



**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 23, 2026, AT 7:00 PM  
OLSON MEETING ROOM**

- A. Call meeting to order and verify quorum (26-77)
- B. Approval of agenda (26-78V)
- C. Introduction of guests (26-79)
- D. Approval of past minutes:
  - 1. Regular Board Meeting on February 2, 2026 (26-80V)
- E. Public Comment (26-81)
- F. Friends of the Library Report (26-82)
- G. Financial Report
  - 1. Acceptance of the January 2026 Financial Report (26-83V)
- H. Approval for Payroll Report January 2026 (26-84V)
- I. Approval for Board Review of Bills and credit card purchases for January 2026 (26-85V)
- J. Leadership Team Report (26-86)
- K. Staff Reports (26-87)
- L. Old Business (26-88)
- M. New Business (26-89)
- N. Correspondence and communications (26-90)

O. Committee Reports

1. Advocacy Marketing (26-91)
2. Facilities (26-92)
3. Budget (26-93)
4. Policy Committee

a. Reviewed Policies 101.1, 201.0, 201.2, 202.0, 203, 206, 207, 207.1, 207.2, 208, 208.1, 209.1, 211.0, 212, 213, 215.0, 217, 808

1. Policies reviewed with no changes: 201.2, 202.0, 203, 206, 207, 207.1, 207.2, 208, 208.1, 209.1, 211.0, 212, 215.0 (26-94V)

2. Policies reviewed with changes: 101.1, 201.0, 213, 217, 808 (26-95V)

3. New policy: Information and Reference Services Policy 425 (26-96V)

4. AI Policy 702: Moved to procedure (26-97V)

5. Professional Development (26-98)
6. Compensation Committee (26-99)

P. Board Comments (26-100)

Q. Adjournment (26-101)

**UPCOMING MEETINGS**

**BOARD MEETING: MONDAY, March 30, 2026, AT 7:00 PM**

**BUDGET COMMITTEE: THURSDAY, March 19, 2026, AT 3:00 PM**

PRESIDENT: DENISE STACER (2028)

VICE-PRESIDENT: LINDA HAMILTON (2026)

SECRETARY: HATTIE MAGUIRE (2026)

TREASURER: DAN SIIVOLA (2028)

AT LARGE: RUSSELL SIMS (2026), ERIN PETRICCA (2026), PAT PERUSKI (2028)

DIRECTOR: 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, MERUCCI

ADVOCATE TO RAISE COMMUNITY AWARENESS OF THE LIBRARY.

BUDGET (MONTHLY): SIIVOLA (CHAIR), SIMS, STACER, HUTCHINSON, MERUCCI, BRUSSTAR, HILL

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, HILL

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, MERUCCI

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, HILL

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, MERUCCI

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

COMPENSATION COMMITTEE (AS NEEDED): STACER (CHAIR), HAMILTON, HUTCHINSON, MERUCCI

REVIEW STAFF COMPENSATION AND PROVIDE RECOMMENDATIONS TO THE BOARD

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, MERUCCI

SALEM-SOUTH LYON DISTRICT LIBRARY BOARD OF TRUSTEES  
Draft Minutes of Regular Board Meeting  
Monday, February 2nd, 2026

President: Denise Stacer

Vice President: Linda Hamilton

Treasurer: Daniel Siivola

Secretary: Hattie Maguire

At Large: Pat Peruski; Russell Sims; Erin Petricca

Director: Kathy Merucci

Assistant Director: Kathleen Hutchinson

Head of IT: Kevin Campbell

Kasey Hill – Staff Representative

**A. Call meeting to order and verify quorum (26-42)**

President Stacer called the meeting to order in the Olson Meeting Room at the Salem-South Lyon District Library at 7:05 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 (26-43V)**

Motion to accept the agenda was made by L. Hamilton seconded by D. Siivola

Yes: 7;

No: 0.

Motion Carried.

**C. Introduction of guests (26-44)**

Guests introduced by K. Merucci

**D. Approval of past minutes:**

1. Regular Board Meeting on January 5, 2025 (26-45V)

Motion to approve the January 5<sup>th</sup> regular board meeting minutes as amended was made by L. Hamilton, seconded by D. Siivola.

Yes: 7;

No: 0.

Motion Carried.

2. Special Board Meeting on January 27, 2025 (26-46V)

Motion to approve the January 27<sup>th</sup> special board meeting minutes was made by L. Hamilton seconded by D. Siivola

Yes: 7;

No: 0.

Motion Carried.

### 3. Special Board Meeting on January 29, 2025 (26-47V)

Motion to approve the January 29<sup>th</sup> special board meeting minutes was made by L. Hamilton seconded by D. Siivola

Yes: 7;

No: 0.

Motion Carried.

### **E. Public Comment (26-48)**

There was no public comment

### **F. Friends of the Library Report (26-49)**

Submitted and filed by the friends

### **G. Financial Report**

#### **1. Acceptance of the December 2025 Financial Report (26-50V)**

Motion to accept the December 2025 financial report by L. Hamilton; seconded by R. Slms.

Yes: 7;

No: 0.

Motion Carried.

### **H. Approval for Payroll Report December 2025 (26-51V)**

Motion to accept the December 2025 payroll report 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 December 2025 (26-52V)**

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

Yes: 7;

No: 0.

Motion Carried.

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

#### **1. Updated Mentor Program**

##### **a. Mentor Feedback (26-53)**

Feedback from staff that just completed the program was well done.

Motion to ensure each module in the mentorship program has clear goals and objectives and each staff member in the program shall have a designated board

member and/or staff member to ask questions by L. Hamilton; seconded by D. Siivola.

Yes: 7;  
No: 0.  
Motion Carried.

For Budget, the mentors would be treasurer and assistant director  
For Policy, the mentors would be the Director and policy chair  
For Facilities, the mentors would be the Head of facilities and facilities chair

**b. Quarterly evaluation form (26-54)**

Direct communication is an essential part of the Mentor Program. A report or presentation to the board should be done with the completion of the 2-year program. Any feedback during the program will be welcome.

**c. 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)**

The meeting to discuss strategic plan will take place as part of the March 30th board meeting.  
The meeting will have an early start at 6 pm. Director goals will be right after public comment.

**2. Quote from Shaw Construction for Adult Renovation (26-60V)**

**Motion to approve this work not to exceed \$180,000 by L. Hamilton, seconded by R. Sims.**

Yes: 7;  
No: 0.  
Motion Carried.

**3. Quotes from LDA for Adult Renovation (26-59V)**

Motion to postpone this decision to Feb. 23<sup>rd</sup> meeting or following meeting (if necessary) as we are waiting for a more detailed quote by L. Hamilton, seconded by H. Maguire

Yes: 7;  
No: 0.  
Motion Carried.

**4. Compensation Committee (26-61V)**

Compensation committee will be formed with President Stacer as chair. L. Hamilton, K. Meruccl and K. Hutchinson will be members along with any others as deemed needed.

## **N. Correspondence and communications (26-62)**

### **O. Committee Reports**

#### **1. Advocacy Marketing (26-63)**

Great job on the newsletter with a new updated format

#### **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)**

Motion to approve payment for the amount of \$75,650, (the 8,150 minus the credit from Credit Memo #68049 of \$2,500) by L. Hamilton, seconded by D. Siivola

Yes: 7;

No: 0.

Motion Carried.

##### **3. AF Smith Invoice #250160000004 (26-66V)**

Motion to approve payment for AF Smith Invoice #250160000004 for the remaining balance of \$38,118.49 by L. Hamilton, seconded by D. Siivola

Yes: 7;

No: 0.

Motion Carried.

##### **4. Bass Generator Integration (26-67V)**

Motion to approve the integration of the generator with the bass controls system in the amount of \$6,856 by L. Hamilton, seconded by D. Siivola

Yes: 7;

No: 0.

Motion Carried.

##### **b. Teen/Computer Lab Project Update**

##### **1. Shaw Invoice #25157 (26-68V)**

Motion to approvement payment for the work done by Shaw construction for the amount of \$38,009.73 by L. Hamilton, seconded by R. Sims.

Yes: 7;

No: 0.

Motion Carried.

##### **2. LDA Final invoice #25-253-03 (26-69V)**

Motion to approve the payment of the LDA invoice for the work that was completed for the amount of \$10,000 by L. Hamilton, seconded by E. Petricca

Yes: 7;

No: 0.  
Motion Carried.

**3. Budget (26-70)**

**4. Policy Committee (26-71)**

**5. Professional Development (26-72)**

**6. Director Search Committee  
Updates (26-73)**

The director search committee has been dissolved by the board president.

Motion to have the remaining leadership team members function as a transition team with current pay increase thru 2/9/26 for the new director by L. Hamilton seconded by H. Maguire.

Yes: 7;  
No: 0.  
Motion Carried.

**Probation (26-74)**

The board would like to have a clear job description for the director so that they can evaluate the director's performance at the July 30<sup>th</sup> board meeting

**P. Board Comments (26-75)**

There were board comments.

**Q. Adjournment (26-76)**

Meeting adjourned at 8:40

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 February 2, 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

## January 2026 Budget Highlights – Financial Report

### Income:

#### Account 400 Property Taxes Operating: \$3,846.55

South Lyon 1995 Operating of \$1,311.23, South Lyon 2014 Operating of \$581.67

Salem Township 1995 Operating of \$1,353.30, Salem Township 2014 Operating of \$600.35

#### Account 400.3 Service Contract: 25,910.30

#### Account 400.4 PPT: \$0.0

#### Account 409 Fines & Fees \$354.75

- Penal Fines: \$0.0
- Fines \$354.75
- Non-resident fee: \$00.00

#### Acct. 440 Gifts & Grants \$1,022.30

- True Gift: \$25.96
- Friends Book Donation Income: \$915.14
- Library Collection Gifts: \$0.00
- Annual Appeal: \$81.20
- Gifts (In Memoriam): \$0.00
- Grants: \$0.00

#### Account 440.3 Miscellaneous Income: \$1,701.80

(Of note: Lost Materials: \$282.89, Computer Prints: \$1269.10, Faxes: \$131.00, Rebates: \$19.80, misc. sales: \$11.00)

#### Account 450 Interest: \$5,019.68

- Michigan Class \$1,894.14
- Comerica: \$0.05
- Huntington: \$3,125.54

#### Total Income: \$37,855.38

### Expenses:

#### Account 500 - Personnel Total: \$113,644.82 (Three pays)

- \$ 98,850.45 Acct. 500.2 Salaries
- \$ 4,646.28 Acct. 505.2 Deferred Compensation Plan
- \$ 2,470.29 Acct. 502.3 Group Health Plan
- \$ 7,338.80 Acct. 545 FICA
- \$ 339.00 Acct.570 Dues & workshops

**Account 505 - Library Materials & Supplies: \$32,950.72** Acct. 505.12 Library materials (Teen & Youth: \$2,377.73, Adult: \$4,613.93, Processing: \$297.69, Electronic: \$9,137.80 (includes OverDrive, Hoopla, Kanopy, Cloud), Downloadable: 0.0

Acct. 508 Computer supplies & maintenance; \$1,182.54

Acct. 527.5 ILS Database (Quarterly) \$11,422.66  
Acct. 527.6 Telecommunications \$2,387.06  
Acct. 531. \$ 1,531.31 for Programming (Adult \$1000.24/Youth \$531.07)

**Account 536 & 600 Total - Facilities & Equipment: \$154,544.06**

**Account 536 Facilities:**

- \$ 5,329.85 Acct. 515 Utilities (DTE \$3,896.53 and Consumers \$1,433.32)
- \$ 4,963.44 Acct. 536.12 Maintenance & Repairs of note: custodial: \$34.46, routine repairs of \$521.21 (which includes: wiring materials, Aquaseal White, zip ties, batteries, paint, picture hangers, bins for storage) \$1295.00 for heat wire installation, water softeners, well \$657.00, HVAC repairs \$587.00, trash pickup \$1292.94 , Fees & inspections, monitoring \$575.83

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

- 600.1 Computer \$0.0
- 600.4 Other Tech. Equip. \$446.14
- 600.5 Licensing & Support: \$9,942.82 (Cisco Meraki \$8792.82/Donor Tools \$50,WalkOne Annual \$1100.00)
- 605.9 Capital Equipment (funds from PY): \$134,307.95 (generator \$39,218.49./LDA \$10,000, Shaw \$85,089.46.)
- 605.3 Capital Expenditure: \$0.0
- 605.95 Bond Interest: \$0.0
- 605.96 Bond Principal : \$0.0

**Account 585 – Administrative Expenses \$14,660.31 of note:**

- \$ 49.82 Acct. 510.3 Office Supplies
- \$ (1.56) Acct. 511 Postage
- \$ 00.0 Acct. 512 Printing
- \$ 7,917.00 Acct. 514 Advertising (mailer, Summer Reading Program shirts, supplies)
- \$ 319.00 Acct.516.1 Telephone
- \$ 6,102.43 Acct 520 Contractual Services (lease copy machine, snow removal, salt, cc fees)
- \$ 273.62 Acct.525 Legal & Professional

**Account 586 - Gifts & Grants Purchases \$1,665.41 of note:**

- \$ 0.00 Acct. 586.27 Friends Gift Purchases
- \$ 0.00 Acct.586.28 Annual Appeal
- \$ 915.14 Acct.586.39 Book Sale Monies
- \$ 750.27 Acct.586.31 Gift Purchases

**Expenditures exceeded Revenues by \$279,609.94 Total YTD: 274,431.19**

## Salem-South Lyon District Library Profit & Loss Budget Performance January 2026

	Jan 26	Jul '25 - Jan 26	\$ Over Budget	% of Budget Target: 58%
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
400 · Property Taxes	3,846.55	1,552,407.58	-40,367.42	97.47%
400.3 · Service Contract	25,910.30	25,850.17	-368,149.83	6.56%
400.4 · Personal Property Taxes	0.00	11,180.20	2,380.20	127.05%
409 · Fines & Fees	354.75	39,749.85	-2,250.15	94.64%
415 · State Aid	0.00	13,767.83	767.83	105.91%
440 · Gifts & Grants	1,022.30	22,037.46	-38,862.54	36.19%
440.3 · Miscellaneous Income	1,701.80	12,708.72	-725,791.28	1.72%
447 · Sale of equipment	0.00	6,500.00	5,500.00	650.0%
450 · Portfolio Income	5,019.68	56,416.02	-23,583.98	70.52%
<b>Total Income</b>	<b>37,855.38</b>	<b>1,740,617.83</b>	<b>-1,190,357.17</b>	<b>59.39%</b>
<b>Gross Profit</b>	<b>37,855.38</b>	<b>1,740,617.83</b>	<b>-1,190,357.17</b>	<b>59.39%</b>
<b>Expense</b>				
500 · Personnel	113,644.82	628,128.52	-554,871.48	53.1%
505 · Library materials & supplies	32,950.72	198,796.89	-216,144.11	47.91%
536 · Facilities & Equipment	154,544.06	570,440.34	-609,943.66	48.33%
585 · Administrative Expenses	14,660.31	51,703.28	-39,296.72	56.82%
586 · Gifts & Grants Purchases	1,665.41	17,117.61	-44,532.39	27.77%
<b>Total Expense</b>	<b>317,465.32</b>	<b>1,466,186.64</b>	<b>-1,464,788.36</b>	<b>50.02%</b>
<b>Net Ordinary Income</b>	<b>-279,609.94</b>	<b>274,431.19</b>	<b>274,431.19</b>	<b>100.0%</b>
<b>Net Income</b>	<b>-279,609.94</b>	<b>274,431.19</b>	<b>274,431.19</b>	<b>100.0%</b>

Salem-South Lyon District Library  
Profit & Loss Budget Performance  
January 2026

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

**Salem-South Lyon District Library**  
**Profit & Loss Budget Performance**  
January 2026

	Jan 26	Jul '25 - Jan 26	\$ Over Budget	% of Budget Target: 58%	Annual Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
400 · Property Taxes	3,846.55	1,552,407.58	-40,367.42	97.47%	1,592,775.00
400.3 · Service Contract	25,910.30	25,850.17	-368,149.83	6.56%	394,000.00
400.4 · Personal Property Taxes	0.00	11,180.20	2,380.20	127.05%	8,800.00
409 · Fines & Fees	354.75	39,749.85	-2,250.15	94.64%	42,000.00
415 · State Aid	0.00	13,767.83	767.83	105.91%	13,000.00
440 · Gifts & Grants	1,022.30	22,037.46	-38,862.54	36.19%	60,900.00
440.3 · Miscellaneous Income	1,701.80	12,708.72	-725,791.28	1.72%	738,500.00
447 · Sale of equipment	0.00	6,500.00	5,500.00	650.0%	1,000.00
450 · Portfolio Income	5,019.68	56,416.02	-23,583.98	70.52%	80,000.00
<b>Total Income</b>	<b>37,855.38</b>	<b>1,740,617.83</b>	<b>-1,190,357.17</b>	<b>59.39%</b>	<b>2,930,975.00</b>
<b>Gross Profit</b>	<b>37,855.38</b>	<b>1,740,617.83</b>	<b>-1,190,357.17</b>	<b>59.39%</b>	<b>2,930,975.00</b>
<b>Expense</b>					
<b>500 · Personnel</b>					
500.2 · Salaries	98,850.45	541,740.56	-453,259.44	54.45%	995,000.00
502 · Empl benefits	14,455.37	85,458.59	-89,541.41	48.83%	175,000.00
570 · Dues & workshops/travel	339.00	929.37	-12,070.63	7.15%	13,000.00
<b>Total 500 · Personnel</b>	<b>113,644.82</b>	<b>628,128.52</b>	<b>-554,871.48</b>	<b>53.1%</b>	<b>1,183,000.00</b>
<b>505 · Library materials &amp; supplies</b>					
505.12 · Library Materials	16,427.15	136,687.17	-177,568.83	43.5%	314,256.00
508 · Computer supplies/maint.	1,182.54	8,536.12	-5,963.88	58.87%	14,500.00
527 · Cooperative fee	13,809.72	42,509.98	-23,675.02	64.23%	66,185.00
531 · Programming	1,531.31	11,063.62	-8,936.38	55.32%	20,000.00
<b>Total 505 · Library materials</b>	<b>32,950.72</b>	<b>198,796.89</b>	<b>-216,144.11</b>	<b>47.91%</b>	<b>414,941.00</b>
<b>536 · Facilities &amp; Equipment</b>					
515 · Utilities	5,329.85	30,826.91	-25,173.09	55.05%	56,000.00
536.12 · Maintenance & Repairs	4,963.44	79,283.81	-38,216.19	67.48%	117,500.00
560 · Insurance	0.00	31,862.00	-458.00	98.58%	32,320.00
600 · Equipment	9,942.82	29,284.59	-44,715.41	39.57%	74,000.00
605 · Capital Expenditure	0.00	8,750.00	-86,850.00	9.15%	95,600.00
605.8 · Cap. Proj. (Future)	0.00	0.00	-14,407.00	0.0%	14,407.00
605.9 · Cap.Project (PY)	134,307.95	380,654.53	-330,345.47	53.54%	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
<b>Total 536 · Facilities &amp; Equipment</b>	<b>154,544.06</b>	<b>570,440.34</b>	<b>-609,943.66</b>	<b>48.33%</b>	<b>1,180,384.00</b>
<b>585 · Admininstrative Expenses</b>					
510 · Office supplies	49.82	1,080.13	-719.87	60.01%	1,800.00
511 · Postage	-1.56	84.00	-666.00	11.2%	750.00
512 · Printing	0.00	0.00	-750.00	0.0%	750.00
514 · Advertising	7,917.00	21,331.78	-14,868.22	58.93%	36,200.00
516 · Telephone	319.00	1,914.00	-1,886.00	50.37%	3,800.00
520 · Contractual services	6,102.43	18,149.18	-15,850.82	53.38%	34,000.00
525 · Legal & Professional	273.62	1,702.21	-1,797.79	48.64%	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	-2,758.02	1.5%	2,800.00
<b>Total 585 · Admin. Expenses</b>	<b>14,660.31</b>	<b>51,703.28</b>	<b>-39,296.72</b>	<b>56.82%</b>	<b>91,000.00</b>
<b>586 · Gifts &amp; Grants Purchases</b>	<b>1,665.41</b>	<b>17,117.61</b>	<b>-44,532.39</b>	<b>27.77%</b>	<b>61,650.00</b>
<b>Total Expense</b>	<b>317,465.32</b>	<b>1,466,186.64</b>	<b>-1,464,788.36</b>	<b>50.02%</b>	<b>2,930,975.00</b>
<b>Net Ordinary Income</b>	<b>-279,609.94</b>	<b>274,431.19</b>	<b>274,431.19</b>	<b>100.0%</b>	<b>0.00</b>
<b>Net Income</b>	<b>-279,609.94</b>	<b>274,431.19</b>	<b>274,431.19</b>	<b>100.0%</b>	<b>0.00</b>

**Salem-South Lyon District Library**  
**Balance Sheet**  
As of January 31, 2026

	Jan 31, 26	Jan 31, 25
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
102 · Checking-Huntington Bank	4,518.32	44,877.56
106 · MI Class	581,482.77	557,258.89
113 · Comerica	13,468.99	12,985.14
116 · Huntington Securities	1,993,586.40	1,800,322.06
<b>Total Checking/Savings</b>	2,593,056.48	2,415,443.65
<b>Other Current Assets</b>		
103 · Petty Cash	225.00	225.00
115 · State Aid Receivable	10,178.72	9,567.12
<b>Total Other Current Assets</b>	10,403.72	9,792.12
<b>Total Current Assets</b>	2,603,460.20	2,425,235.77
<b>Other Assets</b>		
144 · Beneficial Interest/Comm. Found	29,305.87	27,045.54
<b>Total Other Assets</b>	29,305.87	27,045.54
<b>TOTAL ASSETS</b>	<b>2,632,766.07</b>	<b>2,452,281.31</b>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Accounts Payable</b>		
2000 · Accounts Payable	181,241.24	51,870.48
<b>Total Accounts Payable</b>	181,241.24	51,870.48
<b>Other Current Liabilities</b>		
2100 · Payroll Liabilities	50,645.66	39,249.78
<b>Total Other Current Liabilities</b>	50,645.66	39,249.78
<b>Total Current Liabilities</b>	231,886.90	91,120.26
<b>Total Liabilities</b>	231,886.90	91,120.26
<b>Equity</b>		
2200 · Library Fund Balance	444,883.00	439,067.00
300 · Unassigned Fund Balance	1,293,029.43	970,670.32
3000 · Undesignated Fund Balance	388,535.55	388,535.55
Net Income	274,431.19	562,888.18
<b>Total Equity</b>	2,400,879.17	2,361,161.05
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>2,632,766.07</b>	<b>2,452,281.31</b>

**Salem-South Lyon District Library**  
**Monthly Payroll Summary**  
 January 2026

	<b>TOTAL</b>			
	<b>Paydate: 1.2.26</b>	<b>Paydate 1.16.26</b>	<b>Paydate: 1.30.26</b>	<b>Jan 26</b>
<b>Employee Wages, Taxes and Adjustments</b>				
<b>Gross Pay</b>				
Vacation	1,099.29	2,177.14	207.64	3,484.07
Salary	17,581.51	16,575.17	18,544.67	52,701.35
Hourly Wage	12,495.04	13,872.14	14,706.18	41,073.36
Sick	686.13	597.44	308.10	1,591.67
<b>Total Gross Pay</b>	<b>31,861.97</b>	<b>33,221.89</b>	<b>33,766.59</b>	<b>98,850.45</b>
<b>Deductions from Gross Pay</b>				
Deferred Comp MERS	-1,229.18	-1,531.46	-1,568.40	-4,329.04
Health Insurance (pre-tax)	-655.00	-655.00	-655.00	-1,965.00
Pre-tax HSA Emp.	-318.00	-318.00	-318.00	-954.00
Voluntary Ded/ROTH	-291.21	-291.21	-291.21	-873.63
<b>Total Deductions from Gross Pay</b>	<b>-2,493.39</b>	<b>-2,795.67</b>	<b>-2,832.61</b>	<b>-8,121.67</b>
<b>Adjusted Gross Pay</b>	<b>29,368.58</b>	<b>30,426.22</b>	<b>30,933.98</b>	<b>90,728.78</b>
<b>Taxes Withheld</b>				
Federal Withholding	-2,315.00	-2,167.00	-2,385.00	-6,867.00
Medicare Employee	-447.89	-467.60	-475.53	-1,391.02
Social Security Employee	-1,915.12	-1,999.43	-2,033.23	-5,947.78
MI - Withholding	-1,106.50	-1,136.86	-1,174.50	-3,417.86
Medicare Employee Addl Tax	0.00	0.00	0.00	0.00
<b>Total Taxes Withheld</b>	<b>-5,784.51</b>	<b>-5,770.89</b>	<b>-6,068.26</b>	<b>-17,623.66</b>
<b>Net Pay</b>	<b>23,584.07</b>	<b>24,655.33</b>	<b>24,865.72</b>	<b>73,105.12</b>
<b>Employer Taxes and Contributions</b>				
MI - Obligation Assessment	0.00	0.00	0.00	0.00
<b>Total Employer Taxes and Contributions</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

## January 2026 Transactions

Type	Date	Num	Name	Memo	Cost Control Center	Amount
<b>Jan 26</b>						
Liability Check	01/02/2026	EFTPS	HUNTINGTON BANK	Employee withholding	500 Personnel	-7,041.02
Liability Check	01/02/2026	AutoDeduct	MERS	Deferred compensation	500 Personnel	-2,758.14
Liability Check	01/02/2026	AutoDeduct	MERS	Deferred compensation	500 Personnel	-291.21
Liability Check	01/02/2026	AutoDeduct	TASC	Employee contribution	500 Personnel	-317.76
Liability Check	01/02/2026	AutoDeduct	PRIORITY HEALTH	Group Health	500 Personnel	-3,394.78
Bill Pmt -Check	01/06/2026	17649	A.F. Smith Electric Inc.	Invoice 250160003/Pmt Req#3	600 Capital Project	-29,150.00
Bill Pmt -Check	01/06/2026	17650	ENERCO CORP.	Chemical Water Treatment Services	536 Facilities	-275.00
Bill Pmt -Check	01/06/2026	17651	Hoopla	December Hoopla	505 Library Materials	-1,951.52
Bill Pmt -Check	01/06/2026	17652	Kanopy LLC	December Kanopy	505 Library Materials	-320.45
Bill Pmt -Check	01/06/2026	17653	LIBRARY DESIGN	Inv.25-253-01/Teen & Lab Project	600 Capital Project	-11,306.00
Bill Pmt -Check	01/06/2026	17654	OVERDRIVE, INC.	Ebooks & audiobooks	505 Library Materials	-2,041.21
Bill Pmt -Check	01/06/2026	17655	T-Mobile	Hot spots	505 Library Materials	-745.79
Bill Pmt -Check	01/06/2026	17656	THE LIBRARY NETWORK	Deep Freeze license renewal,Open DNC licensing subscription	505 Library Materials	-279.50
Bill Pmt -Check	01/06/2026	17657	TRANE U.S. Inc.	HVAC/boilers service call	600 Facilites	-840.00
Check	01/06/2026	AutoDeduct	Reliance Standard	Group Health	500 Personnel	-59.56
Check	01/12/2026	AutoDeduct	Delta Dental	Group Health	500 Personnel	-239.09
Liability Check	01/14/2026	EFTPS	Michigan	state withholding	500 Personnel	-2,163.44
Liability Check	01/16/2026	EFTPS	HUNTINGTON BANK	Employee withholding	500 Personnel	-7,101.06
Bill Pmt -Check	01/16/2026	17659	MARTIN HARDWARE	repairs & Maint. Materials: calc. chloride,snow shovels,masonry bits,quick cement,putty knife, batteries	536 Facilities	-245.85
Bill Pmt -Check	01/16/2026	17661	Millennium	toner	505 Library Materials	-15.00
Bill Pmt -Check	01/16/2026	17662	Nicole Beauchamp	Haunted Objects Program	505 Library Materials	-500.00
Bill Pmt -Check	01/16/2026	17663	OCLC Inc.	Cloud Library	505 Library Materials	-318.20
Bill Pmt -Check	01/16/2026	17663	OVERDRIVE, INC.	Ebooks content	505 Library Materials	-3,426.03
Bill Pmt -Check	01/16/2026	17665	TASC	TPA fee	585 Admin Expenses	-64.16
Bill Pmt -Check	01/16/2026	17664	THE LIBRARY NETWORK	WT Cox annual Subscriptions	505 Library Materials	-1,818.38
Bill Pmt -Check	01/16/2026	17667	TRANE U.S. Inc.	replace bad pressure reducing valve	536 Facilities	-5,254.00
Bill Pmt -Check	01/16/2026	17668	LIBRARY DESIGN	Teen & Computer Lab	600 Capital Project	-81,992.00
Liability Check	01/16/2026	AutoDeduct	MERS	Deferred compensation	500 Personnel	-3,370.48
Bill Pmt -Check	01/16/2026	17669	Mutual of Omaha	Group Health	500 Personnel	-86.86
Liability Check	01/16/2026	AutoDeduct	TASC	Employee contribution	500 Personnel	-317.76
Bill Pmt -Check	01/17/2026	Online Pymt	Millennium Business	copier leases	585 Admin Expenses \$507.13/505 Library Materials \$741.11	-1,248.24
Bill Pmt -Check	01/20/2026	AutoDeduct	DTE ENERGY	electric	536 Facilities	-4,660.67
Bill Pmt -Check	01/22/2026	17670	Air Handlers Corp	work on mini-splits (sensors)	536 Facilities	-587.00
Bill Pmt -Check	01/22/2026	17671	Contractors Electric, Inc.	Install temp cables for temp. heaters/install receptacle for 240V/supply 100ft 240V extension cord/	536 Facilities	-3,950.00
Bill Pmt -Check	01/22/2026	17672	CUMMINS BRIDGEWAY	C200N6B 200KW/60Hz Generator	600 Capital Project	-75,650.00
Bill Pmt -Check	01/22/2026	17673	Ground Penetrating Radar Systems LLC	Invoice 952194	600 Capital Project	-1,100.00
Bill Pmt -Check	01/22/2026	17674	TRANE U.S. Inc.	Replace hydronic control board on lead boiler	536 Facilities	-8,326.00
Bill Pmt -Check	01/22/2026	17675	WASHTENAW CTY TREASURER	Chargeback	400 Income	-122.39
Bill Pmt -Check	01/22/2026	17676	TASC	TPA fee	585 Admin Expenses	-77.66
Bill Pmt -Check	01/22/2026	17677	THE LIBRARY NETWORK	Quareterly Telecom	505 Library Materials	-2,387.06
Bill Pmt -Check	01/22/2026	17678	U.S.POSTMASTER	Postage for Mailer/Permit #20	585 Admin. Expenses	-2,602.78
Check	01/26/2026	AutoDeduct	CONSUMERS ENERGY	Gas	536 Facilities	-1,433.32
Liability Check	01/30/2026	EFTPS	HUNTINGTON BANK	Employee withholding	500 Personnel	-7,402.52
Bill Pmt -Check	01/30/2026	17680	RJ Spangler	Program	505 Library Materials	-100.00
Liability Check	01/30/2026	AutoDeduct	MERS	Deferred compensation	500 Personnel	-3,429.12

## Salem-South Lyon District Library Vendor QuickReport January 2026

Type	Date	Num	Memo	Split	Amt
<b>CARDMEMBER SERVICES</b>					
Bill	01/10/2026	CB	Amazon\$75.51 for Ault Fic & kits/ \$23.18 for craft suppliues for programming/\$31.96picture hangers/Blackstone \$272.50 for audiobooks & LP	505 Library Materials 371.19/536 Facilities \$31.96	403.15
Bill	01/10/2026	TR	Constant Contact	585 Admin. Expenses	91.00
Bill	01/10/2026	KC	Intelligink/Microsoft and phones	505 Library Mater \$184.04/585 Admin Expenses \$319.00	503.04
Bill	01/10/2026	TM	Amazon for Y fiction	505 Library Materials	88.34
Bill	01/10/2026	SS	Aldi/supplies for Read & Refresh	505 Library Materials	8.47
Bill	01/10/2026	KH	Kroger,Jet's \$222.41 for volunteer food/FSS \$150.00 for fire alarm monitoring/Lyon Lawncare \$5520.00 for parking lot snow removal & salt	586 Gifts \$222.41/536 Facilities \$150.00/585 Admin. Expenses \$5520.00	5,892.41
Bill	01/27/2026	KC	CDW-G for Meraki Licenses \$8792.82/Alohi Fax \$17.99	600 Equipment \$8792.82/505 Library Materials \$17.99	8,810.81
Bill	01/30/2026	KM	Donor Tools \$50.00/Amazon \$51.97 for J Fiction/Amazon \$59.99 ozone machine/Ingram \$1594.31 for Adult fiction/Ingram \$650.69 for J Fic, ER/Ingram \$272.20 for Teen Fiction/Ingram \$293.26 for Grphic/Ingram \$122.98 J Picturebook/WSJ \$230.97/Amazon \$188.41 for J picture books/\$179.00 Kirkus Media	600. Licensing \$50.00/505 Library Materials \$3404.79/536 Facilities \$59.99/500 Personel \$179.00	3,693.78
Bill	01/30/2026	KM	Ingram for Adult, Y Fiction, Teen, Graphic	505 Library Materials	1,221.39
Bill	01/31/2026	KC	Walk One \$1100. for annual web maintenance/Lowe's \$73.39 for wiring materials	600 Licensing \$1100.00/536 Facilities \$73.39	1,173.39
Bill	01/31/2026	CB	Amazon for \$168.46 crafts/\$397.81 for Adult Fiction & LP/J non-fiction \$70.06/Amazon \$14.06 for die cut	505 Library Materials \$636.33/585 Admin. Expenses \$14.06	650.39
Bill	01/31/2026	AC	Jostens for yearbooks, Amazon for	505 Library Materials	228.69
Bill	01/31/2026	Kasey	Walmart for vinegar	536 Facilities	16.83
Bill	01/31/2026	KH	Advanced Water \$187.00/Quill \$78.81 for meeting room supplies/Quill \$175.96 for paper/Quill \$17.63 for TP/Quill \$35.76 for card stock/Waste Mgmt \$1292.94/Kroger, Sarokis, JJ \$406.79 for volunteer food	536 Facilities \$1497.57/505 Library Materials \$175.96/586 Gifts Purchases \$485.60/585 Admin. Expenses \$35.76	2,194.89
Bill	01/31/2026	MM	\$105.70 for expo markers, supplies for meeting room/Demco \$297.69 for processing/Amazon \$52.34 bins for storage	505 Library Materials \$361.13/586 Gift Purchases \$42.26/536 Facilities \$52.34	455.73

**Salem-South Lyon District Library**  
**Vendor QuickReport**  
January 2026

Bill	01/31/2026	TM	Amazon \$363.71 for J Fic/Amazon \$123.07 for Teen fiction/\$232.84 for Cloud Cover Music, Meijer/UofW for continuing education \$160.00 workshop	505 Library Materials \$719.62/500 Personnel \$160.00	879.62
Bill	01/31/2026	SS	Illinois Library Assoc 552.38 for SRP/Meijer \$13.57 for exam cram supplies/\$208.60 Burpee & johnny's for seeds	505 Library Materials \$498.36/585 Admin. Expenses \$276.19	774.55
Bill	01/31/2026	NP	\$128.66 Zoro and HD for AquaSeal White, zip ties/\$150.78 NCE Empowering Safety	536 Facilities	279.44



## Salem-South Lyon District Library

### FOR FEBRUARY 23, 2026, LIBRARY BOARD MEETING

#### Friends of the Library

Next Friends Board Meeting:

Thursday, March 12, 5:30 p.m., Study Room 1 – Russell Sims, Library Board Representative

#### Library Director Report – Kathy Merucci

February has been a busy month. I transitioned my former responsibilities as Head of Information Services to the youth and adult librarians. We decided not to backfill the position at this time. The librarians preferred to assume additional responsibilities which will expand their budgeting, programming and management skills. This approach will provide greater opportunities for professional growth.

Thank you to the Board of Trustees and staff for their support! I look forward to serving the community in my new role.

#### **Annual Appeal Update:**

As of January, The Library received \$8,685 in Annual Appeal donations. Last year, the Library received \$6,679. We are grateful to have such a supportive and generous community! I contacted GFL to introduce myself, and they will be sending us the \$5,000 matching donation shortly.

#### Adult Services

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

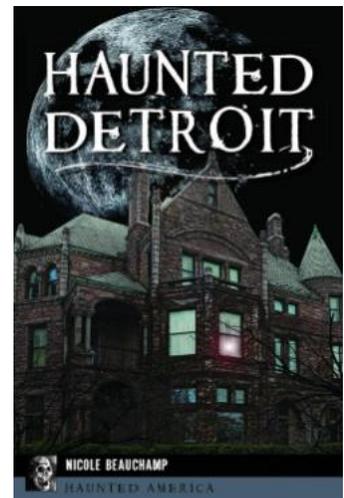
The Adult Services department kicked off 2026 with some fun programs and a new club!



### **Into the Wild & Back Home Again with Squirrel Dude (Corey Seeman)**

Fan favorite Squirrel Dude, a.k.a. Corey Seeman, helped us celebrate Michigan's 189<sup>th</sup> birthday by presenting "Into the Wild & Back Home Again." An avid photographer (and director of Kresge Library Services at the University of Michigan), Corey shared his go-to photography locations in Michigan. Using our state's natural beauty as inspiration, he shared local spots and daytrips where you can capture Michigan in every season.

Corey is well-known for his incredible photos of campus squirrels, which are documented on his website, [squirreldude.com](http://squirreldude.com). He has shared numerous programs with our patrons, teaching them how to take better photographs, organize photos on their computers, and share their photos with loved ones.



### **Haunted Objects with Nicole Beauchamp**

Paranormal investigator and author Nicole Beauchamp regaled a full house with an exhibition of the haunted artifacts in her collection. She brought numerous intriguing objects

and explained the backstory behind each one. One of the objects patrons remarked upon the most was a three foot tall Raggedy Ann doll. Nicole is the author of numerous books, including *Haunted Detroit*.



**RJ Spangler (images from rjspangler.com)**

The other highlight this month included a rollicking performance by The RJ Spangler Band with James O'Donnell. RJ Spangler always fills the room with jazz fans, and the band's performance brought 40 patrons out on a wintry Saturday afternoon. One patron remarked, "The jazz concert was great! It was a joy to hear their renditions of the classics." Three or four different people approached Andrew afterwards to tell him how much they enjoyed the show, and that they look forward to the next one. RJ said that he loves playing at our library and that our community always gives him a warm welcome!



**Tangled Tales Stitching Book Club**

January also marked the start of a new club open to all our patrons: the Tangled Tales Stitching Book Club. Each month, the club will focus on a new theme. For January, it was Science Fiction. Patrons checked out any book they wanted to read pertaining to that theme, then received a water-soluble pattern to embroider once they've completed the book.

The idea is that at the end of the year, patrons will have an embroidered reading log reflecting each of the books they read in 2026. January's pattern was a rocket ship, and several patrons have sent in their stitched motifs. We look forward to watching participants' hoops fill with hand-stitched designs!

### January 2026 in Numbers

Date	Program	Patrons
1/3/26	South Lyon Writers' Group	7
1/5/26	Paranormal Pages Book Club	9
1/6/26	Needlework Group	5
1/6/26	Read and Refresh	1
1/10/26	Karate	4
1/12/26	Tangled Tales Stitching Book Club	36
1/12/26	Cliffhanger's Mystery Book Club	23
1/15/26	Adult Craft 2 PM (Watercolor)	14
1/15/26	Adult Craft 5:30 PM (Watercolor)	17
1/16/26	Something Different Book Club	7
1/19/26	Haunted Objects	33
1/22/26	Into the Wild & Back Home Again	7
1/28/26	Wool Appliqué	9
1/31/26	The RJ Spangler Band featuring James O'Donnell	40
<b>TOTAL ATTENDEES</b>		<b>212</b>

Services	Patrons Served
Notary	18
Sewing For You	15
<b>TOTAL PATRONS SERVED</b>	<b>33</b>

Adult Outreach	Patrons Served
Outreach: Senior Rehab. Center	1
Outreach: Book Delivery	8
Center for Active Adults Tech Talk	5

Center for Active Adults Book Club	8
<b>TOTAL OUTREACH PATRONS</b>	<b>22</b>

*Respectfully submitted by Cecile Bosshard and Andrew Calvetti*

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

**Youth & Early Literacy**

**New Saturday Program Series Launch – 2026**

In response to patron feedback and consistent high attendance in the Youth Department on Saturday mornings, we launched two new Saturday program series in 2026. These programs were designed to provide structured, engaging activities during a consistently busy time of the week while supporting early literacy, creativity, and hands-on learning.

**Lego Theme Series: “Something That Moves”**

This new monthly LEGO-based program invites children to participate in themed building challenges that encourage creativity and introduce basic STEM concepts. In the January session, participants were prompted to design and construct projects focused on movement, exploring ideas such as motion, balance, and simple mechanics. The program promotes problem-solving, collaboration, and imaginative play.



Participants have the option to submit their creations for our Lego Club display. Submitted projects are showcased for the month until the next meeting. Each participant completes a shelf label including their name and a title or description of their build. Creations and labels are displayed above the Early Literacy Collection, helping to foster pride, ownership, and

continued engagement with the library space. Based on the strong level of participation observed in January, expansion of the display area may soon be necessary.

## **Story Explorers**

Story Explorers is a new early literacy storytime designed for children ready for longer stories and related activities with their caregivers. Five families attended this 40-minute session featuring songs, stories, and guided play experiences. Activity stations set-up following the program included giant LEGOs, sensory tables, a bean bag toss, a dollhouse, and Magna-Tiles. These activities were well suited to the ages and skill levels of the participants and encouraged continued learning and child-caregiver engagement. This storytime format supports early literacy development, fine motor skills, and social interaction in a welcoming, play-based environment.

Offering early literacy programming on Saturday mornings increases accessibility for working families who may not be able to attend weekday programs. By scheduling this series during a high-traffic weekend, the library ensures that caregivers with traditional work schedules have meaningful opportunities to participate in their child's early learning. Providing accessible program times strengthens family engagement, supports school readiness, and reinforces the library's role as an inclusive community resource.

## **Teen Services**

### **Teen Advisory Board (TAB) – Blind Date with a Book Project**

At their monthly meeting, members of the Teen Advisory Board (TAB) supported the Adult Department's "Blind Date with a Book" passive program and display. Librarians and the Marketing Department selected the titles, and TAB members wrapped the books and created brief, engaging descriptions to spark interest while keeping each title a surprise. Each "date" also included a bookmark and a piece of candy to add a fun, welcoming touch.

This collaborative project fostered cross-departmental partnership while giving teens a meaningful opportunity to contribute to a highly visible library initiative that promotes recreational reading.



### **Teen Exam Cram**

The Teen Department hosted its Exam Cram program to support students during midterm assessments. The library provided dedicated first-come, first-served and reservable study spaces to accommodate both individual and group study needs. Study snacks were available throughout the session to help students stay focused and energized.

This session of Exam Cram also featured a special break time with a hot cocoa bar and additional treats, creating a welcoming and supportive atmosphere during a typically stressful academic period. The program continues to position the library as a reliable and student-centered space for academic success and support.



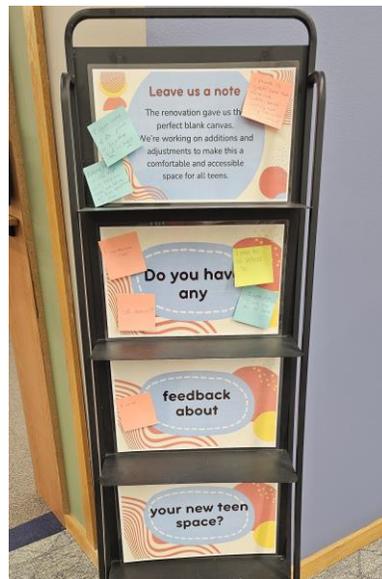
### **Teen Area Renovation and Reopening**

Renovations in the Teen Department proceeded through the first part of January. While the primary teen space was temporarily inaccessible, staff took proactive steps to maintain

access to teen materials and services. A browsing collection of new and recently returned teen books was set up near the adult DVD area, and staff continued to retrieve requested items from the construction zone as needed.

This commitment to service continuity was positively received. One teen patron shared feedback at the circulation desk, expressing appreciation for staff assistance in locating graphic novels despite the temporary disruption. This reflected staff's dedication to maintaining a welcoming and supportive environment for teens, even during periods of transition.

The renovated Teen Area officially reopened on Friday, January 16—just in time for Exam Cram. The space saw immediate use, with teens studying and browsing on reopening day. On the first day of exams, January 19, more than 20 teens utilized the space, making it one of the busiest days the department has experienced. The strong turnout underscores both the demand for dedicated teen space and the positive impact of completing the renovation in alignment with academic needs.



Looking ahead, the department is exploring ways to make the Teen Area a true “third space” for teens—a comfortable, welcoming environment where they can study, socialize, and spend time independently. A display survey has been posted in the teen area to gather feedback about the new space. One recurring comment is that they “miss the tall shelves.” A TAB member suggested this may reflect a desire for areas that feel more private, or a sense of being able to hide while still being in a public space. Staff will use this input to inform future adjustments and enhancements to the space, balancing openness with opportunities for privacy and comfort.

## January Programming Statistics

YOUTH STORYTIMES AND EARLY LITERACY	PROGRAM DATE	# OF ATTENDEES
<b>Saturday Story Explorers</b>	1/17/2026	10
Family Storytime	1/19/2026	25
Family Storytime	1/20/2026	11
<b>Movin' &amp; Groovin'</b>	1/20/2026	12
Family Storytime	1/21/2026	22
Independent Storytime	1/22/2026	8
Family Storytime	1/27/2026	29
Family Storytime	1/28/2026	32
Independent Storytime	1/29/2026	8
<b>BABY PROGRAMS</b>		
Baby Storytime	1/30/2026	8
Baby Storytime	1/30/2026	8
<b>YOUTH AND TWEEN PROGRAMS (AGES 6-12)</b>		
Saturday Lego Club	1/10/2026	11
Fantasy Realms Book Club	1/21/2026	6
Take & Make Mug Rug		40
Book of the Month		14
<b>TEEN PROGRAMS (GRADES 6-12)</b>		
TAB	1/13/2026	10
Snack Attack	1/19/2026	11
Exam Cram	1/19/2026	20
Exam Cram	1/20/2026	7
Exam Cram	1/21/2026	5
Exam Cram	1/22/2026	7
Digital Practice SAT	1/31/2026	8
<b>Total Attendees</b>		<b>304</b>
Scavenger Hunt		280

*Respectfully submitted by Tina McIntosh and Sarah Scherdt*

### **II – Kevin Campbell**

The construction of the computer lab was completed, and the tech department got the computers and accessories set back up in the lab. This included deciding on a desk arrangement, finding a place for the auxiliary equipment like the VHS recorder and the photo scanners, and running all of the cables. So far, we have received positive feedback from patrons that were excited to have the lab open again.

The tech workspace was also completed, and we were able to move back into our work area. We have started organizing our space and finding a place to store our equipment. We were able to get both 3d printers back operational, and we are back to full 3d printing capacity.

We ran into an issue with our imaging server where it ran out of storage space. In an attempt to expand the storage on the server, it ended up reverting to a previous state requiring us to rebuild some of our computer images. We were able to increase the space on the imaging server to ensure that this will not be an issue in the future.

### **Circulation-** Ashley Fisher, Candy Mahoney

A new calendar year means a lot of updates to library cards. Our patrons often compliment the friendliness and efficiency of our staff and how essential the library is in their lives.

January brought 4,095 patrons through our doors. 46 patrons used our drive-up window, and 6 patrons took advantage of the after-hours locker service.



Holds for our patrons from our books: 816

Holds for our patrons from other libraries: 2495

Holds for other libraries from our books: 1580

### **Drop box returns**

Centennial Farms: 110

Colonial Acres: 180

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

**Winter-Spring Mailer**

We have transitioned our seasonal mailer to a magazine-style format designed to create a more immersive reading experience. Key changes include a convenient tear-out calendar for program dates and schedules, and new recurring features on community members and departmental features intended to foster community connection. We continued to offer QR codes for functionality, streaming access to our digital catalog, program registration, and essential library services.

HIGHLIGHTS • NEWS • EXHIBITS • SPECIAL EVENTS

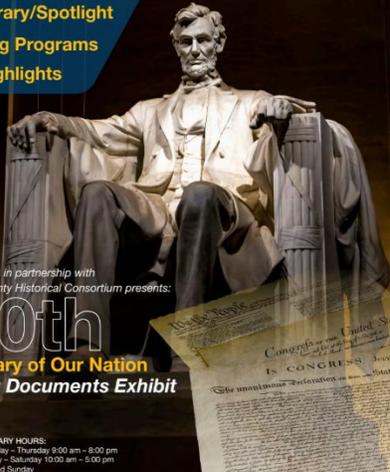


# DISCOVER

@ THE LIBRARY

Winter-Spring

**INSIDE** Seed Library/Spotlight  
Upcoming Programs  
Youth Highlights



AMERICAN MICHIGAN

America 250MI in partnership with Washtenaw County Historical Consortium presents:

## 250th

Anniversary of Our Nation  
Founding Documents Exhibit

LIBRARY HOURS:  
Monday - Thursday 9:00 am - 8:00 pm  
Friday - Saturday 10:00 am - 5:00 pm  
Closed Sunday



248.437.6431 • [www.sssl.dl.info](http://www.sssl.dl.info)



## GROWING Community

One Seed at a time

The **Seed Library** supports gardeners of all experience levels by offering free seeds to anyone interested in growing food, flowers, or native plants. Through seeds and garden-related programs, the library helps build stewardship, food security, and connection within our community—whether you're planting your first garden or trying something new.

Last year, patrons took home more than **1,200 seed packets**, turning them into gardens, shared harvests, and new learning experiences. Now in its third year, the Seed Library is showing the power of a shared resource, with patrons beginning to save seeds from their own gardens and return them to the library for others.

### Spotlight Grower

One longtime patron, **Jeff**, has helped inspire this growing cycle by sharing seeds, produce, and gardening knowledge from his own experience. Like many donors, his contributions come with stories and advice that make gardening more welcoming and accessible for everyone.



As we prepare to launch the 2026 Seed Library, we're excited to introduce South Lyon Grown seeds—locally grown and generously shared by members of our community. The Seed Library is more than a collection—it's a place where connections grow.



### PROGRAMS & EVENTS AT YOUR LIBRARY

Winter-Spring Schedule | January-June

---

#### YOUTH PROGRAMS

*Pre-registration is encouraged for each child attending. See website for session dates.*

**Storytimes**

**Family Fun Storytime**  
Select Mondays-Wednesdays | 10:15-11:00 AM

**Independent Storytimes**  
Select Thursdays | 10:15-11:00 AM

**Baby Storytime**  
Select Fridays | 10:15-11:00 AM

**Novel & Graphic Storytime**  
Tuesdays 10:00-10:45 PM  
February 17, April 14, May 19

**Clubs & Special Events**

**Saturday Story Explorers**  
Saturday, March 21 | 10:15-11:00 AM

**Saturday LEGO Club**  
2nd Saturday of the month | 10:30 AM-1:30 PM

**School Break Programs**

**Mid-Winter Break at the Library**  
February 16-20 | 1:00-4:00 PM  
Drop-in activities all week.

**BOYVW (Presented by Paige George, SL Community Coalition)**  
Wednesday & Thursday, February 15-19 | 1:00-2:30 PM

**Spring Break at the Library**  
March 23-27 | 1:00-4:00 PM  
Drop-in activities all week.

**Drop Everything and Read!**  
Saturday, April 11 | 10:00 AM-4:30 PM

Please check the library calendar for registration details and updates. All programs subject to change.





**Youth Book Clubs**

**Book Club Jr.**  
Mondays | 6:00-6:45 PM  
February 2, April 6, May 4

**Kids' Book Buzz**  
Wednesdays | 6:00-6:45 PM  
February 11, March 18, April 15, May 13

**Fantasy Realms Book Club**  
Wednesdays | 6:00-6:45 PM  
February 25, April 8

**Winter Book of the Month Club**  
Runs for Jan, Feb, and March. Each month we will highlight a book to check out. Fill out the review card for our monthly sale.

**TEEN PROGRAMS**

**Better Than the Movies Ramcom Party**  
Thursday, February 12 | 6:00-7:30 PM

**Community Connections**  
Monday, February 16 | 1:00-4:00 PM  
All ages service project. See website for details.

**Tween & Teen Create Cafe**  
Wednesdays | 3:30-6:30 PM  
February 16, March 25

**Info to Academic Databases**  
Wednesday, March 4 | 6:30-7:15 PM

**Summer Leadership Program**  
Applications available April 13  
Practice teamwork, communication and problem-solving skills during this leadership training. Open to students in grades 7-12 in fall of 2026.

**Anything But a Pet Plant Adoption**  
Saturday, May 2 | 11:00 AM-12:00 PM

**Teen Advisory Board**  
Tuesdays | 6:30-7:30 PM  
February 16, March 16, April 14, May 19

**High School Exam Cray**  
Saturday, June 6 - Thursday, June 11

## It's All READING

With Tina & Sarah,  
Your Youth & Teen Librarians

Stop by and tell us what reading looks like for you!

**Here's our BIG idea:**

There's no single "right" way to be a reader!

"What matters isn't the format. What matters is connection to words, stories, and ideas."

**Kids connect with books in all sorts of ways - whether flying through chapter books, listening to audiobooks, or flipping through graphic novels, it's ALL reading!**

**Supporting a reading culture**

- We offer 150+ storytime sessions yearly
- Reading Challenges
- Book displays & subscription boxes
- Book Clubs for grades 1-8

**Explore a world of books!**

We offer more than **30,000** books for kids and teens.

In other formats too!

- ✓ Chapter Books
- ✓ Audiobooks
- ✓ Graphic Novels
- Digital Titles
- Audio-Enhanced Books
- \$12K in Grants for Accessible Formats

We're grateful to be a part of a community that **CELEBRATES ALL READERS**

248.437.6431 • [www.ssdli.info](http://www.ssdli.info)

### Bulletin Boards

We had two bulletin boards in January. The first two weeks were "Snow Many Good Books". Candy chose these titles by focusing on both high-circulating titles coming through the circulation desk and community feedback. The last two weeks of January we had "Groundhog Day Predictions" which was interactive and patrons could cast their vote on whether or not we would have 6 more weeks of winter.



## **Processing** - Molly Mahoney

Our statistics for January:

- 450 new items were processed
- 216 repairs were made to existing materials
- 751 items were withdrawn to make room for new materials
- In total, 1,431 items were handled by our department

## **Facilities** – Norm Pratt

During the month of February, we did not have any HVAC issues, and we are going ahead with the preventative maintenance with the boilers and pumps. Some additional areas of interest will be presented below:



**Generator** – Bass has received the signed quote, and we are waiting for Cummins to tell us their availability so that we can schedule both Bass and Cummins to be here to install the ProtoAir communication system. While Bass is connecting the generator to the building management system, they have also been requested to modify the current system so that it will provide us additional information and eliminate some of the intermittent programming conflicts between the JCI (Johnson Control) and Bass System.

**Roof De-ice** - Last month we reported that an ice dam formed above the Fire Suppression Roof. The Roof Company installed heat tape in that area to prevent the formation of an ice dam, as well as replacing the current heat tape in that same area with more effective heat tape. Since the new tape worked well during the last cold snap, the decision was reached to replace the heat tape on the roof above the vending area with more effective/properly installed heat tape.

**Fire Inspection** – Early this month we had our fire extinguisher inspection and learned that five of the units needed to be hydrostatically tested or replaced. It was less expensive for us to replace the older units with new units and give the older units to the fire department than to test the old units. These extinguishers have now been replaced, and the old units will be given to the Salem Township Fire Department when they do their annual inspection later this week.



With the renovation now complete, it was determined that two of the emergencies were not working. One of the units had to be replaced with a new unit and the other unit was repaired. This being the second time in the last few months that lights had to be repaired or replaced, we ordered a couple new lights to have in house for when additional units fail.

**General** - During the past month, the general tasks included cleaning vents, shelves and floors, repairing sliding doors, toilets, lights, vacuum cleaners, replacing batteries, and repairing furniture and toys.

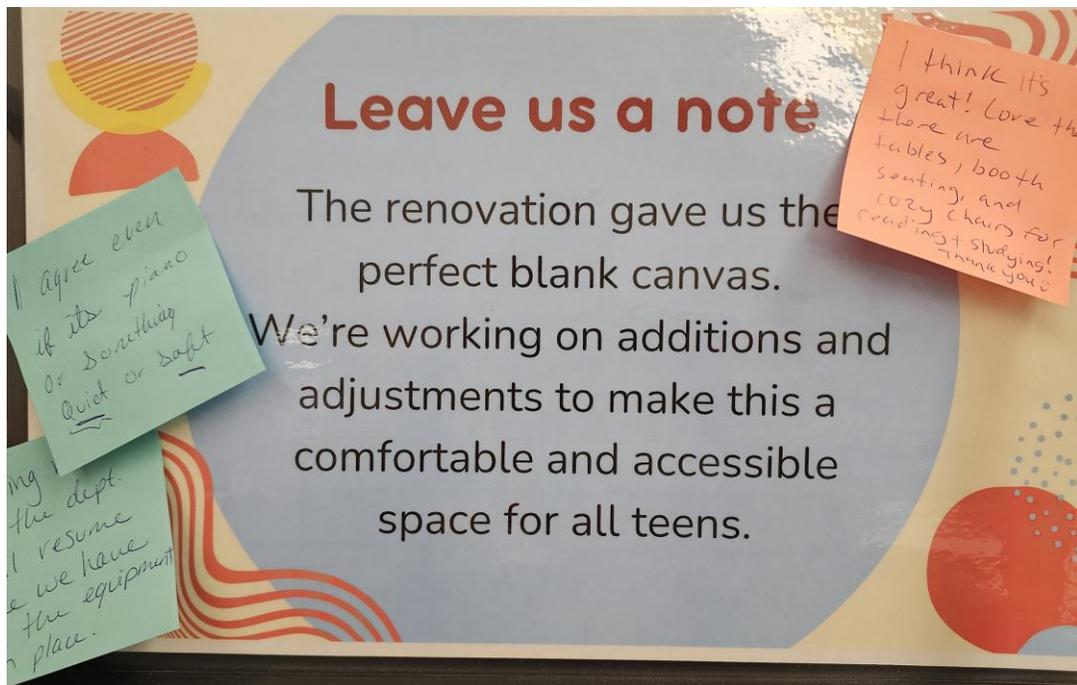
### Overheard in the Library

- Marketing has been recognized for the R-Best value of Outstanding Service. Here's what they did: One of the Wool Applique participants said that, because of the newsletter, several new people were motivated to join the afternoon wool applique group. Great job spreading the word!  
Submitted By: Ashley Fisher  
Submission Time: 1/28/2026 1:11 PM
- Feedback@ssldl.info: Janice F.  
Department: Adult Services  
Message: Loved the mailer especially the pull out page that now occupies a prominent space on my fridge for fast reference.
- Sarah Scherdt has been recognized for the R-Best value of Outstanding Service. Here's what they did:

A patron came in to rave about the wonderful experience she had at Sarah's silent book club this fall! She and her husband attended together for a date night. "It was SO CUTE!" she exclaimed. She wanted to know when the next one will be!

Way to put on such awesome programs, Sarah! :)

Submitted By: Cecile Bosshard  
Submission Time: 2/5/2026 6:33 PM



### Teen Area Feedback:

I love it!!

It is awesome. The book, desks, and everything else is soooooo cool. (from Lily)

Love the new look!

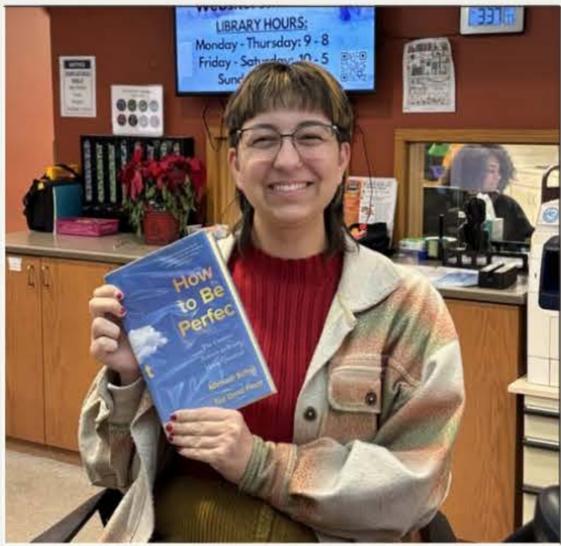
It's nice, but I appreciated the whole space for teens here (coming from a teen). I also miss the tall shelves 😞

I miss the tall shelves too.

Looks awesome!!!!

It seems like something is missing...bring back the tall shelves 😞

I think it's great! Love that there are tables, booths and cozy chairs for reading & studying. Thank you 😊



Ray and her January Book Challenge pick!



Getting Teen up and running



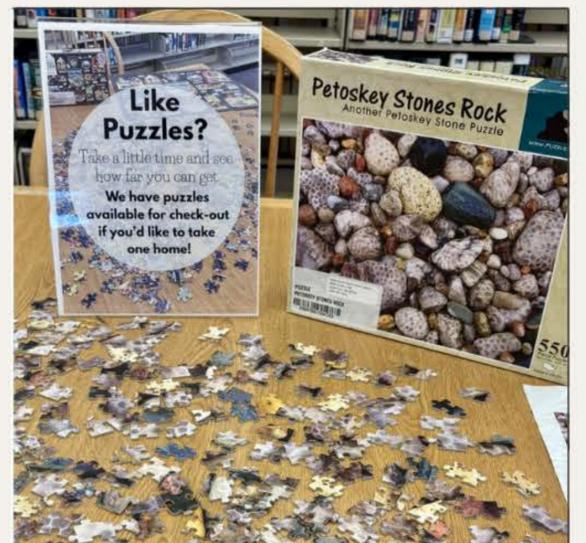
Busy hour for returns at circ.



Farewell Grace!



We celebrated Grace on her last day at SSLDL



Puzzle Day brought lots of dabblers

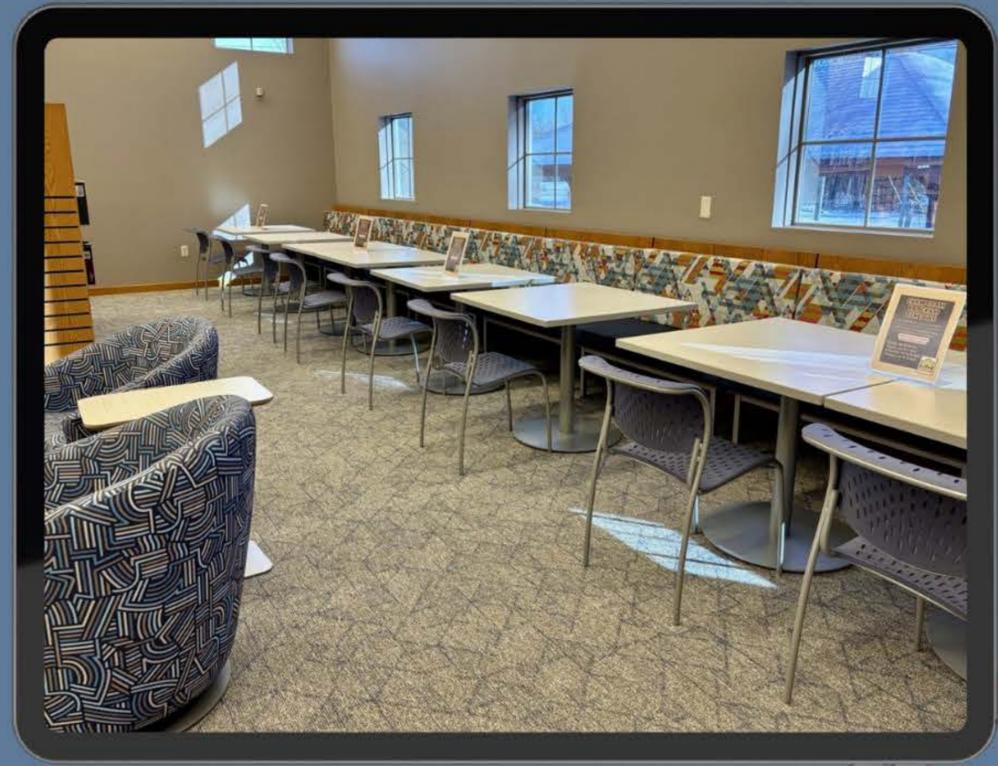
# A MONTH IN PHOTOS JANUARY 2026



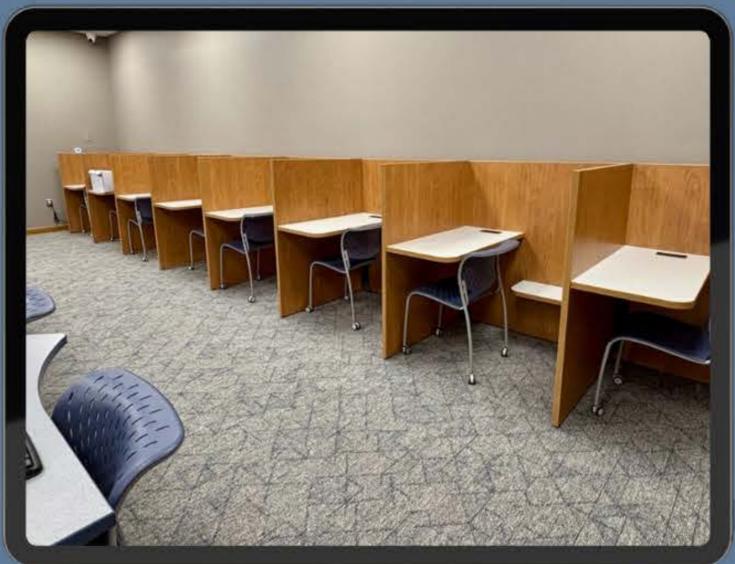
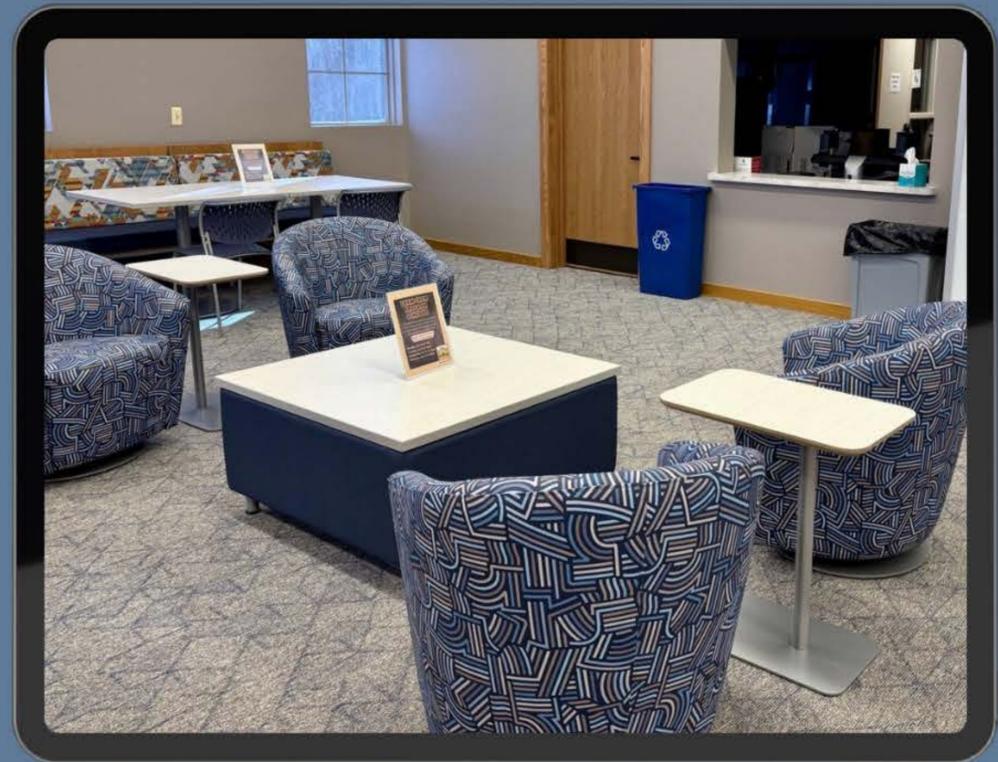
Haunted Objects program with Nicole Beauchamp



Watercolor Wind Down participant art



# COMPLETED TEEN & COMPUTER LAB RENOVATION





# Salem-South Lyon District Library Policies

---

## Table of Contents

101.1	Policy Manual	Reviewed <del>2/19/25</del> 2/18/2026
200	<b>PERSONNEL</b>	
201	Employment Practices	Reviewed <del>2/19/25</del> 2/18/2026
201.2	Internal Posting	Reviewed <del>2/19/25</del> 2/18/2026
202	Pay Schedule	Reviewed <del>2/19/25</del> 2/18/2026
203	Employee classification / Benefits	Reviewed <del>4/28/25</del> 2/18/2026
206	Break Periods	Reviewed <del>2/19/25</del> 2/18/2026
207	Employee Conduct	Reviewed <del>2/19/25</del> 2/18/2026
207.1	Harassment	Reviewed <del>2/19/25</del> 2/18/2026
207.2	Social Media Policy	Reviewed <del>4/21/25</del> 2/18/2026
208	Grievances & Appeals	Reviewed <del>2/19/25</del> 2/18/2026
208.1	Whistleblower Policy	Reviewed <del>2/19/25</del> 2/18/2026
209.1	Director Performance Review	Reviewed <del>8/14/25</del> 2/18/2026
211	Resignation or dismissal	Reviewed <del>4/21/25</del> 2/18/2026
212	Dress Code	Reviewed <del>4/21/25</del> 2/18/2026
213	Earned Sick Time	Reviewed <del>4/21/25</del> 2/18/2026
215	Family & Medical Leave	Reviewed <del>4/21/25</del> 2/18/2026
217	Vacation Time	Reviewed <del>4/21/25</del> 2/18/2026
218	Jury Duty & Subpoenas	Reviewed 4/21/25
219	Bereavement Pay	Reviewed 4/21/25
220	Military Service	Reviewed 4/21/25
221	Review of Personnel Records	Reviewed 4/21/25
224	Compensation for Emergency Closings	Reviewed 4/21/25
	<b>300 JOB DESCRIPTION</b>	
300	Organizational Structure	Reviewed 8/14/25
301	Director	Reviewed 8/14/25

## 400 GENERAL OPERATING

400	Children in the Library	Reviewed 8/14/25
401	Collection Development	Reviewed 8/14/25
402	Gifts	Reviewed 4/28/25
403	Public Relations	Reviewed 4/21/25
404	Risk Control – Contract Services	Reviewed 8/14/25
406	Parking Lot	Reviewed 8/14/25
407	Library Hours and Special Closings	Reviewed 8/14/25
409	ADA Compliance (Americans with Disabilities Act)	Reviewed 8/14/25
410	Patron Code of Behavior	Reviewed 8/14/25
410.1	Animals on Library Grounds	Reviewed 8/14/25
410.2	Soliciting & Petitioning	Reviewed 8/14/25
416	Public Notices	Reviewed 4/21/25
417.1	Pavilion and Meeting Room Use	Reviewed 8/14/25
418	Displays/Exhibits	Reviewed 8/14/25
419	Acceptable Internet Use	Reviewed 4/21/25
422	Use of Video Monitoring Equipment	Reviewed 8/14/25
423	Sales related to Library Programs	Reviewed 8/14/25

## 500 LENDING

502.0	Patron Eligibility	Reviewed 8/14/25
-------	--------------------	------------------

## 600 TRUSTEE BY-LAWS

600	Trustee By-laws	Reviewed 8/14/25
601	Electronic Communication	Reviewed 4/21/25

## 700 LAW AND ETHICS

701	Privacy	Reviewed 8/14/25
<b>702</b>	<b><i>Use of Artificial Intelligence</i></b>	<b><i>Second Policy Review 2/18/2026</i></b>
711	Public Comment at Board and Committee Meetings	Reviewed 8/14/25

## 800 FINANCE

801	Board Business Expenses	Reviewed 8/14/25
804	Expenditure	Reviewed 8/14/25
807	Investment	Reviewed 8/14/25
<b>808</b>	<b><i>Fixed Assets Capitalization</i></b>	<b><i>Reviewed 8/14/25</i></b>
809	Endowment	Reviewed 8/14/25
810	Fund Balance	Reviewed 2/19/25
811	Credit Card Use	Reviewed 2/19/25
812	Acceptance of Payments via Financial Transaction Devices	Reviewed 2/19/25
813	Payment of Library Funds via Electronic Transactions	Reviewed 2/19/25

## Change Log

---

- 201.1 Closed Meetings (Removed 1/30/12)
- 203.1 Employee Benefits (Removed 10/25/04)
- 204.0 Equal Employment (Removed 9/25/06; combined with Policy 201)
- 205 Probationary Period (Removed 04/28/03)
- 207.1 Sexual Harassment Policy (revised by Susan Hiser, Atty to Harassment Policy 08/27/18)
- 209.0 Staff Performance Review (Removed 11/27/06 to Procedure Manual)
- 210 Staff representative (Removed 9/27/04)
- 214 Maternity/Paternity Leave (Removed and combined with Policy 215 10/26/09)
- 216 Holiday Pay (combined with former policy 213 Sick Time into new policy 213 1/6/14)
- 217 Vacation Time (removed and combined with Policy 213 Paid Time Off 1/6/14), Added back Vacation Time 11/25/24 as 217 and Policy 213 changed to Earned Sick Time 11/25/24
- 222 Assignment of Employees (Removed 2/23/15)
- 223 Political Activities (Removed, Aspects moved to Policy 207 2/23/15)
- 400.1 Teens in the Library (Removed 6/27/11)
- 400.2 Minors after Hours (Removed 2/23/15)
- 403 Smoking on Library Premises (Removed 5/24/04)
- 404 Programs (Removed 5/24/04)
- 405 Violations of Library Board Policy (Removed 1/31/05)
- 406 Statistics (Removed 9/27/04 and re-named Parking Lot and Surrounding Area 3/27/06)
- 408 Censorship/Citizen Requests (Removed 5/20/24 and into Policy 401 Collection Development)
- 409 Citizen Requests (Removed 6/28/04)
- 409.1 Patron Complaints under ADA (removed and combined with Policy 409 ADA 8/27/12)
- 411 Safety and Security in the Library (Removed 1/30/12)
- 415 Unusual Incident Report Form (Removed 12/12/05)
- 417.1 Meeting Room Use (Moved to Procedure 7/27/15)
- 417.2 Study Rooms (Moved to Procedure 7/27/15)
- 420 DiskFree Online File System (Removed 2/23/15)
- 420.1 Unattended Children after Hours (Removed 10/25/04)
- 421 Cell Phones (Moved to 410 Patron Code of Behavior 03/25/19)
- 422 Fax Service (Removed 6/16/10)
- 424 Test Proctoring (Moved to Procedure 7/27/15)
- 501.0 Lending privileges (Removed to Procedure Manual 9/27/10)
- 502 Special Loan Periods (Removed 1/31/05: combined into policy 501)
- 503 Patron Eligibility (Removed 11/26/07; combined with Policy 502 and renamed)
- 506 Renewal of Materials (Removed 1/31/05; combined into policy 501)
- 507.1 Revocation of Borrowing Privileges (Removed 1/31/05; combined into policy 501)
- 508 Lost or Damaged Materials (Removed 1/31/05; combined into policy 501)
- 600 Commitment to serve (Removed from Policy 600 11/28/16)
- 600 Added Remote Voting (01/27/2020 & 02/24/2020)
- 701.1 Disclosure of Patron Registration Information (Removed/combined with 701.0 1/28/08)
- 701.2 Search Warrants/Subpoenas (incorporated into Policy 701.0 Privacy)
- 710 Board Member Commitment to serve (combined with policy 600 Board By-laws)
- 801 Operating Funds (Removed 11/28/05 to Procedure Manual)
- 802 Cash Reserves (Removed 11/28/05 to Procedure Manual)
- 803 Disposal of Library Equipment (Removed 1/31/05)
- 805.0 Continuing Information for Bond Issue (Removed 10/24/16)
- 806 Board Expenses (incorporated into Policy 225 on 10/24/05)
- 809 Endowment added (1/27/20)
- 900 Friends of the Library (Removed 1/30/12)

Policy 201.2 Internal Posting Policy

Reviewed: ~~2/19/2025~~ **2/18/2026**

Revised: 1/14/2020

Approved: 1/27/2020

All employees will be informed of and have the opportunity to apply for open positions either before or concurrent with SSLDL's consideration of external candidates for employment. Permanent position openings, vacancies, and opportunities for promotion are emailed to all employees.

Policy 202.0 Pay Schedule

Reviewed: ~~2/19/2025~~ 2/18/2026

Revised: 10/21/2021

Approved: 10/25/2021

A pay scale shall be maintained by the budget committee as part of the procedure manual. The STEP levels shall be reviewed by the Budget Committee annually with subsequent recommendations to the Board of Trustees for their approval during the budget process or as needed. Additional classifications and STEPs may be developed at the discretion of the Board of Trustees.

Policy 203: Employee Classification/Benefits

Reviewed: ~~2/19/2025~~ **2/18/2026**

Revised: 4/28/2025

Approved: 11/24/2025

### **Salaried Employees**

Salaried employees earn an annual salary and are not required to record their hours of work. This classification is exempt from the provisions of the Federal Labor Standards Act.

Benefits provided for salaried employees, after completing a three-month period of employment, include:

- Vacation Time – refer to Policy 217
- Bereavement Pay – refer to Policy 219
- Deferred Compensation, Group health, vision and dental
- Eight hours of Paid Time Off, taken the day of birth date or during the week of the birthday.

### **Hourly Employees**

Hourly employee wages are paid at an hourly rate, and employees must record their hours of work. Hourly employees who work in excess of 40 hours per week (not counting paid time off) will be paid 1.5 times their normal hourly rate for those additional hours.

Benefits provided for hourly employees include:

- Bereavement Pay – refer to Policy 219
- Birthday pay, paid time off for the hours equivalent to an average shift, taken the day of birth date or during the week of the birthday.

Additional Benefits provided to hourly employees working 20-39 hours/week after completing 6 months of employment, include:

- Deferred Compensation
- Vacation Time – refer to Policy 217

### **All Employees**

All employees will receive the following benefit:

- Earned Sick Time (EST)– refer to Policy 213
- Employee Assistance Program (EAP) except for minors

**Cross Reference: Policies 213; 217; 219**

Policy 206: Break Periods

Reviewed: ~~2/19/2025~~ 2/18/2026

Revised: 10/21/2021

Approved: 10/25/2021

Hourly and salaried employees will receive a paid break based on the following:

**HOURS WORKED**

Four hours = 15 minute break

Six hours = 30 minute break

Eight hours = 45 minute break

## Policy 207 Employee Conduct

Reviewed: ~~2/19/2025~~ 2/18/2026

Revised: 2/19/2025

Approved: 2/24/2025

Rules of conduct for employees are intended to promote the orderly and efficient operation of the Library, as well as protect the rights of all employees. Staff members are responsible for providing the best customer service possible and are empowered to make decisions according to policy that will ensure the best experience for each patron. Ignorance of work rules is not an acceptable excuse for violation. Violations, therefore, may be regarded as cause for disciplinary action.

Violations of employee conduct include, but are not limited to:

1. Neglect of duty.
2. Insubordination or refusal to comply with employer's instructions, unless such instructions are injurious to the employee's safety and health.
3. Accessing or releasing employee personnel records.
4. Making comments or judgments about a patron's selection of materials.
5. Intentional falsification of personnel records, payroll reports, or other Library records.
6. Theft, intentional destruction, or defacing of Library property.
7. Deliberate or careless conduct endangering the safety of self or other employees.
8. Possession or consumption of alcoholic beverages, marijuana substances, or illegal drugs while on the premises.
9. Abusive, threatening, or coercive treatment of another employee, or a member of the public.
10. Reporting for work in an unsafe condition which includes but is not limited to being under the influence of alcoholic beverages or drugs.
11. Offensive or derogatory comments or actions made to any person, either directly or indirectly, based on age, gender, sexual orientation, race, ethnicity, disability, language proficiency, social or economic status, national origin, or religion.
12. Discussing political opinions while representing the Library.
13. Inappropriate comments and actions on any SSLDL social media or as an SSLDL representative.

When an employee engages in violations of employee conduct, that employee shall be subject to disciplinary action up to and including discharge.

## Policy 207.1 Harassment Policy

Reviewed: ~~2/19/2025~~ 2/18/2026

Revised: 2/19/2025

Approved: 2/24/2025

It is the policy of SSLDL to maintain and ensure a working environment free from harassment. SSLDL will not tolerate, condone, or allow any form of racial, ethnic, religious or sexual harassment, or harassment based on any other protected status. SSLDL fully supports and complies with the laws which are enacted to protect and safeguard the rights and opportunities of all people, whether paid or not, to seek, obtain, and hold employment without being subjected or exposed to harassment in the workplace.

Discriminatory Harassment is prohibited under Title VII of the Civil Rights Act of 1964 and Elliott-Larsen Civil Rights Act of 1976 and is considered misconduct subject to disciplinary action under Policy 207 Employee Conduct.

Prohibited conduct includes unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either an explicit or implicit condition of employment;
- Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee; or
- The harassment substantially interferes with an employee's work performance or creates an intimidating, hostile or offensive work environment.

Other harassing conduct in the workplace is also prohibited. This can include, but is not limited to crude or offensive language or jokes of a racial, ethnic, religious or sexual nature; verbal abuse of a racial, ethnic, religious or sexual nature; and the display in the workplace of sexually suggestive or ethnically, religiously or racially offensive objects or pictures.

Any employee experiencing and/or witnessing harassment is encouraged to report the incident(s) as soon as possible to their supervisor, the Library Director, or the Library Board President.

All complaints of harassment will be reviewed, and if the complaints are determined by SSLDL to have merit, measures for correcting the situation will be immediately taken. Employees who engage in harassment will be subject to discipline, up to and including discharge, as determined appropriate by SSLDL.

SSLDL will apprise the complaining employee of its determination. Should the complaining employee feel that the matter is not being satisfactorily dealt with, the employee should immediately notify the Library Director or the Library Board President. In no event will SSLDL retaliate against any employee for implementing the procedures of this policy.

Policy 207.2 Social Media Policy

Reviewed: ~~2/19/2025~~ 2/18/2026

Revised: 2/19/2025

Approved: 2/24/2025

This policy governs publication and commentary on social media by employees of SSLDL. For the purposes of this policy, social media means any facility for online publication and commentary. Use of all electronic information resources at SSLDL shall be to support the mission, goals, and policies of the Library by providing access to global information and improving communication between employees of SSLDL, Library Board members, Friends of the Library, and community members. Employees must ensure that their online activities do not interfere with their professionalism, commitment to SSLDL, or their ability to provide excellent customer service.

SSLDL owns and has the right to monitor, access, retrieve, read, and disclose all information and materials that are created, sent, received, accessed, or stored on staff computers or other staff devices. Employees should understand that these resources are intended for business use, and all computer, fax, Internet/Intranet information, voicemail, and electronic mail messages are to be considered as SSLDL records. Employees should not assume any materials received or stored on SSLDL's electronic resources are private or confidential or that SSLDL or its designated representatives will not have a need to access and review this information. Use of the Library's systems constitutes an employee's acceptance of this library policy.

## Policy 208 Grievance & Appeals

Reviewed: ~~2/19/2025~~ 2/18/2026

Revised: 2/19/2025

Approved: 2/24/2025

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

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

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

Policy 208.1 Whistleblower Policy

Reviewed: ~~2/19/2025~~ 2/18/2026

Revised: 2/19/2025

Approved: 2/24/2025

In compliance with the State of Michigan's Whistleblowers' Protection Act (§15.361-9), a copy of the protections and obligations under this Act shall be posted in the staff work room.

The SSLDL requires its Board of Trustees, Director, employees, and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities as they pertain to the Library.

It is the responsibility of all trustees, employees, and volunteers to:

- Report ethics violations or suspected violations of federal or state law to the appropriate authorities and in accordance with this Whistleblower Policy.
- Uphold their sworn and/or civic duty to report suspected illegal activities to the appropriate civil enforcement agency.

No trustee, employee, or volunteer who, in good faith, reports an ethics violation shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

The Library has an open door policy and encourages employees to share their questions, concerns, suggestions or complaints with their immediate supervisor. However, if an employee is not comfortable speaking with their immediate supervisor or is not satisfied with the response of the immediate supervisor, the employee is encouraged to speak to another supervisor or the Director.

All reports will be promptly investigated and appropriate corrective action will be taken, as per the procedure manual. Whistleblower complaints will be handled with sensitivity, discretion and confidentiality to the extent allowed by circumstances and the law.

Policy 209.1 Director Performance

Reviewed: ~~2/19/2025~~ 2/18/2026

Revised: 8/14/2025

Approved: 8/25/2025

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

**Cross Reference: Policy 301**

Policy 211.0: Resignation or Dismissal

Reviewed: ~~2/19/2025~~ **2/18/2026**

Revised: 4/21/2025

Approved: 4/28/2025

Employment with SSLDL is based on mutual consent. Both the employee and SSLDL have the right to terminate employment at will, with or without cause and at any time.

Termination information on individual employees is treated confidentially as prescribed by law. SSLDL will take reasonable precautions to protect such information from inappropriate disclosure. Supervisors and other employees have a responsibility to respect and maintain the confidentiality of employee termination information. Anyone inappropriately disclosing such information is subject to disciplinary action, up to and including termination of employment.

Policy 212: Dress Code

Reviewed: ~~2/19/2025~~ 2/18/2026

Revised: 4/21/2025

Approved: 4/28/2025

Staff are expected to present a professional image to customers at all times. Acceptable personal appearance is an ongoing requirement of employment at SSLDL.

Policy 215.0: Family and Medical Leave

Reviewed: ~~4/21/2025~~ 2/18/2026

Revised: 4/21/2025

Approved: 4/28/2025

In compliance with the Family Medical Leave Act (FMLA), SSLDL has adopted the following Family and Medical Leave Policy.

1. **Eligibility.** To be eligible for a Family and Medical Leave, an employee must:

- a. Have been employed by SSLDL for at least twelve (12) months which need not be consecutive;
- b. Have worked at least 1,250 hours during the twelve (12) months immediately preceding the commencement of the leave; and
- c. Work at a location where SSLDL employs 50 or more employees within a 75-mile radius.

All periods of absence from work due to or necessitated by USERRA-covered military service is counted in determining an employee's eligibility for Family and Medical Leave.

2. **Qualification.** An eligible employee is qualified to use Family and Medical Leave for the following purposes:

- a. To care for a newborn following the birth of a child;
- b. To care for a newborn child or for a newly-adopted child or child recently placed in the employee's home for foster care;
- c. To care for a spouse, child or parent who has a serious health condition;
- d. The employee's own serious health condition;
- e. For a qualifying exigency that arises when a spouse, parent or child of the employee is on or has been called to covered active duty ("Qualifying Exigency Family Leave"); or
- f. When the employee is a spouse, parent, son, daughter or next of kin of a covered servicemember and is needed to care for that covered servicemember who suffers from a serious injury or illness incurred on active duty ("Military Caregiver Family Leave").

Family leave to care for a newborn child or for adoption or foster care placement of a child must be completed within 12 months of the birth, adoption or placement of the child.

3. **Qualifying Exigency Family Leave.** The FMLA Policy permits eligible employees to take leave for a "qualifying exigency" that arises when a spouse, parent or child is on or has been called to "covered active duty." "Covered active duty" means duty by a member of the regular Armed Forces during deployment to a foreign country. In the case of a member of the reserve component of the Armed Forces, "covered active duty" means duty during deployment to a foreign country under a call or order to active duty.

"Qualifying exigencies" include absences:

- a. Due to short-notice deployments (short-notice deployments occur when notice of the deployment is received within seven days of the deployment and leave is limited to seven calendar days from the notice);
- b. To attend certain military events such as family support or assistance programs or official military ceremonies;

- c. To arrange for alternative childcare, provide childcare on an emergency but not regular basis, or to attend meetings at a school or daycare concerning the servicemember's child;
- d. To address certain financial and legal arrangements;
- e. To attend counseling sessions arising from the active duty;
- f. To spend time with a servicemember who is on short-term rest and recuperation leave during a period of deployment (limited to fifteen days for each instance of short-term rest and recuperation leave);
- g. To attend post-deployment activities, such as arrival ceremonies and reintegration briefings, within 90 days of the end of the deployment;
- h. To care for a parent who is incapable of self-care, when the care is necessitated by the covered active duty, including arranging for alternative care, providing care on an immediate need basis, admitting or transferring the parent to a care facility, or attending meeting with staff at a care facility; and
- i. To address other events arising out of the active duty or call-up, provided that the employee and SSLDL agree that the leave qualifies as an exigency and agree as to both the timing and duration of such leave.

4. **Military Caregiver Family Leave.** The FMLA Policy permits a spouse, son, daughter, parent or next of kin to take up to 26 weeks of leave during a single 12-month period to care for a covered servicemember who suffers from a serious injury or illness incurred on active duty. The leave is limited to a single 12-month period but can last as long as 26 weeks. During the single 12-month period, an employee is limited to a combined total of 26 weeks of Military Caregiver Family Leave and any other type of Family and Medical Leave.

A "covered servicemember" is a member of the Armed Forces, including a member of the National Guard or Reserves, who (a) is undergoing medical treatment, recuperation, or therapy, (b) is otherwise in outpatient status, or (c) is otherwise on a temporary disability retired list for a serious injury or illness. A "covered servicemember" is also a veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation or therapy.

In the case of a member of the Armed Forces, a "serious injury or illness" means an injury or illness incurred by a servicemember in the line of duty on active duty, or that existed before the active duty and was aggravated by service in the line of duty on active duty that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating.

In the case of a veteran who was a member of the Armed Forces at any time during the period of 5 years preceding the date on which the veteran undergoes medical treatment, recuperation or therapy, a "serious injury or illness" means an injury or illness that was incurred by the servicemember in the line of duty on active duty in the Armed Forces, or that existed before the active duty and was aggravated by service in the line of duty on active duty, and that manifested itself before or after the servicemember became a veteran, and is:

- a. A continuation of the serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered him/her unable to perform the duties of his/her office, grade, rank or rating; or
- b. A physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability Rating of 50% or greater based in whole or in part on the condition precipitating the need for leave; or
- c. A physical or mental condition that substantially impairs, or would do so absent treatment, the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service; or
- d. An injury, including a psychological injury, on the basis of which the covered veteran has

been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

“Next of kin” is the nearest blood relative of the servicemember.

5. **Duration of Leave.** Eligible Employees may take up to twelve (12) weeks of unpaid leave during any rolling twelve (12) month period for a purpose which qualifies for a family leave, a disability/medical leave, or a Qualifying Exigency Family Leave under the FMLA Policy. The twelve (12) month leave year is calculated backwards from the date the requested leave commences.

If an eligible Employee qualifies for a Military Caregiver Family Leave, he/she may take up to twenty-six (26) weeks of leave during a single twelve (12) month period. The single twelve (12) month period is different than the rolling twelve (12) month period addressed above, and begins on the first day of a Military Caregiver Family Leave.

If spouses are both employed by SSLDL and both are eligible for a Family or Medical Leave, spouses may take up to a combined total of twelve (12) weeks of Family and Medical Leave for the birth and care of a newborn child, the placement of a child in the spouses’ home for adoption or foster care, or the care of a seriously ill parent. This limitation does not apply to the care of a spouse or child with a serious health condition or to the employee’s own serious health condition. If spouses are both employed by SSLDL and both attempt to use a Military Caregiver Family Leave, the aggregate number of weeks that they can use is a combined total of 26 during a single 12-month period, including any time spent on other types of Family and Medical Leave.

6. **Intermittent and Reduced Schedule Leaves.** Family and Medical Leaves for absences necessitated by a serious health condition or the treatment of a serious health condition may be taken intermittently or on a reduced schedule basis but only if such a schedule is medically necessary (including the care of and psychological comfort to a parent, child or spouse suffering from a serious health condition or needing treatment for a serious health condition).

In the case of caring for a newborn, adopted or foster child, intermittent Family and Medical Leave or a reduced schedule requires prior approval by SSLDL. SSLDL’s consideration of such requests will include several factors, such as the length of the requested leave, the nature of the employee’s job, existing and proposed work schedule, and SSLDL’s business needs.

Military Caregiver Family Leave and Qualifying Exigency Family Leave may be taken intermittently or on a reduced leave schedule.

If a Family and Medical Leave is a foreseeable intermittent or reduced schedule leave for planned medical treatment, SSLDL may require an employee to transfer temporarily to an alternative position with equivalent pay and benefits that better accommodates recurring periods of absence or to a part-time schedule. Employees must also make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt SSLDL’s operations.

7. **Notice of the Need for Family and Medical Leave.**

- a. **Foreseeable Leave:** If the need for a Family and Medical Leave is foreseeable, employees should give at least 30 days notice of their intent to use the leave. If it is not possible to provide 30 days notice for a foreseeable leave, the employee must give notice as soon as practicable, which ordinarily means by the same or next business day. Failure to provide such notice may be grounds for delay or denial of leave.

- b. **Unforeseeable Leave:** When the need for a Family and Medical Leave is unexpected, employees must provide notice as soon as practicable after the need for the leave is known. This means that employees generally must comply with SSLDL’s normal call-in procedures. Failure to provide such notice may be

grounds for delay or denial of leave and may result in discipline for failing to comply with SSLDL's call-in procedures.

c. **Content of the Notice:** Employees must provide sufficient information for SSLDL to determine if the leave may qualify as a Family and Medical Leave and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for Qualifying Exigency or Military Caregiver Family Leave. Employees must also inform SSLDL if the requested leave is for a reason for which Family and Medical Leave was previously taken or certified. If the request is for intermittent leave or reduced schedule leave, employees shall include the proposed leave schedule.

d. **Applying for Family and Medical Leave:** Notice of the need for Family and Medical Leave should be made in writing, absent extenuating circumstances, and submitted to the Assistant Director. To apply for a Family and Medical Leave, contact the Assistant Director or Director for a Family and Medical Leave Request form.

8. **Certification.** If an employee is requesting a Family and Medical Leave due to his or her own serious health condition or to care for a parent, child or spouse with a serious health condition, he or she will be required to provide medical certification from a health care provider of the health condition involved and, if applicable, verification that the employee is needed to care for the ill family member and for how long. Forms for this purpose will be provided by the Director or Assistant Director when employees notify SSLDL of the need for the leave. Employees must provide the requested medical certification within 15 days of being supplied with the necessary certification form or the request for a Family and Medical Leave may be delayed or denied.

a. **Second and Third Opinions:** After submitting the required medical certification, SSLDL may require, at its option and its own expense, that a medical certification be obtained from a health care provider of SSLDL's own choosing to verify the need for the requested Family and Medical Leave. If the first and second medical certifications differ, SSLDL may require, at its option and at its own expense, that a third certification be obtained from a third health care provider who is jointly selected by SSLDL and the employee. The third medical certification will be final and binding on both parties.

b. **Certification of a Qualifying Exigency Family Leaves:** SSLDL may seek certification of a Qualifying Exigency Family Leave each time the employee requests such leave in connection with a covered military member. The first time the employee requests such leave, SSLDL may also require that the employee provide a copy of active duty orders or other documentation issued by the military indicating that the covered military member is on active duty or called to active duty during deployment in a foreign country and the dates of the service.

c. **Certification of a Military Caregiver Family Leave:** If an employee is requesting a Military Caregiver Family Leave to care for a seriously injured or ill covered servicemember, medical certification for such a leave must address whether the covered servicemember suffered a serious injury or illness on active duty that may render him/her medically unfit to perform the duties of his/her office, grade, rank or rating. Such certification must be obtained from one of the following types of health care providers: (1) a Department of Defense (DOD) health care provider; (2) a Department of Veterans Affairs health care provider; (3) a DOD network authorized private health care provider; (4) a DOD non-network-authorized health care provider; or (5) any health care

d. provider as defined in 29 CFR 825.125. In lieu of such certification, the Company will accept Invitational Travel Orders (ITOs) or Invitational Travel Authorizations (ITAs) issued to any family member to join an injured or ill covered servicemember at his/her bedside. It is not necessary for the employee to be the family member named in the ITO or ITA.

e. **Recertification:** SSLDL may also require periodic medical re-certifications at the employee's expense.

9. **Utilization of Paid Leave.** Approved Family and Medical Leaves of absence for full-time, salaried employees will be paid for up to four weeks. For any leave exceeding four weeks in a rolling twelve-month period, full-time, salaried employees must use any accrued PTO concurrently with the employee's Family and Medical Leave to cover any additional time off. All other employees taking Family and Medical Leave

under this Policy must use any accrued PTO concurrently with the employee's Family and Medical Leave. Once an employee exhausts his/her accrued PTO, the remainder of any such leave will be unpaid.

11. **Continuation of Benefits.** While on paid or unpaid Family and Medical Leave, whether full leave, intermittent leave or reduced schedule leave, the employee's benefits under SSLDL's Priority Health shall be continued in full force and effect on the same terms as though the employee were not on leave, except as provided in Paragraph (b) below.

a. **Contributory Benefits.** To the extent that the employee is required to contribute to the cost of maintaining benefits under SSLDL's Group Health Plan, the employee shall, during the leave period, continue to make the required contributions as though the employee were not on leave. During any period of unpaid Family and Medical Leave, the employee shall pay his or her contribution in accordance with any agreement made by and between the employee and SSLDL in writing before the commencement of the leave. If no agreement has been made regarding payment of employee contributions, the employee shall remit his or her contribution to SSLDL at the same time as such contribution would be made if by payroll deduction in the ordinary course of employment by SSLDL. Nothing contained in this FMLA Policy shall operate to preclude or defer the effect of any change in the employee's required contribution which becomes effective during the leave period.

\With the exception of the employee's benefits under SSLDL's Group Health Plan as referenced above, employer contributions and other benefits defined under Policy 203, including the accrual and PTO, and seniority will continue only during any portion of a Family and Medical Leave that is paid. All employment benefits accrued by the employee before the start of Family and Medical Leave, except paid leave time substituted for unpaid Family or Medical Leave time as described above, shall be preserved during the term of the leave and shall be restored to the employee upon return to work at the expiration of the leave.

b. **Failure to Reimburse Employer.** If the employee fails, for a period of thirty (30) days, to make any payment required to keep his or her benefits under SSLDL's Priority Health Group Health Plan in force while on Family and Medical Leave, SSLDL's obligation to continue group health coverage will cease. The employee facing cancellation of coverage will be notified in writing at least fifteen (15) days before coverage is to cease. Coverage will be cancelled retroactively to the effective date of the period to which the unpaid premium applies.

12. **Failure to Return to Employment.** If an employee does not return to work upon the completion of an approved Family and Medical Leave for reasons other than the onset, continuation or recurrence of a serious health condition of the employee or the employee's parent, child or spouse, the serious injury or illness of a covered servicemember or other circumstances beyond the employee's control, SSLDL will require repayment of SSLDL contribution to the employee's health insurance and any other insurance premiums paid during the Family and Medical Leave.

13. **Restoration.** An employee on a Family and Medical Leave who returns to work on or before the expiration of 12 weeks (or 26 weeks, in the case of Military Caregiver Family Leaves) of Family and Medical Leave will generally be reinstated to his or her prior job or to an equivalent position with equivalent pay, employment benefits and other terms and conditions of employment. Some employees, however, may be denied restoration of employment under limited circumstances:

a. An employee will not be restored to his or her prior job or an equivalent position if the employee would not otherwise have been employed at the time the restoration would have occurred, such as when an employee's position has been eliminated in an intervening reduction in force or when the employee was hired for a specific term that has expired or to perform work on a discrete project that has been completed.

b. "Key employees" may be denied restoration to their prior or equivalent positions under certain circumstances. A "key employee" is defined as a salaried employee whose compensation falls within the highest 10% of SSLDL's workforce. A key employee will be permitted to take Family and Medical Leaves but

may be denied restoration to his or her prior or an equivalent position if denial of restoration is necessary to prevent substantial and grievous economic injury to the operations of SSLDL. SSLDL will notify key employees of its intent to deny restoration as soon as SSLDL determines that substantial and grievous economic injury will occur in the event of restoration.

c. Acceptance of another job while on a Family and Medical Leave will result in the cancellation of the leave and the termination of the employee's employment.

14. **Status Reports and Fitness-for-Duty Certifications.** It is the employee's responsibility to remain in reasonable and periodic contact with SSLDL while on leave and to report on his or her status and intent to return to work as indicated in the SSLDL Procedural Manual Any employee not planning to return to work following an approved Family and Medical Leave is requested to submit a two-week written notice of resignation. In addition, if the employee is returning from a Family and Medical Leave relating to his or her own serious health condition, the employee must provide a written fitness-for-duty certification from a health care provider that the employee able to resume work.

15. **Absences Exceeding Entitlement to Family and Medical Leave.** SSLDL cannot guarantee any position to employees who are absent due to Family and Medical Leaves or other reasons for longer than twelve (12) weeks in any twelve (12) month period (or twenty-six (26) weeks, in the case of military caregiver family leaves). The placement of an employee at the end of such extended leaves will be subject to the length of the leave, the nature of the employee's job, business conditions, staffing needs and the availability of openings for which the employee is qualified, as determined by SSLDL. If the employee's position is no longer open, efforts will be made to provide an appropriate alternative position at a comparable salary. If SSLDL determines that no appropriate alternative position is available, an employee who is returning from an extended leave will be terminated.

16. **Additional Information.** For additional information about your rights and responsibilities with respect to the taking of Family and Medical Leaves, please see the Administrative Manager. Issues or questions not covered by this FMLA Policy will be administered in accordance with applicable state and federal law.

**Cross Reference: Policies 201; 203; 211**

Policy 101.1: Policy Manual

Reviewed: ~~2/19/2025~~ **2/18/2026**

Revised: ~~2/19/2025~~ **2/18/2026**

Approved: 1/27/2020

1. The policy manual of the Salem-South Lyon District Library (referred to as SSLDL) shall consist of policies issued by the Board of Trustees as required.
2. Each policy will be reviewed on a **regular annual** basis.
3. The following categories and numbering system will be used:

CATEGORY GENERAL SUBJECT

100 Policy Instructions

200 Personnel Policy

300 Job Descriptions

400 General Operating Policy

500 Lending of Library Materials

600 Board of Trustees By-laws

700 Library Ethics and Law

800 Finance

Policies will be numbered within the proper subject and sub-numbered 101.0, 102.0, 103.0, etc.

4. Each policy header will include dates the policy was reviewed, revised and approved by the Board of Trustees.

Policy 201.0 Employment Practices

Reviewed: ~~2/19/2025~~ 2/18/2026

Revised: ~~2/19/2025~~ 2/18/2026

Approved: 2/24/2025

1. In accordance with the District Library Establishment Act, State of Michigan Public Act 24 of 1989, the Board retains the authority to appoint and remove the Library Director, and to set compensation levels for all employees. The Board delegates authority to the Director to fill all existing vacancies for positions reporting to the Director and the Director will inform the Library Board of all appointments.
2. } SSLDL is an “at will” employer.
3. Selection of employees shall be based on the qualifications and credentials of the applicants. Employment is contingent upon successful completion of a background investigation.
4. SSLDL is an equal opportunity employer in compliance with all federal, state, and local anti-discriminatory laws and guidelines.
5. In accordance with the *Immigration Reform and Control Act of 1986*, SSLDL employs only those individuals who are authorized to work in the United States. All individuals who are offered employment are required to submit documentary proof of their identity and employment authorization within three days of actual employment.

Policy 213: Earned Sick Time (EST)

Reviewed: ~~2/19/2025~~ **2/18/2026**

Revised: ~~11/25/2024~~ **2/18/2026**

Approved: 11/25/2024

~~This policy becomes effective 1/1/2025.~~

1. Every employee earns 1 hour of earned sick time (EST) for every 30 hours worked. Hours worked do not include Vacation, Earned Sick Time, Holidays, any paid time off or other library closures.
2. Employees can use the EST hours as soon as they are earned.
3. Acceptable use of EST hours is defined in the Earned Sick Time Act MCL 408.964 Sec. 4 (1). Employees are NOT required to disclose the reason for the use of their EST hours, but they must state they are using their EST hours.
4. If using more than 3 days of EST consecutively, the employee is required to provide reasonable documentation per (MCL 408.964 Sec. 4. (4)). Any cost required with acquiring the required documentation will be the responsibility of the library.
5. There is no limit on the EST hours that can be accrued, however employees may only use a maximum of 520 EST hours per year.
6. Upon separation from employment the maximum payout is 80 EST hours. If two weeks' notice is not provided, the employee forfeits any payout of their EST hours.
7. ~~Only on 1/1/2025 (2025 is bridge year going between how hours have been awarded in the past to how they will be earned going forward according to state law) employees hired on or before 1/1/2024 will receive the following amount of EST hours:  
Salaried employees — 56 EST hours  
Hourly employees (20-39 hours/week) — 12 EST hours  
Hourly employees (<20 hours/week) — 0 EST hours~~
8. ~~Only on 1/1/2025 (2025 is bridge year going between how hours have been awarded in the past to how they will be earned going forward according to state law) employees hired between 1/2/2024 and 12/31/2024 will receive the following amount of EST hours prorated based on their date of hire:  
Salaried employees — 56 EST hours prorated  
Hourly employees (20-39 hours/week) — 12 EST hours prorated  
Hourly employees (<20 hours/week) — 0 EST hours~~
9. To the extent possible, EST is to be entered in advance via online Time off tracker.
10. Vacation hours (refer to Policy 217) and Earned Sick Time (EST) will be tracked separately.

**Cross Reference: Policies 217**

Policy 217: Vacation Time

Reviewed: ~~4/21/2025~~ 2/18/2026

Revised: ~~11/25/2024~~ 2/18/2026

Approved: 11/25/2024

~~This policy become effective 1/1/2025.~~

1. Employees employed for the entire previous year will receive the following amount of Vacation hours on every January 1:
  - Salaried employees:
    - 1 year – 64 Vacation hours
    - 2-4 years – 104 Vacation hours
    - 5+ years – 144 Vacation hours
  - Hourly employees (20-39 hours/week): 12 Vacation hours
2. Employees NOT employed for the entire previous year will receive the following amount of Vacation hours prorated based on their date of hire on January 1:
  - Salaried employees: 32 Vacation hours prorated
  - Hourly employees (20-39 hours/week): 12 Vacation hours prorated
3. Hourly employees (20-39 hours/week), as defined in Policy 203, will be allowed to carry over Vacation hours in the first year of employment.
4. Salaried employees, as defined in Policy 203, will be eligible to accrue vacation hours based on the schedule in the procedure manual. No Vacation hours will accrue beyond the maximum accrual amount.
5. To the extent possible, Vacation is to be requested via online Time off tracker and approved by the supervisor in advance. Failure to do so may be considered a violation of Policy 207 (Employee Conduct) and treated accordingly.
6. Approval of Vacation time off is at the discretion of the immediate supervisor, assistant director and/or director.
7. Upon separation from employment, time off will be paid out to salaried and hourly employees (20-39 hours/week) based on the schedule in the procedure manual. If two weeks' notice is not provided, the employee forfeits the payout of any Vacation time. Admin staff are required to provide one-months' notice or the employee forfeits the payout of any Vacation time.
8. Vacation hours and Earned Sick Time (EST) (refer to Policy 213) will be tracked separately.

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

Policy 808: Fixed Assets Capitalizations

Reviewed: ~~8/14/2025~~ 2/18/2026

Revised: ~~5/20/2024~~ 2/18/2026

Approved: 5/20/2024

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

I. **Definitions and Provisions**

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

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

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

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

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

II. **Land**

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

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

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

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

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

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

### **IV. Buildings**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Assets no longer of use to the library may be donated to a nonprofit charitable organization or sold through auction or a publicly advertised sale, including internet sale, with any proceeds from such sale being deposited to the general fund of the library.**

Policy 425: INFORMATION AND REFERENCE SERVICES POLICY

Reviewed: 2/18/2026

Revised: 2/18/2026

Approved:

### **Forms of Inquiry**

Inquiries are accepted in person, by telephone, by electronic means and through the mail.

Priority is given to in-person requests. Staff will, however, complete a telephone conversation in process before attending to in-person requests.

### **Responses to Requests for Assistance**

Reference service is intended to be provided by trained staff during all hours the Library is open.

When working at a service desk, response to patron service needs, including reference inquiries, takes precedence over other staff duties.

Requests will generally be handled in the order in which they are received. Reference staff members will attempt to answer questions at the time the request is made and to work within the patron's time requirements. If necessary, staff will inform the patron that a longer response time is needed or that assistance should be sought from another library or agency.

Staff will offer their best professional opinion when providing reader's advisory or recommending the best source to answer a question. Staff will not give opinions, advice or interpretation beyond the scope of their expertise and training in library reference work. When answering a patron's reference question, reference staff will cite the resource(s) from which the information is obtained. The producers of that resource, not the Library itself, are responsible for that resource's accuracy. The librarian will decide when all reasonable resource options have been exhausted at the Library and when it is time to cease working on a question and refer the patron elsewhere.

Staff will assist, as they are able, in helping patrons with computer applications or electronic reading and listening devices. They may refer patrons to appropriate books, online tutorials or classes for further assistance. When assisting patrons with computer resources, staff will not enter personal information for patrons.

Staff will not provide the following kinds of assistance, which are deemed to be beyond the scope of the Library's service responsibilities:

- Interpretation, advice or personal recommendations in any area other than the use of Library resources. This includes, but is not limited to, legal, medical, tax, financial, political or religious advice.
- Critiquing or editing documents.
- Completing forms (including online forms) for patrons.
- Creating accounts for patrons, such as banking, financial, or online shopping accounts.

Policy 702: Use of Artificial Intelligence (AI)

Reviewed: ~~8/14/2025~~ 2/18/2026

Revised: XX

Approved: 8/25/2025

## **Purpose**

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

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

## **Ethical Principles**

### Patron Privacy Protection

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

### Transparency and Accountability

- Staff must verify the accuracy and appropriateness of AI-generated outputs before use or dissemination.
- All AI-generated content shared with patrons must be clearly disclosed as such.
- AI tools may assist in decision-making but must never replace human oversight, especially in areas impacting employment or patron services.

### 3.3 Accessibility and Fairness

- AI tools must be implemented equitably and designed to minimize bias.
- AI use should support universal access to library resources and services.
- Staff are responsible for recognizing and mitigating potential biases in AI-generated content.

#### **Approved Uses of AI**

Acceptable AI use includes but is not limited to:

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

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

#### **Prohibited Uses of AI**

The following uses are strictly prohibited:

- Inputting personal or confidential information
- Using AI to conduct, encourage, or solicit illegal activities
- Entering offensive, discriminatory, or inappropriate content
- Using AI alone to make employment decisions (e.g., hiring, promotion, termination, evaluation)
- Using AI for facial recognition or to track patron behavior
- Representing AI-generated content as original staff work
- Collecting patron data without explicit consent
- Using AI in any way that violates anti-harassment, EEO, or copyright policies

## **Guidelines for Responsible Use**

Employees must:

- Log in using their organization-provided email address
- Allow AI tools to track prompt history; prompt logs must not be deleted or altered
- Verify AI outputs for accuracy, policy compliance, and potential legal issues
- Not expect privacy when using AI tools in the workplace—the library reserves the right to monitor all AI use
- Ensure all AI use aligns with copyright and intellectual property laws

## **Training, Assessment & Oversight**

All staff using AI must complete training on ethical and responsible AI use, privacy and data protection, recognizing and mitigating bias in AI outputs, and assisting patrons with AI tools. Ongoing education will be provided to support staff in adapting to new AI developments.

- All new AI tools or use cases must be evaluated for privacy, legal, and ethical implications.
- Approval from library administration is required before deployment.

Periodic audits and monitoring of AI tools will ensure compliance, effectiveness, and data integrity.

## **Enforcement**

Violations of this policy may result in disciplinary action, up to and including termination of employment, depending on the severity of the violation.

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

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

**Our Vision: Imagine the Possibilities!**

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

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