



**SALINE DISTRICT LIBRARY BOARD OF TRUSTEES
BOARD MEETING PACKET
TUESDAY, MARCH 19, 2024, 7:00 p.m.**

ITEM	PAGE(S)
Notice of Library Board Meeting	1
March 19, 2024 Agenda	2-4
February 20, 2024 DRAFT Library Board Minutes	5-7
February 2024 Financial Reports	8-12
February 2024 Revenue	13-15
February 2024 Bill List	16-21
FY2023-2024 1 st Quarter Investment Report	22
Library Director's Report	23-25
Policy 605: Workers' Disability Compensation	26
Policy 613: Non-Scheduled Closings	27
Policy 622: Staff Development	28
Policy 626: Individual Full-Time Employee Benefit Plan	29-30
Staff Quarterly Reports	31-36
February 2024 Statistics	37-40
 APPENDIX	
Interior Renovations & Site Improvements Press Release	41
Interior Renovations & Site Improvements Milestone Schedule	42-46



**NOTICE OF LIBRARY BOARD MEETING
TUESDAY, MARCH 19, 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, MARCH 19, 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 February 20, 2024 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. Presentation by Plante Moran: Annual Audit/Financial Report for FY2022/2023
Move _____ Second _____ to accept the FY2022/2023 Audit/Financial Report as presented by Plante Moran.
- F. President's Report
- G. Friends of the Library Report
- H. Financial Reports
Move _____ Second _____ to approve the February 2024 financial reports.
- I. Committee Reports
 - 1. Finance
 - 2. Arts
 - 3. Building & Grounds
 - 4. Library Services

5. Staff Excellence

J. Library Director's Report

K. Unfinished Business

L. New Business

1. Policy Review

- a. Policy 605: Workers Disability Compensation
Move _____ Second _____ to approve revised Policy 605: Workers Disability Compensation.
- b. Policy 613: Non-Scheduled Closings
Move _____ Second _____ to approve Policy 613: Non-Scheduled Closings as presented.
- c. Policy 622: Staff Development
Move _____ Second _____ to approve revised Policy 622: Staff Development.
- d. Policy 626: Individual Full-Time Employee Benefit Plan
Move _____ Second _____ to approve revised Policy 626: Individual Full-Time Employee Benefit Plan.

2. Rescheduling the April 2024 Library Board meeting

Move _____ Second _____ to reschedule the April 2024 Library Board meeting from April 16 to April 23.

3. Director Evaluation

- Move _____ Second _____ to meet in closed session for the purpose of discussing the Director's annual performance review.
- Move _____ Second _____ to end the closed session and reconvene the open meeting.
- Move _____ Second _____ to approve the Director's evaluation.
- Move _____ Second _____ to set the Director's salary at _____, effective _____.

M. Public Discussion

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

N. Adjournment

Move _____ Second _____ to adjourn the meeting at _____.

RECOMMENDED MOTIONS FOR MEETING on March 19, 2024

Move _____ Second _____ to approve the agenda as presented.

Move _____ Second _____ to approve the February 20, 2024 meeting minutes as written.

Move _____ Second _____ to accept the FY2022/2023 Audit/Financial Report as presented by Plante Moran.

Move _____ Second _____ to approve the February 2024 financial reports.

Move _____ Second _____ to approve revised Policy 605: Workers Disability Compensation.

Move _____ Second _____ to approve Policy 613: Non-Scheduled Closings as presented.

Move _____ Second _____ to approve revised Policy 622: Staff Development.

Move _____ Second _____ to approve revised Policy 626: Individual Full-Time Employee Benefit Plan.

Move _____ Second _____ to reschedule the April 2024 Library Board meeting from April 16 to April 23.

Move _____ Second _____ to meet in closed session for the purpose of discussing the Director's annual performance review.

Move _____ Second _____ to end the closed session and reconvene the open meeting.

Move _____ Second _____ to approve the Director's evaluation.

Move _____ Second _____ to set the Director's salary at _____, effective _____.

Move _____ Second _____ to adjourn the meeting at _____.

DRAFT
SALINE DISTRICT LIBRARY BOARD OF TRUSTEES
BOARD MEETING MINUTES
TUESDAY, FEBRUARY 20, 2024, 7:00 p.m.

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

A. Call Meeting to Order at 7:01pm.

B. Approval of Agenda

Move Byron, Second Gray to approve the agenda as amended. Amendment to approve the meeting minutes from January, not December. Motion carried.

C. Approval of Past Minutes

Move Byron, Second Sankaran to approve the January 16, 2024 meeting minutes as written. Motion carried.

D. Public Discussion

No public comment.

E. SDL Interior Renovations and Site Improvements Design Development Estimate Package presented by McCarthy & Smith and Quinn Evans: Ann Dilcher and Chris Mueller from Quinn Evans and Aaron Phillips from McCarthy & Smith in attendance. Construction documents & drawings due March 8, then after city/township review, package will go out to bid on April 11th. Plan to obtain as many bids as possible. Aaron reviewed Estimate Summary & Budgeted Costs changes from the schematic development phase to the design development phase. Award recommendations will come back to the board with bid summaries, alternates, and total bid tab. Open to and encouraging local contractors if there are any recommendations. Special board mtg on April 23rd to review award recommendation.

F. President's Report: Shared gratitude to the Friends for generous donation to building project. Director evaluation will be going to board to complete in early March.

G. Friends of the Library Report: Pam Ceo emailed report to the Board—The Friends Board approved a \$100k contribution for renovation project. Linda Duvall working on outreach to elementary school teachers to use friends as a resource to build classroom libraries. Board reviewed memorandum of understanding and had no changes. Need a new member of Friends Board as one member has resigned.

H. Financial Reports

Move Byron, Second TerHaar to approve the January 2024 financial reports. Motion carried.

I. Committee Reports

1. Finance: Reviewed audit with Plante Moran- clean audit; met with Pamela Rue, new investment advisor from KeyBank. Fund balance was reviewed and adjustments made in preparation for building project. 15% of overall fund balance to be kept as unassigned fund balance. Set goals for 2024.

2. Arts: Did not meet

3. Building & Grounds: Did not meet

4. Library Services: Did not meet, reviewed Schrandt Grant application via email 5.

5. Staff Excellence: Reviewed jury duty and sick leave policy, set goals for 2024

J. Library Director's Report: Accepted as written. Additional highlights: Made formal employment offer to Youth Desk Aide. Soil testing will happen next week, testing soil near the area of future Pavilion. Jess and Karrie will attend Saline Chamber State of our Communities Legislative Luncheon on February 29th.

K. Unfinished Business: None

L. New Business

1. Policy Review

a. Policy 612: Sick Leave

Move Gray, Second Sankaran to approve revised Policy 612: Sick Leave

b. Policy 617: Jury Duty Leave

Move Bryon, Second Cummings to approve revised Policy 617: Jury Duty Leave. Motion carried.

2. Schrandt Grant to fund the New Adult Supported Social Club

Move Gray, Second Sankaran to approve Schrandt Grant funding for the New Adult Supported Social Club with an amended amount of \$5,000. Motion carried.

3. Memorandum of Understanding: Saline District Library and Friends of the Saline District Library

Move Byron, Second Hundley to approve Memorandum of Understanding: Saline District Library and Friends of the Saline District Library as presented. Motion carried.

M. Public Discussion

No public comment.

N. Adjournment

Move Byron, Second Gray to adjourn the meeting at 8:31pm. 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 February 20, 2024 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
February 1, 2024 - February 29, 2024**

Reference	Date	GL Account	Description	Amount
Bank Statement Summary				
			Beginning Bank Balance	284,461.84
			+ Cleared Deposits & Other Additions	648,319.22
			- Cleared Checks & Other Payments	725,807.77
			Ending Bank Balance	206,973.29
Open Deposits & Additions				Total
				0.00
Open Checks & Payments				
24871	12/12/23	790-860	CATHERINE MICHECLL	137.55
24890	01/05/24	790-750.1	NALAYANI KOGUL...	75.00
24936	01/31/24	790-964.4	TROY PUBLIC LIBR	26.39
24956	02/20/24	790-958	INNOVATIVE USER	425.00
24960	02/20/24	790-955	TIPTOP ENTERTAIN	525.00
24966	02/20/24	790-922	SALINE CITY HALL	1,499.91
24970	02/20/24	790-880	SALINE POST	160.00
				Total
				2,848.85
Reconciled Bank Balance				204,124.44
Bank Transactions				
		000-017	TRANSFER TO AGENCY SUB	(300,000.00)
		000-017	TRANSFER TO AGENCY SUB	(200,000.00)
		790-998	QUINN EVANS	(39,725.00)
		000-258	EFTPS	(11,082.59)
		000-258	EFTPS	(11,059.75)
		790-723	ALERUS RETIRE XFERS	(7,995.18)
		000-008	ALERUS RETIRE XFERS	(5,501.81)
		790-920	DTE - ELECTRICITY	(4,528.70)
		000-258.1	5080 MI TAX PYMT	(3,444.81)
		790-921	DTE - GAS	(1,763.55)
		790-802	STROM CPA	(645.00)
		790-965	BK SERVICE CHRGS	(335.20)
		790-965	MERCH FEE & DISC	(76.19)
		000-017	TRANSFER FROM AGENCY SUB	0.00
		000-665.1	INTEREST	113.88
		790-983.3	ADJ JAN CK 24918/BKKPR ERROR	2,631.00
				Total
				(583,412.90)
Adjusted General Ledger Balance				204,124.44

Saline District Library
Statement of Financial Position
As of February 29, 2024

Assets

Current Assets		
000-001	Key Bank - General	\$ 204,124.44
000-003	Old National CD 1	200,059.03
000-004	Bk of Ann Arbor CD	200,000.00
000-008	Employee Advances	11,961.16
000-013	Agency Account (Schrandt)	2,744,309.86
000-013.1	Agency Account-Unrealized Gain	(292,147.24)
000-017	Agency Sub Account (Investment Account)	6,474,120.43
000-017.1	Agency Sub Account-Unrealized Gain	(597,631.11)
Total Current Assets		8,944,796.57
Property and Equipment		
Net Property and Equipment		0.00
Total Assets		\$ 8,944,796.57

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	3,487.39
000-275	MTT Liability	7,797.00
Total Current Liabilities		75,227.37
Long-Term Liabilities		
Total Long-Term Liabilities		0.00
Total Liabilities		75,227.37
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	1,247,653.10
Total Net Assets		8,869,569.20
Total Liabilities and Net Assets		\$ 8,944,796.57

See Accountants' Compilation Report

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

	1 Month Ended February 29, 2024 Actual	3 Months Ended February 29, 2024 Actual	12 Months Ended November 30, 2024 Budget	Year to Date Percentage Budget
Revenue				
000-402.1	\$ 260,818.90	\$ 426,446.07	\$ 617,328.00	69.08
000-402.2	0.00	11,402.79	25,078.00	45.47
000-402.3	1,106.52	6,161.27	6,714.00	91.77
000-402.4	0.00	247,936.84	477,991.00	51.87
000-402.5	220,442.60	678,305.10	864,844.00	78.43
000-402.6	64,183.61	87,341.32	152,591.00	57.24
000-402.7	68,857.54	282,718.54	385,694.00	73.30
000-413	0.00	0.00	134,370.00	0.00
000-540	0.00	0.00	29,600.00	0.00
000-628	198.70	589.15	3,500.00	16.83
000-628.1	0.00	0.00	1,000.00	0.00
000-629	355.00	960.00	3,700.00	25.95
000-656	0.00	0.00	22,000.00	0.00
000-658	15.00	466.04	0.00	0.00
000-658.1	710.66	1,782.01	6,300.00	28.29
000-665.1	113.88	286.21	1,300.00	22.02
000-665.3	10,571.09	21,694.91	59,990.00	36.16
000-674	3.00	3,115.01	7,000.00	44.50
000-674.1	0.00	900.00	1,000.00	90.00
000-674.2	7,310.27	7,699.32	18,000.00	42.77
000-680	10.00	12.00	0.00	0.00
000-699	0.00	0.00	3,482,000.00	0.00
Total Revenue	<u>634,696.77</u>	<u>1,777,816.58</u>	<u>6,300,000.00</u>	<u>28.22</u>
Gross Profit	<u>634,696.77</u>	<u>1,777,816.58</u>	<u>6,300,000.00</u>	<u>28.22</u>
Operating Expenses				
000-402	(24,193.54)	(24,193.54)	0.00	0.00
790-702	100,162.86	297,105.07	1,300,000.00	22.85
790-716	6,049.89	18,182.63	80,000.00	22.73
790-719	1,559.82	4,319.68	21,000.00	20.57
790-722	7,548.12	22,385.58	97,500.00	22.96
790-723	3,331.82	9,954.67	38,000.00	26.20
790-727	643.44	1,065.70	6,000.00	17.76
790-727.3	0.00	0.00	1,600.00	0.00
790-727.4	0.00	322.78	4,300.00	7.51
790-730	0.00	138.17	700.00	19.74
790-732	526.47	1,007.94	6,000.00	16.80
790-734	442.11	4,919.49	11,000.00	44.72
790-740	0.00	3,518.15	31,000.00	11.35
790-750.1	1,409.01	4,114.89	18,000.00	22.86
790-750.2	705.43	1,447.10	10,000.00	14.47
790-750.3	1,012.11	3,151.65	14,000.00	22.51
790-750.4	0.00	689.32	7,500.00	9.19
790-752.1	896.92	896.92	3,000.00	29.90
790-752.2	0.00	0.00	2,000.00	0.00
790-752.3	0.00	845.12	5,000.00	16.90
790-760	151.12	360.09	2,100.00	17.15
790-762.1	120.54	120.54	3,000.00	4.02
790-762.3	0.00	48.61	2,000.00	2.43
790-770	0.00	1,428.37	12,300.00	11.61
790-772.1	7,449.24	36,361.57	132,000.00	27.55
790-772.4	5,000.00	5,000.00	5,000.00	100.00

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

		1 Month Ended February 29, 2024 Actual	3 Months Ended February 29, 2024 Actual	12 Months Ended November 30, 2024 Budget	Year to Date Percentage Budget
790-780	Software	3,388.32	7,275.05	25,000.00	29.10
790-785	Online Database	394.30	12,040.48	43,000.00	28.00
790-801	PS-Auditor	0.00	21,710.00	25,600.00	84.80
790-802	PS-Bookkeeping	645.00	1,935.00	11,300.00	17.12
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	0.00	10,537.52	47,000.00	22.42
790-850	Internet	0.00	871.95	22,000.00	3.96
790-851	Telephone	464.45	1,383.02	5,600.00	24.70
790-860	Travel/Lodging	671.20	808.75	3,000.00	26.96
790-880	Marketing	160.00	11,181.95	16,000.00	69.89
790-885	Misc Funded by Friends	0.00	337.50	0.00	0.00
790-920	Electricity	4,528.70	10,262.30	50,000.00	20.52
790-921	Gas	1,763.55	6,740.47	17,000.00	39.65
790-922	Water	1,499.91	1,499.91	6,700.00	22.39
790-930	Building Maintenance	1,051.95	2,216.40	30,000.00	7.39
790-932	Grounds Maintenance	0.00	16,750.00	40,100.00	41.77
790-934	Equipment Maintenance	18.32	5,320.32	12,000.00	44.34
790-955	Grants	800.17	3,060.86	0.00	0.00
790-956	Miscellaneous	0.00	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	270.00	965.21	6,000.00	16.09
790-958	Dues	595.00	1,599.00	4,400.00	36.34
790-964	Tax Adjustment	0.00	0.00	4,500.00	0.00
790-964.4	MelCat Reimbursements	0.00	118.05	200.00	59.03
790-965	Bank Charges	411.39	1,027.95	4,500.00	22.84
790-969	Insurance	0.00	18,044.00	18,000.00	100.24
790-981	Books Funded by Friends	220.77	220.77	1,000.00	22.08
790-982.1	Adult Fiction	4,228.66	8,029.06	35,000.00	22.94
790-982.15	Large Print	480.28	1,524.06	9,000.00	16.93
790-982.2	Teen Fiction	1,328.69	1,811.55	10,000.00	18.12
790-982.3	Youth Fiction	2,349.30	5,480.15	25,000.00	21.92
790-983.1	Adult Nonfiction	1,897.40	6,357.67	35,000.00	18.16
790-983.15	Reference	0.00	0.00	4,000.00	0.00
790-983.2	Teen Nonfiction	140.56	365.69	4,000.00	9.14
790-983.3	Youth Nonfiction	(1,672.31)	3,780.88	15,000.00	25.21
790-984.1	Audiobooks-Adult	284.93	788.80	8,000.00	9.86
790-984.2	Audiobooks-Teen	0.00	0.00	4,000.00	0.00
790-984.3	Audiobooks-Youth	579.81	579.81	6,500.00	8.92
790-985.1	DVD/Blu Rays-Adult	499.26	2,125.58	12,000.00	17.71
790-985.2	DVD/Blu Rays-Teen	0.00	0.00	500.00	0.00
790-985.3	DVD/Blu Rays-Youth	290.09	409.29	2,600.00	15.74
790-986.1	Music CDs-Adult	45.72	345.47	2,000.00	17.27
790-986.3	Music CDs-Youth	25.48	35.22	200.00	17.61
790-998	Special Projects	39,725.00	49,700.00	3,900,000.00	1.27
	Total Operating Expenses	<u>179,901.26</u>	<u>610,510.60</u>	<u>6,300,000.00</u>	<u>9.69</u>
	Operating Income (Loss)	<u>454,795.51</u>	<u>1,167,305.98</u>	<u>0.00</u>	<u>0.00</u>

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

	1 Month Ended February 29, 2024 Actual	3 Months Ended February 29, 2024 Actual	12 Months Ended November 30, 2024 Budget	Year to Date Percentage Budget
Other Income (Expenses)				
000-665.4 Agency Account Interest	9,235.38	15,544.75	0.00	0.00
000-670 Sub-Agency Change in Market Value	(45,636.62)	43,435.50	0.00	0.00
000-670.4 Agency Change in Market Value	(27,632.65)	24,047.50	0.00	0.00
000-965.4 Agency Admin Charges	<u>(886.50)</u>	<u>(2,680.63)</u>	<u>0.00</u>	<u>0.00</u>
Total Other Income (Expenses)	<u>(64,920.39)</u>	<u>80,347.12</u>	<u>0.00</u>	<u>0.00</u>
Net Income (Loss) Before Taxes	<u>389,875.12</u>	<u>1,247,653.10</u>	<u>0.00</u>	<u>0.00</u>
 Net Income (Loss)	 <u>\$ 389,875.12</u>	 <u>\$ 1,247,653.10</u>	 <u>\$ 0.00</u>	 <u>0.00</u>

Saline District Library Fund 101
Monthly Revenue
February 2024

03/07/24

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
402 - Property Taxes Control Account								
402.1 - City of Saline-Real Tax								
Deposit	02/09/2024			Ck # 70895		001 · Key Bank...	211,305.21	211,305.21
Deposit	02/16/2024			Ck # 70930		001 · Key Bank...	49,513.69	260,818.90
Total 402.1 · City of Saline-Real Tax							260,818.90	260,818.90
402.3 - Freedom Township-Real Tax								
Deposit	02/09/2024			Ck # 3724		001 · Key Bank...	465.64	465.64
Deposit	02/22/2024			CK # 3737		001 · Key Bank...	640.88	1,106.52
Total 402.3 · Freedom Township-Real Tax							1,106.52	1,106.52
402.5 - Pittsfield Township-Real Tax								
Deposit	02/01/2024			Ck# 0000002...		001 · Key Bank...	81,219.46	81,219.46
Deposit	02/16/2024			Ck # 23240		001 · Key Bank...	139,223.14	220,442.60
Total 402.5 · Pittsfield Township-Real Tax							220,442.60	220,442.60
402.6 - Saline Township-Real Tax								
Deposit	02/01/2024			Ck # 1105		001 · Key Bank...	64,183.61	64,183.61
Total 402.6 · Saline Township-Real Tax							64,183.61	64,183.61
402.7 - York Township-Real Tax								
Deposit	02/01/2024			Ck #3246		001 · Key Bank...	20,610.00	20,610.00
Deposit	02/16/2024			Ck # 3254		001 · Key Bank...	48,247.54	68,857.54
Total 402.7 · York Township-Real Tax							68,857.54	68,857.54
402 - Property Taxes Control Account - Other								
Deposit	02/01/2024			Ck # 11180		001 · Key Bank...	2,646.18	2,646.18
Deposit	02/01/2024			Ck# 2098		001 · Key Bank...	21,547.36	24,193.54
Total 402 · Property Taxes Control Account - Other							24,193.54	24,193.54
Total 402 · Property Taxes Control Account							639,602.71	639,602.71
628 - Printers-Revenue								
Deposit	02/01/2024			Deposit		001 · Key Bank...	2.80	2.80
Deposit	02/02/2024			Deposit		001 · Key Bank...	9.50	12.30
Deposit	02/05/2024			Deposit		001 · Key Bank...	3.00	15.30
Deposit	02/06/2024			Deposit		001 · Key Bank...	11.30	26.60
Deposit	02/07/2024			Deposit		001 · Key Bank...	4.50	31.10
Deposit	02/08/2024			Deposit		001 · Key Bank...	3.70	34.80
Deposit	02/08/2024			Deposit		001 · Key Bank...	6.60	41.40
Deposit	02/09/2024			Deposit		001 · Key Bank...	1.40	42.80
Deposit	02/12/2024			Deposit		001 · Key Bank...	2.00	44.80
Deposit	02/13/2024			Deposit		001 · Key Bank...	4.40	49.20
Deposit	02/14/2024			Deposit		001 · Key Bank...	4.50	53.70
Deposit	02/15/2024			Deposit		001 · Key Bank...	5.30	59.00

Saline District Library Fund 101
Monthly Revenue
February 2024

03/07/24

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Deposit	02/16/2024			Deposit		001 · Key Bank...	22.40	81.40
Deposit	02/20/2024			Deposit		001 · Key Bank...	2.00	83.40
Deposit	02/20/2024			Deposit		001 · Key Bank...	2.30	85.70
Deposit	02/21/2024			Deposit		001 · Key Bank...	9.50	95.20
Deposit	02/22/2024			Deposit		001 · Key Bank...	6.50	101.70
Deposit	02/22/2024			Deposit		001 · Key Bank...	7.10	108.80
Deposit	02/26/2024			Deposit		001 · Key Bank...	45.30	154.10
Deposit	02/26/2024			Deposit		001 · Key Bank...	3.70	157.80
Deposit	02/27/2024			Deposit		001 · Key Bank...	2.00	159.80
Deposit	02/28/2024			Deposit		001 · Key Bank...	8.70	168.50
Deposit	02/29/2024			Deposit		001 · Key Bank...	25.30	193.80
Total 628 · Printers-Revenue							193.80	193.80
629 · Non-Resident Fees								
Deposit	02/08/2024			Deposit		001 · Key Bank...	25.00	25.00
Deposit	02/14/2024			Deposit		001 · Key Bank...	150.00	175.00
Deposit	02/22/2024			Deposit		001 · Key Bank...	15.00	190.00
Deposit	02/22/2024			Deposit		001 · Key Bank...	15.00	205.00
Deposit	02/26/2024			Deposit		001 · Key Bank...	150.00	355.00
Total 629 · Non-Resident Fees							355.00	355.00
658 · Fines-Overdue Materials								
Deposit	02/01/2024			Deposit		001 · Key Bank...	15.00	15.00
Total 658 · Fines-Overdue Materials							15.00	15.00
658.1 · Materials Replacement Fees								
Deposit	02/01/2024			Deposit		001 · Key Bank...	53.97	53.97
Deposit	02/02/2024			Deposit		001 · Key Bank...	4.00	57.97
Deposit	02/05/2024			Deposit		001 · Key Bank...	60.33	118.30
Deposit	02/06/2024			Deposit		001 · Key Bank...	51.99	170.29
Deposit	02/08/2024			Deposit		001 · Key Bank...	32.99	203.28
Deposit	02/09/2024			Deposit		001 · Key Bank...	58.37	261.65
Deposit	02/12/2024			Deposit		001 · Key Bank...	32.00	293.65
Deposit	02/12/2024			Deposit		001 · Key Bank...	34.00	327.65
Deposit	02/14/2024			Deposit		001 · Key Bank...	39.99	367.64
Deposit	02/15/2024			Deposit		001 · Key Bank...	38.99	406.63
Deposit	02/16/2024			Deposit		001 · Key Bank...	17.95	424.58
Deposit	02/20/2024			Deposit		001 · Key Bank...	16.99	441.57
Deposit	02/20/2024			Deposit		001 · Key Bank...	26.00	467.57
Deposit	02/21/2024			Deposit		001 · Key Bank...	16.89	484.46
Deposit	02/26/2024			Deposit		001 · Key Bank...	34.95	519.41
Deposit	02/26/2024			Deposit		001 · Key Bank...	79.95	599.36
Deposit	02/26/2024			Deposit		001 · Key Bank...	26.99	626.35
Deposit	02/27/2024			Deposit		001 · Key Bank...	26.99	653.34
Deposit	02/28/2024			Deposit		001 · Key Bank...	28.00	681.34

Saline District Library Fund 101 Monthly Revenue February 2024

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Total 658.1 · Materials Replacement Fees							681.34	681.34
665.1 · General Account Interest								
Deposit	02/29/2024			Deposit		001 · Key Bank...	113.87	113.87
Total 665.1 · General Account Interest							113.87	113.87
674 · Donations-Unrestricted								
Deposit	02/01/2024			Deposit		001 · Key Bank...	3.00	3.00
Total 674 · Donations-Unrestricted							3.00	3.00
674.2 · Donations-Friends								
Deposit	02/01/2024			Deposit		001 · Key Bank...	6,500.00	6,500.00
Deposit	02/09/2024			1/2 day pizza ...		001 · Key Bank...	114.98	6,614.98
Deposit	02/09/2024			1KBBK		001 · Key Bank...	337.50	6,952.48
Deposit	02/09/2024			Books for Bab...		001 · Key Bank...	350.00	7,302.48
Deposit	02/09/2024			Deposit		001 · Key Bank...	7.79	7,310.27
Total 674.2 · Donations-Friends							7,310.27	7,310.27
680 · Other Income								
Deposit	02/01/2024			Deposit		001 · Key Bank...	5.00	5.00
Deposit	02/22/2024			Deposit		001 · Key Bank...	5.00	10.00
Total 680 · Other Income							10.00	10.00
TOTAL							648,284.99	648,284.99

Saline District Library Fund 101
Bill List
February 2024

Type	Date	Num	Name	Memo	Amount
702 · Salaries					
Check	02/02/2024			pay period en...	35,448.89
Check	02/02/2024			MERS Pay P...	1,958.41
Check	02/02/2024			MERS Staff L...	88.19
Check	02/02/2024			MERS 457 Pa...	2,785.32
Check	02/16/2024			pay period en...	35,550.39
Check	02/16/2024			MERS Pay P...	1,950.99
Check	02/16/2024			MERS Staff L...	88.19
Check	02/16/2024			MERS 457 Pa...	2,716.49
Total 702 · Salaries					80,586.87
716 · Employee Insurances/Benefits					
Bill	02/20/2024	3/1-3/...	BLUE CROSS BLU...		6,372.53
Bill	02/20/2024	97611...	SBIS		1,171.74
Total 716 · Employee Insurances/Benefits					7,544.27
719 · Health Reimbursement					
Bill	02/20/2024	ADM0...	EHIM		143.50
Bill	02/20/2024	FND0...	EHIM		1,416.32
Total 719 · Health Reimbursement					1,559.82
723 · Retirement					
Check	02/02/2024			MERS Pay P...	1,958.41
Check	02/16/2024			MERS Pay P...	1,950.99
Total 723 · Retirement					3,909.40
727 · Office Supplies					
Bill	02/01/2024	12/10-...	AMAZON CAPITAL ...		11.52
Bill	02/01/2024	1/31/2...	KEYBANK - NATIO...		297.53
Bill	02/20/2024	16536...	STAPLES BUSINES...		334.39
Total 727 · Office Supplies					643.44
732 · Cleaning Supplies					
Bill	02/20/2024	16536...	STAPLES BUSINES...		526.47
Total 732 · Cleaning Supplies					526.47
734 · Processing Supplies					
Bill	02/01/2024	12/10-...	AMAZON CAPITAL ...		32.00
Bill	02/20/2024	16536...	STAPLES BUSINES...		294.43
Bill	02/20/2024	7435527	DEMCO INC		115.68
Total 734 · Processing Supplies					442.11
750.1 · Adult Programming					
Bill	02/01/2024	12/10-...	AMAZON CAPITAL ...		503.14

Saline District Library Fund 101
Bill List
February 2024

Type	Date	Num	Name	Memo	Amount
Bill	02/01/2024	1/31/2...	KEYBANK - NATIO...		883.37
Bill	02/20/2024	02262...	CARRIGAN CAFE		22.50
Total 750.1 · Adult Programming					1,409.01
750.2 · Teen Programming					
Bill	02/01/2024	12/10-...	AMAZON CAPITAL ...		705.43
Total 750.2 · Teen Programming					705.43
750.3 · Youth Programming					
Bill	02/01/2024	12/10-...	AMAZON CAPITAL ...		741.38
Bill	02/01/2024	1/31/2...	KEYBANK - NATIO...		39.05
Bill	02/20/2024	16536...	STAPLES BUSINES...		206.98
Bill	02/20/2024	72943...	OTC BRANDS, INC.		24.70
Total 750.3 · Youth Programming					1,012.11
752.1 · Summer Reading-Adult					
Bill	02/01/2024	1/31/2...	KEYBANK - NATIO...		896.92
Total 752.1 · Summer Reading-Adult					896.92
760 · Youth Toys/Realia					
Bill	02/01/2024	12/10-...	AMAZON CAPITAL ...		64.16
Bill	02/01/2024	1/31/2...	KEYBANK - NATIO...		86.96
Total 760 · Youth Toys/Realia					151.12
762.1 · Adult ETC					
Bill	02/01/2024	12/10-...	AMAZON CAPITAL ...		120.54
Total 762.1 · Adult ETC					120.54
772.1 · Ebooks-Adult					
Bill	02/20/2024	50499...	MIDWEST TAPE	Hoopla	6,858.49
Bill	02/20/2024	38466...	KANOPY, INC.		590.75
Total 772.1 · Ebooks-Adult					7,449.24
772.4 · Ebooks funded by Friends					
Bill	02/20/2024	CD01...	OVERDRIVE, INC		5,000.00
Total 772.4 · Ebooks funded by Friends					5,000.00
780 · Software					
Bill	02/20/2024	1463	TOG DEVELOPME...		1,288.32
Bill	02/20/2024	1464	TOG DEVELOPME...		2,100.00
Total 780 · Software					3,388.32
785 · Online Database					

Saline District Library Fund 101
Bill List
February 2024

Type	Date	Num	Name	Memo	Amount
Bill	02/20/2024	73572	THE LIBRARY NET...		394.30
Total 785 · Online Database					394.30
802 · Professional Services-Bookkeep					
Bill	02/12/2024	2/15/2...	STROM ACCOUNTI...	Monthly fee	645.00
Total 802 · Professional Services-Bookkeep					645.00
851 · Telephone					
Bill	02/20/2024	43403	TELNET WORLDWI...		464.45
Total 851 · Telephone					464.45
860 · Travel/Lodging					
Bill	02/01/2024	1/31/2...	KEYBANK - NATIO...		671.20
Total 860 · Travel/Lodging					671.20
880 · Marketing					
Bill	02/20/2024	1354	THE SALINE POST		160.00
Total 880 · Marketing					160.00
920 · Electricity					
Bill	02/13/2024	1/1-1/...	DTE ENERGY - EL...	DTE	4,528.70
Total 920 · Electricity					4,528.70
921 · Gas					
Bill	02/13/2024	1/1-1/...	DTE ENERGY - GAS	DTE	1,763.55
Total 921 · Gas					1,763.55
922 · Water					
Bill	02/20/2024	26146...	SALINE CITY HALL		1,499.91
Total 922 · Water					1,499.91
930 · Building Maintenance					
Bill	02/01/2024	12/10-...	AMAZON CAPITAL ...		29.98
Bill	02/20/2024	92227...	HD SUPPLY FACILI...	Filters	707.16
Bill	02/20/2024	INV#2...	CHELSEA LUMBE...		25.74
Bill	02/20/2024	INV#2...	CHELSEA LUMBE...		32.45
Bill	02/20/2024	87190...	WASTE MANAGEM...		256.62
Total 930 · Building Maintenance					1,051.95
934 · Equipment Maintenance					
Bill	02/20/2024	50688...	RICOH USA, INC		18.32

Saline District Library Fund 101
Bill List
February 2024

Type	Date	Num	Name	Memo	Amount
Total 934 · Equipment Maintenance					18.32
955 · Grants					
Bill	02/01/2024	12/10-...	AMAZON CAPITAL ...		86.57
Bill	02/01/2024	1/31/2...	KEYBANK - NATIO...		188.60
Bill	02/20/2024	6778	TIPTOP ENTERTAL...		525.00
Total 955 · Grants					800.17
957 · Continuing Education					
Bill	02/20/2024	17454	MICHIGAN LIBRAR...	Jasmine Riehl	270.00
Total 957 · Continuing Education					270.00
958 · Dues					
Bill	02/20/2024	#E1141	INNOVATIVE USER...	Registration f...	425.00
Bill	02/20/2024	17454	MICHIGAN LIBRAR...	Jasmine Riehl	85.00
Bill	02/20/2024	17030	MICHIGAN LIBRAR...	Anna Hinkley	85.00
Total 958 · Dues					595.00
965 · Bank Charges					
Check	02/05/2024			KB merch fee	46.63
Check	02/05/2024			KB merch fee	29.56
Check	02/08/2024			Jan. Analysis ...	335.20
Total 965 · Bank Charges					411.39
981 · Books funded by friends					
Bill	02/20/2024	1/1-1/...	BAKER & TAYLOR		220.77
Total 981 · Books funded by friends					220.77
982.1 · Adult Fiction					
Bill	02/01/2024	12/10-...	AMAZON CAPITAL ...		29.95
Bill	02/20/2024	1/1-1/...	BAKER & TAYLOR		4,198.71
Total 982.1 · Adult Fiction					4,228.66
982.15 · Large Print					
Bill	02/20/2024	1/1-1/...	BAKER & TAYLOR		480.28
Total 982.15 · Large Print					480.28
982.2 · Teen Fiction					
Bill	02/01/2024	12/10-...	AMAZON CAPITAL ...		335.19
Bill	02/01/2024	1/31/2...	KEYBANK - NATIO...		45.80
Bill	02/20/2024	1/1-1/...	BAKER & TAYLOR		947.70
Total 982.2 · Teen Fiction					1,328.69
982.3 · Youth Fiction					

Saline District Library Fund 101
Bill List
February 2024

Type	Date	Num	Name	Memo	Amount
Bill	02/20/2024	1/1-1/...	BAKER & TAYLOR		2,349.30
Total 982.3 · Youth Fiction					2,349.30
983.1 · Adult Nonfiction					
Bill	02/01/2024	12/10-...	AMAZON CAPITAL ...		22.50
Bill	02/20/2024	1/1-1/...	BAKER & TAYLOR		1,874.90
Total 983.1 · Adult Nonfiction					1,897.40
983.2 · Teen Nonfiction					
Bill	02/20/2024	1/1-1/...	BAKER & TAYLOR		140.56
Total 983.2 · Teen Nonfiction					140.56
983.3 · Youth Nonfiction					
Bill	02/20/2024	1/1-1/...	BAKER & TAYLOR		958.69
Total 983.3 · Youth Nonfiction					958.69
984.1 · Audiobooks-Adult					
Bill	02/20/2024	1/1-1/...	MIDWEST TAPE		284.93
Total 984.1 · Audiobooks-Adult					284.93
984.3 · Audiobooks-Youth					
Bill	02/20/2024	1/1-1/...	MIDWEST TAPE		579.81
Total 984.3 · Audiobooks-Youth					579.81
985.1 · DVDBlu Rays-Adult					
Bill	02/01/2024	12/10-...	AMAZON CAPITAL ...		56.98
Bill	02/20/2024	1/1-1/...	MIDWEST TAPE		442.28
Total 985.1 · DVDBlu Rays-Adult					499.26
985.3 · DVD/Blu Rays-Youth					
Bill	02/20/2024	1/1-1/...	MIDWEST TAPE		290.09
Total 985.3 · DVD/Blu Rays-Youth					290.09
986.1 · Music CDs-Adult					
Bill	02/20/2024	1/1-1/...	MIDWEST TAPE		45.72
Total 986.1 · Music CDs-Adult					45.72
986.3 · Music CDs-Youth					
Bill	02/20/2024	1/1-1/...	MIDWEST TAPE		25.48
Total 986.3 · Music CDs-Youth					25.48
998 · Special Projects					

2:20 PM

03/07/24

Accrual Basis

Saline District Library Fund 101

Bill List

February 2024

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Bill	02/28/2024	41592-1	QUINN EVANS		39,725.00
Total 998 - Special Projects					39,725.00
TOTAL					181,673.65

**Saline District Library
Quarterly Investment Report
1st Quarter Ending 2/29/24**

Activity Summary	SubAgency Fund	Agency Fund	Total
12/1/2023 Beginning Balance	\$4,811,358.91	\$2,415,251.00	\$7,226,609.91
Cash/Securities Trferred In	\$1,860,331.62		\$1,860,331.62
Dividends/Interest	\$21,914.09	\$15,544.75	\$37,458.84
Cash/Securities Transferred Out	(\$860,331.62)		(\$860,331.62)
Investment Fees	(\$5,455.81)	(\$2,680.63)	(\$8,136.44)
Net Change in Market Value	\$48,672.13	\$24,047.50	\$72,719.63
2/29/2024 Ending Balance	\$5,876,489.32	\$2,452,162.62	\$8,328,651.94

Holdings Summary	SubAgency Fund	Agency Fund	Total
12/1/2023 Principal Holdings			
U.S. Treasury Notes	\$4,650,544.05	\$2,258,527.15	\$6,909,071.20
Money Market Funds	\$160,814.86	\$124,891.28	\$285,706.14
Total Principal Holdings	\$4,811,358.91	\$2,383,418.43	\$7,194,777.34
Income Holdings			
Money Market Funds	\$0.00	\$31,832.57	\$31,832.57
Total Holdings	\$4,811,358.91	\$2,415,251.00	\$7,226,609.91
2/29/2024 Principal Holdings			
U.S. Treasury Notes	\$4,990,028.60	\$2,282,574.65	\$7,272,603.25
Money Market Funds	\$874,295.02	\$123,539.61	\$997,834.63
Total Principal Holdings	\$5,864,323.62	\$2,406,114.26	\$8,270,437.88
Income Holdings			
Money Market Funds	\$12,165.70	\$46,048.36	\$58,214.06
Total Holdings	\$5,876,489.32	\$2,452,162.62	\$8,328,651.94

Certificates of Deposit

Institution / Term	Maturity	Interest Rate	Amount
Old National / 12 months	4/13/2024	4.50%	\$200,000.00
Bank of Ann Arbor / 12 months	3/23/2024	3.80%	\$200,000.00
Total			\$400,000.00



**Library Director's Report
Submitted by Karrie Waarala
March 19, 2024**

- Updates to the Library Renovation and Site Improvement Project include:
 - Our official news launch about the upcoming renovations and site improvements began on March 15. The SDL website now features a page (salinelibrary.org/renovations) where all information, news, and updates about the project will be collected in one place for the public, and the news was the featured story in the March 15 SDL eNews. A press release (see Appendix) was sent to local news sources, and has already been featured on *The Sun Times News'* [website](#), with plans for it to run in the March 20 print edition as well.
 - The Milestone Schedule Package received from McCarthy & Smith (see Appendix) now provides much more detail on the phased renovations schedule. It has also pushed back the construction start date from June 3 to June 10 to allow an additional week for procurement. This date will actually work much better for SDL, as the last day of school for Saline Area Schools is June 6.
 - McCarthy & Smith is currently preparing the construction bid package. The bid period should begin on March 21, with the public bid opening on April 11 as scheduled.
 - Keith Benthin, owner of [Mulder's Moving & Storage](#), is coming to the library for a walk-through on March 18 in order to provide us a quote for services. Mulder's is a specialized moving company used by most libraries in Michigan that need shelving moved due to construction or renovations.
 - Aaron Phillips of McCarthy & Smith has scheduled a Pre-Bid Meeting here at SDL for March 28 at 10am. After the meeting, interested bidders will have an opportunity to do a walk-through of the library.
 - Jessica Lash and I also have a meeting with Aaron Witt of [A-Train Tactical](#) on March 28. Jess and I attended Aaron's excellent session on emergency planning at the MLA conference last fall; Aaron's services include emergency assessment of buildings, emergency plan creation, and staff training. He will be providing a quote for all of these services after his walk-through that day. It will be especially

valuable to get his input before construction begins on any safety improvements to be made to the renovation plans.

- Jess and I also have a meeting at Quinn Evans with Interior Designer Fatima Beacham to discuss and finalize finishes on March 26.
- The SDL SeeDLibrary opened for the year on March 4. Huge kudos and thanks to Jessica Lash for this massive annual undertaking, and thank you to the Friends of the Library who volunteered to help her prepare seed packets.
- Adults and teens are currently invited to play [March Is Reading Month Bingo](#) online using ReadSquared (the platform we use for Summer Reading). Every bingo earned by reading a variety of things will earn an entry for a gift card to Fine Print Book Shop, and filling the entire bingo card is good for 5 entries. All bingo squares need to be filled by March 31.
- We are also now using [ReadSquared](#) for 1000 Books Before Kindergarten. Paper reading logs are still available in the Youth Department, but now families have the option to track their reading online instead. We greatly appreciate the Friends supporting this program to encourage early childhood literacy.
- Upcoming programming of note includes an informational sessions for adults [Care Planning for an Aging Loved One](#), sessions of the New Adult Supported Social Club including [Eurythmics Movement & Music](#) and [Grapevine Spring Wreaths](#), and a full week of programming for kids during Saline Area Schools' Spring Break (March 25-29) including an [Escape Room](#), [Cardboard Construction](#), [Percy Jackson: Camp Half-Blood](#), and an [Introduction to Creative Hand Lettering](#).
- The Staff Recognition Dinner has been scheduled for Sunday, April 28 at 6pm at Thompson & Co. in Ypsilanti's Depot Town. Everyone enjoyed the return to this annual event at Thompson last year, and we look forward to being there once again. We're very appreciative to the Friends of the Library for funding this event, and I hope that everyone on the Library Board will be able to join us. Chris will be providing menu selections to everyone soon.
- We have a new face in the Youth Department: Elise LaPointe joined the SDL staff as a Youth Desk Aide on February 27.
- Professional Development updates include:
 - Youth Assistant Jasmine Riehl brought home lots of great ideas from her first [Michigan Library Association Spring Institute for Youth Services](#).
 - Head of Youth Services Kelly Soerens will be attending the [2024 Power Up Leadership Conference for Youth Services](#) at the University of Wisconsin-Madison March 20-22.

- Technology Manager Ron Andrews will be attending the [Innovative Users Group Conference](#) March 25-27 in Detroit and the Public Library Association Conference April 3-5 in Columbus, OH.
- Head of Adult Services Evan Smale is currently attending the 3-part [MCLS Supervisor Series](#) on topics such as employee motivation, management strategies, and effective communication.
- I am currently attending Library of Michigan's [Virtual Millage Series](#).
- The library will be closed Sunday, March 31 for the Easter holiday.
- Recent comments from patrons include appreciation for SDL's new app and "No more late fees":
 - "It's February; I can get my surprise book!" (about Blind Date with a Book)
 - "I think this library is the finest point of Saline."
 - "Yay, I'm free now!" (yelled by a happy child on his way in the front door)

SALINE DISTRICT LIBRARY
POLICY BULLETIN

POLICY NO: 605

SUBJECT: WORKERS' DISABILITY COMPENSATION

1. All employees of the Saline District Library are covered under the [State of Michigan Workers' Disability Compensation Act](#).
2. An employee must report details of work-related injury or illness ~~promptly~~ **promptly** immediately to ~~the employer~~ **their immediate supervisor and the Administrative Assistant**.
3. An employee ~~shall be furnished~~ **is entitled to receive** reasonable medical treatment as needed and provided for in the Act.
4. Any employee of the library who suffers a personal injury or illness arising out of and in the course of employment ~~shall be paid~~ **is entitled to** compensation as provided for in the Act.

SALINE DISTRICT LIBRARY
POLICY BULLETIN

POLICY NO: 613

SUBJECT: NON-SCHEDULED CLOSINGS

1. The Director or designated staff person on duty has the authority to determine if the library needs to close due to emergency situations, malfunction of building systems, or inclement weather conditions. (Policy 503: Disasters)
2. Staff will be paid for their scheduled work hours during the closing.
3. Staff members who have scheduled time off when a closing occurs will still have their hours deducted from their earned time off just as if there had been no unusual circumstances, except in cases of extended closures.
4. If the library remains open for business, staff members who cannot travel to work due to weather or emergency conditions will not automatically be paid.
 - Full-time employees and Part-time employees over 20 hours/week must use vacation time for hours missed.
 - Part-time employees under 20 hours/week will not be paid for hours missed.

SALINE DISTRICT LIBRARY POLICY BULLETIN

POLICY NO: 622

SUBJECT: STAFF DEVELOPMENT

The Library encourages the staff to become involved in professional activities. The professional growth of staff members adds value to Saline District Library. Activities and memberships will be supported at the discretion of the Director.

PROFESSIONAL MEMBERSHIPS

1. Dues for one professional individual membership per staff member will be paid by the library for ALA, MLA, or an approved choice by the Director.

PROFESSIONAL ACTIVITIES / CONTINUING EDUCATION

1. Professional growth is encouraged through participation in professional organizations, conferences, workshops, seminars, and classes relating to the staff members' responsibilities at the library.
2. Requests for attending or presenting at any of the above-listed activities must be submitted in advance in written form to the department head and the Director. Approval is contingent on the availability of funds, library scheduling needs, and the added value provided to the library by staff participation.
3. Registration fees, travel, accommodations, and meals will be paid by the library for staff to attend approved conferences **in accordance with Policy 621: Travel Expenses.**
4. The library will pay for an employee's time, to a maximum of eight hours a day to attend job-related workshops, meetings, or courses that are approved in advance. Part-time employees cannot exceed 40 hours per week.

SALINE DISTRICT LIBRARY
POLICY BULLETIN

POLICY NO: 626

SUBJECT: INDIVIDUAL FULL-TIME EMPLOYEE BENEFIT PLAN

Saline District Library offers an Individual Benefit Plan, administered-by a third party administrator, to all regular full-time employees. The plan is structured so employees can choose the coverage that meets their individual needs. Benefit offerings and coverage amounts are reviewed annually by the library board.

Insurance will become effective for new regular full-time employees the first of the month following the date of hire.

Annual open enrollment for regular full-time employees takes place during specified dates in May and June for the benefit plan beginning July 1.

Medical Insurance:

1. The library will pay 75% of the single premium rate per year for medical insurance for each regular full-time employee. The employee will pay the balance of the premium on a pre-tax basis. Dependents may be covered with the employee paying 100% of the premiums.
2. If an employee elects not to purchase medical benefits, ~~a waiver must be signed and evidence produced~~ they must sign a waiver and provide evidence that medical insurance is provided through another source.
3. There is no cash back option if medical insurance is waived.

Dental and Vision Insurance:

1. The library will pay 100% of the premiums for dental and vision insurance for each regular full-time employee.

Short & Long Term Disability Insurance:

1. The library provides a short term and a long term disability policy for each regular full-time employee.
2. Eligibility and a description of coverage is detailed in the Certificate of Coverage issued by the provider.

Life Insurance:

1. The library provides all regular full-time employees with a life insurance benefit and Accidental Death and Dismemberment Insurance.

Flexible Spending Account

1. Per Policy 628, the library provides a specified amount each fiscal year for reimbursement of healthcare expenses.
2. These amounts are determined by the library board in its annual review of benefits.

The library will comply with all state and federal laws regarding health insurance coverage. Policies are considered automatically amended to take into account any changes in such laws.

Quarterly Report

Q12024

1.2024

Outreach

- The library joined in on the Winter Wonderland fun and marched in the holiday parade on Saturday, December 2. Karrie Waarala, Chris Pilarz, Arlene Wall, Jennifer Lupton, Evan Smale, Matt Seigert, Kim Rowe, and Jessica Lash marched with a decorated book cart and banner.
- Jessica Lash and Matt Seigert participated in the Souper Bowl at Saline Area Senior Center on Friday, February 9.
- Kelly Soerens and Evan Smale attended Literacy Night at Woodland Meadows on Thursday, February 16.

SeeDLibrary

- Jessica received a grant from the Carl F. Schrandt Endowment fund to help fund the SeeDLibrary. She purchased seeds and supplies from various vendors and started working on packaging seeds for distribution in mid-January.
- Staff and Friends volunteers helped Jess package seeds. Special thanks to Karrie Waarala, Natalie Brodie-Smith, Chris Pilarz, Arlene Wall, Laura Foess-Wood from the Friends, and other volunteers from the Friends of the Saline District Library for packaging seeds.
- The SeeDLibrary features 200 varieties of seeds this year. Jessica doubled the amount of flower seeds from last year to better meet demand.
- The SeeDLibrary opened on March 4, and has already been very popular.

Respectfully submitted,
Jessica Lash
Assistant Director

Youth Service Department
December 2023-February 2024 Quarterly Report

Winter Programs:

- The youth department held 103 programs this winter with a total of 2156 participants; including storytimes (Book Babies, Preschool, Evening, and Family Fun), art programs, music programs, science programs, guest performers, and book clubs. There were an additional 14 different types of craft kits, giving out a total of 1689 kits.
- 1000 Books before Kindergarten is now available on the ReadSquared app. Caregivers are able to sign-up and log all their books digitally. The paper option is still available for those that wish to use that method.
- Take Your Child to the Library Day is the first Saturday in February. This year we had 68 children stop by the youth desk to pick up a prize for visiting the library that day.
- Summer reading planning is in full swing.

Partnerships & Outreach:

- Jennifer Lupton and Evie Moorer each presented two storytime sessions of “PJs and Stories with Santa” at the Saline Recreation Center.
- Kelly Soerens attended a career day session at the Play and Learn Preschool.
- Jasmine Riehl and Evan Smale represented the library at the Julie Lythcott-Haims author event on February 1st at Saline Middle School.
- Liberty Club volunteers continued to visit cleaning picture books and each month they had a special read aloud session.

Professional Development:

- Members of the youth department attended the following committee meetings, conferences and webinars.
 - Youth Services Advisory Council planning meeting
 - MiYouth Meeting
 - Human Sex Trafficing webinar
 - Picture Books that Inspire
 - Canva 2.0 for Library Page Layout Design
 - Taking the Adventure Outdoors: Programming and Partnerships
 - Storytime 101: Storytime for Beginners
 - Little Books, Big Feelings: Picture Books and Social Emotional Learning
 - Building Authentic Relationships with Underserved Communities
 - Black History Unfolded: Creating Resource Packs
 - Planning Summer Adventures with the MeL eResources
 - Cultivating and Sustaining the Relationship-Driven Library
 - Let the Adventure Begin Round table
 - Ask a Librarian: Key K-12 reading trends for 2024
- Jasmine Riehl has received the Library of Michigan Continuing Education Stipend to attend MLA Spring Institute in March 2024.
- Kelly Soerens has received the Library of Michigan Continuing Education Stipend to attend the PowerUp Conference in March 2024.

Collections:

- New Youth ETC kits added this quarter include Structural Engineering, Civil Engineering, Portable CD Players, and SnapCircuits Green Tech.

Staff:

- Debbie Lynch’s last day was February 11, 2024.
- Elise LaPointe’s first day as a Youth Desk Aide was February 27.

Submitted by: Kelly Soerens, Head of Youth Services

Quarterly Report
Adult Department
Q1 2024

3.11.2023

Programming

The Adult Department had the following programs of note:

- We celebrated Valentine's Day with our annual "Blind Date with a Book" display. We had over 50 people rate their read and we picked two lucky winners to get Gift cards from Emagine Theater.
- The Adult department had programming ranging from laser cutting 3d ornaments, a virtual british baking presentation, a winter tea gathering, and more.
- Our recurring programs, such as take and makes, make it mondays, adult book clubs, and adult social Club all continued with strong numbers

Displays

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

- A variety of displays such as the "Love and War", "Black History Month," and "I Like Big Books" (which showed off our oversized titles) kept patrons engaged.
- Weeding of the adult biography section has been completed and the rest of the 900's will soon follow.

Staff Development

- Staff met for monthly department meetings, as well as webinars regarding weekly new releases, management, and customer service.
- Adult staff came together to learn and assist the teen department with their programs and displays.

Outreach

- Book delivery to senior facilities continues on a monthly basis, and open house at Brecon Village was a success.
- A member of the youth and adult staff attended an author event at the middle school to promote our services and sign up attendees for library cards.
- Adult staff connected with various members of the community to discuss future programming regarding Juneteenth, preventing scams, and organization specifically for kids with ADD/HD.

Respectfully submitted,

Evan Smale
Head of Adult Services

1st Quarter Technology Report (December 2024, January, February 2024)

Submitted by Ron Andrews, Technology Manager

Technology Support

- Continue working with Faronics to resolved dashboard and status setting for all workstations. Have changed the Cloud Relay several time and it is getting a little better. Will continue until resolved.\
- Several troubleshooting on the Youth Self Check and the Circ Self Check. Although recently they have been more stable.
- Updated Karrie and Jess to staff laptops to replace their older workstations and laptops. Currently Karrie's workstation will be recycled for Anna, and the laptops will be recycled for staff use.
- Replaced the scanner unit for the Youth Self-Check machine
- Started process of migrating our Printeron remote printer service to Envisionware's new Princh service.
- Replaced old Brother printers with new HP printers for: Cataloging, Back Checkin, MelCat, Arlene, Evan, Jess, Adult Reference Desk and Youth Reference Desk. It is the plan to unify as many of the printers are possible to make support easier and more efficient.
- Troubleshoot and repair phone extension in the Brecon room
- Replaced Kelly's workstation with another due to hard drive failure. The migration was successful and re-added Remote connection.
- Created new email account for Board members and Youth Clerk and troubleshoot Sherry's email account
- Annual change of Windows and email passwords for library staff and Board
- Worked with Lenovo to reimage one of the new laptops

Network Support

- Ran quarterly update for PCI In-House and Online security for KeyBank
- TLN has installed the new server to replace Hyper-Saline along with a backup solution. The KVM switch which allows remote access to the servers had to be returned. TLN is working on a replacement. We also purchased a new Firewall which TLN is still configuring as we have a multitude of unique settings.
- Obtained a quote for Polaris to migrate SDLPRO with the new server when it is installed and ready. We will also be migrating from Polaris 7.1 to 7.5. Documentation to go out to staff shortly
- Ran Yea-End reports for all library systems
- Worked with Envisionware to update all the credit card readers at the Checkout Desk and Self Checks
- Ran quarterly updates for Clover Security
- Troubleshoot several malware strikes on public workstations reported by CrowdStrike. I took preventative measures to quarantine several urls and .exe files on Barracuda

Polaris Support

- Annual change of the Polaris and Library@salinelibrary.org password for sending notices
- Arlene has been assisting with printing and working out reports. This has been a great help.
- We have run; billing notices changes, overdue notice changes and have run the yearly Item and Bibliographic Record delete.
- We recently changed to a fine-free system and we had Polaris wipe prior fine codes from our patron database.
- We have been having minute power outages with have fairly regularly caused SDLPRO – our Polaris server to go off. In troubleshooting the issue I found that updates needed to be run for the server. Working with Dell Support this was completed along with a replaced hot-drive swap to replace a faulty drive. The server seems to be running well at this point, however, we are moving forward with getting a replacement for this very necessary server.
- Worked with Youth and Cataloging to merge and download Bib records from new vendors
- Created a short report for Amy to allow better modifying of records
- Worked with Mark Harrington to change our loan limits due to the new Fine-Free policy

Other Library Involvement

- Prepaid documents and printouts for annual Audit and worked closely with Chris to update the year end equipment withdrawals.
- Participated in annual Director's Review

Support Services Quarterly Report
2024 1st Quarter
Submitted by: Arlene Wall

SUPPORT SERVICES MANAGER

- Quarter Stats –
 - Total Circulation of physical items – 64,286
 - Total Patron Visits – 34,755
 - New Patrons Registered – 402
 - Total number of patrons – 13,550
- Since going fine free, have run weekly statistics on items with holds to see how many are “Overdue” vs “Long Overdue” (7 days overdue or billed)
 - ~8% of items with holds placed have been Overdue
 - ~3% of items with holds placed have been Long Overdue or billed
- Webinars/Training Sessions
 - Patron Point meeting

Circulation FY2023-2024

ITEM	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	TOTALS
Book Materials													
Total Books	15,178	18,112	17,577										50,867
% of Total Circ.	77.87%	78.92%	80.46%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	79.13%
AV Materials													
DVD/BLU-RAY	2,977	3,334	2,917										9,228
Music CDs	300	288	241										829
Audio Books	441	472	407										1,320
J Kits	185	321	264										770
Total AV	3,903	4,415	3,829	0	0	0	0	0	0	0	0	0	12,147
% of Total Circ.	20.02%	19.24%	17.53%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	18.90%
Interlibrary Loans													
SDL Patron Filled Requests	627	910	782										2,319
% of Total Circ.	3.22%	3.97%	3.58%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	3.61%
Lends Out to Libs	857	1,052	1,018										2,927
Equipment	168	183	175										526
Periodicals	243	239	264										746
% of Total Circ.	1.25%	1.04%	1.21%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	1.16%
TOTAL 2023 CIRC	19,492	22,949	21,845	0	0	0	0	0	0	0	0	0	64,286
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%	-3.59%	0.68%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-76.71%
Downloads													
Ebooks	3,371	4,882	3,701										11,954
AudioBooks	3,747	4,054	3,943										11,744
Music	187	142	111										440
Video	830	293	293										1,416
Magazines	1,011	1,045	805										2,861
Tumble books	147	103	25										275
Total Downloads	9,293	10,519	8,878	0	0	0	0	0	0	0	0	0	28,690
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	27.62%	35.52%	27.19%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-69.44%
GRAND TOTAL CIRC	28,785	33,468	30,723	0	0	0	0	0	0	0	0	0	92,976
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	5.41%	6.03%	7.13%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-74.86%
Cards Issued	126	157	119										402
Prior Year	73	131	151	147	126	115	216	195	145	131	97	98	1,625
% Difference	72.60%	19.85%	-21.19%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-75.26%
3 M Gate Count	10,452	11,607	12,696										34,755
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%	-7.99%	3.94%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-76.36%
Average Per Day	337	374	437	0	0	0	0	0	0	0	0	0	100

*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	523	567	660										1,750
Prior Year	535	631	586	652	608	580	571	498	593	577	671	647	7,149
% difference	449.91%	-10.14%	12.63%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-75.52%
WiFi usage onsite	2,942	2,884	3,786										9,612
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	#REF!	-21.37%	-8.77%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-74.37%
Youth AWE computers	410	322	551										1,283
Prior Year	269	330	418	312	388	271	373	578	540	292	476	207	4,454
% difference	52.42%	-2.42%	31.82%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-71.19%
Ref. Questions:													
Youth	427	464	640										1,531
Adult	388	429	560										1,377
Circ Desk	287	415	400										1,102
Total Reference	1,102	1,308	1,600	0	0	0	0	0	0	0	0	0	4,010
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	0.36%	-19.26%	7.45%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-78.44%
Brecon Rm: #Groups	5	7	10										22
Prior Year #Groups	6	6	14	18	18	16	13	9	8	7	12	9	136
# of individuals	41	81	138										260
Study Rms: #Groups	150	192	212										554
Prior Year #Groups	179	199	195	198	202	204	188	221	207	177	226	206	2,402
# of individuals	194	248	307										749
* Includes views of online programs beginning December 2021													

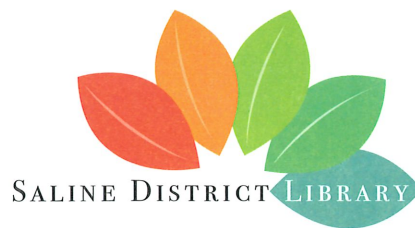
Website Access FY2023-2024

ONLINE SERVICES	Dec.	Jan.	Feb.	March	April	May	June	July	August	Sept.	Oct.	Nov.	TOTAL
Website access	14,116	16,876	14,655										45,647
Prior Year	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
% difference	56.97%	46.81%	50.65%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-61.38%
Catalog access													0
Prior Year	7,753	9,671	9,152	12,081	10,494	11,362	12,213	6,586	0	0	0	0	79,312
% difference	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	-100.00%
Informational Databases	2,580	2,620	2,515										7,715
Prior Year	240	384	311	701	1,884	1,601	2,001	3,659	3,601	3,648	2,808	3,731	24,569
% difference	975.00%	582.29%	708.68%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-68.60%
SDL App													0
New Downloads	129	190	95										414
Prior Year	0	0	0	0	0	0	0	0	0	0	0	0	0
% difference	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Sessions	463	1,096											1,559
Prior Year	0	0	0	0	0	0	0	0	0	0	0	0	0
% difference	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
MI Activity Pass	7	6	11										24
Prior Year	1	8	17	16	2	13	16	41	25	20	25	7	191
% difference	600%	-25%	-35%	-100%	500%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-87%
New eNews subscribers	98	122	77										297
Total subscribers	11,702	11,816	11,870										11,870
Prior Year	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
% difference	9.90%	10.08%	9.62%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	2.21%

* 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



555 N. Maple Road, Saline, MI 48176 • 734-429-5450 • salinelibrary.org

NEWS RELEASE

March 15, 2024

FOR IMMEDIATE RELEASE

Contact: Karrie Waarala
Library Director
734-429-5450
karrie@salinelibrary.org

Saline District Library Announces Interior Renovations & Site Improvements

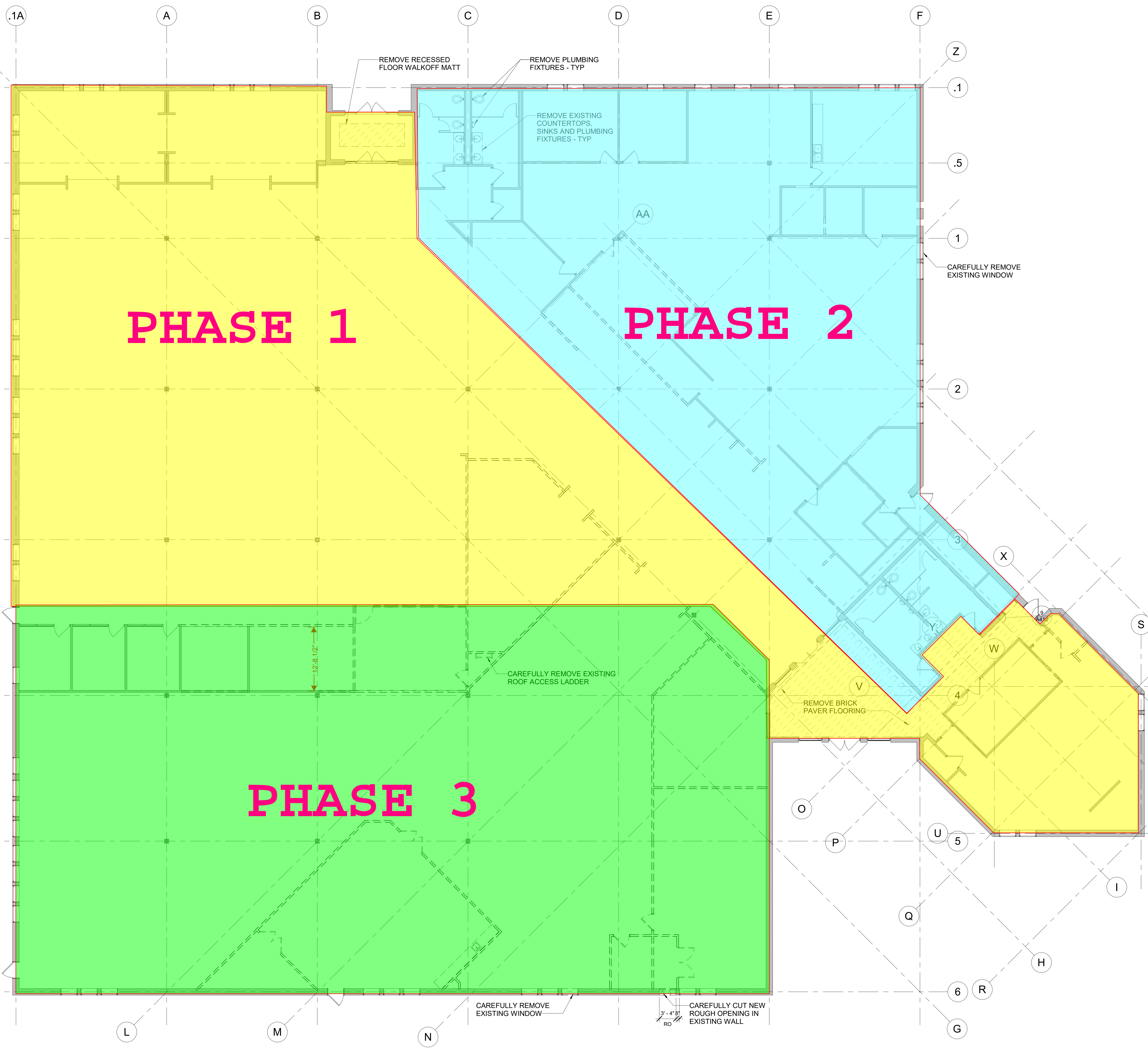
The Saline District Library will begin construction on interior renovations and site improvements in June 2024. The plan calls for an outdoor pavilion and paved story trail on library grounds, and building renovations include more study rooms, larger space for teens, increased comfortable seating areas, a drive-through service window to pick up holds, improved program rooms, a fully accessible non-gendered public restroom, and more.

The library is working with Quinn Evans Architects and McCarthy & Smith Construction Services on this project, which is scheduled for June to December 2024. Interior renovations will take place in 3 phases to allow the library to stay open to the public as much as possible during construction. The project will cost approximately \$4 million, paid for by SDL fund balances that were established for this purpose. The Friends of the Saline District Library have also generously committed to a \$100,000 contribution to the project.

According to Library Director Karrie Waarala, the impetus for this project stems from SDL's 2022-2026 Strategic Plan. "We listened carefully to community input when developing the plan," she says. "The top requests of more study rooms, increased space for our after school teens, and more comfortable seating areas made it clear that optimizing library spaces was the #1 focus area for our community. We're excited to deliver on those requests and to make better use of the library's beautiful grounds."

For more information and regular updates on the project, visit www.salinelibrary.org/renovations.

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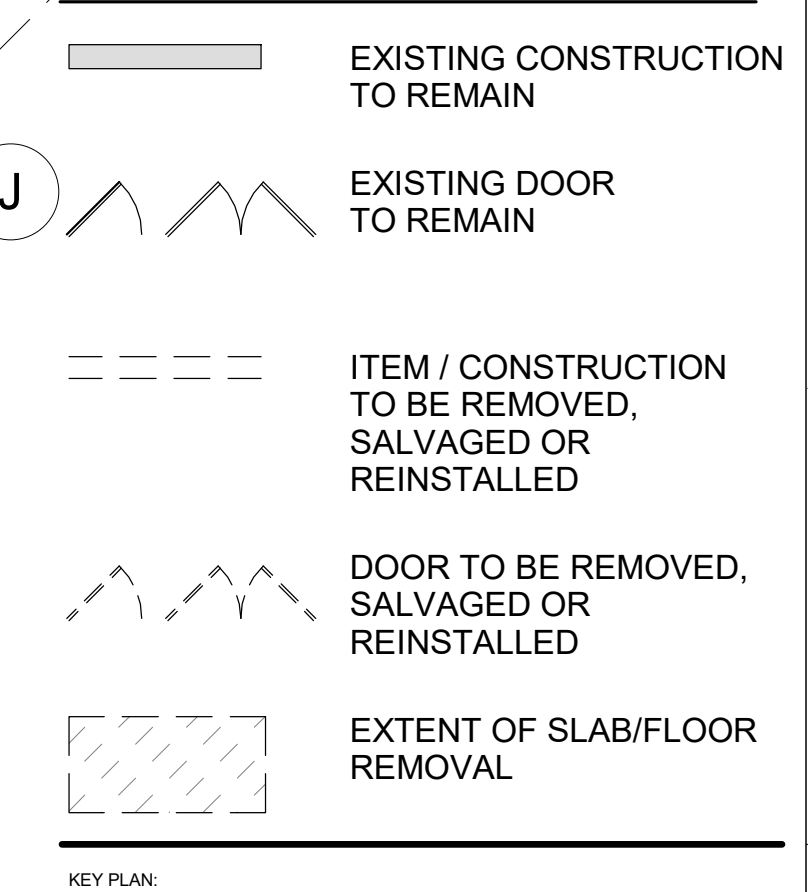


GENERAL DEMO NOTES

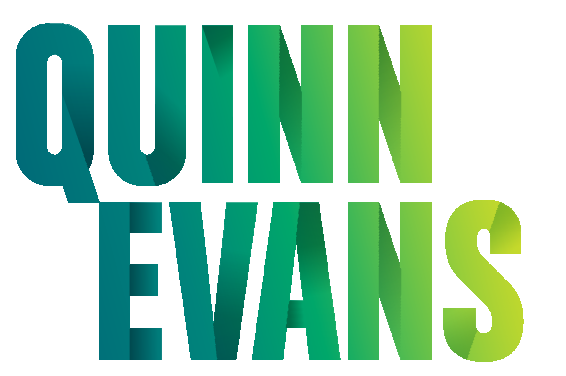
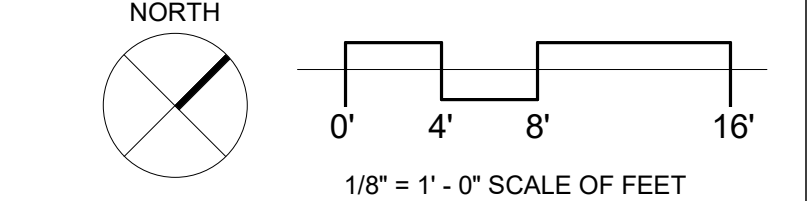
- INFORMATION SHOWN ON THIS DRAWING PERTAINING TO THIS CONDITIONS HAS BEEN OBTAINED FROM AVAILABLE BUILDING DRAWINGS OR GENERAL FIELD OBSERVATIONS AND MAY NOT INDICATE ACTUAL EXISTING CONDITIONS IN DETAIL OR DIMENSION. THE CONTRACTOR IS RESPONSIBLE FOR DETERMINING THE ACTUAL EXISTING CONDITIONS PRIOR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

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

DEMOLITION LEGEND



KEY PLAN



219 1/2 N. MAIN STREET
ANN ARBOR, MI 48104
v 734.963.5888
QUINN EVANS.COM

NOT FOR CONSTRUCTION



INTERIOR RENOVATIONS AND SITE IMPROVEMENTS

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

No.	Date	Description
PROJECT MANAGER:	DRN	SY
Checker		Author

QEA No.: 42238690

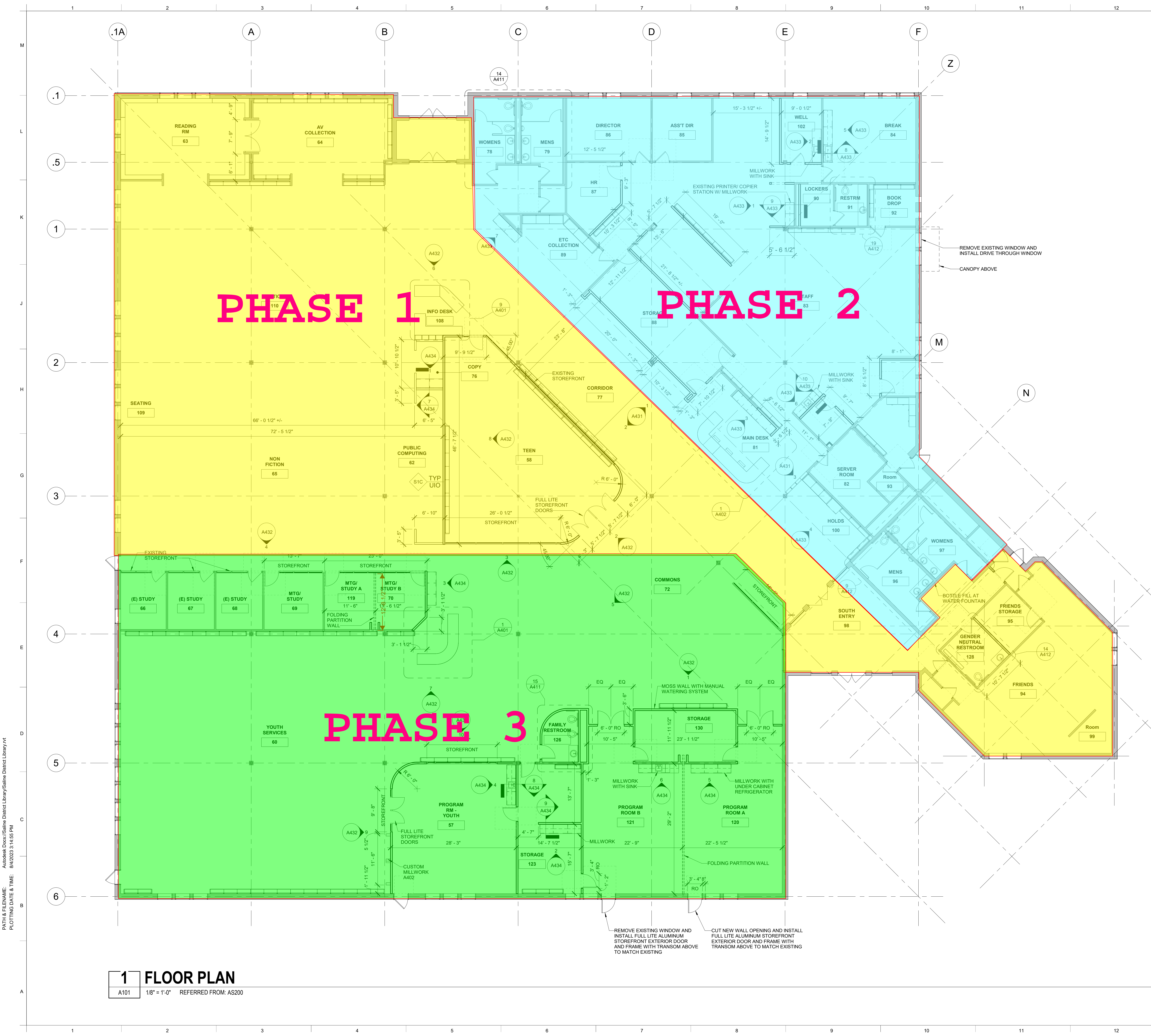
FINAL SD
08/04/2023

DEMO FLOOR PLANS

D101

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

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

LEGEND

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

KEY PLAN

NORTH

0' 4' 8' 16'

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

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



219 1/2 N. MAIN STREET
ANN ARBOR, MI 48104
v 734.663.5688
QUINNEVANS.COM



INTERIOR RENOVATIONS AND SITE IMPROVEMENTS

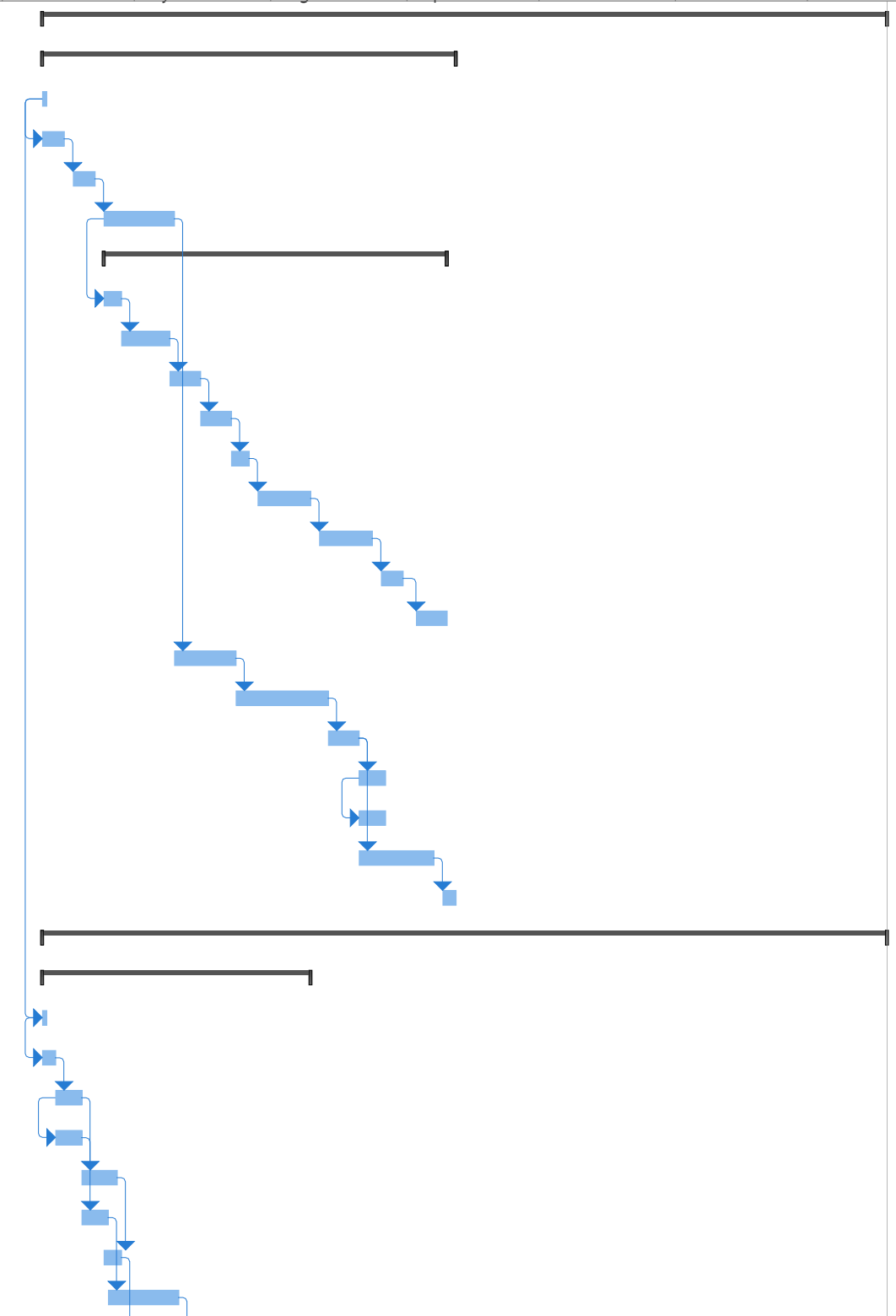
SALINE DISTRICT LIBRARY
555 N Maple Rd, Saline, MI 48176

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

PATH: FILENAME: Autodesk Docs\Saline District Library\Saline District Library.rvt
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Saline District Library Interior Renovations & Site Improvements

ID	Task	Task Name	Duration	Start	Finish	March 2024	April 2024	May 2024	June 2024	July 2024	August 2024	September 2024	October 2024	November 2024	December 2024	January 2025
1		Saline District Library	133 days	Mon 6/10/24	Wed 12/18/24											
2		Exterior Renovations	65 days	Mon 6/10/24	Wed 9/11/24											
3		Mobilization	1 day	Mon 6/10/24	Mon 6/10/24											
4		Temporary Measures & Protection	5 days	Mon 6/10/24	Fri 6/14/24											
5		Selective Architectural Demolition	5 days	Mon 6/17/24	Fri 6/21/24											
6		Site Grading	10 days	Mon 6/24/24	Tue 7/9/24											
14		New Pavilion	53 days	Mon 6/24/24	Mon 9/9/24											
15		Establish Building Pad	4 days	Mon 6/24/24	Thu 6/27/24											
16		Foundations	5 days	Fri 6/28/24	Mon 7/8/24											
18		Steel Erection	5 days	Tue 7/9/24	Mon 7/15/24											
17		Roofing	5 days	Tue 7/16/24	Mon 7/22/24											
19		Concrete SOG	4 days	Tue 7/23/24	Fri 7/26/24											
20		Exterior Storage Room	10 days	Mon 7/29/24	Fri 8/9/24											
21		Finish Carpentry	10 days	Mon 8/12/24	Fri 8/23/24											
22		Electrical Trim	5 days	Mon 8/26/24	Fri 8/30/24											
23		Pavilion Furnishings	5 days	Tue 9/3/24	Mon 9/9/24											
7		Site Utilities	10 days	Wed 7/10/24	Tue 7/23/24											
8		New Concrete Flatwork	15 days	Wed 7/24/24	Tue 8/13/24											
9		Final Grading	5 days	Wed 8/14/24	Tue 8/20/24											
10		Site Signage Installation	4 days	Wed 8/21/24	Mon 8/26/24											
11		New Exterior Marquee Sign Installation	4 days	Wed 8/21/24	Mon 8/26/24											
12		Landscaping	12 days	Wed 8/21/24	Fri 9/6/24											
13		Site Furnishings Installation	3 days	Mon 9/9/24	Wed 9/11/24											
24		Interior Renovations	133 days	Mon 6/10/24	Wed 12/18/24											
25		Phase 1	43 days	Mon 6/10/24	Fri 8/9/24											
26		Mobilization	1 day	Mon 6/10/24	Mon 6/10/24											
27		Construct Temporary Walls	3 days	Mon 6/10/24	Wed 6/12/24											
28		Selective Architectural Demolition	4 days	Thu 6/13/24	Tue 6/18/24											
29		Selective MEP Demolition	4 days	Thu 6/13/24	Tue 6/18/24											
30		New Metal Stud Wall & Soffit Assemblie	6 days	Wed 6/19/24	Wed 6/26/24											
45		New Underground Plumbing Restroom	14 days	Wed 6/19/24	Mon 6/24/24											
31		In Wall Electrical Rough	4 days	Mon 6/24/24	Thu 6/27/24											
46		New Tile Restroom 128	10 days	Tue 6/25/24	Wed 7/10/24											



Saline District Library Interior Renovations & Site Improvements

ID	Task	Task Name	Duration	Start	Finish	March 2024	April 2024	May 2024	June 2024	July 2024	August 2024	September 2024	October 2024	November 2024	December 2024	January 2025
32	→	Drywall	7 days	Wed 6/26/24	Mon 7/8/24											
33	→	Paint	5 days	Tue 7/9/24	Mon 7/15/24											
47	→	Plumbing Trim	3 days	Thu 7/11/24	Mon 7/15/24											
35	→	Acoustical Ceiling Grid	7 days	Fri 7/12/24	Mon 7/22/24											
34	→	Interior Storefront Installation	5 days	Tue 7/16/24	Mon 7/22/24											
36	→	Overhead Lighting	6 days	Tue 7/16/24	Tue 7/23/24											
37	→	Overhead GRD's	6 days	Tue 7/16/24	Tue 7/23/24											
38	→	Casework Installation	5 days	Tue 7/16/24	Mon 7/22/24											
39	→	Electrical Trim	5 days	Tue 7/16/24	Mon 7/22/24											
41	→	Interior Doors & Hardware	6 days	Tue 7/16/24	Tue 7/23/24											
48	→	Restroom Accessories	2 days	Tue 7/16/24	Wed 7/17/24											
40	→	Flooring	12 days	Wed 7/17/24	Thu 8/1/24											
42	→	Final Cleaning	3 days	Fri 8/2/24	Tue 8/6/24											
43	→	Owner Turnover	1 day	Tue 8/6/24	Tue 8/6/24											
44	→	Owner Move In Phase 1, Out Phase 2	4 days	Tue 8/6/24	Fri 8/9/24											
49	→	Phase 2	46 days	Mon 8/12/24	Tue 10/15/24											
50	→	Mobilization	1 day	Mon 8/12/24	Mon 8/12/24											
51	→	Construct Temporary Walls	3 days	Mon 8/12/24	Wed 8/14/24											
52	→	Selective Architectural Demolition	4 days	Thu 8/15/24	Tue 8/20/24											
53	→	Plumbing Underground	4 days	Thu 8/15/24	Tue 8/20/24											
54	→	Selective MEP Demolition	4 days	Thu 8/15/24	Tue 8/20/24											
55	→	New Metal Stud Wall & Soffit Assemblie	6 days	Wed 8/21/24	Wed 8/28/24											
71	→	Restroom Tile	22 days	Wed 8/21/24	Fri 9/20/24											
56	→	In Wall Electrical Rough	4 days	Tue 8/27/24	Fri 8/30/24											
57	→	Drywall	7 days	Thu 8/29/24	Mon 9/9/24											
58	→	Paint	5 days	Tue 9/10/24	Mon 9/16/24											
59	→	Acoustical Ceiling Grid	7 days	Fri 9/13/24	Mon 9/23/24											
60	→	Interior Storefront Installation	5 days	Tue 9/17/24	Mon 9/23/24											
63	→	Casework Installation	6 days	Tue 9/17/24	Tue 9/24/24											
64	→	Electrical Trim	5 days	Tue 9/17/24	Mon 9/23/24											
65	→	Interior Doors & Hardware	7 days	Tue 9/17/24	Wed 9/25/24											
70	→	Plumbing Trim	5 days	Thu 9/19/24	Wed 9/25/24											
61	→	Overhead Lighting	6 days	Tue 9/24/24	Tue 10/1/24											

Saline District Library Interior Renovations & Site Improvements

