SALINE DISTRICT LIBRARY BOARD OF TRUSTEES
BOARD MEETING PACKET
TUESDAY, OCTOBER 20, 2026, 7:00 p.m.

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SALINE DISTRICT LIBRARY

NOTICE OF LIBRARY BOARD MEETING
TUESDAY, OCTOBER 20, 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, OCTOBER 20, 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 September 15, 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 September 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. Library Director Search

K. New Business

1. Pay Structure Review and Recommendations for FY2026/2027
   Move _____ Second _____ to approve the Pay Structure Review and Recommendations for FY2026/2027 as presented by ElementOne Consulting

2. Policy Review

   a. Policy 401: Registration, Renewal & Replacement Cards
   Move _____ Second _____ to approve Policy 401: Registration, Renewal & Replacement Cards as presented.

   b. Policy 614: Leaves of Absence
   Move _____ Second _____ to approve revised Policy 614: Leaves of Absence.

   c. Policy 632: Job Classification & Wages
   Move _____ Second _____ to approve Policy 632: Job Classification & Wages as presented.

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 October 20, 2026

Move _____ Second _____ to approve the agenda as presented.

Move _____ Second _____ to approve the September 15, 2026 meeting minutes as written.

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

Move _____ Second _____ to approve the Pay Structure Review and Recommendations for FY2026/2027 as presented by ElementOne Consulting

Move _____ Second _____ to approve Policy 401: Registration, Renewal & Replacement Cards as presented.

Move _____ Second _____ to approve revised Policy 614: Leaves of Absence.

Move _____ Second _____ to approve Policy 632: Job Classification & Wages as presented.

Move _____ Second _____ to adjourn the meeting at _____.

DRAFT

SALINE DISTRICT LIBRARY BOARD OF TRUSTEES
BOARD MEETING MINUTES
TUESDAY, SEPTEMBER 15, 2026, 7:00 p.m.

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

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

B. Approval of Agenda
Move Gray, Second Byron to approve the agenda as presented. Motion carried.

C. Approval of Past Minutes
Move Byron, Second Cummings to approve the August 18, 2026 meeting minutes as written. Motion carried.

D. Public Discussion
No public comment.

E. President's Report – To discuss under New Business: Library Director search.

F. Friends of the Library Report – Friends membership committee survey will be available on the Friends Facebook page and on flyers. The Friends approved a social media policy and have added an Instagram account. The Friends will be receiving a proclamation from the City of Saline for National Friends of Libraries Week.

G. Financial Reports
Move Healy, Second Hundley to approve the August 2026 financial reports. Motion carried.

H. Budget Hearing for FY2026/2027 Operating Millages

Move Sankaran, Second Gray to open the Public Hearing for comments on the FY2026/2027 operating millages. Motion carried.

1. Draft Budget Summary Discussion

Move Byron, Second Hundley to set the FY2026/2027 operating millages at .7995 and .3274 for a total of 1.1269 to be assessed in December 2026. Motion carried.

Move Gray, Second Byron to close the Public Hearing on the FY2026/2027 operating millages. Motion carried.

I. Committee Reports

1. Finance – Reviewed the first draft of the FY2026/2027 budget and operating milages.

2. Arts – Did not meet.

3. Building & Grounds – Did not meet.

4. Library Services – Discussed the request for reconsideration submission and concluded that no changes were needed. Director Waarala communicated this decision to the patron who submitted the request form.

5. Staff Excellence – Did not meet.

J. Library Director's Report – Accepted as written. Both sessions of the Manhattan Short Film Festival have filled, and a third showing is being added after hours at the library on Friday, October 2.

K. Unfinished Business – Nothing to report.

L. New Business

1. Library Director Search

Move Sankaran, Second Gray to accept the Consulting Services Proposal and contract with Cathleen Russ to facilitate the Library Director search. Motion carried.

Report from Library Board President TerHaar:

- Timelines are still being determined, but the posting is expected to go live on 9/26.
- President TerHaar, assisted by Trustee Gray, will proceed as the main contact for Cathleen Russ moving forward. A specific search committee will not be formed.
- All interviews will need to be open to the public, with provisions for confidentiality up to a certain point of the process.
- Technology Manager Andrew Sutherland will serve as the staff liaison.

M. Public Discussion
No public comment.

N. Adjournment
Move Hundley, Second Sankaran to adjourn the meeting at 7:56 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 September 15, 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
September 1, 2026 - September 30, 2026

Reference	Date	GL Account	Description		Amount
Bank Statement Summary					
Beginning Bank Balance					76,147.58
+ Cleared Deposits & Other Additions					224,950.47
- Cleared Checks & Other Payments					184,210.23
Ending Bank Balance					116,887.82
Open Deposits & Additions					
				Total	0.00
Open Checks & Payments					
26195	08/18/26	790-772.1	KANOPY INC		543.15
26212	09/15/26	790-964.4	FARMINGTON CO...		12.41
26228	09/18/26	790-955	BLOOMFIELD 14		1,300.69
				Total	1,856.25
				Reconciled Bank Balance	115,031.57
Bank Transactions					
		000-258	EFTPS/EMPLEE		(14,539.69)
		790-723	EMPOWER		(8,582.39)
		790-722	EFTPS/EMPLER		(7,818.83)
		000-008	EMPOWER		(6,799.96)
		790-920	DTE-ELECTRIC		(6,325.94)
		000-258.1	5080 MI TAX PYMT		(3,843.90)
		790-921	DTE - GAS		(1,095.40)
		790-804	PAYCHEX HRS		(739.69)
		790-802	STROM CPA		(660.00)
		790-802	PAYCHEX EIB		(554.79)
		790-702	PAYCHEX FLEXPERKS		(502.16)
		790-965	BK SERVICE CHRGS		(183.60)
		790-965	MERCH FEE & DISC		(79.33)
		790-722	PR FRACTION OF CENTS ADJ		(0.01)
		000-665.1	INTEREST		36.38
		000-017	TRANSFER FROM AGENCY SUB		150,000.00
				Total	98,310.69
				Adjusted General Ledger Balance	115,031.57

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

Assets

	Current Assets		
000-001	Key Bank - General	$	115,031.57
000-003	Old National CD 1		219,940.55
000-008	Employee Advances		917.00
000-013	Agency Account (Schrandt)		2,871,309.94
000-013.1	Agency Account-Unrealized Gain		(254,171.12)
000-017	Agency Sub Account (Investment Account)		3,311,000.86
000-017.1	Agency Sub Account-Unrealized Gain		(259,154.75)
	Total Current Assets		6,004,874.05
	Property and Equipment		
	Net Property and Equipment		0.00
	Total Assets	$	6,004,874.05

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	Prepaids		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		855,082.38
	Total Net Assets		5,949,409.07
	Total Liabilities and Net Assets	$	6,004,874.05

See Accountants' Compilation Report

Saline District Library
Income Statement
Actual vs. Budget

		1 Month Ended September 30, 2026 Actual	10 Months Ended September 30, 2026 Actual	12 Months Ended November 30, 2026 Budget	Year to Date Percentage Budget
	Revenue				
000-402.1	Saline-Real Tax	$ 20,764.60	$ 697,259.80	$ 705,995.00	98.76
000-402.2	Bridgewater-Real Tax	850.99	29,272.23	28,583.00	102.41
000-402.3	Freedom-Real Tax	0.00	7,661.45	8,575.00	89.35
000-402.4	Lodi-Real Tax	12,727.23	530,310.74	531,641.00	99.75
000-402.5	Pittsfield-Real Tax	20,250.73	975,435.19	966,100.00	100.97
000-402.6	Saline Township-Real Tax	8,009.45	198,136.85	182,931.00	108.31
000-402.7	York Township-Real Tax	7,125.11	443,089.62	437,318.00	101.32
000-413	PPT Reimbursement	0.00	103,385.30	103,385.00	100.00
000-540	State Aid	0.00	30,751.62	30,736.00	100.05
000-628	Printers-Revenue	838.20	4,422.54	5,000.00	88.45
000-628.1	Copy Machine-Revenue	0.00	632.45	1,200.00	52.70
000-629	Non-Resident Fee	565.00	2,890.00	2,800.00	103.21
000-656	Penal Fines	0.00	21,756.69	20,300.00	107.18
000-658	Fines-Overdue Materials	60.00	457.49	0.00	0.00
000-658.1	Materials Replacement	694.90	5,594.46	6,500.00	86.07
000-665.1	General Account Interest	36.38	648.02	1,200.00	54.00
000-665.3	Sub-Agency Account Interest	6,552.41	43,071.97	52,736.00	81.67
000-665.4	Agency Account Interest	3,926.85	59,525.28	0.00	0.00
000-674	Donations-Unrestricted	0.00	3,349.00	6,000.00	55.82
000-674.1	Donations-Restricted	0.00	16,950.00	1,500.00	1130.00
000-674.2	Donations-Friends	0.00	18,934.30	14,500.00	130.58
000-680	Other Income	0.00	2,094.86	0.00	0.00
	Total Revenue	82,401.85	3,195,629.86	3,107,000.00	102.85
	Gross Profit	82,401.85	3,195,629.86	3,107,000.00	102.85
	Operating Expenses				
790-702	Salaries	105,466.24	1,187,834.96	1,580,000.00	75.18
790-716	Employee Insurance/Benefits	7,830.74	87,004.77	128,000.00	67.97
790-719	Health Reimbursement	2,383.01	15,192.52	24,500.00	62.01
790-722	Employer FICA	7,818.84	88,373.23	118,500.00	74.58
790-723	Retirement	6,911.20	50,537.64	59,000.00	85.66
790-727	Office Supplies	447.24	4,866.56	9,200.00	52.90
790-727.4	Cartridges	0.00	486.23	4,100.00	11.86
790-730	Postage	246.00	662.24	1,600.00	41.39
790-732	Cleaning Supplies	445.09	5,336.81	7,000.00	76.24
790-734	Processing Supplies	77.16	5,325.91	12,000.00	44.38
790-740	Equipment	52.47	5,170.32	40,000.00	12.93
790-750.1	Adult Programming	1,403.16	18,328.72	21,000.00	87.28
790-750.2	Teen Programming	767.09	8,003.50	13,000.00	61.57
790-750.3	Youth Programming	221.38	7,210.63	19,000.00	37.95
790-750.4	Programming funded by Friends	575.00	12,518.68	8,000.00	156.48
790-752.1	Summer Reading-Adult	536.44	2,879.09	3,000.00	95.97
790-752.2	Summer Reading-Teen	0.00	1,701.56	2,000.00	85.08
790-752.3	Summer Reading-Youth	24.15	6,304.03	5,000.00	126.08
790-760	Youth Toys/Realia	23.38	616.54	3,300.00	18.68
790-762.1	Adult ETC	82.25	1,018.15	3,500.00	29.09
790-762.3	Youth ETC	580.44	989.42	2,500.00	39.58
790-770	Periodicals	1,435.88	12,281.73	13,000.00	94.47
790-772.1	eLibrary-Adults	16,365.40	179,276.33	220,000.00	81.49
790-772.4	eLibrary Funded by Friends	0.00	5,000.00	5,000.00	100.00
790-780	Technology Support	5,383.03	15,152.07	25,000.00	60.61
790-785	Online Database	1,614.00	30,637.24	52,000.00	58.92

Saline District Library
Income Statement
Actual vs. Budget

		1 Month Ended September 30, 2026 Actual	10 Months Ended September 30, 2026 Actual	12 Months Ended November 30, 2026 Budget	Year to Date Percentage Budget
790-801	PS-Auditor	0.00	30,260.00	37,000.00	81.78
790-802	PS-Bookkeeping	1,214.79	13,174.67	17,000.00	77.50
790-803	PS-Attorney	0.00	2,517.00	1,200.00	209.75
790-804	PS-Consultants	739.69	6,979.86	8,000.00	87.25
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	9,515.38	21,000.00	45.31
790-851	Telephone	452.93	4,528.72	5,500.00	82.34
790-860	Travel/Lodging	121.55	7,355.86	6,000.00	122.60
790-880	Marketing	(1,585.88)	15,438.45	26,000.00	59.38
790-885	Misc Funded by Friends	89.02	2,832.16	2,000.00	141.61
790-920	Electricity	6,325.94	53,103.12	57,000.00	93.16
790-921	Gas	1,095.40	16,923.17	21,000.00	80.59
790-922	Water	0.00	4,469.68	8,000.00	55.87
790-930	Building Maintenance	271.82	19,472.37	35,000.00	55.64
790-932	Grounds Maintenance	110.00	46,613.21	44,000.00	105.94
790-934	Equipment Maintenance	619.69	11,379.17	20,000.00	56.90
790-955	Grants	1,353.21	15,233.16	0.00	0.00
790-956	Miscellaneous	223.36	490.57	3,000.00	16.35
790-957	Continued Education	610.00	1,714.12	8,000.00	21.43
790-958	Dues	0.00	3,805.50	4,400.00	86.49
790-964	Tax Adjustment	160.76	1,775.14	2,500.00	71.01
790-964.4	MelCat Reimbursements	12.41	221.44	1,200.00	18.45
790-965	Bank Charges	262.93	2,734.28	4,500.00	60.76
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	540.25	1,103.33	20,000.00	5.52
790-981	Books Funded by Friends	0.00	567.41	1,000.00	56.74
790-982.1	Adult Fiction	1,998.18	27,630.89	36,000.00	76.75
790-982.15	Large Print	552.97	6,020.07	9,000.00	66.89
790-982.2	Teen Fiction	431.19	6,664.27	11,000.00	60.58
790-982.3	Youth Fiction	1,242.72	12,457.77	26,000.00	47.91
790-983.1	Adult Nonfiction	1,024.56	18,187.13	34,000.00	53.49
790-983.15	Reference	0.00	3,180.50	3,500.00	90.87
790-983.2	Teen Nonfiction	172.64	2,199.95	4,000.00	55.00
790-983.3	Youth Nonfiction	1,664.78	13,626.36	16,000.00	85.16
790-984.1	Audiobooks-Adult	47.99	3,041.19	4,000.00	76.03
790-984.2	Audiobooks-Teen	0.00	0.00	1,400.00	0.00
790-984.3	Audiobooks-Youth	399.89	4,828.63	7,000.00	68.98
790-985.1	DVD/Blu Rays-Adult	375.61	5,344.98	9,000.00	59.39
790-985.2	DVD/Blu Rays-Teen	0.00	120.20	500.00	24.04
790-985.3	DVD/Blu Rays-Youth	95.95	1,706.26	2,600.00	65.63
790-986.1	Music CDs-Adult	89.92	822.11	1,400.00	58.72
790-986.2	Music CDs-Teen	0.00	0.00	200.00	0.00
790-986.3	Music CDs-Youth	33.73	167.13	0.00	0.00
790-998	Special Projects	0.00	8,807.36	95,000.00	9.27
	Total Operating Expenses	181,437.59	2,165,042.45	3,107,000.00	69.68
	Operating Income (Loss)	(99,035.74)	1,030,587.41	0.00	0.00

Saline District Library
Income Statement
Actual vs. Budget

		1 Month Ended September 30, 2026 Actual	10 Months Ended September 30, 2026 Actual	12 Months Ended November 30, 2026 Budget	Year to Date Percentage Budget
	Other Income (Expenses)				
000-669	Sub-Agency Short Term Gain	0.00	(8,257.64)	0.00	0.00
000-669.1	Sub-Agency Long Term Gain	0.00	(14,865.88)	0.00	0.00
000-670	Sub-Agency Change in Market Value	(55,823.13)	(57,105.83)	0.00	0.00
000-670.4	Agency Change in Market Value	(40,616.42)	(85,835.32)	0.00	0.00
000-965.4	Agency Admin Charges	(1,037.79)	(9,440.36)	0.00	0.00
	Total Other Income (Expenses)	(97,477.34)	(175,505.03)	0.00	0.00
	Net Income (Loss) Before Taxes	(196,513.08)	855,082.38	0.00	0.00
	Net Income (Loss)	$ (196,513.08)	$ 855,082.38	$ 0.00	0.00

Saline District Library Fund 101
Monthly Revenue
September 2026

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
402 · Property Taxes Control Account								
402.1 · City of Saline-Real Tax								
Deposit	09/24/2026			Deposit		001 · Key Bank...	20,764.60	20,764.60
Total 402.1 · City of Saline-Real Tax							20,764.60	20,764.60
402.2 · Bridgewater Township-Real Tax								
Deposit	09/24/2026			Deposit		001 · Key Bank...	850.99	850.99
Total 402.2 · Bridgewater Township-Real Tax							850.99	850.99
402.4 · Lodi Township-Real Tax								
Deposit	09/24/2026			Deposit		001 · Key Bank...	12,727.23	12,727.23
Total 402.4 · Lodi Township-Real Tax							12,727.23	12,727.23
402.5 · Pittsfield Township-Real Tax								
Deposit	09/24/2026			Deposit		001 · Key Bank...	20,250.73	20,250.73
Total 402.5 · Pittsfield Township-Real Tax							20,250.73	20,250.73
402.6 · Saline Township-Real Tax								
Deposit	09/24/2026			Deposit		001 · Key Bank...	8,009.45	8,009.45
Total 402.6 · Saline Township-Real Tax							8,009.45	8,009.45
402.7 · York Township-Real Tax								
Deposit	09/24/2026			Deposit		001 · Key Bank...	7,125.11	7,125.11
Total 402.7 · York Township-Real Tax							7,125.11	7,125.11
Total 402 · Property Taxes Control Account							69,728.11	69,728.11
628 · Printers-Revenue								
Deposit	09/01/2026			Deposit		001 · Key Bank...	11.80	11.80
Deposit	09/02/2026			Deposit		001 · Key Bank...	33.90	45.70
Deposit	09/03/2026			Deposit		001 · Key Bank...	13.50	59.20
Deposit	09/04/2026			Deposit		001 · Key Bank...	9.10	68.30
Deposit	09/08/2026			Deposit		001 · Key Bank...	12.90	81.20
Deposit	09/09/2026			Deposit		001 · Key Bank...	45.90	127.10
Deposit	09/10/2026			Deposit		001 · Key Bank...	13.50	140.60
Deposit	09/11/2026			Deposit		001 · Key Bank...	27.80	168.40
Deposit	09/14/2026			Deposit		001 · Key Bank...	47.50	215.90
Deposit	09/14/2026			Deposit		001 · Key Bank...	11.00	226.90
Deposit	09/14/2026			Deposit		001 · Key Bank...	19.20	246.10
Deposit	09/15/2026			Deposit		001 · Key Bank...	5.00	251.10
Deposit	09/16/2026			Deposit		001 · Key Bank...	2.00	253.10
Deposit	09/17/2026			Deposit		001 · Key Bank...	42.40	295.50
Deposit	09/18/2026			Deposit		001 · Key Bank...	43.10	338.60
Deposit	09/21/2026			Deposit		001 · Key Bank...	17.60	356.20
Deposit	09/21/2026			Deposit		001 · Key Bank...	20.50	376.70

Saline District Library Fund 101
Monthly Revenue
September 2026

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Deposit	09/21/2026			Deposit		001 · Key Bank...	4.00	380.70
Deposit	09/22/2026			Deposit		001 · Key Bank...	11.00	391.70
Deposit	09/23/2026			Deposit		001 · Key Bank...	17.10	408.80
Deposit	09/24/2026			Deposit		001 · Key Bank...	26.10	434.90
Deposit	09/24/2026			Deposit		001 · Key Bank...	31.50	466.40
Deposit	09/24/2026			Deposit		001 · Key Bank...	54.10	520.50
Deposit	09/25/2026			Deposit		001 · Key Bank...	25.60	546.10
Deposit	09/28/2026			Deposit		001 · Key Bank...	38.10	584.20
Deposit	09/28/2026			Deposit		001 · Key Bank...	47.40	631.60
Deposit	09/28/2026			Deposit		001 · Key Bank...	54.00	685.60
Deposit	09/29/2026			Deposit		001 · Key Bank...	114.00	799.60
Deposit	09/30/2026			Deposit		001 · Key Bank...	38.60	838.20
Total 628 · Printers-Revenue							838.20	838.20
629 · Non-Resident Fees								
Deposit	09/02/2026			Deposit		001 · Key Bank...	15.00	15.00
Deposit	09/04/2026			Deposit		001 · Key Bank...	25.00	40.00
Deposit	09/08/2026			Deposit		001 · Key Bank...	150.00	190.00
Deposit	09/15/2026			Deposit		001 · Key Bank...	25.00	215.00
Deposit	09/28/2026			Deposit		001 · Key Bank...	175.00	390.00
Deposit	09/29/2026			Deposit		001 · Key Bank...	150.00	540.00
Deposit	09/30/2026			Deposit		001 · Key Bank...	25.00	565.00
Total 629 · Non-Resident Fees							565.00	565.00
658 · Fines-Overdue Materials								
Deposit	09/10/2026			Deposit		001 · Key Bank...	25.00	25.00
Deposit	09/22/2026			Deposit		001 · Key Bank...	10.00	35.00
Deposit	09/30/2026			Deposit		001 · Key Bank...	25.00	60.00
Total 658 · Fines-Overdue Materials							60.00	60.00
658.1 · Materials Replacement Fees								
Deposit	09/01/2026			Deposit		001 · Key Bank...	26.00	26.00
Deposit	09/02/2026			Deposit		001 · Key Bank...	29.99	55.99
Deposit	09/08/2026			Deposit		001 · Key Bank...	17.00	72.99
Deposit	09/10/2026			Deposit		001 · Key Bank...	12.99	85.98
Deposit	09/11/2026			Deposit		001 · Key Bank...	14.99	100.97
Deposit	09/14/2026			Deposit		001 · Key Bank...	55.00	155.97
Deposit	09/16/2026			Deposit		001 · Key Bank...	16.99	172.96
Deposit	09/21/2026			Deposit		001 · Key Bank...	25.98	198.94
Deposit	09/22/2026			Deposit		001 · Key Bank...	45.93	244.87
Deposit	09/23/2026			Deposit		001 · Key Bank...	30.00	274.87
Deposit	09/24/2026			Deposit		001 · Key Bank...	93.18	368.05
Deposit	09/24/2026			Deposit		001 · Key Bank...	42.99	411.04
Deposit	09/25/2026			Deposit		001 · Key Bank...	64.94	475.98
Deposit	09/28/2026			Deposit		001 · Key Bank...	28.00	503.98
Deposit	09/28/2026			Deposit		001 · Key Bank...	24.95	528.93
Deposit	09/29/2026			Deposit		001 · Key Bank...	29.00	557.93

Saline District Library Fund 101
Monthly Revenue
September 2026

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Deposit	09/30/2026			Deposit		001 · Key Bank...	136.97	694.90
Total 658.1 · Materials Replacement Fees							694.90	694.90
665.1 · General Account Interest								
Deposit	09/30/2026			Deposit		001 · Key Bank...	36.38	36.38
Total 665.1 · General Account Interest							36.38	36.38
699 · Transfer from Other Funds								
Deposit	09/08/2026			Deposit		001 · Key Bank...	150,000.00	150,000.00
Total 699 · Transfer from Other Funds							150,000.00	150,000.00
TOTAL							**221,922.59**	**221,922.59**

Saline District Library Fund 101
Bill List
September 2026

Type	Date	Num	Name	Memo	Amount
702 · Salaries					
Check	09/11/2026			Pay period en...	37,614.86
Check	09/11/2026			Empower for ...	1,609.44
Check	09/11/2026			Empower for ...	88.19
Check	09/11/2026			Empower for ...	149.81
Check	09/11/2026			Empower for ...	1,771.84
Check	09/11/2026			FlexPerks	251.10
Check	09/25/2026			pay period en...	37,115.52
Check	09/25/2026			Empower for ...	1,593.77
Check	09/25/2026			Empower for ...	88.19
Check	09/25/2026			Empower for ...	149.81
Check	09/25/2026			Empower for ...	3,139.87
Check	09/25/2026			PaychexPerks	251.09
Total 702 · Salaries					83,823.49
716 · Employee Insurances/Benefits					
Bill	09/15/2026	CID97...	SBIS		1,205.48
Bill	09/15/2026	10/1-1...	BLUE CROSS BLU...		9,382.28
Total 716 · Employee Insurances/Benefits					10,587.76
719 · Health Reimbursement					
Bill	09/15/2026	ADM0...	EHIM		170.75
Bill	09/15/2026	FND0...	EHIM		2,212.26
Total 719 · Health Reimbursement					2,383.01
723 · Retirement					
Check	09/11/2026			Empower for ...	866.18
Check	09/25/2026			Empower for ...	1,593.77
Total 723 · Retirement					2,459.95
727 · Office Supplies					
Bill	09/11/2026	7/10-8...	AMAZON CAPITAL ...		190.57
Bill	09/15/2026	70111...	STAPLES		225.88
Bill	09/15/2026	9/14/2...	PILARZ, CHRISTINA		30.79
Total 727 · Office Supplies					447.24
730 · Postage					
Bill	09/14/2026	8/31/2...	KEYBANK - NATIO...		246.00
Total 730 · Postage					246.00
732 · Cleaning Supplies					
Bill	09/15/2026	70111...	STAPLES		445.09
Total 732 · Cleaning Supplies					445.09

Saline District Library Fund 101
Bill List
September 2026

Type	Date	Num	Name	Memo	Amount
734 · Processing Supplies					
Bill	09/15/2026	70111...	STAPLES		77.16
Total 734 · Processing Supplies					77.16
740 · Equipment					
Bill	09/11/2026	7/10-8...	AMAZON CAPITAL ...		52.47
Total 740 · Equipment					52.47
750.1 · Adult Programming					
Bill	09/11/2026	7/10-8...	AMAZON CAPITAL ...		422.39
Bill	09/14/2026	8/31/2...	KEYBANK - NATIO...		80.77
Bill	09/15/2026	8963	JO ANN YATES	7/2-7/30/2026...	450.00
Bill	09/15/2026	8956	JO ANN YATES	8/3-8/31/2026...	450.00
Total 750.1 · Adult Programming					1,403.16
750.2 · Teen Programming					
Bill	09/11/2026	7/10-8...	AMAZON CAPITAL ...		767.09
Total 750.2 · Teen Programming					767.09
750.3 · Youth Programming					
Bill	09/11/2026	7/10-8...	AMAZON CAPITAL ...		46.38
Bill	09/17/2026	8962	ANN ARBOR SYMP...	Kinderconcert	175.00
Total 750.3 · Youth Programming					221.38
750.4 · Programming Funded by Friends					
Bill	09/02/2026	8763	JOEL TACEY'S TIP...	Foam Party	575.00
Total 750.4 · Programming Funded by Friends					575.00
752.1 · Summer Reading-Adult					
Bill	09/11/2026	7/10-8...	AMAZON CAPITAL ...		28.49
Bill	09/14/2026	8/31/2...	KEYBANK - NATIO...		507.95
Total 752.1 · Summer Reading-Adult					536.44
752.3 · Summer Reading-Youth					
Bill	09/11/2026	7/10-8...	AMAZON CAPITAL ...		24.15
Total 752.3 · Summer Reading-Youth					24.15
760 · Youth Toys/Realia					
Bill	09/11/2026	7/10-8...	AMAZON CAPITAL ...		23.38
Total 760 · Youth Toys/Realia					23.38
762.1 · Adult ETC					

Saline District Library Fund 101
Bill List
September 2026

Type	Date	Num	Name	Memo	Amount
Bill	09/11/2026	7/10-8...	AMAZON CAPITAL ...		82.25
Total 762.1 · Adult ETC					82.25
762.3 · Youth ETC					
Bill	09/11/2026	7/10-8...	AMAZON CAPITAL ...		580.44
Total 762.3 · Youth ETC					580.44
770 · Periodicals					
Bill	09/15/2026	36100...	THE ANN ARBOR N...	12 Weeks	59.88
Bill	09/15/2026	1732023	WASHTENAW NE...		1,376.00
Total 770 · Periodicals					1,435.88
772.1 · Ebooks-Adult					
Bill	09/15/2026	50935...	MIDWEST TAPE	Hoopla	8,765.30
Bill	09/15/2026	51856...	KANOPY, INC.		600.10
Bill	09/15/2026	CD01...	OVERDRIVE, INC		7,000.00
Total 772.1 · Ebooks-Adult					16,365.40
780 · Software					
Bill	09/15/2026	91011...	EBSCO INFORMAT...	9/1/2026-8/31...	1,951.00
Bill	09/15/2026	INV-U...	ENVISIONWARE, I...	11/1/2026-10/...	3,432.03
Total 780 · Software					5,383.03
785 · Online Database					
Bill	09/15/2026	8936	EDUCATE STATIO...		300.00
Bill	09/15/2026	1964	ALSDEAFINED, LLC		1,314.00
Total 785 · Online Database					1,614.00
802 · Professional Services-Bookkeep					
Check	09/11/2026			PayChex EIB	274.20
Bill	09/11/2026		STROM ACCOUNTI...	Monthly fee	660.00
Check	09/25/2026			PaychexFlex	280.59
Total 802 · Professional Services-Bookkeep					1,214.79
804 · Professioanl services-Consult					
Check	09/11/2026			Paychex HR	739.69
Total 804 · Professioanl services-Consult					739.69
851 · Telephone					
Bill	09/14/2026	8/31/2...	KEYBANK - NATIO...		3.36
Bill	09/15/2026	IN224...	TELNET WORLDWI...		449.57
Total 851 · Telephone					452.93

Saline District Library Fund 101
Bill List
September 2026

Type	Date	Num	Name	Memo	Amount
860 · Travel/Lodging					
Bill	09/15/2026	9/8/26	LASH, JESSICA	Mileage	62.93
Bill	09/15/2026	9/14/2...	PILARZ, CHRISTINA	Mileage	58.62
Total 860 · Travel/Lodging					121.55
880 · Marketing					
Bill	09/11/2026	7/10-8...	AMAZON CAPITAL ...		152.70
Bill	09/14/2026	8/31/2...	KEYBANK - NATIO...		342.11
Bill	09/15/2026	5194-M	THE SUN TIMES N...	Budget Heari...	135.00
Bill	09/15/2026	15453...	4IMPRINT, INC.	KeyChains	812.19
Deposit	09/24/2026			Deposit	-3,027.88
Total 880 · Marketing					-1,585.88
885 · Msc funded by Friends					
Bill	09/14/2026	8/31/2...	KEYBANK - NATIO...		89.02
Total 885 · Msc funded by Friends					89.02
920 · Electricity					
Bill	09/14/2026		DTE ENERGY - EL...		6,325.94
Total 920 · Electricity					6,325.94
921 · Gas					
Bill	09/14/2026		DTE ENERGY - GAS		1,095.40
Total 921 · Gas					1,095.40
930 · Building Maintenance					
Bill	09/15/2026	283160	WYANDOTTE ALA...		135.00
Bill	09/15/2026	90014...	WASTE MANAGEM...		57.34
Bill	09/15/2026	92523...	HD SUPPLY FACILI...		66.99
Bill	09/15/2026	92523...	HD SUPPLY FACILI...		12.49
Total 930 · Building Maintenance					271.82
932 · Ground Mantenance					
Bill	09/15/2026	92522...	HD SUPPLY FACILI...		110.00
Total 932 · Ground Mantenance					110.00
934 · Equipment Maintenance					
Bill	09/15/2026	50398...	WELLS FARGO FIN...		386.79
Bill	09/15/2026	INV36...	ELITE IMAGING SY...		232.90
Total 934 · Equipment Maintenance					619.69
955 · Grants					
Bill	09/14/2026	8/31/2...	KEYBANK - NATIO...		52.52

Saline District Library Fund 101
Bill List
September 2026

Type	Date	Num	Name	Memo	Amount
Bill	09/18/2026	9/18/2...	BLOOMFIELD 14, L...	Manhattan Sh...	1,300.69
Total 955 · Grants					1,353.21
956 · Miscellaneous					
Bill	09/14/2026	8/31/2...	KEYBANK - NATIO...		223.36
Total 956 · Miscellaneous					223.36
957 · Continuing Education					
Bill	09/14/2026	8/31/2...	KEYBANK - NATIO...		610.00
Total 957 · Continuing Education					610.00
964 · Tax Adjustment					
Bill	09/15/2026	20261...	WASHTENAW COU...		160.76
Total 964 · Tax Adjustment					160.76
964.4 · MelCat Reimbursements					
Bill	09/15/2026	30036...	FARMINGTON CO...		12.41
Total 964.4 · MelCat Reimbursements					12.41
965 · Bank Charges					
Check	09/03/2026			KeyBank Mer...	56.78
Check	09/03/2026			KeyBank Mer...	22.55
Check	09/09/2026			Aug Analysis f...	183.60
Total 965 · Bank Charges					262.93
975 · Furniture					
Bill	09/11/2026	7/10-8...	AMAZON CAPITAL ...		364.97
Bill	09/14/2026	8/31/2...	KEYBANK - NATIO...		175.28
Total 975 · Furniture					540.25
982.1 · Adult Fiction					
Bill	09/11/2026	7/10-8...	AMAZON CAPITAL ...		39.99
Bill	09/15/2026	8/1-8/...	INGRAM		1,958.19
Total 982.1 · Adult Fiction					1,998.18
982.15 · Large Print					
Bill	09/15/2026	8/1-8/...	INGRAM		552.97
Total 982.15 · Large Print					552.97
982.2 · Teen Fiction					
Bill	09/11/2026	7/10-8...	AMAZON CAPITAL ...		29.87
Bill	09/15/2026	8/1-8/...	INGRAM		401.32

Saline District Library Fund 101
Bill List
September 2026

Type	Date	Num	Name	Memo	Amount
Total 982.2 · Teen Fiction					431.19
982.3 · Youth Fiction					
Bill	09/15/2026	8/1-8/...	INGRAM		1,242.72
Total 982.3 · Youth Fiction					1,242.72
983.1 · Adult Nonfiction					
Bill	09/15/2026	8/1-8/...	INGRAM		1,024.56
Total 983.1 · Adult Nonfiction					1,024.56
983.2 · Teen Nonfiction					
Bill	09/15/2026	8/1-8/...	INGRAM		172.64
Total 983.2 · Teen Nonfiction					172.64
983.3 · Youth Nonfiction					
Bill	09/15/2026	8/1-8/...	INGRAM		1,664.78
Total 983.3 · Youth Nonfiction					1,664.78
984.1 · Audiobooks-Adult					
Bill	09/15/2026	8/1-8/...	MIDWEST TAPE		47.99
Total 984.1 · Audiobooks-Adult					47.99
984.3 · Audiobooks-Youth					
Bill	09/15/2026	8/1-8/...	MIDWEST TAPE		399.89
Total 984.3 · Audiobooks-Youth					399.89
985.1 · DVDBlu Rays-Adult					
Bill	09/15/2026	8/1-8/...	MIDWEST TAPE		375.61
Total 985.1 · DVDBlu Rays-Adult					375.61
985.3 · DVD/Blu Rays-Youth					
Bill	09/15/2026	8/1-8/...	MIDWEST TAPE		95.95
Total 985.3 · DVD/Blu Rays-Youth					95.95
986.1 · Music CDs-Adult					
Bill	09/15/2026	8/1-8/...	MIDWEST TAPE		89.92
Total 986.1 · Music CDs-Adult					89.92
986.3 · Music CDs-Youth					
Bill	09/15/2026	8/1-8/...	MIDWEST TAPE		33.73
Total 986.3 · Music CDs-Youth					33.73

Saline District Library Fund 101
Bill List
September 2026

Type	Date	Num	Name	Memo	Amount
TOTAL					150,281.77

Saline District Library
Quarterly Investment Report
3rd Quarter Ending 8/31/2026

	Activity Summary	SubAgency Fund	Agency Fund	Total
6/1/2026	Beginning Balance	$3,809,958.88	$2,656,466.37	$6,466,425.25
	Cash/Securities Tranferred In	$160,000.00	$202,408.62	$362,408.62
	Dividends/Interest	$19,342.83	$21,226.56	$40,569.39
	Cash/Securities Transferred Out	($710,000.00)	($202,408.62)	($912,408.62)
	Investment Fees	($4,165.98)	($3,052.60)	($7,218.58)
	Net Change in Market Value	($24,018.90)	($19,774.15)	($43,793.05)
8/31/2026	Ending Balance	$3,251,116.83	$2,654,866.18	$5,905,983.01

	Holdings Summary	SubAgency Fund	Agency Fund	Total
6/1/2026	Principal Holdings			
	U.S. Treasury Notes	$3,641,252.20	$2,494,851.20	$6,136,103.40
	Money Market Funds	$169,054.26	$92,483.40	$261,537.66
	Total Principal Holdings	$3,810,306.46	$2,587,334.60	$6,397,641.06
	Income Holdings			
	Money Market Funds	($347.58)	$69,131.77	$68,784.19
	Total Holdings	$3,809,958.88	$2,656,466.37	$6,466,425.25
8/31/2026	Principal Holdings			
	U.S. Treasury Notes	$3,169,294.35	$2,374,014.55	$5,543,308.90
	Money Market Funds	$67,091.60	$277,101.63	$344,193.23
	Total Principal Holdings	$3,236,385.95	$2,651,116.18	$5,887,502.13
	Income Holdings			
	Money Market Funds	$14,730.88	$3,750.00	$18,480.88
	Total Holdings	$3,251,116.83	$2,654,866.18	$5,905,983.01

Certificates of Deposit

Institution / Term	Maturity	Interest Rate	Amount
Old National / 18 months	2/28/2028	4.11%	$229,096.43
Total			$229,096.43

Library Director's Report
Submitted by Karrie Waarala
October 20, 2026

- SDL has been selected by the Saline Parks Commission as a 2026 Green Thumb Award winner in the business beautification category. The award presentation will be at the November 9th City Council meeting, and I hope that members of the Saline Stone & Thistle Garden Club will be able to attend. They always keep the property near the main entrance of the library beautiful, but we have had so many compliments this year on the wonderful work they have done.

- October 18-24 is National Friends of Libraries Week. We are very grateful to the Friends of the Saline District Library for all of the support they provide for library initiatives. The City of Saline has acknowledged the Friends of the Library this week by official resolution that "urges everyone to join the Friends of the Library and thank them for all they do to make our Library and community so much better."

- The Library of Michigan has reported the 2026 PPT Reimbursements, and SDL will be receiving $122,246.10 in February 2027. This is an 18.2% increase over the 2025 PPT Reimbursement that was received in February 2026.

- Upcoming programs of note include Loose Leaves Book Club: Ikebana, the Art of Japanese Flower Arrangement, Cooking with Chef Val: Creamy Pumpkin and Sweet Potato Soup, and Healthcare Power of Attorney: What You Need to Know for adults; Science Club: Spooky Science, Halloween Storytime, and an Escape Room for kids; Oreo Snacking and Stacking for teens; and a 100 Years of Winnie-the-Pooh Tea Party for all ages.

- SDL staff are also present at community events this month, sharing stories at Saline Recreation Center's Preschool Pumpkin Hunt on October 14 and passing out goodies at Saline Main Street's Trunk or Treat on October 21.

- Libraries all across Michigan that use the Polaris ILS, of which SDL is one, are currently experiencing integration issues with MeLCat, the statewide interlibrary loan system. Technology Manager Andrew Sutherland is keeping on top of the problems, but because this is a statewide issue rather than something originating at SDL, our ability to resolve issues are limited. New 2-factor authentication issues are also preventing a

smooth transition to a new security certificate for the Polaris online catalog. As Andrew has informed SDL staff, "A helpful way to explain the situation to patrons is that a missing puzzle piece between local libraries and MeL is temporarily preventing the systems from communicating, but technical teams are actively working on the fix." We appreciate both his dedication to finding solutions, and his ability to explain technology issues in a way that helps patrons understand.

- Assistant Director Lash, Technology Manager Sutherland, and I will be attending Michigan Library Association Annual Conference October 28-30 in Novi. The others will be attending the entire conference, which I will be attending October 28 & 29.

- Administrative Assistant Pilarz and Assistant Director Lash attended the MERS (Michigan Employees' Retirement System) Annual Conference October 8-9 in Grand Rapids. MERS adopted a new online dashboard service this year, so it was helpful to have members of the SDL administration team in attendance.

- SDL will be closed Friday, November 13 for our annual Staff Development Day. Assistant Director Lash has been working hard to develop a productive day for staff that will include customer service training from Zingerman's and an introduction to SDL's neweset online resource, ASLdeafined, accompanied by ASL instruction. We are very grateful to the Friends of the Library for providing lunch for staff at this important annual event.

- Staff continue to receive positive comments and helpful recommendations from the public at the main desk, and people in the community tell me how much they appreciate the library. Recent comments include:

    - "I really like the yoga class. I'm glad you have it!"

    - "This is the best library I've ever been to!" (from a grandma visiting with her grandchild)

    - "I can't believe you feed all of these kids [at Half Day Pizza Café]! My son told me to wait an hour before I picked him up because he didn't want to leave right away."

October 20, 2026

Pay Structure Review and Recommendations for FY2027

FOR

SALINE DISTRICT LIBRARY

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SUMMARY

This report contains the results of our study of competitive compensation levels for Saline District Library (SDL), and our recommended pay ranges for the fiscal year ending November 30, 2027.

The library has followed a compensation philosophy that takes into account living wage information (derived from the Massachusetts Institute of Technology living wage model) for the surrounding area, as well as labor market data. Initially living wage data for Washtenaw County was used but, because of the significant influence from Ann Arbor (primarily related to housing costs), living wage data for the broader Detroit Metropolitan Area was considered.

In 2023 the living wage rate for one single adult with no children ($16.43/hr) was used to establish the minimum of pay grade 2, the lowest grade in which there are jobs (excluding the Page). In 2024 the comparable living wage rate rose over 20% (to $20.45/hr); using the same logic would have created a structure that was not fiscally feasible. Given the desire to use both labor market data and the living wage data, our recommendation for FY2026 was to establish a structure where the living wage figure was at the minimum of pay grade 9, the lowest grade in which there are jobs SDL would likely hire individuals for careers beyond high school. This approach was taken again for the current update, where the comparable living wage rate rose 4.4% (to $22.17/hr), increasing pay grade 9 by the same percentage.

The proposed wage structure using this approach increases at an average rate of about 4.0% from last year's structure, ranging from 7.8% in grade 2 down to no change in grade 18. Grade 19, reserved for the Library Director, did not change for the second year. This increase represents one year of a softening labor market and a slight increase in projected fiscal year revenue of $3.0 million to $3.1 million when reviewing the market data.

Pay Structure Percent Changes:

Structure on Average:	4.0%
Grade 2:	7.8%
Grade 9:	4.5%
Grade 18:	0.0%
Library Director:	0.0%

PROCESS

The Saline District Library pay grades and ranges are based on an approach that considers three aspects of pay:

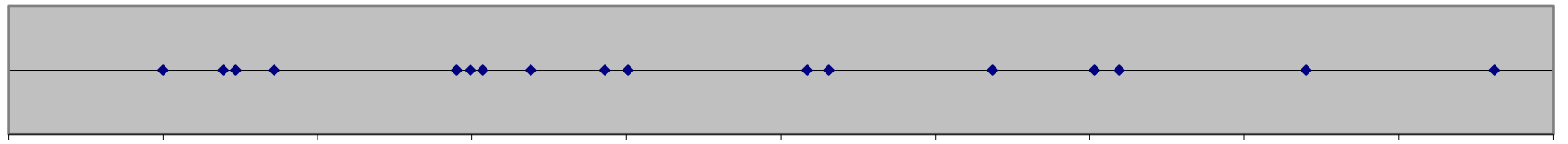
- The contribution of jobs to the organization, as measured by the job evaluation plan
- The competitive market for jobs, determined by research into labor market studies, and
- The ability of individuals to perform the specific duties and responsibilities of their jobs

Job Evaluation

The job evaluation program assesses the contribution of jobs to the organization by looking at various characteristics, namely:

- Knowledge, Skill and Ability
- Problem Solving & Decision Making
- Scope of Authority
- Communication and Contacts
- Impact of Work Performance

Each of the characteristics above is defined through a series of ever-increasing definitions of complexity and every position at SDL has been reviewed and evaluated using this criteria. Once the individual points have been determined they are added together to give each job an overall score. Jobs with similar scores are then placed in the same pay grade. Any new jobs and thus job evaluations at SDL since the original program was implemented have been incorporated in our analysis. The distribution of scores, including changes reported to ElementOne by SDL, is illustrated below:



Job Evaluation Score Distribution

The number of ranges was originally determined by looking at the number of "job groupings" based on total point scores, ensuring that jobs which represented "promotions" would be separated, and then dividing the range of total scores into grades to accommodate these groupings and provide for growth and development of new jobs.

Pay Grade Assignments: New and Changed Jobs

As jobs change and evolve, the job evaluation plan is used to generate new point totals in the job evaluation worksheet or tool, which may result in pay grade reassignments. In addition, when new jobs are created they will also be evaluated and assigned to an existing pay grade. These evaluations are designed to be administered by the organization with occasional assistance by ElementOne.

METHODOLOGY

Competitive Market Data

Each year, ElementOne conducts a review of published surveys to determine, for as many jobs as possible, the prevailing "market rate." The market for each job is defined in terms of the geographic area in which recruiting typically takes place, the industry in which Saline District Library likely competes for employees, as well as similar sized organizations with whom SDL is fiscally able to compete. The review for FY2027 was based on an estimated $3.1 million in revenue.

It is important to note that market data is based on the "cost of labor" in a given area, rather than the "cost of living." Different geographic areas may have higher or lower costs for items such as housing; however, this does not necessarily translate to different levels of pay. Additionally, changes in the market rates reflect changes in what employers are paying, and will not necessarily reflect changes in the cost of living as measured by the Consumer Price Index.

The surveys selected are based on their consistent publication, sufficient sample size and ability to provide segments of data that reflect the real markets in which SDL competes for talent. This year, the review included the following studies:

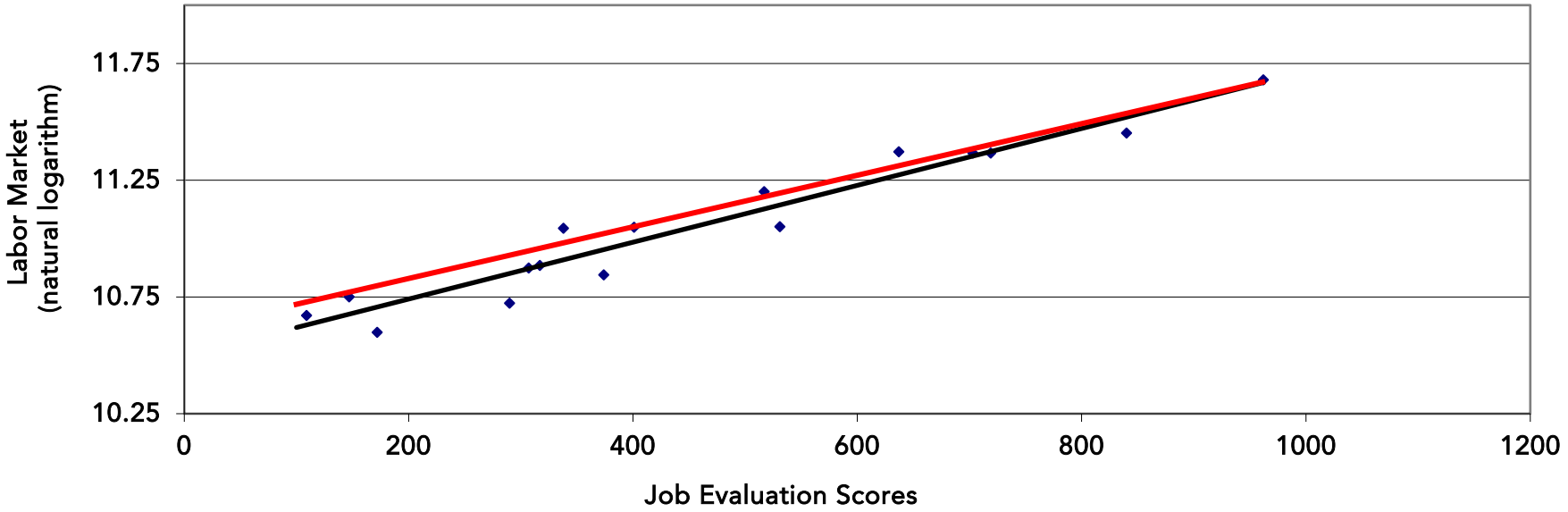
- American Library Association, Public Librarian Salary Survey
- Bureau of Labor Statistics, Metropolitan Area Compensation Survey
- Custom Survey of Local Libraries
- Detroit Suburban Library Roundtable, Statistics Compilation Report
- Economic Research Institute, Wage & Salary Assessor
- Michigan Public Library Statistics

Data from the surveys was used for as many of the SDL jobs as possible. In each survey, the data is "projected" to a common date (June 1, 2027, the middle of the fiscal year) based on reported actual and planned increases to market rates. A simple average of the sources was calculated that represents the market rate for each job.

Pay Range Development

The pay ranges are developed using a single regression process in which the internal evaluation scores are the "independent" variable and the labor market rates are the "dependent" variable. The resulting equation, or "payline," serves as the means for developing the midpoint of each range. The range of pay, and resulting pay levels, are derived mathematically from the midpoint.

Displayed below in black is the payline from which the market-based structure update was created and the red payline is the mathematical model from which the MIT living wage ranges are calculated. Essentially this living wage payline hinges at the top of the market-based payline which is the rate for the Library Director.



Individual Pay Adjustments

The pay ranges are designed to ensure that employees are paid based on their contributions to the organization, thus the pay administration program provides guidance for individual increases. Employees are assessed based on their ability to perform the specific functions outlined in their job descriptions. Once an employee is able to perform every job function at the performance levels expected by the organization, their target pay will be in "Mastery," which represents a position in which pay is both externally competitive and fully in line with the organization's objectives. Most employees will reach Mastery over time; many will spend several years in a developmental mode and will be paid in "Developing". Occasionally employees whose performance is far above expectations will be paid in either "Added Value" or "Unique". The organization uses this performance appraisal and contribution assessment methodology to determine target pay; current pay is then compared to the target to determine if adjustments are warranted.

Pay Range Comparison

The chart below displays the hourly midpoints for each grade for the FY2027 new living wage midpoints as compared to the FY2026 living wage recommendations. In between the midpoint column is the percent difference between the midpoints.

Grade	Midpoint for FY2025 Living Wage	% Change from FY2026	Midpoint for FY2026 Living Wage In Grade 9
19	57.93	0.0%	57.93
18	48.99	0.0%	48.99
17	43.61	0.7%	43.89
16	38.85	1.4%	39.38
15	35.58	2.0%	36.30
14	33.61	2.4%	34.42
13	31.68	2.9%	32.60
12	29.90	3.2%	30.87
11	28.22	3.7%	29.28
10	26.63	4.0%	27.69
9	25.48	4.5%	26.63
8	24.76	4.7%	25.91
7	24.04	4.8%	25.19
6	23.37	4.9%	24.52
5	22.69	5.3%	23.89
4	22.07	5.4%	23.27
3	21.44	5.6%	22.64
2	20.82	5.8%	22.02
1C	19.04	6.6%	20.29
1B	17.26	7.8%	18.61
1A	15.48	9.0%	16.88

FINDINGS & RECOMMENDATIONS FOR FY2027

Pay Structure Update for FY2027

Based on the market data, and using the philosophy adopted by the organization in 2007, ElementOne has prepared a set of recommended pay ranges for Saline District Library for FY2027. The majority of SDL positions are included in the recommended FY2027 structure.

The library has followed a compensation philosophy that takes into account living wage information (derived from the Massachusetts Institute of Technology living wage model) for the surrounding area, as well as labor market data. Initially living wage data for Washtenaw County was used but, because of the significant influence from Ann Arbor (primarily related to housing costs), living wage data for the broader Detroit Metropolitan Area was considered.

In 2023 the living wage rate for one single adult with no children ($16.43/hr) was used to establish the minimum of pay grade 2, the lowest grade in which there are jobs (excluding the Page). In 2024 the comparable living wage rate rose over 20% (to $20.45/hr); using the same logic would have created a structure that was not fiscally feasible. Given the desire to use both labor market data and the living wage data, our recommendation for FY2026 was to establish a structure where the living wage figure was at the minimum of pay grade 9, the lowest grade in which there are jobs SDL would likely hire individuals for careers beyond high school. This approach was taken again for the current update, where the comparable living wage rate rose 4.4% (to $22.17/hr), increasing pay grade 9 by the same percentage.

The proposed wage structure using this approach increases at an average rate of about 4.0% from last year's structure, ranging from 7.8% in grade 2 down to no change in grade 18. Grade 19, reserved for the Library Director, did not change for the second year. This increase represents one year of a softening labor market and a slight increase in projected fiscal year revenue of $3.0 million to $3.1 million when reviewing the market data.

This salary structure is displayed in annualized and hourly formats as Exhibit 1 and the grade and ranges are shown in Exhibit 2.

Saline District Library

Exhibit 1 - Recommended Base Pay Structure Ranges for FY2027 (10/20/2026) - Living Wage Gd 9

Grade	Point Range		Entry			Mastery			Unique
	Low	High	Minimum	Developing		Midpoint	Added Value		Maximum
ANNUAL AMOUNTS									
19	900	1000	92,700	103,800	114,900	120,500	126,100	137,200	148,300
18	800	899	79,900	88,700	97,500	101,900	106,200	115,000	123,800
17	700	799	71,600	79,500	87,400	91,300	95,200	103,100	111,000
16	600	699	64,200	71,300	78,300	81,900	85,400	92,400	99,500
15	550	599	60,400	66,400	72,500	75,500	78,500	84,600	90,600
14	500	549	57,300	63,000	68,800	71,600	74,500	80,300	86,000
13	450	499	54,200	59,600	65,000	67,800	70,500	75,900	81,300
12	400	449	52,400	57,100	61,800	64,200	66,600	71,300	76,000
11	350	399	49,700	54,200	58,700	60,900	63,100	67,600	72,100
10	300	349	47,000	51,200	55,500	57,600	59,700	64,000	68,200
9	275	299	46,200	49,900	53,600	55,400	57,300	61,000	64,700
8	250	274	44,900	48,500	52,100	53,900	55,700	59,300	62,900
7	225	249	43,700	47,200	50,700	52,400	54,200	57,700	61,200
6	200	224	42,500	45,900	49,300	51,000	52,700	56,100	59,500
5	175	199	42,300	45,300	48,200	49,700	51,200	54,100	57,100
4	150	174	41,200	44,100	47,000	48,400	49,800	52,700	55,600
3	125	149	40,100	42,900	45,700	47,100	48,500	51,300	54,100
2	100	124	39,800	42,200	44,600	45,800	46,900	49,300	51,700
1C	- -	- -	36,700	38,900	41,100	42,200	43,300	45,500	47,700
1B	- -	- -	33,700	35,700	37,700	38,700	39,800	41,800	43,800
1A	- -	- -	31,200	32,800	34,300	35,100	35,900	37,400	39,000

Saline District Library

Exhibit 1 - Recommended Base Pay Structure Ranges for FY2027 (10/20/2026) - Living Wage Gd 9

Grade	Point Range		Entry			Mastery			Unique
	Low	High	Minimum	Developing		Midpoint	Added Value		Maximum
HOURLY AMOUNTS									
19	900	1000	44.57	49.90	55.24	57.93	60.63	65.96	71.30
18	800	899	38.41	42.64	46.88	48.99	51.06	55.29	59.52
17	700	799	34.42	38.22	42.02	43.89	45.77	49.57	53.37
16	600	699	30.87	34.28	37.64	39.38	41.06	44.42	47.84
15	550	599	29.04	31.92	34.86	36.30	37.74	40.67	43.56
14	500	549	27.55	30.29	33.08	34.42	35.82	38.61	41.35
13	450	499	26.06	28.65	31.25	32.60	33.89	36.49	39.09
12	400	449	25.19	27.45	29.71	30.87	32.02	34.28	36.54
11	350	399	23.89	26.06	28.22	29.28	30.34	32.50	34.66
10	300	349	22.60	24.62	26.68	27.69	28.70	30.77	32.79
9	275	299	22.21	23.99	25.77	26.63	27.55	29.33	31.11
8	250	274	21.59	23.32	25.05	25.91	26.78	28.51	30.24
7	225	249	21.01	22.69	24.38	25.19	26.06	27.74	29.42
6	200	224	20.43	22.07	23.70	24.52	25.34	26.97	28.61
5	175	199	20.34	21.78	23.17	23.89	24.62	26.01	27.45
4	150	174	19.81	21.20	22.60	23.27	23.94	25.34	26.73
3	125	149	19.28	20.63	21.97	22.64	23.32	24.66	26.01
2	100	124	19.13	20.29	21.44	22.02	22.55	23.70	24.86
1C	- -	- -	17.64	18.70	19.76	20.29	20.82	21.88	22.93
1B	- -	- -	16.20	17.16	18.13	18.61	19.13	20.10	21.06
1A	- -	- -	15.00	15.77	16.49	16.88	17.26	17.98	18.75

Saline District Library

Exhibit 2 - Recommended Base Pay Structure for FY2027 (10/20/2026) - Living Wage Gd 9

Grade	Eval. Score Low	Eval. Score High	Job Title	Job Score	Entry Minimum	Entry Developing	Mastery Midpoint	Mastery Added Value	Unique Maximum
ANNUAL AMOUNTS									
19	900	1000	Director	962	92,700	103,800	114,900	120,500	126,100	137,200	148,300
18	800	899	Assistant Director	840	79,900	88,700	97,500	101,900	106,200	115,000	123,800
17	700	799	Head of Adult Services	719	71,600	79,500	87,400	91,300	95,200	103,100	111,000
			Head of Youth Services	703							
16	600	699	Technology Manager	637	64,200	71,300	78,300	81,900	85,400	92,400	99,500
15	550	599	no jobs assigned	- -	60,400	66,400	72,500	75,500	78,500	84,600	90,600
14	500	549	Librarian II	517	57,300	63,000	68,800	71,600	74,500	80,300	86,000
			Support Services Manager	531							
13	450	499	Business Coordinator	459	54,200	59,600	65,000	67,800	70,500	75,900	81,300
12	400	449	Librarian I	401	52,400	57,100	61,800	64,200	66,600	71,300	76,000
11	350	399	Facilities Coordinator	374	49,700	54,200	58,700	60,900	63,100	67,600	72,100
10	300	349	Cataloger	307	47,000	51,200	55,500	57,600	59,700	64,000	68,200
			Substitute Librarian	338							
			Technology Assistant	317							
9	275	299	Adult Assistant	290	46,200	49,900	53,600	55,400	57,300	61,000	64,700
			Youth Assistant	290							
8	250	274	no jobs assigned	- -	44,900	48,500	52,100	53,900	55,700	59,300	62,900
7	225	249	no jobs assigned	- -	43,700	47,200	50,700	52,400	54,200	57,700	61,200
6	200	224	no jobs assigned	- -	42,500	45,900	49,300	51,000	52,700	56,100	59,500
5	175	199	no jobs assigned	- -	42,300	45,300	48,200	49,700	51,200	54,100	57,100
4	150	174	Library Assistant	172	41,200	44,100	47,000	48,400	49,800	52,700	55,600
3	125	149	Building Monitor	139	40,100	42,900	45,700	47,100	48,500	51,300	54,100
			Substitute Library Assistant	127							
			Youth Desk Aide	147							
2	100	124	Custodian	109	39,800	42,200	44,600	45,800	46,900	49,300	51,700
1C	- -	- -	no jobs assigned	- -	36,700	38,900	41,100	42,200	43,300	45,500	47,700
1B	- -	- -	no jobs assigned	- -	33,700	35,700	37,700	38,700	39,800	41,800	43,800
1A	- -	- -	Page	100	31,200	32,800	34,300	35,100	35,900	37,400	39,000

Saline District Library

Exhibit 2 - Recommended Base Pay Structure for FY2027 (10/20/2026) - Living Wage Gd 9

Grade	Eval. Score Low	Eval. Score High	Job Title	Job Score	Entry Minimum	Entry Developing	Mastery	Mastery Midpoint	Mastery Added Value	Unique	Unique Maximum
HOURLY AMOUNTS											
19	900	1000	Director	962	44.57	49.90	55.24	57.93	60.63	65.96	71.30
18	800	899	Assistant Director	840	38.41	42.64	46.88	48.99	51.06	55.29	59.52
17	700	799	Head of Adult Services	719	34.42	38.22	42.02	43.89	45.77	49.57	53.37
			Head of Youth Services	703							
16	600	699	Technology Manager	637	30.87	34.28	37.64	39.38	41.06	44.42	47.84
15	550	599	no jobs assigned	- -	29.04	31.92	34.86	36.30	37.74	40.67	43.56
14	500	549	Librarian II	517	27.55	30.29	33.08	34.42	35.82	38.61	41.35
			Support Services Manager	531							
13	450	499	Business Coordinator	459	26.06	28.65	31.25	32.60	33.89	36.49	39.09
12	400	449	Librarian I	401	25.19	27.45	29.71	30.87	32.02	34.28	36.54
11	350	399	Facilities Coordinator	374	23.89	26.06	28.22	29.28	30.34	32.50	34.66
10	300	349	Cataloger	307	22.60	24.62	26.68	27.69	28.70	30.77	32.79
			Substitute Librarian	338							
			Technology Assistant	317							
9	275	299	Adult Assistant	290	22.21	23.99	25.77	26.63	27.55	29.33	31.11
			Youth Assistant	290							
8	250	274	no jobs assigned	- -	21.59	23.32	25.05	25.91	26.78	28.51	30.24
7	225	249	no jobs assigned	- -	21.01	22.69	24.38	25.19	26.06	27.74	29.42
6	200	224	no jobs assigned	- -	20.43	22.07	23.70	24.52	25.34	26.97	28.61
5	175	199	no jobs assigned	- -	20.34	21.78	23.17	23.89	24.62	26.01	27.45
4	150	174	Library Assistant	172	19.81	21.20	22.60	23.27	23.94	25.34	26.73
3	125	149	Building Monitor	139	19.28	20.63	21.97	22.64	23.32	24.66	26.01
			Substitute Library Assistant	127							
			Youth Desk Aide	147							
2	100	124	Custodian	109	19.13	20.29	21.44	22.02	22.55	23.70	24.86
1C	- -	- -	no jobs assigned	- -	17.64	18.70	19.76	20.29	20.82	21.88	22.93
1B	- -	- -	no jobs assigned	- -	16.20	17.16	18.13	18.61	19.13	20.10	21.06
1A	- -	- -	Page	100	15.00	15.77	16.49	16.88	17.26	17.98	18.75

SALINE DISTRICT LIBRARY

POLICY BULLETIN

POLICY NO: 401

SUBJECT: LIBRARY CARDS

I. Scope and Eligibility

The service area of the Saline District Library ("Library District") is the same as the Saline Area Schools District. Any individual residing in the Library District is eligible for a Library Card from the Saline District Library at no charge.

II. Special Borrowers

Certain other individuals are also eligible for a Library Card from the Saline District Library at no charge:

A. *Non-Resident Property Owners*. Persons owning property and paying real property taxes in the Saline District Library District ("Library District"), but living elsewhere. Documentation of taxpayer or business owner status is required.

B. *Live-in Caregivers*. Live-in caregivers employed and residing within the Library District. Proof of residency from the employer is required.

C. *Exchange Students*. Exchange students residing within the Library District. Students under the age of 18 must have an adult host family member present to apply for a Library Card. Students over 18 must have an adult from the host family acknowledge that the student is residing with them.

The individuals below are eligible for a Library Card from the Saline District Library for an annual fee. Annual fees are outlined in the Schedule of Loans, Fines, and Fees posted in the Library and available on the Library's website.

A. *Administrators and Educators*. Administrators or educators employed by educational institutions in the Library District. Proof of employment by Saline Area Schools or other educational institution in the Library District is required.

B. *Students of Schools in Library District.* Students who live outside the Library District but attend school within the Library District. Status of enrollment is required.

C. *Non-Residents*. Persons residing outside of the Library District who do not qualify for any of the above special borrower privileges.

IV. Receiving a Library Card

A. *Application*. Every person wishing to receive a Library Card from the Library can apply in person at the Library, at a community event where the Library is present and issuing Library Cards, or online at the Library's website.

B. *Proof of Residency.* To obtain a Library Card, applicants (or parents or guardians of minors under 18 years of age) must provide a valid photo ID with the current address on it, such as a driver's license, passport or state ID card. If the address on their ID is not current or the ID is from a state other than Michigan, the applicant must provide a proof of address such as a lease or utility bill, car registration, current phone bill, current tax receipt, checkbook (with name and address) or voter registration.

Library Card applications completed online will result in a temporary barcode number that will allow the applicant to place holds on items in the Library online catalog. The above proof of residency is required to receive a physical Library Card and full borrowing privileges.

C. *Minors*. Minors under the age of 18 are eligible for a Library Card. Minors must be accompanied by a parent or legal guardian when applying for or renewing a Library Card. The parent or legal guardian must provide the same valid ID as stated above. By doing so, the parent or legal guardian agrees to be liable for payment or return of the materials identified in that Library record. Guardians must show proof of guardianship to apply for a Library Card on behalf of the minor.

D. *Acknowledgement of Policies*. By completing a Library Card application and/or receiving a Library Card, the person (or parent or guardian for minors under the age of 18) agrees to and acknowledges that they are subject to the policies and procedures of the Library, which may be amended from time to time.

E. *Non-transferable*. Library Cards must be presented at checkout and patrons are responsible for maintaining control over their cards. Library cards are non-transferable and the cardholder is responsible for all fines or fees for materials checked out using the card. Lost cards must be

reported immediately because the patron is responsible for all materials checked out to their card.

F. *Revocation of Privileges*. Any person who knowingly provides falsified identification in applying for a library card is subject to revocation of borrowing privileges. If a patron's residency status or Special Borrower status changes during the term of the card, the Library reserves the right to revoke the card. Borrowing privileges may be temporarily suspended by the accrual of fines or fees past an amount identified in the Schedule of Loans, Fines, and Fees.

V. Renewal

A. *Term of Card*. Library Cards for Library District Residents are valid for a period of two (2) years. Special Borrower cards are valid for (1) year.

B. *Conditions of Renewal*. In order to renew a library card, an individual must produce identification. Registration information must be updated and verified by the individual at the time of renewal. In addition, all outstanding fines and bills must be cleared and any applicable Library Card fees must be paid.

SALINE DISTRICT LIBRARY

POLICY BULLETIN

POLICY NO: 614

SUBJECT: UNPAID LEAVES OF ABSENCE

I. Purpose

Saline District Library is committed to making an effort to accommodate the needs of its employees. To that end, the following guidelines have been established for a system of unpaid time off.

II. Eligibility & Requirements

All regularly scheduled ~~full-time~~ employees~~, as well as part-time employees regularly working 20 hours or more per week and receiving pro-rated benefits,~~ may be eligible for an unpaid leave of absence at the discretion of the Director. Leaves of absence by the Director will need approval by the Board of Trustees.

Requests for unpaid leave must be submitted in writing to the Director as soon as employee knows they will need a leave. When possible, thirty (30) days notice is required.

Depending on the type of leave requested, unpaid leave may only be utilized after all accrued paid vacation time and/or sick time has been exhausted (See Section V).

Employees are financially responsible for their portion of medical insurance benefits while on unpaid leave of any type. Employees are not entitled to holiday or emergency closing pay during unpaid leave.

III. Family Medical Leave Act

The Library is a public agency covered by the Family Medical Leave Act (FMLA). However, to qualify for FMLA, employees of public agencies must meet all requirements of eligibility, including the requirement that the employer (e.g. Library) employ at least 50 employees at the worksite or within 75 miles. Saline District Library does not meet this requirement.

IV. Short-Term vs. Long-Term Leave

Short-Term Leave

- Eligible employees may be granted unpaid short-term personal leave up to the equivalent of 3 weeks regularly scheduled hours per calendar year.
- Accrual of vacation and sick time is maintained during an approved short-term leave of absence.
- A short-term leave of absence may not be used in conjunction with a long-term leave of absence.

Long-Term Leave

- Any unpaid leave of absence longer than 3 weeks is considered long-term leave.
- Vacation and sick time do not accrue during a long-term leave of absence.

V. Types of Unpaid Leaves of Absence

Unpaid leaves of absence may be granted for a variety of reasons. All types of leave must be requested in writing and approved by the Director. Depending on the reasons and type of leave, additional requirements or parameters may apply in addition to all previously listed in this policy.

Medical Leave

- Used if an employee is unable to work because of personal illness or injury, or disability related to pregnancy.
- The employee will be required to submit a statement from their physician defining the nature and expected duration of the illness/disability.
- Requests for an extension of an approved leave must be accompanied by a physician's statement.
- All accrued sick time must be exhausted before unpaid leave may be granted.
- Maximum duration: 1 year.

Dependent Care Leave

- Used if an employee is unable to work because of a difficult pregnancy and/or the employee desires to remain off work following the birth or adoption of a child.
- May be used when an employee's spouse, child, parent, or someone living in the employee's home requires the care or presence of the employee.
- All accrued vacation and sick time must be exhausted before unpaid leave may be granted.
- Maximum duration: 1 year.

Military Duty Leave

- Used if an employee is a member of the National Guard or Reserves and granted in accordance with Federal and State laws.
- A copy of military orders must be provided.

- All accrued vacation time must be exhausted before unpaid leave may be granted.
- Maximum duration: Dependent on military orders.

Educational Leave

- Used if an employee is enrolled full-time in an accredited educational program that is directly related to the employee's current position or to positions at Saline District Library to which the employee may reasonably aspire.
- The employee must have at least 1 year of continuous service at the Library before unpaid leave may be requested.
- All accrued vacation time must be exhausted before unpaid leave may be granted.
- Maximum duration: 1 year.

Personal Leave

- Used for any circumstances not covered by the above types of leave.
- The employee must have at least 1 year of continuous service at the Library before unpaid leave may be requested.
- The employee must have at least 1 year of continuous service at the Library between any two unpaid personal leaves.
- All accrued vacation time must be exhausted before unpaid leave may be granted.
- Maximum duration: 6 months.

VI. Returning to Work

During a leave of absence, employees are responsible for keeping the Director informed of their status, including the intended date of return to work.

Upon returning to work after a leave of absence (short-term or long-term) due to an employee's medical condition, the employee must submit a physician's certification stating that the employee is physically able to return to work and specifying whether accommodations are required. Failure to submit such documentation may delay or prevent the employee's return to work.

Except to the extent required by state and federal law, the Library cannot guarantee the same or any specific position to an employee returning from a leave of absence. The Library also reserves the right to terminate and/or replace an employee who does not return to work upon expiration of an approved leave, or who works elsewhere while on leave, except as part of an approved rehabilitation program.

SALINE DISTRICT LIBRARY

POLICY BULLETIN

POLICY NO: 632

SUBJECT: JOB CLASSIFICATION & WAGES

1. The Saline District Library Pay Administration Manual, reviewed annually by the Library Board and updated as needed, establishes pay grades and ranges.

2. New employees will be hired at the appropriate pay range as outlined in the SDL Pay Administration Manual.

3. All new positions must be authorized by the Board of Trustees.

4. Guidelines for the classification of a new position or reclassification of an existing position are detailed in the Pay Administration Manual.

Revised: 9/19/23 Implemented: 2/15/05
Previous revisions: 8/19/08, 8/21/12, 2/20/18

CITY OF SALINE
(Washtenaw County, Michigan)

RESOLUTION NO. 2026-180

NATIONAL FRIENDS OF LIBRARIES WEEK

Minutes of a regular meeting of the City Council of the City of Saline, Washtenaw County, Michigan, held on October 5, 2026, at 7:00 p.m., local time.

PRESENT: Members
ABSENT: Members

The following resolution was offered by Member _____ and supported by Member ____

Whereas, Friends of the Saline District Library raises funds to support our great library – funds for added resources, programs and services for all ages, the summer reading program, equipment, facility enhancement, and special events throughout the year;

Whereas, the work of the Friends highlights on an on-going basis the fact that our library is the cornerstone of the community, providing opportunities for all to engage in the joy of life-long learning, creativity, and connection with the thoughts and ideas of others from ages past to the present;

Whereas, the Friends understand the critical importance of well-funded libraries and advocate to ensure that our library gets the resources it needs to provide a wide variety of services to all ages, including access to materials in physical and online formats, expert assistance in research, readers' advisory, children's and youth services, and a rich mix of programming;

Whereas, the Friends' gift of their time and commitment to the library sets an example for all in how volunteerism leads to positive civic engagement and the betterment of our community;

Now, therefore, be it resolved that Saline City Council, proclaims October 18th – 24th, as Friends of Libraries week in Saline, Michigan and urges everyone to join the Friends of the Library and thank them for all they do to make our Library and community so much better.

AYES: _____
NAYS: _____
ABSENT: _____

Resolution declared adopted at a regular meeting of the Saline City Council held on October 5, 2026.

_____
Terri Royal
Saline City Clerk

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	14,690	20,457	21,753	20,053	16,423			175,655
% of Total Circ.	81.64%	82.83%	84.79%	82.77%	81.85%	81.53%	83.48%	83.59%	81.94%	82.76%	#DIV/0!	#DIV/0!	82.76%
AV Materials													
DVD/BLU-RAY	2,177	2,286	1,886	2,361	2,312	2,035	2,471	2,775	3,071	2,101			23,475
Music CDs	198	209	185	229	191	195	170	204	223	231			2,035
Audio Books	284	243	210	263	261	251	269	291	269	216			2,557
J Kits	190	260	215	231	211	214	405	349	281	297			2,653
Total AV	2,849	2,998	2,496	3,084	2,975	2,695	3,315	3,619	3,844	2,845	0	0	30,720
% of Total Circ.	15.54%	14.33%	12.91%	14.59%	15.13%	14.96%	13.53%	13.91%	15.71%	14.34%	#DIV/0!	#DIV/0!	14.47%
Interlibrary Loans													
SDL Patron Filled Requests	591	859	673	799	721	679	791	871	657	555			7,196
% of Total Circ.	3.22%	4.11%	3.48%	3.78%	3.67%	3.77%	3.23%	3.35%	2.68%	2.80%	#DIV/0!	#DIV/0!	3.39%
Lends Out to Libs	722	882	906	694	817	713	790	778	837	821			7,960
Equipment	244	264	225	249	261	259	310	260	234	256			2,562
Periodicals	273	331	218	307	333	373	424	393	342	319			3,313
% of Total Circ.	1.49%	1.58%	1.13%	1.45%	1.69%	2.07%	1.73%	1.51%	1.40%	1.61%	#DIV/0!	#DIV/0!	1.56%
TOTAL 2025 CIRC	**18,337**	**20,923**	**19,329**	**21,131**	**19,666**	**18,017**	**24,506**	**26,025**	**24,473**	**19,843**	**0**	**0**	**212,250**
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%	-9.41%	-0.38%	-2.85%	7.14%	-6.48%	-100.00%	-100.00%	-15.75%
Downloads													
Ebooks	4,254	5,933	3,745	4,258	3,718	3,773	4,133	4,362	4,356	3,591			42,123
AudioBooks	5,118	5,886	5,214	5,743	5,558	5,845	5,860	5,986	5,744	5,317			56,271
Music	144	201	162	131	148	152	138	128	160	140			1,504
Video	407	356	372	324	287	351	304	379	448	940			4,168
Magazines	1,336	1,331	1,194	1,437	1,328	1,213	1,611	1,331	1,330	1,281			13,392
Tumble books	3	4	26	8	24	20	51	84	15	4			239
Total Downloads	**11,262**	**13,711**	**10,713**	**11,901**	**11,063**	**11,354**	**12,097**	**12,270**	**12,053**	**11,273**	**0**	**0**	**117,697**
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%	2.94%	10.22%	9.58%	10.81%	5.76%	-100.00%	-100.00%	-10.06%
GRAND TOTAL CIRC	**29,599**	**34,634**	**30,042**	**33,032**	**30,729**	**29,371**	**36,603**	**38,295**	**36,526**	**31,116**	**0**	**0**	**329,947**
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%	-5.01%	2.89%	0.81%	8.32%	-2.38%	-100.00%	-100.00%	-13.80%
Cards Issued	**106**	**127**	**116**	**182**	**199**	**161**	**280**	**210**	**273**	**145**			**1,799**
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%	42.48%	15.23%	4.48%	96.40%	-5.23%	-100.00%	-100.00%	6.14%
3 M Gate Count	**11,053**	**13,073**	**11,957**	**14,993**	**13,249**	**12,194**	**13,156**	**12,640**	**12,822**	**14,286**			**129,423**
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%	10.30%	-6.34%	-8.45%	10.66%	1.18%	-100.00%	-100.00%	-18.18%
Average Per Day	356	421	412	483	441	393	438	407	413	476	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

	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	TOTALS
YOUTH													
Youth Storytimes	21	26	20	13	25	14	20	24	6	20			189
# attending	368	515	417	556	565	259	573	572	172	425			4,422
Staff Programs	10	10	14	26	12	3	15	16	8	9			123
# attending	123	96	207	193	198	15	724	738	431	82			2,807
Guest Performers	1	2	1	4	3	1	6	4	2	1			25
# attending	12	92	10	84	103	80	450	96	585	52			1,564
Visits & Tours	3	4	4	5	3	12	0	0	0	2			33
# attending	37	44	42	116	35	587	0	0	0	29			890
Off Site Presentations	6	1	4	8	3	11	1	1	1	2			38
# attending	279	14	109	284	108	1084	34	66	45	139			2,162
Total events/month	**41**	**43**	**43**	**56**	**46**	**41**	**42**	**45**	**17**	**34**	**0**	**0**	**408**
Prior Year	10	4	46	51	45	38	43	43	20	42	44	38	424
% difference	310.00%	975.00%	-6.52%	9.80%	2.22%	7.89%	-2.33%	4.65%	-15.00%	-19.05%	-100.00%	-100.00%	-3.77%
Total attendance	**819**	**761**	**785**	**1,233**	**1,009**	**2,025**	**1,781**	**1,472**	**1,233**	**727**	**0**	**0**	**11,845**
Prior Year	130	116	954	1345	856	1454	1640	899	992	834	3001	765	12,986
% difference	530.00%	556.03%	-17.71%	-8.33%	17.87%	39.27%	8.60%	63.74%	24.29%	-12.83%	-100.00%	-100.00%	-8.79%
1KBBK	7	4	9	9	10	5	8	4	10	11			77
New Baby Packets	3	17	7	1	2	9	4	3	6	4			56
ADULT/TEEN													
Teen Programs	9	12	13	14	11	7	6	3	3	8			86
# attending	208	429	401	651	225	190	448	106	108	253			3,019
Teen Book Discussion	0	0	0	0	0	0	0	0	0	0			0
# attending	0	0	0	0	0	0	0	0	0	0			0
Visits & Tours	0	0	0	0	0	0	3	0	0	0			3
# attending	0	0	0	0	0	0	105	0	0	0			105
Off Site Presentations	0	0	0	0	0	0	0	0	0	0			0
# attending	0	0	0	0	0	0	0	0	0	0			0
Adult Programs	21	22	22	22	21	17	23	28	19	25			220
# attending	285	326	322	490	380	345	371	569	374	459			3,921
Adult Book Discussion	3	4	4	4	4	4	4	4	2	3			36
# attending	14	30	28	33	44	22	34	23	24	33			285
Family Programs	0	1	0	0	0	0	0	0	0	0			1
# attending	0	81	0	0	0	0	0	0	0	0			81
Internet Classes	0	0	0	0	0	0	0	0	0	0			0
# attending	0	0	0	0	0	0	0	0	0	0			0
Outreach/Bk Deliveries	6	6	5	6	9	8	4	4	7	5			60
# of items	65	74	67	65	61	72	49	63	89	78			683
Total events/month	**33**	**39**	**39**	**40**	**36**	**28**	**36**	**35**	**24**	**36**	**0**	**0**	**346**
Prior Year	27	23	34	35	41	36	34	32	28	41	49	36	416
% difference	22.22%	69.57%	14.71%	14.29%	-12.20%	-22.22%	5.88%	9.38%	-14.29%	-12.20%	-100.00%	-100.00%	-16.83%
Total attendance	**572**	**940**	**818**	**1239**	**710**	**629**	**1007**	**761**	**595**	**823**	**0**	**0**	**8,094**
Prior Year	932	391	656	815	714	607	887	454	413	1650	1155	927	9,601
% difference	-38.63%	140.41%	24.70%	52.02%	-0.56%	3.62%	13.53%	67.62%	44.07%	-50.12%	-100.00%	-100.00%	-15.70%

Programs and Services FY2025-2026

COMPUTER USAGE													
PC usage onsite	**529**	**497**	**531**	**414**	**624**	**652**	**749**	**773**	**801**	**921**			**6,491**
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%	-1.36%	4.03%	14.69%	34.85%	59.34%	-100.00%	-100.00%	-9.82%
WiFi usage onsite	**2,011**	**2,654**	**2,553**	**2,078**	**4,778**	**2,861**	**3,643**	**3,928**	**4,526**	**4,831**			**33,863**
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%	-26.07%	1.85%	9.29%	45.06%	0.77%	-100.00%	-100.00%	-20.49%
Youth AWE computers	**414**	**409**	**248**	**315**	**263**	**367**	**304**	**337**	**327**	**362**			**3,346**
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%	51.03%	-27.45%	-28.14%	-7.22%	36.07%	-100.00%	-100.00%	-11.80%
Ref. Questions:													
Youth	595	813	708	849	831	647	2,131	2,169	1,262	735			10,740
Adult	520	634	491	629	551	457	654	627	516	435			5,514
Main Desk	259	494	545	506	525	451	642	547	722	550			5,241
Total Reference	**1,374**	**1,941**	**1,744**	**1,984**	**1,907**	**1,555**	**3,427**	**3,343**	**2,500**	**1,720**	**0**	**0**	**21,495**
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%	-14.98%	-0.29%	4.50%	6.66%	-10.56%	-100.00%	-100.00%	-18.22%
Program Rm: #Groups	**4**	**5**	**3**	**4**	**12**	**6**	**6**	**3**	**2**	**13**			**58**
Prior Year #Groups	0	0	0	0	0	0	1	4	1	2	6	5	19
# of individuals	90	131	63	87	187	147	73	32	20	378			1,208
Study Rms: #Groups	**240**	**279**	**206**	**239**	**273**	**282**	**310**	**355**	**343**	**366**			**2,893**
Prior Year #Groups	0	72	132	166	177	184	243	345	233	328	369	246	2,495
# of individuals	394	446	305	345	336	461	479	536	459	548			4,309
				Both months show usage with drastic drops, 1 AWE was offline (intermittently) during this span									

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**	**15,049**	**19,366**	**15,078**	**13,757**	**14,272**			**146,902**
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%	-20.74%	19.68%	1.00%	0.32%	-2.94%	-100.00%	-100.00%	-17.05%
Databases	**2,649**	**2,993**	**5,094**	**3,630**	**3,431**	**3,268**	**2,389**	**2,731**	**2,847**	**2,946**			**31,978**
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%	19.71%	-16.85%	5.04%	5.06%	-3.85%	-100.00%	-100.00%	-9.89%
SDL App													
New Downloads	**41**	**49**	**58**	**53**	**106**	**68**	**90**	**71**	**76**	**54**			**666**
Prior Year	38	69	53	55	57	68	82	83	51	49	43	38	686
% difference	8%	-29%	9%	-4%	86%	0%	10%	-14%	49%	10%	-100%	-100%	-3%
Sessions	**3,089**	**3,985**	**3,411**	**4,066**	**3,868**	**4,044**	**4,020**	**4,391**	**4,414**	**4,221**			**39,509**
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%	19%	-2%	1%	14%	14%	-100%	-100%	-2%
MI Activity Pass	**8**	**13**	**5**	**19**	**14**	**18**	**28**	**26**	**12**	**17**			**160**
Prior Year	4	5	9	25	19	17	15	33	50	18	19	4	218
% difference	100%	160%	-44%	-24%	-26%	6%	87%	-21%	-76%	-6%	-100%	-100%	-27%
New eNews subscribers	**122**	**147**	**121**	**198**	**222**	**203**	**287**	**226**	**295**	**155**			**1,976**
Total subscribers	**13,324**	**13,354**	**13,314**	**13,429**	**13,580**	**13,719**	**13,940**	**14,104**	**14,323**	**14,410**			**14,410**
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%	6.53%	7.53%	7.55%	9.08%	9.17%	-100.00%	-100.00%	8.46%

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