



**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, FEBRUARY 2, 2026, AT 7:00 PM
OLSON MEETING ROOM**

- A. Call meeting to order and verify quorum (26-42)
- B. Approval of agenda (26-43V)
- C. Introduction of guests (26-44)
- D. Approval of past minutes:
 - 1. Regular Board Meeting on January 5, 2025 (26-45V)
 - 2. Special Board Meeting on January 27, 2025 (26-46V)
 - 3. Special Board Meeting on January 29, 2025 (26-47V)
- E. Public Comment (26-48)
- F. Friends of the Library Report (26-49)
- G. Financial Report
 - 1. Acceptance of the December 2025 Financial Report (26-50V)
- H. Approval for Payroll Report December 2025 (26-51V)
- I. Approval for Board Review of Bills and credit card purchases for December 2025 (26-52V)
- J. Leadership Team Report
 - 1. Updated Mentor Program
 - a. Mentor Feedback (26-53)
 - b. Quarterly evaluation form (26-54)
 - 2. Eagle Scout Ceremony for Braden Jose (26-55)

K. Staff Reports (26-56)

L. Old Business (26-57)

M. New Business

1. Strategic Plan for March 2, 2026 Meeting (26-58)
2. Quotes from LDA for Adult Renovation (26-59V)
3. Quote from Shaw Construction for Adult Renovation (26-60V)
4. Compensation Committee (26-61V)

N. Correspondence and communications (26-62)

O. Committee Reports

1. Advocacy Marketing (26-63)
2. Facilities
 - a. Generator Updates
 1. Cummins Credit Memo #68049 and Cummins original quote/bill – July 2, 2025 (26-64V)
 2. S1-251268049 Invoice Cummins for C200N6B Generator (26-65V)
 3. AF Smith Invoice #250160000004 (26-66V)
 4. Bass Generator Integration (26-67V)
 - b. Teen/Computer Lab Project Update
 1. Shaw Invoice #25157 (26-68V)
 2. LDA Final invoice #25-253-03 (26-69V)
3. Budget (26-70)
4. Policy Committee (26-71)
5. Professional Development (26-72)
6. Director Search Committee
 - a. Updates (26-73)
 - b. Probation (26-74)

P. Board Comments (26-75)

Q. Adjournment (26-76)

UPCOMING MEETINGS

BOARD MEETING: MONDAY, February 23, 2026, AT 7:00 PM

BUDGET COMMITTEE: THURSDAY, February 12, 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, January 5, 2026

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
Luke Brusstar – Staff Representative

Vice President: Linda Hamilton
Secretary: Hattie Maguire

Recording Secretary: Kevin Campbell

A. Call meeting to order and verify quorum (26-01)

President Stacer called the meeting to order in Meeting Room 1 at the Salem-South Lyon District Library at 7:01 p.m.

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

A. King – Friends Representative

Luke Brusstar – Staff Representative

K. Campbell - Recording Secretary

B. Approval of agenda (26-02V)

Motion to accept the agenda by L. Hamilton seconded by R. Sims

Yes: 7;
No: 0.
Motion Carried.

C. Introduction of guests (26-03)

Guests were introduced by K. Hutchinson

D. Approval of past minutes:

1. Regular Board Meeting on November 24, 2025 (26-04V)

Motion to approve the past minutes from November 24, 2025, was made by L. Hamilton; seconded by D. Siivola.

Yes: 7;
No: 0.
Motion Carried.

2.Special Board Meeting on December 16, 2025 (26-05V)

Motion to approve the past minutes from the special board meeting on December 16, 2025, was made by L. Hamilton; seconded by R. Sims.

Yes: 7;
No: 0.
Motion Carried.

E. Public Comment (26-06)

There were no public comments

F. Friends of the Library Report (26-07)

Submitted and filed by the friends

G. Financial Report

1. Acceptance of the November 2025 Financial Report (26-08V)

Motion to accept the November 2025 financial report moved by L. Hamilton
Seconded by R. Sims

Yes: 7;
No: 0.
Motion Carried.

H. Approval for Payroll Report November 2025 (26-09V)

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

Yes: 7;
No: 0.
Motion Carried.

I. Approval for Board Review of Bills and credit card purchases for November 2025 (26-10V)

Motion to approve the November 2025 bills and credit card purchases was made by L. Hamilton; seconded by D. Siivola

Yes: 7;
No: 0.
Motion Carried.

J. Leadership Team Report

1. Updated Mentor Program (26-11)

Submitted and filled by the leadership team

Motion to require an evaluation from administration and a participant by the February 2nd Board meeting on the costs and benefits to the employer and the participants and if there are any roles within the organization that should be required to participate by L. Hamilton, Seconded by D. Siivola

Yes: 7;

No: 0.

Motion Carried.

K. Staff Reports (26-12)

Submitted for board review and filed

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)

Motion to pay the amount listed for invoice #250160003 by L. Hamilton, seconded by P. Peruski

Yes: 7;

No: 0.

Motion Carried.

b. Teen/Computer Lab Project Update

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

Motion to pay invoice #25-253-01 by L. Hamilton, Seconded by D. Siivola

7: Yes

0: No

Motion Carried.

Motion to have the staff provide an updated plan for the adult department by the February 23 board meeting with the provision that if more time is needed, then it can be requested by L. Hamilton, seconded by H. Maguire.

7: Yes

0: No

Motion Carried.

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

Motion to pay invoice #25-253-02 from LDA by L. Hamilton, Seconded by E. Petricca

7: Yes

0: No

Motion Carried.

3. Budget (26-20)

Next Budget meeting will be January 27th at 3 PM

4. Policy Committee (26-21)

5. Professional Development (26-22)

6. Director Search Committee

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

Motion to use the comparison and numbers as a guide to determine the top 2 candidates by L. Hamilton Seconded by R. Sims

7: Yes

0: No

Motion Carried.

K. Campbell will send H. Maguire Last year's financial report, Current Budget and all the full questions. H. Maguire will send the Board the required information. H. Maguire will email the candidates to set the dates and times for interviews. H. Maguire will send the candidates all the information they need for prepared interview questions.

The trustees will have "Trustee" for name placards.

Each member participating needs a copy of the questions

Final Score sheet needs to be on paper

Additional questions during interview will include Friends/volunteer questions.

January 27th starting at 5 pm - 6:15, half hour for food then next candidate 7 - 8:15.

January 29th starting at 5 pm - 6:15, half hour for food then discussion

2 applicants are scheduled on Tuesday and one scheduled on Thursday.

P. Board Comments (26-24)

There were board comments.

R. Adjournment (26-25)

Meeting adjourned at 8:21 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 January 5, 2026, 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

Draft Minutes of Special Board Meeting
MONDAY, JANUARY 27, 2026, AT 5:00 PM
OLSON MEETING ROOM

A. Call meeting to order and verify quorum (26-26)

President Stacer called the meeting to order in Olson Meeting Room at the Salem-South Lyon District Library at 5:00 p.m.

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

K. Campbell - Recording Secretary

B. Approval of agenda (26-27V)

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

Yes: 7;

No: 0.

Motion Carried.

C. Interview Nicholas Eisengruber (26-28)

Interview conducted

D. Recess (26-29)

Recess at 5:45

E. Reconvene

Meeting Reconvened at 6:59pm

F. Interview Kathy Merucci (26-31)

Interview conducted

G. Public Comment (26-32)

No Public Comment

H. Adjournment (26-33)

Meeting adjourned at 8:04

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 January 27, 2026, 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

Draft Minutes of Special Board Meeting
MONDAY, JANUARY 29, 2026, AT 5:00 PM
OLSON MEETING ROOM

A. Call meeting to order and verify quorum (26-34)

Vice president Hamilton called the meeting to order in the Olson Meeting Room at the Salem-South Lyon District Library at 5:00 p.m.

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

K. Campbell - Recording Secretary

B. Approval of agenda (26-35V)

Motion to accept the agenda was made by D. Siivola seconded by P. Peruski

Yes: 7;
No: 0.
Motion Carried.

C. Interview Mary Gallup (26-36)

Interview conducted

D. Public comment (26-37)

There was public comment

E. Recess (26-38)

Recess at 5:51

F. Reconvene (26-39)

Meeting Reconvened at 6:15pm

G. Evaluation of candidates (26-40V)

Motion to hand all scorecards to the assistant director by L. Hamilton. Seconded by H. Maguire.

Yes: 7;
No: 0.
Motion Carried.

Motion to have President Stacer to extend position of the Director to Kathy Merucci with the annual compensation of \$85,043, Step 9, year 2. Probation period would start February 2nd until August 2nd. Director Goals and objectives needed by the board meeting on March 30th by R. Sims, Seconded by D. Siivola

Yes: 7;
No: 0.
Motion Carried.

H. Adjournment (26-41)

December 2025 Budget Highlights – Financial Report

Income:

Account 400 Property Taxes Operating: \$10,255.93

South Lyon 1995 Operating of \$199.03, South Lyon 2014 Operating of \$88.28

Salem Township 1995 Operating of \$6,867.69, Salem Township 2014 Operating of \$3,100.93

Account 400.3 Service Contract: 0.0

Account 400.4 PPT: \$0.0

Account 409 Fines & Fees \$503.23

- Penal Fines: \$0.0
- Fines \$373.23
- Non-resident fee: \$130.00

Acct. 440 Gifts & Grants \$5,252.79

- True Gift: \$60.10
- Friends Book Donation Income: \$1447.49
- Library Collection Gifts: \$0.00
- Annual Appeal: \$3,745.20
- Gifts (In Memoriam): \$0.00
- Grants: \$0.00

Account 440.3 Miscellaneous Income: \$1,395.13

(Of note: Lost Materials: \$153.32, Computer Prints: \$817.90, Faxes: \$104.00, Rebates: \$347.00, misc. sales: \$3.00)

Account 450 Interest: \$5,507.97

- Michigan Class \$1,939.70
- Comerica: \$38.65
- Huntington: \$3,529.62

Total Income: \$22,915.05

Expenses:

Account 500 - Personnel Total: \$75,759.70 (Two pays)

- \$ 65,102.76 Acct. 500.2 Salaries
- \$ 3,131.17 Acct. 505.2 Deferred Compensation Plan
- \$ 2,499.29 Acct. 502.3 Group Health Plan
- \$ 4,831.49 Acct. 545 FICA
- \$ 194.99 Acct.570 Dues & workshops

Account 505 - Library Materials & Supplies: \$16,005.40 Acct. 505.12 Library materials (Teen & Youth: \$898.62, Adult: \$2576.97, Processing: \$588.71, Electronic: \$7,822.65 (includes OverDrive, Hoopla, Kanopy, Cloud), Downloadable: \$1,818.38 for WT Cox Annual Mags Subscriptions

Acct. 508 Computer supplies & maintenance; \$906.07

Acct. 527.6 Telecommunications \$279.50
\$ 1,114.50 for Acct. 531 Programming (Adult \$608.89/Youth \$505.61)

Account 536 & 600 Total - Facilities & Equipment: \$228,562.17

Account 536 Facilities:

- \$ 5,823.09 Acct. 515 Utilities (DTE \$3,178.47 and Consumers \$1162.42)
- \$ 22,688.02 Acct. 536.12 Maintenance & Repairs of note: custodial: \$668.58, routine repairs of \$2,451.44 (which includes: truck rental \$72.23, Plumbing repair of 2-dielectric unions \$895.00, rental heaters \$633.63, maintenance & repairs supplies of \$850.58 for zip ties, calc. chloride, snow shovels, feed scoop, masonry bits, quick cement, batteries) water softeners & testing \$349.00, small equipment purchases \$849.00, HVAC services of \$18,370.00
- \$ 543.00 Insurance: W.C. audit

- **Account 600 Capital Expenditures and Equipment:**
 - 600.1 Computer \$0.0
 - 600.4 Other Tech. Equip. \$446.14
 - 600.5 Licensing & Support: \$963.92 (Adobe, Intelligink)
 - 605.9 Capital Equipment (funds from PY): \$198,098 (generator \$104,800./LDA \$93298.)
 - 605.3 Capital Expenditure: \$0.0
 - 605.95 Bond Interest: \$0.0
 - 605.96 Bond Principal : \$0.0

Account 585 – Administrative Expenses \$3,818.07 of note:

- \$ 161.17 Acct. 510.3 Office Supplies
- \$ (4.38) Acct. 511 Postage
- \$ 00.0 Acct. 512 Printing
- \$ 2770.51 Acct. 514 Advertising
- \$ 319.00 Acct.516.1 Telephone
- \$ 571.77 Acct 520 Contractual Services (lease copy machine, cc fees)

Account 586 - Gifts & Grants Purchases \$1,578.52 of note:

- \$ 0.00 Acct. 586.27 Friends Gift Purchases
- \$ 0.00 Acct.586.28 Annual Appeal
- \$ 1,447.49 Acct.586.39 Book Sale Monies
- \$ 1 31.03 Acct.586.31 Gift Purchases

Expenditures exceeded Revenues by \$302,808.81 Total YTD: 554,041.13

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

	Dec 25	Jul - Dec 25	\$ Over Budget	% of Budget Target: 50%	Annual Budget
Ordinary Income/Expense					
Income					
400 · Property Taxes	10,255.93	1,548,561.03	-44,213.97	97.22%	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	0.00	11,180.20	2,380.20	127.05%	8,800.00
409 · Fines & Fees	503.23	39,395.10	-2,604.90	93.8%	42,000.00
415 · State Aid	0.00	13,767.83	767.83	105.91%	13,000.00
440 · Gifts & Grants	5,252.79	21,015.16	-39,884.84	34.51%	60,900.00
440.3 · Miscellaneous Income	1,395.13	11,006.92	-727,493.08	1.49%	738,500.00
447 · Sale of equipment	0.00	6,500.00	5,500.00	650.0%	1,000.00
450 · Portfolio Income	5,507.97	51,396.34	-28,603.66	64.25%	80,000.00
Total Income	22,915.05	1,702,762.45	-1,228,212.55	58.1%	2,930,975.00
Gross Profit	22,915.05	1,702,762.45	-1,228,212.55	58.1%	2,930,975.00
Expense					
500 · Personnel	75,759.70	514,483.70	-668,516.30	43.49%	1,183,000.00
505 · Library materials & supplies	16,005.40	165,846.17	-249,094.83	39.97%	414,941.00
536 · Facilities & Equipment	228,562.17	415,896.28	-764,487.72	35.23%	1,180,384.00
585 · Administrative Expenses	3,818.07	37,042.97	-53,957.03	40.71%	91,000.00
586 · Gifts & Grants Purchases	1,578.52	15,452.20	-46,197.80	25.06%	61,650.00
Total Expense	325,723.86	1,148,721.32	-1,782,253.68	39.19%	2,930,975.00
Net Ordinary Income	-302,808.81	554,041.13	554,041.13	100.0%	0.00
Net Income	-302,808.81	554,041.13	554,041.13	100.0%	0.00

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

	Dec 25	Jul - Dec 25	\$ Over Budget	% of Budget Target: 50%	Annual Budget
Ordinary Income/Expense					
Income					
400 · Property Taxes	10,255.93	1,548,561.03	-44,213.97	97.22%	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	0.00	11,180.20	2,380.20	127.05%	8,800.00
409 · Fines & Fees	503.23	39,395.10	-2,604.90	93.8%	42,000.00
415 · State Aid	0.00	13,767.83	767.83	105.91%	13,000.00
440 · Gifts & Grants	5,252.79	21,015.16	-39,884.84	34.51%	60,900.00
440.3 · Miscellaneous Income	1,395.13	11,006.92	-727,493.08	1.49%	738,500.00
447 · Sale of equipment	0.00	6,500.00	5,500.00	650.0%	1,000.00
450 · Portfolio Income	5,507.97	51,396.34	-28,603.66	64.25%	80,000.00
Total Income	22,915.05	1,702,762.45	-1,228,212.55	58.1%	2,930,975.00
Gross Profit	22,915.05	1,702,762.45	-1,228,212.55	58.1%	2,930,975.00
Expense					
500 · Personnel					
500.2 · Salaries	65,102.76	442,890.11	-552,109.89	44.51%	995,000.00
502 · Empl benefits	10,461.95	71,003.22	-103,996.78	40.57%	175,000.00
570 · Dues & workshops/travel	194.99	590.37	-12,409.63	4.54%	13,000.00
Total 500 · Personnel	75,759.70	514,483.70	-668,516.30	43.49%	1,183,000.00
505 · Library materials & supplies					
505.12 · Library Materials	13,705.33	120,260.02	-193,995.98	38.27%	314,256.00
508 · Computer supplies/maint.	906.07	7,353.58	-7,146.42	50.71%	14,500.00
527 · Cooperative fee	279.50	28,700.26	-37,484.74	43.36%	66,185.00
531 · Programming	1,114.50	9,532.31	-10,467.69	47.66%	20,000.00
Total 505 · Library materials	16,005.40	165,846.17	-249,094.83	39.97%	414,941.00
536 · Facilities & Equipment					
515 · Utilities	5,823.09	25,497.06	-31,502.94	44.73%	57,000.00
536.12 · Maintenance & Repairs	22,688.02	74,320.37	-43,179.63	63.25%	117,500.00
560 · Insurance	543.00	31,862.00	542.00	101.73%	31,320.00
600 · Equipment	1,410.06	19,341.77	-54,658.23	26.14%	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.(Prior Year)	198,098.00	231,298.00	-479,702.00	32.53%	711,000.00
605.95 · Interest Expense (Bond)	0.00	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
Total 536 · Facilities & Equipment	228,562.17	415,896.28	-764,487.72	35.23%	1,180,384.00
585 · Admininstrative Expenses					
510 · Office supplies	161.17	1,030.31	-769.69	57.24%	1,800.00
511 · Postage	-4.38	85.56	-664.44	11.41%	750.00
512 · Printing	0.00	0.00	-750.00	0.0%	750.00
514 · Advertising	2,770.51	13,414.78	-22,285.22	37.58%	35,700.00
516 · Telephone	319.00	1,595.00	-2,205.00	41.97%	3,800.00
520 · Contractual services	571.77	12,046.75	-21,953.25	35.43%	34,000.00
525 · Legal & Professional	0.00	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
Total 585 · Admininstrative Expenses	3,818.07	37,042.97	-53,957.03	40.71%	91,000.00
586 · Gifts & Grants Purchases	1,578.52	15,452.20	-46,197.80	25.06%	61,650.00
Total Expense	325,723.86	1,148,721.32	-1,782,253.68	39.19%	2,930,975.00
Net Ordinary Income	-302,808.81	554,041.13	554,041.13	100.0%	0.00
Net Income	-302,808.81	554,041.13	554,041.13	100.0%	0.00

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

	Dec 31, 25	Dec 31, 24
ASSETS		
Current Assets		
Checking/Savings		
102 · Checking-Huntington Bank	136,212.71	72,620.44
106 · MI Class	579,588.63	555,128.56
113 · Comerica	13,468.99	12,938.68
116 · Huntington Securities	2,202,528.20	1,895,983.23
Total Checking/Savings	2,931,798.53	2,536,670.91
Other Current Assets		
103 · Petty Cash	225.00	225.00
115 · State Aid Receivable	10,178.72	9,567.12
Total Other Current Assets	10,403.72	9,792.12
Total Current Assets	2,942,202.25	2,546,463.03
Other Assets		
144 · Beneficial Interest/Comm. Found	29,305.87	27,045.54
Total Other Assets	29,305.87	27,045.54
TOTAL ASSETS	2,971,508.12	2,573,508.57
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 · Accounts Payable	242,601.25	44,126.02
Total Accounts Payable	242,601.25	44,126.02
Other Current Liabilities		
2100 · Payroll Liabilities	48,417.76	37,315.06
Total Other Current Liabilities	48,417.76	37,315.06
Total Current Liabilities	291,019.01	81,441.08
Total Liabilities	291,019.01	81,441.08
Equity		
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	554,041.13	693,794.62
Total Equity	2,680,489.11	2,492,067.49
TOTAL LIABILITIES & EQUITY	2,971,508.12	2,573,508.57

Salem-South Lyon District Library Monthly Payroll Summary

December 2025

	TOTAL		
	Paydate: 12.5.25	Paydate: 12.19.25	Dec 25
Employee Wages, Taxes and Adjustments			
Gross Pay			
Bonus	150.00	150.00	300.00
Salary	18,550.99	18,680.80	37,231.79
Hourly Wage	12,857.97	14,591.00	27,448.97
Sick	122.00	0.00	122.00
Total Gross Pay	31,680.96	33,421.80	65,102.76
Deductions from Gross Pay			
Deferred Comp MERS	-1,712.66	-3,462.66	-5,175.32
Health Insurance (pre-tax)	-655.00	-655.00	-1,310.00
Pre-tax HSA Emp.	-318.00	-318.00	-636.00
Voluntary Ded/ROTH	-278.23	-291.21	-569.44
Total Deductions from Gross Pay	-2,963.89	-4,726.87	-7,690.76
Adjusted Gross Pay	28,717.07	28,694.93	57,412.00
Taxes Withheld			
Federal Withholding	-2,415.00	-2,476.00	-4,891.00
Medicare Employee	-445.27	-470.51	-915.78
Social Security Employee	-1,903.91	-2,011.80	-3,915.71
MI - Withholding	-1,082.58	-1,080.86	-2,163.44
Medicare Employee Addl Tax	0.00	0.00	0.00
Total Taxes Withheld	-5,846.76	-6,039.17	-11,885.93
Net Pay	22,870.31	22,655.76	45,526.07
Employer Taxes and Contributions	0.00	0.00	0.00

December 2025 Transactions

Type	Date	Num	Name	Memo	SpliCost Control Centert	Amount
Dec 25						
Liability Check	12/01/2025	AutoDeduct	PRIORITY HEALTH	Group Health	500 Personnel	-3,394.78
Bill Pmt -Check	12/03/2025	17625	Air Handlers Corp	Replace pressure relief valve in IT unit	536 Facilities	-1,950.00
Bill Pmt -Check	12/03/2025	17626	Hoopla	Hoopla November	505 Library Materials	-1,830.10
Bill Pmt -Check	12/03/2025	17627	Kanopy LLC	Kanopy for November	505 Library Materials	-275.40
Bill Pmt -Check	12/03/2025	17628	LYON HOMESCAPE, LLC	November salt	536 Facilities	-460.00
Bill Pmt -Check	12/03/2025	17629	Michael Schram	Reimbursement Penske	536 Facilities	-72.23
Bill Pmt -Check	12/03/2025	17630	OVERDRIVE, INC.	E Books	505 Library Materials	-4,003.23
Bill Pmt -Check	12/03/2025	17631	TASC	TPA fee	585 Admin. Expenses	-141.82
Bill Pmt -Check	12/03/2025	17632	THE LIBRARY NETWORK	Annual Delivery	505 Library Materials	-3,495.00
Bill Pmt -Check	12/03/2025	17633	A.F. Smith Electric Inc.	Invoice 25016002/Pmt Req#2	600 Capital Project	-8,800.00
Bill Pmt -Check	12/03/2025	17634	MARTIN HARDWARE	calcium chloride, tarp, short arm hex key set	536 Facilities	-86.95
Check	12/05/2/25	17635	M.Ziegler	Pyrl	500 Personnel	-197.90
Check	12/03/2025	AutoDeduct	Reliance Standard	Group Health	500 Personnel	-59.56
Liability Check	12/05/2025	EFTPS	HUNTINGTON BANK	Employee Withholding	500 Personnel	-7,113.36
Liability Check	12/05/2025	AutoDeduct	MERS	Deferred Compensation	500 Personnel	-3,526.01
Bill Pmt -Check	12/05/2025	17636	T-Mobile	Hot Spots	505 Library Materials	-869.20
Bill Pmt -Check	12/05/2025	17637	THE LIBRARY NETWORK	Shared Automation	505 Library Materials	-11,797.66
Bill Pmt -Check	12/05/2025	17638	Mutual of Omaha	Group Health	500 Personnel	-77.86
Bill Pmt -Check	12/05/2025	17639	OVERDRIVE, INC.	E-Books	505 Library Materials	-632.74
Check	12/08/2025	AutoDeduct	Delta Dental	Group Health	500 Personnel	-354.95
Liability Check	12/10/2025	AutoDeduct	TASC	Employee contribution	500 Personnel	-317.76
Bill Pmt -Check	12/11/2025	17640	Mutual of Omaha	Group Health	500 Personnel	-86.86
Bill Pmt -Check	12/11/2025	17641	OCLC Inc.	Cloud Library	505 Library Materials	-341.07
Bill Pmt -Check	12/11/2025	17642	OVERDRIVE, INC.	E-books	505 Library Materials	-2,096.10
Bill Pmt -Check	12/11/2025	17643	TRANE U.S. Inc.	Replace contactor on condensing units 1 & 2	536 Facilities	-589.00
Bill Pmt -Check	12/14/2025	Online Pymt	Millennium Business	Copier lease	585 Admin. Expenses	-1,488.79
Bill Pmt -Check	12/17/2025	17644	ACCIDENT FUND	WC100067371 04 Policy audit	585 Admin. Expenses	-680.00
Bill Pmt -Check	12/17/2025	17645	FRIENDS OF THE SSLDL	Return of book sales	586 Gifts	-889.84
Bill Pmt -Check	12/17/2025	17646	OVERDRIVE, INC.	Ebooks	505 Library Materials	-677.85
Bill Pmt -Check	12/17/2025	17647	SOUTH LYON H.S.	window painting	536 Facilities	-50.00
Liability Check	12/19/2025	EFTPS	HUNTINGTON BANK	Employee Withholding	500 Personnel	-7,440.62
Liability Check	12/19/2025	EFTPS	Michigan	Employee Withholding	500 Personnel	-2,460.92
Liability Check	12/19/2025	AutoDeduct	MERS	Deferred Compensation	500 Personnel	-5,349.92
Bill Pmt -Check	12/22/2025	AutoDeduct	DTE ENERGY	Electric	536 Facilities	-3,178.47
Liability Check	12/23/2025	Online Pymt	TASC	Employee contribution	500 Personnel	-317.76
Check	12/31/2025	AutoDeduct		Service Charge	522 · Credit Card Transactor	-9.35
Check	12/19/2025	17648	M. Ziegler	pyrl	500 Personnel	-87.96
Dec 25						

Salem-South Lyon District Library
Vendor QuickReport
December 2025

Type	Date	Num	Memo	Cost Center	Amt
CARDMEMBER SERVICES					
Bill	12/09/2025	KM	IngramYouth /Youth \$9.92/Adult \$238.21	505 Library Materials	248.13
Bill	12/10/2025	CB	\$205.38 Adult programs from Amazon, Dollar Tree, Great Lakes Ace Hardware for frames/\$17.97 USPS for return of materials	505 Library Materials	223.35
Bill	12/10/2025	AC	Amazon \$61.85 for Adult Non-fic gift/Amazon \$32.96 for Adult Kits/Amazon	505 Library Materials	94.81
Bill	12/10/2025	KC	Intelligink \$319.00 for phones/Intelligink \$184.04 for Microsoft Outlook/\$254.70 Amazon for laptop supplies	585 Admin. Expenses \$319.00/600 Equipment 438.74	757.74
Bill	12/10/2025	KH	Mastercraft Plumbing/lake at 2-dielectric unions	536 Facilities	895.00
Bill	12/10/2025	TM	Gordon's \$25.98 for Holiday cookie decorating program	505 Library Materials	25.98
Bill	12/10/2025	TR	Constant Contact	585 Admin Expenses	91.00
Bill	12/10/2025	MM	Amazon\$323.96 office supplies, materials for meeting rooms	585 Admin. Expenses \$33.98/536 Facilities \$289.98	323.96
Bill	12/10/2025	NP	Home Depot/space heaters	536 Facilities	239.76
Bill	12/10/2025	SS	Amazon \$12.49 for snack mix for volunteer food/\$122.97 Amazon for exam cram snacks	586 Gifts \$12.49/505 Library Materials \$122.97	135.46
Bill	12/10/2025	KM	Amazon \$76.73 for light parade supplies/Amazon \$24.99 for oven mitts/Book Page \$420.00/Amazon \$9.09 J fiction/Amazon \$191.44 for Megaboom/Library Journal \$179.99	585 Admin Expenses \$76.73/536 Facilities \$24.99/505 Library Materials \$429.09/600 Equipment \$191.44/500 Personnel \$179.99	902.24
Bill	12/31/2025	CB	\$151.67 Amazon for Adult Fiction & kits/Dollar Tree \$7.75 for bows/\$314.58 Amazon & Michael's for embroidery floss, watercolor supplies/\$19.29 Amazon for glue guns	505 Library Materials \$485.54/585 Admin. Expenses \$7.75	493.29
Bill	12/31/2025	AC	Amazon \$107.65 for dvd/Gift refund on purchase for collection of \$13.96	505 Library Materials/586 Gifts (13.96)	93.69
Bill	12/31/2025	KC	Adobe \$779.88/Alohi Fax \$17.99	600 Equip. \$779.88/505Library Materials \$17.99	797.87
Bill	12/31/2025	MM	Demco \$588.71 for processing materials/Amazon \$88.93 for shippin glabels, glassine sleeves	505 Library Materials	677.64
Bill	12/31/2025	TM	Amazon for Y fiction	505 Library Materials	110.01
Bill	12/31/2025	SS	Amazon/Gordon Foods \$337.37 for programming/\$15.00 Illionois Library Association membership for SRP	505 Library Materials \$337.37/500 Personnel \$15.00	352.37
Bill	12/31/2025	Kasey	Supply Den for tp, cleaners, trifold towels	536 Facilities	650.95
Bill	12/31/2025	KH	Chet's Rental \$633.63/Amazon& Quill \$339.69 for office & kitchen supplies, paper, tp, paper products/gift purchases	536 Facilities \$633.63/585 Admin. Expenses \$269.04/586 Gifts \$70.65	973.32
Bill	12/31/2025	NP	Washtenaw County for Water testing \$74.00/Amazon for 9V hearer \$849.00	536 Facilities	923.00
Bill	12/31/2025	KM	Ingram T Fic \$268.95/Ingram \$739.31 Adult fic & non-fic/\$500.65 for J PB/graphic	505 Library Materials	1,508.91



Salem-South Lyon
District Library

FOR FEBRUARY 2, LIBRARY BOARD MEETING

Leadership Team – Kevin Campbell, Kathy Hutchinson, Kathy Merucci

Project Timeline Update: Teen and Computer Lab Renovations



The Teen Department renovation was completed on January 19...just in time for Teen Exam Cram! It was wonderful seeing the teens use the new space. We have received some great feedback from the teens so far.

'It's very blue!' - Ray

'I like the open space.' - Mike

'I love it!'

'I am definitely studying in those booths.' - Sophia

'I like the bookshelves. It's easier to reach books.'

Our Youth and Teen Librarians are currently planning a special event to 'officially' re-open the department. In the meantime, enjoy this quick, fun video posted to Instagram: [Teen Exam Cram](#)





Computer Lab Renovation: The computer lab will re-open to the public on Friday, January 31st.

Generator Update: The generator installation is completed, and it is operational. For more information, please see the Facilities Report.

Winter/Spring Mailer:

The winter/spring mailer was mailed to patrons on Thursday, January 29. We hope our patrons enjoy the new format. It was truly a team effort. The Leadership Team, Marketing and the Youth/Teen Librarians met with First Impressions to discuss our ideas for the new format. Don provided us with some wonderful ideas on how to achieve our vision. The center page is meant to be torn out, so patrons can post it on their refrigerator or door for quick reference. The mailer itself has a magazine-style layout. Thank you to Sarah Scherdt and Tina McIntosh for writing the stories for the mailer. Tracy Robinson worked with First Impressions to organize the format. Here is a first look:

<https://online.flipbuilder.com/FirstImpression/ynjb/>.

Director Search Committee Update:

Three candidates were selected to interview for the Director position: Nicholas Eisengruber, Mary Gallup, and Kathy Merucci. Interviews will take place on Tuesday, January 27 and Thursday, January 29.

Mentor Program:

Based on feedback from the Mentor Program, we created a quarterly evaluation form to obtain feedback from the mentee during their program. This feedback will help provide a better experience for the mentee and will allow the Leadership Team to adjust the program if necessary.

Focus: Community Awareness, Engagement, Programs and Services

Eagle Ceremony:

On December 16, Kevin Campbell attended the Troop 4 Eagle Ceremony for Eagle Scout, Braden Jose.

For his Eagle Scout Project, Braden built kid-sized picnic tables for the pavilion and library grounds. We are very grateful that he chose the Library for his project. The tables have already been used at numerous outdoor events. Kevin was honored to attend the ceremony as a Library representative.

Respectfully submitted,
Kathy Hutchinson, Kevin Campbell and Kathy Merucci

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

2025 Top Circulating Titles in the Adult Collection



At the end of the month, our social media accounts featured a countdown of the top circulating titles in each collection. The finale was the adult collection, which was featured on December 31. With no further ado, the top titles were:

FICTION

1. *The Wedding People* by Alison Espach
2. *The Frozen River* by Ariel Lawhon
3. *Great Big Beautiful Life* by Emily Henry
4. *The Housemaid* by Freida McFadden
5. *The Nightingale* by Kristin Hannah

NONFICTION

1. *The Let Them Theory* by Mel Robbins
2. *The Anxious Generation* by Jonathan Haidt
3. *Everything is Tuberculosis* by John Green
4. *The New Menopause* by Mary Claire Haver
5. *Atomic Habits* by James Clear

DVDs

1. *Ted Lasso*
2. *Twisters*
3. *Tulsa King, Season two*
4. *Landman, Season one*
5. *IF*

SSLDL circulated 115 Michigan Activity Passes in 2025. Here are the top destinations:

Kensington Metropark	37
Island Lake Recreation Area	18
Howell Nature Center	15
Michigan Flight Museum & Air Adventures	10
Belle Isle Park	7
Lyon Oaks County Park	7
SEA LIFE Michigan Aquarium	7
LEGOLAND Discovery Center Michigan	6
Outdoor Adventure Center (Michigan DNR)	5
Detroit Institute of Arts	4

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

Programming highlights in December:



Andrew Kercher: The Prison of Mackinac Island

On Wednesday, December 10, Andrew Kercher presented The Prison of Mackinac Island. Can you imagine being imprisoned on Mackinac Island? For some today it might sound like a dream come true, but in the 1860s it was all too real for a trio of Confederate sympathizers. He told their stories and the tales of the men recruited to guard them in one of the most beautiful prisons in Michigan history. One of the attendees shared, "It was a great program! Really interesting."

Chess Club

Tuesday nights have turned into Chess Club Nights for anyone that wants to come in and compete and play chess with Sundar and others. Kids and adults play and learn the game of chess.

Red Cross Blood Drive

Kari Yergin organized a Red Cross Blood Drive for December at the Library. We had 22 donors!



Sequined Solstice Stars

This month's craft was a beaded, sequined, felt star ornament in celebration of the Solstice. As patrons relaxed and played with sparkly embellishments, one person declared that "more is more" when sequins are involved! It was a fun way to wind down the year.

Date	Program	Patrons
12/1/25	Flavor Fiends Spice Club - Cloves	56
12/1/25	Paranormal Pages Book Club	9
12/2/25	Needlework Group	5
12/4/25	Community Cares	10
12/6/25	South Lyon Writers' Group	5
12/8/25	Cliffhanger's Mystery Book Club	19
12/10/25	The Prison of Mackinac Island with Andrew Kercher	40
12/17/25	Wool Appliqué	11
12/18/25	Adult Craft 2 PM (Sequined Solstice Stars)	17
12/18/25	Adult Craft 5:30 PM (Sequined Solstice Stars)	10
12/18/25	Something Different Book Club	12
TOTAL ATTENDEES		194

Services	Patrons Served
Notary	3
Sewing For You	18
TOTAL PATRONS SERVED	21

Adult Outreach	Patrons Served
Outreach: Senior Rehab. Center	1

Outreach: Book Delivery	8
Center for Active Adults Tech Talk	No Dec. meeting
Center for Active Adults Book Club	No Dec. meeting
TOTAL OUTREACH PATRONS	9

Youth & Teen Services – Tina McIntosh, Sarah Scherdt

December programming in the Youth and Teen Department focused on supporting literacy, creativity, and community connection.

YOUTH PROGRAMS

Take & Make Craft Kits

We offered two Take & Make craft kits this month. December's kits were a stained-glass snowflake craft and a New Year's Eve party set. We prepared and distributed 40 kits of each design. Patrons have enthusiastically embraced this flexible programming that supports creativity and family engagement outside of scheduled program times.

Storytime Programming

December concluded a successful 11-week fall storytime session led by our Literacy Team of: Ashley Fisher, Tina McIntosh, Sarah Scherdt, and Kari Yergin. Storytimes were offered Monday through Friday, including three all-ages storytimes each week, a weekly dedicated baby storytime, a storytime for independent 3–5-year-olds, and two evening storytimes per month to accommodate working families. Total attendance for the 11 weeks was 1,234. Storytime programs support the library's commitment to early literacy development and caregiver engagement.

Battle of the Books

Registration for February's Battle of the Books opened on December 4, and interest in the program was strong throughout the month. Battle of the Books supports literacy, teamwork, and critical thinking while strengthening the library's connection with the community and local schools.

We made a strong push to promote the program during December. We hosted an in-person information session which provided an opportunity for patrons to learn more about the program format and expectations. An unexpected bonus during the information session saw

three middle school students, who attended independently, meet for the first time and decide to form a team.

Outreach efforts also extended to the schools. We sent Battle packets to library staff at Brummer, Bartlett, Salem, Pearson, Centennial and Millenium. Tina visited Salem Elementary and presented the program to six 4th and 5th grade classes, reaching approximately 150 students. Students were attentive and enthusiastic, asking questions and expressing excitement about participating. Staff are looking forward to hosting the competition on February 7.

Cookie Decorating Program

We hosted a Saturday drop-in Cookie Decorating event for ages 4–17, which drew 55 participants. The program emphasized creativity with an optional decorating competition component. We received 16 entries for the competition across three categories (Best in Show, Abstract, and Winter/Holiday). Staff chose four winners. Winners received a cookie cutter and cookie decorating supplies for home. By offering a weekend, no-registration, while-supplies-last model, the event remained accessible and welcoming to a broad range of families during a busy holiday season. The winning cookie designs are below.





TEEN / TWEEN PROGRAMS

Winter Break Book Bags (Grades 6–12)

To support teen literacy and encourage reading during the extended school break, we offered Winter Break Book Bags. 27 teens registered. Bags were ready for pick up the week before Christmas.

This program was modeled on last summer's Teen Book Boxes which were limited to high school students. We had many middle school patrons who wanted to participate during the summer, so we extended the winter program to children in 6th-12th grade. Participants selected one of two themes, Classic Christmas or Cozy Winter, and each bag included a book selected by our staff to match individual interests, hot cocoa, a candy cane, stickers, bookmarks, a mini LEGO-style set, and additional surprises. This program highlights the department's commitment to reader's advisory services and demonstrates how personalized outreach can encourage independent reading among middle and high school students.

Teen Advisory Board (TAB)

At their December meeting, the Teen Advisory Board participated in a cookie-decorating activity for library staff. This social and creative project fostered relationship-building among teen members. Activities like this help teens develop a sense of ownership and connection to the library.



Community Connections Workshop

In response to repeated requests from middle and high school students and their parents for volunteer opportunities, we launched a new program series titled Community Connections Workshops. The inaugural session in December focused on creating handmade cards for members of the community.

This all-ages program allowed families and individuals to engage in meaningful service together. One middle school student attended with her grandmother, and the pair spent nearly two hours creating close to a dozen cards. The grandmother shared her appreciation for the intergenerational nature of the program, noting that it allowed them to connect through a shared creative activity. The next Community Connections Workshop will support preparations for the February launch of the Seed Library.



Community Partnerships and Teen Leadership

In December, Youth Services staff met with Julia S., a South Lyon High School senior and member of the National Honor Society. Julia shared that NHS has formed a new committee focused on collaboration with the National Junior Honor Society at the middle school level. She reached out to explore opportunities for partnership with the Library. The discussion was productive, and staff look forward to developing collaborative opportunities that support teen leadership and service engagement during the remainder of the school year.

TOP BOOKS OF 2025

We ended 2025 with a social media series highlighting our Top 5 circulating items in various categories.

2025 Top Circulating Titles in the Youth Collection

SSLDL'S TOP FIVE OF 2025

A New Year's Countdown of the Top Checkouts

SSLDL Youth Collections

SSLDL'S PICTURE BOOKS

It's clear you all have a favorite. The Pigeon took all the top spots.

1. Pigeon needs a bath!
2. Don't let the pigeon drive the bus!
3. Pigeon has to go to school!
4. Pigeon wants a puppy!
5. Pigeon will ride the roller coaster!

SSLDL

SSLDL'S PICTURE BOOKS

Some other favorite characters you took home a lot this year.

SSLDL

SSLDL'S GRAPHIC NOVEL

Top five series you checked out this year.

- 5: WINGS OF FIRE
- 4: BIG NATE
- 3: CAT KID COMIC CLUB
- 2: BABY-SITTERS CLUB

1: DOG MAN

SSLDL

SSLDL'S FICTION

Top five fiction series you checked out this year.

- 5: WINGS OF FIRE
- 4: BAD GUYS
- 3: DRAGON MASTERS
- 2: MAGIC TREE HOUSE

1: DIARY OF A WIMPY KID

SSLDL

PICTURE BOOKS

1. Pigeon Needs a Bath, Wo Willems
2. Don't Let the Pigeon Drive the Bus, Mo Willems
3. Pigeon Has to Go to School, Mo Willems
4. Pigeon Wants a Puppy, Mo Willems
5. Pigeon Will Ride the Rollercoaster, Mo Willems

GRAPHIC NOVELS SERIES

1. Dog Man, Dav Pilkey
2. Baby-Sitters Club, Ann Martin
3. Cat Kid Comic Club, Dav Pilkey
4. Big Nate, Lincoln Pierce
5. Wings of Fire, Tui Sutherland

FICTION SERIES

1. Diary of a Wimpy Kid, Jeff Kinney
2. Magic Tree House, Mary Pope Osborne
3. Dragon Masters, Tracey West
4. Bad Guys, Aaron Blabey
5. Wings of Fire, Tui Sutherland

2025 Top Circulating Titles in the Teen Collection

TOP FIVE OF 2025
 (1) New Year's Countdown

GRAPHIC NOVELS
 New Year. New Reads. Same Favorites.

5. KIM CANT COMMUNICATE U.S.	4. KIM CANT COMMUNICATE U.S.	3. ONE PIECE ACE'S STORY & THE MARINE	2. THE ANCIENT MARIO HOUSE V. 1
1. ASSASSINATION CLASSROOM V. 10			

NON-FICTION
 Smart Reads for a Bright New Year.

100 Most Anticipated	1. DBT SKILLS WORKBOOK	2. SUPER SIMPLE PHYSICS	2. DIGITAL SAT Prep
1. HUCKY WICKY			

FICTION
 Midnight-Worthy Page Turners.

5. The Summer I Turned Pretty	4. THE BALLAD OF SONIC GIRLS AND SNAKES	3. POWERLESS	2. THE HUNGER GAMES
1. SUNRISE ON THE REAPING			

GRAPHIC NOVELS

1. Assassination Classroom v. 10
2. The Ancient Magus Bride v. 1
3. One Piece: Ace's Story v. 1
4. Komi Can't Communicate v. 5
5. Komi Can't Communicate v. 6

NON-FICTION

1. Happy Stitch
2. Digital SAT Prep 2025, The Princeton Review
3. Super Simply Physics
4. DBT Skills Workbook for Teens
5. 100 Micro Amigurumi

FICTION

1. Sunrise on the Reaping, Suzanne Collins
2. The Hunger Games, Suzanne Collins
3. Powerless, Lauren Roberts
4. A Ballad of Songbirds and Snakes, Suzanne Collins
5. The Summer I Turned Pretty, Jenny Han

Date	Program	Patrons
12/1/2025	Family Storytime	20
12/1/2025	Movement Monday	6
12/2/2025	Family Storytime	30
12/2/2025	Book Club Jr.	15
12/3/2025	Family Storytime	36
12/3/2025	Fantasy Realms Book Club	3
12/4/2025	Independent Storytime	5
12/4/2025	Battle of the Books Information Session	12
12/5/2025	Baby Storytime	2
12/8/2025	Family Storytime	24
12/9/2025	Family Storytime	24

12/9/2025	Teen Advisory Board Meeting	13
12/11/2025	Independent Storytime	6
12/15/2025	Family Storytime	17
12/16/2025	Family Storytime	36
12/16/2025	Movin' & Groovin'	13
12/17/2025	Family Storytime	20
12/17/2025	Kids Book Buzz	3
12/18/2025	Independent Storytime	3
12/19/2025	Baby Storytime	5
12/19/2025	Salem Elementary Battle of the Books Presentation	150
12/20/2025	Cookie Decorating	55
12/23/2025	Community Connections Workshop	3
varies	Teen/Tween Winter Book Bags	27
varies	Take & Make Stained Glass	40
varies	Take & Make New Years Eve	40
varies	Scavenger Hunt	220
	Total Engagements	828

Respectfully submitted by Tina McIntosh and Sarah Scherdt

II – Kevin Campbell

Due to the construction in the tech area, We had to find a temporary workspace for us. Since the director's office was vacant, we were able to setup our workspace there. We were also able to find a place to setup one of the two 3d printers so that we could ensure that we were able to keep up on the 3d print jobs for the holidays.

The tech 1-on-1s are maintaining popularity since the uptick around the holidays. We had 20 scheduled appointments compared to the 17 we had scheduled this time last year. We have predominantly seen mostly new devices and questions revolving the functionality of them and how to set them up the way that they would like. That is typical to see around this time of year as receiving technology as gift continues to be a trend.

Our selfcheck machine crashed and was briefly down while we reinstalled the selfcheck software. After reinstalling the software, We had to go through the configuration of all of the settings so that it could communicate with the cataloging system again and connect the selfcheck servers that maintain functionality and updates.

Circulation- *Respectfully submitted by Ashley Fisher and Candy Mahoney*

Holds for our patrons from our books: **507**

Holds for our patrons from other libraries: **2063**

Holds for other libraries from our books: **946**

Drop box returns

Centennial Farms: **72**

Colonial Acres: **190**

We had **10 locker** pickups and **31 drive-up** pickups for the month.

Marketing Department - Tracy Robinson, Candace Mahoney

Community awareness and involvement

Holiday Spectacular Parade

To enhance library visibility and foster community spirit, the staff participated in the annual Holiday Spectacular Light Parade in downtown South Lyon. Our teen volunteers cut out, constructed, and put lights on our costumes, and we had a few of the volunteers walk in the parade with us!



Elf on the Shelf

Our yearly "Elf on the Shelf" campaign started on December 1st. This is a fun, interactive holiday experience where we hide our elf "Twinkles" around the library, prompting patrons to find it, often with enrichment kits, books and items from our Library of Things available for check-out. He also had a few days of supervising the renovation project in the computer lab and teen area. We shared his adventures on our social media to increase engagement.



Promoting the Friends of the Salem-South Lyon District Library Scholarship

We coordinated with Rachel Showerman to help publicize, promote, and create bookmarks for the "Imagine the Possibilities" scholarship sponsored by the Friends of the SSLDL. This scholarship was open to any graduating senior who lives in the SLCS school district or has and SSLDL library card. We had flyers and bookmarks available in the building, put bookmarks in our hold items, promoted on our social media pages, and sent out an email to our registered bi-weekly newsletter subscribers.

IMAGINE THE POSSIBILITIES SCHOLARSHIP

CRITERIA:

Applicant must be a high school senior who resides in the South Lyon Community School District or has an SSLDL library card .

(if you don't have one yet, it's quick and easy to get!) The scholarship winner may apply funds toward any 2-year or 4-year college, university, trade or technical school, or certificate program. No minimum GPA, transcripts or letters of recommendations required.



TO APPLY:

Reflect on what the SSLDL has done for you in the past and what impact it can have on our community in the future, and tell us about it. You may use the written word in an essay or story, or another creative medium such as video, music or visual arts.

Whatever genre you choose, make sure to "Imagine the Possibilities" of our library's role within our community! Applications may be uploaded via the google form or turned in to the SSLDL by Saturday, January 31, 2026.

Questions? Contact us at ssldlscholarship@gmail.com.



December Book Challenge

The theme of the December Book Challenge was to read a "Hidden Gem" from our display endcap in the adult department. We used a report of our lower circulating fiction books in hopes of potentially increasing visibility and interest for lesser-known authors.



Processing - Molly Mahoney

Our statistics for December:

- 219 new items were processed
- 417 repairs were made to existing materials
- 139 items were withdrawn to make room for new materials
- 266 Adult Nonfiction books were given fresh labels
- In total, 1,042 items were handled by our department

Facilities – Norm Pratt

January 2026

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



HVAC- This past month, we continued to have issues with the LG units where we had 3 more service calls on the LG units in the computer lab and Teen areas. Two of the service calls were to repair 3 additional leaks in the line sets, and the other was clean and replace the line set insulation that was dripping refrigerant oil. So, far Air Handlers has repaired 8 leaks in these two units. They have been in contact with both the coupler manufacturer and the supplier to see if there was something wrong with the lot of couplers used with these line sets.



With all the issues that we continued to have with the HVAC systems, we are taking additional steps to ensure that we can remain open year around. These so far have included: Installing a 208V outlet below the teen electrical panel. We have also obtained a very long heavy duty 3 phase extension cord. Now we have 208 V outlets on Adult/Teen and the staff kitchen. This way we can provide heating or cooling on both sides of the whole library. In addition, we purchased a 30,000 BTU (208V) heater. This heater is large enough to heat one quarter of the library. If additional heating is required, additional heaters can be easily rented. If air conditioning is required, spot air conditioners can also be rented, but first-time temporary air conditioner installation will be a little challenging. We have also decided to increase the level of preventative maintenance of our major systems. For this year we will replace the gaskets in the boiler flange pumps. (These have been obtained and we will schedule installation of these in the next few weeks), replace the ignitors and burners on the boilers in the next couple months, cleanout LG condensate lines early this spring and purchase and keep in stock an extra set of flange and union seals



Generator – The new generator is now fully installed and operational. During the initial startup, it was demonstrated that there was more than enough gas available to run the new generator at full capacity and both boilers without having a low-pressure issue. The only things remaining with this project are the final electrical inspection and installing a communication system between the generator and Bass Controller (building management system).

As a quick summation, this project not only included installing a 200KV generator, but also rewiring of the chiller, Bryant air conditioners and grounding wires from the electrical panel to the grounding rods. The quality of grounding rods was also checked. Both grounding rods are both below the 25 ohms specification.



Roof Leak - We had a leak in the Meeting Room 1 storage closet. It was determined that this was caused by an ice dam that had formed in a valley caused by one roof running into another. A technician from the Roof Company came out and installed a de-icing cable on this portion of the roof as well as replacing the de-icing cable that was improperly installed on the roof above the fire suppression system.

Well Pump Malfunction - During the month the well pump faulted. After resetting the system, it momentarily returned to fault mode and then switched to running normally. A technician from Cribley Drilling determined the fault was caused by the loss of one of the legs of the three-phase electrical supply. Thus, there wasn't sufficient electricity to run the system. We now know how to look for this issue and what to do when this happens again.

General Tasks - During the past month the major general tasks carried out included, taking down the Christmas lights and decorations, cleaning vents, repairing sliding, doors, toilets, lights, vacuum cleaners, batteries, furniture and toys.

Overheard in the Library

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

One of our teen patrons came in today and was looking for some Teen Graphic Novels, and he said Tina was so nice and he appreciated her finding him the books he wanted even though the Teen section isn't open.

Submitted By: Julia Van Dam

Submission Time: 12/17/2025 6:22 PM

Teen and Lab Renovation Comments: Frequent user, long-time [adult] patron, Pat, expressed her delight for the new Teen Renovation. She said it was 'beautiful' and 'well-done'. We gave her a quick tour of the computer lab while it was in progress, and she was very happy with how we integrated the current chairs and tables with the new booths. She noted that it was a great use of tax-payer dollars, and the computer lab renovation looked 'fresh'. She was one of many patrons that commented on the computer lab chairs and how comfortable they are. Pat specifically asked that we keep the chairs when she saw the renovation taking place.

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

Our tech team is always in high demand, but the holiday weeks seem to really drive up the need! Andrew has been so awesome, fitting in extra patrons on top of the regular tech appointments. Inevitably, one tech question turns into "by the way," and "while you're looking at this, could you help me with...," and Andrew has been getting everyone squared away!

Thanks for the amazing service!

Submitted By: Cecile Bosshard

Submission Time: 12/30/2025 11:44 AM



Blessings in a Backpack-South Lyon



Dec 16, 2025 • 🌐

Once again, the amazing and generous Ladies of Yarnia from the **Salem-South Lyon District Library** have hand made winter hats with love for the almost 300 elementary school students in our program.

The boys and girls of Hardy's Leadership Club organized and packed up the hats for distribution.

Thanks you, Ladies of Yarnia and Husky Leaders!



📍👍 South Lyon Area Youth Assistance and 16 oth...



Picking up heaters to get the building warmer!



Teen department making progress



Before and after with the tech window



Twinkles with our volunteer-made quilts!



Andrew Kercher speaking on the Mackinac prison

A MONTH IN PHOTOS - DECEMBER

Mentorship Program Feedback

What worked?

The Mentorship Program gave me a unique opportunity to better understand the business operations of the library. The multi-year commitment was ideal in that it allowed me to follow various initiatives and projects over time, and it gave me insight into the process of gathering information and making collaborative decisions. Doing a rotation on each committee was very interesting and helpful, and I learned a lot from each group. I also enjoyed getting to know the members of the Board during the meetings. I have a much better understanding of how the governance of the library works.

One of the most beneficial experiences I had in the program was working with a fellow mentee to create a renovation proposal and presentation for the Board. While it was a feverish month and a half of visiting other libraries, meeting with contractors, emailing suppliers, and putting together a presentation, it was fantastic hands-on experience. We were very invested in the process, and it's been gratifying to see some of our ideas go from a PowerPoint deck to reality.

What didn't work?

Based on the nature of the program, participation is largely observational. While I am grateful for the opportunity and learned a lot from observing, I feel I could have benefitted from more one-on-one mentorship to offer guidance, answer questions, and provide context for some of the discussions. That having been said, board members and staff were always very happy to help me whenever I had questions. While the mentees can certainly advocate for themselves, a more structured approach might be advantageous.

What improvements could be made?

- Clarifying the learning objectives for each rotation could help mentees ensure they are getting the most from the program. Regular check-ins and meeting debriefings could be helpful, too.
- Identifying a specific point person for each rotation would give participants a go-to person for questions and mentorship. Everyone was very accommodating, but having an assigned mentor would be useful.
- Factoring in the participants' existing workload when assigning extra projects would help. The renovation presentation I worked on was an amazing experience, but it came at the expense of being stretched thin on my regular duties. I think that was an unusual circumstance, though, and not representative of the typical commitments of the program.
- It might not be practical for every committee, but David McNeill's budget education videos were a wonderful introduction to the subject!

Overall

The Mentorship Program was truly a beneficial experience, and I am grateful for all the time and expertise the Board shared with me. Many thanks for showing me the ropes and kindly answering all of my questions! Completing the Mentorship Program gave me a much better understanding of the business of running the library!

With gratitude,
Cécile

Quarterly Update: Mentoring Evaluation Form

1. Did you receive the information that you needed during the program, such as agendas, manuals, etc.
 - a. Yes
 - b. No

Please explain your answer:

2. Did the Mentor Program meet the goal of learning more about Library policy, budget and facilities?
3. Were the learning objectives in question two clear and concise?

4. How could the program be more effective?

5. General comments on the mentoring program:

Thank you for your participation in the mentoring program.

Troop 4

Eagle Court of Honor



Braden Jose and Nathan Smith

December 16th, 2025



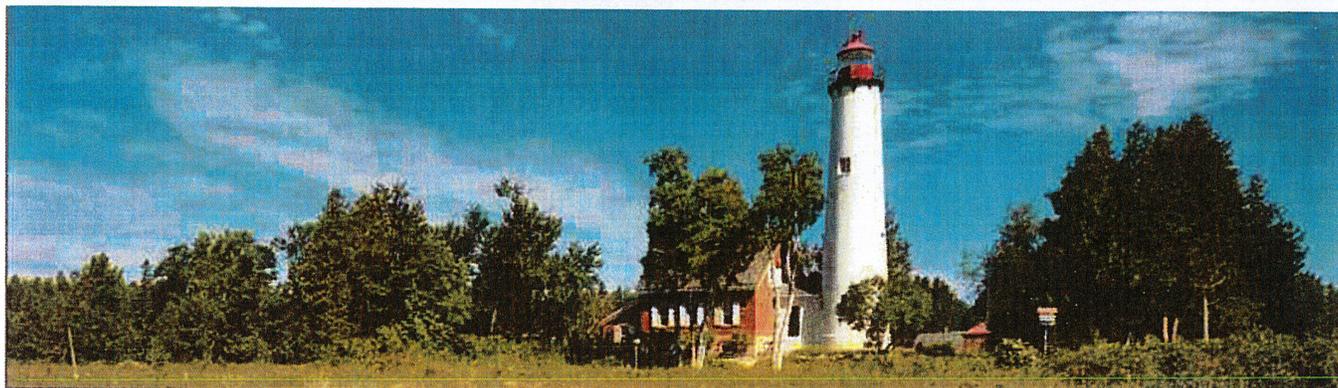
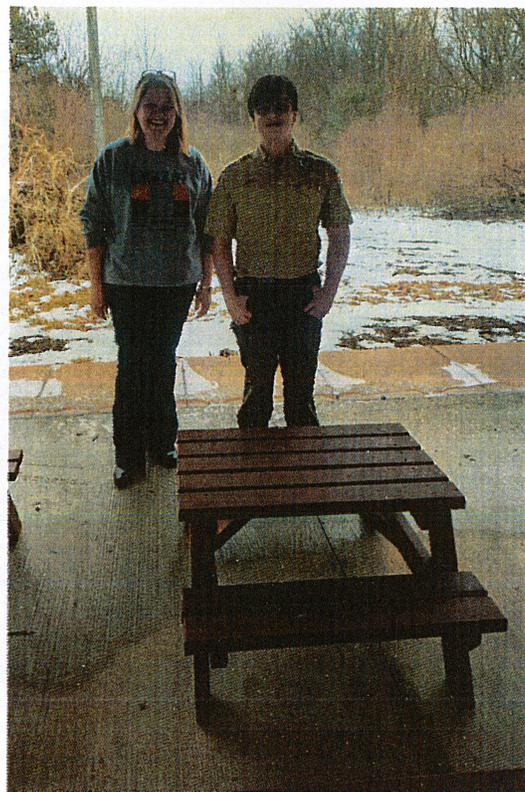
- Eagle Scout - Braden Jose



My Scouting Ambitions

I joined the scouting program back when I was seven in Pack 38. At that time, scouting was not a new adventure for my family. My papa had been a Scoutmaster, my grandma a Crew Advisor, my uncle an Eagle, my mom and aunt both earned their Ranger and Silver awards. My first scouting activity happened when I was six weeks old and I went to “work” at Camp Munhackle on the annual fall hike. By the time I officially signed up, I had already logged tons of service hours working at Munhackle - my mom likes to say that I got away with more there than she ever did! When I finally signed up with a pack, it was just meant to be a fun activity, something to keep me occupied as a kid and to give my mom a brief break from my never-ending energy. By the time I crossed over into scouts when I was ten, it was slowly becoming something more important to me (and it certainly helped that Scouting gave us more freedom on our trips and activities than the Cub Scouts did!).

I loved going on camping trips with the troop. Getting out of the house and into the wilderness to have fun was exactly what I was hoping for. Most of all, I loved going on one certain trip called St. Helena. We got to go up to this island in the middle of Lake Michigan and spend a week relaxing and taking care of the island. If I had to give a reason, just one, that I kept being a part of the troop for as long as I did, was I was having fun. It was nice to break up my slow schedule with (the minor chaos of) scouting. Every day in Scouting was something new. It helped me get through my life in school, which was complicated to say the least and the troop activities and adventures helped break up my normal routine and give me something exciting to do. Scouts gave me a way to see that I was making positive progress; merit badges and rank advancement were a measurable way to see that I was succeeding at something. I had to not only prove that I was doing something with their support, but I had to prove to the people who called me





lazy, or just stupid, that they were wrong. And they were wrong. I got my Eagle. I put the time in, and I did the hard work on paper and real life. Don't get me wrong - it wasn't always fun, and it definitely wasn't always easy.

My first time going to summer camp, I took the climbing merit badge. Going up the climbing tower? Not a problem. I just didn't think about how to get back down and that poor merit badge counselor had to spend so much time talking me down. Trying to keep track of that chore chart for family life? I had a hard time keeping track of my homework - forget about remembering to check off that I made my bed each day. I earned my Snow Sports merit badge with my sister's troop on their annual ski trip and clotheslined myself on a tow rope. Despite some of those not-so-great times, I was able to show to the people who doubted me or made it seem like they felt that I would never amount to something that they were wrong. And I think it's important to say that I don't intend to stop here either. I plan to be in college by next year, studying cyber security at community college, so I can protect the digital systems that are getting more and more essential. More importantly, I want to be a resource for anyone that struggles to find their place in scouting, or any program really. I want to show them that even when it feels like you're alone, when you're having a hard time fitting in, when it feels like it's hard to find support the way you need, that you can still do it. Scouting taught me a lot - outdoor skills, life skills, people skills. But the thing it taught me the most was skills to believe in myself.



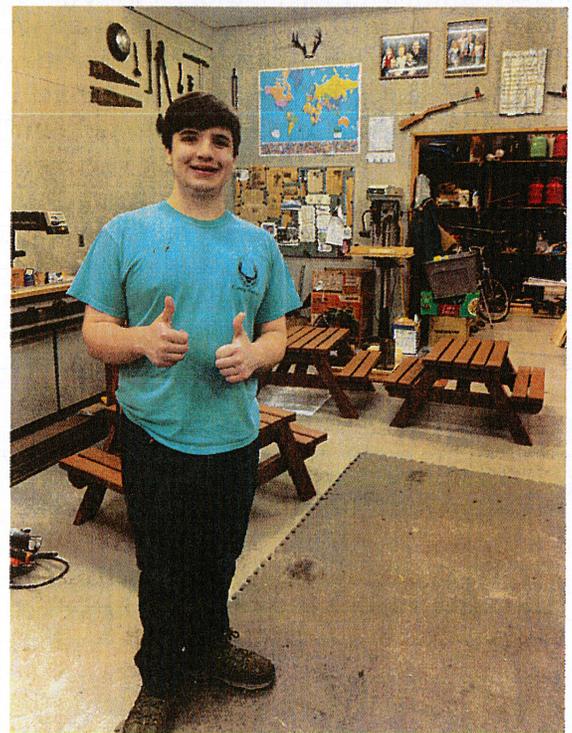
Project Summary

I really thought that planning my Eagle project would be easy - I'd had an idea on what I wanted to do for a long time. My high school (and most of the other buildings in my school district) had a service dog assigned to work there every day and I spent hours with her. I wanted to collect and return cans so I could raise money for the program and do something for them - build a bed, purchase supplies - whatever they needed. Unfortunately, I found out that they didn't meet the criteria so I couldn't choose them as a beneficiary for an Eagle project. After that I entertained a lot of different ideas but none of them really stuck. I don't remember how I came across the idea, but I eventually landed on making child sized picnic tables for my local library. It turns out, however, that coming up with the idea was the easiest part. The next months were a whirlwind of writing out paperwork (much to my disdain), meeting with the library to make sure they actually wanted the tables I had in mind, and communicating with my troop and council. It took a while but eventually the project was approved. I spent time with my papa looking at multiple designs for small tables and eventually found one that fit the needs of the library. Before I set my workdays up and purchased all the materials, I made a sample table to test the design and building process. While assembling that table, there were several clear ways we could improve things to make the final project go smoother. Once I had a better idea of what the full project would look like, I felt comfortable with moving forward. The first hurdle was to gather the necessary number of scouts and adults. I decided to split the project into two workdays - one day for building, one day for



staining. For the building day, I used our Slack to ask for help from Troop 4 members. Once the day had arrived and all the members of the troop who would be helping had arrived, we got to work. The tables were assembled with ease thanks to all the wonderful people who had stopped by. We were even able to get done hours ahead of schedule. We had finished the basic table but there was still the difficult task of staining them. For the staining day, I owe a huge thanks to Troop 36 (my sister's troop). Thanks to the large turnout from them, we were able to finish the tables and transport them to the library where I hear they got ample use that very summer.

I want to thank all the wonderful friends and families of Troop 4 and Troop 36. They helped me get everything done so well. I also want to thank my papa, who loaned me a fantastic workspace and also guided me through the process.





**LIBRARY
DESIGN
ASSOCIATES
INC.**

1149 South Main Street
Plymouth, Michigan 48170-2213

Telephone: (734) 459-5000

January 30, 2026

Salem-South Lyon District Library
Attn: Kathy Hutchinson, Assistant Director
9800 Pontiac Trail
South Lyon MI 48178

SUBJECT: SSLDL – Adult Area Space Planning and Renovation Notes

Dear Kathy:

After our on-site meeting to discuss some of the possible changes you're hoping to see within the adult space, I feel confident that our background and capabilities are a perfect match for your specified needs. I wanted to follow-up with suggestions that would make impactful changes within this area. I've included bullet points below that provide details that may be worth considering. Beneath that you will find additional information on how we can further assist with implementing these changes through our space planning services and furniture procurement.

The following notes are possible considerations for impactful changes within the adult space:

- Stack move all existing shelving and Shaw to replace flooring with a continuation of the new Teen flooring material. If Shaw provides a vinyl pathway, I suggest that the material be specified to match the fireplace area. Please note that if a vinyl pathway is installed, it may limit a new proposed furniture and shelving layout.
- Replace the existing computer station to provide a more ergonomical and efficient layout.
- Replace the existing reference desk with a new desk that provides more efficient use and storage.
- Adjust shelving row lengths to create a more symmetrical arrangement of the shelving and collection.
- Modify shelving in height where applicable by calculating existing collection counts. This modification would include the breakdown of the existing shelving, cutting the frames in height from the bottom, re-welding and re-assembling those shelving frames.
- Consider replacing existing lounge and study furniture to create synchronicity within the space.
- Add sound masking to the individual study rooms to enhance usability and reduce exterior noise.
- Utilize outdoor patio entry for a lounge seating focal point.
- Utilize existing floor power with new furniture, consider having Shaw add additional floor power where needed in conjunction with new furniture.

- Reuse all existing shelving but replace end panels and signage with new.
- Consider replacing existing study room furniture for more comfortable usage.
- Shaw to paint all interior walls of the adult space to create uniformity.

As discussed at our on-site meeting, there are two methods for how we can achieve some of these changes above with our space planning services. The first method would be to provide an hourly space planning contract which would allow us to begin reviewing the space, field measure the space, inventory all furniture, collection, and shelving so that we can provide a better floor plan layout. This work would be done at an hourly rate of \$200 per hour and we would estimate approximately 50-60 hours of work. The second option would be for us to provide a preliminary budget estimate based on square footage for the full renovation of this space, and request that the Board provide an approval of a "not-to-exceed" renovation budget. Either of these options would allow us to begin our work while ensuring that our services can be used efficiently.

If we do receive an approval to provide either of these services, our proposal would include the following phases:

1. Consult with staff and administration to obtain detailed space planning requirements, and establish desired improvements to the functional layout of the Library.
2. Review the existing space from a functional standpoint as related to furniture and shelving placement. Consideration will be given to the requirements of the Americans with Disabilities Act.
3. Evaluate furniture, shelving, and equipment requirements based on the program. This includes trying to anticipate any changes expected in the future, and re-use of existing shelving and furniture where possible.
4. Prepare complete scale layout drawings showing the location of all furniture, shelving, and equipment. Make revisions to plans presented, as required, to reach the optimal solution.
5. Prepare budget estimates for any required improvements, new furnishings or furniture relocations that result from the new plan.

All furniture and shelving are provided at factory direct, net/wholesale basis for maximum economy. All products are guaranteed and include warranties honored by both LDA and the respective manufacturers. Installation and moving services will be provided by our factory trained installers.

With over (30) combined years of experience in Planning and Project Management for Libraries, we will work as a single source point of contact and also serve as your Owner Representative for the interior scope of work. Our installation crew is highly trained and experienced with Library shelving, furniture and moving. They are factory trained and are a key component of our service team with extensive experience in disassembling and reassembling Library furniture and shelving.

Salem-South Lyon District Library
Attn: Kathy Hutchinson, Assistant Director
Page 3

Thank you for the opportunity to submit this proposal, we look forward to working with you on this project. Please let me know if you have any questions or need further information.

Sincerely,



Kyle R. Haning
Library Specialist

KRH:kl

Fw: Just Checking In

From Kathy Hutchinson <khutchinson@ssldl.info>
Date Fri 1/30/2026 3:20 PM
To Board <Board@ssldl.info>

I am sending the estimated costs email we just received from Kyle of Library Design.
Have a great weekend and see you Monday.

Hutch
Kathy Hutchinson
Assistant Director
Salem-South Lyon District Library
9800 Pontiac Trail
South Lyon MI 48178
Phone 248 437-6431 Ext.207

From: Kyle Haning <kyle@librarydesign.com>
Sent: Friday, January 30, 2026 3:07 PM
To: Kathy Hutchinson <khutchinson@ssldl.info>
Cc: Kathy Merucci <kmerucci@ssldl.info>
Subject: Re: Just Checking In

Hi Kathy,

I ran some quick numbers and think that a renovation of the adult space may cost somewhere between \$140,000 - \$150,000 depending on the final products, finishes, quantities, and scope of the project. The big variables would include if we were to modify shelving in height, replace end panels, include end panel signs, add sound masking to study rooms, etc. This pricing would not include replacing your existing shelving frames or shelves, we would assume to reuse your current shelving.

If you have any questions, please be sure to let me know.

Thank you,

—

Kyle Haning
Library Specialist
Library Design Associates, Inc.
734-459-5000 Phone
586-246-2303 Cell
kyle@librarydesign.com
www.librarydesign.com

Follow us on Instagram!
[@librarydesignassociates](https://www.instagram.com/librarydesignassociates)



On Jan 30, 2026, at 2:04 PM, Kathy Hutchinson <khutchinson@ssldl.info> wrote:

Thank again.

Kathy Hutchinson
Assistant Director
Salem-South Lyon District Library
9800 Pontiac Trail
South Lyon MI 48178
Phone 248 437-6431 Ext.207

From: Kyle Haning <kyle@librarydesign.com>
Sent: Friday, January 30, 2026 1:56 PM
To: Kathy Hutchinson <khutchinson@ssldl.info>

Cc: Kathy Merucci <kmerucci@ssldl.info>

Subject: Re: Just Checking In

Hi Kathy,

I've attached our updated space planning writeup below. I will follow up in response shortly with thoughts on estimated budget to renovate based on square footage.

Thank you!

—

Kyle Haning
Library Specialist
Library Design Associates, Inc.
734-459-5000 Phone
586-246-2303 Cell
kyle@librarydesign.com
www.librarydesign.com

Follow us on Instagram!
[@librarydesignassociates](#)

<icons8-instagram-32.png>

On Jan 30, 2026, at 12:24 PM, Kathy Hutchinson <khutchinson@ssldl.info> wrote:

Sounds good, thank you.

Kathy Hutchinson
Assistant Director
Salem-South Lyon District Library
9800 Pontiac Trail
South Lyon MI 48178
Phone 248 437-6431 Ext.207

From: Kyle Haning <kyle@librarydesign.com>
Sent: Friday, January 30, 2026 12:21 PM
To: Kathy Hutchinson <khutchinson@ssldl.info>
Cc: Kathy Merucci <kmerucci@ssldl.info>
Subject: Re: Just Checking In

Hi Kathy,

Christi made the changes this morning to the document. I'll be back to the office around 1:30-2:00, I plan on signing then and will send back to you.

Thanks!

On Jan 30, 2026, at 12:18 PM, Kathy Hutchinson <khutchinson@ssldl.info> wrote:

I am so sorry to bother you - we can send out our board packet today and we can send it anytime before Monday to the board.

Kathy Hutchinson
Assistant Director
Salem-South Lyon District Library
9800 Pontiac Trail
South Lyon MI 48178
Phone 248 437-6431 Ext.207



Payment terms are 30 days from invoice date unless otherwise agreed upon in writing. Remit to:
 Cummins Sales and Service
 PO Box 772639
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EAST REGION CORPORATE
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 1600 BUERKLE ROAD
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 (248) 573-1600

INVOICE NO
S1-260170515
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 SOUTH LYON, MI 48178-7021

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CONTACT ACCOUNTS PAYABLE

PAGE 1 OF 1
 *** ON ACCOUNT CHARGE ***

IB

DATE	CUSTOMER ORDER NO.	DATE IN SERVICE	ENGINE MODEL	PUMP NO.	EQUIPMENT MAKE
09-JAN-2026	20250703				
CUSTOMER NO.	SHIP VIA	FAIL DATE	ENGINE SERIAL NO.	CPL NO.	EQUIPMENT MODEL
206660	BEST WAY				
REF. NO.	SALESPERSON	PARTS DISP.	MILEAGE/HOURS	PUMP CODE	UNIT NO.
XCPG-100-494926	MB596/US369				

QUANTITY ORDERED	BACK ORDERED	QUANTITY SHIPPED	PART NUMBER	DESCRIPTION	PRODUCT CODE	UNIT PRICE	AMOUNT
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-1	-1	-1	CREDIT MEMO	PAD RE-WORK / CREDIT MEMO	OTHER	2,500.00	2,500.00CR
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INVOICE REFERENCE 68049

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*** CREDIT MEMO DUE TO PAD RE-WORK . ***

THANK YOU!!

TRACKING#

SUB TOTAL: 2,500.00CR

Handwritten: JLG
 1-22-2026
 605.9

Billing Inquiries? Call (877)480-6970

THERE ARE ADDITIONAL CONTRACT TERMS ON THE REVERSE SIDE OF THIS DOCUMENT, INCLUDING LIMITATION ON WARRANTIES AND REMEDIES, WHICH ARE EXPRESSLY INCORPORATED HEREIN AND WHICH PURCHASER ACKNOWLEDGES HAVE BEEN READ AND FULLY UNDERSTOOD.

TOTAL AMOUNT: US \$ 2,500.00CR

RECEIVED BY (print name) _____ SIGNATURE _____ DATE _____

TERMS AND CONDITIONS

These terms and conditions ("Terms and Conditions"), together with the estimate/quote (the "Quote") and/or invoice ("Invoice") attached to these Terms and Conditions, are hereinafter collectively referred to as this "Agreement" and shall constitute the entire agreement between the customer ("Customer") identified on the Quote and/or Invoice and Cummins Inc. ("Cummins") and supersede any previous representation, statements, agreements or understanding (oral or written) between the parties with respect to the subject matter of this Agreement. Customer shall be deemed to have made an unqualified acceptance of these Terms and Conditions by its signing of this Agreement that the signor represents that he or she is duly authorized to enter into this Agreement. Further, Customer authorizes, if applicable, the performance of services and labor on Customer's vehicle and/or equipment as provided. This shall become a binding agreement between the parties on the earliest of the following to occur: (i) Cummins' receipt of Customer's purchase order or purchase order number; (ii) Customer signing or accepting of this Agreement; (iii) Cummins' release of Products to production pursuant to Customer's oral or written instruction or direction; (iv) Customer's payment to Cummins; or (v) the date of the last of the following: (a) Customer's acceptance under applicable law. No prior inconsistent course of dealing, course of performance, or usage of trade, if any, constitutes a waiver of, or serves to explain or interpret, the Terms and Conditions set forth in this Agreement. Electronic transactions between Customer and Cummins will be solely governed by the Terms and Conditions of this Agreement, and any terms and conditions on Customer's website, vendor portal, or other internet site will be null and void and of no legal effect on Cummins.

In the event Customer delivers, references, incorporates by reference, or produces any purchase order or document, vendor portal terms, specifications, agreement (whether upstream or otherwise), or any terms and conditions related thereto, then such specifications, terms, document, or other agreement: (i) shall be deemed to be a part of the legal effect on Cummins, and (ii) this Agreement shall remain the governing terms of the transaction. The terms and conditions printed on the back of this invoice shall be deemed subordinate to, and shall not supersede, any pre-existing written agreement, purchase order, contract, or other mutually agreed-upon document between the Customer and Cummins (collectively, the "Pre-Existing Agreement"). In the event of any conflict or inconsistency between this Agreement and the terms of any such Pre-Existing Agreement, the terms of the Pre-Existing Agreement shall govern and control. The Customer and Cummins expressly acknowledge and agree that the Pre-Existing Agreement remains in full force and effect, and that the terms of this Agreement shall not modify or amend any provisions of the Pre-Existing Agreement unless specifically agreed to in writing by both parties.

1. **SCOPE OF SERVICES; PERFORMANCE OF SERVICES.** Cummins shall supply part(s) and/or component(s) and/or engine(s) and/or generator set(s) ("Goods") and/or perform the maintenance, troubleshooting, diagnostic testing, and/or repair ("Services") on the equipment identified in the Quote and/or Invoice ("Equipment"), if applicable, in accordance with the specifications in the Quote and/or Invoice, unless otherwise agreed by the Parties in writing: (i) no additional services or goods are included in this Agreement; and (ii) this Quote is valid for a maximum period of thirty (30) days from the date appearing on the first page of this Quote ("Quote Validation Period").

At the end of the Quote Validation Period, this Quote will automatically expire unless accepted by Customer prior to the end of the Quote Validation Period. The foregoing notwithstanding, in no event shall this Quote Validation Period be deemed or otherwise construed to be a firm offer period nor to establish an option contract, and Cummins hereby reserves its right to revoke or amend this Quote at any time prior to Customer's acceptance.

2. **CUSTOMER OBLIGATIONS.** If necessary, Customer shall provide Cummins safe and free access to Customer's site and arrange for related services and utilities necessary for Cummins to safely and freely perform the Services. During the performance of the Services, Customer shall fully and completely secure all or any part of any facility where the Equipment is located to remove and mitigate any and all safety issues and risks, including but not limited to injury to facility occupants, customers, inmates, or any third party and/or property damage or work interruption arising out of the Services. If applicable, Customer shall make all necessary arrangements to address and mitigate the consequences of any electrical service interruption which might occur during the Services. Customer is responsible for operating and maintaining the Equipment in accordance with the owner's manual for the Equipment.

3. **INVOICING AND PAYMENT.** Unless otherwise agreed to by the parties in writing and subject to credit approval by Cummins, payments are due thirty (30) days from the date of Invoice. If Customer does not have approved credit with Cummins, as solely determined by Cummins, payment in advance at the time of supply of the Goods and/or Services, if payment is not received when due, in addition to any rights Cummins may have at law, Cummins may charge Customer eighteen percent (18%) monthly penalty on late payments, or the maximum amount allowed by law. Customer agrees to pay all Cummins' costs and expenses (including but not limited to reasonable attorneys' fees) related to Cummins' enforcement and collection of unpaid invoices, or any other enforcement of this Agreement by Cummins. All sales are subject to Customer's ongoing credit approval. While Cummins may initially extend Net 30 payment terms upon Cummins' approval of Customer's credit application, Cummins reserves the right to reassess Customer's creditworthiness at any time prior to shipment. If, in Cummins' sole discretion, Customer's financial condition weakens or otherwise declines, Customer has past due invoices with Cummins, or Cummins otherwise determines that extending credit terms is no longer commercially reasonable, Cummins may, upon notice to Customer, (i) require full or partial payment in advance, (ii) require an alternative form of security satisfactory to Cummins, including but not limited to a letter of credit or payment bond, or (iii) withhold shipment until such payment or security is provided. Cummins shall not be liable for any delays or damages resulting from the enforcement of this provision.

If Customer fails to make any payments to Cummins when due and payable, and such failure continues for more than sixty (60) days from the date of the invoice, or less if required by applicable law, then Cummins may, at Cummins' sole discretion and without prejudice to any other rights or remedies, either (i) terminate this Agreement; or (ii) suspend its Services and/or suspend delivery of any undelivered Goods or parts in Cummins' possession until payment for unpaid invoices is received. In the event that Cummins suspends its performance of Services due to Customer's breach or non-payment, then Cummins shall be entitled to an equitable extension of its delivery dates and/or schedule of Services for a period of time equal to the suspension period, plus a reasonable ramp up period and all costs (including default interest) caused by such suspension shall be assumed by Customer. Any dispute or claim Customer may have with or against Cummins' invoice, regarding the scope, quality or amount charged for any part of the services provided to Customer, must be asserted in writing and completed pursuant to these Terms and Conditions within thirty (30) days of the date of the invoice, or the date waived by the Customer in writing. **4. TAXES; EXEMPTIONS.** Customer shall be responsible for all local, state, and federal sales and/or use or similar taxes which Cummins is required by applicable laws to collect from Customer under this Agreement. Customer must provide a valid tax exemption certificate or direct payment certificate prior to shipment of the Goods, or such taxes will be included in the Invoice.

5. **DELIVERY, TITLE AND RISK OF LOSS.** Unless otherwise agreed in writing by the parties, any Goods supplied under this Agreement shall be delivered FOB Origin, freight prepaid to the first destination. If agreed, any charges for third party freight are subject to adjustment to reflect any change in time of shipment. Unless otherwise agreed in writing by the parties, packaging method, shipping documents and manner, route and carrier and delivery shall be as Cummins deems appropriate. All shipments are made during normal business hours, Monday through Friday. Unless otherwise agreed in writing by the parties, title and risk of loss for any Goods sold under this Agreement shall pass to Customer upon delivery of Goods by Cummins to freight carrier or to Customer at pickup at Cummins' facility. The purchase of Goods or the performance of Services on Equipment, Customer-owned motor vehicle, or any other personal property, is a take or pay obligation on the part of the Customer, such that Customer is absolutely and irrevocably required to accept and pay for the Goods, or any Services performed on Equipment, Customer-owned motor vehicle, or any other personal property, if delivery or pick-up of Goods, Equipment, Customer-owned motor vehicle, or any other personal property, is delayed, deferred, or refused by Customer beyond thirty (30) days from the agreed upon delivery date or the date of completion of Services. In the event Customer fails to pick-up Equipment, Customer-owned motor vehicle, or any other personal property, or fails to take any or all shipments of Goods ordered hereunder within thirty (30) days of the agreed upon delivery date, Cummins shall invoice the Customer and, upon Cummins' sole discretion, Cummins may either:

(i) deliver the Goods or Equipment to the location indicated on Customer's purchase order (regardless of whether Customer elected to pick up the Goods or Equipment at Cummins' facility or otherwise indicated an alternate delivery method), and Customer shall assume all associated delivery costs incurred by Cummins, or (ii) charge storage fees for the additional inventory holding period, the additional inventory holding period not to exceed sixty (60) days from the agreed upon delivery date or the date of completion of Services, unless otherwise agreed by Cummins in writing or required by law. A storage fee of twenty-five dollars (\$25.00) per day or one and one-half percent (1.5%) per month of the invoiced amount, whichever is greater, shall be assessed for any Goods, Equipment, Customer-owned motor vehicle, or any other personal property, whose delivery or pick-up is delayed, deferred, or refused by Customer beyond thirty (30) days from the agreed upon delivery date or the date of completion of Services. Unless otherwise agreed by Cummins in writing, in the event delivery or pick-up of Goods, Equipment, Customer-owned motor vehicle, or any other personal property, are delayed, deferred, or refused by Customer beyond sixty (60) days from the agreed upon delivery or pick-up date, then Cummins has the right, in its sole discretion, to: (i) remove, or otherwise dispose of the undelivered Goods, Equipment, Customer-owned motor vehicle, or any other personal property, in accordance with applicable abandonment laws; and/or (ii) make the Goods, Equipment, Customer-owned motor vehicle, or any other personal property, available for auction or sale to the public, or (iii) otherwise use, destroy, or recycle the Goods, Equipment, Customer-owned motor vehicle, or any other personal property, at Customer's sole cost and expense, and without any liability to Cummins.

6. **DELAYS.** Any delivery, shipping, installation, or performance dates indicated in this Agreement are estimated and not guaranteed. Further, delivery time is subject to confirmation at time of order. Cummins shall not be liable to Customer or any third party for any loss, damage, or expense suffered by Customer or any third party due to any delay in delivery, shipping, installation, or performance of services, including any delays in performance that result directly or indirectly from acts of Customer or causes beyond Cummins' control, including but not limited to acts of God, accidents, fire, explosions, flood, unusual weather conditions, acts of government authority, embargoes, wars, strikes or other labor disputes, civil commotion, terrorism, sabotage, late delivery by Cummins' suppliers, fuel or other energy shortages, or an inability to obtain necessary labor, materials, supplies, equipment or manufacturing facilities. AS A RESULT OF COVID-19 RELATED EFFECTS OR INDUSTRY SUPPLY CHAIN DISRUPTIONS, TEMPORARY DELAYS IN DELIVERY, LABOR OR SERVICES FROM CUMMINS AND ITS SUB-SUPPLIERS OR SUBCONTRACTORS MAY OCCUR. AMONG OTHER FACTORS, CUMMINS' DELIVERY OBLIGATIONS ARE SUBJECT TO CORRECT AND PUNCTUAL SUPPLY FROM OUR SUB-SUPPLIERS OR SUBCONTRACTORS. AND CUMMINS RESERVES THE RIGHT TO MAKE PARTIAL DELIVERIES OR MODIFY ITS LABOR OR SERVICE. WHILE CUMMINS SHALL MAKE EVERY COMMERCIALY REASONABLE EFFORT TO MEET THE DELIVERY, SERVICE OR COMPLETION OBLIGATIONS SET FORTH HEREIN, SUCH DATES ARE SUBJECT TO CHANGE. IN THE EVENT DELIVERY, SHIPPING, INSTALLATION, OR PERFORMANCE IS DELAYED, HOWEVER OCCASIONED, DUE TO EVENTS BEYOND CUMMINS' REASONABLE CONTROL, THEN THE DATE OF DELIVERY, SHIPPING, INSTALLATION, OR PERFORMANCE FOR THE GOODS OR SERVICES SHALL BE REASONABLY EXTENDED FOR A PERIOD EQUAL TO THE TIME LOST, PLUS REASONABLE RAMP-UP.

7. LIMITED WARRANTIES.

New Goods: New Goods purchased or supplied under this Agreement: are governed by the express written manufacturers' warranty. No other warranty for Goods supplied under this Agreement is provided under this Agreement.

Cummins Exchange Components, Other Exchange Components, and Recon: Cummins will administer the Cummins exchange component warranty and the warranties of other manufacturers' exchange components or Recon Components which are sold by Cummins. In the event of a defect such engines' warranties will apply.

HHP Exchange Engine: HHP Exchange Engines remanufactured by Cummins under this Agreement are governed by the express Cummins' written warranty. No other warranty for HHP exchange Engines supplied under this Agreement is provided under this Agreement.

General Service Work: All Services shall be free from defects in workmanship (i) for power generation equipment (including engines in such equipment), for a period of ninety (90) days after completion of Services or 500 hours of operation, whichever occurs first; or (ii) for engines, for a period of ninety (90) days after completion of Services, 25,000 miles or 900 hours of operation, whichever occurs first. In the event of a warrantable defect in workmanship of Services supplied under this Agreement ("Warrantable Defect"), Cummins' obligation shall be solely limited to correcting the Warrantable Defect. Cummins shall correct the Warrantable Defect where (i) such Warrantable Defect becomes apparent to Customer during the warranty period; (ii) Cummins receives written notice of the Warrantable Defect within thirty (30) days following discovery by Customer;

and (iii) Cummins has determined that there is a Warrantable Defect. Warrantable Defects remedied under this provision shall be subject to the remaining warranty period of the original warranty of the Services. New Goods supplied during the remedy of Warrantable Defects are warranted for the balance of the warranty period still available from the original warranty of such Goods.

Used Goods: Used Goods are sold "as is, where is" unless exception is made in writing between Cummins and Customer. Customer agrees to inspect all used Goods before completing the purchase. THE REMEDIES PROVIDED HEREIN SHALL BE THE SOLE AND EXCLUSIVE WARRANTIES AND REMEDIES PROVIDED BY CUMMINS TO THE CUSTOMER UNDER THIS AGREEMENT, EXCEPT AS SET FORTH IN THE WARRANTY AND THIS AGREEMENT, AND TO THE EXTENT PERMITTED BY LAW, CUMMINS EXPRESSLY DISCLAIMS ALL IMPLIED WARRANTIES, WARRANTIES AND CONDITIONS OF ANY KIND, EXPRESS OR IMPLIED, INCLUDING, WITHOUT LIMITATION, ANY STATUTORY OR COMMON LAW IMPLIED REPRESENTATIONS, WARRANTIES AND CONDITIONS OF FITNESS FOR A PURPOSE OR MERCHANTABILITY.

8. **INDEMNIFICATION.** Customer shall indemnify, defend and hold harmless Cummins from and against any and all claims, actions, costs, expenses, damages and liabilities, including reasonable attorneys' fees, brought against or incurred by Cummins related to or arising out of this Agreement or the Services and/or Goods supplied under this Agreement (collectively, the "Claims"), where such Claims were caused or contributed, in whole or in part, by the acts, omissions, fault or negligence of the Customer. Customer shall present any Claims covered by this indemnity, including any tenders for defense and indemnity by Cummins to its insurance carrier unless Cummins directs that the defense will be handled by Cummins' legal counsel at Customer's expense.

9. **LIMITATION OF LIABILITY. NOTWITHSTANDING ANY OTHER TERM OF THIS AGREEMENT, IN NO EVENT SHALL CUMMINS, ITS OFFICERS, DIRECTORS, EMPLOYEES, OR AGENTS BE LIABLE TO CUSTOMER OR ANY THIRD PARTY FOR ANY INDIRECT, INCIDENTAL, SPECIAL, PUNITIVE, LIQUIDATED, OR CONSEQUENTIAL DAMAGES OF ANY KIND (INCLUDING WITHOUT LIMITATION DOWNTIME, LOSS OF PROFIT OR REVENUE, LOSS OF DATA, LOSS OF OPPORTUNITY, DAMAGE TO GOODWILL, ENHANCED DAMAGES, MONETARY REQUESTS RELATING TO RECALL EXPENSES AND REPAIRS TO PROPERTY, AND/OR DAMAGES CAUSED BY DELAY), OR IN ANY WAY RELATED TO OR ARISING FROM CUMMINS' SUPPLY OF GOODS OR SERVICES UNDER THIS AGREEMENT. IN NO EVENT SHALL CUMMINS' LIABILITY TO CUSTOMER OR ANY THIRD PARTY CLAIMING DIRECTLY THROUGH CUSTOMER OR ON CUSTOMER'S BEHALF UNDER THIS AGREEMENT EXCEED THE TOTAL AMOUNT OF SERVICES SUPPLIED BY CUMMINS UNDER THIS AGREEMENT GIVING RISE TO THE CLAIM. BY ACCEPTANCE OF THIS AGREEMENT, CUSTOMER ACKNOWLEDGES CUSTOMER'S SOLE REMEDY AGAINST CUMMINS FOR ANY LOSS SHALL BE THE REMEDY PROVIDED HEREIN.**

10. **GOVERNING LAW, VENUE, AND JURISDICTION.** This Agreement and all matters arising hereunder shall be governed by, interpreted, and construed in accordance with the laws of the State of Indiana without giving effect to any choice or conflict of law provision. The parties agree that the federal and state courts of the State of Indiana shall have exclusive jurisdiction over, regarding, or relating to any dispute or claim arising in connection with this Agreement or any related matter, and hereby waive any right to claim such forum would be inappropriate, including concepts of forum non conveniens.

11. **ASSIGNMENT.** This Agreement is binding on the parties and their successors and assigns. Customer shall not assign this Agreement without the prior written consent of Cummins.

12. **CANCELLATION; TERMINATION.** Orders placed with and accepted by Cummins may not be cancelled except with Cummins' prior written consent. Cummins may charge Customer a cancellation charge in accordance with current Cummins policy which is available upon request; in addition to the actual, non-recoverable costs incurred by Cummins. Cummins may terminate this Agreement, in whole or in part, for cause if the Customer breaches its obligations under this Agreement, and such breach is not cured within fifteen (15) days after written notice to Customer, or such longer time that Cummins may specify in its notice. Cummins may, at any time, terminate this Agreement for convenience upon thirty (30) days' written notice to Customer. If the Customer defaults by (i) breaching any term of this Agreement, (ii) becoming insolvent or declared bankrupt, or (iii) making an assignment for the benefit of creditors, Cummins may, upon written notice to Customer, immediately terminate this Agreement. Upon such termination for default, Cummins shall have no further performance under this Agreement, without further obligation or liability to Customer, and Customer shall pay Cummins for any Goods or Services supplied under this Agreement, in accordance with the payment terms detailed in this Agreement. If a notice of termination for default has been issued and is later determined, for any reason, that the Customer was not in default, the rights and obligations of the parties shall treat the termination as a termination for convenience.

13. **REFUNDS; CREDITS.** Goods ordered and delivered by Cummins under this Agreement are not returnable unless agreed to by Cummins. Cummins may, at its sole discretion, agree to accept Goods for return and provide credit where Goods are in new and saleable condition and presented with a copy of the original invoice. Credits for returns will be subject to up to a 15% handling/restocking charge and are limited to eligible items purchased from Cummins.

14. **INTELLECTUAL PROPERTY.** Any intellectual property rights created by either party, whether independently or jointly, in the course of the performance of this Agreement or otherwise related to Cummins pre-existing intellectual property or subject matter related thereto, shall be Cummins' property. Customer agrees to assign, and does hereby assign, all right, title, and interest in such intellectual property to Cummins. Any Cummins pre-existing intellectual property shall remain Cummins' property. Nothing in this Agreement shall be deemed to have given Customer a license or any other rights to use any of the intellectual property rights of Cummins.

15. **COMPLIANCE WITH LAWS.** Customer shall comply with all laws applicable to its activities under this Agreement, including without limitation, all applicable national, provincial, and local export, anti-bribery, environmental, health, and safety laws and regulations in effect. Customer acknowledges that the Goods, and any related technology that are sold or otherwise provided hereunder may be subject to export and other trade controls restricting the sale, export, re-export and/or transfer, directly or indirectly, of such Goods or technology to certain countries or parties, including, but not limited to, licensing requirements under applicable laws and regulations of the United States, the United Kingdom and other jurisdictions. It is the intention of Cummins to comply with these laws, rules, and regulations. Any other provision of this Agreement to the contrary notwithstanding.

Customer shall comply with all such applicable laws relating to the cross-border movement of goods or technology, and all related orders in effect from time to time, and equivalent measures. Customer shall accept full responsibility for any and all civil or criminal liabilities and costs arising from any breaches of these laws and regulations and will defend, indemnify, and hold Cummins harmless from and against any and all fines, penalties, claim, damages, liabilities, judgments, costs, fees, and expenses incurred by Cummins or its affiliates as a result of Customer's non-compliance with these laws and regulations. **16. CONFIDENTIALITY.** Each party shall keep confidential any information received from the other that is not generally known to the public and at the time of disclosure, would reasonably be understood by the receiving party to be proprietary or confidential, whether disclosed in oral, written, visual, electronic, or other form, and which the receiving party (or agents) learns in connection with this Agreement including, but not limited to: (a) business plans, strategies, sales, projects and analyses; (b) financial information, pricing, and fee structures; (c) business processes, methods, and models; (d) employee and supplier information; (e) specifications; and (f) the terms and conditions of this Agreement. Each party shall take necessary steps to ensure compliance with this provision by its employees and agents.

17. **PRICING.** To the extent allowed by law, actual prices invoiced to Customer may vary from the price quoted at the time of order placement, as the same will be adjusted for prices prevailing on the date of shipment ("Shipment Date") or, in the case of Services, the date of performance ("Performance Date"), due to economic and market conditions on the Shipment Date or Performance Date, whichever is applicable. Subject to local laws, Cummins reserves the right to adjust pricing on goods and services due to input costs (including without limitation, raw materials, fabrication components, direct or indirect materials, packaging materials, overhead, etc.) and labor cost changes and/or other unforeseen circumstances beyond Cummins' control. **TARIFF AND DUTY SURCHARGES.** In addition to any adjustments otherwise provided for in this Agreement, in the event of any increase in the cost of purchased materials due to the impact of any tariffs, duties, levies, or similar government charges ("Tariffs") in effect during the term of this Agreement, the parties agree that such increases shall be passed through directly to the Customer effective immediately upon Cummins' notice to the Customer of such increases. The Customer shall pay Tariffs. **18. MISCELLANEOUS.** All notices, including but not limited to disputes of invoices or otherwise, under this Agreement shall be in writing and be delivered personally, mailed via first class certified or registered mail, or sent by a nationally recognized express courier service to the addresses set forth in the Quote and/or Invoice.

No amendment of this Agreement shall be valid unless it is in writing and signed by the parties hereto. Failure of either party to require performance by the other party of any provision hereof shall in no way affect the right to require such performance at any time thereafter or the enforceability of the Agreement generally, nor shall the waiver by a party of a breach of any of the provisions hereof constitute a waiver of any succeeding breach. Any provision of this Agreement that is invalid or unenforceable shall not limit the validity or enforceability of the remaining terms hereof. The Parties' rights, remedies, and obligations under this Agreement, which by its nature are intended to continue beyond the termination or cancellation of this Agreement, including but not limited to the Section 9. Limitation of Liability provision contained here in, shall survive the expiration, termination, or cancellation of this Agreement. The parties agree that the entire agreement, including but not limited to the provisions hereof, were freely negotiated and bargained for and Customer has agreed to purchase of the Goods and/or Services pursuant to these terms and conditions. Acceptance of this Agreement is expressly conditioned on Customer's assent to all such terms and conditions. Neither party has relied on any statement, representation, agreement, understanding, or promise made by the other except as expressly set out in this Agreement. Headings or other subdivisions of this Agreement are inserted for convenience of reference and shall not limit or affect the legal construction of any provision hereof.

20. To the extent applicable, this contractor and subcontractor shall abide by the requirements of 41 CFR §§ 60.1-4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action measures to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability. The employee notice requirements set forth in 29 CFR Part 471, Appendix A to Subpart A, are hereby incorporated by reference into this contract.



Payment terms are 30 days from invoice date unless otherwise agreed upon in writing. Remit to:
 Cummins Sales and Service
 PO Box 772639
 Detroit, MI 48277-2639

EAST REGION CORPORATE
 CUMMINS SALES & SERVICE
 1600 BUERKLE ROAD
 WHITE BEAR LAKE, MN 55110
 (248) 573-1600

REPRINT

INVOICE NO
S1-251268049
TO PAY ONLINE LOGON TO customerpayment.cummins.com

SOLD TO

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

SHIP TO

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

PAGE 1 OF 1
 *** ON ACCOUNT CHARGE ***

CONTACT ACCOUNTS PAYABLE

IB

DATE	CUSTOMER ORDER NO.	DATE IN SERVICE	ENGINE MODEL	PUMP NO.	EQUIPMENT MAKE
18-DEC-2025	20250703				
CUSTOMER NO.	SHIP VIA	FAIL DATE	ENGINE SERIAL NO.	CPL NO.	EQUIPMENT MODEL
206660	BEST WAY				
REF. NO.	SALESPERSON	PARTS DISP.	MILEAGE/HOURS	PUMP CODE	UNIT NO.
XPG-100-476461	MB596/QS440				

QUANTITY ORDERED	BACK ORDERED	QUANTITY SHIPPED	PART NUMBER	DESCRIPTION	PRODUCT CODE	UNIT PRICE	AMOUNT
1		1	ONAN GENSET	C200N6B GEN W/ ACCESS S/N: K250504526 SALEM-SOUTH LYON TWP LIBRARY "SOURCEWELL - 245836" - O-728095 - PROJ# 464318 CSS PROJECT MANAGER: JOSH GAYER PO: 20250703	ONAN	78,150.00	78,150.00

TRACKING#

SUB TOTAL: 78,150.00

Billing Inquiries? Call (877)480-6970

THERE ARE ADDITIONAL CONTRACT TERMS ON THE REVERSE SIDE OF THIS DOCUMENT, INCLUDING LIMITATION ON WARRANTIES AND REMEDIES, WHICH ARE EXPRESSLY INCORPORATED HEREIN AND WHICH PURCHASER ACKNOWLEDGES HAVE BEEN READ AND FULLY UNDERSTOOD.

TOTAL AMOUNT: US \$ 78,150.00

RECEIVED BY (print name) _____ SIGNATURE _____ DATE _____



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

Background:

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

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

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

Summary of Controls Work:

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

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

BUILDING AUTOMATED SYSTEMS AND SERVICES ► *Your building automation solution.*

basscontrols.com

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

Controls Price: \$ 6,856.00

Proposal Conditions:

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

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

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

Price excludes the following:

Provision of required local Ethernet ports (existing)

Premium or overtime labor

Any work other than specifically indicated above

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

Respectfully Submitted,

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

Senior Estimator

Quote #9633

Accepted By: _____ PO# _____ Date: _____

TERMS AND CONDITIONS

These terms and conditions ("Terms and Conditions"), together with the estimate/quote (the "Quote") and/or invoice ("Invoice") attached to these Terms and Conditions, are hereinafter collectively referred to as this "Agreement" and shall constitute the entire agreement between the Customer ("Customer") identified on the Quote and/or Invoice and Cummins Inc. ("Cummins") and supersede any previous representation, statements, agreements or understanding (oral or written) between the parties with respect to the subject matter of this Agreement. Customer shall be deemed to have made an unqualified acceptance of these Terms and Conditions by signing this Agreement that the signor represents that he or she is duly authorized to enter into this Agreement. Further, Customer authorizes, if applicable, the performance of services and labor on Customer's vehicle and/or equipment as provided. This shall become a binding agreement between the parties on the earliest of the following to occur: (i) Cummins' receipt of Customer's purchase order or purchase order number; (ii) Customer's signing or acknowledgment of this Agreement; (iii) Cummins' release of Products to production pursuant to Customer's oral or written instruction or direction; (iv) Customer's payment of any amounts due to Cummins; or (v) any other event constituting acceptance under applicable law. No prior inconsistent course of dealing, course of performance, or usage of trade, if any, constitutes a waiver of, or serves to explain or interpret, the Terms and Conditions set forth in this Agreement. Electronic transactions between Customer and Cummins will be solely governed by the Terms and Conditions of this Agreement, and any terms and conditions on Customer's website, vendor portal, or other internet site will be null and void and of no legal effect on Cummins.

In the event Customer delivers, references, incorporates by reference, or produces any purchase order or document, vendor portal terms, specifications, agreement (whether upstream or otherwise), or any terms and conditions related thereto, then such specifications, terms, document, or other agreement: (i) shall be null and void and of no legal effect on Cummins, and (ii) this Agreement shall remain the governing terms of the transaction. The terms and conditions printed on the back of this invoice shall be deemed subordinate to, and shall not supersede, any pre-existing written agreement, purchase order, contract, or other mutually agreed-upon document between the Customer and Cummins (collectively, the "Pre-Existing Agreement"). In the event of any conflict or inconsistency between this Agreement and the terms of any such Pre-Existing Agreement, the terms of the Pre-Existing Agreement shall govern and control. The Customer and Cummins expressly acknowledge and agree that the Pre-Existing Agreement remains in full force and effect, and that the terms of this Agreement shall not modify or amend any provisions of the Pre-Existing Agreement unless specifically agreed to in writing by both parties.

1. **SCOPE OF SERVICES; PERFORMANCE OF SERVICES.** Cummins shall supply part(s) and/or component(s) and/or engine(s) and/or generator set(s) ("Goods") and/or perform the maintenance, troubleshooting, diagnostic testing, and/or repair ("Service(s)") on the equipment identified in the Quote and/or Invoice ("Equipment"), if applicable, in accordance with the specifications in the Quote and/or Invoice. Unless otherwise agreed by the Parties in writing: (i) no additional services or goods are included in this Agreement; and (ii) this Quote is valid for a maximum period of thirty (30) days from the date appearing on the first page of this Quote ("Quote Validation Period").

At the end of the Quote Validation Period, this Quote will automatically expire unless accepted by Customer prior to the end of the Quote Validation Period. The foregoing notwithstanding, in no event shall this Quote Validation Period be deemed or otherwise considered to be a firm offer period nor to establish an option contract, and Cummins hereby reserves its right to revoke or amend this Quote at any time prior to Customer's acceptance.

2. **CUSTOMER OBLIGATIONS.** If necessary, Customer shall provide Cummins safe and free access to Customer's site and arrange for all related services and utilities necessary for Cummins to safely and freely perform the Services. During the performance of the Services, Customer shall fully and completely secure all or any part of any facility where the Equipment is located to remove and mitigate any and all safety issues and risks, including but not limited to injury to facility occupants, customers, invitees, or any other property and/or work interruption arising out of the Services. If applicable, Customer shall make all necessary arrangements to address and mitigate the consequences of any electrical service interruption which might occur during the Services. Customer is responsible for operating and maintaining the Equipment in accordance with the owner's manual for the Equipment.

3. **INVOICING AND PAYMENT.** Unless otherwise agreed to by the parties in writing and subject to credit approval by Cummins, payments are due thirty (30) days from the date of Invoice. If Customer does not have approved credit with Cummins, as solely determined by Cummins, payments are due in advance or at the time of supply of the Goods and/or Services. If payment is not received when due, in addition to any rights Cummins may have at law, Cummins may charge Customer eighteen percent (18%) interest annually on late payments, or the maximum amount allowed by law. Customer agrees to pay all Cummins' sales and expenses (including all reasonable attorneys' fees) related to Cummins' enforcement and collection of unpaid invoices, or any other amount due to Cummins under this Agreement by Customer. While Cummins may initially extend Net 30 payment terms upon Cummins' approval of Customer's credit application, Cummins reserves the right to reassess Customer's creditworthiness at any time prior to shipment. If, in Cummins' sole discretion, Customer's financial condition weakens or otherwise declines, Customer has past due invoices with Cummins, or Cummins otherwise determines that extending credit terms is no longer commercially reasonable, Cummins may, upon notice to Customer, (i) require full or partial payment in advance, (ii) require an alternative form of security satisfactory to Cummins, including but not limited to a letter of credit or payment bond, or (iii) withhold shipment until such payment or security is provided. Cummins shall not be liable for any delays or damages resulting from the enforcement of this provision.

If Customer fails to make any payments to Cummins when due and payable, and such failure continues for more than sixty (60) days from the date of the invoice, or less if required by applicable law, then Cummins may, at Cummins' sole discretion and without prejudice to any other rights or remedies, either (i) terminate this Agreement; or (ii) suspend its Services and/or suspend delivery of any undelivered Goods or parts in Cummins' possession until payment for unpaid invoices is received. In the event that Cummins suspends its performance of Services due to Customer's breach or non-payment, then Cummins shall be entitled to an equitable extension of its delivery dates and/or schedule of Services for a period of time equal to the suspension period, plus a reasonable ramp up period and all costs (including default interest) caused by such suspension shall be assumed by Customer. Any dispute or claim Customer may have with or against Cummins' invoice, regarding the scope, quality or amount charged for any parts or services provided to Customer, must be asserted in writing and noticed pursuant to these Terms and Conditions within thirty (30) days of the date of the invoice, or shall be waived by the Customer.

4. **TAXES; EXEMPTIONS.** The Invoice includes all applicable local, state, or federal sales and/or use or similar taxes which Cummins is required by applicable laws to collect from Customer under this Agreement. Customer must provide a valid tax exemption certificate or direct payment certificate prior to shipment of the Goods or performance of the Services, or such taxes will be included in the Invoice.

5. **DELIVERY; TITLE AND RISK OF LOSS.** Unless otherwise agreed in writing by the parties, any Goods supplied under this Agreement shall be delivered FOB Origin, freight prepaid to the first destination. If agreed, any charges for third party freight are subject to adjustment to reflect any change in price at time of shipment. Unless otherwise agreed to, packaging method, shipping documents and manner, route and carrier and delivery shall be as Cummins deems appropriate. All shipments are made within normal business hours, Monday through Friday. Unless otherwise agreed in writing by the parties, title and risk of loss for any Goods sold under this Agreement shall pass to Customer upon delivery of Goods by Cummins to freight carrier or to Customer at pickup at Cummins' facility. The purchase of Goods or the performance of Services on Equipment, Customer-owned motor vehicle, or any other personal property, is a 'take or pay' obligation on the part of the Customer, such that Customer is absolutely and irrevocably required to accept and pay for the Goods, or any Services performed on Equipment, Customer-owned motor vehicle, or any other personal property, if delivery or pick-up of Goods, Equipment, Customer-owned motor vehicle, or any other personal property, is delayed, deferred, or refused by Customer beyond thirty (30) days from the agreed upon delivery date or the date of completion of Services. In the event Customer fails to pick-up Equipment, Customer-owned motor vehicle, or any other personal property, or fails to take any or all shipments of Goods ordered hereunder within thirty (30) days of the agreed upon delivery date, Cummins shall invoice the Customer and, upon Cummins' sole discretion, Cummins may either:

(i) deliver the Goods or Equipment to the location indicated on Customer's purchase order (regardless of whether Customer elected to pick up the Goods or Equipment at Cummins' facility or otherwise indicated an alternate delivery method), and Customer shall assume all associated delivery costs incurred by Cummins, or (ii) charge storage fees for the additional inventory holding period, the additional inventory holding period not to exceed sixty (60) days from the agreed upon delivery date or the date of completion of Services, unless otherwise agreed by Cummins in writing or required by law. A storage fee of twenty-five dollars (\$25.00) per day or one and one-half percent (1.5%) per month of the invoiced amount, whichever is greater, shall be assessed for any Goods, Equipment, Customer-owned motor vehicle, or any other personal property, whose delivery or pick-up is delayed, deferred, or refused by Customer beyond thirty (30) days from the agreed upon delivery date or the date of completion of Services. Unless otherwise agreed by Cummins in writing, in the event delivery or pick-up of Goods, Equipment, Customer-owned motor vehicle, or any other personal property, are delayed, deferred, or refused by Customer beyond sixty (60) days from the agreed upon delivery or pick-up date, then Cummins has the right, in its sole discretion, to: (i) tow, remove, or otherwise dispose of the undelivered Goods, Equipment, Customer-owned motor vehicle, or any other personal property, in accordance with applicable abandonment laws, and/or (ii) make the Goods, Equipment, Customer-owned motor vehicle, or any other personal property, available for auction or sale to other customers or to the public, or (iii) otherwise use, destroy, or recycle the Goods, Equipment, Customer-owned motor vehicle, or any other personal property, at Customer's sole cost and expense, and without any liability to Cummins.

6. **DELAYS.** Any delivery, shipping, installation, or performance dates indicated in this Agreement are estimated and not guaranteed. Further, delivery time is subject to confirmation at time of order. Cummins shall not be liable to Customer or any third party for any loss, damage, or expense suffered by Customer third party due to any delay in delivery, shipping, installation, or performance, however occasioned, including any delays in performance that result directly or indirectly from acts of Customer or causes beyond Cummins' control, including but not limited to: acts of God, accidents, fires, explosions, flood, unusual weather conditions, acts of terrorism, civil commotion, terrorism, sabotage, late delivery by Cummins' suppliers, fuel or other energy shortages, or an inability to obtain necessary labor, materials, supplies, equipment or manufacturing facilities. AS A RESULT OF COVID-19 RELATED EFFECTS OR INDUSTRY SUPPLY CHAIN DISRUPTIONS, TEMPORARY DELAYS IN DELIVERY, LABOR OR SERVICES FROM CUMMINS AND ITS SUB-SUPPLIERS OR SUBCONTRACTORS MAY OCCUR. AMONG OTHER FACTORS, CUMMINS' DELIVERY OBLIGATIONS ARE SUBJECT TO CORRECT AND PUNCTUAL SUPPLY FROM OUR SUB-SUPPLIERS OR SUBCONTRACTORS, AND CUMMINS RESERVES THE RIGHT TO MAKE PARTIAL DELIVERIES OR MODIFY ITS LABOR OR SERVICE, WHILE CUMMINS SHALL MAKE EVERY COMMERCIAL REASONABLE EFFORT TO MEET THE DELIVERY, SERVICE OR COMPLETION OBLIGATIONS SET FORTH HEREIN. SUCH DATES ARE SUBJECT TO CHANGE. IN THE EVENT DELIVERY, SHIPPING, INSTALLATION, OR PERFORMANCE IS DELAYED, HOWEVER OCCASIONED, DUE TO EVENTS BEYOND CUMMINS' REASONABLE CONTROL, THEN THE DATE OF DELIVERY, SHIPPING, INSTALLATION, OR PERFORMANCE FOR THE GOODS OR SERVICES SHALL BE EQUITABLY EXTENDED FOR A PERIOD EQUAL TO THE TIME LOST, PLUS REASONABLE RAMP-UP.

7. LIMITED WARRANTIES.

New Goods: New Goods purchased or supplied under this Agreement are governed by the express written manufacturers' warranty. No other warranty for Goods supplied under this Agreement is provided under this Agreement.

Cummins Exchange Components, Other Exchange Components, and Recon: Cummins will administer the Cummins exchange component warranty and the warranties of other manufacturers' exchange components or Recon Components which are sold by Cummins. In the event of defects in such items, only manufacturers' warranties will apply.

HHP Exchange Engine: HHP Exchange Engines remanufactured by Cummins under this Agreement are governed by the express Cummins' written warranty. No other warranty for HHP exchange Engines supplied under this Agreement is provided under this Agreement.

General Service Work: All Services shall be free from defects in workmanship (i) for power generation equipment (including engines in such equipment), for a period of ninety (90) days after completion of Services or 500 hours of operation, whichever occurs first; or (ii) for engines, for a period of ninety (90) days after completion of Services, 25,000 miles or 900 hours of operation, whichever occurs first. In the event of a warrantable defect in workmanship of Services supplied under this Agreement ("Warrantable Defect"), Cummins' obligation shall be solely limited to correcting the Warrantable Defect. Cummins shall correct the Warrantable Defect where (i) such Warrantable Defect becomes apparent to Customer during the warranty period; (ii) Cummins receives written notice of the Warrantable Defect within thirty (30) days following discovery by Customer;

and (iii) Cummins has determined that there is a Warrantable Defect. Warrantable Defects remedied under this provision shall be subject to the remaining warranty period of the original warranty of the Services. New Goods supplied during the remainder of Warrantable Defects are warranted for the balance of the warranty period still available from the original warranty of such Goods.

Used Goods: Used Goods are sold "as is, where is" unless exception is made in writing between Cummins and Customer. Customer agrees to inspect all used Goods before completing the purchase.

THE REMEDIES PROVIDED IN THE LIMITED WARRANTIES AND THIS AGREEMENT ARE THE SOLE AND EXCLUSIVE WARRANTIES AND REMEDIES PROVIDED BY CUMMINS TO THE CUSTOMER UNDER THIS AGREEMENT. EXCEPT AS SET OUT IN THE WARRANTY AND THIS AGREEMENT, AND TO THE EXTENT PERMITTED BY LAW, CUMMINS EXPRESSLY DISCLAIMS ALL OTHER REPRESENTATIONS, WARRANTIES, ENDORSEMENTS, AND CONDITIONS OF ANY KIND, EXPRESS OR IMPLIED, INCLUDING, WITHOUT LIMITATION, ANY STATUTORY OR COMMON LAW IMPLIED REPRESENTATIONS, WARRANTIES AND CONDITIONS OF FITNESS FOR A PURPOSE OR MERCHANTABILITY.

8. **INDEMNIFICATION.** Customer shall indemnify, defend and hold harmless Cummins from and against any and all claims, actions, costs, expenses, damages and liabilities, including reasonable attorneys' fees, brought against or incurred by Cummins related to or arising out of this Agreement or the Services and/or Goods supplied under this Agreement (collectively, the "Claims"), where such Claims were caused or contributed, in whole or in part, by the acts, omissions, fault or negligence of the Customer. Customer shall present any Claims covered by this indemnity, including any tenders for defense and indemnity by Cummins to its insurance carrier unless Cummins directs that the defense will be handled by Cummins' legal counsel at Customer's expense.

9. **LIMITATION OF LIABILITY. NOTWITHSTANDING ANY OTHER TERM OF THIS AGREEMENT, IN NO EVENT SHALL CUMMINS, ITS OFFICERS, DIRECTORS, EMPLOYEES, OR AGENTS BE LIABLE TO CUSTOMER OR ANY THIRD PARTY FOR ANY INDIRECT, INCIDENTAL, SPECIAL, PUNITIVE, LIQUIDATED, OR CONSEQUENTIAL DAMAGES OF ANY KIND (INCLUDING WITHOUT LIMITATION DOWNTIME, LOSS OF PROFIT OR REVENUE, LOSS OF DATA, LOSS OF OPPORTUNITY, DAMAGE TO GOODWILL, ENHANCED DAMAGES, MONETARY REQUESTS RELATING TO RECALL EXPENSES AND REPAIRS TO PROPERTY, AND/OR DAMAGES CAUSED BY DELAY), OR IN ANY WAY RELATED TO OR ARISING FROM CUMMINS' SUPPLY OF GOODS OR SERVICES UNDER THIS AGREEMENT. IN NO EVENT SHALL CUMMINS' LIABILITY TO CUSTOMER OR ANY THIRD PARTY CLAIMING DIRECTLY THROUGH CUSTOMER OR ON CUSTOMER'S BEHALF UNDER THIS AGREEMENT EXCEED THE TOTAL COST OF GOODS AND SERVICES SUPPLIED BY CUMMINS UNDER THIS AGREEMENT GIVING RISE TO THE CLAIM. BY ACCEPTANCE OF THIS AGREEMENT, CUSTOMER ACKNOWLEDGES CUSTOMER'S SOLE REMEDY AGAINST CUMMINS FOR ANY LOSS SHALL BE THE REMEDY PROVIDED HEREIN.**

10. **GOVERNING LAW, VENUE, AND JURISDICTION.** This Agreement and all matters arising hereunder shall be governed by, interpreted, and construed in accordance with the laws of the State of Indiana without giving effect to any choice or conflict of law provision. The parties agree that the federal and state courts of the State of Indiana shall have exclusive jurisdiction over, regarding, or relating to any dispute or claim arising in connection with this Agreement or any related matter, and hereby waive any right to claim such forum would be inappropriate, including concepts of forum non conveniens.

11. **ASSIGNMENT.** This Agreement is binding on the parties and their successors and assigns. Customer shall not assign this Agreement without the prior written consent of Cummins.

12. **CANCELLATION; TERMINATION.** Orders placed with and accepted by Cummins may not be cancelled except with Cummins' prior written consent. Cummins may charge Customer a cancellation charge in accordance with current Cummins policy which is available upon request, in addition to the actual, non-recoverable costs incurred by Cummins. Cummins may terminate this Agreement, in whole or in part, for cause if the Customer breaches its obligations under this Agreement, and such breach is not cured within fifteen (15) days after written notice to Customer, or such longer time that Cummins may specify in its notice. Cummins may, at any time, terminate this Agreement for convenience upon thirty (30) days' written notice to Customer. If the Customer defaults by (i) breaching any term of this Agreement, (ii) becoming insolvent or declared bankrupt, or (iii) making an assignment for the benefit of creditors, Cummins may, upon written notice to Customer, immediately terminate this Agreement. Upon such termination for default, Cummins shall immediately cease any further performance under this Agreement, without further obligation or liability to Customer, and Customer shall pay Cummins for any Goods or Services supplied under this Agreement, in accordance with the payment terms detailed in this Agreement. If a notice of termination for default has been issued and is later determined, for any reason, that the Customer was not in default, the rights and obligations of the parties shall treat the termination as a termination for convenience.

13. **REFUNDS; CREDITS.** Goods ordered and delivered by Cummins under this Agreement are not returnable unless agreed to by Cummins. Cummins may, at its sole discretion, purchase to accept Goods for return and provide credit where Goods are in new and saleable condition and presented with a copy of the original invoice. Credits for returns will be subject to up to a 15% handling/restocking charge and are limited to eligible items purchased from Cummins.

14. **INTELLECTUAL PROPERTY.** Any intellectual property rights created by either party, whether independently or jointly, in the course of the performance of this Agreement or otherwise related to Cummins pre-existing intellectual property or subject matter related thereto, shall be Cummins' property. Customer agrees to assign, and does hereby assign, all right, title, and interest to such intellectual property to Cummins. Any Cummins pre-existing intellectual property shall remain Cummins' property.

Nothing in this Agreement shall be deemed to have given Customer a license or any other rights to use any of the intellectual property rights of Cummins.

15. **COMPLIANCE WITH LAWS.** Customer agrees to comply with all applicable national, provincial, and local export, anti-bribe, environmental, health, and safety laws and regulations in effect. Customer acknowledges that the Goods, and any related technology that are sold or otherwise provided hereunder may be subject to export and other trade controls restricting the sale, export, re-export and/or transfer, directly or indirectly, of such Goods or technology to certain countries or parties, including, but not limited to, licensing requirements under applicable laws and regulations of the United States, the United Kingdom and other jurisdictions. It is the intention of Cummins to comply with these laws, rules, and regulations. Any other provision of this Agreement to the contrary notwithstanding.

Customer shall comply with all such applicable laws relating to the cross-border movement of goods or technology, and all related orders in effect from time to time, and equivalent measures. Customer shall accept full responsibility for any and all civil or criminal liabilities and costs arising from these laws and regulations and will defend, indemnify, and hold Cummins harmless from and against any and all fines, penalties, claim, damages, liabilities, judgments, costs, fees, and expenses incurred by Cummins or its affiliates as a result of Customer's breach.

16. **CONFIDENTIALITY.** Each party shall keep confidential any information received from the other that is not generally known to the public and at the time of disclosure, would reasonably be understood by the receiving party to be proprietary or confidential, whether disclosed in oral, written, visual, electronic, or other form, and which the receiving party (or agents) learns in connection with this Agreement including, but not limited to: (a) business plans, strategies, sales, projects and analyses; (b) financial information, pricing, and fee structures; (c) business processes, methods, and models; (d) employee and supplier information; (e) specifications; and (f) the terms and conditions of this Agreement. Each party shall take necessary steps to ensure compliance with this provision by its employees and agents.

17. **PRICING.** To the extent allowed by law, actual prices invoiced to Customer may vary from the price quoted at the time of order placement, as the same will be adjusted for prices prevailing on the date of shipment ("Shipment Date") or, in the case of Services, the date of performance ("Performance Date"), due to economic and market conditions on the Shipment Date or Performance Date, whichever is applicable. Subject to local laws, Cummins reserves the right to adjust pricing on goods and services due to input cost (including without limitation, raw materials, fabrication components, direct or indirect materials, packaging materials, overhead, etc.) and labor cost changes and/or other unforeseen circumstances beyond Cummins' control.

18. **TARIFF AND DUTY SURCHARGES.** In addition to any adjustments otherwise provided for in this Agreement, in the event of any increase in the cost of purchased materials due to the impact of any tariffs, duties, levies, or similar government charges ("Tariffs") in effect during the term of this Agreement, the parties agree that such increases shall be passed through directly to the Customer effective immediately upon Cummins' notice to the Customer of such increases. The Customer shall pay Tariff-related increases within thirty (30) days of receipt of invoice.

19. **MISCELLANEOUS.** All notices, including but not limited to disputes of invoices or otherwise, under this Agreement shall be in writing and be delivered personally, mailed via first class certified or registered mail, or sent by a nationally recognized express courier service to the addresses set forth in the Quote and/or Invoice.

No amendment of this Agreement shall be valid unless it is written and signed by the parties hereto. Failure of either party to require performance by the other party of any provision hereof shall in no way affect the right to require such performance at any time thereafter or the enforceability of the Agreement generally, nor shall the waiver by a party of a breach of any of the provisions hereof constitute a waiver of any succeeding breach. Any provision of this Agreement that is invalid or unenforceable shall not affect the validity or enforceability of the remaining terms hereof. The Parties' rights, remedies, and obligations under this Agreement, which by their nature are intended to continue beyond the termination or cancellation of this Agreement, including but not limited to the Section 9, Limitation of Liability provision contained herein, shall survive the expiration, termination, or cancellation of this Agreement. These terms are exclusive and constitute the entire agreement. Customer acknowledges that the terms and conditions herein set forth are not to be construed to purchase orders or contracts. Acceptance of this Agreement is expressly conditioned on Customer's assent to all such terms and conditions. Neither party has relied on any statement, representation, agreement, understanding, or promise made by the other except as expressly set out in this Agreement. Headings or other subdivisions of this Agreement are inserted for convenience of reference and shall not limit or affect the legal construction of any provision hereof.

20. To the extent applicable, this contractor and subcontractor shall abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability. The employee notice requirements set forth in 29 CFR Part 471, Appendix A to Subpart A, are hereby incorporated by reference into this contract.

January 20, 2026

Invoice # **2026-0018**

Phone (734) 425-6854



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

Project: SSDL Teen Room/Computer Room
 P.O. No.: _____
 Our Job No.: 25157

TERMS: NET

PAYMENT REQUEST

ORIGINAL CONTRACT AMOUNT.....	\$	106,650.40
SUM OF ALL CHANGE ORDERS.....	\$	-
TOTAL.....	\$	106,650.40
VALUE OF WORK COMPLETED.....	\$	38,009.73
VALUE OF WORK COMPLETED ON CHANGE ORDERS.....		
STORED MATERIALS.....		
TOTAL.....	\$	38,009.73
LESS AMOUNT RETAINED: ____%	\$	-
TOTAL EARNED TO DATE	\$	38,009.73
LESS PREVIOUS REQUESTS	\$	-
AMOUNT DUE THIS REQUEST.....	\$	38,009.73

APPLICATION AND CERTIFICATE FOR PAYMENT

G702

TO: **Salem South Lyon District Library**
 9800 Pontiac Trail
 South Lyon MI 48178

JOB 25157 INVOICE: 2026-0018
 P.O. _____

Application Number.: One

Application Date: 01/28/26

FROM: **Shaw Construction and Management**
 13980 Farmington Rd., Livonia, MI

VIA ARCHITECT: _____
 Dated: _____

Period To: 10/1/2025 1/20/2026

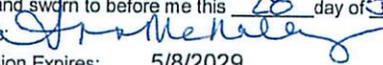
CONTRACTOR'S APPLICATION FOR PAYMENT

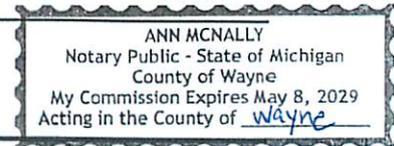
Change Order Summary		Additions	Deductions
Change Orders approved in previous months			
Approved this month			
Date	Contractor		
Net change by Change Orders		0.00	-

The Undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents and that current payment shown herein is now due.

CONTRACTOR:
 By:  Date: 1/28/2026

1. ORIGINAL CONTRACT SUM.....	\$ 106,650.40
2. SUM OF ALL CHANGE ORDERS.....	\$ -
3. CONTRACT SUM TO DATE (Line 1+2).....	\$106,650.40
4. TOTAL COMPLETED & STORED TO DATE..... (Column G)	\$ 38,009.73
5. RETAINAGE	
a. 10% of Completed Work.....	\$ -
(Column D+E)	
b. 10% of Stored Material.....	-
(Column F)	
Total Retainage (Line 5a+5b or Total in Column I).....	\$ -
6. TOTAL EARNED LESS RETAINAGE..... (Line 4 less Line 5 Total)	\$38,009.73
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT..... (Line 6 from prior Certificate)	\$ -
8. CURRENT PAYMENT DUE.....	\$ 38,009.73
9. BALANCE TO FINISH, INCLUDING RETAINAGE..... (Line 3 less Line 6)	\$ 68,640.67

State of: Michigan County of: Wayne
 Subscribed and sworn to before me this 28 day of JAN, 2026.
 Notary Public: 
 My Commission Expires: 5/8/2029



ARCHITECTS CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED..... \$ -
 (Attach explanation if amount certified differs from the amount applied for)

ARCHITECT: _____

By: _____ Date: _____

This certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.



13980 Farmington Road
 Livonia, MI 48154
 Phone: 734.425.6854
 www.shawcm.com

Invoice

Date	Invoice #
1/20/2026	2026-0018

Bill To
SALEM-SOUTH LYON DISTRICT LIBRARY 9800 Pontiac Trail South Lyon MI 48178

P.O. No.	Terms	Project
25157	Net 30	25157 SSDL Compu...

Quantity	Description	Rate	Amount
0		106,650.40	38,009.73
1 1/2% penalty per month will be added to all balances unpaid by due date Payments made by credit card will be assessed a 3.72% fee.		Total	\$38,009.73



**LIBRARY
DESIGN
ASSOCIATES
INC.**

1149 South Main Street
Plymouth, Michigan 48170-2213
Telephone: (734) 459-5000

INVOICE

Invoice No. 25-253-03
Date 01/29/26

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 January	Terms Net 30	F.O.B. Del & Inst	Shipped Via Best way
----------------------------	-------------------------	-----------------	----------------------	-------------------------

Item	Qty.	Catalog No.	Description	Unit Price	Total
			<p>FINAL INVOICE:</p> <p>Retainage due which was previously withheld from Invoice 25-253-02. All material and punch list items are now complete.</p>		
			Retainage Balance		\$10,000.00
			Total Due:		\$10,000.00

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

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

Our Mission: Educate. Enrich. Empower the Community.

Our Vision: Imagine the Possibilities!

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

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