

**SALINE DISTRICT LIBRARY BOARD OF TRUSTEES
BOARD MEETING PACKET
TUESDAY, JUNE 18, 2024, 7:00 p.m.**

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**NOTICE OF LIBRARY BOARD MEETING
TUESDAY, JUNE 18, 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 at Saline Main Street.

109 W. Michigan Avenue, 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, JUNE 18, 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 May 21, 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 Mary Dettling, Executive Director, Saline Main Street

F. President's Report

G. Friends of the Library Report

H. Financial Reports
Move _____ Second _____ to approve the May 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

1. SDL Interior Renovations & Site Improvements Project Updates

L. New Business

1. Policy Review

a. Policy 609: Employee Discipline

Move _____ Second _____ to approve Policy 609: Employee Discipline as presented.

b. Policy 610: Grievances & Appeals

Move _____ Second _____ to approve revised Policy 610: Grievances & Appeals.

c. Policy 611: Resignation or Dismissal

Move _____ Second _____ to approve revised Policy 611: Resignation or Dismissal.

2. Review of Saline District Library Board of Trustees By-Laws

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 June 18, 2024

Move _____ Second _____ to approve the agenda as presented.

Move _____ Second _____ to approve the May 21, 2024 meeting minutes as written.

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

Move _____ Second _____ to approve Policy 609: Employee Discipline as presented.

Move _____ Second _____ to approve revised Policy 610: Grievances & Appeals.

Move _____ Second _____ to approve revised Policy 611: Resignation or Dismissal.

Move _____ Second _____ to adjourn the meeting at _____.

DRAFT
SALINE DISTRICT LIBRARY BOARD OF TRUSTEES
BOARD MEETING MINUTES
TUESDAY, MAY 21, 2024, 7:00 p.m.

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

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

B. Approval of Agenda

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

C. Approval of Past Minutes

Move Byron, Second Sankaran to approve the April 23, 2024 meeting minutes as written. Motion carried.

D. Public Discussion

No public comment.

E. President's Report

None

F. Friends of the Library Report

The Friends were glad that most of the Library Board were able to come to the Staff Recognition Dinner. Friends President Linda Duvall and members of Stone & Thistle Garden Club will dig up and rehome plants that need to be removed for exterior construction. Looking into accepting credit cards at the Friends Corner Book Shop.

G. Financial Report

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

H. Committee Reports

1. Finance: Did not meet

2. Arts: Did not meet

3. Building & Grounds: Did not meet, received Renovations updates via email.

4. Library Services: Met and discussed the Schrandt Grant application included in board packet.

5. Staff Excellence: Met and discussed health insurance benefit options for full-time employees. We currently offer BCBSM Platinum, which will increase in cost by 16% next year. Discussed merits of Platinum vs. Gold plans and decided to offer employees a choice of the two once it was determined that we have that option.

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

J. Unfinished Business

1. SDL Interior Renovations & Site Improvements Project Updates

Several updates provided in written Library Director's Report. McCarthy & Smith is still waiting for a building permit from the City of Saline. Quinn Evans was just informed by the City that a preconstruction meeting of several parties will need to be held before exterior construction can begin. Second quotes for moving have now been received from both Library Design Associates and Mulder's Moving; after discussing the merits of both, it was determined that Mulder's Moving would be the best option. Director Waarala hopes that all members of the Library Board can attend the Pavilion Groundbreaking Ceremony on June 4.

K. New Business

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

Move Byron, Second Gray to approve Schrandt Grant funding for the Community Refurbishment and Renovation of Library Windchime up to \$1200. Motion carried.

L. Public Discussion

No public comment.

M. Adjournment

Move Byron, Second Sankaran to adjourn the meeting at 8:02 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 May 21, 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
May 1, 2024 - May 31, 2024**

Reference	Date	GL Account	Description	Amount
Bank Statement Summary				
			Beginning Bank Balance	235,107.16
			+ Cleared Deposits & Other Additions	154,707.41
			- Cleared Checks & Other Payments	240,003.43
			Ending Bank Balance	149,811.14
Open Deposits & Additions				Total
				0.00
Open Checks & Payments				
	05/31/24		ACCTG ACH DELAYED	645.00
25075	05/21/24	790-752.3	BRIGHT STAR	472.50
25077	05/21/24	790-964.4	KENDALL COLLEG...	50.00
25078	05/21/24	790-752.3	MONARCH WATCH	69.00
25080	05/21/24	790-750.1	JO ANN MCFRY	250.00
25081	05/21/24	790-750.1	JO ANN MCFRY	400.00
25082	05/21/24	790-750.4	HUNGRY HOWIES	182.23
25084	05/21/24	790-752.3	SLOMOVITS, LASZ...	600.00
25085	05/21/24	790-750.1	INGE GAISER	100.00
				Total
				2,768.73
Reconciled Bank Balance				147,042.41
Bank Transactions				
		790-998	QUINN EVANS	(18,195.00)
		790-998	QUINN EVANS	(13,255.00)
		000-258	EFTPS	(11,690.93)
		000-258	EFTPS	(11,404.42)
		790-723	ALERUS RETIRE XFERS	(8,007.02)
		000-008	ALERUS RETIRE XFERS	(6,143.18)
		790-920	DTE - ELECTRICITY	(3,934.03)
		000-258.1	5080 MI TAX PYMT	(3,592.58)
		790-921	DTE - GAS	(1,371.48)
		790-802	STROM CPA	(645.00)
		790-965	BK SERVICE CHRGS	(273.13)
		790-965	MERCH FEE & DISC	(76.20)
		000-665.1	INTEREST	81.40
		000-017	TRANSFER FROM AGENCY SUB	150,000.00
				Total
				71,493.43
Adjusted General Ledger Balance				147,042.41

Saline District Library
Statement of Financial Position
As of May 31, 2024

Assets

Current Assets		
000-001	Key Bank - General	\$ 147,042.41
000-003	Old National CD 1	209,304.75
000-004	Bk of Ann Arbor CD	207,600.00
000-008	Employee Advances	13,978.55
000-013	Agency Account (Schrandt)	2,753,065.19
000-013.1	Agency Account-Unrealized Gain	(298,232.57)
000-017	Agency Sub Account (Investment Account)	6,814,465.89
000-017.1	Agency Sub Account-Unrealized Gain	(604,505.33)
Total Current Assets		9,242,718.89
Property and Equipment		
Net Property and Equipment		0.00
Total Assets		\$ 9,242,718.89

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	3,608.76
000-275	MTT Liability	7,797.00
Total Current Liabilities		75,348.74
Long-Term Liabilities		
Total Long-Term Liabilities		0.00
Total Liabilities		75,348.74
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	1,545,454.05
Total Net Assets		9,167,370.15
Total Liabilities and Net Assets		\$ 9,242,718.89

See Accountants' Compilation Report

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

	1 Month Ended May 31, 2024 Actual	6 Months Ended May 31, 2024 Actual	12 Months Ended November 30, 2024 Budget	Year to Date Percentage Budget
Revenue				
000-402.1	\$ 0.00	\$ 581,464.12	\$ 617,328.00	94.19
000-402.2	1,049.90	24,993.91	25,078.00	99.66
000-402.3	0.00	6,816.31	6,714.00	101.52
000-402.4	0.00	475,089.75	477,991.00	99.39
000-402.5	224.02	874,555.67	864,844.00	101.12
000-402.6	0.00	150,500.67	152,591.00	98.63
000-402.7	0.00	386,008.80	385,694.00	100.08
000-413	0.00	134,371.39	134,370.00	100.00
000-540	0.00	14,243.88	29,600.00	48.12
000-628	808.35	2,416.80	3,500.00	69.05
000-628.1	358.85	671.50	1,000.00	67.15
000-629	65.00	2,112.00	3,700.00	57.08
000-656	0.00	0.00	22,000.00	0.00
000-658	2.00	570.54	0.00	0.00
000-658.1	574.32	3,499.47	6,300.00	55.55
000-665.1	81.40	610.26	1,300.00	46.94
000-665.2	0.00	16,845.72	0.00	0.00
000-665.3	18,370.51	62,040.37	59,990.00	103.42
000-674	125.00	3,390.01	7,000.00	48.43
000-674.1	50.00	950.00	1,000.00	95.00
000-674.2	1,095.72	10,302.07	18,000.00	57.23
000-680	31.00	382.22	0.00	0.00
000-699	0.00	0.00	3,482,000.00	0.00
	<u>22,836.07</u>	<u>2,751,835.46</u>	<u>6,300,000.00</u>	<u>43.68</u>
Total Revenue				
	<u>22,836.07</u>	<u>2,751,835.46</u>	<u>6,300,000.00</u>	<u>43.68</u>
Gross Profit				
	<u>22,836.07</u>	<u>2,751,835.46</u>	<u>6,300,000.00</u>	<u>43.68</u>
Operating Expenses				
790-702	99,679.93	641,819.40	1,300,000.00	49.37
790-716	6,049.89	36,197.02	80,000.00	45.25
790-719	1,556.82	9,715.21	21,000.00	46.26
790-722	7,886.48	48,754.82	97,500.00	50.00
790-723	3,339.12	21,378.71	38,000.00	56.26
790-727	30.33	1,639.86	6,000.00	27.33
790-727.3	294.38	463.85	1,600.00	28.99
790-727.4	0.00	1,480.82	4,300.00	34.44
790-730	145.05	419.22	700.00	59.89
790-732	0.00	1,738.26	6,000.00	28.97
790-734	19.22	5,867.50	11,000.00	53.34
790-740	0.00	5,125.69	31,000.00	16.53
790-750.1	1,325.39	8,223.55	18,000.00	45.69
790-750.2	484.01	3,903.13	10,000.00	39.03
790-750.3	591.32	5,322.39	14,000.00	38.02
790-750.4	182.23	3,474.30	7,500.00	46.32
790-752.1	494.20	1,737.66	3,000.00	57.92
790-752.2	0.00	0.00	2,000.00	0.00
790-752.3	1,220.80	2,536.25	5,000.00	50.73
790-760	310.75	1,202.15	2,100.00	57.25
790-762.1	562.92	978.44	3,000.00	32.61
790-762.3	0.00	787.57	2,000.00	39.38
790-770	66.83	3,850.30	12,300.00	31.30
790-772.1	17,340.89	78,509.56	132,000.00	59.48
790-772.4	0.00	5,000.00	5,000.00	100.00
790-780	716.85	7,991.90	25,000.00	31.97

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

	1 Month Ended May 31, 2024 Actual	6 Months Ended May 31, 2024 Actual	12 Months Ended November 30, 2024 Budget	Year to Date Percentage Budget	
790-785	Online Database	0.00	19,612.98	43,000.00	45.61
790-801	PS-Auditor	0.00	26,080.00	25,600.00	101.88
790-802	PS-Bookkeeping	645.00	3,870.00	11,300.00	34.25
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	297.50	1,759.49	22,000.00	8.00
790-851	Telephone	468.37	2,768.80	5,600.00	49.44
790-860	Travel/Lodging	40.00	673.97	3,000.00	22.47
790-880	Marketing	86.72	11,268.67	16,000.00	70.43
790-885	Misc Funded by Friends	1,009.83	1,410.91	0.00	0.00
790-920	Electricity	3,934.03	20,015.23	50,000.00	40.03
790-921	Gas	1,371.48	13,853.45	17,000.00	81.49
790-922	Water	1,344.40	2,844.31	6,700.00	42.45
790-930	Building Maintenance	4,391.62	12,240.56	30,000.00	40.80
790-932	Grounds Maintenance	874.00	34,925.00	40,100.00	87.09
790-934	Equipment Maintenance	21.77	6,500.99	12,000.00	54.17
790-955	Grants	341.74	4,200.57	0.00	0.00
790-956	Miscellaneous	587.11	732.86	1,600.00	45.80
790-956.1	Misc/Petty Cash	0.00	0.00	200.00	0.00
790-957	Continued Education	(132.50)	557.71	6,000.00	9.30
790-958	Dues	0.00	1,868.00	4,400.00	42.45
790-964	Tax Adjustment	119.76	119.76	4,500.00	2.66
790-964.4	MelCat Reimbursements	50.00	183.00	200.00	91.50
790-965	Bank Charges	349.33	2,147.14	4,500.00	47.71
790-969	Insurance	0.00	18,256.00	18,000.00	101.42
790-981	Books Funded by Friends	70.72	422.81	1,000.00	42.28
790-982.1	Adult Fiction	4,158.07	16,739.91	35,000.00	47.83
790-982.15	Large Print	510.01	2,522.79	9,000.00	28.03
790-982.2	Teen Fiction	1,044.35	3,247.32	10,000.00	32.47
790-982.3	Youth Fiction	1,830.87	12,300.91	25,000.00	49.20
790-983.1	Adult Nonfiction	2,674.09	12,409.70	35,000.00	35.46
790-983.15	Reference	0.00	46.17	4,000.00	1.15
790-983.2	Teen Nonfiction	0.00	523.70	4,000.00	13.09
790-983.3	Youth Nonfiction	1,406.07	6,644.76	15,000.00	44.30
790-984.1	Audiobooks-Adult	244.93	1,081.72	8,000.00	13.52
790-984.2	Audiobooks-Teen	0.00	240.94	4,000.00	6.02
790-984.3	Audiobooks-Youth	433.86	2,121.37	6,500.00	32.64
790-985.1	DVD/Blu Rays-Adult	419.81	3,848.87	12,000.00	32.07
790-985.2	DVD/Blu Rays-Teen	59.95	153.82	500.00	30.76
790-985.3	DVD/Blu Rays-Youth	75.71	1,159.67	2,600.00	44.60
790-986.1	Music CDs-Adult	58.45	659.47	2,000.00	32.97
790-986.3	Music CDs-Youth	39.71	106.40	200.00	53.20
790-998	Special Projects	31,450.00	123,676.00	3,900,000.00	3.17
	Total Operating Expenses	<u>202,574.17</u>	<u>1,282,524.31</u>	<u>6,300,000.00</u>	<u>20.36</u>
	Operating Income (Loss)	<u>(179,738.10)</u>	<u>1,469,311.15</u>	<u>0.00</u>	<u>0.00</u>
	Other Income (Expenses)				
000-665.4	Agency Account Interest	9,398.97	28,939.65	0.00	0.00

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

		1 Month Ended May 31, 2024 Actual	6 Months Ended May 31, 2024 Actual	12 Months Ended November 30, 2024 Budget	Year to Date Percentage Budget
000-670	Sub-Agency Change in Market Value	43,125.23	36,561.28	0.00	0.00
000-670.4	Agency Change in Market Value	21,939.45	15,890.75	0.00	0.00
000-965.4	Agency Admin Charges	<u>(847.15)</u>	<u>(5,248.78)</u>	<u>0.00</u>	<u>0.00</u>
	Total Other Income (Expenses)	<u>73,616.50</u>	<u>76,142.90</u>	<u>0.00</u>	<u>0.00</u>
	Net Income (Loss) Before Taxes	<u>(106,121.60)</u>	<u>1,545,454.05</u>	<u>0.00</u>	<u>0.00</u>
	Net Income (Loss)	<u>\$ (106,121.60)</u>	<u>\$ 1,545,454.05</u>	<u>\$ 0.00</u>	<u>0.00</u>

Saline District Library Fund 101
Monthly Revenue
May 2024

06/14/24

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
402 · Property Taxes Control Account								
402.2 · Bridgewater Township-Real Tax								
Deposit	05/17/2024			Deposit		001 · Key Bank...	1,049.90	1,049.90
Total 402.2 · Bridgewater Township-Real Tax							1,049.90	1,049.90
402.5 · Pittsfield Township-Real Tax								
Deposit	05/17/2024			Deposit		001 · Key Bank...	224.02	224.02
Total 402.5 · Pittsfield Township-Real Tax							224.02	224.02
Total 402 · Property Taxes Control Account							1,273.92	1,273.92
628 · Printers-Revenue								
Deposit	05/02/2024			Deposit		001 · Key Bank...	9.80	9.80
Deposit	05/06/2024			Deposit		001 · Key Bank...	19.50	29.30
Deposit	05/06/2024			Deposit		001 · Key Bank...	2.00	31.30
Deposit	05/06/2024			Deposit		001 · Key Bank...	2.10	33.40
Deposit	05/07/2024			Deposit		001 · Key Bank...	3.20	36.60
Deposit	05/08/2024			Deposit		001 · Key Bank...	13.10	49.70
Deposit	05/09/2024			Deposit		001 · Key Bank...	3.20	52.90
Deposit	05/10/2024			Deposit		001 · Key Bank...	59.50	112.40
Deposit	05/13/2024			Deposit		001 · Key Bank...	4.00	116.40
Deposit	05/13/2024			Deposit		001 · Key Bank...	3.00	119.40
Deposit	05/14/2024			Deposit		001 · Key Bank...	6.00	125.40
Deposit	05/15/2024			Deposit		001 · Key Bank...	3.10	128.50
Deposit	05/16/2024			Deposit		001 · Key Bank...	5.50	134.00
Deposit	05/17/2024			Horste		001 · Key Bank...	3.20	137.20
Deposit	05/17/2024			Deposit		001 · Key Bank...	8.00	145.20
Deposit	05/17/2024			Deposit		001 · Key Bank...	5.80	151.00
Deposit	05/17/2024			Deposit		001 · Key Bank...	38.80	189.80
Deposit	05/17/2024			Deposit		001 · Key Bank...	17.00	206.80
Deposit	05/20/2024			Deposit		001 · Key Bank...	44.00	250.80
Deposit	05/20/2024			Deposit		001 · Key Bank...	2.00	252.80
Deposit	05/21/2024			Deposit		001 · Key Bank...	2.50	255.30
Deposit	05/22/2024			Deposit		001 · Key Bank...	5.00	260.30
Deposit	05/24/2024			Deposit		001 · Key Bank...	4.10	264.40
Deposit	05/29/2024			Deposit		001 · Key Bank...	12.80	277.20
Deposit	05/31/2024			Deposit		001 · Key Bank...	492.05	769.25
Deposit	05/31/2024			Deposit		001 · Key Bank...	8.30	777.55
Deposit	05/31/2024			Deposit		001 · Key Bank...	16.00	793.55
Deposit	05/31/2024			Deposit		001 · Key Bank...	14.80	808.35
Total 628 · Printers-Revenue							808.35	808.35
628.1 · Copy Machine-Revenue								
Deposit	05/01/2024			Deposit		001 · Key Bank...	32.20	32.20
Deposit	05/31/2024			Deposit		001 · Key Bank...	326.65	358.85

Saline District Library Fund 101
Monthly Revenue
May 2024

06/14/24

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Total 628.1 · Copy Machine-Revenue							358.85	358.85
629 · Non-Resident Fees								
Deposit	05/13/2024			Deposit		001 · Key Bank...	25.00	25.00
Deposit	05/17/2024			Deposit		001 · Key Bank...	15.00	40.00
Deposit	05/30/2024			Deposit		001 · Key Bank...	25.00	65.00
Total 629 · Non-Resident Fees							65.00	65.00
658 · Fines-Overdue Materials								
Deposit	05/30/2024			Deposit		001 · Key Bank...	2.00	2.00
Total 658 · Fines-Overdue Materials							2.00	2.00
658.1 · Materials Replacement Fees								
Deposit	05/02/2024			Deposit		001 · Key Bank...	78.93	78.93
Deposit	05/06/2024			Deposit		001 · Key Bank...	28.00	106.93
Deposit	05/10/2024			Deposit		001 · Key Bank...	6.99	113.92
Deposit	05/13/2024			Deposit		001 · Key Bank...	18.99	132.91
Deposit	05/15/2024			Deposit		001 · Key Bank...	4.59	137.50
Deposit	05/17/2024			MCFLS		001 · Key Bank...	42.24	179.74
Deposit	05/17/2024			Birmingham L...		001 · Key Bank...	58.00	237.74
Deposit	05/17/2024			W. Bloofield L...		001 · Key Bank...	24.99	262.73
Deposit	05/20/2024			Deposit		001 · Key Bank...	28.99	291.72
Deposit	05/22/2024			Deposit		001 · Key Bank...	19.99	311.71
Deposit	05/24/2024			Deposit		001 · Key Bank...	40.30	352.01
Deposit	05/28/2024			Deposit		001 · Key Bank...	50.00	402.01
Deposit	05/29/2024			Deposit		001 · Key Bank...	28.98	430.99
Deposit	05/30/2024			Deposit		001 · Key Bank...	44.98	475.97
Deposit	05/31/2024			Deposit		001 · Key Bank...	16.39	492.36
Deposit	05/31/2024			Deposit		001 · Key Bank...	81.96	574.32
Total 658.1 · Materials Replacement Fees							574.32	574.32
665.1 · General Account Interest								
Deposit	05/31/2024			Deposit		001 · Key Bank...	81.40	81.40
Total 665.1 · General Account Interest							81.40	81.40
674 · Donations-Unrestricted								
Deposit	05/17/2024			Baushiman C...		001 · Key Bank...	100.00	100.00
Deposit	05/17/2024			Randolph Me...		001 · Key Bank...	25.00	125.00
Total 674 · Donations-Unrestricted							125.00	125.00
674.1 · Donations-Restricted								
Deposit	05/31/2024			Stone & Thistl...		001 · Key Bank...	50.00	50.00
Total 674.1 · Donations-Restricted							50.00	50.00
674.2 · Donations-Friends								

Saline District Library Fund 101 Monthly Revenue May 2024

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Deposit	05/17/2024			1KBBK		001 · Key Bank...	201.32	201.32
Deposit	05/17/2024			Summer Rea...		001 · Key Bank...	100.00	301.32
Deposit	05/17/2024			Shred Event		001 · Key Bank...	794.40	1,095.72
Total 674.2 · Donations-Friends							1,095.72	1,095.72
680 · Other Income								
Deposit	05/17/2024			Ear buds		001 · Key Bank...	1.00	1.00
Deposit	05/31/2024			Apena purcha...		001 · Key Bank...	30.00	31.00
Total 680 · Other Income							31.00	31.00
699 · Transfer from Other Funds								
Deposit	05/06/2024			Deposit		001 · Key Bank...	150,000.00	150,000.00
Total 699 · Transfer from Other Funds							150,000.00	150,000.00
TOTAL							154,465.56	154,465.56

Saline District Library Fund 101
Bill List
May 2024

Type	Date	Num	Name	Memo	Amount
702 · Salaries					
Check	05/10/2024			pay period en...	34,065.73
Check	05/10/2024			MERS Pay P...	1,966.78
Check	05/10/2024			MERS Staff L...	88.19
Check	05/10/2024			MERS 457 Pa...	3,060.97
Check	05/24/2024			pay period en...	35,067.31
Check	05/24/2024			MERS Pay P...	1,948.54
Check	05/24/2024			MERS Staff L...	88.19
Check	05/24/2024			MERS 457 Pa...	3,082.21
Total 702 · Salaries					79,367.92
716 · Employee Insurances/Benefits					
Bill	05/14/2024	6/1-6/...	BLUE CROSS BLU...	6/1/2024-6/30...	6,372.53
Bill	05/21/2024	97611...	SBIS	6/1-6/30/2024	1,171.74
Total 716 · Employee Insurances/Benefits					7,544.27
719 · Health Reimbursement					
Bill	05/14/2024	ADM0...	EHIM		140.50
Bill	05/14/2024	FND0...	EHIM		1,416.32
Total 719 · Health Reimbursement					1,556.82
723 · Retirement					
Check	05/10/2024			MERS Pay P...	1,966.78
Check	05/24/2024			MERS Pay P...	1,948.54
Total 723 · Retirement					3,915.32
727 · Office Supplies					
Bill	05/15/2024	5/14/2...	KEYBANK - NATIO...		30.33
Total 727 · Office Supplies					30.33
727.3 · Supplies-Youth					
Bill	05/15/2024	3/10-4...	AMAZON CAPITAL ...		294.38
Total 727.3 · Supplies-Youth					294.38
730 · Postage					
Bill	05/14/2024	4/29/2...	PILARZ, CHRISTINA		4.43
Bill	05/15/2024	5/14/2...	KEYBANK - NATIO...		140.62
Total 730 · Postage					145.05
734 · Processing Supplies					
Bill	05/14/2024	4/29/2...	PILARZ, CHRISTINA		19.22
Total 734 · Processing Supplies					19.22
750.1 · Adult Programming					

Saline District Library Fund 101
Bill List
May 2024

Type	Date	Num	Name	Memo	Amount
Bill	05/15/2024	5/14/2...	KEYBANK - NATIO...		125.00
Bill	05/15/2024	3/10-4...	AMAZON CAPITAL ...		450.39
Bill	05/21/2024	7052	MCFRY, JO ANN Y...	Renovation Y...	400.00
Bill	05/21/2024	7051	MCFRY, JO ANN Y...	Renovation Y...	250.00
Bill	05/21/2024	6866	INGE GAISER	Nordic Walkin...	100.00
Total 750.1 · Adult Programming					1,325.39
750.2 · Teen Programming					
Bill	05/15/2024	5/14/2...	KEYBANK - NATIO...		13.49
Bill	05/15/2024	3/10-4...	AMAZON CAPITAL ...		470.52
Total 750.2 · Teen Programming					484.01
750.3 · Youth Programming					
Bill	05/14/2024	7015	ANN ARBOR SYMP...	Kinderconcerts	320.00
Bill	05/14/2024	3882	GRAPES PIANO SE...	Piano Tuning	115.00
Bill	05/15/2024	3/10-4...	AMAZON CAPITAL ...		185.67
Total 750.3 · Youth Programming					620.67
750.4 · Programming Funded by Friends					
Bill	05/21/2024	6759 ...	HUNGRY HOWIES	Early Release...	182.23
Total 750.4 · Programming Funded by Friends					182.23
752.1 · Summer Reading-Adult					
Bill	05/15/2024	5/14/2...	KEYBANK - NATIO...		494.20
Total 752.1 · Summer Reading-Adult					494.20
752.3 · Summer Reading-Youth					
Bill	05/15/2024	5/14/2...	KEYBANK - NATIO...		34.40
Bill	05/21/2024	73109...	OTC BRANDS, INC.		44.90
Bill	05/21/2024	6971	MONARCH WATCH	2 larvae kits	69.00
Bill	05/21/2024	7034	SLOMOVITS, LASZ...	Gemini Conce...	600.00
Bill	05/21/2024	INV-6...	BRIGHT STAR CHI...	Once Upon a ...	472.50
Total 752.3 · Summer Reading-Youth					1,220.80
760 · Youth Toys/Realia					
Bill	05/15/2024	3/10-4...	AMAZON CAPITAL ...		150.96
Bill	05/21/2024	52002...	U.S. TOY COMPANY		159.79
Total 760 · Youth Toys/Realia					310.75
762.1 · Adult ETC					
Bill	05/15/2024	3/10-4...	AMAZON CAPITAL ...		562.92
Total 762.1 · Adult ETC					562.92
770 · Periodicals					

Saline District Library Fund 101
Bill List
May 2024

Type	Date	Num	Name	Memo	Amount
Bill	05/21/2024	6/8/20...	THE ANN ARBOR N...	12 Weeks thr...	66.83
Total 770 · Periodicals					66.83
772.1 · Ebooks-Adult					
Bill	05/14/2024	39781...	KANOPY, INC.		321.30
Bill	05/14/2024	CD01...	OVERDRIVE, INC		3,000.00
Bill	05/14/2024	50541...	MIDWEST TAPE	Hoopla	14,019.59
Total 772.1 · Ebooks-Adult					17,340.89
780 · Software					
Bill	05/14/2024	24050...	DEPRECIATION W...	12 months su...	129.00
Bill	05/15/2024	5/14/2...	KEYBANK - NATIO...		587.85
Total 780 · Software					716.85
850 · Internet					
Bill	05/14/2024	6/4/20...	T-MOBILE	Hotspots	297.50
Total 850 · Internet					297.50
851 · Telephone					
Bill	05/14/2024	55981	TELNET WORLDWI...		468.37
Total 851 · Telephone					468.37
860 · Travel/Lodging					
Bill	05/14/2024	12/12/...	MITCHELL, CATHE...	Replacement ...	137.55
Bill	05/15/2024	5/14/2...	KEYBANK - NATIO...		40.00
Total 860 · Travel/Lodging					177.55
880 · Marketing					
Bill	05/15/2024	3/10-4...	AMAZON CAPITAL ...		86.72
Total 880 · Marketing					86.72
885 · Msc funded by Friends					
Bill	05/15/2024	5/14/2...	KEYBANK - NATIO...		1,009.83
Total 885 · Msc funded by Friends					1,009.83
920 · Electricity					
Bill	05/14/2024		DTE ENERGY - EL...		3,934.03
Total 920 · Electricity					3,934.03
921 · Gas					
Bill	05/13/2024		DTE ENERGY - GAS		1,371.48

Saline District Library Fund 101
Bill List
May 2024

Type	Date	Num	Name	Memo	Amount
Total 921 · Gas					1,371.48
922 · Water					
Bill	05/14/2024	1/1-3/...	SALINE CITY HALL		1,344.40
Total 922 · Water					1,344.40
930 · Building Maintenance					
Bill	05/14/2024	8782	ARBOR INSPECTI...	5 year visial in...	3,865.00
Bill	05/14/2024	87456...	WASTE MANAGEM...		256.62
Bill	05/14/2024	735747	ROTO-ROOTER PL...		270.00
Total 930 · Building Maintenance					4,391.62
932 · Ground Maintenance					
Bill	05/14/2024	9806	SALINE SPRINKLER		874.00
Total 932 · Ground Maintenance					874.00
934 · Equipment Maintenance					
Bill	05/14/2024	50693...	RICOH USA, INC		21.77
Total 934 · Equipment Maintenance					21.77
955 · Grants					
Bill	05/15/2024	5/14/2...	KEYBANK - NATIO...		341.74
Total 955 · Grants					341.74
956 · Miscellaneous					
Bill	05/14/2024	4/29/2...	PILARZ, CHRISTINA		119.98
Bill	05/14/2024	4/18/2...	SIEGERT, MATT	Blueprint scan...	5.65
Bill	05/14/2024	5/5-5/...	LASH, JESSICA		94.12
Bill	05/15/2024	5/14/2...	KEYBANK - NATIO...		308.15
Bill	05/21/2024	5/17/2...	PILARZ, CHRISTINA	Bagels for Sta...	59.21
Total 956 · Miscellaneous					587.11
957 · Continuing Education					
Bill	05/14/2024	365667	MIDWEST COLLAB...	Workshop Su...	80.00
Deposit	05/31/2024			Refund of Inn...	-212.50
Total 957 · Continuing Education					-132.50
964 · Tax Adjustment					
Bill	05/14/2024	20241...	WASHTENAW COU...		119.76
Total 964 · Tax Adjustment					119.76
964.4 · MeI Cat Reimbursements					
Bill	05/21/2024	30312...	KENDALL COLLEG...		50.00

Saline District Library Fund 101
Bill List
May 2024

Type	Date	Num	Name	Memo	Amount
Total 964.4 · MelCat Reimbursements					50.00
965 · Bank Charges					
Check	05/03/2024			KeyBank mer...	52.11
Check	05/03/2024			KeyBank mer...	24.09
Check	05/08/2024			April Analysis ...	273.13
Total 965 · Bank Charges					349.33
981 · Books funded by friends					
Bill	05/21/2024	4/1-4/...	BAKER & TAYLOR		70.72
Total 981 · Books funded by friends					70.72
982.1 · Adult Fiction					
Bill	05/15/2024	3/10-4...	AMAZON CAPITAL ...		29.49
Bill	05/21/2024	4/1-4/...	BAKER & TAYLOR		4,128.58
Total 982.1 · Adult Fiction					4,158.07
982.15 · Large Print					
Bill	05/21/2024	4/1-4/...	BAKER & TAYLOR		510.01
Total 982.15 · Large Print					510.01
982.2 · Teen Fiction					
Bill	05/21/2024	4/1-4/...	BAKER & TAYLOR		1,044.35
Total 982.2 · Teen Fiction					1,044.35
982.3 · Youth Fiction					
Bill	05/21/2024	4/1-4/...	BAKER & TAYLOR		1,830.87
Total 982.3 · Youth Fiction					1,830.87
983.1 · Adult Nonfiction					
Bill	05/15/2024	3/10-4...	AMAZON CAPITAL ...		56.33
Bill	05/21/2024	4/1-4/...	BAKER & TAYLOR		2,617.76
Total 983.1 · Adult Nonfiction					2,674.09
983.3 · Youth Nonfiction					
Bill	05/21/2024	4/1-4/...	BAKER & TAYLOR		511.52
Bill	05/21/2024	4/1-4/...	BAKER & TAYLOR		423.10
Bill	05/21/2024	259980	CHERRY LAKE PU...		471.45
Total 983.3 · Youth Nonfiction					1,406.07
984.1 · Audiobooks-Adult					
Bill	05/14/2024	4/1-4/...	MIDWEST TAPE		244.93

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

Type	Date	Num	Name	Memo	Amount
Total 984.1 · Audiobooks-Adult					244.93
984.3 · Audiobooks-Youth					
Bill	05/14/2024	4/1-4/...	MIDWEST TAPE		433.86
Total 984.3 · Audiobooks-Youth					433.86
985.1 · DVDBlu Rays-Adult					
Bill	05/14/2024	4/1-4/...	MIDWEST TAPE		419.81
Total 985.1 · DVDBlu Rays-Adult					419.81
985.2 · DVD Blu Rays-Teen					
Bill	05/15/2024	3/10-4...	AMAZON CAPITAL ...		59.95
Total 985.2 · DVD Blu Rays-Teen					59.95
985.3 · DVD/Blu Rays-Youth					
Bill	05/14/2024	4/1-4/...	MIDWEST TAPE		75.71
Total 985.3 · DVD/Blu Rays-Youth					75.71
986.1 · Music CDs-Adult					
Bill	05/14/2024	4/1-4/...	MIDWEST TAPE		58.45
Total 986.1 · Music CDs-Adult					58.45
986.3 · Music CDs-Youth					
Bill	05/14/2024	4/1-4/...	MIDWEST TAPE		39.71
Total 986.3 · Music CDs-Youth					39.71
998 · Special Projects					
Bill	05/07/2024	EFT	QUINN EVANS		13,255.00
Bill	05/20/2024	EFT	QUINN EVANS		18,195.00
Total 998 · Special Projects					31,450.00
TOTAL					175,968.16

**Saline District Library
Quarterly Investment Report
2nd Quarter Ending 5/31/24**

Activity Summary	SubAgency Fund	Agency Fund	Total
3/1/2024 Beginning Balance	\$5,876,489.32	\$2,452,162.62	\$8,328,651.94
Cash/Securities Tranferred In	\$649,180.51	\$49,916.48	\$699,096.99
Dividends/Interest	\$49,676.57	\$13,394.90	\$63,071.47
Cash/Securities Transferred Out	(\$349,180.51)	(\$49,916.48)	(\$399,096.99)
Investment Fees	(\$6,532.71)	(\$2,568.15)	(\$9,100.86)
Net Change in Market Value	(\$9,672.62)	(\$8,156.75)	(\$17,829.37)
5/31/2024 Ending Balance	\$6,209,960.56	\$2,454,832.62	\$8,664,793.18

Holdings Summary	SubAgency Fund	Agency Fund	Total
3/1/2024 Principal Holdings			
U.S. Treasury Notes	\$4,990,028.60	\$2,282,574.65	\$7,272,603.25
Money Market Funds	\$874,295.02	\$123,539.61	\$997,834.63
Total Principal Holdings	\$5,864,323.62	\$2,406,114.26	\$8,270,437.88
Income Holdings			
Money Market Funds	\$12,165.70	\$46,048.36	\$58,214.06
Total Holdings	\$5,876,489.32	\$2,452,162.62	\$8,328,651.94
5/31/2024 Principal Holdings			
U.S. Treasury Notes	\$4,689,436.75	\$2,274,417.90	\$6,963,854.65
Money Market Funds	\$1,519,398.81	\$172,195.95	\$1,691,594.76
Total Principal Holdings	\$6,208,835.56	\$2,446,613.85	\$8,655,449.41
Income Holdings			
Money Market Funds	\$1,125.00	\$8,218.77	\$9,343.77
Total Holdings	\$6,209,960.56	\$2,454,832.62	\$8,664,793.18

Certificates of Deposit

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



**Library Director's Report
Submitted by Karrie Waarala
June 18, 2024**

- Updates to the Library Renovation and Site Improvement Project include:
 - The New Pavilion Groundbreaking Ceremony on June 4 was a great success despite the hot weather. Over 40 people attended, including representatives from City of Saline government and police department, Saline Area Schools Board of Education and administration, Friends of the Library, McCarthy & Smith, and Quinn Evans. McCarthy & Smith did an excellent job setting the stage complete with signage, construction equipment, hardhats, and ceremonial shovels. Thank you to Matt Siegert, Jessica Lash, and Chris Pilarz for all of the help organizing and setting up.
 - Mulder's Moving was here June 3-5 to empty the Phase 1 area of materials and shelving. It quickly became clear that their initial plan of disassembling all of the tall bookshelves in the Adult area was going to take too long, so they switched to breaking the long rows into manageable chunks. These took up considerably more room to store, so Mulder's needed to bring a second semi trailer onsite. They also took some shelving with them to store in their Kalamazoo warehouse. The invoice for this phase came in higher than anticipated because of this: \$30,193.48 after a credit of 25% of the initial deposit. Storage of materials has taken more room than anticipated as well, expanding to the staff kitchen in addition to the Brecon Room, study rooms, computer lab, and former public computer areas.
 - The City of Saline Zoning Board of Appeals approved the size variance for our new pavilion at their June 6 meeting. The library is in a residential district, which has an 800 square foot limit for exterior structures, and the pavilion measures 1,060 square feet.
 - The temporary walls were installed sooner than anticipated, on Friday, June 7. This turned out to be a positive, as it gave staff more time to adjust workflows before demolition started on Monday, June 10. We have more room for Adult and Teen materials than originally anticipated, which is a plus for library patrons.

- The first week of construction has gone pretty well. The work is definitely loud, so the library has purchased quality earplugs for all staff members and patrons who ask for them.
 - We have sold or given away a number of old furnishings that needed to be replaced: study tables and chairs, wingback chairs, bistro tables and chairs, display cases, an atlas stand, and the piano. We will have more that will need to find a new home as we move into each of the next two phases.
 - Jess and I have had our first FFE (Furniture, Fixtures, and Equipment) meeting with Fatima Beacham of Quinn Evans. This meeting was to begin selecting general furniture styles. Next Fatima will provide a schematic design limited to these selections along with fabrics and wood finishes.
-
- TLN libraries were very pleased that SDL has joined the Check It Out! walk-in sharing/reciprocal borrowing program on June 1. We have not yet had any patrons from other libraries use SDL as part of this program.
 - [Summer Reading](#) for all ages began June 10. So far 1,019 people have registered (589 kids, 57 teens, and 373 adults). At this rate we should be come close to reaching last year's total of 1,814, which was up significantly from previous years.
 - Upcoming programs of note include our [Juneteenth Celebration](#) and [Hike, Family Afternoon Movie, Map Collage Art](#), and [Music at the Blissful Concert](#).
 - This year SDL participated in *The Sun Times News'* program in which student artists draw and submit ads for local businesses. Several young artists submitted ads for SDL, and Alex's design was chosen (see Appendix).
 - New Library Assistant Tammy Sirota's first day at SDL will be Monday, June 17.
 - The library will be closed Thursday, July 4 for Independence Day.
 - Recent comments from patrons include:
 - "Your ETC Collection is amazing!"
 - Someone told us that they have lived in five different Michigan library districts and that SDL is by far the friendliest and most helpful.
 - "You're doing a wonderful job accommodating us during construction!"

SALINE DISTRICT LIBRARY
POLICY BULLETIN

POLICY NO: 609

SUBJECT: EMPLOYEE DISCIPLINE

1. The library requires that employees uphold the policies, practices, and procedures of the library through satisfactory performance and conduct. Poor performance or misconduct is cause for disciplinary action.
2. The due process procedure is outlined in The Employee Handbook, available in SDL Info online.
3. Nothing contained in The Employee Handbook precludes the right of either Saline District Library or the employee to terminate the employment relationship at any time, with or without notice and with or without cause.

SALINE DISTRICT LIBRARY POLICY BULLETIN

POLICY NO: 610

SUBJECT: GRIEVANCES AND APPEALS

Purpose

All employees of the Saline District Library, regardless of position, are to be treated with respect and in a consistent and just manner at all times. If a problem or concern develops, an employee should discuss the matter with their immediate supervisor. If the problem or concern is not resolved satisfactorily, the employee may file a formal grievance. The Saline District Library reserves all the rights of an at-will employer under Michigan law.

1. Grievance Process

- a. If ~~the an~~ employee and ~~their~~ supervisor are not able to resolve ~~the an~~ issue ~~together~~, the employee has **ten (10) business days** to prepare a written statement and submit to the Director that:
 - i. Identifies/explains all complaints that are relevant to the grievance.
 - ii. Makes known how the grievance can be satisfactorily resolved.
- b. Within **seven (7) business days** of receiving the employee's grievance, the Director will respond in writing to resolve the matter.
- c. Within **seven (7) business days** of receiving the Director's response, the employee can choose one of the following courses of action:
 - i. Accept the matter as resolved and sign and date the Director's response, acknowledging this acceptance.
 - ii. Reject the resolution and proceed to the appeals process.

If the employee's direct supervisor is the Director, or if the grievance concerns the Director, the employee should submit their statement to the Board of Trustees.

2. Appeals Process

- a. Within **seven (7) business days** of receiving an unsatisfactory response (referred to in 1.c.) the employee must submit a written appeal to the Board of Trustees that:
 - i. Identifies/explains why the resolution is not satisfactory.
 - ii. Makes known how the grievance can be satisfactorily resolved.

- b. Within **fourteen (14) business days** of receiving the employee's second step grievance statement, the Saline District Library Board President will call a meeting to review the matter with the employee and Director.
- c. Within **ten (10) days** after the review, the employee and the Director will receive a written response, with a determination, from the Board.

Copies of all grievances and responses will be placed in the Saline District Library's grievance file and the employee's personnel file.

SALINE DISTRICT LIBRARY

POLICY BULLETIN

POLICY NO: 611

SUBJECT: RESIGNATION OR DISMISSAL

1. Resignation
 - a. A signed written statement of resignation should be filed at least two weeks before its effective date.
 - b. This statement will become part of the employment record.

2. Dismissal
 - a. The Saline District Library Board of Trustees, in accordance with the District Library Establishment Act, Act 24 of 1989, Section 397.182 can “appoint and remove a librarian and necessary assistants and fix their compensation.”
 - b. The Board delegates the following responsibilities to the Director:
 1. Oversee that the Employee Disciplinary Procedure is properly followed, prior to considering dismissal of an employee.
 2. Approve all dismissals.
 - c. ~~Absence without permission or notification for three consecutive scheduled working days is regarded as abandonment of a position and will result in dismissal.~~
 - d. Dismissed employees may have recourse under the Grievances and Appeals Policy (#610). The Saline District Library reserves the right to have sole discretion to determine dismissal at any time with or without notice and with or without cause.

3. **Employee** Benefits
 - a. Resigning and dismissed employees will be paid accrued vacation time at their rate of pay.
 - b. The Library complies with all federal and state laws and regulations of the current health plan.
 - c. The Library’s contribution to the Retirement Fund will cease with the last pay period. Vesting requirements are outlined in Policy #627: Retirement.

**SALINE DISTRICT LIBRARY
BOARD OF TRUSTEES**

REVISION of BY-LAWS

ARTICLE I

NAME

Section 1. This organization shall be called the Saline District Library.

ARTICLE II

MEMBERSHIP

Section 1. In accordance with Public Act 24 of 1989 (the *District Library Act*), the Board of Trustees of the Saline District Library (the “Board”) shall consist of seven (7) members to be appointed as follows:

The City Council of the City of Saline (the “City”) shall appoint 4 members of the Board. By November 15 of each year, the City Council of the City shall appoint 2 members for 2-year terms each, commencing December 1. At least 1 member of the Board appointed by the City shall be a non-City resident of the Saline District Library District (the “District”).

The Board of Education of the Saline Area Schools shall appoint 3 members of the Board. By November 15 of each year, the Board of Education of the Saline Area Schools shall appoint 1 or 2 members, as the case may be, each for 2-year terms commencing December 1.

Section 2. The party that appoints a member shall have the power to remove that member for cause. Vacancies shall arise in the event a member resigns, is removed, dies, is imprisoned, moves outside the District, or is declared by a court of law to be mentally incompetent. In the event of a vacancy, the Party that appointed the member whose position has become vacant shall appoint a replacement within 2 months of the vacancy. In the event no such replacement shall have been appointed by the appropriate Party at the end of such 2-month period, the Board shall have the power to appoint such replacement, whose term shall extend to the end of the term of the former member of the Board.

ARTICLE III

POWERS OF THE BOARD OF TRUSTEES

Section 1. The Board of Trustees may exercise any and all of the powers granted to it in the District Library Act. The Board may delegate such powers to the Officers of the Board and/or the Library Director as it deems necessary.

Section 2. The Board of Trustees shall have the exclusive control of the budget of the Saline District Library.

Section 3. The fiscal year of the Saline District Library shall be the annual period commencing December 1 and ending the following November 30.

Section 4. The Board of Trustees may require the Treasurer or Library Director to submit to the Board on a monthly basis data regarding the actual and estimated budget to date. The Board then may revise or amend the budget as deemed necessary by a majority of Board members voting on the question.

ARTICLE IV

OFFICERS

Section 1. Officers of the Board shall be President, Vice-President, Secretary, and Treasurer.

Section 2. The officers shall be elected for the upcoming year at the last meeting of the fiscal year.

Section 3. Vacancies in office shall be filled by the Board at the next regular meeting of the Board following the occurrence of a vacancy, except for the office of President, in which case the Vice-President shall assume the duties of the office for the expired term. A successor Vice-President shall be elected to fill the vacancy so created in that office.

Section 4. No officer shall serve more than two consecutive one-year terms in the same office.

ARTICLE V

DUTIES OF THE OFFICERS

Section 1. The President shall preside at all meetings, appoint committees with the approval of the Board, authorize calls for any special meetings, and generally perform the duties of a presiding officer.

Section 2. In the absence of the President, the Vice-President shall perform the duties of the President. In the case of a vacancy in the office of the President, the Vice President shall assume the office for the unexpired term.

Section 3. The Secretary of the Board shall see that a true and accurate account of all proceedings of the Board meetings is kept. In compliance with any requirements of state law regarding the holding of meetings, the Secretary shall issue notices of all regular meetings, and, on authorization of the President, of all special meetings, and shall have custody of the minutes and other records of the Board of Trustees. With the approval of a majority of the Board, the Secretary may delegate any of these responsibilities to the Library Director.

Section 4. The Treasurer shall have charge of the funds of the Saline District Library, providing for their safe custody and investment as directed by the Board, subject to limitations for investment of public funds as provided by law. The Treasurer shall control expenditures from the Library fund through a system of vouchers presented by authorized personnel. A record of all moneys received or deposited to the Library fund, and all disbursements, sales, and transfers from the fund shall be kept by the Treasurer, and reported monthly to the Board of Trustees at its regular meeting. In addition, the Treasurer shall perform such other duties as may be prescribed for him or her by State or Federal law and these by-laws. With the approval of a majority of the Board, the Treasurer may delegate any of these responsibilities to the Library Director.

ARTICLE VI

MEETINGS

Section 1. The regular meeting of the Saline District Library Board shall be held each month, the date and hour to be set by the Board at its annual meeting. Within ten (10) days following the annual meeting a notice shall be posted in a public place setting forth the dates, times, and places of all regular meetings scheduled for the ensuing year. Any changes to this schedule shall be posted within three days after the meeting at which the change is made. All meetings of the Board and all meeting postings shall comply with the Michigan Open Meetings Act.

Section 2. The Annual Meeting of the Saline District Library Board shall be the first regular meeting of the fiscal year and shall be for the purpose of the appointment of standing committees and consideration of such organizational matters as may be required.

Section 3. Special meetings may be called by the President or upon written request of two Trustees, provided eighteen (18) hours of notice is given of the time and purpose for which such meeting is called. The announcement of a special meeting at any meeting at which a quorum is present shall be sufficient notice of such meeting. Trustees not present at the time of announcement of such special meeting shall be notified by the Secretary.

Section 4. Notices of regular meetings with agenda shall be posted in a public place and shall be distributed by the Secretary to all members at least (3) days before the meeting.

Section 5. The following items will constitute the agenda for regular meetings:

- Call to order and attendance
- Approval of agenda
- Approval of minutes
- Citizen's comments
- Financial report, including approval of bills
- Librarian's report
- Committee reports
- Old business
- New business
- Adjournment

Section 6. A quorum for the transaction of business shall consist of four (4) members of the Board.

Section 7. Any Board action, to be official, must be approved at an official Board meeting by a majority of the Board.

Section 8. In case of emergency, if Board action is needed when the Board cannot meet, with concurrence of the President, members may be polled individually by a Board member or by the Library Director. An effort shall be made to contact all Board members. Official confirming action shall then be taken at the next Board meeting.

ARTICLE VII

LIBRARY DIRECTOR

Section 1. The Library Director shall be appointed by the Board and shall be considered the executive officer of the Library.

Section 2. The Library Director shall have sole charge of the administration of the Library under the direction and review of the Board. The Library Director shall be responsible for the care of the building and equipment; for the employment, development, and direction of the staff; for the efficiency of the Library's service to the community; for the annual preparation of a budget proposal; for the operation of the Library under the financial conditions set forth in the budget approved by the Board; and for submission to the Board at a regular meeting a written annual report of the library, including the audited financial statements.

Section 3. The Library Director or the Library Director's representative shall attend all meetings of the Board.

ARTICLE VIII

AMENDMENTS

Section 1. These by-laws may be amended at any regular meeting of the Board by a majority vote of all members, provided the amendment was presented in writing at the previous regular meeting.

Adopted by the Saline District Library Board at its regular meeting on April 19, 2005.

Revised by the Saline District Library Board at its regular meeting on October 15, 2019.

Quarterly Report

Q22024

6.2024

Programs

- SDL held a Community Shredding Event on Saturday, April 6 from 10 am-12 pm. Ron, Karrie, and Jess worked the event. It was a busy morning and over 100 cars came through.

Washtenaw Reads

- The 2024 Washtenaw Reads selection was *How the Word is Passed: A Reckoning with the History of Slavery Across America* by Clint Smith was celebrated at the annual Reads event on Sunday, April 14 at Ann Arbor District Library, and Ashley Rogers, Director of the Whitney Plantation gave the keynote address.
- Justice InDeed, a collaborative project working to decrease racially restrictive covenants in Washtenaw County, held a program on April 3 to transcribe records to uncover race-related covenants in the county to help residents better understand that injustice and systematic racism happen everywhere.
- In May the Washtenaw Reads Steering Committee Chairs decided to discontinue the program. Chelsea District Library was dropping out and starting its own Community Read, and with the waning attendance at events, the committee decided it was time to end it.
- Jess has served on the Washtenaw Reads Steering Committee since 2021 and the Washtenaw Reads Screening Committee since 2018.

Outreach

- SDL will be attending the Pittsfield Farmers Market monthly from May to September. The first date was Thursday, May 30 (opening day). Jess will attend next Thursday, June 20.
- SDL will also be attending the Saline Farmers Market this summer and fall and kicked that off with Jess attending on Saturday, April 13. She will next attend the Saline Farmers Market on Saturday, July 27.

Respectfully submitted,
Jessica Lash
Assistant Director

Youth Service Department
March – May 2024 Quarterly Report

Spring Programs:

- The youth department hosted a variety of programs this quarter including our regular storytimes, Family Bird Walk, STEAM Exploration, a monthly Preschool Playtime, Percy Jackson: Camp Half-Blood, Handlettering, just to name a few. There were 49 storytimes with 1,253 people in attendance, the youth department also held 36 other programs with 816 attendees; additionally, there were 20 different Grab & Go crafts giving away 2114 kits
- Prior to the total solar eclipse on April 8, the youth department handed out 500 pairs of eclipse glasses. The glasses were distributed through our Grab & Go crafts and to attendees of our youth programs leading up to the eclipse. The Eclipse program presented by Longway Planetarium was so popular that a second session was added. All participants received a pair of eclipse glasses.
- Monarch caterpillars arrived at the end of May. The caterpillars will be on display in the youth department until they emerge as butterflies, at which point they will be released into the wild.

Partnerships & Outreach:

- The youth department hosted a reception, on April 2, for the SAS Elementary Art Show that was on display for the month of March. In total there were 144 attendees including teachers, students and their families.
- Liberty Club volunteers continued cleaning picture books and each month they had a special read aloud session.
- Anna Hinkley, Jennifer Lupton, Evie Moorer and Kelly Soerens conducted outreach storytimes for various preschools around Saline this spring.
- On May 8, Anna Hinkley and Jennifer Lupton visited with a Saline MOPS (Mothers of Preschoolers) group to discuss early literacy and library services.
- Summer Reading school visits began on May 15. During the month of May there were 10 visits, meeting with 854 students to discuss the upcoming summer reading program.

Professional Development:

Members of the youth department attended the following committee meetings, conferences and webinars.

- Youth Services Advisory Council planning meeting
- MiYouth Meeting
- Spring Institute
- PowerUp Conference
- Adventures in Summer Marketing
- Middle Grade Magic virtual conference
- Spring Graphic Novels for Patrons of All Ages
- MeL Maven Badge
- READSquared Refresher Training
- Science Adventure Begins at the Library: Citizen Science in Your Summer Reading Program
- Reimagining School Readiness
- Strong Girl Characters: A Discussion with Women AAPI Writers
- Living Our Values Out Loud: Programs that Walk the Talk
- Don't I have the Right Not to Be Offended? Responding to Censorship in Fractious Times
- Youth Services Beginning Workshop
- Fiero Code Software Demo

Collections:

The youth ETC collection grew by 12 kits this quarter. The new kits added were: Catan Junior board game, Ticket to Ride First Journey board game, 5-minute Marvel board game, a light tracing board, a bird watching kit, two nature explorer kits, Big Feelings, Telling Time, a second kindergarten Phonics kit, a second Comprehension 3rd grade, Simple Machines, Roller Coaster Engineering, and the Engineer Design Process kit.

Submitted by: Kelly Soerens, Head of Youth Services

**Quarterly Report
Adult Department
Q2 2024**

6.10.2024

Programming

The Adult Department had the following programs of note:

- We celebrated March Is Reading Month with our Bingo event and gave 3 lucky participants Gift Cards to Fine Print Books.
- We had a successful Vegan dessert program where we learned how to make two delicious recipes: Easy Baked Berries and Pears and Banana Monkey Bars.
- We welcomed Frank Uhle, the author of one this year's Michigan Notable Books as he discussed his title "Cinema Ann Arbor" detailing the counterculture film movement in Ann Arbor.
- Our recurring programs, such as take and makes, make it Mondays, adult book clubs, and adult social club are still bringing in strong numbers.

Displays

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

- We had a variety of displays including "The Art of Reading" that detailed books on art as well as the love of reading, a mother's day display, and Asian American Pacific Islander display.
- The entire adult and teen department have been doing some heavy weeding to prepare for the renovation. Music, Audiobooks, DVD's, and a big chunk of mystery and non-fiction have been weeded.

Staff Development

- Staff met for monthly department meetings, as well as webinars regarding weekly new releases, and development for managers.
- Staff an All-Staff meeting detailing the phases of renovation.

Outreach

- Book delivery to senior facilities continues on a monthly basis, as well as Half Day Pizza Days for the Middle School students.
- Adult department connected with the Senior Center to allow patrons access to technology while we are in renovations.
- Plans to use the 109 on Main Street for programming during our renovation have been finalized.

Respectfully submitted,

Evan Smale
Head of Adult Services

2nd Quarter Technology Report (March, April, May 2024)

Submitted by Ron Andrews, Technology Manager

Technology Support

- Started moving PCs in preparation for Phase 1 of construction
- Moved 2 catalogs to Youth Department for Phase 1 of construction
- Disabled Adult Self Check and moved for storage for Phase 1 of construction
- Moved public printers for Phase 1 of construction. HP Color replaces Kyocera for staff to print color/bw labels. BW will be setup in the server room to print reports from there. They Kyocera was withdrawn.
- Continued to troubleshoot the Faronics Cloud service and after many attempts to resolve we have dropped the Cloud service and will be returning to Deep Freeze Enterprise service.
- Recycled several pcs, monitors, printers and other technology equipment that was withdrawn from service.
- Spent a couple of weeks wiping the withdrawn PCs for security
- Replaced Katie's computer with a working laptop until new staff workstations are purchased.
- Troubleshooting on the Kyocera for staff to print labels

Network Support

- Ran quarterly update for PCI In-House and Online security for KeyBank
- Worked with Alex from TLN on replace parts for the Sondheim server after a week's delay in getting replacement parts. Also made sure that the new backup system was working. There was a problem after an software upgrade that the server would not reboot.
- Relegated Hyper-Saline to secondary domain server
- Successfully renewed our licenses for our Zoom services
- Ordered and assisted Alex from TLN with the installation of the new Sondheim server as primary domain server and a new backup system with NAS (networked accessible storage) so we no longer have to switch tapes. We were supposed to get and install a new KVM switch which would allow me and the administration to access the servers from our desks, saving a trip to the sever room. However, the wrong item was delivered and TLN found a replacement which is on order.
- Ran quarterly PCI security scans
- Purchased a new GoDaddy security certificate for Sondheim, worked with TLN and Merit to install
- Requested quote from TLN to replace our current Barracuda filtering system with OpenDNS which TLN services. Waiting to schedule to install
- Ordered new PC workstations for the Public, to be setup and installed by the end of Phase 1. This will also include moving the current Ricoh public copier to the new computer area to provide color and bw printing as well as copies
- Set Karrie and Jess up with new laptops to replace their current desktop workstations. This will make it easier from them to work from outside the building.
- Got a new VPN (Virtual Private Network) for administration and managers to be able to connect to the library securely outside the library.
- Reset the scanner service from the staff Ricoh after the new server installation and troubleshooting some staff connection and access issues

Polaris Support

- Changed most of the Adult collection to No Holds and Not Loanable using bulk edit in Polaris in preparation for Phase 1 of construction.
- Obtained a quote from Polaris to assist us in switching to a new Polaris server which is on order to replace SDLPRO
- Worked with Arlene to make sure Polaris was set to start the Reciprocal Borrowing service.

Other Library Involvement

- Attended a webinar for PDQ Connect services sponsored by TLN – May 16, 2024
- Assisted with the Shred event April 6 2024

Support Services Quarterly Report
2024 2nd Quarter
Submitted by: Arlene Wall

SUPPORT SERVICES MANAGER

- Quarter Stats –
 - Total Circulation of physical items – 65,707
 - Total Patron Visits – 40,711
 - New Patrons Registered – 393
 - Total number of patrons – 12,936
- Since going fine free, have run weekly statistics on items with holds to see how many are “Overdue” vs “Long Overdue” (7 days overdue or billed)
 - ~4% of items with holds placed have been Overdue
 - ~2.5% of items with holds placed have been Long Overdue or billed

SUPPORT SERVICES STAFF

One Library Assistant Retired – She will now be a substitute Library Assistant

Hired a new Library Assistant May 2, 2024

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	17,636							103,355
% of Total Circ.	77.87%	78.92%	80.46%	79.56%	79.58%	80.51%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	79.51%
AV Materials													
DVD/BLU-RAY	2,977	3,334	2,917	3,175	2,790	2,781							17,974
Music CDs	300	288	241	284	277	246							1,636
Audio Books	441	472	407	478	441	433							2,672
J Kits	185	321	264	259	280	275							1,584
Total AV	3,903	4,415	3,829	4,196	3,788	3,735	0	0	0	0	0	0	23,866
% of Total Circ.	20.02%	19.24%	17.53%	18.42%	18.02%	17.05%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	18.36%
Interlibrary Loans													
SDL Patron Filled Requests	627	910	782	797	839	755							4,710
% of Total Circ.	3.22%	3.97%	3.58%	3.50%	3.99%	3.45%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	3.62%
Lends Out to Libs	857	1,052	1,018	978	1,042	849							5,796
Equipment	168	183	175	221	218	233							1,198
Periodicals	243	239	264	241	287	300							1,574
% of Total Circ.	1.25%	1.04%	1.21%	1.06%	1.37%	1.37%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	1.21%
TOTAL 2023 CIRC	19,492	22,949	21,845	22,784	21,019	21,904	0	0	0	0	0	0	129,993
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%	6.60%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-52.90%
Downloads													
Ebooks	3,371	4,882	3,701	4,072	3,711	3,878							23,615
AudioBooks	3,747	4,054	3,943	4,189	4,158	4,420							24,511
Music	187	142	111	125	126	148							839
Video	830	293	293	321	316	380							2,433
Magazines	1,011	1,045	805	782	589	820							5,052
Tumble books	147	103	25	90	39	8							412
Total Downloads	9,293	10,519	8,878	9,579	8,939	9,654	0	0	0	0	0	0	56,862
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%	28.69%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-39.43%
GRAND TOTAL CIRC	28,785	33,468	30,723	32,363	29,958	31,558	0	0	0	0	0	0	186,855
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%	12.51%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-49.48%
Cards Issued	126	157	119	166	129	98							795
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%	-14.78%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-51.08%
3 M Gate Count	10,452	11,607	12,696	14,060	13,788	12,863							75,466
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%	9.53%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-48.67%
Average Per Day	337	374	437	453	459	414	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	568							3,531
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%	-2.07%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-50.61%
WiFi usage onsite	2,942	2,884	3,786	3,509	3,768	3,800							20,689
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%	26.88%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-44.83%
Youth AWE computers	410	322	551	535	502	249							2,569
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%	-8.12%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-42.32%
Ref. Questions:													
Youth	427	464	640	842	631	634							3,638
Adult	388	429	560	580	495	462							2,914
Circ Desk	287	415	400	385	626	396							2,509
Total Reference	1,102	1,308	1,600	1,807	1,752	1,492	0	0	0	0	0	0	9,061
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%	26.87%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-51.29%
Brecon Rm: #Groups	5	7	10	11	13	7							53
Prior Year #Groups	6	6	14	18	18	16	13	9	8	7	12	9	136
# of individuals	41	81	138	195	284	130							869
Study Rms: #Groups	150	192	212	197	202	189							1,142
Prior Year #Groups	179	199	195	198	202	204	188	221	207	177	226	206	2,402
# of individuals	194	248	307	294	282	262							1,587
* 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	15,551							95,154
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%	51.51%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-19.50%
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%
Databases	2,580	2,620	2,515	2,604	2,893	3,073							16,285
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%	91.94%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-33.72%
SDL App													0
New Downloads	129	190	95	81	27	65							587
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	1,881							7,918
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	18							85
Prior Year	1	8	17	16	2	13	16	41	25	20	25	7	191
% difference	600%	-25%	-35%	88%	500%	38%	-100%	-100%	-100%	-100%	-100%	-100%	-55%
New eNews subscribers	98	122	77	120	101	1,031							1,549
Total subscribers	11,702	11,816	11,870	10,988	11,060	12,057							12,057
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%	8.98%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	3.82%

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

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

**Saline District Library
Renovations Site Improvements Project
FY2023-2024 Expenditures**

Date	Memo	Payees			Total	
		Quinn Evans	City of Saline	Materials Testing		Mulder's Moving
1/31/2024	Design & construction documents	\$9,975.00				
2/28/2024	Design & construction documents	\$39,725.00				
3/19/2024	Design & construction documents	\$32,195.00				
4/15/2024	ZBA Variance		\$300.00			
4/17/2024	Plan review/ZBA variance		\$2,031.00			
4/23/2024	Geotechnical services			\$8,000.00		
5/7/2024	Quinn Evans	\$13,255.00				
5/13/2024	Construction administration	\$18,195.00				
6/5/2024	Design & construction admin	\$1,230.00				
6/5/2024	Moving deposit				\$17,075.10	
6/12/2024	Engineering deposit		\$1,250.00			
6/12/2024	Permits		\$22,882.25			
6/13/2024	Inspections escrow		\$10,000.00			
	Totals	\$114,575.00	\$36,463.25	\$8,000.00	\$17,075.10	\$176,113.35



NEWS RELEASE

May 29, 2024

FOR IMMEDIATE RELEASE

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

Saline District Library Begins Renovations, Announces Reciprocal Borrowing

The Saline District Library officially begins construction on its [Renovations & Site Improvements Project](#) on June 10. Interior renovations will take place in 3 phases to allow the library to stay open to the public as much as possible during construction.

Phase 1 of the interior project, which includes major renovations to the Teen Room and improved seating in the Adult area, is slated for June 10-August 9. The timeline leading up to this phase is as follows:

- June 1: Public computers and printers become unavailable through August 9. Study rooms and the Brecon Room become unavailable through December 18.
- June 3-7: The Adult and Teen area materials will be boxed up and all furnishings removed to make way for construction.
- June 7: The northwest parking lot and public entrance become unavailable through October 16.

To help the Saline area community have uninterrupted library service during this project, SDL administration is pleased to announce that beginning June 1, the Saline District Library will join [The Library Network's Reciprocal Borrowing Program](#). Anyone with an SDL library card will be able to use that card to borrow materials at several libraries in southeast Michigan. Nearby libraries that participate in the program include Ypsilanti District Library, Manchester District Library, Belleville Area District Library, Chelsea District Library, and Dexter District Library.

The library will also maintain a small collection of Adult and Teen materials that can be checked out during Phase 1 of renovations. Library users can still request items via the statewide interlibrary loan system, MeLCat, during construction as well.

Exterior site improvements, which include a pavilion, plaza area, and paved story trail, also begin on June 10. SDL will hold a New Pavilion Groundbreaking Ceremony on Tuesday, June 4

at 12pm. Attendees will get to meet the architects and construction managers, Quinn Evans and McCarthy & Smith, ask questions about the project, tour the library, and enjoy refreshments.

The renovations and site improvements will cost approximately \$4 million, paid for by SDL fund balances that were established for this purpose. The Friends of the Saline District Library have also generously committed to a \$100,000 contribution to the project.

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

###

The Sun Times News



Saline District Library Breaks Ground on New Pavilion

written by [Lonnie Huhman](#) June 5, 2024

The Saline District Library held a special groundbreaking ceremony for the new pavilion planned to be built as part of the larger improvement plan.

On Tuesday, June 4, Saline community members gathered to celebrate a ceremonial groundbreaking for the cool addition expected to come to the library, at 555 N Maple Road.

SDL Director Karrie Waarala said over 40 people attended the groundbreaking ceremony: members of the community including representatives of City of Saline government and police department, township governments, and Saline Area Schools Board of Education and administration; members of SDL Library Board, staff, and Friends of the Library; and representatives from Quinn Evans Architects and McCarthy & Smith Construction Management.

“This was the New Pavilion Groundbreaking Ceremony,” Waarala told the Sun Times News. “Our Renovations and Exterior Site Improvements Project includes a new outdoor pavilion, paved plaza with seating, and paved story trail around the library. Interior renovations include more study rooms, more comfortable seating, improved program rooms, a drive-up window to pick up requested materials, and more. Accessibility will be improved inside and out.”

More specifically, the new construction will add a 425 linear feet of concrete walkway, a 920 square foot pavilion structure, and a 3,245 square foot pedestrian plaza just west of the existing library building with the proposed improvements also including a renovated monument sign and new landscaping throughout the project area.

Overall, the building renovations include more study rooms, larger space for teens, increased comfortable seating areas, a drive-through service window to pick up holds, improved program rooms, a fully accessible non-gendered public restroom, and more.

The library is working with Quinn Evans Architects and McCarthy & Smith Construction Services on this project, which is scheduled for June to December 2024.

Interior renovations will take place in three phases to allow the library to stay open to the public as much as possible during construction. The project will cost approximately \$4 million, paid for by SDL fund balances that were established for this purpose. The Friends of the Saline District Library have also generously committed to a \$100,000 contribution to the project.

Waarala said you can read all about the project on the [Renovations page of the library's website](#).

Saline District Library Holds Groundbreaking Ceremony to Commence Renovations

June 4, 2024
Mary Rose Kulczak



The Saline District Library held an official ground-breaking ceremony on June 4 to kick off their upcoming renovations. Community members, including Mayor Brian Marl, Council member Jack Ceo, Saline Area Schools Superintendent Stephen Laatsch, Saline School Board President Michael McVey, Saline Police Chief Marlene Radzik and Deputy Police Chief Andrew Hartwig were on hand to witness the historic event.



Saline District Board President Lori Byron kicked off the event by telling attendees what the library has meant to her in the past, and her hopes for the library in the future.

“I’m so excited to be gathered here today with all of you to kick off and celebrate the most visible element of the Saline District Library Strategic Plan to optimize spaces,” Byron said.

“With this new pavilion and internal renovations, the library will continue to serve the people of Saline and expand its role as a community gathering place where we can all discover, connect and grow.”



Mayor Brian Marl reflected on the library's history during his tenure, and is looking forward to the completed project and what it will offer to the residents.

"The library is a very valued asset in our community. Salinians are very proud of our library," Marl said. "When people come to the community and visit and experience the library, they say 'You have a real gem.'"

"We're looking forward to being back here for the ribbon cutting when the new facility is inaugurated," he added.



Karrie Waarala, director of Saline District Library, spoke highly of the architects at Quinn Evans who came up with the vision, and the construction company, McCarthy and Smith, who will oversee the build.

"I want to thank Quinn Evans. From the very beginning, they have had such beautiful, holistic ideas. They were the architect firm that truly looked at all of this land that we are on. They said 'You have a beautiful building, you have beautiful land, but they don't talk to each other.' That was the thing that really made us love their designs."

"McCarthy and Smith, our construction managers, have been wonderful to work with," Waarala said. "Every step of the way, they never get tired of my questions."

Waarala also thanked the staff and many committee members who helped bring about this new expansion, including library board members and Friends of the Saline Library.

“We have just recently announced that we now are reciprocal borrowers with the library network, which means that your Saline District Library card works at libraries all over southeast Michigan, which is going to be kind of helpful while we are under construction for the next few months.”

Construction of the outdoor pavilion will begin soon, with hopes for completion by the end of September. Indoor renovations are expected to be completed by the end of December.

“We are going to do so many outdoor programs in the pavilion,” Waarala said. “ We really realized when we came back from the pandemic, we leaned into our outdoor programming. It’s not accessible with our current layout. If you’ve got strollers or wheelchairs or walkers, getting out on the grass is just impossible. The fact that we’re going to have this paved plaza that goes right up to the pavilion is going to make all of our programming accessible for everybody. I’m so excited about that.”

Finally, Waarala wanted to thank the citizens of Saline who shared in the vision for the library’s expansion.

“I want to thank every single member of our community. We get so much support for our library. I get so many thank you’s, so many compliments on our great staff, on our great services and programs. The fact that this community supports this strategic plan and supports moving forward with a project like this and is so excited about it. We love all of you just as much as you love your library, so thank you very much to all of you.”





SALINE DISTRICT LIBRARY

RENOVATIONS & SITE IMPROVEMENTS



QUINN
EVANS



McCarthy
& Smith, Inc.
Construction

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Saline, MI 48176



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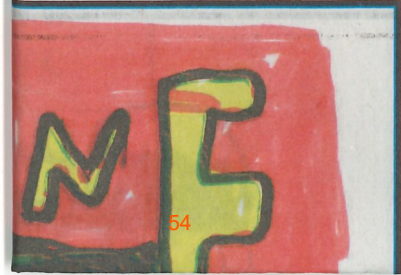
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Summer reading starts on June 10th 2024.

Saline District Library - Alex



"I can see clearly now!"
AN EYE ON THE FUTURE



Dollar Power Using The Library Network Services

For the Year 2023, your Public Library received significant value for the cost of services to The Library Network.

Saline District

TLN Cooperative Service	Cost to Library	Value to Library	Notes
Michigan Activity Pass	\$ 184	\$ 1,872	197 MAP passes checked out
Delivery Service	\$ 22,610	\$ 188,160	23,520 items received
Cataloging & Records	\$ -	\$ -	- items
Items Borrowed	\$ -	\$ 2,360	100 items from TLN Catalog
Ebooks - Libby	\$ 8,479	\$ 866,392	57,798 items checked out
Emagazines - Libby	\$ 2,701	\$ 12,181	5,719 items checked out
Wide Area Network & Internet, net of e-rate	\$ -	\$ -	- Mbs Service
Employee Assistance Program (EAP)	\$ 594	\$ 780	39 Employees Covered
Amazon Prime Membership	\$ 9	\$ 129	Statewide

2023 Totals \$ 34,578 \$ 1,071,874

Other Benefits Not Quantified:	
Programs Attended	3
SAS Programs Attended	-
IT Services	
Book/Magazine Discounts	
Database Discounts	
Equipment Discounts	