



**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, NOVEMBER 24, 2025, AT 7:00 PM  
OLSON MEETING ROOM**

- A. Call meeting to order and verify quorum (25-271)
- B. Approval of agenda (25-272V)
- C. Introduction of guests (25-273)
- D. Approval of past minutes of the Regular Board Meeting on October 27, 2025 (25-274V)
- E. Public Comment (25-275)
- F. Friends of the Library Report
  - 1. 2026 Friends Meeting Dates (25-276)
- G. Financial Report
  - 1. Acceptance of the June 2025 finalized Financial Report (25-277V)
  - 2. Acceptance of the October 2025 Financial Report (25-278V)
- H. Approval for Payroll Report October 2025 (25-279V)
- I. Approval for Board Review of Bills and credit card purchases for October 2025 (25-280V)
- J. Leadership Team Report
  - 1. Updates to Annual Report (25-281)
- K. Staff Reports (25-282)
- L. Old Business (25-283)
- M. New Business
  - 1. Board Committee Sign-up for 2026 (25-284)

N. Correspondence and communications (25-285)

O. Committee Reports

1. Advocacy Marketing (25-286)
2. Facilities
  - a. Generator Updates (25-287)
  - b. Review generator Invoice#2 (25-288V)
  - c. Review Generator Bid (25-289V)
3. Budget (25-290)
4. Policy Committee
  - a. Reviewed Procedure Manual and Policies 208, 213, 217
    1. Policies reviewed with no changes: 208 (25-291V)
    2. Policies reviewed with changes: 213, 217 (25-292V)
5. Professional Development
  - a. Potential work session date March 2, 2026 (25-293)
6. Director Search Committee (25-294)

P. Board Comments (25-295)

Q. Adjournment (25-296)

#### **UPCOMING MEETINGS**

**BUDGET COMMITTEE: MONDAY, DECEMBER 15, 2025, AT 3:00 PM**

**BOARD MEETING: MONDAY, JANUARY 5, 2026, 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)

LEADERSHIP TEAM: KEVIN CAMPBELL, KATHY HUTCHINSON, KATHY MERUCCI

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

ADVOCATE TO RAISE COMMUNITY AWARENESS OF THE LIBRARY.

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

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

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

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

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

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

DIRECTOR SEARCH COMMITTEE (AS NEEDED): STACER (CHAIR), CAMPBELL, HAMILTON, HUTCHINSON, MAGUIRE

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

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

**SALEM-SOUTH LYON DISTRICT LIBRARY BOARD OF TRUSTEES**  
**Draft Minutes of Regular Board Meeting**  
**Monday, October 27, 2025**

President: Denise Stacer  
Treasurer: Daniel Siivola  
At Large: Pat Peruski; Russell Sims; Erin Petricca  
Assistant Director: Kathleen Hutchinson  
Head of Information Services: Kathy Merucci  
Head of IT: Kevin Campbell

Vice President: Linda Hamilton  
Secretary: Hattie Maguire

Recording Secretary: Kevin Campbell

**A. Call meeting to order and verify quorum (25-245)**

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

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

Kristine Downs – Friends Representative

K. Campbell - Recording Secretary

**B. Approval of agenda (25-246V)**

Motion to accept the agenda amended to add annual report under old business was made by D. Stacer seconded by D. Siivola

Yes: 7;

No: 0.

Motion Carried.

**C. Introduction of guests (25-247)**

Guests were introduced by K. Hutchinson

**D. Presentation of the 2024-2025 Audit by Ian Rees from Gabridge and Company, PLC (25-248)**

Audit was presented by Ian Rees from Gabridge

**E. Approval of past minutes of the Regular Board Meeting on September 29, 2025 (25-249V)**

Motion to approve the past minutes from September 29, 2025, was made by L. Hamilton; seconded by H. Maguire.

Yes: 7;

No: 0.

Motion Carried.

#### **F. Public Comment (25-250)**

There was no Public Comment

#### **G. Friends of the Library Report (25-251)**

Submitted and filed by Friends.

#### **H. Financial Report**

##### **1. Acceptance of the September 2025 Financial Report (25-252V)**

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

Yes: 7;

No: 0.

Motion Carried.

#### **I. Approval for Payroll Report September 2025 (25-253V)**

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

Yes: 7;

No: 0.

Motion Carried.

#### **J. Approval for Board Review of Bills and credit card purchases for September 2025 (25-254V)**

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

Yes: 7;

No: 0.

Motion Carried.

#### **K. Director/Leadership Team Report (25-255)**

Submitted by P. Poplawska and the Leadership Team for board review and filed.

## **L. Staff Reports (25-256)**

Submitted for board review and filed.

## **M. Committee Reports**

### 1. Advocacy Marketing (25-257)

### 2. Facilities (25-258)

### 3. Budget (25-230)

#### a. Acceptance of the 2024 – 2025 Audit (25-259V)

Motion to accept the second draft of the 2024 – 2025 audit by D. Siivola, Seconded by R. Sims

Yes: 7;

No: 0.

Motion Carried.

### 4. Policy Committee (25-260)

### 5. Professional Development

#### A. Potential work session date March 2, 2026 (25-261)

### 6. Director Search Committee

#### A. Director Exit Interview (25-262)

#### B. Approve the Director Job Description (25-263)

Add to the terms of employment will have completed the Library of Michigan New Director Workshop within the first year of appointment and will complete the Advanced Director Workshop within the probationary period

Motion to approve the director's job description checked by Hattie, by L. Hamilton Seconded by E. Petricca.

Yes: 7;

No: 0.

Motion Carried.

Will need to pass criminal history, financial check and social media investigation as they will need to be bonded.

C. Tentative timeline for the Director Search Process (25-264)

### **M. Correspondence and communications**

1. Letter from the Michigan Library Association (25-265)

### **N. Old Business**

1. Generator Updates (25-266)

2. Review Invoice #1 (25-267V)

Motion to approve the invoice from A. F. Smith Electric INC for the amount of \$24,400.00 moved by L. Hamilton; Seconded by D. Siivola

Yes: 7;

No: 0.

Motion Carried.

### **O. New Business (25-268)**

Motion to have a member of the leadership team designate a staff member to make the changes to the annual report as suggested by the board by L. Hamilton. Seconded by R. Sims.

The board recommends that we should have a library card requirement or home address for all events

### **P. Board Comments (25-269)**

There were board comments.

### **R. Adjournment (25-270)**

Meeting adjourned at 8:25 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 October 27, 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**  
**Profit & Loss Budget (FINAL)**  
 July 2024 through June 2025

	Jul '24 - Jun 25	\$ Over Budget	% of Budget	Annual Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
400 · Property Taxes	1,519,839.05	-8,472.95	99.45%	1,528,312.00
400.3 · Service Contract	392,463.71	14,463.71	103.83%	378,000.00
400.4 · Personal Property Taxes	5,352.55	-3,447.45	60.82%	8,800.00
409 · Fines & Fees	42,932.39	3,632.39	109.24%	39,300.00
415 · State Aid	26,973.26	14,144.26	210.25%	12,829.00
440 · Gifts & Grants	259,957.46	161,957.46	265.26%	98,000.00
440.3 · Miscellaneous Income	27,647.85	-84,752.15	24.6%	112,400.00
447 · Sale of equipment	0.00	-1,000.00	0.0%	1,000.00
448 · Endowment Distribution	1,154.00			
450 · Portfolio Income	95,066.92	38,066.92	166.78%	57,000.00
<b>Total Income</b>	<b>2,371,387.19</b>	<b>135,746.19</b>	<b>106.07%</b>	<b>2,235,641.00</b>
<b>Gross Profit</b>	<b>2,371,387.19</b>	<b>135,746.19</b>	<b>106.07%</b>	<b>2,235,641.00</b>
<b>Expense</b>				
500 · Personnel	1,049,743.08	-57,933.92	94.77%	1,107,677.00
505 · Library materials & supplies	349,902.88	-23,097.12	93.81%	373,000.00
536 · Facilities & Equipment	503,301.94	-67,262.06	88.21%	570,564.00
585 · Administrative Expenses	80,705.81	-5,694.19	93.41%	86,400.00
586 · Gifts & Grants Purchases	59,558.37	-38,441.63	60.77%	98,000.00
<b>Total Expense</b>	<b>2,043,212.08</b>	<b>-192,428.92</b>	<b>91.39%</b>	<b>2,235,641.00</b>
<b>Net Ordinary Income</b>	<b>328,175.11</b>	<b>328,175.11</b>	<b>100.0%</b>	<b>0.00</b>
<b>Net Income</b>	<b>328,175.11</b>	<b>328,175.11</b>	<b>100.0%</b>	<b>0.00</b>

**Salem-South Lyon District Library**  
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<b>Expense</b>				
<b>500 · Personnel</b>				
500.2 · Salaries	904,589.47	-33,087.53	96.47%	937,677.00
502 · Empl benefits	141,970.55	-23,029.45	86.04%	165,000.00
570 · Dues & workshops/travel	3,183.06	-1,816.94	63.66%	5,000.00
<b>Total 500 · Personnel</b>	<b>1,049,743.08</b>	<b>-57,933.92</b>	<b>94.77%</b>	<b>1,107,677.00</b>
<b>505 · Library materials &amp; supplies</b>				
505.12 · Library Materials	260,046.42	-15,953.58	94.22%	276,000.00
508 · Computer supplies/maintenance	14,254.19	-1,745.81	89.09%	16,000.00
527 · Cooperative fee	57,874.60	-5,125.40	91.86%	63,000.00
531 · Programming	17,727.67	-272.33	98.49%	18,000.00
<b>Total 505 · Library materials &amp; supplies</b>	<b>349,902.88</b>	<b>-23,097.12</b>	<b>93.81%</b>	<b>373,000.00</b>
<b>536 · Facilities &amp; Equipment</b>				
515 · Utilities	53,027.16	-472.84	99.12%	53,500.00
536.12 · Maintenance & Repairs	112,754.50	-1,295.50	98.86%	114,050.00
560 · Insurance	27,320.00	0.00	100.0%	27,320.00
600 · Equipment	74,601.92	-7,398.08	90.98%	82,000.00
605 · Capital Exp.-Meeting Room & HVAC controls	92,797.69	-21,902.31	80.91%	114,700.00
605.8 · Cap. Expenditures (Future)	0.00	-17,407.00	0.0%	17,407.00
605.9 · Cap.Project PY-Fireplace Area)	66,214.17	-18,785.83	77.9%	85,000.00
605.95 · Interest Expense (Bond)	21,586.50	-0.50	100.0%	21,587.00
605.96 · Debt Repayment	55,000.00	0.00	100.0%	55,000.00
<b>Total 536 · Facilities &amp; Equipment</b>	<b>503,301.94</b>	<b>-67,262.06</b>	<b>88.21%</b>	<b>570,564.00</b>
<b>585 · Administrative Expenses</b>				
510 · Office supplies	1,963.24	-36.76	98.16%	2,000.00
511 · Postage	555.58	-194.42	74.08%	750.00
512 · Printing	564.31	-185.69	75.24%	750.00
514 · Advertising	32,529.14	-2,470.86	92.94%	35,000.00
516 · Telephone	3,707.00	-93.00	97.55%	3,800.00
520 · Contractual services	30,813.53	-2,186.47	93.37%	33,000.00
525 · Legal & Professional	2,473.20	-226.80	91.6%	2,700.00
540 · Auditor	7,400.00	0.00	100.0%	7,400.00
585.3 · Misc. Expense	699.81	-300.19	69.98%	1,000.00
<b>Total 585 · Administrative Expenses</b>	<b>80,705.81</b>	<b>-5,694.19</b>	<b>93.41%</b>	<b>86,400.00</b>
<b>586 · Gifts &amp; Grants Purchases</b>	<b>59,558.37</b>	<b>-38,441.63</b>	<b>60.77%</b>	<b>98,000.00</b>
<b>Total Expense</b>	<b>2,043,212.08</b>	<b>-192,428.92</b>	<b>91.39%</b>	<b>2,235,641.00</b>
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**Salem-South Lyon District Library**  
**Balance Sheet (Final)**  
 As of June 30, 2025

	Jun 30, 25	Jun 30, 24
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
102 - Checking-Huntington Bank	102,155.05	3,972.95
106 - MI Class	567,434.49	344,198.73
113 - Comerica	13,206.07	12,630.96
116 - Huntington Securities	1,411,177.29	1,494,714.91
117 - Huntington Brokerage	137,221.05	0.00
<b>Total Checking/Savings</b>	2,231,193.95	1,855,517.55
<b>Other Current Assets</b>		
103 - Petty Cash	225.00	225.00
115 - State Aid Receivable	10,178.72	9,567.12
<b>Total Other Current Assets</b>	10,403.72	9,792.12
<b>Total Current Assets</b>	2,241,597.67	1,865,309.67
<b>Other Assets</b>		
125 - Accts.Rec.-Other/Employee	839.13	0.00
144 - Beneficial Interest/Comm. Found	29,305.87	27,045.54
<b>Total Other Assets</b>	30,145.00	27,045.54
<b>TOTAL ASSETS</b>	<b>2,271,742.67</b>	<b>1,892,355.21</b>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Accounts Payable</b>		
2000 - Accounts Payable	96,274.55	58,137.48
<b>Total Accounts Payable</b>	96,274.55	58,137.48
<b>Other Current Liabilities</b>		
2100 - Payroll Liabilities	49,020.14	35,944.86
<b>Total Other Current Liabilities</b>	49,020.14	35,944.86
<b>Total Current Liabilities</b>	145,294.69	94,082.34
<b>Total Liabilities</b>	145,294.69	94,082.34
<b>Equity</b>		
2200 - Library Fund Balance	444,883.00	439,067.00
300 - Unassigned Fund Balance	964,854.32	655,775.79
3000 - Undesignated Fund Balance	388,535.55	388,535.55
Net Income	328,175.11	314,894.53
<b>Total Equity</b>	2,126,447.98	1,798,272.87
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>2,271,742.67</b>	<b>1,892,355.21</b>

## October 2025 Budget Highlights – Financial Report

### Income:

#### Account 400 Property Taxes Operating: \$988,643.14

South Lyon 1995 Operating of \$398,046.27, South Lyon 2014 Operating of \$176,584.28

Salem Township 1995 Operating of \$286,786.90, Salem Township 2014 Operating of \$127,225.69

#### Account 400.3 Service Contract: (\$60.13)

#### Account 400.4 PPT: \$1,322.31

#### Account 409 Fines & Fees \$744.64

- Penal Fines: \$0.0
- Fines \$484.64
- Non-resident fee: \$260.00

#### Acct. 440 Gifts & Grants \$2,599.04

- True Gift: \$36.90
- Friends Gift Income: \$0.0
- Friends Books Donation Income: \$1001.94
- Library Collection Gifts: \$0.00
- Annual Appeal: \$310.20
- Gifts (In Memoriam): \$0.00
- Grants: \$1250.00

#### Account 440.3 Miscellaneous Income: \$1,785.82

(Of note: Lost Materials: \$286.23, Computer Prints: \$1,179.94, Faxes: \$167.00, Rebates: \$11.66, T-shirt/misc. sales: \$138.25)

#### Account 450 Interest: \$17,979.51

- Michigan Class \$2,051.03
- Comerica: \$44.00 (estimated)
- Huntington: \$15,884.48

#### Total Income: \$1,011,692.02

### Expenses:

#### Account 500 - Personnel Total: \$81,875.41 (Two pays)

- \$ 70,520.20 Acct. 500.2 Salaries
- \$ 3,398.96 Acct. 505.2 Deferred Compensation Plan
- \$ 2,370.11 Acct. 502.3 Group Health Plan
- \$ 5,250.75 Acct. 545 FICA
- \$ 335.39 Acct.570 Dues & workshops

**Account 505 - Library Materials & Supplies: \$25,363.62** \$ 22,920.88 Acct. 505.12 Library materials (Teen & Youth: \$4,499.12, Adult: \$6,881.57, Processing: \$498.00, Electronic: \$11,042.19 includes OverDrive, Hoopla, Kanopy, Cloud), Downloadable: \$0.0

Acct. 508 Computer supplies & maintenance; \$1,218.53  
Acct. 527 Cooperative Fee \$0.0  
\$ 1,224.21 for Acct. 531 Programming (Adult \$778.91/Youth \$445.30)

**Account 536 & 600 Total - Facilities & Equipment: \$37,609.30**

**Account 536 Facilities:**

- \$ 3,708.54 Acct. 515 Utilities (DTE \$3,393.33 and Consumers \$415.21)
- \$ 4,082.88 Acct. 536.12 Maintenance & Repairs of note: custodial: \$626.89, routine repairs of \$921.84 (which includes: gallery wall system for meeting room #1 of \$522.60) , water softeners, septic, sprinklers: \$361.71, HVAC service of \$384.00, trash Pickup (quarterly) of \$1284.44, alarm monitoring of \$504.00,
- \$3,322.00 W.C. Insurance
  
- **Account 600 Capital Expenditures and Equipment:**
  - 600.1 Computer \$0.0
  - 600.3 Other Technology \$0.0
  - 600.4 Other Tech Equipment: \$2095.88
  - 600.5 Licensing & Support: \$826.67
  - 605.9 Capital Equipment (carry forward of funds from PY): \$24,400.00
  - 605.3 Capital Expenditure: \$0.0
  - 605.95 Bond Interest: \$0.0
  - 605.96 Bond Principal : \$0.0

**Account 585 – Administrative Expenses \$8,873.40 of note:**

- \$ 108.88 Acct. 510.3 Office Supplies
- \$ 7.47 Acct. 511 Postage
- \$ 00.0 Acct. 512 Printing
- \$ 188.53 Acct. 514 Advertising
- \$ 319.00 Acct.516.1 Telephone
- \$ 565.88 Acct 520 Contractual Services (lease copy machine, cc fees)
- \$ 283.64 Acct.525 Legal & Professional
- \$ 7,400.00 Acct.540 Auditor

**Account 586 - Gifts & Grants Purchases \$2,558.90 of note:**

- \$ 597.96 Acct. 586.27 Friends Gift Purchases
- \$ 234.00 Acct.586.28 Annual Appeal
- \$ 1,001.94 Acct.586.39 Book Sale Monies
- \$ 725.00 Acct.586.31 Gift Purchases

**Revenue exceeded Expenditures by \$855,411.39 Total YTD: 875,514.45**

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

	Oct 25	Jul - Oct 25	\$ Over Budget	% of Budget Target: 33.3%	Annual Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
400 · Property Taxes	988,643.14	1,437,011.21	-155,763.79	90.22%	1,592,775.00
400.3 · Service Contract	-60.13	-60.13	-394,060.13	-0.02%	394,000.00
400.4 · Personal Property Taxes	0.00	1,322.31	-7,477.69	15.03%	8,800.00
409 · Fines & Fees	744.64	38,597.22	-3,402.78	91.9%	42,000.00
415 · State Aid	0.00	13,767.83	767.83	105.91%	13,000.00
440 · Gifts & Grants	2,599.04	10,965.25	-49,934.75	18.01%	60,900.00
440.3 · Miscellaneous Income	1,785.82	8,118.83	-730,381.17	1.1%	738,500.00
447 · Sale of equipment	0.00	0.00	-1,000.00	0.0%	1,000.00
450 · Portfolio Income	17,979.51	34,911.76	-20,088.24	63.48%	55,000.00
<b>Total Income</b>	<b>1,011,692.02</b>	<b>1,544,634.28</b>	<b>-1,361,340.72</b>	<b>53.15%</b>	<b>2,905,975.00</b>
<b>Gross Profit</b>	<b>1,011,692.02</b>	<b>1,544,634.28</b>	<b>-1,361,340.72</b>	<b>53.15%</b>	<b>2,905,975.00</b>
<b>Expense</b>					
500 · Personnel	81,875.41	357,207.47	-800,792.53	30.85%	1,158,000.00
505 · Library materials & supplies	25,363.62	116,400.30	-298,540.70	28.05%	414,941.00
536 · Facilities & Equipment	37,609.30	158,568.62	-1,021,815.38	13.43%	1,180,384.00
585 · Admininstrative Expenses	8,873.40	27,660.73	-63,339.27	30.4%	91,000.00
586 · Gifts & Grants Purchases	2,558.90	10,282.71	-51,367.29	16.68%	61,650.00
<b>Total Expense</b>	<b>156,280.63</b>	<b>670,119.83</b>	<b>-2,235,855.17</b>	<b>23.06%</b>	<b>2,905,975.00</b>
<b>Net Ordinary Income</b>	<b>855,411.39</b>	<b>874,514.45</b>	<b>874,514.45</b>	<b>100.0%</b>	<b>0.00</b>
<b>Net Income</b>	<b>855,411.39</b>	<b>874,514.45</b>	<b>874,514.45</b>	<b>100.0%</b>	<b>0.00</b>

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

	Oct 25	Jul - Oct 25	\$ Over Budget	% of Budget Target: 33.3%	Annual Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
400 · Property Taxes	988,643.14	1,437,011.21	-155,763.79	90.22%	1,592,775.00
400.3 · Service Contract	-60.13	-60.13	-394,060.13	-0.02%	394,000.00
400.4 · Personal Property Taxes	0.00	1,322.31	-7,477.69	15.03%	8,800.00
409 · Fines & Fees	744.64	38,597.22	-3,402.78	91.9%	42,000.00
415 · State Aid	0.00	13,767.83	767.83	105.91%	13,000.00
440 · Gifts & Grants	2,599.04	10,965.25	-49,934.75	18.01%	60,900.00
440.3 · Miscellaneous Income	1,785.82	8,118.83	-730,381.17	1.1%	738,500.00
447 · Sale of equipment	0.00	0.00	-1,000.00	0.0%	1,000.00
450 · Portfolio Income	17,979.51	34,911.76	-20,088.24	63.48%	55,000.00
<b>Total Income</b>	<b>1,011,692.02</b>	<b>1,544,634.28</b>	<b>-1,361,340.72</b>	<b>53.15%</b>	<b>2,905,975.00</b>
<b>Gross Profit</b>	<b>1,011,692.02</b>	<b>1,544,634.28</b>	<b>-1,361,340.72</b>	<b>53.15%</b>	<b>2,905,975.00</b>
<b>Expense</b>					
<b>500 · Personnel</b>					
500.2 · Salaries	70,520.20	307,742.92	-667,257.08	31.56%	975,000.00
502 · Empl benefits	11,019.82	49,069.17	-120,930.83	28.86%	170,000.00
570 · Dues & workshops/travel	335.39	395.38	-12,604.62	3.04%	13,000.00
<b>Total 500 · Personnel</b>	<b>81,875.41</b>	<b>357,207.47</b>	<b>-800,792.53</b>	<b>30.85%</b>	<b>1,158,000.00</b>
<b>505 · Library materials &amp; supplies</b>					
505.12 · Library Materials	22,920.88	91,077.73	-223,178.27	28.98%	314,256.00
508 · Computer supplies/maint.	1,218.53	5,374.87	-9,125.13	37.07%	14,500.00
527 · Cooperative fee	0.00	13,128.10	-53,056.90	19.84%	66,185.00
531 · Programming	1,224.21	6,819.60	-13,180.40	34.1%	20,000.00
<b>Total 505 · Library materials</b>	<b>25,363.62</b>	<b>116,400.30</b>	<b>-298,540.70</b>	<b>28.05%</b>	<b>414,941.00</b>
<b>536 · Facilities &amp; Equipment</b>					
515 · Utilities	3,708.54	15,859.60	-41,140.40	27.82%	57,000.00
536.12 · Maintenance & Repairs	4,082.88	48,095.40	-69,404.60	40.93%	117,500.00
560 · Insurance	3,322.00	31,319.00	-1.00	100.0%	31,320.00
600 · Equipment	2,095.88	15,096.04	-58,903.96	20.4%	74,000.00
605 · Capital Expenditure	0.00	23,798.58	-71,801.42	24.89%	95,600.00
605.8 · Cap. Expenditures (Future)	0.00	0.00	-14,407.00	0.0%	14,407.00
605.9 · Cap. Project (carred fwd from PY)	24,400.00	24,400.00	-686,600.00	3.43%	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
<b>Total 536 · Facilities &amp; Equipment</b>	<b>37,609.30</b>	<b>158,568.62</b>	<b>-1,021,815.38</b>	<b>13.43%</b>	<b>1,180,384.00</b>
<b>585 · Administrative Expenses</b>					
510 · Office supplies	108.88	624.49	-1,175.51	34.69%	1,800.00
511 · Postage	7.47	89.94	-660.06	11.99%	750.00
512 · Printing	0.00	0.00	-750.00	0.0%	750.00
514 · Advertising	188.53	10,530.11	-25,169.89	29.5%	35,700.00
516 · Telephone	319.00	1,276.00	-2,524.00	33.58%	3,800.00
520 · Contractual services	565.88	6,411.44	-27,588.56	18.86%	34,000.00
525 · Legal & Professional	283.64	1,286.77	-2,213.23	36.77%	3,500.00
540 · Auditor	7,400.00	7,400.00	0.00	100.0%	7,400.00
585.3 · Misc. Expense	0.00	41.98	-3,258.02	1.27%	3,300.00
<b>Total 585 · Administrative Expenses</b>	<b>8,873.40</b>	<b>27,660.73</b>	<b>-63,339.27</b>	<b>30.4%</b>	<b>91,000.00</b>
586 · Gifts & Grants Purchases	2,558.90	10,282.71	-51,367.29	16.68%	61,650.00
<b>Total Expense</b>	<b>156,280.63</b>	<b>670,119.83</b>	<b>-2,235,855.17</b>	<b>23.06%</b>	<b>2,905,975.00</b>
<b>Net Ordinary Income</b>	<b>855,411.39</b>	<b>874,514.45</b>	<b>874,514.45</b>	<b>100.0%</b>	<b>0.00</b>
<b>Net Income</b>	<b>855,411.39</b>	<b>874,514.45</b>	<b>874,514.45</b>	<b>100.0%</b>	<b>0.00</b>

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

	Oct 31, 25	Oct 31, 24
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
102 - Checking-Huntington Bank	166,312.00	438,660.39
106 - MI Class	575,721.75	550,746.40
113 - Comerica	13,386.28	12,843.44
116 - Huntington Securities	2,289,993.21	1,716,121.55
<b>Total Checking/Savings</b>	3,045,413.24	2,718,371.78
<b>Other Current Assets</b>		
103 - Petty Cash	225.00	225.00
115 - State Aid Receivable	10,178.72	9,567.12
<b>Total Other Current Assets</b>	10,403.72	9,792.12
<b>Total Current Assets</b>	3,055,816.96	2,728,163.90
<b>Other Assets</b>		
144 - Beneficial Interest/Comm. Found	29,305.87	27,045.54
<b>Total Other Assets</b>	29,305.87	27,045.54
<b>TOTAL ASSETS</b>	<b>3,085,122.83</b>	<b>2,755,209.44</b>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Accounts Payable</b>		
2000 - Accounts Payable	35,028.51	70,474.10
<b>Total Accounts Payable</b>	35,028.51	70,474.10
<b>Other Current Liabilities</b>		
2100 - Payroll Liabilities	49,131.89	38,763.85
<b>Total Other Current Liabilities</b>	49,131.89	38,763.85
<b>Total Current Liabilities</b>	84,160.40	109,237.95
<b>Total Liabilities</b>	84,160.40	109,237.95
<b>Equity</b>		
2200 - Library Fund Balance	444,883.00	439,067.00
300 - Unassigned Fund Balance	1,293,029.43	970,670.32
3000 - Undesignated Fund Balance	388,535.55	388,535.55
<b>Net Income</b>	874,514.45	847,698.62
<b>Total Equity</b>	3,000,962.43	2,645,971.49
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>3,085,122.83</b>	<b>2,755,209.44</b>

# Salem-South Lyon District Library Monthly Payroll Summary

October 2025

	TOTAL		
	Paydate: 10.10.25	Paydate: 10.24.25	Oct 25
<b>Employee Wages, Taxes and Adjustments</b>			
<b>Gross Pay</b>			
<b>Vacation</b>	1,944.23	744.70	2,688.93
<b>Salary</b>	19,386.77	20,586.30	39,973.07
<b>Hourly Wage</b>	14,188.86	13,156.21	27,345.07
<b>Sick</b>	89.38	423.75	513.13
<b>Total Gross Pay</b>	35,609.24	34,910.96	70,520.20
<b>Deductions from Gross Pay</b>			
<b>Deferred Comp MERS</b>	-1,499.93	-1,501.88	-3,001.81
<b>Health Insurance (pre-tax)</b>	-840.82	0.00	-840.82
<b>Pre-tax HSA Emp.</b>	-145.50	-897.00	-1,042.50
<b>Voluntary Ded/ROTH</b>	-377.86	-377.86	-755.72
<b>Total Deductions from Gross Pay</b>	-2,864.11	-2,776.74	-5,640.85
<b>Adjusted Gross Pay</b>	32,745.13	32,134.22	64,879.35
<b>Taxes Withheld</b>			
<b>Federal Withholding</b>	-3,100.00	-2,894.00	-5,994.00
<b>Medicare Employee</b>	-502.05	-493.20	-995.25
<b>Social Security Employee</b>	-2,146.63	-2,108.87	-4,255.50
<b>MI - Withholding</b>	-1,269.28	-1,237.61	-2,506.89
<b>Total Taxes Withheld</b>	-7,017.96	-6,733.68	-13,751.64
<b>Net Pay</b>	<b>25,727.17</b>	<b>25,400.54</b>	<b>51,127.71</b>
<b>Employer Taxes and Contributions</b>	0.00	0.00	0.00

## October 2025 Transactions

Type	Date	Num	Name	Description	Cost Control Center	Amount
Liability Check	10/01/2025	AutoDeduct	PRIORITY HEALTH	Group Health Care	500 Personnel	-3,264.78
Check	10/03/2025	AutoDeduct	Reliance Standard	Group Health Care	500 Personnel	-73.72
Check	10/07/2025	AutoDeduct	Mutual of Omaha	Group Health Care	500 Personnel	-86.86
Bill Pmt -Check	10/09/2025	17578	First Impression Print	Postcard printing	484 Admin. Expenses	-976.79
Bill Pmt -Check	10/09/2025	17579	Hoopla	September e-content	505 Library Materials	-1,883.13
Bill Pmt -Check	10/09/2025	17580	T-Mobile	Hot spots	505 Library Materials	-869.20
Bill Pmt -Check	10/09/2025	17581	WashtenawCty Historical	Membership	585 Admin. Expenses	-100.00
Bill Pmt -Check	10/09/2025	17582	WONDER JUMP	Howl-O-Ween Event	505 Library Materials	-395.00
Bill Pmt -Check	10/09/2025	17583	BAKER & TAYLOR	Adult non-fiction	505 Library Materials	-32.93
Bill Pmt -Check	10/09/2025	17584	Bevin Cohen	Herbal Tea Workshop November 6 2025	505 Library Materials	-360.00
Bill Pmt -Check	10/09/2025	17585	MARTIN HARDWARE	exterior flat paint for shed,brass/copper cleaning kit,brush,1 1/4" clamp,1" insert coupling, silicone sealant, large wing connector,5/16x1/4 cold chisel, 3-keys, glow in the dark paint	536 Facilites	-199.30
Bill Pmt -Check	10/09/2025	17586	OVERDRIVE, INC.	E content September	505 Library Materials	-508.39
Bill Pmt -Check	10/09/2025	17587	TRANE U.S. Inc.	HVAC Annual PM	536 Facilites	-33,407.68
Bill Pmt -Check	10/09/2025	Online Pymt	Millennium Business	toner, copier leases	585 Admin. Expenses \$507.13/505 Library Materials \$741.11	-1,248.24
Bill Pmt -Check	10/09/2025	17588	ACCIDENT FUND	WC100067371 04 Policy	536 Facilites	-3,322.00
Pyrl check	10/10/2025	17589	Payroll check	Payrol check	500 Personnel	-175.91
Liability Check	10/10/2025	EFTPS	HUNTINGTON BANK	Employee withholding	500 Personnel	-8,397.36
Liability Check	10/10/2025	AutoDeduct	MERS	Deferred comp.	500 Personnel	-3,598.23
Liability Check	10/13/2025	EFTPS	Michigan	Employee withholding	500 Personnel	-2,353.19
Bill Pmt -Check	10/14/2025	17590	Michigan Auto. Sprinkler	winterization	536 Facilites	-180.00
Bill Pmt -Check	10/14/2025	17591	QUICK SILVER	Donor event	586 Gifts \$432.55/514 Printing \$263.00	-695.55
Bill Pmt -Check	10/14/2025	17592	THE LIBRARY NETWORK	Quarterly Telecom	505 Library Materials	-2,387.06
Check	10/14/2025	AutoDeduct	Delta Dental	Group Health Care	500 Personnel	-387.82
Liability Check	10/15/2025	AutoDeduct	TASC	Employee contribution	500 Personnel	-960.18
Bill Pmt -Check	10/16/2025	17593	Kristy Robinett	Vampires in History Program 10.27.25	505 Library Materials	-350.00
Bill Pmt -Check	10/16/2025	17594	Sarah Scherdt	Travel for ARSL Conference	586 Grant Expense	-137.59
Bill Pmt -Check	10/16/2025	17595	SLHS Newspaper	Ad for SLHS Newspaper	Admin. Expenses	-210.00
Bill Pmt -Check	10/16/2025	17596	Tina McIntosh	Travel youth services meetings	500 Personnel	-90.40
Bill Pmt -Check	10/16/2025	17597	OCLC Inc.	Cloud Library content	505 Library Materials	-335.89
Bill Pmt -Check	10/16/2025	17598	OVERDRIVE, INC.	Sept. & Oct. e-content	505 Library Materials	-4,344.15
Bill Pmt -Check	10/21/2025	AutoDeduct	DTE ENERGY	Electric	536 Facilites	-3,513.33
Pyrl check	10/24/2025	17599	Payroll check	Payroll check	500 Personnel	-142.93
Bill Pmt -Check	10/22/2025	17600	A.F. Smith Electric Inc.	Generator prep work/Pmt Req#1	600 Capital Equipment	-24,400.00
Bill Pmt -Check	10/22/2025	17601	Air Handlers Corp	HVAC service call	536 Facilites	-384.00
Bill Pmt -Check	10/22/2025	17602	FRIENDS OF THE SSLDL	Friends Book Donation Sales	586 Gifts	-834.21
Bill Pmt -Check	10/22/2025	17603	Got Ink? Screen Printing	t-shirts/jackets	585 Admin. Expenses	-59.73
Bill Pmt -Check	10/22/2025	17604	OVERDRIVE, INC.	October e-content	505 Library Materials	-3,263.13
Check	10/23/2025	AutoDeduct	CONSUMERS ENERGY	Gas	536 Facilites	-415.21
Liability Check	10/24/2025	EFTPS	HUNTINGTON BANK	Employee withholding	500 Personnel	-8,098.14
Liability Check	10/24/2025	AutoDeduct	MERS	Deferred comp.	500 Personnel	-3,558.26
Liability Check	10/28/2025	AutoDeduct	TASC	Employee contribution	500 Personnel	-370.86
Check	10/31/2025	Qgiv		Service Charge		-10.35

## Salem-South Lyon District Library Vendor QuickReport

October 2025

Type	Date	Num	Description	Cost Control Center	Amt
<b>CARDMEMBER SERVICES</b>					
Bill	10/10/2025	KH	FSS (fire) & Shelly Pinkerton (security alarm)	536 Facilities	504.00
Bill	10/10/2025	CB	Blackstone for audio	505 Library Materials	223.96
Bill	10/10/2025	NP	Grand River Equine for straw/HD for adhesive	505 Library Materials \$200.00/536 Facilities \$28.94	228.94
Bill	10/10/2025	KM	Amazon for Halloween Event trinkets	586 Gifts	202.96
Credit	10/10/2025	TM	Amazon refund for totes purchase return	505 Library Materials	-44.99
Bill	10/10/2025	AC	Amazon for dvds	505 Library Materials	239.66
Bill	10/10/2025	MM	Affordable Library for cases/Demco for book tape	505 Library Materials	498.00
Bill	10/10/2025	TR	Constant Contact	585 Admin. Expenses	58.80
Bill	10/10/2025	PP	Salem Gardens \$20/USPS \$7.47	585 Admin. Expenses	27.47
Bill	10/16/2025	PP	USPS for targeted mailer	586 Gits	234.00
Bill	10/31/2025	KM	Kroger \$137.44 for candy/WSJ \$194.97/Amazon \$18.67 for oven mitt	505 Library Materials \$332.41/536 Facilities \$18.67	351.08
Bill	10/31/2025	Ingram	Picture Books, Y fic, easy readers \$1553.38/\$443.61 J non-fiction/Youth fiction: \$1135.12/\$682.44 Teen and graphic/\$3388.44 for Adult fic, Lucky Day, Standing Order/\$1221.37/Adult non-fiction	505 Library Materials	8,424.36
Bill	10/31/2025	KM	Amazon \$55.13 for Adult fiction/Library Journal \$159.99	505 Library Materials \$55.13/500 Personnel \$159.99	215.12
Bill	10/31/2025	SS	Aldo \$36.16 for Fireside Chat Program/\$102.85 Amazon for Teen craft supplies	505 Library Materials	139.01
Bill	10/31/2025	TR	Amazon for music	505 Library Materials	166.20
Bill	10/31/2025	NP	Ace for drill bits \$18.38/Gallery System \$522.60 for MR#1	536 Facilities	540.98
Bill	10/31/2025	TM	Barnes & Noble gift cards for program	505 Library Materials	50.00
Bill	10/31/2025	MM	Amazon \$121.22 supplies for meeting rooms/Demco \$118.24 Democ for Realia	536 Facilities \$26.76/Gifts \$94.46/505 Library Materials \$118.24	239.46
Bill	10/31/2025	KH	Kroger, Subway, Little Caesar's, Jets \$390.54/Food for volunteers/\$Quill \$260.39 for paper/tp\$38.24/\$108.88 for office supplies/TASC \$283.64 for TPA fees/Flags USA \$159.89/Waste Mgmt \$1284.44	586 Gifts \$390.54/505 Library Materials \$260.39/585 Admin. Expenses\$392.52/536 Facilities \$1482.57	2,526.02
Bill	10/31/2025	KC	Intelligink \$503.04/Alohi fax \$17.99/Amazon \$2095.88 for large format printer ink, 2-mini pcs	585 Admin. Expenses \$319.00/505 Library Materials \$202.03/600 Equipment \$2095.88	2,616.91
Bill	10/31/2025	KH	Supply Den for custodial supplies	536 Facilities	588.65
Bill	10/31/2025	AC	Amaz for dvds	505 Library Materials	205.77
Bill	10/31/2025	CB	Mitchell Lane, Amazon \$566.33 for J non-fic/Amazon \$103.79 for Adult kits/Kroger,Amazon \$32.75 for crafts & Spice Club/Amazon \$23.97 for picture hangers for MR#1/MLA \$85.00 for individual membership/Blackstone Audio \$34.94/Amazon \$18.14 for Adult fic	505 Library Materials \$755.95/536 Facilities \$23.97/585 Admin. Expenses \$85.00	864.92



*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 over 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.

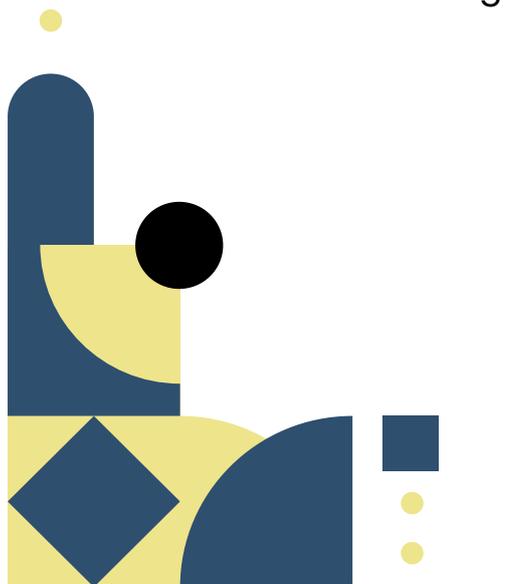
In addition to thanking our innovative staff for another year of accomplishment, we are grateful to the SSLDL Board of Trustees, the Friends of the Library, Library volunteers and supporters, and most importantly, our community.

Sincerely,

Paulina Poplawska, Library Director

# LIBRARY BOARD OF TRUSTEES

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.”



## 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)

## 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.



# FRIENDS OF THE LIBRARY

## 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)

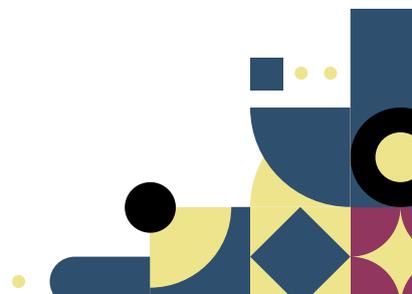
The Friends of the Library contributed over \$43,000 in 2024. Which supported Lucky Day Book Collection, special events during our Summer Reading Program, Adult Craft Programs, provided funds to increase our digital services for the summer and provided funds for our outdoor landscaping project.

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!

## Interested in supporting the Friends?

Scan the QR code to learn more or to donate to the Friends of the Library and join today!



# LIBRARY STAFF

This year, we had 95,355 library visits. The reference desk answered 13,143 questions, and we offered 1,142 programs. Total program attendance was 16,337.



- 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

# SHELVING & BOOK ROOM VOLUNTEERS

Volunteers put in over 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

# GARDEN VOLUNTEERS

The Garden Volunteers dedicated over 650 hours working on the library gardens.

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.

Interested in being a Library garden volunteer? Contact the Library for more details.

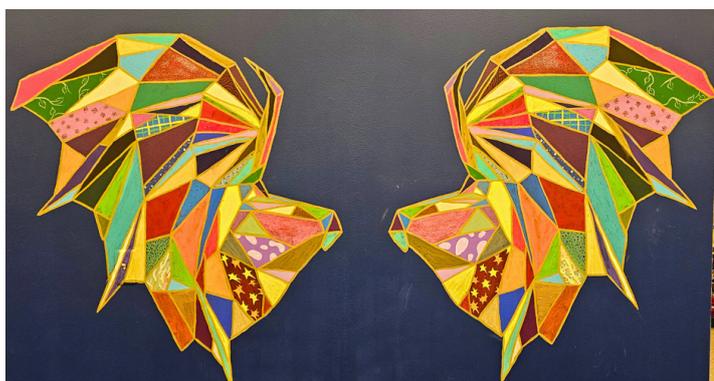


- Ruth Ann Adler
- Valen Andreasian
- Patty Baker
- Jean & Paul Benedict
- Jeanette Benson
- Agnes Bongero
- Dyanne Bressler
- Natalie Burd
- Monica Cialek
- Elizabeth Cortright
- Elaine Crook
- Bernadette D'Alessandro
- Don D'Alessandro
- Nancy Donnelly
- Linda Dres
- Wendy Fanson
- Carol Fernandez
- 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

# 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 countless 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



# EXPANDING COLLECTIONS THROUGH GRANTS

## 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, hand-held speakers that play audiobook cards and are 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 collection.

With many families lacking CD players or finding the amount of titles in a Playaways format limiting, 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).

The library has purchased large print books and VOX books. VOX books are hardcover print books with a permanently attached audio player, allowing patrons to listen to a story while following along with the words

# LIBRARY OF THINGS:

## EXPANDING ACCESS BEYOND BOOKS

This year, our Library of Things continued to connect the community with more than just books. From sewing machines and board games to lawn games and metal detectors, patrons checked out over 1,313 unique items, discovering new skills and hobbies without the cost of ownership. By providing access to these resources, we helped families save money, encouraged hands-on learning, and fostered a culture of sharing and sustainability. The Library of Things demonstrates that libraries are about more than reading—they're about empowering our community to create, explore, and thrive.

Check out our Library of Things in the [library catalog](#) and place a hold today!

Magnifying visual aids  
 The dungeon [game]  
 Misunderstood songs a game  
 Monochrome Inc. [game]  
 American button machine  
 CD player  
 Cricut Maker 3  
 Crochet kit  
 Chromebooks  
 Ghost hunting kit  
 Guitar  
 Kill A Watt electricity usage meter  
 Kit Paper punches  
 Gift tag punches  
 Kit Punches holiday gift tag  
 Paper punch shapes  
 Kit Stamping  
 Kit Stamps fall halloween  
 Kit Stamps flowers  
 Kit Stamps for celebrations  
 Kit Stamps hearts valentines  
 Kit Stamping plants  
 Kit Stamping watercolor flowers  
 Kit Stamping winter holiday  
 Kit Stamps words phrases  
 Addi Express Kingsize knitting machine  
 Cookie cutter kit Alphabet  
 Cookie cutter kit Already Been  
 Chewed Gingerbread Men  
 Kit Backyard wildlife camera  
 Bananagrams  
 Kryptoflex 1018 key cable lock  
 Kryptolok series 2 STD u lock  
 Binoculars  
 Kit Bird watching  
 Cookie cutter kit Biscuit Cutters  
 Kit Bluetooth speaker  
 Kit Bottle cutting  
 Canning equipment [kit]  
 Canon Ivy mini photo printer  
 Kit Car diagnostics reader kit  
 Cassette to MP3 converter  
 Cookie cutter kit Christmas 1  
 Cookie cutter kit Christmas 2  
 Kit Circular knitting  
 Clay cutters [kit]

GoSports classic regulation size cornhole set  
 Cricut Expression 2  
 Kit Cricut machine  
 Decorative edge scissors  
 Kit Digital handheld microscope  
 Digital radon detector  
 Cookie cutter kit Dinosaurs  
 Cookie cutter kit Dog Biscuits  
 Kit Dremel engraver  
 Kit DYMO LetraTag label maker  
 ASUS external DVD drive and burner  
 Fabric by fabric one yard wonders  
 Cookie cutter kit Halloween 1  
 Cookie cutter kit Halloween 2  
 Kit Halloween punch kit  
 Hot cocoa bomb mold  
 Hot glue gun  
 Induction cooktop [kit]  
 Kit Digital infrared thermometer  
 Inkle loom [kit]  
 Kit Knitting  
 Kit Ladder toss  
 Kit Laser level  
 Kit Lawn bowling  
 LED magnifier  
 Cookie cutter kit Letter Press  
 Light box tracer  
 Cookie cutter kit Linzer Cookies  
 Kit Loom knitting  
 Cookie cutter kit Luchadore  
 Magnetic wooden chess set  
 Kit Metal detector  
 Kit Moving  
 Cookie cutter kit Munchstaches  
 Kit Origami  
 OttLite Mag  
 Pickleball set  
 Cookie cutter kit Princess  
 Punch needle  
 Ring light with tripod  
 Kit Rock art  
 Sewing machine accessories  
 Shape cutting system

Sizzix Bigkick machine Vintaj special edition [kit]  
 Slammo!  
 Kit Smartphone photography kit  
 Raintrip soil tester  
 Kit Soldering  
 Cookie cutter kit Star Wars  
 Kit Stud finder  
 Cookie cutter kit Sugar Skulls  
 Sugar skull molds [kit]  
 Kit Tatting  
 Thermal imaging camera  
 Thermal leak detector  
 TI-84 Plus CE Python graphing calculator [kit]  
 Kit Tubing  
 Tumbling timber toy  
 Kit Ukulele  
 Universal travel adapter  
 USB external floppy disk drive  
 Cookie cutter kit Valentines Day  
 Kit Weights  
 Kit Wen rotary tool  
 Cookie cutter kit Winter Wonderland  
 Kit Wood burning  
 Kit Wood carving  
 Kit Yahtzee yard dice game  
 Yarn swift and winder  
 Cookie cutter kit Zombies  
 Cookie cutter kit Zoo Animals  
 KODAK Slide n Scan digital film scanner  
 Laptop  
 Bounty Hunter gold digger metal detector  
 Metal detector  
 AmScope M150 series microscope  
 Sony PlayStation 4 slim  
 HD portable projector  
 ViewSonic PJD6531w WXGA wide DLP projector  
 Accolade Duet ELPC80 projector screen  
 Roku streaming stick  
 Singer 4411 heavy duty sewing machine  
 Wacom Intuos Pro pen tablet medium  
 Karaoke machine  
 Mexican train dominoes  
 Switch bundle  
 Switch multiplayer bundle  
 Ghost hunting kit B

# Community Hub

**Wifi:** Our wifi is accessible both inside and outside of the building, Reaching all the way out to the far side of the parking lot.

**Computer Stations:** Use 40+ computers with high-speed internet and Microsoft Office suite and adobe acrobat and creative cloud software.

**Copy Machine:** Make Black and White or Color copies, scan to email or USB or convert documents to Word or Excel

**Faxing:** Send or receive documents

**3D Printing:** Submit .STL files to print using our Original Prusa i3 MK3S+ printer

**Poster Printing:** Print maps, blueprints, and large documents using our HP DesignJetZ6

**Photo & Film Scanning:** Digitize photos and negatives using Epson FastFoto and Expression scanners

**One on One Tech Help:** Schedule a free session to get help with phones, apps, and software

**Drive-Thru Pickup:** if you're unable to visit the library we have pick-up service available for items, kits, and forms without leaving your car

**Homebound Delivery:** due to temporary or permanent incapacity

**Study Rooms:** Quiet spaces for individuals or small groups. Reserve online in minutes!

**Tax Forms:** Federal and state forms available January to April. Free to pick up in the library

**Voter information:** Find local elections details and polling information

**Lockers:** Lockers are available to schedule your after hours pickup

**Notary:** We provide notary services at no charge to you

**Power:** The library has auxillary power to charge all of your devices.

**Michigan Activity Pass:** Provides library cardholders the opportunity to discover and learn more about cultural destinations, parks, campgrounds, and recreation areas in the state at a discounted rate.

# YOUTH & TWEEN DEPARTMENT HIGHLIGHTS

In today's challenging economic climate, access to high-quality programming is more important than ever for families in our community. During school breaks, when structured activities can be costly or limited, the Library plays a vital role in providing inclusive, enriching experiences for children and caregivers at no cost.



- 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 TO NAME A FEW!

# TEEN DEPARTMENT HIGHLIGHTS

Teen programming and dedicated teen collections play a vital role in fostering lifelong learning, creativity, and community engagement among young adults. By offering programs that reflect their interests and providing access to diverse, age-appropriate materials, libraries create welcoming spaces where teens can explore new ideas, build skills, and connect with peers.



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

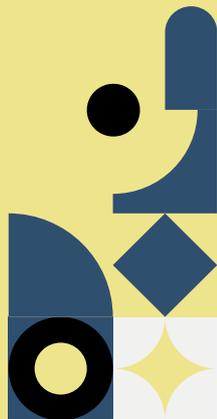




# ADULT DEPARTMENT HIGHLIGHTS

Adult programming provides opportunities for lifelong learning, and social connections for our patrons in our community.

- 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



Have suggestions? We'd love your input on future programs. Give us a call or stop in and speak to the reference desk.



# OUTREACH HIGHLIGHTS

Library staff visited with over 275 adults over 2,380 youth, teens, & families in outreach efforts to connect them to the library services.

- Summer Lunch Program: 170 books and flyers distributed
- English Language Learning (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



# CIRCULATION HIGHLIGHTS

Our Circulation Department is the main service point at our Library. Circulation staff assists patrons with checking out library materials, renewing items and library cards, and much more! They are the friendly people that you see every time you enter the Library.

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

We have two drop boxes, one at Centennial Farms and one at Colonial Acres for library materials out in the community, and they see a significant number of returns.



Library Card Distribution: 9,389 Active Library Cards

- City of South Lyon: 4,930
- Green Oak Township: 2,294
- Salem Township: 1,427
- Northfield Township: 553
- Lyon Township: 46
- Other: 139

Number of physical items checked out: 232,792

Number of digital items checked out: 67,220

The library loaned 34,759 items to other libraries  
The library borrowed 41,979 items from other libraries

4,357 returns at remote bookdrops

# PROCESSING HIGHLIGHTS

## Inventory Project: A Clearer Catalog for a Better Library Experience

This summer, we undertook a first-of-its-kind project for our library: a full-scale inventory of every item marked "On Shelf" in our system. Using data from our CARL catalog, we meticulously compared the digital records with what was physically on the shelves—item by item. Any mismatches were corrected, ensuring our records accurately reflect what's truly available.

### The inventory check surveyed over 77,538 items

This benefits the library by providing an updated catalog which provides a smoother, more reliable experience for you. The goal of this project was to improve the relevancy of your search results, which saves you time, and helps staff assist you more efficiently. It's all part of our commitment to keeping the library collection organized, accessible, and working better for everyone in the community.



### Fun additions we processed:

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

### 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 relabeled **895** books as part of various projects

# SALEM-SOUTH LYON DISTRICT LIBRARY

# TECHNOLOGY HIGHLIGHTS

**By investing in accessible, user-friendly technology, we're not just keeping pace—we're opening doors for lifelong learning, digital inclusion, and greater opportunity for all.**

This year's upgrades ensure faster, more reliable access to technology for everyone. Our tech one-on-one's help community members gain essential tech skills, while expanded remote access tools made the library's resources more available than ever.

## **Making Services Easier to Use**

- Updated the library's calendar and room reservation system for ease of use
- Rebuilt our website to be easier to navigate and give it a more modern appearance
- Setup a self-service kiosk for room reservations
- New self-check machine configured for books and other materials
- Configured a new mobile print service that is easier to use when using your phone, or tablet, or computer to print within the library
- Setup a image slideshow on our computers that shows upcoming events when they are not in use

## **Building and Network Enhancements**

- Improved security of the libraries network
- Implemented a backup internet service to ensure the library will always have internet
- Setup a new speaker system in Meeting Room 1 for a better listening and viewing experience
- Our security camera system has been upgraded to expand our coverage

## **Empowering Our Community**

- Tech one-on-one sessions remain popular, impactful and help to empower patrons
- Provided a class on how to design 3D keychains to be printed on our 3D printers
- Worked with the reference team to provide a class on the library's digital offerings.
- Assisted with the Libby changes and put together resources on what this means for the community
- **As always, provided technical assistance for all ages!**
- Number of active session sessions on our public computers: 18,972
- Number of patron devices connected to the library Wi-Fi: 29,945



# FACILITIES HIGHLIGHTS

**A major focus of the facilities team is to enhance the operational efficiency, reduce energy costs, and improve the aesthetic appeal and safety of the library for our staff and patrons.** This past year we have continued our efforts to renovate our building and HVAC systems, enhance our building management HVAC control system (BMS), increase the green space (buffer zone) and timely and cost-effective maintenance and repair. A portion of these efforts include:

## **Continued The Heating and Cooling System (HVAC) Renovation Project**

- Replaced the tired Mitsubishi System with five LG heat pumps
- General chiller and boiler maintenance and repairs.
- Enhanced the HVAC Control System (BMS) by connecting it to LG unit.

## **The Backyard Improvements**

- A large gift of over \$27,000 from the SSLDL Friends allowed us to connect the the sidewalk from the Olson Meeting Room to the Pavilion and re-landscape the backyard area.
- Installed a Musical Garden
- DTE electrical line trimming allowed us to expand the backyard and increased the buffer between the building and undeveloped property.

## **Generator Upgrade In Progress**

- Plans are to replace the 100kW generator with a 200kw generator
- Upgrading condenser and chiller electrical lines
- Installing a generator monitoring system



## **Building Improvements**

- Renovated the Fireplace Area
- A generous furniture donation was received from an anonymous patron for the newly refurbished fireplace area.
- Refurbishment of Meeting Room One
- Staff Kitchen Remodel
- Installed bathroom toddler seats



# BUILDING IMPROVEMENTS

Fireplace/Reading Area renovation completed in November, 2024.

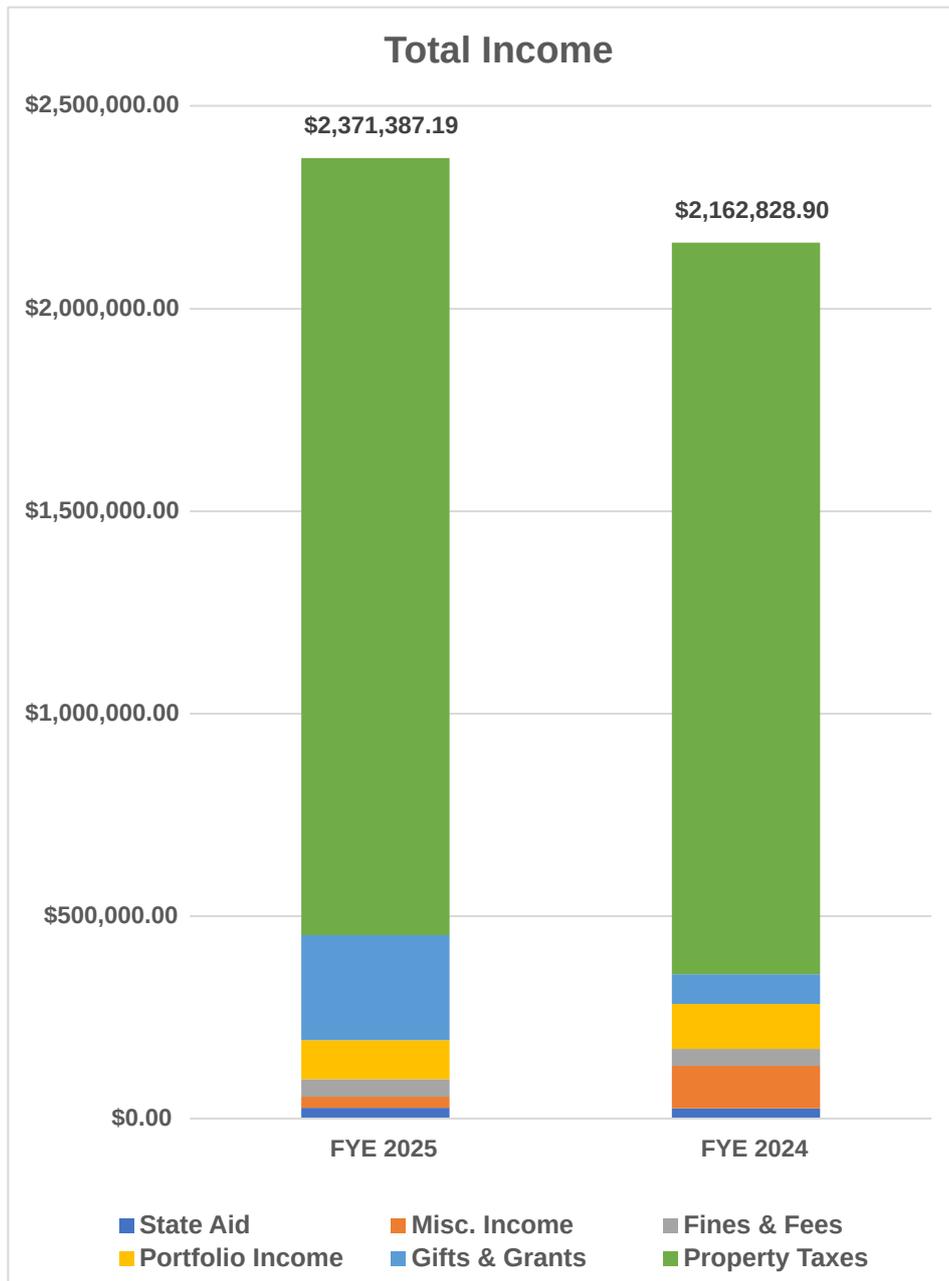


Meeting Room 1 construction completed in June, 2025





# SALEM-SOUTH LYON DISTRICT LIBRARY



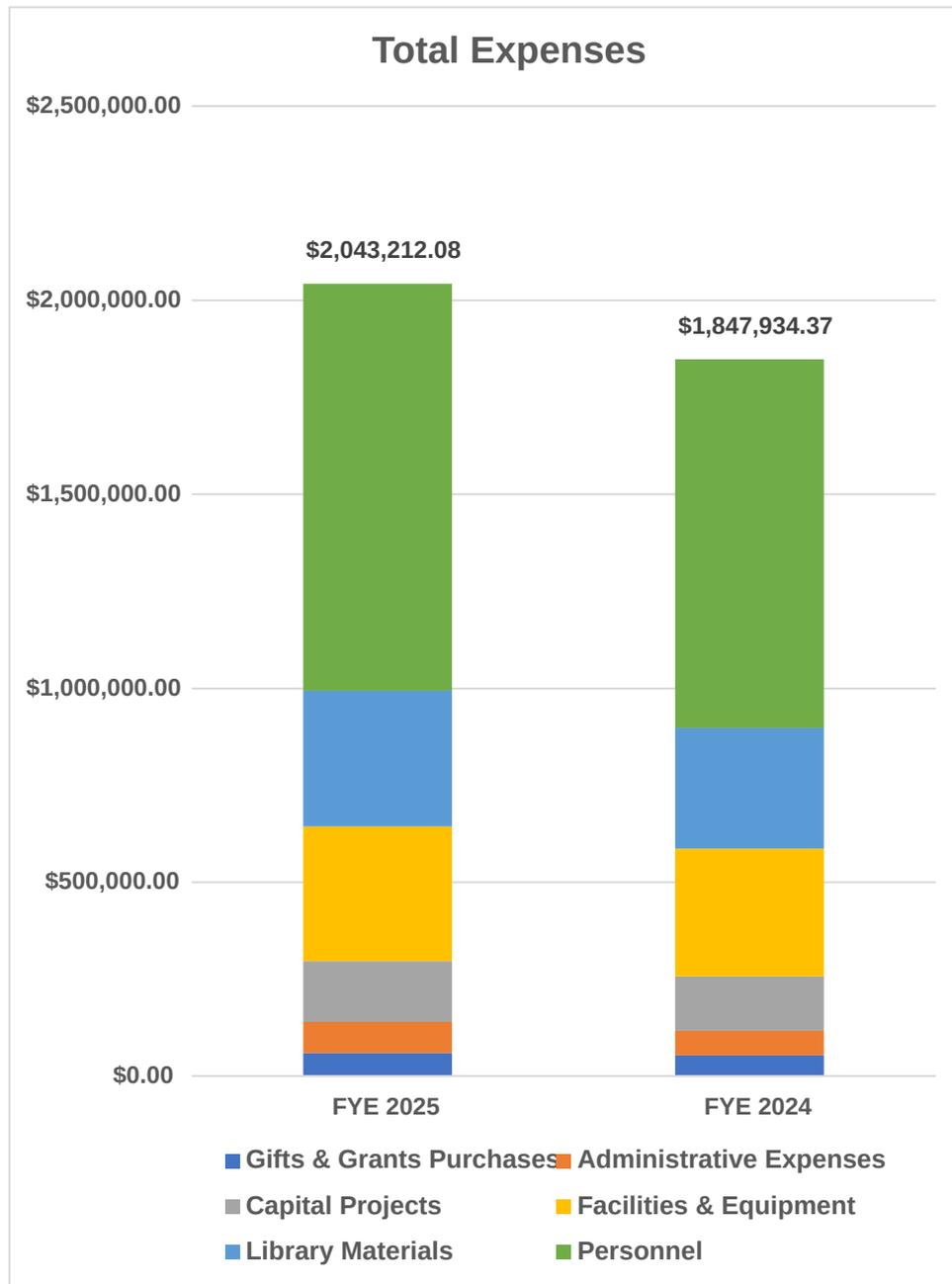
## Comparison of Income

	FYE 2025	FYE 2024
Property Taxes	\$1,917,655	\$1,805,414
Gifts and Grants	\$259,957	\$74,513
Portfolio Income	\$96,221	\$110,180
Fines & Fees*	\$42,932	\$41,556
State Aid	\$26,973	\$25,549
Misc. Income	\$27,648	\$105,618

\*Fines & Fees includes Penal Fines of \$35,724 for FYE 2025 and \$33,549 for FYE 2024



# SALEM-SOUTH LYON DISTRICT LIBRARY



## Comparison of Expenses

	FYE 2025	FYE 2024
Personnel	\$1,049,743	\$950,556
Library Materials	\$349,902	\$311,147
Facilities & Equipment	\$346,235	\$328,557
Capital Projects	\$157,067	\$140,367
Administrative Expenses	\$80,705	\$63,846
Gifts & Grants Purchases	\$59,558	\$53,462
<b>Net to Library Fund Balance</b>	<b>\$328,175</b>	<b>\$314,895</b>

# DONORS

Your donation helps the library remain a vibrant hub for learning, literacy and community connection. Thank you for supporting the Salem-South Lyon District Library

Leslie Augustyn  
Ronda Barnes  
Patrick & Margaret Barron  
Helen May Bellaw  
Joseph & Jeanette Benson  
Linda Bentley  
Agnes Bongero  
Carolyn Booth  
Kathryn Branch  
Natalie K. Chadwick  
John & Jen Chapuseaux  
Elaine Chottiner  
Tuesday Club  
South Lyon Collision  
Gary & Susan Dahlgren  
Dee Davey  
Janet Kasier  
Sharon Deron  
James Dimilia  
Linda Dowsett  
Schade Family  
Kathy Finney  
James Fisher  
Estate of Jean Flack  
Marcia Van Fossen  
Deborah Gammons  
Timothy Geiman  
Lulu Gierhart  
Karl & Helen Gierman  
Mark & Doreen Hannon  
Stephen & Marilyn Harrington  
Julia Henshaw  
inda Hermann  
Lisa Humphries  
South Lyon Collision Inc.  
Melindia Jackson  
Pamela Jacobs

Denise Karth  
Katy Kay  
James Kindree  
Marie King  
Gregory & Jolene Knapp  
Ken & Lynn Kneisel  
Jennifer Konal  
Vivian Koss  
Patrick & Susan LaFleche  
Darryle & Bonnie Levandowski  
Linda & Calvin Locklin  
Natasha Lubinski  
Ulrinke Marquis  
Mary McConville  
Kristeen & Terry McKinley  
Richard & Denise Minton  
John & Christine Morin  
Alvin T Morrison  
Debra Mortz  
John and Jane O'Brien  
Ronni Parrington  
Bridget Patrick  
Lori & Sean Penndorf  
Michael & Carol Pontius  
Nancy Robbert  
Shirley & Mike Romeyn  
James Rozyscki  
Carole Rubi  
Salem Neighborhood Meet Up  
James & Diana Scott  
Kathleen Shary  
Marilyn Shuster  
Ann E Cook & Daniel Siivola  
Deborah Sopo  
Friends of SSLDL  
Denise Stacer

Sandra A. Stewart  
Judith Stonik  
Kevin Sweeney  
Dorothy Tennant  
Karen Tharp  
Mark Thomas  
Diane Thompson  
Megan Toney-Bolger  
Richard & Elvera Trapp  
Josephine Vella  
Robert Verhey  
Beverly & Robert Waite  
Sharon Waters  
Jennifer Weil  
David Weiss  
Rose & Edmund Wertz  
Jerome & Carol Weurding  
Richard & Lynn (Lyke) Whiting  
Geraldine Wiktor  
Katherine Wolyniak  
Donald Wozniak  
Maureen Zormier

## **Lasting Legacy Brick Donors**

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

# ANNUAL APPEAL PARTNER

## Green for Life



For the last 3 years, our community partner Green For Life has matched the first \$ 5,000 in donations

## BUSINESS & ORGANIZATION PARTNERS

Sylvan Learning of Brighton  
South Lyon Community Coalition  
The Witch's Hat Brewing Company  
Friends of the Library  
Moose Ridge Golf Course  
Oakland County Parks  
VIBE Credit Union  
Willow Greenhouse  
Tuthill Farms  
Grand River Feeds  
South Lyon Cycle

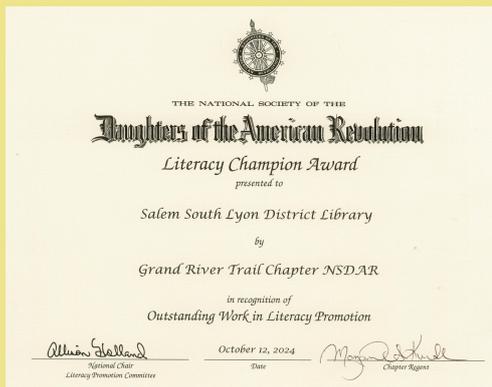
South Lyon High School National Honor Society  
First United Methodist Church's Church Has Left the Building  
Three Cedars



VIBE and Oakland Parks joined the library at our Summer Reading Kickoff.

# SALEM-SOUTH LYON DISTRICT LIBRARY

# PUBLIC SUPPORT



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,"

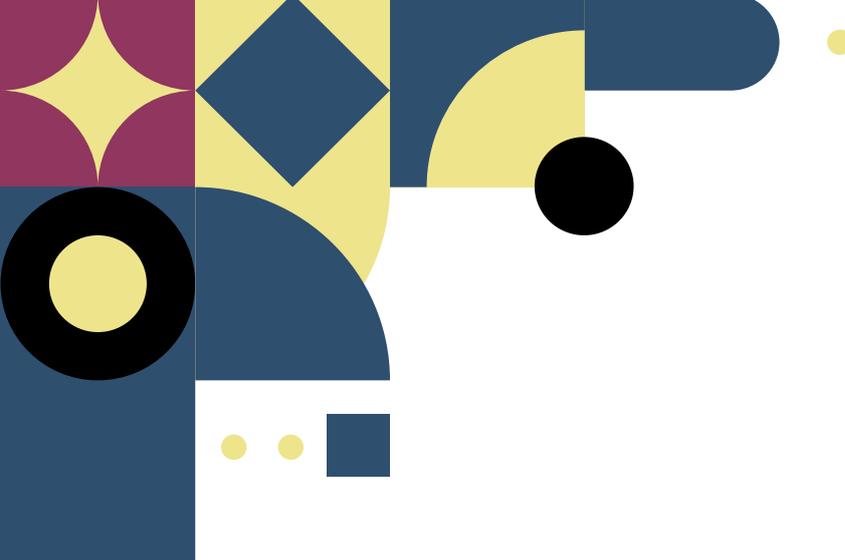


As part of an Eagle Scout project, local patron Braden Jose, from Scouting America Troop 4 designed and built six picnic tables for our younger patrons!

The Reading Buddies Program which was developed by our TAB member Mackenzie in collaboration with South Lyon High School National Honor Society. The program's focus on reading aloud supported literacy development in multiple ways: it helped younger readers build fluency, practice expression, and gain confidence in their own voices, while also making reading a shared, interactive experience. Reading aloud encourages conversation, connection, and enthusiasm for books—turning what might feel like a task into a moment of joy and accomplishment.

The NHS volunteers played a key role in creating this positive atmosphere. They showed great patience and encouragement, adapting when readers felt nervous by offering to take turns or model reading aloud themselves. This flexibility not only supported the children but also gave the NHS students valuable experience in leadership, mentoring, and communication.





**THANK YOU!**

 248-437-6431

 [feedback@ssldl.info](mailto:feedback@ssldl.info)

 [www.ssldl.info](http://www.ssldl.info)





## Salem-South Lyon District Library

### **FOR NOVEMBER 24, 2025, LIBRARY BOARD MEETING**

#### **Friends** – Melanie Herbert, Gardening Coordinator

The beautiful, warm fall weather we experienced last month kept the gardens looking great through October. Spring bulbs have been planted and some of the gardeners have begun putting their gardens to bed for the winter.

On Tuesday October 14th between 10:00 AM and noon, a vehicle mowed across the garden in the island between the entrance and exit off Pontiac Trail. The vehicle plowed into a boulder and planter dragging both into the entrance lane. The planter was destroyed and there was significant damage to all plants in the path of the car.

We brought on one “new” gardener this month; Jeanette Benson will be taking care of the garden surrounding the staff entrance. Get ready for a beautiful entrance! Even with the addition of Jeanette, we are still short one gardener. Recruitment will start again at the end of winter.

#### **Leadership Team** – Kevin Campbell, Kathy Hutchinson, Kathy Merucci

#### **Quarterly 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.

#### **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.

**October 1, 2025:**

Kyle Haning met with Kathy M., Kathy H., Tina M., and Paulina P. to discuss finishes for the refresh of the computer lab and the teen area. Kyle Haning will place orders by the end of the week, and this will determine the timeline once we receive shipment orders. Paulina P. sent in selections to Shaw Construction on carpet and millwork that they will be completing. Date coordination between Library Design and Shaw Construction for the project will be determined shortly.

**October 13, 2025:**

LDA update on lead times - currently estimating to begin installation of furniture, shelving, and books sometime mid-January 2026.

**October 15, 2025:**

Kathy M., Kathy H. and Paulina P. meet with Jaimie P. from Shaw Construction to discuss next steps and projected timelines for construction. Shaw will start in the computer lab. No confirmation on start date yet.

**Update for November 5, 2025:**

Kathy H., Kathy M., and Kevin C. met with Jaimie P. and Devin D. from Shaw Construction to discuss the timelines for construction and finalize the work that needs to be done. Shaw will start in the computer lab. The computer lab will not be available for at least two weeks during construction. We have laptops for in-Library use. Chromebooks are available for checkout. Our tentative start date is the first week of December.

On October 18, the Library leadership transitioned from Paulina Poplawska to the Leadership Team:

- The position for the next Director was posted internally and to the Library Network and Mich-Lib listservs. Applications are due on Tuesday, November 18 Close of Business.
- A posting was added to the website to sell the current generator. Non-sealed, minimum bids of \$9,500.00 were accepted through Nov 10, 2025. No bids were received by the deadline. We have received a bid after the deadline and provided it to the budget committee.
- The Leadership and Marketing Teams completed the Annual Report based on feedback and suggestions from the Board.
- The Youth, Teen and Adult Departments have completed program planning for January – May 2026. Last year, we completed an in-house program flier and did not send a mailer to individual homes for winter and spring programming. This year, we are sending a modified mailer to homes in our service area to promote Library programs.

- Annual Appeal Update: The Annual Appeal letters we mailed the second week of October. We have received \$4650 from our generous donors.

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



**The Ladies of Yarnia have been hard at work knitting hats for the needy**

### **Community awareness and involvement**

Karin's Community Cares group, the Ladies of Yarnia, have been hard at work knitting hats to keep the youngest members of our community warm this winter! They have partnered with Blessings in a Backpack and have set a group goal of knitting 300 hats for kids. Dovetailing nicely with our strategic goal to "Facilitate effective conversations with community partners that lead to greater library involvement," the group is on track to assist this community organization!

In addition to making hats for kids, the Ladies of Yarnia are knitting an additional 200 hats for the adults in our community, for a grand total of 500 hats this season!

### **Exceptional facilities**

In preparation for the Computer Lab renovation, Andrew has been making improvements to our DVD collection. He deaccessioned some of the items that weren't circulating to make room on the shelf for items that would better serve our patrons' needs. The reconfiguration of space in that corner of the Adult collection provides an opportunity to examine the existing collections and refresh materials where needed.

### **Provide innovative programs and services that engage new and current users and foster lifelong learners**

This month, Sarah offered a new kind of book club to complement our three-monthly book clubs: Paranormal Pages, Cliffhangers Mystery Book Club, and the Something Different Book

Club. Fireside Reads is a silent book club, providing adults and teens with a dedicated time to read in a cozy environment.

As a new program offering, Fireside Reads gives our patrons a chance to gather with other readers without the requirement of reading a prescribed book in advance. Sarah decorated the fireplace area with electric candles in votive holders and pumpkins, and provided a lovely spread of cheese, meat, crackers, and sweets.

Two of the attendees were mom friends who had been looking forward to this outing all week! They brought their latest reads and cozy blankets and curled up in the arm chairs near the fireplace. They told Sarah how much they appreciated having a chance to take a break from the hubbub of their daily lives, spend time with a friend, and curl up with a book.



**Kristy Robinett presenting "Vampires in History and Lore," plus our patron's spooky craft this month**

The week of Halloween, we welcomed Kristy Robinett for a well-attended talk on Vampires in History and Lore. Fifty patrons were in attendance for fascinating discussion. On a similarly spooky note, our crafters created skull tealight holders and sent in some atmospheric photos of their finished projects.

## **Library of Things**



One of our patrons, Kim, checked out our new leatherworking kit. She gave us a beautiful SSLDL keychain she made using tools from the kit!

<b>Date</b>	<b>Program</b>	<b>Patrons</b>
10/1/2025	Flavor Fiends Spice Club (Caraway Seeds)	61
10/2/2025	Community Cares	5
10/4/2025	South Lyon Writers' Group	6
10/6/2025	Paranormal Pages Book Club	10
10/7/2025	Needlework Group	8
10/13/2025	Cliffhanger's Mystery Book Club	17
10/16/2025	Community Cares	8
10/16/2025	Adult Craft Afternoon (Skull Votives)	20
10/16/2025	Adult Craft Evening (Skull Votives)	15
10/21/2025	Fireside Reads	8
10/22/2025	Wool Appliqué	8
10/27/2025	Vampires in History and Lore with Kristy Robinett	50
10/30/2025	Something Different Book Club	5
<b>TOTAL ATTENDEES</b>		<b>221</b>

<b>Services</b>	<b>Patrons Served</b>
Notary	28
Sewing For You	29
Meeting Rooms	4 reservations, 148 patrons
<b>TOTAL PATRONS SERVED</b>	<b>205</b>

<b>Adult Outreach</b>	<b>Patrons Served</b>
Outreach: Senior Rehab. Center	1

Outreach: Book Delivery	10
Center for Active Adults Tech Talk	3
Center for Active Adults Book Club	11
<b>TOTAL OUTREACH PATRONS</b>	<b>25</b>

Respectfully submitted, Cecile Bosshard

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

October began with one of the library's most anticipated annual traditions, *Howl-O-Ween Under the Full Moon*. This year's celebration drew an impressive 539 attendees, making it the library's largest event of the year and a true highlight of the fall season. (Last year we welcomed 406 people). Families enjoyed trick-or-treating along the Storywalk path, a costume scavenger hunt to "find the staff," fun games, two craft options, and a giant inflatable jack-o'-lantern that quickly became a favorite photo backdrop.

This event exemplifies the library's role as a vibrant community hub and a place where residents of all ages can gather in a spirit of connection and creativity. The weather was perfect this year, and the library grounds were filled with laughter and excitement from babies in strollers to pre-teens, parents, and grandparents. The sense of community pride was evident throughout the evening. Patron feedback captured this spirit beautifully: "The girls had an amazing time! Kudos to the library staff for organizing such a fun event!" From Tuthill Farm & Composting, who not only donated mulch for the event but assisted with garden preparations: "We love our library and are so thankful for the people that work there to make it a community gem!"

The event's success depends on collaboration across every library department and the enthusiastic participation of volunteers from local businesses and non-profits who return each year to hand out treats and assist with activities. The Teen Advisory Board also contributed significantly, helping with decorating, craft preparation, and event support. Events like Howl-O-Ween highlight how the library's mission extends beyond books. By offering an inclusive, family-centered event that welcomes everyone, the library continues to position itself as a cornerstone of community life.



## Howl-O-Ween Fun

The Halloween spirit didn't end with Howl-O-Ween, it carried through the entire month in the Youth Department. Festive decorations, themed book displays, and seasonal giveaways created a fun, immersive experience for children and families. Storytime attendees received Halloween-themed rubber ducks, while after-school visitors were delighted to choose from our treat bucket. Even our teens joined in the fun, hunting for pumpkin and skull-themed mystery buckets hidden among the shelves. These small gestures offer wonderful opportunities for spontaneous connections between staff and patrons and help us to build rapport with patrons.

Beyond Halloween, a new visual highlight this month was the debut of a storybook quilt display, a collection of handmade quilts donated by patron Ann Pylman. Each quilt is inspired by a classic children's book, and the accompanying book display allows patrons to

borrow the stories that inspired the designs. The exhibit will remain on display through the end of the year and quickly became a conversation starter for families. Patron feedback has been enthusiastic, with comments such as: "I love this so, so much. The details to make each quilt like the books' quilts were perfect." And "I loved trying to guess the book! This is such a cute idea." The quilts reflect the library's commitment to celebrating creativity and community contribution and encourage families to engage with books in new ways.



### **Storybook Quilts**

This month, we also had the chance to talk with three retired youth and school librarians who toured the library and praised the youth space as "fun and inviting." One noted she hadn't visited since the renovations and said the updates looked "just great." Their feedback reinforced how the library's physical environment, alongside our programs and displays, plays an important role in making people feel at home in the library.

Finally, we would like to highlight two programs from October - one for youth and the other for teens. Our youth book clubs continue to provide engaging opportunities for young readers to explore literature in a social and supportive setting. This fall, we expanded our offerings with the launch of Book Club Jr for grades 1–2, joining our already established programs Kids Book Buzz (grades 3–5) and Fantasy Realms Book Club (grades 5–8).

Book Club Junior's first meeting drew 12 enthusiastic participants, an outstanding start for a brand-new program. In each meeting, participants discuss the featured book and enjoy crafts, activities, or snacks inspired by the story. The addition of this new group allows younger children to begin building confidence in reading comprehension and discussion while forming positive associations with the library.



**Attendees at Book Club Jr.**

October's teen program, Macabre Flower Domes, offered an opportunity for creativity and relaxation in a casual, low-pressure environment. While attendance was small (typical given teens' busy schedules with school, sports, and extracurricular commitments), the program provided meaningful engagement between staff and the participants who attended. Teen programs are vital to maintaining a welcoming space for this age group within the library. Craft programs in particular encourage creative self-expression and offer a healthy outlet for stress and self-discovery. Beyond the craft itself, these sessions nurture emotional well-being by providing a sense of belonging and accomplishment. As one participant shared, "I really like the craft programs. It's fun to hang out and work on a project."

**October 2025**

<b>Youth Storytimes and Early Literacy</b>	<b>Program Date</b>	<b># of Attendees</b>
Family Storytime	10/1/2025	17
Independent Storytime	10/2/2025	5
Baby Storytime	10/3/2025	12
Family Storytime	10/6/2025	26
Movement Monday	10/6/2025	1
Family Storytime	10/7/2025	40
Family Storytime	10/8/2025	32
Independent Storytime	10/9/2025	6
Baby Storytime	10/10/2025	11
Family Storytime	10/13/2025	28
Family Storytime	10/14/2025	32
Family Storytime	10/15/2025	17
Independent Storytime	10/16/2025	5

Baby Storytime	10/17/2025	11
Family Storytime	10/27/2025	31
Family Storytime	10/28/2025	38
Movin' & Groovin	10/28/2025	16
Family Storytime	10/29/2025	42
Independent Storytime	10/30/2025	5
Baby Storytime	10/31/2025	32
<b>Youth, Tween and Teen Programming</b>		
Book Club Jr	10/7/2025	12
Howl-o-Ween	10/9/2025	539
Howl-o-Ween Scavenger Hunt	10/9/2025	63
Pokemon Escape Room	10/20/2025	8
Kids Book Buzz	10/22/2025	5
Fantasy Realms Book Club	10/29/2025	4
Macabre Flower Domes	10/28/2025	2
<b>GRAND TOTAL ALL ATTENDEES</b>		<b>1040</b>
Scavenger Hunt		200
TAB Volunteer Hours		8

*Respectfully submitted by Tina McIntosh and Sarah Scherdt*

## **II – Kevin Campbell**

The tech department has been working through a lot of the challenges with windows 11. We have had more issues reported and have to find a solution to a problem that was not an issue with previous versions of windows. Along with the issues with the individual computers, the changes have also impacted our imaging server requiring us to troubleshoot the deployment issues to evaluate whether or not the issues that we are seeing are a symptom of the deployment issues that we are experiencing or unrelated issues.

Going along with the theme of windows 11 challenges, we have seen an increase in tech questions from the community regarding the changes to windows 11 on their personal devices. Some of the most prominent questions are centered around the cost of upgrading (if you have an existing version of windows, Then the upgrade is included), How to upgrade (Through the settings under updates), and what are the risks associated with not upgrading (Increased risk to future cyber-attacks). Overall, the differences in windows 11 from windows 10 have led to an increase in questions, and we have been able to help.

**Circulation**- Ashley Fisher, Candy Mahoney

October may be the season of scares, but, a patron spoke to me regarding how impressed she was with the garden and how welcoming and cheerful our library is: She loved hearing kids' laughter from the youth area and appreciated "all the life" inside as well as the beauty outside. We strive to be a warm and inviting community hub! **4508** patrons came through our door this month.

Holds for our patrons from our books: **693**

Holds for our patrons from other libraries: **2105**

Holds for other libraries from our books: **1264**

We had **3** locker pickups and **36** patrons utilized the drive-up window.

Drop box returns:

Centennial Farms: **67**

Colonial Acres: **228**

MelCat Items Brought In: 86

MelCat Items Sent Out: 153

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

Our annual Howl-O-Ween program brought 7 of our community partners to our trick-or-treat trail. Participants from Lyon Counseling, Salem Fire Department, South Lyon Fine Arts Society, Kouba Dermatology, the Friends of the Library, Furry Friends and Little Threads Resale Shop participated by handing out candy and give-aways to our patrons. We also had a can donation drive for Furry Friends Rescue, coffee truck from Travelin' Tom's, Grand River Feeds donated hay and Tuthill Farms donated mulch for our Storywalk Path.



Fall is always a great opportunity for interesting photos in and around the building. This provides great patron interaction both on our social media and in-person. Our monthly book challenge for October was to read a book that “Might make you keep the lights on”. We were able to utilize the neighboring cornfield for a great photo backdrop!



We caught our garden volunteer Karen and her husband Dennis putting up a new scarecrow in the front of the building, posted a flashback photo from Pumpkinfest 2015, and were able to show our patrons Norbert’s Halloween costume for this year!



### **Processing** - Molly Mahoney

This has been a fairly routine month on our end. We are continuing to help the librarians weed older noncirculating books to make room for new items, and we are still working on the overhauled visual guide for material processing.

We are adapting well to the switchover from Windows 10 to Windows 11. Almost all our programs are now working as before, and the remainder are having the bugs ironed out. Much thanks to Kevin and Andrew R. for their work in making the process as painless as possible!

Our statistics for October:

- 646 new items were processed
- 273 repairs were made to existing materials
- 1,722 items were withdrawn to make room for new materials
- In total, 2,641 items were handled by our department

## **Facilities** – Norm Pratt

During November, our efforts focused on the generator, fall cleanup, routine maintenance, and support issues. Some of these efforts are highlighted below:

**Mike Schram (new hire)** – One of the major goals this month was to introduce Mike to our maintenance program and routine maintenance issues. It was nice to see that he is comfortable enough with the position, staff, and potential issues. We only work together one day a week, and we are each working independently the other days.

**HVAC-** This past month, the air handlers were leaking pressure, and we were able to replace the leaking pressure relief fitting. Now with the changing outside air temperatures we are learning more the how these units work. The temperatures are set and we have changed the modes of the different heat pump configurations.

Lastly, we are still waiting for a quote from Trane to replace the boiler burners.



**Generator** – The generator has been built but we don't have a delivery date. We are also waiting for the Consumers Energy to install the gas line and AF Smith to rewiring the chiller's electrical lines.

After receiving a quote from Bass to connect the generator to the Bass building management system, we have come up with a second option: to install a Cummins discontinued cloud-based monitoring system which is proprietary. We will review the pros and cons of each system and then decide which approach will be taken. At this point it will not be possible to install either option at the same time the new generator is installed

**Fall Cleanup and Christmas Lighting** – The single largest project that we worked on this month was the fall cleanup and installing the lights for Tuba Christmas and around the Story Time Path.

**New Art Hanging System** - This past month a new art hanging system was installed in Meeting Room 1.

**General** - During the past month the major general stuff carried out included, maintaining the art on the walls, installing dedication pavers, obtaining free set of rolling stairs, trimming grounds, cleaning vents and repairing sliding doors, toilets, lights, batteries, furniture and toys.

## Overheard in the Library

\*Halloween Crew! has been recognized for the R-Best value of Teamwork. Here's what they did:

Thank you so, so much to everyone that helped set up or worked the Halloween program on Thursday. It's one of our biggest events of the year, and we could not do it without all of your help. We really appreciate it!

Submitted By: Kathy Merucci

\*Cecile has been recognized for the R-Best value of Outstanding Service. Here's what they did:

A patron was in today who had called last week asking about a large print book, but could only say the general area it was on the shelf, and had no title or author information. Cecile was able to find the book she was talking about and put it on hold for her. Today that patron came in to thank her personally and let her know she is on the 2nd book of the series! Such a rockstar

Submitted By: Tracy Robinson

\*Norm, Mike, and Luke has been recognized for the R-Best value of Outstanding Service. Here's what they did:

AWESOME PEOPLE ALERT!

Norm and Mike have been amazing getting the Veterans' Wall ready for display. Mega super thanks for all of your efforts prepping the meeting room! The gallery system looks great, and will give us so many display options in the future.

Luke digitized the entire collection, ensuring we have a backup if anything ever happens to any of the photos. He also put in a lot of work arranging and displaying the collection!

You three rock!!!

Submitted By: Cecile Bosshard



Date: November 4, 2025  
To: Salem-South Lyon District Library Attn: Norman Pratt  
From: Building Automated Systems & Services (BASS) Estimator: Dan Krist  
Project: **Salem-South Lyon District Library**  
**9800 Pontiac Trail, South Lyon, MI 48178**  
Re: **Emergency Backup Electrical Generator Integration**

### Background:

A new emergency backup electrical generator will be provided and installed by others. The generator will be equipped with a manufacturer-provided and set up BACnet MSTP integration card.

BASS shall integrate the generator with the existing Building Management System (BMS) via BACnet MSTP integration.

We will also provide and install a new Uninterruptable Power Supply (UPS) for the existing BMS front-end controller to ensure seamless operation in the event of electrical utility power failure.

### Summary of Controls Work:

- Integrate manufacturer-provided BACnet controls for **one (1) emergency electrical GENERATOR [GEN-1]**, to include:
  - Extend nearest BACnet MSTP communications trunk from furnaces F-1/F-2 BACnet controller
    - **NOTE: Utilize Generator installing electrical contractor provided 2" PVC BMS-dedicated underground conduit to mechanical room housing F-1/F-2**
    - Provide and install two (2) EIA/RS-485 lightning arresters for in/out communications cable inside building
  - Integrate generator status points with existing BMS, points for monitoring and diagnostics only
  - **NOTE: No scope/cost included for load-shedding logic**
- Provide and install **one (1) Uninterruptable Power Supply (UPS)** for existing BMS front-end controller, to include:
  - Provide and install one (1) UPS with enclosure
  - Extend power to existing front-end controller controls enclosure
- Integrate BACnet points provided in this project with existing BMS front-end controller
- Provide required engineering, drawings, programming, commissioning, and update graphical user interface

6260 18 1/2 Mile Road, Sterling Heights, MI 48314 Office: 586.731.0793

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- On site work to occur Monday-Friday, 7:00AM – 3:30PM
- Twelve (12) month materials and workmanship limited warranty

**Controls Price: \$ 6,856.00**

**Proposal Conditions:**

Price is valid for 30-days from date of proposal or subject to change prior to order fulfillment due to tariffs or supplier cost adjustments, whichever may occur first.

If payment is to be by credit card, please add 3% to total price

Please be advised, supply chain procurement lead-times are fluctuating extensively. Estimated delivery dates will be provided upon order entry.

**Price excludes the following:**

Provision of required local Ethernet ports (existing)

Premium or overtime labor

Any work other than specifically indicated above

We appreciate the opportunity to provide this proposal and look forward to performing the work for you. To that end, please do not hesitate to get in touch if you have any questions, concerns or if we can be of further service at this time. We shall look forward to hearing from you.

Respectfully Submitted,

Dan Krist, P.E. – dan.krist@basscontrols.com

Senior Estimator

Quote #9633

Accepted By: \_\_\_\_\_ PO# \_\_\_\_\_ Date: \_\_\_\_\_

## REQUEST FOR PAYMENT

From: A. F. SMITH ELECTRIC INC.  
 P.O. BOX 981241  
 YPSILANTI, MI 48198

To: Salem-South Lyon District Libr  
 9800 Pontiac Trail  
 South Lyon, MI 48178

Invoice: 25016002  
 Draw: 25016000002  
 Invoice date: 11/14/2025  
 Period ending date: 11/12/2025

Contract For:

**Request for payment :**

Original contract amount	\$80,500.00	
Approved changes	\$0.00	
Revised contract amount		\$80,500.00
Contract completed to date		\$33,200.00
Add-ons to date	\$0.00	
Taxes to date	\$0.00	
Less retainage	\$0.00	
Total completed less retainage		\$33,200.00
Less previous requests	\$24,400.00	
Current request for payment		\$8,800.00
Current billing		\$8,800.00
Current additional charges	\$0.00	
Current tax	\$0.00	
Less current retainage	\$0.00	
Current amount due		\$8,800.00
Remaining contract to bill	\$47,300.00	

Project: 25016-0  
 Salem South Lvon Dist. Librarv

Contract date:

Architect:

Scope: Salem South-Lyon District Library  
 98000 Pontiac Trail  
 South Lyon, MI 48187

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Changes approved in previous months by Owner		
Total approved this Month		
<b>TOTALS</b>		
<b>NET CHANGES by Change Order</b>		

I hereby certify that the work performed and the materials supplied to date , as shown on the above represent the actual value of the accomplishment under the terms of the Contract (and all authorized changes thereof ) between the undersigned and the Salem -South Lyon District Libr relating to the above referenced project . I also certify that the contractor has paid all amounts previously billed and paid by the owner .

CONTRACTOR: A. F. SMITH ELECTRIC INC.

State Of Michigan

County Of Washtenaw

By: Brian D. Koepp  
 Brian D. Koepp, President

Subscribed and sworn to before me this 14th day of November, 2025

Date: November 14, 2025

Notary Public Sandy Sipola  
 My commission expires: November 13, 2029

SANDY SIPOLA  
 NOTARY PUBLIC - STATE OF MICHIGAN  
 COUNTY OF WAYNE  
 My Commission Expires Nov. 13, 2029  
 Acting in the County of Washtenaw

## REQUEST FOR PAYMENT DETAIL

Project: 25016-0 / Salem South Lyon Dist. Library

Invoice: 25016002

Draw: 25016000002

Period Ending Date: 11/12/2025 Detail Page 2 of 2 Pages

Item ID	Description	Total Contract Amount	Previously Completed Work	Work Completed This Period	Presently Stored Materials	Completed And Stored To Date	% Comp	Balance To Finish	Retainage Balance
1-00	General Conditions	4,000.00	1,600.00	800.00		2,400.00	60.00	1,600.00	
2-00	Removal of existing Generator	4,000.00						4,000.00	
3-00	Install Generator (Mat)	24,500.00	4,200.00			4,200.00	17.14	20,300.00	
4-00	Install Generator (Lbr)	7,800.00						7,800.00	
5-00	Demo for Bryant AC (Lbr)	700.00	700.00			700.00	100.00		
6-00	Install Bryant AC (Mat)	1,200.00	1,200.00			1,200.00	100.00		
7-00	Install Bryant AC (Lbr)	3,600.00	3,600.00			3,600.00	100.00		
8-00	Demo York Wire (Lbr)	900.00	900.00			900.00	100.00		
9-00	Install York Chiller (Mat)	4,500.00	4,500.00			4,500.00	100.00		
10-00	Install York Chiller (Lbr)	7,700.00	7,700.00			7,700.00	100.00		
11-00	Grounding (Mat)	300.00						300.00	
12-00	Grounding (Lbr)	1,300.00						1,300.00	
13-00	Rental Equipment	4,000.00						4,000.00	
14-00	Subcontractor	5,000.00		4,500.00		4,500.00	90.00	500.00	
15-00	Owned Equipment	2,000.00						2,000.00	
16-00	Demo	7,000.00		3,500.00		3,500.00	50.00	3,500.00	
17-00	Closeouts	2,000.00						2,000.00	

Totals	80,500.00	24,400.00	8,800.00		33,200.00	41.24	47,300.00	
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# GENERATOR FOR SALE

The Salem-South Lyon District Library is offering for sale the current working 100kw generator that is being replaced with a larger 200kw generator.

Non-sealed, minimum bids of \$9,500.00 will be accepted through Nov 10, 2025. Please complete the information below to be considered.

It is anticipated that the new generator will be arriving in late 2025 at which time the 100kw generator will be transferred to the new owner. **Please note: the generator will not be available until after the new generator is installed. The date of delivery for the new generator is unknown at this time.** The buyer will be notified three business days prior to the removal of the current generator. The buyer will need to be available at the time of removal with a truck or trailer to move the generator from Library property.

## DESCRIPTION OF ITEM FOR SALE:

100kW CUMMINS, NATURAL GAS, GENERATOR, ONAN: GEN SET 208 VOLTS, 3 PHASE, 60 HZ.

MODEL: GGHH-5702115

SERIAL: I100153902, SPEC "K".

PROD HOURS: 855.7 at last read.

Generator unit includes two service breakers, one of each: 400A and 125A.

Battery Charger unit: FC-12-6-2011U, SN: 292625.

THE GENERATOR CAN BE INSPECTED DURING THE POSTED BUSINESS HOURS OF THE LIBRARY. PLEASE CALL AHEAD TO MAKE AN APPOINTMENT. THE LIBRARY PHONE NUMBER IS 248-437-6431. ASK FOR DAN SIIVOLA OR NORM PRATT.

SEND BID WITH CONTACT INFORMATION TO: Salem-South Lyon District Library, 9800 Pontiac Trail, South Lyon, MI 48178. Please mark envelope with "GENERATOR BID". Bid may be dropped off at the above address as well.

THE SSLDL RESERVES THE RIGHT TO CANCEL OR MODIFY THIS NOTICE OF SALE.

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## 100kw Generator Bid Information

Business Name:

Durr Indoor Storage LLC

Contact Name:

LARRY SANT

Phone Number:

240 320 1780

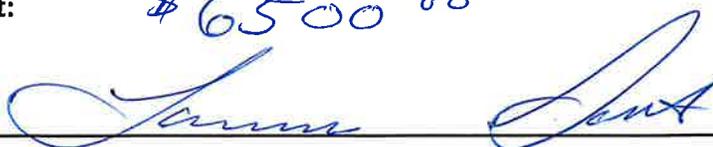
Address:

40500 PLYMOUTH RD  
PLYMOUTH TWP MI

Bid Amount:

\$6500.00

Signature:



## Policy 208 Grievance & Appeals

Reviewed: 11/13/2025

Revised: 2/19/2025

Approved: 2/24/2025

A grievance is defined as any feeling of dissatisfaction or injustice in connection with one's employment situation that is brought to the attention of a supervisor. If an employee disagrees with the interpretation of established rules of conduct, policies, procedures, or practices, the employee can express this concern through the problem resolution procedure outlined herein. No employee will be penalized, formally or informally, for voicing a complaint in a reasonable, businesslike manner, or for using the problem resolution procedure.

Employees are required to go through the following steps when pursuing the resolution of a grievance.

1. Try to settle the matter by discussion with the immediate supervisor. In most cases a solution is found in this first step.
  - A. The discussion must take place within two weeks from the time of the grievance.
  - B. Discussion must be documented in writing by the supervisor taking the grievance. The employee will have the opportunity to review the documentation. The documentation will be signed by both parties.
2. If the employee is not satisfied with the results of the discussion, the employee can explain in writing what the problem is. This must be done within seven days of the discussion and given to the immediate supervisor.
  - A. The immediate supervisor will discuss the problem with the next level of supervision. A time will be set to discuss the grievance with the employee, to find facts, to determine what policy was violated and what remedy is being sought.
  - B. All written records will be kept to show that the grievance has been investigated.
  - C. The decision will be put in writing with a copy given to all involved in the grievance within seven calendar days.
3. If a satisfactory settlement is not reached, the employee shall submit the grievance in writing to the director within seven calendar days.
  - A. The director will review the grievance with the employee and the supervisor(s) in a meeting.
  - B. The director will investigate the grievance and contact an attorney if necessary.
  - C. The director will respond in writing within 10 days; however, a longer period of time may be necessary for resolution.
  - D. The director will follow up to take whatever action is necessary-
4. If a satisfactory settlement is not reached, the director and/or the employee shall submit the grievance in writing to the board within seven calendar days.
  - A. The Board of Trustees will review the grievance at the next scheduled board meeting. The Board of Trustees may call a special meeting to address the problem.
  - B. The Board of Trustees shall respond in writing within 10 days of the board meeting.
5. Copies of all grievances and responses will be placed in the employee's personnel file.

## Policy 213: Earned Sick Time (EST)

Review: 4/21/2025

Revised: 11/25/2024

Approved: 11/25/2024

This policy becomes effective 1/1/2025.

1. Every employee earns 1 hour of earned sick time (EST) for every 30 hours worked. Hours worked do not include Vacation, Earned Sick Time, Holidays, any paid time off or other library closures.

2. Employees can use the EST hours as soon as they are earned.

3. Acceptable use of EST hours is defined in the Earned Sick Time Act MCL 408.964 Sec. 4 (1). Employees are NOT required to disclose the reason for the use of their EST hours, but they must state they are using their EST hours.

4. If using more than 3 days of EST consecutively, the employee ~~is~~ may be required to provide reasonable documentation per (MCL 408.964 Sec. 4. (4)). Any cost required with acquiring the required documentation will be the responsibility of the library.

5. There is no limit on the EST hours that can be accrued, however employees may only use a maximum of 520 EST hours per year.

6. Upon separation from employment the maximum payout is 80 EST hours. If two weeks' notice is not provided, the employee forfeits any payout of their EST hours.

7. Only on 1/1/2025 (2025 is bridge year going between how hours have been awarded in the past to how they will be earned going forward according to state law) employees hired on or before 1/1/2024 will receive the following amount of EST hours:

Salaried employees – 56 EST hours  
Hourly employees (20-39 hours/week) - 12 EST hours  
Hourly employees (<20 hours/week) - 0 EST hours

8. Only on 1/1/2025 (2025 is bridge year going between how hours have been awarded in the past to how they will be earned going forward according to state law) employees hired between 1/2/2024 and 12/31/2024 will receive the following amount of EST hours prorated based on their date of hire:

Salaried employees – 56 EST hours prorated

Hourly employees (20-39 hours/week) - 12 EST hours prorated

Hourly employees (<20 hours/week) - 0 EST hours

9. To the extent possible, EST is to be entered in advance via online Time off tracker.

10. Vacation hours (refer to Policy 217) and Earned Sick Time (EST) will be tracked separately.

**Cross Reference: Policies 217**

Policy 217: Vacation Time

Reviewed: 4/21/2025

Revised: 11/25/2024

Approved: 11/25/2024

This policy become effective 1/1/2025.

1. Employees employed for the entire previous year will receive the following amount of Vacation hours on every January 1:

Salaried employees:

1 year – 64 Vacation hours

2-4 years – 104 Vacation hours

5+ years – 144 Vacation hours

Hourly employees (20-39 hours/week): 12 Vacation hours

2. Employees NOT employed for the entire previous year will receive the following amount of Vacation hours prorated based on their date of hire on January 1: Salaried employees: 32 Vacation hours prorated Hourly employees (20-39 hours/week): 12 Vacation hours prorated

3. Hourly employees (20-39 hours/week), as defined in Policy 203, will be allowed to carry over Vacation hours in the first year of employment.

4. Salaried employees, as defined in Policy 203, will be eligible to accrue vacation hours based on the schedule in the procedure manual. No Vacation hours will accrue beyond the maximum accrual amount.

5. To the extent possible, Vacation is to be requested via online Time off tracker and approved by the supervisor in advance. Failure to do so may be considered a violation of Policy 207 (Employee Conduct) and treated accordingly.

6. Approval of Vacation time off is at the discretion of the immediate supervisor, assistant director and/or director.

7. Upon separation from employment, ~~a maximum of 80 hours~~ time off will be paid out to salaried and hourly employees (20-39 hours/week) based on the schedule in the procedures manual. If two weeks' notice is not provided, the employee forfeits the payout of any Vacation time. [Admin staff are required to provide one-months' notice or the employee forfeits the payout of any Vacation time.](#)

8. Vacation hours and Earned Sick Time (EST) (refer to Policy 213) will be tracked separately.

**Cross Reference: Policies 203; 207; 213**

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

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

**Our Vision: Imagine the Possibilities!**

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

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