



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

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**NOTICE OF LIBRARY BOARD MEETING
TUESDAY, DECEMBER 19, 2023
7:00 p.m.**

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

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

555 N. Maple Road, Saline, MI 48176

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

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

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

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

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

A. Call Meeting to Order at _____.

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

C. Approval of Past Minutes
Move _____ Second _____ to approve the November 21, 2023 meeting minutes as written.

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

E. Oath of Public Officers and Conflict of Interest Signing

F. President's Report

G. Friends of the Library Report

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

I. Committee Reports

1. Finance

2. Arts

3. Building & Grounds

4. Library Services

5. Staff Excellence

J. Library Director's Report

K. Unfinished Business

L. New Business

1. Policy Review

a. Policy 405: Lending Materials

Move _____ Second _____ to approve revised Policy 405: Lending Materials.

b. Policy 606: Annual Review

Move _____ Second _____ to approve revised Policy 606: Annual Review.

2. Set Board Meeting Schedule for FY2023/2024

3. Committee Assignments and Schedules for 2024

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 December 19, 2023

Move _____ Second _____ to approve the agenda as presented.

Move _____ Second _____ to approve the November 21, 2023 meeting minutes as written.

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

Move _____ Second _____ to approve revised Policy 405: Lending Materials.

Move _____ Second _____ to approve revised Policy 606: Annual Review.

Move _____ Second _____ to adjourn the meeting at _____.

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

Present: President Gray, Vice President Conn, Treasurer TerHaar, Secretary Byron, Trustee Bieliauskas, Director Waarala, Assistant Director Lash, Friends Board liaison Ceo

Absent: Trustee Healy, Trustee Hundley

- A. Call Meeting to Order at 6:59pm.
- B. Approval of Agenda
Move Gray, Second TerHaar to approve the agenda as presented. Motion carried.
- C. Approval of Past Minutes
Move Byron, Second Gray to approve the October 17, 2023 meeting minutes as written. Motion carried.
- D. Public Discussion
No public comment.
- E. Director Waarala shared appreciation for retiring Trustees Richard Conn and Shannon Bieliauskas.
- F. President's Report: President Gray echoed appreciation for the service of Trustee Conn and Trustee Bieliauskas.
- G. Friends of the Library Report: The Friends participated in Halloween Storytimes on October 17 and October 28, with more than 120 children participating. The Friends also sponsored a Half Day Pizza Café for approximately 200 teens on November 17. Corner Bookshop volunteers are evaluating strategies to maintain income during SDL's remodeling period. The Friends of the Library Board provided hand-written thank you notes to each 2023 volunteer.
- H. Financial Reports
Move Gray, Second Conn to approve the October 2023 financial reports. Motion carried.
- I. Committee Reports
 1. Finance
 - a. Amend FY2022/2023 Budget
Move Gray, Second TerHaar to amend the FY2022/2023 Budget as presented. Motion carried.
 - b. Approve FY2022/2023 Budget
Move Gray, Second Byron to approve the FY2022/2023 Budget as presented. Motion carried.
 - c. Transfer Funds for Schrandt Grants
Move Gray, Second Byron to transfer \$7,747 from the Schrandt Endowment Fund into the general operating fund to cover expenses from FY2022/2023 Schrandt grant projects. Motion carried.

- d. Approve Depository Banks
Move Gray, Second TerHaar to approve the eligible depository banks as presented.
Motion carried.

2. Arts: Did not meet

3. Building & Grounds: Did not meet

4. Library Services: Reviewed Policy 405 Lending Materials for potential revisions via email.

5. Staff Excellence

- a. Reviewed suggested updates to the Director's evaluation process and proposed continuing the current cadence of conducting the evaluation each March.

6. Library Director's Report: Accepted as written. Additional highlights: Director Waarala participated in a permit meeting with representatives from the City of Saline and renovation project team members. The project team is targeting a presentation to the City Planning Commission in January 2024. SDL interior renovations are planned to be completed in three phases, beginning with staff area and ending with the youth department. Plante Moran sent an engagement letter for SDL's annual audit, expected to begin January 8. SDL staff mentored two Saline Area Schools Lego robot teams, RoboHornets and RoboSwarm, in advance of an upcoming competition. Director Waarala shared appreciation for Assistant Director Jessica Lash's design and planning of the SDL Staff Development Day. Saline District Library staff will participate in the December 2nd Saline Holiday parade.

J. Unfinished Business: None

K. New Business

1. Election of Board Officers for 2023/2024

Move Gray, Second Conn to accept the proposed slate of Board Officers for 2023/2024:

President: Lori Byron

Vice President: Stephanie Gray

Treasurer: Linda TerHaar

Secretary: Lesley Hundley

L. Public Discussion

No public comment.

M. Adjournment

Move Gray, Second Conn to adjourn the meeting at 7:38pm. 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 November 21, 2023 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were approved by the Board of Trustees, were kept, and will be made available as required by said Act.

Secretary, SDL Board of Trustees

Date of Approval



Board of Trustees Oath of Office

I do solemnly swear (or affirm) that I will support the Constitution of the United States and the constitution of this state, and that I will faithfully discharge the duties of the office of Trustee of Saline District Library according to the best of my ability.

SALINE DISTRICT LIBRARY

POLICY BULLETIN

POLICY NO. 713

SUBJECT: CONFLICT OF INTEREST

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

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

Saline District Library
Bank Reconciliation
Key Bank - General
November 1, 2023 - November 30, 2023

Reference	Date	GL Account	Description	Amount
Bank Statement Summary				
			Beginning Bank Balance	138,840.64
			+ Cleared Deposits & Other Additions	158,032.43
			- Cleared Checks & Other Payments	204,818.47
			Ending Bank Balance	<u>92,054.60</u>
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				
24710	09/12/23	790-750.3	OTC BRANDS	75.12
24799	11/14/23	790-998	QUINN EVANS	24,200.00
24805	11/14/23	790-964.4	HOPE COLLEGE	50.00
24827	11/14/23	790-955	DAVID RODGERS	300.00
24833	11/14/23	790-750.1	JO ANN YATES McFRY	400.00
24840	11/21/23	790-750.1	CAROL MORRIS	150.00
24843	11/21/23	Multiple	THE LIBRARY NETWORK	15,195.72
			Total	<u>40,370.84</u>
			Reconciled Bank Balance	<u><u>60,262.38</u></u>
Bank Transactions				
		000-258	EFTPS	(11,463.13)
		000-258	EFTPS	(10,938.21)
		790-723	ALERUS RETIRE XFERS	(8,163.46)
		790-920	DTE - ELECTRICITY	(4,662.01)
		000-008	ALERUS RETIRE XFERS	(3,545.28)
		000-258.1	5080 MI TAX PYMT	(3,404.30)
		790-921	DTE - GAS	(904.53)
		790-802	STROM CPA	(645.00)
		790-965	BK SERVICE CHRGS	(221.40)
		790-965	MERCH FEE & DISC	(100.10)
		000-665.1	INTEREST	56.59
		000-017	TRANSFER FROM AGENCY SUB	150,000.00
			Total	<u>106,009.17</u>
			Adjusted General Ledger Balance	<u><u>60,262.38</u></u>

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

Assets

Current Assets		
000-001	Key Bank - General	\$ 60,262.38
000-003	Old National CD 1	200,059.03
000-004	Bk of Ann Arbor CD	200,000.00
000-008	Employee Advances	10,239.26
000-013	Agency Account (Schrandt)	2,733,192.55
000-013.1	Agency Account-Unrealized Gain	(317,941.55)
000-017	Agency Sub Account (Investment Account)	5,452,425.52
000-017.1	Agency Sub Account-Unrealized Gain	(641,066.61)
Total Current Assets		7,697,170.58
 Property and Equipment		
Net Property and Equipment		0.00
Total Assets		\$ 7,697,170.58

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	3,514.50
000-275	MTT Liability	7,797.00
Total Current Liabilities		75,254.48
 Long-Term Liabilities		
Total Long-Term Liabilities		0.00
Total Liabilities		75,254.48
 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	278,097.81
Total Net Assets		7,621,916.10
Total Liabilities and Net Assets		\$ 7,697,170.58

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

	1 Month Ended	12 Months	12 Months Ended	Year to Date	
	November 30,	Ended	November 30, 2023	Percentage	
	2023	November 30,	November 30, 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	1,153.36	837,175.91	797,941.00	104.92
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	604.60	4,423.71	3,400.00	130.11
000-628.1	Copy Machine-Revenue	368.20	1,216.10	1,000.00	121.61
000-629	Non-Resident Fee	50.00	3,388.99	3,000.00	112.97
000-656	Penal Fines	0.00	22,360.28	25,000.00	89.44
000-658	Fines-Overdue Materials	942.05	12,866.45	10,000.00	128.66
000-658.1	Materials Replacement	720.65	6,260.23	5,000.00	125.20
000-658.2	Card Replacement Fees	1.00	10.00	0.00	0.00
000-665.1	General Account Interest	56.59	1,241.93	110.00	1129.03
000-665.2	CD Interest	0.00	1,011.84	0.00	0.00
000-665.3	Sub-Agency Account Interest	13,857.96	78,223.71	100,000.00	78.22
000-674	Donations-Unrestricted	3,503.45	7,332.71	4,000.00	183.32
000-674.1	Donations-Restricted	0.00	150.00	1,000.00	15.00
000-674.2	Donations-Friends	595.43	14,647.15	20,000.00	73.24
000-680	Other Income	1.00	547.96	0.00	0.00
	Total Revenue	<u>21,854.29</u>	<u>2,681,641.83</u>	<u>2,611,000.00</u>	<u>102.71</u>
	Gross Profit	<u>21,854.29</u>	<u>2,681,641.83</u>	<u>2,611,000.00</u>	<u>102.71</u>
Operating Expenses					
790-702	Salaries	99,194.52	1,245,230.77	1,300,000.00	95.79
790-716	Employee Insurance/Benefits	6,016.93	70,494.67	120,000.00	58.75
790-719	Health Reimbursement	1,556.82	20,068.17	21,000.00	95.56
790-722	Employer FICA	7,474.02	93,859.67	97,500.00	96.27
790-723	Retirement	3,257.00	33,129.96	40,000.00	82.82
790-727	Office Supplies	600.15	4,827.86	6,500.00	74.27
790-727.3	Supplies-Youth	292.22	1,246.70	1,600.00	77.92
790-727.4	Cartridges	312.96	3,974.16	4,500.00	88.31
790-730	Postage	0.00	716.99	500.00	143.40
790-732	Cleaning Supplies	1,075.70	6,949.13	5,000.00	138.98
790-734	Processing Supplies	2,559.28	10,511.10	12,000.00	87.59
790-740	Equipment	13,916.47	30,692.23	33,000.00	93.01
790-750.1	Adult Programming	3,767.17	19,197.29	18,000.00	106.65
790-750.2	Teen Programming	3,296.93	9,969.84	10,000.00	99.70
790-750.3	Youth Programming	1,094.17	13,228.19	13,000.00	101.76
790-750.4	Programming funded by Friends	449.57	7,455.48	5,500.00	135.55
790-752.1	Summer Reading-Adult	0.00	1,674.90	3,000.00	55.83
790-752.2	Summer Reading-Teen	0.00	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	220.36	2,023.25	2,000.00	101.16
790-762.1	Adult ETC	947.68	2,788.80	3,000.00	92.96
790-762.3	Youth ETC	431.05	1,795.89	2,000.00	89.79
790-770	Periodicals	4,966.59	12,285.68	12,000.00	102.38
790-772.1	eLibrary-Adults	10,528.63	125,081.28	115,000.00	108.77
790-772.3	eLibrary-Youth	0.00	12.75	0.00	0.00

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

		1 Month Ended	12 Months	12 Months Ended	Year to Date
		November 30,	Ended	November 30, 2023	Percentage
		2023	November 30,	November 30, 2023	Budget
		Actual	Actual	Budget	Budget
790-772.4	eLibrary Funded by Friends	0.00	5,000.00	5,000.00	100.00
790-780	Software	5,538.56	18,480.32	26,000.00	71.08
790-785	Online Database	3,791.05	35,785.60	43,000.00	83.22
790-801	PS-Auditor	0.00	23,980.00	23,000.00	104.26
790-802	PS-Bookkeeping	645.00	7,740.00	8,000.00	96.75
790-803	PS-Attorney	235.00	2,185.50	3,000.00	72.85
790-804	PS-Consultants	0.00	45,670.00	45,000.00	101.49
790-805	PS--Computer Consultants	700.00	3,400.00	5,000.00	68.00
790-806	PS-Tax Collection	0.00	312.15	400.00	78.04
790-810	Cooperative Fees	3,495.00	3,495.00	4,000.00	87.38
790-820	Polaris	0.00	36,923.04	55,000.00	67.13
790-850	Internet	297.50	20,884.02	24,000.00	87.02
790-851	Telephone	460.70	5,427.17	5,800.00	93.57
790-860	Travel/Lodging	647.61	1,530.45	4,000.00	38.26
790-880	Marketing	723.54	13,910.41	15,500.00	89.74
790-885	Misc Funded by Friends	0.00	927.11	0.00	0.00
790-920	Electricity	4,662.01	48,601.68	48,000.00	101.25
790-921	Gas	904.53	15,827.18	18,000.00	87.93
790-922	Water	0.00	6,386.04	8,000.00	79.83
790-930	Building Maintenance	1,108.38	21,080.17	30,000.00	70.27
790-932	Grounds Maintenance	0.00	37,832.45	37,000.00	102.25
790-934	Equipment Maintenance	18.23	8,161.13	24,000.00	34.00
790-955	Grants	1,355.19	7,851.57	0.00	0.00
790-956	Miscellaneous	752.94	1,838.67	3,000.00	61.29
790-956.1	Misc/Petty Cash	0.00	0.00	200.00	0.00
790-957	Continued Education	1,408.00	4,202.19	8,000.00	52.53
790-958	Dues	125.00	3,098.00	5,000.00	61.96
790-964	Tax Adjustment	0.00	4,365.76	4,500.00	97.02
790-964.4	MelCat Reimbursements	66.95	170.47	500.00	34.09
790-965	Bank Charges	321.50	4,360.46	4,000.00	109.01
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	2,390.75	6,735.83	30,000.00	22.45
790-981	Books Funded by Friends	0.00	434.67	2,000.00	21.73
790-982.1	Adult Fiction	3,304.81	32,791.55	35,000.00	93.69
790-982.15	Large Print	1,630.50	8,565.11	9,000.00	95.17
790-982.2	Teen Fiction	1,249.97	9,691.23	10,000.00	96.91
790-982.3	Youth Fiction	661.17	22,966.45	23,000.00	99.85
790-983.1	Adult Nonfiction	4,045.73	32,051.26	35,000.00	91.58
790-983.15	Reference	103.00	4,269.60	4,000.00	106.74
790-983.2	Teen Nonfiction	338.17	3,083.02	4,000.00	77.08
790-983.3	Youth Nonfiction	451.31	14,501.14	15,000.00	96.67
790-984.1	Audiobooks-Adult	854.81	6,474.40	14,000.00	46.25
790-984.2	Audiobooks-Teen	129.98	2,147.46	6,000.00	35.79
790-984.3	Audiobooks-Youth	519.77	6,181.47	6,200.00	99.70
790-985.1	DVD/Blu Rays-Adult	1,114.02	8,220.50	17,000.00	48.36
790-985.2	DVD/Blu Rays-Teen	0.00	612.82	500.00	122.56
790-985.3	DVD/Blu Rays-Youth	67.46	2,208.27	2,600.00	84.93
790-986.1	Music CDs-Adult	69.69	989.16	2,500.00	39.57
790-986.3	Music CDs-Youth	9.74	175.35	200.00	87.68
790-998	Special Projects	24,200.00	136,878.00	33,000.00	414.78
Total Operating Expenses		<u>230,355.79</u>	<u>2,442,082.54</u>	<u>2,611,000.00</u>	<u>93.53</u>
Operating Income (Loss)		<u>(208,501.50)</u>	<u>239,559.29</u>	<u>0.00</u>	<u>0.00</u>

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

	1 Month Ended	12 Months	12 Months Ended	Year to Date
	November 30,	Ended	November 30, 2023	Percentage
	2023	November 30,	November 30, 2023	Budget
	Actual	Actual	Budget	Budget
Other Income (Expenses)				
000-665.4	Agency Account Interest	9,290.45	50,755.30	0.00
000-669.1	Sub-Agency Long Term Gain	0.00	(3,751.50)	0.00
000-670	Sub-Agency Change in Market Value	99,832.91	15,599.15	0.00
000-670.4	Agency Change in Market Value	53,739.95	(13,683.13)	0.00
000-965.4	Agency Admin Charges	<u>(865.50)</u>	<u>(10,381.30)</u>	<u>0.00</u>
	Total Other Income (Expenses)	<u>161,997.81</u>	<u>38,538.52</u>	<u>0.00</u>
	Net Income (Loss) Before Taxes	<u>(46,503.69)</u>	<u>278,097.81</u>	<u>0.00</u>
	Net Income (Loss)	<u>\$ (46,503.69)</u>	<u>\$ 278,097.81</u>	<u>\$ 0.00</u>

Saline District Library Fund 101 Monthly Revenue November 2023

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
402 · Property Taxes Control Account								
402.5 · Pittsfield Township-Real Tax								
Deposit	11/17/2023			Deposit		001 · Key Bank...	1,153.36	1,153.36
Total 402.5 · Pittsfield Township-Real Tax							1,153.36	1,153.36
Total 402 · Property Taxes Control Account							1,153.36	1,153.36
628 · Printers-Revenue								
Deposit	11/01/2023			Deposit		001 · Key Bank...	5.60	5.60
Deposit	11/02/2023			Deposit		001 · Key Bank...	9.60	15.20
Deposit	11/03/2023			Deposit		001 · Key Bank...	7.00	22.20
Deposit	11/06/2023			Deposit		001 · Key Bank...	3.50	25.70
Deposit	11/06/2023			Deposit		001 · Key Bank...	6.40	32.10
Deposit	11/08/2023			Deposit		001 · Key Bank...	12.60	44.70
Deposit	11/09/2023			Deposit		001 · Key Bank...	3.40	48.10
Deposit	11/09/2023			Deposit		001 · Key Bank...	5.70	53.80
Deposit	11/10/2023			Deposit		001 · Key Bank...	9.20	63.00
Deposit	11/13/2023			Deposit		001 · Key Bank...	9.50	72.50
Deposit	11/14/2023			Deposit		001 · Key Bank...	2.00	74.50
Deposit	11/15/2023			Deposit		001 · Key Bank...	35.80	110.30
Deposit	11/16/2023			Deposit		001 · Key Bank...	6.00	116.30
Deposit	11/17/2023			Deposit		001 · Key Bank...	18.40	134.70
Deposit	11/20/2023			Deposit		001 · Key Bank...	421.70	556.40
Deposit	11/21/2023			Deposit		001 · Key Bank...	15.10	571.50
Deposit	11/22/2023			Deposit		001 · Key Bank...	10.50	582.00
Deposit	11/24/2023			Deposit		001 · Key Bank...	2.50	584.50
Deposit	11/27/2023			Deposit		001 · Key Bank...	6.10	590.60
Deposit	11/28/2023			Deposit		001 · Key Bank...	2.00	592.60
Deposit	11/29/2023			Deposit		001 · Key Bank...	10.00	602.60
Deposit	11/30/2023			Deposit		001 · Key Bank...	2.00	604.60
Total 628 · Printers-Revenue							604.60	604.60
628.1 · Copy Machine-Revenue								
Deposit	11/03/2023			Deposit		001 · Key Bank...	11.25	11.25
Deposit	11/20/2023			Deposit		001 · Key Bank...	356.95	368.20
Total 628.1 · Copy Machine-Revenue							368.20	368.20
629 · Non-Resident Fees								
Deposit	11/06/2023			Deposit		001 · Key Bank...	25.00	25.00
Deposit	11/28/2023			Deposit		001 · Key Bank...	25.00	50.00
Total 629 · Non-Resident Fees							50.00	50.00
658 · Fines-Overdue Materials								
Deposit	11/02/2023			Deposit		001 · Key Bank...	46.20	46.20
Deposit	11/03/2023			Deposit		001 · Key Bank...	29.20	75.40
Deposit	11/03/2023			Deposit		001 · Key Bank...	72.80	148.20

Saline District Library Fund 101
Monthly Revenue
November 2023

12/09/23

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Deposit	11/03/2023			Deposit		001 · Key Bank...	15.75	163.95
Deposit	11/06/2023			Deposit		001 · Key Bank...	3.80	167.75
Deposit	11/06/2023			Deposit		001 · Key Bank...	54.90	222.65
Deposit	11/06/2023			Deposit		001 · Key Bank...	74.65	297.30
Deposit	11/07/2023			Deposit		001 · Key Bank...	9.40	306.70
Deposit	11/08/2023			Deposit		001 · Key Bank...	18.90	325.60
Deposit	11/09/2023			Deposit		001 · Key Bank...	70.00	395.60
Deposit	11/09/2023			Deposit		001 · Key Bank...	61.65	457.25
Deposit	11/10/2023			Deposit		001 · Key Bank...	27.35	484.60
Deposit	11/13/2023			Deposit		001 · Key Bank...	28.00	512.60
Deposit	11/13/2023			Deposit		001 · Key Bank...	9.05	521.65
Deposit	11/14/2023			Deposit		001 · Key Bank...	50.65	572.30
Deposit	11/15/2023			Deposit		001 · Key Bank...	18.30	590.60
Deposit	11/17/2023			Deposit		001 · Key Bank...	58.65	649.25
Deposit	11/17/2023			Deposit		001 · Key Bank...	6.00	655.25
Deposit	11/20/2023			Deposit		001 · Key Bank...	12.75	668.00
Deposit	11/20/2023			Deposit		001 · Key Bank...	0.90	668.90
Deposit	11/21/2023			Deposit		001 · Key Bank...	35.80	704.70
Deposit	11/22/2023			Deposit		001 · Key Bank...	7.70	712.40
Deposit	11/24/2023			Deposit		001 · Key Bank...	44.55	756.95
Deposit	11/27/2023			Deposit		001 · Key Bank...	34.45	791.40
Deposit	11/28/2023			Deposit		001 · Key Bank...	48.15	839.55
Deposit	11/29/2023			Deposit		001 · Key Bank...	53.40	892.95
Deposit	11/30/2023			Deposit		001 · Key Bank...	49.10	942.05
Total 658 · Fines-Overdue Materials							942.05	942.05
658.1 · Materials Replacement Fees								
Deposit	11/02/2023			Deposit		001 · Key Bank...	49.33	49.33
Deposit	11/03/2023			Deposit		001 · Key Bank...	28.94	78.27
Deposit	11/06/2023			Deposit		001 · Key Bank...	28.99	107.26
Deposit	11/06/2023			Deposit		001 · Key Bank...	67.49	174.75
Deposit	11/07/2023			Deposit		001 · Key Bank...	6.98	181.73
Deposit	11/08/2023			Deposit		001 · Key Bank...	69.59	251.32
Deposit	11/09/2023			Deposit		001 · Key Bank...	145.00	396.32
Deposit	11/09/2023			Deposit		001 · Key Bank...	36.19	432.51
Deposit	11/10/2023			Deposit		001 · Key Bank...	52.96	485.47
Deposit	11/13/2023			Deposit		001 · Key Bank...	56.97	542.44
Deposit	11/13/2023			Deposit		001 · Key Bank...	28.98	571.42
Deposit	11/15/2023			Deposit		001 · Key Bank...	40.20	611.62
Deposit	11/17/2023			Deposit		001 · Key Bank...	18.99	630.61
Deposit	11/22/2023			Deposit		001 · Key Bank...	46.57	677.18
Deposit	11/28/2023			Deposit		001 · Key Bank...	30.48	707.66
Deposit	11/29/2023			Deposit		001 · Key Bank...	12.99	720.65
Total 658.1 · Materials Replacement Fees							720.65	720.65
658.2 · Card Replacement Fees								
Deposit	11/15/2023			Deposit		001 · Key Bank...	1.00	1.00

Saline District Library Fund 101 Monthly Revenue November 2023

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Total 658.2 · Card Replacement Fees							1.00	1.00
665.1 · General Account Interest								
Deposit	11/30/2023			Deposit		001 · Key Bank...	56.59	56.59
Total 665.1 · General Account Interest							56.59	56.59
674 · Donations-Unrestricted								
Deposit	11/03/2023			Deposit		001 · Key Bank...	1.45	1.45
Deposit	11/09/2023			Jeppson		001 · Key Bank...	3,000.00	3,001.45
Deposit	11/09/2023			Thomas		001 · Key Bank...	500.00	3,501.45
Deposit	11/17/2023			Deposit		001 · Key Bank...	2.00	3,503.45
Total 674 · Donations-Unrestricted							3,503.45	3,503.45
674.2 · Donations-Friends								
Deposit	11/20/2023			Deposit		001 · Key Bank...	95.88	95.88
Deposit	11/20/2023			Deposit		001 · Key Bank...	499.55	595.43
Total 674.2 · Donations-Friends							595.43	595.43
680 · Other Income								
Deposit	11/09/2023			Deposit		001 · Key Bank...	1.00	1.00
Total 680 · Other Income							1.00	1.00
699 · Transfer from Other Funds								
Deposit	11/06/2023			Deposit		001 · Key Bank...	150,000.00	150,000.00
Total 699 · Transfer from Other Funds							150,000.00	150,000.00
TOTAL							157,996.33	157,996.33

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

Type	Date	Num	Name	Memo	Amount
702 · Salaries					
Check	11/10/2023			pay period endin...	34,624.75
Check	11/10/2023			MERS Pay Perio...	1,877.28
Check	11/10/2023			MERS 457 Pay ...	1,769.64
Check	11/10/2023			MERS Staff Loa...	183.74
Check	11/10/2023			MERS Staff Loa...	88.19
Check	11/24/2023			pay period endin...	36,734.63
Check	11/24/2023			MERS Pay Perio...	1,932.52
Check	11/24/2023			MERS 457 Pay ...	1,775.64
Check	11/24/2023			MERS Staff Loa...	183.74
Check	11/24/2023			MERS Staff Loa...	88.19
Total 702 · Salaries					79,258.32
716 · Employee Insurances/Benefits					
Bill	11/21/2023	97611-12/1...	SBIS		1,138.78
Bill	11/21/2023	12/1-12/31/...	BLUE CROSS BLUE ...		6,372.53
Total 716 · Employee Insurances/Benefits					7,511.31
719 · Health Reimbursement					
Bill	11/14/2023	ADM00031...	EHIM		140.50
Bill	11/14/2023	FND00028...	EHIM		1,416.32
Total 719 · Health Reimbursement					1,556.82
723 · Retirement					
Check	11/10/2023			MERS Pay Perio...	1,877.28
Check	11/24/2023			MERS Pay Perio...	1,932.52
Total 723 · Retirement					3,809.80
727 · Office Supplies					
Bill	11/14/2023	10/1-10/31/...	AMAZON CAPITAL S...		15.85
Bill	11/14/2023	1651877903	STAPLES BUSINESS ...		584.30
Total 727 · Office Supplies					600.15
727.3 · Supplies-Youth					
Bill	11/14/2023	10/1-10/31/...	AMAZON CAPITAL S...		292.22
Total 727.3 · Supplies-Youth					292.22
727.4 · Cartridges					
Bill	11/14/2023	1651877903	STAPLES BUSINESS ...		312.96
Total 727.4 · Cartridges					312.96
732 · Cleaning Supplies					
Bill	11/14/2023	1651877903	STAPLES BUSINESS ...		1,075.70

Saline District Library Fund 101
Bill List
November 2023

Type	Date	Num	Name	Memo	Amount
Total 732 · Cleaning Supplies					1,075.70
734 · Processing Supplies					
Bill	11/14/2023	327408	SHOWCASES		101.20
Bill	11/14/2023	327425	SHOWCASES		849.96
Bill	11/14/2023	1651877903	STAPLES BUSINESS ...		135.09
Bill	11/14/2023	61967	ELM USA, INC	CD Cleaning ma...	144.95
Bill	11/14/2023	7385186	DEMCO INC		1,328.08
Total 734 · Processing Supplies					2,559.28
740 · Equipment					
Bill	11/14/2023	10/1-10/31/...	AMAZON CAPITAL S...		443.31
Bill	11/21/2023	73308	THE LIBRARY NETW...	Server Replace...	13,473.16
Total 740 · Equipment					13,916.47
750.1 · Adult Programming					
Bill	11/07/2023	11/7/2023	JIM DUFRESNE	End of the Trail ...	100.00
Bill	11/14/2023	10/1-10/31/...	AMAZON CAPITAL S...		1,617.69
Bill	11/14/2023	10/1-11/08/...	KEYBANK - NATIONA...		830.94
Bill	11/14/2023	11/2-11/30/...	MCFRY, JO ANN YAT...	Gentle flow yoga...	400.00
Bill	11/14/2023	10232023LIB	CARRIGAN CAFE		26.25
Bill	11/21/2023	11/16/2023	Morris, Carol	Altered Books P...	150.00
Bill	11/29/2023	11/29/2023	KEYBANK - NATIONA...		654.03
Total 750.1 · Adult Programming					3,778.91
750.2 · Teen Programming					
Bill	11/14/2023	10/1-10/31/...	AMAZON CAPITAL S...		3,056.03
Bill	11/14/2023	10/1-11/08/...	KEYBANK - NATIONA...		244.36
Total 750.2 · Teen Programming					3,300.39
750.3 · Youth Programming					
Bill	11/14/2023	10/1-10/31/...	AMAZON CAPITAL S...		844.97
Bill	11/14/2023	10/1-11/08/...	KEYBANK - NATIONA...		95.77
Bill	11/14/2023	11/7/2023	WAARALA, KARRIE	Books for Youth ...	43.92
Bill	11/14/2023	53458855	SCHOLASTIC INC.	Books	22.72
Bill	11/29/2023	11/29/2023	KEYBANK - NATIONA...		88.14
Total 750.3 · Youth Programming					1,095.52
750.4 · Programming Funded by Friends					
Bill	11/14/2023	11/17/2023	HUNGRY HOWIES	Half Day pizza c...	166.96
Bill	11/14/2023	11/20/2024	HUNGRY HOWIES	Half Day pizza c...	188.09
Bill	11/14/2023	10/1-11/08/...	KEYBANK - NATIONA...		95.88
Total 750.4 · Programming Funded by Friends					450.93
760 · Youth Toys/Realia					

Saline District Library Fund 101
Bill List
November 2023

Type	Date	Num	Name	Memo	Amount
Bill	11/14/2023	10/1-10/31/...	AMAZON CAPITAL S...		220.36
Total 760 · Youth Toys/Realia					220.36
762.1 · Adult ETC					
Deposit	11/08/2023			Amazon Refund	-0.01
Deposit	11/08/2023			Amazon Refund	-19.99
Deposit	11/08/2023			Amazon Refund	-10.00
Bill	11/14/2023	10/1-10/31/...	AMAZON CAPITAL S...		977.68
Total 762.1 · Adult ETC					947.68
762.3 · Youth ETC					
Deposit	11/08/2023			Amazon Refund	-6.10
Bill	11/14/2023	10/1-10/31/...	AMAZON CAPITAL S...		437.15
Total 762.3 · Youth ETC					431.05
770 · Periodicals					
Bill	11/14/2023	2092849	WT.COX INFORMATI...	12/1/2023-11/30...	4,966.59
Total 770 · Periodicals					4,966.59
772.1 · Ebooks-Adult					
Bill	11/14/2023	504576395	MIDWEST TAPE		6,169.08
Bill	11/14/2023	372017-PPU	KANOPY, INC.		359.55
Bill	11/14/2023	CD0157623...	OVERDRIVE, INC		4,000.00
Total 772.1 · Ebooks-Adult					10,528.63
780 · Software					
Bill	11/14/2023	73057	THE LIBRARY NETW...		3,816.00
Bill	11/21/2023	73308	THE LIBRARY NETW...		1,722.56
Total 780 · Software					5,538.56
785 · Online Database					
Bill	11/14/2023	INV679780	WORLD TRADE PRESS	11/1/2023-110/3...	1,196.05
Bill	11/14/2023	11/1/2023	GREY HOUSE PUBLI...		2,595.00
Total 785 · Online Database					3,791.05
802 · Professional Services-Bookkeep					
Bill	11/09/2023	11/9/2023	STROM ACCOUNTIN...		645.00
Total 802 · Professional Services-Bookkeep					645.00
803 · Professional services-Attorney					
Bill	11/14/2023	869234	FOSTER, SWIFT, CO...	Harassment Policy	235.00
Total 803 · Professional services-Attorney					235.00

Saline District Library Fund 101
Bill List
November 2023

Type	Date	Num	Name	Memo	Amount
805 · Professional service-Computer					
Bill	11/14/2023	73057	THE LIBRARY NETW...		700.00
Total 805 · Professional service-Computer					700.00
810 · Copperaive Fees					
Bill	11/14/2023	73287	THE LIBRARY NETW...		3,495.00
Total 810 · Copperaive Fees					3,495.00
850 · Internet					
Bill	11/14/2023	11/13/2023	T-MOBILE	Hotspots	297.50
Total 850 · Internet					297.50
851 · Telephone					
Bill	11/14/2023	30575	TELNET WORLDWIDE		460.70
Total 851 · Telephone					460.70
860 · Travel/Lodging					
Bill	11/14/2023	10/1-11/08/...	KEYBANK - NATIONA...		214.28
Bill	11/14/2023	11/8/2023	LASH, JESSICA	MLA Conference	115.28
Bill	11/14/2023	10/23/2023	EVAN SMALE	Mileage to MLA ...	127.20
Bill	11/14/2023	11/8/2023	WAARALA, KARRIE	Mileage for MLA...	136.24
Bill	11/14/2023	11/13/2023	PILARZ, CHRISTINA	Banking Mileage	57.64
Total 860 · Travel/Lodging					650.64
880 · Marketing					
Bill	11/14/2023	10/1-11/08/...	KEYBANK - NATIONA...		-22.45
Bill	11/14/2023	11836674	4IMPRINT, INC.	Vests for staff	715.54
Bill	11/21/2023	11743082-1	4IMPRINT, INC.		8.00
Total 880 · Marketing					701.09
920 · Electricity					
Bill	11/09/2023		DTE ENERGY - ELEC...		4,662.01
Total 920 · Electricity					4,662.01
921 · Gas					
Bill	11/09/2023		DTE ENERGY - GAS		904.53
Total 921 · Gas					904.53
930 · Building Maintenance					
Bill	11/14/2023	9219149215	HD SUPPLY FACILITI...	Filters	677.38
Bill	11/14/2023	8693000-17...	WASTE MANAGEME...		233.30
Bill	11/14/2023	221947	WYANDOTTE ALARM...		197.70

Saline District Library Fund 101
Bill List
November 2023

Type	Date	Num	Name	Memo	Amount
Total 930 · Building Maintenance					1,108.38
934 · Equipment Maintenance					
Bill	11/14/2023	5068375891	RICOH USA, INC		18.23
Total 934 · Equipment Maintenance					18.23
955 · Grants					
Bill	11/14/2023	10/1-10/31/...	AMAZON CAPITAL S...		500.22
Bill	11/14/2023	6524	THE CREATURE CON...		450.00
Bill	11/14/2023	10/1-11/08/...	KEYBANK - NATIONA...		106.48
Bill	11/14/2023	6525	DAVID RODGERS	Piano Talk for S...	300.00
Total 955 · Grants					1,356.70
956 · Miscellaneous					
Bill	11/10/2023	11/10/2023	BREWED AWAKENIN...	Staff Developme...	499.55
Bill	11/14/2023	11/9/2023	LASH, JESSICA	Staff Developme...	130.39
Bill	11/14/2023	9/11/2023	PILARZ, CHRISTINA	Water for CD m...	30.58
Bill	11/21/2023	10/21/2023	PILARZ, CHRISTINA	Gift Cards, card...	92.42
Total 956 · Miscellaneous					752.94
957 · Continuing Education					
Bill	11/14/2023	6632	HEALTH G8, LLC	Staff Developme...	1,359.00
Bill	11/21/2023	11/16/2023	LASH, JESSICA	External Commu...	49.00
Total 957 · Continuing Education					1,408.00
958 · Dues					
Bill	11/14/2023	363035	MIDWEST COLLABO...	ANNUAL MEMB...	125.00
Total 958 · Dues					125.00
964.4 · MelCat Reimbursements					
Bill	11/14/2023	316212163...	ANN ARBOR DISTRIC...	Trying/Kobi Yam...	16.95
Bill	11/14/2023	5257	HOPE COLLEGE	Damaged item 3...	50.00
Total 964.4 · MelCat Reimbursements					66.95
965 · Bank Charges					
Check	11/03/2023			KB Merch fee	59.46
Check	11/03/2023			KB Merch fee	40.64
Check	11/08/2023			Oct. Analysis fee	221.40
Total 965 · Bank Charges					321.50
975 · Furniture					
Bill	11/14/2023	77733	MARXMODA, INC.	Staff Chairs	2,390.75
Total 975 · Furniture					2,390.75

Saline District Library Fund 101
Bill List
November 2023

Type	Date	Num	Name	Memo	Amount
982.1 · Adult Fiction					
Bill	11/14/2023	10/1-10/31/...	AMAZON CAPITAL S...		226.80
Bill	11/14/2023	10/1-10/31/...	BAKER & TAYLOR		3,078.01
Total 982.1 · Adult Fiction					3,304.81
982.15 · Large Print					
Bill	11/14/2023	10/1-10/31/...	BAKER & TAYLOR		1,630.50
Total 982.15 · Large Print					1,630.50
982.2 · Teen Fiction					
Bill	11/14/2023	10/1-10/31/...	AMAZON CAPITAL S...		9.99
Bill	11/14/2023	10/1-10/31/...	BAKER & TAYLOR		1,239.98
Total 982.2 · Teen Fiction					1,249.97
982.3 · Youth Fiction					
Bill	11/14/2023	10/1-10/31/...	BAKER & TAYLOR		661.17
Total 982.3 · Youth Fiction					661.17
983.1 · Adult Nonfiction					
Bill	11/14/2023	10/1-10/31/...	BAKER & TAYLOR		3,788.63
Bill	11/14/2023	2023-104	DEXTER DISTRICT LI...	Washtenaw Rea...	257.10
Total 983.1 · Adult Nonfiction					4,045.73
983.15 · Reference					
Bill	11/14/2023	10/1-10/31/...	BAKER & TAYLOR		103.00
Total 983.15 · Reference					103.00
983.2 · Teen Nonfiction					
Bill	11/14/2023	10/1-10/31/...	BAKER & TAYLOR		338.17
Total 983.2 · Teen Nonfiction					338.17
983.3 · Youth Nonfiction					
Bill	11/14/2023	10/1-10/31/...	BAKER & TAYLOR		428.32
Bill	11/14/2023	1472016	LERNER PUBLISHIN...		22.99
Total 983.3 · Youth Nonfiction					451.31
984.1 · Audiobooks-Adult					
Bill	11/14/2023	10/1-10/31/...	MIDWEST TAPE		854.81
Total 984.1 · Audiobooks-Adult					854.81
984.2 · Audiobooks-Teen					
Bill	11/14/2023	10/1-10/31/...	MIDWEST TAPE		129.98

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

Type	Date	Num	Name	Memo	Amount
Total 984.2 · Audiobooks-Teen					129.98
984.3 · Audiobooks-Youth					
Bill	11/14/2023	10/1-10/31/...	MIDWEST TAPE		519.77
Total 984.3 · Audiobooks-Youth					519.77
985.1 · DVDBlu Rays-Adult					
Bill	11/14/2023	10/1-10/31/...	MIDWEST TAPE		1,114.02
Total 985.1 · DVDBlu Rays-Adult					1,114.02
985.3 · DVD/Blu Rays-Youth					
Bill	11/14/2023	10/1-10/31/...	MIDWEST TAPE		67.46
Total 985.3 · DVD/Blu Rays-Youth					67.46
986.1 · Music CDs-Adult					
Bill	11/14/2023	10/1-10/31/...	MIDWEST TAPE		69.69
Total 986.1 · Music CDs-Adult					69.69
986.3 · Music CDs-Youth					
Bill	11/14/2023	10/1-10/31/...	MIDWEST TAPE		9.74
Total 986.3 · Music CDs-Youth					9.74
998 · Special Projects					
Bill	11/14/2023	41020	QUINN EVANS		24,200.00
Total 998 · Special Projects					24,200.00
TOTAL					204,992.75

Saline District Library
Quarterly Investment Report
4th Quarter Ending 11/30/2023

Activity Summary	SubAgency Fund	Agency Fund	Total
9/1/2023 Beginning Balance	\$5,333,592.27	\$2,406,574.84	\$7,740,167.11
Cash/Securities Tranferred In	\$33,770.22		\$33,770.22
Dividends/Interest	\$29,613.97	\$13,594.75	\$43,208.72
Cash/Securities Transferred Out	(\$583,770.22)		(\$583,770.22)
Investment Fees	(\$5,568.00)	(\$2,595.19)	(\$8,163.19)
Net Change in Market Value	\$3,720.67	(\$2,323.40)	\$1,397.27
11/30/2023 Ending Balance	\$4,811,358.91	\$2,415,251.00	\$7,226,609.91

Holdings Summary	SubAgency Fund	Agency Fund	Total
9/1/2023 Principal Holdings			
U.S. Treasury Notes	\$5,104,843.75	\$2,260,850.55	\$7,365,694.30
Money Market Funds	\$224,592.27	\$126,186.45	\$350,778.72
Total Principal Holdings	\$5,329,436.02	\$2,387,037.00	\$7,716,473.02
Income Holdings			
Money Market Funds	\$4,156.25	\$19,537.84	\$23,694.09
Total Holdings	\$5,333,592.27	\$2,406,574.84	\$7,740,167.11
11/30/2023 Principal Holdings			
U.S. Treasury Notes	\$4,650,544.05	\$2,258,527.15	\$6,909,071.20
Money Market Funds	\$160,814.86	\$124,891.28	\$285,706.14
Total Principal Holdings	\$4,811,358.91	\$2,383,418.43	\$7,194,777.34
Income Holdings			
Money Market Funds	\$0.00	\$31,832.57	\$31,832.57
Total Holdings	\$4,811,358.91	\$2,415,251.00	\$7,226,609.91

Certificates of Deposit

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

**Saline District Library
Annual Investment Report
FY2022/2023**

Activity Summary	SubAgency Fund	Agency Fund	Total
12/1/2022 Beginning Balance	\$4,771,287.55	\$2,388,560.13	\$7,159,847.68
Cash/Securities Tranferred In	\$1,966,170.44		\$1,966,170.44
Dividends/Interest	\$111,186.00	\$50,755.30	\$161,941.30
Cash/Securities Transferred Out	(\$2,016,170.44)		(\$2,016,170.44)
Investment Fees	(\$23,267.24)	(\$10,381.30)	(\$33,648.54)
Net Change in Market Value	\$2,152.60	(\$13,683.13)	(\$11,530.53)
11/30/2023 Ending Balance	\$4,811,358.91	\$2,415,251.00	\$7,226,609.91

Holdings Summary	SubAgency Fund	Agency Fund	Total
12/1/2022 Principal Holdings			
U.S. Treasury Notes	\$4,604,889.55	\$2,249,220.05	\$6,854,109.60
Money Market Funds	\$163,422.25	\$116,748.57	\$280,170.82
Total Principal Holdings	\$4,768,311.80	\$2,365,968.62	\$7,134,280.42
Income Holdings			
Money Market Funds	\$2,975.75	\$22,591.51	\$25,567.26
Total Holdings	\$4,771,287.55	\$2,388,560.13	\$7,159,847.68
11/30/2023 Principal Holdings			
U.S. Treasury Notes	\$4,650,544.05	\$2,258,527.15	\$6,909,071.20
Money Market Funds	\$160,814.86	\$124,891.28	\$285,706.14
Total Principal Holdings	\$4,811,358.91	\$2,383,418.43	\$7,194,777.34
Income Holdings			
Money Market Funds	\$0.00	\$31,832.57	\$31,832.57
Total Holdings	\$4,811,358.91	\$2,415,251.00	\$7,226,609.91

Certificates of Deposit

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



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

- Updates to the Library Renovation and Site Improvement Project include:
 - Due to the amount of "value engineering" that needs to be done to keep the project under the \$3.9 million budget, the entire timeline has been pushed back to allow for more accurate and detailed estimates and quotes (See Appendix: Preliminary Renovation Timeline). Construction is now due to start in early June.
 - The new timeline has caused a need to re-order the phasing to work around the school year (See Appendix: Revised SDL Renovation Phasing Plan). This will allow the new Teen Room to be available to students when they return in the fall, work on the staff areas to take place across the end of summer/start of school year transition, and the Youth area to be completed after Summer Reading has ended. While we had hoped to have staff settled in their new workspaces earlier in the process, this will allow the public to see results more quickly and use new furniture and spaces sooner, which is good for creating excitement about the improvements.
 - Jessica Lash and I met with Fatima Beacham at the Quinn Evans office in Ann Arbor to review finish options including carpet, resilient flooring, paint colors, service desk laminate and surfaces, lighting, and acoustic ceiling tiles for the Teen Room. Fatima will now begin to work on furniture options, and a presentation of all of these will be made at the January Building & Grounds Committee meeting.
- The new SDL app is now [available for Android](#) and will be available soon for the iPhone. Android users can visit the Google Play Store and search "Saline Library" to download it. The app includes many helpful features, including managing library card barcodes for the family, access to the events calendar and eLibrary, and the ability to scan a book's retail barcode to see if the library has it and place a hold on it if we do. Kudos to Jessica Lash for all of her hard work in setting up the app, and Ron Andrews for his tenacity in setting up the necessary Apple Developer account.

- SDL staff members have been doing preliminary work to announce that the library will no longer be charging overdue fines for late materials:
 - Technology Manager Ron Andrews and Support Services Manager Arlene Wall have been making necessary updates to Polaris. This will include a bulk waive of all currently accrued overdue fines. Patrons will still be responsible for any fines for missing or damaged materials, which will remain on their accounts.
 - Jessica Lash has designed and ordered a “No More Late Fees” bookmark to explain the new policy (See Appendix: “No More Late Fees” Bookmark Proof). This will go in all checked out materials, and the information will be prominent on the SDL website and advertised heavily on SDL’s social media.
 - I am drafting an article for *The Saline Post* and *The Sun Times News* that will coincide with the announcement in the January 1 SDL eNews.
- The SDL Youth Department is offering plenty of programs to keep families busy over the winter break, including afternoons for [art](#) and [STEAM](#) activities, a [Teenage Mutant Ninja Turtles Party](#), two sessions of [Animal Magic](#), and [Eurythmic Movement & Music](#). A [full calendar of winter programming](#) is scheduled for adults and teens as well.
- Work is underway to collect all of the necessary information for Plante Moran to perform the annual audit. They plan to be onsite the week of January 8.
- I have applied for reappointment to the City of Saline Arts & Culture Committee for 2024.
- SDL will be closed Sunday, December 24 through Tuesday, December 26 and Sunday, December 31 through Monday, January 1 for the winter holidays.
- Recent comments from patrons include appreciation for SDL’s programs, ETC Collection, and crafts:
 - “Kudos to whoever arranges and coordinates all these events. It’s just amazing!”
 - “My son LOVED the ukulele – enjoyed it so much! It was so nicely put together with the case and books; we will borrow it again soon.”
 - “My daughter loves the craft take home projects. They’re so creative!”

SALINE DISTRICT LIBRARY
POLICY BULLETIN

POLICY NO: 405

SUBJECT: LENDING MATERIALS

1. Due dates, ~~and~~ limits on materials checked out, ~~and overdue fines~~ are established by the Saline District Library and are intended to encourage patrons to borrow responsibly and return materials within reasonable periods of time. These are outlined in the ~~Services and Lending Schedule of Loans, Fines, and Fees~~ set by the Library Director with the oversight of the Library Board. The current ~~Services and Lending Schedule of Loans, Fines, and Fees~~ will be posted in the library and on the library's website.
2. Patrons shall be responsible for any ~~finer, fees, or other~~ charges due in accordance with the Library's standard schedules. Failure to pay these ~~finer charges~~ may result in the suspension of library privileges.
3. Reserves on library materials can be made online, by telephone, or in person. Materials not owned by the library may be requested and borrowed from other libraries through MeLCat (Michigan eLibrary Catalog).
4. Most library materials ~~may will automatically~~ be renewed once if there are no reserves for that item. ~~Renewals can be made online, by telephone, or in person. If a fine has accrued, it will be posted to the patron's account. Patrons will receive a grace period after the final due date according to the Services and Lending Schedule, after which their account will be blocked from further borrowing until the materials are returned or a replacement fee is paid.~~
5. A charge will be levied for any damage incurred to library materials. If library materials are lost or damaged so as to be judged by the library as unsuitable for the collection, the patron must pay for the replacement of the item based on the price listed in library records. (Authorized library staff reserve the right to accept or reject replacement in kind for lost or damaged materials.)
6. The library assumes no responsibility for personal injury or damage or alleged damages to patron belongings or property caused by library materials.

7. Abuse of library materials, services, policies, or procedures may result in revocation or suspension of a patron's borrowing privileges.
8. All ~~fin~~es and ~~fee~~s outstanding charges must be paid in full prior to library card renewal.

DRAFT

SALINE DISTRICT LIBRARY

POLICY BULLETIN

POLICY NO: 606

SUBJECT: ANNUAL REVIEW

1. The purpose of the annual review is for the supervisor and staff member to discuss the previous year's work and to establish goals and objectives for the coming year. The review does not guarantee a change in pay status or alter the at-will employment relationship.
2. In the first year of employment, regularly scheduled employees will have a progress review at the 6 month and 12 month anniversary of the hire date. After the first year, employees will receive a review at the end of each fiscal year.
3. The Library Board will be responsible for conducting annual reviews for the Director. The Board President presents and discusses the Board's written review with the Director. The Director's annual review may occur at a date other than the end of each fiscal year.
4. The Director is responsible for ensuring that all library employees have annual reviews.
5. Carrying out the annual review is the responsibility of the immediate supervisor, using the appropriate form(s) provided by the Director. The written portion of the annual review will be approved by the Director prior to being given to the employee.
6. An employee receiving an unsatisfactory review will receive a performance improvement plan and have a subsequent evaluation in six months. If the subsequent evaluation is also unsatisfactory, appropriate discipline will be considered up to and including dismissal.

SALINE DISTRICT LIBRARY

POLICY BULLETIN

POLICY NO: 606

SUBJECT: PERFORMANCE REVIEW

1. The purpose of a performance review is to determine the level of performance of an employee and to establish goals and objectives. A performance review does not guarantee a change in pay status or alter the at-will employment relationship.
2. A progress review for regularly scheduled employees will be conducted at the 6 month and 12 month anniversary of the hire date. After the first year, employees will receive a performance appraisal at the end of the fiscal year.
3. The Library Board will be responsible for conducting performance reviews for the Director with the Board President responsible for reviewing the Board's written review with the Director.
4. The Director will be responsible for insuring that all library employees have performance reviews.
5. Performance reviews are the responsibility of the immediate supervisor. All appraisals will be reviewed by the Director prior to being given to the employee.
6. An employee receiving an unsatisfactory rating will receive a performance improvement plan have a subsequent evaluation in six months. If the subsequent evaluation is also unsatisfactory, appropriate discipline will be considered up to and including dismissal.

POLICY APPROVED: _____

EFFECTIVE: _____

PRESIDENT: _____



BOARD OF TRUSTEES 2023-2024 MEETINGS

Regular Library Board meetings are held on the third Tuesday of each month at 7:00 p.m. in the Library's Brecon Room. All meetings are open to the public.

December 19, 2023
January 16, 2024
February 20, 2024
March 19, 2024
April 16, 2024
May 21, 2024
June 18, 2024
July 16, 2024
August 20, 2024
September 17, 2024
October 15, 2024
November 19, 2024

The Board encourages citizens to address their concerns and comments at regularly scheduled meetings during the two times indicated on the agenda for public discussion. Trustees will not respond to public comments at meetings but will take comments under advisement and respond as needed or appropriate at a later time.

Saline District Library will provide reasonable auxiliary aids and services at meetings to individuals with special needs when given prior notice of at least three days. To request such assistance, please contact the Library Director at 734-429-5450.



LIBRARY BOARD COMMITTEES FOR 2024

All meetings are open to the public. Check with Library staff for location of meetings. Committees meet as needed according to the following schedule. Dates are subject to change.

Staff Excellence

Meets on the first Wednesday of the month at 4:00 p.m.

Jan. 3, Feb. 7, March 6, April 3, May 1, June 5, July 3, Aug. 7, Sept. 4, Oct. 2, Nov. 6, Dec. 4

Members: Lesley Hundley, Amy Sankaran, Linda TerHaar, Karrie Waarala, Jessica Lash

Library Services, Outreach, Partnerships, Community Information & Technology / Endowment

Meets on the second Monday of the month at 5:00 p.m.

Jan. 8, Feb. 12, March 11, April 8, May 13, June 10, July 8, Aug. 12, Sept. 9, Oct. 7*, Nov. 11, Dec. 9

Members: Anne Cummings, Stephanie Gray, Amy Sankaran, Karrie Waarala, Jessica Lash

* First Monday of the month

Finance

Meets on the second Tuesday of the month at 4:00 p.m.

Jan. 9, Feb. 13, March 12, April 9, May 14, June 11, July 9, Aug. 13, Sept. 10, Oct. 8, Nov. 12, Dec. 10

Members: Mike Healy, Lesley Hundley, Linda TerHaar, Karrie Waarala, Jessica Lash, Chris Pilarz

Building & Grounds

Meets on the second Wednesday of the month at 5:00 p.m.

Jan. 10, Feb. 14, March 13, April 10, May 8, June 12, July 10, Aug. 14, Sept. 11, Oct. 9, Nov. 13, Dec. 11

Members: Anne Cummings, Stephanie Gray, Mike Healy, Karrie Waarala, Jessica Lash

Arts

Meets (infrequently) on the fourth Monday of the month at 6:00 p.m.

Members: Lori Byron, Karrie Waarala, Jessica Lash, and other community members

Quarterly Report

Q42023

12.2023

Outreach

- We continued to have a table at the Saline Farmers Market through the fall, attending twice in September and October
- Kelly Soerens and Jessica Lash attended Saline's Trunk or Treat on Wednesday, October 25
- We also attended Services Day on November 4 at the Saline Farmers Market

Programming

- Jessica organized two programs of note:
 - Manhattan Short Film Festival was held on Sunday, October 1, and Sunday, October 8 at Emagine Saline
 - 107 total people attended the two showings
 - Community Shredding Event was held Saturday, October 7

Library App

- Jessica and Ron worked with Clarivate and Solus to build a new library app
- The app allows users to manage their library accounts, scan barcodes to see if they are in our catalog, place holds, and access our online resources
- The app launched in late November and can be found in the Google Play Store and the Appstore

Staff Development Day

- Staff Development Day was held on Friday, November 10
- Jim Mangi from Dementia Friendly Saline came in to discuss how to be more dementia friendly
- Bonnie Zoia facilitated a Real Colors Workshop to help staff recognize communication styles
- Jessica Wion and Katrina Robinson from Washtenaw County Sheriff's Department did Active Shooter Training

Professional Development

Jessica attended the following workshops and conferences:

- *Librarianship in Contentious Times Workshop* at the University of Michigan in September
- *Leveraging Patron Segments and Advanced Email Techniques* webinars with Patron Point in September and October
- Michigan Library Association Annual Conference in mid-October
- *Creating Safer Libraries: Foundations for Librarians and Frontline Staff Workshop* with Library Journal

Respectfully submitted,

Jessica Lash

Assistant Director

4th Quarter Technology Report (September, October, November 2023)

Submitted by Ron Andrews, Technology Manager

Technology Support

- I spent a great deal of time trying to troubleshoot some pesky bugs in our Envisionware software that involved our cash register services. Between Envisionware support, myself and Arlene we probably spent the better of a couple months working on this issue
- Still working closely with TLN and Faronics to resolve issues in our cloud based computer support network.
- Replaced the cataloging services printer with a new HP and will be replacing all of the Brother printers around the library at the beginning of the new fiscal year. The goal is to have all of our printers using a print server and all the same, or close, models to help in troubleshooting.
- Gathered new backup images of all staff computers and a copy image of the adult, youth and teen public computers to assist in quick replacement of a computer or installing a new image.
- Troubleshoot and resolve remote printing services
- Assist Youth dept with syncing their iTunes account files to their iPad

Network Support

- Ran quarterly update for PCI In-House and Online security for KeyBank
- TLN has begun to install and prep our replacement for Hyper-Saline server. This is our main domain server and runs many of the services on the network including staff storage. A new firewall is being prepped to replace our current machine. There is also includes a new backup system and hard drives for storage. Lastly it includes and system to access the servers from my local desk and remote access from home securely.
- Provided network support and setup Apple Development services for our new Library Mobile App provided by Polaris/Innovative/
- Started process for change Windows staff passwords
- Renewal of our TLN Technology Support services
- Updated our SSL certificates
- Troubleshooting Google Drive issues working with Google support.
- Replace another UPS battery in the server room

Polaris Support

- Doing some training with Polaris in Report Builder for putting together some new reports and preparing for our end of year report.
- Verifying the number of staff and workstation licenses for Polaris
- Assisted Arlene in making some changes to notices and will be looking at making changes to billing notices.
- Exploring system prep and changes for possible Fine Free
- Working with Youth to order materials from a new vendor needing to supply MARC records for cataloging records.

Other Library Involvement

- Attended annual Library Staff meeting

Youth Service Department September-November 2023 Quarterly Report

Fall Programs:

- The youth department held 93 programs this autumn with a total of 1960 participants. This included storytimes (Book Babies, Preschool, Evening, and Family Fun), art programs, music programs, science programs, guest performers, and book clubs. There were an additional 16 different types of craft kits, giving out a total of 1740 kits.
- We added a few new programs this quarter: Time Travelers (a history based program), Introduction to Hand Lettering and Science Club Junior (for children ages 5-7). Additionally, the book clubs were restructured; Adventures in Bookland is for children Kindergarten through 2nd grade and Wild Readers for 3rd through 5th graders. We have had great success with the new formats.
- 1000 Books before Kindergarten and Books for Babies programs continued to grow in registration. The Books for Babies welcome packets were revamped by Anna Hinkley and Jessica Lash to include a fresh look and updated information.
- SDL shared a Braille bookwalk in September and October. Provided by the Library of Michigan, *The Pout Pout Fish* by Deborah Diesen was displayed with braille overlays.

Partnerships & Outreach:

- Preschool Outreach sessions were offered by Anna Hinkley, Evie Moorer and Jennifer Lupton.
- Kelly Soerens visited the Saline Recreation Center to provide storytime as part of the Pumpkin Hunt event. For this event SDL also provided a bookwalk at the Recreation Center which remained in place for all of their Halloween events.
- Liberty Club volunteers continued to visit cleaning picture books and each month they had a special read aloud session.

Professional Development:

- Members of the youth department attended the following committee meetings, conferences and webinars.
 - Youth Services Advisory Council planning meeting
 - Saline Leadership Institute
 - MiYouth Meeting
 - Public Librarianship in Contentious Times
 - Managing Difficult Patrons
 - School Library Journal Day of Dialog
 - Native Storytelling in children's books
 - Canva and Design for Libraries
 - The Science of Reading: Phonics and Decodable Books
 - Library Programs for Homeschoolers

Collections:

- Nine youth ETC kits were added to the collection this quarter. Kits including coding robots, immersive reality books with VR goggles, magnetic builders, and bracket builders.
- Two new youth online resources were added; LOTE4Kids provides read along picture books in languages other than English, and TumbleMath which offers math books and study materials.
- SDL received 40 new VOX audio-enabled books through a Library of Michigan grant.

Submitted by: Kelly Soerens, Head of Youth Services

**Quarterly Report
Adult Department
Q4 2023**

12.13.2023

Programming

The Adult Department had the following programs of note:

- This year's Great Fall Read was the Annotated Strange Case of Jekyll and Hyde. Staff created a story walk about the title and its history as well as weekly crafts and trivia.
- Adult Social Club, Take and make, and in person crafts are still seeing very strong numbers month to month
- A variety of speakers presented on topics ranging from travelogues, helping children with sensory needs, and aging solo.

Displays

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

- A variety of displays such as the No Shave November, "Who Wrote this" (a display of funny author pictures on the backs of their titles), and more kept things playful this fall.
- Weeding continues through the entire adult department. 900's are currently getting pulled for newer titles.

Staff Development

- Staff met for monthly department meetings, as well as webinars regarding safety in the library, management, and weekly new releases. Staff also attended staff development day which had topics regarding active shooter training, dementia friendly libraries, and more.

Outreach

- Book delivery to senior facilities continues on a monthly basis, and open house at Brecon Village was a success.
- Members of adult staff attended the holiday parade.

Respectfully submitted,

Evan Smale
Head of Adult Services

Support Services Quarterly Report
2023 4th Quarter
Submitted by: Arlene Wall

SUPPORT SERVICES MANAGER

- Quarter Stats –
 - Total Circulation of physical items – 63,201
 - Total Patron Visits – 36,404
 - New Patrons Registered – 326
 - Total number of patrons – 13,550
- Webinars/Training Sessions
 - Innovative Webinar - “The Fight Against Book Bans” 10/30/2023
 - Library Journal: Creating Safer Libraries Webinar, 11/29/2023
 - Everyone’s Responsibility: Creating a Culture of Safety
 - Safer Libraries for Staff and Patrons: Trauma-Informed Librarianship
 - NARCAN Training: Recognizing and Managing Substance Abuse Incidents
 - Centering Equity During Conflict
 - Engaging with Tweens and Teens in Crisis (and Afterward)
 - Conflict Resolution, Boundaries, and Self-Care in a Customer Service Role

CATALOGERS/LIBRARY ASSISTANTS/PAGES

- Circulation & Catalogers – Attended Staff Development Day 11/10/2023

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	16,046	216,309
% 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%	79.74%	78.38%
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	2,778	41,582
Music CDs	244	307	268	369	248	235	236	323	336	249	275	250	3,340
Audio Books	459	492	444	583	544	462	483	527	551	439	498	471	5,953
Playaways	7	5	1	4	3	7	2	3	2	0	0	0	34
J Kits	189	236	213	286	308	231	316	376	346	248	276	276	3,301
Total AV	4,461	4,743	4,319	5,367	4,277	4,095	4,919	5,279	5,047	3,737	4,191	3,775	54,210
% 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%	18.76%	19.64%
Interlibrary Loans													
SDL Patron Filled Requests	735	944	1,003	978	782	793	888	773	909	913	964	816	10,498
% 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%	4.06%	3.80%
Lends Out to Libs	767	1,010	927	1,006	873	870	808	949	1,075	1,013	927	895	11,120
Equipment	140	126	136	181	161	188	197	238	211	183	190	150	2,101
Periodicals	192	294	262	277	246	298	353	327	346	325	294	152	3,366
% 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%	0.76%	1.22%
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	20,123	275,986
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%	-3.65%	2.44%
Downloads													
Ebooks	3,046	3,717	3,176	3,341	3,143	3,248	3,362	3,719	3,853	3,355	3,552	3,365	40,877
AudioBooks	2,993	3,177	2,920	3,321	3,275	3,477	3,614	3,842	3,919	3,497	3,518	3,406	40,959
Music	312	311	279	246	295	238	267	310	272	221	232	300	3,283
Video	613	274	238	222	278	305	368	305	251	260	254	321	3,689
Magazines	318	280	363	270	234	225	277	266	357	448	981	1,007	5,026
Tumble books	0	3	4	1	0	9	6	2	8	3	1	5	42
Total Downloads	7,282	7,762	6,980	7,401	7,225	7,502	7,894	8,444	8,660	7,784	8,538	8,404	93,876
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%	28.54%	17.12%
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	28,527	369,862
Prior Year Grand Total	25,456	28,442	27,139	29,843	27,335	26,914	32,089	33,884	33,988	28,090	28,964	27,424	349,568
% Difference	7.28%	10.98%	5.67%	9.22%	7.11%	4.22%	7.16%	7.05%	-0.54%	2.72%	5.46%	4.02%	5.81%
Cards Issued													
73	131	151	147	126	115	115	216	195	145	131	97	98	1,625
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%	2.08%	12.15%
3 M Gate Count													
10,113	12,615	12,215	12,474	11,897	11,744	11,744	13,520	12,803	13,238	11,606	12,953	11,845	147,023
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%	2.27%	22.18%
Average Per Day	326	406	421	402	396	378	450	413	427	386	417	394	421

*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	21	196
# attending	380	425	394	539	581	161	349	478	194	426	604	412	4,943
Staff Programs	14	17	16	18	13	12	23	21	20	15	17	16	202
# attending	481	530	605	746	552	534	913	961	1088	682	915	661	8,668
Guest Performers	0	4	1	1	0	4	3	6	3	3	5	1	31
# attending	0	172	64	38	0	115	97	146	60	130	237	19	1,078
Visits & Tours	5	3	5	4	4	9	9	4	8	4	5	5	65
# attending	151	41	146	173	44	313	311	27	724	91	28	49	2,098
Off Site Presentations	3	4	3	3	3	5	5	1	0	0	3	3	33
# attending	261	145	60	161	83	397	623	25	0	0	139	97	1,991
Total events/month	42	48	41	47	43	36	50	44	38	40	52	46	527
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%	17.95%	44.78%
Total attendance	1273	1313	1,269	1,657	1,260	1,520	2,293	1,637	2,066	1,329	1,923	1,238	18,778
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%	31.42%	74.50%
1KBBK	0	10	6	8	4	5	12	9	2	0	9	7	72
New Baby Packets	8	10	4	14	4	5	13	5	5	3	2	4	77
ADULT/TEEN													
Teen Programs	8	10	12	14	12	12	9	8	5	11	10	11	122
# attending	165	210	288	430	254	205	383	150	84	260	240	343	3,012
Teen Book Discussion	0	0	0	0	1	0	0	0	0	0	0	0	1
# attending	0	0	0	0	5	0	0	0	0	0	0	0	5
Visits & Tours	1	0	0	0	0	0	0	0	0	0	0	0	1
# attending	21	0	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	0
# attending	0	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	30	319
# attending	239	382	412	397	482	425	627	401	364	364	453	461	5,007
Adult Book Discussion	2	3	3	2	3	3	3	3	3	3	3	3	34
# attending	5	9	5	6	13	15	24	18	20	16	22	16	169
Family Programs	0	0	0	0	0	0	0	0	1	0	0	0	1
# attending	0	0	0	0	0	0	0	0	100	0	0	0	100
Internet Classes	0	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	0
Outreach/Bk Deliveries	2	3	3	2	2	2	2	5	2	2	2	2	29
# of items	76	76	76	80	80	80	80	219	80	80	80	44	1,051
Total events/month	25	35	37	43	49	42	42	38	36	46	44	44	481
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%	10.00%	-63.09%
Total attendance	506	677	781	913	834	725	1114	788	648	720	795	864	9,365
Prior Year	381	444	563	577	536	435	349	632	731	735	807	634	6,824
% difference	32.81%	52.48%	38.72%	58.23%	55.60%	66.67%	219.20%	24.68%	-11.35%	-2.04%	-1.49%	36.28%	37.24%

Programs and Services FY2022-2023

COMPUTER USAGE													
PC usage onsite	535	631	586	652	608	580	571	498	593	577	671	647	7,149
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%	7.83%	1.12%
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	3,821	37,502
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%	-3.63%	-8.40%
Youth AWE computers	269	330	418	312	388	271	373	578	540	292	476	207	4,454
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%	-25.54%	140.11%
Ref. Questions:													
Youth	417	559	514	608	459	471	1,423	1,006	787	541	644	534	7,963
Adult	361	488	503	508	485	405	499	537	533	425	486	450	5,680
Circ Desk	320	573	472	431	384	300	451	442	389	373	456	369	4,960
Total Reference	1,098	1,620	1,489	1,547	1,328	1,176	2,373	1,985	1,709	1,339	1,586	1,353	18,603
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%	12.10%	26.16%
Brecon Rm: #Groups	6	6	14	18	18	16	13	9	8	7	12	9	136
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	129	1,511
Study Rms: #Groups	179	199	195	198	202	204	188	221	207	177	226	206	2,402
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	293	3,412
* Includes views of online programs beginning December 2021													

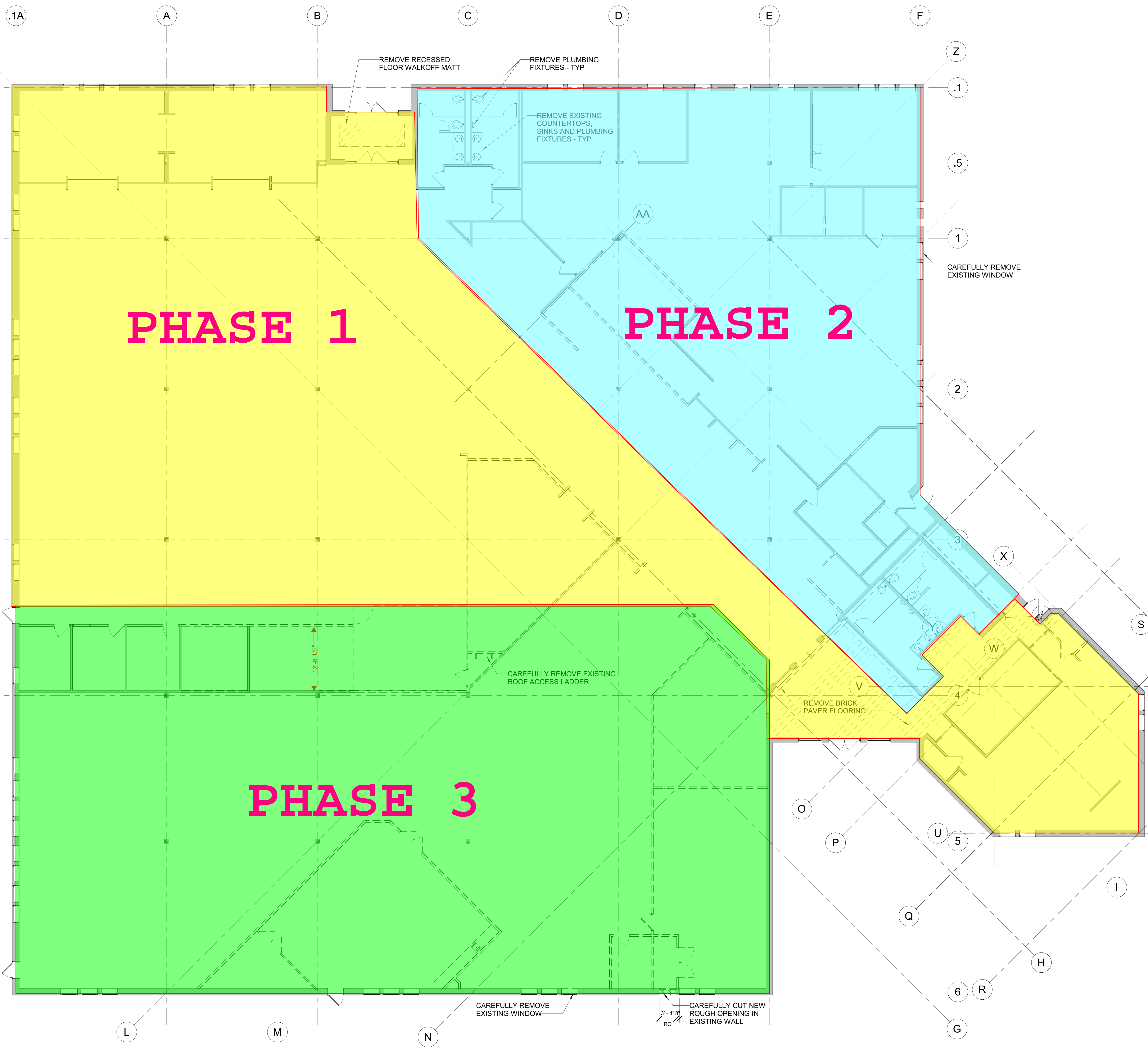
Website Access FY2022-2023

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	9,663	118,207
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%	7.77%	-11.59%
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	3,731	24,569
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%	1410.53%	441.53%
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	7	191
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%	75%	44%
New eNews subscribers	58	110	114	104	96	86	124	134	106	107	74	70	1,183
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	11,613	11,613
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%	9.48%	9.48%

* 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

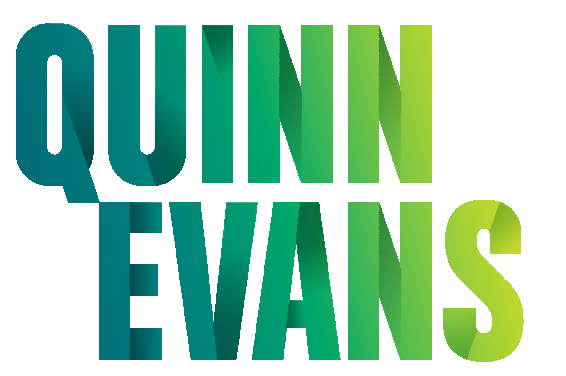
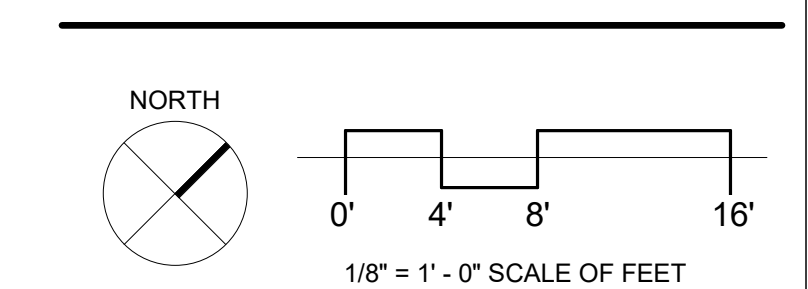
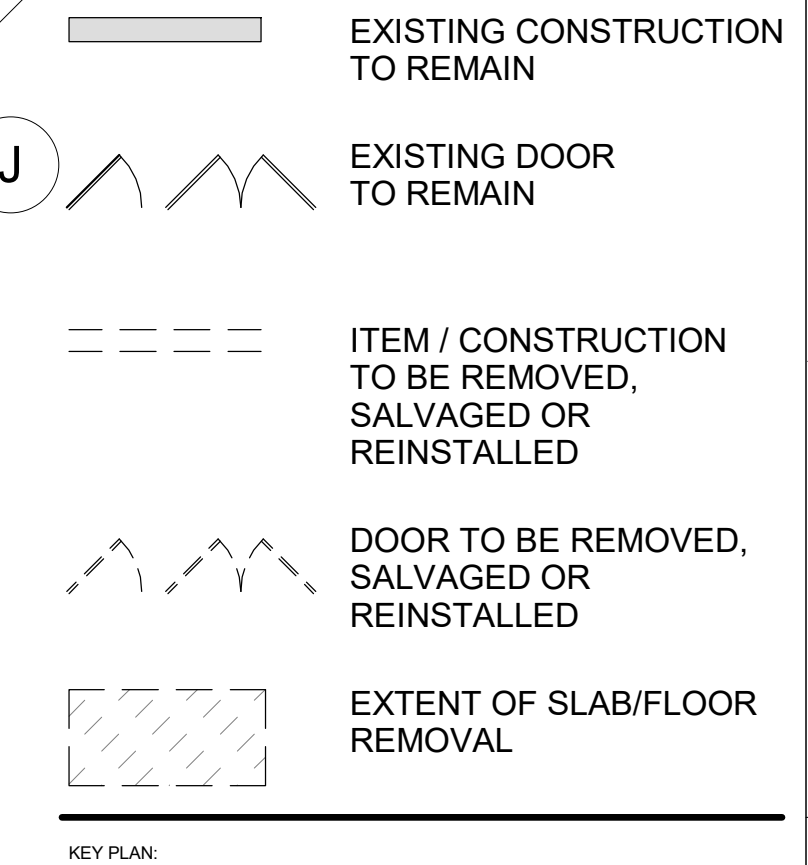


GENERAL DEMO NOTES

- INFORMATION SHOWN ON THIS DRAWING PERTAINING TO THIS 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 WAIT 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



219 1/2 N. MAIN STREET
ANN ARBOR, MI 48104
v 734.963.5888
QUINNEVANS.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

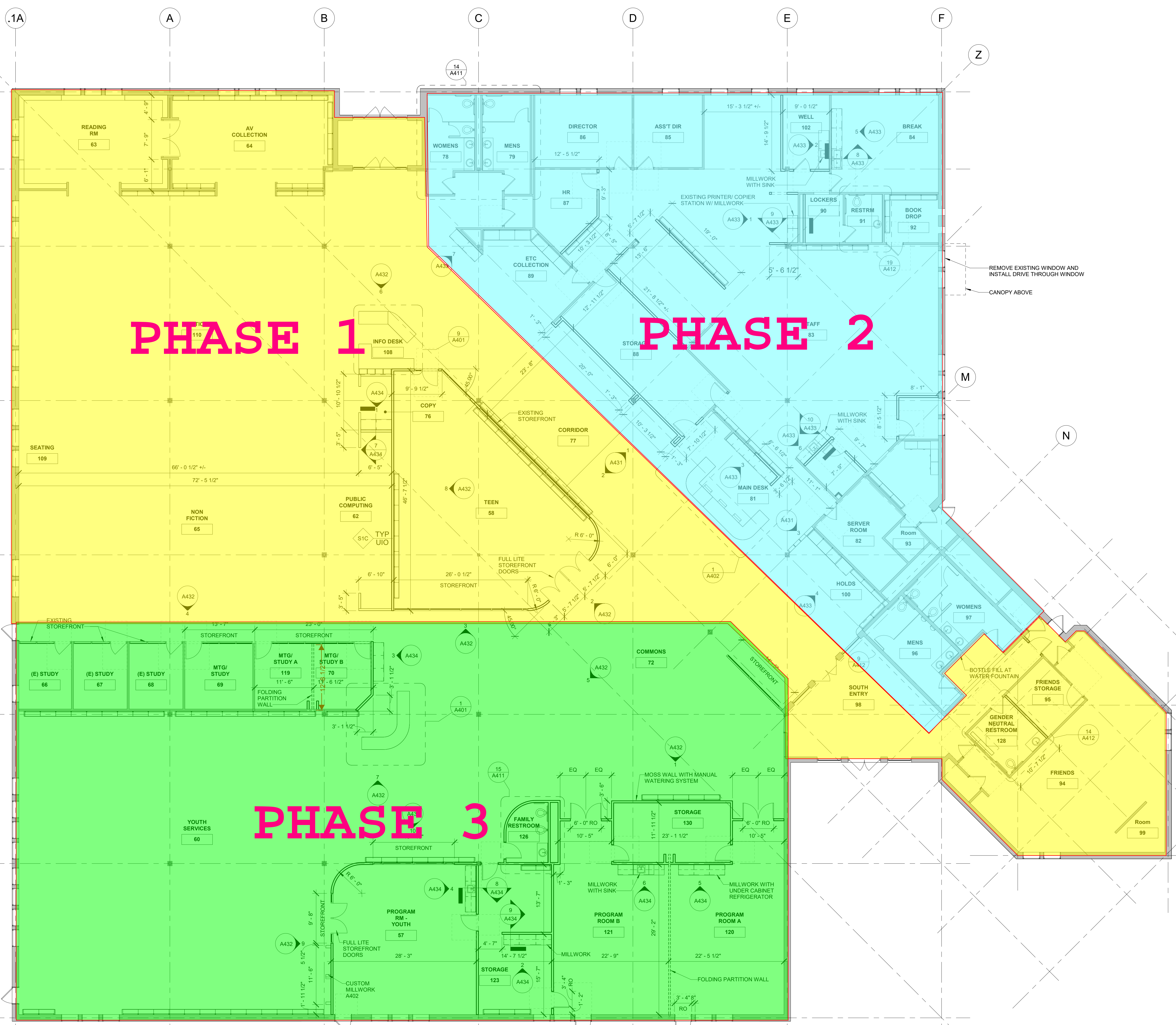
DEMO FLOOR PLANS

D101

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

PATH:\FILENAME Autodesk\Drawings\Saline District Library\Saline District Library.rvt
 PLOTTING DATE & TIME: 08/04/2023 3:15:41 PM

PATH:\FILENAME Autodesk Docs\Saline District Library\Saline District Library.rvt
 PLOTTING DATE & TIME: 04/20/23 3:14:55 PM



- ### 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

NORTH

0' 4' 8' 16'

1/8" = 1'-0" SCALE OF FEET

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



INTERIOR RENOVATIONS AND SITE IMPROVEMENTS

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

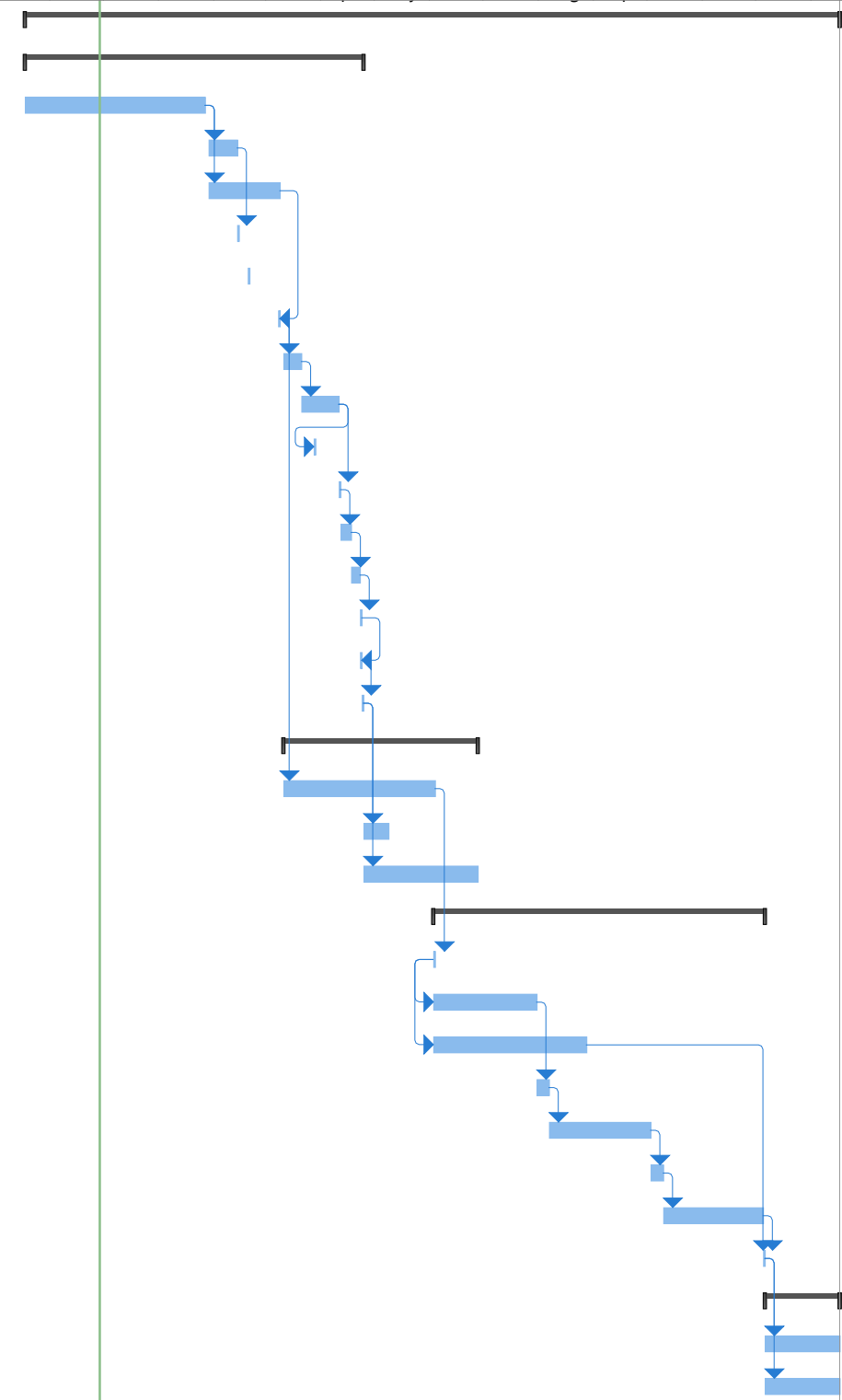
No.	Date	Description
FB	EN & KS	
QEA No.: 42238690		
FINAL SD		
08/04/2023		



Saline District Library

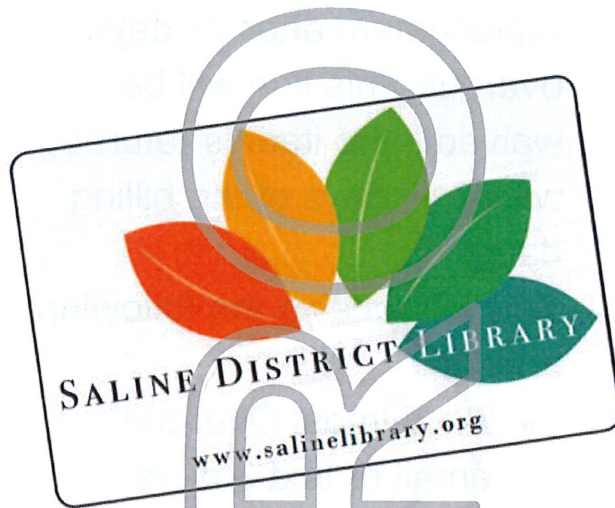
Renovation of the Library, New Site Pavilion, and Site Improvements Project

ID	Task Name	Resource Names	Duration	Start	Finish	Jun '23	Jul '23	Aug '23	Sep '23	Oct '23	Nov '23	Dec '23	Jan '24	Feb '24	Mar '24	Apr '24	May '24	Jun '24	Jul '24	Aug '24	Sep '24	Oct '24	Nov '24	Dec '24	Jan '25	Feb '25
1	Saline District Library Project		319 days	Wed 10/18/23	Thu 1/16/25																					
2	Preconstruction		132 days	Wed 10/18/23	Wed 4/24/24																					
3	Design Development	QE	69 days	Wed 10/18/23	Fri 1/26/24																					
4	Design Development Estimate	MCS	12 days	Mon 1/29/24	Tue 2/13/24																					
7	Construction Documents	QE	30 days	Mon 1/29/24	Fri 3/8/24																					
5	Design Development Estimate Review & Page Turn	MCS, QE, SDL	1 day	Wed 2/14/24	Wed 2/14/24																					
6	Design Development Estimate Package Board Presentation	MCS, QE, SDL	1 day	Tue 2/20/24	Tue 2/20/24																					
8	Construction Documents to CM	QE	1 day	Fri 3/8/24	Fri 3/8/24																					
9	Prepare Construction Bid Package	MCS	8 days	Mon 3/11/24	Wed 3/20/24																					
10	Bid Period & Solicitation	MCS	15 days	Thu 3/21/24	Wed 4/10/24																					
11	Pre-Bid Meeting	MCS	1 day	Thu 3/28/24	Thu 3/28/24																					
12	Public Bid Opening	MCS	1 day	Thu 4/11/24	Thu 4/11/24																					
13	Post Bid Interviews	MCS	4 days	Fri 4/12/24	Wed 4/17/24																					
14	Draft Award Recommendation & GMP Finalization	MCS	3 days	Thu 4/18/24	Mon 4/22/24																					
15	Review Award Recommendation & GMP with Select Committee(s)	MCS	1 day	Tue 4/23/24	Tue 4/23/24																					
16	Present Award Recommendation to Board of Trustees (Special Meeting)	MCS, QE	1 day	Tue 4/23/24	Tue 4/23/24																					
17	Issue Letters of Intent to Subcontractors	MCS	1 day	Wed 4/24/24	Wed 4/24/24																					
18	Procurement		78 days	Mon 3/11/24	Thu 6/27/24																					
21	Permitting	MCS	60 days	Mon 3/11/24	Mon 6/3/24																					
19	Precontract Submittals	MCS	10 days	Thu 4/25/24	Wed 5/8/24																					
20	Material Procurement	MCS	45 days	Thu 4/25/24	Thu 6/27/24																					
22	Construction		131 days	Mon 6/3/24	Thu 12/5/24																					
23	Mobilization	MCS	1 day	Mon 6/3/24	Mon 6/3/24																					
24	Phase I Interior Remodeling	MCS	40 days	Mon 6/3/24	Tue 7/30/24																					
29	Exterior Site Improvements	MCS	60 days	Mon 6/3/24	Tue 8/27/24																					
25	Interior Moving/Relocation to Next Phase	SDL	5 days	Wed 7/31/24	Tue 8/6/24																					
26	Phase II Interior Remodeling	MCS	40 days	Wed 8/7/24	Wed 10/2/24																					
27	Interior Moving/Relocation to Next Phase	SDL	5 days	Thu 10/3/24	Wed 10/9/24																					
28	Phase III Interior Remodeling	MCS	40 days	Thu 10/10/24	Wed 12/4/24																					
30	Project Completion	MCS	1 day	Thu 12/5/24	Thu 12/5/24																					
31	Post Construction		30 days	Fri 12/6/24	Thu 1/16/25																					
32	As-Built Package Submission	MCS	30 days	Fri 12/6/24	Thu 1/16/25																					
33	Closeout Document Submission	MCS	30 days	Fri 12/6/24	Thu 1/16/25																					



Program Schedule Rev. 1

**NO
MORE
LATE
FEES.***



** But we still want our
items back.*

See the other side
for terms and
conditions.

There are no more late fees! But what does this mean?

- **Fines for damaged, lost, and unreturned items will still be charged.**
- Need an extra day to finish your book? You have a grace period! Just return items before they are 7 days overdue.
- If an item is 7 days overdue your account will be blocked until the item is returned.
- Items will be billed for replacement after 21 days overdue (this fine will be waived if the item is returned within 30 days of the billing date).
- You will receive the following notices:
 - An “Almost Overdue” email or text 3 days before the item due date.
 - An email or text when your item is 3 days overdue.
- Reminder: our drive-thru book return is open 24/7!

**Questions? Call us at
734-429-5450**

**555 N. Maple Road, Saline, MI 48176
salinelibrary.org**