

**SALINE DISTRICT LIBRARY BOARD OF TRUSTEES
BOARD MEETING PACKET
TUESDAY, MAY 16, 2023, 6:00 p.m.**

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**NOTICE OF LIBRARY BOARD MEETING
TUESDAY, MAY 16, 2023
6:00 p.m.**

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

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

555 N. Maple Road, Saline, MI 48176

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

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

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

**SALINE DISTRICT LIBRARY BOARD OF TRUSTEES
BOARD MEETING AGENDA
TUESDAY, MAY 16, 2023, 6:00 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 April 18, 2023 meeting minutes as written.

Move _____ Second _____ to approve the May 10, 2023 Building & Grounds Committee meeting minutes as written.

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

E. President's Report

F. Friends of the Library Report

G. Financial Reports
Move _____ Second _____ to approve the April 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

1. Library Renovation and Site Improvement Project

K. New Business

1. Policy Review

a. Policy 604: Employment Practices

Move _____ Second _____ to approve revised Policy 604: Employment Practices.

b. Policy 623: Dress Code

Move _____ Second _____ to approve Policy 623: Dress Code as presented.

c. Policy 701: Accounting Procedures

Move _____ Second _____ to approve revised Policy 701: Accounting Procedures.

d. Policy 714: Fraud Risk Management

Move _____ Second _____ to approve Policy 714: Fraud Risk Management as presented.

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 May 16, 2023

Move _____ Second _____ to approve the agenda as presented.

Move _____ Second _____ to approve the April 18, 2023 meeting minutes as written.

Move _____ Second _____ to approve the May 10, 2023 Building & Grounds Committee meeting minutes as written.

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

Move _____ Second _____ to approve revised Policy 604: Employment Practices.

Move _____ Second _____ to approve Policy 623: Dress Code as presented.

Move _____ Second _____ to approve revised Policy 701: Accounting Procedures.

Move _____ Second _____ to approve Policy 714: Fraud Risk Management as presented.

Move _____ Second _____ to adjourn the meeting at _____.

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

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

Absent: Treasurer TerHaar, Trustee Bieliauskas

- A. Call Meeting to Order at 7:00 pm.
- B. Approval of Agenda
Motion to approve the agenda as written. Move Gray, Second Healy. Carried.
- C. Approval of Past Minutes
Move Hundley, Second Gray to approve the March 21, 2023 meeting minutes as written. Carried.
- D. Public Discussion
No public present
- E. President's Report: President Gray provided the Board with the compiled results of the Director's March 2023 performance evaluation. Director Waarala shared with the Board the goals she proposed for the Director's role for the coming year.
- F. Friends of the Library Report: Better World Books made its second pickup of discarded materials; the process is working smoothly.
- G. Financial Reports
Move Conn, Second Hundley to approve the March 2023 financial reports. Carried.
- H. Committee Reports
 - 1. Finance
 - a. Reviewed Policies 702, 707, 708.
 - b. Monitored checking account balance, reviewed draft Quarterly Investment Report.
 - 2. Arts: Did not meet
 - 3. Building & Grounds: Did not meet
 - 4. Library Services
 - a. Reviewed policies 502 and 516.
 - b. Reviewed a Schrandt Grant application to fund a New Adult Supported Social Club.
 - 5. Staff Excellence
Reviewed policies 618, 627 and 628.
- I. Library Director's Report: Submitted as written. Fifteen of twenty-one local libraries have moved to a fine-free model. Director Waarala forecast a plan to present a proposal to the Board at a future meeting to make a similar change at SDL. Landscaping work was performed on the library property to remove unhealthy trees; the Stone and Thistle Gardening Club plans to add vegetation to the areas where trees were removed.

J. Old Business: none

K. New Business

1. New Position: Substitute Library Assistant

Move Gray, Second Healy to approve the creation of a new Grade 3 position of Substitute Library Assistant. Motion carried.

2. Schrandt Grant to fund the New Adult Supported Social Club

Move Gray, Second Byron to approve the Schrandt Grant funding for the New Adult Supported Social Club for FY2022-23. Motion carried.

3. Policy Review

a. Policy 502: Patron Behavior

Move Byron, Second Healy to approve revised Policy 502: Patron Behavior. Motion carried.

b. Policy 516: Public Relations, Media and Photography

Move Gray, Second Hundley to adopt new Policy 516: Public Relations, Media and Photography, with the addition of a paragraph break. Motion carried.

c. Policy 618: Bereavement Pay

Move Gray, Second Hundley to approve revised Policy 618: Bereavement Pay, with the word "eligible" substituted for "granted." Motion carried.

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

Move Hundley, Second Byron to approve Policy 627: Retirement and Policy 628: Flexible Spending Account Plan as presented. Motion carried.

e. Policy 702: Tax Revenue Collection

Move Gray, Second Hundley to approve revised Policy 702: Tax Revenue Collection. Motion carried.

f. Policy 708: Quarterly Investment Report

Move Gray, Second Hundley to approve revised Policy 708 from Annual Investment Report to Quarterly Investment Report. Motion carried.

L. Public Discussion

No public present

M. Adjournment

Move Gray, Second Hundley to adjourn the meeting at 7:59 p.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 April 18, 2023 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were approved by the Board of Trustees, were kept, and will be made available as required by said Act.

Secretary, SDL Board of Trustees

Date of Approval

DRAFT
SALINE DISTRICT LIBRARY
BUILDING & GROUNDS COMMITTEE
MEETING AGENDA
WEDNESDAY, MAY 10, 2023, 6:30 p.m.

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

A. Call Meeting to Order at 6:36 pm.

B. Approval of Agenda

Motion to approve the agenda as presented. Move Healy, Second Byron. Carried.

C. Public Discussion

No public present

D. New Business

1. Discussion of Request for Proposals for Construction Management

Fatima Beacham of Quinn Evans architect firm reviewed and explained the draft Request for Proposals for Construction Management services. The RFP will be sent to appropriate firms and posted on the library's website on May 12, 2023.

Director Waarala provided a brief update on project planning.

E. Public Discussion

No public present

F. Adjournment

Move Healy, Second Bieliauskas to adjourn the meeting at 7:21 pm. Carried.

CERTIFICATION OF MINUTES

I hereby certify that the foregoing is a true and complete copy of the minutes of a regular meeting of the Building & Grounds Committee of the Board of Trustees of Saline District Library, Washtenaw County, State of Michigan, held at 555 N. Maple Road, Saline, MI 48176 on May 10, 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
April 1, 2023 - April 30, 2023**

Reference	Date	GL Account	Description	Amount
Bank Statement Summary				
			Beginning Bank Balance	324,377.87
			+ Cleared Deposits & Other Additions	222,281.18
			- Cleared Checks & Other Payments	290,900.29
			Ending Bank Balance	<u>255,758.76</u>
Open Deposits & Additions				Total
				<u>0.00</u>
Open Checks & Payments				
	04/28/23		EFTPS	10,873.13
	04/28/23		ALERUS	3,526.83
	04/28/23		ALERUS	1,962.85
24391	01/24/23	790-860	ANNA HINKLEY	8.78
24504	04/06/23	790-750.1	JO ANN YATES McFRY	200.00
24511	04/11/23	790-750.2	THE CREATURE CONSERVANCY	400.00
24521	04/18/23	790-750.4	SYSTEMS TECH GROUP	100.00
24524	04/24/23	790-955	CATHERINE MITCHELL	132.72
				Total
				<u>17,204.31</u>
				Reconciled Bank Balance
				<u><u>238,554.45</u></u>
Bank Transactions				
		000-004	TRANSFER TO BK OF ANN ARBOR CD	(93,614.88)
		000-258	EFTPS	(10,892.05)
		000-258	EFTPS	(10,873.13)
		790-723	ALERUS RETIRE XFERS	(6,654.26)
		000-258.1	5080 MI TAX PYMT	(5,451.71)
		000-008	ALERUS RETIRE XFERS	(3,902.41)
		790-920	DTE - ELECTRICITY	(3,647.43)
		790-921	DTE - GAS	(1,591.94)
		790-802	STROM CPA	(645.00)
		790-965	BK SERVICE CHRGS	(359.08)
		790-965	MERCH FEE & DISC	(101.26)
		000-665.1	INTEREST	104.63
		000-017	TRANSFER FROM AGENCY SUB	150,000.00
				Total
				<u>12,371.48</u>
				Adjusted General Ledger Balance
				<u><u>238,554.45</u></u>

Saline District Library
Statement of Financial Position
As of April 30, 2023

Assets

Current Assets		
000-001	Key Bank - General	\$ 238,554.45
000-003	Old National CD 1	105,432.31
000-004	Bk of Ann Arbor CD	293,614.88
000-008	Employee Advances	6,106.52
000-013	Agency Account (Schrandt)	2,709,744.73
000-013.1	Agency Account-Unrealized Gain	(262,982.33)
000-017	Agency Sub Account (Investment Account)	6,540,646.67
000-017.1	Agency Sub Account-Unrealized Gain	(546,750.19)
Total Current Assets		<u>9,084,367.04</u>
Property and Equipment		
Net Property and Equipment		<u>0.00</u>
Total Assets		<u>\$ 9,084,367.04</u>

Liabilities and Net Assets

Current Liabilities		
000-202	Accounts Payable	\$ 19,476.00
000-257	Accrued Payroll	44,466.98
000-258.1	State Payroll Taxes	3,537.11
000-275	MTT Liability	7,797.00
Total Current Liabilities		<u>75,277.09</u>
Long-Term Liabilities		
Total Long-Term Liabilities		<u>0.00</u>
Total Liabilities		<u>75,277.09</u>
Net Assets		
000-343	Reserve-Compensated Absences	50,000.00
000-370	Prepays	45,015.00
000-375	Reserve-Quasi Endowment	3,075,000.00
000-385	Reserve-Unassigned	284,707.00
000-386	Reserve-Building Improvement	1,000,000.00
000-386.1	Reserve-Parking Lot	200,000.00
000-387	Reserve-Equipment Replacement	400,000.00
000-387.1	Reserve-Technology & Internet	500,000.00
000-388	Reserve-Art Fund	77,669.00
000-389	Reserve-Library Development	1,436,597.00
000-389.1	Reserve-Future Developmeent	650,000.00
000-390	General Fund Balance	(375,169.71)
000-399	Net Position	1,665,271.66
Total Net Assets		<u>9,009,089.95</u>
Total Liabilities and Net Assets		<u>\$ 9,084,367.04</u>

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

	1 Month Ended April 30, 2023 Actual	5 Months Ended April 30, 2023 Actual	12 Months Ended November 30, 2023 Budget	Year to Date Percentage Budget
Revenue				
000-402.1	\$ 8,484.38	\$ 542,700.34	\$ 561,751.00	96.61
000-402.2	2,211.22	23,277.29	23,041.00	101.03
000-402.3	0.00	6,126.60	6,129.00	99.96
000-402.4	400.00	446,054.28	443,191.00	100.65
000-402.5	0.00	804,511.97	797,941.00	100.82
000-402.6	43,648.84	128,717.18	128,214.00	100.39
000-402.7	0.00	357,439.29	352,923.00	101.28
000-413	0.00	96,900.28	96,900.00	100.00
000-540	14,243.88	14,243.88	28,400.00	50.15
000-628	167.40	1,591.55	3,400.00	46.81
000-628.1	0.00	402.35	1,000.00	40.24
000-629	150.00	1,680.00	3,000.00	56.00
000-656	0.00	0.00	25,000.00	0.00
000-658	710.96	5,333.71	10,000.00	53.34
000-658.1	558.59	2,685.62	5,000.00	53.71
000-658.2	0.00	4.00	0.00	0.00
000-665.1	104.63	647.57	110.00	588.70
000-665.3	(836.36)	12,693.36	100,000.00	12.69
000-674	157.48	3,278.25	4,000.00	81.96
000-674.1	0.00	100.00	1,000.00	10.00
000-674.2	1,435.80	8,830.76	20,000.00	44.15
000-680	8.00	14.00	0.00	0.00
	<u>71,444.82</u>	<u>2,457,232.28</u>	<u>2,611,000.00</u>	<u>94.11</u>
	Total Revenue	71,444.82	2,457,232.28	2,611,000.00
	Gross Profit	71,444.82	2,457,232.28	2,611,000.00
Operating Expenses				
790-702	95,244.78	520,563.15	1,300,000.00	40.04
790-716	4,561.05	27,549.98	120,000.00	22.96
790-719	1,524.50	8,553.47	21,000.00	40.73
790-722	7,183.67	39,250.51	97,500.00	40.26
790-723	2,519.99	12,741.60	40,000.00	31.85
790-727	486.04	2,026.43	6,500.00	31.18
790-727.3	0.00	211.92	1,600.00	13.25
790-727.4	559.76	2,210.27	4,500.00	49.12
790-730	0.00	259.32	500.00	51.86
790-732	1,210.63	2,647.72	5,000.00	52.95
790-734	121.52	2,966.17	12,000.00	24.72
790-740	0.00	647.67	33,000.00	1.96
790-750.1	1,653.87	4,659.59	18,000.00	25.89
790-750.2	1,196.45	3,013.55	10,000.00	30.14
790-750.3	1,107.14	5,005.11	13,000.00	38.50
790-750.4	850.80	1,638.20	5,500.00	29.79
790-752.1	0.00	0.00	3,000.00	0.00
790-752.2	119.84	119.84	2,000.00	5.99
790-752.3	92.47	369.19	5,000.00	7.38
790-760	0.00	1,164.80	2,000.00	58.24
790-762.1	0.00	0.00	3,000.00	0.00
790-762.3	0.00	88.76	2,000.00	4.44
790-770	720.00	3,583.52	12,000.00	29.86
790-772.1	9,453.78	49,105.26	115,000.00	42.70
790-772.3	0.00	12.75	0.00	0.00
790-772.4	0.00	5,000.00	5,000.00	100.00
790-780	940.00	7,951.49	26,000.00	30.58

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

	1 Month Ended April 30, 2023 Actual	5 Months Ended April 30, 2023 Actual	12 Months Ended November 30, 2023 Budget	Year to Date Percentage Budget	
790-785	Online Database	1,196.05	23,017.14	43,000.00	53.53
790-801	PS-Auditor	0.00	23,980.00	23,000.00	104.26
790-802	PS-Bookkeeping	645.00	3,225.00	8,000.00	40.31
790-803	PS-Attorney	0.00	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	297.50	1,376.94	24,000.00	5.74
790-851	Telephone	445.36	1,785.59	5,800.00	30.79
790-860	Travel/Lodging	0.00	118.17	4,000.00	2.95
790-880	Marketing	0.00	7,021.95	15,500.00	45.30
790-885	Misc Funded by Friends	0.00	685.00	0.00	0.00
790-920	Electricity	3,647.43	17,125.79	48,000.00	35.68
790-921	Gas	1,591.94	9,164.90	18,000.00	50.92
790-922	Water	1,133.56	2,809.02	8,000.00	35.11
790-930	Building Maintenance	1,350.67	12,988.29	30,000.00	43.29
790-932	Grounds Maintenance	17,148.45	33,463.45	37,000.00	90.44
790-934	Equipment Maintenance	1,524.31	6,003.91	24,000.00	25.02
790-955	Grants	437.50	2,541.81	0.00	0.00
790-956	Miscellaneous	516.37	613.27	3,000.00	20.44
790-956.1	Misc/Petty Cash	0.00	0.00	200.00	0.00
790-957	Continued Education	0.00	598.00	8,000.00	7.48
790-958	Dues	1,887.00	2,318.00	5,000.00	46.36
790-964	Tax Adjustment	0.00	0.00	4,500.00	0.00
790-964.4	MelCat Reimbursements	0.00	20.55	500.00	4.11
790-965	Bank Charges	460.34	1,923.87	4,000.00	48.10
790-969	Insurance	0.00	16,736.00	23,000.00	72.77
790-971	Capital Improvement	6,555.32	13,315.50	50,000.00	26.63
790-975	Furniture	1,115.96	1,618.58	30,000.00	5.40
790-981	Books Funded by Friends	59.35	197.01	2,000.00	9.85
790-982.1	Adult Fiction	2,190.53	11,705.49	35,000.00	33.44
790-982.15	Large Print	490.54	2,857.83	9,000.00	31.75
790-982.2	Teen Fiction	731.08	3,010.77	10,000.00	30.11
790-982.3	Youth Fiction	1,974.09	8,988.55	23,000.00	39.08
790-983.1	Adult Nonfiction	2,821.14	12,406.87	35,000.00	35.45
790-983.15	Reference	0.00	1,226.78	4,000.00	30.67
790-983.2	Teen Nonfiction	0.00	874.76	4,000.00	21.87
790-983.3	Youth Nonfiction	447.56	2,539.65	15,000.00	16.93
790-984.1	Audiobooks-Adult	525.87	2,199.44	14,000.00	15.71
790-984.2	Audiobooks-Teen	184.95	1,080.72	6,000.00	18.01
790-984.3	Audiobooks-Youth	473.84	1,088.55	6,200.00	17.56
790-985.1	DVD/Blu Rays-Adult	679.95	3,455.74	17,000.00	20.33
790-985.2	DVD/Blu Rays-Teen	0.00	255.66	500.00	51.13
790-985.3	DVD/Blu Rays-Youth	11.24	349.25	2,600.00	13.43
790-986.1	Music CDs-Adult	178.36	382.18	2,500.00	15.29
790-986.3	Music CDs-Youth	0.00	36.71	200.00	18.36
790-998	Special Projects	0.00	20,828.00	33,000.00	63.12
	Total Operating Expenses	<u>180,267.55</u>	<u>960,078.46</u>	<u>2,611,000.00</u>	<u>36.77</u>
	Operating Income (Loss)	<u>(108,822.73)</u>	<u>1,497,153.82</u>	<u>0.00</u>	<u>0.00</u>

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

	1 Month Ended April 30, 2023 Actual	5 Months Ended April 30, 2023 Actual	12 Months Ended November 30, 2023 Budget	Year to Date Percentage Budget	
Other Income (Expenses)					
000-665.4	Agency Account Interest	1,934.62	15,529.19	0.00	0.00
000-670	Sub-Agency Change in Market Value	20,469.71	109,915.57	0.00	0.00
000-670.4	Agency Change in Market Value	9,030.55	47,012.55	0.00	0.00
000-965.4	Agency Admin Charges	<u>(855.46)</u>	<u>(4,339.47)</u>	<u>0.00</u>	<u>0.00</u>
	Total Other Income (Expenses)	<u>30,579.42</u>	<u>168,117.84</u>	<u>0.00</u>	<u>0.00</u>
	Net Income (Loss) Before Taxes	<u>(78,243.31)</u>	<u>1,665,271.66</u>	<u>0.00</u>	<u>0.00</u>
	Net Income (Loss)	<u>\$ (78,243.31)</u>	<u>\$ 1,665,271.66</u>	<u>\$ 0.00</u>	<u>0.00</u>

Saline District Library Fund 101 Monthly Revenue April 2023

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
402 · Property Taxes Control Account								
402.1 · City of Saline-Real Tax								
Deposit	04/07/2023			Ck# 69067		001 · Key Bank...	8,484.38	8,484.38
Total 402.1 · City of Saline-Real Tax							8,484.38	8,484.38
402.2 · Bridgewater Township-Real Tax								
Deposit	04/07/2023			Ck# 11103		001 · Key Bank...	2,211.22	2,211.22
Total 402.2 · Bridgewater Township-Real Tax							2,211.22	2,211.22
402.4 · Lodi Township-Real Tax								
Deposit	04/21/2023			CK # 007126		001 · Key Bank...	400.00	400.00
Total 402.4 · Lodi Township-Real Tax							400.00	400.00
402.6 · Saline Township-Real Tax								
Deposit	04/07/2023			Ck# 1010		001 · Key Bank...	158.47	158.47
Deposit	04/28/2023			CK # 1019		001 · Key Bank...	43,490.37	43,648.84
Total 402.6 · Saline Township-Real Tax							43,648.84	43,648.84
Total 402 · Property Taxes Control Account							54,744.44	54,744.44
540 · State Aid								
Deposit	04/21/2023			Ck # 1064306...		001 · Key Bank...	14,243.88	14,243.88
Total 540 · State Aid							14,243.88	14,243.88
628 · Printers-Revenue								
Deposit	04/03/2023			Deposit		001 · Key Bank...	7.50	7.50
Deposit	04/04/2023			Deposit		001 · Key Bank...	3.20	10.70
Deposit	04/05/2023			Deposit		001 · Key Bank...	2.00	12.70
Deposit	04/07/2023			Deposit		001 · Key Bank...	1.00	13.70
Deposit	04/07/2023			Deposit		001 · Key Bank...	3.40	17.10
Deposit	04/10/2023			Deposit		001 · Key Bank...	2.00	19.10
Deposit	04/10/2023			Deposit		001 · Key Bank...	2.00	21.10
Deposit	04/11/2023			Deposit		001 · Key Bank...	6.90	28.00
Deposit	04/12/2023			Deposit		001 · Key Bank...	2.40	30.40
Deposit	04/13/2023			Deposit		001 · Key Bank...	8.60	39.00
Deposit	04/14/2023			Deposit		001 · Key Bank...	15.50	54.50
Deposit	04/17/2023			Deposit		001 · Key Bank...	4.00	58.50
Deposit	04/17/2023			Deposit		001 · Key Bank...	10.50	69.00
Deposit	04/18/2023			Deposit		001 · Key Bank...	4.30	73.30
Deposit	04/19/2023			Deposit		001 · Key Bank...	8.20	81.50
Deposit	04/19/2023			Deposit		001 · Key Bank...	13.50	95.00
Deposit	04/21/2023			Deposit		001 · Key Bank...	28.20	123.20
Deposit	04/24/2023			Deposit		001 · Key Bank...	3.00	126.20
Deposit	04/25/2023			Deposit		001 · Key Bank...	4.30	130.50
Deposit	04/25/2023			Deposit		001 · Key Bank...	4.00	134.50
Deposit	04/26/2023			Deposit		001 · Key Bank...	9.30	143.80

Saline District Library Fund 101
Monthly Revenue
April 2023

05/03/23

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Deposit	04/27/2023			Deposit		001 · Key Bank...	2.00	145.80
Deposit	04/28/2023			Deposit		001 · Key Bank...	19.60	165.40
Deposit	04/28/2023			Deposit		001 · Key Bank...	2.00	167.40
Total 628 · Printers-Revenue							167.40	167.40
629 · Non-Resident Fees								
Deposit	04/10/2023			Deposit		001 · Key Bank...	150.00	150.00
Total 629 · Non-Resident Fees							150.00	150.00
658 · Fines-Overdue Materials								
Deposit	04/03/2023			Deposit		001 · Key Bank...	6.85	6.85
Deposit	04/03/2023			Deposit		001 · Key Bank...	2.75	9.60
Deposit	04/04/2023			Deposit		001 · Key Bank...	3.80	13.40
Deposit	04/05/2023			Deposit		001 · Key Bank...	17.55	30.95
Deposit	04/06/2023			Deposit		001 · Key Bank...	16.80	47.75
Deposit	04/07/2023			Deposit		001 · Key Bank...	117.90	165.65
Deposit	04/07/2023			Deposit		001 · Key Bank...	4.65	170.30
Deposit	04/10/2023			Deposit		001 · Key Bank...	15.51	185.81
Deposit	04/11/2023			Deposit		001 · Key Bank...	21.70	207.51
Deposit	04/12/2023			Deposit		001 · Key Bank...	26.80	234.31
Deposit	04/13/2023			Deposit		001 · Key Bank...	40.60	274.91
Deposit	04/13/2023			Deposit		001 · Key Bank...	15.10	290.01
Deposit	04/14/2023			Deposit		001 · Key Bank...	5.95	295.96
Deposit	04/17/2023			Deposit		001 · Key Bank...	1.30	297.26
Deposit	04/18/2023			Deposit		001 · Key Bank...	26.70	323.96
Deposit	04/19/2023			Deposit		001 · Key Bank...	14.65	338.61
Deposit	04/19/2023			Deposit		001 · Key Bank...	18.70	357.31
Deposit	04/21/2023			Deposit		001 · Key Bank...	135.25	492.56
Deposit	04/24/2023			Deposit		001 · Key Bank...	24.15	516.71
Deposit	04/24/2023			Deposit		001 · Key Bank...	27.90	544.61
Deposit	04/24/2023			Deposit		001 · Key Bank...	34.05	578.66
Deposit	04/25/2023			Deposit		001 · Key Bank...	1.75	580.41
Deposit	04/25/2023			Deposit		001 · Key Bank...	27.00	607.41
Deposit	04/26/2023			Deposit		001 · Key Bank...	21.75	629.16
Deposit	04/27/2023			Deposit		001 · Key Bank...	17.65	646.81
Deposit	04/28/2023			Deposit		001 · Key Bank...	35.55	682.36
Deposit	04/28/2023			Deposit		001 · Key Bank...	28.60	710.96
Total 658 · Fines-Overdue Materials							710.96	710.96
658.1 · Materials Replacement Fees								
Deposit	04/04/2023			Deposit		001 · Key Bank...	19.99	19.99
Deposit	04/10/2023			Deposit		001 · Key Bank...	41.94	61.93
Deposit	04/10/2023			Deposit		001 · Key Bank...	17.99	79.92
Deposit	04/11/2023			Deposit		001 · Key Bank...	17.99	97.91
Deposit	04/12/2023			Deposit		001 · Key Bank...	8.99	106.90
Deposit	04/13/2023			Deposit		001 · Key Bank...	54.93	161.83
Deposit	04/14/2023			Deposit		001 · Key Bank...	21.90	183.73

Saline District Library Fund 101
Monthly Revenue
April 2023

05/03/23

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Deposit	04/17/2023			Deposit		001 · Key Bank...	25.00	208.73
Deposit	04/18/2023			Deposit		001 · Key Bank...	8.00	216.73
Deposit	04/19/2023			Deposit		001 · Key Bank...	32.00	248.73
Deposit	04/21/2023			Deposit		001 · Key Bank...	49.23	297.96
Deposit	04/24/2023			Deposit		001 · Key Bank...	14.95	312.91
Deposit	04/25/2023			Deposit		001 · Key Bank...	15.99	328.90
Deposit	04/25/2023			Deposit		001 · Key Bank...	152.80	481.70
Deposit	04/27/2023			Deposit		001 · Key Bank...	61.95	543.65
Deposit	04/28/2023			Deposit		001 · Key Bank...	7.99	551.64
Deposit	04/28/2023			Deposit		001 · Key Bank...	6.95	558.59
Total 658.1 · Materials Replacement Fees							558.59	558.59
665.1 · General Account Interest								
Deposit	04/28/2023			Deposit		001 · Key Bank...	104.62	104.62
Total 665.1 · General Account Interest							104.62	104.62
674 · Donations-Unrestricted								
Deposit	04/21/2023			United Way C...		001 · Key Bank...	108.12	108.12
Deposit	04/21/2023			United Way C...		001 · Key Bank...	43.36	151.48
Deposit	04/28/2023			Deposit		001 · Key Bank...	6.00	157.48
Total 674 · Donations-Unrestricted							157.48	157.48
674.2 · Donations-Friends								
Deposit	04/13/2023			Ck # 2311		001 · Key Bank...	685.00	685.00
Deposit	04/13/2023			Ck # 2312		001 · Key Bank...	750.80	1,435.80
Total 674.2 · Donations-Friends							1,435.80	1,435.80
680 · Other Income								
Deposit	04/21/2023			Deposit		001 · Key Bank...	6.00	6.00
Deposit	04/28/2023			Deposit		001 · Key Bank...	3.00	9.00
Total 680 · Other Income							9.00	9.00
699 · Transfer from Other Funds								
Deposit	04/05/2023			Deposit		001 · Key Bank...	150,000.00	150,000.00
Check	04/13/2023			Added funds t...		001 · Key Bank...	-93,614.88	56,385.12
Total 699 · Transfer from Other Funds							56,385.12	56,385.12
TOTAL							128,667.29	128,667.29

Saline District Library Fund 101
Bill List
April 2023

Type	Date	Num	Name	Memo	Amount
702 · Salaries					
Check	04/14/2023			pay period en...	34,221.53
Check	04/14/2023			MERS Pay P...	1,427.75
Check	04/14/2023			MERS Staff L...	183.74
Check	04/14/2023			MERS Staff L...	88.19
Check	04/14/2023			MERS 457 Pa...	1,939.56
Check	04/28/2023			pay period en...	34,063.08
Check	04/28/2023			MERS Pay P...	1,627.45
Check	04/28/2023			MERS Staff L...	183.74
Check	04/28/2023			MERS Staff L...	88.19
Check	04/28/2023			MERS 457 Pa...	1,962.85
Total 702 · Salaries					75,786.08
716 · Employee Insurances/Benefits					
Bill	04/18/2023	5/1-5/...	BLUE CROSS BLUE SHI...	5/1-5/31/2023	5,901.13
Total 716 · Employee Insurances/Benefits					5,901.13
719 · Health Reimbursement					
Bill	04/11/2023	ADM0...	EHIM	Admin fee	140.50
Bill	04/11/2023	FND0...	EHIM		1,384.00
Total 719 · Health Reimbursement					1,524.50
723 · Retirement					
Check	04/14/2023			MERS Pay P...	1,427.75
Check	04/28/2023			MERS Pay P...	1,627.45
Total 723 · Retirement					3,055.20
727 · Office Supplies					
Bill	04/05/2023	2/10-3...	AMAZON CAPITAL SER...		39.35
Bill	04/05/2023	3/25/2...	STAPLES BUSINESS CR...		446.69
Total 727 · Office Supplies					486.04
727.4 · Cartridges					
Bill	04/05/2023	3/25/2...	STAPLES BUSINESS CR...		559.76
Total 727.4 · Cartridges					559.76
730 · Postage					
Bill	04/07/2023	2/1-2/...	KEYBANK - NATIONAL A...		133.15
Total 730 · Postage					133.15
732 · Cleaning Supplies					
Bill	04/05/2023	2/10-3...	AMAZON CAPITAL SER...		36.69
Bill	04/05/2023	3/25/2...	STAPLES BUSINESS CR...		1,173.94

Saline District Library Fund 101
Bill List
April 2023

Type	Date	Num	Name	Memo	Amount
Total 732 · Cleaning Supplies					1,210.63
734 · Processing Supplies					
Bill	04/05/2023	3/25/2...	STAPLES BUSINESS CR...		37.47
Bill	04/05/2023	16136...	ULINE	DVD CASES	84.05
Bill	04/07/2023	2/1-2/...	KEYBANK - NATIONAL A...		262.84
Total 734 · Processing Supplies					384.36
750.1 · Adult Programming					
Bill	04/05/2023	2/10-3...	AMAZON CAPITAL SER...	program supp...	543.88
Bill	04/05/2023	3/25/2...	STAPLES BUSINESS CR...		14.99
Bill	04/05/2023	3/27/2...	LASH, JESSICA	program supp...	83.03
Bill	04/06/2023	4/10/2...	JEFF MORRISON	Guardians of ...	300.00
Bill	04/06/2023	2/28-3...	KEYBANK - NATIONAL A...	program supp...	511.97
Bill	04/06/2023	4/17 &...	MCFRY, JO ANN YATES	Walking Yoga...	200.00
Bill	04/07/2023	2/1-2/...	KEYBANK - NATIONAL A...		202.96
Total 750.1 · Adult Programming					1,856.83
750.2 · Teen Programming					
Bill	04/05/2023	2/10-3...	AMAZON CAPITAL SER...	program supp...	340.23
Bill	04/05/2023	3/25/2...	STAPLES BUSINESS CR...		146.97
Bill	04/05/2023	72372...	OTC BRANDS, INC.	program supp...	54.43
Bill	04/06/2023	2/28-3...	KEYBANK - NATIONAL A...	program supp...	254.82
Bill	04/07/2023	2/1-2/...	KEYBANK - NATIONAL A...		168.29
Bill	04/11/2023	2103	THE CREATURE CONSE...	pROGRAM 4/...	400.00
Total 750.2 · Teen Programming					1,364.74
750.3 · Youth Programming					
Bill	04/05/2023	2/10-3...	AMAZON CAPITAL SER...	program supp...	467.05
Bill	04/05/2023	3/25/2...	STAPLES BUSINESS CR...		68.07
Bill	04/05/2023	60741	NOAHS ARK WORKSHOP		362.74
Bill	04/06/2023	1093749	ANN ARBOR HANDS ON...		209.28
Total 750.3 · Youth Programming					1,107.14
750.4 · Programming Funded by Friends					
Bill	04/05/2023	46369...	SCHOLASTIC INC.		750.80
Bill	04/18/2023	13888	SYSTEMS TECHNOLOG...	Readsquared ...	100.00
Total 750.4 · Programming Funded by Friends					850.80
752.2 · Summer Reading-Teen					
Bill	04/05/2023	72343...	OTC BRANDS, INC.		67.96
Bill	04/06/2023	2/28-3...	KEYBANK - NATIONAL A...		51.88
Total 752.2 · Summer Reading-Teen					119.84
752.3 · Summer Reading-Youth					

Saline District Library Fund 101
Bill List
April 2023

Type	Date	Num	Name	Memo	Amount
Bill	04/18/2023	7293402	DEMCO INC	program supp...	92.47
Total 752.3 · Summer Reading-Youth					92.47
770 · Periodicals					
Bill	04/05/2023	S65154	BOOKPAGE	5/23-4/2024	720.00
Total 770 · Periodicals					720.00
772.1 · Ebooks-Adult					
Bill	04/06/2023	34288...	KANOPY, INC.		409.70
Bill	04/06/2023	50358...	MIDWEST TAPE	Hoopla	6,044.08
Bill	04/18/2023	CD01...	OVERDRIVE, INC		3,000.00
Total 772.1 · Ebooks-Adult					9,453.78
780 · Software					
Bill	04/06/2023	2/28-3...	KEYBANK - NATIONAL A...		940.00
Total 780 · Software					940.00
785 · Online Database					
Bill	04/06/2023	INV67...	WORLD TRADE PRESS	11/1/2022-10/...	1,196.05
Total 785 · Online Database					1,196.05
802 · Professional Services-Bookkeep					
Bill	04/14/2023	April 2...	STROM ACCOUNTING, ...	Monthly fee	645.00
Total 802 · Professional Services-Bookkeep					645.00
850 · Internet					
Bill	04/11/2023	4/13/2...	T-MOBILE	Hot Spots	297.50
Total 850 · Internet					297.50
851 · Telephone					
Bill	04/05/2023	268103	TELNET WORLDWIDE		445.36
Total 851 · Telephone					445.36
920 · Electricity					
Check	04/12/2023			DTE	3,647.43
Total 920 · Electricity					3,647.43
921 · Gas					
Check	04/12/2023			DTE	1,591.94
Total 921 · Gas					1,591.94
922 · Water					

Saline District Library Fund 101
Bill List
April 2023

Type	Date	Num	Name	Memo	Amount
Bill	04/05/2023	26146...	SALINE CITY HALL	12/1-2/28/2023	1,133.56
Total 922 · Water					1,133.56
930 · Building Maintenance					
Bill	04/05/2023	92124...	HD SUPPLY FACILITIES ...	Furnace filters	934.32
Bill	04/05/2023	86327...	WASTE MANAGEMENT ...		355.30
Bill	04/06/2023	134533	CHELSEA LUMBER CO...		12.48
Bill	04/06/2023	125218	CHELSEA LUMBER CO...		48.57
Total 930 · Building Maintenance					1,350.67
932 · Ground Maintenance					
Bill	04/11/2023	575939	UNDERWOOD NURSER...	Annual renewal	17,100.00
Bill	04/18/2023	96669...	GRAINGER		14.04
Bill	04/18/2023	96609...	GRAINGER		34.41
Total 932 · Ground Maintenance					17,148.45
934 · Equipment Maintenance					
Bill	04/05/2023	2/10-3...	AMAZON CAPITAL SER...	printer drum f...	249.00
Bill	04/06/2023	50670...	RICOH USA, INC		659.20
Bill	04/06/2023	50670...	RICOH USA, INC		15.98
Bill	04/06/2023	6082149	AVENTRIC TECHNOLO...	AED Battery r...	275.00
Bill	04/18/2023	96669...	GRAINGER		325.13
Total 934 · Equipment Maintenance					1,524.31
955 · Grants					
Bill	04/05/2023	2/10-3...	AMAZON CAPITAL SER...	labels for see...	54.78
Bill	04/05/2023	6101	SALINE CITY HALL	Saline Farmer...	100.00
Bill	04/18/2023	1361	OPEN SPOT THEATRE	Adult program	150.00
Bill	04/24/2023	4/24/2...	MITCHELL, CATHERINE	Program supp...	132.72
Total 955 · Grants					437.50
956 · Miscellaneous					
Bill	04/06/2023	2/28-3...	KEYBANK - NATIONAL A...	Nametags an...	233.73
Bill	04/06/2023	4/5/20...	PILARZ, CHRISTINA	Staff recogniti...	104.89
Bill	04/06/2023	4/5/20...	PILARZ, CHRISTINA	Staff develop...	101.10
Bill	04/18/2023	4/17/2...	LASH, JESSICA	Art Reception ...	76.65
Total 956 · Miscellaneous					516.37
958 · Dues					
Bill	04/18/2023	15124	MICHIGAN LIBRARY AS...	Invoice # 15124	1,638.00
Bill	04/18/2023	97611...	SMALL BUSINESS ASS...	Annual memb...	249.00
Total 958 · Dues					1,887.00
965 · Bank Charges					

Saline District Library Fund 101
Bill List
April 2023

Type	Date	Num	Name	Memo	Amount
Check	04/03/2023			KB Merch fee	59.13
Check	04/03/2023			KB Merch fee	42.13
Check	04/10/2023			March Alalysi...	359.08
Total 965 · Bank Charges					460.34
971 · Capital Improvement					
Bill	04/06/2023	230312	MAINTENANCE & MANU...	Labor, permit...	6,555.32
Total 971 · Capital Improvement					6,555.32
975 · Furniture					
Bill	04/05/2023	2/10-3...	AMAZON CAPITAL SER...	Desk, drying r...	1,115.96
Total 975 · Furniture					1,115.96
981 · Books funded by friends					
Bill	04/11/2023	3/1-3/...	BAKER & TAYLOR		59.35
Total 981 · Books funded by friends					59.35
982.1 · Adult Fiction					
Bill	04/05/2023	2/10-3...	AMAZON CAPITAL SER...		29.98
Bill	04/11/2023	3/1-3/...	BAKER & TAYLOR		2,160.55
Total 982.1 · Adult Fiction					2,190.53
982.15 · Large Print					
Bill	04/11/2023	3/1-3/...	BAKER & TAYLOR		490.54
Total 982.15 · Large Print					490.54
982.2 · Teen Fiction					
Bill	04/11/2023	3/1-3/...	BAKER & TAYLOR		731.08
Total 982.2 · Teen Fiction					731.08
982.3 · Youth Fiction					
Bill	04/11/2023	3/1-3/...	BAKER & TAYLOR		1,813.00
Bill	04/11/2023	3/1-3/...	BAKER & TAYLOR		161.09
Total 982.3 · Youth Fiction					1,974.09
983.1 · Adult Nonfiction					
Bill	04/05/2023	2/10-3...	AMAZON CAPITAL SER...		105.69
Bill	04/11/2023	3/1-3/...	BAKER & TAYLOR		2,715.45
Total 983.1 · Adult Nonfiction					2,821.14
983.3 · Youth Nonfiction					
Bill	04/11/2023	3/1-3/...	BAKER & TAYLOR		447.56

Saline District Library Fund 101
Bill List
April 2023

Type	Date	Num	Name	Memo	Amount
Total 983.3 · Youth Nonfiction					447.56
984.1 · Audiobooks-Adult					
Bill	04/06/2023	3/1-3/...	MIDWEST TAPE		525.87
Total 984.1 · Audiobooks-Adult					525.87
984.2 · Audiobooks-Teen					
Bill	04/06/2023	3/1-3/...	MIDWEST TAPE		184.95
Total 984.2 · Audiobooks-Teen					184.95
984.3 · Audiobooks-Youth					
Bill	04/06/2023	3/1-3/...	MIDWEST TAPE		473.84
Total 984.3 · Audiobooks-Youth					473.84
985.1 · DVDBlu Rays-Adult					
Bill	04/06/2023	3/1-3/...	MIDWEST TAPE		679.95
Total 985.1 · DVDBlu Rays-Adult					679.95
985.3 · DVD/Blu Rays-Youth					
Bill	04/06/2023	3/1-3/...	MIDWEST TAPE		11.24
Total 985.3 · DVD/Blu Rays-Youth					11.24
986.1 · Music CDs-Adult					
Bill	04/06/2023	3/1-3/...	MIDWEST TAPE		178.36
Total 986.1 · Music CDs-Adult					178.36
TOTAL					156,267.71



**Library Director's Report
Submitted by Karrie Waarala
May 16, 2023**

- Ann Dilcher of Quinn Evans has prepared an RFP for Construction Management Services, which has been reviewed by the Library Board Building & Grounds Committee and posted on the SDL website (a copy is included in the Library Board meeting packet). Quinn Evans will share the RFP with appropriate construction firms, which will be invited to a walk-through at the library with Ann and myself on May 17. Site surveys will begin the week of May 15, and Fatima Beacham and Ed Nakhle of Quinn Evans are currently working with the SDL Management Team on finalizing the design for the staff area.
- Approximately 100% of our annual property tax revenue has been collected, accounting for the 3% tax delinquency provision built into the annual budget. We may still receive closer to the full 100% of property taxes levied. We have received our first of two State Aid payments for the year, in the amount of \$14,243.88.
- SDL has once again been nominated for Favorite Library Branch in the [Ann Arbor Family Press Family Favorites](#) contest. Voting opens on May 15. SDL has won the last four years in a row, and we would love to make it five!
- SDL has been getting some very nice press in *The Saline Post* lately, and we have started advertising in the new print edition (included in Library Board meeting packet). One correction to the article about the Tweens Writers Group: The quotes are incorrectly attributed to me; those thoughtful answers came from Youth Services Librarian Anna Hinkley, who runs the group.
- Planning is underway for Summer Reading, which will run June 12 through August 12, with a finale party on August 8. This year's theme is "All Together Now," and staff are working on programs for all ages that connect with the theme, such as the ["Bee a Community" Tiny Art Show](#), [Teen Take-n-Make: Friendship Bracelets](#), and [Mysterious Benedict Society Library Adventure](#). We are adding a bingo element to the READsquared online platform for additional opportunities to earn prizes throughout the summer.

- SDL will once again be hosting “Food for Fines” for the month of June. For each dollar of overdue fines only (not materials replacement costs), library patrons can instead donate one nonperishable food item. Patrons may also “pay it forward” by donating extra food items, which can be used in place of overdue fines for others. At the end of the month, all food items collected will be donated to Saline Area Social Service.
- We have a number of staffing updates currently:
 - Library Assistant Kavitha Reddy will be moving into the Cataloger position when Mary Stefani retires on June 16. Kavitha will begin training with Mary on May 22.
 - Library Assistant Mary Fortino's last day at SDL was May 12, and we are currently interviewing internal candidates to assume her MeLCat duties.
 - Due to these staffing shifts, we are currently accepting applications for two Part-Time Library Assistant positions, with applications due May 22.
 - Youth Assistant Laura Dobrowolski's last day at SDL was May 8, and we are currently conducting interviews for that position.
- The SDL staff is grateful to the Friends of the Library for recognizing staff members with gift cards to Tim Horton's in honor of National Library Workers Day on April 25.
- The Stone & Thistle Garden Club will be holding their annual perennials plant sale in the SDL parking lot on Saturday, May 20, 8-11am.
- The library will be closed Saturday, May 27 through Monday, May 29 for Memorial Day weekend.
- Recent comments from patrons include:
 - “Kudos to you guys for having these books! They are on the ALA's Most Banned Books List, and I'm working my way through it. I'm so glad you aren't letting bullies tell you what to have on your shelves.”
 - “Thank you! We really needed the wifi hotspot and really appreciated it.”
 - “Natalie in the Youth Department was very helpful and had great suggestions.”

**REQUEST FOR PROPOSAL
CONSTRUCTION MANAGEMENT
FOR THE
RENOVATION OF THE LIBRARY, NEW SITE PAVILION, AND SITE IMPROVEMENTS
SALINE, MICHIGAN**

Instructions

Respond to all items and questions.

Preparation of the proposal response should be economical, concise, and limited to 50 pages (not including covers and dividers). Organize response according to Section numbering provided.

It is highly recommended a site visitation be conducted prior to submission of your proposal. A voluntary site visit is scheduled for **Wednesday May 17th at 3pm**.

Proposals must be emailed to:

**Karrie Waarala (karrie@salinelibrary.org)
no later than June 2nd, 2023 at 5:00PM**

Prospective companies are solely responsible for timely delivery. The email subject line should be the following information SDL – Construction Manager RFP.

Direct any questions in writing to the Library Director, Karrie Waarala (karrie@salinelibrary.org) **Questions are due by 5:00pm on Wednesday May 24th.**

Responses to the questions will be distributed to all participants who have supplied a means of communication.

The owner will have proposals reviewed by a selection committee which will be comprised of board members and the Director. The committee will select a shortlist of qualified submissions and make arrangements for a presentation to the committee. Details of the interview will be provided to the selected firms and all firms will be notified in a timely manner. **Interviews are planned for June 14th.**

Quinn Evans will support the owner in the selection process, but not participate in the final selection.

Project Description

Introduction

The Saline District Library (SDL) is accepting proposals from qualified firms to provide Construction Management (CM) Services working with Quinn Evans for pre-construction and construction/renovation for the Renovation and Site Enhancement of the existing Saline District Library and located at 555 N Maple Road Saline, MI 48176.

Background

SDL serves approximately 28,000 residents of Saline Area Schools District, which is comprised of the City of Saline, Saline Township, and parts of Pittsfield, York, Lodi, Bridgewater, and Freedom Townships. The library was built in 1994 and expanded to its current 33,000 square feet in 2008. Additional improvements since then have included a two-phase solar panel project on the roof and an LED conversion project. The library is set on 14 wooded acres in the heart of Saline and is next to Saline Middle School and accessible via walking paths from one of the City of Saline's many public parks.

SDL completed its 2022-2026 Strategic Plan and the first of the four strategic focus areas is Optimize Spaces. The library seeks to “optimize indoor and outdoor library spaces to evolve as a destination within the community, providing experiential and interactive environments that delight users and improve quality of life.” To that end, SDL hired Quinn Evans in the summer of 2022 to complete a Space Visioning Project which developed a concept plan for the renovation of the interior of the building and new outdoor opportunities for an open air pavilion and accessible story trail that connects the two entrances along the wooded western side of the building.

Proposed Project

The building and site plans developed during this initial predesign effort establishing project vision and general cost opinion for the work are provided with this RFP. Draft schedule calls for bidding of initial site design documents in early fall 2023 with site construction as the first phase of work. The interior renovation will be a separate bid package and that work will follow once site work is complete.

The project will be a phased project and operations of the library will be maintained throughout the project. If there are limited durations in which library services must be closed, the construction manager must provide ample notification of date and duration. The exact nature and extent of this will be established during the development of documents with input from the construction manager.

Estimated Budget

The preliminary estimated construction budget for the renovation project is \$2.3 million.

Construction Management Scope

The CM will join SDL and Quinn Evans by participating in team meetings and take responsibility for budgeting, scheduling for construction, construction delivery, and constructability.

Pre-construction services include cost estimating, scheduling, and input on constructability and phasing. We will require the following minimum cost estimates to assist the team in keeping the project on budget:

- Schematic Design
- Design Development

Following pre-construction services, the Construction Manager will prepare a Guaranteed Maximum Price proposal for review and acceptance by the library.

The CM should outline an approach and strategy for the inclusion of local contractors and suppliers who have the competency and qualifications to properly support the final product. It is the owner’s expectation to receive guidance and recommendations on this issue.

Clarification of Certain CM Services

- Consultation – The CM should attend project team meetings throughout pre-construction, design development and construction document phases of the project.
- Preliminary Project Schedule – The CM should be prepared to develop and provide a detailed preliminary construction schedule as soon as possible, along with updates during the design development, and construction document phases of the project.
- The CM will help establish the construction completion date with the project team.
- Preliminary Cost Estimates – The CM is required to develop and provide a detailed preliminary construction cost estimate as soon as possible to give an accurate as possible representation of the project’s construction cost. Updated cost estimates are to be prepared by the CM at the conclusion of the schematic design and design development phases of the project.
- Project Bidding – The CM will be responsible to manage and solicit competitive bids.

- Adjustments to Compensation – Adjustments to the fee quoted based on a \$2,300,000 construction project will be permitted for adjustments to the pre-construction budget and owner generated project scope changes that exceed an additional 15% of the construction cost.

Construction Manager Selection Timeline

The schedule for the CM selection process is as follows:

- May 12 - RFP distributed to Construction Management firms.
- May 17 3PM – Non-mandatory pre-proposal meeting for interested, qualified firms and individuals.
- June 2 5PM - Proposals due from CM.
- June 8 - Notification of Shortlisted Firms
- June 14 - Interviews with Shortlisted Firms
- June 20 - Recommendation for contract award to Saline District Library Board of Trustees.

Bidding/Construction Schedule (Tentative)

The schedule for the CM selection process is as follows:

- September 2023 – Site Construction documents ready for bidding
- October 2023 – Site Construction commencement
- March 2024 – Interior Renovation Construction documents ready for bidding
- April 2024 – Construction commencement
- Construction Completion – To be determined based upon final project phasing strategy established by Owner, Architect and Construction Manager

Proposal Requirements

Section 1 – Firm Overview

1. Name of firm and address of corporate office.
2. Address, telephone, and contact information for office servicing this project.
3. Type of organization (partnership, corporation, etc.)
4. Number of years in business.
 - a. How long has your company provided contracting services?
 - b. Construction management services?
5. Brief history, mission, and philosophy of firm.
6. Names of officers, owners and other principals of firm.
7. Provide an indication of the firm's financial capability to handle the project, including bonding capacity and name of bonding firm.
8. What is the firm's dollar value of work in place per year over the last five years?
9. What percentage of your firm's business is conducted as CM at-risk?
10. Has your firm been involved in a termination from a project for convenience or cause? Please explain.
11. Over the past five years, has your firm been party to any lawsuits or arbitration due to nonperformance or contract disputes? Please explain each occurrence.

Section 2 – Relevant Experience

1. Provide a list of 5 projects you would consider most comparable to this, including name of project, description, budget, completion date, and references for both client and architect. Projects which involve libraries, museums, art centers, historic structures and phased construction will be of particular interest. References provided must be from the 5 projects above, include people who worked on those projects, and include correct contact information. Please include:
 - a. Photos

- b. Original budgeted cost versus final cost
 - c. Number and \$ Value of change orders
 - d. Original schedule duration versus final schedule duration
 - e. Owner reference contact information
 - f. Architect/Design team reference contact information
2. List status of all projects currently being worked on by your firm.
 - a. Pre-Construction Phase:
 - b. Construction Phase:
 - c. Project Close-Out:

Section 3 – Professional Services

1. What is your record concerning accuracy of design estimates and actual cost?
2. Describe your approach and procedure to value engineering.
3. Describe the methods used in scheduling the project.
4. List the general work items you have the capability to accomplish within your own firm. Do you intend a certain percentage of actual work to be performed by your own forces? If so, what percentage and what work?
5. Discuss the construction manager's responsibility for providing quality control and inspection of the work in place.
6. Describe your cost control systems for the construction phase of the project.
7. How do you keep your clients informed of the status of the project?

Section 4 – Project Staffing

1. List key staff who will be assigned to this project. Provide resumes for these individuals.
2. List status of all projects currently being worked on by the staff proposed for this project and the percentage of their time they will be assigned to this project..

Section 5 – Project Approach

1. Describe the firm's approach to an owner-construction manager-architect/engineer team relationship.
2. What is your approach to maximizing local trade contractor participation?
3. What would be the primary issues and concerns you anticipate for this project, and how would you address them?
4. Describe your anticipated process for cost control on the project.
5. Describe your anticipated process for controlling the project schedule.
6. Describe your anticipated process for quality assurance and control.
7. Describe your anticipated process for ensuring safety on the project.
8. Provide a summary schedule outlining the timing, sequencing and phasing (if appropriate) of the project.

Section 6 – Fees

1. Provide a complete statement of professional fees structure, personnel expenses, and other usual and customary expenses for a project of this size and scope.
2. Provide a breakdown of the above-mentioned items in terms of whether they are reimbursable, owner direct costs, included in the fee, or items included in trade contract packages.
3. Provide your fee percentage for profit and overhead as a total of construction cost.
4. Provide your bond and general liability insurance rates.

Section 7 – Overall Firm Differentiation and Qualifications

1. Describe your firm's overall service philosophy, and how it relates to your ability to provide a successful project outcome.
2. Explain your firm's approach to and experience with partnering and teaming.
3. Describe your firm's safety record.
4. Briefly describe why your firm should be selected.

Evaluation of Proposals

All proposals received shall be subject to evaluation by the Saline District Library. This evaluation will be conducted in the manner appropriate, as may be deemed by SDL for the selection of a firm for the purpose of entering into an Agreement to perform this project. Price alone shall not be the basis for the award of this work but shall be only one of the components considered. SDL does not intend to award an Agreement for this work solely on the basis of any response made to this request. The following facts, along with other items, will be considered.

1. The firm's understanding of the project scope and quality of the firm's project approach.
2. Qualifications of firm and proposed staff with regard to projects of similar scope and size.
3. Ability and availability to complete project according to schedule.
4. The firm's proposed fee structure.

Agreement

The Agreement will be based on the AIA A133-2019 Standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of Work Plus a Fee with a Guaranteed Maximum Price.

Insurance

The firm is required to provide and maintain at all times during this project the following insurance. Certificates of Insurance, setting for the limits and coverage, shall be furnished to SDL before commencing with any work. The policy shall contain endorsements stating that a 10-day notice will be given to SDL prior to termination or any change in the policy and shall describe the project and provide coverage for the following terms:

- A. Comprehensive General Liability Insurance with limits of liability not less than \$1,000,000 per occurrence and \$2,000,000 general aggregate with Saline District Library and their employees, owners, and representatives, listed as additional insured on a primary and non-contributory basis, with waiver of subrogation.
- B. Motor Vehicle Liability Insurance, including applicable no-fault coverage, combined single limit bodily injury and property damage shall be maintained during the life of the Agreement. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.
- C. Workers Compensation Insurance, including Employers' Liability Coverage in accordance with all applicable statutes of the State of Michigan.
- D. Umbrella Liability per occurrence and in the annual aggregate of \$5,000,000.
- E. If any of the insurance is canceled, the Firm shall cease operations, and shall not resume until new insurance is obtained.

Supplemental Information and Requirements

SDL reserves the right to waive any informality or defect in any proposal, to accept any proposal or parts thereof or to reject any or all proposals, should it deem it to be in the best interest of SDL to do so. SDL reserves the right to revise the contents of the proposal and to negotiate all aspects of this proposal and any future agreement with the successful firm of SDL's choice. SDL further accepts no

responsibility for expenses which may be incurred in the preparation of such proposals. The selected firm shall be expected to comply with all applicable State and Federal laws in the performance of services. Submittals to SDL are considered public information. SDL has the right to disclose information contained in the submittals.

The selection of the successful firm shall be made without regard to race, color, sex, age, religion, sexual preferences, handicap, political affiliation, veteran status, or national origin. SDL is an Equal Opportunity Employer.

Beginning April 1, 2013, an Iran linked business is not eligible to submit a bid on a request for proposal with a public entity. Beginning April 1, 2013, a public entity shall require a person that submits a bid on a request for proposal with the public entity to certify that it is not an Iran linked business.



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

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

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

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

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

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

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

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

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

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

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

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

LEGEND

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

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



SALINE DISTRICT LIBRARY

POLICY BULLETIN

POLICY NO: 604

SUBJECT: EMPLOYMENT PRACTICES

1. Saline District Library is an equal opportunity employer and will not discriminate on the basis of race, color, national origin, religion, creed, age, sex, height, weight, familial status, marital status, sexual orientation, gender identity, disability, or military history.
2. Saline District Library will comply with all State and Federal laws regarding accommodating handicapped and disabled employees and/or patrons. Any employee with a disability which requires accommodation must notify the Director in writing immediately, but no later than 182 days after the need for accommodation becomes known.
3. Non-U.S. citizens must have a valid visa clearance in order to work at Saline District Library.
4. Saline District Library will comply with all State and Federal laws regarding the employment of minors.
5. ~~To facilitate fair hiring practices, a person who is related to a current Board member or to a current employee can be employed, but not supervised by his/her relative.~~ Library employees and Board members are prohibited from supervising their relatives or people with whom they have a romantic relationship. A relative is defined as:

spouse	child	parent
brother	sister	grandparent
grandchild	first cousin	second cousin
uncle	aunt	niece
nephew	parent-in-law	brother-in-law
sister-in-law	domestic partner	

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

6. The Director has the delegated authority from the Board to hire personnel and will inform the Board of new appointments.

**SALINE DISTRICT LIBRARY
POLICY BULLETIN**

POLICY NO: 623

SUBJECT: DRESS CODE

The Saline District Library is a public service agency and each employee is a representative of the library. It is expected that each employee will present a professional image to the public.

Examples of unprofessional attire to be avoided include, but are not limited to:

- Blue jeans
- Shorts
- Athletic wear (including yoga pants)
- Beach or lounge wear
- T-shirts or sweatshirts with slogans
- Hats
- Cropped tops
- Clothing that is torn or dirty

Pages may wear blue jeans or shorts of appropriate length.

The Director may designate specific dates upon which certain attire is permitted, such as blue jeans or clothing supporting a sporting team.

SALINE DISTRICT LIBRARY

POLICY BULLETIN

POLICY NO. 701

SUBJECT: ACCOUNTING PROCEDURES

~~Checks on~~ Payments from the Saline District Library checking account will be processed in two separate ways. Operating expenses will be processed by SDL Staff and Board, while payroll expenses will be processed by a bookkeeping firm approved by the Library Board.

Operating:

SDL staff will authorize and write all operating checks other than payroll and taxes. All invoices will be reviewed and approved for payment by the Director before checks are written. The staff member authorized by the Director to write the checks will maintain a file of invoices signed and authorized by the Director.

After checks are written, a bill list will be prepared and presented to the Board for approval. Checks under the amount of \$12,000 will be signed by one member of the SDL Board of Trustees, normally the Treasurer. Checks for \$12,000 or more must be signed by two members of the Board, normally one being the Treasurer. In the absence of a quorum at a regularly scheduled Board meeting, two members of the Board will take responsibility for reviewing the prepared bill list. Authorized checks will be signed as outlined, preferably by an officer.

If a check is needed before a signature can be obtained by a Board member, the Director is authorized to sign as needed. Payments via ACH or other electronic means may be authorized by the Director per Policy 712: Electronic Fund Transfers.

If the Director is not available to approve invoices, the Assistant Director will authorize invoices for payment. If both are absent, the authorization responsibility will fall to the Board Treasurer or other Board member as approved by the Board.

At no time will check authorization and check writing be done by the same individual.

At no time will a check be made out to "cash" or to "bearer."

The file of authorized invoices, bank statements, and cancelled checks will be maintained according to the State of Michigan's records retention schedule.

Payroll:

All payroll activities will be contracted with a Board approved company. That company will be responsible for submitting a monthly and annual report indicating the amount expended for salaries, taxes, and benefits. The contracted firm will annually prepare W-2 forms and associated tax forms.

The Board has authorized the use of an electronic signature on the checks prepared by the approved company. Each year, upon election, the Treasurer of the Saline District Library Board of Trustees will submit his/her signature to the company for payroll purposes.

The firm contracted for payroll preparation will also be responsible for monthly bank account reconciliation, balance sheet, journal listing, general and payroll register. An annual financial statement and all taxes will be prepared by this firm.

Insurance coverage for the Saline District Library provides that the members of the Board and the staff are bonded.

SALINE DISTRICT LIBRARY

POLICY BULLETIN

POLICY NO: 714

SUBJECT: FRAUD RISK MANAGEMENT

1. Organizational Code of Conduct

The library, its employees, Board of Trustees and volunteers must, at all times, comply with all applicable laws and regulations. The Library will not condone activities which achieve results based on unethical business practices, or through violation of the law. The library does not permit an activity that fails to stand the closest possible public scrutiny. Accordingly, employees, trustees and volunteers must ensure that their actions cannot be interpreted as being in any way, in breach of the laws and regulations governing the Library's operation.

Employees and volunteers uncertain about the application or interpretation of any Legal requirements should refer the matter to the Library director, who, if necessary, should seek the advice of the Board of Trustees or the library's attorney.

2. General Conduct

The library expects its employees, trustees and volunteers to conduct themselves in a professional and businesslike manner.

3. Outside Activities, Employment, and Directorships

All employees and trustees share a serious responsibility for the Library's good public relations, especially at the community level. Their readiness to help with religious, charitable, educational, and civic activities brings credit to the Library and is encouraged. However, employees and trustees must avoid acquiring any business interest or participating in any activity outside the library that would, or would appear to:

- Create an excessive demand upon their time and attention, thus depriving the Library of their best efforts on the job.
- Create a conflict of interest – an obligation, interest, or distraction – that may interfere with the independent exercise of judgment in the Library's best interest.

4. Relationships with Clients and Suppliers

Employees and trustees should avoid investing in or acquiring a financial interest for their private accounts in any business organization that has a contractual relationship with the Library or that provides goods, services, or both to the Library, if such investments or interest could influence or create the impression of

influencing their decisions in the performance of their duties on behalf of the Library.

5. Gifts, Entertainment, and Favors

Employees and trustees must not accept entertainment, gifts or personal favors that could, in any way, influence, or appear to influence, business decisions in favor of any person, business, or organization with whom or with which the Library has, or is likely to have, business dealings.

6. Kickbacks and Secret Commissions

With regard to the Library's business activities, employees and trustees may not receive payment or compensation of any kind. In particular, the Library strictly prohibits the acceptance of kickbacks and secret commissions from suppliers or others. Any breach of this rule will result in immediate termination and prosecution to the fullest extent of the law.

7. The Library Funds and Assets

Employees and trustees who have access to the Library funds in any form or amount must follow the prescribed procedures for recording, handling, and protecting the money. The Library imposes strict standards to prevent fraud, theft, or dishonesty. If an individual becomes aware of any evidence of fraud or theft, a Fraud, Theft and Corruption Disclosure Form should be filed so that the Library can promptly investigate the matter.

When an employee or trustee position requires expending library funds or incurring reimbursable personal expenses, that individual must use good judgment on the Library's behalf to ensure that good value is received for the expenditure.

The Library funds and assets are for Library purposes only.

8. Records and Communications

Accurate and reliable records of many kinds are necessary to meet the Library's legal and financial obligations and to manage the affairs of the Library. The Library's books and records must reflect all business transactions in an accurate and timely manner. Employees and trustees responsible for accounting and recordkeeping must fully disclose and record all assets and liabilities, and must exercise diligence in enforcing these requirements.

Employees and trustees must not make or engage in any false record or communication of any kind, whether internal or external, including but not limited to:

- False expense, attendance, production, financial, or similar reports and statements.
- False advertising, deceptive marketing practices, or other misleading representations.

9. Dealing with Outside People and Organizations

Employees and trustees must take care to separate their personal roles from their library positions when communicating on matters not involving library business. Employees and trustees must not use Library identification, stationery, supplies, and equipment for personal or political matters.

The Library Director handles all public comments and communications. Trustees or other employees must not presume to speak for the Library, unless specifically authorized to do so, and should refer all communication matters to the Director.

When dealing with anyone outside the library, including public officials, employees and trustees must take care not to compromise the integrity or damage the reputation of the Library, or any outside individual, business, or governmental body.

Trustees must remember that all authority is vested in the full board and not with individual board members. All board members are expected to support the majority decision of the board, regardless of how they personally voted on the matter.

10. Prompt Communications

In all matters relevant to patrons, suppliers, government officials, the public and others within the library, employees and trustees must make every effort to achieve complete, accurate and timely communications – responding promptly and courteously to all proper requests for information and to all complaints.

11. Privacy and Confidentiality

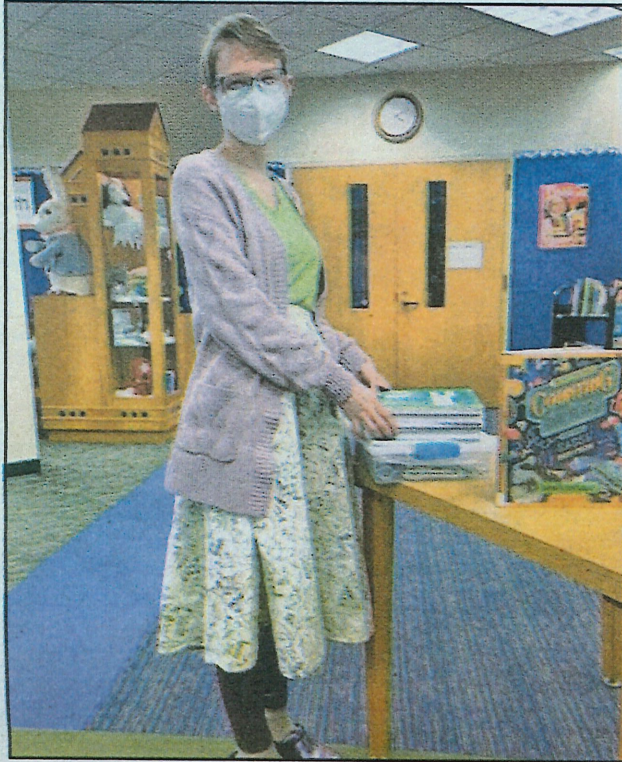
When handling financial and personal information about patrons or others with whom the Library has dealings, employees and trustees should observe the following principles:

- Collect, use, and retain only the personal information necessary for library business.
- Protect the physical security of this information at all times, and retain information only for as long as necessary or as required by law.

Limit internal access to personal information to those with a legitimate business or legal reason for seeking that information, and only use personal information for the purposes for which it was originally intended.

Tween Writers Meet at Saline Library Workshops

By Mary Rose Kulczak



Young writers who want to sharpen their skills meet at the Saline Library to share their work, gather feedback, and inspire each other with monthly workshops. Students from grades 4-8 are encouraged to register at the library for this newly-formed group, which welcomes all types of storytellers, poets, and creative writers.

"This age group is ready to explore all kinds of writing, ranging from light-hearted and magical to the suspenseful and dark," said Karrie Waarala, Library Director at Saline District Library. "It really depends on the individual young writer, and what's on their mind. Every time I meet with young writers, I am blown away by their creativity and the depth of their need to tell stories."

The group formed in March, with help and guidance from Anna Hinkley, Youth Services Librarian.

"At the March session, we shared some stories and provided positive feedback," Waarala said. "We also spent some time working on a randomly selected prompt and talked about the different ideas that came out of that. Then we wrapped up with a fun pass-it-on writing game that had some surprising results."

Writing provides an important outlet for students, helping them give voice to feelings and process experiences.

"Writing, especially writing that is done by choice, builds tools for self-expression and communication. Tweens have a lot of big emotions and ideas to explore, and writing can help them do that in a constructive, safe and enjoyable way," Waarala said.

In celebration of poetry month, this week's session explored different types of poetry. Writers are also encouraged to pursue themes that interest them.

"By sharing with the group, members gain confidence in their work and learn how to give positive feedback and support their peers. At the end of the day, the writing process can be lonely, and a writing group is a great way to bring a sense of community into it."

The group, which formerly met on the third Wednesday of the month, will now continue to meet on the first Wednesday of the month. The next session will be held on Wednesday, May 3rd from 4:15 PM-5 PM. For more information, visit salinelibrary.org or call 734-429-5450.

- ✓ Books
- ✓ Magazines
- ✓ Home tools
- ✓ SeeDlibrary
- ✓ Movies
- ✓ Newspapers
- ✓ Hobby kits
- ✓ Events for all ages
- ✓ Audiobooks
- ✓ Mobile hotspots
- ✓ STEAM kits
- ✓ Notary services
- ✓ eBooks
- ✓ Public computers
- ✓ Literacy kits
- ✓ Study rooms
- ✓ Online resources
- ✓ Remote printing
- ✓ Yard games
- ... and so much more

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SALINE DISTRICT LIBRARY

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Author Ebony LaDelle Talks About Her Book, Writing

By Mary Rose Kulczak

The Saline District Library was the host for the 2023 Michigan Notable Book Authors Event recently. The featured guest speaker was Detroit native Ebony LaDelle, author of the award winning book "Love Radio," published by Simon and Schuster in 2022.

LaDelle read an excerpt from the novel, spoke about her career in publishing, and answered questions from guests in attendance. After her talk, she signed copies of the book, which were made available for purchase by Fine Print Bookshop.

Born in Detroit and raised in Southfield and Oak Park, LaDelle went on to receive a degree in marketing from Howard University. She worked in publishing for Penguin Random House and Harper Collins, notably serving as brand marketing director to President Barack Obama and Michelle Obama.

LaDelle, who now resides in Washington D.C., began writing her Young Adult romcom novel during the pandemic.

"I wrote most of Love Radio during COVID. It was very much a balm for me at that time, as things were so bleak," she said. "I wasn't able to see my family and friends. I was quarantining, and I kind of used writing the story as a way to stay connected to family and friends, to highlight joyful moments and reminisce."

She took this time to pursue a dream she had held since



Ebony LaDelle is pictured with her book, Love Radio, at a recent Saline District Library event.

childhood.

"I thought about what I would want to read and what my friends would want to read at that age. And also, because I was in marketing in the teen space for over five years, I thought about what teens now would want to read. Though the timelines are different,

many of the things that I wanted are what teens want today."

As the writing began to take shape, she knew she wanted the story to be an homage to the Motor City.

"One of the things I kept going back to was growing up in Detroit, and me and my moth-



Lindsay and Bill Gibson, owners of Fine Print Bookshop, sold copies of LaDelle's book during the event.

er driving to and from school and listening to the radio. I can't write a book about radio and music and not have it set in Detroit," she said. "Once that came about, everything came alive. I also realized that I had never seen a Young Adult romance set in Detroit."

One of her goals was to show the city in a positive image, as opposed to the negative side that is often portrayed in the media.

"We should be able to see the grit and the beauty. The city of Detroit became a character in itself."

After publication, the book was featured on the Today Show, and was also chosen by People Magazine and Amazon Editor's Pick as one of the best books of 2022. In addition, it was a 2023 Audie Award finalist and one of this year's Michigan Notable Books.

LaDelle described her evo-

lution as a publishing insider and novelist. She explained the process, from finding an agent to re-writes and cover art input.

"Some people are plotters and some are pantsers - they fly by the seat of their pants," she said.

LaDelle feels that she works best with an outline, and keeps to a regular writing schedule whenever possible. Her advice to other would-be authors reflects her discipline.

Show up to the page every day."

LaDelle is currently working on her second novel, with hopes that her first novel may make it to the screen one day.

"There is Love Radio movie interest," she said. "I'm keeping my fingers crossed that it actually happens."

Circulation FY2022-2023

ITEM	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	TOTALS
Book Materials													
Total Books	15,233	18,641	16,981	19,369	17,370								87,594
% of Total Circ.	76.07%	78.31%	78.26%	76.88%	78.76%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	77.67%
AV Materials													
DVD/BLU-RAY	3,562	3,703	3,393	4,125	3,174								17,957
Music CDs	244	307	268	369	248								1,436
Audio Books	459	492	444	583	544								2,522
Playaways	7	5	1	4	3								20
J Kits	189	236	213	286	308								1,232
Total AV	4,461	4,743	4,319	5,367	4,277	0	0	0	0	0	0	0	23,167
% of Total Circ.	22.28%	19.93%	19.91%	21.30%	19.39%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	20.54%
Interlibrary Loans													
SDL Patron Filled Requests	735	944	1,003	978	782								4,442
% of Total Circ.	3.67%	3.97%	4.62%	3.88%	3.55%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	3.94%
Lends Out to Libs	767	1,010	927	1,006	873								4,583
Equipment	140	126	136	181	161								744
Periodicals	192	294	262	277	246								1,271
% of Total Circ.	0.96%	1.24%	1.21%	1.10%	1.12%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	1.13%
TOTAL 2023 CIRC	20,026	23,804	21,698	25,194	22,054	0	0	0	0	0	0	0	112,776
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%	6.51%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-58.14%
Downloads													
Ebooks	3,046	3,717	3,176	3,341	3,143								16,423
AudioBooks	2,993	3,177	2,920	3,321	3,275								15,686
Music	312	311	279	246	295								1,443
Video	613	274	238	222	278								1,625
Magazines	318	280	363	270	234								1,465
Tumble books	0	3	4	1	0								8
Total Downloads	7,282	7,762	6,980	7,401	7,225	0	0	0	0	0	0	0	36,650
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%	9.01%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-54.27%
GRAND TOTAL CIRC	27,308	31,566	28,678	32,595	29,279	0	0	0	0	0	0	0	149,426
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%	50.60%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-51.24%
Cards Issued	73	131	151	147	126								628
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%	35.48%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-56.66%
3 M Gate Count	10,113	12,615	12,215	12,474	11,897								59,314
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%	23.49%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-50.71%
Average Per Day	326	406	421	402	396	0	0	0	0	0	0	0	170

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

Programs and Services FY2022-2023

COMPUTER USAGE													
PC usage onsite	535	631	586	652	659								3,063
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%	9.65%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-56.68%
WiFi usage onsite	1,162	3,668	4,150	3,072	2,732								14,784
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%	-13.24%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-63.89%
Youth AWE computers	269	330	418	312	388								1,717
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%	153.59%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-7.44%
Ref. Questions:													
Youth	417	559	514	608	459								2,557
Adult	361	488	503	508	485								2,345
Circ Desk	320	573	472	431	384								2,180
Total Reference	1,098	1,620	1,489	1,547	1,328	0	0	0	0	0	0	0	7,082
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%	44.99%	34.41%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-51.97%
Brecon Rm: #Groups	6	6	14	18	18								62
Prior Year #Groups	0	0	0	0	0	0	0	0	0	0	0	0	0
# of individuals	110	41	130	172	183								636
Study Rms: #Groups	179	199	195	198	202								973
Prior Year #Groups	150	174	159	214	188	190	206	186	219	199	242	204	2,331
# of individuals	238	283	299	301	290								1,411
* Includes views of online programs beginning December 2021													

Website Access FY2022-2023

ONLINE SERVICES	Dec.	Jan.	Feb.	March	April	May	June	July	August	Sept.	Oct.	Nov.	TOTAL
Website access	8,993	11,495	9,728	10,738	9,633								50,587
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%	-16.60%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-62.16%
Catalog access	7,753	9,671	9,152	12,081	10,494								49,151
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%	44.53%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-53.30%
Informational Databases	240	384	311	701	1,884								3,520
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%	532.21%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-22.42%
Local History Databases													
Saline Valley Farms	13	15	14	7	11								60
Prior Year	12	10	14	31	31	13	12	16	15	11	85	14	264
% difference	8%	50%	0%	-77%	-65%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-77%
Historical Homes	80	55	53	46	75								309
Prior Year	16	20	11	23	32	1	0	0	39	21	73	63	299
% difference	400%	175%	382%	100%	134%	-100%	#DIV/0!	#DIV/0!	-100%	-100%	-100%	-100%	3%
Saline Newspapers													0
Prior Year	6,875	9,027	259	0	0	0	0	0	0	0	0	0	16,161
% difference	-100%	-100%	-100%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	-100%
Historical Photos	112	162	166	191	210								841
Prior Year	135	180	166	149	148	95	146	160	139	198	147	172	1,835
% difference	-17%	-10%	0%	28%	42%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-54%
MI Activity Pass	1	8	17	16	2								44
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%	-67%
New eNews subscribers	58	110	114	104	96								482
Total eNews subscribers	10,648	10,734	10,828	10,917	11,002								11,002
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%	9.64%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	3.72%

* 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