

**SALINE DISTRICT LIBRARY BOARD OF TRUSTEES
BOARD MEETING PACKET
TUESDAY, MAY 21, 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/

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

**SALINE DISTRICT LIBRARY BOARD OF TRUSTEES
BOARD MEETING AGENDA
TUESDAY, MAY 21, 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 April 23, 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. President's Report

F. Friends of the Library Report

G. Financial Reports
Move _____ Second _____ to approve the April 2024 financial reports.

H. Committee Reports

1. Finance

2. Arts

3. Building & Grounds

4. Library Services

5. Staff Excellence

I. Library Director's Report

J. Unfinished Business

1. SDL Interior Renovations & Site Improvements Project Updates

K. New Business

1. Schrandt Grant to fund the Community Refurbishment and Renovation of Library Windchime

Move _____ Second _____ to approve Schrandt Grant funding for the Community Refurbishment and Renovation of Library Windchime.

L. Public Discussion

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

M. Adjournment

Move _____ Second _____ to adjourn the meeting at _____.

RECOMMENDED MOTIONS FOR MEETING on May 21, 2024

Move _____ Second _____ to approve the agenda as presented.

Move _____ Second _____ to approve the April 23, 2024 meeting minutes as written.

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

Move _____ Second _____ to approve Schrandt Grant funding for the Community Refurbishment and Renovation of Library Windchime.

Move _____ Second _____ to adjourn the meeting at _____.

DRAFT
SALINE DISTRICT LIBRARY BOARD OF TRUSTEES
BOARD MEETING MINUTES
TUESDAY, APRIL 23 2024, 7:00 p.m.

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

A. Call Meeting to Order at 6:59 pm.

B. Approval of Agenda

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

C. Approval of Past Minutes

Move Byron, Second Gray to approve the March 19, 2024 meeting minutes as written. Motion carried.

D. Public Discussion

No public comment.

E. Presentation by McCarthy & Smith: Interior Renovations and Site Improvements Project Contract Award Recommendation

Move Gray, Second Sankaran to accept the Contract Award Recommendation as presented by McCarthy & Smith for \$3,283,639.66 (total GMP).

Aaron Phillips in attendance from McCarthy & Smith. 57 companies for pre-bid walk through, lots of interest in project. 97 total bids. Bid summaries included in the packet. Post-bid interviews were conducted to make sure bidders understand scope of work, etc. Other than divisions with withdrawn bids (#105 and 117), the awardee was the lowest bidder. McCarthy & Smith has worked with all vendors previously except Trend Millwork. Recommended Alt 1 be accepted for Casework in public area. \$2,814,497 is over budget by \$17,100.48—while over budget, very low variance compared budget. General conditions budget—we could see savings here if we don't utilize all as budgeted. Will have 3 quotes for moving costs soon. Total project variance \$99,304.48, about 2.42% over budget. On site presence starting around week of June 10th.

F. President's Report

Karrie and Lori met last Friday to discuss evaluation. Lori shared a few of the suggested goals for next year, with the primary goal managing the renovation. Look forward to seeing everyone at Staff Recognition dinner on Sunday

G. Friends of the Library Report:

April 2 reception for elementary students to share their artwork. April 7th watercolor display with 47 attendees. National Library Week just completed; daily info items posted for the staff. Vouchers distributed to K-5 classes; 113 vouchers have been returned to date. Coupons to be given out for summer reading program. In the fall, coupons to be distributed to teachers to fill classroom collections.

H. Financial Reports

Move Byron, Second Terhaar to approve the March 2024 financial reports. Motion carried.

I. Committee Reports

1. Finance: Opened new certificate of deposit: 5% 12 months at Old National Bank
2. Arts: Did not meet
3. Building & Grounds: met and reviewed interior design specs, sat in on bid process that met over Zoom
4. Library Services: met and discussed reciprocal borrowing program and policies 403 and 404 included for discussion and approval tonight
5. Staff Excellence: discussed 4 policies- 607, 619,620 and 633 for discussion and approval tonight

J. Library Director's Report: Accepted as written.

K. Unfinished Business: None

L. New Business

1. Policy Review

- a. Policy 403: FOIA Procedures and Guidelines
Move Gray, Second Byron to approve Policy 403: FOIA Procedures and Guidelines as presented.
- b. Policy 404: Confidentiality: Disclosure of Library Records
Move Byron, Second Gray to approve Policy 404: Confidentiality: Disclosure of Library Records as presented.
- c. Policy 607: Remote Work (formerly Policy 607: Remote Work During Pandemic)
Move Terhaar, Second Byron to approve revised Policy 607: Remote Work.
- d. Policy 619: Employee Use of Social Media
Move Byron, Second Terhaar to approve revised Policy 619: Employee Use of Social Media, with the removal of "Wikipedia" from Section 2.
- e. Policy 620: Review of Personnel Records
Move Gray, Second Cummings to approve revised Policy 620: Review of Personnel Records.
- f. Policy 633: Social Security Number Privacy
Move Byron, Second Sankaran to approve Policy 633: Social Security Number Privacy as presented.

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

Move Byron, Second Hundley to authorize Saline District Library to participate in the TLN Check It Out Reciprocal Borrowing

M. Public Discussion

No public comment.

N. Adjournment

Move Byron, Second Hundley to adjourn the meeting at 8:32 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 April 23, 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
April 1, 2024 - April 30, 2024**

| Reference | Date | GL Account | Description | Amount |
|--|----------|------------|--|-------------|
| Bank Statement Summary | | | | |
| | | | Beginning Bank Balance | 225,167.74 |
| | | | + Cleared Deposits & Other Additions | 188,241.67 |
| | | | - Cleared Checks & Other Payments | 178,302.25 |
| | | | Ending Bank Balance | 235,107.16 |
| Open Deposits & Additions | | | | |
| | | | Total | 0.00 |
| Open Checks & Payments | | | | |
| | 04/26/24 | | EFTPS | 11,445.30 |
| 24871 | 12/12/23 | 790-860 | CATHERINE MITCHELL | 137.55 |
| 25012 | 04/11/24 | 790-750.3 | A2 HAND... | 210.40 |
| 25032 | 04/11/24 | 790-955 | BELIGHTFUL YOGA | 275.00 |
| 25034 | 04/23/24 | Multiple | BAKER & TAYLOR | 7,272.79 |
| 25036 | 04/23/24 | Multiple | MIDWEST TAPE | 8,889.95 |
| 25039 | 04/23/24 | 790-750.1 | CARRIGAN CAFE | 22.50 |
| 25042 | 04/23/24 | 790-998 | MATERIALS TESTI... | 8,000.00 |
| 25044 | 04/23/24 | 790-785 | PROQUEST LLC | 2,355.97 |
| 25045 | 04/23/24 | 790-930 | HD SUPPLY | 686.66 |
| 25050 | 04/23/24 | 790-750.4 | SYSTEMS TECH... | 100.00 |
| | | | Total | 39,396.12 |
| | | | Reconciled Bank Balance | 195,711.04 |
| Bank Transactions | | | | |
| | | 790-723 | ALERUS RETIRE XFERS | (11,736.63) |
| | | 000-258 | EFTPS | (11,445.30) |
| | | 000-258 | EFTPS | (11,360.75) |
| | | 000-008 | ALERUS RETIRE XFERS | (9,026.79) |
| | | 000-258.1 | 5080 MI TAX PYMT | (5,235.77) |
| | | 790-920 | DTE - ELECTRICITY | (4,051.82) |
| | | 790-921 | DTE - GAS | (1,491.30) |
| | | 790-802 | STROM CPA | (645.00) |
| | | 790-965 | BK SERVICE CHRGS | (317.85) |
| | | 790-965 | MERCH FEE & DISC | (68.87) |
| | | 000-665.1 | INTEREST | 100.17 |
| | | 000-017 | TRANSFER FROM AGENCY SUB | 150,000.00 |
| | | | Total | 94,720.09 |
| | | | Adjusted General Ledger Balance | 195,711.04 |

Saline District Library
Statement of Financial Position
As of April 30, 2024

Assets

| Current Assets | | |
|-----------------------------------|---|------------------------|
| 000-001 | Key Bank - General | \$ 195,711.04 |
| 000-003 | Old National CD 1 | 209,304.75 |
| 000-004 | Bk of Ann Arbor CD | 207,600.00 |
| 000-008 | Employee Advances | 13,402.35 |
| 000-013 | Agency Account (Schrandt) | 2,746,228.61 |
| 000-013.1 | Agency Account-Unrealized Gain | (321,887.26) |
| 000-017 | Agency Sub Account (Investment Account) | 6,946,095.38 |
| 000-017.1 | Agency Sub Account-Unrealized Gain | (647,630.56) |
| Total Current Assets | | 9,348,824.31 |
| Property and Equipment | | |
| Net Property and Equipment | | 0.00 |
| Total Assets | | \$ 9,348,824.31 |

Liabilities and Net Assets

| Current Liabilities | | |
|---|-------------------------------|------------------------|
| 000-202 | Accounts Payable | \$ 19,476.00 |
| 000-257 | Accrued Payroll | 44,466.98 |
| 000-258.1 | State Payroll Taxes | 3,592.58 |
| 000-275 | MTT Liability | 7,797.00 |
| Total Current Liabilities | | 75,332.56 |
| Long-Term Liabilities | | |
| Total Long-Term Liabilities | | 0.00 |
| Total Liabilities | | 75,332.56 |
| Net Assets | | |
| 000-343 | Reserve-Compensated Absences | 50,000.00 |
| 000-370 | Prepays | 45,015.00 |
| 000-375 | Reserve-Quasi Endowment | 3,075,000.00 |
| 000-385 | Reserve-Unassigned | 284,707.00 |
| 000-386 | Reserve-Building Improvement | 1,000,000.00 |
| 000-386.1 | Reserve-Parking Lot | 200,000.00 |
| 000-387 | Reserve-Equipment Replacement | 400,000.00 |
| 000-387.1 | Reserve-Technology & Internet | 500,000.00 |
| 000-388 | Reserve-Art Fund | 77,669.00 |
| 000-389 | Reserve-Library Development | 1,436,597.00 |
| 000-389.1 | Reserve-Future Developmeent | 650,000.00 |
| 000-390 | General Fund Balance | (97,071.90) |
| 000-399 | Net Position | 1,651,575.65 |
| Total Net Assets | | 9,273,491.75 |
| Total Liabilities and Net Assets | | \$ 9,348,824.31 |

See Accountants' Compilation Report

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

| | 1 Month Ended April 30, 2024 Actual | 5 Months Ended April 30, 2024 Actual | 12 Months Ended November 30, 2024 Budget | Year to Date Percentage Budget | |
|---------------------------|--|---|---|---|--------------|
| Revenue | | | | | |
| 000-402.1 | Saline-Real Tax | \$ 13,961.29 | \$ 581,464.12 | \$ 617,328.00 | 94.19 |
| 000-402.2 | Bridgewater-Real Tax | 0.00 | 23,944.01 | 25,078.00 | 95.48 |
| 000-402.3 | Freedom-Real Tax | 0.00 | 6,816.31 | 6,714.00 | 101.52 |
| 000-402.4 | Lodi-Real Tax | 1,000.00 | 475,089.75 | 477,991.00 | 99.39 |
| 000-402.5 | Pittsfield-Real Tax | 0.00 | 874,331.65 | 864,844.00 | 101.10 |
| 000-402.6 | Saline Township-Real Tax | 2,231.80 | 150,500.67 | 152,591.00 | 98.63 |
| 000-402.7 | York Township-Real Tax | 1,645.45 | 386,008.80 | 385,694.00 | 100.08 |
| 000-413 | PPT Reimbursement | 0.00 | 134,371.39 | 134,370.00 | 100.00 |
| 000-540 | State Aid | 14,243.88 | 14,243.88 | 29,600.00 | 48.12 |
| 000-628 | Printers-Revenue | 299.35 | 1,608.45 | 3,500.00 | 45.96 |
| 000-628.1 | Copy Machine-Revenue | 0.00 | 312.65 | 1,000.00 | 31.27 |
| 000-629 | Non-Resident Fee | 830.00 | 2,047.00 | 3,700.00 | 55.32 |
| 000-656 | Penal Fines | 0.00 | 0.00 | 22,000.00 | 0.00 |
| 000-658 | Fines-Overdue Materials | 21.50 | 568.54 | 0.00 | 0.00 |
| 000-658.1 | Materials Replacement | 449.00 | 2,925.15 | 6,300.00 | 46.43 |
| 000-665.1 | General Account Interest | 100.17 | 528.86 | 1,300.00 | 40.68 |
| 000-665.2 | CD Interest | 9,245.72 | 16,845.72 | 0.00 | 0.00 |
| 000-665.3 | Sub-Agency Account Interest | 20,687.26 | 43,669.86 | 59,990.00 | 72.80 |
| 000-674 | Donations-Unrestricted | 150.00 | 3,265.01 | 7,000.00 | 46.64 |
| 000-674.1 | Donations-Restricted | 0.00 | 900.00 | 1,000.00 | 90.00 |
| 000-674.2 | Donations-Friends | 1,507.03 | 9,206.35 | 18,000.00 | 51.15 |
| 000-680 | Other Income | 5.25 | 351.22 | 0.00 | 0.00 |
| 000-699 | Trans from Other Funds | 0.00 | 0.00 | 3,482,000.00 | 0.00 |
| | Total Revenue | <u>66,377.70</u> | <u>2,728,999.39</u> | <u>6,300,000.00</u> | <u>43.32</u> |
| | Gross Profit | <u>66,377.70</u> | <u>2,728,999.39</u> | <u>6,300,000.00</u> | <u>43.32</u> |
| Operating Expenses | | | | | |
| 790-702 | Salaries | 99,907.51 | 542,139.47 | 1,300,000.00 | 41.70 |
| 790-716 | Employee Insurance/Benefits | 6,553.04 | 30,147.13 | 80,000.00 | 37.68 |
| 790-719 | Health Reimbursement | 1,556.82 | 8,158.39 | 21,000.00 | 38.85 |
| 790-722 | Employer FICA | 7,528.60 | 40,868.34 | 97,500.00 | 41.92 |
| 790-723 | Retirement | 6,960.41 | 18,039.59 | 38,000.00 | 47.47 |
| 790-727 | Office Supplies | 543.83 | 1,609.53 | 6,000.00 | 26.83 |
| 790-727.3 | Supplies-Youth | 0.00 | 169.47 | 1,600.00 | 10.59 |
| 790-727.4 | Cartridges | 1,158.04 | 1,480.82 | 4,300.00 | 34.44 |
| 790-730 | Postage | 0.00 | 274.17 | 700.00 | 39.17 |
| 790-732 | Cleaning Supplies | 697.78 | 1,738.26 | 6,000.00 | 28.97 |
| 790-734 | Processing Supplies | 144.07 | 5,848.28 | 11,000.00 | 53.17 |
| 790-740 | Equipment | 565.11 | 5,125.69 | 31,000.00 | 16.53 |
| 790-750.1 | Adult Programming | 1,389.40 | 6,898.16 | 18,000.00 | 38.32 |
| 790-750.2 | Teen Programming | 895.83 | 3,419.12 | 10,000.00 | 34.19 |
| 790-750.3 | Youth Programming | 817.16 | 4,731.07 | 14,000.00 | 33.79 |
| 790-750.4 | Programming funded by Friends | 1,095.72 | 3,292.07 | 7,500.00 | 43.89 |
| 790-752.1 | Summer Reading-Adult | 293.07 | 1,243.46 | 3,000.00 | 41.45 |
| 790-752.2 | Summer Reading-Teen | 0.00 | 0.00 | 2,000.00 | 0.00 |
| 790-752.3 | Summer Reading-Youth | 276.52 | 1,315.45 | 5,000.00 | 26.31 |
| 790-760 | Youth Toys/Realia | 369.43 | 891.40 | 2,100.00 | 42.45 |
| 790-762.1 | Adult ETC | 204.27 | 415.52 | 3,000.00 | 13.85 |
| 790-762.3 | Youth ETC | 650.90 | 787.57 | 2,000.00 | 39.38 |
| 790-770 | Periodicals | 857.87 | 3,783.47 | 12,300.00 | 30.76 |
| 790-772.1 | eLibrary-Adults | 13,660.03 | 61,168.67 | 132,000.00 | 46.34 |
| 790-772.4 | eLibrary Funded by Friends | 0.00 | 5,000.00 | 5,000.00 | 100.00 |
| 790-780 | Software | 0.00 | 7,275.05 | 25,000.00 | 29.10 |

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

| | 1 Month Ended April 30, 2024 Actual | 5 Months Ended April 30, 2024 Actual | 12 Months Ended November 30, 2024 Budget | Year to Date Percentage Budget | |
|------------|--|---|---|---|--------------|
| 790-785 | Online Database | 2,355.97 | 19,612.98 | 43,000.00 | 45.61 |
| 790-801 | PS-Auditor | 4,370.00 | 26,080.00 | 25,600.00 | 101.88 |
| 790-802 | PS-Bookkeeping | 645.00 | 3,225.00 | 11,300.00 | 28.54 |
| 790-803 | PS-Attorney | 0.00 | 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 | 292.54 | 1,461.99 | 22,000.00 | 6.65 |
| 790-851 | Telephone | 458.38 | 2,300.43 | 5,600.00 | 41.08 |
| 790-860 | Travel/Lodging | (460.00) | 633.97 | 3,000.00 | 21.13 |
| 790-880 | Marketing | 0.00 | 11,181.95 | 16,000.00 | 69.89 |
| 790-885 | Misc Funded by Friends | 0.00 | 401.08 | 0.00 | 0.00 |
| 790-920 | Electricity | 4,051.82 | 16,081.20 | 50,000.00 | 32.16 |
| 790-921 | Gas | 1,491.30 | 12,481.97 | 17,000.00 | 73.42 |
| 790-922 | Water | 0.00 | 1,499.91 | 6,700.00 | 22.39 |
| 790-930 | Building Maintenance | 1,150.03 | 7,848.94 | 30,000.00 | 26.16 |
| 790-932 | Grounds Maintenance | 17,100.00 | 34,051.00 | 40,100.00 | 84.92 |
| 790-934 | Equipment Maintenance | 1,143.78 | 6,479.22 | 12,000.00 | 53.99 |
| 790-955 | Grants | 319.97 | 3,858.83 | 0.00 | 0.00 |
| 790-956 | Miscellaneous | 65.34 | 145.75 | 1,600.00 | 9.11 |
| 790-956.1 | Misc/Petty Cash | 0.00 | 0.00 | 200.00 | 0.00 |
| 790-957 | Continued Education | (275.00) | 690.21 | 6,000.00 | 11.50 |
| 790-958 | Dues | 269.00 | 1,868.00 | 4,400.00 | 42.45 |
| 790-964 | Tax Adjustment | 0.00 | 0.00 | 4,500.00 | 0.00 |
| 790-964.4 | MelCat Reimbursements | 10.00 | 133.00 | 200.00 | 66.50 |
| 790-965 | Bank Charges | 403.20 | 1,797.81 | 4,500.00 | 39.95 |
| 790-969 | Insurance | 212.00 | 18,256.00 | 18,000.00 | 101.42 |
| 790-981 | Books Funded by Friends | 0.00 | 352.09 | 1,000.00 | 35.21 |
| 790-982.1 | Adult Fiction | 1,482.45 | 12,581.84 | 35,000.00 | 35.95 |
| 790-982.15 | Large Print | 302.76 | 2,012.78 | 9,000.00 | 22.36 |
| 790-982.2 | Teen Fiction | 119.03 | 2,202.97 | 10,000.00 | 22.03 |
| 790-982.3 | Youth Fiction | 2,745.28 | 10,470.04 | 25,000.00 | 41.88 |
| 790-983.1 | Adult Nonfiction | 1,629.39 | 9,735.61 | 35,000.00 | 27.82 |
| 790-983.15 | Reference | 46.17 | 46.17 | 4,000.00 | 1.15 |
| 790-983.2 | Teen Nonfiction | 32.48 | 523.70 | 4,000.00 | 13.09 |
| 790-983.3 | Youth Nonfiction | 915.23 | 5,238.69 | 15,000.00 | 34.92 |
| 790-984.1 | Audiobooks-Adult | 0.00 | 836.79 | 8,000.00 | 10.46 |
| 790-984.2 | Audiobooks-Teen | 24.99 | 240.94 | 4,000.00 | 6.02 |
| 790-984.3 | Audiobooks-Youth | 448.89 | 1,687.51 | 6,500.00 | 25.96 |
| 790-985.1 | DVD/Blu Rays-Adult | 826.62 | 3,429.06 | 12,000.00 | 28.58 |
| 790-985.2 | DVD/Blu Rays-Teen | 14.95 | 93.87 | 500.00 | 18.77 |
| 790-985.3 | DVD/Blu Rays-Youth | 255.61 | 1,083.96 | 2,600.00 | 41.69 |
| 790-986.1 | Music CDs-Adult | 125.16 | 601.02 | 2,000.00 | 30.05 |
| 790-986.3 | Music CDs-Youth | 22.48 | 66.69 | 200.00 | 33.35 |
| 790-998 | Special Projects | 10,331.00 | 92,226.00 | 3,900,000.00 | 2.36 |
| | Total Operating Expenses | <u>199,051.23</u> | <u>1,079,950.14</u> | <u>6,300,000.00</u> | <u>17.14</u> |
| | Operating Income (Loss) | <u>(132,673.53)</u> | <u>1,649,049.25</u> | <u>0.00</u> | <u>0.00</u> |
| | Other Income (Expenses) | | | | |
| 000-665.4 | Agency Account Interest | 2,278.59 | 19,540.68 | 0.00 | 0.00 |

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

| | | 1 Month Ended April 30, 2024 Actual | 5 Months Ended April 30, 2024 Actual | 12 Months Ended November 30, 2024 Budget | Year to Date Percentage Budget |
|-----------|---------------------------------------|--|---|---|---|
| 000-670 | Sub-Agency Change in Market Value | (64,345.14) | (6,563.95) | 0.00 | 0.00 |
| 000-670.4 | Agency Change in Market Value | (36,765.80) | (6,048.70) | 0.00 | 0.00 |
| 000-965.4 | Agency Admin Charges | <u>(854.03)</u> | <u>(4,401.63)</u> | <u>0.00</u> | <u>0.00</u> |
| | Total Other Income (Expenses) | <u>(99,686.38)</u> | <u>2,526.40</u> | <u>0.00</u> | <u>0.00</u> |
| | Net Income (Loss) Before Taxes | <u>(232,359.91)</u> | <u>1,651,575.65</u> | <u>0.00</u> | <u>0.00</u> |
| | Net Income (Loss) | <u>\$ (232,359.91)</u> | <u>\$ 1,651,575.65</u> | <u>\$ 0.00</u> | <u>0.00</u> |

Saline District Library Fund 101
Monthly Revenue
April 2024

05/10/24

| Type | Date | Num | Name | Memo | Clr | Split | Amount | Balance |
|---|------------|-----|------|-----------------|-----|-------------------|-----------|-----------|
| 402 · Property Taxes Control Account | | | | | | | | |
| 402.1 · City of Saline-Real Tax | | | | | | | | |
| Deposit | 04/04/2024 | | | Ck # 71233 | | 001 · Key Bank... | 13,961.29 | 13,961.29 |
| Total 402.1 · City of Saline-Real Tax | | | | | | | 13,961.29 | 13,961.29 |
| 402.4 · Lodi Township-Real Tax | | | | | | | | |
| Deposit | 04/19/2024 | | | Deposit | | 001 · Key Bank... | 1,000.00 | 1,000.00 |
| Total 402.4 · Lodi Township-Real Tax | | | | | | | 1,000.00 | 1,000.00 |
| 402.6 · Saline Township-Real Tax | | | | | | | | |
| Deposit | 04/04/2024 | | | Ck # 1130 | | 001 · Key Bank... | 2,231.80 | 2,231.80 |
| Total 402.6 · Saline Township-Real Tax | | | | | | | 2,231.80 | 2,231.80 |
| 402.7 · York Township-Real Tax | | | | | | | | |
| Deposit | 04/04/2024 | | | Ck # 3276 | | 001 · Key Bank... | 1,645.45 | 1,645.45 |
| Total 402.7 · York Township-Real Tax | | | | | | | 1,645.45 | 1,645.45 |
| Total 402 · Property Taxes Control Account | | | | | | | 18,838.54 | 18,838.54 |
| 540 · State Aid | | | | | | | | |
| Deposit | 04/04/2024 | | | Ck # 1074627... | | 001 · Key Bank... | 14,243.88 | 14,243.88 |
| Total 540 · State Aid | | | | | | | 14,243.88 | 14,243.88 |
| 628 · Printers-Revenue | | | | | | | | |
| Deposit | 04/01/2024 | | | Deposit | | 001 · Key Bank... | 8.70 | 8.70 |
| Deposit | 04/01/2024 | | | Deposit | | 001 · Key Bank... | 2.00 | 10.70 |
| Deposit | 04/02/2024 | | | Deposit | | 001 · Key Bank... | 6.00 | 16.70 |
| Deposit | 04/03/2024 | | | Deposit | | 001 · Key Bank... | 29.70 | 46.40 |
| Deposit | 04/04/2024 | | | Deposit | | 001 · Key Bank... | 18.60 | 65.00 |
| Deposit | 04/04/2024 | | | Deposit | | 001 · Key Bank... | 4.00 | 69.00 |
| Deposit | 04/05/2024 | | | Deposit | | 001 · Key Bank... | 2.00 | 71.00 |
| Deposit | 04/08/2024 | | | Deposit | | 001 · Key Bank... | 20.40 | 91.40 |
| Deposit | 04/09/2024 | | | Deposit | | 001 · Key Bank... | 13.40 | 104.80 |
| Deposit | 04/10/2024 | | | Deposit | | 001 · Key Bank... | 4.00 | 108.80 |
| Deposit | 04/11/2024 | | | Deposit | | 001 · Key Bank... | 5.50 | 114.30 |
| Deposit | 04/12/2024 | | | Deposit | | 001 · Key Bank... | 16.00 | 130.30 |
| Deposit | 04/15/2024 | | | Deposit | | 001 · Key Bank... | 16.50 | 146.80 |
| Deposit | 04/15/2024 | | | Deposit | | 001 · Key Bank... | 8.40 | 155.20 |
| Deposit | 04/16/2024 | | | Deposit | | 001 · Key Bank... | 3.00 | 158.20 |
| Deposit | 04/17/2024 | | | Deposit | | 001 · Key Bank... | 13.20 | 171.40 |
| Deposit | 04/18/2024 | | | Deposit | | 001 · Key Bank... | 4.00 | 175.40 |
| Deposit | 04/19/2024 | | | Deposit | | 001 · Key Bank... | 59.55 | 234.95 |
| Deposit | 04/19/2024 | | | Deposit | | 001 · Key Bank... | 3.00 | 237.95 |
| Deposit | 04/22/2024 | | | Deposit | | 001 · Key Bank... | 13.20 | 251.15 |
| Deposit | 04/23/2024 | | | Deposit | | 001 · Key Bank... | 4.80 | 255.95 |
| Deposit | 04/24/2024 | | | Deposit | | 001 · Key Bank... | 14.00 | 269.95 |

Saline District Library Fund 101
Monthly Revenue
April 2024

05/10/24

| Type | Date | Num | Name | Memo | Clr | Split | Amount | Balance |
|---|------------|-----|------|-----------------|-----|-------------------|--------|---------|
| Deposit | 04/25/2024 | | | Deposit | | 001 · Key Bank... | 5.20 | 275.15 |
| Deposit | 04/26/2024 | | | Deposit | | 001 · Key Bank... | 8.20 | 283.35 |
| Deposit | 04/29/2024 | | | Deposit | | 001 · Key Bank... | 4.10 | 287.45 |
| Deposit | 04/29/2024 | | | Deposit | | 001 · Key Bank... | 7.10 | 294.55 |
| Deposit | 04/29/2024 | | | Deposit | | 001 · Key Bank... | 2.80 | 297.35 |
| Deposit | 04/30/2024 | | | Deposit | | 001 · Key Bank... | 2.00 | 299.35 |
| Total 628 · Printers-Revenue | | | | | | | 299.35 | 299.35 |
| 629 · Non-Resident Fees | | | | | | | | |
| Deposit | 04/01/2024 | | | Deposit | | 001 · Key Bank... | 150.00 | 150.00 |
| Deposit | 04/02/2024 | | | Deposit | | 001 · Key Bank... | 150.00 | 300.00 |
| Deposit | 04/05/2024 | | | Deposit | | 001 · Key Bank... | 150.00 | 450.00 |
| Deposit | 04/08/2024 | | | Deposit | | 001 · Key Bank... | 150.00 | 600.00 |
| Deposit | 04/11/2024 | | | Deposit | | 001 · Key Bank... | 25.00 | 625.00 |
| Deposit | 04/18/2024 | | | Deposit | | 001 · Key Bank... | 15.00 | 640.00 |
| Deposit | 04/22/2024 | | | Deposit | | 001 · Key Bank... | 15.00 | 655.00 |
| Deposit | 04/23/2024 | | | Deposit | | 001 · Key Bank... | 150.00 | 805.00 |
| Deposit | 04/24/2024 | | | Deposit | | 001 · Key Bank... | 25.00 | 830.00 |
| Total 629 · Non-Resident Fees | | | | | | | 830.00 | 830.00 |
| 658 · Fines-Overdue Materials | | | | | | | | |
| Deposit | 04/08/2024 | | | Deposit | | 001 · Key Bank... | 5.00 | 5.00 |
| Deposit | 04/19/2024 | | | damages | | 001 · Key Bank... | 11.50 | 16.50 |
| Deposit | 04/29/2024 | | | Deposit | | 001 · Key Bank... | 5.00 | 21.50 |
| Total 658 · Fines-Overdue Materials | | | | | | | 21.50 | 21.50 |
| 658.1 · Materials Replacement Fees | | | | | | | | |
| Deposit | 04/01/2024 | | | Deposit | | 001 · Key Bank... | 9.99 | 9.99 |
| Deposit | 04/05/2024 | | | Deposit | | 001 · Key Bank... | 77.21 | 87.20 |
| Deposit | 04/08/2024 | | | Deposit | | 001 · Key Bank... | 111.97 | 199.17 |
| Deposit | 04/10/2024 | | | Deposit | | 001 · Key Bank... | 8.99 | 208.16 |
| Deposit | 04/12/2024 | | | Deposit | | 001 · Key Bank... | 24.99 | 233.15 |
| Deposit | 04/15/2024 | | | Deposit | | 001 · Key Bank... | 17.00 | 250.15 |
| Deposit | 04/17/2024 | | | Deposit | | 001 · Key Bank... | 16.99 | 267.14 |
| Deposit | 04/18/2024 | | | Deposit | | 001 · Key Bank... | 5.00 | 272.14 |
| Deposit | 04/19/2024 | | | Monroe Count... | | 001 · Key Bank... | 128.96 | 401.10 |
| Deposit | 04/23/2024 | | | Deposit | | 001 · Key Bank... | 27.95 | 429.05 |
| Deposit | 04/29/2024 | | | Deposit | | 001 · Key Bank... | 19.95 | 449.00 |
| Total 658.1 · Materials Replacement Fees | | | | | | | 449.00 | 449.00 |
| 665.1 · General Account Interest | | | | | | | | |
| Deposit | 04/30/2024 | | | Deposit | | 001 · Key Bank... | 100.17 | 100.17 |
| Total 665.1 · General Account Interest | | | | | | | 100.17 | 100.17 |
| 674 · Donations-Unrestricted | | | | | | | | |
| Deposit | 04/19/2024 | | | Pagnucco | | 001 · Key Bank... | 50.00 | 50.00 |

Saline District Library Fund 101 Monthly Revenue April 2024

| Type | Date | Num | Name | Memo | Clr | Split | Amount | Balance |
|--|------------|-----|------|-------------------|-----|-------------------|-------------------|-------------------|
| Deposit | 04/29/2024 | | | Musbach in m... | | 001 · Key Bank... | 100.00 | 150.00 |
| Total 674 · Donations-Unrestricted | | | | | | | 150.00 | 150.00 |
| 674.2 · Donations-Friends | | | | | | | | |
| Deposit | 04/04/2024 | | | 1KBBK | | 001 · Key Bank... | 190.70 | 190.70 |
| Deposit | 04/04/2024 | | | SRP Youth | | 001 · Key Bank... | 901.12 | 1,091.82 |
| Deposit | 04/04/2024 | | | 1/2 Day pizza ... | | 001 · Key Bank... | 269.16 | 1,360.98 |
| Total 674.2 · Donations-Friends | | | | | | | 1,360.98 | 1,360.98 |
| 680 · Other Income | | | | | | | | |
| Deposit | 04/04/2024 | | | Deposit | | 001 · Key Bank... | 5.25 | 5.25 |
| Total 680 · Other Income | | | | | | | 5.25 | 5.25 |
| 699 · Transfer from Other Funds | | | | | | | | |
| Deposit | 04/05/2024 | | | Deposit | | 001 · Key Bank... | 150,000.00 | 150,000.00 |
| Total 699 · Transfer from Other Funds | | | | | | | 150,000.00 | 150,000.00 |
| TOTAL | | | | | | | 186,298.67 | 186,298.67 |

Saline District Library Fund 101
Bill List
April 2024

| Type | Date | Num | Name | Memo | Amount |
|---|------------|-----------|--------------------|------------------|-----------|
| 702 · Salaries | | | | | |
| Deposit | 04/04/2024 | | | Deposit | -88.19 |
| Check | 04/12/2024 | | | pay period en... | 34,569.98 |
| Check | 04/12/2024 | | | MERS Pay P... | 1,966.22 |
| Check | 04/12/2024 | | | MERS Staff L... | 88.19 |
| Check | 04/12/2024 | | | MERS 457 Pa... | 3,062.45 |
| Check | 04/29/2024 | | | pay period en... | 34,658.73 |
| Check | 04/29/2024 | | | MERS Pay P... | 1,969.23 |
| Check | 04/29/2024 | | | MERS Staff L... | 88.19 |
| Check | 04/29/2024 | | | MERS 457 Pa... | 3,140.11 |
| Total 702 · Salaries | | | | | 79,454.91 |
| 716 · Employee Insurances/Benefits | | | | | |
| Deposit | 04/04/2024 | | | Deposit | -108.76 |
| Bill | 04/11/2024 | 73708 | THE LIBRARY NET... | EAP MAY24-... | 611.91 |
| Bill | 04/23/2024 | 5/1-5/... | BLUE CROSS BLU... | 5/1-5/31/2024 | 6,372.53 |
| Bill | 04/23/2024 | 97611... | SBIS | 5/1-5/31/2024 | 1,171.74 |
| Total 716 · Employee Insurances/Benefits | | | | | 8,047.42 |
| 719 · Health Reimbursement | | | | | |
| Bill | 04/11/2024 | ADM0... | EHIM | | 140.50 |
| Bill | 04/11/2024 | FND0... | EHIM | | 1,416.32 |
| Total 719 · Health Reimbursement | | | | | 1,556.82 |
| 723 · Retirement | | | | | |
| Check | 04/12/2024 | | | MERS Pay P... | 1,966.22 |
| Check | 04/29/2024 | | | MERS Pay P... | 1,969.23 |
| Total 723 · Retirement | | | | | 3,935.45 |
| 727 · Office Supplies | | | | | |
| Bill | 04/11/2024 | 525201 | KEYBANK - NATIO... | | 204.99 |
| Bill | 04/11/2024 | 4/10/2... | AMAZON CAPITAL ... | | 7.93 |
| Bill | 04/23/2024 | 70001... | STAPLES BUSINES... | | 66.98 |
| Bill | 04/23/2024 | 70001... | STAPLES BUSINES... | | 263.93 |
| Bill | 04/23/2024 | 70001... | STAPLES BUSINES... | | 113.87 |
| Total 727 · Office Supplies | | | | | 657.70 |
| 727.4 · Cartridges | | | | | |
| Bill | 04/11/2024 | 4/10/2... | AMAZON CAPITAL ... | | 433.94 |
| Bill | 04/23/2024 | 70001... | STAPLES BUSINES... | | 115.78 |
| Bill | 04/23/2024 | 70001... | STAPLES BUSINES... | | 608.32 |
| Total 727.4 · Cartridges | | | | | 1,158.04 |
| 732 · Cleaning Supplies | | | | | |
| Bill | 04/23/2024 | 70001... | STAPLES BUSINES... | | 247.64 |

Saline District Library Fund 101

Bill List

April 2024

05/10/24

Accrual Basis

| Type | Date | Num | Name | Memo | Amount |
|--|------------|-----------|--------------------|-------------------|----------|
| Bill | 04/23/2024 | 70001... | STAPLES BUSINES... | | 19.94 |
| Bill | 04/23/2024 | 70001... | STAPLES BUSINES... | | 430.20 |
| Total 732 · Cleaning Supplies | | | | | 697.78 |
| 734 · Processing Supplies | | | | | |
| Bill | 04/11/2024 | 4/10/2... | AMAZON CAPITAL ... | | 21.98 |
| Bill | 04/23/2024 | 70001... | STAPLES BUSINES... | | 122.09 |
| Total 734 · Processing Supplies | | | | | 144.07 |
| 740 · Equipment | | | | | |
| Bill | 04/05/2024 | 90634... | GRAINGER | Wet Dry Vac | 161.25 |
| Bill | 04/11/2024 | 4/10/2... | AMAZON CAPITAL ... | | 403.86 |
| Total 740 · Equipment | | | | | 565.11 |
| 750.1 · Adult Programming | | | | | |
| Bill | 04/11/2024 | 0297 | ANN ARBOR VEGA... | Chef Vicki Ve... | 450.00 |
| Bill | 04/11/2024 | 03252... | CARRIGAN CAFE | Treats for pro... | 22.00 |
| Bill | 04/11/2024 | 73947 | THE LIBRARY NET... | Movie Licensi... | 490.00 |
| Bill | 04/11/2024 | 525201 | KEYBANK - NATIO... | | 255.81 |
| Bill | 04/11/2024 | 4/10/2... | AMAZON CAPITAL ... | | 149.09 |
| Bill | 04/23/2024 | 04222... | CARRIGAN CAFE | | 22.50 |
| Total 750.1 · Adult Programming | | | | | 1,389.40 |
| 750.2 · Teen Programming | | | | | |
| Bill | 04/11/2024 | 525201 | KEYBANK - NATIO... | | 553.83 |
| Bill | 04/11/2024 | 4/10/2... | AMAZON CAPITAL ... | | 342.00 |
| Total 750.2 · Teen Programming | | | | | 895.83 |
| 750.3 · Youth Programming | | | | | |
| Bill | 04/11/2024 | 6931 | ANN ARBOR HAND... | Water Cycle ... | 210.40 |
| Bill | 04/11/2024 | 6947 | SLOAN MUSEUM O... | Solar Eclipse... | 60.00 |
| Bill | 04/11/2024 | 525201 | KEYBANK - NATIO... | | 110.94 |
| Bill | 04/11/2024 | 4/10/2... | AMAZON CAPITAL ... | | 435.82 |
| Total 750.3 · Youth Programming | | | | | 817.16 |
| 750.4 · Programming Funded by Friends | | | | | |
| Bill | 04/23/2024 | 80068... | STERICYCLE, INC. | Shred Event | 794.40 |
| Bill | 04/23/2024 | 58418... | SCHOLASTIC INC. | 1KBBK | 201.32 |
| Bill | 04/23/2024 | 14202 | SYSTEMS TECHN... | READSquared | 100.00 |
| Total 750.4 · Programming Funded by Friends | | | | | 1,095.72 |
| 752.1 · Summer Reading-Adult | | | | | |
| Bill | 04/11/2024 | 525201 | KEYBANK - NATIO... | | 293.07 |

Saline District Library Fund 101
Bill List
April 2024

| Type | Date | Num | Name | Memo | Amount |
|---|------------|-----------|--------------------|----------|-----------|
| Total 752.1 · Summer Reading-Adult | | | | | 293.07 |
| 752.3 · Summer Reading-Youth | | | | | |
| Bill | 04/11/2024 | 4/10/2... | AMAZON CAPITAL ... | | 276.52 |
| Total 752.3 · Summer Reading-Youth | | | | | 276.52 |
| 760 · Youth Toys/Realia | | | | | |
| Bill | 04/11/2024 | 4/10/2... | AMAZON CAPITAL ... | | 369.43 |
| Total 760 · Youth Toys/Realia | | | | | 369.43 |
| 762.1 · Adult ETC | | | | | |
| Bill | 04/11/2024 | 4/10/2... | AMAZON CAPITAL ... | | 204.27 |
| Total 762.1 · Adult ETC | | | | | 204.27 |
| 762.3 · Youth ETC | | | | | |
| Bill | 04/11/2024 | 4/10/2... | AMAZON CAPITAL ... | | 650.90 |
| Total 762.3 · Youth ETC | | | | | 650.90 |
| 770 · Periodicals | | | | | |
| Bill | 04/11/2024 | S82343 | BOOKPAGE | | 744.00 |
| Total 770 · Periodicals | | | | | 744.00 |
| 772.1 · Ebooks-Adult | | | | | |
| Bill | 04/11/2024 | 39344... | KANOPY, INC. | | 447.10 |
| Bill | 04/23/2024 | 50527... | MIDWEST TAPE | Hoopla | 7,212.93 |
| Bill | 04/23/2024 | CD01... | OVERDRIVE, INC | | 6,000.00 |
| Total 772.1 · Ebooks-Adult | | | | | 13,660.03 |
| 785 · Online Database | | | | | |
| Bill | 04/23/2024 | 70800... | PROQUEST LLC | | 2,355.97 |
| Total 785 · Online Database | | | | | 2,355.97 |
| 801 · Professional services-Auditor | | | | | |
| Bill | 04/11/2024 | 10206... | PLANTE & MORAN,... | | 4,370.00 |
| Total 801 · Professional services-Auditor | | | | | 4,370.00 |
| 802 · Professional Services-Bookkeep | | | | | |
| Bill | 04/25/2024 | | STROM ACCOUNTI... | | 645.00 |
| Total 802 · Professional Services-Bookkeep | | | | | 645.00 |
| 850 · Internet | | | | | |
| Bill | 04/11/2024 | 5/4/20... | T-MOBILE | Hotspots | 292.54 |

Saline District Library Fund 101 Bill List April 2024

| Type | Date | Num | Name | Memo | Amount |
|------------------------------------|------------|-----------|---------------------|-------------------|-----------|
| Total 850 · Internet | | | | | 292.54 |
| 851 · Telephone | | | | | |
| Bill | 04/11/2024 | 51818 | TELNET WORLDWI... | | 458.38 |
| Total 851 · Telephone | | | | | 458.38 |
| 860 · Travel/Lodging | | | | | |
| Bill | 04/11/2024 | 3/20/2... | SOERENS, KELLY | | 155.02 |
| Bill | 04/11/2024 | 525201 | KEYBANK - NATIO... | | 709.98 |
| Deposit | 04/29/2024 | | | Deposit | -1,325.00 |
| Total 860 · Travel/Lodging | | | | | -460.00 |
| 920 · Electricity | | | | | |
| Bill | 04/12/2024 | | DTE ENERGY - EL... | | 4,051.82 |
| Total 920 · Electricity | | | | | 4,051.82 |
| 921 · Gas | | | | | |
| Bill | 04/12/2024 | | DTE ENERGY - GAS | | 1,491.30 |
| Total 921 · Gas | | | | | 1,491.30 |
| 930 · Building Maintenance | | | | | |
| Bill | 04/05/2024 | 90262... | GRAINGER | | 1.26 |
| Bill | 04/11/2024 | 87371... | WASTE MANAGEM... | | 256.62 |
| Bill | 04/23/2024 | 92242... | HD SUPPLY FACILI... | Filters | 686.66 |
| Bill | 04/23/2024 | 242616 | CHELSEA LUMBE... | | 7.79 |
| Bill | 04/23/2024 | 232561 | WYANDOTTE ALA... | | 197.70 |
| Total 930 · Building Maintenance | | | | | 1,150.03 |
| 932 · Ground Maintenance | | | | | |
| Bill | 04/11/2024 | 1622 | UNDERWOOD NUR... | Prepay for year | 17,100.00 |
| Total 932 · Ground Maintenance | | | | | 17,100.00 |
| 934 · Equipment Maintenance | | | | | |
| Bill | 04/11/2024 | 2465814 | APPLIED INNOVAT... | Kyocera diag... | 185.00 |
| Bill | 04/11/2024 | 6085530 | AVENTRIC TECHN... | AED Pad repl... | 159.00 |
| Bill | 04/11/2024 | 50692... | RICOH USA, INC | | 28.76 |
| Bill | 04/11/2024 | 50692... | RICOH USA, INC | | 771.02 |
| Total 934 · Equipment Maintenance | | | | | 1,143.78 |
| 955 · Grants | | | | | |
| Bill | 04/05/2024 | 6877 | BELIGHTFUL YOGA | Adutl Social C... | 275.00 |
| Bill | 04/11/2024 | 4/10/2... | AMAZON CAPITAL ... | | 44.97 |
| Total 955 · Grants | | | | | 319.97 |

Saline District Library Fund 101
Bill List
April 2024

| Type | Date | Num | Name | Memo | Amount |
|--------------------------------------|------------|-----------|--------------------|-------------------|----------|
| 956 · Miscellaneous | | | | | |
| Bill | 04/11/2024 | 4/5/20... | LASH, JESSICA | Food for Art R... | 65.34 |
| Total 956 · Miscellaneous | | | | | 65.34 |
| 957 · Continuing Education | | | | | |
| Deposit | 04/29/2024 | | | Deposit | -275.00 |
| Total 957 · Continuing Education | | | | | -275.00 |
| 958 · Dues | | | | | |
| Bill | 04/11/2024 | 97611-4 | SMALL BUSINESS ... | | 269.00 |
| Total 958 · Dues | | | | | 269.00 |
| 964.4 · MelCat Reimbursements | | | | | |
| Bill | 04/11/2024 | 30395... | ALVAH N BELDING... | InvestiGators ... | 10.00 |
| Total 964.4 · MelCat Reimbursements | | | | | 10.00 |
| 965 · Bank Charges | | | | | |
| Check | 04/03/2024 | | | KB Merch fee | 43.39 |
| Check | 04/03/2024 | | | KB Merch. fee | 25.48 |
| Check | 04/08/2024 | | | March Analyysi... | 317.85 |
| Bill | 04/11/2024 | 525201 | KEYBANK - NATIO... | | 16.48 |
| Total 965 · Bank Charges | | | | | 403.20 |
| 969 · Insurance | | | | | |
| Bill | 04/23/2024 | H8475... | CITIZENS INSURA... | Workman's C... | 212.00 |
| Total 969 · Insurance | | | | | 212.00 |
| 982.1 · Adult Fiction | | | | | |
| Bill | 04/23/2024 | 3/1-3/... | BAKER & TAYLOR | | 1,482.45 |
| Total 982.1 · Adult Fiction | | | | | 1,482.45 |
| 982.15 · Large Print | | | | | |
| Bill | 04/23/2024 | 3/1-3/... | BAKER & TAYLOR | | 302.76 |
| Total 982.15 · Large Print | | | | | 302.76 |
| 982.2 · Teen Fiction | | | | | |
| Bill | 04/23/2024 | 3/1-3/... | BAKER & TAYLOR | | 119.03 |
| Total 982.2 · Teen Fiction | | | | | 119.03 |
| 982.3 · Youth Fiction | | | | | |
| Bill | 04/23/2024 | 3/1-3/... | BAKER & TAYLOR | | 2,745.28 |

Saline District Library Fund 101
Bill List
April 2024

| Type | Date | Num | Name | Memo | Amount |
|-----------------------------------|------------|-----------|--------------------|------|----------|
| Total 982.3 · Youth Fiction | | | | | 2,745.28 |
| 983.1 · Adult Nonfiction | | | | | |
| Bill | 04/23/2024 | 3/1-3/... | BAKER & TAYLOR | | 1,629.39 |
| Total 983.1 · Adult Nonfiction | | | | | 1,629.39 |
| 983.15 · Reference | | | | | |
| Bill | 04/23/2024 | 3/1-3/... | BAKER & TAYLOR | | 46.17 |
| Total 983.15 · Reference | | | | | 46.17 |
| 983.2 · Teen Nonfiction | | | | | |
| Bill | 04/23/2024 | 3/1-3/... | BAKER & TAYLOR | | 32.48 |
| Total 983.2 · Teen Nonfiction | | | | | 32.48 |
| 983.3 · Youth Nonfiction | | | | | |
| Bill | 04/23/2024 | 3/1-3/... | BAKER & TAYLOR | | 915.23 |
| Total 983.3 · Youth Nonfiction | | | | | 915.23 |
| 984.2 · Audiobooks-Teen | | | | | |
| Bill | 04/23/2024 | 3/1-3/... | MIDWEST TAPE | | 24.99 |
| Total 984.2 · Audiobooks-Teen | | | | | 24.99 |
| 984.3 · Audiobooks-Youth | | | | | |
| Bill | 04/23/2024 | 3/1-3/... | MIDWEST TAPE | | 448.89 |
| Total 984.3 · Audiobooks-Youth | | | | | 448.89 |
| 985.1 · DVDBlu Rays-Adult | | | | | |
| Bill | 04/11/2024 | 4/10/2... | AMAZON CAPITAL ... | | 26.73 |
| Bill | 04/23/2024 | 3/1-3/... | MIDWEST TAPE | | 799.89 |
| Total 985.1 · DVDBlu Rays-Adult | | | | | 826.62 |
| 985.2 · DVD Blu Rays-Teen | | | | | |
| Bill | 04/11/2024 | 4/10/2... | AMAZON CAPITAL ... | | 14.95 |
| Total 985.2 · DVD Blu Rays-Teen | | | | | 14.95 |
| 985.3 · DVD/Blu Rays-Youth | | | | | |
| Bill | 04/23/2024 | 3/1-3/... | MIDWEST TAPE | | 255.61 |
| Total 985.3 · DVD/Blu Rays-Youth | | | | | 255.61 |
| 986.1 · Music CDs-Adult | | | | | |
| Bill | 04/23/2024 | 3/1-3/... | MIDWEST TAPE | | 125.16 |
| Total 986.1 · Music CDs-Adult | | | | | 125.16 |

Saline District Library Fund 101
Bill List
April 2024

| Type | Date | Num | Name | Memo | Amount |
|--------------------------------|------------|-----------|--------------------|--------------------|-------------------|
| 986.3 · Music CDs-Youth | | | | | |
| Bill | 04/23/2024 | 3/1-3/... | MIDWEST TAPE | | 22.48 |
| Total 986.3 · Music CDs-Youth | | | | | 22.48 |
| 998 · Special Projects | | | | | |
| Bill | 04/15/2024 | PZBA ... | SALINE CITY HALL | | 300.00 |
| Bill | 04/17/2024 | PPC 2... | SALINE CITY HALL | PPC 24-05 | 2,031.00 |
| Bill | 04/23/2024 | 0070565 | MATERIALS TESTI... | Test Drilling f... | 8,000.00 |
| Total 998 · Special Projects | | | | | 10,331.00 |
| TOTAL | | | | | 169,539.45 |



**Library Director's Report
Submitted by Karrie Waarala
May 21, 2024**

- Updates to the Library Renovation and Site Improvement Project include:
 - McCarthy & Smith has updated the phasing plan (see Appendix). On closer inspection, the original plan, which called for the Brecon Room and lobby area to be in phase #1, didn't work due to safety issues around entrances for the public. This new plan works much better, as it allows the northwest entrance to be closed for all of phases #1 & #2 while the outdoor construction is taking place. The Friends book shop will need to be closed during phase #3 now, which will end up being easier to navigate for the book shop committee.
 - As you can see from page 2 of the attachment, the entire northwest parking lot will be fenced off and gated for construction during the first two phases (June 10-October 15).
 - While the official mobilization date is June 10, there will be a lot of preliminary work happening the week of June 3-7. Movers will begin emptying the phase #1 area into storage, and the fencing will go up on Friday, June 7.
 - During phase #1, the entire Adult and Teen areas will be closed and inaccessible by patrons and staff. This means that the following will be unavailable:
 - All Adult & Teen materials (We will keep some new items available at the front of the library)
 - Public computers & printing
 - Study rooms
 - Brecon Room
 - Northwest parking lot & entrance
 - The moving quotes came in significantly higher than anticipated at \$97,000, \$163,000 and over \$500,000. The low bid, Library Design Associates, is reworking their bid because they did not realize the actual scope of materials storage required until they were able to do a walk-through meeting with Aaron Phillips. I'm sure it will be higher than \$97,000. However, Mulder's Moving has contacted us and is also reworking their quote to reduce that \$163,000 figure. We have received a new quote from LDA and will receive a new quote from Mulder's on Monday, May 20.

- Jess, Matt, and I had our first weekly OAC (Owner/Architect/Construction) meeting today with McCarthy & Smith and Quinn Evans. McCarthy & Smith will be setting their monthly billing cycle so that the B&G committee can review invoices prior to Treasurer approval the day of the board meetings.
- We will have a groundbreaking ceremony for the new pavilion on Tuesday, June 4 at noon. Attendees will get to meet the architects and construction managers, ask questions about the project, tour the library, and enjoy refreshments.
- SDL will be joining The Library Network's Check It Out Reciprocal Borrowing Program on June 1. This could be very helpful to our library patrons during the upcoming renovation project, as they will be able to check out materials from nearby libraries such as Manchester, Ypsilanti, Belleville, Chelsea, and Dexter. We do not anticipate seeing very much use of SDL by cardholders of other libraries during 2024.
- The first half of SDL's annual State Aid payment has been received from the Library of Michigan in the amount of \$14,243.88.
- Property tax revenue has slowed. We have currently received \$2,498,255.3, which is 98.7% of the budgeted \$2,530,240. This indicates that it was the right decision to adjust our budgeted tax delinquency down from 3.0% to 1.5% this year. If we had maintained the historical 3.0% anticipated delinquency, our property tax revenue would currently be over 100% of the budgeted amount, when we typically still see some revenue coming in as late as July.
- [Registration is now open](#) for Summer Reading, which runs June 10-August 10. This year's theme is Adventure Begins at Your Library, and we have programs and prizes for kids, teens, and adults.
- Library Assistant Michael Claus has announced that his last day at will be May 29. The position has been posted.
- Thank you to everyone who was able to attend the Staff Recognition Dinner on April 28. Once again, the Friends of the Library have funded a wonderful evening for our deserving staff, and Chris Pilarz has organized a beautiful event.
- Recent comments from patrons include:
 - A patron commented that her kids are excited when a [literacy kit](#) shows up at their house. She especially likes that the bags are clear so that kids can see what's inside and anticipate the fun they will have. (The literacy kits were funded by a Schrandt grant.)
 - Someone told us that the first thing they did when they moved to Saline was to get a library card, and that they felt very welcomed by SDL staff.
 - "I downloaded the app, and it is AWESOME!"

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

Project Title Community Refurbishment and Renovation of Library Windchime

Cathy Harmon, Professional Potter/Saline District Library Substitute Librarian and
Jennifer Lupton, Professional Potter/Saline District Library Youth Assistant

name of applicant

555. N. Maple Rd.

address

Saline, MI 48176

city/state/zip

734-796-6289

phone

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

Cathy Harmon

contact person

authorized signature

Name of collaborating organization (if applicable)

address and phone

date organization founded

Date application submitted _____

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

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

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

1. Project Name

Community Windchime Refurbishment and Rejuvenation

2. Proposal Description

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

This grant will fund the refurbishment and rejuvenation of the 212Art Windchime installation currently welcoming patrons at the front entrance of the Saline District Library. Patrons of all ages will be invited to create, decorate and glaze new pottery leaves in the shape and colors of our logo to update the windchime and celebrate the renovation of the library. Cathy Harmon and Jennifer Lupton, current library staff members, helped create the original installation. Jennifer designed and glazed the “reading child on the moon” disc, and Cathy worked with local youth to texture and glaze the ceramic leaves that make the distinctive welcoming chime sound. The windchime was a gift from the former 212Art Center, which closed in 2015.

3. Goals of the Project

Our mission:

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

By providing patrons with an opportunity to create new chimes to add to the existing installation, we share our knowledge of the ceramic process, the joy of discovering and experiencing clay as an art form, and we build a bridge between the past and the future as we celebrate the renovation of the library.

Our values:

Welcoming

Offering an inclusive and respectful environment where everyone feels welcome

The windchime is a welcoming symbol that reflects community collaboration. We plan to hold 5 program/outreach events to include a diverse group of community members. These will include outreach opportunities at the Saline Farmer’s Market, Saline Senior Center, New Adult Social Club and in the Youth Department.

Accessibility

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

Our pottery leaf-making events will be held in the library and at popular community meeting spaces (Farmers Market/Senior Center), to ensure we meet people “where they are” while including a wide and diverse range of community members in our project.

Community

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

Art builds community and enhances our environment. Including and collaborating with our neighbors, library stakeholders and community members builds relationships, shared experiences and a sense of mutual accomplishment. The timing of the windchime project will invite and encourage community members to engage in a library enhancement while the library is under renovation, providing an opportunity for positive involvement and inclusion.

Learning/Discovery

Encouraging enrichment and lifelong learning through diverse resources and programs. Sparking imagination and sense of wonder.

Art, in physical form as a programming opportunity, and as a part of our library collection, is a significant and valued resource and enrichment at Saline District Library . Patrons are encouraged to embrace lifelong learning, and engage and enrich all their senses throughout our building and campus. The welcoming tones of our windchime welcome and remind our patrons of the transformative and exciting environment they are entering and the opportunities within.

Applicant Benefits

Saline District Library will benefit by rejuvenating, renovating and maintaining a beloved art installation at the Library, while encouraging community members to work collaboratively and as stakeholders while we begin a new stage in Saline District Library's community investment and presence.

4. Audience

Who will benefit from this project?

Patrons of all ages are encouraged to collaborate on this project.

Programs will be geared toward families and kids of all ages, New Adult Social Club members and 55+. Everyone in our service area is welcome to make a chime.

5. Timeline for Implementation

We plan to offer our programs and outreach opportunities in July and early August, 2024
The physical refurbishment of the existing windchime will take place in September.

6. Equipment and Space Needed

Youth program room for two windchime making events, one during the day and one in the evening.

Brecon Room for a scheduled New Adult Supported Social Club program. Outreach activities will be determined with hosting partners (Saline District Library Outreach at the Farmers Market and Saline Area Senior Center).

7. Budget

The budget for materials, kiln firing and Cathy and Jennifer's time:

Materials:

| | |
|---|-----------|
| 50 pounds RO14 cone 5 Clay, Rovins Ceramics .90 cents a pound | \$48.00 |
| 10 pints glaze (Orange-a-Peel, Dandelion, Sour Apple, Jaded, Blue Isle) | \$200.00 |
| 80 pound monofilament | \$10.00 |
| crimping clasps | \$5.00 |
| Firing fee/electricity | \$20.00 |
| 6 leaf shaped cookie cutters | \$42.00 |
| Pottery Staff time at \$20 hour (not to exceed 55 hours) (20 program hours, 30 prep/construction hours, 5 kiln room hours) | \$1100.00 |
| Total | \$1425.00 |

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

Working in their capacity as potters and ceramic art teachers, Jennifer Lupton and Cathy Harmon will set-up, lead, teach, supervise and cleanup 5 in-library/outreach programs. Jennifer and Cathy will procure and prepare materials, provide appropriate tools, supervise creation of chimes, sand and prep for kiln firing, load and manage kiln firing, evaluate, sand, string and add fired and finished pieces to existing windchime. Jennifer and Cathy will also promote the Windchime Renovation Program at community events, library programs and by word of mouth.

Library staff members will help promote the Windchime Renovation programs on social media, at library programs and community events

9. Publicity

The Windchime rejuvenation programs will be advertised on Social Media, in the E-news, local publications, Saline District Library bulletin boards and on the Saline District Library website.

10. Criteria to evaluate the project

We will evaluate the success of the project by the number of community members who attend programs and create chimes.

11. Resume and / or Qualifications

Cathy Harmon worked as a Reference Librarian in the Adult Services Department from 2015 to 2022. Since 2022 she has worked as a Substitute Librarian for the Adult Service Department and the Youth Department. Cathy has worked with clay potter since 2010. Cathy taught classes to students of all ages while managing the pottery studio at 212Art center from 2012 until it closed in 2015. Cathy continues to create pottery which she sells locally and at the River Raisin National Park Historic Site. Jennifer Lupton has worked in the Youth Department as a Youth Assistant since 2015. As a potter, Jennifer taught classes and worked as a studio assistant at 212Art Center from 2012 until it closed in 2015. Jennifer continues to teach classes in her studio, at the Saline Area Senior Center and Brecon Village, and she sells her work locally.

Circulation FY2023-2024

| ITEM | DEC | JAN | FEB | MARCH | APRIL | MAY | JUNE | JULY | AUG | SEPT | OCT | NOV | TOTALS |
|----------------------------|---------------|---------------|---------------|---------------|---------------|------------|-------------|-------------|------------|-------------|------------|------------|----------------|
| Book Materials | | | | | | | | | | | | | |
| Total Books | 15,178 | 18,112 | 17,577 | 18,126 | 16,726 | | | | | | | | 85,719 |
| % of Total Circ. | 77.87% | 78.92% | 80.46% | 79.56% | 79.58% | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | 79.30% |
| AV Materials | | | | | | | | | | | | | |
| DVD/BLU-RAY | 2,977 | 3,334 | 2,917 | 3,175 | 2,790 | | | | | | | | 15,193 |
| Music CDs | 300 | 288 | 241 | 284 | 277 | | | | | | | | 1,390 |
| Audio Books | 441 | 472 | 407 | 478 | 441 | | | | | | | | 2,239 |
| J Kits | 185 | 321 | 264 | 259 | 280 | | | | | | | | 1,309 |
| Total AV | 3,903 | 4,415 | 3,829 | 4,196 | 3,788 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 20,131 |
| % of Total Circ. | 20.02% | 19.24% | 17.53% | 18.42% | 18.02% | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | 18.62% |
| Interlibrary Loans | | | | | | | | | | | | | |
| SDL Patron Filled Requests | 627 | 910 | 782 | 797 | 839 | | | | | | | | 3,955 |
| % of Total Circ. | 3.22% | 3.97% | 3.58% | 3.50% | 3.99% | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | 3.66% |
| Lends Out to Libs | 857 | 1,052 | 1,018 | 978 | 1,042 | | | | | | | | 4,947 |
| Equipment | 168 | 183 | 175 | 221 | 218 | | | | | | | | 965 |
| Periodicals | 243 | 239 | 264 | 241 | 287 | | | | | | | | 1,274 |
| % of Total Circ. | 1.25% | 1.04% | 1.21% | 1.06% | 1.37% | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | 1.18% |
| TOTAL 2023 CIRC | 19,492 | 22,949 | 21,845 | 22,784 | 21,019 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 108,089 |
| 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% | -4.69% | -100.00% | -100.00% | -100.00% | -100.00% | -100.00% | -100.00% | -100.00% | -60.84% |
| Downloads | | | | | | | | | | | | | |
| Ebooks | 3,371 | 4,882 | 3,701 | 4,072 | 3,711 | | | | | | | | 19,737 |
| AudioBooks | 3,747 | 4,054 | 3,943 | 4,189 | 4,158 | | | | | | | | 20,091 |
| Music | 187 | 142 | 111 | 125 | 126 | | | | | | | | 691 |
| Video | 830 | 293 | 293 | 321 | 316 | | | | | | | | 2,053 |
| Magazines | 1,011 | 1,045 | 805 | 782 | 589 | | | | | | | | 4,232 |
| Tumble books | 147 | 103 | 25 | 90 | 39 | | | | | | | | 404 |
| Total Downloads | 9,293 | 10,519 | 8,878 | 9,579 | 8,939 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 47,208 |
| 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% | 23.72% | -100.00% | -100.00% | -100.00% | -100.00% | -100.00% | -100.00% | -100.00% | -49.71% |
| GRAND TOTAL CIRC | 28,785 | 33,468 | 30,723 | 32,363 | 29,958 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 155,297 |
| 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% | 2.32% | -100.00% | -100.00% | -100.00% | -100.00% | -100.00% | -100.00% | -100.00% | -58.01% |
| Cards Issued | 126 | 157 | 119 | 166 | 129 | | | | | | | | 697 |
| 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% | 2.38% | -100.00% | -100.00% | -100.00% | -100.00% | -100.00% | -100.00% | -100.00% | -57.11% |
| 3 M Gate Count | 10,452 | 11,607 | 12,696 | 14,060 | 13,788 | | | | | | | | 62,603 |
| 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% | 15.89% | -100.00% | -100.00% | -100.00% | -100.00% | -100.00% | -100.00% | -100.00% | -57.42% |
| Average Per Day | 337 | 374 | 437 | 453 | 459 | 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

| | | | | | | | | | | | | | |
|---|--------------|--------------|--------------|--------------|--------------|----------|----------|----------|----------|----------|----------|----------|---------------|
| COMPUTER USAGE | | | | | | | | | | | | | |
| PC usage onsite | 523 | 567 | 660 | 616 | 597 | | | | | | | | 2,963 |
| 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% | -1.81% | -100.00% | -100.00% | -100.00% | -100.00% | -100.00% | -100.00% | -100.00% | -58.55% |
| WiFi usage onsite | 2,942 | 2,884 | 3,786 | 3,509 | 3,768 | | | | | | | | 16,889 |
| 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% | 37.92% | -100.00% | -100.00% | -100.00% | -100.00% | -100.00% | -100.00% | -100.00% | -54.97% |
| Youth AWE computers | 410 | 322 | 551 | 535 | 502 | | | | | | | | 2,320 |
| 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% | 29.38% | -100.00% | -100.00% | -100.00% | -100.00% | -100.00% | -100.00% | -100.00% | -47.91% |
| Ref. Questions: | | | | | | | | | | | | | |
| Youth | 427 | 464 | 640 | 842 | 631 | | | | | | | | 3,004 |
| Adult | 388 | 429 | 560 | 580 | 495 | | | | | | | | 2,452 |
| Circ Desk | 287 | 415 | 400 | 385 | 626 | | | | | | | | 2,113 |
| Total Reference | 1,102 | 1,308 | 1,600 | 1,807 | 1,752 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 7,569 |
| 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% | 31.93% | -100.00% | -100.00% | -100.00% | -100.00% | -100.00% | -100.00% | -100.00% | -59.31% |
| Brecon Rm: #Groups | 5 | 7 | 10 | 11 | 13 | | | | | | | | 46 |
| Prior Year #Groups | 6 | 6 | 14 | 18 | 18 | 16 | 13 | 9 | 8 | 7 | 12 | 9 | 136 |
| # of individuals | 41 | 81 | 138 | 195 | 284 | | | | | | | | 739 |
| Study Rms: #Groups | 150 | 192 | 212 | 197 | 202 | | | | | | | | 953 |
| Prior Year #Groups | 179 | 199 | 195 | 198 | 202 | 204 | 188 | 221 | 207 | 177 | 226 | 206 | 2,402 |
| # of individuals | 194 | 248 | 307 | 294 | 282 | | | | | | | | 1,325 |
| | | | | | | | | | | | | | |
| * Includes views of online programs beginning December 2021 | | | | | | | | | | | | | |

Website Access FY2023-2024

| ONLINE SERVICES | Dec. | Jan. | Feb. | March | April | May | June | July | August | Sept. | Oct. | Nov. | TOTAL |
|--------------------------------|---------------|---------------|---------------|---------------|---------------|------------|-------------|-------------|---------------|--------------|-------------|-------------|---------------|
| Website access | 14,116 | 16,876 | 14,655 | 19,027 | 14,929 | | | | | | | | 79,603 |
| 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% | 54.98% | -100.00% | -100.00% | -100.00% | -100.00% | -100.00% | -100.00% | -100.00% | -32.66% |
| Catalog access | | | | | | | | | | | | | 0 |
| Prior Year | 7,753 | 9,671 | 9,152 | 12,081 | 10,494 | 11,362 | 12,213 | 6,586 | 0 | 0 | 0 | 0 | 79,312 |
| % difference | -100.00% | -100.00% | -100.00% | -100.00% | -100.00% | -100.00% | -100.00% | -100.00% | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | -100.00% |
| Informational Databases | 2,580 | 2,620 | 2,515 | 2,604 | 2,893 | | | | | | | | 13,212 |
| 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% | 53.56% | -100.00% | -100.00% | -100.00% | -100.00% | -100.00% | -100.00% | -100.00% | -46.22% |
| SDL App | | | | | | | | | | | | | 0 |
| New Downloads | 129 | 190 | 95 | 81 | 27 | | | | | | | | 522 |
| Prior Year | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| % difference | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! |
| Sessions | 463 | 1,096 | 1,220 | 1,637 | 1,621 | | | | | | | | 6,037 |
| Prior Year | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| % difference | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! |
| MI Activity Pass | 7 | 6 | 11 | 30 | 13 | | | | | | | | 67 |
| 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% | -65% |
| New eNews subscribers | 98 | 122 | 77 | 120 | 101 | | | | | | | | 518 |
| Total subscribers | 11,702 | 11,816 | 11,870 | 10,988 | 11,060 | | | | | | | | 11,060 |
| 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% | 0.53% | -100.00% | -100.00% | -100.00% | -100.00% | -100.00% | -100.00% | -100.00% | -4.76% |

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

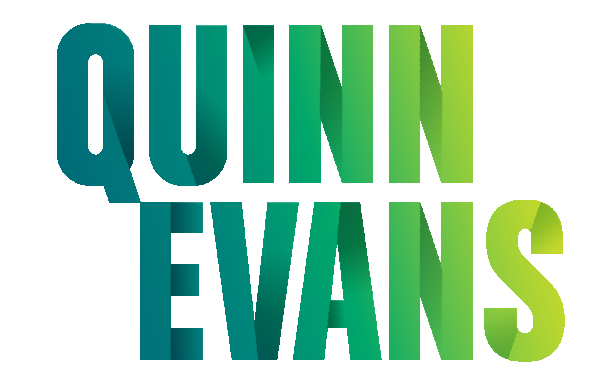
*** Website analytics changed in July, resulting in skewed/missing numbers

Public Entrance & Bathroom for Phase 3

Phase 1: 6/10/2024 through 8/9/2024

Phase 2: 8/12/2024 through 10/15/2024

Phase 3: 10/16/2024 through 12/18/2024



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

QUINNEVANS.COM

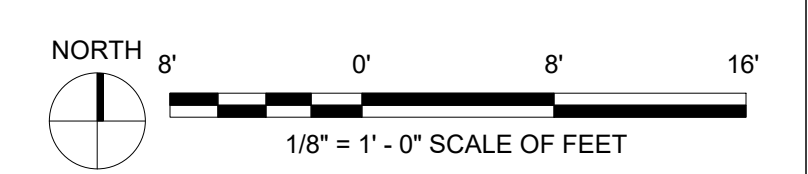


INTERIOR RENOVATIONS AND SITE IMPROVEMENTS

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

- 03.01 FINISH REINFORCED CONC PATCH TO MATCH EXISTING. COORDINATE FINAL LOCATIONS OF SLAB REPLACEMENT WITH MECHANICAL, ELECTRICAL AND PLUMBING DRAWINGS. REFER TO STRUCTURAL DRAWINGS FOR SLAB REPLACEMENT REQUIREMENTS.
- 04.01 REINSTALL AND TOOTHE IN SALVAGED MASONRY AND NEW MASONRY AT DOOR OPENING TO MATCH EXISTING
- 05.02 FIXED ALUMINUM ROOF ACCESS LADDER
- 06.05 3" S.S. GROMMET
- 08.01 REPLACE IGU
- 08.02 DRIVE-UP HORIZONTAL-SLIDING ALUMINUM TRANSACTION WINDOW. BOD: READY ACCESS 600 ENERGY SAVER DRIVE THRU WINDOW WITH TRANSOM (OR AIR CURTAIN ALTERNATE)
- 08.03 PROVIDE AND INSTALL OPERABLE CASEMENT WINDOW. FINISHES TO MATCH EXISTING WINDOWS. VERIFY DIMENSIONS IN FIELD
- 08.06 ALIGN NEW DOOR OPENING WITH EXISTING DOOR OPENING
- 08.08 FULL LITE STOREFRONT DOORS - SEE DOOR SCHEDULE
- 09.11 EXTEND EXISTING WALL UP TO UNDERSIDE OF ROOF DECK FROM EXISTING TOP OF WALL AND PROVIDE NEW GYP BD. FINISH AND SAB INSULATION AT EXISTING WALL TO UNDERSIDE OF DECK AND PROVIDE ACOUSTIC SEALANT AT TOP AND BOTTOM WALL TRACKS. SEE NOTE NO. 5 ON SHEET A600.
- 09.12 EXTEND EXISTING STUD WALL UP TO UNDERSIDE OF ROOF DECK FROM EXISTING TOP OF WALL. PROVIDE SAB INSULATION IN EXISTING WALL STUD FRAMING TO UNDERSIDE OF DECK.
- 10.01 FOLDING PARTITION WALL WITH PASS THROUGH DOOR. COORDINATE FINAL POCKET DIMENSIONS AND CEILING TRACK WITH MANUFACTURER
- 10.03 PROVIDE SIGN INDICATING DIRECTION TO NEAREST BARRIER FREE EXIT AT THIS DOOR.
- 22.08 INSTALL DRINKING FOUNTAIN WITH BOTTLE FILLER; REFER TO PLUMBING DWGS AND STANDARD MOUNTING HEIGHTS
- 26.05 RE-INSTALL ACCESSIBLE PUSH BUTTON AT ORIGINAL LOCATION

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



| No. | Date | Description |
|-----|------------|-------------------------|
| 3 | 04/25/2024 | ISSUED FOR CONSTRUCTION |
| 1 | 03/27/2024 | ADDENDUM #1 |

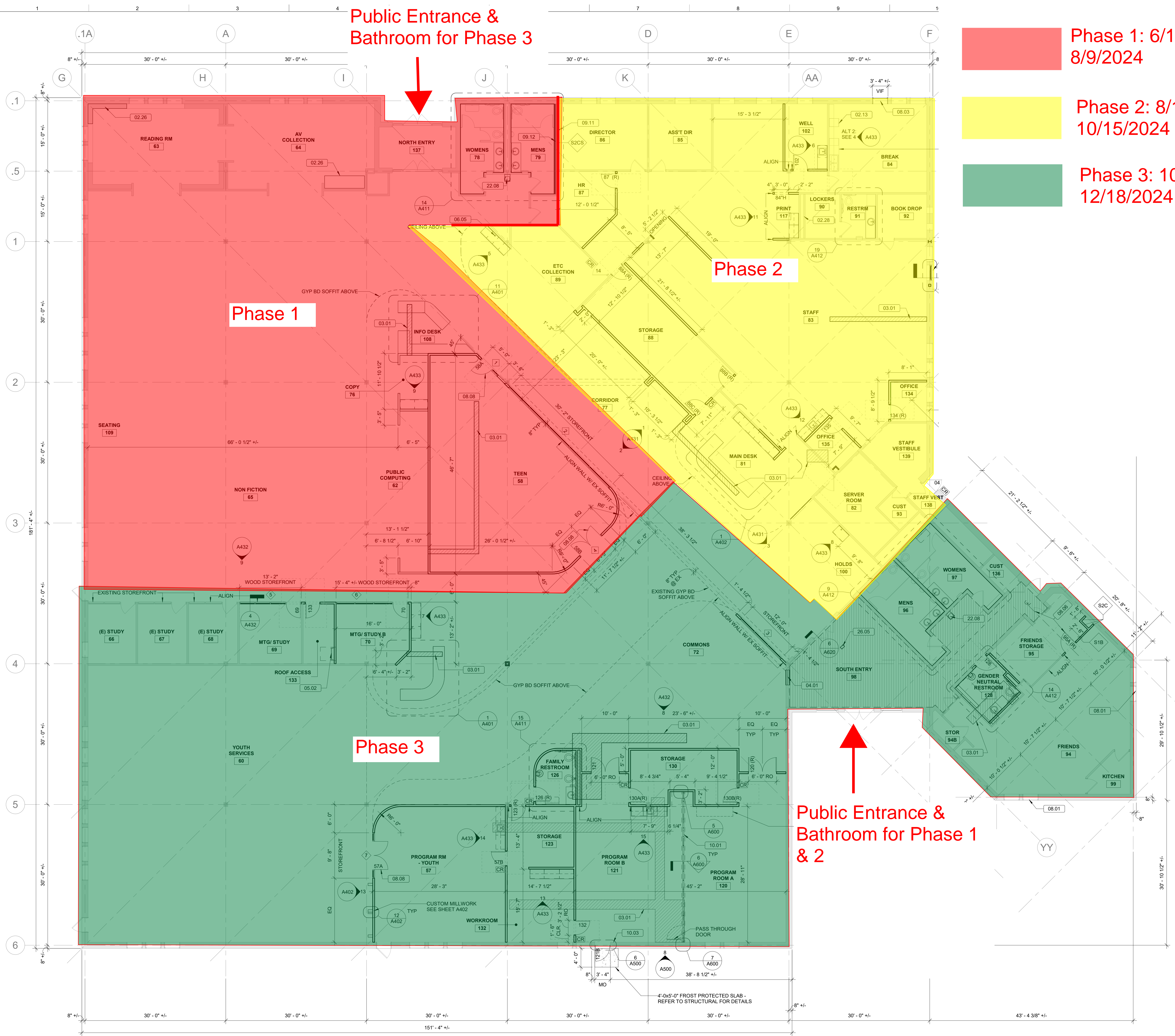
PROJECT MANAGER: FB DRAWN BY: EN & KS

QEA No.: 42238690

PERMIT & BID SET
03/08/2024

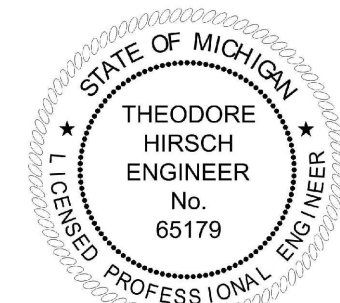
FLOOR PLANS

A101



1 FLOOR PLAN
1/8" = 1'-0" REFERRED FROM: A401

PATH & FILENAME: AutoCAD Dwg\Saline District Library\Saline District Library.rvt
 PLOTTING DATE & TIME: 4/22/2024 4:38:14 PM



INTERIOR RENOVATIONS AND SITE IMPROVEMENTS

SALINE DISTRICT LIBRARY
555 N. Maple Rd., Saline, MI 48175

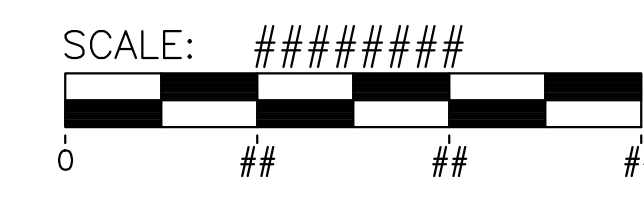
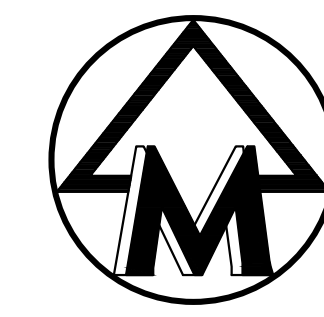
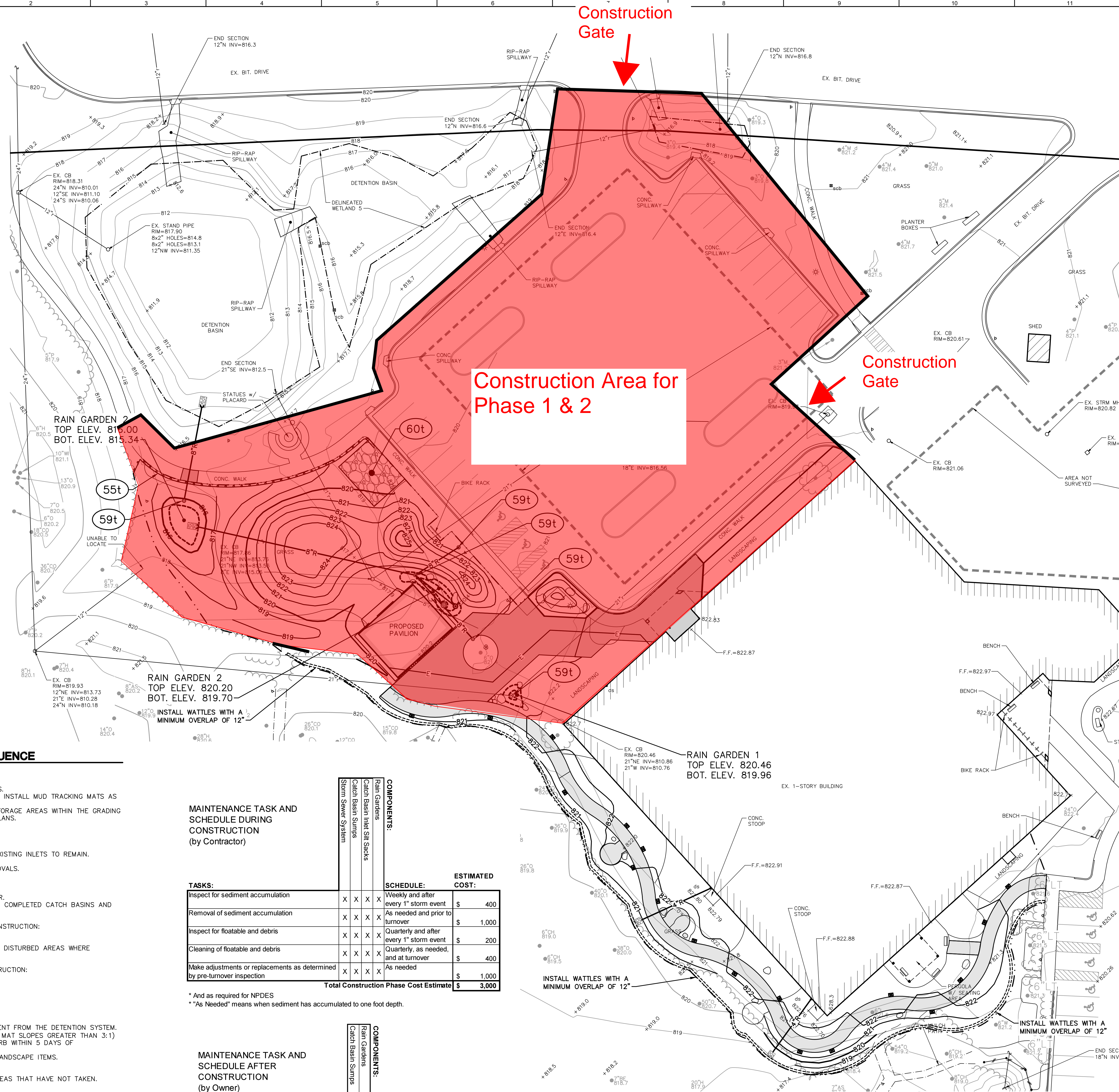
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|------------------|------------|-------------------------|
| 3 | 04/25/2024 | ISSUED FOR CONSTRUCTION |
| 1 | 03/07/2024 | ADDENDUM #1 |
| No. | Date | Description |
| PROJECT MANAGER: | TPH | DRAWN BY: CMW |

QEA No. 42238690

PERMIT & BID SET
03/08/2024

SOIL EROSION AND SEDIMENTATION CONTROL PLAN

C105

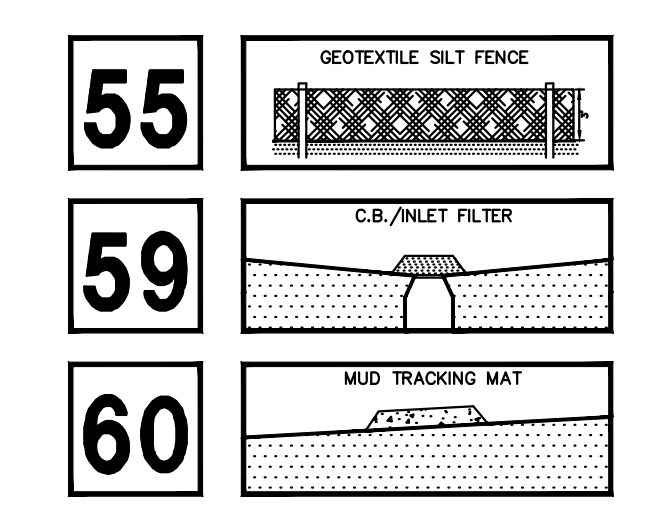


Know what's below.
Call before you dig.

LEGEND

| | |
|------|------------------------------|
| --- | EXIST. CONTOUR |
| --- | PROP. CONTOUR |
| + | EXIST. SPOT ELEVATION |
| + | PROP. SPOT ELEVATION |
| U.P. | EXIST. UTILITY POLE |
| OH | EXIST. OVERHEAD UTILITY LINE |
| * | EXIST. LIGHT POLE |
| * | PROP. LIGHT POLE |
| — | EXIST. ELECTRIC LINE |
| — | EXIST. STORM SEWER |
| — | PROP. STORM SEWER |
| — | EXIST. CATCH BASIN OR INLET |
| — | PROP. CATCH BASIN OR INLET |
| — | EXIST. BEEHIVE INLET |
| — | PROP. BEEHIVE INLET |
| — | PROP. ROOF DRAIN |
| — | END SECTION |
| — | HEAD WALL |
| — | CULVERT |
| — | EXIST. DOWNSPOUT |
| — | PROP. DOWNSPOUT |
| — | DRAINAGE DIRECTION |
| — | SIGN |
| — | SINGLE TREE |
| — | TREE OR BRUSH LIMIT |
| — | EXIST. WETLAND |
| — | SILT FENCE |
| — | LIMITS OF DISTURBANCE |
| — | CONSTRUCTION FENCE |
| — | EROSION CONTROL WATTLE |

SOIL EROSION CONTROL MEASURES
t = temporary p = permanent



NOTES

- CONTRACTOR SHALL BE RESPONSIBLE FOR MAINTAINING POSITIVE DRAINAGE DURING AND AFTER CONSTRUCTION, AND NO ADVERSE IMPACTS WILL OCCUR TO NEIGHBORING PROPERTIES DURING OR AFTER COMPLETION OF CONSTRUCTION.
- ALL STORM SEWER AND UTILITY STRUCTURE RIMS SHALL BE FLUSH WITH PAVEMENT OR FINISHED GRADE.
- ALL DISTURBED AREAS TO BE RESTORED AS NOTED ON PLAN.
- PROPOSED CURB & GUTTER, PAVEMENT AND SIDEWALK TO MATCH EXISTING PAVEMENT/SIDEWALK GRADE AT REMOVAL LIMITS.

SOIL EROSION CONSTRUCTION NOTES

- ALL SOIL EROSION CONTROL MEASURES SHALL COMPLY WITH THE CURRENT CITY OF SALINE ORDINANCES, WASHTENAW COUNTY STANDARDS AND SPECIFICATIONS FOR SOIL EROSION AND SEDIMENT CONTROL, AND STATE OF MICHIGAN "SOIL EROSION AND SEDIMENTATION CONTROL ACT" (ACT #347).
- PRIOR TO COMMENCING EARTHMOVING OPERATIONS, THE GRADING CONTRACTOR SHALL INSTALL THE MUD TRACKING MAT, THE SILT FENCE AND TEMPORARY GRAVEL FILTER(S) SHOWN ON THE PLANS.
- ANY LAWN AREA WHICH WILL HAVE A SLOPE STEEPER THAN 6:1 (6 FT. MEASURED HORIZONTALLY AND 1 FT. MEASURED VERTICALLY) SHALL BE SODDED AND PEGGED OR SEEDED AND MULCHED USING A SOIL EROSION CONTROL FABRIC OR BLANKET. HYDROSEEDING MAY BE USED IN LIEU OF SEED AND MULCH OR SOD WHERE SLOPES ARE FLATTER THAN 6:1.
- THE ACTUAL LOCATION OF THE MUD TRACKING MATS AND THE GRAVEL FILTERS MAY BE ADJUSTED BY THE CONTRACTOR TO MATCH CONTRACTOR'S OPERATIONS AND FIELD CONDITIONS BUT ONLY IF APPROVED BY THE ENGINEER.
- ALL DISTURBED AREAS, EVEN WHERE FUTURE PAVEMENT AND BUILDINGS ARE PROPOSED, ARE TO BE REVEGETATED PER COUNTY STANDARDS FOR TEMPORARY SEEDING.
- ESTIMATED EARTHWORK FOR THIS PROJECT IS 300 CY CUT AND 1,300 CY FILL. THIS IS AN ESTIMATE ONLY AND IS NOT TO BE USED FOR CONSTRUCTION OR ESTIMATING PURPOSES.
- THE ESTIMATED COST OF PROTECTING ALL EXPOSED SURFACES FROM EROSION SHOULD CONSTRUCTION CEASE IS \$1,500. (RESPREAD 3" TOPSOIL AND SEEDING)

CONSTRUCTION SEQUENCE

- SESC PRE-GRADING MEETING
 - INVENTORY SITE:
 - IDENTIFY CONSTRUCTION LIMITS.
 - DEFINE THE SITE ACCESS AND INSTALL MUD TRACKING MATS AS NEEDED.
 - DEFINE THE CONSTRUCTION STORAGE AREAS WITHIN THE GRADING LIMITS AS DEFINED ON THE PLANS.
 - DEMOLITION AND REMOVALS:
 - MAINTAIN EXISTING CONTROLS.
 - INSTALL SILT FENCE.
 - INSTALL STONE FILTERS ON EXISTING INLETS TO REMAIN.
 - TREE AND STUMP REMOVAL.
 - STRUCTURE AND UTILITY REMOVALS.
 - CONSTRUCT STORM SYSTEM:
 - MAINTAIN EXISTING CONTROLS.
 - CONSTRUCT THE STORM SEWER.
 - INSTALL SEDIMENT FILTERS ON COMPLETED CATCH BASINS AND INLETS.
 - MASS GRADING AND UTILITY CONSTRUCTION:
 - MAINTAIN EXISTING CONTROLS.
 - MASS GRADE THE SITE.
 - TEMPORARY SEED AND MULCH DISTURBED AREAS WHERE PRACTICAL.
 - SIDEWALK AND PAVILION CONSTRUCTION:
 - MAINTAIN EXISTING CONTROLS.
 - INSTALL SIDEWALK.
 - CONSTRUCT PAVILION.
 - FINE GRADING:
 - MAINTAIN EXISTING CONTROLS.
 - FINE GRADE THE SITE.
 - REMOVE ACCUMULATED SEDIMENT FROM THE DETENTION SYSTEM.
 - SEED AND MULCH (SEED AND MAT SLOPES GREATER THAN 3:1) DISTURBED AREAS BEHIND CURB WITHIN 5 DAYS OF ESTABLISHING FINAL GRADES.
 - PLANT TREES, SHRUBS AND LANDSCAPE ITEMS.
 - CLEAN-UP SITE:
 - SEED AND MULCH OR SOD AREAS THAT HAVE NOT TAKEN.
 - MAINTAIN EXISTING CONTROLS.
 - FOLLOW-UP AFTER THE SITE IS STABILIZED:
 - REMOVE SILT FENCE AND STONE FILTERS.
 - REMOVE CATCH BASIN FILTERS OR SILT SACKS.
 - REMOVE SILT FROM THE STORM SEWER SYSTEM.
 - FINAL REMOVAL OF SEDIMENT FROM THE DETENTION SYSTEM, IF NEEDED.
 - FINALIZE BUILDING CONSTRUCTION:
 - MAINTAIN PERMANENT SOIL EROSION CONTROL MEASURES
 - REMOVE CONSTRUCTION FENCING
- NOTE: THE CONSTRUCTION SEQUENCE AND SCHEDULE IS PRELIMINARY AND SUBJECT TO ADJUSTMENT IN RESPONSE TO FORCES BEYOND OUR CONTROL. THESE MAY INCLUDE WEATHER, MATERIAL AVAILABILITY, LABOR UNREST, POLITICAL AND REGULATORY DELAYS, OR OTHER UNFORESEEN CIRCUMSTANCES.

MAINTENANCE TASK AND SCHEDULE DURING CONSTRUCTION (by Contractor)

| TASKS: | SCHEDULE: | ESTIMATED COST: |
|---|---|-----------------|
| Inspect for sediment accumulation | Weekly and after every 1" storm event | \$ 400 |
| Removal of sediment accumulation | As needed and prior to turnover | \$ 1,000 |
| Inspect for floatable and debris | Quarterly and after every 1" storm event, and at turnover | \$ 200 |
| Cleaning of floatable and debris | As needed | \$ 400 |
| Make adjustments or replacements as determined by pre-turnover inspection | As needed | \$ 1,000 |
| Total Construction Phase Cost Estimate | | \$ 3,000 |

* And as required for NPDES
* "As Needed" means when sediment has accumulated to one foot depth.

MAINTENANCE TASK AND SCHEDULE AFTER CONSTRUCTION (by Owner)

| TASKS: | SCHEDULE: | ESTIMATED COST: |
|-----------------------------------|---------------------------------------|-----------------|
| Inspect for sediment accumulation | Yearly and after every 1" storm event | \$ 100 |
| Removal of sediment accumulation | As needed | \$ 600 |
| Inspect for floatable and debris | Yearly and after every 1" storm event | \$ 50 |
| Cleaning of floatable and debris | As needed | \$ 100 |
| Total Annual Cost Estimate | | \$ 850 |

* "As Needed" means when sediment has accumulated to one foot depth.

COMPONENTS:

| | |
|------------------------------|---|
| Rain Gardens | X |
| Catch Basin Inlet Silt Sacks | X |
| Storm Sewer System | X |

COMPONENTS:

| | |
|-------------------|---|
| Rain Gardens | X |
| Catch Basin Sumps | X |

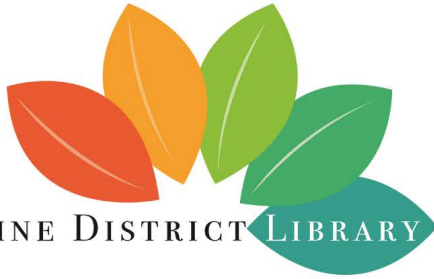
SOIL EROSION MAINTENANCE REQUIREMENTS

- ALL STRAW BALE AND/OR SILT FENCE SHALL BE MAINTAINED THROUGHOUT THE DURATION OF THE PROJECT. IF AT ANY TIME THE DEPTH OF SILT AND SEDIMENT COMES TO WITHIN 6" OF THE TOP OF ANY STRAW BALE OR WITHIN 12" OF THE TOP OF ANY SILT FENCE, ALL SILT AND SEDIMENT SHALL BE REMOVED TO ORIGINAL GRADE.
- ALL TEMPORARY GRAVEL FILTERS SHOULD BE ADJUSTED AS TO LOCATION PER ACTUAL FIELD CONDITIONS. THE REMOVAL OF TRAPPED SEDIMENT AND THE CLEANOUT OR REPLACEMENT OF CLOGGED STONE MAY BE NECESSARY AFTER EACH STORM EVENT DURING THE PROJECT.
- ONLY UPON STABILIZATION OF ALL DISTURBED AREAS MAY THE SILT FENCE, AND TEMPORARY GRAVEL FILTERS BE REMOVED. ALSO, ALL STORM SEWERS MUST BE CLEARED OF ALL SEDIMENT.

PROGRAM PROPOSAL

THE PROPOSED DEVELOPMENT IS INTENDED FOR COMMERCIAL USE. THE OWNER SHALL BE RESPONSIBLE FOR THE MAINTENANCE AND REPLACEMENT, IF NECESSARY, OF ANY AND ALL OF THE PERMANENT SOIL EROSION CONTROL FEATURES ASSOCIATED WITH SEDIMENT AND SOIL EROSION CONTROL WITHIN THE DEVELOPMENT. THE FINANCIAL IMPLICATIONS OF SAID MAINTENANCE WILL BE ADMINISTERED IN THE SAME MANNER AS OTHER MAINTENANCE NEEDS AS DETERMINED BY THE CITY OF ANN ARBOR.

PATRIK REINAME
PLOT DATE IS TIME



SALINE DISTRICT LIBRARY

PLEASE JOIN US FOR OUR
NEW PAVILION
GROUNDBREAKING
CEREMONY

JUNE 4, 2024

AT 12 PM

Saline District Library
555 N. Maple Road, Saline MI 48176

Meet the project architects and
construction managers



QUINN
EVANS