



**SALINE DISTRICT LIBRARY BOARD OF TRUSTEES
BOARD MEETING PACKET
TUESDAY, AUGUST 22, 2023, 7:00 p.m.**

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**NOTICE OF LIBRARY BOARD MEETING
TUESDAY, AUGUST 22, 2023
7:00 p.m.**

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

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

555 N. Maple Road, Saline, MI 48176

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

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

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

**SALINE DISTRICT LIBRARY BOARD OF TRUSTEES
BOARD MEETING AGENDA
TUESDAY, AUGUST 22, 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 June 20, 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 June 2023 financial reports.
Move _____ Second _____ to approve the July 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. Unfinished Business

K. New Business

1. Policy Review

a. Policy 300: Collection Development

Move _____ Second _____ to approve Policy 300: Collection Development as presented.

b. Policy 504: Security Cameras

Move _____ Second _____ to approve revised Policy 504: Security Cameras.

c. Policy 704: Disposal of Fixed Assets

Move _____ Second _____ to approve revised Policy 704: Disposal of Fixed Assets.

d. Policy 706: Credit Cards

Move _____ Second _____ to approve revised Policy 706: Credit Cards.

e. Policy 711: Capital Assets

Move _____ Second _____ to approve revised Policy 711: Capital Assets.

f. Policy 713: Conflict of Interest

Move _____ Second _____ to approve Policy 713: Conflict of Interest as presented.

2. FY2022/2023 Budget Amendment

Move _____ Second _____ to amend FY2022/2023 Budget to add \$250,000 to revenue account line #699: Transfers from Other Funds and \$250,000 to expenditure account line #998: Special Projects.

3. Discussion of FY2023/2024 Millage Rates

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 August 22, 2023

Move _____ Second _____ to approve the agenda as presented.

Move _____ Second _____ to approve the June 20, 2023 meeting minutes as written.

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

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

Move _____ Second _____ to approve Policy 300: Collection Development as presented.

Move _____ Second _____ to approve revised Policy 504: Security Cameras.

Move _____ Second _____ to approve revised Policy 704: Disposal of Fixed Assets.

Move _____ Second _____ to approve revised Policy 706: Credit Cards.

Move _____ Second _____ to approve revised Policy 711: Capital Assets.

Move _____ Second _____ to approve Policy 713: Conflict of Interest as presented.

Move _____ Second _____ to amend FY2022/2023 Budget to add \$250,000 to revenue account line #699: Transfers from Other Funds and \$250,000 to expenditure account line #998: Special Projects.

Move _____ Second _____ to adjourn the meeting at _____.

DRAFT
SALINE DISTRICT LIBRARY BOARD OF TRUSTEES
BOARD MEETING MINUTES
TUESDAY, June 20, 2023, 6:00 p.m.

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

A. Call Meeting to Order at 6:01 pm.

B. Approval of Agenda

Motion to approve the agenda as written. Move Gray, Second Hundley. Motion carried.

C. Approval of Past Minutes

Move Hundley, Second Gray to approve the May 16, 2023 meeting minutes as written. Motion carried.

Move Healy, Second Hundley to approve the June 14, 2023 Building & Grounds Committee meeting minutes as written. Motion carried.

D. Public Discussion

No public present

E. President's Report: President Gray expressed her appreciation to everyone who attended the June 14 Building & Grounds Committee meeting.

F. Friends of the Library Report: None.

G. Financial Reports

Move Gray, Second Conn to approve the May 2023 financial reports. Motion carried.

H. Committee Reports

1. Finance: Did not meet

2. Arts: Did not meet

3. Building & Grounds: Interviewed 3 firms for the Construction Management Services for the library renovation project: McCarthy & Smith, Inc., O'Neal Construction, Inc., and Phoenix Contractors, Inc.

4. Library Services: Reviewed and recommended board approval of the Schrandt Grant application to fund the 2023 Manhattan Short Film Festival.

5. Staff Excellence: Did not meet

I. Library Director's Report: Submitted as written. Director Waarala added that SDL's inaugural Juneteenth program was a success and commended staff members Kimberley Rowe and Katie Mitchell for their work on the program.

J. Old Business

1. Library Renovation and Site Improvement Project update: Library staff has been providing input to Quinn Evans Architects in the planning of the pavilion.

K. New Business

1. Selection of Construction Management Firm
Move Gray, Second Healy to conditionally contract with McCarthy & Smith, Inc. for Construction Management services for the Library Renovation and Site Improvement Project, pending Director Waarala's telephone conversation with McCarthy & Smith.
2. Schrandt Grant to fund the 2023 Manhattan Short Film Festival
Move Hundley, Second Conn to approve Schrandt Grant funding for the 2023 Manhattan Short Film Festival.

L. Public Discussion

No public present

M. Adjournment

Move Gray, Second Hundley to adjourn the meeting at 6:43 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 June 20, 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
June 1, 2023 - June 30, 2023

Reference	Date	GL Account	Description	Amount
Bank Statement Summary				
			Beginning Bank Balance	231,897.40
			+ Cleared Deposits & Other Additions	245,759.06
			- Cleared Checks & Other Payments	218,719.59
			Ending Bank Balance	<u>258,936.87</u>
Open Deposits & Additions				
			Total	<u>0.00</u>
Open Checks & Payments				
24391	01/24/23	790-860	ANNA HINKLEY	8.78
24602	06/20/23	790-964.4	ST CLAIR COUNTY LIB...	17.99
24606	06/30/23	790-930	GRAINGER	407.58
24607	06/30/23	Multiple	BAKER & TAYLOR	9,984.51
24608	06/30/23	790-750.3	SCHOLASTIC INC	56.80
			Total	<u>10,475.66</u>
			Reconciled Bank Balance	<u><u>248,461.21</u></u>
Bank Transactions				
		000-258	EFTPS	(11,099.52)
		000-258	EFTPS	(11,081.77)
		790-723	ALERUS RETIRE XFERS	(6,798.54)
		790-920	DTE - ELECTRICITY	(3,857.33)
		000-008	ALERUS RETIRE XFERS	(3,717.04)
		000-258.1	5080 MI TAX PYMT	(3,548.72)
		790-921	DTE - GAS	(1,053.77)
		790-802	STROM CPA	(645.00)
		790-965	BK SERVICE CHRGS	(252.55)
		790-965	MERCH FEE & DISC	(81.09)
		000-665.1	INTEREST	106.53
		000-017	TRANSFER FROM AGENCY SUB	150,000.00
			Total	<u>107,971.20</u>
			Adjusted General Ledger Balance	<u><u>248,461.21</u></u>

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

Assets

Current Assets		
000-001	Key Bank - General	\$ 248,461.21
000-003	Old National CD 1	105,432.31
000-004	Bk of Ann Arbor CD	293,614.88
000-008	Employee Advances	7,203.52
000-013	Agency Account (Schrandt)	2,717,012.33
000-013.1	Agency Account-Unrealized Gain	(306,907.15)
000-017	Agency Sub Account (Investment Account)	6,261,229.85
000-017.1	Agency Sub Account-Unrealized Gain	(631,941.84)
Total Current Assets		8,694,105.11
Property and Equipment		
Net Property and Equipment		0.00
Total Assets		\$ 8,694,105.11

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	3,605.59
000-275	MTT Liability	7,797.00
Total Current Liabilities		75,345.57
Long-Term Liabilities		
Total Long-Term Liabilities		0.00
Total Liabilities		75,345.57
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	1,274,941.25
Total Net Assets		8,618,759.54
Total Liabilities and Net Assets		\$ 8,694,105.11

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

	1 Month Ended June 30, 2023 Actual	7 Months Ended June 30, 2023 Actual	12 Months Ended November 30, 2023 Budget	Year to Date Percentage Budget	
Revenue					
000-402.1	Saline-Real Tax	\$ 40,541.14	\$ 583,241.48	\$ 561,751.00	103.83
000-402.2	Bridgewater-Real Tax	414.39	23,691.68	23,041.00	102.82
000-402.3	Freedom-Real Tax	191.08	6,317.68	6,129.00	103.08
000-402.4	Lodi-Real Tax	10,067.88	456,122.16	443,191.00	102.92
000-402.5	Pittsfield-Real Tax	29,326.07	836,022.55	797,941.00	104.77
000-402.6	Saline Township-Real Tax	3,234.78	131,951.96	128,214.00	102.92
000-402.7	York Township-Real Tax	5,601.49	363,040.78	352,923.00	102.87
000-413	PPT Reimbursement	6.05	96,906.33	96,900.00	100.01
000-540	State Aid	0.00	14,243.88	28,400.00	50.15
000-628	Printers-Revenue	587.95	2,435.90	3,400.00	71.64
000-628.1	Copy Machine-Revenue	290.55	692.90	1,000.00	69.29
000-629	Non-Resident Fee	440.00	2,135.00	3,000.00	71.17
000-656	Penal Fines	0.00	0.00	25,000.00	0.00
000-658	Fines-Overdue Materials	1,250.72	7,614.77	10,000.00	76.15
000-658.1	Materials Replacement	632.10	3,669.97	5,000.00	73.40
000-658.2	Card Replacement Fees	1.00	6.00	0.00	0.00
000-665.1	General Account Interest	106.53	857.63	110.00	779.66
000-665.3	Sub-Agency Account Interest	4,498.24	33,276.54	100,000.00	33.28
000-674	Donations-Unrestricted	387.00	3,675.25	4,000.00	91.88
000-674.1	Donations-Restricted	50.00	150.00	1,000.00	15.00
000-674.2	Donations-Friends	2,066.05	10,896.81	20,000.00	54.48
000-680	Other Income	520.96	534.96	0.00	0.00
	Total Revenue	<u>100,213.98</u>	<u>2,577,484.23</u>	<u>2,611,000.00</u>	<u>98.72</u>
	Gross Profit	<u>100,213.98</u>	<u>2,577,484.23</u>	<u>2,611,000.00</u>	<u>98.72</u>
Operating Expenses					
790-702	Salaries	97,473.06	713,649.25	1,300,000.00	54.90
790-716	Employee Insurance/Benefits	6,138.21	40,460.79	120,000.00	33.72
790-719	Health Reimbursement	1,481.19	11,559.56	21,000.00	55.05
790-722	Employer FICA	7,354.23	53,816.60	97,500.00	55.20
790-723	Retirement	2,578.84	18,006.35	40,000.00	45.02
790-727	Office Supplies	470.61	2,745.82	6,500.00	42.24
790-727.3	Supplies-Youth	43.83	633.31	1,600.00	39.58
790-727.4	Cartridges	187.28	2,397.55	4,500.00	53.28
790-730	Postage	139.54	398.86	500.00	79.77
790-732	Cleaning Supplies	435.70	3,502.51	5,000.00	70.05
790-734	Processing Supplies	43.40	3,267.84	12,000.00	27.23
790-740	Equipment	9,938.04	10,585.71	33,000.00	32.08
790-750.1	Adult Programming	2,113.23	8,813.98	18,000.00	48.97
790-750.2	Teen Programming	280.88	4,659.45	10,000.00	46.59
790-750.3	Youth Programming	279.45	6,238.05	13,000.00	47.99
790-750.4	Programming funded by Friends	762.94	3,616.24	5,500.00	65.75
790-752.1	Summer Reading-Adult	0.00	324.48	3,000.00	10.82
790-752.2	Summer Reading-Teen	261.84	626.27	2,000.00	31.31
790-752.3	Summer Reading-Youth	877.05	1,246.24	5,000.00	24.92
790-760	Youth Toys/Realia	201.43	1,447.21	2,000.00	72.36
790-762.1	Adult ETC	73.97	708.62	3,000.00	23.62
790-762.3	Youth ETC	0.00	88.76	2,000.00	4.44
790-770	Periodicals	1,732.35	5,315.87	12,000.00	44.30
790-772.1	eLibrary-Adults	9,553.89	70,085.41	115,000.00	60.94
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	464.48	8,695.02	26,000.00	33.44

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

	1 Month Ended June 30, 2023 Actual	7 Months Ended June 30, 2023 Actual	12 Months Ended November 30, 2023 Budget	Year to Date Percentage Budget	
790-785	Online Database	0.00	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	4,515.00	8,000.00	56.44
790-803	PS-Attorney	235.00	1,950.50	3,000.00	65.02
790-804	PS-Consultants	45,100.00	58,945.00	45,000.00	130.99
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	1,971.94	24,000.00	8.22
790-851	Telephone	488.57	3,171.44	5,800.00	54.68
790-860	Travel/Lodging	60.78	178.95	4,000.00	4.47
790-880	Marketing	1,200.70	8,240.65	15,500.00	53.17
790-885	Misc Funded by Friends	0.00	927.11	0.00	0.00
790-920	Electricity	3,857.33	24,846.15	48,000.00	51.76
790-921	Gas	1,053.77	11,718.22	18,000.00	65.10
790-922	Water	0.00	2,809.02	8,000.00	35.11
790-930	Building Maintenance	2,000.94	15,996.72	30,000.00	53.32
790-932	Grounds Maintenance	849.00	36,062.45	37,000.00	97.47
790-934	Equipment Maintenance	16.92	6,046.61	24,000.00	25.19
790-955	Grants	813.41	3,787.13	0.00	0.00
790-956	Miscellaneous	121.23	734.50	3,000.00	24.48
790-956.1	Misc/Petty Cash	0.00	0.00	200.00	0.00
790-957	Continued Education	112.00	710.00	8,000.00	8.88
790-958	Dues	170.00	2,718.00	5,000.00	54.36
790-964	Tax Adjustment	0.00	0.00	4,500.00	0.00
790-964.4	MelCat Reimbursements	17.99	38.54	500.00	7.71
790-965	Bank Charges	333.64	2,623.96	4,000.00	65.60
790-969	Insurance	0.00	16,736.00	23,000.00	72.77
790-971	Capital Improvement	0.00	13,315.50	50,000.00	26.63
790-975	Furniture	0.00	1,618.58	30,000.00	5.40
790-981	Books Funded by Friends	148.69	345.70	2,000.00	17.29
790-982.1	Adult Fiction	5,449.08	17,261.82	35,000.00	49.32
790-982.15	Large Print	1,553.55	4,411.38	9,000.00	49.02
790-982.2	Teen Fiction	1,895.74	4,923.74	10,000.00	49.24
790-982.3	Youth Fiction	3,317.93	12,306.48	23,000.00	53.51
790-983.1	Adult Nonfiction	5,636.71	18,061.31	35,000.00	51.60
790-983.15	Reference	2,118.00	3,344.78	4,000.00	83.62
790-983.2	Teen Nonfiction	654.86	1,529.62	4,000.00	38.24
790-983.3	Youth Nonfiction	2,524.49	6,068.64	15,000.00	40.46
790-984.1	Audiobooks-Adult	839.78	3,984.99	14,000.00	28.46
790-984.2	Audiobooks-Teen	71.98	1,192.69	6,000.00	19.88
790-984.3	Audiobooks-Youth	1,849.91	3,006.43	6,200.00	48.49
790-985.1	DVD/Blu Rays-Adult	946.86	4,944.60	17,000.00	29.09
790-985.2	DVD/Blu Rays-Teen	0.00	255.66	500.00	51.13
790-985.3	DVD/Blu Rays-Youth	266.12	992.41	2,600.00	38.17
790-986.1	Music CDs-Adult	155.86	687.93	2,500.00	27.52
790-986.3	Music CDs-Youth	12.74	104.16	200.00	52.08
790-998	Special Projects	0.00	20,828.00	33,000.00	63.12
	Total Operating Expenses	<u>227,701.52</u>	<u>1,348,811.95</u>	<u>2,611,000.00</u>	<u>51.66</u>
	Operating Income (Loss)	<u>(127,487.54)</u>	<u>1,228,672.28</u>	<u>0.00</u>	<u>0.00</u>

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

	1 Month Ended June 30, 2023 Actual	7 Months Ended June 30, 2023 Actual	12 Months Ended November 30, 2023 Budget	Year to Date Percentage Budget	
Other Income (Expenses)					
000-665.4	Agency Account Interest	1,824.74	26,453.27	0.00	0.00
000-670	Sub-Agency Change in Market Value	(41,149.99)	24,723.92	0.00	0.00
000-670.4	Agency Change in Market Value	(21,303.75)	1,154.85	0.00	0.00
000-965.4	Agency Admin Charges	(861.50)	(6,063.07)	0.00	0.00
	Total Other Income (Expenses)	<u>(61,490.50)</u>	<u>46,268.97</u>	<u>0.00</u>	<u>0.00</u>
	Net Income (Loss) Before Taxes	<u>(188,978.04)</u>	<u>1,274,941.25</u>	<u>0.00</u>	<u>0.00</u>
	Net Income (Loss)	<u>\$ (188,978.04)</u>	<u>\$ 1,274,941.25</u>	<u>\$ 0.00</u>	<u>0.00</u>

Saline District Library Fund 101
Monthly Revenue
June 2023

07/11/23

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
402 · Property Taxes Control Account								
402.1 · City of Saline-Real Tax								
Deposit	06/02/2023			Deposit		001 · Key Bank...	33,684.04	33,684.04
Deposit	06/16/2023			Deposit		001 · Key Bank...	6,857.10	40,541.14
Total 402.1 · City of Saline-Real Tax							40,541.14	40,541.14
402.2 · Bridgewater Township-Real Tax								
Deposit	06/16/2023			Deposit		001 · Key Bank...	414.39	414.39
Total 402.2 · Bridgewater Township-Real Tax							414.39	414.39
402.3 · Freedom Township-Real Tax								
Deposit	06/16/2023			Deposit		001 · Key Bank...	191.08	191.08
Total 402.3 · Freedom Township-Real Tax							191.08	191.08
402.4 · Lodi Township-Real Tax								
Deposit	06/16/2023			Deposit		001 · Key Bank...	10,067.88	10,067.88
Total 402.4 · Lodi Township-Real Tax							10,067.88	10,067.88
402.5 · Pittsfield Township-Real Tax								
Deposit	06/16/2023			Deposit		001 · Key Bank...	29,326.07	29,326.07
Total 402.5 · Pittsfield Township-Real Tax							29,326.07	29,326.07
402.6 · Saline Township-Real Tax								
Deposit	06/02/2023			Deposit		001 · Key Bank...	11.01	11.01
Deposit	06/16/2023			Deposit		001 · Key Bank...	3,223.77	3,234.78
Total 402.6 · Saline Township-Real Tax							3,234.78	3,234.78
402.7 · York Township-Real Tax								
Deposit	06/16/2023			Deposit		001 · Key Bank...	5,601.49	5,601.49
Total 402.7 · York Township-Real Tax							5,601.49	5,601.49
413 · PPT Reimbursement								
Deposit	06/02/2023			Deposit		001 · Key Bank...	6.05	6.05
Total 413 · PPT Reimbursement							6.05	6.05
Total 402 · Property Taxes Control Account							89,382.88	89,382.88
628 · Printers-Revenue								
Deposit	06/01/2023			Deposit		001 · Key Bank...	12.40	12.40
Deposit	06/02/2023			Deposit		001 · Key Bank...	375.75	388.15
Deposit	06/02/2023			Deposit		001 · Key Bank...	11.55	399.70
Deposit	06/02/2023			Deposit		001 · Key Bank...	11.00	410.70
Deposit	06/05/2023			Deposit		001 · Key Bank...	5.20	415.90
Deposit	06/05/2023			Deposit		001 · Key Bank...	2.00	417.90

Saline District Library Fund 101
Monthly Revenue
June 2023

07/11/23

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Deposit	06/07/2023			Deposit		001 · Key Bank...	20.80	438.70
Deposit	06/12/2023			Deposit		001 · Key Bank...	2.00	440.70
Deposit	06/13/2023			Deposit		001 · Key Bank...	11.50	452.20
Deposit	06/14/2023			Deposit		001 · Key Bank...	8.00	460.20
Deposit	06/16/2023			Deposit		001 · Key Bank...	35.50	495.70
Deposit	06/16/2023			Deposit		001 · Key Bank...	15.00	510.70
Deposit	06/20/2023			Deposit		001 · Key Bank...	5.00	515.70
Deposit	06/20/2023			Deposit		001 · Key Bank...	0.50	516.20
Deposit	06/20/2023			Deposit		001 · Key Bank...	2.20	518.40
Deposit	06/21/2023			Deposit		001 · Key Bank...	17.30	535.70
Deposit	06/22/2023			Deposit		001 · Key Bank...	4.00	539.70
Deposit	06/23/2023			Deposit		001 · Key Bank...	0.05	539.75
Deposit	06/23/2023			Deposit		001 · Key Bank...	13.90	553.65
Deposit	06/26/2023			Deposit		001 · Key Bank...	1.00	554.65
Deposit	06/26/2023			Deposit		001 · Key Bank...	3.00	557.65
Deposit	06/27/2023			Deposit		001 · Key Bank...	2.00	559.65
Deposit	06/28/2023			Deposit		001 · Key Bank...	17.20	576.85
Deposit	06/29/2023			Deposit		001 · Key Bank...	3.10	579.95
Deposit	06/29/2023			Deposit		001 · Key Bank...	8.00	587.95
Total 628 · Printers-Revenue							587.95	587.95
628.1 · Copy Machine-Revenue								
Deposit	06/02/2023			Deposit		001 · Key Bank...	290.55	290.55
Total 628.1 · Copy Machine-Revenue							290.55	290.55
629 · Non-Resident Fees								
Deposit	06/07/2023			Deposit		001 · Key Bank...	15.00	15.00
Deposit	06/20/2023			Deposit		001 · Key Bank...	25.00	40.00
Deposit	06/20/2023			Deposit		001 · Key Bank...	25.00	65.00
Deposit	06/21/2023			Deposit		001 · Key Bank...	50.00	115.00
Deposit	06/27/2023			Deposit		001 · Key Bank...	25.00	140.00
Deposit	06/29/2023			Deposit		001 · Key Bank...	150.00	290.00
Deposit	06/29/2023			Deposit		001 · Key Bank...	150.00	440.00
Total 629 · Non-Resident Fees							440.00	440.00
658 · Fines-Overdue Materials								
Deposit	06/01/2023			Deposit		001 · Key Bank...	16.65	16.65
Deposit	06/02/2023			Deposit		001 · Key Bank...	62.40	79.05
Deposit	06/02/2023			Deposit		001 · Key Bank...	14.20	93.25
Deposit	06/05/2023			Deposit		001 · Key Bank...	6.70	99.95
Deposit	06/05/2023			Deposit		001 · Key Bank...	7.65	107.60
Deposit	06/05/2023			Deposit		001 · Key Bank...	13.00	120.60
Deposit	06/06/2023			Deposit		001 · Key Bank...	9.10	129.70
Deposit	06/07/2023			Deposit		001 · Key Bank...	32.70	162.40
Deposit	06/08/2023			Deposit		001 · Key Bank...	3.90	166.30
Deposit	06/12/2023			Deposit		001 · Key Bank...	34.80	201.10
Deposit	06/12/2023			Deposit		001 · Key Bank...	24.40	225.50

Saline District Library Fund 101
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Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Deposit	06/12/2023			Deposit		001 · Key Bank...	45.40	270.90
Deposit	06/13/2023			Deposit		001 · Key Bank...	22.15	293.05
Deposit	06/14/2023			Deposit		001 · Key Bank...	88.95	382.00
Deposit	06/16/2023			Deposit		001 · Key Bank...	185.70	567.70
Deposit	06/16/2023			Deposit		001 · Key Bank...	24.20	591.90
Deposit	06/20/2023			Deposit		001 · Key Bank...	31.85	623.75
Deposit	06/20/2023			Deposit		001 · Key Bank...	67.25	691.00
Deposit	06/20/2023			Deposit		001 · Key Bank...	31.10	722.10
Deposit	06/20/2023			Deposit		001 · Key Bank...	68.70	790.80
Deposit	06/21/2023			Deposit		001 · Key Bank...	31.65	822.45
Deposit	06/22/2023			Deposit		001 · Key Bank...	5.55	828.00
Deposit	06/23/2023			Deposit		001 · Key Bank...	48.87	876.87
Deposit	06/23/2023			Deposit		001 · Key Bank...	18.35	895.22
Deposit	06/26/2023			Deposit		001 · Key Bank...	1.60	896.82
Deposit	06/26/2023			Deposit		001 · Key Bank...	68.75	965.57
Deposit	06/26/2023			Deposit		001 · Key Bank...	27.50	993.07
Deposit	06/27/2023			Deposit		001 · Key Bank...	61.00	1,054.07
Deposit	06/28/2023			Deposit		001 · Key Bank...	62.90	1,116.97
Deposit	06/29/2023			Deposit		001 · Key Bank...	61.70	1,178.67
Deposit	06/29/2023			Deposit		001 · Key Bank...	45.10	1,223.77
Deposit	06/30/2023			Deposit		001 · Key Bank...	26.95	1,250.72
Total 658 · Fines-Overdue Materials							1,250.72	1,250.72
658.1 · Materials Replacement Fees								
Deposit	06/01/2023			Deposit		001 · Key Bank...	12.99	12.99
Deposit	06/02/2023			Deposit		001 · Key Bank...	39.94	52.93
Deposit	06/02/2023			Deposit		001 · Key Bank...	27.99	80.92
Deposit	06/05/2023			Deposit		001 · Key Bank...	28.95	109.87
Deposit	06/05/2023			Deposit		001 · Key Bank...	5.99	115.86
Deposit	06/06/2023			Deposit		001 · Key Bank...	23.81	139.67
Deposit	06/12/2023			Deposit		001 · Key Bank...	13.96	153.63
Deposit	06/12/2023			Deposit		001 · Key Bank...	159.88	313.51
Deposit	06/14/2023			Deposit		001 · Key Bank...	7.99	321.50
Deposit	06/16/2023			Deposit		001 · Key Bank...	35.00	356.50
Deposit	06/20/2023			Deposit		001 · Key Bank...	44.85	401.35
Deposit	06/22/2023			Deposit		001 · Key Bank...	31.90	433.25
Deposit	06/23/2023			Deposit		001 · Key Bank...	13.99	447.24
Deposit	06/28/2023			Deposit		001 · Key Bank...	14.95	462.19
Deposit	06/29/2023			Deposit		001 · Key Bank...	54.93	517.12
Deposit	06/29/2023			Deposit		001 · Key Bank...	58.98	576.10
Deposit	06/30/2023			Deposit		001 · Key Bank...	56.00	632.10
Total 658.1 · Materials Replacement Fees							632.10	632.10
658.2 · Card Replacement Fees								
Deposit	06/12/2023			Deposit		001 · Key Bank...	1.00	1.00
Total 658.2 · Card Replacement Fees							1.00	1.00

Saline District Library Fund 101
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Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
665.1 · General Account Interest								
Deposit	06/30/2023			Deposit		001 · Key Bank...	106.53	106.53
Total 665.1 · General Account Interest							106.53	106.53
674 · Donations-Unrestricted								
Deposit	06/02/2023			In memory of ...		001 · Key Bank...	100.00	100.00
Deposit	06/02/2023			Grossman ...		001 · Key Bank...	50.00	150.00
Deposit	06/02/2023			Miller ...		001 · Key Bank...	50.00	200.00
Deposit	06/02/2023			Polliey ...		001 · Key Bank...	40.00	240.00
Deposit	06/02/2023			Royer ...		001 · Key Bank...	25.00	265.00
Deposit	06/02/2023			Snow ...		001 · Key Bank...	25.00	290.00
Deposit	06/02/2023			Smith ...		001 · Key Bank...	40.00	330.00
Deposit	06/02/2023			Sorensen ...		001 · Key Bank...	50.00	380.00
Deposit	06/16/2023			Deposit		001 · Key Bank...	2.00	382.00
Deposit	06/23/2023			Deposit		001 · Key Bank...	5.00	387.00
Total 674 · Donations-Unrestricted							387.00	387.00
674.1 · Donations-Restricted								
Deposit	06/02/2023			Garden Books		001 · Key Bank...	50.00	50.00
Total 674.1 · Donations-Restricted							50.00	50.00
674.2 · Donations-Friends								
Deposit	06/16/2023			Deposit		001 · Key Bank...	242.11	242.11
Deposit	06/16/2023			Deposit		001 · Key Bank...	1,013.77	1,255.88
Deposit	06/16/2023			Deposit		001 · Key Bank...	137.94	1,393.82
Deposit	06/16/2023			Deposit		001 · Key Bank...	385.00	1,778.82
Deposit	06/16/2023			Deposit		001 · Key Bank...	287.23	2,066.05
Total 674.2 · Donations-Friends							2,066.05	2,066.05
680 · Other Income								
Deposit	06/02/2023			Deposit		001 · Key Bank...	1.00	1.00
Deposit	06/02/2023			Economist Ne...		001 · Key Bank...	259.98	260.98
Deposit	06/02/2023			Economist Ne...		001 · Key Bank...	259.98	520.96
Total 680 · Other Income							520.96	520.96
699 · Transfer from Other Funds								
Deposit	06/05/2023			Deposit		001 · Key Bank...	150,000.00	150,000.00
Total 699 · Transfer from Other Funds							150,000.00	150,000.00
TOTAL							245,715.74	245,715.74

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

Type	Date	Num	Name	Memo	Amount
702 · Salaries					
Check	06/09/2023			Pay period en...	34,878.12
Check	06/09/2023			MERS Pay P...	1,557.78
Check	06/09/2023			MERS Staff L...	183.74
Check	06/09/2023			MERS Staff L...	88.19
Check	06/09/2023			MERS 457 Pa...	1,862.85
Check	06/23/2023			pay period en...	35,433.97
Check	06/23/2023			MERS Pay P...	1,569.56
Check	06/23/2023			MERS Staff L...	183.74
Check	06/23/2023			MERS Staff L...	88.19
Check	06/23/2023			MERS 457 Pa...	1,854.19
Total 702 · Salaries					77,700.33
716 · Employee Insurances/Benefits					
Bill	06/14/2023	7/1-7/...	SBIS	7/1-7/31/2023	1,105.76
Bill	06/20/2023	7/1-7/...	BLUE CROSS BLU...	7/1-7/31/2023	6,372.53
Total 716 · Employee Insurances/Benefits					7,478.29
719 · Health Reimbursement					
Bill	06/14/2023	ADM0...	EHIM		135.25
Bill	06/14/2023	FND0...	EHIM		1,345.94
Total 719 · Health Reimbursement					1,481.19
723 · Retirement					
Check	06/09/2023			MERS Pay P...	1,557.78
Check	06/23/2023			MERS Pay P...	1,569.56
Total 723 · Retirement					3,127.34
727 · Office Supplies					
Bill	06/15/2023	6/9/20...	AMAZON CAPITAL ...		59.24
Bill	06/20/2023	16489...	STAPLES BUSINES...		411.37
Total 727 · Office Supplies					470.61
727.3 · Supplies-Youth					
Bill	06/15/2023	6/9/20...	AMAZON CAPITAL ...		43.83
Total 727.3 · Supplies-Youth					43.83
727.4 · Cartridges					
Bill	06/20/2023	16489...	STAPLES BUSINES...		187.28
Total 727.4 · Cartridges					187.28
730 · Postage					
Bill	06/15/2023	6/12/2...	KEYBANK - NATIO...		139.54

Saline District Library Fund 101
Bill List
June 2023

Type	Date	Num	Name	Memo	Amount
Total 730 · Postage					139.54
732 · Cleaning Supplies					
Bill	06/15/2023	6/9/20...	AMAZON CAPITAL ...		8.99
Bill	06/20/2023	16489...	STAPLES BUSINES...		426.71
Total 732 · Cleaning Supplies					435.70
734 · Processing Supplies					
Bill	06/14/2023	326485	SHOWCASES		43.40
Total 734 · Processing Supplies					43.40
740 · Equipment					
Bill	06/14/2023	72012	THE LIBRARY NET...	Dell OptiPlex ...	9,747.00
Bill	06/15/2023	6/9/20...	AMAZON CAPITAL ...		119.94
Bill	06/15/2023	6/12/2...	KEYBANK - NATIO...		71.10
Total 740 · Equipment					9,938.04
750.1 · Adult Programming					
Bill	06/05/2023	6/5/20...	WILSON, VALERIE	Program 6/5/2...	200.00
Bill	06/14/2023	6/1&6/...	MCFRY, JO ANN Y...	Gentle flow yo...	100.00
Bill	06/14/2023	6/15,1...	MCFRY, JO ANN Y...	Gentle flow yo...	250.00
Bill	06/15/2023	6/9/20...	AMAZON CAPITAL ...		568.61
Bill	06/15/2023	6/12/2...	KEYBANK - NATIO...		222.03
Deposit	06/15/2023			Amazon Refu...	-27.41
Bill	06/20/2023	6/26/2...	FLUTE JUICE PRO...	Jazz and Civil...	300.00
Bill	06/20/2023	5/12/2...	DR. ARIFA JAVED	6/12/2023 Pro...	500.00
Total 750.1 · Adult Programming					2,113.23
750.2 · Teen Programming					
Bill	06/15/2023	6/9/20...	AMAZON CAPITAL ...		232.72
Bill	06/15/2023	6/12/2...	KEYBANK - NATIO...		64.07
Deposit	06/15/2023			Amazon Refu...	-15.91
Total 750.2 · Teen Programming					280.88
750.3 · Youth Programming					
Bill	06/06/2023	5/11/2...	ANNA HINKLEY	Flower flat for ...	13.99
Bill	06/15/2023	6/9/20...	AMAZON CAPITAL ...		153.94
Bill	06/15/2023	6/12/2...	KEYBANK - NATIO...		54.72
Bill	06/28/2023	49995...	SCHOLASTIC INC.		56.80
Total 750.3 · Youth Programming					279.45
750.4 · Programming Funded by Friends					
Bill	06/05/2023	PO 61...	KONA ICE OF YPSI...	Last Day of S...	240.00
Bill	06/06/2023	3850	MAD SCIENCE OF ...	Workships 6/...	385.00

Saline District Library Fund 101
Bill List
June 2023

Type	Date	Num	Name	Memo	Amount
Bill	06/06/2023	6266	HUNGRY HOWIES	Half Day Pizz...	137.94
Total 750.4 · Programming Funded by Friends					762.94
752.2 · Summer Reading-Teen					
Bill	06/06/2023	72442...	OTC BRANDS, INC.	supplies	37.05
Bill	06/15/2023	6/9/20...	AMAZON CAPITAL ...		224.79
Total 752.2 · Summer Reading-Teen					261.84
752.3 · Summer Reading-Youth					
Bill	06/06/2023	849059	RAYMOND GEDDE...	supplies	50.71
Bill	06/06/2023	72462...	OTC BRANDS, INC.	supplies	59.96
Bill	06/06/2023	06348...	KEVIN S. DEVINE	Family Conce...	350.00
Bill	06/06/2023	6165	Howell Nature Center	Wildlife in you...	338.40
Bill	06/15/2023	6/9/20...	AMAZON CAPITAL ...		77.98
Total 752.3 · Summer Reading-Youth					877.05
760 · Youth Toys/Realia					
Bill	06/14/2023	ERG1...	BOOK FARM LLC		171.53
Bill	06/15/2023	6/9/20...	AMAZON CAPITAL ...		29.90
Total 760 · Youth Toys/Realia					201.43
762.1 · Adult ETC					
Bill	06/15/2023	6/9/20...	AMAZON CAPITAL ...		73.97
Total 762.1 · Adult ETC					73.97
770 · Periodicals					
Bill	06/06/2023	158471	WASHTENAW NE...	7/1-9/30/2023	1,387.36
Bill	06/14/2023	1696158	EBSCO INFORMAT...	1 year subscri...	344.99
Total 770 · Periodicals					1,732.35
772.1 · Ebooks-Adult					
Bill	06/06/2023	50387...	MIDWEST TAPE	Hoopla	5,207.94
Bill	06/14/2023	CD01...	OVERDRIVE, INC		4,000.00
Bill	06/14/2023	35106...	KANOPY, INC.	167 Units	345.95
Total 772.1 · Ebooks-Adult					9,553.89
780 · Software					
Bill	06/14/2023	72012	THE LIBRARY NET...		464.48
Total 780 · Software					464.48
802 · Professional Services-Bookkeep					
Bill	06/05/2023	6/12/2...	STROM ACCOUNTI...	June fee	645.00

Saline District Library Fund 101
Bill List
June 2023

Type	Date	Num	Name	Memo	Amount
Total 802 · Professional Services-Bookkeep					645.00
803 · Professioanl services-Attorney					
Bill	06/20/2023	860036	FOSTER, SWIFT, C...	Prepare Leav...	235.00
Total 803 · Professioanl services-Attorney					235.00
804 · Professioanl services-Consult					
Bill	06/14/2023	42238...	QUINN EVANS	thru 5/27/2023	29,900.00
Bill	06/14/2023	23143...	MIDWESTERN CO...	Professional s...	15,200.00
Total 804 · Professioanl services-Consult					45,100.00
850 · Internet					
Bill	06/14/2023	6/13/2...	T-MOBILE	Hotspots	297.50
Total 850 · Internet					297.50
851 · Telephone					
Bill	06/14/2023	8819	TELNET WORLDWI...		488.57
Total 851 · Telephone					488.57
860 · Travel/Lodging					
Bill	06/06/2023	6/2/20...	SOERENS, KELLY	SLI and Sum...	14.93
Bill	06/14/2023	6/8/20...	MELISSA SCHABEL	Mileage for ou...	45.85
Total 860 · Travel/Lodging					60.78
880 · Marketing					
Bill	06/15/2023	6/9/20...	AMAZON CAPITAL ...		996.94
Bill	06/15/2023	6/12/2...	KEYBANK - NATIO...		203.76
Total 880 · Marketing					1,200.70
920 · Electricity					
Bill	06/12/2023	ACH	DTE ENERGY - EL...	DTE	3,857.33
Total 920 · Electricity					3,857.33
921 · Gas					
Bill	06/13/2023	ACH	DTE ENERGY - GAS	DTE	1,053.77
Total 921 · Gas					1,053.77
930 · Building Maintenance					
Bill	06/06/2023	213862	WYANDOTTE ALA...		135.00
Bill	06/06/2023	86489...	WASTE MANAGEM...		233.30
Bill	06/14/2023	139021	CHELSEA LUMBE...		10.79
Bill	06/14/2023	8766	ALTECH	West Entranc...	325.00
Bill	06/14/2023	9531	ALTECH	Glycol leak in ...	634.27
Bill	06/14/2023	66526	MCW PARTNERS		255.00

Saline District Library Fund 101

Bill List

June 2023

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Accrual Basis

Type	Date	Num	Name	Memo	Amount
Bill	06/28/2023	97046...	GRAINGER	Digital Calm ...	35.55
Bill	06/28/2023	97046...	GRAINGER	Socket and ra...	49.29
Bill	06/28/2023	97146...	GRAINGER	Sockets, belts	207.01
Bill	06/28/2023	97146...	GRAINGER	Belts for funace	115.73
Total 930 · Building Maintenance					2,000.94
932 · Ground Maintenance					
Bill	06/06/2023	6411	SALINE SPRINKLER	Seasonal spri...	849.00
Total 932 · Ground Maintenance					849.00
934 · Equipment Maintenance					
Bill	06/14/2023	50674...	RICOH USA, INC		16.92
Total 934 · Equipment Maintenance					16.92
955 · Grants					
Bill	06/05/2023	PO 61...	OPEN SPOT THEA...	Program 6/13/...	290.00
Bill	06/15/2023	6/9/20...	AMAZON CAPITAL ...		130.33
Bill	06/15/2023	6/12/2...	KEYBANK - NATIO...		89.04
Bill	06/26/2023	9/24/2...	EMAGINE SALINE	Deposit for M...	152.02
Bill	06/26/2023	10/8/2...	EMAGINE SALINE	Manhattan Sh...	152.02
Total 955 · Grants					813.41
956 · Miscellaneous					
Bill	06/14/2023	6/9/20...	PILARZ, CHRISTINA	Refreshments...	61.93
Bill	06/15/2023	6/9/20...	AMAZON CAPITAL ...		59.30
Total 956 · Miscellaneous					121.23
957 · Continuing Education					
Bill	06/15/2023	6/12/2...	KEYBANK - NATIO...		112.00
Total 957 · Continuing Education					112.00
958 · Dues					
Bill	06/06/2023	15593	MICHIGAN LIBRAR...	Arlene Wall	85.00
Bill	06/14/2023	15435	MICHIGAN LIBRAR...	Meliss Schab...	85.00
Total 958 · Dues					170.00
964.4 · MelCat Reimbursements					
Bill	06/20/2023	010923	ST. CLAIR COUNT...	The Winter Lo...	17.99
Total 964.4 · MelCat Reimbursements					17.99
965 · Bank Charges					
Check	06/05/2023			KeyBank mer...	49.13
Check	06/05/2023			KeyBank mer...	31.96

Saline District Library Fund 101

Bill List

June 2023

07/11/23

Accrual Basis

Type	Date	Num	Name	Memo	Amount
Check	06/08/2023			May analysis f...	252.55
Total 965 · Bank Charges					333.64
981 · Books funded by friends					
Bill	06/14/2023	4/1-4/...	BAKER & TAYLOR		30.24
Bill	06/28/2023	5/1-5/...	BAKER & TAYLOR		118.45
Total 981 · Books funded by friends					148.69
982.1 · Adult Fiction					
Bill	06/14/2023	4/1-4/...	BAKER & TAYLOR		2,314.09
Bill	06/15/2023	6/9/20...	AMAZON CAPITAL ...		23.94
Bill	06/28/2023	5/1-5/...	BAKER & TAYLOR		3,111.05
Total 982.1 · Adult Fiction					5,449.08
982.15 · Large Print					
Bill	06/14/2023	4/1-4/...	BAKER & TAYLOR		715.22
Bill	06/28/2023	5/1-5/...	BAKER & TAYLOR		838.33
Total 982.15 · Large Print					1,553.55
982.2 · Teen Fiction					
Bill	06/14/2023	4/1-4/...	BAKER & TAYLOR		1,340.66
Bill	06/28/2023	5/1-5/...	BAKER & TAYLOR		555.08
Total 982.2 · Teen Fiction					1,895.74
982.3 · Youth Fiction					
Bill	06/14/2023	4/1-4/...	BAKER & TAYLOR		1,747.26
Bill	06/28/2023	5/1-5/...	BAKER & TAYLOR		1,570.67
Total 982.3 · Youth Fiction					3,317.93
983.1 · Adult Nonfiction					
Bill	06/14/2023	4/1-4/...	BAKER & TAYLOR		3,128.26
Bill	06/28/2023	5/1-5/...	BAKER & TAYLOR		2,508.45
Total 983.1 · Adult Nonfiction					5,636.71
983.15 · Reference					
Bill	06/06/2023	14491...	VALUE LINE	10/6/2023-9/6...	470.00
Bill	06/06/2023	14491...	VALUE LINE	9/29/2023-9/2...	1,103.00
Bill	06/06/2023	14491...	VALUE LINE	10/1/2023-9/0...	545.00
Total 983.15 · Reference					2,118.00
983.2 · Teen Nonfiction					
Bill	06/14/2023	4/1-4/...	BAKER & TAYLOR		379.76
Bill	06/28/2023	5/1-5/...	BAKER & TAYLOR		275.10

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

Type	Date	Num	Name	Memo	Amount
Total 983.2 · Teen Nonfiction					654.86
983.3 · Youth Nonfiction					
Bill	06/14/2023	209606	CHERRY LAKE PU...		548.25
Bill	06/14/2023	4/1-4/...	BAKER & TAYLOR		968.86
Bill	06/28/2023	5/1-5/...	BAKER & TAYLOR		1,007.38
Total 983.3 · Youth Nonfiction					2,524.49
984.1 · Audiobooks-Adult					
Bill	06/14/2023	5/1-5/...	MIDWEST TAPE		809.79
Bill	06/15/2023	6/9/20...	AMAZON CAPITAL ...		29.99
Total 984.1 · Audiobooks-Adult					839.78
984.2 · Audiobooks-Teen					
Bill	06/14/2023	5/1-5/...	MIDWEST TAPE		71.98
Total 984.2 · Audiobooks-Teen					71.98
984.3 · Audiobooks-Youth					
Bill	06/14/2023	99379	LIBRARY IDEAS LLC	VOX Audio	1,819.92
Bill	06/14/2023	5/1-5/...	MIDWEST TAPE		29.99
Total 984.3 · Audiobooks-Youth					1,849.91
985.1 · DVDBlu Rays-Adult					
Bill	06/14/2023	5/1-5/...	MIDWEST TAPE		946.86
Total 985.1 · DVDBlu Rays-Adult					946.86
985.3 · DVD/Blu Rays-Youth					
Bill	06/14/2023	5/1-5/...	MIDWEST TAPE		266.12
Total 985.3 · DVD/Blu Rays-Youth					266.12
986.1 · Music CDs-Adult					
Bill	06/14/2023	5/1-5/...	MIDWEST TAPE		155.86
Total 986.1 · Music CDs-Adult					155.86
986.3 · Music CDs-Youth					
Bill	06/14/2023	5/1-5/...	MIDWEST TAPE		12.74
Total 986.3 · Music CDs-Youth					12.74
TOTAL					202,463.14

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

Reference	Date	GL Account	Description	Amount
Bank Statement Summary				
			Beginning Bank Balance	258,936.87
			+ Cleared Deposits & Other Additions	152,691.76
			- Cleared Checks & Other Payments	174,242.33
			Ending Bank Balance	<u>237,386.30</u>
Open Deposits & Additions				
				Total
				<u>0.00</u>
Open Checks & Payments				
24391	01/24/23	790-860	ANNA HINKLEY	8.78
24613	07/11/23	790-955	SALINE FIDDLERS	300.00
24618	07/11/23	790-750.1	JO ANN MCFRY	250.00
24638	07/18/23	790-752.3	SLOAN MUSEUM	236.25
24640	07/18/23	790-785	TUMBLEWEED	223.72
				Total
				<u>1,018.75</u>
				Reconciled Bank Balance
				<u><u>236,367.55</u></u>
Bank Transactions				
		000-258	EFTPS	(11,041.71)
		000-258	EFTPS	(10,719.59)
		790-723	ALERUS RETIRE XFERS	(7,084.32)
		790-920	DTE - ELECTRICITY	(4,163.59)
		000-258.1	5080 MI TAX PYMT	(3,605.59)
		000-008	ALERUS RETIRE XFERS	(3,516.32)
		790-921	DTE - GAS	(941.08)
		790-802	STROM CPA	(645.00)
		790-965	BK SERVICE CHRGS	(259.50)
		790-965	MERCH FEE & DISC	(104.17)
		000-665.1	INTEREST	102.63
		000-017	TRANSFER FROM AGENCY SUB	150,000.00
				Total
				<u>108,021.76</u>
				Adjusted General Ledger Balance
				<u><u>236,367.55</u></u>

Saline District Library
Statement of Financial Position
As of July 31, 2023

Assets

Current Assets		
000-001	Key Bank - General	\$ 236,367.55
000-003	Old National CD 1	105,432.31
000-004	Bk of Ann Arbor CD	293,614.88
000-008	Employee Advances	7,752.08
000-013	Agency Account (Schrandt)	2,717,716.10
000-013.1	Agency Account-Unrealized Gain	(311,743.89)
000-017	Agency Sub Account (Investment Account)	6,115,886.06
000-017.1	Agency Sub Account-Unrealized Gain	(639,860.00)
Total Current Assets		8,525,165.09
Property and Equipment		
Net Property and Equipment		0.00
Total Assets		\$ 8,525,165.09

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	3,517.04
000-275	MTT Liability	7,797.00
Total Current Liabilities		75,257.02
Long-Term Liabilities		
Total Long-Term Liabilities		0.00
Total Liabilities		75,257.02
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	1,106,089.78
Total Net Assets		8,449,908.07
Total Liabilities and Net Assets		\$ 8,525,165.09

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

	1 Month Ended July 31, 2023 Actual	8 Months Ended July 31, 2023 Actual	12 Months Ended November 30, 2023 Budget	Year to Date Percentage Budget
Revenue				
000-402.1	\$ 264.93	\$ 583,506.41	\$ 561,751.00	103.87
000-402.2	57.98	23,749.66	23,041.00	103.08
000-402.3	0.00	6,317.68	6,129.00	103.08
000-402.4	0.00	456,122.16	443,191.00	102.92
000-402.5	0.00	836,022.55	797,941.00	104.77
000-402.6	65.52	132,017.48	128,214.00	102.97
000-402.7	0.00	363,040.78	352,923.00	102.87
000-413	0.00	96,906.33	96,900.00	100.01
000-540	0.00	14,243.88	28,400.00	50.15
000-628	138.90	2,574.80	3,400.00	75.73
000-628.1	0.00	692.90	1,000.00	69.29
000-629	333.99	2,468.99	3,000.00	82.30
000-656	0.00	0.00	25,000.00	0.00
000-658	975.00	8,589.77	10,000.00	85.90
000-658.1	357.56	4,027.53	5,000.00	80.55
000-658.2	1.00	7.00	0.00	0.00
000-665.1	102.63	960.26	110.00	872.96
000-665.3	4,656.21	37,932.75	100,000.00	37.93
000-674	4.25	3,679.50	4,000.00	91.99
000-674.1	0.00	150.00	1,000.00	15.00
000-674.2	385.00	11,281.81	20,000.00	56.41
000-680	5.00	539.96	0.00	0.00
	<u>7,347.97</u>	<u>2,584,832.20</u>	<u>2,611,000.00</u>	<u>99.00</u>
	Total Revenue	7,347.97	2,584,832.20	2,611,000.00
	Gross Profit	7,347.97	2,584,832.20	2,611,000.00
Operating Expenses				
790-702	96,028.52	809,677.77	1,300,000.00	62.28
790-716	4,955.30	45,416.09	120,000.00	37.85
790-719	1,573.44	13,133.00	21,000.00	62.54
790-722	7,237.75	61,054.35	97,500.00	62.62
790-723	2,721.67	20,728.02	40,000.00	51.82
790-727	47.48	2,793.30	6,500.00	42.97
790-727.3	0.00	633.31	1,600.00	39.58
790-727.4	238.89	2,636.44	4,500.00	58.59
790-730	31.01	429.87	500.00	85.97
790-732	518.72	4,021.23	5,000.00	80.42
790-734	2,059.62	5,327.46	12,000.00	44.40
790-740	1,167.69	11,753.40	33,000.00	35.62
790-750.1	914.40	9,728.38	18,000.00	54.05
790-750.2	427.54	5,086.99	10,000.00	50.87
790-750.3	713.65	6,951.70	13,000.00	53.47
790-750.4	300.00	3,916.24	5,500.00	71.20
790-752.1	908.29	1,232.77	3,000.00	41.09
790-752.2	227.85	854.12	2,000.00	42.71
790-752.3	2,415.70	3,661.94	5,000.00	73.24
790-760	0.00	1,447.21	2,000.00	72.36
790-762.1	326.92	1,035.54	3,000.00	34.52
790-762.3	0.00	88.76	2,000.00	4.44
790-770	397.75	5,713.62	12,000.00	47.61
790-772.1	12,386.35	82,471.76	115,000.00	71.71
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	0.00	8,695.02	26,000.00	33.44

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

	1 Month Ended July 31, 2023 Actual	8 Months Ended July 31, 2023 Actual	12 Months Ended November 30, 2023 Budget	Year to Date Percentage Budget	
790-785	Online Database	1,723.72	24,740.86	43,000.00	57.54
790-801	PS-Auditor	0.00	23,980.00	23,000.00	104.26
790-802	PS-Bookkeeping	645.00	5,160.00	8,000.00	64.50
790-803	PS-Attorney	0.00	1,950.50	3,000.00	65.02
790-804	PS-Consultants	0.00	58,945.00	45,000.00	130.99
790-805	PS--Computer Consultants	1,400.00	1,400.00	5,000.00	28.00
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	3,530.84	5,502.78	24,000.00	22.93
790-851	Telephone	438.90	3,610.34	5,800.00	62.25
790-860	Travel/Lodging	0.00	178.95	4,000.00	4.47
790-880	Marketing	0.00	8,240.65	15,500.00	53.17
790-885	Misc Funded by Friends	0.00	927.11	0.00	0.00
790-920	Electricity	4,163.59	29,009.74	48,000.00	60.44
790-921	Gas	941.08	12,659.30	18,000.00	70.33
790-922	Water	1,268.51	4,077.53	8,000.00	50.97
790-930	Building Maintenance	279.93	16,276.65	30,000.00	54.26
790-932	Grounds Maintenance	45.11	36,107.56	37,000.00	97.59
790-934	Equipment Maintenance	877.31	6,923.92	24,000.00	28.85
790-955	Grants	393.30	4,180.43	0.00	0.00
790-956	Miscellaneous	192.73	927.23	3,000.00	30.91
790-956.1	Misc/Petty Cash	0.00	0.00	200.00	0.00
790-957	Continued Education	374.79	1,084.79	8,000.00	13.56
790-958	Dues	0.00	2,718.00	5,000.00	54.36
790-964	Tax Adjustment	0.00	0.00	4,500.00	0.00
790-964.4	MelCat Reimbursements	0.00	38.54	500.00	7.71
790-965	Bank Charges	363.67	2,987.63	4,000.00	74.69
790-969	Insurance	0.00	16,736.00	23,000.00	72.77
790-971	Capital Improvement	0.00	13,315.50	50,000.00	26.63
790-975	Furniture	335.75	1,954.33	30,000.00	6.51
790-981	Books Funded by Friends	78.29	423.99	2,000.00	21.20
790-982.1	Adult Fiction	2,799.45	20,061.27	35,000.00	57.32
790-982.15	Large Print	205.67	4,617.05	9,000.00	51.30
790-982.2	Teen Fiction	1,410.00	6,333.74	10,000.00	63.34
790-982.3	Youth Fiction	1,737.29	14,043.77	23,000.00	61.06
790-983.1	Adult Nonfiction	2,912.02	20,973.33	35,000.00	59.92
790-983.15	Reference	0.00	3,344.78	4,000.00	83.62
790-983.2	Teen Nonfiction	0.00	1,529.62	4,000.00	38.24
790-983.3	Youth Nonfiction	551.20	6,619.84	15,000.00	44.13
790-984.1	Audiobooks-Adult	660.84	4,645.83	14,000.00	33.18
790-984.2	Audiobooks-Teen	435.88	1,628.57	6,000.00	27.14
790-984.3	Audiobooks-Youth	0.00	3,006.43	6,200.00	48.49
790-985.1	DVD/Blu Rays-Adult	480.56	5,425.16	17,000.00	31.91
790-985.2	DVD/Blu Rays-Teen	0.00	255.66	500.00	51.13
790-985.3	DVD/Blu Rays-Youth	294.60	1,287.01	2,600.00	49.50
790-986.1	Music CDs-Adult	9.74	697.67	2,500.00	27.91
790-986.3	Music CDs-Youth	0.00	104.16	200.00	52.08
790-998	Special Projects	0.00	20,828.00	33,000.00	63.12
	Total Operating Expenses	<u>164,148.31</u>	<u>1,512,960.26</u>	<u>2,611,000.00</u>	<u>57.95</u>
	Operating Income (Loss)	<u>(156,800.34)</u>	<u>1,071,871.94</u>	<u>0.00</u>	<u>0.00</u>

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

	1 Month Ended July 31, 2023 Actual	8 Months Ended July 31, 2023 Actual	12 Months Ended November 30, 2023 Budget	Year to Date Percentage Budget	
Other Income (Expenses)					
000-665.4	Agency Account Interest	2,077.12	28,530.39	0.00	0.00
000-670	Sub-Agency Change in Market Value	(7,918.16)	16,805.76	0.00	0.00
000-670.4	Agency Change in Market Value	(5,350.10)	(4,195.25)	0.00	0.00
000-965.4	Agency Admin Charges	(859.99)	(6,923.06)	0.00	0.00
	Total Other Income (Expenses)	<u>(12,051.13)</u>	<u>34,217.84</u>	<u>0.00</u>	<u>0.00</u>
	Net Income (Loss) Before Taxes	<u>(168,851.47)</u>	<u>1,106,089.78</u>	<u>0.00</u>	<u>0.00</u>
	Net Income (Loss)	<u>\$ (168,851.47)</u>	<u>\$ 1,106,089.78</u>	<u>\$ 0.00</u>	<u>0.00</u>

Saline District Library Fund 101
Monthly Revenue
July 2023

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
402 · Property Taxes Control Account								
402.1 · City of Saline-Real Tax								
Deposit	07/13/2023			CK # 69634		001 · Key Bank...	264.93	264.93
Total 402.1 · City of Saline-Real Tax							264.93	264.93
402.2 · Bridgewater Township-Real Tax								
Deposit	07/06/2023			CK # 1114		001 · Key Bank...	57.98	57.98
Total 402.2 · Bridgewater Township-Real Tax							57.98	57.98
402.6 · Saline Township-Real Tax								
Deposit	07/21/2023			CK # 1034		001 · Key Bank...	65.52	65.52
Total 402.6 · Saline Township-Real Tax							65.52	65.52
Total 402 · Property Taxes Control Account							388.43	388.43
628 · Printers-Revenue								
Deposit	07/03/2023			Deposit		001 · Key Bank...	2.00	2.00
Deposit	07/05/2023			Deposit		001 · Key Bank...	2.00	4.00
Deposit	07/06/2023			Deposit		001 · Key Bank...	6.40	10.40
Deposit	07/07/2023			Deposit		001 · Key Bank...	4.00	14.40
Deposit	07/10/2023			Deposit		001 · Key Bank...	21.00	35.40
Deposit	07/10/2023			Deposit		001 · Key Bank...	5.00	40.40
Deposit	07/13/2023			Deposit		001 · Key Bank...	0.70	41.10
Deposit	07/13/2023			Deposit		001 · Key Bank...	24.40	65.50
Deposit	07/14/2023			Deposit		001 · Key Bank...	11.40	76.90
Deposit	07/17/2023			Deposit		001 · Key Bank...	9.20	86.10
Deposit	07/18/2023			Deposit		001 · Key Bank...	2.00	88.10
Deposit	07/19/2023			Deposit		001 · Key Bank...	6.40	94.50
Deposit	07/20/2023			Deposit		001 · Key Bank...	5.80	100.30
Deposit	07/21/2023			Deposit		001 · Key Bank...	3.40	103.70
Deposit	07/24/2023			Deposit		001 · Key Bank...	1.00	104.70
Deposit	07/27/2023			Deposit		001 · Key Bank...	2.00	106.70
Deposit	07/28/2023			Deposit		001 · Key Bank...	10.70	117.40
Deposit	07/28/2023			Deposit		001 · Key Bank...	19.20	136.60
Deposit	07/31/2023			Deposit		001 · Key Bank...	2.20	138.80
Total 628 · Printers-Revenue							138.80	138.80
629 · Non-Resident Fees								
Deposit	07/10/2023			Deposit		001 · Key Bank...	15.00	15.00
Deposit	07/10/2023			Deposit		001 · Key Bank...	18.99	33.99
Deposit	07/13/2023			Deposit		001 · Key Bank...	150.00	183.99
Deposit	07/26/2023			Deposit		001 · Key Bank...	150.00	333.99
Total 629 · Non-Resident Fees							333.99	333.99
658 · Fines-Overdue Materials								
Deposit	07/03/2023			Deposit		001 · Key Bank...	12.00	12.00

Saline District Library Fund 101
Monthly Revenue
July 2023

08/04/23

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Deposit	07/03/2023			Deposit		001 · Key Bank...	28.90	40.90
Deposit	07/03/2023			Deposit		001 · Key Bank...	59.10	100.00
Deposit	07/05/2023			Deposit		001 · Key Bank...	34.25	134.25
Deposit	07/05/2023			Deposit		001 · Key Bank...	1.50	135.75
Deposit	07/06/2023			Deposit		001 · Key Bank...	97.50	233.25
Deposit	07/06/2023			Deposit		001 · Key Bank...	34.35	267.60
Deposit	07/07/2023			Deposit		001 · Key Bank...	12.15	279.75
Deposit	07/10/2023			Deposit		001 · Key Bank...	4.65	284.40
Deposit	07/10/2023			Deposit		001 · Key Bank...	29.85	314.25
Deposit	07/10/2023			Deposit		001 · Key Bank...	4.65	318.90
Deposit	07/11/2023			Deposit		001 · Key Bank...	3.55	322.45
Deposit	07/12/2023			Deposit		001 · Key Bank...	14.40	336.85
Deposit	07/13/2023			Deposit		001 · Key Bank...	115.25	452.10
Deposit	07/13/2023			Deposit		001 · Key Bank...	48.30	500.40
Deposit	07/14/2023			Deposit		001 · Key Bank...	41.85	542.25
Deposit	07/17/2023			Deposit		001 · Key Bank...	13.70	555.95
Deposit	07/17/2023			Deposit		001 · Key Bank...	30.20	586.15
Deposit	07/17/2023			Deposit		001 · Key Bank...	13.55	599.70
Deposit	07/18/2023			Deposit		001 · Key Bank...	50.25	649.95
Deposit	07/19/2023			Deposit		001 · Key Bank...	17.75	667.70
Deposit	07/20/2023			Deposit		001 · Key Bank...	19.20	686.90
Deposit	07/21/2023			Deposit		001 · Key Bank...	113.20	800.10
Deposit	07/24/2023			Deposit		001 · Key Bank...	13.40	813.50
Deposit	07/24/2023			Deposit		001 · Key Bank...	5.55	819.05
Deposit	07/24/2023			Deposit		001 · Key Bank...	8.45	827.50
Deposit	07/25/2023			Deposit		001 · Key Bank...	26.00	853.50
Deposit	07/26/2023			Deposit		001 · Key Bank...	19.75	873.25
Deposit	07/27/2023			Deposit		001 · Key Bank...	22.30	895.55
Deposit	07/28/2023			Deposit		001 · Key Bank...	39.05	934.60
Deposit	07/28/2023			Deposit		001 · Key Bank...	19.10	953.70
Deposit	07/31/2023			Deposit		001 · Key Bank...	6.50	960.20
Deposit	07/31/2023			Deposit		001 · Key Bank...	1.00	961.20
Deposit	07/31/2023			Deposit		001 · Key Bank...	13.80	975.00
Total 658 · Fines-Overdue Materials							975.00	975.00
658.1 · Materials Replacement Fees								
Deposit	07/03/2023			Deposit		001 · Key Bank...	22.84	22.84
Deposit	07/03/2023			Deposit		001 · Key Bank...	14.95	37.79
Deposit	07/05/2023			Deposit		001 · Key Bank...	28.99	66.78
Deposit	07/06/2023			Deposit		001 · Key Bank...	22.98	89.76
Deposit	07/10/2023			Deposit		001 · Key Bank...	14.99	104.75
Deposit	07/12/2023			Deposit		001 · Key Bank...	16.10	120.85
Deposit	07/13/2023			Deposit		001 · Key Bank...	18.99	139.84
Deposit	07/13/2023			Deposit		001 · Key Bank...	11.01	150.85
Deposit	07/14/2023			Deposit		001 · Key Bank...	35.95	186.80
Deposit	07/18/2023			Deposit		001 · Key Bank...	12.99	199.79
Deposit	07/21/2023			Deposit		001 · Key Bank...	27.91	227.70
Deposit	07/21/2023			Deposit		001 · Key Bank...	5.00	232.70

Saline District Library Fund 101 Monthly Revenue July 2023

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Deposit	07/24/2023			Deposit		001 · Key Bank...	24.98	257.68
Deposit	07/26/2023			Deposit		001 · Key Bank...	12.25	269.93
Deposit	07/27/2023			Deposit		001 · Key Bank...	17.99	287.92
Deposit	07/28/2023			Deposit		001 · Key Bank...	22.74	310.66
Deposit	07/31/2023			Deposit		001 · Key Bank...	46.90	357.56
Total 658.1 · Materials Replacement Fees							357.56	357.56
658.2 · Card Replacement Fees								
Deposit	07/13/2023			Deposit		001 · Key Bank...	1.00	1.00
Total 658.2 · Card Replacement Fees							1.00	1.00
665.1 · General Account Interest								
Deposit	07/31/2023			Deposit		001 · Key Bank...	102.63	102.63
Total 665.1 · General Account Interest							102.63	102.63
674 · Donations-Unrestricted								
Deposit	07/28/2023			Deposit		001 · Key Bank...	4.25	4.25
Total 674 · Donations-Unrestricted							4.25	4.25
674.2 · Donations-Friends								
Deposit	07/06/2023			Deposit		001 · Key Bank...	385.00	385.00
Total 674.2 · Donations-Friends							385.00	385.00
680 · Other Income								
Deposit	07/28/2023			flash drive		001 · Key Bank...	5.00	5.00
Total 680 · Other Income							5.00	5.00
699 · Transfer from Other Funds								
Deposit	07/05/2023			Deposit		001 · Key Bank...	150,000.00	150,000.00
Total 699 · Transfer from Other Funds							150,000.00	150,000.00
TOTAL							152,691.66	152,691.66

Saline District Library Fund 101
Bill List
July 2023

Type	Date	Num	Name	Memo	Amount
702 · Salaries					
Check	07/07/2023			pay period en...	35,575.01
Check	07/07/2023			MERS Pay P...	1,610.77
Check	07/07/2023			MERS Staff L...	183.74
Check	07/07/2023			MERS Staff L...	88.19
Check	07/07/2023			MERS 457 Pa...	1,765.97
Check	07/21/2023			pay period en...	33,655.28
Check	07/21/2023			MERS Pay P...	1,659.46
Check	07/21/2023			MERS Staff L...	183.74
Check	07/21/2023			MERS Staff L...	88.19
Check	07/21/2023			MERS 457 Pa...	1,750.35
Total 702 · Salaries					76,560.70
716 · Employee Insurances/Benefits					
Bill	07/18/2023	8/1-8/...	BLUE CROSS BLU...	8/1/2023-8/31...	6,372.53
Total 716 · Employee Insurances/Benefits					6,372.53
719 · Health Reimbursement					
Bill	07/11/2023	ADMN...	EHIM		227.50
Bill	07/11/2023	FND0...	EHIM		1,345.94
Total 719 · Health Reimbursement					1,573.44
723 · Retirement					
Check	07/07/2023			MERS Pay P...	1,610.77
Check	07/21/2023			MERS Pay P...	1,659.46
Total 723 · Retirement					3,270.23
727 · Office Supplies					
Bill	07/11/2023	16495...	STAPLES BUSINES...		47.48
Total 727 · Office Supplies					47.48
727.4 · Cartridges					
Bill	07/11/2023	16495...	STAPLES BUSINES...		238.89
Total 727.4 · Cartridges					238.89
730 · Postage					
Bill	07/11/2023	7/7/20...	KEYBANK - NATIO...		31.01
Total 730 · Postage					31.01
732 · Cleaning Supplies					
Bill	07/11/2023	16495...	STAPLES BUSINES...		518.72
Total 732 · Cleaning Supplies					518.72
734 · Processing Supplies					

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

Type	Date	Num	Name	Memo	Amount
Bill	07/11/2023	7328118	DEMCO INC		977.17
Bill	07/11/2023	INV-U...	ENVISIONWARE, I...	RFID Tags	955.00
Bill	07/11/2023	16495...	STAPLES BUSINES...		127.45
Total 734 · Processing Supplies					2,059.62
740 · Equipment					
Bill	07/11/2023	7/7/20...	KEYBANK - NATIO...		530.90
Bill	07/11/2023	6/10-7...	AMAZON CAPITAL ...		636.79
Total 740 · Equipment					1,167.69
750.1 · Adult Programming					
Bill	07/11/2023	7/10/2...	WILSON, VALERIE	Cooking with ...	200.00
Bill	07/11/2023	7/6,7/...	MCFRY, JO ANN Y...	Yoga and Wal...	250.00
Bill	07/11/2023	7/7/20...	KEYBANK - NATIO...		444.42
Bill	07/11/2023	6/10-7...	AMAZON CAPITAL ...		19.98
Total 750.1 · Adult Programming					914.40
750.2 · Teen Programming					
Bill	07/11/2023	7/7/20...	KEYBANK - NATIO...		195.25
Bill	07/11/2023	6/10-7...	AMAZON CAPITAL ...		232.29
Total 750.2 · Teen Programming					427.54
750.3 · Youth Programming					
Bill	07/11/2023	7/7/20...	KEYBANK - NATIO...		38.40
Bill	07/11/2023	6/10-7...	AMAZON CAPITAL ...		349.44
Bill	07/18/2023	50672...	SCHOLASTIC INC.		325.81
Total 750.3 · Youth Programming					713.65
750.4 · Programming Funded by Friends					
Bill	07/11/2023	6167	LOUIE, MING	Magic Show 7...	300.00
Total 750.4 · Programming Funded by Friends					300.00
752.1 · Summer Reading-Adult					
Bill	07/11/2023	7/7/20...	KEYBANK - NATIO...		186.30
Bill	07/11/2023	6/10-7...	AMAZON CAPITAL ...		721.99
Total 752.1 · Summer Reading-Adult					908.29
752.2 · Summer Reading-Teen					
Bill	07/11/2023	6/10-7...	AMAZON CAPITAL ...		227.85
Total 752.2 · Summer Reading-Teen					227.85
752.3 · Summer Reading-Youth					
Bill	07/11/2023	6173	CARLA MARGOLIS	Dalcroze Eury...	150.00
Bill	07/11/2023	6175	SLOAN MUSEUM O...	Cranky Contr...	236.25

Saline District Library Fund 101
Bill List
July 2023

Type	Date	Num	Name	Memo	Amount
Bill	07/11/2023	6174	KAMRON REYNOL...	Kam Komics ...	150.00
Bill	07/11/2023	6/10-7...	AMAZON CAPITAL ...		1,009.48
Bill	07/18/2023	72532...	OTC BRANDS, INC.		124.96
Bill	07/18/2023	72532...	OTC BRANDS, INC.		258.76
Bill	07/18/2023	6375 ...	THEATRICA GLADI...	Workshop 7/2...	250.00
Bill	07/18/2023	6176 ...	SLOAN MUSEUM O...	Wizards Wan...	236.25
Total 752.3 · Summer Reading-Youth					2,415.70
762.1 · Adult ETC					
Bill	07/11/2023	6/10-7...	AMAZON CAPITAL ...		326.92
Total 762.1 · Adult ETC					326.92
770 · Periodicals					
Bill	07/11/2023	7/17/2...	USA TODAY	8/1/2023-7/31...	397.75
Total 770 · Periodicals					397.75
772.1 · Ebooks-Adult					
Bill	07/11/2023	34716...	KANOPY, INC.	April Invoice	365.50
Bill	07/11/2023	35456...	KANOPY, INC.	June invoice	553.35
Bill	07/11/2023	50401...	MIDWEST TAPE	6/1-6/30/2023	6,467.50
Bill	07/18/2023	CD01...	OVERDRIVE, INC		5,000.00
Total 772.1 · Ebooks-Adult					12,386.35
785 · Online Database					
Bill	07/18/2023	114100	TUMBLEWEED PR...	TumbleMath ...	223.72
Bill	07/18/2023	97025...	DOW JONES & CO...	6/1-6/30/2023	1,500.00
Total 785 · Online Database					1,723.72
802 · Professional Services-Bookkeep					
Bill	07/11/2023		STROM ACCOUNTI...	July Fee	645.00
Total 802 · Professional Services-Bookkeep					645.00
805 · Professional service-Computer					
Bill	07/11/2023	72066	THE LIBRARY NET...	Network supp...	1,400.00
Total 805 · Professional service-Computer					1,400.00
850 · Internet					
Bill	07/11/2023	7/13/2...	T-MOBILE	Hot spots	290.84
Bill	07/11/2023	A-011...	MOBILE BEACON	27 Hot spots ...	3,240.00
Total 850 · Internet					3,530.84
851 · Telephone					
Bill	07/11/2023	13226	TELNET WORLDWI...		438.90

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

Type	Date	Num	Name	Memo	Amount
Total 851 · Telephone					438.90
920 · Electricity					
Bill	07/14/2023		DTE ENERGY - EL...	DTE	4,163.59
Total 920 · Electricity					4,163.59
921 · Gas					
Bill	07/14/2023		DTE ENERGY - GAS	DTE	941.08
Total 921 · Gas					941.08
922 · Water					
Bill	07/11/2023	8/1/20...	SALINE CITY HALL	3/1-5/31/2023	1,268.51
Total 922 · Water					1,268.51
930 · Building Maintenance					
Bill	07/11/2023	86579...	WASTE MANAGEM...		233.30
Bill	07/11/2023	150748	CHELSEA LUMBE...		10.27
Bill	07/11/2023	15779	CHELSEA LUMBE...		15.88
Bill	07/11/2023	164365	CHELSEA LUMBE...		20.48
Total 930 · Building Maintenance					279.93
932 · Ground Maintenance					
Bill	07/11/2023	6/10-7...	AMAZON CAPITAL ...		45.11
Total 932 · Ground Maintenance					45.11
934 · Equipment Maintenance					
Bill	07/11/2023	50676...	RICOH USA, INC		15.82
Bill	07/11/2023	50676...	RICOH USA, INC		861.49
Total 934 · Equipment Maintenance					877.31
955 · Grants					
Bill	07/11/2023	7/11/2...	SALINE FIDDLERS ...	7/11/2023 Pro...	300.00
Bill	07/11/2023	6/10-7...	AMAZON CAPITAL ...		93.30
Total 955 · Grants					393.30
956 · Miscellaneous					
Bill	07/11/2023	7/7/20...	KEYBANK - NATIO...		192.73
Total 956 · Miscellaneous					192.73
957 · Continuing Education					
Bill	07/11/2023	7/7/20...	KEYBANK - NATIO...		374.79
Total 957 · Continuing Education					374.79

Saline District Library Fund 101
Bill List
July 2023

Type	Date	Num	Name	Memo	Amount
965 · Bank Charges					
Check	07/03/2023			KB merch fee	55.91
Check	07/03/2023			KB merch fee	48.26
Check	07/11/2023			June analysis ...	259.50
Total 965 · Bank Charges					363.67
975 · Furniture					
Bill	07/11/2023	7/7/20...	KEYBANK - NATIO...		335.75
Total 975 · Furniture					335.75
981 · Books funded by friends					
Bill	07/18/2023	6/1-6/...	BAKER & TAYLOR		78.29
Total 981 · Books funded by friends					78.29
982.1 · Adult Fiction					
Bill	07/11/2023	6/10-7...	AMAZON CAPITAL ...		32.94
Bill	07/18/2023	6/1-6/...	BAKER & TAYLOR		2,766.51
Total 982.1 · Adult Fiction					2,799.45
982.15 · Large Print					
Bill	07/18/2023	6/1-6/...	BAKER & TAYLOR		205.67
Total 982.15 · Large Print					205.67
982.2 · Teen Fiction					
Bill	07/11/2023	6/10-7...	AMAZON CAPITAL ...		201.92
Bill	07/18/2023	6/1-6/...	BAKER & TAYLOR		1,208.08
Total 982.2 · Teen Fiction					1,410.00
982.3 · Youth Fiction					
Bill	07/18/2023	6/1-6/...	BAKER & TAYLOR		1,569.06
Bill	07/18/2023	6/1-6/...	BAKER & TAYLOR		168.23
Total 982.3 · Youth Fiction					1,737.29
983.1 · Adult Nonfiction					
Bill	07/18/2023	6/1-6/...	BAKER & TAYLOR		2,912.02
Total 983.1 · Adult Nonfiction					2,912.02
983.3 · Youth Nonfiction					
Bill	07/18/2023	6/1-6/...	BAKER & TAYLOR		551.20
Total 983.3 · Youth Nonfiction					551.20
984.1 · Audiobooks-Adult					

Saline District Library Fund 101
Bill List
July 2023

Type	Date	Num	Name	Memo	Amount
Bill	07/11/2023	6/1-6/...	MIDWEST TAPE		660.84
Total 984.1 · Audiobooks-Adult					660.84
984.2 · Audiobooks-Teen					
Bill	07/11/2023	6/1-6/...	MIDWEST TAPE		435.88
Total 984.2 · Audiobooks-Teen					435.88
985.1 · DVDBlu Rays-Adult					
Bill	07/11/2023	6/1-6/...	MIDWEST TAPE		480.56
Total 985.1 · DVDBlu Rays-Adult					480.56
985.3 · DVD/Blu Rays-Youth					
Bill	07/11/2023	6/1-6/...	MIDWEST TAPE		294.60
Total 985.3 · DVD/Blu Rays-Youth					294.60
986.1 · Music CDs-Adult					
Bill	07/11/2023	6/1-6/...	MIDWEST TAPE		9.74
Total 986.1 · Music CDs-Adult					9.74
TOTAL					139,408.53



**Library Director's Report
Submitted by Karrie Waarala
August 22, 2023**

- Updates to the Library Renovation and Site Improvement Project include:
 - Per the motion at the June Library Board meeting, I spoke with Aaron Phillips and Bill McCarthy of McCarthy & Smith about potential Project Superintendents. They recommended someone not in the initial proposal, Mark Sawmiller. Mark and Aaron came to tour SDL and meet with me, Jessica Lash, and Matt Siegert. Mark seemed like a good fit for the project, and Matt was particularly interested in Mark's extensive HVAC experience. Following an additional positive reference phone call regarding Mark's Project Superintendent work on another project, I contacted McCarthy & Smith to engage them on SDL's project.
 - I had an initial kick-off meeting with Quinn Evans and McCarthy & Smith to introduce the core project team. This will consist of: Aaron Phillips, Project Director; Kyle Pietila, Project Manager; and Mark Sawmiller, Project Superintendent from McCarthy & Smith, and Ann Dilcher, Lead Architect; Edward Nakhle, Architect; Chris Mueller, Landscape Architect; and Fatima Beacham, Associate (interior design) from Quinn Evans.
 - Based on this meeting, there is a budget amendment motion on this month's Library Board meeting agenda to accommodate estimated initial costs.
 - Quinn Evans and McCarthy & Smith have had their initial project meeting. Aaron Phillips reports that it went well and gave McCarthy & Smith a more detailed view of the project, which he says is a great design start with impressive improvements. Estimating work has started, and we should have a timeline soon.
 - One major update to the timeline from our initial concept discussions is that all parties agree that it makes the most sense, and saves money, to begin the outdoor site improvements, including the programming pavilion and the permanent story trail, next year in conjunction with the interior renovations.
 - Jessica Lash and I have had two meetings with Fatima Beacham to begin to discuss interior finishes.

- Summer Reading was another success, with a total of 1,814 people registering. Our Youth program had 883 readers who read 376,435 minutes (equivalent to about 6,274 hours or 261 days of reading). 165 teens participated and read 991 books, and 766 adult readers read 4,696 books. We are grateful to the Friends of the Library for their sponsorship of Summer Reading at SDL. The Friends provide the funding for most of the prizes and many of the programs held at the library all summer long.
- SDL staff are taking a bit of a much-deserved programming break following Summer Reading. Fall events will kick off after Labor Day.
- The Management Team has decided that the library app from Innovative is indeed our best option because of its seamless integration with our ILS (Integrated Library System), Polaris. We have signed a contract with their parent company, Clarivate, and development and setup of the app should begin in September.
- We have received our 2023 Penal Fines Distribution in the amount of \$22,360.28. This is a bit lower than previous years and this year's budgeted amount of \$25,000.
- Jessica Lash and I once again were the capstone presenters for Saline Leadership Institute, teaching a session on using creativity as an approach to leadership and personal insight.
- Pages Grace Johnson, Carmen Lauchu, and Megan Socha have left employment at SDL this month, and we wish them all well on their next educational endeavors. We have hired three new pages, Michelle Koch, Kailyn Austin, and Luke Franckowski, who all started at SDL the week of August 14th.
- Interviews have begun for the Part-Time Building Monitor position, and the position should be filled by the start of the school year on August 28th.
- The library will be closed Saturday, September 2 through Monday, September 4 for the Labor Day weekend.
- Recent comments from patrons include:
 - A group of 4 teen siblings said that they love getting the [Teen Subscription Boxes](#) each month.
 - A patron was very happy that we are still using the ["Surprise Me!"](#) option in our catalog that allows library users to choose a genre and have library staff select 3 books for them. We started this during 2020 as a way to allow readers to encounter unexpected books when the library was only open for material pickup instead of browsing due to the pandemic.
 - Several patrons complimented the Beatles display near the front entrance. Thank you to Library Assistant Betsy DeMaggio for sharing her impressive collection and organizing the display!

SALINE DISTRICT LIBRARY POLICY BULLETIN

POLICY NO: 300

SUBJECT: COLLECTION DEVELOPMENT

- I. **Purpose.** This collection development policy explains how the Library's mission statement impacts material selection, provides guidance to librarians in the selection of those materials, and informs the public of the principles upon which selections are based.
- II. **Scope of Collection.** The Library provides materials and services that reflect the diverse informational, educational, cultural, and recreational needs of its users. The Library provides a general collection of reliable materials embracing broad areas of knowledge, in a variety of formats to accommodate variations in educational level, reading ability, and interest. Collections are reviewed and revised on an ongoing basis to meet current needs.
- III. **Responsibility.** Ultimate responsibility for materials selection, as for all Library activities, rests with the Director. The professional staff, who are qualified by reason of education and training, select materials in all formats for children, teens, and adults in accordance with the principles and practices of collection development.
- IV. **Selection Guidelines.** Reviews in professionally-recognized periodicals are a primary source for materials selection. Standard bibliographies, booklists by recognized authorities, and the advice of experts in specific subject areas are also used. Selection criteria include the following:
 - Importance of the subject matter to the collection
 - Accuracy and objectivity
 - Suitability of content and format
 - Style and literary or artistic quality
 - Permanent or timely value
 - Clarity, authenticity, and scope
 - Reputation and significance of the author, illustrator, or creator
 - Representation of a variety of viewpoints, especially on controversial topics, to provide a balanced collection
 - Appropriate treatment of racial, ethnic, national, religious, sex, gender, or age groups

- Scarcity of materials on the subject
- Popular appeal
- Cost

Self-Published Materials: The Library generally does not select self-published materials unless they meet the same guidelines as other materials purchased for the collection, have received positive professional reviews, or are in particularly high demand.

Gifts: The Library will accept unrestricted gifts with the understanding that gifts of materials will be added to the collection if they meet the same standards required of purchased materials. Gift materials that do not meet these standards, are out-of-date, duplicate materials already in the collection, or are in a format unsuitable for library use will be disposed of as the Library deems appropriate.

- V. **Collection Maintenance.** When Library materials lose the value for which they were originally selected, they will be withdrawn so that the collection remains vital and useful. Reasons for withdrawal include the following:
- to remove physically worn-out or damaged materials from the Library
 - to eliminate materials containing obsolete information
 - to remove titles which have waned in popularity

The Library will not necessarily replace all items withdrawn because of loss, damage, or wear. In each case, need for replacement is weighed with regard to several factors: possible duplicate copies; existence of other materials on the same topic, especially better and/or more up-to-date materials; and demand. The professional staff will make the final decision regarding the disposition of books withdrawn from the collection.

- VI. **Patron Suggestions.** While suggestions by patrons are encouraged, there is no guarantee that the Library will purchase requested materials. The selection guidelines outlined in **Section IV** are also applied to patron requests; in some cases requested materials are too specialized, obscure, expensive, outdated, or otherwise inappropriate for the Library's collection. Patrons are encouraged to use the statewide interlibrary loan system, MeLCat, to borrow those materials from another library if they are available.

- VII. **Intellectual Freedom.** The Library Board and staff believe that the right to read is an important part of the intellectual freedom that is basic to democracy, and hereby adopts the American Library Association's Library Bill of Rights, Freedom to Read, and Freedom to View statements.

Collection development and management decisions are based on the merit of the work as it relates to the Library's mission and its ability to meet

the needs and interests of the community. The inclusion of an item in the Library collection is in no way an endorsement of its contents. Materials are not marked or identified to show approval or disapproval of the contents.

The Library assures free access to its holdings. All patrons are free to select or reject for themselves any item in the collection. Individual or group opinion about a particular item or type of material in the collection may not preclude its use by others. Per **Policy 510: Patron Feedback/Reconsideration of Library Materials**, Library patrons who are concerned about the appropriateness of library materials may complete a Reconsideration of Library Materials form. Completing this form does not guarantee that the materials will be removed or reclassified.

Although youth materials are kept together to facilitate use, children are not limited to using the youth collection. Responsibility for a minor's selection and use of library materials must rest with the parent or guardian, not with the Library.

**SALINE DISTRICT LIBRARY
POLICY BULLETIN**

POLICY NO: 504

SUBJECT: SECURITY CAMERAS

I. Purpose

The purpose of security cameras is to enhance the safety and security of the Saline District Library (“Library”) patrons, staff, and property. The Library strives to take reasonable precautions to assure a safe and secure environment for its patrons and staff. Because Library staff is unable to provide direct supervision over all areas within the Library and Library grounds, security cameras have been placed at selected locations in order to observe and record images of activities of persons in the Library and on Library grounds. Security cameras are also provided to assist the Library with enforcement of the Library’s Patron Behavior Policy.

II. Signs

Signs will be posted at the Library entrances, informing the public that security cameras are in use.

III. Data Captured

The security cameras only capture video images. Conversations or other audible communication shall not be monitored or recorded by the security cameras.

IV. Security Camera Locations

Security cameras may be installed in locations where individuals lack a reasonable expectation of privacy. Examples include common areas of the Library such as entrances, near book and media collections, public seating areas, public computers, and areas prone to theft or misconduct. Cameras will not be installed in areas of the Library where individuals have a reasonable expectation of privacy, such as restrooms or private offices.

V. Security

The Library has no obligation to monitor the cameras in real time. As the cameras are not constantly monitored, Library staff and the public should continue to take appropriate precautions for their safety and for the safety of their personal property. The Library is not responsible for the loss of property or personal injury.

VI. Surveillance Footage

Recorded video surveillance images are not considered a “Library Record,” per the Michigan Library Privacy Act (Act 455 of 1982), and may be disclosed, if they do not include images of any activity, or any other document or record, that identifies a person as having requested or lawfully obtained specific services, materials, or information resources from the Library. The Library Director or his/her designee will determine whether the images can be disclosed without a court order or written consent. The surveillance videos shall be kept according to the Library’s Record Retention Policy.

SALINE DISTRICT LIBRARY
POLICY BULLETIN

POLICY NO: 704

SUBJECT: DISPOSAL OF FIXED ASSETS

Authority and responsibility for disposition of furniture, equipment, withdrawn materials or other fixed assets for Saline District Library shall be under the direction of the Library Director.

- All items with an estimated replacement value of under \$5,000 may be disposed of using the best judgement of the Director.
- All items with an estimated replacement value of over \$5,000 may be disposed of with the approval of the Saline District Library Board of Trustees.

Disposal of fixed assets may occur in one of the following ways:

1. Offered to other libraries for the best price that can be obtained.
2. Offered for public sale at the Friends of Saline District Library's monthly used book sale.
3. Donation to a charitable organization if the item cannot be sold.
4. At a public sale or auction.
5. Through a library "giveaway" program.
6. May be recycled or thrown away

Fixed assets acquired as a result of a grant or under a cooperative program with another governmental entity, are subject to the requirements of the original purchase.

Disposition of fixed assets will be documented and reported to the Board of Trustees and the auditors at the close of the fiscal year.

SALINE DISTRICT LIBRARY
DRAFT
POLICY BULLETIN

POLICY NO: 704

SUBJECT: DISPOSAL OF FIXED ASSETS

I. Scope

Fixed assets are comprised of all furniture, equipment, and withdrawn library materials.

II. Authority

Authority and responsibility for disposition of fixed assets for Saline District Library shall be under the direction of the Library Director.

- All items with an estimated ~~replacement depreciated~~ value of under \$5,000 may be disposed of using the best judgement of the Director.
- All items with an estimated ~~replacement depreciated~~ value of over \$5,000 may be disposed of with the approval of the Saline District Library Board of Trustees.

III. Methods of Disposal

Disposal of fixed assets may occur in one of the following ways:

- Offered to other libraries for the best price that can be obtained.
- Offered for public sale ~~at via~~ the Friends of Saline District Library's ~~monthly used book sale.~~
- Donation to a charitable organization if the item cannot be sold.
- At a public sale or auction.
- Through a library "giveaway" program.
- May be recycled or thrown away

IV. Additional Requirements

Fixed assets acquired as a result of a grant or under a cooperative program with another governmental entity, are subject to the requirements of the original purchase.

Disposition of fixed assets will be documented and reported to the Board of Trustees and the auditors at the close of the fiscal year.

SALINE DISTRICT LIBRARY
POLICY BULLETIN

POLICY NO: 706

SUBJECT: CREDIT CARDS

1. The Library authorizes the use of a credit card arrangement for the purchase of goods and/or services solely for the official business of the Saline District Library as determined by the Director and approved by the Board of Trustees.
2. The Director will be responsible for overseeing the issuance, accounting, monitoring and retrieval of all credit cards, and compliance with credit card policies. Controls for credit card usage shall be the same as those in place for non-credit card purchases of goods and services. ~~A list of credit cards will be presented to the Finance Committee annually.~~
3. Credit cards may be used by designated staff only for official library business, with prior approval from the Director.
4. Proper documentation must be supplied by the user of the card. Information must include: goods or services purchased, cost, date of the purchase, and the official business.
5. The designated staff issued the card is responsible for its protection and custody and shall immediately notify the Director if the card is lost or stolen.
6. The Director and employees must immediately surrender the card(s) upon termination.
7. All balances including interest shall be paid for not more than 60 days of the initial statement date and must be approved in accordance with board policy.
8. The total combined authorized credit limit of all credit cards shall not exceed 5% of the total budget for the current fiscal year. No single transaction shall exceed \$5,000.
9. Disciplinary measures consistent with the law will be adhered to for unauthorized use.

SALINE DISTRICT LIBRARY

POLICY BULLETIN

POLICY NO: 711

SUBJECT: CAPITAL ASSETS

1. Capital assets are defined by Saline District Library as assets with an initial cost of more than ~~\$1,000~~ \$1,500 and an estimated useful life in excess of one year.
 - a. Such assets are recorded at historical cost or estimated historical cost.
 - b. Donated assets are reported at estimated fair market value at the date of donation.
 - c. Additions, improvements, and other capital outlays that significantly extend the useful life of an asset are capitalized.

2. Depreciation on all assets is provided on the straight-line basis over the following estimated useful lives:
 - a. Buildings 20-50 years
 - b. Furniture, Computers & Equipment 5-10 years
 - c. Interior shelving 20 years
 - d. Improvements 10-20 years

3. Collection capitalization is based on the following assumptions:
 - a. Useful life for library books and materials

Adult Books	9 years
Youth Books	7 years
Reference Books	3 years
Audiovisual items	3 years
 - b. Turnover rate is the average withdrawal rate from Saline District Library statistics over a 5 year period.
 - c. Estimated cost is based on Saline District Library statistics from the prior year and data as reported by a third party professional source.

4. Artwork is ~~sometimes~~ purchased by the Library for public exhibition in the library building ~~or on library grounds~~. The collection is not capitalized or depreciated as part of capital assets as it meets all of the following conditions:
 - Collections are held for public exhibition, education, or research in furtherance of public service, rather than financial gain
 - Collections are protected, kept unencumbered, ~~and~~ cared for, ~~and preserved while in use~~

- ~~• Collections are subject to an organizational policy that requires the proceeds from sales of collection items to be used to acquire other items for collections~~
- Art purchases represent a minimal portion of the yearly library expenditures.

SALINE DISTRICT LIBRARY

POLICY BULLETIN

POLICY NO. 713

SUBJECT: CONFLICT OF INTEREST

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

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

Discussion of FY2023/2024 Millage Rates

At the July Finance Committee meeting, we discussed the millage rate projections included in this month's Library Board packet, including whether a property tax delinquency allowance is necessary.

SDL has traditionally included a 3% delinquency rate when budgeted for our annual tax revenue. This has been done to budget conservatively against the possibility that we would not collect the full tax revenue computed based on the current year's taxable values and millage rates.

The actual delinquency rate has been much lower, averaging only 0.45% over the previous 4years, and possibly even resulting in an overage this year.

By including that artificially low 97% target figure in our annual budget, however, SDL is averaging 2.9% over budget in property tax revenue. This could have a negative public appearance, as it could be interpreted as if SDL is collecting more property tax revenue than it "should."

Fiscal Year	(Delinquency)/Overage Rate	Apparent Overage Rate
2022-23 *	0.67%	3.7%
2021-22	(0.53%)	2.5%
2020-21	(0.57%)	2.5%
2019-20	(0.20%)	2.9%
2018-19	(0.51%)	3.6%
Average 2018-2022	(0.45%)	2.9%

* Projected based on current tax collection

Based on the above rates, the Library Board may want to consider adjusting the tax delinquency allowance in the FY2023/2024 budget to more accurately reflect our tax revenue trends.

**SALINE DISTRICT LIBRARY
FY2023/2024 MILLAGE PROJECTIONS**

FY 2022/2023					Assumed
Total Taxable Values			Full Revenue Collection	With Delinquency Allowance	Delinquency
\$2,093,338,486	0.0008092		\$1,693,930	\$1,643,112	-3.00%
\$2,093,338,486	0.00033		\$690,802	\$670,078	-3.00%
			\$2,384,731	\$2,313,189	
Actual Revenue Collected:				\$2,400,777	0.67%
			6.4%	increased revenue over 2021/2022	
FY 2023/2024					
Total Taxable Values	maximum allowable levy		Full Revenue Collection	With Delinquency Allowance	
\$2,254,889,428	0.0008092		\$1,824,657	\$1,769,917	-3.00%
\$2,254,889,428	0.0005343		\$1,204,787	\$1,168,644	-3.00%
Total Revenue:			\$3,029,444	\$2,938,561	
			22.4%	increased revenue over 2022/2023	
FY 2023/2024					
Total Taxable Values	proposed levy		Full Revenue Collection	With Delinquency Allowance	
\$2,254,889,428	0.0008092		\$1,824,657	\$1,769,917	-3.00%
\$2,254,889,428	0.00033		\$744,114	\$721,790	-3.00%
Total Revenue:			\$2,568,770	\$2,491,707	
			3.8%	increased revenue over 2022/2023	
taxable value increase = 7.7%					

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	15,966	21,022	21,984					146,566
% of Total Circ.	76.07%	78.31%	78.26%	76.88%	78.76%	77.70%	79.36%	79.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	78.11%
AV Materials													
DVD/BLU-RAY	3,562	3,703	3,393	4,125	3,174	3,160	3,882	4,050					29,049
Music CDs	244	307	268	369	248	235	236	323					2,230
Audio Books	459	492	444	583	544	462	483	527					3,994
Playaways	7	5	1	4	3	7	2	3					32
J Kits	189	236	213	286	308	231	316	376					2,155
Total AV	4,461	4,743	4,319	5,367	4,277	4,095	4,919	5,279	0	0	0	0	37,460
% of Total Circ.	22.28%	19.93%	19.91%	21.30%	19.39%	19.93%	18.57%	18.97%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	19.96%
Interlibrary Loans													
SDL Patron Filled Requests	735	944	1,003	978	782	793	888	773					6,896
% of Total Circ.	3.67%	3.97%	4.62%	3.88%	3.55%	3.86%	3.35%	2.78%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	3.68%
Lends Out to Libs	767	1,010	927	1,006	873	870	808	949					7,210
Equipment	140	126	136	181	161	188	197	238					1,367
Periodicals	192	294	262	277	246	298	353	327					2,249
% of Total Circ.	0.96%	1.24%	1.21%	1.10%	1.12%	1.45%	1.33%	1.18%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	1.20%
TOTAL 2023 CIRC	20,026	23,804	21,698	25,194	22,054	20,547	26,491	27,828	0	0	0	0	187,642
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%	1.67%	4.85%	4.82%	-100.00%	-100.00%	-100.00%	-100.00%	-30.35%
Downloads													
Ebooks	3,046	3,717	3,176	3,341	3,143	3,248	3,362	3,719					26,752
AudioBooks	2,993	3,177	2,920	3,321	3,275	3,477	3,614	3,842					26,619
Music	312	311	279	246	295	238	267	310					2,258
Video	613	274	238	222	278	305	368	305					2,603
Magazines	318	280	363	270	234	225	277	266					2,233
Tumble books	0	3	4	1	0	9	6	2					25
Total Downloads	7,282	7,762	6,980	7,401	7,225	7,502	7,894	8,444	0	0	0	0	60,490
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%	11.90%	15.68%	15.12%	-100.00%	-100.00%	-100.00%	-100.00%	-24.53%
GRAND TOTAL CIRC	27,308	31,566	28,678	32,595	29,279	28,049	34,385	36,272	0	0	0	0	248,132
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%	33.04%	12.36%	5.62%	-100.00%	-100.00%	-100.00%	-100.00%	-19.04%
Cards Issued	73	131	151	147	126	115	216	195					1,154
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%	27.78%	17.39%	38.30%	-100.00%	-100.00%	-100.00%	-100.00%	-20.36%
3 M Gate Count	10,113	12,615	12,215	12,474	11,897	11,744	13,520	12,803					97,381
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%	21.90%	21.08%	29.89%	-100.00%	-100.00%	-100.00%	-100.00%	-19.07%
Average Per Day	326	406	421	402	396	378	450	413	0	0	0	0	279

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

*Total Gate Count Estimated due to Envisionware Gates Down 7/26/2023 during power flicker.

Programs and Services FY2022-2023

	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	TOTALS
YOUTH													
Youth Storytimes	20	20	16	21	23	6	10	12					128
# attending	380	425	394	539	581	161	349	478					3,307
Staff Programs	14	17	16	18	13	12	23	21					134
# attending	481	530	605	746	552	534	913	961					5,322
Guest Performers	0	4	1	1	0	4	3	6					19
# attending	0	172	64	38	0	115	97	146					632
Visits & Tours	5	3	5	4	4	9	9	4					43
# attending	151	41	146	173	44	313	311	27					1,206
Off Site Presentations	3	4	3	3	3	5	5	1					27
# attending	261	145	60	161	83	397	623	25					1,755
Total events/month	42	48	41	47	43	36	50	44	0	0	0	0	351
Prior Year	13	11	39	35	37	12	40	30	25	42	41	39	364
% difference	223.08%	336.36%	5.13%	34.29%	16.22%	200.00%	25.00%	46.67%	-100.00%	-100.00%	-100.00%	-100.00%	-3.57%
Total attendance	1273	1313	1,269	1,657	1,260	1,520	2,293	1,637	0	0	0	0	12,222
Prior Year	456	326	649	682	757	587	1994	959	998	1166	1245	942	10,761
% difference	179.17%	302.76%	95.53%	142.96%	66.45%	158.94%	14.99%	70.70%	-100.00%	-100.00%	-100.00%	-100.00%	13.58%
1KBBK	0	10	6	8	4	5	12	9					54
New Baby Packets	8	10	4	14	4	5	13	5					63
ADULT/TEEN													
Teen Programs	8	10	12	14	12	12	9	8					85
# attending	165	210	288	430	254	205	383	150					2,085
Teen Book Discussion	0	0	0	0	1	0	0	0					1
# attending	0	0	0	0	5	0	0	0					5
Visits & Tours	1	0	0	0	0	0	0	0					1
# attending	21	0	0	0	0	0	0	0					21
Off Site Presentations	0	0	0	0	0	0	0	0					0
# attending	0	0	0	0	0	0	0	0					0
Adult Programs	14	22	22	27	30	27	30	27					199
# attending	239	382	412	397	482	425	627	401					3,365
Adult Book Discussion	2	3	3	2	3	3	3	3					22
# attending	5	9	5	6	13	15	24	18					95
Family Programs	0	0	0	0	0	0	0	0					0
# attending	0	0	0	0	0	0	0	0					0
Internet Classes	0	0	0	0	0	0	0	0					0
# attending	0	0	0	0	0	0	0	0					0
Outreach/Bk Deliveries	2	3	3	2	2	2	2	5					21
# of items	76	76	76	80	80	80	80	219					767
Total events/month	25	35	37	43	49	42	42	38	0	0	0	0	311
Prior Year	114	114	114	113	114	112	112	112	150	112	96	40	1,303
% difference	-78.07%	-69.30%	-67.54%	-61.95%	-57.02%	-62.50%	-62.50%	-66.07%	-100.00%	-100.00%	-100.00%	-100.00%	-76.13%
Total attendance	506	677	781	913	834	725	1114	788	0	0	0	0	6,338
Prior Year	381	444	563	577	536	435	349	632	731	735	807	634	6,824
% difference	32.81%	52.48%	38.72%	58.23%	55.60%	66.67%	219.20%	24.68%	-100.00%	-100.00%	-100.00%	-100.00%	-7.12%

Programs and Services FY2022-2023

COMPUTER USAGE													
PC usage onsite	535	631	586	652	608	580	571	498					4,661
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%	1.16%	-10.77%	-7.31%	2.68%	-100.00%	-100.00%	-100.00%	-100.00%	-34.07%
WiFi usage onsite	1,162	3,668	4,150	3,072	2,732	2,995	2,791	2,802					23,372
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%	-12.22%	-18.53%	1.93%	-100.00%	-100.00%	-100.00%	-100.00%	-42.91%
Youth AWE computers	269	330	418	312	388	271	373	578					2,939
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%	191.40%	35.14%	69.01%	-100.00%	-100.00%	-100.00%	-100.00%	58.44%
Ref. Questions:													
Youth	417	559	514	608	459	471	1,423	1,006					5,457
Adult	361	488	503	508	485	405	499	537					3,786
Circ Desk	320	573	472	431	384	300	451	442					3,373
Total Reference	1,098	1,620	1,489	1,547	1,328	1,176	2,373	1,985	0	0	0	0	12,616
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%	13.95%	32.05%	27.08%	-100.00%	-100.00%	-100.00%	-100.00%	-14.44%
Brecon Rm: #Groups	6	6	14	18	18	16	13	9					100
Prior Year #Groups	0	0	0	0	0	0	0	0	0	0	0	0	0
# of individuals	110	41	130	172	183	173	133	71					1,013
Study Rms: #Groups	179	199	195	198	202	204	188	221					1,586
Prior Year #Groups	150	174	159	214	188	190	206	186	219	199	242	204	2,331
# of individuals	238	283	299	301	290	288	248	300					2,247
* 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	10,264	11,063	4,891					76,805
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%	-13.91%	-17.77%	-60.09%	-100.00%	-100.00%	-100.00%	-100.00%	-42.55%
Catalog access	7,753	9,671	9,152	12,081	10,494	11,362	12,213	6,586					79,312
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%	35.63%	33.58%	-28.91%	-100.00%	-100.00%	-100.00%	-100.00%	-24.65%
Informational Databases	240	384	311	701	1,884	1,601	2,001	3,659					10,781
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%	530.31%	1056.65%	720.40%	-100.00%	-100.00%	-100.00%	-100.00%	137.62%
Local History Databases													
Saline Valley Farms	13	15	14	7	11	10	6						76
Prior Year	12	10	14	31	31	13	12	16	15	11	85	14	264
% difference	8%	50%	0%	-77%	-65%	-23%	-50%	-100%	-100%	-100%	-100%	-100%	-71%
Historical Homes	80	55	53	46	75	54	44						407
Prior Year	16	20	11	23	32	1	0	0	39	21	73	63	299
% difference	400%	175%	382%	100%	134%	5300%	#DIV/0!	#DIV/0!	-100%	-100%	-100%	-100%	36%
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	171	91						1,103
Prior Year	135	180	166	149	148	95	146	160	139	198	147	172	1,835
% difference	-17%	-10%	0%	28%	42%	80%	-38%	-100%	-100%	-100%	-100%	-100%	-40%
MI Activity Pass	1	8	17	16	2	13	16	16					89
Prior Year	4	2	9	17	9	13	12	16	8	20	19	4	133
% difference	-75%	300%	89%	-6%	500%	0%	33%	0%	0%	-100%	-100%	-100%	-33%
New eNews subscribers	58	110	114	104	96	86	124	134					826
Total eNews subscribers	10,648	10,734	10,828	10,917	11,002	11,063	11,181	11,298					11,063
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%	9.58%	9.52%	9.77%	-100.00%	-100.00%	-100.00%	-100.00%	4.30%

* Bot emails were purged from eNews subscribers in 1/22, bringing the total down

*** Website analytics changed in July, resulting in skewed numbers

** CMU has changed site tracking; historical newspaper statistics will no longer be available