



SALINE DISTRICT LIBRARY

**SALINE DISTRICT LIBRARY BOARD OF TRUSTEES
BOARD MEETING PACKET
TUESDAY, MAY 19, 2026, 7:00 p.m.**

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**NOTICE OF LIBRARY BOARD MEETING
TUESDAY, MAY 19, 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, MAY 19, 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 April 21, 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 April 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

K. New Business

1. Policy Review

a. Policy 701: Accounting Procedures

Move _____ Second _____ to approve revised Policy 701: Accounting Procedures.

b. Policy 705: Project Selection and Evaluation for Carl F. Schrandt Endowment Fund Program

Move _____ Second _____ to approve revised Policy 705: Project Selection and Evaluation for Carl F. Schrandt Endowment Fund Program.

c. Policy 706: Credit Cards

Move _____ Second _____ to approve revised Policy 706: Credit Cards.

d. Policy 712: Electronic Fund Transfers

Move _____ Second _____ to eliminate Policy 712: Electronic Fund Transfers.

2. 4th of July weekend

Move _____ Second _____ to close the library for Sunday, July 5, 2026.

3. Director Evaluation

Move _____ Second _____ to meet in closed session for the purpose of discussing the Director's annual performance review.

Move _____ Second _____ to end the closed session and reconvene the open meeting.

Move _____ Second _____ to approve the Director's evaluation.

Move _____ Second _____ to set the Director's salary at _____, effective _____.

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 May 19, 2026

Move _____ Second _____ to approve the agenda as presented.

Move _____ Second _____ to approve the April 21, 2026 meeting minutes as written.

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

Move _____ Second _____ to approve revised Policy 701: Accounting Procedures.

Move _____ Second _____ to approve revised Policy 705: Project Selection and Evaluation for Carl F. Schrandt Endowment Fund Program.

Move _____ Second _____ to approve revised Policy 706: Credit Cards.

Move _____ Second _____ to eliminate Policy 712: Electronic Fund Transfers.

Move _____ Second _____ to close the library for Sunday, July 5, 2026.

Move _____ Second _____ to meet in closed session for the purpose of discussing the Director's annual performance review.

Move _____ Second _____ to end the closed session and reconvene the open meeting.

Move _____ Second _____ to approve the Director's evaluation.

Move _____ Second _____ to set the Director's salary at _____, effective _____.

Move _____ Second _____ to adjourn the meeting at _____.

DRAFT
SALINE DISTRICT LIBRARY BOARD OF TRUSTEES
BOARD MEETING MINUTES
TUESDAY, APRIL 21, 2026, 7:00 p.m.

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

- A. Call Meeting to Order at 7:01 pm.
- B. Approval of Agenda
Move Hundley, Second Byron to approve the agenda as presented. Motion carried.
- C. Approval of Past Minutes
Move Cummings, Second Byron to approve the March 17, 2026 meeting minutes as written. Motion carried.
- D. Public Discussion
No public comment.
- E. President's Report
 - 1. Attended the first meeting of the Yes for SDL Committee. At this meeting, Sharon Iverson was appointed Secretary, and Jerry Doty was appointed Treasurer. The committee is still seeking a Chair. A Post Office box has also been obtained for this committee as well.
 - 2. Tracking towards performing the Director's review in May meeting. The Director's review will assume the same scheduling as prior years (Mar/Apr performance review) in 2027.
- F. Friends of the Library Report
 - 1. A donation check has been cut for the funds for the Yes Committee.
 - 2. Gave all staff members Tim Horton's gift cards for National Library Workers Day.
- G. Financial Reports
Move Healy, Second Byron to approve the March 2026 financial reports. Motion carried.
- H. Committee Reports
 - 1. Finance – Discussed millage renewal and agreed to recommend the .33 mill renewal proposal (Option C) to the Board. Reviewed two policies for discussion in New Business.
 - 2. Arts – No meeting.
 - 3. Building & Grounds – The damaged parking lot lamp is now fixed.
 - 4. Library Services – No meeting.

5. Staff Excellence – No meeting.

I. Library Director's Report – The annual youth art reception was a success; young artists and their parents were engaged and seemed to enjoy the event.

J. Unfinished Business

1. Renewal of 2006 Millage

Move Healy, Second Byron to approve the Resolution Submitting Millage Proposal to levy .33 mill for a period of 10 years for the purpose of operating the library. Motion carried.

K. New Business

1. Policy Review

a. Policy 708: Quarterly Investment Report

Move Healy, Second Byron to approve Policy 708: Quarterly Investment Report as presented. Motion carried.

b. Policy 710: Record Retention Schedule

Move Hundley, Second TerHaar to approve revised Policy 710: Record Retention Schedule. Motion carried.

L. Public Discussion

No public comment.

M. Adjournment

Move Hundley, Second Byron to adjourn the meeting at 7:40 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 April 21, 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
April 1, 2026 - April 30, 2026**

Reference	Date	GL Account	Description	Amount
Bank Statement Summary				
			Beginning Bank Balance	369,934.07
			+ Cleared Deposits & Other Additions	166,780.32
			- Cleared Checks & Other Payments	220,323.79
			Ending Bank Balance	316,390.60
Open Deposits & Additions				Total
				0.00
Open Checks & Payments				
25995	03/17/26	790-983.3	ROSEN PUBLIS...	758.00
26000	04/16/26	790-702	EVELYN MOORER	150.00
26007	04/17/26	790-930	ALTECH	1,117.50
26008	04/17/26	790-930	ARBOR INSPECTION	520.00
26013	04/17/26	790-750.1	CARRIGAN CAFE	22.50
26025	04/17/26	790-750.3	LESLIE SCIENCE & ...	300.00
26026	04/17/26	790-750.4	SYSTEMS TECH...	100.00
				Total
				2,968.00
Reconciled Bank Balance				313,422.60
Bank Transactions				
		000-258	EFTPS/EMPLEE	(15,135.58)
		790-723	EMPOWER	(14,451.28)
		790-920	DTE-ELECTRIC	(9,553.05)
		790-722	EFTPS/EMPLER	(8,141.19)
		000-008	EMPOWER	(7,437.56)
		000-258.1	5080 MI TAX PYMT	(3,977.26)
		790-921	DTE - GAS	(1,769.94)
		790-804	PAYCHEX HRS	(715.85)
		790-802	STROM CPA	(660.00)
		790-802	PAYCHEX EIB	(567.87)
		790-702	PAYCHEX FLEXPERKS	(505.40)
		790-965	BK SERVICE CHRGS	(218.99)
		790-965	MERCH FEE & DISC	(78.87)
		790-722	PR FRACTION OF CENTS ADJ	(0.04)
		790-860	VOID NOV CK 25809	22.40
		000-665.1	INTEREST	116.95
		000-017	TRANSFER TO AGENCY SUB	150,000.00
				Total
				86,926.47
Adjusted General Ledger Balance				313,422.60

Saline District Library
Statement of Financial Position
As of April 30, 2026

Assets

Current Assets		
000-001	Key Bank - General	\$ 313,422.60
000-003	Old National CD 1	219,940.55
000-008	Employee Advances	20,104.41
000-013	Agency Account (Schrandt)	2,843,499.39
000-013.1	Agency Account-Unrealized Gain	(189,877.09)
000-017	Agency Sub Account (Investment Account)	3,749,508.47
000-017.1	Agency Sub Account-Unrealized Gain	(202,750.46)
Total Current Assets		6,753,847.87
Property and Equipment		
Net Property and Equipment		0.00
Total Assets		\$ 6,753,847.87

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	1,604,056.20
Total Net Assets		6,698,382.89
Total Liabilities and Net Assets		\$ 6,753,847.87

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

	1 Month Ended April 30, 2026 Actual	5 Months Ended April 30, 2026 Actual	12 Months Ended November 30, 2026 Budget	Year to Date Percentage Budget
Revenue				
000-402.1	\$ 0.00	\$ 423,657.05	\$ 705,995.00	60.01
000-402.2	0.00	23,570.16	28,583.00	82.46
000-402.3	0.00	7,661.45	8,575.00	89.35
000-402.4	0.00	516,583.51	531,641.00	97.17
000-402.5	0.00	954,742.12	966,100.00	98.82
000-402.6	0.00	189,002.89	182,931.00	103.32
000-402.7	0.00	435,224.98	437,318.00	99.52
000-413	0.00	103,385.30	103,385.00	100.00
000-540	15,166.96	15,166.96	30,736.00	49.35
000-628	268.90	1,955.34	5,000.00	39.11
000-628.1	0.00	0.00	1,200.00	0.00
000-629	40.00	985.00	2,800.00	35.18
000-656	0.00	0.00	20,300.00	0.00
000-658	43.00	223.50	0.00	0.00
000-658.1	644.51	3,425.03	6,500.00	52.69
000-665.1	116.95	387.11	1,200.00	32.26
000-665.3	6,330.47	18,970.91	52,736.00	35.97
000-665.4	4,264.95	27,341.42	0.00	0.00
000-674	0.00	3,039.00	6,000.00	50.65
000-674.1	500.00	16,700.00	1,500.00	1113.33
000-674.2	0.00	7,998.18	14,500.00	55.16
000-680	0.00	1,454.54	0.00	0.00
	<u>27,375.74</u>	<u>2,751,474.45</u>	<u>3,107,000.00</u>	<u>88.56</u>
	<u>27,375.74</u>	<u>2,751,474.45</u>	<u>3,107,000.00</u>	<u>88.56</u>
Operating Expenses				
790-702	109,295.65	588,037.64	1,580,000.00	37.22
790-716	8,609.40	42,754.24	128,000.00	33.40
790-719	1,765.98	7,263.64	24,500.00	29.65
790-722	8,141.23	43,843.39	118,500.00	37.00
790-723	13,870.48	17,235.00	59,000.00	29.21
790-727	535.56	2,675.86	9,200.00	29.09
790-727.4	0.00	486.23	4,100.00	11.86
790-730	0.00	234.00	1,600.00	14.63
790-732	702.84	3,008.14	7,000.00	42.97
790-734	149.13	1,014.37	12,000.00	8.45
790-740	188.27	1,616.60	40,000.00	4.04
790-750.1	2,937.72	9,825.86	21,000.00	46.79
790-750.2	867.25	3,601.74	13,000.00	27.71
790-750.3	452.71	3,014.51	19,000.00	15.87
790-750.4	1,647.74	2,676.26	8,000.00	33.45
790-752.1	367.02	1,244.96	3,000.00	41.50
790-752.2	109.70	1,572.47	2,000.00	78.62
790-752.3	0.00	1,196.19	5,000.00	23.92
790-760	407.08	433.07	3,300.00	13.12
790-762.1	177.14	284.82	3,500.00	8.14
790-762.3	0.00	140.75	2,500.00	5.63
790-770	2,146.17	8,886.37	13,000.00	68.36
790-772.1	13,503.20	77,454.62	220,000.00	35.21
790-772.4	(5,000.00)	5,000.00	5,000.00	100.00
790-780	0.00	9,048.26	25,000.00	36.19
790-785	675.00	24,469.25	52,000.00	47.06
790-801	0.00	30,260.00	37,000.00	81.78

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

		1 Month Ended April 30, 2026 Actual	5 Months Ended April 30, 2026 Actual	12 Months Ended November 30, 2026 Budget	Year to Date Percentage Budget
790-802	PS-Bookkeeping	1,227.87	6,793.67	17,000.00	39.96
790-803	PS-Attorney	160.20	213.60	1,200.00	17.80
790-804	PS-Consultants	715.85	3,305.25	8,000.00	41.32
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	1,190.00	5,950.00	21,000.00	28.33
790-851	Telephone	451.94	2,259.44	5,500.00	41.08
790-860	Travel/Lodging	1,914.98	4,007.35	6,000.00	66.79
790-880	Marketing	482.03	9,015.35	26,000.00	34.67
790-885	Misc Funded by Friends	0.00	1,129.48	2,000.00	56.47
790-920	Electricity	9,553.05	22,044.75	57,000.00	38.68
790-921	Gas	1,769.94	10,451.98	21,000.00	49.77
790-922	Water	0.00	1,363.51	8,000.00	17.04
790-930	Building Maintenance	2,640.25	13,173.04	35,000.00	37.64
790-932	Grounds Maintenance	25,885.00	47,903.69	44,000.00	108.87
790-934	Equipment Maintenance	738.41	8,003.02	20,000.00	40.02
790-955	Grants	960.75	6,854.04	0.00	0.00
790-956	Miscellaneous	46.05	46.05	3,000.00	1.54
790-957	Continued Education	0.00	916.27	8,000.00	11.45
790-958	Dues	1,907.00	3,203.00	4,400.00	72.80
790-964	Tax Adjustment	0.00	936.75	2,500.00	37.47
790-964.4	MelCat Reimbursements	0.00	143.88	1,200.00	11.99
790-965	Bank Charges	297.86	1,321.84	4,500.00	29.37
790-969	Insurance	0.00	20,621.00	25,000.00	82.48
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	15.66	144.67	1,000.00	14.47
790-982.1	Adult Fiction	2,207.88	12,372.12	36,000.00	34.37
790-982.15	Large Print	510.71	2,478.73	9,000.00	27.54
790-982.2	Teen Fiction	447.85	2,733.49	11,000.00	24.85
790-982.3	Youth Fiction	1,792.55	5,114.29	26,000.00	19.67
790-983.1	Adult Nonfiction	2,328.17	9,590.50	34,000.00	28.21
790-983.15	Reference	0.00	248.50	3,500.00	7.10
790-983.2	Teen Nonfiction	183.85	722.81	4,000.00	18.07
790-983.3	Youth Nonfiction	987.16	8,558.39	16,000.00	53.49
790-984.1	Audiobooks-Adult	307.93	1,460.68	4,000.00	36.52
790-984.2	Audiobooks-Teen	0.00	0.00	1,400.00	0.00
790-984.3	Audiobooks-Youth	95.98	713.82	7,000.00	10.20
790-985.1	DVD/Blu Rays-Adult	506.81	2,801.61	9,000.00	31.13
790-985.2	DVD/Blu Rays-Teen	0.00	0.00	500.00	0.00
790-985.3	DVD/Blu Rays-Youth	0.00	742.93	2,600.00	28.57
790-986.1	Music CDs-Adult	91.43	215.08	1,400.00	15.36
790-986.2	Music CDs-Teen	0.00	0.00	200.00	0.00
790-986.3	Music CDs-Youth	11.24	60.70	0.00	0.00
790-998	Special Projects	0.00	0.00	95,000.00	0.00
	Total Operating Expenses	<u>220,977.67</u>	<u>1,109,593.52</u>	<u>3,107,000.00</u>	<u>35.71</u>
	Operating Income (Loss)	<u>(193,601.93)</u>	<u>1,641,880.93</u>	<u>0.00</u>	<u>0.00</u>
	Other Income (Expenses)				
000-669	Sub-Agency Short Term Gain	0.00	(8,906.08)	0.00	0.00

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

	1 Month Ended April 30, 2026 Actual	5 Months Ended April 30, 2026 Actual	12 Months Ended November 30, 2026 Budget	Year to Date Percentage Budget
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	(3,067.18)	(701.54)	0.00	0.00
000-670.4 Agency Change in Market Value	(3,690.36)	(21,631.06)	0.00	0.00
000-965.4 Agency Admin Charges	(1,013.77)	(4,328.84)	0.00	0.00
Total Other Income (Expenses)	<u>(7,771.31)</u>	<u>(37,824.73)</u>	<u>0.00</u>	<u>0.00</u>
Net Income (Loss) Before Taxes	<u>(201,373.24)</u>	<u>1,604,056.20</u>	<u>0.00</u>	<u>0.00</u>
Net Income (Loss)	<u>\$ (201,373.24)</u>	<u>\$ 1,604,056.20</u>	<u>\$ 0.00</u>	<u>0.00</u>

Saline District Library Fund 101
Monthly Revenue
April 2026

05/07/26

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
540 · State Aid								
Deposit	04/16/2026			Deposit		001 · Key Bank...	15,166.96	15,166.96
Total 540 · State Aid							15,166.96	15,166.96
628 · Printers-Revenue								
Deposit	04/01/2026			Deposit		001 · Key Bank...	7.50	7.50
Deposit	04/03/2026			Deposit		001 · Key Bank...	1.30	8.80
Deposit	04/06/2026			Deposit		001 · Key Bank...	6.10	14.90
Deposit	04/06/2026			Deposit		001 · Key Bank...	2.50	17.40
Deposit	04/07/2026			Deposit		001 · Key Bank...	2.00	19.40
Deposit	04/08/2026			Deposit		001 · Key Bank...	11.50	30.90
Deposit	04/09/2026			Deposit		001 · Key Bank...	5.80	36.70
Deposit	04/13/2026			Deposit		001 · Key Bank...	4.00	40.70
Deposit	04/13/2026			Deposit		001 · Key Bank...	4.10	44.80
Deposit	04/13/2026			Deposit		001 · Key Bank...	4.00	48.80
Deposit	04/14/2026			Deposit		001 · Key Bank...	11.00	59.80
Deposit	04/16/2026			Deposit		001 · Key Bank...	75.00	134.80
Deposit	04/16/2026			Deposit		001 · Key Bank...	8.60	143.40
Deposit	04/17/2026			Deposit		001 · Key Bank...	28.90	172.30
Deposit	04/20/2026			Deposit		001 · Key Bank...	8.60	180.90
Deposit	04/20/2026			Deposit		001 · Key Bank...	2.00	182.90
Deposit	04/20/2026			Deposit		001 · Key Bank...	6.50	189.40
Deposit	04/21/2026			Deposit		001 · Key Bank...	7.70	197.10
Deposit	04/22/2026			Deposit		001 · Key Bank...	14.40	211.50
Deposit	04/24/2026			Deposit		001 · Key Bank...	13.60	225.10
Deposit	04/27/2026			Deposit		001 · Key Bank...	5.00	230.10
Deposit	04/27/2026			Deposit		001 · Key Bank...	2.00	232.10
Deposit	04/27/2026			Deposit		001 · Key Bank...	10.00	242.10
Deposit	04/28/2026			Deposit		001 · Key Bank...	4.00	246.10
Deposit	04/29/2026			Deposit		001 · Key Bank...	16.60	262.70
Deposit	04/30/2026			Deposit		001 · Key Bank...	6.20	268.90
Total 628 · Printers-Revenue							268.90	268.90
629 · Non-Resident Fees								
Deposit	04/01/2026			Deposit		001 · Key Bank...	15.00	15.00
Deposit	04/27/2026			Deposit		001 · Key Bank...	25.00	40.00
Total 629 · Non-Resident Fees							40.00	40.00
658 · Fines-Overdue Materials								
Deposit	04/13/2026			Deposit		001 · Key Bank...	18.00	18.00
Deposit	04/16/2026			Deposit		001 · Key Bank...	25.00	43.00
Total 658 · Fines-Overdue Materials							43.00	43.00
658.1 · Materials Replacement Fees								
Deposit	04/02/2026			Deposit		001 · Key Bank...	48.99	48.99
Deposit	04/06/2026			Deposit		001 · Key Bank...	5.95	54.94

Saline District Library Fund 101 Monthly Revenue April 2026

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Deposit	04/10/2026			Deposit		001 · Key Bank...	161.99	216.93
Deposit	04/13/2026			Deposit		001 · Key Bank...	35.99	252.92
Deposit	04/13/2026			Deposit		001 · Key Bank...	9.99	262.91
Deposit	04/15/2026			Deposit		001 · Key Bank...	11.99	274.90
Deposit	04/16/2026			Deposit		001 · Key Bank...	88.97	363.87
Deposit	04/20/2026			Deposit		001 · Key Bank...	14.99	378.86
Deposit	04/20/2026			Deposit		001 · Key Bank...	12.79	391.65
Deposit	04/22/2026			Deposit		001 · Key Bank...	47.95	439.60
Deposit	04/23/2026			Deposit		001 · Key Bank...	43.97	483.57
Deposit	04/27/2026			Deposit		001 · Key Bank...	15.00	498.57
Deposit	04/27/2026			Deposit		001 · Key Bank...	19.99	518.56
Deposit	04/27/2026			Deposit		001 · Key Bank...	13.00	531.56
Deposit	04/29/2026			Deposit		001 · Key Bank...	112.95	644.51
Total 658.1 · Materials Replacement Fees							644.51	644.51
665.1 · General Account Interest								
Deposit	04/30/2026			Deposit		001 · Key Bank...	116.95	116.95
Total 665.1 · General Account Interest							116.95	116.95
674.1 · Donations-Restricted								
Deposit	04/16/2026			Deposit		001 · Key Bank...	500.00	500.00
Total 674.1 · Donations-Restricted							500.00	500.00
699 · Transfer from Other Funds								
Deposit	04/08/2026			Deposit		001 · Key Bank...	150,000.00	150,000.00
Total 699 · Transfer from Other Funds							150,000.00	150,000.00
TOTAL							166,780.32	166,780.32

Saline District Library Fund 101
Bill List
April 2026

Type	Date	Num	Name	Memo	Amount
702 · Salaries					
Check	04/02/2026			Empower for ...	1,699.28
Check	04/02/2026			Empower for ...	88.19
Check	04/02/2026			Empower for ...	149.81
Check	04/02/2026			Empower for ...	1,859.39
Check	04/02/2026			Empower for ...	1,684.51
Check	04/02/2026			Empower for ...	88.19
Check	04/02/2026			Empower for ...	149.81
Check	04/02/2026			Empower for ...	1,859.39
Check	04/09/2026			pay period en...	39,694.53
Check	04/09/2026			Paychex Flex...	252.72
Check	04/13/2026			Empower for ...	1,678.04
Check	04/13/2026			Empower for ...	88.19
Check	04/13/2026			Empower for ...	149.81
Check	04/13/2026			Empower for ...	1,859.39
Bill	04/16/2026	25 years	BARBOUR, SHERRY	Years of Servi...	250.00
Bill	04/16/2026	15 years	EVELYN MOORER	Years of Servi...	150.00
Check	04/23/2026			pay period en...	39,547.81
Check	04/23/2026			paychex Flex...	252.68
Check	04/24/2026			Empower for ...	1,687.81
Check	04/24/2026			Empower for ...	88.19
Check	04/24/2026			Empower for ...	149.81
Check	04/24/2026			Empower for ...	1,859.39
Total 702 · Salaries					95,286.94
716 · Employee Insurances/Benefits					
Bill	04/16/2026	5/1-5/...	BLUE CROSS BLU...		9,878.36
Bill	04/21/2026	1474.48	SBIS		1,205.48
Total 716 · Employee Insurances/Benefits					11,083.84
719 · Health Reimbursement					
Bill	04/16/2026	ADM0...	EHIM		165.50
Bill	04/21/2026	FND0...	EHIM		1,600.48
Total 719 · Health Reimbursement					1,765.98
723 · Retirement					
Check	04/02/2026			Empower for ...	1,699.28
Check	04/02/2026			Empower for ...	1,684.51
Check	04/13/2026			Empower for ...	1,678.04
Check	04/24/2026			Empower for ...	1,687.81
Total 723 · Retirement					6,749.64
727 · Office Supplies					
Bill	04/17/2026	4/14/2...	KEYBANK - NATIO...		105.94
Bill	04/17/2026	70092...	STAPLES		420.63

Saline District Library Fund 101
Bill List
April 2026

Type	Date	Num	Name	Memo	Amount
Bill	04/17/2026	2/10-3...	AMAZON		8.99
Total 727 · Office Supplies					535.56
732 · Cleaning Supplies					
Bill	04/17/2026	70092...	STAPLES		702.84
Total 732 · Cleaning Supplies					702.84
734 · Processing Supplies					
Bill	04/17/2026	70092...	STAPLES		99.68
Bill	04/21/2026	674598	BRODART CO.		49.45
Total 734 · Processing Supplies					149.13
740 · Equipment					
Bill	04/17/2026	2/10-3...	AMAZON		188.27
Total 740 · Equipment					188.27
750.1 · Adult Programming					
Bill	04/16/2026	8343	SLOMOVITS, LASZ...	4/16/2026 Po...	400.00
Bill	04/16/2026	03272...	NEW WORLD ORC...	4/15/2026 Orc...	200.00
Bill	04/16/2026	8660	JO ANN YATES	8 yoga sessions	400.00
Bill	04/17/2026	77924	THE LIBRARY NET...	Movie License	500.00
Bill	04/17/2026	4/14/2...	KEYBANK - NATIO...		438.43
Bill	04/17/2026	31620...	CARRIGAN CAFE	Book club refr...	22.50
Bill	04/17/2026	2/10-3...	AMAZON		966.19
Total 750.1 · Adult Programming					2,927.12
750.2 · Teen Programming					
Bill	04/17/2026	4/14/2...	KEYBANK - NATIO...		34.57
Bill	04/17/2026	2/10-3...	AMAZON		832.68
Total 750.2 · Teen Programming					867.25
750.3 · Youth Programming					
Bill	04/16/2026	4/6/20...	EVELYN MOORER	Skittles for pr...	10.60
Bill	04/17/2026	8634	LESLIE SCIENCE &...	Nature's Night...	300.00
Bill	04/17/2026	2/10-3...	AMAZON		152.71
Total 750.3 · Youth Programming					463.31
750.4 · Programming Funded by Friends					
Bill	04/17/2026	14739	SYSTEMS TECHN...		100.00
Bill	04/17/2026	4/14/2...	KEYBANK - NATIO...		715.54
Bill	04/21/2026	4/17/2...	STERICYCLE, INC.	Shred Event	832.20
Total 750.4 · Programming Funded by Friends					1,647.74
752.1 · Summer Reading-Adult					

Saline District Library Fund 101
Bill List
April 2026

Type	Date	Num	Name	Memo	Amount
Bill	04/17/2026	4/14/2...	KEYBANK - NATIO...		367.02
Total 752.1 · Summer Reading-Adult					367.02
752.2 · Summer Reading-Teen					
Bill	04/17/2026	4/14/2...	KEYBANK - NATIO...		109.70
Total 752.2 · Summer Reading-Teen					109.70
760 · Youth Toys/Realia					
Bill	04/17/2026	15658	BOOK FARM LLC	Puppets	407.08
Total 760 · Youth Toys/Realia					407.08
762.1 · Adult ETC					
Bill	04/17/2026	2/10-3...	AMAZON		177.14
Total 762.1 · Adult ETC					177.14
770 · Periodicals					
Bill	04/17/2026	S88420	BOOKPAGE		712.80
Bill	04/17/2026	171135	WASHTENAW NE...	4/1/26-6/30/2...	1,366.54
Bill	04/17/2026	36100...	THE ANN ARBOR N...	12 weeks thru...	66.83
Total 770 · Periodicals					2,146.17
772.1 · Ebooks-Adult					
Bill	04/17/2026	49747...	KANOPY, INC.		503.20
Bill	04/21/2026	CD01...	OVERDRIVE, INC		8,000.00
Total 772.1 · Ebooks-Adult					8,503.20
785 · Online Database					
Bill	04/17/2026	S88420	BOOKPAGE		675.00
Total 785 · Online Database					675.00
802 · Professional Services-Bookkeep					
Check	04/10/2026			paychex eib	285.88
Bill	04/14/2026		STROM ACCOUNTI...		660.00
Check	04/24/2026			paychex EIB	281.99
Total 802 · Professional Services-Bookkeep					1,227.87
803 · Professioanl services-Attorney					
Bill	04/21/2026	939668	FOSTER, SWIFT, C...		160.20
Total 803 · Professioanl services-Attorney					160.20
804 · Professioanl services-Consult					
Check	04/10/2026			HR pmt	715.85

Saline District Library Fund 101
Bill List
April 2026

Type	Date	Num	Name	Memo	Amount
Total 804 · Professionl services-Consult					715.85
850 · Internet					
Bill	04/17/2026	4/13/2...	T-MOBILE	HotSpot	1,190.00
Total 850 · Internet					1,190.00
851 · Telephone					
Bill	04/17/2026	4/14/2...	KEYBANK - NATIO...		3.36
Bill	04/17/2026	IN162...	TELNET WORLDWI...		448.58
Total 851 · Telephone					451.94
860 · Travel/Lodging					
Bill	04/16/2026	3/30/2...	ANNA HINKLEY	Mileage	29.24
Bill	04/16/2026	4/10/2...	LASH, JESSICA	Hotel, food, et...	1,245.56
Bill	04/17/2026	4/14/2...	KEYBANK - NATIO...		412.16
Bill	04/17/2026	3/25/2...	DENA MOSCHECK	Mileage for S...	250.42
Total 860 · Travel/Lodging					1,937.38
880 · Marketing					
Bill	04/17/2026	4/14/2...	KEYBANK - NATIO...		41.03
Bill	04/17/2026	LOC_...	SCREENVISION		441.00
Total 880 · Marketing					482.03
920 · Electricity					
Bill	04/10/2026	4/10/2...	DTE ENERGY - EL...		4,818.04
Bill	04/10/2026		DTE ENERGY - EL...		4,735.01
Total 920 · Electricity					9,553.05
921 · Gas					
Bill	04/10/2026	4/10/2...	DTE ENERGY - GAS		3,095.26
Bill	04/10/2026		DTE ENERGY - GAS		1,769.94
Total 921 · Gas					4,865.20
930 · Building Maintenance					
Bill	04/17/2026	34489	ARBOR INSPECTI...	Annual Sprink...	520.00
Bill	04/17/2026	14355	ALTECH	BOILER REP...	1,117.50
Bill	04/17/2026	89558...	WASTE MANAGEM...		303.45
Bill	04/17/2026	70092...	STAPLES		288.49
Bill	04/17/2026	2/10-3...	AMAZON		213.11
Bill	04/21/2026	276003	WYANDOTTE ALA...		197.70
Total 930 · Building Maintenance					2,640.25
932 · Ground Maintenance					
Bill	04/17/2026	35321	HURON VALLEY EL...	Replace light ...	4,725.00

Saline District Library Fund 101
Bill List
April 2026

Type	Date	Num	Name	Memo	Amount
Bill	04/17/2026	673895	UNDERWOOD NUR...	Annual Contr...	21,160.00
Total 932 · Ground Maintenance					25,885.00
934 · Equipment Maintenance					
Bill	04/17/2026	INV34...	ELITE IMAGING SY...		351.62
Bill	04/17/2026	50380...	WELLS FARGO FIN...		386.79
Total 934 · Equipment Maintenance					738.41
955 · Grants					
Bill	04/17/2026	4/14/2...	KEYBANK - NATIO...		545.45
Bill	04/17/2026	2/10-3...	AMAZON		415.30
Total 955 · Grants					960.75
956 · Miscellaneous					
Bill	04/21/2026	4/16, ...	PILARZ, CHRISTINA		46.05
Total 956 · Miscellaneous					46.05
958 · Dues					
Bill	04/17/2026	25040	MICHIGAN LIBRAR...		1,638.00
Bill	04/21/2026	1474.48	SBIS		269.00
Total 958 · Dues					1,907.00
965 · Bank Charges					
Check	04/03/2026			KB merch fee	50.13
Check	04/03/2026			KB merch fee	28.74
Check	04/08/2026			Mar. Analysis ...	218.99
Total 965 · Bank Charges					297.86
981 · Books funded by friends					
Bill	04/23/2026	3/1-3/...	INGRAM		15.66
Total 981 · Books funded by friends					15.66
982.1 · Adult Fiction					
Bill	04/17/2026	2/10-3...	AMAZON		34.36
Bill	04/23/2026	3/1-3/...	INGRAM		2,173.52
Total 982.1 · Adult Fiction					2,207.88
982.15 · Large Print					
Bill	04/23/2026	3/1-3/...	INGRAM		510.71
Total 982.15 · Large Print					510.71
982.2 · Teen Fiction					
Bill	04/17/2026	2/10-3...	AMAZON		106.51

Saline District Library Fund 101
Bill List
April 2026

Type	Date	Num	Name	Memo	Amount
Bill	04/23/2026	3/1-3/...	INGRAM		341.34
Total 982.2 · Teen Fiction					447.85
982.3 · Youth Fiction					
Bill	04/17/2026	8594	BOOK FARM LLC		977.20
Bill	04/23/2026	3/1-3/...	INGRAM		815.35
Total 982.3 · Youth Fiction					1,792.55
983.1 · Adult Nonfiction					
Bill	04/23/2026	3/1-3/...	INGRAM		2,328.17
Total 983.1 · Adult Nonfiction					2,328.17
983.2 · Teen Nonfiction					
Bill	04/23/2026	3/1-3/...	INGRAM		183.85
Total 983.2 · Teen Nonfiction					183.85
983.3 · Youth Nonfiction					
Bill	04/23/2026	3/1-3/...	INGRAM		987.16
Total 983.3 · Youth Nonfiction					987.16
984.1 · Audiobooks-Adult					
Bill	04/21/2026	3/1-3/...	MIDWEST TAPE		307.93
Total 984.1 · Audiobooks-Adult					307.93
984.3 · Audiobooks-Youth					
Bill	04/21/2026	3/1-3/...	MIDWEST TAPE		95.98
Total 984.3 · Audiobooks-Youth					95.98
985.1 · DVDBlu Rays-Adult					
Bill	04/21/2026	3/1-3/...	MIDWEST TAPE		506.81
Total 985.1 · DVDBlu Rays-Adult					506.81
986.1 · Music CDs-Adult					
Bill	04/21/2026	3/1-3/...	MIDWEST TAPE		91.43
Total 986.1 · Music CDs-Adult					91.43
986.3 · Music CDs-Youth					
Bill	04/21/2026	3/1-3/...	MIDWEST TAPE		11.24
Total 986.3 · Music CDs-Youth					11.24
TOTAL					197,298.99



**Library Director's Report
Submitted by Karrie Waarala
May 19, 2026**

- It's almost time for [Summer Reading](#)! This year's theme is "Unearth a Story" with a focus on dinosaurs and fossils. The program will run June 8 – August 8 for all ages. The Youth Department will kick off Summer Reading with a [Wacky Foam Party](#) for kids and will host [Read Together](#), a parent-child summer book club. This year's Read Together book will be *The Hobbit*. Youth staff members will be visiting schools in the second half of May to promote Summer Reading. Adults and teens will be reading *Jurassic Park* as their Great Summer Read with weekly trivia questions and prizes. Jessica Lash has created an animated ad promoting Summer Reading that will play before movies at Emagine Saline.
- *The Sun Times News* held its annual advertising artwork competition for 6th graders. This year SDL had 24 entries to choose from, which is our largest number to date. All of the artwork was displayed at the library on May 13, and all of the winners are published in *The Sun Times News*.
- Upcoming programs of note include [Breathing New Life into Your Existing Gardens with Jan Gills](#), [Breaking Unhealthy Cycles: A Mental Spring Cleaning](#), and [The Midnight Ride: The Story of Paul Revere](#) for adults; [Kona Ice](#) on the last day of school for teens; and [Stroller Stories](#), [Outdoor Explorers](#), and [Music at the Blissful with Mr. Evan](#) for kids.
- The Staff Recognition Event at Lucky Strike on April 26 was a success. Many staff members who attended noted that it was nice to hold the event somewhere that encouraged mingling, and having the private suite was ideal. Many thanks to the Friends of the Library for sponsoring this annual event, and to Chris Pilarz for all of her hard work securing a venue and planning the event.
- Teen Services Librarian Katie Mitchell was nominated by several Saline Middle School teachers for the American Library Association's [I Love My Librarian Award](#). While she was not one of the ten finalists (out of 1300 submissions), ALA shared the nomination letter, and it's clear what a positive impact Katie has on Saline's young teens.

- The new Part-Time Technology Assistant job [has been posted](#). We are excited for this new addition to the SDL staff to assist patrons and staff with their technology needs.
- Three of our Pages are graduating in June. While they are not leaving SDL right away, a Page position has been posted so that training can begin this summer.
- I recently completed the 5-webinar series “Awesome Millage Mondays” from the Library of Michigan. This year's series added a session on Communicating with Your Community: Addressing Difficult Questions.
- The library will be closed Saturday, May 23 through Monday, May 25 for Memorial Day weekend.
- Staff continue to receive positive comments and helpful recommendations from the public at the main desk. Recent comments include:
 - A library user raved about the Story Trail, saying that it was absolutely delightful.
 - A grandma told us, “The children have so much fun when they come here. It's wonderful! I love your 'to go' craft kits for them.
 - Several library users have commented that they like the free bookmarks at the main desk and look forward to new ones each month.

SALINE DISTRICT LIBRARY
POLICY BULLETIN

POLICY NO. 701

SUBJECT: ACCOUNTING PROCEDURES

Payments from the Saline District Library checking account will be processed in two separate ways. Operating expenses will be processed by SDL Staff and Board, while payroll expenses will be processed by a bookkeeping firm approved by the Library Board.

Operating:

SDL staff will authorize and write all operating checks other than payroll and taxes. All invoices will be reviewed and approved for payment by the Director before checks are written. The staff member authorized by the Director to write the checks will maintain a file of invoices signed and authorized by the Director.

After checks are written, a bill list will be prepared and presented to the Board for approval. Checks under the amount of \$12,000 will be signed by one member of the SDL Board of Trustees, normally the Treasurer. Checks for \$12,000 or more must be signed by two members of the Board, normally one being the Treasurer. In the absence of a quorum at a regularly scheduled Board meeting, two members of the Board will take responsibility for reviewing the prepared bill list. Authorized checks will be signed as outlined, preferably by an officer.

If a check is needed before a signature can be obtained by a Board member, the Director is authorized to sign as needed. Payments via ACH or other electronic means may be authorized by the Director ~~per Policy 712: Electronic Fund Transfers.~~ according to the same requirements as checks.

If the Director is not available to approve invoices, the Assistant Director will authorize invoices for payment. If both are absent, the authorization responsibility will fall to the Board Treasurer or other Board member as approved by the Board.

At no time will check authorization and check writing be done by the same individual.

At no time will a check be made out to "cash" or to "bearer."

The file of authorized invoices, bank statements, and cancelled checks will be maintained according to the State of Michigan's records retention schedule.

Payroll:

All payroll activities will be contracted with a Board approved company. That company will be responsible for submitting a monthly and annual report indicating the amount expended for salaries, taxes, and benefits. The contracted firm will annually prepare W-2 forms and associated tax forms.

~~The Board has authorized the use of an electronic signature on the checks prepared by the approved company. Each year, upon election, the Treasurer of the Saline District Library Board of Trustees will submit his/her signature to the company for payroll purposes.~~

The firm contracted for payroll preparation will also be responsible for monthly bank account reconciliation, balance sheet, journal listing, general and payroll register. An annual financial statement and all taxes will be prepared by this firm.

All library employees are required to use direct deposit for payroll.

~~Insurance coverage for the Saline District Library provides that the members of the Board and the staff are bonded.~~

SALINE DISTRICT LIBRARY
POLICY BULLETIN

NO: 705

SUBJECT: PROJECT SELECTION AND EVALUATION FOR CARL F. SCHRANDT ENDOWMENT FUND PROGRAM

1. Applications for project funding using monies from the Carl F. Schrandt Endowment Fund Program will be considered from Library staff and Trustees and individuals and groups within the community.
2. The Library Services Committee, which includes at least one staff member and two or more board members, will review applications, make funding recommendations to the Board of Trustees, and evaluate projects upon completion.
3. Selection of projects to be funded will be approved by the Board of Trustees, upon recommendation from the Library Services committee.
4. Projects shall be chosen for funding using the following criteria:
 - a. The project will be consistent with the Mission Statement and stated values of the Library (Welcoming, Accessibility, Community, Learning, and Discovery).
 - b. The project will, first and foremost, promote and benefit the Library and/or its patrons, with promoting and benefiting other segments of the Saline community as a secondary goal.
 - c. Preference will be given to programs/projects held on Library grounds, although other venues may be considered by the Library Services Committee and Board.
 - d. All programs must be free and accessible to all.
5. At the completion of the project, the grantee(s) will submit an evaluation of the project to the Library Services Committee. Future or continued funding (if applicable) will be based on the following criteria:
 - a. ~~Excellence of results~~ Overview of planning and execution of project
 - b. Value to the Library and Saline community
 - c. Cost effectiveness of the project
 - d. Fulfillment of original objectives as stated in the request for funding
 - e. Analysis of what went well and what could be changed for better results

6. The number of projects chosen each year for funding will be determined by the amount of money available and the cost of the projects proposed. Feedback will be given on proposals not selected for funding, and they may be resubmitted to be considered for funding the following year.

SALINE DISTRICT LIBRARY
POLICY BULLETIN

POLICY NO: 706

SUBJECT: CREDIT CARDS

1. The Library authorizes the use of a credit card arrangement for the purchase of goods and/or services solely for the official business of the Saline District Library as determined by the Director and approved by the Board of Trustees.
2. The Director will be responsible for overseeing the issuance, accounting, monitoring and retrieval of all credit cards, and compliance with credit card policies. Controls for credit card usage shall be the same as those in place for non-credit card purchases of goods and services.
3. Credit cards may be used by designated staff only for official library business, with prior approval from the Director.
4. Proper documentation must be supplied by the user of the card. Information must include: goods or services purchased, cost, date of the purchase, and the official business.
5. The designated staff ~~issued the card is responsible for its protection and custody~~ **must maintain physical control of card in use** and shall immediately notify the Director if the card is lost or stolen.
6. ~~The Director and employees must immediately surrender the card(s) upon termination.~~ **When not in use, cards will be kept securely on library property.**
7. All balances including interest shall be paid ~~for not more than 60 days of the initial statement date~~ **in full each month** and must be approved in accordance with board policy.
8. The total combined authorized credit limit of all credit cards shall not exceed 5% of the total budget for the current fiscal year. No single transaction shall exceed \$5,000.
9. Disciplinary measures consistent with the law will be adhered to for unauthorized use.

SALINE DISTRICT LIBRARY
POLICY BULLETIN

POLICY NO: 712

SUBJECT: ELECTRONIC FUND TRANSFERS

1. The Director is responsible for authorizing the use of electronic fund transfers (ACH payments) incoming, outgoing, or across library accounts.
2. All electronic fund transfers must be documented and records retained in the appropriate accounting files.
3. All electronic fund transfer transactions must be included in the general ledger and the appropriate monthly financial statements for Library Board approval.

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	17,491	16,097								82,279
% of Total Circ.	81.64%	82.83%	84.79%	82.77%	81.85%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	82.79%
AV Materials													
DVD/BLU-RAY	2,177	2,286	1,886	2,361	2,312								11,022
Music CDs	198	209	185	229	191								1,012
Audio Books	284	243	210	263	261								1,261
J Kits	190	260	215	231	211								1,107
Total AV	2,849	2,998	2,496	3,084	2,975	0	0	0	0	0	0	0	14,402
% of Total Circ.	15.54%	14.33%	12.91%	14.59%	15.13%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	14.49%
Interlibrary Loans													
SDL Patron Filled Requests	591	859	673	799	721								3,643
% of Total Circ.	3.22%	4.11%	3.48%	3.78%	3.67%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	3.67%
Lends Out to Libs	722	882	906	694	817								4,021
Equipment	244	264	225	249	261								1,243
Periodicals	273	331	218	307	333								1,462
% of Total Circ.	1.49%	1.58%	1.13%	1.45%	1.69%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	1.47%
TOTAL 2025 CIRC	18,337	20,923	19,329	21,131	19,666	0	0	0	0	0	0	0	99,386
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%	-8.92%	-3.82%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-60.55%
Downloads													
Ebooks	4,254	5,933	3,745	4,258	3,718								21,908
AudioBooks	5,118	5,886	5,214	5,743	5,558								27,519
Music	144	201	162	131	148								786
Video	407	356	372	324	287								1,746
Magazines	1,336	1,331	1,194	1,437	1,328								6,626
Tumble books	3	4	26	8	24								65
Total Downloads	11,262	13,711	10,713	11,901	11,063	0	0	0	0	0	0	0	58,650
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%	8.17%	6.60%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-55.18%
GRAND TOTAL CIRC	29,599	34,634	30,042	33,032	30,729	0	0	0	0	0	0	0	158,036
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%	-3.42%	-0.31%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-58.71%
Cards Issued	106	127	116	182	199								730
Prior Year	87	131	118	155	133	113	243	201	139	153	121	101	1,695
% Difference	21.84%	-3.05%	-1.69%	17.42%	49.62%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-56.93%
3 M Gate Count	11,053	13,073	11,957	14,993	13,249								64,325
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%	-26.03%	0.46%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-59.34%
Average Per Day	356	421	412	483	441	0	0	0	0	0	0	0	418

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

*Total Gate Count Estimated in March due to gates down on 3/14/2026

Programs and Services FY2025-2026

COMPUTER USAGE													
PC usage onsite	529	497	531	414	624								2,595
Prior Year	460	438	594	649	675	661	720	674	594	578	609	546	7,198
% difference	15.00%	13.47%	-10.61%	-36.21%	-7.56%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-63.95%
WiFi usage onsite	2,011	2,654	2,553	2,078	4,778								14,074
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%	-38.39%	34.67%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-66.95%
Youth AWE computers	414	409	248	315	263								1,649
Prior Year	410	0	345	398	230	243	419	469	352	266	316	345	3,793
% difference	0.98%	#DIV/0!	-28.12%	-20.85%	14.35%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-56.53%
Ref. Questions:													
Youth	595	813	708	849	831								3,796
Adult	520	634	491	629	551								2,825
Main Desk	259	494	545	506	525								2,329
Total Reference	1,374	1,941	1,744	1,984	1,907	0	0	0	0	0	0	0	8,950
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%	-14.30%	5.18%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-65.95%
Program Rm: #Groups	4	5	3	4	12								28
Prior Year #Groups	0	0	0	0	0	0	1	4	1	2	6	5	19
# of individuals	90	131	63	87	187								558
Study Rms: #Groups	240	279	206	239	273								1,237
Prior Year #Groups	0	72	132	166	177	184	243	345	233	328	369	246	2,495
# of individuals	394	446	305	345	336								1,826

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	14,260	13,113								69,380
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%	3.51%	-0.92%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-60.82%
Databases	2,649	2,993	5,094	3,630	3,431								17,797
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%	20.64%	-23.98%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-49.85%
SDL App													
New Downloads	41	49	58	53	106								307
Prior Year	38	69	53	55	57	68	82	83	51	49	43	38	686
% difference	8%	-29%	9%	-4%	86%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-55%
Sessions	3,089	3,985	3,411	4,066	3,868								18,419
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%	27%	31%	29%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-54%
MI Activity Pass	8	13	5	19	14								59
Prior Year	4	5	9	25	19	17	15	33	50	18	19	4	218
% difference	100%	160%	-44%	-24%	-26%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-73%
New eNews subscribers	122	147	121	198	222								810
Total subscribers	13,324	13,354	13,314	13,429	13,580								13,580
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%	11.10%	5.76%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	2.21%

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