

**SALINE DISTRICT LIBRARY BOARD OF TRUSTEES  
BOARD MEETING PACKET  
TUESDAY, APRIL 18, 2023, 7:00 p.m.**

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**NOTICE OF LIBRARY BOARD MEETING  
TUESDAY, APRIL 18, 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/](https://salinelibrary.org/about/board-of-trustees/)

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

**SALINE DISTRICT LIBRARY BOARD OF TRUSTEES  
BOARD MEETING AGENDA  
TUESDAY, APRIL 18, 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 March 21, 2023 meeting minutes as written.
- D. Public Discussion  
Citizens are encouraged to address their concerns and comments. Individuals will be given up to three minutes to address the Board at any one meeting. Trustees will not respond to public comments at meetings.
- E. President's Report
- F. Friends of the Library Report
- G. Financial Reports  
Move \_\_\_\_\_ Second \_\_\_\_\_ to approve the March 2023 financial reports.
- H. Committee Reports
  - 1. Finance
  - 2. Arts
  - 3. Building & Grounds
  - 4. Library Services
  - 5. Staff Excellence
- I. Library Director's Report

J. Old Business

K. New Business

1. New Position: Substitute Library Assistant

Move \_\_\_\_\_ Second \_\_\_\_\_ to approve the creation of the new Grade 3 position of Substitute Library Assistant.

2. Schrandt Grant to fund the New Adult Social Club

Move \_\_\_\_\_ Second \_\_\_\_\_ to approve Schrandt Grant funding for the New Adult Social Club for FY2022-23.

3. Policy Review

a. Policy 502: Patron Behavior

Move \_\_\_\_\_ Second \_\_\_\_\_ to approve revised Policy 502: Patron Behavior.

b. Policy 516: Public Relations, Media, and Photography

Move \_\_\_\_\_ Second \_\_\_\_\_ to adopt new Policy 516: Public Relations, Media, and Photography as presented.

c. Policy 618: Bereavement Pay

Move \_\_\_\_\_ Second \_\_\_\_\_ to approve revised Policy 618: Bereavement Pay.

d. Policy 627: Retirement and Policy 628: Flexible Spending Account Plan

Move \_\_\_\_\_ Second \_\_\_\_\_ to approve Policy 627: Retirement and Policy 628: Flexible Spending Account Plan as presented.

e. Policy 702: Tax Revenue Collection

Move \_\_\_\_\_ Second \_\_\_\_\_ to approve revised Policy 702: Tax Revenue Collection.

f. Policy 708: Quarterly Investment Report

Move \_\_\_\_\_ Second \_\_\_\_\_ to approve revised Policy 708 from Annual Investment Report to Policy 70: Quarterly Investment Report.

L. 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.

M. Adjournment

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

RECOMMENDED MOTIONS FOR MEETING on April 18, 2023

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

Move \_\_\_\_\_ Second \_\_\_\_\_ to approve the March 21, 2023 meeting minutes as written.

Move \_\_\_\_\_ Second \_\_\_\_\_ to approve the March 2023 financial reports.

Move \_\_\_\_\_ Second \_\_\_\_\_ to approve the creation of the new Grade 3 position of Substitute Library Assistant.

Move \_\_\_\_\_ Second \_\_\_\_\_ to approve Schrandt Grant funding for the New Adult Social Club for FY2022-23.

Move \_\_\_\_\_ Second \_\_\_\_\_ to approve revised Policy 502: Patron Behavior.

Move \_\_\_\_\_ Second \_\_\_\_\_ to adopt new Policy 516: Public Relations, Media, and Photography as presented.

Move \_\_\_\_\_ Second \_\_\_\_\_ to approve revised Policy 618: Bereavement Pay.

Move \_\_\_\_\_ Second \_\_\_\_\_ to approve revised Policy 629: Substance Abuse.

Move \_\_\_\_\_ Second \_\_\_\_\_ to approve Policy 627: Retirement and Policy 628: Flexible Spending Account Plan as presented.

Move \_\_\_\_\_ Second \_\_\_\_\_ to approve revised Policy 702: Tax Revenue Collection.

Move \_\_\_\_\_ Second \_\_\_\_\_ to approve revised Policy 708 from Annual Investment Report to Policy 70: Quarterly Investment Report.

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

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

Present: President Gray, Vice President Conn, Secretary Byron, Treasurer TerHaar, Trustee Bieliauskas, Trustee Healy, Trustee Hundley, Director Waarala, Assistant Director Lash, Administrative Assistant Pilarz  
Absent: none

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

B. Approval of Agenda

Motion to approve the agenda as written. Move Conn, Second Gray. Carried.

C. Approval of Past Minutes

Move Gray, Second Byron to approve the February 21, 2023 meeting minutes as written. Carried.

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

D. Public Discussion

No public present

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

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 board members.

F. President's Report: None.

G. Friends of the Library Report: Friends are working with library staff to establish withdrawal procedures.

H. Financial Reports

Move Terhaar, Second Conn to approve the February 2023 financial reports. Carried.

I. Committee Reports

1. Finance

- a. Received new checks with strengthened security features. We will be Increasing our CD amount at Old National Bank to take advantage of higher interest rate and opening a new CD at Bank of Ann Arbor.
- b. Received one proposal for Accounting Services from current provider. Will reissue Request for Proposals after tax season.
- c. Reviewed policies 709a, 709b.

2. Arts: Did not meet

3. Building & Grounds

- a. Reviewed Proposal for Services from Quinn Evans Architect. Committee unanimously recommended that SDL approve the Proposal for Professional Services and authorize the Library Director to sign the agreement.
- b. Reviewed the proposals received for lawncare and grounds maintenance. The committee unanimously recommended that SDL sign a 3-year contract with Underwood Nursery.

4. Library Services

Reviewed changes to policy 705: Project Selection for Carl F. Schrandt Endowment Fund Program and 518: Social Media. Discussed expanding social media outreach and relationships with other media outlets.

5. Staff Excellence

Reviewed policies 615: Holiday Pay and 629: Substance Abuse.

- J. Library Director's Report: Submitted as written. Plans are being finalized for a staff appreciation dinner, the first in several years, due to the COVID-19 pandemic. Director Waarala and Assistant Director Lash attended a media training session on crisis communications. The Director and Assistant Director plan to develop a crisis communication plan for SDL. The LED light conversion project is on track to recover the anticipated return on investment. Director Waarala will communicate with the City of Saline's Environmental Commission to express interest in exploring electric vehicle charging stations at SDL.

K. Old Business: none

L. New Business

1. Building Renovation and Site Construction by Quinn Evans architect firm

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

Move Gray, Second Byron 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. Carried.

2. Lawn Maintenance Contract for 2023

Move Healy, Second Hundley 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. Carried.

3. Policy Review

a. Policy 518: Social Media

Move Hundley, Second Gray to approve revised Policy 518: Social Media. Carried.

b. Policy 615: Holiday Pay

Move Gray, Second TerHaar to approve Policy 615: Holiday Pay as presented. Carried.

c. Policy 629: Substance Abuse

Move Hundley, Second Gray to approve revised Policy 629: Substance Abuse. Carried.



d. Policy 705: Project Selection and Evaluation for Carl F. Schrandt Endowment Fund Program  
Move Gray, Second Byron to approve revised 705: Project Selection and Evaluation for Carl F. Schrandt Endowment Fund Program. Carried.

e. Policy 709a: Segregation and Distribution of Revenues & 709b: Endowment Program funds  
Move Gray, Second Hundley to approve Policy 709a: Segregation and Distribution of Revenues & 709b: Endowment Program funds as presented. Motion carried.

4. Director Evaluation

Move Gray, Second TerHaar to meet in closed session for the purpose of discussing the Director's annual performance review. Carried.

Move Gray, Second TerHaar to end the closed session and reconvene the open meeting. Carried.

Move Gray, Second Hundley to approve the Director's evaluation. Carried.

Move Gray, Second Conn to set the Director's salary at \$112,000, retroactive to March 15, 2023. Carried.

M. Public Discussion

No public present

N. Adjournment

Move Gray, Second Hundley to adjourn the meeting at 8:45p.m. Motion 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 March 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

**Saline District Library  
Bank Reconciliation  
Key Bank - General  
March 1, 2023 - March 31, 2023**

Reference	Date	GL Account	Description	Amount
<b>Bank Statement Summary</b>				
			Beginning Bank Balance	523,784.89
			+ Cleared Deposits & Other Additions	838,011.34
			- Cleared Checks & Other Payments	1,037,418.36
			Ending Bank Balance	324,377.87
<b>Open Deposits &amp; Additions</b>				<b>Total</b>
				0.00
<b>Open Checks &amp; Payments</b>				
	03/31/23		EFTPS	10,974.99
	03/31/23		ALERUS	3,053.67
	03/31/23		ALERUS	1,918.31
24391	01/24/23	790-860	ANNA HINKLEY	8.78
24417	02/21/23	Multiple	BAKER & TAYLOR	10,523.82
24452	03/03/23	790-750.3	OPEN SPOT	150.00
24468	03/21/23	790-785	MIDWEST COLLABORATIVE	4,297.24
24469	03/21/23	790-750.3	OPEN SPOT	140.00
24471	03/21/23	790-964.4	SHELBY TWSP	20.55
24480	03/31/23	790-885	THOMPSON & CO	685.00
				<b>Total</b>
				31,772.36
				<b>Reconciled Bank Balance</b>
				292,605.51
<b>Bank Transactions</b>				
		000-017	TRANSFER TO AGENCY SUB	(600,000.00)
		000-004	TRANSFER TO BK OF ANN ARBOR CD	(200,000.00)
		000-258	EFTPS	(11,077.43)
		000-258	EFTPS	(10,974.99)
		000-258	EFTPS	(10,955.97)
		790-723	ALERUS RETIRE XFERS	(9,100.33)
		000-008	ALERUS RETIRE XFERS	(5,748.13)
		790-920	DTE - ELECTRICITY	(3,788.28)
		000-258.1	5080 MI TAX PYMT	(3,643.20)
		790-921	DTE - GAS	(1,932.84)
		790-802	STROM CPA	(645.00)
		790-727	INTUIT	(442.28)
		790-965	BK SERVICE CHRGS	(273.26)
		790-965	MERCH FEE & DISC	(104.94)
		000-665.1	INTEREST	200.61
		000-017	TRANSFER FROM AGENCY SUB	150,000.00
				<b>Total</b>
				(708,486.04)
				<b>Adjusted General Ledger Balance</b>
				292,605.51

**Saline District Library**  
**Statement of Financial Position**  
**As of March 31, 2023**

**Assets**

<b>Current Assets</b>		
000-001	Key Bank - General	\$ 292,605.51
000-003	Old National CD 1	105,432.31
000-004	Bk of Ann Arbor CD	200,000.00
000-008	Employee Advances	5,571.31
000-013	Agency Account (Schrandt)	2,709,018.33
000-013.1	Agency Account-Unrealized Gain	(272,365.64)
000-017	Agency Sub Account (Investment Account)	6,691,483.03
000-017.1	Agency Sub Account-Unrealized Gain	(567,219.90)
<b>Total Current Assets</b>		<b>9,164,524.95</b>
<b>Property and Equipment</b>		
<b>Net Property and Equipment</b>		<b>0.00</b>
<b>Total Assets</b>		<b>\$ 9,164,524.95</b>

**Liabilities and Net Assets**

<b>Current Liabilities</b>		
000-202	Accounts Payable	\$ 19,476.00
000-257	Accrued Payroll	44,466.98
000-258.1	State Payroll Taxes	5,451.71
000-275	MTT Liability	7,797.00
<b>Total Current Liabilities</b>		<b>77,191.69</b>
<b>Long-Term Liabilities</b>		
<b>Total Long-Term Liabilities</b>		<b>0.00</b>
<b>Total Liabilities</b>		<b>77,191.69</b>
<b>Net Assets</b>		
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	1,743,514.97
<b>Total Net Assets</b>		<b>9,087,333.26</b>
<b>Total Liabilities and Net Assets</b>		<b>\$ 9,164,524.95</b>

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

	<b>1 Month Ended March 31, 2023 Actual</b>	<b>4 Months Ended March 31, 2023 Actual</b>	<b>12 Months Ended November 30, 2023 Budget</b>	<b>Year to Date Percentage Budget</b>	
<b>Revenue</b>					
000-402.1	Saline-Real Tax	\$ 109,106.42	\$ 534,215.96	\$ 561,751.00	95.10
000-402.2	Bridgewater-Real Tax	5,057.68	21,066.07	23,041.00	91.43
000-402.3	Freedom-Real Tax	93.93	6,126.60	6,129.00	99.96
000-402.4	Lodi-Real Tax	142,812.31	445,654.28	443,191.00	100.56
000-402.5	Pittsfield-Real Tax	238,935.05	804,511.97	797,941.00	100.82
000-402.6	Saline Township-Real Tax	0.00	85,068.34	128,214.00	66.35
000-402.7	York Township-Real Tax	91,179.29	357,439.29	352,923.00	101.28
000-413	PPT Reimbursement	96,900.28	96,900.28	96,900.00	100.00
000-540	State Aid	0.00	0.00	28,400.00	0.00
000-628	Printers-Revenue	681.70	1,424.15	3,400.00	41.89
000-628.1	Copy Machine-Revenue	279.05	402.35	1,000.00	40.24
000-629	Non-Resident Fee	490.00	1,530.00	3,000.00	51.00
000-656	Penal Fines	0.00	0.00	25,000.00	0.00
000-658	Fines-Overdue Materials	1,214.25	4,622.75	10,000.00	46.23
000-658.1	Materials Replacement	707.71	2,127.03	5,000.00	42.54
000-658.2	Card Replacement Fees	3.00	4.00	0.00	0.00
000-665.1	General Account Interest	200.61	542.94	110.00	493.58
000-665.3	Sub-Agency Account Interest	1,964.45	13,529.72	100,000.00	13.53
000-674	Donations-Unrestricted	3.25	3,120.77	4,000.00	78.02
000-674.1	Donations-Restricted	0.00	100.00	1,000.00	10.00
000-674.2	Donations-Friends	345.81	7,394.96	20,000.00	36.97
000-680	Other Income	1.00	6.00	0.00	0.00
	<b>Total Revenue</b>	<u>689,975.79</u>	<u>2,385,787.46</u>	<u>2,611,000.00</u>	<u>91.37</u>
	<b>Gross Profit</b>	<u>689,975.79</u>	<u>2,385,787.46</u>	<u>2,611,000.00</u>	<u>91.37</u>
<b>Operating Expenses</b>					
790-702	Salaries	143,939.34	425,318.37	1,300,000.00	32.72
790-716	Employee Insurance/Benefits	5,004.24	22,988.93	120,000.00	19.16
790-719	Health Reimbursement	2,217.10	7,028.97	21,000.00	33.47
790-722	Employer FICA	10,857.60	32,066.84	97,500.00	32.89
790-723	Retirement	3,369.35	10,221.61	40,000.00	25.55
790-727	Office Supplies	487.28	1,540.39	6,500.00	23.70
790-727.3	Supplies-Youth	19.94	211.92	1,600.00	13.25
790-727.4	Cartridges	0.00	1,650.51	4,500.00	36.68
790-730	Postage	133.15	259.32	500.00	51.86
790-732	Cleaning Supplies	0.00	1,437.09	5,000.00	28.74
790-734	Processing Supplies	319.93	2,844.65	12,000.00	23.71
790-740	Equipment	0.00	647.67	33,000.00	1.96
790-750.1	Adult Programming	748.95	3,005.72	18,000.00	16.70
790-750.2	Teen Programming	378.54	1,817.10	10,000.00	18.17
790-750.3	Youth Programming	833.90	3,897.97	13,000.00	29.98
790-750.4	Programming funded by Friends	308.88	787.40	5,500.00	14.32
790-752.1	Summer Reading-Adult	0.00	0.00	3,000.00	0.00
790-752.2	Summer Reading-Teen	0.00	0.00	2,000.00	0.00
790-752.3	Summer Reading-Youth	0.00	276.72	5,000.00	5.53
790-760	Youth Toys/Realia	0.00	1,164.80	2,000.00	58.24
790-762.1	Adult ETC	0.00	0.00	3,000.00	0.00
790-762.3	Youth ETC	0.00	88.76	2,000.00	4.44
790-770	Periodicals	1,396.80	2,863.52	12,000.00	23.86
790-772.1	eLibrary-Adults	8,913.57	39,651.48	115,000.00	34.48
790-772.3	eLibrary-Youth	0.00	12.75	0.00	0.00
790-772.4	eLibrary Funded by Friends	0.00	5,000.00	5,000.00	100.00
790-780	Software	5,653.09	7,011.49	26,000.00	26.97

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

	<b>1 Month Ended March 31, 2023 Actual</b>	<b>4 Months Ended March 31, 2023 Actual</b>	<b>12 Months Ended November 30, 2023 Budget</b>	<b>Year to Date Percentage Budget</b>	
790-785	Online Database	4,297.24	21,821.09	43,000.00	50.75
790-801	PS-Auditor	3,600.00	23,980.00	23,000.00	104.26
790-802	PS-Bookkeeping	645.00	2,580.00	8,000.00	32.25
790-803	PS-Attorney	258.50	258.50	3,000.00	8.62
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	291.82	1,079.44	24,000.00	4.50
790-851	Telephone	445.66	1,340.23	5,800.00	23.11
790-860	Travel/Lodging	79.26	118.17	4,000.00	2.95
790-880	Marketing	670.00	7,021.95	15,500.00	45.30
790-885	Misc Funded by Friends	685.00	685.00	0.00	0.00
790-920	Electricity	3,788.28	13,478.36	48,000.00	28.08
790-921	Gas	1,932.84	7,572.96	18,000.00	42.07
790-922	Water	0.00	1,675.46	8,000.00	20.94
790-930	Building Maintenance	2,418.00	11,637.62	30,000.00	38.79
790-932	Grounds Maintenance	0.00	16,315.00	37,000.00	44.09
790-934	Equipment Maintenance	3,962.00	4,479.60	24,000.00	18.67
790-955	Grants	0.00	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	250.00	598.00	8,000.00	7.48
790-958	Dues	0.00	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	20.55	20.55	500.00	4.11
790-965	Bank Charges	378.20	1,463.53	4,000.00	36.59
790-969	Insurance	107.00	16,736.00	23,000.00	72.77
790-971	Capital Improvement	6,760.18	6,760.18	50,000.00	13.52
790-975	Furniture	502.62	502.62	30,000.00	1.68
790-981	Books Funded by Friends	137.66	137.66	2,000.00	6.88
790-982.1	Adult Fiction	2,450.51	9,514.96	35,000.00	27.19
790-982.15	Large Print	638.78	2,367.29	9,000.00	26.30
790-982.2	Teen Fiction	600.99	2,279.69	10,000.00	22.80
790-982.3	Youth Fiction	2,473.23	7,014.46	23,000.00	30.50
790-983.1	Adult Nonfiction	2,299.43	9,585.73	35,000.00	27.39
790-983.15	Reference	0.00	1,226.78	4,000.00	30.67
790-983.2	Teen Nonfiction	239.50	874.76	4,000.00	21.87
790-983.3	Youth Nonfiction	564.74	2,092.09	15,000.00	13.95
790-984.1	Audiobooks-Adult	351.91	1,673.57	14,000.00	11.95
790-984.2	Audiobooks-Teen	770.80	895.77	6,000.00	14.93
790-984.3	Audiobooks-Youth	125.96	614.71	6,200.00	9.91
790-985.1	DVD/Blu Rays-Adult	631.22	2,775.79	17,000.00	16.33
790-985.2	DVD/Blu Rays-Teen	0.00	255.66	500.00	51.13
790-985.3	DVD/Blu Rays-Youth	0.00	338.01	2,600.00	13.00
790-986.1	Music CDs-Adult	125.14	203.82	2,500.00	8.15
790-986.3	Music CDs-Youth	0.00	36.71	200.00	18.36
790-998	Special Projects	20,828.00	20,828.00	33,000.00	63.12
	<b>Total Operating Expenses</b>	<u>247,911.68</u>	<u>779,810.91</u>	<u>2,611,000.00</u>	<u>29.87</u>
	<b>Operating Income (Loss)</b>	<u>442,064.11</u>	<u>1,605,976.55</u>	<u>0.00</u>	<u>0.00</u>

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

	<b>1 Month Ended March 31, 2023 Actual</b>	<b>4 Months Ended March 31, 2023 Actual</b>	<b>12 Months Ended November 30, 2023 Budget</b>	<b>Year to Date Percentage Budget</b>	
<b>Other Income (Expenses)</b>					
000-665.4	Agency Account Interest	1,386.58	13,594.57	0.00	0.00
000-670	Sub-Agency Change in Market Value	117,977.49	89,445.86	0.00	0.00
000-670.4	Agency Change in Market Value	56,246.55	37,982.00	0.00	0.00
000-965.4	Agency Admin Charges	<u>(852.19)</u>	<u>(3,484.01)</u>	<u>0.00</u>	<u>0.00</u>
	<b>Total Other Income (Expenses)</b>	<u>174,758.43</u>	<u>137,538.42</u>	<u>0.00</u>	<u>0.00</u>
	<b>Net Income (Loss) Before Taxes</b>	<u>616,822.54</u>	<u>1,743,514.97</u>	<u>0.00</u>	<u>0.00</u>
	<b>Net Income (Loss)</b>	<u>\$ 616,822.54</u>	<u>\$ 1,743,514.97</u>	<u>\$ 0.00</u>	<u>0.00</u>

**Saline District Library Fund 101**  
**monthly revenue**  
**March 2023**

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
<b>402 · Property Taxes Control Account</b>								
<b>402.1 · City of Saline-Real Tax</b>								
Deposit	03/09/2023			Ck# 68940		001 · Key Bank...	109,106.42	109,106.42
Total 402.1 · City of Saline-Real Tax							109,106.42	109,106.42
<b>402.2 · Bridgewater Township-Real Tax</b>								
Deposit	03/09/2023			Ck # 11088		001 · Key Bank...	5,057.68	5,057.68
Total 402.2 · Bridgewater Township-Real Tax							5,057.68	5,057.68
<b>402.3 · Freedom Township-Real Tax</b>								
Deposit	03/09/2023			Ck# 3629		001 · Key Bank...	93.93	93.93
Total 402.3 · Freedom Township-Real Tax							93.93	93.93
<b>402.4 · Lodi Township-Real Tax</b>								
Deposit	03/02/2023			CK # 007104		001 · Key Bank...	129,048.08	129,048.08
Deposit	03/24/2023			Ck # 007116		001 · Key Bank...	13,764.23	142,812.31
Total 402.4 · Lodi Township-Real Tax							142,812.31	142,812.31
<b>402.5 · Pittsfield Township-Real Tax</b>								
Deposit	03/02/2023			Ck # 023158		001 · Key Bank...	212,820.77	212,820.77
Deposit	03/24/2023			Ck # 023164		001 · Key Bank...	26,114.28	238,935.05
Total 402.5 · Pittsfield Township-Real Tax							238,935.05	238,935.05
<b>402.7 · York Township-Real Tax</b>								
Deposit	03/02/2023			Ck # 2636		001 · Key Bank...	86,730.34	86,730.34
Deposit	03/31/2023			Ck # 2645		001 · Key Bank...	4,448.95	91,179.29
Total 402.7 · York Township-Real Tax							91,179.29	91,179.29
<b>413 · PPT Reimbursement</b>								
Deposit	03/02/2023			Ck # 16631		001 · Key Bank...	96,900.28	96,900.28
Total 413 · PPT Reimbursement							96,900.28	96,900.28
Total 402 · Property Taxes Control Account							684,084.96	684,084.96
<b>628 · Printers-Revenue</b>								
Deposit	03/02/2023			Deposit		001 · Key Bank...	2.50	2.50
Deposit	03/02/2023			Deposit		001 · Key Bank...	12.70	15.20
Deposit	03/03/2023			Deposit		001 · Key Bank...	3.00	18.20
Deposit	03/06/2023			Deposit		001 · Key Bank...	5.20	23.40
Deposit	03/06/2023			Deposit		001 · Key Bank...	2.50	25.90
Deposit	03/06/2023			Deposit		001 · Key Bank...	5.00	30.90
Deposit	03/07/2023			Deposit		001 · Key Bank...	2.80	33.70
Deposit	03/08/2023			Deposit		001 · Key Bank...	0.20	33.90
Deposit	03/09/2023			Deposit		001 · Key Bank...	2.70	36.60

**Saline District Library Fund 101**  
**monthly revenue**  
**March 2023**

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Deposit	03/10/2023			Deposit		001 · Key Bank...	2.50	39.10
Deposit	03/14/2023			Deposit		001 · Key Bank...	30.40	69.50
Deposit	03/16/2023			Deposit		001 · Key Bank...	1.00	70.50
Deposit	03/16/2023			Deposit		001 · Key Bank...	2.90	73.40
Deposit	03/17/2023			Deposit		001 · Key Bank...	1.70	75.10
Deposit	03/20/2023			Deposit		001 · Key Bank...	0.30	75.40
Deposit	03/20/2023			Deposit		001 · Key Bank...	1.40	76.80
Deposit	03/20/2023			Deposit		001 · Key Bank...	17.70	94.50
Deposit	03/21/2023			Deposit		001 · Key Bank...	2.50	97.00
Deposit	03/22/2023			Deposit		001 · Key Bank...	2.20	99.20
Deposit	03/23/2023			Deposit		001 · Key Bank...	3.00	102.20
Deposit	03/24/2023			Deposit		001 · Key Bank...	14.40	116.60
Deposit	03/24/2023			Deposit		001 · Key Bank...	3.80	120.40
Deposit	03/27/2023			Deposit		001 · Key Bank...	1.50	121.90
Deposit	03/27/2023			Deposit		001 · Key Bank...	1.80	123.70
Deposit	03/29/2023			Deposit		001 · Key Bank...	16.30	140.00
Deposit	03/31/2023			Deposit		001 · Key Bank...	534.60	674.60
Deposit	03/31/2023			Deposit		001 · Key Bank...	5.10	679.70
Deposit	03/31/2023			Deposit		001 · Key Bank...	2.00	681.70
Total 628 · Printers-Revenue							681.70	681.70
<b>628.1 · Copy Machine-Revenue</b>								
Deposit	03/31/2023			Deposit		001 · Key Bank...	279.05	279.05
Total 628.1 · Copy Machine-Revenue							279.05	279.05
<b>629 · Non-Resident Fees</b>								
Deposit	03/09/2023			Deposit		001 · Key Bank...	150.00	150.00
Deposit	03/15/2023			Deposit		001 · Key Bank...	150.00	300.00
Deposit	03/16/2023			Deposit		001 · Key Bank...	25.00	325.00
Deposit	03/20/2023			Deposit		001 · Key Bank...	150.00	475.00
Deposit	03/31/2023			Deposit		001 · Key Bank...	15.00	490.00
Total 629 · Non-Resident Fees							490.00	490.00
<b>658 · Fines-Overdue Materials</b>								
Deposit	03/01/2023			Deposit		001 · Key Bank...	2.10	2.10
Deposit	03/02/2023			Deposit		001 · Key Bank...	132.90	135.00
Deposit	03/02/2023			Deposit		001 · Key Bank...	42.85	177.85
Deposit	03/03/2023			Deposit		001 · Key Bank...	7.65	185.50
Deposit	03/06/2023			Deposit		001 · Key Bank...	41.45	226.95
Deposit	03/06/2023			Deposit		001 · Key Bank...	21.40	248.35
Deposit	03/06/2023			Deposit		001 · Key Bank...	2.20	250.55
Deposit	03/07/2023			Deposit		001 · Key Bank...	11.65	262.20
Deposit	03/08/2023			Deposit		001 · Key Bank...	32.85	295.05
Deposit	03/09/2023			Deposit		001 · Key Bank...	52.55	347.60
Deposit	03/09/2023			Deposit		001 · Key Bank...	35.70	383.30
Deposit	03/10/2023			Deposit		001 · Key Bank...	36.00	419.30
Deposit	03/13/2023			Deposit		001 · Key Bank...	64.05	483.35



**Saline District Library Fund 101**  
**monthly revenue**  
**March 2023**

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Deposit	03/13/2023			Deposit		001 · Key Bank...	36.50	519.85
Deposit	03/13/2023			Deposit		001 · Key Bank...	3.15	523.00
Deposit	03/14/2023			Deposit		001 · Key Bank...	15.90	538.90
Deposit	03/15/2023			Deposit		001 · Key Bank...	22.30	561.20
Deposit	03/16/2023			Deposit		001 · Key Bank...	54.50	615.70
Deposit	03/16/2023			Deposit		001 · Key Bank...	35.40	651.10
Deposit	03/17/2023			Deposit		001 · Key Bank...	27.70	678.80
Deposit	03/20/2023			Deposit		001 · Key Bank...	24.45	703.25
Deposit	03/20/2023			Deposit		001 · Key Bank...	27.15	730.40
Deposit	03/20/2023			Deposit		001 · Key Bank...	22.45	752.85
Deposit	03/21/2023			Deposit		001 · Key Bank...	57.30	810.15
Deposit	03/22/2023			Deposit		001 · Key Bank...	42.10	852.25
Deposit	03/23/2023			Deposit		001 · Key Bank...	19.65	871.90
Deposit	03/24/2023			Deposit		001 · Key Bank...	72.70	944.60
Deposit	03/24/2023			Deposit		001 · Key Bank...	57.15	1,001.75
Deposit	03/27/2023			Deposit		001 · Key Bank...	23.20	1,024.95
Deposit	03/27/2023			Deposit		001 · Key Bank...	10.75	1,035.70
Deposit	03/27/2023			Deposit		001 · Key Bank...	81.80	1,117.50
Deposit	03/28/2023			Deposit		001 · Key Bank...	7.35	1,124.85
Deposit	03/29/2023			Deposit		001 · Key Bank...	40.85	1,165.70
Deposit	03/31/2023			Deposit		001 · Key Bank...	46.15	1,211.85
Deposit	03/31/2023			Deposit		001 · Key Bank...	2.40	1,214.25
Total 658 · Fines-Overdue Materials							1,214.25	1,214.25
<b>658.1 · Materials Replacement Fees</b>								
Deposit	03/01/2023			Deposit		001 · Key Bank...	169.54	169.54
Deposit	03/02/2023			Deposit		001 · Key Bank...	57.94	227.48
Deposit	03/06/2023			Deposit		001 · Key Bank...	16.99	244.47
Deposit	03/06/2023			Deposit		001 · Key Bank...	12.99	257.46
Deposit	03/06/2023			Deposit		001 · Key Bank...	80.94	338.40
Deposit	03/08/2023			Deposit		001 · Key Bank...	5.99	344.39
Deposit	03/09/2023			Deposit		001 · Key Bank...	17.99	362.38
Deposit	03/10/2023			Deposit		001 · Key Bank...	12.99	375.37
Deposit	03/13/2023			Deposit		001 · Key Bank...	25.98	401.35
Deposit	03/16/2023			Deposit		001 · Key Bank...	43.98	445.33
Deposit	03/17/2023			Deposit		001 · Key Bank...	47.97	493.30
Deposit	03/20/2023			Deposit		001 · Key Bank...	20.99	514.29
Deposit	03/21/2023			Deposit		001 · Key Bank...	29.95	544.24
Deposit	03/22/2023			Deposit		001 · Key Bank...	31.95	576.19
Deposit	03/23/2023			Deposit		001 · Key Bank...	42.64	618.83
Deposit	03/24/2023			Deposit		001 · Key Bank...	33.94	652.77
Deposit	03/27/2023			Deposit		001 · Key Bank...	28.00	680.77
Deposit	03/31/2023			Deposit		001 · Key Bank...	26.94	707.71
Total 658.1 · Materials Replacement Fees							707.71	707.71
<b>658.2 · Card Replacement Fees</b>								
Deposit	03/02/2023			Deposit		001 · Key Bank...	3.00	3.00

**Saline District Library Fund 101**  
**monthly revenue**  
**March 2023**

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Total 658.2 · Card Replacement Fees							3.00	3.00
<b>665.1 · General Account Interest</b>								
Deposit	03/31/2023			Deposit		001 · Key Bank...	200.61	200.61
Total 665.1 · General Account Interest							200.61	200.61
<b>674 · Donations-Unrestricted</b>								
Deposit	03/02/2023			Deposit		001 · Key Bank...	3.00	3.00
Deposit	03/31/2023			Deposit		001 · Key Bank...	0.25	3.25
Total 674 · Donations-Unrestricted							3.25	3.25
<b>674.2 · Donations-Friends</b>								
Deposit	03/02/2023			Deposit		001 · Key Bank...	36.93	36.93
Deposit	03/09/2023			Half day pizza...		001 · Key Bank...	308.88	345.81
Total 674.2 · Donations-Friends							345.81	345.81
<b>680 · Other Income</b>								
Deposit	03/31/2023			Deposit		001 · Key Bank...	1.00	1.00
Total 680 · Other Income							1.00	1.00
<b>699 · Transfer from Other Funds</b>								
Deposit	03/06/2023			Deposit		001 · Key Bank...	150,000.00	150,000.00
Check	03/24/2023			Opened CD a...		001 · Key Bank...	-200,000.00	-50,000.00
Total 699 · Transfer from Other Funds							-50,000.00	-50,000.00
<b>TOTAL</b>							<b>638,011.34</b>	<b>638,011.34</b>

**Saline District Library Fund 101**  
**Bill List**  
**March 2023**

Type	Date	Num	Name	Memo	Amount
<b>702 · Salaries</b>					
Check	03/03/2023			Pay period en...	34,486.57
Check	03/03/2023			MERS Pay P...	1,381.87
Check	03/03/2023			MERS Staff L...	183.74
Check	03/03/2023			MERS Staff L...	88.19
Check	03/03/2023			MERS 457 Pa...	1,908.91
Check	03/17/2023			Pay period en...	34,199.56
Check	03/17/2023			MERS Pay P...	1,369.53
Check	03/17/2023			MERS Staff L...	183.74
Check	03/17/2023			MERS Staff L...	88.19
Check	03/17/2023			MERS 457 Pa...	1,920.91
Check	03/31/2023			pay period en...	34,934.40
Check	03/31/2023			MERS Pay P...	1,390.87
Check	03/31/2023			MERS Staff L...	183.74
Check	03/31/2023			MERS Staff L...	88.19
Check	03/31/2023			MERS 457 Pa...	1,918.31
Total 702 · Salaries					114,326.72
<b>716 · Employee Insurances/Benefits</b>					
Bill	03/21/2023	4/1-4/...	BLUE CROSS BLU...	4/1-4/30/2023	5,901.13
Bill	03/21/2023	97611...	SBIS		1,113.23
Total 716 · Employee Insurances/Benefits					7,014.36
<b>719 · Health Reimbursement</b>					
Bill	03/21/2023	FND0...	EHIM	FSA Funding...	2,076.60
Bill	03/21/2023	ADM0...	EHIM	Admin fee for ...	140.50
Total 719 · Health Reimbursement					2,217.10
<b>723 · Retirement</b>					
Check	03/03/2023			MERS Pay P...	1,381.87
Check	03/17/2023			MERS Pay P...	1,369.53
Check	03/31/2023			MERS Pay P...	1,390.87
Total 723 · Retirement					4,142.27
<b>727 · Office Supplies</b>					
Bill	03/06/2023	ACH	INTUIT	Secure Checks	442.28
Bill	03/21/2023	9114	WOODLANDS LIBR...	Labor Law Po...	27.00
Bill	03/21/2023	16088...	ULINE		18.00
Total 727 · Office Supplies					487.28
<b>727.3 · Supplies-Youth</b>					
Bill	03/03/2023	1/1-1/...	AMAZON CAPITAL ...		19.94
Total 727.3 · Supplies-Youth					19.94
<b>734 · Processing Supplies</b>					

**Saline District Library Fund 101**  
**Bill List**  
**March 2023**

Type	Date	Num	Name	Memo	Amount
Bill	03/03/2023	619135	BRODART CO.	Letters	33.75
Bill	03/21/2023	3/8/20...	BARBOUR, SHERRY	Gold foil seals	23.34
Total 734 · Processing Supplies					57.09
<b>750.1 · Adult Programming</b>					
Bill	03/03/2023	3/13 &...	MCFRY, JO ANN Y...	Walking Yoga...	200.00
Bill	03/03/2023	1/1-1/...	AMAZON CAPITAL ...		45.99
Bill	03/03/2023	3/20/2...	WILSON, VALERIE	Cooking with ...	300.00
Total 750.1 · Adult Programming					545.99
<b>750.2 · Teen Programming</b>					
Bill	03/03/2023	1/1-1/...	AMAZON CAPITAL ...		210.25
Total 750.2 · Teen Programming					210.25
<b>750.3 · Youth Programming</b>					
Bill	03/03/2023	10037...	MICHIGAN SCIENC...	Program 3/18/...	215.22
Bill	03/03/2023	1/1-1/...	AMAZON CAPITAL ...		328.68
Bill	03/03/2023	1300	OPEN SPOT THEA...		150.00
Bill	03/21/2023	6021	OPEN SPOT THEA...	Program bala...	140.00
Total 750.3 · Youth Programming					833.90
<b>750.4 · Programming Funded by Friends</b>					
Bill	03/03/2023	3/9/20...	HUNGRY HOWIES	Pizza Cafe 3/...	154.44
Bill	03/03/2023	6033	HUNGRY HOWIES	Pizza Cafe 3/...	154.44
Total 750.4 · Programming Funded by Friends					308.88
<b>770 · Periodicals</b>					
Bill	03/03/2023	157214	WASHTENAW NE...	4/1/2023-6/30...	1,396.80
Total 770 · Periodicals					1,396.80
<b>772.1 · Ebooks-Adult</b>					
Bill	03/03/2023	50343...	MIDWEST TAPE	Hoopla	5,565.92
Bill	03/03/2023	33830...	KANOPY, INC.		347.65
Bill	03/21/2023	CD01...	OVERDRIVE, INC		3,000.00
Total 772.1 · Ebooks-Adult					8,913.57
<b>780 · Software</b>					
Bill	03/03/2023	1334	TOG DEVELOPME...	3/1/2023-2/29...	2,904.00
Bill	03/03/2023	INV-U...	ENVISIONWARE, I...	3/1/2023-2/29...	2,749.09
Total 780 · Software					5,653.09
<b>785 · Online Database</b>					
Bill	03/21/2023	361668	MIDWEST COLLAB...	Mango Langu...	4,297.24

**Saline District Library Fund 101**  
**Bill List**  
**March 2023**

Type	Date	Num	Name	Memo	Amount
Total 785 · Online Database					4,297.24
<b>801 · Professional services-Auditor</b>					
Bill	03/03/2023	23603	PLANTE & MORAN,...		3,600.00
Total 801 · Professional services-Auditor					3,600.00
<b>802 · Professional Services-Bookkeep</b>					
Check	03/08/2023	ACH	STROM ACCOUNTI...	Montly Fee	645.00
Total 802 · Professional Services-Bookkeep					645.00
<b>803 · Professional services-Attorney</b>					
Bill	03/21/2023	853577	FOSTER, SWIFT, C...	Audit letter re...	258.50
Total 803 · Professional services-Attorney					258.50
<b>850 · Internet</b>					
Bill	03/03/2023	3/13/2...	T-MOBILE	Hotspots	291.82
Total 850 · Internet					291.82
<b>851 · Telephone</b>					
Bill	03/08/2023	264275	TELNET WORLDWI...		445.66
Total 851 · Telephone					445.66
<b>860 · Travel/Lodging</b>					
Bill	03/21/2023	860	WAARALA, KARRIE	Mileage to DS...	79.26
Total 860 · Travel/Lodging					79.26
<b>880 · Marketing</b>					
Bill	03/21/2023	93322	STANDARD PRINTI...	SDL Rack Ca...	670.00
Total 880 · Marketing					670.00
<b>885 · Msc funded by Friends</b>					
Bill	03/31/2023	4/2/20...	THOMPSON & CO.	Staff Recognit...	685.00
Total 885 · Msc funded by Friends					685.00
<b>920 · Electricity</b>					
Bill	03/15/2023	3/15/2...	DTE ENERGY - EL...		3,788.28
Total 920 · Electricity					3,788.28
<b>921 · Gas</b>					
Bill	03/15/2023	3/13/2...	DTE ENERGY - GAS		1,932.84
Total 921 · Gas					1,932.84
<b>930 · Building Maintenance</b>					

**Saline District Library Fund 101  
Bill List  
March 2023**

Type	Date	Num	Name	Memo	Amount
Bill	03/03/2023	65394	MCW PARTNERS, ...	Quarterly billing	255.00
Bill	03/03/2023	8920	ALTECH	Diagnose, lab...	959.70
Bill	03/03/2023	8999	ALTECH	Completion of...	970.00
Bill	03/21/2023	86241...	WASTE MANAGEM...		233.30
Total 930 · Building Maintenance					2,418.00
<b>934 · Equipment Maintenance</b>					
Bill	03/03/2023	INV-U...	ENVISIONWARE, I...	3/1/2023-2/29...	3,949.91
Bill	03/21/2023	50668...	RICOH USA, INC		12.09
Total 934 · Equipment Maintenance					3,962.00
<b>957 · Continuing Education</b>					
Bill	03/22/2023	14491	MICHIGAN LIBRAR...	Nora Carichner	50.00
Bill	03/22/2023	14502	MICHIGAN LIBRAR...	Melissa Scha...	25.00
Bill	03/22/2023	14503	MICHIGAN LIBRAR...	Arlene Wall	25.00
Bill	03/22/2023	14504	MICHIGAN LIBRAR...	Dana Roland	50.00
Bill	03/22/2023	14505	MICHIGAN LIBRAR...	Melissa Kolas...	50.00
Bill	03/22/2023	14501	MICHIGAN LIBRAR...	Ron Andrews	50.00
Total 957 · Continuing Education					250.00
<b>964.4 · MelCat Reimbursements</b>					
Bill	03/21/2023	03-23	SHELBY TOWNSHI...	The boy who l...	20.55
Total 964.4 · MelCat Reimbursements					20.55
<b>965 · Bank Charges</b>					
Check	03/03/2023			KeyBank mer...	55.61
Check	03/03/2023			KeyBank mer...	49.33
Check	03/08/2023			Feb. Analysis ...	265.26
Bill	03/24/2023	ACH	KEYBANK - NATIO...	Fee for Cashi...	8.00
Total 965 · Bank Charges					378.20
<b>969 · Insurance</b>					
Bill	03/21/2023	W9B ...	CITIZENS INSURA...	Workers Com...	107.00
Total 969 · Insurance					107.00
<b>971 · Capital Improvement</b>					
Bill	03/09/2023	230106	MAINTENANCE & ...	Parking lightin...	6,760.18
Total 971 · Capital Improvement					6,760.18
<b>975 · Furniture</b>					
Bill	03/03/2023	7263708	DEMCO INC	Youth depart...	502.62
Total 975 · Furniture					502.62
<b>981 · Books funded by friends</b>					

**Saline District Library Fund 101**  
**Bill List**  
**March 2023**

Type	Date	Num	Name	Memo	Amount
Bill	03/21/2023	2/1-2/...	BAKER & TAYLOR		137.66
Total 981 · Books funded by friends					137.66
<b>982.1 · Adult Fiction</b>					
Bill	03/03/2023	1/1-1/...	AMAZON CAPITAL ...		64.95
Bill	03/21/2023	2/1-2/...	BAKER & TAYLOR		2,385.56
Total 982.1 · Adult Fiction					2,450.51
<b>982.15 · Large Print</b>					
Bill	03/21/2023	2/1-2/...	BAKER & TAYLOR		638.78
Total 982.15 · Large Print					638.78
<b>982.2 · Teen Fiction</b>					
Bill	03/21/2023	2/1-2/...	BAKER & TAYLOR		600.99
Total 982.2 · Teen Fiction					600.99
<b>982.3 · Youth Fiction</b>					
Bill	03/21/2023	2/1-2/...	BAKER & TAYLOR		2,473.23
Total 982.3 · Youth Fiction					2,473.23
<b>983.1 · Adult Nonfiction</b>					
Bill	03/21/2023	2/1-2/...	BAKER & TAYLOR		2,299.43
Total 983.1 · Adult Nonfiction					2,299.43
<b>983.2 · Teen Nonfiction</b>					
Bill	03/21/2023	2/1-2/...	BAKER & TAYLOR		239.50
Total 983.2 · Teen Nonfiction					239.50
<b>983.3 · Youth Nonfiction</b>					
Bill	03/21/2023	2/1-2/...	BAKER & TAYLOR		564.74
Total 983.3 · Youth Nonfiction					564.74
<b>984.1 · Audiobooks-Adult</b>					
Bill	03/03/2023	2/1-2/...	MIDWEST TAPE		351.91
Total 984.1 · Audiobooks-Adult					351.91
<b>984.2 · Audiobooks-Teen</b>					
Bill	03/03/2023	2/1-2/...	MIDWEST TAPE		770.80
Total 984.2 · Audiobooks-Teen					770.80
<b>984.3 · Audiobooks-Youth</b>					
Bill	03/03/2023	2/1-2/...	MIDWEST TAPE		125.96

**Saline District Library Fund 101**  
**Bill List**  
**March 2023**

Type	Date	Num	Name	Memo	Amount
Total 984.3 · Audiobooks-Youth					125.96
<b>985.1 · DVDBlu Rays-Adult</b>					
Bill	03/03/2023	2/1-2/...	MIDWEST TAPE		631.22
Total 985.1 · DVDBlu Rays-Adult					631.22
<b>986.1 · Music CDs-Adult</b>					
Bill	03/03/2023	2/1-2/...	MIDWEST TAPE		125.14
Total 986.1 · Music CDs-Adult					125.14
<b>998 · Special Projects</b>					
Bill	03/03/2023	3359	MICHIGAN SOLAR ...		900.00
Bill	03/03/2023	SALIN...	AWE	Youth Compu...	19,928.00
Total 998 · Special Projects					20,828.00
<b>TOTAL</b>					<b>209,457.26</b>



**Saline District Library**  
**Quarterly Investment Report**  
**1st Quarter Ending 2/28/2023**

<b>Activity Summary</b>	<b>Agency Fund</b>	<b>SubAgency Fund</b>	<b>Total</b>
12/1/2022 Beginning Balance	\$4,771,287.55	\$2,388,560.13	\$7,159,847.68
Cash/Securities Trferred In	\$1,255,413.83		\$1,255,413.83
Dividends/Interest	\$23,700.75	\$12,207.99	\$35,908.74
Cash/Securities Transferred Out	(\$455,413.83)		(\$455,413.83)
Investment Fees	(\$5,413.83)	(\$2,631.82)	(\$8,045.65)
Net Change in Market Value	(\$35,253.29)	(\$18,264.55)	(\$53,517.84)
2/28/2023 Ending Balance	\$5,554,321.18	\$2,379,871.75	\$7,934,192.93

<b>Holdings Summary</b>	<b>Agency Fund</b>	<b>SubAgency Fund</b>	<b>Total</b>
12/1/2022 Principal Holdings			
U.S. Treasury Notes	\$4,604,889.55	\$2,249,220.05	\$6,854,109.60
Money Market Funds	\$163,422.25	\$116,748.57	\$280,170.82
Total Principal Holdings	\$4,768,311.80	\$2,365,968.62	\$7,134,280.42
Income Holdings			
Money Market Funds	\$2,975.75	\$22,591.51	\$25,567.26
Total Holdings	\$4,771,287.55	\$2,388,560.13	\$7,159,847.68
2/28/2023 Principal Holdings			
U.S. Treasury Notes	\$5,377,703.45	\$2,230,955.50	\$7,608,658.95
Money Market Funds	\$155,355.06	\$116,748.57	\$272,103.63
Total Principal Holdings	\$5,533,058.51	\$2,347,704.07	\$7,880,762.58
Income Holdings			
Money Market Funds	\$21,262.67	\$32,167.68	\$53,430.35
Total Holdings	\$5,554,321.18	\$2,379,871.75	\$7,934,192.93

**Certificates of Deposit**

<b>Institution / Term</b>	<b>Maturity</b>	<b>Interest Rate</b>	<b>Amount</b>
KeyBank / 12 months	4/13/2024	4.50%	\$200,000.00
Bank of Ann Arbor / 12 months	3/24/2024	3.80%	\$200,000.00
Total			\$400,000.00



**Library Director's Report  
Submitted by Karrie Waarala  
April 18, 2023**

- We had a great turnout at the Staff Recognition Dinner on Sunday, April 2 at [Thompson & Co.](#) restaurant in Ypsilanti and are glad that several Library Board members were able to join us. Many thanks to the Friends of the Library for funding the dinner and to Administrative Assistant Chris Pilarz for all her hard work organizing it.
- We're very pleased that SDL was chosen as one of the libraries to kick off the [2023 Michigan Notable Books Author Tour](#) by hosting Ebony LaDelle, author of the award-winning young adult rom-com novel [Love Radio](#) on Thursday, April 20 at 6:30pm. Every year, the Library of Michigan selects up to 20 books either written by a Michigan resident or about Michigan or the Great Lakes as that year's [Michigan Notable Books](#) and, with funding from the Library of Michigan Foundation, the Michigan Center for the Book, and Michigan Humanities, sponsors author visits at libraries around the state. Fine Print Bookshop will be on hand to sell books, and there will be time for book signings and a Q&A after the reading.
- Quinn Evans has assembled their initial team for the exterior site construction project consisting of an outdoor programming space, a permanent story walk, and improved signage. The initial QE team will consist of Ann Dilcher, lead architect; Chris Mueller, landscape architect; Fatima Beacham, furnishings; and Edward Nakhle, architect. Ann Dilcher and I have determined that the SDL initial team should consist of myself, Assistant Director Jessica Lash, Head of Youth Services Kelly Soerens, and Head of Adult Services Evan Smale. The four of us will be meeting with the Quinn Evans team on Friday, April 21. Facilities Coordinator Matt Siegert and Technology Manager Ron Andrews will be brought in as the project develops.
- We are hopeful that our exterior site construction will not be impacted by the City of Saline's [Eastbelt Sanitary Sewer Replacement](#) project, which will close N. Maple Road from just south of the library to Michigan Avenue this summer. The construction will be taking place on the east side of Maple Road, and we have been assured by the City that the library's water supply will not be affected. We will be starting a social media and eNews campaign before the project starts to advertise the fact that the library is still accessible during the water main project.

- [National Library Week 2023](#) is April 23-29 and will be celebrated with the theme "There's More to the Story." Staff are working on displays to highlight the week. National Library Workers Day will be April 25, and we are very grateful to the Friends of the Library for recognizing our staff members with gift cards that day.
- Upcoming library events and programs of note include the [Community Shred Event](#), [Zoo to You with the Creature Conservancy](#), and [Jedi Academy Revisited](#) on May the 4<sup>th</sup>. Our Lethal Lunch Book Club has been rebranded as the [Monday Murder Club](#) and will now meet in the evening.
- Recent comments from patrons include:
  - "I love this library: the excellent customer service, people being willing to work with me at any pace, and the community feel to the library."
  - "I appreciate auto-renewals and being able to check out current magazines. It's very patron-friendly."
  - "Teen Subscription Boxes are great! My daughter is trying new authors she might not have chosen/seen/tried on her own. Great program and we appreciate it!"



**DRAFT**  
**JOB DESCRIPTION**

**POSITION: Substitute Library Assistant**

**WAGE:** Grade 3 \$16.35 per hour starting wage

**STATUS:** Substitute as needed (may include evenings and occasional weekends)

**GENERAL DESCRIPTION OF THIS POSITION:**

Library Assistants provide direct patron assistance through charging and discharging materials, answering questions in person and on the phone, and assisting with other library events and operations. This is a front-line position that requires excellent public service skills.

**REQUIRED QUALIFICATIONS:**

Must be a high school graduate, with some college preferred

Ability and desire to serve the public positively, pleasantly, and efficiently in a fast-paced, demanding environment

High energy and the desire to be a cooperative team member

Demonstrated ability to do detailed work accurately while performing several tasks simultaneously

Excellent communication skills and ability to interact with staff and the public with tact, courtesy, and good judgment

Ability to type, use computers, and operate office equipment

Flexibility in picking up positions that need to be filled

Ability to stand for several hours, some lifting, bending, and stooping.

**SDL Staff Excellence Committee  
April 2023 Notes**

Here are the thoughts and rationale behind the proposed new position:

**New Position: Substitute Library Assistant**

- **Need:** Library Assistants (grade 4) make up the largest number of employees at SDL and need the most shift coverage. This position would grant some much-needed assistance to the Support Services department.
- **Personnel:** Our Building Monitor (grade 3) is a highly valued member of the SDL team, but that position only works Monday-Friday 3-5pm during the school year. Because of these limited hours, it would be a natural fit for this person to substitute for Support Services; however, they cannot do so within the Building Monitor job description. Creating this Substitute Library Assistant position will solve this issue.
- **Grading:** There is precedent for substitute positions to have a lower grade than permanent positions (Substitute Librarian vs. Librarian I or Librarian II) as substitutes do not have ongoing other tasks and only serve to cover shifts as needed. By grading it at the same level as the Building Monitor, we avoid multiple rates of pay for one individual.
- **Hours:** Due to the sporadic nature of substitute hours, the Building Monitor can also work as a Substitute Library Assistant and not exceed 20 hours/week, staying below the benefits threshold.

# Saline District Library

Carl F. Schrandt Endowment Fund

## Application Cover Sheet

**Project Title:** New Adult Supported Social Club

**Name of Applicant:** Katie Mitchell

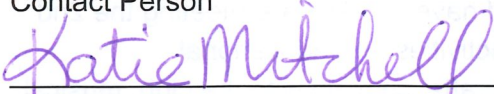
Address: 555 North Maple, Saline, MI 48176

Phone: 734-429-5450

Is the applicant a resident or employee in the Saline library district? Yes

Katie Mitchell

Contact Person

  
\_\_\_\_\_

Authorized Signature

Date Application Submitted: 3-29-23

**Is the organization located in the Saline library district? Yes**

# Saline District Library

## Carl F. Schrandt Endowment Fund

### Application Outline and Instruction Form

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

#### 1. **Project Name:** New Adult Supported Social Club

#### 2. **Proposal Description**

The New Adult Supported Social Club is a safe space for adapted learning community members 18+ (and their caregivers) to make friends and have fun. We are meeting the 2nd and 4th Tuesday of each month. We have a variety of activities and educational experiences planned, including dance parties, arts and crafts, cooking with the club, musical guests, and much more.

#### 3. **Goals of the Project**

The project is a perfect match for all of the stated values of SDL and the Mission Statement. We are providing a welcoming and safe environment for members of the community who are often underserved, particularly in social, learning, and discovery situations, once they have aged out of school. Members of this community can often feel isolated from social opportunities or unwelcome to participate in activities that may not match their chronological age vs. interests. Parents and caregivers of adults with disabilities often do not have a place where they can also socialize, while still attending to the needs of their children. Prioritizing accessibility is an important component of the program, as we want to limit any barriers to participation. This includes making note of, and changing, anything that appears to limit a patron's ability to participate.

This is the first organized program like this in Saline. It is a true example of DEI in action. Having the library host the program shows that our Mission and Values are living statements and that we strive to reach as many community members as possible. I am planning to partner with other community organizations, such as Nu2UAgain and Brewed Awakenings for upcoming events. I have also secured the Saline Fiddlers Philharmonic for a musical

performance. In the future I plan to work with local performance organizations or artists for special events.

#### **4. Audience**

The target audience is New Adults with adaptive learning needs and their caregivers. The New Adults may have cognitive or physical limitations or learning styles that are neurodivergent. Caregivers are also being served as they have a place to relax and let their children have fun in a safe and welcoming environment. Everyone is welcome to participate in the activities or to work in partnership, if the adapted learner needs assistance.

#### **5. Timeline for Implementation**

The first two Social Clubs have already taken place. The first was a Shamrock themed Dance Party on March 14. We had 10 participants. The second was on March 28. We had an arts and crafts night with 37 participants. As this is a community where word of mouth is very important, I am expecting that number or more for the next Social Club.

#### **6. Equipment and Space Needed**

Use of the Brecon Room has been secured through August, per our programming schedule. I will need to purchase supplies for arts and crafts, cooking, and other events. Our musical guests are bringing their own equipment and will be able to set up in the Brecon Room. In the event that the Social Club exceeds the space capacity in the Brecon Room, I have made arrangements to speak to Saline Area Schools to see about utilizing space at Liberty or Saline Middle School.

#### **7. Budget**

As each individual Social Club is different and the numbers are rapidly changing, I have worked hard to create what would be a potential budget through the end of the year. I believe that \$4084 could provide for a well appointed program, the food items we will need, and cover the costs of the paid performers, as well as a sensory box for participants who need those supports. Budget is attached

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

I am the sole staff member needed to implement the program, however Kim and Karrie have indicated that they could, or could help find, coverage in the event that I am unable to attend. Further, several of the caregiver participants have offered their assistance. I envision putting together a call-list of trusted volunteers from within this adaptive learner community to assist on an as needed basis for the program.

#### **9. Publicity**

Currently I am utilizing publicity from our in-house social media team. I have also physically taken fliers out in the community to places where the target audience is likely to see them. I have sent fliers to Carol Melcher, the principal of Liberty School, and the Saline Area Schools Young Adult Program who in turn emailed the fliers to all of the students in the 18+ Special Education classes in Saline.



**10. Criteria to evaluate the project**

Attendance, patron satisfaction, and continual monitoring of accessibility, studying trends in ability sessions, and soliciting feedback from the community will all be used to evaluate the program.

**11. Resume and / or Qualifications**

I have been a librarian at Saline District Library since 2006. I run all of the Teen Services programs, including ones that can easily be replicated for the New Adult Supported Social Club. Furthermore, I am also a caregiving member of this community. For twenty four years I have worked as a Special Needs Advocate. I have presented about serving Special Needs patrons in the library at Spring Institute (twice) and Bloomfield Township Public Library's Adaptive Umbrella Workshop (twice). I have presented at the Library of Michigan Beginner's Workshop (four times) as the Teen Services expert. Working with new adults, the adaptive learning community, and library services for all are my three greatest work passions. I look forward to continuing this work within SDL.

<b>New Adult Supported Social Club Budget Proposal</b>				
Date	Program	Needs	Cost	Already Have
April 11	Dance Party and Pizza	Pizza	70	
		Decorations	20	
		Beverages/Dessert	30	
		Crafts	60	yes
			<b>180</b>	
April 25	Charcuterie Boards	Gordons Food	141	
		Amazon supplies	90.26	
		Goodie bags	\$88	yes
			<b>319.26</b>	
May 9	Dance Party	Pizza	70	
		Decorations	20	
		Beverages/Dessert	30	
		Crafts	60	yes
			<b>180</b>	
May 23	Musical Guest David Rogers	Performance	300	
		Snacks	20	
			<b>320</b>	
June 13	Open Spot Theatre	Workshop and Performance	290	
		Snacks	20	
			<b>310</b>	
June 27	Arts and Crafts	To replenish supplies	100	
			<b>100</b>	
July 11	Saline Fiddlers Philharmonic	Performance	300	
		Snacks	20	
			<b>320</b>	
July 25	Dinner and A Movie	Mancino's catering tray	200	
		Beverages	15	
		Movie license		already have
			<b>215</b>	
August 8	Game Night	New games (from RUGame)	\$100	
		Snacks	30	
			<b>\$130</b>	
Supplies	Vendor	SDL Napkins (200)	60	
		4 Impirnt	Cups (200)	50
			Plates (200)	50
				<b>160</b>
	Amazon	Sensory bin	150	
			<b>150</b>	
Previously Spent				
March	Dance Party		100	
		Arts and Crafts	100	
				used many supplies already on hand
			<b>200</b>	
September (projected)	2 programs	500 based on average of programs	500	
October (projected)	2 programs		500	
November	2 programs		500	
			<b>1500</b>	
Total			<b>\$4,084</b>	

## SALINE DISTRICT LIBRARY POLICY BULLETIN

**POLICY NO: 502**

**SUBJECT: PATRON BEHAVIOR**

### I. Introduction.

The Saline District Library (the “Library”) is open for specific and designated civic, educational and cultural uses, including reading, studying, writing, participating in scheduled Library programs, and using Library materials. In order to provide resources and services to all people who visit the Library facilities in an atmosphere of courtesy, respect, and excellent service, the Library Board has adopted this Patron Behavior Policy. The purpose of the Patron Behavior Policy (“Policy”) is to assist the Library in fulfilling its mission as a community resource enriching life, stimulating intellectual curiosity, fostering literacy, and encouraging an informed citizenry.

Patrons must adhere to all Library Policies, including the following rules of conduct, which shall apply to all buildings – interior and exterior – and all grounds controlled and operated by the Library (“Library **facilities Property**”) and to all persons entering in or on the premises, unless otherwise specified.

### II. Rules for a Safe Environment.

- A. Violations of Law. Committing or attempting to commit an activity in violation of federal, state, or local law, ordinance or regulation (including but not limited to assault, indecent exposure, larceny, removing Library material from the property without authorization through the approved lending procedures, vandalism, child pornography or copyright infringement) is prohibited.
- B. Weapons. Carrying guns, pistols or other weapons, except as specifically permitted and exempt from local regulation by law, is prohibited.
- C. Alcohol; Drugs. Possessing, selling, distributing, or consuming any alcoholic or intoxicating beverage, marijuana, illegal drug, or drug paraphernalia is prohibited. Persons noticeably under the influence of any controlled substance, marijuana or alcoholic or intoxicating liquor are not allowed on Library property. Alcohol may be permitted at certain Library-sponsored events if specifically approved by the Library.

- D. Recreational Equipment and Personal Transport Devices. Use of skateboards, rollerblades, roller skates, hoverboards or other wheeled form of recreational equipment is not allowed in the Library or on Library property. Library patrons must park bicycles or other recreational vehicles only in authorized areas. Wheelchairs, scooters, and other power driven mobility devices are permitted by those individuals with disabilities in accordance with Library rules, unless a particular type of device cannot be accommodated because of legitimate safety requirements.
- E. No Blocking of Doors, Aisles or Entrances. All doors, aisles and entrances must remain obstacle-free. This includes a prohibition of running power cords across aisles or other areas that are used for walking.
- F. Animals. Animals are not permitted in the Library other than service animals (as defined by law) for those individuals with disabilities, those used in law enforcement, or for Library programming.
- G. Incendiary devices. The use of incendiary devices, such as candles, matches, and lighters, is prohibited inside the Library.
- H. Staff Only Areas. Patrons shall not be permitted in any areas designated as “staff only” unless otherwise permitted by the Library Director.
- I. School Groups. School groups using the Library must have approval of the Library Director and must have a teacher and other appropriate staff present to ensure that the students use the Library in conformance with these rules.

### III. Rules for Personal Behavior.

- A. Personal Property. Personal property brought into the Library is subject to the following:
  - 1. The Library staff may limit the number of parcels carried into the Library. The Library may also limit the size of items; for example, the Library prohibits large items such as suitcases, duffle bags or large plastic garbage bags.
  - 2. Personal possessions shall not be left unattended. The Library is not responsible for personal belongings left unattended and does not guarantee storage for personal property. Library staff is not permitted to guard or watch personal belongings.
- B. Food and Beverages. Food and beverages are only permitted in designated areas.

- C. Unauthorized Use. Patrons must leave the Library **Property** promptly at closing time and may not be in the Library when it is not open to the public. Further, any patron whose privileges to use the Library have been denied may not enter the Library **or be on Library Property**. Any patron whose privileges have been limited may not use the Library in any manner that conflicts with those limits placed on the patron by the Library Director, his or her designee, or the Library Board.
- D. Engaging in Proper Library Activities. Patrons shall be engaged in activities associated with the use of the Library while in the building or on Library **pProperty**. Patrons not engaged in reading, studying, writing, participating in scheduled Library programs, or using Library materials or equipment may be required to leave the building and shall not remain on Library **pProperty**. This includes sleeping on Library furniture or floor. **This prohibition also includes leaving and entering the building repeatedly without engaging in library activities.**
- E. Considerate Use. The following behavior is prohibited in the Library or on Library **pProperty**:
1. Spitting;
  2. Running, pushing, shoving, fighting, throwing items, provoking a fight or other unsafe physical behavior;
  3. Climbing on furniture;
  4. Using obscene or threatening language or gestures;
  5. Engaging in sexual behavior (1) that is a violation of the law, (2) which can reasonably be expected to disturb Library users or staff while such staff or patrons are in the Library or on Library property; or (3) that interferes with the Library patrons' use of the Library or the ability of the staff person to do his or her job.
- F. Panhandling, Soliciting, or Sales. Panhandling or soliciting Library staff or patrons for money, products, or services inside the Library or on Library property is prohibited. Sales of products or services that are incidental to Library programming may be permitted if approved in advance by the Library Director.
- G. Interference with Staff. Patrons may not interfere with the staff's performance of duties in the Library or on Library property. This includes engaging in conversation or behavior that monopolizes or forces the attention of staff for an inappropriate period of time, inappropriate personal comments, sexual advances, or physical and/or verbal harassment.

- H. Campaigning, Petitioning, Interviewing and Similar Activities. As a limited public forum, the Library reserves the right to regulate the time, place, and manner for campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing and soliciting on Library grounds as follows:
1. Campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing and soliciting are prohibited inside the Library building.
  2. Campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing and soliciting outside the Library building but on Library property are subject to the following requirements:
    - a. Persons or groups are requested to sign in at the Checkout Desk in advance.
    - b. Use of the Library property does not indicate the Library's opposition or endorsement of the candidate or issue that is the subject of the petition, interview, campaign or discussion.
    - c. Permitted areas for campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing and soliciting outside of the Library building shall be limited to the areas 25 feet from all entrances.
    - d. No person shall block ingress or egress from the Library building.
    - e. Permitted times will be limited to the operating hours of the Library.
    - f. Campaign material, literature or petitions may not be brought into the Library, posted at the Library or left on Library property.
- I. Distributions; Postings. Distributing or posting printed materials/literature on Library ~~p~~Property not in accordance with Library policy is prohibited (See Policy 508: Public Bulletins, Brochures, & Notices).
- J. Restrooms. Misuse of restrooms, including laundering, sleeping, shaving, hair cutting or trimming, bathing, and sexual activity is prohibited. Unless a parent or guardian is assisting a child or a patron is assisting a person with a disability, there shall only be one person to a stall. Library materials may not be taken into restrooms.

- K. Harassment. Staring, photographing, video recording, audio recording, following, stalking, harassing, arguing with, threatening, talking or behaving in a manner (1) which can reasonably be expected to disturb Library patrons or staff while such staff or patrons are in the Library or on Library property; (2) that interferes with the Library patrons' use of the Library or the ability of the staff person to do his or her job; (3) that would create or may result in a hostile work environment for Library staff; and/or (4) that violates Michigan law or federal law is prohibited.
- L. Loud Noise. Producing or allowing any loud, unreasonable, or disturbing noises that interfere with other patrons' use of the Library or which can be reasonably expected to disturb other persons or have the intent of annoying other persons, including yelling, cheering, talking, or noises from electronic, entertainment, and communication devices, such as cell phones, tablets, headphones, and radio, is prohibited. Patrons may use headphones or earbuds but at a volume that cannot be heard by other Library patrons or staff.
- M. Odor. Offensive odor, including but not limited to body odor due to poor personal hygiene, overpowering scents, or odors from items brought into the Library, that causes a nuisance is prohibited.
- N. Phones and Video Calls. ~~Phone calls are prohibited in the Library, except in the lobby. Those patrons desiring to use phones to place or receive calls must do so outside of the Library building or in the Library's lobby. Phones shall be placed on silent or vibrate mode upon entering the Library.~~ Phone and video calls are permitted in the Library at volumes that comply with Section L: Loud Noise. When conducting video calls, cameras must be pointed in a direction that does not capture other patrons or staff members, or the background must be blurred or otherwise set in a manner that obscures others' use of the Library.
- O. Identification. Patrons must provide identification to Library staff when requested.
- P. Tables or Structures on Library Property. No person may use or set up a table, chairs, cart, stand, sign or similar structure on Library ~~p~~Property. This does not apply to Library-sponsored or co-sponsored events.
- Q. Smoking; Tobacco or Marijuana Use. Smoking, using e-cigarettes, vaping, electronic nicotine delivery systems, or chewing tobacco is prohibited on Library ~~p~~Property. Using, smoking or possessing marijuana on Library property is also prohibited.
- R. Shirts and Shoes. Shirts and shoes are required for health reasons and must be worn at all times inside the Library and on Library ~~p~~Property.

- S. Photography. ~~All patrons must seek permission from the Library Director or designee before taking photos or filming at the Library, unless attending a meeting that is open to the public under the Open Meetings Act. Official identification must be shown. Unattended children may not have their pictures taken.~~ Casual amateur photography, filming and videotaping is permitted in the public areas of the Library building and Library Property for patrons and visitors, provided that the photography does not interfere in any way with Library operations, capture any identifiable likenesses of individuals without their permission, or otherwise violate [Michigan Act 455 of 1982 \(The Library Privacy Act\)](#). In no circumstances may anyone take a photo or film a Library patron without the consent of the patron, or their parent/guardian, if a minor. For more information, see Policy 516: Public Relations, Media, and Photography.

IV. Rules for the Use and Preservation of Library Materials and Property.

- A. Care of Library Property. The Library has a property interest in maintaining and preserving its property. As a result, patrons must not:

1. Deface, vandalize, damage or improperly use or improperly remove Library materials, equipment, furniture, or buildings;
2. Load or install any programs or software on Library computers;
3. Cause damage by returning books containing bedbugs or bringing bedbugs into the Library;
4. Be in the Library with bodily fluids and/or bodily waste on themselves, their clothes or their belongings. Patrons must also not allow bodily fluids or waste to spill or otherwise come in contact with furniture or other surfaces in the Library where patrons or staff could be exposed to contact with the bodily fluid or waste.

Patrons shall be responsible to reimburse the Library for costs incurred by the Library for violating this provision. This includes any costs the Library incurs for proper and safe clean-up of bodily fluids or bodily wastes

- B. Internet Use. Patrons must abide by established time limitations and all other provisions of the Library Internet Use Policy.
- C. Equipment. Library staff computers are for staff use only.
- D. Authorized Lending. Library materials may only be removed from the premises with authorization through established lending procedures.



- E. Use of Tables and Computers. Library staff reserves the right to limit the number of people at a table or computer.

V. Disciplinary Process for Library Facilities.

The Library Director or the Director's designee may restrict access to Library facilities ~~and/or Library Property~~ with immediate dismissal of the patron from the ~~premises Library Property~~, by suspending the patron's access to ~~the Library facilities building and/or Property~~ for a set period of time, or by denying access to specific services and/or programs pursuant to this Policy. When necessary, the local police may be called to intervene.

- A. Incident Reports. Library staff shall record in writing in the form of an Incident Report any violation of this Policy that results in a suspension of Library privileges.
- B. Violation of the Policy – Suspension of Privileges. Unless otherwise provided in this Policy (see Section C below), the Library shall handle violations as follows:
1. *Initial Violation:* Library patrons observed violating this Policy will be asked to cease the violation with a verbal request. If the patron does not comply with the request, they will be asked to leave the ~~building Library Property~~ for the day. If they refuse, the police may be called.
  2. *Subsequent Violations:* The Library Director or the Library Director's authorized designee may further limit or suspend the patron's Library privileges if infractions continue. Such limitation or revocation shall be in writing specifying the nature of the violation. Subsequent violations of the same rule shall result in additional suspensions of increasing length.
- C. Violations that Affect Safety and Security. Violations involving verbal abuse, violence, threatening behaviors, sexual harassment, vandalism, drug sale or use or attempted drug sale or use, intoxication, theft or attempted theft, physical harassment, sexual misconduct or any behavior that threatens the safety and security of staff and/or patrons shall be handled as follows:
1. *Initial Violation:* The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. Violations of this nature will result in an immediate minimum two-week suspension of Library privileges in order to give the Library sufficient time to investigate the incident. After the investigation is completed, the Library Director or his/her designee may add additional time to the initial limitation or suspension period.

2. *Subsequent Violations:* The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. The Library Director or the Library Director's authorized designee, may further limit or suspend the patron's Library privileges in escalating responses, which will be documented in writing. Subsequent violations of the same rule will result in additional suspensions of increasing length.

- D. Reinstatement. The patron whose privileges have been limited or suspended (and the patron's parent or guardian if the patron is a minor) shall attend a meeting with the Library Director or the Library Director's designee to review the Library Patron Behavior Policy before their privileges may be reinstated. The Library Director may impose conditions for the reinstatement.

## VII. Right of Appeal.

Patrons may appeal (1) a decision to limit or suspend privileges or (2) the conditions placed on reinstatement by sending a written appeal to the Library Board **President** within ten (10) business days of the date of the **initial** decision. ~~The appeal should be sent to the President of the Library Board. The Library Board President will confer with the Library Director when reviewing the appeal.~~ The decision of the Library Board **President** is final.

Revised: 4/18/23

Implemented: 4/21/92

Previous revisions: 9/20/94, 8/18/98, 6/15/04, 3/15/05, 6/20/06, 7/18/06, 7/21/09, 6/15/10, 12/20/11, 6/19/12, 7/21/20

**NEW POLICY DRAFT**  
**SALINE DISTRICT LIBRARY**

**POLICY BULLETIN**

**POLICY NO: 516**

**SUBJECT: PUBLIC RELATIONS, MEDIA, AND PHOTOGRAPHY**

**I. Purpose**

With the following Public Relations/Media/Photography Policy, Saline District Library intends to ensure that the public receives consistent and accurate information about Library policies, procedures, programs, and services and to protect the privacy of all users of Library services and facilities.

**II. Points of Contact**

The Library Board President and the Library Director are the designated points of contact and the official spokespeople for the Library. Employees and other members of the Saline District Library Board should (1) refer all requests for information about the Library, its policies and operations to the Board President or Library Director and (2) may not speak or represent that they are speaking (either verbally or in writing) on behalf of the Library unless otherwise authorized.

**III. Press Releases, Promotional Materials and Media Appearances**

The Library Director approves all press releases or statements to the press and all promotional materials prior to being issued from the Library. All requests for interviews by the media should be directed to the Library Director, and the Library Director shall have the authority to determine if an interview is conducted.

**IV. Crisis Management**

If there is a crisis or incident in the Library that requires police or emergency services intervention, the Library Director or the most senior staff person at the Library at the time of the incident shall call 911, if possible. The person shall then inform the Library Board President. Depending upon the situation, and acting in compliance with the [Michigan Open Meetings Act](#), the Library Board of Trustees shall be contacted if necessary and as timely as the situation will allow. If an emergency Library Board meeting is required, the Library shall convene such a meeting in compliance with the [Michigan Open Meetings Act](#).

## **V. Photography**

### **A. Photography by Members of the Public.**

#### **1. Casual Photography**

Casual amateur photography, filming and videotaping is permitted in the public areas of the Library and Library Property for patrons and visitors, provided that the photography does not interfere in any way with Library operations or capture any identifiable likenesses of individuals without their permission, or otherwise violate [Michigan Act 455 of 1982 \(The Library Privacy Act\)](#). Any such photographers are responsible for arranging all necessary releases and permissions from persons who are filmed or photographed. In no circumstances may anyone take a photo or film a Library patron without the consent of the patron, or their parent/guardian, if a minor.

For purposes of the photography policy, “public areas” are defined as areas available to the public where individuals do not have a reasonable expectation of privacy from being viewed by other patrons. These areas can include, but may not be limited to, lobbies, vestibules, or meeting rooms. Areas in the Library where there is a reasonable expectation of privacy for individuals include restrooms, private offices, staff areas not in view of the public, reading rooms, stacks, exhibition areas, or other areas and/or event areas where photography is prohibited by signage. For all other areas, other than “public areas,” the person must obtain permission from the Library Director or designee to photograph or video.

Only handheld cameras may be used. Because of safety, liability and other concerns, the use of additional equipment, such as tripods or lighting, is not permitted.

#### **2. Commercial Photography**

Permission for commercial photography in the Library or on Library Property must be requested in writing to the Library’s Director. Commercial use includes taking portraits, filming, movie-making, and similar activities for profit.

#### **3. Liability**

Persons involved in taking photographs or videos of any kind are solely liable for any damages, lawsuits, or other claims that result from their activities in the Library or on Library Property. They also have sole

responsibility for obtaining all necessary releases and permissions required by law from persons who can be identified in any photograph or video or for copyrighted materials. The Library has no responsibility to obtain these releases or permissions. Persons involved in taking photographs and videos are also solely responsible for any copyright, intellectual property, criminal, or other violations of law.

#### **4. No Endorsement**

The Library does not endorse any content of photographs or videos taken in the Library or on Library property.

#### **5. Violations and Appeal**

Library staff members shall enforce any violations of Library policy, including [Policy 502: Patron Behavior](#). Library staff members will intervene if filming or photography appears to potentially compromise public safety or security. This Policy does not give photographers the right to violate Library policy, including the harassment provisions contained more fully in [Policy 502: Patron Behavior](#).

If a person violates Library policy, the appeal provisions in the policy that was violated shall govern any appeals. Any person denied the right to take pictures, videos or capture images in the Library not as a result of policy violations, may appeal that decision within ten (10) days of receiving such denial to the Library Board. This provision does not apply to any meeting that is open to the public pursuant to the [Michigan Open Meetings Act](#).

### **B. Photography by Library Staff, Employees, Board Members or Agents.**

The staff of the Saline District Library regularly take photographs or videos of patrons and staff at library programs, workshops, classes and in other library spaces. Many of these photos/videos will be used in print and electronic marketing materials. Others will be posted on the library's website and/or on the library's various social media accounts. Attendance at Library programs, events or Library spaces constitutes consent to be photographed or filmed for use in print and/or electronic publicity of the Library. Photos, images and videos submitted by users for galleries or contests may also be used by the Library for promotional purposes. To ensure the privacy of individuals and children, images will not be identified using full name without written approval from the guardian. If a patron does not want the Library to use a photo or video of them or of their child, they must inform the Library staff member who is coordinating the event. This policy extends to photographing and filming by library staff at Friends of the Library events and at any of the Library's outreach efforts in the community, including at public events.

**C. Open Meetings Act Exception**

This Policy does not apply to recording or taking pictures any meeting that is open to the public pursuant to the [Michigan Open Meetings Act](#).

**SALINE DISTRICT LIBRARY  
POLICY BULLETIN**

**POLICY NO: 618**

**SUBJECT: BEREAVEMENT PAY**

1. All regular employees who work a minimum of twenty hours per week will be granted up to three days bereavement leave with pay at the time of a death in the employee's immediate family. (Policy #601, 2c)
2. Only days the employee is scheduled to work are eligible for bereavement pay.
3. Immediate family includes:

Spouse	Grandparents
Parent	Grandchildren
Parents-in-Law	Children
Brother	Sister-in-Law
Sister	Brother-in-Law
Member of the household	

This policy shall apply whether the relationship is natural, adoptive, step, foster, or marital.

4. All employees may be granted one day of bereavement leave, without pay, to attend the funeral of any other relative.
5. All eligible employees will be granted up to three days bereavement leave with pay due to (i) a miscarriage; (ii) an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure; (iii) a failed adoption match or an adoption that is not finalized because it is contested by another party; (iv) a failed surrogacy agreement; (v) a diagnosis that negatively impacts pregnancy or fertility; or (vi) a stillbirth.
6. If additional time is needed, vacation time or excused absence without pay may be granted.

**SALINE DISTRICT LIBRARY**  
**POLICY BULLETIN**

POLICY NO: 627

SUBJECT: RETIREMENT

1. Saline District Library will contribute to a defined contribution retirement plan for all regular employees who work a minimum of 20 hours per week.
2. A third party designated by the library board will serve as the provider for the defined contribution retirement plan.
3. Beginning with the first anniversary date of employment, the employee will contribute 5% of their bi-weekly salary. The library will match the employee's 5% contribution.

The library's contribution will vest with the participant according to the following schedule at each anniversary date of employment:

1	0% (not eligible during this year)
2	25%
3	50%
4	75%
5	100%

4. Employees may save additional funds for retirement by contributing monies to the 457 Deferred Compensation Plan as outlined in the agreement with the third party designated by the library board.
5. Eligibility for withdrawals is determined by the plan and the Internal Revenue Service.

POLICY APPROVED: \_\_\_\_\_

EFFECTIVE: \_\_\_\_\_

PRESIDENT: \_\_\_\_\_



## **SALINE DISTRICT LIBRARY**

### **POLICY BULLETIN**

**POLICY NO: 628**

**SUBJECT: FLEXIBLE SPENDING ACCOUNT PLAN**

#### Plan Description:

The Saline District Library incorporates a Flexible Spending Account Plan into the benefits package. The library provides a specified amount each fiscal year for reimbursement of healthcare expenses incurred by the employee, spouse, or eligible dependents, as defined by the Internal Revenue Service. Employees may also elect to contribute their own money to a flexible spending account for healthcare and/or dependent care.

The plan is administered by a third party agency. All medical records and documentation will be maintained by the agency and kept confidential as required by law. Benefit offerings and amounts are reviewed annually by the library board.

#### Eligibility:

1. Regular full-time employees and regular part-time employees who work a minimum of twenty hours per week are eligible to participate in the Saline District Library Healthcare Reimbursement Plan.
  - a. An employee may participate as of the first day of the calendar month coinciding with or following the date of hire.
2. The Plan Year is July 1 – June 30. Coverage will be prorated based upon full months of library employment during the year under the following conditions:
  - a. An employee who begins to participate in the plan on a date other than the beginning of the Plan Year shall have the coverage reduced proportionately based upon the participant's full months of enrollment during that year.
  - b. Similarly, in the case of an employee who terminates employment prior to the end of a Plan Year, or reduces regularly scheduled work hours below twenty hours per week, the coverage will be reduced proportionately (to the extent not already paid or reimbursed) based on the participant's full months of employment with the library during that year.

POLICY APPROVED: \_\_\_\_\_

EFFECTIVE: \_\_\_\_\_

PRESIDENT: \_\_\_\_\_

**SALINE DISTRICT LIBRARY**  
**POLICY BULLETIN**

**POLICY NO: 702**

**SUBJECT: TAX REVENUE COLLECTION**

1. Saline District Library is primarily funded by an operating millage of .90 in perpetuity and an operating millage of .55 through 20265. Tax revenue is collected by the City of Saline and the 6 townships that are in the library district from December through February.
2. Projected tax revenue is reviewed by the Finance Committee on a regular basis to monitor tax revenue collection.
3. The Library Director will be in contact with local municipal treasurers to determine the status of tax payments to the Library; if ~~checks~~ payments do not arrive according to state mandate.
4. All unpaid municipality taxes are turned over to Washtenaw County for collection. The Library then receives a settlement ~~check payment~~ for its portion of delinquent taxes from the Washtenaw County Treasurer's office.

**SALINE DISTRICT LIBRARY**  
**POLICY BULLETIN**

**POLICY NO: 708**

**SUBJECT: ~~ANNUAL~~ QUARTERLY INVESTMENT REPORT**

1. Chapter 129.96, Section ~~36~~ of [Michigan Public Act 20 of 1943](#) as Amended requires the Saline District Library Board Treasurer to submit ~~an annual~~ quarterly report concerning the investment of public funds ~~to the Library Board~~.

~~2. The annual report on the investment of library funds must be completed within 120 days of the end of the fiscal year or by March 31<sup>st</sup>.~~

~~3.~~ 2. The ~~annual~~ quarterly investment report will cover balance changes, earnings, and all gains or losses, both realized and unrealized, to fund balances.

~~4.~~ 3. The ~~annual~~ quarterly investment report will be ~~attached to the independent auditor's report and~~ available for public review ~~on the Library's website~~.

**Circulation FY2022-2023**

<b>ITEM</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>MARCH</b>	<b>APRIL</b>	<b>MAY</b>	<b>JUNE</b>	<b>JULY</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>	<b>TOTALS</b>
<b>Book Materials</b>													
Total Books	15,233	18,641	16,981	19,369									70,224
% of Total Circ.	76.07%	78.31%	78.26%	76.88%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	77.41%
<b>AV Materials</b>													
DVD/BLU-RAY	3,562	3,703	3,393	4,125									14,783
Music CDs	244	307	268	369									1,188
Audio Books	459	492	444	583									1,978
Playaways	7	5	1	4									17
J Kits	189	236	213	286									924
Total AV	4,461	4,743	4,319	5,367	0	0	0	0	0	0	0	0	18,890
% of Total Circ.	22.28%	19.93%	19.91%	21.30%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	20.82%
<b>Interlibrary Loans</b>													
SDL Patron Filled Requests	735	944	1,003	978									3,660
% of Total Circ.	3.67%	3.97%	4.62%	3.88%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	4.03%
Lends Out to Libs	767	1,010	927	1,006									3,710
Equipment	140	126	136	181									583
Periodicals	192	294	262	277									1,025
% of Total Circ.	0.96%	1.24%	1.21%	1.10%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	1.13%
<b>TOTAL 2023 CIRC</b>	<b>20,026</b>	<b>23,804</b>	<b>21,698</b>	<b>25,194</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>90,722</b>
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%	9.55%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-66.33%
<b>Downloads</b>													
Ebooks	3,046	3,717	3,176	3,341									13,280
AudioBooks	2,993	3,177	2,920	3,321									12,411
Music	312	311	279	246									1,148
Video	613	274	238	222									1,347
Magazines	318	280	363	270									1,231
Tumble books	0	3	4	1									8
<b>Total Downloads</b>	<b>7,282</b>	<b>7,762</b>	<b>6,980</b>	<b>7,401</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>29,425</b>
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%	8.12%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-63.29%
<b>GRAND TOTAL CIRC</b>	<b>27,308</b>	<b>31,566</b>	<b>28,678</b>	<b>32,595</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>120,147</b>
Prior Year Grand Total	20,863	21,771	20,340	22,766	19,441	21,083	30,602	34,343	33,627	27,847	27,646	26,150	306,479
% Difference	30.89%	44.99%	40.99%	43.17%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-60.80%
<b>Cards Issued</b>	<b>73</b>	<b>131</b>	<b>151</b>	<b>147</b>									<b>502</b>
Prior Year	90	102	104	123	93	90	184	141	188	143	95	96	1,449
% Difference	-18.89%	28.43%	45.19%	19.51%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-65.36%
<b>3 M Gate Count</b>	<b>10,113</b>	<b>12,615</b>	<b>12,215</b>	<b>12,474</b>									<b>47,417</b>
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%	22.03%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-60.59%
Average Per Day	326	406	421	402	0	0	0	0	0	0	0	0	136

\*Total Gate Count Estimated due to Envisionware Gates Down 3/1/2023 through 3/28/2023



**Programs and Services FY2022-2023**

<b>COMPUTER USAGE</b>													
<b>PC usage onsite</b>	<b>535</b>	<b>631</b>	<b>586</b>	<b>652</b>									<b>2,404</b>
Prior Year	511	509	476	663	601	650	616	485	680	639	640	600	7,070
% difference	4.70%	23.97%	23.11%	-1.66%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-66.00%
<b>WiFi usage onsite</b>	<b>1,162</b>	<b>3,668</b>	<b>4,150</b>	<b>3,072</b>									<b>12,052</b>
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%	-7.91%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-70.56%
<b>Youth AWE computers</b>	<b>269</b>	<b>330</b>	<b>418</b>	<b>312</b>									<b>1,329</b>
Prior Year	0	0	0	85	153	93	276	342	302	171	155	278	1,855
% difference	#DIV/0!	#DIV/0!	#DIV/0!	267.06%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-28.36%
<b>Ref. Questions:</b>													
Youth	417	559	514										1,490
Adult	361	488	503	508									1,860
Circ Desk	320	573	472	431									1,796
<b>Total Reference</b>	<b>1,098</b>	<b>1,620</b>	<b>1,489</b>	<b>939</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,146</b>
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%	-12.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-65.10%
<b>Brecon Rm: #Groups</b>	<b>6</b>	<b>6</b>	<b>14</b>	<b>18</b>									<b>44</b>
Prior Year #Groups	0	0	0	0	0	0	0	0	0	0	0	0	0
# of individuals	110	41	130	172									453
<b>Study Rms: #Groups</b>	<b>179</b>	<b>199</b>	<b>195</b>	<b>198</b>									<b>771</b>
Prior Year #Groups	150	174	159	214	188	190	206	186	219	199	242	204	2,331
# of individuals	238	283	299	301									1,121
* Includes views of online programs beginning December 2021													

**Website Access FY2022-2023**

<b>ONLINE SERVICES</b>	<b>Dec.</b>	<b>Jan.</b>	<b>Feb.</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>Sept.</b>	<b>Oct.</b>	<b>Nov.</b>	<b>TOTAL</b>
<b>Website access</b>	<b>8,993</b>	<b>11,495</b>	<b>9,728</b>	<b>10,738</b>									<b>40,954</b>
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%	-5.38%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-69.37%
<b>Catalog access</b>	<b>7,753</b>	<b>9,671</b>	<b>9,152</b>	<b>12,081</b>									<b>38,657</b>
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%	41.65%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-63.27%
<b>Informational Databases</b>	<b>240</b>	<b>384</b>	<b>311</b>	<b>701</b>									<b>1,636</b>
Prior Year	227	199	300	283	298	254	173	446	705	869	536	247	4,537
% difference	5.73%	92.96%	3.67%	147.70%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-63.94%
<b>Local History Databases</b>													
<b>Saline Valley Farms</b>	<b>13</b>	<b>15</b>	<b>14</b>	<b>7</b>									<b>49</b>
Prior Year	12	10	14	31	31	13	12	16	15	11	85	14	264
% difference	8%	50%	0%	-77%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-81%
<b>Historical Homes</b>	<b>80</b>	<b>55</b>	<b>53</b>	<b>46</b>									<b>234</b>
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%	-22%
<b>Saline Newspapers</b>													<b>0</b>
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%
<b>Historical Photos</b>	<b>112</b>	<b>162</b>	<b>166</b>	<b>191</b>									<b>631</b>
Prior Year	135	180	166	149	148	95	146	160	139	198	147	172	1,835
% difference	-17%	-10%	0%	28%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-66%
<b>MI Activity Pass</b>	<b>1</b>	<b>8</b>	<b>17</b>	<b>16</b>									<b>42</b>
Prior Year	4	2	9	17	9	13	12	16	8	20	19	4	133
% difference	-75%	300%	89%	-6%	500%	-100%	-100%	-100%	0%	-100%	-100%	-100%	-68%
<b>New eNews subscribers</b>	<b>58</b>	<b>110</b>	<b>114</b>	<b>104</b>									<b>386</b>
<b>Total eNews subscribers</b>	<b>10,648</b>	<b>10,734</b>	<b>10,828</b>	<b>10,917</b>									<b>10,917</b>
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%	9.62%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	2.92%

\* 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