



**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, JANUARY 5, 2026, AT 7:00 PM  
OLSON MEETING ROOM**

- A. Call meeting to order and verify quorum (26-01)
- B. Approval of agenda (26-02V)
- C. Introduction of guests (26-03)
- D. Approval of past minutes:
  - 1. Regular Board Meeting on November 24, 2025 (26-04V)
  - 2. Special Board Meeting on December 16, 2025 (26-05V)
- E. Public Comment (26-06)
- F. Friends of the Library Report (26-07)
- G. Financial Report
  - 1. Acceptance of the November 2025 Financial Report (26-08V)
- H. Approval for Payroll Report November 2025 (26-09V)
- I. Approval for Board Review of Bills and credit card purchases for November 2025 (26-10V)
- J. Leadership Team Report
  - 1. Updated Mentor Program (26-11)
- K. Staff Reports (26-12)
- L. Old Business (26-13)

M. New Business (26-14)

N. Correspondence and communications (26-15)

O. Committee Reports

1. Advocacy Marketing (26-16)

2. Facilities

a. Generator Updates

1. AF Smith Invoice #250160003 (26-17V)

b. Teen/Computer Lab Project Update

1. Invoice #25-253-01 from LDA (26-18V)

2. Invoice #25-253-02 from LDA (26-19V)

3. Budget (26-20)

4. Policy Committee (26-21)

5. Professional Development (26-22)

6. Director Search Committee

a. Updates and potential interview dates (26-23)

P. Board Comments (26-24)

Q. Adjournment (26-25)

#### **UPCOMING MEETINGS**

**BOARD MEETING: MONDAY, JANUARY 26, 2026, AT 7:00 PM**

**BUDGET COMMITTEE: MONDAY, January 19, 2026, AT 3:00 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, MERUCCI, BRUSSTAR

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, SIMS, CAMPBELL, MERUCCI, WEBER, PERUSKI, SIIVOLA, HUTCHINSON, BRUSSTAR

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, PETRICCA, HUTCHINSON, MERUCCI, BRUSSTAR

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, November 24, 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 (25-271)**

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

J. Kasier – Friends Representative

K. Campbell - Recording Secretary

**B. Approval of agenda (25-272V)**

Motion to accept the agenda amended to add annual report under old business was made by L. Hamilton seconded by R. Sims

Yes: 7;

No: 0.

Motion Carried.

**C. Introduction of guests (25-273)**

Guests were introduced by K. Hutchinson

**D. Approval of past minutes of the Regular Board Meeting on October 27, 2025 (25-274V)**

Motion to approve the past minutes from October 27, 2025, was made by L. Hamilton; seconded by D. Siivola.

Yes: 7;

No: 0.

Motion Carried.

**E. Public Comment (25-275)**

There were no public comments

## **F. Friends of the Library Report**

### 1. 2026 Friends Meeting Dates (25-276)

Submitted and filed by Friends.

### Board attendance of Friends Meetings

01/08/26 P. Peruski

03/12/26 R. Sims

05/14/26 D. Siivola

07/09/26 E. Petricca

09/10/26 H. Maguire

11/12/26 D. Stacer

## **G. Financial Report**

### 1. Acceptance of the June 2025 finalized Financial Report (25-277V)

Motion to accept the June 2025 finalized report moved by L. Hamilton  
Seconded by D. Siivola

Yes: 7;

No: 0.

Motion Carried.

### 2. Acceptance of the October 2025 Financial Report (25-278V)

Motion to accept the October 2025 financial report moved by L. Hamilton  
Seconded by E. Petricca

Yes: 7;

No: 0.

Motion Carried.

## **H. Approval for Payroll Report October 2025 (25-279V)**

Motion to approve the October 2025 payroll report was made by L. Hamilton; seconded by R. Sims.

Yes: 7;

No: 0.

Motion Carried.

#### **I. Approval for Board Review of Bills and credit card purchases for October 2025 (25-280V)**

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

Yes: 7;

No: 0.

Motion Carried.

#### **J. Leadership Team Report**

1. Updates to Annual Report (25-281)

Submitted and filed by the leadership team

#### **K. Staff Reports (25-282)**

Submitted for board review and filed

#### **L. Old Business (25-283)**

1. Annual Report – this was discussed under the Leadership Team Report

#### **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)

Submitted and filed by committee

b. Review generator Invoice#2 (25-288V)

Motion to pay the bill of \$8,800 by D. Siivola

Supported by L. Hamilton

7: Yes

0: No

Motion Carried.

Motion to preapprove the payment of not to exceed 52,300 dollars by L. Hamilton  
Motion withdrawn by L. Hamilton

c. Review Generator Bid (25-289V)

Motion to accept the sale of the generator from per section 9 of policy 808 L. Hamilton  
Seconded by E. Petricca

Yes: 6;

No: 0

Motion

D. Siivola abstained from the vote.

3. Budget (25-290)

4. Policy Committee

a. Reviewed Procedure Manual and Policies 208, 213, 217

1. Policies reviewed with no changes: 208 (25-291)

2. Policies reviewed with changes: 213, 217 (25-292V)

Motion to approve the changes with amendments to policy 213 to keep  
the original wording and remove the legal definition by L. Hamilton,  
Seconded by P. Peruski

7: Yes

0: No

Motion Carried.

5. Professional Development

a. Potential work session date March 2, 2026 (25-293)

The Board Would like to have a discussion with the new director regarding long  
range planning.

6. Director Search Committee (25-294)

**P. Board Comments (25-295)**

There were board comments.

**R. Adjournment (25-296)**

Meeting adjourned at 8:28 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 November 24, 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

Policy 808: Fixed Assets Capitalizations

Reviewed: 8/14/2025

Revised: 5/20/2024

Approved: 5/20/2024

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

**I. Definitions and Provisions**

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

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

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

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

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

**II. Land**

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

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

### **III. Furniture and Equipment**

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

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

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

### **IV. Buildings**

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

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

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

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

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

### **V. Improvements Other Than Buildings**

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

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

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

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

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

### **VI. Recording and Accounting**

The cost of property, plant, and equipment includes all expenditures necessary to put the asset into position and ready for use. For purposes of recording fixed assets of the Library, the valuation of assets

shall be based on historical cost or, where the historical cost is indeterminable, by estimation for those assets in existence.

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

#### **VI. Safeguarding of Assets**

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

#### **VIII. Salvage Value**

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

#### **IX. Disposal of outdated Equipment**

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

**To:** Dennis Robak <[dennis.robak@cummins.com](mailto:dennis.robak@cummins.com)>

**Subject:** Re: Generator Salem/ South Lyon Library

**EXTERNAL SENDER:** This email originated outside of Cummins. Do not click links or open attachments unless you verify the sender and know the content is safe.

Hello Dennis

Here is another question about the new generator that Cummins is providing the Salem South District Library. Project: Salem-South Lyon Twp Library "Sourcewell - 245836".

In reviewing the documentation for the generator, it is being supplied with a 2.3 Control system. And from the documation I found this controller this controller is not Bacnet compatible.

Can you confirm this accurate.

We currently have a Bass Building Management System. If it is financially feasible, we would like to connect the generator to the Bass system only to

- Allow us to see if the generator is running
- If the generator is in fault
- And perhaps what is the power that the generator is providing .

We are unaware of potential options to obtain this information remotely. Currently we have to monitor this information at the generator.

Thanks,  
Norman Pratt

---

**From:** Dennis Robak <[dennis.robak@cummins.com](mailto:dennis.robak@cummins.com)>

**Sent:** Friday, September 5, 2025 1:13 PM

**To:** Norman Pratt <[npratt@ssldl.info](mailto:npratt@ssldl.info)>

**Subject:** RE: Generator Salem/ South Lyon Library

Norman,

Unfortunately, Cummins doesn't have a buyback program or dabble in the used market.

I would estimate the unit in the \$5-7K range. Does the Township have a need or site they list used equipment?

Sorry I couldn't be more useful.

Regards,

Dennis Robak  
Cummins Sales & Service  
54250 Grand River  
New Hudson, MI 48165

248-207-2876 Mobile  
[Mb596@cummins.com](mailto:Mb596@cummins.com)

CONFIDENTIALITY NOTICE: This email, including any attachments, is for the exclusive and confidential use of the intended recipient(s). If you are not the intended recipient, please do not read, distribute or take action in reliance upon this message. If you have received this message in error, please notify the sender immediately by return email and promptly delete this message and it's attachments from your computer system.

---

**From:** Norman Pratt <[npratt@ssldl.info](mailto:npratt@ssldl.info)>  
**Sent:** Friday, September 5, 2025 7:35 AM  
**To:** Dennis Robak <[dennis.robak@cummins.com](mailto:dennis.robak@cummins.com)>  
**Subject:** Generator Salem/ South Lyon Library

**EXTERNAL SENDER:** This email originated outside of Cummins. Do not click links or open attachments unless you verify the sender and know the content is safe.

Hello Dennis

I was asked to see if Cummins is willing to buy our current used generator. If so, how do we go about selling it back to you and can you provide us with an estimated value?

Thanks  
Norman Pratt  
Facilities Manager  
SSLDL  
248-219-4466  
[Npratt@ssldl.info](mailto:Npratt@ssldl.info)

**SALEM-SOUTH LYON DISTRICT LIBRARY BOARD OF TRUSTEES**  
**Draft Minutes of Special Board Meeting**  
**Tuesday, December 16, 2025**

President: Denise Stacer

Vice President: Linda Hamilton

Treasurer: Daniel Siivola

Secretary: Hattie Maguire

At Large: Pat Peruski Excused; Russell Sims Excused; Erin Petricca Excused

Assistant Director: Kathleen Hutchinson

Head of Information Services: Kathy Merucci

Head of IT: Kevin Campbell

Recording Secretary: Kevin Campbell

Brian Kempf, Jeff Sykes From AF Smith

P. Peruski joined meeting at 3:32

H. Maguire exited at 3:32

A. Call meeting to order and verify quorum (25-297)

Meeting called to order at 3:30PM

B. Approval of agenda (25-298V)

Motion to accept the agenda made by

Yes: 4;

No: 0.

Motion Carried.

C. Introduction of guests (25-299)

Guests were introduced by each member

D. Public Comment (25-300)

There was no public comment

E. Generator Update and Expenses (25-301V)

Motion to accept the new proposal for additional by L. Hamilton Seconded by D. Siivola

Yes: 4;

No: 0.

Motion Carried.

F. Board Comments (25-302)

There were board comments

L. Hamilton thanked the AF Smith staff for their attendance of the meeting.

G. Adjournment (25-303)

Meeting adjourned at 3:50 PM

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 November 24, 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

## November 2025 Budget Highlights – Financial Report

### Income:

#### Account 400 Property Taxes Operating: \$101,293.89

South Lyon 1995 Operating of \$3,949.60, South Lyon 2014 Operating of \$1,752.14

Salem Township 1995 Operating of \$66,216.56, Salem Township 2014 Operating of \$29,375.59

#### Account 400.3 Service Contract: 0.0

#### Account 400.4 PPT: \$9,857.89

#### Account 409 Fines & Fees \$294.65

- Penal Fines: \$0.0
- Fines \$294.65
- Non-resident fee: \$00.00

#### Acct. 440 Gifts & Grants \$4,797.12

- True Gift: \$21.08
- Friends Gift Income: \$0.0
- Friends Books Donation Income: \$889.84
- Library Collection Gifts: \$0.00
- Annual Appeal: \$3886.20
- Gifts (In Memoriam): \$0.00
- Grants: \$0.00

#### Account 440.3 Miscellaneous Income: \$1,492.96

(Of note: Lost Materials: \$151.76, Computer Prints: \$1,244.51, Faxes: \$75.00, Rebates: \$0.0, T-shirt/games sales: \$35.00)

#### Account 447 Sale of Equipment: \$6500.00

#### Account 450 Interest: \$10,976.61

- Michigan Class \$1,927.18
- Comerica: \$44.06 (estimated)
- Huntington: \$9,005.37

#### Total Income: \$135,213.12

### Expenses:

#### Account 500 - Personnel Total: \$81,516.53 (Two pays)

- \$ 70,044.43 Acct. 500.2 Salaries
- \$ 3,669.34 Acct. 505.2 Deferred Compensation Plan
- \$ 2,593.25 Acct. 502.3 Group Health Plan
- \$ 5,209.51 Acct. 545 FICA
- \$ 0.00 Acct.570 Dues & workshops

**Account 505 - Library Materials & Supplies: \$33,440.47** Acct. 505.12 Library materials (Teen & Youth: \$1893.57, Adult: \$3,131.63, Processing: \$322.22, Electronic: \$7,082.54 includes OverDrive,Hoopla,Kanopy,Cloud), Downloadable: \$3,047.00 Scholastic –BookFlix & Teachables  
Acct. 508 Computer supplies & maintenance; \$1,072.64  
Acct. 527.5 Cooperative Fee Shared System Costs \$11,797.66  
Acct. 527.9 Annual Delivery \$3495.00  
\$ 1,598.21 for Acct. 531 Programming (Adult \$1199.41/Youth \$398.80)

**Account 536 & 600 Total - Facilities & Equipment: \$28,765.49**

**Account 536 Facilities:**

- \$ 3,814.37 Acct. 515 Utilities (DTE \$3,178.47 and Consumers \$635.90)
- \$ 3,536.95 Acct. 536.12 Maintenance & Repairs of note: custodial: \$319.08, routine repairs of \$511.91 (which includes: gallery art wall, batteries, hex key set, tarp, calcium chloride) , water softeners, septic, sprinklers: \$166.96, HVAC service of \$2539.00

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

- 600.1 Computer \$206.98 (monitor)
- 600.4 Other Tech. Equip. \$945.51 (2-blu-ray players,2-Samsung 990 EVO components for catalog machines
- 600.5 Licensing & Support: \$1683.18 (Teklynx/software for labelmaker/NameCheap)
- 605.9 Capital Equipment (carry forward of funds from PY): \$8800.00
- 605.3 Capital Expenditure: \$0.0
- 605.95 Bond Interest: \$9,778.50
- 605.96 Bond Principal : \$0.0

**Account 585 – Administrative Expenses \$5,564.17 of note:**

- \$ 244.65 Acct. 510.3 Office Supplies
- \$ 0.00 Acct. 511 Postage
- \$ 00.0 Acct. 512 Printing
- \$ 114.16 Acct. 514 Advertising
- \$ 0.00 Acct.516.1 Telephone
- \$ 5063.54 Acct 520 Contractual Services (lease copy machine, cc fees,snow plowing)
- \$ 141.82 Acct.525 Legal & Professional

**Account 586 - Gifts & Grants Purchases \$3,590.97 of note:**

- \$ 2,516.97 Acct. 586.27 Friends Gift Purchases
- \$ 0.00 Acct.586.28 Annual Appeal
- \$ 889.84 Acct.586.39 Book Sale Monies
- \$ 184.16 Acct.586.31 Gift Purchases

**Expenditures exceeded Revenues by \$17,644.51 Total YTD: 856,849.94**

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

November 2025

	Nov 25	Jul - Nov 25	\$ Over Budget	% of Budget Target: 41.7%
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
400 · Property Taxes	101,293.89	1,538,305.10	-54,469.90	96.58%
400.3 · Service Contract	0.00	-60.13	-394,060.13	-0.02%
400.4 · Personal Property Taxes	9,857.89	11,180.20	2,380.20	127.05%
409 · Fines & Fees	294.65	38,891.87	-3,108.13	92.6%
415 · State Aid	0.00	13,767.83	767.83	105.91%
440 · Gifts & Grants	4,797.12	15,762.37	-45,137.63	25.88%
440.3 · Miscellaneous Income	1,492.96	9,611.79	-728,888.21	1.3%
447 · Sale of equipment	6,500.00	6,500.00	5,500.00	650.0%
450 · Portfolio Income	10,976.61	45,888.37	-34,111.63	57.36%
<b>Total Income</b>	<b>135,213.12</b>	<b>1,679,847.40</b>	<b>-1,251,127.60</b>	<b>57.31%</b>
<b>Gross Profit</b>	<b>135,213.12</b>	<b>1,679,847.40</b>	<b>-1,251,127.60</b>	<b>57.31%</b>
<b>Expense</b>				
500 · Personnel	81,516.53	438,724.00	-744,276.00	37.09%
505 · Library materials & supplies	33,440.47	149,840.77	-265,100.23	36.11%
536 · Facilities & Equipment	28,765.49	187,334.11	-993,049.89	15.87%
585 · Administrative Expenses	5,564.17	33,224.90	-57,775.10	36.51%
586 · Gifts & Grants Purchases	3,590.97	13,873.68	-47,776.32	22.5%
<b>Total Expense</b>	<b>152,877.63</b>	<b>822,997.46</b>	<b>-2,107,977.54</b>	<b>28.08%</b>
<b>Net Ordinary Income</b>	<b>-17,664.51</b>	<b>856,849.94</b>	<b>856,849.94</b>	<b>100.0%</b>
<b>Net Income</b>	<b>-17,664.51</b>	<b>856,849.94</b>	<b>856,849.94</b>	<b>100.0%</b>

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

November 2025

	<b>Annual Budget</b>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
400 · Property Taxes	1,592,775.00
400.3 · Service Contract	394,000.00
400.4 · Personal Property Taxes	8,800.00
409 · Fines & Fees	42,000.00
415 · State Aid	13,000.00
440 · Gifts & Grants	60,900.00
440.3 · Miscellaneous Income	738,500.00
447 · Sale of equipment	1,000.00
450 · Portfolio Income	80,000.00
<b>Total Income</b>	<b>2,930,975.00</b>
<b>Gross Profit</b>	<b>2,930,975.00</b>
<b>Expense</b>	
500 · Personnel	1,183,000.00
505 · Library materials & supplies	414,941.00
536 · Facilities & Equipment	1,180,384.00
585 · Administrative Expenses	91,000.00
586 · Gifts & Grants Purchases	61,650.00
<b>Total Expense</b>	<b>2,930,975.00</b>
<b>Net Ordinary Income</b>	<b>0.00</b>
<b>Net Income</b>	<b>0.00</b>

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

	Nov 25	Jul - Nov 25	\$ Over Budget	% of Budget Target: 41.7%	Annual Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
400 · Property Taxes	101,293.89	1,538,305.10	-54,469.90	96.58%	1,592,775.00
400.3 · Service Contract	0.00	-60.13	-394,060.13	-0.02%	394,000.00
400.4 · Personal Property Taxes	9,857.89	11,180.20	2,380.20	127.05%	8,800.00
409 · Fines & Fees	294.65	38,891.87	-3,108.13	92.6%	42,000.00
415 · State Aid	0.00	13,767.83	767.83	105.91%	13,000.00
440 · Gifts & Grants	4,797.12	15,762.37	-45,137.63	25.88%	60,900.00
440.3 · Miscellaneous Income	1,492.96	9,611.79	-728,888.21	1.3%	738,500.00
447 · Sale of equipment	6,500.00	6,500.00	5,500.00	650.0%	1,000.00
450 · Portfolio Income	10,976.61	45,888.37	-34,111.63	57.36%	80,000.00
<b>Total Income</b>	<b>135,213.12</b>	<b>1,679,847.40</b>	<b>-1,251,127.60</b>	<b>57.31%</b>	<b>2,930,975.00</b>
<b>Gross Profit</b>	<b>135,213.12</b>	<b>1,679,847.40</b>	<b>-1,251,127.60</b>	<b>57.31%</b>	<b>2,930,975.00</b>
<b>Expense</b>					
<b>500 · Personnel</b>					
500.2 · Salaries	70,044.43	377,787.35	-617,212.65	37.97%	995,000.00
502 · Empl benefits	11,472.10	60,541.27	-114,458.73	34.6%	175,000.00
570 · Dues & workshops	0.00	395.38	-12,604.62	3.04%	13,000.00
<b>Total 500 · Personnel</b>	<b>81,516.53</b>	<b>438,724.00</b>	<b>-744,276.00</b>	<b>37.09%</b>	<b>1,183,000.00</b>
<b>505 · Library materials</b>					
505.12 · Library Materials	15,476.96	106,554.69	-207,701.31	33.91%	314,256.00
508 · Computer supplies/maint.	1,072.64	6,447.51	-8,052.49	44.47%	14,500.00
527 · Cooperative fee	15,292.66	28,420.76	-37,764.24	42.94%	66,185.00
531 · Programming	1,598.21	8,417.81	-11,582.19	42.09%	20,000.00
<b>Total 505 · Library materials</b>	<b>33,440.47</b>	<b>149,840.77</b>	<b>-265,100.23</b>	<b>36.11%</b>	<b>414,941.00</b>
<b>536 · Facilities &amp; Equipment</b>					
515 · Utilities	3,814.37	19,673.97	-37,326.03	34.52%	57,000.00
536.12 · Maintenance & Repairs	3,536.95	51,632.35	-65,867.65	43.94%	117,500.00
560 · Insurance	0.00	31,319.00	-1.00	100.0%	31,320.00
600 · Equipment	2,835.67	17,931.71	-56,068.29	24.23%	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 Exp.(PY)	8,800.00	33,200.00	-677,800.00	4.67%	711,000.00
605.95 · Interest Expense (Bond)	9,778.50	9,778.50	-9,778.50	50.0%	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>28,765.49</b>	<b>187,334.11</b>	<b>-993,049.89</b>	<b>15.87%</b>	<b>1,180,384.00</b>
<b>585 · Administrative Expenses</b>					
510 · Office supplies	244.65	869.14	-930.86	48.29%	1,800.00
511 · Postage	0.00	89.94	-660.06	11.99%	750.00
512 · Printing	0.00	0.00	-750.00	0.0%	750.00
514 · Advertising	114.16	10,644.27	-25,055.73	29.82%	35,700.00
516 · Telephone	0.00	1,276.00	-2,524.00	33.58%	3,800.00
520 · Contractual services	5,063.54	11,474.98	-22,525.02	33.75%	34,000.00
525 · Legal & Professional	141.82	1,428.59	-2,071.41	40.82%	3,500.00
540 · Auditor	0.00	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>5,564.17</b>	<b>33,224.90</b>	<b>-57,775.10</b>	<b>36.51%</b>	<b>91,000.00</b>
<b>586 · Gifts &amp; Grants Purchases</b>	<b>3,590.97</b>	<b>13,873.68</b>	<b>-47,776.32</b>	<b>22.5%</b>	<b>61,650.00</b>
<b>Total Expense</b>	<b>152,877.63</b>	<b>822,997.46</b>	<b>-2,107,977.54</b>	<b>28.08%</b>	<b>2,930,975.00</b>
<b>Net Ordinary Income</b>	<b>-17,664.51</b>	<b>856,849.94</b>	<b>856,849.94</b>	<b>100.0%</b>	<b>0.00</b>
<b>Net Income</b>	<b>-17,664.51</b>	<b>856,849.94</b>	<b>856,849.94</b>	<b>100.0%</b>	<b>0.00</b>

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

	Nov 30, 25	Nov 30, 24
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
102 · Checking-Huntington Bank	153,872.15	186,143.66
106 · MI Class	577,648.93	552,929.30
113 · Comerica	13,430.34	12,843.44
116 · Huntington Securities	2,298,998.58	1,892,620.15
<b>Total Checking/Savings</b>	3,043,950.00	2,644,536.55
<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>	3,054,353.72	2,654,328.67
<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>3,083,659.59</b>	<b>2,681,374.21</b>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Accounts Payable</b>		
2000 · Accounts Payable	51,646.91	33,709.24
<b>Total Accounts Payable</b>	51,646.91	33,709.24
<b>Other Current Liabilities</b>		
2100 · Payroll Liabilities	48,714.76	37,872.12
<b>Total Other Current Liabilities</b>	48,714.76	37,872.12
<b>Total Current Liabilities</b>	100,361.67	71,581.36
<b>Total Liabilities</b>	100,361.67	71,581.36
<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
Net Income	856,849.94	811,519.98
<b>Total Equity</b>	2,983,297.92	2,609,792.85
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>3,083,659.59</b>	<b>2,681,374.21</b>

# Salem-South Lyon District Library Monthly Payroll Summary

November 2025

	TOTAL		
	Paydate: 11.7.25	Paydate: 11.21.25	Nov 25
<b>Employee Wages, Taxes and Adjustments</b>			
<b>Gross Pay</b>			
Bonus	0.00	225.00	225.00
PTO	3,666.54	854.75	4,521.29
Salary	18,792.89	17,696.24	36,489.13
Hourly Wage	14,227.04	14,581.97	28,809.01
<b>Total Gross Pay</b>	<b>36,686.47</b>	<b>33,357.96</b>	<b>70,044.43</b>
<b>Deductions from Gross Pay</b>			
Deferred Comp MERS	-1,714.84	-1,691.70	-3,406.54
Health Insurance (pre-tax)	-655.00	-655.00	-1,310.00
Pre-tax HSA Emp.	-318.00	-318.00	-636.00
Voluntary Ded/ROTH	-396.34	-278.23	-674.57
<b>Total Deductions from Gross Pay</b>	<b>-3,084.18</b>	<b>-2,942.93</b>	<b>-6,027.11</b>
<b>Adjusted Gross Pay</b>	<b>33,602.29</b>	<b>30,415.03</b>	<b>64,017.32</b>
<b>Taxes Withheld</b>			
Federal Withholding	-3,123.00	-2,568.00	-5,691.00
Medicare Employee	-517.89	-469.55	-987.44
Social Security Employee	-2,214.20	-2,007.87	-4,222.07
MI - Withholding	-1,301.47	-1,159.45	-2,460.92
<b>Total Taxes Withheld</b>	<b>-7,156.56</b>	<b>-6,204.87</b>	<b>-13,361.43</b>
<b>Net Pay</b>	<b>26,445.73</b>	<b>24,210.16</b>	<b>50,655.89</b>
<b>Employer Taxes and Contributions</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

## Transactions for November 2025

Type	Date	Num	Name	Memo	Split	Amount
<b>Nov.25</b>						
Liability Check	11/03/2025	AutoDeduct	PRIORITY HEALTH	Group Health	500 Personnel	-3,813.74
Bill Pmt -Check	11/04/2025	17605	Andrew Kercher	Behind the Scenes of History Lecture	505 Library Materials	-250.00
Bill Pmt -Check	11/04/2025	17606	BRIGHTON DISTRICT LIBRARY	Green Oak Board of Review	400 Prop taxes & service contract	-135.76
Bill Pmt -Check	11/04/2025	17607	Hoopla	Hoopla for October	505 Library Materials	-1,889.54
Bill Pmt -Check	11/04/2025	17608	Kanopy LLC	Kanopy for October	505 Library Materials	-605.20
Bill Pmt -Check	11/04/2025	17609	LYON HOMESCAPE, LLC	2025-26 Snow Contract	585 Admin. Expenses	-4,050.00
Bill Pmt -Check	11/04/2025	17610	MARTIN HARDWARE	yardsticks, toggle bolts, nuts, bolts, screws, drill bits	536 Facilities	-122.63
Bill Pmt -Check	11/04/2025	17611	Mike Fornes	Gordon Lightfoot Tribute	505 Library Materials	-500.00
Bill Pmt -Check	11/04/2025	17612	T-Mobile	hot spots	505 Library Materials	-869.20
Check	11/05/2025	AutoDeduct	Reliance Standard	Group Health	500 Personnel	-38.88
Bill Pmt -Check	11/06/2025	17613	OCLC Inc.	Cloud Library	505 Library Materials	-125.99
Bill Pmt -Check	11/06/2025	17614	OVERDRIVE, INC.	Ebooks & Audio Blooks	505 Library Materials	-998.65
Bill Pmt -Check	11/06/2025	17615	Gabridge & Company, PLC	Auditor	585 Admin. Expenses	-7,400.00
Liability Check	11/06/2025	EFTPS	Michigan	State withholding	500 Personnel	-2,506.89
Liability Check	11/07/2025	EFTPS	HUNTINGTON BANK	Employee withholding	500 Personnel	-8,587.18
Liability Check	11/07/2025	AutoDeduct	MERS	Deferred comp	500 Personnel	-4,179.65
Check	11/10/2025	AutoDeduct	Delta Dental	Group Health	500 Personnel	-257.55
Bill Pmt -Check	11/11/2025	17617	Argent Institutional Trust Co.	Interest on Bond	536 Facilities	-9,778.50
Bill Pmt -Check	11/11/2025	17618	DEBORAH MROZ	Reimbursement for bricks	586 Gifts	-240.00
Bill Pmt -Check	11/11/2025	17619	Jessica Trotter	Scandalous Ancestors	505 Library Materials	-185.00
Bill Pmt -Check	11/11/2025	17620	OCLC Inc.	Cloud Library	505 Library Materials	-323.92
Bill Pmt -Check	11/11/2025	17621	STATE OF MICHIGAN	2025 Public Water Fee	536 Facilities	-181.71
Liability Check	11/12/2025	AutoDeduct	TASC	Employee contribution	500 Personnel	-317.76
Bill Pmt -Check	11/14/2025	Online Pymt	Millennium Business	copier leases, toner, PM on printers	585 Admin. Expenses \$507.13/505 Library Materials \$741.11	-1,248.24
Bill Pmt -Check	11/14/2025	17622	FRIENDS OF THE SSLDL	Friends Book Oct. 2025	586 Gifts	-1,001.94
Bill Pmt -Check	11/14/2025	17623	Millennium	toner	505 Library Materials	-15.00
Bill Pmt -Check	11/19/2025	AutoDeduct	DTE ENERGY	Electric	536 Facilities	-3,293.33
Liability Check	11/21/2025	EFTPS	HUNTINGTON BANK	Employee withholding	500 Personnel	-7,522.84
Liability Check	11/21/2025	AutoDeduct	MERS	Deferred comp	500 Personnel	-3,570.80
Check	11/24/2025	AutoDeduct	CONSUMERS ENERGY	Gas	536 Facilities	-635.90
Liability Check	11/25/2025	AutoDeduct	TASC	Employee contribution	500 Personnel	-317.76
Check	11/30/2025			Service Charge	522 · Credit Card Transac	-5.94

## Salem-South Lyon District Library Vendor QuickReport

Type	Date	Num	Memo	November 2025	Split	Credit
<b>CARDMEMBER SERVICES</b>						
Bill	11/07/2025	KM	Scholastic Dtabase \$3047.00/Amazon\$73.90 for Adult LP/Programming \$13.38 for Sit 'n stitch		505 Library Materials	3,134.28
Bill	11/10/2025	TR	Constant Contact		585 Admin. Expenses	91.00
Bill	11/10/2025	NP	Amazon \$166.96 filters for drinking fountain/\$91.60 for SP Gallery System Art		536 Facilities	258.56
Bill	11/10/2025	KH	Applecord \$46.11 for soap, soap dishes, trivets/Saroki \$46.64 for volunteer food		536 Facilities \$26.11/585 Admin. Expenses \$20.00/586 Gifts \$46.64	92.75
Bill	11/10/2025	KC	2-Blu ray players, 2 -Samsung compenents for catalog machines		600.Technology Equip	945.51
Bill	11/30/2025	CB	Michael's Busch"s SP Cartwright Sequins,Amazon \$206.35 for beads, sequins, cloves for Spice Club/Amazon \$7.99 for picture hangers/Amazon \$52.84 for replacement for Adult kits, Adult Fiction/\$936.64 Amazon for J non- fiction/Amazon \$29.00 for photo paper		505 Library Materials	1,232.82
Bill	11/30/2025	AC	Amazon for dvds		505 Library Materials	504.17
Bill	11/30/2025	KC	Teklynx software for labelmaker \$1650.00/Amazon \$206.98 for monitor/Alohi Fax \$17.99/Name Cheap \$33.18		600 Equipment \$1890.16/505 Library Materials \$17.99	1,908.15
Bill	11/30/2025	Kasey	Supply Den for sturdy station liners		536 Facilities	160.97
Bill	11/30/2025	KH	Kroger ,Saroki \$137.52 for volunteer food/Quill 157.64 for paper products, tape/Quill \$43.99 for copy paper		586 Gifts \$137.52/585 Admin Expenses \$157.64/505 Library Materials \$43.99	339.15
Bill	11/30/2025	TM	Amazon for dvds		505 Library Materials	12.96
Bill	11/30/2025	TR	Amazon for music		505 Library Materials	96.27
Bill	11/30/2025	MM	Amazon \$67.01 for pin magnets, expo markers, file folders/Amazon \$73.27 for hand cleaning supplies/Elm USA \$322.22 supplies for disc cleaning machine/Amazon \$79.89 Amazon for sign holders		585 Admin Expenses \$67.01/536 Facilities 153.16/505 Library Materials \$322.22	542.39
Bill	11/30/2025	NP	Amazon \$245.48 for batteries, oil, weathershielding/\$58.73 Masco for first aid supplies		536 Facilities	304.21
Bill	11/30/2025	SS	Amazon, OTC for tissue paper, turkey sausage, astobrights cardstock, hot cocoa mix, frito lay snack variety mix, candy canes		505 Library Materials	173.80
Bill	11/30/2025	KM	Brentwood Grill \$83.16 for Community Reads Event/Amazon -\$29.01refund for Adult Fic/Amazon \$17.97 crafts for Adults/Barnes & Noble \$103.72 for Y books/\$33.98 Ted Dekker for Y books/Barnes & Noble for the Battles \$225.00/Ingram \$187.17 Y library Materials/Ingram \$2281.41 for Adult fic & NF/Ingram \$422.50 for Teen books/Michael's \$44.68 for Sip & Stitch/\$2499.00 Craft & Hobby Database		585 Admin. Expenses \$83.16/505 Library Materials \$269.45/586 Gifts \$2516.97	5,869.58
Bill	11/30/2025	KM	Ingram Teen Books \$56.80/Y books \$139.80/Adult books \$181.05		505 Library Materials	377.65



**Salem-South Lyon  
District Library**

**FOR JANUARY 5, LIBRARY BOARD MEETING**

**Friends – Melanie Herbert, Gardening Coordinator**

The gardens have all been put to bed, along with our hopes and dreams of all the beauty they will bring next year!

**Friends – Jeanette Benson, Bookroom Coordinator**

The Friends Holiday sale runs through the month of December. Holiday related gift items are available.



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

**Project Timeline Update: Teen and Computer Lab (Phase 2)  
Shaw Construction**

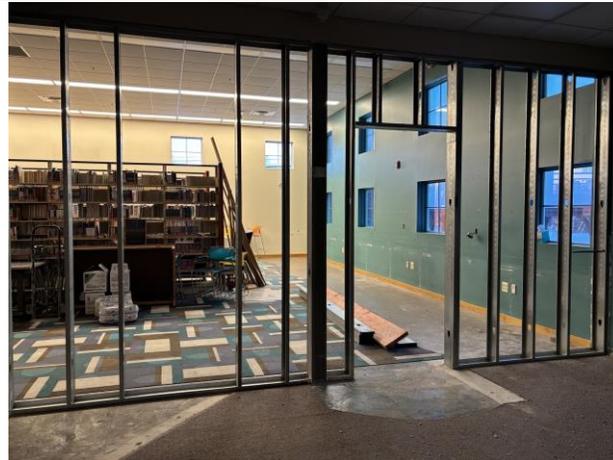
Board Motion to approve renovations not to exceed \$162,000 for the teen area and \$89,000 for the computer lab was made by H. Maguire; seconded by D. Siivola at the March 31, 2025, Board Meeting.

**Update for December 1, 2025:**



The Computer Lab and Teen Renovations began on December 1! Shaw began with the demolition of the Teen counters, desk, and Tech area. To accommodate patrons during construction, we have laptops available for in-library use [in addition to the adult computers]. We also have Chromebooks for checkout. The walls were constructed around the Tech and Teen Desk, and an opening was created for the new Computer Lab entrance. The original door will be relocated to the new opening. The Teen Books were moved to mobile carts and wrapped by LDA. The carpet has been

removed and painting started on Thursday, December 11.



**Focus: Community Awareness, Engagement, Programs and Services**

## Community Reads Author Event: Seven Communities United by One Book



Kathy Merucci and Karin Caporale attended the 15th Annual Neighborhood Library Association (NLA) Community Reads held at Novi Public Library. The NLA consists of Commerce Township Community Library, Lyon Township Public Library, Northville District Library, Novi Public Library, Salem-South Lyon District Library, Walled Lake City Library, and Wixom Public Library. The program brings community members together to read and discuss the same book. This year's selection was *My Murder* by Katie Williams. There were 147 attendees at the event and 1,000 combined checkouts. At SSDL, we had 111 checkouts for the print book; 20 checkouts for the ebook and 14 checkouts for the audiobook. The Mystery Book Club had 17 participants.

Thank you to the Friends of the Library for sponsoring this program! Their donated funds purchased the books, bookmarks, and Author Event. The Mystery Book Club had 17 participants. We had 111 checkouts for the print book; 20 circs for the ebook and 14 circs for the audiobook.

### **Mentor Program:**

The Mentor Program was updated to encourage participation from staff. The highlighted changes are:

- The program will be shorter than previous years - 2 years instead of 3 years
- Participants must have a least one-year experience in a library
- A report that recaps their experience will be submitted to the Board in a Board Packet
- Participants are on Policy, Budget and Facilities concurrently
- Participants need to attend quarterly board meetings

Participants will be selected by the Leadership Team and will start in January after submitting an email or letter of intent.

We have received 1 letter of intent.

### **Director Search**

The posting for Director applications closed on Tuesday, November 18. There were 7 applicants. The Director Search Committee met on Monday, December 8 at the Library to

determine which applicants would move on to the interview phase. Three applicants were selected. Their applications are attached.

Respectfully submitted,  
Kathy Hutchinson, Kevin Campbell and Kathy Merucci

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

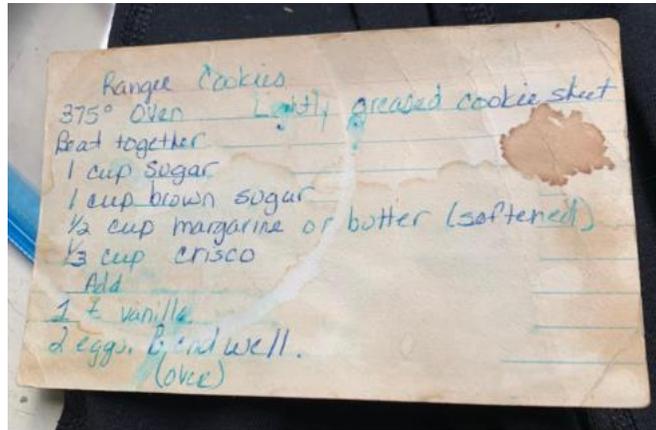
### **Community awareness and involvement**



**Veterans Wall of Honor in Meeting Room 1**

One of our ongoing traditions is to recognize and honor the veterans in our community with our Veterans Wall of Honor. Throughout the month of November, community members visited Meeting Room 1 to view photos of their neighbors, friends, and loved ones who have served our country. The revamped meeting room provided a beautiful canvas to display these photos, and Norm and Mike did an amazing job installing the gallery wall system to make it all possible!

On Veterans Day, we hosted a special reception, inviting members of the public to visit the exhibit and enjoy refreshments. Kathy Hutchinson even baked Ranger cookies from a family recipe for the occasion!



### **Kathy Hutchinson's well-loved family recipe for Ranger Cookies**

To archive this piece of local history, Luke scanned the entire collection this year. The digitized copies will also give us more display options for the future. The collection grows every year, and it is our honor to preserve the memory of our veterans.

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

Programming highlights in November:



### **Mike Fornes's Gordon Lightfoot Tribute**

Weaving together songs and storytelling, Mike Fornes returned to SSLDL to perform his Gordon Lightfoot Tribute. The meeting room was packed with 85 patrons! Longtime fans of Gordon Lightfoot showed up in force, and feedback was very positive. "Mike is great! I saw him the first time he came to the library, and I knew I had to see him perform again!" one patron shared with staff.

Mike Fornes's visit was planned during the week of the 50<sup>th</sup> anniversary of the sinking of the S. S. Edmund Fitzgerald, and he commemorated the occasion with a moving performance of "The Wreck of the Edmund Fitzgerald" at the end. Mike was last here in 2023, with his well-attended program "101 Things That Happened on the Mackinac Bridge."



**Herbal Tea for the Seasons with Bevin Cohen**

Later in the week, patrons were treated to a program by author and herbalist Bevin Cohen, Herbal Tea for the Seasons. The chilly weather did not deter the 39 patrons who attended to learn about different herbs they could incorporate into teas. The best part came at the end, when the attendees got to create their own custom blend. A few of the more adventurous attendees blended a tea containing lemongrass, rosemary, and garlic. "It smells like spaghetti sauce, but I think it will help me out during cold and flu season!" one patron exclaimed afterwards.



**Sip & Stitch: Embroidered Bookmarks with Kathy**

In Kathy's Sip & Stitch programs, our crafters learn the basics of needlework with a favorite beverage. In November, they created an embroidered bookmark that fits over the corner of a book. Patrons learned embroidery stitches to create the snowy trees, and had a choice of whip stitching or blanket stitching the edges. They also got to work with Fabri-Solvy, a printable, adhesive stabilizer that dissolves under running water.

The crafters socialize as they stitch, and a few have even exchanged phone numbers to stay in touch with each other! At the afternoon session, one patron had previous experience with embroidery, and taught her tablemates how to do a French knot to add the snow to the boughs of their trees. It's so fun seeing them collaborating with each other and learning new skills! After the class, some of the crafters headed to the stacks so they could check out a book to test-drive their new bookmarks!

<b>Date</b>	<b>Program</b>	<b>Patrons</b>
11/1/2025	Flavor Fiends Spice Club (Coriander Seeds)	70
11/1/2025	South Lyon Writers' Group	8
11/3/2025	Paranormal Pages Book Club	8
11/4/2025	Needlework Group	12
11/5/2025	Gordon Lightfoot Tribute	85
11/6/2025	Herbal Tea for the Seasons	39
11/6/2025	Community Cares	9
11/8/2025	Karate with Vince Toia	4
11/13/2025	Sip & Stitch 2 PM	20
11/13/2025	Sip & Stitch 5:30 PM	19
11/17/2025	Scandalous Ancestors	14
11/19/2025	Wool Applique	8
11/20/2025	Something Different Book Club	12
11/22/2025	Karate with Vince Toia	6
<b>TOTAL ATTENDEES</b>		<b>314</b>

<b>Services</b>	<b>Patrons Served</b>
Salem Township Voting	123
Notary	9
Sewing For You	12
Meeting Rooms	7 reservations, 86 patrons
<b>TOTAL PATRONS SERVED</b>	<b>230</b>

<b>Adult Outreach</b>	<b>Patrons Served</b>
Outreach: Senior Rehab. Center	1
Outreach: Book Delivery	8
Center for Active Adults Tech Talk	3
Center for Active Adults Book Club	11
<b>TOTAL OUTREACH PATRONS</b>	<b>23</b>

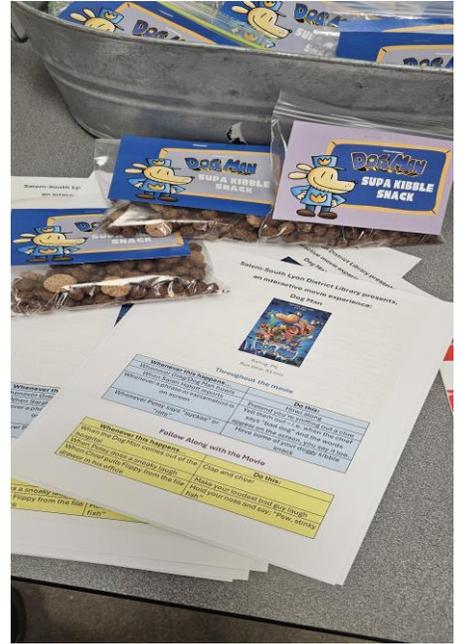
**Youth & Teen Services** – Tina McIntosh, Sarah Scherdt

## **Youth**

### **Dog Man Interactive Movie**

On November 4, the library hosted its first interactive movie program, featuring the very popular recent release, *Dog Man (PG)*. The event was a big hit, drawing 43 attendees on a no-school day. Participants participate with the use of interactive movie prompts, a favorite prompt that always triggered several chuckles from parents that attended, was listening to all the kids bark and howl when the main character Dog Man barked or howled. Participants also enjoyed themed snacks like puppy chow (coco puffs cereal), popcorn, activity sheets, *Dog Man* swag, and a raffle for the new Dog Man book, *Big Jim Believes*. Four winners were chosen for the raffle and received copies of the book on the day it was released, Nov 11. For a super fan, nothing quite compares to the novelty and joy of receiving a copy of the new publication on the day it comes out.

The enthusiastic turnout and engagement made this a successful pilot and a great candidate for future programs.



Take & Make Craft Kits



November kicked off a new recurring Take & Make craft series. The first project—toadstool votive lanterns—proved very popular. Staff prepared 40 kits, all of which were picked up within the first week. The quick turnaround and positive response suggest strong ongoing interest in monthly Take & Make offerings.

*Photo of a finished project from a patron*

### **New and Upcoming Programs**

Staff completed planning for Winter/Spring programming and began early preparation for Summer programs to ensure a full and engaging calendar in the months ahead. In response to patron feedback requesting more programming outside of standard work hours and based on staff observations of families utilizing the play space and in-house activities on Saturday mornings, the library will launch Saturday Story Explorers and Saturday LEGO Club beginning in January.

Saturday LEGO Club will be offered once per month, featuring a monthly build challenge; participants who choose to follow the challenge may opt to leave their creations on display in the Youth Area. Sharing their work with other library patrons and promoting the next Lego Club event. Saturday Story Explorers will be offered every other month (Jan & March) and is geared toward slightly older children than our weekly birth–PreK storytime sessions, featuring longer books, encouraging more audience participation and interaction, and occasional craft activities. Along with our popular weeknight Movin' and Groovin' Storytimes, these new Saturday offerings will help to round out our early literacy and elementary-age program options for working parents and provide structured, creative, and social opportunities during times when many families are already visiting the library.

## Teen

### Practice SAT in Partnership with Sylvan Learning (Brighton, MI)

The library continued its partnership with **Sylvan Learning of Brighton, MI** by offering a full-length practice SAT for local students. The program filled with fifteen students registered for the session. Participants gained valuable test-taking experience in a realistic setting and received feedback to help guide their preparation. Offering this program at no cost helps reduce barriers to test preparation and ensures all students have access to college readiness resources, regardless of financial circumstances. Due to continued interest, another practice SAT is scheduled for January 31. It will be held in the newly renovated computer lab which will allow us to accommodate more students.

### Teen Advisory Board (TAB) – November Meeting

At the November TAB meeting, 10 members helped prepare materials for 80 Take & Make kits and completed packing 40 of them in an hour. In addition to contributing to library programming, teens gained hands-on experience in organization, planning, and time management. The meetings also provide opportunities to develop teamwork, problem-solving, and communication skills, while encouraging creativity and leadership. Participation in TAB allows teens to have a tangible impact on the library, build valuable skills for school and future endeavors, and engage in a meaningful way with their peers and staff.

<b><u>Youth Storytimes and Early Literacy</u></b>	<b><u>Program Date</u></b>	<b><u># of Attendees</u></b>
Family Storytime	11/3/2025	31
Family Storytime	11/4/2025	34
Family Storytime	11/5/2025	30
Independent Storytime	11/6/2025	7
Family Storytime	11/10/2025	24
Movement Monday	11/10/2025	8
Family Storytime	11/11/2025	32
Family Storytime	11/12/2025	24
Independent Storytime	11/13/2025	7
Family Storytime	11/17/2025	34
Family Storytime	11/18/2025	34
Movin' & Groovin'	11/18/2025	40
Family Storytime	11/19/2025	34
Independent Storytime	11/20/2025	5
<b><u>Baby Programs</u></b>		
Baby Storytime	11/7/2025	9
Baby Storytime	11/14/2025	12
Baby Storytime	11/21/2025	18
<b><u>Youth and Tween Programs (ages 6-12)</u></b>		

Dog Man Interactive Movie	11/4/2025	43
Book Club Jr.	11/17/2025	8
Kids' Book Buzz	11/19/2025	5
Take & Make Kits (Mushroom votive)		40
<b>Teen Programs (grades 6-12)</b>		
TAB	11/11/2025	10
SAT	11/8/2025	13
Movie Slam	11/18/2025	
<b>Grand Total: All Attendees</b>		501
Scavenger Hunt		200

*Respectfully submitted by Tina McIntosh and Sarah Scherdt*

## **IT – Kevin Campbell**

It is that time of year when we receive 3d print requests for the holidays. Due to the ongoing construction, we have limited space for 3d printer operations, But the printer that we do have running has been going non-stop. We have received requests for custom cookie cutters, Holiday decorations, and Gifts that our patrons intend to hand out for the holidays.

The tech department worked to remove all of the equipment from the computer lab and the staff workspace in the teen area to get things ready for the construction. This involved finding temporary storage for all of our computers, Monitors, peripherals, and printers from those areas. We will roll all of the equipment back out once the construction is complete.

We have made great strides in resolving most of the issues that arose during the Windows 11 upgrade once we have learned the new methods required in order to maintain the same functionality that our computers have historically had. Microsoft is moving towards an individualized experience for each person who might login to the computer. The current method that we use to ensure patron data is removed from our public computers causes issues with some of the built-in Windows apps like the photo browser, Notepad, and snipping tool. We have identified and came up with unique solutions to address these issues.

Our One-on-Ones continue to be a valuable service to our community. We have been working with a patron who wanted to learn how to use photoshop in order to edit photos from a family gathering so that they can put together photo albums from the event to give out as gifts this year. After working with this patron over the course of a couple of One-on-One appointments, they now have the confidence and knowledge to continue working on this project without assistance. They have been excited to show us their progress each time that they stop by the library.

**Circulation**- Ashley Fisher, Candy Mahoney

We were thankful to hire a new Circulation Specialist, Gina Percy, who started at Salem-South Lyon DL as a volunteer in the bookroom. It is always a big help to have plenty of employees available for coverage, especially around the holiday season.

November brought 4,054 patrons through our doors. 48 patrons used our drive-up window, and 5 patrons took advantage of the after-hours locker service.

Holds for our patrons from our books: 727

Holds for our patrons from other libraries: 1930

Holds for other libraries from our books: 1325

### **Drop box returns**

Centennial Farms: 101

Colonial Acres: 160

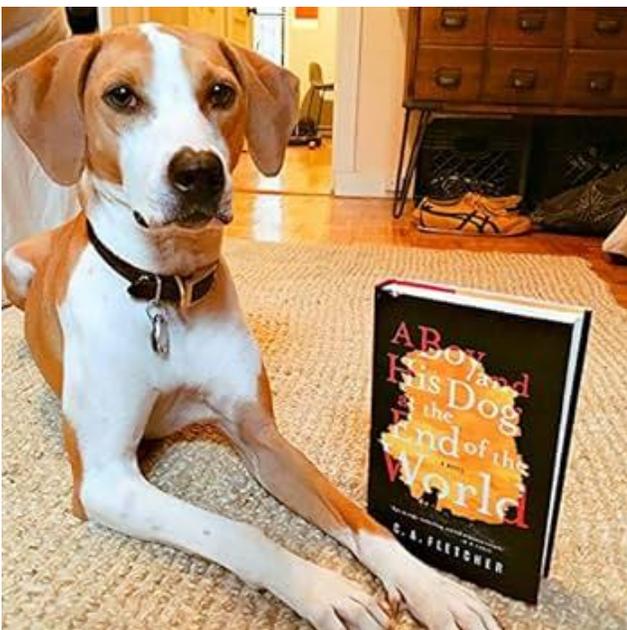
### **Marketing Department** - Tracy Robinson, Candace Mahoney

#### **Community awareness and involvement**

November 15, 2025 we started our second year in Furry Friends Rescue's light recycling drive partnership. We are a drop-off location for community members to bring their non-working holiday lights to be recycled. The rescue takes the lights to a local recycling facility, and the profits help the rescue provide for the cats in foster families. Last year was very successful, with 2,514 pounds of lights recycled and kept out of landfills. The drive will continue into the new year and end of Saturday, January 17, 2026.



Our book challenge for November was to choose either a "Savory or Sweet Read". We had mixed reviews on which was the better choice! Based off of the books taken off the display, our unofficial winner was the sweet read.



November also brought us a special visit from Mittens. Mittens is the mascot from the Michigan e-Library (MelCat system). MelCat is an online catalog service that allows you to borrow materials – books, movies, music and more from all over Michigan and have them delivered to your home library. Mittens was sent to visit many of the visiting libraries throughout the state of Michigan to celebrate the 20<sup>th</sup> anniversary of the e-Library. While he was here, Mittens attended storytime, helped return our MelCat items, took a ride on the butterfly, participated in the light recycling program, checked out our Community Cares Project and helped restock the Little Free Library at McHattie park.



### **Processing** - Molly Mahoney

We have begun a systematic relabeling of the Adult Nonfiction collection. This will allow staff to shelve and find materials much more quickly, in addition to making it easier for patrons to browse the collection.

Our new manual for material processing is up and running, allowing staff to see examples and instructions for each item type whenever they need a refresher.

Our statistics for November:

- 361 new items were processed
- 238 repairs were made to existing materials
- 793 items were withdrawn to make room for new materials
- 442 Adult Nonfiction books were given fresh labels
- In total, 1,864 items were handled by our department

### **Facilities** – Norm Pratt

During November, our efforts focused on generators, fall cleanups, HVAC issues, and routine maintenance and support issues. Some of these efforts are highlighted below:



**HVAC-** This past month, we had issues with both the LG and boiler systems. With the boiler system, the pressure reducing valve failed, which caused the pipe union seal and flow switch to leak. This flooded the boiler and shorted out the control board. After repairing the union, replacing the flow switch, and control board, the boiler would start but would not run at normal pressure. As soon as the excess water and the air block in the system were removed, the boiler ran normally. When the plumber was here, he replaced both boiler union seals and recommended that we obtain additional union seals as well as pump flange gaskets as these were also beginning to leak.

All of these will need to be replaced in the near future.

The LG heat pumps in the Teen Area and Computer Lab also failed. Air Handlers technician found and repaired a total of five leaks in the connector lines (line sets) between the heat pump and indoor units. As with the boilers, we are keeping a list of the required repairs for these units, so we can develop a better preventive maintenance plan.



**Generator –** The new generator has been received. We have run into issues with the installation of the wiring and gas line for the generator. As soon as these issues are resolved AF Smith will be able to complete the installation of the new generator.

In addition, we learned that there was an annunciator panel purchased with the generator. This will provide us with some very basic information about the state of the generator. We also have received and installed an exterior emergency stop for the generator. Finally, with the generator, we also received an additional monitoring system. We have decided to use the Bass system to monitor the generator and use a protonode gateway (“the monitor system from Cummins”) as well as the communication gateway between the generator and the Bass system. The major cost of connecting the Bass System to the generator is installing a new Uninterruptable Power Supply (UPS) for the existing BMS frontend controller to ensure seamless operation in the event of electrical utility power failure.

**Teen Renovation –** We were able to support the renovation of the teen and computer lab areas by removing some of the shelving and moving and relocating the furniture and thermostats and controllers.

**Maintenance Projects and Records -** Mike Schram and Kevin Campbell are writing a series of maintenance pages that will document work requests, maintenance checks, SOPs, vendors

and common materials for our facility. This will serve as a good training exercise Mike as well as bringing our record up-to-date and making it easier for our staff to keep us informed of the current areas of concern.

**General Tasks** - During the past month the major general things carried out included, maintaining the art on the walls, trimming grounds, cleaning vents and repairing sliding doors, toilets, lights, batteries, furniture and toys.

## Overheard in the Library

**From:** Feedback

**Name:** Libby

**Message:**

I wanted to say thank you so very much for choosing to order a book request for me!! On top of that it sounds like it was rushed through processing so I could have it before the Thanksgiving break. It is so appreciated, and my break this holiday will be so much better because I have a great book to snuggle up with!! Thank you again so much!!!

**From R-Best:**

Cecilè and the Processing Team has been recognized for the R-Best value of Outstanding Service. Here's what they did:

A patron submitted a request for us to order a book for our collection. The patron let us know that they were really appreciative that we were able to get the book and process in a way that they could check it out before the Thanksgiving break!

Submitted By: Kevin Campbell

**Email from Patron: Monika**



Owen and I really enjoyed doing the craft together! Something different to do inside on chilly days! Looking forward to the next take and make :)

## 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: 250160003  
 Draw: 25016000003  
 Invoice date: 12/15/2025  
 Period ending date: 12/10/2025

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		\$62,350.00	
Add-ons to date	\$0.00		
Taxes to date	\$0.00		
Less retainage	\$0.00		
Total completed less retainage		\$62,350.00	
Less previous requests	\$33,200.00		
Current request for payment		\$29,150.00	
Current billing		\$29,150.00	
Current additional charges	\$0.00		
Current tax	\$0.00		
Less current retainage	\$0.00		
Current amount due		\$29,150.00	
Remaining contract to bill	\$18,150.00		

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  
 Date: December 15, 2025

Subscribed and sworn to before me this 15th day of December, 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: 250160003

Draw: 25016000003

Period Ending Date: 12/10/2025 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	2,400.00	1,600.00		4,000.00	100.00		
2-00	Removal of existing Generator	4,000.00		4,000.00		4,000.00	100.00		
3-00	Install Generator (Mat)	24,500.00	4,200.00	8,050.00		12,250.00	50.00	12,250.00	
4-00	Install Generator (Lbr)	7,800.00		3,900.00		3,900.00	50.00	3,900.00	
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		300.00	100.00		
12-00	Grounding (Lbr)	1,300.00		1,300.00		1,300.00	100.00		
13-00	Rental Equipment	4,000.00		4,000.00		4,000.00	100.00		
14-00	Subcontractor	5,000.00	4,500.00	500.00		5,000.00	100.00		
15-00	Owned Equipment	2,000.00		2,000.00		2,000.00	100.00		
16-00	Demo	7,000.00	3,500.00	3,500.00		7,000.00	100.00		
17-00	Closeouts	2,000.00						2,000.00	

Totals	80,500.00	33,200.00	29,150.00		62,350.00	77.45	18,150.00	
--------	-----------	-----------	-----------	--	-----------	-------	-----------	--



**LIBRARY  
DESIGN  
ASSOCIATES  
INC.**

1149 South Main Street  
Plymouth, Michigan 48170-2213  
Telephone: (734) 459-8000

**INVOICE**

Invoice No. 25-253-01  
Date 12/11/25

Salem-South Lyon District Library  
Attn: Kathy Merucci, Interim Director  
kmerucci@ssldl.info

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

▲ Sold To

▲ Ship To

Your Order No. Proposal	Date Shipped Dec. 2025	Terms Net 30	F.O.B. Del & Inst	Shipped Via Best way
----------------------------	---------------------------	-----------------	----------------------	-------------------------

Item	Qty.	Catalog No.	Description	Unit Price	Total
8	1	LDA	<p>FIRST PARTIAL INVOICE:</p> <p>LDA Moving &amp; Disposal: Relocation of (8) 42"H and (7) 84"H single face shelving sections, unloading of collection, and disposal of existing shelving. A final credit will be applied at the end of the project for furniture that we did not dispose of.</p>	11,306.00	11,306.00
<b>Total Due:</b>					<b>\$11,306.00</b>

Please make your check or ACH payment payable to **LIBRARY DESIGN ASSOCIATES, INC.**



**LIBRARY  
DESIGN  
ASSOCIATES  
INC.**

1149 South Main Street  
Plymouth, Michigan 48170-2213  
Telephone: (734) 459-8000

**INVOICE**

Invoice No. 25-253-02  
Date 12/19/25

Salem-South Lyon District Library  
Attn: Kathy Merucci, Interim Director  
kmerucci@ssldl.info

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

▲ Sold To

▲ Ship To

Your Order No. Proposal	Date Shipped December	Terms Net 30	F.O.B. Del & Inst	Shipped Via Best way
----------------------------	--------------------------	-----------------	----------------------	-------------------------

Item	Qty.	Catalog No.	Description	Unit Price	Total
			SECOND PARTIAL INVOICE: All material below is completed and being held in storage pending installation.		
1	1	LDA	Teen Study Tables: (8) Mediatech Hannah poly plastic stacking chairs, no arms, plastic seat and back. (2) Mediatech Valour boat shape rectangular tables measuring 36" deep x 60" wide x 29" high with HPL top and PVC edges.	4,815.00	4,815.00
2	1	LDA	Teen Lounge: (4) Integra Summit round lounge chair with steel swivel base. (1) Mediatech Full Time Ottable occasional table measuring 36" square with HPL top, PVC edge, and an upholstered base. (2) Asher rectangular laptop tables with a laminate top and steel pedestal base.	7,792.00	7,792.00
3	1	LDA	Teen Booth: (8) Deuce upholstered lounge booths with an oak veneer backer and steel base. (8) Orbit Square tables measuring 36"D x 36"W x 29-1/4"H with HPL Top and PVC oak edge. (8) Mediatech Hannah poly plastic stacking chairs.	28,988.00	28,988.00
4	1	LDA	Teen Shelving: (28) Estey Double face sections, each measuring 66"H x 36"W x 9/20"D. Sections equipped with (1) 20"D integral back base shelf, (10) 9"D integral back shelves, and (1) steel canopy top.	28,050.00	28,050.00
5	1	LDA	Computer Lab Booths: (8) Cabana privacy cubicles providing an HPL work surface and HPL privacy panels measuring 38" deep x 44" wide x 48" high with a 29" work surface height. Each Cabana privacy cubicle has (1) flush surface mounted power unit providing 2-power and 2-USB (A&C).	16,942.00	16,942.00
6	1	LDA	Teen Marker Boards: (1) EZ Mobile Glass Boards measuring 75"H x 38"W x 20"D with a magnetic backing, locking casters, and a glass surface.	3,087.00	3,087.00
7	1	LDA	New End Panels & Canopy Top: (4) New Oak end panels and (1) new HPL canopy top to replace existing on your current single face shelving units.	2,318.00	2,318.00

Please make your check or ACH payment payable to **LIBRARY DESIGN ASSOCIATES, INC.**



December 8, 2025 - Director Search Committee Minutes

1). Review of applications

Moved to approve the selection of the 3 final applicants by L. Hamilton Seconded by D. Stacer.

Yes:5

No: 0

3 selected applicants – Interviews will be 1 hour 15 minutes

Nicholas Eisengruber

Mary Gallup

Kathy Merucci

H. Maguire will email all applicants - Send emails to applicants not selected to inform them of their status and send email to the 3 selected applicants to move forward

K. Campbell will check the social media of the 3 selected - Where you found information and what information that I found

K. Hutchinson - Investigate a fair salary for each of the 3 applicants

D. Stacer – Call references and ask the following questions.

Questions for references

What is your relationship to the applicant?

What are the strengths of the applicant?

Is there anything that I should be aware of?

What do you do? Would you hire the applicant?

Questions for the interviews will be reviewed/finalized at the January 5 meeting

Provide all board members with copies of applications, results of reference checks and social media checks, Salary range/step for each applicant

Set dates for interviews - Try to schedule all applicants on the same day.

Interviews in mid-January - Provide name tags for board members

Employment is contingent on background check and financial check

Questions to prepare in advance for interviewees

1. Here is our most recent audit, and a copy of the L4029's. Please come prepared with a draft budget for the 26-27 fiscal year.
2. We received a gift of \$200,000. Make a recommendation of how to spend that donation money
3. A citizen is challenging 5 books. How would you handle the material challenge?

Question on the fly

1. You never know what is going to come through the door. Can you give us an example of how you dealt with an unexpected conflict. (does not have to be library related)
2. Hypothetically revenue from taxes is significantly decreased. What do you recommend to bring expenditures in line with the revenue.
3. You find yourself at odds with a trustee. It seems that whatever position you take that the trustee takes the opposite position. How do you handle this situation?
4. What duties of the director cannot be delegated, and why?
5. You're caught in the middle when a board decision has caused significant negative feelings among several staff members. How do you handle it.

Rubric Example

Name of person

Did they provide all of the required documents

Do they have the required degree

Reference responses

Questions and answers

Input this into a spreadsheet

Must have a 3-point system

**1. EMPLOYEE INFORMATION**

**EMPLOYEE STEP LEVELS, 2025.2026**

Salary Positions	Step I	Step II	Step III	Step IV	Step V	Step VI	Step VII	Step VIII	Step IX	Step X	Step XI	Step XII
Librarian	\$38,769.50	\$42,760.48	\$44,470.90	\$46,181.32	\$47,891.73	\$49,602.15	\$50,543.55	\$51,484.94	\$52,426.33	\$53,367.73	\$54,309.12	\$55,250.52
Head of Information Services	\$57,430.00	\$60,850.00	\$63,700.00	\$66,500.00	\$68,500.00	\$72,615.00	\$74,100.00	\$76,400.00	\$77,925.00	\$79,045.00	\$81,075.00	\$82,695.00
Dept. Head	\$47,321.60	\$49,032.02	\$50,742.44	\$52,452.86	\$54,163.28	\$55,873.70	\$57,350.98	\$58,828.26	\$60,305.53	\$61,782.82	\$63,260.10	\$64,737.38
Library Associate	\$29,077.13	\$32,070.36	\$33,353.17	\$34,636.00	\$35,918.81	\$37,201.62	\$37,907.67	\$38,613.71	\$39,319.76	\$40,025.80	\$40,731.84	\$41,437.90
Literacy Specialist	\$38,769.50	\$42,760.48	\$44,470.90	\$46,181.32	\$47,891.73	\$49,602.15	\$50,543.55	\$51,484.94	\$52,426.33	\$53,367.73	\$54,309.12	\$55,250.52
Admin. Manager	\$43,900.75	\$45,611.18	\$45,611.18	\$48,234.26	\$54,163.28	\$57,013.97	\$58,491.25	\$59,968.54	\$61,445.82	\$62,923.10	\$64,400.38	\$65,877.66
Asst. Director	\$54,163.28	\$57,584.12	\$60,434.82	\$63,285.51	\$66,136.21	\$68,416.77	\$70,217.79	\$72,018.82	\$73,819.83	\$75,620.86	\$77,421.89	\$79,222.90
Tech/Web Specialist	\$40,000.00	\$42,436.00	\$43,700.00	\$45,011.00	\$45,910.00	\$46,830.00	\$47,600.00	\$47,552.00	\$49,520.00	\$50,510.00	\$51,520.00	\$52,672.00
Network Admin	\$50,175.00	\$53,600.00	\$56,500.00	\$59,500.00	\$61,575.00	\$64,500.00	\$66,650.00	\$68,850.00	\$71,055.00	\$73,300.00	\$75,500.00	\$77,700.00
Director	\$59,294.54	\$62,715.37	\$65,566.07	\$68,416.77	\$71,267.47	\$74,118.16	\$77,239.58	\$80,360.98	\$83,482.38	\$86,603.78	\$89,725.20	\$92,846.60
Public Relations Coordinator	\$34,390.70	\$36,101.12	\$37,811.54	\$39,521.95	\$41,232.37	\$42,942.79	\$44,600.17	\$46,257.57	\$47,914.94	\$50,575.00	\$52,222.00	\$53,790.00
Facilities	\$39,909.79	\$41,050.06	\$42,190.33	\$43,330.63	\$44,470.90	\$45,611.18	\$46,163.64	\$46,716.10	\$47,268.56	\$47,821.03	\$48,373.49	\$48,925.95



# MARY GALLUP

LIBRARY DIRECTOR  
CLINTON TOWNSHIP PUBLIC LIBRARY

---

Hiring Committee,

My name is Mary Gallup, and I am applying for the position of Director at Salem-South Lyon District Library, a position I know I will thrive in personally and professionally.

My professional career started late in life, as I received my Bachelor's Degree in my mid 30s, and an anticipated Master of Library and Information Science Degree in my late 30s. My track record in my short time at the Clinton Township Public Library is nothing short of impressive. I started as a page, working 8 hours a week, and quickly moved to 27 hours a week as the sole Programming Library Assistant. I fostered relationships for our library with local organizations and businesses which allowed us to expand our programming and services greatly. In 2023, I became the Library Director at the Clinton Township Public Library, in Lenawee County. Since becoming Library Director, I have brought in more than \$23,000 in local and federal grants, more than \$24,000 in donations from local organizations and businesses, facilitated a Library Services Agreement with a neighboring library which will bring in more than \$45,000 annually for the next 10 years. The nearly \$93,000 increase in funding amounts to over 40% of our Library's revenues over that timeframe.

Being the Library Director is more than just managing the staff and enforcing policies, it is being a leader to the team, representing the library, and representing the community. In my time as Library Director at the Clinton Township Public Library, I have learned to handle all fiscal responsibilities such as payroll, accounts receivable, and accounts payable, lead a team of 8, foster relationships with local organizations, and transform our small-town library into a thriving community hub.

In Fall 2025, I was selected to attend the Financial Management Cohort through the Library of Michigan, where I am able to learn more about budgeting, purchasing, governmental accounting, internal control, payroll administration, and writing financial policies for public libraries.

I would welcome an interview to discuss how I could use my skills, and experience would better serve the Salem-South Lyon District Library community. I look forward to hearing from you soon.

SINCERELY,

A handwritten signature in cursive script that reads "Mary Gallup".

MARY GALLUP

---

# MARY GALLUP

## LIBRARY DIRECTOR

### CONTACT

 [Redacted]  
 [Redacted]  
 Clinton, Michigan

### SKILLS

Self-motivated  
Proactive  
Adaptable  
Dedicated

### EDUCATION

Masters of Library and Information Sciences  
**Wayne State University**  
Anticipated- 2026

Bachelor of Arts, Deaf Studies  
**California State University-  
Northridge**  
2022

### TECHNOLOGY

- Expert in Microsoft Suite and Google Suite
- Experienced with Microsoft Windows and Apple operating systems
- Well-versed with social media platforms and Wix
- Skilled in using Evolve and Atrium computer softwares
- Competent using Apple multi-media applications
- Proficient with QuickBooks Online

### WORK EXPERIENCE

**Library Director** 2023- Present  
Clinton Township Public Library

- Collaborate with local organizations, collaborations, and vendors.
- Oversee Library media (ex. Facebook, Instagram, Website, Publications).
- Draft, edit, and implement Public Library policies for Board Approval.
- Hire, train, and oversee staff of 8.
- Oversee budget approved by Board of Trustees of \$200,000+.
- Handle all financial responsibilities such as Accounts Receivable, Accounts Payable, and Payroll.
- Foster professional relationships with Library Directors and Cooperatives.

**Youth Services Assistant** 2019-2023  
Clinton Township Public Library

- Collaborate with local organizations.
- Manage social media webpages.
- Fundraising with local organizations and large corporations
- Lead dozens of programs each month for ages birth-adults, including storytimes, book clubs, Pokémon club and more.
- Planned and executed five successful Summer Reading programs with exponential growth in participation and collaboration.
- Mentor fellow staff members and local students.
- Organize, design, publish, and distribute monthly newsletter.

### TRAINING

Advanced Directors Workshop Pathway - Niche Academy  
New Directors Workshop Pathway - Niche Academy  
Digital Literacy Workshop- Niche Academy  
Beginning Workshop- Niche Academy  
Post Pandemic Public Library Project - University of Michigan  
Financial Management Cohort - Library of Michigan

### COMMUNITY INVOLVEMENT

#### Volunteer

Lenawee Great Start Parent Liaison 2018-Present  
Friends of the Clinton Township Public Library 2018-Present  
Clinton Township Public Library "Yes" Committee 2020

### REFERENCES

Kate Pohjola Andrade - Director,  
Woodlands Library Cooperative

 [Redacted]  
 [Redacted]

Kristin Fontichiaro - Clinical Professor,  
University of Michigan School of  
Information

 [Redacted]  
 [Redacted]

Holly Hibner -Adult Services  
Coordinator, Plymouth District Library

 [Redacted]  
 [Redacted]



# Salem-South Lyon District Library

*Imagine the Possibilities*

9800 Pontiac Trl, South Lyon, MI 48178

Phone: 248-437-6431 | Fax: 248-437-6593

## Employment Application: Library Director

This application must be completed thoroughly and included along with your cover letter, and resume. Send these documents as a single, combined PDF attachment to: [directorhire@ssdl.info](mailto:directorhire@ssdl.info) with "SSLDL DIRECTOR POSITION" in the subject of the email by **COB Tuesday, November 18, 2025** in order to be considered for this position.

### Applicant Information

Full Name: Gallup Mary  Date: 11/15/2025  
*Last First M.I.*

Address: [Redacted]  
*Street Address* [Redacted] [Redacted] [Redacted]  
*Apartment/Unit #*  
[Redacted] [Redacted] [Redacted]  
*City State ZIP Code*

Phone: [Redacted] Email: [Redacted]

Are you a citizen of the United States? YES  NO  If no, are you authorized to work in the U.S.? YES  NO

Have you ever worked for this library? YES  NO  If yes, when? \_\_\_\_\_

Have you ever been convicted of a crime or offense, other than a minor traffic violation? YES  NO

If yes, explain: \_\_\_\_\_

### Education

College: Wayne State University 42 W. Warren Avenue, Detroit, MI 48202

From: 2025 To: Present Did you graduate? YES  NO  Degree: MLIS

Other: California State University Northridge Address: 18111 Nordhoff Street, Northridge, CA 91330

From: 2005 To: 2022 Did you graduate? YES  NO  Degree: BA

## EMPLOYMENT HISTORY

**Start with present or most recent job and list all previous employers. If you need more space, continue on a separate sheet.**

Employer <b>Clinton Township Public Library</b>	Dates		Hourly Rate/Salary	
Telephone + Area Code <b>517-456-4141</b>	From	To	Start	Final
Address (City, State, Zip) <b>100 Brown St Clinton Mi 49236</b>	<b>2019</b>	<b>present</b>	minimum wage	<b>\$45,000</b>
Job Title <b>Director</b>	Supervisor			
Reason(s) for Leaving <b>Professional growth</b>	Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/>			
Work Performed <b>Payroll, AR, AP, management, hiring, acquisition, cataloging.</b>				
Employer	Dates		Hourly Rate/Salary	
Telephone + Area Code	From	To	Start	Final
Address (City, State, Zip)				
Job Title	Supervisor			
Reason(s) for Leaving	Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>			
Work Performed				
Employer	Dates		Hourly Rate/Salary	
Telephone + Area Code	From	To	Start	Final
Address (City, State, Zip)				
Job Title	Supervisor			
Reason(s) for Leaving	Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>			
Work Performed				
Employer	Dates		Hourly Rate/Salary	
Telephone + Area Code	From	To	Start	Final
Address (City, State, Zip)				
Job Title	Supervisor			
Reason(s) for Leaving	Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>			
Work Performed				

## References

*Please list at least two professional and 2 personal references*

Full Name: Kate Pohjola Andrade Relationship: Mentor  
Company: Woodlands Library Cooperative Phone: [REDACTED]  
Address: [REDACTED]

Full Name: Holly Hibner Relationship: Teacher  
Company: Wayne State University, Plymouth District Library Phone: [REDACTED]  
Address: [REDACTED]

Full Name: Kristin Fontichiaro Relationship: Friend/Mentor  
Company: University of Michigan Phone: [REDACTED]  
Address: [REDACTED]

Full Name: Pat Sturk Relationship: Friend/Mentor  
Company: [REDACTED] Phone: [REDACTED]  
Address: [REDACTED]

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

## Disclaimer and Signature

*I agree and understand that all the information and statements on my application are correct and no attempt has been made to conceal or withhold pertinent information. I agree that any omission falsification, or misrepresentation is cause for my immediate termination at any time during my employment.*

*I authorize investigation of all statements contained in this application for any employment related purpose and I understand that a criminal background check will be performed as part of the hiring process. I hereby release any references and current or former employers for all liability for any information they may give you.*

Signature: Mary Gallup Date: 11/15/2025

# Nicholas D. Eisengruber



November 4, 2025

**Dear Hiring Committee,**

I am writing to express my interest in the Director position with the Salem-South Lyon District Library. While currently working as a Marketing/PR librarian, I bring the skill set of being a self-motivated, hardworking and resourceful individual with years of experience, internships, and academic knowledge to fall back on. I know I can succeed as the library director in this setting.

Given my professional and academic qualifications, I am confident I can immediately and effectively work toward furthering the goals and missions of the Salem-South Lyon District Library. Being able to be a part of the community where my wife's family grew up would be a dream come true. Working in libraries has always been a passion of mine, and a director position is an exciting opportunity for the continuing evolution of my career. Currently as the marketing librarian with the Brighton District Library, I bring enthusiasm in working and engaging with the community, both in-person and through social media. I have been responsible for creating and developing relationships with local community organizations and the press which only furthers the library's reach. As it is always our goal as library institutions to be welcoming to any and all patrons, making sure everyone knows what the library is and what it can do for them is paramount in the 21st century. It is my firm belief that the library is not just a place for books, but a community hub for technology, engagement, programming, and a lifelong place for learning.

In addition, my current role in Brighton has allowed me to service the needs of a diverse population of younger and older patrons. Being able to quickly and accurately answer their research/reference questions at the youth and adult desks is key to maintaining positive library/patron relations. As noted, I have been responsible for the library's public relations/marketing materials including drafting press releases, managing social media outreach, and creating the monthly library newsletter through Orangeboy. I have also been responsible for working alongside the management team to create and subsequently promote our new makerspace, the 'Inspo-Lab.' Being able to see this space develop from the idea stage to the promotion and usage stage has been the highlight of my time here in Brighton. Leading the tours of the Inspo-Lab to newcomers in the community and highlighting all of the exciting opportunities in which patrons can use the space is the best part of my day. I have also been responsible for keeping/updating the program calendar, including creating events, providing detailed descriptions, and interacting with other departments to ensure accurate scheduling. My previous role as a branch manager at the Genesee District Library also gave me valuable experience in direct supervision of staff including scheduling, budgeting, assigning daily tasks, and hiring processes.

The completion of my Master's Degree at Wayne State University also gave me hands-on experience in interacting with donors, both financially and with physical materials. In the pursuit of a graduate certificate in Archival Administration, I was able to meet with archival donors, evaluate the materials, develop an action plan, and accessing and processing the materials for use by the public for generations to come. The finding aid I created for the Eastern Michigan University Archives is available at (<http://aspace.emich.edu/repositories/2/resources/291>). I look forward to utilizing my knowledge and skills to serve the needs of the community in South Lyon. This Director position truly appears to be a perfect complement to my career goals and will enrich my work professionally and academically. I look forward to the opportunity to further discuss my skills for this position!

Best,

Nicholas D. Eisengruber

# NICHOLAS EISENGRUBER

## PROFESSIONAL EXPERIENCE

### Brighton District Library, Apr 2023- Present

Marketing/PR Librarian, Feb 2024-Present

Brighton, Michigan

- Creates and implements marketing campaigns, writes press releases, and creates and edits Online content.
- • Works with local media to produce content for library promotion, maintaining a press list.
- Creates and distributes monthly library eNews using Orangeboy Savannah software.
- Uses print and electronic resources to respond to public information requests in person, over the phone, or via email.
- Acquaints patrons with the resources of the library.

Youth Services Librarian, Apr 2023-Feb 2024

- Planned, organized, and presented library programs and special events for children ages 0-10.
- Maintained the assigned collections, including weeding and evaluating donated materials, and maintaining and adhering to an assigned budget in the Youth department .

### Genesee District Library, July 2018- Apr 2023

Headquarters Branch Librarian

Flint, Michigan

- Responsible for day-to-day operations.  
Developed the entire branch collection via Ingram and according to a yearly budget.
- Provided recommendation of digital materials for Overdrive and Hoopla.
- Interviewed and hired applicants for page positions.
- Crafted monthly branch operations reports to present at staff meetings.

## SKILLS

- Archivists ' Toolkit, ASpace, PastPerfect, Sierra, CarlX
- Sony Vegas Movie Studio, FileMaker Pro, EAD, Dublin Core, MARC21, DACS, HTML Basic
- Google Workspace
- Microsoft Office Suite

## CERTIFICATES / PROJECTS

- Level 1 Permanent Professional Certificate from the Library of Michigan.
- Graduate Certificate in Archival Administration.
- Involved in a special project deaccessioning & rehousing an AFSCME audiovisual collection.
- Internship at the National Archives & Records Administration in Chicago.
- Collections Intern at the Bay County Historical Society.

## EDUCATION

Wayne State University  
**Master of Library & Information  
Science**  
**August 2016-May 2018**

Saginaw Valley State University  
**Bachelor of Arts - History**  
**August 2009-May 2015**



# Salem-South Lyon District Library

*Imagine the Possibilities*

9800 Pontiac Trl, South Lyon, MI 48178

Phone: 248-437-6431 | Fax: 248-437-6593

## Employment Application: Library Director

This application must be completed thoroughly and included along with your cover letter, and resume. Send these documents as a single, combined PDF attachment to: [directorhire@ssldl.info](mailto:directorhire@ssldl.info) with "SSLDL DIRECTOR POSITION" in the subject of the email by **COB Tuesday, November 18, 2025** in order to be considered for this position.

### Applicant Information

Full Name: Eisengruber Nicholas D Date: 11/4/2025  
Last First M.I.

Address: [REDACTED]  
Street Address Apartment/Unit #

[REDACTED] [REDACTED] [REDACTED]  
City State ZIP Code

Phone: [REDACTED] Email: [REDACTED]

Are you a citizen of the United States? YES  NO  If no, are you authorized to work in the U.S.? YES  NO

Have you ever worked for this library? YES  NO  If yes, when? \_\_\_\_\_

Have you ever been convicted of a crime or offense, other than a minor traffic violation? YES  NO

If yes, explain: \_\_\_\_\_

### Education

College: Wayne State University 42 W Warren Ave, Detroit, MI 48202

From: 2016 To: 2018 Did you graduate? YES  NO  Degree: MLIS

Other: Saginaw Valley State University Address: 7400 Bay Rd, University Center, MI 48710

From: 2009 To: 2015 Did you graduate? YES  NO  Degree: B.A. History

## EMPLOYMENT HISTORY

**Start with present or most recent job and list all previous employers. If you need more space, continue on a separate sheet.**

Employer <b>Brighton District Library</b>	Dates		Hourly Rate/Salary	
Telephone + Area Code <b>810-229-6571</b>	From	To	Start	Final
Address (City, State, Zip) <b>100 Library Drive Brighton, MI, 48116</b>	<b>2/2024</b>	Present	<b>25.96</b>	<b>28.00</b>
Job Title <b>Marketing/PR Librarian</b>	Supervisor <b>Jennifer Osborne</b>			
Reason(s) for Leaving <b>Current Position</b>	Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/>			
Work Performed Creates and implements marketing campaigns, writes press releases, and creates and edits web content. Works with local media to produce content for library promotion. Uses print and electronic resources to respond to public information requests received in person, over the phone, or e-mail.				
Employer <b>Brighton District Library</b>	Dates		Hourly Rate/Salary	
Telephone + Area Code <b>810-229-6571</b>	From	To	Start	Final
Address (City, State, Zip) <b>100 Library Drive Brighton, MI, 48116</b>	<b>4/2023</b>	<b>2/2024</b>	<b>24.51</b>	<b>25.96</b>
Job Title <b>Youth Services Librarian</b>	Supervisor <b>Laurie Walters</b>			
Reason(s) for Leaving <b>Moved to Adult Services Department</b>	Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/>			
Work Performed Planned, organized, and presented library programs and special events for children ages 0-10. Maintained the assigned collections, including weeding and evaluating donated materials, and maintaining and adhering to an assigned budget in the Youth department.				
Employer <b>Genesee District Library</b>	Dates		Hourly Rate/Salary	
Telephone + Area Code <b>810-732-0110</b>	From	To	Start	Final
Address (City, State, Zip) <b>4195 W Pasadena Ave Flint, MI, 48504</b>	<b>7/2018</b>	<b>4/2023</b>	<b>17.59</b>	<b>25.90</b>
Job Title <b>Branch Librarian</b>	Supervisor <b>Elizabeth Kish</b>			
Reason(s) for Leaving <b>Took job at BDL to be closer to home</b>	Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/>			
Work Performed Responsible for day-to-day operations. Developed the entire branch collection via Ingram & according to a yearly budget. Interviewed & hired applicants for page positions. Crafted monthly branch operations reports to present at quarterly meetings.				
Employer <b>Walter P. Reuther Archives of Labor &amp; Urban Affairs</b>	Dates		Hourly Rate/Salary	
Telephone + Area Code <b>313-577-4024</b>	From	To	Start	Final
Address (City, State, Zip) <b>5401 Cass Ave Detroit, MI, 48202</b>	<b>11/2016</b>	<b>5/2018</b>	<b>7.50</b>	<b>9.00</b>
Job Title <b>Student Assistant</b>	Supervisor <b>Brandon Carter</b>			
Reason(s) for Leaving <b>Completion of my MLIS program</b>	Full Time <input type="checkbox"/> Part Time <input checked="" type="checkbox"/>			
Work Performed Gathered archival materials for researchers. Involved in a special project deaccessioning & rehousing an AFSCME audio/visual collection.				

## References

*Please list at least two professional and 2 personal references*

Full Name: Jennifer Osborne Relationship: Supervisor  
Company: Brighton District Library Phone: [REDACTED]  
Address: 100 Library Drive, Brighton, MI, 48116

Full Name: Elizabeth Kish Relationship: Supervisor  
Company: East Lansing Public Library Phone: [REDACTED]  
Address: 950 Abbot Road, East Lansing, MI, 48823

Full Name: Alexis Braun Marks Relationship: Professor  
Company: Eastern Michigan University Archives Phone: [REDACTED]  
Address: 955 W Circle Dr, Ypsilanti, MI, 48197

Full Name: Melissa Ford Relationship: Professor/Advisor  
Company: Michigan Museums Association Phone: [REDACTED]  
Address: P.O. Box 5246, Cheboygan, MI 49721

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

## Disclaimer and Signature

*I agree and understand that all the information and statements on my application are correct and no attempt has been made to conceal or withhold pertinent information. I agree that any omission, falsification, or misrepresentation is cause for my immediate termination at any time during my employment.*

*I authorize investigation of all statements contained in this application for any employment related purpose and I understand that a criminal background check will be performed as part of the hiring process. I hereby release any references and current or former employers for all liability for any information they may give you.*

Signature: Nicholas D. Eisengruber Date: 11/4/2025

Kathleen Merucci



November 13, 2025

Salem-South Lyon District Library  
Attn: Denise Stacer  
9800 Pontiac Trail  
South Lyon, MI 48178

Dear Denise,

In response to the job posting for the Library Director, I have attached my resume for your review. I have fourteen years of public library experience and hold a Master of Library and Information Science degree from Wayne State University. My work and budget experience, paired with my committee work and educational training, will make me successful in this position.

For the past four years, I have worked as the Head of Information Services at Salem-South Lyon District Library. During my employment at the Salem-South Lyon District Library, I have introduced new collections to the Library, offered excellent reference services to our community, and provided quality programs to adult, youth and teen patrons. I currently supervise nine reference desk staff. In addition, I manage a library materials budget of \$293,000 and a programming budget of \$20,000.

In March 2021, I was appointed Interim Director following the retirement of Donna Olson. As Interim Director, I assisted with the development of the 2021-2022 Library Budget and the project coordination of a new drive-thru window and an outdoor pavilion for the Library.

My public library experience, paired with my budget and supervisory experience has prepared me to be a successful Library Director. I appreciate the opportunity to apply for this position and look forward to discussing it in an interview. Thank you for your time and consideration.

Sincerely,



Kathy Merucci



## PROFESSIONAL EXPERIENCE

Salem-South Lyon District Library

November 2021 - Present

### **Head of Information Services**

- Provides day-to-day management of the Adult, Teen and Youth Department staff including supervision, training, hiring, budgeting and recommending Library and department needs
  - Works as a member of the Library's management team to create, interpret, update and communicate Library policies and department procedures that are compatible with the Library's mission and goals
  - Manages a materials budget of \$293,000, and a programming budget of \$20,000
  - Coordinates, assists and promotes the Library collections; oversees collection development duties including selection, ordering, budgeting, marketing and deselection
  - Develops recommendations for collections based on trends and community needs; plans for the addition of future collections
  - Serves as a member of internal and external committees
  - Plans, implements and promotes programming appropriate to the needs of the community, keeping services current and appropriate
  - Engages in outreach to local schools and community events to promote library programs and services
  - Assists in the compilation and evaluation of monthly library statistics for the Board and State Reports
  - Creates a monthly report for the Library Board of Trustees
  - Contributed to the planning and coordination of the renovations in the Teen Department and Computer Lab
  - Worked with The Library Network and Overdrive to transition our digital content from the MCLS consortium to Download Destination, resulting in over \$8,000 in annual savings in platform fees and lower hold times for patrons
  - In the absence of the Director and/or Assistant Director, manages the Library and building operations

**Interim Director**

- Responsible for managing the Library budget, collections, and facilities and implementing the Library Board of Trustees' goals and objectives
  - Examined the Library's collections and programs.
  - Directed and participated in the overall operations of the Library and administered the Library in accordance with the adopted policies
  - Coordinated the activities of personnel by assigning duties and developing/scheduling various programs
  - Assured that adequate personnel, materials, and equipment were available to provide the best possible Library services to the community
  - Assessed the quality and accuracy of staff performance and counseled employees as necessary
  - Prepared various reports for the Board of Trustees regarding Library events and activities
  - Reviewed payroll for employees
  - Determined necessary supplies for operations and oversaw the purchase of Library materials and equipment
  - Assured proper safety and security measures were followed for the benefit for staff, patrons, and volunteers
  - Ensured that the Library building and property were safe, comfortable, and well-maintained
  - Assisted in the project coordination for a new drive-thru window and an outdoor pavilion for the Library
  - Completed an RFP to replace the roof above part of the Adult and Teen Departments; worked with the Facilities Committee to have the roof replaced
  - Worked with the Assistant Director and Budget Committee to develop the 2021-2022, \$1.6 million dollar operating budget for the Library
  - Completed the State Aid Report to receive funding from the Library of Michigan

**Head of Youth and Teen Services**

- Responsible for managing the Youth and Teen Departments
  - Supervised Youth and Teen Department staff
  - Managed a materials budget of \$62,000 and a programming budget of \$7,000

- Performed collection development for the Youth Department including youth fiction, nonfiction, picture books, holiday books, youth DVDs, and easy readers
- Assisted in the planning of a \$1.2 million dollar Youth Department expansion in 2019
- Maintained a welcoming, attractive, and functional learning environment for patrons in the Youth and Teen Departments
- Assisted in the compilation and evaluation of monthly library statistics
- Engaged in outreach to schools and other community organizations
- Actively sought grants and donations to contribute to the Library's financial viability and ability to expand programs
- Doubled storytime attendance by assisting in the implementation of the *Every Child Ready to Read* Program
- Created a monthly departmental report for the Library Board of Trustees
- Served as a member of the Library's Leadership Team during the COVID-19 pandemic
- Assisted in the re-opening processes and procedures during the COVID-19 pandemic

Salem-South Lyon District Library

May 2013 – October 2016

**Youth Services Librarian**

- Provided reference services to the public in the Youth and Teen Departments
  - Performed collection development for the Youth and Teen Departments including teen nonfiction, youth and teen biography, teen graphic novels, and video games
  - Provided readers' advisory services
  - Organized, planned, and presented youth and teen library programs
  - Provided outreach services to schools and community organizations
  - Developed and implemented baby, toddler, and preschool story times to contribute to early childhood development
  - Provided technology assistance to patrons

**EDUCATION**

Wayne State University – Detroit, Michigan  
*Master of Library and Information Science, May 2013*

Michigan State University – East Lansing, Michigan  
*Bachelor of Science, May 1995*

## **ACCREDITATION**

State of Michigan Level 1 Permanent Professional Librarian Certification

## **WORK GROUPS AND COMMITTEES**

- Salem-South Lyon District Library
  - Facilities, Policy and Budget Committees
  - Leadership Team
  
- Secretary, Washtenaw County Historical Consortium
  
- Michigan Library Association (MLA)
  - Member of the 2018, 2020, 2021 and 2022 Mitten Award Professional Development Work Groups
  - Co-Chair of the 2019 Mitten Award Professional Development Work Group
  
- Collaborative Summer Library Program
  - Member of the 2019 Children's Manual Review Committee

## **REFERENCES**

Jillian Baker  
Assistant Director, Farmington Community Library  
248-848-4302  
[jillian.baker@farmlib.org](mailto:jillian.baker@farmlib.org)

Devin Duerr  
Project Manager  
Shaw Construction and Management Co.

[REDACTED]  
[REDACTED]

Kathy Hutchinson  
Assistant Director, Salem-South Lyon District Library  
248-437-6431  
[khutchinson@ssldl.info](mailto:khutchinson@ssldl.info)

Rachael Perry Showerman  
Friends of the Library Board Member





# Salem-South Lyon District Library

*Imagine the Possibilities*

9800 Pontiac Trl, South Lyon, MI 48178  
Phone: 248-437-6431 | Fax: 248-437-6593

## Employment Application: Library Director

This application must be completed thoroughly and included along with your cover letter, and resume. Send these documents as a single, combined PDF attachment to: [directorhire@ssldl.info](mailto:directorhire@ssldl.info) with "SSLDL DIRECTOR POSITION" in the subject of the email by **COB Tuesday, November 18, 2025** in order to be considered for this position.

### Applicant Information

Full Name: Merucci Kathleen M Date: 11/13/25  
Last First M.I.

Address: [REDACTED]  
Street Address Apartment/Unit #

[REDACTED] [REDACTED] [REDACTED]  
City State ZIP Code

Phone: [REDACTED] Email: [REDACTED]

Are you a citizen of the United States? YES  NO  If no, are you authorized to work in the U.S.? YES  NO

Have you ever worked for this library? YES  NO  If yes, when? May 2011 - Present

Have you ever been convicted of a crime or offense, other than a minor traffic violation? YES  NO

If yes, explain: \_\_\_\_\_

### Education

College: Wayne State University 656 West Kirby Street, Detroit, MI 48202

From: 2010 To: 2013 Did you graduate? YES  NO  Degree: Master of Library and Information Science

Other: Michigan State University Address: 220 Trowbridge Rd, East Lansing, MI 48824

From: 1990 To: 1995 Did you graduate? YES  NO  Degree: Bachelor of Science

## EMPLOYMENT HISTORY

**Start with present or most recent job and list all previous employers. If you need more space, continue on a separate sheet.**

Employer	Salem-South Lyon District Library	Dates		Hourly Rate/Salary	
Telephone + Area Code	248-437-6431	From	To	Start	Final
Address (City, State, Zip)	9800 Pontiac Trail South Lyon, MI 48178	November 2021	Present	\$66,500	\$74,100
Job Title	Head of Information Services	Supervisor Paulina Poplawska, Director			
Reason(s) for Leaving	Current position	Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/>			
Work Performed Provides day-to-day management of the Adult, Teen and Youth Department staff including supervision, training, hiring, budgeting and recommending Library and department needs.					
Employer	Salem-South Lyon District Library	Dates		Hourly Rate/Salary	
Telephone + Area Code	248-437-6431	From	To	Start	Final
Address (City, State, Zip)	9800 Pontiac Trail South Lyon, MI 48178	March 2021	November 2021	\$66,500	\$66,500
Job Title	Interim Director	Supervisor SSLDL Board of Trustees			
Reason(s) for Leaving	New Director Hire	Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/>			
Work Performed Responsible for managing the Library budget, collections, facilities and implementing the Library Board of Trustees' goals and objectives.					
Employer	Salem-South Lyon District Library	Dates		Hourly Rate/Salary	
Telephone + Area Code	248-437-6431	From	To	Start	Final
Address (City, State, Zip)	9800 Pontiac Trail South Lyon, MI 48178	October 2016	March 2021	\$48,420	\$57,115
Job Title	Head of Youth and Teen Services	Supervisor Donna Olson, Director			
Reason(s) for Leaving	Appointed as the Interim Director following the retirement Donna Olson	Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/>			
Work Performed Responsible for managing the Youth and Teen Departments.					
Employer	Salem-South Lyon District Library	Dates		Hourly Rate/Salary	
Telephone + Area Code	248-437-6431	From	To	Start	Final
Address (City, State, Zip)	9800 Pontiac Trail South Lyon, MI 48178	May 2013	October 2016	\$21,250	\$37,975
Job Title	Youth Services Librarian	Supervisor Caryn Bartone, Head of Youth and Teen Services			
Reason(s) for Leaving	Promotion to Head of Youth and Teen Services	Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/>			
Work Performed Provided programming, collection development and reference services to the public in the Youth and Teen Departments.					

**References**

*Please list at least two professional and 2 personal references*

Full Name: Kathleen Hutchinson Relationship: Supervisor  
Company: Salem-South Lyon District Library Phone: 248-437-6431  
Address: 9800 Pontiac Trail, South Lyon, MI 48178

Full Name: Jillian Baker Relationship: Former Coworker  
Company: Farmington Community Library Phone: 248-848-4302  
Address: 32737 W 12 Mile Rd, Farmington Hills, MI 48334

Full Name: Rachael Perry Showerman Relationship: Library Friend  
Company: Friends of the Library Board Member Phone: [REDACTED]  
Address: Email address: [REDACTED]

Full Name: Devin Duerr Relationship: Library Contractor  
Company: Shaw Construction and Management Co. Phone: [REDACTED]  
Address: 13980 Farmington Rd, Livonia, MI 48154

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

**Disclaimer and Signature**

*I agree and understand that all the information and statements on my application are correct and no attempt has been made to conceal or withhold pertinent information. I agree that any omission, falsification, or misrepresentation is cause for my immediate termination at any time during my employment.*

*I authorize investigation of all statements contained in this application for any employment related purpose and I understand that a criminal background check will be performed as part of the hiring process. I hereby release any references and current or former employers for all liability for any information they may give you.*

Signature:  Date: 11/13/2025

Katherine Merucci

What is your relationship to the applicant?

1. Kathy has been a work colleague since 2010 but also a friend
2. Kathy was the children's librarian when her kids were young, then thru Friends, Little Free Library and Friends Club, then scholarship committee
3. Worked with Kathy as part of library construction since 2018
4. Worked with Kathy from when Kathy was an intern and then children's librarian

What are the strengths of the applicant?

1. Integrity, honesty, ability to look at situation - assess it and determine if it requires immediate action or more time to think about it, mentor, decision making, follow through, leadership – support, working together with board, brings out best in others
2. So many, easy to work with, kind, generous, quiet leadership, connections to community
3. Knowledgeable about so much, dedicated, great person, enjoyable to work with, great sense of humor
4. Organized, critical thinking, leadership, competent, trustworthy, serves the community, team player

Is there anything I should be aware of?

1. Staff all respect her as well as library world, very community focused
2. No concerns, admires how strongly she believes in the value of the library, welcoming, innovative. Kathy has grown with reference's family
3. Kathy is an empty nester, clear communicator, straight as a book
4. No concerns, important that she lives in the community, knows needs and interests, easy going, grace, professionalism

What do you do? Would you hire this applicant?

1. Assistant Director of Library. Absolutely
2. Freelance writer/photographer. Yes, Kathy would level up the library
3. General Contractor. Yes I would
4. Assistant Director of Library. Absolutely

Nicholas Eisengruber

What is your relationship to the applicant?

1. Direct supervisor – head of adult services
2. Was his supervisor in Genesee
3. Site supervisor for his practicum – very small shop
4. Former professor/faculty advisor

What are the strengths of the applicant?

1. On time, considerate, thoughtful, does a good job, stays on track, has the skills to be left in charge
2. Attentive to details, calm, level headed
3. Incredibly motivated, self-starter, self-motivated, asking good questions – can edit himself by finding the information on his own, detail orientated, responsible for taking a project from start to end
4. In the Archivist management class he has methodical work, inquisitive, wanted to do a good job. After the internship, he continued to volunteer to take the project to completion

Is there anything I should be aware of?

1. No
2. No, but they really enjoyed working with him
3. Not that comes to mind, there are no red flags
4. No

What do you do? Would you hire this applicant?

1. Head of adult services. Yes
2. Experienced team leader, Yes
3. University archivist that meets with student to identify their area of growth, Absolutely
4. Professor, Yes I would

Mary Gallup

What is your relationship to the applicant?

1. Mary is a member of the cooperative (like TLN) and has known her for 3-4 years
2. Was in library professional development
3. Mary started as a volunteer and continued to take additional roles
4. Mary is a student in her online class, never met her in person

What are the strengths of the applicant?

1. Public speaker, realistic, fierce staff advocate, protecting staff privacy, asks good questions, leader qualities, listener, observer
2. Saw her deal with conflict with treasurer, small town conflict, advocate for the library while running a fair meeting, avoided situation, found positive resolution, mild mannered, quiet but came out strong
3. Not afraid of anything, knows how to solve problems, digs in, creative, knows strengths of others and capitalizes on them
4. Mary took lead of committee for class, volunteered right away, work turned in early, sound philosophies, does really good work

Is there anything I should be aware of?

1. Never had any issues with Mary, does her own homework, willing to ask for help, over researches to make sure
2. Getting her masters now, knows how to find the resources she needs
3. Doesn't want to lose her, small library where Mary wears many hats and wears them well, but is great at collaborating
4. No

What do you do? Would you hire this applicant?

1. Director of Cooperative. Absolutely in a heart beat
2. Faculty at U of M school of information, yes she is a great colleague
3. Retired teacher, library board member, friends for library board president, was part of team that interviewed Mary for her current position, absolutely would hire her
4. Adjunct Wayne State professor, Absolutely, she would be at the top of my interview list

## Social Media Deep Dive Notes

Nick Eisengruber

Facebook - No controversial post or comments found

X - A lot of polarizing political retweets like this one "I don't know what to tell you guys. We have to expand the Court. If we don't expand the Court, no liberal policy will be allowed to exist for the rest of our lives. That's why Republicans stole the court, that's why rich people pay for justices. Govern yourselves accordingly."

And one strongly worded comment

"Shoutout to the guy at the gas station this morning with the unsolicited advice on "how to park at the pump." Dumbass must not have seen the truck backing up into the spot he was referring I drive in to"

Instagram - No controversial post or comments found

Bluesky - No social media presence

Linkedin - Found profile with no posts

Mary Gallup

Facebook – 2 posts that were questionable to still have up from 2011

"Just saw a news segment of a group in Texas teaching "pole dancing for Jesus.""

"Staring out the window, looking at the snow... I really want to pee in it!"

X - No social media presence

Instagram - Found profile with no posts

Bluesky - No social media presence

Linkedin - Found profile with no posts

Kathy Merucci

Facebook - No controversial post or comments found

X - No social media presence

Instagram - No social media presence

Bluesky - No social media presence

Linkedin - No social media presence

	A	B	C	D	E
1	<b>Criteria</b>	<b>Nicholas Eisengruber</b>	<b>Mary Gallup</b>	<b>Kathy Merucci</b>	<b>Notes</b>
2	Interview date and time				
3	Has required education				
4	Has necessary experience				
5	Reference Check				
6	Social Media posts				
7	Has a vision for the library				
8	Ability to communicate				
9	Understands library operations				
10	Understands library finance -L4029 to audit				
11	Agrees with library polices and procedures				
12	Ability to manage and support staff				
13	Ability to represent the library publicly				
14	<b>Prepared Questions:</b> Draft 26-27 Budget				
15	Suggestion(s) for large gift money				
16	Handle a book challenge				
17	<b>On the Fly questions:</b> Deal with unexpected conflict				
18	Decresed revenue, budget recommendations				
19	Trustee issue				
20	Non-delegated duties				
21	Negative feeling - staff, caused by board action				

**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