

**SALINE DISTRICT LIBRARY BOARD OF TRUSTEES
BOARD MEETING PACKET
TUESDAY, JANUARY 16, 2024, 7:00 p.m.**

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**NOTICE OF LIBRARY BOARD MEETING
TUESDAY, JANUARY 16, 2024
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, JANUARY 16, 2024, 7:00 p.m.**

President Byron _____ Vice President Gray _____ Treasurer TerHaar _____
Secretary Hundley _____ Trustee Healy _____ Trustee Cummings _____ Trustee Sankaran _____
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 December 19, 2023 meeting minutes as written.

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

E. President's Report

F. Friends of the Library Report

G. Financial Reports
Move _____ Second _____ to approve the December 2023 financial reports.

H. Committee Reports

1. Finance

2. Arts

3. Building & Grounds

4. Library Services

5. Staff Excellence

I. Library Director's Report

J. Unfinished Business

K. New Business

1. Policy Review

a. Policy 520: Library Reopening

Move _____ Second _____ to approve Policy 520: Library Reopening as presented.

b. Policy 521: COVID-19 Prevention

Move _____ Second _____ to approve Policy 521: COVID-19 Prevention as presented.

c. Policy 608: Work Schedules, Breaks & Meals

Move _____ Second _____ to approve revised Policy 608: Work Schedules, Breaks & Meals.

d. Policy 631: Placement, Promotion, Reassignment

Move _____ Second _____ to approve revised Policy 631: Placement, Promotion, Reassignment.

2. Schrandt Grant to fund the SDL Seed Library

Move _____ Second _____ to approve Schrandt Grant funding for the SDL Seed Library.

3. Committee Assignments and Schedules for 2024

L. Public Discussion

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

M. Adjournment

Move _____ Second _____ to adjourn the meeting at _____.

RECOMMENDED MOTIONS FOR MEETING on January 16, 2024

Move _____ Second _____ to approve the agenda as presented.

Move _____ Second _____ to approve the December 19, 2023 meeting minutes as written.

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

Move _____ Second _____ to approve Policy 520: Library Reopening as presented.

Move _____ Second _____ to approve Policy 521: COVID-19 Prevention as presented.

Move _____ Second _____ to approve revised Policy 608: Work Schedules, Breaks & Meals.

Move _____ Second _____ to approve revised Policy 631: Placement, Promotion, Reassignment.

Move _____ Second _____ to approve Schrandt Grant funding for the SDL Seed Library.

Move _____ Second _____ to adjourn the meeting at _____.

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

Present: President Byron, Vice President Gray, Treasurer TerHaar, Secretary Hundley, Trustee Healy, Trustee Sankaran, Trustee Cummings, Director Waarala, Friends Board liaison Ceo, Administrative Assistant Pilarz

A. Call Meeting to Order at 7:00pm.

B. Approval of Agenda

Move Gray, Second Sankaran to approve the agenda as presented, with an amendment to correct titles for the board members. Motion carried.

C. Approval of Past Minutes

Move Byron, Second Healy to approve the November 21, 2023 meeting minutes as written. Motion carried.

D. Public Discussion

No public comment.

E. Oath of Public Officers and Conflict of Interest Signing

F. President's Report: Meeting tomorrow with Plante Moran for preview of audit that will begin January 8th

G. Friends of the Library Report: Nothing to report, did not meet this month.

H. Financial Reports

Move Byron, Second TerHaar to approve the November 2023 financial reports. Motion carried.

I. Committee Reports

1. Finance: Did not meet
2. Arts: Did not meet
3. Building & Grounds: Did not meet
4. Library Services: Did not meet
5. Staff Excellence: Did not meet

J. Library Director's Report: Accepted as written. Additional highlights: Director Waarala is working on state aid report that is due to the state of Michigan every year. In addition to being required to receive aid, the report provides very helpful statistics about libraries in the state. Tax revenue has started to come in. We have also received \$7,000 of private donations to support book purchases and adult support social clubs. The new staff annual review process has been well received.

K. Unfinished Business: None

L. New Business

1. Policy Review

a. Policy 405: Lending Materials

Move Byron, Second Gray to approve revised Policy 405: Lending Materials

b. Policy 606: Annual Review

Move TerHaar, Second Byron to approve revised Policy 606: Annual Review

2. Set Board Meeting Schedule for FY2023/2023: No changes to schedule as proposed

3. Committee Assignments and Schedules for 2024: Library services will be changed to the first Tuesday of the month at 5:30pm. The January 2nd meeting will be handled via email or rescheduled. Due to committee assignment transitions, December committee meetings will be cancelled unless urgently needed.

M. Public Discussion

No public comment.

M. Adjournment

Move Byron, Second Gray to adjourn the meeting at 7:34pm. 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 December 19, 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
December 1, 2023 - December 31, 2023**

Reference	Date	GL Account	Description	Amount
Bank Statement Summary				
			Beginning Bank Balance	92,054.60
			+ Cleared Deposits & Other Additions	388,798.92
			- Cleared Checks & Other Payments	240,266.10
			Ending Bank Balance	<u>240,587.42</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
24827	11/14/23	790-955	DAVID RODGERS	300.00
24858	12/12/23	790-750.1	CLAIRE EVANS	137.50
24860	12/12/23	790-750.1	JO ANN YATES McFRY	150.00
24871	12/12/23	790-860	CATHERINE MICHECLL	137.55
24875	12/19/23	790-750.3	CARLA MARGOLIS	150.00
24879	12/19/23	790-880	4IMPRINT INC	3,191.56
24882	12/19/23	790-750.3	ANIMAL MAGIC	545.00
24883	12/19/23	790-958	SALINE AREA CH COMM	300.00
			Total	<u>4,986.73</u>
			Reconciled Bank Balance	<u><u>244,179.31</u></u>
Bank Transactions				
		000-258	EFTPS	(11,383.74)
		000-258	EFTPS	(10,913.68)
		790-723	ALERUS RETIRE XFERS	(7,920.40)
		790-920	DTE - ELECTRICITY	(3,972.27)
		000-008	ALERUS RETIRE XFERS	(3,589.80)
		000-258.1	5080 MI TAX PYMT	(3,514.50)
		790-921	DTE - GAS	(1,171.58)
		790-802	STROM CPA	(645.00)
		790-965	BK SERVICE CHRGS	(227.20)
		790-880	KEYBANK	(119.40)
		790-965	MERCH FEE & DISC	(97.02)
		000-665.1	INTEREST	45.70
		000-017	TRANSFER FROM AGENCY SUB	150,000.00
			Total	<u>106,491.11</u>
			Adjusted General Ledger Balance	<u><u>244,179.31</u></u>

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

Assets

Current Assets		
000-001	Key Bank - General	\$ 244,179.31
000-003	Old National CD 1	200,059.03
000-004	Bk of Ann Arbor CD	200,000.00
000-008	Employee Advances	10,806.00
000-013	Agency Account (Schrandt)	2,733,815.37
000-013.1	Agency Account-Unrealized Gain	(266,891.35)
000-017	Agency Sub Account (Investment Account)	5,301,388.85
000-017.1	Agency Sub Account-Unrealized Gain	(548,606.71)
Total Current Assets		7,874,750.50
Property and Equipment		
Net Property and Equipment		0.00
Total Assets		\$ 7,874,750.50

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	3,474.09
000-275	MTT Liability	7,797.00
Total Current Liabilities		75,214.07
Long-Term Liabilities		
Total Long-Term Liabilities		0.00
Total Liabilities		75,214.07
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	(97,071.90)
000-399	Net Position	177,620.33
Total Net Assets		7,799,536.43
Total Liabilities and Net Assets		\$ 7,874,750.50

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

	1 Month Ended December 31, 2023 Actual	1 Month Ended December 31, 2023 Actual	12 Months Ended November 30, 2024 Budget	Year to Date Percentage Budget
Revenue				
000-402.1	\$ 74,772.25	\$ 74,772.25	\$ 617,328.00	12.11
000-402.2	0.00	0.00	25,078.00	0.00
000-402.3	87.50	87.50	6,714.00	1.30
000-402.4	64,222.82	64,222.82	477,991.00	13.44
000-402.5	39,313.31	39,313.31	864,844.00	4.55
000-402.6	23,157.71	23,157.71	152,591.00	15.18
000-402.7	31,970.00	31,970.00	385,694.00	8.29
000-413	0.00	0.00	134,370.00	0.00
000-540	0.00	0.00	29,600.00	0.00
000-628	180.05	180.05	3,500.00	5.14
000-628.1	0.00	0.00	1,000.00	0.00
000-629	200.00	200.00	3,700.00	5.41
000-656	0.00	0.00	22,000.00	0.00
000-658	247.70	247.70	0.00	0.00
000-658.1	500.88	500.88	6,300.00	7.95
000-665.1	45.70	45.70	1,300.00	3.52
000-665.3	(1,036.67)	(1,036.67)	59,990.00	-1.73
000-674	3,100.00	3,100.00	7,000.00	44.29
000-674.1	900.00	900.00	1,000.00	90.00
000-674.2	0.00	0.00	18,000.00	0.00
000-680	1.00	1.00	0.00	0.00
000-699	0.00	0.00	3,482,000.00	0.00
	<u>237,662.25</u>	<u>237,662.25</u>	<u>6,300,000.00</u>	<u>3.77</u>
Total Revenue				
	<u>237,662.25</u>	<u>237,662.25</u>	<u>6,300,000.00</u>	<u>3.77</u>
Gross Profit				
Operating Expenses				
790-702	98,335.52	98,335.52	1,300,000.00	7.56
790-716	6,082.85	6,082.85	80,000.00	7.60
790-719	1,559.82	1,559.82	21,000.00	7.43
790-722	7,408.36	7,408.36	97,500.00	7.60
790-723	3,305.27	3,305.27	38,000.00	8.70
790-727	52.18	52.18	6,000.00	0.87
790-727.3	0.00	0.00	1,600.00	0.00
790-727.4	0.00	0.00	4,300.00	0.00
790-730	0.00	0.00	700.00	0.00
790-732	0.00	0.00	6,000.00	0.00
790-734	0.00	0.00	11,000.00	0.00
790-740	0.00	0.00	31,000.00	0.00
790-750.1	664.50	664.50	18,000.00	3.69
790-750.2	0.00	0.00	10,000.00	0.00
790-750.3	1,016.04	1,016.04	14,000.00	7.26
790-750.4	0.00	0.00	7,500.00	0.00
790-752.1	0.00	0.00	3,000.00	0.00
790-752.2	0.00	0.00	2,000.00	0.00
790-752.3	0.00	0.00	5,000.00	0.00
790-760	0.00	0.00	2,100.00	0.00
790-762.1	0.00	0.00	3,000.00	0.00
790-762.3	0.00	0.00	2,000.00	0.00
790-770	1,428.37	1,428.37	12,300.00	11.61
790-772.1	15,649.30	15,649.30	132,000.00	11.86
790-772.4	0.00	0.00	5,000.00	0.00
790-780	1,000.00	1,000.00	25,000.00	4.00

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

		1 Month Ended December 31, 2023 Actual	1 Month Ended December 31, 2023 Actual	12 Months Ended November 30, 2024 Budget	Year to Date Percentage Budget
790-785	Online Database	4,108.82	4,108.82	43,000.00	9.56
790-801	PS-Auditor	0.00	0.00	25,600.00	0.00
790-802	PS-Bookkeeping	645.00	645.00	11,300.00	5.71
790-803	PS-Attorney	0.00	0.00	2,600.00	0.00
790-804	PS-Consultants	0.00	0.00	8,000.00	0.00
790-805	PS--Computer Consultants	0.00	0.00	5,000.00	0.00
790-806	PS-Tax Collection	0.00	0.00	400.00	0.00
790-810	Cooperative Fees	0.00	0.00	3,500.00	0.00
790-820	Polaris	9,537.52	9,537.52	47,000.00	20.29
790-850	Internet	282.62	282.62	22,000.00	1.28
790-851	Telephone	460.09	460.09	5,600.00	8.22
790-860	Travel/Lodging	137.55	137.55	3,000.00	4.59
790-880	Marketing	9,310.96	9,310.96	16,000.00	58.19
790-920	Electricity	3,972.27	3,972.27	50,000.00	7.94
790-921	Gas	1,171.58	1,171.58	17,000.00	6.89
790-922	Water	0.00	0.00	6,700.00	0.00
790-930	Building Maintenance	256.62	256.62	30,000.00	0.86
790-932	Grounds Maintenance	16,750.00	16,750.00	40,100.00	41.77
790-934	Equipment Maintenance	31.55	31.55	12,000.00	0.26
790-956	Miscellaneous	80.41	80.41	1,600.00	5.03
790-956.1	Misc/Petty Cash	0.00	0.00	200.00	0.00
790-957	Continued Education	0.00	0.00	6,000.00	0.00
790-958	Dues	1,004.00	1,004.00	4,400.00	22.82
790-964	Tax Adjustment	0.00	0.00	4,500.00	0.00
790-964.4	MelCat Reimbursements	91.66	91.66	200.00	45.83
790-965	Bank Charges	324.22	324.22	4,500.00	7.20
790-969	Insurance	18,019.00	18,019.00	18,000.00	100.11
790-981	Books Funded by Friends	0.00	0.00	1,000.00	0.00
790-982.1	Adult Fiction	245.94	245.94	35,000.00	0.70
790-982.15	Large Print	238.76	238.76	9,000.00	2.65
790-982.2	Teen Fiction	205.35	205.35	10,000.00	2.05
790-982.3	Youth Fiction	0.00	0.00	25,000.00	0.00
790-983.1	Adult Nonfiction	464.42	464.42	35,000.00	1.33
790-983.15	Reference	0.00	0.00	4,000.00	0.00
790-983.2	Teen Nonfiction	0.00	0.00	4,000.00	0.00
790-983.3	Youth Nonfiction	0.00	0.00	15,000.00	0.00
790-984.1	Audiobooks-Adult	59.98	59.98	8,000.00	0.75
790-984.2	Audiobooks-Teen	0.00	0.00	4,000.00	0.00
790-984.3	Audiobooks-Youth	0.00	0.00	6,500.00	0.00
790-985.1	DVD/Blu Rays-Adult	112.45	112.45	12,000.00	0.94
790-985.2	DVD/Blu Rays-Teen	0.00	0.00	500.00	0.00
790-985.3	DVD/Blu Rays-Youth	0.00	0.00	2,600.00	0.00
790-986.1	Music CDs-Adult	161.86	161.86	2,000.00	8.09
790-986.3	Music CDs-Youth	0.00	0.00	200.00	0.00
790-998	Special Projects	0.00	0.00	3,900,000.00	0.00
Total Operating Expenses		<u>204,174.84</u>	<u>204,174.84</u>	<u>6,300,000.00</u>	<u>3.24</u>
Operating Income (Loss)		<u>33,487.41</u>	<u>33,487.41</u>	<u>0.00</u>	<u>0.00</u>
Other Income (Expenses)					
000-665.4	Agency Account Interest	1,510.27	1,510.27	0.00	0.00
000-670	Sub-Agency Change in Market Value	92,459.90	92,459.90	0.00	0.00

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

		1 Month Ended December 31, 2023 Actual	1 Month Ended December 31, 2023 Actual	12 Months Ended November 30, 2024 Budget	Year to Date Percentage Budget
000-670.4	Agency Change in Market Value	51,050.20	51,050.20	0.00	0.00
000-965.4	Agency Admin Charges	(887.45)	(887.45)	0.00	0.00
	Total Other Income (Expenses)	<u>144,132.92</u>	<u>144,132.92</u>	<u>0.00</u>	<u>0.00</u>
	Net Income (Loss) Before Taxes	<u>177,620.33</u>	<u>177,620.33</u>	<u>0.00</u>	<u>0.00</u>
	Net Income (Loss)	<u>\$ 177,620.33</u>	<u>\$ 177,620.33</u>	<u>\$ 0.00</u>	<u>0.00</u>

Saline District Library Fund 101 Monthly Revenue December 2023

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
402 · Property Taxes Control Account								
402.1 · City of Saline-Real Tax								
Deposit	12/28/2023			Deposit		001 · Key Bank...	74,772.25	74,772.25
Total 402.1 · City of Saline-Real Tax							74,772.25	74,772.25
402.3 · Freedom Township-Real Tax								
Deposit	12/21/2023			Ck #3693		001 · Key Bank...	87.50	87.50
Total 402.3 · Freedom Township-Real Tax							87.50	87.50
402.4 · Lodi Township-Real Tax								
Deposit	12/28/2023			Deposit		001 · Key Bank...	64,222.82	64,222.82
Total 402.4 · Lodi Township-Real Tax							64,222.82	64,222.82
402.5 · Pittsfield Township-Real Tax								
Deposit	12/21/2023			Ck # 023209		001 · Key Bank...	39,313.31	39,313.31
Total 402.5 · Pittsfield Township-Real Tax							39,313.31	39,313.31
402.6 · Saline Township-Real Tax								
Deposit	12/21/2023			Ck # 1081		001 · Key Bank...	4,546.90	4,546.90
Deposit	12/28/2023			Deposit		001 · Key Bank...	18,610.81	23,157.71
Total 402.6 · Saline Township-Real Tax							23,157.71	23,157.71
402.7 · York Township-Real Tax								
Deposit	12/28/2023			Deposit		001 · Key Bank...	31,970.00	31,970.00
Total 402.7 · York Township-Real Tax							31,970.00	31,970.00
Total 402 · Property Taxes Control Account							233,523.59	233,523.59
628 · Printers-Revenue								
Deposit	12/01/2023			Deposit		001 · Key Bank...	2.00	2.00
Deposit	12/04/2023			Deposit		001 · Key Bank...	6.00	8.00
Deposit	12/04/2023			Deposit		001 · Key Bank...	2.00	10.00
Deposit	12/06/2023			Deposit		001 · Key Bank...	2.00	12.00
Deposit	12/07/2023			Deposit		001 · Key Bank...	7.90	19.90
Deposit	12/08/2023			Deposit		001 · Key Bank...	6.20	26.10
Deposit	12/08/2023			Deposit		001 · Key Bank...	16.75	42.85
Deposit	12/08/2023			Deposit		001 · Key Bank...	7.40	50.25
Deposit	12/11/2023			Deposit		001 · Key Bank...	13.50	63.75
Deposit	12/14/2023			Deposit		001 · Key Bank...	17.90	81.65
Deposit	12/15/2023			Deposit		001 · Key Bank...	2.50	84.15
Deposit	12/19/2023			Deposit		001 · Key Bank...	17.00	101.15
Deposit	12/21/2023			Deposit		001 · Key Bank...	2.80	103.95
Deposit	12/21/2023			Deposit		001 · Key Bank...	13.80	117.75
Deposit	12/21/2023			Deposit		001 · Key Bank...	17.80	135.55
Deposit	12/22/2023			Deposit		001 · Key Bank...	9.30	144.85

Saline District Library Fund 101
Monthly Revenue
December 2023

01/12/24

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Deposit	12/26/2023			Deposit		001 · Key Bank...	19.60	164.45
Deposit	12/26/2023			Deposit		001 · Key Bank...	7.10	171.55
Deposit	12/28/2023			Deposit		001 · Key Bank...	2.20	173.75
Deposit	12/29/2023			Deposit		001 · Key Bank...	6.30	180.05
Total 628 · Printers-Revenue							180.05	180.05
629 · Non-Resident Fees								
Deposit	12/04/2023			Deposit		001 · Key Bank...	25.00	25.00
Deposit	12/07/2023			Deposit		001 · Key Bank...	150.00	175.00
Deposit	12/14/2023			Deposit		001 · Key Bank...	25.00	200.00
Total 629 · Non-Resident Fees							200.00	200.00
658 · Fines-Overdue Materials								
Deposit	12/01/2023			Deposit		001 · Key Bank...	30.30	30.30
Deposit	12/04/2023			Deposit		001 · Key Bank...	10.05	40.35
Deposit	12/04/2023			Deposit		001 · Key Bank...	5.55	45.90
Deposit	12/04/2023			Deposit		001 · Key Bank...	13.35	59.25
Deposit	12/05/2023			Deposit		001 · Key Bank...	17.70	76.95
Deposit	12/06/2023			Deposit		001 · Key Bank...	1.20	78.15
Deposit	12/07/2023			Deposit		001 · Key Bank...	5.25	83.40
Deposit	12/08/2023			Deposit		001 · Key Bank...	29.30	112.70
Deposit	12/08/2023			Deposit		001 · Key Bank...	39.90	152.60
Deposit	12/08/2023			Deposit		001 · Key Bank...	5.25	157.85
Deposit	12/11/2023			Deposit		001 · Key Bank...	6.15	164.00
Deposit	12/11/2023			Deposit		001 · Key Bank...	10.00	174.00
Deposit	12/13/2023			Deposit		001 · Key Bank...	9.60	183.60
Deposit	12/14/2023			Deposit		001 · Key Bank...	1.50	185.10
Deposit	12/18/2023			Deposit		001 · Key Bank...	14.30	199.40
Deposit	12/18/2023			Deposit		001 · Key Bank...	7.70	207.10
Deposit	12/18/2023			Deposit		001 · Key Bank...	2.40	209.50
Deposit	12/20/2023			Deposit		001 · Key Bank...	3.40	212.90
Deposit	12/21/2023			Deposit		001 · Key Bank...	5.55	218.45
Deposit	12/21/2023			Deposit		001 · Key Bank...	33.05	251.50
Deposit	12/28/2023			Deposit		001 · Key Bank...	5.85	257.35
Deposit	12/28/2023			Deposit		001 · Key Bank...	0.15	257.50
Deposit	12/28/2023			Deposit		001 · Key Bank...	6.15	263.65
Total 658 · Fines-Overdue Materials							263.65	263.65
658.1 · Materials Replacement Fees								
Deposit	12/01/2023			Deposit		001 · Key Bank...	20.99	20.99
Deposit	12/04/2023			Deposit		001 · Key Bank...	17.99	38.98
Deposit	12/04/2023			Deposit		001 · Key Bank...	15.95	54.93
Deposit	12/05/2023			Deposit		001 · Key Bank...	17.99	72.92
Deposit	12/06/2023			Deposit		001 · Key Bank...	58.97	131.89
Deposit	12/07/2023			Deposit		001 · Key Bank...	40.64	172.53
Deposit	12/08/2023			Deposit		001 · Key Bank...	85.97	258.50
Deposit	12/08/2023			Deposit		001 · Key Bank...	18.95	277.45

Saline District Library Fund 101
Monthly Revenue
December 2023

01/12/24

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Deposit	12/11/2023			Deposit		001 · Key Bank...	20.00	297.45
Deposit	12/12/2023			Deposit		001 · Key Bank...	28.00	325.45
Deposit	12/13/2023			Deposit		001 · Key Bank...	29.00	354.45
Deposit	12/14/2023			Deposit		001 · Key Bank...	5.99	360.44
Deposit	12/18/2023			Deposit		001 · Key Bank...	16.99	377.43
Deposit	12/18/2023			Deposit		001 · Key Bank...	11.04	388.47
Deposit	12/21/2023			Deposit		001 · Key Bank...	9.99	398.46
Deposit	12/21/2023			Deposit		001 · Key Bank...	22.50	420.96
Deposit	12/26/2023			Deposit		001 · Key Bank...	17.99	438.95
Deposit	12/27/2023			Deposit		001 · Key Bank...	26.99	465.94
Deposit	12/29/2023			Deposit		001 · Key Bank...	18.99	484.93
Total 658.1 · Materials Replacement Fees							484.93	484.93
665.1 · General Account Interest								
Deposit	12/29/2023			Deposit		001 · Key Bank...	45.70	45.70
Total 665.1 · General Account Interest							45.70	45.70
674 · Donations-Unrestricted								
Deposit	12/21/2023			Johson Contr...		001 · Key Bank...	3,000.00	3,000.00
Deposit	12/21/2023			Tuneff Family		001 · Key Bank...	100.00	3,100.00
Total 674 · Donations-Unrestricted							3,100.00	3,100.00
674.1 · Donations-Restricted								
Deposit	12/21/2023			Charnesky An...		001 · Key Bank...	500.00	500.00
Deposit	12/21/2023			Sporer Family...		001 · Key Bank...	250.00	750.00
Deposit	12/21/2023			Dorner Family...		001 · Key Bank...	150.00	900.00
Total 674.1 · Donations-Restricted							900.00	900.00
680 · Other Income								
Deposit	12/21/2023			Deposit		001 · Key Bank...	1.00	1.00
Total 680 · Other Income							1.00	1.00
699 · Transfer from Other Funds								
Deposit	12/05/2023			Deposit		001 · Key Bank...	150,000.00	150,000.00
Total 699 · Transfer from Other Funds							150,000.00	150,000.00
TOTAL							388,698.92	388,698.92

Saline District Library Fund 101
Bill List
December 2023

Type	Date	Num	Name	Memo	Amount
702 · Salaries					
Check	12/08/2023			pay period en...	34,383.42
Check	12/08/2023			MERS Pay P...	1,917.39
Check	12/08/2023			MERS 457 Pa...	1,784.47
Check	12/08/2023			MERS Staff L...	88.19
Check	12/22/2023			pay period en...	36,456.38
Check	12/22/2023			MERS Pay P...	1,954.62
Check	12/22/2023			MERS Staff L...	88.19
Check	12/22/2023			MERS 457 Pa...	1,805.33
Total 702 · Salaries					78,477.99
716 · Employee Insurances/Benefits					
Bill	12/12/2023	1/1-...	BLUE CROSS BLU...		6,372.53
Bill	12/19/2023	1/1-...	SBIS		1,204.70
Total 716 · Employee Insurances/Benefits					7,577.23
719 · Health Reimbursement					
Bill	12/19/2023	AD...	EHIM		143.50
Bill	12/19/2023	FN...	EHIM		1,416.32
Total 719 · Health Reimbursement					1,559.82
723 · Retirement					
Check	12/08/2023			MERS Pay P...	1,917.39
Check	12/22/2023			MERS Pay P...	1,954.62
Total 723 · Retirement					3,872.01
727 · Office Supplies					
Bill	12/12/2023	165...	STAPLES BUSINES...		52.18
Total 727 · Office Supplies					52.18
750.1 · Adult Programming					
Bill	12/12/2023	12/5...	VICKI BRETT-GACH	Chef Vicki Ve...	450.00
Bill	12/12/2023	12/7...	MCFRY, JO ANN Y...	Yoga	150.00
Bill	12/12/2023	12/1...	CLAIRE EVANS	Tea wiht Clair...	137.50
Bill	12/19/2023	121...	CARRIGAN CAFE	Refreshments...	27.00
Deposit	12/21/2023			Deposit	-100.00
Total 750.1 · Adult Programming					664.50
750.3 · Youth Programming					
Bill	12/12/2023	6643	ANN ARBOR HAND...	Where does t...	209.28
Bill	12/12/2023	6648	OTC BRANDS, INC.		111.76
Bill	12/19/2023	6691	CARLA MARGOLIS	Eurhythmics ...	150.00
Bill	12/19/2023	6645	ANIMAL MAGIC, INC.		545.00

Saline District Library Fund 101
Bill List
December 2023

Type	Date	Num	Name	Memo	Amount
Total 750.3 · Youth Programming					1,016.04
770 · Periodicals					
Bill	12/12/2023	160...	WASHTENAW NE...	1/1/2024-3/21...	1,364.49
Bill	12/12/2023	11/2...	THE ANN ARBOR N...	12 Weeks	63.88
Total 770 · Periodicals					1,428.37
772.1 · Ebooks-Adult					
Bill	12/12/2023	376...	KANOPY, INC.		405.45
Bill	12/12/2023	CD...	OVERDRIVE, INC		10,000.00
Bill	12/12/2023	504...	MIDWEST TAPE		5,243.85
Total 772.1 · Ebooks-Adult					15,649.30
780 · Software					
Bill	12/12/2023	2267	PATRON POINT, INC	Annual servic...	1,000.00
Bill	12/19/2023	12/1...	KEYBANK - NATIO...	Canva Pro	119.40
Total 780 · Software					1,119.40
785 · Online Database					
Bill	12/12/2023	830...	CENGAGE LEARNI...	Chilton Librar...	1,914.42
Bill	12/12/2023	366...	THE NEW YORK TI...	12/11/2023-1...	2,194.40
Total 785 · Online Database					4,108.82
802 · Professional Services-Bookkeep					
Bill	12/13/2023	010	STROM ACCOUNTI...	Montly fee	645.00
Total 802 · Professional Services-Bookkeep					645.00
820 · Polaris					
Bill	12/12/2023	INV...	INNOVATIVE INTE...	Year 1 of 3 12...	4,537.52
Bill	12/12/2023	INV...	INNOVATIVE INTE...	Mobile App I...	5,000.00
Total 820 · Polaris					9,537.52
850 · Internet					
Bill	12/12/2023	12/1...	T-MOBILE	Hotspots	282.62
Total 850 · Internet					282.62
851 · Telephone					
Bill	12/12/2023	34890	TELNET WORLDWI...		460.09
Total 851 · Telephone					460.09
860 · Travel/Lodging					
Bill	12/12/2023	12/1...	MITCHELL, CATHE...	Mileage for M...	137.55

Saline District Library Fund 101
Bill List
December 2023

Type	Date	Num	Name	Memo	Amount
Total 860 · Travel/Lodging					137.55
880 · Marketing					
Bill	12/12/2023	2267	PATRON POINT, INC	Annual servic...	6,000.00
Bill	12/19/2023	120...	4IMPRINT, INC.	Power clip an...	3,191.56
Bill	12/20/2023	ACH	KEYBANK - NATIO...	Canva pro ren...	119.40
Total 880 · Marketing					9,310.96
920 · Electricity					
Bill	12/29/2023	ACH	DTE ENERGY - EL...		3,972.27
Total 920 · Electricity					3,972.27
921 · Gas					
Bill	12/29/2023	ACH	DTE ENERGY - GAS		1,171.58
Total 921 · Gas					1,171.58
930 · Building Maintenance					
Bill	12/12/2023	801...	WASTE MANAGEM...		256.62
Total 930 · Building Maintenance					256.62
932 · Ground Maintenance					
Bill	12/12/2023	29117	KEVIN'S LANDSCA...	Snow Remov...	16,750.00
Total 932 · Ground Maintenance					16,750.00
934 · Equipment Maintenance					
Bill	12/12/2023	506...	RICOH USA, INC		31.55
Total 934 · Equipment Maintenance					31.55
956 · Miscellaneous					
Bill	12/12/2023	12/7...	LASH, JESSICA	Artist Recepti...	80.41
Total 956 · Miscellaneous					80.41
958 · Dues					
Bill	12/12/2023	1799	INNOVATIVE USER...	Ron Andrews ...	125.00
Bill	12/12/2023	023...	AMERICAN LIBRAR...	Karrie Waaral...	247.00
Bill	12/12/2023	024...	AMERICAN LIBRAR...	Ron Andrews ...	247.00
Bill	12/12/2023	16606	MICHIGAN LIBRAR...	Kelly Soerens...	85.00
Bill	12/19/2023	1486	SALINE AREA CHA...		300.00
Total 958 · Dues					1,004.00
964.4 · MelCat Reimbursements					
Bill	12/12/2023	350...	KALAMAZOO COLL...	Introduction to...	60.00
Bill	12/12/2023	209...	PINCKNEY COMM...	Death of the ri...	17.99

Saline District Library Fund 101
Bill List
December 2023

Type	Date	Num	Name	Memo	Amount
Bill	12/19/2023	MC...	CAPITAL AREA DIS...		13.67
Total 964.4 · MelCat Reimbursements					91.66
965 · Bank Charges					
Check	12/04/2023			KeyBank Mer...	39.84
Check	12/04/2023			KeyBank mer...	22.18
Check	12/04/2023			KeyBank mer...	22.50
Check	12/04/2023			KeyBank mer...	12.50
Check	12/08/2023			Nov. Analysis ...	227.20
Total 965 · Bank Charges					324.22
969 · Insurance					
Bill	12/12/2023	W9...	CITIZENS INSURA...	Annual renew...	11,773.00
Bill	12/19/2023	986...	TRAVELERS	Annual Rene...	6,246.00
Total 969 · Insurance					18,019.00
982.1 · Adult Fiction					
Bill	12/19/2023	11/-...	BAKER & TAYLOR		245.94
Total 982.1 · Adult Fiction					245.94
982.15 · Large Print					
Bill	12/19/2023	11/-...	BAKER & TAYLOR		238.76
Total 982.15 · Large Print					238.76
982.2 · Teen Fiction					
Bill	12/19/2023	11/-...	BAKER & TAYLOR		205.35
Total 982.2 · Teen Fiction					205.35
983.1 · Adult Nonfiction					
Bill	12/19/2023	11/-...	BAKER & TAYLOR		464.42
Total 983.1 · Adult Nonfiction					464.42
984.1 · Audiobooks-Adult					
Bill	12/19/2023	11/-...	MIDWEST TAPE		59.98
Total 984.1 · Audiobooks-Adult					59.98
985.1 · DVDBlu Rays-Adult					
Bill	12/19/2023	11/-...	MIDWEST TAPE		112.45
Total 985.1 · DVDBlu Rays-Adult					112.45
986.1 · Music CDs-Adult					
Bill	12/19/2023	11/-...	MIDWEST TAPE		161.86

1:01 PM

01/04/24

Accrual Basis

Saline District Library Fund 101

Bill List

December 2023

Type	Date	Num	Name	Memo	Amount
Total 986.1 · Music CDs-Adult					161.86
TOTAL					179,089.47



**Library Director's Report
Submitted by Karrie Waarala
January 16, 2024**

- Updates to the Library Renovation and Site Improvement Project include:
 - According to Aaron Phillips of McCarthy & Smith and Ann Dilcher of Quinn Evans, everything is currently on track per the revised project schedule.
 - At their January 4 meeting, the Friends of the Library Board discussed changes to the Brecon Room that would be necessary to recoup the workroom space they need for the Book Shop. It was decided that it would make the most sense to make that part of the entire library renovation project instead of doing additional construction afterward. Ann Dilcher and Fatima Beacham of Quinn Evans joined myself, Jessica Lash, the four Friends of the Library Book Shop Committee members, and Friends president Linda Duvall on Thursday, January 11 to discuss those changes.
 - Quinn Evans will incorporate these modifications to the Brecon Room into the final Design Development drawings due to McCarthy & Smith at the end of the month. At that point, McCarthy & Smith will do another round of estimating and will be able to present those estimates at the February Building & Grounds Committee meeting. An estimate will also be provided to the Friends of the Library for the Brecon Room modifications.
- Plante Moran completed their onsite audit work the week of January 8. They will have an initial audit presentation prepared for the February 13 Finance Committee meeting. Many thanks to Chris Pilarz for all of her hard work assembling information for the audit and responding to requests from the auditors while they were here.
- The new SDL app is now [available for iPhone](#) as well as [for Android phones](#). , searchable by "Saline Library" in both the Apple App Store and Google Play Store. The app has been downloaded 185 times so far and has been launched 1096 times. Favorite features among users include managing library card barcodes for the family 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.

- SDL has officially announced “No More Late Fees” to positive feedback from the public. Details are listed [on the SDL website](#) and on bookmarks that are going out with all checkouts for the next few months, and include the following:
 - SDL does not charge late fees for overdue items. If an item is 7 days overdue, the library user will temporarily forfeit library borrowing privileges until the item is returned.
 - The library user will be billed for a replacement cost 21 days after the item is overdue. This charge will be waived if the item is returned within 30 days of the billing date.
 - Any library account with outstanding charges of \$25.00 or more will temporarily forfeit library borrowing privileges until the library items are returned and outstanding charges are paid.
 - All outstanding charges must be paid in full prior to library card renewal.
- Winter programming is underway, including a [Puzzle Swap](#) and [Winter Tea Gathering](#) for adults, [Hot Chocolate & Cool Stories](#) and [Intro to Crochet](#) for kids ages 8-12, new sessions of [Book Babies](#), [Whimsical Wednesdays](#), and other storytimes, and weekly Teen Take-n-Make crafts.
- Planning has already begun for Summer Reading 2024. This year's theme is “Adventure Begins at Your Library.”
- I have been reappointed to the City of Saline Arts & Culture Committee through 2025.
- I will be on vacation out of the country February 3-10. Jessica Lash will be in charge of the library during this time.
- Recent comments from patrons include appreciation for SDL's top-notch service:
 - “I appreciate how staff consistently go above and beyond.”
 - Regarding Half Day Pizza Café: “What a nice thing to do for the kids! They're probably starving, and if parents can't pick them up right away, at least they're fed. That is really nice!”
 - “This is an outstanding library, world class!”

**SALINE DISTRICT LIBRARY
POLICY BULLETIN**

POLICY NO: 520

SUBJECT: LIBRARY REOPENING

- I. **Purpose.** Michigan public libraries have been closed to the public pursuant to a series of executive orders. The Library anticipates that those restrictions will be lifted and the Library may once again resume public library service. This Policy establishes the steps the Library may take and the protocols the Library may put in place to protect the Library, staff, and patrons when the Library reopens.

- II. **Resuming Library Service.** Before reopening to the public or non-essential staff, and during the term of the Reopening Plan, the Library will establish regulations and implement the following:
 - A. *Cleaning Protocols.* The Library Director will establish and follow reasonable cleaning protocols, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, public computers, breakrooms, conference rooms, door handles, and railings. This may include removing objects and material from public areas and wiping down surfaces. The cleaning protocols may change as the health and safety issues evolve or as the Library moves through the stages of reopening.
 - B. *Returned Material.* The Library Director will also develop a protocol for addressing returned material. This may include quarantining returned materials for specific periods of time.
 - C. *Assess Needs.* The Library Director and Department heads will meet to assess the condition of the Library and the tasks that need to occur prior to opening the Library to the public. This includes making sure the Library has the proper protection equipment such as hand sanitizer, gloves, masks or other similar equipment.
 - D. *Social Distancing.* The Library Director will take steps to implement social distancing protocols if required by law or the Reopening Plan. This may include removing or rearranging chairs and computer

terminals, blocking areas/furniture, installing plastic screens, marking waiting areas to show the six (6) foot spacing, or providing “traffic control” designations, such as arrows showing one way travel in certain areas of the Library in order to maintain social distancing. The Social Distancing protocols will be established in the Reopening Plan for each stage.

- E. *Notice to Patrons.* The Library Director shall post notices on the door of the Library and on the website to inform patrons of the particular regulations of patron conduct for the current stage of the Reopening Plan.

III. **Reopening Stages.** The Library Board adopts the reopening plan attached as Exhibit A (“Reopening Plan”) to this Policy as the basic structure for the reopening stages for public library service. Pursuant to Section IV, the Library Director has authority to modify the Reopening Plan. The Reopening Plan, including any modification by the Library Director, shall govern the use of the Library. Violations of the Reopening Plan may result in suspension of library privileges.

IV. **Director’s Role: Authority.** The Library Director (or other person appointed by the Library Board) will monitor and coordinate events surrounding the reopening. The Library Director has the authority over the following:

- A. *Modifications; Reopening Stages.* The Library Director may modify in writing any services, safety protocols or other part of the Reopening Plan. The Library Director also may determine when it is an appropriate time to move on to the next stage either in whole or in part.
- B. *Staffing Levels.* The Library Director has the authority to address and determine appropriate staffing levels for each stage and whether staff can work from home or must work in person.
- C. *Cancel or Limit Services.* Even after the Library reopens and the Library Board approves a Reopening Plan, the Library Director may cancel or limit programs or services to ensure the safety and security of staff and patrons. This includes cancelling scheduled meetings held in any Library meeting rooms. The Library Director will use reasonable efforts to post notices of the program changes and cancellations, including posting notices at the Library and on the Library’s website.
- D. *Library Closure.* The Library Director has the authority to close the Library temporarily for a maximum of fourteen (14) days without prior Library Board approval. The Library Director will inform the President

of the determination to close and the proposed duration of the closure. The Library Board may meet to determine whether the Library Director's decision to close will be extended or whether the Library will be reopened before the time set forth in the Library Director's determination. This closure may be due to a specific incident or reoccurrence of an infectious disease in the Library's Service Area. The Library Director will use reasonable efforts to post notices of the closure, including posting notices at the Library and on the Library's website. This Policy assumes the staff will be paid based on their "normal" schedule during the Library's closure under this paragraph.

- E. *Consultation.* The decision to cancel or limit services, move through the stages of the Reopening Plan, close the Library, or adopt additional protocols may be based on recommendations made regarding the outbreak by the Centers for Disease Control ("CDC"), local health officials, the Library Board, Michigan Library Association, American Library Association, or other reputable sources.

- V. **Enforcement.** Patrons may not enter the Library or may be required to leave if they are not in compliance with any safety protocols or requirements in the Policy, Reopening Plan, or any condition or modification established in writing by the Library Director pursuant to this Policy. Only the Library Director or his/her designee has the authority to suspend or limit privileges pursuant to this Policy. If any patron receives a warning or has privileges suspended or limited, the Library shall fill out an incident report and shall provide written notice of the violation when possible. If the Library does not have the ability to provide written notice, the Incident Report shall identify when verbal notice was provided. The Library may provide additional suspension periods for subsequent violations of the same rule or requirement.

- VI. **Right of Appeal.** Patrons may appeal a decision to remove a patron or deny entry to the Library by sending a written appeal to the Library Board within ten (10) business days after the date the privileges were revoked, denied or limited. The appeal must be sent to the President of the Library Board. The decision of the Library Board is final.

- VII. **Applicability.** Unless specifically addressed by this Policy, this Policy is not intended to govern or regulate specific employment issues or policies involved with staff returning to work. All existing Library policies remain in effect unless in conflict with this Policy. In case of a conflict, this Policy shall govern.

EXHIBIT A

REOPENING PLAN

The following is the reopening plan approved by the Library Board (“Reopening Plan”). If an executive order is in effect, all elements of the executive order will be followed and the executive order will control if there is a conflict. The Reopening Plan only applies if permitted by law or executive order. This Reopening Plan is not intended to supersede or change any Library employment policies.

Requirements During All Stages.

- A. Per Washtenaw County Health Department guidelines, patrons with an infectious illness should not enter the Library until at least twenty-four (24) hours after they are free of fever (100.4 degrees F) or signs of a fever without the use of fever-reducing medications.
- B. Patrons should not enter the Library with symptoms of an infectious disease.
- C. The Library shall provide notice on the Library doors of the patron responsibility requirements currently in effect. The Library Director has authority to approve the requirements and notices.
- D. Any requirements for staff safety precautions will be adopted separately and the staff will be informed.
- E. The Library Director shall determine the cleaning protocols for all stages.

Stage 1. Closed to the Public.

During this stage, the Library will be closed to the public either by executive order, by motion of the Library Board, or by the Library Director pursuant to the Reopening Policy.

- A. Employees. Essential staff may return to the Library. However, the Library Director will determine who may return and according to the schedule adopted by the Library Director.
- B. Activities Permitted:
 - 1. Landscaping and other outside maintenance activities may resume if permitted by executive order.
 - 2. Inside maintenance activities may also resume if permitted by executive order.
 - 3. The Library can continue providing WIFI in the parking lot areas.
 - 4. Continue essential functions.

C. Social Distancing and Safety Protocols.

1. The Library Director will take steps to implement social distancing protocols.
2. The staff workspace shall be configured to maintain social distancing requirements of six (6) feet if possible.
3. The Library will begin to implement social distancing protocols in the Library in anticipation of patrons returning which may include:
 - a. Remove or rearrange chairs and tables.
 - b. Assess what computer terminals may be used.
 - c. Block off areas/furniture.
 - d. Add plastic screens.
 - e. Mark waiting areas to show the six (6) foot spacing.
 - f. Provide “traffic control” designations, such as arrows showing one-way travel in certain areas of the Library in order to maintain social distancing.

D. Hours of Operation. The Library will not have any public hours of operation.

Stage 2. Staff Returning; Patron In-Person Services Still Suspended.

A. Employees. All staff are permitted to return to work according to the schedule adopted by the Library Director.

B. Activities Permitted:

1. Update collections.
2. Update patron databases.
3. Accept returned materials through drive-up return slots.
4. Shelf books.
5. Transfer materials to Library databases to the extent they were stored separately while at home.
6. Answer phones and respond to patrons’ reference questions.
7. Review upcoming programs that may need to be cancelled or modified and review any contracts related to such programs.
8. Resume the interlibrary loan process (if practical or possible).
9. Assess whether the Library has adequate masks, gloves, and hand sanitizer to serve the public and staff.

- C. Social Distancing and Safety Protocols. The protocols for Stage 1 will remain in place.
- D. Hours of Operation. The Library will not have any public hours of operation.

Stage 3: Limited Vestibule and Lobby Space Open.

- A. Employees. All staff are permitted to return to work according to the schedule adopted by the Library Director; remote work may also be required.
- B. Activities Permitted. In addition to previously authorized activities, the Library may include the following activities:
 - 1. The Library will address any policy or temporary measures involving fee forgiveness or suspension.
 - 2. Patrons are permitted to return Library materials. The Library Director will establish the protocols for returned materials.
 - 3. Patrons may enter the Library but will be limited to a specific area in the Library.
 - 4. Pick up of reserved materials is permitted.
 - 5. Payment of fees is permitted by credit or debit card only.
 - 6. Patrons may have in-person conversations with Library staff, provided that social distancing and safety protocols are followed.
- C. Social Distancing and Safety Protocols. The protocols for the prior stages will remain in place. In addition,
 - 1. *Masks*: Patrons will be required to wear masks; the Library will provide masks if supplies are available.
 - 2. *Social Distancing*: Patrons must stay six (6) feet away from all staff and other patrons. Social distancing rules apply. The Library will provide a physical barrier for service points and in-person discussions, which may include barriers, tape marker, or tables, as appropriate. The Library will establish lines to regulate entry, with markings for patrons to enable them to stand at least six (6) feet apart from one another while waiting.
 - 3. *“Traffic” Directions*: The Library will mark places where people are likely to gather in line to identify the proper social distancing. This includes “traffic.” The Library will design the spaces and markings to encourage people in the Library to maintain six (6) feet distance.
 - 4. *Occupancy*: Only ten (10) patrons will be permitted in the Library at a time, and all others must wait outside the Library.

5. *Limit Groups*: Patrons will use their best efforts to come to the Library with the least number of people.
 6. *Food and Beverage*: Food and beverage is not permitted unless necessary for medical reasons.
 7. *Signs*: The Library shall create a pamphlet or signs to inform patrons of the following:
 - a. The Library's practices during a particular stage and the precautions the Library is taking to prevent infection.
 - b. Instructing the patrons of their legal obligation to wear a mask when inside the Library [as long as a mask is required by an Executive Order].
 - c. Informing patrons not to enter if they are or have recently been sick.
 8. *Training*: In addition to training required by previous stages, the Library shall train employees regarding how to manage symptomatic customers upon entry or in the Library.
- D. Hours of Operation. The Library Board establishes the following as the hours, but this may be modified by the Library Director:

Monday – Thursday, 9:00am – 9:00pm

Friday – Saturday, 10:00am – 5:00pm

Sunday, 1:00pm – 5:00pm

Stage 3.5: Limited Vestibule and Lobby Space Open; Limited Appointments for Some Other Areas of the Library

- A. Employees. All staff are permitted to return to work according to the schedule adopted by the Library Director; remote work may also be required.
- B. Activities Permitted. In addition to previously authorized activities, the Library may include the following activities:
 1. Patrons may enter the Library during previously arranged appointments and will be limited to specific areas in the Library.
 2. Payment of fees is permitted by check, credit card, or debit card only.
 3. Patrons may have in-person conversations with Library staff, provided that social distancing and safety protocols are followed; staff will remain at their service desks.

- C. Social Distancing and Safety Protocols. The protocols for the prior stages will remain in place. In addition,
1. *Masks*: Patrons aged 2 years and older will be required to wear masks at all times, unless there is a medical exemption; the Library will provide masks if supplies are available.
 2. *Social Distancing*: Patrons must stay six (6) feet away from all staff and other patrons. Social distancing rules apply. The Library will provide a physical barrier for service points and in-person discussions, which may include barriers, tape marker, tables, or other materials, as appropriate. The Library will establish lines to regulate entry, with markings for patrons to enable them to stand at least six (6) feet apart from one another while waiting.
 3. *“Traffic” Directions*: The Library will mark places where people are likely to gather in line to identify the proper social distancing. This includes “traffic.” The Library will design the spaces and markings to encourage people in the Library to maintain six (6) feet distance.
 4. *Occupancy*: Only ten (10) patrons at a time will be permitted in the main Library vestibule/lobby area, and all others must wait outside the Library. Other areas of the Library will have occupancy controlled by appointment. Patrons with scheduled appointments will enter and exit by the Northwest doors and may not stay in the building beyond their appointment time.
 5. *Limit Groups*: Patrons will use their best efforts to come to the Library with the least number of people.
 6. *Food and Beverage*: Food and beverage is not permitted unless necessary for medical reasons.
 7. *Signs*: The Library shall create a pamphlet or signs to inform patrons of the following:
 - a. The Library’s practices during a particular stage and the precautions the Library is taking to prevent infection.
 - b. Instructing the patrons of their legal obligation to wear a mask when inside the Library [as long as a mask is required by an Emergency Order]. Patrons will otherwise be instructed of their obligation to wear a mask per Library policy.
 - c. Informing patrons not to enter if they are or have recently been sick.
 8. *Training*: In addition to training required by previous stages, the Library shall train employees regarding how to manage symptomatic customers upon entry or in the Library.

- D. Hours of Operation. The Library Board establishes the following as the hours, but this may be modified by the Library Director:

Monday – Thursday, 9:00am – 9:00pm

Friday – Saturday, 10:00am – 5:00pm

Sunday, 1:00pm – 5:00pm

Stage 4: Library Open to Public with Conditions.

- A. Employees. All staff are permitted to return to work according to the schedule adopted by the Library Director; remote work may also be required.
- B. Activities Permitted. In addition to previously authorized activities, the Library may open for additional activities:
1. Some programming that may be in-person.
 2. Meeting room use for Library only sponsored events.
 3. Most library computers will be open for public use.
 4. The Library Director may open up additional parts of the library building for public use.
- C. Social Distancing and Safety Protocols. Protocols for the prior stages may remain in place, as needed, and in accordance with guidelines from Washtenaw County, the State of Michigan, and the Centers for Disease Control. In addition,
1. The Library may open to 100% of total occupancy limits.
- D. Hours of Operation. The Library Board establishes the following as the hours but this may be modified by the Library Director:

Monday – Thursday, 9:00am – 9:00pm

Friday – Saturday, 10:00am – 5:00pm

Sunday, 1:00pm – 5:00pm

Stage 5: Library Open for Regular Business. At this stage, the Library can reopen with the same services as normal. All Library service can resume without restrictions.

2/23/2022

**SALINE DISTRICT LIBRARY
POLICY BULLETIN**

POLICY NO: 521

SUBJECT: COVID-19 PREVENTION

I. Purpose.

Due to the public health emergency caused by the COVID-19 pandemic and recommendations by the Centers for Disease Control and Prevention (CDC), the Michigan Department of Health and Human Services (MDHHS), the Michigan Occupational Safety and Health Administration (MIOSHA), and the Washtenaw County Health Department (WCHD), the Library intends to protect the health and safety of its employees.

II. Scope.

This Policy establishes the steps the Library may take and the protocols the Library may put in place to protect the Library, staff, and patrons during a pandemic based on CDC recommendations for COVID-19 transmission rates. The Library will make decisions based on data for Washtenaw County.

III. Authority.

In conjunction with Policy 520: Library Reopening, and the Saline District Library Reopening Plan, the Library Director has the authority to modify safety protocols and can therefore enact, enforce, and suspend the following Guidelines as needed based on data for Washtenaw County. These modifications must be documented in writing and posted for the public.

III. Guidelines.

- **High or Substantial countywide transmission rates and/or High CDC Community Level:** Persons aged two (2) and older wishing to enter the Saline District Library are ***required*** to wear a mask or face covering and practice social distancing, regardless of vaccination status.

- **Moderate or Low countywide transmission rates and/or Medium or Low CDC Community Level:** It is *recommended* that persons aged two (2) and older wishing to enter the Saline District Library wear a mask or face covering and practice social distancing, regardless of vaccination status.
- “Face covering” can include any material worn on or over the face that provides a secure barrier from the top of the bridge of the nose to the bottom of the chin.
- Face coverings available but not properly worn (such as masks around the neck or partially covering the nose and mouth) are not compliant with this policy.
- This policy, as with other patron behavior policies, will be enforced in the manner described in the Library’s Patron Behavior Policy that is posted in the Library and on the Saline District Library website.
- Patrons refusing to comply with this policy may be asked to exit the Library.

**SALINE DISTRICT LIBRARY
POLICY BULLETIN**

POLICY NO: 608

SUBJECT: WORK SCHEDULES, BREAKS & MEALS

Work schedules are determined on the basis of the needs and requirements of the library and are designed to:

- a. Provide orderly and efficient service
- b. Provide regularly recurring consecutive hours of work where practicable
- c. Avoid overtime

Full-time Staff

1. Full-time staff members are regularly scheduled for forty (40) hours of work each week. Schedules may vary by position.
2. Within a week, any work hours over 40 must be approved by the Department Head or the Director and are eligible for compensatory time. Authorization to utilize compensatory time must also be obtained from the Department Head or the Director.
3. Exempt employees, as defined by the Fair Labor Standards Act, are not eligible for either overtime pay or compensatory pay.

Breaks

1. Employees are entitled to a paid 10 minute break for each four hour work period, to be scheduled with ~~his/her~~ their supervisor.
2. Employees are considered to be “on call” during the break period.
3. Breaks are not to be used at the beginning or end of the work period to shorten the work day.

Meals

1. Employees working a consecutive six hours or more are eligible for a lunch or dinner period, to be scheduled with ~~his/her~~ their supervisor.
2. Employees may select from the following options:
 - 30 minute meal time with pay
 - extended meal time without pay, to be scheduled and approved by the supervisor
3. Meal time may not be used at the beginning or end of the work period to shorten the work day.

SALINE DISTRICT LIBRARY

POLICY BULLETIN

POLICY NO: 631

SUBJECT: PLACEMENT, PROMOTION, REASSIGNMENT

Placement in Open Positions

Any open position that is posted externally will also be posted internally. All applicants will be considered, and current employment does not guarantee promotion or reassignment for any open position at SDL.

Promotion

A promotion occurs when an employee advances to a job in a higher salary grade that requires activities of significantly increased complexity or responsibility.

Reassignment

Any other change of job within the library qualifies as a reassignment. Reassignments can be temporary or permanent and may **or may** not involve a change in salary depending on an employee's rate of pay within their current salary grade. ~~A temporary assignment to a higher rank for a short period of time is viewed as a developmental opportunity, and no pay adjustment will be granted. If the reassignment to a higher rank exceeds 30 calendar days, the employee will be paid at least the entry wage for the classification in question.~~

Temporary Reassignment

- A temporary assignment to a higher salary grade for a short period of time is viewed as a developmental opportunity, and no pay adjustment will be granted if the reassignment is for 30 or fewer calendar days.
- If the reassignment to a higher salary grade exceeds 30 calendar days, the employee will be paid at least the entry wage for the temporary position.

Permanent Reassignment

- An employee permanently reassigned to a higher salary grade will be paid at least the entry wage for the new position.



CARL F. SCHRANDT ENDOWMENT FUND Program Guidelines & Application Information

In 1994 the Library received a bequest from the Estate of Carl F. Schrandt. Both Carl and his wife Joan Rodman Schrandt had a strong sense of community and believed that each person had an individual responsibility to make it a better place for all citizens. It is in this spirit that the Saline District Library Board of Trustees has established the ***Carl F. Schrandt Endowment Fund***.

Earnings on this fund will be used to support special projects that can originate from a variety of sources within the Saline community. The Library is looking for projects and special events that are not a part of the regular operating budget. These programs will be selected annually by the Board of Trustees from proposals submitted by interested persons or organizations.

WHO MAY APPLY

Applications can originate from individuals or groups (such as service groups, businesses, government, schools, and churches), library staff and library board members.

To qualify for funding consideration, an applicant must meet the following criteria:

Be a resident or an employee within the Saline library district and be at least 18 years old.

GUIDELINES

All programs or projects must be in accordance with the Mission Statement and stated roles of the Library (Lifelong Learning, Resource Center, Building Community, and Gathering Place).

The project will, first and foremost, promote and benefit the Library and/or its patrons, with promoting and benefiting other segments of the Saline community as a secondary goal. Preference will be given to programs/projects held on Library grounds, although other venues may be considered by the Library Services Committee and the Board.

All programs must be free and accessible to all.

HOW TO APPLY

The application must be in writing and must include the content listed below. Electronic submission is preferred.

1. **Application Cover Sheet**

Submit one original

2. **Project Description Sheet**

Submit one original

3. **Applicant Description**

Submit one copy of each of the following:

- a brief summary of your qualifications or resume
- if part of an organization, a list of current board members and their professional or business affiliation
- evidence of official organizational approval of your application (a copy of your board minutes or a signed letter of endorsement from board chairperson)

Applications are to be completed as instructed and mailed to:

**Carl F. Schrandt Endowment Fund
Saline District Library
Attn: Karrie Waarala, Director
555 N Maple Road
Saline, MI 48176**

karrie@salinelibrary.org

APPLICATION REVIEW PROCESS

The proposal will be reviewed by the Library Services Committee which meets as necessary. The Committee will make recommendations to the Board of Trustees, and a decision should be made within eight weeks of application. Applicants will be notified as soon as possible after a decision has been made.

**Saline District Library
Carl F. Schrandt Endowment Fund
Application Cover Sheet**

Project Title SDL Seed Library

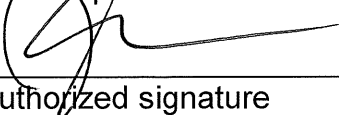
Jessica Lash, Assistant Director
name of applicant

555 N. Maple Rd
address

Saline, MI 48176 734.401.1262
city/state/zip phone

Is applicant a resident or employee in the Saline library district? Yes x No _____

Jessica Lash
contact person


authorized signature

Name of collaborating organization (if applicable)

address and phone

date organization founded

Date application submitted 12.20.2023

Is the organization located in the Saline library district? Yes x No _____

**Saline District Library
Carl F. Schrandt Endowment Fund
Application Outline and Instruction Form**

This outline should be followed when applying for a grant. Please supply the required information for all 11 areas. Be specific and provide details where required.

1. Project Name

SDL Seed Library

2. Proposal Description

Describe what the project is and any special features of the project

This grant will fund the continuation of a seed library to provide our community with free vegetable, herb and flower seeds in order to encourage gardening and a healthy lifestyle.

3. Goals of the Project

Our Mission:

Saline District Library ignites a joy of discovery and builds community through resources, opportunities, and new ideas.

The SDL Seed Library was very successful when it launched last May. It ignited the joy of gardening, encouraged the discovery of new skills, and helped build a greener community for Saline. We had several excited visitors to the Seed Library, and have had many inquiries about when the seeds will be replenished for the 2023 growing season.

Our Values:

WELCOMING

Offering an inclusive and respectful environment where everyone feels welcome

The SDL Seed Library will continue to be open and free to all in our community, and provide equal access to quality seeds for beginning and experienced gardeners, and everyone in between.

ACCESSIBILITY

Ensuring spaces, resources, and services for all within and beyond the walls of the library

A main focus of our 2022-2026 Strategic Plan is to take library services outside of the library, and this seed library is an excellent way to get a resource out to every part of our service area.

COMMUNITY

Creating meaningful, customer-focused experiences that engage, reflect, and enhance the community

The SDL Seed Library will continue to encourage our community to discover the joy of having a home garden, build a connection to other gardeners living in Saline, and give the community an opportunity to explore new hobbies and skills.

LEARNING

Encouraging enrichment and lifelong learning through diverse resources and programs

This resource provides our community the opportunity to grow their own food, teach self-reliant gardening skills, and promote healthy living. We will continue to encourage our community to learn how to save seeds to create a sustainable collection for next year and cultivate varieties of plants that can be successfully grown in this environment.

Our experience starting a Seed Library will be shared in a presentation with Stone and Thistle Garden Club in March. Jessica Lash will present at the meeting, and will talk about the experience of starting and maintaining a Seed Library.

DISCOVERY

Sparking imagination and a sense of wonder that enriches lives

Gardeners of all skill levels will continue to benefit from the variety of seeds we will provide, and this resource will continue to benefit the community and world at large. Gardens not only provide food for those tending them, they also provide a food source for the pollinators that are crucial to our food supply.

Applicant Benefits

Saline District Library will continue to benefit by providing another exciting collection to our community, building a connection with community members, and providing access to an environmentally important resource.

4. Audience

Who will benefit from this project?

Estimate the number of people who would benefit and / or participate in the project

Anyone interested in growing a garden, learning about the plant lifecycle, or teaching others the joy of growing their own food. This will be available to all in our service area.

5. Timeline for Implementation

We plan on replenishing our Seed Library by late February or early March to get a start on the 2024 growing season.

6. Equipment and Space Needed

Equipment: Seeds, envelopes, and labels.

Space: This collection will continue to live in a drawer in our Local History Room for 2024, but will be housed with the ETC Collection after the upcoming library renovation.

7. Budget

The budget should be itemized and detailed – round off to the nearest dollar

The percent of budget to be provided by the applicant (money and/or services)

Budget:

To maintain this project, a total of \$2500.00 will be needed for seeds, supplies, and promotional materials.

Seeds:

SDL has placed requests for seed donations from Ferry-Morse and Seed Savers Exchange, but will also purchase seeds from Seed Savers Exchange in order to get a good variety to offer our community. In order to refill the collection, we will need \$2200 for seeds. Flower seeds are always the first to go and this additional money will be used to purchase more flower seeds to keep up with demand.

Seed Savers: \$2200.00

Donations: FREE (unknown amount of seeds and variety)

Supplies:

Envelopes and labels will cost \$300.

8. Number of staff and / or volunteers needed to implement project

Jessica Lash will be the primary lead for this project and is responsible for purchasing and repackaging seeds, labels, and promotional materials. She will also be responsible for promoting the SDL Seed Library at library programs, on social media, and community events.

Karrie Waarala, Library Director, will promote this project to the Coalition for a Quality Community (CQC) and other community organizations.

Adult Services Staff and any other SDL staff that wishes to assist will be welcome to do so. The Friends of the Library are also welcome to assist with packaging seeds.

9. Publicity

Methods to be used to generate publicity for the project

The SDL Seed Library will be advertised on Social Media, in the eNews, local publications, and on our website. Information about the SDL Seed Library will also be sent to Saline Stone & Thistle Club, Saline CQC, and Saline Main Street.

10. Criteria to evaluate the project

List specific criteria which will be used to evaluate the project's goals

We will evaluate the success of this project by tracking the number of seed packets that have been taken by our community members.

11. Resume and / or Qualifications

A brief summary of qualifications of project participants

Jessica Lash was the Head of Adult Services at Saline District Library from June 2017-June 2022. She is currently the Assistant Director. She has a Masters of Library Information Science and a certificate in Archival Administration from Wayne State University.

Circulation FY2023-2024

ITEM	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	TOTALS
Book Materials													
Total Books	15,178												15,178
% of Total Circ.	77.87%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	77.87%
AV Materials													
DVD/BLU-RAY	2,977												2,977
Music CDs	300												300
Audio Books	441												441
J Kits	185												185
Total AV	3,903	0	0	0	0	0	0	0	0	0	0	0	3,903
% of Total Circ.	20.02%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	20.02%
Interlibrary Loans													
SDL Patron Filled Requests	627												627
% of Total Circ.	3.22%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	3.22%
Lends Out to Libs	857												857
Equipment	168												168
Periodicals	243												243
% of Total Circ.	1.25%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	1.25%
TOTAL 2023 CIRC	19,492	0	0	0	0	0	0	0	0	0	0	0	19,492
Prior Year 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
% Difference	-2.67%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-92.94%
Downloads													
Ebooks	3,371												3,371
AudioBooks	3,747												3,747
Music	187												187
Video	830												830
Magazines	1,011												1,011
Tumble books													0
Total Downloads	9,146	0	0	0	0	0	0	0	0	0	0	0	9,146
Prior Year	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
% Difference	25.60%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-90.26%
GRAND TOTAL CIRC	28,638	0	0	0	0	0	0	0	0	0	0	0	28,638
Prior Year Grand Total	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
% Difference	4.87%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-92.26%
Cards Issued	126												126
Prior Year	73	131	151	147	126	115	216	195	145	131	97	98	1,625
% Difference	72.60%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-92.25%
3 M Gate Count	10,452												10,452
prior year	10,113	12,615	12,215	12,474	11,897	11,744	13,520	12,803	13,238	11,606	12,953	11,845	147,023
% Difference	3.35%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-92.89%
Average Per Day	337	0	0	0	0	0	0	0	0	0	0	0	30

*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 FY2023-2024

COMPUTER USAGE													
PC usage onsite													0
Prior Year	535	631	586	652	608	580	571	498	593	577	671	647	7,149
% difference	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%
WiFi usage onsite													0
Prior Year	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
% difference	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%
Youth AWE computers													0
Prior Year	269	330	418	312	388	271	373	578	540	292	476	207	4,454
% difference	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%
Ref. Questions:													
Youth													0
Adult	388												388
Circ Desk	287												287
Total Reference	675	0	0	0	0	0	0	0	0	0	0	0	675
Prior Year	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
% difference	-38.52%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-96.37%
Brecon Rm: #Groups	5												5
Prior Year #Groups	6	6	14	18	18	16	13	9	8	7	12	9	136
# of individuals	41												41
Study Rms: #Groups	150												150
Prior Year #Groups	179	199	195	198	202	204	188	221	207	177	226	206	2,402
# of individuals	194												194
* Includes views of online programs beginning December 2021													

Website Access FY2023-2024

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

Saline District Library

Director Performance Evaluation

2024 Timeline

January:

- Staff Excellence Committee approves forms and timeline

Wednesday 2/19:

- 360 evaluation form sent to Management Team and Administrative Assistant (6 individuals)

Wednesday 2/26:

- Director submits 1) blank feedback forms and 2) self-evaluation (including 2023 goals) to Board president
- 360 evaluation forms due from staff to Board president

Monday 3/3:

- Board president sends 1) compiled 360 results, 2) Director self-evaluation, and 3) blank Board evaluation forms to Board

Monday 3/10:

- All board members submit reviews to Board president

Friday 3/14:

- Board president sends compiled Board reviews to Board

Tuesday 3/18:

- Board reviews and approves evaluation compilation in closed session

After 3/18:

- Board president meets with Director to deliver evaluation
- Staff Excellence Committee reviews/revises annual Director evaluation forms/process/timeline

SDL Annual Statistics Package FY2022-2023

Order for Annual Statistics Package:

- 5-year comparison of major statistics

CIRCULATION

- Circulation for fiscal year on monthly basis
- Detailed circulation statistics – 4 years

COLLECTIONS

- Detailed collection statistics – 4 years
- ELibrary statistics for OverDrive – 5 years (Hoopla, Freegal, and Kanopy are not considered part of individual library collections according to State Aid statistics because staff have no control over content offered)
- Collection information provided to the auditors each year

PROGRAMS and SERVICES

- Program offerings & attendance for fiscal year

PATRON STATISTICS

- Annual patron counts by residence – 6 years

**Saline District Library
5 Year Comparison**

Annual Totals	2022-23	% Growth	2021-22	% Growth	2020-21	% Growth	2019-20	% Growth	2018-19
Circulation	275,986	2.44%	269,415	16.83%	230,613	44.89%	159,168	-43.37%	281,059
Collection	128,325	-3.65%	133,185	0.54%	132,473	0.21%	132,199	4.86%	126,070
Cardholders	12,289	-4.57%	12,877	-3.00%	13,275	-6.72%	14,232	6.23%	13,397
Visits	147,023	22.18%	120,332	60.87%	74,803	0.33%	74,554	-62.25%	197,484
Program Attendance	28,143	60.04%	17,585	45.85%	12,057	5.04%	11,478	-34.40%	17,496
Summer Reading	1,814	5.96%	1,712	55.50%	1,101	120.64%	499	-66.91%	1,508
Reference Questions	18,603	26.16%	14,746	22.56%	12,032	12.75%	10,671	-43.72%	18,959
Meeting Room Usage	4,923	56.19%	3,152	227.99%	961	-49.10%	1,888	-74.22%	7,323
eLibrary Downloads	93,876	17.12%	80,153	5.65%	75,866	-1.36%	76,910	33.09%	57,788
Computer Usage	7,149	1.12%	7,070	168.01%	2,638	-55.42%	5,917	-71.43%	20,712
Wifi Usage	37,502	-8.40%	40,940	47.56%	27,745	60.16%	17,323	-57.32%	40,589
eNews Subscriptions	11,613	9.48%	10,607	-0.68%	10,680	255.41%	3,005	3.76%	2,896
Website Visits	118,207	-11.59%	133,697	-4.70%	140,290	7.24%	130,822	-17.70%	158,963
Catalog Visits	79,312	-24.65%	105,255	-7.29%	113,536	15.82%	98,028	-23.24%	127,708
* 2020/2021 stats are skewed greatly due to pandemic									
** Website analytics changed in 2023, skewing numbers									

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	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	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.

**Saline District Library
Circulation Statistics 2023**

	2023								2022								
	Adult	change	Teen	change	Youth	change	Total	change	Adult	change	Teen	change	Youth	change	Total	change	
BOOKS																	
Fiction	40,990	3.7%	6,615	-8.3%	17,363	-8.5%	64,968	-1.2%	39,542	16.4%	7,216	-3.3%	18,972	-1.9%	65,730	8.2%	
Nonfiction	24,862	2.9%	1,130	-0.2%	19,567	11.2%	45,559	6.2%	24,171	22.7%	1,132	14.8%	17,592	10.6%	42,895	17.2%	
Graphic Novels	1,417	36.9%	5,817	-12.2%	11,812	35.6%	19,046	16.4%	1,035	43.2%	6,622	40.6%	8,711	69.0%	16,368	54.6%	
Large Print	5,104	9.1%					5,104	9.1%	4,679	3.6%					4,679	3.6%	
Picture Books					46,286	5.3%	46,286	5.3%					43,974	14.7%	43,974	14.7%	
JE Readers					20,011	-8.7%	20,011	-8.7%					21,906	13.7%	21,906	13.7%	
Board Books					5,518	-8.2%	5,518	-8.2%					6,013	56.7%	6,013	56.7%	
Kits					3,282	39.2%	3,282	39.2%					2,358	47.6%	2,358	47.6%	
TOTAL BOOKS	72,373	4.2%	13,562	-9.4%	123,839	3.6%	209,774	2.9%	69,427	17.8%	14,970	13.8%	119,526	15.6%	203,923	16.2%	
Magazines							3,366	5.9%							3,177	14.1%	
TOTAL PRINT	72,373	4.2%	13,562	-9.4%	123,839	3.6%	213,140	2.9%	69,427	17.8%	14,970	13.8%	119,526	15.6%	207,100	16.2%	
% of total	34.0%		6.4%		58.1%		81.0%		33.5%		7.2%		57.7%		80.7%		
MEDIA																	
DVDs	25,664	6.4%	617	27.5%	10,763	-6.5%	37,044	2.6%	24,129	31.9%	484	9.3%	11,507	19.8%	36,120	27.5%	
Blu-Rays	2,409	-10.7%	93	50.0%	508	3.3%	3,010	-7.5%	2,699	50.5%	62	51.2%	492	59.7%	3,253	51.9%	
Books on CD	3,604	-10.7%	165	-11.3%	753	-28.9%	4,522	-14.4%	4,038	8.1%	186	-20.9%	1,059	6.6%	5,283	6.4%	
Playaways	27	-52.6%	7	133.3%			34	-43.3%	57	3.6%	3	50.0%			60	5.3%	
Music CDs	2,490	-12.4%			842	33.7%	3,332	-4.0%	2,842	29.7%			630	24.0%	3,472	28.6%	
TOTAL MEDIA	34,194	1.3%	882	20.0%	12,866	-6.0%	47,942	-0.5%	33,765	29.5%	735	1.9%	13,688	19.9%	48,188	26.1%	
% of total	71.3%		1.8%		26.8%		18.2%		70.1%		1.5%		28.4%		18.8%		
ETC Collection	1,598	42.7%			489	160.1%	2,087	59.6%	1,120	64.7%			188	#DIV/0!	1,308	92.4%	
TOTAL SDL MATERIAL	108,165	3.7%	14,444	-8.0%	137,194	2.8%	263,169	2.6%	104,312	21.8%	15,705	13.2%	133,403	16.2%	256,596	18.2%	
% of total	41.1%		5.5%		52.1%				40.7%		6.1%		52.0%				
MELCAT ILL							12,817	0.0%							12,819	-4.6%	
TOTAL CIRCULATION	108,165	3.7%	14,444	-8.0%	137,195	2.8%	275,986	2.4%	104,312	21.8%	15,705	13.2%	133,403	16.2%	269,415	16.8%	
ELIBRARY DOWNLOADS							93,876	17.1%							80,153	5.7%	
TOTAL CIRCULATION + DOWNLOADS							369,862	5.8%							349,568	14.1%	

* 2020 statistics skewed greatly by the pandemic

**Saline District Library
Circulation Statistics 2023**

	2021								2020							
	Adult	change	Teen	change	Youth	change	Total	change	Adult	change	Teen	change	Youth	change	Total	change
BOOKS																
Fiction	33,980	32.1%	7,460	50.2%	19,336	37.4%	60,776	35.8%	25,715	-36.0%	4,968	-34.7%	14,076	-39.2%	44,759	-36.9%
Nonfiction	19,701	31.0%	986	27.9%	15,899	54.4%	36,586	40.1%	15,039	-36.3%	771	-21.2%	10,295	-38.3%	26,105	-36.7%
Graphic Novels	723	127.4%	4,711	110.7%	5,153	72.4%	10,587	91.0%	318	-45.8%	2,236	-48.7%	2,989	-45.8%	5,543	-47.0%
Large Print	4,516	76.0%					4,516	76.0%	2,566	-21.9%					2,566	-21.9%
Picture Books					38,343	86.0%	38,343	86.0%					20,609	-44.7%	20,609	-44.7%
JE Readers					19,266	81.7%	19,266	81.7%					10,606	-47.6%	10,606	-47.6%
Board Books					3,838	114.4%	3,838	114.4%					1,790	-46.3%	1,790	-46.3%
Kits					1,598	49.6%	1,598	49.6%					1,068	-51.8%	1,068	-51.8%
TOTAL BOOKS	58,920	35.0%	13,157	65.0%	103,433	68.4%	175,510	55.3%	43,638	-35.5%	7,975	-38.4%	61,433	-43.3%	113,046	-40.2%
Magazines							2,784	31.8%							2,113	-37.7%
TOTAL PRINT	58,920	35.0%	13,157	65.0%	103,433	68.4%	178,294	54.8%	43,638	-35.5%	7,975	-38.4%	61,433	-43.3%	115,159	-40.1%
% of total	33.0%		7.4%		58.0%				37.9%		6.9%		53.3%			
MEDIA																
DVDs	18,292	1.6%	443	39.7%	9,605	17.7%	28,340	7.0%	18,011	-49.9%	317	-60.5%	8,160	-56.3%	26,488	-52.2%
Blu-Rays	1,793	-14.3%	41	192.9%	308	8.8%	2,142	-10.4%	2,093	-46.0%	14	-17.6%	283	-59.1%	2,390	-47.8%
Books on CD	3,735	7.9%	235	-1.7%	993	9.6%	4,963	7.8%	3,460	-50.5%	239	-45.6%	906	-47.8%	4,605	-49.7%
Playaways	55	48.6%	2	-71.4%			57	29.5%	37	-59.8%	7	16.7%			44	-55.1%
Music CDs	2,191	7.7%			508	-1.7%	2,699	5.8%	2,035	-52.8%			517	-69.1%	2,552	-57.4%
TOTAL MEDIA	26,066	1.7%	721	25.0%	11,414	15.7%	38,201	5.9%	25,636	-49.9%	577	-54.4%	9,866	-56.7%	36,079	-52.1%
% of total	68.2%		1.9%		29.9%				71.1%		1.6%		27.3%			
ETC Collection	680	26.9%			0	-100.0%	680	12.0%	536	-46.2%			71	-69.1%	607	-50.5%
TOTAL SDL MATERIAL	85,666	22.7%	13,878	62.3%	114,847	60.9%	217,175	43.0%	69,810	-41.7%	8,552	-39.8%	71,370	-45.7%	151,845	-43.5%
% of total	39.4%		6.4%		52.9%				46.0%		5.6%		47.0%			
MELCAT ILL							13,438	83.5%							7,323	-39.9%
TOTAL CIRCULATION	85,666	22.7%	13,878	62.3%	114,848	60.9%	230,613	44.9%	69,810	-41.7%	8,552	-39.8%	71,370	-45.7%	159,168	-43.4%
ELIBRARY DOWNLOADS							75,866	-1.4%							76,910	33.1%
TOTAL CIRCULATION + DOWNLOADS							306,479	29.8%							236,078	-30.3%

**Saline District Library
Collection Statistics 2023**

	2023								2022							
	Adult	change	Teen	change	Youth	change	Total	change	Adult	change	Teen	change	Youth	change	Total	change
BOOKS																
Fiction	25,002	-11.3%	4,296	0.1%	9,222	-3.6%	38,520	-8.4%	28,191	5.7%	4,293	-2.7%	9,570	-5.3%	42,054	2.1%
Nonfiction	23,725	-4.9%			13,992	-6.7%	37,717	-5.6%	24,949	2.5%			14,989	-6.9%	39,938	-1.2%
Graphic Novels	989	15.9%	2,667	12.6%	1,788	27.6%	5,444	17.8%	853	8.0%	2,369	11.4%	1,401	38.9%	4,623	17.8%
Large Print	2,378	2.1%					2,378	2.1%	2,328	-4.0%					2,328	-4.0%
Picture Books					14,612	2.1%	14,612	2.1%					14,316	1.2%	14,316	1.2%
JE Readers					5,670	0.3%	5,670	0.3%					5,653	5.1%	5,653	5.1%
Board Books					1,069	5.8%	1,069	5.8%					1,010	-4.6%	1,010	-4.6%
Kits					866	-3.1%	866	-3.1%					894	4.8%	894	4.8%
TOTAL BOOKS	52,094	-7.5%	6,963	4.5%	47,219	-1.3%	106,276	-4.1%	56,321	3.9%	6,662	1.9%	47,833	-1.7%	110,816	1.3%
Storage							125	-3.8%							130	-0.8%
Magazines/Newspapers							141	-13.5%							163	-1.8%
TOTAL PRINT	52,094	-7.5%	6,963	4.5%	47,219	-1.3%	106,542	-4.1%	56,321	3.9%	6,662	1.9%	47,833	-1.7%	111,109	1.3%
% of total	48.9%		6.5%		44.3%			50.7%		6.0%		43.1%				
MEDIA																
DVDs	7,646	-2.3%	446	0.2%	3,594	-0.8%	11,686	-1.8%	7,830	-2.1%	445	-3.5%	3,623	-0.9%	11,898	-1.8%
Blu-Rays	449	9.2%	60	3.4%	103	8.4%	612	8.5%	411	7.9%	58	26.1%	95	21.8%	564	11.7%
Books on CD	4,332	-4.2%			879	3.3%	5,211	-3.0%	4,521	-1.5%			851	5.8%	5,372	-0.4%
Playaways	3	-95.5%	0	-100.0%			3	-95.8%	66	-2.9%	6	0.0%			72	-2.7%
Music CDs	3,211	1.8%			853	-0.1%	4,064	1.4%	3,153	-13.8%			854	1.3%	4,007	-11.0%
TOTAL MEDIA	15,641	-2.1%	506	-0.6%	5,429	0.1%	21,576	-1.5%	15,981	-4.3%	509	-0.8%	5,423	0.8%	21,913	-3.0%
% of total	72.5%		2.3%		25.2%			72.9%		2.3%		24.7%				
ETC Collection	161	16.7%			46	84.0%	207	27.0%	138	-4.2%			25	-3.8%	163	-4.1%
TOTAL COLLECTION	67,896	-6.3%	7,469	4.2%	52,694	-1.1%	128,325	-3.6%	72,440	1.9%	7,171	1.7%	53,281	-1.4%	133,185	0.5%
% of total	52.9%		5.8%		41.1%			54.4%		5.4%		40.0%				
ELIBRARY							159,058	39.2%							114,306	18.4%
TOTAL COLLECTION + ELIBRARY							287,383	16.1%							247,491	8.1%

* 2020 statistics skewed greatly by the pandemic

**Saline District Library
Collection Statistics 2023**

	2021								2020							
	Adult	change	Teen	change	Youth	change	Total	change	Adult	change	Teen	change	Youth	change	Total	change
BOOKS																
Fiction	26,663	2.1%	4,413	0.6%	10,110	-2.9%	41,186	0.7%	26,119	8.0%	4,387	2.3%	10,409	0.1%	40,915	5.3%
Nonfiction	24,338	-1.8%			16,105	-3.0%	40,443	-2.3%	24,793	8.2%			16,596	0.7%	41,389	5.1%
Graphic Novels	790	15.8%	2,126	9.5%	1,009	10.8%	3,925	11.0%	682	25.8%	1,942	9.2%	911	11.1%	3,535	12.5%
Large Print	2,426	4.9%					2,426	4.9%	2,313	5.8%					2,313	5.8%
Picture Books					14,142	2.5%	14,142	2.5%					13,801	2.9%	13,801	2.9%
JE Readers					5,377	1.9%	5,377	1.9%					5,277	3.1%	5,277	3.1%
Board Books					1,059	1.6%	1,059	1.6%					1,042	2.2%	1,042	2.2%
Kits					853	-9.4%	853	-9.4%					941	0.3%	941	0.3%
TOTAL BOOKS	54,217	0.6%	6,539	3.3%	48,655	-0.7%	109,411	0.2%	53,907	8.2%	6,329	4.3%	48,977	1.6%	109,213	4.9%
Storage							131	0.8%							130	0.0%
Magazines/Newspapers							166	-18.2%							203	-4.2%
TOTAL PRINT	54,217	0.6%	6,539	3.3%	48,655	-0.7%	109,708	0.1%	53,907	8.2%	6,329	4.3%	48,977	1.6%	109,546	4.9%
% of total	49.4%		6.0%		44.3%				49.2%		5.8%		44.7%			
MEDIA																
DVDs	8,002	4.7%	461	-4.2%	3,657	1.5%	12,120	3.3%	7,645	6.3%	481	3.2%	3,603	-1.0%	11,729	3.8%
Blu-Rays	381	-4.8%	46	15.0%	78	8.3%	505	-1.4%	400	35.6%	40	48.1%	72	38.5%	512	36.9%
Books on CD	4,592	0.3%			804	-13.4%	5,396	-2.0%	4,578	9.7%			928	-0.4%	5,506	7.9%
Playaways	68	-4.2%	6	0.0%			74	-3.9%	71	0.0%	6	0.0%			77	0.0%
Music CDs	3,657	1.0%			843	-19.9%	4,500	-3.7%	3,620	2.2%			1,052	-6.4%	4,672	0.2%
TOTAL MEDIA	16,700	2.4%	513	-2.7%	5,382	-4.8%	22,595	0.4%	16,314	6.9%	527	5.6%	5,655	-1.6%	22,496	4.6%
% of total	73.9%		2.3%		23.8%				72.5%		2.3%		25.1%			
ETC Collection	144	9.9%			26	0.0%	170	8.3%	131	7.4%			26	0.0%	157	6.1%
TOTAL COLLECTION	71,061	1.0%	7,052	2.9%	54,063	-1.1%	132,473	0.2%	70,352	7.9%	6,856	4.4%	54,658	1.3%	132,199	4.9%
% of total	53.6%		5.3%		40.8%				53.2%		5.2%		41.3%			
ELIBRARY							96,523	29.1%							74,741	17.6%
TOTAL COLLECTION + ELIBRARY							228,996	10.7%							206,940	9.1%

eLibrary Annual Collection Totals

	2023	% change	2022	% change	2021	% change	2020	% change	2019	% change	2018
OverDrive eBooks											
1 Copy/1 Use											32,066
Metered											6,013
Total Shared	108,084	45.93%	74,064	16.87%	63,374	20.92%	52,411	16.60%	44,948	18.04%	38,079
Advantage (SDL only)	1,993	22.19%	1,631	10.35%	1,478	12.22%	1,317	78.46%	738	27.24%	580
TOTAL EBOOKS	110,077	45.42%	75,695	16.72%	64,852	20.70%	53,728	17.60%	45,686	18.18%	38,659
OverDrive Audio											
1 Copy/1 Use											13,055
Metered											62
Total Shared	42,273	27.24%	33,222	26.96%	26,167	32.34%	19,772	20.03%	16,473	25.59%	13,117
Advantage (SDL only)	1,408	37.23%	1,026	37.90%	744	77.99%	418	100.96%	208	61.24%	129
TOTAL AUDIOBOOKS	43,681	27.54%	34,248	27.26%	26,911	33.29%	20,190	21.04%	16,681	25.93%	13,246
OverDrive Videos	0	#DIV/0!	0	-100.00%	823	0.00%	823	-3.52%	853	0.00%	853
OverDrive Magazines	5,300	21.48%	4,363	10.82%	3,937				327	7.21%	305
TOTAL ELIBRARY	159,058	39.15%	114,306	18.42%	96,523	29.14%	74,741	17.62%	63,547	19.76%	53,063

* New OverDrive reporting doesn't allow for differentiation between lending types

** RBDigital switched to the "full-access" model like Hoopla and Kanopy in 2020

***OverDrive acquired RBDigital in 2021 for magazines & discontinued videos in 2022

Collection Information for the Annual Audit

ADULT BOOKS	Code	11/30/23	Added	% add	Deleted	% w/d	12/1/22
Adult Fiction	1	14,647	1,388	7.88%	4,371	24.82%	17,611
Mystery	2	7848	456	5.60%	756	9.28%	8,145
SF/Fantasy	3	2397	205	8.53%	219	9.11%	2,403
Large Print	5	2378	322	13.83%	272	11.68%	2,328
Teen Fiction	6	4296	530	12.35%	533	12.42%	4,293
Professional	15	56	0	0.00%	16	22.54%	71
Local History	16	504	8	1.47%	49	9.01%	544
Adult NonFic 000	100	349	42	12.21%	47	13.66%	344
ANF 100	101	1107	139	13.87%	37	3.69%	1,002
ANF 200	102	882	65	7.25%	79	8.82%	896
ANF 300	103	4311	396	8.23%	895	18.61%	4,809
ANF 400	104	113	12	10.71%	11	9.82%	112
ANF 500	105	1149	160	15.90%	58	5.77%	1,006
ANF 600	106	4507	433	9.09%	814	17.08%	4,766
ANF 700	107	2856	224	8.24%	91	3.35%	2,720
ANF 800	108	1262	55	4.40%	43	3.44%	1,250
ANF 900	109	6350	377	5.29%	1,033	14.51%	7,120
Teen GN	317	2667	475	20.05%	180	7.60%	2,369
Adult GN	321	989	165	19.34%	66	7.74%	853
Storage	21	125	0	0.00%	4	3.08%	130
Book Clubs	19	110	79	246.88%	1	3.13%	32
TOTAL		58,903	5,531	8.81%	9,575	15.25%	62,804

REFERENCE							
Reference	11	238	13	5.04%	78	30.23%	258
Youth Reference	12	67	0	0.00%	28	29.47%	95
TOTAL		305	13	3.68%	106	30.03%	353

MISC.							
Magazines	18	130	0	0.00%	20	13.33%	150
Newspapers	312	10	1	11.11%	0	0.00%	9
Serials	313	1	0	0.00%	3	75.00%	4
TOTAL		141	1	0.61%	23	14.11%	163

ETC							
ETC Collection	322	145	25	20.66%	1	0.83%	121
Youth ETC	323	46	21	84.00%	0	0.00%	25
All Abilities	324	16	0	0.00%	7	41.18%	17
TOTAL		207	46	28.22%	8	4.91%	163

YOUTH BOOKS	Code	11/30/23	Added	% add	Deleted	% w/d	12/1/22
Easy Books	7	13,983	634	4.63%	409	2.99%	13,686
Beginning Readers	8	5670	376	6.65%	357	6.32%	5,653
Youth Fiction	9	9220	525	5.68%	596	6.45%	9,235
Board Books	10	1069	104	10.30%	45	4.46%	1,010
Parent Teacher	13	41	3	5.88%	13	25.49%	51
Storytime	14	629	3	0.48%	3	0.48%	630
J Non-Fiction 000	200	211	21	10.29%	14	6.86%	204
JNF 100	201	235	29	12.61%	24	10.43%	230
JNF 200	202	345	15	4.26%	24	6.82%	352
JNF 300	203	1882	86	4.26%	230	11.40%	2,018
JNF 400	204	285	49	19.76%	24	9.68%	248
JNF 500	205	2922	203	6.55%	370	11.94%	3,098
JNF 600	206	1757	153	8.14%	263	13.99%	1,880
JNF 700	207	1766	185	9.78%	303	16.01%	1,892
JNF 800	208	589	23	3.30%	142	20.34%	698
JNF 900	209	3933	174	4.07%	514	12.03%	4,274
Oversize Youth Fic	315	2	0	0.00%	245	73.13%	335
Youth GN	320	1788	463	33.05%	74	5.28%	1,401
TOTAL		46,327	3,046	6.50%	3,650	7.78%	46,895

AV							
Videos	300	4	0	0.00%	4	50.00%	8
DVD	301	7642	287	3.67%	517	6.61%	7,822
Youth DVD	303	3594	156	4.31%	185	5.11%	3,623
Kits	306	866	54	6.04%	85	9.51%	894
Books on CD	307	4332	202	4.47%	379	8.38%	4,521
Youth Books on CD	308	879	128	15.04%	97	11.40%	851
Music CDs	309	3036	86	2.89%	36	1.21%	2,980
Youth Music CDs	310	853	14	1.64%	16	1.87%	854
Oversize Music CDs	314	175	3	1.73%	2	1.16%	173
Anime	316	446	2	0.45%	1	0.22%	445
Playaway	318	3	0	0.00%	63	95.45%	66
T Playaway	319	0	0	0.00%	6	100.00%	6
Blu-ray	325	449	43	10.46%	56	13.63%	411
Blu-ray Anime	326	60	2	3.45%	0	0.00%	58
Youth Blu-ray	327	103	10	10.53%	2	2.11%	95
TOTAL		22,442	987	4.33%	1,449	6.35%	22,807

12-1-22 Total	133,185
Addition Total	9,624
Withdrawal Total	14,811
11-30-23 Total	128,325
(variance: 327 0.25%)	
Less Serials for compilation:	128,324

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													

**Saline District Library
Cardholder Statistics 2023**

Patron Database by Residence

	2023	%	2022	%	2021	%	2020	%	2019	%	2018
City of Saline	4414	35.92%	4907	38.11%	4988	37.57%	5413	38.03%	5115	38.18%	5629
Non-Resident	192	1.56%	181	1.41%	185	1.39%	185	1.30%	158	1.18%	156
Bridgewater	81	0.66%	97	0.75%	116	0.87%	127	0.89%	120	0.90%	142
Freedom	21	0.17%	19	0.15%	24	0.18%	21	0.15%	21	0.16%	20
Lodi	1746	14.21%	1770	13.75%	1859	14.00%	1977	13.89%	1861	13.89%	2096
Pittsfield	3098	25.21%	3121	24.24%	3200	24.11%	3360	23.61%	3161	23.59%	3484
Saline Township	846	6.88%	773	6.00%	817	6.15%	910	6.39%	851	6.35%	963
York	1891	15.39%	2007	15.59%	2083	15.69%	2231	15.68%	2097	15.65%	2364
Michicard		0.00%		0.00%		0.00%		0.00%		0.00%	
Other**		0.00%	2	0.02%	3	0.02%	8	0.06%	13	0.10%	17
Total Cards	12,289	100.00%	12,877	100.00%	13,275	100.00%	14,232	100.00%	13,397	100.00%	14,871
Gender											
Men											5551
Women											9194
Not classified	*		*		*		*		*		126
Total Cards	12,289	100.00%	12,877	100.00%	13,275	100.00%	14,232	100.00%	13,397	100.00%	14,871

***Note: Each January, expired cards are deleted two years back.

** "Other" category includes Educator, Business and Null cards. Null means a place of residence was not given.

* Mgmt Team determined no longer a need to collect & report gender.