

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

<b>ITEM</b>	<b>PAGE(S)</b>
Notice of Library Board Meeting	1
February 18, 2025 Agenda	2-3
January 21, 2025 DRAFT Library Board Minutes	4-5
January 2025 Financial Reports – <i>To Be Added</i>	6-10
January 2025 Revenue	11-13
January 2025 Bill List	14-20
Library Director's Report	21-22
Schrandt Grant Application: SDL SeeDLibrary	23-29
Schrandt Grant Application: SDL Adult Supported Social Club	30-34
January 2025 Statistics	35-38
 APPENDIX	
Renovations & Site Improvements Project Cost Control Book Summary Report #08	39-52
Renovations & Site Improvements Project Expenditures YTD	53-54
Renovations & Site Improvements Project Weekly Progress Reports	55-66
News Release: SDL Nears Completion of Renovations, Announces Open House to Celebrate	67



**NOTICE OF LIBRARY BOARD MEETING  
TUESDAY, FEBRUARY 18, 2025  
7:00 p.m.**

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

**This meeting will be held in the Library's Program Room.**

**555 N. Maple Road, Saline, MI 48176**

Public comment will be allowed at specified times during the meeting according to Policy 512: Public Discussion at Board of Trustees Meetings.

In advance of the meeting, you may contact the Library Board here:  
[salinelibrary.org/about/board-of-trustees/](http://salinelibrary.org/about/board-of-trustees/)

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

**SALINE DISTRICT LIBRARY BOARD OF TRUSTEES  
BOARD MEETING AGENDA  
TUESDAY, FEBRUARY 18, 2025, 7:00 p.m.**

President Byron \_\_\_\_\_ Vice President Gray \_\_\_\_\_ Secretary Hundley \_\_\_\_\_  
Treasurer Healy \_\_\_\_\_ Trustee Cummings \_\_\_\_\_ Trustee Sankaran \_\_\_\_\_ Trustee TerHaar \_\_\_\_\_  
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 January 21, 2025 meeting minutes as written.

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

E. Presentation by Plante Moran: Annual Audit/Financial Report for FY2023/2024  
Move \_\_\_\_\_ Second \_\_\_\_\_ to accept the FY2023/2024 Audit/Financial Report as presented by Plante Moran.

F. President's Report

G. Friends of the Library Report

H. Financial Reports  
Move \_\_\_\_\_ Second \_\_\_\_\_ to approve the January 2025 financial reports.

I. Committee Reports

1. Finance

2. Arts

3. Building & Grounds

4. Library Services

5. Staff Excellence

J. Library Director's Report

K. Unfinished Business

1. SDL Interior Renovations & Site Improvements Project Updates

Move \_\_\_\_\_ Second \_\_\_\_\_ to approve payment to McCarthy & Smith for \$229,814.13 as presented in Cost Control Book Report #08.

L. New Business

1. Schrandt Grant to fund SDL SeeDLibrary

Move \_\_\_\_\_ Second \_\_\_\_\_ to approve Schrandt Grant funding of \_\_\_\_\_ for SDL SeeDLibrary.

2. Schrandt Grant to fund SDL Adult Supported Social Club

Move \_\_\_\_\_ Second \_\_\_\_\_ to approve Schrandt Grant funding of \_\_\_\_\_ for SDL Adult Supported Social Club.

3. Discussion of

M. Public Discussion

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

N. Adjournment

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

RECOMMENDED MOTIONS FOR MEETING on February 18, 2025

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

Move \_\_\_\_\_ Second \_\_\_\_\_ to approve the January 21, 2025 meeting minutes as written.

Move \_\_\_\_\_ Second \_\_\_\_\_ to approve the January 2025 financial reports.

Move \_\_\_\_\_ Second \_\_\_\_\_ to accept the FY2023/2024 Audit/Financial Report as presented by Plante Moran.

Move \_\_\_\_\_ Second \_\_\_\_\_ to approve payment to McCarthy & Smith for \$229,814.13 as presented in Cost Control Book Report #08.

Move \_\_\_\_\_ Second \_\_\_\_\_ to approve Schrandt Grant funding of \_\_\_\_\_ for SDL SeeDLibrary.

Move \_\_\_\_\_ Second \_\_\_\_\_ to approve Schrandt Grant funding of \_\_\_\_\_ for SDL Adult Supported Social Club.

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

**DRAFT**  
**SALINE DISTRICT LIBRARY BOARD OF TRUSTEES**  
**BOARD MEETING MINUTES**  
**TUESDAY JANUARY 21, 2025, 7:00 p.m.**

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

A. Call Meeting to Order at 7:02 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 Gray to approve the November 19, 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

Approved budget without modification. Voted for trustees and board leadership for 2yr terms. Approved \$100 donation towards SDL Staff Development Day.

G. Financial Reports

Move Byron, Second Cummings to approve the November 2024 financial reports. Motion carried.

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

H. Committee Reports

1. Finance- Did not meet

2. Arts- Did not meet

3. Building & Grounds- Had a walkthrough of renovations on 1/8/25

4. Library Services- Discussed Grand opening celebration planning and execution, discussed Schrandt grant application

5. Staff Excellence- Did not meet

I. Library Director's Report: Accepted as written. Successful participation at Cocoa Crawl, completed annual state aid report for State of Michigan. Construction updates: had a very thorough punchlist meeting today with construction managers and architects, largest remaining issue is construction of gender-neutral bathroom. Some furniture still to be delivered, new outdoor sign to be installed Friday. New Staff Development Day date is TBD.

J. Unfinished Business

SDL Interior Renovations & Site Improvements Project Updates  
Move Byron, Second Gray to approve payment to McCarthy & Smith \$256,216.62 as presented in Cost Control Book Report #07. Motion Carried.

K. New Business

1. Schrandt Grant to fund Jazz in the Park 2025

Move Byron, Second Healy to approve Schrandt Grant funding of \$5,000 for Jazz in the Park 2025. Motion Carried

2. Reviewed Committee Assignments and Schedules for 2025

L. Public Discussion

No public comment.

N. Adjournment

Move Byron, Second Sankaran to adjourn the meeting at 8:30 pm. Motion carried.

**CERTIFICATION OF MINUTES**

I hereby certify that the foregoing is a true and complete copy of the minutes of a regular meeting of the Board of Trustees of Saline District Library, Washtenaw County, State of Michigan, held at 555 N. Maple Road, Saline, MI 48176 on January 21, 2025 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  
January 1, 2025 - January 31, 2025**

Reference	Date	GL Account	Description	Amount
<b>Bank Statement Summary</b>				
			Beginning Bank Balance	172,952.97
			+ Cleared Deposits & Other Additions	1,167,162.81
			- Cleared Checks & Other Payments	550,801.96
			Ending Bank Balance	<u>789,313.82</u>
 <b>Open Deposits &amp; Additions</b>				
			<b>Total</b>	<u>0.00</u>
 <b>Open Checks &amp; Payments</b>				
25393	01/09/25	790-750.1	JO ANN YATES McFRY	400.00
25408	01/21/25	790-983.15	THE SALINIAN	125.00
25413	01/21/25	790-958	MI LIBRARY ASSOC	325.00
25421	01/21/25	790-964.4	VAN WYLEN LIBR	65.00
25428	01/31/25	790-734	SHOWCASES	729.38
			<b>Total</b>	<u>1,644.38</u>
			<b>Reconciled Bank Balance</b>	<u><u>787,669.44</u></u>
 <b>Bank Transactions</b>				
		000-258	EFTPS/EMPLEE	(22,118.78)
		790-722	EFTPS/EMPLER	(11,416.67)
		790-723	ALERUS RETIRE XFERS	(8,947.32)
		000-258.1	5080 MI TAX PYMT DEC	(5,464.19)
		000-008	ALERUS RETIRE XFERS	(4,992.84)
		790-920	DTE - ELECTRICITY	(3,680.17)
		790-921	DTE - GAS	(1,849.25)
		790-802	PAYCHEX HRS	(1,126.00)
		790-802	STROM CPA	(645.00)
		790-965	BK SERVICE CHRGS	(160.80)
		790-965	MERCH FEE & DISC	(52.49)
		000-665.1	INTEREST	99.06
		790-964.4	CORR DEC CK 25365 ENTRY	151.00
		000-017	TRANSFER FROM AGENCY SUB	150,000.00
			<b>Total</b>	<u>89,796.55</u>
			<b>Adjusted General Ledger Balance</b>	<u><u>787,669.44</u></u>

**Saline District Library  
Statement of Financial Position  
As of January 31, 2025**

**Assets**

<b>Current Assets</b>		
000-001	Key Bank - General	\$ 787,669.44
000-003	Old National CD 1	209,304.75
000-008	Employee Advances	17,113.71
000-013	Agency Account (Schrandt)	2,777,051.34
000-013.1	Agency Account-Unrealized Gain	(251,716.92)
000-017	Agency Sub Account (Investment Account)	3,182,490.87
000-017.1	Agency Sub Account-Unrealized Gain	(401,456.27)
<b>Total Current Assets</b>		<b>6,320,456.92</b>
 <b>Property and Equipment</b>		
<b>Net Property and Equipment</b>		<b>0.00</b>
<b>Total Assets</b>		<b>\$ 6,320,456.92</b>

**Liabilities and Net Assets**

<b>Current Liabilities</b>		
000-202	Accounts Payable	\$ 3,201.00
000-257	Accrued Payroll	44,466.98
000-275	MTT Liability	7,797.00
<b>Total Current Liabilities</b>		<b>55,464.98</b>
 <b>Long-Term Liabilities</b>		
<b>Total Long-Term Liabilities</b>		<b>0.00</b>
<b>Total Liabilities</b>		<b>55,464.98</b>
 <b>Net Assets</b>		
000-343	Reserve-Compensated Absences	50,000.00
000-370	Prepays	45,015.00
000-375	Reserve-Quasi Endowment	3,075,000.00
000-385	Reserve-Unassigned	284,707.00
000-386	Reserve-Building Improvement	1,000,000.00
000-386.1	Reserve-Parking Lot	200,000.00
000-387	Reserve-Equipment Replacement	400,000.00
000-387.1	Reserve-Technology & Internet	500,000.00
000-388	Reserve-Art Fund	77,669.00
000-389	Reserve-Library Development	1,436,597.00
000-389.1	Reserve-Future Development	650,000.00
000-390	General Fund Balance	(1,829,032.32)
000-399	Net Position	375,036.26
<b>Total Net Assets</b>		<b>6,264,991.94</b>
<b>Total Liabilities and Net Assets</b>		<b>\$ 6,320,456.92</b>



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

	<b>1 Month Ended January 31, 2025 Actual</b>	<b>2 Months Ended January 31, 2025 Actual</b>	<b>12 Months Ended November 30, 2025 Budget</b>	<b>Year to Date Percentage Budget</b>
<b>Revenue</b>				
000-402.1	\$ 0.00	\$ 0.00	\$ 665,908.00	0.00
000-402.2	13,324.05	13,324.05	26,641.00	50.01
000-402.3	4,275.54	4,827.21	7,318.00	65.96
000-402.4	212,809.37	240,535.70	502,697.00	47.85
000-402.5	464,055.03	519,471.73	910,241.00	57.07
000-402.6	95,309.21	95,309.21	171,798.00	55.48
000-402.7	225,400.00	258,270.00	411,590.00	62.75
000-413	0.00	0.00	102,258.00	0.00
000-540	0.00	0.00	30,214.00	0.00
000-628	589.45	812.90	4,000.00	20.32
000-628.1	234.05	234.05	1,100.00	21.28
000-629	400.00	400.00	4,000.00	10.00
000-656	0.00	0.00	22,000.00	0.00
000-658	0.00	25.00	0.00	0.00
000-658.1	637.46	1,039.97	7,400.00	14.05
000-665.1	99.06	145.43	1,200.00	12.12
000-665.3	(72.48)	7,097.38	90,135.00	7.87
000-674	0.00	480.00	6,000.00	8.00
000-674.1	0.00	0.00	1,500.00	0.00
000-674.2	0.00	0.00	14,500.00	0.00
000-699	0.00	0.00	869,500.00	0.00
	<u>1,017,060.74</u>	<u>1,141,972.63</u>	<u>3,850,000.00</u>	<u>29.66</u>
	<b>Total Revenue</b>	<b>1,017,060.74</b>	<b>1,141,972.63</b>	<b>3,850,000.00</b>
	<u>1,017,060.74</u>	<u>1,141,972.63</u>	<u>3,850,000.00</u>	<u>29.66</u>
	<b>Gross Profit</b>	<b>1,017,060.74</b>	<b>1,141,972.63</b>	<b>3,850,000.00</b>
<b>Operating Expenses</b>				
790-702	152,279.11	252,667.30	1,450,000.00	17.43
790-716	5,727.57	12,273.00	89,000.00	13.79
790-719	2,565.96	4,331.94	21,500.00	20.15
790-722	11,416.75	18,951.93	108,750.00	17.43
790-723	1,009.76	4,557.19	44,000.00	10.36
790-727	678.57	1,430.39	7,800.00	18.34
790-727.4	0.00	0.00	4,100.00	0.00
790-730	235.89	235.89	1,200.00	19.66
790-732	98.07	98.07	6,000.00	1.63
790-734	1,505.26	1,505.26	11,000.00	13.68
790-740	434.94	434.94	35,000.00	1.24
790-750.1	1,558.99	2,241.04	18,000.00	12.45
790-750.2	942.55	942.55	11,000.00	8.57
790-750.3	242.61	242.61	15,000.00	1.62
790-750.4	319.84	319.84	7,500.00	4.26
790-752.1	0.00	0.00	3,000.00	0.00
790-752.2	0.00	0.00	2,000.00	0.00
790-752.3	0.00	0.00	5,000.00	0.00
790-760	0.00	0.00	2,500.00	0.00
790-762.1	0.00	0.00	3,500.00	0.00
790-762.3	0.00	0.00	2,500.00	0.00
790-770	0.00	6,186.05	12,300.00	50.29
790-772.1	15,661.87	28,170.96	175,000.00	16.10
790-772.4	0.00	5,000.00	5,000.00	100.00
790-780	3,591.05	4,591.05	22,000.00	20.87
790-785	0.00	8,614.34	42,000.00	20.51
790-801	24,620.00	24,620.00	27,000.00	91.19

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

		<b>1 Month Ended January 31, 2025 Actual</b>	<b>2 Months Ended January 31, 2025 Actual</b>	<b>12 Months Ended November 30, 2025 Budget</b>	<b>Year to Date Percentage Budget</b>
790-802	PS-Bookkeeping	1,771.00	3,568.70	13,800.00	25.86
790-803	PS-Attorney	0.00	0.00	1,200.00	0.00
790-804	PS-Consultants	0.00	0.00	5,000.00	0.00
790-805	PS--Computer Consultants	0.00	0.00	5,000.00	0.00
790-806	PS-Tax Collection	0.00	0.00	350.00	0.00
790-810	Cooperative Fees	0.00	0.00	3,500.00	0.00
790-820	Polaris	0.00	0.00	50,000.00	0.00
790-850	Internet	295.51	593.01	21,000.00	2.82
790-851	Telephone	478.53	955.39	5,400.00	17.69
790-860	Travel/Lodging	0.00	0.00	2,500.00	0.00
790-880	Marketing	880.71	8,165.69	20,000.00	40.83
790-885	Misc Funded by Friends	63.58	63.58	1,000.00	6.36
790-920	Electricity	3,680.17	8,119.09	52,000.00	15.61
790-921	Gas	1,849.25	3,051.97	20,000.00	15.26
790-922	Water	0.00	0.00	6,800.00	0.00
790-930	Building Maintenance	988.18	1,904.80	25,000.00	7.62
790-932	Grounds Maintenance	39.26	17,789.26	40,000.00	44.47
790-934	Equipment Maintenance	4,996.00	5,039.26	12,000.00	41.99
790-956	Miscellaneous	0.00	0.00	1,600.00	0.00
790-957	Continued Education	225.00	350.00	5,500.00	6.36
790-958	Dues	715.00	715.00	4,400.00	16.25
790-964	Tax Adjustment	0.00	0.00	4,500.00	0.00
790-964.4	MelCat Reimbursements	(63.01)	310.87	500.00	62.17
790-965	Bank Charges	220.44	501.58	4,500.00	11.15
790-969	Insurance	0.00	19,055.00	20,000.00	95.28
790-971	Capital Improvement	0.00	0.00	30,000.00	0.00
790-975	Furniture	0.00	0.00	20,000.00	0.00
790-981	Books Funded by Friends	81.00	81.00	1,000.00	8.10
790-982.1	Adult Fiction	4,169.36	4,169.36	35,000.00	11.91
790-982.15	Large Print	538.17	538.17	9,000.00	5.98
790-982.2	Teen Fiction	619.24	619.24	11,000.00	5.63
790-982.3	Youth Fiction	3,056.62	3,056.62	25,000.00	12.23
790-983.1	Adult Nonfiction	3,121.67	3,121.67	34,000.00	9.18
790-983.15	Reference	171.30	171.30	3,500.00	4.89
790-983.2	Teen Nonfiction	368.63	368.63	4,000.00	9.22
790-983.3	Youth Nonfiction	809.47	809.47	15,000.00	5.40
790-984.1	Audiobooks-Adult	406.90	406.90	4,000.00	10.17
790-984.2	Audiobooks-Teen	36.99	36.99	1,400.00	2.64
790-984.3	Audiobooks-Youth	102.94	102.94	6,200.00	1.66
790-985.1	DVD/Blu Rays-Adult	1,106.58	1,106.58	9,000.00	12.30
790-985.2	DVD/Blu Rays-Teen	0.00	0.00	500.00	0.00
790-985.3	DVD/Blu Rays-Youth	595.18	595.18	2,600.00	22.89
790-986.1	Music CDs-Adult	115.41	115.41	1,400.00	8.24
790-986.3	Music CDs-Youth	36.73	36.73	200.00	18.37
790-998	Special Projects	271,157.62	272,551.63	1,180,000.00	23.10
	<b>Total Operating Expenses</b>	<u>525,522.22</u>	<u>735,485.37</u>	<u>3,850,000.00</u>	<u>19.10</u>
	<b>Operating Income (Loss)</b>	<u>491,538.52</u>	<u>406,487.26</u>	<u>0.00</u>	<u>0.00</u>
	<b>Other Income (Expenses)</b>				
000-665.4	Agency Account Interest	3,847.36	8,845.41	0.00	0.00
000-669.1	Sub-Agency Long Term Gain	(571.15)	(30,146.85)	0.00	0.00

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

		<b>1 Month Ended January 31, 2025 Actual</b>	<b>2 Months Ended January 31, 2025 Actual</b>	<b>12 Months Ended November 30, 2025 Budget</b>	<b>Year to Date Percentage Budget</b>
000-670	Sub-Agency Change in Market Value	8,368.91	6,293.37	0.00	0.00
000-670.4	Agency Change in Market Value	7,686.65	(14,425.61)	0.00	0.00
000-965.4	Agency Admin Charges	(1,010.82)	(2,017.32)	0.00	0.00
	<b>Total Other Income (Expenses)</b>	<u>18,320.95</u>	<u>(31,451.00)</u>	<u>0.00</u>	<u>0.00</u>
	<b>Net Income (Loss) Before Taxes</b>	<u>509,859.47</u>	<u>375,036.26</u>	<u>0.00</u>	<u>0.00</u>
	<b>Net Income (Loss)</b>	<u>\$ 509,859.47</u>	<u>\$ 375,036.26</u>	<u>\$ 0.00</u>	<u>0.00</u>

**Saline District Library Fund 101**  
**Monthly Revenue**  
**January 2025**

02/12/25

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
<b>402 · Property Taxes Control Account</b>								
<b>402.2 · Bridgewater Township-Real Tax</b>								
Deposit	01/09/2025			Deposit		001 · Key Bank...	1,506.93	1,506.93
Deposit	01/31/2025			Deposit		001 · Key Bank...	11,817.12	13,324.05
Total 402.2 · Bridgewater Township-Real Tax							13,324.05	13,324.05
<b>402.3 · Freedom Township-Real Tax</b>								
Deposit	01/09/2025			Deposit		001 · Key Bank...	772.99	772.99
Deposit	01/24/2025			Deposit		001 · Key Bank...	3,502.55	4,275.54
Total 402.3 · Freedom Township-Real Tax							4,275.54	4,275.54
<b>402.4 · Lodi Township-Real Tax</b>								
Deposit	01/31/2025			Deposit		001 · Key Bank...	212,809.37	212,809.37
Total 402.4 · Lodi Township-Real Tax							212,809.37	212,809.37
<b>402.5 · Pittsfield Township-Real Tax</b>								
Deposit	01/24/2025			Deposit		001 · Key Bank...	392,028.84	392,028.84
Deposit	01/31/2025			Deposit		001 · Key Bank...	72,026.19	464,055.03
Total 402.5 · Pittsfield Township-Real Tax							464,055.03	464,055.03
<b>402.6 · Saline Township-Real Tax</b>								
Deposit	01/09/2025			Deposit		001 · Key Bank...	30,026.58	30,026.58
Deposit	01/31/2025			Deposit		001 · Key Bank...	65,282.63	95,309.21
Total 402.6 · Saline Township-Real Tax							95,309.21	95,309.21
<b>402.7 · York Township-Real Tax</b>								
Deposit	01/09/2025			Deposit		001 · Key Bank...	63,150.00	63,150.00
Deposit	01/31/2025			Deposit		001 · Key Bank...	162,250.00	225,400.00
Total 402.7 · York Township-Real Tax							225,400.00	225,400.00
Total 402 · Property Taxes Control Account							1,015,173.20	1,015,173.20
<b>628 · Printers-Revenue</b>								
Deposit	01/03/2025			Deposit		001 · Key Bank...	60.00	60.00
Deposit	01/06/2025			Deposit		001 · Key Bank...	8.00	68.00
Deposit	01/06/2025			Deposit		001 · Key Bank...	16.10	84.10
Deposit	01/06/2025			Deposit		001 · Key Bank...	9.90	94.00
Deposit	01/07/2025			Deposit		001 · Key Bank...	16.10	110.10
Deposit	01/08/2025			Deposit		001 · Key Bank...	9.90	120.00
Deposit	01/09/2025			Deposit		001 · Key Bank...	13.10	133.10
Deposit	01/09/2025			Deposit		001 · Key Bank...	4.00	137.10
Deposit	01/13/2025			Deposit		001 · Key Bank...	6.60	143.70
Deposit	01/13/2025			Deposit		001 · Key Bank...	20.30	164.00
Deposit	01/14/2025			Deposit		001 · Key Bank...	10.20	174.20
Deposit	01/16/2025			Deposit		001 · Key Bank...	10.90	185.10

**Saline District Library Fund 101**  
**Monthly Revenue**  
**January 2025**

02/12/25

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Deposit	01/21/2025			Deposit		001 · Key Bank...	13.00	198.10
Deposit	01/23/2025			Deposit		001 · Key Bank...	1.80	199.90
Deposit	01/24/2025			Deposit		001 · Key Bank...	25.70	225.60
Deposit	01/28/2025			Deposit		001 · Key Bank...	17.50	243.10
Deposit	01/29/2025			Deposit		001 · Key Bank...	10.00	253.10
Deposit	01/30/2025			Deposit		001 · Key Bank...	2.70	255.80
Deposit	01/31/2025			Deposit		001 · Key Bank...	310.65	566.45
Deposit	01/31/2025			Deposit		001 · Key Bank...	49.00	615.45
Total 628 · Printers-Revenue							615.45	615.45
<b>628.1 · Copy Machine-Revenue</b>								
Deposit	01/31/2025			Deposit		001 · Key Bank...	234.05	234.05
Total 628.1 · Copy Machine-Revenue							234.05	234.05
<b>629 · Non-Resident Fees</b>								
Deposit	01/03/2025			Deposit		001 · Key Bank...	25.00	25.00
Deposit	01/06/2025			Deposit		001 · Key Bank...	150.00	175.00
Deposit	01/08/2025			Deposit		001 · Key Bank...	20.00	195.00
Deposit	01/09/2025			Deposit		001 · Key Bank...	25.00	220.00
Deposit	01/14/2025			Deposit		001 · Key Bank...	150.00	370.00
Deposit	01/15/2025			Deposit		001 · Key Bank...	5.00	375.00
Deposit	01/31/2025			Deposit		001 · Key Bank...	25.00	400.00
Total 629 · Non-Resident Fees							400.00	400.00
<b>658.1 · Materials Replacement Fees</b>								
Deposit	01/03/2025			Deposit		001 · Key Bank...	44.97	44.97
Deposit	01/06/2025			Deposit		001 · Key Bank...	26.00	70.97
Deposit	01/06/2025			Deposit		001 · Key Bank...	41.99	112.96
Deposit	01/08/2025			Deposit		001 · Key Bank...	41.99	154.95
Deposit	01/09/2025			Deposit		001 · Key Bank...	65.99	220.94
Deposit	01/09/2025			Deposit		001 · Key Bank...	43.99	264.93
Deposit	01/10/2025			Deposit		001 · Key Bank...	14.99	279.92
Deposit	01/13/2025			Deposit		001 · Key Bank...	26.00	305.92
Deposit	01/13/2025			Deposit		001 · Key Bank...	24.99	330.91
Deposit	01/13/2025			Deposit		001 · Key Bank...	36.98	367.89
Deposit	01/15/2025			Deposit		001 · Key Bank...	49.98	417.87
Deposit	01/16/2025			Deposit		001 · Key Bank...	22.99	440.86
Deposit	01/21/2025			Deposit		001 · Key Bank...	25.98	466.84
Deposit	01/21/2025			Deposit		001 · Key Bank...	17.95	484.79
Deposit	01/23/2025			Deposit		001 · Key Bank...	9.99	494.78
Deposit	01/24/2025			Deposit		001 · Key Bank...	15.94	510.72
Deposit	01/24/2025			Deposit		001 · Key Bank...	53.87	564.59
Deposit	01/27/2025			Deposit		001 · Key Bank...	10.00	574.59
Deposit	01/28/2025			Deposit		001 · Key Bank...	16.93	591.52
Deposit	01/29/2025			Deposit		001 · Key Bank...	42.98	634.50
Deposit	01/31/2025			Deposit		001 · Key Bank...	38.00	672.50

## Saline District Library Fund 101 Monthly Revenue January 2025

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Deposit	01/31/2025			Deposit		001 · Key Bank...	6.95	679.45
Total 658.1 · Materials Replacement Fees							679.45	679.45
<b>665.1 · General Account Interest</b>								
Deposit	01/31/2025			Deposit		001 · Key Bank...	99.06	99.06
Total 665.1 · General Account Interest							99.06	99.06
<b>699 · Transfer from Other Funds</b>								
Deposit	01/09/2025			Deposit		001 · Key Bank...	150,000.00	150,000.00
Total 699 · Transfer from Other Funds							150,000.00	150,000.00
<b>TOTAL</b>							<b><u>1,167,201.21</u></b>	<b><u>1,167,201.21</u></b>

## Saline District Library Fund 101 Bill List January 2025

Type	Date	Num	Name	Memo	Amount
<b>702 · Salaries</b>					
Bill	01/01/2025	12/20/...			208.47
Check	01/02/2025			pay period en...	33,996.40
Check	01/02/2025			MERS Pay P...	2,116.65
Check	01/02/2025			MERS Staff L...	88.19
Check	01/02/2025			MERS Staff L...	149.81
Check	01/02/2025			MERS 457	2,937.70
Check	01/17/2025			pay period en...	36,457.05
Check	01/17/2025			MERS Pay P...	2,119.01
Check	01/17/2025			MERS Staff L...	88.19
Check	01/17/2025			MERS Staff L...	149.81
Check	01/17/2025			MERS 457	2,055.14
Check	01/31/2025			pay period en...	37,080.47
Check	01/31/2025			MERS Pay P...	2,122.70
Check	01/31/2025			MERS Staff L...	88.19
Check	01/31/2025			MERS Staff L...	149.81
Check	01/31/2025			MERS 457	2,055.14
Total 702 · Salaries					121,862.73
<b>716 · Employee Insurances/Benefits</b>					
Bill	01/21/2025	2/1/25...	BLUE CROSS BLU...		7,262.63
Bill	01/21/2025	97611...	SBIS		1,273.35
Bill	01/21/2025	15224...	CITIZENS INSURA...	Workmans C...	25.00
Total 716 · Employee Insurances/Benefits					8,560.98
<b>719 · Health Reimbursement</b>					
Bill	01/21/2025	ADM0...	EHIM		165.50
Bill	01/21/2025	FND0...	EHIM		2,400.46
Total 719 · Health Reimbursement					2,565.96
<b>723 · Retirement</b>					
Check	01/02/2025			MERS Pay P...	2,116.65
Check	01/17/2025			MERS Pay P...	2,119.01
Check	01/31/2025			MERS Pay P...	2,122.70
Total 723 · Retirement					6,358.36
<b>727 · Office Supplies</b>					
Bill	01/01/2025	70034...	STAPLES		404.72
Bill	01/08/2025	12/10/...	AMAZON CAPITAL ...		275.97
Deposit	01/09/2025		AMAZON CAPITAL ...	credit	-28.99
Bill	01/13/2025	1/13/2...	KEYBANK - NATIO...		26.87
Total 727 · Office Supplies					678.57
<b>730 · Postage</b>					
Bill	01/13/2025	1/13/2...	KEYBANK - NATIO...		235.89

## Saline District Library Fund 101 Bill List January 2025

Type	Date	Num	Name	Memo	Amount
Total 730 · Postage					235.89
<b>732 · Cleaning Supplies</b>					
Bill	01/01/2025	70034...	STAPLES		98.07
Total 732 · Cleaning Supplies					98.07
<b>734 · Processing Supplies</b>					
Bill	01/09/2025	7584030	DEMCO INC		735.33
Bill	01/09/2025	75840...	DEMCO INC		20.00
Bill	01/14/2025	650551	BRODART CO.		20.55
Bill	01/31/2025	329839	SHOWCASES		729.38
Total 734 · Processing Supplies					1,505.26
<b>740 · Equipment</b>					
Bill	01/08/2025	12/10/...	AMAZON CAPITAL ...		355.80
Bill	01/21/2025	75478	THE LIBRARY NET...		79.14
Total 740 · Equipment					434.94
<b>750.1 · Adult Programming</b>					
Bill	01/08/2025	12/10/...	AMAZON CAPITAL ...		319.45
Bill	01/09/2025	1/6-1/...	MCFRY, JO ANN Y...	4 Walking Yo...	400.00
Bill	01/13/2025	1/13/2...	KEYBANK - NATIO...		839.54
Total 750.1 · Adult Programming					1,558.99
<b>750.2 · Teen Programming</b>					
Bill	01/08/2025	12/10/...	AMAZON CAPITAL ...		388.15
Bill	01/13/2025	1/13/2...	KEYBANK - NATIO...		554.40
Total 750.2 · Teen Programming					942.55
<b>750.3 · Youth Programming</b>					
Bill	01/09/2025	7500	ANN ARBOR SYMP...	KinderConcert	160.00
Bill	01/13/2025	1/13/2...	KEYBANK - NATIO...		28.61
Bill	01/21/2025	73527...	OTC BRANDS, INC.	Program supp...	23.02
Bill	01/21/2025	73538...	OTC BRANDS, INC.	Program supp...	30.98
Total 750.3 · Youth Programming					242.61
<b>750.4 · Programming Funded by Friends</b>					
Bill	01/21/2025	67463...	SCHOLASTIC INC.	1000bbK and ...	319.84
Total 750.4 · Programming Funded by Friends					319.84
<b>772.1 · Ebooks-Adult</b>					
Bill	01/14/2025	43088...	KANOPY, INC.		456.45
Bill	01/14/2025	50655...	MIDWEST TAPE	Hoopla	7,205.42
Bill	01/21/2025	CD01...	OVERDRIVE, INC		8,000.00



## Saline District Library Fund 101 Bill List January 2025

Type	Date	Num	Name	Memo	Amount
Total 772.1 · Ebooks-Adult					15,661.87
<b>780 · Software</b>					
Bill	01/13/2025	1/13/2...	KEYBANK - NATIO...		119.40
Bill	01/21/2025	US-91...	ENVISIONWARE, I...	3/1/2025-2/28...	3,471.65
Total 780 · Software					3,591.05
<b>801 · Professionl services-Auditor</b>					
Bill	01/21/2025	10378...	PLANTE & MORAN,...	Annual Audit	24,620.00
Total 801 · Professionl services-Auditor					24,620.00
<b>802 · Professional Services-Bookkeep</b>					
Bill	01/13/2025	1/15/2...	STROM ACCOUNTI...	Monthly fee	645.00
Check	01/17/2025			Paychex fee	652.70
Check	01/17/2025			Paychex HR p...	28.00
Check	01/31/2025			Paychex HR fee	445.30
Total 802 · Professional Services-Bookkeep					1,771.00
<b>850 · Internet</b>					
Bill	01/09/2025	1/13/2...	T-MOBILE	Hotspots	295.51
Total 850 · Internet					295.51
<b>851 · Telephone</b>					
Bill	01/21/2025	87920	TELNET WORLDWI...		478.53
Total 851 · Telephone					478.53
<b>880 · Marketing</b>					
Bill	01/13/2025	1/13/2...	KEYBANK - NATIO...		286.29
Bill	01/21/2025	13408...	4IMPRINT, INC.	Logo Bags	594.42
Total 880 · Marketing					880.71
<b>885 · Msc funded by Friends</b>					
Bill	01/13/2025	1/13/2...	KEYBANK - NATIO...		63.58
Total 885 · Msc funded by Friends					63.58
<b>920 · Electricity</b>					
Bill	01/10/2025	1/10/2...	DTE ENERGY - EL...		3,680.17
Total 920 · Electricity					3,680.17
<b>921 · Gas</b>					
Bill	01/10/2025	10/10/...	DTE ENERGY - GAS		1,849.25
Total 921 · Gas					1,849.25

10:47 AM

02/12/25

Accrual Basis

## Saline District Library Fund 101 Bill List January 2025

Type	Date	Num	Name	Memo	Amount
<b>930 · Building Maintenance</b>					
Bill	01/01/2025	70034...	STAPLES		35.78
Bill	01/09/2025	88128...	WASTE MANAGEM...		275.86
Bill	01/13/2025	1/13/2...	KEYBANK - NATIO...		668.05
Bill	01/21/2025	346953	CHELSEA LUMBE...		8.49
Total 930 · Building Maintenance					988.18
<b>932 · Ground Maintenance</b>					
Bill	01/14/2025	93563...	GRAINGER	Ice Melt	27.40
Bill	01/14/2025	93569...	GRAINGER	Plunger	11.86
Total 932 · Ground Maintenance					39.26
<b>934 · Equipment Maintenance</b>					
Bill	01/09/2025	50707...	RICOH USA, INC		72.84
Bill	01/09/2025	50707...	RICOH USA, INC		586.01
Bill	01/21/2025	US-91...	ENVISIONWARE, I...	3/1/2025-2/28...	4,337.15
Total 934 · Equipment Maintenance					4,996.00
<b>957 · Continuing Education</b>					
Bill	01/13/2025	1/13/2...	KEYBANK - NATIO...		225.00
Total 957 · Continuing Education					225.00
<b>958 · Dues</b>					
Bill	01/13/2025	1/13/2...	KEYBANK - NATIO...		180.00
Bill	01/21/2025	02472...	AMERICAN LIBRAR...	Ron Andrews	210.00
Bill	01/21/2025	20326	MICHIGAN LIBRAR...	Anna Hinkley	325.00
Total 958 · Dues					715.00
<b>964.4 · MelCat Reimbursements</b>					
Bill	01/21/2025	33158...	ROCHESTER HILL...	Manolia Wu	22.99
Bill	01/21/2025	31129...	VAN WYLEN LIBRA...		65.00
Bill	01/21/2025	31129...	VAN WYLEN LIBRA...		65.00
Total 964.4 · MelCat Reimbursements					152.99
<b>965 · Bank Charges</b>					
Check	01/03/2025			KB Merch fee	27.00
Check	01/03/2025			KB Merch fee	25.49
Bill	01/13/2025	1/13/2...	KEYBANK - NATIO...		7.15
Check	01/31/2025			Dec. Analysis ...	160.80
Total 965 · Bank Charges					220.44
<b>981 · Books funded by friends</b>					
Bill	01/21/2025	12/1/2...	BAKER & TAYLOR		81.00

10:47 AM

02/12/25

Accrual Basis

## Saline District Library Fund 101 Bill List January 2025

Type	Date	Num	Name	Memo	Amount
Total 981 · Books funded by friends					81.00
<b>982.1 · Adult Fiction</b>					
Bill	01/01/2025	11/1/-...	BAKER & TAYLOR		375.74
Bill	01/08/2025	12/10/...	AMAZON CAPITAL ...		86.73
Bill	01/21/2025	12/1/2...	BAKER & TAYLOR		3,706.89
Total 982.1 · Adult Fiction					4,169.36
<b>982.15 · Large Print</b>					
Bill	01/01/2025	11/1/-...	BAKER & TAYLOR		241.49
Bill	01/21/2025	12/1/2...	BAKER & TAYLOR		296.68
Total 982.15 · Large Print					538.17
<b>982.2 · Teen Fiction</b>					
Bill	01/01/2025	11/1/-...	BAKER & TAYLOR		382.60
Bill	01/08/2025	12/10/...	AMAZON CAPITAL ...		18.59
Bill	01/21/2025	12/1/2...	BAKER & TAYLOR		218.05
Total 982.2 · Teen Fiction					619.24
<b>982.3 · Youth Fiction</b>					
Bill	01/01/2025	11/1/-...	BAKER & TAYLOR		135.23
Bill	01/21/2025	12/1/2...	BAKER & TAYLOR		2,921.39
Total 982.3 · Youth Fiction					3,056.62
<b>983.1 · Adult Nonfiction</b>					
Bill	01/01/2025	11/1/-...	BAKER & TAYLOR		277.07
Bill	01/08/2025	12/10/...	AMAZON CAPITAL ...		203.99
Bill	01/21/2025	12/1/2...	BAKER & TAYLOR		2,640.61
Total 983.1 · Adult Nonfiction					3,121.67
<b>983.15 · Reference</b>					
Bill	01/13/2025	1/13/2...	KEYBANK - NATIO...		46.30
Bill	01/21/2025	2025 ...	THE SALINIAN	2025 Yearbook	125.00
Total 983.15 · Reference					171.30
<b>983.2 · Teen Nonfiction</b>					
Bill	01/01/2025	11/1/-...	BAKER & TAYLOR		258.74
Bill	01/08/2025	12/10/...	AMAZON CAPITAL ...		27.90
Deposit	01/09/2025		AMAZON CAPITAL ...	credit for retur...	-0.60
Bill	01/21/2025	12/1/2...	BAKER & TAYLOR		82.59
Total 983.2 · Teen Nonfiction					368.63
<b>983.3 · Youth Nonfiction</b>					
Bill	01/01/2025	11/1/-...	BAKER & TAYLOR		64.53

## Saline District Library Fund 101 Bill List January 2025

Type	Date	Num	Name	Memo	Amount
Bill	01/09/2025	ERG0...	BOOK FARM LLC		140.31
Bill	01/21/2025	12/1/2...	BAKER & TAYLOR		604.63
Total 983.3 · Youth Nonfiction					809.47
<b>984.1 · Audiobooks-Adult</b>					
Bill	01/21/2025	12/1-1...	MIDWEST TAPE		406.90
Total 984.1 · Audiobooks-Adult					406.90
<b>984.2 · Audiobooks-Teen</b>					
Bill	01/01/2025	12/02/...	MIDWEST TAPE		36.99
Total 984.2 · Audiobooks-Teen					36.99
<b>984.3 · Audiobooks-Youth</b>					
Bill	01/01/2025	11/1/-...	BAKER & TAYLOR		49.95
Bill	01/01/2025	12/02/...	MIDWEST TAPE		52.99
Total 984.3 · Audiobooks-Youth					102.94
<b>985.1 · DVDBlu Rays-Adult</b>					
Bill	01/01/2025	12/02/...	MIDWEST TAPE		11.24
Bill	01/21/2025	12/1-1...	MIDWEST TAPE		1,095.34
Total 985.1 · DVDBlu Rays-Adult					1,106.58
<b>985.3 · DVD/Blu Rays-Youth</b>					
Bill	01/01/2025	12/02/...	MIDWEST TAPE		9.74
Bill	01/21/2025	12/1-1...	MIDWEST TAPE		585.44
Total 985.3 · DVD/Blu Rays-Youth					595.18
<b>986.1 · Music CDs-Adult</b>					
Bill	01/01/2025	12/02/...	MIDWEST TAPE		21.73
Bill	01/21/2025	12/1-1...	MIDWEST TAPE		93.68
Total 986.1 · Music CDs-Adult					115.41
<b>986.3 · Music CDs-Youth</b>					
Bill	01/01/2025	12/02/...	MIDWEST TAPE		36.73
Total 986.3 · Music CDs-Youth					36.73
<b>998 · Special Projects</b>					
Bill	01/21/2025	67477	TEOMA SYSTEMS	System Install...	3,000.00
Bill	01/21/2025	24-24...	LIBRARY DESIGN ...	Wood Shelvin...	11,941.00
Bill	01/28/2025	CCB 07	MCCARTHY & SMI...	Cost Control ...	256,216.62
Total 998 · Special Projects					271,157.62

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02/12/25

Accrual Basis

# Saline District Library Fund 101

## Bill List

January 2025

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	Type	Date	Num	Name	Memo	Amount
TOTAL						<u>492,087.10</u>



**Library Director's Report  
Submitted by Karrie Waarala  
February 18, 2025**

- Updates to the Library Renovation and Site Improvement Project include:
  - McCarthy & Smith has submitted their eighth monthly Cost Control Book Report, covering work completed through January 31, 2025, for a total of \$229,814.13 (see Appendix).
  - Work is progressing well in the remaining construction area. Steel supports and concrete have been installed for the accessible gender neutral restroom, and flooring base was poured and walk-off carpet installed in the hallway. Plumbers have begun work in the restroom, and tilers and drywallers will complete their work the week of February 17.
  - The colorful wall covering was installed in the Commons and looks great.
  - American Interiors delivered the rounded bench for the Teen Room, 2 chairs for the Commons, and 2 chairs for the Youth Department on February 11. We are still waiting for chairs for the Youth tables and computers and stools for the Teen Room. We were provided with temporary stools until the final ones arrive.
  - Punch list items continue to be worked on, such as doors, electrical, and HVAC. We hope to be complete except for landscaping items in early March.
  - Once all work is complete, we will be able to implement services such as the new drive-through holds pickup window and public reservations of the Program Room for big groups and the largest study room for smaller meetings.
  - The Renovation Celebration Open House on Saturday, February 15 was a huge success, with a couple hundred people in attendance, including coverage from The Saline Post and The Sun Times. Saline Area Schools students provided entertainment from the Saline Middle School Fiddle Club, Saline High School Jazz Combo, and a couple of soloists, and the custom cookies and cupcakes were a big hit. Community members enjoyed seeing the "Before" photos posted around the library, and we received lots of great comments on how beautiful the library looked.

- State Librarian Randy Riley will be visiting SDL for a tour of all of the new renovations on Monday, February 24.
- Plante Moran reviewed a draft of the FY2023-2024 audit with the Finance Committee on February 11. They will present the final audit to the full Library Board at the February meeting.
- It's wonderful to be able to offer events at the library once again. The Youth Department kicked off their new season of programming with Take Your Child to the Library Day on February 1, and families are delighted with the new space.
- Upcoming library events of note for kids include a [Book Tasting](#), [Squishy Circuits: UFOs](#), and [Lego at the Library](#). Programs for adults include [The New Reality in Retirement](#) and [Make It Monday: Wrapped Pots and Plant Pot Snails](#), while teens can now enjoy a weekly session of [Dungeons & Dragons](#) after school.
- We have hired a new Adult Services Assistant; Michelle Burmeister started at SDL on February 11.
- I will be on vacation February 25 – March 6. Assistant Director Jessica Lash will be in charge of the library while I am away.
- Recent comments from patrons include:
  - "It will be nice to have a peaceful view while working!" (from a patron who was excited about the desks facing the windows in the Adult area)
  - "You have an excellent library and an excellent staff!"
  - "I love the new Staff Picks shelves. I hope it's permanent; it's a great idea!"



## CARL F. SCHRANDT ENDOWMENT FUND Program Guidelines & Application Information

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In 1994 the Library received a bequest from the Estate of Carl F. Schrandt. Both Carl and his wife Joan Rodman Schrandt had a strong sense of community and believed that each person had an individual responsibility to make it a better place for all citizens. It is in this spirit that the Saline District Library Board of Trustees has established the ***Carl F. Schrandt Endowment Fund***.

Earnings on this fund will be used to support special projects that can originate from a variety of sources within the Saline community. The Library is looking for projects and special events that are not a part of the regular operating budget. These programs will be selected annually by the Board of Trustees from proposals submitted by interested persons or organizations.

### **WHO MAY APPLY**

Applications can originate from individuals or groups (such as service groups, businesses, government, schools, and churches), library staff and library board members.

To qualify for funding consideration, an applicant must meet the following criteria:

Be a resident or an employee within the Saline library district and be at least 18 years old.

### **GUIDELINES**

All programs or projects must be in accordance with the Mission Statement and stated roles of the Library (Lifelong Learning, Resource Center, Building Community, and Gathering Place).

The project will, first and foremost, promote and benefit the Library and/or its patrons, with promoting and benefiting other segments of the Saline community as a secondary goal. Preference will be given to programs/projects held on Library grounds, although other venues may be considered by the Library Services Committee and the Board.



All programs must be free and accessible to all.

## HOW TO APPLY

The application must be in writing and must include the content listed below. Electronic submission is preferred.

1. **Application Cover Sheet**

Submit one original

2. **Project Description Sheet**

Submit one original

3. **Applicant Description**

Submit one copy of each of the following:

- a brief summary of your qualifications or resume
- if part of an organization, a list of current board members and their professional or business affiliation
- evidence of official organizational approval of your application (a copy of your board minutes or a signed letter of endorsement from board chairperson)

Applications are to be completed as instructed and mailed to:

**Carl F. Schrandt Endowment Fund  
Saline District Library  
Attn: Karrie Waarala, Director  
555 N Maple Road  
Saline, MI 48176**

**[karrie@salinelibrary.org](mailto:karrie@salinelibrary.org)**

## APPLICATION REVIEW PROCESS

The proposal will be reviewed by the Library Services Committee which meets as necessary. The Committee will make recommendations to the Board of Trustees, and a decision should be made within eight weeks of application. Applicants will be notified as soon as possible after a decision has been made.

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

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**Project Title** SDL Seed Library

Jessica Lash, Assistant Director  
name of applicant

555 N. Maple Rd  
address

Saline, MI 48176 734.401.1262  
city/state/zip phone

***Is applicant a resident or employee in the Saline library district? Yes x No \_\_\_\_\_***

Jessica Lash  
contact person

\_\_\_\_\_  
authorized signature

\_\_\_\_\_  
Name of collaborating organization (if applicable)

\_\_\_\_\_  
address and phone

\_\_\_\_\_  
date organization founded

**Date application submitted** \_\_\_\_\_

***Is the organization located in the Saline library district? Yes x No \_\_\_\_\_***

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

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

**1. Project Name**

SDL SeeDLibrary

**2. Proposal Description**

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

This grant will fund the continuation of a seed library to provide our community with free vegetable, herb and flower seeds in order to encourage gardening and a healthy lifestyle.

**3. Goals of the Project**

Our Mission:

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

The SDL SeeDLibrary has been very successful since it launched in 2022. It ignited the joy of gardening, encouraged the discovery of new skills, and helped build a greener community for Saline. We had several excited visitors to the SeeDLibrary, and have had many inquiries about when the seeds will be replenished for the 2025 growing season.

Our Values:

**WELCOMING**

*Offering an inclusive and respectful environment where everyone feels welcome*

The SDL SeeDLibrary will continue to be open and free to all in our community, and provide equal access to quality seeds for beginning and experienced gardeners, and everyone in between.

**ACCESSIBILITY**

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

A main focus of our 2022-2026 Strategic Plan is to take library services outside of the library, and this seed library is an excellent way to get a resource out to every part of our service area.

**COMMUNITY**

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

The SDL SeeDLibrary will continue to encourage our community to discover the joy of having a home garden, build a connection to other gardeners living in Saline, and give the community an opportunity to explore new hobbies and skills.

## **LEARNING**

### *Encouraging enrichment and lifelong learning through diverse resources and programs*

This resource provides our community the opportunity to grow their own food, teach self-reliant gardening skills, and promote healthy living. We will continue to encourage our community to learn how to save seeds to create a sustainable collection for next year and cultivate varieties of plants that can be successfully grown in this environment.

## **DISCOVERY**

### *Sparking imagination and a sense of wonder that enriches lives*

Gardeners of all skill levels will continue to benefit from the variety of seeds we will provide, and this resource will continue to benefit the community and world at large. Gardens not only provide food for those tending them, they also provide a food source for the pollinators that are crucial to our food supply.

### *Applicant Benefits*

Saline District Library will continue to benefit by providing another exciting collection to our community, building a connection with community members, and providing access to an environmentally important resource.

## **4. Audience**

Who will benefit from this project?

Estimate the number of people who would benefit and / or participate in the project

Anyone interested in growing a garden, learning about the plant lifecycle, or teaching others the joy of growing their own food. This will be available to all in our service area.

## **5. Timeline for Implementation**

We plan on replenishing our SeeDLibrary by late February or early March to get a start on the 2025 growing season.

## **6. Equipment and Space Needed**

Equipment: Seeds, envelopes, and labels. We do have some leftover stock from 2024, but we will need more seeds, envelopes, and labels for 2025.

Space: The SeeDLibrary has moved to the new ETC Collection space! New casework and an old card catalog will house the library. Dividers have taken from the Local History Room and have been added to the new drawers to accommodate seed packets.

## **7. Budget**

The budget should be itemized and detailed – round off to the nearest dollar

The percent of budget to be provided by the applicant (money and/or services)

Budget:

To maintain this project, a total of \$4000.00 will be needed for seeds, supplies, and promotional materials.

## Seeds:

SDL has placed requests for seed donations from Ferry-Morse, Fedco, and Seed Savers Exchange, but will also purchase seeds from Seed Savers Exchange in order to get a good variety to offer our community. In order to refill the collection, we will need \$3000 for seeds. Our SeeDLibrary is in a space that has more traffic now, and I believe that it will get more attention than it has in the past.

Seeds: \$3000.00

Donations: FREE (unknown amount of seeds and variety)

## Supplies:

Envelopes and labels will cost \$700.

## Promotions:

Promoting the SeeDLibrary at Emagine Saline for three weeks will cost \$300. I would run a SeeDLibrary ad to be played on all screens at the movie theater to help promote this amazing community resource.

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

Jessica Lash will be the primary lead for this project and is responsible for purchasing and repackaging seeds, labels, and promotional materials. She will also be responsible for promoting the SDL SeeDLibrary at library programs, on social media, and community events.

Karrie Waarala, Library Director, will promote this project to the Coalition for a Quality Community (CQC) and other community organizations.

SDL staff that wishes to assist package seeds will be welcome to do so.

## **9. Publicity**

Methods to be used to generate publicity for the project

The SDL SeeDLibrary will be advertised on Social Media, in the eNews, local publications, and on our website. Information about the SDL Seed Library will also be sent to Saline Stone & Thistle Club, Saline CQC, and Saline Main Street. An ad will be run through Emagine Saline to advertise the SeeDLibrary.

## **10. Criteria to evaluate the project**

List specific criteria which will be used to evaluate the project's goals

We will evaluate the success of this project by tracking the number of seed packets that have been taken by our community members.

## **11. Resume and / or Qualifications**

A brief summary of qualifications of project participants

Jessica Lash was the Head of Adult Services at Saline District Library from June 2017-June

2022. She is currently the Assistant Director. She has a Masters of Library Information Science and a certificate in Archival Administration from Wayne State University.

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

Project Title Adult Supported Social Club

Katie Mitchell  
Name of Applicant

555 N. Maple  
Address

Saline, Mi  
City/State/Zip

(281) 734-429-5450  
Phone

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

Katie Mitchell  
Contact Person

Katie Mitchell  
Authorized Signature

Name of Collaborating Organization (if applicable)

Date Organization Founded

Address

Phone

Date Application Submitted 1-24-25

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

# Saline District Library

## Carl F. Schrandt Endowment Fund

### Application Outline and Instruction Form

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

#### 1. **Project Name:** Adult Supported Social Club

#### 2. **Proposal Description**

The Adult Supported Social Club is a safe space for adapted learning community members (and their caregivers) to make friends and have fun. We are meeting the 1st Tuesday of each month. We have a variety of activities and educational experiences planned, including dance parties, arts and crafts, cooking with the club, musical guests, and much more.

#### 3. **Goals of the Project**

The project is a perfect match for all of the stated values of SDL and the Mission Statement. We are providing a welcoming and safe environment for members of the community who are often underserved, particularly in social, learning, and discovery situations, once they have aged out of school. Members of this community can often feel isolated from social opportunities or unwelcome to participate in activities that may not match their chronological age vs. interests. Parents and caregivers of adults with disabilities often do not have a place where they can also socialize, while still attending to the needs of their children. Prioritizing accessibility is an important component of the program, as we want to limit any barriers to participation. This includes making note of, and changing, anything that appears to limit a patron's ability to participate.

This is the first organized program like this in Saline. It is a true example of DEI in action. Having the library host the program shows that our Mission and Values are living statements and that we strive to reach as many community members as possible. I am planning to partner with other community organizations, such as Nu2UAgain and Brewed Awakenings for upcoming events. In the future I plan to work with local performance organizations or artists for special events, including an adaptive physical education event.



#### **4. Audience**

The target audience is those with adaptive learning needs and their caregivers. The patrons may have cognitive or physical limitations or learning styles that are neurodivergent. Caregivers are also being served as they have a place to relax and let their children have fun in a safe and welcoming environment. Everyone is welcome to participate in the activities or to work in partnership, if the adapted learner needs assistance.

#### **5. Timeline for Implementation**

I first started Social Club in 2023. After many successful events, the program went on hiatus for the duration of our renovation as we did not have an available program room.

#### **6. Equipment and Space Needed**

Use of the Adult Program Room has been secured through 2025, per our programming schedule. I will need to purchase supplies for arts and crafts, cooking, and other events. Our musical guests are bringing their own equipment and will be able to set up in the Program Room.

#### **7. Budget**

As each individual Social Club is different and the numbers are rapidly changing, I have worked hard to create what would be a potential budget through the end of the year. I believe that \$3240 could provide for a well appointed program, the food items we will need, and cover the costs of the paid performers, as well as a sensory box for participants who need those supports. Budget is attached

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

I am the sole staff member needed to implement the program, however Evan has covered staffing the club while I was out for my cancer recovery. Further, several of the caregiver participants have offered their assistance. I envision putting together a call-list of trusted volunteers from within this adaptive learner community to assist on an as needed basis for the program.

#### **9. Publicity**

Currently I am utilizing publicity from our in-house social media team. I have also physically taken fliers out in the community to places where the target audience is likely to see them.

#### **10. Criteria to evaluate the project**

Attendance, patron satisfaction, and continual monitoring of accessibility, studying trends in ability sessions, and soliciting feedback from the community will all be used to evaluate the program.

#### **11. Resume and / or Qualifications**

I have been a librarian at Saline District Library since 2006. I run all of the Teen Services programs, including ones that can easily be replicated for the Adult Supported Social Club. Furthermore, I am also a caregiving member of this community. For twenty six years I have

worked as a Special Needs Advocate. I have presented about serving Special Needs patrons in the library at Spring Institute (twice) and Bloomfield Township Public Library's Adaptive Umbrella Workshop (twice). I have presented at the Library of Michigan Beginner's Workshop (four times) as the Teen Services expert. Working with new adults, the adaptive learning community, and library services for all are my three greatest work passions. I look forward to continuing this work within SDL.

NASSC Budget 2024-25

Date	Program	Cost
February 4	Souper Bowl	\$240.00
March 4	Pizza and a Movie	\$75.00
April 1	Open Spot Theater	\$350.00
May 6	Taco Tuesday	\$300.00
June 3	Comedy Hour	\$500.00
July 1	Physical Fitness	\$300.00
August 5	Belightful Yoga	\$275.00
September 2	Ice Cream Social	\$200.00
October 7	Performer	\$450.00
November 4	Intro to Pottery	\$200.00
December 2	Musical Performance	\$350.00
	Total	\$3,240.00

**Circulation FY2024-2025**

<b>ITEM</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>MARCH</b>	<b>APRIL</b>	<b>MAY</b>	<b>JUNE</b>	<b>JULY</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>	<b>TOTALS</b>
<b>Book Materials</b>													
Total Books	10,227	14,238											24,465
% of Total Circ.	77.97%	79.64%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	78.93%
<b>AV Materials</b>													
DVD/BLU-RAY	2,013	2,424											4,437
Music CDs	147	155											302
Audio Books	233	301											534
J Kits	164	240											404
Total AV	2,557	3,120	0	0	0	0	0	0	0	0	0	0	5,677
% of Total Circ.	19.50%	17.45%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	18.32%
<b>Interlibrary Loans</b>													
SDL Patron Filled Requests	695	900											1,595
% of Total Circ.	5.30%	5.03%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	5.15%
Lends Out to Libs	647	942											1,589
Equipment	190	248											438
Periodicals	142	272											414
% of Total Circ.	1.08%	1.52%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	1.34%
<b>TOTAL 2025 CIRC</b>	<b>13,116</b>	<b>17,878</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>30,994</b>
Prior Year Circ.	19,492	22,949	21,845	22,784	21,019	21,904	23,031	21,594	18,770	19,278	19,511	14,993	247,170
% Difference	-32.71%	-22.10%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-87.46%
<b>Downloads</b>													
Ebooks	3,933	5,628											9,561
AudioBooks	4,226	4,870											9,096
Music	182	149											331
Video	743	883											1,626
Magazines	961	1,198											2,159
Tumble books	76	116											192
<b>Total Downloads</b>	<b>10,121</b>	<b>12,844</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>22,965</b>
Prior Year	9,293	10,519	8,878	9,579	8,939	9,654	9,574	10,059	9,990	9,849	9,529	9,539	115,402
% Difference	8.91%	22.10%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-80.10%
<b>GRAND TOTAL CIRC</b>	<b>23,237</b>	<b>30,722</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>53,959</b>
Prior Year Grand Total	28,785	33,468	30,723	32,363	29,958	31,558	32,605	31,653	28,760	29,127	29,040	24,532	362,572
% Difference	-19.27%	-8.20%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-85.12%
<b>Cards Issued</b>	<b>87</b>	<b>131</b>											<b>218</b>
Prior Year	126	157	119	166	129	98	177	137	141	125	120	89	1,584
% Difference	-30.95%	-16.56%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-86.24%
<b>3 M Gate Count</b>	<b>7,033</b>	<b>9,042</b>											<b>16,075</b>
prior year	10,452	11,607	12,696	14,060	13,788	12,863	11,830	9,880	9,186	11,483	6,233	4,644	128,722
% Difference	-32.71%	-22.10%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-87.51%
Average Per Day	226	291	0	0	0	0	0	0	0	0	0	0	129

\*Total Gate Count Estimated 12/1/2024 through 1/31/2025 due to construction

**Programs and Services FY2024-2025**

	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	TOTALS
<b>YOUTH</b>													
Youth Storytimes	6	0											6
# attending	77	0											77
Staff Programs	2	1											3
# attending	9	20											29
Guest Performers	0	1											1
# attending	0	60											60
Visits & Tours	0	0											0
# attending	0	0											0
Off Site Presentations	2	2											4
# attending	44	36											80
<b>Total events/month</b>	<b>10</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>14</b>
Prior Year	39	46	39	40	49	26	49	40	14	36	28	17	423
% difference	-74.36%	-91.30%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-96.69%
<b>Total attendance</b>	<b>130</b>	<b>116</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>246</b>
Prior Year	881	1069	767	887	1331	1211	1586	825	248	660	1579	407	11,451
% difference													-97.85%
1KBBK	2	5											7
New Baby Packets	3	7											10
<b>ADULT/TEEN</b>													
Teen Programs	4	5											9
# attending	99	127											226
Teen Book Discussion	0	0											0
# attending	0	0											0
Visits & Tours	0	0											0
# attending	0	0											0
Off Site Presentations	0	0											0
# attending	0	0											0
Adult Programs	20	15											35
# attending	794	219											1,013
Adult Book Discussion	3	3											6
# attending	14	16											30
Family Programs	0	0											0
# attending	0	0											0
Internet Classes	0	0											0
# attending	0	0											0
Outreach/Bk Deliveries	2	2											4
# of items	25	29											54
<b>Total events/month</b>	<b>27</b>	<b>23</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>50</b>
Prior Year	36	39	44	38	41	36	33	30	27	35	35	27	421
% difference	-25.00%	-41.03%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-88.12%
<b>Total attendance</b>	<b>932</b>	<b>391</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,323</b>
Prior Year	36	535	702	768	685	795	578	706	592	452	997	679	7,849

**Programs and Services FY2024-2025**

% difference	74.21%	-44.30%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-83.14%
<b>COMPUTER USAGE</b>														
<b>PC usage onsite</b>	<b>460</b>	<b>438</b>												<b>898</b>
Prior Year	523	567	660	616	597	568	56	62	38	309	424	416		4,836
% difference	-12.05%	-22.75%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-81.43%
<b>WiFi usage onsite</b>	<b>2,214</b>	<b>2,563</b>												<b>4,777</b>
Prior Year	2,942	2,884	3,786	3,509	3,768	3,800	2,071	2,066	2,240	3,292	3,286	2,306		35,950
% difference	-24.75%	-11.13%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-86.71%
<b>Youth AWE computers</b>	<b>0</b>	<b>0</b>												<b>0</b>
Prior Year	410	322	551	535	502	249	572	574	429	220	210	0		4,574
% difference	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	#DIV/0!	-100.00%
<b>Ref. Questions:</b>														
Youth	441	1,085												1,526
Adult	532	646												1,178
Circ Desk	258	402												660
<b>Total Reference</b>														<b>0</b>
Prior Year	1,102	1,308	1,600	1,807	1,752	1,492	3,479	2,535	2,152	1,857	1,546	1,370		22,000
% difference	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%
<b>Program Rm: #Groups</b>	<b>0</b>	<b>0</b>												<b>0</b>
Prior Year #Groups	5	7	10	11	13	7	2	0	0	0	0	0	0	55
# of individuals	0	0												0
<b>Study Rms: #Groups</b>	<b>0</b>	<b>72</b>												<b>72</b>
Prior Year #Groups	150	192	212	197	202	189	0	0	0	0	0	0	0	1,142
# of individuals	0	83												83
* Includes views of online programs beginning December 2021														

**Online Access FY2024-2025**

<b>ONLINE SERVICES</b>	<b>Dec.</b>	<b>Jan.</b>	<b>Feb.</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>Sept.</b>	<b>Oct.</b>	<b>Nov.</b>	<b>TOTAL</b>
<b>Website access</b>	<b>11,125</b>	<b>18,361</b>											<b>29,486</b>
Prior Year	14,116	16,876	14,655	19,027	14,929	15,551	19,620	16,526	14,026	13,274	13,464	14,418	186,482
% difference	-21.19%	8.80%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-84.19%
<b>Databases</b>	<b>3,024</b>	<b>2,410</b>											<b>5,434</b>
Prior Year	2,580	2,620	2,515	2,604	2,893	3,073	2,387	2,522	2,185	2,232	2,597	2,301	30,509
% difference	17.21%	-8.02%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-82.19%
<b>SDL App</b>													
<b>New Downloads</b>	<b>38</b>												<b>38</b>
Prior Year	129	190	95	81	27	65	63	62	59	45	38	41	895
% difference	-71%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-96%
<b>Sessions</b>	<b>1,978</b>												<b>1,978</b>
Prior Year	463	1,096	1,220	1,637	1,621	1,881	1,835	2,214	2,222	1,889	1,963	2,002	20,043
% difference	327%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-90%
<b>MI Activity Pass</b>	<b>4</b>	<b>5</b>											<b>9</b>
Prior Year	7	6	11	30	13	18	22	31	39	16	28	6	227
% difference	-43%	-17%	-100%	-100%	500%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-96%
<b>New eNews subscribers</b>	<b>140</b>	<b>142</b>											<b>282</b>
<b>Total subscribers</b>	<b>11,866</b>	<b>11,964</b>											<b>11,964</b>
Prior Year	11,702	11,816	11,870	10,988	11,060	12,057	12,872	15,592	11,834	11,901	11,990	12,040	12,040
% difference	1.40%	1.25%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-0.63%

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



# **SALINE DISTRICT LIBRARY INTERIOR RENOVATIONS and SITE IMPROVEMENTS**

## **COST CONTROL BOOK**

### **REPORT #08**

**February 10, 2025**

**DISTRIBUTION:**

**SALINE DISTRICT LIBRARY**  
Karrie Waarala

**ELECTRONIC**

**QUINN EVANS ARCHITECTS**  
Fatima Beacham

**ELECTRONIC**

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

**(1)**





February 10, 2025

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

RE: Saline District Library – Interior Renovations & Site Improvements

SUBJECT: Pay Application No. 08

Dear Ms. Waarala:

We submit and recommend this Cost Control Book No. 08 for your approval. The information contained within the payment assessment reports reflects the review of work completed through 01/31/2025.

For your ease of review, we have prepared a summary sheet labeled Application No. 08. 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 \$229,814.13 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 that reads "William T. McCarthy".

William T. McCarthy  
President

Disbursements Approval  
Saline District Library

Assessment for payment as stated in Application No. 08 on the following pages approved for payment.

Saline District Library

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Karrie Waarala

**PROJECT APPLICATION AND PROJECT CERTIFICATE FOR PAYMENT**

OWNER: SALINE DISTRICT LIBRARY

PROJECT: SALINE DISTRICT LIBRARY-INTERIOR RENO AND SITE IMPROVEMENTS

555 N. MAPLE ROAD  
SALINE, MI 48176

McCarthy & Smith, Inc.

PAYBOOK: 008  
PERIOD FROM: 1/1/2025  
PERIOD TO: 1/31/2025  
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	3,304,631.05
PLUS CHANGE ORDERS APPROVED THIS MONTH	.00
PLUS OTHER PROJECT COSTS INCURRED THIS MONTH	.00
CURRENT PROJECT COSTS TO DATE	3,304,631.05
-----	
ORIGINAL CONSTRUCTION CONTRACT SUMS	2,814,497.48
CHANGE ORDERS TO DATE	18,642.60
TOTAL CONSTRUCTION CONTRACT SUMS TO DATE	2,833,140.08
-----	
TOTAL CERTIFIED COMPLETED TO DATE	2,501,689.75
LESS CERTIFIED RETAINAGE TO DATE	233,452.48
LESS CERTIFIED PREVIOUS APPLICATIONS FOR PAYMENT	2,096,406.88
CURRENT CERTIFIED PAYMENT DUE	171,830.39
TOTAL OF AMOUNTS CERTIFIED	171,830.39

**PROJECT CERTIFICATE FOR PAYMENT**

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

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

By:  Date: 2/10/2025  
WILLIAM T. MCCARTHY  
PRESIDENT

**ARCHITECT'S CERTIFICATE FOR PAYMENT**

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

ARCHITECT: QUINN EVANS ARCHITECTS

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

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

**SALINE DISTRICT LIBRARY  
RENOVATIONS AND SITE IMPROVEMENTS**

**CCB #08  
P/E: 1/31/25**

**APPLICATION SUMMARY BY BUDGET ID NUMBER**

<i>Budget ID #</i>		
9701-01-01	CONSTRUCTION	\$ 170,708.04
9702-01-02	CONTINGENCY	\$ 1,122.35
9703-01-03	SITWORK	
9704-01-04	CM FEES	\$ 11,032.83
9705-01-05	CM REIMBURSABLES	\$ 13,072.50
9706-01-06	CM GENERAL CONDITIONS	\$ 2,060.41
9707-01-07	CM PRE-CONSTRUCTION	
9708-01-08	CM PLM BOND AND INSURANCE	\$ 31,818.00
	<b>SUBTOTAL</b>	<b>\$ 229,814.13</b>

**PAY APPLICATION TOTAL \$ 229,814.13**

**APPLICATION SUMMARY**

CLIENT NAME: SALINE DISTRICT LIBRARY

PERIOD ENDING DATE: 1/31/2025

PROJECT: 2433-1221

PROJECT: SALINE DISTRICT LIBRARY-INTERIOR RENO AND SITE IMPROVEMENTS

COST CONTROL BOOK: 008

**APPLICATION SUMMARY # 008**

BID DIV #	BID DIV NAME	VENDOR #	CONTRACTOR	TOTAL/BID DIV.	CHECK AMT.	REPORTED % COMPLETE
0108	CARPENTRY & GENERAL TRADES	13970	COMMERCIAL CONTRACTING CORP	19,000.21	19,000.21	92.26
0114	ALUMINUM GLASS & GLAZING	13074	CRYSTAL GLASS INC	9,210.87	9,210.87	95.51
0117	ACOUSTICAL CEILINGS	12029	ACOUSTIC CEILING & PARTITION	26,085.15	26,085.15	99.00
0118	CARPET & RESILIENT FLOORING	13031	COHN'S COMMERCIAL FLOOR	14,738.68	14,738.68	97.29
0120	PAINTING	30057	TWIN BROTHERS PAINTING LLC	6,520.50	6,520.50	84.50
0122	SIGNAGE	14062	DMP SIGN COMPANY, LLC	11,374.65	11,374.65	97.50
0128	EDUCATIONAL CASEWORK	30098	TREND MILLWORK, LLC	32,760.72	32,760.72	98.67
0140	PLUMBING	30086	TEMPCO MECHANICAL CONTRACTORS INC	10,732.95	10,732.95	95.95
0141	FIRE PROTECTION	26060	PROFESSIONAL SPRINKLER INC	19,295.10	19,295.10	97.50
0142	HVAC	28093	ROBERTSON MORRISON INC.	22,111.56	22,111.56	62.47
<b>SUBTOTAL-ARCHITECT CERTIFIED PAYMENTS</b>				<b>171,830.39</b>	<b>171,830.39</b>	
0901	CM FEES	23076	MCCARTHY & SMITH, INC	11,032.83	11,032.83	95.14
0902	CM REIMBURSABLES	23076	MCCARTHY & SMITH, INC	13,072.50	13,072.50	100.00
0903	CM GENERAL CONDITIONS	23076	MCCARTHY & SMITH, INC	2,060.41	2,060.41	58.26
0904	PLM BOND AND INSURANCE	23076	MCCARTHY & SMITH, INC	31,818.00	31,818.00	70.18
<b>SUBTOTAL-OTHER PROJECT COSTS</b>				<b>57,983.74</b>	<b>57,983.74</b>	
<b>Report Totals</b>				<b>229,814.13</b>	<b>229,814.13</b>	

### 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: 1/31/2025  
 COST CONTROL BOOK: 008

**APPLICATION SUMMARY # 008**

BID DIV #	ID#	BID DIV NAME	VENDOR #	CONTRACTOR	TOTAL/BID DIV.	CHECK AMT.
0108	97010101	CARPENTRY & GENERAL TRADES	13970	COMMERCIAL CONTRACTING CORP	17,877.86	17,877.86
0114	97010101	ALUMINUM GLASS & GLAZING	13074	CRYSTAL GLASS INC	9,210.87	9,210.87
0117	97010101	ACOUSTICAL CEILINGS	12029	ACOUSTIC CEILING & PARTITION	26,085.15	26,085.15
0118	97010101	CARPET & RESILIENT FLOORING	13031	COHN'S COMMERCIAL FLOOR	14,738.68	14,738.68
0120	97010101	PAINTING	30057	TWIN BROTHERS PAINTING LLC	6,520.50	6,520.50
0122	97010101	SIGNAGE	14062	DMP SIGN COMPANY, LLC	11,374.65	11,374.65
0128	97010101	EDUCATIONAL CASEWORK	30098	TREND MILLWORK, LLC	32,760.72	32,760.72
0140	97010101	PLUMBING	30086	TEMPCO MECHANICAL CONTRACTORS INC	10,732.95	10,732.95
0141	97010101	FIRE PROTECTION	26060	PROFESSIONAL SPRINKLER INC	19,295.10	19,295.10
0142	97010101	HVAC	28093	ROBERTSON MORRISON INC.	22,111.56	22,111.56
<b>ID Totals</b>					170,708.04	170,708.04
0108	97020102	CARPENTRY & GENERAL TRADES	13970	COMMERCIAL CONTRACTING CORP	1,122.35	1,122.35
<b>ID Totals</b>					1,122.35	1,122.35
0901	97040104	CM FEES	23076	MCCARTHY & SMITH, INC	11,032.83	11,032.83
<b>ID Totals</b>					11,032.83	11,032.83
0902	97050105	CM REIMBURSABLES	23076	MCCARTHY & SMITH, INC	13,072.50	13,072.50
<b>ID Totals</b>					13,072.50	13,072.50
0903	97060106	CM GENERAL CONDITIONS	23076	MCCARTHY & SMITH, INC	2,060.41	2,060.41
<b>ID Totals</b>					2,060.41	2,060.41
0904	97080108	PLM BOND AND INSURANCE	23076	MCCARTHY & SMITH, INC	31,818.00	31,818.00

### 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: 1/31/2025

COST CONTROL BOOK: 008

#### APPLICATION SUMMARY # 008

BID DIV #	ID#	BID DIV NAME	VENDOR #	CONTRACTOR	TOTAL/BID DIV.	CHECK AMT.
				ID Totals	<u>31,818.00</u>	<u>31,818.00</u>
				Report Totals	<u>229,814.13</u>	<u>229,814.13</u>

Date: 02/05/2025

Time: 8:45 AM

### PAYMENT SUMMARY

PROJECT: 2433-1221

PROJECT: SALINE DISTRICT LIBRARY-INTERIOR  
RENO AND SITE IMPROVEMENTS

PERIOD ENDING DATE: 1/31/2025  
COST CONTROL BOOK: 008

	<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
Application No. 006	255,918.43	0.00	255,918.43
Application No. 007	256,216.62	0.00	256,216.62
Application No. 008	229,814.13	0.00	229,814.13
Report Totals	<u>2,650,061.08</u>	<u>0.00</u>	<u>2,650,061.08</u>

**SWORN STATEMENT**

State of Michigan

Page Number: 1 of 1

County of Oakland

Date: 02/04/2025

Time: 11:44 AM

**BILLING SUMMARY**

PROJECT NUMBER: 2433-1221 PROJECT: SALINE DISTRICT LIBRARY-INTERIOR RENO AND SITE IMPROVEMENTS													PERIOD ENDING DATE:	1/31/2025
													COST CONTROL BOOK:	008
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	167,165.21	.00	167,165.21	167,165.21	.00	167,165.21	.00	100.00
0103	SELECTIVE DEMOLITIO	17046	GREAT LAKES CONSTRUCTI	111,650.00	-163.20	111,486.80	99,286.80	9,928.68	89,358.12	89,358.12	.00	89,358.12	22,128.68	89.06
0105	FLATWORK	13968	CONTEK, INC.	189,230.00	2,931.50	192,161.50	172,561.50	17,256.15	155,305.35	155,305.35	.00	155,305.35	36,856.15	89.80
0106	MASONRY	17054	GRIT INDUSTRIAL SERVICES,	21,000.00	0.00	21,000.00	20,475.00	2,047.50	18,427.50	18,427.50	.00	18,427.50	2,572.50	97.50
0107	STEEL	33423	WOLVERINE STEEL ERECTO	150,540.00	0.00	150,540.00	130,216.00	13,021.60	117,194.40	117,194.40	.00	117,194.40	33,345.60	86.50
0108	CARPENTRY & GENER	13970	COMMERCIAL CONTRACTIN	336,389.00	-17,803.28	318,585.72	293,938.47	29,393.85	264,544.62	245,544.41	19,000.21	245,544.41	54,041.10	92.26
0109	ROOFING	15041	ESKO ROOFING & SHEET ME	38,920.00	0.00	38,920.00	37,945.00	3,794.50	34,150.50	34,150.50	.00	34,150.50	4,769.50	97.49
0114	ALUMINUM GLASS & G	13074	CRYSTAL GLASS INC	41,325.00	0.00	41,325.00	39,471.00	3,947.10	35,523.90	26,313.03	9,210.87	26,313.03	5,801.10	95.51
0115	METAL STUDS/DRYWA	12041	ALPHA COMMERCIAL CONST	109,668.15	1,179.88	110,848.03	83,811.99	8,381.22	75,430.77	75,430.77	.00	75,430.77	35,417.26	75.61
0116	HARD TILE	12052	BOSTON TILE & TERRAZZO C	48,130.00	9,191.41	57,321.41	52,068.70	5,206.87	46,861.83	46,861.83	.00	46,861.83	10,459.58	90.84
0117	ACOUSTICAL CEILINGS	12029	ACOUSTIC CEILING & PARTIT	226,688.00	0.00	226,688.00	224,420.50	22,442.05	201,978.45	175,893.30	26,085.15	175,893.30	24,709.55	99.00
0118	CARPET & RESILIENT F	13031	COHN'S COMMERCIAL FLOO	249,815.00	0.00	249,815.00	243,036.67	24,303.66	218,733.01	203,994.33	14,738.68	203,994.33	31,081.99	97.29
0120	PAINTING	30057	TWIN BROTHERS PAIINTING	56,000.00	7,725.93	63,725.93	53,850.93	5,385.09	48,465.84	41,945.34	6,520.50	41,945.34	15,260.09	84.50
0122	SIGNAGE	14062	DMP SIGN COMPANY, LLC	25,350.00	0.00	25,350.00	24,716.00	2,471.60	22,244.40	10,869.75	11,374.65	10,869.75	3,105.60	97.50
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	133,529.30	13,352.93	120,176.37	87,415.65	32,760.72	87,415.65	15,152.93	98.67
0140	PLUMBING	30086	TEMPCO MECHANICAL CON	138,020.00	0.00	138,020.00	132,433.00	13,243.30	119,189.70	108,456.75	10,732.95	108,456.75	18,830.30	95.95
0141	FIRE PROTECTION	26060	PROFESSIONAL SPRINKLER	76,980.00	0.00	76,980.00	75,055.00	7,505.50	67,549.50	48,254.40	19,295.10	48,254.40	9,430.50	97.50
0142	HVAC	28093	ROBERTSON MORRISON INC	255,913.00	0.00	255,913.00	159,869.80	15,986.98	143,882.82	121,771.26	22,111.56	121,771.26	112,030.18	62.47
0143	ELECTRICAL	23071	MAX ELECTRIC LLC	299,425.00	6,411.10	305,836.10	286,468.85	28,646.89	257,821.96	257,821.96	.00	257,821.96	48,014.14	93.67
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	64,233.02	.00	64,233.02	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	2,348.79	81,154.72	77,214.42	.00	77,214.42	66,181.59	11,032.83	66,181.59	3,940.30	95.14
0902	CM REIMBURSABLES	23076	MCCARTHY & SMITH, INC	153,000.00	0.00	153,000.00	152,995.50	.00	152,995.50	139,923.00	13,072.50	139,923.00	4.50	100.00
0903	CM GENERAL CONDITI	23076	MCCARTHY & SMITH, INC	173,000.00	0.00	173,000.00	100,795.89	.00	100,795.89	98,735.48	2,060.41	98,735.48	72,204.11	58.26
0904	PLM BOND AND INSUR	23076	MCCARTHY & SMITH, INC	45,336.25	0.00	45,336.25	31,818.00	.00	31,818.00	.00	31,818.00	.00	13,518.25	70.18
<b>Project Totals</b>				<b>3,283,639.66</b>	<b>20,991.39</b>	<b>3,304,631.05</b>	<b>2,883,513.56</b>	<b>233,452.48</b>	<b>2,650,061.08</b>	<b>2,420,246.95</b>	<b>229,814.13</b>	<b>2,420,246.95</b>	<b>654,569.97</b>	<b>87.26</b>

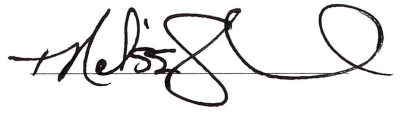


SWORN STATEMENT

I, William T. McCarthy, being duly sworn, deposes and says: That McCarthy & Smith, Inc. is the Construction Manager for improvements to the following described real property situated in Washtenaw County, Michigan, described as follows: Saline District Library, 555 N. Maple Road, Saline, MI 48176. That the statement above of each contractor, supplier, and laborer with whom the Owner has under contract, and that the amounts due to the persons as of the date hereof are correctly and fully set forth opposite their names as stated above. EXCEPTIONS: BD#141 PROFESSIONAL SPRINKLER (CCB#7 FOR \$2,289.42), BD#143 MAX ELECTRIC (CCB#7 FOR \$20,691.00), BD#142 ROBERT MORRISON (CCB#7 FOR #35,168.76). 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  
10th Day of February, 2025

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



MELISSA SHANKIN  
NOTARY PUBLIC, MICHIGAN  
COUNTY OF MACOMB  
My Commission Expires 11-16-2026  
Acting in the County of Oakland

**ORIGINAL CONTRACT SUMMARY SHEET**

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

**1 Awarded Contracts**

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

\$ 2,814,497.48

**2 CM Fees and Costs**

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

\$ 469,142.18

**3 Other Costs**

\$ -  
\$ -

**4 Total Original Contract Value**

**\$ 3,283,639.66**

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

Contingency Budget \$ 197,014.82

\$ 197,014.82



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

Inv Date 12/31/2024  
Inv No 17135

This invoice has been applied  
for in Cost Control Book #8

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

<b>CONSTRUCTION FEE</b>	
<b>PHASE</b>	<b>Fee Earned</b>
CONSTRUCTION	7,092.53
CLOSEOUT	3,940.30

**Total:** 11,032.83

Approved By: William T. McCarthy  
William T. McCarthy  
President



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

Date 12/31/2024  
 Invoice 17136

This invoice has been applied for in  
 Cost Control Book #8

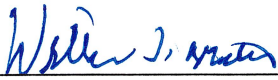
1221-23 SALINE DISTRICT LIBRARY - INTERIOR RENOVATIONS & SITE DEVELOPMENT

CONSTRUCTION MGMT - PERSONNEL COSTS

12/1/2024 Thru 12/31/2024

**LABOR:**

		Hours	Rate	Amount
FIELD SUPERINTENDENT	SAWMILLER, MARK R	62.00	102.00	6,324.00
PROJECT DIRECTOR	PHILLIPS, AARON	9.00	157.00	1,413.00
PROJECT ENGINEER	MARSHALL, ROBB E	30.75	74.00	2,275.50
PROJECT MANAGER	PIETILA, KYLE E	30.00	102.00	3,060.00
			<b>Total Labor:</b>	<b>13,072.50</b>

Approved by:   
 William T. McCarthy  
 President

**TOTAL AMOUNT DUE: 13,072.50**



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

Date 12/31/2024  
 Invoice 17137

This invoice has been applied for in  
 Cost Control Book #8

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

CONSTRUCTION MGMT - GENERAL CONDITION COSTS 12/1/2024 Thru 12/31/2024

**MATERIAL:**

	# of Invoices	Amount
BOB'S SANITATION SERVICE	1.00	300.00
DOCUSIGN - DECEMBER	1.00	5.04
FARO IMAGING	2.00	180.20
GRAINGER	1.00	126.70
KNIGHT TRANSFER SERVICES	2.00	952.73
VERIZON WIRELESS	1.00	187.00
WEX BANK - FLEET GAS CARD	2.00	123.74
	<b>Total Material:</b>	<b>1,875.41</b>

**EQUIPMENT:**

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

Approved by:   
 William T. McCarthy  
 President

**TOTAL AMOUNT DUE:** 2,060.41

**Saline District Library  
Renovations Site Improvements Project  
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					\$255,918.43				
	<b>FY2023-2024 Totals</b>	<b>\$176,192.69</b>	<b>\$36,763.25</b>	<b>\$8,000.00</b>	<b>\$140,729.45</b>	<b>\$2,164,030.33</b>	<b>\$13,039.37</b>	<b>\$127,464.33</b>	<b>\$43,959.00</b>	<b>\$2,710,178.42</b>

**Saline District Library  
Renovations Site Improvements Project  
Expenditures**

<b>Date</b>	<b>Memo</b>	<b>Quinn Evans</b>	<b>City of Saline</b>	<b>Materials Testing</b>	<b>Mulder's Moving</b>	<b>McCarthy &amp; Smith</b>	<b>Teoma Systems</b>	<b>MarxModa</b>	<b>Library Design Assoc.</b>	<b>Total</b>
12/3/2024	Phase 2 cabling						\$1,394.01			
1/21/2025	Final shelving invoice								\$11,941.00	
1/21/2025	Cost Control Book #7					\$256,216.62				
1/21/2025	Phase 3 cabling						\$3,000.00			
2/12/2025	Construction administration	\$10,350.00								
2/18/2025	Cost Control Book #8					\$229,814.13				
	<b>FY2024-2025 Totals</b>	<b>\$10,350.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$486,030.75</b>	<b>\$4,394.01</b>	<b>\$0.00</b>	<b>\$11,941.00</b>	<b>\$512,715.76</b>
	<b>Project Totals</b>	<b>\$186,542.69</b>	<b>\$36,763.25</b>	<b>\$8,000.00</b>	<b>\$140,729.45</b>	<b>\$2,650,061.08</b>	<b>\$17,433.38</b>	<b>\$127,464.33</b>	<b>\$55,900.00</b>	<b>\$3,222,894.18</b>

# PROJECT STATUS UPDATE

## Saline District Library

Interior Renovations & Site Improvements Project



# SALINE DISTRICT LIBRARY

## Project Description:

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



# SALINE DISTRICT LIBRARY

## Interior Renovations Progress:

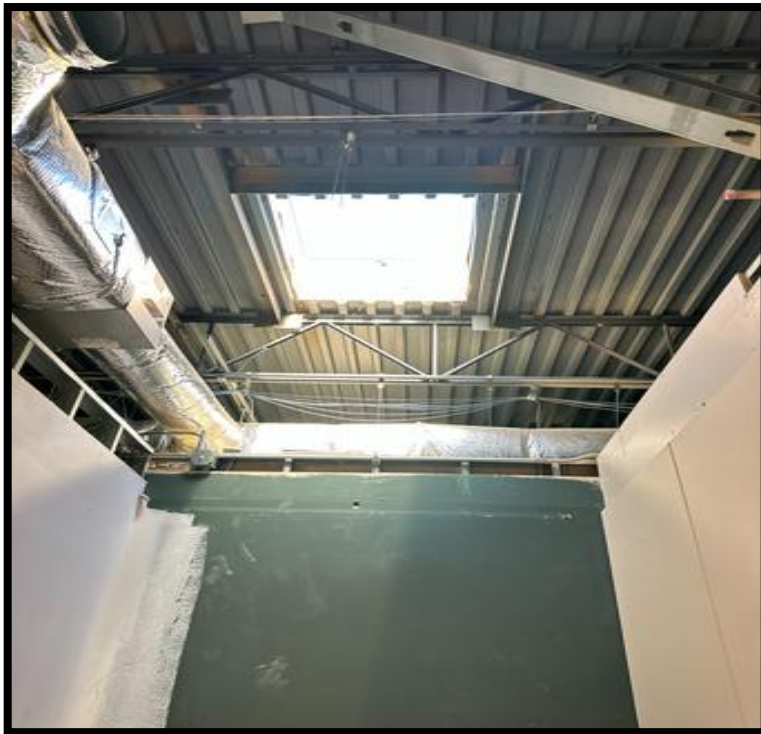
- Phase III progress to the final week of the project
- Protective wall coverings, partition track, and final cleaning
- Acoustical ceiling tiles, paint touch up, diffuser drop in, and lighting all completed in time for opening day



# SALINE DISTRICT LIBRARY

## Interior Renovations Progress:

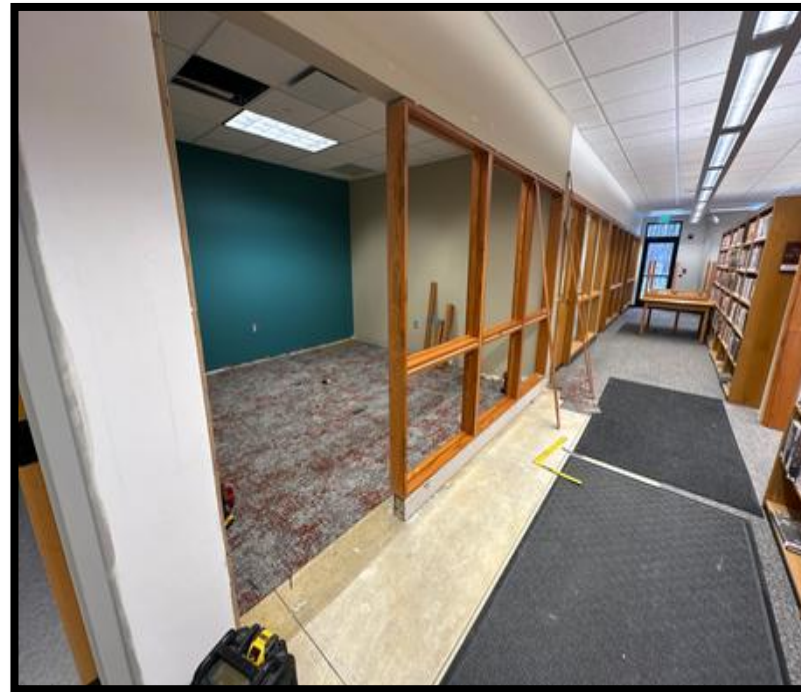
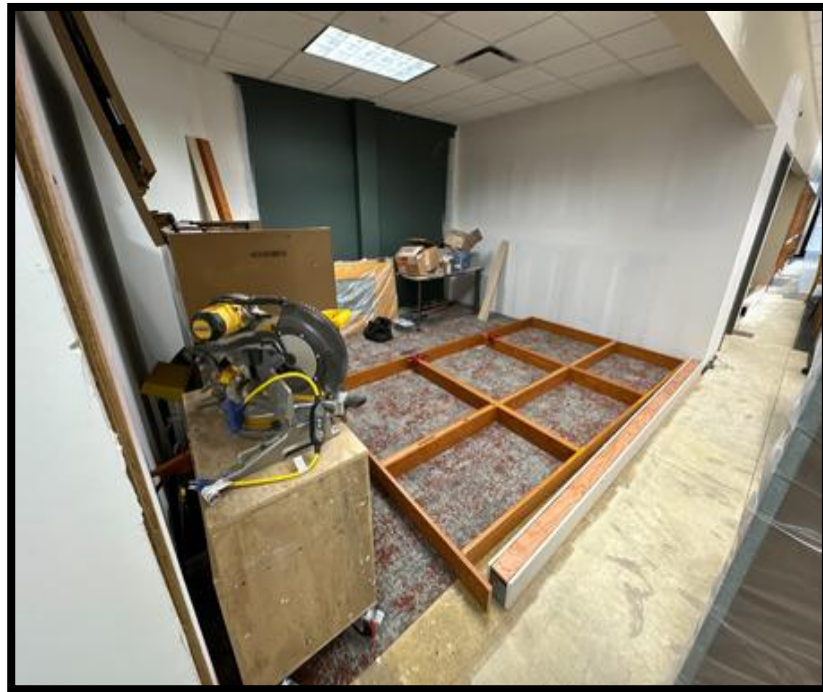
- The roof access hatch has been cut in, flashed, and weather tight in early January
- Roof access ladder installation is 100% complete



# SALINE DISTRICT LIBRARY

## Interior Renovations Progress:

- Study room wood framing build out is 100% completed by Commercial Contracting Corporation
- Glass and glazing installation done by Crystal Glass, Inc.



# SALINE DISTRICT LIBRARY

## Interior Renovations Progress:

- Youth reference desk, countertop, circular lights, and dimmer switch have been all been installed



# SALINE DISTRICT LIBRARY

## Interior Renovations Progress:

- A big shout out to Saline District Library staff with the final move into phase III
- Staff members worked tirelessly to get the books, book shelves, and furniture organized for the patrons of Saline on opening day.



# SALINE DISTRICT LIBRARY

## Interior Renovations Progress:

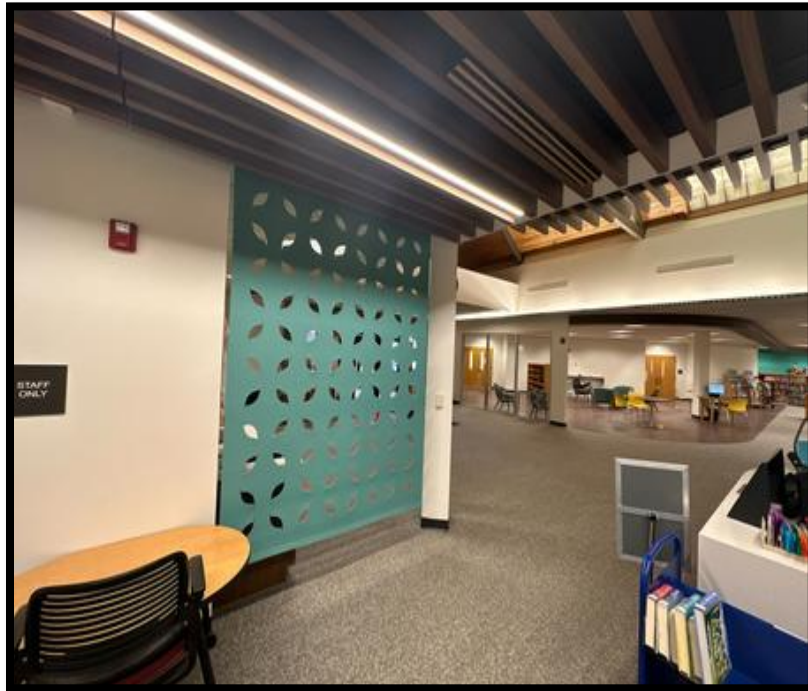
- Wood grain wall covering was applied to give a contrasting look to the newly painted walls throughout the library



# SALINE DISTRICT LIBRARY

## Interior Renovations Progress:

- Finish look to some of the features at the library in the youth department
- Circular yellow felt ceiling circles and hanging felt panels have been installed





# SALINE DISTRICT LIBRARY

## Interior Renovations Progress:

- Main entrance view for the opening day of last week at Saline District Library
- Temp walls were removed to complete the placement of carpeting for staff and patrons to fully enjoy the functionality of the library



# SALINE DISTRICT LIBRARY

## Exterior Renovations Progress:

- Saline District Library main entrance monument signage was installed by Toledo Sign Co. Inc. early last week
- We hope everyone enjoys the new look to the Library



# SALINE DISTRICT LIBRARY

## Schedule Look Ahead:

- Saline District Library received occupancy first week of January
- Above Ceiling Electrical and Mechanical have passed inspection
- Punch list walk through was completed 1/21/2025
- Punch List is 87% complete as of 1/31/2025
- Phase III Mural will be installed second week of February
- Saline District Library interior renovation is 90% complete
- Before and after progress report will be next week





## **NEWS RELEASE**

February 10, 2025

### **FOR IMMEDIATE RELEASE**

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

### **Saline District Library Nears Completion of Renovations, Announces Open House to Celebrate**

The Saline District Library is pleased to announce the completion of the majority of its [Renovations & Site Improvements Project](#). SDL will hold a Renovation Celebration Open House on Saturday, February 15, 1-4 pm. Attendees will get to tour the improved interior spaces, enjoy refreshments and entertainment, participate in crafts, and explore the new outdoor SDL story trail, plaza and pavilion.

Interior renovations took place in 3 phases to allow the library to stay open to the public as much as possible during construction. Phase 1, which began in June 2024, focused on a new Teen Room, new comfortable seating in the adult area, new public computers, and a new adult reference desk. Phase 2 created a new front desk, a home for the library's innovative ETC Collection, and improvements to work areas for staff. Phase 3, which included major renovations to the Youth Department, new program rooms and study rooms, and a new Commons area, wrapped up in January.

Exterior site improvements were completed in Fall 2024. SDL celebrated with a ribbon cutting in November for a new plaza, pavilion, and story trail. Work continues to complete a new location for the Friends of the Library Book Shop and a fully accessible gender neutral restroom, which should be completed in March. SDL will also open a drive-through service window at which community members can pick up library materials they have reserved.

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

For more information, visit [www.salinelibrary.org/renovations](http://www.salinelibrary.org/renovations).

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