



**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, AUGUST 31, 2026, AT 7:00 PM

OLSON MEETING ROOM

- A. Call meeting to order and verify quorum (26-242)
- B. Approval of agenda (26-243V)
- C. Introduction of guests (26-244)
- D. Approval of past minutes:
 - 1. Regular Board Meeting on from July 27, 2026 (26-245V)
- E. Public Comment (26-246)
- F. Friends of the Library Report (26-247)
- G. Financial Report
 - 1. Acceptance of the July 2026 preliminary Financial Report (26-248V)
- H. Approval for Payroll Report July 2026 (26-249V)
- I. Approval of Board Review of Bills and credit card purchases for July 2026 (26-250V)
- J. Director's Report (26-251)
- K. Staff Reports (26-252)
- L. Old Business
 - 1. Resolution of Acceptance of Gift (26-253)

M. New Business

1. Par Plan Grant Resolution (26-254V)
2. 2027 Holidays, Closures and Board Meetings (26-255V)

N. Correspondence and communications (26-256)

O. Committee Reports

1. Advocacy Marketing (26-257)
2. Facilities (26-258)
3. Budget
 - a. Flack Donation Recommendations
 - i. Lending Library (26-259V)
 - ii. Projector and screen (26-260V)
 - b. Confirmation of Emergency Purchase: Goyette Mechanical Proposal for Chiller (26-261V)
4. Policy Committee
 - a. Policies reviewed with no changes: 403, 404, 406, 409, 410.1, 416, 418, 419, 422, 423, 600, 601, 711, 801, 804, 807, 808, 809, 810, 812, 813 (26-262V)
 - b. Policies reviewed with changes: 212, 300, 402, 410.2, 417.2, 502.0, 701, 811 (26-263V)
5. Professional Development (26-264V)

Q. Board Comments (26-265)

R. Adjournment (26-266)

UPCOMING MEETINGS

BOARD MEETING: MONDAY, SEPTEMBER 28, 2026, AT 7:00 PM

BUDGET COMMITTEE: MONDAY, SEPTEMBER 21, 2026, AT 3:00 PM

PRESIDENT: DENISE STACER (2028)

VICE-PRESIDENT: LINDA HAMILTON (2026)

SECRETARY: HATTIE MAGUIRE (2026)

TREASURER: DAN SIIVOLA (2028)

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

DIRECTOR: KATHY MERUCCI

ASSISTANT DIRECTOR: KATHY HUTCHINSON

COMMITTEES: THE PRESIDENT AND DIRECTOR SIT ON ALL COMMITTEES.

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

ADVOCATE TO RAISE COMMUNITY AWARENESS OF THE LIBRARY.

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

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

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

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

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

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

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

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

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

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

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

REVIEW STAFF COMPENSATION AND PROVIDE RECOMMENDATIONS TO THE BOARD

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

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

SALEM-SOUTH LYON DISTRICT LIBRARY BOARD OF TRUSTEES
Draft Minutes of Regular Board Meeting
Monday, July 27th, 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 (26-215)

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

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

Excused: E. Petricca

K. Campbell - Recording Secretary
C. Mahoney – Staff Representative

B. Approval of agenda (26-216V)

Motion to accept the agenda was made by L. Hamilton seconded by R. Sims

Yes: 6;
No: 0.
Motion Carried.

C. Introduction of guests (26-217)

Guests were introduced by K. Merucci

D. Approval of past minutes:

1. Regular Board Meeting on from June 29, 2026 (26-218V)

Motion to approve the minutes for the June 29th regular board meeting by L. Hamilton, Seconded by P. Peruski

Yes: 6;
No: 0.
Motion Carried.

E. Public Comment (26-219)

There was no public comment

F. Friends of the Library Report (26-220)

Submitted and filed by the Friends

G. Financial Report

1. Acceptance of the June 2026 preliminary Financial Report (26-221V)

Motion to accept the June 2026 Financial report by L. Hamilton; seconded by D. Siivola

Yes: 6;

No: 0.

Motion Carried.

H. Approval for Payroll Report June 2026 (26-222V)

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

Yes: 6;

No: 0.

Motion Carried.

I. Approval of Board Review of Bills and credit card purchases for June 2026 (26-223V)

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

Yes: 6;

No: 0.

Motion Carried.

J. Director's Report (26-224)

Submitted and filled by the director

K. Staff Reports (26-225)

Submitted and filled by staff

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)

No vote. Friends will be asked to update this document before bringing it back to board. It should have a contingency if it does not get signed every year.

Friends will be notified about needing to update their 501c3 documentation.

2. Director Review (26-228)

Motion to conclude the probationary period for the director as successful. The director's review will take place in accordance with policy 209.1 during the February 27th meeting by L. Hamilton, Seconded by H. Maguire.

6 Yes,
0 No
Motion Carried

3. Resolution of Acceptance of Gift (26-229V)

Moved to accept the gift and will be signed by D. Siivola for section D and H. Maguire for section B. by L. Hamilton, Seconded by R. Sims

6 Yes,
0 No
Motion Carried

4. Shaw estimate for window replacement in staff area (26-230V)

Move to approve the window replacement by Shaw construction not to exceed \$14,000 by L. Hamilton, Seconded by P. Peruski

6 Yes,
0 No
Motion Carried

5. Shaw general estimate for Adult Office and Circulation Staff Area (26-231V)

Motion to approve the work not to exceed \$95,000 by L. Hamilton, Seconded by H. Maguire

6 Yes,
0 No
Motion Carried

6. LDA general estimate for Adult Office (26-232V)

Within Staff spending limits, no vote is needed.

7. HVAC Maintenance Plan submitted by Goyette Mechanical Inc. (26-233V)

Motion to accept the maintenance plan submitted by Goyette Mechanical Inc. for \$26,000 annually since our experience with Trane was not satisfactory, our experience with Bumler was not satisfactory and the Altec proposal did not meet our requirements by L. Hamilton. Seconded by D. Siivola

6 Yes,
0 No
Motion Carried

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)
Next Meeting on August 18, 2026
5. Professional Development (26-239)

P. Board Comments (26-240)

There were no board comments

Q. Adjournment (26-241)

Meeting was adjourned at 8:25pm

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 July 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

July 2026 Budget Highlights – Financial Report

Income:

Account 400 Property Taxes Operating: 82,156.94

South Lyon 1995 Operating \$27,767.06/2014 Operating \$12,766.23

Salem Twp 1995 Operating \$28,136.85/2014 Operating \$12,486.80

Account 400.3 Service Contract: (\$43.04)

Account 409 Fines & Fees \$5,654.67

- Penal Fines: \$5,195.58
- Fines \$491.59
- Non-resident fee: \$(32.50)

Acct. 440 Gifts & Grants \$3,723.95

- True Gift: \$69.21
- Friends Books Donation Income: \$689.54
- Library Collection Gifts: \$100.00
- Annual Appeal: \$256.20
- Grants & Sponsorships: \$2,609.00

Account 440.3 Miscellaneous Income: \$2,257.44

(Of note: Lost Materials: \$79.90, Computer Prints: \$1,649.31, Faxes: \$140.00, Rebates: \$165.13, T-shirt sales: \$222.50)

Account 450 Interest: \$7,679.61

- Michigan Class \$1,610.41
- Comerica: \$38.70
- Huntington: 6,030.50

Total Income: \$112,021.60

Account 500 - Personnel Total: \$129,079.03 (Three pays)

- \$112,521.76 Acct. 500.2 Salaries
- \$ 5,299.81 Acct. 505.2 Deferred Compensation Plan
- \$ 2,543.87 Acct. 502.3 Group Health Plan
- \$ 8,384.59 Acct. 545 FICA
- \$ 329.00 Acct. 570 Dues & workshops

Account 505 - Library Materials & Supplies: \$44,617.43

\$ 26,927.41 Acct. 505.12 Library materials (Teen & Youth: \$3,900.94, Adult: \$5,328.10, Processing: \$252.87, Electronic: \$17,445.50 includes OverDrive, Hoopla, Kanopy, Cloud)
Acct. 508 Computer supplies & maintenance; \$824.42
Acct. 527 Cooperative Fee \$11,422.66 Shared System Cost
\$ 5,442.94 for Acct. 531 Programming (Adult \$1,023.72/Youth \$4,419.22)

Account 536 & 600 Total - Facilities & Equipment: \$32,350.15

Account 536 Facilities:

- \$ 4,919.27 Acct. 515 Utilities (DTE \$4,653.96 and Consumers \$265.31)
- \$22,588.53 Acct. 536.12 Maintenance & Repairs of note: custodial: \$605.19, routine repairs of \$983.18, Parking lot asphalt \$11,585.00, Trimming & remove trees \$4300, small equipment \$1,781.18 for carts, water softener \$459.80, Chiller repair \$1,149.00, trash pickup \$1,575.18, alarm monitoring \$150.00

Account 600 Capital Expenditures and Equipment:

- 600.1 Computer \$0.0
- 600.3 Other Technology \$0.0
- 600.4 Other Tech Equipment: \$924.23
- 600.5 Licensing & Support: \$3,918.12
- 605.1 Capital Equipment: \$00.00
- 605.3 Capital Expenditure: \$0.0
- 605.95 Bond Interest: \$0.0
- 605.96 Bond Principal : \$0.0

Account 585 – Administrative Expenses \$3,206.03 of note:

- \$ 332.08 Acct. 510.3 Office Supplies
- \$ 4.74 Acct. 511 Postage
- \$.00 Acct. 512 Printing
- \$ 321.47 Acct. 514 Advertising
- \$ 638.00 Acct. 516.1 Telephone
- \$ 2,547.74 Acct 520 Contractual Services (lease copy machine, lawn maint., cc fees)
- \$ 0.00 Acct. 525 Legal & professional
- 0.00 Acct. 585.1 Lost Materials Refunds
- \$ 0.00 Acct. 585.6 Agent Fee

Account 586 - Gifts & Grants Purchases \$12,413.16 of note:

- \$ 255.12 Acct. 523.2 Gifts & Grants
- \$ 11,468.50 Acct. 586.27 Friends Gift Purchases (Sprinkler system, shed deposit)
- \$ 689.54 Acct. 586.39 Book Sale Monies
- \$ 0.00 Acct. 586.31 Gift Purchases
- \$ 0.00 Acct. 586.9 Gift Purchases for collection

Expenditures exceed Revenue by \$109,644.20 Total YTD: \$(109,644.20)

Salem-South Lyon District Library

Profit & Loss Budget Performance

July 2026

	Jul 26	\$ Over Budget	% of Budget Target 8.3%	Annual Budget
Ordinary Income/Expense				
Income				
400 · Property Taxes	82,156.94	-1,566,134.06	4.98%	1,648,291.00
400.3 · Service Contract	-43.04	-424,043.04	-0.01%	424,000.00
400.4 · Personal Property Taxes	399.83	-9,600.17	4.0%	10,000.00
409 · Fines & Fees	5,654.67	-35,605.33	13.71%	41,260.00
415 · State Aid	10,192.20	-9,807.80	50.96%	20,000.00
440 · Gifts & Grants	3,723.95	-59,676.05	5.87%	63,400.00
440.3 · Miscellaneous Income	2,257.44	-959,942.56	0.24%	962,200.00
447 · Sale of equipment	0.00	-500.00	0.0%	500.00
450 · Portfolio Income	7,679.61	-47,320.39	13.96%	55,000.00
Total Income	112,021.60	-3,112,629.40	3.47%	3,224,651.00
Gross Profit	112,021.60	-3,112,629.40	3.47%	3,224,651.00
Expense				
500 · Personnel	129,079.03	-1,076,920.97	10.7%	1,206,000.00
505 · Library materials & supplies	44,617.43	-394,296.57	10.17%	438,914.00
536 · Facilities & Equipment	32,350.15	-1,372,742.85	2.3%	1,405,093.00
585 · Administrative Expenses	3,206.03	-108,037.97	2.88%	111,244.00
586 · Gifts & Grants Purchases	12,413.16	-50,986.84	19.58%	63,400.00
Total Expense	221,665.80	-3,002,985.20	6.87%	3,224,651.00
Net Ordinary Income	-109,644.20	-109,644.20	100.0%	0.00
Net Income	-109,644.20	-109,644.20	100.0%	0.00

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

	Jul 26	\$ Over Budget	% of Budget	Annual Budget
Ordinary Income/Expense				
Income				
400 · Property Taxes	82,156.94	-1,566,134.06	4.98%	1,648,291.00
400.3 · Service Contract	-43.04	-424,043.04	-0.01%	424,000.00
400.4 · Personal Property Taxes	399.83	-9,600.17	4.0%	10,000.00
409 · Fines & Fees	5,654.67	-35,605.33	13.71%	41,260.00
415 · State Aid	10,192.20	-9,807.80	50.96%	20,000.00
440 · Gifts & Grants	3,723.95	-59,676.05	5.87%	63,400.00
440.3 · Miscellaneous Income	2,257.44	-959,942.56	0.24%	962,200.00
447 · Sale of equipment	0.00	-500.00	0.0%	500.00
450 · Portfolio Income				
450.1 · MI Class Interest	1,610.41	-12,389.59	11.5%	14,000.00
450.2 · Money Market Int. (Huntington)	6,030.50	-34,469.50	14.89%	40,500.00
450.3 · Interest Earned (Comerica)	38.70	-461.30	7.74%	500.00
Total 450 · Portfolio Income	7,679.61	-47,320.39	13.96%	55,000.00
Total Income	112,021.60	-3,112,629.40	3.47%	3,224,651.00
Gross Profit	112,021.60	-3,112,629.40	3.47%	3,224,651.00
Expense				
500 · Personnel				
500.2 · Salaries	112,521.76	-894,478.24	11.17%	1,007,000.00
502 · Empl benefits	16,228.27	-169,771.73	8.73%	186,000.00
570 · Dues & workshops/travel	329.00	-12,671.00	2.53%	13,000.00
Total 500 · Personnel	129,079.03	-1,076,920.97	10.7%	1,206,000.00
505 · Library materials & supplies				
505.12 · Library Materials	26,927.41	-299,701.59	8.24%	326,629.00
508 · Computer supplies/maintenance	824.42	-14,175.58	5.5%	15,000.00
527 · Cooperative fee	11,422.66	-57,862.34	16.49%	69,285.00
531 · Programming	5,442.94	-22,557.06	19.44%	28,000.00
Total 505 · Library materials & supplies	44,617.43	-394,296.57	10.17%	438,914.00
536 · Facilities & Equipment				
515 · Utilities	4,919.27	-60,080.73	7.57%	65,000.00
536.12 · Maintenance & Repairs	22,588.53	-78,161.47	22.42%	100,750.00
560 · Insurance	0.00	-32,000.00	0.0%	32,000.00
600 · Equipment	4,842.35	-65,157.65	6.92%	70,000.00
605 · Capital Expenditure	0.00	-985,000.00	0.0%	985,000.00
605.8 · Cap. Expenditures (Future)	0.00	-75,000.00	0.0%	75,000.00
605.95 · Interest Expense (Bond)	0.00	-17,343.00	0.0%	17,343.00
605.96 · Debt Repayment	0.00	-60,000.00	0.0%	60,000.00
Total 536 · Facilities & Equipment	32,350.15	-1,372,742.85	2.3%	1,405,093.00
585 · Admininstrative Expenses				
510 · Office supplies	332.08	-1,667.92	16.6%	2,000.00
511 · Postage	4.74	-745.26	0.63%	750.00
512 · Printing	0.00	-750.00	0.0%	750.00
514 · Advertising	321.47	-46,378.53	0.69%	46,700.00
516 · Telephone	0.00	-4,200.00	0.0%	4,200.00
520 · Contractual services	2,547.74	-39,952.26	6.0%	42,500.00
525 · Legal & Professional	0.00	-3,000.00	0.0%	3,000.00
540 · Auditor	0.00	-7,600.00	0.0%	7,600.00
585.3 · Misc. Expense	0.00	-3,744.00	0.0%	3,744.00
Total 585 · Admininstrative Expenses	3,206.03	-108,037.97	2.88%	111,244.00
586 · Gifts & Grants Purchases	12,413.16	-50,986.84	19.58%	63,400.00
Total Expense	221,665.80	-3,002,985.20	6.87%	3,224,651.00
Net Ordinary Income	-109,644.20	-109,644.20	100.0%	0.00
Net Income	-109,644.20	-109,644.20	100.0%	0.00

Salem-South Lyon District Library

Balance Sheet

As of July 31, 2026

	Jul 31, 26	Jul 31, 25
ASSETS		
Current Assets		
Checking/Savings		
102 · Checking-Huntington Bank	186,195.55	116,633.40
106 · MI Class	452,114.25	569,545.49
113 · Comerica	13,702.86	13,252.12
116 · Huntington Securities	1,353,207.52	1,315,845.24
117 · Huntington Brokerage	0.00	137,221.05
Total Checking/Savings	2,005,220.18	2,152,497.30
Other Current Assets		
103 · Petty Cash	225.00	225.00
115 · State Aid Receivable	10,192.20	10,178.72
Total Other Current Assets	10,417.20	10,403.72
Total Current Assets	2,015,637.38	2,162,901.02
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	2,044,943.25	2,193,046.02
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 · Accounts Payable	51,745.47	25,727.35
Total Accounts Payable	51,745.47	25,727.35
Other Current Liabilities		
2100 · Payroll Liabilities	55,782.76	48,989.64
Total Other Current Liabilities	55,782.76	48,989.64
Total Current Liabilities	107,528.23	74,716.99
Total Liabilities	107,528.23	74,716.99
Equity		
2200 · Library Fund Balance	464,737.00	444,883.00
300 · Unassigned Fund Balance	1,193,786.67	1,293,029.43
3000 · Undesignated Fund Balance	388,535.55	388,535.55
Net Income	-109,644.20	-8,118.95
Total Equity	1,937,415.02	2,118,329.03
TOTAL LIABILITIES & EQUITY	2,044,943.25	2,193,046.02

Salem-South Lyon District Library

Monthly Payroll Summary

July 2026

TOTAL

Employee Wages, Taxes and Adjustments

	Paydate: 7.3.2026	Paydate: 7.17.2026	Paydate: 7.31.2026	Jul 26
Gross Pay				
PTO	1,370.12	1,607.49	2,732.34	5,709.95
Salary	19,377.36	19,682.11	18,557.26	57,616.73
Hourly Wage	15,779.37	14,821.03	16,852.25	47,452.65
Sick	767.16	175.54	385.13	1,327.83
Vacation Hourly	258.75	96.60	59.25	414.60
Total Gross Pay	37,552.76	36,382.77	38,586.23	112,521.76
Deductions from Gross Pay				
Deferred Comp MERS	-1,297.80	-1,619.47	-1,639.78	-4,557.05
Health Insurance (pre-tax)	-655.00	-655.00	-655.00	-1,965.00
Medical Care FSA (pre-tax)	0.00	0.00	0.00	0.00
Pre-tax HSA Emp.	-318.00	-318.00	-318.00	-954.00
Voluntary Ded/ROTH	-512.81	-528.17	-528.17	-1,569.15
Total Deductions from Gross Pay	-2,783.61	-3,120.64	-3,140.95	-9,045.20
Adjusted Gross Pay	34,769.15	33,262.13	35,445.28	103,476.56
Taxes Withheld				
Federal Withholding	-2,664.00	-2,614.00	-2,722.00	-8,000.00
Medicare Employee	-530.42	-513.45	-545.36	-1,589.23
Social Security Employee	-2,267.93	-2,195.43	-2,332.00	-6,795.36
MI - Withholding	-1,340.31	-1,272.56	-1,370.53	-3,983.40
Medicare Employee Addl Tax	0.00	0.00	0.00	0.00
Total Taxes Withheld	-6,802.66	-6,595.44	-6,969.89	-20,367.99
Net Pay	27,966.49	26,666.69	28,475.39	83,108.57
Employer Taxes and Contributions	0.00	0.00	0.00	0.00

Transactions July 2026

Type	Date	Num	Name	description	Cost Control Acct	Amount
Jul 26						
Bill Pmt -Check	07/01/2026	17841	Moll's Asphalt & Sealcoating	Sealcoat asphalt	536 Facilities	-11,585.00
Liability Check	07/01/2026	AutoDeduct	PRIORITY HEALTH	Group Health	500 Personnel	-3,394.78
Liability Check	07/02/2026	EFTPS	HUNTINGTON BANK	Employee withholding	500 Personnel	-8,260.70
Check	07/03/2026	AutoDeduct	Reliance Standard Life	Group Health	500 Personnel	-59.56
Liability Check	07/03/2026	AutoDeduct	TASC	employee contribution	500 Personnel	-317.76
Payroll	07/03/2026	17842	Payroll check	Payroll check	500 Personnel	-288.82
Bill Pmt -Check	07/08/2026	17843	The Reptarium LLC	SRP program	505 Library Materials	-500.00
Bill Pmt -Check	07/10/2026	17844	B&H Outdoor LLC	Removal of 3 dying spruce trees/Trim 10 in parking lot area	536 Facilities	-4,300.00
Bill Pmt -Check	07/10/2026	17845	Hoopla	June Hoopla	505 Library Materials	-2,054.72
Bill Pmt -Check	07/10/2026	17846	Kanopy LLC	June Kanopy	505 Library Materials	-259.25
Bill Pmt -Check	07/10/2026	17847	OVERDRIVE, INC.	OverDrive	505 Library Materials	-6,207.52
Bill Pmt -Check	07/10/2026	17848	T-Mobile	hot spots	505 Library Materials	-753.44
Bill Pmt -Check	07/10/2026	17849	THE LIBRARY NETWORK	Quarterly Telecom	505 Library Materials	-2,387.06
Bill Pmt -Check	07/10/2026	17850	Argent Institutional Trust Co.	Agent Fee	536 Facilities	-500.00
Bill Pmt -Check	07/10/2026	17851	Eastpointe Memorial Library	Lost Item	586 Admin. Expenses	-37.00
Bill Pmt -Check	07/10/2026	17852	Ingram Library Services	Library Materials	505 Library Materials	-3,607.43
Bill Pmt -Check	07/10/2026	17853	OCLC Inc.	Cloud Library	505 Library Materials	-321.81
Bill Pmt -Check	07/10/2026	17854	OVERDRIVE, INC.	E books & audio books	505 Library Materials	-6,235.85
Bill Pmt -Check	07/10/2026	17855	Shaw Construction	work on outside wall of the fireplace area	536 Facilities	-1,022.31
Check	07/13/2026	AutoDeduct	Delta Dental	Group Health	500 Personnel	-354.95
Bill Pmt -Check	07/14/2026	17856	Drumcommunity	Summer Reading Program	505 Library Materials	-475.00
Bill Pmt -Check	07/16/2026	17857	Carolyn Backman	Refund for Lyon Twp	425 User Fees	-32.50
Bill Pmt -Check	07/16/2026	17858	Sloan Museum of Discovery	SRP program	505 Library Materials	-310.00
Payroll	07/17/2026	17859	Payroll check	Payroll check	500 Personnel	-457.67
Liability Check	07/17/2026	EFTPS	HUNTINGTON BANK	Employee withholding	500 Personnel	-8,031.76
Liability Check	07/17/2026	EFTPS	Michigan	state withholding	500 Personnel	-2,586.67
Liability Check	07/17/2026	AutoDeduct	TASC	employee contribution	500 Personnel	-317.76
Bill Pmt -Check	07/20/2026	17860	BRIGHTON DISTRICT LIB.	Green Oak Board of Review Invoice 260701	400.3 Service Contract	-83.41
Bill Pmt -Check	07/20/2026	17861	CAZ Productions, LLC	July 30 Magic Show	505 Library Materials	-595.00
Bill Pmt -Check	07/20/2026	17862	Kevin Campbell	Reimbursement for Hot Ones	586 Gift Purchases	-60.00
Bill Pmt -Check	07/20/2026	17863	MARTIN HARDWARE	orange marking pain, plastic caulk gun , weed killer	536 Facilities	-54.97
Bill Pmt -Check	07/20/2026	17864	Michigan Automatic Sprinkler	Final- Installation of Irrigation System	586 Gift Purchases	-7,883.00
Bill Pmt -Check	07/20/2026	17865	Michigan Science Center	Kaboomistry Program	505 Library Materials	-428.28
Bill Pmt -Check	07/20/2026	17866	WASHTENAW COUNTY	Board of Review	400 Salem Twp Taxes R	-155.47
Bill Pmt -Check	07/20/2026	Online Pymt	Millennium Business	copier leases, PM, toner	585 Admin. Expenses \$507.13/505 Library Materials \$806.43	-1,313.56
Bill Pmt -Check	07/22/2026	AutoDeduct	DTE ENERGY	Electric	536 Facilities	-4,154.27
Bill Pmt -Check	07/22/2026	17867	FRIENDS OF THE SSLDL	June Sales	586 Gift Purchases	-920.58
Bill Pmt -Check	07/22/2026	17868	Michigan Science Center	Owl Pellet and Squid Dissection	505 Library Materials	-578.28
Check	07/27/2026	AutoDeduct	CONSUMERS ENERGY	Gas	536 Facilities	-265.31
Bill Pmt -Check	07/30/2026	17869	DEBORAH MROZ	Reimbursement for brick engraving	586 Gift Purchases	-40.00

Transactions July 2026

Bill Pmt -Check	07/30/2026	17870	Detroit Historical Society	Membership/magazines	505 Library Materials	-275.00
Bill Pmt -Check	07/30/2026	17871	Mutual of Omaha	Group Health	500 Personnel	-44.58
Bill Pmt -Check	07/30/2026	17872	OVERDRIVE, INC.	Ebooks	505 Library Materials	-4,396.10
Bill Pmt -Check	07/30/2026	17873	Shanita Richards	Pickling Workshop	505 Library Materials	-200.00
Bill Pmt -Check	07/30/2026	17874	THE LIBRARY NETWORK	OverDrive Plaform & Content Fee/Download Destination	505 Library Materials	-7,543.35
Pyrl	07/31/2026	17875	Payroll check	Payroll check	500 Personnel	-363.40
Liability Check	07/31/2026	EFTPS	HUNTINGTON BANK	Employee withholding	500 Personnel	-8,476.72
Liability Check	07/31/2026	AutoDeduct	MERS	Deferred Comp/3 pays	500 Personnel	-11,426.01
		17876-17891	August/used out of order			
Bill Pmt -Check	07/31/2026	17892	OCLC Inc.	Cloud Library	505 Library Materials	-313.59
Bill Pmt -Check	07/31/2026	17893	OVERDRIVE, INC.	Ebooks/aduio books	505 Library Materials	-2,836.13
Jul 26						

Salem-South Lyon District Library Vendor QuickReport

July 2026

Type	Date	Num	Memo	Cost Control Center	Amount
CARDMEMBER SERVICES					
Bill	07/10/2026		Amazon \$35.94 postcard for programs/\$96.70 Amazon for Teen Graphic/Library of Things \$102.11/Prusa \$521.37 for 3D printing/FSS fire alarm monitoring \$150.00/\$59.48 Dollar Tree, Michaels for Pride community Event/\$30.67 Amazon for paper cups/\$108.46 Meijer for Happy B'Day America/Amazon \$439.93 for SRP prizes/\$100.00 Michigan History/Advanced Water \$200 for salt/Amazon,Lowe's \$6.383 valves/4Imprint \$251.99 cotton tote bags/Constant Contact \$10.00	505 Library Materials \$883.14/600 Equipment \$521.37/536 Facilities \$416.83/585 Admin. Expenses \$352.14	2,173.48
Bill	07/31/2026	NP	Zoro Tools for 3/4" plumbing T	536 Facilities	20.02
Bill	07/31/2026	CB	Great Lakes Ace, LaMarsa, Busch's, Mojave,SL Hotel \$357.29 for SRP prizes/USPS \$7.90/Amaon 234.51 for Book Club kits,Audit fic, Lucky Day \$75.00 Witch's Hat for SRP	505 Library Materials \$666.80/585 Admin Expenses \$7.90	674.70
Bill	07/31/2026	LB	Amazon \$600.29 for Teen graphics, Library of Things, Lucky Day, Adult Graphic Novels/Dollar Tree \$25.50 for SRP/Library of MI \$35.00/education	505 Library Materials \$625.79/500 Personnel \$35.00	660.79
Bill	07/31/2026	AC	Amazon for dvds \$551.27/Notary Basic Education \$59.00/Kroger \$54.99 book club	505 Library Materials \$606.26/500 Personnel \$59.00	665.26
Bill	07/31/2026	Kasey	Supply Den for custodial	536 Facilities	481.21
Bill	07/31/2026	KH	Staples \$253.93/Advanced Water \$25.12/Amazon for Koala Care sanitary liners \$59.41/Library of MI \$35 for puppetry class/Waste Mgmt \$1575.18 quarterly/Kroger & Sarokis \$155.12/Michigan Stoarge barns \$3585.50 for deposit on shed	585 Admin. Expenses \$253.93/536 Facilities 1659.71/500 Personnel \$35.00/586 Gifts Purchase \$155.12/586 Gifts 3585.50	5,689.26
Bill	07/31/2026	MM	Elm USA \$537.99 for disc machine supplies, displays and holders/Demco \$1781.18 for carts/Amazon \$48.58 Amazon for bathroom supplies/\$47.48 Amazon for laminator sheets/Demco, Brodart, Amazon \$552.06 for bungee cords, labels, book tape, bags for library materials	536 Facilities \$2367.75/585 Admin. Expenses \$47.48/505 Library Materials \$552.06	2,967.29
Bill	07/31/2026	KM	Amazon \$29.36 for SRP beads \$9.97/safety glasses \$19.39/MCLS \$200 for cataloging class/Intuit \$3518.14/WSJ \$230.97	505 Library Materials \$240.94/500 Personnel \$200.00/600.5 Licensing \$3518.14 536 Facilities \$19.39	3,978.47
Bill	07/31/2026	TM	Amazon/Teen & J Fiction	505 Library Materials	180.22
Bill	07/31/2026	SS	\$586.80 for Amazon, GFS, Sam's Club, Meijer, Kroger, Barnes & Noble, Jet's for SRP programs (Ice Cream for Breakfast/Silent Disco party, Lego prizes)	505 Library Materials	586.80
Bill	07/31/2026	KC	Amazon, Prusa for audio video cables, 3 d printer pads, remote control, bluetooth speaker/Alohi fax \$17.99/Freemius for Independent Insights \$399.98	600.4 Technology equipment \$402.86/505 Library Materials \$17.99/600.5 Licensing \$399.98	820.83



Salem-South Lyon
District Library

August
2026

Staff Reports



Question of the Month:
Which is older, the carpet or Luke?



Adult Renovation Update:
Paint, carpet and fabric swatches!



Call Us
248-437-6431



Visit Us
<https://ssldl.info>

Library Director Report

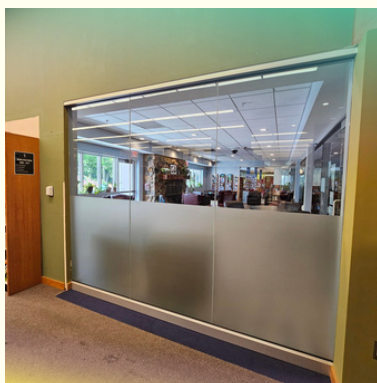
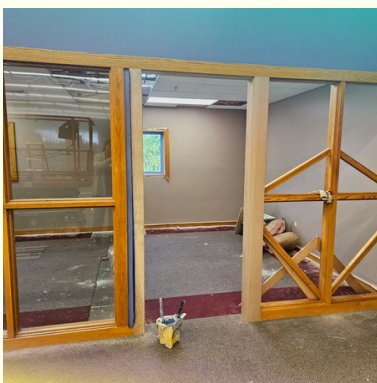
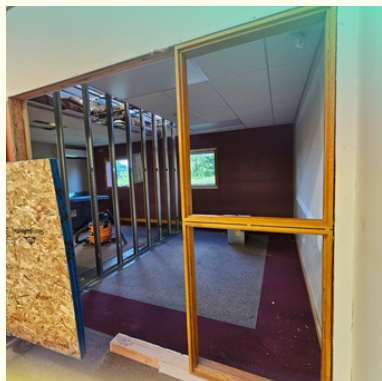
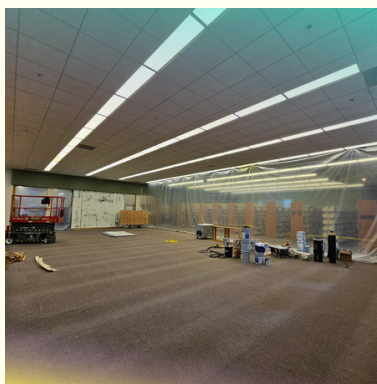
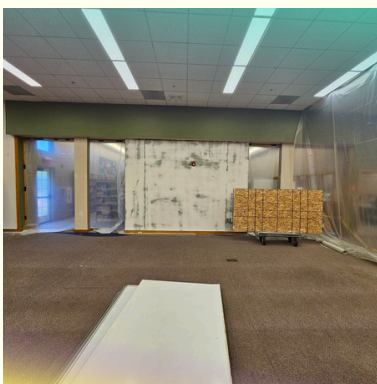
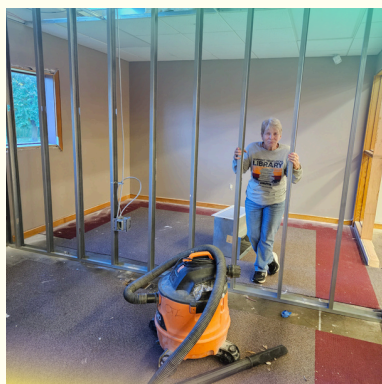
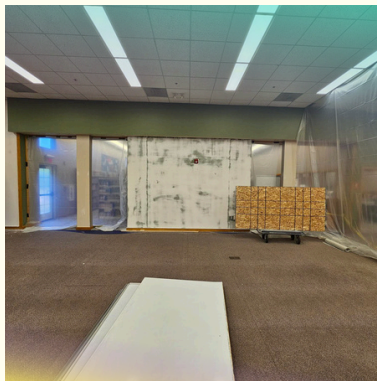
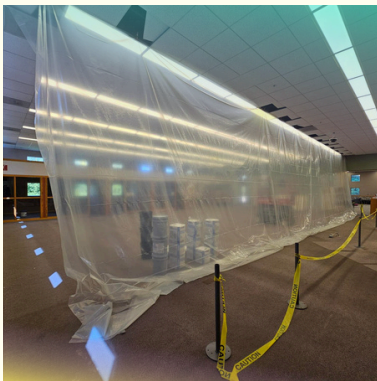
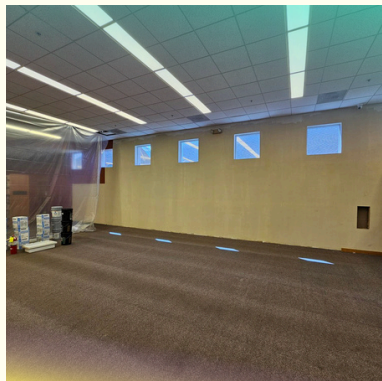
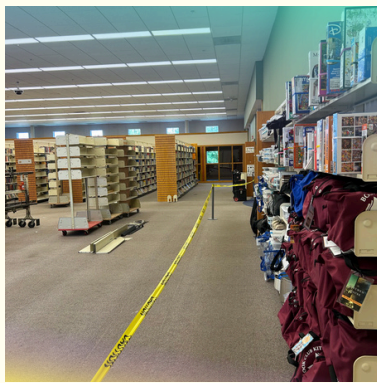
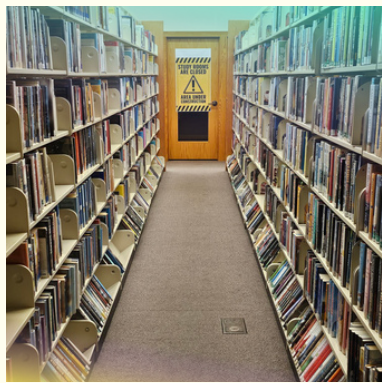
Adult Renovation

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.

Phase One of the Adult Renovation began on August 10. Library Design moved most the collection from the north-side of the Adult Department to the south-side of the department. A/V materials and large print are currently being displayed in the Meeting Room. The move went very well with minimal downtime to access to the collection. During Phase One, patrons have access to the Teen Department and Computer Lab via an aisle on the south-side of the department.

The week of August 17, Shaw Construction started demolition on Study Room 4. To prepare for the copier's new location, vinyl was installed for privacy on the fireplace room window. Painting and wallpaper removal began the week of August 24. In addition, a wall was constructed to split Study Room 4.

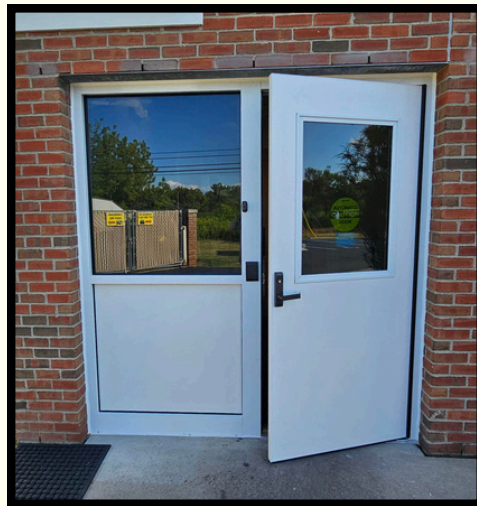


Budget Committee Recommendations to the Board of Trustees

In July, I applied for the Ralph C. Wilson, Jr. Foundation Grant to fund an AutoLend Kiosk. Unfortunately, the Foundation advised that they received a significantly higher volume of competitive requests than their current funding allows. They were unable to move forward with the request.

The Budget Committee met on August 24 and is recommending using the donation money from Jean Flack for the projector, screen and AutoLend Kiosk. The donation from Jean Flack was \$194,000. The projector and screen for the fireplace area is projected to cost \$45,000. The initial cost for the AutoLend Kiosk is \$62,500. The annual maintenance is \$4,500. We are projecting about \$20,000 to stock the kiosk with up to 228 items. The items will rotate on a quarterly basis. The remaining funds of \$62,000 will be used for future maintenance and materials for the kiosk. In honor of Jean Flack and her generous donation, I recommend calling it the Flack Lending Library. Each book in the kiosk would have a donation plate in memory of Jean.

New Staff Door and Operator Installation in August: The door and operator were installed mid-August. Staff and delivery people are thrilled with the new door!



Staff Updates

Norman Pratt resigned on August 9 and his last day working for the Library was Monday, August 24. We are thankful for his years of service and wish him well in his future endeavors. Mike Schram will be fulfilling his duties until a replacement is found. In addition, we have a staff member that is currently on FMLA until September 28. We have a team in place to redistribute her work until she returns.

Michigan Township Participating Plan Risk Reduction Grant Program

The Risk Reduction Grant Program offers funding for projects that prevent or mitigate damage to member-owned property. I would like to apply for the grant for bollards to increase safety and security for the building. Please see the attached quote and draft resolution for support.

Emergency Purchase: Goyette Mechanical Proposal for Chiller

Issues with the chiller started in July. For most of July and August, the Library only had one functioning chiller. After several service calls, Goyette determined there was a failed VFD for circuit 2 condenser fans. They provided us with two options to fix the situation:

- Investment for Proposed Project OEM Replacement Option: \$36,340.00
- Investment for Proposed Project Alternative Replacement Option: \$14,810.00

The part for the alternative replacement option is made to order and takes 14-16 weeks. The part will be installed in the spring, so the VFD can be properly tested. After discussion with the Board President, it was determined to be an emergency situation. I approved the quote for the proposed alternative replacement option for \$14,810.00 per Policy 804, Section 2, g. Support documentation is in the Board Packet.

Donation from Key Capture Energy



The Youth Department received a generous donation from Key Capture Energy for \$1,250 to sponsor the Halloween event this fall. Members of their staff will also attend and pass out candy to patrons during the event. In addition, they are pledging \$5,000 to the Library to support programs, services and community events. Part of this sponsorship will support the 2026 NLA Community Reads program. We are grateful for their sponsorship and fortunate to have their support as a community partner!

Audit FY 2025-2026



Kathy Hutchinson and Luke Brusstar have been working with Gabridge & Company to complete the audit for the 2025-2026 fiscal year. It is a tiring and time-consuming process. We appreciate all of their effort and hard work!

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

The dog days of summer are trying their best to hit the gardens hard. The rain has been slight and widely dispersed, almost a carbon copy of last year. Yet the gardens are looking the best I've seen them. Annuals are spreading wide and growing taller than years past. While in my garden this week, I noticed my Vinca's were almost a foot tall! Had no idea they could get that tall. The perennials have more flower buds and are blooming for a longer period of time.

Last year at this time, I was dragging hoses through my gardens 2 to 3 days a week to keep my plants alive. The beautiful, new sprinkler system is not just keeping them alive, its making them very happy! Thanks to all the library staff helping to maintain the sprinkler system!

Respectfully submitted,
Melanie Herbert

Adult Services

July Programming

July was a whirlwind of fun! Our three book clubs have been hopping with some great summer reads.

- **Paranormal Pages** read *Incidents Around the House* by Josh Malerman, just in time for the movie coming out this October, *Other Mommy*.
- **Cliffhangers** returned to a favorite author, Chris Pavone, with his recent book, *The Doorman*. In previous years, they have enjoyed *The Expats* and *The Travelers*.
- July marked a very special meeting of **The Something Different Book Club**! They discussed *In Order to Live* by Yeonmi Park, and they also threw a party! Long time member Gina had a milestone birthday, and Andrew surprised her with a birthday cake!

Other highlights this month included returning presenter, Corey Seeman, who gave a fascinating talk on the history of postcards. We also had the pleasure of hosting author Dr. Reuel Long, who spoke of his experiences as a MASH doctor in Vietnam.

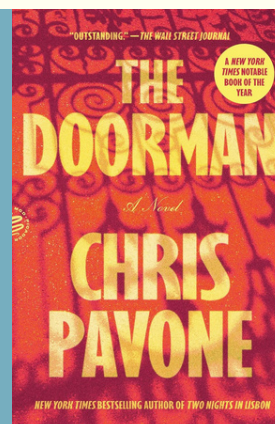


Gina's surprise book club birthday party!

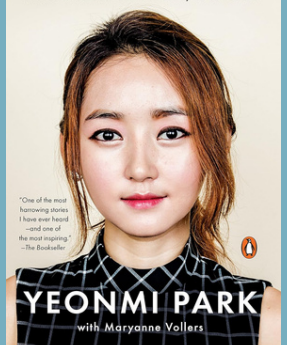


One of Karin's book club members painted a custom ceramic vase in honor of Cliffhangers!

July Book Clubs



In Order to Live
A North Korean Girl's Journey to Freedom



Adult Services



Raffle winners!
Jessy, Erin, and Ann!

Summer Reading Program

The Adult Summer Reading Program this year was challenge based:

- Let our game board pick your next read
- Read a book from the Book Challenge display
- Attend any library event or use any of our services
- Borrow a kit
- Participate in a literary program
- Complete the photo scavenger hunt

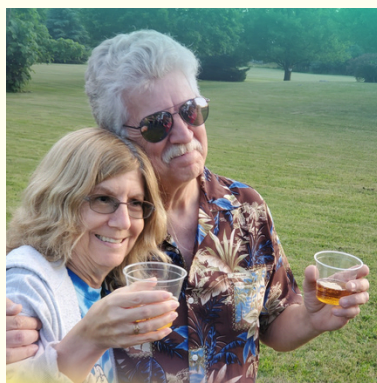
288 patrons participated! There was stiff competition for the raffles this year, as patrons vied to win one of the prize bundles Luke designed. There were **372 raffle entries!** The raffles included:

- Night on the Town (\$150 in gift cards to local restaurants)
- Grill Master Bundle
- Cricut Joy 2
- Witch's Hat Mug Club Membership
- LEGO Botanicals Bundle
- Kindle Paperwhite, Signature Edition

The best part of the summer was seeing the photos patrons sent in for the scavenger hunt, shown on the next two pages!

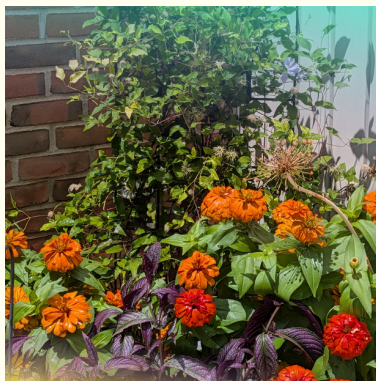
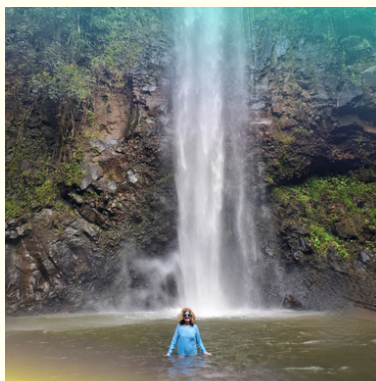


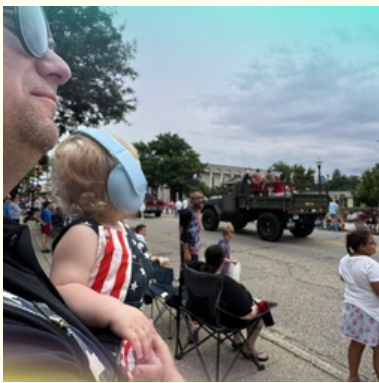
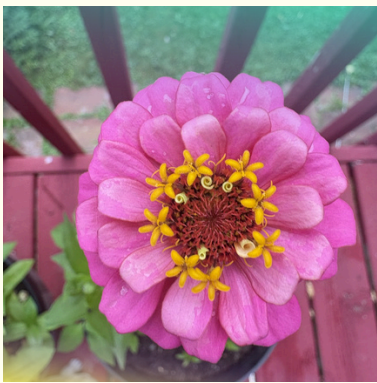
Our summer raffles, right before the drawing!



2026 Adult Summer Reading Program Photo Scavenger Hunt

Check out all of the fun our patrons had this summer!





Adult Services

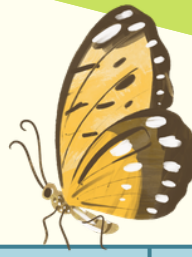
July Programs



Date	Program Name	Participants
7/1/2026	Tangled Tales Stitching Book Club	34
7/2/2026	Community Cares	9
7/6/2026	Paranormal Pages Book Club	9
7/7/2026	Needlework Group	4
7/9/2026	Beaded Fish: Adult Craft Night 	20
7/11/2026	Writer's Group	5
7/11/2026	Karate	4
7/13/2026	Cliffhangers Mystery Book Club	17
7/14/2026	Caregiver Support Group	1
7/14/2026	Wish You Were Here: Postcards	25
7/16/2026	Something Different Book Club	15
7/21/2026	Exercise with Ashley	2
7/22/2026	Wool Appliqué	8
7/25/2026	Karate	7
7/25/2026	MASH Doctor in Vietnam	26
Total		186



Adult Services Outreach



Date	Outreach	Participants
7/1/2026	Outreach Book Delivery	11
7/15/2026	Center for Active Adults Tech Talk	3
7/15/2026	Center for Active Adults Book Club	7
Total		21

Total of All Programs, Services, & Outreach:

560

Adult Summer Reading in Numbers

Notary & Sewing

Date	Services	Participants
7/1/2026	Notary Service	5
7/2/2026	Notary Service	2
7/2/2026	Sewing For You	4
7/9/2026	Sewing For You	7
7/23/2026	Sewing For You	6
7/27/2026	Notary Service	0
7/30/2026	Sewing For You	3
Total		27

Number of adult patrons who participated:

288

Number of entries in the six different raffles:

372

Most Popular Raffles

1. Night on the Town Bundle
2. Kindle Paperwhite
3. LEGO Botanicals Bundle



Youth & Teen Services



Youth Summer Programming



Building on the momentum of the Summer Reading kickoff, July programming continued to keep children, tweens, teens, and families engaged throughout the summer.

Programs offered a mix of literacy, educational, creative, and recreational experiences, with hands-on activities in science, art, music, robotics, and more.

Weekly Challenges and scavenger hunts provided additional in-house activities for ongoing participation and connection with the library.



July Highlights

- America's 250th was celebrated with a birthday bash featuring themed cupcakes, crafts, photo ops and games on the lawn.
- Live animal program with Legasea Reptarium which was hosted in the evening, outside in the amphitheater space off the patio.
- Ice Cream for Breakfast Day where everyone enjoyed a scoop of vanilla ice cream and had the opportunity to top their treat with a variety of breakfast cereals.

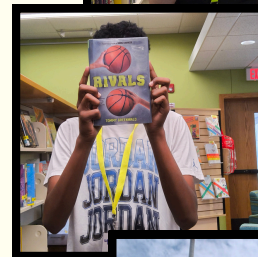
Youth & Teen Services

Summer Leadership Program

Our Summer Leadership Program returned for its second year with 35 middle and high school students participating. Their impact was felt in a big way this summer.

- Spent 422 hours helping at the library over 7 weeks.
- Helped to register 748 elementary kids and 112 middle school students for summer reading.
- Assisted with and documented 40 library programs attended by over 1,400 people.
- Captured more than 1,200 photos, many of which have been highlighted on the library's Facebook and Instagram pages all summer long.

Through the program the students strengthened skills in creativity, communication, problem-solving, teamwork, and professionalism through hands-on library activities. They also developed greater confidence, audience awareness, adaptability, and attention to detail.



Youth & Teen Services

YOUTH STORYTIMES AND EARLY LITERACY	PROGRAM DATE	# OF ATTENDEES
Story Shorts	7/2/2026	11
Family Fun Storytime	7/7/2026	7
Story Shorts	7/9/2026	10
Family Fun Storytime	7/14/2026	46
Story Shorts	7/16/2026	11
Patio Play	7/21/2026	43
Story Shorts	7/23/2026	15
Family Fun Storytime	7/28/2026	36
YOUTH AND TWEEN PROGRAMS (AGES 6-12)		
Robot Day	7/1/2026	18
Happy Birthday America	7/2/2026	60
Beaches, Books and Boogie-ing	7/6/2026	9
From Music to Masterpiece	7/7/2026	20
Legasea Reptarium	7/8/2026	95
Kid Librarian	7/10/2026	2
Saturday Lego Club	7/11/2026	17
Drummunity	7/14/2026	70
Flinging Things	7/16/2026	27

SRP by the Numbers:
(June 16 - August 1)



Youth, Tween & Teen SRP
860



Weekly Challenge Engagements
430

Youth & Teen Services

Programs
Offered

47



Total Program
Attendance

1,955



YOUTH AND TWEEN PROGRAMS (AGES 6-12) - CONTINUED	PROGRAM DATE	INTERACTIONS
Ice Cream for Breakfast	7/17/2026	120
Kid Librarian	7/17/2026	2
Pasta Book Club Jr	7/20/2026	9
Chess Club	7/21/2026	22
Kaboomistry	7/23/2026	73
Parent Child Drawing Workshop	7/28/2026	8
Dissection Day Owl Pellets	7/29/2026	30
Dissection Day Squid (2 sessions)	7/29/2026	36
Saturday Lego Club	7/30/2026	72
Kid Librarian	7/31/2026	3
TEEN PROGRAMS (GRADES 6-12)		
Hide and Go Seek	7/17/2026	16
MI Lib Quest	7/21/2026	6
Academic Databases	7/29/2026	canceled
Summer Leadership Wrap Up	7/31/2026	16
Teen Book Boxes	June/July	53

Youth & Teen Services

Scavenger Hunts

905



Nerf & Ice Cream for Breakfast tied for the highest individual program attendance (excluding Kick-off)

120 each



PASSIVE PROGRAMMING (Youth & Teen Depts)

PROGRAM DATE

INTERACTIONS

1,000 Books Before Kindergarten: Completed

1

Weekly Challenge: Pixel Art

7/6 - 7/11

60

Weekly Challenge: Origami Book Corners

7/13 - 7/18

70

Weekly Challenge: Pipe Cleaner People (kits)

7/20 - 7/25

75

Weekly Challenge: Egg Carton Jelly Fish

7/ 27 - 8/1

85

Youth Scavenger Hunt (monthly)

400

Tween Scavenger Hunt (July)

80

Interactive Poster (teen): Summer Playlist Suggestions (July)

42

JULY TOTALS

(ATTENDANCE + INTERACTIONS)

1,776

Processing

July 2026 Tally

- 586 new items were added to the collection
- 198 repairs were made to existing items
- 443 items were withdrawn to make room for new materials
- In total, we handled 1,425 items!



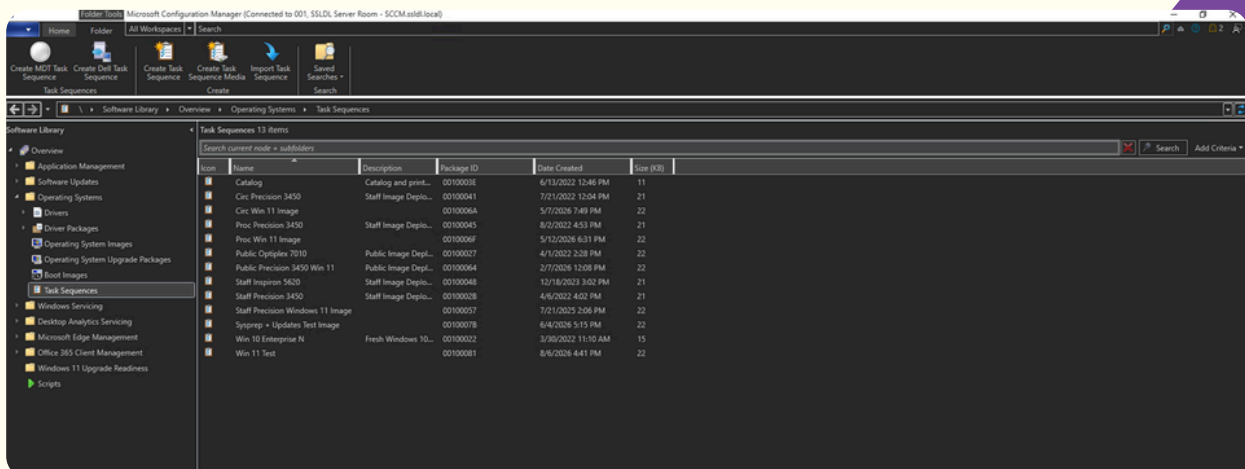
Inventory Project

We are hard at work on the annual summer inventory project! So far we have surveyed 26,517 items and fixed 431 total issues of various types. Look forward to the full report soon!



Information Technology

- The Tech Department scheduled 15 one-on-one tech appointments in July and had 4 drop in appointments.
- Notable one-on-one: Worked with a patron looking to identify the differences between network technologies as they are concerned about switching off of dial-up to either fiber internet or an over the air solution. We were able to provide all of the information that they were looking for and they said that they felt they were able to make an informed decision. We had nine 3D print requests this month
- We had 11 3D print requests in July
- We had 1 poster print request in July
- Started preparing for the technology teardown in the adult department and study rooms for the construction.
- Due to changes with how we image our computers, We can no longer capture images with pre-installed software that will function with our imaging server. We are currently exploring
- We met with our website vendor WalkOne to look at new features that they have been working on for other libraries and discuss any changes that we might need help with.



Facilities and Maintenance

Highlights

- New Preventative Maintenance agreement signed with Goyette
- A quote to repair the burners on the boiler has been signed and the parts are on order
- Mastercraft Plumbing has replaced the boiler pump flanges have been replaced
- A leaky hot water vent has been identified and should be replaced as part fall PM service
- The stage 2 fan VFD drive on the chiller was been bi-passed and replace VFD drive has been ordered. It should arrive in 14-16 weeks.
- Goyette identified a leaky high pressure chiller valve has been identified and replaced
- Generator – Cummins installed a new start safety switch and the generator is running normally
- Flashing, grading and inside caulking have been installed to complete the repair of the youth foundation. This has appeared to stop the leaking.
- Mastercraft Plumbing installed a new well sample valve. This was required by the Washtenaw Health Department.
- Roof nail pops in the pavilion have been replaced and the shingles resealed.
- Fire Alarm Testing
- Falcon Fire Protection inspected and approved our fire suppression system
- Underwood Fire tested and approved the fire pump
- Radar Security Systems will be testing our alarm system in a few weeks.
- Assisted with removal of furniture from the Adult Department. The furniture was donated to the South Lyon schools.

Respectfully submitted by Norman Pratt

Circulation

Foot Traffic in the Library

- **5,759** patrons visited us in the building
- **5** patrons utilized locker pickups
- **32** drive-up window pickups were facilitated

Books Sent & Received

- **724** of our books were pulled for our patrons.
- **1,581** of our books were sent to other TLN libraries.
- **2,185** books from other TLN libraries were requested by our patrons

July updates

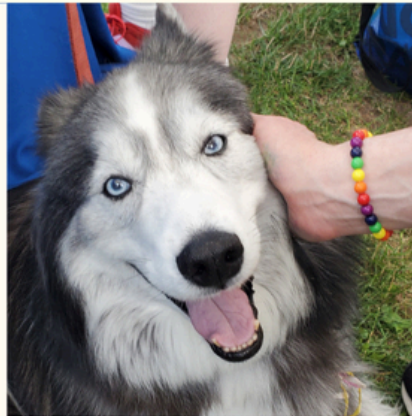
- **New shelver!** Alyssa has joined the crew. She's a hard worker and is already doing a great job.
- We continue to streamline and organize. With shelver input, we rearranged the TBS (to-be-shelved) shelves in order to make the reshelving process as efficient as possible.
- Exciting changes are coming to the way interlibrary loans are processed! We're learning and prepping for this.

Marketing

Pride in the Park

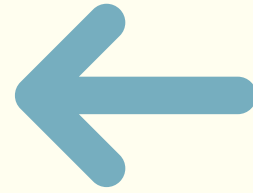


We had a booth right next to Lyon Township Library's and had so much fun at Pride in the Park! Patrons were super excited to learn that they could use both cards at both libraries. We took stickers, magnets and pins, which were all well received. We also had a craft set up with library-branded bags for patrons to paint with colorful dyes. The craft was a big hit and 37 people made bags to take home. Next time we'll bring a second work table so people don't have to wait in line.



Marketing

Social Media Highlights



Bennett finished
1,000 books before
kindergarten!



Teen volunteers were a
huge part of summer
programs!



Marketing

New Directions

The geocache that was placed at the library years ago was no longer being maintained by the owner so we had that one archived and replaced with our entry. The new location is more intuitive for chachers to find and the first find was logged within minutes of opening on the day after the listing went live. We hope it continues to bring new traffic to the library.

Mascot Hunt



We received thirty-four submissions to our mascot search contest. The next step will be narrowing down the contenders and choosing a winner. Patrons had fun engaging with this and we got some very detailed entries!

Respectfully Submitted by
Candy Mahoney



The Month in Photos



Silliness at Drummunity



Teen leaders helped at Happy Birthday America.



The Legasea Reptarium program was full-scale fun!

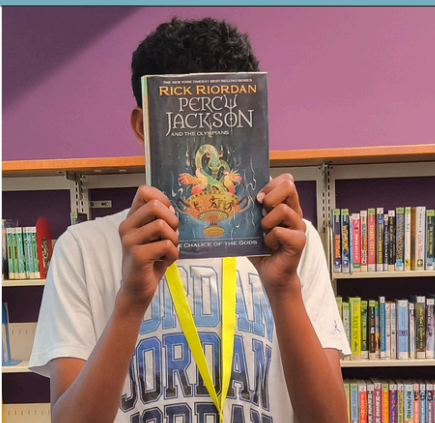


Music to Masterpiece struck a chord.

JULY
2026



Robot day fascinated young friends.



Teen leaders shared title suggestions.



Little ones enjoyed story times.



Tweens enjoyed the scavenger hunt.



Overheard in the Library!

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

A HUGE thank you to Kevin for all his hard work on making the locker and drive-up window so friendly for both the patrons AND staff. It looks great and it will prevent so many hassles!



Submitted By: Candy Mahoney

Submission Time: 7/2/2026 11:24 AM

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

Kudos to Luke for his amazing collection development skills! A patron drove all the way from Dearborn Heights to pick up a teen graphic novel [since it was new], and we are the ONLY library in TLN that owns it.

Submitted By: Kathy Merucci

Submission Time: 7/13/2026 10:27 AM

Andrew Calvetti has been recognized for the R-Best value of Respect. Here's what they did:

Andrew has outdone himself. One of his book club regulars had a milestone birthday, so he turned the July book club meeting into a birthday party. :) The patron was VERY amused!

Submitted By: Cecile Bosshard

Submission Time: 7/16/2026 6:26 PM

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

Mackenzie and Alyssa are so awesome! They very kindly pivoted from their shelving work to help out in a different part of the library! Thank you for being so flexible and willing to help! :)

Submitted By: Cecile Bosshard

Submission Time: 7/16/2026 6:12 PM



Overheard in the Library!

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

Many, many thanks to Gwen for always going above and beyond to cover reference shifts when we need you! Summer is such a busy time, and your flexibility and willingness to help whenever needed has helped keep the wheels on the bus! You're awesome!!!

Submitted By: Cecile Bosshard

Submission Time: 7/22/2026 9:12 AM

Marketing: I'm leaving a message here to applaud the person who is now doing your social media. The photos, the content, and the frequency have greatly improved and it shows. Keep it up!

Lisa S.

Sent from AOL on Android

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

Thank you to Eli for filling in last minute at circulation while she was already doing work in the youth department! You rock!

Submitted By: Gwen Hutchinson

Submission Time: 7/30/2026 5:41 PM

Overheard in the Library!



To: All Staff <allstaff@ssldl.info>

Subject: An R-Best has been submitted for Sophia, Mackenzie, and Nathan

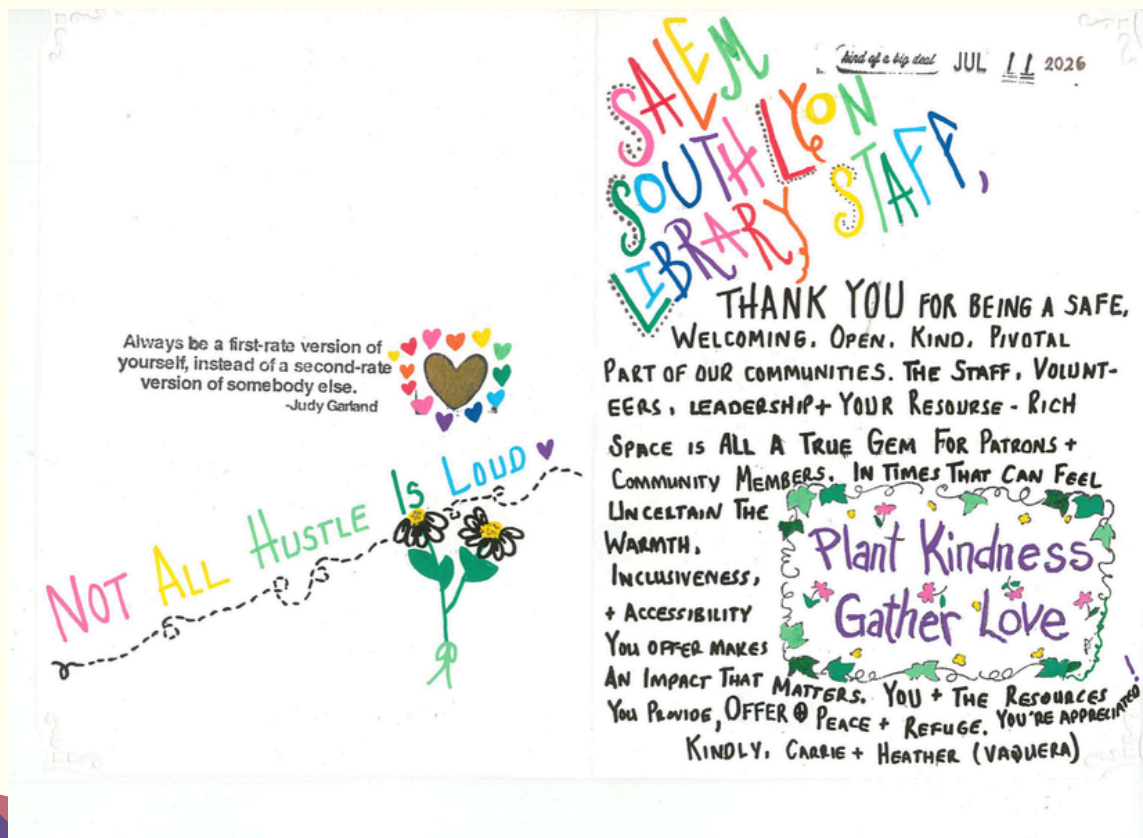
Sophia, Mackenzie, and Nathan has been recognized for the R-Best value of Outstanding Service. Here's what they did:

Thank you SO MUCH to Sophia, Mackenzie, and Nathan for their years of service to the library! You guys are awesome and we'll miss you so much!

Submitted By: Cecile Bosshard

Submission Time: 8/18/2026 3:22 PM

Overheard in the Library!



RESOLUTION APPROVING GRANT APPLICATION/PURCHASE OF BOLLARDS

Salem-South Lyon District Library
Counties of Oakland and Washtenaw

Minutes of a regular meeting of the Board of Trustees of the Salem-South Lyon District Library, Counties of Oakland and Washtenaw, State of Michigan, held in the Salem-South Lyon District Library on the 31st day of August 2026 at 7:00 PM, prevailing Eastern Time.

PRESENT:

ABSENT:

The following preamble and resolution were offered by Trustee _____ and supported by Trustee _____.

WHEREAS, in accordance with the Trustee By-laws, there has been presented to the Board of Trustees of the Salem-South Lyon District Library (the "District Library") the proposed budget for bollards via the Michigan Township Participating Plan (Par Plan) Risk Reduction Grant Program; and

WHEREAS, the Salem-South Lyon District Library, being a member in good standing of Par Plan since 1988; and

WHEREAS, the Salem-South Lyon District Library seeks funding assistance to apply effective risk management and loss control techniques and public safety enhancements.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Library Director of the Salem-South Lyon District Library is authorized and directed to submit this grant application and proposed budget for bollards to the Michigan Township Participating Plan – RRGP Administrator by the application deadline of September 15, 2026.
2. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same hereby are rescinded.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

Secretary, Board of Trustees
Salem-South Lyon District Library
Counties of Oakland and Washtenaw
State of Michigan

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Salem-South Lyon District Library , Counties of Oakland and Washtenaw, Michigan, at a regular Meeting held on August 31, 2026, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Secretary, Board of Trustees
Salem-South Lyon District Library
Counties of Oakland and Washtenaw
State of Michigan

Re: Planters/Bollards

From Kevin Burkhart <kevin@jmvlandscaping.com>

Date Wed 3/11/2026 5:43 PM

To Kathy Merucci <kmerucci@ssldl.info>

 1 attachment (6 MB)

Bollard Covers.pdf;

Hi Kathy

I have attached some spec. sheets for the planter/bollard we spoke about earlier. They are supposed to be sending me a quote in hope to as of right now a super rough estimate would be between \$5000-\$7000. For the project materials and labor. As soon as I get a quote for the planters I will give you a better estimate and then obviously put together a formal quote. I will look into some other options as well. Have a great evening.

Thank you
Kevin

Gloss
Red

Gloss
Tangerine

Gloss
Saffron



On Tue, Mar 10, 2026 at 3:48 PM Kathy Merucci <kmerucci@ssldl.info> wrote:

Hi Kevin,

I am applying for a grant to add protective bollards to the outside of the library. Attached are some planters that we found that would look nice, but might not be heavy enough. Do you have any suggestions, or do you have a supplier that you could purchase some from and install at the library? We were thinking about 2 large square planters to place near the front door and a rectangular planter for the front apron. I added the locations to the photos.

If this is something that you could supply and install, can you please provide a quote? I will need a quote by Thursday night. I am sorry for the short notice! Thank you for your help.

Regards,

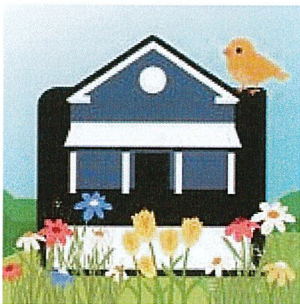
Kathy Merucci

Director, Salem-South Lyon District Library

[9800 Pontiac Trail, South Lyon, MI 48178](https://www.ssldl.info)

248.437.6431 x205

www.ssldl.info SSLDL 097 / zv312





2027 BOARD MEETINGS

January 4, 2027, 7 p.m.

January 25, 2027, 7 p.m.

February 22, 2027, 7 p.m.

March 29, 2027, 7 p.m.

April 26, 2027, 7 p.m.

May 24, 2027, 7 p.m. (Special Budget Meeting)

June 28, 2027, 7 p.m.

July 26, 2027, 7 p.m.

August 30, 2027, 7 p.m.

September 27, 2027, 7 p.m.

October 25, 2027, 7 p.m.

November 29, 2027, 7 p.m.

No Meeting in December 2027

January 3, 2028, 7 p.m.

2027 CLOSURES

Friday, January 1, 2027, New Year's Day

Wednesday, January 13, 2027, Staff In-Service 9:00 AM – 2:00 PM

Saturday, May 29, & Monday, May 31, 2027, Memorial Day

Saturday, July 3, 2027, and Monday July 5, 2027, Independence Day



**Salem-South Lyon
District Library**

9800 Pontiac Trail, South Lyon, MI 48178

Ph. 248-437-6431

Fax. 248-437-6593

Web. www.ssldl.info

Saturday, September 4 & Monday, September 6 & Tuesday, September 7, 2027, for

Labor Day

Wednesday, September 8 & Thursday, September 9, 2027, for Building Maintenance

Wednesday, November 24, 2027 (early closure at 5 p.m.)

Thursday, November 25, & Friday, November 26, 2027, Thanksgiving

Friday, Dec. 24, & Saturday, Dec. 25, 2027, Christmas

Friday, December 31, 2027, New Year's Eve

2027 LIBRARY HOURS

Monday – Thursday 9 AM – 8 PM*

Friday & Saturday 10 AM – 5 PM

Sunday – Closed

*The Library is open 9 AM – 8 PM Monday to Thursday from Labor Day to the end of the school year on June 18, 2027.

*Summer Hours are 9 AM – 7 PM Monday to Thursday from June 21 – September 9, 2027.

International Library Services, LLC

105 Pinnacle Point
Scottsboro AL 35769
256-651-4229



Confidential Quote

prepared June 11, 2026

* expires Aug. 11, 2026

Prepared For:

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

Description	Qty	Unit price	Total price
AutoLend Vending Kiosk (standard configuration)	1	\$62,500.00	\$62,500.00
* includes freight, initial on-site installation and training, and vinyl wrap	1	\$0.00	\$0.00
			\$0.00
			\$0.00

Notes:

Leasing Estimate from Republic First National Attached

Subtotal **\$62,500.00**

Adjustments **\$0.00**

\$62,500.00

Additional Included Features:

Access Model: 24/7 fully automated

Installation: Indoors or Outdoors (must have protective overhang if outside)

Power: Single 110-220v and 60/50Hz outlet

Network: Supports WiFi and wired Ethernet

Dimensions: 102" W x 41" D x 72" H per cabinet

Material Types: Hardcover Fiction, Juvenile, Children's Picture, paperback, DVD/Game/Audiobook, Hotspots, Laptops

Slot Size: 2" W x 10.5" D x 10.5" H ; 1" W x 10.5" D x 10.5" H

Standard Size holds up to 228 items

Full Touchscreen

ADA compliant material slots, display, and patron interface.

Thermal Receipt Printer and or Email notification

Active device monitoring with staff email notifications

Simple patron and staff interaction with easy to use, Active screen directions

Quote Terms and Conditions:

Quote valid for 60 days from date of Quote. Pricing does not include applicable taxes if any.

Payment terms: 50% due with PO/Invoice and 50% due upon Delivery & Installation

Maintenance cost for year 1 is included

Annual Maintenance cost after year 1: \$4,500 annually (reduced from \$6,250).

Delivery, Installation & Training completed within 4-6 weeks from date of Purchase Order

Quote Acceptance:

Signed by:

Date Signed:

RE: Chiller VFD replacement

From Jacob Mudge <jmudge@goyette-mechanical.com>

Date Tue 8/18/2026 9:41 AM

To Norman Pratt <npratt@ssldl.info>

Cc Kathy Merucci <kmerucci@ssldl.info>; Kathy Hutchinson <khutchinson@ssldl.info>; Maintenance Department <maintenancedepartment@ssldl.info>

I will get this going. Also, this will be installed during the spring so we can properly commission the VFD. This is a made to order part and is 14-16 weeks out.

Jacob Mudge
Goyette Mechanical
HVAC Controls Manager
(810) 742-8530 EXT. 3343
(810) 265-3981

From: Norman Pratt <npratt@ssldl.info>

Sent: Tuesday, August 18, 2026 7:44 AM

To: Jacob Mudge <jmudge@goyette-mechanical.com>

Cc: Kathy Merucci <kmerucci@ssldl.info>; Kathy Hutchinson <khutchinson@ssldl.info>; Maintenance Department <maintenancedepartment@ssldl.info>

Subject: Re: Chiller VFD replacement

CAUTION: EXTERNAL SENDER

This is from an external sender.

Be careful opening any attachments, clicking on links, or replying to the message.

Hello Jacob,

Attached is a signed quote to repair the VFD on the Chiller.

If there are any issues, please let us know. Norm

From: Jacob Mudge <jmudge@goyette-mechanical.com>

Sent: Wednesday, August 12, 2026 1:53 PM

To: Norman Pratt <npratt@ssldl.info>

Subject: Chiller VFD replacement

Hi Norm, here is the quote to replace the failed VFD for circuit 2 condenser fans. Please let me know if you have any questions

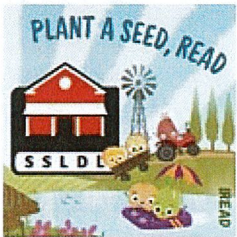
Jacob Mudge
Goyette Mechanical
HVAC Controls Manager
(810) 742-8530 EXT. 3343
(810) 265-3981

Re: Chiller VFD replacement

From Kathy Merucci <kmerucci@ssldl.info>
Date Mon 8/17/2026 2:26 PM
To Norman Pratt <npratt@ssldl.info>
Cc Kathy Hutchinson <khutchinson@ssldl.info>

 1 attachment (809 KB)
Goyette_Alt Option.pdf;

Hi Norm,
I spoke with Denise. She advised that this is an emergency situation, and I can approve the quote for the alternative option of \$14,810. I attached the signed proposal. Thank you!



Regards,
Kathy Merucci
Director, Salem-South Lyon District Library
9800 Pontiac Trail, South Lyon, MI 48178
248.437.6431 x205
www.ssldl.info SSLDL 097 / zv312

From: Norman Pratt <npratt@ssldl.info>
Sent: Thursday, August 13, 2026 9:49 AM
To: Kathy Hutchinson <khutchinson@ssldl.info>; Kathy Merucci <kmerucci@ssldl.info>
Subject: Fw: Chiller VFD replacement

Hello Kathy,
This should have the quote attached if it doesn't, please let me know.

Norm

Get [Outlook for Android](#)

From: Jacob Mudge <jmudge@goyettemechanical.com>

Sent: Wednesday, August 12, 2026 1:53:51 PM

To: Norman Pratt <npratt@ssldl.info>

Subject: Chiller VFD replacement

Hi Norm, here is the quote to replace the failed VFD for circuit 2 condenser fans. Please let me know if you have any questions

Jacob Mudge

Goyette Mechanical

HVAC Controls Manager

(810) 742-8530 EXT. 3343

(810) 265-3981

Date: 8-12-2026

Attn: Norman Pratt

Email: Npratt@ssldl.info

Customer Name: Salem South Lyon District Library

Address: 9800 Pontiac Trail South Lyon, MI 48178

Re: Chiller Circuit 2 Condenser Fan VFD Replacement

Our price will include the following:

- Isolate main power to failed obsolete condenser fan VFD, lock-out and tag-out for replacement
- Furnish and install (1) new replacement VFD
- Make any mounting changes and low voltage/high voltage wiring changes as necessary
- Setup variable frequency drive using factory installed displays upon completion
- Commission drive operation upon completion
- Utilize all existing wiring where applicable, high voltage, speed reference wiring, and status wiring

Investment for Proposed Project OEM Replacement Option: \$36,340.00

Investment for Proposed Project Alternative Replacement Option: \$14,810.00

For the alternative we will need to make custom brackets to hold the new VFD enclosure, this may need to be mounted on the side of the chiller frame.

Exclusions: Asbestos Removal • Overtime • Plan Review and Professional Fees • Items not indicated above will be proposed and approved prior to work being performed.

ACCEPTANCE: The prices, specifications and conditions are respectfully submitted, found to be satisfactory and are accepted. You are authorized to do the work as specified. Payment will be made as outlined below. **GOYETTE MECHANICAL CO., INC.**

Accepted By: Kathy Newca

Date: 8-17-26

In reference to the above-mentioned project, our price includes all supervision, labor, permit, materials, tools, and equipment required for a complete scope. **Goyette Mechanical reserves the right to make reasonable changes to the contract between the parties.**

Terms and Conditions: All material is guaranteed to be as specified. All work is to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from specifications involving extra costs will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents, or delays beyond our control.

Goyette Mechanical reserves the right to make reasonable changes to the contract between parties. Goyette Mechanical is requesting a copy of the building Asbestos and lead survey upon quote approval. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

With acceptance of this proposal, customer acknowledges terms of warranty. Warranty information is available upon request.

This Proposal may be withdrawn if not accepted within 14 days of date listed above.

Project Financing options are available, quick, & easy to apply. Click link below

[Finance Quote / Application](#)

PAYMENT TERMS: Net 30 with Approved Credit. A 3% charge is added to credit card payments.

Page 1 of 1

Policy 804: Expenditure

Reviewed: 8/14/2025

Revised: 8/14/2025

Approved: 8/25/2025

Authority and responsibility for procurement for SSLDL shall be under the direction of the Library Director. The Director shall oversee all purchasing activity of designated staff members.

The general purchasing policy of SSLDL shall be as follows:

1. Professional Services: The Board recognizes that legal, accounting, actuarial, auditing and other professional services do not lend themselves to normal procurement methods such as competitive bidding; the Board may use any method deemed appropriate to select firms to render these services.
2. Other acquisitions of goods and services: Generally, vendor selection methods are divided into the following levels:
 - a. All purchases with an estimated total cost of \$20,000 or more require formal competitive sealed bids. The bids shall be awarded by the Library Board of Trustees. All sealed solicitations shall be advertised publicly at least fourteen days in advance of the date announced for the opening bid unless limitations prohibit.
 - b. All purchases with an estimated total cost between \$10,000 and \$20,000 require written quotations from at least three prospective bidders, if available. The project/or purchase must be approved by the Board of Trustees.
 - c. All purchases under \$10,000 are to be purchased using the best judgment of the Director or designated purchasing agent as to source of supply based on the best available information which may include quotations, either in person, telephone, fax, or written, from at least three prospective bidders, if available.
 - d. All purchases made under a cooperative program or through a pre-selected vendor that has already completed the bidding process is exempt from this policy.
 - e. All purchases must be contained within the budget approved by the Library Board of Trustees. Any purchase not contained within the budget must go to the Board for approval.
 - f. The competitive bidding process may be waived at the Board's discretion when there is only one known supplier or a predetermined list.
 - g. When there exists a threat to public, health, safety, or welfare, the Library may make emergency procurement, following established procedures as much as is practical under the circumstances. A written justification of the nature of the emergency and for the selection of the particular vendor shall be submitted to the Board of Trustees and shall become part of the record for that purchase.

Policy cross-referenced: 301

Policy 212: Dress Code

Reviewed: 2/18/2026

Revised: 4/21/2025

Approved: 4/28/2025

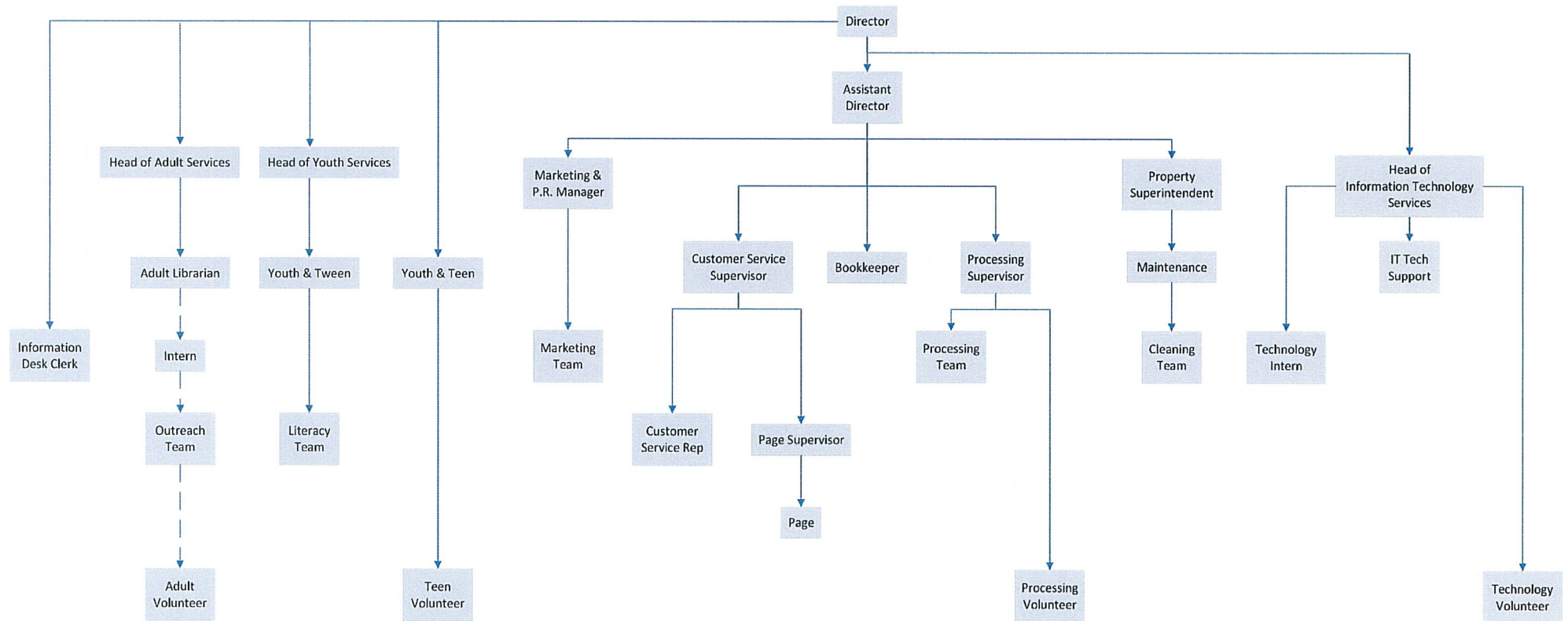
Staff are expected to present a professional image to customers at all times. Acceptable personal appearance is an ongoing requirement of employment at SSLDL.

Policy 300: Organizational Structure

Reviewed: 5/4/2026

Revised: 5/4/2026

Approved: 5/18/2026



Policy 402: Gifts
Reviewed: 5/4/2026
Revised: 5/4/2026
Approved: 5/18/2026

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

Donations

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

A. Materials

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

B. Equipment/Furniture

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

C. Art

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

D. Landscaping

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

Appraisals for Public Library Gifts

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

Policy 403: Public Relations

Reviewed: 4/21/2025

Revised: 4/21/2025

Approved: 4/28/2025

To ensure that the public receives consistent and accurate information about Library policies, procedures, programs and services, and to ensure that the best possible image of the Library is presented to the public, the following public relations policy has been developed.

1. All contacts with the media will be arranged for the Library by the Director, the Director's designee, or the Board President. All media communication designed to speak officially for the Library, requires the prior approval of the Director or the Board President. If needed the Board of Trustees may designate additional representatives to speak on behalf of the board in special circumstances.
2. The Director will ensure that promotional and informational materials produced by the Library are accurate and meet high standards of quality.
3. In emergency situations or closings, official statements to the public and media will be made by the Director, Assistant Director or the Board President.
4. If it is necessary for Library staff to provide the public with information related to Library business or policy, the Library Director or designated personnel will inform staff what is to be said or distributed.

Policy 404: Risk Control - Contract Services

Reviewed: 8/14/2025

Revised: 8/14/2025

Approved: 8/25/2025

SSLDL will attempt to remove or limit its liability when contracting service from outside providers.

1. The Library will attempt to ensure that all contracts for service are in written format and that each separate contract contains a "hold harmless clause" that indemnifies the Library from any and all liability, injuries and/or damages caused by the service provider.

Example: I agree to hold harmless SSLDL from any liability that may arise.

2. Certificates of insurance shall be requested from all service providers upon contract initiation or at renewal. The Library should be named as an additional insured party in all contracts.

Policy 406: Parking Lot and Surrounding Area

Reviewed: 8/14/2025

Revised: 8/13/2024

Approved: 8/26/2024

1. The Library provides motor vehicle parking for staff and visitors. Reasonable efforts have been made to provide convenient parking in proximity to the building; however, the Library does not guarantee the availability of parking space at any particular time.
2. Parking is allowed in designated spaces only, unless additional space is opened up during large events. Vehicles may not be parked on the lawn, in the fire lanes, etc. Vehicles may not be double-parked. Vehicles parked in handicap parking spaces should display a state approved handicap sign in the rear-view mirror of the vehicle or a state approved handicap license plate
3. Vehicle repairs of any kind, except for those that are immediately needed to remove the vehicle from the property, are prohibited.
4. At the discretion of the Library Director and/or designee, any vehicle on Library property that does not have a license plate, has been parked for over 24 consecutive hours, poses a safety hazard, or impedes upon a restricted parking area may be immediately removed at the owner's expense.
5. The Library does not assume responsibility for damage to any vehicle, or for lost articles or property resulting from theft. The patron fully assumes all risk and responsibility for protecting a vehicle and its contents from theft or any other loss or damage.

Policy 409.0 ADA Compliance (Americans with Disabilities Act)

Reviewed: 8/14/2025

Revised: 8/14/2025

Approved: 8/25/2025

SSLDL is subject to the provision of the Americans with Disabilities Act (ADA) of 1992, and the Michigan Handicappers Civil Rights Act.

The Library does not discriminate on the basis of disability in admission or access to programs or activities, or in Library employment policies and practices. Reasonable accommodations will be made upon request from either the public or employees.

Individuals needing special auxiliary aids or services for access to Library programs and meetings should contact the Library at least one week in advance of the program/meeting in order that appropriate arrangements can be made.

Policy 410.1: Animals on Library Grounds

Reviewed: 8/14/2025

Revised: 10/4/2012

Approved: 10/29/2012

1. Animals are prohibited in the Library except for service animals and those used for Library programs. Any animal that poses a direct threat to the health or safety of other Library guests (human or animal) will be asked to leave.
2. All animals on Library grounds or in vehicles are the responsibility of the owners.
3. All animals outside of vehicles on Library grounds must be on a leash, harness, or tether and controlled by the owner.
4. All animal owners must clean up after their pets.
5. The Library will not be held liable for any animals that bite or attack any individual while on Library premises.
6. The Library is not responsible for any animals that may be injured on Library grounds.

Policy 410.2: Soliciting & Petitioning

Reviewed: 8/14/2025

Revised: 10/14/2024

Approved: 10/28/2024

To comply with the First Amendment, the Library allows petitioning, soliciting, and/or distribution of literature, or similar types of appeals, by members of the public in the following manner while on Library Grounds:

- A. Groups/individuals shall not obstruct or prevent the public or staff in any way from entering or leaving the Library or parking lot, from utilizing the Library grounds, including any bench, sitting area, or Library garden. Access to any ingress or egress shall not be impeded or blocked.
- B. Solicitation/petitioning must be outside and kept 100 feet from all Library entrances.
- C. Groups/individuals must make arrangements, at their expense, for the disposal of any of their leaflets, pamphlets, handbills, articles, circulations, advertising, etc. that they do not use or is unwanted by the public. All such materials must be removed from the exterior of the Library at the close of each day. Costs will be assessed to the group/individual for any clean-up the Library has to incur because of their activity. Such materials containing any obscene or illegal content will not be permitted at any time.
- D. Groups/individuals shall not create loud and disturbing noises, including but not limited to the use of loud speakers, sound amplifiers, or other such devices.
- E. Groups/individuals are not permitted to sell anything on the grounds of the Library without prior approval from the Library Director or Assistant Director. This includes the solicitation and receipt of funds.

NOTE: Groups/individuals must in no way affiliate themselves with the Library. The Library does not advocate or endorse the views/opinions of groups or individuals soliciting/petitioning on Library grounds.

Policy 416.0: Public Notices

Reviewed: 4/21/2025

Revised: 4/21/2025

Approved: 4/28/2025

Postings must follow the guidelines listed below:

Community Bulletin Board

1. The Library does not advocate or endorse the viewpoints of postings on the community bulletin board.
2. The appearance and content of the notice must be suitable for the Library's community bulletin board.
3. The Library assumes no responsibility for the preservation or protection of materials.
4. The Library does not display posters, petitions or notices for political parties or candidates or those advocating a position on public issues. Official and nonpartisan election information, such as materials from the League of Women Voters, can be displayed and distributed at the Library.
5. Materials may not be returned to the sponsor. The Library will condense postings to accommodate space.

Road Sign

The road sign will be used only for SSLDL affiliated events.

Policy 417.1 Pavilion and Meeting Room Use

Reviewed: 8/14/2025

Revised: 8/14/2025

Approved: 8/25/2025

Purpose: The primary purpose of the pavilion and meeting rooms is for Library activities including, but not limited to, Library programs, activities of the Friends of the SSLDL, meetings of the SSLDL Board of Trustees and its' committees and as a polling place for elections. When the pavilion or meeting rooms are not needed for these activities, all civic, community, or educational organizations, whose purpose is non-commercial and non-profit, may use the pavilion or meeting rooms at no charge. It is not available for social events such as showers, birthday parties, weddings or receptions.

General Regulations and Guidelines: The pavilion and meeting rooms are made available regardless of the beliefs or affiliations of individuals or groups requesting use of the room. Permission to meet at the Library does not in any way constitute or imply endorsement of the users' policies, beliefs or programs by the Library Staff or the Library Board of Trustees. The Library reserves the right to deny future use or access to any group that violates any part of this policy.

A. Scheduling

1. Library Administration authorizes the use of the space and maintains the schedule. For information and reservations, contact Library Administration at 248-437-6431.
2. Programs, services, meetings and events hosted by or in partnership with the Library have first priority for scheduling. Applications for times not scheduled will be considered thirty (30) days prior to meeting date on a first-come, first-served basis.
3. The meeting room is available for reservation during regular Library business hours. Reservation requests must include adequate time for both set-up and clean-up. Meeting room use, including set-up and clean-up, must begin and end during Library hours.
4. The Library reserves the right to limit the frequency of use of its meeting room, to cancel reservations, and to review any or all applications before granting approval.
5. The pavilion and meeting rooms application must be signed by an adult, age 18 or older. A member of the group must be a SSLDL cardholder in good standing. Groups comprised of minors under the age of 18 are required to have adult supervision at all times (one adult must be present for every 10 elementary children and one adult must be present for every 20 middle school children).
6. If the Library is forced to close due to an emergency situation, the meeting room will not be available and Library Administration is not obligated to provide an alternate meeting space.
7. Reservation cancellations must be made at least 24 hours in advance.
8. The Library may cancel any reservation at any time for any reason.

B. Safety

1. The Library is not liable for injuries to people or damage to individuals or organizations using the pavilion or a meeting room.
2. In accordance with Library regulations, the maximum capacity of the meeting rooms are in compliance with local fire codes for posted public occupancy limits.
3. Exit doors must be kept clear at all times.
4. Do not move Library tables and/or equipment. All set-up and take-down of tables and equipment must be performed by Library personnel.

C. Acceptable Room Use

1. All meetings and programs held in the Library meeting rooms and pavilion during Library business hours are open to the public. All groups using the rooms shall keep noise to a minimum so as not to disturb others in the Library. Meeting room programs must not interfere with Library operations.
2. The Library Administration has the authority to deny use of the pavilion or a meeting room to

any group that creates an atmosphere of conflict or disorder leading to disturbances of any kind or that interferes with the health, safety and welfare of persons in the area.

3. Groups shall abide by all of the Library's policies, as well as, all applicable laws, ordinances, codes and other rules. Violation of any regulation may result in the immediate removal of the group from the meeting room and Library premises.

4. Charging for admission is not allowed. No solicitation, fundraising, raffles or financial transactions are allowed. The sale of goods or services is generally prohibited, but may be permitted at the discretion of Library Administration.

5. Banners, literature, photographs or signage may not be placed anywhere outside of the meeting room without permission of the Library Administration. Do not affix or adhere anything to the walls.

6. Food and beverages must be contained within the meeting room. The delivery of commercially prepared food such as pizza, sandwiches, salads, pasta and the like is permitted.

7. The kitchenette in the meeting rooms is not furnished with any supplies or utensils other than a sink. Groups using a meeting room must bring all supplies with them.

8. Waste must be placed in the proper receptacles.

9. The Library cannot supply any storage space. Groups using the meeting room shall remove all items from the room and leave the room in the same condition as it existed prior to the meeting.

10. If the group intends to use any substance in the course of their event that may cause temporary or permanent damage to the Library's tables, they are required to first cover the tables with the craft paper provided by the Library. Substances that require the use of the craft paper include, but are not limited to: glue, paint, crayon and marker.

11. The individual reserving the pavilion or meeting room on behalf of an organization is responsible for any and all damage caused by meeting attendees or others associated with the meeting.

D. Publicity:

1. The name, address, or phone number of the SSLDL may not be used as the official address or headquarters of any organization except those formally affiliated with the Library.

2. The use of the pavilion or meeting room by a non-Library group shall not be publicized in such a way as to imply Library sponsorship of the group's activities.

3. The person signing the pavilion and meeting room contract is the contact person for the group and becomes responsible for answering questions from the public. The Library will not assume this responsibility.

Policy: 418.0: Displays/Exhibits

Reviewed: 8/14/2025

Revised: 8/14/2025

Approved: 8/25/2025

SSLDL welcomes the opportunity to allow the community to use the exhibit areas of the Library. Display goals are to educate, enlighten and empower.

The fact that an organization or person is permitted to use a Library display/exhibit space does not in any way constitute an endorsement by the Library of its policies or beliefs and no claim to that effect may be used in advertising.

The following policy has been developed to promote equitable access to the display/exhibit spaces in the Library and to ensure that displays/exhibits reflect the Library's overall commitment to quality. This policy applies to all public-provided displays/exhibits in the Library.

SSLDL is committed to following guidelines for display set out in the American Library Association's Library Bill of Rights:

1. The Library will consider a wide range of artistic expression and educational value in deciding on potential displays/exhibits. In deciding on the suitability of any work, the Library is mindful that the display/exhibit areas are used for normal Library activity and will be viewed by all segments of the community and all age groups. The Library reserves the right to decline any display/exhibit. In the event that a potential display/exhibit is declined, the Director or coordinating librarian will notify the applicant in writing explaining the reason for the decision. The Library Director has final approval over any proposed display/exhibit as well as the right to request the exhibitor to make changes to the display/exhibit.
2. The display/exhibit spaces may not be used for political purposes, advertising, or for commercial enterprises.
3. The Library assumes no responsibility for theft, loss, damage or destruction of items left for display.

Policy: 419.0: Acceptable Internet Use

Reviewed: 4/21/2025

Revised: 4/21/2025

Approved: 4/28/2025

The Internet, being a forum for information and ideas, and having become a mainstream source of information, is made available free-of-charge for the public at the SSLDL, within the framework of this Acceptable Use policy.

It is the policy of SSLDL to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Salem-South Lyon District Library online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes:

- (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and
- (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Supervision and Monitoring

The Library follows the American Library Association's position on Children's Internet Protection Act (CIPA).

Rights and Responsibilities of Users

User Rights: Consistent with the mission statement of the Library and the principles of public librarianship, this policy affirms the safeguarding of First Amendment rights, intellectual freedom, equity of access, and privacy.

User Responsibilities: Users of the Internet resources of the Library are expected to act in a responsible manner, respecting and in accordance with applicable law, and in a courteous manner, respecting the quiet enjoyment of others using the Library. This policy applies to all forms of Internet access at the Library

Conditions of Access:

1. Users must agree to abide by this policy.
2. Users will report any equipment problems to the Library's staff.
3. Users must act in accordance with applicable local, State, and Federal law, as well as domestic and international copyright law.
4. Users must respect the security measures established for public computer use, and must not abuse access by attempting to circumvent or violate said measures.
5. Use of Internet access at the Library must not be conducted in such a way as to cause harm to come to others.
6. Use of Internet access at the Library must not be conducted in such a way as to violate anyone's privacy, electronic or otherwise.
7. Users must not attempt to change software or hardware configurations, including additions to or removal of Library-installed components. The Library cannot accommodate individual requests for the installation of user-provided specialty software.
8. Personal devices such as e-readers, laptops/tablets and smartphones may receive limited support from Library staff when working to access Library services.
9. Individuals using personal devices at the Library must agree to hold the Library harmless from any loss, damage, liability, costs and/or expense that may arise during use at the Library or receiving support from Library staff.

Policy 422: Use of Video Monitoring Equipment

Reviewed: 8/14/2025

Revised: 8/14/2025

Approved: 8/25/2025

I. PURPOSE

The purpose of security cameras is to enhance the safety and security of the SSLDL staff, patrons, and property. The Library strives to take reasonable precautions to assure a safe and secure environment for its patrons and staff. Because Library staff is unable to provide direct supervision over all areas within the Library and Library grounds, security cameras have been placed at selected locations to observe and record images of activities of persons in the Library and on Library grounds. Security cameras are also provided to assist the Library with enforcement of the Library's Code of Conduct Policy.

II. POLICY

Security cameras and video recording equipment are on Library property as a tool to address specific security related problems, as a deterrent to criminal activity and /or to assist in the apprehension of those breaking Library rules and /or the law. Utilizing security-monitoring equipment is an option under the following conditions:

- A vulnerable area is difficult to monitor due to staffing patterns and assignments;
- A lack of direct sight lines;
- The area would be burdensome to monitor due to its size or remoteness;
- A previous incident of a severe nature occurred at this location;
- A site experiences recurrent security related incidents.

Video surveillance for security purposes is limited to public areas of the Library. Such areas may include those of public usage, including the grounds, parking lots, entrances and interior hallways.

Video surveillance will be conducted in a professional manner and in a manner complying with other Library policies and applicable law. No audio will be recorded. In order to protect patron privacy only the Library Director and Head of IT will have continuous access to the security cameras. As the cameras are not constantly monitored, Library staff and the public should continue to take appropriate precautions for their safety and for the safety of their personal property. The Library is not responsible for the loss of property or personal injury.

Recorded video surveillance images are not considered a "Library Record" (as defined by the Michigan Library Privacy Act) and may be disclosed in accordance with applicable law. Images may have to be blurred or redacted prior to release. The Library Director or their designee will determine whether the images can be disclosed without a court order or written consent, including in accordance with a Freedom of Information Act Request. The surveillance videos shall be kept for a limited period of time as determined by the Library Director in accordance to the State of Michigan Approved Record Retention Schedule.

Policy 423: Sales Related to Library Programs

Reviewed: 8/14/2025

Revised: 11/13/17

Approved: 01/6/14

The Library frequently offers programs that are scheduled by the Library staff according to availability and local interest. Occasionally, a presenter will have a book, craft or some other material related to the program that they would like to make available to the program attendees to purchase.

Library employees are authorized to take vendor requests to the Library Director or their designees for approval.

Policy: 502.0: Patron Eligibility

Reviewed: 8/14/2025

Revised: 8/14/2025

Approved: 8/25/2025

1. Residents:

A. SSLDL is funded by property taxes, state aid, penal fines and contributions. It is not a school-district funded Library. Therefore, residency requirements for membership should not be confused with or presumed to be the same as residency requirements for the South Lyon School District.

B. A resident of SSLDL is any person who resides in or pays property taxes to a jurisdiction assessing an operational millage for the Salem- South Lyon District Library. Services will not be denied or abridged because of religious, racial, social, economic or political status, nor because of age. Regardless of this requirement, employees or elected board members of the South Lyon Community School District are treated as residents eligible for full borrowing privileges under this policy.

Persons who own a business in the SSLDL service area may obtain a Library card upon proof of business ownership in Salem Township, the City of South Lyon, or Green Oak Township.

All cards are renewed annually.

Resident card and business card holders have access to all Library services.

C. Resident Minors

Minors are entitled to a Library card of their own, provided a parent or guardian's signature is acquired along with identification, such as a driver's license. After the age of 18 a patron does not require the signature of a parent or guardian.

2. Nonresidents:

A. Contract Nonresidents are persons who reside in or pay taxes to any jurisdiction that has entered into a contract with the SSLDL for provision of services in exchange for financial support. Contract Nonresidents are eligible for all privileges granted to Residents as described above.

B. Child Nonresident: Any child age 18 and below in the SSLDL,, but one who does not live in the Salem-South Lyon District Library service area, is eligible to use their The Library Network (TLN) Library card to borrow no more than five items.

C. Other Nonresidents. All other Nonresidents who reside in or pay taxes to any jurisdiction served by a Library that is a member of The Library Network (TLN) may also be entitled to full Library privileges. However, sharing of Library resources should be equal between member libraries. When use of the Salem-South Lyon District Library by residents of a TLN participating district exceeds 5%, the SSLDL Board of Trustees will consider whether charging an annual per-family user fee to persons from that district is appropriate. Individuals who live at the same address are considered a family.

D. Nonresident Fees. If the SSLDL Board of Trustees determines that assessment of an annual per-family fee to families from a particular district is appropriate, the Board of Trustees will determine the fee amount each year. No portion of the annual fee or Summer Pass fee can be refunded. A family that pays the fee receives Library cards entitling each household member to full Library privileges at SSLDL. These Nonresident cards must be renewed annually. The Board of Trustees shall have complete discretion in applying Nonresident Fees to offset Library expenses.

1. One piece of identification which includes proof of residency will be required for each resident or non-resident Library card application. Examples of proper identification are: current driver's license, lease or rent receipt, recent utility bill, tax receipt, current voter's registration card, etc. To borrow materials, patrons must present their Library card or a valid identification.
2. Minors are entitled to a Library card of their own, provided a parent or guardian's signature is acquired along with identification, such as a driver's license. After the age of 18 a patrons does not require the signature of a parent or guardian.
3. Any person who knowingly provides falsified identification in applying for or renewing of a Library card is subject to revocation of borrowing privileges.
4. All Library cards are non-transferable. It is the responsibility of the patrons to notify the Library if his/her card is lost or stolen.

Policy: 600: Trustee By-laws
Reviewed: 8/14/2025
Revised: 01/14/2020
Approved: 02/24/2020

SALEM-SOUTH LYON DISTRICT LIBRARY BOARD OF TRUSTEES BY-LAWS

ARTICLE I: NAME

This organization shall be called the Salem-South Lyon District Library.

ARTICLE II: MEMBERSHIP

Section 1: In accordance with Public Act 24 of 1989 (the "District Library Act") the Board of Trustees of the Salem-South Lyon District Library (the "Board") shall initially consist of seven members to be appointed as follows: The City Council of the City of South Lyon has appointed three members of the Board. The Township Board of the Township of Salem has appointed four members of the Board.

Section 2: The Board shall consist of seven members elected at large from the District in accordance with the District Library Act. Trustees will be elected to a four-year term at the General Election on a non-partisan ballot. Eligibility:

- Resident of Salem Township or the City of South Lyon
- Registered voter
- Board members must be legally sworn in by the appropriate official of the City of South Lyon or Salem Township
- Ability to abide by the basic trustee duties according to the Michigan Public Library Trustee Manual

In the event that a Board member becomes ineligible to serve, they will be given 45 days to correct their ineligibility or be removed from the Board.

Section 3: In the event of a vacancy, the Board shall appoint an eligible replacement, whose term shall extend to the end of the term of the former member of the board or to the next general election.

Section 4: Each Board member shall serve on at least one standing committee as defined in Article VI, Section 9 of this policy. Board President is a standing member on all committees although attendance to all committee meetings is not required.

Section 5: Trustees, as members of the Library Board, shall not use their elected positions to endorse any political candidates.

Section 6: It is the responsibility of each Board member to represent the Library in a positive and supportive manner.

If such a conflict arises between Board membership and personal or professional life, the affected Board member shall declare the conflict to the Board. The Board will determine if the affected Board member should be allowed to participate in discussion and/or voting on the issue in question.

Section 7: Trustees whose action or inaction is in conflict with the basic trustee duties as detailed in the Michigan Public Library Trustee Manual may be subject to an escalating disciplinary scale that includes reprimand, censure, suspension and expulsion. Suspension and expulsion exceed the authority of the Board and involve either action by the Governor of the State or recall by the electorate.

Reprimand is telling the offending Board member that their action/inaction is not in keeping with the expectations or duties of members of the Board. It is the result of the majority of the Board (as determined by vote) and recorded in the minutes of the meeting.

Censure is a more extreme form of reprimand where a detailed explanation of the offense(s) and necessary means of correction are documented in the meeting minutes. This is also determined by majority vote.

Suspension bars the Board member from voting or having any impact on the decisions of the Board for a set period of time. Expulsion refers to removal from the Board.

ARTICLE III: POWERS OF THE BOARD OF TRUSTEES

Section 1: The Board of Trustees may exercise any and all of the powers granted to it in the District Library Act. The Board may delegate such powers to the Officers of the Board and/or the Library Director, as it deems necessary or appropriate.

Section 2: The Board of Trustees shall have the exclusive control of the budget of the Salem-South Lyon District Library.

Section 3: The fiscal year of the Salem-South Lyon District Library shall be the annual period commencing July 1 and ending the following June 30.

Section 4: On or before the regularly scheduled March Board meeting of each fiscal year, the Library Director shall present to the Board of Trustees for consideration the proposed annual budget for the next succeeding fiscal year. The Board shall hold a public hearing on the proposed budget each year prior to its adoption, in accordance with the Uniform Budgeting and Accounting Act, or any successor applicable law. When the budget is adopted, the Director shall make an itemized statement of the amounts to be raised by taxation or by contract and, in the event no district-wide tax has been authorized by the electors of the District, shall report the same to the City Council of the City of South Lyon and to the Township Board of the Township of Salem.

Section 5: The Board of Trustees requires the Treasurer or Library Director to submit to the Board on a monthly basis data regarding the actual and estimated budget to date. The Board then may revise or amend the budget as deemed necessary by a majority of Board members voting on the question.

ARTICLE IV: OFFICERS

Section 1: Officers of the Board shall be President, Vice-President, Secretary and Treasurer.

Section 2: The officers shall be elected for a term of one year at the annual meeting of the board as defined in Article VI, Section 2 of this policy.

Section 3: Vacancies in office shall be filled by the Board at the next regular meeting of the Board following the occurrence of a vacancy, except for the office of President, in which case the Vice-President shall assume the duties of the office for the un-expired term. A successor Vice-President shall be elected to fill the vacancy so created in that office.

ARTICLE V: DUTIES OF THE OFFICERS

Section 1: The President shall preside at all Board meetings, appoint committees with the approval of the Board, authorize calls for any special meetings, act as board spokesperson and generally perform the duties of a presiding officer.

Section 2: In the absence of the President, the Vice- President shall perform the duties of the President. In the case of the resignation, disability, or death of the President, the Vice-President shall assume the office for the un-expired term.

Section 3: The Secretary of the Board shall see that a true and accurate account of all proceedings of the Board meetings is kept. In compliance with any requirements of state law regarding the holding of meetings, the Secretary shall issue notices of all regular meetings, and on the authorization of the President, of all special meetings, and shall have custody of the minutes and other records of the Board of Trustees. With the approval of a majority of the Board, the Secretary may delegate any of these responsibilities to the Library Director or another Board appointed designee.

Section 4: The Treasurer shall have charge of the funds of the Salem-South Lyon District Library, providing for their safe custody and investment as directed by the Board, subject to limitations for investment of public funds as provided by law. The Treasurer shall control expenditures from the Library fund through a system of vouchers presented by authorized personnel. A record of all moneys received or deposited to the Library fund, and all disbursements, sales and transfers from the fund shall be kept by the Treasurer, and reported monthly to the Board of Trustees at its regular meeting. In addition, the Treasurer shall perform such other duties as may be prescribed for him or her by State or Federal law and these by-laws. With the approval of a majority of the Board, the Treasurer may delegate any of these responsibilities to the President, Library Director or another Board approved designee.

ARTICLE VI: MEETINGS

Section 1: The regular meeting of the Salem-South Lyon District Library Board shall be held each month, the date and hour to be set by the Board at its Annual Meeting (described in Section 2 of this Article VI). Within ten days following the Annual Meeting a notice shall be posted in a public place setting forth the dates, times, and places of all regular meetings scheduled for the ensuing year. Any changes to this schedule, as required, shall be posted in the monthly announcement of the regular meeting.

Section 2: Effective on and after January 1, 2005, the Annual Meeting of the Salem-South Lyon District Library Board shall be the first regular meeting of the calendar year. For years beginning prior to January 1, 2005, the Annual Meeting was the first regular meeting of the fiscal year. The Annual Meeting shall be for the purpose of the election of officers and consideration of such other organizational matters as may be required.

Section 3: Special meetings may be called by the President or upon written request of two Trustees, provided 18 hours of notice is given of the time and purpose for which such meeting is called. The announcement of a special meeting at any meeting at which a quorum is present shall be sufficient notice of such meeting to the Trustees. Trustees not present at the time of announcement of such special meeting shall be notified by the Library Director or Board Secretary. In addition to meetings and special meetings, Board members may be asked to participate in additional activities, including but not limited to: strategic planning, Board self-evaluation programs, and Board development workshops, seminars and educational events that may enhance a Trustee's skills as a Board member.

Section 4: Notices of regular meetings with agenda shall be posted in a public place and shall be distributed by the Library Director or Secretary to all members at least three days before the meeting.

Section 5: The following items will constitute the agenda for regular meetings:

- Call to order and attendance
- Approval of agenda
- Approval of minutes
- Financial Report, including approval of bills
- Director's report
- Staff reports
- Friends of the Library Report
- Correspondence and communications
- Public comments
- Committee reports
- Old business
- New business
- Adjournment

Section 6: A quorum for the transaction of business shall consist of four members of the Board physically present at the meeting, except for provided in section 8. As a quorum is the requirement to conduct business, each Trustee should make it a high priority to be in attendance at all meetings of the board, committees and task forces of which they are a member. Trustees should come to all meetings prepared to discuss the issues and business to be addressed at that meeting, including reading the agenda and all supplied background material.

Section 7: Any Board action, to be official, must be approved at an official Board meeting by a majority of the members of the Board attending the meeting either in person or (when approved on a case-by- case basis) electronically. The decisions of the Board shall be supported in a positive manner by all Board members regardless of whether their vote was in the majority or minority.

Section 8: In Extreme Situations, it may be necessary to convene meetings of the board, committees, and/or task forces electronically. In the event official business is to be conducted electronically, it needs to be done so in a way that is available to the public and compliant with the Open Meetings Act.

Section 9: REMOTE ATTENDANCE: Board members may be connected to a meeting remotely under the following conditions: (1) The request has been submitted and approved by the Library Director or Library Board President in advance of the meeting. (2) The remote connectivity is sufficient and will not interfere with the progress of the meeting. (3) The Board member's participation shall not be considered attendance for the purpose of establishing a quorum. A Board member may participate remotely, no more than three times, unless extenuating circumstances.

Section 10: In case of an emergency that has been determined by the President and the Library Director and Board action is needed, members will be polled individually by the President and/or the Library Director. An effort shall be made to contact all Board members. Official confirming action shall then be taken at the next Board meeting.

Section 11: The Board shall create and identify standing committees at the Annual meeting of the Board. The names of the committees and the board members serving on each committee will be documented in the minutes to the Annual meeting. The committee will select a Board member to act as chairperson for that committee at their first meeting following the Annual Board meeting. The committee chair (or a designee) will call for the scheduling of meetings; ensure that the agenda and support materials are distributed to committee members prior to the meeting; conduct the meetings in an orderly, fair, open and efficient manner; and, make committee reports to the Board at scheduled Board meetings. Additionally, the Board may appoint non-board members to standing committees when advisable. The committees shall have no power to make independent decisions on any issue(s) but shall only make recommendations to the full Board for consideration and adoption.

The Board may appoint or dissolve other committees as the need arises. All committee meetings will follow the guidelines from the Michigan Open Meetings Act (Act 267 of 1976).

ARTICLE VII: LIBRARY DIRECTOR

Section 1: The Library Director shall be appointed by the Board and shall be considered the executive officer of the Library.

Section 2: The Library Director shall have sole charge of the administration of the Library under the direction and review of the Board. Board members shall refrain from intruding in administrative issues that are the responsibility of the Library Director or a designee, except to monitor the results and prohibit methods not in congruity with Board policy. The Library Director shall be responsible for the care of the building and equipment; for the employment, development, and direction of the staff; for the efficiency and quality of the Library's service to the community; for the annual preparation of a budget proposal; for the operation of the Library under the financial conditions set forth in the budget approved by the Board; and for submission to the Board at its regular monthly meeting a written monthly report of the Library.

Section 3: The Library Director or the Library Director's representative shall attend all meetings of the Board.

ARTICLE VIII: RULES OF CONDUCT

Section 1: The chairperson of all meetings that are not committee meetings shall be the Board President or designee.

Section 2: All parties in attendance shall conduct themselves in a courteous and civil manner during all meetings.

Article IX: AMENDMENTS

These by-laws may be amended at any regular meeting of the Board by a majority vote of all members, provided the amendment was presented in writing at the previous regular meeting.

Policies cross-referenced: 301; 403; 601; 711

Policy 601: Electronic Communications Policy

Reviewed: 4/21/2025

Revised: 2/20/2024

Approved: 2/26/2024

The Open Meetings Act requires that all decisions of a public body shall be made at a meeting open to the public. Further, all deliberations must be made at an open meeting unless otherwise permitted under the Open Meetings Act. With advancements in technology and the availability of the Internet, the Library desires to ensure all electronic communications comply with existing law. Toward that end, the following points shall govern all forms of electronic communication:

Library board members or members of other elected or appointed bodies of the Library shall not discuss or deliberate Library issues with a quorum of the public body by electronic communication. Example: "respond to all" in an email, frequently constitutes a quorum, and should be avoided.

A Library public body shall not conduct a meeting over the Internet or in a chat room; however, technology may be used to allow an absent member to participate if a quorum is already present and in compliance with the Open Meetings Act.

Official business of the board shall not be conducted by electronic communication. In the event official business is to be conducted electronically, it must be done in a way that is available to the public and in compliance with the Open Meetings Act.

Upon receipt of information designated as "For Distribution Only", the members of the public body shall not reply to all or a quorum of other members of that public body. Any questions or comments shall be directed to the director or the board secretary who sent the electronic communication.

Since electronic communication sent to and received by public officials may be subject to the Freedom of Information Act, no Library elected or appointed official should place any information in an electronic communication that he or she would not include in other forms of written correspondence.

Policy 701: Library Privacy

Reviewed: 8/14/2025

Revised: 8/14/2025

Approved: 8/25/2025

It is the policy of the SSLDL Library Board, administration and staff to preserve the confidentiality of all Library patron records and related patron information to the fullest extent permitted by law. The Library patron records of the SSLDL shall be released or disclosed only to comply with subpoenas and search warrants listed in the Library Procedure Manual and applicable law including the Michigan Library Privacy Act. MCL 397.601 *et seq.*

All Library patron records and related patron information shall be treated by the staff of the SSLDL as confidential, including name, address, telephone number, or any other information provided on Library patron records that personally identifies a Library patron. The SSLDL may only use Library patron records for Library transactions and to distribute Library-related information to registered Library patrons.

1. Library patrons have the right to be informed about the policies governing the amount and retention period of personally identifiable information and about why that information is necessary for the provision of Library services. Library records are retained in accordance with state law to satisfy administrative, legal, fiscal and historical needs.¹
2. Patron registration information is exempted from disclosure in the Michigan Freedom of Information Act.²
3. The Library will avoid collecting and retaining information not needed for the fulfillment of its mission and will engage in practices to prevent placing records on public view.
4. Information the Library may gather and retain about current and valid Library users may include the following:
 - a. Library circulation system
 - i. Information is collected in order to maintain an accurate record of items borrowed, to provide a means of notification and contact and to record outstanding fines and fees.
 - ii. Information collected includes: name, address, phone number, e-mail address, driver's license number, date of birth, items currently checked out, fines owed, fines paid or waived, current holds, requests and informational notes related to Library card account matters.
 - iii. Library cards contain a barcode number and associated PIN number.
 - b. Internet access: No individual information is collected.
 - c. Web-based events application
 - i. Information is collected to manage Library program and event registration. It includes name, phone number, e-mail address, grade, and ages of minors.
 - d. Surveillance recordings
 - i. The Library records people using the Library in order to increase security and to provide a means of identification should an incident occur. See Policy 422.
 - e. Meeting room applications
 - i. The Library requires an application for the use of its meeting rooms (see Meeting Room Use Procedure) in order to verify eligibility, designate a responsible party and to provide a point of contact. It includes name, organization, address, phone number, and email address.
 - f. Credit card transactions
 - i. In order to process credit card transactions in person, the Library will transmit the following information: credit card holder's name, credit card number, credit card security code, credit card type and credit card expiration date.
 - ii. Online credit card transactions will transmit the following information: credit card holder's name, address, phone number, email address, credit card number, credit card type and credit card expiration date.

5. Access to records shall be restricted as much as possible and treated as confidential:
 - a. Staff shall only access records required to complete Library work as assigned and appropriate to job duties.
 - b. Staff shall only provide account information to the Library cardholder, unless the person inquiring is listed as a parent, legal guardian or authorized user.³ This includes questions about whether or not a person has a Library card.
 - c. Records may be shared with designated agents of the Library if required for the conduct of the Library's activities, e.g., a collection agency.
 - d. The Library may use records to distribute Library-related information to registered borrowers.
 - e. The Library may use information collected in aggregate for statistical analysis and planning purposes.
 - f. The Library Director is the designated custodian of records.
 - g. If the Library requests the assistance of a law enforcement officer, and the Library Director determines that records produced by a surveillance device may assist the law enforcement officer to render the requested assistance, the Library may disclose the records to the law enforcement officer upon request.
 - h. Any other disclosure of Library records is prohibited unless required by law.

Social Security Number Privacy for Employees/Patrons

1. Patrons
 - a. The Library does not collect social security numbers from patrons.
2. Employees
 - a. As required by MCL 445.84, SSLDL adopts this social security number privacy policy.
 - b. SSLDL Library will ensure to the extent practicable the confidentiality of social security numbers held by the Library. Social security numbers will not be disclosed to those outside of the Library, except as authorized by law. Access to information or documents that contain social security numbers will be limited to those requiring access.
 - c. More than four sequential digits of the social security number will not be publicly displayed, used as an account number, password, or identifier, or included in or on any document sent outside the Salem-South Lyon District Library, except as authorized by law. Any documents containing social security numbers are to be shredded before disposal.
 - d. Violations of this policy may result in discipline (see Policy 207), up to and including dismissal. Employees who violate the Social Security Number Privacy Act, 454 Pa 2004, MCL 445.81-445.87, also may be subject to fines and imprisonment.⁴

¹ MCL 399.5 et seq. and 750.491 et seq. General Schedule #17 Michigan Public Libraries.

² MCLA 15.243 et seq. Freedom of Information Act

³ MLC 397.601 et seq. Michigan Library Privacy Act

⁴ Michigan Library Privacy Act, 1982 Public Act 455, MCL 397.601-397.605. Library Records protected by the Michigan Library Privacy Act are exempt from disclosure under the Freedom of Information Act (MCL 397.603 and MCL 15.243[d]) Social Security Number Privacy Act, 454 Pa 2004, MCL 445.81-445.87

Policy: 711: Public Comment at Board and Committee Meetings

Reviewed: 8/14/2025

Revised: 8/14/2025

Approved: 8/25/2025

To establish guidelines for public input at meetings to allow the board to fulfill its obligation of completing the scheduled agenda in an effective and efficient manner.

SSLDL Board of Trustees encourages residents to share their views. The Board agenda includes time at the beginning of each meeting for comments. In order for the board to fulfill its obligations to complete the scheduled agenda in an effective and efficient fashion, a maximum of five minutes per person of public participation will be permitted at each meeting.

During board deliberation, the public is asked not to make any comments unless responding to a specific question asked by a trustee or committee member.

Policy cross referenced: Policy 600

Policy: 801: Board Business Expenses

Reviewed: 8/14/2025

Revised: 11/29/11

Approved: 01/02/12

1. Board members are eligible for reimbursement of expenses incurred for the purpose of approved Library business.
2. All expenses need prior approval at a Library Board Meeting prior to the event and are to be substantiated by means of receipts and expense reports and be submitted within three months.

Policy 804: Expenditure

Reviewed: 8/14/2025

Revised: 8/14/2025

Approved: 8/25/2025

Authority and responsibility for procurement for SSLDL shall be under the direction of the Library Director. The Director shall oversee all purchasing activity of designated staff members.

The general purchasing policy of SSLDL shall be as follows:

1. Professional Services: The Board recognizes that legal, accounting, actuarial, auditing and other professional services do not lend themselves to normal procurement methods such as competitive bidding; the Board may use any method deemed appropriate to select firms to render these services.
2. Other acquisitions of goods and services: Generally, vendor selection methods are divided into the following levels:
 - a. All purchases with an estimated total cost of \$20,000 or more require formal competitive sealed bids. The bids shall be awarded by the Library Board of Trustees. All sealed solicitations shall be advertised publicly at least fourteen days in advance of the date announced for the opening bid unless limitations prohibit.
 - b. All purchases with an estimated total cost between \$10,000 and \$20,000 require written quotations from at least three prospective bidders, if available. The project/or purchase must be approved by the Board of Trustees.
 - c. All purchases under \$10,000 are to be purchased using the best judgment of the Director or designated purchasing agent as to source of supply based on the best available information which may include quotations, either in person, telephone, fax, or written, from at least three prospective bidders, if available.
 - d. All purchases made under a cooperative program or through a pre-selected vendor that has already completed the bidding process is exempt from this policy.
 - e. All purchases must be contained within the budget approved by the Library Board of Trustees. Any purchase not contained within the budget must go to the Board for approval.
 - f. The competitive bidding process may be waived at the Board's discretion when there is only one known supplier or a predetermined list.
 - g. When there exists a threat to public, health, safety, or welfare, the Library may make emergency procurement, following established procedures as much as is practical under the circumstances. A written justification of the nature of the emergency and for the selection of the particular vendor shall be submitted to the Board of Trustees and shall become part of the record for that purchase.

Policy cross-referenced: 301

Policy 807: Investment Policy

Reviewed: 8/14/2025

Revised: 8/14/2025

Approved: 8/25/2025

It is the policy of SSLDL to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the Library and conforming to all state statutes governing the investment of public funds.

This investment policy applies to all transactions involving the financial assets and related activity of the SSLDL except for its employee pension funds and its employee deferred compensation funds which are organized and administered separately. These funds are accounted for in the annual financial report and include the following funds:

- General Fund, including both designated and undesignated portions
- Debt Service Funds
- Any new fund created by the Board of Trustees

OBJECTIVES

Funds of SSLDL will be invested at official financial institutions as selected by the Board in accordance with Michigan Public Act 20 of the Public Acts of 1943, as amended, and in accordance with the following objectives in order of priority.

- A. Safety – Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to insure the preservation of capital in the overall portfolio. Whenever feasible, invested funds should be insured through FDIC or a similar program.
- B. Diversification – So potential losses on individual securities do not exceed the income generated from the remainder of the portfolio, investments shall be diversified by all of the following:
 - specific maturity dates
 - official financial institutions as determined by the first board meeting of the year
 - specific class of securities
- C. Liquidity – The ability of an asset to be converted into cash within ten business days and without any price discount.
- D. Return on Investment – The investment portfolio shall be designed with the objective of obtaining a favorable rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and cash flow characteristics of the portfolio

DELEGATION OF AUTHORITY

The SSLDL Budget committee will make investment recommendations for approval by the Library Board. Upon Board approval, the Treasurer shall take the necessary action and provide a follow-up report to the Board.

Policy 808: Fixed Assets Capitalizations

Reviewed: 2/18/2026

Revised: 2/18/2026

Approved: 2/23/2026

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

I. Definitions and Provisions

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

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

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

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

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

II. Land

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

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

III. Furniture and Equipment

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

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

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

IV. Buildings

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

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

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

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

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

V. Improvements Other Than Buildings

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

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

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

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

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

VI. Recording and Accounting

The cost of property, plant, and equipment includes all expenditures necessary to put the asset into

position and ready for use. For purposes of recording fixed assets of the Library, the valuation of assets shall be based on historical cost or, where the historical cost is indeterminable, by estimation for those assets in existence.

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

VI. Safeguarding of Assets

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

VIII. Salvage Value

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

IX. Disposal of outdated Equipment

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

Assets no longer of use to the Library may be donated to a 501c3 or 501c4 or a similar public entity. It may be sold through auction or a publicly advertised sale including internet sale with any proceeds from such sale being deposited to the general fund of the Library. At the discretion of staff, the sale does not have to go to the highest bidder if the purchasing party is another public entity.

Policy 809: Endowment

Reviewed: 8/14/2025

Revised: 01/14/2020

Adopted: 01/27/2020

On October 28, 2019, the Salem-South Lyon Board of Trustees created an endowment fund. That fund is held and managed by the Community Foundation for Southeast Michigan. Donors may contribute to the fund directly or may indicate on a contribution to the Library that the funds should go toward the endowment.

Each year, the Library is able to receive a distribution from the Fund in the form of a grant. The rate and calculation method for the distribution is reviewed annually by the Board of the Community Foundation for Southeast Michigan. The Community Foundation will notify the Library when and what amount can be distributed. The Library Board of Trustees will determine if the money, in whole or in part, is to be distributed or reinvested in the Fund. At the time of determination, the Library Board can either designate a specific use for the funds or simply place it in the Library Funds account.

Policy 810: Fund Balance

Review: 2/19/2025

Revised: 2/20/2024

Approved: 2/26/2024

This policy has been adopted by the Board of Trustees to address the implications of Governmental Accounting Standards Board (GASB) Statement No. 54. The policy is created in consideration of unanticipated events that could adversely affect the financial condition of the Library and jeopardize the continuation of public services. This policy will ensure that the Library maintains adequate fund balances and reserves in order to:

- Provide sufficient cash flow for daily financial needs;
- Offset significant economic downturns or revenue shortfalls;
- Provide funds for unforeseen expenditures related to emergencies; and
- Secure and maintain investment grade bond ratings.

The following definitions fund types will be used in reporting governmental fund activity. The Library may or may not report all fund types in any given reporting period based on actual circumstances and activity.

- General Fund – used to account for all financial resources not accounted for and reported in another fund.
- Special Revenue Fund – used to account and report the proceeds of specific revenue sources that are restricted or committed to expenditures for specific purposes other than debt services or capital projects.
- Debt Service Fund – used to account for all financial resources restricted, committed, or assigned to expenditures for principal and interest.
- Capital Projects Fund – used to account for all financial resources restricted, committed, or assigned to expenditures for the acquisitions or construction of capital assets.
- Permanent Funds – used to account for resources restricted to the extent that only earnings, and not principal, may be used for purposes that support the Library's objectives.
- Internal Service Fund – used to report an activity that provides services or goods to departments of the Library on a cost-reimbursement basis.

The following categories will be used to report governmental fund balances in accordance with the definitions provided by GASB Statement No. 54:

- Non-spendable Fund Balance – amounts that cannot be spent because they are either not in a spendable form or are legally or contractually required to be maintained intact.
- Restricted Fund Balance – amounts that can be spent only for specific purposes stipulated by the constitution, external resource providers, or through enabling legislation.
- Committed Fund Balance – amounts that can be used only for the specific purposes determined by a formal action of the SSLDL Board.
- Assigned Fund Balance – amounts intended to be used by the Library for specific purposes, but do not meet the criteria needed to be classified as restricted or committed. In governmental funds, other than the General Fund, the assigned fund balance represents the remaining amount that is not restricted or committed.
- Unassigned Fund Balance – is the residual classification for the Library's General Fund and includes all spendable amounts not included in the other classifications.

The following guidelines address the classification and use of fund balance in governmental funds:

- Classifying Fund Balance Amounts – Fund balance classification indicate the nature of the net resources that are reported in a governmental fund. An individual governmental fund may include non-spendable resources and amounts that are restricted, committed, or assigned, or any combination thereof. The General Fund may also include an unassigned amount.

- Encumbrance Reporting – Encumbering amounts for specific purposes for which resources have already been restricted, committed, or assigned should not result in separate display of encumbered amounts. Encumbered amounts not previously restricted, committed, or assigned, will be classified as committed.
- Unassigned Fund Balance – The Board has designated an unassigned fund balance for the Library's General Fund. This minimum unassigned fund balance is to protect against cash flow shortfalls related to timing of projected revenue receipts and maintain a budget stabilization commitment. The Board has outlined in Policy 807, that the investments of funds shall be in a manner to allow access to those in a timely manner to fund the month to month expected operating expenditures of the Library as well to cover limited unexpected expenses from the Library's General Fund. The Library Director and Assistant Director through the Budget Committee, will provide a report of the fund balance as part of setting the annual budget, approving budget adjustments, or as requested by the Board Treasurer.

Policy 811: Credit Card Use

Review: 2/19/2025

Revised: 2/20/2024

Approved: 2/26/2024

SSLDL recognizes that bank corporate credit cards offer an alternative to procurement processes and provide a method of purchasing goods and services. Library employees, authorized by the Library Director, may use credit cards for Library-related purposes in accordance with this policy, the approved budget, and Library purchasing guidelines.

The Library Director and Assistant Director will be responsible for the issuance, accounting, monitoring, and general oversight of credit card use in the Library and will develop the administrative guidelines. The credit limit of individual credit cards will be authorized and monitored by the Library Director and Assistant Director.

Individuals with credit cards are as follows: Library Director (\$4,000), Assistant Director (\$4,000), Head of Information Services (\$5,000), Head of IT (\$4,000), Four Librarians in Charge of Collections (totaling \$11,000), and Head of Processing (\$2,000), Head of Facilities (\$3,000) and Head of Marketing (\$2,000). The Library credit card maximum limit is \$35,000. Library Director and Assistant Director may adjust individual limits as necessary staying within the maximum limit to account for major purchases.

Administration reviews each cardholder's activity to verify that the credit card is being used in accordance with this policy and administrative guidelines. Cardholders are required to provide receipts for all card usage.

Cardholders are required to take measures to protect the use and custody of the card and will immediately notify the credit card company, the Library Director, and Assistant Director if the card is lost or stolen. Cardholders will immediately surrender their cards upon request by the Library Director or Assistant Director and will surrender their cards upon separation from employment.

The credit card may never be used to purchase personal items or services. Willful misuse of the credit card will result in termination of employment.

SSLDL will seek restitution, including any costs associated with obtaining restitution, for any inappropriate charges made to an account.

All credit charges will be paid monthly to the issuing financial institution. Pursuant to MCL §129.244 et seq., the total combined authorized credit limit of all credit cards issued by the Library shall not exceed 5% of the total budget of the Library for the current fiscal year.

Policy 812: Acceptance of Payments via Financial Transaction Devices

Reviewed: 2/20/2024

Revised: 2/20/2024

Approved: 2/26/2024

The Library is authorized by the Board of Trustees and adopts this policy pursuant to MCL §129.221 et seq. to accept payment due to the Library via an electronic funds transfer card, a credit card, or a debit card (collectively, "approved financial transaction devices"). The Library Director and Assistant Director are responsible for determining any additional types of financial transaction devices that may be accepted by the Library. The types of fees that may be paid to the Library via an approved financial transaction device include without limitation donations and fees due to the Library from Library patrons.

The Library Director and Assistant Director are responsible for accounting, monitoring, and overseeing compliance with this policy. Payments to the Library via approved financial transaction devices shall be subject to the current Library payment procedures and internal controls.

Policy 813: Payment of Library Funds via Electronic Transactions

Reviewed: 2/19/2025

Revised: 2/20/2024

Approved: 2/26/2024

The Board of Trustees adopts this policy pursuant to MCL §124.301 et seq. The Library Director, Assistant Director, and Library Board Treasurer are designated by the Board of Trustees as the Electronic Transactions Officers ("ETO") for the Library. As the ETOs, the Library Director, Assistant Director, and Library Board Treasurer are authorized to enter into automated clearing house ("ACH") arrangements and ACH transactions. For purpose of this policy, a "ACH arrangement" means an agreement between the originator of the ACH transaction and the receiver of the ACH transaction. An "ACH transaction" means an electronic payment, debit, or credit transfer processed through an ACH. ACH transactions of the Library include without limitation automated direct deposits of payroll funds to Library employees.

The ETOs are responsible for all ACH arrangements and ACH transactions of the Library, including payment approval, accounting, reporting, and generally for overseeing compliance with this policy. An ACH arrangement or ACH transaction may only be used by the ETOs as payment for goods and services for official business of the Library, in accordance with normal Library finance procedures.

Policy 212: Dress Code

Reviewed: 2/18/2026

Revised: 4/21/2025

Approved: 4/28/2025

Staff are expected to present a professional image to customers at all times.

~~Acceptable personal appearance is an ongoing requirement of employment at SSDDL.~~

Staff must report for work in proper attire and practice high standards of personal hygiene and grooming.

Examples of Appropriate Attire

- Khakis/chinos, jeans, capris, dress slacks, or opaque leggings
- Dress shorts, skirts, or dresses
- Casual button-down shirts, golf shirts, sweaters, turtlenecks
- Shoes appropriate to your job function

Inappropriate Attire

An employee who reports to work inappropriately attired as deemed by a supervisor will be sent home to change. The time in which it takes to leave, change clothes, and return to work shall be designated as unpaid.

A complete list of inappropriate attire is impossible to provide, as styles and personal choices in clothing vary greatly; however, a short list of examples includes:

- Clothing that displays inappropriate messages
- Torn or soiled clothing
- No pajamas, sweatpants, or sweat suits
- No flip-flops or shower-type shoes

The employee is expected to dress according to the standards set by the Library. Supervisors are responsible for ensuring that standards of dress are maintained. Supervisors should be consulted when an employee is unsure of appropriate attire.

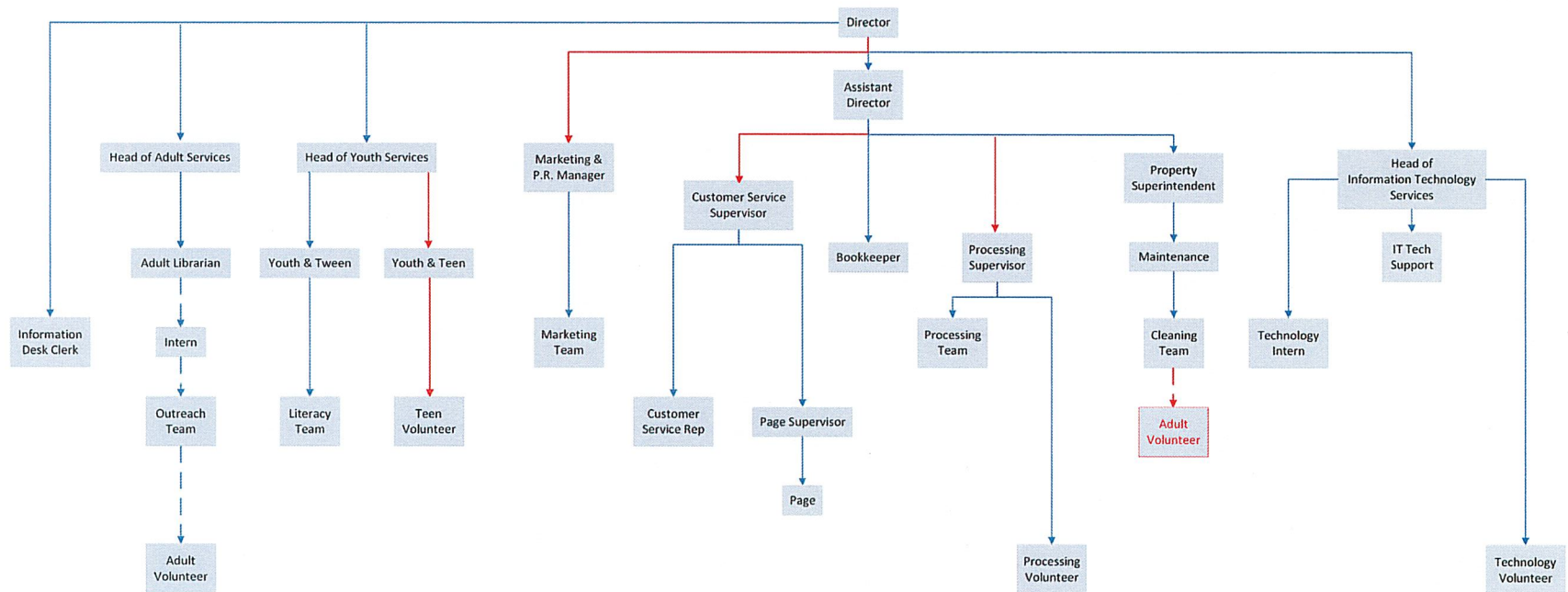
The dress code may be relaxed on special occasions, for specific positions, during special work assignments, or as needed for medical accommodation. Some positions may be given the flexibility of a relaxed dress code with consideration to regular work assignments, at the discretion of the Director or Assistant Director.

Policy 300: Organizational Structure

Reviewed: 5/26/2026

Revised: 5/26/2026

Approved: 5/18/2026



Policy 402: Gifts
Reviewed: 5/4/2026
Revised: 5/4/2026
Approved: 5/18/2026

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

Donations

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

A. Materials

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

B. Equipment/Furniture

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

C. Art

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

D. Landscaping

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

Appraisals for Public Library Gifts

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

Policy 410.2: Soliciting & Petitioning

Reviewed: 8/14/2025

Revised: 10/14/2024

Approved: 10/28/2024

To comply with the First Amendment, the Library allows petitioning, soliciting, and/or distribution of literature, or similar types of appeals, by members of the public in the following manner while on Library Grounds:

A. Groups/individuals shall not obstruct or prevent the public or staff in any way from entering or leaving the Library or parking lot, from utilizing the Library grounds, including any bench, sitting area, or library garden. Access to any ingress or egress shall not be impeded or blocked.

B. ~~Solicitation/petitioning must be outside and kept 100 feet from all Library entrances.~~ Soliciting support for political causes must occur outside of the SSLDL and may only take place in designated areas per the Michigan Election Law, Act 116 of 1954.

C. Groups/individuals must make arrangements, at their expense, for the disposal of any of their leaflets, pamphlets, handbills, articles, circulations, advertising, etc. that they do not use or is unwanted by the public. All such materials must be removed from the exterior of the Library at the close of each day. Costs will be assessed to the group/individual for any clean-up the Library has to incur because of their activity. Such materials containing any obscene or illegal content will not be permitted at any time.

D. Groups/individuals shall not create loud and disturbing noises, including but not limited to the use of loud speakers, sound amplifiers, or other such devices.

E. Groups/individuals are not permitted to sell anything on the grounds of the Library without prior approval from the Library Director or Assistant Director. This includes the solicitation and receipt of funds.

NOTE: Groups/individuals must in no way affiliate themselves with the Library. The Library does not advocate or endorse the views/opinions of groups or individuals soliciting/petitioning on Library grounds.

Policy 417.1 Pavilion and Meeting Room Use

Reviewed: 8/14/2025

Revised: 8/14/2025

Approved: 8/25/2025

Purpose: The primary purpose of the pavilion and meeting rooms are for Library activities including, but not limited to, Library programs, activities of the Friends of the SSLDL, meetings of the SSLDL Board of Trustees and its' committees and as a polling place for elections. When the pavilion or meeting rooms are not needed for these activities, all civic, community, or educational organizations, whose purpose is non-commercial and non-profit, may use the pavilion or meeting rooms at no charge. It is not available for **private social** events such as showers, birthday parties, weddings or receptions.

General Regulations and Guidelines: The pavilion and meeting rooms are made available regardless of the beliefs or affiliations of individuals or groups requesting use of the room. Permission to meet at the Library does not in any way constitute or imply endorsement of the users' policies, beliefs or programs by the Library Staff or the Library Board of Trustees. The Library reserves the right to deny future use or access to any group that violates any part of this policy.

A. Scheduling

1. Library Administration authorizes the use of the **meeting rooms and pavilion** and maintains the schedule. For information and reservations, contact Library Administration at 248-437-6431.
2. Programs, services, meetings and events hosted by or in partnership with the Library have first priority for scheduling. Applications for times not scheduled will be considered thirty (30) days prior to meeting date on a first-come, first-served basis.
3. The meeting rooms **and pavilion are** available for reservation during regular Library business hours. Reservation requests must include adequate time for both set-up and clean-up. Meeting room use, including set-up and clean-up, must begin and end during Library hours.
4. The Library reserves the right to limit the frequency of use of its meeting rooms **and pavilion**, to cancel reservations, and to review any or all applications before granting approval.
5. The pavilion and meeting rooms application must be signed by an adult, age 18 or older. A member of the group must be a SSLDL cardholder in good standing. Groups comprised of minors under the age of 18 are required to have adult supervision at all times (one adult must be present for every 10 elementary children and one adult must be present for every 20 middle school children).
6. If the Library is forced to close due to an emergency situation, the meeting room will not be available and Library Administration is not obligated to provide an alternate meeting space.
7. ~~Reservation cancellations must be made at least 24 hours in advance.~~
8. The Library may cancel any reservation at any time for any reason.

B. Safety

1. The Library is not liable for injuries to people or damage to individuals or organizations using the pavilion or a meeting room.
2. In accordance with Library regulations, the maximum capacity of the meeting rooms are in compliance with local fire codes for posted public occupancy limits.

3. Exit doors must be kept clear at all times.
4. Do not move Library tables and/or equipment. All set-up and take-down of tables and equipment must be performed by Library personnel.

C. Acceptable Room Use

1. All meetings and programs held in the Library meeting rooms and pavilion during Library business hours are open to the public. All groups using the rooms shall keep noise to a minimum so as not to disturb others in the Library. Meeting room programs must not interfere with Library operations.
2. The Library Administration has the authority to deny use of the pavilion or a meeting room to any group that creates an atmosphere of conflict or disorder leading to disturbances of any kind or that interferes with the health, safety and welfare of persons in the area.
3. Groups shall abide by all of the Library's policies, as well as, all applicable laws, ordinances, codes and other rules. Violation of any regulation may result in the immediate removal of the group from the meeting room and Library premises.
4. Charging for admission is not allowed. No solicitation, fundraising, raffles or financial transactions are allowed. The sale of goods or services is generally prohibited, but may be permitted at the discretion of Library Administration.
5. Banners, literature, photographs or signage may not be placed anywhere outside of the meeting room without permission of the Library Administration. Do not affix or adhere anything to the walls.
6. Food and beverages must be contained within the meeting room. The delivery of commercially prepared food such as pizza, sandwiches, salads, pasta and the like is permitted.
7. The kitchenette in the meeting room is not furnished with any supplies or utensils other than a sink. Groups using a meeting room must bring all supplies with them.
8. Waste must be placed in the proper receptacles.
9. The Library cannot supply any storage space. Groups using the meeting room shall remove all items from the room and leave the room in the same condition as it existed prior to the meeting.
10. If the group intends to use any substance in the course of their event that may cause temporary or permanent damage to the Library's tables, they are required to first cover the tables with the craft paper provided by the Library. Substances that require the use of the craft paper include, but are not limited to: glue, paint, crayon and marker.
11. The individual reserving the pavilion or meeting room on behalf of an organization is responsible for any and all damage caused by meeting attendees or others associated with the meeting.

D. Publicity:

1. The name, address, or phone number of the SSLDL may not be used as the official address or headquarters of any organization except those formally affiliated with the Library.
2. The use of the pavilion or meeting room by a non-Library group shall not be publicized in such a way as to imply Library sponsorship of the group's activities.
3. The person signing the pavilion and meeting room contract is the contact person for the group and becomes responsible for answering questions from the public. The Library will not assume this responsibility.

Policy: 502.0: Patron Eligibility
Reviewed: 8/14/2025
Revised: 8/14/2025
Approved: 8/25/2025

~~1.~~ Residents:

A. SSLDL is funded by property taxes, state aid, penal fines and contributions. It is not a school-district funded Library. Therefore, residency requirements for membership should not be confused with or presumed to be the same as residency requirements for the South Lyon School District.

B. A resident of SSLDL is any person who resides in or pays property taxes to a jurisdiction assessing an operational millage for the Salem- South Lyon District Library. Services will not be denied or abridged because of religious, racial, social, economic or political status, nor because of age. Regardless of this requirement, employees or elected board members of the South Lyon Community School District are treated as residents eligible for full borrowing privileges under this policy.

Persons who own a business in the SSLDL service area may obtain a Library card upon proof of business ownership in Salem Township, the City of South Lyon, or Green Oak Township.

All cards are renewed annually.

Resident card and business card holders have access to all Library services.

C. Resident Minors

Minors are entitled to a Library card of their own, provided a parent or guardian's signature is acquired along with identification, such as a driver's license. After the age of 18 a patron does not require the signature of a parent or guardian.

~~2.~~ ~~Nonresidents:~~

~~A. Contract Nonresidents are persons who reside in or pay taxes to any jurisdiction that has entered into a contract with the SSLDL for provision of services in exchange for financial support. Contract Nonresidents are eligible for all privileges granted to Residents as described above.~~

~~B. Child Nonresident: Any child age 18 and below in the SSLDL,, but one who does not live in the Salem-South Lyon District Library service area, is eligible to use their The Library Network (TLN) Library card to borrow no more than five items.~~

~~C. Other Nonresidents. All other Nonresidents who reside in or pay taxes to any jurisdiction served by a Library that is a member of The Library Network (TLN) may also be entitled to full Library privileges. However, sharing of Library resources should be equal between member libraries. When use of the Salem-South Lyon District Library by residents of a TLN participating district exceeds 5%, the SSLDL Board of Trustees will consider whether charging an annual per-family user fee to persons from that district is appropriate.~~

~~Individuals who live at the same address are considered a family.~~

~~D. — Nonresident Fees. If the SSLDL Board of Trustees determines that assessment of an annual per family fee to families from a particular district is appropriate, the Board of Trustees will determine the fee amount each year. No portion of the annual fee or Summer Pass fee can be refunded. A family that pays the fee receives Library cards entitling each household member to full Library privileges at SSLDL. These Nonresident cards must be renewed annually. The Board of Trustees shall have complete discretion in applying Nonresident Fees to offset Library expenses.~~

D. One piece of identification which includes proof of residency will be required for each resident ~~or non-resident~~ Library card application. Examples of proper identification are: current driver's license, lease or rent receipt, recent utility bill, tax receipt, current voter's registration card, etc. To borrow materials, patrons must present their Library card or a valid identification.

E. Minors are entitled to a Library card of their own, provided a parent or guardian's signature is acquired along with identification, such as a driver's license. After the age of 18, a patrons does not require the signature of a parent or guardian.

F. Any person who knowingly provides falsified identification in applying for or renewing of a Library card is subject to revocation of borrowing privileges.

G. All Library cards are non-transferable. It is the responsibility of the patrons to notify the Library if his/her card is lost or stolen.

Policy 701: Library Privacy

Reviewed: 8/14/2025

Revised: 8/14/2025

Approved: 8/25/2025

It is the policy of the SSLDL Library Board, administration and staff to preserve the confidentiality of all Library patron records and related patron information to the fullest extent permitted by law. The Library patron records of the SSLDL shall be released or disclosed only to comply with subpoenas and search warrants listed in the Library Procedure Manual and applicable law including the Michigan Library Privacy Act. MCL 397.601 *et seq.*

All Library patron records and related patron information shall be treated by the staff of the SSLDL as confidential, including name, address, telephone number, or any other information provided on Library patron records that personally identifies a Library patron. The SSLDL may only use Library patron records for Library transactions and to distribute Library-related information to registered Library patrons.

1. Library patrons have the right to be informed about the policies governing the amount and retention period of personally identifiable information and about why that information is necessary for the provision of Library services. Library records are retained in accordance with state law to satisfy administrative, legal, fiscal and historical needs.¹
2. Patron registration information is exempted from disclosure in the Michigan Freedom of Information Act.²
3. The Library will avoid collecting and retaining information not needed for the fulfillment of its mission and will engage in practices to prevent placing records on public view.
4. Information the Library may gather and retain about current and valid Library users may include the following:
 - a. Library circulation system
 - i. Information is collected in order to maintain an accurate record of items borrowed, to provide a means of notification and contact and to record outstanding fines and fees.
 - ii. Information collected includes: name, address, phone number, e-mail address, driver's license number, date of birth, items currently checked out, fines owed, fines paid or waived, current holds, requests and informational notes related to Library card account matters.
 - iii. Library cards contain a barcode number and associated PIN number.
 - b. Internet access: No individual information is collected.
 - c. Web-based events application
 - i. Information is collected to manage Library program and event registration. It includes name, phone number, and e-mail address. ~~grade, and ages of minors~~
 - d. Surveillance recordings
 - i. The Library records people using the Library in order to increase security and to provide a means of identification should an incident occur. See Policy 422.
 - e. Meeting room applications
 - i. The Library requires an application for the use of its meeting rooms (see Meeting Room Use Procedure) in order to verify eligibility, designate a responsible party and

to provide a point of contact. It includes name, organization, address, phone number, and email address.

- f. Credit card transactions
 - i. In order to process credit card transactions in person, the Library will transmit the following information: credit card holder's name, credit card number, credit card security code, credit card type and credit card expiration date.
 - ii. Online credit card transactions will transmit the following information: credit card holder's name, address, phone number, email address, credit card number, credit card type and credit card expiration date.
- 5. Access to records shall be restricted as much as possible and treated as confidential:
 - a. Staff shall only access records required to complete Library work as assigned and appropriate to job duties.
 - b. Staff shall only provide account information to the Library cardholder, unless the person inquiring is listed as a parent, legal guardian or authorized user.³ This includes questions about whether or not a person has a Library card.
 - c. Records may be shared with designated agents of the Library if required for the conduct of the Library's activities, ~~e.g., a collection agency.~~
 - d. The Library may use records to distribute Library-related information to registered borrowers.
 - e. The Library may use information collected in aggregate for statistical analysis and planning purposes.
 - f. The Library Director is the designated custodian of records.
 - g. If the Library requests the assistance of a law enforcement officer, and the Library Director determines that records produced by a surveillance device may assist the law enforcement officer to render the requested assistance, the Library may disclose the records to the law enforcement officer upon request.
 - h. Any other disclosure of Library records is prohibited unless required by law.

Social Security Number Privacy for Employees/Patrons

- 1. Patrons
 - a. The Library does not collect social security numbers from patrons.
- 2. Employees
 - a. As required by MCL 445.84, SSLDL adopts this social security number privacy policy.
 - b. SSLDL Library will ensure to the extent practicable the confidentiality of social security numbers held by the Library. Social security numbers will not be disclosed to those outside of the Library, except as authorized by law. Access to information or documents that contain social security numbers will be limited to those requiring access.
 - c. More than four sequential digits of the social security number will not be publicly displayed, used as an account number, password, or identifier, or included in or on any document sent outside the Salem-South Lyon District Library, except as authorized by law. Any documents containing social security numbers are to be shredded before disposal.
 - d. Violations of this policy may result in discipline (see Policy 207), up to and including

dismissal. Employees who violate the Social Security Number Privacy Act, 454 Pa 2004, MCL 445.81- 445.87, also may be subject to fines and imprisonment.⁴

¹ MCL 399.5 et seq. and 750.491 et seq. General Schedule #17 Michigan Public Libraries.

² MCLA 15.243 et seq. Freedom of Information Act

³ MLC 397.601 et seq. Michigan Library Privacy Act

⁴ Michigan Library Privacy Act, 1982 Public Act 455, MCL 397.601-397.605. Library Records protected by the Michigan Library Privacy Act are exempt from disclosure under the Freedom of Information Act (MCL 397.603 and MCL 15.243[d]) Social Security Number Privacy Act, 454 Pa 2004, MCL 445.81-445.87

Policy 811: Credit Card Use

Review: 2/19/2025

Revised: 2/20/2024

Approved: 2/26/2024

SSLDL recognizes that bank corporate credit cards offer an alternative to procurement processes and provide a method of purchasing goods and services. Library employees, authorized by the Library Director, may use credit cards for Library-related purposes in accordance with this policy, the approved budget, and Library purchasing guidelines.

The Library Director and Assistant Director will be responsible for the issuance, accounting, monitoring, and general oversight of credit card use in the Library and will develop the administrative guidelines. The credit limit of individual credit cards will be authorized and monitored by the Library Director and Assistant Director.

Individuals with credit cards are as follows: Library Director (\$4,000), Assistant Director (\$4,000), ~~Head of Information Services (\$5,000)~~, Head of IT (\$4,000), ~~Four~~ Librarians in Charge of Collections (totaling \$16,000), and Head of Processing (\$2,000), Head of Facilities (\$3,000) and Head of Marketing (\$2,000). The Library credit card maximum limit is \$35,000. Library Director and Assistant Director may adjust individual limits as necessary staying within the maximum limit to account for major purchases.

Administration reviews each cardholder's activity to verify that the credit card is being used in accordance with this policy and administrative guidelines. Cardholders are required to provide receipts for all card usage.

Cardholders are required to take measures to protect the use and custody of the card and will immediately notify the credit card company, the Library Director, and Assistant Director if the card is lost or stolen. Cardholders will immediately surrender their cards upon request by the Library Director or Assistant Director and will surrender their cards upon separation from employment.

The credit card may never be used to purchase personal items or services. Willful misuse of the credit card will result in termination of employment.

SSLDL will seek restitution, including any costs associated with obtaining restitution, for any inappropriate charges made to an account.

All credit charges will be paid monthly to the issuing financial institution. Pursuant to MCL §129.244 et seq., the total combined authorized credit limit of all credit cards issued by the Library shall not exceed 5% of the total budget of the Library for the current fiscal year.

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			