



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

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**NOTICE OF LIBRARY BOARD MEETING  
TUESDAY, APRIL 15, 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/](https://salinelibrary.org/about/board-of-trustees/)

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

**SALINE DISTRICT LIBRARY BOARD OF TRUSTEES  
BOARD MEETING AGENDA  
TUESDAY, APRIL 15, 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 March 18, 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. President's Report

F. Friends of the Library Report

G. Financial Reports  
Move \_\_\_\_\_ Second \_\_\_\_\_ to approve the March 2025 financial reports.

H. Committee Reports

1. Finance

2. Arts

3. Building & Grounds

4. Library Services

5. Staff Excellence

I. Library Director's Report

J. Unfinished Business

1. SDL Interior Renovations & Site Improvements Project Updates

Move \_\_\_\_\_ Second \_\_\_\_\_ to approve payment to McCarthy & Smith for \$84,588.88 as presented in Cost Control Book Report #10.

K. New Business

1. Policy Review

a. Policy 501: Library Hours, Holidays, and Special Closings

Move \_\_\_\_\_ Second \_\_\_\_\_ to approve revised Policy 501: Library Hours, Holidays, and Special Closings.

b. Policy 509: Displays and Exhibits

Move \_\_\_\_\_ Second \_\_\_\_\_ to approve Policy 509: Displays and Exhibits as presented.

c. Policy 515: Internet

Move \_\_\_\_\_ Second \_\_\_\_\_ to approve revised Policy 515: Internet.

d. Policy 616: Vacation Leave

Move \_\_\_\_\_ Second \_\_\_\_\_ to approve revised Policy 616: Vacation Leave.

e. Policy 621: Travel Expenses

Move \_\_\_\_\_ Second \_\_\_\_\_ to approve revised Policy 621: Travel Expenses.

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 April 15, 2025

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

Move \_\_\_\_\_ Second \_\_\_\_\_ to approve the March 18, 2025 meeting minutes as written.

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

Move \_\_\_\_\_ Second \_\_\_\_\_ to approve payment to McCarthy & Smith for \$84,588.88 as presented in Cost Control Book Report #10.

Move \_\_\_\_\_ Second \_\_\_\_\_ to approve revised Policy 501: Library Hours, Holidays, and Special Closings.

Move \_\_\_\_\_ Second \_\_\_\_\_ to approve Policy 509: Displays and Exhibits as presented.

Move \_\_\_\_\_ Second \_\_\_\_\_ to approve revised Policy 515: Internet.

Move \_\_\_\_\_ Second \_\_\_\_\_ to approve revised Policy 616: Vacation Leave.

Move \_\_\_\_\_ Second \_\_\_\_\_ to approve revised Policy 621: Travel Expenses.

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

**DRAFT**  
**SALINE DISTRICT LIBRARY BOARD OF TRUSTEES**  
**BOARD MEETING MINUTES**  
**TUESDAY MARCH 18, 2025, 7:00 p.m.**

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

A. Call Meeting to Order at 7:01 pm.

B. Approval of Agenda

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

C. Approval of Past Minutes

Move Gray, Second Sankaran to approve the Feb 18, 2025 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

New logo has been finalized. Will be using for new sign and materials, bookmarks, etc. Waiting for construction to be completed to plan move-in. Friends of Michigan Libraries- annual meeting is upcoming and they will have a member in attendance, will showcase the new friends area to this group once completed. National Library Week is April 6-12- will provide DQ gift cards to library staff.

G. Financial Reports

Move Byron, Second Healy to approve the February 2025 financial reports. Motion carried.

H. Committee Reports

1. Finance- Did not meet

2. Arts- Did not meet

3. Building & Grounds- Did not meet

4. Library Services- Did not meet

5. Staff Excellence- Met and discussed the 2 policies to review at the 3/18/25 board meeting.

I. Library Director's Report: Accepted as written. Second to last cost control book included tonight in the board packet. Two youth services librarians received a stipend to the MLA Spring Institute from the Library of Michigan. Shred event on April 5<sup>th</sup>.

## J. Unfinished Business

### 1. SDL Interior Renovations & Site Improvements Project Updates

Move Gray, Second Sankaran to approve payment to McCarthy & Smith for \$304,231.27 as presented in Cost Control Book Report #09. Motion carried.

## K. New Business

### 1. Policy Review

#### a. Policy 612: Sick Leave

Move Byron, Second TerHaar to approve revised Policy 612: Sick Leave with a minor edit to the updated policy: "A maximum of 192 unused sick leave hours may roll over into the next year." Motion carried.

#### b. Policy 601: Employment at Saline District Library

Move Byron, Second Sankaran to approve revised Policy 601: Employment at Saline District Library. Motion carried.

### 2. Director Evaluation

Move Byron, Second Gray to meet in closed session for the purpose of discussing the Director's annual performance review at 7:34pm. Motion carried.

Move Gray, Second TerHaar to end the closed session and reconvene the open meeting at 8:02pm. Motion carried.

Move Gray, Second Byron to approve the Director's evaluation.

Move Byron, Second Hundley to set the Director's salary at \$123,500, effective 3/15/25. Motion carried.

## L. Public Discussion

No public comment.

## M. Adjournment

Move Byron, Second Healy to adjourn the meeting at 8:08 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 March 18, 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.

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Secretary, SDL Board of Trustees

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Date of Approval

**Saline District Library**  
**Bank Reconciliation**  
**Key Bank - General**  
**March 1, 2025 - March 31, 2025**

Reference	Date	GL Account	Description	Amount
<b>Bank Statement Summary</b>				
			Beginning Bank Balance	265,152.19
			+ Cleared Deposits & Other Additions	1,229,115.46
			- Cleared Checks & Other Payments	941,660.57
			Ending Bank Balance	552,607.08
 <b>Open Deposits &amp; Additions</b>				
				<b>Total</b> 0.00
<b>Open Checks &amp; Payments</b>				
25444	02/12/25	790-964.4	VAN WYLEN LIBR	73.60
25466	03/05/25	790-750.3	OPEN SPOT	310.00
25500	03/14/25	790-750.1	MI FLIGHT	200.00
25501	03/14/25	790-955	OPEN SPOT	310.00
25502	03/14/25	790-750.3	REPTARIUM	500.00
25503	03/14/25	790-750.3	HUMANE SOCIETY	55.00
25508	03/27/25	790-750.3	REPTARIUM	250.00
				<b>Total</b> 1,698.60
				<b>Reconciled Bank Balance</b> 550,908.48
 <b>Bank Transactions</b>				
		000-017	TRANSFER TO AGENCY SUB	(400,000.00)
		000-258	EFTPS/EMPLEE	(18,596.88)
		790-723	ALERUS RETIRE XFERS	(13,487.64)
		790-722	EFTPS/EMPLER	(9,690.76)
		000-008	ALERUS RETIRE XFERS	(6,202.68)
		000-258.1	5080 MI TAX PYMT	(4,723.82)
		790-920	DTE - ELECTRICITY	(3,830.15)
		790-921	DTE - GAS	(2,383.82)
		790-802	PAYCHEX	(1,295.18)
		790-802	STROM CPA	(645.00)
		790-965	BK SERVICE CHRGS	(231.76)
		790-965	MERCH FEE & DISC	(60.36)
		790-702	PAYCHEX FLEXPERKS	(7.76)
		790-722	PR FRACTION OF CENTS ADJ	(0.11)
		000-665.1	INTEREST	169.92
				<b>Total</b> (460,986.00)
				<b>Adjusted General Ledger Balance</b> 550,908.48

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

**Assets**

<b>Current Assets</b>		
000-001	Key Bank - General	\$ 550,908.48
000-003	Old National CD 1	209,304.75
000-008	Employee Advances	20,322.45
000-013	Agency Account (Schrandt)	2,787,685.43
000-013.1	Agency Account-Unrealized Gain	(215,882.49)
000-017	Agency Sub Account (Investment Account)	3,940,810.42
000-017.1	Agency Sub Account-Unrealized Gain	(356,980.24)
<b>Total Current Assets</b>		<u>6,936,168.80</u>
<b>Property and Equipment</b>		
<b>Net Property and Equipment</b>		<u>0.00</u>
<b>Total Assets</b>		<u>\$ 6,936,168.80</u>

**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>		<u>55,464.98</u>
<b>Long-Term Liabilities</b>		
<b>Total Long-Term Liabilities</b>		<u>0.00</u>
<b>Total Liabilities</b>		<u>55,464.98</u>
<b>Net Assets</b>		
000-343	Reserve-Compensated Absences	50,000.00
000-370	Prepays	45,015.00
000-375	Reserve-Quasi Endowment	3,075,000.00
000-385	Reserve-Unassigned	284,707.00
000-386	Reserve-Building Improvement	1,000,000.00
000-386.1	Reserve-Parking Lot	200,000.00
000-387	Reserve-Equipment Replacement	400,000.00
000-387.1	Reserve-Technology & Internet	500,000.00
000-388	Reserve-Art Fund	77,669.00
000-389	Reserve-Library Development	1,436,597.00
000-389.1	Reserve-Future Developmeent	650,000.00
000-390	General Fund Balance	(1,829,032.32)
000-399	Net Position	990,748.14
<b>Total Net Assets</b>		<u>6,880,703.82</u>
<b>Total Liabilities and Net Assets</b>		<u>\$ 6,936,168.80</u>

*See Accountants' Compilation Report*

# Saline District Library

## Income Statement

### Actual vs. Budget

		1 Month Ended March 31, 2025 Actual	4 Months Ended March 31, 2025 Actual	12 Months Ended November 30, 2025 Budget	Year to Date Percentage Budget
<b>Revenue</b>					
000-402.1	Saline-Real Tax	\$ 467,271.65	\$ 467,271.65	\$ 665,908.00	70.17
000-402.2	Bridgewater-Real Tax	10,983.61	24,307.66	26,641.00	91.24
000-402.3	Freedom-Real Tax	1,453.37	7,427.74	7,318.00	101.50
000-402.4	Lodi-Real Tax	150,316.71	475,306.23	502,697.00	94.55
000-402.5	Pittsfield-Real Tax	270,847.90	915,633.68	910,241.00	100.59
000-402.6	Saline Township-Real Tax	73,563.51	168,872.72	171,798.00	98.30
000-402.7	York Township-Real Tax	104,586.71	408,166.71	411,590.00	99.17
000-413	PPT Reimbursement	102,257.54	102,257.54	102,258.00	100.00
000-540	State Aid	15,172.06	15,172.06	30,214.00	50.22
000-628	Printers-Revenue	456.95	1,578.30	4,000.00	39.46
000-628.1	Copy Machine-Revenue	3.20	237.25	1,100.00	21.57
000-629	Non-Resident Fee	25.00	440.00	4,000.00	11.00
000-656	Penal Fines	0.00	0.00	22,000.00	0.00
000-658	Fines-Overdue Materials	50.50	75.50	0.00	0.00
000-658.1	Materials Replacement	645.87	2,242.85	7,400.00	30.31
000-665.1	General Account Interest	169.92	448.52	1,200.00	37.38
000-665.3	Sub-Agency Account Interest	2,378.07	15,416.93	90,135.00	17.10
000-674	Donations-Unrestricted	3,100.00	3,580.00	6,000.00	59.67
000-674.1	Donations-Restricted	0.00	0.00	1,500.00	0.00
000-674.2	Donations-Friends	8,850.00	8,850.00	14,500.00	61.03
000-699	Trans from Other Funds	0.00	0.00	869,500.00	0.00
<b>Total Revenue</b>		<u>1,212,132.57</u>	<u>2,617,285.34</u>	<u>3,850,000.00</u>	<u>67.98</u>
<b>Gross Profit</b>		<u>1,212,132.57</u>	<u>2,617,285.34</u>	<u>3,850,000.00</u>	<u>67.98</u>
<b>Operating Expenses</b>					
000-402	Property Taxes Control Account	(19,347.96)	(19,347.96)	0.00	0.00
790-702	Salaries	128,565.98	485,276.91	1,450,000.00	33.47
790-716	Employee Insurance/Benefits	6,566.30	25,418.60	89,000.00	28.56
790-719	Health Reimbursement	1,549.90	7,647.82	21,500.00	35.57
790-722	Employer FICA	9,690.87	36,473.67	108,750.00	33.54
790-723	Retirement	8,185.22	16,405.63	44,000.00	37.29
790-727	Office Supplies	592.65	3,317.12	7,800.00	42.53
790-727.4	Cartridges	225.27	225.27	4,100.00	5.49
790-730	Postage	43.80	285.82	1,200.00	23.82
790-732	Cleaning Supplies	822.32	1,025.14	6,000.00	17.09
790-734	Processing Supplies	1,647.99	3,561.49	11,000.00	32.38
790-740	Equipment	473.36	959.59	35,000.00	2.74
790-750.1	Adult Programming	1,669.00	5,325.46	18,000.00	29.59
790-750.2	Teen Programming	1,102.31	2,817.15	11,000.00	25.61
790-750.3	Youth Programming	2,570.36	4,435.54	15,000.00	29.57
790-750.4	Programming funded by Friends	239.82	559.66	7,500.00	7.46
790-752.1	Summer Reading-Adult	270.33	270.33	3,000.00	9.01
790-752.2	Summer Reading-Teen	0.00	0.00	2,000.00	0.00
790-752.3	Summer Reading-Youth	0.00	1,005.01	5,000.00	20.10
790-760	Youth Toys/Realia	523.09	1,186.88	2,500.00	47.48
790-762.1	Adult ETC	244.95	371.52	3,500.00	10.61
790-762.3	Youth ETC	67.08	67.08	2,500.00	2.68
790-770	Periodicals	1,362.90	7,646.14	12,300.00	62.16
790-772.1	eLibrary-Adults	7,819.35	51,976.80	175,000.00	29.70
790-772.4	eLibrary Funded by Friends	0.00	5,000.00	5,000.00	100.00
790-780	Software	0.00	7,979.37	22,000.00	36.27
790-785	Online Database	839.30	9,453.64	42,000.00	22.51
790-801	PS-Auditor	6,525.00	31,145.00	27,000.00	115.35

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

		<b>1 Month Ended March 31, 2025 Actual</b>	<b>4 Months Ended March 31, 2025 Actual</b>	<b>12 Months Ended November 30, 2025 Budget</b>	<b>Year to Date Percentage Budget</b>
790-802	PS-Bookkeeping	1,940.18	7,457.01	13,800.00	54.04
790-803	PS-Attorney	255.00	306.00	1,200.00	25.50
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	297.50	1,188.01	21,000.00	5.66
790-851	Telephone	741.10	1,696.49	5,400.00	31.42
790-860	Travel/Lodging	277.42	514.66	2,500.00	20.59
790-880	Marketing	0.00	9,798.65	20,000.00	48.99
790-885	Misc Funded by Friends	0.00	63.58	1,000.00	6.36
790-920	Electricity	3,830.15	15,721.30	52,000.00	30.23
790-921	Gas	2,383.82	7,478.02	20,000.00	37.39
790-922	Water	0.00	1,513.12	6,800.00	22.25
790-930	Building Maintenance	1,137.53	4,870.66	25,000.00	19.48
790-932	Grounds Maintenance	17,100.00	34,889.26	40,000.00	87.22
790-934	Equipment Maintenance	85.32	5,198.87	12,000.00	43.32
790-955	Grants	652.45	652.45	0.00	0.00
790-956	Miscellaneous	492.20	492.20	1,600.00	30.76
790-957	Continued Education	275.00	650.00	5,500.00	11.82
790-958	Dues	380.00	1,180.00	4,400.00	26.82
790-964	Tax Adjustment	313.62	313.62	4,500.00	6.97
790-964.4	MelCat Reimbursements	51.58	501.05	500.00	100.21
790-965	Bank Charges	292.12	1,073.05	4,500.00	23.85
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	0.00	114.48	1,000.00	11.45
790-982.1	Adult Fiction	1,935.98	10,498.76	35,000.00	30.00
790-982.15	Large Print	0.00	959.71	9,000.00	10.66
790-982.2	Teen Fiction	184.10	1,445.68	11,000.00	13.14
790-982.3	Youth Fiction	1,232.03	5,851.59	25,000.00	23.41
790-983.1	Adult Nonfiction	1,972.45	8,002.37	34,000.00	23.54
790-983.15	Reference	0.00	171.30	3,500.00	4.89
790-983.2	Teen Nonfiction	0.00	707.37	4,000.00	17.68
790-983.3	Youth Nonfiction	506.03	2,176.85	15,000.00	14.51
790-984.1	Audiobooks-Adult	92.98	820.80	4,000.00	20.52
790-984.2	Audiobooks-Teen	113.98	150.97	1,400.00	10.78
790-984.3	Audiobooks-Youth	0.00	102.94	6,200.00	1.66
790-985.1	DVD/Blu Rays-Adult	973.23	2,483.89	9,000.00	27.60
790-985.2	DVD/Blu Rays-Teen	117.75	117.75	500.00	23.55
790-985.3	DVD/Blu Rays-Youth	47.98	685.88	2,600.00	26.38
790-986.1	Music CDs-Adult	45.71	238.31	1,400.00	17.02
790-986.3	Music CDs-Youth	0.00	36.73	200.00	18.37
790-998	Special Projects	320,431.27	846,363.69	1,180,000.00	71.73
<b>Total Operating Expenses</b>		<u>520,407.67</u>	<u>1,686,030.75</u>	<u>3,850,000.00</u>	<u>43.79</u>
<b>Operating Income (Loss)</b>		<u>691,724.90</u>	<u>931,254.59</u>	<u>0.00</u>	<u>0.00</u>
<b>Other Income (Expenses)</b>					
000-665.4	Agency Account Interest	2,020.84	22,566.30	0.00	0.00
000-669.1	Sub-Agency Long Term Gain	0.00	(30,146.85)	0.00	0.00

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

		<b>1 Month Ended March 31, 2025 Actual</b>	<b>4 Months Ended March 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	5,466.47	50,769.40	0.00	0.00
000-670.4	Agency Change in Market Value	4,962.03	20,358.22	0.00	0.00
000-965.4	Agency Admin Charges	<u>(1,012.41)</u>	<u>(4,053.52)</u>	<u>0.00</u>	<u>0.00</u>
<b>Total Other Income (Expenses)</b>		<u>11,436.93</u>	<u>59,493.55</u>	<u>0.00</u>	<u>0.00</u>
<b>Net Income (Loss) Before Taxes</b>		<u>703,161.83</u>	<u>990,748.14</u>	<u>0.00</u>	<u>0.00</u>
<b>Net Income (Loss)</b>		<u>\$ 703,161.83</u>	<u>\$ 990,748.14</u>	<u>\$ 0.00</u>	<u>0.00</u>



# Saline District Library Fund 101

## Monthly Revenue

### March 2025

Type	Date	Num	Memo	Clr	Split	Amount	Balance
<b>402 · Property Taxes Control Account</b>							
<b>402.1 · City of Saline-Real Tax</b>							
Deposit	03/21/2025		Deposit		001 · Key Bank...	467,271.65	467,271.65
Total 402.1 · City of Saline-Real Tax						467,271.65	467,271.65
<b>402.2 · Bridgewater Township-Real Tax</b>							
Deposit	03/07/2025		Deposit		001 · Key Bank...	4,346.36	4,346.36
Deposit	03/14/2025		Deposit		001 · Key Bank...	6,637.25	10,983.61
Total 402.2 · Bridgewater Township-Real Tax						10,983.61	10,983.61
<b>402.3 · Freedom Township-Real Tax</b>							
Deposit	03/07/2025		Deposit		001 · Key Bank...	1,453.37	1,453.37
Total 402.3 · Freedom Township-Real Tax						1,453.37	1,453.37
<b>402.4 · Lodi Township-Real Tax</b>							
Deposit	03/07/2025		Deposit		001 · Key Bank...	150,316.71	150,316.71
Total 402.4 · Lodi Township-Real Tax						150,316.71	150,316.71
<b>402.5 · Pittsfield Township-Real Tax</b>							
Deposit	03/07/2025		Deposit		001 · Key Bank...	237,043.29	237,043.29
Deposit	03/27/2025		Deposit		001 · Key Bank...	33,804.61	270,847.90
Total 402.5 · Pittsfield Township-Real Tax						270,847.90	270,847.90
<b>402.6 · Saline Township-Real Tax</b>							
Deposit	03/07/2025		Deposit		001 · Key Bank...	18,662.97	18,662.97
Deposit	03/27/2025		Deposit		001 · Key Bank...	54,900.54	73,563.51
Total 402.6 · Saline Township-Real Tax						73,563.51	73,563.51
<b>402.7 · York Township-Real Tax</b>							
Deposit	03/07/2025		Deposit		001 · Key Bank...	104,586.71	104,586.71
Total 402.7 · York Township-Real Tax						104,586.71	104,586.71
<b>413 · PPT Reimbursement</b>							
Deposit	03/07/2025		Deposit		001 · Key Bank...	102,257.54	102,257.54
Total 413 · PPT Reimbursement						102,257.54	102,257.54
<b>402 · Property Taxes Control Account - Other</b>							
Deposit	03/14/2025		Deposit		001 · Key Bank...	19,347.96	19,347.96
Total 402 · Property Taxes Control Account - Other						19,347.96	19,347.96
Total 402 · Property Taxes Control Account						1,200,628.96	1,200,628.96
<b>540 · State Aid</b>							
Deposit	03/21/2025		Deposit		001 · Key Bank...	15,172.06	15,172.06
Total 540 · State Aid						15,172.06	15,172.06
<b>628 · Printers-Revenue</b>							
Deposit	03/03/2025		Deposit		001 · Key Bank...	8.50	8.50
Deposit	03/03/2025		Deposit		001 · Key Bank...	18.90	27.40
Deposit	03/03/2025		Deposit		001 · Key Bank...	11.00	38.40
Deposit	03/04/2025		Deposit		001 · Key Bank...	14.10	52.50
Deposit	03/05/2025		Deposit		001 · Key Bank...	22.30	74.80
Deposit	03/06/2025		Deposit		001 · Key Bank...	9.20	84.00
Deposit	03/07/2025		Deposit		001 · Key Bank...	17.00	101.00
Deposit	03/07/2025		Deposit		001 · Key Bank...	23.90	124.90
Deposit	03/10/2025		Deposit		001 · Key Bank...	11.70	136.60
Deposit	03/10/2025		Deposit		001 · Key Bank...	3.60	140.20
Deposit	03/10/2025		Deposit		001 · Key Bank...	7.50	147.70
Deposit	03/11/2025		Deposit		001 · Key Bank...	39.50	187.20
Deposit	03/12/2025		Deposit		001 · Key Bank...	2.00	189.20
Deposit	03/14/2025		Deposit		001 · Key Bank...	13.50	202.70
Deposit	03/14/2025		Deposit		001 · Key Bank...	3.00	205.70

# Saline District Library Fund 101

## Monthly Revenue

### March 2025

Type	Date	Num	Memo	Clr	Split	Amount	Balance
Deposit	03/17/2025		Deposit		001 · Key Bank...	2.00	207.70
Deposit	03/18/2025		Deposit		001 · Key Bank...	7.00	214.70
Deposit	03/19/2025		Deposit		001 · Key Bank...	7.00	221.70
Deposit	03/20/2025		Deposit		001 · Key Bank...	4.00	225.70
Deposit	03/24/2025		Deposit		001 · Key Bank...	23.40	249.10
Deposit	03/24/2025		Deposit		001 · Key Bank...	6.00	255.10
Deposit	03/24/2025		Deposit		001 · Key Bank...	3.00	258.10
Deposit	03/25/2025		Deposit		001 · Key Bank...	26.90	285.00
Deposit	03/26/2025		Deposit		001 · Key Bank...	2.50	287.50
Deposit	03/27/2025		Deposit		001 · Key Bank...	17.40	304.90
Deposit	03/27/2025		Deposit		001 · Key Bank...	6.60	311.50
Deposit	03/27/2025		Deposit		001 · Key Bank...	17.40	328.90
Deposit	03/28/2025		Deposit		001 · Key Bank...	19.40	348.30
Deposit	03/31/2025		Deposit		001 · Key Bank...	63.70	412.00
Deposit	03/31/2025		Deposit		001 · Key Bank...	13.80	425.80
Deposit	03/31/2025		Deposit		001 · Key Bank...	0.80	426.60
Total 628 · Printers-Revenue						426.60	426.60
<b>628.1 · Copy Machine-Revenue</b>							
Deposit	03/21/2025		Deposit		001 · Key Bank...	3.20	3.20
Total 628.1 · Copy Machine-Revenue						3.20	3.20
<b>629 · Non-Resident Fees</b>							
Deposit	03/14/2025		Deposit		001 · Key Bank...	25.00	25.00
Total 629 · Non-Resident Fees						25.00	25.00
<b>658 · Fines-Overdue Materials</b>							
Deposit	03/14/2025		Deposit		001 · Key Bank...	0.50	0.50
Deposit	03/14/2025		Deposit		001 · Key Bank...	25.00	25.50
Deposit	03/24/2025		Deposit		001 · Key Bank...	25.00	50.50
Total 658 · Fines-Overdue Materials						50.50	50.50
<b>658.1 · Materials Replacement Fees</b>							
Deposit	03/03/2025		Deposit		001 · Key Bank...	16.95	16.95
Deposit	03/05/2025		Deposit		001 · Key Bank...	42.99	59.94
Deposit	03/07/2025		Deposit		001 · Key Bank...	184.59	244.53
Deposit	03/10/2025		Deposit		001 · Key Bank...	98.96	343.49
Deposit	03/11/2025		Deposit		001 · Key Bank...	16.00	359.49
Deposit	03/12/2025		Deposit		001 · Key Bank...	12.00	371.49
Deposit	03/12/2025		Deposit		001 · Key Bank...	47.31	418.80
Deposit	03/14/2025		Deposit		001 · Key Bank...	27.98	446.78
Deposit	03/14/2025		Deposit		001 · Key Bank...	7.29	454.07
Deposit	03/17/2025		Deposit		001 · Key Bank...	17.00	471.07
Deposit	03/18/2025		Deposit		001 · Key Bank...	13.99	485.06
Deposit	03/20/2025		Deposit		001 · Key Bank...	46.98	532.04
Deposit	03/21/2025		Deposit		001 · Key Bank...	9.99	542.03
Deposit	03/24/2025		Deposit		001 · Key Bank...	12.95	554.98
Deposit	03/25/2025		Deposit		001 · Key Bank...	90.89	645.87
Total 658.1 · Materials Replacement Fees						645.87	645.87
<b>665.1 · General Account Interest</b>							
Deposit	03/31/2025		Deposit		001 · Key Bank...	169.92	169.92
Total 665.1 · General Account Interest						169.92	169.92
<b>674 · Donations-Unrestricted</b>							
Deposit	03/21/2025		Johnsto...		001 · Key Bank...	3,000.00	3,000.00
Deposit	03/21/2025		Richard ...		001 · Key Bank...	100.00	3,100.00
Total 674 · Donations-Unrestricted						3,100.00	3,100.00
<b>674.2 · Donations-Friends</b>							
Deposit	03/14/2025		Deposit		001 · Key Bank...	8,850.00	8,850.00
Total 674.2 · Donations-Friends						8,850.00	8,850.00

04/07/25

Saline District Library Fund 101  
Monthly Revenue  
March 2025

	Type	Date	Num	Memo	Clr	Split	Amount	Balance
TOTAL							1,229,072.11	1,229,072.11

**Saline District Library Fund 101**  
**Bill List**  
**March 2025**

Type	Date	Num	Name	Memo	Amount
<b>702 · Salaries</b>					
Check	03/13/2025			pay period en...	37,935.32
Check	03/13/2025			Board Approv...	18,986.01
Check	03/17/2025			MERS Pay P...	2,118.85
Check	03/17/2025			MERS Staff L...	88.19
Check	03/17/2025			MERS Staff L...	149.81
Check	03/17/2025			MERS 457	2,055.14
Check	03/27/2025			pay period en...	37,554.09
Check	03/31/2025			MERS pay pe...	2,130.77
Check	03/31/2025			MERS Staff L...	88.19
Check	03/31/2025			MERS Staff L...	149.81
Check	03/31/2025			MERS 457	2,092.40
Total 702 · Salaries					103,348.58
<b>716 · Employee Insurances/Benefits</b>					
Deposit	03/07/2025			Deposit	-13.00
Bill	03/14/2025	4/1-4/...	BLUE CROSS BLU...	4/1-4/30/2025	7,262.63
Bill	03/18/2025	97611...	SBIS		1,205.61
Total 716 · Employee Insurances/Benefits					8,455.24
<b>719 · Health Reimbursement</b>					
Bill	03/14/2025	ADM0...	EHIM		165.50
Bill	03/14/2025	FND0...	EHIM		1,384.40
Total 719 · Health Reimbursement					1,549.90
<b>723 · Retirement</b>					
Check	03/17/2025			MERS Pay P...	2,118.85
Check	03/31/2025			MERS pay pe...	2,130.77
Total 723 · Retirement					4,249.62
<b>727 · Office Supplies</b>					
Bill	03/10/2025	1/10-2...	AMAZON CAPITAL ...		217.69
Bill	03/14/2025	2/25/2...	STAPLES		374.96
Total 727 · Office Supplies					592.65
<b>727.4 · Cartridges</b>					
Bill	03/10/2025	1/10-2...	AMAZON CAPITAL ...		225.27
Total 727.4 · Cartridges					225.27
<b>730 · Postage</b>					
Bill	03/14/2025	3/14/2...	KEYBANK - NATIO...		43.80
Total 730 · Postage					43.80
<b>732 · Cleaning Supplies</b>					

## Saline District Library Fund 101

## Bill List

March 2025

Type	Date	Num	Name	Memo	Amount
Bill	03/14/2025	2/25/2...	STAPLES		822.32
Total 732 · Cleaning Supplies					822.32
<b>734 · Processing Supplies</b>					
Bill	03/10/2025	330116	SHOWCASES		22.68
Bill	03/10/2025	330117	SHOWCASES		781.65
Bill	03/10/2025	653544	BRODART CO.		47.73
Bill	03/10/2025	7609279	DEMCO INC		795.93
Total 734 · Processing Supplies					1,647.99
<b>740 · Equipment</b>					
Bill	03/10/2025	1/10-2...	AMAZON CAPITAL ...		268.87
Bill	03/14/2025	2/25/2...	STAPLES		204.49
Total 740 · Equipment					473.36
<b>750.1 · Adult Programming</b>					
Bill	03/10/2025	01272...	CARRIGAN CAFE	Refreshments...	22.85
Bill	03/10/2025	02252...	CARRIGAN CAFE	Refreshments...	22.50
Bill	03/10/2025	1/10-2...	AMAZON CAPITAL ...		957.17
Bill	03/14/2025	03242...	CARRIGAN CAFE	Program Refr...	20.25
Bill	03/14/2025	3/31/2...	MICHIGAN FLIGHT ...	Rosie the Riv...	200.00
Bill	03/14/2025	3/14/2...	KEYBANK - NATIO...		446.23
Total 750.1 · Adult Programming					1,669.00
<b>750.2 · Teen Programming</b>					
Bill	03/10/2025	1/10-2...	AMAZON CAPITAL ...		1,090.68
Bill	03/14/2025	3/14/2...	KEYBANK - NATIO...		11.63
Total 750.2 · Teen Programming					1,102.31
<b>750.3 · Youth Programming</b>					
Bill	03/10/2025	68444...	SCHOLASTIC INC.		204.59
Bill	03/10/2025	7624	MORGAN HOFFFEL	Geology Scie...	80.00
Bill	03/10/2025	1/10-2...	AMAZON CAPITAL ...		1,170.77
Bill	03/14/2025	102417	THE REPTARIUM L...	Bring the Zoo ...	500.00
Bill	03/14/2025	STO3...	HUMANE SOCIETY...	Ace Program	55.00
Bill	03/27/2025	7692	THE REPTARIUM L...	Reptarium Pa...	250.00
Total 750.3 · Youth Programming					2,260.36
<b>750.4 · Programming Funded by Friends</b>					
Bill	03/14/2025	3/14/2...	KEYBANK - NATIO...		239.82
Total 750.4 · Programming Funded by Friends					239.82
<b>752.1 · Summer Reading-Adult</b>					
Bill	03/10/2025	1/10-2...	AMAZON CAPITAL ...		270.33

**Saline District Library Fund 101**  
**Bill List**  
**March 2025**

Type	Date	Num	Name	Memo	Amount
Total 752.1 · Summer Reading-Adult					270.33
<b>760 · Youth Toys/Realia</b>					
Bill	03/10/2025	1/10-2...	AMAZON CAPITAL ...		444.40
Bill	03/14/2025	3/14/2...	KEYBANK - NATIO...		78.69
Total 760 · Youth Toys/Realia					523.09
<b>762.1 · Adult ETC</b>					
Bill	03/10/2025	1/10-2...	AMAZON CAPITAL ...		244.95
Total 762.1 · Adult ETC					244.95
<b>762.3 · Youth ETC</b>					
Bill	03/10/2025	1/10-2...	AMAZON CAPITAL ...		67.08
Total 762.3 · Youth ETC					67.08
<b>770 · Periodicals</b>					
Bill	03/11/2025	166628	WASHTENAW NE...		1,362.90
Total 770 · Periodicals					1,362.90
<b>772.1 · Ebooks-Adult</b>					
Bill	03/10/2025	50682...	MIDWEST TAPE	Hoopla	7,180.15
Bill	03/10/2025	44042...	KANOPY, INC.		639.20
Total 772.1 · Ebooks-Adult					7,819.35
<b>785 · Online Database</b>					
Bill	03/10/2025	75612	THE LIBRARY NET...		839.30
Total 785 · Online Database					839.30
<b>801 · Professioanl services-Auditor</b>					
Bill	03/10/2025	23603...	PLANTE & MORAN,...	Annual Audit	6,525.00
Total 801 · Professioanl services-Auditor					6,525.00
<b>802 · Professional Services-Bookkeep</b>					
Bill	03/13/2025	3/13/2...	STROM ACCOUNTI...	Monthly fee	645.00
Check	03/14/2025			pay peirod en...	214.16
Check	03/14/2025			Board approv...	214.16
Check	03/28/2025			pay period en...	214.16
Total 802 · Professional Services-Bookkeep					1,287.48
<b>803 · Professioanl services-Attorney</b>					
Bill	03/14/2025	908010	FOSTER, SWIFT, C...		255.00
Total 803 · Professioanl services-Attorney					255.00

## Saline District Library Fund 101

## Bill List

March 2025

Type	Date	Num	Name	Memo	Amount
<b>804 · Professioanl services-Consult</b>					
Check	03/13/2025			Paychex Flex...	3.88
Check	03/14/2025			Paychex HR fee	652.70
Check	03/27/2025			Paychex Flex...	3.88
Total 804 · Professioanl services-Consult					660.46
<b>850 · Internet</b>					
Bill	03/10/2025	3/13/2...	T-MOBILE	Hotspots	297.50
Total 850 · Internet					297.50
<b>851 · Telephone</b>					
Bill	03/10/2025	95476	TELNET WORLDWI...	2 months	741.10
Total 851 · Telephone					741.10
<b>860 · Travel/Lodging</b>					
Bill	03/10/2025	2/27/2...	ANNA HINKLEY	Mileage	72.56
Bill	03/14/2025	3/14/2...	KEYBANK - NATIO...		204.86
Total 860 · Travel/Lodging					277.42
<b>920 · Electricity</b>					
Bill	03/14/2025	3/14/2...	DTE ENERGY - EL...		3,830.15
Total 920 · Electricity					3,830.15
<b>921 · Gas</b>					
Bill	03/14/2025	3/14/2...	DTE ENERGY - GAS		2,383.62
Total 921 · Gas					2,383.62
<b>930 · Building Maintenance</b>					
Bill	03/10/2025	251169	WYANDOTTE ALA...		135.00
Bill	03/10/2025	88291...	WASTE MANAGEM...		275.86
Bill	03/10/2025	73701	MCW PARTNERS, ...		255.00
Bill	03/10/2025	1/10-2...	AMAZON CAPITAL ...		471.67
Total 930 · Building Maintenance					1,137.53
<b>932 · Ground Maintenance</b>					
Bill	03/10/2025	638569	UNDERWOOD NUR...		17,100.00
Total 932 · Ground Maintenance					17,100.00
<b>934 · Equipment Maintenance</b>					
Bill	03/14/2025	50710...	RICOH USA, INC		85.32
Total 934 · Equipment Maintenance					85.32
<b>955 · Grants</b>					

## Saline District Library Fund 101

## Bill List

March 2025

Type	Date	Num	Name	Memo	Amount
Bill	03/14/2025	7588	OPEN SPOT THEA...	Evening Progr...	310.00
Bill	03/14/2025	3/14/2...	KEYBANK - NATIO...		342.45
Total 955 · Grants					652.45
<b>956 · Miscellaneous</b>					
Bill	03/14/2025	3/17/2...	WAARALA, KARRIE	Return of Mul...	179.97
Bill	03/14/2025	3/14/2...	KEYBANK - NATIO...		312.23
Deposit	03/27/2025			Deposit	-47.75
Total 956 · Miscellaneous					444.45
<b>956.1 · Misc/Petty cash</b>					
Deposit	03/27/2025			Deposit	-47.75
Total 956.1 · Misc/Petty cash					-47.75
<b>957 · Continuing Education</b>					
Bill	03/10/2025	21057	MICHIGAN LIBRAR...		275.00
Total 957 · Continuing Education					275.00
<b>958 · Dues</b>					
Bill	03/10/2025	20618	MICHIGAN LIBRAR...	Anna Hinkley	85.00
Bill	03/10/2025	21057	MICHIGAN LIBRAR...	Evie Moorer	85.00
Bill	03/14/2025	3/17/2...	AMERICAN LIBRAR...		210.00
Total 958 · Dues					380.00
<b>964 · Tax Adjustment</b>					
Bill	03/10/2025	20251...	WASHTENAW COU...		313.62
Total 964 · Tax Adjustment					313.62
<b>964.4 · MelCat Reimbursements</b>					
Bill	03/10/2025	3/6/20...	ROMEO DISTRICT ...	For items nu...	51.58
Total 964.4 · MelCat Reimbursements					51.58
<b>965 · Bank Charges</b>					
Check	03/03/2025			KB Merch fee	35.88
Check	03/03/2025			KB Merch fee	24.48
Check	03/10/2025			Feb Analysis f...	231.76
Total 965 · Bank Charges					292.12
<b>982.1 · Adult Fiction</b>					
Bill	03/10/2025	1/10-2...	AMAZON CAPITAL ...		251.31
Bill	03/14/2025	2/1-2/...	BAKER & TAYLOR		1,597.40
Bill	03/14/2025	2/1-2/...	BAKER & TAYLOR		87.27



**Saline District Library Fund 101**  
**Bill List**  
**March 2025**

Type	Date	Num	Name	Memo	Amount
Total 982.1 · Adult Fiction					1,935.98
<b>982.2 · Teen Fiction</b>					
Bill	03/14/2025	2/1-2/...	BAKER & TAYLOR		184.10
Total 982.2 · Teen Fiction					184.10
<b>982.3 · Youth Fiction</b>					
Bill	03/14/2025	2/1-2/...	BAKER & TAYLOR		1,232.03
Total 982.3 · Youth Fiction					1,232.03
<b>983.1 · Adult Nonfiction</b>					
Bill	03/10/2025	1/10-2...	AMAZON CAPITAL ...		10.43
Bill	03/14/2025	2/1-2/...	BAKER & TAYLOR		1,962.02
Total 983.1 · Adult Nonfiction					1,972.45
<b>983.3 · Youth Nonfiction</b>					
Bill	03/14/2025	2/1-2/...	BAKER & TAYLOR		506.03
Total 983.3 · Youth Nonfiction					506.03
<b>984.1 · Audiobooks-Adult</b>					
Bill	03/14/2025	2/1-2/...	MIDWEST TAPE		92.98
Total 984.1 · Audiobooks-Adult					92.98
<b>984.2 · Audiobooks-Teen</b>					
Bill	03/14/2025	2/1-2/...	MIDWEST TAPE		113.98
Total 984.2 · Audiobooks-Teen					113.98
<b>985.1 · DVDBlu Rays-Adult</b>					
Bill	03/10/2025	1/10-2...	AMAZON CAPITAL ...		15.56
Bill	03/10/2025	1/10-2...	AMAZON CAPITAL ...		658.52
Bill	03/14/2025	2/1-2/...	MIDWEST TAPE		299.15
Total 985.1 · DVDBlu Rays-Adult					973.23
<b>985.2 · DVD Blu Rays-Teen</b>					
Bill	03/10/2025	1/10-2...	AMAZON CAPITAL ...		117.75
Total 985.2 · DVD Blu Rays-Teen					117.75
<b>985.3 · DVD/Blu Rays-Youth</b>					
Bill	03/14/2025	2/1-2/...	MIDWEST TAPE		47.98
Total 985.3 · DVD/Blu Rays-Youth					47.98
<b>986.1 · Music CDs-Adult</b>					

## Saline District Library Fund 101

## Bill List

March 2025

Type	Date	Num	Name	Memo	Amount
Bill	03/14/2025	2/1-2/...	MIDWEST TAPE		45.71
Total 986.1 · Music CDs-Adult					45.71
<b>998 · Special Projects</b>					
Bill	03/14/2025	43902	QUINN EVANS		5,850.00
Bill	03/14/2025	43736	QUINN EVANS		10,350.00
Bill	03/18/2025	CCB 09	MCCARTHY & SMI...	CCB 09	304,231.27
Total 998 · Special Projects					320,431.27
<b>TOTAL</b>					<b>502,402.76</b>

**Saline District Library**  
**Quarterly Investment Report**  
**1st Quarter Ending 2/28/25**

<b>Activity Summary</b>	<b>SubAgency Fund</b>	<b>Agency Fund</b>	<b>Total</b>
12/1/2024 Beginning Balance	\$3,096,579.39	\$2,534,143.25	\$5,630,722.64
Cash/Securities Tranferred In	\$700,000.00	\$120,000.00	\$820,000.00
Dividends/Interest	\$20,676.43	\$20,545.46	\$41,221.89
Cash/Securities Transferred Out	(\$650,000.00)	(\$120,000.00)	(\$770,000.00)
Investment Fees	(\$3,532.37)	(\$3,041.11)	(\$6,573.48)
Net Change in Market Value	\$12,262.19	\$14,184.88	\$26,447.07
2/28/2025 Ending Balance	\$3,175,985.64	\$2,565,832.48	\$5,741,818.12

<b>Holdings Summary</b>	<b>SubAgency Fund</b>	<b>Agency Fund</b>	<b>Total</b>
12/1/2024 Principal Holdings			
U.S. Treasury Notes	\$2,882,879.15	\$2,382,373.20	\$5,265,252.35
Money Market Funds	\$190,381.03	\$118,268.59	\$308,649.62
Total Principal Holdings	\$3,073,260.18	\$2,500,641.79	\$5,573,901.97
Income Holdings			
Money Market Funds	\$23,319.21	\$33,501.46	\$56,820.67
Total Holdings	\$3,096,579.39	\$2,534,143.25	\$5,630,722.64
2/28/2025 Principal Holdings			
U.S. Treasury Notes	\$2,247,755.50	\$2,174,182.90	\$4,421,938.40
Money Market Funds	\$887,586.68	\$339,361.32	\$1,226,948.00
Total Principal Holdings	\$3,135,342.18	\$2,513,544.22	\$5,648,886.40
Income Holdings			
Money Market Funds	\$40,643.46	\$52,288.26	\$92,931.72
Total Holdings	\$3,175,985.64	\$2,565,832.48	\$5,741,818.12

**Certificates of Deposit**

<b>Institution / Term</b>	<b>Maturity</b>	<b>Interest Rate</b>	<b>Amount</b>
Old National / 12 months	4/18/2025	4.95%	\$200,000.00
Total			\$200,000.00



**Library Director's Report  
Submitted by Karrie Waarala  
April 15, 2025**

- Updates to the Library Renovation and Site Improvement Project include:
  - McCarthy & Smith has submitted their tenth monthly Cost Control Book Report, covering work completed through March 24, 2025, for a total of \$84,588.88 (see Appendix). They anticipate one final CCB in May.
  - Final touches are being completed on the fully accessible gender neutral restroom, including installation of the paper towel dispenser/trashcan unit and the emergency stop button for the changing table. Once these are complete, the restroom will be open to the public.
  - Wyandotte Alarm has installed additional motion detectors and panic buttons that contact Saline Police Department at the service desks and in the Friends of the Library book shop and workroom.
  - Howlett Lock & Door will be updating locks throughout the library soon. Once these are complete, the program room and remaining study room will be available for online reservation by the public.
  - Remaining signage is on order, including pin lettering to highlight specific areas of the library.
  - The landscaping contractors will be onsite the week of April 21 to complete the remainder of the work, and the electrical contractors will be installing the lights for the main sign.
  - Additional magazine shelving will arrive and be installed on April 29, and additional board book bins and a replacement for the damaged lectern will arrive in May. This will complete the furnishings for the project.

- The drive-through holds pickup window is now open. When placing holds, patrons need to select either “main desk” or “holds pickup window” as their pickup location; only items specifically designated for the window may be picked up there. No ETC Collection or MeLCat items may be picked up at the window. The window will open 30 minutes after the library does and close 30 minutes before the library does every day.
- Farmers market season is right around the corner, and SDL will once again be making appearances at the Saline and Pittsfield markets. Jessica Lash is heading up this effort to bring SDL to the community to share information about library services, sign people up for library cards, and distribute seeds from the SDL SeeDLlibrary. After one April session at the Saline indoor market, SDL will begin making regular appearances in May.
- Upcoming SDL programs of note include a [Family Bird Walk](#), [Nancy Drew 95<sup>th</sup> Anniversary](#), and [Young Poets](#) for kids, [Half Day Pizza Café](#) and [Belightful Yoga](#) for teens, and [Earth Day Movie Event: Common Ground](#) for adults.
- The annual SDL Staff Recognition dinner will be held Sunday, April 27 at 6pm at Thompson & Co. in Ypsilanti. This year's honorees are Jennifer Lupton (5 years), Katie Mitchell (20 years), Dana Roland (10 years), and Theresa Schmidt (5 years). Many thanks to the Friends of the Library for sponsoring this event.
- The City of Saline and Washtenaw County Treasurer's Office are hosting a tax and finance town hall Thursday, April 17, 8:30am at Saline City Hall. I will be attending in case community members have questions about their tax dollars that go to SDL.
- I have begun coursework at the University of Georgia's Carl Vinson Institute of Government to maintain my Library Financial Management Certification. My first online class is *Accounting for Capital Assets*.
- The library will be closed Sunday, April 20 for the Easter holiday.
- Recent comments from patrons include:
  - A parent of an 18-month-old said that she loves that we don't have screens all over the youth department like some libraries do. She also saw the MLive article about SDL and is excited to visit the story trail.
  - A parent wanted to thank staff and let us know that we are appreciated; his child comes to the library after middle school.
  - “The renovation is so nice! It's so airy!”

## **SALINE DISTRICT LIBRARY**

### **POLICY BULLETIN**

**POLICY NO: 501**

**SUBJECT: LIBRARY HOURS, HOLIDAYS, and SPECIAL CLOSINGS**

1. Library hours will conform to State Aid standards, community interest, and fiscal resources. The hours of business are:

9:00 am - 9:00 pm	Monday through Thursday
10:00 am - 5:00 pm	Friday and Saturday
1:00 pm - 5:00 pm	Sunday

2. Library hours will be posted in a visible manner.

3. The Library will be closed on the following days:

December 24, 25, 26	
December 31	
January 1	
Easter Sunday	
Memorial Day Weekend	(Sat, Sun, Mon)
July 4	
Labor Day Weekend	(Sat, Sun, Mon)
2 <sup>nd</sup> Friday in November	(Staff Development Day)
Thanksgiving Eve close at 5:00 p.m.	(Wed)
Thanksgiving Day	(Thu)
Day after Thanksgiving	(Fri)

4. Additional Library closings will occur when:
  - the Director requests and the Board of Trustees approve
  - the Director (or in the Director's absence, the staff person in charge) determines an emergency situation (see policy #503) or inclement weather
5. Signs will be posted at all entrances to inform the public of Library closings, **as well as on the Library's website and social media accounts.**

## **SALINE DISTRICT LIBRARY**

### **POLICY BULLETIN**

**POLICY NO: 509**

**SUBJECT: DISPLAYS & EXHIBITS**

1. Display cases in the library may be used to display collections, handwork, historical material, nature study, manufactured articles or any other material deemed of general interest to the community. Material offered for display shall be accepted or rejected in accordance to suitability and availability of space.
2. Exhibits in the library are seen by everyone who walks into the library. The materials of the exhibits must therefore be appropriate for all ages, and meet what is generally known as “a standard acceptable to the community.”
3. The library shall have the final decision on the content and arrangement of all exhibits and displays. Every item must meet the library’s standard of value and quality and the library reserves the right to reject any part of an exhibit or to change the manner of display.
4. It is the responsibility of the exhibitor to set up and remove the exhibits with the oversight of the library staff. Exhibitors may provide a sign acknowledging the ownership of a display or exhibit. Exhibits and displays will normally be scheduled for a period of one calendar month. Exceptions must be approved by the Library Director.
5. The Library is not responsible for any items placed on display and/or owned by the exhibitor. The library will not provide storage for the property of organizations or individuals displaying in the library. All exhibitors are required to sign a form which releases the library from any responsibility for exhibited items.

**SALINE DISTRICT POLICY**  
**POLICY BULLETIN**

**POLICY NO:        515**

**SUBJECT:         INTERNET**

1. The Library will provide reasonable, fair, and equitable access to the internet.
2. In compliance with Public Act 212 of 2000, all minors (17 years and under), unless accompanied by a parent or guardian, will use computers that are restricted from receiving obscene or sexually explicit matter, as defined in PA 212.
3. Internet communications shall be considered private, and confidentiality will be encouraged within the limits of a public environment, the technology ~~of the-~~ ~~equipment~~, and the ~~legal~~ requirements ~~of law~~.
4. Violations of Library rules may lead to the suspension or revocation of Internet access through the Library, and may be subject to prosecution. Appeals may be made to the Board of Trustees at their regularly scheduled board meeting.

Revised: 4/15/25, 4/19/22, 11/30/17

Implemented: 10/3/95

Previous revisions: 6/16/09, 3/15/05, 3/20/01, 9/19/00, 7/20/99, 11/18/97

Reviewed: 8/19/03



## **RULES FOR RESPONSIBLE INTERNET USE**

Each user of the Internet shall:

- only use the Library's internet access for authorized educational, informational, and recreational purposes
- avoid sending, receiving, and displaying text or graphics that are sexually explicit and/or harmful to minors
- obey the law and regulations in their application to copyright, licensed software, and data
- avoid distributing unsolicited advertising or propaganda, hacking, spamming, and propagating computer viruses
- be aware that violations of these guidelines for responsible use may lead to the suspension or revocation of Library access to the internet and its resources, and be subject to prosecution
- assure that minors using unfiltered internet computers be accompanied by a parent or guardian as required by Public Act 212

### A Special Note to Parents/Guardians:

The internet's "user friendliness" and wide range of information demands diligent and thoughtful parental and/or guardian supervision.

It should be understood that the Saline District Library cannot act as a censor or substitute parent. It is the responsibility of the parent or guardian to provide the oversight to ensure their children's use of the internet in an appropriate and safe manner.

## **INTERNET OFFERINGS AND LIMITATIONS**

1. Library access to the internet is available at computer work stations and through secured, filtered wireless access.
2. Wireless signals can be intercepted, and signals can be lost at random. The Library is not responsible for lost data due to signal loss.
3. The Library will offer both filtered and unfiltered computers that will be labeled as such.
4. Patrons may be requested to show proof of age due to the requirements of PA 212 of 2000. If there is doubt and no valid ID can be produced, a patron will have access to a filtered computer station only.
5. Internet computers cannot be reserved and are available for two-hour sessions. If no one else is waiting for a computer, time may be extended by the reference librarian on duty.
6. Computer stations log off automatically after two hours and shut down automatically before the Library closes. It is the user's responsibility to keep track of remaining time, and the Library is not responsible for any data or work lost.
7. Files may be temporarily downloaded to public computers, but they will be erased at the end of the work session. Files may be downloaded and saved to flash drives, which are available for purchase at the front desk.
8. Because of potential damage from illicit computer viruses, the use of personal software on Library equipment is prohibited. Despite virus checking software, complete protection is not possible, and the Library cannot be held liable for damages to personal data or equipment.
9. Users are financially responsible for any damage to the Library's hardware or software.
10. Introductory instruction for internet use is available from trained staff as work schedules permit. For more intensive instruction, patrons may want to utilize resources such as Washtenaw Community College or other commercial sources.

# SALINE DISTRICT LIBRARY POLICY BULLETIN

**POLICY NO: 616**

**SUBJECT: VACATION LEAVE**

1. Regular full-time employees and part-time employees working at least 20 hours per week on a regular and recurring basis are eligible for paid vacation leave according to the following schedule based upon an employee's most recent date of hire:

Years of Service	Hours Per Week	Hours Earned/Month	Hours Per Year
<b>0-4 years</b>	40 (Full-Time)	<del>8</del> 10	<del>96</del> 120
	<del>35-39 ¾</del>	7	84
	<del>30-34 ¾</del>	6	72
	<del>25-29 ¾</del>	5	60
	20-24¾+ (Part-Time)	<del>4</del> 5	<del>48</del> 60
<b>5-9 years</b>	40 (Full-Time)	<del>10</del> 12	<del>120</del> 144
Longevity Increase	<del>35-39 ¾</del>	8.75	105
<del>1.25%</del>	<del>30-34 ¾</del>	7.50	90
	<del>25-29 ¾</del>	6.25	75
	20-24¾+ (Part-Time)	<del>5</del> 6	<del>60</del> 72
<b>10+ years</b>	40 (Full-Time)	<del>12</del> 14	<del>144</del> 168
Longevity Increase	<del>35-39 ¾</del>	10.5	126
<del>1.5%</del>	<del>30-34 ¾</del>	9	108
	<del>25-29 ¾</del>	7.5	90
	20-24¾+ (Part-Time)	<del>6</del> 7	<del>72</del> 84

2. If an employee is hired on day 1 through day 15 of the month, the full amount of hours will be earned in that first month. If the hire occurs on day 16 through day 31, half of the allotted hours are earned in the employee's first month.
3. Vacation time may be taken after 90 days of employment and may be used in increments of ½ hour or more.
4. The maximum vacation time that may be accrued is based on the employee's regularly scheduled hours:

Hours/Week	Maximum <del>Hr</del> Hours
40 (Full-Time)	192
<del>35-39 ¾</del>	<del>168</del>
<del>30-34 ¾</del>	<del>144</del>
<del>25-29 ¾</del>	<del>120</del>
20-24 ¾ + (Part-Time)	96

- Accrued and unused vacation time will be compensated at the employee's current rate of pay if employment ~~terminates ends~~ for any reason.
- Should an employee reduce ~~his/her~~ **their** regularly scheduled hours below twenty hours per week, any previously accrued and unused vacation time will be paid out at that time based on the employee's current rate of pay.
- Paid holidays falling within a paid vacation leave time will not be charged against the earned vacation time.

#### Request for Leave

- Requests for vacation leave must be made in writing, signed by the employee, and submitted for approval to the immediate supervisor two weeks in advance of the requested leave or as soon as the employee becomes aware that vacation time is needed.
- The employee will be notified of the disposition of the request as soon as possible in order that re-scheduling may be arranged.
- When the Director requests vacation time, the information is to be given to the Board President. If five or more days are taken, the entire Board will be informed.

## **SALINE DISTRICT LIBRARY POLICY BULLETIN**

**POLICY NO: 621**

**SUBJECT: TRAVEL EXPENSES**

### **I. Purpose.**

The Saline District Library will pay for all reasonable and customary travel, meal, and lodging expenses incurred by employees in connection with pre-approved travel on behalf of the Library to conduct Library business or engage in professional development.

### **II. Scope.**

Whenever possible, the Library will pay appropriate travel expenses in advance. If this is not possible, the Library will reimburse employees for reasonable and customary travel, lodging, and meal expenses, including gratuities, when a Library staff member is off-site on pre-approved Library business for at least one complete workday. All travel must be made by the most cost-effective means possible to be eligible for reimbursement. Employees will not receive reimbursement from the Library if they receive direct payment from any other source, such as grants.

### **III. Authority.**

All travel must be pre-approved by the Director, and all travel reimbursement requests must be submitted to the Director for approval as soon as possible once the staff member returns to the Library. Receipts must accompany all reimbursement requests. Any travel by the Director that is beyond the scope of expected professional travel on behalf of the Library must be approved by the Board of Trustees.

### **IV. Transportation.**

- a. Reimbursement for air travel is limited to coach fare or less, whenever such reduced fares are available.
- b. Use of private vehicles is normally limited to travel in the State of Michigan, or to destinations close to Saline/Ann Arbor which allow completion of the trip within a normal work day. Such travel will be reimbursed at the IRS standard rate for business usage.

- c. A rental vehicle is allowed with prior approval. The Library does not carry comprehensive, physical damage, or liability insurance coverage for rental vehicles. The employee is required to purchase insurance from the rental agency and submit the expense for reimbursement.

## **V. Lodging and Meals.**

- a. When a Library staff member shares lodging facilities with a non-staff member, reimbursement for single occupancy room rate is allowed with a receipt.
- b. Any overnight stays beyond the minimum necessary to complete Library business will not be reimbursed.
- c. Meal charges are reimbursed **with receipts, up to at** the IRS standard **per diem** rate for business.
- d. Alcoholic beverages are not a reimbursable expense.
- e. Meal charges for all business guests of the Director are reimbursed only if purpose, names, titles, and organizational affiliation of the guests are indicated on the appropriate reporting form.

## **VI. Sickness, Accident, or Emergency.**

- a. If sickness, accident, or an emergency occurs while traveling on Library business, the employee must notify the Director or designee.
- b. In case of an accident involving an employee traveling on Library business, a full written report must be prepared as soon as possible and submitted to the Director, as well as all necessary full reports as required by law such as police report, worker's compensation report, etc.
- c. ~~It is the responsibility of the staff member, when traveling, to inform the Director or designee of an address and/or telephone number, so that contact can be made in case of an emergency.~~

**Circulation FY2024-2025**

ITEM	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	TOTALS
<b>Book Materials</b>													
Total Books	10,227	14,238	16,794	19,054									60,313
% of Total Circ.	77.97%	79.64%	80.98%	82.13%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	80.49%
<b>AV Materials</b>													
DVD/BLU-RAY	2,013	2,424	2,637	2,679									9,753
Music CDs	147	155	213	288									803
Audio Books	233	301	352	331									1,217
J Kits	164	240	259	261									924
Total AV	2,557	3,120	3,461	3,559	0	0	0	0	0	0	0	0	12,697
% of Total Circ.	19.50%	17.45%	16.69%	15.34%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	16.94%
<b>Interlibrary Loans</b>													
SDL Patron Filled Requests	695	900	826	940									3,361
% of Total Circ.	5.30%	5.03%	3.98%	4.05%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	4.49%
Lends Out to Libs	647	942	885	986									3,460
Equipment	190	248	212	250									900
Periodicals	142	272	271	338									1,023
% of Total Circ.	1.08%	1.52%	1.31%	1.46%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	1.37%
<b>TOTAL 2025 CIRC</b>	<b>13,116</b>	<b>17,878</b>	<b>20,738</b>	<b>23,201</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>74,933</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%	-5.07%	1.83%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-69.68%
<b>Downloads</b>													
Ebooks	3,933	5,628	4,029	4,370									17,960
AudioBooks	4,226	4,870	4,485	4,888									18,469
Music	182	149	140	171									642
Video	743	883	380	435									2,441
Magazines	961	1,198	1,126	1,125									4,410
Tumble books	76	116	28	13									233
<b>Total Downloads</b>	<b>10,121</b>	<b>12,844</b>	<b>10,188</b>	<b>11,002</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>44,155</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%	14.76%	14.86%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-61.74%
<b>GRAND TOTAL CIRC</b>	<b>23,237</b>	<b>30,722</b>	<b>30,926</b>	<b>34,203</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>119,088</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%	0.66%	5.69%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-67.15%
<b>Cards Issued</b>	<b>87</b>	<b>131</b>	<b>118</b>	<b>155</b>									<b>491</b>
Prior Year	126	157	119	166	129	98	177	137	141	125	120	89	1,584
% Difference	-30.95%	-16.56%	-0.84%	-6.63%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-69.00%
<b>3 M Gate Count</b>	<b>7,033</b>	<b>9,042</b>	<b>15,787</b>	<b>20,269</b>									<b>52,131</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%	24.35%	44.16%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-59.50%
Average Per Day	226	291	544	653	0	0	0	0	0	0	0	0	429

\*Total Gate Count Estimated 12/1/2024 through 2/28/2025 due to construction

\*Total Gate Count Estimated 3/1/2025 through 3/31/2025 based on one out of four gates working 3/19/2025 through 3/31/2025

## Programs and Services FY2024-2025

[illegible]



**Programs and Services FY2024-2025**

<b>COMPUTER USAGE</b>													
<b>PC usage onsite</b>	<b>460</b>	<b>438</b>	<b>594</b>	<b>649</b>									<b>2,141</b>
Prior Year	523	567	660	616	597	568	56	62	38	309	424	416	4,836
% difference	-12.05%	-22.75%	-10.00%	5.36%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-55.73%
<b>WiFi usage onsite</b>	<b>2,214</b>	<b>2,563</b>	<b>3,072</b>	<b>3,373</b>									<b>11,222</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%	-18.86%	-3.88%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-68.78%
<b>Youth AWE computers</b>	<b>0</b>	<b>0</b>	<b>345</b>	<b>398</b>									<b>743</b>
Prior Year	410	322	551	535	502	249	572	574	429	220	210	0	4,574
% difference	-100.00%	-100.00%	-37.39%	-25.61%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	#DIV/0!	-83.76%
<b>Ref. Questions:</b>													
Youth	441	1,085	1,270	1,230									4,026
Adult	532	646	714	713									2,605
Circ Desk	258	402	374	372									1,406
<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%
<b>Program Rm: #Groups</b>	<b>0</b>	<b>0</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	55
# of individuals	0	0	0	0									0
<b>Study Rms: #Groups</b>	<b>0</b>	<b>72</b>	<b>132</b>	<b>166</b>									<b>370</b>
Prior Year #Groups	150	192	212	197	202	189	0	0	0	0	0	0	1,142
# of individuals	0	83	214	235									532
* 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>13,883</b>	<b>13,777</b>									<b>57,146</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%	-5.27%	-27.59%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-69.36%
<b>Databases</b>	<b>3,024</b>	<b>2,410</b>	<b>2,227</b>	<b>3,009</b>									<b>10,670</b>
Prior Year	<b>2,580</b>	<b>2,620</b>	<b>2,515</b>	<b>2,604</b>	<b>2,893</b>	<b>3,073</b>	<b>2,387</b>	<b>2,522</b>	<b>2,185</b>	<b>2,232</b>	<b>2,597</b>	<b>2,301</b>	30,509
% difference	17.21%	-8.02%	-11.45%	15.55%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-65.03%
<b>SDL App</b>													
<b>New Downloads</b>	<b>38</b>	<b>69</b>	<b>53</b>	<b>55</b>									<b>215</b>
Prior Year	129	190	95	81	27	65	63	62	59	45	38	41	895
% difference	-71%	-64%	-44%	-32%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-76%
<b>Sessions</b>	<b>1,978</b>	<b>2,864</b>	<b>2,695</b>	<b>3,108</b>									<b>10,645</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%	161%	121%	90%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-47%
<b>MI Activity Pass</b>	<b>4</b>	<b>5</b>	<b>9</b>	<b>25</b>									<b>43</b>
Prior Year	7	6	11	30	13	18	22	31	39	16	28	6	227
% difference	-43%	-17%	-18%	-17%	500%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-81%
<b>New eNews subscribers</b>	<b>140</b>	<b>142</b>	<b>119</b>	<b>149</b>									<b>550</b>
<b>Total subscribers</b>	<b>11,866</b>	<b>11,964</b>	<b>11,998</b>	<b>12,087</b>									<b>11,998</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%	1.08%	10.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-0.35%

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



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

## **COST CONTROL BOOK**

### **REPORT #10**

**APRIL 10, 2025**

**DISTRIBUTION:**

**SALINE DISTRICT LIBRARY**  
Karrie Waarala

**ELECTRONIC**

**QUINN EVANS ARCHITECTS**  
Fatima Beacham

**ELECTRONIC**

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

**(1)**



April 4, 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. 10

Dear Ms. Waarala:

We submit and recommend this Cost Control Book No. 10 for your approval. The information contained within the payment assessment reports reflects the review of work completed through 3/24/2025.

For your ease of review, we have prepared a summary sheet labeled Application No. 10. 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 **\$84,588.88** 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. 10 on the following pages approved for

payment. Saline District Library

Signed by:

A handwritten signature in black ink that reads "Karrie L Waarala".

1E3EBDEC858C4AC

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: 010****PERIOD FROM: 2/25/2025****PERIOD TO: 3/24/2025****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	3,336,072.55
PLUS CHANGE ORDERS APPROVED THIS MONTH	16,519.76
PLUS OTHER PROJECT COSTS INCURRED THIS MONTH	.00
CURRENT PROJECT COSTS TO DATE	3,352,592.31
<hr/>	
ORIGINAL CONSTRUCTION CONTRACT SUMS	2,814,497.50
CHANGE ORDERS TO DATE	66,603.84
TOTAL CONSTRUCTION CONTRACT SUMS TO DATE	2,881,101.34
<hr/>	
TOTAL CERTIFIED COMPLETED TO DATE	2,802,586.79
LESS CERTIFIED RETAINAGE TO DATE	154,963.77
LESS CERTIFIED PREVIOUS APPLICATIONS FOR PAYMENT	2,563,034.14
CURRENT CERTIFIED PAYMENT DUE	84,588.88
TOTAL OF AMOUNTS CERTIFIED	84,588.88

**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  
**WILLIAM T. MCCARTHY**  
**PRESIDENT**

Date: 4/4/2025

**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 3/24/25

**APPLICATION SUMMARY BY BUDGET ID NUMBER**

*Budget ID #*

9701-01-01	CONSTRUCTION	\$ 64,411.48
9702-01-02	CONTINGENCY	\$ 20,177.40
9703-01-03	SITEWORK	
9704-01-04	CM FEES	\$ -
9705-01-05	CM REIMBURSABLES	\$ -
9706-01-06	CM GENERAL CONDITIONS	\$ -
9707-01-07	CM PRE-CONSTRUCTION	
9708-01-08	CM PLM BOND AND INSURANCE	\$ -
<b>SUBTOTAL</b>		
		<b>\$ 84,588.88</b>

**PAY APPLICATION TOTAL \$ 84,588.88**

APPLICATION SUMMARY

PROJECT: 2433-1221

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

PERIOD ENDING DATE: 3/24/2025  
COST CONTROL BOOK: 010

APPLICATION SUMMARY # 010

BID DIV #	BID DIV NAME	VENDOR #	CONTRACTOR	TOTAL/BID DIV.	CHECK AMT.	REPORTED % COMPLETE
0103	SELECTIVE DEMOLITION	17046	GREAT LAKES CONSTRUCTION SERVICES INC	3,716.80	3,716.80	100.00
0105	FLATWORK	13968	CONTEK, INC.	20,180.04	20,180.04	97.06
0108	CARPENTRY & GENERAL TRADES	13970	COMMERCIAL CONTRACTING CORP	9,788.08	9,788.08	94.22
0116	HARD TILE	12052	BOSTON TILE & TERRAZZO CO.	1,080.00	1,080.00	100.00
0123	OPERABLE PARTITIONS	17024	GARDINER C. VOSE, INC.	25,893.00	25,893.00	97.46
0140	PLUMBING	30086	TEMPCO MECHANICAL CONTRACTORS INC	20,936.48	20,936.48	100.00
0142	HVAC	28093	ROBERTSON MORRISON INC.	2,994.48	2,994.48	100.00
SUBTOTAL-ARCHITECT CERTIFIED PAYMENTS				84,588.88	84,588.88	
SUBTOTAL-OTHER PROJECT COSTS				.00	.00	
Report Totals				84,588.88	84,588.88	

APPLICATION SUMMARY BY ID NUMBER

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

PERIOD ENDING DATE: 3/24/2025  
COST CONTROL BOOK: 010

PROJECT: 2433-1221

APPLICATION SUMMARY # 010

BID DIV #	ID#	BID DIV NAME	VENDOR #	CONTRACTOR	TOTAL/BID DIV.	CHECK AMT.
0105	97010101	FLATWORK	13968	CONTEK, INC.	19,703.17	19,703.17
0108	97010101	CARPENTRY & GENERAL TRADES	13970	COMMERCIAL CONTRACTING CORP	5,656.35	5,656.35
0116	97010101	HARD TILE	12052	BOSTON TILE & TERRAZZO CO.	1,080.00	1,080.00
0123	97010101	OPERABLE PARTITIONS	17024	GARDINER C. VOSE, INC.	25,893.00	25,893.00
0140	97010101	PLUMBING	30086	TEMPCO MECHANICAL CONTRACTORS INC	9,084.48	9,084.48
0142	97010101	HVAC	28093	ROBERTSON MORRISON INC.	2,994.48	2,994.48
ID Totals					64,411.48	64,411.48
0103	97020102	SELECTIVE DEMOLITION	17046	GREAT LAKES CONSTRUCTION SERVICES INC	3,716.80	3,716.80
0105	97020102	FLATWORK	13968	CONTEK, INC.	476.87	476.87
0108	97020102	CARPENTRY & GENERAL TRADES	13970	COMMERCIAL CONTRACTING CORP	4,131.73	4,131.73
0140	97020102	PLUMBING	30086	TEMPCO MECHANICAL CONTRACTORS INC	11,852.00	11,852.00
ID Totals					20,177.40	20,177.40
Report Totals					84,588.88	84,588.88



Date: 04/02/2025  
Time: 9:13 AM

PAYMENT SUMMARY

PROJECT: 2433-1221

PROJECT: SALINE DISTRICT LIBRARY-INTERIOR  
RENO AND SITE IMPROVEMENTS

PERIOD ENDING DATE: 3/24/2025  
COST CONTROL BOOK: 010

	<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	340,856.85	0.00	340,856.85
Application No. 005	423,401.84	0.00	423,401.84
Application No. 006	255,918.42	0.00	255,918.42
Application No. 007	256,216.62	0.00	256,216.62
Application No. 008	229,814.13	0.00	229,814.13
Application No. 009	312,443.97	0.00	312,443.97
Application No. 010	84,588.88	0.00	84,588.88
Report Totals	<u>3,038,881.22</u>	<u>0.00</u>	<u>3,038,881.22</u>

**SWORN STATEMENT****Page 1 of 2**

Page Number: 1 of 2

Date: 04/03/2025

Time: 9:28 AM

**State of Michigan****County of Oakland****BILLING SUMMARY**

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

PERIOD ENDING DATE: 3/24/2025

COST CONTROL BOOK: 010

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	4,702.20	116,352.20	116,352.20	.00	116,352.20	112,635.40	3,716.80	112,635.40	.00	100.00
0105	FLATWORK	13968	CONTEK, INC.	189,230.00	4,768.69	193,998.69	188,300.40	.00	188,300.40	168,120.36	20,180.04	168,120.36	5,698.29	97.06
0106	MASONRY	17054	GRIT INDUSTRIAL SERVICES,	21,000.00	0.00	21,000.00	21,000.00	.00	21,000.00	21,000.00	.00	21,000.00	.00	100.00
0107	STEEL	33423	WOLVERINE STEEL ERECTO	150,540.00	1,392.19	151,932.19	151,932.19	15,193.22	136,738.97	136,738.97	.00	136,738.97	15,193.22	100.00
0108	CARPENTRY & GENER	13970	COMMERCIAL CONTRACTIN	336,389.00	-12,902.11	323,486.89	304,793.70	15,239.65	289,554.05	279,765.97	9,788.08	279,765.98	33,932.84	94.22
0109	ROOFING	15041	ESKO ROOFING & SHEET ME	38,920.00	0.00	38,920.00	38,920.00	.00	38,920.00	38,920.00	.00	38,920.00	.00	100.00
0114	ALUMINUM GLASS & G	13074	CRYSTAL GLASS INC	41,325.00	648.75	41,973.75	41,973.75	.00	41,973.75	41,973.75	.00	41,973.75	.00	100.00
0115	METAL STUDS/DRYWA	12041	ALPHA COMMERCIAL CONST	109,668.15	229.88	109,898.03	109,898.03	.00	109,898.03	109,898.03	.00	109,898.03	.00	100.00
0116	HARD TILE	12052	BOSTON TILE & TERRAZZO C	48,130.00	10,563.49	58,693.49	58,693.49	5,869.35	52,824.14	51,744.14	1,080.00	51,744.14	5,869.35	100.00
0117	ACOUSTICAL CEILINGS	12029	ACOUSTIC CEILING & PARTIT	226,688.00	0.00	226,688.00	226,688.00	.00	226,688.00	226,688.00	.00	226,688.00	.00	100.00
0118	CARPET & RESILIENT F	13031	COHN'S COMMERCIAL FLOO	249,815.00	0.00	249,815.00	249,815.00	24,981.49	224,833.51	224,833.51	.00	224,833.51	24,981.49	100.00
0120	PAINTING	30057	TWIN BROTHERS PAINTING L	56,000.00	11,081.82	67,081.82	59,581.82	5,958.18	53,623.64	53,623.64	.00	53,623.64	13,458.18	88.82
0122	SIGNAGE	14062	DMP SIGN COMPANY, LLC	25,350.00	0.00	25,350.00	24,716.00	2,471.60	22,244.40	22,244.40	.00	22,244.40	3,105.60	97.50
0123	OPERABLE PARTITION	17024	GARDINER C. VOSE, INC.	29,520.00	0.00	29,520.00	28,770.00	2,877.00	25,893.00	.00	25,893.00	.00	3,627.00	97.46
0128	EDUCATIONAL CASEW	30098	TREND MILLWORK, LLC	130,375.00	17,847.31	148,222.31	148,222.31	14,822.23	133,400.08	133,400.08	.00	133,400.08	14,822.23	100.00
0140	PLUMBING	30086	TEMPCO MECHANICAL CON	138,020.00	5,799.22	143,819.22	143,819.22	.00	143,819.22	122,882.74	20,936.48	122,882.74	.00	100.00
0141	FIRE PROTECTION	26060	PROFESSIONAL SPRINKLER	76,980.00	0.00	76,980.00	76,980.00	3,849.00	73,131.00	73,131.00	.00	73,131.00	3,849.00	100.00
0142	HVAC	28093	ROBERTSON MORRISON INC	255,913.00	2,336.40	258,249.40	258,249.40	25,824.94	232,424.46	229,429.98	2,994.48	229,429.98	25,824.94	100.00
0143	ELECTRICAL	23071	MAX ELECTRIC LLC	299,425.00	7,976.00	307,401.00	307,401.00	30,740.10	276,660.90	276,660.90	.00	276,660.90	30,740.10	100.00
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
1001	PO#1 NAVETTA MASON	24024	NAVETTA MASON CONTRACT	.00	6,772.88	6,772.88	6,772.88	.00	6,772.88	6,772.88	.00	6,772.88	.00	100.00
1002	PO#1 NATIONAL TIME	24048	NATIONAL TIME & SIGNAL	.00	1,172.16	1,172.16	1,172.16	.00	1,172.16	1,172.16	.00	1,172.16	.00	100.00
0900	PRE CONSTRUCTION	23076	MCCARTHY & SMITH, INC	19,000.00	0.00	19,000.00	19,000.00	.00	19,000.00	19,000.00	.00	19,000.00	.00	100.00
0901	CM FEES	23076	MCCARTHY & SMITH, INC	78,805.93	2,348.79	81,154.72	77,214.42	.00	77,214.42	77,214.42	.00	77,214.42	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	152,995.50	.00	152,995.50	4.50	100.00
0903	CM GENERAL CONDITI	23076	MCCARTHY & SMITH, INC	173,000.00	0.00	173,000.00	110,230.28	.00	110,230.28	110,230.28	.00	110,230.28	62,769.72	63.72

SWORN STATEMENT

Page Number: 2 of 2  
Date: 04/03/2025  
Time: 9:28 AM

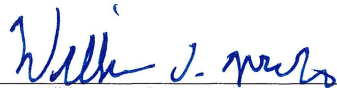
BILLING SUMMARY

PROJECT NUMBER: 2433-1221    PROJECT: SALINE DISTRICT LIBRARY-INTERIOR RENO AND SITE IMPROVEMENTS												PERIOD ENDING DATE:	3/24/2025	
												COST CONTROL BOOK:	010	
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
0904	PLM BOND AND INSUR	23076	MCCARTHY & SMITH, INC	45,336.25	0.00	45,336.25	31,818.00	.00	31,818.00	31,818.00	.00	31,818.00	13,518.25	70.18
Project Totals				3,283,639.66	68,952.63	3,352,592.29	3,193,844.99	154,963.77	3,038,881.22	2,954,292.34	84,588.88	2,954,292.35	313,711.07	95.26

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#101 EAGLE EXCAVATION (CCB#6 FOR \$20,350.27), BD#117 ACOUSTIC CEILING & PARTITION (CCB#9 FOR \$24,709.55), BD #115 ALPHA COMMERCIAL CONSTRUCTION (CCB#9 FOR \$34,467.26), BD#118 COHN'SCOMMERCIAL FLOOR (CCB#9 FOR \$6,100.50), BD#114 CRYSTAL GLASS (CCB#9 FOR \$6,449.85), BD#109 ESKO ROOFING (CCB#9 FOR \$4,769.50), BD#106 GRIT INDUSTRIAL SERVICES (CCB#9 FOR \$2,572.50), BD#143 MAX ELECTRIC (CCB#9 FOR \$18,838.94), BD#1002 NATIONAL TIME & SIGNAL (CCB#9 FOR \$1,172.16), BD#142 ROBERT MORRISON (CCB#9 FOR \$85,547.16). 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  
4th Day of April, 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

## PARTIAL UNCONDITIONAL WAIVER OF LIEN

---

KNOW ALL MEN BY THESE PRESENT, THAT THE UNDERSIGNED CONSTRUCTION MANAGER, IN CONSIDERATION OF \$9,434.39 (DOLLARS), AND OTHER GOOD AND VALUABLE CONSIDERATIONS, RECEIPT WHEREOF IS HEREBY ACKNOWLEDGED, WAIVES ANY CLAIMS OF LIEN AND RIGHT OF LIEN UNDER THE LAWS OF THE STATE OF MICHIGAN FOR GENERAL CONSTRUCTION AND ALL LABOR PERFORMED ON AND MATERIAL FURNISHED TO PROPERTY LEGALLY DESCRIBED AS FOLLOWS: Saline District Library, UP TO AND INCLUDING 02/24/2025. THE UNDERSIGNED CONSTRUCTION MANAGER ACKNOWLEDGES THAT ALL PAYMENTS HERETOFORE RECEIVED ON ACCOUNT OF THE CONTRACT WITH *Saline District Library Interior Renovations and Site Improvements* HAVE BEEN AND ARE ACCEPTED IN FULL SATISFACTION OF THE LIENS OR RIGHT OF LIEN WAIVED HEREUNDER.

THE UNDERSIGNED CONSTRUCTION MANAGER HAS EXECUTED THIS PARTIAL WAIVER VOLUNTARILY AND WITH FULL KNOWLEDGE OF CONTRACTOR'S RIGHTS UNDER THE LAWS OF THE STATE OF MICHIGAN.

GENERAL CONTRACTOR: McCarthy & Smith, Inc.

BY: William T. McCarthy  
William T. McCarthy, President

DATED: 4/4/2025

STATE OF: MI

COUNTY OF: OAKLAND

SUBSCRIBED AND SWORN BEFORE ME THIS 4<sup>th</sup> DAY OF APRIL, 2025

NOTARY PUBLIC: Melissa Shankin

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

## PARTIAL UNCONDITIONAL WAIVER OF LIEN

Know all men by these present, that the undersigned contractor, in consideration of 23,277.28 (dollars), and other good and valuable considerations, receipt whereof is hereby acknowledged, waives any claims of lien and right of lien under the laws of the state of MI for all labor performed on and material furnished to property legally described as follows:

SALINE DISTRICT LIBRARY-INTERIOR RENO AND SITE IMPROVEMENTS

up to and including 2/24/2025 the undersigned contractor acknowledges that all payments heretofore received on account of the contract with SALINE DISTRICT LIBRARY on project:

SALINE DISTRICT LIBRARY  
555 N. MAPLE ROAD  
SALINE, MI 48176

have been and are accepted in full satisfaction of the liens or right of lien waived hereunder.

The undersigned contractor has executed this partial waiver voluntarily and with full knowledge of contractor's rights under the laws of the state of MI

Contractor: GREAT LAKES CONSTRUCTION SERVICES INC

Bid Div#: 0103 - SELECTIVE DEMOLITION

By: Steve Marszalek *Steve Marszalek*  
President

Date: 3/25/2025

State of: Michigan

County of: Oakland

Subscribed and sworn to before me on this date: 3/25/2025

Notary Public: Gina D'Annunzio *Gina D'Annunzio*

County of: Oakland

My Commission Expires: 9/11/2027

GINA DANNUNZIO  
Notary Public, State of Michigan  
County of Oakland  
My Commission Expires Sep. 11, 2027  
Acting in the County of *Oakland*



## PARTIAL UNCONDITIONAL WAIVER OF LIEN

Know all men by these present, that the undersigned contractor, in consideration of 12,815.01 (dollars), and other good and valuable considerations, receipt whereof is hereby acknowledged, waives any claims of lien and right of lien under the laws of the state of MI for all labor performed on and material furnished to property legally described as follows:

SALINE DISTRICT LIBRARY-INTERIOR RENO AND SITE IMPROVEMENTS

up to and including 2/24/2025 the undersigned contractor acknowledges that all payments heretofore received on account of the contract with SALINE DISTRICT LIBRARY on project:

SALINE DISTRICT LIBRARY  
555 N. MAPLE ROAD  
SALINE, MI 48176

have been and are accepted in full satisfaction of the liens or right of lien waived hereunder.

The undersigned contractor has executed this partial waiver voluntarily and with full knowledge of contractor's rights under the laws of the state of MI

Contractor: CONTEK, INC.

Bid Div#: 0105 - FLATWORK

By: \_\_\_\_\_

President

Date: \_\_\_\_\_

State of: \_\_\_\_\_

County of: \_\_\_\_\_

Subscribed and sworn to before me on this date: \_\_\_\_\_

Notary Public: \_\_\_\_\_

County of: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_



SHAM M ESCHKER  
My Commission Expires  
February 7, 2029  
County of Wayne

Acting in the County of Wayne

## PARTIAL UNCONDITIONAL WAIVER OF LIEN

Know all men by these present, that the undersigned contractor, in consideration of 2,572.50 (dollars), and other good and valuable considerations, receipt whereof is hereby acknowledged, waives any claims of lien and right of lien under the laws of the state of MI for all labor performed on and material furnished to property legally described as follows:

SALINE DISTRICT LIBRARY-INTERIOR RENO AND SITE IMPROVEMENTS

up to and including 2/24/2025 the undersigned contractor acknowledges that all payments heretofore received on account of the contract with SALINE DISTRICT LIBRARY on project:

SALINE DISTRICT LIBRARY  
555 N. MAPLE ROAD  
SALINE, MI 48176

have been and are accepted in full satisfaction of the liens or right of lien waived hereunder.

The undersigned contractor has executed this partial waiver voluntarily and with full knowledge of contractor's rights under the laws of the state of  
**MI**

**Contractor: GRIT INDUSTRIAL SERVICES, LLC**

**Bid Div#: 0106 - MASONRY**

By: John Mazur  
President

Date: 3/25/25  
State of: Michigan  
County of: Oakland  
Subscribed and sworn to before me on this date: 3/25/25  
Notary Public: Kathryn Brooks KATHRYN BROOKS  
County of: Oakland  
My Commission Expires: July 24, 2031

KATHRYN BROOKS  
Notary Public, State of Michigan  
County of Livingston  
My Commission Expires Jul. 24, 2031  
Acting in the County of Oakland



## PARTIAL UNCONDITIONAL WAIVER OF LIEN

Know all men by these present, that the undersigned contractor, in consideration of 19,544.57 (dollars), and other good and valuable considerations, receipt whereof is hereby acknowledged, waives any claims of lien and right of lien under the laws of the state of MI for all labor performed on and material furnished to property legally described as follows:

SALINE DISTRICT LIBRARY-INTERIOR RENO AND SITE IMPROVEMENTS

up to and including 2/24/2025 the undersigned contractor acknowledges that all payments heretofore received on account of the contract with SALINE DISTRICT LIBRARY on project:

SALINE DISTRICT LIBRARY  
555 N. MAPLE ROAD  
SALINE, MI 48176

have been and are accepted in full satisfaction of the liens or right of lien waived hereunder.

The undersigned contractor has executed this partial waiver voluntarily and with full knowledge of contractor's rights under the laws of the state of MI

Contractor: WOLVERINE STEEL ERECTORS INC

Bid Div#: 0107 - STEEL

By: \_\_\_\_\_

President

Date: \_\_\_\_\_

State of: \_\_\_\_\_

County of: \_\_\_\_\_

Subscribed and sworn to before me on this date: \_\_\_\_\_

Notary Public: \_\_\_\_\_

County of: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

## PARTIAL UNCONDITIONAL WAIVER OF LIEN

Know all men by these present, that the undersigned contractor, in consideration of 15,221.36 (dollars), and other good and valuable considerations, receipt whereof is hereby acknowledged, waives any claims of lien and right of lien under the laws of the state of MI for all labor performed on and material furnished to property legally described as follows:

SALINE DISTRICT LIBRARY-INTERIOR RENO AND SITE IMPROVEMENTS

up to and including 2/24/2025 the undersigned contractor acknowledges that all payments heretofore received on account of the contract with SALINE DISTRICT LIBRARY on project:

SALINE DISTRICT LIBRARY  
555 N. MAPLE ROAD  
SALINE, MI 48176

have been and are accepted in full satisfaction of the liens or right of lien waived hereunder.

The undersigned contractor has executed this partial waiver voluntarily and with full knowledge of contractor's rights under the laws of the state of MI

**Contractor: COMMERCIAL CONTRACTING CORP**

**Bid Div#: 0108 - CARPENTRY & GENERAL TRADES**

By: [Signature]  
Controller

Date: 3-27-2025

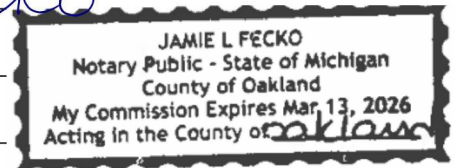
State of: Michigan

County of: Oakland

Subscribed and sworn to before me on this date: 3-27-2025

Notary Public: [Signature]  
County of: Oakland

My Commission Expires: 3-13-2026



## PARTIAL UNCONDITIONAL WAIVER OF LIEN

Know all men by these present, that the undersigned contractor, in consideration of 4,769.50 (dollars), and other good and valuable considerations, receipt whereof is hereby acknowledged, waives any claims of lien and right of lien under the laws of the state of MI for all labor performed on and material furnished to property legally described as follows:

SALINE DISTRICT LIBRARY-INTERIOR RENO AND SITE IMPROVEMENTS

up to and including 2/24/2025 the undersigned contractor acknowledges that all payments heretofore received on account of the contract with SALINE DISTRICT LIBRARY on project:

SALINE DISTRICT LIBRARY  
555 N. MAPLE ROAD  
SALINE, MI 48176

have been and are accepted in full satisfaction of the liens or right of lien waived hereunder.

The undersigned contractor has executed this partial waiver voluntarily and with full knowledge of contractor's rights under the laws of the state of  
MI

Contractor: ESKO ROOFING & SHEET METAL, INC

Bid Div#: 0109 - ROOFING

By: \_\_\_\_\_

President

Date: 3.26.2025

State of: Michigan

County of: Macomb

Subscribed and sworn to before me on this date: 26th day of March, 2025

Notary Public: \_\_\_\_\_

Lori A. Herbert

County of: St. Clair County, acting in Macomb County, MI

My Commission Expires: 12.18.2026

LORI A. HERBERT  
NOTARY PUBLIC, STATE OF MI  
COUNTY OF ST. CLAIR  
MY COMMISSION EXPIRES Dec 18, 2026  
ACTING IN COUNTY OF

## PARTIAL UNCONDITIONAL WAIVER OF LIEN

Know all men by these present, that the undersigned contractor, in consideration of 6,449.85 (dollars), and other good and valuable considerations, receipt whereof is hereby acknowledged, waives any claims of lien and right of lien under the laws of the state of MI for all labor performed on and material furnished to property legally described as follows:

SALINE DISTRICT LIBRARY-INTERIOR RENO AND SITE IMPROVEMENTS

up to and including 2/24/2025 the undersigned contractor acknowledges that all payments heretofore received on account of the contract with SALINE DISTRICT LIBRARY on project:

SALINE DISTRICT LIBRARY  
555 N. MAPLE ROAD  
SALINE, MI 48176

have been and are accepted in full satisfaction of the liens or right of lien waived hereunder.

The undersigned contractor has executed this partial waiver voluntarily and with full knowledge of contractor's rights under the laws of the state of MI

Contractor: CRYSTAL GLASS INC  
Bid Div#: 0114 - ALUMINUM GLASS & GLAZING

By: [Signature]  
President

Date: 3/25/25

State of: Michigan

County of: Livingston

Subscribed and sworn to before me on this date: 25th Day of March 2025

Notary Public: Echo John

County of: Oakland

My Commission Expires: 1/26/2030

ECHO JOHN  
NOTARY PUBLIC - MICHIGAN  
LIVINGSTON COUNTY  
ACTING IN THE COUNTY OF  
MY COMMISSION EXPIRES 1/26/2030

## PARTIAL UNCONDITIONAL WAIVER OF LIEN

Know all men by these present, that the undersigned contractor, in consideration of 4,882.31 (dollars), and other good and valuable considerations, receipt whereof is hereby acknowledged, waives any claims of lien and right of lien under the laws of the state of MI for all labor performed on and material furnished to property legally described as follows:

SALINE DISTRICT LIBRARY-INTERIOR RENO AND SITE IMPROVEMENTS

up to and including 2/24/2025 the undersigned contractor acknowledges that all payments heretofore received on account of the contract with SALINE DISTRICT LIBRARY on project:

SALINE DISTRICT LIBRARY  
555 N. MAPLE ROAD  
SALINE, MI 48176

have been and are accepted in full satisfaction of the liens or right of lien waived hereunder.

The undersigned contractor has executed this partial waiver voluntarily and with full knowledge of contractor's rights under the laws of the state of MI

Contractor: BOSTON TILE & TERRAZZO CO.

Bid Div#: 0116 - HARD TILE

By:   
\_\_\_\_\_  
President Project Manager

Date: 03/25/2025

State of: Michigan

County of: Wayne

Subscribed and sworn to before me on this date: 25th March 2025

Notary Public:   
\_\_\_\_\_  
Kim M. Hall

County of: Oakland

My Commission Expires: July 23, 2027

## PARTIAL UNCONDITIONAL WAIVER OF LIEN

Know all men by these present, that the undersigned contractor, in consideration of 5,157.80 (dollars), and other good and valuable considerations, receipt whereof is hereby acknowledged, waives any claims of lien and right of lien under the laws of the state of MI for all labor performed on and material furnished to property legally described as follows:

SALINE DISTRICT LIBRARY-INTERIOR RENO AND SITE IMPROVEMENTS

up to and including 2/24/2025 the undersigned contractor acknowledges that all payments heretofore received on account of the contract with SALINE DISTRICT LIBRARY on project:

SALINE DISTRICT LIBRARY

555 N. MAPLE ROAD

SALINE, MI 48176

have been and are accepted in full satisfaction of the liens or right of lien waived hereunder.

The undersigned contractor has executed this partial waiver voluntarily and with full knowledge of contractor's rights under the laws of the state of  
**MI**

**Contractor: TWIN BROTHERS PAINTING LLC**

**Bid Div#: 0120 - PAINTING**

By: Erlis Vushaj

Date: 9-18-24

Authorized Signer Title: Owner

Twin Brothers Painting LLC

(Company Name)

Erlis Vushaj

(Signature)

Owner

(Title)

STATE OF

This instrument was acknowledged before me, a Notary Public, in and for Macomb County,

on this 9th day of April, 2024.

Aurel Kacaj  
(Notary Public Signature)

My Commission Expires: 05/31/2028  
Acting in the County of: Oakland

END OF SECTION

SS:

**AUREL KACAJ**  
Notary Public, State of Michigan  
County of Macomb  
My Commission Expires 05-31-2028  
Acting in the County of Oakland

## PARTIAL UNCONDITIONAL WAIVER OF LIEN

Know all men by these present, that the undersigned contractor, in consideration of 13,223.71 (dollars), and other good and valuable considerations, receipt whereof is hereby acknowledged, waives any claims of lien and right of lien under the laws of the state of MI for all labor performed on and material furnished to property legally described as follows:

SALINE DISTRICT LIBRARY-INTERIOR RENO AND SITE IMPROVEMENTS

up to and including 2/24/2025 the undersigned contractor acknowledges that all payments heretofore received on account of the contract with SALINE DISTRICT LIBRARY on project:

SALINE DISTRICT LIBRARY  
555 N. MAPLE ROAD  
SALINE, MI 48176

have been and are accepted in full satisfaction of the liens or right of lien waived hereunder.

The undersigned contractor has executed this partial waiver voluntarily and with full knowledge of contractor's rights under the laws of the state of MI

Contractor: TREND MILLWORK, LLC  
Bid Div#: 0128 - EDUCATIONAL CASEWORK

By:   
President

Date: 3.25.2025

State of: MICHIGAN

County of: WAYNE

Subscribed and sworn to before me on this date: 3/25/2025

Notary Public: Thomas E. Hoskins

County of: WAYNE

My Commission Expires: MAY 25, 2028

THOMAS E. HOSKINS  
NOTARY PUBLIC - STATE OF MICHIGAN  
COUNTY OF WAYNE  
My Commission Expires May 25, 2028  
Acting in the County of WAYNE



## PARTIAL UNCONDITIONAL WAIVER OF LIEN

Know all men by these present, that the undersigned contractor, in consideration of 3,693.04 (dollars), and other good and valuable considerations, receipt whereof is hereby acknowledged, waives any claims of lien and right of lien under the laws of the state of MI for all labor performed on and material furnished to property legally described as follows:

SALINE DISTRICT LIBRARY-INTERIOR RENO AND SITE IMPROVEMENTS

up to and including 2/24/2025 the undersigned contractor acknowledges that all payments heretofore received on account of the contract with SALINE DISTRICT LIBRARY on project:

SALINE DISTRICT LIBRARY  
555 N. MAPLE ROAD  
SALINE, MI 48176

have been and are accepted in full satisfaction of the liens or right of lien waived hereunder.

The undersigned contractor has executed this partial waiver voluntarily and with full knowledge of contractor's rights under the laws of the state of MI

Contractor: **TEMPCO MECHANICAL CONTRACTORS INC**  
Bid Div#: 0140 - PLUMBING

By: \_\_\_\_\_  
President

Date: \_\_\_\_\_ March 25, 2025

State of: \_\_\_\_\_ Michigan

County of: \_\_\_\_\_ Oakland

Subscribed and sworn to before me on this date: \_\_\_\_\_ March 25, 2025

Notary Public: Donna Joy Leffingwell  
Donna Joy Leffingwell  
County of: \_\_\_\_\_ Oakland

My Commission Expires: \_\_\_\_\_ 8-18-25

DONNA JOY LEFFINGWELL  
NOTARY PUBLIC, STATE OF MI  
COUNTY OF OAKLAND  
MY COMMISSION EXPIRES Aug 18, 2025  
ACTING IN COUNTY OF Oakland



## PARTIAL UNCONDITIONAL WAIVER OF LIEN

Know all men by these present, that the undersigned contractor, in consideration of 5,581.50 (dollars), and other good and valuable considerations, receipt whereof is hereby acknowledged, waives any claims of lien and right of lien under the laws of the state of MI for all labor performed on and material furnished to property legally described as follows:

SALINE DISTRICT LIBRARY-INTERIOR RENO AND SITE IMPROVEMENTS

up to and including 2/24/2025 the undersigned contractor acknowledges that all payments heretofore received on account of the contract with SALINE DISTRICT LIBRARY on project:

SALINE DISTRICT LIBRARY  
555 N. MAPLE ROAD  
SALINE, MI 48176

have been and are accepted in full satisfaction of the liens or right of lien waived hereunder.

The undersigned contractor has executed this partial waiver voluntarily and with full knowledge of contractor's rights under the laws of the state of MI

Contractor: PROFESSIONAL SPRINKLER INC

Bid Div#: 0141 - FIRE PROTECTION

By: [Signature]  
President

Date: 03/26/2025

State of: Michigan

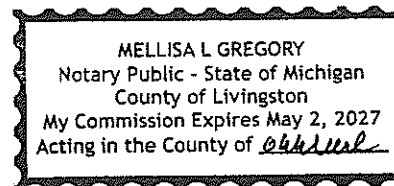
County of: Oakland

Subscribed and sworn to before me on this date: 03/26/2025

Notary Public: [Signature]

County of: Oakland

My Commission Expires: 05/02/2027



## PARTIAL UNCONDITIONAL WAIVER OF LIEN

Know all men by these present, that the undersigned contractor, in consideration of 6,772.88 (dollars), and other good and valuable considerations, receipt whereof is hereby acknowledged, waives any claims of lien and right of lien under the laws of the state of MI for all labor performed on and material furnished to property legally described as follows:

SALINE DISTRICT LIBRARY-INTERIOR RENO AND SITE IMPROVEMENTS

up to and including 2/24/2025 the undersigned contractor acknowledges that all payments heretofore received on account of the contract with SALINE DISTRICT LIBRARY on project:

SALINE DISTRICT LIBRARY  
555 N. MAPLE ROAD  
SALINE, MI 48176

have been and are accepted in full satisfaction of the liens or right of lien waived hereunder.

The undersigned contractor has executed this partial waiver voluntarily and with full knowledge of contractor's rights under the laws of the state of MI

**Contractor: NAVETTA MASON CONTRACTORS INC**

**Bid Div#: 1001 - PO#1 NAVETTA MASON CONTRACTORS**

By: Steve Dodd  
President

Date: 3/25/25

State of: Michigan

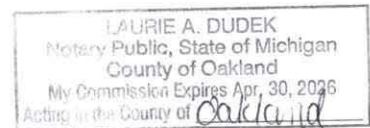
County of: Oakland

Subscribed and sworn to before me on this date: 3/25/25

Notary Public: Laurie A. Dudek

County of: Oakland

My Commission Expires: 4/30/2026



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

		Payees								
		Quinn		Materials	Mulder's	McCarthy	Teoma	American	Library	
Date	Memo	Evans	City of Saline	Testing	Moving	& Smith	Systems	Interiors	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>American Interiors</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				
2/18/2025	Final moving invoice				\$23,566.66					
3/17/2025	Construction administration	\$5,850.00								
3/18/2025	Cost Control Book #9					\$304,231.27				
3/25/2025	Furnishings invoice #2							\$110,490.27		
4/15/2025	Cost Control Book #10					\$84,588.88				
	<b>FY2024-2025 Totals</b>	<b>\$16,200.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$23,566.66</b>	<b>\$874,850.90</b>	<b>\$4,394.01</b>	<b>\$110,490.27</b>	<b>\$11,941.00</b>	<b>\$1,041,442.84</b>
	<b>Project Totals</b>	<b>\$192,392.69</b>	<b>\$36,763.25</b>	<b>\$8,000.00</b>	<b>\$164,296.11</b>	<b>\$3,038,881.23</b>	<b>\$17,433.38</b>	<b>\$237,954.60</b>	<b>\$55,900.00</b>	<b>\$3,751,621.26</b>

# Patrons rediscovering library after \$4M makeover in Washtenaw County

Published: Mar. 14, 2025



Brooke Kirk and her daughter Scarlett Fisher, 1, browse the youth area at the renovated Saline District Library, 555 N. Maple Road in Saline on Thursday, March 13, 2025. Jacob Hamilton | MLive.com

**By**  
**[Jennifer Eberbach | jeberbach@mlive.com](mailto:jeberbach@mlive.com)**

SALINE, MI — Jessica Buse watched her two children on Thursday playing in the new kid's area of the newly revamped Saline District Library.

“We came pretty often before the renovations, and it’s our first time back,” Buse said March 13. “It seems really nice. I like this.”

Library patrons continue to rediscover the library following a major revamp, which is nearly complete. The library, at 555 N. Maple Road, has invested nearly \$4 million from its fund balance on renovations indoors and outdoors.

The library knocked down walls to open it up and created new spaces. They reconfigured and expanded areas for all ages. There is a brand-new teens room and front common area, larger meeting spaces and more study rooms. A new outdoor pavilion and storybook trail are also among a long list of improvements.

When Buse walked in the door, her first impression was that “it seemed more open, which is nice,” she said.

“Maybe before it was harder to keep an eye on the kids before,” she said, also agreeing the new layout creates a greater sense of safety for people with small children.

Her daughter, 3, and son, who is almost 2, wanted to play with toys at the library. The kids area features a new program room, where her son was enjoying playing on the carpeted side. The other side has resilient hard floors ready for messy crafts.

The revamped library “is definitely a more cohesive whole, both within and how it relates to the outdoors,” Karrie Waarala, the library’s director, said. “There was no flow before. We had a lot of 45-degree angles.”

The library is about 30 years old. It doubled in size more than 15 years ago.

“Library services are changing so rapidly,” Waarala said. “You really have to reevaluate every 15 years or so, and ask, ‘is our building still doing what we need it to do?’”

The new teens space in its own room is a major change. The old teen area was smaller and created a “noise funnel” that made teens seem louder than they actually were, Waarala said.

“Now it’s so nice they have their own space where they can be teens,” she said.

The library plans to add a gaming console and screen in the room at a future date.

One growing trend is loaning out items that are not books or media. Household tools, hobby kits, electronics, pickleball equipment, and other items are available at the Saline library. The library improved its “ETC” area with more shelf space for such materials.

Sometime soon, a “seed library” will be set up in an old card catalog unit and modern drawers. People will be able to pick up herb, flower and vegetable seeds for the spring planting season.

They also added more seating and a greater variety of seating types, from cushioned chairs with moveable laptop tables to “laptop bars,” as Waarala calls them, along the back windows in the adult section.

“People really seem to enjoy sitting here and looking out at the woods,” she said. “We have different types of comfortable seating, and we really didn’t have that.”

After reopening the library following a closure due to the COVID-19 pandemic, “a lot of programs were moved outside,” she said. However, the lawn was not very accessible, especially for people of differing levels of mobility.

A new pavilion was added, which features a roof shaped like an open book that drains water into a rain garden.

Waarala said the library will use it for activities like summer reading programs, outdoor story times, and messy crafts. It was also designed so people can gather on a paved area or sit on a lawn during musical performances.



Bruce Macnee has been coming to the library for more than 20 years, and he and his wife use it “fairly regularly,” he said. While it took him a while to “get oriented to where everything is,” he thinks the renovations are “great.”

“I’m glad to see that they had the money to do the renovation,” Macnee said. “I think investing in a library is a positive thing for the community.”

The library has a few things left to do, which are coming soon, Waarala said.

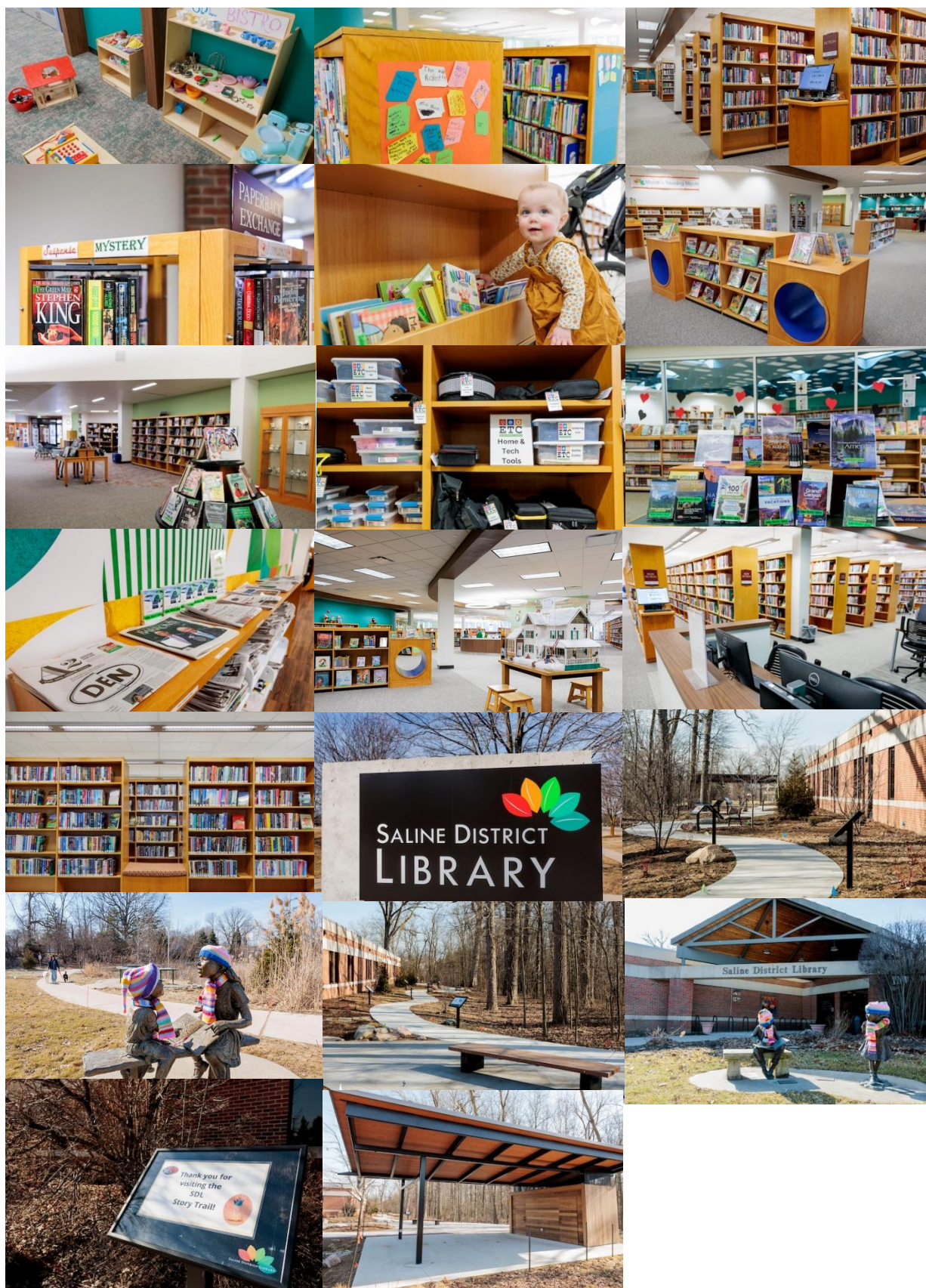
A new, larger Friends of the Library Book Shop remains under construction. Two new study rooms, including a large one that will be reserved for meetings, are expected to be available for use soon.

A gender-neutral restroom is also still in the works. It will also feature an adult-sized changing table to accommodate library patrons who might need one.

The library will also open a new pick-up window at a future date.







Saline District Library open after extensive renovations