



**Salem-South Lyon  
District Library**

9800 Pontiac Trail, South Lyon, MI 48178

**SALEM-SOUTH LYON DISTRICT LIBRARY BOARD OF TRUSTEES**

*Educate. Enrich. Empower the Community. Imagine the Possibilities*

***AGENDA FOR LIBRARY BOARD MEETING MONDAY, JUNE 30, 2025, AT 7:00 PM***

- A. Call meeting to order and verify quorum (25-138)
- B. Approval of agenda (25-139V)
- C. Introduction of guests (25-140)
- D. Approval of past minutes from Regular Board Meeting on May 19, 2025 (25-141V)
- E. Public Comment (25-142)
- F. Friends of the Library Report (25-143)
- G. Financial Report
  - 1. Acceptance of May 2025 Financial Report (25-144V)
- H. Approval for Payroll Report May 2025 (25-145V)
- I. Approval for Board Review of Bills and credit card purchases for May 2025 (25-146V)
- J. Director Report (25-147)
- K. Staff Reports (25-148)
- L. Committee Reports
  - 1. Advocacy Marketing (25-149)
  - 2. Facilities
    - 1. Request for Proposals for the Installation of 200kW Generator (25-150V)
  - 3. Budget (25-151)
  - 4. Policy Committee (25-152)
    - 1. Next meeting is scheduled for Thursday, August 14, 2025, at 4 p.m.

5. Professional Development (25-153)

M. Correspondence and communications

1. SLEF Books for South Lyon Teachers Flyer - Date of Event: August 26, 2025 (25-154)

N. Old Business

1. Jean Flack Stock Gift (25-155)
2. Director Goals (25-156)

O. New Business (25-157)

P. Board Comments (25-158)

Q. Adjournment (25-159)

**UPCOMING MEETINGS**

**BUDGET COMMITTEE: THURSDAY, JULY 24, 2025, AT 3:00 PM**

**BOARD MEETING: MONDAY, JULY 28, 2025, AT 7:00 PM**

PRESIDENT: DENISE STACER (2028)

VICE-PRESIDENT: LINDA HAMILTON (2026)

SECRETARY: HATTIE MAGUIRE (2026)

TREASURER: DAN SIIVOLA (2028)

AT LARGE: RUSSELL SIMS (2026), ERIN PETRICCA (2026), PAT PERUSKI (2028)

DIRECTOR: PAULINA POPLAWSKA

ASSISTANT DIRECTOR: KATHY HUTCHINSON

COMMITTEES: THE PRESIDENT AND DIRECTOR SIT ON ALL COMMITTEES.

ADVOCACY MARKETING (AS NEEDED): STACER (CHAIR), PERUSKI, MROZ, ROBINSON, KING, PETRICCA, HUTCHINSON, POPLAWSKA

ADVOCATE TO RAISE COMMUNITY AWARENESS OF THE LIBRARY.

BUDGET (MONTHLY): SIIVOLA (CHAIR), SIMS, STACER, HUTCHINSON, POPLAWSKA

REVIEWS FINANCIAL STATEMENTS ON A MONTHLY BASIS; PREPARES AND RECOMMENDS BALANCED BUDGET REQUESTS AND ADJUSTMENTS BASED ON PRESENT AND ANTICIPATED NEEDS IN RELATION TO THE LIBRARY'S STRATEGIC PLAN AND CURRENT ECONOMIC CONDITIONS.

FACILITIES (AS NEEDED): HAMILTON (CHAIR), STACER, CAMPBELL, MERUCCI, WEBER, PERUSKI, SIIVOLA, HUTCHINSON, POPLAWSKA

TO PROVIDE RECOMMENDATIONS TO THE BOARD REGARDING CURRENT AND FUTURE SUCCESSFUL OPERATION OF THE LIBRARY WITHIN BUDGETARY LIMITS.

LONG-RANGE PLANNING (QUARTERLY): STACER (CHAIR), HAMILTON, CAMPBELL, WEBER, HUTCHINSON, POPLAWSKA

DEVELOP AND SUSTAIN PLANS TO PROVIDE CUTTING-EDGE SERVICES, MATERIALS, TECHNOLOGY, AND A STATE OF ART FACILITY IN CONJUNCTION WITH IDENTIFICATION OF REVENUE SOURCES FOR LONGEVITY

POLICY (QUARTERLY): MAGUIRE (CHAIR), STACER, SIMS, PETRICCA, HUTCHINSON, BOSSARD, MERUCCI, POPLAWSKA

RECOMMENDS TO THE BOARD, WITH INPUT FROM THE STAFF, ADDITION, REMOVAL, OR AMENDMENT OF POLICIES NEEDED TO CARRY FORWARD THE LIBRARY'S PLAN.

PROFESSIONAL DEVELOPMENT (QUARTERLY): HAMILTON (CHAIR), STACER, HUTCHINSON, POPLAWSKA

ENCOURAGES THE BOARD TO STUDY LIBRARY-RELATED TOPICS BY SUPPLYING INFORMATION, MATERIALS, AND TRAINING OPPORTUNITIES.

RECONSIDERATION (AS NEEDED): MAGUIRE (CHAIR), STACER, POPLAWSKA, MERUCCI, TBD LIBRARIAN, VARYING BOARD MEMBER, TBD COMMUNITY MEMBERS (2)

RISK MANAGEMENT (AS NEEDED): HAMILTON (CHAIR), MAGUIRE, STACER, HUTCHINSON, POPLAWSKA

**SALEM-SOUTH LYON DISTRICT LIBRARY BOARD OF TRUSTEES**  
**Draft Minutes of Budget Hearing & Regular Board Meeting**  
**Monday, May 19, 2025**

President: Denise Stacer	Vice President: Linda Hamilton
Treasurer: Daniel Siivola	Secretary: Hattie Maguire
At Large: Pat Peruski; Russell Sims; Erin Petricca	
Director: Paulina Poplawska	Assistant Director: Kathleen Hutchinson
Head of Information Services: Kathy Merucci	
Head of IT: Kevin Campbell	Recording Secretary: Kevin Campbell

**A. Call meeting to order and verify quorum (25-111)**

President Stacer called the meeting to order in the Olson Meeting Room at the Salem-South Lyon District Library at 7:10 p.m.

Present: D. Stacer, L. Hamilton, H. Maguire, P. Peruski, D. Siivola, R. Sims, E. Petricca, P. Poplawska, K. Hutchinson, K. Merucci, T. Robinson, K. Campbell, N. Pratt  
K. Campbell - Recording Secretary                      L. Brusstar– Staff Representative  
A. King – Friends Representative

**B. Approval of agenda (25-112V)**

Motion to accept the agenda as amended: add to the agenda under facilities 1. update about moving the door to the computer room and 2. discussion about the generator consulting proposal was made L. Hamilton; seconded by P. Peruski.

Yes: 7;  
No: 0.  
Motion Carried.

**C. Open Budget Hearing (25-113)**

Motion to open the Budget Hearing by L. Hamilton. Seconded by H. Maguire.

Roll Call Vote: Stacer -Yes, Hamilton -Yes, Siivola - Yes, Maguire - Yes,  
Sims - Yes, Peruski - Yes, Petricca - Yes  
Motion Carried.

**D. Presentation of 2025-2026 Budget and Tax Rate Request for the period July 1, 2025, to June 30, 2026 (25-114)**

The full amount has not been levied.

### **E. Public Comment (25-115)**

There was no public comment.

### **F. Close Budget Hearing (25-116)**

Motion to close the budget hearing by L. Hamilton; seconded by H. Maguire.

Roll Call Vote: Stacer - Yes, Hamilton - Yes, Siivola - Yes, Maguire - Yes,  
Sims - Yes, Peruski - Yes, Petricca - Yes  
Motion Carried.

### **G. Budget**

#### **a. Adopt the 2025-2026 Budget (25-117V)**

Motion to adopt the 2025-2026 budget was made by L. Hamilton; seconded by E. Petricca.

Yes: 7;  
No: 0.  
Motion Carried.

#### **b. Approve the 2025-2026 Levy (25-118V)**

Motion to approve the 2025-2026 Levy was made by L. Hamilton; seconded by P. Peruski.

Yes: 7;  
No: 0.  
Motion Carried.

### **H. Approval of past minutes from Regular Board Meeting on April 28, 2025 (25-119V)**

Motion to approve the April 28, 2025, minutes was made as corrected by L. Hamilton; seconded by H. Maguire.

SSLDL may accept gifts and donations of real, personal, or intangible property for the library as allowed by Sec. 5.(3) and (4), of said Act

Yes: 7;  
No: 0.  
Motion Carried.

### **I. Introduction of guests (25-120)**

Guests were introduced by P. Poplawska.

### **J. Public comment (25-121)**

No public comment.

### **K. Friends of the Library Report (25-122)**

A. King reported the Friends of Michigan Libraries awarded the Harriet Larson Founders Award to the Friends of the Salem-South Lyon District Library for their innovative approach to awarding a scholarship to a high school senior.

The Friends will be meeting this week on Thursday, May 22. Russell Sims will be attending as the Board representative.

### **L. Financial Report**

#### 1. Acceptance of April 2025 Financial Report (25-123V)

Motion to accept the April 2025 financial report was made by L. Hamilton; seconded by E. Petricca

Yes: 7;

No: 0.

Motion Carried.

### **M. Approval for Payroll Report April 2025 (25-124V)**

Motion to approve the April 2025 Payroll report was made by L. Hamilton seconded by H. Maguire.

Yes: 7;

No: 0.

Motion Carried.

### **N. Approval for Board Review of Bills and credit card purchases for April 2025 (25-125V)**

Motion to approve Bills and Credit Card purchases for April 2025 was made by L. Hamilton; seconded by P. Peruski.

Yes: 7;

No: 0.

Motion Carried.

## **O. Director Report (25-126)**

Submitted for board review by P. Poplawska and filed.

P. Poplawska clarified that the MEEC contract was not signed, and the physical mailer was sent out to households on May 14, 2025.

## **P. Staff Reports (25-127)**

Submitted for board review and filed.

## **Q. Committee Reports**

### 1. Advocacy/Marketing (25-128)

### 2. Facilities (25-129)

Motion to have D. Siivola be the liaison between the library and MEEC and Consumers Power was made by L. Hamilton; seconded by R. Sims.

Yes: 7;

No: 0.

Motion Carried.

### 3. Budget (25-130)

### 4. Policy Committee (25-131)

### 5. Professional Development (25-132)

## **R. Correspondence and communications (25-133)**

No correspondence and communications

## **S. Old Business**

### 1. Security Camera Vendor Selection (25-134V)

Motion to approve the quote of \$29,549.50 from Flylock Solutions for the security camera vendor was made by L. Hamilton, seconded by R. Sims.

Yes: 7;

No: 0.

Motion Carried.

## **T. New Business**

### **1. Audit Proposal (25-135V)**

Motion to accept Gabridge as the auditor not to exceed \$7,500 was made by L.Hamilton; seconded by D. Siivola.

Yes: 7;

No: 0.

Motion Carried.

## **U. Board Comments (25-136)**

There were board comments.

## **V. Adjournment (25-137)**

Meeting adjourned at 8:22 p.m.

I hereby certify that the foregoing is a true and complete copy of the minutes of a special budget and regular meeting of the Salem-South Lyon District Library, Counties of Oakland and Washtenaw, State of Michigan, held on May 19, 2025, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meeting Act, being Act 267, Public Acts of Michigan, 1976, as amended, and Executive Order 2020-75 and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Respectfully submitted, Kevin Campbell, Recording Secretary

## May 2025 Budget Highlights – Financial Report

### Income:

**Account 400 Property Taxes Operating: \$0.0**

**Account 400.3 Service Contract: \$0.0**

**Acct. 400.4 PPT: \$189.46 Green Oak**

### **Account 409 Fines & Fees \$1,111.34:**

- Penal Fines: \$0.0
- Fines \$1,111.34 (includes TLN)
- Non-resident fee: \$0.00

### **Account 415 State Aid: \$0.0**

### **Acct. 440 Gifts & Grants \$11,363.07**

- True Gift: \$35.08
- Friends Gift Income: \$0.0
- Friends Books Donation Income: \$1,296.79
- Library Collection Gifts: \$31.20
- Annual Appeal: \$00.00
- Grants & Sponsorships: \$10,000.00

**Account 440.3 Miscellaneous Income: \$1,492.22** (of note: Lost Materials: \$76.46, Computer Prints: \$1,189.92, Faxes: \$174.50, Rebates: \$12.10, T-shirt sales: \$48.00)

### **Account 450 Interest: \$12,939.66**

- Michigan Class \$2,095.50
- Comerica: \$45.57
- Huntington: \$10,798.59

**Total Income: \$26,906.29**

### **Account 500 - Personnel Total: \$88,495.23 (Two pays)**

- \$ 76,712.43 Acct. 500.2 Salaries
- \$ 3,450.37 Acct. 505.2 Deferred Compensation Plan
- \$ 2,534.93 Acct. 502.3 Group Health Plan
- \$ 5,717.50 Acct. 545 FICA
- \$ 80.00 Acct.570 Dues & workshops

### **Account 505 - Library Materials & Supplies: \$45,016.96**

\$ 42,277.07 Acct. 505.12 Library materials (Teen \$1,496.36 Youth: \$8,238.47, Adult: \$11,779.25, Processing: \$4,598.10, Downloadable: \$16,164.89)  
\$ 1,570.56 Acct. 508 Computer supplies & maintenance  
\$ 1,169.33 Acct. 531 Programming (Adult \$1004.38/Youth 164.95)

**Account 536 & 600 Total - Facilities & Equipment: \$31,276.18**

**Account 536 Facilities:**

- \$ 4,518.20 Acct. 515 Utilities (DTE \$3,379.46 and Consumers \$1,138.74)
- \$6,448.97 Acct. 536.12 Maintenance & Repairs of note: custodial: \$677.22, routine repairs of \$834.16, small equipment \$1341.99, water softeners, septic, sprinklers : \$145.60, HVAC repairs \$\$1,208.00, automatic doors \$967.00 preventative maintenance, fire inspection \$1,275.00
  
- **Account 600 Capital Expenditures and Equipment:**
  - 600.3 Computer (Other) \$0.0
  - 600.4 Other Tech Equipment: \$3,334.01
  - 600.5 Licensing & Support: \$0.0
  - 605.2 Capital Equipment: \$0.0
  - 605.31 Capital Expenditure: \$16,975.00 (Bass Controls for integration of HVAC)
  - 605.95 Bond Interest: \$0.0
  - 605.96 Bond Principal : \$0.0

**Account 585 – Administrative Expenses \$10,776.65 of note:**

- \$ 248.39 Acct. 510.3 Office Supplies
- \$ 39.06 Acct. 511 Postage
- \$ 235.99 Acct. 512 Printing
- \$ 7,235.70 Acct. 514 Advertising
- \$ 308.00 Acct. 516 Telephone
- \$ 2,564.60 Acct 520 Contractual Services (lawn maintenance, lease copy machine, cc fees)
- \$ 139.92 Acct.525 Legal & Professional
- \$ 4.99 Acct.585.3 Misc. expense

**Account 586 - Gifts & Grants Purchases \$2,233.16 of note:**

- \$ 178.49 Acct. 523.2 Gifts & Grants
- \$ 649.90 Acct. 586.27 Friends Gift Purchases
- \$ 1,296.79 Acct.586.39 Book Sale Monies
- \$ 0.0 Acct.586.4 Gift Purchases
- \$ 107.98 Acct. 586.9 Gift Purchases for collection
- 

**Expenditures exceed Revenue by \$149,683.89**

**YTD Revenues exceed Expenditures by \$679,452.80**

**Salem-South Lyon District Library**  
**Profit & Loss Budget Performance**  
May 2025

	May 25	Jul '24 - May 25	\$ Over Budget	% of Budget Target: 91.6%	Annual Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
400 · Property Taxes	0.00	1,499,782.52	-28,529.48	98.13%	1,528,312.00
400.3 · Service Contract	0.00	381,697.61	3,697.61	100.98%	378,000.00
400.4 · Personal Property Taxes	0.00	5,352.55	-3,447.45	60.82%	8,800.00
409 · Fines & Fees	1,111.34	42,473.24	3,173.24	108.07%	39,300.00
415 · State Aid	0.00	26,361.66	13,532.66	205.49%	12,829.00
440 · Gifts & Grants	11,363.07	258,527.94	160,527.94	263.8%	98,000.00
440.3 · Miscellaneous Income	1,492.22	25,582.07	-86,817.93	22.76%	112,400.00
447 · Sale of equipment	0.00	0.00	-1,000.00	0.0%	1,000.00
448 · Endowment Distribution	0.00	1,154.00			
450 · Interest Income - Regular	12,939.66	96,706.92	39,706.92	169.66%	57,000.00
<b>Total Income</b>	<b>26,906.29</b>	<b>2,337,638.51</b>	<b>101,997.51</b>	<b>104.56%</b>	<b>2,235,641.00</b>
<b>Gross Profit</b>	<b>26,906.29</b>	<b>2,337,638.51</b>	<b>101,997.51</b>	<b>104.56%</b>	<b>2,235,641.00</b>
<b>Expense</b>					
500 · Personnel	88,495.23	963,152.26	-144,524.74	86.95%	1,107,677.00
505 · Library materials & supplies	45,016.96	321,072.48	-51,927.52	86.08%	373,000.00
536 · Facilities & Equipment	31,276.18	296,271.67	-274,292.33	51.93%	570,564.00
585 · Administrative Expenses	10,776.65	76,497.91	-9,902.09	88.54%	86,400.00
586 · Gifts & Grants Purchases	2,233.16	56,937.74	-41,062.26	58.1%	98,000.00
<b>Total Expense</b>	<b>177,798.18</b>	<b>1,713,932.06</b>	<b>-521,708.94</b>	<b>76.66%</b>	<b>2,235,641.00</b>
<b>Net Ordinary Income</b>	<b>-150,891.89</b>	<b>623,706.45</b>	<b>623,706.45</b>	<b>100.0%</b>	<b>0.00</b>
<b>Net Income</b>	<b>-150,891.89</b>	<b>623,706.45</b>	<b>623,706.45</b>	<b>100.0%</b>	<b>0.00</b>

**Salem-South Lyon District Library**  
**Profit & Loss Budget Performance**  
May 2025

	May 25	Jul '24 - May 25	\$ Over Budget	% of Budget Target: 91.6%	Annual Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
400 · Property Taxes	0.00	1,499,782.52	-28,529.48	98.13%	1,528,312.00
400.3 · Service Contract	0.00	381,697.61	3,697.61	100.98%	378,000.00
400.4 · Personal Property Taxes	0.00	5,352.55	-3,447.45	60.82%	8,800.00
409 · Fines & Fees	1,111.34	42,473.24	3,173.24	108.07%	39,300.00
415 · State Aid	0.00	26,361.66	13,532.66	205.49%	12,829.00
440 · Gifts & Grants	11,363.07	258,527.94	160,527.94	263.8%	98,000.00
440.3 · Miscellaneous Income	1,492.22	25,582.07	-86,817.93	22.76%	112,400.00
447 · Sale of equipment	0.00	0.00	-1,000.00	0.0%	1,000.00
448 · Endowment Distribution	0.00	1,154.00			
450 · Interest Income - Regular	12,939.66	96,706.92	39,706.92	169.66%	57,000.00
<b>Total Income</b>	<b>26,906.29</b>	<b>2,337,638.51</b>	<b>101,997.51</b>	<b>104.56%</b>	<b>2,235,641.00</b>
<b>Gross Profit</b>	<b>26,906.29</b>	<b>2,337,638.51</b>	<b>101,997.51</b>	<b>104.56%</b>	<b>2,235,641.00</b>
<b>Expense</b>					
<b>500 · Personnel</b>					
500.2 · Salaries	76,712.43	826,530.13	-111,146.87	88.15%	937,677.00
502 · Empl benefits	11,702.80	133,483.03	-31,516.97	80.9%	165,000.00
570 · Dues & workshops/travel	80.00	3,139.10	-1,860.90	62.78%	5,000.00
<b>Total 500 · Personnel</b>	<b>88,495.23</b>	<b>963,152.26</b>	<b>-144,524.74</b>	<b>86.95%</b>	<b>1,107,677.00</b>
<b>505 · Library materials &amp; supplies</b>					
505.12 · Library Materials	42,277.07	238,935.85	-39,064.15	85.95%	278,000.00
508 · Computer supplies/maint.	1,570.56	13,284.13	-2,715.87	83.03%	16,000.00
527 · Cooperative fee	0.00	55,133.65	-7,866.35	87.51%	63,000.00
531 · Programming	1,169.33	13,718.85	-2,281.15	85.74%	16,000.00
<b>Total 505 · Library materials</b>	<b>45,016.96</b>	<b>321,072.48</b>	<b>-51,927.52</b>	<b>86.08%</b>	<b>373,000.00</b>
<b>536 · Facilities &amp; Equipment</b>					
515 · Utilities	4,518.20	48,347.71	-16,652.29	74.38%	65,000.00
536.12 · Maintenance & Repairs	5,240.97	46,815.30	-53,734.70	46.56%	100,550.00
560 · Insurance	0.00	27,320.00	0.00	100.0%	27,320.00
600 · Equipment	3,334.01	16,034.11	-67,965.89	19.09%	84,000.00
605 · Capital Expenditure	16,975.00	25,000.78	-89,699.22	21.8%	114,700.00
605.8 · Cap. Expenditures (Future)	0.00	0.00	-17,407.00	0.0%	17,407.00
605.9 · Cap.Project (Fireplace/PY)	0.00	66,214.17	-18,785.83	77.9%	85,000.00
605.95 · Interest Expense (Bond)	0.00	10,793.25	-10,793.75	50.0%	21,587.00
605.96 · Debt Repayment	0.00	0.00	-55,000.00	0.0%	55,000.00
<b>Total 536 · Facilities &amp; Equipment</b>	<b>30,068.18</b>	<b>240,525.32</b>	<b>-330,038.68</b>	<b>42.16%</b>	<b>570,564.00</b>
<b>585 · Administrative Exp.</b>					
510 · Office supplies	248.39	1,462.95	-537.05	73.15%	2,000.00
511 · Postage	39.06	555.58	-194.42	74.08%	750.00
512 · Printing	235.99	564.31	-185.69	75.24%	750.00
514 · Advertising	7,235.70	30,194.59	-4,805.41	86.27%	35,000.00
516 · Telephone	308.00	3,388.00	-412.00	89.16%	3,800.00
520 · Contractual services	2,564.60	30,259.47	-2,740.53	91.7%	33,000.00
525 · Legal & Professional	139.92	2,473.20	-226.80	91.6%	2,700.00
540 · Auditor	0.00	7,400.00	0.00	100.0%	7,400.00
585.3 · Misc. Expense	4.99	199.81	-800.19	19.98%	1,000.00
<b>Total 585 · Administrative Expenses</b>	<b>10,776.65</b>	<b>76,497.91</b>	<b>-9,902.09</b>	<b>88.54%</b>	<b>86,400.00</b>
586 · Gifts & Grants Purchases	2,233.16	56,937.74	-41,062.26	58.1%	98,000.00
<b>Total Expense</b>	<b>176,590.18</b>	<b>1,658,185.71</b>	<b>-577,455.29</b>	<b>74.17%</b>	<b>2,235,641.00</b>
<b>Net Ordinary Income</b>	<b>-149,683.89</b>	<b>679,452.80</b>	<b>679,452.80</b>	<b>100.0%</b>	<b>0.00</b>
<b>Net Income</b>	<b>-149,683.89</b>	<b>679,452.80</b>	<b>679,452.80</b>	<b>100.0%</b>	<b>0.00</b>

**Salem-South Lyon District Library**  
**Balance Sheet**  
As of May 31, 2025

	May 31, 25	May 31, 24
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
102 · Checking-Huntington Bank	151,192.86	311,161.73
106 · MI Class	565,399.71	342,681.84
113 · Comerica	13,161.82	12,577.98
116 · Huntington Securities	1,624,338.70	1,467,609.68
117 · Huntington Brokerage	130,039.00	0.00
<b>Total Checking/Savings</b>	2,484,132.09	2,134,031.23
<b>Other Current Assets</b>		
103 · Petty Cash	225.00	225.00
115 · State Aid Receivable	9,567.12	9,447.00
<b>Total Other Current Assets</b>	9,792.12	9,672.00
<b>Total Current Assets</b>	2,493,924.21	2,143,703.23
<b>Other Assets</b>		
144 · Beneficial Interest/Comm. Found	27,045.54	25,122.57
<b>Total Other Assets</b>	27,045.54	25,122.57
<b>TOTAL ASSETS</b>	<b>2,520,969.75</b>	<b>2,168,825.80</b>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Accounts Payable</b>		
2000 · Accounts Payable	60,369.13	41,258.57
<b>Total Accounts Payable</b>	60,369.13	41,258.57
<b>Other Current Liabilities</b>		
2100 · Payroll Liabilities	38,621.30	35,962.05
<b>Total Other Current Liabilities</b>	38,621.30	35,962.05
<b>Total Current Liabilities</b>	98,990.43	77,220.62
<b>Total Liabilities</b>	98,990.43	77,220.62
<b>Equity</b>		
2200 · Library Fund Balance	439,067.00	422,104.00
300 · Unassigned Fund Balance	970,670.32	672,738.79
3000 · Undesignated Fund Balance	388,535.55	388,535.55
Net Income	623,706.45	608,226.84
<b>Total Equity</b>	2,421,979.32	2,091,605.18
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>2,520,969.75</b>	<b>2,168,825.80</b>

# Salem-South Lyon District Library Monthly Payroll Summary

May 2025

TOTAL

	Paydate: 5.9.25	Paydate: 5.23.25	May 25
<b>Employee Wages, Taxes and Adjustments</b>			
<b>Gross Pay</b>			
Salary	21,004.93	21,004.93	42,009.86
Hourly Wage	12,650.36	13,602.21	26,252.57
Merit Pay	8,450.00	0.00	8,450.00
<b>Total Gross Pay</b>	<b>42,105.29</b>	<b>34,607.14</b>	<b>76,712.43</b>
<b>Deductions from Gross Pay</b>			
Deferred Comp MERS	-2,190.29	-1,469.58	-3,659.87
Health Insurance (pre-tax)	-840.82	-840.82	-1,681.64
Pre-tax HSA Emp.	-145.50	-145.50	-291.00
Voluntary Ded/ROTH	-737.86	-377.86	-1,115.72
<b>Total Deductions from Gross Pay</b>	<b>-3,914.47</b>	<b>-2,833.76</b>	<b>-6,748.23</b>
<b>Adjusted Gross Pay</b>	<b>38,190.82</b>	<b>31,773.38</b>	<b>69,964.20</b>
<b>Taxes Withheld</b>			
Federal Withholding	-3,270.00	-2,804.00	-6,074.00
Medicare Employee	-596.22	-487.49	-1,083.71
Social Security Employee	-2,549.33	-2,084.46	-4,633.79
MI - Withholding	-1,441.77	-1,219.69	-2,661.46
Medicare Employee Addl Tax	0.00	0.00	0.00
<b>Total Taxes Withheld</b>	<b>-7,857.32</b>	<b>-6,595.64</b>	<b>-14,452.96</b>
<b>Net Pay</b>	<b>30,333.50</b>	<b>25,177.74</b>	<b>55,511.24</b>
<b>Employer Taxes and Contributions</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

## May 2025 Transactions

Type	Date	Num	Name	Memo	Cost Center	Amount
<b>May 25</b>						
Bill Pmt -Check	05/01/2025	17422	Kanopy LLC	Inv. 449526-PPU for March 2025	505 Library Materials	-215.90
Bill Pmt -Check	05/01/2025	17375	FRIENDS OF THE SSLDL	Friends Book Donation April	586 Gifts	-1,076.70
Liability Check	05/01/2025	AutoDeduct	PRIORITY HEALTH	Group Health	500 Personnel	-3,772.09
Check	05/05/2025	AutoDeduct	Reliance Standard	Group Health	500 Personnel	-70.84
Bill Pmt -Check	05/06/2025	17418	THE LIBRARY NETWORK	Tumblebook Premium	505 Library Materials	-559.30
Bill Pmt -Check	05/07/2025	17419	BRIGHTON DISTRICT LIBRARY	Green Oak Board of Review	400 Service Contract	-34.85
Bill Pmt -Check	05/07/2025	17420	Falcon Fire Protection	Fire pump testing	536 Facilities	-1,275.00
Bill Pmt -Check	05/07/2025	17421	OVERDRIVE, INC.	E Books	505 Library Materials	-339.41
Bill Pmt -Check	05/07/2025	17423	OVERDRIVE, INC.	E Books	505 Library Materials	-138.29
Bill Pmt -Check	05/07/2025	17424	T-Mobile	hot spots	505 Library Materials	-704.65
Bill Pmt -Check	05/07/2025	17425	THE LIBRARY NETWORK	Shared Automation	505 Library Materials	-10,741.04
Bill Pmt -Check	05/07/2025	17426	BAKER & TAYLOR	Library Materials	505 Library Materials	-372.53
Bill Pmt -Check	05/07/2025	17427	OVERDRIVE, INC.	E Books	505 Library Materials	-2,057.79
Bill Pmt -Check	05/07/2025	17428	DEMCO	Processing materials	505 Library Materials	-158.10
Liability Check	05/09/2025	EFTPS	HUNTINGTON BANK	employee withholding	500 Personnel	-7,729.20
Liability Check	05/09/2025	AutoDeduct	MERS	deferred compensation	500 Personnel	-3,367.03
Bill Pmt -Check	05/09/2025	17429	Shaw Construction	sound booth removal and repair	536 Facilities	-1,382.36
Liability Check	05/12/2025	EFTPS	Michigan	state withholding	500 Personnel	-2,359.47
Liability Check	05/12/2025	AutoDeduct	TASC	employee contribution	500 Personnel	-145.46
Check	05/12/2025	AutoDeduct	Delta Dental	Group Health	500 Personnel	-373.64
Bill Pmt -Check	05/14/2025	17430	BAKER & TAYLOR	Library Materials	505 Library Materials	-8,694.60
Bill Pmt -Check	05/14/2025	17431	RIVERVIEW PUBLIC LIBRARY	Lost Riverview Item "Spider Man "	585 Adm. Expenses	-4.99
Bill Pmt -Check	05/14/2025	Online Pymt	Millennium Business	copiers lease, toner	585 Adm. Expenses \$507.13/505 Library Materials \$904.22	-1,248.24
Bill Pmt -Check	05/15/2025	17376	OVERDRIVE, INC.	E Books	505 Library Materials	-1,078.27
Bill Pmt -Check	05/15/2025	17377	OVERDRIVE, INC.	E Books	505 Library Materials	-1,372.16
Liability Check	05/16/2025	EFTPS	HUNTINGTON BANK	pyrl withholding	500 Personnel	-1,831.90
Liability Check	05/16/2025	AutoDeduct	MERS	deferred compensation	500 Personnel	-1,436.56
Bill Pmt -Check	05/21/2025	AutoDeduct	DTE ENERGY	electric	536 Facilities	-3,445.34
Liability Check	05/22/2025	EFTPS	HUNTINGTON BANK	pyrl withholding	500 Personnel	-7,947.90
Liability Check	05/23/2025	AutoDeduct	MERS	deferred compensation	500 Personnel	-3,422.37
Check	05/27/2025	AutoDeduct	CONSUMERS ENERGY	Gas	536 Facilities	-1,138.74
Liability Check	05/27/2025	AutoDeduct	TASC	employee contribution	500 Personnel	-145.46
Bill Pmt -Check	05/29/2025	17378	First Impression Print	SRP mailer	585 Admin. Expenses	-7,101.98
Bill Pmt -Check	05/29/2025	17379	Hall of Fame DNC LLC	Hall of Fame DNA Program	505 Library Materials	-200.00
Bill Pmt -Check	05/29/2025	17380	OVERDRIVE, INC.	E books	505 Library Materials	-1,807.15
Bill Pmt -Check	05/29/2025	17432	OVERDRIVE, INC.	E Books	505 Library Materials	-262.13
Bill Pmt -Check	05/29/2025	17433	THE LIBRARY NETWORK	Movie Licensing	505 Library Materials	-512.00
Bill Pmt -Check	05/29/2025	17434	TRANE U.S. Inc.	York chiller service call	536 Facilities	-1,208.00
Bill Pmt -Check	05/31/2025	17435	Hoopla	May	505 Library Materials	-1,634.90
Bill Pmt -Check	05/31/2025	17436	Stanley Access Tech LLC	PM agreement	536 Facilities	-967.00
Bill Pmt -Check	05/31/2025	17437	TASC	TPA	585 Admin. Expenses	-139.92
Bill Pmt -Check	05/31/2025	17438	VALERI LAWN AND SNOW	Lawn cutting	585 Admin. Expenses	-2,000.00
Bill Pmt -Check	05/31/2025	17439	WOODLANDS LIBRARY COOP	employment posters	585 Admin. Expenses	-60.00
Check	05/31/2025			Service Charge	585 Admin. expenses	-1.53

## Salem-South Lyon District Library Vendor QuickReport May 2025

Type	Date	Num	Memo	Cost Control Center	Credit
<b>CARDMEMBER SERVICES</b>					
Credit	05/01/2025	CB	Amazon/refund on dvds	505 Library Materials	-84.31
Bill	05/10/2025	KH	Advanced Water/salt \$145.60/ABC \$3073.99/98" LG TV	536 Facilities \$145.60/600 Equipment \$3073.99	3,219.59
Bill	05/10/2025	AC	Amazon \$39.94/dvd	505 Library Material	39.94
Bill	05/10/2025	CM	Amazon \$49.99 for Y books	505 Library Materials	49.99
Bill	05/10/2025	CB	Amazon \$14.47 for canning workshop supplies/Amazon \$91.96 for Lucky Day/Amazon \$196.53 for Adult Fic/\$26.48 Amazon for torch paste for Friends crafts	505 Library Materials \$211.00/586 Gifts 118.44	329.44
Credit	05/10/2025	SS	Barnes & Noble refund/Teen books	505 Library Materials	-58.02
Bill	05/10/2025	NP	Amazon \$643.80 for lighting	536 Facilities	643.80
Bill	05/10/2025	KM	WSJ \$194.97/Make Sticker \$400.42 for realia/Amazon \$10.88 for J fic/(18.00) refund for Practical Horseman/\$133.72 Makes Stickers for giveaways	585 Admin. Expenses \$133.72/505 Library Materials \$588.38	722.10
Bill	05/10/2025	MM	\$39.78 for Amazon of label maker refills/Demco \$29.46 for book tape/Demco \$128.64 for Realia/Amazon \$139.32 for labels	585 Admin Exepnses \$179.10/505 Library Materials \$158.10	337.20
Bill	05/27/2025	CB	\$265.91 Amazon for Fiction/\$431.60 Amazon for kits/Amazon \$1302.21 for Spanish collection/Amazon \$2004.70 for non-fic/Amazon for Friends crafts & Lucky Day \$146.29/Amazon for Spice Club \$39.91/Amazon \$148.90 for book club kits	505 Library Materials \$4193.23/586 Gifts \$146.29	4,339.52
Bill	05/31/2025	CB	Amazon \$20.98 for Lucky Day/Amazon \$252.38 for kits/Amazon \$13.19 for Adult Fic/\$103.94 Amazon for crafts	586 Gifts \$124.92/505 Library Materials \$265.57	390.49
Bill	05/31/2025	CB	Amazon \$151.95 for ear buds bulk, screen cleaners/Intelligink \$489.18 for phone & Microsoft/Amazon \$452.17 for large paper/Alohi Fax \$17.99/Amazon\$108.07 for remote controls, roku, memory cards	600.4 Equipment \$260.02/505 Library Materials \$651.34/585 Admin. Expenses \$308.00	1,219.36
Bill	05/31/2025	Kasey	Kroger \$85.33 for vinegar, swiffer, lysol	536 Facilities	85.33
Bill	05/31/2025	KH	\$178.49 for Kroger, Jets for volunteer food/ABC Appliance for refrig \$1341.99/Supply Den \$591.89 custodial supplies	586 Gifts \$178.49/536 Facilities \$1933.88	2,112.37
Bill	05/31/2025	TR	Amazon \$252.50 for music	505 Library Materials	252.50
Bill	05/31/2025	PP	MCLS membership \$80.00/USPS \$39.06	500 Personnel \$80.00/585 Admin. Fees \$39.06	119.06
Bill	05/31/2025	TM	Amazon \$1217.21 for I fiction, Y books & graphis/Tab \$164.95	505 Library Materials \$1217.21	1,217.21
Bill	05/31/2025	NP	HD for brass fittings, plumbing supplies	536 Facilities \$137.68	137.68
Bill	05/31/2025	AC	Barnes & Noble \$1348.95 for Adult NF/\$79.13 Barnes & Noble for Y books	505 Library Materials	1,428.08
Bill	05/31/2025	SS	Amazon \$339.87 for Teen graphic/\$15.44 Amazon for clear printer sheets	505 Library Material \$339.87/585 Admin Expenses \$15.44	355.31

Salem-South Lyon District Library  
Vendor QuickReport  
May 2025

Bill	05/31/2025	KM	American Data Security \$750.00 for shred program/Amazon 1529.47 for T graphic, Adult Fiction/J Fiction/Crain's Business \$225.00/Amazon \$53.85 for address stamps	505 Library Materials \$2504.47/Admin. Expenses \$53.85	2,558.32
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Salem-South Lyon  
District Library

**FOR JUNE 30, 2025, LIBRARY BOARD MEETING**

**Friends – Rachael Showerman, Friends Board Member**

**CONGRATULATIONS TO THE WINNERS OF OUR 2025  
“IMAGINE THE POSSIBILITIES” SCHOLARSHIPS!**



**IMAGINE THE POSSIBILITIES!**



**CHLOE EVANS**

Chloe painted a powerful multimedia collage piece that combined remarkable images with words that conveyed support, connection and strength. She said she created the piece using the inspiration of books that she loved from the library – stories that expressed ideas that resonated with her and showed concern for others. She wrote: “From compassion and empathy to desire and hope, the Salem-South Lyon District Library will continue to grant people new perspectives and new connections, one book at a time.” Chloe will be attending Michigan Tech in the fall. Congratulations!



**CLARA MCCAULEY**

Clara exemplifies the important mission of community libraries. She wrote a beautiful children’s book about building and taking care of the Little Free Library at McHattie Park. At the end of her book, she reflected: “The SSLDL has taught me that doing good is a ripple effect. From the love of reading and the significance of helping others instilled in me at a young age, to now introducing those values to people around me, I hope for this ripple effect to move past me and reach others.” Clara will be attending Michigan State University in the fall. Congratulations!



**LEELA ARKOUSSIAN**

In the four years she’s lived in Michigan, Leela’s family has moved more times than she can count. But one place has remained a constant in her life: the library. For her it’s been an important meeting place, an epicenter of creativity and purpose. She wrote: “Libraries aren’t just about books; they’re about access—to knowledge, to community, and to opportunity. While the ways we access information have evolved, the need for spaces that foster connection and creativity remains timeless. ... They aren’t relics of the past—they’re bridges to the future.” Leela will be attending the University of Michigan in the fall. Congratulations!

The Friends of the SSLDL truly appreciate the thoughtful contributions of our scholarship committee volunteers. We also wish to thank Agnes Bongero and the Friends of Michigan Libraries Harriet Larson Founders Grant for their generous donations, which made these scholarships possible!

## **2025 Friends Board Meetings**

*Thursdays, 5:30 p.m., Study Room 1*

July 10 – D. Siivola

September 11 – P. Peruski

November 13 – D. Stacer

## **Friends-Jeanette Benson, Garden and Book Room Coordinator**

Gardens are getting many compliments from patrons

Gardeners planted annuals in mid May and will meet July 19.

The Garden Coordinator will transition July 1 to Melanie Herbert.

Norm is working on the sprinklers to give better coverage.

Book Room sales have been going well.

Income for May was \$2015 as follows:

Book Shop	\$1035
Thrift	\$ 344
Ebay	\$ 636

## **Library Director - Paulina Poplawska**

### **Focus: Community Awareness and Engagement**

#### Summer Lunch Program

The library dropped off 170 books with Kristina Kotila, the coordinator of the Summer Lunch Program in the district, as well as flyers advertising the library's Summer Reading Program, programs, and Library of Things that we have to offer the community.

#### Friends of the Library "Imagine the Possibilities" scholarship

The Friends of the Library awarded three scholarships this year. Two were South Lyon High School students and the third from Charyl Stockwell Academy District.

#### ELL (English Language Learning) Picnic

Library staff attended the ELL Picnic at Hardy Elementary with families from the school district. The school district has over 300 families that speak Spanish in the home. We have recently started purchasing Spanish language books for children.

#### Salem Flag Day Parade and Fireworks

Staff participated in the Salem Flag Day parade on June 7 handing out candy and QR codes with the Summer Reading Program. We were able to hand out over 250 items.

Staff also participated in the pre-firework activities at the Salem Flag Day Fireworks. We solicited information from library patrons and non-library patrons.

Library Patrons! comments included:

Scavenger hunt 😊

Percy Jackson party

E books!

Lots of fun adult & kid activities

The ability to get almost any title I want!

Dollhouse! 😊

Libby & audiobooks

<3 toy kitchen

We love the outdoor story walk!

Children's toys (science)

The Future Library Patrons poster did not receive any comments. It has been posted at the Salem Township Hall to solicit information. It will be up through July 23. The question it asks is: What's keeping you from the library? How can we make your experience worthwhile?





**Project Timeline Update: Website Redesign Project**

**WalkOne – Website Redesign**

**Board Motion to Approve WalkOne Proposal made on 10/28/2024, Proposal \$16,895**

Monies Remitted:

12/4/2024	Project Retainer	\$2,000
6/16/2025	Design & Development	\$7,447.50

September 30, 2024 & October 10, 2024  
 Website vendor interviews will take place in Study Room 1.

October 28, 2024  
 A recommendation has been submitted for Library Board approval. The Library Board approved WalkOne’s Proposal for the work.

November 7, 2024  
 Head of IT, Technology Coordinator, and Library Director met with Justin Walker for a preliminary meeting to discuss project scope.

Week of November 11, 2024  
 A website questionnaire was supplied to WalkOne.

Week of November 25, 2024  
 In the next three weeks, the Head of IT will schedule and lead focus groups for feedback on the library’s website.

December 12, 2024

The website redesign team met with WalkOne to discuss setup and implementation.

January 9, 2025

The website redesign team met with WalkOne to discuss wireframing and navigation of subpages of the website.

January 15 and January 16, 2025

The library will host several focus groups in the computer lab, on Wednesday, January 15 and Thursday, January 16 at 2 p.m., 4 p.m. and 6 p.m. for patrons to offer feedback on how they use the library website. There were four individuals who attended.

February 20, 2025

The website redesign team met with WalkOne to discuss design and development. Made final review of home page. They will have a finalized home page for next meeting. Confirmed the navigation to of the other pages.

March 13, 2025

Go through the live home page and ensure that it meets all our requirements. Make changes as needed on home page. Make final confirmations of donations pages and database pages.

March 28, 2025

Review finalized donation pages and database pages. Review wireframe and confirm the layout of the rest of the pages.

April 8, 2025

Navigation layout on main page.

April 18, 2025

Changed the accent color of the text, integrated the local hop snippets into the home page, adjusted css for localhop, structured the mobile version of the site, and finalizing homepage.

April 25, 2025

Review website page templates.

May 5, 2025

Target Launch Date has been altered from April 7 - Due to the scope of the project, the projected goal date of April 7 has been postponed toward May 2025 as we continue to review and confirm information.

May 15, 2025

We have the calendar snippet finished that will allow us to have a preregistration for SSLDL home patrons. We will be setting up a feedback form so that we can start to gather feedback from patrons on the homepage.

June 6, 2025

We reviewed the feedback that we have received and made changes to the homepage to reflect the suggestions that we received.

June 13, 2025

For the pre-registration to function on the new site, It requires a word, phrase, or character to isolate specific events for pre-registration. After working with library staff, we have landed on the text that we are going to use to isolate those events.

June 19, 2025

We setup sorting for library digital resources so that you can sort by category. We have ironed out the announcement section on the home page so that we can help patrons stay informed with important updates from the library.

## **Project Timeline Update: Meeting Room 1 and staff break room (Phase I)**

### **Shaw Construction**

**Board Motion to Approve the construction on meeting room 1 and staff break room not to exceed \$90,000 was made on 2/24/2025**

Monies remitted:

3/4/2025	Design Planning	\$3,190
6/13/2025	Refresh Balance	\$15,733.30

February 24, 2025

Facilities Committee

March 5, 2025

Construction, SSLDL meeting with Shaw, IE, Kathy Merucci, Kathy Hutchinson, and Paulina Poplawska. Phase I start mid-May.

March 27, 2025

Construction, SSLDL meeting with Shaw, IE, Kathy Merucci, Kathy Hutchinson, and Paulina Poplawska. Discussion of building information, submittals, schedule, and working through pricing/cost analysis.

March 31, 2025

Facilities Committee

April 3, 2025

Touch Base/Next Steps with IE, Kathy Merucci, Kathy Hutchinson, and Paulina Poplawska

April 18, 2025

Library Options Review with IE, Kathy Merucci, Kathy Hutchinson, and Paulina Poplawska

May 9, 2025

Work started on Meeting Room 1.

Week of May 12, 2025

Lights have been replaced, walls have been drywalled, and half of the cabinets have been installed in the Meeting Room. Mid-week work has started on the staff breakroom with the removal of current cabinets. Patching of the walls has started to take place.

Week of May 19, 2025  
Ceiling and painting completed.

Week of May 28, 2025  
Flooring completed.

Week of June 6, 2025  
Finishes cabinet areas.

Week of June 16, 2025  
Install of speakers and TV.

June 19, 2025  
Final clean-up of the meeting room.

### **Project Timeline Update: teen and computer lab (Phase 2)**

#### **Shaw Construction**

Board Motion to approve renovations not to exceed \$162,000 for the teen area and \$89,000 for the computer lab was made by H. Maguire; seconded by D. Siivola at the March 31, 2025, Board Meeting.

March 31, 2025  
Facilities Committee

April 3, 2025  
Touch Base/Next Steps with IE, Kathy Merucci, Kathy Hutchinson, and Paulina Poplawska

April 18, 2025  
Library Options Review with IE, Kathy Merucci, Kathy Hutchinson, and Paulina Poplawska

May 15, 2025  
Follow up with IE on next steps and timelines for ordering.

June 26, 2025  
Facilities Committee

**Adult, Teen, and Youth Services:** Cécile Bosshard, Andrew Calvetti, Tina McIntosh, Kathy Merucci, Sarah Scherdt

In May, the librarians were busy preparing for the busiest time of the year – Summer Reading!

#### **Adult Services:**

Professional Development:

- Book Displays webinar
- iPage for Adult Selectors with Ingram
- Ingram iPage Basic Navigation Training
- Beyond the Basics: Unlocking the Magic of Libby webinar

## Programming Highlights:

Spice Club: The Library provided 46 packets of matcha to patrons this month. Look at these amazing goodies!



## Shred Day:

On Saturday, May 10, the Library hosted a community shredding event. We partnered with Lyon Township Public Library to provide secure, environmentally friendly disposal for our patrons' private documents. We had approximately 325 cars lined up for document disposal. The patrons were very appreciative and look forward to this event every spring.



**RJ Spangler Trio Jazz Concert: 20 participants**



**May Adult Craft Programs: Wood Burning: 35 Participants**

**Additional Statistics for May 2025:**

- Book Challenge: 23 participants
- Canning Workshop with Motor City Spreads: 12 participants
- Writer's Group: 6 participants
- Paranormal Pages Book Club: 10 participants
- Needlework Group: 8 participants
- Know Your Digital Resources: 1 participant
- Cliffhanger's Mystery Book Club: 21 participants
- Local Author Event: Death on Lake Winnipeg with Steve Rhineland: 8 participants
- Something Different Book Club: 10 participants
- Wool Applique: 13 participants
- Seed Library (from March – May 2025): 1224 seed packets were provided to patrons

**Services – Patrons Served:**

- Notary: 29
- Sewing for You: 22

**Outreach – Patrons Served:**

- Outreach Senior Rehabilitation Center: 1
- Outreach book delivery: 8
- Center for Active Adults Tech Talk: 8
- Center for Active Adults Bookclub: 14

**Library of Things Update**

Upcoming kits:

- Leatherworking kit with various tools and metal stamps (patron request)

- Gold panning kit (patron request)
- Jackery Portable Power Station (patron request)
- Granny square crochet kit (blocking mats, crochet hooks, a deck of cards with different patterns)
- New and improved ghost hunting kit (by hot demand)
- Klein Tools Voltage Electrical Test Kit: non-contact voltage tester and GFCI receptacle tester with LCD and flashlight
- White noise machine with various sounds
- Solar lanterns (patron request)



Respectfully submitted,  
Kathy Merucci

**Youth & Teen Services – Tina McIntosh, Sarah Scherdt**

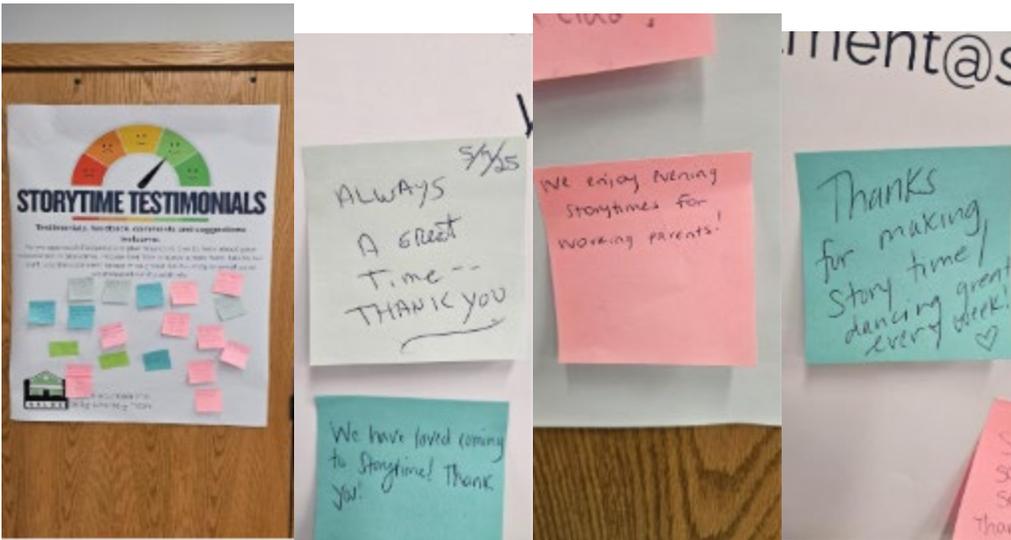
In May, we wrapped up our school-year programs, including Teen Advisory Board (TAB), daily storytimes, and the *Kids Book Buzz* book club. In this month’s report, you will find examples of patron feedback as well as summary information for these programs.

**Storytime (Ages 0–5)**

Our Storytime Team, Ashley Fischer, Kari Yergin, Sarah Scherdt, and Tina McIntosh, hosted daily morning storytimes this school year. In January we transitioned all storytimes to a drop-in format. Multiple conversations with patrons led to this change. Our goal was to make space for more families and to accommodate drop-ins. This change led to a noticeable increase in attendance. 167 more people attended morning storytimes this year vs. last year. There were 15 weeks of daily storytime both years.

	Sep-Dec 11 weeks	Jan-May 15 weeks
2023-2024	818	1213
2024-2025	792	1406

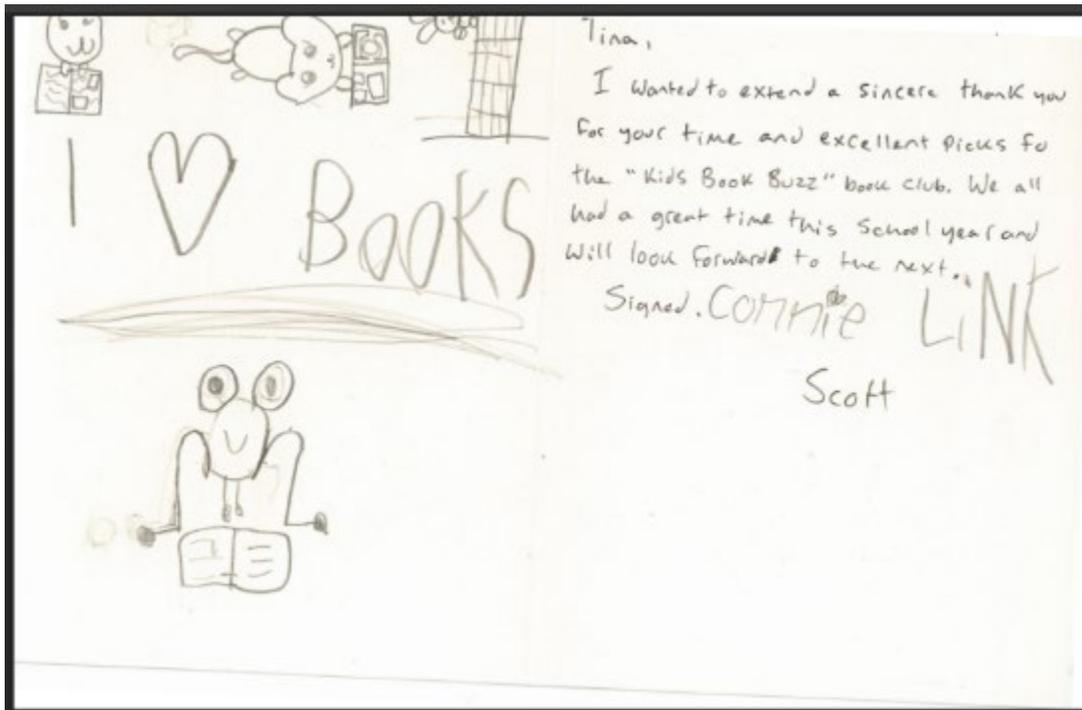
We hung a poster in the Olson Room during the month of May and invited storytime families to leave feedback. We received many positive comments. All comments are listed below.



Miss Tina is great. Love storytime!
Offer more times during the summer
We love coming every Wed. morning! We love the flow Miss Kari provides: the dancing, enthusiasm, story telling, ability to involve both adults/kids.....Thank You! We also love the playtime after so we can engage with others! [smiley face]
Always a great time. Thank you.
We have loved coming to Storytime. Thank you.
We [heart] storytime!
Love Miss Kari. She does amazing activities
Loved it! Miss Sarah was wonderful!! Only suggestion is to seperate into more narrow age ranges (i.e. baby-2yrs & 2yrs-4yrs)
Thanks for making storytime/dancing great every week!!! [heart]
We only wish it were longer! [smiley face]
Storytime saves my sanity! Thank you !!
My kids loved their first storytime!
Our first time! Thanks
We love Miss Kari!
We ALL look forward to Baby Storytime every week!!
Would love this all summer.
We enjoy evening storytime for working parents!
Miss Tina is great! alsowe [also] the Book Club!

## Kids Book Buzz Book Club (Grades 3-5 with caregiver)

This monthly adult-child book club saw steady participation growth through the school year. Attendance increased from three families at the beginning of the year to seven families by May. Each month the group met to discuss a middle grade chapter book. We received this thank you card in May.



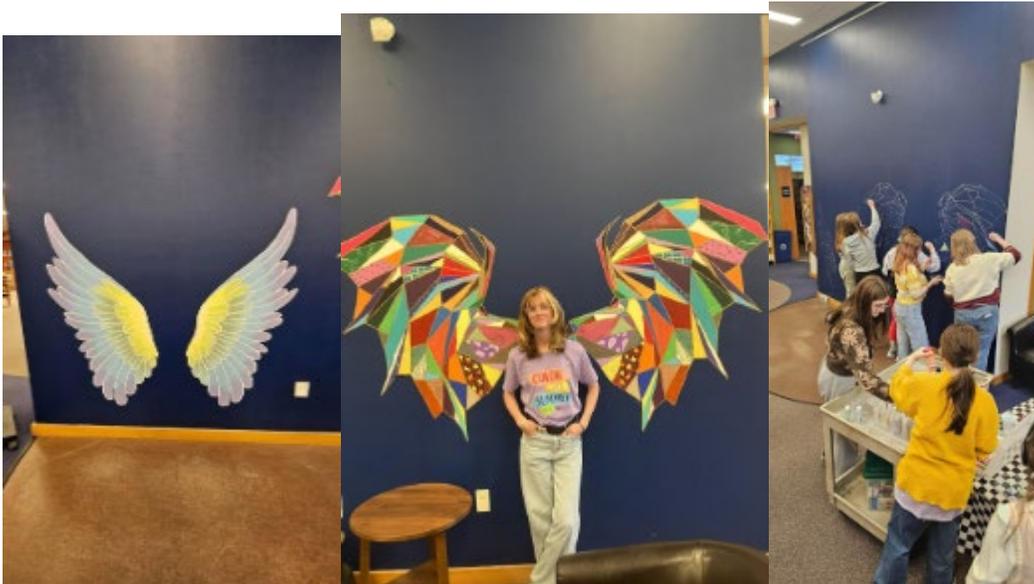
"Tina, I wanted to extend a sincere thank you for your time and excellent picks for the "Kids Book Buzz" book club. We all had a great time this school year and will look forward to the next."

## Teen Advisory Board (TAB)

TAB also saw positive growth this year. We welcomed two new members at our final meeting in May and expect most of the group to return in the fall. TAB members contributed to all departments of the library in a variety of ways:

- Assembling take & make kits for youth
- Assisting with mural design and painting in the teen department
- Creating book displays and bulletin boards in the teen department
- Supporting youth programs during school breaks
- Preparing Blind Date with a Book displays and seed packets for the Seed Library
- Filming short videos for use on social media

We worked hard this school year to make the teen department a welcoming space for teens. This includes the new wing murals painted by TAB, a snack cart during exam season, updated displays, and more self-serve study and craft supplies. We have enjoyed finding notes left around the department - evidence of their use of the space.



Live, Laugh, Love Your Self YOU ARE WORTH IT

You are loved! You are so important

### **Leadership Program (7th-12th grades)**

At the end of May, we held orientation sessions for our new Youth Leadership Program. We have 34 middle and high school students registered to practice communication, leadership, and teamwork skills through their volunteer service during the summer reading program.

This new initiative was developed in response to community feedback and repeated inquiries from families seeking structured volunteer opportunities for their teens and preteens. We hope this program will not only support our summer efforts but also serve as a pathway into TAB and deeper engagement with the library.

## School Outreach

Sarah Scherdt, Kathy Merucci, Tina McIntosh, and Ashley Fischer visited Bremmer, Bartlett, Sayer, and Salem Elementary Schools in late May and early June to promote the summer reading program. We spoke to every kindergarten through fifth-grade classroom at each school for a total of approximately 1,770 students. We look forward to welcoming these students and their families to the library throughout the summer.

Program	Program Date	# of Attendees
<b>Youth Storytimes and Early Literacy</b>		
Family Storytime	5/5/2025	30
Family Storytime	5/6/2025	37
Family Storytime	5/7/2025	21
Fabulous Fours	5/8/2025	16
Family Storytime	5/12/2025	12
Family Storytime	5/13/2025	38
Family Storytime	5/14/2025	25
Movin' & Groovin'	5/14/2025	8
Fabulous Fours	5/15/2025	14
Family Storytime	5/19/2025	22
Family Storytime	5/20/2025	55
Family Storytime	5/21/2025	45
Fabulous Fours	5/22/2025	17
Baby Storytime	5/9/2025	14
Baby Storytime	5/16/2025	0
Baby Storytime	5/23/2025	20
<b>Youth and Tween Programs (ages 6-13):</b>		
Kids Book Buzz	5/21/2025	15
Lego Block Party	5/6/2025	14
<b>Teen Programs (grades 6-13)</b>		
TAB meeting	5/23/2025	8
Leadership Orientation	5/28/2025	20
Leadership Orientation	5/31/2025	12
<b>Outreach</b>		
School Visits (Bartlett)	5/27 - 5/29	375
<b>GRAND TOTAL ALL ATTENDEES</b>		<b>819</b>
1,000 Books Before Kindergarten: Sign Ups		4
1,000 Books Before Kindergarten: Completed		0
Scavenger Hunt		220
TAB Volunteer Hours		23 hours

*Respectfully submitted by Tina McIntosh and Sarah Scherdt*

**IT - Kevin Campbell**

With the refresh of meeting room 1, it was time to refresh the AV equipment with the acquisition of a TV and new AV equipment. We have implemented a system that is easy to use and supports all of the current connection types that we could need.

The camera system has been installed and is up and running. The system makes it easier to locate events that took place with the many ways that you can locate them. This can save us a lot of time in the event of an incident. The cameras also have a higher resolution allowing us to see more details.

The focus of the website development has been on the digital resources and how to categorize them. We have implemented a table that we can sort and filter out different databases by category. We also have quick access to some of the more popular databases right on the home page. The plan is to go live July 1<sup>st</sup>.

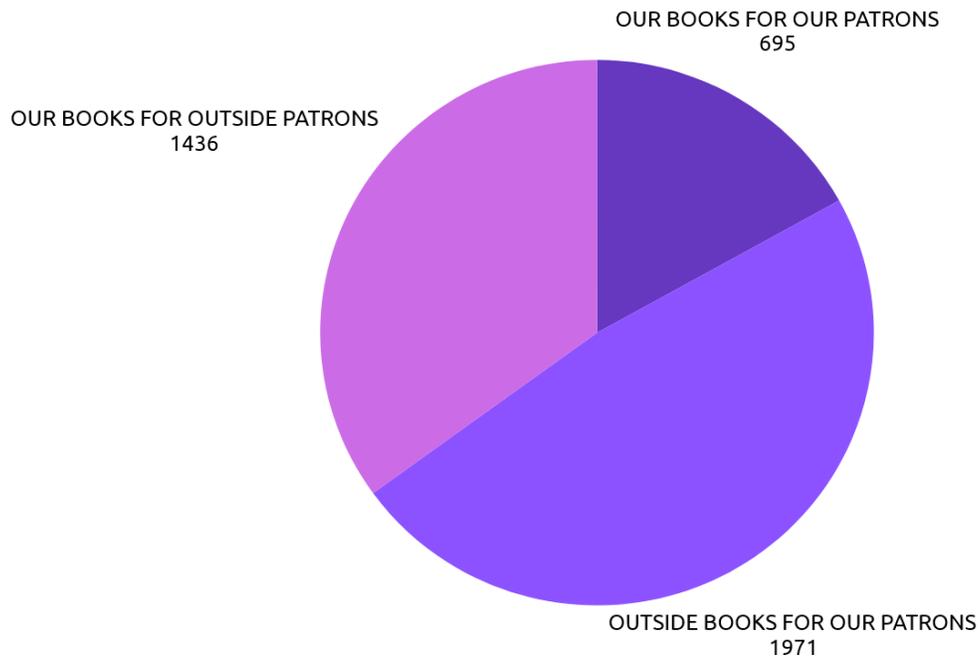
We have applied for text messaging through the Microsoft Teams phone service. It is a new service that they are offering which will allow us to send texts. It has to be approved by Microsoft to ensure that the service is not to be used for spam which could hurt their text service reputation. We can use the service to communicate with patrons if they prefer texting over email for communication.

We have completed our review of the policies that are deployed to our computers and have organized them into different categories, making it easier to locate and modify applied policies. The policies dictate the behavior of the computers like deleting files on shutdown, setting default preferences like default apps and printers, maintaining the automatic computer shutdown at the end of the day and many more.

## **Circulation- Ashley Fisher, Candy Mahoney**

With the MelCat service transitioning to a web-based client, we took the opportunity to revamp and streamline our MelCat process. We no longer process incoming holds in two systems, instead relying solely on Mel. Where a single incoming Mel used to take the same amount of processing time as about 35 non-Mel books, the new process is much closer to a 1 to 1 equivalency, the main differences being that we still need to unpackage MelCat items, and we now send a batch of hold notices through Mel once all the incoming items have been processed.

## Book Lending Stats:



## Drop Box Pickups:

Centennial Farms: 123

Colonial Acres: 243

Locker Pickups: 6

Drive-ups: 28

## **Marketing Department - Tracy Robinson, Candace Mahoney**

### **Library Card Promotions**

In recent months the following patrons have been winners of a \$10 gift card for signing up/renewing their cards:

March : Jamie P.

April : Jenah L.

May : James S.



**Salem-South Lyon District Library**  
*Imagine the Possibilities*

**Summer Reading Program**  
 Summer Reading runs from June 14 – August 2  
 Kick-off event is on Tuesday, June 17

**SUMMER 2025**

9800 Pontiac Trail  
 South Lyon, MI 48178  
 248.437.6431  
 248.437.6593 fax  
 www.sslld.info

**CURRENT HOURS:**  
 Monday - Thursday:  
 9:00 am - 8:00 pm  
 Friday - Saturday:  
 10:00 am - 5:00 pm  
 Closed Sunday

**SUMMER HOURS:**  
 Beginning Monday, June 16, 2025:  
 Monday - Thursday:  
 9:00 am - 7:00 pm  
 Friday - Saturday:  
 10:00 am - 5:00 pm  
 Closed Sunday  
 Monday thru Thursday hours will return to  
 8:00 pm on Tuesday, September 2

**LIBRARY CLOSINGS:**  
 Saturday, May 24 & Monday, May 26, 2025:  
 Memorial Day  
 Friday, July 4 & Saturday, July 5, 2025:  
 Independence Day  
 Saturday, August 30 & Monday,  
 September 1, 2025: Labor Day

**Summer Fest and Foam Party**  
 Tuesday, June 17, 11:00 – 2:00 PM  
 We are kicking-off our Summer Reading Program with an afternoon of fun!  
 11:00-1:00 giant yard games, bubbles, popicles and more followed by a foam-tastic  
 FOAM PARTY from 1:00-2:00! Play, dance and sing along to  
 family-friendly music at this outdoor event. All ages. No registration  
 required. Yard games were provided by Oakland County Parks.

**Nerf Games**  
 Thursday, June 26

**Booktasting**  
 Monday, June 16

**Leslie Nature Center**  
 July 10th and July 30th

**Dinosaur Day with Paleo Joe**  
 August 7th

**Borrow from our Library of Things for your summer gatherings! Looking for a little something extra?**

**CHECK OUT ITEMS LIKE:**  
 • Pickleball Set • Slammo • Ladder Toss • Cornhole  
 • Giant Yard Dice

**FOR THE MUSIC FANS, WE HAVE A:**  
 • Ukulele • Guitar • Bluetooth Speaker • Karaoke Machine

Want to screen a movie for a crowd or show home movies? There is a Projector and Screen available for check-out. Finish your event with photos – we have a light ring to help you get that perfect group shot. Scan our QR code to browse the collection.

**Be a part of the Library!**

The Salem-South Lyon District Library is looking for enthusiastic middle and high school students to help out in our Youth Department during our Summer Reading Program, from June 14 to August 2. As a volunteer, you'll gain valuable skills, earn community service hours, and make a positive impact on your community by assisting with reading logs, distributing prizes, and helping with fun programs.

Applications will be available beginning Monday, April 21.  
 The deadline to submit an application is Monday, May 19th.  
 Students entering grades 7-12 in fall of 2025.

**Youth and Teen Summer Reading Grand Prizes**

Sensory Floor Tiles  
 Yoto Mini Starter Pack  
 Scooter  
 Noise Cancelling Bluetooth Headphones

\*Brands and colors may vary on items.

ssld.info | 248.437.6431

Our Book Challenge for May were books that were turning 25 in 2025. We were able to include Brody from Shaw Construction for this month! The June Challenge is to step into the past and read a Historical Fiction book.



## **Processing - Molly Mahoney**

As the fiscal year draws to a close, we are finishing up with processing the tail end of new materials for the month and turning our attention to what we can do to make sure that our existing items are easy to find, and that our catalog accurately reflects what we have on the shelf. Thanks to the lull in our regular flow for a few weeks, we will have some time to do database cleanups and shelf checks.

We are also currently working on relabeling projects for the travel and music sections. In addition to being more readable, the new labels will have more precise Dewey numbers to facilitate browsing for those interested in a specific subtopic in these areas. We have been provided with the new Dewey information for each book, and we are replacing the labels and effecting repairs where necessary.

Our statistics for May:

- 1,199 new items were processed
- 72 donated items were processed
- 185 repairs were made to existing items
- 610 items were withdrawn to make room for new materials
- 70 existing items were relabeled as part of various projects to make our items as easy as possible to find for both staff and patrons
- In total, 2,136 items were handled by the department

## **Facilities - Norm Pratt**

**Water Leaks** - This past month we experienced five water leaks: These were in: Meeting Room 1, the Youth Area, Study Room 3, the Computer Lab, and the basement.

**Rain Related Leaks** - With the heavy rains and high winds that occurred this month we experienced a leak in Meeting Room 1. As soon as it was noticed we called The Roof Company. They came out that day and determined that the leak was caused by the failure of the caulking around one of the vent pipes. Typically vent boot covers are not caulked. However, caulking was applied to the covers to resolve the many leaking issues that we have with these 6 connected vent pipes. Unfortunately, then when the caulking gets old and cracks it fails. The current problem was temporarily resolved by removing the old caulk and installing new caulk. The Roof Company is aware of the issue and is looking for a permanent solution. I will check with next week to see how we are going to resolve this issue.

Last month we attempted to resolve the leak in the Youth Room by cleaning the downspouts. However, this did not solve the issue. Looking more closely at the area, this area was not graded in a fashion that would let water drain from the flowerbed onto the patio. The grading has been modified and hopefully resolves the issue.

**Condensate Line Leaks** - With the hot humid temperatures, the air conditioners have been doing an excellent job managing the temperature, but the library remains on the humid side. Given the exceedingly high humidity, this could be expected. However, not helping the situation is the fact we found two of the LG condensate lines leaking. We have contacted Air Handlers they plan to be out and address the issue before the end of the week.

**Basement Water Leaks** - In addition to rainwater and condensate lines leaking, we have an issue where some of the surface water is running through a junction box in the basement. This typically only occurs in the spring of the year or when we have very heavy rains. This past year it occurred when the sprinklers were running. It turned out that the head of one of the sprinklers was broken. So, when the zone was running water gushed out the sprinkler over the grass and around the base of a sidewalk light. The base of the light was below the grade of the sod. So, the water ran into the base of the light, then into the conduit and eventually into the basement. So, the immediate issue was resolved by replacing the sprinkler, but the root cause will be resolved by increasing the height of the base of the light. This work should be completed next month.

**Water Testing** – Washtenaw County inspection revealed that there were several areas that were out of compliance and a list of recommended changes that should be made. The noncompliance issues we faced were all related to not having proper backflow protection. There were three seldom used basement facets that did not have backflow preventors, three of four of our exterior facets were connected to hoses where the end of the hose did not have a back flow device, and the Keurig in the vending area that also did not have a back flow device. Backflow preventers were installed on the facets in the basement, and the Keurig and hose quick disconnects were installed between the hose and the valves. The county has approved these changes.

The recommended changes included: cleaning the well head, adding a non-thread sample port for well water testing, and when the new RO system is installed in the break room, the RO system must include an air brake and water sample tested before use. The RO system and well-headed issues have been addressed. The sample port needs to be modified prior to the December well water sampling test.

During this month we also passed the quarterly well water bacteriological test.

**Water Sprinklers** – With the hot weather our flower gardens have been in desperate need of watering. Unfortunately, there are issues with sprinklers in many of our zones. This past winter the five sprinkler heads were broken. Thus, 5 zones were not working properly. Four of the five sprinklers were in zones that supported our flower beds. All these sprinklers have been replaced, and these gardens are once again being well watered. Matt will work over the several weeks repairing and replacing broken sprinklers

**Backyard Landscaping** – This past month JVM did an excellent job, at a very good price, removing the debris and stumps on the ground under and around the electrical lines. The next steps include leveling the ground and planting grass seed.

**General** - During the past month some of the general stuff carried out included, maintaining the art walls, cleaning the grounds, trimming, spreading mulch, removing bee and wasp nests, repairing sliding doors, HVAC vents, toilets, lights, and carpeting cleaning.

## Overheard in the Library



**R-Best for Kevin:** A patron's car battery died, and Kevin [once again] saved the day. He used the library's jumper cable box to get her back on the road.

**R-Best for Tina and Sarah for SRP!** They were approved for the Oakland County Recreation program grant in February. These are some of the great games that Tina and Sarah have for SRP kickoff on the 17th!

Go Games will be available from 11:00-1:00 before the foam

party and include:

- **Cornhole** - Full set of standard size cornhole boards and bags
- **Inflatable Mini Curling** - Inflatable 16' x 4' mini curling set with eight curling stones that can be adapted for shuffleboard
- **Jumbo Yard Games** - Giant versions of Jenga, Connect 4, Yardzee and checkers
- **Fleet Seeker** - Inspired by the classic board game Battleship, in super-sized scale
  - Size: 64" x 33" x 32"
- **Quad-Shot Basketball** - Up to four players shoot an oversized basketball at a central target
  - Size: 7' x 7' x 8'

**R-Best for Ashley:** Ashley's kindness always amazes me. This afternoon she helped a patron that was struggling to use her card. Thank you so much for smoothing the waters for the patron.

Kids painting in the Friends Pavilion:



Request for Proposals (RFP)  
**Installation of 200kW Generator for SALEM-SOUTH LYON DISTRICT LIBRARY**  
9800 Pontiac Trail, South Lyon, MI 48178

**I. PURPOSE**

The purpose of this project is to replace/remove and install a new Emergency Backup Generator and any new associated equipment which will provide automatic backup power at the Salem-South Lyon District Library (SSLDL). At the same time, several items of electrical equipment will have their respective power supply feeds upgraded to larger wiring. Additional earth ground wiring will be installed for a better “ground grid” for the facility.

**II. INSTRUCTIONS TO BIDDERS**

SSLDL is soliciting requests for proposals from qualified vendors that can properly remove the current Cummins 100 kW NG Generator and install a new library purchased Cummins, Model# C200N6B NG 200kW Generator (thru Sourcewell) on an existing cement pad and connecting to the current 600 amps ONAN Transfer Switch located at the SSLDL, 9800 Pontiac Trail, South Lyon, MI 48178. Additional work requested is listed in the “Scope of Work” as well as in the specifications listed in the Bid Form attached.

**III. SCOPE OF WORK**

1. Disconnect the current Cummins 100kW Generator from the natural gas supply and remove it from the cement pad in a manner to allow it to be re-used by another party, without damage.
2. Pick-up and offload the new Cummins 200kW NG Generator that has been shipped from the manufacturer and install on cement pad. Connect unit to natural gas service provided by Consumers Energy.
3. Remove prior 3/0 AWG electric cables and replace them with 2000mcm/kcmil 90°c copper wire or run parallel 500mcm/kcmil 90°c copper wire to the transfer switch. Use additional conduit if more space is required by code for the run of new larger wires to transfer switch. The 3/0 wire should be removed in a manner which allows it to be reused.

Some of the following items could be completed prior to the arrival of the new generator.

4. Remove 1/0 AWG copper electrical power cables to the exterior YORK chiller unit and replace it with 4/0 AWG 90°c copper wire. The 1/0 wire should be removed in a manner that allows it to be reused.
5. Remove #8 AWG copper wire currently supplying power to both BRYANT A/C units and replace with #2 AWG 90°c copper wire. A new exterior flex conduit may need to be used. Replace both double pole 40a breakers with 2 new double pole time delay 50a breakers in sub-panel "F", which powers both BRYANT A/C units.
6. Earth Grounding sub-panel box, in the Book Rm/Admin area, to a newly placed copper coated ground rod of 5/8 or larger; using one of the 3/0 AWG copper wires. This wire to be CAD welded to the newly installed ground rod and will be verified to be less than 25 ohms-ground, when completed.
7. Earth Grounding sub-panel box in Admin Offices area to a newly placed copper coated-steel ground rod of 5/8" or larger; using 1/0 AWG copper wire. This wire to be CAD welded to the newly installed ground rod and will be verified to be less than 25 ohms-ground, when completed.
8. Earth Grounding sub-panel box "E", in the IT/Computer Lab area, same as item #7.
9. Earth Grounding sub-panel box off the Olson meeting room, same as item #6.
10. Earth Grounding sub-panel "F", off the new Youth section, same as item #7.
11. Earth Grounding main panel/transfer switch in basement, same as item #6.

NOTE: In some cases, ground rods may need to be "stacked" with one or more rods to obtain the required reading. There is not one standard ground resistance threshold that is used by all agencies. However, the NFPA and IEEE have recommended a ground resistance value of 5 ohms or less. The NEC has stated to "Make sure that system impedance to ground is less than 25 ohms specified in NEC 250.56".

The bid must include all sitework, including, but not limited to, all conduit/wiring hardware as needed, placement/securing to cement pad, trenching, backfilling, site grade restoring, gas plumbing and permitting that is required. Consulting with Cummins factory tech for installation, start-up and testing to be included.

All wiring and equipment provided and used will meet or exceed current NEC guidelines.

This RFP is available on our website ([www.ssldl.info](http://www.ssldl.info)) or by contacting the Library Director 9800 Pontiac Trail, South Lyon, MI 48178, (248) 437-6431, or [ppoplawska@ssldl.info](mailto:ppoplawska@ssldl.info).

## **RESPONSES**

The (mailed or hand delivered) Sealed Proposals must be received at SSLDL, 9800 Pontiac Trail, South Lyon, MI 48178 **by 5:45 pm on July 31st, 2025.**

There will be a public opening of the bids at a Facility Committee meeting on July 31<sup>st</sup>, 2025, at 6:00 pm. Proposals, if mailed, should be addressed as noted below. **Faxed or emailed proposals will not be considered.**

Mailed or Hand delivered sealed bids should be made Attention:

SSLDL, Library Director  
Request for Proposal (RFP) Replacement Generator Installation  
9800 Pontiac Trail  
South Lyon, MI 48178

## **PROPOSALS MUST INCLUDE**

- Company Profile and copy of State of Michigan License.
- Cover Letter signed by an authorized representative of the vendor submitting.
- Scope of work for installation of components.
- Proposed schedule of work.
- All associated costs.
- Any warranties.
- References (a minimum of three (3)).
- Proof of insurance
- Acknowledgement that site will be restored to preinstallation condition.

SSLDL reserves the right to accept or reject any and all proposals. A Vendor's failure to submit its proposal prior to the deadline will cause the proposal to be disqualified. Late proposals or amendments will not be opened or accepted for evaluation.

All proposals submitted shall become property of the SSLDL and will not be returned.

## **CONTACT INFORMATION**

For questions related to the RFP process contact:

Daniel Siivola, Trustee

[dsiivola@ssldl.info](mailto:dsiivola@ssldl.info) 734-679-0280

CC: Norm Pratt, Head of Maintenance

[npratt@ssldl.info](mailto:npratt@ssldl.info) 248-437-6431

The preferred contact method is email. All inquiries or requests concerning this Request for Proposal shall be made in writing and must be received before the close of business five days prior to the deadline to the attention of D SIIVOLA. The SSLDL is not responsible for oral interpretations given by any SSLDL representative.

**III. SITE VISITS & SYSTEM EVALUATIONS:**

Vendors are encouraged to contact the Library Director at [ppoplawska@ssldl.info](mailto:ppoplawska@ssldl.info) to schedule a site visit.

<b>BID FORM</b>	<b>Comply yes/no</b>
Installation of a new 200Kw generator and all associated equipment to provide automatic backup power.	
All conduit/wiring and hardware to be included in the bid. Current electrical wires from the generator to the transfer switch will need to be changed to meet the larger amps & distance of run, with two parallel 500mcm/ kcmil 90°c copper wires or single 2000mcm 90°c copper wire per phase.	
The electrical feed to the exterior YORK chiller should be upsized to a larger wire size of 4/0 AWG 90°c copper wire.	
The electrical feeds to both BRYANT units should be upsized to a larger wire size of #2 AWG 90°c copper, to include changing the current 40a breakers to new double pole 50a time delayed breakers that would be used in sub-panel F. Provide additional new conduit if needed.	
Reuse the (1/0) and (3/0) wires removed from above upgrades to provide earth grounding conductors from sub-panel boxes from around the building; they would be CAD welded to newly installed ground rods and each verified to be less than 25 ohms-ground.	

The bid must include all site work, including, but not limited to, the placement on the pad, trenching and backfilling, and finish grade	
Consult and coordinate with Cummins factory tech for start-up, testing, and training.	
The generator bid shall include all gas plumbing and permitting required to connect the new generator on site.	
All permitting and inspections are the responsibility of the winning bidder	

**PRICING**

Standard Terms and Conditions:

SSLDL reserves the right to amend this RFP prior to the proposal due date. All amendments and additional information will be posted on the library website: [www.ssldl.info](http://www.ssldl.info).

SSLDL reserves the right to waive any informality in proposals, to accept the proposals or portions thereof, and to reject any and all proposals, should it be deemed in the best interest of the library to do so. Nothing in this document shall require SSLDL to proceed with Engineering and/or any of the identified services. SSLDL reserves the right to substantiate Respondent’s qualifications, capability to perform, availability and past performance records.

The cost for developing the proposal is the sole responsibility of the Consultant. All proposals submitted become the property of the SSLDL.

SSLDL reserves the right to approve subcontractors. All work performed under contract to SSLDL becomes the property of SSLDL in the format specified by SSLDL. A Certificate of Insurance is required from all consultants, contractors and vendors doing business with SSLDL. Within two (2) weeks of the Notice of Award, Consultant must submit a Certificate of Insurance naming the SSLDL as "additional insured." Failure to furnish the required certificate within the required timeframe may result in the proposal being rejected.

The successful Consultant(s) selected shall agree to defend, indemnify and hold SSLDL harmless from any and all claims, demands, suits, causes of action and judgments arising from or related to Consultant's performance, including claims of professional malpractice or negligence. Such indemnity shall include SSLDL's reasonable attorneys' fees as well. The above referenced indemnity shall be in addition to and as a complement to the below described insurance coverage, which coverage is a mandatory requirement of this RFP and any award hereunder.

Specifically, the successful Consultant(s) shall provide the following coverage(s) and amount(s). Commercial General Liability \$2,000,000.00 Automobile Liability \$2,000,000.00 Workers Compensation \$1,000,000.00 Errors and Omissions \$2,000,000.00 Umbrella Coverage \$2,000,000.00

All policies shall be underwritten by companies licensed to sell insurance in Michigan and who are rated A+ or better by AM Best Company. Self-insurance pools or trusts are not an acceptable substitute for the referenced commercial coverage.

**CONFLICT OF INTEREST**

SSLDL seeks to work with firms that represent the consumers, not the suppliers, avoiding both the appearance, as well as any actual conflict of interest. Any subsequent disclosure of a conflict of interest after the award has been made, but which existed at the time of proposal submission, will be grounds for termination of any resulting contract.

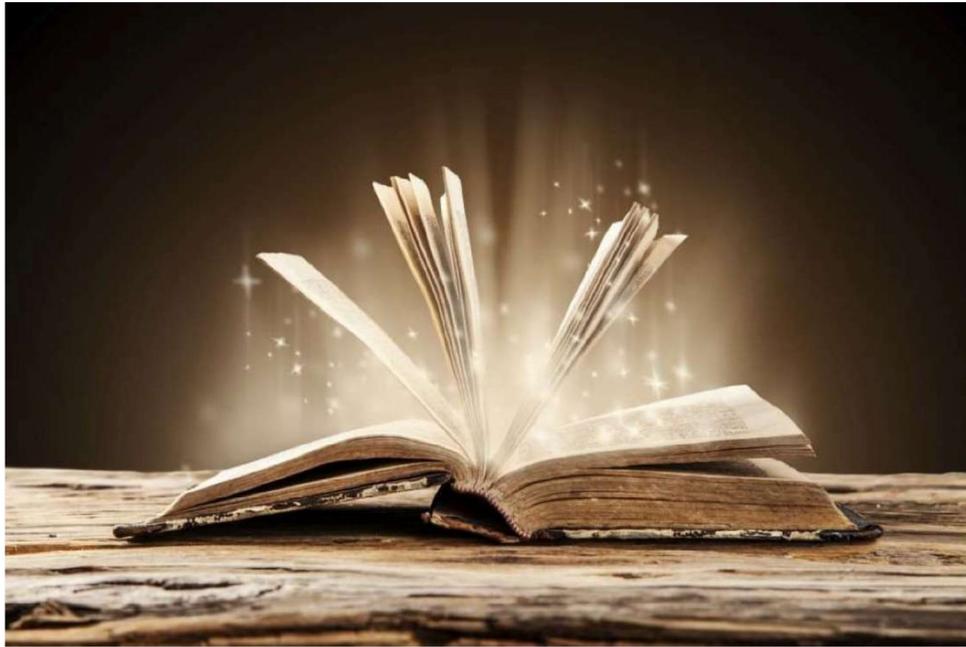
**BIDDER LIST (plus posting on SSLDL's website):**

CEC Instruments Inc	
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# BOOKS FOR SL TEACHERS & STUDENTS

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Donate a book. Change a life.

The **South Lyon Educational Foundation** is teaming up again with the **Salem-South Lyon District Library** and the **Lyon Township Public Library** to make sure our SLCS teachers have lots of great books for their classroom libraries next year. Do you have any used books in great condition (pre-K – 12) that you'd like to donate? Please email [perryrac@yahoo.com](mailto:perryrac@yahoo.com) for a convenient porch pick-up.

Together, we can support our kids and our schools!

**BOOK DRIVE**  
**NOW THRU AUGUST 18**

This is not an SLCS sponsored event.



**LTPL**   
LYON TOWNSHIP PUBLIC LIBRARY



**Paulina Poplawska**  
**Performance Goals and Objectives**  
**January 1 – December 31, 2025**

The Director is expected to provide a leadership role within the library, the community, and the library profession and serves as the official representative of the library.

**Mission:** To educate, enrich, and empower our community

**Vision:** Imagine the Possibilities

**Goal 1: Plan for the Library's growth**

1. Complete a new strategic plan for 2026-2029
  - a. Complete a community survey
  - b. Solicit input from community members in areas where people gather (Salem Township Hall, City of South Lyon offices) to see how we can draw people not utilizing the library
  - c. Outline a strategic plan for the next year

**Goal 2: Vision to Support and Empower the Community through Accessibility and As a Community Gathering Space**

1. Community gathering space and increase efficiency of library services
  - a. Expand storywalk into an interactive outdoor play experience by replacing storyboards (2025)
  - b. Clear outdoor space from DTE tree cutting
  - c. Designate areas for individual work and collaboration in the computer lab
  - d. Launch a new website

**Goal 3: Broaden the Community's Awareness of the Library**

1. Provide programs and services that engage new and current users and foster lifelong learning
  - a. Work with the Friends book room and gardeners as they transition to new coordinators in 2025
  - b. Evaluate and establish volunteer programs to make for a welcoming experience for all ages
  - c. Aid patrons in preserving their personal collections through digital collections stewardship through a multi-year project to prepare, gather, digitize, enhance, save, and share in a community-centered approach. 2025 focus will be on the following:
    - i. Connect and collaborate with local organizations
    - ii. Host a digitization day
    - iii. Host genealogy programming
  - d. Evaluate current marketing efforts to determine if the library is utilizing most cost effective and successful strategy and techniques
    - i. Set goals and objectives for the marketing department

**Salem-South Lyon District Library (SSLDL) Strategic Plan - 2023-2026**

**Our Mission: Educate. Enrich. Empower the Community.**

**Our Vision: Imagine the Possibilities!**

<b>Focus</b>	<b>Goals</b>	<b>Investments</b>	<b>Outcomes</b>	<b>Total Investment Cost</b>	<b>6.30.23-7.1.24 Costs</b>	<b>6.30.24-7.1.25 Costs</b>	<b>7.1.25 - 6.30.26 Costs</b>
<b>Exceptional Facilities</b>	Dedicate space for innovation	Modify computer lab as required to provide new technology to our patrons; create a makerspace whose components are mobile friendly; modify study room walls to provide a soundproof space for audio and video recording	Availability of new and current technology for community use	50,000			
	Upgrade existing facilities	Replace carpeting in casual seating area of adult section & adult and teen area	Enhanced physical space for adults and teens	95,000			
	Maintain facility	Replace sections of roof	Replace original roof over the children's area	25,000			
	Improve library parking lot	Upgrade asphalt	Improve the life of the parking lot	10,000			
<b>Technology Enhancements</b>	Collaborate with South Lyon Schools to enhance Internet speed	Invest in necessary computer hardware and other technology, develop agreement with South Lyon Community Schools, Utilize Library staff time & resources	Increase Internet speeds to 1 Gigabyte/sec.	9,000			3,000
	Upgrade telephone system	Updated equipment providing quality communication with the community	Improved communication with a VOIP and future cost savings	20,000			
<b>Programs and Services</b>	Provide programs and services that engage new and current users and foster lifelong learners.	Support both consumers and creators of information by offering creative outlets for all ages	Gather information about users of our programs and services to inform future decisions by staff and board members	0	0	0	0
		Increase community interaction with in-person discussions and surveys	Programming that meets the needs of our patrons and the community	0	0	0	0
		Provide resources necessary to help children and adults increase their reading and computer skills	Enhancing the reading and computer literacy of the community	Included with Programming costs			

<b>Community Awareness &amp; Involvement</b>	Facilitate effective conversations with community partners	Assess progress on strategic plan goals and communicate this information in newsletters, social media, annual report and other communications	A truly informed and engaged district who sees SSLDL as strategic community partner	0	0	0	0
		Evaluate current marketing efforts to determine if the library is utilizing most cost effective and successful strategy and techniques	A more efficient and effective marketing strategy	0	0	0	0
		Promote cutting edge library services to the public	A community well-informed about the most recent library offerings	0	0	0	0
		Recruitment and development of donors and strategic partners that lead to greater investments.	Increase in the size and number of donations.	3,000	1,000	1,000	1,000