



**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, JULY 28, 2025, AT 7:00 PM

- A. Call meeting to order and verify quorum (25-160)
- B. Approval of agenda (25-161V)
- C. Introduction of guests (25-162)
- D. Approval of past minutes from Regular Board Meeting on June 30, 2025 (25-163V)
- E. Public Comment (25-164)
- F. Friends of the Library Report (25-165)
- G. Financial Report
 - 1. Acceptance of the June 2025 Financial Report (25-166V)
- H. Approval for Payroll Report June 2025 (25-167V)
- I. Approval for Board Review of Bills and credit card purchases for June 2025 (25-168V)
- J. Director Report (25-169)
- K. Staff Reports (25-170)
- L. Committee Reports
 - 1. Advocacy Marketing (25-171)
 - 2. Facilities (25-172)
 - 1. Next meeting is scheduled for Thursday, July 31, 2025 at 6 p.m.
 - 3. Budget (25-173)
 - 4. Policy Committee (25-174)
 - 1. Next meeting is scheduled for Thursday, August 14, 2025, at 4 p.m.
 - 5. Professional Development (25-175)

M. Correspondence and communications (25-176)

N. Old Business (25-177)

O. New Business (25-178)

P. Presentation of the Library Website – K. Campbell (25-179)

Q. Board Comments (25-180)

R. Adjournment (25-181)

UPCOMING MEETINGS

BUDGET COMMITTEE: THURSDAY, AUGUST 21, 2025, AT 3:00 PM

BOARD MEETING: MONDAY, AUGUST 25, 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 Regular Board Meeting
Monday, June 30, 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 (25-138)

President Stacer called the meeting to order in the Olson Meeting Room at the Salem-South Lyon District Library at 7:00 p.m.

Present: D. Stacer, L. Hamilton, P. Peruski, D. Siivola, E. Petricca, P. Poplawska, K. Hutchinson, K. Merucci, K. Campbell
Excused: H. Maguire, R. Sims

K. Campbell - Recording Secretary	G. Balog– Staff Representative
K. Downs – Friends Representative	

B. Approval of agenda (25-139V)

Motion to accept the agenda was made by L. Hamilton; seconded by D. Siivola.

Yes: 5;
No: 0.
Motion Carried.

C. Introduction of guests (25-140)

Guests were introduced by P. Poplawska.

D. Approval of past minutes from Regular Board Meeting on May 19, 2025 (25-141V)

Motion to approve the past minutes from May 19, 2025 was made by L. Hamilton; seconded by D. Siivola.

Yes: 5;
No: 0.

Motion Carried

E. Public Comment (25-142)

There was no public comment.

F. Friends of the Library Report (25-143)

The City of South Lyon approved brick pavers around the Little Free Library at McHattie Park and volunteers recently replaced the shingles on the Little Free Library.

G. Financial Report

a. Acceptance of May 2025 Financial Report (25-144V)

Motion to accept the May 2025 financial report was made by L. Hamilton; seconded by P. Peruski.

Yes: 5;
No: 0.
Motion Carried.

H. Approval for Payroll Report May 2025 (25-145V)

Motion to approve the May 2025 payroll report was made by L. Hamilton; seconded by E. Petricca.

Yes: 5;
No: 0.
Motion Carried.

I. Approval for Board Review of Bills and credit card purchases for May 2025 (25-146V)

Motion to approve the May 2025 bills and credit card purchases made by L. Hamilton; seconded by E. Petricca.

Yes: 5;
No: 0;
Motion Carried.

J. Director Report (25-147)

Submitted for board review by P. Poplawska and filed.

K. Staff Reports (25-148)

Submitted for board review and filed.

L. Committee Reports

1. Advocacy Marketing (25-149)

2. Facilities

1. Request for Proposals for the Installation of 200kW Generator (25-150V)

The facilities committee is proposing the purchase of a 200kW generator.

Motion to approve a purchase a 200kW from Sourcewell for \$80,000 was made by L. Hamilton; seconded by P. Peruski.

Yes: 5:

No: 0:

Motion Carried.

Motion to approve the RFP for the generator installation with the names of the companies that have been asked to bid was made by L. Hamilton; seconded by D. Siivola.

Yes: 5:

No: 0:

Motion Carried.

Motion to approve N. Pratt and D. Siivola have the gas system pressure tested by MEEC and Consumers not to exceed \$10,000 was made by L. Hamilton; seconded by P. Peruski.

Yes: 5:

No: 0:

Motion Carried.

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)

Submitted and filed by P. Poplawska

O. New Business (25-157)

None.

P. Board Comments (25-158)

There were board comments.

Q. Adjournment (25-159)

Meeting adjourned at 7:34 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 June 30, 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

June 2025 Budget Highlights – Financial Report

Income:

Account 400 Property Taxes Operating: \$20,056.53

South Lyon 1995 Operating of \$5,754.88, South Lyon 2014 Operating of \$2,555.43

Salem Township 1995 Operating of \$8,135.43, Salem Township 2014 Operating of \$3,610.79

Account 400.3 Service Contract: \$10,766.10

Account 409 Fines & Fees \$459.15

- Penal Fines: \$0.0
- Fines \$459.15
- Non-resident fee: \$0.00

Acct. 440 Gifts & Grants \$1,429.52

- True Gift: \$51.57
- Friends Gift Income: \$0.0
- Friends Books Donation Income: \$870.75
- Library Collection Gifts: \$57.20
- Annual Appeal: \$350.00
- Gifts (In Memoriam): \$100.00

Account 440.3 Miscellaneous Income: \$2,065.78

(Of note: Lost Materials: \$311.78, Computer Prints: \$1,112.68, Faxes: \$120.00, Rebates: \$343.77, T-shirt sales: \$161.50)

Account 450 Interest: \$7,246.04

- Michigan Class \$2,034.78
- Comerica: \$0.00
- Huntington: \$5,211.26

Total Income: \$42,023.12

Account 500 - Personnel Total: \$79,331.29 (Two pays)

- \$ 68,154.59 Acct. 500.2 Salaries
- \$ 3,290.33 Acct. 505.2 Deferred Compensation Plan
- \$ 2,779.49 Acct. 502.3 Group Health Plan
- \$ 5,062.92 Acct. 545 FICA
- \$ 43.96 Acct.570 Dues & workshops

Account 505 - Library Materials & Supplies: \$25,009.36

\$ 20,771.59 Acct. 505.12 Library materials (Teen \$624.40 Youth: \$1,093.00, Adult: \$3,615.62, Processing: \$61.06, Downloadable: \$15,377.51 – includes \$\$1,323.00 for Consumer Reports) \$ 228.95 Acct. 508 Computer supplies & maintenance \$ 4,008.82 Acct. 531 Programming (Adult \$486.84/Youth \$3,521.98)

Account 536 & 600 Total - Facilities & Equipment: \$196,892.77

Account 536 Facilities:

- \$ 4,679.45 Acct. 515 Utilities (DTE \$3,898.07 and Consumers \$781.38)
- \$10,192.85 Acct. 536.12 Maintenance & Repairs of note: custodial: \$358.80, routine repairs of \$1,596.28, small equipment \$967.77 (Gallery Wall device \$586/\$381.77 for rolling carts and new laminator), \$4700.00 for landscaping services – to clear DTE power line tract/\$ \$1,870.00 for landscaping services to remove stumps, water softeners, septic, sprinklers : \$30.00, HVAC repairs \$360.00, alarm monitoring \$310.00

- **Account 600 Capital Expenditures and Equipment:**
 - 600.1 Computer (3 Dell Precision 3460 Desktops) \$6,242.91
 - 600.3 Other Technology \$7447.50 for partial website design services
 - 600.4 Other Tech Equipment: \$34,558.72 (camera system)
 - 600.5 Licensing & Support: \$181.18
 - 605.2 Capital Equipment: \$67,796.91 (Refresh of Meeting Room #1 complete)
 - 605.31 Capital Expenditure: \$0.0
 - 605.95 Bond Interest: \$10,793.25
 - 605.96 Bond Principal : \$55,000.00

Account 585 – Administrative Expenses \$4,539.90 of note:

- \$ 500.29 Acct. 510.3 Office Supplies
- \$ 00.0 Acct. 511 Postage
- \$ 00.0 Acct. 512 Printing
- \$ 2,334.55 Acct. 514 Advertising
- \$ 319.00 Acct. 516 Telephone
- \$ 886.06 Acct 520 Contractual Services (lawn maintenance, lease copy machine, cc fees)
- \$ 0.00 Acct.525 Legal & Professional
- \$ 500.00 Acct.585.3 Misc. expense (Agent Fee)

Account 586 - Gifts & Grants Purchases \$2,620.63 of note:

- \$ 748.29 Acct. 523.2 Gifts & Grants
- \$ 436.08 Acct. 586.27 Friends Gift Purchases
- \$ 870.75 Acct.586.39 Book Sale Monies
- \$ 0.0 Acct.586.4 Gift Purchases
- \$ 565.51 Acct. 586.9 Gift Purchases for collection
-

Expenditures exceed Revenue by \$266,370.83 / YTD Revenues exceed Expenditures by \$357,335.62

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

	Jun 25	Jul '24 - Jun 25	\$ Over Budget	% of Budget	Annual Budget
Preliminary					
Ordinary Income/Expense					
Income					
400 · Property Taxes	20,056.53	1,519,839.05	-8,472.95	99.45%	1,528,312.00
400.3 · Service Contract	10,766.10	392,463.71	14,463.71	103.83%	378,000.00
400.4 · Personal Property Taxes	0.00	5,352.55	-3,447.45	60.82%	8,800.00
409 · Fines & Fees	459.15	42,932.39	3,632.39	109.24%	39,300.00
415 · State Aid	0.00	26,361.66	13,532.66	205.49%	12,829.00
440 · Gifts & Grants	1,429.52	259,957.46	161,957.46	265.26%	98,000.00
440.3 · Miscellaneous Income	2,065.78	27,647.85	-84,752.15	24.6%	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	7,246.04	103,952.96	46,952.96	182.37%	57,000.00
Total Income	42,023.12	2,379,661.63	144,020.63	106.44%	2,235,641.00
Gross Profit	42,023.12	2,379,661.63	144,020.63	106.44%	2,235,641.00
Expense					
500 · Personnel	79,331.29	1,042,483.55	-65,193.45	94.11%	1,107,677.00
505 · Library materials & supplies	25,009.36	346,081.84	-26,918.16	92.78%	373,000.00
536 · Facilities & Equipment	196,892.77	493,164.44	-77,399.56	86.44%	570,564.00
585 · Administrative Expenses	4,539.90	81,037.81	-5,362.19	93.79%	86,400.00
586 · Gifts & Grants Purchases	2,620.63	59,558.37	-38,441.63	60.77%	98,000.00
Total Expense	308,393.95	2,022,326.01	-213,314.99	90.46%	2,235,641.00
Net Ordinary Income	-266,370.83	357,335.62	357,335.62	100.0%	0.00
Net Income	-266,370.83	357,335.62	357,335.62	100.0%	0.00

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

	Jun 25	Jul '24 - Jun 25	\$ Over Budget	% of Budget	Annual Budget
PRELIMINARY					
Ordinary Income/Expense					
Income					
400 · Property Taxes	20,056.53	1,519,839.05	-8,472.95	99.45%	1,528,312.00
400.3 · Service Contract	10,766.10	392,463.71	14,463.71	103.83%	378,000.00
400.4 · Personal Property Taxes	0.00	5,352.55	-3,447.45	60.82%	8,800.00
409 · Fines & Fees	459.15	42,932.39	3,632.39	109.24%	39,300.00
415 · State Aid	0.00	26,361.66	13,532.66	205.49%	12,829.00
440 · Gifts & Grants	1,429.52	259,957.46	161,957.46	265.26%	98,000.00
440.3 · Miscellaneous Income	2,065.78	27,647.85	-84,752.15	24.6%	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	7,246.04	103,952.96	46,952.96	182.37%	57,000.00
Total Income	42,023.12	2,379,661.63	144,020.63	106.44%	2,235,641.00
Gross Profit	42,023.12	2,379,661.63	144,020.63	106.44%	2,235,641.00
Expense					
500 · Personnel					
500.2 · Salaries	68,154.59	894,684.72	-42,992.28	95.42%	937,677.00
502 · Empl benefits	11,132.74	144,615.77	-20,384.23	87.65%	165,000.00
570 · Dues & workshops/travel	43.96	3,183.06	-1,816.94	63.66%	5,000.00
Total 500 · Personnel	79,331.29	1,042,483.55	-65,193.45	94.11%	1,107,677.00
505 · Library materials & supplies					
505.12 · Library Materials	20,771.59	259,707.44	-16,292.56	94.1%	276,000.00
508 · Computer supplies/maint.	228.95	13,513.08	-2,486.92	84.46%	16,000.00
527 · Cooperative fee	0.00	55,133.65	-7,866.35	87.51%	63,000.00
531 · Programming	4,008.82	17,727.67	-272.33	98.49%	18,000.00
Total 505 · Library materials	25,009.36	346,081.84	-26,918.16	92.78%	373,000.00
536 · Facilities & Equipment					
515 · Utilities	4,679.45	53,027.16	-472.84	99.12%	53,500.00
536.12 · Maintenance & Repairs	10,192.85	112,754.50	-1,295.50	98.86%	114,050.00
560 · Insurance	0.00	27,320.00	0.00	100.0%	27,320.00
600 · Equipment	48,430.31	64,464.42	-17,535.58	78.62%	82,000.00
605 · Capital Expenditure	67,796.91	92,797.69	-21,902.31	80.91%	114,700.00
605.8 · Cap. Expenditures (Future)	0.00	0.00	-17,407.00	0.0%	17,407.00
605.9 · Cap.Project Exp.(Prior Year)	0.00	66,214.17	-18,785.83	77.9%	85,000.00
605.95 · Interest Expense (Bond)	10,793.25	21,586.50	-0.50	100.0%	21,587.00
605.96 · Debt Repayment	55,000.00	55,000.00	0.00	100.0%	55,000.00
Total 536 · Facilities & Equipment	196,892.77	493,164.44	-77,399.56	86.44%	570,564.00
585 · Administrative Expenses					
510 · Office supplies	500.29	1,963.24	-36.76	98.16%	2,000.00
511 · Postage	0.00	555.58	-194.42	74.08%	750.00
512 · Printing	0.00	564.31	-185.69	75.24%	750.00
514 · Advertising	2,334.55	32,529.14	-2,470.86	92.94%	35,000.00
516 · Telephone	319.00	3,707.00	-93.00	97.55%	3,800.00
520 · Contractual services	886.06	31,145.53	-1,854.47	94.38%	33,000.00
525 · Legal & Professional	0.00	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	500.00	699.81	-300.19	69.98%	1,000.00
Total 585 · Administrative Expenses	4,539.90	81,037.81	-5,362.19	93.79%	86,400.00
586 · Gifts & Grants Purchases	2,620.63	59,558.37	-38,441.63	60.77%	98,000.00
Total Expense	308,393.95	2,022,326.01	-213,314.99	90.46%	2,235,641.00
Net Ordinary Income	-266,370.83	357,335.62	357,335.62	100.0%	0.00
Net Income	-266,370.83	357,335.62	357,335.62	100.0%	0.00

Salem-South Lyon District Library
Balance Sheet
 As of June 30, 2025

	Jun 30, 25	Jun 30, 24
ASSETS		
Current Assets		
Checking/Savings		
102 · Checking-Huntington Bank	102,155.05	3,972.95
106 · MI Class	567,434.49	344,198.73
113 · Comerica	13,161.82	12,630.96
116 · Huntington Securities	1,429,549.96	1,494,714.91
117 · Huntington Brokerage	130,039.00	0.00
Total Checking/Savings	2,242,340.32	1,855,517.55
Other Current Assets		
103 · Petty Cash	225.00	225.00
115 · State Aid Receivable	9,567.12	9,567.12
Total Other Current Assets	9,792.12	9,792.12
Total Current Assets	2,252,132.44	1,865,309.67
Other Assets		
144 · Beneficial Interest/Comm. Found	27,045.54	27,045.54
Total Other Assets	27,045.54	27,045.54
TOTAL ASSETS	2,279,177.98	1,892,355.21
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 · Accounts Payable	85,211.81	58,137.48
Total Accounts Payable	85,211.81	58,137.48
Other Current Liabilities		
2100 · Payroll Liabilities	38,357.68	35,944.86
Total Other Current Liabilities	38,357.68	35,944.86
Total Current Liabilities	123,569.49	94,082.34
Total Liabilities	123,569.49	94,082.34
Equity		
2200 · Library Fund Balance	439,067.00	439,067.00
300 · Unassigned Fund Balance	970,670.32	655,775.79
3000 · Undesignated Fund Balance	388,535.55	388,535.55
Net Income	357,335.62	314,894.53
Total Equity	2,155,608.49	1,798,272.87
TOTAL LIABILITIES & EQUITY	2,279,177.98	1,892,355.21

Salem-South Lyon District Library Monthly Payroll Summary

June 2025

	TOTAL		
	Paydate: 6.06.25	Paydate: 6.20.25	Jun 25
Employee Wages, Taxes and Adjustments			
Gross Pay			
Bonus	0.00	50.00	50.00
Salary	22,035.58	21,036.97	43,072.55
Hourly Wage	11,476.57	13,161.57	24,638.14
Sick	298.20	96.00	394.20
Total Gross Pay	33,810.35	34,344.54	68,154.89
Deductions from Gross Pay			
Deferred Comp MERS	-1,551.76	-1,470.88	-3,022.64
Health Insurance (pre-tax)	-840.82	-840.82	-1,681.64
Pre-tax HSA Emp.	-145.50	-145.50	-291.00
Voluntary Ded/ROTH	-377.86	-377.86	-755.72
Total Deductions from Gross Pay	-2,915.94	-2,835.06	-5,751.00
Adjusted Gross Pay	30,894.41	31,509.48	62,403.89
Taxes Withheld			
Federal Withholding	-2,819.00	-2,754.00	-5,573.00
Medicare Employee	-475.96	-483.66	-959.62
Social Security Employee	-2,035.14	-2,068.16	-4,103.30
MI - Withholding	-1,190.06	-1,207.70	-2,397.76
Total Taxes Withheld	-6,520.16	-6,513.52	-13,033.68
Net Pay	24,374.25	24,995.96	49,370.21
Employer Taxes and Contributions	0.00	0.00	0.00

June 2025 Transactions

	A	B	C	D	E	F	G
1	Type	Date	Num	Name	Memo	Cost Center	Amount
2	Jun 25						
3	Check	06/02/2025	AutoDeduct	Huntington National Bank	Interest on Bond	600 Capital Equip.	-10,793.25
4	Check	06/02/2025	AutoDeduct	Huntington National Bank	Debt Repayment	601 Capital Equip.	-55,000.00
5	Liability Check	06/02/2025	AutoDeduct	PRIORITY HEALTH	Group Health	500 Personnel	-3,772.09
6	Check	06/02/2025	AutoDeduct	Reliance Standard	Group Health	500 Personnel	-70.84
7	Bill Pmt -Check	06/03/2025	17440	GANNETT MI.NEWSPAPERS	Public meeting Notice- Budget Hearing	585 Admin. Expenses	-175.99
8	Bill Pmt -Check	06/03/2025	17441	Greater Brighton Area Chamb	Non Profit Membership	585 Admin. Expenses	-200.00
9	Bill Pmt -Check	06/03/2025	17442	Hoopla	May Hoopla	505 Library Materials	-1,712.16
10	Bill Pmt -Check	06/03/2025	17443	Kanopy LLC	May Kanopy	505 Library Materials	-306.85
11	Bill Pmt -Check	06/03/2025	17444	MARTIN HARDWARE	squegee, work gloves, keys	536 Facilities	-52.68
12	Bill Pmt -Check	06/03/2025	17445	Millennium	toner	505 Library Materials	-15.00
13	Bill Pmt -Check	06/03/2025	17446	T-Mobile	Hot Spots	505 Library Materials	-697.95
14	Bill Pmt -Check	06/04/2025	17447	Bill Konkolesky	UFO Abduction Program	505 Library Materials	-200.00
15	Bill Pmt -Check	06/04/2025	17448	OVERDRIVE, INC.	E books & audio books	505 Library Materials	-3,232.04
16	Bill Pmt -Check	06/04/2025	17449	OVERDRIVE, INC.	E books & audio books	505 Library Materials	-153.87
17	Bill Pmt -Check	06/04/2025	17450	OVERDRIVE, INC.	E books & audio books	505 Library Materials	-470.14
18	Bill Pmt -Check	06/05/2025	17451	KATHLEEN HUTCHINSON	Reimburse.Sam'sClub/food	586 Gift Purchases	-103.48
19	Liability Check	06/06/2025	EFTPS	HUNTINGTON BANK	employee withholding	500 Personnel	-7,841.20
20	Liability Check	06/06/2025	AutoDeduct	MERS	Deferred Comp.	500 Personnel	-3,551.62
21	Liability Check	06/09/2025	AutoDeduct	TASC	empl. Contribution	500 Personnel	-145.46
22	Check	06/09/2025	AutoDeduct	Delta Dental	Group Health	500 Personnel	-373.64
23	Bill Pmt -Check	06/13/2025	17452	BAKER & TAYLOR	Library Materials	505 Library Materials	-290.99
24	Bill Pmt -Check	06/13/2025	17453	Flylock Security Solutions	Camera system	600 Capital Equip.	-29,225.00
25	Bill Pmt -Check	06/13/2025	17454	MCLS	Membership	585 Admin. Expenses	-125.00
26	Bill Pmt -Check	06/13/2025	17455	Shaw Construction	Initial billing on meeting room, staff kitchen Invoice #2025-0414	600 Capital Equip.	-15,733.30
27	Bill Pmt -Check	06/13/2025	17456	Jon Milan	Classic Michigan Food & Drink	505 Library Materials	-150.00
28	Bill Pmt -Check	06/13/2025	17457	Bass Controls	Integration controls to HVAC	600 Capital Equip.	-16,975.00
29	Bill Pmt -Check	06/13/2025	17458	BRODART CO	processing materials	505 Library Materials	-168.64
30	Bill Pmt -Check	06/13/2025	17459	FRIENDS OF THE SSLDL	Friends Book Donation May	586 Gift Purchases	-1,296.79
31	Bill Pmt -Check	06/13/2025	17460	Got Ink? Screen Printing	SRP shirts	585 Admin. Expenses	-1,540.00
32	Bill Pmt -Check	06/13/2025	17461	TIPTOP ENTERTAINMENT	Foam Party	505 Library Materials	-575.00
33	Bill Pmt -Check	06/13/2025	17462	TIPTOP ENTERTAINMENT	NERF Mobile Gaming	505 Library Materials	-1,175.00
34	Bill Pmt -Check	06/13/2025	17463	BAKER & TAYLOR	Library Materials	505 Library Materials	-10,682.93
35	Bill Pmt -Check	06/16/2025	17464	BRIGHTON DISTRICT LIB.	Green Oak Board of Review	400 Property Taxes/Service Contract	-267.81
36	Bill Pmt -Check	06/16/2025	17465	CEC Electric	Electrical services	536 Facilities	-360.00
37	Bill Pmt -Check	06/16/2025	17466	Cengage Learning Inc	Audio books	505 Library Materials	-103.22
38	Bill Pmt -Check	06/16/2025	17467	Millennium	toner	505 Library Materials	-30.00
39	Bill Pmt -Check	06/16/2025	17468	Walk One	partial on Website Design	600 Capital Equip.	-7,447.50
40	Liability Check	06/18/2025	EFTPS	Michigan	employee withholding	500 Personnel	-2,661.46
41	Bill Pmt -Check	06/20/2025	AutoDeduct	DTE ENERGY	electric	536 Facilities	-3,379.46
42	Liability Check	06/20/2025	EFTPS	HUNTINGTON BANK	employee withholding	500 Personnel	-7,857.64
43	Bill Pmt -Check	06/20/2025	Online Pymt	Milennium Business	copiers, toner, PM for printers	585 Admin. Expenses \$507.13/505 Library Materials \$904.22	-1,411.35
44	Liability Check	06/20/2025	AutoDeduct	MERS	Deferred Comp.	500 Personnel	-3,517.07
45	Liability Check	06/20/2025	AutoDeduct	TASC	employee contribution	500 Personnel	-145.46

June 2025 Transactions

	A	B	C	D	E	F	G
46	Bill Pmt -Check	06/23/2025	17469	TASC	TPA fee	585 Admin. Expenses	-139.92
47	Bill Pmt -Check	06/23/2025	17470	THE LIBRARY NETWORK	Consumer Reports	505 Library Materials	-1,323.00
48	Bill Pmt -Check	06/23/2025	17471	OVERDRIVE, INC.	E books & audio books	505 Library Materials	-171.97
49	Bill Pmt -Check	06/23/2025	17472	OCLC Inc.	E books & audio books	505 Library Materials	-1,260.37
50	Bill Pmt -Check	06/23/2025	17473	OCLC Inc.	e books & audio books	505 Library Materials	-305.06
51	Check	06/25/2025	AutoDeduct	CONSUMERS ENERGY	Gas	536 Facilities	-781.38
52	Bill Pmt -Check	06/26/2025	17474	Metcom	Processing materials (tags)	505 Library Materials	-4,260.00
53	Bill Pmt -Check	06/30/2025	17475	Huntington National Bank	Agent Fee for bond	585 Admin. Expenses	-500.00
54	Bill Pmt -Check	06/30/2025	17476	Millennium	Toner	505 Library Materials	-15.00
55	Bill Pmt -Check	06/30/2025	17477	OVERDRIVE, INC.	E Books & audio books	505 Library Materials	-10,326.62
56	Bill Pmt -Check	06/30/2025	17478	ALEX THOMAS & FRIENDS	Pixilation Animation Workshop	505 Library Materials	-550.00
57	Bill Pmt -Check	06/30/2025	17479	Got Ink? Screen Printing	SRP shirts for volunteers	505 Library Materials	-574.40
58	Bill Pmt -Check	06/30/2025	17480	AA HANDS-ON MUSEUM	Magnificent Magnets Program	505 Library Materials	-216.25
59	Bill Pmt -Check	06/30/2025	17481	OVERDRIVE, INC.	E books & audio books	505 Library Materials	-391.97
60	Bill Pmt -Check	06/30/2025	17482	AA HANDS-ON MUSEUM	Nature's Nightlife Program	505 Library Materials	-366.25
61	Bill Pmt -Check	06/30/2025	17483	Mutual of Omaha	Group Health	500 Personnel	-173.72
62	Bill Pmt -Check	06/30/2025	17484	Reliance Standard	Group Health	500 Personnel	-70.84
63	Bill Pmt -Check	06/30/2025	17485	OCLC Inc.	E books & audio books	505 Library Materials	-1,050.00
64	Bill Pmt -Check	06/30/2025	17486	PETTY CASH	\$43.96 for travel to Youth Services mtg/Krogers for canning supplies program \$33.98/Kroger \$43.85 food for volunteers	500 Personnel \$43.96/505 Library Materials \$33.98/586 Gifts \$43.85	-121.79
65	Check	06/30/2025			Service Charge	585 Admin. Expenses	-1.53

Salem-South Lyon District Library
Vendor QuickReport
June 2025

Type	Date		Memo	Cost Control Center	Amt
CARDMEMBER SERVICES					
Bill	06/08/2025	KC	Crutchfield for camera system \$3306.70/Amazon for HDMI coupler, lavalier, microphone/\$39.00 office supplies	Acct. 600 Equipment \$3930.24/Acct 585 Admin Expense \$39.00	3,969.24
Bill	06/10/2025	CB	Amazon \$454.67/ Adult Fiction/\$662.25 kits/\$15.89 Spice club/Friends Crafts \$161.52	Acct. 505 Library Materials \$1132.81/586 Gifts \$161.52	1,294.33
Bill	06/10/2025	KH	Quill/paper, toilet paper, office supplies	585 Admin. Expenses \$99.13/505 Library Materials \$165.96/536 Facilities \$26.99	292.08
Bill	06/10/2025	TR	Michael's for SRP décor	585 Admin. Expenses	51.68
Bill	06/10/2025	TM	Amazon \$451.48 for Y books, I Fiction/Meijer \$29.61 for SRP supplies	505 Library Materials	481.09
Bill	06/10/2025	NP	Amazon for back flow preventer supplies	536 Facilities	38.37
Bill	06/10/2025	AC	Amazon for dvds	505 Library Materials	190.21
Bill	06/10/2025	SS	Amazon & Kroger for water, lemons, insect repellent \$315.45/refund on T Graphic for 12.08	505 Library Materials	303.37
Bill	06/10/2025	KM	Amazon \$9.99 for J fiction/Historical Society \$100.00/ICKC \$161.03 for e books	585 Admin. Expenses 100.00/505 Library Materials \$171.02	271.02
Bill	06/10/2025	MM	Eim & Amazon \$165.62 for processing supplies/Amazon \$314.49 for laminator/Amazon \$67.28 for rolling carts/Amazon \$249.48 for office supplies/Displays and Holders \$606.41 for signage/Amazon \$839.13 for cc item in dispute/Amazon \$49.98 for meeting room supplies	536 Facilities \$988.18/585 Admin Expenses \$1138.59/505 Library Materials 165.62	2,292.39
Bill	06/14/2025	PP	JMV Landscaping for cleanup of DTE tree removal area	536 Facilities \$4700.00	4,700.00
Bill	06/30/2025	CB	Amazon - Adult Fiction \$86.97 SRP supplies & Spice Club/ Barnes & Noble \$274.56 Friends Lucky Day gift Purchase/Barnes & Noble \$465.51 for Adult Fiction/Amazon \$866.44 for Adult Fiction	505 Library Materials \$1418.92/586 Gifts Purchase \$274.56	1,693.48
Bill	06/30/2025	AC	Amazon/dvd	505 Library Materials	1.36
Bill	06/30/2025	KC	Mockette \$206.50 for HDMI cords/Intelligink \$500.18/Amazon & Battereis Plus \$97.58 for 3d filament, 2 - 6V batteries/Amazon \$6242.91 3 Dell Precision 3460 Workstation/Alohi Fax \$17.99	536 Facilities (Equipment) \$7407.15/505 Library Materials \$17.99/585 Admin. Expenses \$319.00	7,744.14
Bill	06/30/2025	KH	Amazon \$245.19 for toddler wall safety seat/Shelly Pinkerto \$310.00 for alarm monitoring/\$1870.00 JMV Landscaping for stump removal (34)/Kroger \$130.04 for food for volunteers	536 Facilities \$2425.19/586 Gifts \$130.04	2,555.23
Bill	06/30/2025	MM	Amazon \$508.19 for screen protector spray, carry case for Switch, pencil sharpener, restroom supplies, supplies for meeting room	505 Library Materials \$35.44/536 Facilities \$444.76/585 Admin Expenses \$27.99	508.19
Bill	06/30/2025	TM	Meijer for SRP \$83.08/Barnes & Noble 709.78 for T & Y Graphic	505 Library Materials	792.86
Bill	06/30/2025	KM	South Lyon Animal Clinic \$92.58 for Norbert/Amazon \$88.95 for SRP décor/Make Stickers \$150.00/Barnes & Noble \$172.64/Gannett for newspapers \$178.45	536 Facilities \$92.58/585 Admin Expenses \$238.95/505 Library Materials \$251.09/586 Gift Purchase \$100.00	682.62
Bill	06/30/2025	NP	Washtenaw County \$30.00 for water testing/Gallery System \$586.00/\$31.43 Lowes for sika dry self leveler, post hole footer	536 Facilities	647.43
Bill	06/30/2025	SS	Amazon for Programming \$211.34 (SummerFest Program, Oreo Program, Teen Book Boxes/\$34.71 Amazon for clipboards, tape	505 Library Materials \$211.34/585 Admin. Expenses \$34.71	246.05



**Salem-South Lyon
District Library**

FOR JULY 28, 2025, LIBRARY BOARD MEETING

Friends - Rachael Showerman, Friends Board Member

The Little Free Library will be celebrating its 9th Birthday in August.



2025 Friends Board Meetings

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

September 11 – P. Peruski

November 13 – D. Stacer

Friends-Jeanette Benson, Garden and Book Room Coordinator

The transition to the new Garden Coordinator occurred July 1. Melanie Herbert is the new Garden coordinator transitioning from Jeanette Benson. She brings a great deal of energy and love of gardening to the job. Jeanette continues to coordinate the Used Book Sales.



Jeanette and Melanie

Book Sales have been going well. Sales for the year have exceeded our goals, especially eBay far exceeding projections.

Library Director - Paulina Poplawska

Focus: Community Awareness and Engagement

Zoe Gargiulo and Paulina Poplawska represented the library at the South Lyon Pride event at McHattie Park on July 12. This was the library's fourth year at the event, and it provided a great opportunity for community outreach. Many people stopped by our booth to snag giveaways and ask about library events and services. They expressed their gratitude for the library's presence at the event. It started with a windy storm but turned out to be a nicer afternoon to forge connections with new patrons and network with local community organizations.



The library was invited to the Movies in the Park in McHattie Park this year. On July 18, Tina MacIntosh, Ashley Fisher, Paulina Poplawska, and Eli Hedgcock represented the library at the event. The Movie was “Finding Nemo” so the anticipation was that we would have a great turnout. We had many folks who stopped by our table to make sand bracelets, snag giveaways and ask about library events, particularly about children’s programming and the summer reading program. We had a visit from Bubbles the Elephant, the Learning Experience’s mascot.





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

The 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 hosted 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 finalized 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 set up 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.

June 27, 2025

Rebuilt the donation forms within the new site and verified their functionality. Fixed an issue with the spam filter for the other forms on the site that was failing to properly validate submissions. The forms include library card applications and the 3d print requests. Addressed an issue with importing the other library resources into the resource section on the page.

July 2, 2025

WalkOne initiated the import of the backup files of the old site to the new servers. This would act as a way for us to control the files from the old site until the new site goes live. Some of the pages failed to import, and the idea of moving a copy of the old site to the new servers was not possible due to the proprietary nature of the old website host.

July 11, 2025

WalkOne confirmed the web hosting contact with the vendor and ensured that everything was set to migrate over. The website went live.

Project Timeline Update: Meeting Room 1 and staff break room (Phase I) - COMPLETED

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:

6/13/2025	Refresh Balance	\$15,733.30
6/30/2025	Refresh Balance	\$52,063.70

TOTAL \$67,797

February 24, 2025

Facilities Committee

March 5, 2025

Construction, SSLDL meeting with Shaw, IE, Kathy Merucci, Kathy Hutchinson, and Paulina Poplawska.
Phase I starts 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, 2015

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 the next steps and timelines for ordering.

June 26, 2025

Facilities Committee

July 7, 2025

Kathy Merucci and Paulina Poplawska met with Kyle Haning from Library Design to discuss the project.

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

Focus: Community Awareness, Engagement & Services

Our summer reading program is still going strong, and our patrons are really enjoying the new logs and format this year for adults, teens, tweens and kids. So far, there have been 186 participants in the Adult 2025 Summer Reading Challenge. This is an increase from 139 participants in 2024. Patrons have commented on the ease and flexibility of the adult program. They have enjoyed the format and hope we continue with a similar format in the future.

FREE STROLL in the gardens 250 PTS	Reread an old favorite 250 PTS	Try a digital service 250 PTS	Share Your Story (see back) 300 PTS	Attend a library program 300 PTS	GO TO A PROGRAM
Try a new book genre 200 PTS	Try a book from a display 200 PTS	Read a graphic novel 150 PTS	Watch a movie based on a book 150 PTS	Finish a 500+ page book 400 PTS	Read an award winner 400 PTS
Read a memoir 350 PTS	Read a new release 350 PTS				
Borrow a kit 100 PTS	Read a short story 100 PTS	Check out a cookbook 50 PTS	Borrow a magazine 50 PTS	GO to the Library	

READOPOLY

Name: _____
Phone: _____

Summer Reading runs Saturday, June 14 through Saturday, August 2. Complete any number of challenges and add up your points. More points mean more raffle entries! Turn in this sheet by Saturday, August 9, 2025. The prize raffle will be held on Monday, August 11!

Challenge	Points
Borrow a magazine	50
Check out a cookbook	50
Read a short story	100
Borrow a kit	100
Watch a movie based on a book	150
Read a graphic novel	150
Try a book from a display	200
Try a new book genre	200
Reread an old favorite	250
Try a digital service (Libby, CloudLibrary, hoopla, Kanopy, Mango, etc.)	250
Share Your Story: Get a form at the Reference Desk and tell us how you use your library!	300
Attend a library program	300
Read a new release	350
Read a memoir or other nonfiction	350
Read an award winner	400
Finish a 500+ page book or 15+ hour audiobook	400

It all counts! Digital vs. physical, print vs. audio: all formats are welcome!

Prizes

Joining the game:

Free book

50 - 150 points:
1 raffle entry

200 - 350 points:
2 raffle entries

400 - 550 points:
3 raffle entries + a sticker

600 - 750 points:
4 raffle entries + a sticker + a Chance card!

800+ points:
All of the above, plus a book!



ADD UP YOUR POINTS
TURN IN BY AUGUST 9

eContent Update:

On June 4, 2024, SSLDL migrated from the MCLS consortium to Download Destination (DD). By changing consortiums, our goals were to decrease platform fees, increase digital content and decrease wait times for our patrons.

Comparison from June 2024 to July 2025:

- DD holds have decreased to 61 days from 70 days with MCLS.
- The magazine fee with DD is based on a percentage of circulation. Our current fee decreased from a flat fee of \$2550.00 with MCLS to \$225.00 for the 2025-2026 budget year.
- The platform fee decreased from \$13,835 with MCLS to \$7,000 with DD.
- There were well over 1,000 patron holds with MCLS. We currently have 819 holds in DD.

Our goal for the 2025-2026 budget year is to continue to increase content in Libby while decreasing wait times for our patrons.

USA Today Network's Public Library Program:

In June, the Library added a new service: Daily access to the Detroit Free Press, Detroit News, and USA TODAY.

Our patrons only need to create an account and will have:

- Full access to each paper on a desktop, tablet, and mobile devices.
- Digital replicas of the print editions of the Detroit Free Press, Detroit News, and USA TODAY
- Link on Library website: <https://ssldl.info/ssldl-newspapers>

Hoopla Update:

For the 2025-2026 budget year, Hoopla checkouts have increased from 6 to 7. I will monitor the budget to see if there can be an additional increase in checkouts later in the year, and/or provide bonus borrow months for our patrons.

Adult Programming Highlights and Statistics:

Flavor Fiends Spice Club (Barbeque Rub): 63 participants



Hypertufa Pots (Adult Craft Night): 20 Participants



Hall of Fame DNA: The Legacy of Norman Turkey Stearnes: 9 Participants



Classic Michigan Food and Drinks: 32 participants



Additional Program Statistics: June 2025

- Needlework Group: participants
- Writer's Group: 7 participants
- Community Cares: 12 participants
- Paranormal Pages Book Club: 10 participants
- Karma is a Book club: 2 participants
- Cliffhanger's Mystery Book Club: 23 participants
- Something Different Book Club: 12 participants
- Monthly Book Challenge - Read Historical Fiction: 10 participants
- Wool Applique: 8 participants

Adult Outreach - Patrons Served:

- Outreach Senior Rehab. Center: 1
- Outreach book delivery: 9
- Center for Active Adults Tech Talk: 6
- Center for Active Adults Book Club: 14

Services - Patrons Served:

- Notary Service: 10
- Sewing For You: 20

Respectfully submitted,
Kathy Merucci, Head of Information Services

Youth & Teen Services – Tina McIntosh, Sarah Scherdt

School Visits: May/June

During the final weeks of May and the beginning of June, Literacy Team staff visited four elementary schools in our district, connecting with nearly 1,770 students to promote the Summer Reading Program. We reached every Kindergarten through 5th grade class, making this one of our most significant outreach efforts of the year for this age group.

These school visits are such an important way for us to connect with the community. Partnering with local schools lets us reach kids where they already are and gives us the chance to show them all the fun and exciting things happening at the library over the summer. We hand out flyers, run through all the upcoming events with a slideshow, and answer tons of curious (and often very enthusiastic!) questions from students.

Outreach like this really makes a difference. The success of programs like Summer Reading depends on us getting the word out and building relationships with families and schools. It's one of the best ways to make sure the community knows the library is here for them. Through these partnerships with schools, we ensure that the library remains a visible, trusted, and accessible resource for learning and enrichment year-round.

Summer Reading Programs

This year's Summer Reading Program was built on feedback and insights from last year, resulting in a more streamlined and engaging experience across all age groups. Participation was strong, and early responses indicate the program was both well-received and effective in encouraging summer reading.

Early Literacy

Our youngest participants took part in the *Read-to-Me Ducky Log*, designed to support early literacy and tie directly into our ongoing *1000 Books Before Kindergarten* program. For every book read to them, children colored in a duck shape on their log, collecting stickers at the 25, 50, and 75 book milestones. Upon reading 100 books, they earned a rubber duck toy as a prize and a raffle ticket for the grand prize drawing. This format encouraged consistent reading habits and helped families stay engaged with library programs beyond the summer.

Elementary Readers

Elementary-aged readers continue with our popular reading log necklace format. Reintroduced with improvements from last year's launch, this format allowed participants to earn colorful beads by tracking their reading and completing fun challenges. This year, we expanded the ways to earn beads—including attending library events and completing weekly in-library challenges—adding more opportunities for engagement and excitement.

Middle School

Middle school participants used a simplified, task-based log system. In response to last year's feedback, we eliminated weekly prize drawings and instead offered instant rewards like candy, fidgets, stickers, and pencil toppers for completed tasks. Readers also had the option to save up their completed tasks to exchange for a free book, giving them more choice in how they participated and were rewarded.



Teens

The teen program saw a complete redesign aimed at better aligning with teen interests and reading habits. Instead of a traditional reading log, teens could request a *Teen Summer Book Box*, curated by librarians based on individual preferences. Each box included two books, snacks, bookmarks, fidgets, stickers, and more. In total, 31 customized boxes were distributed in June, and feedback has been positive, suggesting the new format resonated strongly with this age group.

Teen Summer Book Box pick-up station

Youth Leadership Program

The Leadership students showed up in force in the month of June, clocking over a hundred service hours from June 14th to the 30th.

After attending a training session during the previous month, they were eager to jump in and get started. Their primary responsibilities are to run the Summer Reading Program table in the youth department

and assist with programs and events. Through the remainder of June the students registered nearly 600 children ranging from birth to middle school for their respective programs.

In addition to managing the Summer Reading Program table, students also assist with summer programming. Eighteen students helped during the kick-off party, SummerFest on June 17th. Leadership students also helped with two sessions of the Oreo Tasting program, and set-up/cleanup for drop-in programs like Storytime, Patio Play, and Lego Block Party.

SummerFest

SummerFest launched the library's Summer Reading Program with an unforgettable celebration that drew over 500 attendees to a high-energy, community-focused event on June 17th. The three-hour celebration was packed with activities for all ages and served as a fantastic kickoff to both the summer season and our reading programs.

From 11 a.m. to 1 p.m., families enjoyed giant yard games provided by Oakland County Parks and made possible through their grant program. At the same time, library staff and Leadership students ran eight engaging craft and activity stations, while popsicles and refreshments helped guests beat the heat.

Vibe Credit Union, a long-time library partner and supporter, was on site with a swag bag giveaway and a temporary tattoo station. Their sponsorship also made one of the day's highlights possible—the hour-long *Foam Party* from 1 to 2 p.m.—which brought the event to a lively and memorable close.

SummerFest was not only a huge turnout success, but it also reflected the strong partnerships and enthusiastic community support that make our summer programs thrive. The energy and joy from this event set the pace for a season full of reading, learning, and fun.





SummerFest Stations



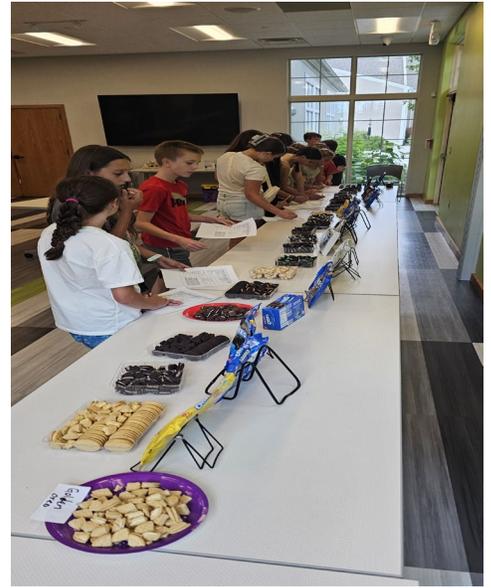
1st Storytime of Summer



Kid Librarian



Oreo Tastings



Nerf



Norbert's Retirement Party

<u>Program</u>	<u>Program Date</u>	<u># of Attendees</u>
Youth Storytimes and Early Literacy		
Patio Play	6/23/2025	36
Family Fun Storytime	6/24/2025	50
Patio Play	6/30/2025	12
Youth Programs - Not Early Literacy (ages 0-5):		
Summer Solstice Yoga (4-6)	6/20/2025	14
Being Bird	6/25/2025	29
Youth and Tween Programs (ages 6-13):		
Book Tasting	6/16/2025	12
SummerFest	6/17/2025	479
Kid Librarian	6/18/2025	2
Botvin: session 1	6/18/2025	3
Botvin: session 2	6/19/2025	4
Summer Solstice Yoga (7-10)	6/20/2025	7
Norbert's Retirement Party	6/20/2025	45
Summer Snow Day Movies	6/23/2025	4
Fantasy Realms Book Club	6/23/2025	6
Snack Food Wars: Oreo (6-9)	6/24/2025	21
Snack Food Wars: Oreo (10+)	6/24/2025	17
Elementary Ornithologist	6/25/2025	13
Summer Reads Book Club	6/25/2025	1
Nerf Games (3 sessions)	6/26/2025	114
Lego Block Party	6/27/2025	24
Kid Librarian	6/30/2025	2
Teen Programs (grades 6-13)		
Exam Cram	6/7/2025	2
Exam Cram	6/9/2025	1
Exam Cram	6/10/2025	4
Exam Cram	6/11/2025	
Exam Cram	6/12/20285	9
Outreach		
School Visits (Brummer)	6/2 - 6/5	425
School Visits (Bartlett)	6/2/2025	95
School Visits (Salem)	6/3/2025	360
School Visits (Sayre)	6/11 - 6/12	452
ELL (Paulina and Karin - ESL families)	6/2/2025	63
GRAND TOTAL - JUNE 2025		2299
June 2024		2000
1,000 Books Before Kindergarten: Sign Ups		13
1,000 Books Before Kindergarten: Completed		1

Scavenger Hunt	315
Summer Leadership Team	110 hours
TAB Volunteers	4 hours

Respectfully submitted by Tina McIntosh & Sarah Scherdt

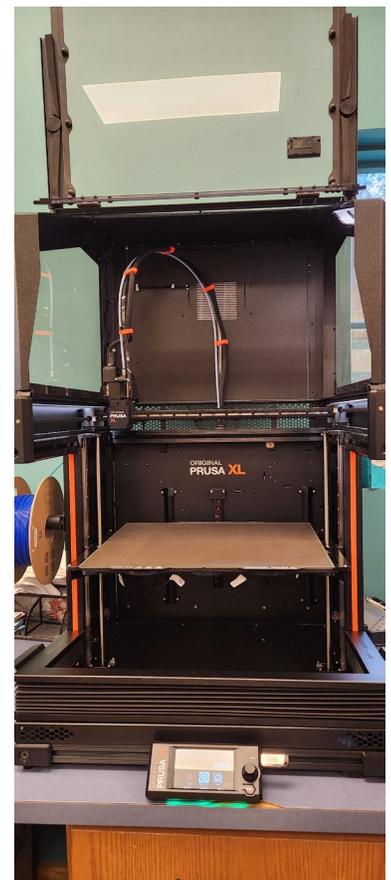
IT - Kevin Campbell

The new website has gone live! We have been reporting issues and corrections that need to be made. We have been receiving feedback from the community and have been working toward making the website as easy to navigate as we can. We will be going over the backend of the site so that we can learn how to update and manage it. That will make it easier for us to make corrections as needed.

With the end of windows 10 coming soon, we have been working on building out and testing our windows 11 image. There have been a lot of changes from windows 10 to windows 11 that require testing so that we can ensure that things like our file deletion solution will and all other functions are operational. This has been a large undertaking compared to previous versions of windows because some functionality has deprecated for things that we utilize, and new features have been added that we want to ensure are not running like Windows recall.

With the migration from windows 10 to windows 11, We also have been cleaning up our imaging server to streamline functions and ensure proper support for the windows 11 deployments. Dell has deprecated the manual download of driver packages for our deployment server and replaced it with an integrated suite. This new utility allows for a driver update check with the click of a button in configuration portal. We are also looking at different solutions to streamline the software update process as well.

We have received a donation of a 3D printer to add to our resources. It is larger than the one that we have, supporting up to 14 X 14-inch prints. Our other printer does 8 X 8-inch prints. The 3D printers as a whole have seen another uptick in print jobs, and having another printer has so far helped keep the print times down. We had a patron that came after recently learning that the library offers 3d printing, and they were ecstatic that this was something that we offer. They are assembling model cars and boats and were having a hard time finding somewhere that they could get printed.



Circulation- Ashley Fisher, Candy Mahoney

This month we trained one of our pages, Eli Hedgcock, in Circulation where she has been picking up sub shifts. Summer has been super busy, and we've really appreciated the help when staff members have been traveling!

The library served 4,318 patrons in June.

In addition, we served 34 people at the drive-up window and facilitated 7 locker pickups.

Holds Statistics:

- Books Brought in from Other Libraries for SSLDL Patrons 1992
- SSLDL Books Sent to Other Libraries 1448
- SSLDL Holds for SSLDL Patrons 748

Book Drop Stats:



Marketing Department - Tracy Robinson, Candace Mahoney

Library Card Promotions

In June, Jillene D. was the winner of a \$10 gift card for signing up/renewing their cards.

We embraced the theme of Color Your World for Summer Reading with some fun displays. Above the quiet reading area, visible when you walk in:



The paint splash photo op by the circ desk has been especially popular:



With Norbert retiring, we also spruced up his tank with a crochet aquarium scene so the kids would have something fun to look at. The shrimp keep escaping for little strolls, but no one seems to mind.



Our followers love getting updates on Norbert on social media, which has made his transition out of the building a bit easier. Kathy has been sending weekly updates and photos so our patrons can still see him and his new adventures!



Processing - Molly Mahoney

This month we worked with Cécile to add about two hundred and fifty books in Spanish to our juvenile collection, including picture books, easy readers, board books, juvenile fiction, and graphic novels! These books have their own section and label for easy browsing. Whether they're learning Spanish or speak it as a first language, our patrons can now enjoy favorites like Biscuit, Dog Man, and the Percy Jackson series *en Español!*

Currently, we are working on a rolling inventory of the library's collection as a side project. Comparing the digital catalog to what is present on the shelf has helped us fix over eight hundred issues so far. Detailed statistics and explanations will be provided in the annual board report.

Our statistics for June:

- 701 new items were processed
- 344 items were repaired
- 242 items were withdrawn to make room for new materials
- 325 items were relabeled as part of projects, of which:
 - 38 were nonfiction music books being relabeled to further granularize the section for ease of browsing of specific subjects
 - 235 were travel guides being relabeled to further granularize the section
 - 52 were children's books in Spanish being relabeled with our new Español label to be moved to the new Spanish section
- 1,641 items in total were handled by the department



Facilities - Norm Pratt

Generator During the last month efforts have focused on ordering a generator, installing a new gas line, and obtaining bids to install the new generator. The generator has been ordered. We are trying to resolve the issues required to complete the necessary paper to install the new 2" gas line. We have identified the obstacles, so hopefully all these can be removed before the project can be moved forward.

Lastly, three contractors have expressed interest in the project, visited the library, asked detailed questions concerning the bid package, and are preparing quotes.

Bricks Recently several memorial bricks have been purchased and installed in both the Veterans and entrance areas.



Toddler Seats This past month two Wall Mounted Toddler Seats were purchased. One was installed in the Women's Main Bathroom and the other one installed in one of the single bathrooms. Besides adding additional support to families with children using the library this task also provided us with the opportunity to learn that Toggler now makes wall anchors that can support 250 lbs. when mounted in ½ inch drywall. Typical drywall hangers can only support at most 75lbs. The new anchors allowed the seats to be installed in places that are most valuable to the users, while at the same time not inconvenient for any of our other patrons.

Water Sprinklers As stated last month the majority of Matt Robinson's efforts will currently focus on maintaining the library grounds. One of the major projects in this area includes repairing the sprinkler lines. This past month, he replaced the water line going to one of the side gardens and several sprinkler heads and worked on keeping the grounds trimmed and cleaned.

LG Mini Split During the past month three of the four study room's condensate lines became plugged and a door of one of the condensers came out of alignment. Air Handlers quickly came and resolved these issues for us.



Backyard Landscaping This past month JVM completed the restoration of the area under the power lines. They have removed the debris and stumps, leveled the ground, and seeded the area. They did an excellent job converting the space into a usable grassy area in a very timely and cost-effective manner.

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

Overheard in the Library

People are GUSHING about the gardens! This year it seems that more people than ever are commenting on how much they adore the gorgeous gardens.



New Spanish books



Got an author comment for this one!
We ❤️ Michael Zadoorian.

A MONTH IN PHOTOS

A happy day for so many patrons



Karma is a book club



He LOVED this audiobook.



Summer Reading Logs were such a hit this year!



Gardens looking beautiful.



Great job Riley!
So much new teen fiction went out that day.

JULY 2025

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

Our Mission: Educate. Enrich. Empower the Community.

Our Vision: Imagine the Possibilities!

Focus	Goals	Investments	Outcomes	Total Investment Cost	6.30.23-7.1.24 Costs	6.30.24-7.1.25 Costs	7.1.25 - 6.30.26 Costs
Exceptional Facilities	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			
Technology Enhancements	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			
Programs and Services	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			

Community Awareness & Involvement	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