



**SALINE DISTRICT LIBRARY BOARD OF TRUSTEES
BOARD MEETING PACKET
TUESDAY, SEPTEMBER 19, 2023, 7:00 p.m.**

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**NOTICE OF LIBRARY BOARD MEETING
TUESDAY, SEPTEMBER 19, 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



PUBLIC NOTICE

A budget hearing will be held on Tuesday, September 19, 2022 at 7:00 p.m. at Saline District Library, 555 N. Maple Road, Saline, MI 48176.

The purpose of the budget hearing is to review and receive comments on the FY 2023/2024 operating budget. Draft copies of the budget will be available for public inspection during regular hours at Saline District Library.

The Library will provide necessary aids and services to individuals with disabilities at the budget hearing upon two (2) business days' notice to Saline District Library. Individuals should contact:

**Karrie Waarala, Director
Saline District Library
555 N. Maple Road
Saline, MI 48176
or call 734-429-5450**

**Saline District Library
Lori Byron, Secretary**

**SALINE DISTRICT LIBRARY BOARD OF TRUSTEES
BOARD MEETING AGENDA
TUESDAY, SEPTEMBER 19, 2023, 7:00 p.m.**

President Gray _____ Vice President Conn _____ Secretary Byron _____ Treasurer TerHaar _____
Trustee Bieliauskas _____ Trustee Hundley _____ Trustee Healy _____
Director Waarala _____ Assistant Director Lash _____ Administrative Assistant Pilarz _____

A. Call Meeting to Order at _____.

B. Approval of Agenda
Move _____ Second _____ to approve the agenda as presented.

C. Approval of Past Minutes
Move _____ Second _____ to approve the August 22, 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 August 2023 financial reports.

H. Budget Hearing for FY2023/24 Operating Millages
Move _____ Second _____ to open the Public Hearing for comments on the FY2023/24 operating millages.

1. Draft Budget Summary Discussion

Move _____ Second _____ to set the FY2023/24 operating millages at .8092 and .33 for a total of 1.1392 to be assessed in December 2023.

Move _____ Second _____ to close the Public Hearing on the FY2023/24 operating millages.

I. Committee Reports

1. Finance

2. Arts

3. Building & Grounds

4. Library Services

5. Staff Excellence

J. Library Director's Report

K. Unfinished Business

L. New Business

1. Pay Structure Review and Recommendations for FY2023/2024

Move _____ Second _____ to approve the Pay Structure Review and Recommendations for FY2023/2024 as presented by ElementOne Consulting.

2. Policy Review

a. Policy 401: Library Cards

Move _____ Second _____ to approve revised Policy 401: Library Cards (formerly Registration, Renewal & Replacement Cards).

b. Policy 614: Unpaid Leaves of Absence

Move _____ Second _____ to approve revised Policy 614: Unpaid Leaves of Absence.

c. Policy 632: Job Classification & Wages

Move _____ Second _____ to approve revised Policy 632: Job Classification & Wages.

d. Policy 603: Wage Schedule

Move _____ Second _____ to eliminate Policy 603: Wage Schedule.

e. Saline District Library Board of Trustees By-Laws Review

Review proposed revisions to the By-Laws. No action may be taken on this meeting; a motion can be called at the October meeting.

M. Public Discussion

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

N. Adjournment

Move _____ Second _____ to adjourn the meeting at _____.

RECOMMENDED MOTIONS FOR MEETING on September 19, 2023

Move _____ Second _____ to approve the agenda as presented.

Move _____ Second _____ to approve the August 22, 2023 meeting minutes as written.

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

Move _____ Second _____ to open the Public Hearing for comments on the FY2023/24 operating millages.

Move _____ Second _____ to set the FY2023/24 operating millages at .8092 and .33 for a total of 1.1392 to be assessed in December 2023.

Move _____ Second _____ to close the Public Hearing on the FY2023/24 operating millages.

Move _____ Second _____ to approve the Pay Structure Review and Recommendations for FY2023/2024 as presented by ElementOne Consulting.

Move _____ Second _____ to approve revised Policy 401: Library Cards (formerly Registration, Renewal & Replacement Cards).

Move _____ Second _____ to approve revised Policy 614: Unpaid Leaves of Absence.

Move _____ Second _____ to approve revised Policy 632: Job Classification & Wages.

Move _____ Second _____ to eliminate Policy 603: Wage Schedule.

Move _____ Second _____ to adjourn the meeting at _____.

DRAFT
SALINE DISTRICT LIBRARY BOARD OF TRUSTEES
BOARD MEETING MINUTES
TUESDAY, August 22, 2023, 7:00 p.m.

Present: President Gray, Vice President Conn, Secretary Byron, Treasurer TerHaar, Trustee Bieliauskas, Trustee Healy, Trustee Hundley, Director Waarala

Absent: Assistant Director Lash, Administrative Assistant Pilarz

- A. Call Meeting to Order at 7:01pm.
- B. Approval of Agenda
Move Hundley, Second Byron to approve the agenda as written. Motion carried.
- C. Approval of Past Minutes
Move Gray, Second Healy to approve the June 20, 2023 meeting minutes as written. Motion carried.
- D. Public Discussion
No public present
- E. President's Report: The Board did not meet in July.
- F. Friends of the Library Report: The Friends Board does not meet during the months of July and August. Friends of the Library liaison, Treasurer TerHaar, recommends that a member of the Friends of the Library Board attend the Saline District Library Board of Trustee meetings.
- G. Financial Reports
Move Gray, Second Conn to approve the June 2023 financial reports. Motion carried.

Move Gray, Second Conn to approve the July 2023 financial reports. Motion carried.
- H. Committee Reports
 - 1. Finance
 - a. In July, the committee reviewed the checking account balance, Policies 704 and 706, as well as FY 2023 - FY 2024 millage projections.
 - b. In August, the committee reviewed the checking account balance, Policies 711 and 713, and the report of penal fines received. SDL's new KeyBank account representative has been assigned and is available to meet with the committee.
 - c. The committee plans to evaluate automated payroll systems for SDL and discussed potential modifications to the property tax delinquency allowance in future budgets.
 - 2. Arts: Did not meet
 - 3. Building & Grounds: Did not meet

- 4. Library Services:
 - a. Reviewed Policies 330, 401 and 504.
 - b. SDL is moving forward with a library mobile device application integrated with its Polaris library system.

- 5. Staff Excellence:
 - a. Reviewed Staff Leave of Absence policy, identifying further edits.
 - b. The committee also reviewed annual staff evaluation protocols collected from other libraries for potential use at SDL.

- I. Library Director's Report: Accepted as written. Additional highlights include SDL staff participation in all Saline Area Schools Open House events, as well as the Saline Summerfest. In the next month, Director Waarala will meet with administrators from the City of Saline, Saline Police Department and the Washtenaw County Sheriff's office to develop a shared process for emergency notification.

- J. Unfinished Business: None

- K. New Business

- 1. Policy Review

- a. Policy 300: Collection Development.
Move Gray, Second Byron to approve Policy 300: Collection Development as presented.

- b. Policy 504: Security Cameras
Move Gray, Second Hundley to approve Policy 504: Security Cameras as presented.

- c. Policy 704: Disposal of Fixed Assets
Move TerHaar, Second Gray to approve revised Policy 704: Disposal of Fixed Assets.

- d. Policy 706: Credit Cards
Move Byron, Second Hundley to approve revised Policy 706: Credit Cards.

- e. Policy 711: Capital Assets
Move Gray, Second Conn to approve revised Policy 711: Capital Assets.

- f. Policy 713: Conflict of Interest
Move TerHaar, Second Byron to approve Policy 713: Conflict of Interest as presented.

- 2. FY2022/2023 Budget Amendment

Move Byron, Second Gray to amend FY2022/2023 Budget to add \$250,000 to revenue line Operating Transfers In and \$250,000 to expenditure line Special Projects.

- 3. Discussion of FY2023/2024 Millage Rates

Reviewed the property tax delinquency allowance historic data and proposed millage. The draft FY2023/2024 budget will be available for review and discussion at the September Board of Trustees meeting.

- L. Public Discussion
No public present

M. Adjournment

Move Gray, Second Healy to adjourn the meeting at 7:57 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
August 1, 2023 - August 31, 2023**

Reference	Date	GL Account	Description	Amount
Bank Statement Summary				
			Beginning Bank Balance	237,386.30
			+ Cleared Deposits & Other Additions	191,098.76
			- Cleared Checks & Other Payments	174,329.47
			Ending Bank Balance	254,155.59
Open Deposits & Additions				Total
				0.00
Open Checks & Payments				
24391	01/24/23	790-860	ANNA HINKLEY	8.78
24613	07/11/23	790-955	SALINE FIDDLERS	300.00
24647	08/08/23	790-750.4	FIDDLE ENSEMBL...	450.00
24678	08/15/23	790-998	QUINN EVANS	25,000.00
24679	08/15/23	790-880	THE SALINE POST	320.00
24686	08/29/23	Multiple	THE LIBRARY NETWORK	10,604.35
24687	08/29/23	Multiple	BAKER & TAYLOR	10,387.62
24688	08/29/23	790-780	ENVISIONWARE	3,697.78
24689	08/29/23	790-930	HOWLETT LOCK	117.50
24690	08/29/23	790-930	WYANDOTTE ALARM	135.00
				Total
				51,021.03
				Reconciled Bank Balance
				203,134.56
Bank Transactions				
		000-258	EFTPS	(10,947.15)
		000-258	EFTPS	(10,821.27)
		790-723	ALERUS RETIRE XFERS	(7,993.98)
		790-920	DTE - ELECTRICITY	(4,883.46)
		000-008	ALERUS RETIRE XFERS	(3,548.50)
		000-258.1	5080 MI TAX PYMT	(3,517.04)
		790-921	DTE - GAS	(780.34)
		790-802	STROM CPA	(645.00)
		790-965	BK SERVICE CHRGS	(243.55)
		790-965	MERCH FEE & DISC	(91.73)
		000-665.1	INTEREST	95.44
		000-017	TRANSFER FROM AGENCY SUB	150,000.00
				Total
				106,623.42
				Adjusted General Ledger Balance
				203,134.56

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

Assets

Current Assets		
000-001	Key Bank - General	\$ 203,134.56
000-003	Old National CD 1	105,432.31
000-004	Bk of Ann Arbor CD	293,614.88
000-008	Employee Advances	8,304.46
000-013	Agency Account (Schrandt)	2,724,255.69
000-013.1	Agency Account-Unrealized Gain	(317,680.85)
000-017	Agency Sub Account (Investment Account)	5,981,422.67
000-017.1	Agency Sub Account-Unrealized Gain	(647,830.40)
Total Current Assets		8,350,653.32
Property and Equipment		
Net Property and Equipment		0.00
Total Assets		\$ 8,350,653.32

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	3,390.43
000-275	MTT Liability	7,797.00
Total Current Liabilities		75,130.41
Long-Term Liabilities		
Total Long-Term Liabilities		0.00
Total Liabilities		75,130.41
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	931,704.62
Total Net Assets		8,275,522.91
Total Liabilities and Net Assets		\$ 8,350,653.32

See Accountants' Compilation Report

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

	1 Month Ended August 31, 2023 Actual	9 Months Ended August 31, 2023 Actual	12 Months Ended November 30, 2023 Budget	Year to Date Percentage Budget	
Revenue					
000-402.1	Saline-Real Tax	\$ 435.28	\$ 583,941.69	\$ 561,751.00	103.95
000-402.2	Bridgewater-Real Tax	0.00	23,749.66	23,041.00	103.08
000-402.3	Freedom-Real Tax	0.00	6,317.68	6,129.00	103.08
000-402.4	Lodi-Real Tax	0.00	456,122.16	443,191.00	102.92
000-402.5	Pittsfield-Real Tax	0.00	836,022.55	797,941.00	104.77
000-402.6	Saline Township-Real Tax	0.00	132,017.48	128,214.00	102.97
000-402.7	York Township-Real Tax	0.00	363,040.78	352,923.00	102.87
000-413	PPT Reimbursement	22,360.28	119,266.61	96,900.00	123.08
000-540	State Aid	14,445.20	28,689.08	28,400.00	101.02
000-628	Printers-Revenue	241.40	2,816.20	3,400.00	82.83
000-628.1	Copy Machine-Revenue	0.00	692.90	1,000.00	69.29
000-629	Non-Resident Fee	500.00	2,968.99	3,000.00	98.97
000-656	Penal Fines	0.00	0.00	25,000.00	0.00
000-658	Fines-Overdue Materials	892.24	9,482.01	10,000.00	94.82
000-658.1	Materials Replacement	374.39	4,401.92	5,000.00	88.04
000-658.2	Card Replacement Fees	0.00	7.00	0.00	0.00
000-665.1	General Account Interest	95.44	1,055.70	110.00	959.73
000-665.3	Sub-Agency Account Interest	15,536.61	53,469.36	100,000.00	53.47
000-674	Donations-Unrestricted	0.00	3,679.50	4,000.00	91.99
000-674.1	Donations-Restricted	0.00	150.00	1,000.00	15.00
000-674.2	Donations-Friends	1,247.56	12,529.37	20,000.00	62.65
000-680	Other Income	7.00	546.96	0.00	0.00
	Total Revenue	<u>56,135.40</u>	<u>2,640,967.60</u>	<u>2,611,000.00</u>	<u>101.15</u>
	Gross Profit	<u>56,135.40</u>	<u>2,640,967.60</u>	<u>2,611,000.00</u>	<u>101.15</u>
Operating Expenses					
790-702	Salaries	95,858.71	905,536.48	1,300,000.00	69.66
790-716	Employee Insurance/Benefits	7,774.98	53,191.07	120,000.00	44.33
790-719	Health Reimbursement	1,556.64	14,689.64	21,000.00	69.95
790-722	Employer FICA	7,218.85	68,273.20	97,500.00	70.02
790-723	Retirement	3,172.68	23,900.70	40,000.00	59.75
790-727	Office Supplies	453.20	3,246.50	6,500.00	49.95
790-727.3	Supplies-Youth	228.01	861.32	1,600.00	53.83
790-727.4	Cartridges	0.00	2,636.44	4,500.00	58.59
790-730	Postage	0.00	429.87	500.00	85.97
790-732	Cleaning Supplies	445.31	4,466.54	5,000.00	89.33
790-734	Processing Supplies	147.02	5,474.48	12,000.00	45.62
790-740	Equipment	248.66	12,002.06	33,000.00	36.37
790-750.1	Adult Programming	1,620.22	11,348.60	18,000.00	63.05
790-750.2	Teen Programming	391.17	5,478.16	10,000.00	54.78
790-750.3	Youth Programming	1,484.41	8,436.11	13,000.00	64.89
790-750.4	Programming funded by Friends	1,752.37	5,668.61	5,500.00	103.07
790-752.1	Summer Reading-Adult	128.35	1,361.12	3,000.00	45.37
790-752.2	Summer Reading-Teen	500.51	1,354.63	2,000.00	67.73
790-752.3	Summer Reading-Youth	594.90	4,256.84	5,000.00	85.14
790-760	Youth Toys/Realia	316.06	1,763.27	2,000.00	88.16
790-762.1	Adult ETC	164.94	1,200.48	3,000.00	40.02
790-762.3	Youth ETC	289.94	378.70	2,000.00	18.94
790-770	Periodicals	0.00	5,713.62	12,000.00	47.61
790-772.1	eLibrary-Adults	15,868.41	98,340.17	115,000.00	85.51
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	3,697.78	12,392.80	26,000.00	47.66

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

	1 Month Ended August 31, 2023 Actual	9 Months Ended August 31, 2023 Actual	12 Months Ended November 30, 2023 Budget	Year to Date Percentage Budget	
790-785	Online Database	3,659.52	28,400.38	43,000.00	66.05
790-801	PS-Auditor	0.00	23,980.00	23,000.00	104.26
790-802	PS-Bookkeeping	645.00	5,805.00	8,000.00	72.56
790-803	PS-Attorney	0.00	1,950.50	3,000.00	65.02
790-804	PS-Consultants	14,500.00	73,445.00	45,000.00	163.21
790-805	PS--Computer Consultants	1,300.00	2,700.00	5,000.00	54.00
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	268.74	5,771.52	24,000.00	24.05
790-851	Telephone	439.12	4,049.46	5,800.00	69.82
790-860	Travel/Lodging	0.00	178.95	4,000.00	4.47
790-880	Marketing	320.00	8,560.65	15,500.00	55.23
790-885	Misc Funded by Friends	0.00	927.11	0.00	0.00
790-920	Electricity	4,883.46	33,893.20	48,000.00	70.61
790-921	Gas	780.34	13,439.64	18,000.00	74.66
790-922	Water	0.00	4,077.53	8,000.00	50.97
790-930	Building Maintenance	1,794.31	18,070.96	30,000.00	60.24
790-932	Grounds Maintenance	0.00	36,107.56	37,000.00	97.59
790-934	Equipment Maintenance	389.14	7,313.06	24,000.00	30.47
790-955	Grants	188.13	4,368.56	0.00	0.00
790-956	Miscellaneous	0.00	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	0.00	1,084.79	8,000.00	13.56
790-958	Dues	85.00	2,803.00	5,000.00	56.06
790-964	Tax Adjustment	2,411.40	2,411.40	4,500.00	53.59
790-964.4	MelCat Reimbursements	0.00	38.54	500.00	7.71
790-965	Bank Charges	335.28	3,322.91	4,000.00	83.07
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	1,954.33	30,000.00	6.51
790-981	Books Funded by Friends	70.03	494.02	2,000.00	24.70
790-982.1	Adult Fiction	5,603.89	25,665.16	35,000.00	73.33
790-982.15	Large Print	1,061.82	5,678.87	9,000.00	63.10
790-982.2	Teen Fiction	1,516.67	7,850.41	10,000.00	78.50
790-982.3	Youth Fiction	3,866.56	17,910.33	23,000.00	77.87
790-983.1	Adult Nonfiction	4,238.27	25,211.60	35,000.00	72.03
790-983.15	Reference	252.00	3,596.78	4,000.00	89.92
790-983.2	Teen Nonfiction	234.34	1,763.96	4,000.00	44.10
790-983.3	Youth Nonfiction	2,688.29	9,308.13	15,000.00	62.05
790-984.1	Audiobooks-Adult	384.90	5,030.73	14,000.00	35.93
790-984.2	Audiobooks-Teen	41.99	1,670.56	6,000.00	27.84
790-984.3	Audiobooks-Youth	1,518.59	4,525.02	6,200.00	72.98
790-985.1	DVD/Blu Rays-Adult	575.54	6,000.70	17,000.00	35.30
790-985.2	DVD/Blu Rays-Teen	22.49	278.15	500.00	55.63
790-985.3	DVD/Blu Rays-Youth	0.00	1,287.01	2,600.00	49.50
790-986.1	Music CDs-Adult	164.85	862.52	2,500.00	34.50
790-986.3	Music CDs-Youth	0.00	104.16	200.00	52.08
790-998	Special Projects	25,000.00	45,828.00	33,000.00	138.87
	Total Operating Expenses	<u>223,152.79</u>	<u>1,736,113.05</u>	<u>2,611,000.00</u>	<u>66.49</u>
	Operating Income (Loss)	<u>(167,017.39)</u>	<u>904,854.55</u>	<u>0.00</u>	<u>0.00</u>

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

	1 Month Ended August 31, 2023 Actual	9 Months Ended August 31, 2023 Actual	12 Months Ended November 30, 2023 Budget	Year to Date Percentage Budget
Other Income (Expenses)				
000-665.4	Agency Account Interest	8,630.16	37,160.55	0.00
000-670	Sub-Agency Change in Market Value	(7,970.40)	8,835.36	0.00
000-670.4	Agency Change in Market Value	(7,164.48)	(11,359.73)	0.00
000-965.4	Agency Admin Charges	(863.05)	(7,786.11)	0.00
	Total Other Income (Expenses)	<u>(7,367.77)</u>	<u>26,850.07</u>	<u>0.00</u>
	Net Income (Loss) Before Taxes	<u>(174,385.16)</u>	<u>931,704.62</u>	<u>0.00</u>
	Net Income (Loss)	<u>\$ (174,385.16)</u>	<u>\$ 931,704.62</u>	<u>\$ 0.00</u>

Saline District Library Fund 101
Monthly Revenue
August 2023

09/08/23

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
402 · Property Taxes Control Account								
402.1 · City of Saline-Real Tax								
Deposit	08/10/2023			Deposit		001 · Key Bank...	435.28	435.28
Total 402.1 · City of Saline-Real Tax							435.28	435.28
413 · PPT Reimbursement								
Deposit	08/17/2023			Deposit		001 · Key Bank...	22,360.28	22,360.28
Total 413 · PPT Reimbursement							22,360.28	22,360.28
Total 402 · Property Taxes Control Account							22,795.56	22,795.56
540 · State Aid								
Deposit	08/04/2023			CK # 106740...		001 · Key Bank...	14,445.20	14,445.20
Total 540 · State Aid							14,445.20	14,445.20
628 · Printers-Revenue								
Deposit	08/01/2023			Deposit		001 · Key Bank...	23.20	23.20
Deposit	08/03/2023			Deposit		001 · Key Bank...	4.10	27.30
Deposit	08/04/2023			Deposit		001 · Key Bank...	4.80	32.10
Deposit	08/04/2023			Deposit		001 · Key Bank...	13.60	45.70
Deposit	08/07/2023			Deposit		001 · Key Bank...	6.00	51.70
Deposit	08/08/2023			Deposit		001 · Key Bank...	8.20	59.90
Deposit	08/09/2023			Deposit		001 · Key Bank...	2.00	61.90
Deposit	08/10/2023			Deposit		001 · Key Bank...	23.65	85.55
Deposit	08/14/2023			Deposit		001 · Key Bank...	7.20	92.75
Deposit	08/14/2023			Deposit		001 · Key Bank...	8.65	101.40
Deposit	08/14/2023			Deposit		001 · Key Bank...	2.00	103.40
Deposit	08/15/2023			Deposit		001 · Key Bank...	9.40	112.80
Deposit	08/16/2023			Deposit		001 · Key Bank...	9.50	122.30
Deposit	08/17/2023			Deposit		001 · Key Bank...	36.90	159.20
Deposit	08/17/2023			Deposit		001 · Key Bank...	14.00	173.20
Deposit	08/21/2023			Deposit		001 · Key Bank...	11.20	184.40
Deposit	08/21/2023			Deposit		001 · Key Bank...	2.40	186.80
Deposit	08/21/2023			Deposit		001 · Key Bank...	2.40	189.20
Deposit	08/22/2023			Deposit		001 · Key Bank...	6.90	196.10
Deposit	08/23/2023			Deposit		001 · Key Bank...	2.00	198.10
Deposit	08/24/2023			Deposit		001 · Key Bank...	5.50	203.60
Deposit	08/28/2023			Deposit		001 · Key Bank...	7.00	210.60
Deposit	08/29/2023			Deposit		001 · Key Bank...	9.10	219.70
Deposit	08/30/2023			Deposit		001 · Key Bank...	11.70	231.40
Deposit	08/31/2023			Deposit		001 · Key Bank...	10.00	241.40
Total 628 · Printers-Revenue							241.40	241.40
629 · Non-Resident Fees								
Deposit	08/04/2023			Deposit		001 · Key Bank...	150.00	150.00
Deposit	08/08/2023			Deposit		001 · Key Bank...	25.00	175.00

Saline District Library Fund 101
Monthly Revenue
August 2023

09/08/23

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Deposit	08/21/2023			Deposit		001 · Key Bank...	150.00	325.00
Deposit	08/28/2023			Deposit		001 · Key Bank...	150.00	475.00
Deposit	08/29/2023			Deposit		001 · Key Bank...	25.00	500.00
Total 629 · Non-Resident Fees							500.00	500.00
658 · Fines-Overdue Materials								
Deposit	08/01/2023			Deposit		001 · Key Bank...	20.80	20.80
Deposit	08/02/2023			Deposit		001 · Key Bank...	63.40	84.20
Deposit	08/03/2023			Deposit		001 · Key Bank...	29.25	113.45
Deposit	08/04/2023			Deposit		001 · Key Bank...	80.55	194.00
Deposit	08/04/2023			Deposit		001 · Key Bank...	24.15	218.15
Deposit	08/07/2023			Deposit		001 · Key Bank...	37.85	256.00
Deposit	08/07/2023			Deposit		001 · Key Bank...	13.05	269.05
Deposit	08/08/2023			Deposit		001 · Key Bank...	9.85	278.90
Deposit	08/09/2023			Deposit		001 · Key Bank...	77.09	355.99
Deposit	08/10/2023			Deposit		001 · Key Bank...	59.10	415.09
Deposit	08/10/2023			Deposit		001 · Key Bank...	32.55	447.64
Deposit	08/14/2023			Deposit		001 · Key Bank...	6.50	454.14
Deposit	08/14/2023			Deposit		001 · Key Bank...	10.00	464.14
Deposit	08/14/2023			Deposit		001 · Key Bank...	16.00	480.14
Deposit	08/15/2023			Deposit		001 · Key Bank...	37.20	517.34
Deposit	08/16/2023			Deposit		001 · Key Bank...	8.70	526.04
Deposit	08/17/2023			Deposit		001 · Key Bank...	107.95	633.99
Deposit	08/17/2023			Deposit		001 · Key Bank...	42.05	676.04
Deposit	08/18/2023			Deposit		001 · Key Bank...	3.00	679.04
Deposit	08/21/2023			Deposit		001 · Key Bank...	17.75	696.79
Deposit	08/21/2023			Deposit		001 · Key Bank...	4.80	701.59
Deposit	08/21/2023			Deposit		001 · Key Bank...	7.35	708.94
Deposit	08/22/2023			Deposit		001 · Key Bank...	22.80	731.74
Deposit	08/23/2023			Deposit		001 · Key Bank...	44.30	776.04
Deposit	08/28/2023			Deposit		001 · Key Bank...	39.50	815.54
Deposit	08/28/2023			Deposit		001 · Key Bank...	0.45	815.99
Deposit	08/30/2023			Deposit		001 · Key Bank...	20.50	836.49
Deposit	08/31/2023			Deposit		001 · Key Bank...	55.85	892.34
Total 658 · Fines-Overdue Materials							892.34	892.34
658.1 · Materials Replacement Fees								
Deposit	08/02/2023			Deposit		001 · Key Bank...	66.94	66.94
Deposit	08/04/2023			Deposit		001 · Key Bank...	23.99	90.93
Deposit	08/07/2023			Deposit		001 · Key Bank...	23.34	114.27
Deposit	08/08/2023			Deposit		001 · Key Bank...	17.99	132.26
Deposit	08/10/2023			Deposit		001 · Key Bank...	22.99	155.25
Deposit	08/10/2023			Deposit		001 · Key Bank...	53.98	209.23
Deposit	08/15/2023			Deposit		001 · Key Bank...	42.60	251.83
Deposit	08/22/2023			Deposit		001 · Key Bank...	29.00	280.83
Deposit	08/23/2023			Deposit		001 · Key Bank...	61.68	342.51
Deposit	08/29/2023			Deposit		001 · Key Bank...	9.99	352.50

Saline District Library Fund 101 Monthly Revenue August 2023

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Deposit	08/30/2023			Deposit		001 · Key Bank...	5.95	358.45
Deposit	08/31/2023			Deposit		001 · Key Bank...	15.94	374.39
Total 658.1 · Materials Replacement Fees							374.39	374.39
665.1 · General Account Interest								
Deposit	08/31/2023			Deposit		001 · Key Bank...	95.44	95.44
Total 665.1 · General Account Interest							95.44	95.44
674.2 · Donations-Friends								
Deposit	08/17/2023			Deposit		001 · Key Bank...	1,390.00	1,390.00
Total 674.2 · Donations-Friends							1,390.00	1,390.00
680 · Other Income								
Deposit	08/17/2023			Deposit		001 · Key Bank...	5.00	5.00
Deposit	08/25/2023			Deposit		001 · Key Bank...	2.00	7.00
Total 680 · Other Income							7.00	7.00
699 · Transfer from Other Funds								
Deposit	08/07/2023			Deposit		001 · Key Bank...	150,000.00	150,000.00
Total 699 · Transfer from Other Funds							150,000.00	150,000.00
TOTAL							190,741.33	190,741.33

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

Type	Date	Num	Name	Memo	Amount
702 · Salaries					
Check	08/04/2023			pay period en...	34,177.64
Check	08/04/2023			MERS Pay P...	1,832.50
Check	08/04/2023			MERS Staff L...	183.74
Check	08/04/2023			MERS Staff L...	88.19
Check	08/04/2023			MERS 457 Pa...	1,768.86
Check	08/18/2023			pay period en...	34,429.27
Check	08/18/2023			MERS Pay P...	1,892.56
Check	08/18/2023			MERS Staff L...	183.74
Check	08/18/2023			MERS Staff L...	88.19
Check	08/18/2023			MERS 457 Pa...	1,779.64
Total 702 · Salaries					76,424.33
716 · Employee Insurances/Benefits					
Bill	08/01/2023	97611...	SBIS		1,105.76
Bill	08/15/2023	9/1-9/...	BLUE CROSS BLU...	9/1/2023-9/30...	6,372.53
Bill	08/15/2023	CID97...	SBIS	9/1/2023-9/30...	1,196.71
Bill	08/15/2023	72307	THE LIBRARY NET...	Annual renew...	594.36
Total 716 · Employee Insurances/Benefits					9,269.36
719 · Health Reimbursement					
Bill	08/15/2023	ADMN...	EHIM		140.50
Bill	08/15/2023	FND0...	EHIM		1,416.14
Total 719 · Health Reimbursement					1,556.64
723 · Retirement					
Check	08/04/2023			MERS Pay P...	1,832.50
Check	08/18/2023			MERS Pay P...	1,892.56
Total 723 · Retirement					3,725.06
727 · Office Supplies					
Bill	08/15/2023	16501...	STAPLES BUSINES...		464.65
Deposit	08/15/2023			Amazon Retu...	-11.45
Total 727 · Office Supplies					453.20
727.3 · Supplies-Youth					
Bill	08/09/2023	6/10-7...	AMAZON CAPITAL ...		186.53
Bill	08/15/2023	16501...	STAPLES BUSINES...		41.48
Total 727.3 · Supplies-Youth					228.01
732 · Cleaning Supplies					
Bill	08/15/2023	16501...	STAPLES BUSINES...		445.31
Total 732 · Cleaning Supplies					445.31

Saline District Library Fund 101
Bill List
August 2023

Type	Date	Num	Name	Memo	Amount
734 · Processing Supplies					
Bill	08/08/2023	628010	BRODART CO.	labels	20.07
Bill	08/15/2023	16501...	STAPLES BUSINES...		126.95
Total 734 · Processing Supplies					147.02
740 · Equipment					
Bill	08/09/2023	6/10-7...	AMAZON CAPITAL ...		248.66
Total 740 · Equipment					248.66
750.1 · Adult Programming					
Bill	08/08/2023	8/14/2...	WILSON, VALERIE	Cooking with ...	300.00
Bill	08/08/2023	72550...	OTC BRANDS, INC.		209.76
Bill	08/09/2023	6/10-7...	AMAZON CAPITAL ...		48.40
Bill	08/09/2023	8/14/2...	KEYBANK - NATIO...		712.06
Bill	08/15/2023	8/7-8/31	MCFRY, JO ANN Y...	Gentle Flow Y...	350.00
Total 750.1 · Adult Programming					1,620.22
750.2 · Teen Programming					
Bill	08/09/2023	6/10-7...	AMAZON CAPITAL ...		364.05
Bill	08/09/2023	8/14/2...	KEYBANK - NATIO...		60.24
Deposit	08/15/2023			Amazon Retu...	-33.12
Total 750.2 · Teen Programming					391.17
750.3 · Youth Programming					
Bill	08/08/2023	6178	ANN ARBOR HAND...	Human Body ...	209.28
Bill	08/08/2023	72557...	OTC BRANDS, INC.		162.92
Bill	08/08/2023	853125	RAYMOND GEDDE...		116.50
Bill	08/08/2023	7337768	DEMCO INC	program supp...	209.04
Bill	08/09/2023	6/10-7...	AMAZON CAPITAL ...		152.60
Bill	08/09/2023	8/14/2...	KEYBANK - NATIO...		389.49
Bill	08/15/2023	16501...	STAPLES BUSINES...		201.98
Bill	08/15/2023	50804...	SCHOLASTIC INC.		42.60
Total 750.3 · Youth Programming					1,484.41
750.4 · Programming Funded by Friends					
Bill	08/08/2023	6422	FIDDLE ENSEMBL...		450.00
Bill	08/08/2023	6163	CAROUSEL ACRES	Petting Zoo	475.00
Bill	08/08/2023	6177	ALEX THOMAS & F...	Puppet Show	465.00
Bill	08/08/2023	50707...	SCHOLASTIC INC.	1k bbk	154.81
Deposit	08/17/2023			Deposit	-1,390.00
Total 750.4 · Programming Funded by Friends					154.81
752.1 · Summer Reading-Adult					
Bill	08/09/2023	6/10-7...	AMAZON CAPITAL ...		128.35

Saline District Library Fund 101
Bill List
August 2023

Type	Date	Num	Name	Memo	Amount
Total 752.1 · Summer Reading-Adult					128.35
752.2 · Summer Reading-Teen					
Bill	08/01/2023	8/7/20...	PHOENIX FREERU...		350.00
Bill	08/09/2023	6/10-7...	AMAZON CAPITAL ...		469.84
Bill	08/09/2023	8/14/2...	KEYBANK - NATIO...		30.67
Total 752.2 · Summer Reading-Teen					850.51
752.3 · Summer Reading-Youth					
Bill	08/08/2023	72552...	OTC BRANDS, INC.		143.97
Bill	08/15/2023	51964...	US TOY CO/CONS...		541.91
Deposit	08/15/2023			Amazon Retu...	-58.99
Deposit	08/15/2023			Amazon Retu...	-31.99
Total 752.3 · Summer Reading-Youth					594.90
760 · Youth Toys/Realia					
Bill	08/09/2023	6/10-7...	AMAZON CAPITAL ...		125.50
Bill	08/09/2023	8/14/2...	KEYBANK - NATIO...		190.56
Total 760 · Youth Toys/Realia					316.06
762.1 · Adult ETC					
Bill	08/09/2023	6/10-7...	AMAZON CAPITAL ...		386.92
Deposit	08/15/2023			Amazon Retu...	-110.99
Deposit	08/15/2023			Amazon Retu...	-110.99
Total 762.1 · Adult ETC					164.94
762.3 · Youth ETC					
Bill	08/09/2023	8/14/2...	KEYBANK - NATIO...		289.94
Total 762.3 · Youth ETC					289.94
772.1 · Ebooks-Adult					
Bill	08/08/2023	35807...	KANOPY, INC.	7/1-7/31/2023	439.45
Bill	08/08/2023	50414...	MIDWEST TAPE	Hoopla	6,749.61
Bill	08/29/2023	72369	THE LIBRARY NET...	Overdrive Co...	8,679.35
Total 772.1 · Ebooks-Adult					15,868.41
780 · Software					
Bill	08/29/2023	INV-U...	ENVISIONWARE, I...		3,697.78
Total 780 · Software					3,697.78
785 · Online Database					
Bill	08/15/2023	10002...	EBSCO INFORMAT...	9/1/2023-8/31...	1,734.52
Bill	08/29/2023	72324	THE LIBRARY NET...	Creativebug a...	1,925.00

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

Type	Date	Num	Name	Memo	Amount
Total 785 · Online Database					3,659.52
802 · Professional Services-Bookkeep					
Bill	08/08/2023	1111	STROM ACCOUNTI...	Monthly fee	645.00
Total 802 · Professional Services-Bookkeep					645.00
804 · Professioanl services-Consult					
Bill	08/08/2023	40281	QUINN EVANS	Professional s...	14,500.00
Total 804 · Professioanl services-Consult					14,500.00
805 · Professional service-Computer					
Bill	08/08/2023	72172	THE LIBRARY NET...		1,300.00
Total 805 · Professional service-Computer					1,300.00
850 · Internet					
Bill	08/08/2023	8/13/2...	T-MOBILE	Hot Spots	268.74
Total 850 · Internet					268.74
851 · Telephone					
Bill	08/15/2023	17567	TELNET WORLDWI...		439.12
Total 851 · Telephone					439.12
880 · Marketing					
Bill	08/15/2023	1324	THE SALINE POST		320.00
Total 880 · Marketing					320.00
920 · Electricity					
Bill	08/15/2023	11113	DTE ENERGY - EL...		4,883.46
Total 920 · Electricity					4,883.46
921 · Gas					
Bill	08/15/2023	11112	DTE ENERGY - GAS		780.34
Total 921 · Gas					780.34
930 · Building Maintenance					
Bill	08/08/2023	86660...	WASTE MANAGEM...		233.30
Bill	08/08/2023	97513...	GRAINGER		9.83
Bill	08/08/2023	97507...	GRAINGER		4.61
Bill	08/08/2023	97512...	GRAINGER		31.57
Bill	08/08/2023	4199	MICHIGAN SOLAR ...	Troubleshoot,...	900.00
Bill	08/08/2023	180892	CHELSEA LUMBE...		14.80
Bill	08/08/2023	216756	WYANDOTTE ALA...		197.70
Bill	08/08/2023	BLR4...	MICHIGAN, STATE ...	Annual boiler i...	75.00
Bill	08/09/2023	BLR4...	MICHIGAN, STATE ...		75.00

Saline District Library Fund 101
Bill List
August 2023

Type	Date	Num	Name	Memo	Amount
Bill	08/29/2023	218995	WYANDOTTE ALA...		135.00
Bill	08/29/2023	83862	HOWLETT LOCK A...	Lock repair	117.50
Total 930 · Building Maintenance					1,794.31
934 · Equipment Maintenance					
Bill	08/08/2023	10151	ADVANCE COMPU...	Hard Drive Sh...	170.00
Bill	08/08/2023	50678...	RICOH USA, INC		10.50
Bill	08/08/2023	155029	NATIONAL TIME & ...		185.00
Bill	08/09/2023	6/10-7...	AMAZON CAPITAL ...		23.64
Total 934 · Equipment Maintenance					389.14
955 · Grants					
Bill	08/09/2023	8/14/2...	KEYBANK - NATIO...		188.13
Total 955 · Grants					188.13
958 · Dues					
Bill	08/08/2023	15589	MICHIGAN LIBRAR...	Katie Mitchell ...	85.00
Total 958 · Dues					85.00
964 · Tax Adjustment					
Bill	08/08/2023	20231...	WASHTENAW COU...		2,411.40
Total 964 · Tax Adjustment					2,411.40
965 · Bank Charges					
Check	08/03/2023			KB Merch fee	51.42
Check	08/03/2023			KB Merch fee	40.31
Check	08/08/2023			July Analysis f...	243.55
Total 965 · Bank Charges					335.28
981 · Books funded by friends					
Bill	08/29/2023	7/1-7/...	BAKER & TAYLOR		10.68
Total 981 · Books funded by friends					10.68
982.1 · Adult Fiction					
Bill	08/09/2023	6/10-7...	AMAZON CAPITAL ...		293.64
Bill	08/29/2023	7/1-7/...	BAKER & TAYLOR		3,149.70
Total 982.1 · Adult Fiction					3,443.34
982.15 · Large Print					
Bill	08/29/2023	7/1-7/...	BAKER & TAYLOR		571.28
Total 982.15 · Large Print					571.28
982.2 · Teen Fiction					

Saline District Library Fund 101
Bill List
August 2023

Type	Date	Num	Name	Memo	Amount
Bill	08/29/2023	7/1-7/...	BAKER & TAYLOR		785.59
Total 982.2 · Teen Fiction					785.59
982.3 · Youth Fiction					
Bill	08/29/2023	7/1-7/...	BAKER & TAYLOR		1,892.47
Total 982.3 · Youth Fiction					1,892.47
983.1 · Adult Nonfiction					
Bill	08/09/2023	6/10-7...	AMAZON CAPITAL ...		19.99
Bill	08/29/2023	7/1-7/...	BAKER & TAYLOR		1,502.83
Total 983.1 · Adult Nonfiction					1,522.82
983.15 · Reference					
Bill	08/08/2023	ORDU...	J.D. POWER	Used Car Gui...	252.00
Total 983.15 · Reference					252.00
983.2 · Teen Nonfiction					
Bill	08/29/2023	7/1-7/...	BAKER & TAYLOR		234.34
Total 983.2 · Teen Nonfiction					234.34
983.3 · Youth Nonfiction					
Bill	08/29/2023	7/1-7/...	BAKER & TAYLOR		2,240.73
Total 983.3 · Youth Nonfiction					2,240.73
984.1 · Audiobooks-Adult					
Bill	08/08/2023	7/1-7/...	MIDWEST TAPE		384.90
Total 984.1 · Audiobooks-Adult					384.90
984.2 · Audiobooks-Teen					
Bill	08/08/2023	7/1-7/...	MIDWEST TAPE		41.99
Total 984.2 · Audiobooks-Teen					41.99
984.3 · Audiobooks-Youth					
Bill	08/08/2023	7/1-7/...	MIDWEST TAPE		1,475.51
Bill	08/15/2023	100947	LIBRARY IDEAS LLC		43.08
Total 984.3 · Audiobooks-Youth					1,518.59
985.1 · DVDBlu Rays-Adult					
Bill	08/08/2023	7/1-7/...	MIDWEST TAPE		545.03
Bill	08/09/2023	6/10-7...	AMAZON CAPITAL ...		30.51
Total 985.1 · DVDBlu Rays-Adult					575.54

Saline District Library Fund 101
Bill List
August 2023

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
985.2 · DVD Blu Rays-Teen					
Bill	08/08/2023	7/1-7/...	MIDWEST TAPE		22.49
Total 985.2 · DVD Blu Rays-Teen					22.49
986.1 · Music CDs-Adult					
Bill	08/08/2023	7/1-7/...	MIDWEST TAPE		164.85
Total 986.1 · Music CDs-Adult					164.85
998 · Special Projects					
Bill	08/15/2023	40393	QUINN EVANS		25,000.00
Total 998 · Special Projects					25,000.00
TOTAL					188,720.14

**Saline District Library
Quarterly Investment Report
3rd Quarter Ending 8/31/2023**

Activity Summary	SubAgency Fund	Agency Fund	Total
6/1/2023 Beginning Balance	\$5,815,939.75	\$2,430,445.69	\$8,246,385.44
Cash/Securities Tranferred In	\$32,525.57		\$32,525.57
Dividends/Interest	\$29,548.13	\$12,532.02	\$42,080.15
Cash/Securities Transferred Out	(\$482,525.57)		(\$482,525.57)
Investment Fees	(\$6,034.51)	(\$2,584.54)	(\$8,619.05)
Net Change in Market Value	(\$55,861.10)	(\$33,818.33)	(\$89,679.43)
8/31/2023 Ending Balance	\$5,333,592.27	\$2,406,574.84	\$7,740,167.11

Holdings Summary	SubAgency Fund	Agency Fund	Total
6/1/2023 Principal Holdings			
U.S. Treasury Notes	\$5,610,704.85	\$2,271,678.65	\$7,882,383.50
Money Market Funds	\$200,109.90	\$150,548.27	\$350,658.17
Total Principal Holdings	\$5,810,814.75	\$2,422,226.92	\$8,233,041.67
Income Holdings			
Money Market Funds	\$5,125.00	\$8,218.77	\$13,343.77
Total Holdings	\$5,815,939.75	\$2,430,445.69	\$8,246,385.44
8/31/2023 Principal Holdings			
U.S. Treasury Notes	\$5,104,843.75	\$2,260,850.55	\$7,365,694.30
Money Market Funds	\$224,592.27	\$126,186.45	\$350,778.72
Total Principal Holdings	\$5,329,436.02	\$2,387,037.00	\$7,716,473.02
Income Holdings			
Money Market Funds	\$4,156.25	\$19,537.84	\$23,694.09
Total Holdings	\$5,333,592.27	\$2,406,574.84	\$7,740,167.11

Certificates of Deposit

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

**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	\$1,797,287	-1.50%
\$2,254,889,428	0.0005343		\$1,204,787	\$1,186,716	-1.50%
Total Revenue:			\$3,029,444	\$2,984,002	
				24.3% 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	\$1,797,287	-1.50%
\$2,254,889,428	0.00033		\$744,114	\$732,952	-1.50%
Total Revenue:			\$2,568,770	\$2,530,238	
				5.4% increased revenue over 2022/2023	
taxable value increase = 7.7%					

Saline District Library FY2023/2024 Budget
9/19/23 DRAFT #1

SUMMARY

Saline District Library Operating Revenue	Audited 2019/2020	Audited 2020/2021	Amended 2021/2022	Audited 2021/2022		Approved 2022/2023	Amended 2022/2023		Proposed 2023/2024	
Property Taxes										
Primary Millage						\$1,693,930			\$1,824,657	
Provision: Tax Delinquency						(50,818)			(27,370)	
2006 millage						690,802			744,115	
Provision: Tax Delinquency						(20,724)			(11,162)	
Total Property Taxes	\$2,145,583	\$2,193,985	\$2,256,209	\$2,256,208	88.2%	\$2,313,190	\$0	88.6%	\$2,530,240	91.1%
State & County Funding										
PPT Reimbursement	99,169	93,317	95,517	95,517	3.7%	96,900	0	3.7%	96,000	3.5%
State Aid	21,116	22,876	27,805	27,805	1.1%	28,400	0	1.1%	28,700	1.0%
Penal Fines	26,859	35,986	26,703	26,703	1.0%	25,000	0	1.0%	22,000	0.8%
Total State & County Funding	\$147,144	\$152,179	\$150,025	\$150,025	5.9%	\$150,300	\$0	5.8%	\$146,700	5.3%
Fines and Fees	13,394	15,578	19,428	20,116	0.8%	18,000	0	0.7%	9,700	0.3%
Library Services	2,463	1,316	4,400	4,772	0.2%	4,400	0	0.2%	4,500	0.2%
Donations	31,756	32,353	26,603	28,052	1.1%	25,000	0	1.0%	24,000	0.9%
Interest Income	118,388	80,728	147,075	84,182	3.3%	100,110	0	3.8%	61,460	2.2%
Miscellaneous/Other	28	173	13,451	13,453	0.5%	0	0	0.0%	0	0.0%
Total Operating Revenue	\$2,458,756	\$2,476,312	\$2,617,191	\$2,556,808	100.0%	\$2,611,000	\$0	100.0%	\$2,776,600	100.0%
Transfers			\$3,081	\$0		\$250,000	\$0		\$3,033,400	
Total General Fund Revenue	\$2,458,756	\$2,476,312	\$2,620,272	\$2,556,808		\$2,861,000	\$0		\$5,810,000	

Saline District Library FY2023/2024 Budget
9/19/23 DRAFT #1

SUMMARY

Saline District Library Operating Expenditures	Audited 2019/2020	Audited 2020/2021	Amended 2021/2022	Audited 2021/2022		Approved 2022/2023	Amended 2022/2023		Proposed 2023/2024	
Personnel	\$1,227,278	\$1,276,602	\$1,292,000	\$1,285,465	62.6%	\$1,578,500	\$0	60.5%	\$1,521,700	63.1%
Staff Development	8,503	9,276	13,900	13,486	0.7%	17,000	0	0.7%	17,000	0.7%
Supplies	23,793	18,302	26,100	26,376	1.3%	30,300	0	1.2%	31,900	1.3%
Programming	26,747	26,228	45,700	46,237	2.3%	56,500	0	2.2%	59,000	2.4%
Technology	47,111	37,548	62,559	54,982	2.7%	83,000	0	3.2%	72,000	3.0%
Professional Services	50,645	48,349	71,060	72,480	3.5%	88,400	0	3.4%	62,200	2.6%
Library Systems	14,386	38,363	39,568	38,583	1.9%	59,500	0	2.3%	50,800	2.1%
Online Access	46,811	48,396	63,600	64,400	3.1%	67,000	0	2.6%	65,000	2.7%
Marketing	4,820	10,054	15,000	11,491	0.6%	15,500	0	0.6%	16,000	0.7%
Insurance	22,000	19,988	17,000	16,074	0.8%	23,000	0	0.9%	18,000	0.7%
Utilities	72,236	78,915	72,596	72,530	3.5%	79,800	0	3.1%	77,000	3.2%
Building & Grounds	72,784	193,037	65,000	68,178	3.3%	147,000	0	5.6%	80,000	3.3%
Collections	246,416	252,366	265,300	263,817	12.9%	325,000	0	12.4%	332,900	13.8%
Miscellaneous	3,214	4,808	5,773	6,128	0.3%	7,500	0	0.3%	6,500	0.3%
Special Projects	20,141	0	3,831	12,424	0.6%	33,000	0	1.3%	0	0.0%
Total Operating Expenditures	\$1,886,885	\$2,062,232	\$2,058,987	\$2,052,651	100.0%	\$2,611,000	\$0	100.0%	\$2,410,000	100.0%
Special Projects: Renovation						<u>\$250,000</u>	<u>\$0</u>		<u>\$3,400,000</u>	
Total General Fund Expenditures						<u>2,861,000</u>	<u>0</u>		<u>\$5,810,000</u>	
Total Operating Revenue	\$2,458,756	\$2,476,312		\$2,556,808						
Investment Earnings/(Loss)	\$199,035	(\$233,011)		-\$952,999						
Total Revenue	<u>\$2,657,791</u>	<u>\$2,243,301</u>		<u>\$1,603,809</u>						
Total Operating Expenses	\$1,886,885	\$2,062,232		\$2,052,651						
Endowment Admin Charges	\$11,159	\$15,955		\$10,804						
Total Expenditures	<u>\$1,898,044</u>	<u>\$2,078,187</u>		<u>\$2,063,455</u>						
Net Change in Fund Balance	\$759,747	\$165,114		-\$459,646						
	<u>\$2,657,791</u>	<u>\$2,243,301</u>		<u>\$1,603,809</u>						

Saline District Library FY2023/2024 Budget
9/19/23 DRAFT #1

Saline District Library	Audited	Audited	Amended	Audited	Approved	Amended	Proposed
Operating Revenue	2019/2020	2020/2021	2021/2022	2021/2022	2022/2023	2022/2023	2023/2024
Property Taxes							
Primary Millage	\$2,145,583	\$2,193,985	\$2,256,209	\$2,256,208	\$1,693,930		1,824,657
Provision: Tax Delinquency					(50,818)		-27,370
2006 millage					690,802		744,115
Provision: Tax Delinquency					(20,724)		-11,162
Total Property Taxes	\$2,145,583	\$2,193,985	\$2,256,209	\$2,256,208	\$2,313,190		2,530,240
State & County Funding							
PPT Reimbursement	99,169	93,317	95,517	95,517	96,900		96,000
State Aid	21,116	22,876	27,805	27,805	28,400		28,700
Penal Fines	26,859	35,986	26,703	26,703	25,000		22,000
Total State & County Funding	\$147,144	\$152,179	\$150,025	\$150,025	\$150,300	\$0	\$146,700
Fines and Fees							
Overdue Fines	7,786	7,818	11,000	11,113	10,000		0
Non-Resident Cards	1,700	2,675	3,000	3,195	3,000		3,700
Card Replacement Fees	165	213	128	129	0		0
Materials Replacement Fees	3,743	4,872	5,300	5,679	5,000		6,000
Total Fines and Fees	\$13,394	\$15,578	\$19,428	\$20,116	\$18,000	\$0	\$9,700
Library Services							
Copiers	434	90	900	922	1,000		1,000
Printers	1,681	1,212	3,500	3,850	3,400		3,500
Fax	348	14	0	0	0		0
Total Library Services	\$2,463	\$1,316	\$4,400	\$4,772	\$4,400	\$0	\$4,500

Saline District Library FY2023/2024 Budget
9/19/23 DRAFT #1

Saline District Library Operating Revenue	Audited 2019/2020	Audited 2020/2021	Amended 2021/2022	Audited 2021/2022	Approved 2022/2023	Amended 2022/2023	Proposed 2023/2024
Donations							
Designated	700	250	1,028	1,028	1,000		1,000
Undesignated	7,575	6,696	7,575	7,576	4,000		5,000
Friends of the Library	23,481	25,407	18,000	17,848	20,000		18,000
Grants	0	0		1,600			
Total Donations	<u>\$31,756</u>	<u>\$32,353</u>	<u>\$26,603</u>	<u>\$28,052</u>	<u>\$25,000</u>	<u>\$0</u>	<u>\$24,000</u>
Interest Income							
General Account	283	27	75	127	110		1,500
CDs/Investments	8,030	339	0	0	0		0
Subagency Account	110,075	80,362	147,000	84,055	100,000		59,960
Total Interest	<u>\$118,388</u>	<u>\$80,728</u>	<u>\$147,075</u>	<u>\$84,182</u>	<u>\$100,110</u>	<u>\$0</u>	<u>\$61,460</u>
Miscellaneous/Other	\$28	\$173	\$13,451	\$13,453	\$0		0
Total Operating Revenue	<u><u>\$2,458,756</u></u>	<u><u>\$2,476,312</u></u>	<u><u>\$2,617,191</u></u>	<u><u>\$2,556,808</u></u>	<u><u>\$2,611,000</u></u>	<u><u>\$0</u></u>	<u><u>\$2,776,600</u></u>
Operating Transfers In					250,000		3,033,400
Transfers from Endowment			3,081				
Total Transfers			<u>3,081</u>	<u>0</u>	<u>250,000</u>	<u>0</u>	<u>3,033,400</u>
Total General Fund Revenue	<u><u>\$2,458,756</u></u>	<u><u>\$2,476,312</u></u>	<u><u>\$2,620,272</u></u>	<u><u>\$2,556,808</u></u>	<u><u>\$2,861,000</u></u>	<u><u>\$0</u></u>	<u><u>\$5,810,000</u></u>

Saline District Library FY2023/2024 Budget
9/19/23 DRAFT #1

Saline District Library	Audited	Audited	Amended	Audited	Approved	Amended	Proposed
Operating Expenditures	2019/2020	2020/2021	2021/2022	2021/2022	2022/2023	2022/2023	2023/2024
Personnel Expenses							
Salaries/Wages	\$1,048,599	\$1,103,881	\$1,105,000	\$1,101,540	\$1,300,000		1,250,000
FICA	78,883	83,068	83,000	82,895	97,500		93,700
Heath Insurance	58,004	57,994	74,000	49,430	120,000		119,000
Health Reimbursement				19,712	21,000		21,000
Retirement	41,792	31,659	30,000	31,888	40,000		38,000
Total Fringe Costs	<u>\$178,679</u>	<u>\$172,721</u>	<u>\$187,000</u>	<u>\$183,925</u>	<u>\$278,500</u>	<u>\$0</u>	<u>\$271,700</u>
Total Personnel Costs	\$1,227,278	\$1,276,602	\$1,292,000	\$1,285,465	\$1,578,500	\$0	\$1,521,700
Staff Development							
Professional Dues	3,810	3,809	4,800	4,385	5,000		5,000
Travel	1,823	598	3,500	3,564	4,000		4,000
Continuing Education	2,870	4,869	5,600	5,537	8,000		8,000
Total Staff Development	<u>\$8,503</u>	<u>\$9,276</u>	<u>\$13,900</u>	<u>\$13,486</u>	<u>\$17,000</u>	<u>\$0</u>	<u>\$17,000</u>
Supplies							
Office	5,917	5,222	5,700	5,465	6,500		6,500
Youth Supplies	0	1,093	1,100	1,251	1,600		1,600
Cartridges	2,796	3,217	3,200	3,381	4,500		4,500
Cleaning	3,509	3,159	4,600	4,715	5,000		6,500
Postage	440	229	500	499	500		600
Processing Supplies	11,131	5,382	10,850	10,915	12,000		12,000
Petty Cash	0	0	150	150	200		200
Total Supplies	<u>\$23,793</u>	<u>\$18,302</u>	<u>\$26,100</u>	<u>\$26,376</u>	<u>\$30,300</u>	<u>\$0</u>	<u>\$31,900</u>
Programming							
Youth Programs	5,980	3,850	13,500	12,514	18,000		19,000
Adult Programs	13,045	13,337	17,500	17,523	21,000		20,000
Teen Programs	7,722	9,041	10,500	12,114	12,000		12,000
Programs Funded by Friends	0	0	4,200	4,086	5,500		8,000
Total Programming	<u>\$26,747</u>	<u>\$26,228</u>	<u>\$45,700</u>	<u>\$46,237</u>	<u>\$56,500</u>	<u>\$0</u>	<u>\$59,000</u>

Saline District Library FY2023/2024 Budget
9/19/23 DRAFT #1

Saline District Library Operating Expenditures	Audited 2019/2020	Audited 2020/2021	Amended 2021/2022	Audited 2021/2022	Approved 2022/2023	Amended 2022/2023	Proposed 2023/2024
Technology							
Equipment	22,636	12,055	15,000	12,243	33,000		30,000
Equipment Maintenance	5,145	5,898	21,000	10,026	24,000		12,000
Technology Support	19,330	19,595	26,559	32,713	26,000		30,000
Total Technology	\$47,111	\$37,548	\$62,559	\$54,982	\$83,000	\$0	\$72,000
Professional Services							
Legal	3,023	3,003	900	887	3,000		3,000
Bookkeeping	7,740	7,740	7,740	7,740	8,000		11,300
Audit	20,680	21,300	22,310	22,310	23,000		24,000
Consultants	14,777	8,542	34,000	33,724	45,000		14,000
Computer Consultants	899	4,547	2,000	3,742	5,000		5,000
Bank Charges	2,907	2,908	3,800	3,767	4,000		4,500
Tax Collection	619	309	310	310	400		400
Total Professional Services	\$50,645	\$48,349	\$71,060	\$72,480	\$88,400	\$0	\$62,200
Library Systems							
Cooperative Fees	3,495	3,496	3,495	3,494	4,000		3,600
Polaris	10,796	34,544	35,848	34,891	55,000		47,000
MeLCat Reimbursements	95	323	225	198	500		200
Total Library Systems Fees	\$14,386	\$38,363	\$39,568	\$38,583	\$59,500	\$0	\$50,800
Online Access							
Internet Access	12,994	14,648	21,000	20,703	24,000		21,000
Online Resources	33,817	33,748	42,600	43,697	43,000		44,000
Total Online Access	\$46,811	\$48,396	\$63,600	\$64,400	\$67,000	\$0	\$65,000
Marketing	\$4,820	\$10,054	\$15,000	\$11,491	\$15,500		\$16,000
Insurance	\$22,000	\$19,988	\$17,000	\$16,074	\$23,000		\$18,000

Saline District Library FY2023/2024 Budget
9/19/23 DRAFT #1

Saline District Library Operating Expenditures	Audited 2019/2020	Audited 2020/2021	Amended 2021/2022	Audited 2021/2022	Approved 2022/2023	Amended 2022/2023	Proposed 2023/2024
Utilities							
Telephone	5,638	3,704	5,250	5,184	5,800		5,500
Electricity	53,789	62,166	47,500	47,500	48,000		47,500
Gas	8,845	9,369	15,466	15,466	18,000		18,000
Water	3,964	3,676	4,380	4,380	8,000		6,000
Total Utilities	\$72,236	\$78,915	\$72,596	\$72,530	\$79,800	\$0	\$77,000
Building & Grounds							
Capital Improvement	0	137,484	0	0	50,000		0
Furniture	10,544	117	4,000	4,245	30,000		5,000
Building Maintenance	26,816	23,887	26,000	30,182	30,000		30,000
Grounds Maintenance	35,424	31,549	35,000	33,751	37,000		45,000
Total Building & Grounds	\$72,784	\$193,037	\$65,000	\$68,178	\$147,000	\$0	\$80,000
Collections: Print Materials							
Adult Fiction	42,438	28,737	28,800	30,487	35,000		35,000
Adult Nonfiction	28,880	30,443	27,000	29,896	35,000		35,000
Large Print	5,530	6,784	7,900	7,890	9,000		9,000
Reference	4,141	3,453	3,500	3,249	4,000		4,000
Total Adult Books	\$80,989	\$69,417	\$67,200	\$71,522	\$83,000	\$0	\$83,000
Teen Fiction		8,175	7,600	8,496	10,000		10,000
Teen Nonfiction			2,300	3,244	4,000		4,500
Total Teen Books	\$0	\$8,175	\$9,900	\$11,740	\$14,000	\$0	\$14,500
Youth Fiction			18,000	21,504	23,000		25,000
Youth Nonfiction			11,500	12,849	15,000		15,000
Total Youth Books	\$21,028	\$25,833	\$29,500	\$34,353	\$38,000	\$0	\$40,000
Books Funded by Friends	1,123	1,168	1,700	1,730	2,000		2,000
Total Books	\$103,140	\$104,593	\$108,300	\$119,345	\$137,000	\$0	\$139,500

Saline District Library FY2023/2024 Budget
9/19/23 DRAFT #1

Saline District Library Operating Expenditures	Audited 2019/2020	Audited 2020/2021	Amended 2021/2022	Audited 2021/2022	Approved 2022/2023	Amended 2022/2023	Proposed 2023/2024
Periodicals	\$12,942	\$3,475	\$11,600	\$16,771	\$12,000		\$10,000
Collections: Multimedia							
Adult Audiobooks	15,294	17,993	8,800	5,259	14,000		8,000
Adult DVDs	12,389	15,710	11,800	8,780	17,000		12,000
Adult CDs	1,776	2,002	2,100	2,006	2,500		2,000
Total Adult Multimedia	<u>\$29,459</u>	<u>\$35,705</u>	<u>\$22,700</u>	<u>\$16,045</u>	<u>\$33,500</u>	\$0	<u>\$22,000</u>
Teen Audiobooks			4,600	4,604	6,000		4,500
Teen DVDs			700	708	500		500
Total Teen Multimedia			<u>\$5,300</u>	<u>\$5,312</u>	<u>\$6,500</u>	\$0	<u>\$5,000</u>
Youth Audiobooks			5800	3594	6200		6,500
Youth DVDs			2350	1619	2600		2,600
Youth CDs			350	315	200		200
Total Youth Multimedia	<u>\$8,542</u>	<u>\$8,819</u>	<u>\$8,500</u>	<u>\$5,528</u>	<u>\$9,000</u>	\$0	<u>\$9,300</u>
Total Multimedia	<u>\$38,001</u>	<u>\$44,524</u>	<u>\$36,500</u>	<u>\$26,885</u>	<u>\$49,000</u>	\$0	<u>\$36,300</u>
ETC Collections							
Realia	84	0	300	294	2,000		2,100
ETC - Adult	1,390	334	800	648	3,000		3,000
ETC - Youth	69	0	800	898	2,000		2,000
Total ETC Collections	<u>\$1,543</u>	<u>\$334</u>	<u>\$1,900</u>	<u>\$1,840</u>	<u>\$7,000</u>	\$0	<u>\$7,100</u>
Total Print Materials	<u>\$116,082</u>	<u>\$108,068</u>	<u>\$119,900</u>	<u>\$136,116</u>	<u>\$149,000</u>	\$0	<u>\$149,500</u>
Total Physical Collections	<u>\$155,626</u>	<u>\$152,926</u>	<u>\$158,300</u>	<u>\$164,841</u>	<u>\$205,000</u>	\$0	<u>\$192,900</u>
eLibrary/Downloadables	\$90,790	\$99,440	\$107,000	\$98,976	\$120,000		\$140,000
Total Collections	<u>\$246,416</u>	<u>\$252,366</u>	<u>\$265,300</u>	<u>\$263,817</u>	<u>\$325,000</u>	\$0	<u>\$332,900</u>

Saline District Library FY2023/2024 Budget
9/19/23 DRAFT #1

Saline District Library Operating Expenditures	Audited 2019/2020	Audited 2020/2021	Amended 2021/2022	Audited 2021/2022	Approved 2022/2023	Amended 2022/2023	Proposed 2023/2024
Miscellaneous	2,593	2,495	1,200	1,056	3,000		2,000
Misc. Funded by Friends				477	0		0
Tax Adjustments	621	2,313	4,573	4,595	4,500		4,500
Total Miscellaneous	<u>\$3,214</u>	<u>\$4,808</u>	<u>\$5,773</u>	<u>\$6,128</u>	<u>\$7,500</u>	\$0	<u>\$6,500</u>
Special Projects	20,141	0	750	8,250	33,000		0
Endowment Projects			3,081	4,174	0		0
Total Special Projects	<u>\$20,141</u>	<u>\$0</u>	<u>\$3,831</u>	<u>\$12,424</u>	<u>\$33,000</u>	\$0	<u>\$0</u>
Total Operating Expenditures	<u><u>\$1,886,885</u></u>	<u><u>\$2,062,232</u></u>	<u><u>\$2,058,987</u></u>	<u><u>\$2,052,651</u></u>	<u><u>\$2,611,000</u></u>	<u><u>\$0</u></u>	<u><u>\$2,410,000</u></u>
Special Projects: Renovations					\$250,000		\$3,400,000
Total General Fund Expenditures					<u><u>\$2,861,000</u></u>	<u><u>\$0</u></u>	<u><u>\$5,810,000</u></u>

FY 2023/2024 1st DRAFT BUDGET NOTES: 9/19/23

REVENUE

Overall revenue is expected to be higher (approximately 6.3%) for this fiscal year which is a bit lower this year when compared with the overall taxable value increase of 7.7%.

- Tax revenue is based on millage rates of .8092 and .33, which held steady from last year. The delinquency percentage has been reduced from 3% to 1.5% to more accurately reflect collected tax revenues.
- PPT Reimbursement and State Aid figures have not yet been finalized by the State of Michigan.
- Penal fines continue to be unpredictable, so the estimate for next year is still conservative.
- Fines and fees are reduced, as this budget eliminates overdue fines. They are not needed, as they comprise only 0.3% of the overall budget, and many public libraries have gone fine-free.
- Donations continue to be consistent from the Friends. While lower than previous years, other donations were about what was expected this year, but we are seeing a shift to more designated donations.
- Library services revenue is expected to remain steady.
- Interest income, which increased dramatically in 2022, is expected to be lower due to the use of designated fund balances for long-term projects.
- Significant transfer of funds from the investment accounts will be needed to complete the renovation project. Both the transfer revenue and the project expenditures are kept separate from the operating revenue and expenditures so as to not skew budget percentages.

EXPENDITURES

- The Pay Structure Review and Recommendations from ElementOne indicate a much more modest increase in salaries across the board this year, with the top two grades remaining the same and an average overall increase for SDL of 0.7%. This year's budget was on the high side.
- Health insurance costs are based on the potential for all eligible staff to take advantage of this benefit, though not all of them currently do. A rate increase is expected, but the overall total should be lower, as it was budgeted on the high side this year.
- All other personnel expenditures will be updated in the next budget draft once salaries are updated.
- Staff development costs should remain steady.
- Most supplies expenses are remaining steady, but cleaning supplies have increased.
- Program budgets remain consistent with this year but have been adjusted to more accurately reflect departmental spending. The new Programs Funded by the Friends line item will grow more accurate each year it is used.
- Professional services are reduced as construction management and architect fees move to Special Projects: Renovation.
- Technology, library systems, and online access are expected to remain steady or decrease slightly.
- Marketing and outreach are significant parts of the 2022-2026 Strategic Plan, so funds remain dedicated to these areas at a higher level than in past years.
- Utilities and insurance costs are expected to remain steady or decrease slightly. Insurance was budgeted on the high side this year.
- Building & grounds costs are significantly lower because capital improvements and most furniture costs are included under Special Projects: Renovation in this year's budget. Significant changes to the building will be covered by the dedicated fund balance that has been in reserve for Building Improvement.
- Grounds maintenance was higher than expected this year and has been adjusted accordingly.
- Collection budgets have been adjusted based on the current year's expenditures and collection plans and requests from department heads.
- Special projects outside of the major renovation expenditures are not anticipated.



**Library Director's Report
Submitted by Karrie Waarala
September 19, 2023**

- Updates to the Library Renovation and Site Improvement Project include:
 - Our core project team of Aaron Phillips from McCarthy & Smith and Ann Dilcher, Edward Nakhle, Chris Mueller, and Fatima Beacham came to SDL on September 14 to meet with myself, Jessica Lash, and Matt Siegert to review the first draft of the Schematic Design Estimate Package. As was to be expected, the total cost with estimate breakdowns was significantly higher than the original predicted project cost included in Quinn Evans' proposal accepted at the March 2023 Library Board meeting. This can be attributed to two factors: 1) Quinn Evans' subsequent designs have incorporated additional details based on library staff input, and 2) Estimates are now more precise with a construction management firm on the project. We collectively discussed options for reducing the costs but maintaining the integrity of the design elements.
 - Quinn Evans and McCarthy & Smith will present the next draft of the Schematic Design Estimate Package to the Building & Grounds Committee at the October 11 meeting, and to the Library Board at the October 17 meeting.
 - Prior to the September 14 meeting, Quinn Evans prepared a site plan and renderings for the site improvements based on input from the Management Team. That site plan is included in the Library Board meeting packet; however, based on the cost saving options discussed at the meeting, it will be undergoing changes to reduce costs.
 - Library staff had the opportunity earlier this year to try out different office task chairs so that we could select the most popular among staff members. Based on the results, Jessica Lash and I met with Fatima Beacham to finalize chair selections. We have ordered some of the new chairs early, as several staff members are in need of new chairs now.
- SDL has once again been voted Favorite Library Branch in the [Ann Arbor Family Press 2023 Family Favorites](#). This makes our 5th year in a row to earn this distinction among community members.

- The League of Women Voters-Washtenaw County has asked SDL to partner as sponsors of a Saline City Council Candidate Forum. The forum will take place via Zoom and will be moderated by LWV-WC volunteers, and SDL will make the recorded forum available to the public online via our social media channels. SDL has partnered with LWV-WC as a site for voter registration on [National Voter Registration Day](#).
- On August 29 I met with administrators from the City of Saline, Saline Police Department, Pittsfield Police Department, Saline Area Schools, and other community stakeholders to discuss a shared process for emergency notification. It was determined that there is no foolproof way to share information quickly in the midst of an actual emergency. However, the City is moving forward with plans to use Everbridge for emergency alerts.
- SDL will be using a new annual performance review model beginning this fall. The Staff Excellence Committee reviewed samples from several libraries, and the Management Team adapted the unanimous favorite. This new model does away with the numbered ranking system, incorporates feedback from staff members, and makes goal-setting a shared experience between employees and their supervisors.
- Two applicants were offered the Part-Time Building Monitor position, but it remains unfilled. Due to the difficulty in filling this position, the Management Team is currently examining other options, such as including monitoring shifts as duties in other positions(s) at SDL, or expanding the position beyond 10 hours/week during the school year. Fortunately, our previous Building Monitor, Dave Woodington, is helping with the after school shifts until a solution is reached. My thanks to both Dave for his willingness to help and to Support Services Arlene Wall for adjusting Dave's Library Assistant hours to make this happen.
- I represented SDL at the 5th Corner Chili Cook-Off on September 10. Twelve organizations provided chili for the competition, with 10% of the proceeds going to charities selected by the two winning organizations. While my recipe did not win funds for the Friends of the Saline District Library, it was good to be involved in this community event.
- Recent comments from patrons include:
 - A patron told library staff how much they love the SeeDLibrary and even shared photos of the vegetables they had grown.
 - "I love the book bundles in the Youth Department! When I am in a hurry, I can just pick up one of these and know my kid will love them."
 - The parent of a 3-year-old who participated in the [Tiny Art Show](#) this summer said, "She was so excited to be part of it. Every time we came to the library when it was on display, she had to go see it in the display cabinet." Kudos to librarians Kimberley Rowe and Katie Mitchell for coordinating the Tiny Art Show.

Saline District Library

Saline, Michigan

Pay Structure Review and Recommendations for FY2024

Edmund B. Ura
Erin M. Roberts
ElementOne Consulting, Inc.
Royal Oak, MI

September 8, 2023



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Saline District Library
Pay Structure Review & Recommendations for FY2024 – September 8, 2023

SUMMARY

This report contains the results of our study of competitive compensation levels for Saline District Library (SDL), and our recommended pay ranges for the upcoming fiscal year ending November 30, 2024.

The recommended pay structure reflects an expressed desire by the Library in 2020 to not only be competitive in the market but also adopt a philosophy of increasing their internal minimum wage to a number consistent with the MIT living wage calculator. For FY2021 the Washtenaw County calculator was used, however, in FY2023 this was changed to the Detroit Metropolitan Area calculator as MIT changed its methodology and the Detroit Metro cut was found to be more appropriate. For FY2024, we used the strategy consistent with that used in FY2023. As was the case last year, this year, it appears the natural forces have not kept up with the living wage numbers and once again the structure is based off of the new living wage number for one single adult with no children at \$16.43 per hour and this has been set at the minimum of Grade 2.

The recommended ranges increase at an average rate of about 0.8%, ranging from 1.6% in Grade 2 and decreasing to no change in Grades 18 or 19. The minimum of Grade 1A once again is set to \$12 per hour which reflects the original intended increase to the Michigan State minimum wage, thus Grade 1A does not change while Grade 1C increases by 1.1%. This update was conducted using a projected fiscal year revenue of \$2.6 million, an increase from the FY2023 number of \$2.5 million.

The recommendations for FY2024 reflect the stated goal of SDL to continue to be competitive. Decisions on actual increases for individuals should be made based on the Library's own financial situation and ability to pay.

PROCESS

The Saline District Library pay grades and ranges are based on an approach that considers three aspects of pay:

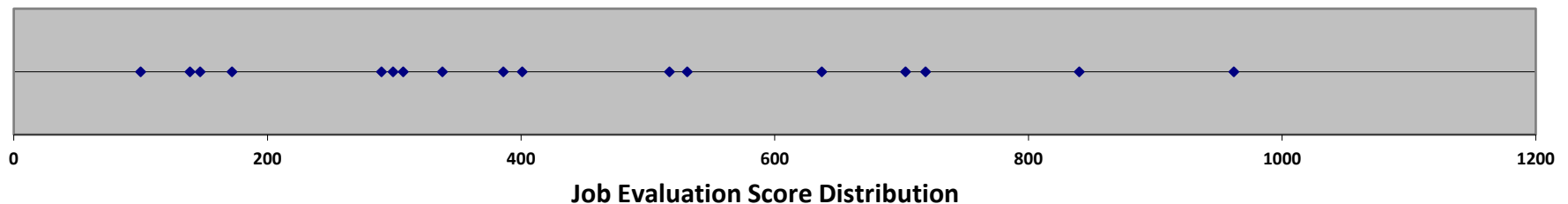
- The contribution of jobs to the organization, as measured by the job evaluation plan
- The competitive market for jobs, determined by research into labor market studies, and
- The ability of individuals to perform the specific duties and responsibilities of their jobs

Job Evaluation

The job evaluation program assesses the contribution of jobs to the organization by looking at various characteristics, namely:

- Knowledge, skills & ability
- Problem solving
- Scope of authority & decision making
- Communications & contacts
- Impact of work performance

Each of the characteristics above is defined through a series of ever-increasing definitions of complexity and every position at SDL has been reviewed and evaluated using this criteria. Once the individual points have been determined they are added together to give each job an overall score. Jobs with similar scores are then placed in the same pay grade. Any new jobs and thus job evaluations at SDL since the original program was implemented have been incorporated in our analysis. The distribution of scores, including changes reported to ElementOne by SDL, is illustrated below:



The number of ranges was originally determined by looking at the number of “job groupings” based on total point scores, ensuring that jobs which represented “promotions” would be separated, and then dividing the range of total scores into grades to accommodate these groupings and provide for growth and development of new jobs.

METHODOLOGY

Competitive Market Data

Each year, ElementOne conducts a review of published surveys to determine, for as many jobs as possible, the prevailing “market rate.” The market for each job is defined in terms of the geographic area in which recruiting typically takes place, the industry in which Saline District Library likely competes for employees, as well as similar sized organizations with whom SDL is fiscally able to compete. The review for FY2024 was based on an estimated \$2.6 million in revenue.

It is important to note that market data is based on the “cost of labor” in a given area, rather than the “cost of living.” Different geographic areas may have higher or lower costs for items such as housing; however, this does not necessarily translate to different levels of pay. Additionally, changes in the market rates reflect changes in what employers are paying, and will not necessarily reflect changes in the cost of living as measured by the Consumer Price Index.

The surveys selected are based on their consistent publication, sufficient sample size and ability to provide segments of data that reflect the real markets in which SDL competes for talent. This year, the review included the following studies:

- American Library Association, Public Librarian Salary Survey
- Bureau of Labor Statistics, Metropolitan Area Compensation Study
- Detroit Suburban Library Roundtable, Statistics Compilation Report
- Economic Research Institute, Salary Assessor
- Michigan Public Library Statistics

Data from the surveys was used for as many of the SDL jobs as possible. In each survey, the data is “projected” to a common date (June 1, 2024, the middle of the fiscal year) based on reported actual and planned increases to market rates. A simple average of the sources was calculated that represents the market rate for each job.

Pay Range Development

The pay ranges are developed using a single regression process in which the internal evaluation scores are the “independent” variable and the labor market rates are the “dependent” variable. The resulting equation, or “payline,” serves as the means for developing the midpoint of each range. The range of pay, and resulting pay levels, are derived mathematically from the midpoint. Displayed below in black is the payline from which the original structure update was created and the red payline is the mathematical model from which the ranges with the new MIT minimum wage are calculated. Essentially this new payline hinges at the top rate which is that for the CEO.



Individual Pay Based on Contributions

The pay ranges are designed to ensure that employees are paid based on their contributions to SDL. The organization uses its performance appraisal and contribution assessment methodology to determine target pay; current pay is then compared to the target to determine if adjustments are warranted.

Saline District Library
Pay Structure Review & Recommendations for FY2024 – September 8, 2023

Pay Ranges

The chart below displays the hourly midpoints for each grade for the FY2023 as compared to the current FY2024 recommendations. In between the midpoint column is the percent difference between the midpoints.

Grade	Midpoint for FY2024	% Change from FY2023	Midpoint for FY2023
19	55.48	0.0%	55.48
18	47.36	0.0%	47.36
17	41.83	0.2%	41.73
16	36.92	0.4%	36.78
15	33.61	0.6%	33.41
14	31.59	0.6%	31.39
13	29.66	0.7%	29.47
12	27.88	0.9%	27.64
11	26.20	0.9%	25.96
10	24.62	1.0%	24.38
9	23.46	1.0%	23.22
8	22.79	1.3%	22.50
7	22.07	1.1%	21.83
6	21.39	1.4%	21.11
5	20.72	1.2%	20.48
4	20.10	1.2%	19.86
3	19.47	1.3%	19.23
2	18.89	1.6%	18.61
1C	17.12	1.1%	16.92
1B	15.29	0.6%	15.19
1A	13.51	0.0%	13.51

Pay Grade Assignments

As jobs change and evolve, the job evaluation plan will generate new point totals, which may result in pay grade reassignments. In addition, when new jobs are created they will also be evaluated and assigned to an existing pay grade. These evaluations are designed to be administered by SDL with occasional assistance by ElementOne.

Individual Pay Adjustments

The pay administration program provides guidance for individual increases. Employees are assessed based on their ability to perform the specific functions outlined in their job descriptions. Once an employee is able to perform every job function at the performance levels expected by SDL, their target pay will be in the “Mastery” portion of the ranges, formerly known as “Zone 3,” which represents a position in which pay is both externally competitive and fully in line with the organization’s objectives. Most employees will master their job over time; many will spend several years in a developmental mode and will be paid the “Developing” portion of the range, formerly “Zone 2”. Occasionally employees whose performance is far above expectations will be paid in the “Added Value” (Zone 4) portion or, in very rare and exceptional cases, paid in the “Unique” part of the range.

FINDINGS & RECOMMENDATIONS FOR FY2024

Pay Structure Update for FY2024

Based on the market data, and using the philosophy adopted by the organization in 2007, ElementOne has prepared a set of recommended pay ranges for Saline District Library for FY2024. The majority of SDL positions are included in the recommended FY2024 structure.

The recommended pay structure reflects an expressed desire by the Library in 2020 to not only be competitive in the market but also adopt a philosophy of increasing their internal minimum wage to a number consistent with the MIT living wage calculator. For FY2021 the Washtenaw County calculator was used, however, in FY2023 this was changed to the Detroit Metropolitan Area calculator as MIT changed its methodology and the Detroit Metro cut was found to be more appropriate. For FY2024, we used the strategy consistent with that used in FY2023. As was the case last year, this year, it appears the natural forces have not kept up with the living wage numbers and once again the structure is based off of the new living wage number for one single adult with no children at \$16.43 per hour and this has been set at the minimum of Grade 2.

The recommended ranges increase at an average rate of about 0.8%, ranging from 1.6% in Grade 2 and decreasing to no change in Grades 18 or 19. The minimum of Grade 1A once again is set to \$12 per hour which reflects the original intended increase to the Michigan State minimum wage, thus Grade 1A does not change while Grade 1C increases by 1.1%. This update was conducted using a projected fiscal year revenue of \$2.6 million, an increase from the FY2023 number of \$2.5 million.

Because the pay ranges represent the actual “reality” in which SDL must compete, ElementOne recommends that the organization implement the recommended ranges for the upcoming year.

Saline District Library
Pay Structure Review & Recommendations for FY2024

Exhibit 1 - Recommended Base Pay Structure Ranges for FY2024 (9/8/2023) - Living Wage

Grade	Point Range		Entry		Mastery		Unique		
	Low	High	Minimum	Developing	Midpoint	Added Value	Maximum		
ANNUAL AMOUNTS									
19	900	1000	88,800	99,500	110,100	115,400	120,800	131,400	142,100
18	800	899	77,300	85,800	94,300	98,500	102,800	111,300	119,800
17	700	799	68,200	75,700	83,200	87,000	90,700	98,200	105,700
16	600	699	60,200	66,800	73,400	76,800	80,100	86,700	93,300
15	550	599	55,900	61,500	67,100	69,900	72,700	78,300	83,900
14	500	549	52,600	57,900	63,100	65,700	68,400	73,600	78,900
13	450	499	49,400	54,300	59,300	61,700	64,200	69,200	74,100
12	400	449	47,300	51,600	55,800	58,000	60,100	64,300	68,600
11	350	399	44,500	48,500	52,500	54,500	56,500	60,500	64,500
10	300	349	41,800	45,600	49,300	51,200	53,100	56,800	60,600
9	275	299	40,700	44,000	47,200	48,800	50,500	53,700	57,000
8	250	274	39,500	42,700	45,800	47,400	49,000	52,100	55,300
7	225	249	38,300	41,400	44,400	45,900	47,500	50,500	53,600
6	200	224	37,100	40,100	43,000	44,500	46,000	48,900	51,900
5	175	199	36,700	39,300	41,800	43,100	44,400	46,900	49,500
4	150	174	35,600	38,100	40,600	41,800	43,100	45,600	48,100
3	125	149	34,500	36,900	39,300	40,500	41,800	44,200	46,600
2	100	124	34,200	36,300	38,300	39,300	40,400	42,400	44,500
1C	--	--	31,000	32,900	34,700	35,600	36,600	38,400	40,300
1B	--	--	27,700	29,400	31,000	31,800	32,700	34,300	36,000
1A	--	--	24,960	26,200	27,500	28,100	28,700	30,000	31,200

Saline District Library
Pay Structure Review & Recommendations for FY2024

Exhibit 1 - Recommended Base Pay Structure Ranges for FY2024 (9/8/2023) - Living Wage

Grade	Point Range		Entry		Mastery		Unique		
	Low	High	Minimum	Developing	Midpoint	Added Value	Maximum		
HOURLY AMOUNTS									
19	900	1000	42.69	47.84	52.93	55.48	58.08	63.17	68.32
18	800	899	37.16	41.25	45.34	47.36	49.42	53.51	57.60
17	700	799	32.79	36.39	40.00	41.83	43.61	47.21	50.82
16	600	699	28.94	32.12	35.29	36.92	38.51	41.68	44.86
15	550	599	26.88	29.57	32.26	33.61	34.95	37.64	40.34
14	500	549	25.29	27.84	30.34	31.59	32.88	35.38	37.93
13	450	499	23.75	26.11	28.51	29.66	30.87	33.27	35.63
12	400	449	22.74	24.81	26.83	27.88	28.89	30.91	32.98
11	350	399	21.39	23.32	25.24	26.20	27.16	29.09	31.01
10	300	349	20.10	21.92	23.70	24.62	25.53	27.31	29.13
9	275	299	19.57	21.15	22.69	23.46	24.28	25.82	27.40
8	250	274	18.99	20.53	22.02	22.79	23.56	25.05	26.59
7	225	249	18.41	19.90	21.35	22.07	22.84	24.28	25.77
6	200	224	17.84	19.28	20.67	21.39	22.12	23.51	24.95
5	175	199	17.64	18.89	20.10	20.72	21.35	22.55	23.80
4	150	174	17.12	18.32	19.52	20.10	20.72	21.92	23.13
3	125	149	16.59	17.74	18.89	19.47	20.10	21.25	22.40
2	100	124	16.44	17.45	18.41	18.89	19.42	20.38	21.39
1C	--	--	14.90	15.82	16.68	17.12	17.60	18.46	19.38
1B	--	--	13.32	14.13	14.90	15.29	15.72	16.49	17.31
1A	--	--	12.00	12.60	13.22	13.51	13.80	14.42	15.00

Saline District Library
Pay Structure Review & Recommendations for FY2024

Exhibit 2 - Recommended Base Pay Structure for FY2024 (9/8/2023) - Living Wage

Grade	Eval. Score		Job Title	Job Score	Entry		Mastery		Unique		
	Low	High			Minimum	Developing	Midpoint	Added Value	Maximum		
ANNUAL AMOUNTS											
19	900	1000	Director	962	88,800	99,500	110,100	115,400	120,800	131,400	142,100
18	800	899	Assistant Director	840	77,300	85,800	94,300	98,500	102,800	111,300	119,800
17	700	799	Head of Adult Services Head of Youth Services	719 703	68,200	75,700	83,200	87,000	90,700	98,200	105,700
16	600	699	Technology Manager	637	60,200	66,800	73,400	76,800	80,100	86,700	93,300
15	550	599	no jobs assigned	--	55,900	61,500	67,100	69,900	72,700	78,300	83,900
14	500	549	Librarian II Support Services Manager	517 531	52,600	57,900	63,100	65,700	68,400	73,600	78,900
13	450	499	no jobs assigned	--	49,400	54,300	59,300	61,700	64,200	69,200	74,100
12	400	449	Librarian I	401	47,300	51,600	55,800	58,000	60,100	64,300	68,600
11	350	399	Administrative Assistant Facilities Coordinator	386 374	44,500	48,500	52,500	54,500	56,500	60,500	64,500
10	300	349	Cataloger Substitute Librarian	307 338	41,800	45,600	49,300	51,200	53,100	56,800	60,600
9	275	299	Adult Assistant Youth Assistant	290 290	40,700	44,000	47,200	48,800	50,500	53,700	57,000
8	250	274	no jobs assigned	--	39,500	42,700	45,800	47,400	49,000	52,100	55,300
7	225	249	no jobs assigned	--	38,300	41,400	44,400	45,900	47,500	50,500	53,600
6	200	224	no jobs assigned	--	37,100	40,100	43,000	44,500	46,000	48,900	51,900
5	175	199	no jobs assigned	--	36,700	39,300	41,800	43,100	44,400	46,900	49,500
4	150	174	Library Assistant	172	35,600	38,100	40,600	41,800	43,100	45,600	48,100
3	125	149	Building Monitor Substitute Library Assistant Youth Desk Aide	139 127 147	34,500	36,900	39,300	40,500	41,800	44,200	46,600
2	100	124	Custodian	109	34,200	36,300	38,300	39,300	40,400	42,400	44,500
1C	--	--	no jobs assigned	--	31,000	32,900	34,700	35,600	36,600	38,400	40,300
1B	--	--	no jobs assigned	--	27,700	29,400	31,000	31,800	32,700	34,300	36,000
1A	--	--	Page	100	24,960	26,200	27,500	28,100	28,700	30,000	31,200

Saline District Library
Pay Structure Review & Recommendations for FY2024

Exhibit 2 - Recommended Base Pay Structure for FY2024 (9/8/2023) - Living Wage

Grade	Eval. Score		Job Title	Job Score	Entry		Mastery		Unique		
	Low	High			Minimum	Developing	Midpoint	Added Value	Maximum		
HOURLY AMOUNTS											
19	900	1000	Director	962	42.69	47.84	52.93	55.48	58.08	63.17	68.32
18	800	899	Assistant Director	840	37.16	41.25	45.34	47.36	49.42	53.51	57.60
17	700	799	Head of Adult Services Head of Youth Services	719 703	32.79	36.39	40.00	41.83	43.61	47.21	50.82
16	600	699	Technology Manager	637	28.94	32.12	35.29	36.92	38.51	41.68	44.86
15	550	599	no jobs assigned	--	26.88	29.57	32.26	33.61	34.95	37.64	40.34
14	500	549	Librarian II Support Services Manager	517 531	25.29	27.84	30.34	31.59	32.88	35.38	37.93
13	450	499	no jobs assigned	--	23.75	26.11	28.51	29.66	30.87	33.27	35.63
12	400	449	Librarian I	401	22.74	24.81	26.83	27.88	28.89	30.91	32.98
11	350	399	Administrative Assistant Facilities Coordinator	386 374	21.39	23.32	25.24	26.20	27.16	29.09	31.01
10	300	349	Cataloger Substitute Librarian	307 338	20.10	21.92	23.70	24.62	25.53	27.31	29.13
9	275	299	Adult Assistant Youth Assistant	290 290	19.57	21.15	22.69	23.46	24.28	25.82	27.40
8	250	274	no jobs assigned	--	18.99	20.53	22.02	22.79	23.56	25.05	26.59
7	225	249	no jobs assigned	--	18.41	19.90	21.35	22.07	22.84	24.28	25.77
6	200	224	no jobs assigned	--	17.84	19.28	20.67	21.39	22.12	23.51	24.95
5	175	199	no jobs assigned	--	17.64	18.89	20.10	20.72	21.35	22.55	23.80
4	150	174	Library Assistant	172	17.12	18.32	19.52	20.10	20.72	21.92	23.13
3	125	149	Building Monitor Substitute Library Assistant Youth Desk Aide	139 127 147	16.59	17.74	18.89	19.47	20.10	21.25	22.40
2	100	124	Custodian	109	16.44	17.45	18.41	18.89	19.42	20.38	21.39
1C	--	--	no jobs assigned	--	14.90	15.82	16.68	17.12	17.60	18.46	19.38
1B	--	--	no jobs assigned	--	13.32	14.13	14.90	15.29	15.72	16.49	17.31
1A	--	--	Page	100	12.00	12.60	13.22	13.51	13.80	14.42	15.00

SALINE DISTRICT LIBRARY
DRAFT
POLICY BULLETIN

POLICY NO: 401

SUBJECT: LIBRARY CARDS

I. Scope and Eligibility

The service area of the Saline District Library (“Library District”) is the same as the Saline Area Schools District. Any individual residing in the Library District is eligible for a Library Card from the Saline District Library at no charge.

II. Special Borrowers

Certain other individuals are also eligible for a Library Card from the Saline District Library at no charge:

- A. *Non-Resident Property Owners.* Persons owning property and paying real property taxes in the Saline District Library District (“Library District”), but living elsewhere. Documentation of taxpayer or business owner status is required.
- B. *Live-in Caregivers.* Live-in caregivers employed and residing within the Library District. Proof of residency from the employer is required.
- C. *Exchange Students.* Exchange students residing within the Library District. Students under the age of 18 must have an adult host family member present to apply for a Library Card. Students over 18 must have an adult from the host family acknowledge that the student is residing with them.

The individuals below are eligible for a Library Card from the Saline District Library for an annual fee. Annual fees are outlined in the Schedule of Loans, Fines, and Fees posted in the Library and available on the Library’s website.

- A. *Administrators and Educators.* Administrators or educators employed by educational institutions in the Library District. Proof of employment by Saline Area Schools or other educational institution in the Library District is required.

- B. *Students of Schools in Library District.* Students who live outside the Library District but attend school within the Library District. Status of enrollment is required.
- C. *Non-Residents.* Persons residing outside of the Library District who do not qualify for any of the above special borrower privileges.

IV. Receiving a Library Card

- A. *Application.* Every person wishing to receive a Library Card from the Library can apply in person at the Library, at a community event where the Library is present and issuing Library Cards, or [online at the Library's website](#).

- B. *Proof of Residency.* To obtain a Library Card, applicants (or parents or guardians of minors under 18 years of age) must provide a valid photo ID with the current address on it, such as a driver's license, passport or state ID card. If the address on their ID is not current or the ID is from a state other than Michigan, the applicant must provide a proof of address such as a lease or utility bill, car registration, current phone bill, current tax receipt, checkbook (with name and address) or voter registration.

Library Card applications completed online will result in a temporary barcode number that will allow the applicant to place holds on items in the Library online catalog. The above proof of residency is required to receive a physical Library Card and full borrowing privileges.

- C. *Minors.* Minors under the age of 18 are eligible for a Library Card. Minors must be accompanied by a parent or legal guardian when applying for or renewing a Library Card. The parent or legal guardian must provide the same valid ID as stated above. By doing so, the parent or legal guardian agrees to be liable for payment or return of the materials identified in that Library record. Guardians must show proof of guardianship to apply for a Library Card on behalf of the minor.
- D. *Acknowledgement of Policies.* By completing a Library Card application and/or receiving a Library Card, the person (or parent or guardian for minors under the age of 18) agrees to and acknowledges that they are subject to the policies and procedures of the Library, which may be amended from time to time.
- E. *Non-transferable.* Library Cards must be presented at checkout and patrons are responsible for maintaining control over their cards. Library cards are non-transferable and the cardholder is responsible for all fines or fees for materials checked out using the card. Lost cards must be

reported immediately because the patron is responsible for all materials checked out to their card.

- F. *Revocation of Privileges.* Any person who knowingly provides falsified identification in applying for a library card is subject to revocation of borrowing privileges. If a patron's residency status or Special Borrower status changes during the term of the card, the Library reserves the right to revoke the card. Borrowing privileges may be temporarily suspended by the accrual of fines or fees past an amount identified in the Schedule of Loans, Fines, and Fees.

V. **Renewal**

- A. *Term of Card.* Library Cards for Library District Residents are valid for a period of two (2) years. Special Borrower cards are valid for (1) year.
- B. *Conditions of Renewal.* In order to renew a library card, an individual must produce identification. Registration information must be updated and verified by the individual at the time of renewal. In addition, all outstanding fines and bills must be cleared and any applicable Library Card fees must be paid.

**SALINE DISTRICT LIBRARY
POLICY BULLETIN**

POLICY NO: 401

SUBJECT: REGISTRATION, RENEWAL, & REPLACEMENT CARDS

I. Eligibility for a Library Card at Saline District Library

- A. Library District Residents. An individual residing in the Saline Area School District is eligible for a Library Card from the Saline District Library ("Library"). Library Residents are entitled to all Library services provided by the Library.

- B. Special Borrowers. The individuals below are entitled to all Library services provided by the Library upon approval of the application.
 - 1. *Non-Resident Property Owners*. Persons owning property and paying real property taxes in the Saline District Library District ("Library District"), but living elsewhere.

 - 2. *Live-in Caregivers*. Live-in caregivers employed and residing within the Library District.

 - 3. *Administrators and Educators*. Administrators or educators employed by educational institutions in the Library District.

 - 4. *School of Choice Students*. School of choice students attending Saline Area Schools.

 - 5. *Exchange Students*. Exchange students residing within the library district. Students under the age of 18 must have an adult host family member sign the application. Students over 18 must have an adult from the host family acknowledge that the student is residing with them.

- C. Non-Resident Card. Persons residing outside of the Library District who do not qualify for any of the above special borrower privileges.

II. Receiving a Library Card

A. Application; Proof of Residency.

1. *Application.* Every person wishing to receive a Library Card from the Library must complete an Application for a Library Card.
2. *Proof of Residency.* To obtain a Library Card, applicants (or parents or guardians of minors under 18 years of age) must provide a valid photo ID with the current address on it, such as a driver's license, passport or state ID card. If the address on their ID is not current or the ID is from a state other than Michigan, the applicant must provide a proof of address such as a lease or utility bill, car registration, current phone bill, current tax receipt, checkbook (with name and address) or voter registration.
3. *Additional Proof.* For those individuals who are eligible for Library Resident status as a Special Borrower, the following may apply:
 - a. Non-resident taxpayers and business owners provide documentation of taxpayer or business owner status.
 - b. Administrators and educators must show proof of employment.
 - c. School of choice students must show status of enrollment.
 - d. Proof of residency from the employer is required for live-in caregivers.

B. Signing Application; Acknowledge Policies. By signing the Application or Library Card, the person (or parent or guardian for minors under the age of 18) agrees to and acknowledges that they are subject to the policies and procedures of the Library, which may be amended from time to time.

C. Minors. Minors under the age of 18 are eligible for a Library Card. Minors must be accompanied by a parent or legal guardian when applying for or renewing a card. The parent or legal guardian must provide the same valid ID as stated above. By signing the Application or Library Card, the parent or legal guardian agrees to be liable for payment or return of the materials identified in that Library record. Guardians must show proof of guardianship to apply for a Library Card on behalf of the minor.

D. Non-transferable. Library Cards must be presented at checkout and patrons are responsible for maintaining control over their cards. Library

cards are non-transferable and the cardholder is responsible for all fines or fees for materials checked out using the card. Lost cards must be reported immediately because the patron is responsible for all materials checked out to their card.

- E. Revocation of Privileges. Any person who knowingly provides falsified identification in applying for a library card is subject to revocation of borrowing privileges. If a patron's residency status or Special Borrower status changes during the term of the card, the Library reserves the right to revoke the card.

III. **Renewal**

- A. Term of Card. Library Cards for Library District Residents are valid for a period of two (2) years. Special borrower's cards are valid for (1) year.
- B. Conditions of Renewal. In order to renew a library card, patrons must produce identification. Registration information must be updated and verified by the patron at the time of renewal. In addition, all outstanding fines and bills must be cleared.

IV. **Fees**

- A. Annual Fees. The following Special Borrower cards have annual fees identified in the Schedule of Loans, Fines, & Fees:
 - 1. School of Choice
 - 2. Non-Resident Borrower
 - 3. Administrators and Educators
- B. Lost or Damaged Card. If a library card is lost, damaged, or stolen, a replacement fee is levied per the Schedule of Loans, Fines & Fees. Lost cards should be reported immediately to the Library to circumvent misuse of the card.

SALINE DISTRICT LIBRARY
DRAFT
POLICY BULLETIN

POLICY NO: 614

SUBJECT: UNPAID LEAVES OF ABSENCE

I. Purpose

Saline District Library is committed to making an effort to accommodate the needs of its employees. To that end, the following guidelines have been established for a system of unpaid time off.

II. Eligibility & Requirements

All regularly scheduled full-time employees, as well as part-time employees regularly working 20 hours or more per week and receiving pro-rated benefits, may be eligible for an unpaid leave of absence at the discretion of the Director. Leaves of absence by the Director will need approval by the Board of Trustees.

Requests for unpaid leave must be submitted in writing to the Director as soon as employee knows they will need a leave. When possible, thirty (30) days' notice is required.

Depending on the type of leave requested, unpaid leave may only be utilized after all accrued paid vacation time and/or sick time has been exhausted (See Section V).

Employees are financially responsible for their portion of medical insurance benefits while on unpaid leave of any type. Employees are not entitled to holiday or emergency closing pay during unpaid leave.

III. Family Medical Leave Act

The Library is a public agency covered by the Family Medical Leave Act (FMLA). However, to qualify for FMLA, employees of public agencies must meet all requirements of eligibility, including the requirement that the employer (e.g. Library) employ at least 50 employees at the worksite or within 75 miles. Saline District Library does meet this requirement.

IV. Short-Term vs. Long-Term Leave

Short-Term Leave

- Eligible employees may be granted unpaid short-term personal leave up to the equivalent of 3 weeks regularly scheduled hours per calendar year.
- Accrual of vacation and sick time is maintained during an approved short-term leave of absence.
- A short-term leave of absence may not be used in conjunction with a long-term leave of absence.

Long-Term Leave

- Any unpaid leave of absence longer than 3 weeks is considered long-term leave.
- Vacation and sick time do not accrue during a long-term leave of absence.

V. Types of Unpaid Leaves of Absence

Unpaid leaves of absence may be granted for a variety of reasons. All types of leave must be requested in writing and approved by the Director. Depending on the reasons and type of leave, additional requirements or parameters may apply in addition to all previously listed in this policy.

Medical Leave

- Used if an employee is unable to work because of personal illness or injury, or disability related to pregnancy.
- The employee will be required to submit a statement from their physician defining the nature and expected duration of the illness/disability.
- Requests for an extension of an approved leave must be accompanied by a physician's statement.
- All accrued sick time must be exhausted before unpaid leave may be granted.
- Maximum duration: 1 year.

Dependent Care Leave

- Used if an employee is unable to work because of a difficult pregnancy and/or the employee desires to remain off work following the birth or adoption of a child.
- May be used when an employee's spouse, child, parent, or someone living in the employee's home requires the care or presence of the employee.
- All accrued vacation and sick time must be exhausted before unpaid leave may be granted.
- Maximum duration: 1 year.

Military Duty Leave

- Used if an employee is a member of the National Guard or Reserves and granted in accordance with Federal and State laws.
- A copy of military orders must be provided.

- All accrued vacation time must be exhausted before unpaid leave may be granted.
- Maximum duration: Dependent on military orders.

Educational Leave

- Used if an employee is enrolled full-time in an accredited educational program that is directly related to the employee's current position or to positions at Saline District Library to which the employee may reasonably aspire.
- The employee must have at least 1 year of continuous service at the Library before unpaid leave may be requested.
- All accrued vacation time must be exhausted before unpaid leave may be granted.
- Maximum duration: 1 year.

Personal Leave

- Used for any circumstances not covered by the above types of leave.
- The employee must have at least 1 year of continuous service at the Library before unpaid leave may be requested.
- The employee must have at least 1 year of continuous service at the Library between any two unpaid personal leaves.
- All accrued vacation time must be exhausted before unpaid leave may be granted.
- Maximum duration: 6 months.

VI. Returning to Work

During a leave of absence, employees are responsible for keeping the Director informed of their status, including the intended date of return to work.

Upon returning to work after a leave of absence (short-term or long-term) due to an employee's medical condition, the employee must submit a physician's certification stating that the employee is physically able to return to work and specifying whether accommodations are required. Failure to submit such documentation may delay or prevent the employee's return to work.

Except to the extent required by state and federal law, the Library cannot guarantee the same or any specific position to an employee returning from a leave of absence. The Library also reserves the right to terminate and/or replace an employee who does not return to work upon expiration of an approved leave, or who works elsewhere while on leave, except as part of an approved rehabilitation program.

SALINE DISTRICT LIBRARY
POLICY BULLETIN

POLICY NO: 614

SUBJECT: LEAVES OF ABSENCE

Saline District Library is committed to making an effort to accommodate the needs of its employees. Therefore, the following guidelines have been established for a system of unpaid time off.

1. All regularly scheduled full-time employees and part-time employees, working 20 hours or more per week, that are receiving pro-rated benefits are eligible for a leave of absence at the discretion of the Director. Leaves of absences by the Director will need approval by the Board of Trustees.
2. Leaves are without compensation.
3. Unpaid time may only be utilized after paid vacation time and sick time (if applicable) is exhausted.
4. A short term leave may not be used in conjunction with a long term leave of absence.
5. No vacation or sick time hours shall accrue during a long term leave of absence.
6. An employee may return to work in their previous position, or one of like status (same pay grade and at least 20 hours per week) at the rate being paid at the time the leave of absence began.
7. Failure to return to work upon expiration of the leave, or working elsewhere while on leave, except as part of an approved rehabilitation program, will be considered a termination of employment.

PERSONAL:

Short term: Paid vacation time must be exhausted

- Regular full-time employees may be granted up to 120 hours unpaid time per calendar year.

- Regular part-time employees, working 20 hours or more per week, may be granted the equivalent of 3 weeks regularly scheduled hours per calendar year.
- Accrual of vacation and sick time is maintained during an approved short term leave of absence.
- Approval is within the discretion of the supervisor and the Director.

Long term: Paid vacation time must be exhausted

- A leave of six (6) months maximum duration may be granted to eligible employees.
- Employees must have twelve (12) months continuous service to be eligible to request a long term personal leave.
- Twelve (12) months of continuous service are required between any two extended leaves of absence.
- At the beginning of the next fiscal year, a raise will be pro-rated based on the number of months service since the last approved raise (not to exceed 12 months).
- To continue health or other insurance coverage during a long term leave, an employee must file a *Change of Status* form and pay the monthly premiums as determined by the insurance provider.
- Upon completion of a long term leave, six (6) months must elapse before the employee may be eligible for short term absence without pay. (The allotted amount of eligible time will be prorated, based on the date that employment resumed after the long term leave.)

Example: Employee takes a 6 month leave from September – February.
 The employee resumes work at 22 regularly scheduled hours per week
 3 weeks = 66 hours for the calendar year
 Pro-rated on the basis of 10 months = 55 hours available for leave

DEPENDENT CARE: Paid vacation & sick time must be exhausted

- Granted in the event a staff person is unable to work because of a difficult pregnancy and/or the employee desires to remain off work following the birth or adoption of a child.
- Dependent care may be utilized when an employee's spouse, child, parent or someone living in the employee's home requires the care or presence of the employee.
- One year is the maximum duration of an approved leave for dependent care.

MEDICAL: Paid sick time must be exhausted

- Utilized if a staff member is unable to work because of personal illness or injury, or disability related to pregnancy.

- The employee will be required to submit a statement from their physician defining the nature and expected duration of the illness/disability.
- Requests for an extension of an approved leave must be accompanied by a physician's statement.
- A signed statement from the attending physician is required before an employee may return to work after an extended medical leave.
- One year is the maximum duration of an approved medical leave.

MILITARY SERVICE: Paid vacation time must be exhausted

- Granted in accordance with Federal and State laws.
- Employees who are a member of the National Guard or Reserves will be allowed time off as per their military orders. A copy of the orders must be provided for the library personnel folder. Time granted shall be without pay after available vacation time is exhausted.

EDUCATIONAL: Paid vacation time must be exhausted

- The employee must have at least one year of continuous service.
- The employee must be enrolled in a full-time program in an accredited educational institution that is directly related to the current position or to positions to which the employee may reasonably aspire.
- One year is the maximum duration of an approved educational leave.

POLICY APPROVED _____

EFFECTIVE _____

PRESIDENT _____

SALINE DISTRICT LIBRARY
POLICY BULLETIN

POLICY NO: 632

SUBJECT: JOB CLASSIFICATION & RECLASSIFICATION WAGES

1. The Saline District Library Pay Administration Manual, reviewed annually by the Library Board and updated ~~on a regular basis~~ as needed, establishes pay grades and ranges.
2. New employees will be hired at the appropriate pay range as outlined in the SDL Pay Administration Manual.
3. All new positions must be authorized by the Board of Trustees.
4. Guidelines for the classification of a new position or reclassification of an existing position are detailed in the Pay Administration Manual.

SALINE DISTRICT LIBRARY
POLICY BULLETIN

POLICY NO: 632

SUBJECT: JOB CLASSIFICATION & RECLASSIFICATION

1. All new positions must be authorized by the Board of Trustees.
2. Guidelines for the classification of a new position or reclassification of an existing position are detailed in the Pay Administration Manual.

POLICY APPROVED _____

EFFECTIVE _____

PRESIDENT _____

SALINE DISTRICT LIBRARY

POLICY BULLETIN

POLICY NO: 603

SUBJECT: WAGE SCHEDULE

1. The Saline District Library Pay Administration Manual, updated on a regular basis, establishes pay grades and ranges.
2. New employees will be hired at the appropriate pay range as outlined in the SDL Pay Administration Manual.

POLICY APPROVED: _____

EFFECTIVE: _____

PRESIDENT: _____

**SALINE DISTRICT LIBRARY
BOARD OF TRUSTEES**

REVISION of BY-LAWS

ARTICLE I

NAME

Section 1. This organization shall be called the Saline District Library.

ARTICLE II

MEMBERSHIP

Section 1. In accordance with Public Act 24 of 1989 (the *District Library Act*), the Board of Trustees of the Saline District Library (the “Board”) shall consist of seven (7) members to be appointed as follows:

The City Council of the City of Saline (the “City”) shall appoint 4 members of the Board. By November 15 of each year, the City Council of the City shall appoint 2 members for 2-year terms each, commencing December 1. At least 1 member of the Board appointed by the City shall be a non-City resident of the Saline District Library District (the “District”).

The Board of Education of the Saline Area Schools shall appoint 3 members of the Board. By November 15 of each year, the Board of Education of the Saline Area Schools shall appoint 1 or 2 members, as the case may be, each for 2-year terms commencing December 1.

Section 2. The party that appoints a member shall have the power to remove that member for cause. Vacancies shall arise in the event a member resigns, is removed, dies, is imprisoned, moves outside the District, or is declared by a court of law to be mentally incompetent. In the event of a vacancy, the Party that appointed the member whose position has become vacant shall appoint a replacement within 2 months of the vacancy. In the event no such replacement shall have been appointed by the appropriate Party at the end of such 2-month period, the Board shall have the power to appoint such replacement, whose term shall extend to the end of the term of the former member of the Board.

ARTICLE III

POWERS OF THE BOARD OF TRUSTEES

Section 1. The Board of Trustees may exercise any and all of the powers granted to it in the District Library Act. The Board may delegate such powers to the Officers of the Board and/or the Library Director as it deems necessary.

Section 2. The Board of Trustees shall have the exclusive control of the budget of the Saline District Library.

Section 3. The fiscal year of the Saline District Library shall be the annual period commencing December 1 and ending the following November 30.

Section 4. The Board of Trustees may require the Treasurer or Library Director to submit to the Board on a monthly basis data regarding the actual and estimated budget to date. The Board then may revise or amend the budget as deemed necessary by a majority of Board members voting on the question.

ARTICLE IV

OFFICERS

Section 1. Officers of the Board shall be President, Vice-President, Secretary, and Treasurer.

Section 2. The officers shall be elected for the upcoming year at the last meeting of the fiscal year.

Section 3. Vacancies in office shall be filled by the Board at the next regular meeting of the Board following the occurrence of a vacancy, except for the office of President, in which case the Vice-President shall assume the duties of the office for the expired term. A successor Vice-President shall be elected to fill the vacancy so created in that office.

Section 4. No officer shall serve more than two consecutive one-year terms in the same office.

ARTICLE V

DUTIES OF THE OFFICERS

Section 1. The President shall preside at all meetings, appoint committees with the approval of the Board, authorize calls for any special meetings, and generally perform the duties of a presiding officer.

Section 2. In the absence of the President, the Vice-President shall perform the duties of the President. In the case of a vacancy in the office of the President, the Vice President shall assume the office for the unexpired term.

Section 3. The Secretary of the Board shall see that a true and accurate account of all proceedings of the Board meetings is kept. In compliance with any requirements of state law regarding the holding of meetings, the Secretary shall issue notices of all regular meetings, and, on authorization of the President, of all special meetings, and shall have custody of the minutes and other records of the Board of Trustees. With the approval of a majority of the Board, the Secretary may delegate any of these responsibilities to the Library Director.

Section 4. The Treasurer shall have charge of the funds of the Saline District Library, providing for their safe custody and investment as directed by the Board, subject to limitations for investment of public funds as provided by law. The Treasurer shall ~~control expenditures~~ review all financial transactions from the Library fund through a system of vouchers presented by authorized personnel. A record of all moneys received or deposited to the Library fund, and all disbursements, sales, and transfers from the fund shall be kept by the Treasurer, and reported monthly to the Board of Trustees at its regular meeting. In addition, the Treasurer shall perform such other duties as may be prescribed for him or her by State or Federal law and these by-laws. With the approval of a majority of the Board, the Treasurer may delegate any of these responsibilities to the Library Director.

ARTICLE VI

MEETINGS

Section 1. The regular meeting of the Saline District Library Board shall be held each month, the date and hour to be set by the Board at its annual meeting. Within ten (10) days following the annual meeting a notice shall be posted in a public place setting forth the dates, times, and places of all regular meetings scheduled for the ensuing year. Any changes to this schedule shall be posted within three days after the meeting at which the change is made. All meetings of the Board and all meeting postings shall comply with the Michigan Open Meetings Act.

Section 2. The Annual Meeting of the Saline District Library Board shall be the first regular meeting of the fiscal year and shall be for the purpose of the appointment of standing committees and consideration of such organizational matters as may be required.

Section 3. Special meetings may be called by the President or upon written request of two Trustees, provided eighteen (18) hours of notice is given of the time and purpose for which such meeting is called. The announcement of a special meeting at any meeting at which a quorum is present shall be sufficient notice of such meeting. Trustees not present at the time of announcement of such special meeting shall be notified by the Secretary.

Section 4. Notices of regular meetings with agenda shall be posted in a public place and shall be distributed by the Secretary to all members at least (3) days before the meeting.

Section 5. The following items will constitute the agenda for regular meetings:

- Call to order and attendance
- Approval of agenda
- Approval of minutes
- Citizen's comments
- Financial report, including approval of bills
- Librarian's report
- Committee reports
- ~~Old~~ Unfinished business
- New business
- Adjournment

Section 6. A quorum for the transaction of business shall consist of four (4) members of the Board.

Section 7. Any Board action, to be official, must be approved at an official Board meeting by a majority of the Board.

Section 8. In case of emergency, if Board action is needed when the Board cannot meet, with concurrence of the President, members may be polled individually by a Board member or by the Library Director. An effort shall be made to contact all Board members. Official confirming action shall then be taken at the next Board meeting.

ARTICLE VII

LIBRARY DIRECTOR

Section 1. The Library Director shall be appointed by the Board and shall be considered the executive officer of the Library.

Section 2. The Library Director shall have sole charge of the administration of the Library under the direction and review of the Board. The Library Director shall be responsible for the care of the building and equipment; for the employment, development, and direction of the staff; for the efficiency of the Library's service to the community; for the annual preparation of a budget proposal; for the operation of the Library under the financial conditions set forth in the budget approved by the Board; and for submission to the Board at a regular meeting a written annual report of the library, including the audited financial statements.

Section 3. The Library Director or the Library Director's representative shall attend all meetings of the Board.

ARTICLE VIII

AMENDMENTS

Section 1. These by-laws may be amended at any regular meeting of the Board by a majority vote of all members, provided the amendment was presented in writing at the previous regular meeting.

Adopted by the Saline District Library Board at its regular meeting on April 19, 2005.

Revised by the Saline District Library Board at its regular meeting on October 15, 2019.

Quarterly Report
Q32023
9.15.2023

Social Media & Mini Podcasts

- Jessica and Anna Hinkley recorded 12 episodes of a mini podcast throughout June, July and August
 - The Summer Reads for Sun or Shade featured members of staff talking about their favorite genres and books to read on vacation
- The mini podcasts were posted on YouTube, Facebook and Instagram
- Another series is planned for fall with staff talking about their favorite books from childhood and spooky tales for Halloween

Community Relations

Farmers Market

- SDL had a table at Saline Farmers Market on July 1, July 15, August 5, August 19, September 9, and will be there September 23, October 14, & October 28
 - Staff issued/renewed 17 cards during those dates
- SDL had a table at Pittsfield Township Farmers Market on June 15, July 27, August 17, and September 14
 - No cards were issued, but people were registered for events at these visits

Summerfest

- Karrie and Jessica attended Saline Summerfest on Saturday, August 5
 - They promoted summer reading and library events, and registered two library cards

School Visits

- Jessica and Jasmine attended SAS Teachers Opening Day on August 23 to promote educator cards, services, and events
- Several staff members went to the elementary, middle, alternate, and high school open houses to promote services and events
 - Eleven total cards were issued during these visits, and connections were made with students, parents and school staff

Respectfully submitted,
Jessica Lash
Assistant Director

Youth Service Department
June-August 2023 Quarterly Report

Summer Reading:

- Summer Reading was very successful this year. Reading was tracked through the program ReadSquared which also provided additional activities such as missions, reading lists, and book reviews for participants. A paper log was offered upon request as well.
 - 883 youth registrations, reading 376,700 minutes (or 5,394 hours)
 - 252 finishers (completion was 750 points, which was approximately 10 hours of reading and a few additional missions)
 - 604 participants picked up their sign-up book prize
 - 101 Participated in the ReadSquared BINGO board, earning a small prize
 - 61 Random Drawing Prizes (weekly gift cards, end of summer gift cards, 12 pairs of tiger tickets)
 - 4245 youth mission activities were completed and 70 youth book reviews were submitted
- The youth department had 74 programs over the course of summer reading with a total of 2156 participants. This included storytimes (Book Babies, Preschool, Evening, and Outdoor), art programs, music programs, science programs, guest performers, book clubs, and the summer finale. There were an additional 18 different types of crafts, 1566 were given out over the 9 weeks of summer reading (an average of 174 a week).
- 1000 Books before Kindergarten and Books for Babies programs continued to grow in registration.
- Two bookwalks were set up outside for families to enjoy, *The Watermelon Seed* by Greg Pizzoli and *Froggy Goes to School* by Jonathan London.
- The guessing box returned this summer, a new box each week, the child with the closest guess won the whole box of trinkets, toys, and candy. There were 9 boxes with a total of 1675 guesses.

Partnerships & Outreach:

- Summer Reading school visits/library tours were concluded in June. Staff met with 885 students this quarter.
- Members of the youth department attended Saline Area Schools Open Houses at the elementary schools. Meeting with approximately 150 people at each of the four schools. Additionally, Jasmine Riehl attended the Teacher Opening Day with Jessica Lash.
- Evie Moorer attended the Saline Fair Children's Day with Jessica Lash handing out crafts, library information, and issuing library cards.
- Each week twenty books were provided for the Summer Camp at the Recreation Center. Kelly Soerens also attended a session of day camp at Canterbury Park visiting with 28 campers.
- Youth staff visited the Farmer's Markets and provided a craft for each visit.
- Liberty Club volunteers continued to visit during the summer, cleaning picture books and each month they had a special read aloud session.

Professional Development:

- Members of the youth department attended the following committee meetings, conferences and webinars.
 - Youth Services Advisory Council planning meeting
 - Preparing for and Addressing Challenges to Comics and Graphic Novels: What to do After You've Fought A Challenge (From Graphic Novels & Comics Round Table)
 - PCI Time Travel Club: Bring Children's History Programming to Your Library
 - Using Story-time to Grow Executive Function and Self-Regulation
 - Niche Academy Youth Services Basics
 - Behavior Management in Storytime by Niche Academy
 - Managing Difficult Conversations webinar

Staff changes:

- Youth Library Assistant Jasmine Riehl began on June 5th. Jasmine comes to us from Romulus Public Library and Belleville Area District Library.

Submitted by: Kelly Soerens, Head of Youth Services

**Quarterly Report
Adult Department
Q3 2023**

9.13.2023

Programming

The Adult Department had the following programs of note:

- Adult and Teen Summer Reading was a huge success with 766 total participants for Adult and 166 for Teen.
- Crafting programs, Adult Social Club, and Yoga programs continue to attract a very strong following.
- Read to a Dog for Teens and Adults had its first few sessions and was received positively.

Displays

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

- Our “Bee a Community” display was a success with a variety of patrons creating their own works of mini art that was displayed throughout the library. Patrons enjoyed coming and finding their own pieces and looking at other works.
- Major weeding and shifting has been done in Adult fiction and Teen Graphic novels to create more space for the ever growing collections

Staff Development

- Staff met for monthly department meetings, as well as signed up for webinars dealing with the continuing threat of censorship in libraries, and managing difficult conversations.

Outreach

- Book delivery to senior facilities continues on a monthly basis, and an open house table has been scheduled at one of the facilities.
- Adult staff visited the Saline Fair, as well as a variety of school open houses, and local farmers markets.

Respectfully submitted,

Evan Smale
Head of Adult Services

3rd Quarter Technology Report (June, July, August 2023)

Submitted by Ron Andrews, Technology Manager

Technology Support

- Replaced printer for Youth Department which is now located beside the Youth Service desk.
- New Dell AIO computers arrived and installed for the Support Services staff. Each new workstation is faster and gives them more desk space to work with. I worked with TLN support for a full day and have been troubleshooting minor bugs since the end of August.
- Continue to work on bugs with the Faronics Cloud software and the public and staff computers. Biggest bug is it is adding deleted apps back onto the desktop.

Network Support

- Ran quarterly update for PCI In-House and Online security for KeyBank
- We received quotes for a server replacement for Hyper-Saline, which is our Domain Controller and runs/stores most of the software and data that staff use on a daily basis. Quote was approved and we are waiting on TLN to install.
- We also got a quote to replace our aging BackupExec software and hardware. New software and equipment should make this an easier process and a more reliable backup.
- Lastly received a quote for a network ready KVM. This would allow access the servers from anywhere in the building and remotely with security.
- I worked closely with Karrie to finalize plans for a new mobile app for library users. We finally decided upon Polaris – mainly since all of our systems are already setup for this function. We will be starting the process of creating the mobile app in September.
- The installation of new workstations for Support Services has caused an issue with the check-in function provided by Envisionware. I started working with them the end of August and this troubleshooting process is continuing into September.
- Created accounts and email for several new staff members.

Polaris Support

- Completed the Polaris SQL basic training over a week in June 5-9. This workshop should help in report writing and gathering of statistics for the library from our Polaris server.
- Polaris and I did some troubleshooting with an on-going problem with InnReach or MelCat. After much conversation and testing back and forth, we realize that the current situation at MelCat is unresolvable at this time.
- I was also able to resolve a problem with label printing for the cataloging staff. One outcome was to purchase a new printer, as the current one was not repairable.
- Troubleshooting a problem with a credit card reader at Circ1 required several phone calls and testing with Envisionware and Verifone. The issue was resolved with the replacement with a new credit card reader.
- I had to replace the AIO monitor on the Youth Self Check due to faulty screen output.
- Worked with Youth Services to resolve an issue of importing records from a new vendor into the Polaris MARC record process. It took a while, but we were successful.

Other Library Involvement

- I attended a whole Staff meeting on June 9, 2023 and assisted the Youth Department with setup for Summer Reading
- I represented the Library at the annual TLN Picnic in Novi on June 16th. It was a great time to meet and network with colleagues across the region.
- I am no longer helping with Support for DownloadDestination. Since I did not have access to the CARL mainframe, I found it frustrating not to be able to assist users in a manner which they needed. I will maintain communications with DD.
- I worked an exciting morning at the Saline Farmer's Market with Jess. We met several new people and gave out several new cards. Looking forward to doing the Pittsfield Market in September.

Support Services Quarterly Report
2023 3rd Quarter
Submitted by: Arlene Wall

SUPPORT SERVICES MANAGER

- Quarter Stats –
 - Total Circulation of physical items – 79,462
 - Total Patron Visits – 39,561
 - New Patrons Registered – 556
 - Total number of patrons – 13,445
- Webinars/Training Sessions
 - Patron Point “Here’s What We Recommend” Webinar

CATALOGERS/LIBRARY ASSISTANTS/PAGES

- Pages – We had three Pages leave for college, and three more join our staff in August

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	19,539				166,105
% of Total Circ.	76.07%	78.31%	78.26%	76.88%	78.76%	77.70%	79.36%	79.00%	77.71%	#DIV/0!	#DIV/0!	#DIV/0!	78.06%
AV Materials													
DVD/BLU-RAY	3,562	3,703	3,393	4,125	3,174	3,160	3,882	4,050	3,812				32,861
Music CDs	244	307	268	369	248	235	236	323	336				2,566
Audio Books	459	492	444	583	544	462	483	527	551				4,545
Playaways	7	5	1	4	3	7	2	3	2				34
J Kits	189	236	213	286	308	231	316	376	346				2,501
Total AV	4,461	4,743	4,319	5,367	4,277	4,095	4,919	5,279	5,047	0	0	0	42,507
% of Total Circ.	22.28%	19.93%	19.91%	21.30%	19.39%	19.93%	18.57%	18.97%	20.07%	#DIV/0!	#DIV/0!	#DIV/0!	19.98%
Interlibrary Loans													
SDL Patron Filled Requests	735	944	1,003	978	782	793	888	773	909				7,805
% of Total Circ.	3.67%	3.97%	4.62%	3.88%	3.55%	3.86%	3.35%	2.78%	3.62%	#DIV/0!	#DIV/0!	#DIV/0!	3.67%
Lends Out to Libs	767	1,010	927	1,006	873	870	808	949	1,075				8,285
Equipment	140	126	136	181	161	188	197	238	211				1,578
Periodicals	192	294	262	277	246	298	353	327	346				2,595
% of Total Circ.	0.96%	1.24%	1.21%	1.10%	1.12%	1.45%	1.33%	1.18%	1.38%	#DIV/0!	#DIV/0!	#DIV/0!	1.22%
TOTAL 2023 CIRC	20,026	23,804	21,698	25,194	22,054	20,547	26,491	27,828	25,143	0	0	0	212,785
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%	-5.23%	-100.00%	-100.00%	-100.00%	-21.02%
Downloads													
Ebooks	3,046	3,717	3,176	3,341	3,143	3,248	3,362	3,719	3,853				30,605
AudioBooks	2,993	3,177	2,920	3,321	3,275	3,477	3,614	3,842	3,919				30,538
Music	312	311	279	246	295	238	267	310	272				2,530
Video	613	274	238	222	278	305	368	305	251				2,854
Magazines	318	280	363	270	234	225	277	266	357				2,590
Tumble books	0	3	4	1	0	9	6	2	8				33
Total Downloads	7,282	7,762	6,980	7,401	7,225	7,502	7,894	8,444	8,660	0	0	0	69,150
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%	16.12%	-100.00%	-100.00%	-100.00%	-13.73%
GRAND TOTAL CIRC	27,308	31,566	28,678	32,595	29,279	28,049	34,385	36,272	33,803	0	0	0	281,935
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%	0.52%	-100.00%	-100.00%	-100.00%	-8.01%
Cards Issued													
73	131	151	147	126	115	115	216	195	145				1,299
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%	-22.87%	-100.00%	-100.00%	-100.00%	-10.35%
3 M Gate Count													
10,113	12,615	12,215	12,474	11,897	11,744	11,744	13,520	12,803	13,238				110,619
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%	15.72%	-100.00%	-100.00%	-100.00%	-8.07%
Average Per Day	326	406	421	402	396	378	450	413	427	0	0	0	317

*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.

*Total Gate Count Estimated due to Envisionware Gates Down 8/2/2023 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	7				135
# attending	380	425	394	539	581	161	349	478	194				3,501
Staff Programs	14	17	16	18	13	12	23	21	20				154
# attending	481	530	605	746	552	534	913	961	1088				6,410
Guest Performers	0	4	1	1	0	4	3	6	3				22
# attending	0	172	64	38	0	115	97	146	60				692
Visits & Tours	5	3	5	4	4	9	9	4	8				51
# attending	151	41	146	173	44	313	311	27	724				1,930
Off Site Presentations	3	4	3	3	3	5	5	1	0				27
# attending	261	145	60	161	83	397	623	25	0				1,755
Total events/month	42	48	41	47	43	36	50	44	38	0	0	0	389
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%	52.00%	-100.00%	-100.00%	-100.00%	6.87%
Total attendance	1273	1313	1,269	1,657	1,260	1,520	2,293	1,637	2,066	0	0	0	14,288
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%	107.01%	-100.00%	-100.00%	-100.00%	32.78%
1KBBK	0	10	6	8	4	5	12	9	2				56
New Baby Packets	8	10	4	14	4	5	13	5	5				68
ADULT/TEEN													
Teen Programs	8	10	12	14	12	12	9	8	5				90
# attending	165	210	288	430	254	205	383	150	84				2,169
Teen Book Discussion	0	0	0	0	1	0	0	0	0				1
# attending	0	0	0	0	5	0	0	0	0				5
Visits & Tours	1	0	0	0	0	0	0	0	0				1
# attending	21	0	0	0	0	0	0	0	0				21
Off Site Presentations	0	0	0	0	0	0	0	0	0				0
# attending	0	0	0	0	0	0	0	0	0				0
Adult Programs	14	22	22	27	30	27	30	27	27				226
# attending	239	382	412	397	482	425	627	401	364				3,729
Adult Book Discussion	2	3	3	2	3	3	3	3	3				25
# attending	5	9	5	6	13	15	24	18	20				115
Family Programs	0	0	0	0	0	0	0	0	1				1
# attending	0	0	0	0	0	0	0	0	100				100
Internet Classes	0	0	0	0	0	0	0	0	0				0
# attending	0	0	0	0	0	0	0	0	0				0
Outreach/Bk Deliveries	2	3	3	2	2	2	2	5	2				23
# of items	76	76	76	80	80	80	80	219	80				847
Total events/month	25	35	37	43	49	42	42	38	36	0	0	0	347
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%	-76.00%	-100.00%	-100.00%	-100.00%	-73.37%
Total attendance	506	677	781	913	834	725	1114	788	648	0	0	0	6,986
Prior Year	381	444	563	577	536	435	349	632	731	735	807	634	6,824

Programs and Services FY2022-2023

% difference	32.81%	52.48%	38.72%	58.23%	55.60%	66.67%	219.20%	24.68%	-11.35%	-100.00%	-100.00%	-100.00%	2.37%
COMPUTER USAGE													
PC usage onsite	535	631	586	652	608	580	571	498	593				5,254
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%	-12.79%	-100.00%	-100.00%	-100.00%	-25.69%
WiFi usage onsite	1,162	3,668	4,150	3,072	2,732	2,995	2,791	2,802	2,857				26,229
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%	-18.95%	-100.00%	-100.00%	-100.00%	-35.93%
Youth AWE computers	269	330	418	312	388	271	373	578	540				3,479
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%	78.81%	-100.00%	-100.00%	-100.00%	87.55%
Ref. Questions:													
Youth	417	559	514	608	459	471	1,423	1,006	787				6,244
Adult	361	488	503	508	485	405	499	537	533				4,319
Circ Desk	320	573	472	431	384	300	451	442	389				3,762
Total Reference	1,098	1,620	1,489	1,547	1,328	1,176	2,373	1,985	1,709	0	0	0	14,325
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%	2.34%	-100.00%	-100.00%	-100.00%	-2.86%
Brecon Rm: #Groups	6	6	14	18	18	16	13	9	8				108
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	112				1,125
Study Rms: #Groups	179	199	195	198	202	204	188	221	207				1,793
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	283				2,530
* 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	11,444				88,249
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%	0.97%	-100.00%	-100.00%	-100.00%	-33.99%
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	3,601				14,382
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%	410.78%	-100.00%	-100.00%	-100.00%	216.99%
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	41	25				139
Prior Year	4	2	9	17	9	13	12	16	8	20	19	4	133
% difference	-75%	300%	89%	-6%	500%	0%	33%	156%	213%	-100%	-100%	-100%	5%
New eNews subscribers	58	110	114	104	96	86	124	134	106				932
Total eNews subscribers	10,648	10,734	10,828	10,917	11,002	11,063	11,181	11,298	11,398				11,398
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%	9.64%	-100.00%	-100.00%	-100.00%	7.46%

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

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

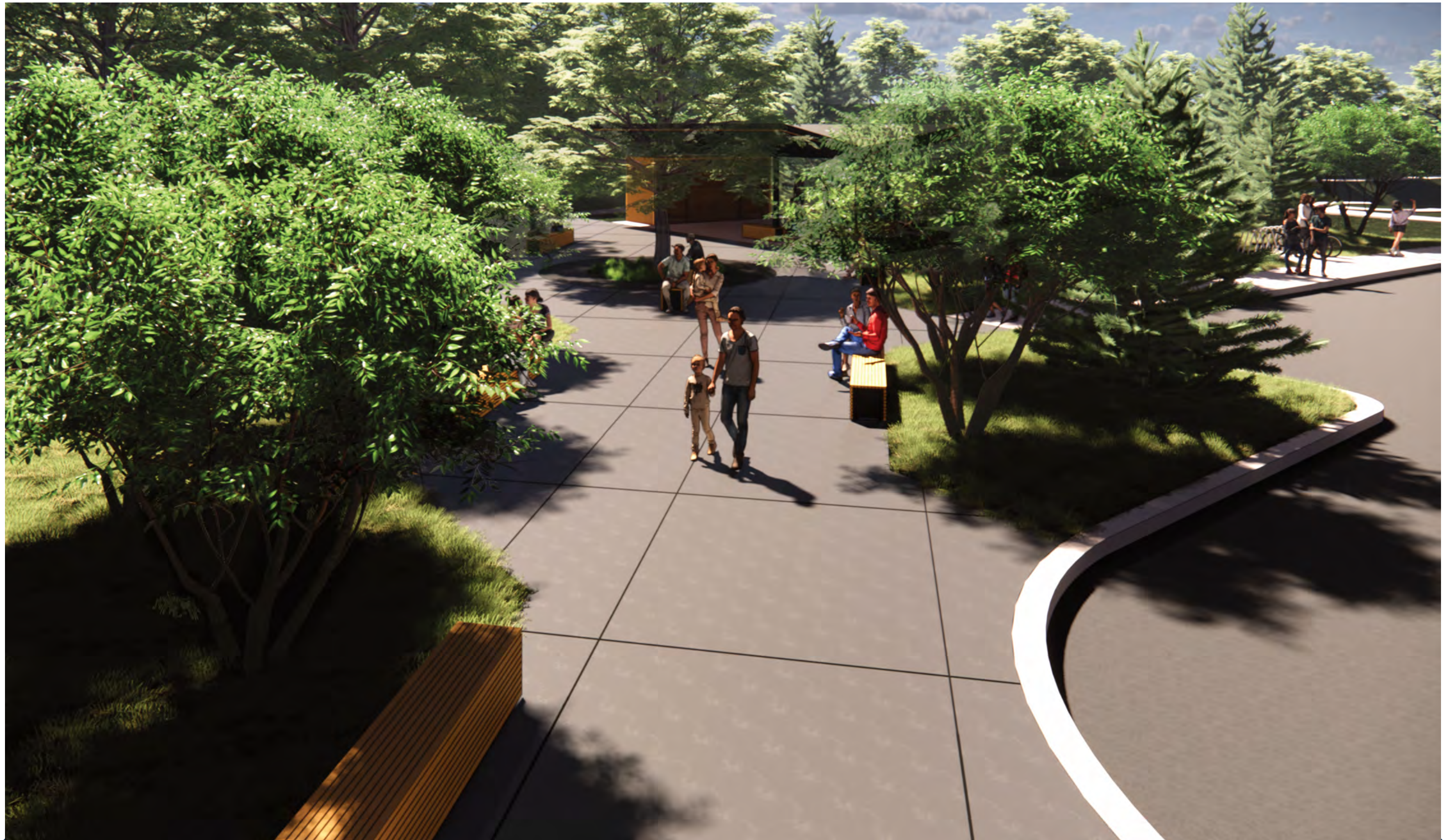
** CMU has changed site tracking; historical newspaper statistics will no longer be available



Site Plan
SALINE DISTRICT LIBRARY
 Interior Renovations and Site Improvements

QE #42238690
 Final SD
 30 August 2023





Pavilion Rendering - View From Plaza
SALINE DISTRICT LIBRARY
Interior Renovations and Site Improvements

QE #42238690
Final SD
30 August 2023





Pavilion Rendering - View From Lawn
SALINE DISTRICT LIBRARY
Interior Renovations and Site Improvements

QE #42238690
Final SD
30 August 2023





Pavilion Rendering - View From Woods
SALINE DISTRICT LIBRARY
Interior Renovations and Site Improvements

QE #42238690
Final SD
30 August 2023

