



SALINE DISTRICT LIBRARY

**SALINE DISTRICT LIBRARY BOARD OF TRUSTEES
BOARD MEETING PACKET
TUESDAY, FEBRUARY 17, 2026, 7:00 p.m.**

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**NOTICE OF LIBRARY BOARD MEETING
TUESDAY, MARCH 17, 2026
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/

For special accommodations, please contact Library Director Karrie Waarala:
karrie@salinelibrary.org

**SALINE DISTRICT LIBRARY BOARD OF TRUSTEES
BOARD MEETING AGENDA
TUESDAY, MARCH 17, 2026, 7:00 p.m.**

President TerHaar _____ Vice President Byron _____ Secretary Cummings _____
Treasurer Healy _____ Trustee Gray _____ Trustee Hundley _____ Trustee Sankaran _____
Director Waarala _____ Assistant Director Lash _____ Administrative Assistant Pilarz _____

- A. Call Meeting to Order at _____.
- B. Approval of Agenda
Move _____ Second _____ to approve the agenda as presented.
- C. Approval of Past Minutes
Move _____ Second _____ to approve the February 17, 2026 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 February 2026 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. Renewal of 2006 Millage

K. New Business

2. Policy Review

a. Policy 618: Bereavement Pay

Move _____ Second _____ to approve Policy 618: Bereavement Pay as presented.

b. Policy 627: Retirement

Move _____ Second _____ to approve Policy 627: Retirement as presented.

c. Policy 628: Flexible Spending Account Plan

Move _____ Second _____ to approve Policy 628: Flexible Spending Account Plan as presented.

d. Policy 707: Investment Policy

Move _____ Second _____ to approve amended Policy 707: Investment Policy.

3. Lawn Care Contract

Move _____ Second _____ to contract with Underwood Nursery for lawn care for 2026-2028.

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 March 17, 2026

Move _____ Second _____ to approve the agenda as presented.

Move _____ Second _____ to approve the February 17, 2026 meeting minutes as written.

Move _____ Second _____ to approve the February 2026 financial reports.

Move _____ Second _____ to approve Policy 618: Bereavement Pay as presented.

Move _____ Second _____ to approve Policy 627: Retirement as presented.

Move _____ Second _____ to approve Policy 628: Flexible Spending Account Plan as presented.

Move _____ Second _____ to approve amended Policy 707: Investment Policy.

Move _____ Second _____ to contract with Underwood Nursery for lawn care for 2026-2028.

Move _____ Second _____ to adjourn the meeting at _____.

DRAFT
SALINE DISTRICT LIBRARY BOARD OF TRUSTEES
BOARD MEETING AGENDA
TUESDAY, FEBRUARY 17, 2026, 7:00 p.m.

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

- A. Call Meeting to Order at 7:02 pm.
- B. Approval of Agenda
Move Gray, Second Byron to approve the agenda as presented. Motion carried.
- C. Approval of Past Minutes
Move Cummings, Second Sankaran to approve the January 20, 2026 meeting minutes as written.
Motion carried.
- D. Public Discussion
No public comment.
- E. Presentation by Plante Moran: Annual Audit/Financial Report for FY2024/2025
Move Byron, Second Gray to accept the FY2024/2025 Audit/Financial Report as presented by Plante Moran. Motion carried.
- F. President's Report – Nothing to report.
- G. Friends of the Library Report
Voted in a new board member. Board members Viera and Ceo will help to lead the ballot question committee for the 2026 millage.
- H. Financial Reports
Move Hundley, Second Byron to approve the January 2026 financial reports. Motion carried.
- I. Committee Reports
 - 1. Finance – Reviewed the FY2024/2025 Audit & Financial Report with Plante Moran.
 - 2. Arts – Nothing to report.
 - 3. Building & Grounds – Received the following updates:
 - a. Huron Electric will fix the damaged light pole. Kevin's Landscaping has acknowledged fault and agreed to pay for the repairs. Aside from the issues with damage, Kevin's has done a very good job snowplowing this winter.
 - b. Facilities Coordinator Matt Siegert is continuing to gather quotes for landscaping.
 - c. A staff committee is beginning informational meetings to upgrade building security. An RFP for these upgrades will be reviewed by the Building & Grounds Committee before being issued.

- 4. Library Services – Discussed policies to review in New Business.
- 5. Staff Excellence – Discussed policies to review in New Business.
- J. Library Director’s Report – Accepted as written with an update to highlight staff members attending future conferences.
- K. Unfinished Business - None
- L. New Business
 - 1. Policy Review
 - a. Policy 518: Social Media
Move Gray, Second Hundley to approve Policy 518: Social Media as presented. Motion carried.
 - b. Policy 615: Holiday Pay
Move Sankaran, Second Gray to approve revised Policy 615: Holiday Pay. Motion carried.
 - c. Policy 629: Substance Abuse
Move Sankaran, Second Byron to approve Policy 629: Substance Abuse as presented. Motion carried.
 - 2. Renewal of 2006 Millage
Reviewed 2006 millage election results (55.5% Y / 45.5% N) and timeline, as well as information about the formation of a ballot question committee. Director Waarala will request demographic information from Saline Area Schools from the last school district bond vote.
- M. Public Discussion
M. Malokey introduced herself and expressed interest in volunteering for the ballot question committee.
- N. Adjournment
Move Gray, Second Byron to adjourn the meeting at 8:02 pm. Motion carried.

CERTIFICATION OF MINUTES

I hereby certify that the foregoing is a true and complete copy of the minutes of a regular meeting of the Board of Trustees of Saline District Library, Washtenaw County, State of Michigan, held at 555 N. Maple Road, Saline, MI 48176 on February 17, 2026 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were approved by the Board of Trustees, were kept, and will be made available as required by said Act.

Secretary, SDL Board of Trustees

Date of Approval

**Saline District Library
Bank Reconciliation
Key Bank - General
February 1, 2026 - February 28, 2026**

Reference	Date	GL Account	Description	Amount
Bank Statement Summary				
			Beginning Bank Balance	525,894.65
			+ Cleared Deposits & Other Additions	624,747.25
			- Cleared Checks & Other Payments	940,093.91
			Ending Bank Balance	<u>210,547.99</u>
Open Deposits & Additions				Total
				<u>0.00</u>
Open Checks & Payments				
25809	11/11/25	790-860	ANNA HINKLEY	22.40
25836	11/25/25	790-930	HOWLETT LOCK	2,724.17
25942	02/10/26	790-934	ELITE IMAGI...	320.10
25952	02/10/26	790-964.4	SHELBY TO...	26.95
25955	02/13/26	790-750.3	CLAIRE BAR...	150.00
25956	02/13/26	Multiple	MIDWEST COLLABORATIVE	3,114.36
25957	02/13/26	Multiple	DEMCO	748.94
25958	02/13/26	790-750.3	SCHOLASTIC INC	156.70
25961	02/23/26	790-955	THE CREAT...	450.00
				Total
				<u>7,713.62</u>
				Reconciled Bank Balance
				<u><u>202,834.37</u></u>
Bank Transactions				
		000-017	TRANSFER TO AGENCY SUB	(500,000.00)
		000-017	TRANSFER TO AGENCY SUB	(250,000.00)
		000-258	EFTPS/EMPLEE	(14,779.54)
		790-722	EFTPS/EMPLER	(8,024.64)
		000-258.1	5080 MI TAX PYMT	(3,972.48)
		790-920	DTE - ELECTRICITY	(3,965.78)
		790-723	ALERUS RETIRE XFERS	(3,754.96)
		790-921	DTE - GAS	(2,280.41)
		000-008	ALERUS RETIRE XFERS	(1,859.39)
		790-802	STROM CPA	(660.00)
		790-804	PAYCHEX HRS	(642.00)
		790-802	PAYCHEX EIB	(536.56)
		790-702	PAYCHEX FLEXPERKS	(505.40)
		790-965	BK SERVICE CHRGS	(199.40)
		790-965	MERCH FEE & DISC	(68.21)
		790-722	PR FRACTION OF CENTS ADJ	(0.02)
		000-017	TRANSFER FROM AGENCY SUB	0.00
		000-665.1	INTEREST	89.98
				Total
				<u>(791,158.81)</u>
				Adjusted General Ledger Balance
				<u><u>202,834.37</u></u>

Saline District Library
Statement of Financial Position
As of February 28, 2026

Assets

Current Assets		
000-001	Key Bank - General	\$ 202,834.37
000-003	Old National CD 1	219,940.55
000-008	Employee Advances	23,260.66
000-013	Agency Account (Schrandt)	2,835,063.68
000-013.1	Agency Account-Unrealized Gain	(154,852.95)
000-017	Agency Sub Account (Investment Account)	2,814,687.55
000-017.1	Agency Sub Account-Unrealized Gain	(182,241.08)
Total Current Assets		5,758,692.78
Property and Equipment		
Net Property and Equipment		0.00
Total Assets		\$ 5,758,692.78

Liabilities and Net Assets

Current Liabilities		
000-202	Accounts Payable	\$ 3,201.00
000-257	Accrued Payroll	44,466.98
000-275	MTT Liability	7,797.00
Total Current Liabilities		55,464.98
Long-Term Liabilities		
Total Long-Term Liabilities		0.00
Total Liabilities		55,464.98
Net Assets		
000-343	Reserve-Compensated Absences	50,000.00
000-370	Prepays	45,015.00
000-375	Reserve-Quasi Endowment	3,075,000.00
000-385	Reserve-Unassigned	284,707.00
000-386	Reserve-Building Improvement	1,000,000.00
000-386.1	Reserve-Parking Lot	200,000.00
000-387	Reserve-Equipment Replacement	400,000.00
000-387.1	Reserve-Technology & Internet	500,000.00
000-388	Reserve-Art Fund	77,669.00
000-389	Reserve-Library Development	1,436,597.00
000-389.1	Reserve-Future Developmeent	650,000.00
000-390	General Fund Balance	(2,624,661.31)
000-399	Net Position	608,901.11
Total Net Assets		5,703,227.80
Total Liabilities and Net Assets		\$ 5,758,692.78

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

	1 Month Ended February 28, 2026 Actual	3 Months Ended February 28, 2026 Actual	12 Months Ended November 30, 2026 Budget	Year to Date Percentage Budget
Revenue				
000-402.1	\$ 0.00	\$ 0.00	\$ 705,995.00	0.00
000-402.2	11,051.59	14,593.99	28,583.00	51.06
000-402.3	555.35	4,755.17	8,575.00	55.45
000-402.4	30,003.04	285,714.28	531,641.00	53.74
000-402.5	448,129.63	524,022.08	966,100.00	54.24
000-402.6	80,780.13	118,331.86	182,931.00	64.69
000-402.7	51,634.60	299,804.60	437,318.00	68.56
000-413	0.00	0.00	103,385.00	0.00
000-540	0.00	0.00	30,736.00	0.00
000-628	372.50	1,265.24	5,000.00	25.30
000-628.1	0.00	0.00	1,200.00	0.00
000-629	265.00	615.00	2,800.00	21.96
000-656	0.00	0.00	20,300.00	0.00
000-658	57.50	132.50	0.00	0.00
000-658.1	757.93	1,702.93	6,500.00	26.20
000-665.1	89.98	183.27	1,200.00	15.27
000-665.3	3,228.84	9,149.99	52,736.00	17.35
000-665.4	10,509.92	16,382.94	0.00	0.00
000-674	0.00	3,039.00	6,000.00	50.65
000-674.1	0.00	15,200.00	1,500.00	1013.33
000-674.2	1,050.00	1,050.00	14,500.00	7.24
	<u>638,486.01</u>	<u>1,295,942.85</u>	<u>3,107,000.00</u>	<u>41.71</u>
Total Revenue				
	<u>638,486.01</u>	<u>1,295,942.85</u>	<u>3,107,000.00</u>	<u>41.71</u>
Gross Profit				
	<u>638,486.01</u>	<u>1,295,942.85</u>	<u>3,107,000.00</u>	<u>41.71</u>
Operating Expenses				
790-702	107,778.74	370,413.30	1,580,000.00	23.44
790-716	11,020.36	26,740.92	128,000.00	20.89
790-719	0.00	3,854.68	24,500.00	15.73
790-722	8,024.66	27,642.95	118,500.00	23.33
790-723	(739.72)	7,834.51	59,000.00	13.28
790-727	843.91	1,862.32	9,200.00	20.24
790-727.4	0.00	486.23	4,100.00	11.86
790-730	0.00	0.00	1,600.00	0.00
790-732	1,074.10	1,674.77	7,000.00	23.93
790-734	806.22	806.22	12,000.00	6.72
790-740	0.00	388.96	40,000.00	0.97
790-750.1	2,345.49	4,656.04	21,000.00	22.17
790-750.2	566.00	1,224.78	13,000.00	9.42
790-750.3	823.29	1,881.93	19,000.00	9.90
790-750.4	752.74	841.99	8,000.00	10.52
790-752.1	229.30	229.30	3,000.00	7.64
790-752.2	901.04	901.04	2,000.00	45.05
790-752.3	1,196.19	1,196.19	5,000.00	23.92
790-760	0.00	0.00	3,300.00	0.00
790-762.1	49.99	49.99	3,500.00	1.43
790-762.3	7.90	7.90	2,500.00	0.32
790-770	270.00	6,740.20	13,000.00	51.85
790-772.1	9,828.25	47,587.65	220,000.00	21.63
790-772.4	5,000.00	10,000.00	5,000.00	200.00
790-780	7,235.27	9,048.26	25,000.00	36.19
790-785	0.00	18,450.87	52,000.00	35.48
790-801	0.00	25,320.00	37,000.00	68.43

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

		1 Month Ended February 28, 2026 Actual	3 Months Ended February 28, 2026 Actual	12 Months Ended November 30, 2026 Budget	Year to Date Percentage Budget
790-802	PS-Bookkeeping	1,196.56	4,357.96	17,000.00	25.64
790-803	PS-Attorney	0.00	0.00	1,200.00	0.00
790-804	PS-Consultants	642.00	1,936.70	8,000.00	24.21
790-805	PS--Computer Consultants	0.00	1,500.00	5,000.00	30.00
790-806	PS-Tax Collection	0.00	0.00	400.00	0.00
790-810	Cooperative Fees	0.00	0.00	3,500.00	0.00
790-820	Polaris	0.00	3,200.00	50,000.00	6.40
790-850	Internet	0.00	3,570.00	21,000.00	17.00
790-851	Telephone	453.67	1,358.55	5,500.00	24.70
790-860	Travel/Lodging	42.84	50.54	6,000.00	0.84
790-880	Marketing	631.32	7,505.32	26,000.00	28.87
790-885	Misc Funded by Friends	79.48	1,129.48	2,000.00	56.47
790-920	Electricity	3,965.78	12,491.70	57,000.00	21.92
790-921	Gas	2,280.41	6,028.91	21,000.00	28.71
790-922	Water	1,363.51	1,363.51	8,000.00	17.04
790-930	Building Maintenance	608.15	11,861.19	35,000.00	33.89
790-932	Grounds Maintenance	3,009.70	21,578.69	44,000.00	49.04
790-934	Equipment Maintenance	5,011.96	6,527.75	20,000.00	32.64
790-955	Grants	955.14	5,270.82	0.00	0.00
790-956	Miscellaneous	0.00	0.00	3,000.00	0.00
790-957	Continued Education	375.00	712.00	8,000.00	8.90
790-958	Dues	85.00	85.00	4,400.00	1.93
790-964	Tax Adjustment	0.00	936.75	2,500.00	37.47
790-964.4	MelCat Reimbursements	26.95	82.90	1,200.00	6.91
790-965	Bank Charges	267.61	733.06	4,500.00	16.29
790-969	Insurance	0.00	20,675.00	25,000.00	82.70
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	0.00	1,000.00	0.00
790-982.1	Adult Fiction	4,195.44	5,239.60	36,000.00	14.55
790-982.15	Large Print	1,040.07	1,652.34	9,000.00	18.36
790-982.2	Teen Fiction	1,289.06	1,694.23	11,000.00	15.40
790-982.3	Youth Fiction	1,447.21	1,460.20	26,000.00	5.62
790-983.1	Adult Nonfiction	3,090.27	3,268.22	34,000.00	9.61
790-983.15	Reference	178.50	248.50	3,500.00	7.10
790-983.2	Teen Nonfiction	163.84	538.96	4,000.00	13.47
790-983.3	Youth Nonfiction	1,423.16	6,790.78	16,000.00	42.44
790-984.1	Audiobooks-Adult	415.92	626.87	4,000.00	15.67
790-984.2	Audiobooks-Teen	0.00	0.00	1,400.00	0.00
790-984.3	Audiobooks-Youth	419.89	419.89	7,000.00	6.00
790-985.1	DVD/Blu Rays-Adult	1,174.72	1,766.25	9,000.00	19.63
790-985.2	DVD/Blu Rays-Teen	0.00	0.00	500.00	0.00
790-985.3	DVD/Blu Rays-Youth	72.72	673.21	2,600.00	25.89
790-986.1	Music CDs-Adult	0.00	47.96	1,400.00	3.43
790-986.2	Music CDs-Teen	0.00	0.00	200.00	0.00
790-986.3	Music CDs-Youth	0.00	49.46	0.00	0.00
790-998	Special Projects	0.00	0.00	95,000.00	0.00
	Total Operating Expenses	<u>193,919.61</u>	<u>707,273.30</u>	<u>3,107,000.00</u>	<u>22.76</u>
	Operating Income (Loss)	<u>444,566.40</u>	<u>588,669.55</u>	<u>0.00</u>	<u>0.00</u>

Other Income (Expenses)

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

		1 Month Ended February 28, 2026 Actual	3 Months Ended February 28, 2026 Actual	12 Months Ended November 30, 2026 Budget	Year to Date Percentage Budget
000-669	Sub-Agency Short Term Gain	0.00	(8,906.08)	0.00	0.00
000-669.1	Sub-Agency Long Term Gain	0.00	(2,257.21)	0.00	0.00
000-670	Sub-Agency Change in Market Value	15,634.43	19,807.84	0.00	0.00
000-670.4	Agency Change in Market Value	22,208.80	13,815.95	0.00	0.00
000-965.4	Agency Admin Charges	<u>(1,123.70)</u>	<u>(2,228.94)</u>	<u>0.00</u>	<u>0.00</u>
	Total Other Income (Expenses)	<u>36,719.53</u>	<u>20,231.56</u>	<u>0.00</u>	<u>0.00</u>
	Net Income (Loss) Before Taxes	<u>481,285.93</u>	<u>608,901.11</u>	<u>0.00</u>	<u>0.00</u>
	Net Income (Loss)	<u>\$ 481,285.93</u>	<u>\$ 608,901.11</u>	<u>\$ 0.00</u>	<u>0.00</u>

Saline District Library Fund 101
Monthly Revenue
February 2026

03/06/26

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
402 · Property Taxes Control Account								
402.2 · Bridgewater Township-Real Tax								
Deposit	02/13/2026			Deposit		001 · Key Bank...	1,867.74	1,867.74
Deposit	02/13/2026			Deposit		001 · Key Bank...	9,183.85	11,051.59
Total 402.2 · Bridgewater Township-Real Tax							11,051.59	11,051.59
402.3 · Freedom Township-Real Tax								
Deposit	02/13/2026			Deposit		001 · Key Bank...	555.35	555.35
Total 402.3 · Freedom Township-Real Tax							555.35	555.35
402.4 · Lodi Township-Real Tax								
Deposit	02/06/2026			Deposit		001 · Key Bank...	30,003.04	30,003.04
Total 402.4 · Lodi Township-Real Tax							30,003.04	30,003.04
402.5 · Pittsfield Township-Real Tax								
Deposit	02/13/2026			Deposit		001 · Key Bank...	390,507.35	390,507.35
Deposit	02/13/2026			Deposit		001 · Key Bank...	57,622.28	448,129.63
Total 402.5 · Pittsfield Township-Real Tax							448,129.63	448,129.63
402.6 · Saline Township-Real Tax								
Deposit	02/13/2026			Deposit		001 · Key Bank...	80,780.13	80,780.13
Total 402.6 · Saline Township-Real Tax							80,780.13	80,780.13
402.7 · York Township-Real Tax								
Deposit	02/06/2026			Deposit		001 · Key Bank...	19,063.60	19,063.60
Deposit	02/13/2026			Deposit		001 · Key Bank...	32,571.00	51,634.60
Total 402.7 · York Township-Real Tax							51,634.60	51,634.60
Total 402 · Property Taxes Control Account							622,154.34	622,154.34
628 · Printers-Revenue								
Deposit	02/02/2026			Deposit		001 · Key Bank...	7.50	7.50
Deposit	02/03/2026			Deposit		001 · Key Bank...	12.00	19.50
Deposit	02/04/2026			Deposit		001 · Key Bank...	10.20	29.70
Deposit	02/05/2026			Deposit		001 · Key Bank...	0.20	29.90
Deposit	02/06/2026			Deposit		001 · Key Bank...	104.90	134.80
Deposit	02/07/2026			Deposit		001 · Key Bank...	2.00	136.80
Deposit	02/11/2026			Deposit		001 · Key Bank...	4.60	141.40
Deposit	02/12/2026			Deposit		001 · Key Bank...	21.40	162.80
Deposit	02/13/2026			Deposit		001 · Key Bank...	40.80	203.60
Deposit	02/13/2026			Deposit		001 · Key Bank...	48.00	251.60
Deposit	02/17/2026			Deposit		001 · Key Bank...	4.50	256.10
Deposit	02/17/2026			Deposit		001 · Key Bank...	2.00	258.10
Deposit	02/17/2026			Deposit		001 · Key Bank...	2.70	260.80
Deposit	02/18/2026			Deposit		001 · Key Bank...	6.80	267.60

Saline District Library Fund 101
Monthly Revenue
February 2026

03/06/26

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Deposit	02/19/2026			Deposit		001 · Key Bank...	21.60	289.20
Deposit	02/20/2026			Deposit		001 · Key Bank...	53.10	342.30
Deposit	02/20/2026			Deposit		001 · Key Bank...	4.00	346.30
Deposit	02/24/2026			Deposit		001 · Key Bank...	10.20	356.50
Deposit	02/25/2026			Deposit		001 · Key Bank...	6.00	362.50
Deposit	02/26/2026			Deposit		001 · Key Bank...	10.00	372.50
Total 628 · Printers-Revenue							372.50	372.50
629 · Non-Resident Fees								
Deposit	02/04/2026			Deposit		001 · Key Bank...	25.00	25.00
Deposit	02/05/2026			Deposit		001 · Key Bank...	25.00	50.00
Deposit	02/06/2026			Deposit		001 · Key Bank...	50.00	100.00
Deposit	02/11/2026			Deposit		001 · Key Bank...	15.00	115.00
Deposit	02/24/2026			Deposit		001 · Key Bank...	150.00	265.00
Total 629 · Non-Resident Fees							265.00	265.00
658 · Fines-Overdue Materials								
Deposit	02/07/2026			Deposit		001 · Key Bank...	50.00	50.00
Deposit	02/13/2026			Deposit		001 · Key Bank...	5.00	55.00
Deposit	02/20/2026			Deposit		001 · Key Bank...	2.50	57.50
Total 658 · Fines-Overdue Materials							57.50	57.50
658.1 · Materials Replacement Fees								
Deposit	02/02/2026			Deposit		001 · Key Bank...	16.99	16.99
Deposit	02/02/2026			Deposit		001 · Key Bank...	5.99	22.98
Deposit	02/03/2026			Deposit		001 · Key Bank...	132.42	155.40
Deposit	02/04/2026			Deposit		001 · Key Bank...	9.99	165.39
Deposit	02/06/2026			Deposit		001 · Key Bank...	64.89	230.28
Deposit	02/06/2026			Deposit		001 · Key Bank...	12.99	243.27
Deposit	02/10/2026			Deposit		001 · Key Bank...	17.99	261.26
Deposit	02/11/2026			Deposit		001 · Key Bank...	20.99	282.25
Deposit	02/12/2026			Deposit		001 · Key Bank...	95.93	378.18
Deposit	02/13/2026			Deposit		001 · Key Bank...	37.00	415.18
Deposit	02/17/2026			Deposit		001 · Key Bank...	134.93	550.11
Deposit	02/17/2026			Deposit		001 · Key Bank...	84.92	635.03
Deposit	02/18/2026			Deposit		001 · Key Bank...	9.99	645.02
Deposit	02/20/2026			Deposit		001 · Key Bank...	18.99	664.01
Deposit	02/25/2026			Deposit		001 · Key Bank...	55.98	719.99
Deposit	02/26/2026			Deposit		001 · Key Bank...	17.94	737.93
Deposit	02/27/2026			Deposit		001 · Key Bank...	20.00	757.93
Total 658.1 · Materials Replacement Fees							757.93	757.93
665.1 · General Account Interest								
Deposit	02/27/2026			Deposit		001 · Key Bank...	89.98	89.98
Total 665.1 · General Account Interest							89.98	89.98

Saline District Library Fund 101
Monthly Revenue
February 2026

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Clr</u>	<u>Split</u>	<u>Amount</u>	<u>Balance</u>
674.2 · Donations-Friends								
Deposit	02/20/2026			Deposit		001 · Key Bank...	1,050.00	1,050.00
Total 674.2 · Donations-Friends							1,050.00	1,050.00
TOTAL							<u>624,747.25</u>	<u>624,747.25</u>

Saline District Library Fund 101
Bill List
February 2026

Type	Date	Num	Name	Memo	Amount
702 · Salaries					
Check	02/12/2026			pay period en...	39,046.55
Check	02/12/2026			Flexprks	252.72
Check	02/13/2026			MERS pay p...	1,758.48
Check	02/13/2026			MERS 457 pa...	1,859.39
Check	02/13/2026			MERS Staff L...	88.19
Check	02/13/2026			MERS Staff L...	149.81
Check	02/26/2026			pay period en...	38,891.67
Check	02/26/2026			Flexperks	252.68
Total 702 · Salaries					82,299.49
716 · Employee Insurances/Benefits					
Bill	02/10/2026	97611...	SBIS		1,205.48
Bill	02/17/2026	31/-3/...	BLUE CROSS BLU...		9,878.36
Bill	02/23/2026	97611...	SBIS		2,410.96
Total 716 · Employee Insurances/Benefits					13,494.80
723 · Retirement					
Check	02/13/2026			MERS pay p...	1,758.48
Total 723 · Retirement					1,758.48
727 · Office Supplies					
Bill	02/10/2026	70085...	STAPLES		-215.99
Bill	02/12/2026		AMAZON CAPITAL ...		38.62
Bill	02/13/2026	2/13/2...	KEYBANK - NATIO...		689.10
Bill	02/17/2026	7758480	DEMCO INC		116.19
Total 727 · Office Supplies					627.92
732 · Cleaning Supplies					
Bill	02/10/2026	70085...	STAPLES		604.52
Bill	02/13/2026	2/13/2...	KEYBANK - NATIO...		638.50
Total 732 · Cleaning Supplies					1,243.02
734 · Processing Supplies					
Bill	02/10/2026	70085...	STAPLES		168.46
Bill	02/13/2026	2/13/2...	KEYBANK - NATIO...		52.08
Bill	02/17/2026	7758480	DEMCO INC		632.75
Total 734 · Processing Supplies					853.29
750.1 · Adult Programming					
Bill	02/10/2026	1/29/2...	PATRICIA BROWN	Refreshments	103.64
Bill	02/10/2026	1/5-1/...	JO ANN YATES	8 Yoga sessio...	400.00
Bill	02/10/2026	8346	WILSON, VALERIE	Cookin with Val	300.00
Bill	02/10/2026	8467	BRANDON FREEM...	Black History ...	500.00
Bill	02/12/2026		AMAZON CAPITAL ...		393.30

Saline District Library Fund 101
Bill List
February 2026

Type	Date	Num	Name	Memo	Amount
Bill	02/13/2026	2/13/2...	KEYBANK - NATIO...		648.55
Total 750.1 · Adult Programming					2,345.49
750.2 · Teen Programming					
Bill	02/12/2026		AMAZON CAPITAL ...		566.00
Total 750.2 · Teen Programming					566.00
750.3 · Youth Programming					
Bill	02/10/2026	1/20/26	DENA MOSCHECK	Supplies	31.72
Bill	02/10/2026	1/20/2...	LUPTON, JENNIFER	Supplies	16.91
Bill	02/10/2026	2/4/26	EVELYN MOORER		3.75
Bill	02/12/2026		AMAZON CAPITAL ...		464.21
Bill	02/13/2026	80953...	SCHOLASTIC INC.		156.70
Bill	02/17/2026	8478	CLAIRE BARNICH	Fiddle Pie Per...	150.00
Total 750.3 · Youth Programming					823.29
750.4 · Programming Funded by Friends					
Bill	02/13/2026	2/13/2...	KEYBANK - NATIO...		182.17
Bill	02/13/2026	580060	COLLABORATIVE ...		570.57
Total 750.4 · Programming Funded by Friends					752.74
752.1 · Summer Reading-Adult					
Bill	02/13/2026	580060	COLLABORATIVE ...		229.30
Total 752.1 · Summer Reading-Adult					229.30
752.2 · Summer Reading-Teen					
Bill	02/13/2026	580060	COLLABORATIVE ...		901.04
Total 752.2 · Summer Reading-Teen					901.04
752.3 · Summer Reading-Youth					
Bill	02/13/2026	580060	COLLABORATIVE ...		1,196.19
Total 752.3 · Summer Reading-Youth					1,196.19
762.1 · Adult ETC					
Bill	02/12/2026		AMAZON CAPITAL ...		49.99
Total 762.1 · Adult ETC					49.99
762.3 · Youth ETC					
Bill	02/12/2026		AMAZON CAPITAL ...		7.90
Total 762.3 · Youth ETC					7.90
770 · Periodicals					

Saline District Library Fund 101
Bill List
February 2026

Type	Date	Num	Name	Memo	Amount
Bill	02/10/2026	633618	AMERICAN ANCES...		270.00
Total 770 · Periodicals					270.00
772.1 · Ebooks-Adult					
Bill	02/10/2026	48833...	KANOPY, INC.		604.35
Bill	02/10/2026	50838...	MIDWEST TAPE	Hoopla	4,223.90
Bill	02/10/2026	50838...	MIDWEST TAPE	Hoopla	5,000.00
Bill	02/10/2026	CD01...	OVERDRIVE, INC		5,000.00
Total 772.1 · Ebooks-Adult					14,828.25
780 · Software					
Bill	02/10/2026	INV-U...	ENVISIONWARE, I...		3,846.95
Bill	02/10/2026	1791	TOG DEVELOPME...		3,388.32
Total 780 · Software					7,235.27
802 · Professional Services-Bookkeep					
Bill	02/13/2026		STROM ACCOUNTI...	Montly Fee	660.00
Check	02/13/2026			paychex EIB	268.28
Check	02/26/2026			Paychex EIB	268.28
Total 802 · Professional Services-Bookkeep					1,196.56
804 · Professioanl services-Consult					
Bill	02/10/2026	32151...	PAYCHEX		652.70
Check	02/13/2026			HR fee	642.00
Total 804 · Professioanl services-Consult					1,294.70
851 · Telephone					
Bill	02/10/2026	9145	TELNET WORLDWI...		448.97
Bill	02/13/2026	2/13/2...	KEYBANK - NATIO...		4.70
Total 851 · Telephone					453.67
860 · Travel/Lodging					
Bill	02/10/2026	1/20/2...	PATRICIA BROWN	Mileage	42.84
Total 860 · Travel/Lodging					42.84
880 · Marketing					
Bill	02/13/2026	2/13/2...	KEYBANK - NATIO...		414.06
Bill	02/13/2026	580060	COLLABORATIVE ...		217.26
Total 880 · Marketing					631.32
885 · Msc funded by Friends					
Bill	02/13/2026	2/13/2...	KEYBANK - NATIO...		79.48

Saline District Library Fund 101
Bill List
February 2026

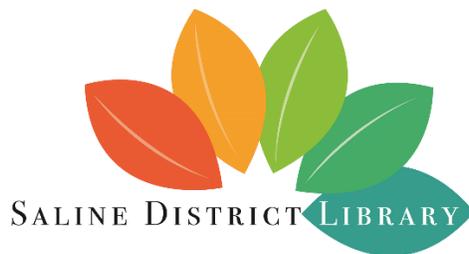
Type	Date	Num	Name	Memo	Amount
Total 885 · Msc funded by Friends					79.48
920 · Electricity					
Bill	02/12/2026		DTE ENERGY - EL...		3,965.78
Total 920 · Electricity					3,965.78
921 · Gas					
Bill	02/12/2026		DTE ENERGY - GAS		2,280.41
Total 921 · Gas					2,280.41
922 · Water					
Bill	02/10/2026	3/2/20...	SALINE CITY HALL	Quarterly fee	1,363.51
Total 922 · Water					1,363.51
930 · Building Maintenance					
Bill	02/10/2026	89342...	WASTE MANAGEM...		303.45
Bill	02/12/2026		AMAZON CAPITAL ...		110.37
Bill	02/13/2026	2/13/2...	KEYBANK - NATIO...		39.33
Bill	02/17/2026	271304	WYANDOTTE ALA...		155.00
Total 930 · Building Maintenance					608.15
932 · Ground Maintenance					
Bill	02/10/2026	33033	KEVIN'S LANDSCA...	Service 12/1/...	3,000.00
Bill	02/10/2026	482974	CHELSEA LUMBE...		9.70
Total 932 · Ground Maintenance					3,009.70
934 · Equipment Maintenance					
Bill	02/10/2026	50373...	WELLS FARGO FIN...		386.79
Bill	02/10/2026	ON33...	ELITE IMAGING SY...		320.10
Bill	02/10/2026	INV-U...	ENVISIONWARE, I...		4,305.07
Total 934 · Equipment Maintenance					5,011.96
955 · Grants					
Bill	02/12/2026		AMAZON CAPITAL ...		237.90
Bill	02/13/2026	2/13/2...	KEYBANK - NATIO...		267.24
Bill	02/23/2026	8543	THE CREATURE C...		450.00
Total 955 · Grants					955.14
957 · Continuing Education					
Bill	02/10/2026	24194	MICHIGAN LIBRAR...	Dena Mosche...	250.00
Bill	02/13/2026	2/13/2...	KEYBANK - NATIO...		125.00
Total 957 · Continuing Education					375.00
958 · Dues					

Saline District Library Fund 101
Bill List
February 2026

Type	Date	Num	Name	Memo	Amount
Bill	02/10/2026	23943	MICHIGAN LIBRAR...	Evie Moorer	85.00
Total 958 · Dues					85.00
964.4 · MelCat Reimbursements					
Bill	02/10/2026	26-05	SHELBY TOWNSHI...	A Biography o...	26.95
Total 964.4 · MelCat Reimbursements					26.95
965 · Bank Charges					
Check	02/03/2026			KB merch fee	34.15
Check	02/03/2026			KB merch fee	34.06
Check	02/09/2026			Jan Analysis ...	199.40
Total 965 · Bank Charges					267.61
982.1 · Adult Fiction					
Bill	02/10/2026		INGRAM		
Bill	02/10/2026	1/1-1/...	INGRAM		3,396.28
Bill	02/12/2026		AMAZON CAPITAL ...		799.16
Total 982.1 · Adult Fiction					4,195.44
982.15 · Large Print					
Bill	02/10/2026		INGRAM		
Bill	02/10/2026	1/1-1/...	INGRAM		1,040.07
Total 982.15 · Large Print					1,040.07
982.2 · Teen Fiction					
Bill	02/10/2026		INGRAM		
Bill	02/10/2026	1/1-1/...	INGRAM		870.87
Bill	02/12/2026		AMAZON CAPITAL ...		418.19
Total 982.2 · Teen Fiction					1,289.06
982.3 · Youth Fiction					
Bill	02/10/2026	1/1-1/...	INGRAM		1,447.21
Total 982.3 · Youth Fiction					1,447.21
983.1 · Adult Nonfiction					
Bill	02/10/2026		INGRAM		
Bill	02/10/2026	1/1-1/...	INGRAM		3,024.19
Bill	02/12/2026		AMAZON CAPITAL ...		66.08
Total 983.1 · Adult Nonfiction					3,090.27
983.15 · Reference					
Bill	02/10/2026	818871	ICLE		178.50

Saline District Library Fund 101
Bill List
February 2026

Type	Date	Num	Name	Memo	Amount
Total 983.15 · Reference					178.50
983.2 · Teen Nonfiction					
Bill	02/10/2026		INGRAM		
Bill	02/10/2026	1/1-1/...	INGRAM		163.84
Total 983.2 · Teen Nonfiction					163.84
983.3 · Youth Nonfiction					
Bill	02/10/2026	399916	COUGHLAN COMP...		40.87
Bill	02/10/2026	1/1-1/...	INGRAM		1,382.29
Total 983.3 · Youth Nonfiction					1,423.16
984.1 · Audiobooks-Adult					
Bill	02/10/2026	2/10/2...	MIDWEST TAPE		415.92
Total 984.1 · Audiobooks-Adult					415.92
984.3 · Audiobooks-Youth					
Bill	02/10/2026	2/10/2...	MIDWEST TAPE		419.89
Total 984.3 · Audiobooks-Youth					419.89
985.1 · DVDBlu Rays-Adult					
Bill	02/10/2026	2/10/2...	MIDWEST TAPE		1,174.72
Total 985.1 · DVDBlu Rays-Adult					1,174.72
985.3 · DVD/Blu Rays-Youth					
Bill	02/10/2026	2/10/2...	MIDWEST TAPE		72.72
Total 985.3 · DVD/Blu Rays-Youth					72.72
TOTAL					166,041.04



**Library Director's Report
Submitted by Karrie Waarala
March 17, 2026**

- Our Technology Manager, Andrew Sutherland, has been working diligently to install a new pay station for public printing and copying. This station is much more user-friendly than the old kiosk for printing and coin box for copying, and will allow users to do both from the same screen using either cash or a credit card.
- The SDL SeeDLibrary will be opening mid-March. Kudos to Assistant Director Jessica Lash for her many, many hours of hard work preparing this valued community service.
- Upcoming programs of note include [The Edmund Fitzgerald Investigations](#), [Blood and Lipstick: Inside the Minds of Michigan's Most Lethal Women](#) author event, and [Adult Supported Social Club with Author Kris Remenar and Illustrator Matt Faulkner](#) for adults; [Bingo for Books](#) for teens; [The Floor Is Lava](#), [Houdini's Secret Escape Room](#), and [Nature's Nightlife with the Leslie Science & Nature Center](#) for kids.
- We are also hosting our annual Saline Elementary and Middle School Art Show. A [reception](#) for the young artists and their families will be held Wednesday, March 25 at 6pm.
- The Adult Services Department are doing something fun for St. Patrick's Day: they have hidden little rubber ducks around the community that people can bring back to SDL. When they do, they will get a small prize and be entered into drawings for one of three grand prizes (one each for adults, teens, and kids). We're hoping this may draw in some community members who don't regularly use the library.
- The [Community Shredding Event](#) will take place Saturday, April 11 at 10am. It will go to noon or until the truck is full. Members of the public are invited to bring up to ten small boxes and/or paper grocery bags of paper per vehicle for this drive-through service. The library and our community are very grateful to the Friends of the Library for sponsoring this popular annual service.
- SDL has received both our PPT Reimbursement and the first of our two State Aid checks. The second State Aid check should arrive this summer.

- A regular donor to SDL, David Charnesky, has informed us that the library will be included in his will. We are very grateful to Mr. Charnesky for his annual donations, which he asks be used to purchase materials for and about potentially under-represented members of the community.
- We are pleased to announce the following SDL staff updates:
 - Elise LaPointe has been promoted from Youth Desk Aide to Youth Assistant.
 - Rebekah Kojiro has been hired as our new Youth Desk Aide.
 - Katy Miller has been hired as our new Cataloger.
- The Library of Michigan has announced the dates for their Awesome Millage Mondays webinar series. These five webinars will be held weekly on Mondays April 6 through May 4, 2-3:30pm. They are free to attend, and [registration is available online](#).
- Jess and I will be attending the [Public Library Association national conference](#) April 1-3 in Minneapolis. We are excited for this opportunity, as we've heard excellent things about it and neither of us have been able to attend it in the past.
- The library will be closed Sunday, April 5 for the Easter holiday.

**SALINE DISTRICT LIBRARY
POLICY BULLETIN**

POLICY NO: 618

SUBJECT: BEREAVEMENT PAY

1. All regular employees who work a minimum of twenty hours per week will be eligible for up to three days of bereavement leave with pay at the time of a death in the employee's immediate family. (Policy #601, 2c)
2. Only days the employee is scheduled to work are eligible for bereavement pay.
3. Immediate family includes:

Spouse	Grandparents
Parent	Grandchildren
Parents-in-Law	Children
Brother	Sister-in-Law
Sister	Brother-in-Law
Member of the household	

This policy shall apply whether the relationship is natural, adoptive, step, foster, or marital.

4. All employees may be granted one day of bereavement leave, without pay, to attend the funeral of any other relative.
5. All eligible employees will be granted up to three days of bereavement leave with pay due to (i) a miscarriage; (ii) an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure; (iii) a failed adoption match or an adoption that is not finalized because it is contested by another party; (iv) a failed surrogacy agreement; (v) a diagnosis that negatively impacts pregnancy or fertility; or (vi) a stillbirth.
6. If additional time is needed, vacation time or excused absence without pay may be granted.

SALINE DISTRICT LIBRARY
POLICY BULLETIN

POLICY NO: 627

SUBJECT: RETIREMENT

1. Saline District Library will contribute to a defined contribution retirement plan for all regular employees who work a minimum of 20 hours per week.
2. A third party designated by the library board will serve as the provider for the defined contribution retirement plan.
3. Beginning with the first anniversary date of employment, the employee will contribute 5% of their bi-weekly salary. The library will match the employee's 5% contribution.

The library's contribution will vest with the participant according to the following schedule at each anniversary date of employment:

1	0% (not eligible during this year)
2	25%
3	50%
4	75%
5	100%

4. Employees may save additional funds for retirement by contributing monies to the 457 Deferred Compensation Plan as outlined in the agreement with the third party designated by the library board.
5. Eligibility for withdrawals is determined by the plan and the Internal Revenue Service.

SALINE DISTRICT LIBRARY
POLICY BULLETIN

POLICY NO: 628

SUBJECT: FLEXIBLE SPENDING ACCOUNT PLAN

Plan Description:

The Saline District Library incorporates a Flexible Spending Account Plan into the benefits package. The library provides a specified amount each fiscal year for reimbursement of healthcare expenses incurred by the employee, spouse, or eligible dependents, as defined by the Internal Revenue Service. Employees may also elect to contribute their own money to a flexible spending account for healthcare and/or dependent care.

The plan is administered by a third party agency. All medical records and documentation will be maintained by the agency and kept confidential as required by law. Benefit offerings and amounts are reviewed annually by the library board.

Eligibility:

1. Regular full-time employees and regular part-time employees who work a minimum of twenty hours per week are eligible to participate in the Saline District Library Healthcare Reimbursement Plan.
 - a. An employee may participate as of the first day of the calendar month coinciding with or following the date of hire.

2. The Plan Year is July 1 – June 30. Coverage will be prorated based upon full months of library employment during the year under the following conditions:
 - a. An employee who begins to participate in the plan on a date other than the beginning of the Plan Year shall have the coverage reduced proportionately based upon the participant's full months of enrollment during that year.
 - b. Similarly, in the case of an employee who terminates employment prior to the end of a Plan Year, or reduces regularly scheduled work hours below twenty hours per week, the coverage will be reduced proportionately (to the extent not already paid or reimbursed) based on the participant's full months of employment with the library during that year.

SALINE DISTRICT LIBRARY
POLICY BULLETIN

POLICY NO: 707

SUBJECT: INVESTMENT POLICY

I. Purpose

It is the policy of the Saline District Library to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the entity and conforming to all state statutes and Library policies governing the investment of public funds.

II. Scope

This investment policy applies to all transactions involving the financial assets and related activity of the Saline District Library with the following exceptions:

- a. The Library's employee pension funds and its employee deferred compensation funds, which are organized and administered separately.
- b. Any financial asset or money that is otherwise subject to a public act or bond authorizing ordinance or resolution that permits investment in fewer than all the investment options listed in this Policy, or imposes one or more conditions upon an investment listed in this policy.
- c. Any financial asset or money within the Endowment Fund Program that is deemed to be used and/or invested in accordance with the Uniform Management of Institutional Funds Act, Public Act 157 of 1976. Further, if any financial asset or money within the Endowment Fund Program has donor imposed conditions on investments, those conditions should be met unless those conditions violate this policy or Michigan law.

The Library's financial assets are accounted for in various Funds of the Library as set forth in **Policy 709: Segregation and Distribution of Revenues**.

III. Objectives

Funds of the Saline District Library will be invested in accordance with [Michigan Public Act 20 of 1943](#), as amended, and in accordance with the following objectives in order of priority:

- a. Safety - Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to insure the preservation of capital and preservation of investment in the overall portfolio.
- b. Diversification - The investments shall be diversified by specific maturity dates, individual financial institution(s), or specific class of securities in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.
- c. Liquidity - The investment portfolio will remain sufficiently liquid to meet all operating requirements which might be reasonably anticipated.
- d. Return on Investment - The investment portfolio shall be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and cash flow characteristics of the portfolio.

IV. Authority

Authority to manage the investment program is derived from state law, including the [Investment of Surplus Funds of Political Subdivisions Act, Public Act 20 of 1943](#) and Section 12 of the [District Library Establishment Act, Public Act 24 of 1989](#). Management responsibility for the investment program is hereby delegated to the Saline District Library Board of Trustees, who shall establish procedures and internal controls for the operation of the investment program consistent with this investment policy.

No person may engage in investment transactions except as provided under the terms of this policy and the procedures established by the Board of Trustees. The Treasurer of the Board of Trustees shall be responsible for all transactions undertaken. The Board of Trustees may delegate investment authority to the Board's Finance Committee, of which the Treasurer is a member.

V. Authorized Instruments

The Library is limited to investments authorized by Public Act 20 of 1943, as amended, and may invest in the following:

- a. Bonds, securities, and other obligations of the United States or an agency or instrumentality of the United States.
- b. Certificates of deposit, savings accounts, deposit accounts, or depository receipts of a financial institution, but only if the financial institution is eligible to be a depository of funds belonging to the state under a law or rule of this state or the United States. In addition, the

Library Board by resolution may authorize its investment officer to invest the funds of the Library in certificates of deposit in accordance with all of the following conditions:

- i. The funds are initially invested through a financial institution that is not ineligible to be a depository of surplus funds belonging to this state under section 6 of 1855 PA 105, MCL 21.146.
 - ii. The financial institution arranges for the investment of the funds in certificates of deposit in one or more insured depository institutions, as defined in 12 USC 1813, or one or more insured credit unions, as defined in 12 USC 1752, for the account of the public corporation.
 - iii. The full amount of the principal and any accrued interest of each certificate of deposit is insured by an agency of the United States.
 - iv. The financial institution acts as custodian for the public corporation with respect to each certificate of deposit.
 - v. At the same time that the funds of the public corporation are deposited and the certificate or certificates of deposit are issued, the financial institution receives an amount of deposits from customers of other insured depository institutions or insured credit unions equal to or greater than the amount of the funds initially invested by the public corporation through the financial institution.
- c. Commercial paper rated at the time of purchase within the two (2) highest classifications established by not less than two standard rating services and that matures not more than 270 days after the date of purchase.
 - d. Repurchase agreements consisting of instruments listed in subdivision (a) above. Repurchase agreements must be executed by the bank or dealer, and shall be negotiated only with dealers or financial institutions with whom the Saline District Library has negotiated a master repurchase agreement approved by the Library's legal counsel.
 - e. Bankers' acceptances of United States Banks.
 - f. Obligations of the State of Michigan or any of its political subdivisions that at the time of purchase are rated as investment grade by not less than (1) standard rating service.
 - g. Mutual funds registered under the Investment Company Act of 1940, Title I of chapter 686, 54 Stat. 789, 15 U.S.C. 80a-1 to 80a-3 and 80a-4 to 80a-64, with authority to purchase only investment vehicles that are

legal for direct investment by a public corporation. The authorization to invest in mutual funds includes securities whose net asset value per share may fluctuate on a periodic basis. However, a mutual fund is not disqualified as a permissible investment solely by reason of either of the following:

- i. The purchase of securities on a when-issued or delayed delivery basis.
 - ii. The ability to lend portfolio securities as long as the mutual fund receives collateral at all times equal to at least 100% of the value of the securities loaned.
 - iii. The limited ability to borrow and pledge a like portion of the portfolio's assets for temporary or emergency purposes.
- h. Obligations described in V.a through V.g above if purchased through an interlocal agreement under state law (Urban Cooperation Act of 1967) e.g. the MBIA Michigan CLASS program.
- i. Investment pools organized under the Local Government Investment Pool Act, 1985 PA 121 and the Surplus Funds Investment Pool Act, 1982 PA 367.

VI. Safekeeping and Custody

All security transactions, including collateral for repurchase agreements and financial institution deposits, entered into by the Saline District Library shall be on a cash (or delivery vs. payment) basis. Securities may be held by a third party custodian designated by the Treasurer and evidenced by safekeeping receipts as determined by the Treasurer.

VII. Prudence

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation but for investment, considering the probable safety of their capital as well as the probable income to be derived.

VIII. Reports

The Treasurer may elect to have certificates and other evidence of investments held by a financial institution and sufficient documentation and acknowledgment of

investments held on behalf of the Library, provided that such documentation is provided on a quarterly basis. The Treasurer shall provide a quarterly report to the governing body concerning the investment of funds.

IX. Conflict

The Saline District Library Board of Trustees shall comply with all statutes related to public fund investments. Any provision of this Resolution in conflict with state law is void.

INVESTMENT POLICY

I. Purpose.

It is the policy of the Saline District Library (“Library”) to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the entity and conforming to all state statutes and Library policies governing the investment of public funds.

II. Scope.

This Investment Policy (“Policy”) applies to all transactions involving the financial assets and related activity of the Library except for the following:

- A. The Library’s employee pension funds and its employee deferred compensation funds, which are organized and administered separately.
- B. Any financial asset or money that is otherwise subject to a public act or bond authorizing ordinance or resolution that permits investment in fewer than all the investment options listed in this Policy or imposes one or more conditions upon an investment listed in this Policy.
- C. Further, this Policy does not apply to any funds which are governed by an act other than 1943 PA 20, the Investment of Surplus Funds of Political Subdivisions Act (“Act 20”).

The Library's financial assets are accounted for in various Funds of the Library as set forth in Policy 709: Segregation and Distribution of Revenues

III. Objectives.

Funds of the Library will be invested in accordance with Act 20, as amended, and in accordance with the following objectives in order of priority:

- A. Safety - Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital and preservation of investment in the overall portfolio.
- B. Diversification - The investments shall be diversified by specific maturity dates, individual financial institution(s) or a specific class of securities in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

- C. Liquidity - The investment portfolio will remain sufficiently liquid to meet all operating requirements which might be reasonably anticipated.
- D. Return on Investment - The investment portfolio shall be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and cash flow characteristics of the portfolio.

IV. Authority; Delegation of Authority.

Authority to manage the investment program is derived from state law, including Act 20, as amended, and the District Library Establishment Act, 1989 PA 24. Management responsibility for the investment program is hereby delegated to the Saline District Library Board of Trustees, which shall establish procedures and internal controls for the operation of the investment program, consistent with the Investment Policy.

No person may engage in investment transactions except as provided under the terms of this Policy and the procedures established by the Board of Trustees. The Treasurer of the Board of Trustees shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials. The Library Board, after approval by the Finance Committee, may hire consultants, including a bookkeeper, to assist with Library investments. The Director shall be the Investment Officer. The Board of Trustees may delegate investment authority to the Board's Finance Committee, of which the Treasurer is a member.

V. Authorized Instruments.

In accordance with Act 20, as amended, the Board of Trustees may invest the surplus funds of the Library as follows:

- A. Bonds, securities, and other obligations of the United States or an agency or instrumentality of the United States.
- B. Certificates of deposit, savings accounts, deposit accounts, or depository receipts of a financial institution, but only if the financial institution is eligible to be a depository of funds belonging to the state under a law or rule of this state or the United States. In addition, the Library Board by resolution may authorize its investment officer to invest the funds of the Library in certificates of deposit or depository accounts in accordance with all of the following conditions:
 - 1. Certificates of deposit in accordance with all of the following conditions:
 - a. The funds are initially invested through a financial institution that is not ineligible to be a depository of surplus funds belonging to this state under section 6 of 1855 PA 105, MCL 21.146.

- b. The financial institution arranges for the investment of the funds in certificates of deposit in one (1) or more insured depository institutions, as defined in 12 USC 1813, or one (1) or more insured credit unions, as defined in 12 USC 1752, for the account of the public corporation.
 - c. The full amount of the principal and any accrued interest of each certificate of deposit is insured by an agency of the United States.
 - d. The financial institution acts as custodian for the public corporation with respect to each certificate of deposit.
 - e. At the same time that the funds of the Library are deposited and the certificate or certificates of deposit are issued, the financial institution receives an amount of deposits from customers of other insured depository institutions or insured credit unions equal to or greater than the amount of the funds initially invested by the public corporation through the financial institution.
2. Deposit accounts of a financial institution that meet all of the following conditions:
- a. The funds are initially deposited in a financial institution that is not ineligible to be a depository of surplus funds belonging to this state under section 6 of 1855 PA 105, MCL 21.146.
 - b. The financial institution arranges for the deposit of the funds in deposit accounts in one (1) or more insured depository institutions, as defined in 12 USC 1813, or one (1) or more insured credit unions, as defined in 12 USC 1752, for the account of the public corporation.
 - c. The full amount of the principal and any accrued interest of each deposit account is insured by an agency of the United States.
 - d. The financial institution acts as custodian for the public corporation with respect to each deposit account.
 - e. On the same date that the funds of the Library are deposited under subdivision b) above, the financial institution receives an amount of deposits from customers of other insured depository institutions or insured credit unions equal to or greater than the amount of the funds initially deposited by the Library in the financial institution.

- C. Commercial paper rated at the time of purchase within the two (2) highest classifications established by not less than two (2) standard rating services and that matures not more than 270 days after the date of purchase.
- D. Repurchase agreements consisting of instruments listed in subdivision A. above. Repurchase agreements must be executed by the bank or dealer, and shall be negotiated only with dealers or financial institutions with whom the Library has negotiated a master repurchase agreement approved by the Library's legal counsel.
- E. Bankers' acceptances of United States Banks.
- F. Obligations of the State of Michigan or any of its political subdivisions that at the time of purchase are rated as investment grade by not less than one (1) standard rating service.
- G. Mutual funds registered under the Investment Company Act of 1940, Title I of chapter 686, 54 Stat. 789, 15 U.S.C. 80a-1 to 80a-3 and 80a-4 to 80a-64, with authority to purchase only investment vehicles that are legal for direct investment by a public corporation. The authorization to invest in mutual funds includes securities whose net asset value per share may fluctuate on a periodic basis. However, a mutual fund is not disqualified as a permissible investment solely by reason of the following:
 - 1. The purchase of securities on a when-issued or delayed delivery basis.
 - 2. The ability to lend portfolio securities as long as the mutual fund receives collateral at all times equal to at least 100% of the value of the securities loaned.
 - 3. The limited ability to borrow and pledge a like portion of the portfolio's assets for temporary or emergency purposes.
- H. Obligations described in V.A through V.G above if purchased through an interlocal agreement under state law (Urban Cooperation Act of 1967) e.g., the MBIA Michigan CLASS program.
- I. Investment pools organized under the Local Government Investment Pool Act, 1985 PA 121 and the Surplus Funds Investment Pool Act, 1982 PA 367.

VI. Safekeeping and Custody.

All security transactions, including collateral for repurchase agreements and financial institution deposits, entered into by the Library shall be on a cash (or delivery vs. payment) basis. Securities may be held by a third-party custodian designated by the Treasurer and evidenced by safekeeping receipts as determined by the Treasurer.

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Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation but for investment, considering the probable safety of their capital as well as the probable income to be derived.

VIII. Reports

The Treasurer may elect to have certificates and other evidence of investments held by a financial institution and sufficient documentation and acknowledgment of investments held on behalf of the Library, provided that such documentation is provided on a quarterly basis. The Finance Committee shall provide a quarterly report to the governing body concerning the investment of funds.

IX. Conflict

The Treasurer, Board Member of Trustee members, and members of the Finance Committee shall comply with all statutes related to public fund investments. Any provision of this Policy in conflict with state law, as amended from time to time, is void.

SALINE DISTRICT LIBRARY

CERTIFICATION

I hereby certify that I have received the Investment Policy of the Saline District Library, have personally read the Investment Policy, and agree to comply with the terms of the Investment Policy regarding the investment of the Saline District Library funds.

Any investment not conforming with your Investment Policy will be disclosed promptly.

We also pledge to exercise due diligence in informing you of all foreseeable risks associated with financial transactions conducted with our firm.

Institution

Address

Authorized Official & Title

Signature

Date

POLICY APPROVED: _____

EFFECTIVE: _____

PRESIDENT: _____

PROPOSAL

Customer # 1622
Printed 3/3/2026

Underwood Nursery LLC
(517) 265-2481
<http://www.underwoodsnursery.com>

Service Address
Saline District Library
555 N Maple Rd
Saline, MI 48176

Tax: \$0.00

Total Amount: \$24,180.00

Res. (734) 429-5450 EXT25

Fax (734) 944-0600 KARRI

LANDSCAPE MAINTENANCE PROPOSAL

Lawn Care Program	4.00	525.00	2,100.00
Grub Preventative	1.00	900.00	900.00
Insect and Disease Control	2.00	350.00	700.00
In Season Mowing No weekly bagging.	26.00	250.00	6,500.00
Spring Clean-Up (1st Mowing)	1.00	1,850.00	1,850.00
Fall Clean-Up (Last Mowing)	1.00	1,350.00	1,350.00
Contour Pruning	1.00	1,200.00	1,200.00
Re-Mulch Landscape Beds	1.00	8,000.00	8,000.00
Monthly Maintenance Manually weeding of all mulch beds. April thru October	1.00	3,000.00	3,000.00
Fungicide Application	1.00	400.00	400.00
Prepay discount	1.00	-1,820.00	-1,820.00

<http://www.underwoodsnursery.com>

Underwood Nursery LLC
4373 N Adrian Hwy
Adrian, MI 49221

Bill To Address

Saline District Library
555 N Maple Rd
Saline, MI 48176

Underwood Nursery LLC
4373 N Adrian Hwy
Adrian, MI 49221

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance : _____

Printed Name : _____

Signature : _____

Job # 2219836
Customer # 1622



Tax: \$0.00

Total Amount: \$24,180.00

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.



FIRST QUARTER TECHNOLOGY UPDATE

respectfully submitted by Andrew Sutherland, Technology Manager

Reporting Period: December 2025 – February 2026

Overview

The first quarter of the fiscal year focused on strengthening system reliability, improving staff and public technology experiences, and advancing long-term infrastructure planning. Significant progress was made across staff-facing technology, support services, network modernization, Polaris administration, and public-facing technology.

FixIT Ticket Status Update			
Submitted	Open	Pending	Closed
175	8	6	161

Technology Support

We continued to stabilize and enhance day-to-day operations across the library:

- Resolved CORS errors affecting internal website item carousels, restoring full functionality. Diagnosed and supported the resolution of CORS errors...
- Replaced an end-of-life Windows 10 PC in Youth Services; five additional staff PCs will reach replacement thresholds this year.
- Expanded single sign-on (SSO) across more systems to reduce password fatigue and streamline annual password changes.
- Reestablished the Staff PC Lending Library, now fully stocked with laptops, chargers, peripherals, and travel cases.
- Enhanced the Youth Department’s technology supply area with additional chargers, media players, and cables, also added a new portable Bose speaker for programs and outreach, which has already improved audio quality and ease of use.
- Restoring functionality to the microfilm/fiche machine despite discontinued parts, using creative problem-solving and custom repair work as the cable is no longer in production... we will have a working machine again shortly.
- Completed workflow integration for the Holds Pickup Window (HPUW) as a new “branch” within Polaris and the mobile app.
- Updated Apple Developer credentials to ensure readiness for iOS 26 app publishing.
- Expanded the Laser Printer/Maker Program with 10 new PCs and refreshed Glowforge filtration, supporting significant growth in attendance.
- Replaced the CMOS battery in the Polaris Training Server.

Network & Infrastructure

Major strides were made in security, printing modernization, and system reliability:

- Implemented automated monthly compliance checks to verify transactional security.
- Configured and tested VPN access for remote-capable staff.
- Installed new Kyocera multifunction printers for both staff and public use, offering scanning, OCR, and multiple file-format options. Staff have adapted well after initial rollout challenges.
- Added a new EZPay self-service print station to reduce staff workload and improve patron convenience.
- Corrected misaligned RFID gates at both entrances, resolving false alarms.
- Deployed a Windows Update Server to test patches before rollout and prevent unexpected staff PC restarts.

Polaris & Data Management

This quarter included significant progress in data integrity, reporting modernization, and system readiness:

- Completed Year End 2024–2025 and opened Fiscal Year 2025–2026.
- Began replicating production data to the Training Server, improving backup resilience and enabling safer staff training and feature testing.
- Launched a multi-phase data cleanup initiative:
 - **Phase 1:** Initial cleanup completed in January.
 - **Phase 2:** Ongoing SQL dataset review, including patron data verification, serials and MARC record validation, and year-end dataset creation.
- Updated all SQL reporting to current taxonomy and best practices; this is the first major revision in five years.
- Collaborated with Support Services and Cataloging to refine audit-ready reporting and prepare for future dashboard development.
- Reviewed and updated all SQL triggers to ensure accurate patron blocks, notices, and automated cleanup processes.

Staff Support & Internal Processes

We strengthened internal workflows and improved staff experience:

- Implemented a new ticketing system for IT and Facilities, enabling automated routing, better tracking, and improved prioritization. This ticketing system has allowed both departments to quantify project and response times...
- Formalized a technology onboarding workflow for new hires, reducing missed steps in account creation and setup.
- Updated the T-Mobile staff phone to improve emergency communication capabilities.

Public Technology & Patron Experience

Enhancements focused on reliability, access, and future-proofing:

- Replaced hotspot cases with more durable, temperature-resistant models to reduce breakage and odor retention.
- Standardized public PC updates to a weekly “Update Tuesday” cadence, improving stability.
- Resolved Gmail and Google Search login issues on filtered public PCs by correcting an MX record configuration. It has stopped occurring completely, at this time.
- Began planning for replacement of aging Meraki access points, leveraging past budget stewardship.
- Initiated planning for a new integrated security system, including key-card access and emergency lockdown capabilities.

Strategic Planning & Professional Development

We advanced long-term planning and strengthened regional connections:

- Launched departmental technology planning for 3-month, 6-month, and 1-year horizons to inform the broader SDL Technology Plan.
- Began inventorying and preparing outdated equipment for secure recycling.
- Attended a webinar on modern onboarding practices to reduce administrative burden.
- Participated in the SEMi Innovative Users Group meeting, building relationships with regional Polaris/Vega administrators.
- Preparing to attend the Innovative Users Group Annual Conference in April, with sessions focused on reporting, APIs, and ILS administration.

Youth Services Department
December 2025-February 2026 Quarterly Report

Winter Programs

- The youth department held 105 programs this winter, with a total of 1840 participants, including storytimes (Book Babies, Whimsical Wednesdays, Tot Spot, and Family Fun), art programs, science programs, guest performers, and book clubs.
- Take Your Child to the Library Day was held the first Saturday of February, and celebrated with a special storytime attended by 29 children and caregivers. We also relaunched our Read to a Dog program that day and allowed six families to visit with Cash the therapy dog. Read to a Dog will continue monthly with handlers Megan Bak and Afifa Corrigan, and their dogs Cash and Ruby.
- Take-home craft kits continue to be popular with patrons. Youth staff created 12 kits which were distributed to 1210 participants.
- Other programming highlights included a drop-in National Hot Chocolate Day planned by Anna Hinkley and Trish Brown from Adult Services, which drew over 80 participants, and Super Mario and K-Pop Demon Hunters parties hosted by Anna Hinkley and Jennifer Lupton, with assistance from Dave Woodington and Dena Moscheck.
- Summer reading planning is in full swing! Everyone is excited about the dinosaur theme.

Partnerships and Outreach

- Jennifer Lupton and Evie Moorer each presented two sessions of Stories with Santa at the Saline Recreation Center.
- Liberty Club volunteers continue to visit each week, cleaning picture books most weeks as well as attending a monthly read-aloud.
- Anna Hinkley, Jennifer Lupton, and Dena Moscheck did eleven outreach storytimes at local preschool and childcare centers.

Collections and Services

- Anna Hinkley completed the JE Green project, moving nonfiction beginning readers from regular juvenile nonfiction and other JE sections into their own section for nonfiction titles. Special thanks goes to Sherry Barbour and the catalogers for their assistance with this project.
- We began offering a monthly scavenger hunt checklist to go with the “Can You Find It?” activity provided by Paula Schaffner when she redecorates the dollhouse each month. Young patrons can earn a sticker by bringing a completed form to the youth desk.

Professional Development

- Members of the youth department attended the following committee meetings, conferences, and webinars:
 - CSLP Summer Reading Symposium

- Libraries, Social Media, CIPA, and the Internet - webinar
- Generative AI and Library Collection Development Policies - webinar
- Onboarding New Library Employees: Setting Up Staff for Success - webinar
- TLN Youth Services Meeting
- Giving Effective Feedback - webinar
- What's It Really Like? Join the 2026 Mock Newbery LIVE! - webinar
- Working Well with Your Team - webinar
- Leading for Wellness - webinar
- Foundations of the Science of Reading for Public Library Professionals - webinar
- MLA Spring Institute Workgroup

Staffing

- Dena Moscheck's first day as Head of Youth Services was 11/24/26.
- Jasmine Riehl's last day was 2/5/26. She has moved onto a full-time librarian position at the Taylor Community Library.
- Elise LaPointe transitioned to the Youth Assistant position. Her first day was 2/24/26.
- Rebekah Kojiro was hired to fill the Youth Desk Aide position, and began on 3/3/26.

Respectfully submitted,

*Dena Moscheck, Head of Youth Services
March 12, 2026*

**Quarterly Report
Adult Department
Q1 2026**

3/10/2026

Programming

The Adult Department had the following programs of note:

- We celebrated Jane Austen's 250th Birthday anniversary with snacks and tea, as well as reading "The Novel Life of Jane Austen" for our Drawn Together Graphic Novel Book Club
- We had another very popular Puzzle Swap Day with over 60 participants trading puzzles.
- In February, we had our annual "Mystery Date With a Book" display, where over 120 books were taken, and over 70 "Rate Your Date" slips were returned, culminating in two grand prize winners!
- Other one-off programs were "Cooking with Chef Val," our Black History Month presenter, Social Club, Pizza Cafe, and the return of Laser Cut Programming.

Displays

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

- Learn a Foreign Language, Astronomy and Outer Space, Trouble in Paradise (Crime and True Crime in tropical locales), Brews and Booze, Land of the Midnight Sun (Scandinavian/Inuit lit), Midwest Nice (cozies set in the Midwest, Midwest travel, etc), Mardi Gras, and more!

Staff Development

- Staff attended continuing education opportunities such as Onboarding New Employees and met with Andrew to learn about new tech equipment.
- Staff continues to attend various webinars relating to collection development, cataloging, and Readers' Advisory.
- Staff also attended webinars relating to our new library vendor, Ingram, as well as acclimating to the new purchasing procedures.

Outreach

- Monthly book deliveries continue to Brecon Village and Story Point, as well as a monthly book club that Trish coordinates at Mill Pond Manor.
- Evan laser-cut winner plaques for the Senior Centers' annual Souper Bowl, and staff participated in the annual Cocoa Crawl.

Respectfully submitted,

Evan Smale
Head of Adult Services

Support Services Quarterly Report
2026 1st Quarter
Submitted by: Arlene Wall

SUPPORT SERVICES MANAGER

- Quarter Stats –
 - Total Circulation of physical items – 58,589 (51,732 in 1st Quarter 2025)
 - Total Patron Visits – 36,083 (31,862 in 1st Quarter 2025)
 - New Patrons Registered – 349 (336 in 1st Quarter 2025)
 - Total number of patrons – 15,581 (14,203 in Quarter 2024)
- Since going fine free, Request Time to Fill Holds
 - 1st Quarter Average time to fill hold requests 12.39 Days (7.57 Days in 1st Quarter 2023 before fine free) – affected by the change from B&T book supplier to Ingram book supplier

SUPPORT SERVICES STAFF

- A staff member attended two webinars:
 - TLN, PBS Books Caregiving Webinar: Exploring Compassion, Connection & Community with Catherine Newman
 - TLN, Teaching Tech Proficiency to Seniors with Michael Wilson

Circulation FY2025-2026

ITEM	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	TOTALS
Book Materials													
Total Books	14,971	17,330	16,390										48,691
% of Total Circ.	81.64%	82.83%	84.79%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	83.11%
AV Materials													
DVD/BLU-RAY	2,177	2,286	1,886										6,349
Music CDs	198	209	185										592
Audio Books	284	243	210										737
J Kits	190	260	215										665
Total AV	2,849	2,998	2,496	0	0	0	0	0	0	0	0	0	8,343
% of Total Circ.	15.54%	14.33%	12.91%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	14.24%
Interlibrary Loans													
SDL Patron Filled Requests	591	859	673										2,123
% of Total Circ.	3.22%	4.11%	3.48%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	3.62%
Lends Out to Libs	722	882	906										2,510
Equipment	244	264	225										733
Periodicals	273	331	218										822
% of Total Circ.	1.49%	1.58%	1.13%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	1.40%
TOTAL 2025 CIRC	18,337	20,923	19,329	0	0	0	0	0	0	0	0	0	58,589
Prior Year Circ.	13,116	17,878	20,738	23,201	20,447	19,889	24,600	26,789	22,843	21,217	21,326	19,882	251,926
% Difference	39.81%	17.03%	-6.79%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-76.74%
Downloads													
Ebooks	4,254	5,933	3,745										13,932
AudioBooks	5,118	5,886	5,214										16,218
Music	144	201	162										507
Video	407	356	372										1,135
Magazines	1,336	1,331	1,194										3,861
Tumble books	3	4	26										33
Total Downloads	11,262	13,711	10,713	0	0	0	0	0	0	0	0	0	35,686
Prior Year	10,121	12,844	10,188	11,002	10,378	11,030	10,975	11,197	10,877	10,659	10,792	10,798	130,861
% Difference	11.27%	6.75%	5.15%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-72.73%
GRAND TOTAL CIRC	29,599	34,634	30,042	0	0	0	0	0	0	0	0	0	94,275
Prior Year Grand Total	23,237	30,722	30,926	34,203	30,825	30,919	35,575	37,986	33,720	31,876	32,118	30,680	382,787
% Difference	27.38%	12.73%	-2.86%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-75.37%
Cards Issued	106	127	116										349
Prior Year	87	131	118	155	133	113	243	201	139	153	121	101	1,695
% Difference	21.84%	-3.05%	-1.69%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-79.41%
3 M Gate Count	11,053	13,073	11,957										36,083
prior year	7,033	9,042	15,787	20,269	13,188	11,055	14,046	13,806	11,587	14,119	15,210	13,041	158,183
% Difference	57.16%	44.58%	-24.26%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-77.19%
Average Per Day	356	421	412	0	0	0	0	0	0	0	0	0	297

*Total Gate Count Estimated in February due to gates down on 2/17/2026

Programs and Services FY2025-2026

COMPUTER USAGE													
PC usage onsite	529	497	531										1,557
Prior Year	460	438	594	649	675	661	720	674	594	578	609	546	7,198
% difference	15.00%	13.47%	-10.61%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-78.37%
WiFi usage onsite	2,011	2,654	2,553										7,218
Prior Year	2,214	2,563	3,072	3,373	3,548	3,870	3,577	3,594	3,120	4,794	4,449	4,413	42,587
% difference	-9.17%	3.55%	-16.89%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-83.05%
Youth AWE computers	414	409	248										1,071
Prior Year	410	0	345	398	230	243	419	469	352	266	316	345	3,793
% difference	0.98%	#DIV/0!	-28.12%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-71.76%
Ref. Questions:													
Youth	595	813	708										2,116
Adult	520	634	491										1,645
Main Desk	259	494	545										1,298
Total Reference	1,374	1,941	1,744	0	5,059								
Prior Year	1,231	2,133	2,358	2,315	1,813	1,829	3,437	3,199	2,344	1,923	2,050	1,651	26,283
% difference	11.62%	-9.00%	-26.04%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-80.75%
Program Rm: #Groups	4	5											9
Prior Year #Groups	0	0	0	0	0	0	1	4	1	2	6	5	19
# of individuals	90	131											221
Study Rms: #Groups	240	279	206										725
Prior Year #Groups	0	72	132	166	177	184	243	345	233	328	369	246	2,495
# of individuals	394	446	305										1,145

Online Access FY2025-2026

ONLINE SERVICES	Dec.	Jan.	Feb.	March	April	May	June	July	August	Sept.	Oct.	Nov.	TOTAL
Website access	12,107	15,089	14,811										42,007
Prior Year	11,125	18,361	13,883	13,777	13,235	18,986	16,181	14,929	13,713	14,704	14,162	14,041	177,097
% difference	8.83%	-17.82%	6.68%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-76.28%
Databases	2,649	2,993	5,094										10,736
Prior Year	3,024	2,410	2,227	3,009	4,513	2,730	2,873	2,600	2,710	3,064	3,381	2,947	35,488
% difference	-12.40%	24.19%	128.74%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-69.75%
SDL App													
New Downloads	41	49											90
Prior Year	38	69	53	55	57	68	82	83	51	49	43	38	686
% difference	8%	-29%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-87%
Sessions	3,089	3,985											7,074
Prior Year	1,978	2,864	2,695	3,108	2,999	3,396	4,084	4,333	3,866	3,702	3,668	3,503	40,196
% difference	56%	39%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-82%
MI Activity Pass	8	13	5										26
Prior Year	4	5	9	25	19	17	15	33	50	18	19	4	218
% difference	100%	160%	-44%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-88%
New eNews subscribers	122	147	121										390
Total subscribers	13,324	13,354	13,314										13,314
Prior Year	11,866	11,964	11,998	12,087	12,840	12,878	12,964	13,114	13,131	13,199	13,207	13,286	13,286
% difference	12.29%	11.62%	10.97%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	0.21%

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