



**Salem-South Lyon
District Library**

9800 Pontiac Trail, South Lyon, MI 48178

SALEM-SOUTH LYON DISTRICT LIBRARY BOARD OF TRUSTEES

Educate. Enrich. Empower the Community. Imagine the Possibilities

AGENDA FOR LIBRARY BOARD MEETING

MONDAY, JULY 27, 2026, AT 7:00 PM

OLSON MEETING ROOM

- A. Call meeting to order and verify quorum (26-215)
- B. Approval of agenda (26-216V)
- C. Introduction of guests (26-217)
- D. Approval of past minutes:
 - 1. Regular Board Meeting on from June 29, 2026 (26-218V)
- E. Public Comment (26-219)
- F. Friends of the Library Report (26-220)
- G. Financial Report
 - 1. Acceptance of the June 2026 preliminary Financial Report (26-221V)
- H. Approval for Payroll Report June 2026 (26-222V)
- I. Approval of Board Review of Bills and credit card purchases for June 2026 (26-223V)
- J. Director's Report (26-224)
- K. Staff Reports (26-225)
- L. Old Business
 - 1. Updates for Adult Renovation (26-226)

M. New Business

1. Memorandum of Understanding between the Salem-South Lyon District Library, Board and Friends (26-227V)
2. Director Review (26-228)
3. Resolution of Acceptance of Gift (26-229V)
4. Shaw estimate for window replacement in staff area (26-230V)
5. Shaw general estimate for Adult Office and Circulation Staff Area (26-231V)
6. LDA general estimate for Adult Office (26-232V)
7. HVAC Maintenance Plan submitted by Goyette Mechanical Inc. (26-233V)

N. Correspondence and communications (26-234)

O. Committee Reports

1. Advocacy Marketing
 - a. Annual Appeal update (26-235)
2. Facilities (26-236)
3. Budget (26-237)
4. Policy Committee (26-238)
5. Professional Development (26-239)

Q. Board Comments (26-240)

R. Adjournment (26-241)

UPCOMING MEETINGS

BOARD MEETING: MONDAY, AUGUST 31, 2026, AT 7 PM

BUDGET COMMITTEE: MONDAY, AUGUST 24, 2026, AT 3:00 PM

PRESIDENT: DENISE STACER (2028)

VICE-PRESIDENT: LINDA HAMILTON (2026)

SECRETARY: HATTIE MAGUIRE (2026)

TREASURER: DAN SIIVOLA (2028)

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

DIRECTOR: KATHY MERUCCI

ASSISTANT DIRECTOR: KATHY HUTCHINSON

COMMITTEES: THE PRESIDENT AND DIRECTOR SIT ON ALL COMMITTEES.

ADVOCACY MARKETING (AS NEEDED): STACER (CHAIR), PERUSKI, MROZ, ROBINSON, KING, PETRICCA, HUTCHINSON, MERUCCI

ADVOCATE TO RAISE COMMUNITY AWARENESS OF THE LIBRARY.

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

REVIEWS FINANCIAL STATEMENTS ON A MONTHLY BASIS; PREPARES AND RECOMMENDS BALANCED BUDGET REQUESTS AND ADJUSTMENTS BASED ON PRESENT AND ANTICIPATED NEEDS IN RELATION TO THE LIBRARY'S STRATEGIC PLAN AND CURRENT ECONOMIC CONDITIONS.

FACILITIES (AS NEEDED): HAMILTON (CHAIR), STACER, SIMS, CAMPBELL, MERUCCI, WEBER, PERUSKI, SIIVOLA, HUTCHINSON, BRUSSTAR, HILL

TO PROVIDE RECOMMENDATIONS TO THE BOARD REGARDING CURRENT AND FUTURE SUCCESSFUL OPERATION OF THE LIBRARY WITHIN BUDGETARY LIMITS.

LONG-RANGE PLANNING (QUARTERLY): STACER (CHAIR), HAMILTON, CAMPBELL, WEBER, HUTCHINSON, MERUCCI

DEVELOP AND SUSTAIN PLANS TO PROVIDE CUTTING-EDGE SERVICES, MATERIALS, TECHNOLOGY, AND A STATE OF ART FACILITY IN CONJUNCTION WITH IDENTIFICATION OF REVENUE SOURCES FOR LONGEVITY

POLICY (QUARTERLY): MAGUIRE (CHAIR), STACER, PETRICCA, HUTCHINSON, MERUCCI, BRUSSTAR, HILL

RECOMMENDS TO THE BOARD, WITH INPUT FROM THE STAFF, ADDITION, REMOVAL, OR AMENDMENT OF POLICIES NEEDED TO CARRY FORWARD THE LIBRARY'S PLAN.

PROFESSIONAL DEVELOPMENT (QUARTERLY): HAMILTON (CHAIR), STACER, HUTCHINSON, MERUCCI

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

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

REVIEW STAFF COMPENSATION AND PROVIDE RECOMMENDATIONS TO THE BOARD

RECONSIDERATION (AS NEEDED): MAGUIRE (CHAIR), STACER, MERUCCI, TBD LIBRARIAN, VARYING BOARD MEMBER, TBD COMMUNITY MEMBERS (2)

RISK MANAGEMENT (AS NEEDED): HAMILTON (CHAIR), MAGUIRE, STACER, HUTCHINSON, MERUCCI

SALEM-SOUTH LYON DISTRICT LIBRARY BOARD OF TRUSTEES
Draft Minutes of Regular Board Meeting
Monday, June 29th, 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 (26-193)

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

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

Excused: D. Stacer

K. Campbell - Recording Secretary
K. Yergin – Staff Representative

B. Approval of agenda (26-194V)

Motion to accept the agenda was made by D. Siivola seconded by H. Maguire

Yes: 6;
No: 0.
Motion Carried.

C. Introduction of guests (26-195)

Guests were introduced by K. Merucci

D. Approval of past minutes:

1. Special Budget and Regular Board Meeting on May 18, 2026 (26-196V)

Motion to approve the minutes for the May 18th Special budget meeting and regular board meeting by D. Siivola, Seconded by R. Sims

Yes: 6;
No: 0.
Motion Carried.

E. Public Comment (26-197)

There was no public comment

F. Friends of the Library Report (26-198)

Submitted and filed by the friends

G. Financial Report

1. Acceptance of the May 2026 Financial Report (26-199V)

Motion to accept the May 2026 Financial report by D. Siioval; seconded by P. Peruski

Yes: 6;

No: 0.

Motion Carried.

H. Approval for Payroll Report May 2026 (26-200V)

Motion to accept the May 2026 payroll report by D. Siiova; seconded by E. Petricca.

Yes: 6;

No: 0.

Motion Carried.

I. Approval for Board Review of Bills and credit card purchases for May 2026 (26-201V)

Motion to approve the April 2026 bills and credit card purchases by D. Siivola;
seconded by P. Peruski

Yes: 6;

No: 0.

Motion Carried.

J. Committee Reports

1. Advocacy Marketing

a. Updates from the meeting on June 23, 2026 (26-202)

2. Facilities (26-203)

3. Budget

a. Request to amend the 2025-2026 budget (26-204V)

Move to accept the proposal from the budget committee to increase income cost center, 450, by \$6,000 and the associated cost center, 585, by \$6,000 by D. Siivola
Seconded by R. Sims

Yes: 6;

No: 0.

Motion Carried.

4. Policy Committee

1. Review changes for policies 203, 400 and 410 (26-205V)

Motion to approve the policy changes as revised by H. Maguire, Seconded by D. Siivola

Yes: 6;

No: 0.

Motion Carried.

5. Professional Development (26-206)

K. Director's Report (26-207)

Submitted and filled by the director

L. Staff Reports (26-208)

Submitted and filed by the staff

M. Old Business (26-209)

N. New Business

1. Lyon Township Public Library Circulation Statistics (26-210V)

Motion to approve reciprocity with the Lyon township patrons starting on 07-01-26.

Patrons that have purchased a membership are eligible for a refund. Section 2 of policy 502 will be suspended by H. Maguire, Seconded by E. Petricca

Yes: 6

No: 0

Motion Carried

2. Brick and Steppingstone Donation Program (26-211V)

Motion to end the brick and steppingstone program by H. Maguire, Seconded by R. Sims

Yes: 6;

No: 0.

Motion Carried.

O. Correspondence and communications (26-212)

P. Board Comments (26-213)

There were board comments

Q. Adjournment (26-214)

Meeting was adjourned at 7:29pm

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 June 29, 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

June 2026 Budget Highlights – Financial Report

Income:

Account 400 Property Taxes Operating: 20,447.20

South Lyon 1995 Operating \$4,685.10/2014 Operating \$2,078.44

Salem Twp 1995 Operating \$9,653.71/2014 Operating \$4,029.95

Account 400.3 Service Contract: \$13,759.10

Account 409 Fines & Fees \$501.40

- Penal Fines: \$0.0
- Fines \$501.40
- Non-resident fee: \$0.00

Acct. 440 Gifts & Grants \$973.53

- True Gift: \$21.75
- Friends Gift Income: \$0.00
- Friends Books Donation Income: \$920.58
- Library Collection Gifts: \$00.00
- Annual Appeal: \$31.20
- Grants & Sponsorships: \$00.00

Account 440.3 Miscellaneous Income: \$2,681.22

(Of note: Lost Materials: \$176.81, Computer Prints: \$1,374.12, Faxes: \$101.00, Rebates: \$319.14, T-shirt/games sales: \$691.00)

Account 450 Interest: \$6,553.97

- Michigan Class \$1,813.59
- Comerica: \$39.98
- Huntington: 4700.40

Total Income: \$40,216.02

Account 500 - Personnel Total: \$88,628.52 (Two pays)

- \$ 73,647.52 Acct. 500.2 Salaries
- \$ 3,454.34 Acct. 505.2 Deferred Compensation Plan
- \$ 2,499.29 Acct. 502.3 Group Health Plan
- \$ 5,485.22 Acct. 545 FICA
- \$ 3,542.15 Acct. 570 Dues & workshops

Account 505 - Library Materials & Supplies: \$46,293.45

\$ 39,967.04 Acct. 505.12 Library materials (Teen & Youth: \$6,578.43, Adult: \$10,705.59, Processing: \$3,851.44, Electronic: \$16,545.84 includes OverDrive, Hoopla, Kanopy, Cloud), Downloadable: \$2,285.74 (Consumer Reports, USA Today);
Acct. 508 Computer supplies & maintenance; \$1,044.37
Acct. 527 Cooperative Fee \$2,387.06 (Telecommunications)

\$ 2,894.98 for Acct. 531 Programming (Adult \$751.08/Youth \$2,143.90)

Account 536 & 600 Total - Facilities & Equipment: \$20,349.26

Account 536 Facilities:

- \$ 4,759.12 Acct. 515 Utilities (DTE \$4,154.27 and Consumers \$604.85)
- \$2,560.94 Acct. 536.12 Maintenance & Repairs of note: custodial: \$539.01, routine repairs of \$371.15, flashing work around youth patio door area \$842.31, shelving & displays \$808.47

Account 600 Capital Expenditures and Equipment:

- 600.1 Computer \$0.0
- 600.3 Other Technology \$0.0
- 600.4 Other Tech Equipment: \$7,946.06 (cameras \$6180.00)
- 600.5 Licensing & Support: \$483.14
- 605.1 Capital Equipment: \$4600.00
- 605.3 Capital Expenditure: \$0.0
- 605.95 Bond Interest: \$0.0
- 605.96 Bond Principal : \$0.0

Account 585 – Administrative Expenses \$5,233.74 of note:

- \$ 71.84 Acct. 510.3 Office Supplies
- \$ (.78) Acct. 511 Postage
- \$.00 Acct. 512 Printing
- \$ 586.83 Acct. 514 Advertising (Ice Cream for Flag Day/SRP shirts)
- \$ 638.00 Acct. 516.1 Telephone
- \$ 3,259.03 Acct 520 Contractual Services (lease copy machine, lawn maint., cc fees)
- \$ 141.82 Acct. 525 Legal & professional
- \$ 37.00 Acct. 585.1 Lost Materials Refunds
- \$ 500.00 Acct. 585.6 Agent Fee

Account 586 - Gifts & Grants Purchases \$5,999.76 of note:

- \$ 1,357.53 Acct. 523.2 Gifts & Grants (ALA for Playaways)
- \$ 850.00 Acct. 586.27 Friends Gift Purchases (Kona Ice Truck for SRP Opening)
- \$ 920.58 Acct. 586.39 Book Sale Monies
- \$ 2,771.36 Acct. 586.31 Gift Purchases
- \$ 100.29 Acct. 586.9 Gift Purchases for collection

Expenditures exceed Revenue by \$121,588.31 Total YTD: \$(55,165.69)

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

	Jun 26	Jul '25 - Jun 26	\$ Over Budget	% of Budget	Annual Budget
Ordinary Income/Expense					
Income					
400 · Property Taxes	20,447.20	1,585,625.45	-7,149.55	99.55%	1,592,775.00
400.3 · Service Contract	13,759.10	411,418.69	17,418.69	104.42%	394,000.00
400.4 · Personal Property Taxes	0.00	11,576.12	2,776.12	131.55%	8,800.00
409 · Fines & Fees	501.40	43,204.98	1,204.98	102.87%	42,000.00
415 · State Aid	0.00	27,180.20	14,180.20	209.08%	13,000.00
440 · Gifts & Grants	973.53	62,884.25	1,984.25	103.26%	60,900.00
440.3 · Miscellaneous Income	2,681.22	26,821.89	-711,678.11	3.63%	738,500.00
447 · Sale of equipment	0.00	6,680.00	5,680.00	668.0%	1,000.00
448 · Endowment Distribution	0.00	1,188.00			
450 · Portfolio Income	6,553.97	92,760.44	6,760.44	107.86%	86,000.00
Total Income	44,916.42	2,269,340.02	-667,634.98	77.27%	2,936,975.00
Gross Profit	44,916.42	2,269,340.02	-667,634.98	77.27%	2,936,975.00
Expense					
500 · Personnel	88,628.52	1,052,459.24	-130,540.76	88.97%	1,183,000.00
505 · Library materials & supplies	46,293.45	394,726.74	-20,214.26	95.13%	414,941.00
536 · Facilities & Equipment	20,349.26	739,197.57	-441,186.43	62.62%	1,180,384.00
585 · Administrative Expenses	5,233.74	90,337.47	-6,662.53	93.13%	97,000.00
586 · Gifts & Grants Purchases	5,999.76	47,784.69	-13,865.31	77.51%	61,650.00
Total Expense	166,504.73	2,324,505.71	-612,469.29	79.15%	2,936,975.00
Net Ordinary Income	-121,588.31	-55,165.69	-55,165.69	100.0%	0.00
Net Income	-121,588.31	-55,165.69	-55,165.69	100.0%	0.00

Salem-South Lyon District Library
Profit & Loss Budget Performance

June 2026 PRELIMINARY					
	Jun 26	Jul '25 - Jun 26	\$ Over Budget	% of Budget	Annual Budget
Ordinary Income/Expense					
Income					
400 · Property Taxes	20,447.20	1,585,625.45	-7,149.55	99.55%	1,592,775.00
400.3 · Service Contract	13,759.10	411,418.69	17,418.69	104.42%	394,000.00
400.4 · Personal Property Taxes	0.00	11,576.12	2,776.12	131.55%	8,800.00
409 · Fines & Fees	501.40	43,204.98	1,204.98	102.87%	42,000.00
415 · State Aid	0.00	27,180.20	14,180.20	209.08%	13,000.00
440 · Gifts & Grants	973.53	62,884.25	1,984.25	103.26%	60,900.00
440.3 · Miscellaneous Income	2,681.22	26,821.89	-711,678.11	3.63%	738,500.00
447 · Sale of equipment	0.00	6,680.00	5,680.00	668.0%	1,000.00
448 · Endowment Distribution	0.00	1,188.00			
450 · Portfolio Income	6,553.97	92,760.44	6,760.44	107.86%	86,000.00
Total Income	44,916.42	2,269,340.02	-667,634.98	77.27%	2,936,975.00
Gross Profit	44,916.42	2,269,340.02	-667,634.98	77.27%	2,936,975.00
Expense					
500 · Personnel					
500.2 · Salaries	73,647.52	901,505.00	-93,495.00	90.6%	995,000.00
502 · Empl benefits	11,438.85	142,710.19	-32,289.81	81.55%	175,000.00
570 · Dues & workshops/travel	3,542.15	8,244.05	-4,755.95	63.42%	13,000.00
Total 500 · Personnel	88,628.52	1,052,459.24	-130,540.76	88.97%	1,183,000.00
505 · Library materials & supplies					
505.12 · Library Materials	39,967.04	300,247.30	-14,008.70	95.54%	314,256.00
508 · Computer supplies/maint.	1,044.37	14,798.32	298.32	102.06%	14,500.00
527 · Cooperative fee	2,387.06	59,456.76	-6,728.24	89.83%	66,185.00
531 · Programming	2,894.98	20,224.36	224.36	101.12%	20,000.00
Total 505 · Library materials	46,293.45	394,726.74	-20,214.26	95.13%	414,941.00
536 · Facilities & Equipment					
515 · Utilities	4,759.12	56,250.74	250.74	100.45%	56,000.00
536.12 · Maintenance & Repairs	2,560.94	120,081.30	-7,418.70	94.18%	127,500.00
560 · Insurance	0.00	31,862.00	-458.00	98.58%	32,320.00
600 · Equipment	8,429.20	43,453.94	-20,546.06	67.9%	64,000.00
605 · Capital Expenditure	4,600.00	20,352.16	-75,247.84	21.29%	95,600.00
605.8 · Cap. Expenditures (Future)	0.00	0.00	-14,407.00	0.0%	14,407.00
605.9 · Cap.Project Exp.(PY)	0.00	387,640.43	-323,359.57	54.52%	711,000.00
605.95 · Interest Expense (Bond)	0.00	19,557.00	0.00	100.0%	19,557.00
605.96 · Debt Repayment	0.00	60,000.00	0.00	100.0%	60,000.00
Total 536 · Facilities & Equipment	20,349.26	739,197.57	-441,186.43	62.62%	1,180,384.00
585 · Admininstrative Expenses					
510 · Office supplies	71.84	1,663.93	-636.07	72.35%	2,300.00
511 · Postage	-0.78	730.61	-269.39	73.06%	1,000.00
512 · Printing	0.00	172.35	-827.65	17.24%	1,000.00
514 · Advertising	586.83	35,741.79	-2,458.21	93.57%	38,200.00
516 · Telephone	638.00	3,828.00	-722.00	84.13%	4,550.00
520 · Contractual services	3,259.03	36,686.54	-63.46	99.83%	36,750.00
525 · Legal & Professional	141.82	2,269.57	-730.43	75.65%	3,000.00
540 · Auditor	0.00	7,400.00	0.00	100.0%	7,400.00
585.3 · Misc. Expense	537.00	1,844.68	-955.32	65.88%	2,800.00
Total 585 · Admin. Expenses	5,233.74	90,337.47	-6,662.53	93.13%	97,000.00
586 · Gifts & Grants Purchases	5,999.76	47,784.69	-13,865.31	77.51%	61,650.00
Total Expense	166,504.73	2,324,505.71	-612,469.29	79.15%	2,936,975.00
Net Ordinary Income	-121,588.31	-55,165.69	-55,165.69	100.0%	0.00
Net Income	-121,588.31	-55,165.69	-55,165.69	100.0%	0.00

Salem-South Lyon District Library

Balance Sheet

As of June 30, 2026

PRELIMINARY

	Jun 30, 26	Jun 30, 25
ASSETS		
Current Assets		
Checking/Savings		
102 · Checking-Huntington Bank	63,691.68	102,155.05
106 · MI Class	590,503.84	567,434.49
113 · Comerica	13,664.16	13,206.07
116 · Huntington Securities	1,465,404.88	1,411,177.29
117 · Huntington Brokerage	0.00	137,221.05
Total Checking/Savings	2,133,264.56	2,231,193.95
Other Current Assets		
103 · Petty Cash	225.00	225.00
115 · State Aid Receivable	10,178.72	10,178.72
Total Other Current Assets	10,403.72	10,403.72
Total Current Assets	2,143,668.28	2,241,597.67
Other Assets		
125 · Accts.Rec.-Other/Employee	0.00	839.13
144 · Beneficial Interest/Comm. Found	29,305.87	29,305.87
Total Other Assets	29,305.87	30,145.00
TOTAL ASSETS	2,172,974.15	2,271,742.67
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 · Accounts Payable	52,847.75	96,274.55
Total Accounts Payable	52,847.75	96,274.55
Other Current Liabilities		
2100 · Payroll Liabilities	48,844.11	49,020.14
Total Other Current Liabilities	48,844.11	49,020.14
Total Current Liabilities	101,691.86	145,294.69
Total Liabilities	101,691.86	145,294.69
Equity		
2200 · Library Fund Balance	444,883.00	444,883.00
300 · Unassigned Fund Balance	1,293,029.43	964,854.32
3000 · Undesignated Fund Balance	388,535.55	388,535.55
Net Income	-55,165.69	328,175.11
Total Equity	2,071,282.29	2,126,447.98
TOTAL LIABILITIES & EQUITY	2,172,974.15	2,271,742.67

Salem-South Lyon District Library

Monthly Payroll Summary

June 2026

	TOTAL		
	Paydate: 6.5.2025	Paydate: 6.19.2026	Jun 26
Employee Wages, Taxes and Adjustments			
Gross Pay			
PTO	2,872.57	553.52	3,426.09
Salary	17,874.91	20,193.96	38,068.87
Hourly Wage	14,520.96	16,530.67	31,051.63
Sick	514.60	471.20	985.80
Vacation Hourly	115.13	0.00	115.13
Total Gross Pay	35,898.17	37,749.35	73,647.52
Deductions from Gross Pay			
Deferred Comp MERS	-1,272.49	-1,326.68	-2,599.17
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	-2,758.30	-2,812.49	-5,570.79
Adjusted Gross Pay	33,139.87	34,936.86	68,076.73
Taxes Withheld			
Federal Withholding	-2,549.00	-2,644.00	-5,193.00
Medicare Employee	-506.46	-533.25	-1,039.71
Social Security Employee	-2,165.35	-2,280.16	-4,445.51
MI - Withholding	-1,262.80	-1,323.87	-2,586.67
Medicare Employee Addl Tax	0.00	0.00	0.00
Total Taxes Withheld	-6,483.61	-6,781.28	-13,264.89
Net Pay	26,656.26	28,155.58	54,811.84
Employer Taxes and Contributions	0.00	0.00	0.00

June 2026 Transactions

Type	Date	Num	Name	Memo	Cost Control Center	Amount
Jun 26						
Liability Check	06/01/2026	AutoDeduct	PRIORITY HEALTH	Group Health	500 Personnel	-3,394.78
Bill Pmt -Check	06/02/2026	17805	Got Ink? Screen Printing	Flag Day Shirts	585 Admin. Expenses	-384.00
Bill Pmt -Check	06/02/2026	17806	Hoopla	May Hoopla	505 Library Materials	-1,781.60
Bill Pmt -Check	06/02/2026	17807	Kanopy LLC	May Kanopy	505 Library Materials	-271.15
Bill Pmt -Check	06/02/2026	17808	T-Mobile	hot spots	505 Library Materials	-735.27
Bill Pmt -Check	06/02/2026	17809	Torch Window Cleaning	Bldg maintenance	536 Facilities	-1,825.00
Check	06/03/2026	AutoDeduct	Reliance Standard	Group Health	500 Personnel	-59.56
Liability Check	06/05/2026	EFTPS	HUNTINGTON BANK	Pyrl taxes	500 Personnel	-7,892.62
Liability Check	06/05/2026	Online Pymt	MERS	Deferred comp	500 Personnel	-3,493.61
Liability Check	06/05/2026	AutoDeduct	TASC	employee contribution	500 Personnel	-317.76
Check	06/08/2026	AutoDeduct	Delta Dental	Group Health	500 Personnel	-354.95
Bill Pmt -Check	06/09/2026	17811	PETTY CASH	dumpster stie \$53.91/travel to OCC for Girl Scout Award,travel Salem Flag day	536 Facilities \$53.91/585 Admin. \$71.92	-125.83
pyrl	06/08/2026	17810	Payroll ck	Pyrl check	500 Personnel	
Bill Pmt -Check	06/10/2026	17812	DEBORAH MROZ	Reimbursement for 4 brick engravings	586 Gifts	-170.00
Bill Pmt -Check	06/10/2026	17813	Ingram Library Services	June Library Materials	505 Library Materials	-11,257.00
Bill Pmt -Check	06/10/2026	17814	Michigan.com	Print newspaper	505 Library Materials	-178.45
Bill Pmt -Check	06/10/2026	17815	OCLC Inc.	Cloud library	505 Library Materials	-1,075.39
Bill Pmt -Check	06/10/2026	17816	OVERDRIVE, INC.	E-books/audio books	505 Library Materials	-2,976.53
Bill Pmt -Check	06/16/2026	17817	Boley Construction LLC	Shed pad with ratwall & ramp	600 Capital Equipment	-4,600.00
Bill Pmt -Check	06/16/2026	17818	Kona Ice	SRP Opening Day Fun	586 Gifts	-960.00
Bill Pmt -Check	06/16/2026	17819	Oakland County Parks	June 16 "Nature Needs You"	505 Library Materials	-50.00
Bill Pmt -Check	06/16/2026	17820	TIPTOP ENTERTAINMENT	Nerf Gaming	505 Library Materials	-885.00
Liability Check	06/17/2026	EFTPS	Michigan	Employee Withholding	500 Personnel	-2,601.60
Bill Pmt -Check	06/17/2026	17821	Amy Nielander III.	Parent Child Drawing Workshop	505 Library Materials	-588.00
Bill Pmt -Check	06/17/2026	17822	Escape Room Novi	SRP Opening Day Fun	505 Library Materials	-319.00
Bill Pmt -Check	06/17/2026	17823	FRIENDS OF THE SSLDL	Friends Sales May 2026	586 Gifts	-739.34
Bill Pmt -Check	06/17/2026	17824	MARTIN HARDWARE	joint compounds, knfie taping, clamps, nylon cord, toggle bolts, plastic mud pan	536 Facilities	-114.36
Bill Pmt -Check	06/17/2026	17825	Playaway Products	Grant purchase	586 Grants	-3,325.56
Bill Pmt -Check	06/17/2026	Online Pymt	Millennium Bus.	copier leases, toner, PM	585 Admin. Expense \$507.13/505 Library Materials \$1172.34	-1,679.47
Pyrl	06/19/2026	17826	Pyrl	Payroll	500 Personnel	
Bill Pmt -Check	06/18/2026	17827	Rob Crozier	America's Musical Roots History Concert	505 Library Materials	-300.00
Bill Pmt -Check	06/18/2026	17828	THE LIBRARY NETWORK	Consumer Reports Online	505 Library Materials	-1,362.69
Liability Check	06/19/2026	EFTPS	HUNTINGTON BANK	Employee Withholding	500 Personnel	-8,270.82
Bill Pmt -Check	06/19/2026	17829	MIDWEST COLLABORATIVE	MCLS Membership Fee	585 Admin. Expenses	-125.00
Bill Pmt -Check	06/19/2026	17830	Millennium	toner	505 Library Materials	-15.00
Bill Pmt -Check	06/19/2026	17831	TASC	employee contribution	500 Personnel	-141.82
Bill Pmt -Check	06/19/2026	17832	The ROOF COMPANY	repairs on roof	536 Facilities	-395.00
Liability Check	06/19/2026	AutoDeduct	MERS	Deferred Comp	500 Personnel	-3,585.52
Liability Check	06/19/2026	AutoDeduct	TASC	employee contribution	500 Personnel	-317.76

June 2026 Transactions

Bill Pmt -Check	06/22/2026	AutoDeduct	DTE ENERGY	electric	536 Facilities	-3,396.85
Bill Pmt -Check	06/24/2026	17833	Escape Room Novi	June 24, 2026 program Addition	505 Library Materials	-300.00
VOID		17834	VOID	VOID		0.00
Check	06/26/2026	AutoDeduct	CONSUMERS ENERGY	Gas	536 Facilities	-604.85
Bill Pmt -Check	06/29/2026	17835	VALERI LAWN AND SNOW	lawn	585 Admin. Expenses	-2,666.67
Bill Pmt -Check	06/29/2026	17836	VOID	VOID	VOID	0.00
Bill Pmt -Check	06/29/2026	17837	Metcom	RFID tags	505 Library Materials	-3,750.00
Bill Pmt -Check	06/30/2026	17838	VOID	VOID	VOID	0.00
Bill Pmt -Check	06/30/2026	17839	Andrew Calvetti	Travel reimbursement ALA	500 Personnel	-295.01
Bill Pmt -Check	06/30/2026	17840	Andrew Calvetti	Travel reimbursement ALA	500 Personnel	-94.35
Jun 26						

Salem-South Lyon District Library
Vendor QuickReport
June 2026

Type	Date	Num	Memo	Cost Control Center	Credit
CARDMEMBER SERVICES					
Bill	06/04/2026	TR	Dollar Tree for Flag Day Décor \$26/Constant Contact \$10	585 Admin. Expenses	36.00
Bill	06/06/2026	MM	Brodart for processing supplies	505 Library Materials	101.44
Bill	06/09/2026	KH	Norm's Ice Cream \$358.51 for flag day/Amazon \$86.65 for SRP décor/Quill \$280.98 for copy paper, clips, tape, TP	585 Admin Expense \$486.40/505 Library Materials \$219.95/536 Facilities \$19.79	726.14
Bill	06/09/2026	KM	USA Today June Online newspapers \$438.05/Amazon \$12.94 for labels/Amazon \$6.21 binder	505 Library Materials 444.26/585 Admin. Expenses \$12.94	457.20
Bill	06/10/2026	TM	Amazon \$1572.92 for J Fic \$387.63/collection gift \$100.29/\$731.99 SRP goodies paid by Vibe Gift/\$353.01 for Y materials	505 Library Materials 740.64/Gifts \$832.28	1,572.92
Bill	06/10/2026	KC	Intelligink \$503.04/Amazon \$602.19 for walkie talkies, Roku, 3D filament	600 Equipment \$602.19/Admin. Expenses \$319.00/600.5 Licensing \$184.04	1,105.23
Bill	06/19/2026	CB.LB	Barnes & Noble/LP, Graphic Novels, dvd, fiction, large print	505 Library Materials	5,993.08
Bill	06/24/2026	KC	Flying Locksmit \$6180. cameras (4)/Alohi Fax \$17.99/600.4 Amazon for switches, cassette tape player, batteries, ViewSonic monitor	505 Library Materials \$17.99/600 Equipment \$7343.87	7,361.86
Bill	06/24/2026	KH	950.00 for installation of Storywalk boards/Jet's \$89.367 for volunteer food/Amazon \$30.60 for office supplies	586 Gift Purchases 2039.37/585 Admin. Expenses \$30.60	2,069.97
Bill	06/24/2026	KH	Supply Den, Kroger for custodial supplies	536 Facilities	519.22
Bill	06/24/2026	LB	Amazon for library of Things	505 Library Materials	63.59
Bill	06/25/2026	CB	Amazon for Library of Things \$444.87 /Amazon forAdult Fiction \$1504.61	505 Library Materials	1,949.48
Bill	06/25/2026	TM	Demco \$808.47 for shelving displays/Barnes & Noble for picture books, easay reader, Y fiction, early chaper books \$911.50/84.62 for Teen fiction	536 Facilities \$808.47/505 Library Materials \$996.12	1,804.59
Bill	06/29/2026	SS	Amazon \$834.79 for kits/Barnes & Noble \$220.66 for Y fiction/Amazon \$448.77 for SRP goodies/\$288.89 Make Stickers/Amazon \$77.94 for Realia/\$286.19 Amazon for kits/Amazon \$54.99 kits/Amazon \$61.24 SRP prizes/Barnes & Noble \$573.05 for Y materials	505 Library Materials	3,420.51
Bill	06/30/2026	AC	\$125.00 ALA/ALA Conference \$2475.52/\$885.37 Grey House Publishing for Adult NF/\$58.27 for travel food	505 Library Materials \$885.37/500 Personnel \$2658.79	3,544.16
Bill	06/30/2026	KM	\$106.61 SRP décor/\$165.00 U of W for coontinuing educ./Intuit\$107.06/\$59.00 Village Bakery for training staff food/\$270.00 for ALA dues	585 Admin \$106.61 600.5 Licensing \$107.06/500 Personnel \$494.00	707.67
Bill	06/30/2026	TR	Dollar Tree for SRP décor/Name Tag Country	585 Admin. Expenses \$37.20	37.20
Bill	06/30/2026	NP	\$132.27 from Amazon, Zoro, HD for isecticide, AED supplies, sign post channel	536 Facilities	132.27
Bill	06/30/2026	KC	Intelligink	585 Admin \$319.00/600 Equipment \$192.04	511.04
Bill	06/30/2026	KM	USA Today/Online Newspapers	505 Library Materials	485.00



Salem-South Lyon
District Library

June
2026

Staff Reports



It has been a busy month! Summer Reading began on June 13. Our librarians and staff have been working hard to make this summer unforgettable for our patrons. In addition to summer reading, we have been preparing for the Adult Renovation. It's an exciting time of year at the Library. I hope you enjoy reading all of the wonderful staff reports!

Respectfully submitted, Kathy Merucci



Sneak peak for the Adult Renovation!



Call Us
248-437-6431



Visit Us
<https://ssldl.info>

Library Director Report

Adult Renovation

Project 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.
- May 14, 2026 meeting with LDA and Shaw Construction to review the floor plan and discuss a high-level timeline for each phase of the Adult Renovation.
- June 29, 2026: LDA provided Phase One and Phase Two staging plan and provided recommendations for each phase.

On July 1, Library staff met with LDA to review furniture selections and finishes. The selections for furniture and finishes are included in the packet for your review. Phase One will begin on August 10. Library Design will begin moving the collection on the north-side of the Adult Department. Patrons will have access to the Computer Lab and Teen Department throughout most of the project. For Phase One, patrons will have access to these areas via an aisle on the south-side of the department. We started communicating about the renovations to patrons, and they are excited for the changes!

In June, we also met with Shaw and Library Design to make suggestions for reconfiguring the staff areas behind the Circulation Desk and in the Adult Office. Since the spaces were first designed, we have had many changes at the Library. With more materials, programs and staff, we have outgrown the space the way it is currently configured. We need additional shelving; we would like to relocate the cabinets in the Circulation area to improve our workflows.

Improving workflows and increasing efficiency will help to provide even better customer service to our patrons. We would also like to create a patron-friendly holds area that is ADA compliant and increase the space in the Adult Office by enclosing the current holds room. Estimates are included in the packet for your review.

Ralph C. Wilson, Jr. Foundation Grant

As part of our Strategic Plan, I proposed adding a Lending Library Kiosk to extend access to books and media beyond our building and business hours. Patrons can browse and borrow books, DVDs, etc. at any time of the day and any day of the week. Patrons can also place holds and return books that will immediately become available for checkout to another patron.

In July, I applied for the Ralph C. Wilson, Jr. Foundation Grant. This Foundation provides grants that support innovative ways to strengthen communities. I requested \$72,000 for an AutoLend Kiosk that holds up to 228 items, has a large, simple touchscreen, is ADA compliant and provides printed receipts. The AutoLend Kiosk is \$62,500. In addition to the cost of the kiosk, I requested \$10,000 for library materials to stock the kiosk. I will receive notification if the grant proposal was accepted in December. A copy of the estimate is in the packet for your review.



Community Pantry

Thank you to our local Girl Scout Troop #77077 for creating a community pantry to help those in need! It is located just past Rosie's Victory Garden in the front of the main building. It is full of canned goods, paper products and boxed goods in totes to protect from the elements and furry little friends. This is such a wonderful resource for people when Active Fatih is closed.



Respectfully Submitted,
Kathy Merucci

Friends & Gardeners



Friends of the Library

The next Friends Meeting:
Thursday, September 10, 5:30 p.m.
Study Room 1
Hattie Maguire, Library Board Representative



Gardeners

While July has been very toasty for working in the gardens, the upgrade on the sprinkler system has the gardeners thinking it's Christmas! The new system is a massive improvement. Massive! The entrance island garden went from zero sprinkler heads to 3 in a matter of hours. This not only solved the watering of the plantings but also improved the safety of our volunteer by reducing the amount of time she spends standing in the roadway tending to her garden. Dyanne who has this garden, sent me a note praising the simple fact that her newly planted annuals were already watered when she came to check on them. I've received similar emails from all the gardeners affected by the new system.

Friends & Gardeners



Gardeners

(Continued from page 4)

While our gardens have always looked great, the improvements our new group of gardeners are making in their plots has taken the overall appearance up a notch. Plus our long time gardeners have made major improvements in their gardens. The new arbor in the raised, circle bed in the back area was created by Ruth Ann and her husband. With the new arbor and all of her flowers in bloom, it's a show stopper!

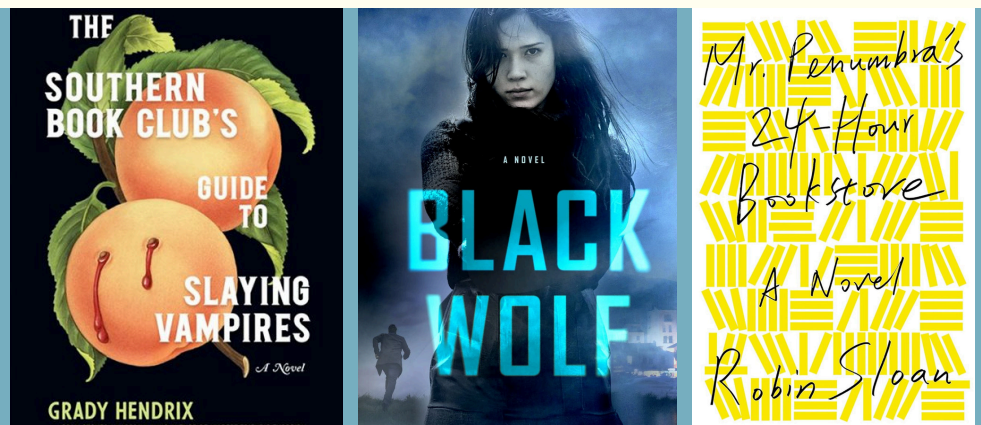
Repecfully submitted,
Melanie Herbert, Garden Coordinator

Adult Services

Highlights

- Rob Crozier brought his ONE MAN BAND to the library to entertain our patrons.
- Rhonda Wolfe's Glass Fusing Workshop was once again, a HUGE hit. She had two full classes, and they made amazing glass art!
- The Library sent Andrew Calvetti to Chicago for the Annual ALA Convention.

June Book Clubs



Top Libby Checkouts



ALA 2026 - Chicago



Rob Crozier & the One Man Band

June in Adult Services



Glass Fusing Workshop

Adult Services

Date	Program Name	#
6/1/2026	Tangled Tales	40
6/1/2026	Paranormal Pages Book Club	10
6/2/2026	Exercise with Ashley	1
6/2/2026	Needlework Group	8
6/4/2026	Community Cares	9
6/6/2026	South Lyon Writers' Group	7
6/8/2026	Cliffhanger's Mystery Book Club	19
6/9/2026	Caregiver Support Group	2
6/11/2026	Adult Craft Program (2:00 Glass Fusing)	21
6/11/2026	Adult Craft Program (5:30 Glass Fusing)	20
6/13/2026	Karate	2
6/18/2026	Something Different Book Club	13
6/23/2026	A Brief History of American Music Concert	6
6/24/2026	Wool Applique	9
6/27/2026	Karate	7
TOTAL ATTENDEES		174

June in Numbers

Adult Services

Date	Date	Patrons
6/3/2026	Notary Service	3
6/4/2026	Sewing For You	8
6/10/2026	Notary Service	0
6/11/2026	Sewing For You	0
6/17/2026	Notary Service	1
6/18/2026	Sewing For You	10
6/24/2026	Notary Service	1
6/25/2026	Sewing For You	8
6/29/2026	Notary Service	12
	TOTAL SERVICES	43

Notary & Sewing

Adult Outreach	Patrons
Outreach: Book Delivery	9
Center for Active Adults Tech Talk	0
Center for Active Adults Book Club	12
TOTAL OUTREACH PATRONS	21

Outreach

Youth & Teen Services

School Visits

As June began, Youth staff continued our visits to South Lyon Community Schools to promote summer reading. Over three weeks in late May and early June we spoke to every classroom at Brummer, Bartlett, Salem and Sayre Elementaries. That's about 1,700 students personally invited to visit the library this summer!



StoryWalk Reopens

The StoryWalk reopened following the installation of **brand-new display stands** thanks in part to generous donor support.

The upgraded weatherproof stands offer several benefits:

- Easier and faster story installation
- Better protection from rain and weather
- Improved reading experience for visiting families
- Greater flexibility to rotate stories more frequently throughout the year



The investment improves both the durability of the StoryWalk and the quality of this popular outdoor literacy experience.

Youth & Teen Services



Youth Summer Reading

Plant a Seed, Read SRP Kick-off

We kicked-off summer reading by transforming the library grounds into a community celebration welcoming readers of all ages. This year's event featured:

- Nature education, bounce houses and an inflatable climbing tower provided by **Oakland County Parks**
- Garden-themed sensory activities
- Craft and game stations
- Free Kona Ice for every child attending courtesy of **Vibe Credit Union**



June Summer Reading Highlights

- **707 children** registered for Summer Reading
- Every participant received a **free book** to build their home library
- Each registration included an entry into our August prize raffle
- Weekly challenges kept families returning to the library with new activities throughout the month



Youth & Teen Services

Teen Summer Reading

Summer Leadership Program

Our Summer Leadership Program returned for its second year with 35 middle and high school students participating.

Leadership students are in the department Monday through Thursday throughout the summer, assisting with Summer Reading activities while developing leadership, communication, and customer service skills. Their enthusiasm and willingness to help have made them valuable members of the Youth Department team and positive role models for younger readers.

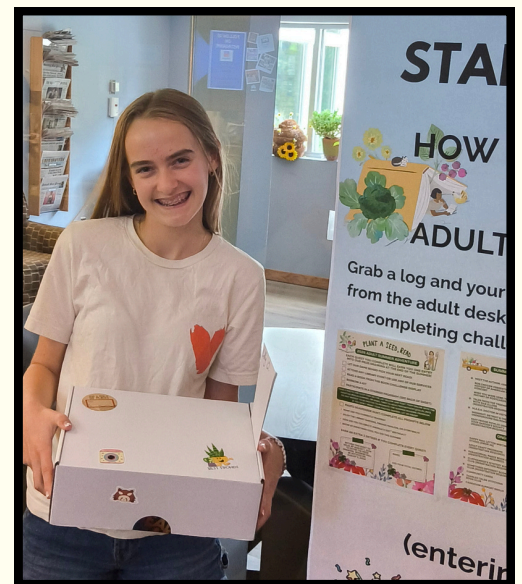


Teen Summer Book Boxes

return for a second summer!

This program focuses on making summer reading fun and engaging for teens. Our librarian-curated book boxes include two books chosen to match each reader's interests, snacks and fun swag! We were excited to have 49 incoming 9th-12th graders request boxes in June.

One teen enjoyed her selections so much that she immediately returned to request the next two books in the graphic novel series she discovered through her box.



"Such a great idea! My 16-year-old was super excited. Great job!"

Youth & Teen Services

Program Highlights

Parent & Child Drawing Workshop

Families enthusiastically embraced our first drawing workshop led by author Amy Nielander. The program encouraged adults and children to create together. Amy will return for additional workshops in July and December.

Teen Space Gallery Wall Studio

This summer we are launching a Gallery Wall in the Teen Department. Our Studio program provided space and supplies for young artists to work on projects. Additional canvases were also available so teens can complete projects at home before the Gallery launch.

Mobile Escape Room

The Escape Room proved to be one of the month's most popular events. We had such a big waitlist we added a third session to accommodate everyone.

NERF Games

Heat didn't detour kids from taking part in our outdoor NERF event. Both sessions were at capacity with 120 kids joining the fun!



Youth & Teen Services

PROGRAM DATE	EARLY LITERACY	# OF ATTENDEES
6/18/2026	Story Shorts	15
6/23/2026	Family Storytime	33
6/25/2026	Story Shorts	26
6/30/2026	Patio Play	40
	YOUTH & TWEEN PROGRAMS	
6/13/2026	Lego Club	25
6/16/2026	SRP Kick-Off	546
6/16/2026	Chess Club	13
6/19/2026	Kid Librarian	2
6/22/2026	Book Club Jr	14
6/23/2026	Parent Child Drawing Workshop	22
6/24/2026	Fantasy Realms Book Club	2
6/25/2026	Kid Librarian	2
6/29/2026	NERF Games	120
	TEEN PROGRAMS	
6/22/2026	Gallery Wall Studio	3
6/24/2026	Mobile Escape Room	107
	OUTREACH	
6/1/2026	Brummer	125
6/1 - 6/4/2026	Bartlett	425
6/3/2026	Salem	425
6/10 - 6/11/2026	Sayre	425

Scavenger Hunts

425

Early Literacy

114

Youth & Tween

746

Teen

110

Outreach

1400

TOTAL INTERACTIONS

2,795

Processing

June 2026 Tally

- 1,166 new items were added to the collection
- 177 repairs were made to existing items
- 565 items were withdrawn to make room for new materials
- In total, we handled 2,083 items!

Quick Reads

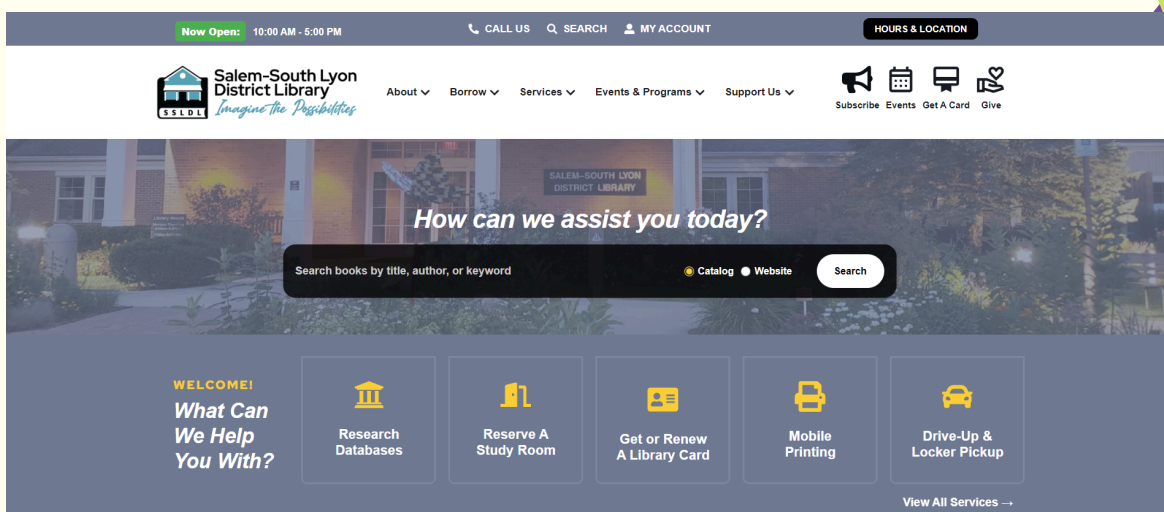
Tina and Sarah combed through J + Tween Fic to find bite-size books that appeal to various reading and interest levels. These are now marked with a green Q sticker.

We added this sticker to 167 books!



Information Technology

- Performed routine maintenance on 3D printers and continued to troubleshoot issues
- We had nine 3D print requests this month
- We helped a patron who had forgotten their email password and could not login. This meant that we helped them determine what their email provider was asking for so that they could properly verify ownership of the email address. They were able to log back into their email.
- The Tech Department scheduled 19 one-on-one tech appointments in June and had 6 drop in appointments.
- Continued to work on the new locker and drive-up form to ensure that the times that are available match our staff availability to minimize the chance that a requested time does work for both staff members and our patrons.
- Added additional cameras to the security system to improve coverage.
- Made changes to the website improve navigation based on feedback that we have received.



Facilities and Maintenance



Highlights

- Michigan Sprinkler has completed the upgrade of the flower garden sprinklers. This included adding new zones and increasing the size of the control panel to accommodate additional zones.
- The chiller system went down this month. Numerous issues were found, including: a bad VFD drive, improper fan programming, a leak in the refrigerant system and a low glycol level. Repairs are underway.
- 3 additional trees were removed from the library as well as trimming the numerous trees and roots.
- To help resolve the water leak in the youth area, Shaw rebuilt the foundation drainage, Century Gutter modified the roof gutter system and a portion of the interior foundation was sealed.
- This past month the driveway was resealed
- A Gun Lock Cabinet has been installed

Circulation



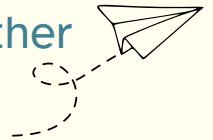
Foot Traffic in the Library

- **4,660** patrons visited us in the building
- 4 patrons utilized locker pickups
- **34** drive-up window pickups were facilitated



Books Sent & Received

- **1,447** of our books were sent to other TLN libraries.
- **2,427** books from other TLN libraries were requested by our patrons



June updates

Summer is busy, busy, busy at circulation, and we hear from so many patrons how much they appreciate the library! Programs like Nerf Games always bring in a huge volume of foot traffic. Yoto cards are in high demand this summer, so we make sure to get them back on self as soon as they come in.

Marketing

Summer Decoration

We got busy getting the library looking festive for Summer Reading. This year's Plant a Seed, Read theme was super fun to decorate for!



Marketing

Advocacy Committee

The Advocacy Committee met on June 23 to discuss two primary initiatives for the Annual Appeal: an outdoor lending library kiosk and a marketing projector/screen setup.

The committee is gathering detailed specifications for the projector equipment to review at the next meeting.

Following a recent volunteer survey, the joint Donor/Volunteer event will be restructured to focus exclusively on volunteer appreciation. To maintain strong donor relations, the library will pivot to hosting smaller, in-house events designed to offer donors a more personalized engagement experience.

Social Media Highlights

The paper lunch bag decoration program was very popular with patrons. We were glad to be able to help make kids on the summer lunch program feel seen and loved.



Marketing

New Directions

We ramped up our focus on picture taking with the goal of having plenty to draw on for social media posts, newsletters, mailers, and all the spur-of-the-moment poster, sign, and other informational needs that arise. The leadership group has been a great help in that area as well.

Mascot Hunt



Summer Reading saw the launch of our hunt for a library mascot. A lovable mascot will help us to create fun branding and merchandise that will be instantly recognizable while also creating a personal bond with our patrons and making our stories more engaging and memorable. This will be a boon to us as we shift our marketing toward focusing on narratives. We are receiving lots of fun submissions!

Respectfully Submitted by,
Candy Mahoney



The Month in Photos



Parent Child Drawing
Workshop



A Happy Teen Book Box
Recipient



The Kona Ice Truck at the
Summer Reading Launch Party



Saturday Lego Club
Creation

June
2026



Escape Room Fun



Kid Librarian



Rosie the Riveter
Voctory Garden



Friends of the Library Scholarship
Winner Mackenzie Z.



Overheard in the Library!

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

Whenever we do reminder calls for the outreach service, the homebound patrons we speak to always have wonderful things to say about the books that Karin carefully selects for them each month!

Today a patron said, "I enjoyed Karin's book choices so much, and really appreciate the service!"

In May, a patron wanted to relay the message "Thank you for all you do!"

The month before that, a patron said, "I'm really looking forward to the delivery! I'm fresh out of books!"

And yet another said, "I can't tell you enough how much I appreciate this!"

You do such a thoughtful job of picking the perfect books for each patron, Karin! Thank you for bringing the library to those who can't come inside! Submitted By: Cecile Bosshard

Thank you to everyone who participated in Flag Day! It was a fun event, and our patrons really enjoyed the ice cream! We also signed-up and renewed several patrons 😊 Submitted By: Kathy Merucci

R-Best to staff: I spoke with patron, Julielyn, and she said that she has lived 'everywhere' including Washington DC and said that we have the best library of all the places that she has lived/been!
Submitted By: Kathy Merucci

Zoey has been recognized for the R-Best value of Outstanding Service. Here's what they did:
Shoutout to Zoey for really being on top of the J collection and identifying a number of J early fic that needed yellow labels! Thanks for going over and above! Submitted By: Candy Mahoney

The Adult department has never looked this good for SRP. I love the butterflies! Submitted by: Karin Caporale



Overheard in the Library!

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

WOW! Mega shout out to Tracy and Candy for the beautiful summer decorations! The butterfly wall is beautiful, the giant prizes are epic, and the banner looks stellar. Thank you for jazzing up the place!

Submitted By: Cecile Bosshard

Everyone has been recognized for the R-Best value of Teamwork. Here's what they did: A giant thank you to everyone that was working in the building today and all of you that helped in every way to prep for SRP and get the Summer Kick-off event off the ground.

We have nearly run out of the initial batches of both the middle school and youth SRP supplies. Which equates 80 tween/middles school registrations and over 300 registered youth participants.

When I last checked in around 1pm, we we're nearing 550 attendees for todays event.

The Oakland County Parks Nature Table staff said they had 236 people stop by their booth.

We went through 400 Kona Ice cups.

As Kathy shared, there was loads of positive feedback and expressions of gratitude during the event.

All of our guest presenters and sponsors we're thrilled with the foot traffic and the event overall.

Thank you again, to everyone that helped in all the big and small ways. You all stepped up, no matter the ask and it is beyond appreciated. Submitted By: Sarah Scherdt

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

We've been purchasing a lot of new books lately, and Processing has been doing an amazing job cranking them all out and getting them on the shelf! We had a ton of hot fiction and Lucky Day books this morning, and they got them on the shelves for our eager patrons in record time! Thanks for being the best, you guys!!!!!!

Submitted By: Cecile Bosshard

Overheard in the Library!

Karin

Outreach Patron

Have a happy holiday season.!

Thank you for always finding the
books I asked for, and also finding
new authors for me to enjoy.
Always a pleasant surprise

Jeanne Ryziel

Holiday greetings in June! Karin is an Outreach Librarian for our adult homebound patrons. Her book selections, attention to detail and outstanding customer service is appreciated by so many patrons! We are lucky to have her on our staff.



**LIBRARY DESIGN
ASSOCIATES, INC.**

SALEM-SOUTH LYON DISTRICT LIBRARY 2026 ADULT RENOVATION FURNITURE PACKAGE





**LIBRARY DESIGN
ASSOCIATES, INC.**

FURNITURE PACKAGE

Public Study Tables - Tag A.1



PRODUCT: MediaTech - Metro Rectangular Table 60" long x 36" wide x 29" high - surface mounted (2)Power/(2)USB.

QTY: (4)

FINISHES: Wood: Red Oak Finish: CWF 3411 HPL: WA Crisp Linen



**LIBRARY DESIGN
ASSOCIATES, INC.**

FURNITURE PACKAGE

Group Study Tables - Tag A.2



PRODUCT: MediaTech - Metro Rectangular Table 72" long x 42" wide x 29" high - no power.

QTY: (4)

FINISHES: Wood: Red Oak Finish: CWF 3411 HPL: WA Navy Legacy



**LIBRARY DESIGN
ASSOCIATES, INC.**

FURNITURE PACKAGE

Group Study Tables - Tag A.3



PRODUCT: MediaTech - Metro Rectangular Table 120" long x 48" wide x 29" high - no power.

QTY: (1)

FINISHES: Wood: Red Oak Finish: CWF 3411 HPL: WA Navy Legacy



**LIBRARY DESIGN
ASSOCIATES, INC.**

FURNITURE PACKAGE

Public Space Reading Chairs - Tag B.1



PRODUCT:

JSI - Americana armless with upholstered seat cushion - no side attachment feature

QTY: (16)

FINISHES: Wood: Red Oak Finish: CWF 3411 UPH: Designtex
Wanderer Brew 3073-103



**LIBRARY DESIGN
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FURNITURE PACKAGE

Group Study Reading Chairs - Tag B.2



PRODUCT: JSI - Americana armless with wood seat.

QTY: (26)

FINISHES: Wood: Red Oak Finish: CWF 3411 Upholstery: None



**LIBRARY DESIGN
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FURNITURE PACKAGE

Group Study Glass Boards - Tag C.1



PRODUCT: Ghent Aria low profile magnetic glassboard 72" wide x 36" high with 1/4" tempered glass and concealed mounting hardware.

QTY: (5)

FINISHES: Glass Color: White PMS 11-0601 TPX



**LIBRARY DESIGN
ASSOCIATES, INC.**

FURNITURE PACKAGE

Computer Carrels - Tag D.1



PRODUCT: Worden MWS (Modular Work Station) - all computer surfaces measure 42" wide x 24" deep with a 10" high front raised surface divider. (2) Surfaces are 36" high for standing use and (4) are 29" high for seated use. The print release station will attach to the end of the MWS unit and measure 48" wide x 24" deep x 29" high.

QTY: (3) Double sided units and (1) Print Release station

FINISHES: Wood: Red Oak Finish: CWF 3411 HPL: WA Crisp Linen



**LIBRARY DESIGN
ASSOCIATES, INC.**

FURNITURE PACKAGE

Computer Task Stools - Tag E.1



PRODUCT: Sit-On-It Focus 2.0 Task Stool with mesh back, upholstered seat, 5-star caster base with foot rings, no arms.

QTY: (2)

FINISHES: Mesh: Black Base: Black UPH: Stinson Lattice Skipper
LAT15



**LIBRARY DESIGN
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FURNITURE PACKAGE

Computer Task Chairs - Tag E.2



PRODUCT: Sit-On-It Focus 2.0 Task Chair with mesh back, upholstered seat, 5-star caster base with foot rings, no arms.

QTY: (4)

FINISHES: Mesh: Black
Skipper LAT15

Base: Black

UPH: Stinson Lattice



**LIBRARY DESIGN
ASSOCIATES, INC.**

FURNITURE PACKAGE

Public Lounge Chairs - Tag F.1



PRODUCT: Worden - Bec Lounge Chair fully upholstered with wood feet.

QTY: (8)

FINISHES: Wood: Red Oak Finish: Clear UPH: Stinson Round
Trip Ocean Pearl RNT20



**LIBRARY DESIGN
ASSOCIATES, INC.**

FURNITURE PACKAGE

Occasional Tables - Tag F.2



PRODUCT: MediaTech - Metro Rectangular Occasional Table 48" long x 24" wide x 22" high - no power.

QTY: (2)

FINISHES: Wood: Red Oak Finish: CWF 3411 HPL: WA Crisp Linen



**LIBRARY DESIGN
ASSOCIATES, INC.**

FURNITURE PACKAGE

Study Booths - Tag F.3



PRODUCT: MediaTech - Cabana Face2Face Privacy Cubicles HPL construction with PVC edge bands. Each Cabana will come with (1) Media Technologies Orbit pedestal base table with a laminate top and PVC edge bands.

QTY: (4 Sets)

FINISHES: Cabana HPL: Ginger Root Maple Cabana PVC: Monticello Maple Table HPL: WA Crisp Linen Table PVC: Monticello Maple Table Steel: Silver 809



**LIBRARY DESIGN
ASSOCIATES, INC.**

FURNITURE PACKAGE

Study Booth Lounge - Tag F.3



PRODUCT: MediaTech - Wink fully upholstered lounge chair with leveling glides. Each Media Technologies Cabana Cubicle to receive (2) lounge chairs.

QTY: (8)

FINISHES: UPH Seat: Designtex Nest Indigo UPH Back: ArcCom
Ceramica Midnight



**LIBRARY DESIGN
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FURNITURE PACKAGE

Acoustic Panels - Tag G.1



PRODUCT: BuzziSpace Buzzi Blox acoustic panels - Square 24"w x 24"h x 3"t and Rectangular 48"w x 24"h x 5"t.

QTY: (9 Square and 6 Rectangular randomly installed across 28' wall)

FINISHES: UPH 1: CAT A Trevira Hazy Greige 9211



**LIBRARY DESIGN
ASSOCIATES, INC.**

FURNITURE PACKAGE

Displays - Tag H.1



PRODUCT: Worden cube displays - final model TBD.

QTY: (2)

FINISHES: Wood: Red Oak Finish: CWF 3411 HPL: WA Crisp Linen



**LIBRARY DESIGN
ASSOCIATES, INC.**

FURNITURE PACKAGE

New Book Steel Shelving - Tag I.1



PRODUCT: Aurora System 30 mobile shelving with concealed casters - (4) units measuring 36" wide x 24" deep x 42" high with (1) sloping integral back shelf and (2) flat integral back shelves per face. These (4) units will create (2) rows of (2) and will receive an Oak end panel on each end and (1) HPL canopy top.

QTY: (4)

FINISHES: Steel: Autumn White Wood: Red Oak Finish: CWF 3411
HPL: WA Crisp Linen



**LIBRARY DESIGN
ASSOCIATES, INC.**

FURNITURE PACKAGE

End Panels - Tag J.1



PRODUCT: Worden Oak end panels with flat design and centrally located slatwall inserts. End panels constructed of Oak measuring 0.75" thick and sized to fit each shelving row, standard with $\frac{3}{8}$ " solid oak edge bands. Slatwall inserts specified on 16 of the front facing end panels, located in the center 1/3rd of the end panel and spaced 3" apart, slats will be black plastic inserts.

QTY: (42) End Panels

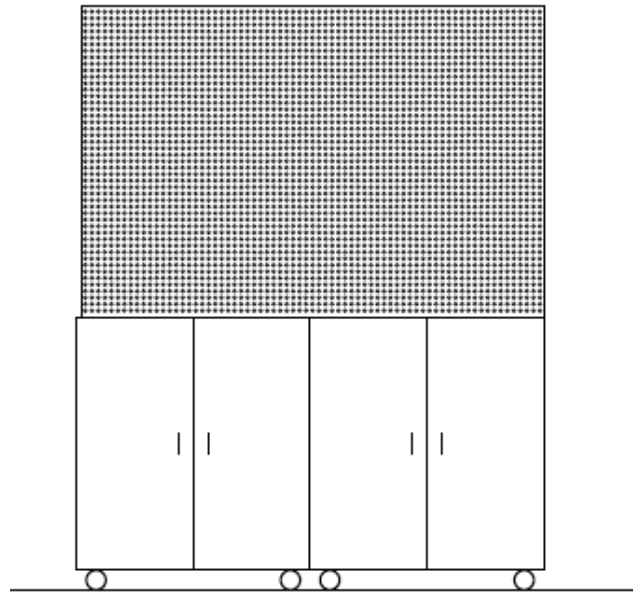
FINISHES: Wood: Red Oak Finish: CWF 3411 Slatwall: Black Plastic



**LIBRARY DESIGN
ASSOCIATES, INC.**

FURNITURE PACKAGE

Library Of Things - Tag K.1



PRODUCT: MediaTech Rubix mobile base cabinetry hinging locking doors on casters, HPL construction with PVC edge bands. Steel shelves on column strips mounted above each measuring 36" wide x 12" deep x 48" high. The pegboard installed above measures 72" wide x 48" high.

QTY: (2)

FINISHES: HPL Base: Ginger Root Maple PVC: Monticello Maple
HPL Top: WA Crisp Linen Steel: Silver 809



**LIBRARY DESIGN
ASSOCIATES, INC.**

FURNITURE PACKAGE

Staff Office Furniture - Tag L.1



PRODUCT: OFS Staks staff office benching - final model and design TBD.

QTY: (1 Lot)

FINISHES: HPL:TBD PVC: TBD Steel: TBD Fabric: TBD



**LIBRARY DESIGN
ASSOCIATES, INC.**

FURNITURE PACKAGE

Staff Task Chairs - Tag L.2



PRODUCT: Sit-On-It Focus 2.0 Task Chair with mesh back, upholstered seat, 5-star caster base with foot rings, height adjustable arms.

QTY: (4)

FINISHES: Mesh: Black
Skipper LAT15

Base: Black

UPH: Stinson Lattice



**SALEM-SOUTH LYON DISTRICT LIBRARY
2026 Adult Renovation Finish Schedule**

Item A.1 – Public Reading Tables

- Wood Species: Red Oak
- Wood Finish: CWF 3411
- HPL: Wilsonart Crisp Linen 4943-38

Item A.2 – Study Room Reading Tables

- Wood Species: Red Oak
- Wood Finish: CWF 3411
- HPL: Wilsonart Crisp Linen 4943-38

Item A.3 – Study Room Reading Tables

- Wood Species: Red Oak
- Wood Finish: CWF 3411
- HPL: Wilsonart Navy Legacy 4651-60

Item B.1 – Public Reading Chairs

- Wood species: Red Oak
- Wood Finish: CWF 3411
- Upholstery: Designtex Wanderer Brew 3073-103

Item B.2 – Study Room Reading Chairs

- Wood species: Red Oak
- Wood Finish: CWF 3411
- Upholstery: None

Item C.1 – Study Room Glass Boards

- Glass: White PMS 11-0601 TPX

Item D.1 – Computer Carrel

- Wood Species: Red Oak
- Wood Finish: CWF 3411
- HPL: Wilsonart Crisp Linen 4943-38

Item E.1 – Computer Stools

- Mesh: Black
- Base: Black
- Upholstery: Stinson Lattice Skipper LAT15



Item E.2 – Computer Chairs

- Mesh: Black
- Base: Black
- Upholstery: Stinson Lattice Skipper LAT15

Item F.1 – Lounge Chairs

- Wood species: Red Oak
- Wood Finish: Clear on Oak
- Upholstery: Stinson Round Trip Ocean Pearl RNT20

Item F.2 – Occasional Tables

- Wood Species: Red Oak
- Wood Finish: CWF 3411
- HPL: Wilsonart Crisp Linen 4943-38

Item F.3 – Study Carrels

- HPL Panels: Formica Ginger Root Maple 7288-58
- PVC Panels: Monticello Maple Rehau
- HPL Table: Wilsonart Crisp Linen 4943-38
- PVC Table: Monticello Maple Rehau

Item F.3 – Carrel Lounge

- Upholstery Seat: Designtex Nest Indigo 3011-404
- Upholstery Back: ArcCom Ceramica Midnight AC-64363

Item G.1 – Acoustic Panels

- Upholstery: CAT A Trevira Hazy Greige 9211

Item H.1 – Displays

- Wood Species: Red Oak
- Wood Finish: CWF 3411
- HPL: Wilsonart Crisp Linen 4943-38

Item I.1 – Mobile Steel Shelving

- Wood Species: Red Oak
- Wood Finish: CWF 3411
- HPL: Wilsonart Crisp Linen 4943-38
- Steel: Autumn White 1210

Item J.1 – End Panels

- Wood Species: Red Oak
- Wood Finish: CWF 3411



Item K.1 – Library Of Things Storage

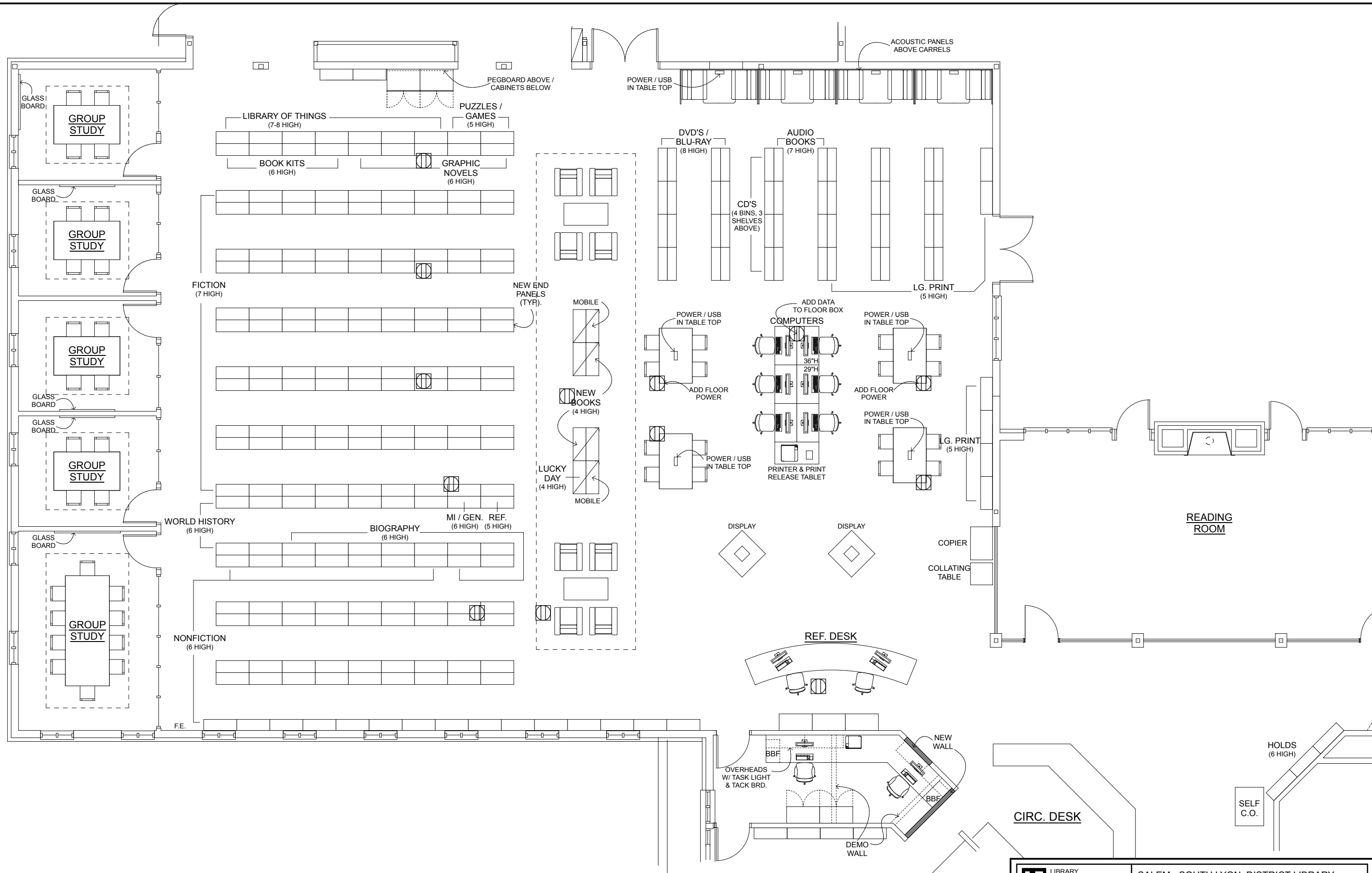
- HPL: Formica Ginger Root Maple 7288-58
- PVC: Monticello Maple Rehau
- Pegboard HPL: Formica Ginger Root Maple 7288-58

Flooring – Field Carpet and Accent Carpet(Plan to be provided)

- Field Carpet “A”: Shaw Contract Collaboration Tile 5T497 Clear Impact 97485
- Accent Carpet “B”: Shaw Contract Endless Tile 5T305 Skies 05486

Paint – Field Paint and Accent Paint(Plan to be provided)

- Field Paint “A”: Sherwin Williams Palisade SW 7635
- Accent Paint “B”: Sherwin Williams Searching Blue SW 6536





**LIBRARY
DESIGN
ASSOCIATES
INC.**

1149 South Main Street
Plymouth, Michigan 48170-2213

Telephone: (734) 459-5000

PROPOSAL

Date 07/20/26
Proposal No. P-44081
Page 1

To Salem-South Lyon District Library
Attn: Kathy Merucci, Director
E: kmerucci@ssldl.info

Item	Qty.	Catalog No.	Description	Unit Price	Total
			In accord with our recent meetings, we are pleased to provide the following proposal, for your consideration: All pricing below includes material, freight and installation by LDA authorized personnel. Please cross reference the 2026 Adult Renovation Furniture Package for visuals and details regarding each quoted item.		
1	1	LDA	Section A - Public Study Tables: (4) MediaTech Metro rectangular study tables, per Tag A.1.	6,125.00	6,125.00
2	1	LDA	Section A - Group Study Tables: (4) MediaTech Metro rectangular study tables, per Tag A.2.	5,976.00	5,976.00
3	1	LDA	Section A - Group Study Table: (1) MediaTech Metro rectangular study tables, per Tag A.3.	2,685.00	2,685.00
4	1	LDA	Section B - Public Space Reading Chairs: (16) JSI Americana armless reading chairs with upholstered seat cushions, per Tab B.1.	6,659.00	6,659.00
5	1	LDA	Section B - Group Study Reading Chairs: (26) JSI Americana armless reading chairs with wood seats, per Tab B.2.	8,340.00	8,340.00
6	1	LDA	Section C - Group Study Glass Boards: (5) Ghent Aria magnetic wall mounted glass boards, per Tag C.1.	5,525.00	5,525.00
7	1	LDA	Section D - Computer Carrels: (1) Worden custom MWS computer carrel unit, per Tag D.1.	12,640.00	12,640.00
8	1	LDA	Section E - Computer Task Chairs: (2) Focus 2.0 task stools and (4) Focus 2.0 task chairs, per Tag E.1 - E.2.	3,252.00	3,252.00

We propose to furnish the material specified above at the prices quoted under the conditions stated here.
Deliveries are subject to delays from fire, strikes or other causes beyond our control.

Delivery F.O.B.

By Library Design Associates, Inc.

To order the items listed, sign and return, signifying your acceptance.

Accepted by/Title/Date



**LIBRARY
DESIGN
ASSOCIATES
INC.**

1149 South Main Street
Plymouth, Michigan 48170-2213

Telephone: (734) 459-5000

PROPOSAL

Date 07/20/26
Proposal No. P-44081
Page 2

To Salem-South Lyon District Library
Attn: Kathy Merucci, Director
E: kmerucci@ssldl.info

Item	Qty.	Catalog No.	Description	Unit Price	Total
9	1	LDA	Section F - Public Lounge Chairs: (8) Worden Bec fully upholstered lounge chairs, per Tag F.1.	18,324.00	18,324.00
10	1	LDA	Section F - Occasional Tables: (2) MediaTech Metro rectangular occasional tables, per Tag F.2.	1,460.00	1,460.00
11	1	LDA	Section F - Study Booths: (4) MediaTech cabana style study booths with (4) MediaTech Orbit pedestal base tables and (8) MediaTech Wink upholstered lounge chairs, per Tag F.3.	22,786.00	22,786.00
12		LDA	Section G - Acoustic Panels: BuzziSpace BuzziBlox acoustic panels (9) square and (6) rectangular, per Tag G.1.	9,664.00	
13		LDA	Section H - Displays: (2) Worden custom square mobile face out display units, per Tag H.1.	4,850.00	
14	1	LDA	Section I - New Book Steel Shelving: (4) New Aurora double face mobile steel shelving units with end panels and canopy tops, per Tag I.1.	7,817.00	7,817.00
15	1	LDA	Section J - End Panels: All new double face and single face Oak end panels, per Tag J.1.	16,856.00	16,856.00
16	1	LDA	Section K - Library Of Things: (2) MediaTech Rubix 5-drawer storage units and (1) wall mounted Pegboard, per Tag K.1.	6,075.00	6,075.00
17	1	LDA	Relocation of all shelving and collection, disposal of furniture not sold or donated by the library.	25,270.00	25,270.00

We propose to furnish the material specified above at the prices quoted under the conditions stated here.
Deliveries are subject to delays from fire, strikes or other causes beyond our control.

Delivery F.O.B.

By Library Design Associates, Inc.

To order the items listed, sign and return, signifying your acceptance.

Accepted by/Title/Date



**LIBRARY
DESIGN
ASSOCIATES
INC.**

1149 South Main Street
Plymouth, Michigan 48170-2213

Telephone: (734) 459-5000

PROPOSAL

Date 07/20/26
Proposal No. P-44081
Page 3

To Salem-South Lyon District Library
Attn: Kathy Merucci, Director
E: kmerucci@ssldl.info

Item	Qty.	Catalog No.	Description	Unit Price	Total
			NOTES: a) Payment terms are NET-30 days. b) Pricing is good for (30) days and is subject to reconfirmation thereafter. c) Please reference the furniture packet and finish schedule that cross reference the tagged items above. d) Pricing includes all material, freight, unloading, and installation by LDA authorized personnel. e) All furniture finishes have been selected and quoted accordingly, engineering drawings will be provided for the custom millwork components.		
			Total		\$149,790.00

We propose to furnish the material specified above at the prices quoted under the conditions stated here.
Deliveries are subject to delays from fire, strikes or other causes beyond our control.

Delivered and Installed

Kyle Haning

Delivery F.O.B.

By Library Design Associates, Inc.

To order the items listed, sign and return, signifying your acceptance.

Accepted by/Title/Date



**Salem-South Lyon
District Library**
Imagine the Possibilities



Memorandum of Understanding between the Salem-South Lyon District Library, Board, and Friends

The following will constitute an operating agreement between the Friends of the Salem-South Lyon District Library (Friends) and the Salem-South Lyon District Library (Library). It will stand until and unless it is modified by mutual agreement of the Friends Board and the Salem-South Lyon District Library Board of Trustees. This agreement will be reviewed and signed by all parties on an annual basis. The Friends mission is to raise money and public awareness in the community to support the services and programs of the Library. As a non-profit 501 (c) (3) organization, however, it is a legally distinct entity and is not a part of the Library.

The Library agrees to include the Friends in the long-term planning process to ensure that the Friends are aware of the goals and direction of the Library.

The Library agrees to share with the Friends the library's strategic initiatives at the beginning of each fiscal year and discuss with Friends how their resources and support might help forward these initiatives.

The Library agrees to supply the Friends with a "wishlist" that indicates the anticipated needs for Friends support.

The Library agrees to provide the Friends with staff support as approved by the Director and/or the Library Board.

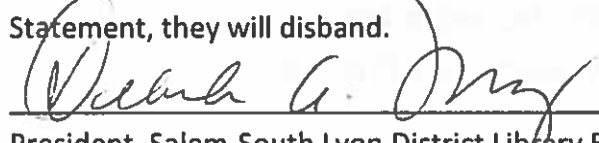
The Library agrees to provide the Friends with space in the Library for book storage and sorting, book sales, and promotional materials.

The Friends agree to publicly support the Library and its policies.

The Friends agree to include a member from the library's administration as a non-voting presence at all Friends meetings and to allow room on the agenda for a library report.

The Friends agree that any and all monies raised will be spent for library programs, services, other Library defined needs and for Friends' operating expenses. The Friends agree to coordinate gifts with the Library's Director. The Friends agree that the library Board of Trustees has the final say in accepting or declining any and all gifts made to the library. The Friends agree to engage in advocacy efforts on behalf of the Library under the guidance of the Library and the Library's Board of Trustees.

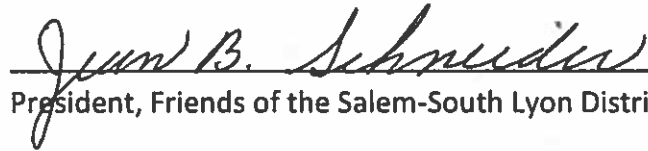
The Friends agree that if they cease to fulfill their purpose according to their by-laws and Mission Statement, they will disband.



10-4-16

President, Salem-South Lyon District Library Board of Trustees

Date



10-4-2016

President, Friends of the Salem-South Lyon District Library Board of Trustees

Date



10.4.2016

Library Director

Date

Agreement between The Friends of the Northville District Library and the Northville District Library

The Friends of the Northville District Library (Friends), the Administration of the Northville District Library (Administration) and the Board of Trustees of the Northville District Library (Trustees) set forth the following agreement. It is recognized that the Friends of the Northville District Library is an independent 501 (c)(3) organization with responsibilities to its library, its constitution, its members, and the citizens of the community. This agreement should be reviewed annually and amended as required.

The Friends:

- Will publicly support the Library and its policies.
- Will engage in advocacy efforts on behalf of the Library, coordinating with the Library Director and the Trustees.
- Will raise funds through memberships, donations, used book sales, Gift Books and other means. Funds may be used to pay for Friends operating expenses, programs, scholarships and other initiatives or other Friends' needs. Funds will also be contributed to the Library for Library programs and services, Friends sponsored adult programs (2 – 4 per year), capital projects and expenditures and other defined Library needs (excluding library operating expenses) as may be requested through the submission of the Administration's Wish List, and as may be approved by the Friends Board through or subsequent to the annual budgeting process. Criteria for approval of Wish List items will include the item's ability to meet the standards set forth in the Friends' By-laws. Fiduciary responsibility to Friends members and donors will also be of primary concern to the Friends Board. Any questions regarding any funding request shall be forwarded to the Library Administration for clarification at the next Friends Board meeting, where final approval shall be considered.
- Will provide the Library Administration with emergency contact information for our volunteers and with the regular work schedule for the Used Books Operation.

- Will work directly with the Library Administration when proposing new Friends' projects or with questions about existing Friends' projects and will provide input to and coordinate with the Administration's Head of Adult services to select adult programs to be sponsored by the Friends.
- Will include a member of the Library Administration as a non-voting presence at all formal Board meetings and allow a place on the agenda for a Library report.
- Will provide a representative or send a report each month for the public meeting of the Northville District Library Board of Trustees to update them on Friends activities and pending projects.
- Agree that if they cease to actively raise funds and promote the Library, they will disband, allowing for the formation of a new Friends of the Library group to be established in the future.

The Administration:

- The Library Director will update the Friends during all formal Board meetings or as otherwise required regarding the long-term planning process of the Library as well as current activities and issues to help ensure that the Friends are aware of the goals and direction of the Library.
- The Library Director will share the Library's funding and volunteer needs with the Friends periodically and discuss how the Friends' resources and support might help toward filling those needs. In addition, the Director will submit a proposal to the Friends at the November meeting each year, known as the "Wish List", to include all programs, projects, and capital expenditures that the Administration proposes that the Friends fund during the following fiscal year. The Wish List will be supported by cost estimates and rationale for selecting the item as appropriate. The Administration agrees that Wish List items approved by the Friends Board and included in the Friends budget are subject to change depending on the Friends' fundraising abilities and results. Similarly, additional items may be proposed throughout the current year as required.
- Will publicly acknowledge the contributions of the Friends, as is feasible, in the Library newsletter, flyers, brochures, and displays, as a means of promoting the Friends, helping to recognize their efforts, and attracting new members, which ultimately results in more funding and community support for the Library.

- Will provide the Friends options for storage, sorting and sales of used books; as well as space for office needs in the Library unless circumstances beyond the Administration's control preclude it.
- Will provide the Friends with information regarding major facilities or capital projects which impact the Used Books Operation space so that accommodations can be made for temporary suspensions or relocation of volunteer work.
- Will assist the Friends, to the extent possible, with promotional materials, duplication resources, meeting room arrangements and scheduling coordination.
- Will display the Friends brochures, membership materials and promotional notices in keeping with the Library Policy on Displays.
- Will allow the Friends access to the Main Display Case for the purpose of promoting the Friends Membership Drive and the Friends Used Book sales in December.
- The Library Director will have the final say in accepting or declining all gifts to the Library.

The Trustees:

- Will choose a volunteer from the Board or a designee from the Library Administration to attend the Friends Board meeting, when possible, as a non-voting member. The designee will report on policy and the issues that may be germane to the Friends.

Method of Payment:

The Friends shall provide a check for the agreed upon amount of approved, budgeted items upon receiving written request from the Library Director during the fiscal year.

Agreed on the dates set forth below:

_____ Date: _____, 2026
Martha Nork, President
Friends of the Northville District Library

_____ Date: _____, 2026
Carol Doyle, Chair
Northville District Library Board of Trustees

_____ Date: _____, 2026
Laura Mancini, Director
Northville District Library



Salem-South Lyon District Library

9800 Pontiac Trail, South Lyon, MI 48178

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

Mission: To educate, enrich, and empower our community

Vision: Imagine the Possibilities

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

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

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

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

Goal 2: Enhance Library Facilities

1. Complete the Storywalk

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

2. Complete renovation of the Adult Department

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

3. Safety and Security

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

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

Goal 3: Staff Training

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

Goal 4: Exemplary Management of the Library Budget & Future Funding

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

Corporate / Unincorporated Resolution Form

Account Registration:

Date: Jul 15, 2026

EDWARD JONES TRUST CO AS CUST
FBO MARY K LONG IRA

Account Number (10-digits):

Branch #: 5661

Financial Advisor #: 106614

Destination: ESTATES

Scan Title: CORPORATE RESOLUTION

- This form **must** be dated within the last **twelve** months for firm named processing.
- If this form is being used for certificate processing, this form must be dated within the last six months, and the certificate/stock power must be endorsed by someone **other than** the authorized individual who signed this form.

A. Authorized Representative Acknowledgement Regarding Resolution of the Board of Directors

I, _____ (Name of officer signing resolution below), being duly constituted

_____, (Title of officer signing below) of _____,

(Name of Legal Entity) a Legal Entity organized and existing under and by virtue of the laws

of the State of _____, (hereinafter called this Legal Entity), do hereby certify that the following is a true and complete copy of resolutions duly adopted at a meeting of the Board of Directors (Trustee) of this Legal Entity, duly called and held on _____, (date) at which time a quorum was present and voting; that said resolutions are still in full force and effect and have not been rescinded; and that said resolutions are not in conflict with the Charter or By-laws of this Legal Entity.

Representing this Legal Entity, the undersigned be and they hereby are, fully authorized and empowered to transfer, endorse, sell, assign, and deliver any and all certificates of stock, bonds, debentures, notes, subscriptions, warrants, stock purchase warrants, evidences of indebtedness, or other securities now or hereafter registered in the name of or owned by this Legal Entity, and to make execute and deliver any and all written instruments necessary to effectuate the authority hereby conferred.

I certify that the individuals identified in section B shall have the full power and authority to accept, receipt for, exercise, release, reject, renounce, assign, disclaim, demand, claim and recover any legacy, bequest, devise, gift or other property interest or payment due or payable to or for the Legal Entity;

I certify that the mentioned individual(s) are authorized to transfer, endorse, etc. on behalf of the Legal Entity, hold the position or office set opposite their names in section B.

B. Authorized Person(s)

Name and title of the individuals authorized to act on behalf of the Legal Entity as outlined in section A.

Printed Name and Title

Printed Name and Title

Printed Name and Title

Printed Name and Title

C. Authorized Representative Acknowledgement and Indemnification

In consideration of Edward Jones accepting this form, the undersigned agrees and certifies that all information provided in this form is true and accurate, and will promptly notify Edward Jones if any of the information provided becomes inaccurate, misleading or incomplete. The undersigned acknowledges that all of the individuals listed in Section B are authorized representatives of the Legal Entity. Further, the undersigned acknowledges and agrees that the resolution identified in Section A above is still in full force and effect and has not been rescinded, modified or amended. This certification may be relied upon by Edward Jones until such time as Edward Jones is notified in writing of such change in the information or authority reflected in this document.

The undersigned agrees to release, indemnify and hold harmless Edward Jones, its affiliates, agents, principals and employees for any and all claims, damages, liability and losses (including attorney fees and expenses) arising out of or related to Edward Jones relying upon the information provided in this form.

Further, the undersigned acknowledges that, by this form, Edward Jones has advised the undersigned to consult a legal advisor if there are any questions regarding this form and its contents.

D. Signature – Authorized Person

The authorized person signing this form must be an officer other than an officer(s) identified in section B.

Signature and Title

Printed Name and Title

Date



USCOPRES-----

Corporate / Unincorporated Resolution Form

Account Registration:

Date: Jul 15, 2026

MARY K LONG

Account Number (10-digits):

Branch #: 5661

Financial Advisor #: 106614

Destination: ESTATES

Scan Title: CORPORATE RESOLUTION

- This form **must** be dated within the last **twelve** months for firm named processing.
- If this form is being used for certificate processing, this form must be dated within the last six months, and the certificate/stock power must be endorsed by someone **other than** the authorized individual who signed this form.

A. Authorized Representative Acknowledgement Regarding Resolution of the Board of Directors

I, _____ (Name of officer signing resolution below), being duly constituted

_____, (Title of officer signing below) of _____,

(Name of Legal Entity) a Legal Entity organized and existing under and by virtue of the laws

of the State of _____, (hereinafter called this Legal Entity), do hereby certify that the following is a true and complete copy of resolutions duly adopted at a meeting of the Board of Directors (Trustee) of this Legal Entity, duly called and held on _____, (date) at which time a quorum was present and voting; that said resolutions are still in full force and effect and have not been rescinded; and that said resolutions are not in conflict with the Charter or By-laws of this Legal Entity.

Representing this Legal Entity, the undersigned be and they hereby are, fully authorized and empowered to transfer, endorse, sell, assign, and deliver any and all certificates of stock, bonds, debentures, notes, subscriptions, warrants, stock purchase warrants, evidences of indebtedness, or other securities now or hereafter registered in the name of or owned by this Legal Entity, and to make execute and deliver any and all written instruments necessary to effectuate the authority hereby conferred.

I certify that the individuals identified in section B shall have the full power and authority to accept, receipt for, exercise, release, reject, renounce, assign, disclaim, demand, claim and recover any legacy, bequest, devise, gift or other property interest or payment due or payable to or for the Legal Entity;

I certify that the mentioned individual(s) are authorized to transfer, endorse, etc. on behalf of the Legal Entity, hold the position or office set opposite their names in section B.

B. Authorized Person(s)

Name and title of the individuals authorized to act on behalf of the Legal Entity as outlined in section A.

Printed Name and Title

Printed Name and Title

Printed Name and Title

Printed Name and Title

C. Authorized Representative Acknowledgement and Indemnification

In consideration of Edward Jones accepting this form, the undersigned agrees and certifies that all information provided in this form is true and accurate, and will promptly notify Edward Jones if any of the information provided becomes inaccurate, misleading or incomplete. The undersigned acknowledges that all of the individuals listed in Section B are authorized representatives of the Legal Entity. Further, the undersigned acknowledges and agrees that the resolution identified in Section A above is still in full force and effect and has not been rescinded, modified or amended. This certification may be relied upon by Edward Jones until such time as Edward Jones is notified in writing of such change in the information or authority reflected in this document.

The undersigned agrees to release, indemnify and hold harmless Edward Jones, its affiliates, agents, principals and employees for any and all claims, damages, liability and losses (including attorney fees and expenses) arising out of or related to Edward Jones relying upon the information provided in this form.

Further, the undersigned acknowledges that, by this form, Edward Jones has advised the undersigned to consult a legal advisor if there are any questions regarding this form and its contents.

D. Signature – Authorized Person

The authorized person signing this form must be an officer other than an officer(s) identified in section B.

Signature and Title

Printed Name and Title

Date



USCORPRES-----

GENERAL ESTIMATE								
		Project Name: Salem South Lyon Library - New Employee Door						
		Date: 7/8/2026						
		Estimator: Jaimie Provagna						
		Option 2						
Description	Quan.	U.P. Mat	U.P. Labor	U.P. Sub.	Material	Labor	Sub	Total
Glazing	7	\$457.25	\$400.00	\$0.00	\$3,200.75	\$2,800.00	\$0.00	\$6,000.75
Remove existing single pane aluminum Windows	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
S&I New double hung vinyl windows approx 36"x60"	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Low E Aragon Glazing	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
White in/out	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Window open control	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Carpentry	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Drywall repair window sills	8	\$150.00	\$135.00	\$0.00	\$1,200.00	\$1,080.00	\$0.00	\$2,280.00
Misc. Materials Caulk/patch	1	\$150.00	\$280.00	\$0.00	\$150.00	\$280.00	\$0.00	\$430.00
Paint	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Patch and paint interior windows to match walls	3	\$75.00	\$280.00	\$0.00	\$225.00	\$840.00	\$0.00	\$1,065.00
TOTALS		\$832.25	\$1,095.00	\$0.00	\$4,775.75	\$5,000.00	\$0.00	\$9,775.75
Miscellaneous:								
General Conditions 2%	0	\$1,500.00	\$0.00	Total Mat, Labor, Sub's Miscellaneous				
Permit 2%	0	\$1,500.00	\$0.00					
Project Manager/Supervision	8	\$90.00	\$720.00					
Labor	16	\$70.00	\$1,120.00					
Equipment Rentals	0	\$1,500.00	\$0.00	Sub-Total				
Final Cleaning	0	\$500.00	\$0.00	Overhead & Profit 10%				
Architectural Drawings	0	\$500.00	\$0.00					
Dumpster	1	\$650.00	\$650.00	Sub-Total + Overhead & Profit				
Site Protection/ Traffic Control	1	\$100.00	\$100.00					
		Total		\$2,590.00				
Alternates/Exclusions								
*work to be performed during normal business hours				Sub-Total + O.H. & Profit				
*excludes unforeseen issues								
*includes disposal								
				Estimate Total				
				\$13,602.33				

GENERAL ESTIMATE								
		Project Name: Salem South Lyon Library - New Employee Door						
		Date: 7/8/2026						
		Estimator: Jaimie Provagna						
		Option 1						
Description	Quan.	U.P. Mat	U.P. Labor	U.P. Sub.	Material	Labor	Sub	Total
Glazing	7	\$1,572.00	\$400.00	\$0.00	\$11,004.00	\$2,800.00	\$0.00	\$13,804.00
Remove existing single pane aluminum Windows	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
S&I New double hung aluminum windows approx 36"x60"	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Low E Aragon Glazing	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
White in/out	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Window open control	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Carpentry	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Drywall repair window sills	8	\$150.00	\$135.00	\$0.00	\$1,200.00	\$1,080.00	\$0.00	\$2,280.00
Misc. Materials Caulk/patch	1	\$150.00	\$280.00	\$0.00	\$150.00	\$280.00	\$0.00	\$430.00
Paint	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Patch and paint interior windows to match walls	3	\$75.00	\$280.00	\$0.00	\$225.00	\$840.00	\$0.00	\$1,065.00
TOTALS		\$1,947.00	\$1,095.00	\$0.00	\$12,579.00	\$5,000.00	\$0.00	\$17,579.00
Miscellaneous:								
General Conditions 2%	0	\$1,500.00	\$0.00	Total Mat, Labor, Sub's				\$17,579.00
Permit 2%	0	\$1,500.00	\$0.00	Miscellaneous				\$2,590.00
Project Manager/Supervision	8	\$90.00	\$720.00					
Labor	16	\$70.00	\$1,120.00					
Equipment Rentals	0	\$1,500.00	\$0.00	Sub-Total				\$20,169.00
Final Cleaning	0	\$500.00	\$0.00	Overhead & Profit 10%				\$2,016.90
Architectural Drawings	0	\$500.00	\$0.00					
Dumpster	1	\$650.00	\$650.00	Sub-Total + Overhead & Profit				\$22,185.90
Site Protection/ Traffic Control	1	\$100.00	\$100.00					
			Total	\$2,590.00				
Alternates/Exclusions				Sub-Total + O.H. & Profit \$22,185.90				
*work to be performed during normal business hours								
*excludes unforeseen issues								
*includes disposal								
				Estimate Total \$22,185.90				



**LIBRARY
DESIGN
ASSOCIATES
INC.**

1149 South Main Street
Plymouth, Michigan 48170-2213

Telephone: (734) 459-5000

PROPOSAL

Date 07/22/26
Proposal No. P-44081.1
Page 1

To Salem-South Lyon District Library
Attn: Kathy Merucci, Director
E: kmerucci@ssldl.info

Item	Qty.	Catalog No.	Description	Unit Price	Total
			In accord with our recent meetings, we are pleased to provide the following proposal, for your consideration: All pricing below includes material, freight and installation by LDA authorized personnel.		
1	1	LDA	Section L - Staff Office Furniture: OFS Staff office furniture with laminate wall mounted overheads, pedestals, and double door cabinetry, per Tag L.1.	15,260.00	15,260.00
2		LDA	Section L - Staff Office Furniture: Worden Staff office furniture with steel wall mounted overheads, pedestals, and double door cabinetry, per Tag L.1.	10,684.00	
3	1	LDA	Section L - Staff Task Chairs: (4) Focus 2.0 task chairs with arms, per Tag L.2. NOTES: a) Payment terms are NET-30 days. b) Pricing is good for (30) days and is subject to reconfirmation thereafter. c) Please reference the furniture packet and finish schedule emailed on 7/20/26, that cross reference the tagged items above. d) Pricing includes all material, freight, unloading, and installation by LDA authorized personnel.	2,653.00	2,653.00

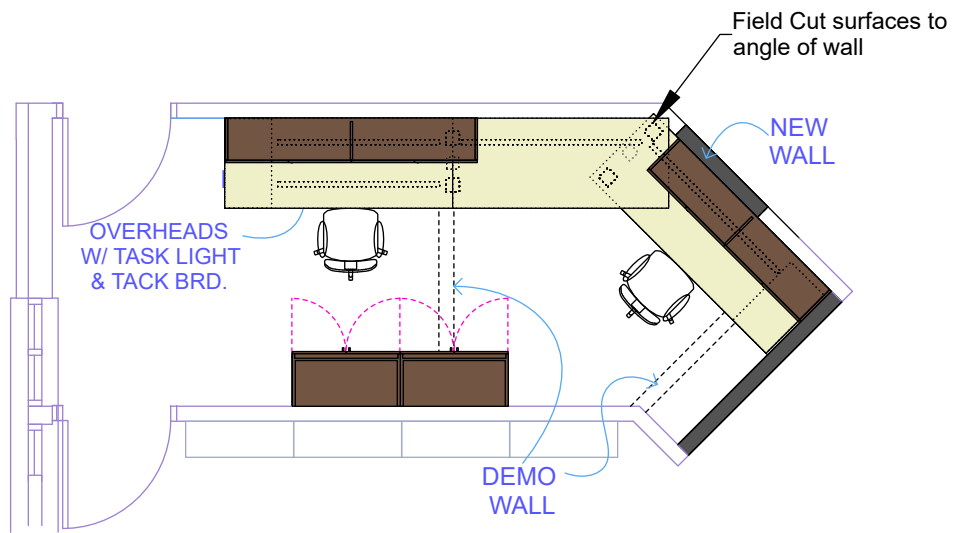
We propose to furnish the material specified above at the prices quoted under the conditions stated here.
Deliveries are subject to delays from fire, strikes or other causes beyond our control.

Delivery F.O.B.

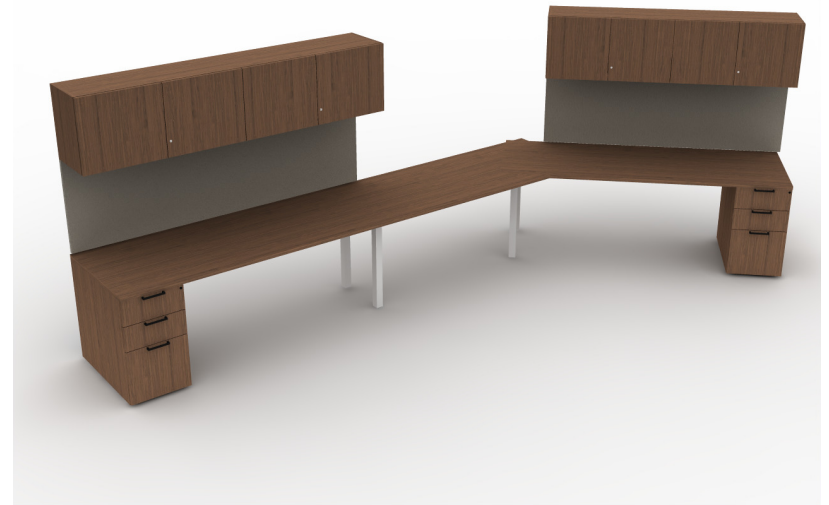
By Library Design Associates, Inc.

To order the items listed, sign and return, signifying your acceptance.

Accepted by/Title/Date



Scale 3/16" = 1'



PROJECT NAME: Salem-South Lyon District Library

TAG: K.1

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

The Goyette Service division agrees to supply all necessary labor and material to provide a maintenance program on all equipment listed on the attached equipment lists. Scheduled maintenance will be performed FOUR (4) times per year. Standard filters will be changed during the Spring and Fall maintenance. Belts will be changed annually. Clearing of the drain lines and condensation lines for the Mini Fan Coils will be done in the Spring to prevent any backups of water. Goyette has obtained and will retain up to date Operations and Maintenance Manuals for all listed equipment. A detailed check-out sheet will be completed.

PARTS—This Agreement covers all Standard Filters, Belts, lubricants, and cleaning supplies for scheduled maintenance. All additional parts for repairs will be discounted 10% from our standard rates.

REPAIRS—Any repairs that are needed will be brought to your attention and an estimate approved by you before the repair is done. You will receive a 5% discount off our standard labor rates.

EQUIPMENT REPLACEMENT—You will receive a 5% discount off our standard quote for any equipment replacements.

RECORDS—Goyette Mechanical shall maintain a complete record of all maintenance and repairs performed and will provide you with a written report upon completion of all work.

PREFERRED CUSTOMER RESPONSE TIME—Goyette Mechanical guarantees same day response to any emergency 24 hours a day 7 days a week by calling our service number (810) 742-8530



ANNUAL INVESTMENT

- **SPRING INVOICE \$6,868**
- **SUMMER INVOICE \$4,006**
- **FALL INVOICE \$7,442**
- **WINTER INVOICE \$4,006**

Invoices will be sent out after each service is completed.

Payment terms will be thirty (30) days after Goyette Mechanical 's date of invoice.

This agreement shall automatically be renewed on an annual basis unless cancelled in advance by either party. Cancellation shall be by written notice to the affected party and shall be effective no less than 30 days from the date of notice. The agreement price may be adjusted annually for cost-of-living increases. Any adjustments under this agreement shall be made in writing.

Terms and conditions are on the last page.

ACCEPTANCE: GOYETTE SERVICE (CONTRACTOR)

ACCEPTANCE: CUSTOMER (PURCHASER)

By: _____

By: _____

Date: _____

Date: _____

CUSTOMER: Salem-South Lyon District Library

EQUIPMENT TO BE COVERED:

Quantity	Name	Make	Model	Spring	Summer	Fall	Winter
1	Boiler 1	LAARS	NTH500NJX3	X		X	X
1	Boiler 2	LAARS	NTH500NJX3	X		X	X
1	Heat Pump 1	LG	ARUM036GSS	X	X	X	X
1	Heat Pump 2	LG	ARUM036GSS	X	X	X	X
1	Heat Pump 3	LG	ARUM060GSS	X	X	X	X
1	Heat Pump 4	LG	ARUM072BSS	X	X	X	X
1	Heat Pump 5	LG	LMU180HHV	X	X	X	X
1	Condensing Unit 1	BRYANT	126CNA060	X	X		
1	Condensing Unit 2	BRYANT	126CNA060	X	X		
1	Furnace 1	BRYANT	986TB66120	X		X	X
1	Furnace 2	BRYANT	986TB66120	X		X	X
1	Chiller 1	YORK	YLAA0058HE	X	X	X	
1	ERV 1	RENEWARE	HE1XIN	X	X	X	X
1	ERV 2	MITSUBUSHI	LGH-F300RX	X	X	X	X
1	ERV 3	MITSUBUSHI	LGH-F500RX	X	X	X	X
1	Pump 1	BELL GOSSETT	1510-1.25BC	X	X	X	X
1	Pump 2	BELL GOSSETT	1510-1.25BC	X	X	X	X
1	Mini Fan Coil 1	LG	ARNU0763B8	X	X	X	X
1	Mini Fan Coil 2	LG	ARNU073SJS	X	X	X	X
1	Mini Fan Coil 3	LG	ARNU073SJS	X	X	X	X
1	Mini Fan Coil 4	LG	ARNU073SJS	X	X	X	X
1	Mini Fan Coil 5	LG	ARNU073SJS	X	X	X	X
1	Mini Fan Coil 6	LG	ARNU073SJS	X	X	X	X
1	Mini Fan Coil 7	LG	ARNU073SJS	X	X	X	X
1	Mini Fan Coil 8	LG	ARNU073SJS	X	X	X	X
1	Mini Fan Coil 9	LG	ARNU073SJS	X	X	X	X
1	AHU 1	MCQUAY	E9E106CH	X	X	X	X
1	AHU 2	MCQUAY	LSL111CH	X	X	X	X
1	AHU 3	MCQUAY	LSL114DH	X	X	X	X

There is no truck charge for any service call at any time.

TERMS AND CONDITIONS

- A.** Goyette's responsibilities will not include changes, repairs, or corrections to equipment that are due to design changes by the manufacturer, government code, or insurance requirements. Customer will assume responsibility and pay extra for all service and materials required due to electrical power failures, low voltage, burnt-out main or branch fuses, low water pressure, or other work excluded from this contract.
- B.** Goyette will not be liable for damages due to labor disruptions, destruction by fire, delays from suppliers, spoilage, loss of business, or conditions and/or acts of God where circumstances are beyond Goyette's control. Goyette assumes no responsibility for negligence except where Goyette employees fail to perform the services that are promised in this agreement.
- C.** Goyette Mechanical shall not be required to furnish any items of equipment, labor, or make special tests recommended or required by insurance companies, Federal, State, Municipal, or other authorities except as otherwise included in this Agreement.
- D.** Goyette Mechanical shall not be liable for the operation of the equipment nor for injuries to people or damage to property, except those directly due to the negligent acts or omissions of its employees and in no event shall it be liable for consequential or speculative damages. It shall not be liable for expense incurred in removing, replacing, or refinishing any part of the building structure necessary to the execution of this Agreement. It shall not be held liable for any loss by reason of strikes or labor troubles affecting its employees who perform the service called for herein, delays in transportation, delays caused by priority or preference rating, or orders or regulations established by any government, authority, or by unusual delays in procuring supplies or for any other cause beyond its reasonable control.
- E.** Goyette Mechanical is not responsible for the removal or disposal of any hazardous materials, or any cost associated with these materials unless otherwise noted in this Agreement.
- F.** In the event of additional freight, labor, or material costs resulting from a customer request to avoid delays with respect to equipment warranties, or accelerated delivery of parts and supplies, the customer agrees to pay these additional costs at Goyette Mechanical's currently established rates.
- G.** Cancellation of this contract can be accomplished by a 30-day written notice by either party. All outstanding invoices resulting from past work will be paid in full.
- H.** Payment terms will be thirty (30) days after Goyette Mechanical's date of invoice.

Customers Initials: _____

Estimate



7885 Jackson Rd. Ste. 4
ANN ARBOR, MI 48103
(734) 669-6100

• Heating • Air-Conditioning • Refrigeration

ESTIMATE #	1087697229
DATE	04/23/2026
ESTIMATOR	MHW

CUSTOMER
Salem - South Lyon Library 9800 Pontiac Trl South Lyon, Michigan, 48178-7021

SERVICE LOCATION
Salem - South Lyon Library Main Library 9800 Pontiac Trl South Lyon, Michigan, 48178-7021 npratt@ssidl.info

Description of Work
To provide Annual Preventative Maintenance: Bi-Annual Heating/Cooling (2)LAARS High Eff Boilers (2)Base Mounted Heating Pumps (5)LG Outdoor CU's (9)LG Indoor Units (3)Indoor ERV Units (2)Bryant High Efficiency Furnaces (2)Bryant CU's (3)McQuay AHU's (1)York Chiller w/ (1)Pump Package Spring/Summer: Cooling Maintenance - Operational Inspection of Individual Units: (2)Bryant CU's (5)LG Outdoor CU's, (9)LG Indoor Units, (3)Indoor ERV Units, (1) York Chiller - Check Superheat/Sub-cooling & Operational Pressures - Check electrical connections, check for fault codes, grease & check Chilled Water Pump - Provide filter replacements, clean ERV Filters/Media, and clean LG washable filters - Provide (1x) Annual Condenser Coil Cleaning on all Cooling Equipment (LG Outdoor Units, Bryant Outdoor Units, York Chiller) - Grease all operational pumps, motors, and fans - Physically check equipment for damage (hail, hazard, vandalism, etc) - Provide customer with completed maintenance logs Fall/Winter: Heating Maintenance - Operational Inspection of Individual Units (2) LAARS Boilers, (2)Base Mounted Heating Pumps, (2) Bryant High Efficiency Furnaces, (3)McQuay AHU's - Provide filter replacements, clean ERV Filters/Media, and clean LG washable filters - Provide (1x) Annual belt replacement & tension. Check pulleys & sheaves for wear & adjustment - Perform CSD1 on Boiler(s) for State of MI CSD1 Compliance. Perform Combustion analysis & provide results - Provide (1x) Annual Boiler Maintenance Kits for each Boiler per manufacture (Spark Igniter, Flame Detector, and Gaskets) - Grease all operational pumps, motors, and fans - Physically check equipment for damage (hail, hazard, vandalism, etc) - Provide customer with completed maintenance logs Total Investment Cost: \$9,956.40 (1x) Annually Initial Here_____X \$4,978.20 (2x) Bi-Annually Initial Here_____X + Additional \$1,480.00 (each) to replace burner on Boiler as part of Boiler Maintenance Initial Here_____X (Burner, Gasket, Hardware included) - Customer provided/PM Provided Burner door & Gasket Price does NOT include: - Controls Maintenance (Customer Provided) - Emergency Service Labor (Billed T&M Overtime) - Repair Service Labor (Billed T&M Regular) - Parts/Equipment/Material not stated above - Equipment Rental/Equipment Replacement - Work beyond above scope

Acceptance of Proposal
The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above. This proposal may be withdrawn by Altech Mechanical Services, LLC if not accepted withith 30 days. A 3.5% fee will be added for payments made via credit or debit card. A service charge of 1.5% per month or minimum of \$50.00 will be made on Accounts over (30) days. A \$50 charge will be added for all returned checks.

Date of Acceptance:
Signature:
Signature: Mark H Winchester
Altech Mechanical Service, LLC.

BUMLER MECHANICAL

PREVENTATIVE MAINTENANCE



SALEM-SOUTH LYON DISTRICT LIBRARY

9800 PONTIAC TRAIL
SOUTH LYON, MICHIGAN
48178

01/01/2026 – 12/31/2026

PREVENTATIVE MAINTENANCE AGREEMENT

PROVIDER: Bumler Mechanical, Inc. 6260 18 ½ Mile Road Sterling Heights, Michigan 48314	CUSTOMER: Salem-South Lyon District Library 9800 Pontiac Trail South Lyon, Michigan 48178
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SERVICE TO BE PERFORMED AT: 9800 Pontiac Trail, South Lyon, Michigan, 48178

Bumler Mechanical, Inc. will provide the services described in the maintenance program and schedules, which are attached hereto and made a part of this agreement in accordance with the terms and conditions, set forth in this document.

2026 PREVENTATIVE MAINTENANCE PRICING

AGREEMENT TOTAL PER YEAR	\$ 13,556.00
AGREEMENT TOTAL PER VIST	\$ 3,389.00

SCHEDULE OF SERVICE

☐ MONTHLY	☐ ANNUALLY	☐ SEMI ANNUALLY	☒ QUARTERLY
--	---	--	---

LEVEL OF SERVICE

☒ PREVENTATIVE MAINTENANCE	☒ FILTERS INCLUDED	☒ BELTS INCLUDED	☒ COIL CLEANING
☒ CSD-1 TESTING WITH COMBUSTION ANALYSIS			

SCHEDULE OF BILLING

☐ MONTHLY	☐ ANNUALLY	☐ SEMI ANNUALLY	☒ QUARTERLY
--	---	--	---

This proposal is the proprietary property of Bumler Mechanical, Inc. and is provided for the Customer's use only.

PREVENTATIVE MAINTENANCE EQUIPMENT COVERAGE

☑ ROOFTOP UNITS | PACKAGED UNITS | SPLIT SYSTEMS

- Operational inspection
- Check belt condition / tension and adjust as needed
- Check oil levels / condition
- Check refrigerant levels / condition
- Check superheat
- Visual inspection for leaks, vibration, and noise
- Check condensate pans and drain condition
- Check general operation and condition
- Check bearing lubrication and apply when needed
- Check motor amperage / voltage
- Check electrical components
- Seasonal check of coils and heat exchanger
- Check all bearings and movable joints
- Check condenser coils for airflow
- Air filters – see upgrades

☑ CHILLERS | PUMPS

- Operational inspection
- Inspect overall machine condition and insulation
- Check safety controls
- Check gauges, starter / contactor wiring
- Visual inspection refrigerant levels and oil levels
- Leak test high side
- Check purge operation
- Check flow switches, oil pump, and oil cooler operation
- Record chilled water supply, return and refrigerant temperatures
- Record water pump and refrigerant pressures
- Record condenser supply and return temperatures
- Record motor voltage and amperages
- Check all bearings and movable joints
- Record oil level and pump amperage
- Check condenser coils for airflow – if applicable
- Record bearing temperatures
- Record water indication, operating hours, and starts
- Calibrate operating safety controls as needed

☑ CHILLERS | PUMPS – ANNUALLY

- Operational inspection
- Take oil sample and send out for analysis
- Replace oil filter and oil – if required
- Megohm the motor windings
- Operational check of complete purge system
- Check for evidence of moisture, high temperatures, or breaks in wire seals
- Complete chiller leak test
- Check starter coil faces, contactors, arc shields, linkages, and resistors
- Check start capacitors, transformers, insulation, fuses, and terminal connections

☐ COOLING TOWER | TOWER PUMPS

☒ **UNIT HEATERS**

- Operational inspection
- Check motor amperage
- Check motor bearing lubrication – apply when needed
- Check blower wheel / prop
- Check heat exchanger • Operational inspection
- Check motor amperage
- Check motor bearing lubrication – apply when needed
- Check blower wheel / prop
- Check heat exchanger

☐ **HUMIDIFIERS**

☐ **EXHAUST FANS**

☐ **CONTROLS | BASS AGREEMENT**

☒ **BOILER HOT WATER | STEAM**

- Operational inspection
- Inspect water level / condition
- Inspect low water safety condition
- Check piping and insulation
- Inspect draft
- Inspect safety relief valve
- Inspect flame safeguard for proper sequence
- Inspect boiler base, flue piping, and firebox for rust
- Flush rust from water level control and boiler
- Inspect water make-up valve
- Inspect hi-limit, air intake, and draft system
- Adjust linkages, valves, pumps, and motors
- Perform CSD-1, Rule 27 testing and document – if applicable
- Perform boiler testing per manufacturer's recommendations
- Check chemical treatment system

☐ **HEAT EXCHANGERS | HOT WATER | STEAM**

☒ **PUMPS**

- Check bearing assembly
- Check coupling and coupling alignment
- Check motor amperage
- Check and log pressure differential
- Check bearing lubrication – apply when needed
- Check motor bearing lubrication – apply when needed

PREVENTATIVE MAINTENANCE SERVICE UPGRADES

☒ **FILTER SERVICE**

- Air filters will be furnished and replaced Two (2) times per year by Bumler Mechanical

☒ **BELT SERVICE**

- Belts will be furnished and replaced one (1) time per year by Bumler Mechanical

☐ **CHILLER CONDENSING TUBE CLEANING**

☒ **CONDENSER COIL CLEANING**

- The condenser coils will be power washed one (1) time per year with a high-volume, low-pressure sprayer

☒ **CSD-1 BOILER INSPECTION | COMBUSTION ANALYSIS**

- Bumler Mechanical will perform required CSD-1 Rule 27 boiler inspections in accordance with Michigan State Boiler Codes, including burner combustion analysis and adjustments for proper efficiency and pollution control

☐ **WATER TREATMENT SERVICE**

☒ **BOILER ONE YEAR MAINTENANCE KIT**

These kits are designed for regular yearly service and include the basic wear components that typically need replacement to maintain safe, efficient operation:

- Spark Igniter – Optimized ignition performance
- Flame Detector – Ensures proper flame sensing
- Gaskets | Seals [with some series/boiler models]

☐ **BOILER TWO YEAR MAINTENANCE KIT**

SERVICE DEPARTMENT PERSONNEL

The Service Department at Bumler Mechanical will provide mechanical maintenance at a contractually obligated rate for on-site facility HVAC Operations. HVAC Maintenance is crucial to minimizing potential equipment damage or down time, which can be detrimental to the life expectancy of your equipment.

Steve Dattolo	Director of Service	(586)799-5115	steve.dattolo@bumlermech.com
Pam Quinn	Operations Manager	(586)799-5213	pam.quinn@bumlermech.com
Lisa Green	Service Dispatcher	(586)799-5138	lisa.green@bumlermech.com
Rich VanNeste	Account Manager	(248)840-7230	rich.vanneste@bumlermech.com

EMERGENCY SERVICE & REPAIRS

24 HOURS A DAY | 7 DAYS A WEEK | 365 DAYS A YEAR

Bumler provides Emergency & Non-Emergency Services in between scheduled Maintenance to ensure optimal equipment operations. For all HVAC Services, please call (586)731-0028. Bumler operates on a 24/7, 365-day service basis which includes Holidays and Weekends. All Emergency / Non-Emergency Services are billed on a Time & Material Basis.

During any HVAC Service, if deficiencies are found with your equipment & the customer / owner gives approval, Bumler will make repairs on a Time & Material Basis. Actual travel hours will be charged on a port-to-port basis.

DOCUMENTATION & QUALITY ASSURANCE

Bumler Technicians will document each on-site service call to which the customer will receive a copy which reflects: date of service, hours worked, and a brief description of services performed.

Work Orders for HVAC Maintenance will list the inspection date, equipment identification, service technician(s) that provided the service, and a description of work performed.

MAINTENANCE & INSPECTION PROCEDURES

This Agreement establishes a comprehensive, ongoing Maintenance Program for the Customer's HVAC systems. All maintenance activities will be initiated, scheduled, administered, monitored, and updated by Bumler Mechanical, Inc.

Services will be performed on a regular basis in accordance with the following criteria:

- Manufacturer recommendations
- System type, application, and location
- Equipment runtime and operational conditions
- Bumler's professional judgement and industry experience

Our automated scheduling system ensures that each service visit is planned at the appropriate seasonal interval to maintain peak equipment reliability and performance. Following each maintenance visit, the Customer will receive a detailed service report outlining all work completed, system findings, and any recommendations. These reports are provided for the Customer's review, signature, and records to ensure full transparency and ongoing communication regarding equipment status and program progress.

FEATURES & BENEFITS

Reduce Energy Consumption | Extend Equipment Life | Reduce Down-Time
Increase Tenant Comfort | System Performance | Increase Productivity

MAINTENANCE STANDARD SERVICES

As part of this Agreement, Bumler Mechanical will provide all labor, travel time, and travel expenses necessary to perform scheduled maintenance services. These services include: cleaning, aligning, calibrating, tightening, adjusting, and lubricating equipment to preserve equipment life, ensure proper operation, and enhance energy efficiency.

THE FOLLOWING SERVICES WILL BE PERFORMED BASED ON APPLICABLE FACILITY EQUIPMENT TYPES:

1. Review Manufacturer Recommendations for Start-Up and Maintenance
2. Lubricate And Grease Motors and Bearings
3. Check Pulleys for Grooving, Excessive Wear, And Proper Alignment
4. Change Air Filters (2 Times Per Year)
5. Change Belts (1 Time Per Year)
6. Lubricate And Adjust Dampers and Linkages
7. Check Motor Operating Conditions
8. Inspection And Adjustment of Belts and Sheaves
9. Inspection Of Condenser Coils and Evaporator Coils
10. Check And Tighten Electrical Connections
11. Inspect All Electrical Connections, Starters, Relays, Contactors, and All Operating/Safety Controls
12. Inspect Compressor Terminals and Crankcase Heaters
13. Clean And Verify Proper Operation of Drains and Drain Pans
14. Inspect Condition and Integrity of All Heat Exchangers
15. Check Refrigerant Charge and Operating Pressures
16. Check Running Amperage on All Compressors and Fans
17. Check Service Access Valves and Fittings for Tightness
18. Check All Low- & High-Pressure Switches and Ambient Control
19. Check Economizer Operation and Functions
20. Check Operations and Condition of Rooftop Equipment
21. Check Operation of Condensate Pumps
22. Check Overall System Operations

PREVENTATIVE MAINTENANCE PROGRAM SUMMARY

PREVENTATIVE MAINTENANCE VISITS PER YEAR

☐ 1 ANNUAL	☒ 2 BI-ANNUAL	☐ 3 TRI-ANNUAL	☒ 4 QUARTERLY	☐ 12 MONTHLY
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COMPREHENSIVE MAINTENANCE AGREEMENT

☐ INCLUDED	☒ NOT INCLUDED
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PREVENTATIVE MAINTENANCE AGREEMENT

☒ INCLUDED	☐ NOT INCLUDED
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FILTER CHANGES PER YEAR

☐ 1 CHANGE	☒ 2 CHANGES	☐ 3 CHANGES	☐ 4 CHANGES
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BELTS

☒ 1 CHANGE	☐ 2 CHANGES	☐ 3 CHANGES	☐ 4 CHANGES
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HUMIDIFIER INSPECTIONS

☐ INCLUDED	☒ NOT INCLUDED
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FAN POWERED BOX INSPECTIONS

☐ INCLUDED	☒ NOT INCLUDED
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CONDENSER TUBE CLEANING

☐ INCLUDED	☒ NOT INCLUDED
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CONDENSER COIL CLEANING

☒ INCLUDED	☐ NOT INCLUDED
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WATER TREATMENT SERVICE

☐ INCLUDED	☒ NOT INCLUDED
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CSD-1 BOILER INSPECTION & COMBUSTION ANALYSIS

☒ INCLUDED	☐ NOT INCLUDED
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BASS CONTROLS AGREEMENT

☐ INCLUDED	☒ NOT INCLUDED
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EQUIPMENT LIST

#	MANUFACTURER	MODEL NUMBER	SERIAL NUMBER	ASSET TYPE	EQUIPMENT NUMBER
1	LAARS	NTH500NJX3	G14317949	BOILER	BL1
2	LAARS	NTH500NJX3	G14317996	BOILER	BL2
3	LG	ARUM036GSS	306KCPY0JE60	HEAT PUMP	HP1
4	LG	ARUM036GSS	306KCPY0JE62	HEAT PUMP	HP2
5	LG	ARUM060GSS	204KCAS11B16	HEAT PUMP	HP3
6	LG	ARUM072BSS	402KCVU0Q607	HEAT PUMP	HP4
7	LG	LMU180HHV	401HAQV5B116	HEAT PUMP	HP5
8	BRYANT	126CNA060	2918E29336	CONDENSING UNIT	CU1
9	BRYANT	126CNA060	1518E16718	CONDENSING UNIT	CU2
10	BRYANT	986TB66120	3518A43927	FURNACE	FN1
11	BRYANT	986TB66120	3616A45004	FURNACE	FN2
12	YORK	YLAA0058HE	11531M54273733	CHILLER	CH1
13	RENEWARE	HE1XIN	B192301C	ERV	ERV1
14	MITSUBUSHI	LGH-F300RX	NS-22252280	ERV	ERV2
15	MITSUBUSHI	LGH-F500RX	NS-22252282	ERV	ERV3
16	BELL GOSSETT	1510-1.25BC	C210875-03	PUMP	PUM1
17	BELL GOSSETT	1510-1.25BC	C210875-02	PUMP	PUM2
18	LG	ARNU0763B8	403KIPZ01497	MINI FAN COIL	MFC1
19	LG	ARNU073SJS	403HALW55688	MINI FAN COIL	MFC2
20	LG	ARNU073SJS	403HALHY5E449	MINI FAN COIL	MFC3
21	LG	ARNU073SJS	403HARD535542	MINI FAN COIL	MFC4
22	LG	ARNU073SJS	312KIAU00758	MINI FAN COIL	MFC5
23	LG	ARNU073SJS	309KCHE1E361	MINI FAN COIL	MFC6
24	LG	ARNU073SJS	203KARW0WF62	MINI FAN COIL	MFC7
25	LG	ARNU073SJS	302HANKBF719	MINI FAN COIL	MFC8

26	LG	ARNU073SJS	403HAAL55624	MINI FAN COIL	MFC9
27	MCQUAY	E9E106CH	37JC0027	AHU	AHU1
28	MCQUAY	LSL111CH	37J00626-06	AHU	AHU2
29	MCQUAY	LSL114DH	37J00628-04	AHU	AHU3

TERMS & CONDITIONS

Limitation Of Liability

In the event Bumler fails to perform its obligations under this Agreement, its liability shall be strictly limited to, at Bumler's sole option, the repair or replacement of defective work or materials. Such repair or replacement shall constitute the Customer's exclusive remedy. This warranty applies only when the Customer has properly operated and maintained the equipment. It does not apply to failures caused by accident, alteration, abuse, misuse, or other external factors. The warranty shall not extend beyond the term of this Agreement.

Access To Equipment

The Customer shall provide Bumler with free, safe, and timely access to all equipment and areas necessary to perform services. Customer authorizes Bumler to start and stop equipment as required. All scheduled work will be performed during Bumler's normal business hours unless otherwise stated.

Condition Of Equipment

The Agreement price is based on the covered equipment being in a maintainable condition. If the initial inspection or seasonal startup reveals that repairs are necessary, Bumler will provide a written quotation for Customer approval. If the Customer declines the repairs / replacements, Bumler Mechanical may (a) remove the affected equipment from the Agreement and adjust pricing accordingly, or (b) cancel the Agreement.

Annual Price Adjustments

Agreement pricing is subject to adjustment at each annual renewal to reflect any increases in labor, materials, fuel, subcontractor costs, and other operational expenses.

Taxes

The Customer is responsible for all applicable federal, state, and local taxes relating to the services, materials, or equipment provided under this Agreement.

Payment Terms

Customer shall pay all invoices within [30] days of receipt. If any payment becomes sixty [60] days past due, Bumler may suspend all work and/or terminate this Agreement without notice. Upon termination for non-payment, the full remaining Agreement amount becomes immediately due and payable.

Excluded Items

Unless explicitly included in this Agreement, the following items are excluded from coverage: refrigerant, ductwork, cabinets, boiler shells / tubes, boiler refractory materials, heat exchangers, electric heat elements, main electrical service, disconnects, wiring, piping, tube bundles, coils, valve bodies, structural supports, cooling tower basis/fill/grillage, oil tanks, and any component not considered mechanically maintainable.

Extra Work

Any work not specifically included in this Agreement, including extra labor, materials, or services, shall be billed separately. Charges will be either a fixed, quoted amount or billed on a time and material basis.

Building Structure

Bumler is not required to move, alter, or replace any part of the building structure in order to perform services under this Agreement.

Exclusion Of Responsibility

This Agreement does not include responsibility for system design issues, equipment obsolescence, including but not limited to, ASHRAE equipment standards, safety testing, water or air balancing, the removal or reinstallation of valve bodies or dampers, or any repairs necessitated by:
Freezing Weather | Electrical Failure Or Low Voltage | Burned Fuses | Low Water Pressure | Water Treatment Performed By Others | Water Quality Issues | Vandalism | Misuse, Abuse, Or Negligence (Including By Customer) | Improper System Operation | Governmental, Regulatory, Or Insurance Requirements | Conditions Beyond Bumler's Control

Indoor Air Quality Disclaimer

Bumler expressly disclaims any and all responsibility or liability for air quality conditions within the Customer's facility.

Non-Covered Services

If a service call requested by the Customer reveals a problem not covered by this Agreement, the service will be billed at the current applicable rate.

Exclusive Service Provider

Only Bumler personnel or authorized agents may perform work included within the scope of this Agreement. If any other individual or company performs work on covered equipment, Bumler Mechanical may (a) cancel the Agreement, (b) remove the affected equipment coverage, or (c) charge for corrective service.

Legal Fees

If Bumler initiates legal action to recover any amount owed for services rendered, the Customer shall reimburse all reasonable attorneys' fees, court costs, and collection expenses incurred.

Statute Of Limitations

Any legal action relating to this Agreement, or the performance or breach thereof, must be commenced within one (1) year from the date the work in question was performed.

Force Majeure

Bumler shall not be liable for any delay, loss, damage, or failure to perform caused by events beyond its control, including but not limited to, unavailability of materials or equipment, transportation delays, labor disputes (including Bumler's own employees), acts of civil or military authority, regulatory restrictions, natural disasters, extreme weather, or any other force majeure event.

Customer Safety Information

Customer shall provide Bumler personnel with all required Material Safety Data Sheets (MSDS) in compliance with OSHA Hazard Communication Standards.

Hazardous Materials

Bumler's obligations do not include the identification, handling, abatement, or removal of asbestos, contaminated oils, or any other hazardous substances. If such materials are encountered, Bumler will notify the Customer and may suspend work until the materials are removed by others. The Agreement price and completion timeline will be adjusted accordingly.

Indemnification

To the fullest extent permitted by law, the Customer shall indemnify, defend, and hold harmless Bumler Mechanical, its employees, and agents from all claims, damages, losses, and expenses (including attorney's fees) arising from Customer's acts, omissions, or negligence, whether active or passive, regardless of whether Bumler is concurrently negligent in part.

Consequential Damages Waiver

Under no circumstances shall Bumler be liable for consequential, indirect, or special damages of any kind, including but not limited to the loss of use, loss of profits, increased operating costs, decreased tenant satisfaction, or claims asserted by the Customer's tenants, clients, or employees.

Contract Termination

Notwithstanding the effective dates of this Agreement, the Customer or Bumler Mechanical, Inc. may terminate this Agreement with a minimum of thirty (30) days' written notice. Upon termination, the Customer shall pay for all services performed and expenses incurred prior to the termination date.

CONTRACT TERM & RENEWAL

Pricing is guaranteed for the duration of the initial contract period, which shall be for a one (1) year term beginning on January 1 and ending on December 31 of the applicable year. The Agreement shall automatically renew annually for successive one-year terms unless either party provides written notice of intent not to renew at least thirty (30) days prior to the renewal date.

PRICING ADJUSTMENTS

Contract pricing may be adjusted annually to reflect changes in the prevailing costs of labor, materials, or other operating expenses as compared to such costs at the beginning of the initial contract term. Any pricing adjustments will be communicated to the Customer prior to the renewal of the Agreement.

MID-YEAR AGREEMENTS & PRORATION

If this Agreement is initiated after January 1, the annual pricing will be prorated based on the number of scheduled maintenance visits remaining within that calendar year. Maintenance services will be performed in alignment with the current seasonal intervals.

SCOPE & VALIDITY

This proposal shall become a binding Agreement only after it has been accepted by the Customer and approved by an authorized officer of Bumler Mechanical, Inc., as evidenced by their signatures below. This Agreement constitutes the entire understanding between the parties and supersedes all prior or contemporaneous agreements, communications, or representations, whether oral or written.

No person has authority to make any claim, representation, promise, or condition on behalf of Bumler Mechanical, Inc. that is not expressly stated in this Agreement.

Offered By:

Bumler Mechanical, Inc.

Approved For:

Salem – South Lyon District Library

Rich VanNeste

Signature

Signature (Authorized Representative)

Rich VanNeste

Name

Name

Account Manager

Title

Title

3/31/2026



SCHEDULED SERVICE AGREEMENT

Trane Office

Trane U.S. Inc.
37001 Industrial Road
Livonia, MI 48150

Trane Representative

Joe Thomas
Cell: (734) 788-1819
Office: (734) 452-2050

Proposal ID

7407669

Service Contract Number

7407669

Company Name

Salem South Lyon District Library
9800 Pontiac Trail
South Lyon, MI 48178-4817
Paulina Poplawska

Site Address

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

August 21, 2024



EXECUTIVE SUMMARY

This **Scheduled Service Agreement** from Trane offers an exclusive approach to planned maintenance: It is grounded in worldwide expertise. Delivered locally by our own factory trained technicians. And provided according to *your* needs.

Under this service agreement, Trane will schedule and manage preventative maintenance and provide repair coverage to help you minimize unplanned downtime and avoid unexpected expenses.

As an HVAC service provider, Trane offers many advantages:

- Confidence that your HVAC equipment is being serviced according to OEM best practices.
- Priority service available 24-hours a day
- Advanced diagnostic technologies allow our technicians to analyze system performance comprehensively

Protect your bottom line. Proper maintenance can save an estimated 12 to 18 percent of your budget compared to a run-to-fail approach. This service agreement will help you capture those savings. *(FEMP) O&M Guide 2010*

ADDITIONAL SUPPORT

Environmental Practices	Consistent Processes	Safety	Assigned Team
Trane procedures for handling refrigerant are compliant with federal and state regulations.	All Trane technicians follow documented processes ensuring uniform service delivery.	Trane incident rates (OSHA) are consistently 50 to 70 percent below industry averages.	You will have a consistent group of Trane employees dedicated to your account.



WHY TRANE? WE FOCUS ON BETTER BUILDINGS.

When it comes to service effectiveness, experience matters. No other provider has more experience than Trane.

- 100+ years of system and equipment experience
- 35+ years in building automation systems (BAS)
- 20+ years in energy services



SCOPE OF SERVICES — STANDARD INCLUSIONS

ANY HVAC SYSTEM IS ONLY AS STRONG AS ITS INDIVIDUAL MECHANICAL COMPONENTS

This service agreement with Trane protects and enhances full system functionality by ensuring that components are well maintained and functioning to OEM standards, and that the system is tailored to your needs. The following are the standard inclusions of your service agreement:

ON-SITE SCHEDULED MAINTENANCE

Factory authorized Trane service technicians perform all periodic maintenance, following OEM standards, to keep HVAC and BAS equipment running optimally and prevent unplanned downtime. Trane assumes all responsibilities for planning, scheduling and managing routine maintenance on Trane HVAC equipment and other brands.

Implementation:

- Technician visits are scheduled in advance through one assigned maintenance team for all HVAC equipment brands
- On-site service is completed during normal business hours
- Receive consistent service outcomes through proprietary maintenance procedures



TRANE LABORATORY ANALYSIS

Trane Laboratory Analysis tests system fluids for contaminants and other physical characteristics and trends. Conditions indicating sub-optimal HVAC system performance are identified before issues become critical.

Implementation:

- Samples collected by Trane technicians during maintenance as stated in this agreement
- Laboratory analysis of oil, absorption solutions and refrigerants
- Identify long-term equipment performance trends and avoid equipment failures



REFRIGERANT MANAGEMENT

The US Environmental Protection Agency (EPA) has placed in effect more stringent regulations on refrigerant management and reporting in 2020 in addition to mandated leak inspections on certain appliances that exceed the leak rate threshold. Section 608 of the Clean Air Act prohibits the knowing release/venting of refrigerant during the maintenance, service, repair, or disposal of air-conditioning and refrigeration equipment. The EPA requires proper refrigerant management practices and documentation by owners and operators of refrigeration and air-conditioning systems, all servicing technicians, and others. ***The Clean Air Act requires owners to maintain records of refrigerant usage and leak rates for each air-conditioning or refrigeration appliance with refrigerant charge greater than 50 lbs. With recent definition changes from the EPA, each independent circuit is considered a separate appliance. These records must be maintained for 3 years and be directly accessible if audited by the EPA. This brief summary of Section 608 of the Clean Air Act is provided for informational purposes only and is not for the purpose of providing legal advice. You should contact your attorney to obtain advice with respect to the application of Section 608 of the Clean Air Act to your business.***



All Trane Technicians are Universally certified (the highest level possible) to service, manage, and document your refrigerant and are knowledgeable of applicable law and time constraints to repair leaks. Trane Technicians track all refrigerant in all equipment serviced regardless of appliance size (supports accurate fugitive emissions reporting where applicable).

When a customer has all their refrigerant work performed by a Trane technician - Trane Refrigerant Management software maintains complete record of refrigerant transactions and appliance leak rates. Refrigerant reports provided by Trane will contain the information to satisfy EPA record keeping requirements.

Advantages:

- Real time reporting of refrigerant leak rate informs proactive decisions
- Stay in compliance with state and federal regulations
- Provide acceptable and comprehensive documentation to authorities during audits
- Maintain company environmental standards and provides data for managing any reporting needs
- Detect potential refrigerant leaks before equipment damage occurs
- Technicians are trained to report all refrigerant handling which can aid in fugitive emissions reporting, not just for 50 lbs.+ appliances

Implementation:

- Technicians collect refrigerant information for covered equipment during onsite visits
- Refrigerant data and technician activity are entered into the Trane Refrigerant Management System
- Refrigerant Usage Reports are generated according to your needs

Tiered Service Offerings to better support your needs:

1. Trane's Standard EP Compliant S/A
 - a. Trane Technicians will provide applicable EPA documentation when required by the service activity performed
2. Trane's EPA Compliant Reporting S/A
 - a. In addition to the Standard Offering, the local Trane office will run quarterly reports that will be extended to the customer to help inform them of EPA mandated leak inspections that may be required on their equipment and the corresponding anniversary date(s) that those inspection(s) need to be completed.
3. Trane's Premium EPA Compliance S/A
 - a. In addition to the Standard and Reporting Offerings, labor to perform those leak inspections is also included.
 - b. Customer will have access to form letters and information assistance for reporting situations encountered during coverage.



HVAC EQUIPMENT COVERAGE

Salem South Lyon District Library

The following "Covered Equipment" will be serviced at Salem South Lyon District Library:

Equipment	Qty	Manufacturer	Model Number	Serial Number	Asset Tag
Boilers	1	Laars	NTH500NJX3	G14317949	BL-2
Boilers	1	Laars	NTH500NJX3	G14317996	BL-1

Service Description

Boiler Annual Inspection with CSD-1 (Service 1)
Boiler Quarterly Maintenance (Service 2)

Quantity Per Term

2
2

Equipment	Qty	Manufacturer	Model Number	Serial Number	Asset Tag
Outdoor Heat Pump	1	LG	ARUM036GSS	306KCPY0JE60	
Outdoor Heat Pump	1	LG	ARUM036GSS	306KCPY0JE62	
Outdoor Heat Pump	1	LG	ARUN060GSS	204KCAS11B16	
Outdoor Heat Pump	1	LG	ARUN072BSS	402KCVU0Q607	
Outdoor Heat Pump	1	LG	LMU180HHV	401HAQV5B116	

Service Description

Brush Condenser Coil (Service 3)
Air Cooled Condenser Annual Inspection (Service 16)

Quantity Per Term

4
4

Equipment	Qty	Manufacturer	Model Number	Serial Number	Asset Tag
Condensing Unit	1	Bryant	126CNA060-	2918E29336	CU-2

Service Description

Condenser Annual Inspection (Service 4)

Quantity Per Term

2

Equipment	Qty	Manufacturer	Model Number	Serial Number	Asset Tag
Condensing Unit	1	Bryant	126CNA060-	1518E16718	CU-1

Service Description

Condenser Annual Inspection (Service 5)

Quantity Per Term

2

Equipment	Qty	Manufacturer	Model Number	Serial Number	Asset Tag
Furnaces	1	Bryant	986TB66120	3518A43927	

Service Description

Maintenance (Heating Cycle Only) (Service 6)
Gas Furnace Semi-Annual Inspection (Service 10)

Quantity Per Term

2
2

Equipment	Qty	Manufacturer	Model Number	Serial Number	Asset Tag
Mini Split Fan Coil Unit	1	LG	ARN U763B8	403KIPZO1497	
Mini Split Fan Coil Unit	1	LG	ARNU073SJS	403HAAL55624	
Mini Split Fan Coil Unit	1	LG	ARNU073SJS	403HALW55688	
Mini Split Fan Coil Unit	1	LG	ARNU123SJS	402HAHY5E449	
Mini Split Fan Coil Unit	1	LG	ARNU183SKS	403HARD53542	
Mini Split Fan Coil Unit	1	LG	ARNU363M2A	31 2KIAU00758	



Equipment	Qty	Manufacturer	Model Number	Serial Number	Asset Tag
Mini Split Fan Coil Unit	1	LG	ARNU543M3A	309KCHE1 E361	
Mini Split Fan Coil Unit	1	LG	LSN090HSV5	203KARW0WF62	
Mini Split Fan Coil Unit	1	LG	LSN090HSV5	302HANKBF719	

Service Description

Ceiling Cassette Operational Inspection (Service 7)

Quantity Per Term

4

Equipment	Qty	Manufacturer	Model Number	Serial Number	Asset Tag
Air Handler	1	McQuay	E9E106CH	37JC0027	AHU-2
Air Handler	1	McQuay	LSL111CH	37J00626-06	AHU-1
Air Handler	1	McQuay	LSL114DH	37J00628-04	AHU-3

Service Description

AHU Operational Inspection (Service 8)

Quantity Per Term

4

Equipment	Qty	Manufacturer	Model Number	Serial Number	Asset Tag
Furnace	1	Bryant	986TB66120	3616A45004	

Service Description

Gas Furnace Annual Inspection (Service 9)

Gas Furnace Semi-Annual Inspection (Service 10)

Quantity Per Term

2

2

Equipment	Qty	Manufacturer	Model Number	Serial Number	Asset Tag
Scroll Chiller	1	York	YLAA0058HE	11531M54273733	

Service Description

Air Cooled Scroll Chiller Seasonal Start Up (Service 11)

Air Cooled Scroll Chiller Operational Semi-Annual Inspection (Service 13)

Air Cooled Scroll Seasonal Shut Down (Service 17)

Quantity Per Term

2

2

2

Equipment	Qty	Manufacturer	Model Number	Serial Number	Asset Tag
Energy Recovery Unit	1	Renew-Aire	HE1XIN	B19 2301C	
Energy Recovery Unit	1	Mitsubishi	LGH-F300RX	NS-22252280	
Energy Recovery Unit	1	Mitsubishi	LGH-F500RX	NS-22252282	

Service Description

Energy Recovery Ventilator Annual Inspection (Service 12)

Energy Recovery Ventilator Semi-Annual Inspection (Service 14)

Quantity Per Term

2

2

Equipment	Qty	Manufacturer	Model Number	Serial Number	Asset Tag
Horizontal Pumps	1	Baldor	EM3157T-80	352969M921C2	HWP-1
Horizontal Pumps	1	Baldor	EMJ157T-80	352C067M32102	PMP-2

Service Description

Annual Pump Inspection (Service 15)

Quantity Per Term

2

CUSTOMER SERVICE FLOWS



The following Customer Service Flows provide additional service description detail for Covered Equipment. Note: There may be differences per the agreement in the work being performed between sites and the equipment on those sites. This section clarifies differences in the work being performed between sites and the equipment on those sites:

Service 1: Boiler Annual Inspection with CSD-1

Description

- Annual Inspection with CSD-1

Service 2: Boiler Quarterly Maintenance

Description

- Boiler External Inspection for Water Boilers

Service 3: Brush Condenser Coil

Description

- Brush Condenser Coil

Service 4: Condenser Annual Inspection

Description

- Lock Out Tag Out
- Unitary Visual Equipment Inspection
- Visual Condenser Coil Check
- Electrical Inspection-Unitary
- Condenser Fan Check
- Remove Lock Out Tag Out

Service 5: Condenser Annual Inspection

Description

- Lock Out Tag Out
- Unitary Visual Equipment Inspection
- Electrical Inspection-Unitary
- Condenser Fan Check
- Remove Lock Out Tag Out

Service 6: Maintenance (Heating Cycle Only)

Description

- Start Up Heating (Gas)

Service 7: Ceiling Cassette Operational Inspection

Description

- Filter Inspection and Change
- Check Internal Mechanical Parts
- Set-up Ladder
- Remove/Reinstall covers as needed

Service 8: AHU Operational Inspection

Description

- AHU Visual Equipment Inspection
- Air Handler Filter Inspection
- Filter Change
- Check for proper cooling/heating
- Check Delta T
- Check Contactor Operation
- Condensate Drip Pan Inspection and Treatment
- Check coil fins
- Check Damper

Service 9: Gas Furnace Annual Inspection

Description

- Customer Notification
- Initial Site Inspection



- Lock Out Tag Out (Standard)
- Start Up Seasonal Heating (Gas) Unitary
- Filter Inspection And Change
- Remove Lock Out Tag Out and Restore Power
- Manual Log

Service 10: Gas Furnace Semi-Annual Inspection

Description

- Customer Notification
- Initial Site Inspection
- Lock Out Tag Out (Standard)
- General Furnace Maintenance
- Filter Inspection And Change
- Remove Lock Out Tag Out and Restore Power
- Manual Log

Service 11: Air Cooled Scroll Chiller Seasonal Start Up

Description

- Customer Notification
- Initial Site Safety Inspection
- Lock Out Tag Out (Standard)
- Electrical Inspection - Control Panel
- Inspect Strainer and Pump - BPHE Seasonal Startup
- Remove LOTO and Check Heater Operation
- Compressor Oil Level Pre-Start
- Pre-Start Chiller Check
- Seasonal Start Unit
- Compressor Oil Level Check

Service 12: Energy Recovery Ventilator Annual Inspection

Description

- Customer Notification
- Unitary Visual Equipment Inspection
- Lock Out Tag Out (Standard)
- Filter Inspection and Change (Generic)
- Electrical Inspection
- Inspect Fan and Motor
- Remove Lock Out Tag Out and Restore Power
- Verify Incoming Voltages
- Verify Operating Voltages
- Return Unit to Normal Operation

Service 13: Air Cooled Scroll Chiller Operational Semi-Annual Inspection

Description

- Customer Notification of Unit Maintenance
- Initial Site Inspection
- Visual Condenser Coil Check
- Coil Cleaning Water (Applied)
- Review Diagnostics
- Check Fans for Rubbing

Service 14: Energy Recovery Ventilator Semi-Annual Inspection

Description

- Customer Notification
- Unitary Visual Equipment Inspection
- Lock Out Tag Out (Standard)
- Filter Inspection and Change (Generic)
- Electrical Inspection
- Inspect Fan and Motor



- Remove Lock Out Tag Out and Restore Power
- Verify Incoming Voltages
- Verify Operating Voltages
- Return Unit to Normal Operation

Service 15: Annual Pump Inspection

Description

- Pump Maintenance With Internal Strainer

Service 16: Air Cooled Condenser Annual Inspection

Description

- Lock Out Tag Out Condenser
- Electrical Inspection
- Visual Condenser Coil Check
- Mechanical Condenser Fan Inspection
- Remove Lock Out Tag Out and Restore Power
- Condenser Running Fan Check
- Manual Log With Electronic Device

Service 17: Air Cooled Scroll Seasonal Shut Down

Description

- Initial Site Inspection
- Review Diagnostics (Standard)
- Customer Notification Of Shut Down Including Lock Out
- Check Heater Strips



PRICING AND ACCEPTANCE

Paulina Poplawska
Salem South Lyon District Library
9800 Pontiac Trail
South Lyon, MI 48178-4817

Site Address:
Salem South Lyon District Library
9800 Pontiac Trail
South Lyon, MI 48178

Trane Service Agreement

This Service Agreement consists of the pages beginning with the title page entitled "Scheduled Service Agreement," the consecutively numbered pages immediately following such title page, and includes and ends with the Trane Terms and Conditions (Service) (collectively, the "Service Agreement" or "Agreement"). Trane agrees to inspect and maintain the Covered Equipment according to the terms of this Service Agreement, including the "Terms and Conditions," and "Scope of Services" sections. Trane agrees to give preferential service to Service Agreement Customer over non-contract customers.

Service Fee

As the fee(s) (the "Service Fee(s)") for the inspection and maintenance services described in the Scope of Services section with respect to the Covered Equipment, Customer agrees to pay to Trane the following amounts, plus applicable tax, as and when due.

Contract Year	Annual Amount USD	Payment USD	Payment Term
Year 1	30,114.94	30,114.94	Annual
Year 2	33,407.68	33,407.68	Annual

In addition to any other amounts then due hereunder, if this Agreement is terminated or cancelled prior to its scheduled expiration, Customer shall pay to Company the balance of any amounts billed to but unpaid by Customer and, if a "Service Project" is included in the Agreement, the Cancellation Fee set forth in "Exhibit A" Cancellation Schedule attached hereto and incorporated herein, which Cancellation Fee represents unbilled labor, non-labor expenses and parts materials and components. Subject only to a prior written agreement signed by Trane, payment is due upon receipt of invoice in accordance with Section 4 of the attached Terms and Conditions.

Term

The Initial Term of this Service Agreement is 2 years, beginning September 1, 2024. However, Trane's obligation under this Agreement will not begin until authorized representatives of Trane and Customer have both signed this Agreement in the spaces provided below.

Following expiration of the initial term on August 31, 2026, this Agreement shall renew automatically for successive periods of 2 years (the "Renewal Term") until terminated as provided herein. If you do not want to renew this Agreement for the Renewal Term, please notify Trane by telephone or by U.S. mail prior to the expiration date set forth in the preceding sentence. If any questions arise regarding this Service Agreement or how to cancel this Agreement, Trane can be reached either by telephone at or by direct mail addressed to: 37001 Industrial Road , Livonia, MI 48150.

Renewal Pricing Adjustment

The Service Fees for an impending Renewal Term shall be the current Service Fees (defined as the Service Fees for the initial Term or Renewal Term immediately preceding the impending Renewal Term) annually adjusted based on changes to the cost of service. The Service Fees for an impending Renewal Term shall be set forth in the service renewal letter furnished to Customer.

Cancellation by Customer Prior to Services; Refund

If Customer cancels this Agreement within (a) thirty (30) days of the date this Agreement was mailed to Customer or (b) twenty (20) days of the date this Agreement was delivered to Customer, if it was delivered at the time of sale, and if no Services have been provided by Company under this Agreement, the Agreement will be void and Company will refund to Customer, or credit Customer's account, the full Service Fee of this Agreement that Customer paid to Company, if any. A ten percent (10%) penalty per month will be added to a refund that is due but is not paid or credited within forty-five (45) days after return of this Agreement to Company. Customer's right to cancel this Agreement only applies to the original owner of this Agreement and only if no Services have been provided by Company under this Agreement prior to its return to Company.

Cancellation by Company



This Agreement may be cancelled during the Initial Term or, if applicable, a Renewal Term for any reason or no reason, upon written notice from Company to Customer no later than 30 days prior to the scheduled expiration date and Company will refund to Customer, or credit Customer's account, that part of the Service Fee attributable to Services not performed by Company. Customer shall remain liable for and shall pay to Company all amounts due for Services provided by Company and not yet paid.

This agreement is subject to Customer's acceptance of the attached Trane Terms and Conditions (Service).

CUSTOMER ACCEPTANCE	TRANE ACCEPTANCE Trane U.S. Inc.
_____	_____
Authorized Representative	Submitted By: Joe Thomas
_____	Proposal Date: August 21, 2024
Printed Name	Cell: (734) 788-1819
_____	Office: (734) 452-2050
Title	License Number:
_____	_____
Purchase Order	Authorized Representative
_____	_____
Acceptance Date	Title

	Signature Date

The Initial Term of this Service Agreement is 2 years, beginning September 1, 2024.
Total Contract Amount: \$63,522.62 USD.



TERMS AND CONDITIONS - SERVICE

"Company" shall mean Trane U.S. Inc. dba Trane for Company performance in the United States and Trane Canada ULC for Company performance in Canada.

1. Agreement. These terms and conditions ("Terms") are an integral part of Company's offer and form the basis of any agreement (the "Agreement") resulting from Company's proposal (the "Proposal") for the following commercial services as stated in the Proposal (collectively, the "Services"): inspection, maintenance and repair (the "Maintenance Services") on equipment (the "Covered Equipment"), specified Additional Work (if any), and, if included in the Proposal, Intelligent Services, Energy Assessment, and any other services using remote connectivity (collectively and individually referred to in these Terms as "Trane Digital Services"). **COMPANY'S TERMS ARE SUBJECT TO PERIODIC CHANGE OR AMENDMENT.**

2. Connected Services. In addition to these terms and conditions, the Connected Services Terms of Service ("Connected Services Terms"), available at <https://www.trane.com/TraneConnectedServicesTerms>, as updated from time to time, are incorporated herein by reference and shall apply to the extent that Company provides Customer with Connected Services, as defined in the Connected Services Terms.

3. Acceptance. The Proposal is subject to acceptance in writing by the party to whom this offer is made or an authorized agent ("Customer") delivered to Company within 30 days from the date of the Proposal. If Customer accepts the Proposal by placing an order, without the addition of any other terms and conditions of sale or any other modification, Customer's order shall be deemed acceptance of the Proposal subject to these Terms and Conditions. If Customer's order is expressly conditioned upon Company's acceptance or assent to terms and/or conditions other than those expressed herein, return of such order by Company with Company's Terms and Conditions attached or referenced serves as Company's notice of objection to Customer's terms and as Company's counteroffer to perform in accordance with the Proposal and Company Terms and Conditions. If Customer does not reject or object in writing to Company within 10 days, Company's counteroffer will be deemed accepted. Customer's acceptance of performance by Company will in any event constitute an acceptance by Customer of Company's Terms and Conditions. This Agreement is subject to credit approval by Company. Upon disapproval of credit, Company may delay or suspend performance or, at its option, renegotiate prices and/or Terms and Conditions with Customer. If Company and Customer are unable to agree on such revisions, this Agreement shall be cancelled without any liability, other than Customer's obligation to pay for Services provided by Company to the date of cancellation.

4. Fees and Taxes. Fees for the Services (the "Service Fees") are as set forth in the Proposal. Except as otherwise stated in the Proposal, Service Fees are based on performance during regular business hours. Charges for performance outside Company's normal business hours shall be billed separately according to the then prevailing overtime or emergency labor/labour rates. In addition to the stated Service Fees, Customer shall pay all taxes not legally required to be paid by Company or, alternatively, shall provide Company with an acceptable tax exemption certificate.

5. Payment. Payment is due upon receipt of Company's invoice. Service Fees shall be paid no less frequently than quarterly and in advance of performance of the Services. Company reserves the right to add to any account outstanding for more than 30 days a service charge equal to the lesser of the maximum allowable legal interest rate or 1.5% of the principal amount due at the end of each month. Without liability to Customer, Company may discontinue performance whenever payment is overdue. Customer shall pay all costs (including attorneys' fees) incurred by Company in attempting to collect amounts due or otherwise enforcing this Agreement.

6. Customer Breach. Each of the following constitutes a breach by Customer and shall give Company the right, without an election of remedies, to suspend performance or terminate this Agreement by delivery of written notice declaring termination. Upon termination, Customer shall be liable to the Company for all Services furnished to date and all damages sustained by Company (including lost profit and overhead): (a) Any failure by Customer to pay amounts when due; (b) any general assignment by Customer for the benefit of its creditors, Customer's bankruptcy, insolvency, or receivership; (c) Any representation or warranty furnished by Customer in connection with this Agreement is false or misleading in any material respect when made; or (d) Any failure by Customer to perform or comply with any material provision of this Agreement.

7. Performance. Company shall perform the Services in accordance with industry standards generally applicable in the state or province where the Services are performed under similar circumstances when Company performs the Services. Company may refuse to perform where working conditions could endanger property or put people at risk. Unless otherwise agreed by Customer and Company, at Customer's expense and before the Services begin, Customer will provide any necessary access platforms, catwalks to safely perform the Services in compliance with OSHA, state, or provincial industrial safety regulations or any other applicable industrial safety standards or guidelines. This Agreement presupposes that all major pieces of Covered Equipment are in proper operating condition as of the date hereof. Services furnished are premised on the Covered Equipment being in a maintainable condition. In no event shall Company have any obligation to replace Covered Equipment that is no longer maintainable. During the first 30 days of this Agreement, or upon initial inspection, and/or upon seasonal start-up (if included in the Services), if an inspection by Company of Covered Equipment indicates repairs or replacement is required, Company will provide a written quotation for such repairs or replacement. If Customer does not authorize such repairs or replacement, Company may remove the unacceptable equipment from the Covered Equipment and adjust the Service Fees accordingly. Customer authorizes Company to utilize Customer's telephone line or network infrastructure to connect to controls, systems and/or equipment provided or serviced by Company and to provide Services contracted for or otherwise requested by Customer, including remote diagnostic and repair service. Customer acknowledges that Company is not responsible for any adverse impact to Customer's communications and network infrastructure. Company may elect to install/attach to Customer equipment or provide portable devices (hardware and/or software) for execution of control or diagnostic procedures. Such devices shall remain the personal proprietary property of Company and in no event shall become a fixture of Customer locations. Customer shall not acquire any interest, title or equity in any hardware, software, processes, and other intellectual or proprietary rights to devices used in connection with the Services on Customer equipment. Company may remove such devices at its discretion. Parts used for any repairs made will be those selected by Company as suitable for the repair and may be parts not manufactured by Company.

8. Customer Obligations. Customer shall: (a) Provide Company reasonable and safe access to the Covered Equipment and areas where Company is to work; (b) Follow manufacturer recommendations concerning teardown and internal inspection, major overhaul, restoration or refurbishing of the Covered Equipment; unless expressly stated in the Scope of Services statement, Company is not performing any manufacturer recommended teardown and internal inspection, major overhaul, restoration or refurbishing of the Covered Equipment; and (c) Where applicable, unless water treatment is expressly included in the Services, provide professional cooling tower water treatment in accordance with any reasonable recommendations provided by Company.

9. Exclusions. Unless expressly included in the Covered Equipment or the Services, the Services do not include, and Company shall not be responsible for or liable to the Customer for any claims, losses, damages or expenses suffered by the Customer in any way connected with, relating to or arising from, any of the following: (a) Any guarantee of room conditions or system performance; (b) Inspection, maintenance, repair, replacement of or services for: chilled water and condenser water pumps and piping; electrical disconnect switches or circuit breakers; motor starting equipment that is not factory mounted and interconnecting power wiring; recording or portable instruments, gauges or thermometers; non-moving parts or non-maintainable parts of the system, including, but not limited to, storage tanks; pressure vessels, shells, coils, tubes, housings, castings, casings, drain pans, panels, duct work; piping: hydraulic, hydronic, pneumatic, gas, or refrigerant; insulation; pipe covering; refractory material; fuses, unit cabinets; electrical wiring; ductwork or conduit; electrical distribution system; hydronic structural supports and similar items; the appearance of decorative casing or cabinets; damage sustained by other equipment or systems; and/or any failure, misadjustment or design deficiencies in other equipment or systems; (c) Damage, repairs or replacement of parts made necessary as a result of electrical power failure, low voltage, burned out main or branch fuses, low water pressure, vandalism, misuse or abuse, wear and tear, end of life failure, water damage, improper operation, unauthorized alteration of equipment, accident, acts or omissions of Customer or others, damage due to freezing weather, calamity, malicious act, or any Event of Force Majeure; (d) Any damage or malfunction resulting from vibration, electrolytic action, freezing, contamination, corrosion, erosion, or caused by scale or sludge on internal tubes except where water treatment protection services are provided by Company as part of this Agreement; (e) Furnishing any items of equipment, material, or labor/labour, or performing special tests recommended or required by insurance companies or federal, state, or local governments; (f) Failure or inadequacy of any structure or foundation supporting or surrounding the equipment to be worked on or any portion thereof; (g) Building access or alterations that might be necessary to repair or replace Customer's existing equipment; (h) The normal function of starting and stopping equipment or the opening and closing of valves, dampers or regulators normally installed to protect equipment against damage; (i) Valves that are not factory mounted: balance, stop, control, and other valves external to the device unless specifically included in the Agreement; (j) Any responsibility for design or redesign of the system or the Covered Equipment, obsolescence, safety tests, or removal or reinstallation of valve bodies and dampers; (k) Any services, claims, or damages arising out of Customer's failure to comply with its obligations under this Agreement; (l) Failure of Customer to follow manufacturer recommendations concerning teardown and internal inspection, overhaul and refurbishing of equipment; (m) Any claims, damages, losses, or expenses, arising from or related to conditions that existed in,



on, or upon the premises before the effective date of this Agreement ("Pre-Existing Conditions"), including, without limitation, damages, losses, or expenses involving pre-existing building envelope issues, mechanical issues, plumbing issues, and/or indoor air quality issues involving mold/mould and/or fungi; (n) Replacement of refrigerant is excluded, unless replacement of refrigerant is expressly stated as included within the Services, in which case replacement shall in no event exceed the stated percentage of rated system charge per year expressly stated in the Services; (o) crane or rigging costs; (p) Any Services, claims, or damages arising out of refrigerant not supplied by Company. Customer shall be responsible for: (i) The cost of any additional replacement refrigerant; (ii) Operation of any equipment; and (iii) Any claims, damages, losses, or expenses, arising from or related to work done by or services provided by individuals or entities that are not employed by or hired by Company.

10. Limited Warranty. Company warrants that: (a) the material manufactured by Company and provided to Customer in performance of the Services is free from defects in material and manufacture for a period of 12 months from the earlier of the date of equipment start-up or replacement; and (b) the labor/labour portion of the Maintenance Services and Additional Work has been properly performed for a period of 90 days from date of completion (the "Limited Warranty"). Company obligations of equipment start-up, if any are stated in the Proposal, are coterminous with the Limited Warranty period. Defects must be reported to Company within the Limited Warranty period. Company's obligation under the Limited Warranty is limited to repairing or replacing the defective part at its option and to correcting any labor/labour improperly performed by Company. No liability whatsoever shall attach to Company until the Maintenance Services and Additional Work have been paid for in full. Exclusions from this Warranty include claims, losses, damages and expenses in any way connected with, related to or arising from failure or malfunction of equipment due to the following: wear and tear; end of life failure; corrosion; erosion; deterioration; Customer's failure to follow the Company-provided maintenance plan; unauthorized or improper maintenance; unauthorized or improper parts or material; refrigerant not supplied by Company; and modifications made by others to equipment. Company shall not be obligated to pay for the cost of lost refrigerant or lost product. Some components of equipment manufactured by Company may be warranted directly from the component supplier, in which case this Limited Warranty shall not apply to those components and any warranty of such components shall be the warranty given by such component supplier. Notwithstanding the foregoing, all warranties provided herein terminate upon termination or cancellation of this Agreement. Equipment, material and/or parts that are not manufactured by Company ("Third-Party Product(s)") are not warranted by Company and have such warranties as may be extended by the respective manufacturer. **CUSTOMER UNDERSTANDS THAT COMPANY IS NOT THE MANUFACTURER OF ANY THIRD-PARTY PRODUCT(S) AND ANY WARRANTIES, CLAIMS, STATEMENTS, REPRESENTATIONS, OR SPECIFICATIONS ARE THOSE OF THE THIRD-PARTY MANUFACTURER, NOT COMPANY AND CUSTOMER IS NOT RELYING ON ANY WARRANTIES, CLAIMS, STATEMENTS, REPRESENTATIONS, OR SPECIFICATIONS REGARDING THE THIRD-PARTY PRODUCT THAT MAY BE PROVIDED BY COMPANY OR ITS AFFILIATES, WHETHER ORAL OR WRITTEN. THE REMEDIES SET FORTH IN THIS LIMITED WARRANTY ARE THE SOLE AND EXCLUSIVE REMEDIES FOR WARRANTY CLAIMS PROVIDED BY COMPANY TO CUSTOMER UNDER THIS AGREEMENT AND ARE IN LIEU OF ALL OTHER WARRANTIES AND LIABILITIES, LIABILITIES, CONDITIONS AND REMEDIES, WHETHER IN CONTRACT, WARRANTY, STATUTE OR TORT (INCLUDING NEGLIGENCE), EXPRESS OR IMPLIED, IN LAW OR IN FACT, INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE AND/OR OTHERS ARISING FROM COURSE OF DEALING OR TRADE. COMPANY EXPRESSLY DISCLAIMS ANY REPRESENTATIONS OR WARRANTIES, ENDORSEMENTS OR CONDITIONS OF ANY KIND, EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTIES OF QUALITY, FITNESS, MERCHANTABILITY, DURABILITY AND/OR OTHERS ARISING FROM COURSE OF DEALING OR TRADE OR REGARDING PREVENTION BY THE SCOPE OF SERVICES, OR ANY COMPONENT THEREOF. NO REPRESENTATION OR WARRANTY OF ANY KIND, INCLUDING WARRANTY OF MERCHANTABILITY OR FITNESS FOR PARTICULAR PURPOSE, REGARDING PREVENTING, ELIMINATING, REDUCING OR INHIBITING ANY MOLD, FUNGUS, BACTERIA, VIRUS, MICROBIAL GROWTH, OR ANY OTHER CONTAMINANTS (INCLUDING COVID-19 OR ANY SIMILAR VIRUS) (COLLECTIVELY, "CONTAMINANTS"), WHETHER INVOLVING OR IN CONNECTION WITH EQUIPMENT, ANY COMPONENT THEREOF, SERVICES OR OTHERWISE. IN NO EVENT SHALL COMPANY HAVE ANY LIABILITY FOR THE PREVENTION, ELIMINATION, REDUCTION OR INHIBITION OF THE GROWTH OR SPREAD OF SUCH CONTAMINANTS INVOLVING OR IN CONNECTION WITH ANY EQUIPMENT, THIRD-PARTY PRODUCT, OR ANY COMPONENT THEREOF, SERVICES OR OTHERWISE AND CUSTOMER HEREBY SPECIFICALLY ACKNOWLEDGES AND AGREES THERETO.**

11. Indemnity. To the maximum extent permitted by law, Company and Customer shall indemnify and hold harmless each other from any and all claims, actions, costs, expenses, damages and liabilities, including reasonable attorneys' fees, resulting from death or bodily injury or damage to real or personal property, to the extent caused by the negligence or misconduct of the indemnifying party, and/or its respective employees or other authorized agents in connection with their activities within the scope of this Agreement. Neither party shall indemnify the other against claims, damages, expenses, or liabilities to the extent attributable to the acts or omissions of the other party or third parties. If the parties are both at fault, the obligation to indemnify shall be proportional to their relative fault. The duty to indemnify and hold harmless will continue in full force and effect, notwithstanding the expiration or early termination of this Agreement, with respect to any claims based on facts or conditions that occurred prior to expiration or termination of this Agreement.

12. Limitation of Liability. NOTWITHSTANDING ANYTHING TO THE CONTRARY, NEITHER PARTY SHALL BE LIABLE FOR SPECIAL, INCIDENTAL, INDIRECT, OR CONSEQUENTIAL LOSSES OR DAMAGES OF ANY KIND (INCLUDING WITHOUT LIMITATION REFRIGERANT LOSS, PRODUCT LOSS, LOST REVENUE OR PROFITS, OR LIABILITY TO THIRD PARTIES), OR CONTAMINANTS LIABILITIES, OR PUNITIVE DAMAGES WHETHER BASED IN CONTRACT, WARRANTY, STATUTE, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, INDEMNITY OR ANY OTHER LEGAL THEORY OR FACTS. NOTWITHSTANDING ANY OTHER PROVISION OF THIS AGREEMENT, THE TOTAL AND AGGREGATE LIABILITY OF THE COMPANY TO THE CUSTOMER WITH RESPECT TO ANY AND ALL CLAIMS CONNECTED WITH, RELATED TO OR ARISING FROM THE PERFORMANCE OR NON-PERFORMANCE OF THIS AGREEMENT, WHETHER BASED IN CONTRACT, WARRANTY, STATUTE, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, INDEMNITY OR ANY OTHER LEGAL THEORY OR FACTS, SHALL NOT EXCEED THE COMPENSATION RECEIVED BY COMPANY OVER THE 12 MONTH PERIOD PRECEDING THE DATE OF OCCURRENCE FOR THE SERVICES AND ADDITIONAL WORK FOR THE LOCATION WHERE THE LOSS OCCURRED. IN NO EVENT SHALL COMPANY BE LIABLE FOR ANY DAMAGES (WHETHER DIRECT OR INDIRECT) RESULTING FROM MOLD/MOULD, FUNGUS, BACTERIA, MICROBIAL GROWTH, OR OTHER CONTAMINATES OR AIRBORNE BIOLOGICAL AGENTS. TO THE MAXIMUM EXTENT ALLOWED BY LAW, COMPANY SHALL NOT BE LIABLE FOR ANY OF THE FOLLOWING IN CONNECTION WITH PROVIDING TRANE DIGITAL SERVICES: INTERRUPTION, DELETION, DEFECT, DELAY IN OPERATION OR TRANSMISSION; CUSTOMER'S NETWORK SECURITY; COMPUTER VIRUS; COMMUNICATION FAILURE; THEFT OR DESTRUCTION OF DATA; GAPS IN DATA COLLECTED; AND UNAUTHORIZED ACCESS TO CUSTOMER'S DATA OR COMMUNICATIONS NETWORK.

13. CONTAMINANTS LIABILITY

The transmission of COVID-19 may occur in a variety of ways and circumstances, many of the aspects of which are currently not known. HVAC systems, products, services and other offerings have not been tested for their effectiveness in reducing the spread of COVID-19, including through the air in closed environments. **IN NO EVENT WILL COMPANY BE LIABLE UNDER THIS AGREEMENT OR OTHERWISE FOR ANY INDEMNIFICATION, ACTION OR CLAIM, WHETHER BASED ON WARRANTY, CONTRACT, TORT OR OTHERWISE, FOR ANY BODILY INJURY (INCLUDING DEATH) DAMAGE TO PROPERTY, OR ANY OTHER LIABILITIES, DAMAGES OR COSTS RELATED TO CONTAMINANTS (INCLUDING THE SPREAD, TRANSMISSION OR CONTAMINATION THEREOF) (COLLECTIVELY, "CONTAMINANTS LIABILITIES") AND CUSTOMER HEREBY EXPRESSLY RELEASES COMPANY FROM ANY SUCH CONTAMINANTS LIABILITIES.**

14. Asbestos and Hazardous Materials. The Services expressly exclude any identification, abatement, cleanup, control, disposal, removal or other work connected with asbestos polychlorinated biphenyl ("PCB"), or other hazardous materials (collectively, "Hazardous Materials"). Customer warrants and represents that there are no Hazardous Materials on the premises that will in any way affect Company's performance, except as set forth in a writing signed by Company disclosing the existence and location of any Hazardous Materials in all areas within which Company will be performing. Should Company become aware of or suspect the presence of Hazardous Materials, Company may immediately stop work in the affected area and notify Customer. Customer will be responsible for correcting the condition in accordance with all applicable laws and regulations. Customer shall be exclusively responsible for and shall indemnify and hold harmless Company (including its employees, agents and subcontractors) from and against any loss, claim, liability, fees, penalties, injury (including death) or liability of any nature, and the payment thereof, arising out of or relating to any Hazardous Materials on or about the premises, not brought onto the premises by Company. Company shall be required to resume performance only in the absence of Hazardous Materials or when the affected area has been rendered harmless. In no event shall Company be obligated to transport or handle Hazardous Materials, provide any notices to any governmental agency, or examine the premises site for the presence of Hazardous Materials.



15. Insurance. Company agrees to maintain the following insurance during the term of this Agreement with limits not less than shown below and will, upon request from Customer, provide a Certificate of evidencing the following coverage:

Commercial General Liability	\$2,000,000 per occurrence
Automobile Liability	\$2,000,000 CSL
Workers Compensation	Statutory Limits

If Customer has requested to be named as an additional insured under Company's insurance policy, Company will do so but only subject to Company's manuscript additional insured endorsement under its primary Commercial General Liability policies. In no event does Company or its insurer waive rights of subrogation.

16. Force Majeure. Company's duty to perform under this Agreement is contingent upon the non-occurrence of an Event of Force Majeure. If Company is unable to carry out any material obligation under this Agreement due to an Event of Force Majeure, this Agreement shall at Company's election (i) remain in effect but Company's obligations shall be suspended until the uncontrollable event terminates or (ii) be terminated upon 10 days' notice to Customer, in which event Customer shall pay Company for all parts of the Services furnished to the date of termination. An "Event of Force Majeure" shall mean any cause or event beyond the control of Company. Without limiting the foregoing, "Event of Force Majeure" includes: acts of God; acts of terrorism, war or the public enemy; flood; earthquake; lightning; tornado; storm; fire; civil disobedience; pandemic; insurrections; riots; labor/labour disputes; labor/labour or material shortages from the usual sources of supply; sabotage; restraint by court order or public authority (whether valid or invalid), and action or non-action by or inability to obtain or keep in force the necessary governmental authorizations, permits, licenses, certificates or approvals if not caused by Company; and the requirements of any applicable government in any manner that diverts either the material or the finished product to the direct or indirect benefit of the government.

17. Maintenance Services Other Than Solely Scheduled Service. If Company's Maintenance Services hereunder are not limited solely to Scheduled Service, the following provisions shall also apply: (a) Required restoration shall be performed by Customer at its cost prior to Company being obligated to perform hereunder; (b) any changes, adjustments, service or repairs made to the Equipment by any party other than Company, unless approved by Company in writing, may, at Company's option, terminate Company's obligation to render further service to the Equipment so affected; in such case no refund of any portion of the Service Fees shall be made; and (c) Customer shall (i) promptly notify Company of any unusual performance of Equipment; (ii) permit only Company personnel to repair or adjust Equipment and/or controls during the Term or a Renewal Term; and (iii) utilize qualified personnel to properly operate the Equipment in accordance with the applicable operating manuals and recommended procedures.

18. General. Except as provided below, to the maximum extent provided by law, this Agreement is made and shall be interpreted and enforced in accordance with the laws of the state or province in which Company performs the Services. Any dispute arising under or relating to this Agreement shall be decided by litigation in a court of competent jurisdiction located in the state or province in which the Services are performed. To the extent the premises are owned and/or operated by any agency of the United States Federal Government, determination of any substantive issue of law shall be according to the United States Federal common law of Government contracts as enunciated and applied by United States Federal judicial bodies and boards of contract appeals of the United States Federal Government. This Agreement contains all of the agreements, representations and understandings of the parties and supersedes all previous understandings, commitments or agreements, oral or written, related to the Services. If any term or condition of this Agreement is invalid, illegal or incapable of being enforced by any rule of law, all other Terms of this Agreement will nevertheless remain in full force and effect as long as the economic or legal substance of the transaction contemplated hereby is not affected in a manner adverse to any party hereto. Customer may not assign, transfer, or convey this Agreement, or any part hereof, without the written consent of Company. Subject to the foregoing, this Agreement shall bind and inure to the benefit of the parties hereto and their permitted successors and assigns. This Agreement may be executed in several counterparts, each of which when executed shall be deemed to be an original, but all together shall constitute but one and the same Agreement. A fully executed facsimile copy hereof or the several counterparts shall suffice as an original. Customer may not assign, transfer, or convey this Agreement, or any part hereof, or its right, title or interest herein, without the written consent of Company. Subject to the foregoing, this Agreement shall be binding upon and inure to the benefit of the parties' respective successors and assigns. No failure or delay by the Company in enforcing any right or exercising any remedy under this Agreement shall be deemed to be a waiver by the Company of any right or remedy.

19. Equal Employment Opportunity/Affirmative Action Clause. Company is a federal contractor that complies fully with Executive Order 11246, as amended, and the applicable regulations contained in 41 C.F.R. Parts 60-1 through 60-60, 29 U.S.C. Section 793 and the applicable regulations contained in 41 C.F.R. Part 60-741; and 38 U.S.C. Section 4212 and the applicable regulations contained in 41 C.F.R. Part 60-250 Executive Order 13496 and Section 29 CFR 471, appendix A to subpart A, regarding the notice of employee rights in the United States and with Canadian Charter of Rights and Freedoms Schedule B to the Canada Act 1982 (U.K.) 1982, c. 11 and applicable Provincial Human Rights Codes and employment law in Canada.

20. U.S. Government Services. The following provision applies only to direct sales by Company to the US Government. The Parties acknowledge that all items or services ordered and delivered under this Agreement are Commercial Items as defined under Part 12 of the Federal Acquisition Regulation (FAR). In particular, Company agrees to be bound only by those Federal contracting clauses that apply to "commercial" suppliers and that are contained in FAR 52.212-5(e)(1). Company complies with 52.219-8 or 52.219-9 in its service and installation contracting business. The following provision applies only to indirect sales by Company to the US Government. As a Commercial Item Subcontractor, Company accepts only the following mandatory flow down provisions: 52.219-8; 52.222-26; 52.222-35; 52.222-36; 52.222-39; 52.247-64. If the Services are in connection with a U.S. Government contract, Customer certifies that it has provided and will provide current, accurate, and complete information, representations, and certifications to all government officials, including but not limited to the contracting officer and officials of the Small Business Administration, on all matters related to the prime contract, including but not limited to all aspects of its ownership, eligibility, and performance. Anything herein notwithstanding, Company will have no obligations to Customer unless and until Customer provides Company with a true, correct and complete executed copy of the prime contract. Upon request, Customer will provide copies to Company of all requested written communications with any government official related to the prime contract prior to or concurrent with the execution thereof, including but not limited to any communications related to Customer's ownership, eligibility, or performance of the prime contract. Customer will obtain written authorization and approval from Company prior to providing any government official any information about Company's performance of the Services that are the subject of the Proposal or this Agreement, other than the Proposal or this Agreement.

21. Limited Waiver of Sovereign Immunity. If Customer is an Indian tribe (in the U.S.) or a First Nation or Band Council (in Canada), Customer, whether acting in its capacity as a government, governmental entity, a duly organized corporate entity or otherwise, for itself and for its agents, successors, and assigns: (1) hereby provides this limited waiver or its sovereign immunity as to any damages, claims, lawsuit, or cause of action (herein "Action") brought against Customer by Company and arising or alleged to arise out of the furnishing by Company of any product or service under this Agreement, whether such Action is based in contract, tort, strict liability, civil liability or any other legal theory; (2) agrees that jurisdiction and venue for any such Action shall be proper and valid (a) if Customer is in the U.S., in any state or United States court located in the state in which Company is performing this Agreement or (b) if Customer is in Canada, in the superior court of the province or territory in which the work was performed; (3) expressly consents to such Action, and waives any objection to jurisdiction or venue; (4) waives any requirement of exhaustion of tribal court or administrative remedies for any Action arising out of or related to this Agreement; and (5) expressly acknowledges and agrees that Company is not subject to the jurisdiction of Customer's tribal court or any similar tribal forum, that Customer will not bring any action against Company in tribal court, and that Customer will not avail itself of any ruling or direction of the tribal court permitting or directing it to suspend its payment or other obligations under this Agreement. The individual signing on behalf of Customer warrants and represents that such individual is duly authorized to provide this waiver and enter into this Agreement and that this Agreement constitutes the valid and legally binding obligation of Customer, enforceable in accordance with its terms.

1-26.130-7 (0724)
Supersedes 1-26.130-7 (0821)



SECURITY ADDENDUM

This Addendum shall be applicable to the sale, installation and use of Trane equipment and the sale and provision of Trane services. "Trane" shall mean Trane U.S. Inc. for sales and services in the United States, or Trane Canada ULC for sales and services in Canada.

1. **Definitions.** All terms used in this Addendum shall have the meaning specified in the Agreement unless otherwise defined herein. For the purposes of this Addendum, the following terms are defined as follows:

"Customer Data" means Customer account information as related to the Services only and does not include HVAC Machine Data or personal data. Trane does not require, nor shall Customer provide personal data to Trane under the Agreement. Such data is not required for Trane to provide its Equipment and/or Services to the Customer.

"Equipment" shall have the meaning set forth in the Agreement.

"HVAC Machine Data" means data generated and collected from the product or furnished service without manual entry. HVAC Machine Data is data relating to the physical measurements and operating conditions of a HVAC system, such as but not limited to, temperatures, humidity, pressure, HVAC equipment status. HVAC Machine Data does not include Personal Data and, for the purposes of this agreement, the names of users of Trane's controls products or hosted applications shall not be Personal Data, if any such user chooses to use his/her name(s) in the created accounts within the controls product (e.g., firstname.lastname@address.com). HVAC Machine Data may be used by Trane: (a) to provide better support services and/or products to users of its products and services; (b) to assess compliance with Trane terms and conditions; (c) for statistical or other analysis of the collective characteristics and behaviors of product and services users; (d) to backup user and other data or information and/or provide remote support and/or restoration; (e) to provide or undertake: engineering analysis; failure analysis; warranty analysis; energy analysis; predictive analysis; service analysis; product usage analysis; and/or other desirable analysis, including, but not limited to, histories or trends of any of the foregoing; and (f) to otherwise understand and respond to the needs of users of the product or furnished service. "Personal Data" means data and/or information that is owned or controlled by Customer, and that names or identifies, or is about a natural person, such as: (i) data that is explicitly defined as a regulated category of data under any data privacy laws applicable to Customer; (ii) non-public personal information ("NPI") or personal information ("PI"), such as national identification number, passport number, social security number, social insurance number, or driver's license number; (iii) health or medical information, such as insurance information, medical prognosis, diagnosis information, or genetic information; (iv) financial information, such as a policy number, credit card number, and/or bank account number; (v) personally identifying technical information (whether transmitted or stored in cookies, devices, or otherwise), such as IP address, MAC address, device identifier, International Mobile Equipment Identifier ("IMEI"), or advertising identifier; (vi) biometric information; and/or (vii) sensitive personal data, such as, race, religion, marital status, disability, gender, sexual orientation, geolocation, or mother's maiden name.

"Security Incident" shall refer to (i) a compromise of any network, system, application or data in which Customer Data has been accessed or acquired by an unauthorized third party; (ii) any situation where Trane reasonably suspects that such compromise may have occurred; or (iii) any actual or reasonably suspected unauthorized or illegal Processing, loss, use, disclosure or acquisition of or access to any Customer Data.

"Services" shall have the meaning set forth in the Agreement.

2. **HVAC Machine Data; Access to Customer Extranet and Third Party Systems.** If Customer grants Trane access to HVAC Machine Data via web portals or other non-public websites or extranet services on Customer's or a third party's website or system (each, an "Extranet"), Trane will comply with the following:
 - a. Accounts. Trane will ensure that Trane's personnel use only the Extranet account(s) designated by Customer and will require Trane personnel to keep their access credentials confidential.
 - b. Systems. Trane will access the Extranet only through computing or processing systems or applications running operating systems managed by Trane that include: (i) system network firewalls; (ii) centralized patch management; (iii) operating system appropriate anti-malware software; and (iv) for portable devices, full disk encryption.
 - c. Restrictions. Unless otherwise approved by Customer in writing, Trane will not download, mirror or permanently store any HVAC Machine Data from any Extranet on any medium, including any machines, devices or servers.
 - d. Account Termination. Trane will terminate the account of each of Trane's personnel in accordance with Trane's standard practices after any specific Trane personnel who has been authorized to access any Extranet (1) no



longer needs access to HVAC Machine Data or (2) no longer qualifies as Trane personnel (e.g., the individual leaves Trane's employment).

- e. Third Party Systems. Trane will provide Customer prior notice before it uses any third party system that stores or may otherwise have access to HVAC Machine Data, unless (1) the data is encrypted and (2) the third party system will not have access to the decryption key or unencrypted "plain text" versions of the HVAC Machine Data.
3. Customer Data; Confidentiality. Trane shall keep confidential, and shall not access or use any Customer Data and information that is marked confidential or by its nature is considered confidential ("Customer Confidential Information") other than for the purpose of providing the Equipment and Services, and will disclose Customer Confidential Information only: (i) to Trane's employees and agents who have a need to know to perform the Services, (ii) as expressly permitted or instructed by Customer, or (iii) to the minimum extent required to comply with applicable law, provided that Trane (1) provides Customer with prompt written notice prior to any such disclosure, and (2) reasonably cooperate with Customer to limit or prevent such disclosure.
4. Customer Data; Compliance with Laws. Trane agrees to comply with laws, regulations governmental requirements and industry standards and practices relating to Trane's processing of Customer Confidential Information (collectively, "**Laws**").
5. Customer Data; Information Security Management. Trane agrees to establish and maintain an information security and privacy program, consistent with applicable HVAC equipment industry practices that complies with this Addendum and applicable Laws ("**Information Security Program**"). The Information Security Program shall include appropriate physical, technical and administrative safeguards, including any safeguards and controls agreed by the Parties in writing, sufficient to protect Customer systems, and Customer's Confidential Information from unauthorized access, destruction, use, modification or disclosure. The Information Security Program shall include appropriate, ongoing training and awareness programs designed to ensure that Trane's employees and agents, and others acting on Trane's, behalf are aware of and comply with the Information Security Program's policies, procedures, and protocols.
6. Monitoring. Trane shall monitor and, at regular intervals consistent with HVAC equipment industry practices, test and evaluate the effectiveness of its Information Security Program. Trane shall evaluate and promptly adjust its Information Security Program in light of the results of the testing and monitoring, any material changes to its operations or business arrangements, or any other facts or circumstances that Trane knows or reasonably should know may have a material impact on the security of Customer Confidential Information, Customer systems and Customer property.
7. Audits. Customer acknowledges and agrees that the Trane SOC2 audit report will be used to satisfy any and all audit/inspection requests/requirements by or on behalf of Customer. Trane will make its SOC2 audit report available to Customer upon request and with a signed nondisclosure agreement.
8. Information Security Contact. Trane's information security contact is Local Sales Office.
9. Security Incident Management. Trane shall notify Customer after the confirmation of a Security Incident that affects Customer Confidential Information, Customer systems and Customer property. The written notice shall summarize the nature and scope of the Security Incident and the corrective action already taken or planned.
10. Threat and Vulnerability Management. Trane regularly performs vulnerability scans and addresses detected vulnerabilities on a risk basis. Periodically, Trane engages third-parties to perform network vulnerability assessments and penetration testing. Vulnerabilities will be reported in accordance with Trane's cybersecurity vulnerability reported process. Trane periodically provides security updates and software upgrades.
11. Security Training and Awareness. New employees are required to complete security training as part of the new hire process and receive annual and targeted training (as needed and appropriate to their role) thereafter to help maintain compliance with Security Policies, as well as other corporate policies, such as the Trane Code of Conduct. This includes requiring Trane employees to annually re-acknowledge the Code of Conduct and other Trane policies as appropriate. Trane conducts periodic security awareness campaigns to educate personnel about their responsibilities and provide guidance to create and maintain a secure workplace.
12. Secure Disposal Policies. Policies, processes, and procedures regarding the disposal of tangible and intangible property containing Customer Confidential Information so that wherever possible, Customer Confidential Information cannot be practicably read or reconstructed.



13. Logical Access Controls. Trane employs internal monitoring and logging technology to help detect and prevent unauthorized access attempts to Trane's corporate networks and production systems. Trane's monitoring includes a review of changes affecting systems' handling authentication, authorization, and auditing, and privileged access to Trane production systems. Trane uses the principle of "least privilege" (meaning access denied unless specifically granted) for access to customer data.
14. Contingency Planning/Disaster Recovery. Trane will implement policies and procedures required to respond to an emergency or other occurrence (i.e. fire, vandalism, system failure, natural disaster) that could damage Customer Data or any system that contains Customer Data. Procedures include the following
 - (i) data backups; and
 - (ii) formal disaster recovery plan. Such disaster recovery plan is tested at least annually.
15. Return of Customer Data. If Trane is responsible for storing or receiving Customer Data, Trane shall, at Customer's sole discretion, deliver Customer Data to Customer in its preferred format within a commercially reasonable period of time following the expiration or earlier termination of the Agreement or, such earlier time as Customer requests, securely destroy or render unreadable or undecipherable each and every original and copy in every media of all Customer's Data in Trane's possession, custody or control no later than [90 days] after receipt of Customer's written instructions directing Trane to delete the Customer Data.
16. Background checks Trane shall take reasonable steps to ensure the reliability of its employees or other personnel having access to the Customer Data, including the conducting of appropriate background and/or verification checks in accordance with Trane policies.
17. DISCLAIMER OF WARRANTIES. EXCEPT FOR ANY APPLICABLE WARRANTIES IN THE AGREEMENT, THE SERVICES ARE PROVIDED "AS IS", WITH ALL FAULTS, AND THE ENTIRE RISK AS TO SATISFACTORY QUALITY, PERFORMANCE, ACCURACY AND EFFORT AS TO SUCH SERVICES SHALL BE WITH CUSTOMER. TRANE DISCLAIMS ANY AND ALL OTHER EXPRESS OR IMPLIED REPRESENTATIONS AND WARRANTIES WITH RESPECT TO THE SERVICES AND THE SERVICES PROVIDED HEREUNDER, INCLUDING ANY EXPRESS OR IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR THAT THE SERVICES WILL OPERATE ERROR-FREE OR UNINTERRUPTED OR RETURN/RESPONSE TO INQUIRIES WITHIN ANY SPECIFIC PERIOD OF TIME.

November 2023



APPENDIX

SERVICE BEST PRACTICES

Trane is completely dedicated to making buildings better. The ongoing pursuit of better buildings, using our long-term domain expertise to push new technologies into everyday use, keeps us at the forefront of the industry.

In addition to the services details in the agreement above, we take practical steps every day to ensure our approach is safe and efficient.

SAFETY

Since 2003, U.S. Bureau of Labor Statistics records have consistently shown the Total Recordable Incident Rate (TRIR) and Days Away From Work (DAFW) for Trane have been significantly lower than those for HVAC repair and maintenance contractors and specialty trade contractors (construction). The company's safety culture in America is unparalleled in the building service industry, with proven results in the continuous reduction of injury rates. Trane incident rates (OSHA) are consistently 50 to 70 percent below the industry average.

A wide range of safety training and resources are available to Trane technicians, including:

- Safety training—20 hours per year
- Electrical safety—NFPA 70E compliant, electrical PPE
- Fall protection
- Ergonomics
- USDOT compliance
- Refrigerant management training

ENVIRONMENTAL PRACTICES

Trane policies and procedures are compliant with all federal and state regulations. Refrigerant (and substitutes) handling, storage and leak repair processes are compliant with Environmental Protection Agency regulation 40 CFR Part 82. Service technicians are Universal-certified and use only certified recovery equipment

Refrigerant Management Software (RMS) captures, manages and reports all refrigerant activity at your site. Annually, Trane will send you a report documenting all refrigerant activity that we performed for each piece of equipment during the past 12 months

Trane adheres to all environmental regulations when removing used oil from refrigeration units.

CONSISTENCY

Nationwide, Trane technicians follow documented, formal processes that ensure uniform service delivery. As an OEM, Trane has developed exclusive service procedures which provide the most reliable outcomes, and extended equipment longevity, at the most cost-effective price.

- Exclusive service work flow processes provide detailed steps and information encompassing parts, materials, tools and sequence of execution
- Additional steps addressing safety, quality control, work validation and environmental compliance
- Technicians must consistently reference documented processes to ensure no critical steps are skipped or omitted
- Applicable service processes meet or exceed ASHRAE 180-2008 Standard Practice for Inspection and Maintenance of Commercial Building HVAC Systems



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			