



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

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**NOTICE OF LIBRARY BOARD MEETING
TUESDAY, NOVEMBER 19, 2024
7:00 p.m.**

**The Saline District Library Board will be holding its monthly meeting to
conduct regular business at this time.**

**This meeting will be held 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/

For special accommodations, please contact Library Director Karrie Waarala:

karrie@salinelibrary.org

**SALINE DISTRICT LIBRARY BOARD OF TRUSTEES
BOARD MEETING AGENDA
TUESDAY, NOVEMBER 19, 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 October 15, 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 October 2024 financial reports.

H. Committee Reports

1. Finance

a. Amend FY2023/2024 Budget
Move _____ Second _____ to amend the FY2023/2024 Budget as presented.

b. Approve FY2024/2025 Budget
Move _____ Second _____ to approve the FY2024/2025 Budget in total as presented.

c. Transfer Funds for Schrandt Grants
Move _____ Second _____ to transfer \$7,867 from the Schrandt Endowment Fund into the general operating fund to cover expenses from FY2023/2024 Schrandt grant projects.

d. Approve Depository Banks
Move _____ Second _____ to approve the eligible depository banks as presented.

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 \$423,401.84 as presented in Cost Control Book Report #05.

2. SDL Interior Renovations & Site Improvements Project Updates

Move _____ Second _____ to approve payment to McCarthy & Smith for \$_____ as presented in Cost Control Book Report #06.

K. New Business

1. Election of Board Officers for 2024/2025

Move _____ Second _____ to accept the proposed slate of Board Officers for 2024/2025:

President: Lori Byron

Vice President: Stephanie Gray

Treasurer: Mike Healy

Secretary: Lesley Hundley

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 November 19, 2024

Move _____ Second _____ to approve the agenda as presented.

Move _____ Second _____ to approve the October 15, 2024 meeting minutes as written.

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

Move _____ Second _____ to amend the FY2023/2024 Budget as presented.

Move _____ Second _____ to approve the FY2024/2025 Budget in total as presented.

Move _____ Second _____ to transfer \$7,867 from the Schrandt Endowment Fund into the general operating fund to cover expenses from FY2023/2024 Schrandt grant projects.

Move _____ Second _____ to approve the eligible depository banks as presented.

Move _____ Second _____ to approve payment to McCarthy & Smith for \$423,401.84 as presented in Cost Control Book Report #05.

Move _____ Second _____ to approve payment to McCarthy & Smith for \$_____ as presented in Cost Control Book Report #06.

Move _____ Second _____ to accept the proposed slate of Board Officers for 2024/2025:

President: Lori Byron

Vice President: Stephanie Gray

Treasurer:

Secretary: Lesley Hundley

Move _____ Second _____ to adjourn the meeting at _____.

DRAFT
SALINE DISTRICT LIBRARY BOARD OF TRUSTEES
BOARD MEETING MINUTES
TUESDAY OCTOBER 15, 7:00 p.m.

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

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

B. Approval of Agenda

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

C. Approval of Past Minutes

Move Byron, Second Hundley to approve the Sept 17, 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

No report

G. Financial Reports

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

H. Committee Reports

1. Finance- Reviewed 2nd draft of budget and reviewed the Pay Structure and recommendations for FY2025 from ElementOne.
2. Arts- Did not meet
3. Building & Grounds- Trustee Cummings went on a tour. Story trail nearly completed, plaza nearly completed. Staff will be moving in a couple weeks. Discussed upcoming library closures necessary due to construction
4. Library Services- Discussed supporting the staff to plan for the opening of the plaza. Talked about having a community celebration to acknowledge this opening with cider and donuts. Likely to be held on Sunday November 10th, more details forthcoming.
5. Staff Excellence- Reviewed the Pay Structure and recommendations for FY2025 from ElementOne.

I. Library Director's Report: Accepted as written. Other items to note: Landscape architect working closely with landscaper to ensure plan is followed- some rework was necessary. Big issue continues to be floating ceiling and delivery. Inspection scheduled for Thursday and will be crucial to remain on timeline.

J. Unfinished Business

1. SDL Interior Renovations & Site Improvements Project Updates
Move Byron, Second Healy to approve payment to McCarthy & Smith for \$349,069.55 as presented in Cost Control Book Report #04.

L. New Business

1. Pay Structure Review and Recommendations for FY2024/2025

Move Byron, Second Sankaran to approve the Pay Structure Review and Recommendations for FY2024/2025, Option C as presented by ElementOne Consulting.
2. Discussion of Board Officers for 2024/2025
Vice President Gray will reach out to current officers to confirm interest in continuing for another term (2nd of max 2 year terms)

M. Public Discussion
No public comment.

N. Adjournment
Move Byron, Second Sankaran to adjourn the meeting at 8:11 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 109 W. Michigan Avenue, Saline, MI 48176 on October 15, 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
October 1, 2024 - October 31, 2024

| Reference | Date | GL Account | Description | Amount |
|--|----------|------------|--|-------------|
| Bank Statement Summary | | | | |
| | | | Beginning Bank Balance | 393,186.17 |
| | | | + Cleared Deposits & Other Additions | 301,285.70 |
| | | | - Cleared Checks & Other Payments | 604,354.19 |
| | | | Ending Bank Balance | 90,117.68 |
| Open Deposits & Additions | | | | |
| | | | Total | 0.00 |
| Open Checks & Payments | | | | |
| 25128 | 06/17/24 | 790-750.4 | KONA ICE YPSI | 76.00 |
| 25258 | 09/17/24 | 790-727 | NORA CARICHNER | 8.47 |
| 25287 | 10/08/24 | 790-964.4 | TROY PUBLIC LIB... | 46.98 |
| | | | Total | 131.45 |
| | | | Reconciled Bank Balance | 89,986.23 |
| Bank Transactions | | | | |
| | | 000-258 | EFTPS | (11,273.71) |
| | | 000-258 | EFTPS | (11,272.91) |
| | | 790-723 | ALERUS RETIRE XFERS | (8,558.05) |
| | | 000-008 | ALERUS RETIRE XFERS | (5,898.03) |
| | | 790-920 | DTE - ELECTRICITY | (5,451.91) |
| | | 000-258.1 | 5080 MI TAX PYMT | (3,532.67) |
| | | 790-921 | DTE - GAS | (1,023.51) |
| | | 790-802 | STROM CPA | (645.00) |
| | | 790-965 | BK SERVICE CHRGS | (251.54) |
| | | 790-965 | MERCH FEE & DISC | (94.93) |
| | | 000-665.1 | INTEREST | 88.62 |
| | | 000-017 | TRANSFER FROM AGENCY SUB | 150,000.00 |
| | | 000-017 | TRANSFER FROM AGENCY SUB | 150,000.00 |
| | | | Total | 252,086.36 |
| | | | Adjusted General Ledger Balance | 89,986.23 |

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

Assets

Current Assets

| | | | |
|-----------|---|----|--------------|
| 000-001 | Key Bank - General | \$ | 89,986.23 |
| 000-003 | Old National CD 1 | | 209,304.75 |
| 000-008 | Employee Advances | | 17,150.05 |
| 000-013 | Agency Account (Schrandt) | | 2,766,455.08 |
| 000-013.1 | Agency Account-Unrealized Gain | | (249,447.07) |
| 000-017 | Agency Sub Account (Investment Account) | | 4,340,966.83 |
| 000-017.1 | Agency Sub Account-Unrealized Gain | | (424,084.98) |

| | | |
|-----------------------------|--|--------------|
| Total Current Assets | | 6,750,330.89 |
|-----------------------------|--|--------------|

Property and Equipment

| | | |
|-----------------------------------|--|------|
| Net Property and Equipment | | 0.00 |
|-----------------------------------|--|------|

| | | |
|---------------------|----|--------------|
| Total Assets | \$ | 6,750,330.89 |
|---------------------|----|--------------|

Liabilities and Net Assets

Current Liabilities

| | | | |
|-----------|---------------------|----|-----------|
| 000-202 | Accounts Payable | \$ | 19,476.00 |
| 000-257 | Accrued Payroll | | 44,466.98 |
| 000-258.1 | State Payroll Taxes | | 3,613.52 |
| 000-275 | MTT Liability | | 7,797.00 |

| | | |
|----------------------------------|--|-----------|
| Total Current Liabilities | | 75,353.50 |
|----------------------------------|--|-----------|

Long-Term Liabilities

| | | |
|------------------------------------|--|------|
| Total Long-Term Liabilities | | 0.00 |
|------------------------------------|--|------|

| | | |
|--------------------------|--|-----------|
| Total Liabilities | | 75,353.50 |
|--------------------------|--|-----------|

Net Assets

| | | |
|-----------|-------------------------------|--------------|
| 000-343 | Reserve-Compensated Absences | 50,000.00 |
| 000-370 | Prepays | 45,015.00 |
| 000-375 | Reserve-Quasi Endowment | 3,075,000.00 |
| 000-385 | Reserve-Unassigned | 284,707.00 |
| 000-386 | Reserve-Building Improvement | 1,000,000.00 |
| 000-386.1 | Reserve-Parking Lot | 200,000.00 |
| 000-387 | Reserve-Equipment Replacement | 400,000.00 |
| 000-387.1 | Reserve-Technology & Internet | 500,000.00 |
| 000-388 | Reserve-Art Fund | 77,669.00 |
| 000-389 | Reserve-Library Development | 1,436,597.00 |
| 000-389.1 | Reserve-Future Developmeent | 650,000.00 |
| 000-390 | General Fund Balance | (97,071.90) |
| 000-399 | Net Position | (946,938.71) |

| | | |
|-------------------------|--|--------------|
| Total Net Assets | | 6,674,977.39 |
|-------------------------|--|--------------|

| | | |
|---|----|--------------|
| Total Liabilities and Net Assets | \$ | 6,750,330.89 |
|---|----|--------------|

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

| | | 1 Month Ended | 11 Months | 12 Months Ended | Year to Date |
|---------------------------|-------------------------------|----------------------|---------------------|--------------------------|---------------------|
| | | October 31, | Ended | November 30, 2024 | Percentage |
| | | 2024 | October 31, | Budget | Budget |
| | | Actual | Actual | | |
| Revenue | | | | | |
| 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 | 146.00 | 2,829.15 | 3,500.00 | 80.83 |
| 000-628.1 | Copy Machine-Revenue | 355.50 | 1,027.00 | 1,000.00 | 102.70 |
| 000-629 | Non-Resident Fee | 65.00 | 3,527.00 | 3,700.00 | 95.32 |
| 000-656 | Penal Fines | 0.00 | 25,568.08 | 22,000.00 | 116.22 |
| 000-658 | Fines-Overdue Materials | 25.00 | 849.67 | 0.00 | 0.00 |
| 000-658.1 | Materials Replacement | 591.40 | 6,737.84 | 6,300.00 | 106.95 |
| 000-665.1 | General Account Interest | 88.62 | 1,109.24 | 1,300.00 | 85.33 |
| 000-665.2 | CD Interest | 0.00 | 21,811.06 | 0.00 | 0.00 |
| 000-665.3 | Sub-Agency Account Interest | 1,828.03 | 109,296.78 | 59,990.00 | 182.19 |
| 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 |
| Total Revenue | | <u>3,099.55</u> | <u>2,894,614.98</u> | <u>6,300,000.00</u> | <u>45.95</u> |
| Gross Profit | | <u>3,099.55</u> | <u>2,894,614.98</u> | <u>6,300,000.00</u> | <u>45.95</u> |
| Operating Expenses | | | | | |
| 790-702 | Salaries | 100,692.52 | 1,188,861.72 | 1,300,000.00 | 91.45 |
| 790-716 | Employee Insurance/Benefits | 6,545.43 | 68,696.54 | 80,000.00 | 85.87 |
| 790-719 | Health Reimbursement | 1,674.98 | 19,078.17 | 21,000.00 | 90.85 |
| 790-722 | Employer FICA | 7,558.51 | 89,863.70 | 97,500.00 | 92.17 |
| 790-723 | Retirement | 3,462.60 | 39,574.97 | 38,000.00 | 104.14 |
| 790-727 | Office Supplies | 471.63 | 3,861.29 | 6,000.00 | 64.35 |
| 790-727.3 | Supplies-Youth | 0.00 | 1,509.38 | 1,600.00 | 94.34 |
| 790-727.4 | Cartridges | 0.00 | 2,523.98 | 4,300.00 | 58.70 |
| 790-730 | Postage | 0.00 | 752.48 | 700.00 | 107.50 |
| 790-732 | Cleaning Supplies | 0.00 | 3,568.60 | 6,000.00 | 59.48 |
| 790-734 | Processing Supplies | 21.01 | 9,394.02 | 11,000.00 | 85.40 |
| 790-740 | Equipment | 0.00 | 38,515.42 | 31,000.00 | 124.24 |
| 790-750.1 | Adult Programming | 1,097.72 | 14,098.34 | 18,000.00 | 78.32 |
| 790-750.2 | Teen Programming | 1,563.53 | 8,327.14 | 10,000.00 | 83.27 |
| 790-750.3 | Youth Programming | 1,487.79 | 11,218.76 | 14,000.00 | 80.13 |
| 790-750.4 | Programming funded by Friends | 0.00 | 5,039.61 | 7,500.00 | 67.19 |
| 790-752.1 | Summer Reading-Adult | 0.00 | 2,763.03 | 3,000.00 | 92.10 |
| 790-752.2 | Summer Reading-Teen | 68.06 | 1,729.21 | 2,000.00 | 86.46 |
| 790-752.3 | Summer Reading-Youth | 0.00 | 4,952.04 | 5,000.00 | 99.04 |
| 790-760 | Youth Toys/Realia | 96.74 | 1,965.63 | 2,100.00 | 93.60 |
| 790-762.1 | Adult ETC | 126.80 | 2,198.43 | 3,000.00 | 73.28 |
| 790-762.3 | Youth ETC | 577.78 | 1,972.02 | 2,000.00 | 98.60 |
| 790-770 | Periodicals | 0.00 | 7,646.50 | 12,300.00 | 62.17 |
| 790-772.1 | eLibrary-Adults | 7,426.64 | 137,731.00 | 132,000.00 | 104.34 |
| 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

| | | 1 Month Ended | 11 Months Ended | 12 Months Ended | Year to Date |
|---------------------------------|--------------------------|-------------------------------|-------------------------------|-----------------------------|----------------------|
| | | October 31, 2024 Actual | October 31, 2024 Actual | November 30, 2024 Budget | Percentage Budget |
| 790-780 | Software | 5,777.60 | 19,450.38 | 25,000.00 | 77.80 |
| 790-785 | Online Database | 4,672.45 | 31,535.43 | 43,000.00 | 73.34 |
| 790-801 | PS-Auditor | 0.00 | 26,080.00 | 25,600.00 | 101.88 |
| 790-802 | PS-Bookkeeping | 645.00 | 7,095.00 | 11,300.00 | 62.79 |
| 790-803 | PS-Attorney | 0.00 | 122.50 | 2,600.00 | 4.71 |
| 790-804 | PS-Consultants | 4,425.00 | 4,425.00 | 8,000.00 | 55.31 |
| 790-805 | PS--Computer Consultants | 1,500.00 | 2,900.00 | 5,000.00 | 58.00 |
| 790-806 | PS-Tax Collection | 310.80 | 310.80 | 400.00 | 77.70 |
| 790-810 | Cooperative Fees | 3,495.00 | 3,495.00 | 3,500.00 | 99.86 |
| 790-820 | Polaris | 43,966.69 | 54,504.21 | 47,000.00 | 115.97 |
| 790-850 | Internet | 3,537.50 | 6,445.34 | 22,000.00 | 29.30 |
| 790-851 | Telephone | 477.50 | 5,153.54 | 5,600.00 | 92.03 |
| 790-860 | Travel/Lodging | 319.67 | 1,109.16 | 3,000.00 | 36.97 |
| 790-880 | Marketing | 1,473.30 | 13,111.69 | 16,000.00 | 81.95 |
| 790-885 | Misc Funded by Friends | 0.00 | 1,410.91 | 0.00 | 0.00 |
| 790-920 | Electricity | 5,451.91 | 46,094.53 | 50,000.00 | 92.19 |
| 790-921 | Gas | 1,023.51 | 18,448.20 | 17,000.00 | 108.52 |
| 790-922 | Water | 0.00 | 4,236.32 | 6,700.00 | 63.23 |
| 790-930 | Building Maintenance | 1,281.39 | 17,230.61 | 30,000.00 | 57.44 |
| 790-932 | Grounds Maintenance | 0.00 | 35,503.96 | 40,100.00 | 88.54 |
| 790-934 | Equipment Maintenance | 826.82 | 8,579.80 | 12,000.00 | 71.50 |
| 790-955 | Grants | 1,892.11 | 7,267.36 | 0.00 | 0.00 |
| 790-956 | Miscellaneous | 117.26 | 922.62 | 1,600.00 | 57.66 |
| 790-956.1 | Misc/Petty Cash | 0.00 | 0.00 | 200.00 | 0.00 |
| 790-957 | Continued Education | 0.00 | 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 | 37.66 | 157.42 | 4,500.00 | 3.50 |
| 790-964.4 | MelCat Reimbursements | 46.98 | 458.66 | 200.00 | 229.33 |
| 790-965 | Bank Charges | 346.47 | 3,832.45 | 4,500.00 | 85.17 |
| 790-969 | Insurance | 0.00 | 18,256.00 | 18,000.00 | 101.42 |
| 790-981 | Books Funded by Friends | 167.20 | 853.36 | 1,000.00 | 85.34 |
| 790-982.1 | Adult Fiction | 2,536.77 | 31,951.82 | 35,000.00 | 91.29 |
| 790-982.15 | Large Print | 460.50 | 4,804.38 | 9,000.00 | 53.38 |
| 790-982.2 | Teen Fiction | 543.28 | 6,261.63 | 10,000.00 | 62.62 |
| 790-982.3 | Youth Fiction | 2,293.10 | 23,035.63 | 25,000.00 | 92.14 |
| 790-983.1 | Adult Nonfiction | 1,542.51 | 22,825.20 | 35,000.00 | 65.21 |
| 790-983.15 | Reference | 158.50 | 2,867.76 | 4,000.00 | 71.69 |
| 790-983.2 | Teen Nonfiction | 950.78 | 2,360.86 | 4,000.00 | 59.02 |
| 790-983.3 | Youth Nonfiction | 1,026.41 | 13,105.52 | 15,000.00 | 87.37 |
| 790-984.1 | Audiobooks-Adult | 167.96 | 2,366.39 | 8,000.00 | 29.58 |
| 790-984.2 | Audiobooks-Teen | 124.97 | 1,136.74 | 4,000.00 | 28.42 |
| 790-984.3 | Audiobooks-Youth | 931.29 | 5,158.33 | 6,500.00 | 79.36 |
| 790-985.1 | DVD/Blu Rays-Adult | 366.59 | 5,784.14 | 12,000.00 | 48.20 |
| 790-985.2 | DVD/Blu Rays-Teen | 0.00 | 153.82 | 500.00 | 30.76 |
| 790-985.3 | DVD/Blu Rays-Youth | 560.72 | 2,413.76 | 2,600.00 | 92.84 |
| 790-986.1 | Music CDs-Adult | 11.24 | 828.82 | 2,000.00 | 41.44 |
| 790-986.3 | Music CDs-Youth | 0.00 | 156.61 | 200.00 | 78.31 |
| 790-998 | Special Projects | 365,860.85 | 1,949,468.65 | 3,900,000.00 | 49.99 |
| Total Operating Expenses | | <u>592,199.03</u> | <u>4,089,536.86</u> | <u>6,300,000.00</u> | <u>64.91</u> |
| Operating Income (Loss) | | <u>(589,099.48)</u> | <u>(1,194,921.88)</u> | <u>0.00</u> | <u>0.00</u> |

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

| | | 1 Month Ended | 11 Months Ended | 12 Months Ended | Year to Date |
|---------------------------------------|-----------------------------------|--|--|-------------------------------------|------------------------------|
| | | October 31, 2024 Actual | October 31, 2024 Actual | November 30, 2024 Budget | Percentage Budget |
| Other Income (Expenses) | | | | | |
| 000-665.4 | Agency Account Interest | 2,146.86 | 48,943.89 | 0.00 | 0.00 |
| 000-669 | Sub-Agency Short Term Gain | 0.00 | 31.37 | 0.00 | 0.00 |
| 000-669.1 | Sub-Agency Long Term Gain | 0.00 | (70,786.84) | 0.00 | 0.00 |
| 000-670 | Sub-Agency Change in Market Value | (57,766.58) | 216,981.63 | 0.00 | 0.00 |
| 000-670.4 | Agency Change in Market Value | (44,485.55) | 62,568.86 | 0.00 | 0.00 |
| 000-965.4 | Agency Admin Charges | (956.22) | (9,755.74) | 0.00 | 0.00 |
| Total Other Income (Expenses) | | <u>(101,061.49)</u> | <u>247,983.17</u> | <u>0.00</u> | <u>0.00</u> |
| Net Income (Loss) Before Taxes | | <u>(690,160.97)</u> | <u>(946,938.71)</u> | <u>0.00</u> | <u>0.00</u> |
| Net Income (Loss) | | <u>\$ (690,160.97)</u> | <u>\$ (946,938.71)</u> | <u>\$ 0.00</u> | <u>0.00</u> |

Saline District Library Fund 101

Monthly Revenue

October 2024

| Type | Date | Num | Name | Memo | Clr | Split | Amount | Balance |
|---|------------|-----|------|---------|-----|-------------------|--------|---------|
| 628 · Printers-Revenue | | | | | | | | |
| Deposit | 10/01/2024 | | | Deposit | | 001 · Key Bank... | 5.00 | 5.00 |
| Deposit | 10/03/2024 | | | Deposit | | 001 · Key Bank... | 12.00 | 17.00 |
| Deposit | 10/04/2024 | | | Deposit | | 001 · Key Bank... | 17.00 | 34.00 |
| Deposit | 10/04/2024 | | | Deposit | | 001 · Key Bank... | 5.30 | 39.30 |
| Deposit | 10/08/2024 | | | Deposit | | 001 · Key Bank... | 8.20 | 47.50 |
| Deposit | 10/11/2024 | | | Deposit | | 001 · Key Bank... | 9.30 | 56.80 |
| Deposit | 10/15/2024 | | | Deposit | | 001 · Key Bank... | 6.50 | 63.30 |
| Deposit | 10/16/2024 | | | Deposit | | 001 · Key Bank... | 25.40 | 88.70 |
| Deposit | 10/17/2024 | | | Deposit | | 001 · Key Bank... | 7.20 | 95.90 |
| Deposit | 10/18/2024 | | | Deposit | | 001 · Key Bank... | 1.50 | 97.40 |
| Deposit | 10/18/2024 | | | Deposit | | 001 · Key Bank... | 1.00 | 98.40 |
| Deposit | 10/18/2024 | | | Deposit | | 001 · Key Bank... | 6.80 | 105.20 |
| Deposit | 10/18/2024 | | | Deposit | | 001 · Key Bank... | 7.30 | 112.50 |
| Deposit | 10/21/2024 | | | Deposit | | 001 · Key Bank... | 2.00 | 114.50 |
| Deposit | 10/21/2024 | | | Deposit | | 001 · Key Bank... | 3.30 | 117.80 |
| Deposit | 10/23/2024 | | | Deposit | | 001 · Key Bank... | 4.40 | 122.20 |
| Deposit | 10/24/2024 | | | Deposit | | 001 · Key Bank... | 3.10 | 125.30 |
| Deposit | 10/28/2024 | | | Deposit | | 001 · Key Bank... | 7.80 | 133.10 |
| Deposit | 10/28/2024 | | | Deposit | | 001 · Key Bank... | 2.00 | 135.10 |
| Deposit | 10/29/2024 | | | Deposit | | 001 · Key Bank... | 6.90 | 142.00 |
| Deposit | 10/30/2024 | | | Deposit | | 001 · Key Bank... | 4.00 | 146.00 |
| Total 628 · Printers-Revenue | | | | | | | 146.00 | 146.00 |
| 628.1 · Copy Machine-Revenue | | | | | | | | |
| Deposit | 10/18/2024 | | | Deposit | | 001 · Key Bank... | 355.50 | 355.50 |
| Total 628.1 · Copy Machine-Revenue | | | | | | | 355.50 | 355.50 |
| 629 · Non-Resident Fees | | | | | | | | |
| Deposit | 10/28/2024 | | | Deposit | | 001 · Key Bank... | 15.00 | 15.00 |
| Deposit | 10/28/2024 | | | Deposit | | 001 · Key Bank... | 25.00 | 40.00 |
| Deposit | 10/29/2024 | | | Deposit | | 001 · Key Bank... | 25.00 | 65.00 |
| Total 629 · Non-Resident Fees | | | | | | | 65.00 | 65.00 |
| 658 · Fines-Overdue Materials | | | | | | | | |
| Deposit | 10/18/2024 | | | Deposit | | 001 · Key Bank... | 25.00 | 25.00 |
| Total 658 · Fines-Overdue Materials | | | | | | | 25.00 | 25.00 |
| 658.1 · Materials Replacement Fees | | | | | | | | |
| Deposit | 10/02/2024 | | | Deposit | | 001 · Key Bank... | 149.21 | 149.21 |
| Deposit | 10/03/2024 | | | Deposit | | 001 · Key Bank... | 10.99 | 160.20 |
| Deposit | 10/04/2024 | | | Deposit | | 001 · Key Bank... | 101.95 | 262.15 |
| Deposit | 10/04/2024 | | | Deposit | | 001 · Key Bank... | 44.31 | 306.46 |
| Deposit | 10/07/2024 | | | Deposit | | 001 · Key Bank... | 17.99 | 324.45 |
| Deposit | 10/07/2024 | | | Deposit | | 001 · Key Bank... | 45.00 | 369.45 |
| Deposit | 10/15/2024 | | | Deposit | | 001 · Key Bank... | 39.28 | 408.73 |

Saline District Library Fund 101
Monthly Revenue
October 2024

| Type | Date | Num | Name | Memo | Clr | Split | Amount | Balance |
|--|------------|-----|------|---------|-----|-------------------|-------------------|-------------------|
| Deposit | 10/16/2024 | | | Deposit | | 001 · Key Bank... | 56.93 | 465.66 |
| Deposit | 10/18/2024 | | | Deposit | | 001 · Key Bank... | 41.34 | 507.00 |
| Deposit | 10/21/2024 | | | Deposit | | 001 · Key Bank... | 6.99 | 513.99 |
| Deposit | 10/22/2024 | | | Deposit | | 001 · Key Bank... | 14.99 | 528.98 |
| Deposit | 10/24/2024 | | | Deposit | | 001 · Key Bank... | 28.00 | 556.98 |
| Deposit | 10/25/2024 | | | Deposit | | 001 · Key Bank... | 12.95 | 569.93 |
| Deposit | 10/25/2024 | | | Deposit | | 001 · Key Bank... | 11.99 | 581.92 |
| Deposit | 10/28/2024 | | | Deposit | | 001 · Key Bank... | 9.48 | 591.40 |
| Total 658.1 · Materials Replacement Fees | | | | | | | 591.40 | 591.40 |
| 699 · Transfer from Other Funds | | | | | | | | |
| Deposit | 10/07/2024 | | | Deposit | | 001 · Key Bank... | 150,000.00 | 150,000.00 |
| Deposit | 10/25/2024 | | | Deposit | | 001 · Key Bank... | 150,000.00 | 300,000.00 |
| Total 699 · Transfer from Other Funds | | | | | | | 300,000.00 | 300,000.00 |
| TOTAL | | | | | | | 301,182.90 | 301,182.90 |

Saline District Library Fund 101
Bill List
October 2024

| Type | Date | Num | Name | Memo | Amount |
|---|------------|-----------|--------------------|-------------------|-----------|
| 702 · Salaries | | | | | |
| Check | 10/11/2024 | | | pay period en... | 35,007.32 |
| Check | 10/11/2024 | | | MERS Pay P... | 2,015.57 |
| Check | 10/11/2024 | | | MERS Staff L... | 88.19 |
| Check | 10/11/2024 | | | MERS Staff L... | 149.81 |
| Check | 10/11/2024 | | | MERS 457 Pa... | 2,944.36 |
| Check | 10/25/2024 | | | pay period en... | 34,777.95 |
| Check | 10/25/2024 | | | MERS Pay P... | 2,027.08 |
| Check | 10/25/2024 | | | MERS Staff L... | 88.19 |
| Check | 10/25/2024 | | | MERS Staff L... | 149.81 |
| Check | 10/25/2024 | | | MERS 457 Pa... | 2,953.67 |
| Total 702 · Salaries | | | | | 80,201.95 |
| 716 · Employee Insurances/Benefits | | | | | |
| Bill | 10/15/2024 | 11/1/2... | BLUE CROSS BLU... | | 7,262.63 |
| Bill | 10/25/2024 | CID97... | SBIS | | 1,171.74 |
| Total 716 · Employee Insurances/Benefits | | | | | 8,434.37 |
| 719 · Health Reimbursement | | | | | |
| Bill | 10/15/2024 | FND0... | EHIM | | 1,500.48 |
| Bill | 10/15/2024 | ADM0... | EHIM | | 174.50 |
| Total 719 · Health Reimbursement | | | | | 1,674.98 |
| 723 · Retirement | | | | | |
| Check | 10/11/2024 | | | MERS Pay P... | 2,012.47 |
| Check | 10/25/2024 | | | MERS Pay P... | 2,026.93 |
| Total 723 · Retirement | | | | | 4,039.40 |
| 727 · Office Supplies | | | | | |
| Bill | 10/03/2024 | 10/2/2... | KEYBANK - NATIO... | | 30.29 |
| Bill | 10/09/2024 | | AMAZON CAPITAL ... | | 441.34 |
| Total 727 · Office Supplies | | | | | 471.63 |
| 734 · Processing Supplies | | | | | |
| Bill | 10/08/2024 | 646939 | BRODART CO. | | 21.01 |
| Total 734 · Processing Supplies | | | | | 21.01 |
| 750.1 · Adult Programming | | | | | |
| Bill | 10/03/2024 | 10/2/2... | KEYBANK - NATIO... | | 163.53 |
| Bill | 10/08/2024 | 08192... | CARRIGAN'S CAFE' | Refreshments | 26.25 |
| Bill | 10/08/2024 | 10/7-1... | MCFRY, JO ANN Y... | 8 classes total | 400.00 |
| Bill | 10/09/2024 | | AMAZON CAPITAL ... | | 485.44 |
| Bill | 10/15/2024 | 09232... | CARRIGAN'S CAFE' | Book club refr... | 22.50 |

Saline District Library Fund 101
Bill List
October 2024

| Type | Date | Num | Name | Memo | Amount |
|------------------------------------|------------|-----------|--------------------|-------------------|----------|
| Total 750.1 · Adult Programming | | | | | 1,097.72 |
| 750.2 · Teen Programming | | | | | |
| Bill | 10/03/2024 | 10/2/2... | KEYBANK - NATIO... | | 257.27 |
| Bill | 10/09/2024 | | AMAZON CAPITAL ... | | 1,306.26 |
| Total 750.2 · Teen Programming | | | | | 1,563.53 |
| 750.3 · Youth Programming | | | | | |
| Bill | 10/03/2024 | 10/2/2... | KEYBANK - NATIO... | | 9.34 |
| Bill | 10/08/2024 | 7351 | EUGENE CLARK | Journey to the... | 425.00 |
| Bill | 10/09/2024 | | AMAZON CAPITAL ... | | 1,053.45 |
| Total 750.3 · Youth Programming | | | | | 1,487.79 |
| 752.2 · Summer Reading-Teen | | | | | |
| Bill | 10/09/2024 | | AMAZON CAPITAL ... | | 74.25 |
| Deposit | 10/10/2024 | | | Deposit | -6.19 |
| Total 752.2 · Summer Reading-Teen | | | | | 68.06 |
| 760 · Youth Toys/Realia | | | | | |
| Bill | 10/03/2024 | 10/2/2... | KEYBANK - NATIO... | | 96.74 |
| Total 760 · Youth Toys/Realia | | | | | 96.74 |
| 762.1 · Adult ETC | | | | | |
| Bill | 10/09/2024 | | AMAZON CAPITAL ... | | 126.80 |
| Total 762.1 · Adult ETC | | | | | 126.80 |
| 762.3 · Youth ETC | | | | | |
| Bill | 10/09/2024 | | AMAZON CAPITAL ... | | 585.77 |
| Deposit | 10/10/2024 | | | Deposit | -7.99 |
| Total 762.3 · Youth ETC | | | | | 577.78 |
| 772.1 · Ebooks-Adult | | | | | |
| Bill | 10/08/2024 | 41793... | KANOPY, INC. | | 566.95 |
| Bill | 10/09/2024 | 50612... | MIDWEST TAPE | | 6,859.69 |
| Total 772.1 · Ebooks-Adult | | | | | 7,426.64 |
| 780 · Software | | | | | |
| Bill | 10/08/2024 | 75165 | THE LIBRARY NET... | Virus software... | 5,777.60 |
| Total 780 · Software | | | | | 5,777.60 |
| 785 · Online Database | | | | | |
| Bill | 10/08/2024 | 70843... | PROQUEST LLC | 10/1/2024-9/3... | 1,821.08 |
| Bill | 10/08/2024 | 70844... | PROQUEST LLC | 10/1/2024-9/3... | 1,619.43 |

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Accrual Basis

Saline District Library Fund 101
Bill List
October 2024

| Type | Date | Num | Name | Memo | Amount |
|--|------------|-----------|---------------------|-------------------|-----------|
| Bill | 10/08/2024 | INV68... | WORLD TRADE PR... | | 1,231.94 |
| Total 785 · Online Database | | | | | 4,672.45 |
| 802 · Professional Services-Bookkeep | | | | | |
| Bill | 10/10/2024 | | STROM ACCOUNTI... | Montly fee | 645.00 |
| Total 802 · Professional Services-Bookkeep | | | | | 645.00 |
| 804 · Professioanl services-Consult | | | | | |
| Bill | 10/08/2024 | 241809 | ELEMENTONE | Pay Structure ... | 2,225.00 |
| Bill | 10/08/2024 | 11302... | A-TRAIN TACTICAL... | Emergency A... | 2,200.00 |
| Total 804 · Professioanl services-Consult | | | | | 4,425.00 |
| 805 · Professional service-Computer | | | | | |
| Bill | 10/08/2024 | 75054 | THE LIBRARY NET... | | 1,500.00 |
| Total 805 · Professional service-Computer | | | | | 1,500.00 |
| 806 · Professioanl sevices-Tax Collec | | | | | |
| Bill | 10/15/2024 | 38-19... | LODI TOWNSHIP | | 310.80 |
| Total 806 · Professioanl sevices-Tax Collec | | | | | 310.80 |
| 810 · Copperraive Fees | | | | | |
| Bill | 10/15/2024 | 75289 | THE LIBRARY NET... | Oct. 24-Sept. ... | 2,796.00 |
| Bill | 10/15/2024 | 75289-1 | THE LIBRARY NET... | Additional Days | 699.00 |
| Total 810 · Copperraive Fees | | | | | 3,495.00 |
| 820 · Polaris | | | | | |
| Bill | 10/08/2024 | INV-IN... | INNOVATIVE INTE... | | 3,380.37 |
| Bill | 10/08/2024 | INV-IN... | INNOVATIVE INTE... | | 35,388.82 |
| Bill | 10/08/2024 | INV-IN... | INNOVATIVE INTE... | | 5,197.50 |
| Total 820 · Polaris | | | | | 43,966.69 |
| 850 · Internet | | | | | |
| Bill | 10/08/2024 | 10/13/... | T-MOBILE | Hotspots | 297.50 |
| Bill | 10/08/2024 | A-011... | MOBILE BEACON | Annual Rene... | 3,240.00 |
| Total 850 · Internet | | | | | 3,537.50 |
| 851 · Telephone | | | | | |
| Bill | 10/08/2024 | 76236 | TELNET WORLDWI... | | 477.50 |
| Total 851 · Telephone | | | | | 477.50 |
| 860 · Travel/Lodging | | | | | |
| Bill | 10/08/2024 | 10/4/2... | ANNA HINKLEY | Mileage and ... | 285.90 |

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Accrual Basis

Saline District Library Fund 101
Bill List
October 2024

| Type | Date | Num | Name | Memo | Amount |
|--------------------------------------|------------|-----------|--------------------|-------------------|----------|
| Bill | 10/15/2024 | 10/14/... | JASMINE RIEHL | Mileage | 33.77 |
| Total 860 · Travel/Lodging | | | | | 319.67 |
| 880 · Marketing | | | | | |
| Bill | 10/03/2024 | 10/2/2... | KEYBANK - NATIO... | | 50.00 |
| Bill | 10/08/2024 | 21798-R | THE SUN TIMES N... | Student Ads | 189.00 |
| Bill | 10/09/2024 | 73294... | OTC BRANDS, INC. | Halloween sw... | 900.00 |
| Bill | 10/15/2024 | 13081... | 4IMPRINT, INC. | Keychaine or... | 334.30 |
| Total 880 · Marketing | | | | | 1,473.30 |
| 920 · Electricity | | | | | |
| Bill | 10/11/2024 | | DTE ENERGY - EL... | | 5,451.91 |
| Total 920 · Electricity | | | | | 5,451.91 |
| 921 · Gas | | | | | |
| Bill | 10/11/2024 | | DTE ENERGY - GAS | | 1,023.51 |
| Total 921 · Gas | | | | | 1,023.51 |
| 930 · Building Maintenance | | | | | |
| Bill | 10/08/2024 | 87875... | WASTE MANAGEM... | | 256.62 |
| Bill | 10/08/2024 | 12669... | CERTASITE, LLC | Fire Extinguis... | 651.49 |
| Bill | 10/08/2024 | 11965 | ALTECH | Check valve r... | 354.00 |
| Bill | 10/09/2024 | | AMAZON CAPITAL ... | | 19.28 |
| Total 930 · Building Maintenance | | | | | 1,281.39 |
| 934 · Equipment Maintenance | | | | | |
| Bill | 10/08/2024 | 50702... | RICOH USA, INC | | 48.87 |
| Bill | 10/08/2024 | 50702... | RICOH USA, INC | | 777.95 |
| Total 934 · Equipment Maintenance | | | | | 826.82 |
| 955 · Grants | | | | | |
| Bill | 10/03/2024 | 10/2/2... | KEYBANK - NATIO... | | 1,892.11 |
| Total 955 · Grants | | | | | 1,892.11 |
| 956 · Miscellaneous | | | | | |
| Bill | 10/08/2024 | 00109... | MLIVE MEDIA GRO... | | 117.26 |
| Total 956 · Miscellaneous | | | | | 117.26 |
| 964 · Tax Adjustment | | | | | |
| Bill | 10/08/2024 | 20241... | WASHTENAW COU... | | 37.66 |
| Total 964 · Tax Adjustment | | | | | 37.66 |
| 964.4 · MelCat Reimbursements | | | | | |

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Accrual Basis

Saline District Library Fund 101
Bill List
October 2024

| Type | Date | Num | Name | Memo | Amount |
|--------------------------------------|------------|-----------|---------------------|--------------|----------|
| Bill | 10/08/2024 | zv801... | TROY PUBLIC LIBR... | | 46.98 |
| Total 964.4 · MelCat Reimbursements | | | | | 46.98 |
| 965 · Bank Charges | | | | | |
| Check | 10/03/2024 | | | KB Merch fee | 68.95 |
| Check | 10/03/2024 | | | KB Merch fee | 25.98 |
| Total 965 · Bank Charges | | | | | 94.93 |
| 981 · Books funded by friends | | | | | |
| Bill | 10/15/2024 | 9/1-9/... | BAKER & TAYLOR | | 167.20 |
| Total 981 · Books funded by friends | | | | | 167.20 |
| 982.1 · Adult Fiction | | | | | |
| Bill | 10/15/2024 | 9/1-9/... | BAKER & TAYLOR | | 2,536.77 |
| Total 982.1 · Adult Fiction | | | | | 2,536.77 |
| 982.15 · Large Print | | | | | |
| Bill | 10/15/2024 | 9/1-9/... | BAKER & TAYLOR | | 460.50 |
| Total 982.15 · Large Print | | | | | 460.50 |
| 982.2 · Teen Fiction | | | | | |
| Bill | 10/15/2024 | 9/1-9/... | BAKER & TAYLOR | | 543.28 |
| Total 982.2 · Teen Fiction | | | | | 543.28 |
| 982.3 · Youth Fiction | | | | | |
| Bill | 10/09/2024 | | AMAZON CAPITAL ... | | 27.96 |
| Bill | 10/15/2024 | 9/1-9/... | BAKER & TAYLOR | | 2,265.14 |
| Total 982.3 · Youth Fiction | | | | | 2,293.10 |
| 983.1 · Adult Nonfiction | | | | | |
| Bill | 10/15/2024 | 9/1-9/... | BAKER & TAYLOR | | 1,542.51 |
| Total 983.1 · Adult Nonfiction | | | | | 1,542.51 |
| 983.15 · Reference | | | | | |
| Bill | 10/08/2024 | 800806 | ICLE | | 158.50 |
| Total 983.15 · Reference | | | | | 158.50 |
| 983.2 · Teen Nonfiction | | | | | |
| Bill | 10/09/2024 | | AMAZON CAPITAL ... | | 48.49 |
| Bill | 10/15/2024 | 9/1-9/... | BAKER & TAYLOR | | 902.29 |
| Total 983.2 · Teen Nonfiction | | | | | 950.78 |

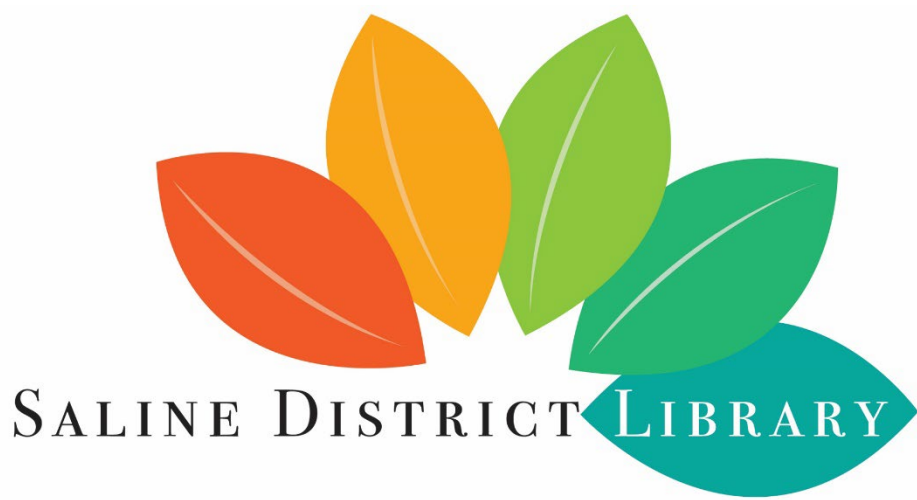
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Accrual Basis

Saline District Library Fund 101
Bill List
October 2024

| Type | Date | Num | Name | Memo | Amount |
|-----------------------------------|------------|-----------|-------------------|------------|-------------------|
| 983.3 · Youth Nonfiction | | | | | |
| Bill | 10/15/2024 | 9/1-9/... | BAKER & TAYLOR | | 1,026.41 |
| Total 983.3 · Youth Nonfiction | | | | | 1,026.41 |
| 984.1 · Audiobooks-Adult | | | | | |
| Bill | 10/09/2024 | 10/1/2... | MIDWEST TAPE | | 167.96 |
| Total 984.1 · Audiobooks-Adult | | | | | 167.96 |
| 984.2 · Audiobooks-Teen | | | | | |
| Bill | 10/09/2024 | 10/1/2... | MIDWEST TAPE | | 124.97 |
| Total 984.2 · Audiobooks-Teen | | | | | 124.97 |
| 984.3 · Audiobooks-Youth | | | | | |
| Bill | 10/09/2024 | 10/1/2... | MIDWEST TAPE | | 226.94 |
| Bill | 10/15/2024 | 9/1-9/... | BAKER & TAYLOR | | 704.35 |
| Total 984.3 · Audiobooks-Youth | | | | | 931.29 |
| 985.1 · DVDBlu Rays-Adult | | | | | |
| Bill | 10/09/2024 | 10/1/2... | MIDWEST TAPE | | 366.59 |
| Total 985.1 · DVDBlu Rays-Adult | | | | | 366.59 |
| 985.3 · DVD/Blu Rays-Youth | | | | | |
| Bill | 10/09/2024 | 10/1/2... | MIDWEST TAPE | | 560.72 |
| Total 985.3 · DVD/Blu Rays-Youth | | | | | 560.72 |
| 986.1 · Music CDs-Adult | | | | | |
| Bill | 10/09/2024 | 10/1/2... | MIDWEST TAPE | | 11.24 |
| Total 986.1 · Music CDs-Adult | | | | | 11.24 |
| 998 · Special Projects | | | | | |
| Bill | 10/15/2024 | 1014241 | TEOMA SYSTEMS | Data Cable | 4,578.71 |
| Bill | 10/15/2024 | 43141 | QUINN EVANS | | 12,212.59 |
| Bill | 10/15/2024 | CCB#4 | MCCARTHY & SMI... | CCB#4 | 349,069.55 |
| Total 998 · Special Projects | | | | | 365,860.85 |
| TOTAL | | | | | 566,364.15 |



**FY 2024/2025
Operating Budget**

Approved _____

Saline District Library FY2024/2025 Budget

SUMMARY

| Saline District Library Operating Revenue | Audited 2020/2021 | Audited 2021/2022 | Amended 2022/2023 | Audited 2022/2023 | | Approved 2023/2024 | Amended 2023/2024 | | Proposed 2024/2025 | |
|---|----------------------|----------------------|----------------------|----------------------|--------|-----------------------|------------------------------|--------|-------------------------------|--------|
| Property Taxes | | | | | | | | | | |
| Primary Millage | | | | | | \$1,824,657 | | | \$1,944,333 | |
| Provision: Tax Delinquency | | | | | | (27,370) | | | (29,165) | |
| 2006 millage | | | | | | 744,115 | | | 792,919 | |
| Provision: Tax Delinquency | | | | | | (11,162) | | | (11,894) | |
| Total Property Taxes | \$2,193,985 | \$2,256,208 | \$2,402,365 | \$2,402,366 | 87.9% | \$2,530,240 | \$2,540,725 | 89.8% | \$2,696,193 | 90.5% |
| State & County Funding | | | | | | | | | | |
| PPT Reimbursement | 93,317 | 95,517 | 96,906 | 96,906 | 3.5% | 134,370 | 134,371 | 4.8% | 102,258 | 3.4% |
| State Aid | 22,876 | 27,805 | 28,689 | 28,689 | 1.0% | 29,600 | 28,873 | 1.1% | 30,214 | 1.0% |
| Penal Fines | 35,986 | 26,703 | 22,360 | 22,360 | 0.8% | 22,000 | 25,568 | 0.8% | 22,000 | 0.7% |
| Total State & County Funding | \$152,179 | \$150,025 | \$147,955 | \$147,955 | 5.4% | \$185,970 | \$188,812 | 6.6% | \$154,472 | 5.2% |
| Fines and Fees | 15,578 | 20,116 | 21,909 | 22,525 | 0.8% | 10,000 | 11,825 | 0.4% | 11,400 | 0.4% |
| Library Services | 1,316 | 4,772 | 5,445 | 5,640 | 0.2% | 4,500 | 4,541 | 0.2% | 5,100 | 0.2% |
| Donations | 32,353 | 28,052 | 21,950 | 22,130 | 0.8% | 26,000 | 120,140 | 0.9% | 22,000 | 0.7% |
| Interest Income | 80,728 | 84,182 | 66,712 | 131,233 | 4.8% | 61,290 | 142,011 | 2.2% | 91,335 | 3.1% |
| Miscellaneous/Other | 173 | 13,453 | 547 | 548 | 0.0% | 0 | 1,028 | 0.0% | 0 | 0.0% |
| Total Operating Revenue | \$2,476,312 | \$2,556,808 | \$2,666,883 | \$2,732,397 | 100.0% | \$2,818,000 | \$3,009,082 | 100.0% | \$2,980,500 | 100.0% |
| Transfers | | | \$107,747 | \$0 | | \$3,482,000 | \$2,007,867 | | \$909,500 | |
| Total General Fund Revenue | \$2,476,312 | \$2,556,808 | \$2,774,630 | \$2,732,397 | | \$6,300,000 | \$5,016,949 | | \$3,890,000 | |

Saline District Library FY2024/2025 Budget

SUMMARY

| Saline District Library Operating Expenditures | Audited 2020/2021 | Audited 2021/2022 | Amended 2022/2023 | Audited 2022/2023 | | Approved 2023/2024 | Amended 2023/2024 | | Proposed 2024/2025 | |
|---|----------------------|----------------------|----------------------|----------------------|--------|-----------------------|----------------------|--------|-----------------------|--------|
| Personnel | \$1,276,602 | \$1,285,465 | \$1,468,000 | \$1,468,861 | 63.6% | \$1,536,500 | \$1,527,000 | 64.0% | \$1,713,250 | 64.2% |
| Staff Development | 9,276 | 13,486 | 11,200 | 8,830 | 0.4% | 13,400 | 6,600 | 0.6% | 12,400 | 0.5% |
| Supplies | 18,302 | 26,376 | 30,067 | 28,226 | 1.2% | 29,800 | 24,450 | 1.2% | 30,100 | 1.1% |
| Programming | 26,228 | 46,237 | 58,400 | 57,938 | 2.5% | 59,500 | 55,800 | 2.5% | 61,500 | 2.3% |
| Technology | 37,548 | 54,982 | 58,350 | 62,492 | 2.7% | 68,000 | 68,200 | 2.8% | 69,000 | 2.6% |
| Professional Services | 48,349 | 72,480 | 87,752 | 85,103 | 3.7% | 57,400 | 46,103 | 2.4% | 56,850 | 2.1% |
| Library Systems | 38,363 | 38,583 | 50,545 | 39,602 | 1.7% | 50,700 | 58,499 | 2.1% | 54,000 | 2.0% |
| Online Access | 48,396 | 64,400 | 56,690 | 55,715 | 2.4% | 65,000 | 55,963 | 2.7% | 63,000 | 2.4% |
| Marketing | 10,054 | 11,491 | 14,000 | 13,910 | 0.6% | 16,000 | 14,000 | 0.7% | 20,000 | 0.7% |
| Insurance | 19,988 | 16,074 | 16,740 | 16,736 | 0.7% | 18,000 | 18,256 | 0.8% | 20,000 | 0.7% |
| Utilities | 78,915 | 72,530 | 76,242 | 76,242 | 3.3% | 79,300 | 82,182 | 3.3% | 84,200 | 3.2% |
| Building & Grounds | 193,037 | 68,178 | 79,236 | 72,964 | 3.2% | 70,100 | 54,150 | 2.9% | 115,000 | 4.3% |
| Collections | 252,366 | 263,817 | 306,950 | 307,626 | 13.3% | 330,200 | 304,600 | 13.8% | 363,600 | 13.6% |
| Miscellaneous | 4,808 | 6,128 | 7,166 | 7,134 | 0.3% | 6,100 | 2,707 | 0.3% | 7,100 | 0.3% |
| Special Projects | 0 | 12,424 | 28,647 | 7,852 | 0.3% | 0 | 7,867 | 0.0% | 0 | 0.0% |
| Total Operating Expenditures | \$2,062,232 | \$2,052,651 | \$2,349,985 | \$2,309,231 | 100.0% | \$2,400,000 | \$2,326,377 | 100.0% | \$2,670,000 | 100.0% |
| Special Projects: Renovation | | | \$136,900 | \$136,878 | | \$3,900,000 | \$2,680,000 | | \$1,220,000 | |
| Total General Fund Expenditures | | | \$2,486,885 | \$2,446,109 | | \$6,300,000 | \$5,006,377 | | \$3,890,000 | |
| Total Operating Revenue | \$2,476,312 | \$2,556,808 | | \$2,732,397 | | | | | | |
| Investment Earnings/(Loss) | (\$233,011) | (\$952,999) | | (\$1,836) | | | | | | |
| Total Revenue | \$2,243,301 | \$1,603,809 | | \$2,730,561 | | | | | | |
| Total Operating Expenses | \$2,062,232 | \$2,052,651 | | \$2,446,109 | | | | | | |
| Endowment Admin Charges | \$15,955 | \$10,804 | | \$10,381 | | | | | | |
| Total Expenditures | \$2,078,187 | \$2,063,455 | | \$2,456,490 | | | | | | |
| Net Change in Fund Balance | \$165,114 | (\$459,646) | | \$274,071 | | | | | | |
| | \$2,243,301 | \$1,603,809 | | \$2,730,561 | | | | | | |

Saline District Library FY2024/2025 Budget

| Saline District Library Operating Revenue | Audited 2020/2021 | Audited 2021/2022 | Amended 2022/2023 | Audited 2022/2023 | Approved 2023/2024 | Amended 2023/2024 | Proposed 2024/2025 |
|---|----------------------|----------------------|----------------------|----------------------|-----------------------|------------------------------|-------------------------------|
| Property Taxes | | | | | | | |
| Primary Millage | \$2,193,985 | \$2,256,208 | \$2,402,365 | \$2,402,366 | \$1,824,657 | | \$1,944,333 |
| Provision: Tax Delinquency | | | | | (27,370) | | (29,165) |
| 2006 millage | | | | | 744,115 | | 792,919 |
| Provision: Tax Delinquency | | | | | (11,162) | | (11,894) |
| Total Property Taxes | <u>\$2,193,985</u> | <u>\$2,256,208</u> | <u>\$2,402,365</u> | <u>\$2,402,366</u> | <u>\$2,530,240</u> | \$2,540,725 | <u>\$2,696,193</u> |
| State & County Funding | | | | | | | |
| PPT Reimbursement | 93,317 | 95,517 | 96,906 | 96,906 | 134,370 | 134,371 | 102,258 |
| State Aid | 22,876 | 27,805 | 28,689 | 28,689 | 29,600 | 28,873 | 30,214 |
| Penal Fines | <u>35,986</u> | <u>26,703</u> | <u>22,360</u> | <u>22,360</u> | <u>22,000</u> | 25,568 | <u>22,000</u> |
| Total State & County Funding | <u>\$152,179</u> | <u>\$150,025</u> | <u>\$147,955</u> | <u>\$147,955</u> | <u>\$185,970</u> | \$188,812 | <u>\$154,472</u> |
| Fines and Fees | | | | | | | |
| Overdue Fines | 7,818 | 11,113 | 12,500 | 12,866 | 0 | 875 | 0 |
| Non-Resident Cards | 2,675 | 3,195 | 3,400 | 3,389 | 3,700 | 3,600 | 4,000 |
| Card Replacement Fees | 213 | 129 | 9 | 10 | 0 | 0 | 0 |
| Materials Replacement Fees | <u>4,872</u> | <u>5,679</u> | <u>6,000</u> | <u>6,260</u> | <u>6,300</u> | 7,350 | <u>7,400</u> |
| Total Fines and Fees | <u>\$15,578</u> | <u>\$20,116</u> | <u>\$21,909</u> | <u>\$22,525</u> | <u>\$10,000</u> | \$11,825 | <u>\$11,400</u> |
| Library Services | | | | | | | |
| Copiers | 90 | 922 | 1,205 | 1,216 | 1,000 | 1,436 | 1,100 |
| Printers | 1,212 | 3,850 | 4,240 | 4,424 | 3,500 | 3,105 | 4,000 |
| Fax | <u>14</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | 0 | <u>0</u> |
| Total Library Services | <u>\$1,316</u> | <u>\$4,772</u> | <u>\$5,445</u> | <u>\$5,640</u> | <u>\$4,500</u> | \$4,541 | <u>\$5,100</u> |

Saline District Library FY2024/2025 Budget

| Saline District Library Operating Revenue | Audited 2020/2021 | Audited 2021/2022 | Amended 2022/2023 | Audited 2022/2023 | Approved 2023/2024 | Amended 2023/2024 | Proposed 2024/2025 |
|---|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|----------------------------------|----------------------------------|
| Donations | | | | | | | |
| Designated | 250 | 1,028 | 150 | 150 | 1,000 | 1,950 | 1,500 |
| Undesignated | 6,696 | 7,576 | 6,800 | 7,333 | 7,000 | 5,000 | 6,000 |
| Friends of the Library | 25,407 | 17,848 | 15,000 | 14,647 | 18,000 | 113,190 | 14,500 |
| Grants | 0 | 1,600 | 0 | 0 | | | 0 |
| Total Donations | <u>\$32,353</u> | <u>\$28,052</u> | <u>\$21,950</u> | <u>\$22,130</u> | <u>\$26,000</u> | <u>\$120,140</u> | <u>\$22,000</u> |
| Interest Income | | | | | | | |
| General Account | 27 | 127 | 1,200 | 1,242 | 1,300 | 1,200 | 1,200 |
| CDs/Investments | 339 | 0 | 1,012 | 1,012 | 0 | 21,811 | 0 |
| Subagency Account | 80,362 | 84,055 | 64,500 | 128,979 | 59,990 | 119,000 | 90,135 |
| Total Interest | <u>\$80,728</u> | <u>\$84,182</u> | <u>\$66,712</u> | <u>\$131,233</u> | <u>\$61,290</u> | <u>\$142,011</u> | <u>\$91,335</u> |
| Miscellaneous/Other | \$173 | \$13,453 | \$547 | \$548 | \$0 | \$1,028 | \$0 |
| Total Operating Revenue | <u><u>\$2,476,312</u></u> | <u><u>\$2,556,808</u></u> | <u><u>\$2,666,883</u></u> | <u><u>\$2,732,397</u></u> | <u><u>\$2,818,000</u></u> | <u><u>\$3,009,082</u></u> | <u><u>\$2,980,500</u></u> |
| Operating Transfers In | | | 100,000 | | 3,482,000 | 2,000,000 | 909,500 |
| Transfers from Endowment | | | 7,747 | | | 7,867 | |
| Total Transfers | | | <u>107,747</u> | <u>0</u> | <u>3,482,000</u> | <u>2,007,867</u> | <u>909,500</u> |
| Total General Fund Revenue | <u><u>\$2,476,312</u></u> | <u><u>\$2,556,808</u></u> | <u><u>\$2,774,630</u></u> | <u><u>\$2,732,397</u></u> | <u><u>\$6,300,000</u></u> | <u><u>\$5,016,949</u></u> | <u><u>\$3,890,000</u></u> |

Saline District Library FY2024/2025 Budget

| Saline District Library Operating Expenditures | Audited 2020/2021 | Audited 2021/2022 | Amended 2022/2023 | Audited 2022/2023 | Approved 2023/2024 | Amended 2023/2024 | Proposed 2024/2025 |
|--|----------------------|----------------------|----------------------|----------------------|-----------------------|------------------------------|-------------------------------|
| Personnel Expenses | | | | | | | |
| Salaries/Wages | \$1,103,881 | \$1,101,540 | \$1,250,000 | \$1,252,932 | \$1,300,000 | \$1,290,000 | \$1,450,000 |
| FICA | 83,068 | 82,895 | 94,000 | 93,860 | 97,500 | 97,000 | 108,750 |
| Heath Insurance | 57,994 | 49,430 | 71,000 | 68,871 | 80,000 | 75,500 | 89,000 |
| Health Reimbursement | | 19,712 | 20,000 | 20,068 | 21,000 | 21,000 | 21,500 |
| Retirement | 31,659 | 31,888 | 33,000 | 33,130 | 38,000 | 43,500 | 44,000 |
| Total Fringe Costs | <u>\$172,721</u> | <u>\$183,925</u> | <u>\$218,000</u> | <u>\$215,929</u> | <u>\$236,500</u> | <u>\$237,000</u> | <u>\$263,250</u> |
| Total Personnel Costs | \$1,276,602 | \$1,285,465 | \$1,468,000 | \$1,468,861 | \$1,536,500 | \$1,527,000 | \$1,713,250 |
| Staff Development | | | | | | | |
| Professional Dues | 3,809 | 4,385 | 3,100 | 3,098 | 4,400 | 4,300 | 4,400 |
| Travel | 598 | 3,564 | 2,500 | 1,530 | 3,000 | 1,200 | 2,500 |
| Continuing Education | 4,869 | 5,537 | 5,600 | 4,202 | 6,000 | 1,100 | 5,500 |
| Total Staff Development | <u>\$9,276</u> | <u>\$13,486</u> | <u>\$11,200</u> | <u>\$8,830</u> | <u>\$13,400</u> | <u>\$6,600</u> | <u>\$12,400</u> |
| Supplies | | | | | | | |
| Office | 5,222 | 5,465 | 4,950 | 4,828 | 6,000 | 4,300 | 7,800 |
| Youth Supplies | 1,093 | 1,251 | 1,300 | 1,247 | 1,600 | 1,600 | 0 |
| Cartridges | 3,217 | 3,381 | 4,100 | 3,974 | 4,300 | 3,050 | 4,100 |
| Cleaning | 3,159 | 4,715 | 7,000 | 6,949 | 6,000 | 4,900 | 6,000 |
| Postage | 229 | 499 | 717 | 717 | 700 | 900 | 1,200 |
| Processing Supplies | 5,382 | 10,915 | 12,000 | 10,511 | 11,000 | 9,700 | 11,000 |
| Petty Cash | 0 | 150 | 0 | 0 | 200 | 0 | 0 |
| Total Supplies | <u>\$18,302</u> | <u>\$26,376</u> | <u>\$30,067</u> | <u>\$28,226</u> | <u>\$29,800</u> | <u>\$24,450</u> | <u>\$30,100</u> |
| Programming | | | | | | | |
| Youth Programs | 3,850 | 12,514 | 17,600 | 17,590 | 19,000 | 17,900 | 20,000 |
| Adult Programs | 13,337 | 17,523 | 21,000 | 20,872 | 21,000 | 20,100 | 21,000 |
| Teen Programs | 9,041 | 12,114 | 12,150 | 12,021 | 12,000 | 12,700 | 13,000 |
| Programs Funded by Friends | 0 | 4,086 | 7,650 | 7,455 | 7,500 | 5,100 | 7,500 |
| Total Programming | <u>\$26,228</u> | <u>\$46,237</u> | <u>\$58,400</u> | <u>\$57,938</u> | <u>\$59,500</u> | <u>\$55,800</u> | <u>\$61,500</u> |

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|--|----------------------|----------------------|----------------------|----------------------|-----------------------|------------------------------|-------------------------------|
| Technology | | | | | | | |
| Equipment | 12,055 | 12,243 | 31,000 | 34,294 | 31,000 | 39,500 | 35,000 |
| Equipment Maintenance | 5,898 | 10,026 | 8,350 | 13,795 | 12,000 | 8,700 | 12,000 |
| Technology Support | 19,595 | 32,713 | 19,000 | 14,403 | 25,000 | 20,000 | 22,000 |
| Total Technology | <u>\$37,548</u> | <u>\$54,982</u> | <u>\$58,350</u> | <u>\$62,492</u> | <u>\$68,000</u> | <u>\$68,200</u> | <u>\$69,000</u> |
| Professional Services | | | | | | | |
| Legal | 3,003 | 887 | 2,190 | 2,186 | 2,600 | 172 | 1,200 |
| Bookkeeping | 7,740 | 7,740 | 7,740 | 7,740 | 11,300 | 8,015 | 13,800 |
| Audit | 21,300 | 22,310 | 23,980 | 23,980 | 25,600 | 26,080 | 27,000 |
| Consultants | 8,542 | 33,724 | 45,670 | 43,125 | 8,000 | 4,425 | 5,000 |
| Computer Consultants | 4,547 | 3,742 | 3,400 | 3,400 | 5,000 | 2,900 | 5,000 |
| Bank Charges | 2,908 | 3,767 | 4,460 | 4,360 | 4,500 | 4,200 | 4,500 |
| Tax Collection | 309 | 310 | 312 | 312 | 400 | 311 | 350 |
| Total Professional Services | <u>\$48,349</u> | <u>\$72,480</u> | <u>\$87,752</u> | <u>\$85,103</u> | <u>\$57,400</u> | <u>\$46,103</u> | <u>\$56,850</u> |
| Library Systems | | | | | | | |
| Cooperative Fees | 3,496 | 3,494 | 3,495 | 3,496 | 3,500 | 3,495 | 3,500 |
| Polaris | 34,544 | 34,891 | 46,880 | 35,936 | 47,000 | 54,504 | 50,000 |
| MeLCat Reimbursements | 323 | 198 | 170 | 170 | 200 | 500 | 500 |
| Total Library Systems Fees | <u>\$38,363</u> | <u>\$38,583</u> | <u>\$50,545</u> | <u>\$39,602</u> | <u>\$50,700</u> | <u>\$58,499</u> | <u>\$54,000</u> |
| Online Access | | | | | | | |
| Internet Access | 14,648 | 20,703 | 20,890 | 20,884 | 22,000 | 20,963 | 21,000 |
| Online Resources | 33,748 | 43,697 | 35,800 | 34,831 | 43,000 | 35,000 | 42,000 |
| Total Online Access | <u>\$48,396</u> | <u>\$64,400</u> | <u>\$56,690</u> | <u>\$55,715</u> | <u>\$65,000</u> | <u>\$55,963</u> | <u>\$63,000</u> |
| Marketing | \$10,054 | \$11,491 | \$14,000 | \$13,910 | \$16,000 | \$14,000 | \$20,000 |
| Insurance | \$19,988 | \$16,074 | \$16,740 | \$16,736 | \$18,000 | \$18,256 | \$20,000 |

Saline District Library FY2024/2025 Budget

| Saline District Library Operating Expenditures | Audited 2020/2021 | Audited 2021/2022 | Amended 2022/2023 | Audited 2022/2023 | Approved 2023/2024 | Amended 2023/2024 | Proposed 2024/2025 |
|--|----------------------|----------------------|----------------------|----------------------|-----------------------|------------------------------|-------------------------------|
| Utilities | | | | | | | |
| Telephone | 3,704 | 5,184 | 5,427 | 5,427 | 5,600 | 5,631 | 5,400 |
| Electricity | 62,166 | 47,500 | 48,602 | 48,602 | 50,000 | 51,131 | 52,000 |
| Gas | 9,369 | 15,466 | 15,827 | 15,827 | 17,000 | 19,539 | 20,000 |
| Water | 3,676 | 4,380 | 6,386 | 6,386 | 6,700 | 5,881 | 6,800 |
| Total Utilities | <u>\$78,915</u> | <u>\$72,530</u> | <u>\$76,242</u> | <u>\$76,242</u> | <u>\$79,300</u> | <u>\$82,182</u> | <u>\$84,200</u> |
| Building & Grounds | | | | | | | |
| Capital Improvement | 137,484 | 0 | 13,316 | 13,316 | 0 | 0 | 30,000 |
| Furniture | 117 | 4,245 | 6,740 | 6,736 | 0 | 0 | 20,000 |
| Building Maintenance | 23,887 | 30,182 | 21,340 | 15,080 | 30,000 | 18,600 | 25,000 |
| Grounds Maintenance | 31,549 | 33,751 | 37,840 | 37,832 | 40,100 | 35,550 | 40,000 |
| Total Building & Grounds | <u>\$193,037</u> | <u>\$68,178</u> | <u>\$79,236</u> | <u>\$72,964</u> | <u>\$70,100</u> | <u>\$54,150</u> | <u>\$115,000</u> |
| Collections: Print Materials | | | | | | | |
| Adult Fiction | 28,737 | 30,487 | 32,900 | 32,298 | 35,000 | 33,400 | 35,000 |
| Adult Nonfiction | 30,443 | 29,896 | 32,200 | 31,989 | 35,000 | 24,800 | 34,000 |
| Large Print | 6,784 | 7,890 | 8,700 | 8,734 | 9,000 | 5,300 | 9,000 |
| Reference | 3,453 | 3,249 | 4,300 | 4,270 | 4,000 | 3,100 | 3,500 |
| Total Adult Books | <u>\$69,417</u> | <u>\$71,522</u> | <u>\$78,100</u> | <u>\$77,291</u> | <u>\$83,000</u> | <u>\$66,600</u> | <u>\$81,500</u> |
| Teen Fiction | 8,175 | 8,496 | 9,900 | 9,877 | 10,000 | 8,400 | 11,000 |
| Teen Nonfiction | | 3,244 | 3,200 | 2,892 | 4,000 | 3,200 | 4,000 |
| Total Teen Books | <u>\$8,175</u> | <u>\$11,740</u> | <u>\$13,100</u> | <u>\$12,769</u> | <u>\$14,000</u> | <u>\$11,600</u> | <u>\$15,000</u> |
| Youth Fiction | | 21,504 | 23,000 | 21,826 | 25,000 | 24,400 | 25,000 |
| Youth Nonfiction | | 12,849 | 14,700 | 14,362 | 15,000 | 14,700 | 15,000 |
| Total Youth Books | <u>\$25,833</u> | <u>\$34,353</u> | <u>\$37,700</u> | <u>\$36,188</u> | <u>\$40,000</u> | <u>\$39,100</u> | <u>\$40,000</u> |
| Books Funded by Friends | 1,168 | 1,730 | 500 | 435 | 1,000 | 950 | 1,000 |
| Total Books | <u>\$104,593</u> | <u>\$119,345</u> | <u>\$129,400</u> | <u>\$126,683</u> | <u>\$138,000</u> | <u>\$118,250</u> | <u>\$137,500</u> |

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|--|----------------------|----------------------|----------------------|----------------------|-----------------------|------------------------------|-------------------------------|
| Periodicals | \$3,475 | \$16,771 | \$12,300 | \$12,286 | \$12,300 | \$7,800 | \$12,300 |
| Collections: Multimedia | | | | | | | |
| Adult Audiobooks | 17,993 | 5,259 | 6,600 | 6,409 | 8,000 | 2,900 | 4,000 |
| Adult DVDs | 15,710 | 8,780 | 8,400 | 8,296 | 12,000 | 6,400 | 9,000 |
| Adult CDs | 2,002 | 2,006 | 1,100 | 1,151 | 2,000 | 1,150 | 1,400 |
| Total Adult Multimedia | <u>\$35,705</u> | <u>\$16,045</u> | <u>\$16,100</u> | <u>\$15,856</u> | <u>\$22,000</u> | <u>\$10,450</u> | <u>\$14,400</u> |
| Teen Audiobooks | | 4,604 | 2,300 | 2,022 | 4,000 | 1,400 | 1,400 |
| Teen DVDs | | 708 | 650 | 357 | 500 | 200 | 500 |
| Total Teen Multimedia | | <u>\$5,312</u> | <u>\$2,950</u> | <u>\$2,379</u> | <u>\$4,500</u> | <u>\$1,600</u> | <u>\$1,900</u> |
| Youth Audiobooks | | 3,594 | 6,200 | 6,141 | 6,500 | 6,100 | 6,200 |
| Youth DVDs | | 1,619 | 2,300 | 2,177 | 2,600 | 2,700 | 2,600 |
| Youth CDs | | 315 | 200 | 175 | 200 | 200 | 200 |
| Total Youth Multimedia | <u>\$8,819</u> | <u>\$5,528</u> | <u>\$8,700</u> | <u>\$8,493</u> | <u>\$9,300</u> | <u>\$9,000</u> | <u>\$9,000</u> |
| Total Multimedia | <u>\$44,524</u> | <u>\$26,885</u> | <u>\$27,750</u> | <u>\$26,728</u> | <u>\$35,800</u> | <u>\$21,050</u> | <u>\$25,300</u> |
| ETC Collections | | | | | | | |
| Realia | 0 | 294 | 2,050 | 2,023 | 2,100 | 2,100 | 2,500 |
| ETC - Adult | 334 | 648 | 3,000 | 2,789 | 3,000 | 2,400 | 3,500 |
| ETC - Youth | 0 | 898 | 1,950 | 1,796 | 2,000 | 2,000 | 2,500 |
| Total ETC Collections | <u>\$334</u> | <u>\$1,840</u> | <u>\$7,000</u> | <u>\$6,608</u> | <u>\$7,100</u> | <u>\$6,500</u> | <u>\$8,500</u> |
| Total Print Materials | <u>\$108,068</u> | <u>\$136,116</u> | <u>\$141,700</u> | <u>\$138,969</u> | <u>\$150,300</u> | <u>\$126,050</u> | <u>\$149,800</u> |
| Total Physical Collections | <u>\$152,926</u> | <u>\$164,841</u> | <u>\$176,450</u> | <u>\$172,305</u> | <u>\$193,200</u> | <u>\$153,600</u> | <u>\$183,600</u> |
| eLibrary/Downloadables | \$99,440 | \$98,976 | \$130,500 | \$135,321 | \$137,000 | \$151,000 | \$180,000 |
| Total Collections | <u>\$252,366</u> | <u>\$263,817</u> | <u>\$306,950</u> | <u>\$307,626</u> | <u>\$330,200</u> | <u>\$304,600</u> | <u>\$363,600</u> |

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|--|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|----------------------------------|----------------------------------|
| Miscellaneous | 2,495 | 1,056 | 1,300 | 1,841 | 1,600 | 1,050 | 1,600 |
| Misc. Funded by Friends | | 477 | 1,500 | 927 | 0 | 1,500 | 1,000 |
| Tax Adjustments | 2,313 | 4,595 | 4,366 | 4,366 | 4,500 | 157 | 4,500 |
| Total Miscellaneous | <u>\$4,808</u> | <u>\$6,128</u> | <u>\$7,166</u> | <u>\$7,134</u> | <u>\$6,100</u> | <u>\$2,707</u> | <u>\$7,100</u> |
| Special Projects | 0 | 8,250 | 20,900 | | 0 | 0 | 0 |
| Endowment Projects | | 4,174 | 7,747 | 7,852 | 0 | 7,867 | 0 |
| Total Special Projects | <u>\$0</u> | <u>\$12,424</u> | <u>\$28,647</u> | <u>\$7,852</u> | <u>\$0</u> | <u>\$7,867</u> | <u>\$0</u> |
| Total Operating Expenditures | <u><u>\$2,062,232</u></u> | <u><u>\$2,052,651</u></u> | <u><u>\$2,349,985</u></u> | <u><u>\$2,309,231</u></u> | <u><u>\$2,400,000</u></u> | <u><u>\$2,326,377</u></u> | <u><u>\$2,670,000</u></u> |
| Special Projects: Renovations | | | \$136,900 | \$136,878 | \$3,900,000 | \$2,680,000 | \$1,220,000 |
| Total General Fund Expenditures | | | <u><u>\$2,486,885</u></u> | <u><u>\$2,446,109</u></u> | <u><u>\$6,300,000</u></u> | <u><u>\$5,006,377</u></u> | <u><u>\$3,890,000</u></u> |



Budget Summary

FY2024/20245

Revenue

- Overall revenue is expected to be higher (approximately 5.8%) for this fiscal year, while overall taxable value in the library district is will experience an increase of 6.6%.
- Tax revenue is based on millage rates of .8092 and .33. "Headlee" rollbacks on voted millages allow the Library to collect 0.8092 and 0.5343 mils this year. However, the Library will only levy 1.1392 mils, the same amount as last year, instead of the maximum allowed. The delinquency percentage has been reduced from 3% to 1.5% to more accurately reflect collected tax revenues.
- PPT Reimbursement has been finalized by the State of Michigan and is 24% lower than 2024.
- Penal fines continue to be unpredictable, so the estimate for next year is still conservative.
- Fines and fees are increased from last year; while overdue fines were done away with in 2024, materials replacement fees have increased.
- Regular donations continue to be consistent from the Friends and individuals.
- Library services revenue is expected to increase, as copiers and printing were unavailable for part of 2024 due to renovations.
- Interest income, which increased dramatically over the last couple of years, is expected to be lower due to the use of designated fund balances for long-term projects.
- Transfer of funds from the investment accounts will continue to be needed to complete the renovation project. Both the transfer revenue and the project expenditures are kept separate from the operating revenue and expenditures so as to not skew budget percentages and comparisons to prior or future years.

Expenditures

- The library currently employs 11 full-time staff and 33 part-time staff, which includes 6 student pages, to provide public services for 66 hours per week. A new part-time Technology Assistant position will be added in 2025
- The Pay Structure Review and Recommendations from ElementOne indicate a larger increase in salary ranges across the board this year, with an overall salary structure increase of 3.8%.
- The Michigan Earned Sick Time Act goes into effect February 21, 2025, which will also increase personnel expenses.
- Health insurance costs have traditionally been based on the potential for all eligible staff to take advantage of this benefit, but we have not ever used that margin. Like the tax revenue delinquency margin, this has been reduced to provide more accurate figures. A rate increase is expected.
- Staff development costs should remain steady; this year's budget reflects actual expenditures.
- Supply budgets are remaining steady, though we have seen an unpredicted increase in postage in 2024. This is due to a higher number of material replacement notices being sent with the elimination of overdue fines.
- Program budgets remain consistent with this year but have been adjusted to more accurately reflect departmental spending. The new *Programs Funded by the Friends* line item will grow more accurate each year it is used.
- Professional services are projected to increase as the Library moves to an online payroll system.
- Technology, library systems, and online access are expected to remain steady or decrease slightly.
- Marketing and outreach are significant parts of the 2022-2026 Strategic Plan, so funds remain dedicated to these areas at a higher level than in past years.
- Utilities and insurance costs were higher than anticipated in 2024 and have been adjusted accordingly for 2025.
- Building & grounds costs will increase significantly as the budget lines for *Capital Improvements* and *Furniture* return to the general operating budget after the conclusion of the renovations project.
- Collection budgets have been adjusted based on the current year's expenditures and collection plans and requests from department heads. A significant increase is projected for *eLibrary/Downloadables* to meet user demand.
- Special projects outside of the major renovation expenditures are not anticipated.

Amended FY2023/2024

Revenue

- Tax revenue was \$10,485 higher than the projected amount (which had allowed for \$38,532 tax delinquency).
- PPT Reimbursement and State Aid were close to anticipated levels, with Penal Fines, which are hard to predict, bringing in more revenue than budgeted.
- Fines and materials replacement fees were higher than anticipated. Doing away with overdue fines has led to an increase in replacement fees for lost materials, and there are still fines levied for items such as wifi hotspots or ETC Collection.
- Revenue from library services (copiers and printers) were a bit lower than usual as these were unavailable for portions of the year due to the renovations project.
- Donations from the Friends were much higher than anticipated as the Friends committed to a generous \$100,000.00 contribution to the renovations project.
- Designated donations were higher than anticipated, but undesignated donations decreased.
- Investment income was higher than projected as fewer transfers from investment accounts than anticipated were needed for the renovations project.
- Overall operating revenue exceeded projections by \$190,916. In addition, Schrandt grant funds for the SDL Seed Library, the Manhattan Short Film Festival, and the New Adult Social Club are expected to be around \$7,900.

Expenditures

- Personnel costs are close to projections due to a more reasonable safety margin for unused health insurance. Stipends from the Library of Michigan reduced staff development expenses.
- Supplies expenses were close to anticipated. Cleaning supplies came in slightly under budget due to 2023 yearend purchases.
- Program expenditures were slightly lower than projected due to the need to reduce programming during renovations.
- Technology expenses came in slightly over budget, as new public computers were moved from a renovations line item into the Equipment budget.
- Professional services expenses were lower than expected due to much less need for attorney services, as well as the implementation of an online payroll system being moved from 2024 to 2025.
- Library Systems expenses were over budget as implementation costs for the new app were billed in 2024 rather than 2023.

- Online Access expenses have decreased as little-used databases have been dropped.
- Marketing and insurance expenses were close to budget.
- Utilities expenses were higher than expected due to increased costs from DTE for electricity and gas.
- Capital improvement costs were expected to be higher anticipating changes to the building and furnishings; however, these projects will really get underway in 2024, not 2023, and will be under a separate budget line.
- Building & grounds expenses were much lower than anticipated as certain routine expenditures were paused during renovations.
- Collection costs were all within budget except for eLibrary/Downloadables. This will continue to be increased for next year, and physical AV will be decreased to reflect the growing demand for online media.
- 2024 renovation project expenses were lower than anticipated due to the project and billing extending into next fiscal year.
- Overall operating expenditures are coming in \$73,673 lower than projected at this time.

REVENUE

Explanation of Line Items for 2024/2025 OPERATING BUDGET

PROPERTY TAXES

000-402 to 000-402.7 PROPERTY TAXES

Property taxes are the Library's largest source of revenue. Property tax revenue is the taxable value of property located within the Library district multiplied by the Library's millage rate. "Headlee" rollbacks on voted millages allow the Library to collect 0.8092 and 0.5343 mills this year. However, the Library will only levy 1.1392 mils instead of the maximum allowed.

STATE AND COUNTY REVENUE

000-413 PERSONAL PROPERTY TAX REIMBURSEMENT

In 2012, legislation was passed providing personal property exemptions for small taxpayers (starting in 2014) and Eligible Manufacturing Personal Property (phase-in starting in 2016). Laws have been revised in 2013 through 2018. Reimbursement is provided through a share of the 6% Use Tax levied by the Local Community Stabilization Authority. Beginning with calendar year 2016, the Local Community Stabilization Authority (LCSA) Act, 2014 Public Act 86, (MCL 123.1341 to 123.1362) requires personal property tax (PPT) reimbursement to municipalities for operating and debt millages. PPT reimbursement for municipalities other than school districts is typically received in February.

000-540 STATE AID

The constitutional commitment of local libraries began in 1935 and included financial assistance through the distribution of penal fines revenues to local libraries. Since then it has evolved to include provisions for state aid and for the establishment of a state-wide, state-funded regionalized system of cooperation. Public Act 89, 1977 states that funds will be distributed if compliance with standards established for each size library is met. To be eligible for state aid, libraries must maintain a local support level of 3/10 mil. This 3/10 mil is based on the state equalized value (SEV) for the legal service area. Hours of operation and personnel certification guidelines are also established for each class size of library. State aid funds are also distributed directly to library cooperatives, also known as "swing aid." The total of state aid is set by the Legislature each year, and funds are distributed according to the formula in the Act. The state aid allotment for this coming year has been increased in the state budget. We will receive funds based on the 2020 Census population for SDL of 28,291. State Aid is typically received in two payments around June and August.

000-656 PENAL FINES

Fines are collected from offenders for certain civil infractions and local ordinance violations by the courts and sent to county treasurers. The Library of Michigan has the responsibility of notifying the clerk and treasurer of each county of the legally established libraries in that county who are entitled to receive penal fines and of the population served by each library. Penal fines are then distributed from the County Treasurer to each library on a per capita basis by August 1 of each year. The practice of earmarking state penal fines for the support of public libraries was established in the Michigan Constitution of 1835. This practice has continued through the years and is today included in Article 8, Section 9 of the current Constitution, adopted in 1963.

FINES AND FEES

000-658 FINES & FEES

In accordance with growing accepted best practices in public libraries, the Library did away with overdue fines for late materials in 2024. Library users will still be charged material replacement fees if library materials are not returned in a timely manner. Certain late items such as wifi hotspots will also incur reset fees.

000-629 NON-RESIDENT CARDS

For the privilege of having a library card from SDL, money is collected from individuals/families or organizations that are outside of our service area. The annual fee is now \$150 for a Non-Resident Family card and is based on the average residential library tax paid throughout the district. The annual fee for an Educator card is \$15 and \$25 for a School of Choice Student card.

000-658.2 CARD REPLACEMENT

A small fee has traditionally been charged to cover the cost of replacement cards. The library stopped charging this fee in 2022 since the cost of cards has dropped dramatically and we do not want to discourage library users from replacing lost cards.

000-658.1 MATERIALS REPLACEMENT

The Library charges for damaged and lost materials according to Policy #405.

LIBRARY SERVICES

000-628.1 COPY MACHINES

The Library has a coin-operated copy machine for public use. The rates continue to be .10 per page for black/white copies and .50 per page for color copies. There is no charge for scanning.

000-628 PRINTERS

Costs for printing information from the public computers are the same as copying: .10 per page for black/white prints and .50 per page for color prints.

000-628.2 FAX

Designated for public use, the charges were \$1.00 for outgoing in the continental U.S. and \$5.00 for international. Incoming faxes are not accepted. The need for fax services has dropped dramatically in recent years and was not available in 2024. The Library is in the process of doing away with the remaining POTS phone line used for fax and is looking for a suitable digital fax service for the public.

000-651 MEETING ROOMS

The charges associated with use of the meeting rooms are in Policy #511. While there is no charge to use the rooms, a minimum fee of \$15.00 would be charged for any group that leaves the rooms in a condition that does not comply with the requirements as set forth in the Policy.

DONATIONS

000-674 UNRESTRICTED DONATIONS

This line is for gifts that have no donor instructions attached to them. The majority of gifts fall into this category.

000-674.1 **RESTRICTED DONATIONS**

These donations are earmarked for specific uses by the donor. Donations are received throughout the year from individuals and organizations. This can include memorial gifts and matching programs from businesses.

000-674.2 **FRIENDS OF THE LIBRARY**

Throughout the year the Friends purchase items for the Library based on their annual budget. The Library pays the bill and then collects the money from the Friends. This line item is a "pass-through" account.

000-675 **GRANTS**

The Library occasionally receives grants for specific purposes, such as staff development, new collections, or other items. These are generally awarded based on staff requests from a variety of sources, including the Library of Michigan.

INTEREST INCOME

000-665.1 **GENERAL ACCOUNT**

All operating monies are initially deposited into the general account at KeyBank.

000-665.2 **CD INVESTMENTS**

Certificates of Deposit have been established with varying due dates to take advantage of higher interest rates at several local banking institutions. The recent trend has been to return funds from mature CD accounts to the Agency Sub-Account which provides higher returns on investments. Currently SDL has funds invested in only two CD accounts.

000-665.3 **AGENCY SUB-ACCOUNT**

Established in 2002, this line tracks the interest earned on the various funds that are retained by Key Private Bank.

000-680 **OTHER INCOME (MISCELLANEOUS)**

This is a catch-all place for miscellaneous revenue such as refunds for advance travel expenses or grants. This also includes funds from supplies such as flash drives and earbuds purchased by patrons at the circulation desk.

EXPENDITURES

Explanation of Line Items

2024/2025 OPERATING BUDGET

PERSONNEL EXPENDITURES

790-702 SALARIES/WAGES

Staff is divided by full time, part-time with pro-rated benefits, and part-time without benefits. Salaries are based on a pay structure that has been reviewed by ElementOne Consulting and approved by the Library Board.

790-722 FICA

FICA is calculated at 7.5% of gross wages.

790-716 INSURANCE

Full-time employees are eligible to receive medical, dental, vision, life, short-term disability, and long-term disability coverage. Most rates are based on age, so there are differences in the costs for each employee.

790-719 HEALTH REIMBURSEMENT

Employees working 20+ hours per week participate in the employer-provided healthcare reimbursement plan. The benefits plan year is July 1 – June 30. These expenses were formerly included in the Insurance line.

790-723 RETIREMENT

Policy #627 mandates that every qualified employee match the 5% of salary that the Library deposits into a defined contribution retirement fund. Municipal Employees' Retirement System of Michigan is the administrator for both the Defined Contribution (401a) Plan and the voluntary Deferred Compensation (457) Plan.

790-958 PROFESSIONAL DUES

Dues are paid for librarians and other staff to join professional organizations as deemed appropriate. The Library belongs to other organizations, such as the Michigan Library Association, the Washtenaw County Historical Society, the Genealogical Society of Michigan, the Saline Area Chamber of Commerce, and the Polaris User's Group (PUG). Each board member may choose to belong to ALA or MLA. The Library is an institutional member of the Michigan Library Association, which allows staff to join MLA at a reduced rate.

790-860 TRAVEL/LODGING

Policy #621 addresses this group of expenditures. Mileage is based on the amount set each year by the Internal Revenue Service. Professional staff are encouraged to attend the annual MLA conference and/or other programs. Attendance at PUG (Polaris User's Group) for the Technology Manager is also encouraged. Youth staff often attend the MLA Spring Institute. Other meetings, workshops, and educational opportunities are included. Mileage may also be reimbursed for outreach events or required travel.

790-957 CONTINUING EDUCATION

It has been recognized by the Library Board and staff that continuing education is a necessity in today's workplace. Whenever possible and practical, staff will be sent to workshops, seminars, and classes to advance their technological skills and library service skills. Some staff have been attending other conferences or programs offered through MLA, ALA, Library of Michigan, and other sources. We are also pleased to have instituted an annual staff development day for all Library staff.

SUPPLIES

790-727 OFFICE SUPPLIES

All office supplies are expensed in this line. Some miscellaneous expenses may be placed here.

790-727.3 YOUTH SUPPLIES

The Youth Services department has had its own line for supplies in the past. With the consolidation of staff into one space, this line will be rolled into Office Supplies beginning in FY2024/2025.

790-727.4 CARTRIDGES

This is tracked separately to help monitor the expenses associated with printing from the public computers.

790-732 CLEANING SUPPLIES

All cleaning supplies are tracked separately from other office supplies. This includes paper products such as roll towels, paper towels, tissues, toilet paper, etc.

790-730 POSTAGE

The Library mails back items that are damaged or not wanted. MeLCat materials are returned through TLN delivery, which has eliminated postage costs for ILL. Postage is needed for paying invoices, sending bills, and other mail.

790-734 PROCESSING SUPPLIES

All collection materials are processed by SDL staff. Materials are cataloged, labeled, covered, and tagged for security/inventory before the items can go out on the shelves.

790-956.1 PETTY CASH

This covers miscellaneous expenses that require cash.

PROGRAMMING

790-750.1 ADULT PROGRAMMING

A wide variety of programs for the public are scheduled throughout the year. Many new types of programs recently offered have proven to be quite popular, especially crafting programs, so we are always expanding in this area.

790-750.3 YOUTH PROGRAMMING

The Youth Services department continues to offer a wide variety of programs for ages 1–12.

790-750.2 TEEN PROGRAMMING

Due to SDL's proximity to Saline Middle School, programming for teens after school continues to be important. Several "take and make" options have also been developed for teens in recent years due to the COVID-19 pandemic.

790-752.1 to 752.3 SUMMER READING PROGRAM

The Friends of Saline District Library have committed to generously supporting the summer reading program for youth, teens, and adults. A single line was formerly used to track these expenses. We have now separated these out for better tracking by department, as more SDL funds are used for Summer Reading as the Friends have begun purchasing Summer Reading prizes directly.

790-750.4 **PROGRAMMING FUNDED BY FRIENDS**

The Friends of the Library also support other programs such as Half Day Pizza Café for teens, 1000 Books Before Kindergarten, and Books for Babies. This new line tracks these expenditures to differentiate them from SDL funds spent on programming.

TECHNOLOGY

790-740 **EQUIPMENT**

Computers and other equipment are replaced on an ongoing basis according to need and age of the equipment. The library's main server was replaced in 2023, and the Polaris server was replaced in 2024.

790-934 **EQUIPMENT MAINTENANCE/REPAIR**

Equipment with maintenance agreements includes two Ricoh photocopiers (one public and one staff) and the EnvisionWare print management & PC Reservation systems. This line also includes repair of other equipment such as staff and public printers.

790-780 **TECHNOLOGY SUPPORT**

The nature of this line item has changed significantly over the years. It has primarily included service subscriptions, license upgrades, website maintenance, etc. for the past few years, but was still included under Collections. Since these are primarily operational expenses, the name of the account has been changed.

PROFESSIONAL SERVICES

790-803 **LEGAL**

Anne Seuryneck of Foster, Swift, Collins & Smith continues to serve as the library's legal counsel.

790-802 **BOOKKEEPING**

Strom Accounting produces monthly financial statements, bank reconciliations, payroll, and tax preparation. Additional funds are budgeted this year to move to an online payroll system.

790-801 **AUDIT**

Plante Moran conducts our annual audit in accordance with Public Act 2 of 1968: Uniform Budgeting and Accounting Act. Copies of the audit are sent to the two founding municipalities (City of Saline and Saline Area Schools) and the six townships. Current and past year audits are cataloged and shelved in the Reference section of the Library. The current audit is also posted on the SDL website.

790-804 **CONSULTANTS**

This line is funded for any outside professional help that may be needed throughout the year.

790-805 **COMPUTER CONSULTANTS**

SDL contracts with The Library Network's Technology Services staff to assist with technological tasks such as server upgrades, PC installation, and network audits.

790-965 **BANK CHARGES**

KeyBank charges the Library for investment services the General Account and for the Sub-Agency account.

790-806 TAX COLLECTIONS

Currently Lodi is the only township that assesses a collection fee for our annual property taxes. Their rate is .15 per parcel. The City of Saline assesses a charge, but it is paid by the taxpayer.

LIBRARY SYSTEMS

790-810 COOPERATIVE FEES

Each year the Library receives indirect State Aid. This can be used to buy services from The Library Network (TLN) or used for continuing education workshops and classes. TLN provides our delivery service five days per week for MeLCat and other TLN libraries. The annual cost of our movie site license is also paid through TLN.

790-820 POLARIS

This includes both hardware and software maintenance for the integrated library system used for cataloging and circulation, as well as the Polaris app.

790-964.4 MELCAT REIMBURSEMENTS

Fines/fees for items that are lost or damaged by our patrons are paid to the lending library by SDL. Whenever possible, reimbursement is sought from the patrons.

ONLINE ACCESS

790-850 INTERNET

The Library contracts with Merit Network, Inc. to provide direct Internet access. In 2016 we signed a 5-year contract at a much lower rate that more than doubled our bandwidth level. In 2021 we were able to sign a new 5-year contract with the same rate; however, in 2022 this again proved to be an insufficient amount of bandwidth, and we renegotiated our contract to increase bandwidth again. We also have mobile hotspots that circulate to the public, which require monthly service arrangements.

790-785 ONLINE DATABASES

The Library of Michigan (through federal grant monies) provides free access to MeL (Michigan electronic Library) that includes an impressive list of databases. The Library subscribes to several additional databases, covering a broad range of topics.

UTILITIES

790-851 TELEPHONE

The Library moved to a voice-over IP system in August 2014. TelNet provides phone service for our four Internet lines and two POTS lines, which are used for fax and the Friends of the Library Corner Bookshop phone. These will both be converting to VOIP in 2025. Fire and burglar alarm systems have transitioned to wireless dialers.

790-920 ELECTRICITY

In 2015, a solar array of 225 panels was installed on the roof by Sunventrix Solar, a local company that was previously owned by Mark Hildebrandt and now has become part of Michigan Solar Solutions. A link on the SDL website shows how much energy is being produced by the array. Unfortunately, we did not immediately see a decrease in our electric bills, because when the solar array was installed, DTE Energy noticed an irregularity in how we had been charged for service. The correction involved doubling our service multiplier, which essentially doubled our bills. However, we are able to see the benefits of the solar array. In 2018, another solar array of 240 panels was installed, and this did decrease our energy bills. In 2021 we completed a project

to convert indoor and outdoor lighting to LED, which has reduced our electric usage by 26.8% and cost by 32.7%.

790-921 GAS

Standard monthly bills are paid to DTE Energy. Natural gas costs began to rise in 2022.

790-922 WATER

The Library pays for water services from the City of Saline. Saline's water rates increased dramatically in 2022.

BUILDING AND GROUNDS

790-971 CAPITAL IMPROVEMENT

This line is being funded in the event that a special project or need arises. While large-scale projects would be paid for using designated fund balances, this line can be used for specific smaller projects such as new signs by Maple Road or a solar bike repair station. The planned renovations and site improvements will be considered Special Projects.

790-975 FURNITURE

This line item is funded in case furniture items need to be replaced. Requests for furniture are sometimes paid for by the Friends.

790-930 BUILDING MAINTENANCE

This list details some of the maintenance that is contracted within the building:

Spear's Fire & Safety (fire extinguishers)

Huron Valley Windows (window washing)

Altech Mechanical Company (HVAC maintenance & repairs)

Assa-Abloy Entrance Systems (automatic door openers)

Wyandotte Alarm (building security & fire alarm monitoring system)

National Time & Signal (fire and burglar alarm systems)

Arbor Inspection Services (inspection of fire sprinkler system)

This line also allows for a wide variety of other maintenance items such as carpet cleaning, filter replacements, and other repairs.

790-932 GROUNDS MAINTENANCE

This list details some of the services used for the grounds and woods:

Top Flite Irrigation System (sprinkler system)

Kevin's Landscaping (snow removal)

Underwood Nursery (weekly mowing and grounds maintenance)

Waste Management (garbage and recycling services)

unknown tasks, such as woods maintenance, weeding, etc.

COLLECTIONS

The materials collection is divided into the following categories with all librarians participating in the collection development process. Class V public libraries in Michigan spend an average of 11% of their budgets on collections (2020-2021 data provided by the Library of Michigan).

This year we are allocating 13.8% of the budget for collections, including downloadable media and periodicals (with additional funds for online databases).

790-982.1 ADULT FICTION

790-982.15 LARGE PRINT

790-982.2 TEEN FICTION

790-982.3 YOUTH FICTION

790-983.1 **ADULT NONFICTION**
790-983.15 **REFERENCE**
790-983.2 **TEEN NONFICTION**
790-983.3 **YOUTH NONFICTION**
790-984.1 **ADULT AUDIOBOOKS**
790-984.2 **TEEN AUDIOBOOKS**
790-984.3 **YOUTH AUDIOBOOKS**
790-985.1 **ADULT DVD/BLU-RAYS**
790-985.2 **TEEN DVD/BLU-RAYS**
790-985.3 **YOUTH DVD/BLU-RAYS**
790-986.1 **ADULT MUSIC CDS**
790-986.3 **YOUTH MUSIC CDS**
790-762.1 **ADULT ETC**
790-762.3 **YOUTH ETC**
790-760 **REALIA** (puzzles, puppets, toys, etc.)

790-981 **BOOKS FUNDED BY FRIENDS**

The Friends of the Library provide funds for our Lucky Day collections and staff memorial books. This new line tracks these expenditures to differentiate them from SDL funds spent on collections.

790-772.1 **DOWNLOADABLE MEDIA**

Patrons can download materials from the Library's website, or directly from TLN's Download Destination (OverDrive) site using the Libby app. The Library purchases additional titles from the OverDrive Advantage program to lessen the wait for bestsellers. We also offer downloadable materials, including ebooks, audiobooks, movies, TV shows, comic books, etc., through Hoopla and Kanopy. These resources are increasingly popular with the public and were especially appreciated during the pandemic. Demand continues to grow every year.

790-772.4 **DOWNLOADABLE MEDIA FUNDED BY FRIENDS**

The Friends of the Library provide funds for our Download Destination collection. This new line tracks these expenditures to differentiate them from SDL funds spent on downloadable media.

790-770 **PERIODICALS**

This includes journals, magazines and newspapers.

OTHER EXPENDITURES

790-880 **MARKETING AND PUBLIC RELATIONS**

Formerly limited to print expenses such as stationery, business cards, services brochures, memorial envelopes, program brochures, bookmarks, and print advertising, this line has been expanded to include all forms of marketing, including SDL logo gear for staff and SDL swag to be distributed at outreach events throughout the community.

790-965 **INSURANCE**

This is for all library insurance coverage, including building contents, liability, employee dishonesty, worker's compensation, public officials & employee liability, business equipment, and cyber security coverage.

790-956 **MISCELLANEOUS**

This is for any minor expenditure that cannot fit into an existing category.

790-885 **MISCELLANEOUS FUNDED BY FRIENDS**

The Friends of the Library provide support to SDL staff by funding lunch at Staff Development Day and contributing to staff recognition events. This new line tracks these expenditures to differentiate them from SDL funds.

790-964 **TAX ADJUSTMENT**

When the taxing municipalities make adjustments on their tax rolls, there may be refunds due to those units of government.

SPECIAL PROJECTS

790-998 **SPECIAL PROJECTS**

Any projects above and beyond normal operating expenditures are accounted for on this line. Special projects have included things such as the conversion to RFID technology and the redesign of the SDL website. The renovations and site improvements have been the sole focus of Special Projects in 2024 and will continue in 2025.

790-955 **GRANTS**

We have started using this line for any initiatives that are funded via Schrandt Endowment Grants to differentiate them from SDL funds budgeted for standard programs or collections.

ASSIGNED FUND ACCOUNTS

Explanation of Funds

FY2024/2025

The Governmental Accounting Standards Board (GASB) issued *Statement 54 – Fund Balance Reporting and Governmental Fund Type Definitions*, which changed the terminology used for fund balance reporting and allows entities to designate an official or committee to assign fund balance for specific uses.

UNASSIGNED FUND

Unallocated monies will go into this account. The money is unassigned and can be used for whatever purposes the Board determines. The Contingency Account is now part of the Unassigned Fund. These are monies held for unforeseen emergencies or situations. The "Waterfall Resolution" of 12/5/95 states that the Library shall "budget annually an amount...to cause the minimum balance on deposit to equal 15% of the annual General Fund expenditures for the preceding fiscal year." Beginning in FY1999/2000 the Board approved allocating interest income that is generated from these funds to go back into the funds.

QUASI-ENDOWMENT PRINCIPLE/PROJECTS FUND

Board action on 6/29/94 stated that \$2 million from the Schrandt bequest be placed in the Endowment Fund and the remaining balance be deposited into the General Fund. Typically, the Board will reinvest all interest earnings back into the principal at the end of each fiscal year. In 2005 the Board decided that the principal \$2 million would remain in the fund, and the remaining earnings would be used to fund the expansion and renovation project. Each year the Board will decide how much money will be placed in this account to fund projects as they are recommended by the Endowment Committee and approved by the Board.

BUILDING IMPROVEMENT ACCOUNT

This is to be used for building additions, improvements, enlargements or extensions to the Library. Examples could include: renovations, land for a branch, the branch building, or a bookmobile.

EQUIPMENT PURCHASES ACCOUNT

This allows for the making of repairs and purchasing replacements for the real and personal property of the Library. Examples could include: a new roof, new furniture, replacing the circulation desk, etc.

INTERNET AND TECHNOLOGY ACCOUNT

This will be used for additions and improvements of all aspects of technology: equipment, software, and other related materials.

COMPENSATED ABSENCES

This fund was created by the Board in March 2001. Each year the audit has reflected the dollar amount needed to cover unused sick and vacation time. The amount is large enough to warrant its own fund. Each year the Auditors will give the new dollar amount to be reserved.

PAVING/PARKING LOT ACCOUNT

The Board created a new fund in 2007 for the purpose of constructing a west parking lot that provides additional parking for the west entrance. The Library purchased 1.47 acres from Saline Area Schools in November 2008. The Board hired Beckett & Raeder to redesign the current Middle School parking lot into two separate lots and to serve as Project Manager. The project began in June and was completed in August, 2009. The Library, in partnership with the City of Saline, constructed a 10' wide non-motorized pathway beginning at Maple Road and ending at N. Harris Street, traversing through the woods and Brecon Park, named the Library-Brecon Trail. In 2016 it was renamed The Leslee Niethammer Memorial Library Trail. This fund will pay for future maintenance.

LIBRARY DEVELOPMENT

This fund was created in March 2010 for the purpose of expanding the Library's services, potentially through branch development, satellite locations, or vending options. It was funded with the construction project's fund balance.

ARTS

The Library Board created this fund in August 2013 and funded it with the monies received from DuPont for Imprelis™ damaged trees and shrubs. The Library received the amount of \$102,668.60 over a two-year period, and spent \$21,880 to replace 22 trees and 16 yew bushes. The remaining \$80,788 was placed in this assigned fund.

FUTURE OPERATING

In 2020 the Board created this fund in consideration of the expiration of the 2006 millage. The fund was started with an amount approximately equal to the annual revenue currently being generated by this millage.

**SALINE DISTRICT LIBRARY
FY2024/2025 MILLAGE PROJECTIONS**

| | | | | |
|----------------------------------|------------------------|-------------------------|--|-------------|
| FY 2023/2024 | | | | Assumed |
| Total Taxable Values | | Full Revenue Collection | With Delinquency Allowance | Delinquency |
| \$2,254,889,428 | 0.0008092 | \$1,824,657 | \$1,797,287 | -1.50% |
| \$2,254,889,428 | 0.00033 | \$744,114 | \$732,952 | -1.50% |
| | | \$2,568,770 | \$2,530,238 | |
| Actual Revenue Collected: | | | \$2,540,725 | -1.09% |
| | | 5.8% | Projected increased revenue over 2022/2023 | |
| | | | | |
| FY 2024/2025 | | | | |
| Total Taxable Values | maximum allowable levy | Full Revenue Collection | With Delinquency Allowance | |
| \$2,402,784,104 | 0.0008092 | \$1,944,333 | \$1,915,168 | -1.50% |
| \$2,402,784,104 | 0.0005343 | \$1,283,808 | \$1,264,550 | -1.50% |
| Total Revenue: | | \$3,228,140 | \$3,179,718 | |
| | | | | |
| | | 25.2% | increased revenue over 2023/2024 | |
| | | | | |
| FY 2024/2025 | | | | |
| Total Taxable Values | proposed levy | Full Revenue Collection | With Delinquency Allowance | |
| \$2,402,784,104 | 0.0008092 | \$1,944,333 | \$1,915,168 | -1.50% |
| \$2,402,784,104 | 0.00033 | \$792,919 | \$781,025 | -1.50% |
| Total Revenue: | | \$2,737,252 | \$2,696,193 | |
| | | | | |
| | | 6.1% | increased revenue over 2023/2024 | |
| | | | | |
| taxable value increase = 6.6% | | | | |



Depository Banks 2024/2025

For FY 2024/2025, Saline District Library plans to continue to utilize the following bank accounts to conduct Library business:

KeyBank

SDL General Account

Key Private Bank: Trust & Investment Management Services

Sub Agency Account

Agency Account

Old National Bank

Certificate of Deposit



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

- Updates to the Library Renovation and Site Improvement Project include:
 - McCarthy & Smith has submitted their fifth monthly Cost Control Book Report, covering work completed through October 28, for a total of \$423,401.84 (see Appendix).
 - McCarthy & Smith are in the process of preparing a sixth Cost Control Book Report that will cover as much work as possible through November 30, which will also come to the Library Board for approval at the November 19 meeting. At the time of this report, it was not complete, but the total will be at least \$215,826.96.
 - An amazing amount of work was completed shifting from Phase 2 to Phase 3 of interior renovations while the library was closed October 30 – November 1. Mulder's Moving returned on November 5 for a final closed date to allow all staff to relocate to their new locations. Library Design Associates was also able to push up their shelving installation date so that shelves could be installed on November 5 while the library was closed as well.
 - American Interiors will return on November 18 to deliver 4 Phase 1 chairs for the Adult Area and to complete some work in the staff area. We are still waiting delivery dates on a number of Phase 1 furnishings (8 chairs for the Adult Area, the curved seating in the Teen Room, 2 chairs for the staff wellness room, and a banquette for the staff kitchen).
 - It was determined that the library needed to close Wednesday, November 13 – Friday, November 15, as the nature of the scheduled work those days made it impossible to serve the public. The slat ceiling and accompanying lighting and mechanicals over the main desk was completed, as well as the most disruptive Phase 3 demo work (jackhammering the brick floor in the lobby and saw cutting concrete for new plumbing and conduit). McCarthy & Smith worked hard to consolidate the most intrusive work into those three days.

- The New Pavilion Ribbon Cutting event on Sunday, November 10 was a great success, with over 50 people attending to experience the new plaza and pavilion, walk the new story trail, and enjoy refreshments. The event was covered by both *The Saline Post* and *The Sun Times* (see Appendix).
 - Most of the exterior site improvements have been completed. Eagle Excavating and KLM Landscaping have been working to correct grading issues in the rain garden area in the back corner of the lawn that was retaining water, and CCC has continued work on the storage area of the pavilion. We appreciate how hard CCC worked to complete the pavilion's exterior in time for the ribbon cutting ceremony.
 - We do not yet have a reopening date for the drive-thru book return, as work continues on the service window canopy. That work should be completed soon. We will wait to implement the new service window for holds pickup until workflows have settled in a bit after all of the moving staff have had to do.
- At their October 21 meeting, Saline City Council reappointed Linda TerHaar and Mike Healy to serve 2-year terms on the Saline District Library Board of Trustees beginning December 1, 2024.
- At their November 12 meeting, Saline Area Schools Board of Education reappointed Lesley Hundley to serve a 2-year term on the Saline District Library Board of Trustees beginning December 1, 2024.
- SDL will once again be walking in the [Saline Holiday Parade](#) on Saturday, December 7. All Library Board members are welcome to join! In addition, SDL staff will be participating in the [Saline Main Street Cocoa Crawl](#) earlier that day providing crafts for all ages at the 109 Cultural Exchange.
- Other upcoming events of note include [Make It Monday: Hot Cocoa Mixer @ Carrigan Café](#), a virtual [Interview Workshop](#), [Adult Craft Take-n-Make: Ribbon Candy Garland](#), and book clubs for all ages that are being held at the 109 Cultural Exchange.
- SDL will close at 5pm on Wednesday, November 27 and be closed Thursday, November 28 and Friday, November 29 for the Thanksgiving holiday. We will reopen on Saturday, November 30 at 10am.

Circulation FY2023-2024

| ITEM | DEC | JAN | FEB | MARCH | APRIL | MAY | JUNE | JULY | AUG | SEPT | OCT | NOV | TOTALS |
|----------------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|----------|----------------|
| Book Materials | | | | | | | | | | | | | |
| Total Books | 15,178 | 18,112 | 17,577 | 18,126 | 16,726 | 17,636 | 19,157 | 17,941 | 15,324 | 15,756 | 15,872 | | 187,405 |
| % of Total Circ. | 77.87% | 78.92% | 80.46% | 79.56% | 79.58% | 80.51% | 83.18% | 83.08% | 81.64% | 81.73% | 81.35% | #DIV/0! | 80.72% |
| AV Materials | | | | | | | | | | | | | |
| DVD/BLU-RAY | 2,977 | 3,334 | 2,917 | 3,175 | 2,790 | 2,781 | 2,457 | 2,222 | 2,019 | 1,945 | 2,121 | | 28,738 |
| Music CDs | 300 | 288 | 241 | 284 | 277 | 246 | 235 | 211 | 198 | 248 | 243 | | 2,771 |
| Audio Books | 441 | 472 | 407 | 478 | 441 | 433 | 355 | 287 | 368 | 440 | 449 | | 4,571 |
| J Kits | 185 | 321 | 264 | 259 | 280 | 275 | 295 | 344 | 281 | 263 | 284 | | 3,051 |
| Total AV | 3,903 | 4,415 | 3,829 | 4,196 | 3,788 | 3,735 | 3,342 | 3,064 | 2,866 | 2,896 | 3,097 | 0 | 39,131 |
| % of Total Circ. | 20.02% | 19.24% | 17.53% | 18.42% | 18.02% | 17.05% | 14.51% | 14.19% | 15.27% | 15.02% | 15.87% | #DIV/0! | 16.85% |
| Interlibrary Loans | | | | | | | | | | | | | |
| SDL Patron Filled Requests | 627 | 910 | 782 | 797 | 839 | 755 | 1,176 | 1,124 | 819 | 942 | 834 | | 9,605 |
| % of Total Circ. | 3.22% | 3.97% | 3.58% | 3.50% | 3.99% | 3.45% | 5.11% | 5.21% | 4.36% | 4.89% | 4.27% | #DIV/0! | 4.14% |
| Lends Out to Libs | 857 | 1,052 | 1,018 | 978 | 1,042 | 849 | 373 | 428 | 681 | 898 | 952 | | 9,128 |
| Equipment | 168 | 183 | 175 | 221 | 218 | 233 | 287 | 329 | 264 | 249 | 268 | | 2,595 |
| Periodicals | 243 | 239 | 264 | 241 | 287 | 300 | 245 | 260 | 316 | 377 | 274 | | 3,046 |
| % of Total Circ. | 1.25% | 1.04% | 1.21% | 1.06% | 1.37% | 1.37% | 1.06% | 1.20% | 1.68% | 1.96% | 1.40% | #DIV/0! | 1.31% |
| TOTAL 2023 CIRC | 19,492 | 22,949 | 21,845 | 22,784 | 21,019 | 21,904 | 23,031 | 21,594 | 18,770 | 19,278 | 19,511 | 0 | 232,177 |
| 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% | -11.34% | -100.00% | -15.87% |
| Downloads | | | | | | | | | | | | | |
| Ebooks | 3,371 | 4,882 | 3,701 | 4,072 | 3,711 | 3,878 | 4,016 | 4,080 | 4,090 | 3,651 | 3,740 | | 43,192 |
| AudioBooks | 3,747 | 4,054 | 3,943 | 4,189 | 4,158 | 4,420 | 4,292 | 4,607 | 4,572 | 4,359 | 4,391 | | 46,732 |
| Music | 187 | 142 | 111 | 125 | 126 | 148 | 155 | 145 | 161 | 150 | 217 | | 1,667 |
| Video | 830 | 293 | 293 | 321 | 316 | 380 | 269 | 353 | 355 | 866 | 323 | | 4,599 |
| Magazines | 1,011 | 1,045 | 805 | 782 | 589 | 820 | 784 | 778 | 702 | 806 | 838 | | 8,960 |
| Tumble books | 147 | 103 | 25 | 90 | 39 | 8 | 58 | 96 | 110 | 17 | 20 | | 713 |
| Total Downloads | 9,293 | 10,519 | 8,878 | 9,579 | 8,939 | 9,654 | 9,574 | 10,059 | 9,990 | 9,849 | 9,529 | 0 | 105,863 |
| 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% | 11.61% | -100.00% | 12.77% |
| GRAND TOTAL CIRC | 28,785 | 33,468 | 30,723 | 32,363 | 29,958 | 31,558 | 32,605 | 31,653 | 28,760 | 29,127 | 29,040 | 0 | 338,040 |
| 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% | -4.93% | -100.00% | -8.60% |
| Cards Issued | 126 | 157 | 119 | 166 | 129 | 98 | 177 | 137 | 141 | 125 | 120 | | 1,495 |
| 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% | 23.71% | -100.00% | -8.00% |
| 3 M Gate Count | 10,452 | 11,607 | 12,696 | 14,060 | 13,788 | 12,863 | 11,830 | 9,880 | 9,186 | 11,483 | 6,233 | | 124,078 |
| 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% | -51.88% | -100.00% | -15.61% |
| Average Per Day | 337 | 374 | 437 | 453 | 459 | 414 | 394 | 318 | 296 | 382 | 201 | 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 |
|---------------------------|------------|-------------|------------|------------|--------------|--------------|--------------|------------|------------|------------|--------------|----------|---------------|
| YOUTH | | | | | | | | | | | | | |
| Youth Storytimes | 19 | 21 | 19 | 19 | 26 | 4 | 11 | 14 | 1 | 18 | 11 | | 163 |
| # attending | 356 | 430 | 443 | 454 | 664 | 117 | 349 | 355 | 22 | 321 | 226 | | 3,737 |
| Staff Programs | 12 | 12 | 11 | 14 | 9 | 6 | 22 | 17 | 9 | 7 | 4 | | 123 |
| # attending | 189 | 197 | 201 | 218 | 294 | 90 | 389 | 288 | 137 | 76 | 36 | | 2,115 |
| Guest Performers | 1 | 6 | 2 | 1 | 4 | 2 | 4 | 2 | 0 | 2 | 2 | | 26 |
| # attending | 22 | 287 | 31 | 17 | 94 | 103 | 212 | 85 | 0 | 61 | 56 | | 968 |
| Visits & Tours | 3 | 3 | 4 | 5 | 7 | 6 | 3 | 0 | 0 | 4 | 4 | | 39 |
| # attending | 38 | 36 | 39 | 151 | 163 | 260 | 32 | 0 | 0 | 43 | 19 | | 781 |
| Off Site Presentations | 4 | 4 | 3 | 1 | 3 | 8 | 9 | 7 | 4 | 5 | 7 | | 55 |
| # attending | 276 | 119 | 53 | 47 | 116 | 641 | 604 | 97 | 89 | 159 | 1242 | | 3,443 |
| Total events/month | 39 | 46 | 39 | 40 | 49 | 26 | 49 | 4 | 14 | 36 | 28 | 0 | 370 |
| 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% | -46.15% | -100.00% | -66.15% |
| Total attendance | 881 | 1069 | 767 | 887 | 1,331 | 1,211 | 1,586 | 825 | 248 | 660 | 1,579 | 0 | 11,044 |
| Prior Year | 1273 | 1313 | 1269 | 1657 | 1260 | 1520 | 2293 | 1637 | 2066 | 1329 | 1923 | 1238 | 18,778 |
| % difference | | | | | | | | | | | | | -41.19% |
| 1KBBK | 0 | 3 | 2 | 5 | 4 | 11 | 17 | 9 | 6 | 5 | 6 | | 68 |
| New Baby Packets | 4 | 8 | 4 | 15 | 11 | 2 | 7 | 4 | 4 | 9 | 9 | | 77 |
| ADULT/TEEN | | | | | | | | | | | | | |
| Teen Programs | 10 | 10 | 11 | 11 | 12 | 9 | 7 | 6 | 4 | 9 | 8 | | 97 |
| # attending | 180 | 243 | 216 | 307 | 279 | 182 | 349 | 156 | 168 | 271 | 246 | | 2,597 |
| Teen Book Discussion | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | 0 |
| # attending | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | 0 |
| Visits & Tours | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | 0 |
| # attending | 0 | 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 | | 0 |
| # attending | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | 0 |
| Adult Programs | 23 | 26 | 30 | 24 | 26 | 24 | 23 | 21 | 20 | 23 | 24 | | 264 |
| # attending | 302 | 404 | 458 | 285 | 422 | 298 | 258 | 281 | 185 | 369 | 337 | | 3,599 |
| Adult Book Discussion | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | | 33 |
| # attending | 13 | 15 | 14 | 13 | 14 | 18 | 19 | 21 | 19 | 16 | 16 | | 178 |
| Family Programs | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | 0 |
| # attending | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | 0 |
| Internet Classes | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | 0 |
| # attending | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | 0 |
| Outreach/Bk Deliveries | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 3 | 2 | 5 | 3 | | 27 |
| # of items | 40 | 40 | 80 | 80 | 80 | 80 | 80 | 134 | 80 | 341 | 80 | | 1,115 |
| Total events/month | 36 | 39 | 44 | 38 | 41 | 36 | 33 | 30 | 27 | 35 | 35 | 0 | 394 |
| 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% | -20.45% | -100.00% | -17.57% |
| Total attendance | 535 | 702 | 768 | 685 | 795 | 578 | 706 | 592 | 452 | 997 | 679 | 0 | 7,489 |
| Prior Year | 506 | 677 | 781 | 913 | 834 | 51 725 | 1114 | 788 | 648 | 720 | 795 | 864 | 9,365 |

Programs and Services FY2023-2024

| | | | | | | | | | | | | | |
|---|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|----------|---------------|
| % difference | 5.73% | 3.69% | -1.66% | -24.97% | -4.68% | -20.28% | -36.62% | -24.87% | -30.25% | 38.47% | -14.59% | -100.00% | -20.03% |
| COMPUTER USAGE | | | | | | | | | | | | | |
| PC usage onsite | 523 | 567 | 660 | 616 | 597 | 568 | 56 | 62 | 38 | 309 | 424 | | 4,420 |
| 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% | -36.81% | -100.00% | -38.17% |
| WiFi usage onsite | 2,942 | 2,884 | 3,786 | 3,509 | 3,768 | 3,800 | 2,071 | 2,066 | 2,240 | 3,292 | 3,286 | | 33,644 |
| 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% | -19.91% | -100.00% | -10.29% |
| Youth AWE computers | 410 | 322 | 551 | 535 | 502 | 249 | 572 | 574 | 429 | 220 | 210 | | 4,574 |
| 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% | -55.88% | -100.00% | 2.69% |
| Ref. Questions: | | | | | | | | | | | | | |
| Youth | 427 | 464 | 640 | 842 | 631 | 634 | 2,363 | 1,591 | 1,206 | 921 | 829 | | 10,548 |
| Adult | 388 | 429 | 560 | 580 | 495 | 462 | 490 | 475 | 598 | 625 | 481 | | 5,583 |
| Circ Desk | 287 | 415 | 400 | 385 | 626 | 396 | 626 | 469 | 348 | 311 | 236 | | 4,499 |
| Total Reference | 1,102 | 1,308 | 1,600 | 1,807 | 1,752 | 1,492 | 3,479 | 2,535 | 2,152 | 1,857 | 1,546 | 0 | 20,630 |
| 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% | -2.52% | -100.00% | 10.90% |
| Brecon Rm: #Groups | 5 | 7 | 10 | 11 | 13 | 7 | 2 | 0 | 0 | 0 | 0 | | 55 |
| 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 | 0 | | 886 |
| Study Rms: #Groups | 150 | 192 | 212 | 197 | 202 | 189 | 0 | 0 | 0 | 0 | 0 | | 1,142 |
| Prior Year #Groups | 179 | 199 | 195 | 198 | 202 | 204 | 188 | 221 | 207 | 177 | 226 | 206 | 2,402 |
| # of individuals | 194 | 248 | 307 | 294 | 282 | 262 | 0 | 0 | 0 | 0 | 0 | | 1,587 |
| | | | | | | | | | | | | | |
| * Includes views of online programs beginning December 2021 | | | | | | | | | | | | | |

Website Access FY2023-2024

| ONLINE SERVICES | Dec. | Jan. | Feb. | March | April | May | June | July | August | Sept. | Oct. | Nov. | TOTAL |
|------------------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|-------------|----------------|
| Website access | 14,116 | 16,876 | 14,655 | 19,027 | 14,929 | 15,551 | 19,620 | 16,526 | 14,026 | 13,274 | 13,464 | | 172,064 |
| 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% | 34.37% | -100.00% | 45.56% |
| Catalog access | | | | | | | | | | | | | 0 |
| Prior Year | 7,753 | 9,671 | 9,152 | 12,081 | 10,494 | 11,362 | 12,213 | 6,586 | 0 | 0 | 0 | 0 | 79,312 |
| % difference | -100.00% | -100.00% | -100.00% | -100.00% | -100.00% | -100.00% | -100.00% | -100.00% | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | -100.00% |
| Databases | 2,580 | 2,620 | 2,515 | 2,604 | 2,893 | 3,073 | 2,387 | 2,522 | 2,185 | 2,232 | 2,597 | | 28,208 |
| 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% | -7.51% | -100.00% | 14.81% |
| SDL App | | | | | | | | | | | | | 0 |
| New Downloads | 129 | 190 | 95 | 81 | 27 | 65 | 63 | 62 | 59 | 45 | 38 | | 854 |
| Prior Year | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| % difference | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! |
| Sessions | 463 | 1,096 | 1,220 | 1,637 | 1,621 | 1,881 | 1,835 | 2,214 | 2,222 | 1,889 | 1,963 | | 18,041 |
| Prior Year | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| % difference | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! |
| MI Activity Pass | 7 | 6 | 11 | 30 | 13 | 18 | 22 | 31 | 39 | 16 | 28 | | 221 |
| 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% | 12% | -100% | 16% |
| New eNews subscribers | 98 | 122 | 77 | 120 | 101 | 1,031 | 1,080 | 3,124 | 170 | 181 | 162 | | 6,266 |
| Total subscribers | 11,702 | 11,816 | 11,870 | 10,988 | 11,060 | 12,057 | 12,872 | 15,592 | 11,834 | 11,901 | 11,990 | | 11,990 |
| 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% | 3.81% | -100.00% | 3.25% |

* 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 #05

November 12, 2024

DISTRIBUTION:

SALINE DISTRICT LIBRARY
Karrie Waarala

ELECTRONIC

QUINN EVANS ARCHITECTS
Fatima Beacham

ELECTRONIC

McCARTHY & SMITH, INC.
Cost Control File

(1)



November 12, 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. 05

Dear Ms. Waarala:

We submit and recommend this Cost Control Book No. 05 for your approval. The information contained within the payment assessment reports reflects the review of work completed through 10/28/2024.

For your ease of review, we have prepared a summary sheet labeled Application No. 05. 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 \$423,401.84 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,

A handwritten signature in blue ink, appearing to read "William T. McCarthy".

William T. McCarthy
President

Disbursements Approval
Saline District Library

Assessment for payment as stated in Application No. 05 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: 005

PERIOD FROM: 9/24/2024

PERIOD TO: 10/28/2024

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 | 3,271,834.15 |
| PLUS CHANGE ORDERS APPROVED THIS MONTH | 15,903.13 |
| PLUS OTHER PROJECT COSTS INCURRED THIS MONTH | 917.92 |
| CURRENT PROJECT COSTS TO DATE | 3,288,655.20 |
| <hr/> | |
| ORIGINAL CONSTRUCTION CONTRACT SUMS | 2,814,497.48 |
| CHANGE ORDERS TO DATE | 4,097.62 |
| TOTAL CONSTRUCTION CONTRACT SUMS TO DATE | 2,818,595.10 |
| <hr/> | |
| TOTAL CERTIFIED COMPLETED TO DATE | 1,863,087.96 |
| LESS CERTIFIED RETAINAGE TO DATE | 186,308.81 |
| LESS CERTIFIED PREVIOUS APPLICATIONS FOR PAYMENT | 1,294,463.62 |
| CURRENT CERTIFIED PAYMENT DUE | 382,315.53 |
| TOTAL OF AMOUNTS CERTIFIED | 382,315.53 |

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:



WILLIAM T. MCCARTHY

PRESIDENT

Date:

11/14/2024**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:

FATIMA BEACHAM

Date:

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 #05
P/E: 10/28/2024**

APPLICATION SUMMARY BY BUDGET ID NUMBER

| | | |
|-----------------------|---------------------------|----------------------|
| <i>Budget ID #</i> | | |
| 9701-01-01 | CONSTRUCTION | \$ 368,793.43 |
| 9702-01-02 | CONTINGENCY | \$ 13,522.10 |
| 9703-01-03 | SITEWORK | |
| 9704-01-04 | CM FEES | \$ 11,556.72 |
| 9705-01-05 | CM REIMBURSABLES | \$ 25,589.00 |
| 9706-01-06 | CM GENERAL CONDITIONS | \$ 3,940.59 |
| 9707-01-07 | CM PRE-CONSTRUCTION | |
| 9708-01-08 | CM PLM BOND AND INSURANCE | |
| | | |
| SUBTOTAL | | \$ 423,401.84 |
| | | |
| PAY APPLICATION TOTAL | | \$ 423,401.84 |

APPLICATION SUMMARY

| | | |
|--------------------|--|--------------------------------|
| PROJECT: 2433-1221 | CLIENT NAME: SALINE DISTRICT LIBRARY | PERIOD ENDING DATE: 10/28/2024 |
| | PROJECT: SALINE DISTRICT LIBRARY-INTERIOR RENO AND SITE IMPROVEMENTS | COST CONTROL BOOK: 005 |

APPLICATION SUMMARY # 005

| BID DIV # | BID DIV NAME | VENDOR # | CONTRACTOR | TOTAL/BID DIV. | CHECK AMT. | REPORTED % COMPLETE |
|---------------------------------------|----------------------------|----------|-----------------------------------|----------------|------------|------------------------|
| 0101 | EARTHWORK & SITE UTILITIES | 15065 | EAGLE EXCAVATION, INC | 5,098.69 | 5,098.69 | 97.58 |
| 0105 | FLATWORK | 13968 | CONTEK, INC. | 12,195.00 | 12,195.00 | 81.03 |
| 0107 | STEEL | 33423 | WOLVERINE STEEL ERECTORS INC | 7,601.22 | 7,601.22 | 75.61 |
| 0108 | CARPENTRY & GENERAL TRADES | 13970 | COMMERCIAL CONTRACTING CORP | 49,043.91 | 49,043.91 | 65.65 |
| 0109 | ROOFING | 15041 | ESKO ROOFING & SHEET METAL, INC | 32,809.50 | 32,809.50 | 93.67 |
| 0114 | ALUMINUM GLASS & GLAZING | 13074 | CRYSTAL GLASS INC | 2,953.35 | 2,953.35 | 38.25 |
| 0117 | ACOUSTICAL CEILINGS | 12029 | ACOUSTIC CEILING & PARTITION | 32,210.55 | 32,210.55 | 43.02 |
| 0128 | EDUCATIONAL CASEWORK | 30098 | TREND MILLWORK, LLC | 40,638.87 | 40,638.87 | 70.57 |
| 0140 | PLUMBING | 30086 | TEMPCO MECHANICAL CONTRACTORS INC | 10,260.00 | 10,260.00 | 48.48 |
| 0141 | FIRE PROTECTION | 26060 | PROFESSIONAL SPRINKLER INC | 7,807.68 | 7,807.68 | 66.34 |
| 0142 | HVAC | 28093 | ROBERTSON MORRISON INC. | 86,602.50 | 86,602.50 | 37.60 |
| 0143 | ELECTRICAL | 23071 | MAX ELECTRIC LLC | 30,861.24 | 30,861.24 | 78.48 |
| 0148 | LANDSCAPING | 21016 | KLM SCAPE & SNOW LLC | 64,233.02 | 64,233.02 | 61.20 |
| SUBTOTAL-ARCHITECT CERTIFIED PAYMENTS | | | | 382,315.53 | 382,315.53 | |
| 0901 | CM FEES | 23076 | MCCARTHY & SMITH, INC | 11,556.72 | 11,556.72 | 54.53 |
| 0902 | CM REIMBURSABLES | 23076 | MCCARTHY & SMITH, INC | 25,589.00 | 25,589.00 | 57.83 |
| 0903 | CM GENERAL CONDITIONS | 23076 | MCCARTHY & SMITH, INC | 3,940.59 | 3,940.59 | 46.46 |
| SUBTOTAL-OTHER PROJECT COSTS | | | | 41,086.31 | 41,086.31 | |
| Report Totals | | | | 423,401.84 | 423,401.84 | |

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: 10/28/2024

COST CONTROL BOOK: 005

APPLICATION SUMMARY # 005

| BID DIV # | ID# | BID DIV NAME | VENDOR # | CONTRACTOR | TOTAL/BID DIV. | CHECK AMT. |
|-----------|----------|----------------------------|----------|-----------------------------------|----------------|------------|
| 0105 | 97010101 | FLATWORK | 13968 | CONTEK, INC. | 12,195.00 | 12,195.00 |
| 0107 | 97010101 | STEEL | 33423 | WOLVERINE STEEL ERECTORS INC | 7,601.22 | 7,601.22 |
| 0108 | 97010101 | CARPENTRY & GENERAL TRADES | 13970 | COMMERCIAL CONTRACTING CORP | 48,328.38 | 48,328.38 |
| 0109 | 97010101 | ROOFING | 15041 | ESKO ROOFING & SHEET METAL, INC | 32,809.50 | 32,809.50 |
| 0114 | 97010101 | ALUMINUM GLASS & GLAZING | 13074 | CRYSTAL GLASS INC | 2,953.35 | 2,953.35 |
| 0117 | 97010101 | ACOUSTICAL CEILINGS | 12029 | ACOUSTIC CEILING & PARTITION | 32,210.55 | 32,210.55 |
| 0128 | 97010101 | EDUCATIONAL CASEWORK | 30098 | TREND MILLWORK, LLC | 36,180.00 | 36,180.00 |
| 0140 | 97010101 | PLUMBING | 30086 | TEMPCO MECHANICAL CONTRACTORS INC | 10,260.00 | 10,260.00 |
| 0141 | 97010101 | FIRE PROTECTION | 26060 | PROFESSIONAL SPRINKLER INC | 7,807.68 | 7,807.68 |
| 0142 | 97010101 | HVAC | 28093 | ROBERTSON MORRISON INC. | 86,602.50 | 86,602.50 |
| 0143 | 97010101 | ELECTRICAL | 23071 | MAX ELECTRIC LLC | 26,307.00 | 26,307.00 |
| 0148 | 97010101 | LANDSCAPING | 21016 | KLM SCAPE & SNOW LLC | 65,538.25 | 65,538.25 |
| ID Totals | | | | | 368,793.43 | 368,793.43 |
| 0101 | 97020102 | EARTHWORK & SITE UTILITIES | 15065 | EAGLE EXCAVATION, INC | 5,098.69 | 5,098.69 |
| 0108 | 97020102 | CARPENTRY & GENERAL TRADES | 13970 | COMMERCIAL CONTRACTING CORP | 715.53 | 715.53 |
| 0128 | 97020102 | EDUCATIONAL CASEWORK | 30098 | TREND MILLWORK, LLC | 4,458.87 | 4,458.87 |
| 0143 | 97020102 | ELECTRICAL | 23071 | MAX ELECTRIC LLC | 4,554.24 | 4,554.24 |
| 0148 | 97020102 | LANDSCAPING | 21016 | KLM SCAPE & SNOW LLC | -1,305.23 | -1,305.23 |
| ID Totals | | | | | 13,522.10 | 13,522.10 |
| 0901 | 97040104 | CM FEES | 23076 | MCCARTHY & SMITH, INC | 11,556.72 | 11,556.72 |
| ID Totals | | | | | 11,556.72 | 11,556.72 |
| 0902 | 97050105 | CM REIMBURSABLES | 23076 | MCCARTHY & SMITH, INC | 25,589.00 | 25,589.00 |

APPLICATION SUMMARY BY ID NUMBER

CLIENT NAME: SALINE DISTRICT LIBRARY
PROJECT: SALINE DISTRICT LIBRARY-INTERIOR RENO AND SITE IMPROVEMENTS

PERIOD ENDING DATE: 10/28/2024
COST CONTROL BOOK: 005

PROJECT: 2433-1221

APPLICATION SUMMARY # 005

| BID DIV # | ID# | BID DIV NAME | VENDOR # | CONTRACTOR | TOTAL/BID DIV. | CHECK AMT. |
|-----------|----------|-----------------------|----------|-----------------------|----------------|------------|
| | | | | ID Totals | 25,589.00 | 25,589.00 |
| 0903 | 97060106 | CM GENERAL CONDITIONS | 23076 | MCCARTHY & SMITH, INC | 3,940.59 | 3,940.59 |
| | | | | ID Totals | 3,940.59 | 3,940.59 |
| | | | | Report Totals | 423,401.84 | 423,401.84 |

Date: 11/12/2024
Time: 1:2 PM

PAYMENT SUMMARY

PROJECT: 2433-1221

PROJECT: SALINE DISTRICT LIBRARY-INTERIOR
RENO AND SITE IMPROVEMENTS

PERIOD ENDING DATE: 10/28/2024
COST CONTROL BOOK: 005

| | <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 |
| Application No. 005 | 423,401.84 | 0.00 | 423,401.84 |
| Report Totals | <u>1,908,111.90</u> | <u>0.00</u> | <u>1,908,111.90</u> |

SWORN STATEMENT

Page 1 of 2

State of Michigan

Page Number: 1 of 1

Date: 11/12/2024

Time: 11:33 AM

County of Oakland

BILLING SUMMARY

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

PERIOD ENDING DATE: 10/28/2024

COST CONTROL BOOK: 005

| 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 | 163,127.71 | 16,312.77 | 146,814.94 | 141,716.25 | 5,098.69 | 141,716.25 | 20,350.27 | 97.58 |
| 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 | 2,931.50 | 192,161.50 | 155,700.00 | 15,570.00 | 140,130.00 | 127,935.00 | 12,195.00 | 127,935.00 | 52,031.50 | 81.03 |
| 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 | 113,818.80 | 11,381.88 | 102,436.92 | 94,835.70 | 7,601.22 | 94,835.70 | 48,103.08 | 75.61 |
| 0108 | CARPENTRY & GENER | 13970 | COMMERCIAL CONTRACTIN | 336,389.00 | -23,320.05 | 313,068.95 | 205,536.82 | 20,553.69 | 184,983.13 | 135,939.22 | 49,043.91 | 135,939.22 | 128,085.82 | 65.65 |
| 0109 | ROOFING | 15041 | ESKO ROOFING & SHEET ME | 38,920.00 | 0.00 | 38,920.00 | 36,455.00 | 3,645.50 | 32,809.50 | .00 | 32,809.50 | .00 | 6,110.50 | 93.67 |
| 0114 | ALUMINUM GLASS & G | 13074 | CRYSTAL GLASS INC | 41,325.00 | 0.00 | 41,325.00 | 15,807.50 | 1,580.75 | 14,226.75 | 11,273.40 | 2,953.35 | 11,273.40 | 27,098.25 | 38.25 |
| 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 | 67,414.72 | .00 | 67,414.72 | 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 | 34,946.36 | .00 | 34,946.36 | 13,183.64 | 80.68 |
| 0117 | ACOUSTICAL CEILINGS | 12029 | ACOUSTIC CEILING & PARTIT | 226,688.00 | 0.00 | 226,688.00 | 97,510.00 | 9,751.00 | 87,759.00 | 55,548.45 | 32,210.55 | 55,548.45 | 138,929.00 | 43.02 |
| 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 | 203,994.33 | .00 | 203,994.33 | 45,820.67 | 90.73 |
| 0120 | PAINTING | 30057 | TWIN BROTHERS PAINTING | 56,000.00 | 7,725.93 | 63,725.93 | 35,525.93 | 3,552.59 | 31,973.34 | 31,973.34 | .00 | 31,973.34 | 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 | 10,869.75 | .00 | 10,869.75 | 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 | 4,954.30 | 135,329.30 | 95,501.30 | 9,550.13 | 85,951.17 | 45,312.30 | 40,638.87 | 45,312.30 | 49,378.13 | 70.57 |
| 0140 | PLUMBING | 30086 | TEMPCO MECHANICAL CON | 138,020.00 | 0.00 | 138,020.00 | 66,910.00 | 6,691.00 | 60,219.00 | 49,959.00 | 10,260.00 | 49,959.00 | 77,801.00 | 48.48 |
| 0141 | FIRE PROTECTION | 26060 | PROFESSIONAL SPRINKLER | 76,980.00 | 0.00 | 76,980.00 | 51,072.20 | 5,107.22 | 45,964.98 | 38,157.30 | 7,807.68 | 38,157.30 | 31,015.02 | 66.34 |
| 0142 | HVAC | 28093 | ROBERTSON MORRISON INC | 255,913.00 | 0.00 | 255,913.00 | 96,225.00 | 9,622.50 | 86,602.50 | .00 | 86,602.50 | .00 | 169,310.50 | 37.60 |
| 0143 | ELECTRICAL | 23071 | MAX ELECTRIC LLC | 299,425.00 | 6,411.10 | 305,836.10 | 240,005.27 | 24,000.53 | 216,004.74 | 185,143.50 | 30,861.24 | 185,143.50 | 89,831.36 | 78.48 |
| 0148 | LANDSCAPING | 21016 | KLM SCAPE & SNOW LLC | 118,059.33 | -1,450.25 | 116,609.08 | 71,370.03 | 7,137.01 | 64,233.02 | .00 | 64,233.02 | .00 | 52,376.06 | 61.20 |
| 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 | 917.92 | 79,723.85 | 43,473.12 | .00 | 43,473.12 | 31,916.40 | 11,556.72 | 31,916.40 | 36,250.73 | 54.53 |
| 0902 | CM REIMBURSABLES | 23076 | MCCARTHY & SMITH, INC | 153,000.00 | 0.00 | 153,000.00 | 88,476.00 | .00 | 88,476.00 | 62,887.00 | 25,589.00 | 62,887.00 | 64,524.00 | 57.83 |
| 0903 | CM GENERAL CONDITI | 23076 | MCCARTHY & SMITH, INC | 173,000.00 | 0.00 | 173,000.00 | 80,383.63 | .00 | 80,383.63 | 76,443.04 | 3,940.59 | 76,443.04 | 92,616.37 | 46.46 |
| 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 |
| Project Totals | | | | 3,283,639.66 | 5,015.54 | 3,288,655.20 | 2,094,420.71 | 186,308.81 | 1,908,111.90 | 1,484,710.06 | 423,401.84 | 1,484,710.06 | 1,380,543.30 | 63.69 |

SWORN STATEMENT

Page 2 of 2

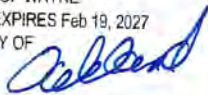
I, William T. McCarthy, being duly sworn, deposes and says: That McCarthy & Smith, Inc. is the Construction Manager for improvements to the following described real property situated in Washtenaw County, Michigan, described as follows: Saline District Library, 555 N. Maple Road, Saline, MI 48176. That 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#1 FOR \$20,787.55, CCB#02 for \$14,274.11 & CCB#04 FOR \$32,353.06), BD#114 Crystal Glass (CCB#2 FOR 11,273.40), BD#141 PROFESSIONAL SPRINKLER (CCB#03 FOR \$28,960.20 AND CCB#4 FOR \$9,197.10), BD#143 MAX ELECTRIC LLC (CCB#03 FOR \$34,317.90). 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
12th Day of November, 2024


William T. McCarthy, President



SUZANNE T. WILSON
NOTARY PUBLIC, STATE OF MI
COUNTY OF WAYNE
MY COMMISSION EXPIRES Feb 19, 2027
ACTING IN COUNTY OF





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 Orignal Contract Value

| | | |
|--------------------|----|------------|
| Contingency Budget | \$ | 197,014.82 |
|--------------------|----|------------|

\$ 197,014.82



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

Inv Date 9/30/2024

Inv No 16753

This invoice has been applied
for in Cost Control Book #5

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

CONSTRUCTION FEE
PHASE
CONSTRUCTION

Fee Earned
10,638.80

Total: **10,638.80**

Approved By: _____

William T. McCarthy
President



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

Date 9/30/2024
Invoice 16754
This invoice has been applied for in
Cost Control Book #5

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

CONSTRUCTION MGMT - PERSONNEL COSTS

9/1/2024 Thru 9/30/2024

LABOR:

| | | Hours | Rate | Amount |
|----------------------|-------------------|--------|--------|-----------|
| FIELD SUPERINTENDENT | SAWMILLER, MARK R | 160.00 | 102.00 | 16,320.00 |
| PROJECT DIRECTOR | PHILLIPS, AARON | 9.00 | 157.00 | 1,413.00 |
| PROJECT ENGINEER | MARSHALL, ROBB E | 40.00 | 74.00 | 2,960.00 |
| PROJECT MANAGER | PIETILA, KYLE E | 48.00 | 102.00 | 4,896.00 |
| Total Labor: | | | | 25,589.00 |

Approved by: William T. McCarthy
William T. McCarthy
President

TOTAL AMOUNT DUE: 25,589.00



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

Date 9/30/2024
Invoice 16755

This invoice has been applied for in
Cost Control Book #5

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

CONSTRUCTION MGMT - GENERAL CONDITION COSTS

9/1/2024 Thru 9/30/2024

LABOR:

| | | Hours | Rate | Amount |
|---------------------|-------------------|-------|-----------|-----------------|
| LABORER - UNION | LIGHTFOOT, RYAN A | 32.00 | REG 63.00 | 2,016.00 |
| Total Labor: | | | | 2,016.00 |

MATERIAL:

| | # of Invoices | Amount |
|-----------------------------------|---------------|-----------------|
| DAVE SPRECHER | | 155.44 |
| DOCUSIGN - SEPTEMBER | 1.00 | 20.16 |
| ENGINEERING REPRODUCTION INC | 1.00 | 31.80 |
| G2 CONSULTING GROUP LLC | 1.00 | 680.00 |
| HOME DEPOT CREDIT SERVICES | 1.00 | 37.82 |
| KNIGHT TRANSFER SERVICES | 1.00 | 568.14 |
| MCCARTHY & SMITH, INC - INVENTORY | 1.00 | 39.14 |
| VERIZON WIRELESS | 1.00 | 187.00 |
| WEX BANK - FLEET GAS CARD | 1.00 | 20.09 |
| Total Material: | | 1,739.59 |

EQUIPMENT:

| | |
|-----------------------------|---------------|
| COMPUTER RENTAL - SEPTEMBER | 185.00 |
| Total Equipment: | 185.00 |

Approved by: 
William T. McCarthy
President

TOTAL AMOUNT DUE: 3,940.59

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

| | | Payees | | | | | | | | |
|------------|-------------------------------|---------------------|--------------------|-------------------|---------------------|-----------------------|--------------------|---------------------|--------------------|-----------------------|
| | | Quinn | | Materials | Mulder's | McCarthy | Teoma | | Library | |
| Date | Memo | Evans | City of Saline | Testing | Moving | & Smith | Systems | MarxModa | Design Assoc. | Total |
| 1/31/2024 | Design & cons. documents | \$9,975.00 | | | | | | | | |
| 2/28/2024 | Design & cons. documents | \$39,725.00 | | | | | | | | |
| 3/19/2024 | Design & cons. 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, furn. 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 | Cons. documents & admin | \$22,230.10 | | | | | | | | |
| 9/17/2024 | Cost Control Book #3 | | | | | \$367,125.34 | | | | |
| 9/17/2024 | Cons. documents & admin | \$9,325.00 | | | | | | | | |
| 10/15/2024 | Cost Control Book #4 | | | | | \$349,069.55 | | | | |
| 10/15/2024 | Construction administration | \$12,212.59 | | | | | | | | |
| 10/15/2024 | Phase 2 cabling | | | | | | \$4,578.71 | | | |
| 11/5/2024 | Phase 2 cabling | | | | | | \$881.94 | | | |
| 11/5/2024 | Shelving | | | | | | | | \$43,959.00 | |
| 11/8/2024 | Phase 3 moving | | | | \$36,548.55 | | | | | |
| 11/19/2024 | Cost Control Book #5 | | | | | \$423,401.84 | | | | |
| 11/19/2024 | Cost Control Book #6 PARTIAL | | | | | \$215,826.96 | | | | |
| | | | | | | | | | | |
| | Totals | \$176,192.69 | \$36,763.25 | \$8,000.00 | \$140,729.45 | \$2,123,938.86 | \$13,039.37 | \$127,464.33 | \$43,959.00 | \$2,670,086.95 |

PROJECT STATUS UPDATE

Saline District Library

Interior Renovations & Site Improvements Project

SALINE DISTRICT LIBRARY

Project Description:

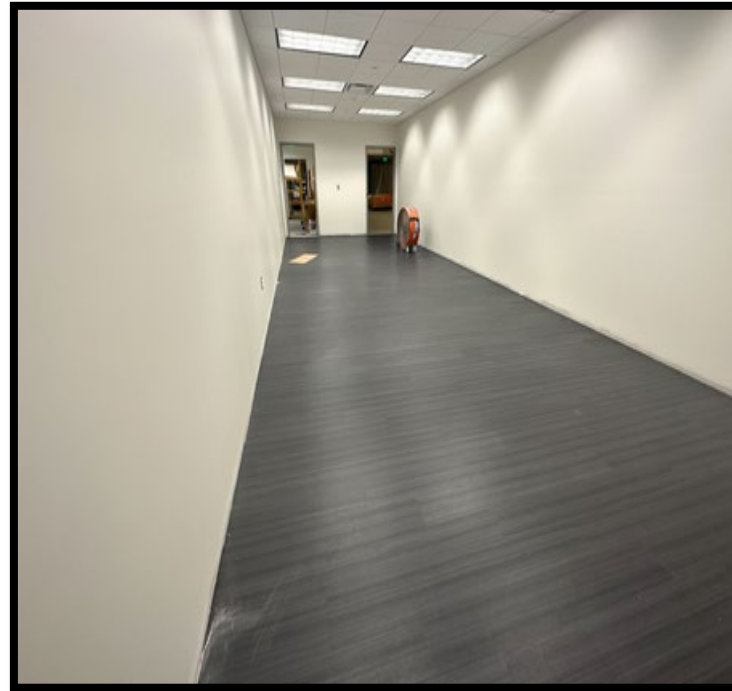
This exciting project consists of interior renovations and site improvements. Building renovations include additional study rooms, a large teen room, increased seating areas, a drive-through service window to pick up holds, improved program rooms, a fully accessible non-gendered public restroom, and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



SALINE DISTRICT LIBRARY

Interior Renovations Progress:

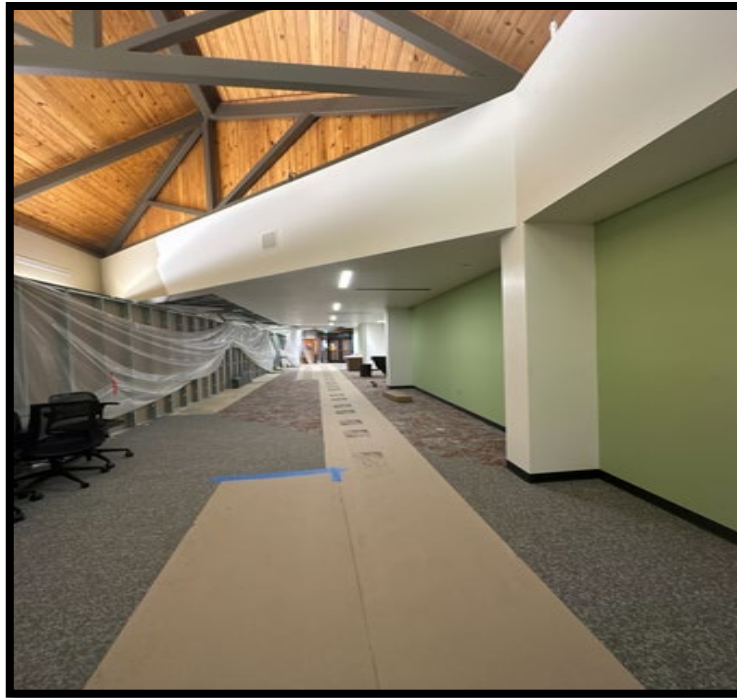
- Phase II carpeting and VCT installation is 90% complete
- Following will be finishing the floor base and patterns once the temp walls come down



SALINE DISTRICT LIBRARY

Interior Renovations Progress:

- Protective measures have been taken for the newly installed carpets during the remaining of Phase II construction
- Interior steel has been painted



SALINE DISTRICT LIBRARY

Interior Renovations Progress:

- Phase II interior final cleaning has started
- Finishing touches to the floor base, ceiling tiles, and paint



SALINE DISTRICT LIBRARY

Interior Renovations Progress:

- The plaza benches have been completed



SALINE DISTRICT LIBRARY

Interior Renovations Progress:

- Saline District Library statue placement and finishing touches to landscaping were completed



SALINE DISTRICT LIBRARY

Site Improvements Progress:

- Pavilion roof (deck metal panel) installation ongoing
- Ice and rain shield have been completed
- Pavilion trench drain and exterior landscaping have also been completed (with added seeding)



SALINE DISTRICT LIBRARY

Schedule Look Ahead:

- The main area desk will be installed next
- Landscaping items have been finalized
- Acoustical ceiling installation is 90% complete
- Phase II interior steel painting will be done this week
- Pavilion roof deck metal panel installation is ongoing
- Plaza benches are 95% complete
- Final inspection for Phase II is October 31



PROJECT STATUS UPDATE

Saline District Library

Interior Renovations & Site Improvements Project

SALINE DISTRICT LIBRARY

Project Description:

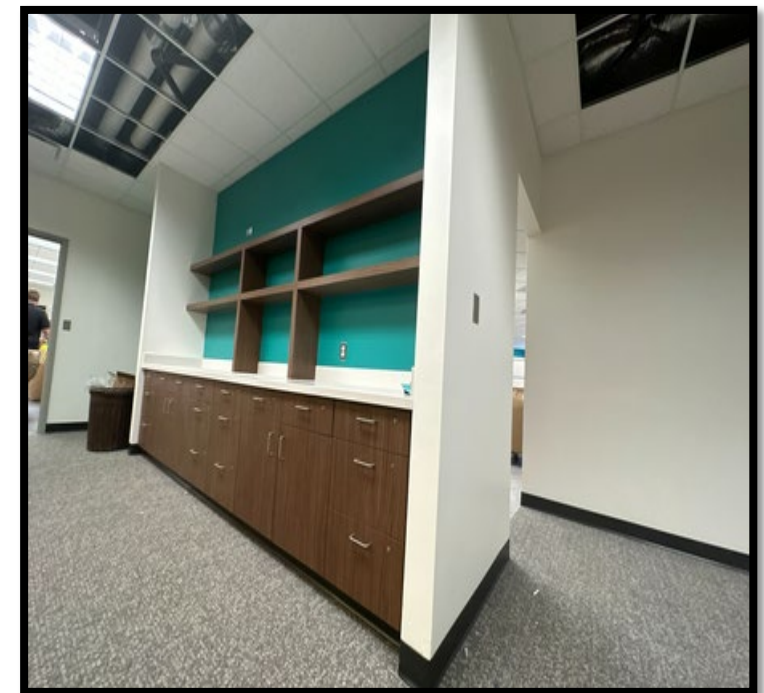
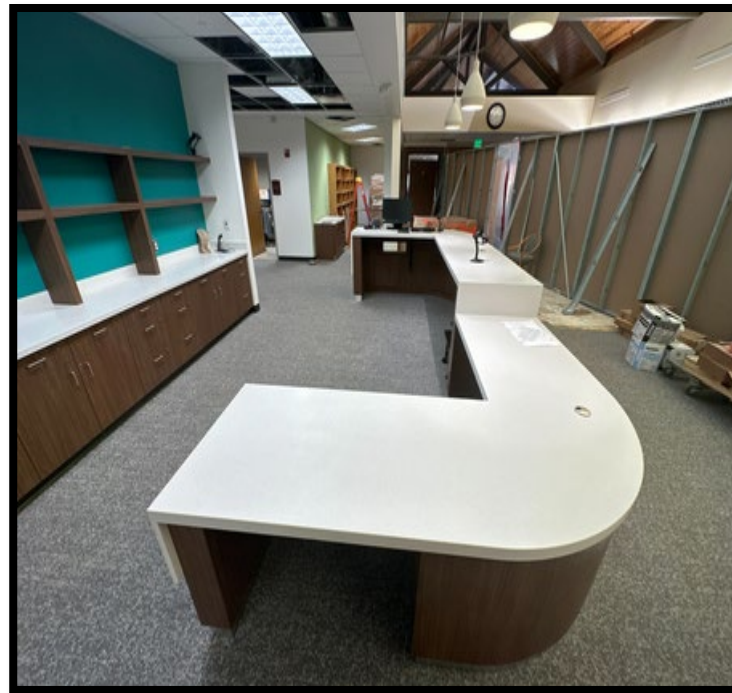
This exciting project consists of interior renovations and site improvements. Building renovations include additional study rooms, a large teen room, increased seating areas, a drive-through service window to pick up holds, improved program rooms, a fully accessible non-gendered public restroom, and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



SALINE DISTRICT LIBRARY

Interior Renovations Progress:

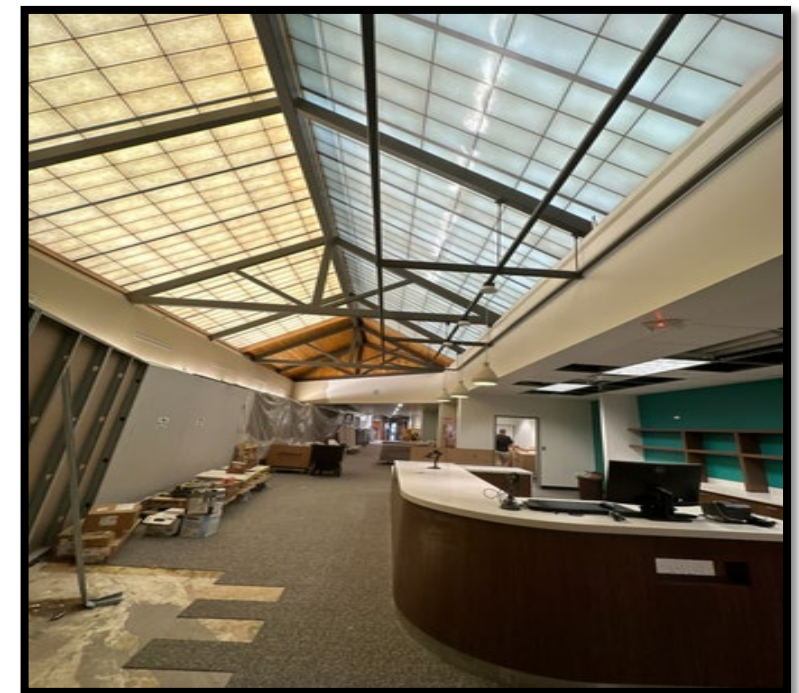
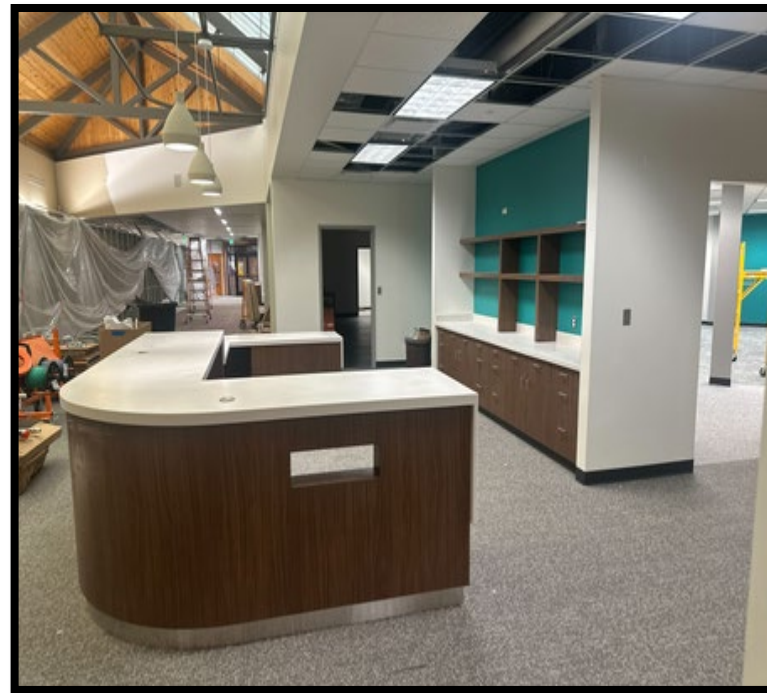
- The new circulation desk has been installed at the Library!
- Following will be data and low voltage set up, to get the library back to a functional state.



SALINE DISTRICT LIBRARY

Interior Renovations Progress:

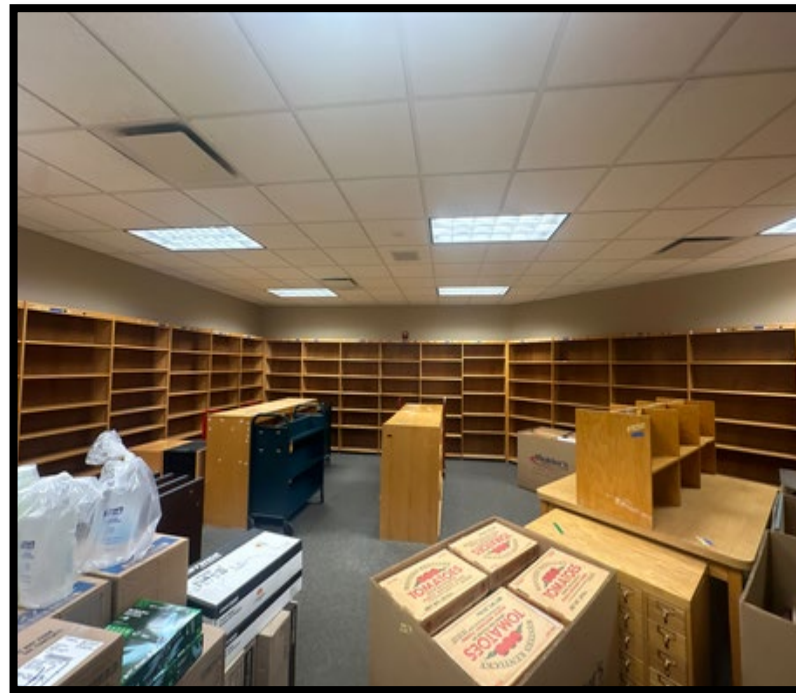
- Phase II interior canopy hanging lights have been installed.
- The hanging slat ceiling will start on November 1, 2024.



SALINE DISTRICT LIBRARY

Interior Renovations Progress:

- It's move out and move in week at Saline District Library as staff members are moving into Phase II and moving out of Phase III to start our final phase of construction.
- A big shout out to all staff members at the library as they work tirelessly to get this space open to the public.



SALINE DISTRICT LIBRARY

Interior Renovations Progress:

- The book return drive-through window was installed last week.
- Recessed lighting installation in the canopy is ongoing.
- Following will be weather proofing and metal panel installation at the drive thru window canopy.



SALINE DISTRICT LIBRARY

Site Improvements Progress:

- Fall is in full swing!
- Thermally modified wood siding started this week and will be done early next week



SALINE DISTRICT LIBRARY

Schedule Look Ahead:

- The circulation desk is 100% complete.
- SDL data and telecommunication set-ups are ongoing.
- Mulders Moving Company is on site to the end of the week.
- Phase II interior steel hanging slat ceiling started November 1, 2024.
- Pavilion thermally modified wood siding is 20% complete.
- SDL received their Certificate of Occupancy October 31, 2024!



| | | | Nov 11, 2024 - Nov 17, 2024 | | | | | | | Nov 18, 2024 - Nov 24, 2024 | | | | | | | Nov 25, 2024 - Dec 01, 2024 | | | | | | | Dec 02, 2024 - Dec 08, 2024 | | | | | | | Dec 09, 2024 - Dec 15, 2024 | | | | | | | Dec 16, 2024 - Dec 22, 2024 | | | | | | | |
|-------|--|----------|-----------------------------|------|------|------|------|------|------|-----------------------------|------|------|------|------|------|------|-----------------------------|------|------|------|------|------|------|-----------------------------|------|------|------|------|------|------|-----------------------------|------|------|------|------|------|------|-----------------------------|------|------|------|------|------|------|--|
| ID | Task Name | Start | M 11 | T 12 | W 13 | T 14 | F 15 | S 16 | S 17 | M 18 | T 19 | W 20 | T 21 | F 22 | S 23 | S 24 | M 25 | T 26 | W 27 | T 28 | F 29 | S 30 | S 01 | M 02 | T 03 | W 04 | T 05 | F 06 | S 07 | S 08 | M 09 | T 10 | W 11 | T 12 | F 13 | S 14 | S 15 | M 16 | T 17 | W 18 | T 19 | F 20 | S 21 | S 22 | |
| 1 | ▼ Saline District Library | 06/10/24 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.3 | Install step down transformer at Pavilion | 10/09/24 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.1 | Mud Drywall Inside of Pavilion Storage | 10/28/24 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.2 | Install screening at top of storage room | 10/28/24 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 24 | ▼ Interior Renovations | 10/30/24 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 49 | ▼ Phase 2 | 08/12/24 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 49.8 | Library Closed | 10/30/24 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 49.7 | Install Slats Above Circ Desk | 11/05/24 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 49.1 | Mech above slat ceiling | 11/13/24 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 49.2 | Install slat grid system | 11/13/24 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 49.3 | Lighting at Slat Ceiling | 11/13/24 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 49.4 | Fire Suppression at Slat Ceiling | 11/13/24 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 49.6 | Soffit drywall install at drive thru | 11/13/24 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 49.9 | Install soffit vent at drive thru canopy | 11/13/24 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 49.5 | Paint drive thru soffit | 11/15/24 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 49.10 | Install fascia | 11/18/24 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 49.11 | Electrical Trims | 11/18/24 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 74 | ▼ Phase 3 | 10/16/24 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 77 | Selective Architectual Demolition | 11/04/24 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 74.1 | Electrical Underground Layout | 11/11/24 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 78 | Plumbing Underground Layout | 11/11/24 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 74.3 | Brick Demo in Main Vestibule | 11/13/24 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 74.8 | GPRS Radar Concrete Slab | 11/13/24 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 74.2 | Sawcut for Underground Electrical & Plu... | 11/14/24 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 74.9 | Remove concrete from slab | 11/15/24 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 80 | New Metal Stud Wall, Soffit Assemblies ... | 11/15/24 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 74.10 | Underground Electrical Rough | 11/18/24 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 74.11 | Underground Plumbing Rough | 11/18/24 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| | | | Nov 11, 2024 - Nov 17, 2024 | | | | | | | Nov 18, 2024 - Nov 24, 2024 | | | | | | | Nov 25, 2024 - Dec 01, 2024 | | | | | | | Dec 02, 2024 - Dec 08, 2024 | | | | | | | Dec 09, 2024 - Dec 15, 2024 | | | | | | | Dec 16, 2024 - Dec 22, 2024 | | | | | | | |
|-------|--|----------|-----------------------------|------|------|------|------|------|------|-----------------------------|------|------|------|------|------|------|-----------------------------|------|------|------|------|------|------|-----------------------------|------|------|------|------|------|------|-----------------------------|------|------|------|------|------|------|-----------------------------|------|------|------|------|------|------|--|
| ID | Task Name | Start | M 11 | T 12 | W 13 | T 14 | F 15 | S 16 | S 17 | M 18 | T 19 | W 20 | T 21 | F 22 | S 23 | S 24 | M 25 | T 26 | W 27 | T 28 | F 29 | S 30 | S 01 | M 02 | T 03 | W 04 | T 05 | F 06 | S 07 | S 08 | M 09 | T 10 | W 11 | T 12 | F 13 | S 14 | S 15 | M 16 | T 17 | W 18 | T 19 | F 20 | S 21 | S 22 | |
| 81 | Restroom Tile at Gang Restrooms | 11/25/24 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 84 | Paint (Existing Walls 12/2, New Walls 12/... | 12/02/24 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 74.5 | Building Rough Inspection (PM) | 12/03/24 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 74.6 | In-wall plumbing rough (AM) | 12/03/24 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 74.4 | Drywall Install | 12/04/24 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 94 | Toilet Partitions | 12/04/24 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 90 | Plumbing Trim | 12/09/24 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 95 | Toilet Accessories | 12/09/24 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 74.7 | Screw Inspection | 12/10/24 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 74.14 | Drywall Finishing | 12/10/24 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 85 | Acoustical Ceiling Grid | 12/16/24 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 89 | Interior Doors & Hardware | 12/16/24 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 91 | Flooring | 12/16/24 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 74.15 | Above Ceiling Final | 12/19/24 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 86 | Interior Storefront Installation | 12/19/24 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 88 | Electrical Trim | 12/19/24 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 93 | Overhead GRD's/Balancing | 12/19/24 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 74.16 | Drop ACT Pads | 12/20/24 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 87 | Casework Installation | 12/20/24 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Saline District Library Cuts Ribbon on New Outdoor Plaza

The Sun Times News, November 11, 2024 by [Sue Kelch](#)



*Lori Byron, Board President, and Bill Roach, former Saline Library Board Member cut the ribbon
– photo by Sue Kelch*

On November 10, the Saline District Library held a ribbon cutting ceremony to celebrate the opening of the outdoor plaza, pavilion, and story trail. In spite of the fall drizzle, there was a large turnout to view the newest additions to the Saline Library, and enjoy cider and donuts after the ribbon cutting.

Director of the Saline District Library Karrie Waarala, explained the progress of the Saline library renovation, expected to be completed by early January. “We have completed phase 2 on the inside of the library, and we have moved into phase 3, which is why this entrance is opened. The timing went along perfectly with the plaza, pavilion, and story trail completion.”



Karrie Waarala at the beginning of the story trail – photo by Sue Kelch

Waarala added, “Even though our big celebration will be when the entire project is done, we just really wanted to invite everybody here today to see this beautiful pavilion and plaza while we still had a little bit of fall weather.”

Waarala explained the idea behind the new addition to the library. “When we did our strategic plan one of our four focus areas was optimizing spaces – indoors and outdoors. We have done quite a bit of outdoor programming but this area wasn’t very accessible. For example, to get up on the grass it was difficult for those with wheelchairs or strollers. We wanted to create a space that connects the buildings to the outdoors and make all of our outside programming accessible to everyone.”



Panorama view of ribbon cutting ceremony photo by Sue Kelch

In addition, Waarala was pleased to announce \$100,000 committed to the expansion by Linda Duvall President and Cherie Harrison, Treasurer of the Friends of the Library.

While some programming has temporarily moved, the circulation desk has remained opened during renovation. Come drop by and visit! Or go to salinelibrary.org for information.



Karrie Waarala Saline Library Director speaks – photo by Sue Kelch



Saline Library story trail – photo by Sue Kelch

Saline District Library Opens New Pavilion With Ribbon Cutting Ceremony

Saline Post, 11/12/24, by Mary Rose Kulczak



The Saline District Library held a ribbon cutting ceremony to mark the completion of the outdoor pavilion and story trail on Sunday. Karrie Waarala, library director, welcomed the guests who came for the official unveiling.

“I’m thrilled that so many people came out on a rainy day for an outdoor event. It just shows the excitement that has built up around the project,” she said. “ I think we have more people here today than we did at the ground breaking in June. I think word has really gotten out. People have been excited seeing the interior renovations, and getting to see what’s behind the construction fence all of these months. It means the world to me to see everybody out here enjoying this. This is exactly what it was built for.”

Future renovations will be helped by a generous gift from the Friends of the Saline Library. Linda DuVall, president of the Friends, presented a check for \$100,000 to Lori Byron, president of the Saline District Library's board of directors.

"Thanks to all of you who purchased books at the bookstore, we now have a check for \$100,000 that we're giving to the library to help with the renovation," DuVall said. "Thank you for supporting the bookstore. We look forward to having you back in January."

Byron accepted the check with thanks for the Friends' generosity.

"We're so excited to see the results of the input from the community coming to life," she said. Byron was joined by past board president Bill Roach for the official ribbon cutting.

Waarala thanked all of those involved in the project, including members of the Friends of the Library, the board of directors, and many of the designers and architects who were instrumental in the construction.

"One of the things we found about our outdoor space was that during the pandemic, we started to do a lot of outdoor programming and it wasn't accessible," Waarala said. "Now we have this connection. The plaza connects the library to the pavilion, the story walk connects all the way around to the other side. So now everything about the outdoor areas are accessible, and I'm so delighted about that."

"This building turns thirty this year. At the fifteen year mark, it doubled in size. It was only appropriate that, with the next fifteen years, we looked at how library services have changed, and we changed the entire landscape to meet that."

After the ribbon cutting, attendees were offered cider and donuts as they enjoyed the new space. Waarala also invited visitors to tour the progress being made inside the library.

"We are just moving from Phase Two to Phase three of a three phase project. Two-thirds of the spaces have been renovated. When you come back in January for our huge celebration, you will see the entire library renovation complete."

Waarala appreciates the community's input in the library's renovation, and is excited to meet the expectations of what the community envisioned for their library.

"I'd like to thank everyone in the community for the support that everyone shows for this library. Everywhere I go, I hear what a wonderful library it is. Mainly, I hear what a fantastic staff we have, and how helpful they are with all the great programs. I think libraries are such an important part of the community, and I want to thank all of you for valuing us the way you do."













Saline District Library

Saline, Michigan

Pay Structure Review and Recommendations for FY2025

**Edmund B. Ura
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Rev. November 7, 2024



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SUMMARY

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

The library has followed a compensation philosophy that takes into account living wage information (derived from the Massachusetts Institute of Technology living wage model) for the surrounding area, as well as labor market data. Initially living wage data for Washtenaw County was used but, because of the significant influence from Ann Arbor (primarily related to housing costs), living wage data for the broader Detroit Metropolitan Area was considered. In 2023 the living wage rate for one single adult with no children (\$16.43/hr) was used to establish the minimum of pay grade 2, the lowest grade in which there are jobs (excluding the Page). In 2024 the comparable living wage rate rose over 20% (to \$20.45/hr); using the same logic would have created a structure that was not fiscally feasible. Given the desire to use both labor market data and the living wage data, our current recommendation is to establish a structure where the living wage figure at the minimum of pay grade 9, the lowest grade in which there are jobs SDL would likely hire individuals for careers beyond high school.

The proposed wage pay structure using this approach increases at an average rate of about 4.1% from last year's structure, ranging from 5.1% in grade 2 down to 2.0% in grade 18. Grade 19, reserved for the Library Director, increased by 4.4%. This increase represents 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:

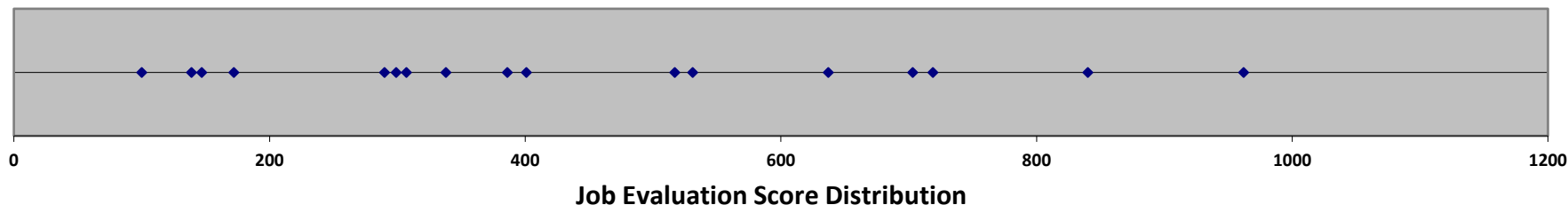
- The contribution of jobs to the organization, as measured by the job evaluation plan
- The competitive market for jobs, determined by research into labor market studies, and
- The ability of individuals to perform the specific duties and responsibilities of their jobs

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.

Pay Ranges

The chart below displays the hourly midpoints for each grade for the FY2025 new living wage midpoints as compared to the FY2024 living wage recommendations. In between the midpoint column is the percent difference between the midpoints.

| Grade | Midpoint for FY2024 Living Wage | % Change from FY2025 | Midpoint for FY2025 Living Wage In Grade 9 |
|--------------|--|---------------------------------|---|
| 19 | 55.48 | 4.4% | 57.93 |
| 18 | 47.36 | 2.0% | 48.32 |
| 17 | 41.83 | 2.4% | 42.84 |
| 16 | 36.92 | 2.9% | 37.98 |
| 15 | 33.61 | 3.3% | 34.71 |
| 14 | 31.59 | 3.3% | 32.64 |
| 13 | 29.66 | 3.7% | 30.77 |
| 12 | 27.88 | 3.8% | 28.94 |
| 11 | 26.20 | 4.0% | 27.26 |
| 10 | 24.62 | 4.3% | 25.67 |
| 9 | 23.46 | 4.5% | 24.52 |
| 8 | 22.79 | 4.4% | 23.80 |
| 7 | 22.07 | 4.8% | 23.13 |
| 6 | 21.39 | 4.7% | 22.40 |
| 5 | 20.72 | 5.1% | 21.78 |
| 4 | 20.10 | 5.0% | 21.11 |
| 3 | 19.47 | 5.2% | 20.48 |
| 2 | 18.89 | 5.1% | 19.86 |
| 1C | 17.12 | 3.7% | 17.74 |
| 1B | 15.29 | 2.2% | 15.63 |
| 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.

The library has followed a compensation philosophy that takes into account living wage information (derived from the Michigan Institute of Technology living wage model) for the surrounding area, as well as labor market data. Initially living wage data for Washtenaw County was used but, because of the significant influence from Ann Arbor (primarily related to housing costs), living wage data for the broader Detroit Metropolitan Area was considered. In 2023 the living wage rate for one single adult with no children (\$16.43/hr) was used to establish the minimum of pay grade 2, the lowest grade in which there are jobs (excluding the Page). In 2024 the comparable living wage rate rose over 20% (to \$20.45/hr); using the same logic would have created a structure that was not fiscally feasible. Given the desire to use both labor market data and the living wage data, our current recommendation is to establish a structure where the living wage figure at the minimum of pay grade 9, the lowest grade in which there are jobs SDL would likely hire individuals for careers beyond high school.

The proposed wage pay structure using this approach increases at an average rate of about 4.1% from last year's structure, ranging from 5.1% in grade 2 down to 2.0% in grade 18. Grade 19, reserved for the Library Director, increased by 4.4%. This increase represents 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 structure is displayed in annualized and hourly formats displayed in Exhibits 1 and 2.

Saline District Library
Pay Structure Review & Recommendations for FY2025

Exhibit 1 - Recommended Base Pay Structure Ranges for FY2025 (10/31/2024) - Living Wage Gd 9

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

Saline District Library
Pay Structure Review & Recommendations for FY2025

Exhibit 1 - Recommended Base Pay Structure Ranges for FY2025 (10/31/2024) - Living Wage Gd 9

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

Saline District Library
Pay Structure Review & Recommendations for FY2025

Exhibit 2 - Recommended Base Pay Structure for FY2025 (10/31/2024) - Living Wage Gd 9

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

Saline District Library
Pay Structure Review & Recommendations for FY2025

Exhibit 2 - Recommended Base Pay Structure for FY2025 (10/31/2024) - Living Wage Gd 9

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