



**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, April 27, 2026, AT 7:00 PM**

**OLSON MEETING ROOM**

- A. Call meeting to order and verify quorum (26-138)
- B. Approval of agenda (26-139V)
- C. Introduction of guests (26-140)
- D. Approval of past minutes:
  - 1. Strategic Plan Work Session Minutes on March 30, 2026 (26-141V)
  - 2. Regular Board Meeting on from March 30, 2026 (26-142V)
- E. Public Comment (26-143)
- F. Friends of the Library Report (26-144)
- G. Financial Report
  - 1. Acceptance of the March 2026 Financial Report (26-145V)
- H. Approval for Payroll Report March 2026 (26-146V)
- I. Approval for Board Review of Bills and credit card purchases for March 2026 (26-147V)
- J. Director's Report (26-148)
- K. Staff Reports (26-149)
- L. Old Business
  - 1. Updated Director's Goals (26-150V)
  - 2. Updated Strategic Plan (26-151)

M. New Business (26-152)

N. Correspondence and communications

1. Press Release for ALA Grant (26-153)
2. Thank you note from patron (26-154)

O. Committee Reports

1. Advocacy Marketing (26-155)
2. Facilities (26-156)
3. Budget
  - a. Preliminary budget for the 2026-2027 fiscal year (26-157)
4. Policy Committee (26-158)
5. Professional Development (26-159)
6. Compensation Committee
  - a. Recommendations for staff compensation (26-160V)
  - b. Recommendation for merit bonuses (26-161V)

P. Board Comments (26-162)

Q. Adjournment (26-163)

#### **UPCOMING MEETINGS**

**BOARD MEETING: MONDAY, MAY 18, 2026, SPECIAL BUDGET MEETING AT 7 PM**

**BUDGET COMMITTEE: TUESDAY, MAY 12, 2026, AT 3:00 PM**

PRESIDENT: DENISE STACER (2028)

VICE-PRESIDENT: LINDA HAMILTON (2026)

SECRETARY: HATTIE MAGUIRE (2026)

TREASURER: DAN SIIVOLA (2028)

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

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 BOARD OF TRUSTEES  
Draft Minutes of Strategic Plan Work Session  
Monday, March 30th, 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

Ray Snively – Staff Representative

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

President Stacer called the meeting to order in the Olson Meeting Room at the Salem-South Lyon District Library at 6:00 PM

Present: D. Stacer, L. Hamilton, D. Siivola, H. Maguire, R. Sims, K. Campbell, K. Merucci, N. Pratt, R. Snively, T. Mcintosh, and Sarah Scherdt

K. Campbell - Recording Secretary

B. Approval of agenda (26-103V)

Motion to approve the agenda made by D. Stacer. Seconded by R. Sims

5 Yes

0 No

Motion Carried

C. Introduction of guests (26-104)

Guest introduced by K. Merucci

D. Public Comment (26-105)

There was no public comment

E. Discussion

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

Goal 1: Step 2 The goal is to measure the success of our marketing efforts

Make sure the voice is consistent throughout.

Move to postpone vote on Director's goals until April meeting by L. Hamilton, Seconded by D. Siivola

5 Yes

0 No

Motion Carried

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

Move 'improve parking lot' to 'maintain facility'

Raise the cost for safety and security

Remove specifics about security systems

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

Motion to accept the 2026 – 2029 strategic plan by L. Hamilton Seconded by D. Siivola

5 Yes

0 No

Motion Carried

F. Board Comments (26-109)

P. Adjournment (26-110)

Meeting Adjourned at 6:55

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 March 30, 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

SALEM-SOUTH LYON DISTRICT LIBRARY BOARD OF TRUSTEES  
Draft Minutes of Regular Board Meeting  
Monday, March 30, 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  
Ray Snively – Staff Representative

Vice President: Linda Hamilton  
Secretary: Hattie Maguire

**A. Call meeting to order and verify quorum (26-111)**

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, D. Siivola, H. Maguire, R. Sims, K. Campbell, K. Merucci, N. Pratt,  
Excused: P. Peruski, E. Petricca

K. Campbell - Recording Secretary  
R. Snively – Staff Representative

**B. Approval of agenda (26-112V)**

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

Yes: 5;  
No: 0.  
Motion Carried.

**C. Introduction of guests (26-113)**

Guests introduced by K. Merucci

**D. Approval of past minutes:**

1. Regular Board Meeting on February 23, 2026 (26-114V)

Motion to approve the February 23<sup>rd</sup>, regular board meeting minutes was made by L. Hamilton, seconded by H. Maguire.

Yes: 5;  
No: 0.  
Motion Carried.

**E. Public Comment (26-115)**

There was no public comment

**F. Friends of the Library Report (26-116)**

No report and no Friends Representative.

**G. Financial Report**

**1. Acceptance of the February 2026 Financial Report (26-117V)**

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

Yes: 5;

No: 0.

Motion Carried.

**H. Approval for Payroll Report February 2026 (26-118V)**

Motion to accept the February 2026 payroll report by L. Hamilton; seconded by R. Sims.

Yes: 5;

No: 0.

Motion Carried.

**I. Approval for Board Review of Bills and credit card purchases for February 2026 (26-119V)**

Motion to approve the February 2026 bills and credit card purchases by L. Hamilton; seconded by H. Maguire

Yes: 5;

No: 0.

Motion Carried.

**J. Director's Report (26-120)**

Submitted and filed by the director

**K. Staff Reports (26-121)**

Submitted and filled by staff

**L. Old Business (26-122)**

## **M. New Business**

1. New Committee: Safety and Security Committee (26-123V)

D. Stacer instituted the Safety and Security Committee. The committee meetings will be a closed session, and the minutes will not be public.

The committee is made up of K. Merucci, K. Campbell, N. Pratt, D. Siivola, and D. Stacer.

2. Quote for new staff door (26-124V)

Motion to approve the quote for the new staff door not to exceed \$11,500 by L. Hamilton; Seconded by D. Siivola

Yes: 5;

No: 0.

Motion Carried.

3. Lyon Township Public Library grace period in May 2026 (26-125V)

Motion to approve the grace period for Lyon Township Public Library by L. Hamilton; Seconded by D. Siivola with the stipulation that statistics are collected about Lyon Township residents within a 2.5-mile radius of SSLDL: 10 Mile to 8 Mile and Napier/Currie Road to Dixboro.

Yes: 5;

No: 0.

Motion Carried.

4. Letter of Engagement for Audit from Gabridge (26-126V)

Move to accept the letter of engagement not to exceed \$7,600 by L. Hamilton seconded by H. Maguire

Yes: 5;

No: 0.

Motion Carried.

5. Quote for parking lot maintenance and repair (26-127V)

Motion to approve the parking lot maintenance and repair not to exceed \$12,500 by L. Hamilton seconded by R. Sims

Yes: 5;

No: 0.

Motion Carried.

## **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)** - Next meeting will be April 20th

### **2. Facilities**

a. Met with LDA for adult renovation. (26-131)

### **3. Budget**

a. Preliminary budget for the 2026-2027 fiscal year (26-132)

**4. Policy Committee (26-133)** - Next meeting is May 4<sup>th</sup> at 3:15 PM

**5. Professional Development (26-134)**

**6. Compensation Committee (26-135)**

Next meeting is April 9 at 3pm.

## **P. Board Comments (26-136)**

There were board comments.

## **Q. Adjournment (26-137)**

Meeting adjourned at 7:35 PM

I hereby certify that the foregoing is a true and complete copy of the minutes of a special budget and regular meeting of the Salem-South Lyon District Library, Counties of Oakland and Washtenaw, State of Michigan, held on March 30, 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

## March 2026 Budget Highlights – Financial Report

### Income:

#### Account 400 Property Taxes Operating: \$8,093.55

South Lyon 1995 Operating of \$1,367.30, South Lyon 2014 Operating of \$606.56

Salem Township 1995 Operating of \$4,239.11, Salem Township 2014 Operating of \$1,880.58

#### Account 400.3 Service Contract: 189,388.76

#### Account 400.4 PPT: \$0.0

#### Account 409 Fines & Fees \$1,928.23

- Penal Fines: \$0.0
- Fines \$1,928.23
- Non-resident fee: \$00.00

#### Account 415.2 State Aid: \$9,919.02

#### Acct. 440 Gifts & Grants \$919.59

- True Gift: \$26.90
- Friends Book Donation Income: \$861.49
- Library Collection Gifts: \$0.00
- Annual Appeal: \$31.20
- Gifts (In Memoriam): \$0.00
- Grants: \$0.00

#### Account 440.3 Miscellaneous Income: \$2,004.80

(Of note: Lost Materials: \$138.96, Computer Prints: \$1,289.76, Faxes: \$142.00, Rebates: \$351.60, misc. sales: \$45.50)

#### Account 450 Interest: \$6,859.31

- Michigan Class \$1,856.78
- Comerica: \$36.08
- Huntington: \$4,966.45

#### Total Income: \$219,113.26

### Expenses:

#### Account 500 - Personnel Total: \$81,048.89 (Two pays)

- \$ 69,851.95 Acct. 500.2 Salaries
- \$ 3,379.48 Acct. 505.2 Deferred Compensation Plan
- \$ 2,547.53 Acct. 502.3 Group Health Plan
- \$ 5,194.82 Acct. 545 FICA
- \$ 75.11 Acct.570 Dues & workshops

**Account 505 - Library Materials & Supplies: \$37,660.42** Acct. 505.12 Library materials (Teen & Youth: \$11,307.28, Adult: \$9,402.32, Processing: \$1,418.73, Electronic: \$10,095.54 (includes OverDrive, Hoopla, Kanopy, Cloud), Downloadable: \$60.00

Acct. 508 Computer supplies & maintenance; \$1,216.02

Acct. 527.7 Shared Systems Costs (Quarterly) \$00.00

Acct. 527.6 Telecommunications \$2,387.06

Acct. 531. \$ 1,773.47 for Programming (Adult \$909.42/Youth \$864.05)

**Account 536 & 600 Total - Facilities & Equipment: \$18,654.44**

**Account 536 Facilities:**

- \$ 5,514.21 Acct. 515 Utilities (DTE \$3,548.62 and Consumers \$1,965.59)
- \$ 9,653.30 Acct. 536.12 Maintenance & Repairs of note: custodial: \$574.21, routine repairs of \$129.35 (includes, 6x32" tap, 12 thhn wire, keys, alum sheet, plexiglass, ez anchors for walls) carpet & tile cleaning \$3,037.74, plumbing repairs (replace broken toilet in public restroom, fix staff restroom bathroom \$2,962.00, HVAC \$2,710.00, alarm monitoring \$240.00

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

- 600.1 Computer \$1,518.94 (monitors)
- 600.4 Other Tech. Equip. \$ 94.99
- 600.5 Licensing & Support: \$1,049.58 (Envisionware Renewal for self check)
- 605.3 Capital Expenditure: \$0.0
- 605.9 Prior Year Capital Projects \$823.42 Teen furniture (bean bags, lighting)

**Account 585 – Administrative Expenses \$6,117.69 of note:**

- \$ 50.63 Acct. 510.3 Office Supplies
- \$ 32.38 Acct. 511 Postage
- \$ 00.00 Acct. 512 Printing
- \$ 102.63 Acct. 514 Advertising
- \$ 319.00 Acct. 516.1 Telephone
- \$ 5,444.23 Acct. 520 Contractual Services (lease copy machine, snow removal, salt, cc fees)
- \$ 141.82 Acct. 525 Legal & Professional
- \$ 27.00 Acct. 585.3 Misc. Expenses (lost material refund)

**Account 586 - Gifts & Grants Purchases \$6,290.32 of note:**

- \$ 5,341.04 Acct. 523.2 Grant Purchases
- \$ 0.00 Acct. 586.28 Annual Appeal
- \$ 861.49 Acct. 586.39 Book Sale Monies
- \$ 87.79 Acct. 586.31 Gift Purchases

**Revenues exceeded Expenditures by \$69,341.50 Total YTD: 268,710.53**

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

	Mar 26	Jul '25 - Mar 26	\$ Over Budget	% of Budget Target: 75%
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
400 · Property Taxes	8,093.55	1,564,954.48	-27,820.52	98.25%
400.3 · Service Contract	189,388.76	247,006.16	-146,993.84	62.69%
400.4 · Personal Property Taxes	0.00	11,180.20	2,380.20	127.05%
409 · Fines & Fees	1,928.23	41,922.23	-77.77	99.82%
415 · State Aid	9,919.02	23,686.85	10,686.85	182.21%
440 · Gifts & Grants	919.59	24,079.67	-36,820.33	39.54%
440.3 · Miscellaneous Income	2,004.80	21,350.85	-717,149.15	2.89%
447 · Sale of equipment	0.00	6,500.00	5,500.00	650.0%
450 · Portfolio Income	6,859.31	68,683.00	-11,317.00	85.85%
<b>Total Income</b>	<b>219,113.26</b>	<b>2,009,363.44</b>	<b>-921,611.56</b>	<b>68.56%</b>
<b>Gross Profit</b>	<b>219,113.26</b>	<b>2,009,363.44</b>	<b>-921,611.56</b>	<b>68.56%</b>
<b>Expense</b>				
500 · Personnel	81,048.89	789,791.35	-393,208.65	66.76%
505 · Library materials & supplies	37,660.42	259,985.03	-154,955.97	62.66%
536 · Facilities & Equipment	18,654.44	600,404.15	-579,979.85	50.87%
585 · Administrative Expenses	6,117.69	65,169.21	-25,830.79	71.62%
586 · Gifts & Grants Purchases	6,290.32	25,303.17	-36,346.83	41.04%
<b>Total Expense</b>	<b>149,771.76</b>	<b>1,740,652.91</b>	<b>-1,190,322.09</b>	<b>59.39%</b>
<b>Net Ordinary Income</b>	<b>69,341.50</b>	<b>268,710.53</b>	<b>268,710.53</b>	<b>100.0%</b>
<b>Net Income</b>	<b>69,341.50</b>	<b>268,710.53</b>	<b>268,710.53</b>	<b>100.0%</b>

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

March 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**  
March 2026

	Mar 26	Jul '25 - Mar 26	\$ Over Budget	% of Budget Target: 75%	Annual Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
400 · Property Taxes	8,093.55	1,564,954.48	-27,820.52	98.25%	1,592,775.00
400.3 · Service Contract	189,388.76	247,006.16	-146,993.84	62.69%	394,000.00
400.4 · Personal Property Taxes	0.00	11,180.20	2,380.20	127.05%	8,800.00
409 · Fines & Fees	1,928.23	41,922.23	-77.77	99.82%	42,000.00
415 · State Aid	9,919.02	23,686.85	10,686.85	182.21%	13,000.00
440 · Gifts & Grants	919.59	24,079.67	-36,820.33	39.54%	60,900.00
440.3 · Miscellaneous Income	2,004.80	21,350.85	-717,149.15	2.89%	738,500.00
447 · Sale of equipment	0.00	6,500.00	5,500.00	650.0%	1,000.00
450 · Portfolio Income	6,859.31	68,683.00	-11,317.00	85.85%	80,000.00
<b>Total Income</b>	<b>219,113.26</b>	<b>2,009,363.44</b>	<b>-921,611.56</b>	<b>68.56%</b>	<b>2,930,975.00</b>
<b>Gross Profit</b>	<b>219,113.26</b>	<b>2,009,363.44</b>	<b>-921,611.56</b>	<b>68.56%</b>	<b>2,930,975.00</b>
<b>Expense</b>					
<b>500 · Personnel</b>					
500.2 · Salaries	69,851.95	680,761.15	-314,238.85	68.42%	995,000.00
502 · Empl benefits	11,121.83	107,745.72	-67,254.28	61.57%	175,000.00
570 · Dues & workshops	75.11	1,284.48	-11,715.52	9.88%	13,000.00
<b>Total 500 · Personnel</b>	<b>81,048.89</b>	<b>789,791.35</b>	<b>-393,208.65</b>	<b>66.76%</b>	<b>1,183,000.00</b>
<b>505 · Library materials &amp; supplies</b>					
505.12 · Library Materials	32,283.87	190,788.14	-123,467.86	60.71%	314,256.00
508 · Computer supplies	1,216.02	10,930.85	-3,569.15	75.39%	14,500.00
527 · Cooperative fee	2,387.06	45,272.04	-20,912.96	68.4%	66,185.00
531 · Programming	1,773.47	12,994.00	-7,006.00	64.97%	20,000.00
<b>Total 505 · Library materials</b>	<b>37,660.42</b>	<b>259,985.03</b>	<b>-154,955.97</b>	<b>62.66%</b>	<b>414,941.00</b>
<b>536 · Facilities &amp; Equipment</b>					
515 · Utilities	5,514.21	42,224.33	-13,775.67	75.4%	56,000.00
536.12 · Maintenance & Repairs	9,653.30	92,295.00	-25,205.00	78.55%	117,500.00
560 · Insurance	0.00	31,862.00	-458.00	98.58%	32,320.00
600 · Equipment	2,663.51	31,574.89	-42,425.11	42.67%	74,000.00
605 · Capital Expenditure	0.00	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)	823.42	380,784.43	-330,215.57	53.56%	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
<b>Total 536 · Facilities &amp; Equipment</b>	<b>18,654.44</b>	<b>600,404.15</b>	<b>-579,979.85</b>	<b>50.87%</b>	<b>1,180,384.00</b>
<b>585 · Admin. Expenses</b>					
510 · Office supplies	50.63	1,146.32	-653.68	63.68%	1,800.00
511 · Postage	32.38	485.60	-264.40	64.75%	750.00
512 · Printing	0.00	0.00	-750.00	0.0%	750.00
514 · Advertising	102.63	21,868.12	-14,331.88	60.41%	36,200.00
516 · Telephone	319.00	2,552.00	-1,248.00	67.16%	3,800.00
520 · Contractual services	5,444.23	29,662.26	-4,337.74	87.24%	34,000.00
525 · Legal & Professional	141.82	1,985.93	-1,514.07	56.74%	3,500.00
540 · Auditor	0.00	7,400.00	0.00	100.0%	7,400.00
585.3 · Misc. Expense	27.00	68.98	-2,731.02	2.46%	2,800.00
<b>Total 585 · Admin. Expenses</b>	<b>6,117.69</b>	<b>65,169.21</b>	<b>-25,830.79</b>	<b>71.62%</b>	<b>91,000.00</b>
<b>586 · Gifts &amp; Grants Purchases</b>	<b>6,290.32</b>	<b>25,303.17</b>	<b>-36,346.83</b>	<b>41.04%</b>	<b>61,650.00</b>
<b>Total Expense</b>	<b>149,771.76</b>	<b>1,740,652.91</b>	<b>-1,190,322.09</b>	<b>59.39%</b>	<b>2,930,975.00</b>
<b>Net Ordinary Income</b>	<b>69,341.50</b>	<b>268,710.53</b>	<b>268,710.53</b>	<b>100.0%</b>	<b>0.00</b>
<b>Net Income</b>	<b>69,341.50</b>	<b>268,710.53</b>	<b>268,710.53</b>	<b>100.0%</b>	<b>0.00</b>

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

	Mar 31, 26	Mar 31, 25
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
102 · Checking-Huntington Bank	249,241.45	195,628.31
106 · MI Class	585,031.20	561,272.89
113 · Comerica	13,545.45	13,072.18
116 · Huntington Securities	1,602,153.65	1,713,540.11
117 · Huntington Brokerage	0.00	130,039.00
<b>Total Checking/Savings</b>	2,449,971.75	2,613,552.49
<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>	2,460,375.47	2,623,344.61
<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>2,489,681.34</b>	<b>2,650,390.15</b>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Accounts Payable</b>		
2000 · Accounts Payable	36,058.62	40,840.82
<b>Total Accounts Payable</b>	36,058.62	40,840.82
<b>Other Current Liabilities</b>		
2100 · Payroll Liabilities	58,464.21	38,796.70
<b>Total Other Current Liabilities</b>	58,464.21	38,796.70
<b>Total Current Liabilities</b>	94,522.83	79,637.52
<b>Total Liabilities</b>	94,522.83	79,637.52
<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	268,710.53	772,479.76
<b>Total Equity</b>	2,395,158.51	2,570,752.63
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>2,489,681.34</b>	<b>2,650,390.15</b>

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

	TOTAL		
	Paydate: 3.13.26	Paydate: 3.27.26	Mar 26
<b>Employee Wages, Taxes and Adjustments</b>			
<b>Gross Pay</b>			
Vacation	0.00	343.91	343.91
Salary	20,747.48	20,403.57	41,151.05
Hourly Wage	12,908.17	14,400.18	27,308.35
Sick	379.79	168.85	548.64
Longevity Pay	500.00	0.00	500.00
<b>Total Gross Pay</b>	<b>34,535.44</b>	<b>35,316.51</b>	<b>69,851.95</b>
<b>Deductions from Gross Pay</b>			
Deferred Comp MERS	-1,223.72	-1,290.90	-2,514.62
Health Insurance (pre-tax)	-655.00	-655.00	-1,310.00
Pre-tax HSA Emp.	-318.00	-318.00	-636.00
Voluntary Ded/ROTH	-297.90	-297.90	-595.80
<b>Total Deductions from Gross Pay</b>	<b>-2,494.62</b>	<b>-2,561.80</b>	<b>-5,056.42</b>
<b>Adjusted Gross Pay</b>	<b>32,040.82</b>	<b>32,754.71</b>	<b>64,795.53</b>
<b>Taxes Withheld</b>			
Federal Withholding	-2,535.00	-2,546.00	-5,081.00
Medicare Employee	-486.65	-498.00	-984.65
Social Security Employee	-2,080.88	-2,129.29	-4,210.17
MI - Withholding	-1,228.99	-1,248.48	-2,477.47
<b>Total Taxes Withheld</b>	<b>-6,331.52</b>	<b>-6,421.77</b>	<b>-12,753.29</b>
<b>Net Pay</b>	<b>25,709.30</b>	<b>26,332.94</b>	<b>52,042.24</b>
<b>Employer Taxes and Contributions</b>			
MI - Obligation Assessment	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>

## March 2026 Transactions

Type	Date	Num	Name	Memo	Cost Control Center	Amount
<b>Mar 26</b>						
Liability Check	03/02/2026	AutoDeduct	PRIORITY HEALTH	Group Health	500 Personnel	-3,394.78
Liability Check	03/02/2026	AutoDeduct	TASC	Employee Contribution	500 Personnel	-317.76
Bill Pmt -Check	03/03/2026	17708	Anthony H. Williams	Morel Mushroom Program on March	505 Library Materials	-600.00
Bill Pmt -Check	03/03/2026	17709	Hoopla	Feb. Hoopla	505 Library Materials	-1,686.18
Bill Pmt -Check	03/03/2026	17710	Jessica Trotter	DNA Testing Program March 19	505 Library Materials	-185.00
Bill Pmt -Check	03/03/2026	17711	Kanopy LLC	Kanopy for February 2026	505 Library Materials	-309.40
Bill Pmt -Check	03/03/2026	17712	OVERDRIVE, INC.	E books/e-audio books	505 Library Materials	-5,451.84
Bill Pmt -Check	03/03/2026	17713	THE LIBRARY NETWORK	Tumblebooks	505 Library Materials	-559.30
Bill Pmt -Check	03/03/2026	17714	Got Ink? Screen Printing	jacket replacement	585 Admin. Expenses	-56.33
Check	03/04/2026	AutoDeduct	Reliance Standard	Group Health	500 Personnel	-59.56
Bill Pmt -Check	03/06/2026	17715	BRODART CO	labels, book jacket covers	505 Library Materials	-384.36
Bill Pmt -Check	03/06/2026	17716	MARTIN HARDWARE	16/3 cord, #6 Ancor plastic, trim nails	536 Facilities	-24.97
Bill Pmt -Check	03/06/2026	17717	T-Mobile	Hot spots	505 Library Materials	-657.77
Bill Pmt -Check	03/06/2026	17718	THE LIBRARY NETWORK	Subscription ordering	505 Library Materials	-375.00
Bill Pmt -Check	03/06/2026	17719	Tracy Robinson	reimbursement of notary license, insurance	585 Admin. Expenses	-106.43
Bill Pmt -Check	03/09/2026	17720	FRIENDS OF THE SSLDL	February Book Sales	586 Gifts	-1,059.29
Check	03/09/2026	AutoDeduct	Delta Dental	Group Health	500 Personnel	-316.33
Liability Check	03/13/2026	EFTPS	HUNTINGTON BANK	Employee Withholding	500 Personnel	-7,670.06
Liability Check	03/13/2026	AutoDeduct	TASC	Employee Contribution	500 Personnel	-317.76
Pyrl	03/13/2026	17721	Pyrl	Payroll	500 Personnel	-169.60
Liability Check	03/18/2026	EFTPS	Michigan	Employee Withholding	500 Personnel	-2,433.35
Bill Pmt -Check	03/19/2026	Online Pymt	Millennium Business	copiers lease, toner for all printers	585 Admin Expenses \$507.13 505 Library Materials \$1017.23	-1,524.36
Bill Pmt -Check	03/20/2026	17722	Mastercraft Plumbing, Inc.	replace 2 toilets (cracked base)	536 Facilities	-1,875.00
Bill Pmt -Check	03/20/2026	17723	OCLC Inc.	Cloud Library	505 Library Materials	-191.22
Bill Pmt -Check	03/20/2026	17724	OVERDRIVE, INC.	E books/e-audio books	505 Library Materials	-2,475.95
Bill Pmt -Check	03/20/2026	17725	Playaway Products	Wonderbooks, Hp Playaways	586 Grants/Gifts	-4,188.53
Bill Pmt -Check	03/20/2026	17726	TASC	TPA Fee	585 Admin. Expenses	-141.82
Bill Pmt -Check	03/20/2026	17727	THE LIBRARY NETWORK	Envisionware Renewal for self check	600 Equipment	-1,049.58
Bill Pmt -Check	03/20/2026	17728	US POSTAL SERVICE	Permit	585 Admin . Expenses	-370.00
Bill Pmt -Check	03/20/2026	17729	Bass Controls	Controls for hvac	536 Facilities	-2,710.00
Bill Pmt -Check	03/20/2026	17730	DEMCO	2 ring albums	505 Library Materials	-297.69
Bill Pmt -Check	03/20/2026	17731	Mastercraft Plumbing, Inc.	broken toilet valve staff restroom	536 Facilities	-489.00
Bill Pmt -Check	03/20/2026	17732	Mutual of Omaha	Group Health	500 Personnel	-86.86
Bill Pmt -Check	03/20/2026	17733	OVERDRIVE, INC.	E Books/Audio books	505 Library Materials	-1,225.05
Bill Pmt -Check	03/23/2026	AutoDeduct	DTE ENERGY	Electric	536 Facilities	-3,854.64
Bill Pmt -Check	03/24/2026	17734	X-treme Stream, Inc.	Carpet cleaning, bathrooms floors	536 Facilities	-3,037.74
Check	03/25/2026	AutoDeduct	CONSUMERS ENERGY	Gas	536 Facilities	-1,965.59
Liability Check	03/27/2026	EFTPS	HUNTINGTON BANK	Employee Withholding	500 Personnel	-7,800.58
Liability Check	03/27/2026	AutoDeduct	TASC	Employee Contribution	500 Personnel	-317.76
Pyrl	03/27/2026	17738	Pyrl	Pyrl	500 Personnel	-169.59
Check	03/31/2026		Qgiv	Service Charge	522 · Credit Card Transacti	-1.53
<b>Mar 26</b>						

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

Type	Date	Num	Memo	Cost Control Center	Amt
<b>CARDMEMBER SERVICES</b>					
Bill	03/01/2026	KH	Lyon LawnCare/February Snow removal & salt	585 Admin. Expenses	3,660.00
Bill	03/01/2026	TM	Amazon/J replacements	505 Library Materials	7.04
Bill	03/02/2026	SS	Yoto for ALA Grants	586 Gifts & Grants	612.05
Bill	03/04/2026	KM	Ingram for Youth \$561.78/Adult \$625.93	505 Library Materials	1,187.71
Bill	03/09/2026	KM	Ingram \$580.02 for J fic, Teen Fic/\$280.44 Ingram for Adult Fic, LP	505 Library Materials	860.46
Bill	03/12/2026	CB	Amazon \$391.26 for Adult Fic/Amazon \$49.97 for craft supplies	505 Library Materials	441.23
Bill	03/12/2026	AC	Amazon for dvd	505 Library Materials	212.60
Bill	03/12/2026	KC	Intelligink \$503.04/Amazon \$519.98 for 2-LG 32" monitors/USB flash drive \$94.99	Admin Expenses \$319.00/505 Library Materials \$184.04/600 Equipment \$614.97	1,118.01
Bill	03/12/2026	MM	Amazon \$15.99 doorbell/Demco, Amazon \$1092.09 for labels, book tape, Yoto storage cases	536 Facilities \$15.99/505 Library Materials \$1092.09	1,108.08
Bill	03/12/2026	TM	Amazon \$479.53 for J replacements/Barnes & Noble & Amazon for Youth programming	505 Library Materials	565.51
Bill	03/12/2026	KM	Scanmarker \$508.00 for library of Things/Book Page \$306.00/Ingram \$4576.50 for Youth & Adult Books	505 Library Materials	5,390.50
Bill	03/12/2026	TR	Constant Contact	585 Admin. Expenses	122.78
Bill	03/12/2026	SS	Ikea, Make Stickers \$192.18 for Y programming/\$25.96 Ikea for storage containers,\$184.99 Amazon for Teen rolling tool chest	505 Library Materials \$192.18/600 Equipment/536 Facilities \$25.96	403.13
Bill	03/12/2026	KH	USPS	585 Admin. Expenses	6.75
Bill	03/27/2026	KH	USPS	585 Admin. Expenses	6.75
Bill	03/31/2026	KH	Shelly Pinkerton \$240 for alarm monitoring/USPS \$18.88/Quill \$50.63 tape/Quill \$19.43 for TP/ Quill \$207.56 for paper/Kroger \$87.79 volunteer food	536 Facilities \$240.00/585 Admin. Expenses \$69.51/505 Library Materials \$207.56/536 Facilities \$19.43/586 Gifts \$87.79	624.29
Bill	03/31/2026	CB	Amazon \$61.46 crochet hooks, stink 'n stitch self adhesives, sheets, scissors/\$178.94 Amazon for Adult Fic	505 Library Materials	240.40
Bill	03/31/2026	KC	Amazon \$998.96 for 4-monitors, keyboards/\$Alohi Fax \$17.99/Amazon \$512.45 for teen lighting on shelving	600 Equipment \$998.96/505 Library Materials \$17.99/600 Equipment \$512.45	1,529.40
Bill	03/31/2026	SS	Amazon, Sam's Club, Meijer \$475.06 for colored pencils, tempura paint sticks, brushes, SRP goodies, diamond art supplies, snacks for teen volunteers/\$125.98 Amazon-bean bag for teen dept/ \$465.54 Yoto literacy kits/\$91.16 Michael's for bines/Amazon \$12.99 for glassine sleeves	505 Library Materials \$953.59/600 Equipment \$125.98/536 Facilities \$91.16	1,170.73

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

Bill	03/31/2026	LB	Amazon for Library of Things- baking pans, croquet, table tennis	505 Library Materials	538.44
Bill	03/31/2026	KM	USA Today, FP \$327.73/Ingram \$10.79 for Y fiction/\$60.00 for Super Summary/\$80.83 Premier Yarns for SRP prizes	505 Library Materials	479.35
Bill	03/31/2026	AC	Amazon for dvds	505 Library Materials	469.08
Bill	03/31/2026	MM	Elm USA \$236.00 for Eco pro supplies, Amazon for customizable stickers/\$49.28 Amazon for stackable bins	505 Library Materials \$236.00/536 Fa	285.28
Bill	03/31/2026	Kasey	Supply Den for c fold towels, kleenex, foaming hand soap	536 Facilities	554.78
Bill	03/31/2026	TR	Name Tag Country \$71.35/Amazon \$101.75 for music	585 Admin. Expenses \$71.35/505 Library Materials \$101.75	173.10
Bill	03/31/2026	TM	Amazon \$1910.71 for Yotos, J fiction replacements/\$30.00 for Barnes & Noble gift cards	505 Library Materials	1,940.71
Bill	03/31/2026	KH	Lyon Homescape for March	585 Admin. Expenses	1,220.00



**Salem-South Lyon  
District Library**

**For April 27, 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**



Thank you to the Friends of the Library for providing lunch for the staff during National Library Week. We appreciate your generosity and support!

**Parking Lot Update:**

Moll's Asphalt and Sealcoating will complete the parking lot work on June 30<sup>th</sup> and July 1. Pat Moll offered to patch some of the potholes in the parking lot before June 30<sup>th</sup>. There isn't a specified date, but he will stop by the Library when he has another job in the area.

**Adult Renovation Timeline:**

- March 24, 2026: Library staff and members of the Board met with Library Design (LDA) to have a high-level discussion about their portion of the project.
- April 16, 2026: Meeting with LDA to review the first draft of the adult floor plan.

On April 23, we had a meeting with LDA to review the second draft of the floor plan. The next step will be to schedule a joint meeting with Shaw and LDA to determine the timeline for each phase of the project and the start date.

**Compensation Committee:**

In April, the Compensation Committee had a follow-up meeting to review the forecasted budget and input from the staff. Thank you to everyone that participated in the committee. The staff really appreciates your time and effort!

**Budget Projection for 2026-2027:**

\$1,206,000 Salaries and Benefits

\$1,090,000 Current Salaries and Benefits

\$120,000 was allocated in 2026-2027 budget for compensation and Head of Information Services position

The current cost for [not replacing] Head of Information Services is \$10,000.

**Staff Input:** After reviewing the surveys, staff would like an increased wage, holidays off/pay and flex time.

**The committee will provide the following recommendations to the Board based on the information above:**

1. \$25,000 to salary staff at \$1/hour
2. \$15,000 at \$0.75/hour for clerks, part-time librarians, janitorial, and facilities.
3. \$25,000 for two head librarian positions in the future: Positions would have a title change to promote staff; One Head for adult and one Head for youth; Eliminate the Head of Information Services role
4. Staff that lost PTO hours due to ESTA will be grandfathered.
5. \$10,000/per year will be allocated for a bi-annual bonus for all staff. There is an upper and lower limit based on years of service.
  - a. Administrative Staff will determine schedule/amounts; no bonus under \$100.00.
6. Proposal to have the library closed additional days after Labor Day: The library would

be closed on Saturday, Monday, and Tuesday as paid holidays; the library will be closed on Wednesday and Thursday for cleaning and staff to work uninterrupted. Sundays are already closed. This would modify the current policy.

7. Half days for Inservice: meals included

8. PTO/Sick bank for staff to donate their hours to another staff member in need.

**Advocacy:**

The Advocacy Committee met in April to discuss outreach for Flag Day, the Donor/Volunteer event, the Annual Appeal letter and ideas for the Annual Appeal donations. We will have a follow-up meeting in June.

**BookPage:**

In April, the Library started offering BookPage online. BookPage is a monthly magazine for both library patrons and staff. It helps readers discover new books and supports librarians with readers' advisory and collection development. Each issue contains book recommendations for different genres and includes author interviews. Patrons can access the current issue and 11 months of previous editions from home with this link: [BookPage](#) If patrons prefer the print edition, it is available at the Library for free.

Respectfully submitted,

Kathy Merucci

**Adult Services** - Cécile Bosshard, Andrew Calvetti

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

March programming highlights in the Adult department included a storytelling mushroom hunter, a deep dive into DNA with a well-regarded genealogist, and a fun punch needle craft!



**Pickin' with the Champ, Anthony Williams**

SSLDL patrons were in for a treat on March 17 when five-time National Morel Hunting Championship winner Anthony Williams came to the library! Anthony's family has been hunting morels in Northern Michigan since the 1890s, and he regaled the crowd with amusing tales from his years searching for this highly prized but elusive mushroom.

After retiring from the competition, Anthony served as the Expert in Residence for the National Morel Festival. Part of his success, he revealed, is in finding a good spot where morels grow and keeping it a secret, even from your family! When he finally showed his son his secret morel spots, his son burst into tears, understanding what a pivotal moment it was that Anthony was officially passing the torch to the next generation. Attendees commented on what a great storyteller Anthony is, and how much heart and humor he brings to his stories!



### **ABCs of DNA & Genealogy: A Layman's Approach with Jessica Trotter**

A few days later, we were lucky enough to host Jessica Trotter, an expert in genealogy! Jessica delved into the fascinating topic of DNA, and how useful DNA tests are for genealogists. She reviewed the basics of DNA and then explained how it can help people track down their ancestors. DNA records can confirm or disprove relationships, strengthen or weaken paper trails, and sometimes bring unexpected surprises to the family tree. She also talked about the different companies that offer DNA testing. We had a great turnout for this program; more people attended than were actually registered!



**Punch Needle with Candy**

Our crafters had a blast with Candy in March, who taught them the basics of punch needle! Using a hollow needle, they punched yarn through fabric, creating a textured mug rug. Candy offered them a selection of spring designs, and soon Meeting Room 1 was filled with fuzzy shamrocks, butterflies, and clouds! One of our patrons emailed a picture of her completed design (above), writing, "I finished my project! This was so much fun! ❤️ Thank you so much!" Perhaps even more gratifyingly, some of the attendees have continued to work on new punch needle projects! Two patrons brought in their latest projects the following month:



**Patron punch needle projects**

### **Community awareness and involvement**

We are excited to share that a member of the community made a sizable \$500 donation to the collection. We have purchased a variety of materials with the money, including more books by the author Leslie Wolfe and additional large print materials, including books by Jan Karon. We are grateful for this generous gift!

Starting in May, we are looking forward to offering a support group for caregivers. Kathy Merucci made a connection with the director of business development for an in-home senior care service. She has 25 years of experience working in nursing homes, assisted living, home care, and hospice, and currently runs a support group in Northville. She very kindly offered to start a group here, which will meet on the second Tuesday of the month, from 2:00 to 3:00. We hope it will benefit the caregivers in our community and help connect them with resources.

### March 2026 in Numbers

Date	Program	Patrons
3/2/26	Tangled Tales Patterns	39
3/2/26	Paranormal Pages Book Club	9
3/3/26	Needlework Group	5
3/7/26	South Lyon Writers' Group	7
3/9/26	Cliffhanger's Mystery Book Club	22
3/12/26	Adult Craft Punch Needle 2 PM	14
3/12/26	Adult Craft Punch Needle 5:30 PM	15
3/14/26	Read & Refresh	7
3/17/26	Pickin' with the Champ	26
3/19/26	ABCs of DNA & Genealogy	20
3/25/26	Wool Appliqué	8
3/26/26	Something Different Book Club	11
3/28/26	Karate	3
<b>TOTAL ATTENDEES</b>		<b>186</b>

Services	Patrons Served
Notary	15
Sewing For You	19
<b>TOTAL PATRONS SERVED</b>	<b>34</b>

Adult Outreach	Patrons Served
Outreach: Senior Rehab. Center	1
Outreach: Book Delivery	6
Center for Active Adults Tech Talk	3
Center for Active Adults Book Club	12
<b>TOTAL OUTREACH PATRONS</b>	<b>22</b>

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

## **YOUTH DEPARTMENT**

### **Reading Buddies**

March marked the return of our *Reading Buddies* program, a continued partnership with student volunteers from the National Honor Society at South Lyon High School. Originally launched last year through student initiative, this collaboration remains a strong example of how the library can partner with local schools to support youth literacy and community engagement.

The program provides young readers with dedicated one-on-one and small group reading time, helping to build confidence, reinforce early literacy skills, and foster positive associations with reading. The presence of teen mentors creates a welcoming, low-pressure environment where children can practice reading, listen to stories, and engage at their own level. The program also naturally supports pre-readers, as seen through informal shared reading and storytime moments that develop listening comprehension and print awareness.

A first-time visitor shared that her family had a wonderful experience at the library. Her preschool-aged daughter, who is not yet an English speaker, was able to engage with peers and enjoy listening to stories. The family appreciated the welcoming atmosphere; the young participant received a goody bag and free book, while her mother made a meaningful social connection with another parent.

Patrons consistently share how welcome and comfortable they feel, and it's been nice to see both kids and adults making connections with one another. The mix of teen volunteers and younger readers creates a friendly, supportive atmosphere that really just feels good to be part of—and helps make reading something kids look forward to.



## Spring Break

Spring Break programming provided meaningful opportunities for creativity, play, and social interaction during a time when many families are looking for accessible activities. Not all families have the means or opportunity to travel during school breaks, and throughout the week, staff heard frequent appreciation from parents, grandparents, and caregivers for the variety of free programs available.

The Youth Department offered a drop-in activity every afternoon helping ensure families had consistent options throughout the break. Offering engaging, reliable programming during school holidays helps create a welcoming space for families to gather, connect, and spend time together.



*Crafternoon* encouraged open-ended exploration, with children and caregivers working independently and collaboratively using a variety of craft materials. The flexible, unstructured format fostered both creativity and social connection among participants.

Similarly, *The Floor is Lava* drew a wide age range of participants (PreK through 6th grade) and sustained engagement for over an hour. The program attracted not only active participation but also enthusiastic spectatorship from parents and caregivers. Many adults shared nostalgic connections to the game, discussing variations they played in their own childhoods, which added an intergenerational element to the experience.

Overall, March programming reinforced the library's role as a welcoming community space that supports literacy development, social connection, and creative play for youth and families.



## TEEN DEPARTMENT

### Welcome Week

March programming in the Teen Department focused on reintroducing and highlighting the newly renovated, still-evolving teen space. *Welcome Week* was an opportunity to invite teens in, encourage exploration, and build excitement around new features and resources available to them.



Throughout the week, a variety of interactive elements kept teens engaged, including a daily prize raffle, an interactive bulletin board, and a *March Madness Book Bracket* display where teens could vote for their favorite titles in a “top book of the year” competition. These activities created easy, low-pressure ways for teens to participate, share their opinions, and spend time in the space.

The department also unveiled several new additions designed to make the area more comfortable and inviting. Teens responded positively to new seating options, including bean bag chairs and floor cushions. A new craft and activity cart—stocked with study supplies, crafts, activity books, games, fidgets, snacks, stickers, and a “Tiny Trinket” exchange—quickly became a popular feature and a natural

gathering point.

## Create Cafe

In addition to the elementary-aged drop-in activities, the library also offered a drop-in afternoon craft session for tweens and teens titled *Create Café*. This program has only been offered twice—first during Mid-Winter Break earlier this year—and both sessions were well attended. *Create Café* provided a dedicated space for older youth to relax, be creative, and spend time with peers during the school break. It also filled an important gap for tweens and teens who were in town, reinforcing the value of offering age-appropriate programming alongside younger children's activities.

## Teen Advisory Board



The Teen Advisory Board (TAB) played a key role in shaping both the space and the week's activities. Members helped prepare for Welcome Week by setting up displays and writing book reviews to feature as peer-to-peer reading recommendations.

They also provided thoughtful input through surveys and roundtable discussions on everything from the collections and overall feel of the space to snack options for the week. Their feedback continues to influence decisions as the space evolves, and it's exciting to see their ideas take shape in real time—along with a growing sense that this is truly *their* space.

YOUTH STORYTIMES AND EARLY LITERACY	PROGRAM DATE	# OF ATTENDEES
Family Storytime	3/2/2026	31
Family Storytime	3/3/2026	47
Family Storytime	3/4/2026	26
Independent Storytime	3/5/2026	9
Family Storytime	3/9/2026	15
Family Storytime	3/10/2026	26
Family Storytime	3/11/2026	40
Independent Storytime	3/12/2026	6
Family Storytime	3/16/2026	22
Family Storytime	3/17/2026	32
Family Storytime	3/18/2026	30
Independent Storytime	3/19/2026	9
Saturday Story Explorers	3/21/2026	42

Family Storytime	3/30/2026	23
Family Storytime	3/31/2026	29
<b>BABY PROGRAMS</b>		
Baby Storytime	3/6/2026	12
Baby Storytime	3/13/2026	2
Baby Storytime	3/20/2026	12
<b>YOUTH AND TWEEN PROGRAMS (AGES 6-12)</b>		
Reading Buddies	3/4/2026	11
Reading Buddies	3/11/2026	2
Reading Buddies	3/18/2026	8
Kids Book Buzz	3/18/2026	3
Saturday Lego Club	3/14/2026	20
Spring Break Monday	3/23/2026	75
Spring Break Tuesday	3/24/2026	42
Spring Break Wednesday	3/25/2026	46
Spring Break Thursday	3/27/2026	23
Spring Break Friday	3/28/2026	25
Book Bingo	all month	11
Book of the Month	all month	15
<b>TEEN PROGRAMS (GRADES 6-12)</b>		
TAB	3/10/2026	12
Teen Welcome Week	3/16/2026	25
Teen Welcome Week	3/17/2026	18
Teen Welcome Week	3/18/2026	46
Teen Welcome Week	3/19/2026	25
Teen & Tween Create Café	3/20/2026	5
<b>Total Attendees</b>		<b>825</b>

*Respectfully submitted by Tina McIntosh, Sarah Scherdt & Luke Brusstar*

## II – Kevin Campbell

The tech department has been working with the teen librarians to accentuate the new space with mood lighting. This required us to plan out the runs, calculate the power requirements, and working with facilities to ensure that everything is compliant.



We had an update on our catalog computers and when we rolled it out to one of the catalog computers, The touch screen keyboard no longer comes up automatically. After researching the problem, It appears that there was a change where Windows would assume when would like the on-screen keyboard to come up to now they do not assume when it should come up and they instead wait for the website to instruct them on when to come up. We began evaluating our options in order to maintain the same level of functionality that we previously had. We have explored different Linux distributions and software, Different ways to achieve this with Windows, and even off the shelf kiosk solutions. We are in the process of demoing the different options to find what works best for us when it comes to security, management, and ease of setup/use.

We have been working through re-imaging the old computers from the computer lab. We are installing a Windows 11 home. They will have a keyboard and mouse that they will come with. They will not include the office apps as that would require that we purchase extra licenses. Anyone purchasing a computer will have the option to download one of the free alternatives like libre office or open office.

**Circulation**- Ashley Fisher, Candy Mahoney

One of our circ team, Ray, is leaving at the end of April for their seasonal job. In March we were able to bring on Laura Galbraith. Laura worked here eleven years ago and was eager to rejoin the team. It's been a joy having her back with us!

With the Tech department's help, we were able to simplify the parental consent form process. We now have a tablet at circ that's always available and loaded to the consent form page so that parents can fill in the form during the card application process rather than finding the form online after application. Additionally, we streamlined the form to eliminate unnecessary duplication of information.



**Circulation statistics:**

- Holds pulled for our patrons: 787
- Incoming holds from other libraries: 2,181
- Books sent out to other libraries: 1,335
- Colonial Acres: 206
- Centennial Farms: 78
- Lab: 428
- Patron count: 9,864
- Drive-up count: 49
- Locker pickups: 10

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

We are preparing our first e-newsletter to go out on the new platform of LibraryAware in April. In addition to this change, we have changed our publishing frequency from bi-monthly to monthly and expanded our offerings to include tailored newsletters for Adult, Youth & Teen, and all-ages audiences. This new platform enables us to leverage advanced features such as integrated digital slides and automated event slides, which include expiration dates to ensure up-to-date marketing content.



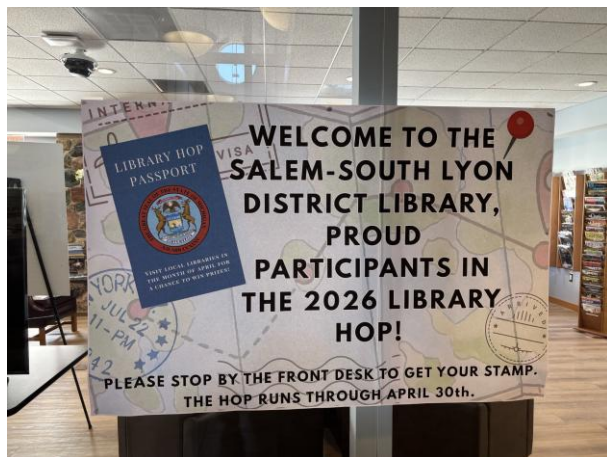
**WIN PRIZES THIS APRIL WITH THE LIBRARY HOP!**



- 1) Pick up your library passport at the front desk
- 2) Visit participating libraries to collect stamps. Check out suggested area attractions while you're there.
- 3) Win Prizes!

The Library Hop runs throughout the entire month of April.

We agreed to be a participant in Southeast Michigan's Library Hop and were getting ready for the event. Passports were printed, folded and stapled, and we designed a fun stamp to use on it that we can repurpose for other programs. We will have milestone prizes for collecting three, five, and ten stamps, as well as for the completionist category (twenty-one.) Our grand prize for our own patrons is a 55" television.



**WELCOME LYON TOWNSHIP PATRONS!**



**HOW CAN WE HELP YOU?**

**You may check out at this library from May 4 to June 1**

- Five items per checkout.
- Hotspots from your library will be available at the front desk.
- Digital materials such as Libby & Hoopla will still be available through your library.
- As always, items can be returned to any network library.

**We are excited to be working in partnership with your library to help serve you at this time!**

Due to Lyon Township Public Library's upcoming closure, we will help serve their patrons during the month of May. We drafted a plan and created patron guidelines that will be presented on a clearly visible poster.

Marketing will also be celebrating “National Library Week” in April. We will have a few different social media post sections highlighting the staff, a spirit week, and the April Book Challenge is to read one of our Staff Picks.

The Marketing Department recently connected with the faculty sponsor of Eastern Michigan University's student marketing association. He is an SSLDL patron and interested in having students help us develop a comprehensive marketing plan + low-cost campaign.

One of our summer goals is to complete an interactive marketing calendar that will ensure consistent coverage of important library offerings and dates.

We are also revamping our Instagram account to produce more video content and series.

Over the past couple months, we have been holding consistent meetings to craft a vision for the next few years of SSLDL marketing.

### **Processing** - Molly Mahoney

Our statistics for March:

- 662 new items were processed, including 58 items in various audio formats for the youth and teen collections
- 102 repairs were made to existing materials
- 32 existing books in the adult Sports and Music sections were labelled more specifically for easier browsing by patrons
- 205 items were withdrawn to make room for new materials

In total, 1,137 items were handled by the Processing department.

This month, we began brainstorming with the youth librarians to figure out the best way to rearrange their collections for patron findability and ease of browsing. We have several projects lined up for May to facilitate this reorganization!

We also worked with Luke to integrate his newest additions to the Library of Things collection into our catalog. He has added a ping-pong table and several baking pans, with a croquet set on the way!



## **Facilities** – Norm Pratt

During the past month there were no major issues to report, and most of our efforts have been on spring cleanup and general maintenance issues. Some areas of interest will be presented below:



**HVAC** - A technician (Jeremy Towne) from Bass was here to once again work on the communication interface between an air handler and the Bass controller. At last resort before replacing the entire VFD drive, he simply disabled the Bacnet controller on the VFD drive and this solved the problem. It was not possible to upgrade the controller and replacing it would mean that the functioning motor would need to be replaced with a motor that contains a VFD drive. The Air Handler has been functioning normally, and the Bass System is working much better.

We also had our 3-year Michigan boiler inspection. The inspector said everything looks great. He now has a contact name and number so that he can call us in advance or at least while he is on his way so that someone is available to before he walks through the door.

**Down Spout Piping**- During the past month Jeff Arvidson from Century Gutter visited the site and provided us a quote to clean, fix and repair our gutter and drain spouts Century Gutter is the Roof Company currently uses to do all their gutter work. Their quote has been accepted, and they plan on doing the work the week of May 4<sup>th</sup>.



**Tree Removal** - Charlie Grieve from B&H Outdoor removed five diseased and dying pine trees from the front of the library. Three trees that were removed from the front flower gardens. Charlie is also going to remove the last five dying spruces from the front of the library. These will be removed early in May.



**Roofing** – Chris from the Roof Company came out and inspected the roof over the entrance way and to once again look at the vents stacks to determine if the stacks could be modified to stop them from leaking. During the inspection, Chris so nothing wrong with the roof and thought it should last at least 2-5 years but plans on doing a yearly inspection just to make sure that nothing has changed. As far as the vent stacks' leaking issue is concerned, we once again examined the stacks and determined that they are all tethered together, but nothing is keeping them from swaying. So, the plan is to attach the stack to a wood trim board and hopefully solve the issue. Chris is preparing a quote to carry out the work.

**Maintenance Request and Inspections-** Mike Schram headed up a project to automate our inspections (daily monthly, quarterly, simi-annual, and annual) as well as maintenance request form. The modified programs have been launched, and Mike will maintain these databases.

**Story Time Path** - JMV Landscaping has installed the brick pavers for the new story time poster boards. As soon as we receive the new display boards, they will be back to mount these.

**General Stuff-** During the past month the major general stuff 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

- Tracy Robinson has been recognized for the R-Best value of Outstanding Service. Here's what they did: We have an upcoming program that had 9 people registered. Tracy boosted it, and we're suddenly up to 15 and counting! Awesome!

Submitted By: Tina Mcintosh  
Submission Time: 3/10/2026 12:44 PM

- Whenever we have a languishing registration list, Tracy has done extra promotion to get the word out and fill the room. I appreciate that so much! :)

Submitted By: Cecile Bosshard  
Submission Time: 3/18/2026 12:11 PM

- Michelle, Kevin and Mike M. has been recognized for the R-Best value of Teamwork. Here's what they did:

Big thank you to Michelle, Kevin and Mike for working together to provide monthly booklists for our patrons! They have been working hard behind the scenes to provide this new service. <https://ssldl.info/newsletter-signup/>

Submitted By: Kathy Merucci  
Submission Time: 3/18/2026 5:33 PM

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

A social worker came in to scout out the library before she meets a 6-year-old patient here. She wondered if we had any games for kids, so I walked her through the various youth kits we have. She was FLOORED by the variety of kits, particularly the Skill Kits! She was also very impressed with the in-house sensory materials we offer, exclaiming, "I've been in social work for 29 years and you guys are on the cutting edge!" She mentioned that some of her patients barely have access to crayons, and the fact that we have so many wonderful games and tools available to bring home will be hugely beneficial to the kids she serves. Your fabulous kits are so appreciated by the community, Tina! 💖

Submitted By: Cecile Bosshard  
Submission Time: 3/26/2026 6:38 PM



Stephanie and Averie Faulk stopped in to thank us for everything we do and to celebrate National Reading Month! They left a beautiful bouquet, which is at the Youth reference desk! 😊

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

Just had a very happy patron from Novi check out some items at the desk and praise our library for our youth programs and activities, particularly the scavenger hunt. She said Novi doesn't have anything like it, and she would suggest it over there, but doesn't think they'd be able to execute it as well as we do. She said SSLDL is becoming her favorite library, and would prioritize donating books here as a way to give back for the free ones they receive from the scavenger hunt. Thank you youth department for serving our WHOLE community!

Submitted By: Ray Snively  
Submission Time: 3/27/2026 11:35 AM

- Rachel's new crochet one-on-one service has already garnered a great response on Facebook!

"I love this! I've been meaning to come in to become a cardholder and this is the push I need! Thank you!"

Submitted By: Cecile Bosshard  
Submission Time: 3/31/2026 2:20 PM

- Karin, Andrew, and Heidi's outreach efforts are not going unnoticed!

During an outreach reminder call, one of the patrons said, "I can't tell you enough how much we appreciate everything they're doing for us!"

Another patron said, "I'm so looking forward to getting my next batch of books!"

Submitted By: Cecile Bosshard

Submission Time: 3/31/2026 2:49 PM

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

A patron with arthritis asked for help finding books to read. She explained that hardcover books are too heavy, and she was looking for some older titles by her favorite authors. Michelle made it her personal mission to track these books down!

It's tricky in the catalog because you can't always tell if another library's copy is in paperback or not. She did some digging, requested some books, and has been keeping tabs on whether the incoming books are indeed in paperback format. It's just one of a million examples of how Michelle goes the extra mile and does everything she can for our patrons!

Submitted By: Cecile Bosshard

Submission Time: 3/25/2026 11:35 AM

### **Facebook Post:**

Mayor Steve Kennedy is at Salem-South Lyon District Library.

The Lyon Township Library will be closed from May 4th until June 1st while it moves to its new location. During that time, Lyon Township Library patrons are welcome to come to the Salem-South Lyon District Library and check out any needed materials and make use of the services available there! What a great community this is, with one library helping another, and its patrons, while they relocate to their new facility. This is truly the South Lyon Community Spirit!



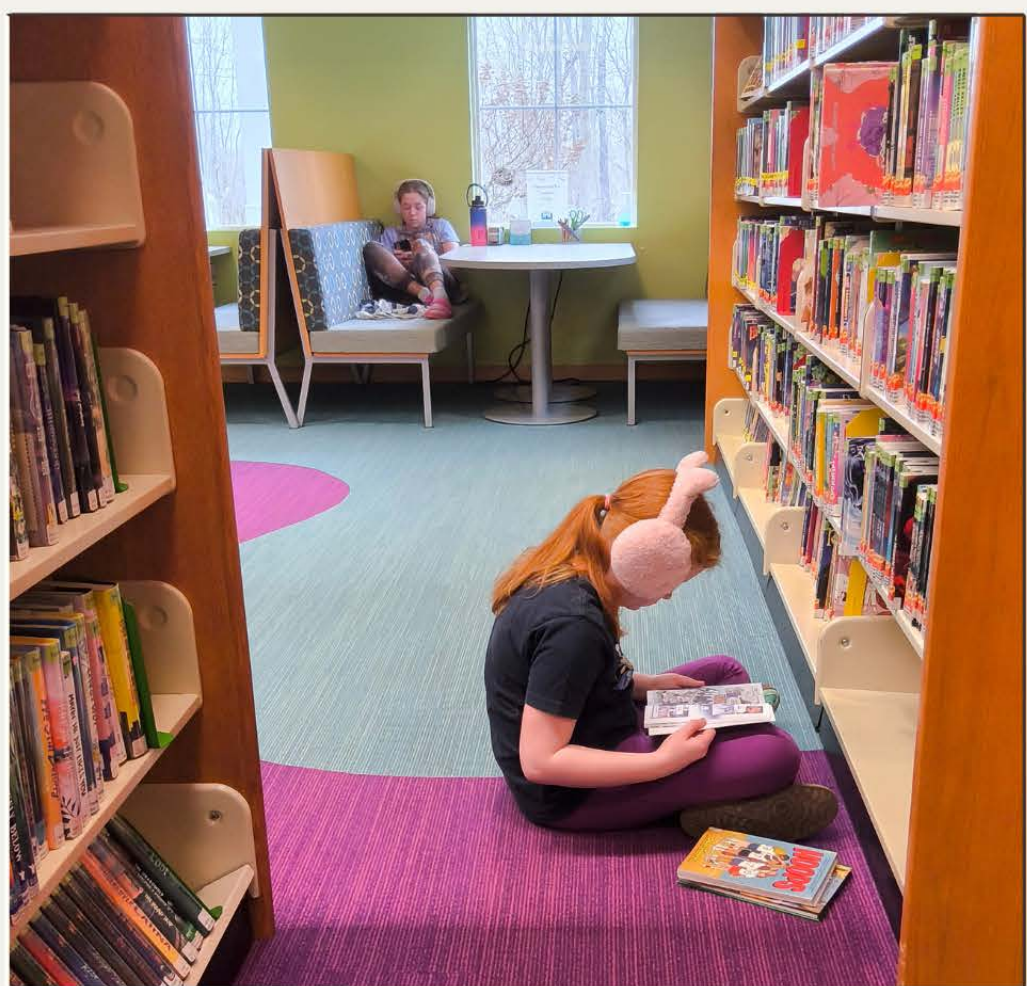
Seed Library is open!



Reading Month



The Floor is lava drop-in at spring break



Young readers loving their space and collection.

# A MONTH IN PHOTOS



Moll was our grand prize winner during Teen Welcome Week



March 17th snowy day



Heather Hocker art display



Ray's veggie crochet for Summer Reading



## 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. The impact can be measured 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; promote our library/digital services and our volunteer opportunities. This collaboration will benefit our patrons and will increase Library awareness in the community.
  - c. Develop a cohesive marketing strategy to improve efficiency, planning and ensure that marketing is aligned with the Strategic Plan. The impact can be measured by Library statistics, community engagement and usage of library services.
2. 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. Work with the committee to 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 3: Staff Training**

1. Create a program for professional growth for staff
  - a. Identify opportunities for professional staff to increase their skills for career advancement in the Library.
  - b. Evaluate costs and benefits of program.

#### **Goal 4: 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 annual budgets.

**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
<b>Exceptional Facilities</b>	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	Maintain the existing parking lot.	Preventative maintenance for the building.	\$30,000 - \$40,000			
	Safety and security inside and outside of the Library	Develop a security plan.	Increase safety for staff and patrons. Reinforce the security of the building.	\$40,000 - \$50,000			
<b>Technology Enhancements</b>	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			
	Investigate Library Lending Kiosk	Compare 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			
<b>Programs and Services</b>	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 adults together through shared activities.	\$8,000 for in-Library Resources & programming budget			
<b>Community Awareness &amp; Involvement</b>	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 Plan.	Ensure marketing activities support Library goals.	\$0	\$0	\$0	\$0
		Explore opportunities to increase outreach for our senior population.	Promote our library/digital services and volunteer opportunities. Collaborations will benefit our patrons and will increase Library awareness in the community.	\$0			



## PRESS RELEASE

FOR IMMEDIATE RELEASE

Contact:

Sarah Scherdt and Tina McIntosh  
Youth and Teen Services Librarians  
Salem-South Lyon District Library  
248-437-6431  
youthdepartment@ssldl.info

### **SSLDL RECEIVES NATIONAL GRANT FOR SMALL AND RURAL LIBRARIES \$10,000 Grant Will Help the Library Better Serve Children and Teens with Disabilities**

Salem Township, MI — The Salem-South Lyon District Library (SSLDL) has been selected as one of 300 libraries to participate in the fourth and final round of Libraries Transforming Communities: Accessible Small and Rural Communities, an American Library Association (ALA) initiative that provides community engagement and accessibility resources to small and rural libraries to help them better serve people with disabilities.

The competitive award comes with a \$10,000 grant that will allow the library to develop a home delivery service for children and teens with disabilities. This service is designed for young patrons in the Salem and South Lyon communities who are unable to visit the library because of medical, developmental, or sensory needs. SSLDL currently offers home delivery for seniors. This latest grant will allow staff to expand this service. *“We are so proud to have been chosen again for this vital grant,” said Library Director Kathy Merucci. “This fourth round of funding will allow SSLDL to give our youth and teen patrons with disabilities the expanded library access they deserve.”*

As part of the grant, library staff will host a Community Conversation at the library on Wednesday, May 20 from 6:30-7:15 p.m. In this conversation, staff will discuss the accessibility initiative and seek input about the service from interested community members.

If you are interested in getting involved or taking part in the conversation, please contact Sarah Scherdt or Tina McIntosh at youthdepartment@ssldl.info or visit [ssldl.info](http://ssldl.info) for more information.

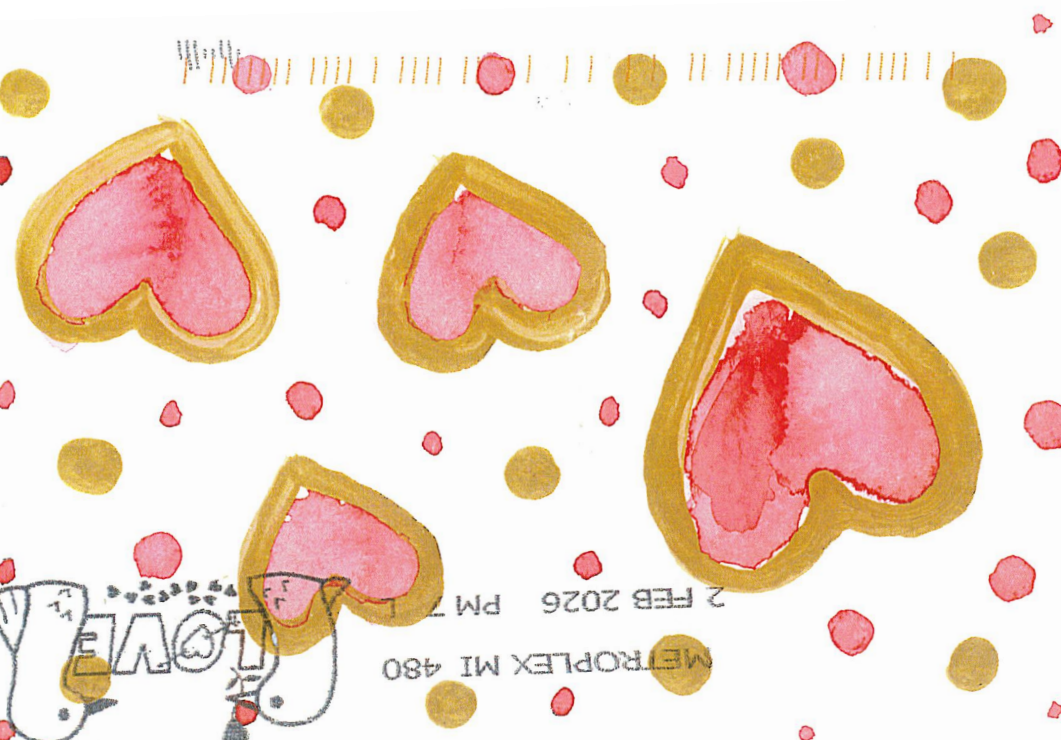
Since 2014, ALA’s Libraries Transforming Communities initiative has re-imagined the role libraries play in supporting communities. Libraries of all types have utilized free dialogue and deliberation training and resources to lead community and campus forums; take part in anti-violence activities; provide a space for residents to come together and discuss challenging topics; and have productive conversations with civic leaders, library trustees and staff.

*“Libraries Transforming Communities: Accessible Small and Rural Communities is an initiative of the American Library Association (ALA) in collaboration with the Association for Rural and Small Libraries (ARSL).”*



**Salem-South Lyon  
District Library**

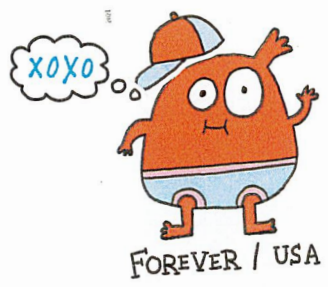
*Imagine the Possibilities*



LOVE  
METROPLEX MI 480  
2 FEB 2026 PM 7



Thank you all  
for the beautiful  
work you do. I  
am truly grateful  
for the joy, growth,  
and community  
the library has  
brought us through  
the years. ♥



Salem South Lyon Distric  
Library  
9800 Pontiac Trail  
South Lyon, MI  
48178

**Preliminary Budget 2026-2027**

			2025-2026	2025-2026	2025-2026	2025-2026	2026-2027
			Approved	YTD Actual	YTD Actual	% Rcvd/Spent	DRAFT
			Budget	4/20/2026	Over/Under		Budget
					Budget		
		<b>REVENUE:</b>					
400	400.0	Property Taxes	1,592,775	1,564,955	27,820	98.25%	1,636,000
400	400.3	Green Oak Allocable Share	394,000	247,006	146,994	62.69%	424,000
	400.4	PPT	8,800	11,180	(2,380)	127.05%	10,000
415	415	State Aid	13,000	23,687	(10,687)	182.21%	20,000
409	410	Penal Fines	36,000	36,781	(781)	102.17%	36,000
	420	Fines	5,000	4,771	229	95.42%	5,000
	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	855	(355)	171.00%	500
	440.21	Friends of the Library	23,900	4,000	19,900	16.74%	30,000
	440.23	Friends Book Sales	12,000	9,507	2,493	79.23%	12,000
	440.28	Annual Appeal	12,000	13,748	(1,748)	114.57%	14,000
	440.31	Memoriums	1,000	579	421	57.90%	500
	440.6	Grant	10,000	11,250	(1,250)	112.50%	14,000
		<b>Overall Budget Acct 440.2</b>	60,900	40,074	20,826	65.80%	71,900
	440.1	Lost Materials Income	2,000	1,648	352	82.40%	2,000
	440.12	Print-Outs	13,000	10,610	2,390	81.62%	13,000
	440.13	Fax Income	1,500	1,080	420	72.00%	1,200
	440.37	Rebates	7,500	6,580	920	87.73%	7,500
	440.41	Miscellaneous Sales	3,500	1,663	1,837	47.51%	3,500
		Alternate Source of Income (Year Prior)	536,000				600,000
		Alternate Source of Income	175,000				
		<b>Overall Budget Acct 440.3</b>	738,500	21,581	716,919	2.92%	627,200
447	447	Equipment Sales	1,000	6,500	(5,500)		500
450	450	Interest	80,000	61,824	18,176	77.28%	55,000
		<b>Total revenue</b>	2,930,975	2,018,749	912,226	68.88%	2,885,860
					-		
		<b>EXPENDITURES:</b>			-		
500	500.1						
	500.2	Salaries & Wages	997,000	717,200	279,800	71.94%	1,007,000
	502	Group Health, FICA, Def Comp	173,000	114,286	58,714	66.06%	186,000
	570	Dues and Workshops/travel	13,000	1,489	11,511	11.45%	13,000
		<b>Total Personnel</b>	1,183,000	832,975	350,025	70.41%	1,206,000
					-		
505		<b>Library Services &amp; Materials</b>					
	505.12	Library Materials	314,256	195,022	119,234	62.06%	322,000
	505.36	Library Materials - E-books/e-audiobooks/e-movies (DD plaform fee -	129,000	83,509	45,491	64.74%	129,000
	505.35	E-Resources/E-Databases Fees	22,500	12,317			30,000
	505.12	Library Materials (Print)	140,556	94,247	46,309	67.05%	140,556
	505.12	Hotspots (Increased by 5 for FY25; to	10,200				10,200
	509.1	Processing	12,000	4,949	7,051	41.24%	10,000
	508	Computer Supplies	14,500	11,251	3,249	77.59%	15,000
	527	Cooperative Fee	66,185	57,070	9,115	86.23%	70,000
	527.2	Acquisitions	660	-	660	0.00%	660
	527.5	Shared System Costs	48,500	46,134	2,366	95.12%	52,315
	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	14,456	5,544	72.28%	26,000
531.1	Youth Services	10,000	6,378	3,622	63.78%	13,000	
531.2	Adult Services	10,000	8,078	1,922	80.78%	13,000	
		<b>Total Library Services &amp; Materials</b>	414,941	277,799	137,142	66.95%	433,000
536		<b>Facilities &amp; Equipment</b>					
	515	Utilities	57,000	43,658	13,342	76.59%	68,000
	515.1	Gas	12,000	9,947	2,053	82.89%	20,000
	515.2	Electricity	45,000	33,711	11,289	74.91%	50,000
	536.12	Maintenance & Repairs	117,500	96,019	21,481	81.72%	98,250
	536.1	Custodial Supplies	4,000	3,840	160	96.00%	5,000
	536.2	Repair&Main (inc. generator)	35,000	19,038	15,962	54.39%	28,000
	536.25	Maintenance HVAC (Trane & BASS)	60,000	58,254	1,746	97.09%	45,000
	536.3	Small Equip.	1,500	2,603	(1,103)	173.53%	3,000
	536.5	Water / Septic / Sewer Expenses	4,000	5,041	(1,041)	126.03%	5,000
	536.7	Trash Pick up	4,750	3,919	831	82.51%	5,500
	536.8	Fees & Inspections (generator, chemical wa	4,000	701	3,299	17.53%	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	1,548	452	77.40%	2,000
	560	Insurance	28,000	31,862	(3,862)	113.79%	32,000
	600	Equipment	74,000	32,463	41,537	43.87%	70,000
	605	Capital Expenditure	903,884	409,676	494,208	45.32%	802,110
	605.1	F&F					
	605.2	Capital Equipment - Office	11,100	11,007	93		
	605.3	Capital Equipment - BLDG	711,000	388,890	322,110		600,000
605.31	Capital Equipment - BLDG Improve	95,600	-	95,600	0.00%	49,767	
605.8	Reserved for Future Capital Expendit	6,627	-	6,627	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	
		<b>Total Facilities &amp; Equipment</b>	1,180,384	613,678	566,706	51.99%	1,070,360
		<b>Administrative Expenses</b>					
	510	Office supplies	1,800	1,235	565	68.61%	2,000
	511	Postage	750	484	266	64.53%	750
	512	Printing	750	-	750	0.00%	750
	514	Advertising	35,700	22,259	13,441	62.35%	42,000

585	514.1	Public Relations & Community Events	31,000	20,384	10,616	65.75%	36,300
	514.2	Community Events	4,000	1,610	2,390	40.25%	5,000
	514.3	Organizational memberships	700	265	435	37.86%	700
	516	Telephone	3,800	2,871	929	75.55%	4,000
	520	Contractual Services	34,000	32,333	1,667	95.10%	41,500
	520.3	Snow Removal	19,000	20,430	(1,430)	107.53%	25,000
	520.4	Lawn Maintenance	6,000	5,267	733	87.78%	7,000
	521	Lease - Copy machine	6,500	4,564	1,936	70.22%	6,500
	522	Credit Card/Bank Fees	2,500	2,072	428	82.88%	3,000
	525	Legal & Professional	3,500	2,128	1,372	60.80%	3,000
	540	Auditor	7,400	7,400	-	100.00%	7,600
	585.3	Misc. Expense	3,300		3,300	0.00%	3,000
	585.1	Lost Materials Refund	500	69	431	13.80%	500
	585.60	Agent Fee (Bond Payment)	500	-	500	0.00%	500
	<b>Total Admin. Expenses</b>	<b>91,000</b>	<b>68,779</b>	<b>22,221</b>	<b>75.58%</b>	<b>104,600</b>	

586		<b>Gifts &amp; Grants</b>					
	523	Grant Expense	10,000	8,589	1,411	85.89%	14,000
	586.26	Christmas Tea Purchases		-			
	586.27	Friends Gift Purchases	21,900	3,459	18,441	15.79%	27,000
	586.28	Gift Purchases - Annual Appeal	12,000	3,884	8,116	32.37%	12,000
	586.285	Gift Purchases - Annual Appeal					-
	586.31	Discretionary Gift Purchases	3,700	2,725	975	73.65%	4,400
	586.36	Donor Appreciation Event	1,750	1,130	620	64.57%	1,000
	586.39	Expenditures - Return Book Sales	12,000	9,013	2,987	75.11%	12,000
	586.9	Gifts for Collection Purchase	300	152			1,500
	<b>Total Gifts &amp; Grants</b>	<b>61,650</b>	<b>28,952</b>	<b>32,698</b>	<b>46.96%</b>	<b>71,900</b>	
	<b>Total Expenditures</b>	<b>2,930,975</b>	<b>1,822,183</b>	<b>1,108,792</b>	<b>62.17%</b>	<b>2,885,860</b>	
	<b>Excess Revenue Over</b>	<b>0</b>				<b>0</b>	

Position	Table Lookup Value	Years of Service	Percent of Amount	Maximum Amount	Actual Amount
Tech Services	2	28	40%	\$800.00	\$320.00
Assistant Director	5	18	100%	\$700.00	\$700.00
Director	5	16	100%	\$700.00	\$700.00
Librarian	1	15	30%	\$700.00	\$210.00
IDC	1	13	30%	\$600.00	\$180.00
Marketing	5	12	100%	\$600.00	\$600.00
Processing	5	11	100%	\$600.00	\$600.00
Librarian	2	11	40%	\$600.00	\$240.00
CS Specialist	3	11	60%	\$600.00	\$360.00
Cleaning Asst	1	11	30%	\$600.00	\$180.00
Tech Services	2	10	40%	\$600.00	\$240.00
CS Specialist	1	9	30%	\$400.00	\$120.00
IDC	1	9	30%	\$400.00	\$120.00
Librarian	3	9	60%	\$400.00	\$240.00
Librarian	5	8	100%	\$400.00	\$400.00
CS Specialist	3	8	60%	\$400.00	\$240.00
CS Supervisor	4	8	80%	\$400.00	\$320.00
CS Specialist	2	8	40%	\$400.00	\$160.00
Librarian	5	7	100%	\$400.00	\$400.00
Cleaning Asst	2	7	40%	\$400.00	\$160.00
CS Specialist	1	6	30%	\$400.00	\$120.00
IDC	1	6	30%	\$400.00	\$120.00
Maintenance	3	6	60%	\$400.00	\$240.00
Head of IT	5	5	100%	\$400.00	\$400.00
Librarian	5	5	100%	\$400.00	\$400.00
CS Supervisor	2	5	40%	\$400.00	\$160.00
CS Specialist	2	5	40%	\$400.00	\$160.00
Librarian	1	5	30%	\$400.00	\$120.00
CS Specialist	3	4	60%	\$300.00	\$180.00
Tech	5	3	100%	\$300.00	\$300.00
Librarian	5	2	100%	\$300.00	\$300.00
CS Specialist	2	2	40%	\$300.00	\$120.00
CS Specialist	3	2	60%	\$300.00	\$180.00
CS Specialist	2	1	40%	\$300.00	\$120.00
CS Specialist	1	1	30%	\$300.00	\$100.00
Maintenance	2	1	40%	\$300.00	\$120.00
Maintenance	2	1	40%	\$300.00	\$120.00
CS Specialist	1	1	30%	\$300.00	\$100.00
				<b>Total</b>	<b>\$9,850.00</b>

1-4 years	5-9 years	10-14 years	15-19 years	20+ years
\$300.00	\$400.00	\$600.00	\$700.00	\$800.00
>10 hrs	1	30%		
11-20 hrs	2	40%		
21-30 hrs	3	60%		
31-39 hrs	4	80%		
40 hrs	5	100%		