

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

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**NOTICE OF LIBRARY BOARD MEETING  
TUESDAY, APRIL 23, 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/](https://salinelibrary.org/about/board-of-trustees/)

For special accommodations, please contact Library Director Karrie Waarala:  
[karrie@salinelibrary.org](mailto:karrie@salinelibrary.org)

**SALINE DISTRICT LIBRARY BOARD OF TRUSTEES  
BOARD MEETING AGENDA  
TUESDAY, APRIL 23, 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 March 19, 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 McCarthy & Smith: Interior Renovations and Site Improvements Project Contract Award Recommendation  
Move \_\_\_\_\_ Second \_\_\_\_\_ to accept the Contract Award Recommendation as presented by McCarthy & Smith.
- F. President's Report
- G. Friends of the Library Report
- H. Financial Reports  
Move \_\_\_\_\_ Second \_\_\_\_\_ to approve the March 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 403: FOIA Procedures and Guidelines  
Move \_\_\_\_\_ Second \_\_\_\_\_ to approve Policy 403: FOIA Procedures and Guidelines as presented.

b. Policy 404: Confidentiality: Disclosure of Library Records  
Move \_\_\_\_\_ Second \_\_\_\_\_ to approve Policy 404: Confidentiality: Disclosure of Library Records as presented.

c. Policy 607: Remote Work (formerly Policy 607: Remote Work During Pandemic)  
Move \_\_\_\_\_ Second \_\_\_\_\_ to approve revised Policy 607: Remote Work.

d. Policy 619: Employee Use of Social Media  
Move \_\_\_\_\_ Second \_\_\_\_\_ to approve revised Policy 619: Employee Use of Social Media.

e. Policy 620: Review of Personnel Records  
Move \_\_\_\_\_ Second \_\_\_\_\_ to approve revised Policy 620: Review of Personnel Records.

f. Policy 633: Social Security Number Privacy  
Move \_\_\_\_\_ Second \_\_\_\_\_ to approve Policy 633: Social Security Number Privacy as presented.

2. Discussion of TLN's Check It Out Reciprocal Borrowing Program

Move \_\_\_\_\_ Second \_\_\_\_\_ to authorize Saline District Library to participate in the TLN Check It Out Reciprocal Borrowing Program.

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 April 24, 2024

Move \_\_\_\_\_ Second \_\_\_\_\_ to approve the agenda as presented.

Move \_\_\_\_\_ Second \_\_\_\_\_ to approve the March 19, 2024 meeting minutes as written.

Move \_\_\_\_\_ Second \_\_\_\_\_ to accept the Contract Award Recommendation as presented by McCarthy & Smith.

Move \_\_\_\_\_ Second \_\_\_\_\_ to approve the March 2024 financial reports.

Move \_\_\_\_\_ Second \_\_\_\_\_ to approve Policy 403: FOIA Procedures and Guidelines as presented.

Move \_\_\_\_\_ Second \_\_\_\_\_ to approve Policy 404: Confidentiality: Disclosure of Library Records as presented.

Move \_\_\_\_\_ Second \_\_\_\_\_ to approve revised Policy 607: Remote Work.

Move \_\_\_\_\_ Second \_\_\_\_\_ to approve revised Policy revised Policy 619: Employee Use of Social Media.

Move \_\_\_\_\_ Second \_\_\_\_\_ to approve revised Policy 620: Review of Personnel Records.

Move \_\_\_\_\_ Second \_\_\_\_\_ to approve Policy 633: Social Security Number Privacy as presented.

Move \_\_\_\_\_ Second \_\_\_\_\_ to authorize Saline District Library to participate in the TLN Check It Out Reciprocal Borrowing Program.

Move \_\_\_\_\_ Second \_\_\_\_\_ to adjourn the meeting at \_\_\_\_\_.

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

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

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

B. Approval of Agenda

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

C. Approval of Past Minutes

Move Sankaran, Second Byron to approve the Feb 20, 2024 meeting minutes as written. Motion carried.

D. Public Discussion

No public comment.

E. Presentation by Plante Moran: Annual Audit/Financial Report for FY2022/2023

Representatives Martin Olejnik, Partner and Joshua Yde, Principal reviewed the audit and financial report. Revenue up 5% excluding investment returns. Investments 70% increase over 2022. General fund expenditures were up about 19% over last year, but \$30,000 under budget. Discussed fund balances and reviewed post audit letter.

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

F. President's Report

Nothing to report

G. Friends of the Library Report:

Pam Ceo- Friends board meeting time is at 3:30pm Brecon Room on the first Thursday of every month. Will be signing Conflict of Interest Form at next meeting. Donations and sales have picked up at the bookshop. Vouchers distributed to K-5 classes. National Library week in April, \$5 vouchers for library staff to be given out. Graduating pages will be recognized as well.

H. Financial Reports

Move Gray, Second Byron to approve the February 2024 financial reports. Motion carried.

I. Committee Reports

1. Finance: Discussed expiration of Bank of Ann Arbor CD of \$200,000. Will renew this to a 6 month CD at Bank of Ann Arbor. Another CD will be expiring mid April and will be discussed at April finance committee meeting

2. Arts: Did not meet
3. Building & Grounds: Did not meet
4. Library Services: FOIA policies will be reviewed next meeting. Policies being reviewed by attorneys now.
5. Staff Excellence: Reviewed 4 policies in board packet

J. Library Director's Report: Accepted as written. Additional highlights: Met with Mulder's Moving Company, experts in library moving, based in Kalamazoo and will receive an estimate soon. Interview with MLive today about the renovation project. Lots of positive feedback from the public about the renovation project.

K. Unfinished Business: None

L. New Business

1. Policy Review

a. Policy 605: Workers Disability Compensation

Move Byron, Second Hundley to approve revised Policy 605: Workers Disability Compensation. Amended last sentence to read "immediately to direct supervisor"

b. Policy 613: Non-Scheduled Closings

Move Byron, Second Gray to approve Policy 613: Non-Scheduled Closings as presented.

c. Policy 622: Staff Development

Move Byron, Second Cummings to approve revised Policy 622: Staff Development.

d. Policy 626: Individual Full-Time Employee Benefit Plan

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

2. Rescheduling the April 2024 Library Board meeting

Move Gray, Second Byron to reschedule the April 2024 Library Board meeting from April 16 to April 23.

3. Director Evaluation

Move Byron, Second Gray to meet in closed session for the purpose of discussing the Director's annual performance review at 8:00pm.

Move Byron, Second Hundley to end the closed session and reconvene the open meeting at 8:45pm.

Move Gray, Second Cummings to approve the Director's evaluation.

Move Byron, Second Sankaran to set the Director's salary at \$117,040 effective 3/15/24.

M. Public Discussion

No public comment.

N. Adjournment

Move Byron, Second Gray to adjourn the meeting at 8:55 pm. 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 March 19, 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  
March 1, 2024 - March 31, 2024**

Reference	Date	GL Account	Description	Amount
<b>Bank Statement Summary</b>				
			Beginning Bank Balance	206,973.29
			+ Cleared Deposits & Other Additions	851,974.49
			- Cleared Checks & Other Payments	833,780.04
			Ending Bank Balance	225,167.74
 <b>Open Deposits &amp; Additions</b>				
			<b>Total</b>	0.00
 <b>Open Checks &amp; Payments</b>				
	03/29/24		EFTPS	10,724.97
24871	12/12/23	790-860	CATHERINE MICHECLL	137.55
24970	02/20/24	790-880	SALINE POST	160.00
24987	03/12/24	790-750.3	SLOAN MUSEUM	238.00
25006	03/19/24	790-750.4	HUNGRY HOWIES	146.05
25007	03/19/24	790-750.1	JO ANN YATES McFRY	400.00
			<b>Total</b>	11,806.57
			<b>Reconciled Bank Balance</b>	213,361.17
 <b>Bank Transactions</b>				
		000-017	TRANSFER TO AGENCY SUB	(600,000.00)
		790-998	QUINN EVANS	(32,195.00)
		000-258	EFTPS	(10,748.36)
		000-258	EFTPS	(10,724.97)
		000-258	EFTPS	(10,675.43)
		790-723	ALERUS RETIRE XFERS	(7,580.16)
		000-008	ALERUS RETIRE XFERS	(5,425.63)
		790-921	DTE - GAS	(4,250.20)
		000-258.1	5080 MI TAX PYMT	(3,487.39)
		790-920	DTE - ELECTRICITY	(1,767.08)
		790-802	STROM CPA	(645.00)
		790-965	BK SERVICE CHRGS	(293.17)
		790-965	MERCH FEE & DISC	(73.49)
		000-665.1	INTEREST	142.48
			<b>Total</b>	(687,723.40)
			<b>Adjusted General Ledger Balance</b>	213,361.17

**Saline District Library**  
**Statement of Financial Position**  
**As of March 31, 2024**

**Assets**

<b>Current Assets</b>		
000-001	Key Bank - General	\$ 213,361.17
000-003	Old National CD 1	200,059.03
000-004	Bk of Ann Arbor CD	207,600.00
000-008	Employee Advances	10,001.92
000-013	Agency Account (Schrandt)	2,745,160.23
000-013.1	Agency Account-Unrealized Gain	(285,477.64)
000-017	Agency Sub Account (Investment Account)	7,075,408.12
000-017.1	Agency Sub Account-Unrealized Gain	(583,285.42)
<b>Total Current Assets</b>		9,582,827.41
<b>Property and Equipment</b>		
<b>Net Property and Equipment</b>		0.00
<b>Total Assets</b>		\$ 9,582,827.41

**Liabilities and Net Assets**

<b>Current Liabilities</b>		
000-202	Accounts Payable	\$ 19,476.00
000-257	Accrued Payroll	44,466.98
000-258.1	State Payroll Taxes	5,235.77
000-275	MTT Liability	7,797.00
<b>Total Current Liabilities</b>		76,975.75
<b>Long-Term Liabilities</b>		
<b>Total Long-Term Liabilities</b>		0.00
<b>Total Liabilities</b>		76,975.75
<b>Net Assets</b>		
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	1,883,935.56
<b>Total Net Assets</b>		9,505,851.66
<b>Total Liabilities and Net Assets</b>		\$ 9,582,827.41

*See Accountants' Compilation Report*

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

	<b>1 Month Ended March 31, 2024 Actual</b>	<b>4 Months Ended March 31, 2024 Actual</b>	<b>12 Months Ended November 30, 2024 Budget</b>	<b>Year to Date Percentage Budget</b>	
<b>Revenue</b>					
000-402.1	Saline-Real Tax	\$ 141,056.76	\$ 567,502.83	\$ 617,328.00	91.93
000-402.2	Bridgewater-Real Tax	12,541.22	23,944.01	25,078.00	95.48
000-402.3	Freedom-Real Tax	655.04	6,816.31	6,714.00	101.52
000-402.4	Lodi-Real Tax	226,152.91	474,089.75	477,991.00	99.18
000-402.5	Pittsfield-Real Tax	196,026.55	874,331.65	864,844.00	101.10
000-402.6	Saline Township-Real Tax	60,927.55	148,268.87	152,591.00	97.17
000-402.7	York Township-Real Tax	101,644.81	384,363.35	385,694.00	99.65
000-413	PPT Reimbursement	134,371.39	134,371.39	134,370.00	100.00
000-540	State Aid	0.00	0.00	29,600.00	0.00
000-628	Printers-Revenue	719.95	1,309.10	3,500.00	37.40
000-628.1	Copy Machine-Revenue	312.65	312.65	1,000.00	31.27
000-629	Non-Resident Fee	257.00	1,217.00	3,700.00	32.89
000-656	Penal Fines	0.00	0.00	22,000.00	0.00
000-658	Fines-Overdue Materials	81.00	547.04	0.00	0.00
000-658.1	Materials Replacement	694.14	2,476.15	6,300.00	39.30
000-665.1	General Account Interest	142.48	428.69	1,300.00	32.98
000-665.2	CD Interest	7,600.00	7,600.00	0.00	0.00
000-665.3	Sub-Agency Account Interest	1,287.69	22,982.60	59,990.00	38.31
000-674	Donations-Unrestricted	0.00	3,115.01	7,000.00	44.50
000-674.1	Donations-Restricted	0.00	900.00	1,000.00	90.00
000-674.2	Donations-Friends	0.00	7,699.32	18,000.00	42.77
000-680	Other Income	333.97	345.97	0.00	0.00
000-699	Trans from Other Funds	0.00	0.00	3,482,000.00	0.00
	<b>Total Revenue</b>	<u>884,805.11</u>	<u>2,662,621.69</u>	<u>6,300,000.00</u>	<u>42.26</u>
	<b>Gross Profit</b>	<u>884,805.11</u>	<u>2,662,621.69</u>	<u>6,300,000.00</u>	<u>42.26</u>
<b>Operating Expenses</b>					
000-402	Property Taxes Control Account	24,193.54	0.00	0.00	0.00
790-702	Salaries	145,126.89	442,231.96	1,300,000.00	34.02
790-716	Employee Insurance/Benefits	5,411.46	23,594.09	80,000.00	29.49
790-719	Health Reimbursement	2,281.89	6,601.57	21,000.00	31.44
790-722	Employer FICA	10,954.16	33,339.74	97,500.00	34.19
790-723	Retirement	1,124.51	11,079.18	38,000.00	29.16
790-727	Office Supplies	0.00	1,065.70	6,000.00	17.76
790-727.3	Supplies-Youth	169.47	169.47	1,600.00	10.59
790-727.4	Cartridges	0.00	322.78	4,300.00	7.51
790-730	Postage	136.00	274.17	700.00	39.17
790-732	Cleaning Supplies	32.54	1,040.48	6,000.00	17.34
790-734	Processing Supplies	784.72	5,704.21	11,000.00	51.86
790-740	Equipment	1,042.43	4,560.58	31,000.00	14.71
790-750.1	Adult Programming	1,393.87	5,508.76	18,000.00	30.60
790-750.2	Teen Programming	1,076.19	2,523.29	10,000.00	25.23
790-750.3	Youth Programming	762.26	3,913.91	14,000.00	27.96
790-750.4	Programming funded by Friends	1,507.03	2,196.35	7,500.00	29.28
790-752.1	Summer Reading-Adult	53.47	950.39	3,000.00	31.68
790-752.2	Summer Reading-Teen	0.00	0.00	2,000.00	0.00
790-752.3	Summer Reading-Youth	193.81	1,038.93	5,000.00	20.78
790-760	Youth Toys/Realia	161.88	521.97	2,100.00	24.86
790-762.1	Adult ETC	90.71	211.25	3,000.00	7.04
790-762.3	Youth ETC	88.06	136.67	2,000.00	6.83
790-770	Periodicals	1,497.23	2,925.60	12,300.00	23.79
790-772.1	eLibrary-Adults	11,147.07	47,508.64	132,000.00	35.99
790-772.4	eLibrary Funded by Friends	0.00	5,000.00	5,000.00	100.00



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

	<b>1 Month Ended March 31, 2024 Actual</b>	<b>4 Months Ended March 31, 2024 Actual</b>	<b>12 Months Ended November 30, 2024 Budget</b>	<b>Year to Date Percentage Budget</b>	
790-780	Software	0.00	7,275.05	25,000.00	29.10
790-785	Online Database	5,216.53	17,257.01	43,000.00	40.13
790-801	PS-Auditor	0.00	21,710.00	25,600.00	84.80
790-802	PS-Bookkeeping	645.00	2,580.00	11,300.00	22.83
790-803	PS-Attorney	73.50	73.50	2,600.00	2.83
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	297.50	1,169.45	22,000.00	5.32
790-851	Telephone	459.03	1,842.05	5,600.00	32.89
790-860	Travel/Lodging	285.22	1,093.97	3,000.00	36.47
790-880	Marketing	0.00	11,181.95	16,000.00	69.89
790-885	Misc Funded by Friends	63.58	401.08	0.00	0.00
790-920	Electricity	1,767.08	12,029.38	50,000.00	24.06
790-921	Gas	4,250.20	10,990.67	17,000.00	64.65
790-922	Water	0.00	1,499.91	6,700.00	22.39
790-930	Building Maintenance	4,482.51	6,698.91	30,000.00	22.33
790-932	Grounds Maintenance	201.00	16,951.00	40,100.00	42.27
790-934	Equipment Maintenance	15.12	5,335.44	12,000.00	44.46
790-955	Grants	478.00	3,538.86	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	0.00	965.21	6,000.00	16.09
790-958	Dues	0.00	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	4.95	123.00	200.00	61.50
790-965	Bank Charges	366.66	1,394.61	4,500.00	30.99
790-969	Insurance	0.00	18,044.00	18,000.00	100.24
790-981	Books Funded by Friends	131.32	352.09	1,000.00	35.21
790-982.1	Adult Fiction	3,070.33	11,099.39	35,000.00	31.71
790-982.15	Large Print	185.96	1,710.02	9,000.00	19.00
790-982.2	Teen Fiction	272.39	2,083.94	10,000.00	20.84
790-982.3	Youth Fiction	2,244.61	7,724.76	25,000.00	30.90
790-983.1	Adult Nonfiction	1,748.55	8,106.22	35,000.00	23.16
790-983.15	Reference	0.00	0.00	4,000.00	0.00
790-983.2	Teen Nonfiction	125.53	491.22	4,000.00	12.28
790-983.3	Youth Nonfiction	542.58	4,323.46	15,000.00	28.82
790-984.1	Audiobooks-Adult	47.99	836.79	8,000.00	10.46
790-984.2	Audiobooks-Teen	215.95	215.95	4,000.00	5.40
790-984.3	Audiobooks-Youth	658.81	1,238.62	6,500.00	19.06
790-985.1	DVD/Blu Rays-Adult	476.86	2,602.44	12,000.00	21.69
790-985.2	DVD/Blu Rays-Teen	78.92	78.92	500.00	15.78
790-985.3	DVD/Blu Rays-Youth	419.06	828.35	2,600.00	31.86
790-986.1	Music CDs-Adult	130.39	475.86	2,000.00	23.79
790-986.3	Music CDs-Youth	8.99	44.21	200.00	22.11
790-998	Special Projects	32,195.00	81,895.00	3,900,000.00	2.10
	<b>Total Operating Expenses</b>	<u>270,388.31</u>	<u>880,898.91</u>	<u>6,300,000.00</u>	<u>13.98</u>
	<b>Operating Income (Loss)</b>	<u>614,416.80</u>	<u>1,781,722.78</u>	<u>0.00</u>	<u>0.00</u>

**Other Income (Expenses)**

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

	<b>1 Month Ended March 31, 2024 Actual</b>	<b>4 Months Ended March 31, 2024 Actual</b>	<b>12 Months Ended November 30, 2024 Budget</b>	<b>Year to Date Percentage Budget</b>
000-665.4 Agency Account Interest	1,717.34	17,262.09	0.00	0.00
000-670 Sub-Agency Change in Market Value	14,345.69	57,781.19	0.00	0.00
000-670.4 Agency Change in Market Value	6,669.60	30,717.10	0.00	0.00
000-965.4 Agency Admin Charges	<u>(866.97)</u>	<u>(3,547.60)</u>	<u>0.00</u>	<u>0.00</u>
<b>Total Other Income (Expenses)</b>	<u>21,865.66</u>	<u>102,212.78</u>	<u>0.00</u>	<u>0.00</u>
<b>Net Income (Loss) Before Taxes</b>	<u>636,282.46</u>	<u>1,883,935.56</u>	<u>0.00</u>	<u>0.00</u>
<b>Net Income (Loss)</b>	<u>\$ 636,282.46</u>	<u>\$ 1,883,935.56</u>	<u>\$ 0.00</u>	<u>0.00</u>

**Saline District Library Fund 101**  
**Monthly Revenue**  
**March 2024**

04/08/24

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
<b>402 · Property Taxes Control Account</b>								
<b>402.1 · City of Saline-Real Tax</b>								
Deposit	03/01/2024			Ck # 71027		001 · Key Bank...	141,056.76	141,056.76
Total 402.1 · City of Saline-Real Tax							141,056.76	141,056.76
<b>402.2 · Bridgewater Township-Real Tax</b>								
Deposit	03/08/2024			Ck # 11190		001 · Key Bank...	4,606.72	4,606.72
Deposit	03/15/2024			Ck # 11201		001 · Key Bank...	5,288.32	9,895.04
Total 402.2 · Bridgewater Township-Real Tax							9,895.04	9,895.04
<b>402.3 · Freedom Township-Real Tax</b>								
Deposit	03/08/2024			Ck #3748		001 · Key Bank...	655.04	655.04
Total 402.3 · Freedom Township-Real Tax							655.04	655.04
<b>402.4 · Lodi Township-Real Tax</b>								
Deposit	03/01/2024			Ck # 2109		001 · Key Bank...	187,044.68	187,044.68
Deposit	03/21/2024			Ck # 2123		001 · Key Bank...	17,560.87	204,605.55
Total 402.4 · Lodi Township-Real Tax							204,605.55	204,605.55
<b>402.5 · Pittsfield Township-Real Tax</b>								
Deposit	03/01/2024			Ck # 023250		001 · Key Bank...	185,436.52	185,436.52
Deposit	03/21/2024			Ck # 023254		001 · Key Bank...	10,590.03	196,026.55
Total 402.5 · Pittsfield Township-Real Tax							196,026.55	196,026.55
<b>402.6 · Saline Township-Real Tax</b>								
Deposit	03/08/2024			Ck# 1117		001 · Key Bank...	60,927.55	60,927.55
Total 402.6 · Saline Township-Real Tax							60,927.55	60,927.55
<b>402.7 · York Township-Real Tax</b>								
Deposit	03/08/2024			Ck # 3266		001 · Key Bank...	101,644.81	101,644.81
Total 402.7 · York Township-Real Tax							101,644.81	101,644.81
<b>413 · PPT Reimbursement</b>								
Deposit	03/01/2024			Ck # 21631		001 · Key Bank...	134,371.39	134,371.39
Total 413 · PPT Reimbursement							134,371.39	134,371.39
Total 402 · Property Taxes Control Account							849,182.69	849,182.69
<b>628 · Printers-Revenue</b>								
Deposit	03/01/2024			Deposit		001 · Key Bank...	442.70	442.70
Deposit	03/01/2024			Deposit		001 · Key Bank...	0.80	443.50
Deposit	03/01/2024			Deposit		001 · Key Bank...	8.20	451.70
Deposit	03/04/2024			Deposit		001 · Key Bank...	12.10	463.80
Deposit	03/04/2024			Deposit		001 · Key Bank...	13.10	476.90

**Saline District Library Fund 101**  
**Monthly Revenue**  
**March 2024**

04/08/24

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Deposit	03/05/2024			Deposit		001 · Key Bank...	29.90	506.80
Deposit	03/06/2024			Deposit		001 · Key Bank...	9.00	515.80
Deposit	03/07/2024			Deposit		001 · Key Bank...	2.00	517.80
Deposit	03/08/2024			Deposit		001 · Key Bank...	8.80	526.60
Deposit	03/08/2024			Deposit		001 · Key Bank...	9.80	536.40
Deposit	03/11/2024			Deposit		001 · Key Bank...	5.00	541.40
Deposit	03/11/2024			Deposit		001 · Key Bank...	2.90	544.30
Deposit	03/12/2024			Deposit		001 · Key Bank...	8.20	552.50
Deposit	03/13/2024			Deposit		001 · Key Bank...	4.00	556.50
Deposit	03/14/2024			Deposit		001 · Key Bank...	6.50	563.00
Deposit	03/15/2024			Deposit		001 · Key Bank...	12.40	575.40
Deposit	03/15/2024			Deposit		001 · Key Bank...	12.40	587.80
Deposit	03/18/2024			Deposit		001 · Key Bank...	14.10	601.90
Deposit	03/20/2024			Deposit		001 · Key Bank...	12.40	614.30
Deposit	03/21/2024			Deposit		001 · Key Bank...	3.80	618.10
Deposit	03/21/2024			Deposit		001 · Key Bank...	9.50	627.60
Deposit	03/25/2024			Deposit		001 · Key Bank...	23.40	651.00
Deposit	03/25/2024			Deposit		001 · Key Bank...	4.00	655.00
Deposit	03/25/2024			Deposit		001 · Key Bank...	4.00	659.00
Deposit	03/26/2024			Deposit		001 · Key Bank...	7.20	666.20
Deposit	03/27/2024			Deposit		001 · Key Bank...	10.80	677.00
Deposit	03/29/2024			Deposit		001 · Key Bank...	28.90	705.90
Deposit	03/29/2024			Deposit		001 · Key Bank...	4.00	709.90
Total 628 · Printers-Revenue							709.90	709.90
<b>628.1 · Copy Machine-Revenue</b>								
Deposit	03/01/2024			Deposit		001 · Key Bank...	312.65	312.65
Total 628.1 · Copy Machine-Revenue							312.65	312.65
<b>629 · Non-Resident Fees</b>								
Deposit	03/07/2024			Deposit		001 · Key Bank...	15.00	15.00
Deposit	03/15/2024			Deposit		001 · Key Bank...	25.00	40.00
Deposit	03/21/2024			Deposit		001 · Key Bank...	25.00	65.00
Deposit	03/22/2024			Deposit		001 · Key Bank...	2.00	67.00
Deposit	03/25/2024			Deposit		001 · Key Bank...	25.00	92.00
Deposit	03/29/2024			Deposit		001 · Key Bank...	165.00	257.00
Total 629 · Non-Resident Fees							257.00	257.00
<b>658 · Fines-Overdue Materials</b>								
Deposit	03/15/2024			Deposit		001 · Key Bank...	5.00	5.00
Deposit	03/21/2024			Deposit		001 · Key Bank...	50.00	55.00
Deposit	03/29/2024			Deposit		001 · Key Bank...	26.00	81.00
Total 658 · Fines-Overdue Materials							81.00	81.00
<b>658.1 · Materials Replacement Fees</b>								
Deposit	03/01/2024			Deposit		001 · Key Bank...	107.98	107.98

**Saline District Library Fund 101**  
**Monthly Revenue**  
**March 2024**

04/08/24

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Deposit	03/01/2024			Deposit		001 · Key Bank...	50.97	158.95
Deposit	03/06/2024			Deposit		001 · Key Bank...	28.99	187.94
Deposit	03/07/2024			Deposit		001 · Key Bank...	44.95	232.89
Deposit	03/08/2024			Deposit		001 · Key Bank...	12.19	245.08
Deposit	03/11/2024			Deposit		001 · Key Bank...	74.96	320.04
Deposit	03/11/2024			Deposit		001 · Key Bank...	5.99	326.03
Deposit	03/11/2024			Deposit		001 · Key Bank...	13.99	340.02
Deposit	03/12/2024			Deposit		001 · Key Bank...	15.98	356.00
Deposit	03/14/2024			Deposit		001 · Key Bank...	24.98	380.98
Deposit	03/15/2024			Deposit		001 · Key Bank...	6.95	387.93
Deposit	03/18/2024			Deposit		001 · Key Bank...	11.49	399.42
Deposit	03/20/2024			Deposit		001 · Key Bank...	19.98	419.40
Deposit	03/21/2024			Deposit		001 · Key Bank...	15.95	435.35
Deposit	03/22/2024			Deposit		001 · Key Bank...	17.99	453.34
Deposit	03/25/2024			Deposit		001 · Key Bank...	157.83	611.17
Deposit	03/26/2024			Deposit		001 · Key Bank...	17.99	629.16
Deposit	03/28/2024			Deposit		001 · Key Bank...	24.98	654.14
Deposit	03/29/2024			Deposit		001 · Key Bank...	40.00	694.14
Total 658.1 · Materials Replacement Fees							694.14	694.14
<b>665.1 · General Account Interest</b>								
Deposit	03/29/2024			Deposit		001 · Key Bank...	142.48	142.48
Total 665.1 · General Account Interest							142.48	142.48
<b>680 · Other Income</b>								
Deposit	03/01/2024			Deposit		001 · Key Bank...	166.98	166.98
Deposit	03/01/2024			Deposit		001 · Key Bank...	166.99	333.97
Total 680 · Other Income							333.97	333.97
<b>TOTAL</b>							<b>851,713.83</b>	<b>851,713.83</b>

Saline District Library Fund 101

Bill List

March 2024

Type	Date	Num	Name	Memo	Amount
<b>702 · Salaries</b>					
Check	03/01/2024			pay period ending 2...	34,242.54
Check	03/01/2024			MERS Pay Period ...	1,874.71
Check	03/01/2024			MERS Staff Loan P...	88.19
Check	03/01/2024			MERS 457 Pay Peri...	2,716.81
Check	03/15/2024			pay period ending 3...	34,412.00
Check	03/15/2024			MERS Pay Period ...	1,827.18
Check	03/15/2024			MERS 457 Pay Peri...	2,708.82
Check	03/15/2024			MERS Staff Loan P...	88.19
Deposit	03/21/2024			Deposit	-88.19
Check	03/29/2024			pay period ending 3...	34,265.60
Check	03/29/2024			MERS Pay Period ...	1,800.58
Check	03/29/2024			MERS 457 Pay Peri...	2,824.23
Check	03/29/2024			MERS Staff Loan P...	88.19
Total 702 · Salaries					116,848.85
<b>716 · Employee Insurances/Benefits</b>					
Bill	03/19/2024	CID97...	SBIS		1,171.74
Bill	03/19/2024	4/1-4/...	BLUE CROSS BL...		6,372.53
Deposit	03/21/2024			Deposit	-108.76
Total 716 · Employee Insurances/Benefits					7,435.51
<b>719 · Health Reimbursement</b>					
Bill	03/12/2024	ADM0...	EHIM		140.50
Bill	03/12/2024	FND0...	EHIM		2,141.39
Total 719 · Health Reimbursement					2,281.89
<b>723 · Retirement</b>					
Check	03/01/2024			MERS Pay Period ...	1,874.71
Check	03/15/2024			MERS Pay Period ...	1,827.18
Check	03/29/2024			MERS Pay Period ...	1,800.58
Total 723 · Retirement					5,502.47
<b>727.3 · Supplies-Youth</b>					
Bill	03/12/2024	1/10-2...	AMAZON CAPITA...		169.47
Total 727.3 · Supplies-Youth					169.47
<b>730 · Postage</b>					
Bill	03/15/2024	3/15/2...	KEYBANK - NATI...		136.00
Total 730 · Postage					136.00
<b>732 · Cleaning Supplies</b>					
Bill	03/12/2024	1/10-2...	AMAZON CAPITA...		32.54

## Saline District Library Fund 101

### Bill List

March 2024

Type	Date	Num	Name	Memo	Amount
Total 732 · Cleaning Supplies					32.54
<b>734 · Processing Supplies</b>					
Bill	03/12/2024	7450141	DEMCO INC	Processing labels	429.29
Bill	03/19/2024	328143	SHOWCASES		312.66
Bill	03/19/2024	328108	SHOWCASES		42.77
Total 734 · Processing Supplies					784.72
<b>740 · Equipment</b>					
Bill	03/12/2024	1/10-2...	AMAZON CAPITA...		1,042.43
Total 740 · Equipment					1,042.43
<b>750.1 · Adult Programming</b>					
Bill	03/04/2024	6806	MCFRY, JO ANN ...	2/29-4/4/2024	400.00
Bill	03/12/2024	1/10-2...	AMAZON CAPITA...		262.05
Bill	03/15/2024	3/15/2...	KEYBANK - NATI...		331.82
Bill	03/19/2024	6906	MCFRY, JO ANN ...	4/1,4/8,4.11,4/15,4/...	400.00
Total 750.1 · Adult Programming					1,393.87
<b>750.2 · Teen Programming</b>					
Deposit	03/12/2024			Amazon Credit	-53.66
Bill	03/12/2024	1/10-2...	AMAZON CAPITA...		1,129.85
Total 750.2 · Teen Programming					1,076.19
<b>750.3 · Youth Programming</b>					
Bill	03/12/2024	6890	SLOAN MUSEUM...	Solar Eclipse 4/6/20...	238.00
Bill	03/12/2024	6889	SLOAN MUSEUM...	Earthquake Constru...	243.00
Bill	03/12/2024	1/10-2...	AMAZON CAPITA...		241.28
Bill	03/15/2024	3/15/2...	KEYBANK - NATI...		39.98
Total 750.3 · Youth Programming					762.26
<b>750.4 · Programming Funded by Friends</b>					
Bill	03/04/2024	6757	HUNGRY HOWIES	1/2 Pizza Cafe	134.58
Bill	03/04/2024	6758	HUNGRY HOWIES	1/2 Day Pizza Cafe	134.58
Bill	03/19/2024	57041...	SCHOLASTIC INC.		178.00
Bill	03/19/2024	56971...	SCHOLASTIC INC.		723.12
Bill	03/19/2024	4/5/20...	HUNGRY HOWIES	1/2 Day Pizza Cafe	146.05
Bill	03/19/2024	56240...	SCHOLASTIC INC.		190.70
Total 750.4 · Programming Funded by Friends					1,507.03
<b>752.1 · Summer Reading-Adult</b>					
Bill	03/12/2024	1/10-2...	AMAZON CAPITA...		53.47
Total 752.1 · Summer Reading-Adult					53.47

Saline District Library Fund 101

Bill List

March 2024

Type	Date	Num	Name	Memo	Amount
<b>752.3 · Summer Reading-Youth</b>					
Bill	03/19/2024	72989...	OTC BRANDS, INC.		11.94
Bill	03/19/2024	73008...	OTC BRANDS, INC.		46.92
Bill	03/19/2024	72978...	OTC BRANDS, INC.		134.95
Total 752.3 · Summer Reading-Youth					193.81
<b>760 · Youth Toys/Realia</b>					
Bill	03/12/2024	1/10-2...	AMAZON CAPITA...		113.92
Bill	03/15/2024	3/15/2...	KEYBANK - NATI...		47.96
Total 760 · Youth Toys/Realia					161.88
<b>762.1 · Adult ETC</b>					
Bill	03/12/2024	1/10-2...	AMAZON CAPITA...		90.71
Total 762.1 · Adult ETC					90.71
<b>762.3 · Youth ETC</b>					
Bill	03/12/2024	1/10-2...	AMAZON CAPITA...		88.06
Total 762.3 · Youth ETC					88.06
<b>770 · Periodicals</b>					
Bill	03/12/2024	3133893	WT.COX INFORM...	Christian Century F...	67.50
Bill	03/12/2024	36100...	THE ANN ARBOR...	12 wks. paid thru 6/...	66.83
Bill	03/12/2024	162163	WASHTENAW N...	4/1/24-6/30/2024	1,362.90
Total 770 · Periodicals					1,497.23
<b>772.1 · Ebooks-Adult</b>					
Bill	03/12/2024	CD01...	OVERDRIVE, INC		4,000.00
Bill	03/12/2024	38916...	KANOPY, INC.		417.35
Bill	03/19/2024	50512...	MIDWEST TAPE	Hoopla	6,729.72
Total 772.1 · Ebooks-Adult					11,147.07
<b>785 · Online Database</b>					
Bill	03/12/2024	365347	MIDWEST COLL...	Mango Languages ...	4,415.33
Bill	03/19/2024	365163	MIDWEST COLL...	Value Line Library ...	801.20
Total 785 · Online Database					5,216.53
<b>802 · Professional Services-Bookkeep</b>					
Bill	03/18/2024	3/1-3/...	STROM ACCOUN...	Montly fee	645.00
Bill	03/19/2024	March...	STROM ACCOUN...	March fee	645.00
Total 802 · Professional Services-Bookkeep					1,290.00
<b>803 · Professioanl services-Attorney</b>					
Bill	03/12/2024	877922	FOSTER, SWIFT,...		73.50



**Saline District Library Fund 101**  
**Bill List**  
**March 2024**

Type	Date	Num	Name	Memo	Amount
Total 803 · Professiona services-Attorney					73.50
<b>850 · Internet</b>					
Bill	03/12/2024	4/5/20...	T-MOBILE	Hotspots	297.50
Total 850 · Internet					297.50
<b>851 · Telephone</b>					
Bill	03/12/2024	47636	TELNET WORLD...		459.03
Total 851 · Telephone					459.03
<b>860 · Travel/Lodging</b>					
Bill	03/15/2024	3/15/2...	KEYBANK - NATI...		40.00
Bill	03/19/2024	3/12/2...	JASMINE RIEHL	Mileage	245.22
Total 860 · Travel/Lodging					285.22
<b>885 · Msc funded by Friends</b>					
Bill	03/15/2024	3/15/2...	KEYBANK - NATI...		63.58
Total 885 · Msc funded by Friends					63.58
<b>920 · Electricity</b>					
Bill	03/13/2024	3/1-3/...	DTE ENERGY - E...		1,767.08
Total 920 · Electricity					1,767.08
<b>921 · Gas</b>					
Bill	03/13/2024	3/1-3/...	DTE ENERGY - G...		4,250.20
Total 921 · Gas					4,250.20
<b>930 · Building Maintenance</b>					
Bill	03/12/2024	68733	MCW PARTNERS...		255.00
Bill	03/12/2024	69814	MCW PARTNERS...		255.00
Bill	03/12/2024	87276...	WASTE MANAGE...		256.62
Bill	03/12/2024	12/31-...	WYANDOTTE AL...		270.00
Bill	03/12/2024	10924	ALTECH		1,875.03
Bill	03/12/2024	10923	ALTECH		1,405.00
Bill	03/12/2024	1/10-2...	AMAZON CAPITA...		33.15
Bill	03/19/2024	92236...	HD SUPPLY FACI...		132.71
Total 930 · Building Maintenance					4,482.51
<b>932 · Ground Maintenance</b>					
Bill	03/12/2024	115742	FLAGS USA LLC	New flags	201.00
Total 932 · Ground Maintenance					201.00
<b>934 · Equipment Maintenance</b>					

Saline District Library Fund 101

Bill List

March 2024

Type	Date	Num	Name	Memo	Amount
Bill	03/12/2024	50690...	RICOH USA, INC		15.12
Total 934 · Equipment Maintenance					15.12
<b>955 · Grants</b>					
Bill	03/04/2024	6854	CARLA MARGOLIS	Adult Social Club D...	150.00
Bill	03/12/2024	1/10-2...	AMAZON CAPITA...		328.00
Total 955 · Grants					478.00
<b>956 · Miscellaneous</b>					
Deposit	03/08/2024			Deposit	-10.05
Total 956 · Miscellaneous					-10.05
<b>964.4 · MelCat Reimbursements</b>					
Bill	03/12/2024	33409...	CLINTON-MACO...	Rainbow Magic. Th...	4.95
Total 964.4 · MelCat Reimbursements					4.95
<b>965 · Bank Charges</b>					
Check	03/04/2024			KB Merch fee	44.55
Check	03/04/2024			KB Merch fee	28.94
Check	03/08/2024			Feb. Analysis fee	293.17
Total 965 · Bank Charges					366.66
<b>981 · Books funded by friends</b>					
Bill	03/19/2024	2/1-2/...	BAKER & TAYLOR		131.32
Total 981 · Books funded by friends					131.32
<b>982.1 · Adult Fiction</b>					
Bill	03/19/2024	2/1-2/...	BAKER & TAYLOR		3,070.33
Total 982.1 · Adult Fiction					3,070.33
<b>982.15 · Large Print</b>					
Bill	03/19/2024	2/1-2/...	BAKER & TAYLOR		185.96
Total 982.15 · Large Print					185.96
<b>982.2 · Teen Fiction</b>					
Bill	03/19/2024	2/1-2/...	BAKER & TAYLOR		272.39
Total 982.2 · Teen Fiction					272.39
<b>982.3 · Youth Fiction</b>					
Bill	03/19/2024	2/1-2/...	BAKER & TAYLOR		2,244.61
Total 982.3 · Youth Fiction					2,244.61

Saline District Library Fund 101

Bill List

March 2024

Type	Date	Num	Name	Memo	Amount
<b>983.1 · Adult Nonfiction</b>					
Bill	03/19/2024	2/1-2/...	BAKER & TAYLOR		1,748.55
Total 983.1 · Adult Nonfiction					1,748.55
<b>983.2 · Teen Nonfiction</b>					
Bill	03/19/2024	2/1-2/...	BAKER & TAYLOR		125.53
Total 983.2 · Teen Nonfiction					125.53
<b>983.3 · Youth Nonfiction</b>					
Bill	03/19/2024	2/1-2/...	BAKER & TAYLOR		542.58
Total 983.3 · Youth Nonfiction					542.58
<b>984.1 · Audiobooks-Adult</b>					
Bill	03/19/2024	2/1-2/...	MIDWEST TAPE		47.99
Total 984.1 · Audiobooks-Adult					47.99
<b>984.2 · Audiobooks-Teen</b>					
Bill	03/19/2024	2/1-2/...	MIDWEST TAPE		215.95
Total 984.2 · Audiobooks-Teen					215.95
<b>984.3 · Audiobooks-Youth</b>					
Bill	03/19/2024	2/1-2/...	MIDWEST TAPE		658.81
Total 984.3 · Audiobooks-Youth					658.81
<b>985.1 · DVDBlu Rays-Adult</b>					
Bill	03/12/2024	1/10-2...	AMAZON CAPITA...		14.32
Bill	03/19/2024	2/1-2/...	MIDWEST TAPE		462.54
Total 985.1 · DVDBlu Rays-Adult					476.86
<b>985.2 · DVD Blu Rays-Teen</b>					
Bill	03/12/2024	1/10-2...	AMAZON CAPITA...		78.92
Total 985.2 · DVD Blu Rays-Teen					78.92
<b>985.3 · DVD/Blu Rays-Youth</b>					
Bill	03/19/2024	2/1-2/...	MIDWEST TAPE		419.06
Total 985.3 · DVD/Blu Rays-Youth					419.06
<b>986.1 · Music CDs-Adult</b>					
Bill	03/19/2024	2/29/2...	MIDWEST TAPE		130.39
Total 986.1 · Music CDs-Adult					130.39
<b>986.3 · Music CDs-Youth</b>					

4:35 PM  
04/05/24  
Accrual Basis

Saline District Library Fund 101  
**Bill List**  
March 2024

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Type	Date	Num	Name	Memo	Amount
Bill	03/19/2024	2/1-2/...	MIDWEST TAPE		8.99
Total 986.3 · Music CDs-Youth					8.99
<b>998 · Special Projects</b>					
Bill	03/19/2024	41832	QUINN EVANS		32,195.00
Total 998 · Special Projects					32,195.00
<b>TOTAL</b>					<b>213,999.53</b>

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**Library Director's Report  
Submitted by Karrie Waarala  
April 23, 2024**

- Updates to the Library Renovation and Site Improvement Project include:
  - We had a very successful public Bid Opening on April 11, with 97 bids received in the 21 different bid divisions. Aaron Phillips of McCarthy & Smith, along with representatives from Quinn Evans and SDL, conducted post-bid interviews with all of the low bidders the week of April 15. In two instances the second lowest bidder was also interviewed. Based on all of the information gathered during this process, McCarthy & Smith has prepared the Contract Award Recommendation Package (See Appendix), which he will present at the April 23 Library Board meeting.
  - Next steps for McCarthy & Smith include awarding contracts and finalizing details of the phasing schedule with contractors and library staff.
  - Quinn Evans is going before the Saline Zoning Board of Appeals on May 2 for variance approval on the main library sign (See Appendix), and the Planning Commission on May 7 for Site Plan Review.
  - We've had a follow-up meeting with Mulder's Moving & Storage, who should have a quote to us for phased moving services by April 23. [Premier Relocations](#), who have worked with both McCarthy & Smith and Detroit Public Libraries, are coming for a site visit on April 22, and [Library Design Associates](#) are working on scheduling a site visit soon. We hope that having multiple quotes will help with moving costs.
  - Finishes such as flooring, paint colors, millwork, and accent pieces have been finalized by Quinn Evans (See Appendix). These have been shared with library staff and the Building & Grounds Committee, and will be shared with the public on May 1 via eNews, social media, library website, and posters in the library.
  - Fatima Beacham conducted a furniture survey on-site to determine what furniture does not need to be replaced, and to review shelving counts and relocation. She will now start pulling together style recommendations, followed by fabric selection.

- Aaron Witt of [A-Train Tactical](#) has provided renovation recommendations (See Appendix) after a meeting with Aaron Phillips, Jess, and me and taking a walk-through of the library. We will be working with A-Train Tactical to create an Emergency Action Plan for the library and to provide training for staff once renovations are complete.
- Steven Bowers, Executive Director of The Library Network, met with the Library Services Committee to discuss TLN's Check It Out Reciprocal Borrowing Program (See Appendix). He is encouraging SDL to join this program, as we are one of the only TLN libraries that does not participate. Joining the reciprocal borrowing program now could be very helpful to our library patrons during the upcoming renovation project. When our services aren't completely available, they could check out materials from nearby libraries such as Manchester, Ypsilanti, Belleville, Chelsea, and Dexter.
- SDL's annual PPT Reimbursement payment has been received from the State of Michigan in the amount of \$134,371.39. We have also received a \$1600 continuing education stipend from the Library of Michigan for Head of Youth Services Kelly Soerens to attend the Power Up Leadership Conference for Youth Services.
- Our first Elementary Art Show Reception was a huge success. Over 100 people came to view the work of K-3 artists from Saline elementary schools, meet the art teachers, and enjoy refreshments.
- The Schrandt Grant application is now available on the SDL website [via a link at the bottom of each page](#). We plan to highlight it and provide an online form in the future.
- Thank you to the Friends of the Library for recognizing all SDL staff members with gift cards on National Library Workers Day, and for funding the Community Shred Event.
- Longtime Library Assistant Carol Sherry has announced her retirement. Carol's last day will be April 21, but she is going to remain available as a substitute. Willamina Churchill-Torres has been hired as our newest Library Assistant and will begin work on April 29.
- A reminder to the Library Board that the Staff Recognition Dinner is coming up on Sunday, April 28 at 6pm at Thompson & Co. in Ypsilanti's Depot Town. We're very appreciative to the Friends of the Library for funding this dinner, and Chris Pilarz deserves a special thank you for all of her hard work organizing this event.
- Recent comments from patrons include:
  - "Your art projects and Spice Club and many other special activities of late have been so fun! So creative! Thank you!"
  - "I picked up this book from a recent display here at the library and it was EXCELLENT!"
  - "This is a great library. My wife is from New York City and I am from [another Michigan city]. This is a better library than those put together!"

**SALINE DISTRICT LIBRARY  
POLICY BULLETIN**

**POLICY NO: 403**

**SUBJECT: FREEDOM OF INFORMATION ACT PROCEDURES AND  
GUIDELINES**

**I. PURPOSE.**

The Saline District Library (“Library”) adopts the public policy set forth in the Michigan Freedom of Information Act, 1976 PA 442 (“FOIA”), that all persons, except those persons incarcerated in state, county or federal correctional facilities, are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and public employees, consistent with the FOIA. Access to information is important so that people may fully participate in the democratic process. These Procedures and Guidelines are enacted in compliance with the requirements set forth in Section 4(4) of the FOIA.

**II. FOIA COORDINATOR.**

The Library Director shall be the FOIA Coordinator. The FOIA Coordinator will respond to requests in accordance with the FOIA. An employee of the Library who receives a request for a public record must promptly forward that request to the FOIA Coordinator. The FOIA Coordinator is responsible for accepting, processing and approving a denial of a request and signing the written notice of denial. The FOIA Coordinator may designate another individual to act on his or her behalf in accepting and processing requests for the Library’s public records, and in approving a denial.

**III. REQUEST REQUIRED.**

A. *Requestor, Public Record.* An individual, corporation, limited liability company, partnership, firm, organization, association, governmental entity, or other legal entity, except those persons incarcerated in state, county or federal correctional facilities, may request public records from the Library. “Public Record” has the meaning as defined in Section 2(e) of the FOIA.

B. *Verbal Requests.* The Library may, but is not required to, provide public records in response to a verbal request, unless such verbal request is for information that the Library believes is available on its website. In such case, an

employee, where practicable and to the best of his or her knowledge, shall inform the requestor about the pertinent website where the information is available.

C. *Written Requests.* Except as provided in Section III.B above, a person desiring to inspect, copy or receive a copy of a public record shall make a written request for the public record to the Library. A request can be made through a letter, in person, or sent by electronic transmission.

1. Where to Send the Request. Whenever possible, requests for public records should be directed to the following recipients so that the information can reach the FOIA Coordinator:

a. By mail or in person:

Saline District Library  
Attn: FOIA Coordinator  
555 N. Maple Road  
Saline, MI 48176

b. By e-mail: FOIA@salinelibrary.org

c. By fax: 734-944-0600

2. Sufficient Description. Requests in writing must identify the public record sufficiently to allow the Library to find the requested record. If not, the request may be denied on that basis.

3. Requestor Contact Information Required. A request from a person must include the following (unless the request is from an individual who qualifies as indigent under Section 4(2)(a) of the FOIA):

a. the requesting person's complete name, address, and contact information, and

b. if the request is made by a person other than an individual, the complete name, address, and contact information of the person's agent who is an individual.

An address must be written in compliance with United States Postal Service addressing standards. Contact information must include a valid telephone number or electronic mail address.

4. Electronic Transmissions. For requests sent by electronic transmission, the following shall apply:



a. Electronic Transmissions. A written request made by facsimile, electronic mail, or other electronic transmission is not received by the Library's FOIA coordinator until 1 business day after the electronic transmission is made.

b. Spam or Junk Mail Folder. If a written request is sent by electronic mail and delivered to the Library's spam or junk mail folder, the request is not received until 1 day after the Library first becomes aware of the written request. The Library shall note in its records both the time a written request is delivered to its spam or junk mail folder and the time the Library first becomes aware of that request. The FOIA Coordinator shall be responsible for routinely monitoring the spam and junk mail folders in order to determine whether they contain any FOIA requests.

5. Specify Format. The requestor may specify whether he or she would like to inspect, receive paper copies, or receive the public records on nonpaper physical media. The Library is only required to comply with the request for specified nonpaper physical media if it has the technological capability necessary to provide the public records on the requested nonpaper physical media in the particular instance.

6. Subscription. A person has a right to subscribe to future issuances of public records that are created, issued, or disseminated on a regular basis. A subscription shall be valid for up to 6 months, at the request of the subscriber, and shall be renewable.

#### **IV. PROCEDURES FOR RESPONDING TO WRITTEN FOIA REQUESTS.**

A. *Response.* Unless otherwise agreed to in writing by the person making the request, the Library shall respond to a request within 5 business days after it receives the request by:

1. Granting the request (which would include notifying the requestor that all or a portion of the public records requested are available on the website, if applicable);

2. Issuing a written notice to the requesting person denying the request;

3. Granting the request in part and issuing a written notice to the requesting person denying the request in part (which would include notifying the requestor that all or a portion of the public records requested are available on the website if applicable); or

4. Issuing a notice extending for not more than 10 business days the period during which the Library shall respond to the request.

The Library's written response shall be considered the final determination regarding the FOIA request.

B. *Understanding the Library's Response.* The Library has an obligation to respond as required under the FOIA. If the Library grants a written request in full, the requestor will receive a notice indicating that it has been granted. However, if the request is denied or denied in part, the Library shall provide the following information:

- 1 Pursuant to Section 13 of the FOIA, the Library may exempt certain documents from disclosure. The FOIA Coordinator will review the request to determine if any exemptions apply. The FOIA Coordinator may request assistance from the Library's Attorney regarding the application of exemptions. If exempt, the Library shall provide an explanation of the basis under this act or other statute for the determination that the public record, or portion of that public record, is exempt from disclosure, if that is the reason for denying all or a portion of the request.

2. A certificate that the public record does not exist under the name given by the requestor or by another name reasonably known to the Library, if that is the reason for denying the request or a portion of the request. The denial letter may indicate that the letter serves as the certificate as required by the FOIA.

3. A description of a public record or information on a public record that is separated or deleted pursuant to Section 14 of the FOIA, if a separation or deletion is made.

4. A full explanation of the requesting person's right to do either of the following:

- a. Submit to the Library Board a written appeal that specifically states the word "appeal" and identifies the reason or reasons for reversal of the disclosure denial; or

- b. Seek judicial review of the denial under Section 10 of the FOIA.

5. Notice of the right to receive attorneys' fees and damages as provided in Section 10 of the FOIA, MCL 15.240, if, after judicial review, the court determines that the Library has not complied and orders disclosure of all or a portion of a public record.

C. *No Obligation to Create Records.* The FOIA does not require the Library to make a compilation, summary, or report of information. Further, the Library is not required to create a new public record in order to respond to a request.

D. *Documents Available on Website.* If the FOIA Coordinator knows or has reason to know that all or a portion of the requested information is available on its website, the Library shall notify the requestor in its written response. The written response, to the degree practicable in the specific instance, shall include a specific webpage address where the requested information is available.

If all or a portion of the requested records are available on the website and the Library has included the website address in its written response but the requestor wants the public records in a paper format or other nonpaper physical media, the Library shall provide the public records in the specified format. On the detailed itemization, the Library shall separate the requested public records that are available on its website from those that are not available on the website and shall inform the requestor of the additional charge to receive copies of the public records that are available on its website.

## V. FEES.

The Library may charge a fee for a public record search, for the necessary copying of a public record for inspection, or for providing a copy of a public record because it has established, made publicly available, and follows these Procedures and Guidelines and the FOIA. The fee shall be limited to actual mailing costs and to the actual incremental cost of duplication or publication including labor; the cost of search, examination and review; and the deletion and separation of exempt information from non-exempt information as set forth more fully in these Procedures and Guidelines. The FOIA Coordinator shall provide a detailed itemization of costs on a standard form, as required under Section 4(4) of the FOIA (“Detailed Itemization”). The total fee shall not exceed the sum of the following components:

### A. *Labor Costs:*

#### 1. Searching for, Locating and Examining.

a. The Library may charge for searching for, locating and examining public records in conjunction with receiving and fulfilling a granted written request.

b. The Library shall not charge more than the hourly wage of its lowest-paid employee capable of searching for, locating, and examining the public records in the particular instance regardless of whether that person is available or who actually performs the labor.

c. These labor costs shall be estimated and charged in increments of 15 minutes, with all partial time increments rounded down.

2. Separating and Deleting Exempt from Non-Exempt:

a. For services performed by an employee of the Library, the Library shall not charge more than the hourly wage of its lowest-paid employee capable of separating and deleting exempt information from non-exempt information in the particular instance, regardless of whether that person is available or who actually performs the labor. All references in these Procedures and Guidelines to separating and deleting exempt information from non-exempt information shall refer to the separation and deletion requirements set forth in Section 14 of the FOIA, MCL 15.244.

b. If the Library does not employ a person capable of separating and deleting exempt information from non-exempt information in the particular instance, it may treat necessary contracted labor costs used for the separating and deleting of exempt information from non-exempt information in the same manner as employee labor costs when calculating charges under this subdivision if all of the following occur:

1) The Library's FOIA Coordinator determines on a case-by-case basis that the Library does not employ a person capable of separating and deleting exempt information from non-exempt information.

2) The Library clearly notes the name of the contracted person or firm on the Detailed Itemization.

3) Total labor costs calculated for contracted labor costs shall not exceed an amount equal to 6 times the state minimum hourly wage rate.

c. These labor costs shall be estimated and charged in increments of 15 minutes, with all partial time increments rounded down.

d. The Library shall not charge for labor directly associated with redaction if it knows or has reason to know that it previously redacted the public record in question and the redacted version is still in the Library's possession.

e. If the Library directly or indirectly administers or maintains an official internet presence, any public records available to the general public on that internet site at the time the request is made are exempt from this labor charge.

3. Duplication or Publication Labor Charges.

a. The Library may charge labor costs for duplication and publication, including making paper copies, making digital copies, or transferring digital public records to be given to the requestor on nonpaper physical media or through the internet or other electronic means as stipulated by the requestor.

b. The Library shall not charge more than the hourly wage of its lowest-paid employee capable of necessary duplication or publication in the particular instance, regardless of whether that person is available or who actually performs the labor.

c. Labor costs shall be estimated and charged in increments of one (1) minute, with all partial time increments rounded down.

4. Fringe Benefit Costs. The Library may also add up to 50% to the applicable labor charge amount to cover or partially cover the cost of fringe benefits if it clearly notes the percentage multiplier used to account for benefits in the Detailed Itemization. Subject to the 50% limitation, the Library shall not charge more than the actual cost of fringe benefits, and overtime wages shall not be used in calculating the cost of fringe benefits.

If all or a portion of the requested records are available on the website and the Library has included the website address in its written response but the requestor wants the public records in a paper format or other nonpaper physical media, the Library shall provide the public records in the specified format but may use a fringe benefit multiplier greater than the 50% limitation, not to exceed the actual costs of providing the information in the specified format.

5. Overtime Wages. Overtime wages shall not be included in the calculation of labor costs unless overtime is specifically stipulated by the requestor and clearly noted on the Detailed Itemization.

6. Itemization. All labor fee components shall be itemized using both the hourly wage and the number of hours charged on the Detailed Itemization.

7. Unreasonably High Costs. The labor fee shall not be charged for (1) searching for, locating and examining of public records, or (2) the cost of

the deletion and separation of exempt information from non-exempt information, unless failure to charge a fee would result in unreasonably high costs to the Library because of the nature of the request in the particular instance, and the Library specifically identifies the nature of these unreasonably high costs. The FOIA Coordinator has authority to determine when the costs are unreasonably high in a particular instance, including, but not limited to, instances when the costs would be excessive and beyond the normal or usual amounts for responding to a request. In doing so, the FOIA Coordinator may take into account considerations such as the volume and complexity of the FOIA request as well as the Library's particular fiscal condition at the time of the request or any other conditions authorized by law.

B. *Other Costs.*

1. Nonpaper Physical Media. Costs for providing records on nonpaper physical media.

a. The requestor may stipulate that the public records be provided on nonpaper physical media, electronically mailed, or otherwise electronically provided to him or her in lieu of paper copies. The Library is not required to provide the documents on nonpaper physical media if it lacks the technological capability necessary to provide records on the requested particular nonpaper physical media.

b. For public records provided to the requestor on nonpaper physical media, the Library may charge the actual and most reasonably economical cost of the computer discs, computer tapes, or other digital or similar media. The Library may use (but is not required to) a computer disc, thumb drive or other nonphysical media provided by the requestor but only if it is provided in its original packaging. Because the safety and security of the Library's computers and network is of important public interest, the Library may take that security interest into account when determining the means of providing the documents on nonpaper physical media.

2. Costs for Providing Paper Copies.

a. For paper copies of public records provided to the requestor, the Library may charge the actual total incremental cost of necessary duplication or publication, not including labor.

b. The cost of paper copies shall be calculated as a total cost per sheet of paper and shall be itemized and noted in a manner that

expresses both the cost per sheet and the number of sheets provided.

c. The fee shall not exceed 10 cents per sheet of paper for copies of public records made on 8½ by 11 inch paper or 8½ by 14 inch paper. For all other paper sizes, the Library may charge the actual total incremental cost of duplication or publication, not including labor.

d. The Library shall utilize the most economical means available for making copies of public records, including using double-sided printing, if cost saving and available.

3. Mailing Costs.

a. The Library shall charge the actual cost of mailing, if any, for sending the public records in a reasonably economical and justifiable manner.

b. The Library shall not charge more for expedited shipping or insurance unless specifically stipulated by the requestor, but may otherwise charge for the least expensive form of postal delivery confirmation when mailing public records.

C. *Statutory Fees.* The fees set forth in this Section V do not apply to public records prepared under an act or statute specifically authorizing the sale of those public records to the public, or if the amount of the fee for providing a copy of the public record is otherwise specifically provided by an act or statute.

D. *Fees Paid Before Providing Documents.* The Library shall require that all fees be paid in full before providing records in response to granted or granted in part written requests.

**VI. DEPOSIT.**

A. *Deposit.* In either the Library's initial response or subsequent response as described under Section 5(2)(d), the Library may require a good-faith deposit before providing the public records to the requestor if the entire fee estimate or charge authorized the FOIA exceeds \$50.00, based on a good-faith calculation of the total. The deposit shall not exceed ½ of the total estimated fee, and the Library's request for a deposit shall be included in the Detailed Itemization. The response shall also contain a best efforts estimate by the Library regarding the time frame it will take the Library to comply with the law in providing the public records to the requestor. The time frame estimate is nonbinding upon the Library,



but the Library shall provide the estimate in good faith and strive to be reasonably accurate and to provide the public records in a manner based on this state's public policy under Section 1 and the nature of the request in the particular instance. If the Library does not respond in a timely manner as required by the FOIA, it is not relieved from its requirements to provide proper fee calculations and time frame estimates in any tardy responses. Providing an estimated time frame does not relieve the Library from any of the other requirements of this act.

B. *Increased Deposit For Prior Unpaid Requests.* After the Library has granted and fulfilled a written request from an individual under this act, if the Library has not been paid in full the total amount for the copies of public records that the Library made available to the individual as a result of that written request, the Library may require a deposit of up to 100% of the estimated fee before it begins a full public record search for any subsequent written request from that individual if all of the following apply:

1. The final fee for the prior written request was not more than 105% of the estimated fee.
2. The public records made available contained the information being sought in the prior written request and are still in the Library's possession.
3. The public records were made available to the individual, subject to payment, within the time frame estimate described Section 4(7) of the FOIA.
4. Ninety days have passed since the Library notified the individual in writing that the public records were available for pick up or mailing.
5. The individual is unable to show proof of prior payment to the Library.
6. The Library calculates a Detailed Itemization that is the basis for the current written request's increased estimated fee deposit.

The Library shall no longer require an increased estimated fee deposit from an individual described above if any of the following apply:

1. The individual is able to show proof of prior payment in full to the Library;
2. The Library is subsequently paid in full for the applicable prior written request; or
3. Three hundred sixty-five days have passed since the individual made the written request for which full payment was not remitted to the Library.



C. *Payment of Deposit; Abandonment of Request.* If a deposit that is required under Subsection 4(8) or 4(11) of the FOIA (as described in Subsections VI.A and B above) is not received by the Library within 45 days from receipt by the requesting person of the notice that a deposit is required, and if the requesting person has not filed an appeal of the deposit amount, the request shall be considered abandoned by the requesting person and the public body is no longer required to fulfill the request. This notice of a deposit requirement is considered received 3 days after it is sent, regardless of the means of transmission. Notice of a deposit requirement will include notice of the date by which the deposit must be received, which date is 48 days after the date the notice is sent.

## VII. WAIVER OR REDUCTION OF FEES.

A. *Waiver of Fees of First \$20.00.* A public record search shall be made and a copy of a public record shall be furnished without charge for the first \$20.00 of the fee for each request by either of the following:

1. Indigency. An individual who is entitled to information under this act and who submits an affidavit stating that the individual is indigent and receiving specific public assistance or, if not receiving public assistance, stating facts showing inability to pay the cost because of indigency.

a. If the requestor is eligible for a requested discount, the Library shall fully note the discount on the Detailed Itemization.

b. If a requestor is ineligible for the discount, the Library shall inform the requestor specifically of the reason for ineligibility in the Library's written response. An individual is ineligible for this fee reduction if any of the following apply:

1) The individual has previously received discounted copies of public records from the Library twice during that calendar year.

2) The individual requests the information in conjunction with outside parties who are offering or providing payment or other remuneration to the individual to make the request, as verified by an affidavit executed by the requestor.

2. Certain Non-Profit Organizations. A non-profit organization formally designated by the state to carry out activities under subtitle C of the developmental disabilities assistance and bill of rights act of 2000, Public Law 106-402, and the protection and advocacy for individuals with mental illness act, Public Law 99-319, or their successors, if the request meets all of the following requirements:

- a. Is made directly on behalf of the organization or its clients.
- b. Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the mental health code, 1974 PA 258, MCL 330.1931.
- c. Is accompanied by documentation of its designation by the state, if requested by the Library.

B. *Public Interest Reduction or Waiver.* The FOIA Coordinator may reduce or waive the imposition of fees if the FOIA Coordinator determines that a waiver or reduction of the fee is in the public interest because searching for or furnishing copies of the public record can be considered as primarily benefiting the general public.

C. *Reduction for Late Responses.* If the Library does not respond to a written request in a timely manner as required by the FOIA, the Library shall do the following:

- 1. Reduce the charges for labor costs by 5% for each day the Library exceeds the time permitted, with a maximum 50% reduction, if either of the following applies:
  - a. The late response was willful and intentional.
  - b. The written request:
    - (i) included language that conveyed a request for information within the first 250 words of the body of a letter, facsimile, electronic mail, or electronic mail attachment, or
    - (ii) specifically included the words, characters, or abbreviations for “freedom of information”, “information”, “FOIA”, “copy”, or a recognizable misspelling of such, or appropriate legal code reference for this act, on the front of an envelope, or in the subject line of an electronic mail, letter, or facsimile cover page.
- 2. If a charge reduction is required, the Library shall fully note the charge reduction on the Detailed Itemization.

## VIII. INSPECTION.

Upon request, the Library must furnish a requesting person a reasonable opportunity for inspection and examination of its public records, and must furnish

reasonable facilities for making memoranda or abstracts from its public records during the usual business hours. Pursuant to Section 4(1) of the FOIA, the Library may charge a fee for the public record search, for the necessary copying of a public record for inspection or for providing a copy of the public record after inspection.

The FOIA permits the Library to make reasonable rules necessary to protect its public records and to prevent excessive and unreasonable interference with the discharge of its functions. The Library must protect public records from loss, unauthorized alteration, mutilation, or destruction. As such, the Library authorizes the FOIA Coordinator to determine whether in a particular circumstance an employee or agent of the Library must be present at any inspection of documents to protect the public records, and in such cases may assess charges as appropriate under law.

## **IX. CERTIFIED COPIES.**

The Library must, upon written request, furnish a requesting person a certified copy of the public record disclosed in whole or in part by the Library.

## **X. APPEALS.**

### *A. Appeal of a Final Determination to Deny All or a Portion of the Request.*

1. Submit an Appeal. If a requestor desires to appeal all or part of a final determination to deny a request, the requestor must submit to the Saline District Library Board (“Library Board”) a written appeal that specifically states the word “appeal” and identifies the reason or reasons for reversal of the denial.
2. Receipt of Appeal. The Library Board is not considered to have received a written appeal until the first regularly scheduled meeting of the Library Board following submission of the written appeal.
3. Response to Appeal. Within 10 business days after receiving a written appeal, the Library Board shall do 1 of the following:
  - a. Reverse the disclosure denial.
  - b. Issue a written notice to the requesting person upholding the disclosure denial.
  - c. Reverse the disclosure denial in part and issue a written notice to the requesting person upholding the disclosure denial in part.

d. Under unusual circumstances, issue a notice extending for not more than 10 business days the period during which the Library Board shall respond to the written appeal. The Library Board shall not issue more than 1 notice of extension for a particular written appeal.

B. *Appeals of Fees (Including Deposits).*

1. Submit an Appeal. If the Library requires a fee that exceeds the amount permitted under these Procedures and Guidelines or Section 4 of the FOIA, the requesting person may submit to the Library Board a written appeal for a fee reduction that specifically states the word “appeal” and identifies how the required fee exceeds the amount permitted under these Procedures and Guidelines or Section 4 of the FOIA.

2. Receipt of Appeal. The Library Board is not considered to have received a written appeal until the first regularly scheduled meeting of the Library Board following submission of the written appeal.

3. Response of Appeal. Within 10 business days after receiving a written appeal, the Library Board shall do 1 of the following:

a. Waive the fee.

b. Reduce the fee and issue a written determination to the requesting person indicating the specific basis under Section 4 of the FOIA that supports the remaining fee. The determination shall include a certification from the Library Board that the statements in the determination are accurate and that the reduced fee amount complies with its publicly available Procedures and Guidelines and Section 4 of the FOIA.

c. Uphold the fee and issue a written determination indicating the specific basis under Section 4 of the FOIA that supports the required fee. The determination shall include a certification from the Library Board that the statements in the determination are accurate and that the fee amount complies with these Procedures and Guidelines and Section 4 of the FOIA.

d. Issue a notice extending for not more than 10 business days the period during which the Library Board must respond to the written appeal. The notice of extension shall include a detailed reason or reasons why the extension is necessary. The Library Board shall not issue more than 1 notice of extension for a particular written appeal.

## XI. CIVIL ACTION.

### A. *Civil Action for Non-Disclosure or Denial of Public Records.*

1. Civil Action After Appeal: If the Library Board fails to respond to a written appeal or if the Library Board upholds all or a portion of the disclosure denial that is the subject of the written appeal, the requesting person may seek judicial review of the nondisclosure by commencing a civil action within 180 days after the Library's final determination to deny a request.

2. Civil Action Directly After Denial. A requestor may also commence a civil action in the circuit court to compel the Library's disclosure of the public records within 180 days after the Library's final determination to deny a request. The requestor is not required to appeal the denial to the Library Board before commencing the civil action.

3. Remedies; Fines. If the court determines a public record is not exempt from disclosure, it shall order the Library to cease withholding or to produce all or a portion of a public record wrongfully withheld. If the person prevails, the court shall award reasonable attorneys' fees, costs, and disbursements. If the person or Library prevails in part, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements. If the court determines that the Library has arbitrarily and capriciously violated this act by refusal or delay in disclosing or providing copies of a public record, the court shall order the Library to pay a civil fine of \$1,000.00 and shall award, in addition to any actual or compensatory damages, punitive damages in the amount of \$1,000.00.

### B. *Civil Action Regarding Fees.*

1. Civil Action After Appeal. A requestor may commence a civil action in the circuit court for a fee reduction if the Library (1) failed to respond to a written appeal or (2) made a determination on a written appeal. A requestor must submit an appeal to the Library Board for a fee reduction before commencing a civil action. If a civil action is commenced against the Library, the Library is not obligated to complete the processing of the written request for the public record at issue until the court resolves the fee dispute. This action must be filed within 45 days after receiving notice of the determination of an appeal to the Library Board.

2. Remedies; Fines. If the requesting person prevails by receiving a reduction of 50% or more of the total fee, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements. If the court determines the Library has arbitrarily and

capriciously violated this act by charging an excessive fee, the court shall order the Library to pay a civil fine of \$500.00, which shall be deposited in the general fund of the state treasury. The court may also award, in addition to any actual or compensatory damages, punitive damages in the amount of \$500.00 to the person seeking the fee reduction.

## **XII. FOIA RECORD RETENTION.**

The FOIA Coordinator must keep a copy of all written requests and documents sent in response to the request for public records on file for no less than 1 year, unless a longer retention time has been specified in a record retention policy applicable to the Library.

## **XIII. PUBLICATION AND NOTIFICATION OF PROCEDURE AND GUIDELINES.**

Because the Library maintains a website, these Procedures and Guidelines and the summary shall be posted and maintained on the website. The Library shall make these Procedures and Guidelines and summary publicly available by providing free copies both in the response to a written request and upon request by visitors at the Library. However, the Library may include the website link instead of providing paper copies in its response to a written request.

## **XIV. SEVERABILITY; ENFORCEABILITY.**

If any clause, provision or section of these Procedures and Guidelines shall be ruled invalid or unenforceable by any court of competent jurisdiction, the invalidity or unenforceability of such clause, provision or section shall not affect any of the remaining clauses, provisions or sections. If any of the Procedures and Guidelines is determined by the FOIA Coordinator to be in conflict with the FOIA or other law after adoption, the FOIA Coordinator has the authority to process FOIA requests in conformance with the FOIA and shall seek to amend these Procedures and Guidelines as soon as possible.

## **XV. EFFECTIVE DATE.**

These Procedures and Guidelines shall become effective upon approval.

**SALINE DISTRICT LIBRARY  
POLICY BULLETIN**

**POLICY NO: 404**

**SUBJECT: CONFIDENTIALITY: DISCLOSURE OF LIBRARY RECORDS**

**I. Policy; Library Records**

It is the policy of the Saline District Library (“Library”) to preserve the confidentiality and privacy of Library Records (“Library Records” or “Library Record”) to the fullest extent permitted by law.

**II. Definitions of Library Record**

A. *Agent or Employee.* An agent or employee includes an employee of the Library, a member of the governing body of the Library, an individual who is specifically designated as a volunteer and who is acting solely on behalf of the Library, and any other person who is lawfully performing services on behalf of the Library under a written contract, including a collection agency.

B. *Crime.* A crime means that term as defined in section 5 of the Michigan penal code, 1931 PA 328, MCL 750.5

C. *Law Enforcement Officer.* A law enforcement officer means an individual licensed under the Michigan commission on law enforcement standards act, 1965 PA 203, MCL 28.601 to 28.615.

D. *Library Record.*

1. Definition. As defined by the Michigan Library Privacy Act, for the purpose of this policy means:

“a document, record, or other method of storing information retained by a library that contains information that personally identifies a library patron, including the patron’s name, address, or telephone number, or that identifies a person as having requested or obtained specific materials from a library.”

For example, a Library Record would include, but not be limited to patron circulation records, internet browsing history, and program attendance records.

2. Excluded from Definition. The following are specifically excluded from the definition of Library Record.

a. *Non-Identifying Material.* A Library Record does not include non-identifying material that may be retained for the purpose of studying or evaluating the circulation of library materials in general.

b. *Certain Video Surveillance.* A Library Record also does not include recorded video surveillance images made solely for security purposes that do not include images of any activity or any other document or record that identifies a person as having requested or lawfully obtained specific services, materials, or information resources from the Library.

3. Library Director Determination of "Library Record." The Library Director, or his/her designee, shall be responsible for determining whether a particular document meets the definition of a Library Record or whether the video surveillance footage contains any images that would require it to be considered a "library record."

### **III. Disclosure of Library Records**

The Library takes seriously its obligation to protect the privacy of every patron, as required by law, even if this commitment to patron's privacy may appear to cause inconvenience on occasion. To that end, Library Records or other confidential information shall be released or disclosed only as provided for herein or otherwise provided by Michigan or federal law.

A. *Freedom of Information Act Requests.* All requests for public records that are not subpoenas, court orders or other legal process must be processed according to the Michigan Freedom of Information Act ("FOIA") and the Library's FOIA Procedures and Guidelines. See Procedures and Guidelines and Written Summary for additional information. Library Records are exempt from disclosure under the FOIA.

B. *Subpoenas, Court Orders or other Legal Process.* Any employee of the Library who is served with a subpoena, court order, or other legal process to release or disclose any Library Record or other Library document from (1) a state or local law enforcement agency or (2) a federal law enforcement agency shall promptly notify the Library Director, or his/her designee. If neither is available, the Library Board President shall be contacted.



1. Consultation with Attorney. The Library Director, his/her designee, or the Board President has the authority to consult with the Library Attorney regarding the sufficiency, scope or any other matter related to the subpoena, court order or other legal process.
2. Action by Library Director. After review of the subpoena, court order or other legal process, the Library Director, his/her designee, or the Board President shall take appropriate action to respond.
3. Opportunity to be Heard. Depending upon the type of subpoena, court order or other legal process, the Library may appear and be represented by counsel at a hearing on the request for records.
4. Confidentiality. If a subpoena, court order or other legal process is submitted to the Library, the Library shall keep the subpoena, court order or other legal process confidential if required by court order, Michigan law or federal law. To that end, the Library may not be able to inform the patron that his/her records were sought. The Library Board acknowledges that the Library Director, if required by a non-disclosure order or law, may not be permitted to inform the Board or its individual members that a local, state or federal agency has sought or obtained requested records.

C. *Consent.* In compliance with the Michigan Library Privacy Act, a person who is liable for the payment or return of the materials identified in a Library Record or portion of a Library Record may provide written consent for the release of that Library Record. Further, a parent or legal guardian who signs to accept legal responsibility for return of his/her child's (under the age of 18) library materials and accepts financial liability for that child's library fines and other charges, may authorize the disclosure of the minor's Library Records by signing the disclosure and release statement granting consent on behalf of the minor.

D. *Voluntary Disclosure without Court Order and Consent.* A library or an employee or agent of the Library may disclose Library Records without a court order or written consent under either of the following circumstances:

1. Collection Agency. The library or an employee or agent of the Library may report information about the delinquent account of a patron who obtains materials from the library to a collection agency under contract with the library. The Library or an employee or agent of the Library shall provide the collection agency with only the library records necessary to seek the return of overdue or stolen materials or to collect fines from the patron.

2. Interlibrary Loan. The Library or an employee or agent of the Library may disclose library records to another library or library cooperative for the purpose of conducting interlibrary loans. The Library Records must be limited to those required for providing interlibrary loans.

**IV. Disclosures Regarding Alleged Crimes in this Library.** The Library Privacy Act does not prohibit an employee or agent of a library from providing a sworn statement or testimony to a law enforcement officer based solely on the personal knowledge of the employee or agent of the Library regarding a crime alleged to have occurred at the Library.

**SALINE DISTRICT LIBRARY  
POLICY BULLETIN**

**POLICY NO: 607**

**SUBJECT: REMOTE WORK ~~DURING PANDEMIC~~**

- I. Purpose.** ~~Saline District Library is committed to protecting the health and safety of its employees, in full compliance with all federal, state and local laws, orders and guidelines, including PA 2020-238 signed in law by the governor on October 22, 2020, the MDHHS Gatherings and Face Order effective November 18, 2020, the MIOSHA Emergency Rules issued October 14, 2020, and CDC guidelines.~~

~~This remote work policy is implemented in supplement to the Library's Preparedness and Response Plan, in compliance with MIOSHA Emergency Rule 5(8) prohibiting in-person work for employees to the extent an employee's work activities can feasibly be completely remotely. This policy will be reviewed or rescinded when public health guidelines or business needs change.~~

~~This remote work policy is implemented to provide flexibility in the event that employees are not able to physically work at the Library due to extraordinary and/or unforeseen circumstances such as public health emergencies or facilities issues.~~

- II. Scope.** All remote work must receive prior approval from the Library Director. Approval for remote work will be based on the nature of the employee's duties and needs of the library. Not all positions are appropriate or feasible for remote work. Employees who must perform in-person work because their work cannot feasibly be completed remotely will be informed by the Library Director or their supervisor of that requirement and the reasons for it. Guidelines for employees who work from home are set forth below.
- III. Employee Guidelines.** To help employees manage work/home life successfully while working remotely during stressful times, employees are encouraged to:

- Choose a quiet and distraction-free working space

- Have an internet connection that's adequate for their job
- Dedicate their full attention to their job duties during working hours
- Adhere to all meal and rest break and attendance schedules agreed upon with their department manager and in compliance with state law
- Ensure their schedules overlap with those of their team members for as long as is necessary to complete their job duties effectively
- Stay up-to-date with Library communications, including email, daily notes, and memos whenever working remotely

Assigned work schedules while working remotely will be the same as for in-person work, unless changed by the Department Manager and approved by the Library Director. Department managers should schedule regular meetings with employees working remotely via telephone conference call or videoconferencing.

Employees working remotely must follow all applicable library policies.

- IV. Library Equipment.** The Library will provide remote employees with appropriate, job-related equipment that ~~is essential to their job duties, like laptops, headsets, and cell phones (when applicable). Required software will be installed on equipment issued to employees.~~ is required for their work to be done remotely. Library equipment requests must be approved by a supervisor.

Equipment that is provided to employees remains the property of the Library. The Library retains control over the property and reserves the right to monitor Library property even when used at the employee's remote location. Equipment supplied by the Library is to be used for business purposes only. Employees must keep all Library property safe and avoid any misuse; any loss, theft, or damage of Library equipment must be reported within 24 hours. Employees must take proper measures to secure Library information, assets, and systems.

Upon request by the Library, all Library property must be promptly returned to the Library.

## SALINE DISTRICT LIBRARY POLICY BULLETIN

**POLICY NO:** 619

**SUBJECT:** EMPLOYEE USE OF SOCIAL MEDIA

### **I. Purpose**

~~The Library's Social Media policy applies to Library employees whenever using Social Media, including when not at work, not on work time, using their own personal computers or electronic devices, or posting to their own personal social media accounts.~~

The purpose of the Employee Use of Social Media Policy is to ensure Library staff are communicating professionally and using good judgement when sharing information on the Library's social media sites. This policy also addresses personal use of social media sites whether at work or outside of employees' working hours.

### **II. Definition of Social Media**

"Social Media" includes all means of communicating or posting information or content of any sort on the Internet, including to social networking websites, bulletin boards, forums, or one's own or someone else's blog or personal website, whether or not associated or affiliated with the Library. Common examples of Social Media include but are not limited to Facebook, X (formerly Twitter), TikTok, YouTube, Wikipedia, LinkedIn, and Instagram.

### **III. Usage Rules**

Employees may not use Social Media for purposes unrelated to their job duties while on work time and in work areas if, in the sole discretion of management, such use interferes with the employee's job performance.

Employees may not use Library email addresses to register on social networks, blogs, or other online tools utilized for personal use.

Before creating online content, everyone should consider some of the risks and rewards that are involved. When posting content on social media as a private citizen regarding a matter of public concern, employees should keep in mind that conduct which adversely

affects the efficiency of the Library's public service, impairs workplace discipline, or destroys harmony with co-workers may result in disciplinary actions up to and including termination. To that end, Library employees should:

- Ensure that their postings are consistent with the Library's policies which prohibit unlawful discrimination and harassment. Inappropriate postings that include discriminatory remarks, harassment, threats of violence, or similar inappropriate or unlawful conduct will not be tolerated and may subject employees to disciplinary action up to and including termination.
- Be respectful. Always be fair and courteous to fellow employees, constituents, suppliers or people who work on behalf of the Library. If deciding to post complaints or criticism, employees should not use statements, photographs, video, or audio that disparages constituents, employees, or suppliers, that might constitute harassment or bullying, or that reasonably could be viewed as malicious, obscene, threatening, or intimidating. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, color, gender, **sexual orientation, gender identity or expression**, religion, national origin, creed, disability, height, weight, pregnancy, **familial status**, marital status, or age.
- Unless authorized to do so by the Library, employees should never represent themselves as spokespersons for the Library. If the Library is a subject of the content employees create, they should be clear and open about the fact that they are employees and make clear that their views do not represent those of the Library.
- Respect the Library's confidential and proprietary information, including all patron information and any information that is still in draft form or is confidential.

Regardless of any other provision of this policy, the Library's **Employee Use of Social Media** policy does not prohibit employees from engaging in this kind of activity, nor prohibit any other activity that is protected by the [National Labor Relations Act](#).

Failure to comply with this **Employee Use of Social Media** Policy may be grounds for disciplinary action, up to and including discharge. In addition, the Library will report any illegal activities to the appropriate law enforcement authorities.

## SALINE DISTRICT LIBRARY POLICY BULLETIN

### POLICY NO: 620

### SUBJECT: REVIEW OF PERSONNEL RECORDS

1. In accordance with the State of Michigan Employee Right-to-Know Act, the Library will permit employees to review **their own** personnel records.
2. All personnel records of employees, both active and inactive, are the property of the Library. Employees, currently employed or formerly employed by the Library, have the right to review their own personnel file.
3. Personnel files include documents which relate to:
  - a. A specific employee
  - b. Personnel action or inaction regarding that employee; and
  - c. Qualifications for employment, promotion qualifications, compensation, termination or disciplinary action
4. To review one's records, the ~~person~~ **employee** must submit a written request to the Director. The employee will be provided a reasonable amount of time to review **his/her their** records, on the premises and in the presence of a supervisor, or a designee of the supervisor. The employee may not alter, damage, remove, deface or otherwise interfere with the file or its contents. The employee may obtain a copy of any document in the file. Current library copying charges will apply.
5. Employees have a right to submit written comments ~~to~~ **regarding** any material in their personnel file. These comments become part of the personnel file.
6. The Library **Board** maintains a policy of confidentiality of library personnel records and will not release information without ~~the written permission of the employee. (The~~ *an Authorization for Release of Employment Information* ~~is attached.)~~ **completed and signed by the employee.**

**SALINE DISTRICT LIBRARY**  
**POLICY BULLETIN**

**POLICY NO:           633**

**SUBJECT:            SOCIAL SECURITY NUMBER PRIVACY**

The Library is committed to ensuring the privacy of all its employees and any other individuals who submit their names to the Library for business reasons.

The Library will comply with all requirements of the Michigan Social Security Number Privacy Act and prohibits any unlawful disclosure of employees' or other individuals' social security numbers as described under the Act.

Reviewed: 4/23/24  
Revised: 8/21/12, 7/16/19

Implemented: 12/15/05



**Circulation FY2023-2024**

<b>ITEM</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>MARCH</b>	<b>APRIL</b>	<b>MAY</b>	<b>JUNE</b>	<b>JULY</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>	<b>TOTALS</b>
<b>Book Materials</b>													
Total Books	15,178	18,112	17,577	18,126									68,993
% of Total Circ.	77.87%	78.92%	80.46%	79.56%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	79.24%
<b>AV Materials</b>													
DVD/BLU-RAY	2,977	3,334	2,917	3,175									12,403
Music CDs	300	288	241	284									1,113
Audio Books	441	472	407	478									1,798
J Kits	185	321	264	259									1,029
Total AV	3,903	4,415	3,829	4,196	0	0	0	0	0	0	0	0	16,343
% of Total Circ.	20.02%	19.24%	17.53%	18.42%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	18.77%
<b>Interlibrary Loans</b>													
SDL Patron Filled Requests	627	910	782	797									3,116
% of Total Circ.	3.22%	3.97%	3.58%	3.50%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	3.58%
Lends Out to Libs	857	1,052	1,018	978									3,905
Equipment	168	183	175	221									747
Periodicals	243	239	264	241									987
% of Total Circ.	1.25%	1.04%	1.21%	1.06%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	1.13%
<b>TOTAL 2023 CIRC</b>	<b>19,492</b>	<b>22,949</b>	<b>21,845</b>	<b>22,784</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>87,070</b>
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%	-9.57%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-68.45%
<b>Downloads</b>													
Ebooks	3,371	4,882	3,701	4,072									16,026
AudioBooks	3,747	4,054	3,943	4,189									15,933
Music	187	142	111	125									565
Video	830	293	293	321									1,737
Magazines	1,011	1,045	805	782									3,643
Tumble books	147	103	25	90									365
<b>Total Downloads</b>	<b>9,293</b>	<b>10,519</b>	<b>8,878</b>	<b>9,579</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>38,269</b>
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%	29.43%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-59.23%
<b>GRAND TOTAL CIRC</b>	<b>28,785</b>	<b>33,468</b>	<b>30,723</b>	<b>32,363</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>125,339</b>
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%	-0.71%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-66.11%
<b>Cards Issued</b>	<b>126</b>	<b>157</b>	<b>119</b>	<b>166</b>									<b>568</b>
Prior Year	73	131	151	147	126	115	216	195	145	131	97	98	1,625
% Difference	72.60%	19.85%	-21.19%	12.93%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-65.05%
<b>3 M Gate Count</b>	<b>10,452</b>	<b>11,607</b>	<b>12,696</b>	<b>14,060</b>									<b>48,815</b>
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%	12.71%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-66.80%
Average Per Day	337	374	437	453	0	0	0	0	0	0	0	0	400

\*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**

<b>COMPUTER USAGE</b>													
<b>PC usage onsite</b>	<b>523</b>	<b>567</b>	<b>660</b>	<b>616</b>									<b>2,366</b>
Prior Year	535	631	586	652	608	580	571	498	593	577	671	647	7,149
% difference	449.91%	-10.14%	12.63%	-5.52%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-66.90%
<b>WiFi usage onsite</b>	<b>2,942</b>	<b>2,884</b>	<b>3,786</b>	<b>3,509</b>									<b>13,121</b>
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%	14.23%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-65.01%
<b>Youth AWE computers</b>	<b>410</b>	<b>322</b>	<b>551</b>	<b>535</b>									<b>1,818</b>
Prior Year	269	330	418	312	388	271	373	578	540	292	476	207	4,454
% difference	52.42%	-2.42%	31.82%	71.47%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-59.18%
<b>Ref. Questions:</b>													
Youth	427	464	640	842									2,373
Adult	388	429	560	580									1,957
Circ Desk	287	415	400	385									1,487
<b>Total Reference</b>	<b>1,102</b>	<b>1,308</b>	<b>1,600</b>	<b>1,807</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,817</b>
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%	16.81%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-68.73%
<b>Brecon Rm: #Groups</b>	<b>5</b>	<b>7</b>	<b>10</b>	<b>11</b>									<b>33</b>
Prior Year #Groups	6	6	14	18	18	16	13	9	8	7	12	9	136
# of individuals	41	81	138	195									455
<b>Study Rms: #Groups</b>	<b>150</b>	<b>192</b>	<b>212</b>	<b>197</b>									<b>751</b>
Prior Year #Groups	179	199	195	198	202	204	188	221	207	177	226	206	2,402
# of individuals	194	248	307	294									1,043
* Includes views of online programs beginning December 2021													

**Website Access FY2023-2024**

<b>ONLINE SERVICES</b>	<b>Dec.</b>	<b>Jan.</b>	<b>Feb.</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>Sept.</b>	<b>Oct.</b>	<b>Nov.</b>	<b>TOTAL</b>
<b>Website access</b>	<b>14,116</b>	<b>16,876</b>	<b>14,655</b>	<b>19,027</b>									<b>64,674</b>
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%	77.19%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-45.29%
<b>Catalog access</b>													<b>0</b>
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%
<b>Informational Databases</b>	<b>2,580</b>	<b>2,620</b>	<b>2,515</b>	<b>2,604</b>									<b>10,319</b>
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%	271.47%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-58.00%
<b>SDL App</b>													<b>0</b>
<b>New Downloads</b>	<b>129</b>	<b>190</b>	<b>95</b>	<b>81</b>									<b>495</b>
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!
<b>Sessions</b>	<b>463</b>	<b>1,096</b>											<b>1,559</b>
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!
<b>MI Activity Pass</b>	<b>7</b>	<b>6</b>	<b>11</b>	<b>30</b>									<b>54</b>
Prior Year	1	8	17	16	2	13	16	41	25	20	25	7	191
% difference	600%	-25%	-35%	88%	500%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-72%
<b>New eNews subscribers</b>	<b>98</b>	<b>122</b>	<b>77</b>	<b>120</b>									<b>417</b>
<b>Total subscribers</b>	<b>11,702</b>	<b>11,816</b>	<b>11,870</b>	<b>10,988</b>									<b>10,988</b>
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%	0.65%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-5.38%

\* Bot emails were purged from eNews subscribers in 3/24, bringing the total down

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



April 23, 2024

Karrie Waarala  
Director  
Saline District Library  
555 N. Maple Road  
Saline, MI 48176

RE: Saline District Library – Interior Renovations and Site Improvements Project

SUBJ: Contract Award Recommendation

Dear Ms. Waarala,

On Thursday, April 11, 2024 at 10:00 AM, sealed bids were received and publicly opened for the work pertaining to the above referenced project. In attendance for the bid openings were representatives from Saline District Library, Quinn Evans, McCarthy & Smith, Inc., and interested Bidders. Bids were opened, recorded, and tabulated.

The project team has conducted post bid interviews with the following low, qualified Bidders, for each bid division of work. During the post bid interview, the project team reviewed the Contractor’s qualifications, scope of work, project schedule, manpower requirements, and specified materials. Based upon the project team’s review of the proposals and bidders, we propose the following companies to Saline District Library for contract award:

**Bid Division 101: Earthwork & Site Utilities**

**Eagle Excavation, Inc.**

Aaron Pietila  
4295 Holiday Drive  
Flint, MI 48507

Base Bid	\$	160,000.00
PLM Bond (Merchants Bonding Co.)	\$	1,500.00
<b>Total</b>	<b>\$</b>	<b>161,500.00</b>

**Bid Division 103: Selective Demolition**

**Great Lakes Construction Services**

Steve Marzsalek  
2725 Nakota Rd.  
Royal Oak, MI 48073

Base Bid	\$	110,000.00
PLM Bond (The Cincinnati Insurance Co.)	\$	1,650.00
<b>Total</b>	<b>\$</b>	<b>111,650.00</b>



**Bid Division 105: Concrete Flatwork**

**Contek, Inc. \***

Sham Eschker  
3753 Oakridge Ct.  
Ann Arbor, MI 48105

Base Bid	\$	186,430.00
PLM Bond (VTC Insurance Group)	\$	1,263.29
<b>Total</b>	<b>\$</b>	<b>189,230.00</b>

**\* 2<sup>nd</sup> low bid. Low Bidder had an estimating error and respectfully requested to withdraw their bid.**

**Bid Division 106: Masonry**

**Grit Services**

John Mazur  
48575 Downing St.  
Wixom, MI 48393

Base Bid	\$	21,000.00
PLM Bond (N/A)	\$	0.00
<b>Total</b>	<b>\$</b>	<b>21,000.00</b>

**Bid Division 107: Steel**

**Wolverine Steel Erectors, Inc.**

Pamela A. Ray  
8150 Jackson Rd.  
Ann Arbor, MI 48103

Base Bid	\$	149,135.00
PLM Bond (Westfield Insurance Co.)	\$	1,405.00
<b>Total</b>	<b>\$</b>	<b>150,540.00</b>

**Bid Division 108: Carpentry & General Trades**

**Commercial Contracting Corporation**

Steve Teper  
4260 North Atlantic Blvd.  
Auburn Hills, MI 48326

Base Bid	\$	333,715.00
PLM Bond (Travelers Casualty and Surety Co.)	\$	2,674.00
<b>Total</b>	<b>\$</b>	<b>336,389.00</b>

**Bid Division 109: Roofing**

**Esko Roofing & Sheet Metal**

Steve Eskelinen  
14000 Simone Dr.  
Shelby Township, MI 48315

Base Bid	\$	38,920.00
PLM Bond (N/A)	\$	0.00
<b>Total</b>	<b>\$</b>	<b>38,920.00</b>



**Bid Division 114: Aluminum Entrances, Glass, & Glazing**

**Crystal Glass Inc.**

Echo Elliott  
 53205 Grand River Blvd.  
 New Hudson, MI 48165

Base Bid	\$	40,975.00
PLM Bond (J. Ryan Bonding Co.)	\$	350.00
<b>Total</b>	<b>\$</b>	<b>41,325.00</b>

**Bid Division 115: Metal Studs & Drywall**

**Alpha Commercial Construction, Inc.**

Erick Noreen  
 30946 Industrial Rd.  
 Livonia, MI 48150

Base Bid	\$	104,303.00
PLM Bond (McNish Group, Inc.)	\$	5,365.15
<b>Total</b>	<b>\$</b>	<b>109,668.15</b>

**Bid Division 116: Hard Tile**

**Boston Tile & Terrazzo Company**

Dave Mularoni  
 23740 Grand River Ave.  
 Detroit, MI 48219

Base Bid	\$	48,130.00
PLM Bond (N/A)	\$	0.00
Alternate #1: Casework at Room A120	\$	0.00
<b>Total</b>	<b>\$</b>	<b>48,130.00</b>

**Bid Division 117: Acoustical Treatment**

**Acoustic Ceiling & Partition \***

Jim Atchley  
 3500 E. Ellsworth Rd.  
 Ann Arbor, MI 48108

Base Bid	\$	224,000.00
PLM Bond (Westfield Insurance Co.)	\$	2,688.00
<b>Total</b>	<b>\$</b>	<b>226,688.00</b>

**\* 2<sup>nd</sup> low bid. Low Bidder had an estimating error and respectfully requested to withdraw their bid.**



**Bid Division 118: Carpet & Resilient Flooring**

**Cohn's Commercial Floor Covering, Inc.**

Lucas Beiswanger  
 47641 Avante Dr.  
 Wixom, MI 48393

Base Bid	\$	246,965.00
PLM Bond (North American)	\$	2,500.00
Alternate #1: Casework at Room A120	\$	350.00
<b>Total</b>	<b>\$</b>	<b>249,815.00</b>

**Bid Division 120: Painting**

**Twin Brothers Painting**

Erlis Vushaj  
 43933 Trent Dr.  
 Clinton Township, MI 48038

Base Bid	\$	53,000.00
PLM Bond (Jet Insurance Company)	\$	3,000.00
<b>Total</b>	<b>\$</b>	<b>56,000.00</b>

**Bid Division 122: Signage**

**DMP Sign Company**

Joseph Foerg  
 20732 Negaunee  
 Southfield, MI 48033

Base Bid	\$	25,350.00
PLM Bond (N/A)	\$	0.00
<b>Total</b>	<b>\$</b>	<b>25,350.00</b>

**Bid Division 123: Operable Partitions**

**Gardiner C. Vose**

Jack Furlong  
 832 Crestview Ave.  
 Bloomfield Hills, MI 48302

Base Bid	\$	29,520.00
PLM Bond (N/A)	\$	0.00
<b>Total</b>	<b>\$</b>	<b>29,520.00</b>

**Bid Division 128: Prefabricated Casework**

**Trend Millwork, LLC**

Brian Zuccaro  
 1300 John A. Papalas Dr.  
 Lincoln Park, MI 48146

Base Bid	\$	124,700.00
PLM Bond (Fidelity and Deposit Company of Maryland)	\$	1,675.00
Alternate #1: Casework at Room A120	\$	4,000.00
<b>Total</b>	<b>\$</b>	<b>130,375.00</b>





**Bid Division 140: Plumbing**

**Tempco Mechanical Contractors, Inc.**

Jim Jagodzinski  
 24383 Indoplex Circle  
 Farmington Hills, MI 48335

Base Bid	\$	135,270.00
PLM Bond (Merchants Bonding Company)	\$	2,750.00
<b>Total</b>	<b>\$</b>	<b>138,020.00</b>

**Bid Division 141: Fire Suppression**

**Professional Sprinkler, Inc.**

William Case  
 28214 Beck Rd.  
 Wixom, MI 48393

Base Bid	\$	75,480.00
PLM Bond (Westfield Insurance Company)	\$	1,500.00
<b>Total</b>	<b>\$</b>	<b>76,980.00</b>

**Bid Division 142: HVAC**

**Robert Morrison, Inc.**

Brent Johnson  
 4721 Runway Blvd.  
 Ann Arbor, MI 48108

Base Bid	\$	253,619.00
PLM Bond (Merchants Bonding Company)	\$	2,294.00
<b>Total</b>	<b>\$</b>	<b>255,913.00</b>

**Bid Division 143: Electrical**

**Max Electric**

Joseph Viviano  
 34133 Schoolcraft Rd.  
 Livonia, MI 48150

Base Bid	\$	295,000.00
PLM Bond (The Gray Insurance Company)	\$	4,425.00
<b>Total</b>	<b>\$</b>	<b>299,425.00</b>

**Bid Division 148: Landscaping**

**KLM Landscape**

Kirk Knobloch  
 70570 Powell Rd.  
 Armada, MI 48005

Base Bid	\$	116,383.39
PLM Bond (Capital Insurance Group)	\$	1,675.94
<b>Total</b>	<b>\$</b>	<b>118,059.33</b>



**TOTAL SUBCONTRACTOR AWARD RECOMMENDATION AMOUNT: \$ 2,814,497.48**

**TOTAL GMP AWARD RECOMMENDATION AMOUNT: \$ 3,283,639.66**

The Bid Summary and Bid Tabulation are included in this package.

I trust the above recommendations meet the approval of the administration and the Board of Trustees. McCarthy & Smith, Inc. representatives will attend the April 23, 2024 Board of Trustees meeting to address any concerns.

Please contact me with any questions.

Sincerely,

*Aaron A. Phillips*

Aaron A. Phillips  
Project Director  
McCarthy & Smith, Inc.

CC: Ann Dilcher, Quinn Evans

### Bid Award Summary



BIDDER INFORMATION		BASE BID				ALTERNATES			SUMMARY ITEMS			
BID DIVISION DESCRIPTION	RECOMMENDED CONTRACTOR	BASE BID	PLM Bond	Accepted VE/VA	Total Base Bid	ALT. 1 Casework at Program Rm. B	ALT. 2 Casework at Break Rm. 84	Total Accepted Alternates	Total Award Recommendation	Number of Bidders	Low	High
101 Earthwork & Site Utilities	Eagle Excavation, Inc.	\$ 160,000.00	\$ 1,500.00	\$ -	\$ 161,500.00				\$ 161,500.00	5	\$ 160,000.00	\$ 253,000.00
103 Selective Demolition	Great Lakes Construction Services	\$ 110,000.00	\$ 1,650.00	\$ -	\$ 111,650.00		\$ 500.00	\$ -	\$ 111,650.00	5	\$ 110,000.00	\$ 290,000.00
105 Concrete	Contek, Inc. *	\$ 186,430.00	\$ 2,800.00	\$ -	\$ 189,230.00				\$ 189,230.00	4	\$ 150,961.00	\$ 286,700.00
106 Masonry	Grit Services	\$ 21,000.00	\$ -	\$ -	\$ 21,000.00				\$ 21,000.00	4	\$ 21,000.00	\$ 24,950.00
107 Steel	Wolverine Steel Erectors, Inc.	\$ 149,135.00	\$ 1,405.00	\$ -	\$ 150,540.00				\$ 150,540.00	4	\$ 149,135.00	\$ 262,500.00
108 Carpentry & General Trades	Commercial Contracting Corporation	\$ 333,715.00	\$ 2,674.00	\$ -	\$ 336,389.00				\$ 336,389.00	5	\$ 333,715.00	\$ 553,000.00
109 Roofing	Esko Roofing & Sheet Metal	\$ 38,920.00	\$ -	\$ -	\$ 38,920.00				\$ 38,920.00	3	\$ 38,920.00	\$ 72,500.00
114 Aluminum, Glass, & Glazing	Crystal Glass Inc.	\$ 40,975.00	\$ 350.00	\$ -	\$ 41,325.00				\$ 41,325.00	4	\$ 40,975.00	\$ 75,780.00
115 Metal Studs, GPDW, & Acoustical Treatment	Alpha Commercial Construction Inc.	\$ 104,303.00	\$ 5,365.15	\$ -	\$ 109,668.15				\$ 109,668.15	7	\$ 104,303.00	\$ 310,692.00
116 Hard Tile	Boston Tile & Terrazzo Company	\$ 48,130.00	\$ -	\$ -	\$ 48,130.00	\$ -	\$ 1,150.00	\$ -	\$ 48,130.00	7	\$ 48,130.00	\$ 85,800.00
117 Acoustical Treatment	Acoustic Ceiling & Parition *	\$ 224,000.00	\$ 2,688.00	\$ -	\$ 226,688.00				\$ 226,688.00	7	\$ 168,400.00	\$ 331,643.00
118 Carpet & Resilient Flooring	Cohn's Commercial Floor Covering, Inc.	\$ 246,965.00	\$ 2,500.00	\$ -	\$ 249,465.00	\$ 350.00		\$ 350.00	\$ 249,815.00	5	\$ 246,965.00	\$ 272,350.00
120 Painting	Twin Brothers Painting	\$ 53,000.00	\$ 3,000.00	\$ -	\$ 56,000.00		\$ 1,500.00	\$ -	\$ 56,000.00	4	\$ 53,000.00	\$ 175,000.00
122 Signage	DMP Sign Company	\$ 25,350.00	\$ -	\$ -	\$ 25,350.00				\$ 25,350.00	3	\$ 25,350.00	\$ 41,618.00
123 Operable Partitions	Gardiner C. Vose, Inc.	\$ 29,520.00	\$ -	\$ -	\$ 29,520.00				\$ 29,520.00	2	\$ 29,520.00	\$ 29,900.00
128 Prefabricated Casework	Trend Millwork, LLC	\$ 124,700.00	\$ 1,675.00	\$ -	\$ 126,375.00	\$ 4,000.00	\$ 5,000.00	\$ 4,000.00	\$ 130,375.00	5	\$ 124,700.00	\$ 294,520.00
140 Plumbing	Tempco Mechanical Contractors, Inc.	\$ 135,270.00	\$ 2,750.00	\$ -	\$ 138,020.00		\$ 2,400.00	\$ -	\$ 138,020.00	6	\$ 135,270.00	\$ 178,900.00
141 Fire Suppression	Professional Sprinkler, Inc.	\$ 75,480.00	\$ 1,500.00	\$ -	\$ 76,980.00				\$ 76,980.00	2	\$ 75,480.00	\$ 96,582.00
142 HVAC	Robert Morrison, Inc.	\$ 253,619.00	\$ 2,294.00	\$ -	\$ 255,913.00				\$ 255,913.00	7	\$ 253,619.00	\$ 379,000.00
143 Electrical	Max Electric	\$ 295,000.00	\$ 4,425.00	\$ -	\$ 299,425.00				\$ 299,425.00	6	\$ 295,000.00	\$ 465,000.00
148 Landscaping	KLM Landscape	\$ 116,383.39	\$ 1,675.94	\$ -	\$ 118,059.33				\$ 118,059.33	2	\$ 116,383.00	\$ 215,186.00
<b>TOTALS</b>		<b>\$ 2,771,895.39</b>	<b>\$ 38,252.09</b>	<b>\$ -</b>	<b>\$ 2,810,147.48</b>	<b>\$ 4,350.00</b>	<b>\$ 10,550.00</b>	<b>\$ 4,350.00</b>	<b>\$ 2,814,497.48</b>	<b>97</b>	<b>\$ 2,680,826.00</b>	<b>\$ 4,694,621.00</b>

\* Low Bidder had an estimating error and respectfully requested to withdraw their bid.

BUDGET SUMMARY	
Hard Construction Budget	\$ 2,797,397.00
Base Bid + PLM Bonds + Accepted VA/VE	\$ 2,810,147.48
<b>Alternates</b>	<b>Cost Accepted</b>
ALT. 1 Casework at Program Rm. B	\$ 4,350.00 \$ 4,350.00
ALT. 2 Casework at Break Rm. 84	\$ 10,550.00 \$ -
<b>Accepted Alternates Total</b>	<b>\$ 4,350.00</b>
<b>Total With Accepted Alternates</b>	<b>\$ 2,814,497.48</b>
<b>Hard Construction Variance w/ Accepted Alternates</b>	<b>\$ (17,100.48)</b>

CONSTRUCTION GMP	
<b>Construction Manager Fees &amp; Costs</b>	
Preconstruction Fee	\$ 19,000.00
General Conditions Budget	\$ 173,000.00
CM Fee 2.8%	\$ 2,814,497.48 \$ 78,805.93
CM Personnel Reimbursables	\$ 153,000.00
<b>Subtotal</b>	<b>\$ 423,805.93</b>
<b>Subcontractor Costs</b>	
Base Bid	\$ 2,771,895.39
Subcontractor PLM Bonds	\$ 38,252.09
Accepted Value Engineering	\$ -
Accepted Alternates	\$ 4,350.00
<b>Subtotal</b>	<b>\$ 2,814,497.48</b>
<b>Bonds and Insurance (CM PLM Bond)</b>	
PLM Bond 1.0%	\$ 32,383.03
General Liability 0.4%	\$ 12,953.21
<b>Subtotal</b>	<b>\$ 45,336.25</b>
<b>Total GMP</b>	<b>\$ 3,283,639.66</b>

OTHER OWNER COSTS					
<b>Architect &amp; Engineering Fees</b>					<b>\$ 215,650.00</b>
A/E Fees & Costs	1	LS	\$ 215,650.00		\$ 215,650.00
<b>Construction Contingency</b>					<b>\$ 197,014.82</b>
Contingency	7.0%	Rate	\$ 2,814,497.48		\$ 197,014.82
<b>Furnishing Costs</b>					<b>\$ 300,000.00</b>
FF&E Budget	1	LS	\$ 300,000.00		\$ 300,000.00
<b>Moving</b>					<b>\$ 50,000.00</b>
Subcontracted Moving Costs & Stack Relocation w/ Phasing Budget	1	ALLOW	\$ 50,000.00		\$ 50,000.00
<b>Permitting (Budgets)</b>					<b>\$ 43,000.00</b>
Building Permit Plan Review	1	ALLOW	\$ 10,000.00		\$ 10,000.00
Building Permit	1	ALLOW	\$ 20,000.00		\$ 20,000.00
Site Plan Review/Permit Costs	1	ALLOW	\$ 5,000.00		\$ 5,000.00
Geotech Fees (Site Permitting by A/E)	1	ALLOW	\$ 8,000.00		\$ 8,000.00
<b>Other Miscellaneous Owner Costs</b>					<b>\$ 10,000.00</b>
Technology	1	ALLOW	\$ 10,000.00		\$ 10,000.00
<b>Subtotal Other Owner Costs</b>					<b>\$ 815,664.82</b>

<b>Total Project Cost</b>	<b>\$ 4,099,304.48</b>
<b>Total Project Budget</b>	<b>\$ 4,000,000.00</b>
<b>Total Project Variance</b>	<b>\$ (99,304.48)</b>

**-2.42%**

**Saline District Library  
General Conditions Estimate  
April 23, 2024**

Date:	23-Apr-24	Schedule	June 10, 2024 - December			26
Project:	Saline District Library Renovations	Location	Saline, Michigan			7
CSI	Description	Quantity	Unit	Rate	Budget	
01300	<b>SITE OFFICE</b>					
01310	Delivery-Set-up					
01311	Rental - Office Trailer					
01312	Office Furniture					
01313	Office Equipment - Computer	7	months	\$ 175.00	\$ 1,225.00	
01314	Office Equipment - Printer / Copier	7	months	\$ 300.00	\$ 2,100.00	
01315	Office Supplies	7	months	\$ 300.00	\$ 2,100.00	
01317	Phone-Internet Service	7	months	\$ 150.00	\$ 1,050.00	
01318	Mobile Phone (Field)	7	months	\$ 200.00	\$ 1,400.00	
01319	Power/Heating Equipment				\$ -	
01320	Power/Heating - Usage				\$ -	
01321	Propane Heat				\$ -	
01322	Fire Extinguishers				\$ -	
01323	First Aid	7	months	\$ 75.00	\$ 525.00	
01324	Small Tools/Supplies	7	months	\$ 250.00	\$ 1,750.00	
01325	Drinking Water	7	months	\$ 100.00	\$ 700.00	
01326	Sundry Goods				\$ -	
01327	Rental-Storage Trailer				\$ -	
01328	Dual Office - Hook Up				\$ -	
01329	Ramp/Walkway Platform				\$ -	
01330	Other				\$ -	
01331	Transportation/Mileage (Field)	7	months	\$ 125.00	\$ 875.00	
01332	Transportation/Vehicle (Field)				\$ -	
01400	<b>ADMINISTRATION EXPENSES</b>					
01410	Drawing - Reproduction	1	allow	\$ 500.00	\$ 500.00	
01411	Postage/Overnight Delivery	7	months	\$ 100.00	\$ 700.00	
01412	Copying				\$ -	
01413	Photographs				\$ -	
01414	Schedules - Initial				\$ -	
	Project Management Software	0.0018	multiplier	\$ 2,757,909.48	\$ 4,964.24	
	Project Management- Building Connected	1	LS	\$ 400.00	\$ 400.00	
	Project Management DocuSign	500	ea	\$ 3.00	\$ 1,500.00	
01415	Schedules - Update				\$ -	
01416	Transportation/Mileage (Mgmt)	1200	miles	\$ 0.63	\$ 756.00	
01417	Transportation/Vehicle (Mgmt)				\$ -	
01418	Mobile Phone (Mgmt)	7	months	\$ 180.00	\$ 1,260.00	
01419	Entertainment				\$ -	
01420	Safety Meetings				\$ -	
01421	As-Built Drawings	1	LS	\$ 1,000.00	\$ 1,000.00	
01450	<b>PERMITS &amp; ALLOWANCES</b>					
01451	General Building Permit- By Owner				\$ -	
01452	Permit Fees				\$ -	
01453	Tap Fees				\$ -	
01475	<b>QUALITY CONTROL</b>					
01476	Construction Testing	1	LS	\$ 5,000.00	\$ 5,000.00	
01477	Foundation - Soils/Concrete				\$ -	
01478	Site Utility - Soils				\$ -	
01479	Building - Steel				\$ -	
01480	Flatwork - Soils/Concrete				\$ -	
01481	Site Curbing - Concrete				\$ -	
01482	Roof Inspection				\$ -	
01483	Asphalt Paving				\$ -	
01500	<b>FIELD ENGINEERING</b>					
01510	Site Survey	1	LS	\$ 7,000.00	\$ 7,000.00	
01511	Site - Lay-out				\$ -	
01512	Site Utility - Staking				\$ -	
01513	Site Lighting - Staking				\$ -	
01514	Site Grading - Staking				\$ -	
01515	Site Parking - Staking				\$ -	
01516	Site Curbing - Staking				\$ -	
01550	<b>BONDS &amp; INSURANCE</b>					
01551	General Liability Insurance				\$ -	
01552	Excess Liability Insurance				\$ -	
01553	Owner's Liability Insurance				\$ -	
01554	Builders Risk Insurance				\$ -	
01555	Performance Bond- Included in Construction Indirect Costs				\$ -	

**Saline District Library  
General Conditions Estimate  
April 23, 2024**

Date:	23-Apr-24	Schedule	June 10, 2024 - December		26
Project:	Saline District Library Renovations	Location	Saline, Michigan		7
CSI	Description	Quantity	Unit	Rate	Budget
01556	Refundable Bonds				\$ -
01557	Cash Bonds				\$ -
01600	<b>TEMPORARY SITE ACCESS</b>				
01610	Temporary Road				\$ -
01611	Temporary Staging Area				\$ -
01612	Temporary Parking				\$ -
01613	Perimeter Access - Building				\$ -
01625	<b>TEMPORARY BARRIERS/CONTROLS</b>				
01626	Fence Enclosures				\$ -
01627	Scaffold Walkways				\$ -
01628	Gate Access				\$ -
01629	Tree and Plant Protection				\$ -
01630	Street Barricades				\$ -
01631	Traffic Control				\$ -
01632	Signage/Safety	1	allow	\$ 1,000.00	\$ 1,000.00
01633	Directional Signage				\$ -
01634	Street Sweeping				\$ -
01635	Snow Removal				\$ -
01636	Pumping				\$ -
01637	Dewatering				\$ -
01638	Furniture/Equipment Moving Expense				\$ -
01650	<b>SITE SECURITY</b>				
01651	Guard Service				\$ -
01652	Alarm Service				\$ -
01653	Fence Enclosures	1	LS	\$ 25,000.00	\$ 25,000.00
01654	Gate Entries				\$ -
01675	<b>PROJECT IDENTIFICATION</b>				
01676	Project Sign	1	ea	\$ 2,000.00	\$ 2,000.00
01677	Information & Directional Signage				\$ -
01678	OSHA/Safety	1	allow	\$ 1,000.00	\$ 1,000.00
01700	<b>TEMPORARY UTILITIES</b>				
01710	Temporary Toilet Facilities	7	months	\$ 600.00	\$ 4,200.00
01720	Water-Permit/Hook-up				\$ -
01721	Water Usage				\$ -
01722	Water Tanker Supply				\$ -
	<b>ELECTRIC</b>				\$ -
01730	Electrical Service				\$ -
01731	Electrical Usage				\$ -
01732	Temporary Electrical Light & Power				\$ -
01733	Electric Generator-Equipment				\$ -
01734	Electric Generator-Fuel				\$ -
	<b>HEAT</b>				\$ -
01740	Heating Equipment				\$ -
01741	Heating-Fuel				\$ -
	<b>OTHER</b>				\$ -
01750	Temporary Fire Protection				\$ -
01760	Fire Extinguishers	1	allow	\$ 750.00	\$ 750.00
01770	Pay Phone Service				\$ -
01800	<b>TEMPORARY CONSTRUCTION/MAINT.</b>				
01810	Rooftop Enclosures				\$ -
01815	Building Enclosures				\$ -
01820	Weather Enclosures				\$ -
01825	Temporary Enclosures	1	LS	\$ 40,000.00	\$ 40,000.00
01830	Scaffolding Equipment				\$ -
01831	Storage Containers				\$ -
01835	Dust Enclosures	1	allow	\$ 3,000.00	\$ 3,000.00
01840	Temporary Floor Cover				\$ -
01850	Frost Cutting				\$ -
01860	Material Hoist/Lifts				\$ -
01865	Equipment Rental				\$ -
01866	Equipment Fuel				\$ -
01870	Small Tools				\$ -
01875	Building Supplies				\$ -
01900	<b>CLEAN-UP</b>				

**Saline District Library  
 General Conditions Estimate  
 April 23, 2024**

<b>Date:</b>	<b>23-Apr-24</b>	<b>Schedule</b>	<b>June 10, 2024 - December</b>		<b>26</b>
<b>Project:</b>	<b>Saline District Library Renovations</b>	<b>Location</b>	<b>Saline, Michigan</b>		<b>7</b>
<b>CSI</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit</b>	<b>Rate</b>	<b>Budget</b>
01905	Labor - General	416	hrs	\$ 58.00	\$ 24,128.00
01910	Dumpster-Usage	20	ea	\$ 500.00	\$ 10,000.00
01915	Trash Chute				\$ -
01920	General Clean-up				\$ -
01921	Cleaning Supplies	1	allow	\$ 500.00	\$ 500.00
01925	Final Clean-up - Building	32112	SF	\$ 0.80	\$ 25,689.60
01930	Final Clean-up - Site	1	allow	\$ 500.00	\$ 500.00
01940	Window Cleaning				\$ -
01945	Janitorial - Cleaning Services				\$ -
01950	<b>OUT OF TOWN EXPENSES</b>				
01955	Travel				\$ -
01960	Transportation/Fuel				\$ -
01965	Parking				\$ -
01970	Lodging				\$ -
01975	Meals				\$ -
01980	Miscellaneous				\$ -
		<b>Grand Total</b>			<b>\$ 172,572.84</b>
		<b>Rounded</b>			<b>\$ 173,000.00</b>

# Job #1221-23: Saline District Library

Prepared by McCarthy & Smith, Inc. - 24317 Indoplex Circle, Farmington Hills, MI 48335, United States of America

Bid Package Lead: Aaron Phillips (aphillips@mccarthysmith.com)

Project Location: Saline, MI, United States of America

## BD 101: Earthwork & Site Utilities

Generated April 11, 2024

### Base Bid

#### LINE ITEMS

Lump Sum Bid for Earthwork /Site Utilities Bid Division

Cost for Performance and Labor & Material Payment Bonds, to be added to the Base Bid is

#### INCLUSIONS

Bidder has signed and uploaded the Bid Security in the amount of five (5%) percent (Bid Bond or Certified Check)

Bidder has signed and uploaded the Familial Disclosure Affidavit Form.

Bidder has signed and uploaded the Iran Linked Business Affidavit Form.

Bidder has signed and uploaded the Criminal Background Check Affidavit Form.

### Base Bid Total

### Eagle Excavation, Inc.

Submitted by Jackson Wentworth

**\$161,500**

Original Proposal, April 10, 2024

Unit	Unit Cost	Total Cost
		<b>\$161,500</b>

		\$160,000
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		\$1,500
--	--	---------

YES		
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YES		
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YES		
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YES		
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		<b>\$161,500</b>
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### ILE Excavating Inc.

Submitted by Milad Ibrahim

**\$182,900**

Original Proposal, April 10, 2024

Unit	Unit Cost	Total Cost
		<b>\$182,900</b>

		\$179,700
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		\$3,200
--	--	---------

YES		
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YES		
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YES		
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YES		
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		<b>\$182,900</b>
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### Highlands Services LLC

Submitted by Ben Peterson

**\$204,455**

Original Proposal, April 11, 2024

Unit	Unit Cost	Total Cost
		<b>\$204,455</b>

		\$198,500
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		\$5,955
--	--	---------

YES		
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YES		
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YES		
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YES		
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		<b>\$204,455</b>
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### Jacklyn contracting

Submitted by Scott Jacklyn

**\$249,000**

Original Proposal, April 11, 2024

Unit	Unit Cost	Total Cost
		<b>\$249,000</b>

		\$243,000
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		\$6,000
--	--	---------

YES		
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YES		
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YES		
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YES		
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		<b>\$249,000</b>
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### Christman Constructors, Inc.

Submitted by Farzan Rafieyan

**\$255,500**

Original Proposal, April 11, 2024

Unit	Unit Cost	Total Cost
		<b>\$255,500</b>

		\$253,000
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		\$2,500
--	--	---------

YES		
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YES		
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YES		
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YES		
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		<b>\$255,500</b>
--	--	------------------

# Job #1221-23: Saline District Library

Prepared by McCarthy & Smith, Inc. - 24317 Indoplex Circle, Farmington Hills, MI 48335, United States of America

Bid Package Lead: Aaron Phillips (aphillips@mccarthysmith.com)

Project Location: Saline, MI, United States of America

## BD 103: Demolition

Generated April 11, 2024

### Base Bid

#### LINE ITEMS

Lump Sum Bid for Selective Demolition

Cost for Performance and Labor & Material Payment Bonds, to be added to the Base Bid

#### ALTERNATES

Alternate #2 Millwork at Break Room 84

#### ADDITIONAL ITEMS

Additional samples price as each

Asbestos Survey with 60 samples

#### INCLUSIONS

#### FOLLOWING DOCUMENTS MUST BE UPLOADED WITH BID

Bidder has uploaded the Bid Security in the amount of five (5%) percent (Bid Bond or Certified Check)

Bidder has signed and uploaded the Familial Disclosure Affidavit Form

Bidder has signed and uploaded the Iran Linked Business Affidavit Form

Bidder has signed and uploaded the Criminal Background Check Affidavit Form

### Base Bid Total

Great Lakes Construction Services  
Submitted by Dan Husek

**\$111,650**

Original Proposal, April 10, 2024

Unit	Unit Cost	Total Cost
		<b>\$111,650</b>

		\$110,000
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		\$1,650
--	--	---------

		\$500
--	--	-------

		\$17
--	--	------

		\$1,595
--	--	---------

YES		
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YES		
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YES		
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YES		
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**\$111,650**

Blue Star, Inc.  
Submitted by Luchrisha Stong

**\$113,000**

Original Proposal, April 11, 2024

Unit	Unit Cost	Total Cost
		<b>\$113,000</b>

		\$111,644
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		\$1,356
--	--	---------

		\$500
--	--	-------

		\$17
--	--	------

		\$1,595
--	--	---------

YES		
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YES		
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YES		
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YES		
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**\$113,000**

Christman Constructors, Inc.  
Submitted by Sean Webber

**\$174,933**

Original Proposal, April 11, 2024

Unit	Unit Cost	Total Cost
		<b>\$174,933</b>

		\$173,700
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		\$1,233
--	--	---------

		\$2,300
--	--	---------

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YES		
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YES		
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YES		
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YES		
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**\$174,933**

Great Lakes Environmental Service, Inc.  
Submitted by Scott Freitag

**\$199,335**

Original Proposal, April 11, 2024

Unit	Unit Cost	Total Cost
		<b>\$199,335</b>

		\$194,000
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		\$5,335
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		\$400
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YES		
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YES		
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YES		
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YES		
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**\$199,335**

Reese Contracting, Inc.  
Submitted by Jorge L. Avitia

**\$295,800**

Original Proposal, April 11, 2024

Unit	Unit Cost	Total Cost
		<b>\$295,800</b>

		\$290,000
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		\$5,800
--	--	---------

		\$500
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YES		
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YES		
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YES		
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YES		
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**\$295,800**



# Job #1221-23: Saline District Library

Prepared by McCarthy & Smith, Inc. - 24317 Indoplex Circle, Farmington Hills, MI 48335, United States of America

Bid Package Lead: Aaron Phillips (aphillips@mccarthysmith.com)

Project Location: Saline, MI, United States of America

## BD 105: Concrete Flatwork

Generated April 11, 2024

### Base Bid

#### LINE ITEMS

Lump Sum Bid for Interior Concrete Flatwork

Cost for Performance and Labor & Material Payment Bonds, to be added to the Base Bid

#### INCLUSIONS

#### FOLLOWING DOCUMENTS MUST BE UPLOADED WITH BID

Bidder has uploaded the Bid Security in the amount of five (5%) percent (Bid Bond or Certified Check)

Bidder has signed and uploaded the Familial Disclosure Affidavit Form

Bidder has signed and uploaded the Iran Linked Business Affidavit Form

Bidder has signed and uploaded the Criminal Background Check Affidavit Form

#### Base Bid Total

### DSP Constructors

Submitted by Alfredo Campos

**\$152,224**

Original Proposal, April 11, 2024

Unit	Unit Cost	Total Cost
		<b>\$152,224</b>

		\$150,961
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	\$1,263	
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		<b>\$152,224</b>
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### Contek Inc

Submitted by Dan Lester

**\$189,230**

Revision #1, April 11, 2024

Unit	Unit Cost	Total Cost
		<b>\$189,230</b>

		\$186,430
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	\$2,800	
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		<b>\$189,230</b>
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### Brencal Contractors Inc

Submitted by Dakota Carie

**\$256,188**

Original Proposal, April 11, 2024

Unit	Unit Cost	Total Cost
		<b>\$256,188</b>

		\$253,401
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	\$2,787	
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		<b>\$256,188</b>
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### Simone Construction Services

Submitted by Jacob Steller

**\$289,800**

Original Proposal, April 11, 2024

Unit	Unit Cost	Total Cost
		<b>\$289,800</b>

		\$286,700
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	\$3,100	
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		<b>\$289,800</b>
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# Job #1221-23: Saline District Library

Prepared by McCarthy & Smith, Inc. - 24317 Indoplex Circle, Farmington Hills, MI 48335, United States of America

Bid Package Lead: Aaron Phillips (aphillips@mccarthysmith.com)

Project Location: Saline, MI, United States of America

## BD 106: Masonry

Generated April 11, 2024

### Base Bid

#### LINE ITEMS

Lump Sum Bid for Masonry

Cost for Performance and Labor & Material  
Payment Bonds, to be added to the Base Bid

#### INCLUSIONS

#### FOLLOWING DOCUMENTS MUST BE UPLOADED WITH BID

Bidder has uploaded the Bid Security in the  
amount of five (5%) percent (Bid Bond or  
Certified Check)

Bidder has signed and uploaded the  
Familial Disclosure Affidavit Form

Bidder has signed and uploaded the Iran  
Linked Business Affidavit Form

Bidder has signed and uploaded the  
Criminal Background Check Affidavit Form

### Base Bid Total

## Grit Services

Submitted by Kurt Luckow

**\$21,250**

Original Proposal, April 11, 2024

Unit	Unit Cost	Total Cost
		<b>\$21,250</b>
		\$21,000

		\$250
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YES
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YES
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YES
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YES
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**\$21,250**

## BNE Services, LLC

Submitted by Brian Anton

**\$24,350**

Original Proposal, April 11, 2024

Unit	Unit Cost	Total Cost
		<b>\$24,350</b>
		\$23,988

		\$362
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YES
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YES
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YES
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YES
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**\$24,350**

## D.C. Byers Company, Inc.

Submitted by Chris Vanover

**\$24,484**

Original Proposal, April 11, 2024

Unit	Unit Cost	Total Cost
		<b>\$24,484</b>
		\$24,135

		\$349
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YES
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YES
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YES
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YES
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**\$24,484**

## HMC Mason Contractors

Submitted by Julie Gentile

**\$25,650**

Original Proposal, April 10, 2024

Unit	Unit Cost	Total Cost
		<b>\$25,650</b>
		\$24,950

		\$700
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YES
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YES
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YES
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YES
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**\$25,650**

# Job #1221-23: Saline District Library

Prepared by McCarthy & Smith, Inc. - 24317 Indoplex Circle, Farmington Hills, MI 48335, United States of America

Bid Package Lead: Aaron Phillips (aphillips@mccarthysmith.com)

Project Location: Saline, MI, United States of America

BD 107: Steel Generated April 11, 2024	Wolverine Steel Erectors, Inc. Submitted by Pamela Ray	Zak Welding & Custom Work, LLC Submitted by Diana Zarycki	Judd Industrial Contracting, Inc. Submitted by Mark Mocerì	Lapeer Steel, Inc. Submitted by Eric Kosemba
<b>Base Bid</b>	<b>\$150,540</b>	<b>\$176,000</b>	<b>\$193,865</b>	<b>\$266,658</b>
	Original Proposal, April 10, 2024	Revision #1, April 11, 2024	Original Proposal, April 11, 2024	Original Proposal, April 11, 2024
	Unit Unit Cost Total Cost	Unit Unit Cost Total Cost	Unit Unit Cost Total Cost	Unit Unit Cost Total Cost
<b>LINE ITEMS</b>	<b>\$150,540</b>	<b>\$176,000</b>	<b>\$193,865</b>	<b>\$266,658</b>
Lump Sum Bid for Structural Steel	\$149,135	\$173,500	\$191,000	\$262,500
Cost for Performance and Labor & Material Payment Bonds, to be added to the Base Bid	\$1,405	\$2,500	\$2,865	\$4,158
<b>INCLUSIONS</b>				
<b>FOLLOWING DOCUMENTS MUST BE UPLOADED WITH BID</b>				
Bidder has uploaded the Bid Security in the amount of five (5%) percent (Bid Bond or Certified Check)	YES	YES	YES	YES
Bidder has signed and uploaded the Familial Disclosure Affidavit Form	YES	YES	YES	YES
Bidder has signed and uploaded the Iran Linked Business Affidavit Form	YES	YES	YES	YES
Bidder has signed and uploaded the Criminal Background Check Affidavit Form	YES	YES	YES	YES
<b>Base Bid Total</b>	<b>\$150,540</b>	<b>\$176,000</b>	<b>\$193,865</b>	<b>\$266,658</b>

# Job #1221-23: Saline District Library

Prepared by McCarthy & Smith, Inc. - 24317 Indoplex Circle, Farmington Hills, MI 48335, United States of America

Bid Package Lead: Aaron Phillips (aphillips@mccarthysmith.com)

Project Location: Saline, MI, United States of America

## BD 108: Carpentry & General Trades

Generated April 11, 2024

### Base Bid

#### LINE ITEMS

Lump Sum Bid for Carpentry / General Trades

Cost for Performance and Labor & Material  
Payment Bonds, to be added to the Base Bid

COMBINE BID DEDUCT (THE CORRESPONDING  
AMOUNT WILL BE DEDUCTED FROM THE TOTAL  
OF BASE BIDS FOR SUCH COMBINATION OF BID  
DIVISIONS)

Combined Bid (Enter in Bid Division and  
Bid Deduct)

#### ADDITIONAL ITEMS

Bid Division 128 Scope of Work  
Complete: ADD

#### INCLUSIONS

#### FOLLOWING DOCUMENTS MUST BE UPLOADED WITH BID

Bidder has uploaded the Bid Security in  
the amount of five (5%) percent (Bid Bond  
or Certified Check)

Bidder has signed and uploaded the  
Familial Disclosure Affidavit Form

Bidder has signed and uploaded the Iran  
Linked Business Affidavit Form

Bidder has signed and uploaded the  
Criminal Background Check Affidavit  
Form

#### Base Bid Total

	Commercial Contracting Corporation Submitted by Estimating Admin			National Specialty Contractors, LLC Submitted by Jon Teagan			City Contracting Services Submitted by Jeff Flesor			The Spieker Company Submitted by Lianna Franklin			Christman Constructors, Inc. Submitted by Dave Riley		
	<b>\$336,389</b>			<b>\$369,600</b>			<b>\$382,728</b>			<b>\$464,000</b>			<b>\$557,000</b>		
	Original Proposal, April 11, 2024			Original Proposal, April 11, 2024			Revision #1, April 11, 2024			Original Proposal, April 11, 2024			Original Proposal, April 11, 2024		
	Unit	Unit Cost	Total Cost	Unit	Unit Cost	Total Cost	Unit	Unit Cost	Total Cost	Unit	Unit Cost	Total Cost	Unit	Unit Cost	Total Cost
<b>LINE ITEMS</b>			<b>\$336,389</b>			<b>\$369,600</b>			<b>\$382,728</b>			<b>\$464,000</b>			<b>\$557,000</b>
Lump Sum Bid for Carpentry / General Trades			\$333,715			\$366,000			\$379,144			\$460,000			\$553,000
Cost for Performance and Labor & Material Payment Bonds, to be added to the Base Bid			\$2,674			\$3,600			\$3,584			\$4,000			\$4,000
COMBINE BID DEDUCT (THE CORRESPONDING AMOUNT WILL BE DEDUCTED FROM THE TOTAL OF BASE BIDS FOR SUCH COMBINATION OF BID DIVISIONS)															
Combined Bid (Enter in Bid Division and Bid Deduct)			\$25,000			0			0			0			0
ADDITIONAL ITEMS															
Bid Division 128 Scope of Work Complete: ADD						\$157,925									
INCLUSIONS															
FOLLOWING DOCUMENTS MUST BE UPLOADED WITH BID															
Bidder has uploaded the Bid Security in the amount of five (5%) percent (Bid Bond or Certified Check)		YES			YES			YES			YES			YES	
Bidder has signed and uploaded the Familial Disclosure Affidavit Form		YES			YES			YES			YES			YES	
Bidder has signed and uploaded the Iran Linked Business Affidavit Form		YES			YES			YES			YES			YES	
Bidder has signed and uploaded the Criminal Background Check Affidavit Form		YES			YES			YES			YES			YES	
<b>Base Bid Total</b>			<b>\$ 336,389</b>			<b>\$ 369,600</b>			<b>\$ 382,728</b>			<b>\$ 464,000</b>			<b>\$ 557,000</b>

# Job #1221-23: Saline District Library

Prepared by McCarthy & Smith, Inc. - 24317 Indoplex Circle, Farmington Hills, MI 48335, United States of America

Bid Package Lead: Aaron Phillips (aphillips@mccarthysmith.com)

Project Location: Saline, MI, United States of America

## BD 109: Roofing

Generated April 11, 2024

### Base Bid

#### LINE ITEMS

Lump Sum Bid for Roofing / Sheetmeal

Cost for Performance and Labor & Material Payment Bonds, to be added to the Base Bid

#### ALTERNATES

COMBINE BID DEDUCT (THE CORRESPONDING AMOUNT WILL BE DEDUCTED FROM THE TOTAL OF BASE BIDS FOR SUCH COMBINATION OF BID DIVISIONS)

Combined Bid (Enter in Bid Division and Bid Deduct)

#### INCLUSIONS

FOLLOWING DOCUMENTS MUST BE UPLOADED WITH BID

Bidder has uploaded the Bid Security in the amount of five (5%) percent (Bid Bond or Certified Check)

Bidder has signed and uploaded the Familial Disclosure Affidavit Form

Bidder has signed and uploaded the Iran Linked Business Affidavit Form

Bidder has signed and uploaded the Criminal Background Check Affidavit Form

### Base Bid Total

A Wynn Roofing Llc

Submitted by Anne Wynn

**\$39,421**

Original Proposal, April 10, 2024

Unit	Unit Cost	Total Cost
		<b>\$39,421</b>

		\$39,000
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	\$421	
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**\$39,421**

Esko Roofing & Sheet Metal

Submitted by Steve Eskelinen

**\$39,505**

Original Proposal, April 11, 2024

Unit	Unit Cost	Total Cost
		<b>\$39,505</b>

		\$38,920
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	\$585	
--	-------	--

**\$39,505**

KJP Roofing and Sheet Metal, Inc.

Submitted by Jason Prieskorn

**\$75,000**

Revision #2, April 11, 2024

Unit	Unit Cost	Total Cost
		<b>\$75,000</b>

		\$72,500
--	--	----------

	\$2,500	
--	---------	--

**\$75,000**

# Job #1221-23: Saline District Library

Prepared by McCarthy & Smith, Inc. - 24317 Indoplex Circle, Farmington Hills, MI 48335, United States of America

Bid Package Lead: Aaron Phillips (aphillips@mccarthysmith.com)

Project Location: Saline, MI, United States of America

## BD 114: Aluminum Glass & Glazing

Generated April 11, 2024

### Base Bid

#### LINE ITEMS

Lump Sum Bid for Aluminum Entrances /  
Storefront / Glass & Glazing

Cost for Performance and Labor & Material  
Payment Bonds, to be added to the Base Bid

#### ALTERNATES

COMBINE BID DEDUCT (THE CORRESPONDING  
AMOUNT WILL BE DEDUCTED FROM THE TOTAL  
OF BASE BIDS FOR SUCH COMBINATION OF BID  
DIVISIONS)

Combined Bid (Enter in Bid Division and  
Bid Deduct)

#### INCLUSIONS

FOLLOWING DOCUMENTS MUST BE UPLOADED  
WITH BID

Bidder has uploaded the Bid Security in the  
amount of five (5%) percent (Bid Bond or  
Certified Check)

Bidder has signed and uploaded the  
Familial Disclosure Affidavit Form

Bidder has signed and uploaded the Iran  
Linked Business Affidavit Form

Bidder has signed and uploaded the  
Criminal Background Check Affidavit Form

### Base Bid Total

Crystal Glass Inc.

Submitted by Estimating Inbox

**\$41,325**

Original Proposal, April 10, 2024

Unit	Unit Cost	Total Cost
		<b>\$41,325</b>

\$40,975

\$350

0

41325

Daniels Glass Inc.

Submitted by Chris Mandelka

**\$46,224**

Original Proposal, April 11, 2024

Unit	Unit Cost	Total Cost
		<b>\$46,224</b>

\$45,318

\$906

0

46224

Roseville Glass Co., LLC.

Submitted by Sean Lewis

**\$49,800**

Original Proposal, April 11, 2024

Unit	Unit Cost	Total Cost
		<b>\$49,800</b>

\$49,060

\$740

0

49800

Modern Mirror & Glass Co.

Submitted by Eric Babler

**\$77,580**

Original Proposal, April 11, 2024

Unit	Unit Cost	Total Cost
		<b>\$77,580</b>

\$75,780

\$1,800

\$ 77,580

77580

# Job #1221-23: Saline District Library

Prepared by McCarthy & Smith, Inc. - 24317 Indoplex Circle, Farmington Hills, MI 48335, United States of America

Bid Package Lead: Aaron Phillips (aphillips@mccarthysmith.com)

Project Location: Saline, MI, United States of America

**BD 115: Metal Studs/Drywall/Plaster/EIFS**  
Generated April 11, 2024

**Base Bid**

**LINE ITEMS**

Unit	Unit Cost	Total Cost
<b>\$109,668</b>		
Lump Sum Bid for Metal Studs / Drywall / Acoustical Treatment		\$104,303
Cost for Performance and Labor & Material Payment Bonds, to be added to the Base Bid		\$5,365

**ALTERNATES**

COMBINE BID DEDUCT (THE CORRESPONDING AMOUNT WILL BE DEDUCTED FROM THE TOTAL OF BASE BIDS FOR SUCH COMBINATION OF BID DIVISIONS)

Combined Bid (Enter in Bid Division and Bid Deduct)	0
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**ADDITIONAL ITEMS**

deduct \$8,000.00 if awarded bid division 117 and 115. if both bids are low bid already deduct does not apply.	\$8,000
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**INCLUSIONS**

FOLLOWING DOCUMENTS MUST BE UPLOADED WITH BID

Bidder has uploaded the Bid Security in the amount of five (5%) percent (Bid Bond or Certified Check)	YES
Bidder has signed and uploaded the Familial Disclosure Affidavit Form	YES
Bidder has signed and uploaded the Iran Linked Business Affidavit Form	YES
Bidder has signed and uploaded the Criminal Background Check Affidavit Form	YES

**Base Bid Total**

\$ 109,668

Alpha Commercial Construction Inc.  
Submitted by Erick Noreen

**\$109,668**

Original Proposal, April 11, 2024

Unit	Unit Cost	Total Cost
<b>\$109,668</b>		

		\$104,303
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		\$5,365
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		0
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		\$8,000
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\$ 109,668

Commercial Contracting Corporation  
Submitted by Estimating Admin

**\$191,525**

Original Proposal, April 11, 2024

Unit	Unit Cost	Total Cost
<b>\$191,525</b>		

		\$190,000
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		\$1,525
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		\$25,000
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\$ 191,525

BJ Construction Services, Inc.  
Submitted by Nick Murray

**\$192,300**

Original Proposal, April 11, 2024

Unit	Unit Cost	Total Cost
<b>\$192,300</b>		

		\$188,930
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		\$3,370
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		0
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\$ 192,300

Clark Contracting Services  
Submitted by Ccs Bidding

**\$233,000**

Original Proposal, April 11, 2024

Unit	Unit Cost	Total Cost
<b>\$233,000</b>		

		\$230,700
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		\$2,300
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		0
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\$ 233,000

# Job #1221-23: Saline District Library

Prepared by McCarthy & Smith, Inc. - 24317 Indoplex Circle, Farmington Hills, MI 48335, United States of America

Bid Package Lead: Aaron Phillips (aphillips@mccarthysmith.com)

Project Location: Saline, MI, United States of America

The Albert M. Higley Co Submitted by Nick Mitchell			ANM Construction Co. Inc. Submitted by Rob Kulie			Ann Arbor Ceiling & Partition Submitted by Parker Grzegorzczuk		
<b>\$247,474</b>			<b>\$299,930</b>			<b>\$312,867</b>		
Original Proposal, April 10, 2024			Original Proposal, April 11, 2024			Original Proposal, April 11, 2024		
Unit	Unit Cost	Total Cost	Unit	Unit Cost	Total Cost	Unit	Unit Cost	Total Cost
		<b>\$247,474</b>			<b>\$299,930</b>			<b>\$312,867</b>
		\$244,974			\$297,430			\$310,692
	\$2,500			\$2,500			\$2,175	
		0			0			0
	YES			YES			YES	
	YES			YES			YES	
	YES			YES			YES	
	YES			YES			YES	
		<b>\$ 247,474</b>			<b>\$ 299,930</b>			<b>\$ 312,867</b>



# Job #1221-23: Saline District Library

Prepared by McCarthy & Smith, Inc. - 24317 Indoplex Circle, Farmington Hills, MI 48335, United States of America

Bid Package Lead: Aaron Phillips (aphillips@mccarthysmith.com)

Project Location: Saline, MI, United States of America

## BD 116: Hard Tile

Generated April 11, 2024

### Base Bid

#### LINE ITEMS

Lump Sum Bid for Hard Tile  
Cost for Performance and Labor & Material  
Payment Bonds, to be added to the Base Bid

#### ALTERNATES

Alternate #1 Millwork at Control Room A120  
Alternate #2 Millwork at Break Room 84

COMBINE BID DEDUCT (THE CORRESPONDING  
AMOUNT WILL BE DEDUCTED FROM THE TOTAL  
OF BASE BIDS FOR SUCH COMBINATION OF BID  
DIVISIONS)

Combined Bid (Enter in Bid Division and  
Bid Deduct)

#### INCLUSIONS

FOLLOWING DOCUMENTS MUST BE UPLOADED  
WITH BID

Bidder has uploaded the Bid Security in the  
amount of five (5%) percent (Bid Bond or  
Certified Check)

Bidder has signed and uploaded the  
Familial Disclosure Affidavit Form

Bidder has signed and uploaded the Iran  
Linked Business Affidavit Form

Bidder has signed and uploaded the  
Criminal Background Check Affidavit Form

### Base Bid Total

Boston Tile & Terrazzo Company  
Submitted by Roland Toffolo

**\$48,680**

Original Proposal, April 11, 2024

Unit	Unit Cost	Total Cost
		<b>\$48,680</b>
		\$48,130
	\$550	\$1,423

Alternate #1 Millwork at Control Room A120		\$0
Alternate #2 Millwork at Break Room 84	\$1,150	\$867

Combined Bid (Enter in Bid Division and Bid Deduct)	0	0
---	---	---

**\$48,680**

DF Floor Covering  
Submitted by Lisa Welsby

**\$52,240**

Original Proposal, April 10, 2024

Unit	Unit Cost	Total Cost
		<b>\$52,240</b>
		\$50,817
	\$1,423	\$1,423

Alternate #1 Millwork at Control Room A120		\$569
Alternate #2 Millwork at Break Room 84		\$867

Combined Bid (Enter in Bid Division and Bid Deduct)	0	0
---	---	---

**\$52,240**

Omega Floors  
Submitted by Julie Jones

**\$54,139**

Original Proposal, April 9, 2024

Unit	Unit Cost	Total Cost
		<b>\$54,139</b>
		\$53,639
	\$500	\$500

Alternate #1 Millwork at Control Room A120		\$0
Alternate #2 Millwork at Break Room 84		\$0

Combined Bid (Enter in Bid Division and Bid Deduct)	0	0
---	---	---

**\$54,139**

Musante Tile, Inc.  
Submitted by Renzo Musante

**\$61,730**

Original Proposal, April 10, 2024

Unit	Unit Cost	Total Cost
		<b>\$61,730</b>
		\$59,880
		\$1,850

Alternate #1 Millwork at Control Room A120		\$0
Alternate #2 Millwork at Break Room 84		\$825

Combined Bid (Enter in Bid Division and Bid Deduct)	0	0
---	---	---

**\$61,730**

# Job #1221-23: Saline District Library

Prepared by McCarthy & Smith, Inc. - 24317 Indoplex Circle, Farmington Hills, MI 48335, United States of America

Bid Package Lead: Aaron Phillips (aphillips@mccarthysmith.com)

Project Location: Saline, MI, United States of America

Continental Contracting Co., LLC Submitted by Franko Sallaku			R&G Painting Home Improvement LLC Submitted by Gentian Nonaj			Michielutti Brothers Inc. Submitted by John Michielutti		
<b>\$63,900</b>			<b>\$65,700</b>			<b>\$87,400</b>		
Original Proposal, April 10, 2024			Original Proposal, April 10, 2024			Revision #1, April 10, 2024		
Unit	Unit Cost	Total Cost	Unit	Unit Cost	Total Cost	Unit	Unit Cost	Total Cost
		<b>\$63,900</b>			<b>\$65,700</b>			<b>\$87,400</b>
		\$62,622			\$64,200			\$85,800
		\$1,278			\$1,500			\$1,600
		\$0			\$1,000			\$700
					\$1,000			\$2,200
		0			\$2,000			0
	YES			YES			YES	
	YES			YES			YES	
	YES			YES			YES	
	YES			YES			YES	
		<b>\$63,900</b>			<b>\$65,700</b>			<b>\$87,400</b>

# Job #1221-23: Saline District Library

Prepared by McCarthy & Smith, Inc. - 24317 Indoplex Circle, Farmington Hills, MI 48335, United States of America

Bid Package Lead: Aaron Phillips (aphillips@mccarthysmith.com)

Project Location: Saline, MI, United States of America

## BD 117: Acoustical Ceilings

Generated April 11, 2024

### Base Bid

#### LINE ITEMS

Unit	Unit Cost	Total Cost
Lump Sum Bid for Acoustical Treatment		\$168,400
Cost for Performance and Labor & Material Payment Bonds, to be added to the Base Bid		\$1,700

#### ALTERNATES

COMBINE BID DEDUCT (THE CORRESPONDING AMOUNT WILL BE DEDUCTED FROM THE TOTAL OF BASE BIDS FOR SUCH COMBINATION OF BID DIVISIONS)

Combined Bid (Enter in Bid Division and Bid Deduct)	
	0

#### ADDITIONAL ITEMS

deduct \$8,000.00 if awarded bid division 117 and 115. if both bids are low bid already deduct does not apply.	
	\$ 8,000

#### INCLUSIONS

FOLLOWING DOCUMENTS MUST BE UPLOADED WITH BID

Bidder has uploaded the Bid Security in the amount of five (5%) percent (Bid Bond or Certified Check)	YES
Bidder has signed and uploaded the Familial Disclosure Affidavit Form	YES
Bidder has signed and uploaded the Iran Linked Business Affidavit Form	YES
Bidder has signed and uploaded the Criminal Background Check Affidavit Form	YES

### Base Bid Total

**\$170,100**

Clark Contracting Services  
Submitted by Ccs Bidding

**\$170,100**

Original Proposal, April 11, 2024

Unit	Unit Cost	Total Cost
		<b>\$170,100</b>
		\$168,400
		\$1,700

0

Acoustic Ceiling & Partition  
Submitted by Jim Atchley

**\$226,688**

Original Proposal, April 11, 2024

Unit	Unit Cost	Total Cost
		<b>\$226,688</b>
		\$224,000
		\$2,688

0

The Albert M. Higley Co  
Submitted by Nick Mitchell

**\$242,995**

Original Proposal, April 10, 2024

Unit	Unit Cost	Total Cost
		<b>\$242,995</b>
		\$240,545
		\$2,450

0

Alpha Commercial Construction Inc.  
Submitted by Erick Noreen

**\$256,186**

Original Proposal, April 11, 2024

Unit	Unit Cost	Total Cost
		<b>\$256,186</b>
		\$243,987
		\$12,199

0

\$ 8,000

**\$256,186**

# Job #1221-23: Saline District Library

Prepared by McCarthy & Smith, Inc. - 24317 Indoplex Circle, Farmington Hills, MI 48335, United States of America

Bid Package Lead: Aaron Phillips (aphillips@mccarthysmith.com)

Project Location: Saline, MI, United States of America

Commercial Contracting Corporation Submitted by Estimating Admin			ANM Construction Co. Inc. Submitted by Rob Kulie			Ann Arbor Ceiling & Partition Submitted by Parker Grzegorzcyk		
<b>\$286,279</b>			<b>\$315,526</b>			<b>\$333,965</b>		
Original Proposal, April 11, 2024			Original Proposal, April 11, 2024			Original Proposal, April 11, 2024		
Unit	Unit Cost	Total Cost	Unit	Unit Cost	Total Cost	Unit	Unit Cost	Total Cost
		<b>\$286,279</b>			<b>\$315,526</b>			<b>\$333,965</b>
		\$284,000			\$312,826			\$331,643
		\$2,279			\$2,700			\$2,322
		\$25,000			0			0
	YES			YES			YES	
	YES			YES			YES	
	YES			YES			YES	
	YES			YES			YES	
		<b>\$286,279</b>			<b>\$315,526</b>			<b>\$333,965</b>

# Job #1221-23: Saline District Library

Prepared by McCarthy & Smith, Inc. - 24317 Indoplex Circle, Farmington Hills, MI 48335, United States of America

Bid Package Lead: Aaron Phillips (aphillips@mccarthysmith.com)

Project Location: Saline, MI, United States of America

## BD 118: Carpet & Resilient Flooring

Generated April 11, 2024

### Base Bid

#### LINE ITEMS

Lump Sum Bid for Carpet / Resilient Tile Flooring

Cost for Performance and Labor & Material Payment Bonds, to be added to the Base Bid

#### ALTERNATES

Alternate #1 Millwork at Program Room A120 (resilient base)

#### INCLUSIONS

#### FOLLOWING DOCUMENTS MUST BE UPLOADED WITH BID

Bidder has uploaded the Bid Security in the amount of five (5%) percent (Bid Bond or Certified Check)

Bidder has signed and uploaded the Familial Disclosure Affidavit Form

Bidder has signed and uploaded the Iran Linked Business Affidavit Form

Bidder has signed and uploaded the Criminal Background Check Affidavit Form

#### Base Bid Total

Cohns Commercial Floor Covering, Inc.  
Submitted by Lucas Beiswanger

**\$249,465**

Original Proposal, April 10, 2024

Unit	Unit Cost	Total Cost
		<b>\$249,465</b>

		\$246,965
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		\$2,500
--	--	---------

		\$350
--	--	-------

YES		
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YES		
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YES		
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YES		
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		<b>\$249,465</b>
--	--	------------------

Omega Floors  
Submitted by julie jones

**\$254,000**

Original Proposal, April 9, 2024

Unit	Unit Cost	Total Cost
		<b>\$254,000</b>

		\$251,700
--	--	-----------

		\$2,300
--	--	---------

		\$100
--	--	-------

YES		
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YES		
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YES		
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YES		
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		<b>\$254,000</b>
--	--	------------------

DF Floor Covering  
Submitted by Lisa Welsby

**\$260,311**

Original Proposal, April 10, 2024

Unit	Unit Cost	Total Cost
		<b>\$260,311</b>

		\$257,984
--	--	-----------

		\$2,327
--	--	---------

		\$15
--	--	------

YES		
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YES		
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YES		
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YES		
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		<b>\$260,311</b>
--	--	------------------

Master Craft Carpet Service, Inc.  
Submitted by Andrew Donaldson

**\$265,507**

Original Proposal, April 11, 2024

Unit	Unit Cost	Total Cost
		<b>\$265,507</b>

		\$262,969
--	--	-----------

		\$2,538
--	--	---------

		\$0
--	--	-----

YES		
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YES		
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YES		
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YES		
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		<b>\$265,507</b>
--	--	------------------

Shock Brothers Floorcovering, Inc.  
Submitted by Charles Shock

**\$273,900**

Original Proposal, April 11, 2024

Unit	Unit Cost	Total Cost
		<b>\$273,900</b>

		\$272,350
--	--	-----------

		\$1,550
--	--	---------

		\$400
--	--	-------

YES		
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YES		
-----	--	--

YES		
-----	--	--

YES		
-----	--	--

		<b>\$273,900</b>
--	--	------------------

# Job #1221-23: Saline District Library

Prepared by McCarthy & Smith, Inc. - 24317 Indoplex Circle, Farmington Hills, MI 48335, United States of America

Bid Package Lead: Aaron Phillips (aphillips@mccarthysmith.com)

Project Location: Saline, MI, United States of America

## BD 120: Painting

Generated April 11, 2024

### Base Bid

#### LINE ITEMS

Lump Sum Bid for Painting

Cost for Performance and Labor & Material  
Payment Bonds, to be added to the Base Bid

#### ALTERNATES

Alternate #2 Millwork at Break Room 84

COMBINE BID DEDUCT (THE CORRESPONDING  
AMOUNT WILL BE DEDUCTED FROM THE TOTAL  
OF BASE BIDS FOR SUCH COMBINATION OF BID  
DIVISIONS)

Combined Bid (Enter in Bid Division and  
Bid Deduct)

#### INCLUSIONS

FOLLOWING DOCUMENTS MUST BE UPLOADED  
WITH BID

Bidder has uploaded the Bid Security in the  
amount of five (5%) percent (Bid Bond or  
Certified Check)

Bidder has signed and uploaded the  
Familial Disclosure Affidavit Form

Bidder has signed and uploaded the Iran  
Linked Business Affidavit Form

Bidder has signed and uploaded the  
Criminal Background Check Affidavit Form

### Base Bid Total

## Twin Brothers Painting

Submitted by Erlis Vushaj

**\$56,000**

Original Proposal, April 11, 2024

Unit	Unit Cost	Total Cost
		<b>\$56,000</b>

		\$53,000
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		\$3,000
--	--	---------

		\$1,500
--	--	---------

		\$0
--	--	-----

YES
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YES
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YES
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YES
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<b>\$56,000</b>
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## R&G Painting Home Improvement LLC

Submitted by Gentian Nonaj

**\$81,667**

Original Proposal, April 10, 2024

Unit	Unit Cost	Total Cost
		<b>\$81,667</b>

		\$79,667
--	--	----------

		\$2,000
--	--	---------

--	--	--

		\$2,000
--	--	---------

YES
-----

YES
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YES
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YES
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<b>\$81,667</b>
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## Classic Painting Company, Inc.

Submitted by Stephine Sholty

**\$87,950**

Original Proposal, April 10, 2024

Unit	Unit Cost	Total Cost
		<b>\$87,950</b>

		\$85,800
--	--	----------

		\$2,150
--	--	---------

		\$600
--	--	-------

		\$0
--	--	-----

YES
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YES
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YES
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YES
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<b>\$87,950</b>
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## Continental Contracting Co., LLC

Submitted by Franko Sallaku

**\$178,500**

Original Proposal, April 10, 2024

Unit	Unit Cost	Total Cost
		<b>\$178,500</b>

		\$175,000
--	--	-----------

		\$3,500
--	--	---------

--	--	--

		\$0
--	--	-----

YES
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YES
-----

YES
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YES
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<b>\$178,500</b>
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# Job #1221-23: Saline District Library

Prepared by McCarthy & Smith, Inc. - 24317 Indoplex Circle, Farmington Hills, MI 48335, United States of America

Bid Package Lead: Aaron Phillips (aphillips@mccarthysmith.com)

Project Location: Saline, MI, United States of America

## BD 122: Signage

Generated April 11, 2024

### Base Bid

#### LINE ITEMS

Lump Sum Bid for Signage

Cost for Performance and Labor & Material  
Payment Bonds, to be added to the Base Bid

#### INCLUSIONS

#### FOLLOWING DOCUMENTS MUST BE UPLOADED WITH BID

Bidder has uploaded the Bid Security in the  
amount of five (5%) percent (Bid Bond or  
Certified Check)

Bidder has signed and uploaded the Familial  
Disclosure Affidavit Form

Bidder has signed and uploaded the Iran  
Linked Business Affidavit Form

Bidder has signed and uploaded the  
Criminal Background Check Affidavit Form

### Base Bid Total

DMP Sign Co  
Submitted by Joe Foerg

**\$26,450**

Original Proposal, April 11, 2024

Unit	Unit Cost	Total Cost
		<b>\$26,450</b>

		\$25,350
--	--	----------

		\$1,100
--	--	---------

YES
-----

YES
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YES
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YES
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**\$26,450**

Praise Sign Company, LLC.  
Submitted by Larry Gerken

**\$38,575**

Original Proposal, April 10, 2024

Unit	Unit Cost	Total Cost
		<b>\$38,575</b>

		\$37,435
--	--	----------

		\$1,140
--	--	---------

YES
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YES
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YES
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YES
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**\$38,575**

ASI Signage Innovations - Michigan  
Submitted by Gary Ellis

**\$42,867**

Original Proposal, April 8, 2024

Unit	Unit Cost	Total Cost
		<b>\$42,867</b>

		\$41,618
--	--	----------

		\$1,249
--	--	---------

YES
-----

YES
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YES
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YES
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**\$42,867**

# Job #1221-23: Saline District Library

Prepared by McCarthy & Smith, Inc. - 24317 Indoplex Circle, Farmington Hills, MI 48335, United States of America

Bid Package Lead: Aaron Phillips (aphillips@mccarthysmith.com)

Project Location: Saline, MI, United States of America

## BD 123: Operable Partitions

Generated April 11, 2024

### Base Bid

#### LINE ITEMS

Lump Sum Bid for Operable Partitions

Cost for Performance and Labor & Material  
Payment Bonds, to be added to the Base Bid

#### INCLUSIONS

#### FOLLOWING DOCUMENTS MUST BE UPLOADED WITH BID

Bidder has uploaded the Bid Security in the amount of five (5%) percent (Bid Bond or Certified Check)

YES

Bidder has signed and uploaded the Familial Disclosure Affidavit Form

YES

Bidder has signed and uploaded the Iran Linked Business Affidavit Form

YES

Bidder has signed and uploaded the Criminal Background Check Affidavit Form

YES

### Base Bid Total

**\$29,770**

Gardiner C. Vose, Inc.  
Submitted by Jack Furlong

**\$29,770**

Original Proposal, April 10, 2024

Unit	Unit Cost	Total Cost
		<b>\$29,770</b>

\$29,520

\$250

Urban's  
Submitted by Nicholas Rowland

**\$30,271**

Revision #1, April 11, 2024

Unit	Unit Cost	Total Cost
		<b>\$30,271</b>

\$29,900

\$371

**\$30,271**



# Job #1221-23: Saline District Library

Prepared by McCarthy & Smith, Inc. - 24317 Indoplex Circle, Farmington Hills, MI 48335, United States of America

Bid Package Lead: Aaron Phillips (aphillips@mccarthysmith.com)

Project Location: Saline, MI, United States of America

## BD 128: Prefabricated Casework

Generated April 11, 2024

### Base Bid

#### LINE ITEMS

Lump Sum Bid for Prefabricated Casework

Cost for Performance and Labor & Material Payment Bonds, to be added to the Base Bid

#### ALTERNATES

Alternate #1 Millwork at Program Room A120

Alternate #2 Millwork at Break Room 84

COMBINE BID DEDUCT (THE CORRESPONDING AMOUNT WILL BE DEDUCTED FROM THE TOTAL OF BASE BIDS FOR SUCH COMBINATION OF BID DIVISIONS)

Combined Bid (Enter in Bid Division and Bid Deduct)

#### INCLUSIONS

FOLLOWING DOCUMENTS MUST BE UPLOADED WITH BID

Bidder has uploaded the Bid Security in the amount of five (5%) percent (Bid Bond or Certified Check)

Bidder has signed and uploaded the Familial Disclosure Affidavit Form

Bidder has signed and uploaded the Iran Linked Business Affidavit Form

Bidder has signed and uploaded the Criminal Background Check Affidavit Form

### Base Bid Total

### Trend Millwork, LLC

Submitted by Tom Hoskins

**\$126,375**

Original Proposal, April 11, 2024

Unit	Unit Cost	Total Cost
		<b>\$126,375</b>

		\$124,700
--	--	-----------

	\$1,675	\$1,500
--	---------	---------

		\$4,000
--	--	---------

	\$ 5,000	\$ 7,675
--	----------	----------

	0	0
--	---	---

YES	YES	
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YES	YES	
-----	-----	--

YES	YES	
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YES	YES	
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	\$ 126,375	
--	------------	--

### National Specialty Contractors, LLC

Submitted by Jon Teagan

**\$157,925**

Original Proposal, April 11, 2024

Unit	Unit Cost	Total Cost
		<b>\$157,925</b>

		\$156,425
--	--	-----------

		\$1,500
--	--	---------

		\$6,325
--	--	---------

	\$ 7,675	\$ 7,675
--	----------	----------

	0	0
--	---	---

YES	YES	
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YES	YES	
-----	-----	--

YES	YES	
-----	-----	--

YES	YES	
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	\$ 157,925	
--	------------	--

### Mica-Tec

Submitted by Mike Cummings

**\$158,100**

Original Proposal, April 10, 2024

Unit	Unit Cost	Total Cost
		<b>\$158,100</b>

		\$155,000
--	--	-----------

		\$3,100
--	--	---------

		\$4,700
--	--	---------

	\$ 7,300	\$ 7,300
--	----------	----------

	0	0
--	---	---

YES	YES	
-----	-----	--

YES	YES	
-----	-----	--

YES	YES	
-----	-----	--

YES	YES	
-----	-----	--

	\$ 158,100	
--	------------	--

### Commercial Contracting Corporation

Submitted by Estimating Admin

**\$180,435**

Original Proposal, April 11, 2024

Unit	Unit Cost	Total Cost
		<b>\$180,435</b>

		\$179,000
--	--	-----------

		\$1,435
--	--	---------

		\$3,900
--	--	---------

	\$ 5,365	\$ 5,365
--	----------	----------

		\$25,000
--	--	----------

YES	YES	
-----	-----	--

YES	YES	
-----	-----	--

YES	YES	
-----	-----	--

YES	YES	
-----	-----	--

	\$ 180,435	
--	------------	--

### BJ Construction Services, Inc.

Submitted by Nick Murray

**\$299,820**

Original Proposal, April 11, 2024

Unit	Unit Cost	Total Cost
		<b>\$299,820</b>

		\$294,520
--	--	-----------

		\$5,300
--	--	---------

		\$8,800
--	--	---------

	\$ 10,500	\$ 10,500
--	-----------	-----------

		0
--	--	---

YES	YES	
-----	-----	--

YES	YES	
-----	-----	--

YES	YES	
-----	-----	--

YES	YES	
-----	-----	--

	\$ 299,820	
--	------------	--

# Job #1221-23: Saline District Library

Prepared by McCarthy & Smith, Inc. - 24317 Indoplex Circle, Farmington Hills, MI 48335, United States of America

Bid Package Lead: Aaron Phillips (aphillips@mccarthysmith.com)

Project Location: Saline, MI, United States of America

## BD 140: Plumbing

Generated April 11, 2024

### Base Bid

#### LINE ITEMS

Lump Sum Bid for Plumbing

Cost for Performance and Labor & Material Payment Bonds, to be added to the Base Bid

#### ALTERNATES

Alternate #2 Millwork at Break Room 84

#### INCLUSIONS

#### FOLLOWING DOCUMENTS MUST BE UPLOADED WITH BID

Bidder has uploaded the Bid Security in the amount of five (5%) percent (Bid Bond or Certified Check)

Bidder has signed and uploaded the Familial Disclosure Affidavit Form

Bidder has signed and uploaded the Iran Linked Business Affidavit Form

Bidder has signed and uploaded the Criminal Background Check Affidavit Form

### Base Bid Total

Tempco Mechanical Contractors, inc.  
Submitted by Jim Jagodzinski

**\$138,020**

Original Proposal, April 11, 2024

Unit	Unit Cost	Total Cost
		<b>\$138,020</b>

		\$135,270
--	--	-----------

		\$2,750
--	--	---------

		<b>\$0</b>
--	--	------------

		\$2,400
--	--	---------

	YES
--	-----

	YES
--	-----

	YES
--	-----

	YES
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		<b>\$138,020</b>
--	--	------------------

Boone & Darr Inc.  
Submitted by Charles Darr

**\$139,400**

Original Proposal, April 11, 2024

Unit	Unit Cost	Total Cost
		<b>\$139,400</b>

		\$138,000
--	--	-----------

		\$1,400
--	--	---------

		<b>\$0</b>
--	--	------------

		\$2,500
--	--	---------

	YES
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	YES
--	-----

	YES
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	YES
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		<b>\$139,400</b>
--	--	------------------

Goyette Mechanical Co., Inc.  
Submitted by Todd Burke

**\$144,850**

Original Proposal, April 11, 2024

Unit	Unit Cost	Total Cost
		<b>\$144,850</b>

		\$142,842
--	--	-----------

		\$2,008
--	--	---------

		<b>\$0</b>
--	--	------------

		\$4,750
--	--	---------

	YES
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	YES
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	YES
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	YES
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		<b>\$144,850</b>
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# Job #1221-23: Saline District Library

Prepared by McCarthy & Smith, Inc. - 24317 Indoplex Circle, Farmington Hills, MI 48335, United States of America

Bid Package Lead: Aaron Phillips (aphillips@mccarthysmith.com)

Project Location: Saline, MI, United States of America

Danboise Mechanical Inc.  
Submitted by Subhash Pappagari

**\$151,834**

Original Proposal, April 11, 2024

Unit	Unit Cost	Total Cost
		<b>\$151,834</b>
		\$149,738
	\$2,096	
		<b>\$0</b>
		\$3,430
	YES	
	YES	
	YES	
	YES	
		<b>\$151,834</b>

L J Rolls Refrigeration Co.  
Submitted by tyler lee

**\$164,800**

Original Proposal, April 11, 2024

Unit	Unit Cost	Total Cost
		<b>\$164,800</b>
		\$162,800
	\$2,000	
		<b>\$0</b>
		\$0
	YES	
	YES	
	YES	
	YES	
		<b>\$164,800</b>

John Darr Mechanical Inc.  
Submitted by Mark Darr

**\$180,900**

Original Proposal, April 11, 2024

Unit	Unit Cost	Total Cost
		<b>\$180,900</b>
		\$178,900
	\$2,000	
		<b>\$0</b>
		\$1,000
	YES	
	YES	
	YES	
	YES	
		<b>\$180,900</b>

# Job #1221-23: Saline District Library

Prepared by McCarthy & Smith, Inc. - 24317 Indoplex Circle, Farmington Hills, MI 48335, United States of America

Bid Package Lead: Aaron Phillips (aphillips@mccarthysmith.com)

Project Location: Saline, MI, United States of America

## BD 141: Fire Protection

Generated April 11, 2024

### Base Bid

#### LINE ITEMS

Lump Sum Bid for Fire Protection

Cost for Performance and Labor & Material  
Payment Bonds, to be added to the Base Bid

#### ALTERNATES

#### INCLUSIONS

#### FOLLOWING DOCUMENTS MUST BE UPLOADED WITH BID

Bidder has uploaded the Bid Security in the  
amount of five (5%) percent (Bid Bond or  
Certified Check)

Bidder has signed and uploaded the Familial  
Disclosure Affidavit Form

Bidder has signed and uploaded the Iran  
Linked Business Affidavit Form

Bidder has signed and uploaded the Criminal  
Background Check Affidavit Form

### Base Bid Total

Professional Sprinkler, Inc.  
Submitted by William Case

**\$76,980**

Original Proposal, April 11, 2024

Unit	Unit Cost	Total Cost
		<b>\$76,980</b>

		\$75,480
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		\$1,500
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**\$76,980**

Absolute Fire Protection, Inc.  
Submitted by Jack Shea

**\$98,298**

Original Proposal, April 10, 2024

Unit	Unit Cost	Total Cost
		<b>\$98,298</b>

		\$96,582
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		\$1,716
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**\$98,298**

# Job #1221-23: Saline District Library

Prepared by McCarthy & Smith, Inc. - 24317 Indoplex Circle, Farmington Hills, MI 48335, United States of America

Bid Package Lead: Aaron Phillips (aphillips@mccarthysmith.com)

Project Location: Saline, MI, United States of America

## BD 142: Heating, Ventilating & Air Conditioning

Generated April 11, 2024

### Base Bid

#### LINE ITEMS

Lump Sum Bid for HVAC

Cost for Performance and Labor & Material Payment Bonds, to be added to the Base Bid

#### ALTERNATES

#### INCLUSIONS

FOLLOWING DOCUMENTS MUST BE UPLOADED WITH BID

Bidder has uploaded the Bid Security in the amount of five (5%) percent (Bid Bond or Certified Check)

Bidder has signed and uploaded the Familial Disclosure Affidavit Form

Bidder has signed and uploaded the Iran Linked Business Affidavit Form

Bidder has signed and uploaded the Criminal Background Check Affidavit Form

### Base Bid Total

Robertson Morrison Inc  
Submitted by Brent Johnson

**\$255,913**

Original Proposal, April 11, 2024

Unit	Unit Cost	Total Cost
		<b>\$255,913</b>

		\$253,619
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	\$2,294	
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YES
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YES
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YES
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YES
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**\$255,913**

Quality Aire Systems  
Submitted by Chris Marinkovich

**\$292,700**

Revision #1, April 11, 2024

Unit	Unit Cost	Total Cost
		<b>\$292,700</b>

		\$289,800
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	\$2,900	
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YES
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YES
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YES
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YES
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**\$292,700**

Tempco Mechanical Contractors, inc.  
Submitted by Bob Corwin

**\$298,650**

Original Proposal, April 11, 2024

Unit	Unit Cost	Total Cost
		<b>\$298,650</b>

		\$292,900
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	\$5,750	
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YES
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YES
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YES
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YES
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**\$298,650**

Boone & Darr Inc.  
Submitted by Charles Darr

**\$309,800**

Original Proposal, April 11, 2024

Unit	Unit Cost	Total Cost
		<b>\$309,800</b>

		\$307,000
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	\$2,800	
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YES
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YES
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YES
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YES
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**\$309,800**

# Job #1221-23: Saline District Library

Prepared by McCarthy & Smith, Inc. - 24317 Indoplex Circle, Farmington Hills, MI 48335, United States of America

Bid Package Lead: Aaron Phillips (aphillips@mccarthysmith.com)

Project Location: Saline, MI, United States of America

Danboise Mechanical Inc. Submitted by Tim Lehto			Goyette Mechanical Co., Inc. Submitted by Todd Burke			John Darr Mechanical Inc. Submitted by Mark Darr		
<b>\$376,287</b>			<b>\$378,050</b>			<b>\$383,500</b>		
Original Proposal, April 11, 2024			Original Proposal, April 11, 2024			Original Proposal, April 11, 2024		
Unit	Unit Cost	Total Cost	Unit	Unit Cost	Total Cost	Unit	Unit Cost	Total Cost
		<b>\$376,287</b>			<b>\$378,050</b>			<b>\$383,500</b>
		\$371,092			\$372,808			\$379,000
		\$5,195			\$5,242			\$4,500
	YES			YES			YES	
	YES			YES			YES	
	YES			YES			YES	
	YES			YES			YES	
		<b>\$376,287</b>			<b>\$378,050</b>			<b>\$383,500</b>

# Job #1221-23: Saline District Library

Prepared by McCarthy & Smith, Inc. - 24317 Indoplex Circle, Farmington Hills, MI 48335, United States of America

Bid Package Lead: Aaron Phillips (aphillips@mccarthysmith.com)

Project Location: Saline, MI, United States of America

## BD 143: Electrical

Generated April 11, 2024

### Base Bid

#### LINE ITEMS

Lump Sum Bid for Electrical

Cost for Performance and Labor & Material Payment Bonds, to be added to the Base Bid

#### ALTERNATES

#### INCLUSIONS

#### FOLLOWING DOCUMENTS MUST BE UPLOADED WITH BID

Bidder has uploaded the Bid Security in the amount of five (5%) percent (Bid Bond or Certified Check)

Bidder has signed and uploaded the Familial Disclosure Affidavit Form

Bidder has signed and uploaded the Iran Linked Business Affidavit Form

Bidder has signed and uploaded the Criminal Background Check Affidavit Form

### Base Bid Total

### Max Electric

Submitted by Joseph Viviano

**\$299,425**

Original Proposal, April 11, 2024

Unit	Unit Cost	Total Cost
		<b>\$299,425</b>

		\$295,000
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		\$4,425
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	YES
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	YES
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	YES
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	YES
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**\$299,425**

### O'Donnell Electric

Submitted by Patty Bennett

**\$342,295**

Original Proposal, April 11, 2024

Unit	Unit Cost	Total Cost
		<b>\$342,295</b>

		\$337,695
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		\$4,600
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	YES
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	YES
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	YES
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	YES
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**\$342,295**

### Hopp Electric

Submitted by Dan Randall

**\$343,148**

Original Proposal, April 11, 2024

Unit	Unit Cost	Total Cost
		<b>\$343,148</b>

		\$339,750
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		\$3,398
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	YES
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	YES
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	YES
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	YES
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**\$343,148**

# Job #1221-23: Saline District Library

Prepared by McCarthy & Smith, Inc. - 24317 Indoplex Circle, Farmington Hills, MI 48335, United States of America

Bid Package Lead: Aaron Phillips (aphillips@mccarthysmith.com)

Project Location: Saline, MI, United States of America

**Superior Electric Great Lakes Company**  
Submitted by Kristen Kinsey

**\$391,188**

Original Proposal, April 11, 2024

Unit	Unit Cost	Total Cost
		<b>\$391,188</b>
		\$387,315
		\$3,873
	YES	
	YES	
	YES	
	YES	
		<b>\$391,188</b>

**Harper Electric, Inc**  
Submitted by Willaim Engel

**\$420,970**

Original Proposal, April 11, 2024

Unit	Unit Cost	Total Cost
		<b>\$420,970</b>
		\$412,870
		\$8,100
	YES	
	YES	
	YES	
	YES	
		<b>\$420,970</b>

**Green Line Electric LLC**  
Submitted by Greg Abb

**\$472,000**

Original Proposal, April 11, 2024

Unit	Unit Cost	Total Cost
		<b>\$472,000</b>
		\$465,000
		\$7,000
	YES	
	YES	
	YES	
	YES	
		<b>\$472,000</b>



# Job #1221-23: Saline District Library

Prepared by McCarthy & Smith, Inc. - 24317 Indoplex Circle, Farmington Hills, MI 48335, United States of America

Bid Package Lead: Aaron Phillips (aphillips@mccarthysmith.com)

Project Location: Saline, MI, United States of America

## BD 148: Landscaping

Generated April 11, 2024

### Base Bid

#### LINE ITEMS

Lump Sum Bid for Landscaping

Cost for Performance and Labor & Material  
Payment Bonds, to be added to the Base Bid

#### INCLUSIONS

#### FOLLOWING DOCUMENTS MUST BE UPLOADED WITH BID

Bidder has uploaded the Bid Security in the  
amount of five (5%) percent (Bid Bond or  
Certified Check)

Bidder has signed and uploaded the Familial  
Disclosure Affidavit Form

Bidder has signed and uploaded the Iran  
Linked Business Affidavit Form

Bidder has signed and uploaded the Criminal  
Background Check Affidavit Form

### Base Bid Total

KLM Landscape  
Submitted by Nicole Colon

**\$118,059**

Original Proposal, April 11, 2024

Unit	Unit Cost	Total Cost
		<b>\$118,059</b>
		\$116,383

\$1,676

YES

YES

YES

YES

**\$118,059**

D & B Landscaping, Inc.  
Submitted by Dan Bywalec

**\$220,701**

Original Proposal, April 10, 2024

Unit	Unit Cost	Total Cost
		<b>\$220,701</b>
		\$215,186

\$5,515

YES

YES

YES

YES

**\$220,701**



## The City of Saline · Community Development Department

Building Services · Code Enforcement · Planning · Zoning

100 North Harris Street · Saline, MI 48176

(P) 734-429-8296

[www.cityofsaline.org](http://www.cityofsaline.org)

### SALINE CITY ZONING BOARD OF APPEALS

#### NOTICE OF PUBLIC HEARING

PLEASE TAKE NOTICE, the Saline City Zoning Board of Appeals will hold a public hearing on Thursday, May 2, 2024, at 7:00 p.m. in the Council Chambers located at the Saline Municipal Building, 100 N. Harris Street, Saline, MI.

This notice is for the purpose of hearing all objections to, and support of, the application from QUINN EVANS ARCHITECTS, for a NON-USE application located at 555 N MAPLE RD Saline, Michigan 48176, parcel number 18-12-31-327-002.

#### **NON-USE VARIANCE APPLIED FOR**

Appendix A, Article 12, Section 12.03 of the City Saline Zoning Ordinance - Ground Signs

##### 12.03 (1)F

1. For the setback from the right-of-way to be 9.8 feet when 10 feet is required.
2. For the setback from the driveway to be 12.3 feet when 15 feet is required.

##### 12.03 (1)H

3. For the support structure to be 35.8 square feet when the maximum allowed is 9 square feet.

##### 12.03 (2)

4. For the sign area to be 57.3 square feet when the maximum allowed is 36 square feet.

*and*

Appendix A, Article 7, Section 7.04 of the City Saline Zoning Ordinance - Clear Vision

##### 7.04(2)

5. For a sign to be placed ~19.5 feet from the intersection of the driveway and ROW line when the minimum distance is 20 feet.

A copy of the application is available for public inspection at the office of the Saline City Clerk during regular working hours and can be provided via email upon request.

Written or emailed comments on the above application will be received at the office of the Saline City Clerk prior to 5:00 PM, the day of said public hearing. Emailed comments should be sent to [clerk@cityofsaline.org](mailto:clerk@cityofsaline.org).

The City of Saline will provide necessary reasonable auxiliary aids and services to individuals with disabilities upon seven (7) business days' notice to the City of Saline. Individuals requiring these services should contact the City of Saline, by writing or calling the following: City Clerk, City of Saline, 100 N. Harris Street Saline, MI 48176-1642 (734) 429-4907, ext. 2209, TDD (734) 429-7911.

This notice is given in accordance with the provisions of Section 16.03 of the Saline City Zoning Ordinance.

Sincerely,

**SALINE CITY ZONING BOARD OF APPEALS**

Danica Katnik  
Zoning Board of Appeals Recording Secretary



## SALINE DISTRICT LIBRARY

### Sign Variance Application Narrative

April 2, 2024

#### Project Overview

The Saline District Library is located at 555 N. Maple Rd. in Saline, MI. The property is zoned R-1A. As part of a larger project to renovate the library interior and construct site improvements, the library is proposing to renovate the monument sign located at the main entrance off Maple Rd. The above grade portion of the existing ground sign will be removed and replaced. The existing sign footing will remain in place and be utilized to support the proposed sign. The primary purpose of the sign renovation and other proposed improvements is to help the library become a more visible and vibrant community destination.

The existing ground sign is proposed to be renovated as shown on the attached plans. To ensure visibility and legibility from Maple Rd., the size of the proposed sign is larger than the maximum area allowed per the City's updated Sign Standards Ordinance No. 857 ("the Ordinance"). To minimize site disturbance, protect existing trees, and reduce cost, the proposed sign utilizes the existing ground sign foundation. The location of the existing ground sign does not meet the 10 ft. R.O.W. setback or the 15 ft. driveway setback required by the Ordinance; however, the proposed sign will increase the R.O.W. setback slightly to meet the City's Sign Standards to the maximum extent feasible. To facilitate a balanced architectural appearance the concrete support structure for the proposed ground sign is larger than allowed per the Ordinance. The table below summarizes these and other relevant aspects of the Ordinance and provides applicable dimensions for both the existing and proposed signs.

Element	Ord. No. 857 Requirement	Existing Sign	Proposed Sign	Variance Requested	Notes
R.O.W. Setback (ft.)	10	8.3	9.8	Y	Existing & Proposed dimensions are based on available survey data for existing sign and R.O.W. line. <b>Actual installed dimensions may vary by approximately 6 inches +/-</b>
Driveway Setback (ft.)	15	12.4	12.3	Y	Existing & Proposed dimensions are based on available survey data for existing sign and edge of driveway. <b>Actual installed dimensions may vary by approximately 6 inches +/-</b>
Support Structure Max. Area (sq. ft)	9*	0	35.8	Y	*25% of max permissible sign area.
Sign Max. Height (ft.)	6	2.5	5.8	N	
Sign Max. Area (Total sq. ft.)	36	50.1	57.3	Y	

## Basis For Consideration

Below is a summary of site and project considerations relevant to the requirements of Zoning Code Section 16.04(5)B, together with three (3) requirements mentioned in paragraph 16.04(5). If the Ordinance is applied strictly, practical difficulties will result to the owner including, limited visibility and legibility from the adjacent roadway, and diminished civic presence relevant to similar public and quasi-public land uses.

1. The ordinance restrictions unreasonably prevent the owner from using the property for permitted public library purposes as follows:
  - a. The property's underlying residential zoning, and applicable limitations in the Ordinance, prohibit the library from constructing a ground sign that is typical and permitted for other comparable office, commercial, and institutional uses.
  - b. At its current size and location, the library's existing ground sign does not provide adequate visibility or legibility from the adjacent roadway. Meeting the maximum size allowed by the Ordinance would require making the existing sign smaller, further limiting functionality and visibility.
  - c. Relocation of the sign closer to the roadway is not permitted by the Ordinance, nor is it practical due to the presence of existing sidewalks and trees. Increasing the size of the sign is the only practical way to increase visibility and provide a functional sign.
  - d. The allowable size for the sign support structure under the Ordinance is not sufficient to provide the civic presence and community visibility typical for public libraries and other comparable public, quasi-public, and private institutions.
  - e. Given the library's distance from the road and the presence of existing trees between the building and roadway, a Building Sign is not a viable solution.
2. The variance would do substantial justice to the applicant as well as to other property owners in the district, and a lesser relaxation than requested would not give substantial relief to the owner of the property or be more consistent with justice to other property owners; specifically:
  - a. The requested size of the sign is less than the Ordinance allows for, all other non-residential districts (excluding D-1).
  - b. The requested size of the library sign and support structure is compatible in scale with signs present on adjacent properties.
    - i. Property on the opposite side of Maple Rd is zoned Industrial (I-2) which allows a total sign area of up to 64 sq. ft.
    - ii. The proposed library sign is consistent with signage on adjacent Saline Area School property, which is also zoned R-1A.
  - c. The proposed sign and support structure size is comparable to signs present on nearby church and subdivision properties.
  - d. A sign size smaller than requested would require the use of smaller text which would not meet recommendations for legibility at the viewing distance from Maple Rd.
  - e. Ensuring the library is visible and accessible benefits the community and other property owners in the district.
3. The plight of the landowner is due to the unique circumstances of the property, including:
  - a. The owner operates a permitted public / quasi-public institution on property with underlying residential zoning; and sign Ordinance requirements for residential districts are not consistent with or appropriate for the permitted use.
  - b. Maple Rd. is not centered in the R.O.W. Due to the roadway location, viewing distance and sign legibility at the library are reduced when compared to property on the opposite side of the road (property on opposite side of road is permitted to locate signs 10' closer to the roadway).
  - c. Mature street trees within the R.O.W. impede sight lines and reduce general visibility of the sign.
4. The alleged hardship has not been created by any person presently having an interest in the property:
  - a. The unique property circumstances, regulatory restrictions, and other exceptional conditions outlined above were not created by the Library, it's staff, Board, or other individuals presently having an interest in the property.



**Sign Images**



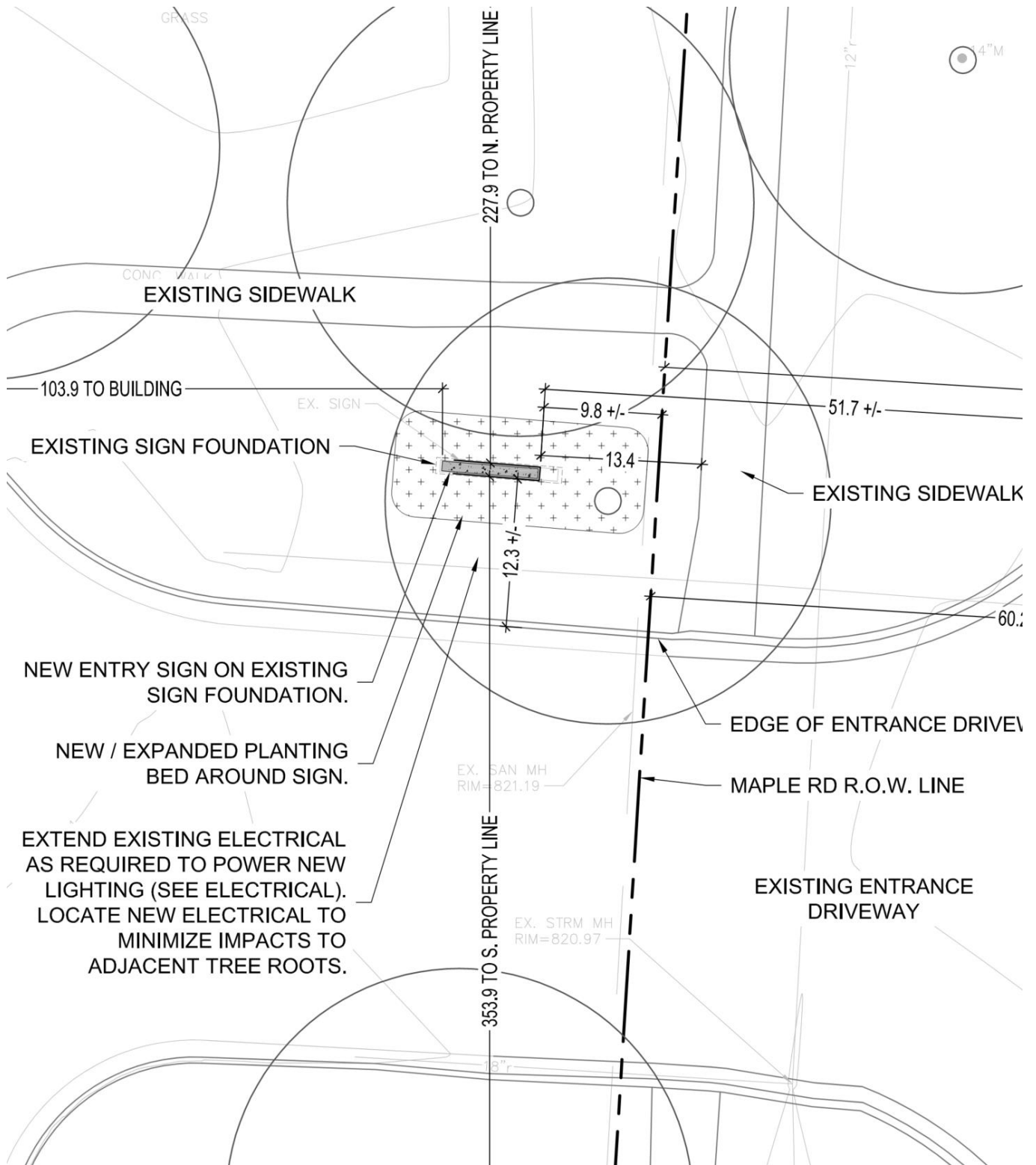
*View of existing library sign looking south*



*Mockup of proposed library sign looking south*





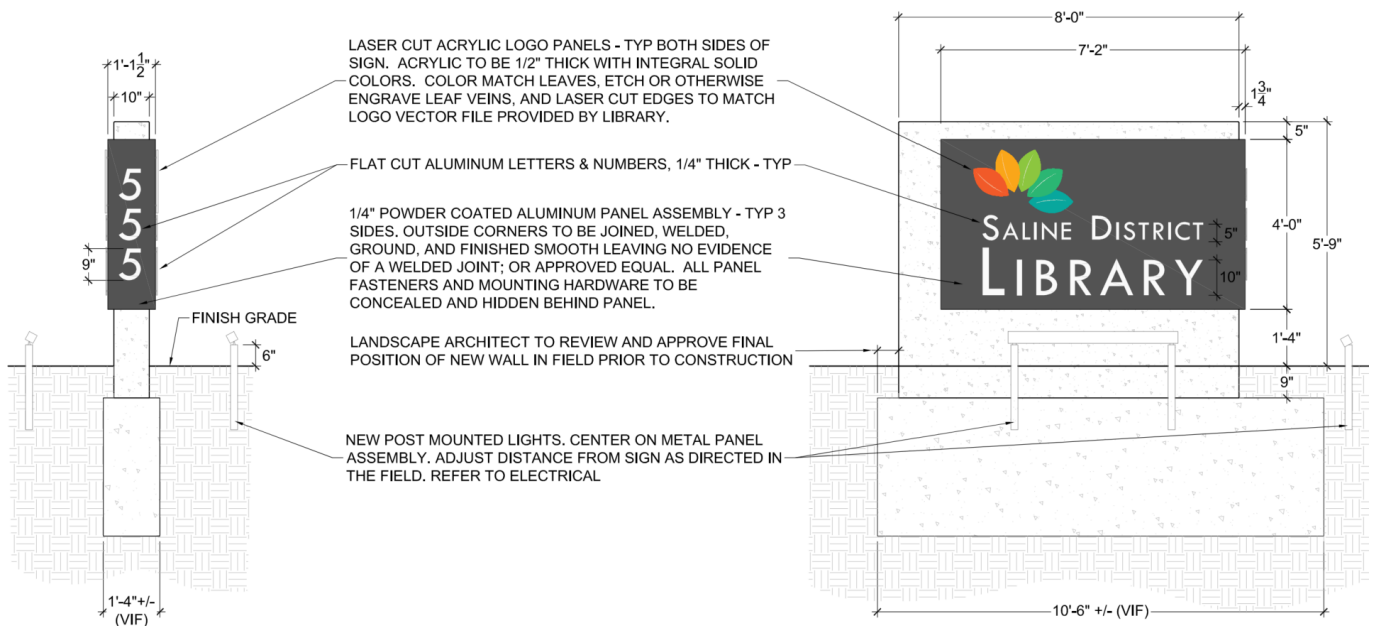


ENLARGED PLAN VIEW



**SIGN NOTES:**

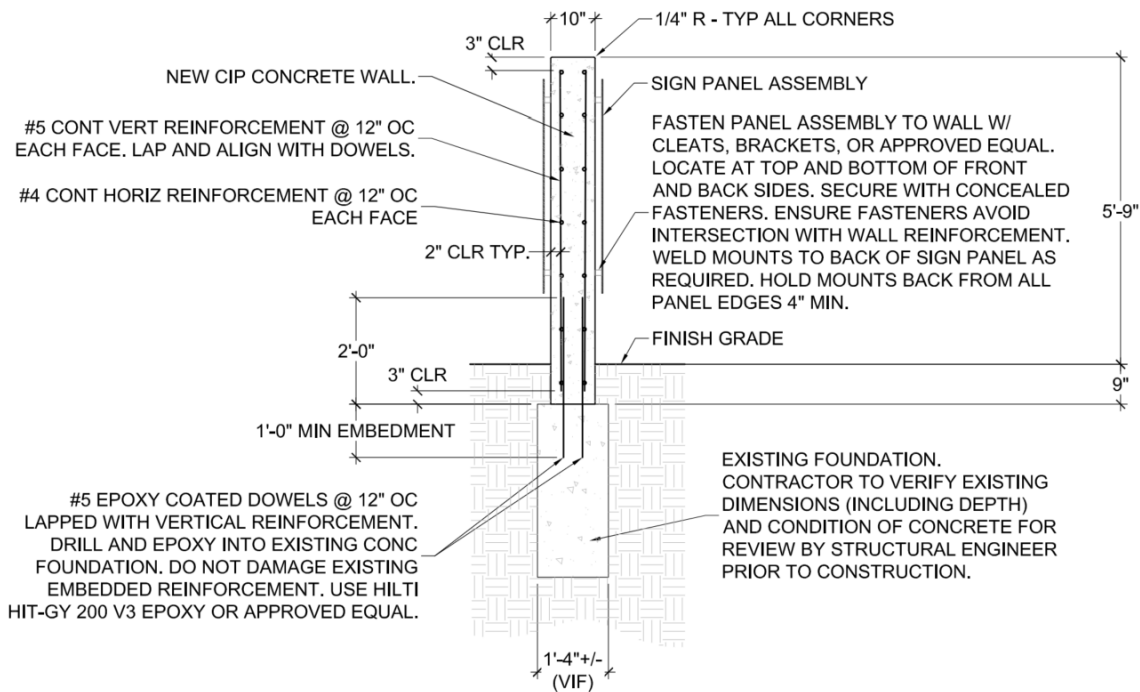
1. SIGN LETTERS, NUMBERS, AND LOGO PANELS TO BE MANUFACTURED BY Gemini (507) 263-3957, www.geminimade.com AND SUPPLIED BY Benchmark DeSign Studio (734) 649-5865, OR APPROVED EQUAL.
2. LETTER & NUMBER FINISH TO BE CLEAR ANODIZED ALUMINUM OR APPROVED EQUAL. FONT TO BE SELECTED FROM MANUFACTURER'S FULL LIST OF STANDARD FONTS.
3. LETTERS, NUMBERS, AND LOGO PANELS TO BE STUD MOUNTED WITH STANDOFF SPACER SLEEVES. ALL FASTENERS TO BE HIDDEN WITH NO EXPOSED FASTENERS ON THE FACE OF THE SIGN.
6. ALL PANEL ASSEMBLY MOUNTING FASTENERS TO BE STAINLESS STEEL OR APPROVED EQUAL.
7. CLEATS, BRACKETS, AND OTHER MOUNTING COMPONENTS TO BE ALUMINUM OR STAINLESS STEEL; EITHER POWDER COAT TO MATCH SIGN PANEL OR COMPLETELY CONCEAL FROM VIEW ON OPEN SIDE.
8. POWDER COATING COLOR AND SHEEN TO BE SELECTED FROM MANUFACTURER'S FULL LIST OF STANDARD COLORS.
9. SUBMIT SHOP DRAWING OF ENTIRE SIGN AND WALL ASSEMBLY FOR APPROVAL.
10. SUBMIT PRODUCT DATA AND GRAPHIC PROOFS FOR LETTERS, NUMBERS, LOGO PANEL AND OVERALL SIGN LAYOUT FOR APPROVAL.
11. SUBMIT FINISH SAMPLES FOR LETTERS, NUMBERS, LOGO AND POWDER COATING FOR APPROVAL.



**ELEVATIONS**

**CONCRETE FINISH NOTES:**

1. CONSTRUCT WALL AND PROVIDE SMOOTH RUBBED FINISH IN ACCORDANCE WITH WITH ACI 301-10. SURFACE FINISH LEVEL TO BE SURFACE FINISH-3.0 (SF-3.0) MINIMUM.
2. USE FORM FACING MATERIALS THAT WILL PRODUCE A SMOOTH AND UNIFORM MATTE TEXTURE ON THE CONCRETE.
3. ARRANGE FORMS ORDERLY AND WITH A MINIMUM OF SEAMS. FORM LAYOUT TO MATCH AND ALIGN ON BOTH SIDES OF WALL. LOCATE SEAMS IN AREA THAT WILL BE COVERED BY METAL SIGN ASSEMBLY TO MAX EXTENT FEASIBLE. CONSTRUCT FORMS SEAMS TIGHT AND TAPE OR SEAL ALL JOINTS TO MINIMIZE VISIBILITY OF SEAMS ON FINISHED WALL. SUBMIT FORM LAYOUT WITH SHOP DRAWINGS FOR APPROVAL.
4. REMOVE FORMS AS EARLY AS PERMITTED; AND NO LATER THAN ONE DAY FOLLOWING FORM REMOVAL, PROVIDE A SMOOTH RUBBED FINISH IN ACCORDANCE WITH ACI 310-10
  - A. REMOVE FINS, BREAK FORM TIES BACK 3/4" MIN, AND REPAIR ALL SURFACE DEFECTS PER REQUIREMENTS IMMEDIATELY AFTER FORMWORK REMOVAL.
  - B. ALL SURFACES SHALL BE FINISHED ON THE SAME DAY UTILIZING A CONTINUOUS OPERATION AND THE SAME WORK CREW TO MAINTAIN CONTINUITY AND ACHIEVE A SMOOTH UNIFORM FINISH.
5. COORDINATE CONCRETE PLACEMENT, FORMWORK REMOVAL, AND FINISHING TO ENSURE FINISHING IS COMPLETED IN A TIMELY MANNER.



**SECTION DETAIL**

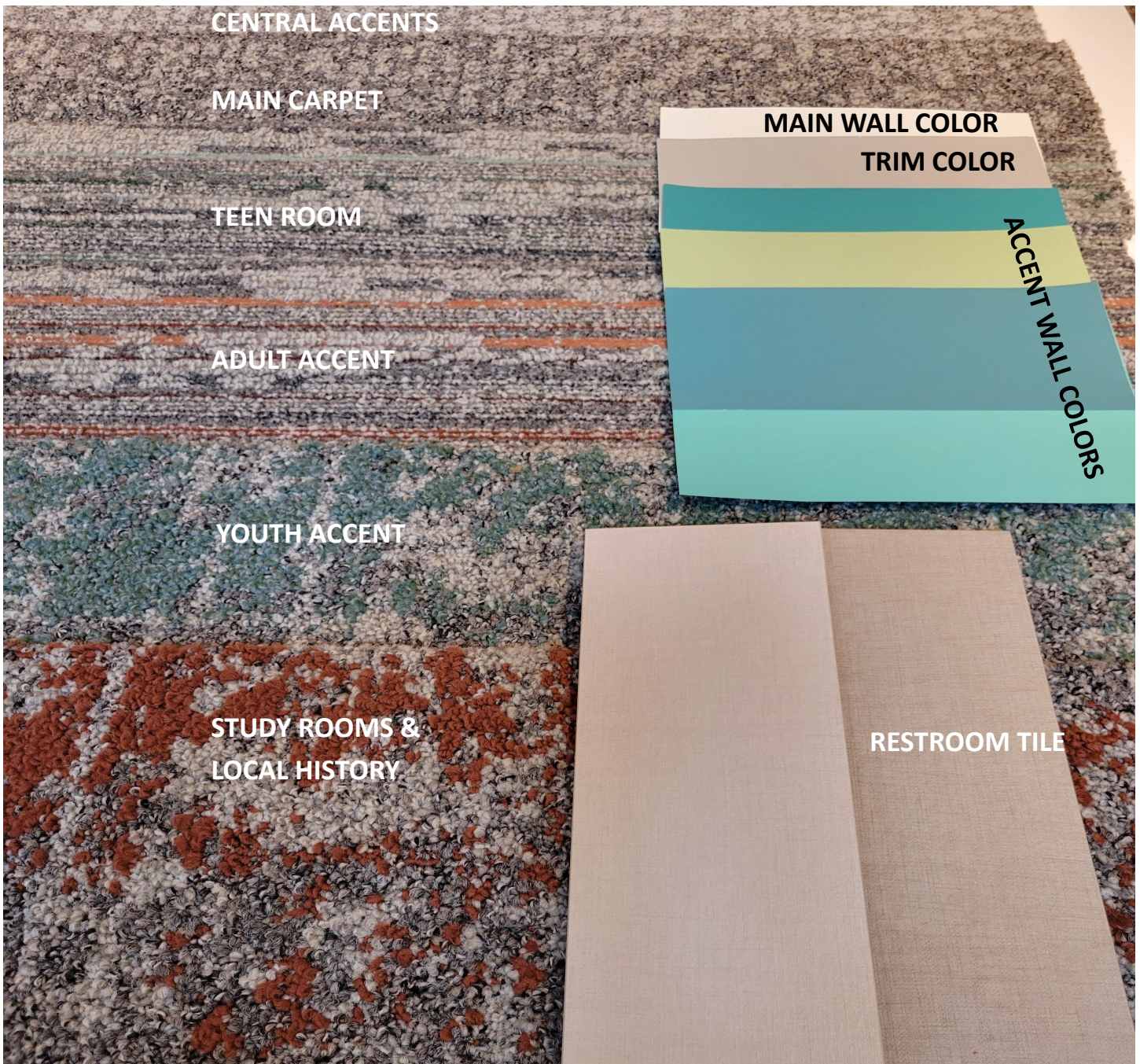




SALINE DISTRICT LIBRARY

# Interior Renovations Samples

## Carpet & Paint





# Millwork (Desks, Counters, etc.)





## Resilient Flooring & Youth Ceiling Accent

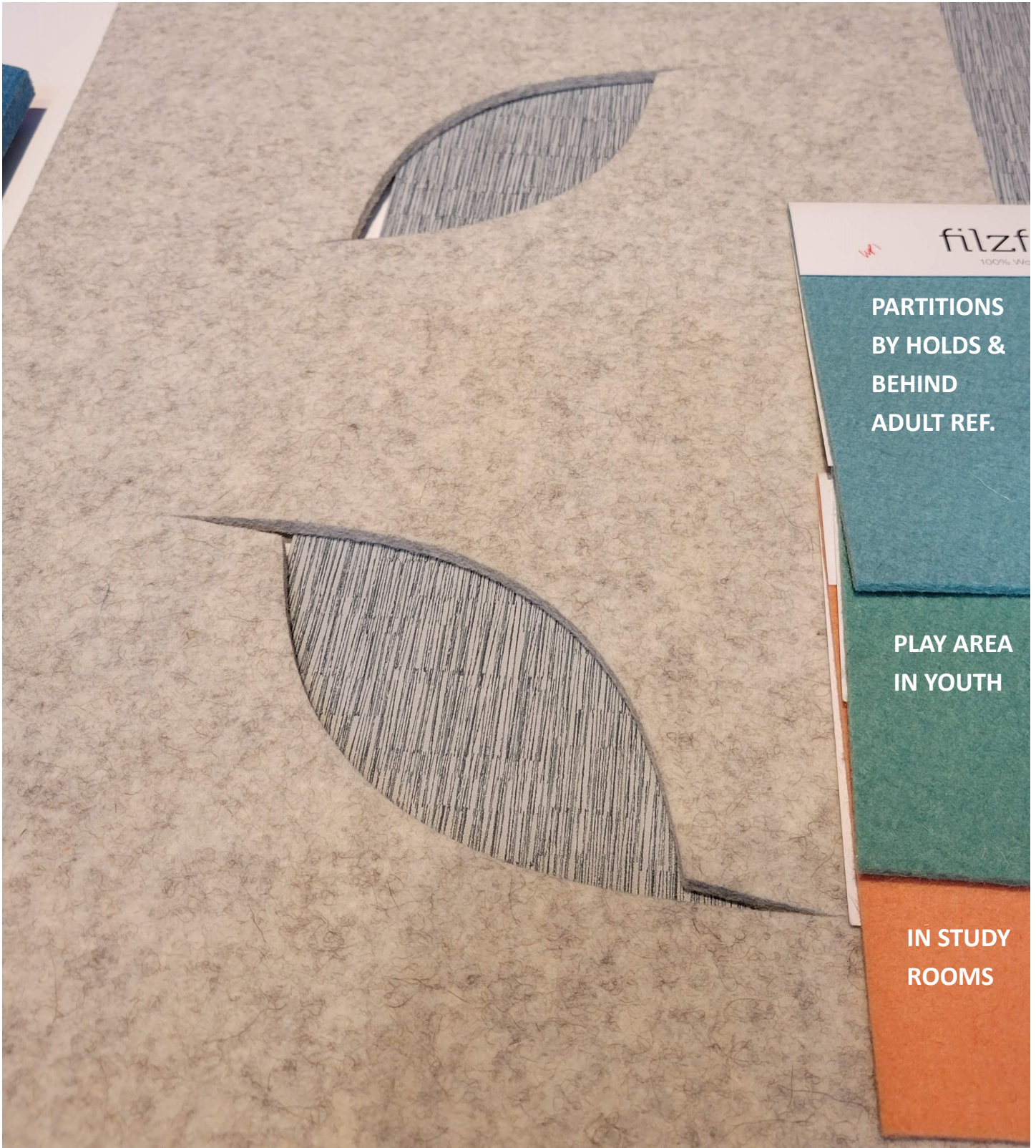
PROGRAM ROOMS &  
STAFF KITCHEN

CIRCULAR YOUTH CEILING  
ACCENTS (MADE OF FELT)

STORAGE & UTILITY AREAS



## Felt Partitions / Wall Coverings





## Accent Wall in Commons



Top image: Our custom colors; Bottom image: Sample for scale



## **Saline District Library Renovation Recommendations**

This document outlines several topics to consider during the renovation of the Saline District Library (SDL). The recommendations outlined in this report are not all-inclusive and the decision to implement any of the proposed solutions is at the discretion of the library. There are no guarantees that implementing any of these recommendations will prevent or reduce criminal activity or injuries. SDL leadership is responsible for ensuring the implementation of any of the recommendations are in compliance with all local, state, and federal laws as well as local codes and ordinances. By accepting this document, SDL leadership hereby agrees to indemnify and hold harmless A-Train Tactical, LLC, who shall not be held liable for any mistakes of fact, errors of judgement, or omissions.

### **Emergency Action Plan (EAP):**

Consider reviewing your existing emergency plans and developing an all-hazards Emergency Action Plan (EAP). Using a threat-based approach, review prior incidents and identify your primary safety concerns. A good EAP balances possibilities and probabilities based on a myriad of environmental and social factors. Include emergency contacts, building diagrams with evacuation routes and rally points, the locations of emergency equipment, and emergency checklists for topics such as bomb threats, missing children, and active threats.

### **Active Threat Awareness Training:**

SDL personnel may benefit from in-person Active Threat Awareness Training that focuses on recognizing and reporting potential threats, maintaining situational awareness, and developing a survival mindset. Utilizing a building-block approach to conducting exercises that will increase your staff's ability to prepare for, respond to, and recover from critical incidents is recommended. Discussion-based tabletop exercises (TTXs) using your building as the backdrop for various scenarios is a good way to introduce your staff to dynamic situations that require teamwork and critical thinking skills to overcome adversity.

### **Medical Supplies:**

Consider replacing or upgrading your existing First Aid kits to include supplies that can help stop life-threatening blood loss e.g., tourniquets, hemostatic wound packing gauze, etc. (preferred vendor: [blazedefensesystems.com](http://blazedefensesystems.com)). These supplies should be readily available and stored in multiple areas of the library. Also, determine if your organization can authorize library staff to have access to Naloxone. With minimal training, this life-saving medication can be used to help reverse opioid overdoses.

### **First Responder Building Access:**

Consider installing a master key retention system such as a KnoxBox near the primary entrances of the building. Having this system in place for both police and fire departments can significantly increase your first responders' ability to quickly access the building without having to search for keys or breaching doors. As an example, during the Uvalde school shooting in 2022, one of the many reasons law enforcement took 77 minutes to address the threat was because the decision makers were attempting to locate a key to unlock a classroom door they believed was locked.



**Entry Doors:**

The main entrance doors to the library are constructed primarily out of glass and can only be secured by someone physically locking the doors with a key. Installing a magnetic locking mechanism that can be engaged from a desk or with a wireless key-fob transmitter may help establish access control during an emergency. For example, if gunshots are heard on the property or a patron enters the building alerting staff that someone is wielding a knife in the parking lot, it may be to your advantage to immediately lock the doors while simultaneously notifying law enforcement.

As we saw during the Sandy Hook school shooting in 2012 and the more recent shooting in Nashville in 2023, glass doors and windows with tempered glass can be easily shot out allowing an assailant to quickly gain access to the building. Installing a security laminate (preferred vendor: [clear-armor.com](http://clear-armor.com)) on glass entrance doors and adjacent windows can help prevent or significantly delay an assailant from entering the building while law enforcement is responding. This extra level of protection may also provide staff and patrons with additional time to evacuate the building or relocate to a lock-down location.

**Egress Points:**

If an Active Threat is in the building and it is safe to do so, you should quickly exit the building and seek cover. Unfortunately, not all building designs have adequate egress points which can hinder a building occupant's ability to evacuate. Some people believe they can break a window to escape; however, commercial-grade windows are not as easy to break as some people think without the proper tools. It is also difficult to quietly break a window without alerting an assailant of your location. Consider installing egress windows in strategic locations that can be opened quickly and used as secondary exits. The Reading Room and Staff Break Room may be good areas to consider adding egress windows.

**Ballistic Protection:**

Establishing "lock-down" locations inside the building is a best practice. A lock-down location is a designated room or area that can protect employees and patrons from an active threat such as an Active Shooter while law enforcement is responding. For example, if an active threat is at an unknown location on the property or you cannot quickly and safely exit the building, it may be appropriate to relocate staff and patrons to a lock-down location until the "all clear" has been given. The exterior brick walls of the building offer some ballistic protection; however, the interior walls of the library do not.

Ideal lock-down locations offer ballistic protection from common firearms. Examples of ballistic protection include walls constructed out of brick or concrete blocks and lockable ballistic doors (preferred vendor: [safewooddesigns.com](http://safewooddesigns.com)). An ideal lock-down location would also have an egress point such as a door or a window with a security laminate. Conference rooms and staff break rooms are large enough to accommodate multiple individuals during an emergency. Consider upgrading these locations to lock-down locations.

**Exterior Lighting:**

Overgrown bushes, shrubs, and low-hanging tree branches can create unnecessary blind spots. Ensuring landscaping is properly maintained and adequate lighting is in place provides several benefits. First of all, many criminals seek out easy targets. Eliminating “hiding spots” may help deter potential criminal activity e.g., burglary, vandalism, assault. Secondly, well-lit areas allow personnel and patrons the ability to identify potential threats from a distance and take the appropriate action. Next, proper lighting enhances visibility for existing and future camera systems. Consider evaluating any poorly lit areas and increasing overall lighting to help mitigate the associated risks.

**Cameras:**

Consider installing additional cameras and signage in strategic locations such as the parking lots to help deter and record potential criminal activity. Additionally, as technology continues to evolve, organizations now have the ability to have Artificial Intelligence powered gun detection software installed on their existing camera systems. Most organizations do not have the funding or personnel to monitor cameras. A visual gun detection system (preferred vendor: [scylla.ai/gun-detection](https://scylla.ai/gun-detection)) can automatically identify an exposed firearm while alerting you and law enforcement. When seconds count, this technology can provide you with an opportunity to identify a potential threat and lock down or evacuate prior to the assailant entering your building.

**Armed Security:**

The addition of an armed security officer (AKA Library Resource Officer) who is well qualified and properly trained in de-escalation techniques and Use of Force protocol could serve as a force multiplier to help prevent, respond to, and mitigate active threats. If an armed security officer is not a feasible option, consider notifying the local police department that on-duty police officers are welcome to stop at the library for refreshments. This may result in an increase of police presence on the property and provide police officers with an opportunity to perform community outreach while becoming more familiar with the building layout.

*\* If any of the preferred vendors are utilized, please reference the **Active Shooter Prevention Project (ASPP)** to ensure you receive the best service and prices available.*



## ***Check It Out*** with The Library Network

Anyone with a current library card from a participating library can walk in and borrow materials on site from another participating library in The Library Network. Your library card must be unrestricted and in good standing.

**Please contact a library to find out if they participate and for specific participation details.**

A list of participating libraries can be found online at:

[TLN.org/checkitout](https://www.tln.org/checkitout)

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All libraries in The Library Network are encouraged to participate in the ***Check It Out*** with The Library Network Reciprocal Borrowing Program.

The ***Check It Out*** with The Library Network Reciprocal Borrowing Program is a voluntary service whereby participating libraries agree to extend in-person borrowing privileges and services to the patrons of other participating libraries.

Per Michigan Public Act 89 of 1977, to be in a cooperative library, a local library shall loan materials to other libraries participating in the cooperative and maintain an open-door policy to the residents of the state. "Residents of the cooperative library's area are eligible to use the facilities and resources of the member libraries subject to the rules of the cooperative library plan."



## ***Check It Out*** with The Library Network Reciprocal Borrowing Program Policies

All participating libraries agree to the following:

- Participating libraries will provide check out of physical materials (at a minimum books), and access to all unrestricted materials, to anyone with an active library card issued from another participating library, ***subject to the policies of the library.***
- Participating libraries are encouraged to define as few local limitations as possible for this program, but all borrowing is ***subject to the policies set by the local library.***
- Participating libraries will provide **access to all unrestricted services and programs** to anyone with an active library card from a participating library.
- Participating libraries will alert TLN to any divergence from this policy which a library board may approve **that somehow greatly restricts some borrowing.**
- Participating libraries will alert TLN to any alleged or witnessed misuse of this program which needs to be addressed. TLN encourages libraries to openly participate. TLN may be contacted for compensation to replace any lost or damaged materials as needed, after all other local procedures for recovery of lost materials are exhausted.

**A copy of this policy should be placed at all participating check out desks so that circulation workers are aware of the policy and know to honor cards from other participating libraries.**

- A list of participating libraries can be found online at: [TLN.org/checkitout](https://www.tln.org/checkitout)
- In the context of operating as a cooperative library, circulation workers may attempt to contact a patron's card-issuing library to verify if a library card is active, if needed. A patron's card-issuing library, however, is not obligated or instructed to release any information about the patron's account.



**Library Participation Authorization**

***Check It Out* with TLN Reciprocal Borrowing**

The \_\_\_\_\_ library is an official participant in the *Check It Out* with The Library Network Reciprocal Borrowing Policy on \_\_\_\_\_ (date).\*

\_\_\_\_\_  
Participating Library

\_\_\_\_\_  
Authorizing Signature

\_\_\_\_\_  
Date

This participation in Check It Out with Reciprocal Borrowing will be considered perpetual until receipt of written termination from the participating library to TLN. A minimum of 90 days notice is to be provided for the library to complete phasing out of the Check It Out program with their current borrowers. **A library that does not receive state aid due to lack of local funding may be removed from the program until such time that local funding meets state aid requirements.**



\*Per Michigan Public Act 89 of 1977, to be in a cooperative library, a local library shall loan materials to other libraries participating in the cooperative library and maintain an open-door policy to the residents of the state. "Residents of the cooperative library's area are eligible to use the facilities and resources of the member libraries subject to the rules of the cooperative library plan."

**Please provide a summary of any restrictions that your library Board has placed on Reciprocal Borrowing for TLN library card holders that are different from your standard circulation policies:**