



**SALINE DISTRICT LIBRARY BOARD OF TRUSTEES  
BOARD MEETING PACKET  
TUESDAY, OCTOBER 15, 2024, 7:00 p.m.**

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**NOTICE OF LIBRARY BOARD MEETING  
TUESDAY, OCTOBER 15, 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,  
The 109 Cultural Exchange.**

**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/](https://salinelibrary.org/about/board-of-trustees/)

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

**SALINE DISTRICT LIBRARY BOARD OF TRUSTEES  
BOARD MEETING AGENDA  
TUESDAY, OCTOBER 15, 2024, 7:00 p.m.**

President Byron \_\_\_\_\_ Vice President Gray \_\_\_\_\_ Secretary Hundley \_\_\_\_\_  
Treasurer TerHaar \_\_\_\_\_ Trustee Cummings \_\_\_\_\_ Trustee Sankaran \_\_\_\_\_ Trustee Healy \_\_\_\_\_  
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 September 17, 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 September 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

Move \_\_\_\_\_ Second \_\_\_\_\_ to approve payment to McCarthy & Smith for \$349,069.55 as presented in Cost Control Book Report #04.

K. New Business

1. Pay Structure Review and Recommendations for FY2024/2025

Move \_\_\_\_\_ Second \_\_\_\_\_ to approve the Pay Structure Review and Recommendations for FY2024/2025, Option \_\_\_\_\_ as presented by ElementOne Consulting.

2. Discussion of Board Officers for 2024/2025

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 October 15, 2024

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

Move \_\_\_\_\_ Second \_\_\_\_\_ to approve the September 17, 2024 meeting minutes as written.

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

Move \_\_\_\_\_ Second \_\_\_\_\_ to approve payment to McCarthy & Smith for \$349,069.55 as presented in Cost Control Book Report #04.

Move \_\_\_\_\_ Second \_\_\_\_\_ to approve the Pay Structure Review and Recommendations for FY2024/2025, Option \_\_\_\_\_ as presented by ElementOne Consulting.

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

**DRAFT**  
**SALINE DISTRICT LIBRARY BOARD OF TRUSTEES**  
**BOARD MEETING MINUTES**  
**TUESDAY SEPTEMBER 17, 7:00 p.m.**

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

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

B. Approval of Agenda

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

C. Approval of Past Minutes

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

D. Public Discussion

No public comment.

E. President's Report

Nothing to report

F. Friends of the Library Report

Preparing for Phase 3 of renovation. Closing the book shop at 4pm on Saturday, September 28. Volunteers will work September 29 to October 6 to pack up book shop for storage. Will be getting new signage, with colors to match library logo. No meeting on Oct 3<sup>rd</sup>, will meet again in November.

G. Financial Reports

Move Byron, Second Healy to approve the August 2024 financial reports. Motion carried.

H. Budget Hearing for FY2024/25 Operating Millages

Move Byron, Second Gray to open the Public Hearing for comments on the FY2024/25 operating millages.

1. Draft Budget Summary Discussion

Move Byron, Second Hundley to set the FY2024/25 operating millages at .8092 and .33 for a total of 1.1392 to be assessed in December 2024.

Move Byron, Second Sankaran to close the Public Hearing on the FY2024/25 operating millages.

I. Committee Reports

1. Finance: Reviewed draft budget; CD is expiring so we will move that cash to the money market fund to have flexibility during renovation project

2. Arts: Did not meet

3. Building & Grounds: Did a walkthrough of library renovation

4. Library Services: Did not meet

5. Staff Excellence: Discussed changes to policies 630 and 634, to be reviewed in tonight's meeting

J. Library Director's Report: Accepted as written. Other items to note: Part time adult services position has been filled. Manhattan Short Film festival – registration is nearly full. Current construction delays are due to inaccuracies in the building's original architectural drawings. Contingency funds have been reduced minimally thus far.

K. Unfinished Business

1. SDL Interior Renovations & Site Improvements Project Updates  
Move Byron, Second Healy to approve payment to McCarthy & Smith for \$367,125.34 as presented in Cost Control Book Report #03.

L. New Business

1. Policy Review
  - a. Policy 604: Employment Practices  
Move Byron, Second TerHaar to approve revised Policy 604: Employment Practices.
  - b. Policy 630: Unlawful Harassment  
Move Byron, Second Cummings\_\_ to approve revised Policy 630: Unlawful Harassment.
  - c. Policy 634: Whistleblower Policy  
Move Byron, Second Gray to approve revised Policy 634: Whistleblower Policy.

L. Public Discussion

No public comment.

M. Adjournment

Move Byron, Second Sankaran to adjourn the meeting at 7:57 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 September 17, 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  
September 1, 2024 - September 30, 2024**

Reference	Date	GL Account	Description	Amount
<b>Bank Statement Summary</b>				
			Beginning Bank Balance	276,068.44
			+ Cleared Deposits & Other Additions	713,888.92
			- Cleared Checks & Other Payments	596,771.19
			Ending Bank Balance	393,186.17
<b>Open Deposits &amp; Additions</b>				<b>Total</b>
				0.00
<b>Open Checks &amp; Payments</b>				
	09/27/24		EFTPS	11,142.45
25128	06/17/24	790-750.4	KONA ICE YPSI	76.00
25231	09/09/24	790-750.1	JO ANN YATES McFRY	400.00
25257	09/17/24	790-964.4	MCDONALD LIBR	28.70
25258	09/17/24	790-727	NORA CARICHNER	8.47
25261	09/17/24	790-957	SEED SAVERS	120.86
				<b>Total</b>
				11,776.48
<b>Reconciled Bank Balance</b>				381,409.69
<b>Bank Transactions</b>				
		790-723	ALERUS RETIRE XFERS	(11,693.67)
		000-258	EFTPS	(11,142.45)
		000-258	EFTPS	(11,112.69)
		000-008	ALERUS RETIRE XFERS	(8,652.78)
		000-258.1	5080 MI TAX PYMT	(5,390.87)
		790-920	DTE - ELECTRICITY	(5,346.26)
		790-921	DTE - GAS	(817.50)
		790-802	STROM CPA	(645.00)
		790-965	BK SERVICE CHRGS	(290.21)
		790-965	MERCH FEE & DISC	(56.29)
		000-665.1	INTEREST	144.55
		000-017	TRANSFER FROM AGENCY SUB	150,000.00
		000-004	BK A2 CD CASHED OUT	212,565.34
		000-017	TRANSFER FROM AGENCY SUB	350,000.00
				<b>Total</b>
				657,562.17
<b>Adjusted General Ledger Balance</b>				381,409.69

**Saline District Library**  
**Statement of Financial Position**  
**As of September 30, 2024**

**Assets**

<b>Current Assets</b>		
000-001	Key Bank - General	\$ 381,409.69
000-003	Old National CD 1	209,304.75
000-008	Employee Advances	16,573.25
000-013	Agency Account (Schrandt)	2,765,622.34
000-013.1	Agency Account-Unrealized Gain	(205,319.42)
000-017	Agency Sub Account (Investment Account)	4,639,138.80
000-017.1	Agency Sub Account-Unrealized Gain	(366,318.40)
<b>Total Current Assets</b>		7,440,411.01
<b>Property and Equipment</b>		
<b>Net Property and Equipment</b>		0.00
<b>Total Assets</b>		\$ 7,440,411.01

**Liabilities and Net Assets**

<b>Current Liabilities</b>		
000-202	Accounts Payable	\$ 19,476.00
000-257	Accrued Payroll	44,466.98
000-258.1	State Payroll Taxes	3,532.67
000-275	MTT Liability	7,797.00
<b>Total Current Liabilities</b>		75,272.65
<b>Long-Term Liabilities</b>		
<b>Total Long-Term Liabilities</b>		0.00
<b>Total Liabilities</b>		75,272.65
<b>Net Assets</b>		
000-343	Reserve-Compensated Absences	50,000.00
000-370	Prepays	45,015.00
000-375	Reserve-Quasi Endowment	3,075,000.00
000-385	Reserve-Unassigned	284,707.00
000-386	Reserve-Building Improvement	1,000,000.00
000-386.1	Reserve-Parking Lot	200,000.00
000-387	Reserve-Equipment Replacement	400,000.00
000-387.1	Reserve-Technology & Internet	500,000.00
000-388	Reserve-Art Fund	77,669.00
000-389	Reserve-Library Development	1,436,597.00
000-389.1	Reserve-Future Developmeent	650,000.00
000-390	General Fund Balance	(97,071.90)
000-399	Net Position	(256,777.74)
<b>Total Net Assets</b>		7,365,138.36
<b>Total Liabilities and Net Assets</b>		\$ 7,440,411.01



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

	<b>1 Month Ended</b>	<b>10 Months</b>	<b>12 Months Ended</b>	<b>Year to Date</b>	
	<b>September 30,</b>	<b>September 30,</b>	<b>November 30, 2024</b>	<b>Percentage</b>	
	<b>2024</b>	<b>2024</b>	<b>Budget</b>	<b>Budget</b>	
	<b>Actual</b>	<b>Actual</b>			
<b>Revenue</b>					
000-402.1	Saline-Real Tax	\$ 0.00	\$ 591,852.06	\$ 617,328.00	95.87
000-402.2	Bridgewater-Real Tax	0.00	25,406.48	25,078.00	101.31
000-402.3	Freedom-Real Tax	0.00	6,816.31	6,714.00	101.52
000-402.4	Lodi-Real Tax	0.00	482,961.84	477,991.00	101.04
000-402.5	Pittsfield-Real Tax	0.00	886,307.08	864,844.00	102.48
000-402.6	Saline Township-Real Tax	0.00	154,841.52	152,591.00	101.47
000-402.7	York Township-Real Tax	0.00	391,102.28	385,694.00	101.40
000-413	PPT Reimbursement	0.00	134,371.39	134,370.00	100.00
000-540	State Aid	0.00	28,872.76	29,600.00	97.54
000-628	Printers-Revenue	131.20	2,683.15	3,500.00	76.66
000-628.1	Copy Machine-Revenue	0.00	671.50	1,000.00	67.15
000-629	Non-Resident Fee	415.00	3,462.00	3,700.00	93.57
000-656	Penal Fines	0.00	25,568.08	22,000.00	116.22
000-658	Fines-Overdue Materials	161.63	824.67	0.00	0.00
000-658.1	Materials Replacement	471.20	6,146.44	6,300.00	97.56
000-665.1	General Account Interest	144.55	1,020.62	1,300.00	78.51
000-665.2	CD Interest	4,965.34	21,811.06	0.00	0.00
000-665.3	Sub-Agency Account Interest	7,535.90	107,468.75	59,990.00	179.14
000-674	Donations-Unrestricted	0.00	4,289.78	7,000.00	61.28
000-674.1	Donations-Restricted	0.00	950.00	1,000.00	95.00
000-674.2	Donations-Friends	0.00	13,059.44	18,000.00	72.55
000-680	Other Income	0.00	1,028.22	0.00	0.00
000-699	Trans from Other Funds	0.00	0.00	3,482,000.00	0.00
	<b>Total Revenue</b>	<u>13,824.82</u>	<u>2,891,515.43</u>	<u>6,300,000.00</u>	<u>45.90</u>
	<b>Gross Profit</b>	<u>13,824.82</u>	<u>2,891,515.43</u>	<u>6,300,000.00</u>	<u>45.90</u>
<b>Operating Expenses</b>					
790-702	Salaries	99,135.44	1,088,169.20	1,300,000.00	83.71
790-716	Employee Insurance/Benefits	13,833.06	62,151.11	80,000.00	77.69
790-719	Health Reimbursement	1,665.98	17,403.19	21,000.00	82.87
790-722	Employer FICA	7,408.46	82,305.19	97,500.00	84.42
790-723	Retirement	6,632.16	36,112.37	38,000.00	95.03
790-727	Office Supplies	477.68	3,389.66	6,000.00	56.49
790-727.3	Supplies-Youth	261.90	1,509.38	1,600.00	94.34
790-727.4	Cartridges	97.34	2,523.98	4,300.00	58.70
790-730	Postage	146.00	752.48	700.00	107.50
790-732	Cleaning Supplies	242.29	3,568.60	6,000.00	59.48
790-734	Processing Supplies	211.85	9,373.01	11,000.00	85.21
790-740	Equipment	1,469.00	38,515.42	31,000.00	124.24
790-750.1	Adult Programming	1,185.46	13,000.62	18,000.00	72.23
790-750.2	Teen Programming	480.90	6,763.61	10,000.00	67.64
790-750.3	Youth Programming	2,254.90	9,730.97	14,000.00	69.51
790-750.4	Programming funded by Friends	0.00	5,039.61	7,500.00	67.19
790-752.1	Summer Reading-Adult	220.97	2,763.03	3,000.00	92.10
790-752.2	Summer Reading-Teen	168.81	1,661.15	2,000.00	83.06
790-752.3	Summer Reading-Youth	113.87	4,952.04	5,000.00	99.04
790-760	Youth Toys/Realia	39.47	1,868.89	2,100.00	88.99
790-762.1	Adult ETC	150.69	2,071.63	3,000.00	69.05
790-762.3	Youth ETC	0.00	1,394.24	2,000.00	69.71
790-770	Periodicals	1,556.13	7,646.50	12,300.00	62.17
790-772.1	eLibrary-Adults	19,918.34	130,304.36	132,000.00	98.72
790-772.4	eLibrary Funded by Friends	0.00	5,000.00	5,000.00	100.00

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

		<b>1 Month Ended</b>	<b>10 Months</b>	<b>12 Months Ended</b>	<b>Year to Date</b>
		<b>September 30,</b>	<b>September 30,</b>	<b>November 30, 2024</b>	<b>Percentage</b>
		<b>2024</b>	<b>2024</b>	<b>Budget</b>	<b>Budget</b>
		<b>Actual</b>	<b>Actual</b>		
790-780	Software	5,680.88	13,672.78	25,000.00	54.69
790-785	Online Database	1,795.00	26,862.98	43,000.00	62.47
790-801	PS-Auditor	0.00	26,080.00	25,600.00	101.88
790-802	PS-Bookkeeping	645.00	6,450.00	11,300.00	57.08
790-803	PS-Attorney	0.00	122.50	2,600.00	4.71
790-804	PS-Consultants	0.00	0.00	8,000.00	0.00
790-805	PS--Computer Consultants	1,400.00	1,400.00	5,000.00	28.00
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	280.64	2,907.84	22,000.00	13.22
790-851	Telephone	478.35	4,676.04	5,600.00	83.50
790-860	Travel/Lodging	390.05	789.49	3,000.00	26.32
790-880	Marketing	0.00	11,638.39	16,000.00	72.74
790-885	Misc Funded by Friends	0.00	1,410.91	0.00	0.00
790-920	Electricity	5,346.26	40,642.62	50,000.00	81.29
790-921	Gas	817.50	17,424.69	17,000.00	102.50
790-922	Water	0.00	4,236.32	6,700.00	63.23
790-930	Building Maintenance	754.12	15,949.22	30,000.00	53.16
790-932	Grounds Maintenance	0.00	35,503.96	40,100.00	88.54
790-934	Equipment Maintenance	136.62	7,752.98	12,000.00	64.61
790-955	Grants	688.13	5,375.25	0.00	0.00
790-956	Miscellaneous	0.00	805.36	1,600.00	50.34
790-956.1	Misc/Petty Cash	0.00	0.00	200.00	0.00
790-957	Continued Education	200.86	1,053.57	6,000.00	17.56
790-958	Dues	0.00	3,971.00	4,400.00	90.25
790-964	Tax Adjustment	0.00	119.76	4,500.00	2.66
790-964.4	MelCat Reimbursements	68.70	411.68	200.00	205.84
790-965	Bank Charges	346.50	3,485.98	4,500.00	77.47
790-969	Insurance	0.00	18,256.00	18,000.00	101.42
790-981	Books Funded by Friends	84.12	686.16	1,000.00	68.62
790-982.1	Adult Fiction	5,770.96	29,415.05	35,000.00	84.04
790-982.15	Large Print	509.00	4,343.88	9,000.00	48.27
790-982.2	Teen Fiction	962.23	5,718.35	10,000.00	57.18
790-982.3	Youth Fiction	2,773.35	20,742.53	25,000.00	82.97
790-983.1	Adult Nonfiction	3,955.77	21,282.69	35,000.00	60.81
790-983.15	Reference	0.00	2,709.26	4,000.00	67.73
790-983.2	Teen Nonfiction	231.14	1,410.08	4,000.00	35.25
790-983.3	Youth Nonfiction	1,409.11	12,079.11	15,000.00	80.53
790-984.1	Audiobooks-Adult	42.99	2,198.43	8,000.00	27.48
790-984.2	Audiobooks-Teen	0.00	1,011.77	4,000.00	25.29
790-984.3	Audiobooks-Youth	90.98	4,227.04	6,500.00	65.03
790-985.1	DVD/Blu Rays-Adult	400.35	5,417.55	12,000.00	45.15
790-985.2	DVD/Blu Rays-Teen	0.00	153.82	500.00	30.76
790-985.3	DVD/Blu Rays-Youth	252.61	1,853.04	2,600.00	71.27
790-986.1	Music CDs-Adult	8.99	817.58	2,000.00	40.88
790-986.3	Music CDs-Youth	0.00	156.61	200.00	78.31
790-998	Special Projects	398,680.44	1,583,607.80	3,900,000.00	40.61
	<b>Total Operating Expenses</b>	<u>591,871.35</u>	<u>3,497,337.83</u>	<u>6,300,000.00</u>	<u>55.51</u>
	<b>Operating Income (Loss)</b>	<u>(578,046.53)</u>	<u>(605,822.40)</u>	<u>0.00</u>	<u>0.00</u>

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

	<b>1 Month Ended</b>	<b>10 Months Ended</b>	<b>12 Months Ended</b>	<b>Year to Date</b>
	<b>September 30, 2024 Actual</b>	<b>September 30, 2024 Actual</b>	<b>November 30, 2024 Budget</b>	<b>Percentage Budget</b>
<b>Other Income (Expenses)</b>				
000-665.4	Agency Account Interest	3,054.52	46,797.03	0.00
000-669	Sub-Agency Short Term Gain	0.00	31.37	0.00
000-669.1	Sub-Agency Long Term Gain	(70,786.84)	(70,786.84)	0.00
000-670	Sub-Agency Change in Market Value	111,870.41	274,748.21	0.00
000-670.4	Agency Change in Market Value	20,604.30	107,054.41	0.00
000-965.4	Agency Admin Charges	(931.11)	(8,799.52)	0.00
	<b>Total Other Income (Expenses)</b>	<u>63,811.28</u>	<u>349,044.66</u>	<u>0.00</u>
	<b>Net Income (Loss) Before Taxes</b>	<u>(514,235.25)</u>	<u>(256,777.74)</u>	<u>0.00</u>
	<b>Net Income (Loss)</b>	<u>\$ (514,235.25)</u>	<u>\$ (256,777.74)</u>	<u>\$ 0.00</u>

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

10/07/24

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
<b>628 · Printers-Revenue</b>								
Deposit	09/06/2024			Deposit		001 · Key Bank...	24.10	24.10
Deposit	09/13/2024			Deposit		001 · Key Bank...	8.40	32.50
Deposit	09/14/2024			Deposit		001 · Key Bank...	4.00	36.50
Deposit	09/17/2024			Deposit		001 · Key Bank...	5.20	41.70
Deposit	09/20/2024			Deposit		001 · Key Bank...	7.10	48.80
Deposit	09/20/2024			Deposit		001 · Key Bank...	11.90	60.70
Deposit	09/23/2024			Deposit		001 · Key Bank...	7.00	67.70
Deposit	09/24/2024			Deposit		001 · Key Bank...	35.00	102.70
Deposit	09/25/2024			Deposit		001 · Key Bank...	10.90	113.60
Deposit	09/26/2024			Deposit		001 · Key Bank...	2.00	115.60
Deposit	09/27/2024			Deposit		001 · Key Bank...	3.10	118.70
Deposit	09/30/2024			Deposit		001 · Key Bank...	2.00	120.70
Deposit	09/30/2024			Deposit		001 · Key Bank...	2.00	122.70
Deposit	09/30/2024			Deposit		001 · Key Bank...	8.50	131.20
Total 628 · Printers-Revenue							131.20	131.20
<b>629 · Non-Resident Fees</b>								
Deposit	09/03/2024			Deposit		001 · Key Bank...	150.00	150.00
Deposit	09/05/2024			Deposit		001 · Key Bank...	40.00	190.00
Deposit	09/13/2024			Deposit		001 · Key Bank...	25.00	215.00
Deposit	09/14/2024			Deposit		001 · Key Bank...	150.00	365.00
Deposit	09/17/2024			Deposit		001 · Key Bank...	25.00	390.00
Deposit	09/20/2024			Deposit		001 · Key Bank...	25.00	415.00
Total 629 · Non-Resident Fees							415.00	415.00
<b>658 · Fines-Overdue Materials</b>								
Deposit	09/06/2024			Deposit		001 · Key Bank...	32.00	32.00
Deposit	09/10/2024			Deposit		001 · Key Bank...	25.00	57.00
Deposit	09/13/2024			Deposit		001 · Key Bank...	5.00	62.00
Deposit	09/20/2024			Deposit		001 · Key Bank...	85.68	147.68
Deposit	09/23/2024			Deposit		001 · Key Bank...	13.95	161.63
Total 658 · Fines-Overdue Materials							161.63	161.63
<b>658.1 · Materials Replacement Fees</b>								
Deposit	09/03/2024			Deposit		001 · Key Bank...	14.99	14.99
Deposit	09/05/2024			Deposit		001 · Key Bank...	27.98	42.97
Deposit	09/06/2024			Deposit		001 · Key Bank...	42.99	85.96
Deposit	09/06/2024			Deposit		001 · Key Bank...	68.98	154.94
Deposit	09/09/2024			Deposit		001 · Key Bank...	14.99	169.93
Deposit	09/09/2024			Deposit		001 · Key Bank...	69.08	239.01
Deposit	09/10/2024			Deposit		001 · Key Bank...	39.93	278.94
Deposit	09/11/2024			Deposit		001 · Key Bank...	50.50	329.44
Deposit	09/14/2024			Deposit		001 · Key Bank...	12.99	342.43
Deposit	09/14/2024			Deposit		001 · Key Bank...	16.99	359.42
Deposit	09/18/2024			Deposit		001 · Key Bank...	17.89	377.31
Deposit	09/19/2024			Deposit		001 · Key Bank...	14.99	392.30

## Saline District Library Fund 101 Monthly Revenue September 2024

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Deposit	09/20/2024			Deposit		001 · Key Bank...	53.63	445.93
Deposit	09/23/2024			Deposit		001 · Key Bank...	19.28	465.21
Deposit	09/26/2024			Deposit		001 · Key Bank...	5.99	471.20
Total 658.1 · Materials Replacement Fees							471.20	471.20
<b>665.1 · General Account Interest</b>								
Deposit	09/30/2024			Deposit		001 · Key Bank...	144.55	144.55
Total 665.1 · General Account Interest							144.55	144.55
<b>665.2 · CDs Interest</b>								
Deposit	09/24/2024			Interest from ...		001 · Key Bank...	12,565.31	12,565.31
Total 665.2 · CDs Interest							12,565.31	12,565.31
<b>699 · Transfer from Other Funds</b>								
Deposit	09/05/2024			Deposit		001 · Key Bank...	150,000.00	150,000.00
Deposit	09/16/2024			Deposit		001 · Key Bank...	350,000.00	500,000.00
Deposit	09/24/2024			Cashed out C...		001 · Key Bank...	200,000.00	700,000.00
Total 699 · Transfer from Other Funds							700,000.00	700,000.00
<b>TOTAL</b>							<b>713,888.89</b>	<b>713,888.89</b>

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

Type	Date	Num	Name	Memo	Amount
<b>702 · Salaries</b>					
Bill	09/06/2024	8/16/2...	THERESA SCHMIDT	Check bounc...	428.83
Check	09/13/2024			pay period en...	33,883.55
Check	09/13/2024			MERS Pay P...	1,994.47
Check	09/13/2024			MERS Staff L...	88.19
Check	09/13/2024			MERS Staff L...	149.81
Check	09/13/2024			MERS 457 Pa...	2,881.50
Check	09/28/2024			pay period en...	34,315.54
Check	09/28/2024			MERS Pay P...	2,014.54
Check	09/28/2024			MERS Staff L...	88.19
Check	09/28/2024			MERS Staff L...	149.81
Check	09/28/2024			MERS 457 Pa...	2,898.02
Total 702 · Salaries					78,892.45
<b>716 · Employee Insurances/Benefits</b>					
Bill	09/05/2024	9/1-9/...	BLUE CROSS BLU...		7,262.63
Bill	09/17/2024	10/1-1...	BLUE CROSS BLU...	10/1/2024-10/...	7,262.63
Bill	09/17/2024	CID 9...	SBIS	10/1/2024-10/...	1,171.74
Total 716 · Employee Insurances/Benefits					15,697.00
<b>719 · Health Reimbursement</b>					
Bill	09/17/2024	ADM0...	EHIM		165.50
Bill	09/17/2024	FND0...	EHIM		1,500.48
Total 719 · Health Reimbursement					1,665.98
<b>723 · Retirement</b>					
Check	09/13/2024			MERS Pay P...	839.37
Check	09/28/2024			MERS Pay P...	1,954.13
Total 723 · Retirement					2,793.50
<b>727 · Office Supplies</b>					
Bill	09/11/2024	9/18/2...	AMAZON CAPITAL ...		282.65
Bill	09/12/2024	9/12/2...	KEYBANK - NATIO...		35.53
Bill	09/17/2024	70019...	STAPLES		151.03
Bill	09/17/2024	9/4/20...	NORA CARICHNER		8.47
Total 727 · Office Supplies					477.68
<b>727.3 · Supplies-Youth</b>					
Bill	09/11/2024	9/18/2...	AMAZON CAPITAL ...		261.90
Total 727.3 · Supplies-Youth					261.90
<b>727.4 · Cartridges</b>					
Bill	09/11/2024	9/18/2...	AMAZON CAPITAL ...		97.34

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

Type	Date	Num	Name	Memo	Amount
Total 727.4 · Cartridges					97.34
<b>730 · Postage</b>					
Bill	09/12/2024	9/12/2...	KEYBANK - NATIO...		146.00
Total 730 · Postage					146.00
<b>732 · Cleaning Supplies</b>					
Bill	09/17/2024	70019...	STAPLES		242.29
Total 732 · Cleaning Supplies					242.29
<b>734 · Processing Supplies</b>					
Bill	09/09/2024	7527930	DEMCO INC		22.44
Bill	09/11/2024	9/18/2...	AMAZON CAPITAL ...		73.96
Bill	09/17/2024	70019...	STAPLES		79.12
Bill	09/17/2024	7534238	DEMCO INC		36.33
Total 734 · Processing Supplies					211.85
<b>740 · Equipment</b>					
Bill	09/17/2024	74420	THE LIBRARY NET...	Dell Micro Sta...	1,469.00
Total 740 · Equipment					1,469.00
<b>750.1 · Adult Programming</b>					
Bill	09/09/2024	9/2-9/...	MCFRY, JO ANN Y...	8 total yoga cl...	400.00
Bill	09/11/2024	9/18/2...	AMAZON CAPITAL ...		680.52
Bill	09/12/2024	9/12/2...	KEYBANK - NATIO...		104.94
Total 750.1 · Adult Programming					1,185.46
<b>750.2 · Teen Programming</b>					
Bill	09/11/2024	9/18/2...	AMAZON CAPITAL ...		480.90
Total 750.2 · Teen Programming					480.90
<b>750.3 · Youth Programming</b>					
Bill	09/09/2024	7220	MIDWEST SCHOO...	Deposit	125.00
Bill	09/09/2024	7221	SLOAN MUSEUM O...	Build a Buggy...	303.00
Bill	09/09/2024	7222	BEVERLY MEYER	The Music Lady	400.00
Bill	09/09/2024	61461...	SCHOLASTIC INC.		157.29
Bill	09/09/2024	73235...	OTC BRANDS, INC.		125.79
Bill	09/09/2024	73241...	OTC BRANDS, INC.		28.12
Bill	09/11/2024	9/18/2...	AMAZON CAPITAL ...		299.97
Bill	09/12/2024	9/12/2...	KEYBANK - NATIO...		100.75
Bill	09/17/2024	73260...	OTC BRANDS, INC.	program supp...	14.98
Bill	09/17/2024	171	ROBIN HARPER	DIDGERIDO...	700.00
Total 750.3 · Youth Programming					2,254.90

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

Type	Date	Num	Name	Memo	Amount
<b>752.1 · Summer Reading-Adult</b>					
Bill	09/12/2024	9/12/2...	KEYBANK - NATIO...		220.97
Total 752.1 · Summer Reading-Adult					220.97
<b>752.2 · Summer Reading-Teen</b>					
Bill	09/11/2024	9/18/2...	AMAZON CAPITAL ...		168.81
Total 752.2 · Summer Reading-Teen					168.81
<b>752.3 · Summer Reading-Youth</b>					
Bill	09/11/2024	9/18/2...	AMAZON CAPITAL ...		113.87
Total 752.3 · Summer Reading-Youth					113.87
<b>760 · Youth Toys/Realia</b>					
Bill	09/12/2024	9/12/2...	KEYBANK - NATIO...		39.47
Total 760 · Youth Toys/Realia					39.47
<b>762.1 · Adult ETC</b>					
Bill	09/11/2024	9/18/2...	AMAZON CAPITAL ...		150.69
Total 762.1 · Adult ETC					150.69
<b>770 · Periodicals</b>					
Bill	09/09/2024	164406	WASHTENAW NE...		1,374.13
Bill	09/17/2024	36521...	THE NEW YORK TI...	9/2/24-8/31/2...	182.00
Total 770 · Periodicals					1,556.13
<b>772.1 · Ebooks-Adult</b>					
Bill	09/05/2024	74358	THE LIBRARY NET...		9,437.29
Bill	09/09/2024	50598...	MIDWEST TAPE	Hoopla	6,963.40
Bill	09/09/2024	41339...	KANOPY, INC.		517.65
Bill	09/17/2024	CD01...	OVERDRIVE, INC		3,000.00
Total 772.1 · Ebooks-Adult					19,918.34
<b>780 · Software</b>					
Bill	09/12/2024	9/12/2...	KEYBANK - NATIO...		199.98
Bill	09/17/2024	74420-A	THE LIBRARY NET...	Deep Freeze ...	1,784.50
Bill	09/17/2024	INV-U...	ENVISIONWARE, I...	INV-US-72669	3,696.40
Total 780 · Software					5,680.88
<b>785 · Online Database</b>					
Bill	09/09/2024	91011...	EBSCO INFORMAT...	9/1/2024-8/31...	1,795.00
Total 785 · Online Database					1,795.00
<b>802 · Professional Services-Bookkeep</b>					



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

Type	Date	Num	Name	Memo	Amount
Bill	09/12/2024		STROM ACCOUNTI...		645.00
Total 802 · Professional Services-Bookkeep					645.00
<b>805 · Professional service-Computer</b>					
Bill	09/09/2024	74398	THE LIBRARY NET...	Additional PC ...	700.00
Bill	09/09/2024	74397	THE LIBRARY NET...	Support Hours	700.00
Total 805 · Professional service-Computer					1,400.00
<b>850 · Internet</b>					
Bill	09/09/2024	9/13/2...	T-MOBILE	Hot Spots	280.64
Total 850 · Internet					280.64
<b>851 · Telephone</b>					
Bill	09/20/2024	72224	TELNET WORLDWI...		478.35
Total 851 · Telephone					478.35
<b>860 · Travel/Lodging</b>					
Bill	09/09/2024	8/22/2...	SOERENS, KELLY	Mileage for su...	20.49
Bill	09/12/2024	9/12/2...	KEYBANK - NATIO...		369.56
Total 860 · Travel/Lodging					390.05
<b>920 · Electricity</b>					
Bill	09/11/2024		DTE ENERGY - EL...		5,346.26
Total 920 · Electricity					5,346.26
<b>921 · Gas</b>					
Bill	09/11/2024		DTE ENERGY - GAS		817.50
Total 921 · Gas					817.50
<b>930 · Building Maintenance</b>					
Bill	09/09/2024	240217	WYANDOTTE ALA...		135.00
Bill	09/09/2024	71806	MCW PARTNERS, ...		255.00
Bill	09/09/2024	87789...	WASTE MANAGEM...		256.62
Bill	09/09/2024	305071	CHELSEA LUMBE...		21.36
Bill	09/09/2024	307790	CHELSEA LUMBE...		43.48
Bill	09/09/2024	92249...	GRAINGER		24.82
Bill	09/17/2024	92403...	GRAINGER		17.84
Total 930 · Building Maintenance					754.12
<b>934 · Equipment Maintenance</b>					
Bill	09/09/2024	50700...	RICOH USA, INC		8.72
Bill	09/17/2024	74407	THE LIBRARY NET...		127.90

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

Type	Date	Num	Name	Memo	Amount
Total 934 · Equipment Maintenance					136.62
<b>955 · Grants</b>					
Bill	09/17/2024	9/10/2...	LUPTON, JENNIFER	Wind chime r...	351.28
Bill	09/17/2024	9/10/2...	HARMON, CATHER...		336.85
Total 955 · Grants					688.13
<b>957 · Continuing Education</b>					
Bill	09/09/2024	AR-11...	MIDWEST COLLAB...	Evan Smale	80.00
Bill	09/17/2024	SO10...	SEED SAVERS EX...	Virtual Seed ...	120.86
Total 957 · Continuing Education					200.86
<b>964.4 · MelCat Reimbursements</b>					
Bill	09/09/2024	31513...	ROSEVILLE PUBLI...		40.00
Bill	09/17/2024	9/9/20...	MCDONALD PUBLI...		28.70
Total 964.4 · MelCat Reimbursements					68.70
<b>965 · Bank Charges</b>					
Check	09/03/2024			KB merch fee	30.39
Check	09/03/2024			KB merch. fee	25.90
Check	09/10/2024			Aug. Analysis ...	290.21
Total 965 · Bank Charges					346.50
<b>981 · Books funded by friends</b>					
Bill	09/17/2024	8/1-8/...	BAKER & TAYLOR		84.12
Total 981 · Books funded by friends					84.12
<b>982.1 · Adult Fiction</b>					
Bill	09/05/2024	7/1/-7/...	BAKER & TAYLOR		3,242.47
Bill	09/17/2024	8/1-8/...	BAKER & TAYLOR		2,528.49
Total 982.1 · Adult Fiction					5,770.96
<b>982.15 · Large Print</b>					
Bill	09/05/2024	7/1/-7/...	BAKER & TAYLOR		392.42
Bill	09/17/2024	8/1-8/...	BAKER & TAYLOR		116.58
Total 982.15 · Large Print					509.00
<b>982.2 · Teen Fiction</b>					
Bill	09/05/2024	7/1/-7/...	BAKER & TAYLOR		296.20
Bill	09/17/2024	8/1-8/...	BAKER & TAYLOR		666.03
Total 982.2 · Teen Fiction					962.23
<b>982.3 · Youth Fiction</b>					
Bill	09/05/2024	7/1/-7/...	BAKER & TAYLOR		416.64

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

Type	Date	Num	Name	Memo	Amount
Bill	09/17/2024	8/1-8/...	BAKER & TAYLOR		2,356.71
Total 982.3 · Youth Fiction					2,773.35
<b>983.1 · Adult Nonfiction</b>					
Bill	09/05/2024	7/1/-7/...	BAKER & TAYLOR		2,329.95
Bill	09/11/2024	9/18/2...	AMAZON CAPITAL ...		14.90
Bill	09/17/2024	8/1-8/...	BAKER & TAYLOR		1,610.92
Total 983.1 · Adult Nonfiction					3,955.77
<b>983.2 · Teen Nonfiction</b>					
Bill	09/17/2024	8/1-8/...	BAKER & TAYLOR		231.14
Total 983.2 · Teen Nonfiction					231.14
<b>983.3 · Youth Nonfiction</b>					
Bill	09/05/2024	7/1/-7/...	BAKER & TAYLOR		870.12
Bill	09/09/2024	260111	CHERRY LAKE PU...		22.45
Bill	09/17/2024	8/1-8/...	BAKER & TAYLOR		516.54
Total 983.3 · Youth Nonfiction					1,409.11
<b>984.1 · Audiobooks-Adult</b>					
Bill	09/09/2024	8/1-8/...	MIDWEST TAPE		42.99
Total 984.1 · Audiobooks-Adult					42.99
<b>984.3 · Audiobooks-Youth</b>					
Bill	09/09/2024	8/1-8/...	MIDWEST TAPE		90.98
Total 984.3 · Audiobooks-Youth					90.98
<b>985.1 · DVDBlu Rays-Adult</b>					
Bill	09/09/2024	8/1-8/...	MIDWEST TAPE		400.35
Total 985.1 · DVDBlu Rays-Adult					400.35
<b>985.3 · DVD/Blu Rays-Youth</b>					
Bill	09/09/2024	8/1-8/...	MIDWEST TAPE		252.61
Total 985.3 · DVD/Blu Rays-Youth					252.61
<b>986.1 · Music CDs-Adult</b>					
Bill	09/09/2024	8/1-8/...	MIDWEST TAPE		8.99
Total 986.1 · Music CDs-Adult					8.99
<b>998 · Special Projects</b>					
Bill	09/05/2024	42869	QUINN EVANS		22,230.10
Bill	09/17/2024	42963	QUINN EVANS		9,325.00

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Accrual Basis

### Saline District Library Fund 101

## Bill List

September 2024

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<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Bill	09/24/2024	624	MCCARTHY & SMI...		367,125.34
Total 998 - Special Projects					398,680.44
<b>TOTAL</b>					<b>562,245.18</b>



**Library Director's Report  
Submitted by Karrie Waarala  
October 15, 2024**

- Updates to the Library Renovation and Site Improvement Project include:
  - McCarthy & Smith has submitted their fourth monthly Cost Control Book Report, covering work completed through September 23, for a total of \$349,069.55 (see Appendix).
  - Due to delays with the steel structure needed to support the “floating” wood slat ceiling over the new main desk, Phase 2 has been extended through the end of October. The wooden slats themselves won't arrive until Friday, October 25, which means that installation of the new main desk won't occur until October 31.
  - After much consideration and planning, it has been determined that the library will need to close Wednesday, October 30 – Friday, November 1, and again on Tuesday, November 5, in order for the shift from Phase 2 to Phase 3 to take place in a way that is safest for the public and best for members of the SDL staff. This shift is extensive due to the change in public entrances and parking from the main entrance to the northwest entrance. We are fortunate that the library has only had to close a handful of days so far for such an extensive renovations project.
  - Mulder's Moving has been rescheduled for October 28-31. They may return for a final day on Tuesday, November 5 if needed.
  - Phase 2 carpet is almost complete. Restroom tiling has been completed and new drinking fountains installed. Plumbing continues the week of October 14, and casework installation is almost complete.
  - Phase 1 furniture will arrive and be installed on October 30. New shelves for the Teen Room and the ETC Collection, as well as new end panels for the AV shelves, will arrive and be installed on November 11.

- The plaza and story trail are complete, and story signs have been installed. Plaza benches have been placed, and the pavilion roof deck is underway. While much landscaping has been done, much of it did not comply with the landscape architect's drawing and requirements. Meetings are underway with the landscape contractors to determine next steps.
- The [Manhattan Short Film Festival](#) was once again a success. With the on-screen advertising at Emagine, we had 151 participants this year, up from 107 last year. Kudos to Jessica Lash for continuing to spearhead this important event.
- This year's [Great Fall Read](#) for teens and adults is *The Birds and Other Stories* by Daphne du Maurier. [Weekly online questions](#) based on the book started Saturday, October 5, and a series of weekly [Creepy Crafts to Go](#) take-home craft kits. The [Great Fall Read Literature Walk](#) will be along the Leslee Niethammer Memorial Trail since the new story trail will not be ready yet.
- Fall programming shifts to The 109 Cultural Exchange on October 14. We are grateful to Saline Main Street for letting us use the space for our programs during renovations. Upcoming programs of note include [Halloween Storytime](#), [Make It Monday at Carrigan Café](#), and virtual programs [Compassion & Choices: End of Life Care](#) and [Avoiding Scams](#).
- October 20-26 is [National Friends of Libraries Week](#), and Saline City Council has made [an official proclamation](#) recognizing NFLW and the Friends of the Saline District Library. We appreciate all of the wonderful support we receive from the Friends and are glad to see recognition of their contributions.
- Voting is still open until October 15 for the [Ann Arbor Family Press 2024 Family Favorites](#). SDL has once again been nominated for Favorite Library Branch, and this would be our 6<sup>th</sup> year in a row if selected.
- Our new Part-Time Adult Assistant position, Taylor Konwinski, started on October 2.

# Saline District Library

Saline, Michigan

## Pay Structure Review and Recommendations for FY2025

Edmund B. Ura  
Erin M. Roberts  
ElementOne Consulting, Inc.  
Royal Oak, MI

September 30, 2024



**Edmund B. Ura,**  
ebura@elementoneconsulting.com  
**Erin M. Roberts,**  
emroberts@elementoneconsulting.com

www.elementoneconsulting.com

**ElementOne Consulting, Inc.**  
Royal Oak, MI 48067  
(248) 507-4670



## **SUMMARY**

This report contains the results of our study of competitive compensation levels for Saline District Library (SDL), and our recommended pay ranges for both the market-based and the MIT living wage for the upcoming fiscal year ending November 30, 2025.

Due to the dramatic increase in this year's MIT living wage calculations, we have attached both the market base ranges as well as the living wage ranges. When compared to last year's FY2024 living wage ranges, the recommended market-based pay structure increases at an average rate of about 2.1% across all the grade levels starting at Grade 2. The recommended MIT living wage pay structure increases at an average rate of about 15.2% ranging from 24.4% in grade 2 down to 2.0% in grade 18. This overall 15.2% represents an increase of the MIT Detroit Metropolitan Area living wage calculation for one single adult with no children from \$16.43 per hour to \$20.45 per hour. The Washtenaw County living wage calculation for this year continues to be higher than the numbers for Detroit Metro.

In both scenarios, the director range increases by 4.4% and the increases represent one year of labor market growth and a slight increase in projected fiscal year revenue from \$2.6 million to \$3.0 million when reviewing the market data.

## PROCESS

The Saline District Library pay grades and ranges are based on an approach that considers three aspects of pay:

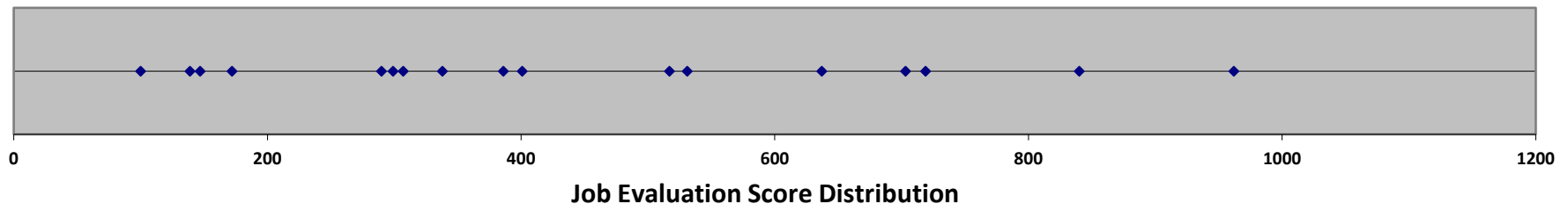
- The contribution of jobs to the organization, as measured by the job evaluation plan
- The competitive market for jobs, determined by research into labor market studies, and
- The ability of individuals to perform the specific duties and responsibilities of their jobs

### **Job Evaluation**

The job evaluation program assesses the contribution of jobs to the organization by looking at various characteristics, namely:

- Knowledge, skills & ability
- Problem solving
- Scope of authority & decision making
- Communications & contacts
- Impact of work performance

Each of the characteristics above is defined through a series of ever-increasing definitions of complexity and every position at SDL has been reviewed and evaluated using this criteria. Once the individual points have been determined they are added together to give each job an overall score. Jobs with similar scores are then placed in the same pay grade. Any new jobs and thus job evaluations at SDL since the original program was implemented have been incorporated in our analysis. The distribution of scores, including changes reported to ElementOne by SDL, is illustrated below:



The number of ranges was originally determined by looking at the number of “job groupings” based on total point scores, ensuring that jobs which represented “promotions” would be separated, and then dividing the range of total scores into grades to accommodate these groupings and provide for growth and development of new jobs.

**Pay Grade Assignments**

As jobs change and evolve, the job evaluation plan will generate new point totals, which may result in pay grade reassignments. In addition, when new jobs are created they will also be evaluated and assigned to an existing pay grade. These evaluations are designed to be administered by SDL with occasional assistance by ElementOne.

## **METHODOLOGY**

### ***Competitive Market Data***

Each year, ElementOne conducts a review of published surveys to determine, for as many jobs as possible, the prevailing “market rate.” The market for each job is defined in terms of the geographic area in which recruiting typically takes place, the industry in which Saline District Library likely competes for employees, as well as similar sized organizations with whom SDL is fiscally able to compete. The review for FY2025 was based on an estimated \$3 million in revenue.

It is important to note that market data is based on the “cost of labor” in a given area, rather than the “cost of living.” Different geographic areas may have higher or lower costs for items such as housing; however, this does not necessarily translate to different levels of pay. Additionally, changes in the market rates reflect changes in what employers are paying, and will not necessarily reflect changes in the cost of living as measured by the Consumer Price Index.

The surveys selected are based on their consistent publication, sufficient sample size and ability to provide segments of data that reflect the real markets in which SDL competes for talent. This year, the review included the following studies:

- American Library Association, Public Librarian Salary Survey
- Bureau of Labor Statistics, Metropolitan Area Compensation Study
- Detroit Suburban Library Roundtable, Statistics Compilation Report
- Economic Research Institute, Salary Assessor
- Michigan Public Library Statistics

Data from the surveys was used for as many of the SDL jobs as possible. In each survey, the data is “projected” to a common date (June 1, 2025, the middle of the fiscal year) based on reported actual and planned increases to market rates. A simple average of the sources was calculated that represents the market rate for each job.

**Pay Range Development**

The pay ranges are developed using a single regression process in which the internal evaluation scores are the “independent” variable and the labor market rates are the “dependent” variable. The resulting equation, or “payline,” serves as the means for developing the midpoint of each range. The range of pay, and resulting pay levels, are derived mathematically from the midpoint. Displayed below in black is the payline from which the market-based structure update was created and the red payline is the mathematical model from which the MIT living wage ranges are calculated. Essentially this living wage payline hinges at the top of the market-based payline which is the rate for the Library Director.



***Individual Pay Adjustments***

The pay administration program provides guidance for individual increases. Employees are assessed based on their ability to perform the specific functions outlined in their job descriptions. Once an employee is able to perform every job function at the performance levels expected by SDL, their target pay will be in the “Mastery” portion of the ranges, formerly known as “Zone 3,” which represents a position in which pay is both externally competitive and fully in line with the organization’s objectives. Most employees will master their job over time; many will spend several years in a developmental mode and will be paid the “Developing” portion of the range, formerly “Zone 2”. Occasionally employees whose performance is far above expectations will be paid in the “Added Value” (Zone 4) portion or, in very rare and exceptional cases, paid in the “Unique” part of the range.

**Saline District Library**  
**Pay Structure Review & Recommendations for FY2025 – September 30, 2024**

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**Pay Ranges**

The two charts below display the hourly midpoints for each grade for the FY2024 as compared to the current FY2025 recommendations for the market base and MIT living wage structures. In between the midpoint column is the percent difference between the midpoints.

<b>Grade</b>	<b>Midpoint for FY2024 Living Wage</b>	<b>% Change from FY2025</b>	<b>Midpoint for FY2025 Market Based</b>
19	55.48	4.4%	57.93
18	47.36	2.0%	48.32
17	41.83	2.0%	42.64
16	36.92	2.0%	37.64
15	33.61	2.0%	34.28
14	31.59	2.0%	32.21
13	29.66	2.1%	30.29
12	27.88	2.1%	28.46
11	26.20	2.0%	26.73
10	24.62	2.0%	25.10
9	23.46	2.0%	23.94
8	22.79	1.9%	23.22
7	22.07	2.0%	22.50
6	21.39	2.0%	21.83
5	20.72	2.1%	21.15
4	20.10	1.9%	20.48
3	19.47	2.0%	19.86
2	18.89	2.0%	19.28
1C	17.12	1.4%	17.36
1B	15.29	0.9%	15.43
1A	13.51	0.0%	13.51

**Saline District Library**  
**Pay Structure Review & Recommendations for FY2025 – September 30, 2024**

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<b>Grade</b>	<b>Midpoint for FY2024 Living Wage</b>	<b>% Change from FY2025</b>	<b>Midpoint for FY2025 Living Wage</b>
19	55.48	4.4%	57.93
18	47.36	2.0%	48.32
17	41.83	4.7%	43.80
16	36.92	7.7%	39.76
15	33.61	9.9%	36.92
14	31.59	11.3%	35.14
13	29.66	13.0%	33.51
12	27.88	14.3%	31.88
11	26.20	16.0%	30.38
10	24.62	17.6%	28.94
9	23.46	18.9%	27.88
8	22.79	19.4%	27.21
7	22.07	20.3%	26.54
6	21.39	21.1%	25.91
5	20.72	22.0%	25.29
4	20.10	22.7%	24.66
3	19.47	23.7%	24.09
2	18.89	24.4%	23.51
1C	17.12	18.0%	20.19
1B	15.29	10.1%	16.83
1A	13.51	0.0%	13.51



## **FINDINGS & RECOMMENDATIONS FOR FY2025**

### ***Pay Structure Update for FY2025***

Based on the market data, and using the philosophy adopted by the organization in 2007, ElementOne has prepared a set of recommended pay ranges for Saline District Library for FY2025. The majority of SDL positions are included in the recommended FY2025 structure.

Due to the dramatic increase in this year's MIT living wage calculations, we have attached both the market base ranges as well as the living wage ranges. When compared to last year's FY2024 living wage ranges, the recommended market-based pay structure increases at an average rate of about 2.1% across all the grade levels starting at Grade 2. The recommended MIT living wage pay structure increases at an average rate of about 15.2% ranging from 24.4% in grade 2 down to 2.0% in grade 18. This overall 15.2% represents an increase of the MIT Detroit Metropolitan Area living wage calculation for one single adult with no children from \$16.43 per hour to \$20.45 per hour. The Washtenaw County living wage calculation for this year continues to be higher than the numbers for Detroit Metro.

In both scenarios, the director range increases by 4.4% and the increases represent one year of labor market growth and a slight increase in projected fiscal year revenue from \$2.6 million to \$3.0 million when reviewing the market data.

The salary structures are displayed in annualized and hourly formats. The market base ranges are displayed in Exhibits 1a and 2a. The MIT living wage ranges are displayed in Exhibits 1b and 2b.

**Saline District Library**  
**Pay Structure Review & Recommendations for FY2025**

**Exhibit 1a - Recommended Base Pay Structure Ranges for FY2025 (9/30/2024) - Market Based**

Grade	Point Range		Entry		Mastery		Unique		
	Low	High	Minimum	Developing	Midpoint	Added Value	Maximum		
<b>ANNUAL AMOUNTS</b>									
19	900	1000	92,700	103,800	114,900	<b>120,500</b>	126,100	137,200	148,300
18	800	899	78,800	87,500	96,100	<b>100,500</b>	104,800	113,400	122,100
17	700	799	69,600	77,300	84,900	<b>88,700</b>	92,600	100,200	107,900
16	600	699	61,400	68,200	74,900	<b>78,300</b>	81,700	88,400	95,200
15	550	599	57,000	62,700	68,400	<b>71,300</b>	74,100	79,800	85,500
14	500	549	53,600	59,000	64,300	<b>67,000</b>	69,700	75,000	80,400
13	450	499	50,400	55,400	60,500	<b>63,000</b>	65,500	70,600	75,600
12	400	449	48,300	52,600	57,000	<b>59,200</b>	61,300	65,700	70,000
11	350	399	45,400	49,500	53,600	<b>55,600</b>	57,600	61,700	65,800
10	300	349	42,600	46,400	50,300	<b>52,200</b>	54,100	58,000	61,800
9	275	299	41,500	44,800	48,100	<b>49,800</b>	51,500	54,800	58,100
8	250	274	40,300	43,500	46,700	<b>48,300</b>	50,000	53,200	56,400
7	225	249	39,000	42,100	45,200	<b>46,800</b>	48,400	51,500	54,600
6	200	224	37,800	40,800	43,800	<b>45,400</b>	46,900	49,900	52,900
5	175	199	37,400	40,000	42,600	<b>44,000</b>	45,300	47,900	50,500
4	150	174	36,300	38,800	41,400	<b>42,600</b>	43,900	46,500	49,000
3	125	149	35,100	37,600	40,000	<b>41,300</b>	42,500	44,900	47,400
2	100	124	34,900	37,000	39,100	<b>40,100</b>	41,200	43,300	45,400
1C	--	--	31,400	33,300	35,200	<b>36,100</b>	37,000	38,900	40,800
1B	--	--	27,900	29,600	31,300	<b>32,100</b>	32,900	34,600	36,300
1A	--	--	24,960	26,200	27,500	<b>28,100</b>	28,700	30,000	31,200

**Saline District Library**  
**Pay Structure Review & Recommendations for FY2025**

**Exhibit 1a - Recommended Base Pay Structure Ranges for FY2025 (9/30/2024) - Market Based**

Grade	Point Range		Entry		Mastery		Unique		
	Low	High	Minimum	Developing	Midpoint	Added Value	Maximum		
<b>HOURLY AMOUNTS</b>									
19	900	1000	44.57	49.90	55.24	<b>57.93</b>	60.63	65.96	71.30
18	800	899	37.88	42.07	46.20	<b>48.32</b>	50.38	54.52	58.70
17	700	799	33.46	37.16	40.82	<b>42.64</b>	44.52	48.17	51.88
16	600	699	29.52	32.79	36.01	<b>37.64</b>	39.28	42.50	45.77
15	550	599	27.40	30.14	32.88	<b>34.28</b>	35.63	38.37	41.11
14	500	549	25.77	28.37	30.91	<b>32.21</b>	33.51	36.06	38.65
13	450	499	24.23	26.63	29.09	<b>30.29</b>	31.49	33.94	36.35
12	400	449	23.22	25.29	27.40	<b>28.46</b>	29.47	31.59	33.65
11	350	399	21.83	23.80	25.77	<b>26.73</b>	27.69	29.66	31.63
10	300	349	20.48	22.31	24.18	<b>25.10</b>	26.01	27.88	29.71
9	275	299	19.95	21.54	23.13	<b>23.94</b>	24.76	26.35	27.93
8	250	274	19.38	20.91	22.45	<b>23.22</b>	24.04	25.58	27.12
7	225	249	18.75	20.24	21.73	<b>22.50</b>	23.27	24.76	26.25
6	200	224	18.17	19.62	21.06	<b>21.83</b>	22.55	23.99	25.43
5	175	199	17.98	19.23	20.48	<b>21.15</b>	21.78	23.03	24.28
4	150	174	17.45	18.65	19.90	<b>20.48</b>	21.11	22.36	23.56
3	125	149	16.88	18.08	19.23	<b>19.86</b>	20.43	21.59	22.79
2	100	124	16.78	17.79	18.80	<b>19.28</b>	19.81	20.82	21.83
1C	--	--	15.10	16.01	16.92	<b>17.36</b>	17.79	18.70	19.62
1B	--	--	13.41	14.23	15.05	<b>15.43</b>	15.82	16.63	17.45
1A	--	--	12.00	12.60	13.22	<b>13.51</b>	13.80	14.42	15.00

**Saline District Library**  
**Pay Structure Review & Recommendations for FY2025**

**Exhibit 1b - Recommended Base Pay Structure Ranges for FY2025 (9/30/2024) - Living Wage**

Grade	Point Range		Entry		Mastery		Unique		
	Low	High	Minimum	Developing	Midpoint	Added Value	Maximum		
<b>ANNUAL AMOUNTS</b>									
19	900	1000	92,700	103,800	114,900	<b>120,500</b>	126,100	137,200	148,300
18	800	899	78,800	87,500	96,100	<b>100,500</b>	104,800	113,400	122,100
17	700	799	71,500	79,400	87,200	<b>91,100</b>	95,100	102,900	110,800
16	600	699	64,900	72,000	79,200	<b>82,700</b>	86,300	93,500	100,600
15	550	599	61,400	67,500	73,700	<b>76,800</b>	79,800	86,000	92,100
14	500	549	58,500	64,400	70,200	<b>73,100</b>	76,100	81,900	87,800
13	450	499	55,800	61,400	67,000	<b>69,700</b>	72,500	78,100	83,700
12	400	449	54,100	59,000	63,800	<b>66,300</b>	68,700	73,500	78,400
11	350	399	51,600	56,200	60,900	<b>63,200</b>	65,500	70,200	74,800
10	300	349	49,100	53,500	57,900	<b>60,200</b>	62,400	66,800	71,200
9	275	299	48,300	52,200	56,000	<b>58,000</b>	59,900	63,700	67,600
8	250	274	47,200	51,000	54,800	<b>56,600</b>	58,500	62,300	66,100
7	225	249	46,000	49,700	53,400	<b>55,200</b>	57,000	60,700	64,400
6	200	224	44,900	48,500	52,100	<b>53,900</b>	55,700	59,300	62,900
5	175	199	44,800	47,900	51,100	<b>52,600</b>	54,200	57,400	60,500
4	150	174	43,700	46,800	49,800	<b>51,300</b>	52,900	55,900	59,000
3	125	149	42,600	45,600	48,600	<b>50,100</b>	51,500	54,500	57,500
2	100	124	42,500	45,100	47,600	<b>48,900</b>	50,200	52,700	55,300
1C	--	--	36,500	38,700	40,900	<b>42,000</b>	43,100	45,300	47,500
1B	--	--	30,400	32,200	34,000	<b>35,000</b>	35,900	37,700	39,500
1A	--	--	24,960	26,200	27,500	<b>28,100</b>	28,700	30,000	31,200

**Saline District Library**  
**Pay Structure Review & Recommendations for FY2025**

**Exhibit 1b - Recommended Base Pay Structure Ranges for FY2025 (9/30/2024) - Living Wage**

Grade	Point Range		Entry		Mastery		Unique		
	Low	High	Minimum	Developing	Midpoint	Added Value	Maximum		
<b>HOURLY AMOUNTS</b>									
19	900	1000	44.57	49.90	55.24	<b>57.93</b>	60.63	65.96	71.30
18	800	899	37.88	42.07	46.20	<b>48.32</b>	50.38	54.52	58.70
17	700	799	34.38	38.17	41.92	<b>43.80</b>	45.72	49.47	53.27
16	600	699	31.20	34.62	38.08	<b>39.76</b>	41.49	44.95	48.37
15	550	599	29.52	32.45	35.43	<b>36.92</b>	38.37	41.35	44.28
14	500	549	28.13	30.96	33.75	<b>35.14</b>	36.59	39.38	42.21
13	450	499	26.83	29.52	32.21	<b>33.51</b>	34.86	37.55	40.24
12	400	449	26.01	28.37	30.67	<b>31.88</b>	33.03	35.34	37.69
11	350	399	24.81	27.02	29.28	<b>30.38</b>	31.49	33.75	35.96
10	300	349	23.61	25.72	27.84	<b>28.94</b>	30.00	32.12	34.23
9	275	299	23.22	25.10	26.92	<b>27.88</b>	28.80	30.63	32.50
8	250	274	22.69	24.52	26.35	<b>27.21</b>	28.13	29.95	31.78
7	225	249	22.12	23.89	25.67	<b>26.54</b>	27.40	29.18	30.96
6	200	224	21.59	23.32	25.05	<b>25.91</b>	26.78	28.51	30.24
5	175	199	21.54	23.03	24.57	<b>25.29</b>	26.06	27.60	29.09
4	150	174	21.01	22.50	23.94	<b>24.66</b>	25.43	26.88	28.37
3	125	149	20.48	21.92	23.37	<b>24.09</b>	24.76	26.20	27.64
2	100	124	20.43	21.68	22.88	<b>23.51</b>	24.13	25.34	26.59
1C	--	--	17.55	18.61	19.66	<b>20.19</b>	20.72	21.78	22.84
1B	--	--	14.62	15.48	16.35	<b>16.83</b>	17.26	18.13	18.99
1A	--	--	12.00	12.60	13.22	<b>13.51</b>	13.80	14.42	15.00

**Saline District Library**  
**Pay Structure Review & Recommendations for FY2025**

**Exhibit 2a - Recommended Base Pay Structure for FY2025 (9/30/2024) - Market Based**

Grade	Eval. Score		Job Title	Job Score	Entry		Mastery		Unique		
	Low	High			Minimum	Developing	Midpoint	Added Value	Maximum		
<b>ANNUAL AMOUNTS</b>											
19	900	1000	Director	962	92,700	103,800	114,900	<b>120,500</b>	126,100	137,200	148,300
18	800	899	Assistant Director	840	78,800	87,500	96,100	<b>100,500</b>	104,800	113,400	122,100
17	700	799	Head of Adult Services Head of Youth Services	719 703	69,600	77,300	84,900	<b>88,700</b>	92,600	100,200	107,900
16	600	699	Technology Manager	637	61,400	68,200	74,900	<b>78,300</b>	81,700	88,400	95,200
15	550	599	no jobs assigned	--	57,000	62,700	68,400	<b>71,300</b>	74,100	79,800	85,500
14	500	549	Librarian II Support Services Manager	517 531	53,600	59,000	64,300	<b>67,000</b>	69,700	75,000	80,400
13	450	499	no jobs assigned	--	50,400	55,400	60,500	<b>63,000</b>	65,500	70,600	75,600
12	400	449	Librarian I	401	48,300	52,600	57,000	<b>59,200</b>	61,300	65,700	70,000
11	350	399	Administrative Assistant Facilities Coordinator	383 374	45,400	49,500	53,600	<b>55,600</b>	57,600	61,700	65,800
10	300	349	Cataloger Substitute Librarian Technology Assistant	307 338 317	42,600	46,400	50,300	<b>52,200</b>	54,100	58,000	61,800
9	275	299	Adult Assistant Youth Assistant	290 290	41,500	44,800	48,100	<b>49,800</b>	51,500	54,800	58,100
8	250	274	no jobs assigned	--	40,300	43,500	46,700	<b>48,300</b>	50,000	53,200	56,400
7	225	249	no jobs assigned	--	39,000	42,100	45,200	<b>46,800</b>	48,400	51,500	54,600
6	200	224	no jobs assigned	--	37,800	40,800	43,800	<b>45,400</b>	46,900	49,900	52,900
5	175	199	no jobs assigned	--	37,400	40,000	42,600	<b>44,000</b>	45,300	47,900	50,500
4	150	174	Library Assistant	172	36,300	38,800	41,400	<b>42,600</b>	43,900	46,500	49,000
3	125	149	Building Monitor Substitute Library Assistant Youth Desk Aide	139 127 147	35,100	37,600	40,000	<b>41,300</b>	42,500	44,900	47,400
2	100	124	Custodian	109	34,900	37,000	39,100	<b>40,100</b>	41,200	43,300	45,400
1C	--	--	no jobs assigned	--	31,400	33,300	35,200	<b>36,100</b>	37,000	38,900	40,800
1B	--	--	no jobs assigned	--	27,900	29,600	31,300	<b>32,100</b>	32,900	34,600	36,300
1A	--	--	Page	100	24,960	26,200	27,500	<b>28,100</b>	28,700	30,000	31,200

**Saline District Library**  
**Pay Structure Review & Recommendations for FY2025**

**Exhibit 2a - Recommended Base Pay Structure for FY2025 (9/30/2024) - Market Based**

Grade	Eval. Score		Job Title	Job Score	Entry		Mastery		Unique		
	Low	High			Minimum	Developing	Midpoint	Added Value	Maximum		
<b>HOURLY AMOUNTS</b>											
19	900	1000	Director	962	44.57	49.90	55.24	<b>57.93</b>	60.63	65.96	71.30
18	800	899	Assistant Director	840	37.88	42.07	46.20	<b>48.32</b>	50.38	54.52	58.70
17	700	799	Head of Adult Services Head of Youth Services	719 703	33.46	37.16	40.82	<b>42.64</b>	44.52	48.17	51.88
16	600	699	Technology Manager	637	29.52	32.79	36.01	<b>37.64</b>	39.28	42.50	45.77
15	550	599	no jobs assigned	--	27.40	30.14	32.88	<b>34.28</b>	35.63	38.37	41.11
14	500	549	Librarian II Support Services Manager	517 531	25.77	28.37	30.91	<b>32.21</b>	33.51	36.06	38.65
13	450	499	no jobs assigned	--	24.23	26.63	29.09	<b>30.29</b>	31.49	33.94	36.35
12	400	449	Librarian I	401	23.22	25.29	27.40	<b>28.46</b>	29.47	31.59	33.65
11	350	399	Administrative Assistant Facilities Coordinator	383 374	21.83	23.80	25.77	<b>26.73</b>	27.69	29.66	31.63
10	300	349	Cataloger Substitute Librarian Technology Assistant	307 338 317	20.48	22.31	24.18	<b>25.10</b>	26.01	27.88	29.71
9	275	299	Adult Assistant Youth Assistant	290 290	19.95	21.54	23.13	<b>23.94</b>	24.76	26.35	27.93
8	250	274	no jobs assigned	--	19.38	20.91	22.45	<b>23.22</b>	24.04	25.58	27.12
7	225	249	no jobs assigned	--	18.75	20.24	21.73	<b>22.50</b>	23.27	24.76	26.25
6	200	224	no jobs assigned	--	18.17	19.62	21.06	<b>21.83</b>	22.55	23.99	25.43
5	175	199	no jobs assigned	--	17.98	19.23	20.48	<b>21.15</b>	21.78	23.03	24.28
4	150	174	Library Assistant	172	17.45	18.65	19.90	<b>20.48</b>	21.11	22.36	23.56
3	125	149	Building Monitor Substitute Library Assistant Youth Desk Aide	139 127 147	16.88	18.08	19.23	<b>19.86</b>	20.43	21.59	22.79
2	100	124	Custodian	109	16.78	17.79	18.80	<b>19.28</b>	19.81	20.82	21.83
1C	--	--	no jobs assigned	--	15.10	16.01	16.92	<b>17.36</b>	17.79	18.70	19.62
1B	--	--	no jobs assigned	--	13.41	14.23	15.05	<b>15.43</b>	15.82	16.63	17.45
1A	--	--	Page	100	12.00	12.60	13.22	<b>13.51</b>	13.80	14.42	15.00

**Saline District Library**  
**Pay Structure Review & Recommendations for FY2025**

**Exhibit 2b - Recommended Base Pay Structure for FY2025 (9/30/2024) - Living Wage**

Grade	Eval. Score		Job Title	Job Score	Entry		Mastery		Unique		
	Low	High			Minimum	Developing	Midpoint	Added Value	Maximum		
<b>ANNUAL AMOUNTS</b>											
19	900	1000	Director	962	92,700	103,800	114,900	<b>120,500</b>	126,100	137,200	148,300
18	800	899	Assistant Director	840	78,800	87,500	96,100	<b>100,500</b>	104,800	113,400	122,100
17	700	799	Head of Adult Services Head of Youth Services	719 703	71,500	79,400	87,200	<b>91,100</b>	95,100	102,900	110,800
16	600	699	Technology Manager	637	64,900	72,000	79,200	<b>82,700</b>	86,300	93,500	100,600
15	550	599	no jobs assigned	--	61,400	67,500	73,700	<b>76,800</b>	79,800	86,000	92,100
14	500	549	Librarian II Support Services Manager	517 531	58,500	64,400	70,200	<b>73,100</b>	76,100	81,900	87,800
13	450	499	no jobs assigned	--	55,800	61,400	67,000	<b>69,700</b>	72,500	78,100	83,700
12	400	449	Librarian I	401	54,100	59,000	63,800	<b>66,300</b>	68,700	73,500	78,400
11	350	399	Administrative Assistant Facilities Coordinator	383 374	51,600	56,200	60,900	<b>63,200</b>	65,500	70,200	74,800
10	300	349	Cataloger Substitute Librarian Technology Assistant	307 338 317	49,100	53,500	57,900	<b>60,200</b>	62,400	66,800	71,200
9	275	299	Adult Assistant Youth Assistant	290 290	48,300	52,200	56,000	<b>58,000</b>	59,900	63,700	67,600
8	250	274	no jobs assigned	--	47,200	51,000	54,800	<b>56,600</b>	58,500	62,300	66,100
7	225	249	no jobs assigned	--	46,000	49,700	53,400	<b>55,200</b>	57,000	60,700	64,400
6	200	224	no jobs assigned	--	44,900	48,500	52,100	<b>53,900</b>	55,700	59,300	62,900
5	175	199	no jobs assigned	--	44,800	47,900	51,100	<b>52,600</b>	54,200	57,400	60,500
4	150	174	Library Assistant	172	43,700	46,800	49,800	<b>51,300</b>	52,900	55,900	59,000
3	125	149	Building Monitor Substitute Library Assistant Youth Desk Aide	139 127 147	42,600	45,600	48,600	<b>50,100</b>	51,500	54,500	57,500
2	100	124	Custodian	109	42,500	45,100	47,600	<b>48,900</b>	50,200	52,700	55,300
1C	--	--	no jobs assigned	--	36,500	38,700	40,900	<b>42,000</b>	43,100	45,300	47,500
1B	--	--	no jobs assigned	--	30,400	32,200	34,000	<b>35,000</b>	35,900	37,700	39,500
1A	--	--	Page	100	24,960	26,200	27,500	<b>28,100</b>	28,700	30,000	31,200



**Saline District Library**  
**Pay Structure Review & Recommendations for FY2025**

**Exhibit 2b - Recommended Base Pay Structure for FY2025 (9/30/2024) - Living Wage**

Grade	Eval. Score		Job Title	Job Score	Entry		Mastery		Unique		
	Low	High			Minimum	Developing	Midpoint	Added Value	Maximum		
<b>HOURLY AMOUNTS</b>											
19	900	1000	Director	962	44.57	49.90	55.24	<b>57.93</b>	60.63	65.96	71.30
18	800	899	Assistant Director	840	37.88	42.07	46.20	<b>48.32</b>	50.38	54.52	58.70
17	700	799	Head of Adult Services Head of Youth Services	719 703	34.38	38.17	41.92	<b>43.80</b>	45.72	49.47	53.27
16	600	699	Technology Manager	637	31.20	34.62	38.08	<b>39.76</b>	41.49	44.95	48.37
15	550	599	no jobs assigned	--	29.52	32.45	35.43	<b>36.92</b>	38.37	41.35	44.28
14	500	549	Librarian II Support Services Manager	517 531	28.13	30.96	33.75	<b>35.14</b>	36.59	39.38	42.21
13	450	499	no jobs assigned	--	26.83	29.52	32.21	<b>33.51</b>	34.86	37.55	40.24
12	400	449	Librarian I	401	26.01	28.37	30.67	<b>31.88</b>	33.03	35.34	37.69
11	350	399	Administrative Assistant Facilities Coordinator	383 374	24.81	27.02	29.28	<b>30.38</b>	31.49	33.75	35.96
10	300	349	Cataloger Substitute Librarian Technology Assistant	307 338 317	23.61	25.72	27.84	<b>28.94</b>	30.00	32.12	34.23
9	275	299	Adult Assistant Youth Assistant	290 290	23.22	25.10	26.92	<b>27.88</b>	28.80	30.63	32.50
8	250	274	no jobs assigned	--	22.69	24.52	26.35	<b>27.21</b>	28.13	29.95	31.78
7	225	249	no jobs assigned	--	22.12	23.89	25.67	<b>26.54</b>	27.40	29.18	30.96
6	200	224	no jobs assigned	--	21.59	23.32	25.05	<b>25.91</b>	26.78	28.51	30.24
5	175	199	no jobs assigned	--	21.54	23.03	24.57	<b>25.29</b>	26.06	27.60	29.09
4	150	174	Library Assistant	172	21.01	22.50	23.94	<b>24.66</b>	25.43	26.88	28.37
3	125	149	Building Monitor Substitute Library Assistant Youth Desk Aide	139 127 147	20.48	21.92	23.37	<b>24.09</b>	24.76	26.20	27.64
2	100	124	Custodian	109	20.43	21.68	22.88	<b>23.51</b>	24.13	25.34	26.59
1C	--	--	no jobs assigned	--	17.55	18.61	19.66	<b>20.19</b>	20.72	21.78	22.84
1B	--	--	no jobs assigned	--	14.62	15.48	16.35	<b>16.83</b>	17.26	18.13	18.99
1A	--	--	Page	100	12.00	12.60	13.22	<b>13.51</b>	13.80	14.42	15.00

**Saline District Library**  
**Pay Structure Review & Recommendations for FY2025**

**Exhibit 1c - Recommended Base Pay Structure Ranges for FY2025 (9/30/2024) - Living Wage Gd 9**

Grade	Point Range		Entry		Mastery		Unique		
	Low	High	Minimum	Developing	Midpoint	Added Value	Maximum		
<b>ANNUAL AMOUNTS</b>									
19	900	1000	92,700	103,800	114,900	<b>120,500</b>	126,100	137,200	148,300
18	800	899	78,800	87,500	96,100	<b>100,500</b>	104,800	113,400	122,100
17	700	799	69,900	77,600	85,300	<b>89,100</b>	92,900	100,600	108,300
16	600	699	62,000	68,800	75,600	<b>79,000</b>	82,500	89,300	96,100
15	550	599	57,800	63,600	69,400	<b>72,200</b>	75,100	80,900	86,700
14	500	549	54,300	59,700	65,200	<b>67,900</b>	70,600	76,100	81,500
13	450	499	51,200	56,300	61,400	<b>64,000</b>	66,600	71,700	76,800
12	400	449	49,100	53,500	57,900	<b>60,200</b>	62,400	66,800	71,200
11	350	399	46,300	50,500	54,600	<b>56,700</b>	58,800	62,900	67,100
10	300	349	43,600	47,500	51,400	<b>53,400</b>	55,400	59,300	63,200
9	275	299	42,500	45,900	49,300	<b>51,000</b>	52,700	56,100	59,500
8	250	274	41,300	44,600	47,900	<b>49,500</b>	51,200	54,500	57,800
7	225	249	40,100	43,300	46,500	<b>48,100</b>	49,700	52,900	56,100
6	200	224	38,800	41,900	45,000	<b>46,600</b>	48,100	51,200	54,300
5	175	199	38,600	41,300	44,000	<b>45,300</b>	46,700	49,400	52,100
4	150	174	37,400	40,000	42,600	<b>43,900</b>	45,300	47,900	50,500
3	125	149	36,300	38,800	41,400	<b>42,600</b>	43,900	46,500	49,000
2	100	124	35,900	38,100	40,200	<b>41,300</b>	42,400	44,500	46,700
1C	--	--	32,100	34,000	35,900	<b>36,900</b>	37,900	39,800	41,700
1B	--	--	28,300	30,000	31,700	<b>32,500</b>	33,400	35,100	36,800
1A	--	--	24,960	26,200	27,500	<b>28,100</b>	28,700	30,000	31,200

**Saline District Library**  
**Pay Structure Review & Recommendations for FY2025**

**Exhibit 1c - Recommended Base Pay Structure Ranges for FY2025 (9/30/2024) - Living Wage Gd 9**

Grade	Point Range		Entry		Mastery		Unique		
	Low	High	Minimum	Developing	Midpoint	Added Value	Maximum		
<b>HOURLY AMOUNTS</b>									
19	900	1000	44.57	49.90	55.24	<b>57.93</b>	60.63	65.96	71.30
18	800	899	37.88	42.07	46.20	<b>48.32</b>	50.38	54.52	58.70
17	700	799	33.61	37.31	41.01	<b>42.84</b>	44.66	48.37	52.07
16	600	699	29.81	33.08	36.35	<b>37.98</b>	39.66	42.93	46.20
15	550	599	27.79	30.58	33.37	<b>34.71</b>	36.11	38.89	41.68
14	500	549	26.11	28.70	31.35	<b>32.64</b>	33.94	36.59	39.18
13	450	499	24.62	27.07	29.52	<b>30.77</b>	32.02	34.47	36.92
12	400	449	23.61	25.72	27.84	<b>28.94</b>	30.00	32.12	34.23
11	350	399	22.26	24.28	26.25	<b>27.26</b>	28.27	30.24	32.26
10	300	349	20.96	22.84	24.71	<b>25.67</b>	26.63	28.51	30.38
9	275	299	20.43	22.07	23.70	<b>24.52</b>	25.34	26.97	28.61
8	250	274	19.86	21.44	23.03	<b>23.80</b>	24.62	26.20	27.79
7	225	249	19.28	20.82	22.36	<b>23.13</b>	23.89	25.43	26.97
6	200	224	18.65	20.14	21.63	<b>22.40</b>	23.13	24.62	26.11
5	175	199	18.56	19.86	21.15	<b>21.78</b>	22.45	23.75	25.05
4	150	174	17.98	19.23	20.48	<b>21.11</b>	21.78	23.03	24.28
3	125	149	17.45	18.65	19.90	<b>20.48</b>	21.11	22.36	23.56
2	100	124	17.26	18.32	19.33	<b>19.86</b>	20.38	21.39	22.45
1C	--	--	15.43	16.35	17.26	<b>17.74</b>	18.22	19.13	20.05
1B	--	--	13.61	14.42	15.24	<b>15.63</b>	16.06	16.88	17.69
1A	--	--	12.00	12.60	13.22	<b>13.51</b>	13.80	14.42	15.00

**Saline District Library**  
**Pay Structure Review & Recommendations for FY2025**

**Exhibit 2c - Recommended Base Pay Structure for FY2025 (9/30/2024) - Living Wage Gd 9**

Grade	Eval. Score		Job Title	Job Score	Entry		Mastery		Unique		
	Low	High			Minimum	Developing	Midpoint	Added Value	Maximum		
<b>ANNUAL AMOUNTS</b>											
19	900	1000	Director	962	92,700	103,800	114,900	<b>120,500</b>	126,100	137,200	148,300
18	800	899	Assistant Director	840	78,800	87,500	96,100	<b>100,500</b>	104,800	113,400	122,100
17	700	799	Head of Adult Services Head of Youth Services	719 703	69,900	77,600	85,300	<b>89,100</b>	92,900	100,600	108,300
16	600	699	Technology Manager	637	62,000	68,800	75,600	<b>79,000</b>	82,500	89,300	96,100
15	550	599	no jobs assigned	--	57,800	63,600	69,400	<b>72,200</b>	75,100	80,900	86,700
14	500	549	Librarian II Support Services Manager	517 531	54,300	59,700	65,200	<b>67,900</b>	70,600	76,100	81,500
13	450	499	no jobs assigned	--	51,200	56,300	61,400	<b>64,000</b>	66,600	71,700	76,800
12	400	449	Librarian I	401	49,100	53,500	57,900	<b>60,200</b>	62,400	66,800	71,200
11	350	399	Administrative Assistant Facilities Coordinator	383 374	46,300	50,500	54,600	<b>56,700</b>	58,800	62,900	67,100
10	300	349	Cataloger Substitute Librarian Technology Assistant	307 338 317	43,600	47,500	51,400	<b>53,400</b>	55,400	59,300	63,200
9	275	299	Adult Assistant Youth Assistant	290 290	42,500	45,900	49,300	<b>51,000</b>	52,700	56,100	59,500
8	250	274	no jobs assigned	--	41,300	44,600	47,900	<b>49,500</b>	51,200	54,500	57,800
7	225	249	no jobs assigned	--	40,100	43,300	46,500	<b>48,100</b>	49,700	52,900	56,100
6	200	224	no jobs assigned	--	38,800	41,900	45,000	<b>46,600</b>	48,100	51,200	54,300
5	175	199	no jobs assigned	--	38,600	41,300	44,000	<b>45,300</b>	46,700	49,400	52,100
4	150	174	Library Assistant	172	37,400	40,000	42,600	<b>43,900</b>	45,300	47,900	50,500
3	125	149	Building Monitor Substitute Library Assistant Youth Desk Aide	139 127 147	36,300	38,800	41,400	<b>42,600</b>	43,900	46,500	49,000
2	100	124	Custodian	109	35,900	38,100	40,200	<b>41,300</b>	42,400	44,500	46,700
1C	--	--	no jobs assigned	--	32,100	34,000	35,900	<b>36,900</b>	37,900	39,800	41,700
1B	--	--	no jobs assigned	--	28,300	30,000	31,700	<b>32,500</b>	33,400	35,100	36,800
1A	--	--	Page	100	24,960	26,200	27,500	<b>28,100</b>	28,700	30,000	31,200

**Saline District Library**  
**Pay Structure Review & Recommendations for FY2025**

**Exhibit 2c - Recommended Base Pay Structure for FY2025 (9/30/2024) - Living Wage Gd 9**

Grade	Eval. Score		Job Title	Job Score	Entry		Mastery		Unique		
	Low	High			Minimum	Developing	Midpoint	Added Value	Maximum		
<b>HOURLY AMOUNTS</b>											
19	900	1000	Director	962	44.57	49.90	55.24	<b>57.93</b>	60.63	65.96	71.30
18	800	899	Assistant Director	840	37.88	42.07	46.20	<b>48.32</b>	50.38	54.52	58.70
17	700	799	Head of Adult Services Head of Youth Services	719 703	33.61	37.31	41.01	<b>42.84</b>	44.66	48.37	52.07
16	600	699	Technology Manager	637	29.81	33.08	36.35	<b>37.98</b>	39.66	42.93	46.20
15	550	599	no jobs assigned	--	27.79	30.58	33.37	<b>34.71</b>	36.11	38.89	41.68
14	500	549	Librarian II Support Services Manager	517 531	26.11	28.70	31.35	<b>32.64</b>	33.94	36.59	39.18
13	450	499	no jobs assigned	--	24.62	27.07	29.52	<b>30.77</b>	32.02	34.47	36.92
12	400	449	Librarian I	401	23.61	25.72	27.84	<b>28.94</b>	30.00	32.12	34.23
11	350	399	Administrative Assistant Facilities Coordinator	383 374	22.26	24.28	26.25	<b>27.26</b>	28.27	30.24	32.26
10	300	349	Cataloger Substitute Librarian Technology Assistant	307 338 317	20.96	22.84	24.71	<b>25.67</b>	26.63	28.51	30.38
9	275	299	Adult Assistant Youth Assistant	290 290	20.43	22.07	23.70	<b>24.52</b>	25.34	26.97	28.61
8	250	274	no jobs assigned	--	19.86	21.44	23.03	<b>23.80</b>	24.62	26.20	27.79
7	225	249	no jobs assigned	--	19.28	20.82	22.36	<b>23.13</b>	23.89	25.43	26.97
6	200	224	no jobs assigned	--	18.65	20.14	21.63	<b>22.40</b>	23.13	24.62	26.11
5	175	199	no jobs assigned	--	18.56	19.86	21.15	<b>21.78</b>	22.45	23.75	25.05
4	150	174	Library Assistant	172	17.98	19.23	20.48	<b>21.11</b>	21.78	23.03	24.28
3	125	149	Building Monitor Substitute Library Assistant Youth Desk Aide	139 127 147	17.45	18.65	19.90	<b>20.48</b>	21.11	22.36	23.56
2	100	124	Custodian	109	17.26	18.32	19.33	<b>19.86</b>	20.38	21.39	22.45
1C	--	--	no jobs assigned	--	15.43	16.35	17.26	<b>17.74</b>	18.22	19.13	20.05
1B	--	--	no jobs assigned	--	13.61	14.42	15.24	<b>15.63</b>	16.06	16.88	17.69
1A	--	--	Page	100	12.00	12.60	13.22	<b>13.51</b>	13.80	14.42	15.00

## Pay Structure Review and Recommendations for FY2024/2025 Notes

In 2020, SDL adjusted our pay structure to include an “internal minimum wage” to ensure that our staff members in lower grade positions were making closer to a living wage based on data for Washtenaw County. This was a significant philosophy shift that required a great deal of discussion, but it was ultimately the right decision. The Library Board has continued to support this philosophy and the hard-working staff at SDL.

We continued to see higher increases through FY2023, but these evened out in FY2024, with ElementOne only presenting one recommendation, as living wage and market rate analyses were very similar. The average midpoint pay structure increase this fiscal year was less than 1%, and staff realized increases at an average of 3.8%

This year, economic conditions prompted ElementOne to offer two vastly different pay structures, one based on market rate (Option A), and one based on living wage (Option B).

Since these were so different, I asked ElementOne to provide a third option, which resulted in the “Living Wage Gd 9” structure (Option C), added to the end of the Pay Structure Review and Recommendations for FY2024/2025 report. For this structure, ElementOne began implementing the base living wage at the Grade 9 level, as that “seemed to be the start of the jobs where the library would likely be hiring individuals who could be in their career, and thus be supporting themselves or a family and would need to be stable and thus make a living wage.”

Based on these three structures, I made very rough FY2025 salary calculations under both Option B and Option C. The Living Wage option’s average midpoint pay structure increase would be 14.3%, which would result in at least a 17% increase to the Salaries budget line. (This, in turn, would increase the Retirement and FICA budget lines as well.)

The “Living Wage-Grade 9” option’s average midpoint pay structure increase would be 3.8%, which would result in at least a 7.6% increase to the Salaries budget line for FY2025.

I included a 4<sup>th</sup> hypothetical option in the FY2025 Salary Structure Comparisons spreadsheet based on discussions at the October 2 Staff Excellence Committee meeting. This Option D imagined an increase to the overall structure that was half of the increase in the Living Wage structure (Option B). I did not have full information to calculate the potential budget impact, but this option’s average midpoint pay structure increase would be 7.2%.

Option C most closely reflects the 1<sup>st</sup> draft of the FY2024/2025 budget presented to the Library Board at the September meeting.

**FY2025 Salary Structure Comparisons**

Grade	Job Titles	Midpoint FY2024			Midpoint FY2025		Midpoint FY2025 Half		Midpoint FY2025	
		Living Wage	Market (Option A)	% Change	Living Wage (Option C)	% Change	Living Wage Increase (Option D)	% Change	Living Wage (Option B)	% Change
19	Director	\$55.48	\$57.93	4.4%	\$57.93	4.4%	\$56.71	2.2%	\$57.93	4.4%
18	Asst. Director	\$47.36	\$48.32	2.0%	\$48.32	2.0%	\$47.84	1.0%	\$48.32	2.0%
17	Head of Adult Services									
	Head of Youth Services	\$41.83	\$42.64	1.9%	\$42.84	2.4%	\$42.82	2.4%	\$43.80	4.7%
16	Technology Manager	\$36.92	\$37.64	2.0%	\$37.98	2.9%	\$38.34	3.8%	\$39.76	7.7%
15	no jobs	\$33.61	\$34.28	2.0%	\$34.71	3.3%	\$35.27	4.9%	\$36.92	9.8%
14	Librarian II (FT) Support Services Manager	\$31.59	\$32.21	2.0%	\$32.64	3.3%	\$33.37	5.6%	\$35.14	11.2%
13	no jobs	\$29.66	\$30.29	2.1%	\$30.77	3.7%	\$31.59	6.5%	\$33.51	13.0%
12	Librarian I (PT)	\$27.88	\$28.46	2.1%	\$28.94	3.8%	\$29.88	7.2%	\$31.88	14.3%
11	Administrative Asst. Facilities Coordinator	\$26.20	\$26.73	2.0%	\$27.26	4.0%	\$28.29	8.0%	\$30.38	16.0%
10	Cataloger									
	Substitute Librarian									
	Technology Asst.	\$24.62	\$25.10	1.9%	\$25.67	4.3%	\$26.78	8.8%	\$28.94	17.5%
9	Adult Assistant									
	Youth Assistant	\$23.46	\$23.94	2.0%	\$24.52	4.5%	\$25.67	9.4%	\$27.88	18.8%
8	no jobs	\$22.79	\$23.22	1.9%	\$23.80	4.4%	\$25.00	9.7%	\$27.21	19.4%
7	no jobs	\$22.07	\$22.50	1.9%	\$23.13	4.8%	\$24.31	10.1%	\$26.54	20.3%
6	no jobs	\$21.39	\$21.83	2.1%	\$22.40	4.7%	\$23.65	10.6%	\$25.91	21.1%
5	no jobs	\$20.72	\$21.15	2.1%	\$21.78	5.1%	\$23.01	11.0%	\$25.29	22.1%
4	Library Assistant	\$20.10	\$20.48	1.9%	\$21.11	5.0%	\$22.38	11.3%	\$24.66	22.7%
	Building Monitor									
3	Youth Desk Aide									
	Substitute Library Asst.	\$19.47	\$19.83	1.8%	\$20.48	5.2%	\$21.78	11.9%	\$24.09	23.7%
2	Custodian	\$18.89	\$19.28	2.1%	\$19.86	5.1%	\$21.20	12.2%	\$23.51	24.5%
1C	no jobs	\$17.12	\$17.36	1.4%	\$17.74	3.6%	\$18.66	9.0%	\$20.19	17.9%
1B	no jobs	\$15.29	\$15.43	0.9%	\$15.63	2.2%	\$16.06	5.0%	\$16.83	10.1%
1A	Page	\$13.51	\$13.51	0.0%	\$13.51	0.0%	\$13.51	0.0%	\$13.51	0.0%
	<b>Total FY Increase</b>				<b>7.6%</b>	<b>3.8%</b>	<b>7.2%</b>		<b>17.0%</b>	<b>14.3%</b>

**Circulation FY2023-2024**

<b>ITEM</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>MARCH</b>	<b>APRIL</b>	<b>MAY</b>	<b>JUNE</b>	<b>JULY</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>	<b>TOTALS</b>
<b>Book Materials</b>													
Total Books	15,178	18,112	17,577	18,126	16,726	17,636	19,157	17,941	15,324	15,756			171,533
% of Total Circ.	77.87%	78.92%	80.46%	79.56%	79.58%	80.51%	83.18%	83.08%	81.64%	81.73%	#DIV/0!	#DIV/0!	80.66%
<b>AV Materials</b>													
DVD/BLU-RAY	2,977	3,334	2,917	3,175	2,790	2,781	2,457	2,222	2,019	1,945			26,617
Music CDs	300	288	241	284	277	246	235	211	198	248			2,528
Audio Books	441	472	407	478	441	433	355	287	368	440			4,122
J Kits	185	321	264	259	280	275	295	344	281	263			2,767
Total AV	3,903	4,415	3,829	4,196	3,788	3,735	3,342	3,064	2,866	2,896	0	0	36,034
% of Total Circ.	20.02%	19.24%	17.53%	18.42%	18.02%	17.05%	14.51%	14.19%	15.27%	15.02%	#DIV/0!	#DIV/0!	16.94%
<b>Interlibrary Loans</b>													
SDL Patron Filled Requests	627	910	782	797	839	755	1,176	1,124	819	942			8,771
% of Total Circ.	3.22%	3.97%	3.58%	3.50%	3.99%	3.45%	5.11%	5.21%	4.36%	4.89%	#DIV/0!	#DIV/0!	4.12%
Lends Out to Libs	857	1,052	1,018	978	1,042	849	373	428	681	898			8,176
Equipment	168	183	175	221	218	233	287	329	264	249			2,327
Periodicals	243	239	264	241	287	300	245	260	316	377			2,772
% of Total Circ.	1.25%	1.04%	1.21%	1.06%	1.37%	1.37%	1.06%	1.20%	1.68%	1.96%	#DIV/0!	#DIV/0!	1.30%
<b>TOTAL 2023 CIRC</b>	<b>19,492</b>	<b>22,949</b>	<b>21,845</b>	<b>22,784</b>	<b>21,019</b>	<b>21,904</b>	<b>23,031</b>	<b>21,594</b>	<b>18,770</b>	<b>19,278</b>	<b>0</b>	<b>0</b>	<b>212,666</b>
Prior Year Circ.	20,026	23,804	21,698	25,194	22,054	20,547	26,491	27,828	25,143	21,071	22,007	20,123	275,986
% Difference	-2.67%	-3.59%	0.68%	-9.57%	-4.69%	6.60%	-13.06%	-22.40%	-25.35%	-8.51%	-100.00%	-100.00%	-22.94%
<b>Downloads</b>													
Ebooks	3,371	4,882	3,701	4,072	3,711	3,878	4,016	4,080	4,090	3,651			39,452
AudioBooks	3,747	4,054	3,943	4,189	4,158	4,420	4,292	4,607	4,572	4,359			42,341
Music	187	142	111	125	126	148	155	145	161	150			1,450
Video	830	293	293	321	316	380	269	353	355	866			4,276
Magazines	1,011	1,045	805	782	589	820	784	778	702	806			8,122
Tumblr books	147	103	25	90	39	8	58	96	110	17			693
<b>Total Downloads</b>	<b>9,293</b>	<b>10,519</b>	<b>8,878</b>	<b>9,579</b>	<b>8,939</b>	<b>9,654</b>	<b>9,574</b>	<b>10,059</b>	<b>9,990</b>	<b>9,849</b>	<b>0</b>	<b>0</b>	<b>96,334</b>
Prior Year	7,282	7,762	6,980	7,401	7,225	7,502	7,894	8,444	8,660	7,784	8,538	8,404	93,876
% Difference	27.62%	35.52%	27.19%	29.43%	23.72%	28.69%	21.28%	19.13%	15.36%	26.53%	-100.00%	-100.00%	2.62%
<b>GRAND TOTAL CIRC</b>	<b>28,785</b>	<b>33,468</b>	<b>30,723</b>	<b>32,363</b>	<b>29,958</b>	<b>31,558</b>	<b>32,605</b>	<b>31,653</b>	<b>28,760</b>	<b>29,127</b>	<b>0</b>	<b>0</b>	<b>309,000</b>
Prior Year Grand Total	27,308	31,566	28,678	32,595	29,279	28,049	34,385	36,272	33,803	28,855	30,545	28,527	369,862
% Difference	5.41%	6.03%	7.13%	-0.71%	2.32%	12.51%	-5.18%	-12.73%	-14.92%	0.94%	-100.00%	-100.00%	-16.46%
<b>Cards Issued</b>	<b>126</b>	<b>157</b>	<b>119</b>	<b>166</b>	<b>129</b>	<b>98</b>	<b>177</b>	<b>137</b>	<b>141</b>	<b>125</b>			<b>1,375</b>
Prior Year	73	131	151	147	126	115	216	195	145	131	97	98	1,625
% Difference	72.60%	19.85%	-21.19%	12.93%	2.38%	-14.78%	-18.06%	-29.74%	-2.76%	-4.58%	-100.00%	-100.00%	-15.38%
<b>3 M Gate Count</b>	<b>10,452</b>	<b>11,607</b>	<b>12,696</b>	<b>14,060</b>	<b>13,788</b>	<b>12,863</b>	<b>11,830</b>	<b>9,880</b>	<b>9,186</b>	<b>11,483</b>			<b>117,845</b>
prior year	10,113	12,615	12,215	12,474	11,897	11,744	13,520	12,803	13,238	11,606	12,953	11,845	147,023
% Difference	3.35%	-7.99%	3.94%	12.71%	15.89%	9.53%	-12.50%	-22.83%	-30.61%	-1.06%	-100.00%	-100.00%	-19.85%
Average Per Day	337	374	437	453	459	414	394	318	296	382	0	0	400

\*Total Gate Count Estimated in June due to Envisionware Gates Down 6/7/2024 through 6/11/2024

\*Total Gate Count Estimated in July due to Envisionware Gates Down 7/8/2024

\*Total Gate Count Estimated in August due to Envisionware Gates Down 8/9/2024 through 9/4/2024

\*Total Gate Count Estimated in September due to Envisionware Gates Down 9/1/2024 through 9/30/2024



**Programs and Services FY2023-2024**

	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	TOTALS
<b>YOUTH</b>													
Youth Storytimes	19	21	19	19	26	4	11	14	1	18			152
# attending	356	430	443	454	664	117	349	355	22	321			3,511
Staff Programs	12	12	11	14	9	6	22	17	9	7			119
# attending	189	197	201	218	294	90	389	288	137	76			2,079
Guest Performers	1	6	2	1	4	2	4	2	0	2			24
# attending	22	287	31	17	94	103	212	85	0	61			912
Visits & Tours	3	3	4	5	7	6	3	0	0	4			35
# attending	38	36	39	151	163	260	32	0	0	43			762
Off Site Presentations	4	4	3	1	3	8	9	7	4	5			48
# attending	276	119	53	47	116	641	604	97	89	159			2,201
<b>Total events/month</b>	<b>39</b>	<b>46</b>	<b>39</b>	<b>40</b>	<b>49</b>	<b>26</b>	<b>49</b>	<b>4</b>	<b>14</b>	<b>36</b>	<b>0</b>	<b>0</b>	<b>342</b>
Prior Year	42	48	41	47	43	36	50	610	38	40	52	46	1,093
% difference	-7.14%	-4.17%	-4.88%	-14.89%	13.95%	-27.78%	-2.00%		-63.16%	-10.00%	-100.00%	-100.00%	-68.71%
<b>Total attendance</b>	<b>881</b>	<b>1069</b>	<b>767</b>	<b>887</b>	<b>1,331</b>	<b>1,211</b>	<b>1,586</b>	<b>825</b>	<b>248</b>	<b>660</b>	<b>0</b>	<b>0</b>	<b>9,465</b>
Prior Year	1273	1313	1269	1657	1260	1520	2293	1637	2066	1329	1923	1238	18,778
% difference													-49.60%
1KBBK	0	3	2	5	4	11	17	9	6	5			62
New Baby Packets	4	8	4	15	11	2	7	4	4	9			68
<b>ADULT/TEEN</b>													
Teen Programs	10	10	11	11	12	9	7	6	4	9			89
# attending	180	243	216	307	279	182	349	156	168	271			2,351
Teen Book Discussion	0	0	0	0	0	0	0	0	0	0			0
# attending	0	0	0	0	0	0	0	0	0	0			0
Visits & Tours	0	0	0	0	0	0	0	0	0	0			0
# attending	0	0	0	0	0	0	0	0	0	0			0
Off Site Presentations	0	0	0	0	0	0	0	0	0	0			0
# attending	0	0	0	0	0	0	0	0	0	0			0
Adult Programs	23	26	30	24	26	24	23	21	20	23			240
# attending	302	404	458	285	422	298	258	281	185	369			3,262
Adult Book Discussion	3	3	3	3	3	3	3	3	3	3			30
# attending	13	15	14	13	14	18	19	21	19	16			162
Family Programs	0	0	0	0	0	0	0	0	0	0			0
# attending	0	0	0	0	0	0	0	0	0	0			0
Internet Classes	0	0	0	0	0	0	0	0	0	0			0
# attending	0	0	0	0	0	0	0	0	0	0			0
Outreach/Bk Deliveries	2	2	2	2	2	2	2	3	2	5			24
# of items	40	40	80	80	80	80	80	134	80	341			1,035
<b>Total events/month</b>	<b>36</b>	<b>39</b>	<b>44</b>	<b>38</b>	<b>41</b>	<b>36</b>	<b>33</b>	<b>30</b>	<b>27</b>	<b>35</b>	<b>0</b>	<b>0</b>	<b>359</b>
Prior Year	25	35	37	43	46	42	42	38	36	46	44	44	478
% difference	44.00%	11.43%	18.92%	-11.63%	-10.87%	-14.29%	-21.43%	-21.05%	-25.00%	-23.91%	-100.00%	-100.00%	-24.90%
<b>Total attendance</b>	<b>535</b>	<b>702</b>	<b>768</b>	<b>685</b>	<b>795</b>	<b>578</b>	<b>706</b>	<b>592</b>	<b>452</b>	<b>997</b>	<b>0</b>	<b>0</b>	<b>6,810</b>
Prior Year	506	677	781	913	834	725	1114	788	648	720	795	864	9,365
% difference <span style="color: orange;">48</span>	5.73%	3.69%	-1.66%	-24.97%	-4.68%	-20.28%	-36.62%	-24.87%	-30.25%	38.47%	-100.00%	-100.00%	-27.28%

**Programs and Services FY2023-2024**

<b>COMPUTER USAGE</b>													
<b>PC usage onsite</b>	<b>523</b>	<b>567</b>	<b>660</b>	<b>616</b>	<b>597</b>	<b>568</b>	<b>56</b>	<b>62</b>	<b>38</b>	<b>309</b>			<b>3,996</b>
Prior Year	535	631	586	652	608	580	571	498	593	577	671	647	7,149
% difference	449.91%	-10.14%	12.63%	-5.52%	-1.81%	-2.07%	-90.19%	-87.55%	-93.59%	-46.45%	-100.00%	-100.00%	-44.10%
<b>WiFi usage onsite</b>	<b>2,942</b>	<b>2,884</b>	<b>3,786</b>	<b>3,509</b>	<b>3,768</b>	<b>3,800</b>	<b>2,071</b>	<b>2,066</b>	<b>2,240</b>	<b>3,292</b>			<b>30,358</b>
Prior Year	1,162	3,668	4,150	3,072	2,732	2,995	2,791	2,802	2,857	3,349	4,103	3,821	37,502
% difference	#REF!	-21.37%	-8.77%	14.23%	37.92%	26.88%	-25.80%	-26.27%	-21.60%	-1.70%	-100.00%	-100.00%	-19.05%
<b>Youth AWE computers</b>	<b>410</b>	<b>322</b>	<b>551</b>	<b>535</b>	<b>502</b>	<b>249</b>	<b>572</b>	<b>574</b>	<b>429</b>	<b>220</b>			<b>4,364</b>
Prior Year	269	330	418	312	388	271	373	578	540	292	476	207	4,454
% difference	52.42%	-2.42%	31.82%	71.47%	29.38%	-8.12%	53.35%	-0.69%	-20.56%	-24.66%	-100.00%	-100.00%	-2.02%
<b>Ref. Questions:</b>													
Youth	427	464	640	842	631	634	2,363	1,591	1,206	921			9,719
Adult	388	429	560	580	495	462	490	475	598	625			5,102
Circ Desk	287	415	400	385	626	396	626	469	348	311			4,263
<b>Total Reference</b>	<b>1,102</b>	<b>1,308</b>	<b>1,600</b>	<b>1,807</b>	<b>1,752</b>	<b>1,492</b>	<b>3,479</b>	<b>2,535</b>	<b>2,152</b>	<b>1,857</b>	<b>0</b>	<b>0</b>	<b>19,084</b>
Prior Year	1,098	1,620	1,489	1,547	1,328	1,176	2,373	1,985	1,709	1,339	1,586	1,353	18,603
% difference	0.36%	-19.26%	7.45%	16.81%	31.93%	26.87%	46.61%	27.71%	25.92%	38.69%	-100.00%	-100.00%	2.59%
<b>Brecon Rm: #Groups</b>	<b>5</b>	<b>7</b>	<b>10</b>	<b>11</b>	<b>13</b>	<b>7</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>55</b>
Prior Year #Groups	6	6	14	18	18	16	13	9	8	7	12	9	136
# of individuals	41	81	138	195	284	130	17	0	0	0			886
<b>Study Rms: #Groups</b>	<b>150</b>	<b>192</b>	<b>212</b>	<b>197</b>	<b>202</b>	<b>189</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>1,142</b>
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	0	0	0	0			1,587
* Includes views of online programs beginning December 2021													

**Website Access FY2023-2024**

<b>ONLINE SERVICES</b>	<b>Dec.</b>	<b>Jan.</b>	<b>Feb.</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>Sept.</b>	<b>Oct.</b>	<b>Nov.</b>	<b>TOTAL</b>
<b>Website access</b>	<b>14,116</b>	<b>16,876</b>	<b>14,655</b>	<b>19,027</b>	<b>14,929</b>	<b>15,551</b>	<b>19,620</b>	<b>16,526</b>	<b>14,026</b>	<b>13,274</b>			<b>158,600</b>
Prior Year	8,993	11,495	9,728	10,738	9,633	10,264	11,063	4,891	11,444	10,275	10,020	9,663	118,207
% difference	56.97%	46.81%	50.65%	77.19%	54.98%	51.51%	77.35%	237.89%	22.56%	29.19%	-100.00%	-100.00%	34.17%
<b>Catalog access</b>													<b>0</b>
Prior Year	7,753	9,671	9,152	12,081	10,494	11,362	12,213	6,586	0	0	0	0	79,312
% difference	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	-100.00%
<b>Databases</b>	<b>2,580</b>	<b>2,620</b>	<b>2,515</b>	<b>2,604</b>	<b>2,893</b>	<b>3,073</b>	<b>2,387</b>	<b>2,522</b>	<b>2,185</b>	<b>2,232</b>			<b>25,611</b>
Prior Year	240	384	311	701	1,884	1,601	2,001	3,659	3,601	3,648	2,808	3,731	24,569
% difference	975.00%	582.29%	708.68%	271.47%	53.56%	91.94%	19.29%	-31.07%	-39.32%	-38.82%	-100.00%	-100.00%	4.24%
<b>SDL App</b>													<b>0</b>
<b>New Downloads</b>	<b>129</b>	<b>190</b>	<b>95</b>	<b>81</b>	<b>27</b>	<b>65</b>	<b>63</b>	<b>62</b>	<b>59</b>	<b>45</b>			<b>816</b>
Prior Year	0	0	0	0	0	0	0	0	0	0	0	0	0
% difference	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
<b>Sessions</b>	<b>463</b>	<b>1,096</b>	<b>1,220</b>	<b>1,637</b>	<b>1,621</b>	<b>1,881</b>	<b>1,835</b>	<b>2,214</b>	<b>2,222</b>	<b>1,889</b>			<b>16,078</b>
Prior Year	0	0	0	0	0	0	0	0	0	0	0	0	0
% difference	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
<b>MI Activity Pass</b>	<b>7</b>	<b>6</b>	<b>11</b>	<b>30</b>	<b>13</b>	<b>18</b>	<b>22</b>	<b>31</b>	<b>39</b>	<b>16</b>			<b>193</b>
Prior Year	1	8	17	16	2	13	16	41	25	20	25	7	191
% difference	600%	-25%	-35%	88%	500%	38%	38%	-24%	56%	-20%	-100%	-100%	1%
<b>New eNews subscribers</b>	<b>98</b>	<b>122</b>	<b>77</b>	<b>120</b>	<b>101</b>	<b>1,031</b>	<b>1,080</b>	<b>3,124</b>	<b>170</b>	<b>181</b>			<b>6,104</b>
<b>Total subscribers</b>	<b>11,702</b>	<b>11,816</b>	<b>11,870</b>	<b>10,988</b>	<b>11,060</b>	<b>12,057</b>	<b>12,872</b>	<b>15,592</b>	<b>11,834</b>	<b>11,901</b>			<b>11,901</b>
Prior Year	10,648	10,734	10,828	10,917	11,002	11,063	11,181	11,298	11,398	11,492	11,550	11,613	11,613
% difference	9.90%	10.08%	9.62%	0.65%	0.53%	8.98%	15.12%	38.01%	3.83%	3.56%	-100.00%	-100.00%	2.48%

\* Bot emails started subscribing to eNews in 5/24, purged 8/24

\*\*\* Website analytics changed in 7/23, resulting in skewed/missing numbers



# SALINE DISTRICT LIBRARY INTERIOR RENOVATIONS and SITE IMPROVEMENTS

## COST CONTROL BOOK

### REPORT #04

October 07, 2024

**DISTRIBUTION:**

**SALINE DISTRICT LIBRARY**  
Karrie Waarala

**ELECTRONIC**

**QUINN EVANS ARCHITECTS**  
Fatima Beacham

**ELECTRONIC**

**McCARTHY & SMITH, INC.**  
Cost Control File

(1)



October 07, 2024

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

RE: Saline District Library – Interior Renovations & Site Improvements

SUBJECT: Pay Application No. 04

Dear Ms. Waarala:

We submit and recommend this Cost Control Book No. 04 for your approval. The information contained within the payment assessment reports reflects the review of work completed through 09/23/2024.

For your ease of review, we have prepared a summary sheet labeled Application No. 04. On that summary, we have listed the individual contractors, and the associated payments, which will be made to them from the proceeds of the check deposited into our account.

I have approved this payment application and have signed the signature copy. Please review and approve the payment application summary. A check in the amount of \$349,069.55 should be made out to McCarthy & Smith Inc. Payments will be made to the individual contractors, after receipt of the necessary Partial Waiver of Liens, Application and Certificate for Payments and Sworn Statements from the subcontractors. For more project specific information, you should refer to the schedule of values report.

Sincerely,

William T. McCarthy  
President

Disbursements Approval  
Saline District Library

Assessment for payment as stated in Application No. 04 on the following pages approved for payment.

Saline District Library

---

Karrie Waarala

# PROJECT APPLICATION AND PROJECT CERTIFICATE FOR PAYMENT

OWNER: SALINE DISTRICT LIBRARY

555 N. MAPLE ROAD

SALINE, MI 48176

PROJECT: SALINE DISTRICT LIBRARY-INTERIOR RENO AND SITE IMPROVEMENTS

McCarthy & Smith, Inc.

PAYBOOK: 004

PERIOD FROM: 8/27/2024

PERIOD TO: 9/23/2024

CM PROJECT# 2433-1221

ATTENTION:

## PROJECT APPLICATION FOR PAYMENT

Application is made for Payment, as shown below, in connection with the Project.

The Project Application Summary is attached.

PREVIOUS PROJECT COSTS	3,283,639.66
PLUS CHANGE ORDERS APPROVED THIS MONTH	-11,805.51
PLUS OTHER PROJECT COSTS INCURRED THIS MONTH	.00
CURRENT PROJECT COSTS TO DATE	3,271,834.15
-----	
ORIGINAL CONSTRUCTION CONTRACT SUMS	2,814,497.48
CHANGE ORDERS TO DATE	-11,805.51
TOTAL CONSTRUCTION CONTRACT SUMS TO DATE	2,802,691.97
-----	
TOTAL CERTIFIED COMPLETED TO DATE	1,438,292.91
LESS CERTIFIED RETAINAGE TO DATE	143,829.29
LESS CERTIFIED PREVIOUS APPLICATIONS FOR PAYMENT	987,612.17
CURRENT CERTIFIED PAYMENT DUE	306,851.45
TOTAL OF AMOUNTS CERTIFIED	306,851.45

## PROJECT CERTIFICATE FOR PAYMENT

The undersigned Construction Manager certifies that to the best of Construction Manager's knowledge, information and belief, work covered by this Project Application for Payment has been completed in accordance with the Contract documents, that all amounts have been paid by the Contractors for work for which previous Project Certificates for Payment were issued and payments received from the Owner, and that the current payment shown herein is now due.

CONSTRUCTION MANAGER: MCCARTHY & SMITH, INC.  
24317 INDOPLEX CIRCLE  
FARMINGTON HILLS, MI 48335

By: \_\_\_\_\_ Date: \_\_\_\_\_  
**WILLIAM T. MCCARTHY**  
**PRESIDENT**

## ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above Application, the Architect certifies to the Owner that work has progressed as indicated; that to the best of the Architect's knowledge, information and belief, the quality of the work is in accordance with the Contract Documents; and that the Contractors are entitled to payment of the AMOUNT CERTIFIED.

ARCHITECT: QUINN EVANS ARCHITECTS

By: \_\_\_\_\_ Date: \_\_\_\_\_  
**FATIMA BEACHAM**

This Certificate is not negotiable. The AMOUNTS CERTIFIED are payable only to the Contractors named in the Project Application Summary. Issuance, payment, and acceptance of payment are without prejudice to any rights of the Owner or the Contractors under their Contracts.

**SALINE DISTRICT LIBRARY  
RENOVATIONS AND SITE IMPROVEMENTS**

**CCB #04  
P/E: 09/23/2024**

**APPLICATION SUMMARY BY BUDGET ID NUMBER**

<i>Budget ID #</i>		
9701-01-01	CONSTRUCTION	\$ 323,290.62
9702-01-02	CONTINGENCY	\$ (16,439.17)
9703-01-03	SITWORK	
9704-01-04	CM FEES	\$ 10,639.60
9705-01-05	CM REIMBURSABLES	\$ 24,858.00
9706-01-06	CM GENERAL CONDITIONS	\$ 6,720.50
9707-01-07	CM PRE-CONSTRUCTION	
9708-01-08	CM PLM BOND AND INSURANCE	
<b>SUBTOTAL</b>		<b>\$ 349,069.55</b>

**PAY APPLICATION TOTAL \$ 349,069.55**

### APPLICATION SUMMARY

CLIENT NAME: SALINE DISTRICT LIBRARY

PERIOD ENDING DATE: 9/23/2024

PROJECT: 2433-1221

PROJECT: SALINE DISTRICT LIBRARY-INTERIOR RENO AND SITE IMPROVEMENTS

COST CONTROL BOOK: 004

**APPLICATION SUMMARY # 004**

BID DIV #	BID DIV NAME	VENDOR #	CONTRACTOR	TOTAL/BID DIV.	CHECK AMT.	REPORTED % COMPLETE
0101	EARTHWORK & SITE UTILITIES	15065	EAGLE EXCAVATION, INC	15,975.00	15,975.00	94.20
0105	FLATWORK	13968	CONTEK, INC.	73,611.00	73,611.00	75.12
0108	CARPENTRY & GENERAL TRADES	13970	COMMERCIAL CONTRACTING CORP	93,501.56	93,501.56	48.72
0115	METAL STUDS/DRYWALL/PLASTER/EIFS	12041	ALPHA COMMERCIAL CONSTRUCTION INC	32,353.06	32,353.06	67.57
0116	HARD TILE	12052	BOSTON TILE & TERRAZZO CO.	10,234.64	10,234.64	80.68
0117	ACOUSTICAL CEILINGS	12029	ACOUSTIC CEILING & PARTITION	23,451.75	23,451.75	27.23
0118	CARPET & RESILIENT FLOORING	13031	COHN'S COMMERCIAL FLOOR	8,713.20	8,713.20	90.73
0120	PAINTING	30057	TWIN BROTHERS PAINTING LLC	18,005.34	18,005.34	55.75
0122	SIGNAGE	14062	DMP SIGN COMPANY, LLC	3,856.05	3,856.05	47.64
0140	PLUMBING	30086	TEMPCO MECHANICAL CONTRACTORS INC	17,952.75	17,952.75	40.22
0141	FIRE PROTECTION	26060	PROFESSIONAL SPRINKLER INC	9,197.10	9,197.10	55.08
<b>SUBTOTAL-ARCHITECT CERTIFIED PAYMENTS</b>				306,851.45	306,851.45	
0901	CM FEES	23076	MCCARTHY & SMITH, INC	10,639.60	10,639.60	40.50
0902	CM REIMBURSABLES	23076	MCCARTHY & SMITH, INC	24,858.00	24,858.00	41.10
0903	CM GENERAL CONDITIONS	23076	MCCARTHY & SMITH, INC	6,720.50	6,720.50	44.19
<b>SUBTOTAL-OTHER PROJECT COSTS</b>				42,218.10	42,218.10	
<b>Report Totals</b>				<b>349,069.55</b>	<b>349,069.55</b>	



### APPLICATION SUMMARY BY ID NUMBER

CLIENT NAME: SALINE DISTRICT LIBRARY

PERIOD ENDING DATE: 9/23/2024

PROJECT: 2433-1221

PROJECT: SALINE DISTRICT LIBRARY-INTERIOR RENO AND SITE IMPROVEMENTS

COST CONTROL BOOK: 004

**APPLICATION SUMMARY # 004**

BID DIV #	ID#	BID DIV NAME	VENDOR #	CONTRACTOR	TOTAL/BID DIV.	CHECK AMT.
0101	97010101	EARTHWORK & SITE UTILITIES	15065	EAGLE EXCAVATION, INC	15,975.00	15,975.00
0105	97010101	FLATWORK	13968	CONTEK, INC.	73,611.00	73,611.00
0108	97010101	CARPENTRY & GENERAL TRADES	13970	COMMERCIAL CONTRACTING CORP	117,955.96	117,955.96
0115	97010101	METAL STUDS/DRYWALL/PLASTER/EIFS	12041	ALPHA COMMERCIAL CONSTRUCTION INC	31,291.17	31,291.17
0116	97010101	HARD TILE	12052	BOSTON TILE & TERRAZZO CO.	10,234.64	10,234.64
0117	97010101	ACOUSTICAL CEILINGS	12029	ACOUSTIC CEILING & PARTITION	23,451.75	23,451.75
0118	97010101	CARPET & RESILIENT FLOORING	13031	COHN'S COMMERCIAL FLOOR	8,713.20	8,713.20
0120	97010101	PAINTING	30057	TWIN BROTHERS PAINTING LLC	11,052.00	11,052.00
0122	97010101	SIGNAGE	14062	DMP SIGN COMPANY, LLC	3,856.05	3,856.05
0140	97010101	PLUMBING	30086	TEMPCO MECHANICAL CONTRACTORS INC	17,952.75	17,952.75
0141	97010101	FIRE PROTECTION	26060	PROFESSIONAL SPRINKLER INC	9,197.10	9,197.10
<b>ID Totals</b>					<hr/> 323,290.62	<hr/> 323,290.62
0108	97020102	CARPENTRY & GENERAL TRADES	13970	COMMERCIAL CONTRACTING CORP	-24,454.40	-24,454.40
0115	97020102	METAL STUDS/DRYWALL/PLASTER/EIFS	12041	ALPHA COMMERCIAL CONSTRUCTION INC	1,061.89	1,061.89
0120	97020102	PAINTING	30057	TWIN BROTHERS PAINTING LLC	6,953.34	6,953.34
<b>ID Totals</b>					<hr/> -16,439.17	<hr/> -16,439.17
0901	97040104	CM FEES	23076	MCCARTHY & SMITH, INC	10,639.60	10,639.60
<b>ID Totals</b>					<hr/> 10,639.60	<hr/> 10,639.60
0902	97050105	CM REIMBURSABLES	23076	MCCARTHY & SMITH, INC	24,858.00	24,858.00
<b>ID Totals</b>					<hr/> 24,858.00	<hr/> 24,858.00
0903	97060106	CM GENERAL CONDITIONS	23076	MCCARTHY & SMITH, INC	6,720.50	6,720.50

### APPLICATION SUMMARY BY ID NUMBER

PROJECT: 2433-1221

CLIENT NAME: SALINE DISTRICT LIBRARY

PROJECT: SALINE DISTRICT LIBRARY-INTERIOR RENO AND SITE IMPROVEMENTS

PERIOD ENDING DATE: 9/23/2024

COST CONTROL BOOK: 004

#### APPLICATION SUMMARY # 004

BID DIV #	ID#	BID DIV NAME	VENDOR #	CONTRACTOR	TOTAL/BID DIV.	CHECK AMT.
				ID Totals	<u>6,720.50</u>	<u>6,720.50</u>
				Report Totals	<u>349,069.55</u>	<u>349,069.55</u>

Date: 10/07/2024

Time: 11:28 AM

### PAYMENT SUMMARY

PROJECT: 2433-1221

PROJECT: SALINE DISTRICT LIBRARY-INTERIOR  
RENO AND SITE IMPROVEMENTS

PERIOD ENDING DATE: 9/23/2024  
COST CONTROL BOOK: 004

	<u>CURRENT</u>	<u>PREVIOUS</u>	<u>TOTAL</u>
Application No. 001	219,822.34	0.00	219,822.34
Application No. 002	548,692.83	0.00	548,692.83
Application No. 003	367,125.34	0.00	367,125.34
Application No. 004	349,069.55	0.00	349,069.55
Report Totals	<hr/> 1,484,710.06	<hr/> 0.00	<hr/> 1,484,710.06

**SWORN STATEMENT**

State of Michigan

County of Oakland

**BILLING SUMMARY**

PROJECT NUMBER: 2433-1221 PROJECT: SALINE DISTRICT LIBRARY-INTERIOR RENO AND SITE IMPROVEMENTS

PERIOD ENDING DATE: 9/23/2024  
COST CONTROL BOOK: 004

BID DIV #	NAME	VENDOR	VENDOR NAME	ORIGINAL CONTRACT SUM	NET C.O.'S	TOTAL CONTRACT SUM TO DATE	TOTAL COMPLETED TO DATE	RETAINED TO DATE	BILLED AMOUNT TO DATE	PREVIOUS BILLED AMOUNTS	CURRENT AMOUNT DUE	ACTUAL PAYMENTS	BALANCE INCLUDING RETAINAGE	PCT COMP
0101	EARTHWORK & SITE U	15065	EAGLE EXCAVATION, INC	161,500.00	5,665.21	167,165.21	157,462.50	15,746.25	141,716.25	125,741.25	15,975.00	125,741.25	25,448.96	94.20
0103	SELECTIVE DEMOLITIO	17046	GREAT LAKES CONSTRUCTI	111,650.00	0.00	111,650.00	66,050.00	6,605.00	59,445.00	59,445.00	.00	59,445.00	52,205.00	59.16
0105	FLATWORK	13968	CONTEK, INC.	189,230.00	0.00	189,230.00	142,150.00	14,215.00	127,935.00	54,324.00	73,611.00	54,324.00	61,295.00	75.12
0106	MASONRY	17054	GRIT INDUSTRIAL SERVICES,	21,000.00	0.00	21,000.00	.00	.00	.00	.00	.00	.00	21,000.00	.00
0107	STEEL	33423	WOLVERINE STEEL ERECTO	150,540.00	0.00	150,540.00	105,373.00	10,537.30	94,835.70	94,835.70	.00	94,835.70	55,704.30	70.00
0108	CARPENTRY & GENER	13970	COMMERCIAL CONTRACTIN	336,389.00	-26,376.53	310,012.47	151,043.58	15,104.36	135,939.22	42,437.66	93,501.56	42,437.66	174,073.25	48.72
0109	ROOFING	15041	ESKO ROOFING & SHEET ME	38,920.00	0.00	38,920.00	.00	.00	.00	.00	.00	.00	38,920.00	.00
0114	ALUMINUM GLASS & G	13074	CRYSTAL GLASS INC	41,325.00	0.00	41,325.00	12,526.00	1,252.60	11,273.40	11,273.40	.00	11,273.40	30,051.60	30.31
0115	METAL STUDS/DRYWA	12041	ALPHA COMMERCIAL CONST	109,668.15	1,179.88	110,848.03	74,905.26	7,490.54	67,414.72	35,061.66	32,353.06	35,061.66	43,433.31	67.57
0116	HARD TILE	12052	BOSTON TILE & TERRAZZO C	48,130.00	0.00	48,130.00	38,829.29	3,882.93	34,946.36	24,711.72	10,234.64	24,711.72	13,183.64	80.68
0117	ACOUSTICAL CEILINGS	12029	ACOUSTIC CEILING & PARTIT	226,688.00	0.00	226,688.00	61,720.50	6,172.05	55,548.45	32,096.70	23,451.75	32,096.70	171,139.55	27.23
0118	CARPET & RESILIENT F	13031	COHN'S COMMERCIAL FLOO	249,815.00	0.00	249,815.00	226,660.35	22,666.02	203,994.33	195,281.13	8,713.20	195,281.13	45,820.67	90.73
0120	PAINTING	30057	TWIN BROTHERS PAIINTING	56,000.00	7,725.93	63,725.93	35,525.93	3,552.59	31,973.34	13,968.00	18,005.34	13,968.00	31,752.59	55.75
0122	SIGNAGE	14062	DMP SIGN COMPANY, LLC	25,350.00	0.00	25,350.00	12,077.50	1,207.75	10,869.75	7,013.70	3,856.05	7,013.70	14,480.25	47.64
0123	OPERABLE PARTITION	17024	GARDINER C. VOSE, INC.	29,520.00	0.00	29,520.00	.00	.00	.00	.00	.00	.00	29,520.00	.00
0128	EDUCATIONAL CASEW	30098	TREND MILLWORK, LLC	130,375.00	0.00	130,375.00	50,347.00	5,034.70	45,312.30	45,312.30	.00	45,312.30	85,062.70	38.62
0140	PLUMBING	30086	TEMPCO MECHANICAL CON	138,020.00	0.00	138,020.00	55,510.00	5,551.00	49,959.00	32,006.25	17,952.75	32,006.25	88,061.00	40.22
0141	FIRE PROTECTION	26060	PROFESSIONAL SPRINKLER	76,980.00	0.00	76,980.00	42,397.00	4,239.70	38,157.30	28,960.20	9,197.10	28,960.20	38,822.70	55.08
0142	HVAC	28093	ROBERTSON MORRISON INC	255,913.00	0.00	255,913.00	.00	.00	.00	.00	.00	.00	255,913.00	.00
0143	ELECTRICAL	23071	MAX ELECTRIC LLC	299,425.00	0.00	299,425.00	205,715.00	20,571.50	185,143.50	185,143.50	.00	185,143.50	114,281.50	68.70
0148	LANDSCAPING	21016	KLM SCAPE & SNOW LLC	118,059.33	0.00	118,059.33	.00	.00	.00	.00	.00	.00	118,059.33	.00
0900	PRE CONSTRUCTION	23076	MCCARTHY & SMITH, INC	19,000.00	0.00	19,000.00	19,000.00	.00	19,000.00	19,000.00	.00	19,000.00	.00	100.00
0901	CM FEES	23076	MCCARTHY & SMITH, INC	78,805.93	0.00	78,805.93	31,916.40	.00	31,916.40	21,276.80	10,639.60	21,276.80	46,889.53	40.50
0902	CM REIMBURSABLES	23076	MCCARTHY & SMITH, INC	153,000.00	0.00	153,000.00	62,887.00	.00	62,887.00	38,029.00	24,858.00	38,029.00	90,113.00	41.10
0903	CM GENERAL CONDITI	23076	MCCARTHY & SMITH, INC	173,000.00	0.00	173,000.00	76,443.04	.00	76,443.04	69,722.54	6,720.50	69,722.54	96,556.96	44.19
0904	PLM BOND AND INSUR	23076	MCCARTHY & SMITH, INC	45,336.25	0.00	45,336.25	.00	.00	.00	.00	.00	.00	45,336.25	.00
<b>Project Totals</b>				<b>3,283,639.66</b>	<b>-11,805.51</b>	<b>3,271,834.15</b>	<b>1,628,539.35</b>	<b>143,829.29</b>	<b>1,484,710.06</b>	<b>1,135,640.51</b>	<b>349,069.55</b>	<b>1,135,640.51</b>	<b>1,787,124.09</b>	<b>49.77</b>

**SWORN STATEMENT**

I, William T. McCarthy, being duly sworn, deposes and says: That McCarthy & Smith, Inc. is the Construction Manager for improvements to the following described real property situated in Washtenaw County, Michigan, described as follows: Saline District Library, 555 N. Maple Road, Saline, MI 48176. That the statement above of each contractor, supplier, and laborer with whom the Owner has under contract, and that the amounts due to the persons as of the date hereof are correctly and fully set forth opposite their names as stated above. **EXCEPTIONS: BD#115 ALPHA COMMERCIAL CONTRACTING CCB#02 for \$20,787.55 & CCB#02 FOR \$16,787.93), BD#117 ACOUSTIC CEILING & PARTITION (CCB#02 FOR \$16,787.93), BD#108 COMMERCIAL CONTRACTING CORP (CCB#02 FO \$16,870.52), BD#114 CRYSTAL GLASS (CCB#02 FOR \$11,273.40, ALL CHECKS FROM CCB#03. THESE CHECKS ARE BEING HELD IN OUR OFFICE UNTIL THE CONTRACTOR SUBMITS THE REQUIRED DOCUMENTATION FOR RELEASE.** Deponent further says that he makes the foregoing statement as the President of the Construction Manager for the purpose of representing to the Owner or Lessee of the afore-described premises and his or her agents that the afore-described property is free from claims of construction liens, or the possibility of construction liens, except as specifically set forth above.

Subscribed and sworn to before me this  
7th Day of October, 2024

\_\_\_\_\_  
William T. McCarthy, President

**ORIGINAL CONTRACT SUMMARY SHEET**

**CUSTOMER NAME** Saline District Library  
**PROJECT NAME** Interior Renovations & Site Improvements

**1 Awarded Contracts**

Contract Award Recommendation Letter 1 dated 26 June 2023 \$ 2,814,497.48

\$ 2,814,497.48

**2 CM Fees and Costs**

CM Pre-Construction \$ 19,000.00  
 CM Fee \$ 78,805.93  
 CM Reimbursable \$ 153,000.00  
 General Conditions \$ 173,000.00  
 PLM Bond and Insurance \$ 45,336.25

\$ 469,142.18

**3 Other Costs**

\$ -  
\$ -

**4 Total Original Contract Value**

**\$ 3,283,639.66**

**5 Contingency Budget - Not included in Original Contract Value**

Contingency Budget \$ 197,014.82

\$ 197,014.82



KARRIE WAARALA  
SALINE DISTRICT LIBRARY  
555 N. MAPLE RD  
SALINE MI 48176

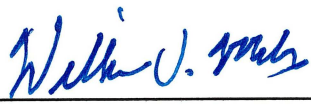
Inv Date 8/31/2024  
Inv No 16584

This invoice has been applied  
for in Cost Control Book #4

1221-23 SALINE DISTRICT LIBRARY - INTERIOR RENOVATIONS & SITE DEVELOPMENT

<b>CONSTRUCTION FEE</b>	
<b>PHASE</b>	<b>Fee Earned</b>
CONSTRUCTION	10,638.80
CONSTRUCTION - SHORTAGE ON JULY INVOICE	0.80

Total: **10,639.60**

Approved By:   
William T. McCarthy  
President



KARRIE WAARALA  
SALINE DISTRICT LIBRARY  
555 N. MAPLE RD  
SALINE MI 48176

Date 8/31/2024  
Invoice 16632

This invoice has been applied for in  
Cost Control Book #4

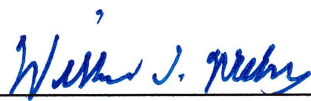
1221-23 SALINE DISTRICT LIBRARY - INTERIOR RENOVATIONS & SITE DEVELOPMENTS

CONSTRUCTION MGMT - PERSONNEL COSTS

8/1/2024 Thru 8/31/2024

**LABOR:**

		Hours	Rate	Amount
FIELD SUPERINTENDENT	SAWMILLER, MARK R	160.00	102.00	16,320.00
FIELD SUPERINTENDENT	SPRECHER, DAVID J	18.00	102.00	1,836.00
PROJECT DIRECTOR	PHILLIPS, AARON	6.00	157.00	942.00
PROJECT ENGINEER	MARSHALL, ROBB E	42.00	74.00	3,108.00
PROJECT MANAGER	PIETILA, KYLE E	26.00	102.00	2,652.00
			<b>Total Labor:</b>	<b>24,858.00</b>

Approved by:   
William T. McCarthy  
President

**TOTAL AMOUNT DUE:** 24,858.00





KARRIE WAARALA  
 SALINE DISTRICT LIBRARY  
 555 N. MAPLE RD  
 SALINE MI 48176

Date 8/31/2024  
 Invoice 16633

This invoice has been applied for in  
 Cost Control Book #4

1221-23 SALINE DISTRICT LIBRARY - INTERIOR RENOVATIONS & SITE DEVELOPMENTS

CONSTRUCTION MGMT - GENERAL CONDITION COSTS 8/1/2024 Thru 8/31/2024

**LABOR:**


		<u>Hours</u>		<u>Rate</u>	<u>Amount</u>
LABORER - UNION	LIGHTFOOT, RYAN A	24.00	REG	63.00	1,512.00
<b>Total Labor:</b>					<b>1,512.00</b>

**MATERIAL:**

	<u># of Invoices</u>	<u>Amount</u>
BOB'S SANITATION SERVICE	1.00	300.00
DOCUSIGN - AUGUST	1.00	2.52
FARO IMAGING	1.00	54.06
G2 CONSULTING GROUP LLC	1.00	2,006.25
GD TOP NOTCH CLEANING SERVICE	1.00	957.00
HOME DEPOT CREDIT SERVICES	1.00	534.51
KNIGHT TRANSFER SERVICES	2.00	929.52
VERIZON WIRELESS	1.00	147.90
WEX BANK - FLEET GAS CARD	4.00	91.74
<b>Total Material:</b>		<b>5,023.50</b>

**EQUIPMENT:**

COMPUTER RENTAL - AUGUST	185.00
<b>Total Equipment:</b>	<b>185.00</b>

Approved by:   
 William T. McCarthy  
 President

**TOTAL AMOUNT DUE:** 6,720.50

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

		Payees							
		Quinn		Materials	Mulder's	McCarthy	Teoma		
Date	Memo	Evans	City of Saline	Testing	Moving	& Smith	Systems	MarxModa	Total
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				
6/10/2024	Building permit		\$300.00						
6/12/2024	Engineering deposit		\$1,250.00						
6/12/2024	Building permits		\$22,882.25						
6/13/2024	Inspections escrow		\$10,000.00						
6/14/2024	Phase 1 moving				\$30,193.48				
7/16/2024	Cost Control Book #1					\$219,822.34			
7/16/2024	Cabling deposit						\$7,578.72		
7/22/2024	Cons. admin, furniture schematics	\$17,850.00							
7/30/2024	Extra moving pre-Phase 2				\$17,313.50				
8/20/2024	Phase 2 moving				\$39,598.82				
8/20/2024	Cost Control Book #2					\$548,692.83			
8/20/2024	Furnishings deposit							\$127,464.33	
8/27/2024	Construction documents & admin	\$22,230.10							
9/17/2024	Cost Control Book #3					\$367,125.34			
9/17/2024	Construction documents & admin	\$9,325.00							
10/15/2024	Cost Control Book #4					\$349,069.55			
	<b>Totals</b>	<b>\$163,980.10</b>	<b>\$36,763.25</b>	<b>\$8,000.00</b>	<b>\$104,180.90</b>	<b>\$1,484,710.06</b>	<b>\$7,578.72</b>	<b>\$127,464.33</b>	<b>\$1,932,677.36</b>

# PROJECT STATUS UPDATE

## Saline District Library

Interior Renovations & Site Improvements Project

# SALINE DISTRICT LIBRARY

## Project Description:

This exciting project consists of interior renovations and site improvements. Building renovations include additional study rooms, a large teen room, increased seating areas, a drive-through service window to pick up holds, improved program rooms, a fully accessible non-gendered public restroom, and more. Site improvements include a new outdoor pavilion and a paved story trail on library grounds.



# SALINE DISTRICT LIBRARY

## Interior Renovations Progress:

- Phase II drywall is 100% completed.
- Paint, flooring, and floor base are to follow.



# SALINE DISTRICT LIBRARY

## Interior Renovations Progress:

- Phase II bathrooms paint has been applied.
  - Accessories are to be installed at the end of this week.



# SALINE DISTRICT LIBRARY

## Interior Renovations Progress:

- Demolition and curb cutting for the ADA entrance ramp to the West entrance at Saline District Library.
  - Concrete will be placed next week.



# SALINE DISTRICT LIBRARY

## Interior Renovations Progress:

- Story path signage posts and backer board holders have started to be set along the story path this week.





# SALINE DISTRICT LIBRARY

## Site Improvements Progress:

- The trench drain has been cleaned out, and the grate will be installed once the concrete has cured in the plaza.



# SALINE DISTRICT LIBRARY

## Site Improvements Progress:

- A weather barrier has been applied to the pavilion storage area.
  - Landscaping the surrounding areas of the pavilion will start next week.



# SALINE DISTRICT LIBRARY

## Site Improvements Progress:

- Plaza wash and sealant have been applied this week.
  - Seven days of curing the plaza to give it a finished look.



# SALINE DISTRICT LIBRARY

## Schedule Look Ahead:

- Casework fabrication for Phase II is completed and scheduled for installation October 1.
- Landscaping starts next week.
- Acoustic ceiling installation has started.
- The second phase of painting began earlier this week.
- Plaza colored concrete is in the curing process until next.
- Phase II lighting starts next week for the interior.



# PROJECT STATUS UPDATE

## Saline District Library

Interior Renovations & Site Improvements Project

# SALINE DISTRICT LIBRARY

## Interior Renovations Progress:

- Hard lid ceiling drywall is complete for Phase II.
- Following will be the screw inspection, drywall taping, and mudding.



# SALINE DISTRICT LIBRARY

## Interior Renovations Progress:

- Phase II interior paint and primer application is ongoing.
- Door frames have been installed and painted.
- Doors and hardware are to follow.



# SALINE DISTRICT LIBRARY

## Interior Renovations Progress:

- Phase II interior carpet and LVT installation will be ongoing through next week.





# SALINE DISTRICT LIBRARY

## Interior Renovations Progress:

- The colored concrete was placed last week and the finished sealant was applied.
- The ADA entrance ramp to the West entrance is still in the curing process.



# SALINE DISTRICT LIBRARY

## Interior Renovations Progress:

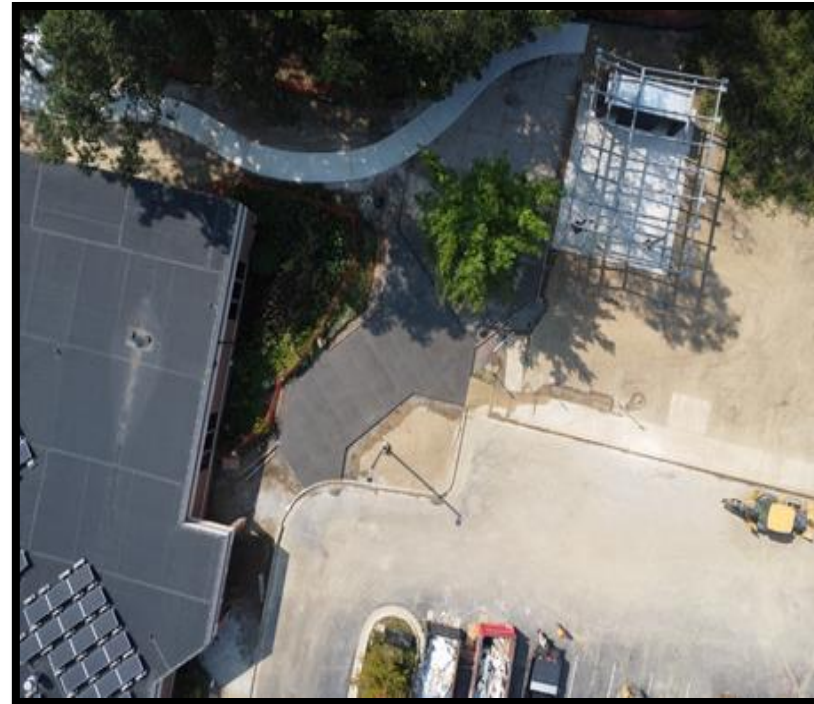
- Irrigation lines have been burrowed underneath the story path; as well the East side to West side of the building.



# SALINE DISTRICT LIBRARY

## Site Improvements Progress:

- Plaza colored concrete is completely cured and giving a beautiful look to the site work that is ongoing.



# SALINE DISTRICT LIBRARY

## Site Improvements Progress:

- Landscaping has started and top soil has been placed.
- Herbaceous, shrubbery, and tree planting will continue into next week.



# SALINE DISTRICT LIBRARY

## Schedule Look Ahead:

- Casework fabrication for Phase II is completed and scheduled for install October 01, 2024
- Landscaping has started and will continue into next week
- Acoustical ceiling installation 60% completed
- Phase II painting is 80% completed
- Electrical Final Inspection for Phase II September 30, 2024
- Overhead Mechanical Inspection set for October 01, 2024
- Phase II interior lighting is on going through next week



# PROJECT STATUS UPDATE

## Saline District Library

Interior Renovations & Site Improvements Project

# SALINE DISTRICT LIBRARY

## Interior Renovations Progress:

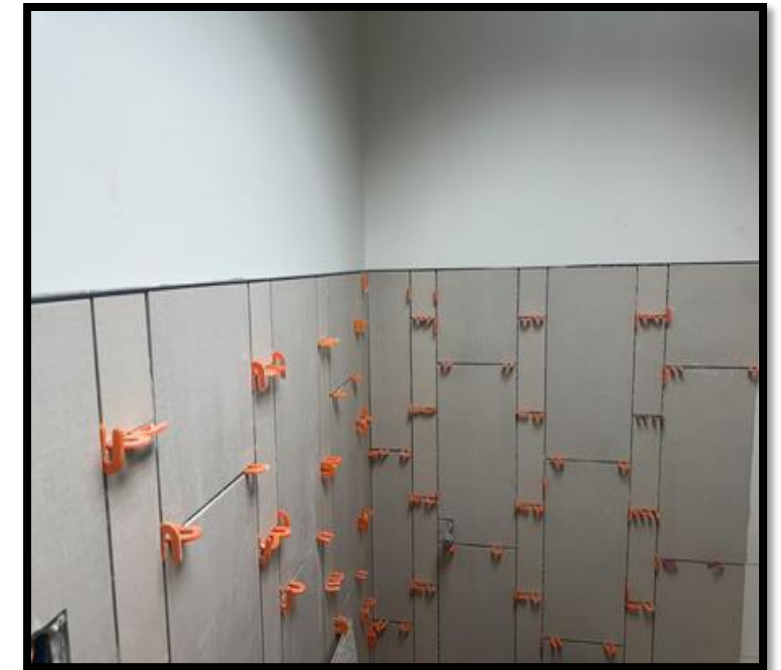
- Hard lid ceiling painting completed for Phase II.
- Case work installation has started earlier this week, will continue into next week with adjustments and counter top placements.



# SALINE DISTRICT LIBRARY

## Interior Renovations Progress:

- Phase II public restrooms are 90% completed, finishing touches are to follow.
- New water fountain and bottle filler installation will continue to be installed.
- Phase II office restroom tiling started earlier this week.





# SALINE DISTRICT LIBRARY

## Interior Renovations Progress:

- Phase II interior carpet and LVT installation is ongoing and should be completed next week.
- Phase II office casework will be completed next week.



# SALINE DISTRICT LIBRARY

## Interior Renovations Progress:

- The canopy steel for the drive thru has been installed by Wolverine Steel Erectors Inc.
- Brick and blocking infill at the steel beam will start next week.



# SALINE DISTRICT LIBRARY

## Interior Renovations Progress:

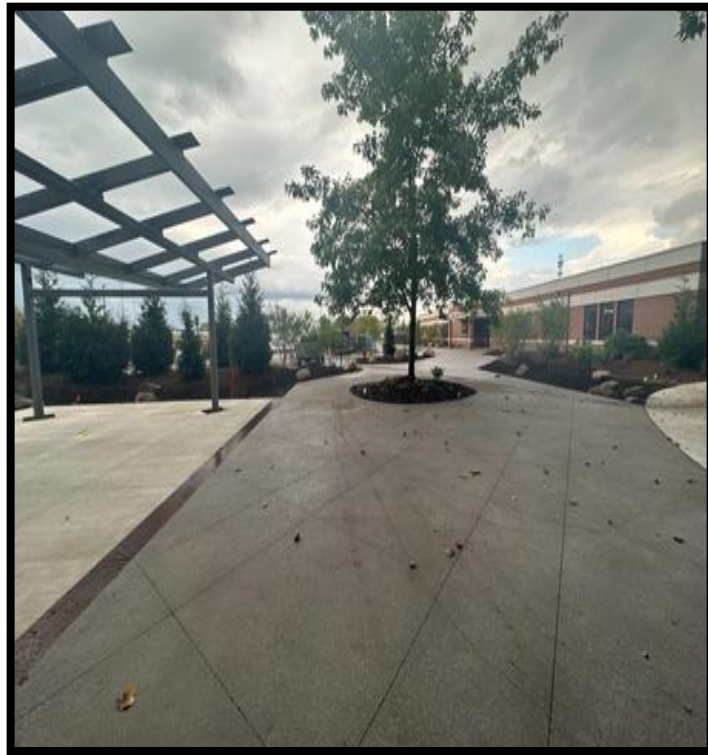
- Story path signs had backer boards installed this week with the Saline District Library logo.
- Signs will have selected literature to be placed in each sign post for public viewing.



# SALINE DISTRICT LIBRARY

## Site Improvements Progress:

- Landscaping is ongoing through next week surrounding the pavilion and story path.
- Pavilion steel is currently having the primer application being applied and paint is to follow.



# SALINE DISTRICT LIBRARY

## Schedule Look Ahead:

- Casework fabrication for Phase II is ongoing and will be completed next week.
- Landscaping has started and will continue into next week.
- Acoustical ceiling installation is 85% complete.
- Phase II painting is 95% complete.
- Electrical final inspection passed on September 30.
- Overhead mechanical inspection passed October 01.
- Phase II interior lighting is ongoing through next week.



# PROJECT STATUS UPDATE

## Saline District Library

Interior Renovations & Site Improvements Project

# SALINE DISTRICT LIBRARY

## Interior Renovations Progress:

- Phase II floor trenching is to be poured next week at the Southwest entrance of the library
- Carpet flooring to the entry of Phase II started later in the week and will continue into next week



# SALINE DISTRICT LIBRARY

## Interior Renovations Progress:

- Phase II bathroom entry tiling was placed earlier this week
- Bottle filler and water fountain installation is complete

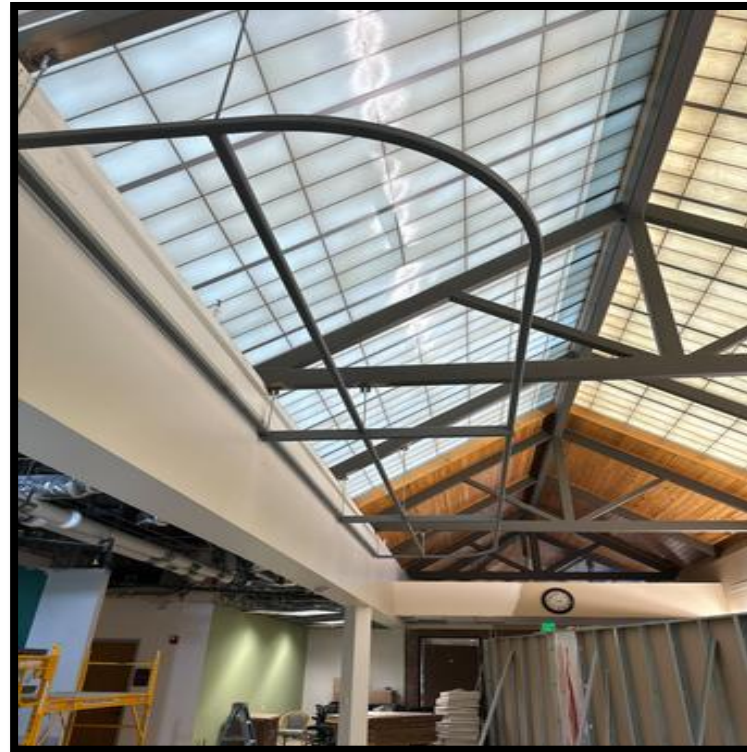




# SALINE DISTRICT LIBRARY

## Interior Renovations Progress:

- Interior canopy was installed (above the main desk) and welded earlier in the week
- Painting will start next week on the interior steel
- Hanging wood slat installation will follow into the next couple of weeks



# SALINE DISTRICT LIBRARY

## Interior Renovations Progress:

- Casework installation for Phase II is 90% complete and protective covering for counter tops are in place
- Staff bathroom counter top was installed earlier this week
- Plumbing accessories will follow



# SALINE DISTRICT LIBRARY

## Interior Renovations Progress:

- The plaza benches were set in place earlier this week
- Anchoring and finishes will be ongoing into mid of next week



# SALINE DISTRICT LIBRARY

## Site Improvements Progress:

- Pavilion roof deck started earlier this week (after the exterior paint was applied to the steel)
- The roof deck will be ongoing until the end of next week



# SALINE DISTRICT LIBRARY

## Schedule Look Ahead:

- Casework installation is 90% complete
- Landscaping finishes will be completed next week
- Acoustical ceiling installation 90% complete
- Phase II painting is 100% complete
- Pavilion roof decking is on going into next week
- Plaza benches are 30% complete
- Phase II interior lighting 95% complete







ID	Task Name	Start	Oct 07 - Oct 13							Oct 14 - Oct 20							Oct 21 - Oct 27							Oct 28 - Nov 03							Nov 04 - Nov 10							Nov 11 - Nov 17						
			M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
			07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17
77	Selective Architectural Demoliti...	11/07/24																																										
79	Selective MEP Demolition	11/11/24																																										
84	Paint	11/13/24																																										
78	Plumbing Underground	11/15/24																																										
80	New Metal Stud Wall & Soffit ...	11/15/24																																										
81	Restroom Tile	11/15/24																																										
85	Acoustical Ceiling Grid	11/15/24																																										
1.2	Site Furnishings Installation	10/07/24	█	█	█	█	█																																					
1.3	Install T&G Decking at Pavilion	10/07/24	█	█	█	█	█																																					
1.8	Lighting at Pavilion	10/09/24			█	█	█																																					
1.5	Landscaping Re-work	10/11/24						█																																				
1.1	Install thermally modified siding	10/14/24											█	█	█	█	█																											
1.4	Standing Seam Roofing at Pavilion	10/14/24											█	█	█	█	█																											
1.6	Drywall Inside of Pavilion Storage	10/21/24																								█	█	█																
1.7	Install screening at top of storage ...	10/21/24																								█	█	█	█	█														