



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 STRATEGIC PLAN WORK SESSION

MONDAY, MARCH 30, 2026, AT 6:00 PM

OLSON MEETING ROOM

A. Call meeting to order and verify quorum (26-102)

B. Approval of agenda (26-103V)

C. Introduction of guests (26-104)

D. Public Comment (26-105)

E. Discussion

1. Director's Goals (26-106V)

2. Review of 2023-2026 strategic plan (26-107)

3. 2026-2029 Strategic Plan (26-108V)

F. Board Comments (26-109)

P. Adjournment (26-110)

UPCOMING MEETINGS

BOARD MEETING: MONDAY, APRIL 27, 2026, AT 7:00 PM

BUDGET COMMITTEE: THURSDAY, APRIL 21, 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, BRUSSTAR

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

9800 Pontiac Trail, South Lyon, MI 48178

The Director is expected to provide a leadership role within the Library, the community, and the library profession and serves as the official representative of the Library.

Mission: To educate, enrich, and empower our community

Vision: Imagine the Possibilities

Goal 1: Broaden the Community's Awareness of the Library Resources

1. Increase community presence through new outreach opportunities.
 - a. Provide library services to children with disabilities that cannot come to the Library. We will measure impact through enrollment numbers, circulation volume, and participant retention.
 - b. Explore opportunities to increase outreach for our senior population, such as providing a library card sign-up event at the Senior Center. We can promote our library/digital services and our volunteer opportunities. This collaboration will benefit our patrons and will increase Library awareness in the community.
2. Develop a Marketing Strategic Plan that aligns with the Library Strategic Plan. A Marketing Plan will:
 - a. Ensure marketing activities support Library goals.
 - b. Provide direction and act as a roadmap to guide team members to ensure that everyone is working toward a common vision.
 - c. Provide Budget Efficiency: Directs budget and staff time towards activities and events that maximize the Library's impact in the community.
 - d. Prioritize events and activities: Guides the Library toward activities with the greatest community value.
 - e. Assist with allocation of resources: People, budget, and tools necessary for activities.
 - f. Identify underserved groups in our community.

3. Broaden newsletter options to engage different audiences by tailoring content to specific demographics and interests. The booklists can also be used to promote our library materials, book clubs, and provide readers' advisory. We can measure engagement through automated reports.

- a. Patrons will have the ability to sign up for e-newsletters that reflect their interests: General Library News, Kids and Teens or Adult Events.
- b. Booklists: Patrons will have the option to sign up for genre specific booklists that match their interests. Some examples are 'Must Reads', NYT Bestselling Fiction, and Mystery.

Goal 2: Enhance Library Facilities

1. Complete the Storywalk

- a. Offer a kick-off event to increase awareness of the StoryWalk and to showcase additional opportunities for early learning and play at the Library. This event will reinforce building early literacy skills and may encourage caregivers to attend other events at the Library.

2. Complete renovation of the Adult Department

- a. Develop a plan to communicate information about closings during the renovation.
- b. Educate current users with special displays and signage in the Library.
- c. Plan for an Open House once the renovation is completed. We will have special activities for adults during the event.

3. Safety and Security

- a. Form a committee to assess the safety and security in the Library for staff and patrons
- b. Make recommendations for improvements
- c. Install new staff door

4. Provide options for the Flack gift Money
 - a. Increasing space - Investigate expanding the Olson Meeting Room to provide increased space for programming and better patron experience
 - b. Increase outdoor space - Investigate a patio or covered area

Goal 4: Staff Training

1. Create a program for professional growth for staff
 - a. Identify modules for professional staff from the Head of Information Services position
 - b. Development plan to rotate responsibilities for librarians
 - c. Marketing and Librarians: Cross-promotion of programs
 - d. Evaluate costs and benefits of program

Goal 3: Exemplary Management of the Library Budget & Future Funding

1. Review staff compensation
 - a. Work with the Compensation Committee
 - b. Provide budget forecasting to the committee for the next three years
2. Update the strategic plan for the Library for 2026-2029
 - a. Work with the Board, Friends, and staff
3. Work with the Budget Committee to complete the 2026-2027 budget

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

Our Mission: Educate. Enrich. Empower the Community.

Our Vision: Imagine the Possibilities!

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

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

DRAFT Salem-South Lyon District Library Strategic Plan 2026-2029

Our Vision: Imagine the Possibilities!

Focus	Goals	Investments	Outcomes	Total Investment Cost	7.01.26 - 6.30.27 Costs	7.01.27 - 6.30.28 Costs	7.01.28 - 6.30.29
Exceptional Facilities	Upgrade existing facilities	Complete Adult Department renovation to include new carpet, paint, casual seating, signage and an adult reference desk.	Provide a functional and comfortable space for our patrons. Increase usage of Adult Department space and resources.	\$330,000	\$330,000		
	Upgrade existing facilities	Investigate expanding the Olson Meeting Room, a patio or covered outdoor area.	Increasing meeting room and outdoor space for programming and intergenerational, patron experiences.	\$250,000 - \$400,000			
	Maintain facility	Investigate replacing original roof over Library entrance, café area and Meeting Room 1	Preventative maintenance for the building	\$60,000 - \$70,000			
	Improve Library parking lot	Investigate options for the parking lot: upgrade the asphalt or switch to a cement parking lot.	Improve the life of the parking lot and minimize future costs.	\$150,000 - \$175,000			
	Safety and security inside and outside of the Library	Develop a security plan.	Increase safety for staff and patrons. Help reinforce the security of the building.	\$10,000 - \$15,000			
Technology Enhancements	Upgrade the PA system in the Library	Updating equipment to provide better communication in the Library	Increase patron awareness and safety in the Library.	\$20,000 - \$25,000			
	Library Lending Kiosks	Investigate options and configurations for the various kiosks.	Assists with barriers to access, provides a 24/7 Library for the community and an improved patron experience.	\$30,000 - \$50,000			
Programs and Services	Provide services that engage new and current users and foster lifelong learners.	Continue to investigate and provide resources, such as adaptive technology, necessary to help children and adults increase their reading.	Supporting literacy an lifelong habits in the community	\$18,000 - \$20,000	\$6,500	\$6,500	\$6,500
	Provide programs and resources that are intergenerational	Intentional programming that supports our community	Bridge age gaps by bringing children, teen and older adults together through shared activities.	\$8,000 for in-Library Resources & programming budget			
Community Awareness & Involvement	Increased awareness in the community	Provide homebound services to children with disabilities.	Supporting literacy, removing barriers to access and providing a support system to caregivers in the community.	\$10,000 - \$14,000	\$10,000.00	\$2,000.00	\$2,000.00
		Develop a Marketing Strategic Plan	Ensure marketing activities support Library goals and assists with allocation of resources. Library marketing reinforces the important role the Library in the community.	\$0	\$0	\$0	\$0
		Explore opportunities to increase outreach for our senior population.	Promote our library/digital services and our volunteer opportunities. Collaborations will benefit our patrons and will increase Library awareness in the community.	\$0			



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**AGENDA FOR LIBRARY BOARD MEETING
MONDAY, MARCH 30, 2026, AT 7:00 PM
OLSON MEETING ROOM**

- A. Call meeting to order and verify quorum (26-111)
- B. Approval of agenda (26-112V)
- C. Introduction of guests (26-113)
- D. Approval of past minutes:
 - 1. Regular Board Meeting on February 23, 2026 (26-114V)
- E. Public Comment (26-115)
- F. Friends of the Library Report (26-116)
- G. Financial Report
 - 1. Acceptance of the February 2026 Financial Report (26-117V)
- H. Approval for Payroll Report February 2026 (26-118V)
- I. Approval for Board Review of Bills and credit card purchases for February 2026 (26-119V)
- J. Director's Report (26-120)
- K. Staff Reports (26-121)
- L. Old Business (26-122)
- M. New Business
 - 1. New Committee: Safety and Security Committee (26-123V)
 - 2. Quote for new staff door (26-124V)

3. Lyon Township Public Library grace period in May 2026 (26-125V)
4. Letter of Engagement for Audit from Gabridge (26-126V)
5. Quote for parking lot maintenance and repair (26-127V)

N. Correspondence and communications

1. Thank you note from Mary Gallup (26-128)
2. Thank you note from Nicholas Eisengruber (26-129)

O. Committee Reports

1. Advocacy Marketing (26-130)
2. Facilities (26-131)
3. Budget
 - a. Preliminary budget for the 2026-2027 fiscal year (26-132)
4. Policy Committee (26-133)
5. Professional Development (26-134)
6. Compensation Committee (26-135)

P. Board Comments (26-136)

Q. Adjournment (26-137)

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SALEM-SOUTH LYON DISTRICT LIBRARY BOARD OF TRUSTEES
Draft Minutes of Regular Board Meeting
Monday, February 23rd, 2026

President: Denise Stacer
Treasurer: Daniel Siivola
At Large: Pat Peruski; Russell Sims; Erin Petricca
Director: Kathy Merucci
Assistant Director: Kathleen Hutchinson
Head of IT: Kevin Campbell
Andrew Calvetti – Staff Representative

Vice President: Linda Hamilton
Secretary: Hattie Maguire

A. Call meeting to order and verify quorum (26-77)

President Stacer called the meeting to order in the Olson Meeting Room at the Salem-South Lyon District Library at 7:00 p.m.

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

K. Campbell - Recording Secretary

B. Approval of agenda (26-78V)

Motion to accept the agenda with the addition of the LDA quote to Old Business was made by L. Hamilton seconded by R. Sims

Yes: 7;
No: 0.
Motion Carried.

C. Introduction of guests (26-79)

Guests introduced by K. Merucci

D. Approval of past minutes:

1. Regular Board Meeting on February 2, 2026 (26-80V)

Motion to approve the February 2nd, regular board meeting minutes was made by L. Hamilton, seconded by R. Sims.

Yes: 7;
No: 0.
Motion Carried.

E. Public Comment (26-81)

There was no public comment

F. Friends of the Library Report (26-82)

Submitted and filed by A. King

Next Friends Meeting is March 12. Russell Sims is the Library Board Representative.

G. Financial Report

1. Acceptance of the January 2026 Financial Report (26-83V)

Motion to accept the January 2026 financial report by L. Hamilton; seconded by D. Siivola.

Yes: 7;

No: 0.

Motion Carried.

H. Approval for Payroll Report January 2026 (26-84V)

Motion to accept the January 2026 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 January 2026 (26-85V)

Motion to approve the January 2026 bills and credit card purchases by L. Hamilton; seconded by P. Peruski

Yes: 7;

No: 0.

Motion Carried.

J. Leadership Team Report (26-86)

Submitted and filled by the leadership team

Filing deadline for re-election for Board Members is July 16, 2026, not August 11, 2026.

K. Staff Reports (26-87)

Submitted and filled by staff

Recess at 7:12 pm. for 10 minutes

Meeting called back to session at 7:19 pm.

L. Old Business (26-88)

LDA Quote for adult renovations. (Adult)

Motion to approve the quote from Library Design not to exceed \$150,000. Board members who wish to be part of the adult renovation meetings will be notified. Board members who do attend will have same voting power as library staff. All Board members will be provided with benchmark items including floor plans and furniture designs by L. Hamilton. Seconded by D. Siivola

Yes: 7;

No: 0.

Motion Carried.

Send LDA/Shaw meeting dates to all board members.

Provide updates on renovation project at board meetings.

Send Marketing information prior to the renovation start date and provide continuous updates.

M. New Business (26-89)

N. Correspondence and communications (26-90)

O. Committee Reports

1. Advocacy Marketing (26-91) - Next meeting will be week of April 20th

2. Facilities (26-92)

3. Budget (26-93)

4. Policy Committee

Shared Drive for policy change log, Policy Documents, Procedure documents

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)

Policy 808 Update: Assets no longer of use to the Library may be donated to a 501c3 or 501c4 or a similar public entity. It may be 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. At the discretion of staff, the sale does not have to go to the highest bidder if the purchasing party is another public entity.

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

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

Motion to approve the changes to policies 101.1, 201.0, 213, 217, 808 and the new policy 425 by H. Maguire Seconded by D. Siivola

Yes: 7;

No: 0.

Motion Carried.

Motion to have shared drive for procedure manual, Policy Manual, and change log by H. Maguire Seconded by L. Hamilton

Yes: 7;

No: 0.

Motion Carried.

5. Professional Development (26-98)

6. Compensation Committee (26-99)

P. Board Comments (26-100)

There were board comments.

Q. Adjournment (26-101)

Meeting adjourned at 8:12

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 23, 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

February 2026 Budget Highlights – Financial Report

Income:

Account 400 Property Taxes Operating: \$4,453.35

South Lyon 1995 Operating of \$534.76, South Lyon 2014 Operating of \$237.24

Salem Township 1995 Operating of \$2,550.10, Salem Township 2014 Operating of \$1,131.25

Account 400.3 Service Contract: \$31,767.23

Account 400.4 PPT: \$0.0

Account 409 Fines & Fees \$244.15

- Penal Fines: \$0.0
- Fines \$244.15
- Non-resident fee: \$00.00

Acct. 440 Gifts & Grants \$1,122.62

- True Gift: \$32.13
- Friends Book Donation Income: \$1,059.29
- Library Collection Gifts: \$0.00
- Annual Appeal: \$31.20
- Gifts (In Memoriam): \$0.00
- Grants: \$0.00

Account 440.3 Miscellaneous Income: \$6,637.33

(Of note: Lost Materials: \$120.37, Computer Prints: \$940.63, Faxes: \$76.00, Rebates: \$5477.22, misc. sales: \$16.50)

Account 450 Interest: \$5,407.67

- Michigan Class \$1,691.65
- Comerica: \$40.38
- Huntington: \$3,675.64

Total Income: \$49,632.35

Expenses:

Account 500 - Personnel Total: \$80,613.94 (Two pays)

- \$ 69,168.64 Acct. 500.2 Salaries
- \$ 3,338.32 Acct. 505.2 Deferred Compensation Plan
- \$ 2,634.39 Acct. 502.3 Group Health Plan
- \$ 5,192.59 Acct. 545 FICA
- \$ 280.00 Acct.570 Dues & workshops

Account 505 - Library Materials & Supplies: \$23,527.72 Acct. 505.12 Library materials (Teen & Youth: \$5,157.30, Adult: \$6,982.16, Processing: \$749.47, Electronic: \$8,368.87 (includes OverDrive, Hoopla, Kanopy, Cloud), Downloadable: \$559.30

Acct. 508 Computer supplies & maintenance; \$1,178.71

Acct. 527.7 Shared Systems Costs (Quarterly) \$375.00
Acct. 527.6 Telecommunications \$0.0
Acct. 531. \$ 156.91 for Programming (Adult \$75.87/Youth \$81.04)

Account 536 & 600 Total - Facilities & Equipment: \$11,309.37

Account 536 Facilities:

- \$ 5,883.21 Acct. 515 Utilities (DTE \$3,854.64 and Consumers \$2,028.57)
- \$ 3,357.89 Acct. 536.12 Maintenance & Repairs of note: custodial: \$136.06, routine repairs of \$1584.77 (which includes: emergency lighting replacements, 16/3 cord, storage containers, 6v batteries, finish nails, plastic anchors, plug adapters, timer) \$796.65 for small equipment, fire extinguishers \$800.42, trash pickup \$39.99

- **Account 600 Capital Expenditures and Equipment:**
 - 600.1 Computer \$3298.00
 - 600.4 Other Tech. Equip. \$(4456.60) voided ck from prior period
 - 600.5 Licensing & Support: \$785.39 (Microsoft \$181.64/Envisionware for self-check \$603.75)
 - 605.3 Capital Expenditure: \$3,135.00 (magazine racks for fireplace area)
 - 605.9 Prior Year Capital Projects \$(693.52) refund on generator deposit

Account 585 – Administrative Expenses \$7,348.24 of note:

- \$ 15.56 Acct. 510.3 Office Supplies
- \$ 369.22 Acct. 511 Postage
- \$ 00.0 Acct. 512 Printing
- \$ 433.71 Acct. 514 Advertising
- \$ 319.00 Acct.516.1 Telephone
- \$ 6,068.85 Acct 520 Contractual Services (lease copy machine, snow removal, salt,cc fees)
- \$ 141.90 Acct.525 Legal & Professional

Account 586 - Gifts & Grants Purchases \$1,895.24 of note:

- \$ 357.65 Acct. 523.2 Grant Purchases
- \$ 0.00 Acct.586.28 Annual Appeal
- \$ 1,059.29 Acct.586.39 Book Sale Monies
- \$ 374.64 Acct.586.31 Gift Purchases

Expenditures exceeded Revenues by \$75,062.16 Total YTD: 199,369.03

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

	Feb 26	Jul '25 - Feb 26	\$ Over Budget	% of Budget Target: 66%
Ordinary Income/Expense				
Income				
400 · Property Taxes	4,453.35	1,556,860.93	-35,914.07	97.75%
400.3 · Service Contract	31,767.23	57,617.40	-336,382.60	14.62%
400.4 · Personal Property Taxes	0.00	11,180.20	2,380.20	127.05%
409 · Fines & Fees	244.15	39,994.00	-2,006.00	95.22%
415 · State Aid	0.00	13,767.83	767.83	105.91%
440 · Gifts & Grants	1,122.62	23,160.08	-37,739.92	38.03%
440.3 · Miscellaneous Income	6,637.33	19,346.05	-719,153.95	2.62%
447 · Sale of equipment	0.00	6,500.00	5,500.00	650.0%
450 · Portfolio Income	5,407.67	61,823.69	-18,176.31	77.28%
Total Income	49,632.35	1,790,250.18	-1,140,724.82	61.08%
Gross Profit	49,632.35	1,790,250.18	-1,140,724.82	61.08%
Expense				
500 · Personnel	80,613.94	708,742.46	-474,257.54	59.91%
505 · Library materials & supplies	23,527.72	222,324.61	-192,616.39	53.58%
536 · Facilities & Equipment	11,309.37	581,749.71	-598,634.29	49.29%
585 · Administrative Expenses	7,348.24	59,051.52	-31,948.48	64.89%
586 · Gifts & Grants Purchases	1,895.24	19,012.85	-42,637.15	30.84%
Total Expense	124,694.51	1,590,881.15	-1,340,093.85	54.28%
Net Ordinary Income	-75,062.16	199,369.03	199,369.03	100.0%
Net Income	-75,062.16	199,369.03	199,369.03	100.0%

Salem-South Lyon District Library Profit & Loss Budget Performance

February 2026

	<u>Annual Budget</u>
Ordinary Income/Expense	
Income	
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
Total Income	<u>2,930,975.00</u>
Gross Profit	2,930,975.00
Expense	
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
Total Expense	<u>2,930,975.00</u>
Net Ordinary Income	<u>0.00</u>
Net Income	<u><u>0.00</u></u>

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

	Feb 26	Jul '25 - Feb 26	\$ Over Budget	% of Budget Target: 66%	Annual Budget
Ordinary Income/Expense					
Income					
400 · Property Taxes	4,453.35	1,556,860.93	-35,914.07	97.75%	1,592,775.00
400.3 · Service Contract	31,767.23	57,617.40	-336,382.60	14.62%	394,000.00
400.4 · Personal Property Taxes	0.00	11,180.20	2,380.20	127.05%	8,800.00
409 · Fines & Fees	244.15	39,994.00	-2,006.00	95.22%	42,000.00
415 · State Aid	0.00	13,767.83	767.83	105.91%	13,000.00
440 · Gifts & Grants	1,122.62	23,160.08	-37,739.92	38.03%	60,900.00
440.3 · Miscellaneous Income	6,637.33	19,346.05	-719,153.95	2.62%	738,500.00
447 · Sale of equipment	0.00	6,500.00	5,500.00	650.0%	1,000.00
450 · Portfolio Income	5,407.67	61,823.69	-18,176.31	77.28%	80,000.00
Total Income	49,632.35	1,790,250.18	-1,140,724.82	61.08%	2,930,975.00
Gross Profit	49,632.35	1,790,250.18	-1,140,724.82	61.08%	2,930,975.00
Expense					
500 · Personnel					
500.2 · Salaries	69,168.64	610,909.20	-384,090.80	61.4%	995,000.00
502 · Empl benefits	11,165.30	96,623.89	-78,376.11	55.21%	175,000.00
570 · Dues & workshops/travel	280.00	1,209.37	-11,790.63	9.3%	13,000.00
Total 500 · Personnel	80,613.94	708,742.46	-474,257.54	59.91%	1,183,000.00
505 · Library materials & supplies					
505.12 · Library Materials	21,817.10	158,504.27	-155,751.73	50.44%	314,256.00
508 · Computer supplies/maint.	1,178.71	9,714.83	-4,785.17	67.0%	14,500.00
527 · Cooperative fee	375.00	42,884.98	-23,300.02	64.8%	66,185.00
531 · Programming	156.91	11,220.53	-8,779.47	56.1%	20,000.00
Total 505 · Library materials	23,527.72	222,324.61	-192,616.39	53.58%	414,941.00
536 · Facilities & Equipment					
515 · Utilities	5,883.21	36,710.12	-19,289.88	65.55%	56,000.00
536.12 · Maintenance & Repairs	3,357.89	82,641.70	-34,858.30	70.33%	117,500.00
560 · Insurance	0.00	31,862.00	-458.00	98.58%	32,320.00
600 · Equipment	-373.21	28,911.38	-45,088.62	39.07%	74,000.00
605 · Capital Expenditure	3,135.00	11,885.00	-83,715.00	12.43%	95,600.00
605.8 · Cap. Expend. (Future)	0.00	0.00	-14,407.00	0.0%	14,407.00
605.9 · Cap.Project Exp.(Py)	-693.52	379,961.01	-331,038.99	53.44%	711,000.00
605.95 · Interest Exp. (Bond)	0.00	9,778.50	-9,778.50	50.0%	19,557.00
605.96 · Debt Repayment	0.00	0.00	-60,000.00	0.0%	60,000.00
Total 536 · Facilities & Equipment	11,309.37	581,749.71	-598,634.29	49.29%	1,180,384.00
585 · Admininstrative Expenses					
510 · Office supplies	15.56	1,095.69	-704.31	60.87%	1,800.00
511 · Postage	369.22	453.22	-296.78	60.43%	750.00
512 · Printing	0.00	0.00	-750.00	0.0%	750.00
514 · Advertising	433.71	21,765.49	-14,434.51	60.13%	36,200.00
516 · Telephone	319.00	2,233.00	-1,567.00	58.76%	3,800.00
520 · Contractual services	6,068.85	24,218.03	-9,781.97	71.23%	34,000.00
525 · Legal & Professional	141.90	1,844.11	-1,655.89	52.69%	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
Total 585 · Adminin. Expenses	7,348.24	59,051.52	-31,948.48	64.89%	91,000.00
586 · Gifts & Grants Purchases	1,895.24	19,012.85	-42,637.15	30.84%	61,650.00
Total Expense	124,694.51	1,590,881.15	-1,340,093.85	54.28%	2,930,975.00
Net Ordinary Income	-75,062.16	199,369.03	199,369.03	100.0%	0.00
Net Income	-75,062.16	199,369.03	199,369.03	100.0%	0.00

Salem-South Lyon District Library
Balance Sheet
As of February 28, 2026

	Feb 28, 26	Feb 28, 25
ASSETS		
Current Assets		
Checking/Savings		
102 · Checking-Huntington Bank	84,439.10	213,272.99
106 · MI Class	583,174.42	559,172.47
113 · Comerica	13,509.37	13,026.59
116 · Huntington Securities	1,697,187.20	1,767,388.26
117 · Huntington Brokerage	0.00	130,039.00
Total Checking/Savings	2,378,310.09	2,682,899.31
Other Current Assets		
103 · Petty Cash	225.00	225.00
115 · State Aid Receivable	10,178.72	9,567.12
Total Other Current Assets	10,403.72	9,792.12
Total Current Assets	2,388,713.81	2,692,691.43
Other Assets		
125 · Accts.Rec.-Other/Employee	0.00	39.89
144 · Beneficial Interest/Comm. Found	29,305.87	27,045.54
Total Other Assets	29,305.87	27,085.43
TOTAL ASSETS	2,418,019.68	2,719,776.86
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 · Accounts Payable	39,955.20	36,923.73
Total Accounts Payable	39,955.20	36,923.73
Other Current Liabilities		
2100 · Payroll Liabilities	52,247.47	38,894.29
Total Other Current Liabilities	52,247.47	38,894.29
Total Current Liabilities	92,202.67	75,818.02
Total Liabilities	92,202.67	75,818.02
Equity		
2200 · Library Fund Balance	444,883.00	439,067.00
300 · Unassigned Fund Balance	1,293,029.43	970,670.32
3000 · Undesignated Fund Balance	388,535.55	388,535.55
Net Income	199,369.03	845,685.97
Total Equity	2,325,817.01	2,643,958.84
TOTAL LIABILITIES & EQUITY	2,418,019.68	2,719,776.86

Salem-South Lyon District Library Monthly Payroll Summary

February 2026

	TOTAL		
	Paydate:2.13.26	Paydate: 2.27.26	Feb 26
Employee Wages, Taxes and Adjustments			
Gross Pay			
Salary	20,699.58	20,657.09	41,356.67
Hourly Wage	13,961.59	13,348.25	27,309.84
Sick	196.88	132.75	329.63
Vacation Hourly	0.00	172.50	172.50
Total Gross Pay	34,858.05	34,310.59	69,168.64
Deductions from Gross Pay			
Deferred Comp MERS	-1,603.22	-1,283.57	-2,886.79
Health Insurance (pre-tax)	0.00	-655.00	-655.00
Pre-tax HSA Emp.	-318.00	-318.00	-636.00
Voluntary Ded/ROTH	-297.90	-297.90	-595.80
Total Deductions from Gross Pay	-2,219.12	-2,554.47	-4,773.59
Adjusted Gross Pay	32,638.93	31,756.12	64,395.05
Taxes Withheld			
Federal Withholding	-2,520.00	-2,435.00	-4,955.00
Medicare Employee	-500.84	-483.38	-984.22
Social Security Employee	-2,141.46	-2,066.91	-4,208.37
MI - Withholding	-1,234.18	-1,199.17	-2,433.35
Total Taxes Withheld	-6,396.48	-6,184.46	-12,580.94
Net Pay	26,242.45	25,571.66	51,814.11
Employer Taxes and Contributions			
MI - Obligation Assessment	0.00	0.00	0.00
Total Employer Taxes and Contributions	0.00	0.00	0.00

Transactions February 2026

Type	Date	Num	Name	Memo	Control Center	Amount
Feb 26						
Bill Pmt -Check	02/02/2026	17681	CRIBLEY DRILLING	VFD drive for pump	536 Facilities	-470.00
Bill Pmt -Check	02/02/2026	17682	First Impression Print	Mailer	585 Admin. Expenses	-7,549.81
Bill Pmt -Check	02/02/2026	17683	FRIENDS OF THE SSLDL	Friends Book Donation Sales Dec. 2025	586 Gifts	-1,447.49
Bill Pmt -Check	02/02/2026	17684	Hoopla	January	505 Library Materials	-1,884.63
Bill Pmt -Check	02/02/2026	17685	Janet M. Joiner	Qigong & Sound Bath	505 Library Materials	-363.76
Bill Pmt -Check	02/02/2026	17686	Kanopy LLC	Invoice Kanopy January 2026	505 Library Materials	-271.15
Bill Pmt -Check	02/02/2026	17687	LIBRARY DESIGN	Final Teen Area Prjoect	600 Capital Prj	-10,000.00
Bill Pmt -Check	02/02/2026	17688	Shaw Construction	Teen and Computer Lab	600 Capital Prj	-38,009.73
Bill Pmt -Check	02/02/2026	17689	T-Mobile	Hot Spots	505 Library Materials	-738.15
Bill Pmt -Check	02/02/2026	17690	TASC	TPA	585 Admin. Expenses	-131.80
Liability Check	02/02/2026	AutoDeduct	PRIORITY HEALTH	Group Health	500 Personnel	-3,394.78
Liability Check	02/02/2026	AutoDeduct	TASC	Employee contribution	500 Personnel	-317.76
Check	02/04/2026	AutoDeduct	Reliance Standard	Group Health	500 Personnel	-59.56
Bill Pmt -Check	02/05/2026	17691	A.F. Smith Electric Inc.	Generator	600 Capital Prj	-38,118.49
Bill Pmt -Check	02/05/2026	17692	OVERDRIVE, INC.	Ebookx	505 Library Materials	-1,738.98
Bill Pmt -Check	02/06/2026	17693	MARTIN HARDWARE	paint, door stops, batteries	536 Facilities	-174.87
Bill Pmt -Check	02/06/2026	17694	The ROOF COMPANY	Installation of 120' of commerical grade heat wire	536 Facilities	-1,295.00
Check	02/09/2026	AutoDeduct	Delta Dental	Group Health	500 Personnel	-316.33
Liability Check	02/13/2026	EFTPS	HUNTINGTON BANK	Payroll withholding	500 Personnel	-7,804.60
Liability Check	02/13/2026	AutoDeduct	MERS	Deferred Comp	500 Personnel	-3,580.07
Bill Pmt -Check	02/13/2026	17695	OCLC Inc.	Cloud library	505 Library Materials	-343.62
Bill Pmt -Check	02/13/2026	17696	OVERDRIVE, INC.	Ebooks	505 Library Materials	-2,620.94
Bill Pmt -Check	02/13/2026	17697	THE LIBRARY NETWORK	Shared Automation	505 Library Materials	-11,422.66
Payroll	02/13/2026	17698	Payroll	Payroll	500 Personnel	-193.82
Bill Pmt -Check	02/13/2026	17699	CertaSite	Fire Extinguisher	536 Facilities	-275.05
Liability Check	02/18/2026	EFTPS	Michigan	State withholdign	500 Personnel	-3,417.86
Liability Check	02/18/2026	AutoDeduct	TASC	Employee contribution	500 Personnel	-317.76
Bill Pmt -Check	02/19/2026	AutoDeduct	DTE ENERGY	Electric	536 Facilities	-3,896.53
Bill Pmt -Check	02/20/2026	Online Pymt	Millennium Business	Copier lease, toner, PM	585 Admin. Expenses \$507.13/505 Library Materials \$741.11	-1,248.24
Check	02/24/2026	AutoDeduct	CONSUMERS ENERGY	Gas	536 Facilities	-2,028.57
Bill Pmt -Check	02/26/2026	17700	FRIENDS OF THE SSLDL	Friends Book Sales Jan. 2026	586 Gifts	-915.14
Bill Pmt -Check	02/26/2026	17701	LIBRARY DESIGN	Magazine racks fireplace area	600 Capital Prj	-3,135.00
Bill Pmt -Check	02/26/2026	17702	Mutual of Omaha	Group Health	500 Personnel	-173.72
Bill Pmt -Check	02/26/2026	17703	Shaw Construction	Final Teen Area Prjoect	600 Capital Prj	-47,079.73
Payroll	02/27/2026	17704	Payroll	Payroll	500 Personnel	-193.82
Bill Pmt -Check	02/26/2026	17705	VOID	VOID:	VOID	0.00
Liability Check	02/27/2026	EFTPS	HUNTINGTON BANK	Employee withholding	500 Personnel	-7,535.58
Bill Pmt -Check	02/27/2026	17706	TASC	TPA	585 Admin Expenses	-141.90
Bill Pmt -Check	02/27/2026	17707	Got Ink? Screen Printing	To replace check 17603	585 Admin Expenses	-59.73
Check	02/28/2026			Service Charge	522 · CC fee	-3.62
Feb 26						

Salem-South Lyon District Library Vendor QuickReport

February 2026

Type	Date	Num	Memo	Cost Control Center	
CARDMEMBER SERVICES					
Bill	02/09/2026	CB	MidAmerica Books for Y non-fic	505 Library Materials	804.54
Bill	02/10/2026	KC	Intelligink for Microsoft \$181.64 licensing/\$319.00 phones/Amazon \$3298.00 2-Dell Precision 3000 Workstations/Envisionware \$603.75/Amazon \$65.96 stoarge containers	600 Equipment \$4083.39/585 Admin. \$319.00/536 Facilities \$65.96	4,468.35
Bill	02/10/2026	AC	Amazon for dvd	505 Library Materials	336.47
Bill	02/10/2026	KH	Jet's \$97.20/Amazon \$90.70 for storage bins/ABC \$1065.98 for lab TV/	586 Gifts \$97.20/536 Facilities \$90.70/600 Cap.Projects \$1065.98	1,253.88
Bill	02/10/2026	TM	Amazon for J fiction	505 Library Materials	73.57
Bill	02/10/2026	TR	Amazon music \$79.95/Constant Contact \$91.00	585 Admini. Expenses	170.95
Bill	02/10/2026	SS	Amazon \$27.05 for programming	505 Library Materials	27.05
Bill	02/10/2026	NP	Zoro, Uline \$800.42 for fire extinguishers/Amazon \$29.98 for batteries	536 Facilities	830.40
Bill	02/11/2026	KM	MCLS membership \$100.Homesteaaing Family \$90.00	585 Admin Expenses \$100.00/505 Library Materials \$90.00	190.00
Bill	02/28/2026	KM	Ingram \$4215.94/MCLS for cataloging classes \$280.	505 Library Materials \$4215.94/500 Personnel \$280.00	4,495.94
Bill	02/28/2026	CB	79.80 for crafts /Amazon \$103.66 gift purchases for collection donation funds/\$463.03 Amazon for Adult Fic & J non-f iction	505 Library Materials \$642.83/586 \$103.66	746.49
Bill	02/28/2026	AC	Amazon, Josten, Detroit NEWS,FP	505 Library Materials	588.25
Bill	02/28/2026	KC	Amazon \$2990.90 for MSI Summit A16 laptop, gaxlaxy tablet, docking station, 3D filaments/Alohi Fax \$17.99	600 Cap. Equipment \$2990.90/505 Library Materials \$17.99	3,008.89
Bill	02/28/2026	KH	Lyon Lawn Care \$5520.00/Supply Den \$869.73 for new vacuum, custodial supplies/Quill \$291.98 for paper, TP, paper plates, office supplies/Waste Mgmt \$39.99	585 Admin \$5522.20/536 Facilities \$972.70/586 Gift Purchases \$277.44/505 Library Materials \$143.49	6,915.83
Bill	02/28/2026	MM	Amazon \$119.18 for timer, plug adapters/avery labels for seeds, whiteout tape, stamps	536 Facilities \$14.82/505 Library Materials \$91.00/585 Admin. Expenses \$13.36	119.18
Bill	02/28/2026	TM	Amazon \$260.70 for Y replacements/American Awards \$39.00 for Battle	505 Library Materials	299.70
Bill	02/28/2026	NP	Amazon, Zoro, Gordon Electric, HD for LED recessed light, emergency lighing, floor boxes, covers, suplexes	536 Facilities	1,358.34
Bill	02/28/2026	SS	Amazon \$351.94 for wood plant labels, J fiction, and J graphic/Tim Horton \$14.99 for program/Amazon,Yoto \$357.65 for ALA grant	505 Library Materials \$366.93/586 Gifts/Grants	724.58
Bill	02/28/2026	KH	Ingram for J PB, NF, Youth, Adult, and Teen fiction	505 Library Materials	2,981.53
Bill	02/28/2026	KM	Ingram for JNF, Youth, Adult, and Teen fiction	505 Library Materials	586.30



Salem-South Lyon District Library

For March 30, 2026, Library Board Meeting

Friends of the Library

Next Friends Board Meeting:

Thursday, May 14, 5:30 p.m., Study Room 1 – Dan Siivola, Library Board Representative

Library Director Report – Kathy Merucci



On Friday, March 13, there was a power outage in the community. Thanks to the new generator, the staff was ready to provide service to our patrons! Thank you again to everyone who was involved in the generator project.

Compensation Committee

The newly created Compensation Committee met in February to discuss staff compensation. The mission of the committee is to review staff compensation and provide recommendations to the Board. The goal of the committee is to stay competitive with benefits. This will help the Library effectively retain and recruit new staff while being fiscally responsible to our taxpayers.

Staff from the committee were tasked with surveying the staff to gather information about current and potential benefits. At our next meeting, we will review the forecasted budget, Class 4 libraries with similar budgets and service areas, and survey results.

Adult Renovation:

On March 24, Library staff and members of the Board met with Library Design to discuss their portion of the project. We had a high-level discussion about the current space and some changes that we would like to see in the department. LDA completed an inventory of our books and took measurements. They will follow up with a suggested floor plan. Once we determine the floor plan, the next step will be a meeting with Shaw and LDA to determine timelines and roles for the entire project.

Hometown Life Article



Andrew Calvetti, a librarian at Salem-South Lyon District Library, recommends the novel "Waterline" and the non-fiction "This angry pen of mine: Recovering the Journals of Layne Staley" as good reads. *Courtesy Of Salem-South Lyon District Library*

Rock and Roll by Ruby Amy Thompson

"The title says it all, this is an adorable picture book starring a rock and a roll (as in a dinner roll). The short, playful text and bold illustrations make it a great pick for even the youngest listeners, while the silly premise, simple word choices, and large font are also suitable for new readers ready to read on their own. But this book is best enjoyed together. The clever comparisons between Rock and Roll will leave everyone giggling and asking to read this sweet story about two friends again and again." - Tina

McIntosh, youth and teen services librarian, Salem-South Lyon District Library



Tina McIntosh, youth librarian at Salem-South Lyon District Library, recommends the picture book, "Rock and Roll." *Courtesy Of Salem-South Lyon District Library*

Susan Bromley, a reporter from Hometown Life, contacted the Library for recommendations for March is Reading Month. Andrew Calvetti and Tina McIntosh were both featured! The full article may be found here: [Librarians recommend best books for March is Reading Month](#)

Adult Services

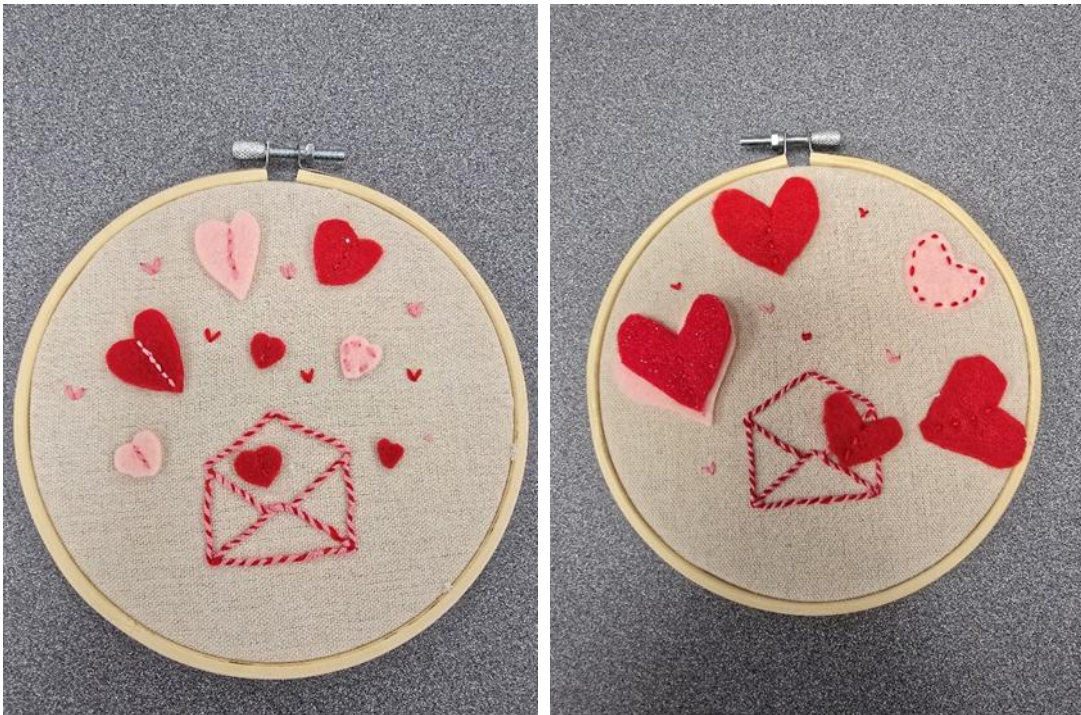
Provide innovative programs and services that engage new and current users and foster lifelong learners

The Adult Services Department helped our patrons breathe in the New Year with some classic meditation with QiGong and Sound Bath programs on the 5th of February.



QiGong & Sound Bath

This was our first time trying a program in Qigong with a Sound Bath afterwards. Qigong is slow physical movements originally practiced by ancient, indigenous peoples of China as traditional medicine. A Sound Bath features a variety of relaxing, vibrational sounds designed to reduce stress while enhancing wellbeing and a sense of calm. This program was well received, and we will probably provide it again in the near future.



Adult Craft

Sip & Stitch: Embroidered Love Letter

In addition to the monthly book club stitch – February brings a great stitching project for the Adult Craft patrons. Sip and Stitch is a beginner class where participants can socialize, sip a favorite beverage, and learn the basic techniques of embroidery. We will be stitching a love letter embellished with hearts!

Adult Programs February 2026			
		<u>Participants</u>	
Date	Program Name	#	
2/2/26	Tangled Tales Patterns	38	
2/2/26	Paranormal Pages Book Club	6	
2/3/26	Needlework Group	4	
2/5/26	Qigong	15	
2/5/26	Sound Bath	19	
2/7/26	South Lyon Writers' Group	7	
2/9/26	Cliffhanger's Mystery Book Club	22	
2/12/26	Adult Craft Sip and Stitch 2 PM	13	
2/12/26	Adult Craft Sip and Stitch 5:30 PM	14	
2/19/26	Something Different Book Club	9	
2/25/26	Wool Applique	8	
2/14/26	Karate	7	
2/26/2026	Blood Drive	20	
2/27/2026	Blood Drive	19	
2/28/26	Karate	4	
Services			
2/4/26	Notary Service	1	
2/5/26	Sewing For You	4	
2/11/26	Notary Service	3	
2/12/26	Sewing For You	8	
2/18/26	Notary Service	5	
2/19/26	Sewing For You	5	

2/23/26	Notary Service	14	
2/26/26	Sewing For You	4	
	Outreach		
2/4/26	Outreach Senior Rehab. Center	1	
2/4/26	Outreach book delivery	8	
2/25/26	Center for Active Adults Tech Talk	5	
2/25/26	Center for Active Adults Bookclub	11	

Youth & Teen Services – Tina McIntosh, Sarah Scherdt

February's youth and teen programming included a mix of ongoing clubs, drop-in activities, passive programs, and our annual Battle of the Books. Together, these offerings reflect our goal of providing a variety of options that meet the needs and interests of families.

The Battle of the Books continues to be a strong example of how our youth programming supports literacy. This year, 56 students participated across three age groups, with more than 100 family members attending to cheer them on. Registration opened in December, and participants spent nearly two months reading and preparing. Survey results suggest that commitment paid off: 21 of 23 middle school respondents said the reading load felt "just right," and 14 read all five books. Among younger participants, most 4th and 5th graders felt the reading level was appropriate, and many read two or more titles. Students consistently said their favorite parts were reading and working as a team, showing that the program supports both literacy and social connection. 65% of participants had competed before, and 74% said they would participate again, pointing to the program's ongoing popularity. This year's winning teams, Book Warriors (4th), Beta Brothers (5th), and Dumbledore's Army (middle school), each earned a perfect score of 75 points.

The Battle of the Books Photos:



Our book clubs complement programs like the Battle of the Books by offering flexible, interest-based options for readers. The Fantasy Realms Book Club for 5th-8th grade students has been meeting monthly since last June. While attendance is sometimes small (3-5 participants), the club has reached about a dozen different students over seven months. Attendance often depends on the book selection, suggesting that participants are making thoughtful, self-directed choices about what they want to read. February's discussion group was small, with just three boys attending, but they were highly engaged and had a strong conversation, highlighting the value of the program for dedicated readers.

During mid-winter break, the library offered a full week of drop-in programming to support families during the school vacation. Extended program hours and open-ended activities, like building, crafting, and trivia, allowed for flexible participation across ages and schedules. Cardboard Build Day stood out as especially popular; it ran an extra 75 minutes to meet demand. The addition of a teen Create Café helped ensure older youth were included as well. Feedback from families was very positive, including one caregiver who shared that our library felt "more interactive" than others nearby. These programs continue to position the library as a go-to place for engaging, affordable activities during school breaks.

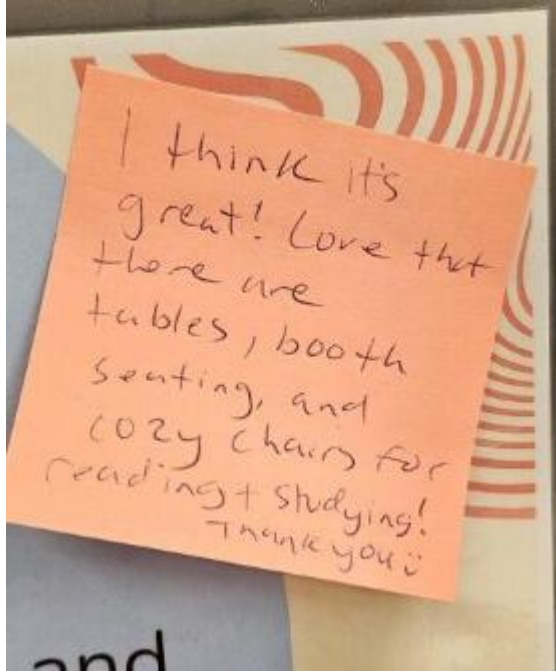


Mid-Winter Break Crafts and Box Fort Building



The Teen Advisory Board continues to demonstrate the value of providing teens with meaningful, low-pressure opportunities to connect and participate. This month TAB helped prepare materials for the Seed Library, toured the newly renovated teen space and shared feedback, and hid candy treats in the department to celebrate Valentine's Day. We asked the group to complete a survey about the renovation. The results showed they appreciate that the area feels quiet and comfortable but said it

could use more warmth and personality. Overall, they're looking for a space that still supports studying but also feels more inviting, creative, and reflective of teen input. We also offered an opportunity for any visitor to the space to leave feedback. This feedback was overall positive with people saying they like the new space with one person writing "I think it's great! Love that there are tables, booth seating, and cozy chairs for reading + studying! Thank you 😊" A few people said they preferred the taller shelving. We will use the TAB and patron feedback to shape final touches for the space.



Program	Date	Attendance
Family Storytime	2/2/2026	19
Book Club Jr	2/2/2026	4
Family Storytime	2/3/2026	16
Family Storytime	2/4/2026	42
Independent Storytime	2/5/2026	6
Baby Storytime	2/6/2026	9
Battle of the Books	2/7/2026	56
Family Storytime	2/9/2026	12
Family Storytime	2/10/2026	32
TAB	2/10/2026	12
Family Storytime	2/11/2026	32
Kids Book Buzz	2/11/2026	0
Independent Storytime	2/12/2026	6

Baby Storytime	2/13/2026	16
Saturday Lego Club	2/14/2026	19
MidWinter Break: Community Connections	2/16/2026	12
Movin' & Groovin'	2/17/2026	23
Midwinter Break: Kahoot	2/17/2026	9
Midwinter Break: Box Building	2/18/2026	21
Botvin	2/18/2026	2
Teen & Tween Create Café	2/18/2026	5
Midwinter Break: Crafternoon	2/19/2026	33
Midwinter Break: Movie	2/20/2026	6
Family Storytime	2/23/2026	18
Family Storytime	2/24/2026	50
Family Storytime	2/25/2026	35
Fantasy Realms Book Club	2/25/2026	3
Independent Storytime	2/26/2026	11
Baby Storytime	2/27/2026	17
Book of the Month	all month	14
TOTAL # OF ATTENDEES		540
Scavenger Hunt		300
TOTAL INTERACTIONS		840

IT – Kevin Campbell

With the computer lab and teen renovation complete, we have started the imaging process in order to prepare our old lab computers for sale. This includes ensuring that all passwords during the pre-boot process are removed and that the computers are running a clean unmodified version of windows 11

The self-check kiosk had an issue that caused the software to crash after about 5 minutes requiring that we reboot the machine. We worked with Envisionware support to re-install the self-check software in order to get it up and running again. The re-installation required that all of our settings get wiped out. Once we were able to get the software working, we then had to reconfigure it for our needs.

Our mobile print service had an update that required payment before you could upload a print job from a personal device. That is not how we wanted our mobile print service to work. The issue happened to be a mix between having a different license and a coding issue.

During the time that the mobile print service was down, and unsure if they had a solution so that we could maintain the same or a similar workflow to what we had, we reached out to other vendors to assess alternative solutions. Most of the other options we found did not meet our needs, but of the software that did; we setup demo versions for testing. Our current mobile print provider, Princh, was able to reconfigure their software to meet our needs.

Circulation- Ashley Fisher, Candy Mahoney

When checking out materials for a family, it came up in conversation that, though another library is closer, they prefer coming to the Salem-South Lyon District Library because of the fun activities for the kids, the excellent selection, and helpful service they receive. Feedback like this is so gratifying because everyone in the library is patron focused. All patrons, from the smiling toddlers who show us drawings they made, to the seniors who chat with us about books they enjoy, receive friendly, respectful service.



Circ added an ozone chamber to our bag-of-tricks to help us remove stubborn bad smells from materials and get them all fresh for the next patron.

February brought 3565 patrons through our doors. 35 patrons used our drive-up window, and 5 patrons took advantage of the after-hours locker service.

Holds for our patrons from our books: 782

Holds for our patrons from other libraries: 2205

Holds for other libraries from our books: 1225

Drop box returns

Centennial Farms: 47

Colonial Acres: 193

Marketing Department - Tracy Robinson, Candace Mahoney, Mike Merucci

Digital Communication Transition:

In February, the Marketing Department conducted an evaluation of our digital communication tools, specifically comparing LibraryAware against our current platform, Constant Contact. This initiative was sparked by a recommendation from Mike Merucci, who highlighted the platform's specialized integrated book list features as a significant value-add for patron engagement. Following our trial period with the software and meeting with LibraryAware representatives, it was determined that the platform offers comparable newsletter functionality while providing additional tools for librarians to curate and distribute targeted reading recommendations. We will also be adding an option for patrons to opt-in

to receive notification emails for things like inclement weather program cancellations, building issues, or any other time sensitive information. The transition is scheduled for completion this month, with the first LibraryAware newsletters launching in April.

Blind Date With a Book:

The February book challenge has been a big hit with patrons for the past few years. This has been the second year that we have partnered with the Teen Advisory Board students who wrapped and decorated the books for us. Patrons could choose a book, title unseen, with just a teaser of what the book was about. The students included bookmarks, candy, stickers, and designed artwork on the wrappers that correlated with the books theme. The engagement was very well received, with patrons enjoying the interactive format. One patron commented that they “Can’t wait for next year”, and another patron shared that the theme encouraged them to explore a new author, resulting in a positive, unexpected reading experience and further engagement with the library collection.



Processing - Molly Mahoney

Our statistics for February:

- 828 new items were processed, including 48 new Yoto cards for the Youth Audio collection
- 225 repairs were made to existing materials
- 50 existing books in the adult Sports and Music sections were labelled more specifically for easier browsing by patrons
- 294 items were withdrawn to make room for new materials
- In total, 1,397 items were handled by our department

We have been working with Sarah this month to greatly expand the Yoto collection! Incoming Yoto cards are packaged in a plastic case and the cover art is taken or replicated from the

original packaging to add to the front of the case. Spine labels are added to the cases so staff and patrons can easily find what they are looking for.

Facilities – Norm Pratt
March 2026

During March, we hired Mike Saunders in the maintenance department. His primary focus will be on exterior projects and cleaning library. Also, this past month we did not have any HVAC issues and are continuing to focus on preventative maintenance and older maintenance issues. Some areas of interest will be presented below:



Generator – This past month we lost power and the generator worked well supplying electricity to all the equipment. In addition, both Bass and Cummins were able to install the ProtoAir communication system to the Bass BMS (building management system) without any issues. Now we will be informed as to the state of the generator (running/not running) and any other issues with the

generator.



HVAC – Even with all of the upgrades that we have made to our HVAC over the past several years, we still are unable to control the temperature of the library supported by Air Handler 3, this includes the fireplace, Meeting Room 1, circulation desk, staff break room, bathrooms, snack area and two work areas. This area was part of the original building designed, upgraded as part of the 2014 Johnson Control upgrade, and then monitored/controlled by the Bass (CMS) and still, we cannot control the temperatures in these

areas. Since it is unclear of the issue, we decided to bring in Bass and Bumler to look at this area and determine if and what we could do to address the issue. We demonstrated how the concurrently configured system cannot control the temperatures in these areas. Rob Fairchild from Bumler (a design engineer) is now looking at our system in more detail and developing a plan to identify and resolve the issue.

While Bass was connecting the generator to the building management system, they were also able to clean up the current control system. This included providing us with alarms when the boilers went down and providing error codes for LG units. We are still experiencing an issue with our air handlers sporadically going offline and not being able to monitor the hot water pressure of our boiler system. I will be working with Bass to help resolve both of these issues.



Down Spout Piping - One of the maintenances issues that needs to be addressed is our plugged downspout pipes. Currently there are several, at least five, downspout drainage pipes that are plugged. Jeff was recommended by the Roof Company, as he does all the gutter work including down spout drainpipe issues, for them. He will have a quote ready for us soon.

Fire Inspection – During the February fire inspection, the Fire Department helped to determine the placement of the fire extinguishers outside the computer lab. They suggested that we install an AED cabinet with an audio alarm and highly visible signage instead of having it behind the circulation desk. The fire extinguishers have been installed, and the cabinet is being ordered.

General Tasks - During the past month, the major general tasks carried out included, cleaning vents, shelves and floors, repairing sliding, doors, toilets, lights, vacuum cleaners, toilets, installing display boards, replacing batteries, and repairing furniture and toys.

Overheard in the Library

The amazing Tina spent a considerable amount of time putting Standard Notes for our kits in their CARL records, so if ever a kit comes back missing something, we're able to see exactly what belongs in the kit to determine what didn't come in the bag (specific book, game, etc.) This is meant to be a work in progress so if ever you want to add more detail, feel free.

Thank you again, Tina! This will make everyone's lives easier should there ever be something missing from a kit.

Submitted By: Ashley

Kevin has been recognized for the R-Best value of Outstanding Service. Here's what they did: A patron had a tech appointment with Kevin on Friday, and she was very complimentary of his patience, kindness and tech knowledge. Thank you Kevin!

Submitted By: Kathy Merucci

Submission Time: 2/24/2026 10:06 AM

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

A patron called this afternoon and said she wanted to give "kudos" to Karin who had helped her earlier in the day with a tech issue. The patron said Karin was very kind and had helped her a lot. She really appreciated the assistance.

Submitted By: Tina McIntosh
Submission Time: 2/25/2026 7:31 PM

On Feb 26, 2026, at 2:09 AM, R-Best <r-best@ssldl.info> wrote:

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

One of the hot books in adult fiction lately has been Mona's Eyes. There's a bunch of bonus material (reproductions of art pieces) in the dust jacket, which is super cool but NOT practical for library circulation, given that we wrap dust jackets in plastic to protect them. Molly came up with an excellent solution, scanning all of the images, editing the scans to fit neatly on 8.5"x11" pages, and laminating them so that they can be checked out with the book. Not only that, but Molly shared this solution (and a PDF of the pages!) on the library listserv, michlib, to help other libraries in the state offer better service to their patrons, too. Amazing work, Molly!

Submitted By: Cecile Bosshard
Submission Time: 2/25/2026 10:09 AM

Kari Yergin
Re: R-Best

What a fantastic idea! And to carry out and share the idea is what really makes it great. Molly, we are so lucky to have you. 😊

Sent: Sunday, February 22, 2026 9:04:27 PM (UTC) Coordinated Universal Time

To: Tangled Tales <tangledtales@ssldl.info>

Subject: My progress... so far

Here is my Tangled Tales embroidery so far. I have always cross-stitched so embroidery is new to me. I have read the following books to go along with the monthly themes:

- Science Fiction or Dystopian: The Kaiju Preservation Society by John Scalzi
- Love or Romance: The London Seance Society by Sarah Penner

I am really enjoying the project and being allowed to select books within a genre for each month.

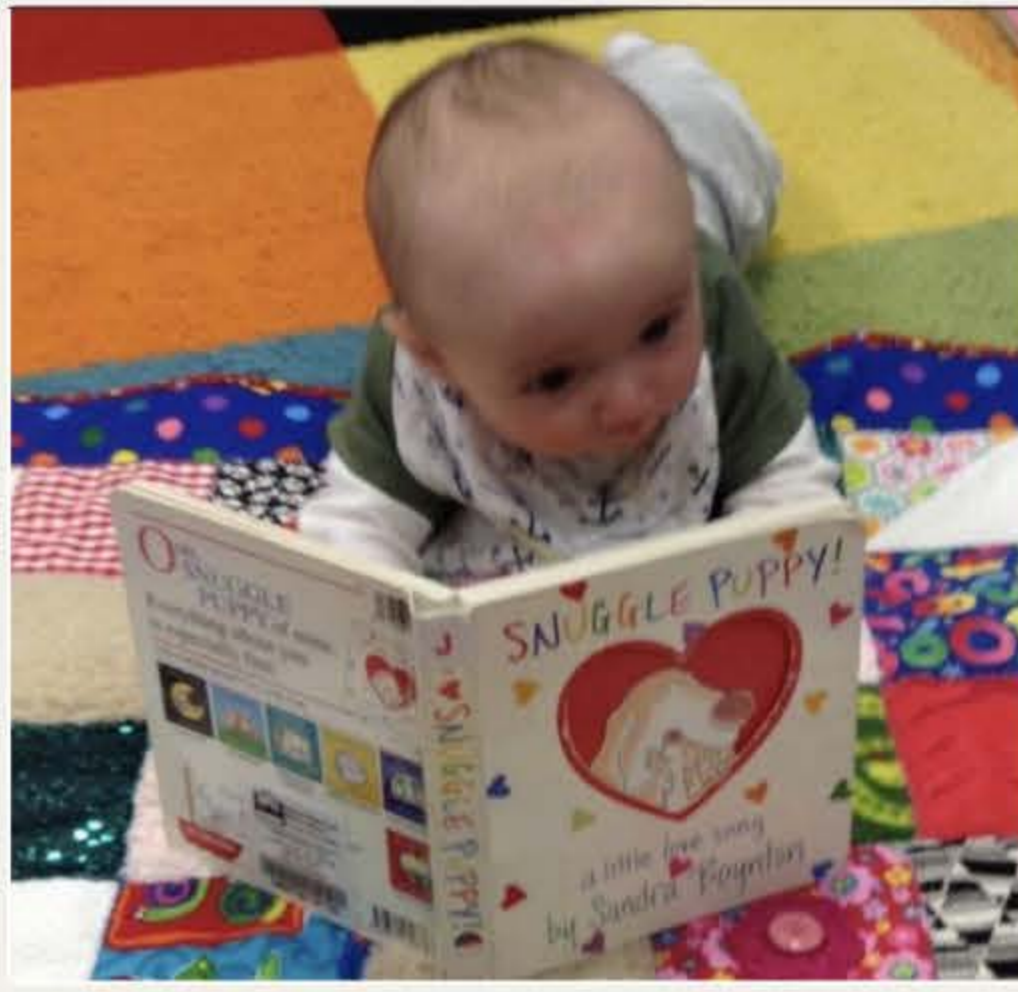
Dawn A.

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

A patron saw the Michigan Activity Pass mentioned on the bulletin board display near youth and came to the Reference desk to ask for more information. I walked her through the website and she was so excited to find out about this service. Great job with the bulletin board, Ray! Patrons are checking it out!



New magazine and newspaper racks in the fireplace area



Baby Storytime!



Thank you Janet!

Sound Bath and Qi-Gong

A MONTH IN PHOTOS

A few patrons guessed Norbert for the new director



Marilyn volunteer sewing



Sharon stocking the book room



Added drive-thru options



A clean disc is a happy disc - Thanks Allison!

GENERAL ESTIMATE



Project Name: Salem South Lyon Library - New Door Operator
Date: 2/20/2026
Estimator: Jaimie Provagna

Description	Quan.	U.P. Mat	U.P. Labor	U.P. Sub.	Material	Labor	Sub	Total
Door Hardward	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
S&I New Swi200 Swing Door	2	\$0.00	\$0.00	\$3,900.00	\$0.00	\$0.00	\$7,800.00	\$7,800.00
New receiver/transmitter	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
New push plates and relay	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Doors to be sync'd when opened	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Electrical	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Run new electrical to door operators	2	\$0.00	\$0.00	\$850.00	\$0.00	\$0.00	\$1,700.00	\$1,700.00
TOTALS		\$0.00	\$0.00	\$4,750.00	\$0.00	\$0.00	\$9,500.00	\$9,500.00
Miscellaneous:					Total Mat, Labor, Sub's			\$9,500.00
General Conditions 2%	0	\$1,500.00	\$0.00		Miscellaneous			\$360.00
Permit 2%	0	\$1,500.00	\$0.00					
Project Manager/Supervision	4	\$90.00	\$360.00					
Labor	0	\$70.00	\$0.00					
Equipment Rentals	0	\$1,500.00	\$0.00		Sub-Total			\$9,860.00
Final Cleaning	0	\$500.00	\$0.00		Overhead & Profit 10%			\$986.00
Architectoral Drawings	0	\$500.00	\$0.00					
Dumpster	0	\$600.00	\$0.00		Sub-Total + Overhead & Profit			\$10,846.00
Site Protection/ Traffic Control	0	\$500.00	\$0.00					
		Total	\$360.00					
Alternates/Exclusions					Sub-Total + O.H. & Profit			\$10,846.00
*work to be performed during normal business hours								
*excludes unforeseen issues								
*Security company to provide wiring to new door operator - tie into badge system								
Estimate Total								\$10,846.00

Proposal for Lyon Township Public Library grace period:

Lyon Township Public Library is currently preparing to move into their new building. The current building is scheduled to close on May 4, 2026 and will reopen in their new location on June 1, 2026.

Extending our services to Lyon Township Public Library (LTPL) patrons while their facility is closed is a wonderful way to support our neighbors and promote goodwill between our libraries and in the community. After speaking with Holly Teasdale, the director at LTPL, we agreed to the following with SSLDL Board Approval:

- The grace period would be from May 4, 2026 – June 1, 2026.
- All LTPL patrons would be able to check out up to 5 items at SSLDL.
- LTPL patrons would not be able to check out hotspots.
- We offered to circulate designated LTPL hotspots on behalf of their Library, but we will not manage their actual checkout period.
- SSLDL would extend expiration dates on LTPL cards up to 30 days.
- Physical items only – LTPL would not have access to our digital resources.
- We will place and receive holds for LTPL.
- We may receive returned items from LTPL patrons which will be routed to TLN for holding.
- LTPL patrons will not have the ability to obtain a LTPL card during the shutdown. If a patron needs a card, we will issue them a temporary card that will expire on June 1. They will be instructed to obtain a LTPL card on June 1.
- We will provide a report to the Board with stats for card usage during the grace period.
- The Marketing Team will create marketing materials that will outline the terms during the grace period, such as large posters that staff/patrons may refer to, social media posts, etc.
- From July 2025 - February 2026, 284 unique LTPL cards were used in our physical building. There were 3,928 charges on those cards during that time frame.

March 25, 2026

To the Library Board and Management:

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

We are pleased to confirm our understanding of the services we are to provide the Salem-South Lyon District Library (the “Library”) for the year ended June 30, 2026.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities and the major fund, and the disclosures, which collectively comprise the basic financial statements of the Library as of and for the year ended June 30, 2026. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management’s discussion and analysis (MD&A), to supplement the Library’s basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Library’s RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

- 1) Management’s discussion and analysis
- 2) Budgetary comparison schedules

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error and issue an auditor’s report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

CERTIFIED PUBLIC ACCOUNTANTS

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of the financial statements does not relieve you of your responsibilities.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

We have identified the following significant risks of material misstatement as part of our audit planning:

- Improper revenue recognition
- Management override of controls / separation of duties

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Library's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Other Services

We will also prepare the financial statements of the Library in conformity with accounting principles generally accepted in the United States of America based on information provided by you. We will also perform the following services:

- Reconciliation of capital assets
- Reconciliation of long-term debt
- Preparation of the Qualifying Statement

We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America with the oversight of those charged with governance.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with accounting principles generally accepted in the United States of America (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of Gabridge & Company, PLC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the Michigan Department of Treasury (“Treasury”), or its designee. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Gabridge & Company, PLC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to Treasury, or its designee. Treasury, or its designee, may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

Joe Verlin, CPA, CGFM is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. We expect to issue our reports no later than October 16, 2026.

Our fee for services will be at our standard hourly rates except that we agree that our gross fee will not exceed \$7,600. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Reporting

We will issue a written report upon completion of our audit of the Library’s financial statements. Our report will be addressed to the Library Board. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor’s report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or withdraw from this engagement.

We appreciate the opportunity to be of service to the Library and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Very truly yours,

Galbridge & Company

RESPONSE:

This letter correctly sets forth the understanding of the Library.

Management signature: _____

Title: _____

Date: _____

Governance signature: _____

Title: _____

Date: _____

Moll's Asphalt & Sealcoating
 Residential & Commercial
 9555 Peer Rd. • South Lyon, MI 48178
 (248) 486-3518



Proposal

Phone: 248-921-6593
 Date: 3-27-2024
 Job Name/Location _____

 Total Square Feet 55,090
 Linear Feet of Crack 3500

To: SALEM - SOUTH LYON DISTRICT LIBRARY
9800 PONTAC TRAIL
SOUTH LYON MI 48178

Contact Name: _____

We hereby propose to furnish, in accordance with specifications below or attached pages, all material and labor necessary to complete the following:

- Edge lot, clean and fill cracks and potholes as required using hot rubber or cold asphaltic, cold crack filler. Asphalt and cold patch may be used when necessary. Price does not include spider cracks. \$ 2975⁰⁰
Payment based on actual footage completed at above unit price.
- Apply One Coat Two Coats of a eco friendly emulsion. In accordance with manufacturer's specifications, the admixture TARMAX R-100 shall be added. The finish coating will represent a coverage of 50 square feet per gallon. 3 lbs. of silica sand added per gallon of material. \$ 66610⁰⁰
- Restripe lot as previously laid out with yellow, white, red or blue zone marking paint.
 _____ feet _____ lines _____ stencils _____ other \$ 1000⁰⁰
- Additional ASPHALT REPAIR: 4 TO 5 SMALL LOCATIONS, APPLY SS-14 TO INSURE ADHERENCE OF NEW ASPHALT, INSTALL COMPACT 800⁰⁰

for the sum of _____ dollars (\$ 11,385⁰⁰)
 Payment to be made UPON COMPLETION OF WORK UNLESS OTHERWISE STATED BELOW.

JOB TO BE COMPLETED IN TWO DAYS, UNLESS YOU ARE CLOSED. JUNE 19TH (JUNETEENTH) THEN WE COULD COMPLETE IN ONE DAY WEATHER PERMITTING

Authorized Signature [Signature]

Note: This proposal may be withdrawn by us if not accepted within 60 days.

Acceptance of Proposal The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be as outlined above. Legal fees and court costs incurred in the collection of monies owed according to this contract will be borne by the customer.

Signature _____
 Signature _____
 Date of Acceptance _____

Fw: Thank you for the opportunity

From Hattie Maguire <hmaguire@ssldl.info>
Date Mon 2/23/2026 7:33 PM
To Kathy Merucci <kmerucci@ssldl.info>

From: Mary Gallup <marygallup@gmail.com>
Sent: Saturday, January 31, 2026 12:01 PM
To: Hattie Maguire <hmaguire@ssldl.info>
Subject: Thank you for the opportunity

Hattie,

Please pass this along at your next board meeting.

I appreciate being given the opportunity to meet with and interview with you all. I know how scary it is to entrust the library to someone, especially when you're looking at a stranger.

Good luck in your director search!

Mary Gallup

Fw: SSLDL Director position

From Hattie Maguire <hmaguire@ssldl.info>
Date Mon 2/23/2026 7:33 PM
To Kathy Merucci <kmerucci@ssldl.info>

Forwarding this so it can be part of the official record!

From: Nicholas Eisengruber <nicholaseisengruber@gmail.com>
Sent: Monday, February 2, 2026 7:06 PM
To: Hattie Maguire <hmaguire@ssldl.info>
Subject: Re: SSLDL Director position

Hello,

Thank you for the consideration & the opportunity to interview for the position. Even getting the chance was an honor. Knowing that there was an internal candidate with director experience already, I knew the odds weren't stacked in my favor. With that said I am still eternally grateful that I was selected for an interview at all & given that chance to showcase my skills for the role.

Thank you again & it was a pleasure meeting you.

Best,

Nicholas Eisengruber



**Brighton
District
Library**

Nicholas D. Eisengruber
Marketing/PR Librarian
Brighton District Library
nicholas@brightonlibrary.info
(810) 229-6571

NicholasEisengruber@gmail.com

On Mon, Feb 2, 2026 at 7:09 PM Hattie Maguire <hmaguire@ssldl.info> wrote:

Good evening,

Thank you so much for your interest in the director position and for interviewing with us last week. We enjoyed getting to hear about your experiences. We have offered the position to another

candidate and our offer was accepted.

We appreciate your interest and wish you the best in your professional endeavors.

Sincerely,

Hattie Maguire
Secretary
SSLDL Board of Trustees

Preliminary Budget 2026-2027

			2025-2026	2025-2026	2025-2026	2025-2026	2026-2027
			Approved	YTD Actual	YTD Actual	% Rcvd/Spent	DRAFT
			Budget	3/22/2026	Over/Under		Budget
					Budget		
		REVENUE:					
400	400.0	Property Taxes	1,592,775	1,558,410	34,365	97.84%	1,636,000
400	400.3	Green Oak Allocable Share	394,000	247,152	146,848	62.73%	424,000
	400.4	PPT	8,800	11,180	(2,380)	127.05%	10,000
415	415	State Aid	13,000	13,768	(768)	105.91%	14,000
409	410	Penal Fines	36,000	36,781	(781)	102.17%	36,000
	420	Fines	5,000	3,072	1,928	61.44%	4,590
	425	Non-Resident Fees	1,000	390	610	39.00%	260
440	440.24	Library Materials	1,500	135	1,365	9.00%	900
	440.2	True Gift	500	350	150	70.00%	350
	440.21	Friends of the Library	23,900	4,000	19,900	16.74%	23,900
	440.23	Friends Book Sales	12,000	8,570	3,430	71.42%	12,000
	440.28	Annual Appeal	12,000	8,716	3,284	72.63%	14,000
	440.31	Memoriums	1,000	579	421	57.90%	500
	440.6	Grant	10,000	1,250	8,750	12.50%	13,000
		Overall Budget Acct 440.2	60,900	23,600	37,300	38.75%	64,650
	440.1	Lost Materials Income	2,000	1,570	430	78.50%	2,500
	440.12	Print-Outs	13,000	9,779	3,221	75.22%	13,500
	440.13	Fax Income	1,500	1,002	498	66.80%	1,500
	440.37	Rebates	7,500	6,551	949	87.35%	7,500
	440.41	Miscellaneous Sales	3,500	1,647	1,853	47.06%	3,500
		Alternate Source of Income (Year Prior)	536,000				250,000
		Alternate Source of Income	175,000				
		Overall Budget Acct 440.3	738,500	20,549	717,951	2.78%	278,500
447	447	Equipment Sales	1,000	6,500	(5,500)		1,000
450	450	Interest	80,000	61,824	18,176	77.28%	55,000
		Total revenue	2,930,975	1,983,226	947,749	67.66%	2,524,000
					-		
		EXPENDITURES:			-		
500	500.1						
	500.2	Salaries & Wages	997,000	645,445	351,555	64.74%	997,000
	502	Group Health, FICA, Def Comp	173,000	101,363	71,637	58.59%	173,000
	570	Dues and Workshops/travel	13,000	1,209	11,791	9.30%	13,000
		Total Personnel	1,183,000	748,017	434,983	63.23%	1,183,000
					-		
505		Library Services & Materials					
	505.12	Library Materials	314,256	187,138	127,118	59.55%	322,000
	505.36	Library Materials - E-books/e-audiobooks/e-movies (DD plaform fee - \$7K/e-content \$76K; Cloud library	129,000	76,017	52,983	58.93%	129,000
	505.35	E-Resources/E-Databases Fees	22,500	12,317			30,000
	505.12	Library Materials (Print)	140,556	84,767	55,789	60.31%	140,556
	505.12	Hotspots (Increased by 5 for FY25; total 25)	10,200				10,200
	509.1	Processing	12,000	4,138	7,862	34.48%	10,000
	508	Computer Supplies	14,500	9,899	4,601	68.27%	15,000
	527	Cooperative Fee	66,185	45,272	20,913	68.40%	66,185
	527.2	Acquisitions	660	-	660	0.00%	660
	527.5	Shared System Costs	48,500	34,336	14,164	70.80%	48,500
	527.6	Telecommunications	13,125	7,441	5,684	56.69%	13,125
	527.9	Delivery	3,900	3,495	405	89.62%	3,900
	531	Programs	20,000	12,334	7,666	61.67%	26,000
531.1	Youth Services	10,000	5,264	4,736	52.64%	13,000	
531.2	Adult Services	10,000	7,070	2,930	70.70%	13,000	
		Total Library Services & Materials	414,941	254,643	160,298	61.37%	429,185
536		Facilities & Equipment					
	515	Utilities	57,000	38,676	18,324	67.85%	68,000
	515.1	Gas	12,000	8,513	3,487	70.94%	18,000
	515.2	Electricity	45,000	30,163	14,837	67.03%	50,000
	536.12	Maintenance & Repairs	117,500	87,758	29,742	74.69%	115,257
	536.1	Custodial Supplies	4,000	3,266	734	81.65%	5,007
	536.2	Repair&Main (inc. generator)	35,000	12,993	22,007	37.12%	30,000
	536.25	Maintenance HVAC (Trane & BASS)	60,000	58,254	1,746	97.09%	60,000
	536.3	Small Equip.	1,500	2,578	(1,078)	171.87%	3,000
	536.5	Water / Septic / Sewer Expenses	4,000	4,443	(443)	111.08%	5,000
	536.7	Trash Pick up	4,750	3,919	831	82.51%	5,500
	536.8	Fees & Inspections (generator, chemical water)	4,000	426	3,574	10.65%	3,000
	536.83	Boiler Inspection Fee	250	-	250	0.00%	250
	536.81	Fire Inspection	2,000	1,075	925	53.75%	1,500
	536.9	Alarm Monitoring	2,000	804	1,196	40.20%	2,000
	560	Insurance	28,000	31,862	(3,862)	113.79%	32,000
	600	Equipment	74,000	30,576	43,424	41.32%	70,000
	605	Capital Expenditure	903,884	401,810	502,074	44.45%	458,008
	605.1	F&F					
	605.2	Capital Equipment - Office		10,635	(10,635)		
	605.3	Capital Equipment - BLDG	711,000	381,396	329,604		250,000
605.31	Capital Equipment - BLDG Improve	95,600	-	95,600	0.00%	55,665	
605.8	Reserved for Future Capital Expenditures	17,727	-	17,727	0.00%	75,000	
605.9	Cap. Project (Prior Year)						
605.95	Capital Expenditure-Bond Interest	19,557	9,779	9,778	50.00%	17,343	
605.96	CE- Bond Repayment - Principle	60,000	-	60,000	0.00%	60,000	
		Total Facilities & Equipment	1,180,384	590,682	589,702	50.04%	743,265
		Administrative Expenses					
	510	Office supplies	1,800	1,096	704	60.89%	2,000
	511	Postage	750	460	290	61.33%	750
	512	Printing	750	-	750	0.00%	750
	514	Advertising	35,700	21,889	13,811	61.31%	41,900
	514.1	Public Relations & Community Events	31,000	20,399	10,601	65.80%	36,300

585	514.2	Community Events	4,000	1,310	2,690	32.75%	4,000
	514.3	Organizational memberships	700	180	520	25.71%	700
	516	Telephone	3,800	2,552	1,248	67.16%	4,000
	520	Contractual Services	34,000	27,903	6,097	82.07%	41,500
	520.3	Snow Removal	19,000	19,210	(210)	101.11%	25,000
	520.4	Lawn Maintenance	6,000	2,600	3,400	43.33%	7,000
	521	Lease - Copy machine	6,500	4,057	2,443	62.42%	6,500
	522	Credit Card/Bank Fees	2,500	2,036	464	81.44%	3,000
	525	Legal & Professional	3,500	1,986	1,514	56.74%	3,000
	540	Auditor	7,400	7,400	-	100.00%	7,600
	585.3	Misc. Expense	3,300		3,300	0.00%	2,400
	585.1	Lost Materials Refund	500	42	458	8.40%	500
	585.60	Agent Fee (Bond Payment)	500	-	500	0.00%	500
		Total Admin. Expenses	91,000	63,328	27,672	69.59%	103,900

586		Gifts & Grants					
	523	Grant Expense	10,000	8,049	1,951	80.49%	13,000
	586.26	Christmas Tea Purchases		-			
	586.27	Friends Gift Purchases	23,900	3,459	20,441	14.47%	23,900
	586.28	Gift Purchases - Annual Appeal	12,000	234	11,766	1.95%	12,000
	586.285	Gift Purchases - Annual Appeal					-
	586.31	Discretionary Gift Purchases	1,500	2,637	(1,137)	175.80%	1,500
	586.36	Donor Appreciation Event	750	1,131	(381)	150.80%	750
	586.39	Expenditures - Return Book Sales	12,000	8,152	3,848	67.93%	12,000
	586.9	Gifts for Collection Purchase	1,500	152			1,500
	Total Gifts & Grants	61,650	23,814	37,836	38.63%	64,650	
	Total Expenditures	2,930,975	1,680,484	1,250,491	57.34%	2,524,000	
	Excess Revenue Over	0				0	