



**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 THE SPECIAL BUDGET MEETING AND FOR LIBRARY BOARD MEETING
MONDAY, MAY 18, 2026, AT 7:00 PM
OLSON MEETING ROOM**

- A. Call meeting to order and verify quorum (26-164)
- B. Approval of agenda (26-165V)
- C. Open Budget Hearing (26-166)
- D. Presentation of 2026-2027 Budget and Tax Rate Request for the period July 1, 2026, to June 30, 2027 (26-167)
- E. Public Comment (26-168)
- F. Close Budget Hearing (26-169)
- G. Budget
 - 1. Approve the 2026-2027 Levy (26-170V)
 - 2. Adopt the 2026-2027 Budget (26-171V)
- H. Introduction of guests (26-172)
- I. Approval of past minutes:
 - 1. Regular Board Meeting on April 27, 2026 (26-173V)
- J. Public Comment (26-174)
- K. Friends of the Library Report (26-175)
- L. Financial Report
 - 1. Acceptance of the April 2026 Financial Report (26-176V)

M. Approval for Payroll Report April 2026 (26-177V)

N. Approval for Board Review of Bills and credit card purchases for April 2026 (26-178V)

O. Director's Report (26-179)

P. Staff Reports (26-180)

Q. Old Business

1. Update for Adult Renovation (26-181)

R. New Business

1. Approval and acceptance of gift from The Friends of the Library (26-182V)

S. Correspondence and communications (26-183)

T. Committee Reports

1. Advocacy Marketing

a. Updates from the meeting on April 20, 2026 (26-184)

2. Facilities (26-185)

3. Budget (26-186)

4. Policy Committee

a. Reviewed Policies

1. Policies reviewed with changes: 203, 217, 300, 400, 401, 402, 407, and 410 (26-187V)

2. Policies reviewed with no changes: 218, 219, 220.0, 221.0, 224.0, and 301.0 (26-188V)

5. Professional Development (26-189)

U. Anticipated Closed Session

1. Anticipated discussion and motion for an upgrade to ingress and egress (26-190V)

V. Board Comments (26-191)

W. Adjournment (26-192)

UPCOMING MEETINGS

BOARD MEETING: MONDAY, JUNE 29, 2026, AT 7 PM

BUDGET COMMITTEE: TUESDAY, JUNE 23, 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

	2025-2026 Amended Budget	2026-2027 Proposed Budget
Income		
400.0 Property Taxes	\$1,592,775.00	\$1,648,291.00
400.3 Green Oak Taxes	\$394,000.00	\$424,000.00
400.4 Personal Property Taxes	\$8,800.00	\$10,000.00
415.0 State Aid	\$13,000.00	\$20,000.00
409.0 Fines & Fees	\$42,000.00	\$41,260.00
440.0 Gifts & Grants	\$60,900.00	\$63,400.00
450.0 Interest	\$80,000.00	\$55,000.00
440.4 Miscellaneous	\$738,500.00	\$962,200.00
447.0 Equipment Sales	\$1,000.00	\$500.00
Alternate Source of Funding (Committed Fund Balance)	\$0.00	\$0.00
Alternate Source of Funding (Assigned Fund Balance)	\$0.00	\$0.00
Total Income	\$2,930,975.00	\$3,224,651.00

Expense		
500.0 Personnel	\$1,183,000.00	\$1,206,000.00
505.0 Library Materials & Supplies	\$414,941.00	\$438,914.00
536.0 Facilities & Equipment	\$1,180,384.00	\$1,405,093.00
585.0 Administrative Expenses	\$91,000.00	\$111,244.00
586.0 Gifts & Grants	\$61,650.00	\$63,400.00
Total Expense	\$2,930,975.00	\$3,224,651.00

2026-2027 Millage Request

	<i>Original Authorized Millage</i>	<i>2026-2027 Millage Request</i>
Oakland	1995 (1.2500)	1.0196
	2014 (0.4950)	0.4525
	Total	1.4721

	<i>Original Authorized Millage</i>	<i>2026-2027 Millage Request</i>
Washtenaw	1995 (1.2500)	1.0196
	2014 (0.4950)	0.4525
	Total	1.4721

	<i>2025-2026 Taxable Values</i>	<i>2026-2027 Taxable Values</i>
Oakland	\$567,720,830	\$596,723,100.00
Washtenaw	\$503,687,604	\$527,724,487.00
Total	\$1,071,408,434	\$1,124,447,587.00

DDA Capture for 2026-2027
\$7,005.68

2026 Tax Rate Request (This form must be completed and submitted on or before September 30, 2026)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

Carefully read the instructions on page 2.

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.

County(ies) Where the Local Government Unit Levies Taxes Washtenaw	2026 Taxable Value of ALL Properties in the Unit as of 05-26-2026 527,724,487
Local Government Unit Requesting Millage Levy Salem-South Lyon District Library	For LOCAL School Districts: 2026 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties.

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2026 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election Charter, etc.	(5) ** 2025 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2026 Current Year "Headlee" Millage Reduction Fraction	(7) 2026 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
Charter Act	Operating	5/2/95	1.2500	1.0295	0.9904	1.0196	1	1.0196	1.0196	0	N/A
Charter Act	Operating	2/25/14	0.4645	0.4569	0.9904	0.4525	1	0.4525	0.4525	0	12/31/33
DRAFT											

Prepared by	Telephone Number	Title of Preparer	Date 05/18/2026
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CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

<input type="checkbox"/> Clerk	Signature	Print Name	Date
<input checked="" type="checkbox"/> Secretary		Hattie Maguire	05/18/2026
<input type="checkbox"/> Chairperson	Signature	Print Name	Date
<input checked="" type="checkbox"/> President		Denise Stacer	5/18/2026

* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

** **IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2026 for instructions on completing this section.

Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate
For Principal Residence, Qualified Ag., Qualified Forest and Industrial Personal	
For Commercial Personal	
For all Other	

2026 Tax Rate Request (This form must be completed and submitted on or before September 30, 2026)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

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This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.

County(ies) Where the Local Government Unit Levies Taxes Oakland	2026 Taxable Value of ALL Properties in the Unit as of 05-26-2026 596,723,100
Local Government Unit Requesting Millage Levy Salem-South Lyon District Library	For LOCAL School Districts: 2026 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties.

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2026 tax roll.

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<input type="checkbox"/> Chairperson	Signature	Print Name	Date
<input checked="" type="checkbox"/> President		Denise Stacer	5/18/2026

Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate
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** **IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

NOTICE OF PUBLIC HEARING
SALEM-SOUTH LYON DISTRICT LIBRARY
Counties of
Oakland and Washtenaw, Michigan
ON THE ADOPTION OF THE BUDGET FOR THE
FISCAL YEAR 2026-2027
TO ALL INTERESTED PERSONS IN THE
LIBRARY DISTRICT OF THE
SALEM-SOUTH LYON DISTRICT LIBRARY

PLEASE TAKE NOTICE that the Board of Trustees of the Salem-South Lyon District Library, Counties of Oakland and Washtenaw, Michigan, will hold a public hearing on Monday, the 18th day of May, 2026 at 7:00 p.m. in the Olson Meeting Room of the Salem-South Lyon District Library, South Lyon Michigan to consider the approval and adoption of the operating budget of the Salem-South Lyon District Library for the fiscal year 2026-2027.

Copies of the proposed budget are on file with the Library Director at the Salem-South Lyon District Library, 9800 Pontiac Trail, South Lyon, Michigan, for inspection during regular library hours or online at ssdl.info. At the public hearing, all citizens, taxpayers, and property owners of the Salem-South Lyon District Library District, comprised of the Township of Salem and the City of South Lyon, shall be afforded an opportunity to be heard in regard to the approval of the budget.

THE PROPERTY TAX MILLAGE RATE PROPOSED TO BE LEVIED TO SUPPORT THE PROPOSED BUDGET WILL BE A SUBJECT OF THIS HEARING.

This notice is given by order of the Board of Trustees of the Salem-South Lyon District Library, Counties of Oakland and Washtenaw, Michigan. Any citizen requesting accommodation to attend this meeting or to obtain this notice in alternate formats, please contact Kathy Merucci, Library Director at 248-437-6431 ext. 205.

METRO

Murder charge dropped against caretaker in elderly Macomb man's death in 2024

Christina Hall
Detroit Free Press
USA TODAY NETWORK

A Macomb County Circuit Court judge dismissed a murder charge against a caretaker accused of killing an elderly man when she told a doctor to take him off life support after he suffered a stroke, saying the evidence showed the man died of natural causes.

The county prosecutor's office disagrees, and filed an appeal with the Michigan Court of Appeals in April. It is asking the appellate court to reverse the circuit court decision. No court date has been set.

Linda Polk, then 53, of Clinton Township, was bound over in August on first-degree premeditated murder and seven other charges, including embezzlement from a vulnerable adult, forgery of a document, identity theft and possession of a financial transaction device, in the case.

She was arrested in April 2025, accused of obtaining a fraudulent power of attorney over retired lawyer Steven Zarnowitz, 78, and his wife, Jill Margolick, as well as a quit-claim deed to their home. The couple moved to Macomb County in 2024, according to preliminary exam testimony, after living in Farmington Hills.

Testimony indicated Zarnowitz hired Polk to provide in-home care for Margolick for several years after she had COVID-19 and became bedridden. Zarnowitz suffered a stroke Oct. 17, 2024, and was taken to McLaren Macomb Hospital in Mount Clemens. He died Oct. 19, 2024, and his body was cremated, according to testimony.

It indicated Polk was the only one listed as next of kin for Zarnowitz on paperwork and that she identified herself as his niece to a doctor, who testified that Polk made the decision to take him off life support.

She mentioned Zarnowitz as her dad



Defense attorney Steven Scharg, standing, with his client, Linda Polk, during her preliminary exam on murder and other charges in 41B District Court in Clinton Township on Aug. 1, 2025. CHRISTINA HALL/DETROIT FREE PRESS

when talking to a credit card company about a credit card in his name that was opened after his death, according to testimony.

Polk is not related to Zarnowitz. A Clinton Township police detective testified that after Zarnowitz died, Polk opened up credit cards in his name, using one at multiple locations.

In March, Macomb Circuit Judge Matthew Sabaugh granted a motion to quash the murder charge filed by Polk's attorney, writing in his opinion that the court does not find evidence presented during the preliminary exam that supports the charge and that the district court abused its discretion when it bound Polk over on the charge.

"The issue before this Court is whether Defendant caused the victim's death. The People argue at length that the Defendant's pre and post-homicide conduct demonstrates intent to kill. No doubt, this case is replete with financial fraud, however, the Court need not address Defendant's intent because the evidence presented clearly demon-

strates that the victim died from natural causes," Sabaugh wrote.

He continued: "Michigan caselaw is clear, 'the decision to terminate life-support treatment is not the cause of the patient's subsequent death' ... The People have not presented authority that an unlawful surrogate decision-maker is subject to criminal liability ... the testimony presented indicates the victim died from a naturally occurring medical event, a stroke, not Defendant's decision to terminate life support."

Prosecutors, in their appellate court application, wrote that they presented sufficient evidence during the preliminary exam to bind over Polk. They said the district court "accepted the prosecution's theory that Defendant's fraudulent instruction to terminate the deceased victim's life-support directly caused his death and that, but for that instruction, the victim would have remained on life support — and alive — even if only briefly."

They argue Polk's "unlawful decision" to terminate his life support "was

rooted in deception" and was the result of her "intentional choice, made after time for reflection, and it directly resulted in the immediate cessation of the victim's life."

"Defendant used the hospital to kill Zarnowitz; the doctors were her murder weapon," prosecutors said.

Polk's attorney, Steven Scharg, is asking the court to deny the prosecutor's appeal. He wrote that Zarnowitz was in the intensive care unit, uncommunicative, on artificial life support with worsening condition and more than 95% unlikely to survive. He said a doctor presented Polk with a decision to either continue life support with cardiac arrest and painful end or removal of life support with comfort care end of life.

"She was sad, she chose the latter," he wrote. "Removal of artificial life support was not the cause of death establishing murder. Regardless of the status of her decision-making ability. It was the stroke which brought him to this point and the end of life."

He also wrote: "It is obvious the alleged financial crimes are the driving force of the murder charge. Such financial crimes are disturbing to be sure, but their existence here is incidental to the issue of cause of death."

Sabaugh granted a motion April 23 to reduce Polk's bond, setting it at \$100,000 cash or surety with a steel cuff GPS tether prior to release. She was released from the county jail April 24, according to Sheriff's spokeswoman Jennifer Putney. Polk was to surrender her passport and is to have no contact with the victim's family or any banks involved in the case, according to online circuit court records.

Contact Christina Hall: chall@freepress.com. Follow her on X: [@challreporter](https://twitter.com/challreporter).

Support local journalism. Subscribe to the Free Press.

Submit a letter to the editor at freep.com/letters.

Murals

Continued from Page 4A

month.

In June, Rochelle Riley, who then served as director of Detroit's Office of Arts, Culture & Entrepreneurship (ACE), told Dabls she would help fund the rehabilitation of the museum, according to the lawsuit. Riley "verbally committed \$25,000" to help pay for repairs, according to the lawsuit.

However, later that month, Riley "abruptly withdrew" her support and told Dabls he needed to foot nearly \$500,000 within three days or the city would tag the building for demolition, the lawsuit reads.

Riley then said she would check with the city's contractor on whether the estimated cost to maintain the building could be decreased, but Dabls claims in the suit he did not hear back.

Riley, whose six-year tenure with the city ended with former Mayor Mike Duggan's third term, said she never promised Dabls or any other artists any money during her tenure.

"\$25,000? My office didn't have \$25 to give to an artist," Riley said. "And I will not believe that Dabls is even aware that I'm named in this lawsuit without hearing it from him. The ACE Office had nothing to do with building demolitions. I heard about it on the news."

Riley did approach some funders to see whether any would be interested in saving the building, to no avail. But before the building was torn down, she hired a

photographer to take photos of every mural on the building so the images could be saved. Dabls was offered the images, without strings or cost, to sell to make money, Riley said. He declined. And last summer, the ACE office chose the alley next to the Dabls Bead Museum for one of nine city-sponsored arts alleys. Riley also was invited to — and did — speak at the annual Dabls Bead Festival in the alley in June 2025.

"I think the world of Dabls, or I wouldn't have done all I was able to do for him. I still think the world of him," she said.

On June 27, 2024, Dabls was issued his first demolition order, which stated he could appeal. Artists and supporters resisted and rallied to preserve the building, though on July 3, 2024, city officials approved its emergency demolition. Two days later, Dabls submitted an appeal re-

quest to the Department of Hearing and Appeals to prevent the demolition and destruction of the murals, according to the lawsuit.

Following the request, crews began fencing off the area, which was expected to face demolition the morning of July 9, 2024.

Dabls attended the appeals hearing on July 10, 2024, and five days later, received a response that the city denied his appeal.

The hearing officer told Dabls the reason was because he "could not confirm that he had money to effectuate the rehabilitation of the structure, it must be immediately demolished," according to the lawsuit.

Dabls then requested a temporary restraining order July 16, 2024, through the Wayne County 3rd Circuit Court and provided notice of the pending restraining order request to LaJuan Counts, the

city's former demolition director; Dave Bell, director of the Building Safety Engineering and Environmental department, and then-City Council President Mary Sheffield, according to the lawsuit. However, crews proceeded with demolition on Tuesday, July 16, 2024.

Alake Williams, Dabls' daughter and museum director, referred the Free Press to Dabls' attorney, Andrew Gerber, for comment.

"Unfortunately, the damage has been done, the murals have been completely destroyed," said Gerber. "Since the

damage is done, the only direction is to seek compensation for my client."

The lawsuit was filed under the Visual Artists Rights Act, which requires 90 days after notice of demolition to remove or pay for the removal of the murals.

The lawsuit claims the city "never attempted to obtain a waiver of rights prior to ordering the willful destruction of Dabls' Murals. The City never obtained a signed written instrument transferring the rights in the Murals to the City. Defendants did not afford Dabls the required 90 days after re-

ceiving notice of ordered demolition to either remove the work or to pay for its removal as required" under the Visual Artists Rights Act.

As a result of the destruction of murals, Dabls incurred "significant financial losses," according to the lawsuit.

The city did not respond to a request for comment.

Dana Afana is the Detroit City Hall reporter for the Free Press. Contact: dafana@freepress.com. Follow her: [@DanaAfana](https://twitter.com/DanaAfana).

Duante Beddingfield is the arts and culture reporter for the Free Press.

PUBLIC NOTICE
Detroit Department of Transportation
Proposed FY27 Operating and Capital Assistance in State and Federal Application

All citizens are advised that the Detroit Department of Transportation (DDOT) has prepared an application to be submitted to the Michigan Department of Transportation for State of Michigan financial assistance for the fiscal year 2027 as required under Act 51 of the Public Acts of 1951, as amended, and for federal assistance as required under the Federal Transit Act, as amended.

DDOT is requesting a total of **\$87,393,148** through the following funding programs:

FY27 Application Summary				
Funding by Program	Federal Funds	Local Funds	State Funds	Total
Operating Assistance				
Local Bus Urban Operating Assistance	\$0		\$39,738,705	\$39,738,705
Specialized Services	\$0		\$117,330	\$117,330
Capital Assistance				
Section 5304	\$240,000		\$60,000	\$300,000
Section 5307	\$28,334,670		\$7,083,668	\$35,418,338
Congestion Mitigation Air Quality (CMAQ)				
	\$5,000,000		\$1,250,000	\$6,250,000
Section 5310	\$285,000	\$285,000		\$570,000
Section 5339	\$2,499,020		\$624,755	\$3,123,775
Climate Reduction Program (CRP)	\$1,500,000		\$375,000	\$1,875,000
Total	\$37,858,690	\$285,000	\$49,249,458	\$87,393,148

DDOT ensures that the level and quality of transportation service is provided without regard to race, color, or national origin in accordance with Title VI of the Civil Rights Act of 1964. For more information regarding Title VI obligations or to file a complaint, call 313-933-1300, email DDOTtitle6@detroitmi.gov, and visit our website at www.RideDetroitTransit.com, or our administrative office at the address below.

The proposed application is on file at DDOT offices, 100 Mack Avenue, Detroit, MI 48201 and may be reviewed from May 2, 2026, through May 31, 2026, on weekdays between the hours of 9:00 A.M. and 5:00 P.M.

Written comments regarding the application and written requests for a public hearing to review the application must be received by May 31, 2026. If a hearing is requested, a notice of the scheduled date, time, and location will be provided at least 10 days in advance. Sign interpreters for the hearing impaired, and language translation are available upon request.

Submittals should be sent with Attn: Grants Manager via mail to DDOT, 100 Mack Avenue, Detroit, MI 48201 or via email to DDOTcomments@detroitmi.gov.

NOTICE OF PUBLIC HEARING
SALEM-SOUTH LYON DISTRICT LIBRARY
Counties of Oakland and Washtenaw, Michigan

ON THE ADOPTION OF THE BUDGET FOR THE
FISCAL YEAR 2026-2027

TO ALL INTERESTED PERSONS IN THE LIBRARY DISTRICT OF THE SALEM-SOUTH LYON DISTRICT LIBRARY

PLEASE TAKE NOTICE that the Board of Trustees of the Salem-South Lyon District Library, Counties of Oakland and Washtenaw, Michigan, will hold a public hearing on Monday, the 18th day of May, 2026 at 7:00 p.m. in the Olson Meeting Room of the Salem-South Lyon District Library, South Lyon Michigan to consider the approval and adoption of the operating budget of the Salem-South Lyon District Library for the fiscal year 2026-2027. Copies of the proposed budget are on file with the Library Director at the Salem-South Lyon District Library, 9800 Pontiac Trail, South Lyon, Michigan, for inspection during regular library hours or online at ssldl.info. At the public hearing, all citizens, taxpayers, and property owners of the Salem-South Lyon District Library District, comprised of the Township of Salem and the City of South Lyon, shall be afforded an opportunity to be heard in regard to the approval of the budget.

THE PROPERTY TAX MILLAGE RATE PROPOSED TO BE LEVIED TO SUPPORT THE PROPOSED BUDGET WILL BE A SUBJECT OF THIS HEARING.

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DF-43951251

Garden

Continued from Page 1A

civic affairs and trying to turn around his struggling lighting business. He becomes so subsumed by projects that he sometimes forgets to eat.

Fan said he's a workaholic who never had time for a wife or kids. His only family is back in China.

"My retirement is working," he said. "Life will be miserable — boring — if I don't have something challenging. I'm a really strange animal."

Fan's age and a recent stroke have slowed him down, but only a little.

Vin Pinti, a law student at the University of Michigan who helped Fan try to keep his garden, said he was constantly surprised by Fan's resilience during the fight.

"He's persistent," Pinti said. "Although he was dealt an unfortunate hand, he still plays the game. He hasn't checked out. Despite the eviction threat, he continues to garden."

Fan's intensity is softened by a guilelessness, a nearly childlike openness. If there's any artifice about him, it's hard to detect.

Born in communism, Fan struggled in capitalism

An earthquake propelled Fan halfway across the world.

He was a bricklayer-turned-builder whose work on the destruction from a 1976 earthquake in Tangshan, China, prompted the government to pay for higher education. He was the first in his family of 11 to attend college.

After receiving a bachelor's degree in civil engineering from Tianjin University in China, he finished among the top students in an intense competition for overseas study. As a teen, he taught himself English by listening to the Voice of America.

"I'm fascinated with the Western world," he said. "I believe in capitalism more than communism. Capitalism has genes to keep growing. Makes sense, right?"

Fan received a master's degree in civil engineering from the University of Michigan and worked as a project engineer for Ford Motor Co. and General Motors Corp. for seven years in the 1990s. At GM, he received a patent for inventing a part of the gear system that allowed the support pin and surrounding structures to move in sync.

He also invented a hybrid pump that merged piston and turbine technology and a light that changes the color of water in a fountain from the inside. But neither received patents.

Fan took a training program for entrepreneurs and started his own company, TiniLite World, in 1996. It made lighting accessories like Christmas lights that, instead of incandescent bulbs, used LED ones.

He bought a Cape Cod-style home in Saline and filled the yard with things he built: a luscious garden, swimming pool and 33-foot gazebo.

In the 1990s, however, LED lights were too expensive for the marketplace and wouldn't become more common until 20 years later. Fan was ahead of his time.

TiniLite struggled to make money and eventually lost its investors.

"My whole point is invent things, not be distracted," he said. "Inventors are most stubborn. They prefer to be poor."

During the housing crisis in 2008, Fan lost his home, swimming pool, gazebo and garden. He said he lived out of his car for 2 1/2 years.

He lives on food stamps and \$1,027 a month in Social Security. He struggles to pay insurance for a 2002 Grand Am that barely runs. He owes \$50,000 in school loans.

He had hoped for a better life in America.



This painting by Suran Song was sent to Fan, a self-described workaholic who hasn't been shy to take on projects.

"I get depressed thinking about it, at my age, screaming and yelling," Fan said. "I'm so dedicated to innovation. I have to fight for every inch. I don't say I'm famous or genius, but I'm poorly treated for making good things."

A compulsive personality finds peace in plants

Fan began planning his garden even before he moved into Mill Pond Manor.

He was on a years-long waiting list when he told the manager his first act as a resident would be to remove all the poison ivy behind the facility.

He said he had no idea how big an undertaking the garden would be, but his compulsive personality said otherwise.

Fan began digging shortly after becoming a tenant in 2013 and never stopped, said residents. He's in the garden at all times of the day and sometimes all day long.

July heat waves and December cold spells don't stop him. Residents said they've seen him watering the garden during a rainfall because he felt the plants needed more hydration.

Lee Johnson, a Saline resident who works next to Mill Pond, said Fan seems to be in the garden every time she drives past the facility.

"He's always out there, him or his walker," Johnson said. "I see his walker and wonder, 'What is he up to now?'"

Fan, who is 5-foot-4 and 127 pounds, has hurt himself several times while gardening. In 2017, he was hospitalized after fracturing his back trying to move a boulder half his size.

At age 75, he climbs into trees to cut branches that are damaged or diseased.

Fan began with a small plot but expanded it. He then expanded it again. And again. And again. It now runs 70 yards along a woods behind the apartment complex before taking a turn and stopping just short of the street.

He filled those 70 yards with all manner of flowers, plants, shrubs and saplings. They're joined by urns, gnomes, windmills, bird-baths and birdhouses and a glass-enclosed Buddha head.

The inventor had become the gardener.

"Everyone knows I'm the gardener of the neighborhood," Fan said. "I'm going to do the right thing whether you threaten me or not. This is my legacy."

Some of the flora and decorations were donated. The provenance of the rest is

unclear.

Fan said the garden is his therapy. It helps soothe his feelings when he can't sleep. It makes him feel good.

It isn't just a hobby, he said. It's spiritual.

"If I'm really unhappy, feel sometimes so down and so depressed, I take care of flowers," he said.

Apartment owner labels the garden 'malicious destruction of property'

Where Fan saw a garden, his landlord saw "malicious destruction of property."

That's the phrase Mill Pond's lawyer, James Martone, used in July 2025 when he wrote to Fan to say he was being evicted.

The notice to quit cited several reasons: expanding the garden without permission, having an unsanitary apartment and hitting the manager with his backpack.

Fan denied striking the worker during the 2024 argument, which he said was caused by a dispute over an increase in rent.

Earlier managers looked the other way during the expansion of Fan's garden, but a new supervisor, who arrived several years ago, was less forgiving.

Fan ignored the manager's entreaties to stop watering the foliage, continuing to do so when he wasn't around — weekends, early mornings and late nights. He hurt himself several times falling in the dark.

The facility finally turned off the water to an outside faucet, so Fan began using one on the other side of the building. When that water was cut off as well, he began filling several buckets with water, putting them on his wheelchair and taking the elevator from the third floor.

After seven warnings, Mill Pond issued the eviction notice.

A spokesperson for the facility declined to discuss the matter.

"I will tell you Mr. Fan is not being asked to give up his garden," said the spokesperson, Chris Ragon. "He is being asked to reduce his garden to its original size so other residents can have gardens, too."

Some apartment residents aren't crazy about their unofficial gardener.

Jane Dillard said she stopped talking with Fan because he's argumentative. She calls him the "belligerent man in the forest."

"The garden kept going and going. He wouldn't stop," Dillard said. "You can't stop him. He won't stop."

She criticized the way Fan gardens. Residents were having a potluck in



Photos by Robin Buckson / The Detroit News

Changming Fan began with a small plot but expanded it. It now runs 70 yards along a woods behind the apartment complex before taking a turn and stopping just short of the street.

"EVERYONE KNOWS I'M THE GARDENER OF THE NEIGHBORHOOD. I'M GOING TO DO THE RIGHT THING WHETHER YOU THREATEN ME OR NOT. THIS IS MY LEGACY."

Changming Fan

2024 when Fan, covered with dirt from head to toe, walked into the complex's kitchen, she said.

Fan pleaded guilty to the charge of scruffiness. He said there's nothing dainty about gardening, that Chinese gardeners like to become enmeshed with the soil.

Deal struck to pare back garden, keep apartment

Fan fought the eviction through a UM law school clinic where students represent people who can't afford an attorney.

In December, the UM Civil-Criminal Litigation Clinic worked out a deal in Washtenaw County District Court that allowed Fan to keep his apartment and original garden, which is 15 yards long.

In return, he agreed to stop tending the rest of the vegetation by April 15. Mill Pond recently installed surveillance cameras around the property, according to residents.

The law students who represented Fan said there was little they could do legally to save the rest of his garden. But they didn't give

up. They moved their quest to save the garden from the courtroom to the public sphere. They mounted a campaign for people to contact local and state politicians and executives at the Retirement Housing Foundation, a Long Beach, Calif.-based nonprofit that manages the facility.

A petition on Change.org received 1,264 signatures. It said the garden elicited joy, solace and serenity. That's all gone, the petition said.

Pinti, the UM law student, said he was drawn to Fan's plight because he found the Chinese immigrant inspiring.

"He had so many reasons to give up, but he doesn't," he said. "The first thing he wants to do in the morning is get up and go into the garden."

Despite the students' efforts, Mill Pond wouldn't budge. Fan needs to refrain from working in the rest of the garden after April 15, the landlord said.

Chinese immigrant watches creation die on the vine

Fan said it's difficult to

keep his promise to abandon his other plants.

Just two weeks after the April 15 deadline, the difference between Fan's plot and the rest of the garden is all-ready pronounced. His spot is a dense, colorful mix of perennials versus the patchiness of its neighbor.

Fan is especially worried about his red cedar saplings. He transplanted 35 of them from the nearby woods. He loves the cedars because they can grow 300 feet high and live for 500 years. But they need lots of watering when young.

"Trees are part of my life," he said. "Every time I think of trees, I'm happy. That's who I am."

If Mill Pond's landlord checks the footage from its surveillance cameras from the past week, it will spy a small, slumping man trudging through the dark. He nearly stumbled as he pushed a wheelchair along the hillside garden.

He reached into the wheelchair and pulled out a bucket of water. Clutching the heavy pail, he walked gingerly to one of the baby cedars and quenched its thirst.

It will be too dark to see the man's face, but he'll be smiling.

fdonnelly@detroitnews.com
(313) 223-4176
@prima_donnelly



Fan has agreed to stop tending vegetation beyond his plot. Mill Pond recently installed surveillance cameras around the property, according to residents.

PUBLIC NOTICE
Detroit Department of Transportation
Proposed FY27 Operating and Capital Assistance in State and Federal Application

All citizens are advised that the Detroit Department of Transportation (DDOT) has prepared an application to be submitted to the Michigan Department of Transportation for State of Michigan financial assistance for the fiscal year 2027 as required under Act 51 of the Public Acts of 1951, as amended, and for federal assistance as required under the Federal Transit Act, as amended.

DDOT is requesting a total of **\$87,393,148** through the following funding programs:

FY27 Application Summary				
Funding by Program	Federal Funds	Local Funds	State Funds	Total
Operating Assistance				
Local Bus Urban Operating Assistance	\$0		\$39,738,705	\$39,738,705
Specialized Services	\$0		\$117,330	\$117,330
Capital Assistance				
Section 5304	\$240,000		\$60,000	\$300,000
Section 5307	\$28,334,670		\$7,083,668	\$35,418,338
Congestion Mitigation Air Quality (CMAQ)	\$5,000,000		\$1,250,000	\$6,250,000
Section 5310	\$285,000	\$285,000		\$570,000
Section 5339	\$2,499,020		\$624,755	\$3,123,775
Climate Reduction Program (CRP)	\$1,500,000		\$375,000	\$1,875,000
Total	\$37,858,690	\$285,000	\$49,249,458	\$87,393,148

DDOT ensures that the level and quality of transportation service is provided without regard to race, color, or national origin in accordance with Title VI of the Civil Rights Act of 1964. For more information regarding Title VI obligations or to file a complaint, call 313-933-1300, email DDOTtitle6@detroitmi.gov, and visit our website at www.RideDetroitTransit.com, or our administrative office at the address below.

The proposed application is on file at DDOT offices, 100 Mack Avenue, Detroit, MI 48201 and may be reviewed from May 2, 2026, through May 31, 2026, on weekdays between the hours of 9:00 A.M. and 5:00 P.M.

Written comments regarding the application and written requests for a public hearing to review the application must be received by May 31, 2026. If a hearing is requested, a notice of the scheduled date, time, and location will be provided at least 10 days in advance. Sign interpreters for the hearing impaired, and language translation are available upon request.

Submittals should be sent with Attn: Grants Manager via mail to DDOT, 100 Mack Avenue, Detroit, MI 48201 or via email to DDOTcomments@detroitmi.gov.

NOTICE OF PUBLIC HEARING
SALEM-SOUTH LYON DISTRICT LIBRARY
Counties of Oakland and Washtenaw, Michigan

ON THE ADOPTION OF THE BUDGET FOR THE
FISCAL YEAR 2026-2027
TO ALL INTERESTED PERSONS IN THE LIBRARY DISTRICT OF
THE SALEM-SOUTH LYON DISTRICT LIBRARY

PLEASE TAKE NOTICE that the Board of Trustees of the Salem-South Lyon District Library, Counties of Oakland and Washtenaw, Michigan, will hold a public hearing on Monday, the 18th day of May, 2026 at 7:00 p.m. in the Olson Meeting Room of the Salem-South Lyon District Library, South Lyon Michigan to consider the approval and adoption of the operating budget of the Salem-South Lyon District Library for the fiscal year 2026-2027. Copies of the proposed budget are on file with the Library Director at the Salem-South Lyon District Library, 9800 Pontiac Trail, South Lyon, Michigan, for inspection during regular library hours or online at ssldl.info. At the public hearing, all citizens, taxpayers, and property owners of the Salem-South Lyon District Library District, comprised of the Township of Salem and the City of South Lyon, shall be afforded an opportunity to be heard in regard to the approval of the budget.

THE PROPERTY TAX MILLAGE RATE PROPOSED TO BE LEVIED TO SUPPORT THE PROPOSED BUDGET WILL BE A SUBJECT OF THIS HEARING.

This notice is given by order of the Board of Trustees of the Salem-South Lyon District Library, Counties of Oakland and Washtenaw, Michigan. Any citizen requesting accommodation to attend this meeting or to obtain this notice in alternate formats, please contact Kathy Merucci, Library Director at 248-437-6431 ext. 205.

DF-43939047

Canton Farmers Market returns for 2026 season

Laura Colvin
Hometownlife.com
USA TODAY NETWORK – MICHIGAN

CANTON TWP. — The Canton Farmers Market returns for its 2026 regular season beginning Sunday, May 10, offering weekly access to fresh food, local goods and family-friendly activities at Preservation Park.

Located at 500 N. Ridge Road, the market runs from 9 a.m. to 1 p.m. on most Sundays through Oct. 11, rain or shine.

"The Canton Farmers Market staff and vendors are excited to be starting the 2026 regular market season this spring, offering great local goods at our weekly Sunday markets, where there really is something for everyone," Canton Farmers Market Coordinator Elayna Dooley said in a press release. "Our markets...remain a popular family destination where folks can access plenty of great merchandise, fresh food, live music, and special activities."

In addition to fruits and vegetables, visitors can expect rotating food trucks, live entertainment, cooking demonstra-

tions and a kids' produce club with hands-on activities.

Returning and new farm vendors this season will offer everything from fresh produce, meat and eggs to mushrooms, herbs, hanging baskets and vegetable plants.

The market will also feature dozens of artisan and specialty food vendors selling baked goods, honey, spice blends, wine, candles, handmade jewelry, ceramics, dog treats and more.

The market also participates in several food assistance programs, including SNAP, Double Up Food Bucks and Senior Project FRESH.

Throughout the season, themed market days and special activities are planned.

A full schedule and more information is available at on the Canton Farmers Market webpage at www.canton-mi.gov/496.

The market is sponsored by Renewal by Andersen, organizers said, and does not run May 24, June 21, July 5, Aug. 30, and Sept. 27.

Contact reporter Laura Colvin: lcolvin@hometownlife.com



The Canton Farmers Market opens May 10 for the 2026 season. COURTESY CANTON TOWNSHIP

Maple House in South Lyon, offers brunch, coffee, beermosas

Susan Bromley
Hometownlife.com
USA TODAY NETWORK – MICHIGAN

SOUTH LYON — Maple House is open at last, giving downtown a bright new breakfast, brunch and beverage spot at 127 E. Lake St., site of the former Lake Street Tavern.

"Thank you for your patience," Tom Palushaj said with a smile as he and his daughters, co-owners Julia Fish and Monica Gojcaj, gave a tour of the remade Maple House interior the day before its April 29 opening. Renovations to the former tavern that closed more than two years ago include all new flooring, light fixtures, full-service bar and decor, with numerous tables and comfortable chairs and booths spread throughout the expansive space. "We wanted a place in South Lyon with good food and good vibes," Monica said. "We wanted something fun and different."

Maple House is the Palushaj family's second restaurant venture downtown. Three years ago, Tom Palushaj opened Dua Vino in the former RCA building next door.

Julia notes that it was "all hands on deck" to give South Lyon a new brunch house and another reason to come downtown.

The restaurant offers many reasons, with an opening month menu that includes omelettes, skillet, egg combos, a "Breaky Burrito" and Brioche French Toast, as well as burgers, sandwiches, salads and melts.

Shareables including candied, thick-cut "Billion Dollar Bacon," seasoned with brown sugar and pepper flakes and "Bonuts," a fried biscuit dough tossed in sugar and topped with lemon mascarpone and served over blueberry compote, both homemade concoctions also used in the creation of lemon ricotta pancakes.

Homemade, fresh and clean ingredients are the primary themes at Maple House, where its proprietors take pride in using pure Michigan maple syrup, not using seed oils and offering healthy, organic options without ad-



Julia Fish and Monica Gojcaj, sisters and co-owners of Maple House, are ready to welcome you to brunch at their new restaurant in South Lyon.

SUSAN BROMLEY/HOMETOWN LIFE

ditives.

That extends to beverage options, which includes a coffee bar and specialties including an iced vanilla oat latte, vanilla matcha and pistachio latte. Coming soon will be a salted brown butter oat draft latte.

A full-service bar will include "beeramosas" made with Belgian white beer, and freshly squeezed orange juice, as well as housemade Bloody Marys, and "Thyme after Thyme," created with reposado tequila, fresh lemon juice and blackberry thyme syrup. On tap offerings include prosecco and Blue Moon.

It's five o'clock somewhere, and the bar is open as soon as Maple House is, which is 7 a.m. Tuesday through Friday and 8 a.m. Saturday and

Sunday. The restaurant closes at 3 p.m. each day and is closed on Mondays.

Maple House is opening with a limited menu for the month of May so about a dozen employees can focus on the quality over quantity and not be overwhelmed, Julia said, but coming soon will be even more delights, including waffles, eggs benedict, homemade crepes and breakfast nachos.

"Come experience brunch the Maple House way," Julia said and Monica adds, "We look forward to welcoming you in for delicious food and drinks."

For more information, visit www.maplehouse-brunch.com.

Contact reporter Susan Bromley at sbromley@hometownlife.com

Construction

Continued from Page 1A

- Reconstructing the drain system between the Yerkes Drain and Detroit Street to reduce flooding.
 - Installing a storm sewer from the Yerkes Drain south to University Avenue.
 - Reconstructing Pontiac Trail/Lafayette Street roadway impacted by sewer construction as well as from south of Dorothy Street to the Yerkes Drain.
 - Milling (removal of existing pavement) and repaving with asphalt on sections of Pontiac Trail/Lafayette Street not impacted by sewer construction.
 - Modernizing traffic signals at the Pontiac Trail/Lafayette Street intersections with Reynold Sweet Parkway, McHattie Street and at 10 Mile Road/Lake Street.
 - Upgrading pedestrian crosswalks throughout the project to comply with the Americans with Disabilities Act.
 - Replacing curbs and gutters where needed.
 - Extending the southbound right-turn lane on Pontiac Trail/Lafayette Street from north of 9 Mile Road to Princeton Drive.
 - Constructing an eastbound, right-turn lane on 9 Mile Road at Pontiac Trail.
- During construction, northbound Pontiac Trail/Lafayette Street will be closed to traffic, while southbound Pontiac Trail/Lafayette Street will remain mostly open.
- There will be short-term closures of southbound Pontiac Trail/Lafayette Street for sewer work and to complete other improvements, with closures to be announced.



Road construction FILE

On-street parking will be prohibited on this section of Pontiac Trail/Lafayette Street during construction.

Ten Mile Road/Lake Street will be closed at Pontiac Trail/Lafayette Street to install sewers and complete other improvements.

Other street closures, including 10 Mile Road/Lake Street, will also be necessary for sewer and road construction and will be announced as they draw near.

For more information on the project, visit www.rcocweb.org.

Contact reporter Susan Bromley at sbromley@hometownlife.com

NOTICE OF A PUBLIC HEARING ON PROPOSED 2026-2027 BUDGET

In compliance with "Act No. 43," State of Michigan Public Act of 1963, and "Act No. 2," State of Michigan Public Acts of 1968 ("Section 16" of the Uniform Budgeting and Accounting Act), Schoolcraft College publishes this notification of a public hearing on the proposed 2026-27 College budget. This hearing is to take place at 7:00 p.m. on **Wednesday, May 20, 2026** at the Jeffress Center Board Room JC 228, 18600 Haggerty Road, Livonia, Michigan.

The property tax millage rate proposed to be levied to support the proposed budget will be the subject of this hearing.

A copy of the proposed budget is available for public inspection upon request by contacting the Accounting & Budget Manager at 734-462-5360.

Jon Lamb,
CPA, Chief Financial Officer

LV-43850653

CITY OF NOVI NOTICE OF PROVISIONS OF THE NOXIOUS WEED ORDINANCE

TO: All owners, occupants or possessors of subdivided lands or lots:

NOTICE IS HEREBY GIVEN that in accordance with Chapter 21, Article II, of the Code of Ordinances, City of Novi, Michigan, all noxious weeds, or other weeds, grass, brush, or deleterious, unhealthy growths exceeding a height of eight (8) inches, growing, standing or lying upon any property in the City of Novi, shall be cut down, destroyed or removed as the case may be, at least twice in each year, once during the last half of the month of May and again during the last half of July of each year and more often as may be necessary.

If the owner or occupant, or any person or persons, agent, firm, or corporation having control or management of any subdivided land or lots or any other non-subdivided parcel of land upon which any building or buildings have been erected shall fail, refuse, or neglect to comply with the above mentioned Code provisions, the city shall cause the weeds, grass, brush, deleterious, unhealthy growths, rubbish, to be cut down, destroyed, or removed. Provided, further, that any lands which are situated within the floodplains or any natural streams or watercourses, or any area between the lower or upper banks of such streams or watercourses shall be exempted from the provisions of such Code provisions. The expense incurred by the City in the cutting, destruction, or removal of same, together with an administrative charge established pursuant to resolution of City Council, will be levied and collected against such property in the manner provided by law.

Failure to comply with the requirements set forth in Chapter 21, Article II, of the Code of Ordinances, City of Novi, Michigan, may also result in the prosecution for same, and liability to the extent of the penalty therein provided.

Charles Boulard, Building Official
City of Novi

Publish: 05/07/2026

LV-43893947

NOTICE OF PUBLIC HEARING SALEM-SOUTH LYON DISTRICT LIBRARY Counties of

Oakland and Washtenaw, Michigan
ON THE ADOPTION OF THE BUDGET FOR THE FISCAL YEAR 2026-2027
TO ALL INTERESTED PERSONS IN THE LIBRARY DISTRICT OF THE SALEM-SOUTH LYON DISTRICT LIBRARY

PLEASE TAKE NOTICE that the Board of Trustees of the Salem-South Lyon District Library, Counties of Oakland and Washtenaw, Michigan, will hold a public hearing on Monday, the 18th day of May, 2026 at 7:00 p.m. in the Olson Meeting Room of the Salem-South Lyon District Library, South Lyon Michigan to consider the approval and adoption of the operating budget of the Salem-South Lyon District Library for the fiscal year 2026-2027.

Copies of the proposed budget are on file with the Library Director at the Salem-South Lyon District Library, 9800 Pontiac Trail, South Lyon, Michigan, for inspection during regular library hours or online at ssld.info. At the public hearing, all citizens, taxpayers, and property owners of the Salem-South Lyon District Library District, comprised of the Township of Salem and the City of South Lyon, shall be afforded an opportunity to be heard in regard to the approval of the budget.

THE PROPERTY TAX MILLAGE RATE PROPOSED TO BE LEVIED TO SUPPORT THE PROPOSED BUDGET WILL BE A SUBJECT OF THIS HEARING.

This notice is given by order of the Board of Trustees of the Salem-South Lyon District Library, Counties of Oakland and Washtenaw, Michigan. Any citizen requesting accommodation to attend this meeting or to obtain this notice in alternate formats, please contact Kathy Merucci, Library Director at 248-437-6431 ext. 205. LV-43938800

SALEM-SOUTH LYON DISTRICT LIBRARY BOARD OF TRUSTEES
Draft Minutes of Regular Board Meeting
Monday, April 27, 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

Vice President: Linda Hamilton

Secretary: Hattie Maguire

A. Call meeting to order and verify quorum (26-138)

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, E. Petricca, P. Peruski, K. Campbell, K. Merucci, N. Pratt, K. Hutchinson

K. Campbell - Recording Secretary

K. Caporale – Staff Representative

L. Brusstar – Staff Representative

B. Approval of agenda (26-139V)

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

Yes: 7;

No: 0.

Motion Carried.

C. Introduction of guests (26-140)

Guests introduced by K. Merucci

D. Approval of past minutes:

1. Strategic Plan Work Session Minutes on March 30, 2026 (26-141V)

Motion to approve the strategic plan work session minutes by L. Hamilton,
Seconded by D. Siivola

Yes: 7;

No: 0.

Motion Carried.

2. Regular Board Meeting on from March 30, 2026 (26-142V)

Motion to approve the March 30th; regular board meeting minutes was made by L. Hamilton, seconded by R. Sims.

Yes: 7;

No: 0.

Motion Carried.

E. Public Comment (26-143)

There was no public comment

F. Friends of the Library Report (26-144)

Submitted and filed by A. King

G. Financial Report

1. Acceptance of the March 2026 Financial Report (26-145V)

Motion to accept the March 2026 financial report by L. Hamilton; seconded by R. Sims.

Yes: 7;

No: 0.

Motion Carried.

H. Approval for Payroll Report March 2026 (26-146V)

Motion to accept the March 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 March 2026 (26-147V)

Motion to approve the March 2026 bills and credit card purchases by L. Hamilton; seconded by D. Siivola

Yes: 7;

No: 0.

Motion Carried.

J. Director's Report (26-148)

Submitted and filled by the director

K. Staff Reports (26-149)

Submitted and filled by staff

L. Old Business

1. Updated Director's Goals (26-150V)

Motion to accept the director's goals by D. Siivola, Seconded by R. Sims

Yes: 7;

No: 0.

Motion Carried.

2. Updated Strategic Plan (26-151)

M. New Business (26-152)

No new business.

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) - Next meeting is May 4th at 3:15 PM

5. Professional Development (26-159)

6. Compensation Committee

Motion that salaried staff receives a \$1.00/hour increase. Clerks, part-time librarians, janitorial, and facilities receive \$0.75/hour. This motion excludes staff that received the State mandatory increase from minimum wage. This will be an increase in the steps effective July 1, 2026, by L. Hamilton, Seconded by R. Sims

Yes: 7;
No: 0.
Motion Carried.

Motion to eliminate Head of Information Services position and to create an Adult Head position and a Youth Head position effective July 1, 2026, by L. Hamilton, Seconded by D. Siivola

Yes: 7;
No: 0.
Motion Carried.

Motion for staff that lost PTO hours due to ESTA will have their prior hours grandfathered. There will be a PTO/Sick bank that staff can donate PTO/Sick time to other staff members effective July 1, 2026, by L. Hamilton, Seconded by E. Petricca

Yes: 7;
No: 0.
Motion Carried.

\$10,000 will be allocated to all staff based on merit and calculated on years of service as provided in the April 27, 2026, Board packet. The bi-annual payments will be in December 2026 with a second payment in June 2027. Effective July 1, 2026, By L. Hamilton, Seconded by R. Sims

Yes: 7;
No: 0.
Motion Carried.

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
				Total	\$9,850.00

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%

Motion under the holiday policy to have the Tuesday following Labor Day as a paid holiday. Library staff will work Wednesday and Thursday, but the public will not have access to the building. The staff will have two in-services annually for a minimum of a half day each effective by July 1, 2026, by L. Hamilton, Seconded by R. Sims

Yes: 7;
No: 0.
Motion Carried.

Motion to dissolve the compensation committee by H. Maguire, Seconded by L.
Hamilton

Yes: 7;

No: 0.

Motion Carried

P. Board Comments (26-136)

There were board comments.

Q. Adjournment (26-163)

Meeting adjourned at 7:46 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 April 27, 2026, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meeting Act, being Act 267, Public Acts of Michigan, 1976, as amended, and Executive Order 2020-75 and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Respectfully submitted, Kevin Campbell, Recording Secretary

April 2026 Budget Highlights – Financial Report

Income:

Account 400 Property Taxes Operating: \$223.77

South Lyon 1995 Operating of \$0.0, South Lyon 2014 Operating of \$0.0

Salem Township 1995 Operating of \$158.60, Salem Township 2014 Operating of \$65.17

Account 400.3 Service Contract: 149,810.53

Account 400.4 PPT: \$395.92

Account 409 Fines & Fees \$523.45

- Penal Fines: \$0.0
- Fines \$263.45
- Non-resident fee: \$260.00

Account 415.2 State Aid: \$3,493.35

Acct. 440 Gifts & Grants \$16,441.53

- True Gift: \$23.65
- Friends Book Donation Income: \$886.68
- Library Collection Gifts: \$500.00
- Annual Appeal: \$5031.20
- Gifts (In Memoriam): \$0.00
- Grants: \$10,000.00

Account 440.3 Miscellaneous Income: \$1,355.62

(Of note: Lost Materials: \$74.62, Computer Prints: \$1,103.19, Faxes: \$160.00, misc. sales: \$33.50)

Account 448 Endowment Distribution: \$1188.00

Account 450 Interest: \$9,285.64

- Michigan Class \$1,804.74
- Comerica: \$0.0
- Huntington: \$7,480.90

Total Income: \$182,717.81

Expenses:

Account 500 - Personnel Total: \$86,211.43 (Two pays)

- \$ 72,795.09 Acct. 500.2 Salaries
- \$ 3,342.01 Acct. 505.2 Deferred Compensation Plan
- \$ 2,663.39 Acct. 502.3 Group Health Plan
- \$ 5,419.94 Acct. 545 FICA
- \$ 1,991.00 Acct.570 Dues & workshops

Account 505 - Library Materials & Supplies: \$50,763.63 Acct. 505.12 totaling: \$34731.01: Library materials (Teen & Youth: \$7,149.49, Adult: \$12,145.98, Processing: \$1,739.14, Electronic: \$8,957.10 (includes OverDrive, Hoopla, Kanopy, Cloud), Downloadable: \$4,739.30

Acct. 508 Computer supplies & maintenance; \$1,161.94

Acct. 527.7 Shared Systems Costs (Quarterly) \$11,797.66
Acct. 527.6 Telecommunications \$0.0
Acct. 531. \$ 3,073.02 for Programming (Adult \$1,543.15/Youth \$1,529.87)

Account 536 & 600 Total - Facilities & Equipment: \$97,778.01

Account 536 Facilities:

- \$ 5,074.91 Acct. 515 Utilities (DTE \$3,640.54 and Consumers \$1,434.37)
- \$ 10,334.18 Acct. 536.12 Maintenance & Repairs of note: custodial: \$319.04, routine repairs of \$1,067.86 (computer lab replacement seats for chairs, plexiglass sheets, lawn seed, stools for restrooms, tick keys), tree services/removal of 5 dying spruce trees \$2,100.00, lid for paper dumpster \$1057.17, small equipment \$706.05 (5 chairs), water softeners, salt, sprinklers \$ 361.50, HVAC \$2,235.00, trash pickup \$1575.18, alarm monitoring, fees & inspections \$912.38

- **Account 600 Capital Expenditures and Equipment:**
 - 600.1 Computer \$0.0
 - 600.4 Other Tech. Equip. \$ 1579.34 (8-wireless scanners, 2-Dell monitors, ink for large format printers)
 - 600.5 Licensing & Support: \$287.92
 - 605.3 Capital Expenditure: \$0.0
 - 605.1 Cap. Equipment \$3,495.00 (Childrens' shelving)
 - 605.4 Non-Capital Equipment \$372.16 (calming soft seats for Youth)
 - 605.9 Cap. Project PY \$6,856.00 (integration of generator)
 - 605.95 Interest Expense (Bond) \$9,778.50
 - 605.96 Debt Repayment \$60,000.00

Account 585 – Administrative Expenses \$9,119.32 of note:

- \$ 248.56 Acct. 510.3 Office Supplies
- \$ 9.90 Acct. 511 Postage
- \$ 00.00 Acct. 512 Printing
- \$ 3,623.34 Acct. 514 Advertising (mailer postage, magnets, Flag day ad, Constant Contact)
- \$ 638.00 Acct. 516.1 Telephone
- \$ 3,219.00 Acct. 520 Contractual Services (lease copy machine, lawn services)
- \$ 141.82 Acct. 525 Legal & Professional
- \$ 1,238.70 Acct. 585.3 Misc. Expenses (SRP t-shirts)

Account 586 - Gifts & Grants Purchases \$5,253.49 of note:

- \$ 0.00 Acct. 523.2 Grant Purchases
- \$ 277.33 Acct. 586.27 Friends Gift Purchases
- \$ 3,650.00 Acct. 586.28 Annual Appeal Purchase (StoryWalk)
- \$ 200.79 Acct. 586.31 Discretionary Gift Purchases (volunteer food)
- \$ 886.68 Acct. 586.39 Book Sale Monies
- \$ 238.69 Acct. 586.31 Gift Purchases

Revenues exceeded Expenditures by \$66,408.07 Total YTD: 202,302.46

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

	Apr 26	Jul '25 - Apr 26	\$ Over Budget	% of Budget Target: 83%	Annual Budget
Ordinary Income/Expense					
Income					
400 · Property Taxes	223.77	1,565,178.25	-27,596.75	98.27%	1,592,775.00
400.3 · Service Contract	149,810.53	396,816.69	2,816.69	100.72%	394,000.00
400.4 · Personal Property Taxes	395.92	11,576.12	2,776.12	131.55%	8,800.00
409 · Fines & Fees	523.45	42,445.68	445.68	101.06%	42,000.00
415 · State Aid	3,493.35	27,180.20	14,180.20	209.08%	13,000.00
440 · Gifts & Grants	16,441.53	40,521.20	-20,378.80	66.54%	60,900.00
440.3 · Miscellaneous Income	1,355.62	22,706.47	-715,793.53	3.08%	738,500.00
447 · Sale of equipment	0.00	6,500.00	5,500.00	650.0%	1,000.00
448 · Endowment Distribution	1,188.00	1,188.00			
450 · Portfolio Income	9,285.64	77,968.64	-2,031.36	97.46%	80,000.00
Total Income	182,717.81	2,192,081.25	-738,893.75	74.79%	2,930,975.00
Gross Profit	182,717.81	2,192,081.25	-738,893.75	74.79%	2,930,975.00
Expense					
500 · Personnel	86,211.43	876,002.78	-306,997.22	74.05%	1,183,000.00
505 · Library materials & supplies	50,763.63	310,748.66	-104,192.34	74.89%	414,941.00
536 · Facilities & Equipment	97,778.01	698,182.16	-482,201.84	59.15%	1,180,384.00
585 · Administrative Expenses	9,119.32	74,288.53	-16,711.47	81.64%	91,000.00
586 · Gifts & Grants Purchases	5,253.49	30,556.66	-31,093.34	49.57%	61,650.00
Total Expense	249,125.88	1,989,778.79	-941,196.21	67.89%	2,930,975.00
Net Ordinary Income	-66,408.07	202,302.46	202,302.46	100.0%	0.00
Net Income	-66,408.07	202,302.46	202,302.46	100.0%	0.00

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

	Apr 26	Jul '25 - Apr 26	\$ Over Budget	% of Budget Target: 83%	Annual Budget
Ordinary Income/Expense					
Income					
400 · Property Taxes	223.77	1,565,178.25	-27,596.75	98.27%	1,592,775.00
400.3 · Service Contract	149,810.53	396,816.69	2,816.69	100.72%	394,000.00
400.4 · Personal Property Taxes	395.92	11,576.12	2,776.12	131.55%	8,800.00
409 · Fines & Fees	523.45	42,445.68	445.68	101.06%	42,000.00
415 · State Aid	3,493.35	27,180.20	14,180.20	209.08%	13,000.00
440 · Gifts & Grants	16,441.53	40,521.20	-20,378.80	66.54%	60,900.00
440.3 · Miscellaneous Income	1,355.62	22,706.47	-715,793.53	3.08%	738,500.00
447 · Sale of equipment	0.00	6,500.00	5,500.00	650.0%	1,000.00
448 · Endowment Distribution	1,188.00	1,188.00			
450 · Portfolio Income	9,285.64	77,968.64	-2,031.36	97.46%	80,000.00
Total Income	182,717.81	2,192,081.25	-738,893.75	74.79%	2,930,975.00
Gross Profit	182,717.81	2,192,081.25	-738,893.75	74.79%	2,930,975.00
Expense					
500 · Personnel					
500.2 · Salaries	72,795.09	753,556.24	-241,443.76	75.73%	995,000.00
502 · Empl benefits	11,425.34	119,171.06	-55,828.94	68.1%	175,000.00
570 · Dues & workshops/travel	1,991.00	3,275.48	-9,724.52	25.2%	13,000.00
Total 500 · Personnel	86,211.43	876,002.78	-306,997.22	74.05%	1,183,000.00
505 · Library materials & supplies					
505.12 · Library Materials	34,731.01	225,519.15	-88,736.85	71.76%	314,256.00
508 · Computer supplies/maint.	1,161.94	12,092.79	-2,407.21	83.4%	14,500.00
527 · Cooperative fee	11,797.66	57,069.70	-9,115.30	86.23%	66,185.00
531 · Programming	3,073.02	16,067.02	-3,932.98	80.34%	20,000.00
Total 505 · Library materials	50,763.63	310,748.66	-104,192.34	74.89%	414,941.00
536 · Facilities & Equipment					
515 · Utilities	5,074.91	47,299.24	-8,700.76	84.46%	56,000.00
536.12 · Maintenance & Repairs	10,334.18	102,629.18	-14,870.82	87.34%	117,500.00
560 · Insurance	0.00	31,862.00	-458.00	98.58%	32,320.00
600 · Equipment	1,867.26	33,442.15	-40,557.85	45.19%	74,000.00
605 · Capital Expenditure	3,867.16	15,752.16	-79,847.84	16.48%	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)	6,856.00	387,640.43	-323,359.57	54.52%	711,000.00
605.95 · Interest Expense (Bond)	9,778.50	19,557.00	0.00	100.0%	19,557.00
605.96 · Debt Repayment	60,000.00	60,000.00	0.00	100.0%	60,000.00
Total 536 · Facilities & Equipment	97,778.01	698,182.16	-482,201.84	59.15%	1,180,384.00
585 · Administrative Expenses					
510 · Office supplies	248.56	1,394.88	-405.12	77.49%	1,800.00
511 · Postage	9.90	495.50	-254.50	66.07%	750.00
512 · Printing	0.00	0.00	-750.00	0.0%	750.00
514 · Advertising	3,623.34	25,491.46	-10,708.54	70.42%	36,200.00
516 · Telephone	638.00	3,190.00	-610.00	83.95%	3,800.00
520 · Contractual services	3,219.00	32,881.26	-1,118.74	96.71%	34,000.00
525 · Legal & Professional	141.82	2,127.75	-1,372.25	60.79%	3,500.00
540 · Auditor	0.00	7,400.00	0.00	100.0%	7,400.00
585.3 · Misc. Expense	1,238.70	1,307.68	-1,492.32	46.7%	2,800.00
Total 585 · Administrative Expenses	9,119.32	74,288.53	-16,711.47	81.64%	91,000.00
586 · Gifts & Grants Purchases	5,253.49	30,556.66	-31,093.34	49.57%	61,650.00
Total Expense	249,125.88	1,989,778.79	-941,196.21	67.89%	2,930,975.00
Net Ordinary Income	-66,408.07	202,302.46	202,302.46	100.0%	0.00
Net Income	-66,408.07	202,302.46	202,302.46	100.0%	0.00

Salem-South Lyon District Library
Balance Sheet
 As of April 30, 2026

	Apr 30, 26	Apr 30, 25
ASSETS		
Current Assets		
Checking/Savings		
102 · Checking-Huntington Bank	179,076.26	301,293.91
106 · MI Class	586,835.94	563,304.21
113 · Comerica	13,545.45	13,116.25
116 · Huntington Securities	1,609,634.55	1,613,540.11
117 · Huntington Brokerage	0.00	130,039.00
Total Checking/Savings	2,389,092.20	2,621,293.48
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	2,399,495.92	2,631,085.60
Other Assets		
144 · Beneficial Interest/Comm. Found	29,305.87	27,045.54
Total Other Assets	29,305.87	27,045.54
TOTAL ASSETS	2,428,801.79	2,658,131.14
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 · Accounts Payable	51,232.14	46,940.70
Total Accounts Payable	51,232.14	46,940.70
Other Current Liabilities		
2100 · Payroll Liabilities	48,819.21	38,319.23
Total Other Current Liabilities	48,819.21	38,319.23
Total Current Liabilities	100,051.35	85,259.93
Total Liabilities	100,051.35	85,259.93
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	202,302.46	774,598.34
Total Equity	2,328,750.44	2,572,871.21
TOTAL LIABILITIES & EQUITY	2,428,801.79	2,658,131.14

Salem-South Lyon District Library Monthly Payroll Summary

April 2026

	TOTAL		
	paydate: 4.10.26	paydate: 4.24.26	Apr 26
Employee Wages, Taxes and Adjustments			
Gross Pay			
PTO	2,233.19	0.00	2,233.19
Salary	18,514.29	20,747.48	39,261.77
Hourly Wage	15,345.32	15,504.93	30,850.25
Sick	525.88	104.00	629.88
Total Gross Pay	36,618.68	36,356.41	72,975.09
Deductions from Gross Pay			
Deferred Comp MERS	-1,281.52	-1,275.05	-2,556.57
Health Insurance (pre-tax)	-655.00	-655.00	-1,310.00
Pre-tax HSA Emp.	-318.00	-318.00	-636.00
Voluntary Ded/ROTH	-512.81	-512.81	-1,025.62
Total Deductions from Gross Pay	-2,767.33	-2,760.86	-5,528.19
Adjusted Gross Pay	33,851.35	33,595.55	67,446.90
Taxes Withheld			
Federal Withholding	-2,583.00	-2,550.00	-5,133.00
Medicare Employee	-514.23	-513.06	-1,027.29
Social Security Employee	-2,198.87	-2,193.78	-4,392.65
MI - Withholding	-1,290.83	-1,271.90	-2,562.73
Total Taxes Withheld	-6,586.93	-6,528.74	-13,115.67
Net Pay	27,264.42	27,066.81	54,331.23
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 April 2026

Type	Date	Num	Name	Memo	Cost Control Center	Amount
Apr 26						
Liability Check	04/01/2026	AutoDeduct	PRIORITY HEALTH	Group Health	500 Personnel	-3,394.78
Check	04/03/2026	AutoDeduct	Reliance Standard	Group Health	500 Personnel	-59.56
Liability Check	04/08/2026	AutoDeduct	MERS	Deferred Comp (Feb. 27 paydate due to blackout period)	500 Personnel	-3,240.84
Liability Check	04/08/2026	AutoDeduct	MERS	Deferred Comp for March13 due to blackout period	500 Personnel	-3,206.28
Liability Check	04/10/2026	EFTPS	HUNTINGTON BANK	Employee withholding	500 Personnel	-8,009.20
Bill Pmt -Check	04/10/2026	17736	BRIGHTON DIST.LIB.	Green Oak Board of Review	400 Service Contract	-145.88
Bill Pmt -Check	04/10/2026	17737	BRODART CO	Processing Materials	505 Library Materials	-90.64
	04/10/2026	17738	pyrl	pyrl	500 Personnel	-193.82
Bill Pmt -Check	04/10/2026	17739	Cengage Learning Inc	J fiction	505 Library Materials	-1,193.36
Bill Pmt -Check	04/10/2026	17740	Hoopla	March Hoopla	505 Library Materials	-1,968.42
Bill Pmt -Check	04/10/2026	17741	Kanopy LLC	March Kanopy	505 Library Materials	-357.00
Bill Pmt -Check	04/10/2026	17742	MARTIN HARDWARE	6x32" nc tap, 12 str grn thhn wire, key accessories, alum sheet, plexiglass acrylic sheets, ez anchor, nuts, bolts, screws	536 Facilities	-58.35
Bill Pmt -Check	04/10/2026	17743	Mastercraft Plumbing	repair toilet	536 Faciltties	-598.00
Bill Pmt -Check	04/10/2026	17744	MILFORD TWP LIBRARY	Payment for Lost Item/Patron Caley Ro	585 Admin. Expenses	-27.00
Bill Pmt -Check	04/10/2026	17745	OCLC Inc.	Cloud Library	505 Library Materials	-438.21
Bill Pmt -Check	04/10/2026	17746	OVERDRIVE, INC.	OverDrive	505 Library Materials	-4,912.24
Bill Pmt -Check	04/10/2026	17747	Playaway Products	Invoice #529422	505 Library Materials	-540.46
Bill Pmt -Check	04/10/2026	17748	T-Mobile	Hot Spots	505 Library Materials	-668.30
Bill Pmt -Check	04/10/2026	17749	TLN	Qrtly Telecommunications	505 Library Materials	-2,387.06
Check	04/13/2026	AutoDeduct	Delta Dental	Group Health	500 Personnel	-432.19
Liability Check	04/14/2026	AutoDeduct	TASC	Employee contribution	500 Personnel	-317.76
Bill Pmt -Check	04/15/2026	17750	B&H Outdoor LLC	Removal of 5 dying spruce trees	536 Facilities	-2,100.00
Bill Pmt -Check	04/15/2026	17751	Bass Controls	Inv.345J6729-01	536 Facilities	-6,856.00
Bill Pmt -Check	04/15/2026	17752	ElectroCycle, Inc.	April 25	505 Library Materials	-700.00
Bill Pmt -Check	04/15/2026	17753	ENERCO CORPORATION	Chemical Water Treatment	536 Facilities	-275.00
Bill Pmt -Check	04/15/2026	17754	JMV Landscaping LLC	Concrete Pads & prep for StoryWalk	586 Gifts	-3,650.00
Bill Pmt -Check	04/15/2026	17755	LIBRARY DESIGN	replacement chair seats	536 Facilities	-568.00
Bill Pmt -Check	04/15/2026	17756	MLA	membership	500 Personnel	-85.00
Bill Pmt -Check	04/15/2026	17757	Mutual of Omaha	Group Health	500 Personnel	-86.86
Bill Pmt -Check	04/15/2026	17758	THE LIBRARY NETWORK	Quarterly Shared Automation	505 Library Materials	-11,422.66
Bill Pmt -Check	04/15/2026	17759	Tina McIntosh	travel to youth services meetings	500 Personnel	-75.11
Bill Pmt -Check	04/15/2026	17760	VALERI LAWN & SNOW	lawn service	585 Admin. Expenses	-2,666.67
Liability Check	04/15/2026	AutoDeduct	MERS	Deferred comp for 3.27 payroll due to blackout period	500 Personnel	-3,283.62
Liability Check	04/16/2026	AutoDeduct	MERS	Deferred Comp. April	500 Personnel	-3,450.21
Bill Pmt -Check	04/17/2026	17761	FRIENDS OF THE SSLDL	Friends Book Sales March 2026	586 Gifts	-861.49
Bill Pmt -Check	04/17/2026	17762	TASC	TPA fee	585 Admin. Expenses	-141.82
Liability Check	04/18/2026	EFTPS	Michigan	state withholding	500 Personnel	-2,477.47
Bill Pmt -Check	04/20/2026	Online Pymt	Millennium Business	copier leases, toner	505 Library Materials \$806.43/585 Admin. Expenses \$507.13	-1,313.56
Bill Pmt -Check	04/20/2026	17763	Cheryl English	Gardening for the Birds	505 Library Materials	-150.00

Transactions April 2026

Bill Pmt -Check	04/20/2026	17764	OVERDRIVE, INC.	OverDrive	505 Library Materials	-1,321.66
Bill Pmt -Check	04/20/2026	17765	Salem Community Event	Ad for flag day	585 Admin. Expenses	-300.00
Bill Pmt -Check	04/21/2026	AutoDeduct	DTE ENERGY	electric	536 Facilities	-3,548.62
Bill Pmt -Check	04/21/2026	17766	Leonardo Gianola	Country Blue Narrative Program	505 Library Materials	-175.00
Bill Pmt -Check	04/21/2026	17767	First Impression Print	3x5 Magnets	585 Admin. Expenses	-398.80
Bill Pmt -Check	04/21/2026	17768	THE LIBRARY NETWORK	Acquisitions & ordering	505 Library Materials	-375.00
Bill Pmt -Check	04/21/2026	17769	Tina McIntosh	reimbursement B&N for J fiction,board books	505 Library Materials	-301.99
Check	04/23/2026	AutoDeduct	CONSUMERS ENERGY	Gas	536 Facilities	-1,434.37
Liability Check	04/24/2026	EFTPS	HUNTINGTON BANK	Employee withholding	500 Personnel	-7,963.68
Liability Check	04/24/2026	Online Pymt	MERS	Deferred Comp	500 Personnel	-3,473.99
Liability Check	04/24/2026	AutoDeduct	TASC	Employee contribution	500 Personnel	-317.76
	04/24/2026	17770	Pyrl	Pyrl	500 Personnel	-96.90
Bill Pmt -Check	04/27/2026	17771	Ingram Library Services	Adult nonfict, Adult fic, youth	505 Library Materials	-6,315.86
Bill Pmt -Check	04/27/2026	17772	OCLC Inc.	Cloud Library Annual Subscription	505 Library Materials	-1,086.75
Bill Pmt -Check	04/29/2026	17773	USPS	Postage Cost for Mailer permit #20	585 Admin. Expenses	-2,000.00
Bill Pmt -Check	04/30/2026	17774	Argent Institutional Trust	Bond pymt	600 Capital	-69,778.50
Bill Pmt -Check	04/30/2026	17775	PETTY CASH	Costco for rags, Aubrees for NFL draft program, Menards for Y progamming/Busch's for snacks volunteers, USPS	536 Facilities \$19.99/585 Admin. Expenses \$27.39/505 Library Materials \$67.10	-114.48
Bill Pmt -Check	04/30/2026	17776	OCLC Inc.	Cloud Library	505 Library Materials	-1,031.15
Bill Pmt -Check	04/30/2026	17777	OVERDRIVE, INC.	Ebooks/audio books	505 Library Materials	-3,232.70
Bill Pmt -Check	04/30/2026	17778	PETTY CASH	Costco for snacks for volunteers/\$46.00	2000 · Accounts Payable	-74.98
Check	04/30/2026				522 · Credit Card Transaction	-1.53
Apr 26						

Salem-South Lyon District Library Vendor QuickReport

April 2026

Type	Date	Num	Memo	Cost Control Center	Credit
CARDMEMBER SERVICES					
Bill	04/10/2026	KH	FSS \$354.00 fire alarm monitoring/\$354.00 Shelly Pinkerton/annual inspection	536 Facilities	720.00
Bill	04/10/2026	CB	\$83.53 Amazon,Michael's,Kroger for Read & refresh supplies/\$13.00Amazon for Adult Fic	505 Library Materials	96.53
Bill	04/10/2026	KC	Amazon \$887.90 for 8-wireless scanners, 2-Dell monitors/\$319.00 Intelligink for phones/Intelligink \$184.04 for Microsoft	600 \$887.90/585 Admin. Expenses \$319.00/505 Library Materials \$184.04	1,390.94
Bill	04/10/2026	SS	\$300.00 Escape Room program for SRP/\$125.18 Amazon for snacks for kickoff	505 Library Materials	425.18
Bill	04/10/2026	KM	PunchNeedle Magazine \$44.75/Booklist \$205.00/Amazon \$35.99 stools for restroom/Amazon \$24.90 for crockpot	505 Library Materials \$44.75/500 Personnel \$205.00/536 Facilities \$60.89	310.64
Bill	04/10/2026	AC	CenterPoint LP \$550.00/Pediment Publishing for Adult NF/Amazon \$111.40 for dvd	505 Library Materials	712.24
Bill	04/10/2026	MM	Playaway, Amazon, Library Lanyards \$484.69/\$135.98 CPAC for thermal receipts/Amazon \$49.73 Amazon for post it notes, transfer paper	505 Library Materials \$620.67/585 Admin. Expenses \$49.73	670.40
Bill	04/10/2026	TR	Constant Contact	585 Admin. Expenses	91.00
Bill	04/10/2026	TM	Amazon \$103.52 for twistable crayons, craft tape dispenser for Youth/Amazon for Y books \$475.45/Lakeshore Learning \$372.16 for calming soft seats for youth	505 Library Materials \$578.97/605.4 Non-capital expense \$372.16	951.13
Bill	04/28/2026	KM	Digital Access to USA Today,freep,Detroit News	505 Library Materials	3,652.55
Bill	04/30/2026	CB	Willow Greenhouse,Amazon,Michael's \$216.31 for seed beads, bead needles, gift card/\$42.29 Amazon for Adult Fic/Amazon \$199.70 for Adult Fiction (gift for Adult collection)	505 Library Materials \$258.60/586 Gift Purchase \$199.70	458.30
Bill	04/30/2026	LB	Amazon \$2451.61 Amazon, Scanmarker for Library of Things/Pita Way \$277.33 for Friends purchase of lunch for staff National Library Week/\$225.99 Amazon for Teen Graphic	505 Library Materials \$2677.60/586 Gift Purchase 277.33	2,954.93
Bill	04/30/2026	AC	Amazon for J. Karon Books (gift for collection)/\$385.73 Amazon for dvd	586 Gifts \$38.99/505 Library Matreials \$385.73	424.72
Bill	04/30/2026	KC	Amazon \$691.44 ink for large format printers, power supply, 3d filaments, wiring materials/\$7.99 Alohi Fax/Intelligink \$503.04	600 \$691.44/505 Library Materials \$17.99/600.5 Licensing \$184.04/585 Admin \$319.00	1,212.47

Salem-South Lyon District Library Vendor QuickReport

April 2026

Bill	04/30/2026	KH	Jet's, Village Bakery, Kroger \$171.81 snacks, food for volunteersQB for\$103.88/Costco \$129.99 chair/Costco \$63.97 lawn seed/Waste Mgmt \$1575.18/USPS \$7.30	586 Gifts \$171.81/600. Licensing \$103.88/536 Facilities \$2826.31/585 Admin \$7.30	3,109.30
Bill	04/30/2026	MM	Amazon, Brodart, Demco \$1254.45 for covers, pouches, labels/Amazon \$136.32 for laminating supplies/\$39.98 Amazon for tick keys/Amazon \$83.34 supplies for seeds	505 Library Materials \$1337.79/585 Admin \$136.32/536 Facilities \$39.98	1,514.09
Bill	04/30/2026	TM	Amazon 576.31for Y books/Amazon \$393.70 for storytime supplies/\$763.60 ImageStuff.,Amaz for SRP goodies, brag tags	505 Library Materials	1,733.61
Bill	04/30/2026	KM	Amazon \$160.28 prime, Adult NF/Friends of MI \$30.00 for seminar/\$45.54 Kroger for candy for pirzes/WSJ \$230.97/Amazon \$299.05 for little bissel green machines	505 Library Materials \$391.25/500 Personnel \$30.00/585 Admin Expenses \$45.54/536 Facilities \$299.05	765.84
Bill	04/30/2026	NP	Advanced Water \$361.50/Amazon \$133.38 for AED supplies	536 Facilities	494.88
Bill	04/30/2026	SS	Menards,Amazon \$305.44 for programming supplies for Take & Make, craft swap bags/\$1238.70 Illinois Library Assoc for shirts for SRP	505 Library Materials \$305.44/585 Admin. Expenses \$1238.70	1,544.14



Salem-South Lyon District Library

For May 18, 2026, Library Board Meeting

Friends of the Library

Sales of used books is going well. Donations from patrons have been generous. Sales through our Book Shop, Thriftbooks and Ebay average \$1560 per month from September of 2025 through April of 2026. During 2025, 917 volunteer hours were logged in support of book sales. Submitted by Jeanette Benson

Next Friends Board Meeting:

Thursday, July 9, 5:30 p.m., Study Room 1 – Denise Stacer, Library Board Representative

Library Director Report – Kathy Merucci

Parking Lot Update:



Moll's Asphalt and Sealcoating patched the potholes in the parking lot. The holes were becoming progressively larger, and patrons were concerned about driving over these spots. We appreciate this service since the parking lot work is slated for June 30th and July 1.

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.
- April 23, 2026: Meeting with LDA to review changes to the adult floor plan.

On May 14, we had a meeting with LDA and Shaw Construction to review the floor plan and discuss a high-level timeline for each phase of the project and a start date. Phase One will begin with LDA the week of August 10th on the north side of the adult department. LDA will remove the furniture and begin moving the books. Meeting Room 1 will be used as a staging area in an attempt to keep the department accessible for as long as possible during the project. Kyle will provide a more detailed timeline once furniture selections are made. The lead time for furniture orders is approximately 12 weeks. We are meeting with Kyle in two weeks to discuss furniture selections. The construction end date is estimated for the week of October 5th.

Compensation Committee:

Thank you to the Board and everyone that participated in the committee. Staff were excited for the changes in compensation and appreciated the Board's support. Please see the attached note from the staff.

Friends of Girl Scouting Award:

On April 30, the SSLDL was honored by the Girl Scouts of Southeastern Michigan at the 2026 Volunteer National Awards Ceremony. At the ceremony, I received a *Friends of Girl Scouting Certificate of Appreciation*. SSLDL was included as a partner organization who makes "the work of building girls of courage, confidence, and character in southeast Michigan possible." It was an inspiring evening, and I was honored to represent the Library at this event.



Respectfully submitted,
Kathy Merucci

Adult Services - Cécile Bosshard, Andrew Calvetti

Goal: To provide innovative programs and services that engage new and current users and foster lifelong learners

**Straw Bale Gardening
April 7, 2026**

Advanced Master Gardener and Certified Straw Bale Garden Instructor - John Keast was happy to teach our patrons how to get started with this unique gardening technique. Straw bale gardens offer many advantages: you spend less time weeding, you can put them anywhere there's sun, and as raised beds, they're very accessible. Grow your vegetables, herbs, and flowers in a mobility-friendly way!

**Friend of Girl Scouting
Certificate of Appreciation**

This certificate is presented to

Salem-South Lyon District Library

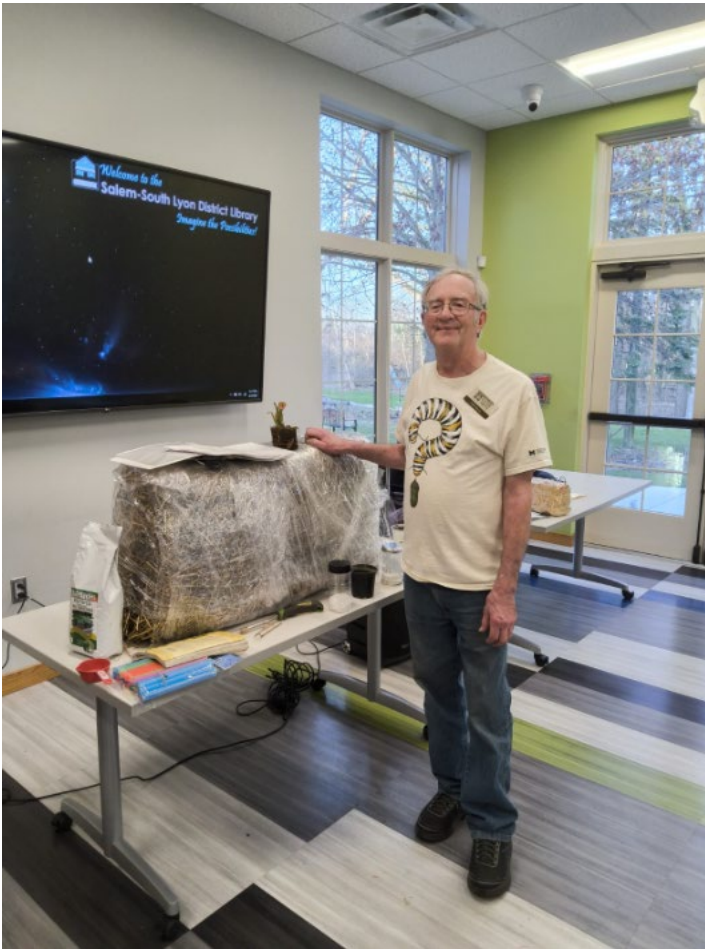
in recognition of your partnership and commitment to building girls
of courage, confidence, and character in Southeastern Michigan.


Monica Woodson
Chief Executive Officer


girl scouts
of southeastern
michigan

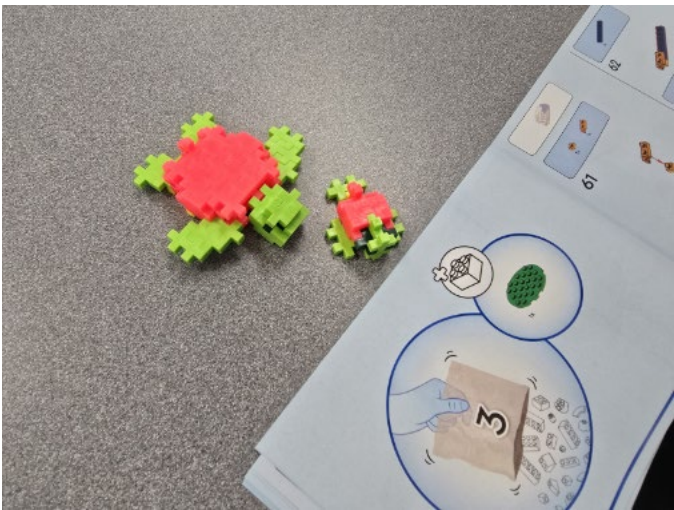
April 30, 2026

Date



**Adult Craft: Works In Progress
April 9, 2026**

Scrapbookers, diamond art dabblers, crocheters, junk journalers, embroiderers, painters, beaders, card makers, polymer clay artists, coloring book aficionados and other artistic crafters were all called to bring in whatever crafts they were currently working on to the library and finish or continue working with the help of other likeminded people. They brought their WIP (work in progress) and had the opportunity to hang out with fellow crafters. Everyone brought something different, and it was great to see so many different projects completed all at once.



Arts & Crafts Supply Swap
April 13 – 25, 2026

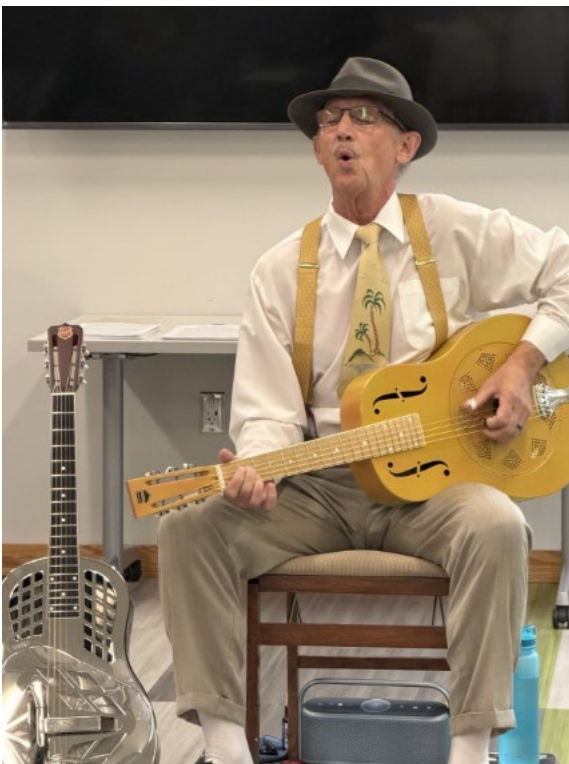
The very popular Craft Swap came back for another season! Patrons were encouraged to clean out their craft stash and share their surplus supplies. After donating their supplies, they had access to shop for other donations for a new hobby or unique craft treasures. Patrons that donated to the swap received an early access shopping ticket.



Leo Gianolla – An Evening with the Blues
April 21

This will be a journey from the beginning of blues music told with a timeline narrative and songs. There will be examples of some of the first recorded blues songs all the way through the late 1930's. Also covered is how these songs influenced post-war music. Leonardo has been performing and giving workshops in the Detroit area for 20 years. He is endorsed by the National Reso-Phonic Guitar Company. He plays his guitars in open tuning. His primary musical focus is solo, acoustic country blues.

He played some of the greatest blues music from the Mississippi Delta from Robert Johnson and Skip James all the way up to Memphis with music from BB King and Albert King and Muddy Waters. Leo is an incredible guitar player and a wonderful storyteller.



**Electronic Recycling
April 25**

The Library celebrated Earth Day by hosting an electronic recycling day. Electro-Cycle was here in our parking lot accepting old electronics, including computers, cell phones, scanners, and more. This is one of our most popular programs every year. It provides an opportunity for patrons to clean up their homes and get rid of electronics that cannot go into the landfill. 294 patrons participated in the event!



Adult Programs April 2026			
		<u>Participants</u>	
Date	Program Name	#	
4/1/2026	Tangled Tales Patterns	31	
4/2/2026	Community Cares	9	
4/4/26	South Lyon Writers' Group	10	
4/6/26	Paranormal Pages Book Club	8	
4/7/26	Straw Bale Gardening	54	
4/8/26	Read and Refresh	11	
4/9/26	Adult Craft 2 PM	2	
4/9/26	Adult Craft 5:30 PM	6	
4/13/26	Cliffhanger's Mystery Book Club	21	

4/21/26	An Evening of the Blues w/ Leonardo Gianola	18	
4/21/26	Craft Swap Early Access (75 lined up at opening!)	110	
4/22/26	Craft Swap All Access 4/22 - 4/25)		
4/25/26	Electronic Recycling Day	294	
4/23/26	Something Different Book Club	11	
4/29/26	Wool Applique	12	
	Services		
4/1/26 - 4/30/26	Crochet One-on-Ones	8	
4/1/26	Notary Service	2	
4/2/26	Sewing For You	5	
4/8/26	Notary Service	1	
4/9/26	Sewing For You	7	
4/15/26	Notary Service	4	
4/16/26	Sewing For You	6	
4/22/26	Notary Service	2	
4/23/26	Sewing For You	9	
	Outreach		
4/1/26	Outreach Senior Rehab. Center	0	
4/1/26	Outreach book delivery	7	

4/15/26	Center for Active Adults Tech Talk	4	
4/15/26	Center for Active Adults Bookclub	11	

Respectfully submitted,
Andrew Calvetti

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

April brought a lighter programming season to the Youth Department as many families shifted their schedules toward spring sports, outdoor activities, and enjoying the longer daylight hours. Even so, the department continued to offer daily storytimes and its monthly Teen Advisory Board (TAB) meeting, along with what staff hope will become a new annual family event: Drop Everything and Read Day.

Our Drop Everything and Read (DEAR) Day was an all-day read-in on Saturday, April 11. We transformed Meeting Room 1 into a cozy Readers Lounge filled with books where patrons could settle in and experience the joy of reading. Snacks and giveaways were available throughout the day. In the Youth Department, families could explore several activity stations, including librarian read-alouds, an audiobook listening and coloring station, and a “Read to a Buddy” area. After visiting the stations, patrons could snap a photo in our themed photo area or contribute to a community book display. Patrons shared enthusiastic feedback about the welcoming atmosphere, and staff hope the event can become an annual library tradition.

Collection development and accessibility continued to be a major focus throughout the month. We expanded our take-home learning kits with the addition of math flashcards after receiving patron requests for more traditional, screen-free skill builders. We also added themed kits to our growing Yoto collection, including math, literacy, and calming kits that each contain a Yoto player and specialty cards. One parent who already owned a Yoto player was excited to learn they could borrow Yoto cards for use at home and left eager to try several with their children. We added more youth and teen large print materials this month to support accessible reading options for a wider range of patrons. We also improved the Youth Department space by replacing a bulky spinning rack with new wall-mounted shelving for the Vox and Wonderbook picture book and easy reader collections. The updated shelving improves sight lines from the circulation desk while also making browsing easier and more inviting for families.

April also brought exciting news regarding two grant awards that will expand youth services. After learning earlier this year that the Library had been selected for an American Library Association Libraries Transforming Communities grant, we were finally able to publicly announce the award in April. The Library received \$10,000 to develop a home delivery service for children and teens with disabilities who are unable to visit the library due to medical, developmental, or sensory needs. Staff immediately began outreach to school district partners and local media to spread awareness throughout the community. A public listening session is planned for May 20 to gather community input. We hope to begin enrolling children in the service in early 2027. Near the end of the month, we also learned the department was awarded a \$1,359 Library of Michigan grant to update the circulating robotics collection. Many of the current robots were purchased in 2019. This funding will allow the Library to replace aging Ozobots with newer models while also adding Sphero Indi robots to the collection, bringing a total of seven new STEM learning items to patrons.

Throughout the month, everyday interactions continued to demonstrate the Library's impact on families and young readers. A parent watching her preschool-aged son independently check out his own stack of books reflected, "The library...what a place to build some life skills." Staff also connected a family with our Wonderbook and Vox collections after learning a child struggled with reading independently, opening new ways for her to engage with books. Participation in the 1,000 Books Before Kindergarten program continues to encourage reading at home as well, with one young participant proudly reaching 300 books this month. Her mother shared that the program has become "a great motivator" and said her daughter now comes home from preschool saying, "We read a book at school — write it down." Even during a quieter season, these moments reflect how the Library continues to support literacy, discovery, accessibility, and community connection for local families.

PROGRAM	DATE	# OF ATTENDEES
Family Storytime	4/1/2026	27
Independent Storytime	4/2/2026	7
Baby Storytime	4/3/2026	24
Family Storytime	4/6/2026	14
Book Club Jr	4/6/2026	11
April Take and Make	4/6/2026	40
Family Storytime	4/7/2026	37
Family Storytime	4/8/2026	28
Fantasy Realms Book Club	4/8/2026	2
Independent Storytime	4/9/2026	6
Baby Storytime	4/10/2026	12

Drop Everything and Read	4/11/2026	85
Family Storytime	4/13/2026	11
Family Storytime	4/14/2026	27
Movin' & Groovin'	4/14/2026	20
TAB	4/14/2026	9
Family Storytime	4/15/2026	48
Independent Storytime	4/16/2026	7
Baby Storytime	4/17/2026	16
Chess Club	4/21/2026	13
Family Storytime	4/27/2026	29
Family Storytime	4/28/2026	32
Family Storytime	4/29/2026	43
Independent Storytime	4/30/2026	7
TOTAL ATTENDEES		555
Scavenger Hunt		205
TOTAL INTERACTIONS		760



TAB helping with a Youth Department project



New Youth Department shelving



Drop Everything and Read Day

Respectfully Submitted by Tina McIntosh, Sarah Scherdt and Luke Brusstar

IT – Kevin Campbell

We have received an influx of 3d prints this month and we have had both 3d printers running around the clock. The Prusa XL 3d printer had an issue where the nozzle snagged on a print job, and the wiring going to the heating element in the nozzle was ripped out damaging the circuit board it connects to. We replaced the circuit board and the damaged wires, but the printer still would not turn on. It appears that we blew at least one fuse within the printer, so we have replacements on order

We have been working on alternative solutions to get our catalog computers back up and running. We have confirmed that Windows is currently not viable after the last updates for the catalog computers. We have tried different versions of Linux with varying success. We have tried Ubuntu running their kiosk environment, OpenSUSE for their lightweight setup and are currently running a version of KDE. So far KDE Neon has come the closest to meeting our catalog needs using native utilities.

In an effort to clean up our computer images, We have been working to rebuild the standard staff and public images to incorporate the latest changes from Microsoft into the images so that it is more efficient to re-image the computers. There have been a lot of major changes with Windows 11 that have drastically altered how Windows functions, and this will reduce the impact of our computers updating as they are built into the images. This saves network bandwidth as our computers are updated.

Circulation- Ashley Fisher, Candy Mahoney

Our holds for our patrons: **657**

Incoming holds from other libraries: **2,101**

Outgoing holds for other libraries: **1,429**

Drop Boxes:

Colonial Acres: **176**

Centennial Farms: **100**

Lab count: **371**

Patron count: **10,010**

Locker pickups: **12**

Drive-up window pickups: **39**

Ray and Rachel went on to other jobs. We're sorry to see them go, but glad that they'll be popping in now and then. Ray has seasonal employment, and should be back with us in the

Fall, and Rachel has a very exciting full-time offer. Staff had an ice-cream social send-off for them.



Three of our pages are graduating and moving on. Mackenzie, Nathan, and Sophia are all college bound. We wish them great success!



Marketing Department - Tracy Robinson, Candace Mahoney, Mike Merucci

In April, we launched our tailored eNewsletters so that we now have issues for adult, youth & teen, and all ages. Patrons can subscribe to these through our website:

<https://ssldl.info/newsletter-signup/>

The Library Hop was met with great excitement. In all, we had 128 participants, and a very happy grand prize winner of the 55" TV. Patrons said that they really enjoyed the program and would love to see it happen again next year.

We are in the final stages of preparations for the Salem Flag Day, and our sponsorship ad have been submitted. Our staff will have community presence through parade participation and a staffed informational booth. A key objective for this event is to increase our local reach by facilitating library card sign-ups for Salem Township residents on-site.

Celebrate Summer Reading at SSLDL!
RUNS JUNE 13 - AUGUST 1

Join the Summer Fun at your Library

- Get a Library card
- Borrow e-books & audiobooks
- Check out yard games from our Library of Things
- Check out a Hotspot or Yoto for your next road trip
- Explore our STEAM kits for kids
- Use our 3D Printing and Poster Printing for your next project
- Explore our Databases like Craft & Hobby, Ancestry, and Value Line
- Sign-up for our Online Newspapers
- Attend fun Summer Events
- Save time by using our Drive-thru and Locker pick-up
- Explore Michigan with a MAP recreation pass

For more information head to our website at: ssldl.info or scan the QR code

Programs for youth/teen:

- Kick-off with Oakland County Parks nature education table, climbing tower, and more!
- Mobile Escape Room
- Legasea Reptarium
- Drumunity with Lori Fithian
- After Hours Hide & Seek
- Kaboomistry with the Michigan Science Center
- End of Summer Silent Disco Party Wrap-Up

Programs for adults:

- Author visits from: Aram Mrjoian, Dan Ellens, and Ruel Long
- Live music from Rob Crozier
- Detroit & the Underground Railroad - by the Detroit Historical Society
- Pickling with Motor City Spreads

BRING IN THIS AD BEFORE 8/31/26 TO RECEIVE A FREE BOOK FROM OUR FRIENDS BOOK ROOM



We celebrated National Library Week by fostering community connection through a successful staff-focused Spirit Week. Patrons loved engaging with our social media, particularly the 'staff as children' photo showcase, which bridged the gap between our team and the community. These initiatives allowed us to highlight the distinct personalities that make SSLDL a special place to visit and reinforce the valuable human element of our services.



Nowhere to Wear It Day



Dress Like a Coworker

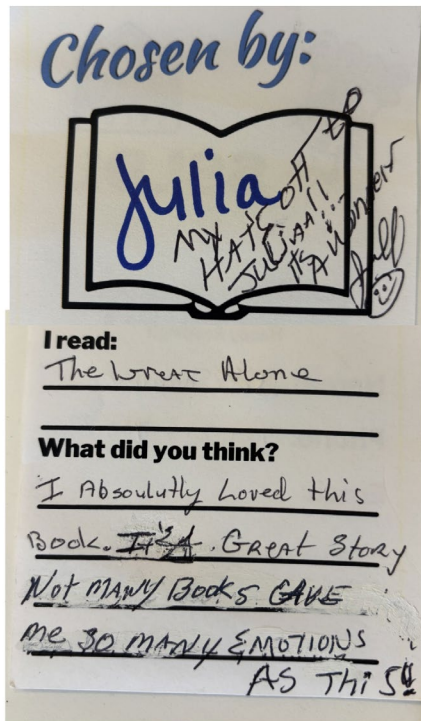


Beach Day



Favorite Team Day

Our April reading challenge celebrated National Library Week by showcasing "Staff Picks," creating a meaningful bridge between our team and the community. This theme invited patrons to connect personally with staff through the books they love. The program resonated deeply with participants, as evidenced by a heartening note left on a patron's bookmark: "My hats off to Julia, not many books have given me so many emotions as this!"



Processing - Molly Mahoney

We are hard at work facilitating the labeling side of the Youth shelving reorganization! This month we have been working with Tina and Sarah to begin the process of adding yellow overlay labels to books that are being moved to a new Early Chapter Books section. The overlay stands out on the spine label and helps make the books visually identifiable. As we go, we are also replacing any text labels that are faded to the point of illegibility. Luckily, since we have been working on J Fiction spine labels as a rolling side project, there aren't many that need to be replaced!

We have also been working through withdrawing materials that the librarians have pulled for low circulation to make room for new items as the budget year rolls over.

Our statistics for April:

- 999 new items were processed, including 69 items in various audio formats for the youth and teen collections
- 201 repairs were made to existing materials
- 925 items were withdrawn to make room for new materials
- 303 Early Chapter Books received their new yellow stickers

In total, 2,428 items were handled by the Processing department.

Facilities – Norm Pratt

During the past month there were no major issues to report. Most of our efforts involved working with various contractors and general maintenance. Some areas of interest will be presented below:



HVAC – No major issues to report. In attempt to better control the temperatures of Air Handler 3 in the staff areas we are manually adjusting the dampers of each of the zones. What we have already learned is that there is only very warm air coming out of the diffusers (78F) and the temperature of the air leaving the air handler is 65F. So, the air entering these areas is being heated and we are working to find the heating source. Once this has been determined, we will work with Bass to resolve this issue.



Down Spout and Piping Cleaning - Century Gutter is currently cleaning and repairing the gutters and drains. After working for 4 days on the project, they have cleaned the cutters and most of the downspout drains. They are working to clean the last drain, replace two gutters, and replace a down spout. Then they will be installing downspout drain covers to keep debris from entering the downspout.

Roofing – We approved the quote from The Roof Company to secure the vent stacks to the library. This should prevent the stacks from swaying, which will reduce/eliminate the number of leaks that we have from the stacks. This should be completed sometime next month.



Tree Removal - Charlie Grieve from B&H Outdoor is scheduled to remove the five remaining dying spruce trees by the end of the month. He will also remove the stumps or grind them to ground level.

Shelving – Rearranging shelving has been the major areas of focus this month. We have changed some of the shelving in the Teen area, installed new shelving in the Staff work area, helped rearranged books and shelving in the Tween Area and installed tops on some of the shelves in the youth area. Next month we plan on installing new shelving in the circulation area and placing a shelf top on one of the book stacks in the Teen area.

Repairing Sprinkler Lines – This past month we repaired three water supply lines for the sprinkler system. The 1-1/2 pipes were cut when the new natural gas line was installed. The system is now running normally

General Tasks - 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

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

While I was notarizing on Monday evening a patron commented how happy they have been with the large print collection. They were excited that there consistently have been a good selection of new books.

Submitted By: Tracy Robinson
Submission Time: 4/1/2026 2:50 PM

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

Miss Janet was at the Verizon Store and the staff said, 'oh, people really like your library. I heard you have a great Tech Geek Squad.'

You are celebrities in the community!

Submitted By: Kathy Merucci
Submission Time: 4/2/2026 4:50 PM

Ashley (and Candy) have been recognized for the R-Best value of Respect. Here's what they did:

I just spoke with a patron whose daughter applied for a Circ position. Her daughter wasn't hired, but she appreciated receiving a follow-up email. She said 'it was a good experience for a teenage girl to have.' Thank you for always being so professional and courteous.

Submitted By: Kathy Merucci
Submission Time: 4/10/2026 3:10 PM

Tech Team has been recognized for the R-Best value of Teamwork. Here's what they did:

Huge shoutout and immense gratitude for Kevin and Andrew's combined effort to get the poster plotter back up and running in time for Saturday's event. We received several positive comments about the aesthetic of the Drop Everything And Read Day event, which would not have been possible without their persistence and effort. Thank you Tech Team!!

Submitted By: Sarah Scherdt
Submission Time: 4/12/2026 12:20 PM
From: Kathy Hutchinson <khutchinson@ssldl.info>
Sent: Sunday, April 12, 2026 12:22:00 PM
To: R-Best <r-best@ssldl.info>; All Staff <allstaff@ssldl.info>
Subject: Re: An R-Best has been submitted for Tech Team

They are the best... and big shout out to Sarah and Tina and all the Saturday crew.
That was a super event!

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

A patron stopped by to tell us how wonderful Andrew [and our Library is...especially the staff]. Andrew helped her transfer some photos, and she was thrilled to be able to share them with her family. Thank you Andrew!
Another happy patron :)

Submitted By: Kathy Merucci
Submission Time: 4/13/2026 1:45 PM

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

One of our patrons sent a very nice email with photos after her crochet one-on-one with Rachel. She was able to crochet a blanket after her lesson, and was so appreciative! Thanks for doing such a great job teaching our patrons a new skill!

Submitted By: Cecile Bosshard
Submission Time: 4/15/2026 10:11 AM

From: Gina Percy <gpercy@ssldl.info>
Sent: Saturday, April 11, 2026 4:18 PM
To: Candy Mahoney <cmahoney@ssldl.info>
Subject: HOP patron

Hello there!

Just wanted to send out a quick written High Five from today:

One patron came in for her stamp and "gushed" over our DEAR setup in Meeting Room 1. She said it was lovely and comfy and so well put together!

Good Job Sara and Tina!

Thanks everyone! has been recognized for the R-Best value of Teamwork. Here's what they did:

Craft swap opened yesterday to a rush of 75 people waiting in line at 3pm. With public shopping continuing through the week, we're going to see more people in for swap, but nothing like that first wave.

I wanted to extend a thank you to everyone that has helped over the past week and a half to direct patrons, answer questions, relay feedback and for jumping in anywhere else when needed.

Extra appreciation and kudos to crew that helped make it happen:

- the Maintenance Team for helping with room set up and outdoor seating yesterday

- Kasey and Cecile for helping sort
 - Ray for covering donation drop-off, sorting and opening shopping yesterday
 - Julia for helping with donation drop-off, especially last Saturday
-and Tracy, thank you for being my sounding board and co-planner, helping to cover donation drop-off, jumping in to sort, and managing the crowd and surveys during ticketed shopping yesterday.

Submitted By: Sarah Scherdt

Submission Time: 4/22/2026 8:22 AM

Food from the Wagner family in kitchen

Naomi Wagner brought us some fresh fruit, pasta salad, and pastries. They've moved to Ypsi and wanted to say thank you for many happy years at the library.

Candace Mahoney (she/her)

Circulation Supervisor

Norm & Sharon have been recognized for the R-Best value of Teamwork. Here's what they did:

THANK YOU, THANK YOU, THANK YOU, Norm and Sharon. All your efforts to clean up the remaining debris from craft swap is greatly appreciated.

Submitted By: Sarah Scherdt

Submission Time: 4/28/2026 9:27 AM



LIBRARIES **TRANSFORMING** COMMUNITIES

ACCESSIBLE SMALL AND
RURAL COMMUNITIES

A SPECIAL GRANT FOR SMALL AND RURAL COMMUNITIES



ALAAmericanLibraryAssociation

[See insights and ads](#)

[Boost post](#)

  28

2 comments 4 shares

 Like

 Comment

 Share

[View more comments](#)



Heather Ruth

This is almost too wonderful to be believed - congratulations! And congratulations to all the kids who will benefit by this compassionate, thoughtful idea. I'm not really connected with any young people in the community these days, so I'm not sure if I can provide any useful information, but my older sister was homebound with special needs back in the day, and I know having easy access to library resources would have meant the world to her. She doesn't read, but she has always loved picture books! 🥰

...

58m [Like](#) [Reply](#) [Send message](#) [Hide](#)

Kevin C.

Kari Yegor

Yves Hutchison

Candy

Ridley Almond

Anne B. M. v.

Janet Julia V.

Mary Beth



THANK YOU

Michelle

Kathy M.

John

Karin

Jana

Ber

TO OUR BOARD FOR ALL THE WONDERFUL THINGS YOU DO!

Molly

Veronica

El: Allison

Alexis Mick M

Eric

Rebecca

Hazel Sarah Schmitt

Orna

Luke Gina P.



Russ got in on the action!



Kasey



Dress like Andrew



Michelle

MORE SPIRIT WEEK!

APRIL 2026



Pajama Day



Nowhere to Wear it



Kari



Our fearless leader



Allison



Beverly



Molly



FRIENDS OF SALEM-SOUTH LYON DISTRICT LIBRARY

Funding Request Form

Name of Staff Member Requesting Funds: Merucci / Hutchinson Date: 5/13/2026

Item(s)/project requested: (this form must accompany all request for funding)

Reconstruct all zones of a sprinkler system and
add front entry (sign) flower bed + Island flower
bed at entrance

Total Funds Requested: \$ 11825.00 Please attach a detailed list and/or description of your item(s) or project to this request.
Please include all costs associated with the item(s) or project.

Kerry M
Signature: Library Director

5-13-26
Date

K. Hutchinson
Signature of Staff Member Requesting Funds

5/13/2026
Date

Library Staff complete the payment information below in the event the item/project is approved.

If approved, please make check payable to Salem-South Lyon District Library in the amount of: \$ 11825.00
by this date: 5/31/2026

FRIENDS PRESIDENT COMPLETE THIS SECTION

Approved _____ No Action _____ (if no action, please attach explanation)

Signature of Friends' President Date

If approved, please list cost center funding is to be expensed to.

Purchased Completed: _____ Signature: Library Director _____ Date: _____

INSTRUCTIONS FOR USE OF FORM:

Library staff requesting funding: complete form with attached information. Secure the signature of the Library Director on the form and leave form in the President of the Friends mailbox. Staff need not attend Friends meeting to present proposal to the board. President of Friends: Bring funding request to the board for discussion. If approved, make a copy of signed form showing approval and return to Library Director. Then: list cost center for expensing and place in Treasurer's box. If no action is taken, attach an explanation and return form to Library Director. Treasurer: Distribute funds accordingly and retain this form for your records. This form may be sequentially numbered for ease of tracking.

*Library Director must sign request form before it is presented to the Friends.

Revised: 2-27-2013



FRIENDS OF SALEM-SOUTH LYON DISTRICT LIBRARY

Funding Request Form

Name of Staff Member Requesting Funds: Meruci/Hutchinson Date: 5/14/2026

Item(s)/project requested: (this form must accompany all request for funding)
12 X 16 Huron Steel Series Shed (Red in color)

Total Funds Requested: \$ 7171.00 Please attach a detailed list and/or description of your item(s) or project to this request.
Please include all costs associated with the item(s) or project.

Kathy Nwe
Signature: Library Director Date: 5/14/2026

Concrete PAD
request to
follow.

Kathleen Hutchinson
Signature of Staff Member Requesting Funds Date: 5/14/2026

Library Staff complete the payment information below in the event the item/project is approved.
If approved, please make check payable to Salem-South Lyon District Library in the amount of: \$ 7171.00
by this date: 5/31/2026

FRIENDS PRESIDENT COMPLETE THIS SECTION

Approved _____ No Action _____ (if no action, please attach explanation)

Signature of Friends' President Date
If approved, please list cost center funding is to be expensed to.

Purchased Completed: _____ Signature: Library Director _____ Date: _____

INSTRUCTIONS FOR USE OF FORM:
Library staff requesting funding: complete form with attached information. Secure the signature of the Library Director on the form and leave form in the President of the Friends mailbox. Staff need not attend Friends meeting to present proposal to the board. President of Friends: Bring funding request to the board for discussion. If approved, make a copy of signed form showing approval and return to Library Director. Then: list cost center for expensing and place in Treasurer's box. *If no action is taken, attach an explanation and return form to Library Director.* Treasurer: Distribute funds accordingly and retain this form for your records. This form may be sequentially numbered for ease of tracking.
*Library Director must sign request form before it is presented to the Friends. Revised: 2-27-2013



Michigan Storage Barns

5464 North Lapeer Road, Columbiaville Mi. 48421
 675 East Highland Road, Howell Mi. 48843
 Michigan Storage Barns, LLC
 Email : Sales@MichiganStorageBarns.com
 Phone : 810-793-5432/ 517-518-8020 (Howell Lot)
 Website : Wwww.MichiganStorageBarns.com

ESTIMATE

QOT-10160
 04/29/2026

Expires on 05/29/2026

Preferred

Shipping address

Salem South Lyon District Library
 9800 Pontiac Trail
 South Lyon MI 48178
 Phone : 248-787-2850

Billing address

Salem South Lyon District Library
 9800 Pontiac Trail
 South Lyon MI 48178
 Phone : 248-787-2850

Item name & description	Qty.	Unit price	Amount
12x16 Huron Steel Series Shed Standard features include: 7/16" Wall sheeting (under steel) 5/8" treated plywood floor Includes 8' Loft 7x7 roll up door Treated runners and floor joists 16" on center stud spacing 6'5 sidewall height	1	\$6,818.00	\$6,818.00
Delivery From Factory To: 9800 Pontiac Trail South Lyon MI 48178 United States No flooring, to be placed and anchored onto concrete pad ***6-8 week lead time***	1	\$353.00	\$353.00
Steel Colors Trim Color: Burnished Slate Roof Color: Burnished Slate Siding Color: Rustic Red Roll up door color other than white +\$210 Roll up door color options: White (standard free at purchase) Black, and Taupe	1	\$0.00	\$0.00
Subtotal			\$7,171.00
Total			\$7,171.00

8:39



*12'x16' Model shown with Black Roof, Red Walls and White Trim and 7x7 roll up door

- 20 Different Colors available
- Treated Floor Joists and runners
 - Treated Plywood flooring
- 30 year warranty on steel roofing &



Michigan Storage Barns

5464 North Lapeer Road, Columbiaville Mi. 48421
 675 East Highland Road, Howell Mi. 48843
 Michigan Storage Barns, LLC
 Email : Sales@MichiganStorageBarns.com
 Phone : 810-793-5432/ 517-518-8020 (Howell Lot)
 Website : Www.MichiganStorageBarns.com

ESTIMATE

QOT-10153
 04/28/2026

Expires on 05/28/2026

Shipping address

Salem South Lyon District Library
 9800 Pontiac Trail
 South Lyon MI 48178
 Phone : 248-787-2850

Billing address

Salem South Lyon District Library
 9800 Pontiac Trail
 South Lyon MI 48178
 Phone : 248-787-2850

2nd choice

Item name & description	Qty.	Unit price	Amount
12x16 Ontario Steel Series Standard Features include: 6x7 roll up door 24" on center spacing 7'5" sidewall height ***No Flooring***	1	\$5,662.00	\$5,662.00
8x7 Roll up door upgrade	1	\$210.00	\$210.00
Delivery From Factory To: 9800 Pontiac Trail South Lyon MI 48178 United States No flooring, to be placed and anchored onto concrete pad ***6-8 week lead time***	1	\$353.00	\$353.00
Steel Colors Trim Color: Burnished Slate Roof Color: Burnished Slate Siding Color: Rustic Red Roll up door color other than white +\$210 Roll up door color options: White (standard free at purchase) Black, and Taupe	1	\$0.00	\$0.00
Subtotal			\$6,225.00
Total			\$6,225.00

8:49



*12'x20' Model shown with Pewter Siding/Trim and Charcoal roof and 8x7 rollup door

- 20 Different Colors available
- Treated Floor Joists and runners
 - Treated Plywood flooring
- 30 year warranty on steel roofing &

E HURON L STEEL EXTERIOR SHED

Huron Series All Steel Exterior Shed has the most cubic feet of storage than any steel sided sheds. If you are looking for a steel shed with maximum durability great storage capability than this shed is for you! The Huron comes with a 6'5" all height and a 8' deep loft! If you want the best steel shed in the industry this is the shed for you!

- Different Colors available
- Insulated Floor Joists and runners
- Insulated Plywood flooring
- 1 year warranty on steel roofing & siding
- Additional Gambrel Style roof
- 16 OSB underlayment on walls and roof
- Finish Craftsmanship and Quality
- Includes Rollup door (Many sizes available)
- Loft included (dependent on size of building)



*12'x16' Model shown with Black Roof, Red Walls and White Trim and 7x7 roll up door

Standard Features



C. Wall Stud and Joist Spacing



30 Year Warranty on Steel Roof and Siding



Classic Steel Design with 20 Color Options



Fully Treated Floor Framing



5/8" Treated Plywood Floor



Premium Rollup Door Included

& Pricing-HURON SERIES STEEL SHED

*Rent to Own Option Available

PRICES

W x L	Standard	Porch Pkg
12'x16'	\$5,657	NA
12'x10'	\$5,298	NA
12'x12'	\$5,618	\$8,010
12'x14'	\$5,996	\$8,421
12'x16'	\$6,264	\$8,938
12'x18'	\$6,530	\$9,374
12'x20'		



Salem-South Lyon District Library Policies

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Policy 203: Employee Classification/Benefits

Reviewed: 5/04/2026

Revised: 5/04/2026

Approved: 11/24/2025

Salaried Employees

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

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

- Vacation Time – refer to Policy 217
- Bereavement Pay – refer to Policy 219
- Deferred Compensation, Group health, vision and dental
- Eight hours of Paid Time Off, taken the day of birth date or during the week of the birthday.
- **Flexible schedules – refer to the Flex Time procedure (effective 7-01-2026)**

Hourly Employees

Hourly employee wages are paid at an hourly rate, and employees must record their hours of work.

Hourly employees who work in excess of 40 hours per week (not counting paid time off) will be paid 1.5 times their normal hourly rate for those additional hours.

Benefits provided for hourly employees include:

- Bereavement Pay – refer to Policy 219
 - Birthday pay, paid time off for the hours equivalent to an average shift, taken the day of birth date or during the week of the birthday.
- **Flexible schedules – refer to the Flex Time procedure (effective 7-01-2026)**

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

- Deferred Compensation
- Vacation Time – refer to Policy 217

All Employees

All employees will receive the following benefit:

- Earned Sick Time (EST)– refer to Policy 213.
- Employee Assistance Program (EAP) except for minors
- Eligibility for Merit Bonus – refer to the Merit Bonus procedure (effective 7-01-2026)

Cross Reference: Policies 213; 217; 219

Policy 217: Vacation Time

Reviewed: 5/04/2026

Revised: 5/04/2026

Approved: 2/23/2026

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

Cross Reference: Policies 203; 207; 213

Policy 218.0: Jury duty and subpoenas

Reviewed: 5/04/2026

Revised: 5/04/2026

Approved: 4/28/2025

1. When employees are asked to serve on jury duty or comply with a subpoena written notice must be given to the employee's supervisor as soon as possible.
2. All employees working 20 hours or more will receive pay for their regularly scheduled hours for the duration of the jury duty or subpoena compliance.
3. Time off for jury duty or subpoena compliance will not be charged against the employee's earned sick or vacation time.

Policy 219.0: Bereavement Pay

Reviewed: 5/04/2026

Revised: 5/04/2026

Approved: 4/28/2025

1. All salaried and hourly employees may be granted up to three days of bereavement leave at the discretion of the director or designee in the event of the death of an employee's immediate family member.
2. "Immediate family member" is recognized as but not limited to a parent, spouse, child, son-in-law, daughter-in-law, parent-in-law, sister, brother, brother-in-law, sister-in-law, grandparent, or relative residing in the employee's household whether the relationship is natural, adoptive, step or foster.
3. Salaried and hourly employees will be granted pay for scheduled hours missed according to the guidelines above. This leave will not be charged against the employee's earned sick or vacation time.

Policy 220.0: Military Service

Reviewed: 5/04/2026

Revised: 5/04/2026

Approved: 4/28/2025

1. The Library will comply with legislation related to the treatment of employees who are retired from, active in, or intend to join a branch of the United States Armed Forces. Such legislation includes, but is not limited to Michigan Act 133 of 1955, Uniformed Services Employment and Reemployment Rights Act (38 USC §§4301-4335), MCLA §32.273.
2. All employees who are retired or active members of the Armed Forces, or intend to become a member of the military will be granted such leave as necessary, without pay, to fulfill the obligations of their service.
3. Members of the Armed Forces exiting active service, training, etc. will be offered reemployment in their prior or equivalent position unless the employee received a dishonorable discharge.
4. All issues of pay, benefits and seniority will be calculated including the time spent in the Armed Forces.
5. The employee may elect to use any or all earned sick or vacation time to continue receiving checks while in the Armed Forces, otherwise such military leave shall not be charged against their earned sick or vacation time.

Policy 221.0: Review of personnel records

Reviewed: 5/04/2026

Revised: 5/04/2026

Approved: 4/24/2017

In accordance with the State of Michigan Public Act No 397 of 1978, Employee Right-to-Know Act, all personnel records of employees, both active and inactive, are the property of the Library.

1. Employees, currently employed or formerly employed by the Library, have the right to review their own personnel file according to the steps in the procedure manual.
2. Personnel files include documents which relate to:
 - a. A specific employee
 - b. Personnel action or inaction regarding that employee
 - c. Qualifications for employment, promotion qualifications, compensation, termination or disciplinary action.
3. The Director maintains a policy of confidentiality of library personnel records. Information will be released with written permission of the employee, by court order, or in accordance with Michigan Law.

Policy 224.0: Compensation for emergency closings

Reviewed: 5/04/2026

Revised: 5/04/2026

Approved: 4/30/2018

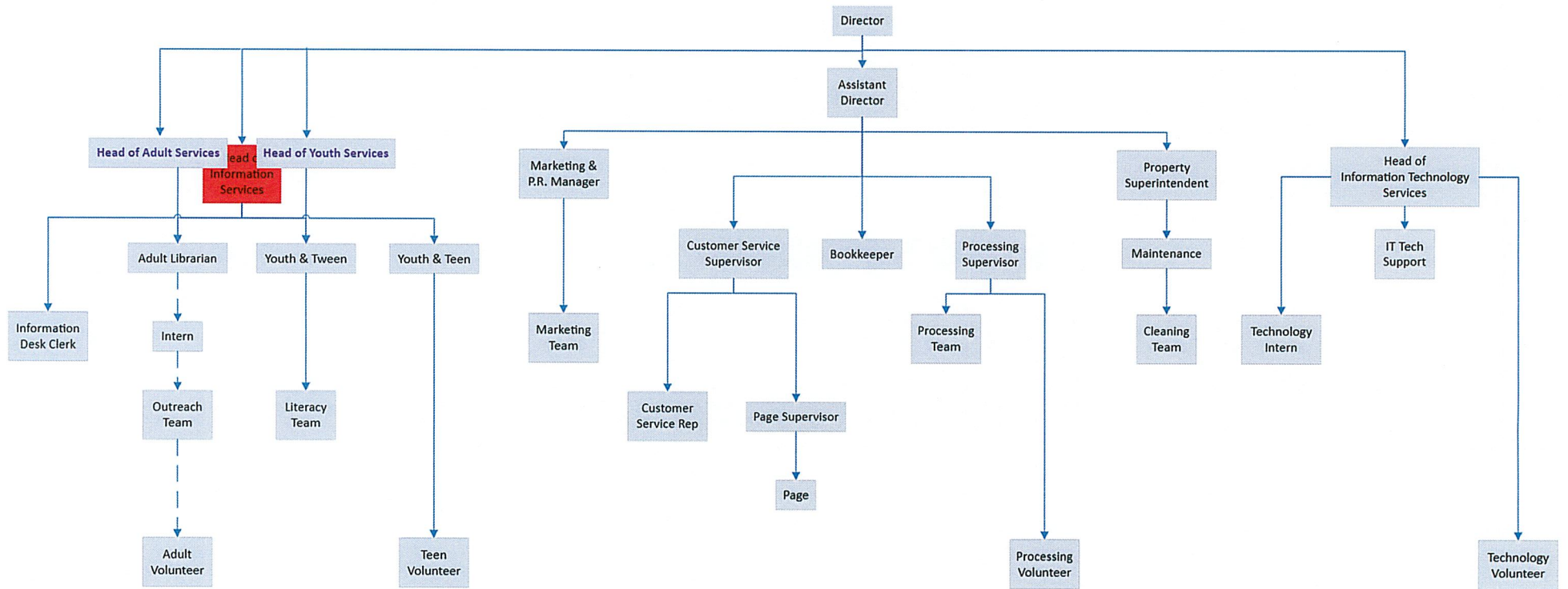
1. The Library will be closed only when weather conditions deteriorate to the point where emergency situations arise; when vital equipment in the building fails (e.g., furnace malfunction, no water in the building, no electricity, etc.); when condition of roads, parking lots and walkways are deemed unsafe; or, when there is an emergency within the Library service area. The decision to close the building will be based on an assessment of the situation by the director, assistant director, or an administrative staff member in consultation with a library board member.
2. If conditions prevent a normal work schedule, employees scheduled to work will continue to receive pay for up to two weeks.

Policy 300: Organizational Structure

Reviewed: 5/4/2026

Revised: 5/4/2026

Approved: 5/22/2023



Policy 301.0: Library Director

Reviewed: 5/04/2026

Revised: 5/04/2026

Approved: 8/25/2025

The Library Director is appointed by the Board to efficiently administer the public library in terms of plans, policies and budget adopted by the Board.

QUALIFICATIONS:

- A Master's Degree in Library Science or its equivalent from a library school accredited by the American Library Association or receives a waiver from the State Librarian
- Meets certification requirements of the Library of Michigan based on library class level (currently class IV)
- Aptitude for effectively dealing with the Library public.
- Interpersonal and communication skills.
- Dedication and attention to customer service
- Knowledge of library organization, administration, services, finance and procedures.
- Computer skills and continuous advancement in library technology skills
- Ability to solve problems and make decisions.
- Physical ability to perform typical duties.

REPORTS TO: Salem-South Lyon District Library Board of Trustees.

JOB GOAL: To implement the Library Board of Trustees' goals and objectives in providing quality library services to the community.

CORE RESPONSIBILITIES:

- Examines the Library's collections, functions, and outreach. Recommends plans for the Library's growth and means of implementation.
- Directs and participates in the overall operations of the Library, recommends needed policies and administers the Library in accordance with adopted policies. Explains policies to staff and public. Implements procedures and oversees activities of library staff and volunteers.
- Develops with the Budget Committee the annual budget and gives current reports of expenditures against the budget at each monthly Board meeting. Decides on use of money within the Cost Centers.
- At budget hearings, the Director answers questions on library administration and financial details. The Director supplies facts and figures to the Board to aid in interpreting the Library's financial needs.
- Educates the community and seeks donors.
- Recommends prudent financial management and assists the Board in cooperating with other libraries. Alerts the Board to pending legislation that would affect library funding.
- Coordinates the activities of assigned personnel; assigning duties, developing and scheduling various programs and assuring that adequate personnel, materials and equipment are available to provide the best possible library services to the community.
- Assesses the quality and accuracy of staff performance, counseling employees as necessary.
- Assesses information regarding the community, formulating service goals and developing programs for the Library in conjunction with staff and administration.
- Prepares various reports regarding circulation, activities and programs describing and evaluating services.

- Reviews payroll for employees. Works for needed improvements in working conditions, fringe benefits, and salary scale. Capitalizes on skills and initiative of all staff members.
- Facilitates publicity and promotion of library services through group presentations and lectures, news releases and bulletins and by advertising library programs of public interest within the community.
- Oversees purchase of print and non-print materials and library equipment and determines necessary supplies for operations.
- Keeps current in library technology trends. Oversees purchases and maintains systems to remain state of the art.
- Keeps current on the latest methods and techniques in library services.
- Encourages the Board to study library-related topics by supplying information. Assists with orientation of new Board members and notifies Board members of important meetings to attend.
- Maintains good communication.
- Cooperates with the Friends of the Library.
- Maintains security, assures proper safety and security measures are followed for the benefit for staff, patrons, and volunteers.
- Ensures that the Library building and property are safe, comfortable and well-maintained.
- While the responsibility remains with the Library Director, s/he may choose to appoint a Designate to execute these responsibilities under the direct supervision of the Library Director and other duties as deemed necessary by the Board.

TERMS OF EMPLOYMENT:

Full time employment. The Director is expected to work a flexible schedule, based on 40 hours per week that includes special projects, Board meetings, Friends of the Library meetings, or similar activities. Salary, benefits and termination of employment in accordance with Board policy. The Salem-South Lyon District Library is an “at will” employer.

EVALUATION:

Performance of this position will be evaluated by the Board according to Policy 209.1, Director Performance Review.

Policies cross-referenced: 209.1; 804

Policy 400: Children **and vulnerable adults** in the Library

Reviewed: 5/04/2026

Revised: 5/04/2026

Approved: 8/25/2025

SSLDL is dedicated to providing a welcoming environment that encourages children to visit the Library, attend programs, and use the Library's collection and technology. Library staff are available to assist and support children in using the Library. Parents, guardians **and caregivers** are responsible for the supervision and safety of children **and vulnerable adults** at the Library.

I. Definitions

A. "Child" means a minor under the age of 18.

B. "Vulnerable Adult" an individual age 18 or over who, because of age, developmental disability, mental illness, or physical disability requires supervision or personal care or lacks the personal and social skills required to live independently.

C. "Caregiver" is an individual who is at least 16 years old and is responsible for monitoring or caring for a child or a vulnerable adult.

II. Rules and Regulations Regarding Children

- A. Children, like all library users, are required to respect library property and act in a manner appropriate to the use and function of the Library. Children are expected to comply with all SSLDL policies including the Library's Code of Behavior (see policy 410.0).
- B. Parents, guardians and caregivers shall be fully aware of all Library policies that may apply to children, including the Library's Code of Behavior (see policy 410.0)
- C. Parents, guardians and caregivers are responsible for the behavior, safety, and supervision of their children regardless of age while in the Library or on Library property.
- D. Library staff will not be expected to supervise or monitor children except when children are attending an official Library program that does not require adult attendance.
- E. Library staff will not be responsible if unsupervised children of any age leave the Library premises alone or with other persons.
- F. Children age 6 and under must be in the presence of a parent, guardian or caregiver at all times, except when attending a Library program that does not require adult attendance. The parent, guardian or caregiver shall remain in the Library at all times.
- G. Children age 7-11 must have a parent, guardian or caregiver on the library premises at all times including the duration of a Library program the child is attending.
- H. Children may not attend a Library program independently if the program description specifies that an adult caregiver must attend with the child.

- I. Children ages 12 and older may be in the Library without a parent, guardian or caregiver.
- J. The Library requests that children 12 and older who are unattended be picked up at least ten minutes before closing time. If a parent, guardian or caregiver cannot be reached by closing time after being contacted, Library staff may contact law enforcement officials to take charge of the unattended child. Library staff are not permitted to transport an unattended child or vulnerable adult under any circumstances.

Cross reference: Policies 410.0

Policy 401: Collection Development

Reviewed: 5/04/2026

Revised: 5/04/2026

Approved: 8/25/2025

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I. Introduction

The purpose of this Collection Development Policy is to outline the basic criteria for selection and retention of materials and electronic resources in the Library's collection. A written collection development policy provides guidance for library personnel to build and maintain a collection which reflects the mission and goals of the Library and which meets the needs of the community. A written policy statement also informs the public about the principles which guide the development and management of the Library's collection.

This Collection Development Policy is a statement and guide to be used by the professional staff of the SSLDL in selection, acquisition, evaluation, de-selection, preservation and maintenance of the Library's collection. It is understood that as the community changes, the Collection Development Policy will change as well. In order to keep the policy current and relevant, sections will be changed and amended as needed. These changes will be marked with appropriate dates.

A. Goals

SSLDL strives to achieve the following collection development goals:

1. Build and maintain a balanced collection, of adequate size, quality and diversity to meet the needs of the service community.
2. Build and maintain a collection that is up-to-date, attractive and well-maintained.
3. Optimize the allocation of the materials budget.

II. Selection Responsibilities

The authority and responsibility for the selection and de-selection of library materials is delegated by the Board of Trustees to the Library Director, and under his or her direction, to the professional staff working within the various areas of service.

A. Responsibilities of individual selectors

1. Perform materials selection and retrospective collection development.
2. Perform collection review and weeding.
3. Perform analysis of specific areas of the collection as required.
4. Keep current on library trends and be responsive to the changing interests of the community.
5. Report issues and potential issues relating to intellectual freedom, censorship and collection management to the Library Director.

III. Intellectual Freedom

A. Accessibility of Materials in the Collection

SSLDL is committed to providing a balanced collection. The Library upholds the right of the individual to secure information, even though the content may be controversial, unorthodox, or unacceptable to others. Materials available in the Library present a diversity of viewpoints, enabling citizens to make the informed choices necessary in a democracy. The choice of library materials by users is an individual matter. Responsibility for selecting materials for children and adolescents rests with their parents and legal guardians. While a person may reject materials for himself or herself and for his or her children, he or she cannot restrict access to materials for others.

1. The Library is a forum for information and ideas. Books and other Library resources shall be provided for the interest, information and enlightenment of all people of the community. Materials shall not be excluded because of the origin, background or views of those contributing to their creation.
2. The Library shall provide materials and information presenting all points of view on current and historical issues. Materials shall not be proscribed or removed because of partisan or doctrinal disapproval.
3. The Library shall fulfill its responsibility to provide information and enlightenment.
4. The Library shall cooperate with all persons or groups concerned with materials in the collection.
5. A person's right to use the Library shall not be denied or abridged because of origin, age, background or views.

B. Reconsideration of Materials in the Collection

Due to the diverse nature of the Library collection, it is possible that any individual may find

information and ideas, with which he or she disagrees, contained in the collection. An individual who has a serious concern about the inclusion of a specific item in the collection is encouraged to discuss this concern with a librarian. See Reconsideration Procedure.

C. Internet Access

SSLDL provides free Internet access from designated public stations and wireless access in the Library. Please refer to SSLDL's Acceptable Internet Use Policy, number 419, which allows the Library to conform to Public Act 212 of 2000.

IV. General Principles of Selection

The SSLDL recognizes the varied and changing needs and priorities of its service community. To meet these needs and priorities the Library will acquire, organize, maintain, and make accessible a variety of materials to meet the varied educational, informational, cultural, and recreational needs of individuals of all ages. Material selection will be guided by the following general principles:

1. The Library strives to be an excellent and unbiased source of information. Therefore, the collection will include a diverse representation of ideas, and subjects will be covered in sufficient depth to meet anticipated and expressed needs. The collection as a whole will not promote causes, further movements, or favor viewpoints. The Library's professional staff will aim to achieve a high standard of objectivity when selecting materials.
2. The collection as a whole does not reflect the views of the SSLDL or of individual staff or Board members.
3. Selection of library materials will be made on the basis of the educational and recreational needs and interests of the community, consistent with the Library's mission and goals.
4. Materials will be evaluated as a whole and not on the basis of a particular passage or passages.
5. Materials will be assigned to the juvenile, tween, teen, and/or adult collections according to the selector's best assessment of the age group for which the materials have been produced or for which they will prove useful. The responsibility for the use of materials by children and teens rests with their parents or legal guardians.
6. When making selection decisions, material selectors will rely upon a number of tools, including, but not limited to: professional literature, popular media, standard and special bibliographies, lists created by recognized authorities, trade catalogs and publication announcements.
7. Materials will be considered using relevant state and federal laws (First Amendment, Title 18 Section 1470, United States Code, and Michigan Public Act 343 of 1984).
8. No item shall be excluded because of the race, religion, nationality, gender, sexual orientation or the political or social views of the author.
9. Decisions to include materials created by local authors will be based on the same

criteria used in selecting all other materials.

10. Reading, listening and viewing choices are the right of the individual and are a private matter. The freedom to read or inquire will not be restricted by the Library.
11. All suggestions and requests for purchase of materials are welcome and will be seriously considered. Patrons who wish to make collection recommendations should direct their suggestions to the librarians on staff, however the final decision rests with the Library Director. If a patron's recommendation meets the criteria designated within the collection management policy the item may be considered for purchase. Highly specialized materials of limited community interest will not ordinarily be acquired. Referral to other library collections and interlibrary loan will be used to provide patrons with these materials.
12. The Library may acquire all titles in a series, or acquire only representative titles in a series, subject to demand, availability and the nature of the series. When a specific title in a series is lost or withdrawn from the collection, selectors will consider whether to replace that title, subject to availability.
13. The Library's goal is to provide a quality collection of materials in a variety of formats for all age ranges which reflects the needs, interests and diversity of the service community. In order to serve the community to the greatest extent possible, the Library is committed developing a relevant collection in formats which maximize ease of access and are responsive to changes in technology. Materials in new formats will be considered with issues of budget and community relevancy in mind and will be systematically added to the collection when appropriate. Furthermore, materials in formats, which are no longer commonly used by the service community, will be de-selected from the collection as necessary with careful consideration of the issues of equal service and access in mind. The Library Director may approve the addition of new formats to the collection for evaluation based on requests or anticipated community interest without revision of this policy. If usage justifies continuation of these trial collections, a policy revision will be submitted for approval within one year of the collection's introduction.
14. The Library collection consists primarily of works in the English language. Representative titles of works in other languages of interest in the community will be considered for inclusion in the collection. In addition, the Library collects language instruction books and audiovisual materials in languages other than English, as well as dictionaries and phrase books.

V. Selection Criteria

In addition to the selection principles established elsewhere in this policy, material selectors may use, but are not limited to, the following criteria to determine if a title or item should be added to the collection. An item will not necessarily be judged against all criteria, but against those appropriate and applicable to it. An item need not meet all of these standards in order to be added to the collection.

1. Community interest, demand and popularity, both current and anticipated
2. Suitability for meeting the needs of the community
3. Creator's significance, reputation or popularity, generally and in the local community
4. Reliability and reputation of the publisher
5. Literary prizes or recognitions awarded to the work or the author
6. Professional and popular reviews, indexes and bibliographies, book lists, trade

catalogs, publishers' advertisements, opinions of subject specialists, and customer recommendations

7. Permanent value
8. Timeliness and significance of the subject
9. Cultural or historical significance of the work and subject
10. Artistic merit
11. Literary excellence
12. Quality of presentation
13. Originality of thought
14. Accuracy, authoritativeness and objectivity
15. Existence of similar material in the Library's collection, and the need to provide a diversity of viewpoints, genres, styles and approaches
16. Budget, cost and space considerations in relation to demand
17. Local, state or regional significance
18. Suitability of physical form for library use and ease or speed of replacement

VI. Adult Collection

A. Fiction

The Library's collection of fiction for adults includes best sellers, genre fiction, classic literature, literary works and books of general interest. The focus is broad and eclectic. The primary purpose of this collection is to satisfy demand from recreational readers. Newly published titles are emphasized, and multiple copies are acquired when warranted by demand.

B. Nonfiction

The focus of the nonfiction collection is to meet general information needs in a wide range of topics of current and ongoing interest to the community. Materials pertaining to developing areas of knowledge are selected in as much quantity and variety as is possible without omitting items essential to maintain breadth in the collection. Materials on subjects of enduring interest are retained or replaced with newer editions.

C. Large Print

In order to provide library materials for visually impaired patrons, the Library maintains a large print book collection primarily selected to meet the general recreational and informational needs of adults. For the most part, the large print collection is comprised of duplicate titles of materials which are also available in standard-sized type.

D. Reference

Reference materials, both print and non-print, are selected to provide specific information to patrons and to staff members answering patron questions. In order to insure availability of these information resources whenever needed, the reference collection is available for use only in the Library. Reference materials will be acquired in online or electronic forms, when

these are readily available, unless cost is prohibitive and/or the print version of the resource is known to be superior and/or the print version is judged to provide better access to the information for the user group for which it is intended.

E. Periodicals and Newspapers

The Library subscribes to a variety of periodicals that reflect the diverse recreational reading interests of the local community. Preference will be given to general readership periodicals rather than professional journals due to the availability of indexed databases. Journals which are highly technical or scholarly will not be included in the collection. In addition to magazines, the collection includes local and national newspapers. Selection of periodicals and newspapers is based on patron demand. The periodical and newspaper collection will be evaluated periodically by library staff, at which time certain subscriptions may be altered or cancelled.

F. Local History

The Library maintains a limited collection of local historical information. Working in conjunction with local historians and historical societies, the Library will collect, preserve, organize and make available suitable materials of historical, geographical, cultural and genealogical relevance to the South Lyon area and to Michigan in general. The purpose of this collection is to provide materials for historical research to visitors, students and other interested members of the community. In addition, the Library will maintain a digital collection of the South Lyon Herald, which includes issues back to 1929. This collection is made up largely of gifts, and the Library will only buy materials for this collection where and when availability, space and budgetary considerations allow. SSLDL currently does not have facility to provide museum standard or archival quality storage for materials.

G. Audio Books

The audio book collection will provide public access to unabridged spoken recordings of print material. The majority of titles in this collection are fiction, however works of nonfiction, poetry, drama, world language instruction and self-improvement or instructional material are also included.

H. Video Recordings

The Library's collection includes fiction and nonfiction videos for recreational and informational viewing. This collection includes popular interest feature films, classics, musicals, documentaries, TV shows, and international films, as well as general interest informational and instructional films.

I. Music Recordings

The music section of the collection represents a wide range of musical styles. Community needs, customer requests, reviews and awards are considered in selection.

J. Gaming

Games purchased for adult use include action, adventure, puzzle, sports, role-playing and strategy games, among other genres.

K. Kits

Kits are tangible, three-dimensional physical objects of, or from, the real world. The Library will purchase realia including but not limited to tools, technology and other material to be checked out by the public.

VII. JUVENILE AND TWEEN COLLECTIONS

The juvenile **and tween** collection has been developed to meet the entertainment, cultural and informational needs of SSLDL's young patrons, infant through **eighth** grade. The Library does not stand *in loco parentis* and leaves the responsibility of guiding a minor's selections to the parent.

To encourage life-long reading habits, the juvenile and tween collections provide materials in a variety of formats to satisfy and stimulate the informational, educational, cultural and recreational needs of the children of South Lyon from infancy through grade eight. The materials are selected with regard to the stages of emotional and intellectual maturity of children.

A. Books - Picture Books, Easy Readers, and Fiction

The picture book collection is comprised of picture books of interest to all ages. Because the illustrations are the predominant feature, they are generally designed for adults to read to children. Although most picture books are intended for the young child, there are a number of picture books that are specifically written and illustrated for the older child. Easy Readers are intended for kindergarten through second grade readers. They are characterized by a controlled vocabulary, large print, heavy use of illustrations and a limited number of pages.

The fiction collection serves students from late second grade through eighth grade. The books feature age- appropriate vocabulary and subject matter.

B. Books - Non-Fiction and Reference

The juvenile and tween nonfiction and reference collections include materials to serve the informational needs of preschoolers through eighth grade. The subject matter, vocabulary, organization and scope must be age-appropriate.

C. Periodicals

The Library will subscribe to periodicals that cover a wide range of subjects of educational value and recreational interest to children.

D. Audio Books

The primary purpose for purchasing audio books is to provide public access to spoken recordings of original print material. This will include, but not be limited to works of fiction, nonfiction and world language instruction.

E. Media Kits

The Library will purchase realia including but not limited to puzzles, books, DVDs, audiobooks games and other materials for checkout to the public. The subject matter, vocabulary, organization and scope must be age appropriate.

F. Video Recordings

The Library's collection includes fiction and nonfiction videos for recreational and informational viewing for children.

G. Music Recordings

The Library will purchase music recordings in a variety of genres to meet patron demands. This collection includes popular music, educational songs, and games. It is intended to serve infants through fifth grade children.

H. Gaming

Games purchased for juvenile and tweens use include action, adventure, puzzle, sports, role-playing and strategy games, among other genres. The subject matter, vocabulary, organization and scope must be age-appropriate.

VIII. REALIA

Realia is tangible, three-dimensional physical objects of, or from, the real world. The Library will purchase realia including but not limited to puzzles, posters, bookmarks and other material for use in the juvenile, tween, and teen departments.

IX. TEEN COLLECTION

Purchases for the teen collection are made to fill a transitional need between the juvenile/tween and adult collection. Teens may find additional materials of interest in both the juvenile/tween and adult collection areas. The Library does not stand in loco parentis, and leaves the responsibility of guiding a minor's selections to the parent. Materials located in the teen area are aimed at youth, ninth through twelfth grade.

A. Books - Fiction

Materials are a mix of traditional, popular, and contemporary titles of interest to the

target age group.

B. Books - Nonfiction

The teen nonfiction include materials to serve the informational needs of teens in ninth grade through twelfth grade. The subject matter, vocabulary, organization and scope must be age-appropriate.

C. Periodicals

The Library will subscribe to periodicals that cover a wide range of subjects of educational value and recreational interest to teens.

D. Audio Books

The primary purpose for purchasing audio books is to provide public access to spoken recordings of original print material. This will include, but not be limited to works of fiction, nonfiction and world language instruction.

E. Gaming

Games purchased for teen use include action, adventure, puzzle, sports, role-playing and strategy games, among other genres. The subject matter, vocabulary, organization and scope must be age-appropriate.

F. Kits

The Library will purchase realia including but not limited to puzzles, books, games and other materials for checkout to the public. The subject matter and scope must be age appropriate.

X. Electronic Resources

Electronic resources consist of informational, educational or entertaining media delivered in a broadcast or interactive format other than the printed page. Electronic resources may consist of, but are not limited to, databases, ebook delivery platforms, and audio/video/data file streaming or download services. Factors in selection include informational value, entertainment value, space allocation, availability of print equivalent, cost, availability of remote access, relevancy to the community and patron demand. Priority items will be those products which meet the needs and interest of the Library's service community, provide added value to their print equivalents and products which are the equivalent of paper collections. Newly published titles are emphasized, and multiple copies are acquired when warranted by demand.

A. Development

SSLDL will facilitate access via its website to all resources furnished freely by the Michigan eLibrary (MEL) to State of Michigan residents. The Library will further facilitate access via its website to all electronic services offered by The Library Network (TLN) which are included as part of the Library's membership dues to the aforementioned organizations. If deemed necessary and appropriate by the Library Director and appointed staff, additional electronic resources will be made available to the users and staff of the SSLDL via subscription provided:

- Inclusion of the resource(s) is consistent with and informed by the Library's mission statement, current strategic plan and current materials selection policy
- Inclusion of the resource(s) is supported by patron demand, reasonable belief of patron demand, or assists library staff in the performance of their duties
- Any resource obtained or deployed for library staff use may also be made available for library patron use at the discretion of the appropriate department head
- The resource(s) or similar product(s) is not freely available via MEL, TLN, MLCS, or a trusted governmental or library agency
- The resource is cross-platform and compatible with a majority of popular operating systems and browsers
- The resource may be easily deployed via the Library's existing information technology network and website in a timely manner by current library staff, qualified vendors, or with the assistance of TLN or MCLS agents
- The resource provides content that may not otherwise be obtained through a less costly or more efficient means
- The resource may be funded by the Library's current and future budgets

B. Retention

An essential consideration in retaining electronic products is patron use. A subscription resource that does not show significant use over a time period of a year or more through statistics made available from the vendor or from our web server will be replaced or removed. A resource's utility to the Library staff in the performance of their duties will also be a consideration.

XI. Gifts and Donations

Please refer to the SSLDL Policy 402.

XII. Cooperatives and Resource Sharing

SSLDL participates in regional and state cooperative programs to provide a full range of access

to information to its service community. These programs supplement and greatly expand local collections, remove geographic barriers and are essential to libraries of all types and sizes. SSLDL is a member of The Library Network, which provides a comprehensive program of support services for member libraries. These services include resource sharing and professional development for staff.

XIII. Preservation and Conservation

The Library strives to maintain a healthful environment for housing the collection. In the event of a disaster, the Library will do everything within its power to conserve and preserve the collection. The Library will make all attempts possible to repair damaged library materials. Items that are damaged beyond in-house repair and may be considered for replacement if they meet current collection management criteria as outlined in this policy. Items that are damaged beyond repair will be recycled whenever possible. SSLDL currently does not have facility to provide museum standard or archival quality storage for materials.

XIV. Collection Maintenance

SSLDL is committed to providing an up-to-date, attractive and well-maintained collection. To ensure a vital collection of continued value and relevancy to the community, the Library follows an ongoing program of reevaluation of materials. This evaluation depends heavily on the staff's professional expertise in assessing the needs of the community and the content of the collection.

Materials are removed from the collection when:

- A. They are no longer within the scope of the Collection Development Policy.
- B. They have zero or low circulation or use within an appropriate time period.
- C. They contain obsolete information, theories or concepts that are not useful for historic reference.
- D. They contain outdated or incorrect information.
- E. They are in an obsolete format.
- F. There are duplicate copies, unless multiple copies are justified by customer demand.
- G. Newer editions are acquired, unless older editions contain valuable information not found in recent editions.
- H. They are in poor physical condition, unless they cannot be replaced and are considered essential to the collection.

The criteria listed above by no means represents a comprehensive list. Librarians will make the final determination regarding withdrawing materials from the collection. Withdrawn materials will become part of the Friends of the Library Book Sale when appropriate or recycled when possible.

XV. Evaluation and Revision of the Collection Management Policy

In order to maintain a collection that continues to serve the patrons of the SSLDL well into the future, it will be necessary to review portions of this policy periodically. As the community changes, the Library will need to reassess and adapt its collection to reflect new and differing areas of interest and concern. The Collection Development Policy will be periodically evaluated and revised as necessary to provide guidance for implementing changes in the collection. The librarians will make recommendations for revisions to the policy as times and circumstances

require.

XVI. Conclusion

SSLDL's Collection Development Policy serves as a guideline for library personnel to build and maintain a collection which reflects the mission and goals of the Library and which meets the needs of the community. It also serves to inform the public of the scope and nature of the collection. The goal of the staff of SSLDL is to create a useful, relevant collection that serves the population of the Library district. Comments and questions regarding the policy may be directed toward any librarian.

Policy 402: Gifts
Reviewed: 5/04/2026
Revised: 5/04/2026
Approved: 4/28/2025

SSLDL may legally receive gifts as authorized by the Michigan Community Foundation Act 38 of 2017 (MCL 123.905 et seq.) SSLDL may accept gifts and donations of real, personal, or intangible property for the library as allowed by Sec 5. (3) and (4) of said Act.

Donations

Donors may make contributions directly to the Library general operating fund or to any active, defined Library fund approved by the Board of Trustees. No gifts will be accepted on which the donor makes restrictions or special conditions, unless the Library Board of Trustees specifically accepts or has previously defined those conditions, such as naming opportunities. Gifts under \$10,000 can be accepted by the Library Director and above \$10,000 must be approved by the Library Board.

A. Materials

Gifts of materials may be added to the Library's collection subject to the same principles and standards of selection as are applied to all materials added to the Library's collection (see Collection Management Policy 401). The Library reserves the right to accept, discard, or redistribute, at its discretion, any unsolicited material sent to the Library.

B. Equipment/Furniture

The decision to accept equipment or furniture will be made by the Library Director and/or the Library Board of Trustees

C. Art

The decision to accept art and the determination of its location in the Library shall be made by the Library Director and/or the Board of Trustees of the Library, as appropriate. Among the criteria on which the decision shall be based is the appropriateness of the art to the building and its décor, fiscal impact and impact on the operations of the Library.

D. Landscaping

Library Director and/or the Library Board of Trustees, and the Friends of the Library as appropriate, shall make the decision as to the acceptance and location of gifts of landscaping items.

Appraisals for Public Library Gifts

The appraising of a gift to the Library for income tax purposes is the responsibility of the donor. The Library will acknowledge receipt of gifts. A standard receipt form for used book donations is available.

Policy 407: Library Hours and Special Closings

Reviewed: 5/04/2026

Revised: 5/04/2026

Approved: 8/25/2025

Every effort will be made to keep SSLDL open to serve the public as scheduled. All closings are subject to change. Check the website for updates.

Planned Closings

In some instances, building closures may be required for the maintenance and upkeep of facilities or in-service training. **On the Wednesday and Thursday after Labor Day Weekend, the Library will be closed to the public for maintenance and upkeep of the facilities.**

Closures may also be necessary due to special events in the vicinity of a library building or other circumstances outside the control of SSLDL. All planned closings will be approved by the Library Board and announced to the public with as much forewarning as possible.

Holidays

SSLDL provides the following days of holiday closures:

New Year's Day

Memorial Day Weekend

Fourth of July

Labor Day: **Saturday, Monday, Tuesday after Labor Day**

Thanksgiving (5 PM)

(Wed – Fri)

Christmas Eve Day

Christmas Day

New Year's Eve Day

Additional days may be considered if a holiday falls on a weekend.

Emergency Closings

Whenever a situation arises that, in the judgment of the Director or his/her designee, jeopardizes anyone's personal safety or well-being, the building may be closed. Such situations could include, but are not limited to power failure, flooding, fire, vandalism, or extreme weather.

Bereavement or Funeral Closings

In the event of an employee's death, arrangements may be made for staff to attend the memorial service/funeral. These arrangements may include, at the discretion of the Library Director, closing the Library for a period of time.

Policy Statement:

The Salem-South Lyon District Library (SSLDL) is committed to providing a safe and appropriate environment within the library that allows all patrons to use library facilities to the fullest extent during regularly scheduled hours.

The SSLDL Board of Trustees has established the following guidelines to ensure:

- Everyone may access SSLDL'S information, services, and opportunities
- SSLDL patrons experience safe library spaces
- SSLDL resources are protected from theft and damage
- SSLDL staff members have a safe workplace

SSLDL does not tolerate illegal behavior which is never permitted in physical and virtual library spaces. Visitor conduct must never endanger the health, safety, or well-being of other SSLDL users or employees or cause or threaten to cause damage to SSLDL property.

Any patron not abiding by regulations of the library may be required to leave the library premises and may have his or her library privileges suspended. Library employees will contact the police if deemed advisable.

Expectations

- A. Disruptive or unsafe behavior is prohibited, including, but not limited to:
 - Profanity
 - Running, climbing furniture, throwing, hitting, pushing, or shoving
 - Following, threatening, bullying, or harassing other people or staff
 - Inflicting physical, sexual, or verbal abuse
- B. Patrons who possess a firearm on library property are required to be in compliance with all State and Federal Laws.
- C. Visitors must not interfere with the use of the library by other patrons or with staffs' performance of duties which includes monopolizing the attention of staff.
- D. Visitors must have permission from a library staff member to enter a designated staff area.
- E. Personal items must be kept in the owner's possession at all times. SSLDL is a public space; staff are not responsible for loss or damage of unattended items.
- F. Visitors must not misuse or loiter inside restrooms.
- G. Covered beverages are allowed in the adult and teen departments. No food or drink is allowed in the children's area.
- H. Smoking, vaping, consuming alcohol, or use of illegal controlled substances are prohibited on Library property.
- I. Soliciting for funds and/or support for political, charitable, or other causes must

occur outside of SSLDL and may only take place in designated areas. Solicitors must not impede entry to SSLDL. Solicitations inside the building are not permitted. Any organization wishing to place a collection receptacle at SSLDL to gather donated items must first contact the Director or Assistant Director to determine whether the request can be accommodated.

- J. No person shall damage or deface library property.
- K. Patrons **must wear proper attire in the library at all times**, including shoes.
- L. Roller-blades, skateboards, or bicycles are not to be used as recreation in or outside the Library except as a legitimate mode of transportation or pursuant to library programs.
- M. When on a cell phone, patrons shall keep conversation at low levels.

These guidelines apply to visitors of all ages. Parents, guardians, and caregivers are responsible for the behavior and safety of minors or adults who require care. Any conduct that violates these guidelines may result in cost recovery charges, exclusion from SSLDL spaces and from the use of SSLDL services, and prosecution. All SSLDL staff are authorized to ask visitors whose choices violate the SSLDL's guidelines to leave the building for the remainder of the day. All staff are authorized to call 911 and required to document the incident.

SSLDL may bring criminal charges against any persons suspected of criminal acts toward SSLDL staff or patrons, including theft or vandalism of SSLDL property or materials or of any violations on SSLDL property of federal, state, or local laws and ordinances.

The Library Administration has the authority to deny use of the facility to any person or group that disturbs or interferes with the health, safety and welfare of persons in the area. In cases of disruptive behavior patron identification including name, address and phone number, may be requested and the following disciplinary actions may be taken:

First violation: Initial warning and given copy of Library Rules of Conduct.

Second violation: Library privileges suspended for one day.

Third violation: Library privileges suspended for **up to one month**.

Fourth violation: Library privileges suspended for **up to one year**.

Suspension from the SSLDL and the length of suspension will be at the discretion of administrative staff based on the severity of the offense. Suspension from the SSLDL includes library services, grounds and spaces. A patron whose privileges have been suspended or revoked may have the decision reviewed by the Board of Trustees.

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	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			
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			
	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			
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 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 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			