



**Salem-South Lyon
District Library**

9800 Pontiac Trail, South Lyon, MI 48178

SALEM-SOUTH LYON DISTRICT LIBRARY BOARD OF TRUSTEES

Educate. Enrich. Empower the Community. Imagine the Possibilities

**AGENDA FOR LIBRARY BOARD MEETING
MONDAY, SEPTEMBER 29, 2025, AT 7:00 PM
OLSON MEETING ROOM**

- A. Call meeting to order and verify quorum (25-217)
- B. Approval of agenda (25-218V)
- C. Introduction of guests (25-219)
- D. Approval of past minutes of the Regular Board Meeting on August 25, 2025 (25-220V)
- E. Public Comment (25-221)
- F. Friends of the Library Report (25-222)
- G. Financial Report
 - 1. Acceptance of the August 2025 Financial Report (25-223V)
- H. Approval for Payroll Report August 2025 (25-224V)
- I. Approval for Board Review of Bills and credit card purchases for August 2025 (25-225V)
- J. Director Report (25-226)
- K. Staff Reports (25-227)
- L. Committee Reports
 - 1. Advocacy Marketing (25-228)
 - 2. Facilities (25-229)
 - 3. Budget (25-230)
 - 4. Policy Committee (25-231)
 - 5. Professional Development (25-232)

M. Correspondence and communications (25-233)

N. Old Business

1. Strategic Planning – February (25-234)
2. Generator Install – Gas Line Addition (25-235V)

O. New Business

1. Director Resignation (236V)
2. Leadership of Library from Resignation to New Director (237V)
 - A. Budget Implications (238V)
3. Director Search Committee (239V)
4. Move January 26, 2026, Board Meeting to February 2, 2026 (240V)
5. Annual Appeal Letter (25-241V)
6. Trane Preventative Maintenance (25-242)

P. Board Comments (25-243)

Q. Adjournment (25-244)

UPCOMING MEETINGS

BUDGET COMMITTEE: THURSDAY, OCTOBER 23, 2025, AT 3:00 PM

BOARD MEETING: MONDAY, OCTOBER 27, 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, August 25, 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 (25-192)

President Stacer called the meeting to order in the Meeting Room 1 at the Salem-South Lyon District Library at 7:09 p.m. due to room availability.

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

K. Campbell - Recording Secretary

K. Merucci – Staff Representative

B. Approval of agenda (25-193V)

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

Yes: 7;

No: 0.

Motion Carried.

C. Introduction of guests (25-194)

Guests were introduced by P. Poplawska.

D. Approval of past minutes:

1. Regular Board Meeting on July 28, 2025 (25-195V)

Motion to approve the past minutes from July 28, 2025, was made by L. Hamilton; seconded by D. Siivola.

Yes: 7;

No: 0.

Motion Carried.

2. Special Board Meeting on August 11, 2025 (25-196V)

Motion to approve the past minutes from August 11, 2025, was made by L. Hamilton; seconded by H. Maguire.

Yes: 7;

No: 0.

Motion Carried.

E. Public Comment (25-197)

There was no public comment.

F. Friends of the Library Report (25-198)

Submitted and filed by Friends.

G. Financial Report

a. Acceptance of the July 2025 Financial Report (25-199V)

Motion to accept the July 2025 financial report was made by L. Hamilton; seconded by D. Siivola.

Yes: 7;

No: 0.

Motion Carried.

H. Approval for Payroll Report July 2025 (25-200V)

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

Yes: 7;

No: 0.

Motion Carried.

I. Approval for Board Review of Bills and credit card purchases for July 2025 (25-201V)

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

Yes: 7:

No: 0:

Motion Carried.

J. 2025 Annual Report (25-202)

Submitted for board review and filed. Suggestions were made on the draft to be completed prior to publication on the website.

K. Director Report & Staff Reports – July 2025 (25-203)

Submitted for board review and filed.

L. Committee Reports

1. Advocacy Marketing (25-204)

The Fall 2025 mailer went out to households. Suggestions to include in every issue included: expanded hours for the fall, features and stories, how to support our library, and give successes in every issue.

2. Facilities (25-205)

The generator will be manufactured in the first week of November.

3. Budget (25-206)

Motion for the Budget Committee to prepare and present recommendations identifying specific projects for which donated funds from the Jean Flack stock gift should be designated to was made by L. Hamilton; seconded by H. Maguire.

Yes: 7;

No: 0.

Motion Carried.

4. Policy Committee

Motion to not discuss Lyon Townships eligibility to use the Salem-South Lyon District Library until their new facility is operational for 90 days. There will also be a survey of all Lyon Township residents within 1.5 miles from the library to see which library they would use. This motion was made by L. Hamilton; seconded by H. Maguire.

Yes: 7;

No: 0.

Motion Carried.

a. Policies reviewed with no changes: 300, 406, 410, 410.1, 423, 600, 801, 808, 809 (207V) No vote needed

b. Policies reviewed with changes: 209.1, 301, 400, 401, 404, 407, 409, 417.1, 418, 422, 502.0, 701, 711, 804, 807 (208V)

Moved to approve Policy 422 was made by H. Maguire; seconded by L. Hamilton.

Yes: 7;

No: 0.

Motion Carried.

Motion to change Salem South Lyon District Library to SSLDL was made by H. Maguire; seconded by D. Siivola.

Yes: 7;

No: 0.

Motion Carried.

Moved to approve the changes to policy 701 was made by H. Maguire, seconded by E. Petricca.

Yes: 7;

No: 0.

Motion Carried.

Motion to remove the words from policy 502 “TLN supports cost recovery measures” was made by H. Maguire; seconded by D. Siivola.

Yes: 7;
No: 0.
Motion Carried.

c. New Policy: 702 (209V)

Motion that the policy committee do a second reading of policy 702 before it is added within the discussion of overall computer use policy was made by H. Maguire; seconded by L. Hamilton.

Yes: 7;
No: 0.
Motion Carried.

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)

Board Meetings:

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.

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

Motion to approve the board meeting schedule as submitted was made by L. Hamilton; seconded by P. Peruski.

Yes: 7;

No: 0.

Motion Carried.

Motion to accept the library holiday closures for 2026 as submitted was made by L. Hamilton; seconded by E. Petricca.

Yes: 7;

No: 0.

Motion Carried.

2. Sale of Current Generator (25-214V)

Motion to contact Cummins for a price to buy our old generator or to put it up for bid was made by L. Hamilton; seconded by E. Petricca.

Yes: 7;

No: 0.

Motion Carried.

P. Board Comments (25-215)

There were board comments.

R. Adjournment (25-216)

Meeting adjourned at 8:37 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 25, 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

August 2025 Budget Highlights – Financial Report

Income:

Account 400 Property Taxes Operating: \$134,939.21

South Lyon 1995 Operating of \$29,846.17, South Lyon 2014 Operating of \$13,240.40

Salem Township 1995 Operating of \$63,626.03, Salem Township 2014 Operating of \$28,226.91

Account 400.3 Service Contract: \$0.0

Account 409 Fines & Fees \$19,714.77

- Penal Fines: \$19,274.97
- Fines \$439.80
- Non-resident fee: \$0.00

Account 415 State Aid: \$7,178.22

Acct. 440 Gifts & Grants \$1,546.20

- True Gift: \$29.00
- Friends Gift Income: \$00.0
- Friends Books Donation Income: \$986.00
- Library Collection Gifts: \$0.0
- Annual Appeal: \$531.20
- Gifts (In Memoriam): \$0.00

Account 440.3 Miscellaneous Income: \$2,151.19

(Of note: Lost Materials: \$168.99, Computer Prints: \$1,392.71, Faxes: \$111.00, Rebates: \$351.24, T-shirt/games sales: \$145.50)

Account 450 Interest: \$4,715.99

- Michigan Class \$2,108.45
- Comerica: \$46.19
- Huntington: \$1,356.92

Total Income: \$170,245.58

Account 500 - Personnel Total: \$119,400.14 (Three pays)

- \$103,710.88 Acct. 500.2 Salaries
- \$ 4,997.79 Acct. 505.2 Deferred Compensation Plan
- \$ 2,963.96 Acct. 502.3 Group Health Plan
- \$ 7,707.51 Acct. 545 FICA
- \$ 20.00 Acct.570 Dues & workshops

Account 505 - Library Materials & Supplies: \$51,848.24

\$ 37,172.42 Acct. 505.12 Library materials (Teen & Youth: \$7,287.74, Adult: \$9,703.58, Processing: \$23.92, Electronic: \$12,937.04 includes OverDrive,Hoopla,Kanopy,Cloud), Downloadable: \$7,220.14 (DD Platform);
Acct. 508 Computer supplies & maintenance; \$1,906.97
Acct. 527 Cooperative Fee \$10,741.04 – Shared Automation
\$ 2,027.81 for Acct. 531 Programming (Adult \$1,349.85/Youth \$677.96)

Account 536 & 600 Total - Facilities & Equipment: \$15,033.88

Account 536 Facilities:

- \$ 3,942.67 Acct. 515 Utilities (DTE \$3,741.09 and Consumers \$201.58)
- \$ 3,150.16 Acct. 536.12 Maintenance & Repairs of note: custodial: \$18.71,routine repairs of \$427.34, Small equipment of \$932.67, water softeners, septic, sprinklers : \$470.00 (septic pump), trash pickup \$1,301.44

- **Account 600 Capital Expenditures and Equipment:**
 - 600.1 Computer \$0.0
 - 600.3 Other Technology \$0.0
 - 600.4 Other Tech Equipment: \$72.97
 - 600.5 Licensing & Support: \$368.08
 - 605.1 Capital Equipment: \$7500.00
 - 605.3 Capital Expenditure: \$0.0
 - 605.95 Bond Interest: \$0.0
 - 605.96 Bond Principal : \$0.0

Account 585 – Administrative Expenses \$5,112.78 of note:

- \$ 61.04 Acct. 510.3 Office Supplies
- \$ 4.47 Acct. 511 Postage
- \$ 00.0 Acct. 512 Printing
- \$ 2107.78 Acct. 514 Advertising
- \$ 638.00 Acct.516.1 Telephone
- \$ 1,271.37 Acct 520 Contractual Services (lawn maintenance, lease copy machine, cc fees)
- \$ 1,003.13 0.00 Acct.525 Legal & Professional
- \$ 26.99 Acct.585.3 Misc. expense (Agent Fee)

Account 586 - Gifts & Grants Purchases \$2,273.56 of note:

- \$ 808.37 Acct. 523.2 Gifts & Grants
- \$ 186.18 Acct. 586.27 Friends Gift Purchases
- \$ 986.00 Acct.586.39 Book Sale Monies
- \$ 293.01 Acct.586.31 Gift Purchases
- \$ 0.00 Acct. 586.9 Gift Purchases for collection

Expenditures exceed Revenue by \$23,423.02 Total YTD: (31,541.97)

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

	Aug 25	Jul - Aug 25	\$ Over Budget	% of Budget Target: 17%	Annual Budget
Ordinary Income/Expense					
Income					
400 · Property Taxes	134,939.21	201,708.29	-1,391,066.71	12.66%	1,592,775.00
400.3 · Service Contract	0.00	0.00	-394,000.00	0.0%	394,000.00
400.4 · Personal Property Taxes	0.00	0.00	-8,800.00	0.0%	8,800.00
409 · Fines & Fees	19,714.77	37,617.58	-4,382.42	89.57%	42,000.00
415 · State Aid	7,178.22	17,356.94	4,356.94	133.52%	13,000.00
440 · Gifts & Grants	1,546.20	6,832.04	-54,067.96	11.22%	60,900.00
440.3 · Miscellaneous Income	2,151.19	4,887.35	-733,612.65	0.66%	738,500.00
447 · Sale of equipment	0.00	0.00	-1,000.00	0.0%	1,000.00
450 · Portfolio Income	4,715.99	11,540.99	-43,459.01	20.98%	55,000.00
Total Income	170,245.58	279,943.19	-2,626,031.81	9.63%	2,905,975.00
Gross Profit	170,245.58	279,943.19	-2,626,031.81	9.63%	2,905,975.00
Expense					
500 · Personnel	119,400.14	196,631.13	-961,368.87	16.98%	1,158,000.00
505 · Library materials & supplies	51,848.24	66,410.88	-348,530.12	16.01%	414,941.00
536 · Facilities & Equipment	15,033.88	36,062.10	-1,144,321.90	3.06%	1,180,384.00
585 · Admin. Expenses	5,112.78	8,948.16	-82,051.84	9.83%	91,000.00
586 · Gifts & Grants Purchases	2,273.56	3,432.89	-58,217.11	5.57%	61,650.00
Total Expense	193,668.60	311,485.16	-2,594,489.84	10.72%	2,905,975.00
Net Ordinary Income	-23,423.02	-31,541.97	-31,541.97	100.0%	0.00
Net Income	-23,423.02	-31,541.97	-31,541.97	100.0%	0.00

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

	Aug 25	Jul - Aug 25	\$ Over Budget	% of Budget Target: 17%	Annual Budget
Ordinary Income/Expense					
Income					
400 · Property Taxes	134,939.21	201,708.29	-1,391,066.71	12.66%	1,592,775.00
400.3 · Service Contract	0.00	0.00	-394,000.00	0.0%	394,000.00
400.4 · Personal Property Taxes	0.00	0.00	-8,800.00	0.0%	8,800.00
409 · Fines & Fees	19,714.77	37,617.58	-4,382.42	89.57%	42,000.00
415 · State Aid	7,178.22	17,356.94	4,356.94	133.52%	13,000.00
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447 · Sale of equipment	0.00	0.00	-1,000.00	0.0%	1,000.00
450 · Portfolio Income	4,715.99	11,540.99	-43,459.01	20.98%	55,000.00
Total Income	170,245.58	279,943.19	-2,626,031.81	9.63%	2,905,975.00
Gross Profit	170,245.58	279,943.19	-2,626,031.81	9.63%	2,905,975.00
Expense					
500 · Personnel					
500.2 · Salaries	103,710.88	170,027.77	-804,972.23	17.44%	975,000.00
502 · Empl benefits	15,669.26	26,583.36	-143,416.64	15.64%	170,000.00
570 · Dues & workshops/travel	20.00	20.00	-12,980.00	0.15%	13,000.00
Total 500 · Personnel	119,400.14	196,631.13	-961,368.87	16.98%	1,158,000.00
505 · Library materials & supplies					
505.12 · Library Materials	37,172.42	48,752.42	-265,503.58	15.51%	314,256.00
508 · Computer supplies/maint.	1,906.97	2,949.06	-11,550.94	20.34%	14,500.00
527 · Cooperative fee	10,741.04	10,741.04	-55,443.96	16.23%	66,185.00
531 · Programming	2,027.81	3,968.36	-16,031.64	19.84%	20,000.00
Total 505 · Library materials	51,848.24	66,410.88	-348,530.12	16.01%	414,941.00
536 · Facilities & Equipment					
515 · Utilities	3,942.67	8,293.42	-48,706.58	14.55%	57,000.00
536.12 · Maintenance & Repairs	3,150.16	7,663.01	-109,836.99	6.52%	117,500.00
560 · Insurance	0.00	0.00	-28,000.00	0.0%	28,000.00
600 · Equipment	441.05	11,355.67	-62,644.33	15.35%	74,000.00
605 · Capital Expenditure	7,500.00	8,750.00	-86,850.00	9.15%	95,600.00
605.8 · Cap. Expenditures (Future)	0.00	0.00	-17,727.00	0.0%	17,727.00
605.9 · Cap.Project Exp.(PY)	0.00	0.00	-711,000.00	0.0%	711,000.00
605.95 · Interest Expense (Bond)	0.00	0.00	-19,557.00	0.0%	19,557.00
605.96 · Debt Repayment	0.00	0.00	-60,000.00	0.0%	60,000.00
Total 536 · Facilities & Equipment	15,033.88	36,062.10	-1,144,321.90	3.06%	1,180,384.00
585 · Admin. Expenses					
510 · Office supplies	61.04	310.29	-1,489.71	17.24%	1,800.00
511 · Postage	4.47	82.47	-667.53	11.0%	750.00
512 · Printing	0.00	0.00	-750.00	0.0%	750.00
514 · Advertising	2,107.78	2,175.35	-33,524.65	6.09%	35,700.00
516 · Telephone	638.00	638.00	-3,162.00	16.79%	3,800.00
520 · Contractual services	1,271.37	4,696.94	-29,303.06	13.82%	34,000.00
525 · Legal & Professional	1,003.13	1,003.13	-2,496.87	28.66%	3,500.00
540 · Auditor	0.00	0.00	-7,400.00	0.0%	7,400.00
585.3 · Misc. Expense	26.99	41.98	-3,258.02	1.27%	3,300.00
Total 585 · Admin. Expenses	5,112.78	8,948.16	-82,051.84	9.83%	91,000.00
586 · Gifts & Grants Purchases	2,273.56	3,432.89	-58,217.11	5.57%	61,650.00
Total Expense	193,668.60	311,485.16	-2,594,489.84	10.72%	2,905,975.00
Net Ordinary Income	-23,423.02	-31,541.97	-31,541.97	100.0%	0.00
Net Income	-23,423.02	-31,541.97	-31,541.97	100.0%	0.00

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

	Aug 31, 25	Aug 31, 24
ASSETS		
Current Assets		
Checking/Savings		
102 · Checking-Huntington Bank	107,433.82	163,190.78
106 · MI Class	571,653.94	347,354.01
113 · Comerica	13,298.31	12,740.82
116 · Huntington Securities	1,317,202.16	1,304,072.43
117 · Huntington Brokerage	138,425.48	0.00
Total Checking/Savings	2,148,013.71	1,827,358.04
Other Current Assets		
103 · Petty Cash	225.00	225.00
115 · State Aid Receivable	10,178.72	9,567.12
Total Other Current Assets	10,403.72	9,792.12
Total Current Assets	2,158,417.43	1,837,150.16
Other Assets		
125 · Accts.Rec.-Other/Employee	839.13	0.00
144 · Beneficial Interest/Comm. Found	29,305.87	27,045.54
Total Other Assets	30,145.00	27,045.54
TOTAL ASSETS	2,188,562.43	1,864,195.70
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 · Accounts Payable	42,368.48	75,909.48
Total Accounts Payable	42,368.48	75,909.48
Other Current Liabilities		
2100 · Payroll Liabilities	51,287.94	38,776.47
Total Other Current Liabilities	51,287.94	38,776.47
Total Current Liabilities	93,656.42	114,685.95
Total Liabilities	93,656.42	114,685.95
Equity		
2200 · Library Fund Balance	430,699.00	439,067.00
300 · Unassigned Fund Balance	1,307,213.43	970,670.32
3000 · Undesignated Fund Balance	388,535.55	388,535.55
Net Income	-31,541.97	-48,763.12
Total Equity	2,094,906.01	1,749,509.75
TOTAL LIABILITIES & EQUITY	2,188,562.43	1,864,195.70

Salem-South Lyon District Library
Monthly Payroll Summary
August 2025

Paydates:				TOTAL
	8.1.2025	8.15.2025	8.29.2025	Aug 25
Employee Wages, Taxes and Adjustments				
Gross Pay				
PTO	321.11	2,096.09	2,809.27	5,226.47
Salary	21,009.89	19,234.91	18,521.73	58,766.53
Hourly Wage	13,402.81	13,087.97	13,227.10	39,717.88
Total Gross Pay	34,733.81	34,418.97	34,558.10	103,710.88
Deductions from Gross Pay				
Deferred Comp MERS	-1,519.20	-1,502.28	-1,500.80	-4,522.28
Health Insurance (pre-tax)	-840.82	-840.82	-840.82	-2,522.46
Pre-tax HSA Emp.	-145.50	-145.50	-145.50	-436.50
Voluntary Ded/ROTH	-377.86	-377.86	-377.86	-1,133.58
Total Deductions from Gross Pay	-2,883.38	-2,866.46	-2,864.98	-8,614.82
Adjusted Gross Pay	31,850.43	31,552.51	31,693.12	95,096.06
Taxes Withheld				
Federal Withholding	-2,837.00	-2,651.00	-2,708.00	-8,196.00
Medicare Employee	-489.29	-484.78	-486.80	-1,460.87
Social Security Employee	-2,092.35	-2,072.85	-2,081.44	-6,246.64
MI - Withholding	-1,237.82	-1,225.06	-1,216.20	-3,679.08
Total Taxes Withheld	-6,656.46	-6,433.69	-6,492.44	-19,582.59
Net Pay	25,193.97	25,118.82	25,200.68	75,513.47
Employer Taxes and Contributions	0.00	0.00	0.00	0.00

Transactions August 2025

Type	Date	Num	Name	Description	Cost Control Center	Amount
Liability Check	08/01/2025	EFTPS	HUNTINGTON BANK	Pyrl Withholding	500 Personnel	-8,000.28
Liability Check	08/01/2025	AutoDeduct	MERS	Deferred Comp	500 Personnel	-3,570.79
Liability Check	08/01/2025	AutoDeduct	PRIORITY HEALTH	Group Health	500 Personnel	-3,772.09
Bill Pmt -Check	08/05/2025	17514	Joseph Kchodl	Dinosaur Day with Paleo Joe	505 Library Materials	-500.00
Liability Check	08/05/2025	AutoDeduct	TASC	Employee contribution	500 Personnel	-145.46
Bill Pmt -Check	08/06/2025	17515	Hoopla	July Hoopla	505 Library Materials	-1,937.85
Bill Pmt -Check	08/06/2025	17516	Kanopy LLC	July Kanopy	505 Library Materials	-266.05
Bill Pmt -Check	08/06/2025	17517	MARTIN HARDWARE	wood anchors, scrub brushes, plumbing supplies, chisel, latex sealant	536 Facilities	-128.62
Bill Pmt -Check	08/06/2025	17518	MEEC, P.C.	Engineering	536 Facilities	-1,250.00
Bill Pmt -Check	08/06/2025	17519	Mutual of Omaha	Group Health	500 Personnel	-86.86
Bill Pmt -Check	08/06/2025	17520	Nicole Beauchamp	Haunted Objects Program	505 Library Materials	-500.00
Bill Pmt -Check	08/06/2025	17521	OVERDRIVE, INC.	E books & audiobooks	505 Library Materials	-457.10
Bill Pmt -Check	08/06/2025	17522	T-Mobile	hot spots	505 Library Materials	-806.10
Bill Pmt -Check	08/06/2025	17523	TASC	TPA fees	585 Admin. Expense	-249.60
Bill Pmt -Check	08/06/2025	17524	OVERDRIVE, INC.	E books & audio books	505 Library Materials	-189.02
Check	08/11/2025	AutoDeduct	Delta Dental	Group Health	500 Personnel	-373.64
Liability Check	08/15/2025	EFTPS	HUNTINGTON BANK	payroll withholdign	500 Personnel	-7,766.26
Liability Check	08/15/2025	EFTPS	Michigan	michigan withholding	500 Personnel	-2,367.18
Liability Check	08/15/2025	AutoDeduct	MERS	Deferred Comp	500 Personnel	-3,534.63
Bill Pmt -Check	08/19/2025	Online Pymt	Millennium Business	copier leases, toner, printing	505 Library Materials \$741.11/585 Admin Expenses \$507.13	-1,248.24
Liability Check	08/19/2025	AutoDeduct	TASC	employee contribution	585 Admin. Expense	-145.46
Bill Pmt -Check	08/20/2025	17525	BAKER & TAYLOR	Adult non-fiction	505 Library Materials	-1,378.35
Bill Pmt -Check	08/20/2025	17526	FRIENDS OF THE SSL	Friends Book Sales	586 Gifts Expense	-1,017.89
Bill Pmt -Check	08/20/2025	17527	LYON TWP LIBRARY	Damaged book pymt	585 Admin Expenses	-26.99
Bill Pmt -Check	08/20/2025	17528	MILFORD TWP LIBRAR	Lost Book Pymt	585 Admin Expenses	-14.99
Bill Pmt -Check	08/20/2025	17529	OCLC Inc.	Cloud Library E books/Audio Books	505 Library Materials	-722.68
Bill Pmt -Check	08/20/2025	17530	OVERDRIVE, INC.	Ebooks/AudioBooks	505 Library Materials	-1,976.11
Bill Pmt -Check	08/20/2025	17531	THE LIBRARY NETWO	EAP for fiscal year	500 Personnel	-499.87
Bill Pmt -Check	08/20/2025	17532	OVERDRIVE, INC.	Ebooks & audio books	505 Library Materials	-1,924.09
Bill Pmt -Check	08/20/2025	17533	THE LIBRARY NETWO	Shared Automation	505 Library Materials	-10,741.04
Bill Pmt -Check	08/20/2025	17534	U.S.POSTMASTER	Fall Newsletter	585 Admin. Expenses	-2,095.79
Bill Pmt -Check	08/20/2025	17535	OVERDRIVE, INC.	Ebooks	505 Library Materials	-313.42
Bill Pmt -Check	08/20/2025	17536	THE LIBRARY NETWO	Platform & content fee Download Destination &Mags	505 Library Materials	-7,220.14
Bill Pmt -Check	08/20/2025	17537	VALERI LAWN	lawn cutting	536 Facilities	-2,000.00
Bill Pmt -Check	08/20/2025	17538	OVERDRIVE, INC.	Ebooks	505 Library Materials	-1,929.01
Bill Pmt -Check	08/20/2025	17539	TASC	TPA fees	585 Admin Expenses	-141.82
Bill Pmt -Check	08/21/2025	AutoDeduct	DTE ENERGY	Electric	536 Facilities	-4,024.56
Check	08/25/2025	AutoDeduct	CONSUMERS ENERGY	Gas	536 Facilities	-201.58
Bill Pmt -Check	08/28/2025	17540	Mackenzie Ziegler	Pyrl	500 Personnel	-49.48
Bill Pmt -Check	08/28/2025	17541	THE LIBRARY NETWO	Enviionware-X11 Kiosk	600 Tech Equipment	-2,690.00
Bill Pmt -Check	08/28/2025	17543	JOHN'S SANITATION	Septic Tank Pump	536 Facilities	-470.00
Liability Check	08/29/2025	EFTPS	HUNTINGTON BANK	Employee with	500 Personnel	-7,844.48
Bill Pmt -Check	08/29/2025	17542	Mackenzie Ziegler	Paydate 8.29.2025	500 Personnel	-244.38
Liability Check	08/29/2025	AutoDeduct	MERS	Deferred Comp	500 Personnel	-3,548.23
Bill Pmt -Check	08/29/2025	17544	LYON TWP LIBRARY	Comm. reads bookmarks	505 Library Materials	-23.66
Bill Pmt -Check	08/29/2025	17545	Rhonda Wolfe	Glass Fusing Workshop Sept. 11	505 Library Materials	-400.00
Check	08/31/2025			Service Charge	522 · Credit Card Transa	-4.79

Salem-South Lyon District Library Vendor QuickReport

August 2025

Type	Date	Num	Memo	Cost Center	Credit
CARDMEMBER SERVICES					
Bill	08/11/2025	KH	Supply Den \$932.67 vacuum/Kroger \$14.82 outreach purchase for 100 bday/Quill \$72.24 paper/Quill\$18.71 for TP/Quill \$44.62 for office supplies/\$20.00 trainging session food	536 Facilities \$951.38/505 Library Materials \$87.06/586 Gift \$20.00/585 Admin Expenses \$44.62	1,103.06
Bill	08/11/2025	CB	Dollar General \$8.75 for aritificial flowers/\$23.98 Amazon for J non-fic/\$64.18 forAmazon for kits	505 Library Materials	96.91
Bill	08/11/2025	NP	HD for hammer drill	536 Facilities	27.27
Bill	08/11/2025	KC	Amazon \$99.67 for 3 d filament, dock Case, battery/Intelligink \$1006.08	600.4 \$99.67/585 Admin Expenses \$638.00/600.5 Licensing \$368.08	1,105.75
Bill	08/11/2025	KM	Amazon \$96.53 for sewing supplies/air plants/Amazon \$46.99 for table covers/\$109.98 Amazon for Adult SRP monopoly boards, gift cards	505 Library Materials	253.50
Bill	08/11/2025	TM	Jet's Pizza \$33.88 for Leadership wrap-up party	505 Library Materials	33.88
Bill	08/11/2025	AC	Amazon for Adult non-fic	505 Library Materials	340.11
Bill	08/31/2025	MM	Amazon \$87.64 for kitchen mat, stretch wrap roll/ \$23.92kit tag laminator pouches	536 Facilities \$87.64/505 L:ibrary Materials \$23.92	111.56
Bill	08/31/2025	AC	Amazon for dvd	505 Library Materials	90.43
Bill	08/31/2025	PP	Saroki \$218.11/Kroger \$16.42 first aid supplies SL East \$53.99 yearbook ad/Amazon \$11.99 bulletin board supplies/\$85.00 Quick Silver for trophy/\$9.46 Amazon for book club replacement/Amazon \$43.10 for J pprogramming for Legos, party bags/Ingram \$7218.35 for Library Materials& gift purchase Lucky Day from Friends \$162.52	586 Gits \$218.11/585 Admin Expenses \$16.42	234.53
Bill	08/31/2025	KM		505 Library Materials \$7247.38/586 Gifts \$162.52/585 Admin Expenses \$11.99/	7,421.89
Bill	08/31/2025	SS	Delta Airlines for ARSL (Assoc. of Small & Rural Lib grant)	586 Gfits & Grants	808.37
Bill	08/31/2025	KC	Alohi Fax	505 Library Materials	17.99
Bill	08/31/2025	NP	Amazon & HD for pruners, rechargeable 6V batteries, pea gravel, couplings, gorilla hose reel	536 Facilities	274.89
Bill	08/31/2025	CB	Amazon \$346.24 for Adult Kits, Adult fiction and J non-fiction/\$134.77 atAmazon,Dollar Tree for Spice Clubs, Adult crafts	505 Library Materials	481.01
Bill	08/31/2025	KH	Waste Mgmt\$1301.44/USPS\$4.47/TASC \$611.71 for renewalsBusch's \$74.90 for volunteer food	536 Facilities \$1301.44/586 Gifts \$74.90/585 Admin \$616.18	1,992.52
Bill	08/31/2025	KM	Ingram for library Materials/Adult fic & non-fiction\$3744.89/Youth\$1948.70/Y non-fiction\$502.54/Lucky Day \$70.20/Teen \$576.77/Graphics \$728.18	505 Library Materials	7,571.28



**Salem-South Lyon
District Library**

FOR SEPTEMBER 29, 2025, LIBRARY BOARD MEETING

Friends - Jeanette Benson, Book Room Coordinator

Book sales for the Friends fiscal year 2024-2025, September 2024-August 2025, totaled \$19,857. This is above but in line with our goal of \$19,200. Book shop sales have held steady averaging \$955 per month. Thrift sales averaged \$456 per month and Ebay sales have shown a steady increase at \$330 per month average.



Almost everyone who walks by when we are gardening comments on how much they appreciate the library gardens.

A new video production of the gardens is in progress. This will involve short clips of video and audio highlighting the gardens and will be shown on the Library website, Facebook and other places as appropriate. The purpose is to inform about the gardens and attract visitors to the library. A new volunteer who is experienced in audio/video production will be coordinating this effort.

2025 Friends Board Meetings

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

November 13 – D. Stacer

Library Director - Paulina Poplawska

Focus: Community Awareness and Engagement

At last month's Library Board meeting, two questions were posed by the Library Board:

1. Since Salem Township is clearly underrepresented when we look at the number of card holders, what type of outreach is planned for this underserved group?

Postcards will be sent to Salem Township households with a "get a free gift" incentive for Library Card Sign Up month. It is to entice those who do not have library cards to come in. Many in Salem Township do not know where their library is from conversations staff have had with residents, so the postcard has a map of the library location. The goal is to recreate it for the City of South Lyon next year.

2. What is the percentage of the materials budget spent on digital items?

37% of the library's total materials budget is spent on digital materials. This number does not include the approximately \$8,270 spent on digital platform fees.

Active Library Card Holders

There was a question at August's Library Board meeting about active SSLDL library card holders. We currently have 9,527 registered patrons and 1,621 unique cardholders checked out in August; so approximately 17% of the library's registered users were active last month. Of those unique users, they checked out of the following libraries:

Belleville Area District Library 1
Brighton District Library 18
Chelsea District Library 1
Commerce Township Community Library 2
Dearborn Hts. North - Caroline Kennedy 1
Dexter District Library 5
Highland Township Public Library 1
Livonia Public Library Civic Center 2
Lyon Township Public Library 41
Milford Public Library 2
Novi Public Library 17
Oak Park Public Library 1
Salem-South Lyon District Library 1,524
Wixom Public Library 5

Movies in the Park at McHattie Park

The library was invited to the Movies in the Park in McHattie Park this year. Friday, September 19 was the final movie of the series - Tina McIntosh, Ashley Fisher, and Paulina Poplawska represented the library at the event. The Movie was "Pitch Perfect". We had people stop by our table to make sand bracelets, snag giveaways and ask about library events.



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

Thank you to everyone who joined us for our Volunteer and Donor Appreciation Event on Saturday, September 20!

The afternoon opened with wonderful music from Adam Riccinto, and we enjoyed delicious refreshments and donuts courtesy of Three Cedars Farm.

Our Persons of the Year were: Jeanette Benson, Agnes Bongero, and Janet Kaiser

Jeanette Benson has been our volunteer extraordinaire over the last two plus decades. She started with data entry under Doreen Hannon and transitioned to the Friends as she noticed that organization and structure were necessary. She played a vital role in establishing the Friends as a 501c3 and served as the second Friends of the Library Board President. Jeanette has overseen the bookroom and gardens over the years and recently transitioned out of her role overseeing the gardens. She has fostered relationships with volunteers and developed partnerships with local businesses. She seeks out volunteers, interviews, onboards, and celebrates the many wonderful people who volunteer their time at the library.

A June 2015 article that was written about these former substitute libraries, Agnes Bongero and Janet Kaiser, stated "They search for dead people". They embarked on indexing every obituary of the South Lyon Heard since 1929 and creating a database back in 2015. The sleuths went through the library's digitized version of the newspapers in search of residents who had passed. That project has been completed, in terms of the back issues, this year!

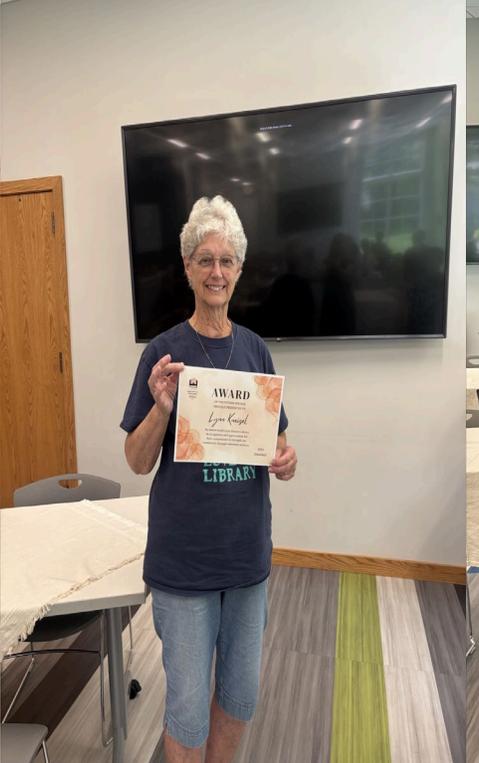
Janet Kaiser knows everyone who comes into the library from her days at the school district. She is a connector, walks in all of the library parades, and she sits as a Membership Chair of the current Friends of the Library Board.

Agnes Bongero is both a bookroom and a gardener. She has previously served on both the Library Board and the Friends Board. She sits on the Friends Scholarship committee, and thanks to the Friends of Michigan Libraries Harriet Larson Founders Grant, and additional donation monies, the Friends were able to support three scholarships in the community this year.

Our Community Partner of the Year was Willow Greenhouse. Willow Greenhouse is a family-owned and operated company dedicated to making plant-life education fun for all ages. They have been in business since 1987. Over the last ten years, they have provided discounts to Salem South Lyon District Library gardeners for the plants that are acquired for the gardens. They believe nature is our friend and have made it our job to teach you how to help it thrive.

A heartfelt thank you as well to the library's Advocacy Committee, Tracy Robinson, Debbie Mroz, and Kathy Hutchinson, and retired Library Director, Doreen Hannon, for helping us honor these incredible individuals.





Trane Preventative Maintenance Contract

Attached in the Board packet is the invoice for the annual amount of the Trane PM. We are in Year 2 and in the final Contract Year. There was no change from the annual amount that was presented last year.

Audit

Kathy Hutchinson is currently working on submissions of audit materials to Gabridge.

Annual Report 2025: Imagine the Possibilities

The Annual Report, a summary of activities completed in the library during the last fiscal year 2024-2025 was presented to the Library Board last month. Revisions are underway by departments and will be sent to the Advocacy Committee for final approval prior to publication on the library website.

Annual Appeal 2025-2026

Attached to the Library Board Packet is a working copy of the Annual Appeal for the coming year.

Library of Michigan Budget Update

MeL eResources are paid for through September 2026.

For information: the School Aid budget (money to go to school districts) is a separate budget from the Michigan Department of Education budget. The Library of Michigan budget & the LSTA & Public Library funding is in the Michigan Department of Education budget.

Library Director Departure

My resignation notice was submitted to the Library Board this month.

It has been a pleasure working with such a talented and dedicated team and library advocates. I've learned so much during my time here, and I truly appreciate the support, collaboration, and camaraderie we've shared. I'll look back on my experiences at Salem-South Lyon District Library with fondness.

I am excited about the new opportunities ahead, but I will certainly miss the relationships I've built.

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.

September 17, 2025
Kyle Haning met with Kathy Hutchinson and Kathy Merucci to go through furniture selections, review carpet samples that the library has in the library, and discuss timeline of the project, phasing, and how they would complete their work.

September 22, 2025

Kyle Haning sent updated information to Kathy M., Kathy H., and Paulina P. for the renovation. Library Design is currently working on pulling furniture finishes that they will bring in to review with the library in the space.

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

Adult Focus: Community Awareness, Engagement & Services

Professional Development: Trainings

Building Community through Craft Programs: Craft programs at the Library help to foster social connections in addition to providing new and creative projects for our patrons. In this training, the adult department learned strategies to encourage interaction among patrons, promote their creativity and learned how to design activities for intergenerational participants.

Sci-Fi, Fantasy, Adventure & Horror: Readers' advisory training to provide better reference services and book recommendations to our community.

Programming Highlights:

Outdoor concert in the Friends Pavilion - 57 Patrons were treated to an afternoon of family fun and great music presented by the local cover band, Blue Space!



August Adult Craft Night - Tiny Terrariums: 16 Participants



Spice Club - Black Mustard Seeds: 77 participants



Our August Flavor Fiends:

We have some talented cooks in our community! Chris received a BBQ smoker for Father's Day and was excited to try it out. He used black mustard seeds for barbecue sauce. Laura made curry lemon quinoa.

Additional Program Statistics: August 2025

- Book Challenge - Beach Read: 9 participants
- Needlework Group: 9 participants
- Paranormal Pages Book Club: 8 participants
- Writer's Group: 5 participants
- Karma is a Book Club: 3 participants
- Cliffhanger's Mystery Book Club: 20 participants

- Community Cares: 7 participants
- Wool Applique: 13 participants
- Know Your Digital Services: 6 participants
- Something Different Book Club: 11 participants

Adult Outreach - Patrons Served:

- Outreach Senior Rehab. Center: 1
- Outreach book delivery: 9
- Center for Active Adults Tech Talk: 8
- Center for Active Adults Book Club: 9

Services - Patrons Served:

- Notary Service: 17
- Sewing For You: 13
- Meeting Rooms: 3 rentals; 128 patrons

Respectfully submitted,
Kathy Merucci, Head of Information Services

Youth & Teen Services – Tina McIntosh, Sarah Scherdt

Summer Reading

The 2025 Summer Reading Program concluded on Saturday, August 1. This year, we introduced grand prize raffles for the first time to generate excitement and encourage more families to visit the library to pick up reading logs. The response was overwhelmingly positive, with 1,093 total entries across five prizes:

- Sensory Floor Tiles – 225 entries
- Yoto Player – 179 entries
- Scooter – 233 entries
- Youth Headphones – 417 entries
- Teen Headphones – 39 entries

Before the end of the school year, staff visited four local elementary schools and spoke directly with over 1,700 students to promote the Summer Reading Program. As a result of this increased outreach and the added incentive of grand prizes, registrations rose significantly—from 696 children and teens in 2024 to 908 children and teens in 2025.



Leadership Program

We thanked members of our Leadership Program with a wrap-up party that included pizza, popsicles, and appreciation swag. This year's team included 34 students in grades 7–12, who collectively contributed over 350 volunteer hours during the seven-week program. Leadership members supported registration for 869 children across our Read-to-Me, Elementary, and Middle School categories. Here are some of the things members of the program told us they enjoyed most this summer: "Having the chance to interact with kids and support the library." "Helping so many people and meeting new friends." "I made a new friend and was able to spend more time at the library." We look forward to continuing this program next summer.

August Programming Highlights

- **Dinosaur Day with Paleo Joe:** Children and families explored the prehistoric world with real-life paleontologist Paleo Joe. This all-ages program sparked curiosity and scientific learning through an interactive presentation.
- **Teen Fiber Arts: Granny Squares:** This month brought around the third installment of the Teen Fiber Arts series and focused on teaching students how to crochet granny squares. The program introduced teens to a new creative outlet while building fine motor skills, patience, and focus. Beyond learning a valuable craft, participants experienced a sense of accomplishment as they saw their squares take shape. One participant who required additional support was able to fully engage in the program with assistance from staff. The library is proud to offer an inclusive environment where programs are thoughtfully designed to be adaptable and accessible to all participants. The collaborative, hands-on nature of the program also fostered peer interaction and community-building among teens with varying experience levels.

- **Tween/Teen End-of-Summer Party:** Teens in grades 6+ celebrated the end of summer with food, fun, and a spirited color war, strengthening peer connections and providing a joyful close to the season.



- **Fantasy Realms Book Club:** This month, readers in grades 5–8 dove into *Fablehaven* in our ongoing fantasy book club. Each session features themed activities and discussions, fostering both a love of reading and community among young fantasy fans.
- **Back-to-School Storytime:** We offered two sessions—morning and evening—designed to accommodate working families. These interactive storytimes helped children transition to the school year through books, songs, and movement activities.

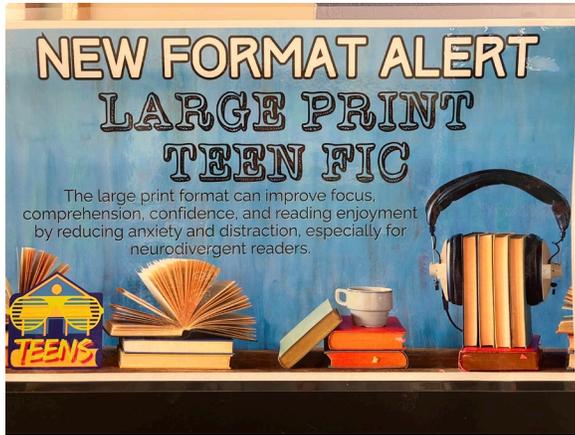
Recent Additions to the Collection

Vox Books: With support from the ALA LTC grant we added 58 books to our growing Vox Books collection, including picture books, early readers, chapter books, nonfiction, and graphic novels. These print books with built-in audio players promote reading independence, comprehension, and accuracy for emerging readers.

Braille Books: Through a grant-supported giveaway from Seedlings Braille Books, we added 18 braille early readers to our accessible collection, enhancing literacy access for visually impaired children.

Teen Large Print Collection: With support from the ALA LTC grant, we launched a specially curated selection of large print titles for teens. These books support neurodivergent readers by providing a clean layout, larger text, and reduced visual clutter, helping build reading confidence and focus.

In response to a Facebook post announcing the new large print collection a patron commented “I appreciate our library’s policy of welcoming ALL readers, by providing materials for divergent readers.”



Program	Program Date	# of Attendees
Lego Block Party	8/1/2025	9
Family Fun Storytime	8/5/2025	50
Tween/Teen End of Summer Picnic	8/5/2025	11
Dinosaur Day with Paleo Joe	8/7/2025	65
Leadership Program Wrap-Up Party	8/7/2025	15
Lego Block Party	8/8/2025	18
Tween & Teen Fiber Arts	8/15/2025	5
Fantasy Realms Book Club	8/18/2025	5
Back To School Storytime (morning)	8/25/2025	4
Back to School Storytime (evening)	8/25/2025	8
Early On Visit	8/27/2025	44
Kid Librarian	various	2
GRAND TOTAL ALL ATTENDEES		289

1,000 Books Before Kindergarten: Sign Ups		4
1,000 Books Before Kindergarten: Completed		1
Scavenger Hunt		200

Respectfully submitted by Tina McIntosh and Sarah Scherdt

IT – Kevin Campbell

The tech department has been gearing up for the Windows 11 migration. There have been quite a lot of changes that dictate how we can manage our computers. We have been working to maintain similar functionality to how our computers are currently working under windows 10. This process requires that we build out images for the public computers as well as each of the different department images that have different software requirements.

We are continuing to address issues with the website and make changes as needed. A lot of the changes have been minor tweaks to things that have been more challenging to solve. One example was the event calendar where events with longer titles spill over into the next event instead of wrapping down to a new line. Other examples include improving the search functionality across our site and changing the way that the now open/closed functionality at the top of the site works. Another thing that we are working on with the site is an integrated way to handle file attachments securely for the 3d print and poster printer forms.

Circulation- Ashley Fisher, Candy Mahoney

As summer winds down, the Circulation Department ramped up by hiring a new substitute to ensure we are prepared for fall and all that comes with it at the front desk. The Circ team earned rave reviews. Ashley's favorite was:

"I go to a lot of libraries all over the place and you guys are BY FAR the warmest and most welcoming library. I tell everyone about you!"

The library served **4,341** patrons in August in the building. Additionally, **7** patrons used our locker pickup option and **39** visited our drive-up window!

Holds Statistics

- Books Brought in from Other Libraries for SSLDL Patrons: **1,990**
- SSLDL Books Sent to Other Libraries: **1,486**
- SSLDL Holds for SSLDL Patrons: **675**

Book Drop Stats:

- Centennial Farms: **82**
- Colonial Acres: **199**

Marketing Department - Tracy Robinson, Candace Mahoney

The marketing department is currently working on our fall programs, events and community engagement. The library will be walking in the South Lyon Pumpkifest parade and will have a booth at the festival. Below is the shirt design for this year. The theme is throwing it back to 1984 when the parade started.



Our fall material went out in the latest issue of Lyon Today magazine and will have submission for the next issue in the beginning of October. The theme for the September book challenge is to read “A Classic Retelling”. October’s theme will be “A book to read with the lights on”. If any board member would like to participate, we would love to take your photo.

LIBRARY

FALL AT SSLDL

A redesigned website, book clubs and more!

WERE excited to unveil our newly redesigned library website – created with you in mind for easier navigation and a more user-friendly experience. As we transition to the new platform, we kindly ask for your patience during this adjustment period. You may notice small changes and updates in the coming weeks as we fine-tune the site and resolve any technical hiccups.

We welcome your feedback and encourage you to explore the new features, including mobile-friendly design and streamlined access to digital resources. If you run into any issues or can't find what you need, our staff is here to help. Give us a call or contact us at feedback@ssldl.info. This redesign is part of our ongoing commitment to serve you better. Thank you for your support as we grow and improve!

Adult Programs
All require registration unless noted, see our website for more details.

- Local History Day Scanning Event: Saturday, September 13, 2025, 10 a.m. – 2 p.m.

Do you have historic family photos, documents, letters, or other items that offer insight into the city of South Lyon and Salem Township's past? Join in this Community Scan Day to preserve your documents as well as contribute to a local history community digital collection. We are seeking items that reflect local history, people, places and events. In particular, photos of local scenes and buildings; past residents; homes; social events and clubs; military (Civil War, WWI, WWII, etc.); the manufacturing industry; farming; churches; schools; and businesses. We will assist you in scanning your historic photos, slides, documents or objects (limit of 10 items per person). You keep the originals, and we'll send you home with a USB flash drive of your digitized copies! **Documents and photographs of Salem, South Lyon or Lyon Township only. Registration is required.**

- 7th Annual SSLDL Fantasy Football Draft: September 2, 6:30 p.m. at Aubrey's South Lyon
- Craft Swap: Drop off September 8-13; Swap runs September 17-20
- 50th Anniversary of Edmund Fitzgerald with Mike Fornes: November 5, 6:30 p.m.
- Scandalous Ancestors: November 17, 6:00 p.m.

Youth/Teen Programs
All require registration unless noted, see our website for more details.

- Save the Date: The 2026 Battle of the Books will take place at SSLDL on Saturday, February 7.
- Storytime programs start September 22. Check the website for details.
- Howl-O-Ween: October 9, 6:00 p.m.

Book Clubs:

- Book Club Jr.: October 7 – “Mercy Watson, Princess in Disguise”
- November 17: “Mercy Watson to the Rescue”
- Fantasy Realms Book Club: September 24 – “The Lightning Thief”
- October 29 – “The Dragonet Prophecy”
- Kids Book Buzz: September 17 – “Insignificant Events in the Life of a Cactus”
- October 22 – “The Luminous Life of Lucy Landry”
- Fireside Reads Silent Book Club: September 23 and October 21 6:00 p.m.
- Digital Practice SAT with Sylvan Learning Brighton: November 8, 8:30 a.m.

There are raffle prize drawings at the end of the summer for all who participate and turn in their reading logs. For more info on programs, or sign up, just visit our website at ssldl.info.



Norbert continues to give us updates and photos on his retirement with the Merucci family, and our followers on social media always enjoy and comment when they are here. Below are pics from his fall photo shoot.



We are also preparing for the upcoming Howl-O-Ween program with the youth department. We will work with Kathy Merucci to help decorate the path, produce printed materials for hand out and signage for stations, businesses, staff costume scavenger hunt and directions.

Processing - Molly Mahoney

This month, we are continuing to refine our process for receiving books from Ingram. Since we have received notice that the warehouses will no longer be including packing slips in boxes, we have switched to printing out a copy of the digital packing slip for each order, and these are kept on the receiving counter. We also created an Excel macro that can be used to instantly format a raw Ingram PO file for printing.

.We have a new sheet for librarians and Processing staff to refer to, showing the last time each collection was weeded and a time frame for the next weeding. This will help us plan relabeling projects efficiently. We will be tackling Adult Nonfiction next, since many of the labels there are faded to the point that they are difficult for staff and patrons to read. Relabeling these books with our current label technology will make them permanently readable, saving a lot of time - especially for shelvers.

We created two new holiday labels for Diwali and Día de Muertos and added them to the existing books in our juvenile collections about these holidays!

Our statistics for July:

- 627 new items were processed
 - 48 Teen Large Print books were added for Tina's new collection, funded by a grant!
- 290 repairs were made to existing materials
- 569 items were withdrawn to make room for new materials
- In total, 1,502 items were handled by our department

Facilities – Norm Pratt

During the month of September, we were able to turn our attention more to routine maintenance and support issues. These items are listed under the heading of general stuff. Some of the non-routine items include:



Generator – This past month we completed most of the major challenges in replacing the current 100kW backup generator with a 200KW generator. So far, we have completed the:

- Purchase of the backup generator, which now includes a separate breaker for the fire pump
- Design and necessary approvals for the new gas line.
- Modification of AF Smith's Scope of Work for the generator
- Installation of the cement pad extension

Currently we are working on selling the current generator and determining the cost to connect the new generator to the Bass BMS (building management system). If the generator was connected to the Bass system we could easily determine remotely if the backup generator was running, or was in a fault mode, as well as the amount of power being supplied by the generator.

AF Smith is currently planning to begin rewiring the Bryant condensers in the next few weeks.

Water Leaks – This past month we finished modifying and sealing of the conduit in one of the sidewalk lights so that water no longer will enter the conduit and flow into the building



Shed and Bench Painting - One of the larger projects this month was working with a group of volunteers from the First United Methodist Church to paint the shed and lay pavers at the Free Little Library. Kathy Hutchinson work with the volunteers to paint the shed. We moved the pavers to the Little Free Library and prepared the shed. After the event we also finished painting the shed and front benches.

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

General Stuff- During the past month the major general items carried out included, well water testing, maintaining the art wall, cleaning, and trimming grounds, removing bee and wasp nests, cleaning HVAC vents and repairing sliding doors, toilets, lights, furniture and toys.

Overheard in the Library

Crafter dropping off supplies for the Craft Swap: "This is my favorite event hosted by the library!"



A CMS Energy Company

CEM Support Center

Consumers Energy, Lansing Service Center, Rm. 122, 530 W. Willow St., Lansing, MI 48906-4754

September 9, 2025

NOTIFICATION #:
1075160081

SALEM SOUTH LYON DISTRICT LIBRARY
9800 Pontiac Trl
South Lyon, MI 48178-7021

REFERENCE: 9800 PONTIAC TRL, SOUTH LYON

Dear Valued Customer,

Thank you for contacting Consumers Energy for your energy needs. Please note the Notification Number above and include it on any correspondence you send. Please note the Account Number, located above the Account Name on your invoice, when submitting payment.

The estimated cost for your energy request is as follows:

Gas Service Connection Fee:	
Winter Construction Costs:	\$ -
Additional Costs - See Invoice:	\$ 12,269.58
Gas Fuel Line Tie In:	
Total Estimated Cost:	\$ 12,269.58
Less Prepayment Received:	\$ -
Total Estimated Cost Due:	\$ 12,269.58

Costs may also result from practical difficulties encountered during construction and additional payment may be required if:

- Work presently designed is done outside normal business hours.
- Change to the location of the service entrance.
- Changes to the design or route.
- Other construction delays.

Enclosed is an estimated invoice that is valid for 60 days from the date of this letter and is subject to change thereafter. This cost estimate includes only work required for Consumers Energy and does not reflect any work or costs that may be required by other parties, including other utilities. Once we receive your payment and any required easements, contracts, permits or inspections we can proceed with your request.

CONTACT OUR SECURE CREDIT/DEBIT CARD PAYMENT CENTER @ 1-866-329-9593 TO PAY "FEE FREE" WITH YOUR VISA OR MASTERCARD OR MAKE A PAYMENT ONLINE AT: www.consumersenergy.com AND CLICK "MAKE PAYMENT" TO USE THE GUEST PAY FEATURE.

Please review all attached materials carefully and direct inquiries for your request to:
Jacque Moore at (844) 237-3221

Customer Site Readiness Photo Instructions Gas Service



Before Consumers Energy can install your service, your site must pass the Company's site readiness check. To prepare for this milestone, you must return a signed and completed **GO-READY Checklist** (attached to your invoice) along with site readiness photos.

Submit the checklist and photos to email address: <mailto:poboxservicerequest@cmsenergy.com> or to your assigned project coordinator. In the subject line, include the site address and the Consumers Energy assigned notification number.

Site readiness photo submission is a regulatory requirement. When submitting, follow the requirements in this document.

Requirements for Site Readiness

For proper meter clearances, please refer to the Gas Meter Location letter or reach out to your Project Coordinator.

New Business Gas Service

- Meter location **must** be labeled with the word GAS or G or fuel line stubbed out at the meter location.
 - A piece of plywood is also acceptable if propped up at the meter location.
- Meter location **must** be outside on the building wall or on a pedestal next to the wall of the building/property being served.
 - No obstructions on wall where meter will be located such as water boxes, Generac box/transfer switch, solar boxes, motor intake exhaust, disconnects, outlets, vents, water hose reels.
- Site is to rough grade. Grade **must** be leveled and private utilities **must** be marked or flagged.
- 12-foot clear proposed service pathway from the meter location to the gas main location (see service design for service pathway and gas main location).
- Installed subfloor for open basements and depending on meter size:
 - 250 meter: foundation walls.
 - 425-800 meter: framed walls.
 - 2M rotary meter or higher: finished walls.

Relocate Gas Meter/Gas Service

Follow the requirements for New Business.

- The homeowner **must** hire their own contractor and pull their own permits for fuel line additions of 10 feet or more or when wall obstructions cannot be moved.
- Customer-owned fuel line **must** be moved and visible (stubbed out) at the new meter location for same day gas supply.
 - If not stubbed out, the customer will be without a gas supply to their property until the customer's fuel line is installed.
 - Customer will need to call for a turn-on once fuel line is tied in.
 - Customer mechanical contractor to complete the fuel line tie in, unless previously discussed with Project Coordinator.
- Pedestal installed at new meter location for mobile homes.

Meter will not be installed to the new location unless the customer's fuel line is visible in submitted photos.

Gas Meter Upgrade

Follow the requirements for Relocate Gas Meter.

- No obstructions above the meter such as conduit lines, electric meters, hose reels, and water boxes.
- Meter must be 3 feet away from an ignition source such as a generator or outlet.
- 12-foot clear pathway from the meter location to the gas main. (To ensure there is a clear pathway for Service/C&I vehicles to drive/park for larger and multiple meters.)

Gas Meter Set

Follow the requirements for a Gas Meter Upgrade.

- Pedestal/Post **must** be installed for mobile home – Post must meet Consumers Energy's current requirements. Consumers Energy will not set a meter onto an outdated meter pedestal. Please consult with your Project Coordinator for current requirements.
- Only a single 250-meter set is eligible for a no-fuel-line-visible configuration.
- All fuel lines must be tagged with Consumers Energy aluminum tags for existing multi-bar meter stands. (Contact your Project Coordinator for meter tags and instructions on how to tag your fuel lines.)

Retire/Renew Gas Service

Follow the requirements for New Business.

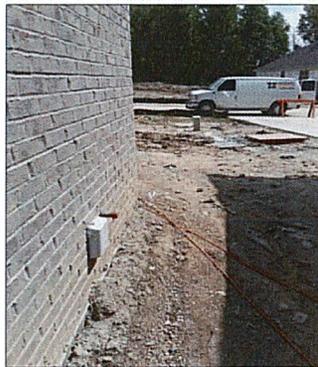
- If a post (temporary meter stand) is customer requested or recommended by your Project Coordinator, the installation of the post must meet Consumers Energy requirements. Please contact your Project Coordinator for the latest requirements.
- If renewed service or meter will be installed to a new location, see Relocate Gas Meter/Gas Service section.

Photo Instructions – Gas Service
 Site readiness photo submission is a regulatory requirement.

New Business	Site to rough grade. Grade must be leveled.	Clear pathway from meter location to gas main.	Private utilities marked or flagged.	Meter location marked.	---
Relocate	New meter location. Visible fuel line, if stubbed out.	Clear pathway to new meter location.	No debris at old meter location.	Private utilities marked or flagged.	---
Upgrade	Current meter location.	Clear pathway to the meter location, with no debris at meter.	---	---	---
Meter Set Multi-Meter (MM) Single-Meter (SM)	Multi-meter bracket with visible fuel line for a multi-bar stand, 425 meter and higher. MM & SM	Fuel line tagged with CE tags and service line connected to the bracket for multi-meter stand. MM	Clear pathway to meter location, no debris at meter. MM & SM	Pedestal/post for mobile home.	Meter posts for temporary meter stand.
Retire/Renew	Clear pathway from meter location to gas main.	Private utilities marked or flagged.	Meter location marked.	---	---



Rough grade.



Clear pathway from meter location to gas main.



Private utilities marked or flagged.

Photo Instructions – Gas Service
Site readiness photo submission is a regulatory requirement.



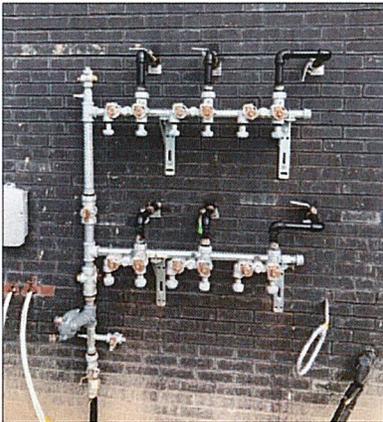
Meter location marked with a G.



New meter location and visible.



No debris at meter location.



Multi-meter bracket showing Consumers Energy tags on fuel lines and service line connected to bracket.



Mobile home pedestal.

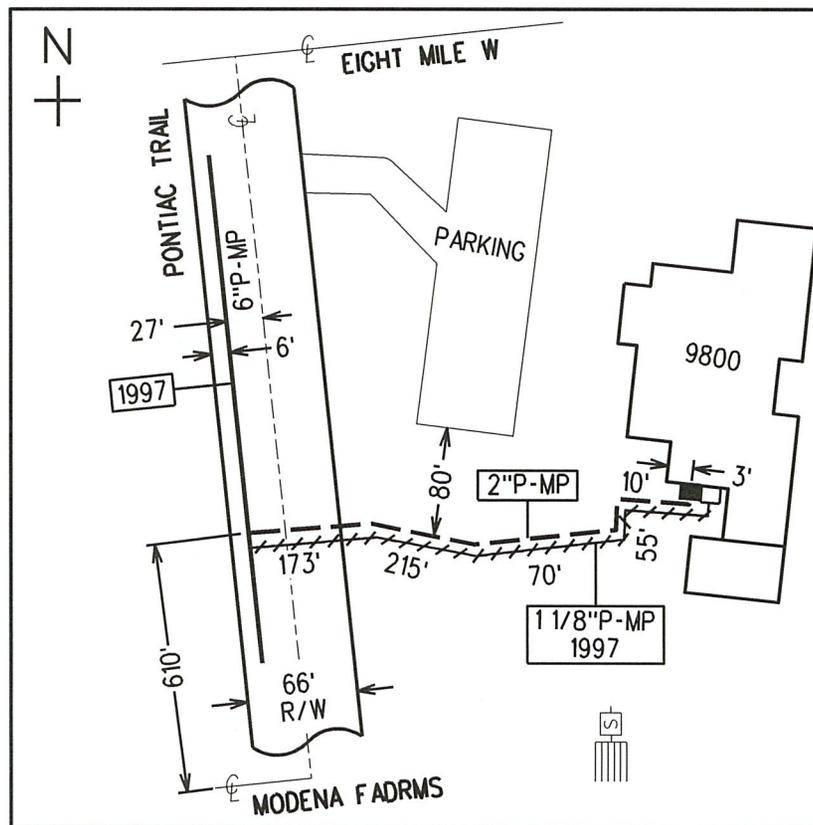


Freestanding/temporary meter post.



Meter location marked with plywood marked Gas.

ADDRESS		
9800 PONTIAC TRL SLYN GCNC CRS		
PROJECT TITLE		
9800 PONTIAC TRL		
DESIGN NUMBER	AS-BUILT NUMBER	
11802825		
CONSTRUCTION MEASURE NUMBER		
100008020976		
NOTIFICATION NUMBER		
1075160081		
ORDER TYPE	ORDER NUMBER	
GCNC		
MAINTENANCE ACTIVITY TYPE		
CRS		
METER ORDER NUMBER	METER NUMBER	
READ	METER LOCATION	
<input type="checkbox"/> SET	<input type="checkbox"/> REMOVE	<input checked="" type="checkbox"/> EXCHANGE
COUNTY		
WASHTENAW		
CITY/TOWNSHIP		
SOUTH LYON/SALEM		
TRS	DATE	
515706	9/3/2025	



CONSUMERS ENERGY CONTACTS		
DEPARTMENT	NAME	NUMBER
COORDINATOR	Jacque F. Moore	586-995-1718
DESIGNER	Mia Hernandez	

Consumers Energy

A CMS Energy Company

SERVICE



SALEM SOUTH LYON DISTRICT LIBRARY
9800 PONTIAC TRL
SOUTH LYON MI 48178-7021

Amount Due: \$12,269.58
Please pay by: September 23, 2025

Invoice Number	9328704198
PO Number	
PO Date	
Bill Date	09/09/25

Account: 3000 2497 1123

9800 PONTIAC TRL SOUTH LYON - GAS UTILITY UPGRADE - NOTIFICATION NUMBER (s): - - 1075160081

NONENERGY INVOICE

DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
Gas REIM GEM Generator Charge	1.0 EA	\$12,269.58	\$12,269.58

TOTAL DUE: \$12,269.58

See Page 2 for Payment Options.

Consumers Energy is regulated by the Michigan Public Service Commission, Lansing, Michigan

INVOICE QUESTIONS - Contact: [Jacque Moore](#) -(844) 237-3221 -

Fold, detach and mail this stub with your check made payable to Consumers Energy. Please write your account number on your check.



CONSUMERS ENERGY
CEM Support Ctr - Lansing RM 122
530 W Willow St
Lansing, MI 48906-4754

PREPAYMENT REQUEST

Account: 3000 2497 1123

Amount Due: \$12,269.58
Please pay by: September 23, 2025
Enclosed:

Ways to pay your nonenergy bill:



Same-day payment
ConsumersEnergy.com
Discover® MasterCard®
Visa® or eCheck



Same-day payment
866-329-9593
Discover® MasterCard®
Visa® or eCheck



By mail
Check, money order
Consumers Energy
Payment Center
P.O. Box 740309
Cincinnati, OH 45274-0309



In person
Cash, check, card
or money order
Varies by authorized payment location
Fee may apply

PLEASE RETURN THE CHECKED DOCUMENTS BELOW TO CONSUMERS ENERGY IN THE ENVELOPE PROVIDED	
TO EXPEDITE SERVICE, RETURN VIA EMAIL TO:	
<u>POBoxCEServiceRequest@cmsenergy.com</u>	
<input type="checkbox"/>	AGREEMENT FOR INSTALLATION (Please return all pages of contracts) (Form 93, Form 94 and Form 95 - 2 Page Document Each) (Form 861, Form 862 and Form 230 - 4 Page Document Each)
<input checked="" type="checkbox"/>	PAYMENT WITH INVOICE STUB (BOTTOM STUB IS REQUIRED FOR PROCESSING)
<input type="checkbox"/>	REQUEST FOR ELEVATED CUSTOMER DELIVERY PRESSURE
<input type="checkbox"/>	STANDARD LIGHTING CONTRACT (MUST BE CERTIFIED BY CLERK) EMAIL STREETLIGHT CONTRACTS TO: street_lighting@cmsenergy.com
<input type="checkbox"/>	SIGNED CUSTOMER ATTACHMENT PROGRAM (CAP) CONTRACT (PLEASE ENSURE TO CHECK PAYMENT OPTION ON CONTRACT)
<input type="checkbox"/>	GO READY FORM (FORM 1250) TO EXPEDITE SERVICE, RETURN VIA EMAIL TO: POBoxCEServiceRequest@cmsenergy.com
<input checked="" type="checkbox"/>	SITE READY PHOTO(S) TO EXPEDITE SERVICE, RETURN VIA EMAIL TO: POBoxCEServiceRequest@cmsenergy.com
<input type="checkbox"/>	OTHER:
ELECTRIC SERVICE NOTIFICATION:	
GAS SERVICE NOTIFICATION:	1075160081
ELECTRIC OH DISTRIBUTION NOTIFICATION:	
ELECTRIC UG DISTRIBUTION NOTIFICATION:	
GAS MAIN NOTIFICATION:	
STREETLIGHT NOTIFICATION:	

Paulina Poplawska

September 20, 2025

President Denise Stacer
c/o Salem-South Lyon District Library
9800 Pontiac Trail
South Lyon, MI 48178

Dear President Stacer and Board of Trustees of the Salem-South Lyon District Library,

Please accept this as my notice of resignation from my position as Library Director at Salem-South Lyon District Library effective November 1, 2025. My last day in the library will be October 18, 2025.

It has been an honor to work alongside such dedicated and talented advocates and staff. I will look back on my time here with pride, gratitude, and respect for all that we accomplished together. The experiences and opportunities I have had during my tenure have strengthened me as a professional, and I am deeply thankful for them.

I will do my best to make the transition as smooth as possible for the Salem-South Lyon District Library staff.

Thank you again.

Sincerely,



Paulina Poplawska



Salem-South Lyon District Library

9800 Pontiac Trail, South Lyon, MI 48178

LIBRARY DIRECTOR - JOB POSTING

The Salem-South Lyon District Library (SSLDL) is a Class IV library. We employ approximately 43 full and part-time staff with a current annual budget of \$2.9M.

TERMS OF EMPLOYMENT:

1. 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.
2. Salary Range: \$57,567 – \$90,142. Salary is commensurate with experience.
3. Benefits:
 - a. Group Health Insurance including dental and vision (begins 1st day of month following hire): 80% paid for employee and their dependents under age 19.
FSA and HSA: employee funded
 - b. 457 Deferred Compensation: 6.5% of gross wages
 - c. Employee Assistance Program
 - d. PTO: after 90 days – 11 days available
 - e. Paid holidays and Birthday

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: 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.

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.
- 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 and cooperation with the Friends of the Library.
- 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.
- Other duties as deemed necessary by the Board.

HOW TO APPLY:

1. Complete an application.
2. Submit an application, resume, two references (one personal and one professional) *and* a cover letter which must include your reason for applying, and what you would bring to the Library. Please send your application materials to directorhire@ssldl.info by COB on ####.
3. Use the title **SSLDL DIRECTOR POSITION** in the subject line.
4. Applicants who move to the interview stage will need to pass a successful criminal history check and social media investigation.

The Salem-South Lyon District Library is an at-will and Equal Opportunity Employer

Salem-South Lyon District Library

Support the library's mission to
Educate, Enrich & Empower our Community

Dear Community Partner,

Donations for the library help us to not only purchase materials and supply digital services, but also to provide programs like our Community Shred Day and Electronics Recycling, and services like one-on-one tech help, Notary service, homebound delivery, tax forms and the Michigan Activity Pass. This year with the help of our Community Partners Vibe Credit Union, Oakland County Parks, and people like you, we were able to do something new as part of our Summer Reading Kickoff Party.

Over 500 people enjoyed a foam party, lawn games, crafts and refreshments.

With your help we can top this!

Thank you for believing in the power of libraries and keeping the Salem South Lyon Library the heart of our community.



Our community partner,
Green For Life will match
the first \$5,000 donations.

GREEN FOR LIFE



Board of Trustees



Friends of the Library

Make a difference to your local library!

I will support the Library with a donation of: \$ 25 \$ 50 \$ 100 \$ 250 \$ 500

I will contact my employer to match my donation to SSLDL

I am interested in receiving more information about Leaving a Living Legacy to SSLDL in my Estate Plan. Contact me.

Visit our
GIVE page by
scanning the
QR code



Payment Methods: Checks payable to SSLDL, or donate via credit card online: ssldl.info/give

Name: _____ Phone: _____

Email: _____

May we publish your name in our annual report as a contributor? Yes No

We do not rent, sell or trade your personal information to other organizations.

**TRANE®**Trane U.S. Inc.
2313 S 20th Street
La Crosse, WI 54601
United States

Invoice

Invoice Number **315659642****For questions please contact:**Detroit TCS SO, MI
Tel: 734-452-2000
Fax: 734-452-2020**Remit Payment To**Trane U.S. Inc.
P. O. Box 98167
CHICAGO, IL 60693

Invoice Date	16-SEP-2025
Customer No.	1141171
Reference No.	
Internal Account	4243352
Payment Terms	NET 30
Payment Due Date	16-Oct-2025
Discount Date	

Bill ToSALEM SOUTH LYON DISTRICT LIBRARY
9800 PONTIAC TRAIL
SOUTH LYON, MI 48178
UNITED STATES

Customer Tax ID

Inco Terms	
Supply Location	Detroit TCS SO, MI
Shipping Method	
Tracking No.	
Freight Terms	
Bill of Lading	

Sold ToSALEM SOUTH LYON DISTRICT LIBR
9800 PONTIAC TRAIL
SOUTH LYON, MI 48178
UNITED STATES**Ship To**SALEM SOUTH LYON DISTRICT LIBR
9800 PONTIAC TRAIL
SOUTH LYON, MI 48178<https://www.tranetechnologies.com/customer>**CERTifyTax** - for submittal of tax exemption certificates.**iReceivables** - access invoice copies, account balances & make payments.

1259475343

Tax/GST ID: 25-0900465	State Tax: 0.00 0.0000%	County Tax: 0.00 0.0000%	City Tax: 0.00 0.0000%	District Tax: 0.00 0.0000%
PST/QST ID:	MI	OAKLAND	SOUTH LYON	

Currency	Subtotal	Special Charges	Tax	Freight	Total
USD	33407.68	0.00	0.00	0.00	33407.68

Special Instructions

Contract/Call No.	Order Date	Ship Date	Purchase Order		
8309-24		01-SEP-2025	241002 PM		
Date	Description	Quantity	UOM	Unit Price	Extended Price
	Service Agreement 8309-24 Contract Type is Scheduled Maintenance Inspection; Billing Frequency is ANNUAL; Billing Period Begins on 09/01/2025	1		33,407.680	33,407.68

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