



**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 FOR LIBRARY BOARD MEETING

MONDAY, AUGUST 25 2025, AT 7:00 PM

MEETING ROOM ONE

- A. Call meeting to order and verify quorum (25-192)
- B. Approval of agenda (25-193V)
- C. Introduction of guests (25-194)
- D. Approval of past minutes:
 - 1. Regular Board Meeting on July 28, 2025 (25-195V)
 - 2. Special Board Meeting on August 11, 2025 (25-196V)
- E. Public Comment (25-197)
- F. Friends of the Library Report (25-198)
- G. Financial Report
 - 1. Acceptance of the July 2025 Financial Report (25-199V)
- H. Approval for Payroll Report July 2025 (25-200V)
- I. Approval for Board Review of Bills and credit card purchases for July 2025 (25-201V)
- J. 2025 Annual Report (25-202)
- K. Director Report & Staff Reports – July 2025 (25-203)
- L. Committee Reports
 - 1. Advocacy Marketing (25-204)
 - 2. Facilities (25-205)
 - 3. Budget (25-206)

4. Policy Committee

- a. Policies reviewed with no changes: 300, 406, 410, 410.1, 423, 600, 801, 808, 809 (207V)
- b. Policies reviewed with changes: 209.1, 301, 400, 401, 404, 407, 409, 417.1, 418, 422, 502.0, 701, 711, 804, 807 (208V)
- c. New Policy: 702 (209V)

5. Professional Development (25-210)

M. Correspondence and communications (25-211)

N. Old Business (25-212)

O. New Business

- 1. 2026 Holidays and Board Meetings (25-213V)
- 2. Sale of Current Generator (25-214V)

P. Board Comments (25-215)

Q. Adjournment (25-216)

UPCOMING MEETINGS

BUDGET COMMITTEE: THURSDAY, SEPTEMBER 25, 2025, AT 3:00 PM

BOARD MEETING: MONDAY, SEPTEMBER 29, 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, July 28, 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 (25-160)

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, H. Maguire, R. Sims, P. Poplawska, K. Hutchinson, K. Merucci, K. Campbell
Excused: E. Petricca

K. Campbell - Recording Secretary A. Johnson– Staff Representative
K. Housman – Friends Representative

B. Approval of agenda (25-161V)

Motion to accept the agenda was made by L. Hamilton; seconded by P. Peruski.

Yes: 6;
No: 0.
Motion Carried.

C. Introduction of guests (25-162)

Guests were introduced by P. Poplawska.

D. Approval of past minutes from Regular Board Meeting on June 30, 2025 (25-163V)

Motion to approve the past minutes from June 30, 2025 was made by L. Hamilton; seconded by H. Maguire.

Yes: 6;
No: 0.

Motion Carried

E. Public Comment (25-164)

There was no public comment.

F. Friends of the Library Report (25-165)

K. Housman reported the Friends are searching for ways to honor Jeanette Benson on her 35 years of service.

G. Financial Report

a. Acceptance of Preliminary June 2025 Financial Report (25-166V)

Motion to accept the June 2025 preliminary financial report was made by L. Hamilton; seconded by H. Maguire.

Yes: 6;

No: 0.

Motion Carried.

H. Approval for Payroll Report June 2025 (25-167V)

Motion to approve the June 2025 payroll report was made by L. Hamilton; seconded by H. Maguire.

Yes: 6;

No: 0.

Motion Carried.

I. Approval for Board Review of Bills and credit card purchases for June 2025 (25-168V)

Motion to approve the June 2025 bills and credit card purchases made by L. Hamilton; seconded by P. Peruski.

Yes: 6:

No: 0:

Motion Carried.

J. Director Report (25-169)

Submitted for board review by P. Poplawska and filed.

K. Staff Reports (25-170)

Submitted for board review and filed.

L. Committee Reports

1. Advocacy Marketing (25-171)

2. Facilities (25-172)

The generator has been ordered and according to manufacturer it is scheduled to be built the first week in November.

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)

Library website presented by K. Campbell. Discussion on privacy and security issues. The Policy Committee will address concerns at the next committee meeting.

Q. Board Comments (25-180)

There were board comments.

R. Adjournment (25-181)

Meeting adjourned at 8:11 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 July 28, 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

SALEM-SOUTH LYON DISTRICT LIBRARY BOARD OF TRUSTEES
Draft Minutes of Special Board Meeting
Monday, August 11, 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 (25-182)

President Stacer called the meeting to order in the Meeting Room One at the Salem-South Lyon District Library at 7:01 p.m.

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

B. Approval of agenda (25-183V)

Motion to accept the agenda was made by L. Hamilton; seconded by H. Maguire.

Yes: 7;
No: 0.
Motion Carried.

C. Public Comment (25-184)

No Public Comment

D. Generator Install Vendor Selection (25-188V)

Motion to approve the bid from AF Smith for \$95,000 with the condition that any modifications less than \$5,000 be approved by N. Pratt and D. Siivola, and anything above must come back to the Library Board was made by L. Hamilton; seconded by E. Petricca.

Yes: 7;
No: 0.
Motion Carried.

E. Library Design Proposal for Teen and Computer Lab (25-189V)

Motion to approve the Library Design Proposal not to exceed \$105,470 was made by L. Hamilton; seconded by D. Siivola.

Yes: 7;

No: 0.

Motion Carried.

F. Board Comments (25-190)

There were board comments.

G. Adjournment (25-191)

Meeting adjourned at 7:08 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 August 11, 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

July 2025 Budget Highlights – Financial Report

Income:

Account 400 Property Taxes Operating: \$66,769.08

South Lyon 1995 Operating of \$26,679.25, South Lyon 2014 Operating of \$11,835.51

Salem Township 1995 Operating of \$19,571.75, Salem Township 2014 Operating of \$8,682.57

Account 400.3 Service Contract: \$0.0

Account 409 Fines & Fees \$17,902.81

- Penal Fines: \$17,506.36
- Fines \$396.45
- Non-resident fee: \$0.00

Account 415 State Aid: \$10,178.72

Acct. 440 Gifts & Grants \$5,285.84

- True Gift: \$61.75
- Friends Gift Income: \$4,000.0
- Friends Books Donation Income: \$1,017.89
- Library Collection Gifts: \$31.20
- Annual Appeal: \$100.00
- Gifts (In Memoriam): \$75.00

Account 440.3 Miscellaneous Income: \$2,736.16

(Of note: Lost Materials: \$206.36, Computer Prints: \$1,133.92, Faxes: \$139.00, Rebates: \$5.24, T-shirt/games sales: \$1,252.50)

Account 450 Interest: \$6,825.00

- Michigan Class \$2,111.00
- Comerica: \$46.05
- Huntington: \$4,667.95

Total Income: \$109,697.61

Account 500 - Personnel Total: \$77,230.99 (Two pays)

- \$ 66,316.89 Acct. 500.2 Salaries
- \$ 3,299.06 Acct. 505.2 Deferred Compensation Plan
- \$ 2,692.63 Acct. 502.3 Group Health Plan
- \$ 4,922.41 Acct. 545 FICA
- \$ 00.00 Acct.570 Dues & workshops

Account 505 - Library Materials & Supplies: \$14,562.64

\$ 11,580.00 Acct. 505.12 Library materials (Teen & Youth: \$231.56, Adult: \$2,525.42, Processing: \$159.33, Downloadable: \$8,663.69;

Acct. 508 Computer supplies & maintenance; \$1,042.09
\$ 1,940.55 Acct. 531 Programming (Adult \$153.67/Youth \$1,786.88)

Account 536 & 600 Total - Facilities & Equipment: \$21,028.22

Account 536 Facilities:

- \$ 4,350.75 Acct. 515 Utilities (DTE \$4,024.56 and Consumers \$326.19)
- \$4,512.85 Acct. 536.12 Maintenance & Repairs of note: custodial: \$611.58, routine repairs of \$632.47, \$2,688.30 for landscaping services – grade and seed area, water softeners, septic, sprinklers : \$174.50, HVAC repairs \$256.00, alarm monitoring \$150.00

➤ **Account 600 Capital Expenditures and Equipment:**

- 600.1 Computer \$0.0
- 600.3 Other Technology \$7447.50 for partial website design services
- 600.4 Other Tech Equipment: \$52.86
- 600.5 Licensing & Support: \$3,414.26
- 605.2 Capital Equipment: \$0.0
- 605.3 Capital Expenditure: \$1,250.00 (Engineering services)
- 605.95 Bond Interest: \$0.0
- 605.96 Bond Principal : \$0.0

Account 585 – Administrative Expenses \$3,835.38 of note:

- \$ 249.25 Acct. 510.3 Office Supplies
- \$ 78.000 Acct. 511 Postage
- \$ 00.0 Acct. 512 Printing
- \$ 67.57 Acct. 514 Advertising
- \$ 3,425.57 Acct 520 Contractual Services (lawn maintenance, lease copy machine, cc fees)
- \$ 0.00 Acct.525 Legal & Professional
- \$ 14.99 Acct.585.3 Misc. expense (Agent Fee)

Account 586 - Gifts & Grants Purchases \$1,159.33 of note:

- \$ 141.44 Acct. 523.2 Gifts & Grants
- \$ 0.00 Acct. 586.27 Friends Gift Purchases
- \$ 1017.89 Acct.586.39 Book Sale Monies
- \$ 0.00 Acct.586.4 Gift Purchases
- \$ 0.00 Acct. 586.9 Gift Purchases for collection

Expenditures exceed Revenue by \$8118.95

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

	Jul 25	\$ Over Budget	% of Budget Target: 8.3%	Annual Budget
Ordinary Income/Expense				
Income				
400 · Property Taxes	66,769.08	-1,526,005.92	4.19%	1,592,775.00
400.3 · Service Contract	0.00	-394,000.00	0.0%	394,000.00
400.4 · Personal Property Taxes	0.00	-8,800.00	0.0%	8,800.00
409 · Fines & Fees	17,902.81	-24,097.19	42.63%	42,000.00
415 · State Aid	10,178.72	-2,821.28	78.3%	13,000.00
440 · Gifts & Grants	5,285.84	-55,614.16	8.68%	60,900.00
440.3 · Miscellaneous Income	2,736.16	-735,763.84	0.37%	738,500.00
447 · Sale of equipment	0.00	-1,000.00	0.0%	1,000.00
450 · Interest Income - Regular	6,825.00	-48,175.00	12.41%	55,000.00
Total Income	109,697.61	-2,796,277.39	3.78%	2,905,975.00
Gross Profit	109,697.61	-2,796,277.39	3.78%	2,905,975.00
Expense				
500 · Personnel	77,230.99	-1,080,769.01	6.67%	1,158,000.00
505 · Library materials & supplies	14,562.64	-400,378.36	3.51%	414,941.00
536 · Facilities & Equipment	21,028.22	-1,159,355.78	1.78%	1,180,384.00
585 · Service Fees & Expenditures	3,835.38	-87,164.62	4.22%	91,000.00
586 · Gifts & Grants Purchases	1,159.33	-60,490.67	1.88%	61,650.00
Total Expense	117,816.56	-2,788,158.44	4.05%	2,905,975.00
Net Ordinary Income	-8,118.95	-8,118.95	100.0%	0.00
Net Income	-8,118.95	-8,118.95	100.0%	0.00

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

	Jul 25	\$ Difference Budget	% of Budget Target: 8.3%	Annual Budget
Ordinary Income/Expense				
Income				
400 · Property Taxes	66,769.08	-1,526,005.92	4.19%	1,592,775.00
400.3 · Service Contract	0.00	-394,000.00	0.0%	394,000.00
400.4 · Personal Property Taxes	0.00	-8,800.00	0.0%	8,800.00
409 · Fines & Fees	17,902.81	-24,097.19	42.63%	42,000.00
415 · State Aid	10,178.72	-2,821.28	78.3%	13,000.00
440 · Gifts & Grants	5,285.84	-55,614.16	8.68%	60,900.00
440.3 · Miscellaneous Income	2,736.16	-735,763.84	0.37%	738,500.00
447 · Sale of equipment	0.00	-1,000.00	0.0%	1,000.00
450 · Interest Income - Regular	6,825.00	-48,175.00	12.41%	55,000.00
Total Income	109,697.61	-2,796,277.39	3.78%	2,905,975.00
Gross Profit	109,697.61	-2,796,277.39	3.78%	2,905,975.00
Expense				
500 · Personnel				
500.2 · Salaries	66,316.89	-908,683.11	6.8%	975,000.00
502 · Empl benefits	10,914.10	-159,085.90	6.42%	170,000.00
570 · Dues & workshops/travel	0.00	-13,000.00	0.0%	13,000.00
Total 500 · Personnel	77,230.99	-1,080,769.01	6.67%	1,158,000.00
505 · Library materials & supplies				
505.12 · Library Materials	11,580.00	-302,676.00	3.69%	314,256.00
508 · Computer supplies/maint.	1,042.09	-13,457.91	7.19%	14,500.00
527 · Cooperative fee	0.00	-66,185.00	0.0%	66,185.00
531 · Programming	1,940.55	-18,059.45	9.7%	20,000.00
Total 505 · Library materials & supplies	14,562.64	-400,378.36	3.51%	414,941.00
536 · Facilities & Equipment				
515 · Utilities	4,350.75	-52,649.25	7.63%	57,000.00
536.12 · Maintenance & Repairs	4,512.85	-112,987.15	3.84%	117,500.00
560 · Insurance	0.00	-28,000.00	0.0%	28,000.00
600 · Equipment				
600.3 · Capital Technology -Other	7,447.50			
600.4 · Technology Equip - Other	52.86			
600.5 · Licensing & Support	3,414.26			
600 · Equipment - Other	0.00	-74,000.00	0.0%	74,000.00
Total 600 · Equipment	10,914.62	-63,085.38	14.75%	74,000.00
605 · Capital Expenditure	1,250.00	-94,350.00	1.31%	95,600.00
605.8 · Cap. Expenditures (Future)	0.00	-17,727.00	0.0%	17,727.00
605.9 · Cap.Project Exp.(Prior Year)	0.00	-711,000.00	0.0%	711,000.00
605.95 · Interest Expense (Bond)	0.00	-19,557.00	0.0%	19,557.00
605.96 · Debt Repayment	0.00	-60,000.00	0.0%	60,000.00
Total 536 · Facilities & Equipment	21,028.22	-1,159,355.78	1.78%	1,180,384.00
585 · Administrative Exp.				
510 · Office supplies	249.25	-1,550.75	13.85%	1,800.00
511 · Postage	78.00	-672.00	10.4%	750.00
512 · Printing	0.00	-750.00	0.0%	750.00
514 · Advertising	67.57	-35,632.43	0.19%	35,700.00
516 · Telephone	0.00	-3,800.00	0.0%	3,800.00
520 · Contractual services	3,425.57	-30,574.43	10.08%	34,000.00
525 · Legal & Professional	0.00	-3,500.00	0.0%	3,500.00
540 · Auditor	0.00	-7,400.00	0.0%	7,400.00
585.3 · Misc. Expense	14.99	-3,285.01	0.45%	3,300.00
Total 585 · Admin. Expenses	3,835.38	-87,164.62	4.22%	91,000.00
586 · Gifts & Grants Purchases	1,159.33	-60,490.67	1.88%	61,650.00
Total Expense	117,816.56	-2,788,158.44	4.05%	2,905,975.00
Net Ordinary Income	-8,118.95	-8,118.95	100.0%	0.00
Net Income	-8,118.95	-8,118.95	100.0%	0.00

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

	Jul 31, 25	Jul 31, 24
ASSETS		
Current Assets		
Checking/Savings		
102 · Checking-Huntington Bank	116,633.40	168,344.84
106 · MI Class	569,545.49	345,777.94
113 · Comerica	13,252.12	12,685.88
116 · Huntington Securities	1,334,217.91	1,293,196.55
117 · Huntington Brokerage	130,039.00	0.00
Total Checking/Savings	2,163,687.92	1,820,005.21
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	2,173,480.04	1,829,797.33
Other Assets		
125 · Accts.Rec.-Other/Employee	839.13	0.00
144 · Beneficial Interest/Comm. Found	27,045.54	27,045.54
Total Other Assets	27,884.67	27,045.54
TOTAL ASSETS	2,201,364.71	1,856,842.87
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 · Accounts Payable	26,440.28	44,688.54
Total Accounts Payable	26,440.28	44,688.54
Other Current Liabilities		
2100 · Payroll Liabilities	38,327.18	37,089.76
Total Other Current Liabilities	38,327.18	37,089.76
Total Current Liabilities	64,767.46	81,778.30
Total Liabilities	64,767.46	81,778.30
Equity		
2200 · Library Fund Balance	439,067.00	439,067.00
300 · Unassigned Fund Balance	1,317,113.65	970,670.32
3000 · Undesignated Fund Balance	388,535.55	388,535.55
Net Income	-8,118.95	-23,208.30
Total Equity	2,136,597.25	1,775,064.57
TOTAL LIABILITIES & EQUITY	2,201,364.71	1,856,842.87

Salem-South Lyon District Library
Monthly Payroll Summary
 July 2025

	TOTAL		
	7.3.25 Pay date	7.18.25 Pay date	Jul 25
Employee Wages, Taxes and Adjustments			
Gross Pay			
Vacation	1,852.42	2,517.47	4,369.89
Salary	19,152.55	18,813.53	37,966.08
Hourly Wage	12,769.15	10,695.43	23,464.58
Sick	133.75	94.84	228.59
Vacation Hourly	0.00	287.75	287.75
Total Gross Pay	33,907.87	32,409.02	66,316.89
Deductions from Gross Pay			
Deferred Comp MERS	-1,182.37	-1,487.86	-2,670.23
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	-2,546.55	-2,852.04	-5,398.59
Adjusted Gross Pay	31,361.32	29,556.98	60,918.30
Taxes Withheld			
Federal Withholding	-2,742.00	-2,675.00	-5,417.00
Medicare Employee	-477.40	-455.65	-933.05
Social Security Employee	-2,041.19	-1,948.17	-3,989.36
MI - Withholding	-1,221.29	-1,145.89	-2,367.18
Medicare Employee Addl Tax	0.00	0.00	0.00
Total Taxes Withheld	-6,481.88	-6,224.71	-12,706.59
Net Pay	24,879.44	23,332.27	48,211.71
Employer Taxes and Contributions	0.00	0.00	0.00

July 2025 Transactions

Type	Date	Num	Name	Reference	Cost Center	Amount
Jul 25						
	07/01/2025	20250701	PRIORITY HEALTH	Group Health	500 Personnel	-3,772.09
Liability Check	07/03/2025	EFTPS	HUNTINGTON BANK	Employee Withholding	500 Personnel	-7,779.18
Liability Check	07/03/2025	AutoDeduct	MERS	Deferred Compensation	500 Personnel	-3,195.25
Check	07/03/2025	AutoDeduct	Reliance Standard	Group Health	500 Personnel	-70.84
Liability Check	07/08/2025	AutoDeduct	TASC	employee contribution	500 Personnel	-145.46
Check	07/14/2025	AutoDeduct	Delta Dental	Dental	500 Personnel	-373.64
Bill Pmt -Check	07/16/2025	17491	ANN ARBOR HANDS-ON	Super Science Fest	505 Library Materials	-481.25
Bill Pmt -Check	07/16/2025	17492	Cameron Zvara	Thursday, July 24 Program	505 Library Materials	-550.00
Bill Pmt -Check	07/16/2025	17493	Hoopla	June Hoopla	505 Library Materials	-1,658.82
Bill Pmt -Check	07/16/2025	17494	Kanopy LLC	Inv. 453521-PPU for June 2025	505 Library Materials	-294.10
Bill Pmt -Check	07/16/2025	17495	Spin & Splat	Spin & Splat July 30	505 Library Materials	-275.00
Bill Pmt -Check	07/16/2025	17496	T-Mobile	Hot Spots	505 Library Materials	-692.20
Liability Check	07/17/2025	EFTPS	Michigan	Employee Withholding	500 Personnel	-2,397.76
Liability Check	07/18/2025	AutoDeduct	HUNTINGTON BANK	Employee Withholding	500 Personnel	-7,482.64
Liability Check	07/18/2025	AutoDeduct	MERS	Deferred Compensation	500 Personnel	-3,529.76
Bill Pmt -Check	07/21/2025	17497	FedEx	shipping for Prusa 3d printer	600 Equipment	-420.42
Bill Pmt -Check	07/21/2025	17498	MARTIN HARDWARE	Plumbing supplies, rotor sprinkler, hornet spray, keys	536 Facilities	-84.79
Bill Pmt -Check	07/21/2025	17499	Reliance Standard	Group Health	500 Personnel	-70.84
Bill Pmt -Check	07/21/2025	17500	WM Corporate Services	Refuse pickup qtr	536 Facilities	-1,291.45
Bill Pmt -Check	07/21/2025	17501	BAKER & TAYLOR	Library Materials	505 Library Materials	-1,055.63
Bill Pmt -Check	07/21/2025	17502	Bass Controls	Inv.345000899	536 Facilities	-360.00
Bill Pmt -Check	07/21/2025	17503	Shaw Construction	meeting room	600 Capital Projects	-2,459.18
Bill Pmt -Check	07/21/2025	17504	Shaw Construction	Final Meeting Room	600 Capital Projects	-49,604.43
Bill Pmt -Check	07/21/2025	Online Pymt	Millennium Business	copy machines/toner	505 Library Materials \$741.11/585 Admin. Expenses \$507.13	-1,248.24
Bill Pmt -Check	07/22/2025	17505	OVERDRIVE, INC.	OverDrive	505 Library Materials	-657.47
Bill Pmt -Check	07/22/2025	17506	Air Handlers Corp	service call	536 Facilities	-256.00
Bill Pmt -Check	07/22/2025	17507	OVERDRIVE, INC.	OverDrive	505 Library Materials	-1,437.73
Bill Pmt -Check	07/22/2025	AutoDeduct	DTE ENERGY	Electric	536 Facilities	-3,898.07
Liability Check	07/22/2025	20250722	TASC	employee contribution	500 Personnel	-145.46
Bill Pmt -Check	07/23/2025	17508	FRIENDS OF THE SSLDL	Friends Book Donation Sales June 2025	586 Gifts	-870.75
Bill Pmt -Check	07/23/2025	17509	OVERDRIVE, INC.	OverDrive	505 Library Materials	-2,022.23
Check	07/24/2025	AutoDeduct	CONSUMERS ENERGY	Gas	536 Facilities	-326.19
Bill Pmt -Check	07/31/2025	17510	Walk One Tech.	replacement check #17468	replcmt check	0.00
Bill Pmt -Check	07/31/2025	17511	Walk One Tech.	Final due with website	600 Capital Projects	-7,447.50
Bill Pmt -Check	07/31/2025	17512	OVERDRIVE, INC.	OverDrive	505 Library Materials	-1,277.65
Bill Pmt -Check	07/31/2025	17513	OVERDRIVE, INC.	OverDrive	505 Library Materials	-34.89
Bill Pmt -Check	07/31/2025	17490	THE LIBRARY NETWORK	Qtrly Telecom	505 Library materials	-2,740.95

Salem-South Lyon District Library Vendor QuickReport

July 2025

Type	Date	Num	Memo	Cost Control Center	Credit
CARDMEMBER SERVICES					
Bill	07/10/2025	CB	Amazon for metal stamping kit	505 Library Materials	45.97
Bill	07/10/2025	KC	Amazon for 3d printer filament/2-3 pack screen protectors for hot spots	600.4 · Technology Equip - Other	52.86
Bill	07/10/2025	KH	65.96 for paper, \$18.71 for TP/Fss Technologies \$150 for fire alarm monitoring	536 Facilities	334.67
Credit	07/10/2025	MM	Amazon refund for bathroom supplies	536 Facilities	-3.28
Bill	07/10/2025	KM	7.59 for SRP adult décor	585 Admin Expenses	17.59
Bill	07/31/2025	TR	Amazon for music	505 Library Materials	14.22
Bill	07/31/2025	KH	Karr Cuisine \$71.03/SP Flags \$210.28/Quill \$117.03 paper, TP \$43.14,\$75.39 office supplies/Qup0ply Den \$553.01 for custodial supplies/Advanced Water for salt \$174.50/USPS for postage \$78.00	586 Gift purchases \$71.03/536 Facilities \$980.93/505 Library Materials \$117.03/585 Admin Expenses \$153.39	1,322.38
Bill	07/31/2025	CB	Amazon \$68.75 for craft supplies:gravel substrate, magnets, tin containers, high gloss paper, \$57.93 for J non-fiction/\$8.95 for kits/\$121.35 for J non-fiction, \$175.11 for Adult kits, and Adult fiction	505 Library Materials	432.09
Bill	07/31/2025	NP	HD and Amazon for spinkler, flip toggle, emergency light, water hoses	536 Facilities	293.57
Bill	07/31/2025	KC	Alohi fax	505 Library Materials	17.99
Bill	07/31/2025	SS	Kroger, Amazon & Meanrds \$432.90 for Tween programs and SRP necklaces and bits/\$49.98 Amazon for sand art kits for Movies in the Park	505 Library Materials \$432.90/585 Adm. Expenses \$49.98	482.88
Bill	07/31/2025	KM	Amazon\$47.44 for SRP necklaces & bits/Srp dice/WSJ \$194.97	505 Library Materials	242.41
Bill	07/31/2025	TM	Kroger for snacks for SRP events	505 Library Materials	39.24
Bill	07/31/2025	PP	JMV Landscaping \$2688.03,QB annual 3414.26/Kroger \$70.41 for volunteer food	536 Facilities \$6102.56/586 Gifts \$70.41	6,172.97
Bill	07/31/2025	MM	Amazon & Demco \$491.59	585 Admin Expenses \$173.86 for labels, sticky notes/\$317.43 for kits, book tape, labels	491.29



Salem-South Lyon
District Library

FOR AUGUST 25, 2025, LIBRARY BOARD MEETING

Friends - Rachael Showerman, Friends Board Member

The Little Free Library celebrated its 9th birthday this month on Saturday, August 2.



2025 Friends Board Meetings

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

September 11 – P. Peruski

November 13 – D. Stacer

Library Director - Paulina Poplawska

Focus: Community Awareness and Engagement

The library was invited to the Movies in the Park in McHattie Park this year. On August 15, Paulina Poplawska represented the library at the event. The Movie was “The Goonies”. We had over 60 people stop by our table to make sand bracelets, snag giveaways and ask about library events.

The Future Library Patrons poster did not receive many comments while the library has been out in the community. It has now been posted at the City Hall in South Lyon since July 29 to solicit information. The question it asks is: What’s keeping you from the library? How can we make your experience worthwhile?

Proposed 2026 Board Meeting Dates

February 23, 2026, 7 p.m.

March 30, 2026, 7 p.m.

April 27, 2026, 7 p.m.

May 18, 2026, 7 p.m. (Special Budget Meeting)

June 29, 2026, 7 p.m.

July 27, 2026, 7 p.m.

August 31, 2026, 7 p.m.

September 28, 2026, 7 p.m.

October 26, 2026, 7 p.m.

November 30, 2026, 7 p.m.

No Meeting in December

January 4, 2027, 7 p.m.

January 25, 2027, 7 p.m.

Proposed 2026 Holiday Closures

Thursday, January 1, 2026, New Year's Day

Saturday, May 23 & Monday, May 25, 2026, Memorial Day

Friday, July 3 & Saturday, July 4, 2026, Independence Day

Saturday, September 5 & Monday, September 7, 2026, Labor Day

Wednesday, Nov. 25 (early closure @ 5 p.m.), Thursday, Nov. 26, & Friday, Nov. 27, 2026, Thanksgiving

Thursday, Dec. 24, Friday, Dec. 25, 2025, & Saturday, Dec. 26, 2025, Christmas

Thursday, December 31, 2026, New Year's Eve

Donor & Volunteer Appreciation Day - Saturday, September 20, 2025



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.

July 31, 2025
Facilities Committee- Library Design Proposal for Teen and Computer Lab was presented. 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. Motion passed.

August 11, 2025
Approval at the Special Library Board Meeting - Motion to approve the Library Design Proposal not to exceed \$105,470 was made by L. Hamilton; seconded by D. Siivola.

Week of August 15, 2025
Kathy Merucci and Paulina Poplawska spoke with Shaw to coordinate the timeline between Shaw and LDA for the teen and computer lab area. Shaw will start in the computer lab first before the teen area. The estimated time to commence is yet to be determined.

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

Focus: Community Awareness, Engagement & Services

The Summer Reading Program started winding down at the end of July and officially ended on August 2. Currently, the Librarians are preparing for fall programs and planning for winter programming.

Adult Statistics for the 2025 Summer Reading Challenge:

June signups: 170

July signups: 21

Total signups: 191

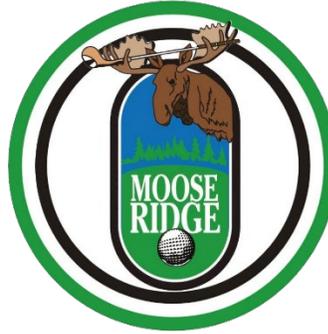
Total number of completed adult summer reading logs submitted: **96**

Breakdown of raffle tickets per prize:

Monopoly Board Games	8
Barnes and Noble Gift Card	118
Witch's Hat Mug Club	52
Kindle Fire HD 8	105
Kindle Fire 7	42
Moose Ridge Golf Outing	20
Schwinn Trike	50
Total Raffle Entries:	395

In 2024, the Adult Department tracked summer reading participation differently, but for comparison, we had 139 participants with 290 books read.

Community Partners and Donations



The Youth and Adult Departments received generous donations from the Friends of the Library, The Witch's Hat, Vibe Credit Union and Moose Ridge for summer reading and fall programs. The Witch's Hat donated an annual Mug Club Membership; Moose Ridge donated 9 holes of golf; Vibe Credit Union sponsored the Summer Reading Kickoff. The Library also received an amazing summer reading prize donation from patron, Ann Cooke – a Schwinn Trike. The winner was so excited! (See photo below)

The Friends of the Library will sponsor Halloween in October 2025, and the 15th Annual Community Reads Program and books. The Lucky Day Collection will also be sponsored by The Friends of the Library again this year. This sponsorship has helped reduce holds and wait times for the most popular print titles. The Library is very fortunate to have such strong support from our community!

Adult Summer Reading Prize Winners!

Adult Programming Highlights and Statistics:



Pewabic Pottery: 21 participants
They presented a free program and gave us a beautiful tile!



Metal Stamped Bracelets: 24 participants

Additional Program Statistics: July 2025

- Book Challenge - Book with no people on the cover: 12 participants
- Flavor Fiends Spice Club: 144 participants
- Needlework Group: 8 participants
- World UFO Day: 30 participants
- Paranormal Pages Book Club: 9 participants
- Karma is a Book Club: 3 participants
- Karate: 13 participants
- Cliffhanger's Mystery Book Club: 21 participants
- Community Cares: 9 participants
- The Ever-Present Camera: 34 participants
- Budgeting 101: 4 participants
- Wool Applique: 9 participants
- Know Your Digital Services: 1 participant
- Something Different Book Club: 12 participants

Adult Outreach - Patrons Served:

- Outreach Senior Rehab. Center: 1
- Outreach book delivery: 8
- Center for Active Adults Book Club: 8

Services - Patrons Served:

- Notary Service: 24
- Sewing For You: 18

Respectfully submitted,
Kathy Merucci, Head of Information Services

Youth & Teen Services – Tina McIntosh, Sarah Scherdt

The library's summer reading program has come to another successful conclusion. This year, 979 children and teens registered for the summer reading challenge - 869 youth (from toddlers through middle school) and 110 teens - an increase from last year's 694 total participants. The summer reading challenge ran for 7 weeks, encouraging reading and engagement through the summer.

To support reading goals, all participants received a free book and a raffle ticket at registration, with the opportunity to earn up to two additional entries by completing their reading logs. This year's prize raffle featured four options for youth and one for teens. As part of our incentive program, we also distributed 746 brag tags, approximately 1,100 beads, and many rubber ducks and stickers.

In response to community feedback from previous years, we introduced a new "Read-to-Me" summer reading log for children not yet in elementary school. Modeled after our *1,000 Books Before Kindergarten* program, this new option encouraged families to read 100 books together over the summer. The addition was well received and helped us further expand the reach of our summer learning initiatives.

In addition to the reading challenge, we offered 52 programs serving toddlers through teens. Our total attendance was strong, with 1,846 youth and 490 teens participating in events throughout the summer.

Our summer programming was enriched by a variety of dynamic outside presenters and community partners. Highlights included a visit from a paleontologist, a magic show, interactive science sessions from Leslie Science Center and the Ann Arbor Hands-On Museum, a pixilation animation workshop, two escape room experiences, spin art, Nerf games, and a foam party. We also hosted a skills-building program specifically for middle school students.

Library staff led weekly storytimes, outdoor sensory play in the Pavilion, book clubs, yoga sessions, weekly Lego drop-ins, and creative programs focusing on art and nature. A particularly fun highlight was our Oreo tasting event. We also continued our popular Kid Librarian program, giving children the opportunity to build a book display.

Two special after-hours events gave kids and teens unique opportunities for social connection and discovery: our Family Science Fest, designed for elementary and middle school students, and S'mores & Hide-and-Go-Seek for middle and high schoolers.

New this year, we introduced a series of weekly challenges designed for elementary-aged children. These fun, drop-in activities were offered each week during the summer reading program and aimed to add a creative, engaging element to every library visit. Challenges included a butterfly craft, a mad-lib style puzzle, an origami activity, and a "write your own knock-knock joke" station. These quick, self-guided activities were well received and provided another meaningful way for kids to interact with the library beyond traditional programs.

We were pleased to hear positive feedback from families about this summer's program. One parent, whose two daughters are both in elementary school, shared how much they loved the Summer Reading Program this year and specifically highlighted the variety of challenges as a favorite part. It was a wonderful reminder of the Library's impact in creating an engaging experience for young readers.

We also piloted a new Summer Leadership Program for students entering grades 7-12 in the fall. This initiative provided meaningful volunteer opportunities and leadership development for local teens. A total of 34 students participated, logging 350 volunteer hours at the library during the seven-week summer reading period. We wrapped up the program with a celebratory pizza party and swag bags to thank them for their contributions.

We would like to acknowledge the generous support of Vibe Credit Union who once again supported our summer efforts, and we were grateful to receive a grant from Oakland County Parks, which brought giant yard games to our well-attended Summer Fest in June.

We recently finalized our program lineup for September through December and are already looking ahead to Winter and Summer Reading 2026!

Youth Storytimes and Early Literacy	Program Date	# of Attendees
Family Fun Storytime	7/1/2025	50
Family Fun Storytime	7/8/2025	48
Patio Play	7/14/2025	40
Family Fun Storytime	7/15/2025	49
Patio Play	7/21/2025	4
Family Fun Storytime	7/22/2025	31
Family Fun Storytime	7/29/2025	30
Youth and Tween Programs (ages 6-13)		

Art Night	7/8/2025	55
Magnificent Magents	7/10/2025	28
Nature's Night Life (2 sessions)	7/16/2025	124
Summer Reads Book Club	7/16/2025	1
Lego Block Party	7/18/2025	27
Magic Show with Cameron Zvara	7/24/2025	68
Lego Block Party	7/25/2025	12
Everybody Read Dogtown	7/29/2025	6
Everybody Read Unplugged	7/29/2025	8
Family Science Fest	7/30/2025	90
Spin Art	7/31/2025	40
Wizarding Yoga and Games	7/31/2025	3
Kid Librarian	various	8
Teen Programs (grades 6-13)		
Pixilation Animation Workshop	7/1/2025	11
Teen Fiber Arts	7/11/2025	3
Smores and Hide & Go Seek	7/17/2025	18
Escape Room	7/23/2025	33
Teen Fiber Arts	7/28/2025	6
Fantasy Realms Book Club	7/28/2025	6
Outreach		
Sand Art Bracelets - SL Movie Night	7/18/2025	34
GRAND TOTAL JULY 2025		833
July 2024		442
1,000 Books Before Kindergarten: Sign Ups		16
1,000 Books Before Kindergarten: Completed		3
Scavenger Hunt		250
Summer Leadership Team		240 hours

Respectfully submitted by Tina McIntosh and Sarah Scherdt

IT - Kevin Campbell

With the launch of the new website, we have been working to adjust and make changes based on feedback we have received. We have built out a local version of the website that we can use as a sandbox for testing new features and ideas. One of the key areas of focus have been the forms and the email integration to send out the responses to the respective departments.

Along with the creation of the local version of our website, we built out a server to host it and other webpages locally. On our old website, we had maintained a page of quick links to navigate the internet that people have relied on. They were previously part of the old website, and it would also alter website usage statistics. By hosting the pages in house, we can maintain better metrics of how many people are accessing our website and where on the site they are going. These metrics are still anonymous and does not tell us who is viewing the site or anything else about them.

With the end of Windows 10 coming in October, we have been working on building out a Windows 11 image. There have been a lot of changes going from Windows 10 to Windows 11. Some of these changes require us to change the way that we configure the computers. We are working to maintain the settings that we have had previously so that it is not as jarring of a change.

Library Services & Quick Links

Top Catalog Searches	Book/Movie Guides	Research	Local News	National News	Job Search	Wireless Printing
New Fiction » New Non-Fiction » New DVD's » New Blu-ray » View All »	Books & Authors » What's Next in Book Series » Novel List K-8 » IMDb » Rotten Tomatoes »	Michigan Legal Help » General OneFile » Business Insights » Health & Wellness Center » View All Med. Databases »	Detroit Free Press » Michigan Live » South Lyon Herald » WXYZ Detroit » Ann Arbor News »	CNN » Fox News » New York Times » NPR » USA Today »	Michigan Talent Connect » Job & Career Accelerator » indeed » MLive Jobs Search »	Make Color Copies » Send Print Job »

Circulation- Ashley Fisher, Candy Mahoney

The Summer Reading Program made the library the place to be! Circulation made sure to tell the grownups that summer reading fun was not reserved for kids only which led to plenty of adults taking game boards.

Hotspots were hot items in Circ world:



TLN has streamlined MelCat so it is a much more efficient, quick system for us, especially when it comes to receiving MelCat items in delivery:



The library served 4,904 patrons in July.

In addition, we served 18 people at the drive-up window and facilitated 5 locker pickups.

Holds Statistics:

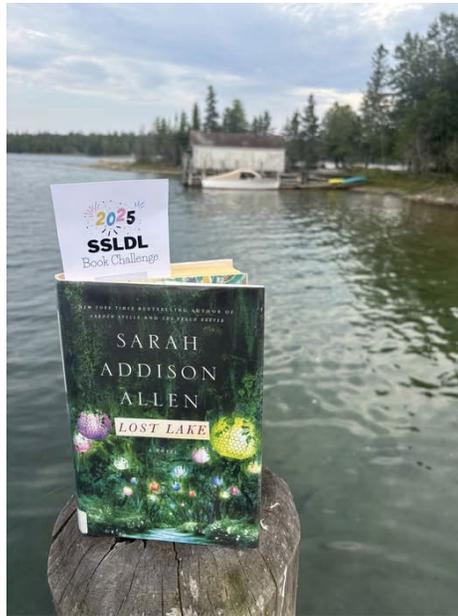
- Books Brought in from Other Libraries for SSLDL Patrons: 2220
- SSLDL Books Sent to Other Libraries: 1501
- SSLDL Holds for SSLDL Patrons: 729

Book Drop Stats:

- Centennial Farms: 144
- Colonial Acres: 288

Marketing Department - Tracy Robinson, Candace Mahoney

The August book challenge is the summer favorite of “Beach Reads”. Many patrons have been passing along their favorites to add to our endcap, and we love it!



Patron feedback was very positive this year for our Summer Reading decorations. The kids loved the colorful displays, teens enjoyed the butterfly photo op, and the adults appreciated Cécile's Monopoly theme in the adult department.



- 538 were items with linking issues: typos in the call number field, incorrect author's name or Dewey number in the call number field, incorrect location or media type information, and some cross-linked items which were attached to the wrong record. These were all corrected to ensure that staff and patrons can find what they are looking for.
- 160 were items with label issues such as typographical errors or the wrong Dewey number or author's name. These were all corrected.
- 174 items were found to have errors in their MARC records. The most common issues were typographical errors and extra text (such as contributors' names) in the title field. Some items had a completely different title listed in the record than was present on the item cover. Documentation of these errors was sent to TLN and the records were corrected.

As part of this project:

- 148 Juvenile DVD call number fields were updated. These were holdovers from our obsolete convention of cataloging J DVDs by only the first letter of their title.
- 50 Teen Graphic Novels were found which were linked to defunct serial records. These books have been adjusted to individualized records to make them much easier to find and place on hold in the catalog.
- We found that the Braille section contains multiple different labeling conventions from previous curators of the collection. We will talk with Tina to decide how the collection should be labeled going forward, and re-label older books.
- We found that much of Adult Nonfiction has faded labels, sometimes to the point of total illegibility. After Andrew next weeds this collection, we will launch a project to relabel these books on an as-needed basis. Updated labels will not need to be replaced in future since our new label printers create much more long-lasting labels.

The overall result of this project is a streamlined catalog that accurately reflects what we have in our collection. Patrons and staff alike will benefit from these updates! Going forward, we plan to complete a check like this about once a year to ensure that the catalog remains accurate.

I would like to thank the Processing team for replacing all of the old and incorrect labels that were caught, the Circulation team for helping out with the extra-large missing lists generated during this project, the collection managers for their patience with our mountains of repair inquiries, and the cataloging staff at TLN for their help managing the backend record and item adjustments!

	Found on shelf, not in catalog	Found on shelf, lost	Not on shelf; withdrawn	Not on shelf; set Missing	Linking issues fixed	Label issues fixed	Record issues fixed	Total issues fixed	Total items surveyed	
Adult Audio	14	2	6	2	8	1		33	1552	2.13%
Adult CD	8	6	3		2	1		20	1411	1.42%
Adult Blu-ray	3	6	1					10	1143	0.87%
Adult DVD	27	20	49	10	34	42	29	211	7920	2.66%
Adult Fiction	41		50	12	33	4	6	146	14819	0.99%
Adult Graphic	1			9	29	1	3	43	880	4.89%
Adult Large Print	7	2	5	6	15		7	42	2230	1.88%
Adult LoT			1	1	14			16	212	7.55%
Adult Nonfiction	147	7	74	15	105	37	14	399	12379	3.22%
Juvenile Audio	3	1		1	8			13	446	2.91%
Juvenile Biography	10	1	3	10	6	2	6	38	1259	3.02%
Juvenile Board Book	1		14	5	1		1	22	249	8.84%
Juvenile Book + CD			1		19			20	177	11.30%
Juvenile Braille					7			7	54	12.96%
Juvenile CD		1	7		2	2		12	286	4.20%
Juvenile DVD	1		4	5	1	2		13	954	1.36%
Juvenile Easy Reader	1		5	17	19	1	5	48	1589	3.02%
Juvenile Fiction	14	6	72	24	32	14	12	174	6320	2.75%
Juvenile Graphic	1			5	15	1	6	28	1224	2.29%
Juvenile Literacy		1						1	74	1.35%
Juvenile LoT					2			2	54	3.70%
Juvenile Nonfiction	20	1	90	26	40	20	2	199	5174	3.85%
Juvenile Picture Book	3	3	19	23	35	1	23	107	6839	1.56%
Teen Fiction	9	1	36	15	29	2	6	98	3427	2.86%
Teen Graphic		4	5	6	32	8	29	84	2238	3.75%
Teen Nonfiction	10		18	6	11	13	7	65	1980	3.28%
Tween Audio		2	15		11			28	149	18.79%
Tween Fiction	4	2	5	5	18	1	18	53	2031	2.61%
Tween Graphic		1		3	10	7		21	468	4.49%
Total	325	67	483	206	538	160	174	1953	77538	2.52%

In other news, we are working with the librarians to streamline our process for receiving items from our new book vendor, Ingram. While there have been a few complications to overcome as we adapt to the new system, the fulfillment rate of new titles has been an improvement so far over Baker & Taylor.

Our statistics for July:

- 622 new items were processed
- 278 repairs were made to existing materials
- 507 items were withdrawn to make room for new materials
- In total, 1,436 items were handled by our department

Facilities – Norm Pratt



Generator – This past month the board approved the bid to have A.F. Smith install a new 200KW Generator. Currently Dan Siivola and I are reviewing the bid, quotes, and timing to make sure that the project moves forward smoothly.

Water Leaks – This past month we have continued to work three problematic water leak areas. The first is to modify (increase the height) the conduit in one of the sidewalk lights so that run off water does not enter the conduits (pipe) and drain into the building. The second is sealing the boots on the vent/exhaust pipes to prevent water from leaking into the building. This past month when we had rain that was heavy enough that it leaked into Meeting Room1. The Roof Company repaired the leak. The third was resealing the area above the north side of the patio doors. The area was previously sealed (years ago) but it leaked again. Hopefully resealing it will prevent it from leaking for a few more years.



Backyard Landscaping – Last month JVM completed the landscaping. This past month we cleared the area of residual debris and watered the area ensuring that the grass took hold. In September we should be able to start cutting the grass in this area.

Down Spout Drainpipes – With all the heavy rains, we learned that several of them have restricted flow and need to be cleaned. The plan is to remove the debris in these pipes with-in a month.

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

Overheard in the Library

Kevin has been recognized for the R-Best value of Outstanding Service.

"He saved me!"

Kevin dropped everything to help a patron who was having some issues with Excel. The patron was filled with joy and praise for Kevin afterwards! Thanks for coming to his rescue! :)

The Gardening Volunteers! has been recognized for the R-Best value of Outstanding Service.

Multiple patrons have come in today and raved about how pretty our garden is. One gentleman even said "Too bad they're just volunteers, because I'd hire them to do my garden!"



Imagine the Possibilities

SALEM-SOUTH LYON
DISTRICT LIBRARY

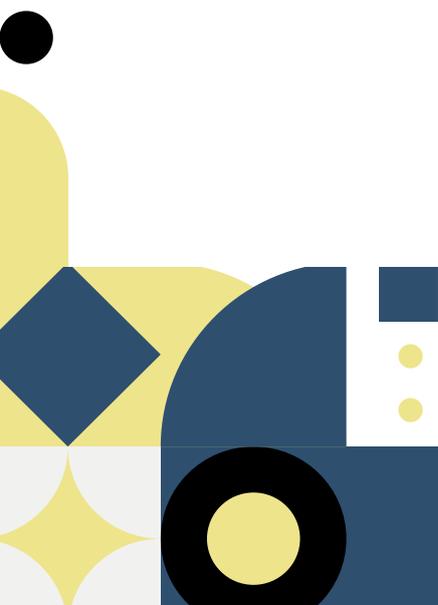
ANNUAL REPORT 2025

IMAGINE THE POSSIBILITIES



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DIRECTOR'S LETTER

We are proud to share with you the Salem-South Lyon District Library's 2025 Annual Report—an overview of a year defined by growth, innovation, and continued commitment to the communities we serve:

Salem Township, South Lyon, and Green Oak Township.

At SSLDL, we take great pride in being recognized as a trusted community resource—a place where high-quality service is not just expected, but continually delivered. Our mission goes far beyond lending books. We are here to empower, to connect, and to enrich lives.

In 2025, visitors of all ages, backgrounds, and circumstances connected with us nearly 11,080 times through their questions—demonstrating just how essential the Library is in people's daily lives.

People come to the Library to:

- Search for jobs and explore new career paths
- Launch or grow small businesses
- Access books, audiobooks, magazines, movies, and music
- Learn digital skills and discover new technologies
- Reenter the workforce with up-to-date tools and training
- Access reliable internet in a welcoming, public space
- Find accurate information, guided by our knowledgeable librarians

But that's not all. Every day, individuals gather here for workshops, classes, and cultural events. Students meet with tutors in study rooms; professionals collaborate in meeting spaces; families participate in early literacy programs; and neighbors simply come to relax and feel a sense of connection.

The Library remains at the forefront of innovation to help our community learn how to use technology with confidence. For many, we provide a digital lifeline—bridging the gap for those without internet access at home, work, or school.

Several of the projects we've completed this year include:

- Fireplace/Reading Area renovation completed in November
- Meeting Room 1 & Staff Breakroom (Phase I) construction completed in June
- Planning for Teen Area & Computer Lab (Phase II) underway with approved budgets of \$162,000 and \$89,000 respectively
- Landscaping improvements included eastern grounds backfill
- Website redesign completed

As you explore the 2025 Annual Report, we invite you to take a closer look at the stories, statistics, and services that reflect the heart of our work. Everything we do is rooted in our belief that libraries strengthen communities. Thank you for continuing to support and engage with us.

In addition to thanking our innovative staff for another year of accomplishment, we are grateful to the SSLDL Board of Trustees, the Friends of the Library, Library volunteers and supporters, and most importantly, our community.

Sincerely,

Paulina Poplawska, Library Director

LIBRARY OVERVIEW

About Your Library

From a single room and a few donated books in 1939 to a thriving 22,056 sq. ft. community hub—explore how SSLDL has grown alongside South Lyon and Salem Township through community-led growth this year!

Library Vision and Mission

Vision



Imagine The Possibilities

Mission

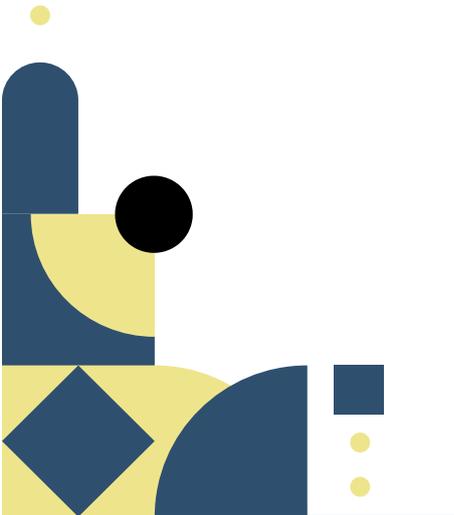


The mission of the Salem-South Lyon District Library is striving to educate, enrich, and empower the community.

MEET THE LIBRARY BOARD OF TRUSTEES

LIBRARY BOARD

Denise Stacer - President (2028)
Linda Hamilton - Vice-President (2026)
Dan Siivola - Treasurer (2028)
Hattie Maguire - Secretary (2026)
Pat Peruski - Trustee (2028)
Russell Sims - Trustee (2026)
Erin Petricca - Trustee (2026)



The mission of the Salem-South Lyon District Library Board of Trustees is “to uphold the trust, granted to us by our fellow citizens, as we provide financial direction, long-term strategic planning, advocacy, and policies for the library while continuing our professional development.”

FRIENDS OF THE LIBRARY BOARD

Amber King, President (2027)
Karen Weber, Treasurer (2026)
Janet Kaiser, Membership Chair (2027)
Katherine Housman, Secretary (2026)
Rachael Showerman, Trustee (2027)
Kristine Downs, Trustee (2026)

The Friends of the Library contributed over \$43,514.58 since 2024.

In 2025, for the second annual “Imagine the Possibilities” scholarship, the Friends of the Library awarded scholarships to area students: Leela Arkoussian, Chloe Evans, and Clara McCauley.

The Friends of the SSLDL truly appreciate the thoughtful contributions of the scholarship committee volunteers, as well as Agnes Bongero and the Friends of Michigan Libraries Harriet Larson Founders Grant for their generous donations, which made these scholarships possible!



MEET THE LIBRARY STAFF



- Allison Johnson
- Andrew Calvetti
- Andrew Ruf
- Ann Badarak
- Ashley Fisher
- Beverly Dinkins
- Candy Mahoney
- Cécile Bosshard
- Elizabeth Hedgcock
- Emily Trcalek
- Gordon Mahoney
- Grace Balog
- Hannah Johnson
- Heidi Sanford
- Janet Kaiser
- Julia Van Dam
- Kari Yergin
- Karin Caporale
- Kasey Hill
- Kathy Hutchinson
- Kathy Merucci
- Kevin Campbell
- Luke Brusstar
- Mackenzie Ziegler
- Mary Beth Connolly
- Matt Robinson
- Michelle Sanderson
- Molly Mahoney
- Nathan Vansteenkiste
- Norman Pratt
- Pam Hines
- Paulina Poplawska
- Preeti Arya
- Riley Olando
- Sarah Scherdt
- Sophia Bergeron
- Sharon Becker
- Tina McIntosh
- Tracy Robinson
- Veronica Warnock
- Zoe Gargiulo

MEET THE SHELVING & BOOK ROOM VOLUNTEERS

Volunteers put in 1,135.60 hours of service in 2024. We give special recognition and appreciation to the following volunteers:



- Agnes Bongero
- Ann Pylman
- Bernadette D'Alessandro
- Carmen Martin
- Carol Sutliff
- Diane Bergendahl
- Don D'Alessandro
- Emma Lang
- Gina Percy
- Jean Schneider
- Jeanette Benson
- Jim Bedi
- Julie Kennedy
- Linda Urban
- Lynn Kneisel
- Lynn Raade
- Michael Flores
- Sharon Deron
- Sharon O'Neill
- Sue Noble
- Susanne Curtis

MEET THE GARDEN VOLUNTEERS

The Garden Volunteers dedicated 651 hours working on the library gardens in 2024. Hours for 2024 totaled 651.

"Thanks to our amazing volunteer gardeners, the library is a place where knowledge blooms inside—and flowers bloom outside. They don't just tend plants; they cultivate beauty, learning, and community, helping our library grounds grow into a truly welcoming space for all."



- Ruth Ann Adler
- Valen Andreasian
- Patty Baker
- Jean & Paul Benedict
- Jeanette Benson
- Agnes Bongero
- Dyanne Bressler
- Natalie Burd
- Monica Cialek
- Elizabeth Cortright
- Elaine Crook
- Bernadette D'Alessandro
- Don D'Alessandro
- Nancy Donnelly
- Linda Dres
- Wendy Fanson
- Carol Fernandez
- Melanie Herbert
- Mary Holliday
- Sheila Konen
- John Keast
- Mary Irwin
- Sylvia King
- Nalinne Jones
- Megan McCombs
- Mary & Kelly McGraw
- Lynne Mead
- Chris Melcher
- Margaret Michael
- Adele Muench
- Karen Nagy
- Ann Pylman
- Gerry Redel
- Renae Russell
- Cathy Sarinopoulos
- Barb Schommer
- Emily Seamark
- Marilyn Shuster
- Jean Tymoc
- Marie Volkert

MEET THE TEEN ADVISORY BOARD

The Teen Advisory Board (TAB) meets monthly during the school year, from September through May. During this fiscal year, TAB members contributed a total of 79 volunteer hours in support of various library initiatives. Their contributions included wrapping books for the Adult Department's Blind Date with a Book program, assembling take-home gardening kits for the Youth Department, creating content for the Library's Instagram accounts, assisting with Youth programs, maintaining Teen Department book displays, and painting the wing murals in the Teen space.

- Sophia Bergeron
- Chloe Bielskis
- Amira Genson
- Mirabelle Leff
- Ivanka Tasevski
- Nathan Van Steenkiste
- Mackenzie Ziegler



YOUTH & TWEEN DEPARTMENT HIGHLIGHTS



- FAMILY FUN STORYTIMES
- FABULOUS FOURS STORYTIMES
- BABY BOUNCE STORYTIMES
- MOVIN' AND GROOVIN' STORYTIME
- GET READY FOR KINDERGARTEN STORYTIME
- END OF SUMMER MOVIE: THE SUPER MARIO BROS. MOVIE
- HOWL-O-WEEN UNDER THE FULL MOON
- SPOOKTACULAR SENSORY FRIENDLY STORYTIME
- WINTER GNOMES
- LET IT SNOW HOLIDAY MAGIC SHOW!
- KIDS BOOK BUZZ
- STUFFED ANIMAL SLEEPOVER
- BATTLE OF THE BOOKS
- READING BUDDIES
- THE FLOOR IS LAVA
- DOES YOUR GARDEN GROW?
- SPRING SENSORY STORYTIME
- PATIO PLAY
- KID LIBRARIAN
- BOOKTASTING
- SUMMER FEST AND FOAM PARTY
- SUMMER SOLSTICE YOGA!
- FANTASY REALMS BOOK CLUB
- SNACK FOOD WAR: OREO EDITION
- BEING BIRDS!
- ELEMENTARY ORNITHOLOGISTS
- NERF GAMES!
- NORBERT'S RETIREMENT PARTY
- PIXILATION ANIMATION WORKSHOP
- ART NIGHT
- MAGNIFICENT MAGNETS
- NATURE'S NIGHTLIFE
- MAGIC SHOW WITH CAMERON ZVARA
- EVERYBODY READ PARTY
- FAMILY NIGHT SUPER SCIENCE FEST
- WIZARDING YOGA AND GAMES
- DINOSAUR DAY WITH PALEO JOE

TEEN DEPARTMENT HIGHLIGHTS



- FRANKEN-STUFFIES
- DIGITAL PRACTICE SAT
- CRAFTS AND COCOA
- 3D PRINT WORKSHOP: KEY CHAINS
- BAD ART NIGHT
- VALENTINE'S BOOK BOX CRAFT
- MARCH MADDNESS BOOK BRACKETS
- TEEN ADVISORY BOARD
- EXAM CRAM
- SUMMER LEADERSHIP PROGRAM
- TEEN FIBER ARTS SERIES
- AFTER HOURS SMORES & HIDE AND GO SEEK
- ESCAPE ROOM
- END OF SUMMER PICNIC





Reading Buddies

Today! 4:00-6:00

THIS PROGRAM IS PROVIDED IN PARTNERSHIP WITH THE SOUTH LYON HIGH SCHOOL NATIONAL HONORS SOCIETY™

IT IS NOT A SCHOOL SPONSORED PROGRAM



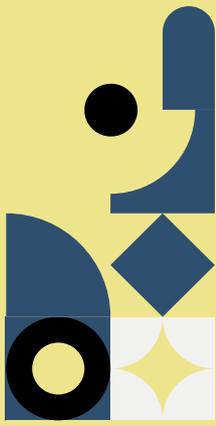
YOUTH & TEEN DEPARTMENT HIGHLIGHTS

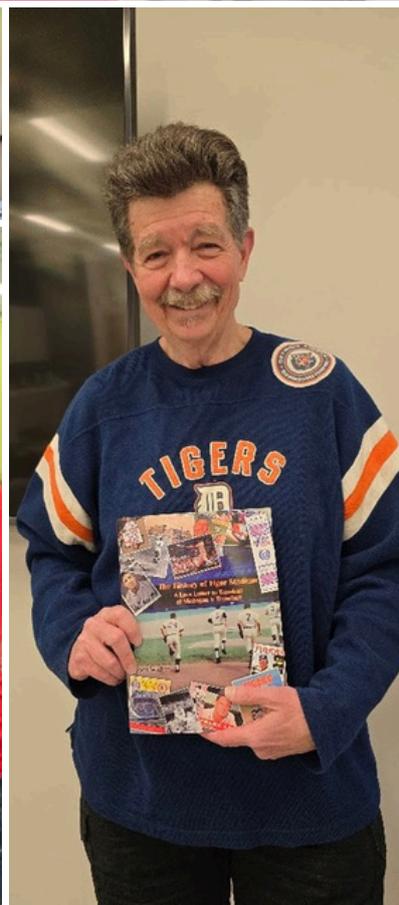




ADULT DEPARTMENT HIGHLIGHTS

- Document Shredding
- Cliffhangers Mystery Book Club
- The History of Tiger Stadium
- Seed Library
- Sister Pie
- Community Cares
- Know Your Digital Resources
- Canning Workshops
- Semiannual Craft Swap
- Herbal Tea Workshop with Bevin Cohen
- TubaChristmas
- Paranormal Pages Book Club
- Flavor Fiends Spice Club
- Community Reads
- RJ Spangler Trio
- Craft Nights
- Something Different Book Club
- Classic Michigan Food and Drink
- Senior Game Days: Bunco!
- Self Defense Workshop
- Karma is a Book Club
- Cold Case Michigan
- Irish Folklore with Enda Reilly
- Digital Photo Management
- The Phil Hale Jazz Quartet
- Declutter with Heather
- The Kennedy Assassination
- Cryptids Decrypted
- Outreach Book Deliveries

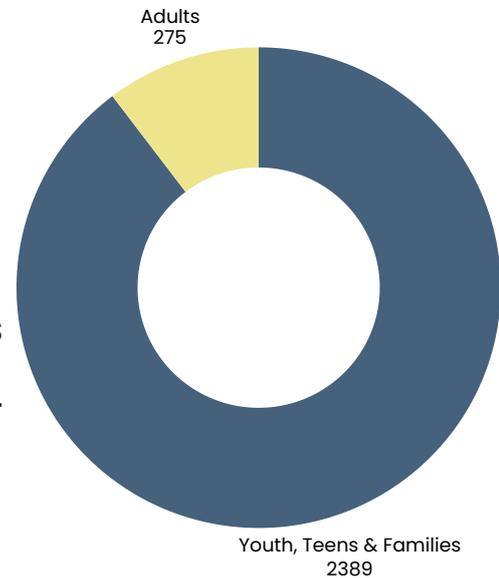


OUTREACH HIGHLIGHTS

- Summer Lunch Program: 170 books and flyers distributed
- ELL Picnic: Attended by staff; Spanish-language collection expanded
- Salem Flag Day Parade & Fireworks: 250+ items distributed; feedback collected
- Summer Reading School Visits: 1,770 students reached across four elementary schools at Bartlett, Brummer, Sayer, and Salem schools
- Participated in Pumpkinfest Parade and festival
- Neighborhood Library Association Community Reads
- Early-On Preschool sensory storytime
- South Lyon High School cognitive impaired class tour
- Daycare visits from The Learning Experience
- South Lyon Education Foundation Teacher Book Sale
- Center for Active Adults
- Washtenaw County Historical Commission
- Senior Rehabilitation Center
- Depot Days storytime
- Battle of the Books presentations

Outreach
July 2024 - June 2025



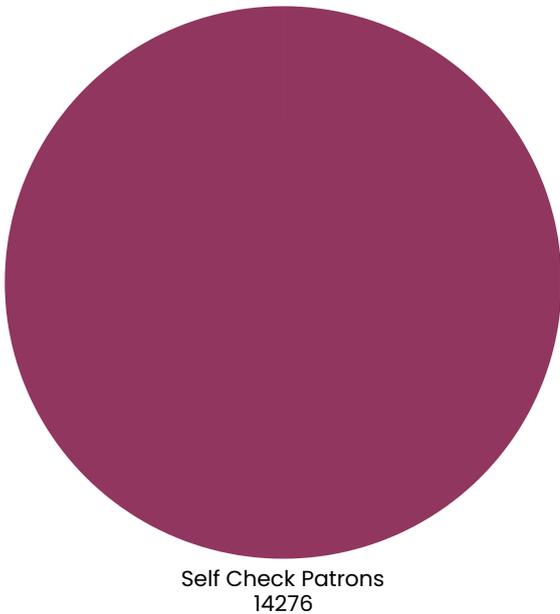
CIRCULATION HIGHLIGHTS

Beyond traditional books, the library offers a diverse range of kits, including STEAM, math, storytime, literacy, family fun, skill-building, and sensory support resources.

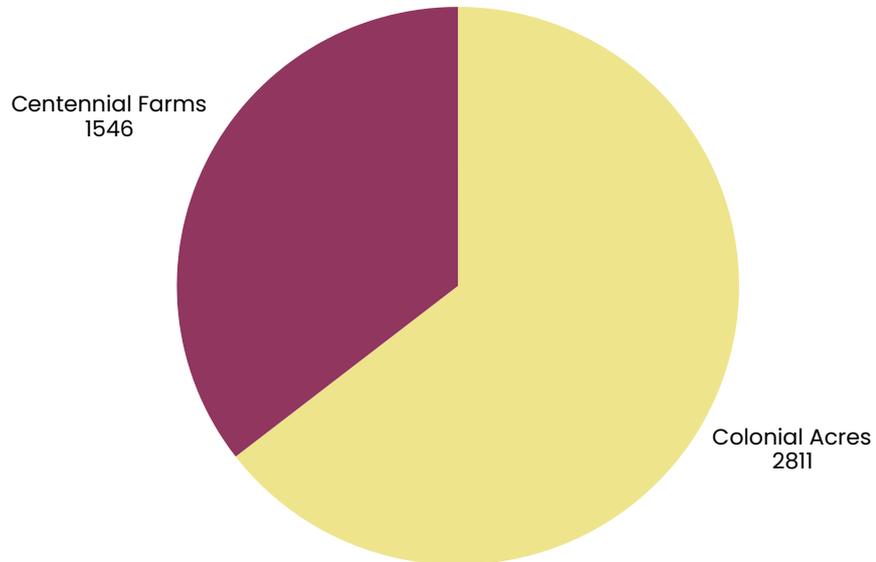
Our Library of Things continues to expand, with items like Wi-Fi hotspots remaining especially popular during the summer months and school breaks.

Locker and drive-up pickup services also remain in high demand, providing convenient access for our community.

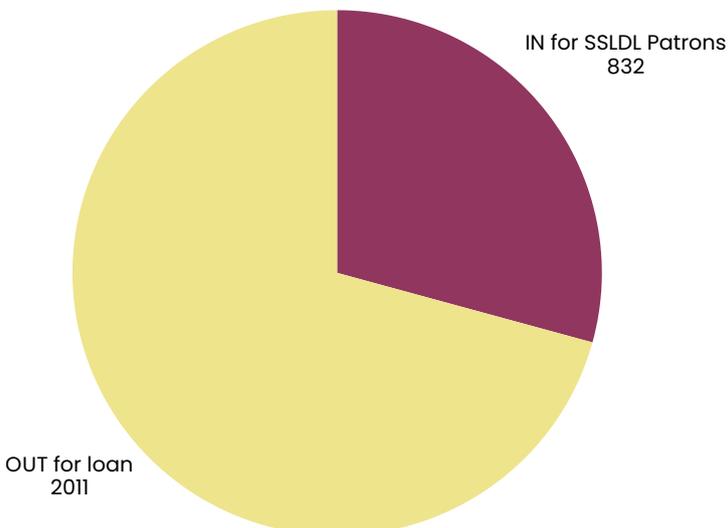
Self Check Patrons Served



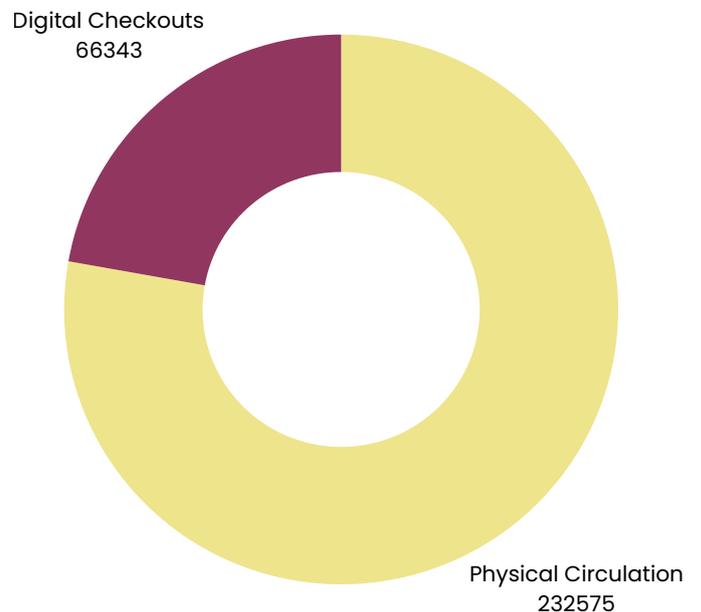
Community Book Drops



MelCat



Materials Circulation



TECHNOLOGY HIGHLIGHTS



- Transitioned from Evanced to LocalHop for scheduling.
- Network security improvements and VPN evaluations.
- Website redesign project.
- Tech one-on-one sessions remain popular and impactful and empower patrons (e.g., Etsy setup, media digitization).
- New self-check machine configured; old unit donated.
- Backup internet via T-Mobile installed.
- Custom app for room reservation kiosk built.
- Screensaver image display system deployed on public computers.
- 3D print job queue system implemented
- New AV system installed in Meeting Room 1.
- Security camera system upgraded.
- MelCat process streamlined with web-based client.
- Microsoft Teams texting application submitted.
- Group policy management improved for public and staff computers.
- New mobile print service that is easier to use.
- Worked with the reference team to provide a class on the libraries digital offerings.
- Ran a class on how to design 3d keychains to be printed.
- Built a local version for the new site for testing before deployment.
- As always, provided technical assistance for all ages!

FACILITIES HIGHLIGHTS

HVAC

- LG System
 - Completed the installation and training of the LG Systems
 - Connected the LG Units to the BMS (Bass System)
 - Installed new controls for the Mitsubishi Energy Recovery Units
- Johnson Control System
 - Chiller
 - Replaced the Crack Case Heater
 - Replaced Glycol Flow Sensor and Gauges
 - Boiler
 - Resolving the low gas pressure fault
- Building Management System Bass Controls
 - Connected the BMS to the LG units
 - Modified the program to meet our needs (gained additional visibility and control of the HVAC systems)
 - Learning how to use the system better control the temperatures in the library
 - Developed Spring and Summer system setting

Back Yard Renovation

- Completed the replacement of patio pavers with cement and extending the sidewalk from Olson Room to the Pavilion
- Installed a Musical Garden
- Completed the electric line trimming and backyard expansion project

Building Repairs

- Replaced Boiler Room/Basement Sump Pump
- Water Leaks – Roof Staff, Meeting Room One, Youth Area, Basement Electrical Conduit

Generator Upgrade

- We're in the process of installing a larger back up generator.

Building Improvements

- Fireplace Area Refurbishment
- Meeting Room One Refresh
- Staff kitchen remodel



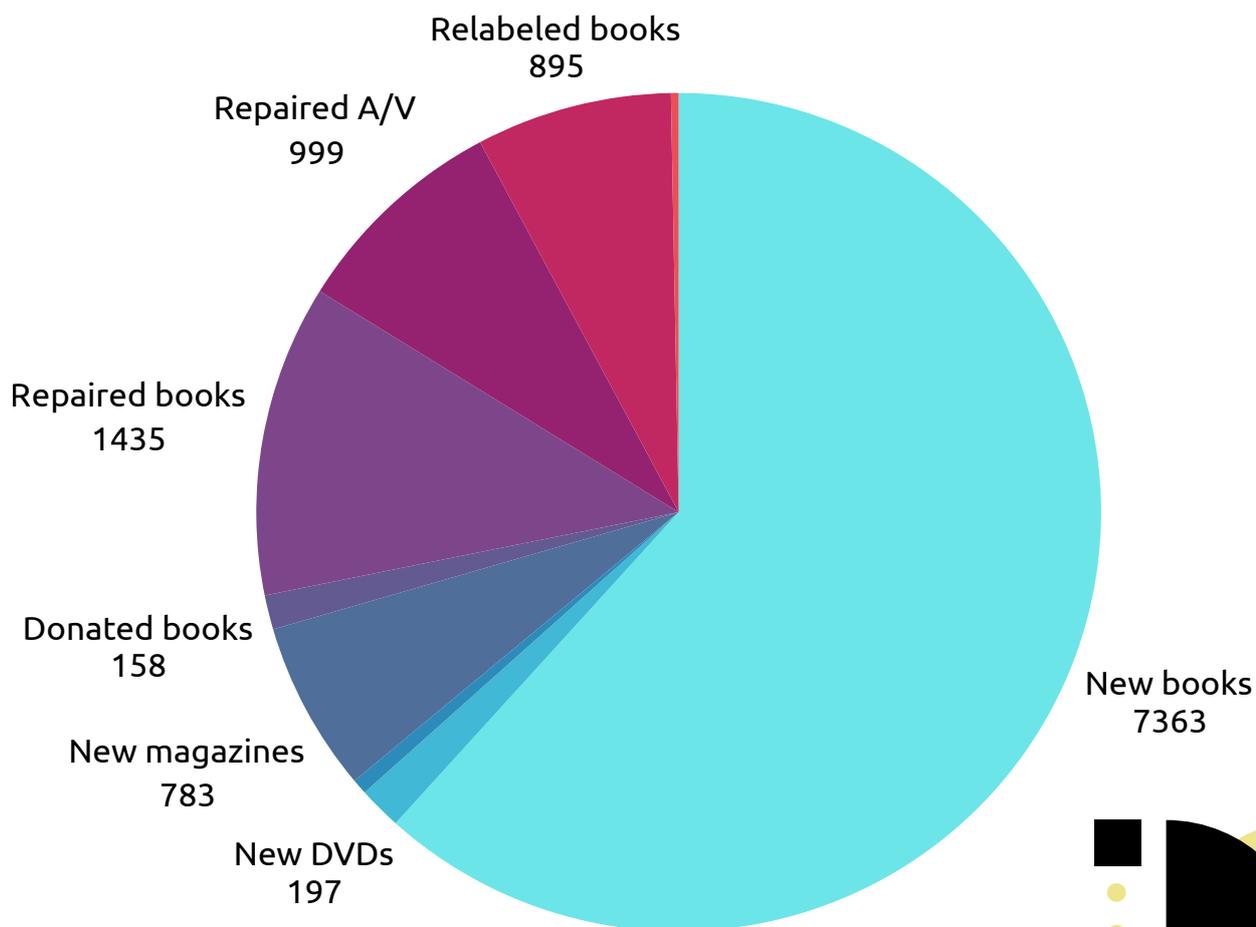
PROCESSING HIGHLIGHTS

This year...

- We processed:
 - **7,363** new books
 - **197** new DVDs
 - **70** new music CDs
 - **783** new magazines
 - **158** donated books
- We repaired:
 - **1,435** books
 - **999** A/V materials
- We withdrew **10,801** older books to make room in the collection
- We relabeled **895** books as part of various projects
- In total, we handled **22,736** items (some not listed here)

Fun additions we processed:

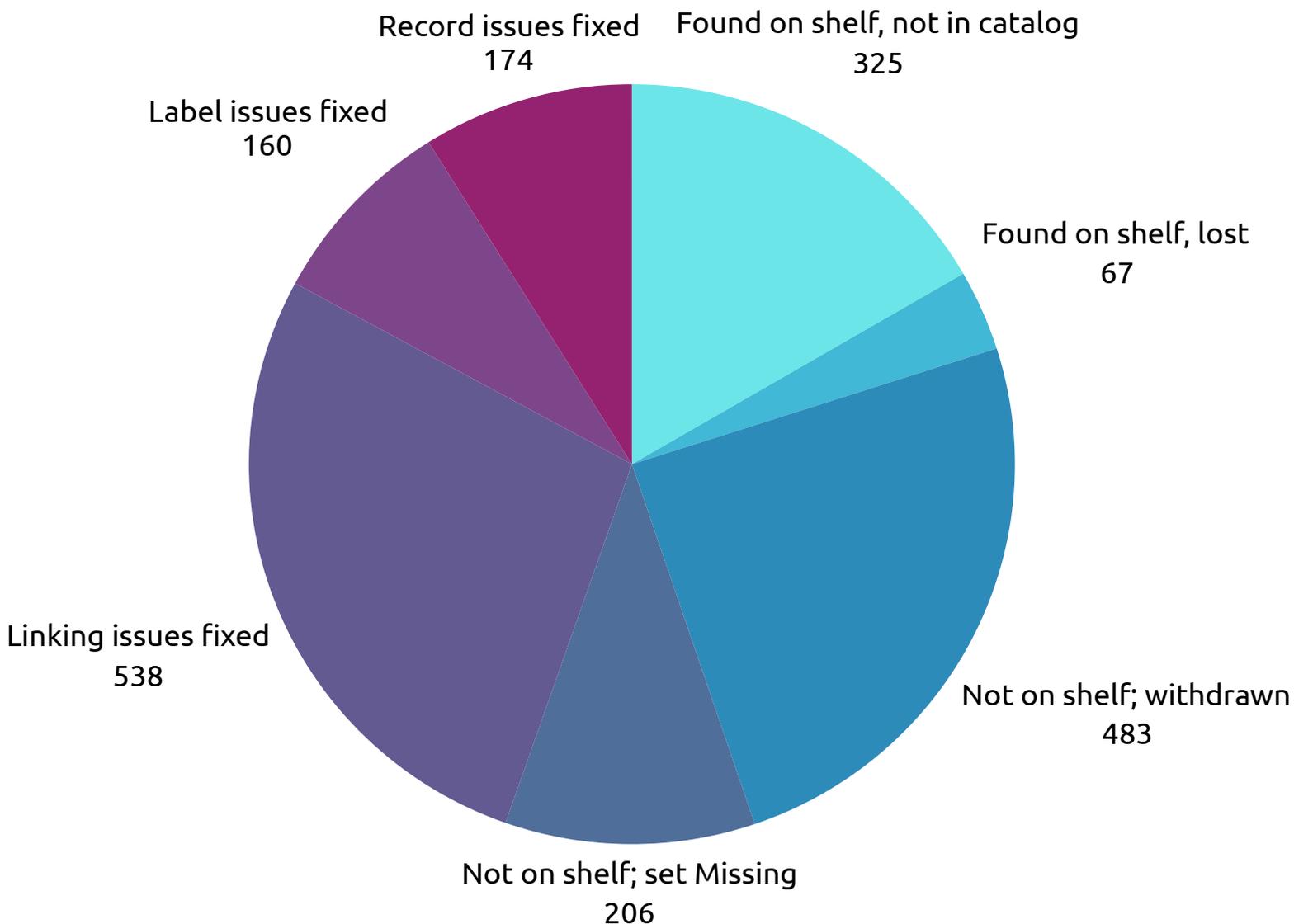
- 40 Yoto cards/card sets and 5 Yoto players
- 270 books in Spanish for a new collection
- 68 new kits, including 2 Nintendo Switch consoles, 5 Family Fun Kits and 22 Sensory Support & Skill Kits
- 11 more mobile hotspots



Processing: Inventory Project

This summer, we launched a project that has not been attempted before by our library: a full-scale inventory of all SSLDL items with the "On Shelf" status. This entailed retrieving a catalog list from the CARL database, printing it out, and checking it against the items physically present on the shelf. Any discrepancies were identified and addressed. The result is a leaner, more accurate catalog that is optimized for ease of use by patrons and staff.

The inventory check surveyed **77,538** items and found **1,953** issues to fix.





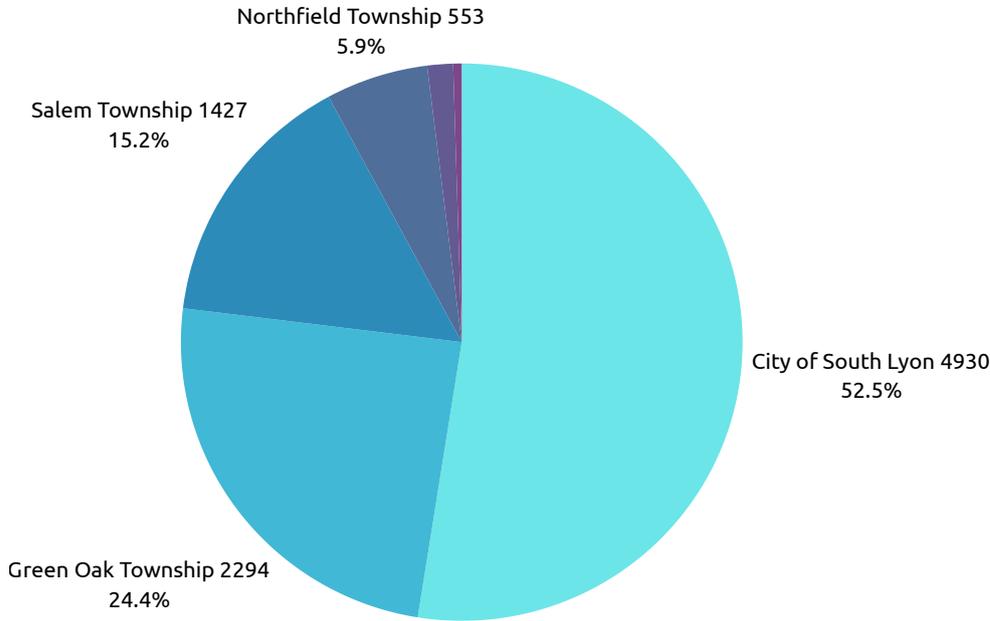
SALEM-SOUTH LYON DISTRICT LIBRARY

STATISTICS

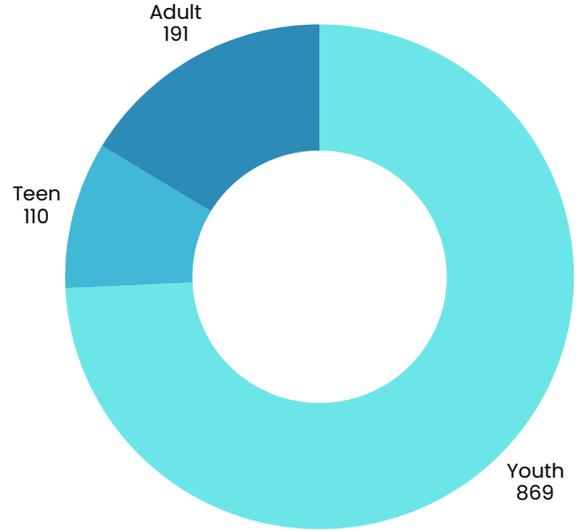
Library Card Distribution

Fiscal Year Ending June 30, 2025
9,389 Registered Library Cards

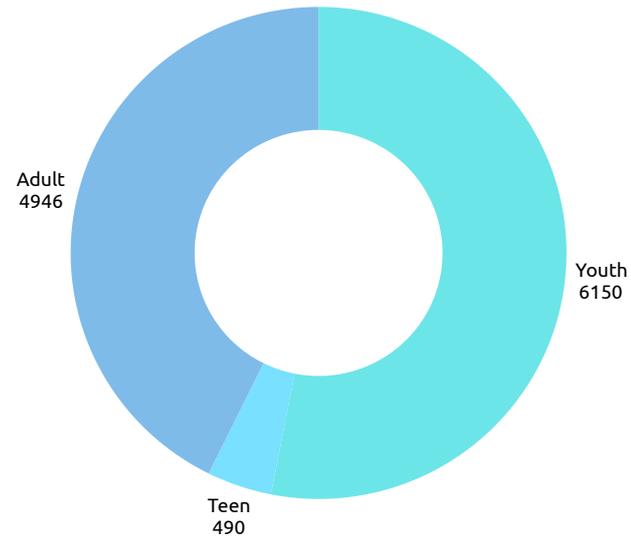
- City of South Lyon 4930
- Green Oak Township 2294
- Salem Township 1427
- Northfield Township 553
- Other 139
- Lyon Township 46



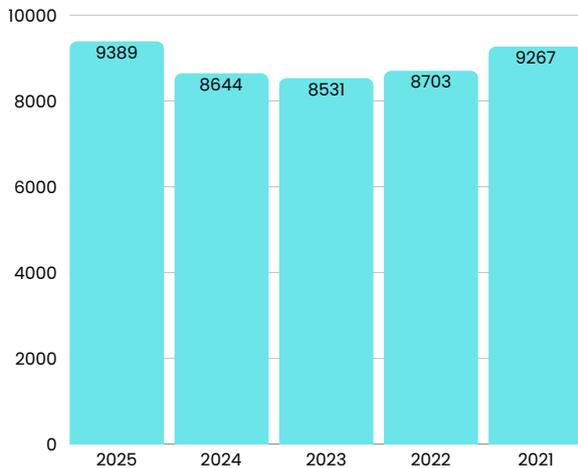
Summer Reading Registrations 2025



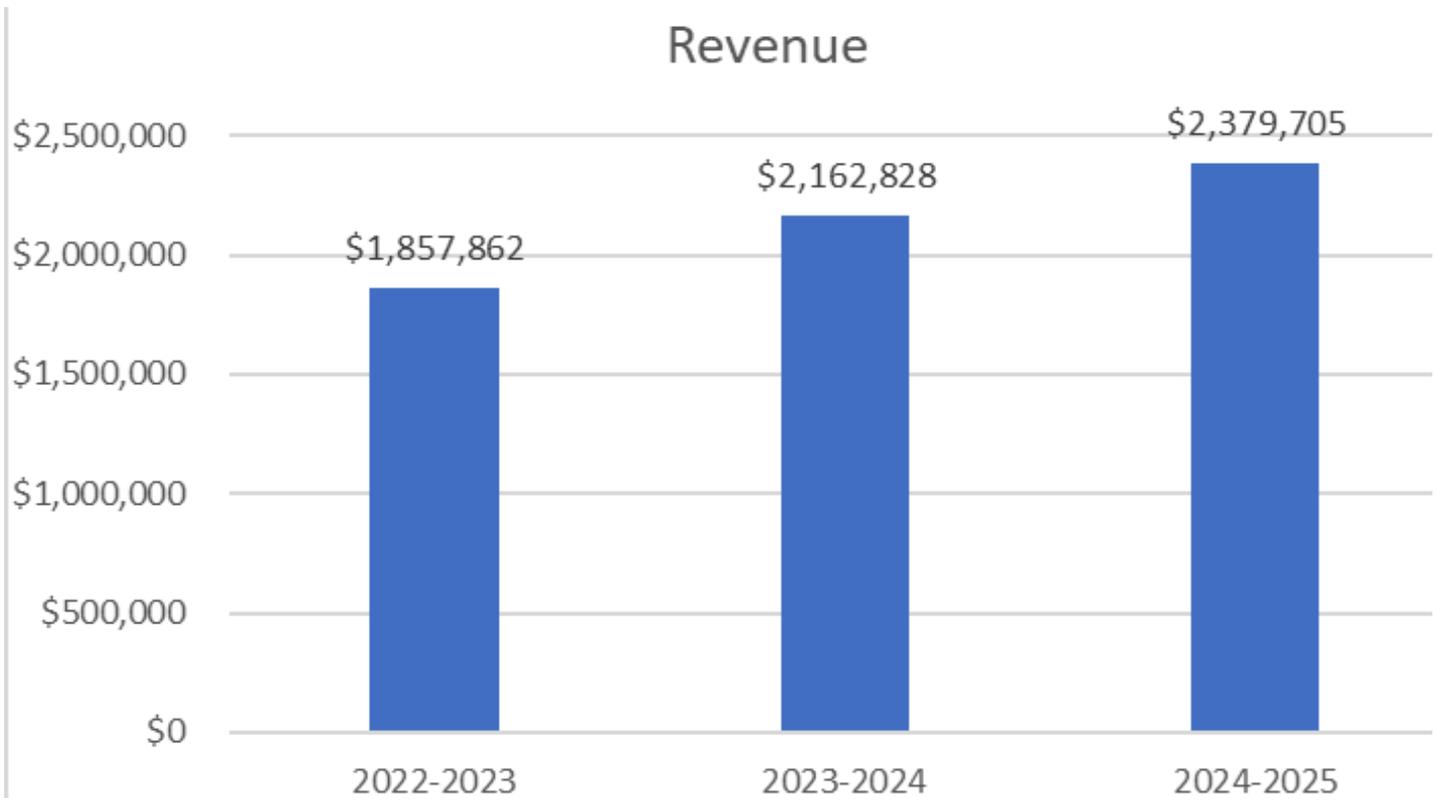
Program Attendance: July 2024-June 2025



Historical Library Card Holders by FYE

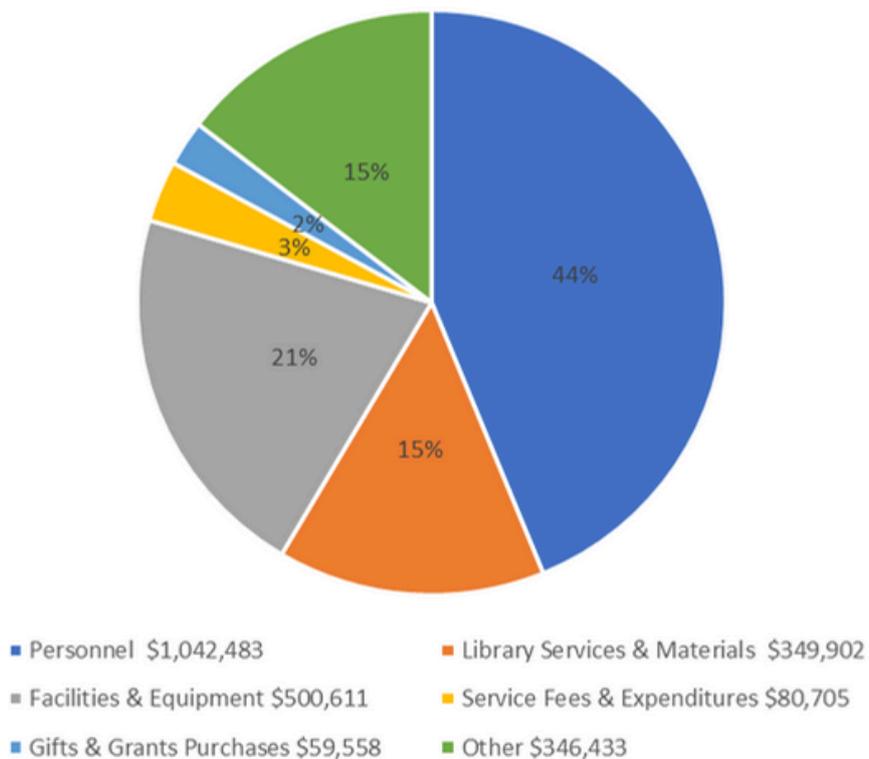


FINANCIALS



Revenue is comprised of Property Taxes, Penal Fines, State Aid, Gifts, Fines, Non-resident Fees, Interest Income, and Miscellaneous Income.

Expenditures Fiscal Year Ending June 30, 2025



GRANTS/FUNDRAISING

Expanding Early Literacy Access with ALA Grant Funds

Thanks to remaining funds from the 2024 ALA LTC grant, the Youth Department added four Yoto players (2 large, 2 mini) and a growing collection of Yoto audiobook cards to help bridge the gap left by the decline of CDs and Playaways.

Yoto players are screen-free audio devices designed for children ages 3 and up. Easy to use with or without headphones, they offer an accessible, physical format for audiobooks—perfect for young or struggling readers. While Yoto cards include a range of content, the library is currently focused on building a robust audiobook-only collection.

With many families lacking CD players or finding Playaways inconvenient, the addition of Yotos—alongside the growing Vox book collection—ensures continued access to essential early literacy tools in a low-tech, kid-friendly format.

Patron interest in Yoto has been high, and the library is excited to now offer both the devices and cards for checkout, made possible through grant support.



Dollar General Literacy Foundation Grant

In May 2024, the Library received a Dollar General Literacy Foundation grant for \$2,750 to purchase youth large print chapter books and summer reading prize incentives. We purchased over 120 new books including favorites like the Percy Jackson series, Wings of Fire and Harry Potter. This was a wonderful addition to the collection. Large print isn't just for older patrons. It helps struggling readers and reluctant readers with reading and comprehension. Older adults can also enjoy reading with young children.

ALA Libraries Transforming Communities Grant

In June 2025, SSLDL received a \$10,000 ALA LTC grant to purchase items to enhance the library collection for patrons who need non-traditional book formats. We sought this grant to meet the needs of people who are visually impaired, neurodiverse (ADHD and dyslexia specifically), and mobility-bound (homebound patrons).

FINANCIAL CONTRIBUTORS

Anonymous	Gregory & Jolene Knapp	Josephine Vella
Leslie Augustyn	Ken & Lynn Kneisel	Robert Verhey
Ronda Barnes	Jennifer Konal	Beverly & Robert Waite
Patrick & Margaret Barron	Vivian Koss	Sharon Waters
Helen May Bellaw	Patrick & Susan LaFleche	Jennifer Weil
Joseph & Jeanette Benson	Darryle & Bonnie Levandowski	David Weiss
Linda Bentley	Linda & Calvin Locklin	Rose & Edmund Wertz
Agnes Bongero	Natasha Lubinski	Jerome & Carol Weurding
Carolyn Booth	Ulrinke Marquis	Richard & Lynn (Lyke) Whiting
Kathryn Branch	Mary McConville	Geraldine Wiktor
Natalie K. Chadwick	Kristeen & Terry McKinley	Katherine Wolyniak
John & Jen Chapuseaux	Richard & Denise Minton	Donald Wozniak
Elaine Chottiner	John & Christine Morin	Maureen Zormier
Tuesday Club	Alvin T Morrison	
South Lyon Collision	Debra Mortz	
Gary & Susan Dahlgren	John and Jane O'Brien	
Dee Davey	Ronni Parrington	
Janet Kasier	Bridget Patrick	
Sharon Deron	Lori & Sean Penndorf	
James Dimilia	Michael & Carol Pontius	
Linda Dowsett	Nancy Robbert	
Schade Family	Shirley & Mike Romeyn	
Kathy Finney	James Rozyscki	
James Fisher	Carole Rubi	
Estate of Jean Flack	Salem Neighborhood Meet Up	
Marcia Van Fossen	James & Diana Scott	
Deborah Gammons	Kathleen Shary	
Timothy Geiman	Marily Shuster	
Lulu Gierhart	Ann E Cook & Daniel Siivola	
Karl & Helen Gierman	Deborah Sopo	
Mark & Doreen Hannon	Friends of SSLDL	
Stephen & Marilyn Harrington	Denise Stacer	
Julia Henshaw	Sandra A. Stewart	
Linda Hermann	Judith Stonik	
Lisa Humphries	Kevin Sweeney	
South Lyon Collision Inc.	Dorothy Tennant	
Melindia Jackson	Karen Tharp	
Pamela Jacobs	Mark Thomas	
Denise Karth	Diane Thompson	
Katy Kay	Megan Toney-Bolger	
James Kindree	Richard & Elvera Trapp	
Marie King		

BUSINESS & ORGANIZATION CONTRIBUTIONS

Sylvan Learning of Brighton
South Lyon Community Coalition

The Witch's Hat

Friends of the Library

Moose Ridge Golf Course

Oakland County Parks

VIBE Credit Union

Willow Greenhouse

Tuthill Farms

South Lyon High School National Honor Society

First United Methodist Church's Church Has Left the Building

Three Cedars

ANNUAL APPEAL PARTNER

Green for Life



LASTING LEGACY BRICK DONORS

Boley Construction
In Memory of Mike Phillips
Jeff & Germaine Fritz
In Memory of Patricia Dombecki

Explore Ways to Support the Library

<https://ssldl.info/donate>

Ways to Support the Library



Explore all the ways you can support the Library — from commemorative gifts to general donations. Select a tab below to learn more or complete a giving form.



Material Donations

Donate gently used books, DVDs, and other materials during regular library hours.

[View Guidelines](#)



Our Community Champions

Recognizing the generous individuals and families who have supported SSLDL throughout the years.

[View Past Donors](#)



Kroger Community Rewards

Connect your Kroger account to donate a percentage of purchases to SSLDL automatically.

[Link Your Card](#)

[Fund a Program](#)

[Book Gift](#)

[Endowment](#)

[Stepping Stones](#)

PUBLIC SUPPORT

Our library is such a wonderful asset to our community for every age group. I'm always so impressed with all that it offers from books to park passes to the weekly groups, and more!

I love visiting with my kids - I have two toddler girls (3 and 5). We go to the children's section which is great. I like to quickly check the new fiction and non-fiction shelves. The library is a great place for my family to visit. The events throughout the year are great - Halloween, story times.

We absolutely love our library. I can't recommend it enough. We always feel welcome and comfortable. I love the digital services Libby and Hoopla. The staff is knowledgeable and friendly.

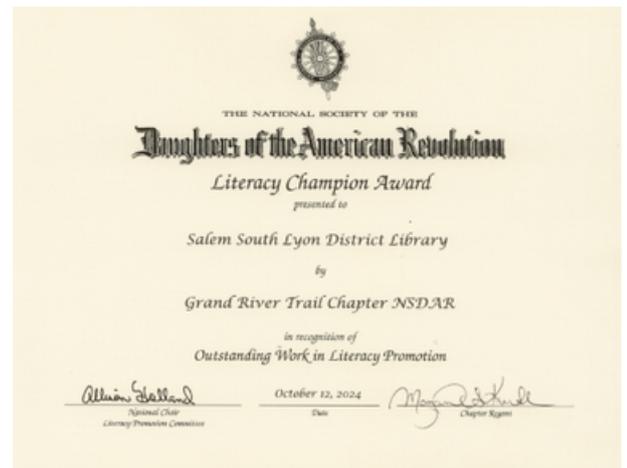
The staff is very friendly and helpful, happy to answer any questions I may have. Always get a smile and hello. The inside of the building is warm and inviting. Always feel relaxed and calm when I am there.

I think you are achieving your objectives admirably.

We love our library. So grateful for the books and resource materials.

Our library and its vast resources are part of what makes our community wonderful. I appreciate everything you do and offer.

We were honored to receive a certificate of recognition from the Grand River Trail Chapter of the Daughters of the American Revolution for "Outstanding Work in Literacy Promotion," including the Reading Buddies program which was developed by our TAB member Mackenzie in collaboration with South Lyon High School National Honor Society.



As part of an Eagle Scout project, local patron Braden Jose, from Scouting America Troop 4 designed and built six picnic tables for our younger patrons!



SALEM-SOUTH LYON DISTRICT LIBRARY

Thank You!

 248-437-6431

 feedback@ssdl.info

 www.ssdl.info

POLICIES WITH CHANGES

Policy 209.1 Director Performance

Reviewed: ~~4/21/2025~~ 8/14/2025

Revised: ~~1/14/2020~~ 8/14/2025

Approved: 1/27/2020

1. The Library Board is responsible for conducting the Director's yearly performance review. The Board President and/or designee(s) will compile a performance review according to the following suggested procedure:
 - a) Two meetings prior to the Director's anniversary date, the Board President receives the Director's analysis of the employee goals and objectives and will review accordingly.
 - b) One meeting prior to the Director's anniversary date the Board and the Library Staff submits their feedback forms for the Director's Performance Review to the Board President.
 - c) The feedback forms will provide a three-point scale (3=Exceeds Expectations, 2=Meets Expectations, 1=Needs Improvement) to use in evaluating the Director's efforts at achieving the goals and meeting the primary responsibilities as outlined in the job description.
 - d) The Board President will then compile the performance review. ~~and destroy all feedback forms once completed.~~
 - e) The Board President and/or designee(s) will meet with the Director to discuss the compiled review. At this meeting, the Director's goals and objectives will be mutually agreed upon for the next year.
 - f) At the meeting after the Director's anniversary date, the compiled performance review along with the goals and objectives for the next year are presented to the Board.
2. The Board President and/or designee(s) may meet with the Director quarterly to review progress on that year's goals and objectives.
3. In accordance with section 15.268 of the Michigan Open Meetings Act, the Director may request in writing that the Board meet in closed session to consider periodic personnel evaluation, dismissal, suspension, discipline, complaints or charges, or to review applications submitted for employment or appointment to public office.

Cross Reference: Policy 301

Policy 301.0: Library Director

Reviewed: ~~8/13/2024~~ 8/14/2025

Revised: ~~3/23/2021~~ 8/14/2025

Approved: 3/29/2021

The Library Director is appointed by the Board to efficiently administer the public library in terms of plans, policies and budget adopted by the Board.

QUALIFICATIONS:

- A Master's Degree in Library Science or its equivalent from a library school accredited by the American Library Association or receives a waiver from the State Librarian
- Meets certification requirements of the Library of Michigan based on library class level (currently class IV)
- Aptitude for effectively dealing with the Library public
- Interpersonal and communication skills
- Dedication and attention to customer service
- Knowledge of library organization, administration, services, finance and procedures
- Computer skills and continuous advancement in library technology skills
- Ability to solve problems and make decisions
- Physical ability to perform typical duties

REPORTS TO: Salem-South Lyon District Library Board of Trustees.

JOB GOAL: To implement the Library Board of Trustees' goals and objectives in providing quality library services to the community.

CORE RESPONSIBILITIES:

- Examines the Library's collections, functions, and outreach. Recommends plans for the Library's growth and means of implementation.
- Directs and participates in the overall operations of the Library, recommends needed policies and administers the Library in accordance with adopted policies. Explains policies to staff and public. Implements procedures and oversees activities of library staff and volunteers.
- Develops with the Budget Committee the annual budget and gives current reports of expenditures against the budget at each monthly Board meeting. Decides on use of money within the Cost Centers.
- At budget hearings, the Director answers questions on library administration and financial details. The Director supplies facts and figures to the Board to aid in interpreting the Library's financial needs.
- Educates the community and seeks donors ~~for the Library's Endowment Fund.~~
- Recommends prudent financial management and assists the Board in cooperating with other libraries. Alerts the Board to pending legislation that would affect library funding.
- Coordinates the activities of assigned personnel; assigning duties, developing and scheduling various programs and assuring that adequate personnel, materials and equipment are available to provide the best possible library services to the community.
- Assesses the quality and accuracy of staff performance, counseling employees as necessary.
- Assesses information regarding the community, formulating service goals and developing programs for the Library in conjunction with staff and administration.
- Prepares various reports regarding circulation, activities and programs describing and evaluating services.
- Reviews payroll for employees. Works for needed improvements in working conditions, fringe

benefits, and salary scale. Capitalizes on skills and initiative of all staff members.

- Facilitates publicity and promotion of library services through group presentations and lectures, news releases and bulletins and by advertising library programs of public interest within the community.
- Oversees purchase of print and non-print materials and library equipment and determines necessary supplies for operations.
- Keeps current in library technology trends. Oversees purchases and maintains systems to remain state of the art.
- Keeps current on the latest methods and techniques in library services.
- Encourages the Board to study library-related topics by supplying information. Assists with orientation of new Board members and notifies Board members of important meetings to attend.
- Maintains good communication.
- Cooperates with the Friends of the Library.
- Maintains security, assures proper safety and security measures are followed for the benefit for staff, patrons, and volunteers.
- Ensures that the Library building and property are safe, comfortable and well-maintained.
- While the responsibility remains with the Library Director, s/he may choose to appoint a Designate to execute these responsibilities under the direct supervision of the Library Director and other duties as deemed necessary by the Board.

TERMS OF EMPLOYMENT:

Full time employment. The Director is expected to work a flexible schedule, based on 40 hours per week that includes special projects, Board meetings, Friends of the Library meetings, or similar activities. Salary, benefits and termination of employment in accordance with Board policy. The Salem-South Lyon District Library is an “at will” employer.

EVALUATION:

Performance of this position will be evaluated by the Board according to Policy 209.1, Director Performance Review.

Policies cross-referenced: 209.1; 804

Policy 400: Children in the Library

Reviewed: ~~8/13/2024~~ 8/14/2025

Revised: ~~8/13/2024~~ 8/14/2025

Approved: 8/26/2024

~~Salem-South Lyon District Library~~ SSLDL is dedicated to providing a welcoming environment that encourages children to visit the Library, attend programs, and use the Library's collection and technology. Library staff are available to assist and support children in using the Library. Parent or chaperones are responsible for the supervision and safety of children at the Library.

Children, like all library users, are required to respect library property and act in a manner appropriate to the use and function of the Library. Children are expected to comply with all SSLDL policies including the Library's Code of Behavior (see policy 410.0).

Parents or chaperones of children under age seven must be responsible for and in the presence of their child at all times except when the child is attending library programs as designated; parents or chaperones of children 7 – 11 years old must remain on the Library's premises but not necessarily in visual contact. In the event that a parent or chaperone cannot be located, local authorities may be contacted via the non-emergency number.

Policy 401: Collection Development

Review: 8/13/2024 8/14/2025

Revised: 8/13/2024 8/14/2025

Approved: 8/26/2024

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I. Introduction

The purpose of this Collection Development Policy is to outline the basic criteria for selection and retention of materials and electronic resources in the Library's collection. A written collection development policy provides guidance for library personnel to build and maintain a collection which reflects the mission and goals of the Library and which meets the needs of the community. A written policy statement also informs the public about the principles which guide the development and management of the Library's collection.

This Collection Development Policy is a statement and guide to be used by the professional staff of the ~~Salem-South Lyon District Library~~ SSLDL in selection, acquisition, evaluation, de-selection, preservation and maintenance of the Library's collection. It is understood that as the community changes, the Collection Development Policy will change as well. In order to keep the policy current and relevant, sections will be changed and amended as needed. These changes will be marked with appropriate dates.

A. Goals

~~The Salem-South Lyon District Library~~ SSLDL strives to achieve the following collection development goals:

1. Build and maintain a balanced collection, of adequate size, quality and diversity to meet the needs of the service community.
2. Build and maintain a collection that is up-to-date, attractive and well-maintained.
3. Optimize the allocation of the materials budget.

II. Selection Responsibilities

The authority and responsibility for the selection and de-selection of library materials is delegated by the Board of Trustees to the Library Director, and under his or her direction, to the professional staff working within the various areas of service.

A. Responsibilities of individual selectors

1. Perform materials selection and retrospective collection development.
2. Perform collection review and weeding.
3. Perform analysis of specific areas of the collection as required.
4. Keep current on library trends and be responsive to the changing interests of the community.
5. Report issues and potential issues relating to intellectual freedom, censorship and collection management to the Library Director.

III. Intellectual Freedom

A. Accessibility of Materials in the Collection

The ~~Salem-South Lyon District Library~~ SSLDL is committed to providing a balanced collection. The Library upholds the right of the individual to secure information, even though the content may be controversial, unorthodox, or unacceptable to others. Materials available in the Library present a diversity of viewpoints, enabling citizens to make the informed choices necessary in a democracy. The choice of library materials by users is an individual matter. Responsibility for selecting materials for children and adolescents rests with their parents and legal guardians. While a person may reject materials for himself or herself and for his or her children, he or she cannot restrict access to materials for others.

1. The Library is a forum for information and ideas. Books and other Library resources shall be provided for the interest, information and enlightenment of all people of the community. Materials shall not be excluded because of the origin, background or views of those contributing to their creation.
2. The Library shall provide materials and information presenting all points of view on current and historical issues. Materials shall not be proscribed or removed because of partisan or doctrinal disapproval.
3. The Library shall fulfill its responsibility to provide information and enlightenment.
4. The Library shall cooperate with all persons or groups concerned with materials in the collection.
5. A person's right to use the Library shall not be denied or abridged because of origin, age, background or views.

B. Reconsideration of Materials in the Collection

Due to the diverse nature of the Library collection, it is possible that any individual may find information and ideas, with which he or she disagrees, contained in the collection. An individual who has a serious concern about the inclusion of a specific item in the collection is encouraged to discuss this concern with a librarian. See Reconsideration Procedure.

C. Internet Access

The ~~Salem-South Lyon District Library~~ SSLDL provides free Internet access from designated public stations and wireless access in the Library. Please refer to the ~~Salem-South Lyon District Library's~~ SSLDL's Acceptable Internet Use Policy, number 419, which allows the Library to conform to Public Act 212 of

2000.

IV. General Principles of Selection

The ~~Salem-South Lyon District Library~~ **SSDL** recognizes the varied and changing needs and priorities of its service community. To meet these needs and priorities the Library will acquire, organize, maintain, and make accessible a variety of materials to meet the varied educational, informational, cultural, and recreational needs of individuals of all ages. Material selection will be guided by the following general principles:

1. The Library strives to be an excellent and unbiased source of information. Therefore, the collection will include a diverse representation of ideas, and subjects will be covered in sufficient depth to meet anticipated and expressed needs. The collection as a whole will not promote causes, further movements, or favor viewpoints. The Library's professional staff will aim to achieve a high standard of objectivity when selecting materials.
2. The collection as a whole does not reflect the views of the ~~Salem-South Lyon District Library~~ **SSDL** or of individual staff or Board members.
3. Selection of library materials will be made on the basis of the educational and recreational needs and interests of the community, consistent with the Library's mission and goals.
4. Materials will be evaluated as a whole and not on the basis of a particular passage or passages.
5. Materials will be assigned to the juvenile, tween, teen, and/or adult collections according to the selector's best assessment of the age group for which the materials have been produced or for which they will prove useful. The responsibility for the use of materials by children and teens rests with their parents or legal guardians.
6. When making selection decisions, material selectors will rely upon a number of tools, including, but not limited to: professional literature, popular media, standard and special bibliographies, lists created by recognized authorities, trade catalogs and publication announcements.
7. Materials will be considered using relevant state and federal laws (First Amendment, Title 18 Section 1470, United States Code, and Michigan Public Act 343 of 1984).
8. No item shall be excluded because of the race, religion, nationality, gender, sexual orientation or the political or social views of the author.
9. Decisions to include materials created by local authors will be based on the same criteria used in selecting all other materials.
10. Reading, listening and viewing choices are the right of the individual and are a private matter. The freedom to read or inquire will not be restricted by the Library.
11. All suggestions and requests for purchase of materials are welcome and will be seriously considered. Patrons who wish to make collection recommendations should direct their suggestions to the librarians on staff, however the final decision rests with the Library Director. If a patron's recommendation meets the criteria designated within the collection management policy the item may be considered for purchase. Highly specialized materials of limited community interest will not ordinarily be acquired. Referral to other library collections and interlibrary loan will be used to provide patrons with these materials.
12. The Library may acquire all titles in a series, or acquire only representative titles in a series, subject to demand, availability and the nature of the series. When a specific title in a series is lost or withdrawn from the collection, selectors will consider whether to replace that title, subject to availability.
13. The Library's goal is to provide a quality collection of materials in a variety of formats for all age ranges which reflects the needs, interests and diversity of the service community. In order to serve the community to the greatest extent possible, the Library is committed developing a relevant collection in formats which maximize ease of access and are responsive to changes in technology. Materials in new formats will be considered with issues of budget and community

relevancy in mind and will be systematically added to the collection when appropriate. Furthermore, materials in formats, which are no longer commonly used by the service community, will be de-selected from the collection as necessary with careful consideration of the issues of equal service and access in mind. The Library Director may approve the addition of new formats to the collection for evaluation based on requests or anticipated community interest without revision of this policy. If usage justifies continuation of these trial collections, a policy revision will be submitted for approval within one year of the collection's introduction.

14. The Library collection consists primarily of works in the English language. Representative titles of works in other languages of interest in the community will be considered for inclusion in the collection. In addition, the Library collects language instruction books and audiovisual materials in languages other than English, as well as dictionaries and phrase books.

V. Selection Criteria

In addition to the selection principles established elsewhere in this policy, material selectors may use, but are not limited to, the following criteria to determine if a title or item should be added to the collection. An item will not necessarily be judged against all criteria, but against those appropriate and applicable to it. An item need not meet all of these standards in order to be added to the collection.

1. Community interest, demand and popularity, both current and anticipated
2. Suitability for meeting the needs of the community
3. Creator's significance, reputation or popularity, generally and in the local community
4. Reliability and reputation of the publisher
5. Literary prizes or recognitions awarded to the work or the author
6. Professional and popular reviews, indexes and bibliographies, book lists, trade catalogs, publishers' advertisements, opinions of subject specialists, and customer recommendations
7. Permanent value
8. Timeliness and significance of the subject
9. Cultural or historical significance of the work and subject
10. Artistic merit
11. Literary excellence
12. Quality of presentation
13. Originality of thought
14. Accuracy, authoritativeness and objectivity
15. Existence of similar material in the Library's collection, and the need to provide a diversity of viewpoints, genres, styles and approaches
16. Budget, cost and space considerations in relation to demand
17. Local, state or regional significance
18. Suitability of physical form for library use and ease or speed of replacement

VI. Adult Collection

A. Fiction

The Library's collection of fiction for adults includes bestsellers, genre fiction, classic literature, literary works and books of general interest. The focus is broad and eclectic. The primary purpose of this collection is to satisfy demand from recreational readers. Newly published titles are emphasized, and multiple copies are acquired when warranted by demand.

B. Nonfiction

The focus of the nonfiction collection is to meet general information needs in a wide range of topics of current and ongoing interest to the community. Materials pertaining to developing areas of knowledge

are selected in as much quantity and variety as is possible without omitting items essential to maintain breadth in the collection. Materials on subjects of enduring interest are retained or replaced with newer editions.

C. Large Print

In order to provide library materials for visually impaired patrons, the Library maintains a large print book collection primarily selected to meet the general recreational and informational needs of adults. For the most part, the large print collection is comprised of duplicate titles of materials which are also available in standard-sized type.

D. Reference

Reference materials, both print and non-print, are selected to provide specific information to patrons and to staff members answering patron questions. In order to insure availability of these information resources whenever needed, the reference collection is available for use only in the Library. Reference materials will be acquired in online or electronic forms, when these are readily available, unless cost is prohibitive and/or the print version of the resource is known to be superior and/or the print version is judged to provide better access to the information for the user group for which it is intended.

E. Periodicals and Newspapers

The Library subscribes to a variety of periodicals that reflect the diverse recreational reading interests of the local community. Preference will be given to general readership periodicals rather than professional journals due to the availability of indexed databases. Journals which are highly technical or scholarly will not be included in the collection. In addition to magazines, the collection includes local and national newspapers. Selection of periodicals and newspapers is based on patron demand. The periodical and newspaper collection will be evaluated periodically by library staff, at which time certain subscriptions may be altered or cancelled.

F. Local History

The Library maintains a limited collection of local historical information. Working in conjunction with local historians and historical societies, the Library will collect, preserve, organize and make available suitable materials of historical, geographical, cultural and genealogical relevance to the South Lyon area and to Michigan in general. The purpose of this collection is to provide materials for historical research to visitors, students and other interested members of the community. In addition, the Library will maintain a digital collection of the South Lyon Herald, which includes issues back to 1929. This collection is made up largely of gifts, and the Library will only buy materials for this collection where and when availability, space and budgetary considerations allow. ~~Salem-South Lyon District Library~~ **SSLDL** currently does not have facility to provide museum standard or archival quality storage for materials.

G. Audio Books

The audio book collection will provide public access to unabridged spoken recordings of print material. The majority of titles in this collection are fiction, however works of nonfiction, poetry, drama, world language instruction and self-improvement or instructional material are also included.

H. Video Recordings

The Library's collection includes fiction and nonfiction videos for recreational and informational viewing. This collection includes popular interest feature films, classics, musicals, documentaries, TV shows, and international films, as well as general interest informational and instructional films.

I. Music Recordings

The music section of the collection represents a wide range of musical styles. Community needs, customer requests, reviews and awards are considered in selection.

J. Gaming

Games purchased for adult use include action, adventure, puzzle, sports, role-playing and strategy games, among other genres.

K. Kits

Kits are tangible, three-dimensional physical objects of, or from, the real world. The Library will purchase realia including but not limited to tools, technology and other material to be checked out by the public.

VII. JUVENILE AND TWEEN COLLECTIONS

The juvenile collection has been developed to meet the entertainment, cultural and informational needs of the ~~Salem-South Lyon District Library's SSLDL's~~ young patrons, infant through fifth grade. The tween collection has been developed to meet the entertainment, cultural and informational needs of the ~~Salem-South Lyon District Library's SSLDL's~~ young patrons, sixth through eighth grade. The Library does not stand *in loco parentis*, and leaves the responsibility of guiding a minor's selections to the parent.

To encourage life-long reading habits, the juvenile and tween collections provide materials in a variety of formats to satisfy and stimulate the informational, educational, cultural and recreational needs of the children of South Lyon from infancy through grade eight. The materials are selected with regard to the stages of emotional and intellectual maturity of children.

A. Books - Picture Books, Easy Readers, and Fiction

The picture book collection is comprised of picture books of interest to all ages. Because the illustrations are the predominant feature, they are generally designed for adults to read to children. Although most picture books are intended for the young child, there are a number of picture books that are specifically written and illustrated for the older child. Easy Readers are intended for kindergarten through second grade readers. They are characterized by a controlled vocabulary, large print, heavy use of illustrations and a limited number of pages.

The fiction collection serves students from late second grade through eighth grade. The books feature age-appropriate vocabulary and subject matter. ~~a limited number of pages, and very few illustrations.~~

B. Books - Non-Fiction and Reference

The juvenile and tween nonfiction and reference collections include materials to serve the informational needs of preschoolers through eighth grade. The subject matter, vocabulary, organization and scope must be age-appropriate.

C. Periodicals

The Library will subscribe to periodicals that cover a wide range of subjects of educational value and recreational interest to children.

D. Audio Books ~~and Media Kits~~

The primary purpose for purchasing audio books is to provide public access to spoken recordings of original print material. This will include, but not be limited to works of fiction, nonfiction and world language instruction.

E. Media Kits

The Library will purchase realia including but not limited to puzzles, books, DVDs, audiobooks games and other materials for checkout to the public. The subject matter, vocabulary, organization and scope must be age appropriate.

F. Video Recordings

The Library's collection includes fiction and nonfiction videos for recreational and informational viewing for children.

G. Music Recordings

The Library will purchase music recordings in a variety of genres to meet patron demands. This collection includes popular music, educational songs, and games. It is intended to serve infants through fifth grade children.

H. Gaming

Games purchased for juvenile and tweens use include action, adventure, puzzle, sports, role-playing and strategy games, among other genres. The subject matter, vocabulary, organization and scope must be age-appropriate.

I. Realia

~~Realia is tangible, three-dimensional physical objects of, or from, the real world. The Library will purchase realia including but not limited to puzzles, posters, and puppets and other material for use in the juvenile and tween section.~~

VIII. REALIA

Realia is tangible, three-dimensional physical objects of, or from, the real world. The Library will purchase realia including but not limited to puzzles, posters, bookmarks and other material for use in the juvenile, tween, and teen departments.

IX. TEEN COLLECTION

Purchases for the teen collection are made to fill a transitional need between the juvenile/tween and adult collection. Teens may find additional materials of interest in both the juvenile/tween and adult collection areas. The Library does not stand in loco parentis, and leaves the responsibility of guiding a minor's selections to the parent. Materials located in the teen area are aimed at youth, ninth through twelfth grade.

A. Books - Fiction

Materials are a mix of traditional, popular, and contemporary titles of interest to the target age group.

B. Books - Nonfiction ~~and Reference~~

The teen nonfiction ~~and reference collections~~ include materials to serve the informational needs of teens in ninth grade through twelfth grade. The subject matter, vocabulary, organization and scope must be age appropriate.

C. Periodicals

The Library will subscribe to periodicals that cover a wide range of subjects of educational value and recreational interest to teens.

D. Audio Books

The primary purpose for purchasing audio books is to provide public access to spoken recordings of original print material. This will include, but not be limited to works of fiction, nonfiction and world language instruction.

~~E. Music Recordings~~

~~The Library will purchase age appropriate music recordings in a variety of genres to meet patron demands.~~

E. Gaming

Games purchased for teen use include action, adventure, puzzle, sports, role-playing and strategy games, among other genres. The subject matter, vocabulary, organization and scope must be age appropriate.

F. Kits

The Library will purchase realia including but not limited to puzzles, books, games and other materials for checkout to the public. The subject matter and scope must be age appropriate.

X. Electronic Resources

Electronic resources consist of informational, educational or entertaining media delivered in a broadcast or interactive format other than the printed page. Electronic resources may consist of, but are not limited to, databases, e-book delivery platforms, and audio/video/data file streaming or download services. Factors in selection include informational value, entertainment value, space allocation, availability of print equivalent, cost, availability of remote access, relevancy to the community and patron demand. Priority items will be those products which meet the needs and interest of the Library's service community, provide added value to their print equivalents and products which are the equivalent of paper collections. **Newly published titles are emphasized, and multiple copies are acquired when warranted by demand.**

A. Development

The ~~Salem-South Lyon District Library~~ SSLDL will facilitate access via its website to all resources furnished freely by the Michigan eLibrary (MEL) to State of Michigan residents. The Library will further facilitate access via its website to all electronic services offered by The Library Network (TLN) which are included as part of the Library's membership dues to the aforementioned organizations. If deemed necessary and appropriate by the Library Director and appointed staff, additional electronic resources

will be made available to the users and staff of the ~~Salem-South Lyon District Library~~ SSLDL via subscription provided:

- Inclusion of the resource(s) is consistent with and informed by the Library's mission statement, current strategic plan and current materials selection policy
- Inclusion of the resource(s) is supported by patron demand, reasonable belief of patron demand, or assists library staff in the performance of their duties
- Any resource obtained or deployed for library staff use may also be made available for library patron use at the discretion of the appropriate department head
- The resource(s) or similar product(s) is not freely available via MEL, TLN, MLCS, or a trusted governmental or library agency
- The resource is cross-platform and compatible with a majority of popular operating systems and browsers
- The resource may be easily deployed via the Library's existing information technology network and website in a timely manner by current library staff, qualified vendors, or with the assistance of TLN or MCLS agents
- The resource provides content that may not otherwise be obtained through a less costly or more efficient means
- The resource may be funded by the Library's current and future budgets

B. Retention

An essential consideration in retaining electronic products is patron use. A subscription resource that does not show significant use over a time period of a year or more through statistics made available from the vendor or from our web server will be replaced or removed. A resource's utility to the Library staff in the performance of their duties will also be a consideration.

XI. Gifts and Donations

Please refer to the ~~Salem-South Lyon District Library~~ SSLDL policy 402.

XII. Cooperatives and Resource Sharing

~~The Salem-South Lyon District Library~~ SSLDL participates in regional and state cooperative programs to provide a full range of access to information to its service community. These programs supplement and greatly expand local collections, remove geographic barriers and are essential to libraries of all types and sizes. ~~The Salem-South Lyon District Library~~ SSLDL is a member of The Library Network, which provides a comprehensive program of support services for member libraries. These services include resource sharing and professional development for staff.

XIII. Preservation and Conservation

The Library strives to maintain a healthful environment for housing the collection. In the event of a disaster, the Library will do everything within its power to conserve and preserve the collection. The Library will make all attempts possible to repair damaged library materials. Items that are damaged beyond in-house repair and may be considered for replacement if they meet current collection management criteria as outlined in this policy. Items that are damaged beyond repair will be recycled whenever possible. ~~The Salem-South Lyon District Library~~ SSLDL currently does not have facility to provide museum standard or archival quality storage for materials.

XIV. Collection Maintenance

The ~~Salem-South-Lyon-District-Library~~ **SSDL** is committed to providing an up-to-date, attractive and well-maintained collection. To ensure a vital collection of continued value and relevancy to the community, the Library follows an ongoing program of reevaluation of materials. This evaluation depends heavily on the staff's professional expertise in assessing the needs of the community and the content of the collection.

Materials are removed from the collection when:

- A. They are no longer within the scope of the Collection Development Policy.
- B. They have zero or low circulation or use within an appropriate time period.
- C. They contain obsolete information, theories or concepts that are not useful for historic reference.
- D. They contain outdated or incorrect information.
- E. They are in an obsolete format.
- F. There are duplicate copies, unless multiple copies are justified by customer demand.
- G. Newer editions are acquired, unless older editions contain valuable information not found in recent editions.
- H. They are in poor physical condition, unless they cannot be replaced and are considered essential to the collection.

The criteria listed above by no means represents a comprehensive list. Librarians will make the final determination regarding withdrawing materials from the collection. Withdrawn materials will become part of the Friends of the Library Book Sale when appropriate or recycled when possible.

XV. Evaluation and Revision of the Collection Management Policy

In order to maintain a collection that continues to serve the patrons of the ~~Salem-South-Lyon-District-Library~~ **SSDL** well into the future, it will be necessary to review portions of this policy periodically. As the community changes, the Library will need to reassess and adapt its collection to reflect new and differing areas of interest and concern. The Collection Development Policy will be periodically evaluated and revised as necessary to provide guidance for implementing changes in the collection. The librarians will make recommendations for revisions to the policy as times and circumstances require.

XVI. Conclusion

The ~~Salem-South-Lyon-District-Library's~~ **SSDL's** Collection Development Policy serves as a guideline for library personnel to build and maintain a collection which reflects the mission and goals of the Library and which meets the needs of the community. It also serves to inform the public of the scope and nature of the collection. The goal of the staff of the ~~Salem-South-Lyon-District-Library~~ **SSDL** is to create a useful, relevant collection that serves the population of the Library district. Comments and questions regarding the policy may be directed toward any librarians.

Policy 404: Risk Control - Contract Services

Reviewed: ~~8/13/2024~~ 8/14/2025

Revised: ~~11/16/2015~~ 8/14/2025

Approved: 11/30/2015

The ~~Salem-South Lyon District Library (SSLDL)~~ SSLDL will attempt to remove or limit its liability when contracting service from outside providers.

1. The Library will attempt to ensure that all contracts for service are in written format and that each separate contract contains a "hold harmless clause" that indemnifies the Library from any and all liability, injuries and/or damages caused by the service provider.

Example: I agree to hold harmless SSLDL from any liability that may arise.

2. Certificates of insurance shall be requested from all service providers upon contract initiation or at renewal. The Library should be named as an additional insured party in all contracts.

Policy 407: Library Hours and Special Closings

Reviewed: ~~8/13/2024~~ 8/14/2025

Revised: 8/26/2024

Approved: 8/26/2024

Every effort will be made to keep ~~Salem-South Lyon District Library SSLDL~~ open to serve the public as scheduled. All closings are subject to change. Check the website for updates.

Planned Closings

In some instances, building closures may be required for the maintenance and upkeep of facilities or in-service training. Closures may also be necessary due to special events in the vicinity of a library building or other circumstances outside the control of ~~Salem-South Lyon District Library SSLDL~~. All planned closings will be approved by the Library Board and announced to the public with as much forewarning as possible.

Holidays

The ~~Salem-South Lyon District Library SSLDL~~ provides the following days of holiday closures:

New Year's Day

Memorial Day Weekend

Fourth of July

Labor Day Weekend

Thanksgiving (5 PM Wed – Fri)

Christmas Eve Day

Christmas Day

New Year's Eve Day

Additional days may be considered if a holiday falls on a weekend.

Emergency Closings

Whenever a situation arises that, in the judgment of the Director or his/her designee, jeopardizes anyone's personal safety or well-being, the building may be closed. Such situations could include, but are not limited to power failure, flooding, fire, vandalism, or extreme weather.

Bereavement or Funeral Closings

In the event of an employee's death, arrangements may be made for staff to attend the memorial service/funeral. These arrangements may include, at the discretion of the Library Director, closing the Library for a period of time.

Policy 409.0 ADA Compliance (Americans with Disabilities Act)

Reviewed: ~~8/13/2024~~ 8/14/2025

Revised: ~~8/13/2024~~ 8/14/2025

Approved: 8/26/2024

~~Salem-South Lyon District Library~~ SSLDL is subject to the provision of the Americans with Disabilities Act (ADA) of 1992, and the Michigan Handicappers Civil Rights Act.

The Library does not discriminate on the basis of disability in admission or access to programs or activities, or in Library employment policies and practices. Reasonable accommodations will be made upon request from either the public or employees.

Individuals needing special auxiliary aids or services for access to Library programs and meetings should contact the Library at least one week in advance of the program/meeting in order that appropriate arrangements can be made.

Policy 417.1 Pavilion and Meeting Room Use

Reviewed: ~~10/14/2024~~ 8/14/2025

Revised: 10/14/2024 8/14/2025

Approved: 10/28/2024

Purpose: The primary purpose of the pavilion and meeting rooms is for library activities including, but not limited to, library programs, activities of the Friends of the ~~Salem-South Lyon District Library~~, ~~SSLDL~~ meetings of the ~~Salem-South Lyon District Library SSLDL~~ Board of Trustees and its' committees and as a polling place for elections. When the pavilion or meeting rooms are not needed for these activities, all civic, community, or educational organizations, whose purpose is non-commercial and non-profit, may use the pavilion or meeting rooms at no charge. It is not available for social events such as showers, birthday parties, weddings or receptions.

General Regulations and Guidelines: The pavilion and meeting rooms are made available regardless of the beliefs or affiliations of individuals or groups requesting use of the room. Permission to meet at the library does not in any way constitute or imply endorsement of the users' policies, beliefs or programs by the Library Staff or the Library Board of Trustees. The Library reserves the right to deny future use or access to any group that violates any part of this policy.

A. Scheduling & Fees

1. Library Administration authorizes the use of the space and maintains the schedule. For information and reservations, contact Library Administration at 248-437-6431.
2. Programs, services, meetings and events hosted by or in partnership with the library have first priority for scheduling. Applications for times not scheduled will be considered thirty (30) days prior to meeting date on a first-come, first-served basis.
3. The meeting room is available for reservation during regular library business hours. Reservation requests must include adequate time for both set-up and clean-up. Meeting room use, including set-up and clean-up, must begin and end during library hours.
4. The library reserves the right to limit the frequency of use of its meeting room, to cancel reservations, and to review any or all applications before granting approval.
5. The pavilion and meeting rooms application must be signed by an adult, age 18 or older. A member of the group must be a SSLDL cardholder in good standing. Groups comprised of minors under the age of 18 are required to have adult supervision at all times (one adult must be present for every 10 elementary children and one adult must be present for every 20 middle school children).
6. If the library is forced to close due to an emergency situation, the meeting room will not be available and Library Administration is not obligated to provide an alternate meeting space.
7. Reservation cancellations must be made at least 24 hours in advance.
8. The Library may cancel any reservation at any time for any reason. ~~If this occurs, the deposit will be refunded.~~

B. Safety

1. The Library is not liable for injuries to people or damage to individuals or organizations using the pavilion or a meeting room.
2. In accordance with library regulations, the maximum capacity of the meeting rooms are in compliance with local fire codes for posted public occupancy limits.
3. Exit doors must be kept clear at all times.
4. Do not move library tables and/or equipment. All set-up and take-down of tables and equipment must be performed by library personnel.

C. Acceptable Room Use

1. All meetings and programs held in the library meeting rooms and pavilion during library business hours are open to the public. All groups using the rooms shall keep noise to a minimum so as not to disturb others in the library. Meeting room programs must not interfere with library operations.

2. The Library Administration has the authority to deny use of the pavilion or a meeting room to any group that creates an atmosphere of conflict or disorder leading to disturbances of any kind or that interferes with the health, safety and welfare of persons in the area.
3. Groups shall abide by all of the Library's policies, as well as, all applicable laws, ordinances, codes and other rules. Violation of any regulation may result in the immediate removal of the group from the meeting room and library premises. ~~If this occurs, the deposit will not be refunded.~~
4. Charging for admission is not allowed. No solicitation, fundraising, raffles or financial transactions are allowed. The sale of goods or services is generally prohibited, but may be permitted at the discretion of Library Administration.
5. Banners, literature, photographs or signage may not be placed anywhere outside of the meeting room without permission of the Library Administration. Do not affix or adhere anything to the walls.
6. Food and beverages must be contained within the meeting room. The delivery of commercially prepared food such as pizza, sandwiches, salads, pasta and the like is permitted.
7. The kitchenette in the meeting rooms is not furnished with any supplies or utensils other than a sink. Groups using a meeting room must bring all supplies with them.
8. Waste must be placed in the proper receptacles.
9. The Library cannot supply any storage space. Groups using the meeting room shall remove all items from the room and leave the room in the same condition as it existed prior to the meeting.
10. If the group intends to use any substance in the course of their event that may cause temporary or permanent damage to the Library's tables, they are required to first cover the tables with the craft paper provided by the Library. Substances that require the use of the craft paper include, but are not limited to: glue, paint, crayon and marker.
11. The individual reserving the pavilion or meeting room on behalf of an organization is responsible for any and all damage caused by meeting attendees or others associated with the meeting.

D. Publicity:

1. The name, address, or phone number of the ~~Salem-South Lyon District Library SSLDL~~ may not be used as the official address or headquarters of any organization except those formally affiliated with the Library.
2. The use of the pavilion or meeting room by a non-library group shall not be publicized in such a way as to imply library sponsorship of the group's activities.
3. The person signing the pavilion and meeting room contract is the contact person for the group and becomes responsible for answering questions from the public. The Library will not assume this responsibility.

Policy: 418.0: Displays/Exhibits

Reviewed: ~~10/14/2024~~ 8/14/2025

Revised: ~~11/13/17~~ 8/14/2025

Approved: 11/27/17

~~The Salem South Lyon District Library-SSLDL~~ welcomes the opportunity to allow the community to use the exhibit areas of the Library. Display goals are to educate, enlighten and empower.

The fact that an organization or person is permitted to use a library display/exhibit space does not in any way constitute an endorsement by the Library of its policies or beliefs and no claim to that effect may be used in advertising.

The following policy has been developed to promote equitable access to the display/exhibit spaces in the Library and to ensure that displays/exhibits reflect the Library's overall commitment to quality. This policy applies to all public-provided displays/exhibits in the Library.

~~The Salem South Lyon District Library-SSLDL~~ is committed to following guidelines for display set out in the American Library Association's Library Bill of Rights:

1. The Library will consider a wide range of artistic expression and educational value in deciding on potential displays/exhibits. In deciding on the suitability of any work, the Library is mindful that the display/exhibit areas are used for normal library activity and will be viewed by all segments of the community and all age groups. The Library reserves the right to decline any display/exhibit. In the event that a potential display/exhibit is declined, the Director or coordinating librarian will notify the applicant in writing explaining the reason for the decision. The Library Director has final approval over any proposed display/exhibit as well as the right to request the exhibitor to make changes to the display/exhibit.
2. The display/exhibit spaces may not be used for political purposes, advertising, or for commercial enterprises.
3. The Library assumes no responsibility for theft, loss, damage or destruction of items left for display.

Policy 422: Use of Video Monitoring Equipment

Reviewed: ~~10/14/2024~~ 8/14/2025

Revised: ~~1/14/2020~~ 8/14/2025

Approved: 01/27/2020

I. PURPOSE

~~The Salem South Lyon District Library is committed to establishing and maintaining an environment that is secure and safe for both employees and library visitors, and maintaining the security of its property and facilities. This can be accomplished by establishing rules of conduct and following best security practices. The purpose of this policy is to regulate the use of security cameras and video monitors to observe and /-or record activities in Library facilities to enhance security, deter crime and to aid in protecting the safety of individuals and the property of the Library.~~

The purpose of security cameras is to enhance the safety and security of the SSLDL staff, patrons, and property. The Library strives to take reasonable precautions to assure a safe and secure environment for its patrons and staff. Because Library staff is unable to provide direct supervision over all areas within the Library and Library grounds, security cameras have been placed at selected locations to observe and record images of activities of persons in the Library and on Library grounds. Security cameras are also provided to assist the Library with enforcement of the Library's Code of Conduct Policy.

II. POLICY

~~Video Security~~ cameras and video recording equipment ~~are may be installed~~ on Library property as a tool to address specific security related problems, as a deterrent to criminal activity and /or to assist in the apprehension of those breaking Library rules and /or the law. Utilizing security-monitoring equipment is an option under the following conditions:

- A vulnerable area is difficult to monitor due to staffing patterns and assignments;
- A lack of direct sight lines;
- The area would be burdensome to monitor due to its size or remoteness;
- A previous incident of a severe nature occurred at this location;
- A site experiences recurrent security related incidents.

Video surveillance for security purposes is limited to public areas of the Library. Such areas may include those of public usage, including the grounds, parking lots, entrances and interior hallways.

Video surveillance will be conducted in a professional manner and in a manner complying with other library policies and applicable law. No audio will be recorded. ~~In order to protect patron privacy only the Library Director and Head of IT will have continuous access to the security cameras. As the cameras are not constantly monitored, Library staff and the public should continue to take appropriate precautions for their safety and for the safety of their personal property. The Library is not responsible for the loss of property or personal injury.~~

Recorded video surveillance images are not considered a "Library Record" (as defined by the Michigan Library Privacy Act) and may be disclosed in accordance with applicable law. Images may have to be blurred or redacted prior to release. The Library Director or their designee will determine whether the images can be disclosed without a court order or written consent, including in accordance with a Freedom of Information Act Request. The surveillance videos shall be kept for a limited period of time as determined by the Library Director in accordance to the State of Michigan Approved Record Retention Schedule.

~~This policy does not imply or guarantee that any or all cameras will be recording images, or monitor~~

in real time, 24 hours a day, seven days a week. Recordings are normally retained for a period of two weeks. Video recordings and photos obtained through the video monitoring system will be released at the discretion of the Library Director or Library Board President and in accordance with applicable laws, such as in response to search warrants, court orders, requests by the police for an active investigation, or to forestall the imminent escape of a suspect or destruction of evidence.

Policy: 502.0: Patron Eligibility

Reviewed: ~~10/14/2024~~ 8/14/2025

Revised: ~~5/22/2023~~ 8/14/2025

Approved: 4/25/2022

1. Residents:

A. ~~The Salem-South Lyon District Library SSLDL~~ is funded by property taxes, state aid, penal fines and contributions. It is not a school-district funded library. Therefore, residency requirements for membership should not be confused with or presumed to be the same as residency requirements for the South Lyon School District.

B. A resident of the ~~Salem-South Lyon Library District SSLDL~~ is any person who resides in or pays property taxes to a jurisdiction assessing an operational millage for the Salem- South Lyon District Library. Services will not be denied or abridged because of religious, racial, social, economic or political status, nor because of age. Regardless of this requirement, employees or elected board members of the South Lyon Community School District are treated as residents eligible for full borrowing privileges under this policy.

Persons who own a business in the SSLDL service area may obtain a Library card upon proof of business ownership in Salem Township, the City of South Lyon, or Green Oak Township.

All cards are renewed annually.

Resident card and business card holders have access to all library services

C. Resident Minors

Minors are entitled to a library card of their own, provided a parent or guardian's signature is acquired along with identification, such as a driver's license. After the age of 18, a patron does not require the signature of a parent or guardian.

2. Nonresidents:

A. Contract Nonresidents are persons who reside in or pay taxes to any jurisdiction that has entered into a contract with the ~~Salem-South Lyon District Library SSLDL~~ for provision of services in exchange for financial support, ~~and who benefits~~. Contract Nonresidents are eligible for all privileges granted to Residents as described above.

B. Child Nonresident: Any child age 18 and below in the South Lyon School District, but one who does not live in the ~~Salem-South Lyon District Library SSLDL~~ service area, is eligible to use The Library Network (TLN) library card to borrow no more than five items.

C. Other Nonresidents. All other Nonresidents who reside in or pay taxes to any jurisdiction served by a library that is a member of The Library Network (TLN) may also be entitled to full library privileges. However, sharing of library resources should be equal between member libraries. ~~When use of the Salem-South Lyon District Library by residents of a TLN participating district exceeds 5%, TLN supports cost recovery measures and the Salem-South Lyon District Library Board of Trustees will consider whether charging an annual per-family user fee to persons from that district is appropriate. Individuals who live at the same address are considered a family.~~

D. Nonresident Fees. If the ~~Salem-South Lyon District SSLDL~~ Library Board of Trustees determines that assessment of an annual per-family fee to families from a particular district is appropriate, the Board of Trustees will determine the fee amount each year. No portion of the annual fee or Summer Pass fee can be refunded. A family that pays the fee receives library cards entitling each household

member to full library privileges at ~~Salem South Lyon District Library~~ SSLDL. These Nonresident cards must be renewed annually. The Board of Trustees shall have complete discretion in applying Nonresident Fees to offset library expenses.

1. One piece of identification which includes proof of residency will be required for each resident or non-resident library card application. Examples of proper identification are: current driver's license, lease or rent receipt, recent utility bill, tax receipt, current voter's registration card, etc. To borrow materials, patrons must present their library card or a valid identification.
2. Minors are entitled to a library card of their own, provided a parent or guardian's signature is acquired along with identification, such as a driver's license. After the age of 18, a patron does not require the signature of a parent or guardian.
3. Any person who knowingly provides falsified identification in applying for or renewing of a library card is subject to revocation of borrowing privileges.
4. All library cards are non-transferable. It is the responsibility of the patrons to notify the Library if his/her card is lost or stolen.

Policy 701: Library Privacy

Reviewed: ~~10/14/2024~~ 8/14/2025

Revised: ~~4/16/2018~~ 8/14/2025

Approved: 4/30/2018

It is the policy of the ~~Salem-South Lyon District Library (SSLDL)~~ Library Board, administration and staff to preserve the confidentiality of all library patron records and related patron information to the fullest extent permitted by law. The Library patron records of the SSLDL shall be released or disclosed only to comply with subpoenas and search warrants listed in the Library Procedure Manual and applicable law including the Michigan Library Privacy Act. MCL 397.601 *et seq.*

All library patron records and related patron information shall be treated by the staff of the SSLDL as confidential, including name, address, telephone number, or any other information provided on library patron records that personally identifies a library patron. The SSLDL may only use library patron records for library transactions and to distribute library-related information to registered library patrons.

1. Library patrons have the right to be informed about the policies governing the amount and retention period of personally identifiable information and about why that information is necessary for the provision of library services. Library records are retained in accordance with state law to satisfy administrative, legal, fiscal and historical needs.¹
2. Patron registration information is exempted from disclosure in the Michigan Freedom of Information Act.²
3. The Library will avoid collecting and retaining information not needed for the fulfillment of its mission and will engage in practices to prevent placing records on public view.
4. Information the Library may gather and retain about current and valid library users may include the following:
 - a. Library circulation system
 - i. Information is collected in order to maintain an accurate record of items borrowed, to provide a means of notification and contact and to record outstanding fines and fees.
 - ii. Information collected includes: name, address, phone number, e-mail address, driver's license number, date of birth, items currently checked out, fines owed, fines paid or waived, current holds, requests and informational notes related to library card account matters.
 - iii. Library cards contain a barcode number and associated PIN number.
 - b. Internet access: No individual information is collected.
 - c. Web-based events application
 - i. Information is collected to manage library program and event registration. It includes name, phone number, e-mail address, grade, and ages of minors.
 - d. Surveillance recordings
 - i. The Library records people using the Library in order to increase security and to provide a means of identification should an incident occur. See Policy 422.
 - e. Meeting room applications
 - i. The Library requires an application for the use of its meeting rooms (see Meeting Room Use Procedure) in order to verify eligibility, designate a responsible party and to provide a point of contact. It includes name, organization, address, phone number, and email address.
 - f. Credit card transactions
 - i. In order to process credit card transactions in person, the Library will transmit the following information: credit card holder's name, credit card number, credit card security code, credit card type and credit card expiration date.
 - ii. Online credit card transactions will transmit the following information: credit card holder's name, address, phone number, email address, credit card number, credit card type and credit card expiration date

5. Access to records shall be restricted as much as possible and treated as confidential:
 - a. Staff shall only access records required to complete library work as assigned and appropriate to job duties.
 - b. Staff shall only provide account information to the Library cardholder, unless the person inquiring is listed as a parent, legal guardian or authorized user.³ This includes questions about whether or not a person has a library card.
 - c. Records may be shared with designated agents of the Library if required for the conduct of the Library's activities, e.g., a collection agency.
 - d. The Library may use records to distribute library-related information to registered borrowers.
 - e. The Library may use information collected in aggregate for statistical analysis and planning purposes.
 - f. The Library Director is the designated custodian of records.
 - g. If the Library requests the assistance of a law enforcement officer, and the Library Director determines that records produced by a surveillance device may assist the law enforcement officer to render the requested assistance, the Library may disclose the records to the law enforcement officer upon request.
 - h. Any other disclosure of library records is prohibited unless required by law.

Social Security Number Privacy for Employees/Patrons

1. Patrons
 - a. The Library does not collect social security numbers from patrons.
2. Employees
 - a. As required by MCL 445.84, the ~~Salem-South Lyon District Library~~ SSLDL adopts this social security number privacy policy.
 - b. The ~~Salem-South Lyon District Library~~ SSLDL will ensure to the extent practicable the confidentiality of social security numbers held by the Library. Social security numbers will not be disclosed to those outside of the Library, except as authorized by law. Access to information or documents that contain social security numbers will be limited to those requiring access.
 - c. More than four sequential digits of the social security number will not be publicly displayed, used as an account number, password, or identifier, or included in or on any document sent outside the ~~Salem-South Lyon District Library~~ SSLDL, except as authorized by law. Any documents containing social security numbers are to be shredded before disposal.
 - d. Violations of this policy may result in discipline (see Policy 207), up to and including dismissal. Employees who violate the Social Security Number Privacy Act, 454 Pa 2004, MCL 445.81-445.87, also may be subject to fines and imprisonment.⁴

¹ MCL 399.5 et seq. and 750.491 et seq. General Schedule #17 Michigan Public Libraries.

² MCLA 15.243 et seq. Freedom of Information Act

³ MLC 397.601 et seq. Michigan Library Privacy Act

⁴ Michigan Library Privacy Act, 1982 Public Act 455, MCL 397.601-397.605. Library Records protected by the Michigan Library Privacy Act are exempt from disclosure under the Freedom of Information Act (MCL 397.603 and MCL 15.243[d]) Social Security Number Privacy Act, 454 Pa 2004, MCL 445.81-445.87

Reviewed: ~~10/14/2024~~ 8/14/2025

Revised: ~~07/13/2015~~ 8/14/2025

Approved: 07/27/2015

To establish guidelines for public input at meetings to allow the board to fulfill its obligation of completing the scheduled agenda in an effective and efficient manner.

The ~~Salem-South Lyon District Library~~ SSLDL Board of Trustees encourages residents to share their views. The Board agenda includes time at the beginning of each meeting for comments. In order for the board to fulfill its obligations to complete the scheduled agenda in an effective and efficient fashion, a maximum of five minutes per person of public participation will be permitted at ~~the beginning of~~ each meeting.

During board deliberation, the public is asked not to make any comments unless responding to a specific question asked by a trustee or committee member.

Policy cross referenced: Policy 600

Policy 804.0: Expenditure

Reviewed: ~~2/19/2025~~ 8/14/2025

Revised: ~~5/20/2024~~ 8/14/2025

Approved: 5/20/2024

Authority and responsibility for procurement for SSLDL shall be under the direction of the Library Director. The Director shall oversee all purchasing activity of designated staff members.

The general purchasing policy of SSLDL shall be as follows:

1. Professional Services: The Board recognizes that legal, accounting, actuarial, auditing and other professional services do not lend themselves to normal procurement methods such as competitive bidding; ~~thus~~ the Board may use any method deemed appropriate to select firms to render these services.

2. Other acquisitions of goods and services: Generally, vendor selection methods are divided into the following levels:
 - a. All purchases with an estimated total cost of \$20,000 or more require formal competitive sealed bids. The bids shall be awarded by the Library Board of Trustees. All sealed solicitations shall be advertised publicly at least fourteen days in advance of the date announced for the opening bid unless limitations prohibit.
 - b. All purchases with an estimated total cost between ~~\$7,500~~ \$10,000 and \$20,000 require written quotations from at least three prospective bidders, if available. The project/or purchase must be approved by the Board of Trustees.
 - c. All purchases under ~~\$7,500~~ \$10,000 are to be purchased using the best judgment of the Director or designated purchasing agent as to source of supply based on the best available information which may include quotations, either in person, telephone, fax, or written, from at least three prospective bidders, if available.
 - d. All purchases made under a cooperative program or through a pre-selected vendor that has already completed the bidding process is exempt from this policy.
 - e. All purchases must be contained within the budget approved by the Library Board of Trustees. Any purchase not contained within the budget must go to the Board for approval.
 - f. The competitive bidding process may be waived at the Board's discretion when there is only one known supplier or a predetermined list.
 - g. When there exists a threat to public, health, safety, or welfare, the Library may make emergency procurement, following established procedures as much as is practical under the circumstances. A written justification of the nature of the emergency and for the selection of the particular vendor shall be submitted to the Board of Trustees and shall become part of the record for that purchase.

Policy cross-referenced: 301

Policy 807.0: Investment Policy

Reviewed: ~~10/14/2024~~ 8/14/2025

Revised: ~~2/27/2023~~ 8/14/2025

Approved: 2/27/2023

It is the policy of the ~~Salem-South Lyon District Library~~ SSLDL to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the Library and conforming to all state statutes governing the investment of public funds.

This investment policy applies to all transactions involving the financial assets and related activity of the ~~Salem-South Lyon District Library~~ SSLDL except for its employee pension funds and its employee deferred compensation funds which are organized and administered separately. These funds are accounted for in the annual financial report and include the following funds:

- General Fund, including both designated and undesignated portions
- Debt Service Funds
- Any new fund created by the Board of Trustees

OBJECTIVES

Funds of the ~~Salem-South Lyon District Library~~ SSLDL will be invested at official financial institutions as selected by the Board in accordance with Michigan Public Act 20 of the Public Acts of 1943, as amended, and in accordance with the following objectives in order of priority.

- A. Safety – Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to insure the preservation of capital in the overall portfolio. Whenever feasible, invested funds should be insured through FDIC or a similar program.
- B. Diversification – So potential losses on individual securities do not exceed the income generated from the remainder of the portfolio, investments shall be diversified by all of the following:
 - specific maturity dates
 - official financial institutions as determined by the first board meeting of the year
 - specific class of securities
- C. Liquidity – The ability of an asset to be converted into cash within ten business days and without any price discount.
- D. Return on Investment – The investment portfolio shall be designed with the objective of obtaining a favorable rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and cash flow characteristics of the portfolio

DELEGATION OF AUTHORITY

The SSLDL Budget committee will make investment recommendations for approval by the Library Board. Upon Board approval, the Treasurer shall take the necessary action and provide a follow up report to the Board.

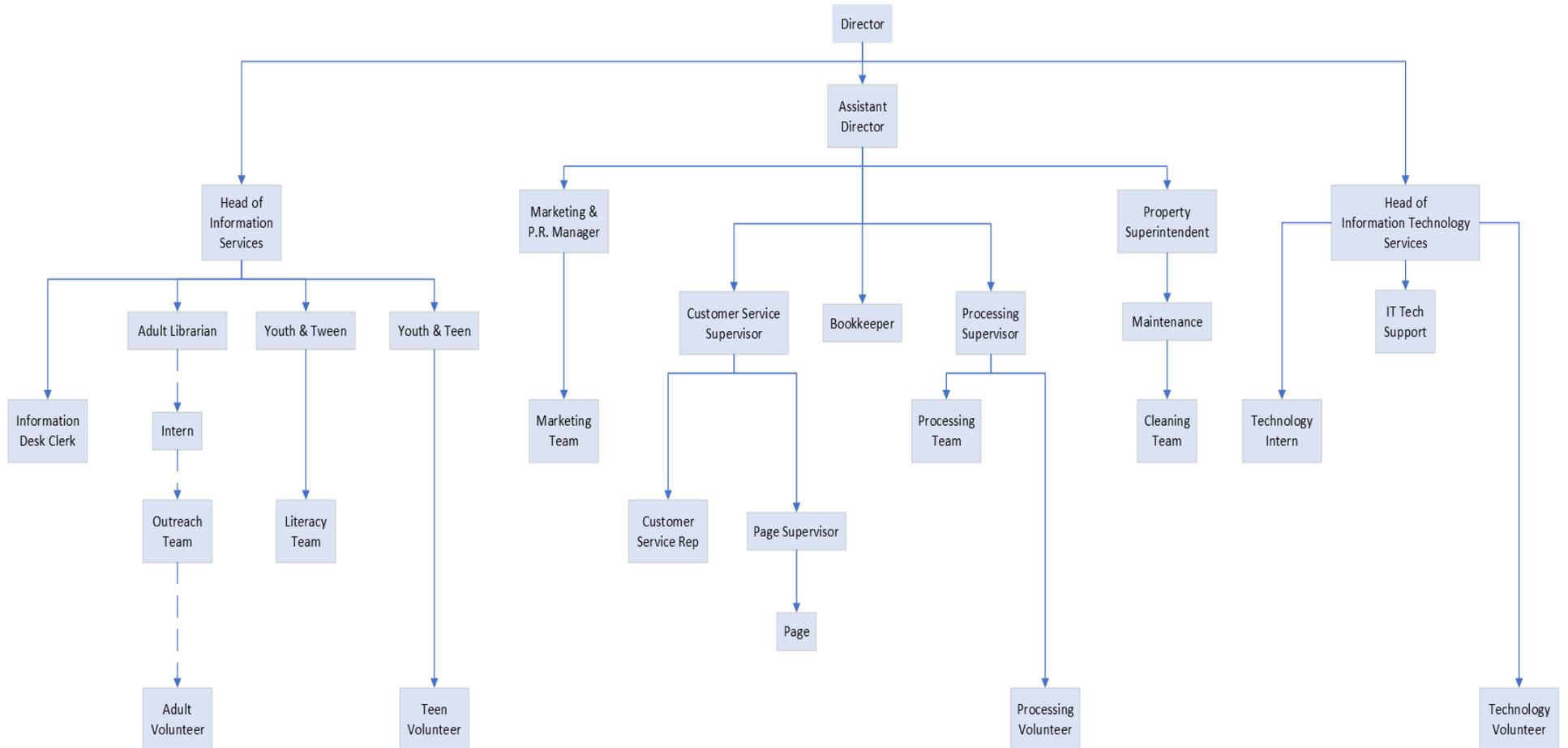
POLICIES WITH NO CHANGES

Policy 300: Organizational Structure

Reviewed: ~~8/13/2024~~ 8/14/2025

Revised: 5/8/2023

Approved: 5/22/2023



Policy 406: Parking Lot and Surrounding Area

Reviewed: ~~8/13/2024~~ 8/14/2025

Revised: 8/13/2024

Approved: 8/26/2024

1. The Library provides motor vehicle parking for staff and visitors. Reasonable efforts have been made to provide convenient parking in proximity to the building; however, the Library does not guarantee the availability of parking space at any particular time.
2. Parking is allowed in designated spaces only, unless additional space is opened up during large events. Vehicles may not be parked on the lawn, in the fire lanes, etc. Vehicles may not be double- parked. Vehicles parked in handicap parking spaces should display a state approved handicap sign in the rear view mirror of the vehicle or a state approved handicap license plate
3. Vehicle repairs of any kind, except for those that are immediately needed to remove the vehicle from the property, are prohibited.
4. At the discretion of the Library Director and/or designee, any vehicle on library property that does not have a license plate, has been parked for over 24 consecutive hours, poses a safety hazard, or impedes upon a restricted parking area may be immediately removed at the owner's expense.
5. The Library does not assume responsibility for damage to any vehicle, or for lost articles or property resulting from theft. The patron fully assumes all risk and responsibility for protecting a vehicle and its contents from theft or any other loss or damage.

Policy 410.0: Patron Code of Behavior

Reviewed: ~~10/14/2024~~ 8/14/2025

Revised: 10/14/2024

Approved: 10/28/2024

Policy Statement:

In order to provide a safe and appropriate environment within the Library that allows all patrons to use library facilities to the fullest extent during regularly scheduled hours, the Library Board of Trustees has adopted the following rules and regulations:

- A. Any patron not abiding by regulations of the Library may be required to leave the Library premises and may have his or her library privileges suspended. Library employees will contact the police if deemed advisable.
- B. Patrons who possess a firearm on library property are required to be in compliance with all State and Federal Laws.
- C. No solicitation is allowed in the Library.
- D. Covered beverages are allowed in the adult and teen departments. No food or drink is allowed in the children's area.
- E. Smoking, vaping, consuming alcohol, or use of illegal controlled substances are prohibited on library property.
- F. The Library is not responsible for items left unattended.
- G. No person shall damage or deface library property.
- H. Patrons are required to be dressed appropriately, including shoes.
- I. Patrons shall not interfere with the use of the Library by other patrons or with library employees' performance of their duties. Patrons shall not engage in harassment or intimidation.
- J. Roller-blades, skateboards, or bicycles are not to be used as recreation in or outside the Library except as a legitimate mode of transportation or pursuant to library programs.
- K. When on a cell phone, patrons shall keep conversation at low levels.

The Library Administration has the authority to deny use of the facility to any person or group that disturbs or interferes with the health, safety and welfare of persons in the area. In cases of disruptive behavior patron identification including name, address and phone number, may be requested and the following disciplinary actions may be taken:

First violation: Initial warning and given copy of Library Rules of Conduct.

Second violation: Library privileges suspended for one day.

Third violation: Library privileges suspended for seven days.

Fourth violation: Library privileges suspended for up to one month.

Librarians have the option to decrease or increase suspension times based on individual cases and/or have the right to ask patrons to leave the premises. A patron whose privileges have been suspended

or revoked may have the decision reviewed by the Board of Trustees.

Policy 410.1: Animals on Library Grounds

Reviewed: ~~10/14/2024~~ 8/14/2025

Revised: 10/4/2012

Approved: 10/29/2012

1. Animals are prohibited in the Library except for service animals and those used for library programs. Any animal that poses a direct threat to the health or safety of other Library guests (human or animal) will be asked to leave.
2. All animals on Library grounds or in vehicles are the responsibility of the owners.
3. All animals outside of vehicles on Library grounds must be on a leash, harness, or tether and controlled by the owner.
4. All animal owners must clean up after their pets.
5. The Library will not be held liable for any animals that bite or attack any individual while on Library premises.
6. The Library is not responsible for any animals that may be injured on library grounds.

Policy 423: Sales Related to Library Programs

Reviewed: ~~10/14/2024~~ 8/14/2025

Revised: 11/13/17

Approved: 01/6/14

The Library frequently offers programs that are scheduled by the Library staff according to availability and local interest. Occasionally, a presenter will have a book, craft or some other material related to the program that they would like to make available to the program attendees to purchase.

Library employees are authorized to take vendor requests to the Library Director or their designees for approval.

Policy: 600: Trustee By-laws
Reviewed: ~~10/14/2024~~ 8/14/2025
Revised: 01/14/2020
Approved: 02/24/2020

SALEM-SOUTH LYON DISTRICT LIBRARY BOARD OF TRUSTEES BY-LAWS

ARTICLE I: NAME

This organization shall be called the Salem- South Lyon District Library.

ARTICLE II: MEMBERSHIP

Section 1: In accordance with Public Act 24 of 1989 (the "District Library Act") the Board of Trustees of the Salem-South Lyon District Library (the "Board") shall initially consist of seven members to be appointed as follows: The City Council of the City of South Lyon has appointed three members of the Board. The Township Board of the Township of Salem has appointed four members of the Board.

Section 2: The Board shall consist of seven members elected at large from the District in accordance with the District Library Act. Trustees will be elected to a four-year term at the General Election on a non-partisan ballot. Eligibility:

Resident of Salem Township or the City of South Lyon

Registered voter

Board members must be legally sworn in by the appropriate official of the City of South Lyon or Salem Township

Ability to abide by the basic trustee duties according to the Michigan Public Library Trustee Manual

In the event that a Board member becomes ineligible to serve, they will be given 45 days to correct their ineligibility or be removed from the Board.

Section 3: In the event of a vacancy, the Board shall appoint an eligible replacement, whose term shall extend to the end of the term of the former member of the board or to the next general election.

Section 4: Each Board member shall serve on at least one standing committee as defined in Article VI, Section 9 of this policy. Board President is a standing member on all committees although attendance to all committee meetings is not required

Section 5: Trustees, as members of the Library Board, shall not use their elected positions to endorse any political candidates.

Section 6: It is the responsibility of each Board member to represent the Library in a positive and supportive manner.

If such a conflict arises between Board membership and personal or professional life, the affected Board member shall declare the conflict to the Board. The Board will determine if the affected Board member should be allowed to participate in discussion and/or voting on the issue in question.

Section 7: Trustees whose action or inaction is in conflict with the basic trustee duties as detailed in the Michigan Public Library Trustee Manual may be subject to an escalating disciplinary scale that includes reprimand, censure, suspension and expulsion. Suspension and expulsion exceed the

authority of the Board and involve either action by the Governor of the State or recall by the electorate.

Reprimand is telling the offending Board member that their action/inaction is not in keeping with the expectations or duties of members of the Board. It is the result of the majority of the Board (as determined by vote) and recorded in the minutes of the meeting.

Censure is a more extreme form of reprimand where a detailed explanation of the offense(s) and necessary means of correction are documented in the meeting minutes. This is also determined by majority vote.

Suspension bars the Board member from voting or having any impact on the decisions of the Board for a set period of time.

Expulsion refers to removal from the Board.

ARTICLE III: POWERS OF THE BOARD OF TRUSTEES

Section 1: The Board of Trustees may exercise any and all of the powers granted to it in the District Library Act. The Board may delegate such powers to the Officers of the Board and/or the Library Director, as it deems necessary or appropriate.

Section 2: The Board of Trustees shall have the exclusive control of the budget of the Salem-South Lyon District Library.

Section 3: The fiscal year of the Salem-South Lyon District Library shall be the annual period commencing July 1 and ending the following June 30.

Section 4: On or before the regularly scheduled March Board meeting of each fiscal year, the Library Director shall present to the Board of Trustees for consideration the proposed annual budget for the next succeeding fiscal year. The Board shall hold a public hearing on the proposed budget each year prior to its adoption, in accordance with the Uniform Budgeting and Accounting Act, or any successor applicable law. When the budget is adopted, the Director shall make an itemized statement of the amounts to be raised by taxation or by contract and, in the event no district-wide tax has been authorized by the electors of the District, shall report the same to the City Council of the City of South Lyon and to the Township Board of the Township of Salem.

Section 5: The Board of Trustees requires the Treasurer or Library Director to submit to the Board on a monthly basis data regarding the actual and estimated budget to date. The Board then may revise or amend the budget as deemed necessary by a majority of Board members voting on the question.

ARTICLE IV: OFFICERS

Section 1: Officers of the Board shall be President, Vice-President, Secretary and Treasurer.

Section 2: The officers shall be elected for a term of one year at the annual meeting of the board as defined in Article VI, Section 2 of this policy.

Section 3: Vacancies in office shall be filled by the Board at the next regular meeting of the Board following the occurrence of a vacancy, except for the office of President, in which case the Vice-President shall assume the duties of the office for the un-expired term. A successor Vice-President shall be elected to fill the vacancy so created in that office.

ARTICLE V: DUTIES OF THE OFFICERS

Section 1: The President shall preside at all Board meetings, appoint committees with the approval of the Board, authorize calls for any special meetings, act as board spokesperson and generally perform the duties of a presiding officer.

Section 2: In the absence of the President, the Vice- President shall perform the duties of the President. In the case of the resignation, disability, or death of the President, the Vice-President shall assume the office for the un-expired term.

Section 3: The Secretary of the Board shall see that a true and accurate account of all proceedings of the Board meetings is kept. In compliance with any requirements of state law regarding the holding of meetings, the Secretary shall issue notices of all regular meetings, and on the authorization of the President, of all special meetings, and shall have custody of the minutes and other records of the Board of Trustees. With the approval of a majority of the Board, the Secretary may delegate any of these responsibilities to the Library Director or another Board appointed designee.

Section 4: The Treasurer shall have charge of the funds of the Salem-South Lyon District Library, providing for their safe custody and investment as directed by the Board, subject to limitations for investment of public funds as provided by law. The Treasurer shall control expenditures from the Library fund through a system of vouchers presented by authorized personnel. A record of all moneys received or deposited to the Library fund, and all disbursements, sales and transfers from the fund shall be kept by the Treasurer, and reported monthly to the Board of Trustees at its regular meeting. In addition, the Treasurer shall perform such other duties as may be prescribed for him or her by State or Federal law and these by-laws. With the approval of a majority of the Board, the Treasurer may delegate any of these responsibilities to the President, Library Director or another Board approved designee.

ARTICLE VI: MEETINGS

Section 1: The regular meeting of the Salem-South Lyon District Library Board shall be held each month, the date and hour to be set by the Board at its Annual Meeting (described in Section 2 of this Article VI). Within ten days following the Annual Meeting a notice shall be posted in a public place setting forth the dates, times, and places of all regular meetings scheduled for the ensuing year. Any changes to this schedule, as required, shall be posted in the monthly announcement of the regular meeting.

Section 2: Effective on and after January 1, 2005, the Annual Meeting of the Salem-South Lyon District Library Board shall be the first regular meeting of the calendar year. For years beginning prior to January 1, 2005, the Annual Meeting was the first regular meeting of the fiscal year. The Annual Meeting shall be for the purpose of the election of officers and consideration of such other organizational matters as may be required.

Section 3: Special meetings may be called by the President or upon written request of two Trustees, provided 18 hours of notice is given of the time and purpose for which such meeting is called. The announcement of a special meeting at any meeting at which a quorum is present shall be sufficient notice of such meeting to the Trustees. Trustees not present at the time of announcement of such special meeting shall be notified by the Library Director or Board Secretary. In addition to meetings and special meetings, Board members may be asked to participate in additional activities, including but not limited to: strategic planning, Board self-evaluation programs, and Board development workshops, seminars and educational events that may enhance a Trustee's skills as a Board member.

Section 4: Notices of regular meetings with agenda shall be posted in a public place and shall be distributed by the Library Director or Secretary to all members at least three days before the meeting.

Section 5: The following items will constitute the agenda for regular meetings:

Call to order and attendance
Approval of agenda

Approval of minutes
Financial Report, including approval of bills
Director's report
Staff reports
Friends of the Library Report
Correspondence and communications
Public comments
Committee reports
Old business
New business
Adjournment

Section 6: A quorum for the transaction of business shall consist of four members of the Board physically present at the meeting, except for provided in section 8. As a quorum is the requirement to conduct business, each Trustee should make it a high priority to be in attendance at all meetings of the board, committees and task forces of which they are a member. Trustees should come to all meetings prepared to discuss the issues and business to be addressed at that meeting, including reading the agenda and all supplied background material.

Section 7: Any Board action, to be official, must be approved at an official Board meeting by a majority of the members of the Board attending the meeting either in person or (when approved on a case-by- case basis) electronically. The decisions of the Board shall be supported in a positive manner by all Board members regardless of whether their vote was in the majority or minority.

Section 8: In Extreme Situations, it may be necessary to convene meetings of the board, committees, and/or task forces electronically. In the event official business is to be conducted electronically, it needs to be done so in a way that is available to the public and compliant with the Open Meetings Act.

Section 9: REMOTE ATTENDANCE: Board members may be connected to a meeting remotely under the following conditions: (1) The request has been submitted and approved by the Library Director or Library Board President in advance of the meeting. (2) The remote connectivity is sufficient and will not interfere with the progress of the meeting. (3) The Board member's participation shall not be considered attendance for the purpose of establishing a quorum. A Board member may participate remotely, no more than three times, unless extenuating circumstances.

Section 10: In case of an emergency that has been determined by the President and the Library Director and Board action is needed, members will be polled individually by the President and/or the Library Director. An effort shall be made to contact all Board members. Official confirming action shall then be taken at the next Board meeting.

Section 11: The Board shall create and identify standing committees at the Annual meeting of the Board. The names of the committees and the board members serving on each committee will be documented in the minutes to the Annual meeting. The committee will select a Board member to act as chairperson for that committee at their first meeting following the Annual Board meeting. The committee chair (or a designee) will call for the scheduling of meetings; ensure that the agenda and support materials are distributed to committee members prior to the meeting; conduct the meetings in an orderly, fair, open and efficient manner; and, make committee reports to the Board at scheduled Board meetings. Additionally, the Board may appoint non-board members to standing committees when advisable. The committees shall have no power to make independent decisions on any issue(s) but shall only make recommendations to the full Board for consideration and adoption. The Board may appoint or dissolve other committees as the need arises. All committee meetings will follow the guidelines from the Michigan Open Meetings Act (Act 267 of 1976).

ARTICLE VII: LIBRARY DIRECTOR

Section 1: The Library Director shall be appointed by the Board and shall be considered the executive officer of the Library.

Section 2: The Library Director shall have sole charge of the administration of the Library under the direction and review of the Board. Board members shall refrain from intruding in administrative issues that are the responsibility of the Library Director or a designee, except to monitor the results and prohibit methods not in congruity with Board policy. The Library Director shall be responsible for the care of the building and equipment; for the employment, development, and direction of the staff; for the efficiency and quality of the Library's service to the community; for the annual preparation of a budget proposal; for the operation of the Library under the financial conditions set forth in the budget approved by the Board; and for submission to the Board at its regular monthly meeting a written monthly report of the Library.

Section 3: The Library Director or the Library Director's representative shall attend all meetings of the Board.

ARTICLE VIII: RULES OF CONDUCT

Section 1: The chairperson of all meetings that are not committee meetings shall be the Board President or designee.

Section 2: All parties in attendance shall conduct themselves in a courteous and civil manner during all meetings.

Article IX: AMENDMENTS

These by-laws may be amended at any regular meeting of the Board by a majority vote of all members, provided the amendment was presented in writing at the previous regular meeting.

Policies cross-referenced: 301; 403; 601; 711

Policy: 801: Board Business Expenses

Reviewed: ~~10/14/2024~~ 8/14/2025

Revised: 11/29/11

Approved: 01/02/12

1. Board members are eligible for reimbursement of expenses incurred for the purpose of approved library business.
2. All expenses need prior approval at a Library Board Meeting prior to the event and are to be substantiated by means of receipts and expense reports and be submitted within three months.

Policy 808.0: Fixed Assets Capitalizations

Reviewed: ~~2/19/2025~~ 8/14/2025

Revised: 5/20/2024

Approved: 5/20/2024

Asset Classification	Individual or Cumulative Purchases Greater than Amount	Depreciation Life
Furniture & Fixtures	\$2,500	7 years
Office Equipment (not including computer equipment)	\$2,500	5 years
Library Computers/Workstations	\$2,500	4 years
Servers and Technology Equipment	\$2,500	5 years
Buildings	\$20,000	30 years

I. Definitions and Provisions

A. Tangible Assets. Assets that can be observed in one or more physical senses.

B. Fixed Assets. Tangible assets of a durable nature that are employed in the operating activities of the Library, relatively permanent, and needed for the production of goods or services. This broad group is usually separated into classes according to the physical characteristics of the items (e.g. land, buildings, improvements other than buildings, furniture, collections and equipment).

C. Capital Outlays. Expenditures that benefit both the current and future fiscal periods. This includes the cost of acquiring land or structures; construction or improvement of buildings, structures, or other fixed assets; and equipment purchases having an appreciable and calculable period of usefulness. These are expenditures resulting in the acquisition of or addition to the Library's general fixed assets.

D. Historical Costs. The cash equivalent price exchanged for goods and services at the date of acquisition. Land, buildings, and equipment are common examples of items recognized under historical cost attribute.

E. The Library will capitalize items with an individual value equal or greater than \$2,500.

II. Land

The Library will capitalize all land purchases, regardless of cost.

Original cost of land will include the full value given to the seller, including legal services incidental to the purchase (including title work and opinion), appraisal and negotiation fees, surveying and costs for preparing the land for its intended purpose (including contractors and/or library workers, salary and benefits). Donated land will be recorded at fair market value on the date of transfer plus any associated costs.

III. Furniture and Equipment

The definition of furniture and equipment is an apparatus, tool, or conglomeration of pieces to form a tool. The tool will stand alone and not become a part of a basic structure or building.

Improvements or renovations to furniture and equipment will be capitalized only if the total cost exceeds \$2,500 and the total costs will be greater than the current book value and less than the fair market value.

Donated furniture and equipment will be made in accordance with any restrictions associated with the funding source and with the above procedures.

IV. Buildings

Buildings will be capitalized at full cost with no subcategories for tracking the cost of attachments. Examples of attachments are roofs, heating, cooling, plumbing, or any part of the basic building. Cost of items designed or purchased exclusively for the building will be included.

The cost of improving or renovating an existing building will be capitalized only if the total cost exceeds \$1,000 and the total cost will be greater than the current book value and less than the fair market value.

Capital building costs will include preparations of land for the building, architectural and engineering fees, bond issuance fees, interest cost (while under construction), accounting costs if material and any costs attributable to construction of the building.

Donated buildings will be recorded at fair market value on the date of transfer with any associated cost.

Purchases made using federal or state funding will be made in accordance with any restrictions associated with the funding source and with the above procedures.

V. Improvements Other Than Buildings

This asset group includes improvements to land, attached or not easily removed, and with a life expectancy of greater than two years. Examples are walks, parking areas and drives, fencing, retaining walls, outside fountains, planters, and other similar items.

Improvements do not include roads, streets, or assets that are of value only to the public. Road or drives on library-owned land that provide support to our facility are assets. Sidewalks installed on library-owned land for use by the public and for the support of our facility are capital assets.

Improvements or renovations to improvements other than buildings will be capitalized if the total cost exceeds \$2,500 and/or the total cost will be greater than the current book value and less than fair market value.

Donated improvements other than buildings will be recorded at fair market value on the date of transfer with any associated costs.

Purchases made using federal or state funding will be made in accordance with any restrictions associated with the funding source and with the above procedures.

VI. Recording and Accounting

The cost of property, plant, and equipment includes all expenditures necessary to put the asset into position and ready for use. For purposes of recording fixed assets of the Library, the valuation of assets shall be based on historical cost or, where the historical cost is indeterminable, by estimation for those assets in existence.

An asset register shall be maintained to provide a record of capital assets of the Library.

VI. Safeguarding of Assets

Accounting controls are designed and implemented to provide reasonable assurances that detailed records are maintained to assure accountability for library-owned assets.

VIII. Salvage Value

Capitalized assets under this policy will be assumed to have no salvage value.

IX. Disposal of outdated Equipment

Equipment will be disposed of at the request of the Network Administrator and approved by the Director or when it is fully depreciated. See form in Procedure Manual for Disposal of Outdated Equipment.

Policy 809.0: Endowment

Reviewed: ~~10/14/2024~~ 8/14/2025

Revised: 01/14/2020

Adopted: 01/27/2020

On October 28, 2019, the Salem-South Lyon Board of Trustees created an endowment fund. That fund is held and managed by the Community Foundation for Southeast Michigan. Donors may contribute to the fund directly or may indicate on a contribution to the Library that the funds should go toward the endowment.

Each year, the Library is able to receive a distribution from the Fund in the form of a grant. The rate and calculation method for the distribution is reviewed annually by the Board of the Community Foundation for Southeast Michigan. The Community Foundation will notify the Library when and what amount can be distributed. The Library Board of Trustees will determine if the money, in whole or in part, is to be distributed or reinvested in the Fund. At the time of determination, the Library Board can either designate a specific use for the funds or simply place it in the Library Funds account.

NEW POLICY

Policy 702: Use of Artificial Intelligence (AI)

Reviewed: 8/14/2025

Revised: XX

Approved: 8/25/2025

Purpose

This policy outlines the rationale, ethical principles, and operational guidelines for the use of Artificial Intelligence (AI) technologies within the library. The goal is to ensure AI is used responsibly, ethically, and transparently to enhance library services and operations while protecting the privacy and rights of patrons and staff. This policy applies to all library employees using AI tools for authorized business purposes. It covers all AI-driven technologies used in the workplace, including but not limited to:

- Chatbots and virtual assistants
- Recommendation engines
- Data analysis and visualization tools
- Image generation/editing applications
- AI-supported writing and research tools

Ethical Principles

Patron Privacy Protection

- AI tools must comply with all applicable privacy laws and library policies, including but not limited to the Michigan Library Privacy Act and Michigan Data Breach Notification Law.
- AI must not be used to collect, store, or analyze personally identifiable information beyond what is necessary for library operations.
- Staff must not enter personal or confidential information into AI tools.

Transparency and Accountability

- Staff must verify the accuracy and appropriateness of AI-generated outputs before use or dissemination.
- AI tools may assist in decision-making but must never replace human oversight, especially in areas impacting employment or patron services.

Approved Uses of AI

Acceptable AI use includes but is not limited to:

- Assisting patrons with AI-related queries and demonstrations
- Generating ideas, lists, or recommendations for library tasks
- Drafting or editing presentations, training documents, or reports
- Conducting basic research or summarizing information
- Editing documents for grammar, typos, and clarity
- Creating or editing images for library use
- Analyzing data to support library operations

All uses must align with ethical standards and remain subject to human review and accountability.



Check It Out with The Library Network

Anyone with a current library card from a participating library can walk in and borrow materials on site from another participating library in The Library Network. Your library card must be unrestricted and in good standing.

Please contact a library to find out if they participate and for specific participation details.

A list of participating libraries can be found online at:

[TLN.org/checkitout](https://www.tln.org/checkitout)

All libraries in The Library Network are encouraged to participate in the ***Check It Out*** with The Library Network Reciprocal Borrowing Program.

The ***Check It Out*** with The Library Network Reciprocal Borrowing Program is a voluntary service whereby participating libraries agree to extend in-person borrowing privileges and services to the patrons of other participating libraries.

Per Michigan Public Act 89 of 1977, to be in a cooperative library, a local library shall loan materials to other libraries participating in the cooperative and maintain an open-door policy to the residents of the state. "Residents of the cooperative library's area are eligible to use the facilities and resources of the member libraries subject to the rules of the cooperative library plan."



Check It Out with The Library Network Reciprocal Borrowing Program Policies

All participating libraries agree to the following:

- Participating libraries will provide check out of physical materials (at a minimum books), and access to all unrestricted materials, to anyone with an active library card issued from another participating library, ***subject to the policies of the library.***
- Participating libraries are encouraged to define as few local limitations as possible for this program, but all borrowing is ***subject to the policies set by the local library.***
- Participating libraries will provide **access to all unrestricted services and programs** to anyone with an active library card from a participating library.
- Participating libraries will alert TLN to any divergence from this policy which a library board may approve **that somehow greatly restricts some borrowing.**
- Participating libraries will alert TLN to any alleged or witnessed misuse of this program which needs to be addressed. TLN encourages libraries to openly participate. TLN may be contacted for compensation to replace any lost or damaged materials as needed, after all other local procedures for recovery of lost materials are exhausted.

A copy of this policy should be placed at all participating check out desks so that circulation workers are aware of the policy and know to honor cards from other participating libraries.

- A list of participating libraries can be found online at: [TLN.org/checkitout](https://www.tln.org/checkitout)
- In the context of operating as a cooperative library, circulation workers may attempt to contact a patron's card-issuing library to verify if a library card is active, if needed. A patron's card-issuing library, however, is not obligated or instructed to release any information about the patron's account.



Library Participation Authorization

Check It Out with TLN Reciprocal Borrowing

The Salem-South Lyon District library is an official participant in the *Check It Out* with The Library Network Reciprocal Borrowing Policy on 1/22/2024 (date).*

Salem-South Lyon District Library

Participating Library

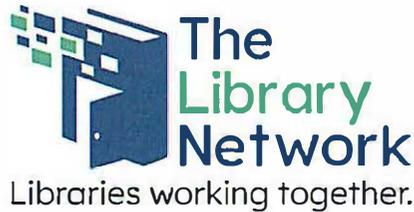
Paulina Poplawski

Authorizing Signature

1/22/2024

Date

This participation in *Check It Out* with Reciprocal Borrowing will be considered perpetual until receipt of written termination from the participating library to TLN. A minimum of 90 days notice is to be provided for the library to complete phasing out of the *Check It Out* program with their current borrowers. **A library that does not receive state aid due to lack of local funding may be removed from the program until such time that local funding meets state aid requirements.**



*Per Michigan Public Act 89 of 1977, to be in a cooperative library, a local library shall loan materials to other libraries participating in the cooperative library and maintain an open-door policy to the residents of the state. "Residents of the cooperative library's area are eligible to use the facilities and resources of the member libraries subject to the rules of the cooperative library plan."

Please provide a summary of any restrictions that your library Board has placed on Reciprocal Borrowing for TLN library card holders that are different from your standard circulation policies:

Per Board Policy, a user fee was instituted in 2002 for Lyon Township patrons to check out material from SSLDL's physical location. The percentage of Lyon Township patrons using SSLDL in 2002 exceeded fifteen percent.

South Lyon Community School staff and administrators can obtain a library card with proof of employment with the South Lyon School District.

Anyone who lives in Lyon Township can purchase a "Summer Pass" for \$32.50 per family from June 1 - August 31. A valid library card from your home library, the Lyon Township Public Library is necessary.

Lyon Township children 18 years and younger can check out items (5) with the use of their home library card.

Per Board Policy, Non-Residents, outside of TLN, can obtain a library card for \$130/family/year.

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