

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

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

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

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

555 N. Maple Road, Saline, MI 48176

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

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

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

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

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

A. Call Meeting to Order at _____.

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

C. Approval of Past Minutes
Move _____ Second _____ to approve the October 17, 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. Recognition of Retiring Trustees: Richard Conn and Shannon Bieliauskas

F. President's Report

G. Friends of the Library Report

H. Financial Reports
Move _____ Second _____ to approve the October 2023 financial reports.

I. Committee Reports

1. Finance

a. Amend FY2022/2023 Budget
Move _____ Second _____ to amend the FY2022/2023 Budget as presented.

b. Approve FY2023/2024 Budget
Move _____ Second _____ to approve the FY2023/2024 Budget in total as presented.

c. Transfer Funds for Schrandt Grants
Move _____ Second _____ to transfer \$7,747 from the Schrandt Endowment Fund into the general operating fund to cover expenses from FY2022/2023 Schrandt grant projects.

d. Approve Depository Banks
Move _____ Second _____ to approve the eligible depository banks as presented.

2. Arts

3. Building & Grounds

4. Library Services

5. Staff Excellence

J. Library Director's Report

K. Unfinished Business

L. New Business

1. Election of Board Officers for 2023/2024

Move _____ Second _____ to accept the proposed slate of Board Officers for 2023/2024:

President: Lori Byron

Vice President: Stephanie Gray

Treasurer: Linda TerHaar

Secretary: Lesley Hundley

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 November 21, 2023

Move _____ Second _____ to approve the agenda as presented.

Move _____ Second _____ to approve the October 17, 2023 meeting minutes as written.

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

Move _____ Second _____ to amend the FY2022/2023 Budget as presented.

Move _____ Second _____ to approve the FY2023/2024 Budget in total as presented.

Move _____ Second _____ to transfer \$7,747 from the Schrandt Endowment Fund into the general operating fund to cover expenses from FY2022/2023 Schrandt grant projects.

Move _____ Second _____ to approve the eligible depository banks as presented.

Move _____ Second _____ to accept the proposed slate of Board Officers for 2023/2024:

- President: Lori Byron
- Vice President: Stephanie Gray
- Treasurer: Linda TerHaar
- Secretary: Lesley Hundley

Move _____ Second _____ to adjourn the meeting at _____.

DRAFT
SALINE DISTRICT LIBRARY BOARD OF TRUSTEES
BOARD MEETING MINUTES
TUESDAY, OCTOBER 17, 2023, 7:00 p.m.

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

A. Call Meeting to Order at 7:03pm.

B. Approval of Agenda

Move Gray, Second Conn to approve the agenda as presented. Motion carried.

C. Approval of Past Minutes

Move Byron, Second Gray to approve the September 19, 2023 meeting minutes as written. Motion carried.

Move Gray, Second Hundley to approve the October 11, 2023 Building & Grounds Committee meeting minutes as written. Motion carried.

D. Public Discussion

No public comment.

E. SDL Interior Renovations and Site Improvements Schematic Design Estimate Package presented by McCarthy & Smith and Quinn Evans

Aaron Phillips of McCarthy & Smith and Ann Dilcher of Quinn Evans presented the estimate package and explained the estimate summary and budgeted costs. With all potential options included, the current project estimate is \$4,399,646.35. Value Engineering Options discussed so far could reduce the project estimate by up to \$427,000, for a total of \$3,972,646.35.

F. President's Report: President Gray joined SDL staff in working at the October 14th Saline Farmer's Market.

G. Friends of the Library Report: No representatives from the Friends of the Library Board were present. The Friends sponsored the first children's storytime and costume parade on October 17; another will be held on October 28th.

H. Financial Reports

Move Conn, Second Hundley to approve the September 2023 financial reports. Motion carried.

I. Committee Reports

1. Finance

- a. No further changes to the FY 2024 draft budget and bad debt allowance.
- b. Reviewed checking account balance and Policy 703: Purchasing.

2. Arts: Did not meet

3. Building & Grounds: The committee previewed the SDL Interior Renovations and Site Improvements Schematic Design Estimate Package presentation by Quinn Evans & McCarthy & Smith.
 4. Library Services: Did not meet
 5. Staff Excellence
 - a. Did not meet, but reviewed policies for potential revisions and the Library Director evaluation timeline.
- J. Library Director's Report: Accepted as written. Additional highlights: The SDL app is at a beta stage and ready for staff continue to provide input. Saline District Library events have been featured on a website, LittleGuideDetroit.com, a collection of children's activities in the metro Detroit area. The fine-free movement is growing in Michigan due to its alignment with the broad mission of public libraries and lack of negative financial impact on library operations. SDL's draft FY 2024 budget does not include fine collection as a line item. Patrons would continue to be responsible for replacing lost items should SDL go fine-free.
- K. Unfinished Business: None
- L. New Business
1. SDL Interior Renovations and Site Improvements Project Budget
Move Gray, Second Conn to set the FY2023/2024 budget for the Interior Renovations and Site Improvements Project not to exceed \$3.9 million. Motion carried.
 2. Policy Review
 - a. Policy 703: Purchasing
Move Gray, Second Hundley to approve revised Policy 703: Purchasing. Motion carried.
 - b. Saline District Library Board of Trustees By-Laws
Move Gray, Second Byron to approve revised Saline District Library Board of Trustees By-Laws. Motion carried.
 3. Discussion of Board Officers for 2023/2024
Vice President Conn will communicate with board members to discuss 2024 officer roles.
- M. Public Discussion
No public comment.
- N. Adjournment
Move Gray, Second Healy to adjourn the meeting at 8:43pm. 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 October 17, 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
October 1, 2023 - October 31, 2023

Reference	Date	GL Account	Description	Amount
Bank Statement Summary				
			Beginning Bank Balance	104,430.35
			+ Cleared Deposits & Other Additions	253,212.20
			- Cleared Checks & Other Payments	<u>218,801.91</u>
			Ending Bank Balance	138,840.64
Open Deposits & Additions				
	08/31/23		BANK TO REIMBURSE FOR APRIL BAKER-TAYLOR CK 24509	8,578.62
			Total	<u>8,578.62</u>
Open Checks & Payments				
	10/27/23		EFTPS	10,911.75
24710	09/12/23	790-750.3	OTC BRANDS	75.12
24726	09/19/23	790-804	ELEMENTONE	2,125.00
24735	09/19/23	790-750.1	JO ANN YATES McFRY	300.00
24771	10/10/23	790-750.1	JO ANN YATES McFRY	400.00
24774	10/10/23	790-750.1	JASMINE SHEA TOWNSEND	75.00
24780	10/16/23	790-983.3	CRABTREE PUBL	467.95
			Total	<u>14,354.82</u>
			Reconciled Bank Balance	<u><u>133,064.44</u></u>
Bank Transactions				
		790-723	ALERUS RETIRE XFERS	(12,101.12)
		000-258	EFTPS	(10,911.75)
		000-258	EFTPS	(10,891.15)
		790-920	DTE - ELECTRICITY	(5,300.11)
		000-008	ALERUS RETIRE XFERS	(5,282.42)
		000-258.1	5080 MI TAX PYMT	(5,102.95)
		790-921	DTE - GAS	(824.48)
		790-802	STROM CPA	(645.00)
		790-965	BK SERVICE CHRGS	(245.52)
		790-965	MERCH FEE & DISC	(92.97)
		790-932	KEYBANK ACH DIFFERED	(0.04)
		000-665.1	INTEREST	54.34
		000-017	TRANSFER FROM AGENCY SUB	250,000.00
			Total	<u>198,656.83</u>
			Adjusted General Ledger Balance	<u><u>133,064.44</u></u>

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

Assets

Current Assets		
000-001	Key Bank - General	\$ 133,064.44
000-003	Old National CD 1	200,059.03
000-004	Bk of Ann Arbor CD	200,000.00
000-008	Employee Advances	9,686.46
000-013	Agency Account (Schrandt)	2,726,475.84
000-013.1	Agency Account-Unrealized Gain	(373,389.74)
000-017	Agency Sub Account (Investment Account)	5,588,567.56
000-017.1	Agency Sub Account-Unrealized Gain	(740,899.52)
Total Current Assets		7,743,564.07
 Property and Equipment		
Net Property and Equipment		0.00
Total Assets		\$ 7,743,564.07

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	3,404.30
000-275	MTT Liability	7,797.00
Total Current Liabilities		75,144.28
Long-Term Liabilities		
Total Long-Term Liabilities		0.00
Total Liabilities		75,144.28
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	324,601.50
Total Net Assets		7,668,419.79
Total Liabilities and Net Assets		\$ 7,743,564.07

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

	1 Month Ended	11 Months	12 Months Ended	Year to Date	
	October 31,	Ended	November 30, 2023	Percentage	
	2023	October 31,	2023	Budget	
	Actual	Actual	Budget	Budget	
Revenue					
000-402.1	Saline-Real Tax	\$ 0.00	\$ 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	0.00	96,906.33	96,900.00	100.01
000-540	State Aid	0.00	28,689.08	28,400.00	101.02
000-628	Printers-Revenue	177.56	3,819.11	3,400.00	112.33
000-628.1	Copy Machine-Revenue	0.00	847.90	1,000.00	84.79
000-629	Non-Resident Fee	25.00	3,338.99	3,000.00	111.30
000-656	Penal Fines	0.00	22,360.28	25,000.00	89.44
000-658	Fines-Overdue Materials	1,106.89	11,924.40	10,000.00	119.24
000-658.1	Materials Replacement	523.30	5,539.58	5,000.00	110.79
000-658.2	Card Replacement Fees	0.00	9.00	0.00	0.00
000-665.1	General Account Interest	54.34	1,185.34	110.00	1077.58
000-665.2	CD Interest	0.00	1,011.84	0.00	0.00
000-665.3	Sub-Agency Account Interest	11,448.43	64,365.75	100,000.00	64.37
000-674	Donations-Unrestricted	129.76	3,829.26	4,000.00	95.73
000-674.1	Donations-Restricted	0.00	150.00	1,000.00	15.00
000-674.2	Donations-Friends	1,172.35	14,051.72	20,000.00	70.26
000-680	Other Income	0.00	546.96	0.00	0.00
	Total Revenue	<u>14,637.63</u>	<u>2,659,787.54</u>	<u>2,611,000.00</u>	<u>101.87</u>
	Gross Profit	<u>14,637.63</u>	<u>2,659,787.54</u>	<u>2,611,000.00</u>	<u>101.87</u>
Operating Expenses					
790-702	Salaries	96,277.12	1,146,036.25	1,300,000.00	88.16
790-716	Employee Insurance/Benefits	6,016.93	64,477.74	120,000.00	53.73
790-719	Health Reimbursement	1,556.82	18,511.35	21,000.00	88.15
790-722	Employer FICA	7,250.91	86,385.65	97,500.00	88.60
790-723	Retirement	7,255.07	29,872.96	40,000.00	74.68
790-727	Office Supplies	105.44	4,227.71	6,500.00	65.04
790-727.3	Supplies-Youth	0.00	954.48	1,600.00	59.66
790-727.4	Cartridges	1,024.76	3,661.20	4,500.00	81.36
790-730	Postage	143.06	716.99	500.00	143.40
790-732	Cleaning Supplies	790.18	5,873.43	5,000.00	117.47
790-734	Processing Supplies	1,356.09	7,951.82	12,000.00	66.27
790-740	Equipment	4,619.77	16,775.76	33,000.00	50.84
790-750.1	Adult Programming	1,757.29	15,430.12	18,000.00	85.72
790-750.2	Teen Programming	784.94	6,672.91	10,000.00	66.73
790-750.3	Youth Programming	1,972.55	12,134.02	13,000.00	93.34
790-750.4	Programming funded by Friends	1,172.35	7,005.91	5,500.00	127.38
790-752.1	Summer Reading-Adult	0.00	1,674.90	3,000.00	55.83
790-752.2	Summer Reading-Teen	98.60	2,050.90	2,000.00	102.55
790-752.3	Summer Reading-Youth	0.00	4,361.55	5,000.00	87.23
790-760	Youth Toys/Realia	12.64	1,802.89	2,000.00	90.14
790-762.1	Adult ETC	13.99	1,841.12	3,000.00	61.37
790-762.3	Youth ETC	0.00	1,364.84	2,000.00	68.24
790-770	Periodicals	0.00	7,319.09	12,000.00	60.99
790-772.1	eLibrary-Adults	9,270.91	114,552.65	115,000.00	99.61
790-772.3	eLibrary-Youth	0.00	12.75	0.00	0.00

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

		1 Month Ended	11 Months Ended	12 Months Ended	Year to Date
		October 31,	October 31,	November 30, 2023	Percentage
		2023	2023	Budget	Budget
		Actual	Actual		
790-772.4	eLibrary Funded by Friends	0.00	5,000.00	5,000.00	100.00
790-780	Software	428.96	12,941.76	26,000.00	49.78
790-785	Online Database	3,594.17	31,994.55	43,000.00	74.41
790-801	PS-Auditor	0.00	23,980.00	23,000.00	104.26
790-802	PS-Bookkeeping	645.00	7,095.00	8,000.00	88.69
790-803	PS-Attorney	0.00	1,950.50	3,000.00	65.02
790-804	PS-Consultants	0.00	45,670.00	45,000.00	101.49
790-805	PS--Computer Consultants	0.00	2,700.00	5,000.00	54.00
790-806	PS-Tax Collection	312.15	312.15	400.00	78.04
790-810	Cooperative Fees	0.00	0.00	4,000.00	0.00
790-820	Polaris	0.00	36,923.04	55,000.00	67.13
790-850	Internet	14,815.00	20,586.52	24,000.00	85.78
790-851	Telephone	458.60	4,966.47	5,800.00	85.63
790-860	Travel/Lodging	0.00	882.84	4,000.00	22.07
790-880	Marketing	4,626.22	13,186.87	15,500.00	85.08
790-885	Misc Funded by Friends	0.00	927.11	0.00	0.00
790-920	Electricity	5,300.11	43,939.67	48,000.00	91.54
790-921	Gas	824.48	14,922.65	18,000.00	82.90
790-922	Water	2,308.51	6,386.04	8,000.00	79.83
790-930	Building Maintenance	1,331.91	19,971.79	30,000.00	66.57
790-932	Grounds Maintenance	1,724.89	37,832.45	37,000.00	102.25
790-934	Equipment Maintenance	811.74	8,142.90	24,000.00	33.93
790-955	Grants	883.00	6,496.38	0.00	0.00
790-956	Miscellaneous	158.50	1,085.73	3,000.00	36.19
790-956.1	Misc/Petty Cash	0.00	0.00	200.00	0.00
790-957	Continued Education	644.40	2,794.19	8,000.00	34.93
790-958	Dues	0.00	2,973.00	5,000.00	59.46
790-964	Tax Adjustment	0.00	4,365.76	4,500.00	97.02
790-964.4	MelCat Reimbursements	64.98	103.52	500.00	20.70
790-965	Bank Charges	338.49	4,038.96	4,000.00	100.97
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	4,345.08	30,000.00	14.48
790-981	Books Funded by Friends	0.00	434.67	2,000.00	21.73
790-982.1	Adult Fiction	2,115.30	29,486.74	35,000.00	84.25
790-982.15	Large Print	996.03	6,934.61	9,000.00	77.05
790-982.2	Teen Fiction	635.50	8,441.26	10,000.00	84.41
790-982.3	Youth Fiction	3,113.88	22,305.28	23,000.00	96.98
790-983.1	Adult Nonfiction	2,601.51	28,005.53	35,000.00	80.02
790-983.15	Reference	569.82	4,166.60	4,000.00	104.17
790-983.2	Teen Nonfiction	316.37	2,744.85	4,000.00	68.62
790-983.3	Youth Nonfiction	3,820.24	14,049.83	15,000.00	93.67
790-984.1	Audiobooks-Adult	0.00	5,619.59	14,000.00	40.14
790-984.2	Audiobooks-Teen	0.00	2,017.48	6,000.00	33.62
790-984.3	Audiobooks-Youth	975.72	5,661.70	6,200.00	91.32
790-985.1	DVD/Blu Rays-Adult	420.56	7,106.48	17,000.00	41.80
790-985.2	DVD/Blu Rays-Teen	255.95	612.82	500.00	122.56
790-985.3	DVD/Blu Rays-Youth	640.93	2,140.81	2,600.00	82.34
790-986.1	Music CDs-Adult	0.00	919.47	2,500.00	36.78
790-986.3	Music CDs-Youth	61.45	165.61	200.00	82.81
790-998	Special Projects	16,350.00	112,678.00	33,000.00	341.45
Total Operating Expenses		<u>213,623.79</u>	<u>2,211,726.75</u>	<u>2,611,000.00</u>	<u>84.71</u>
Operating Income (Loss)		<u>(198,986.16)</u>	<u>448,060.79</u>	<u>0.00</u>	<u>0.00</u>

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

	1 Month Ended	11 Months Ended	12 Months Ended	Year to Date	
	October 31,	October 31,	November 30, 2023	Percentage	
	2023	2023	Budget	Budget	
	Actual	Actual			
Other Income (Expenses)					
000-665.4	Agency Account Interest	2,059.94	41,464.85	0.00	0.00
000-669.1	Sub-Agency Long Term Gain	(3,751.50)	(3,751.50)	0.00	0.00
000-670	Sub-Agency Change in Market Value	(29,996.32)	(84,233.76)	0.00	0.00
000-670.4	Agency Change in Market Value	(18,391.00)	(67,423.08)	0.00	0.00
000-965.4	Agency Admin Charges	(862.18)	(9,515.80)	0.00	0.00
	Total Other Income (Expenses)	<u>(50,941.06)</u>	<u>(123,459.29)</u>	<u>0.00</u>	<u>0.00</u>
	Net Income (Loss) Before Taxes	<u>(249,927.22)</u>	<u>324,601.50</u>	<u>0.00</u>	<u>0.00</u>
	Net Income (Loss)	<u>\$ (249,927.22)</u>	<u>\$ 324,601.50</u>	<u>\$ 0.00</u>	<u>0.00</u>

Saline District Library Fund 101 Monthly Revenue October 2023

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
628 · Printers-Revenue								
Deposit	10/02/2023			Deposit		001 · Key Bank...	4.80	4.80
Deposit	10/03/2023			Deposit		001 · Key Bank...	24.60	29.40
Deposit	10/04/2023			Deposit		001 · Key Bank...	7.00	36.40
Deposit	10/05/2023			Deposit		001 · Key Bank...	12.30	48.70
Deposit	10/06/2023			Deposit		001 · Key Bank...	7.76	56.46
Deposit	10/06/2023			Deposit		001 · Key Bank...	4.30	60.76
Deposit	10/10/2023			Deposit		001 · Key Bank...	12.00	72.76
Deposit	10/10/2023			Deposit		001 · Key Bank...	10.40	83.16
Deposit	10/12/2023			Deposit		001 · Key Bank...	3.60	86.76
Deposit	10/13/2023			Deposit		001 · Key Bank...	7.10	93.86
Deposit	10/16/2023			Deposit		001 · Key Bank...	2.50	96.36
Deposit	10/16/2023			Deposit		001 · Key Bank...	2.00	98.36
Deposit	10/17/2023			Deposit		001 · Key Bank...	5.90	104.26
Deposit	10/18/2023			Deposit		001 · Key Bank...	9.50	113.76
Deposit	10/19/2023			Deposit		001 · Key Bank...	7.40	121.16
Deposit	10/20/2023			Deposit		001 · Key Bank...	14.90	136.06
Deposit	10/20/2023			Deposit		001 · Key Bank...	2.60	138.66
Deposit	10/23/2023			Deposit		001 · Key Bank...	3.00	141.66
Deposit	10/24/2023			Deposit		001 · Key Bank...	8.30	149.96
Deposit	10/25/2023			Deposit		001 · Key Bank...	9.00	158.96
Deposit	10/26/2023			Deposit		001 · Key Bank...	2.10	161.06
Deposit	10/27/2023			Deposit		001 · Key Bank...	12.50	173.56
Deposit	10/28/2023			Deposit		001 · Key Bank...	4.00	177.56
Total 628 · Printers-Revenue							177.56	177.56
629 · Non-Resident Fees								
Deposit	10/05/2023			Deposit		001 · Key Bank...	25.00	25.00
Total 629 · Non-Resident Fees							25.00	25.00
658 · Fines-Overdue Materials								
Deposit	10/02/2023			Deposit		001 · Key Bank...	20.00	20.00
Deposit	10/02/2023			Deposit		001 · Key Bank...	1.95	21.95
Deposit	10/02/2023			Deposit		001 · Key Bank...	18.00	39.95
Deposit	10/03/2023			Deposit		001 · Key Bank...	45.50	85.45
Deposit	10/04/2023			Deposit		001 · Key Bank...	15.20	100.65
Deposit	10/05/2023			Deposit		001 · Key Bank...	62.40	163.05
Deposit	10/06/2023			Deposit		001 · Key Bank...	55.50	218.55
Deposit	10/06/2023			Deposit		001 · Key Bank...	23.50	242.05
Deposit	10/10/2023			Deposit		001 · Key Bank...	10.95	253.00
Deposit	10/10/2023			Deposit		001 · Key Bank...	27.65	280.65
Deposit	10/10/2023			Deposit		001 · Key Bank...	32.05	312.70
Deposit	10/11/2023			Deposit		001 · Key Bank...	18.20	330.90
Deposit	10/12/2023			Deposit		001 · Key Bank...	14.55	345.45
Deposit	10/13/2023			Deposit		001 · Key Bank...	98.80	444.25
Deposit	10/13/2023			Deposit		001 · Key Bank...	19.65	463.90
Deposit	10/16/2023			Deposit		001 · Key Bank...	75.90	539.80

Saline District Library Fund 101
Monthly Revenue
October 2023

11/13/23

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Deposit	10/16/2023			Deposit		001 · Key Bank...	25.70	565.50
Deposit	10/16/2023			Deposit		001 · Key Bank...	20.10	585.60
Deposit	10/17/2023			Deposit		001 · Key Bank...	37.65	623.25
Deposit	10/18/2023			Deposit		001 · Key Bank...	28.34	651.59
Deposit	10/19/2023			Deposit		001 · Key Bank...	25.75	677.34
Deposit	10/20/2023			Deposit		001 · Key Bank...	128.80	806.14
Deposit	10/20/2023			Deposit		001 · Key Bank...	24.75	830.89
Deposit	10/23/2023			Deposit		001 · Key Bank...	66.30	897.19
Deposit	10/23/2023			Deposit		001 · Key Bank...	7.00	904.19
Deposit	10/23/2023			Deposit		001 · Key Bank...	3.90	908.09
Deposit	10/24/2023			Deposit		001 · Key Bank...	31.70	939.79
Deposit	10/25/2023			Deposit		001 · Key Bank...	26.15	965.94
Deposit	10/26/2023			Deposit		001 · Key Bank...	10.80	976.74
Deposit	10/27/2023			Deposit		001 · Key Bank...	15.00	991.74
Deposit	10/28/2023			Deposit		001 · Key Bank...	11.50	1,003.24
Deposit	10/28/2023			Deposit		001 · Key Bank...	30.15	1,033.39
Deposit	10/28/2023			Deposit		001 · Key Bank...	15.10	1,048.49
Deposit	10/31/2023			Deposit		001 · Key Bank...	58.40	1,106.89
Total 658 · Fines-Overdue Materials							1,106.89	1,106.89
658.1 · Materials Replacement Fees								
Deposit	10/03/2023			Deposit		001 · Key Bank...	31.99	31.99
Deposit	10/04/2023			Deposit		001 · Key Bank...	66.98	98.97
Deposit	10/05/2023			Deposit		001 · Key Bank...	15.95	114.92
Deposit	10/06/2023			Deposit		001 · Key Bank...	59.98	174.90
Deposit	10/06/2023			Deposit		001 · Key Bank...	14.99	189.89
Deposit	10/10/2023			Deposit		001 · Key Bank...	16.99	206.88
Deposit	10/10/2023			Deposit		001 · Key Bank...	34.98	241.86
Deposit	10/10/2023			Deposit		001 · Key Bank...	24.94	266.80
Deposit	10/11/2023			Deposit		001 · Key Bank...	22.68	289.48
Deposit	10/16/2023			Deposit		001 · Key Bank...	10.99	300.47
Deposit	10/17/2023			Deposit		001 · Key Bank...	19.95	320.42
Deposit	10/20/2023			Deposit		001 · Key Bank...	22.94	343.36
Deposit	10/20/2023			Deposit		001 · Key Bank...	34.00	377.36
Deposit	10/23/2023			Deposit		001 · Key Bank...	17.95	395.31
Deposit	10/24/2023			Deposit		001 · Key Bank...	27.00	422.31
Deposit	10/25/2023			Deposit		001 · Key Bank...	23.99	446.30
Deposit	10/26/2023			Deposit		001 · Key Bank...	50.00	496.30
Deposit	10/28/2023			Deposit		001 · Key Bank...	27.00	523.30
Total 658.1 · Materials Replacement Fees							523.30	523.30
665.1 · General Account Interest								
Deposit	10/31/2023			Deposit		001 · Key Bank...	54.34	54.34
Total 665.1 · General Account Interest							54.34	54.34
674 · Donations-Unrestricted								
Deposit	10/06/2023			United Way		001 · Key Bank...	43.26	43.26

Saline District Library Fund 101 Monthly Revenue October 2023

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Deposit	10/06/2023			United Way		001 · Key Bank...	86.50	129.76
Total 674 · Donations-Unrestricted							129.76	129.76
674.2 · Donations-Friends								
Deposit	10/20/2023			Deposit		001 · Key Bank...	203.00	203.00
Deposit	10/20/2023			Deposit		001 · Key Bank...	815.40	1,018.40
Deposit	10/20/2023			Deposit		001 · Key Bank...	153.95	1,172.35
Total 674.2 · Donations-Friends							1,172.35	1,172.35
699 · Transfer from Other Funds								
Deposit	10/05/2023			Deposit		001 · Key Bank...	150,000.00	150,000.00
Deposit	10/23/2023			Deposit		001 · Key Bank...	74,000.00	224,000.00
Deposit	10/26/2023			Deposit		001 · Key Bank...	26,000.00	250,000.00
Total 699 · Transfer from Other Funds							250,000.00	250,000.00
TOTAL							253,189.20	253,189.20

Saline District Library Fund 101
Bill List
October 2023

Type	Date	Num	Name	Memo	Amount
702 · Salaries					
Check	10/13/2023			pay period en...	34,585.15
Check	10/13/2023			MERS Pay P...	1,852.42
Check	10/13/2023			MERS 457 Pa...	1,753.64
Check	10/13/2023			MERS Staff L...	183.74
Check	10/13/2023			MERS Staff L...	88.19
Check	10/27/2023			pay period en...	34,430.77
Check	10/27/2023			MERS Pay P...	1,896.97
Check	10/27/2023			MERS 457 Pa...	1,763.64
Check	10/27/2023			MERS Staff L...	183.74
Check	10/27/2023			MERS Staff L...	88.19
Total 702 · Salaries					76,826.45
716 · Employee Insurances/Benefits					
Bill	10/16/2023	11/1-1...	BLUE CROSS BLU...	11/1/2023-11/...	6,372.53
Bill	10/16/2023	97611...	SBIS		1,138.78
Total 716 · Employee Insurances/Benefits					7,511.31
719 · Health Reimbursement					
Bill	10/16/2023	ADM0...	EHIM		140.50
Bill	10/16/2023	FND0...	EHIM		1,416.32
Total 719 · Health Reimbursement					1,556.82
723 · Retirement					
Check	10/13/2023			MERS Pay P...	1,852.10
Check	10/27/2023			MERS Pay P...	1,896.95
Total 723 · Retirement					3,749.05
727 · Office Supplies					
Bill	10/16/2023	10/09/...	PILARZ, CHRISTINA		105.44
Total 727 · Office Supplies					105.44
727.4 · Cartridges					
Bill	10/09/2023	10/9/2...	AMAZON CAPITAL ...		1,024.76
Total 727.4 · Cartridges					1,024.76
730 · Postage					
Bill	10/10/2023	10/9/2...	KEYBANK - NATIO...		143.06
Total 730 · Postage					143.06
732 · Cleaning Supplies					
Bill	10/10/2023	16512...	STAPLES BUSINES...		790.18
Total 732 · Cleaning Supplies					790.18

Saline District Library Fund 101
Bill List
October 2023

Type	Date	Num	Name	Memo	Amount
734 · Processing Supplies					
Bill	10/09/2023	327224	SHOWCASES		363.42
Bill	10/09/2023	10/9/2...	AMAZON CAPITAL ...		992.67
Total 734 · Processing Supplies					1,356.09
740 · Equipment					
Bill	10/09/2023	10/9/2...	AMAZON CAPITAL ...		872.74
Bill	10/10/2023	72471	THE LIBRARY NET...		3,747.03
Total 740 · Equipment					4,619.77
750.1 · Adult Programming					
Bill	10/09/2023	10/2-1...	MCFRY, JO ANN Y...	Walking yoga ...	400.00
Bill	10/09/2023	10/18/...	JESSICA BEEMST...	Decluttering ...	200.00
Bill	10/09/2023	10/19/...	JASMINE SHEA TO...	Creative Writing	75.00
Bill	10/09/2023	10/9/2...	AMAZON CAPITAL ...		546.12
Bill	10/10/2023	10/9/2...	KEYBANK - NATIO...		536.17
Total 750.1 · Adult Programming					1,757.29
750.2 · Teen Programming					
Bill	10/09/2023	72667...	OTC BRANDS, INC.	program supp...	153.23
Bill	10/09/2023	10/9/2...	AMAZON CAPITAL ...		631.71
Total 750.2 · Teen Programming					784.94
750.3 · Youth Programming					
Bill	10/09/2023	9/28/2...	MAD SCIENCE OF ...	Science Spoo...	536.00
Bill	10/09/2023	10/17/...	LESLIE SCIENCE &...	Nature's Night...	
Bill	10/09/2023	10/20/...	BAFFLING BILL-WI...	Spooky Magic...	475.00
Bill	10/09/2023	10/9/2...	AMAZON CAPITAL ...		526.64
Bill	10/10/2023	10/9/2...	KEYBANK - NATIO...		34.97
Bill	10/10/2023	6580	LESLIE SCIENCE &...	Nature's Night...	209.28
Bill	10/16/2023	52495...	SCHOLASTIC INC.	PROGRAM S...	149.74
Bill	10/16/2023	52438...	SCHOLASTIC INC.	PROGRAM S...	40.92
Total 750.3 · Youth Programming					1,972.55
750.4 · Programming Funded by Friends					
Bill	10/09/2023	230809	SALINE AREA LION...		203.00
Bill	10/16/2023	80049...	STERICYCLE, INC.	Shredding Ev...	815.40
Bill	10/16/2023	6614	HUNGRY HOWIES	1/2 Day Pizza...	153.95
Total 750.4 · Programming Funded by Friends					1,172.35
752.2 · Summer Reading-Teen					
Bill	10/09/2023	10/9/2...	AMAZON CAPITAL ...		98.60
Total 752.2 · Summer Reading-Teen					98.60

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

Type	Date	Num	Name	Memo	Amount
760 · Youth Toys/Realia					
Bill	10/09/2023	ERG1...	BOOK FARM LLC		12.64
Total 760 · Youth Toys/Realia					12.64
762.1 · Adult ETC					
Bill	10/09/2023	10/9/2...	AMAZON CAPITAL ...		13.99
Total 762.1 · Adult ETC					13.99
772.1 · Ebooks-Adult					
Bill	10/09/2023	CD01...	OVERDRIVE, INC		3,000.00
Bill	10/09/2023	50442...	MIDWEST TAPE	Hoopla	5,822.11
Bill	10/09/2023	36705...	KANOPY, INC.		448.80
Total 772.1 · Ebooks-Adult					9,270.91
780 · Software					
Bill	10/10/2023	72471	THE LIBRARY NET...		428.96
Total 780 · Software					428.96
785 · Online Database					
Bill	10/09/2023	70791...	PROQUEST LLC	10/1/2023-9/3...	1,759.50
Bill	10/09/2023	70791...	PROQUEST LLC	10/1/2023-9/3...	1,564.67
Bill	10/09/2023	63361...	NEW ENGLAND HI...	9/15/2023-12/...	270.00
Total 785 · Online Database					3,594.17
802 · Professional Services-Bookkeep					
Bill	10/11/2023		STROM ACCOUNTI...		645.00
Total 802 · Professional Services-Bookkeep					645.00
806 · Professional Services-Tax Collec					
Bill	10/16/2023	2022	LODI TOWNSHIP	2022 TAX CO...	312.15
Total 806 · Professional Services-Tax Collec					312.15
850 · Internet					
Bill	10/09/2023	CI-015...	MERIT NETWORK, ...	7/1/2023-6/30...	14,220.00
Bill	10/09/2023	10/13/...	T-MOBILE	Hotspots	595.00
Total 850 · Internet					14,815.00
851 · Telephone					
Bill	10/09/2023	26232	TELNET WORLDWI...		458.60
Total 851 · Telephone					458.60
880 · Marketing					
Bill	10/09/2023	1330	THE SALINE POST	September/O...	80.00

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

Type	Date	Num	Name	Memo	Amount
Bill	10/09/2023	11493...	4IMPRINT, INC.	Swag	2,288.36
Bill	10/10/2023	10/9/2...	KEYBANK - NATIO...		115.95
Bill	10/16/2023	11743...	4IMPRINT, INC.	Swag	2,141.91
Total 880 · Marketing					4,626.22
920 · Electricity					
Bill	10/11/2023		DTE ENERGY - EL...	DTE	5,300.11
Total 920 · Electricity					5,300.11
921 · Gas					
Bill	10/11/2023		DTE ENERGY - GAS	DTE	824.48
Total 921 · Gas					824.48
922 · Water					
Bill	10/09/2023	6/1-98...	SALINE CITY HALL		2,308.51
Total 922 · Water					2,308.51
930 · Building Maintenance					
Bill	10/09/2023	98487...	GRAINGER	toilet screen	22.37
Bill	10/09/2023	85591...	GRAINGER	ballast	50.85
Bill	10/09/2023	86848...	WASTE MANAGEM...		233.30
Bill	10/09/2023	12564...	CERTASITE, LLC	Fire Extinguis...	217.89
Bill	10/09/2023	10267	ALTECH	Diagnos/repai...	257.50
Bill	10/16/2023	1595	HURON VALLEY W...		550.00
Total 930 · Building Maintenance					1,331.91
932 · Ground Maintenance					
Bill	10/09/2023	7762	SALINE SPRINKLER	Sprinkler wint...	325.00
Bill	10/09/2023	230911	MAINTENANCE & ...	Parking lot lig...	1,356.57
Bill	10/10/2023	10/9/2...	KEYBANK - NATIO...		43.28
Total 932 · Ground Maintenance					1,724.85
934 · Equipment Maintenance					
Bill	10/09/2023	50682...	RICOH USA, INC		15.09
Bill	10/09/2023	50682...	RICOH USA, INC		796.65
Total 934 · Equipment Maintenance					811.74
955 · Grants					
Bill	10/09/2023	72654...	OTC BRANDS, INC.	Program supp...	240.46
Bill	10/09/2023	2023	MANHATTAN SHO...		600.00
Bill	10/16/2023	6615	HUNGRY HOWIES	Social Club H...	42.54
Total 955 · Grants					883.00
956 · Miscellaneous					

Saline District Library Fund 101
Bill List
October 2023

Type	Date	Num	Name	Memo	Amount
Bill	10/16/2023	10004...	MLIVE MEDIA GRO...	Budget Heari...	158.50
Total 956 · Miscellaneous					158.50
957 · Continuing Education					
Bill	10/09/2023	2023-...	LIBRARY JOURNAL...	Creating Safe...	644.40
Total 957 · Continuing Education					644.40
964.4 · MeCat Reimbursements					
Bill	10/09/2023	MC23-...	CAPITAL AREA DIS...	Berlitz Korean...	14.99
Bill	10/09/2023	31518...	CITY OF WARREN	Series 65 exa...	34.99
Bill	10/09/2023	39082...	NOVI PUBLIC LIBR...	Zensele: A L...	15.00
Total 964.4 · MeCat Reimbursements					64.98
965 · Bank Charges					
Check	10/03/2023			KB Merch fee	57.98
Check	10/03/2023			KB Merch fee	34.99
Check	10/10/2023			Sept. Analysis...	245.52
Total 965 · Bank Charges					338.49
982.1 · Adult Fiction					
Bill	10/09/2023	10/9/2...	AMAZON CAPITAL ...		163.88
Bill	10/16/2023	9/1-9/...	BAKER & TAYLOR		1,951.42
Total 982.1 · Adult Fiction					2,115.30
982.15 · Large Print					
Bill	10/16/2023	9/1-9/...	BAKER & TAYLOR		996.03
Total 982.15 · Large Print					996.03
982.2 · Teen Fiction					
Bill	10/09/2023	10/9/2...	AMAZON CAPITAL ...		37.89
Deposit	10/10/2023			Deposit	-23.00
Bill	10/16/2023	9/1-9/...	BAKER & TAYLOR		620.61
Total 982.2 · Teen Fiction					635.50
982.3 · Youth Fiction					
Bill	10/16/2023	9/1-9/...	BAKER & TAYLOR		3,113.88
Total 982.3 · Youth Fiction					3,113.88
983.1 · Adult Nonfiction					
Bill	10/16/2023	9/1-9/...	BAKER & TAYLOR		2,601.51
Total 983.1 · Adult Nonfiction					2,601.51
983.15 · Reference					

Saline District Library Fund 101
Bill List
October 2023

Type	Date	Num	Name	Memo	Amount
Bill	10/10/2023	793158	ICLE	Basic Practic...	158.50
Bill	10/16/2023	9/1-9/...	BAKER & TAYLOR		411.32
Total 983.15 · Reference					569.82
983.2 · Teen Nonfiction					
Bill	10/16/2023	9/1-9/...	BAKER & TAYLOR		316.37
Total 983.2 · Teen Nonfiction					316.37
983.3 · Youth Nonfiction					
Bill	10/16/2023	1470609	LEARNER PUBLISHI...		547.76
Bill	10/16/2023	216125	CHERRY LAKE PU...		980.80
Bill	10/16/2023	335915	COUGHLAN COMP...		877.13
Bill	10/16/2023	IN582...	CRABTREE PUBLI...		467.95
Bill	10/16/2023	9/1-9/...	BAKER & TAYLOR		946.60
Total 983.3 · Youth Nonfiction					3,820.24
984.3 · Audiobooks-Youth					
Bill	10/09/2023	9/1-9/...	MIDWEST TAPE		975.72
Total 984.3 · Audiobooks-Youth					975.72
985.1 · DVDBlu Rays-Adult					
Bill	10/09/2023	9/1-9/...	MIDWEST TAPE		420.56
Total 985.1 · DVDBlu Rays-Adult					420.56
985.2 · DVD Blu Rays-Teen					
Bill	10/09/2023	9/1-9/...	MIDWEST TAPE		255.95
Total 985.2 · DVD Blu Rays-Teen					255.95
985.3 · DVD/Blu Rays-Youth					
Bill	10/09/2023	9/1-9/...	MIDWEST TAPE		640.93
Total 985.3 · DVD/Blu Rays-Youth					640.93
986.3 · Music CDs-Youth					
Bill	10/09/2023	9/1-9/...	MIDWEST TAPE		61.45
Total 986.3 · Music CDs-Youth					61.45
998 · Special Projects					
Bill	10/09/2023	40709	QUINN EVANS		16,350.00
Total 998 · Special Projects					16,350.00
TOTAL					184,910.53



**FY 2023/2024
Operating Budget**

Approved _____

Saline District Library FY2023/2024 Budget

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	\$2,402,365	88.6%	\$2,530,240	89.8%
State & County Funding										
PPT Reimbursement	99,169	93,317	95,517	95,517	3.7%	96,900	96,906	3.7%	134,370	4.8%
State Aid	21,116	22,876	27,805	27,805	1.1%	28,400	28,689	1.1%	29,600	1.1%
Penal Fines	26,859	35,986	26,703	26,703	1.0%	25,000	22,360	1.0%	22,000	0.8%
Total State & County Funding	\$147,144	\$152,179	\$150,025	\$150,025	5.9%	\$150,300	\$147,955	5.8%	\$185,970	6.6%
Fines and Fees	13,394	15,578	19,428	20,116	0.8%	18,000	21,909	0.7%	10,000	0.4%
Library Services	2,463	1,316	4,400	4,772	0.2%	4,400	5,445	0.2%	4,500	0.2%
Donations	31,756	32,353	26,603	28,052	1.1%	25,000	21,950	1.0%	26,000	0.9%
Interest Income	118,388	80,728	147,075	84,182	3.3%	100,110	66,712	3.8%	61,290	2.2%
Miscellaneous/Other	28	173	13,451	13,453	0.5%	0	547	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	\$2,666,883	100.0%	\$2,818,000	100.0%
Transfers			\$3,081	\$0		\$250,000	\$107,747		\$3,482,000	
Total General Fund Revenue	\$2,458,756	\$2,476,312	\$2,620,272	\$2,556,808		\$2,861,000	\$2,774,630		\$6,300,000	

Saline District Library FY2023/2024 Budget

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	\$1,468,000	60.5%	\$1,536,500	64.0%
Staff Development	8,503	9,276	13,900	13,486	0.7%	17,000	11,200	0.7%	13,400	0.6%
Supplies	23,793	18,302	26,100	26,376	1.3%	30,300	30,067	1.2%	29,800	1.2%
Programming	26,747	26,228	45,700	46,237	2.3%	56,500	58,400	2.2%	59,500	2.5%
Technology	47,111	37,548	62,559	54,982	2.7%	83,000	58,350	3.2%	68,000	2.8%
Professional Services	50,645	48,349	71,060	72,480	3.5%	88,400	87,752	3.4%	57,400	2.4%
Library Systems	14,386	38,363	39,568	38,583	1.9%	59,500	50,545	2.3%	50,700	2.1%
Online Access	46,811	48,396	63,600	64,400	3.1%	67,000	56,690	2.6%	65,000	2.7%
Marketing	4,820	10,054	15,000	11,491	0.6%	15,500	14,000	0.6%	16,000	0.7%
Insurance	22,000	19,988	17,000	16,074	0.8%	23,000	16,740	0.9%	18,000	0.8%
Utilities	72,236	78,915	72,596	72,530	3.5%	79,800	76,242	3.1%	79,300	3.3%
Building & Grounds	72,784	193,037	65,000	68,178	3.3%	147,000	79,236	5.6%	70,100	2.9%
Collections	246,416	252,366	265,300	263,817	12.9%	325,000	306,950	12.4%	330,200	13.8%
Miscellaneous	3,214	4,808	5,773	6,128	0.3%	7,500	7,166	0.3%	6,100	0.3%
Special Projects	20,141	0	3,831	12,424	0.6%	33,000	28,647	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	\$2,349,985	100.0%	\$2,400,000	100.0%
Special Projects: Renovation						\$250,000	\$136,900		\$3,900,000	
Total General Fund Expenditures						2,861,000	2,486,885		\$6,300,000	
Total Operating Revenue	\$2,458,756	\$2,476,312		\$2,556,808						
Investment Earnings/(Loss)	\$199,035	(\$233,011)		-\$952,999						
Total Revenue	\$2,657,791	\$2,243,301		\$1,603,809						
Total Operating Expenses	\$1,886,885	\$2,062,232		\$2,052,651						
Endowment Admin Charges	\$11,159	\$15,955		\$10,804						
Total Expenditures	\$1,898,044	\$2,078,187		\$2,063,455						
Net Change in Fund Balance	\$759,747	\$165,114		-\$459,646						
	\$2,657,791	\$2,243,301		\$1,603,809						

Saline District Library FY2023/2024 Budget

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	\$2,402,365	2,530,240
State & County Funding							
PPT Reimbursement	99,169	93,317	95,517	95,517	96,900	96,906	134,370
State Aid	21,116	22,876	27,805	27,805	28,400	28,689	29,600
Penal Fines	26,859	35,986	26,703	26,703	25,000	22,360	22,000
Total State & County Funding	\$147,144	\$152,179	\$150,025	\$150,025	\$150,300	\$147,955	\$185,970
Fines and Fees							
Overdue Fines	7,786	7,818	11,000	11,113	10,000	12,500	0
Non-Resident Cards	1,700	2,675	3,000	3,195	3,000	3,400	3,700
Card Replacement Fees	165	213	128	129	0	9	0
Materials Replacement Fees	3,743	4,872	5,300	5,679	5,000	6,000	6,300
Total Fines and Fees	\$13,394	\$15,578	\$19,428	\$20,116	\$18,000	\$21,909	\$10,000
Library Services							
Copiers	434	90	900	922	1,000	1,205	1,000
Printers	1,681	1,212	3,500	3,850	3,400	4,240	3,500
Fax	348	14	0	0	0	0	0
Total Library Services	\$2,463	\$1,316	\$4,400	\$4,772	\$4,400	\$5,445	\$4,500

Saline District Library FY2023/2024 Budget

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
Donations							
Designated	700	250	1,028	1,028	1,000	150	1,000
Undesignated	7,575	6,696	7,575	7,576	4,000	6,800	7,000
Friends of the Library	23,481	25,407	18,000	17,848	20,000	15,000	18,000
Grants	0	0		1,600		0	
Total Donations	\$31,756	\$32,353	\$26,603	\$28,052	\$25,000	\$21,950	\$26,000
Interest Income							
General Account	283	27	75	127	110	1,200	1,300
CDs/Investments	8,030	339	0	0	0	1,012	0
Subagency Account	110,075	80,362	147,000	84,055	100,000	64,500	59,990
Total Interest	\$118,388	\$80,728	\$147,075	\$84,182	\$100,110	\$66,712	\$61,290
Miscellaneous/Other	\$28	\$173	\$13,451	\$13,453	\$0	\$547	0
Total Operating Revenue	\$2,458,756	\$2,476,312	\$2,617,191	\$2,556,808	\$2,611,000	\$2,666,883	\$2,818,000
Operating Transfers In					250,000	100,000	3,482,000
Transfers from Endowment			3,081			7,747	
Total Transfers			3,081	0	250,000	107,747	3,482,000
Total General Fund Revenue	\$2,458,756	\$2,476,312	\$2,620,272	\$2,556,808	\$2,861,000	\$2,774,630	\$6,300,000

Saline District Library FY2023/2024 Budget

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 Expenses							
Salaries/Wages	\$1,048,599	\$1,103,881	\$1,105,000	\$1,101,540	\$1,300,000	\$1,250,000	1,300,000
FICA	78,883	83,068	83,000	82,895	97,500	94,000	97,500
Health Insurance	58,004	57,994	74,000	49,430	120,000	71,000	80,000
Health Reimbursement				19,712	21,000	20,000	21,000
Retirement	41,792	31,659	30,000	31,888	40,000	33,000	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>\$218,000</u>	<u>\$236,500</u>
Total Personnel Costs	<u>\$1,227,278</u>	<u>\$1,276,602</u>	<u>\$1,292,000</u>	<u>\$1,285,465</u>	<u>\$1,578,500</u>	<u>\$1,468,000</u>	<u>\$1,536,500</u>
Staff Development							
Professional Dues	3,810	3,809	4,800	4,385	5,000	3,100	4,400
Travel	1,823	598	3,500	3,564	4,000	2,500	3,000
Continuing Education	2,870	4,869	5,600	5,537	8,000	5,600	6,000
Total Staff Development	<u>\$8,503</u>	<u>\$9,276</u>	<u>\$13,900</u>	<u>\$13,486</u>	<u>\$17,000</u>	<u>\$11,200</u>	<u>\$13,400</u>
Supplies							
Office	5,917	5,222	5,700	5,465	6,500	4,950	6,000
Youth Supplies	0	1,093	1,100	1,251	1,600	1,300	1,600
Cartridges	2,796	3,217	3,200	3,381	4,500	4,100	4,300
Cleaning	3,509	3,159	4,600	4,715	5,000	7,000	6,000
Postage	440	229	500	499	500	717	700
Processing Supplies	11,131	5,382	10,850	10,915	12,000	12,000	11,000
Petty Cash	0	0	150	150	200	0	200
Total Supplies	<u>\$23,793</u>	<u>\$18,302</u>	<u>\$26,100</u>	<u>\$26,376</u>	<u>\$30,300</u>	<u>\$30,067</u>	<u>\$29,800</u>
Programming							
Youth Programs	5,980	3,850	13,500	12,514	18,000	17,600	19,000
Adult Programs	13,045	13,337	17,500	17,523	21,000	21,000	21,000
Teen Programs	7,722	9,041	10,500	12,114	12,000	12,150	12,000
Programs Funded by Friends	0	0	4,200	4,086	5,500	7,650	7,500
Total Programming	<u>\$26,747</u>	<u>\$26,228</u>	<u>\$45,700</u>	<u>\$46,237</u>	<u>\$56,500</u>	<u>\$58,400</u>	<u>\$59,500</u>

Saline District Library FY2023/2024 Budget

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	31,000	31,000
Equipment Maintenance	5,145	5,898	21,000	10,026	24,000	8,350	12,000
Technology Support	19,330	19,595	26,559	32,713	26,000	19,000	25,000
Total Technology	\$47,111	\$37,548	\$62,559	\$54,982	\$83,000	\$58,350	\$68,000
Professional Services							
Legal	3,023	3,003	900	887	3,000	2,190	2,600
Bookkeeping	7,740	7,740	7,740	7,740	8,000	7,740	11,300
Audit	20,680	21,300	22,310	22,310	23,000	23,980	25,600
Consultants	14,777	8,542	34,000	33,724	45,000	45,670	8,000
Computer Consultants	899	4,547	2,000	3,742	5,000	3,400	5,000
Bank Charges	2,907	2,908	3,800	3,767	4,000	4,460	4,500
Tax Collection	619	309	310	310	400	312	400
Total Professional Services	\$50,645	\$48,349	\$71,060	\$72,480	\$88,400	\$87,752	\$57,400
Library Systems							
Cooperative Fees	3,495	3,496	3,495	3,494	4,000	3,495	3,500
Polaris	10,796	34,544	35,848	34,891	55,000	46,880	47,000
MeLCat Reimbursements	95	323	225	198	500	170	200
Total Library Systems Fees	\$14,386	\$38,363	\$39,568	\$38,583	\$59,500	\$50,545	\$50,700
Online Access							
Internet Access	12,994	14,648	21,000	20,703	24,000	20,890	22,000
Online Resources	33,817	33,748	42,600	43,697	43,000	35,800	43,000
Total Online Access	\$46,811	\$48,396	\$63,600	\$64,400	\$67,000	\$56,690	\$65,000
Marketing	\$4,820	\$10,054	\$15,000	\$11,491	\$15,500	\$14,000	\$16,000
Insurance	\$22,000	\$19,988	\$17,000	\$16,074	\$23,000	\$16,740	\$18,000

Saline District Library FY2023/2024 Budget

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	5,427	5,600
Electricity	53,789	62,166	47,500	47,500	48,000	48,602	50,000
Gas	8,845	9,369	15,466	15,466	18,000	15,827	17,000
Water	3,964	3,676	4,380	4,380	8,000	6,386	6,700
Total Utilities	\$72,236	\$78,915	\$72,596	\$72,530	\$79,800	\$76,242	\$79,300
Building & Grounds							
Capital Improvement	0	137,484	0	0	50,000	13,316	0
Furniture	10,544	117	4,000	4,245	30,000	6,740	0
Building Maintenance	26,816	23,887	26,000	30,182	30,000	21,340	30,000
Grounds Maintenance	35,424	31,549	35,000	33,751	37,000	37,840	40,100
Total Building & Grounds	\$72,784	\$193,037	\$65,000	\$68,178	\$147,000	\$79,236	\$70,100
Collections: Print Materials							
Adult Fiction	42,438	28,737	28,800	30,487	35,000	32,900	35,000
Adult Nonfiction	28,880	30,443	27,000	29,896	35,000	32,200	35,000
Large Print	5,530	6,784	7,900	7,890	9,000	8,700	9,000
Reference	4,141	3,453	3,500	3,249	4,000	4,300	4,000
Total Adult Books	\$80,989	\$69,417	\$67,200	\$71,522	\$83,000	\$78,100	\$83,000
Teen Fiction		8,175	7,600	8,496	10,000	9,900	10,000
Teen Nonfiction			2,300	3,244	4,000	3,200	4,000
Total Teen Books	\$0	\$8,175	\$9,900	\$11,740	\$14,000	\$13,100	\$14,000
Youth Fiction			18,000	21,504	23,000	23,000	25,000
Youth Nonfiction			11,500	12,849	15,000	14,700	15,000
Total Youth Books	\$21,028	\$25,833	\$29,500	\$34,353	\$38,000	\$37,700	\$40,000
Books Funded by Friends	1,123	1,168	1,700	1,730	2,000	500	1,000
Total Books	\$103,140	\$104,593	\$108,300	\$119,345	\$137,000	\$129,400	\$138,000

Saline District Library FY2023/2024 Budget

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	\$12,300	\$12,300
Collections: Multimedia							
Adult Audiobooks	15,294	17,993	8,800	5,259	14,000	6,600	8,000
Adult DVDs	12,389	15,710	11,800	8,780	17,000	8,400	12,000
Adult CDs	1,776	2,002	2,100	2,006	2,500	1,100	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>	\$16,100	\$22,000
Teen Audiobooks			4,600	4,604	6,000	2,300	4,000
Teen DVDs			700	708	500	650	500
Total Teen Multimedia			<u>\$5,300</u>	<u>\$5,312</u>	<u>\$6,500</u>	\$2,950	\$4,500
Youth Audiobooks			5,800	3,594	6,200	6,200	6,500
Youth DVDs			2,350	1,619	2,600	2,300	2,600
Youth CDs			350	315	200	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>	\$8,700	\$9,300
Total Multimedia	<u>\$38,001</u>	<u>\$44,524</u>	<u>\$36,500</u>	<u>\$26,885</u>	<u>\$49,000</u>	\$27,750	\$35,800
ETC Collections							
Realia	84	0	300	294	2,000	2,050	2,100
ETC - Adult	1,390	334	800	648	3,000	3,000	3,000
ETC - Youth	69	0	800	898	2,000	1,950	2,000
Total ETC Collections	<u>\$1,543</u>	<u>\$334</u>	<u>\$1,900</u>	<u>\$1,840</u>	<u>\$7,000</u>	\$7,000	\$7,100
Total Print Materials	<u>\$116,082</u>	<u>\$108,068</u>	<u>\$119,900</u>	<u>\$136,116</u>	<u>\$149,000</u>	\$141,700	\$150,300
Total Physical Collections	<u>\$155,626</u>	<u>\$152,926</u>	<u>\$158,300</u>	<u>\$164,841</u>	<u>\$205,000</u>	\$176,450	\$193,200
eLibrary/Downloadables	\$90,790	\$99,440	\$107,000	\$98,976	\$120,000	\$130,500	\$137,000
Total Collections	<u>\$246,416</u>	<u>\$252,366</u>	<u>\$265,300</u>	<u>\$263,817</u>	<u>\$325,000</u>	\$306,950	\$330,200

Saline District Library FY2023/2024 Budget

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
Miscellaneous	2,593	2,495	1,200	1,056	3,000	1,300	1,600
Misc. Funded by Friends				477	0	1,500	0
Tax Adjustments	621	2,313	4,573	4,595	4,500	4,366	4,500
Total Miscellaneous	<u>\$3,214</u>	<u>\$4,808</u>	<u>\$5,773</u>	<u>\$6,128</u>	<u>\$7,500</u>	<u>\$7,166</u>	<u>\$6,100</u>
Special Projects	20,141	0	750	8,250	33,000	20,900	0
Endowment Projects			3,081	4,174	0	7,747	0
Total Special Projects	<u>\$20,141</u>	<u>\$0</u>	<u>\$3,831</u>	<u>\$12,424</u>	<u>\$33,000</u>	<u>\$28,647</u>	<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>\$2,349,985</u></u>	<u><u>\$2,400,000</u></u>
Special Projects: Renovations					\$250,000	\$136,900	\$3,900,000
Total General Fund Expenditures					<u><u>\$2,861,000</u></u>	<u><u>\$2,486,885</u></u>	<u><u>\$6,300,000</u></u>



Budget Summary

FY2023/2024

Revenue

- Overall revenue is expected to be higher (approximately 5.7%) for this fiscal year, while overall taxable value in the library district is will experience an increase of 7.7%.
- Tax revenue is based on millage rates of .8092 and .33. "Headlee" rollbacks on voted millages allow the Library to collect 0.8092 and 0.5343 mils this year. However, the Library will only levy 1.1392 mils, the same amount as last year, instead of the maximum allowed. The delinquency percentage has been reduced from 3% to 1.5% to more accurately reflect collected tax revenues.
- PPT Reimbursement has been finalized by the State of Michigan and is much higher than 2023.
- 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 and comparisons to prior or future years.

Expenditures

- The library currently employs 11 full-time staff and 31 part-time staff, which includes 6 student pages, to provide public services for 66 hours per week. The Pay Structure Review and Recommendations from ElementOne indicate a much more modest increase in salary ranges across the board this year, with the top two grades remaining the same. This results in an overall total increase for SDL of approximately 4%.
- Health insurance costs have traditionally been based on the potential for all eligible staff to take advantage of this benefit, but we have not ever used that margin. Like the tax revenue delinquency margin, this has been reduced to provide more accurate figures. A rate increase is expected.
- Staff development costs should remain steady; this year's budget reflects actual expenditures.
- 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 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 future projects such as this.
- 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.

Amended FY2022/2023

Revenue

- Tax revenue was \$89,175 higher than the projected amount (which had allowed for \$71,542 tax delinquency).
- PPT Reimbursement, State Aid, and Penal Fines were close to anticipated.
- Overdue fines and materials replacement fees were higher than anticipated as we continue to return to pre-pandemic service levels.
- Revenue from library services (copiers and printers) were higher than anticipated as we continue to return to pre-pandemic service levels.
- Donations from the Friends were lower than anticipated as the Friends purchased more Summer Reading prizes directly rather than donating to the library.
- Designated donations were lower than anticipated, but undesignated donations increased.
- Investment income was lower than projected (though this number is not finalized).
- Overall operating revenue exceeded projections by \$55,883. In addition, Schrandt grant funds for the SDL Seed Library, the Manhattan Short Film Festival, and the New Adult Social Club are expected to be around \$7,800.

Expenditures

- Personnel costs are lower than projected, mainly due to unused health insurance.
- Supplies expenses were close to anticipated. Cleaning supplies came in slightly over budget as shortages are anticipated in early 2024, so more were purchased at yearend.
- Program expenditures were all close to budget, and we saw increased programming support from the Friends.
- Technology expenses came in under budget, as Equipment Maintenance was over-budgeted due to services that had been discontinued.
- Professional services expenses were within budget.
- Library Systems expenses were under budget as the pricing for the new app was lower than expected.
- Online Access expenses have decreased as little-used databases have been dropped.
- Insurance expenses were lower than anticipated.

- Utilities expenses were lower than anticipated overall as we continue to see savings in electricity due to the 2022 LED conversion project. Natural gas prices remained steady, but local water costs increased.
- Capital improvement costs were expected to be higher anticipating changes to the building and furnishings; however, these projects will really get underway in 2024, not 2023, and will be under a separate budget line.
- Collection costs were all within budget except for eLibrary/Downloadables. This has been increased for next year, and physical AV will be decreased to reflect the growing demand for online media.
- 2023 renovation project expenses were lower than anticipated when Special Projects were amended upward mid-year.
- Overall operating expenditures are coming in \$261,015 lower than projected at this time.

REVENUE

Explanation of Line Items for 2023/2024 OPERATING BUDGET

PROPERTY TAXES

000-402 to 000-402.7 PROPERTY TAXES

Property taxes are the Library's largest source of revenue. Property tax revenue is the taxable value of property located within the Library district multiplied by the Library's millage rate. "Headlee" rollbacks on voted millages allow the Library to collect 0.8092 and 0.5343 mills this year. However, the Library will only levy 1.1392 mills instead of the maximum allowed.

STATE AND COUNTY REVENUE

000-413 PERSONAL PROPERTY TAX REIMBURSEMENT

In 2012, legislation was passed providing personal property exemptions for small taxpayers (starting in 2014) and Eligible Manufacturing Personal Property (phase-in starting in 2016). Laws have been revised in 2013 through 2018. Reimbursement is provided through a share of the 6% Use Tax levied by the Local Community Stabilization Authority. Beginning with calendar year 2016, the Local Community Stabilization Authority (LCSA) Act, 2014 Public Act 86, (MCL 123.1341 to 123.1362) requires personal property tax (PPT) reimbursement to municipalities for operating and debt millages. PPT reimbursement for municipalities other than school districts is typically received in February.

000-540 STATE AID

The constitutional commitment of local libraries began in 1935 and included financial assistance through the distribution of penal fines revenues to local libraries. Since then it has evolved to include provisions for state aid and for the establishment of a state-wide, state-funded regionalized system of cooperation. Public Act 89, 1977 states that funds will be distributed if compliance with standards established for each size library is met. To be eligible for state aid, libraries must maintain a local support level of 3/10 mil. This 3/10 mil is based on the state equalized value (SEV) for the legal service area. Hours of operation and personnel certification guidelines are also established for each class size of library. State aid funds are also distributed directly to library cooperatives, also known as "swing aid." The total of state aid is set by the Legislature each year, and funds are distributed according to the formula in the Act. The state aid allotment for this coming year has been increased in the state budget. We will receive funds based on the 2020 Census population for SDL of 28,291. State Aid is typically received in two payments around June and August.

000-656 PENAL FINES

Fines are collected from offenders for certain civil infractions and local ordinance violations by the courts and sent to county treasurers. The Library of Michigan has the responsibility of notifying the clerk and treasurer of each county of the legally established libraries in that county who are entitled to receive penal fines and of the population served by each library. Penal fines are then distributed from the County Treasurer to each library on a per capita basis by August 1 of each year. The practice of earmarking state penal fines for the support of public libraries was established in the Michigan Constitution of 1835. This practice has continued through the years and is today included in Article 8, Section 9 of the current Constitution, adopted in 1963.

FINES AND FEES

000-658 OVERDUE FINES

In accordance with growing accepted best practices in public libraries, this year's budget does away with overdue fines for late materials. Library users will still be charged material replacement fees if library materials are not returned in a timely manner.

000-629 NON-RESIDENT CARDS

For the privilege of having a library card from SDL, money is collected from individuals/families or organizations that are outside of our service area. The annual fee is now \$150 for a Non-Resident Family card and is based on the average residential library tax paid throughout the district. The annual fee for an Educator card is \$15 and \$25 for a School of Choice Student card.

000-658.2 CARD REPLACEMENT

A small fee has traditionally been charged to cover the cost of replacement cards. The library stopped charging this fee in 2022 since the cost of cards has dropped dramatically and we do not want to discourage library users from replacing lost cards.

000-658.1 MATERIALS REPLACEMENT

The Library charges for damaged and lost materials according to Policy #405.

LIBRARY SERVICES

000-628.1 COPY MACHINES

The Library has a coin-operated copy machine for public use. The rates continue to be .10 per page for black/white copies and .50 per page for color copies. There is no charge for scanning.

000-628 PRINTERS

Costs for printing information from the public computers are the same as copying: .10 per page for black/white prints and .50 per page for color prints.

000-628.2 FAX

Designated for public use, the charges are \$1.00 for outgoing in the continental U.S. and \$5.00 for international. Incoming faxes are not accepted. The need for fax services has dropped dramatically in recent years.

000-651 MEETING ROOMS

The charges associated with use of the meeting rooms are in Policy #511. While there is no charge to use the rooms, a minimum fee of \$15.00 would be charged for any group that leaves the rooms in a condition that does not comply with the requirements as set forth in the Policy.

DONATIONS

000-674 UNRESTRICTED DONATIONS

This line is for gifts that have no donor instructions attached to them. The majority of gifts fall into this category.

000-674.1 RESTRICTED DONATIONS

These donations are earmarked for specific uses by the donor. Donations are received throughout the year from individuals and organizations. This can include memorial gifts and matching programs from businesses.

000-674.2 FRIENDS OF THE LIBRARY

Throughout the year the Friends purchase items for the Library based on their annual budget. The Library pays the bill and then collects the money from the Friends. This line item is a "pass-through" account.

000-675 GRANTS

The Library occasionally receives grants for specific purposes, such as staff development, new collections, or other items. These are generally awarded based on staff requests from a variety of sources, including the Library of Michigan.

INTEREST INCOME

000-665.1 GENERAL ACCOUNT

All operating monies are initially deposited into the general account at KeyBank.

000-665.2 CD INVESTMENTS

Certificates of Deposit have been established with varying due dates to take advantage of higher interest rates at several local banking institutions. The recent trend has been to return funds from mature CD accounts to the Agency Sub-Account which provides higher returns on investments. Currently SDL has funds invested in only two CD accounts.

000-665.3 AGENCY SUB-ACCOUNT

Established in 2002, this line tracks the interest earned on the various funds that are retained by Key Private Bank.

000-680 OTHER INCOME (MISCELLANEOUS)

This is a catch-all place for miscellaneous revenue such as refunds for advance travel expenses or grants. This also includes funds from supplies such as flash drives and earbuds purchased by patrons at the circulation desk.

EXPENDITURES
Explanation of Line Items
2023/2024 OPERATING BUDGET

PERSONNEL EXPENDITURES

790-702 SALARIES/WAGES

Staff is divided by full time, part-time with pro-rated benefits, and part-time without benefits. Salaries are based on a pay structure that has been reviewed by ElementOne Consulting and approved by the Library Board.

790-722 FICA

FICA is calculated at 7.5% of gross wages.

790-716 INSURANCE

Full-time employees are eligible to receive medical, dental, vision, life, short-term disability, and long-term disability coverage. Most rates are based on age, so there are differences in the costs for each employee.

790-719 HEALTH REIMBURSEMENT

Employees working 20+ hours per week participate in the employer-provided healthcare reimbursement plan. The benefits plan year is July 1 – June 30. These expenses were formerly included in the Insurance line.

790-723 RETIREMENT

Policy #627 mandates that every qualified employee match the 5% of salary that the Library deposits into a defined contribution retirement fund. Municipal Employees' Retirement System of Michigan is the administrator for both the Defined Contribution (401a) Plan and the voluntary Deferred Compensation (457) Plan.

790-958 PROFESSIONAL DUES

Dues are paid for librarians and other staff to join professional organizations as deemed appropriate. The Library belongs to other organizations, such as the Michigan Library Association, the Washtenaw County Historical Society, the Genealogical Society of Michigan, the Saline Area Chamber of Commerce, and the Polaris User's Group (PUG). Each board member may choose to belong to ALA or MLA. The Library is an institutional member of the Michigan Library Association, which allows staff to join MLA at a reduced rate.

790-860 TRAVEL/LODGING

Policy #621 addresses this group of expenditures. Mileage is based on the amount set each year by the Internal Revenue Service. Professional staff are encouraged to attend the annual MLA conference and/or other programs. Attendance at PUG (Polaris User's Group) for the Technology Manager is also encouraged. Youth staff often attend the MLA Spring Institute. Other meetings, workshops, and educational opportunities are included. Mileage may also be reimbursed for outreach events or required travel.

790-957 CONTINUING EDUCATION

It has been recognized by the Library Board and staff that continuing education is a necessity in today's workplace. Whenever possible and practical, staff will be sent to workshops, seminars, and classes to advance their technological skills and library service skills. Some staff have been attending other conferences or programs offered through MLA, ALA, Library of Michigan, and other sources. We are also pleased to have instituted an annual staff development day for all Library staff.

SUPPLIES

790-727 OFFICE SUPPLIES

All office supplies are expensed in this line. Some miscellaneous expenses may be placed here.

790-727.3 YOUTH SUPPLIES

The Youth Services department has its own line for supplies needed for programs and story times.

790-727.4 CARTRIDGES

This is tracked separately to help monitor the expenses associated with printing from the public computers.

790-732 CLEANING SUPPLIES

All cleaning supplies are tracked separately from other office supplies. This includes paper products such as roll towels, paper towels, tissues, toilet paper, etc.

790-730 POSTAGE

The Library mails back items that are damaged or not wanted. MeLCat materials are returned through TLN delivery, which has eliminated postage costs for ILL. Postage is needed for paying invoices, sending bills, and other mail.

790-734 PROCESSING SUPPLIES

All collection materials are processed by SDL staff. Materials are cataloged, labeled, covered, and tagged for security/inventory before the items can go out on the shelves.

790-956.1 PETTY CASH

This covers miscellaneous expenses that require cash.

PROGRAMMING

790-750.1 ADULT PROGRAMMING

A wide variety of programs for the public are scheduled throughout the year. Many new types of programs recently offered have proven to be quite popular, so we are always expanding in this area. The pandemic has caused us to be more creative and sometimes has increased costs. This is true for Youth and Teen programming as well.

790-750.3 YOUTH PROGRAMMING

The Youth Services department continues to offer a wide variety of programs for ages 1–12.

790-750.2 TEEN PROGRAMMING

Due to SDL's proximity to Saline Middle School, programming for teens after school continues to be important. Several "take and make" options have also been developed for teens in recent years due to the COVID-19 pandemic.

790-752.1 to 752.3 SUMMER READING PROGRAM

The Friends of Saline District Library have committed to generously supporting the summer reading program for youth, teens, and adults. A single line was formerly used to track these expenses. We have now separated these out for better tracking by department, as more SDL funds are used for Summer Reading as the Friends have begun purchasing Summer Reading prizes directly.

790-750.4 **PROGRAMMING FUNDED BY FRIENDS**

The Friends of the Library also support other programs such as Half Day Pizza Café for teens, 1000 Books Before Kindergarten, and Books for Babies. This new line tracks these expenditures to differentiate them from SDL funds spent on programming.

TECHNOLOGY

790-740 **EQUIPMENT**

Computers and other equipment are replaced on an ongoing basis according to need and age of the equipment. The library's main server was replaced in 2023.

790-934 **EQUIPMENT MAINTENANCE/REPAIR**

Equipment with maintenance agreements includes two Ricoh photocopiers (one public and one staff) and the EnvisionWare print management & PC Reservation systems. This line also includes repair of other equipment such as staff and public printers.

790-780 **TECHNOLOGY SUPPORT**

The nature of this line item has changed significantly over the years. It has primarily included service subscriptions, license upgrades, website maintenance, etc. for the past few years, but was still included under Collections. Since these are primarily operational expenses, the name of the account has been changed.

PROFESSIONAL SERVICES

790-803 **LEGAL**

Anne Seuryneck of Foster, Swift, Collins & Smith continues to serve as the library's legal counsel.

790-802 **BOOKKEEPING**

Strom Accounting produces monthly financial statements, bank reconciliations, payroll, and tax preparation. Additional funds are budgeted this year to move to an online payroll system.

790-801 **AUDIT**

Plante Moran conducts our annual audit in accordance with Public Act 2 of 1968: Uniform Budgeting and Accounting Act. Copies of the audit are sent to the two founding municipalities (City of Saline and Saline Area Schools) and the six townships. Current and past year audits are cataloged and shelved in the Reference section of the Library. The current audit is also posted on the SDL website.

790-804 **CONSULTANTS**

This line is funded for any outside professional help that may be needed throughout the year.

790-805 **COMPUTER CONSULTANTS**

SDL contracts with The Library Network's Technology Services staff to assist with technological tasks such as server upgrades, PC installation, and network audits.

790-965 **BANK CHARGES**

KeyBank charges the Library for investment services the General Account and for the Sub-Agency account.

790-806 **TAX COLLECTIONS**

Currently Lodi is the only township that assesses a collection fee for our annual property taxes. Their rate is .15 per parcel. The City of Saline assesses a charge, but it is paid by the taxpayer.

LIBRARY SYSTEMS

790-810 COOPERATIVE FEES

Each year the Library receives indirect State Aid. This can be used to buy services from The Library Network (TLN) or used for continuing education workshops and classes. TLN provides our delivery service five days per week for MeLCat and other TLN libraries. The annual cost of our movie site license is also paid through TLN.

790-820 POLARIS

This includes both hardware and software maintenance for the integrated library system used for cataloging and circulation.

790-964.4 MELCAT REIMBURSEMENTS

Fines/fees for items that are lost or damaged by our patrons are paid to the lending library by SDL. Whenever possible, reimbursement is sought from the patrons.

ONLINE ACCESS

790-850 INTERNET

The Library contracts with Merit Network, Inc. to provide direct Internet access. In 2016 we signed a 5-year contract at a much lower rate that more than doubled our bandwidth level. In 2021 we were able to sign a new 5-year contract with the same rate; however, in 2022 this again proved to be an insufficient amount of bandwidth, and we renegotiated our contract to increase bandwidth again. We also have mobile hotspots that circulate to the public, which require monthly service arrangements.

790-785 ONLINE DATABASES

The Library of Michigan (through federal grant monies) provides free access to MeL (Michigan electronic Library) that includes an impressive list of databases. The Library subscribes to several additional databases, covering a broad range of topics.

UTILITIES

790-851 TELEPHONE

The Library moved to a voice-over IP system in August 2014. TelNet provides phone service for our four Internet lines and two POTS lines, which are used for fax and the Friends of the Library Corner Bookshop phone. Fire and burglar alarm systems have transitioned to wireless dialers.

790-920 ELECTRICITY

In 2015, a solar array of 225 panels was installed on the roof by Sunventrix Solar, a local company that was previously owned by Mark Hildebrandt and now has become part of Michigan Solar Solutions. A link on the SDL website shows how much energy is being produced by the array. Unfortunately, we did not immediately see a decrease in our electric bills, because when the solar array was installed, DTE Energy noticed an irregularity in how we had been charged for service. The correction involved doubling our service multiplier, which essentially doubled our bills. However, we are able to see the benefits of the solar array. In 2018, another solar array of 240 panels was installed, and this did decrease our energy bills. In 2021 we completed a project to convert indoor and outdoor lighting to LED, which has reduced our electric usage by 26.8% and cost by 32.7%.

790-921 GAS

Standard monthly bills are paid to DTE Energy. Natural gas costs began to rise in 2022.

790-922 **WATER**

The Library pays for water services from the City of Saline. Saline's water rates increased dramatically in 2022.

BUILDING AND GROUNDS

790-971 **CAPITAL IMPROVEMENT**

This line is being funded in the event that a special project or need arises. While large-scale projects would be paid for using designated fund balances, this line can be used for specific smaller projects such as new signs by Maple Road or a solar bike repair station. The planned renovations and site improvements will be considered Special Projects.

790-975 **FURNITURE**

This line item is funded in case furniture items need to be replaced. Requests for furniture are sometimes paid for by the Friends.

790-930 **BUILDING MAINTENANCE**

This list details some of the maintenance that is contracted within the building:

Spear's Fire & Safety (fire extinguishers)

Huron Valley Windows (window washing)

Altech Mechanical Company (HVAC maintenance & repairs)

Assa-Abloy Entrance Systems (automatic door openers)

Wyandotte Alarm (building security & fire alarm monitoring system)

National Time & Signal (fire and burglar alarm systems)

Arbor Inspection Services (inspection of fire sprinkler system)

This line also allows for a wide variety of other maintenance items such as carpet cleaning, filter replacements, and other repairs.

790-932 **GROUNDS MAINTENANCE**

This list details some of the services used for the grounds and woods:

Top Flite Irrigation System (sprinkler system)

Kevin's Landscaping (snow removal)

Underwood Nursery (weekly mowing and grounds maintenance)

Waste Management (garbage and recycling services)

unknown tasks, such as woods maintenance, weeding, etc.

COLLECTIONS

The materials collection is divided into the following categories with all librarians participating in the collection development process. Class V public libraries in Michigan spend an average of 11% of their budgets on collections (2020-2021 data provided by the Library of Michigan). This year we are allocating 13.8% of the budget for collections, including downloadable media and periodicals (with additional funds for online databases).

790-982.1 **ADULT FICTION**

790-982.15 **LARGE PRINT**

790-982.2 **TEEN FICTION**

790-982.3 **YOUTH FICTION**

790-983.1 **ADULT NONFICTION**

790-983.15 **REFERENCE**

790-983.2 **TEEN NONFICTION**

790-983.3 **YOUTH NONFICTION**

790-984.1 **ADULT AUDIOBOOKS**

790-984.2 **TEEN AUDIOBOOKS**

790-984.3 **YOUTH AUDIOBOOKS**
790-985.1 **ADULT DVD/BLU-RAYS**
790-985.2 **TEEN DVD/BLU-RAYS**
790-985.3 **YOUTH DVD/BLU-RAYS**
790-986.1 **ADULT MUSIC CDS**
790-986.3 **YOUTH MUSIC CDS**
790-762.1 **ADULT ETC**
790-762.3 **YOUTH ETC**
790-760 **REALIA** (puzzles, puppets, toys, etc.)

790-981 **BOOKS FUNDED BY FRIENDS**

The Friends of the Library provide funds for our Lucky Day collections and staff memorial books. This new line tracks these expenditures to differentiate them from SDL funds spent on collections.

790-772.1 (**DOWNLOADABLE MEDIA**)

Patrons can download materials from the Library's website, or directly from TLN's Download Destination (OverDrive) site using the Libby app. The Library purchases additional titles from the OverDrive Advantage program to lessen the wait for bestsellers. We also offer downloadable materials, including ebooks, audiobooks, movies, TV shows, comic books, etc., through Hoopla and Kanopy. These resources are increasingly popular with the public and were especially appreciated during the pandemic.

790-772.4 **DOWNLOADABLE MEDIA FUNDED BY FRIENDS**

The Friends of the Library provide funds for our Download Destination collection. This new line tracks these expenditures to differentiate them from SDL funds spent on downloadable media.

790-770 **PERIODICALS**

This includes journals, magazines and newspapers.

OTHER EXPENDITURES

790-880 **MARKETING AND PUBLIC RELATIONS**

Formerly limited to print expenses such as stationery, business cards, services brochures, memorial envelopes, program brochures, bookmarks, and print advertising, this line has been expanded to include all forms of marketing, including SDL logo gear for staff and SDL swag to be distributed at outreach events throughout the community.

790-965 **INSURANCE**

This is for all library insurance coverage, including building contents, liability, employee dishonesty, worker's compensation, public officials & employee liability, business equipment, and cyber security coverage.

790-956 **MISCELLANEOUS**

This is for any minor expenditure that cannot fit into an existing category.

790-885 **MISCELLANEOUS FUNDED BY FRIENDS**

The Friends of the Library provide support to SDL staff by funding lunch at Staff Development Day and contributing to staff recognition events. This new line tracks these expenditures to differentiate them from SDL funds.

790-964 **TAX ADJUSTMENT**

When the taxing municipalities make adjustments on their tax rolls, there may be refunds due to those units of government.

SPECIAL PROJECTS

790-998 SPECIAL PROJECTS

Any projects above and beyond normal operating expenditures are accounted for on this line. Special projects have included things such as the conversion to RFID technology and the redesign of the SDL website. The upcoming renovations and site improvements will be considered Special Projects.

790-955 GRANTS

We have started using this line for any initiatives that are funded via Schrandt Endowment Grants to differentiate them from SDL funds budgeted for standard programs or collections.

ASSIGNED FUND ACCOUNTS

Explanation of Funds

FY2023/2024

The Governmental Accounting Standards Board (GASB) issued *Statement 54 – Fund Balance Reporting and Governmental Fund Type Definitions*, which changed the terminology used for fund balance reporting and allows entities to designate an official or committee to assign fund balance for specific uses.

UNASSIGNED FUND

Unallocated monies will go into this account. The money is unassigned and can be used for whatever purposes the Board determines. The Contingency Account is now part of the Unassigned Fund. These are monies held for unforeseen emergencies or situations. The “Waterfall Resolution” of 12/5/95 states that the Library shall “budget annually an amount...to cause the minimum balance on deposit to equal 15% of the annual General Fund expenditures for the preceding fiscal year.” Beginning in 1999/00 the Board approved allocating interest income that is generated from these funds to go back into the funds.

QUASI-ENDOWMENT PRINCIPLE/PROJECTS FUND

Board action on 6-29-94 stated that \$2 million from the Schrandt bequest be placed in the Endowment Fund and the remaining balance be deposited into the General Fund. Typically, the Board will reinvest all interest earnings back into the principal at the end of each fiscal year. In 2005 the Board decided that the principal \$2 million would remain in the fund, and the remaining earnings would be used to fund the expansion and renovation project. Each year the Board will decide how much money will be placed in this account to fund projects as they are recommended by the Endowment Committee and approved by the Board.

BUILDING IMPROVEMENT ACCOUNT

This is to be used for building additions, improvements, enlargements or extensions to the Library. Examples could include: renovations, land for a branch, the branch building, or a bookmobile.

EQUIPMENT PURCHASES ACCOUNT

This allows for the making of repairs and purchasing replacements for the real and personal property of the Library. Examples could include: a new roof, new furniture, replacing the circulation desk, etc.

INTERNET AND TECHNOLOGY ACCOUNT

This will be used for additions and improvements of all aspects of technology: equipment, software, and other related materials.

COMPENSATED ABSENCES

This fund was created by the Board in March 2001. Each year the audit has reflected the dollar amount needed to cover unused sick and vacation time. The amount is large enough to warrant its own fund. Each year the Auditors will give the new dollar amount to be reserved.

PAVING/PARKING LOT ACCOUNT

The Board created a new fund in 2007 for the purpose of constructing a west parking lot that provides additional parking for the west entrance. The Library purchased 1.47 acres from Saline Area Schools in November 2008. The Board hired Beckett & Raeder to redesign the current Middle School parking lot into two separate lots and to serve as Project Manager. The project began in June and was completed in August, 2009. The Library, in partnership with the City of Saline, constructed a 10' wide non-motorized pathway beginning at Maple Road and ending at N. Harris Street, traversing through the woods and Brecon Park, named the Library-Brecon Trail. In 2016 it was renamed The Leslee Niethammer Memorial Library Trail. This fund will pay for future maintenance.

LIBRARY DEVELOPMENT

This fund was created in March 2010 for the purpose of expanding the Library's services, potentially through branch development, satellite locations, or vending options. It was funded with the construction project's fund balance.

ARTS

The Library Board created this fund in August 2013 and funded it with the monies received from DuPont for Imprelis™ damaged trees and shrubs. The Library received the amount of \$102,668.60 over a two-year period, and spent \$21,880 to replace 22 trees and 16 yew bushes. The remaining \$80,788 was placed in this assigned fund.

FUTURE OPERATING

In 2020 the Board created this fund in consideration of the expiration of the 2006 millage. The fund was started with an amount approximately equal to the annual revenue currently being generated by this millage.

**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%					



Depository Banks 2023/2024

For FY 2023/2024, Saline District Library plans to continue to utilize the following bank accounts to conduct Library business:

KeyBank

SDL General Account

Key Private Bank: Trust & Investment Management Services

Sub Agency Account

Agency Account

Old National Bank

Certificate of Deposit

Bank of Ann Arbor

Certificate of Deposit



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

- Updates to the Library Renovation and Site Improvement Project include:
 - Aaron Phillips of McCarthy & Smith has provided the proposed phasing plan (see Appendix) for the interior portion of the project. While keeping the project to three phases may be a bit more difficult to work around at times, it would be too cost-prohibitive to break the project into smaller phases. Based on feedback from the Management Team, McCarthy & Smith are now working on a timeline for the project that best meets the library's scheduling.
 - A meeting at Saline City Hall to discuss permits has been scheduled for November 20. Representatives from the City of Saline, Quinn Evans, Midwestern Consulting, and SDL will be present. Midwestern Consulting is the firm that Quinn Evans used for the initial land survey.
 - We have received our first shipment of furniture, as some staff members were in need of new desk chairs.
- Four staff members attended the 2023 Michigan Library Association Annual Conference October 18-20 in Kalamazoo. One particularly helpful session Jessica Lash and I attended was on implementing an emergency plan, presented by Aaron Witt of [A-Train Tactical](#). We spoke to him after the session and intend to hire him in 2024 to review our renovation plans, create a full emergency plan for the new building layout, and present at our 2024 Staff Development Day. He comes very highly recommended by other Michigan public library directors.
- The 2023 Staff Development Day was a success. It included active shooter training from the Washtenaw County Sheriff's Office, [Real Colors](#) personality and communication workshop, a presentation by Jim Mangi, Director of Dementia Friendly Saline, a demonstration of the upcoming library app, and time for department meetings. Kudos to the planning committee of Melissa Schabel, Dave Woodington, and Jasmine Riehl, led by Jessica Lash, and thanks to Chris Pilarz for coordinating the food and Friends of the Library for providing lunch.

- At their November 6 meeting, Saline City Council appointed Anne Cummings and Amy Sankaran to serve 2-year terms on the Saline District Library Board of Trustees beginning December 1, 2023. My thanks to outgoing Trustees Richard Conn and Shannon Bieliauskas for their work serving Saline District Library and our community.
- At their November 14 meeting, Saline Area Schools Board of Education reappointed Stephanie Gray and Lori Byron to serve 2-year terms on the Saline District Library Board of Trustees beginning December 1, 2023.
- Work continues on the upcoming new SDL app. The Management Team has reviewed it, and it will be available for the entire staff to beta test it by Thanksgiving. We are currently waiting for finalization from Apple Developer before it can be launched to the public.
- SDL will close at 5pm on Wednesday, November 23 and be closed Thursday, November 24 and Friday, November 25 for the Thanksgiving holiday. We will reopen on Saturday, November 26 at 10am.
- The new art display at SDL is "Natural Abstractions" by [Eric Reou](#). His work will be on display through December, and there will be a [reception and artist talk](#) on Sunday, December 3 at 2pm.
- SDL will once again be walking in the [Saline Holiday Parade](#) on Saturday, December 2. All Library Board members are welcome to join!
- SDL staff are assisting fellow community members this holiday season by creating a Thanksgiving meal basket and adopting a family through [Saline Area Social Service's holiday programs](#). This is a strictly voluntary effort on the part of our generous staff members
- Recent comments from patrons include:
 - "This is such a nice, comforting library."
 - "The Halloween Storytime was such a fun event! Thanks for letting the kids see the back room and for keeping it allergy-friendly."
 - After attending the Manhattan Short Film Festival, a patron said that the films were excellent and that he and his wife are so glad that the library provided it.

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	16,826	17,332		200,263
% of Total Circ.	76.07%	78.31%	78.26%	76.88%	78.76%	77.70%	79.36%	79.00%	77.71%	79.85%	78.76%	#DIV/0!	78.27%
AV Materials													
DVD/BLU-RAY	3,562	3,703	3,393	4,125	3,174	3,160	3,882	4,050	3,812	2,801	3,142		38,804
Music CDs	244	307	268	369	248	235	236	323	336	249	275		3,090
Audio Books	459	492	444	583	544	462	483	527	551	439	498		5,482
Playaways	7	5	1	4	3	7	2	3	2	0	0		34
J Kits	189	236	213	286	308	231	316	376	346	248	276		3,025
Total AV	4,461	4,743	4,319	5,367	4,277	4,095	4,919	5,279	5,047	3,737	4,191	0	50,435
% of Total Circ.	22.28%	19.93%	19.91%	21.30%	19.39%	19.93%	18.57%	18.97%	20.07%	17.74%	19.04%	#DIV/0!	19.71%
Interlibrary Loans													
SDL Patron Filled Requests	735	944	1,003	978	782	793	888	773	909	913	964		9,682
% of Total Circ.	3.67%	3.97%	4.62%	3.88%	3.55%	3.86%	3.35%	2.78%	3.62%	4.33%	4.38%	#DIV/0!	3.78%
Lends Out to Libs	767	1,010	927	1,006	873	870	808	949	1,075	1,013	927		10,225
Equipment	140	126	136	181	161	188	197	238	211	183	190		1,951
Periodicals	192	294	262	277	246	298	353	327	346	325	294		3,214
% of Total Circ.	0.96%	1.24%	1.21%	1.10%	1.12%	1.45%	1.33%	1.18%	1.38%	1.54%	1.34%	#DIV/0!	1.26%
TOTAL 2023 CIRC	20,026	23,804	21,698	25,194	22,054	20,547	26,491	27,828	25,143	21,071	22,007	0	255,863
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%	-1.96%	-0.38%	-100.00%	-5.03%
Downloads													
Ebooks	3,046	3,717	3,176	3,341	3,143	3,248	3,362	3,719	3,853	3,355	3,552		37,512
AudioBooks	2,993	3,177	2,920	3,321	3,275	3,477	3,614	3,842	3,919	3,497	3,518		37,553
Music	312	311	279	246	295	238	267	310	272	221	232		2,983
Video	613	274	238	222	278	305	368	305	251	260	254		3,368
Magazines	318	280	363	270	234	225	277	266	357	448	981		4,019
Tumble books	0	3	4	1	0	9	6	2	8	3	1		37
Total Downloads	7,282	7,762	6,980	7,401	7,225	7,502	7,894	8,444	8,660	7,784	8,538	0	85,472
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%	17.98%	24.24%	-100.00%	6.64%
GRAND TOTAL CIRC	27,308	31,566	28,678	32,595	29,279	28,049	34,385	36,272	33,803	28,855	30,545	0	341,335
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%	3.62%	10.49%	-100.00%	11.37%
Cards Issued	73	131	151	147	126	115	216	195	145	131	97		1,527
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%	-8.39%	2.11%	-100.00%	5.38%
3 M Gate Count	10,113	12,615	12,215	12,474	11,897	11,744	13,520	12,803	13,238	11,606	12,953		135,178
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%	0.57%	10.20%	-100.00%	12.34%
Average Per Day	326	406	421	402	396	378	450	413	427	386	417	0	387

*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	18	22		175
# attending	380	425	394	539	581	161	349	478	194	426	604		4,531
Staff Programs	14	17	16	18	13	12	23	21	20	15	17		186
# attending	481	530	605	746	552	534	913	961	1088	682	915		8,007
Guest Performers	0	4	1	1	0	4	3	6	3	3	5		30
# attending	0	172	64	38	0	115	97	146	60	130	237		1,059
Visits & Tours	5	3	5	4	4	9	9	4	8	4	5		60
# attending	151	41	146	173	44	313	311	27	724	91	28		2,049
Off Site Presentations	3	4	3	3	3	5	5	1	0	0	3		30
# attending	261	145	60	161	83	397	623	25	0	0	139		1,894
Total events/month	42	48	41	47	43	36	50	44	38	40	52	0	481
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%	-4.76%	26.83%	-100.00%	32.14%
Total attendance	1273	1313	1,269	1,657	1,260	1,520	2,293	1,637	2,066	1,329	1,923	0	17,540
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%	13.98%	54.46%	-100.00%	63.00%
1KBBK	0	10	6	8	4	5	12	9	2	0	9		65
New Baby Packets	8	10	4	14	4	5	13	5	5	3	2		73
ADULT/TEEN													
Teen Programs	8	10	12	14	12	12	9	8	5	11	10		111
# attending	165	210	288	430	254	205	383	150	84	260	240		2,669
Teen Book Discussion	0	0	0	0	1	0	0	0	0	0	0		1
# attending	0	0	0	0	5	0	0	0	0	0	0		5
Visits & Tours	1	0	0	0	0	0	0	0	0	0	0		1
# attending	21	0	0	0	0	0	0	0	0	0	0		21
Off Site Presentations	0	0	0	0	0	0	0	0	0	0	0		0
# attending	0	0	0	0	0	0	0	0	0	0	0		0
Adult Programs	14	22	22	27	30	27	30	27	27	32	31		289
# attending	239	382	412	397	482	425	627	401	364	364	453		4,546
Adult Book Discussion	2	3	3	2	3	3	3	3	3	3	3		31
# attending	5	9	5	6	13	15	24	18	20	16	22		153
Family Programs	0	0	0	0	0	0	0	0	1	0	0		1
# attending	0	0	0	0	0	0	0	0	100	0	0		100
Internet Classes	0	0	0	0	0	0	0	0	0	0	0		0
# attending	0	0	0	0	0	0	0	0	0	0	0		0
Outreach/Bk Deliveries	2	3	3	2	2	2	2	5	2	2	2		27
# of items	76	76	76	80	80	80	80	219	80	80	80		1,007
Total events/month	25	35	37	43	49	42	42	38	36	46	44	0	437
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%	-58.93%	-54.17%	-100.00%	-66.46%
Total attendance	506	677	781	913	834	725	1114	788	648	720	795	0	8,501
Prior Year	381	444	563	577	536	52 435	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%	-2.04%	-1.49%	-100.00%	24.58%
COMPUTER USAGE													
PC usage onsite	535	631	586	652	608	580	571	498	593	577	671		6,502
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%	-9.70%	4.84%	-100.00%	-8.03%
WiFi usage onsite	1,162	3,668	4,150	3,072	2,732	2,995	2,791	2,802	2,857	3,349	4,103		33,681
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%	-21.75%	-2.31%	-100.00%	-17.73%
Youth AWE computers	269	330	418	312	388	271	373	578	540	292	476		4,247
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%	70.76%	207.10%	-100.00%	128.95%
Ref. Questions:													
Youth	417	559	514	608	459	471	1,423	1,006	787	541	644		7,429
Adult	361	488	503	508	485	405	499	537	533	425	486		5,230
Circ Desk	320	573	472	431	384	300	451	442	389	373	456		4,591
Total Reference	1,098	1,620	1,489	1,547	1,328	1,176	2,373	1,985	1,709	1,339	1,586	0	17,250
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%	-3.60%	28.21%	-100.00%	16.98%
Brecon Rm: #Groups	6	6	14	18	18	16	13	9	8	7	12		127
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	94	163		1,382
Study Rms: #Groups	179	199	195	198	202	204	188	221	207	177	226		2,196
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	260	329		3,119
* 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	10,275	10,020		108,544
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%	-5.93%	6.22%	-100.00%	-18.81%
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	3,648	2,808		20,838
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%	319.79%	423.88%	-100.00%	359.29%
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	20	25		184
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%	0%	32%	-100%	38%
New eNews subscribers	58	110	114	104	96	86	124	134	106	107	74		1,113
Total eNews subscribers	10,648	10,734	10,828	10,917	11,002	11,063	11,181	11,298	11,398	11,492	11,550		11,550
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%	9.63%	9.51%	-100.00%	8.89%

* 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

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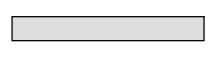

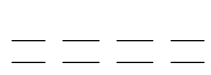


1 Level 1 Demo Plan
 D101 1/8" = 1'-0" REFERRED FROM: AS200

GENERAL DEMO NOTES

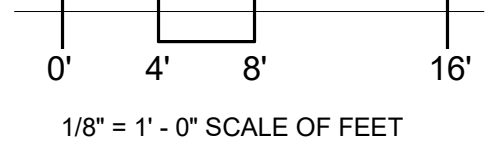
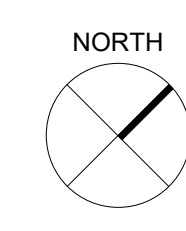
- INFORMATION SHOWN ON THIS DRAWING PERTAINING TO EXISTING CONDITIONS HAS BEEN OBTAINED FROM AVAILABLE BUILDING DRAWINGS OR GENERAL FIELD OBSERVATIONS AND MAY NOT INDICATE ACTUAL EXISTING CONDITIONS IN DETAIL OR DIMENSION. THE CONTRACTOR IS RESPONSIBLE FOR DETERMINING THE ACTUAL EXISTING CONDITIONS PRIOR TO FABRICATION OR PERFORMANCE OF ANY WORK. SHOULD CONDITIONS BE DISCOVERED THAT PREVENT EXECUTION OF THE WORK AS INDICATED, THE CONTRACTOR SHALL IMMEDIATELY NOTIFY THE ARCHITECT IN WRITING AND AWAIT DIRECTION BEFORE PROCEEDING WITH THE WORK.
- SEE MECHANICAL, ELECTRICAL, PLUMBING AND DOCUMENTS FOR ADDITIONAL DEMOLITION REQUIREMENTS. DEMOLITION DRAWINGS ARE NOT THE LIMIT OF CONTRACT FOR DEMOLITION WORK; CONTRACTOR SHALL COORDINATE WITH ALL DEMO WITH NEW CONSTRUCTION BETWEEN ALL DISCIPLINES.
- REFER TO SPECIFICATIONS FOR ADDITIONAL DEMOLITION REQUIREMENTS.
- PROTECT EXISTING CONSTRUCTION TO REMAIN. PROVIDE TEMPORARY ENCLOSURES, PROTECTION AND BARRICADES AS NECESSARY TO PROTECT AND SECURE THE BUILDING AND GENERAL PUBLIC.
- NOTIFY ARCHITECT AND OWNER'S REP. IF EXISTING CONDITIONS VARY FROM WHAT SHOWN, OR IF PREVIOUSLY UNKNOWN EXISTING CONDITIONS ARE UNCOVERED DURING THE COURSE OF DEMOLITION. PRIOR TO REMOVAL OF ANY ELEMENTS NOT DOCUMENTED HEREIN.
- UNLESS OTHERWISE INDICATED, DEMOLITION OF PARTITIONS AND CEILINGS SHALL INCLUDE ALL ATTACHED APPURTENANCES, INCLUDING: WOOD/METAL/ACOUSTIC WALL PANELS, MECHANICAL (INCLUDING DIFFUSERS), ELECTRICAL (INCLUDING LIGHT FIXTURES), PLUMBING, FIRE PROTECTION, FIRE ALARM, SECURITY, SIGNAGE, FASTENERS, AND ALL OTHER MISC. TRADES / ELEMENTS.
- WHERE EXISTING WALL MOUNTED DEVICES, FIXTURES OR OTHER WALL MOUNTED ITEMS ARE SCHEDULED TO BE SALVAGED, REFERENCE CONSTRUCTION DRAWINGS FOR NEW LOCATIONS OR COORDINATE WITH OWNER FOR STORAGE LOCATION.
- PROPERLY DISPOSE OF ALL MATERIALS OFF-SITE, ACCORDING TO ALL FEDERAL, STATE, AND LOCAL REGULATIONS. RECYCLE MATERIALS WHEN ECONOMICALLY AND PHYSICALLY FEASIBLE.

NOTE: AREAS SHOWN HALF-TONED HAVE NO ARCHITECTURAL DEMOLITION SCOPE AND ARE SHOWN FOR REFERENCE ONLY

DEMOLITION LEGEND

-  EXISTING CONSTRUCTION TO REMAIN
-  EXISTING DOOR TO REMAIN
-  ITEM / CONSTRUCTION TO BE REMOVED, SALVAGED OR REINSTALLED
-  DOOR TO BE REMOVED, SALVAGED OR REINSTALLED
-  EXTENT OF SLAB/FLOOR REMOVAL

KEY PLAN



219 1/2 N. MAIN STREET
 ANN ARBOR, MI 48104
 v 734.663.5888

QUINN EVANS.COM

NOT FOR CONSTRUCTION



INTERIOR RENOVATIONS AND SITE IMPROVEMENTS

SALINE DISTRICT LIBRARY
 555 N Maple Rd. Saline, MI 48176

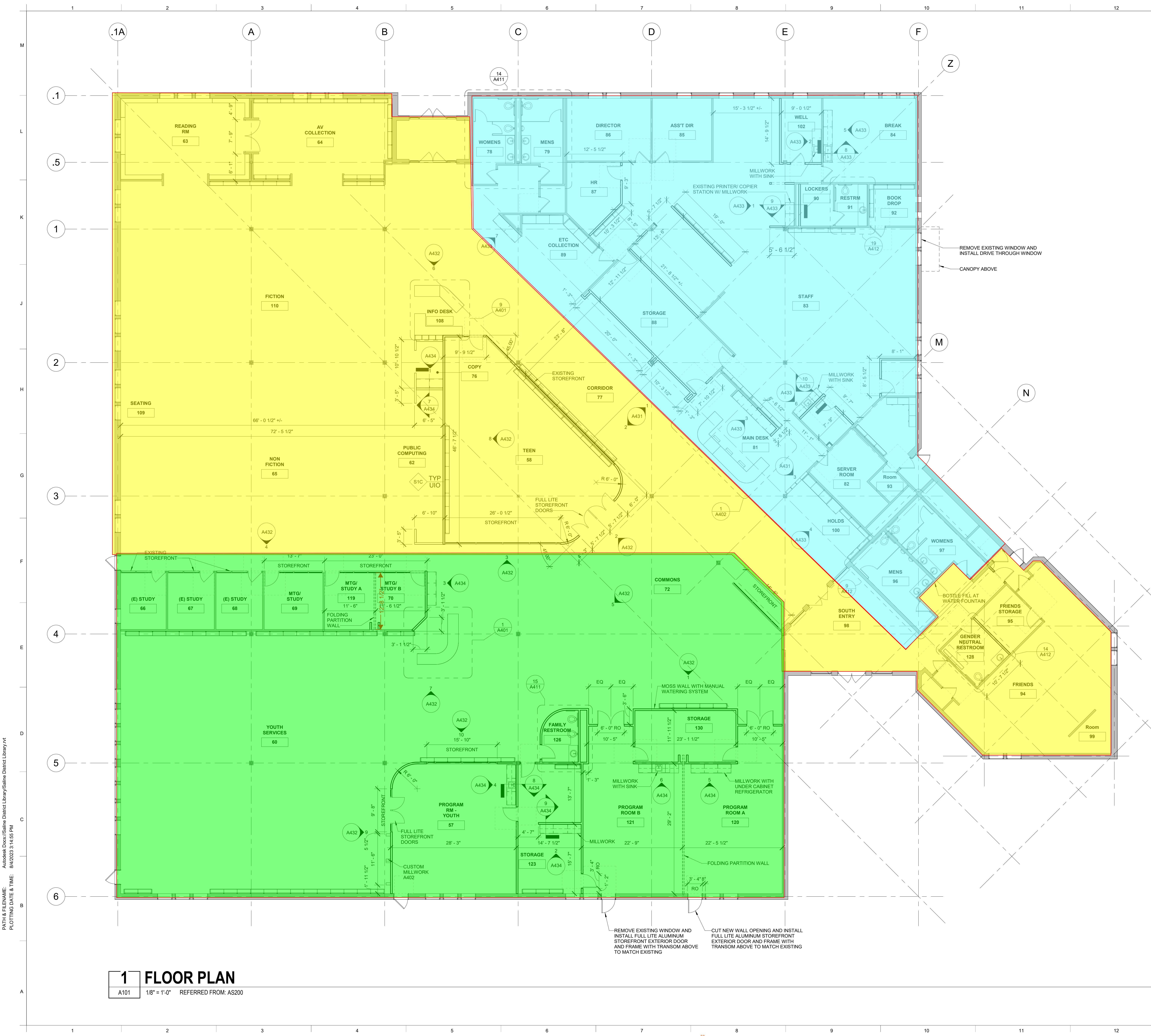
No.	Date	Description
PROJECT MANAGER:	DATE:	BY:
Checker		Author

QEA No.: 42238690

FINAL SD
08/04/2023

DEMO FLOOR PLANS

D101



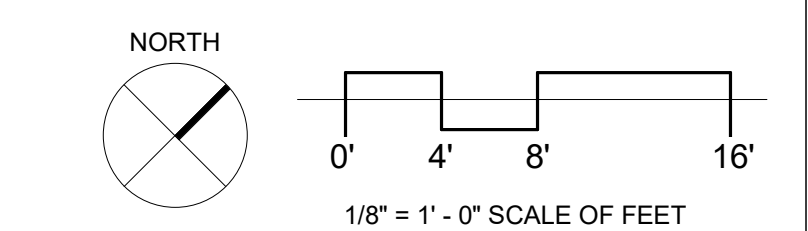
GENERAL NOTES

- PERFORM WORK IN ACCORDANCE WITH APPLICABLE LAWS, ORDINANCES, CODES AND REQUIREMENTS. GENERAL CONTRACTOR SHALL OBTAIN ALL PERMITS AND APPROVALS AS REQUIRED FOR THE COMPLETION OF THE WORK BY THE AUTHORITY HAVING JURISDICTION.
 - WORK FOR THIS PROJECT INVOLVES REPAIR TO AN EXISTING BUILDING. TREAT THE BUILDINGS AND SITE RESPECTFULLY. TREAT EXISTING MATERIALS AS IRREPLACEABLE AND RESPECT EXISTING CONDITIONS. DO NOT REMOVE, ALTER OR DISFIGURE ANY EXISTING MATERIALS, ELEMENTS OR FINISHES UNLESS INDICATED ON THE DRAWINGS OR SPECIFICATIONS OR DIRECTED BY THE PROJECT ARCHITECT.
 - CONTRACTOR TO FIELD VERIFY LOCATION OPENINGS PRIOR TO CONSTRUCTIONS. COORDINATE ALL OPENINGS WITH MECHANICAL, ELECTRICAL AND PLUMBING SHEETS. REFER TO STRUCTURAL FOR ADDITIONAL INFORMATION.
 - CONTRACTOR SHALL FIELD VERIFY ALL EXISTING CONDITIONS AND DIMENSIONS PRIOR TO BEGINNING WORK AND NOTIFY THE ARCHITECT OF ANY DISCREPANCIES PRIOR TO BEGINNING WORK.
 - DIMENSION ARE TO FINISH FACE UNLESS INDICATED OTHERWISE.
 - INTERIOR PARTITIONS TO BE:
 - TYPE **S1C** - 5/8" GYP BD ON BOTH SIDES ON 3 5/8" CFS. UNLESS INDICATED OTHERWISE, CENTERED ON GRIDLINE WHERE SHOWN.
 - ALIGNED WITH ADJACENT CONSTRUCTION WHERE SHOWN.
 - DOORS TO BE 4" FROM CORNER TO OUTSIDE OF FRAME UNLESS INDICATED OTHERWISE.
 - ALL PLUMBING FIXTURES TO BE REPLACED WITH LOW-FLOW FIXTURES.
 - ALL PUBLIC RESTROOM AND KITCHENETTE SINKS TO BE UNDERMOUNT SINKS.
 - ALL PUBLIC RESTROOM SINKS TO BE ALL INCLUSIVE PROVIDING INTEGRATED WATER, SOAP DISPENSER AND HAND DRYER.
 - PROVIDE NEW SOLID SURFACE COUNTERTOPS AT ALL RESTROOMS.
- NOTE:
AREAS SHOWN HALF-TONED HAVE NO ARCHITECTURAL SCOPE AND ARE SHOWN FOR REFERENCE ONLY

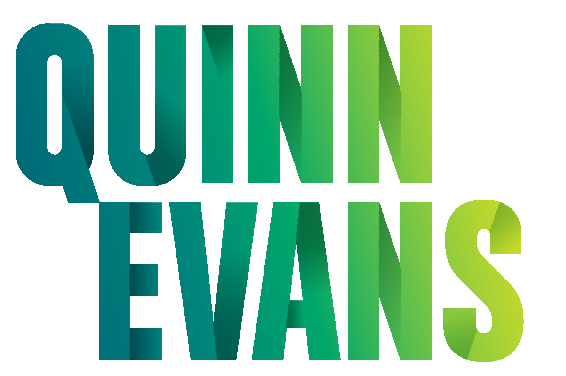
LEGEND

- EXISTING CONSTRUCTION TO REMAIN
- EXISTING DOOR TO REMAIN
- WALL / PARTITION
- DOOR
- EXTENT OF CONCRETE SLAB INFILL

KEY PLAN



1 FLOOR PLAN
A101 1/8" = 1'-0" REFERRED FROM: AS200



219 1/2 N. MAIN STREET
ANN ARBOR, MI 48104
v 734.563.5688

QUINN EVANS.COM

NOT FOR CONSTRUCTION



INTERIOR RENOVATIONS AND SITE IMPROVEMENTS

SALINE DISTRICT LIBRARY
555 N Maple Rd, Saline, MI 48176

No.	Date	Description
PROJECT MANAGER:	DATE:	BY:
FB	EN & KS	
QEA No.: 42238690		
FINAL SD		
08/04/2023		

FLOOR PLANS

A101

PLOT FILE NAME: Autodesk Docs\Saline District Library\Saline District Library.rvt
PLOT DATE & TIME: 8/4/2023 3:14:55 PM