



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, SEPTEMBER 28, 2026, AT 7:15 PM OLSON MEETING ROOM

- A. Call meeting to order and verify quorum (26-267)
- B. Approval of agenda (26-268V)
- C. Introduction of guests (26-269)
- D. Approval of past minutes:
 - 1. Regular Board Meeting on from August 31, 2026 (26-270V)
- E. Public Comment (26-271)
- F. Friends of the Library Report (26-272)
- G. Financial Report
 - 1. Acceptance of the August 2026 preliminary Financial Report (26-273V)
- H. Approval for Payroll Report August 2026 (26-274V)
- I. Approval of Board Review of Bills and credit card purchases for August 2026 (26-275V)
- J. Director's Report (26-276)
- K. Staff Reports (26-277)
- L. Old Business
 - 1. Acceptance of Gift (26-278V)
 - 2. Bids for projector screen (26-279)

M. New Business (26-280)

N. Correspondence and communications

1. Invitation to Volunteer Appreciation Event (26-281)

O. Committee Reports

1. Advocacy Marketing

a. Annual Appeal Letter (26-282V)

2. Facilities (26-283)

3. Budget (26-284)

4. Policy Committee (26-285)

5. Professional Development (26-286)

P. Board Comments (26-287)

Q. Adjournment (26-288)

UPCOMING MEETINGS

BOARD MEETING: MONDAY, OCTOBER 26, 2026, AT 7:00 PM

BUDGET COMMITTEE: TUESDAY, OCTOBER 20, 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, August 31th, 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 (26-242)

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, E. Petricca, H. Maguire, K. Campbell, K. Merucci

K. Campbell – Recording Secretary

L. Brusstar – Staff Representative

A. King – Friends Representative

M. Herbert – Friends Representative

B. Approval of agenda (26-243V)

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

Yes: 7;

No: 0.

Motion Carried.

C. Introduction of guests (26-244)

Guests were introduced by K. Merucci

D. Approval of past minutes:

1. Regular Board Meeting on from July 27, 2026 (26-245V)

Motion to approve the minutes for the July 27th regular board meeting by L. Hamilton, Seconded by D. Siivola

Yes: 7;

No: 0.

Motion Carried.

E. Public Comment (26-246)

There was no public comment

F. Friends of the Library Report (26-247)

Submitted and filed by the Friends

G. Financial Report

1. Acceptance of the July 2026 preliminary Financial Report (26-248V)

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

Yes: 7;

No: 0.

Motion Carried.

H. Approval for Payroll Report July 2026 (26-249V)

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

Yes: 7;

No: 0.

Motion Carried.

I. Approval of Board Review of Bills and credit card purchases for July 2026 (26-250V)

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

Yes: 7;

No: 0.

Motion Carried.

J. Director's Report (26-251)

Submitted and filled by the director

K. Staff Reports (26-252)

Submitted and filled by staff

L. Old Business

1. Resolution of Acceptance of Gift (26-253)

M. New Business

1. Par Plan Grant Resolution (26-254V)

Move to approve the resolution by L. Hamilton, Seconded by D. Siivola

Yes: 7;

No: 0.

Motion Carried.

2. 2027 Holidays, Closures and Board Meetings (26-255V)

Move to approve the 2027 Holidays, Closures and Board Meetings as presented by L. Hamilton, Seconded by R. Sims

7 Yes;

0 No.

Motion Carried

N. Correspondence and communications (26-256)

O. Committee Reports

1. Advocacy Marketing (26-257)

Annual Appeal letter will be presented at the September Board Meeting for approval. The Board agreed by consensus to use Annual Appeal donation money to stock the Flack Lending Library.

2. Facilities (26-258)

3. Budget (26-237)

a. Flack Donation Recommendations

i. Lending Library (26-259V)

Board agreed by consensus to use the Flack Donation to purchase the Lending Library, for annual maintenance and to stock the lending library with materials not funded by Annual Appeal donations.

ii. Projector and screen (26-260V)

The Board agreed by consensus to use the Flack Donation to purchase the projector, screen and accessories for the fireplace area.

b. Confirmation of Emergency Purchase: Goyette Mechanical Proposal for Chiller (26-261V)

Move to approve the emergency purchase not to exceed \$15,000 by L. Hamilton, Seconded by D. Siivola

7 Yes;

0 No.

Motion Carried

4. Policy Committee (26-238)

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)

Motion to approve the changes as written by H. Maguire, Seconded by P. Peruski

7 Yes;

0 No.

Motion Carried

5. Professional Development (26-264)

P. Board Comments (26-265)

There were no board comments

Q. Adjournment (26-266)

Meeting was adjourned at 7:41pm

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 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 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

August 2026 Budget Highlights – Financial Report

Income:

Account 400 Property Taxes Operating: 97,097.02

South Lyon 1995 Operating \$35,308.44/2014 Operating \$15,669.22

Salem Twp 1995 Operating \$31,943.26/2014 Operating \$14,176.10

Account 400.3 Service Contract: \$47.19

Account 409 Fines & Fees \$35,710.89

➤ Penal Fines: \$35,218.59

➤ Fines \$492.30

Account 415 State Aid \$3,589.56

Acct. 440 Gifts & Grants \$1,414.53

➤ True Gift: \$43.91

➤ Friends Books Donation Income: \$839.42

➤ Library Collection Gifts: \$00.00

➤ Annual Appeal: \$531.20

➤ Grants & Sponsorships: \$0.00

Account 440.3 Miscellaneous Income: \$1,810.01

(Of note: Lost Materials: \$333.90, Computer Prints: \$1,387.45, Faxes: \$71.00, Rebates: \$0.0)

Account 450 Interest: \$2,209.01

➤ Michigan Class \$1,463.35

➤ Comerica: \$39.87

➤ Huntington: 705.79

Total Income: \$141,878.21

Account 500 - Personnel Total: \$86,937.22 (Two pays)

➤ \$75,032.59 Acct. 500.2 Salaries

➤ \$ 3,539.00 Acct. 505.2 Deferred Compensation Plan

➤ \$ 2,568.15 Acct. 502.3 Group Health Plan

➤ \$ 5,591.08 Acct. 545 FICA

➤ \$ 206.40 Acct.570 Dues & workshops

Account 505 - Library Materials & Supplies: \$18,997.34

\$ 16,189.47 Acct. 505.12 Library materials (Teen & Youth: \$2,625.65, Adult: \$3,129.68, Processing: \$713.97, Electronic: \$9,720.17 includes OverDrive,Hoopla,Kanopy,Cloud)

Acct. 508 Computer supplies & maintenance; \$2,397.19

Acct. 527 Cooperative Fee \$0.00

\$ 410.68 for Acct. 531 Programming (Adult \$248.18/Youth \$162.50)

Account 536 & 600 Total - Facilities & Equipment: \$86,679.30

Account 536 Facilities:

- \$ 4,412.93 Acct. 515 Utilities (DTE \$4200.65 and Consumers \$212.28)
- \$5,288.80 Acct. 536.12 Maintenance & Repairs of note: custodial: \$230.00, routine repairs of \$2,480.97, small equipment \$365.83, water softeners, sprinklers, plumbing \$592.00, HVAC repair \$205.00, fire inspection \$1,415.00

Account 600 Capital Expenditures and Equipment:

- 600.1 Computer \$0.0
- 600.3 Other Technology \$0.0
- 600.4 Other Tech Equipment: \$555.23
- 600.5 Licensing & Support: \$523.70
- 605.1 Capital Equipment: \$00.00
- 605.3 Capital Expenditure: \$75,898.64
- 605.95 Bond Interest: \$0.0
- 605.96 Bond Principal : \$0.0

Account 585 – Administrative Expenses \$7,197.23 of note:

- \$ 73.02 Acct. 510.3 Office Supplies
- \$ 91.26 Acct. 511 Postage
- \$.00 Acct. 512 Printing
- \$ 2,742.11 Acct. 514 Advertising
- \$ 639.00 Acct. 516.1 Telephone
- \$ 3,226.66 Acct 520 Contractual Services (lease copy machine, lawn maint., cc fees)
- \$ 400.18 Acct. 525 Legal & professional
- 25.00 Acct. 585.1 Lost Materials Refunds
- \$ 0.00 Acct. 585.6 Agent Fee

Account 586 - Gifts & Grants Purchases \$1,518.81 of note:

- \$ 360.00 Acct. 523.2 Gifts & Grants
- \$ 00.00 Acct. 586.27 Friends Gift Purchases
- \$ 839.42 Acct. 586.39 Book Sale Monies
- \$ 214.95 Acct. 586.31 Gift Purchases
- \$ 104.44 Acct. 586.9 Gift Purchases for collection

Expenditures exceed Revenue by \$59,451.69 Total YTD: \$(169,095.89)

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

	Aug 26	Jul - Aug 26	\$ Over Budget	% of Budget Target: 16.7%	Annual Budget
Ordinary Income/Expense					
Income					
400 · Property Taxes	97,097.02	179,253.96	-1,469,037.04	10.88%	1,648,291.00
400.3 · Service Contract	47.19	4.15	-423,995.85	0.0%	424,000.00
400.4 · Personal Property Taxes	0.00	399.83	-9,600.17	4.0%	10,000.00
409 · Fines & Fees	35,710.89	41,365.56	105.56	100.26%	41,260.00
415 · State Aid	3,589.56	13,781.76	-6,218.24	68.91%	20,000.00
440 · Gifts & Grants	1,414.53	5,138.48	-58,261.52	8.11%	63,400.00
440.3 · Miscellaneous Income	1,810.01	4,067.45	-958,132.55	0.42%	962,200.00
447 · Sale of equipment	0.00	0.00	-500.00	0.0%	500.00
450 · Portfolio Income	2,209.01	9,888.62	-45,111.38	17.98%	55,000.00
Total Income	141,878.21	253,899.81	-2,970,751.19	7.87%	3,224,651.00
Gross Profit	141,878.21	253,899.81	-2,970,751.19	7.87%	3,224,651.00
Expense					
500 · Personnel	86,937.22	216,016.25	-989,983.75	17.91%	1,206,000.00
505 · Library materials & supplies	18,997.34	63,614.77	-375,299.23	14.49%	438,914.00
536 · Facilities & Equipment	86,679.30	119,029.45	-1,286,063.55	8.47%	1,405,093.00
585 · Administrative Expenses	7,197.23	10,403.26	-100,840.74	9.35%	111,244.00
586 · Gifts & Grants Purchases	1,518.81	13,931.97	-49,468.03	21.98%	63,400.00
Total Expense	201,329.90	422,995.70	-2,801,655.30	13.12%	3,224,651.00
Net Ordinary Income	-59,451.69	-169,095.89	-169,095.89	100.0%	0.00
Net Income	-59,451.69	-169,095.89	-169,095.89	100.0%	0.00

Salem-South Lyon District Library
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Gross Profit	141,878.21	253,899.81	-2,970,751.19	7.87%	3,224,651.00
Expense					
500 · Personnel					
500.2 · Salaries	75,032.59	187,554.35	-819,445.65	18.63%	1,007,000.00
502 · Empl benefits	11,698.23	27,926.50	-158,073.50	15.01%	186,000.00
570 · Dues & workshops/travel	206.40	535.40	-12,464.60	4.12%	13,000.00
Total 500 · Personnel	86,937.22	216,016.25	-989,983.75	17.91%	1,206,000.00
505 · Library materials & supplies					
505.12 · Library Materials	16,189.47	43,116.88	-283,512.12	13.2%	326,629.00
508 · Computer supplies	2,397.19	3,221.61	-11,778.39	21.48%	15,000.00
527 · Cooperative fee	0.00	11,422.66	-57,862.34	16.49%	69,285.00
531 · Programming	410.68	5,853.62	-22,146.38	20.91%	28,000.00
Total 505 · Library materials	18,997.34	63,614.77	-375,299.23	14.49%	438,914.00
536 · Facilities & Equipment					
515 · Utilities	4,412.93	9,332.20	-55,667.80	14.36%	65,000.00
536.12 · Maintenance & Repairs	5,288.80	27,877.33	-72,872.67	27.67%	100,750.00
560 · Insurance	0.00	0.00	-32,000.00	0.0%	32,000.00
600 · Equipment	1,078.93	5,921.28	-64,078.72	8.46%	70,000.00
605 · Capital Expenditure	75,898.64	75,898.64	-909,101.36	7.71%	985,000.00
605.8 · Cap. Expenditures (Future)	0.00	0.00	-75,000.00	0.0%	75,000.00
605.95 · Interest Expense (Bond)	0.00	0.00	-17,343.00	0.0%	17,343.00
605.96 · Debt Repayment	0.00	0.00	-60,000.00	0.0%	60,000.00
Total 536 · Facilities & Equipment	86,679.30	119,029.45	-1,286,063.55	8.47%	1,405,093.00
585 · Admininstrative Expenses					
510 · Office supplies	73.02	405.10	-1,594.90	20.26%	2,000.00
511 · Postage	91.26	96.00	-654.00	12.8%	750.00
512 · Printing	0.00	0.00	-750.00	0.0%	750.00
514 · Advertising	2,742.11	3,063.58	-43,636.42	6.56%	46,700.00
516 · Telephone	639.00	639.00	-3,561.00	15.21%	4,200.00
520 · Contractual services	3,226.66	5,774.40	-36,725.60	13.59%	42,500.00
525 · Legal & Professional	400.18	400.18	-2,599.82	13.34%	3,000.00
540 · Auditor	0.00	0.00	-7,600.00	0.0%	7,600.00
585.3 · Misc. Expense	25.00	25.00	-3,719.00	0.67%	3,744.00
Total 585 · Admin. Expenses	7,197.23	10,403.26	-100,840.74	9.35%	111,244.00
586 · Gifts & Grants Purchases	1,518.81	13,931.97	-49,468.03	21.98%	63,400.00
Total Expense	201,329.90	422,995.70	-2,801,655.30	13.12%	3,224,651.00
Net Ordinary Income	-59,451.69	-169,095.89	-169,095.89	100.0%	0.00
Net Income	-59,451.69	-169,095.89	-169,095.89	100.0%	0.00

Salem-South Lyon District Library

Balance Sheet

As of August 31, 2026

	Aug 31, 26	Aug 31, 25
ASSETS		
Current Assets		
Checking/Savings		
102 · Checking-Huntington Bank	158,083.15	107,433.82
106 · MI Class	453,577.60	571,653.94
113 · Comerica	13,742.73	13,298.31
116 · Huntington Securities	1,353,913.31	1,317,202.16
117 · Huntington Brokerage	0.00	138,425.48
Total Checking/Savings	1,979,316.79	2,148,013.71
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	1,989,733.99	2,158,417.43
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	2,019,039.86	2,188,562.43
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 · Accounts Payable	86,691.57	42,793.48
Total Accounts Payable	86,691.57	42,793.48
Other Current Liabilities		
2100 · Payroll Liabilities	54,384.96	51,287.94
Total Other Current Liabilities	54,384.96	51,287.94
Total Current Liabilities	141,076.53	94,081.42
Total Liabilities	141,076.53	94,081.42
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	-169,095.89	-31,966.97
Total Equity	1,877,963.33	2,094,481.01
TOTAL LIABILITIES & EQUITY	2,019,039.86	2,188,562.43

Salem-South Lyon District Library

Monthly Payroll Summary

August 2026

	TOTAL		
	Pay date 8.14.26	Pay date: 8.28.26	Aug 26
Employee Wages, Taxes and Adjustments			
Gross Pay			
PTO	310.00	4,181.54	4,491.54
Salary	20,566.91	17,252.06	37,818.97
Hourly Wage	15,699.09	13,859.84	29,558.93
Sick	983.25	118.50	1,101.75
Vacation Hourly	566.20	1,495.20	2,061.40
Total Gross Pay	38,125.45	36,907.14	75,032.59
Deductions from Gross Pay			
Deferred Comp MERS	-1,186.89	-1,196.10	-2,382.99
Health Insurance (pre-tax)	-655.00	-655.00	-1,310.00
Pre-tax HSA Emp.	-318.00	-318.00	-636.00
Voluntary Ded/ROTH	-532.01	-532.01	-1,064.02
Total Deductions from Gross Pay	-2,691.90	-2,701.11	-5,393.01
Adjusted Gross Pay	35,433.55	34,206.03	69,639.58
Taxes Withheld			
Federal Withholding	-2,720.00	-2,415.00	-5,135.00
Medicare Employee	-538.70	-521.04	-1,059.74
Social Security Employee	-2,303.40	-2,227.94	-4,531.34
MI - Withholding	-1,358.69	-1,226.43	-2,585.12
Total Taxes Withheld	-6,920.79	-6,390.41	-13,311.20
Net Pay	28,512.76	27,815.62	56,328.38
Employer Taxes and Contributions	0.00	0.00	0.00

Transactions August2026

Type	Date	Num	Name	Description	Cost Control Center	Amount
Aug 26						
Liability Check	08/03/2026	AutoDeduct	PRIORITY HEALTH	Group Health	500 Personnel	-3,394.78
Check	08/03/2026	AutoDeduct	Reliance Standard	Group Health	500 Personnel	-59.56
Liability Check	08/05/2026	AutoDeduct	TASC	Employee Contribution	500 Personnel	-317.76
Bill Pmt -Check	08/06/2026	17876	Cengage Learning Inc	Playawaus	505 Library Materials	-64.96
Bill Pmt -Check	08/06/2026	17877	Falcon Fire Protection	Fire Pump testing	536 Facilities	-1,415.00
Bill Pmt -Check	08/06/2026	17878	FRIENDS OF THE SSLDL	Friends Book Sales July 2026	586 Gifts	-689.54
Bill Pmt -Check	08/06/2026	17879	Goyette Mechanical	Invoice 910256585	536 Facilities	-1,149.00
Bill Pmt -Check	08/06/2026	17880	Hoopla	July Hoopla	505 Library Materials	-2,099.34
Bill Pmt -Check	08/06/2026	17881	Kanopy LLC	Kanopy for July 2026	505 Library Materials	-294.10
Bill Pmt -Check	08/06/2026	17882	OVERDRIVE, INC.	July OverDrive	505 Library Materials	-2,799.02
Bill Pmt -Check	08/06/2026	17883	T-Mobile	hot spots	505 Library Materials	-721.88
Bill Pmt -Check	08/06/2026	17884	TASC	Employee Contribution	585 Admin. Expenses	-256.56
Bill Pmt -Check	08/06/2026	17885	USA Today/Gannett	Public notice	585 Admin. Expenses	-653.80
Bill Pmt -Check	08/06/2026	17886	Whoa Silent Disco LLC	Invoice 000147 for August 6 Event	505 Library Materials	-387.50
Bill Pmt -Check	08/10/2026	17887	LIBRARY DESIGN	Media hanger shelves for youth	536 Facilities	-655.00
Bill Pmt -Check	08/10/2026	17888	Michigan Automatic Sprinkler	Repair on valve in front lawn	536 Facilities	-259.80
Bill Pmt -Check	08/10/2026	17889	Playaway Products	Invoice 538771	505 Library Materials	-66.49
Bill Pmt -Check	08/10/2026	17890	THE LIBRARY NETWORK	Invoice 78195	505 Library Materials	-11,422.66
Payroll	08/14/2026	17891	Payroll	Payroll	500 Personnel	-186.99
Check	08/10/2026	AutoDeduct	Delta Dental	Group Health	500 Personnel	-354.95
Used in July		17892	Used in July			
Used in July		17893	Used in July			
Liability Check	08/14/2026	EFTPS	HUNTINGTON BANK	Employee withholding	500 Personnel	-8,404.20
Bill Pmt -Check	08/14/2026	17894	Mastercraft Plumbing, Inc.	broken valve	536 Facilities	-380.00
Liability Check	08/14/2026	AutoDeduct	MERS	Deferred Comp	500 Personnel	-3,474.88
Liability Check	08/15/2026	EFTPS	Michigan	Employee Withholding	500 Personnel	-3,983.40
Liability Check	08/19/2026	AutoDeduct	TASC	Employee Contribution	500 Personnel	-317.76
Bill Pmt -Check	08/20/2026	Online Pymt	Millennium Business	toner, PM for printers, copier lease	585 Admin. Expenses \$507.13/505 Library Materials \$806.43	-1,313.56
Bill Pmt -Check	08/21/2026	AutoDeduct	DTE ENERGY	Electric	536 Facilities	-4,653.96
Bill Pmt -Check	08/21/2026	17895	Ingram Library Services	July Library Materials	505 Library Materials	-6,411.09
Bill Pmt -Check	08/21/2026	17896	LIBRARY DESIGN	Invoice 26-275-01	605 Capital Project	-12,635.00
Bill Pmt -Check	08/21/2026	17897	MARTIN HARDWARE	paint, toilet auger, corner braces, bolts, traffic paint, batteries, GFI tester,	536 Facilities	-329.82
Bill Pmt -Check	08/21/2026	17898	TAYLOR COMM. LIBRARY	Teen Fiction Book Meyer	585 Admin. Expenses	-25.00
Bill Pmt -Check	08/21/2026	17899	USPS	Postage for Postcard/Permit #20	585 Admin. Expenses	-2,600.00
Check	08/24/2026	AutoDeduct	CONSUMERS ENERGY	Gas	536 Facilities	-212.28
Bill Pmt -Check	08/27/2026	17900	OVERDRIVE, INC.	Ebooks	505 Library Materials	-1,353.61
Bill Pmt -Check	08/27/2026	17901	TASC	TPA fees	585 Admin. Expenses	-143.62
Bill Pmt -Check	08/27/2026	17902	VALERI LAWN AND SNOW	Lawn Service	536 Facilities	-2,666.67
Liability Check	08/28/2026	EFTPS	HUNTINGTON BANK	Employee withholding	500 Personnel	-7,912.96
Payroll	08/28/2026	17903	Payroll check	Payroll check	500 Personnel	-145.37
Liability Check	08/28/2026	AutoDeduct	MERS	Deferred Comp	500 Personnel	-3,511.13
Bill Pmt -Check	08/31/2026	17919	FRIENDS OF THE SSLDL	Friends Book Sales August	586 Gifts	-839.42
Check	08/31/2026			Service Charge	585 Admin. Expenses	-1.53

Salem-South Lyon District Library Vendor QuickReport

August 2026

Type	Date	Num	Memo	Cost Control Center	Amt
CARDMEMBER SERVICES					
Bill	08/10/2026	LB	Amazon for Teen Graphic Novels	505 Library Materials	65.21
Bill	08/10/2026	KH	Penske Truck Rental \$160.43	536 Facilities	160.43
Bill	08/10/2026	MM	Amazon \$8.99 office supplies/Amazon \$142.11 for fidgets/Amazon \$227.94 folding tables	585 Admin. Expenses \$151.10/536 Facilities \$227.94	379.04
Bill	08/10/2026	TM	Amazon \$449.35 for J fiction/\$104.44 Gift for Youth Collection	505 Library Materials \$449.35/586 Gifts \$104.44	553.79
Bill	08/11/2026	AC	PitaWay \$70.92 for Saturday event	586 Gifts	70.92
Bill	08/11/2026	SS	Amazon,GFS for \$119.20 for SRP prizes	505 Library Materials	119.20
Bill	08/12/2026	KC	Amazon \$498.24 for Pursa parts, supplies/Intelligink \$319.00 for phone/Intelligink \$208.32 for Microsoft licensing	600.4 Equipment \$498.24/585 Admin. Expenses \$319.00/600.5 Licensing Equip. \$208.32	1,025.56
Bill	08/25/2026	NP	Gallery Art Wall \$299.00/Amazon \$188.80 for SLA batteries/\$212.00 Advanced Water	536 Facilities	699.80
Bill	08/31/2026	LB	Amazon for telescope \$305.00/Amazon \$7.99 for Teen Graphic	505 Library Materials	312.99
Bill	08/31/2026	KM	Amazon for poster materials for signs	536 Facilities	31.99
Bill	08/31/2026	MM	\$35.22 Amazon for office supplies/\$Elm Usa \$246.81 for disc cleaning machine supplies/Brodart \$103.36 for filament tape/Amazon \$49.99 for small vacuum/\$91.81 Demco for cases/\$24.99 Walmart for processing supplies	585 Admin Expenses \$35.22/505 Library Materials \$715.97/536 Facilities \$49.99	801.18
Bill	08/31/2026	TM	Amazon \$355.42 for J fiction and picture books/Amazon \$63.60 for Teen fiction/\$43.30 Amazon for StoryWalk	505 Library Materials	462.32
Bill	08/31/2026	KH	Quill \$296.62 for paper/\$28.81 for card stock,\$24.29 for tp/Intuit \$107.06/Amazon \$365.83 cordless drill, shop vacuum/USPS \$95.24 /Kroger \$87.53 food for volunteers/Amazon \$67.35 for dustpans	585 Admin. Expenses \$124.05/505 Library Materials \$296.62/536 Facilities \$457.47/586 Gift expense \$67.35/ Equipment licensing 600.5 \$107.06	1,072.73
Bill	08/31/2026	AC	Amazon \$421.35 for dvds/Notary Public expense \$206.40	505 Library Materials \$421.35/50o Personnel \$206.40	627.75
Bill	08/31/2026	Kasey	Kroger \$56.50 for volunteer food/Supply Den \$88.37 for custodial supplies	586 Gifts \$56.50/536 Facilities \$88.37	144.87
Bill	08/31/2026	CB	Meijer & amazon \$202.70 for craft supplies/Amazon \$37.39 for Adult Fic/Amazon \$360.00 for Community Reads/Amazon \$14.99 for AF	505 Library Materials \$255.08/586 Gifts \$360.00	615.08
Bill	08/31/2026	KC	Amazon \$56.99 for 22AWG wore/Alohi Fax \$16.99/Intelligink \$528.32	600.4 Tech Equipment\$56.99/505 Library Materials \$16.99/600.5 Licensing \$208.32/585 Admin. Expenses \$320.00	602.30



Salem-South Lyon
District Library

September
2026

Staff Reports



Call Us
248-437-6431



Visit Us
<https://ssldl.info>

Library Director Report

It was a busy and exciting month at the Library. As Summer Reading concluded, the adult department construction ramped up. We hosted the South Lyon Teacher Sale, organized by the South Lyon Education Foundation. During the event, more than 100 SLCS teachers joined us for Teacher Shopping Day to select books and essential school supplies for their classrooms. Looking ahead, we are excited for our upcoming fall programming, and the completion of the Adult Renovation project.

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.
- Shaw Construction started demolition on Study Room 4 the week of August 17; vinyl was installed for privacy on the fireplace room window.
- Painting and wallpaper removal began the week of August 24.

Phase One continued into the third week of September: Shaw painted the walls, removed the old carpeting and installed the new carpeting on the north side of the Adult Department. In addition, they painted the Circulation area while the Library was closed to the public the week of Labor Day. On September 15, LDA returned to the Library to begin Phase Two. They moved the shelving to the north side and created a walkway down the center of the department, so the public may access the Computer Lab and Teen Department. Once this was completed, Shaw removed the wallpaper and old carpeting from the south side of the department. They are currently painting the walls in the department and starting demolition on the Adult Office.

Budget:

Shaw YTD \$63,263.64 (Project not to exceed \$180,000)

Library Design YTD \$25,270.00 (Project not to exceed \$150,000)

Mary Long Gift

The estate of Mary Long generously gifted \$77,890.17 to the Library. The staff is looking at various options for the gift money and will provide suggestions at the next Budget Meeting.

The Jean Flack Lending Library

The Marketing Department and Leadership Team have been working with ILS to create the graphics for the new AutoLend. ILS was great to work with, and we are thrilled with the results! The estimated timeframe for installation is mid-November.





Team Update:

During a staff member's leave, our team has been working hard to redistribute the work and continue moving the department forward. The team continues to support the Library's goals in the strategic plan with outreach opportunities and looking for ways to increase the Library's impact in the community. The team is also identifying areas for improvement and streamlining processes. There have been fresh ideas for communicating programs, Library services and keeping patrons informed during the Adult Department renovation. The Library is fortunate to have such a dedicated, talented staff, and we look forward to continuing to build on their unique strengths. We are a small Library, but are able to do 'big things' because we work as a team, support each other, and share diverse perspectives.

"The nice thing about teamwork is that you always have others on your side to share the workload, the blame, and the office snacks." — Margaret Carty

Annual Appeal:

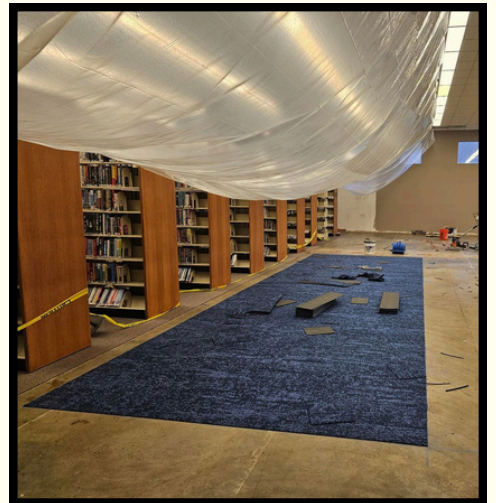
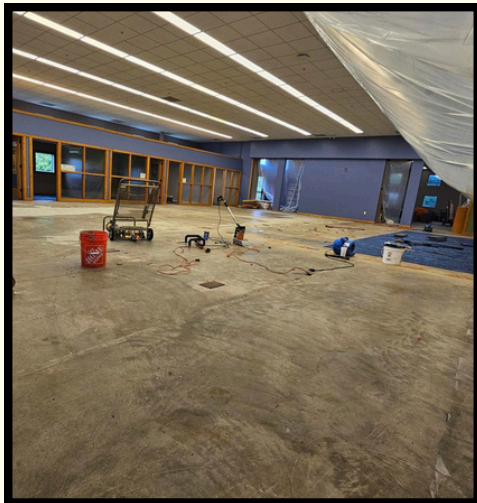
At the September Board Meeting, the Board agreed by consensus to designate proceeds from the Annual Appeal to stock the Flack Lending Library. This year's Annual Appeal letter was uniquely designed by Candy Mahoney; a copy has been provided in the packet for your review. Patrons will receive the appeal letter folded into an 'AutoLend format' with the body of the letter on the inside, accompanied by a separate donation slip. Additionally, GFL has confirmed they will continue to serve as a community partner. We are incredibly appreciative of their ongoing support.

Quick Updates:

- The lead auditor will review the field work from the audit during the first week of October and will provide a draft report by the end of the month.
- The lighting in the Teen Department was updated with dimmers to provide flexibility and a better sensory experience for our patrons.
- The Par Plan Grant for bollards was submitted. We will receive a decision within 60 days.



Respectfully Submitted,
Kathy Merucci



Friends & Gardeners



Friends of the Library

The next Friends Meeting:
Thursday, November 12, 5:30 p.m.
Study Room 1
Dan Siivola, Library Board Representative



Gardeners

No new updates from the gardeners.

Adult Services

August Programming

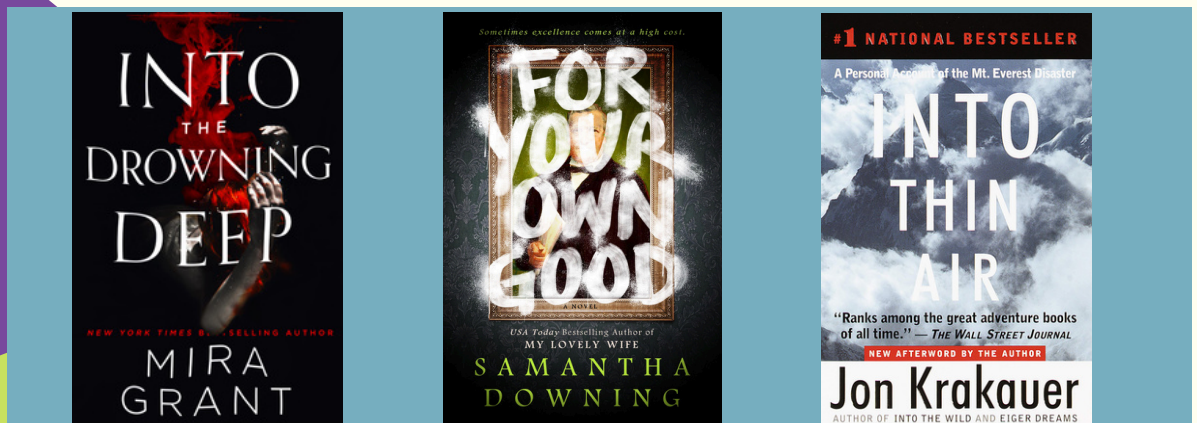
August Bookclubs led to more intellectual discussions! Our three book clubs are jumping into new waters.

- **Paranormal Pages** read *Into the Drowning Deep* by Mira Grant.
- **Cliffhangers** read *For Your Own Good* by Samantha Downing. This book, about a Teacher of the Year who everyone thought murdered his wife, was well received by the entire group.
- August was a special book for the **Something Different Book Club**! They discussed *Into Thin Air* by Jon Krakauer. This book - about climbing Mt. Everest - was used to inspire the 1997 Michigan Wolverine Football team before the season began - and they went on to go undefeated and win the National Championship. Every player still holds their Maize & Blue pick ax from that presentation as a prized possession.



Other highlights this month included a two day Blood Drive organized by Kari Yergin. Long time patron, Kim, is volunteering her time with a one-on-one crochet program. She has been holding weekly appointments. Exercise with Ashley is gaining new followers as we head into the fall.

August Book Clubs





The 10th anniversary gift is aluminium or tin.

Adult Crafting Program Chicken Wire Suncatchers Two patrons spent their 10th Anniversary with us at the library



The tools of the trade



Adult Services

Community Cares Program



Karin Caporale and her Ladies of Yarnia knitted over 500 hats to donate to local places in the community for the upcoming winter.



Half of these hats will go to the Blessings in a Backpack program that is provided in the South Lyon Schools. The remainder of the men and women's hats are distributed through volunteers who visit homeless shelters, churches and hand deliver hats in the Detroit area.



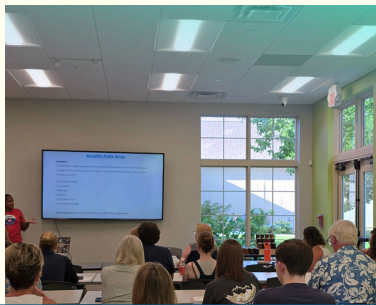
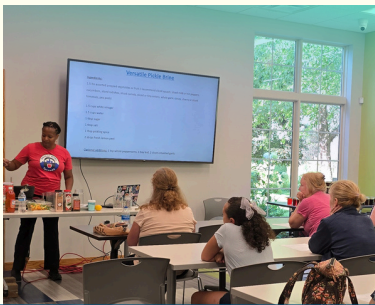
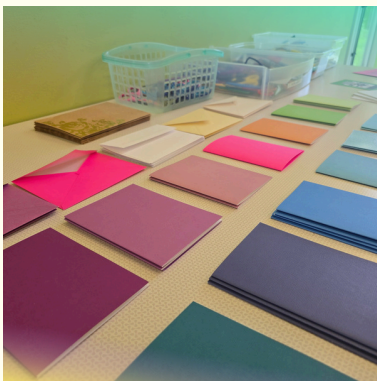
Karin showing off the Ladies of Yarnia craftwork





Codenamed Midnight: Field Curator William Wall-Winkel from the Detroit Historical Society shared the story of the Detroit abolitionists and the Underground Railroad here in Michigan and how they helped escaped slaves from the south evade slave catchers on their way to freedom in Canada.

Below are eight pictures of the Happy Mail multi-generational program we ran with children and adults.



Shanita Richards, owner of Motor City Spreads, showed us how fun and easy it is to turn a variety of fresh vegetables into delicious fridge pickles!

Adult Services

August Programs

Date	Program Name	Participants
8/1/2026	Tangled Tales Patterns	30
8/1/2026	Writer's Group	7
8/3/2026	Blood Drive	21
8/3/2026	Paranormal Pages Book Club	11
8/4/2026	Salem Township Voting	345
8/4/2026	Blood Drive	20
8/4/2026	Needlework Group	4
8/6/2026	Community Cares	8
8/8/2026	Karate	6
8/10/2026	Cliffhanger's Mystery Book Club	24
8/11/2026	Caregiver Support Group	1
8/13/2026	Adult Craft Night (Chicken Wire)	17
8/17/2026	Happy Mail	9
8/18/2026	Exercise w/ Ashley	5
8/18/2026	Midnight: Detroit & Underground Railroad	9
8/20/2026	You can Pickle That!	19

Adult Services

Outreach

Date	Outreach	Participants
8/5/2026	Outreach book delivery	11
8/19/2026	Center for Active Adults Tech Talk	4
8/19/2026	Center for Active Adults Bookclub	12
Total		27

Notary & Sewing

Date	Services	Participants
8/6/2026	Sewing for You	4
8/11/2026	Crochet One-on-One	1
8/13/2026	Sewing for You	5
8/18/2026	Crochet One-on-One	1
8/20/2026	Sewing for You	7
8/25/2026	Crochet One-on-One	1
8/27/2026	Sewing for You	7
Total		26

Youth & Teen Services

We had so much fun with Summer Reading 2026, but all good things must come to an end. We said good-bye to the busy months of June and July with our “That’s a Wrap” Silent Disco party.



Silent Disco

We then eased into August with a more relaxed, self-directed approach, perfect for the end of summer. This included drop-in programs like Lego Club and Crafternoon, where patrons could come and go at their pace without advance sign-up. We also created unique, always-available activities like our oversized floor maze and I Spy Scavenger Hunt, giving kids something fun to discover whenever they visited.

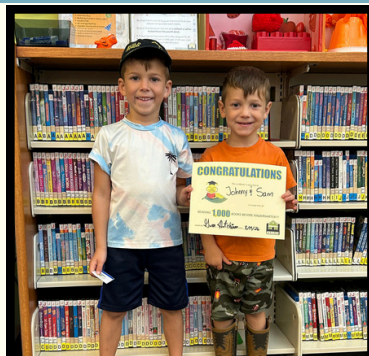
Youth & Teen Services



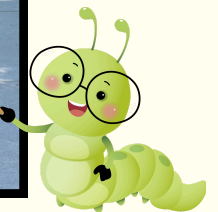
I Spy Scavenger Hunt



Summer Reading Raffle Winners



We Read 1,000 Books Before Kindergarten!



We celebrated with patrons who completed their 1,000 Books Before Kindergarten journey and with SRP and I Spy raffle winners. We also added seven arts and crafts kits to our circulating STEAM collection, giving families new ways to create and explore at home. We closed out the month by helping some of our younger patrons get ready for their next big adventure with a Countdown to Kindergarten storytime. Even in a slower month, there were plenty of ways for kids and families to stay connected to the library!

Youth & Teen Services

August Total
560

PROGRAM	DATE	PARTICIPANTS
Silent Disco	8/6/2026	52
Saturday Lego Club	8/8/2026	11
Crafternoon	8/19/2026	21
Countdown to Kindergarten Storytime	8/25/2026	9
PASSIVE PROGRAMS		INTERACTIONS
1,000 Books Before Kindergarten: Completed		4
1,000 Books Before Kindergarten: Registrations		20
August Scavenger Hunt		250
I Spy Scavenger Hunt		128
Tween Scavenger Hunt		65

Library Scavenger Hunt

Look for Dave the Sun around the library and fill in the letters that match the numbers below. Once you've got the answer head up to the desk for a prize!

Meet Dave!

What is his favorite part of the library?



H E L I K E S
1 2 3 4 5 6 7

T H E
8 9 10

S T O R Y W A L K !
11 12 13 14 15 16 17 18 19

Floor Maze

August Scavenger Hunt





Processing

August 2026 Tally

- 604 new items were added to the collection
- 396 repairs were made to existing items
- 1,201 items were withdrawn to make room for new materials
- In total, we handled 2,238 items!



Information Technology

- The Tech Department scheduled 22 one-on-one tech appointments in August and had 6 drop in appointments.
- Notable one-on-one: Worked with a patron to troubleshoot a software compatibility issue on their older computer. The issue was that the file was made in a newer version of Excel and was not opening with their version. After trying to use a few different utilities to export the document into a format that their computer could read. The solution ended up being to copy it to a flash-drive and load it onto a library computer that could read the file and then export it to a format that the older version of Excel could understand.
- We had 4 3D print requests in August
- We had 4 poster print requests in August
- Completed the technology teardown so that we were ready for the construction
- Completed the technology checklist for the library vending machine so that they are able to test that it is working prior to delivery.
- Contacted multiple window tinting companies to get quotes for smart window film in the fireplace room. Reviewed the quotes and of the 3 quotes we received, We decided to to move forward with Great Lakes Window Film Solutions as they were the only bid that had experience with setting up rear projection with the smart film that we can use to promote upcoming events in the library. While they are capable of installing the smart film, we made the determination based on the cost and prior experience.

Facilities and Maintenance

Accomplishments



- The new employee security door was installed. The door will open with a key fob and will open both the doors. The backup batteries were also replaced. The batteries are replaced every three years.
- We now have a custom-made logoed mat at the front door. The mat is designed for heavy use especially for the winter months. The mat was a custom sized to assure that the mat will not move for patron safety.
- The burners in the boiler system have been replaced. Goyette replace both the ignitors and burners to both of the units. Goyette has dedicated two repair technicians to our account.



- The doors outside the café area have been re-keyed for the master key entry. This will allow master key employees to enter the building other than going to the back of the library to enter when the card reader is having issues.
- The parking lot closures gates have been power washed and painted. Although we don't normally use the gates, they are a vital structure that patrons pass each time they visit the library.

Facilities and Maintenance

Accomplishments

- Both the alarm and the fire systems have had back up batteries installed. The batteries are replaced every two years.
- The quarterly water samples have been dropped off at Washtenaw County for the 3rd quarter. This sample includes the testing of Coliform Bacteria, Nitrates, Cyanide and Volatile Organics in our water and well system.
- The Arbitibby paper donation boxes were power washed in preparation of painting the bins prior to the winter.
- The carpet in the children's area was cleaned by Xtreme Carpet cleaning. We have been cleaning the carpets quarterly. With the new carpet in the adult and circulation coming, only the kids carpet needed attention.
- The pathway from the pavilion for the story time path is in the process of being mulched. Tuthill Farms donated 4 yards of brown mulch to the area. This is in preparation of the Halloween event on October 8th.
- Facilities staff removed the front entrance wall pictures and signs in preparation of the painting of the front lobby during the Labor Day closure.



Circulation

Foot Traffic in the Library

- **7,062** patrons visited us in the building
- **7** patrons utilized locker pickups
- **23** drive-up window pickups were facilitated

Books Sent & Received

- **9,626** of our books circulated for our patrons.
- **1,286** of our books were sent to other TLN libraries.
- **1,286** books from other TLN libraries were requested by our patrons

August updates

- **New shelve!** Averie has joined the team. She's grown up in the library and it's her home away from home.
- Construction continues. We're looking forward to having more space for our To-Be-Shelved items!
- The new interlibrary loan procedure is a big timesaver. We're really enjoying how easy it is to send and receive books.

Marketing

New Directions

We're currently looking at what gets the best results for us in social media, including choice of platforms. Once we've concluded our evaluation, we will make changes accordingly. Short video reels are a very popular format, so we are exploring the best way to make that work for us.

Our Facebooks stats have taken a dramatic upward turn, but we will continue to test and evaluate not only what posts do best, but how to most effectively target those we need to reach.



Subscribe



Events



Get A Card



Give

Some changes were made to our website, including replacement of a redundant search option with a “Subscribe” button to allow patrons to access our segmented newsletters and customized book lists. We also now have the ability to access an in-depth analysis of our website’s performance to include viewing a patron’s path through our site. This will help us determine how to optimize our pages to better serve our target audience.

We continue to explore how to reach a wider teen audience, and we’re also working to incorporate more bookish holidays and celebration days into our monthly calendars.

Marketing

Looking Forward

We're working on designs for promotional mugs and T-shirts for Pumpkinfest. We're also getting plans and materials together for our annual Volunteer Appreciation Event on

Mascot Hunt



We've chosen Libre the owl as our mascot. We're now working with an artist who's creating several poses in a format that will be easy to use in our promotional materials. We envision this as an identifiable, relatable, and cute mascot that kids will be able to draw and that we can put on hats, book bags, sweatshirts and more!

Respectfully Submitted by
Candy Mahoney



August in photos



Fun at the Silent Disco



Outdoor programs are always a hit!



Teamwork makes the dream work!



Sumer Reading prizes were awarded.



Another happy winner



Overheard in the Library!

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

Mega thanks to Luke for selecting and bundling the wonderful array of prizes we had for the Adult Summer Reading program! The prize selection was a hit, and the patrons were very pumped (and competitive!) about wanting to win them! Great job!

Submitted By: Cecile Bosshard

Submission Time: 8/3/2026 4:14 PM

8/4/2026 R-Best from Cecile: No notes from the outreach reminder calls except for glowing praise!

Barbara: "I can't wait! I need more books!"

Joanne: "I'm looking forward to it, I read all of my books!"

Donna: "We love the service and the puzzles!"

Andrew Calvetti has been recognized for the R-Best value of Teamwork. Here's what they did: Thank you Andrew for staying later last night until the election was wrapped-up. We appreciate it!

Submitted By: Kathy Merucci

Submission Time: 8/5/2026 10:38 AM

Andrew Ruf has been recognized for the R-Best value of Outstanding Service. Here's what they did: Andrew created a map for our Community Reads program, Reading Road Trip. He used his amazing Photoshop skills to recreate the map in the selected book, The Road to Tender Hearts. So fun! Thank you Andrew!

Submitted By: Kathy Merucci

Submission Time: 8/5/2026 2:11 PM



Overheard in the Library!

Youth Department (including Eli and Cecile!) has been recognized for the R-Best value of Outstanding Service: Here's what they did: Thank you to the Youth Department for providing a fun, end of summer reading party! A lot of time and effort went into the event.

Submitted By: Kathy Merucci

Submission Time: 8/7/2026 12:00 PM

All Staff has been recognized for the R-Best value of Outstanding Service. Here's what they did: I just spoke with Mr. Miller, and he was very complimentary of staff. He said that we have a really nice staff, and the library looks so clean. He really enjoys the fireplace area and remarked about what a cozy area it is. Thanks for all you do!

Submitted By: Kathy Merucci

Submission Time: 8/7/2026 2:31 PM

Facilities Team, Kevin and Andrew has been recognized for the R-Best value of Teamwork. Here's what they did: Thank you so much for getting the adult area ready for the renovation. It was a lot of work taking the furniture apart and moving it. Thank you to Mike Schram for finding a new home for all the furniture. It's nice to know that the schools can repurpose it for the kids. We appreciate all of you!

Submitted By: Kathy Merucci

Submission Time: 8/7/2026 2:36 PM

Cécile has been recognized for the R-Best value of Outstanding Service. Here's what they did: Cécile stayed later on Friday to finish weeding adult fiction for the big move/renovation. Thank you Cécile!

Submitted By: Kathy Merucci

Submission Time: 8/10/2026 11:21 AM



Overheard in the Library!

Candy has been recognized for the R-Best value of Outstanding Service: Here's what they did:
Thank you, Candy, for creating another fall logo to use for our signatures and marketing. I can't wait to use this one! So cute...thank you!

Submitted By: Kathy Merucci
Submission Time: 8/10/2026 11:28 AM

Andrew Ruf has been recognized for the R-Best value of Outstanding Service. Here's what they did: A patron came by the circulation desk to show her appreciation for Andrew's tech help and for going over the appointment time with her. She was so appreciative that she wanted to tip him! The tech department truly is our light in the dark. :)

Submitted By: Veronica Warnock
Submission Time: 8/10/2026 4:28 PM

Mike and Mike! has been recognized for the R-Best value of Outstanding Service. Here's what they did: Thank you to Mike and Mike for vacuuming the parking lot and lawn! :-D There were aluminum shavings everywhere from the new staff door installation, but Mike and Mike made sure all of the debris disappeared so no little human or dog feet encountered it in the future.

They also cleaned up the years of accumulated grime that had been under all of the adult shelving, making the work site tidy and ready for business on Monday! Thanks so much!

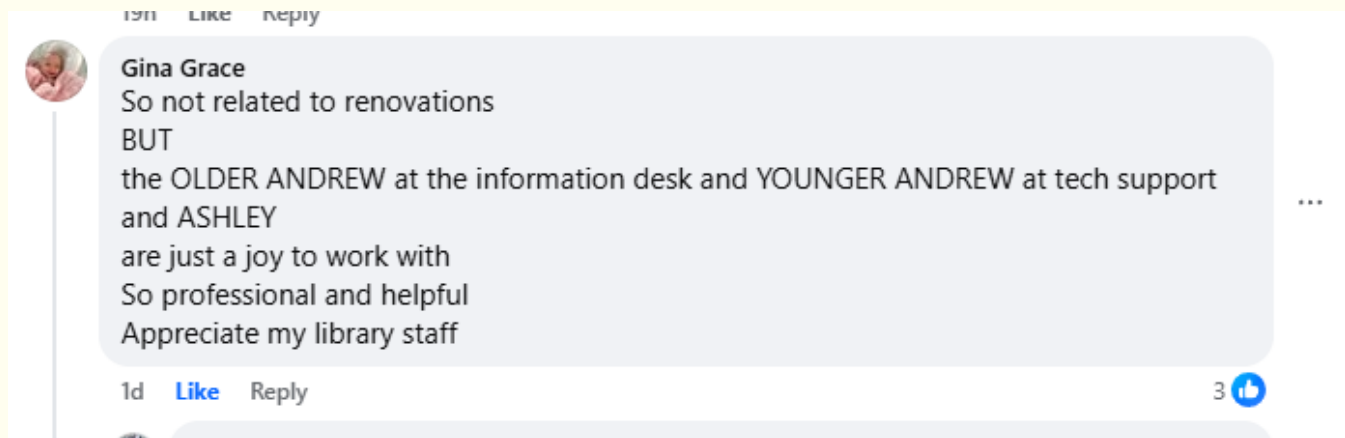
Submitted By: Cecile Bosshard
Submission Time: 8/14/2026 1:28 PM

Zoey has been recognized for the R-Best value of Outstanding Service. Here's what they did:
Zoey leapt into the fray and stickered up an entire, giant wagonload full of books for outreach! Thank you Zoey!

Submitted By: Candy Mahoney
Submission Time: 8/14/2026 4:16 PM

Overheard in the Library!

Facebook Post:



Gwen Hutchinson has been recognized for the R-Best value of Outstanding Service.
Here's what they did: Gwen's informative Facebook posts/videos to update patrons on the adult renovation are fantastic! So creative. Thank you!

Submitted By: Kathy Merucci

Submission Time: 8/17/2026 4:24 PM

Ashley Fisher has been recognized for the R-Best value of Outstanding Service.
Here's what they did: Ashley had a wonderful turn out at her Exercise with Ashley class today! Some lovely new faces came after seeing the event promoted in the e-newsletter. At the end of the class one of the attendees shared, "She did a great job. She's REALLY good!" Thanks for bringing fitness to our community!

Submitted By: Cecile Bosshard

Submission Time: 8/18/2026 3:03 PM



Overheard in the Library!

Andrew Calvetti has been recognized for the R-Best value of Teamwork. Here's what they did: Andrew is making library life much easier by interfiling the [movie] DVDs instead of separating them by genre. This has been a source of frustration for patrons & staff for many years. THANK YOU for making one of my Genie wishes come true.

Submitted By: Kathy Merucci

Submission Time: 8/19/2026 12:42 PM

Luke Brusstar has been recognized for the R-Best value of Outstanding Service. Here's what they did: A trio of young patrons came up to ask for the Dungeons and Dragons Monster Manual. When they saw the section with all of the D&D books, they about lost their minds with excitement! Huzzah to Luke for cultivating this collection! They were also EXTREMELY pumped to learn about the upcoming D&D program he'll be hosting.

Submitted By: Cecile Bosshard

Submission Time: 8/19/2026 10:42 AM

Candy has been recognized for the R-Best value of Outstanding Service. Here's what they did: Thank you for creating the display boards for the renovation. It looks great and is a nice visual for our patrons.

Submitted By: Kathy Merucci

Submission Time: 8/24/2026 6:04 PM



Overheard in the Library!

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

Thank you, Kevin, for taking time out of your morning to get the stand for one of the Circ computers in working order. The monitor is nice and sturdy again!

Submitted By: Ashley Fisher

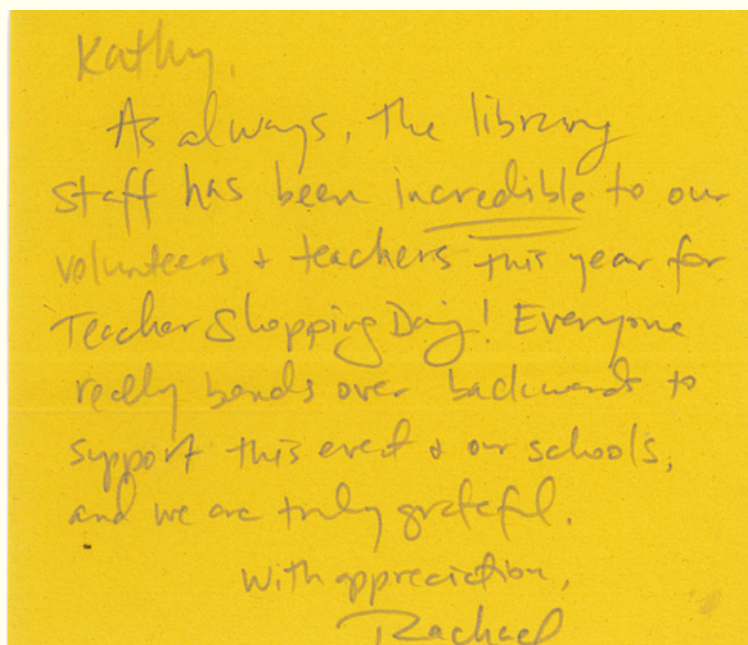
Submission Time: 8/26/2026 11:09 AM

Kevin [and Staff] has been recognized for the R-Best value of Outstanding Service. Here's what they did: A patron asked to speak to me about the excellent tech help that she received from Kevin. She had glowing praise about his knowledge and patience. She also complimented how much she enjoyed coming to our library over other libraries and how wonderful our staff is. Thank you to everyone!

Submitted By: Kathy Merucci

Submission Time: 8/27/2026 12:52 PM

Overheard in the Library!



SLEF Thank Note and Flowers from the Teacher Sale

5955 West Main Street
Box # 608
Kalamazoo, Michigan 49009

QUOTE #269

SENT ON:

09/11/2026

RECIPIENT:

Kevin Campbell

9800 Pontiac Trail
South Lyon, Michigan 48178
Phone: (248) 910-2598



Phone: 269-377-8181

Email: info@greatlakeswindowfilmsolutions.com

Website: <https://glwindowfilmsolutions.com/>

Product/Service	Description	Qty.	Unit Price	Total
Solyx Switchable Film	1 South Lyon Library - Reading Room 52" x 88" 2 South Lyon Library - Reading Room 52" x 88" 3 South Lyon Library - Reading Room 52" x 88" 4 South Lyon Library - Reading Room 39" x 88" 5 South Lyon Library - Reading Room 39" x 88" 6 South Lyon Library - Reading Room 39" x 88" 7 South Lyon Library - Reading Room 39" x 88" 8 South Lyon Library - Reading Room 30" x 88" 9 South Lyon Library - Reading Room 30" x 88" 10 South Lyon Library - Reading Room 42" x 88" 11 South Lyon Library - Reading Room 42" x 88" 12 South Lyon Library - Reading Room 42" x 88" 13 South Lyon Library - Reading Room 42" x 88" 14 South Lyon Library - Reading Room 39" x 88" 15 South Lyon Library - Reading Room 39" x 88"	1	\$32,565.00	\$32,565.00
SX-SF XFMR Transformer (200 SQFT capacity)	South Lyon Reading Room Zone 1 Seven Panels South Lyon Reading Room Zone 2 Eight Panels	2	\$400.00	\$800.00
Box Crate Fee	Box Crate Fee for Shipping 3 boxes of Film	3	\$160.00	\$480.00
SX-SF-COVER	Solyx Switchable Film, Bus Bar Cover (10 Ft Roll) / Based on 30 LF / Multiple styles available.	6	\$70.00	\$420.00
Shipping Boxes		3	\$160.00	\$480.00
Credit Card Charge 3%	Please be advised that a 3% additional charge will be applied to credit card transactions. For example, a total of \$1,042.35 will be subject to this proposal.	1	\$0.00	\$0.00

A deposit of \$17,372.50 will be required to begin.

Total

\$34,745.00

5955 West Main Street
Box # 608
Kalamazoo, Michigan 49009

QUOTE #269

SENT ON:

09/11/2026

Hi Kevin,

Thank you for the opportunity to provide this proposal:

SOLYX® Switchable Film is a premium PDLC (Polymer Dispersed Liquid Crystal) smart film that transforms existing glass into switchable privacy glass. At the touch of a button, the glass transitions from a clear, transparent appearance to an elegant frosted privacy surface—providing privacy when needed while maintaining the openness and natural light of the space when desired.

In addition to privacy control, the switchable film can serve as a rear-projection surface, allowing compatible projected images, presentations, video, or digital content to be displayed directly on the glass. This creates a unique dual-purpose installation: the glass functions as a traditional transparent architectural element when clear, provides privacy when switched to its frosted state, and offers the potential for a dynamic presentation/display surface.

Additional benefits include 99% UV protection, low energy consumption, a durable scratch-resistant surface, and the ability to retrofit existing glass without replacing it with specialty smart glass.

Please let me know if you have any questions or would like to discuss.

I look forward to hearing from you.

Audrey
Great Lakes Window Film Solutions
269.377.8181

This quote is valid for the next 30 days, after which values may be subject to change.



1000 N. Opdyke STE: G
Auburn Hills, MI 48326
248-364-6667
<http://michgc.com>

Proposal		
Tue	9/8/2026	10:00AM

Pay Online



Job ID 193773 Cust # 192724	Cell: 248-910-2598
SALEMSOUTH LYON DISTRICT LIBRARY	Email: kcampbell@ssldl.info
KEVIN CAMPBELL	
9800 PONTIAC TRAIL	
SOUTH LYON, MI 48178	

Sec	Ln	Area	Panes	Product Description	Price
1	1	READING ROOM GLASS PANELS	4	SMART TINT SWITCHABLE FILM PANEL	
1	2	READING ROOM GLASS PANELS	3	SMART TINT SWITCHABLE FILM PANEL	
1	3	READING ROOM GLASS PANELS	6	SMART TINT SWITCHABLE FILM PANEL	
1	4	READING ROOM GLASS PANELS	2	SMART TINT SWITCHABLE FILM PANEL	
Section Total			15		\$46,929.00
Panes Total			15		
Subtotal					\$46,929.00
Sales Tax					\$0.00
Order Total					\$46,929.00

Salesperson:	David Carson - 248-364-6667
Quote good until:	10/4/2026
Payment Terms:	50% Deposit/Balance Due Upon Completion

Standard general liability and worker's comp insurance included in the price. Customer responsible for cost of additional coverage if required.

Guarantee: All materials and workmanship are guaranteed to be as specified and the work to be performed in accordance with this written proposal, completed in a workman like manner for the amount indicated. Any change(s) from these specifications requiring extra time, labor or materials will result in additional charges to the amount indicated above. You, the buyer, may cancel this transaction at any time prior to midnight of the third business day after the date of this transaction. Our company is not responsible for glass breakage due to improper glass installation, existing glass damage or scoring from previous film installation. Interest at the rate of 1 1/2 percent per month will be charged on past due invoices.

Before installation, please clear off all window sills and the surrounding areas&mdashthings like plants, pictures, and any knick-knacks. In some cases, window treatments may need to be taken down as well. Please move or rearrange any furniture that might block access to the windows ahead of time. Our installers should not be held responsible for any damage that may happen if items need to be moved to reach the work area. To help keep dust down during installation, it&rsquo a good idea to clean floors and vacuum carpets the day before. Also, please keep pets out of the area while the work is being done.

Michigan Glass Coatings abides by the International Window Film Association's Guidelines for Applied Window Films. A copy of the inspection guidelines can be found [here](#).

Acceptance of Proposal /Authorization to Work:		
The above prices, specifications, terms and conditions are satisfactory to me and are hereby accepted. My signature authorizes you to do the work.		
Date	Customer Signature	Authorized Dealer Signature



You're Invited!

TO THE SALEM-SOUTH LYON
DISTRICT LIBRARY'S VOLUNTEER
APPRECIATION EVENT

JOIN US FOR A LUNCHEON AND
CELEBRATION OF OUR
APPRECIATION!

NOVEMBER 5, 2026.
11AM-1PM



PLEASE RSVP WITH A YES OR NO TO
FEEDBACK@SSLDL.INFO ALONG
WITH ANY DIETARY RESTRICTIONS



AUTOLEND
LIBRARY

THE JEAN FLACK LENDING LIBRARY



Scan QR for
Information



Scan card here



Salem-South Lyon
District Library
SSLDL.INFO



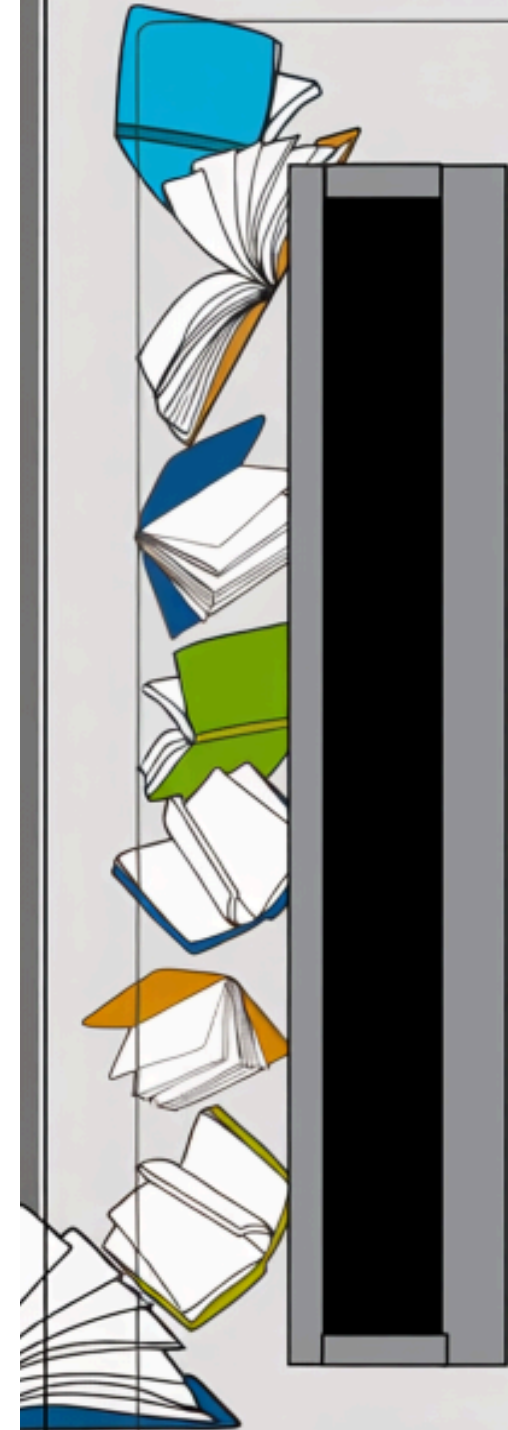
SSIBILITIES

9800 Pontiac Trail, South Lyon, MI 48178

SSLDL



Salem-South Lyon
District Library



IMAGINE THE POSSIB

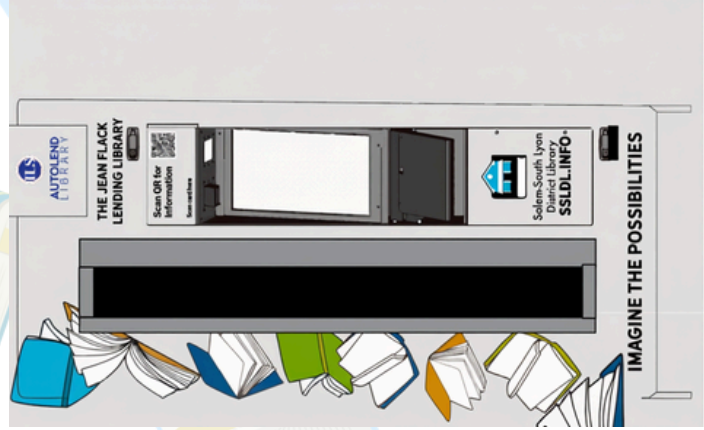
Dear NAME

Your valuable support of the library brings things to our patrons that we absolutely could not provide without you! Last year, your generous donations made it possible for us to replace our aging StoryWalk® with a brand new, weatherproof version. Kids always look forward to seeing the newest story, and we love that they're able to combine their love of reading with a walk on our outdoor trail.



In the coming year, we have an **exciting new addition planned!** A generous donation has made it possible for us to purchase an AutoLend library kiosk. The new Jean Flack Lending Library will be located outside the library and will enable patrons to browse, and check out our most popular books and DVDs even when the building is closed. We know that patrons are going to LOVE having 24/7 access to library materials. With your help, we can fill the Jean Flack Lending Library with hot ticket items for our community to enjoy!

24/7
ACCESS!



Learn more and
see it in action here



With gratitude,
Library Board and Staff



Our community partner, Green For Life, has pledged to match the first \$5,000 in donations!

In order to bring this dream to life, we'll need to fill the AutoLend with high demand items. You can help right now by going to ssldl.info/give, or by scanning the QR code to be taken to our donation form.

Donate now!



If you prefer to donate by check or cash, please fill out the form below.

Yes, I want to help fill the AutoLend with great materials!

Enclosed is my donation of ☐ \$25 ☐ \$50 ☐ \$75 ☐ \$100
☐ \$250 ☐ \$500 ☐ other amount _____

Please use my donation for _____
(e.g. adult books, children's books, DVDs, teen materials, etc.)

- ☐ I will contact my employer to match my donation to SSLDL.
- ☐ Please contact me with info about leaving a Living Legacy to SSLDL in my estate plan.

Payment Method ☐ Check (payable to SSLDL) ☐ Cash

Thank you for your valued support! We couldn't do this without you.



**Salem-South Lyon
District Library**

9800 Pontiac Trail, South Lyon, MI 48178

ssldl.info

248.437.6431

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			