



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 THE SPECIAL BOARD MEETING

MONDAY, AUGUST 11, 2025, AT 7:00 PM

- A. Call meeting to order and verify quorum (25-182)
- B. Approval of agenda (25-183V)
- C. Public Comment (25-184)
- D. Generator Install Vendor Selection (25-188V)
- E. Library Design Proposal for Teen and Computer Lab (25-189V)
- F. Board Comments (25-190)
- G. Adjournment (25-191)

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

**Draft Minutes for Facilities Committee Meeting
July 31, 2025 at 6:00 PM in the Olson Meeting Room**

Chair L. Hamilton called the meeting to order in the Olson Meeting Room at the Salem-South Lyon District Library at 6:00 PM.

Present: L. Hamilton, D. Stacer, P. Peruski, D. Siivola, K. Weber, K. Hutchinson, N. Pratt, K. Merucci, P. Poplawska

I. Bid Opening for RFP Generator Install

First bid: A.F. Smith Electric, located in Ypsilanti, Michigan received at 2:00 PM on July 31, 2025
Bid: \$83,100.00 total cost for generator project

Second bid: Corby Energy Services, located in Bellville, Michigan, received at 3:47 PM on July 31, 2025. Bid: \$87,749.00 total cost for generator project
Their bid did not include: pad work; coverage for damage to sprinkler system or landscaping; silt fencing; fencing around construction area; soil erosion mitigation.

Next Steps: Check references for the bidders.

Main Question: Can they meet the timing for the projected date?

Recommendation to Board: The costs are similar. Select the contractor that can meet the timeline for the generation.

L. Hamilton Motion: The Facilities Committee will delegate reviewing the bids and checking references to D. Siivola and N. Pratt. The Library will need this information by noon on Friday, August 8, 2025 for the Board Packet for the Special Board Meeting on August 11, 2025 at 7:00PM.

The agenda for the Special Board Meeting must be posted online and physically. The agenda cannot be modified if a Board member is not present at the special meeting.

Support: P. Peruski
Motion passed.

II. Library Design Proposal for Teen and Computer Lab

D. Siivola presented ideas for booths from another vendor.

After discussion, L. Hamilton motioned: Propose to the Board to approve the proposal from LDA not to exceed \$105,400. The furniture selections will be delegated to staff.

Support: K. Hutchinson
Motion passed.

Formal approval for the LDA proposal will be provided at the Special Board Meeting on August 11, 2025.

Adjourned at 6:50 PM by L. Hamilton.

SSLDL BOARD OF TRUSTEES,

*The bids received from both; A.F. Smith and Corby Energy Services, are comparable bids from large respected companies. That have successfully installed and worked with larger and smaller organizations.

*Both are rated by the BBB as A+ or better.

*Each have current and valid state issued licenses.

*References; All contacted references highly recommended both companies and would happily work with them again.

Norm and I were unable discern any major difference in the quotes. Based on the quote alone we would recommend AF Smith to be awarded the contract in the amount of \$83,100.00, to install the generator.

We recommend that the Board approve the project at not to exceed: \$95,000, with the condition that any specific modification of the bid greater than \$5,000 be approved by the board. That Norm or I are authorized if needed to change the Scope of work. Any changes to the cost, to be part of the amount included in the "not to exceed" approval.

Daniel Siivola, Trustee



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Salem- South Lyon District Library 200KW Generator Installation ****Scope of Work****

7/31/2025

This scope letter covers the original bid documents, as well as the revision/addendum #1 dated 7/09/25. The scope of work is based on A.F. Smith Electric's best interpretation of all available project information at the time of the bid. Every effort has been made to clearly define the scope of work. A.F. Smith Electric reserves the right to interpret the project scope of work to be consistent with our basis of pricing. Should additional definition be required or clarification to existing documents be deemed necessary by either party, these changes will be evaluated by A.F. Smith Electric. Any subsequent impact on price and schedule will be defined and agreed to prior to the implementation of these changes. Also, A.F.S. reserves the right to increase the pricing quoted herein to account for force majeure events, the imposition of new or increased tariffs, shipping cost, import/export fees, duties, customs, or taxes, currency fluctuations, or an increase in commodity or market pricing. The following clarifications are applicable.

INCLUDED:

Generator 100KW Removal- (Item #1)

- Provide crane to remove the generator from the existing cement pad.
- Disconnect generator feeds to the existing ATS, and existing Fire Pump ATS.
- Removal of existing feeders back to ATS.
- Remove wire through in basement when conductors are removed, this is to facilitate the new 4" conduit installation.
- Shutdown and disconnect 2" gas line.
- Unbolt and remove generator to parking lot location.
- Provide steel plates for driving the crane over current walk way.

Generator 200KW Install- (Item #2 and #3)

- Provide crane to remove the generator for shipping service.
- Set new 200KW Generator on to cement pad and mount.
- Reconnect existing natural gas line. Bleed and test.
- Provide backhoe excavation from generator pad to underground vault area.
- Undermine existing generator pad, remove the existing 3" conduits and installing two new 4' PVC conduits.

- These two 4" conduits will be install from generator to ust inside of the building basement going to ATS.
- Provide backfill and compaction with class 2 sand.
- Provide coring through basement, install two new 4" PVC conduit to building, protrude through wall with 4" RMC nipples and link seal.
- On interior of basement wall, we will install new Unistrut racking to support the 4" EMT conduits to the ATS.
- We will rework the conduits at the ATS.
- In each of these 4" conduits we will provide and install 4- 500 MCM , and one 500 MCM Ground wire.
- We will terminate generator and ATS. Provide MISS DIG
- Electrical Permit, Inspections, and Fees.

Bryant AC Condenser's: (Item #5)

- Remove existing ¾" raceways that provide power to these two units.
- Remove and disconnect existing circuits from electrical panel to disconnects.
- Rework conduit system on the inside of the electrical room, and on the exterior of building. Removal of existing disconnects as well.
- Provide and install new 1 ¼" EMT raceway with two new 8" x 8" J Boxes.
- This 1 ¼" EMT raceway will contain 4- #2 THHN and one #8 THHN Ground .
- Mount and terminate two new 60A (Customer Provided) Disconnect.
- Terminate in electrical panel and disconnect.

YORK Chiller: (Item #4)

- Disconnect and removal of existing parallel feeder conductors from raceway.
- Provide and install three new 4/0 THHN and one #6 THHN Ground in each of the existing 2" conduits.
- Terminate at existing switchgear and at York Chiller.
- If ground wire is required to be a 4/0 conductor, an additional cost will occur due to conduit fill.

MDP Grounding: (Item #6)

- Disconnect existing #6 Bare CU Wire from grounding electrodes in the floor.
- Provide and install new 3/0 Bare CU conductor to each of the grounding electrodes.
- At each grounding electrode we will provide a cad weld termination to the new 3/0 Bare CU wire.
- Grounding electrode system will be tested by third party to confirm 25 ohms or less is present.

NOT INCLUDED:

- Any concrete work. Generator pad to be extended by others.
- Any removal of existing conduits and wire through mounted on building. Conduits are installed through flower garden and we plan to not disturb.
- 200KW Generator is being provided by the customer. Transfer switch is existing.
- Disconnect's 60A- Provided by customer.
- Any testing of concrete, or compaction. Provided by third party.
- Any damage to unmarked utilities.
- Any tree removal.
- Any damage to sprinkler systems due to excavation work. Repairs will occur at an additional cost.
- Any damage or removal of landscape that may be required due to site excavation.
- Any ROW permits, Traffic, and pedestrian control. Along with barricades or signage.
- Any pavement restoration, topsoil, or seeding. Provided by others.
- Any soil erosion or sediment control.
- Any silt fencing.
- Any fencing around perimeter of construction area.
- Utility Charges

A.F. SMITH ELECTRIC, INC.

JEFF SYKES- PROJECT MANAGER/ESTIMATOR

Jeff Sykes



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PROPOSAL / WORK CONTRACT

TO: Salem- South Lyon District Library
 ATTN: SSLDL Library Director.

DATE: 7/31/2025

LOCATION: 9800 Pontiac Trail, South Lyon, Mi.

We hereby submit specifications and estimates, subject to all terms and conditions as follows:

We are providing you with the cost for the new 200WK generator at the Salam-South Lyon District Library. We have reviewed the original RFP and the addendum #1 dated 7/09/2025. Please see attached Scope of Work letter and required documents, provided in bid envelope.

Total Proposed Cost:	\$83,100.00
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The total proposed work as described above will be: \$

TERMS: Net 30 Days

ACCEPTANCE OF BID

THE ABOVE SPECIFICATIONS, TERMS & CONTRACT ARE SATISFACTORY, AND I (WE) HEREBY AUTHORIZE THE PERFORMANCE OF THIS WORK. If not paid as above, we agree to pay a late charge of 1.5% PER MONTH (Equal to an ANNUAL PERCENTAGE RATE OF 18%) on past due amounts.

This proposal created by W, Jeffrey Koepf. This proposal may not be reproduced, revised or translated in whole or in part without permission of the author. Copyright ©2008.

CONTRACTOR'S GUARANTEE

WE GUARANTEE ALL MATERIAL USED IN THIS CONTRACT TO BE AS SPECIFIED ABOVE & THE ENTIRE JOB TO BE DONE IN A NEAT, WORKMANLIKE MANNER. ANY VARIATIONS FROM PLAN OR ALTERATIONS REQUIRING EXTRA LABOR OR MATERIAL WILL BE PERFORMED ONLY UPON WRITTEN ORDER AND BILLED IN ADDITION TO THE SUM COVERED BY THIS CONTRACT. AGREEMENTS MADE WITH OUR WORKMEN ARE NOT RECOGNIZED. THIS PROPOSAL IS SUBJECT TO CHANGE AND MAY BE WITHDRAWN IF NOT ACCEPTED WITHIN 30 DAYS OF ABOVE DATE.

A. F. SMITH ELECTRIC, Inc.

Accepted by: _____

Jeffrey F Sykes

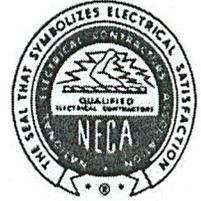
Date: _____ Phone: _____

Underground Estimator/ PM

THIS CONTRACT IS VOID 30 DAYS FROM DATE UNLESS COPY IS SIGNED AND RETURNED TO BIDDER..
 WE COMPLY WITH ALL WORKMAN'S COMPENSATION & PROPERTY DAMAGE LIABILITY INSURANCE LAWS.



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Company Profile

Soon after electricity first began to power the country, A.F. Smith Electric was there. Established in 1920, the company provides superior electrical contracting services to commercial, residential, industrial, and institutional clients throughout South-Central Michigan.

With a client base that includes Michigan's leading manufacturers, property managers, engineering firms, contractors, construction managers, developers, academic institutions, government institutions, commercial businesses, and residential homeowners. A.F. Smith Electric has built its reputation for quality work and customer satisfaction job-by-job and project-by-project.

With today's fast changing and constantly evolving technology in electrical systems, a company must meet the increasingly sophisticated needs of its customers, whatever those needs may be. To meet these needs, we maintain an ongoing schedule of training classes for our staff. On a continuing basis we provide instruction in the latest technology, safety procedures, tools, and products. When our electricians are in the field, they are among the best prepared professionals in the work force. With a large core of skilled electricians and an office staff, with over 200 combined years of electrical experience and a full-time safety director, we've developed the effective working relationships and skill sets that translate into smoothly running projects.

A.F. Smith has a very extensive and diversified resume of successfully completed projects. Please see the attached sheets for a selection of projects spanning from 2010 through to current projects.

A.F. Smith Electric's service department is second to none. Darrell Kasem is our Service manager and with over 22 years of electrical experience, there is almost no situation he has not encountered and solved. We have five full-time service electricians that are on call 24 hours a day / 7 days a week to handle any emergency situation that may arise, and a pool of more, which are assigned to various construction projects, to supplement any need. Our response time for an emergency call is typically as follows:

- A call back within 45 minutes if the initial phone call is not answered.
- An electrician on site within 2 hours of contact.

A.F. Smith's service electricians are skilled problem solvers as well as highly skilled electricians. We perform service / electrical maintenance for a wide variety of clients. Below is a small list of existing clients we provide service for.

Ford Motor Company
Eastern Michigan University
University of Michigan
Dexter Community Schools
Costco Wholesale
Eby-Brown Company
I.H.A. Health Care Systems
Ann Arbor District Library
City of Ypsilanti/Parks and Rec. Dept.

American Honda
Washtenaw Community College
Ann Arbor Public Schools
Ypsilanti Public Schools
City of Ann Arbor Parks & Rec
Republic Parking
American Soy Products
Briarwood Mall
St. Joseph Mercy Hospital

The above list is just a portion of the clients served through A.F. Smith's service department and doesn't count all the apartment / condo communities and residential customers that we serve.

Aside from our construction and electrical service divisions, A.F. Smith also provides the following services:

- Complete underground installations / circuit tracing and repair
- Site lighting
- Customized maintenance programs
- Data / communication networks
- Design / Build
- Energy efficient retrofitting
- Power quality / power management analysis
- Programmable logic controllers
- Security / camera / card access systems
- Fire alarm systems
- Thermography

Our mission is to provide these services in a professional manner with quality and value as our objective. In order to help us achieve our mission we own and maintain the following equipment and staff licensed operators to insure safe and quality installations.

- 22 electrical construction / service vans
- 4 construction / delivery pickup trucks
- 1 stake / delivery truck
- 36' one-man bucket truck
- 65' Boom / Ladder truck
- Backhoe
- Front end loader
- Auguring equipment
- Underground boring equipment
- Dump Truck
- Equipment Trailers
- Vibra-plow
- Underground cable locating equipment
- Man-lifts
- Concrete coring and cutting equipment
- Thermal cameras

A.F. Smith Electric has the experience, training, staff, equipment, and willingness to handle all your electrical needs. We have been serving the community for over 100 years and plan on doing so for another 100 years to come.

Brian D. Koepp, President
734-482-0977
bkoeppe@afsmith.com



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 624 South Mansfield • Ypsilanti, Michigan 48197
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 Accounting Fax: 734-482-0817



CONTRACTOR'S WARRANTY OF CONSTRUCTION

Pursuant to the Contract between _____ and A.F. Smith Electric, Inc. dated _____ for the construction of _____, located at _____, A.F. Smith Electric, Inc. hereby guarantees all work performed under above Agreement and shall remedy at his own expense any failure of the work (including equipment) to conform to contract specifications and any defect of material and/or workmanship in the work for a period of One (1) year after final acceptance by the Owner. Where guarantees or warranties are written in the Contract Documents (as defined in the Agreement) for a period of more than one (1) year, such longer terms shall apply. Effective dates of this warranty are from:

00/00/0000 through 00/00/0000

All manufacturers' and suppliers' warranties and guarantees, express or implied, respecting any part of the work and any materials used therein are hereby assigned by the Contractor to the Owner.

DATE : 00/00/0000

SUBCONTRACTOR: A.F. SMITH ELECTRIC, INC.

ADDRESS: 624 S. MANSFIELD
 PO BOX 981241
 YPSILANTI, MI. 48198-1241

BY: _____ Brian D. Koepp
 TITLE: President

PERSON TO CONTACT IN CASE OF EMERGENCY:

NAME: Brian D. Koepp
 TELEPHONE: 734/482-0977



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 Accounting Fax: 734-482-0817



MAILING ADDRESS: P.O. BOX 981241
 BUSINESS ADDRESS: 624 S. MANSFIELD

CREDIT INFORMATION

FORMERLY: A.F. SMITH & SONS, INC.
 NATURE OF BUSINESS: ELECTRICAL CONTRACTOR
 FED I.D. # 38-1283637
 DUNN # 00-779 9612

IN BUSINESS SINCE 1920
 INCORPORATED IN 1947

CORPORATE OFFICERS

CHAIRMAN
 O. WILLIAM KOEPP, JR
 (734) 482-0977

PRESIDENT
 BRIAN D. KOEPP
 (734) 482-0977 EXT 19

EXECUTIVE VICE PRESIDENT
 Branden Knezevich
 (734) 482-0977 EXT 18

BANKS

BANK OF ANN ARBOR
 125 S. FIFTH AVE
 ANN ARBOR, MI 48104
 734/761-9964
 CONTACT: DAWN PRESCOTT
dprescott@boaa.com

KEY BANK
 2225 WASHTENAW ROAD
 YPSILANTI, MI 48197
 734/528-5400
 CONTACT: CUSTOMER SERVICE

CREDIT REFERENCES

MADISON ELECTRIC
 31885 VAN DYKE AVE.
 WARREN, MI 48093-1047
 586/825-0200 phone 586/825-0225 fax
 CONTACT: BEN ROSENTHAL (Cust #683800)
ben.rosenthal@madisonelectric.com

MCNAUGHTON-MCKAY
 1401 E. LINCOLN AVE
 MADISON HEIGHTS, MI 48071
 248/582-2365 phone 248/414-2220 fax
 CONTACT: CHERYL BORG (Cust #23531)
borgc@mc-mc.com

K/E ELECTRIC SUPPLY
 146 N. GROESBECK
 MT. CLEMENS, MI 48043
 734/229-9100 phone 734/229-9101 fax
 CONTACT: BRIAN LIPSCOMB (Cust 102095)
brian@keelectric.com

UTILITIES INSTRUMENTATION
 2290 BISHOP CIRCLE EAST
 DEXTER, MI 48130
 734/424-1200 phone
 CONTACT: GARY WALLS
gary.walls@uiscorp.com

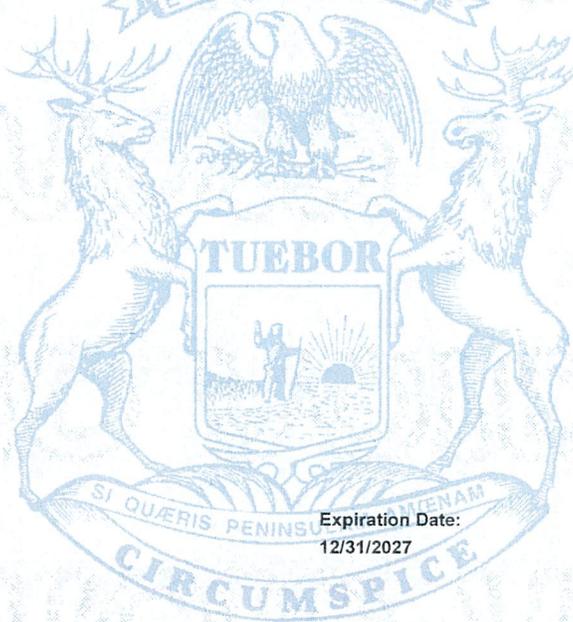
GRETCHEN WHITMER
Governor

Michigan Department of Licensing and Regulatory Affairs
Bureau of Construction Codes

R113720

Electrical Contractor License

BRIAN D KOEPP
624 S MANSFIELD
Ypsilanti, MI 48197



License No.
6109544

Expiration Date:
12/31/2027

This document is duly
issued under the laws of the
State of Michigan



AFSMITH-01

KREILLY

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
9/30/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Oakland Insurance Agency 8055 Ortonville Road Clarkston, MI 48348	CONTACT NAME:	
	PHONE (A/C, No, Ext): (248) 647-2500	FAX (A/C, No): (248) 647-4689
	E-MAIL ADDRESS: certrequest@oaklandinsurance.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : Union Ins Co of Providence	21423
INSURED A.F. Smith Electric, Inc. P O Box 981241 Ypsilanti, MI 48198	INSURER B : Emcasco Insurance Company	21407
	INSURER C : Employers Mutual Casualty Co.	21415
	INSURER D : CompWest	12177
	INSURER E : Columbia Casualty Company	31127
	INSURER F :	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR			6D48815	9/30/2024	9/30/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:						\$
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			6E48815	9/30/2024	9/30/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0			6J48815	9/30/2024	9/30/2025	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
D	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N <input checked="" type="checkbox"/> N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	100079577	9/30/2024	9/30/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
E	Pollution / E&O			CEO 7034658477	9/30/2024	9/30/2025	Limit 1,000,000
C	Store Materials			6C48815	9/30/2024	9/30/2025	Limit 342,378

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
For Informational Purposes Only

CERTIFICATE HOLDER

CANCELLATION

For Informational Purposes

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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 the existing Generator and install a new Emergency Backup Generator and all 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.

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 to schedule a site visit.

BID FORM	Comply yes/no
Installation of a new 200Kw generator and all associated equipment to provide automatic backup power.	YES
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.	No 4-500 THHN 1-#1 GROUND FEED CONDUIT
The electrical feed to the exterior YORK chiller should be upsized to a larger wire size of 4/0 AWG 90°c copper wire.	No 3-4/0 1-#6 Grounds.
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.	No 2-#2 1-#6
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.	YES

The bid must include all site work, including, but not limited to, the placement on the pad, trenching and backfilling, and finish grade.	YES
Consult and coordinate with Cummins factory tech for start-up, testing, and training.	YES.
The generator bid shall include all gas plumbing and permitting required to connect the new generator on site.	YES
All permitting and inspections are the responsibility of the winning bidder.	YES
Disconnect electrical wires and remove current 100kW generator from cement pad undamaged and in a condition to be used by another party.	YES
<i>TOTAL</i>	<i>\$87,749⁰⁰</i>

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.ssdli.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 Contractor. 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, the Contractor must submit a Certificate of Insurance naming the SSLDL as "additional insured." Failure to furnish the required certificate within the required time frame may result in the award being terminated.

The successful Contractor(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 Contractor'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 Contractor(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 Consultants and Contractors that represent the consumers, not the suppliers, avoiding both the appearance, as well as any actual conflict of interest. Any failure to disclose a conflict of interest which is discovered 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	Bill Campbell
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ADDENDUM AND REVISION ONE TO RFP

Installation of 200Kw generator

For the Salem-South Lyon District Library

As of July 9th, 2025, the following changes are made to and are a part of the RFP:

“Scope of Work”.

*NEC TASK
250.122*

ADDED [clarify] to (CUMMINS) Item 3: Both the Neutral and Ground connecting wires to the transfer switch shall also be NO LESS THAN one 500mcm/kcmil 90°c copper wire each.

*4-500 KCM THHN
1-#6 GROUND*

ADDED [clarify] to (YORK) Item 4: Both the Neutral and Ground connecting wires to the electrical panel shall also be 4/0 AWG 90°c copper wire.

*3-4/0 THHN
1-#6 GROUND*

ADDED [clarify] to (BRYANTs) Item 5: Both the Neutral and Ground connecting wires to electrical sub-panel “F” shall also be #2 AWG 90°c copper wire.

*2-#2 THHN
1-#6 GROUND*

REMOVED/DELETED: Items 6, 7, 8, 9, 10.

CORRECTED Item 11 (new Item 6) shall read: Earth Grounding of the main panel; the grounding wires connected to the two grounding points in the cement floor by the main panel will be replaced with 3/0 AWG (or larger) copper wire, CAD welded to both grounding points. The grounding point at this location will be verified to be less than 25 ohms-ground when completed.

CORRECTED BOX 4 under “**BID FORM**”: This box shall conform to the information listed in new item 6 found in the Scope of Work.

ADDITIONAL WORK may be requested.

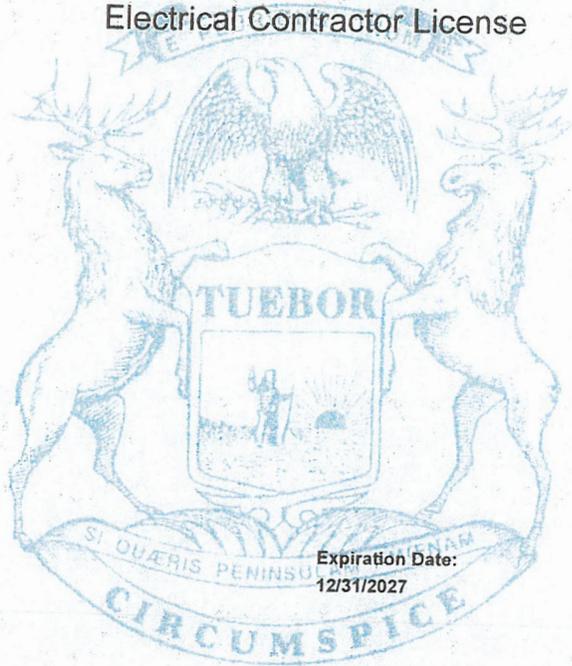
GRETCHEN WHITMER
Governor

Michigan Department of Licensing and Regulatory Affairs
Bureau of Construction Codes

R182563

Electrical Contractor License

MARK A MC VICAR
6001 SCHOONER
BELLEVILLE, MI 48112



License No.
6109623

Expiration Date:
12/31/2027

This document is duly
issued under the laws of the
State of Michigan

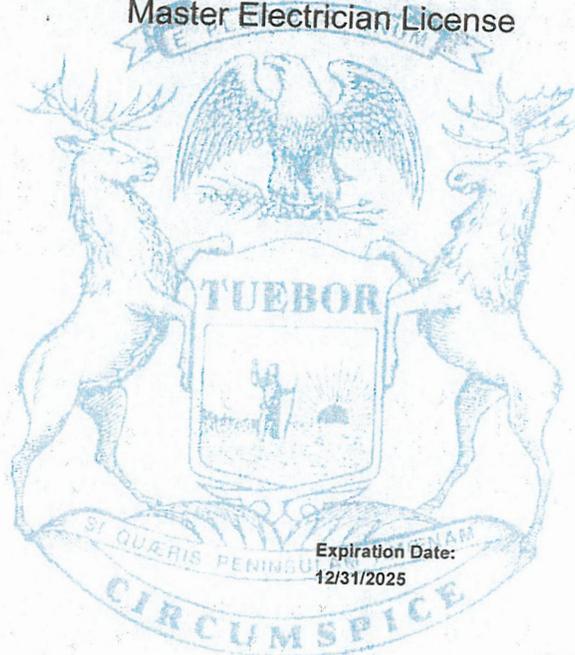
GRETCHEN WHITMER
Governor

Michigan Department of Licensing and Regulatory Affairs
Bureau of Construction Codes

R182604

Master Electrician License

MARK A MC VICAR
6001 SCHOONER
BELLEVILLE, MI 48111



License No.
6211235

Expiration Date:
12/31/2025

This document is duly
issued under the laws of the
State of Michigan

July 31, 2025

Salem-South Lyon District Library
9800 Pontiac Trail
South Lyon MI 48178



CES Job No. **4033-8748 / Installation of 200 KW Generator for SSLDL**

Corby Energy Services, Inc. proposes to complete the work described below, including, unless specifically indicated, all material, labor and equipment, for the prices indicated.

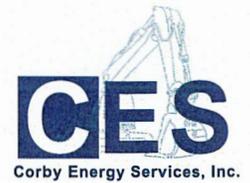
Description of Work:

LUMP SUM: \$ 87,749.00

- Coordinate the Removal of Old Generator - Delivery & Installation of Customer Purchased Cummins 200 KW NG Generator & Associated Equipment with Cummins & SSLDL
- CES to Provide Crane to Remove Old Generator & Set New Generator
- SSLDL to remove Old Generator off site
- Installation of (2) 4" Conduits from MDP to Generator with (4) 500 KCM THHN & (1) # 1 Ground in each Conduit
- Modification to Grounding at MDP
- CES to Provide Natural Gas Plumbing & Mechanical Permit
- CES to Provide Electrical Permit
- Removal of Existing 1/0 THHN Feeders to York Chiller in (2) 2" Conduits
- Replace with New (3) 4/0 THHN & (1) # 6 Ground in (2) 2" Conduits
- Remove Existing Wiring to (2) Bryant AC Units
- Replace Existing (2) 40 CB's with 50 AMP HACR Breakers
- Installation of (2) New 100 Amp Safety Switches & New (2) # 2 THHN & (1) # 6 Ground to Each AC Units
- SSLDL To apply for and Provide Upgraded Natural Gas service & Meter
- SSLDL To Prode All modifications to existing Pad for new Generator
- Coordinate All Shutdowns with SSLDL
- CES to Restoration of site to Like Condition Prior to Construction
- CES Acknowledges Receipt of Addendum # 1 dated July 9, 2025, With Exceptions Noted on Bid Form
- CES is a Corporation in the State of Michigan – Please see our website @ www.corbyenergy.com for Company Profile
- This Project is approximately 3-4 weeks
- Actual Timeline provided upon award
- CES – 1 Year Labor / 1 Year Materials

A handwritten signature in blue ink, appearing to be 'A. M. V.', is located in the bottom right corner of the page.

July 31, 2025



PROJECT REFERENCES

The following are generator installation or replacement references.

- AT&T
 - 2023-Present (ongoing)
 - 50+ locations: 30 to 50kW Kohler and Generac Generators – AT&T Cell Towers, Michigan
 - \$1.25M
 - Contact: Bob Carson 734.552.5749

- Oakland County Water Resources- Multiple Locations (Blanket Contract)
 - 2021- Present (ongoing)
 - 20+ Cummins 30 KW – 175 KW
 - \$ 850,000.00 +
 - Contact Drew Sandahl 248.285.8375

- City of Warren
 - 2024
 - 250kW Cummins Generator – Warren Water Municipal Building
 - \$380K
 - Contact: Dave Koss 586.610.1031

- City of Westland
 - 2024
 - 200kW Cummins Generator – Police Dept
 - 100kW Cummins Generator – DPS Building
 - \$65K
 - Contact: Ali Awadi 313.622.2599

- Royal Oak School District
 - 2023-24
 - 300kW Cummins Generator – School Bus Garage
 - \$200K
 - Contact: Mark Paulus 248.880.6791

- City of Jackson
 - 2023
 - 500kW Kohler Generator
 - \$125,000
 - Contact: Timothy Pickett 517.768.6107

- Canton Twp – Fire Station No. 3
 - 2021
 - 100KW Generac Generator and 400A Transfer Switch
 - \$70,000
 - Contact Brad Sharp 734.777.2348

- City of Warren – Fire station No. 3
 - 2020
 - 100kW Cummins Generator and 400A Transfer Switch
 - \$80,000
 - Contact: Chief Orin Ferguson 586.756.2800 x 3201

- Commerce Twp – Richardson Senior Center
 - 2020
 - 100kW Generac Generator and 400A Transfer Switch
 - \$90,000
 - Emily England: 248.996.0219

- City of Troy
 - June 2017
 - Install new UPS & 125kW backup generator for the 911 system
 - \$175,000
 - Contact: Joe Haddad 248.524.4556

- Oxford Township
 - November 2017
 - Installation of 225kW generator
 - \$135,000
 - Contact: Bill Dunn 248.933.9116

- Huron-Clinton Metropolitan Authority
 - September 2017
 - Installation of 125kW generator
 - \$120,000
 - Contact: Mike Brahm Henkel 517.924.0493

COMMENTS/REMARKS

E) Westfield Specialty Insurance Company NAIC#16992
Policy #CPP-469425F-00
Effective 3/1/2025 Expiration 11/1/2025
Professional Liability & Jobsite Pollution Legal Liability
Limit \$5,000,000 Each Claim/\$5,000,000 Aggregate

F) AGCS Marine NAIC# 22837
Policy #MZI93090519
Effective 03/01/2025 Expiration 11/01/2025
Leased & Rented Equipment \$600,000. Ded \$5,000.
Installation Floater \$400,000. Ded \$5,000.



**LIBRARY
DESIGN
ASSOCIATES
INC.**

1149 South Main Street
Plymouth, Michigan 48170-2213

Telephone: (734) 459-5000

PROPOSAL

07/29/25

Date P-42009

Proposal No. 1

Page

To

Salem-South Lyon District Library
Attn: Paulina Poplawska, Director
ppoplawska@ssldl.info

Item	Qty.	Catalog No.	Description	Unit Price	Total
			In accord with our recent meeting, we are pleased to provide the following budget planning proposal, for your consideration. All pricing below includes material, freight, unloading, and installation by LDA authorized personnel.		
1	1	LDA	Teen Study Tables: (8) Orbix Wire Rod sled base chairs, no arms, with plastic seat and back. (2) Orbit Rectangular Tables measuring 36" deep x 60" wide x 29-1/4" high with HPL top and 8mm Oak edge.	4,815.00	4,815.00
2	1	LDA	Teen Lounge: (4) Gobi mid-back upholstered lounge chairs with an auto return cylinder and steel base. (1) Parallon Occasional table measuring 36" diameter with HPL Top, PVC edge, and a steel X-base. (2) Uni Rectangular Laptop tables with a laminate top and steel pedestal base.	7,792.00	7,792.00
3	1	LDA	Teen Booth: (8) Deuce upholstered lounge booths with an oak veneer backer and steel base. (8) Orbit Square tables measuring 36"D x 36"W x 29-1/4"H with HPL Top and 8mm oak edge. (8) Orbix Wire Rod sled base chairs, no arms, with plastic seat and back.	28,988.00	28,988.00
4	1	LDA	Teen Shelving: (28) Estey Double face sections, each measuring 66"H x 36"W x 9/20"D. Sections equipped with (1) 20"D integral back base shelf, (10) 9"D integral back shelves, and (1) steel canopy top. Each shelf will receive (1) 9" high findable book support with cork bottom. Each row will receive (2) oak end panels 66"H x 20"W x 3/4" thick with a 3/8" oak edge.	28,050.00	28,050.00

We propose to furnish the material specified above at the prices quoted under the conditions stated here. Deliveries are subject to delays from fire, strikes or other causes beyond our control.

Delivery F.O.B.

By Library Design Associates, Inc.

To order the items listed, sign and return, signifying your acceptance.

Accepted by/Title/Date



**LIBRARY
DESIGN
ASSOCIATES
INC.**

1149 South Main Street
Plymouth, Michigan 48170-2213

Telephone: (734) 459-5000

PROPOSAL

07/29/25

Date P-42009

Proposal No. 2

Page

To Salem-South Lyon District Library
Attn: Paulina Poplawska, Director
ppoplawska@sslidl.info

Item	Qty.	Catalog No.	Description	Unit Price	Total
5	1	LDA	<p>Computer Lab Booths: (8) Cabana privacy cubicles providing an HPL work surface and HPL privacy panels measuring 38" deep x 44" wide x 48" high with a 29" work surface height. Each Cabana specified to reuse your existing Hannah poly-plastic caster base task chairs in the current computer lab.</p> <p>Each Cabana privacy cubicle has been specified to receive (1) flush surface mounted power unit providing 2-power and 2-USB (A&C).</p>	16,942.00	16,942.00
6	1	LDA	<p>Teen Marker Boards: (2) EZ Mobile Glass Boards measuring 75"H x 38"W x 20"D with a magnetic backing, locking casters, and a glass surface.</p>	5,259.00	5,259.00
7	1	LDA	<p>New End Panels & Canopy Top: (4) New Oak end panels and (1) new HPL canopy top to replace existing on your current single face shelving units that will be moved and reinstalled.</p> <p>The shelving currently has Oak end panels and an HPL canopy top, this option is proposed as a consideration if you'd like to replace and update them.</p>	2,318.00	2,318.00

We propose to furnish the material specified above at the prices quoted under the conditions stated here. Deliveries are subject to delays from fire, strikes or other causes beyond our control.

Delivery F.O.B.

By Library Design Associates, Inc.

To order the items listed, sign and return, signifying your acceptance.

Accepted by/Title/Date



**LIBRARY
DESIGN
ASSOCIATES
INC.**

1149 South Main Street
Plymouth, Michigan 48170-2213

Telephone: (734) 459-5000

PROPOSAL

07/29/25

Date P-42009

Proposal No. 3

Page

To

Salem-South Lyon District Library
Attn: Paulina Poplawska, Director
ppoplawska@ssldl.info

Item	Qty.	Catalog No.	Description	Unit Price	Total
8	1	LDA	<p>LDA Moving & Disposal: Relocation and reinstallation of (8) 42"H and (7) 84"H single face shelving sections, including material collection.</p> <p>(24) Sections of existing double face shelving will be disassembled and disposed of by LDA personnel. LDA will unload (270) shelves of material onto LDA provided carts, this material collection will then be placed back on to the new Estey shelving in Item 4 once its been installed.</p> <p>Additionally, the following existing furnishings will be removed and disposed of: (7) Lounge chairs, (19) Stacking chairs, (4) Study tables, (4) Wood chairs, and (7) Computer Lab tables.</p> <p>NOTES:</p> <p>a) Payment terms are NET 30-days.</p> <p>b) Pricing is good for (30) days and is subject to reconfirmation thereafter.</p> <p>c) Estimated lead times vary based on manufacturer, the longest lead time is estimated at 14 weeks from receipt of complete order, including final finish selections.</p>	11,306.00	11,306.00

We propose to furnish the material specified above at the prices quoted under the conditions stated here. Deliveries are subject to delays from fire, strikes or other causes beyond our control.

Delivery F.O.B.

By Library Design Associates, Inc.

To order the items listed, sign and return, signifying your acceptance.

Accepted by/Title/Date



**LIBRARY
DESIGN
ASSOCIATES
INC.**

1149 South Main Street
Plymouth, Michigan 48170-2213

Telephone: (734) 459-5000

PROPOSAL

Date 07/29/25
Proposal No. P-42009
Page 4

To Salem-South Lyon District Library
Attn: Paulina Poplawska, Director
ppoplawska@ssldl.info

Item	Qty.	Catalog No.	Description	Unit Price	Total
			<p>NOTES (continued):</p> <p>d) Pricing is based on vendor standard finishes and quantities as noted above, if an approval is received LDA will assist with all final product selection and finish review.</p> <p>e) If an approval is received, LDA will provide floor plan drawings to review a proposed layout to finalize quantities and space planning.</p> <p>f) All items noted above and quoted are to be used as placeholders only, as final products have not been reviewed. Once an approval is received, LDA will review all furniture products and finishes to make final selections.</p>		
			Total		\$105,470.00

We propose to furnish the material specified above at the prices quoted under the conditions stated here. Deliveries are subject to delays from fire, strikes or other causes beyond our control.

Delivered and Installed

Kyle Haning

Delivery F.O.B.

By Library Design Associates, Inc.

To order the items listed, sign and return, signifying your acceptance.

Accepted by/Title/Date

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