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, OCTOBER 26, 2026, AT 7:00 PM***
***OLSON MEETING ROOM***

A. Call meeting to order and verify quorum (26-289)

B. Approval of agenda (26-290V)

C. Introduction of guests (26-291)

D. Approval of past minutes:

1. Regular Board Meeting on from September 28, 2026 (26-292V)

E. Public Comment (26-293)

F. Friends of the Library Report (26-294)

G. Financial Report

1. Acceptance of the September 2026 preliminary Financial Report (26-295V)

H. Approval for Payroll Report September 2026 (26-296V)

I. Approval of Board Review of Bills and credit card purchases for September 2026 (26-297V)

J. Director's Report (26-298)

K. Staff Reports (26-299)

L. Old Business (26-300)

M. New Business (26-301)

N. Correspondence and communications (26-302)

O. Committee Reports
    1. Advocacy Marketing (26-303)
    2. Facilities (26-304)
    3. Budget
        a. Mary Long Donation Recommendations
            i. Acoustic Panels (26-305V)
            ii. Music Garden (26-306V)
        b. Update official bank due to institution name change (26-307V)
    4. Policy Committee
        a. Next meeting will be in February 2027 (26-308)
    5. Professional Development (26-309)

P. Board Comments (26-310)

Q. Adjournment (26-311)

**UPCOMING MEETINGS**

**BOARD MEETING: MONDAY, NOVEMBER 30, 2026, AT 7:00 PM**

**BUDGET COMMITTEE: MONDAY, NOVEMBER 24, 2026, AT 3:00 PM**

PRESIDENT: DENISE STACER (2028)

VICE-PRESIDENT: LINDA HAMILTON (2026)

SECRETARY: HATTIE MAGUIRE (2026)

TREASURER: DAN SIIVOLA (2028)

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

DIRECTOR: KATHY MERUCCI

ASSISTANT DIRECTOR: KATHY HUTCHINSON

COMMITTEES: THE PRESIDENT AND DIRECTOR SIT ON ALL COMMITTEES.

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

ADVOCATE TO RAISE COMMUNITY AWARENESS OF THE LIBRARY.

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

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

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

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

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

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

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

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

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

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

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

REVIEW STAFF COMPENSATION AND PROVIDE RECOMMENDATIONS TO THE BOARD

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

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

SALEM-SOUTH LYON DISTRICT LIBRARY BOARD OF TRUSTEES
Draft Minutes of Regular Board Meeting
Monday, September 28th, 2026

President: Denise Stacer
Vice President: Linda Hamilton
Treasurer: Daniel Siivola
Secretary: Hattie Maguire
At Large: Pat Peruski; Russell Sims; Erin Petricca
Director: Kathy Merucci
Assistant Director: Kathleen Hutchinson
Head of IT: Kevin Campbell

**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 7:30 p.m.

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

K. Campbell – Recording Secretary
G. Hutchinson – Staff Representative

**B. Approval of agenda (26-268V)**

Motion to approve the agenda by L. Hamilton Seconded by D. Siivola
The president made an amendment to the agenda for closed session per mcl 15.268 section 8 paragraph 1 h
Yes: 7;
No: 0.
Motion Carried.

**C. Introduction of guests (26-269)**
Guests were introduced by K. Merucci

**D. Approval of past minutes:**
1. Regular Board Meeting on from August 31, 2026 (26-270V)

Moved by L. Hamilton Seconded by P. Peruski

Yes: 7;
No: 0.
Motion Carried.

**E. Public Comment (26-271)**
There was no public comment

**F. Friends of the Library Report (26-272)**
Submitted and filed by the Friends

**G. Financial Report**
1. **Acceptance of the August 2026 preliminary Financial Report (26-273V)**

Motion to accept August 2026 preliminary Financial Report by L. Hamilton Seconded by R. Sims

Yes: 7;
No: 0.
Motion Carried.

**H. Approval for Payroll Report August 2026 (26-274V)**

Motion to approve the August payroll report by L. Hamilton Seconded by E. Petricca.

Yes: 7;
No: 0.
Motion Carried.

**I. Approval of Board Review of Bills and credit card purchases for August 2026 (26-275V)**

Motion to approve the august board review of bills and credit card purchases by L. Hamilton, Seconded by D. Siivola

Yes: 7;
No: 0.
Motion Carried.

**J. Director's Report (26-276)**
Submitted and filled by the director

**K. Staff Reports (26-277)**

Submitted and filled by staff

**L. Old Business**
1. Acceptance of Gift (26-278V)
Motion to accept the gift by L. Hamilton Seconded by R. Sims
Yes: 7;
No: 0.
Motion Carried.
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)

Motion to approve the annual appeal letter with changes and final review by the board president by L. Hamilton Seconded by H. Maguire

Yes: 7;
No: 0.

Motion Carried.

2. Facilities (26-283)

3. Budget (26-284)

4. Policy Committee (26-285)
Next policy meeting end of October

5. Professional Development (26-286)

**P. Board Comments (26-287)**
There were no board comments

**Q. Closed Session (26-288)**
Motion to enter into close session per mcl 15.268 section 8 paragraph 1 H at 7:41pm

by L. Hamilton Seconded by H. Maguire

D. Siivola: Yes

R. Sims: Yes

H. Maguire: Yes

E. Petricca: Yes

P. Peruski: Yes

L. Hamilton: Yes

D. Stacer: Yes
Included is K. Merucci
K. Hutchinson
K. Campbell

Move to reconvene the closed session by L. Hamilton, Seconded by D. Siivola at 8:33p m
D. Siivola: Yes

R. Sims: Yes

H. Maguire: Yes

E. Petricca: Yes

P. Peruski: Yes

L. Hamilton: Yes

D. Stacer: Yes

Returned to Open Meeting at 8:34pm

Motion to allocate up to $12,000 for legal Fees using the same employment attorney the library has used in the past and grant the director to implement the direction based on the attorney's recommendation and give the director the authority to utilize individuals that will be of assistance with this issue by L. Hamilton Seconded by E. Petricca

If the attorney recommends, we honor the request for the 4 weeks of unpaid leave, The employee will be required to cover their own healthcare by L. Hamilton, Seconded by H. Maguire.

Yes: 7;
No: 0.
Motion Carried.

**R. Adjournment (26-288)**

Meeting was adjourned at 8:43pm

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 September, 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

# September 2026 Budget Highlights – Financial Report

## Income:

**Account 400 Property Taxes Operating: 258,742.21**
South Lyon 1995 Operating $80,804.63/2014 Operating $35,859.84
Salem Twp 1995 Operating $98,406.05/2014 Operating $43,671.69
**Account 400.3 Service Contract: $(122.34)**

**Account 409 Fines & Fees $295.80**

- Penal Fines: $0.0
- Fines $295.80

**Account 415 State Aid $0.0**

**Acct. 440 Gifts & Grants $78,563.48**

- True Gift: $77,901.02
- Friends Books Donation Income: $631.26
- Library Collection Gifts: $00.00
- Annual Appeal: $31.20
- Grants & Sponsorships: $0.00

**Account 440.3 Miscellaneous Income: $2,108.16**
(Of note: Lost Materials: $333.90, Computer Prints: $1,123.43, Faxes: $78.00, Rebates: $341.89,T-shirt sales: $420.00 )

**Account 450 Interest: $7,465.06**

- Michigan Class $1,447.12
- Comerica: $40.02
- Huntington: 5,977.92

**Total Income: $347,052.37**

**Account 500 - Personnel Total: $81,972.45 (Two pays)**

- $ 69,631.98 Acct. 500.2 Salaries
- $ 3,478.00 Acct. 505.2 Deferred Compensation Plan
- $ 3,037.96 Acct. 502.3 Group Health Plan
- $ 5,226.92 Acct. 545 FICA
- $ 597.59 Acct.570 Dues & workshops

**Account 505 - Library Materials & Supplies: $29,031.35**

$ 23,952.47 Acct. 505.12 Library materials (Teen & Youth: $3,518.50, Adult: $8,705.73, Electronic: $10,498.25 includes OverDrive,Hoopla,Kanopy,Cloud, Databases: $1,229.99)
Acct. 508 Computer supplies & maintenance; $844.42
Acct. 527 Cooperative Fee $2,762.06
$ 1,472.40 for Acct. 531 Programming (Adult $753.44/Youth $718.96)

**Account 536 & 600 Total - Facilities & Equipment: $126,605.21**

**Account 536 Facilities:**

- $ 4,443.03 Acct. 515 Utilities (DTE $,199.10 and Consumers $243.93)
- $21,571.48 Acct. 536.12 Maintenance & Repairs of note: custodial: $817.92, routine repairs of $2,330.56, Teen area electrical $4,290.00, small equipment $365.83, water softeners, sprinklers, plumbing $190.00, HVAC repair (chiller & boilers) $9,313.00, fire inspection $950.00, alarm monitoring and upgrades $3,680.00

**Account 600 Capital Expenditures and Equipment:**

- 600.1 Computer $0.0
- 600.3 Other Technology $0.0
- 600.4 Other Tech Equipment: $135.72
- 600.5 Licensing & Support: $933.73
- 605.1 Capital Equipment: $00.00
- 605.3 Capital Expenditure: $31,250.00 (deposit on lending library)
- 605.4 Non-Capital Expense: $8,118.83
- 605.9 Capital Project (PY funds): $60,152.42(Adult reno partial & reading room film)
- 605.95 Bond Interest: $0.0
- 605.96 Bond Principal : $0.0

**Account 585 – Administrative Expenses $14,612.87 of note:**

- $ 346.04 Acct. 510.3 Office Supplies
- $ (1.64) Acct. 511 Postage
- $ .00 Acct. 512 Printing
- $ 11,679.54 Acct. 514 Advertising (mailer, Pumpkinfest materials)
- $ 0.00 Acct.516.1 Telephone
- $ 3,226.66 Acct 520 Contractual Services (lease copy machine, lawn maint., cc fees)
- **$** 2,030.77 Acct. 525 Legal & professional
- 0.00 Acct. 585.1 Lost Materials Refunds
- **$** 0.00 Acct. 585.6 Agent Fee

**Account 586 - Gifts & Grants Purchases $2,685.94 of note:**

- $ 670.00 Acct. 523.2 Gifts & Grants for staff training
- $ 00.00 Acct. 586.27 Friends Gift Purchases
- $ 631.26 Acct. 586.39 Book Sale Monies
- $ 392.09 Acct. 586.31 Gift Purchases
- $ 992.59 Acct. 586.9 Gift Purchases for collection

**Revenue exceed Expenditures by $92,144.55 Total YTD: $(76,951.34)**

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

| | Sep 26 | Jul - Sep 26 | $ Over Budget | % of Budget | Annual Budget |
|---|---|---|---|---|---|
| **Ordinary Income/Expense** | | | | | |
| **Income** | | | | | |
| **400 · Property Taxes** | 258,742.21 | 437,996.17 | -1,210,294.83 | 26.57% | 1,648,291.00 |
| **400.3 · Service Contract** | -122.34 | -118.19 | -424,118.19 | -0.03% | 424,000.00 |
| **400.4 · Personal Property Taxes** | 0.00 | 399.83 | -9,600.17 | 4.0% | 10,000.00 |
| **409 · Fines & Fees** | 295.80 | 41,661.36 | 401.36 | 100.97% | 41,260.00 |
| **415 · State Aid** | 0.00 | 13,781.76 | -6,218.24 | 68.91% | 20,000.00 |
| **440 · Gifts & Grants** | 78,563.48 | 83,701.96 | 20,301.96 | 132.02% | 63,400.00 |
| **440.3 · Miscellaneous Income** | 2,108.16 | 6,175.61 | -956,024.39 | 0.64% | 962,200.00 |
| **447 · Sale of equipment** | 0.00 | 0.00 | -500.00 | 0.0% | 500.00 |
| **450 · Portfolio Income** | 7,465.06 | 17,353.68 | -37,646.32 | 31.55% | 55,000.00 |
| **Total Income** | 347,052.37 | 600,952.18 | -2,623,698.82 | 18.64% | 3,224,651.00 |
| **Gross Profit** | 347,052.37 | 600,952.18 | -2,623,698.82 | 18.64% | 3,224,651.00 |
| **Expense** | | | | | |
| **500 · Personnel** | 81,972.45 | 297,988.70 | -908,011.30 | 24.71% | 1,206,000.00 |
| **505 · Library materials & supplies** | 29,031.35 | 92,646.12 | -346,267.88 | 21.11% | 438,914.00 |
| **536 · Facilities & Equipment** | 126,605.21 | 245,634.66 | -1,159,458.34 | 17.48% | 1,405,093.00 |
| **585 · Admininstrative Expenses** | 14,612.87 | 25,016.13 | -86,227.87 | 22.49% | 111,244.00 |
| **586 · Gifts & Grants Purchases** | 2,685.94 | 16,617.91 | -46,782.09 | 26.21% | 63,400.00 |
| **Total Expense** | 254,907.82 | 677,903.52 | -2,546,747.48 | 21.02% | 3,224,651.00 |
| **Net Ordinary Income** | 92,144.55 | -76,951.34 | -76,951.34 | 100.0% | 0.00 |
| **Net Income** | **92,144.55** | **-76,951.34** | **-76,951.34** | **100.0%** | **0.00** |

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

| | Sep 26 | Jul - Sep 26 | $ Over Budget | % of Budget Target: 25% | Annual Budget |
|---|---|---|---|---|---|
| **Ordinary Income/Expense** | | | | | |
| **Income** | | | | | |
| **400 · Property Taxes** | 258,742.21 | 437,996.17 | -1,210,294.83 | 26.57% | 1,648,291.00 |
| **400.3 · Service Contract** | -122.34 | -118.19 | -424,118.19 | -0.03% | 424,000.00 |
| **400.4 · Personal Property Taxes** | 0.00 | 399.83 | -9,600.17 | 4.0% | 10,000.00 |
| **409 · Fines & Fees** | 295.80 | 41,661.36 | 401.36 | 100.97% | 41,260.00 |
| **415 · State Aid** | 0.00 | 13,781.76 | -6,218.24 | 68.91% | 20,000.00 |
| **440 · Gifts & Grants** | 78,563.48 | 83,701.96 | 20,301.96 | 132.02% | 63,400.00 |
| **440.3 · Miscellaneous Income** | 2,108.16 | 6,175.61 | -956,024.39 | 0.64% | 962,200.00 |
| **447 · Sale of equipment** | 0.00 | 0.00 | -500.00 | 0.0% | 500.00 |
| **450 · Portfolio Income** | 7,465.06 | 17,353.68 | -37,646.32 | 31.55% | 55,000.00 |
| **Total Income** | 347,052.37 | 600,952.18 | -2,623,698.82 | 18.64% | 3,224,651.00 |
| **Gross Profit** | 347,052.37 | 600,952.18 | -2,623,698.82 | 18.64% | 3,224,651.00 |
| **Expense** | | | | | |
| **500 · Personnel** | | | | | |
| **500.2 · Salaries** | 69,631.98 | 257,186.33 | -749,813.67 | 25.54% | 1,007,000.00 |
| **502 · Empl benefits** | 11,742.88 | 39,669.38 | -146,330.62 | 21.33% | 186,000.00 |
| **570 · Dues & workshops/travel** | 597.59 | 1,132.99 | -11,867.01 | 8.72% | 13,000.00 |
| **Total 500 · Personnel** | 81,972.45 | 297,988.70 | -908,011.30 | 24.71% | 1,206,000.00 |
| **505 · Library materials & supplies** | | | | | |
| **505.12 · Library Materials** | 23,952.47 | 67,069.35 | -259,559.65 | 20.53% | 326,629.00 |
| **508 · Computer supplies/maint.** | 844.42 | 4,066.03 | -10,933.97 | 27.11% | 15,000.00 |
| **527 · Cooperative fee** | 2,762.06 | 14,184.72 | -55,100.28 | 20.47% | 69,285.00 |
| **531 · Programming** | 1,472.40 | 7,326.02 | -20,673.98 | 26.16% | 28,000.00 |
| **Total 505 · Library materials** | 29,031.35 | 92,646.12 | -346,267.88 | 21.11% | 438,914.00 |
| **536 · Facilities & Equipment** | | | | | |
| **515 · Utilities** | 4,443.03 | 13,775.23 | -51,224.77 | 21.19% | 65,000.00 |
| **536.12 · Maintenance & Repairs** | 21,571.48 | 49,448.81 | -51,301.19 | 49.08% | 100,750.00 |
| **560 · Insurance** | 0.00 | 0.00 | -32,000.00 | 0.0% | 32,000.00 |
| **600 · Equipment** | 1,069.45 | 6,990.73 | -63,009.27 | 9.99% | 70,000.00 |
| **605 · Capital Expenditure** | 39,368.83 | 39,368.83 | -345,631.17 | 10.23% | 385,000.00 |
| **605.8 · Cap. Expenditures (Future)** | 0.00 | 0.00 | -75,000.00 | 0.0% | 75,000.00 |
| **605.9 · Cap.Project Exp.(PY)** | 60,152.42 | 136,051.06 | -463,948.94 | 22.68% | 600,000.00 |
| **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** | 126,605.21 | 245,634.66 | -1,159,458.34 | 17.48% | 1,405,093.00 |
| **585 · Admininstrative Expenses** | | | | | |
| **510 · Office supplies** | 346.04 | 751.14 | -1,248.86 | 37.56% | 2,000.00 |
| **511 · Postage** | -1.64 | 94.36 | -655.64 | 12.58% | 750.00 |
| **512 · Printing** | 0.00 | 0.00 | -750.00 | 0.0% | 750.00 |
| **514 · Advertising** | 11,679.54 | 14,743.12 | -31,956.88 | 31.57% | 46,700.00 |
| **516 · Telephone** | 0.00 | 639.00 | -3,561.00 | 15.21% | 4,200.00 |
| **520 · Contractual services** | 558.16 | 6,332.56 | -36,167.44 | 14.9% | 42,500.00 |
| **525 · Legal & Professional** | 2,030.77 | 2,430.95 | -569.05 | 81.03% | 3,000.00 |
| **540 · Auditor** | 0.00 | 0.00 | -7,600.00 | 0.0% | 7,600.00 |
| **585.3 · Misc. Expense** | 0.00 | 25.00 | -3,719.00 | 0.67% | 3,744.00 |
| **Total 585 · Admininstrative Expenses** | 14,612.87 | 25,016.13 | -86,227.87 | 22.49% | 111,244.00 |
| **586 · Gifts & Grants Purchases** | 2,685.94 | 16,617.91 | -46,782.09 | 26.21% | 63,400.00 |
| **Total Expense** | 254,907.82 | 677,903.52 | -2,546,747.48 | 21.02% | 3,224,651.00 |
| **Net Ordinary Income** | 92,144.55 | -76,951.34 | -76,951.34 | 100.0% | 0.00 |
| **Net Income** | **92,144.55** | **-76,951.34** | **-76,951.34** | **100.0%** | **0.00** |

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

| | Sep 30, 26 | Sep 30, 25 |
|---|---|---|
| **ASSETS** | | |
| **Current Assets** | | |
| **Checking/Savings** | | |
| **102 · Checking-Huntington Bank** | 256,568.88 | 184,609.74 |
| **106 · MI Class** | 455,024.72 | 573,670.72 |
| **113 · Comerica** | 13,782.75 | 13,342.28 |
| **116 · Huntington Securities** | 1,342,414.70 | 1,320,160.66 |
| **117 · Huntington Brokerage** | 0.00 | 138,797.49 |
| **Total Checking/Savings** | 2,067,791.05 | 2,230,580.89 |
| **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** | 2,078,208.25 | 2,240,984.61 |
| **Other Assets** | | |
| **125 · Accts.Rec.-Other/Employee** | 0.00 | 343.73 |
| **144 · Beneficial Interest/Comm. Found** | 29,305.87 | 29,305.87 |
| **Total Other Assets** | 29,305.87 | 29,649.60 |
| **TOTAL ASSETS** | **2,107,514.12** | **2,270,634.21** |
| **LIABILITIES & EQUITY** | | |
| **Liabilities** | | |
| **Current Liabilities** | | |
| **Accounts Payable** | | |
| **2000 · Accounts Payable** | 83,422.15 | 75,214.19 |
| **Total Accounts Payable** | 83,422.15 | 75,214.19 |
| **Other Current Liabilities** | | |
| **2100 · Payroll Liabilities** | 53,984.09 | 49,868.98 |
| **Total Other Current Liabilities** | 53,984.09 | 49,868.98 |
| **Total Current Liabilities** | 137,406.24 | 125,083.17 |
| **Total Liabilities** | 137,406.24 | 125,083.17 |
| **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** | -76,951.34 | 19,103.06 |
| **Total Equity** | 1,970,107.88 | 2,145,551.04 |
| **TOTAL LIABILITIES & EQUITY** | **2,107,514.12** | **2,270,634.21** |

# Salem-South Lyon District Library
# Monthly Payroll Summary
## September 2026

| | Paydate: 9.11.26 | Paydate: 9.25.26 | TOTAL Sep 26 |
|---|---|---|---|
| **Employee Wages, Taxes and Adjustments** | | | |
| **Gross Pay** | | | |
| **PTO** | 3,313.23 | 2,339.72 | 5,652.95 |
| **Salary** | 18,120.37 | 19,093.88 | 37,214.25 |
| **Hourly Wage** | 13,777.27 | 12,043.91 | 25,821.18 |
| **Sick** | 621.50 | 322.10 | 943.60 |
| **Total Gross Pay** | 35,832.37 | 33,799.61 | 69,631.98 |
| **Deductions from Gross Pay** | | | |
| **Deferred Comp MERS** | -1,196.75 | -1,504.19 | -2,700.94 |
| **Health Insurance (pre-tax)** | 0.00 | -748.00 | -748.00 |
| **Pre-tax HSA Emp.** | -318.00 | -241.00 | -559.00 |
| **Voluntary Ded/ROTH** | -532.01 | -532.01 | -1,064.02 |
| **Total Deductions from Gross Pay** | -2,046.76 | -3,025.20 | -5,071.96 |
| **Adjusted Gross Pay** | 33,785.61 | 30,774.41 | 64,560.02 |
| **Taxes Withheld** | | | |
| **Federal Withholding** | -2,394.00 | -2,238.00 | -4,632.00 |
| **Medicare Employee** | -515.00 | -475.75 | -990.75 |
| **Social Security Employee** | -2,201.91 | -2,034.26 | -4,236.17 |
| **MI - Withholding** | -1,300.68 | -1,204.57 | -2,505.25 |
| **Medicare Employee Addl Tax** | 0.00 | 0.00 | 0.00 |
| **Total Taxes Withheld** | -6,411.59 | -5,952.58 | -12,364.17 |
| **Net Pay** | **27,374.02** | **24,821.83** | **52,195.85** |
| **Employer Taxes and Contributions** | 0.00 | 0.00 | 0.00 |

# September 2026 Transactions

| Type | Date | Num | Name | Memo | Cost Control Center | Amount |
|---|---|---|---|---|---|---|
| **Sep 26** | | | | | | |
| Liability Check | 09/01/2026 | AutoDeduct | PRIORITY HEALTH | Group Health | 500 Personnel | -3,795.73 |
| Liability Check | 09/01/2026 | AutoDeduct | TASC | TPA fee | 585 Admin. Expenses | -318.00 |
| Check | 09/03/2026 | AutoDeduct | Reliance Standard | Group Health | 500 Personnel | -59.56 |
| Bill Pmt -Check | 09/08/2026 | 17904 | Hoopla | Hoopla for August | 505 Library Materials | -2,087.98 |
| Bill Pmt -Check | 09/08/2026 | 17905 | Kanopy LLC | August Kanopy | 505 Library Materials | -336.60 |
| Bill Pmt -Check | 09/08/2026 | 17906 | MARTIN HARDWARE | ceiling hook, top soil, wasph & hornet spray, plastic anchors, zip ties | 536 Facilities | -53.89 |
| Bill Pmt -Check | 09/08/2026 | 17907 | Millennium | toner | 505 Library Materials | -15.00 |
| Bill Pmt -Check | 09/08/2026 | 17908 | Mutual of Omaha | Group Health | 500 Personnel | -68.86 |
| Bill Pmt -Check | 09/08/2026 | 17909 | OVERDRIVE, INC. | E Books & Audio books | 505 Library Materials | -771.40 |
| Bill Pmt -Check | 09/08/2026 | 17910 | Radar Security Alarms | Fire Inspection | 536 Facilities | -950.00 |
| Bill Pmt -Check | 09/08/2026 | 17911 | Shanita Richards | Pickling Workshop supplies | 505 Library Materials | -45.48 |
| Bill Pmt -Check | 09/08/2026 | 17912 | Shaw Construction | employee entrance door | 600 Capital Equipment | -32,670.00 |
| Bill Pmt -Check | 09/08/2026 | 17913 | X-treme Stream, Inc. | steam clean carpeting | 536 Facilities | -1,534.92 |
| Bill Pmt -Check | 09/09/2026 | 17914 | Shaw Construction | Adult Renovation | 600 Capital Projects (PY) | -30,593.64 |
| Bill Pmt -Check | 09/09/2026 | 17915 | T-Mobile | hot spots | 505 Library Materials | -751.53 |
| Bill Pmt -Check | 09/09/2026 | 17916 | Bass Controls | Hvac controls | 536 Facilities | -205.00 |
| Bill Pmt -Check | 09/09/2026 | 17917 | International Library Services, LL | Exterior lending library | 605 Capital Projects (PY) | -31,250.00 |
| Bill Pmt -Check | 09/09/2026 | 17918 | Livonia Lock & Key, Inc. | key new door,auxiliary doors | 536 Facilities | -354.00 |
| Liability Check | 09/11/2026 | EFTPS | HUNTINGTON BANK | Employee withholding | 500 Personnel | -7,827.82 |
| Liability Check | 09/11/2026 | AutoDeduct | MERS | Deferred comp | 500 Personnel | -3,459.47 |
| Check | 09/14/2026 | AutoDeduct | Delta Dental | Group Health | 500 Personnel | -354.95 |
| Bill Pmt -Check | 09/17/2026 | 17920 | First Impression Print | Mailer | 585 Admin. Expenses | -8,100.00 |
| Bill Pmt -Check | 09/17/2026 | 17921 | Goyette Mechanical | Laars boiler repair | 536 Facilities | -4,580.00 |
| Bill Pmt -Check | 09/17/2026 | 17922 | LIBRARY DESIGN | Adult Renovation | 605 Capital Projects (PY) | -12,635.00 |
| Bill Pmt -Check | 09/17/2026 | 17923 | OCLC Inc. | Cloud library | 505 Library Materials | -990.16 |
| Bill Pmt -Check | 09/17/2026 | 17924 | OVERDRIVE, INC. | Ebooks & audio books | 505 Library Materials | -1,344.29 |
| Bill Pmt -Check | 09/17/2026 | 17925 | Shaw Construction | Teen Room lighting | 536 Facilities | -4,290.00 |
| Bill Pmt -Check | 09/17/2026 | 17926 | THE LIBRARY NETWORK | Shared System Expense | 505 Library Materials | -375.00 |
| Bill Pmt -Check | 09/17/2026 | 17927 | Ingram Library Services | August Library Materials | 505 Library Materials | -3,283.50 |
| Liability Check | 09/18/2026 | EFTPS | Michigan | State Withholding | 500 Personnel | -2,585.12 |
| Bill Pmt -Check | 09/20/2026 | Online Pymt | Millennium Business | toner, copier & printer pm, copier lease | 505 Library Materials 2068.58/585 Admin Expenses $507.13 | -2,575.71 |
| Bill Pmt -Check | 09/21/2026 | AutoDeduct | DTE ENERGY | Electric | 536 Facilities | -4,200.65 |
| Check | 09/22/2026 | AutoDeduct | CONSUMERS ENERGY | Gas | 536 Gas | -243.93 |
| Bill Pmt -Check | 09/23/2026 | 17928 | BRIGHTON DISTRICT LIB. | Green Oak Board of Review Invoice 260917 | 400 Service contract | -137.21 |
| Bill Pmt -Check | 09/23/2026 | 17929 | Great Lakes Window Film Soluti | 50% deposit of Quote 269 | 605 Capital Projects (PY) | -17,372.50 |
| Bill Pmt -Check | 09/23/2026 | 17930 | OVERDRIVE, INC. | Ebooks & audio books | 505 Library Materials | -5,559.76 |
| Bill Pmt -Check | 09/23/2026 | 17931 | Rod Sadler | Sept. 29 True Crime Book Talk | 505 Library Materials | -400.00 |
| Liability Check | 09/25/2026 | EFTPS | HUNTINGTON BANK | Employee withholding | 500 Personnel | -7,258.02 |
| Liability Check | 09/25/2026 | AutoDeduct | MERS | Deferred comp | 500 Personnel | -3,783.49 |
| Bill Pmt -Check | 09/29/2026 | 17932 | THE LIBRARY NETWORK | Ancestry Military Database | 505 Library Materials | -1,190.00 |
| Bill Pmt -Check | 09/30/2026 | 17933 | Millennium | toner | 505 Library Materials | -20.00 |

# September 2026 Transactions

| | | | | | | |
|---|---|---|---|---|---|---|
| Bill Pmt -Check | 09/30/2026 | 17934 | Mutual of Omaha | Group Health | 500 Personnel | -137.72 |
| Bill Pmt -Check | 09/30/2026 | 17935 | TASC | TPA fee | 585 Admin. Expenses | -287.24 |
| Check | 09/30/2026 | | | credit card fee Qgiv | 585 Admin. Expenses | -1.53 |
| **Sep 26** | | | | | | |

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

| Type | Date | Num | Memo | Cost Control Center | Amt |
|---|---|---|---|---|---|
| **CARDMEMBER SERVICES** | | | | | |
| Bill | 09/10/2026 | LB | MLA membership,conference $255/Amazon for Teen Graphic $35.64/Amnazon/Library of Things $255.48 for air quality monitor, cricut easy press mats | 586 Gifts & Grants $255.00/505 Library Materials $291.12 | 546.12 |
| Bill | 09/10/2026 | KM | Amazon $36.46 ink pads for pumpkinfest pads/Amazon $36.09 teapot/Library Journal $159.99 | 585 Admi. Expenses $36.46/536 Facilities $36.09/505 Library Materials $159.99 | 232.54 |
| Bill | 09/10/2026 | MM | Amazon $20.40 for titanium replacement blades for paper cutter | 536 Facilities | 20.40 |
| Bill | 09/10/2026 | TM | MLA conference and dues $535.00/Amazon $360.51 for J fiction (gifted materials)/Amazon $6.18 for J fiction/Amazon $62.14 for rubber ducks | 500 Personnel $535.00/586 Gifts $360.51/505 Library Materials $68.32 | 963.83 |
| Bill | 09/10/2026 | KH | Amazon $76.79 for halide bulbs/Amazon $49.17 for melcat tape/Pet Supplies Plus $38.10 for Pup cup day/Amazon $215.93 for boiler parts/Shelly Pinkerton $180.00/Kroger $27.59 for staff training snacks | 536 Facilities $475.63/585 Admin Expenses $$87.27/500 Personnel $27.59 | 590.49 |
| Bill | 09/10/2026 | AC | Aubrees for Mock draft program $165.96/Amazon (2.34) adult dvd | 505 Library Materials $163.62 | 163.62 |
| Bill | 09/10/2026 | CB | MLA conference and membership | 586 Gifts & Grants | 415.00 |
| Bill | 09/10/2026 | SS | Amazon for J Graphic | 505 Library Materials | 13.74 |
| Bill | 09/30/2026 | CB | Amazon $114.77 for Adult Fiuc/Amazon $187.48 for tealights, rice paper, glass bottles | 505 Library Materials | 302.25 |
| Bill | 09/30/2026 | LB | Amazon $19.99 for Library of things/$17.60 Amazon for Lucky Day/Amazon $214.29 for Halloween goodies | 505 Library Materials | 251.88 |
| Bill | 09/30/2026 | AC | Amazon for dvds | 505 Library materials | 662.74 |
| Bill | 09/30/2026 | Kasey | Supply Den, Kroger for vinegar | 536 Facilties | 742.86 |
| Bill | 09/30/2026 | KH | $916.67 for Supply Den, Amazon for wall plates, mat for front door/TASC $753.53/Intuit $107.06/Shelly Pinkeron for remote buttons/Kroger $138.26 food for patron event/$255.99 Quill for office supplies $24.83 TP | 536 Facilities $4441.50/585 Admin Expenses $1,009.52/600 Licensing $107.06/Gifts & Grants $138.26 | 5,696.34 |
| Bill | 09/30/2026 | MM | Amazon $39.20 for double sided tape, hooks/Amazon $50.23 for bathroom suppplies restock/Amazon $40.88 for scissors & whiteout | 536 Facilities $89.43/585 Admin. Expenses $40.88 | 130.31 |
| Bill | 09/30/2026 | TM | Amazon $632.08 for J books (gift materials)/Amazon $146.32 for Y materials/Barnes & Noble $227.83 for 1000 books prizes | 586 Gift Purchases $632.08/505 Library Materials $374.15 | 1,006.23 |
| Bill | 09/30/2026 | KC | Adobe $826.67/Alohi Fax $17.99/Amazon $135.72 for ethernet adapters | 600 Licensing $826.67/505 Library Materials $17.99/600 Equipment $135.72 for ethernet adapters | 980.38 |

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

| | | | | | |
|---|---|---|---|---|---|
| Bill | 09/30/2026 | KM | Annie Catalog, Stampington Willow & Sage $87.97/Library of Michigan $35.00/First Impressions $687.58 for mugs/Common Sense Plus $39.99/First Impressions $2817.40 t-shirts/Kroger,Saroki $213.83. volunteer food | 505 Library Materials $127.96/500 Personnel $35.00/585 Admin. Expenses $3504.98/586 Gifts $213.83 | 3,881.77 |
| Bill | 09/30/2026 | SS | Kroger, Sam's for Halloween Event $214.70 | 505 Library Materials | 214.70 |
| Bill | 09/30/2026 | MS | Amazon, Lowe's, Sherwin Williams for batteries, lights for path, paint, brooms | 536 Facilities | 619.62 |

Salem-South Lyon District Library

October 2026

# Staff Reports







Call Us
248-437-6431

Visit Us
https://ssldl.info

# Library Director Report

In September, the Library was closed to the public until Friday after Labor Day to provide the staff with uninterrupted time to clean, work on programming, for collection development and other projects that are challenging to complete during normal operating hours. Construction crews were also able to work efficiently without disrupting visitors. Although the building was closed, we maintained patron access via our drive-thru window and lockers. We even treated our patrons' pets to pup cups. Our staff was highly productive and grateful for the Board's support in providing this valuable time to refresh our departments and enhance our services.

**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.
- Phase Two: In early October, LDA moved the shelving to the north side of the Adult Department. Once this was completed, Shaw removed the wallpaper and old carpeting from the south side of the department and painted the south side of the Adult Department.

The Adult Department renovation is nearing completion! The hold shelves were installed during the last week of September, and the holds room was enclosed with drywall to create the new Adult Office. Over the past two weeks, Library Design installed study carrels, glass boards, and tables in both the study rooms and the Adult Department. Additionally, collections have been moved out of the meeting room and back into the Adult Department which provides limited access to Meeting Room 1. Demolition of the circulation area began in early October.

**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 Library recently received a generous gift of $77,890.17 from the estate of Mary Long. To determine the best use of these funds, the staff evaluated several options and presented the following recommendations at the October Budget Meeting:

Acoustic Panels and Signage:
These decorative panels were part of the original Adult Department renovation plans, but were cut due to budget constraints. Implementing them now would serve a dual purpose: enhancing the aesthetic appeal of the space and significantly reducing noise levels around the new study carrels. A quote is attached. In addition, we are requesting funds to add signage to the end panels in the Adult Department, signage for the different departments, the study rooms and the meeting rooms. Per the Budget Committee, we will request LDA to provide a quote.

The Mary Long Musical Garden:
We propose installing an outdoor musical garden on the south side of the building along the sidewalk. An equipment quote for the instruments is attached. We are requesting estimates from Boley Construction for the concrete work.

Fireplace Area Refurbishment:
This option includes new furniture and an updated layout (attached) designed to blend seamlessly with the rest of the Adult Department, creating a cozy and cohesive reading space. Since the Adult Department now has expanded workspaces, we can reduce the working space in this area. The current furniture would be repurposed elsewhere. Four of the leather wingback chairs would remain (as shown in the layout). The Budget Committee decided that this option will be revisited after the screen and projector are installed.

Landscaping Enhancements:
We suggest adding a "green fence" of strategic landscaping in front of the chiller and generator. This will block the equipment from view and redirect the focus to the beauty of the building and its gardens.

The Budget Committee recommends the following to the Board:

1. Acoustic Panels
2. Music Garden
3. Investigate landscaping option
4. Request quote for signage

## The Jean Flack Lending Library

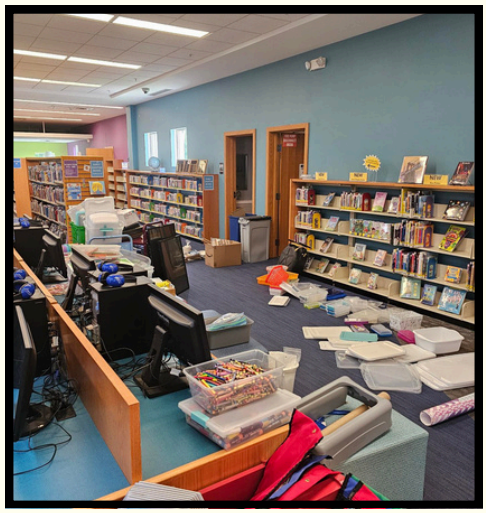
Exciting news! The installation of the Jean Flack Lending Library has been moved up to October 27—weeks ahead of its original mid-November schedule. Our Processing and Tech staff have been working behind the scenes to prepare for the installation. Luke Brusstar will be the librarian managing the collection. Luke has already ordered more than 160 new items to stock the shelves once the Library is operational. The staff will receive training on the AutoLend on October 29. We are very excited to offer this new service to our patrons!

**Quick Updates:**

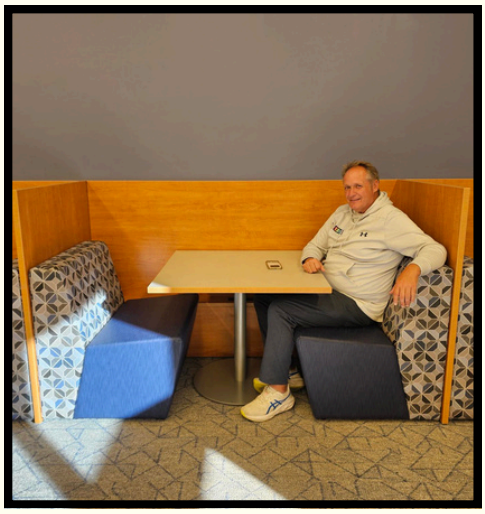
- Due to circumstances beyond our control, the lead auditor will present the 2025-2026 Audit at the November Board Meeting. He advised that we have a clean, unmodified report.
- The Annual Appeal edits were completed, and we began mailing the letters the week of October 19.
- The shed was delivered and installed on October 12. We are grateful to the Friends for their donation!
- Seven windows were installed in the staff area on October 16. The estimate was $13,602. The invoice was $8,119.  The windows are beautiful and staff appreciates the change.
- Marketing is currently working on the 2025-2026 Annual Report. It will be included in the November 30, 2026 Board Packet.

Respectfully Submitted,
Kathy Merucci

## Photos from Labor Day Week, construction and more!





# 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

**Friends Book Sales**

Over the past year Friends Booksale volunteers have worked 873 hours. Books have been sold in the Friends Book Shop, Thriftbooks and on eBay.

Total income from the bookshop over the past year: $10489
Total income from Thriftbooks over the past year: $ 5517
Total income from eBay over the past year: $ 2010
Total income from Book sales over the past year $ 18016

This month a comparison of prices was done, comparing our Book Shop prices with those of surrounding libraries to consider any changes in our pricing. The results showed our prices are basically in line.

With the help of our great leaders, Kathy and Kathy, we solved a long standing problem with Thrift, finding free Gaylord's. We now have 32 Gaylord's in storage, enough to last until next summer and have an ongoing free source.

The new shed arrived and has been great for use with Thriftbook accumulation and transport as well as Gaylord's storage. No more Gaylord's full of books on the front porch!

Friends are getting ready for the annual Holiday sale. The dates will be November 24 through December 28.

Submitted by Jeanette Benson

# Friends & Gardeners



## Gardeners

We had our fall meeting at the beginning of October. Even before I presented all the tricks our new high tech sprinkler system can do, the sprinklers remain a hot topic. Even the most seasoned gardeners present, were pleasantly surprised what consistent water could do for their gardens.

The ability to increase the amount of water after we plant our summer annuals will save the gardener's time. At our spring meeting we will develop a watering plan to present to Mike. Customizing an amount and timing of watering, will ensure the new plants will not only survive but thrive. All without the gardener getting out a hose or sprinkling can!

The gardeners were advised that the library had funded a GPS mapping of the sprinkler system. As expected, they were thrilled. Many thanks for getting this done!
The 200 spring flowering bulbs purchased should put on a great show this spring, as long as the squirrels and other varmints don't have them for dinner!

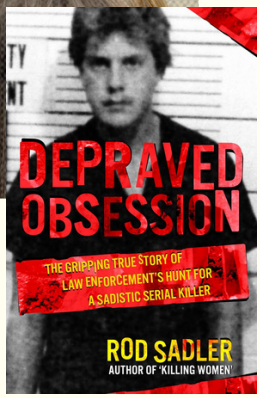
Submitted by Melanie Herbert

# Adult Services

## September Highlights



**Rod Sadler (above)**




**His newest book, *Depraved Obsession* (right)**

- True crime fans were in for a treat when Rod Sadler, retired police officer and local author, regaled them with tales of cold cases and Michigan serial killers. He delved into the 1960 case of Frances Lacey, the only unsolved murder on Mackinac Island.

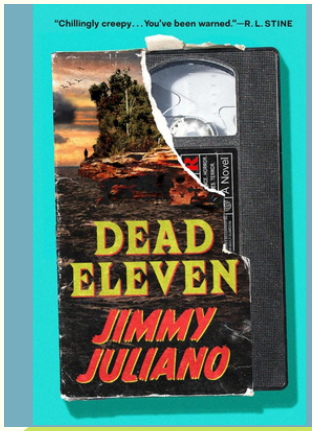
- The Library Network announced that our Download Destination Libby consortium has already exceeded 2 million digital checkouts this year, a 16% increase from last year at this time. TLN anticipates that we are on pace to approach 3 million checkouts by the end of the year!

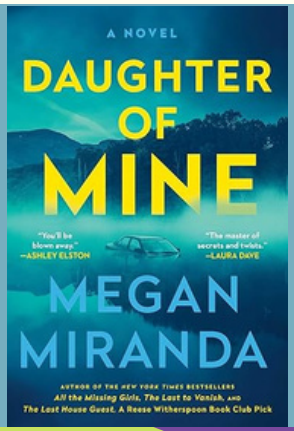
- In preparation for the Neighborhood Library Association's Community Reads author talk event this November, the Something Different Book Club read *The Road to Tender Hearts* by Annie Hartnett. SSLDL is doing a Reading Road Trip challenge to promote the event!

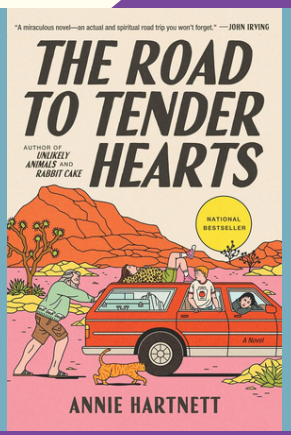
## September Book Clubs




**Reading Road Trip challenge for the Community Reads author talk**



# Adult Services



## SSLDL Fantasy Football League

Back for its 8th year, the SSLDL Fantasy Football League held its draft on September 2 at Aubree's. Fueled by pizza and pop, patrons and staff fought to draft the best players.

12 teams are in stiff competition this year. Their prize: a permanent spot on the SSLDL Fantasy Football Champions trophy!

Stay tuned to find out which team secures its place in history!

| Rank | Team | W-L-T |
|---|---|---|
| 1 | South Lyon Pipes | 4-1-0 |
| 2 | Ring Chase-ing | 4-1-0 |
| 3 | Eileen Gorde | 3-2-0 |
| 4 | Jah Don't Give | 3-2-0 |
| 5 | Any Gibben Sunday | 3-2-0 |
| 6 | GATTACA | 2-3-0 |
| 7 | Gus the bus | 2-3-0 |
| 8 | Superbee's | 2-3-0 |
| 9 | SUNGOD DUCK WALK | 2-3-0 |
| 10 | Uncle Rico | 2-3-0 |
| 11 | Game of Throws | 2-3-0 |
| 12 | Trick Play Hodge | 1-4-0 |




the big prize (plus bragging rights)

# Adult Services

## September Programs

| Date | Program Name | Participants |
|---|---|---|
| 9/1/2026 | Teacher Sale | 100 |
| 9/1/2026 | Needlework Group | 5 |
| 9/1/2026 | Tangled Tales Patterns | 30 |
| 9/2/2026 | Fantasy Football Draft | 10 |
| 9/3/2026 | Community Cares | 7 |
| 9/12/2026 | Writers' Group | 4 |
| 9/14/2026 | Paranormal Pages Book Club | 8 |
| 9/15/2026 | Caregiver Support Group | 3 |
| 9/21/2026 | Cliffhanger's Mystery Book Club | 18 |
| 9/22/2026 | Exercise with Ashley | 5 |
| 9/23/2026 | Wool Appliqué | 10 |
| 9/24/2026 | Something Different Book Club | 15 |
| 9/29/2026 | Medicare 101 | 7 |
| 9/29/2026 | Rod Sadler: True Crime Author Talk | 19 |
| | **Total** | **241** |

# Adult Services

**284 patrons** attended programs, received outreach, and used our services in September!

## Outreach

| Date | Outreach | Participants |
|---|---|---|
| 9/2/2026 | Outreach book delivery | 9 |
| 9/16/2026 | Center for Active Adults Tech Talk | 1 |
| 9/16/2026 | Center for Active Adults Book Club | 11 |
| | **Total** | **21** |



## Services

| Date | Services | Participants |
|---|---|---|
| 9/3/2026 | Sewing for You | 5 |
| 9/15/2026 | Crochet One-on-One | 1 |
| 9/17/2026 | Sewing for You | 8 |
| 9/22/2026 | Crochet One-on-One | 1 |
| 9/24/2026 | Sewing for You | 6 |
| 9/29/2026 | Crochet One-on-One | 1 |
| | **Total** | **22** |



# Youth & Teen Services

In September the library partnered with Heather Bowman, a South Lyon resident, author and founder of Tiny Treasures Therapy Horses, for a unique multigenerational event.
Heather shared her book, *There's a Horse in the House*, inspired by Fabio, the miniature therapy horse, then allowed each participant an up close experience with Fabio and led an enaging discussion about the Tiny Treasures program and their therapy horses.

The fun, hands-on learning experience brought together children, families, and community members of all ages.
Meeting the author and the horse behind the story encouraged early literacy, sparked curiosity, and gave participants a chance to learn about the important role therapy animals play in supporting well-being.
This partnership showcased how the library can bring community organizations together to create meaningful, multigenerational experiences that encourage reading, learning, and connection.

## Tiny Treasures Therapy Horses





# Youth & Teen Services





## Storytime is Back

September brought us back in the swing of things as regular programs and activities resumed after the summer break.
Weekly storytimes returned, and the Independent Fours storytime group has doubled its attendance since spring—a wonderful sign of growing interest!
TAB (Teen Advisory Board) also reconvened, welcoming in new students and returning familiar faces.

Professional development was a highlight this month. Kari, Gwen and Luke participated in the **Practical Puppetry for Powerful Programs!** workshop through Ready to Read Michigan. While Cecile, Sarah and Tina attended the bi-annual **Adaptive Umbrella Accessibility Workshop**. Adaptive Umbrella provided fresh ideas and inspiration for enhancing the collections and library space to better serve our community.







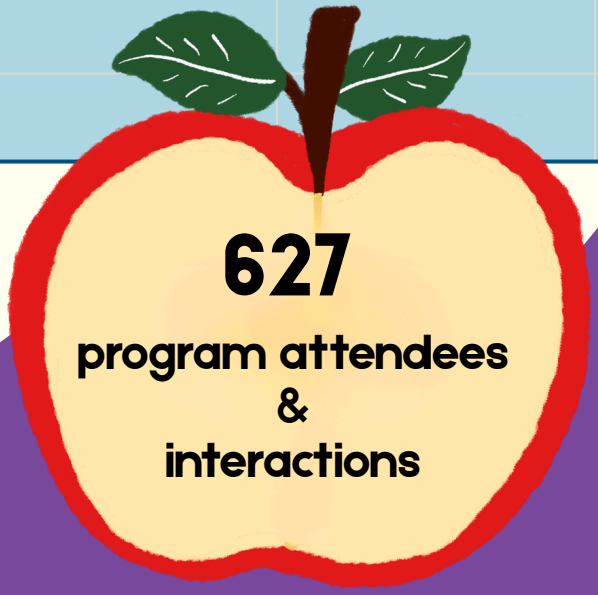

# Youth & Teen Services

| YOUTH STORYTIMES AND EARLY LITERACY | | |
|---|---|---|
| Family Fun Storytime | 9/14/2026 | 17 |
| Family Fun Storytime | 9/15/2026 | 34 |
| Family Fun Storytime | 9/16/2026 | 30 |
| Independent Storytime | 9/17/2026 | 9 |
| Family Fun Storytime | 9/21/2026 | 18 |
| Family Fun Storytime | 9/22/2026 | 34 |
| Family Fun Storytime | 9/23/2026 | 20 |
| Independent Storytime | 9/24/2026 | 9 |
| Saturday Story Explorers | 9/26/2026 | 4 |
| Family Fun Storytime | 9/28/2026 | 27 |
| Family Fun Storytime | 9/29/2026 | 36 |
| Family Fun Storytime | 9/30/2026 | 40 |
| **BABY PROGRAMS** | | |
| Baby Storytime | 9/18/2026 | 12 |
| Baby Storytime | 9/25/2026 | 14 |
| **TOTAL BABY & EARLY LITERACY ATTENDEES** | | **304** |



# Youth & Teen Services

| YOUTH AND TWEEN PROGRAMS (AGES 6-12) | | |
|---|---|---|
| Take and Make Craft Kit | All month | 40 |
| Chess Club | 9/15/2026 | 7 |
| Tiny Horses Storytime and Meet & Greet | 9/19/2026 | 55 |
| Book Club Jr | 9/28/2026 | 5 |
| **TEEN PROGRAMS (GRADES 6-12)** | | |
| Teen Advisory Board | 9/22/2026 | 9 |
| Teen Volunteer Registrations | | 2 |
| **TOTAL YOUTH & TEEN ATTENDEES** | | **118** |
| **OUTREACH** | | |
| Depot Day Storytime | 9/12/2026 | 10 |
| **PASSIVE PROGRAMMING (Youth & Teen Dept)** | | |
| Monthly Scavenger Hunt | | 175 |
| 1,000 Books Booklet copies | | 20 |





# Processing

## September 2026 Tally



- 506 new items were added to the collection
- 343 repairs were made to existing items
- 801 items were withdrawn to make room for new materials
- In total, we handled 1,644 items!




## Library of Things News

This month we worked with Luke to add a Cricut Joy 2, Cricut Maker 4, portable air quality monitor, Cricut EasyPress SE, Cricut EasyPress Mini LT, and tabletop telescope to our Library of Things collection! We hope patrons will be excited to peruse these new additions.

# Information Technology

- The Tech Department scheduled 22 one-on-one tech appointments in September and had 4 drop in appointments.

- Notable one-on-one: A couple came in with multiple devices and they could not access their Gmail account on any of them. The password had been changed, so all of the devices were asking for the new password. When entering the new password, It would loop back to the screen stating they need to sign in again. We ended up having to remove the email entirely and then setting up the email on each of the devices so they could get the emails again.*-

- We had 5 3D print requests in September

- We had 1 poster print requests in September

- Setup a temporary Librarian office in the study room while their office is under construction

- Completed the technology checklist for the library vending machine so that they are able to test that it is working prior to delivery.

- Met with the window film company in order to get all of the required information necessary for the cutting and installation of the window film. An example is included below.





# Facilities and Maintenance

## Accomplishments







- Managed the purchase, delivery and installation of the Friends of the Library shed. With the exclusively being used by Friends. Library staff will now use the wooden shed for staff use and storage.

- Moved all of the office furniture and equipment in preparation of the installation of the new offices/circulation windows.

- The septic system was cleaned and the septic field was inspected. Both the system and the field are in very good shape. This is an annual cleaning and inspection.

- Security Lights have been added to the Storytime pathway. The lights which are rechargeable motion detector lights will assist patrons in the walkway during darker weather days and at dusk.

- The front curbs have been power washed and painted. The area is directly in front of the drive thru book drop off and the curbs to the entrance of the library.

- New temperature vales have been added to the boiler system. The vales that were in place we not holding the recording the correct temperatures, which were creating error alarms to be set off in the Bass System.

# Facilities and Maintenance

## Accomplishments





- Assisted in the removal of the front entrance pictures, equipment and the What's Happening Board from the front lobby in preparation of patching and painting.
- Assisted in the removal of the front area circulation area that is next to be worked on by Shaw. The cupboards were saved and are being installed in another area for the circulation staff.
- Repaired a front area curb that was crumbling and became a tripping hazard.
- The sprinkler system was closed to the 2026 season. The mapping was performed and is in the process of being completed by Michigan Sprinkler.







# Circulation



## Foot Traffic in the Library

**3,294** patrons visited us in the building.

## Books Sent & Received



- **7,570** of our books circulated for our patrons.
- **1,110** of our books were sent to other TLN libraries.
- **1,871** books from other TLN libraries were requested by our patrons

## Drive-up & Locker Usage

- 5 patrons utilized locker pickups
- 42 drive-up window pickups
- were facilitated

# September updates

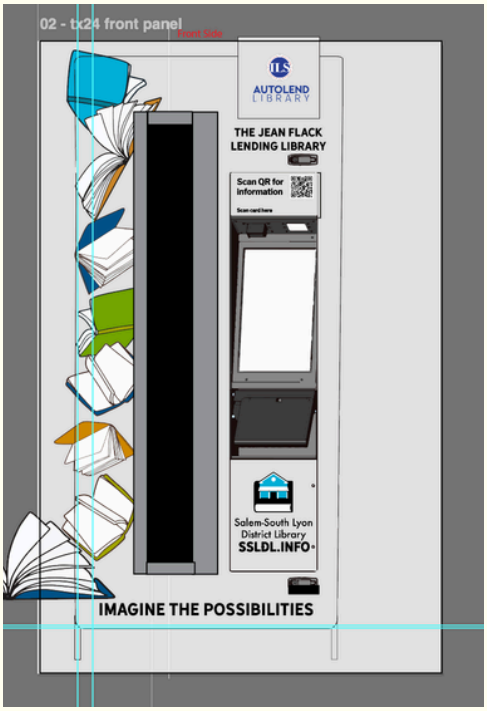
- The **Labor Day closure** allowed us time for reorganization and much-needed tidying up!
- Construction continues, and patrons are adapting well. Most seem enthusiastic about the changes.

# Marketing

## Fun in September

We had a great time connecting with the community during Pumpkinfest. Visitors were excited to see our giveaways and we were able to promote our digital services and other library offerings. Young ones enjoyed making bookmarks, and one mother was excited for her son to be able to make a bookmark at our booth for the fifth year in a row!




This month we have a big focus on getting our Annual Appeal ready. In preparation for installing our AutoLend library kiosk, we're asking for funds to stock the machine with high-demand items.

# Marketing

## New T-Shirts

We've got our new crop of spooky season T-shirts ready and are hoping they prove to be popular with patrons.









## Pup Cup

Our Pup Cup event proved to be popular with pets and staff alike.











# Marketing

## Hobbit Day Pop-Up Event

For Hobbit Day, we put on a pop-up event featuring a display of all things Hobbit, as well as help-yourself second breakfast, elevenses, luncheon and tea (baked goodies and an assortment of teas.) Patrons enjoyed this impromptu event and we plan to do some similar pop-ups in the Reading Room in the near future.








# Marketing

## Library Card Sign-Up Month Winners




Noelle and Norah signed up for their first library cards and were the delighted winners of two gift cards!

## Mascot Update



We're working with an artist on our design for Libre, the new mascot. We plan to finalize the artwork with her by mid-November. We're very excited to be able to put Libre into action!

Respectfullly Submitted by
Candy Mahoney

# SEPTEMBER in photos



Babies love storytime!



Construction continues



Fabio the tiny horse visits with patrons



Staff loved Fabio, too!



Hobbit Day was a hit!

# Overheard in the Library!

**Mike, Mike, Kevin, Julia and Jarett has been recognized for the R-Best value of Teamwork. Here's what they did:** Thank you for clearing the walls and the Circ Desk to prepare for the next steps in the renovation!

Submitted By: Kathy Merucci
Submission Time: 9/4/2026 2:33 PM

**Adstaff has been recognized for the R-Best value of Outstanding Service. Here's what they did:** The staff reports for the Board packet on Monday were amazing! They were creative and informative. Also, kudos to the staff for adapting the new format and making it more fun to read for the Board and the public.

Submitted By: Kathy Merucci
Submission Time: 9/4/2026 3:30 PM

**Cecile, Gwen, Andrew C., Andrew, Kevin, Veronica, Julia has been recognized for the R-Best value of Teamwork. Here's what they did:**

Yesterday was interesting. We had a 'false alarm' tornado warning, then we had a real one! The Team promptly and safely took everyone (including a really cute dog) into the basement. There were about 30+ people huddled in the basement. Overall, it went well. A former first responder told me that 'we did a good job'. Thank you to everyone for your help and keeping our patrons safe.

Submitted By: Kathy Merucci
Submission Time: 9/4/2026 3:56 PM

# Overheard in the Library!

**R-Best has been submitted for Julia**
I second the R Best for Julia. She was very key in helping facilities with organization as well.

She's our "Organizer Queen"

Many thanks Julia!

Sent from my T-Mobile 5G Device
Get Outlook for Android
---
From: R-Best <r-best@ssldl.info>
Sent: Thursday, 10 September 2026 14:24:51
To: All Staff <allstaff@ssldl.info>
Subject: An R-Best has been submitted for Julia

Julia has been recognized for the R-Best value of Be Passionate. Here's what they did:

Julia braved the depths of the supply closet and put her knack for organizing to great use by getting everything in beautiful order! She even made more room on our Processing shelves by moving some of the Circ packaging into the newfound space. THANK YOU!!! 🎉💜

Submitted By: Molly Mahoney
Submission Time: 9/10/2026 2:24 PM

**Cécile and Luke has been recognized for the R-Best value of Teamwork. Here's what they did:**
Shaw is able to start electrical work in the Adult Office on Tuesday or Wednesday. Cécile and Luke cleared the office to help with the demo. Thank you!

Submitted By: Kathy Merucci
Submission Time: 9/21/2026 1:19 PM

# Overheard in the Library!

**Candy and Gwen has been recognized for the R-Best value of Be Passionate. Here's what they did:** Happy Hobbit Day! Candy and Gwen have OUTDONE themselves turning the Fireplace area into The Shire. Incredible treats and decorations and amenities! WOW! They've turned an ordinary Tuesday into an incredibly festive occasion!

Submitted By: Cecile Bosshard
Submission Time: 9/22/2026 9:12 AM

**Tina has been recognized for the R-Best value of Outstanding Service. Here's what they did:** A NPR intern wrote an article about the Saturday horse program. Tina was outstanding representation for the the Library: https://www.michiganpublic.org/community/2026-09-21/horse-from-childrens-book-raises-money-for-therapy

Submitted By: Kathy Merucci
Submission Time: 9/22/2026 12:36 PM

**R-Best for Candy and Gwen or outstanding service and teamwork:** Yesterday a patron mentioned that she would appreciate a sign posted outside if there were fumes in the building due to the construction. Candy and Gwen were on it! Candy made a big sign outside of the double-doors, and Gwen created a cute and positive FB post to remind patrons about the construction [and there is a possibility of fumes and noise]. Thank you!

Submitted By: Kathy Merucci
Submission Time: 9/22/2026 2:03 PM

**Luke Brusstar has been recognized for the R-Best value of Teamwork. Here's what they did:** Thank you so much to Luke for working an extra long day to help cover the reference desk! :)

Submitted By: Cecile Bosshard
Submission Time: 9/17/2026 6:33 PM

# Overheard in the Library!

**Zoey has been recognized for the R-Best value of Outstanding Service. Here's what they did:** Shoutout to Zoey because she uses her powers of observation very well and always asks GREAT questions! I often end up learning something new, too!

Submitted By: Candy Mahoney
Submission Time: 9/25/2026 4:48 PM

**Candy, Gwen, Andrew and Kevin has been recognized for the R-Best value of Teamwork. Here's what they did:** Thank you so much for representing the Library at Pumpkinfest! Candy and Gwen decorated and set-up the tent on Friday and planned great giveaways, t-shirts and a craft for the kids. Andrew and Kevin provided seamless tech and support. We appreciate it, and the public always enjoys visiting our booth.

Submitted By: Kathy Merucci
Submission Time: 9/29/2026 12:35 PM

# PROPOSAL

**LIBRARY DESIGN ASSOCIATES INC.**

1149 South Main Street
Plymouth, Michigan 48170-2213

Telephone: (734) 459-5000

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

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

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

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

*Delivery F.O.B.* *By Library Design Associates, Inc.*

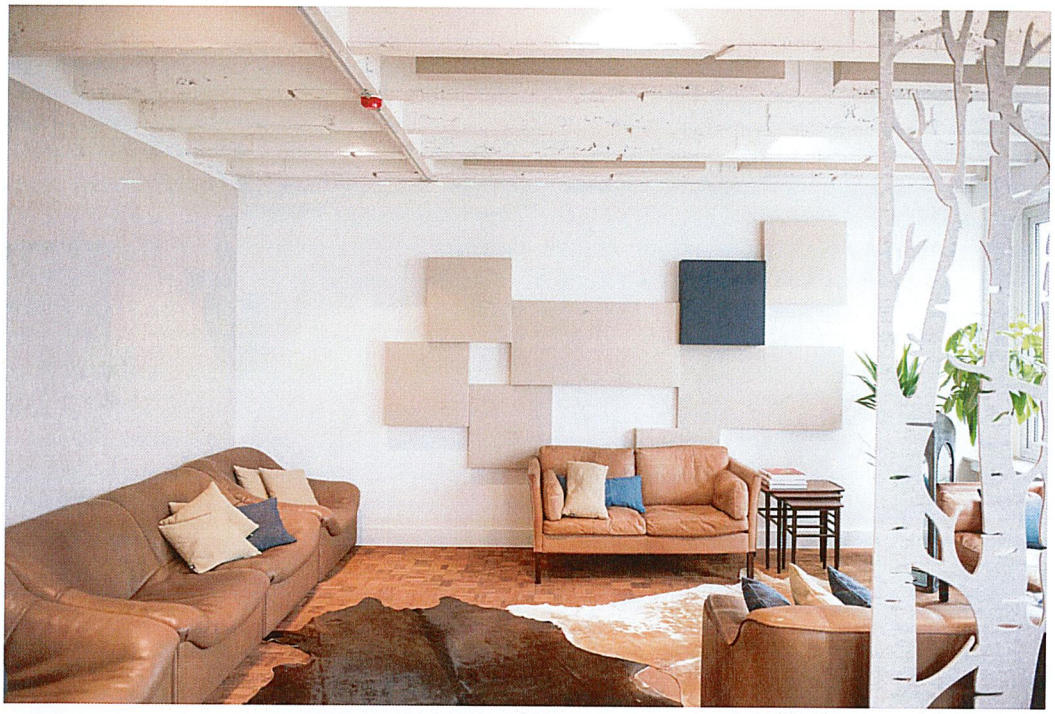
To order the items listed, sign and retum, signifying your acceptance.

*Accepted by/Title/Date*

LIBRARY DESIGN ASSOCIATES, INC.

# FURNITURE PACKAGE

Acoustic Panels - Tag G.1



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

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

**FINISHES:** UPH 1: CAT A Trevira Hazy Greige 9211

# PROJECT QUOTE

| | |
|---|---|
| **Quote #** | **PQ000836** |
| **Quote Date** | **6/29/2026** |
| **Valid Until** | |
| **Sales Person** | **Brion Kilpela** |
| **Drawing Nbr.:** | |
| **Project.:** | |

1279 Hazelton-Etna Road SW
Pataskala, OH 43062
614-855-3790
www.midstatesrecreation.com

C000000436

**SOLD TO:**

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

**SHIP TO:**

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

| ITEM | QTY. | UOM | RATE | AMOUNT |
|---|---|---|---|---|
| MISC 01: Percussion Play Harmony Bells Major Inground qty 3<br>**NOTES:** PP-HBBU-MA-GF | 1.0 | EA | $5,685.00 | $5,685.00 |
| MISC 02: Percussion Play Harmony Bells Minor Inground Mount qty 3<br>**NOTES:** PP-HBBU-MI-GF | 1.0 | EA | $5,685.00 | $5,685.00 |
| MISC 03: Percussion Play Sunflower Petal drum<br>**NOTES:** PP-SFNF-C-PY-GF | 1.0 | EA | $2,875.00 | $2,875.00 |
| MISC 04: Percussion Play Toadstool Inground<br>**NOTES:** PP-TOAD-GF | 1.0 | EA | $3,660.00 | $3,660.00 |
| MISC 05: Percussion Play Butterfly Inground<br>**NOTES:** PP-BUTT-GF | 1.0 | EA | $3,392.00 | $3,392.00 |
| MISC 06: Percussion Play Lady Bug Inground<br>**NOTES:** PP-LADY-GF | 1.0 | EA | $2,744.00 | $2,744.00 |
| MISC 07: Percussion Play Dragonfly Inground Mount<br>**NOTES:** PP-INS-DRAG-GF | 1.0 | EA | $2,330.00 | $2,330.00 |
| NOTES: Supply Only quote Freight included in each line item | 1.0 | EA | $0.00 | $0.00 |

| | |
|---|---|
| Subtotal | 26,371.00 |
| Tax Total | 0.00 |
| Total | 26,371.00 |

## Acceptance of Proposal

(Please be sure you have read, signed, and initialed and understand the terms and conditions) The items, prices, and conditions listed herein are satisfactory and are hereby accepted.

**Signature (Approval)** _____

**Printed Name** _____

**Title** _____

**Date** _____

# TERMS AND CONDITIONS

## QUOTE CONDITIONS AND ACCEPTANCE:

**This quote is only valid until: 7/29/2026 12:00:00 AM.**

*****_____(Pls Initial)**

It is the Buyer`s responsibility to verify quantities and description of items quoted. Once your order has been placed, any changes including additions, deletions, or color changes, could result in price increases, additional fees and could cause delays.

## EXCLUSIONS:

**Unless specified, this quote excludes all of the following but not limited to:**

- Required Permits/Inspections
- Background Checks
- Davis Bacon
- Prevailing Wage or Certified Payroll
- Performance/Payment Bonds Site Restoration Site work
- Saw cutting/core drilling, and landscaping
- Removal of existing equipment Unloading
- Receiving of inventory or equipment
- Storage of equipment
- Equipment assembly and/or installation Safety surfacing
- Borders or drainage requirements
- Landscaping Repairs due to poor access or in inclement weather

## FREIGHT AND DELIVERY: (if applicable)

*****_____(Pls Initial)**

Shipping is FOB Origin (means the buyer accepts the title of the goods at the shipment point and assumes all risk once the seller ships the product). All equipment will arrive unassembled. Buyer is responsible to meet and provide adequate personnel/equipment to unload truck. A Check List, detailing all items shipped, will be included with the shipment. Unless taking delivery is specifically included in quote. Buyer is responsible for ensuring the Sales Order Breakdown and Item Numbers on all boxes and pieces match the Check List.

*****_____(Pls Initial)**

Shortages or damages must be noted on the driver`s delivery receipt. Shortages or damages not noted become the buyers financial responsibility.
Please notify Midstates Recreation immediately of any damages.
Shortages and Concealed Damage must be reported to Midstates Recreation within 10 days of delivery.
A reconsignment fee will be charged for any changes made to delivery address after order has been placed.

## TAXES:

All orders are subject to applicable sales tax unless a tax exemption form is on file at the time the order is placed.

## PAYMENT TERMS:

An approved Credit Application is required for new customers or customers that haven’t been active in the last 18 months. Terms are check with order, or 50% down payment with approved credit (terms do vary based on references). Balance of product & freight will be invoiced upon shipment, due Net 10 days. 100 % prepayment required on Replacement Parts. A 3% charge will be added to all credit card orders over $ 3,000.

**For all non-taxpayer-funded entities: A 1.5% monthly service charge will be assessed on all balances over 30 days.**

**RESTOCKING:**

Items canceled, returned or refused will be subject to a minimum 25% restocking fee. All return freight charges are the responsibility of the Buyer.

**MAINTENANCE/WARRANTY:**

Manufacturer`s standard product warranties apply and cover equipment replacement and freight costs only; labor is not included. Midstates Recreation offers no additional warranties.
Maintenance of the equipment and safety surfacing is the responsibility of the customer. Any unauthorized alterations or modifications to the equipment (including layout) will void your warranty.

**Site Preparation & Third-Party Work Disclaimer:**

If excavation, grading, or material placement is performed by a party other than Midstates Recreation,
**all work must be coordinated with Midstates Recreation to ensure alignment with project requirements.**
If excavation, grading, or material placement is performed by a party other than Midstates Recreation, all work must be coordinated with Midstates Recreation to ensure alignment with project requirements.
We are not responsible for any delays, performance issues, or additional costs resulting from improper compaction, grading, or site preparation by others. Any deficiencies in third-party work that impact our ability to install as specified may require correction at the owner`s expense.

**INSTALLATION: (if applicable)**

**Spoils are to remain onsite. Permits/inspections are the owner`s responsibility and associated costs.**
Customer must locate all underground private utilities before your scheduled installation.
A third-party private utility service can be provided at an additional cost if necessary. Additional charges may apply if obstruction(s) are encountered beneath the surface. Not responsible for damaged/broken parts on existing playground equipment. Not responsible for crossing sidewalks.

## Acceptance of Terms & Conditions

Acceptance of this proposal, made by an authorized agent of your company, indicates agreement to the above terms and conditions.

| Customer Signature | Printed Name and Title | Date |
| --- | --- | --- |
| | | |

# PROPOSAL

**LIBRARY DESIGN ASSOCIATES INC.**

1149 South Main Street
Plymouth, Michigan 48170-2213

Telephone: (734) 459-5000

Date 09/28/26
Proposal No. P-44550
Page 1

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

| Item | Qty. | Catalog No. | Description | Unit Price | Total |
|---|---|---|---|---|---|
| | | | In accord with our recent discussions, we are pleased to provide the following proposal, for your consideration:<br><br>All pricing below includes material, freight, and installation by LDA authorized personnel. | | |
| 1 | 1 | LDA | Section A: (4) Worden Bec fully upholstered lounge chairs with Grade 7 upholstery allowance, including (1) Mediatech Metro occasional table measuring 48" long x 24" wide x 22" high. Per Tags A.1 - A.2. | 12,168.00 | 12,168.00 |
| 2 | 1 | LDA | Section B: (2) Mediatech Metro study tables 42" wide x 60" long x 29" high, including (4) JSI Americana guest chairs with wood arms, upholstered seat, and wood back. Each table to receive (1) surface mounted lamp with power. Per Tags B.1 - B.2. | 8,185.00 | 8,185.00 |
| 3 | 1 | LDA | Section C: (2) Mediatech Metro round occasional tables 30" diameter x 22" high with surface mounted lamps. Per Tag C.1.<br><br>NOTES:<br><br>a) Payment terms are NET-30 days.<br><br>b) Pricing is good for (30) days and is subject to reconfirmation thereafter.<br><br>c) Estimated lead time is approximately 8-12 weeks from order placement.<br><br>d) All furniture has been quoted to match the products and finishes that were specified for the Adult space renovation. | 3,432.00 | 3,432.00 |

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

*Delivery F.O.B.* *By Library Design Associates, Inc.*

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

*Accepted by/Title/Date*

# PROPOSAL

**LIBRARY DESIGN ASSOCIATES INC.**

1149 South Main Street
Plymouth, Michigan 48170-2213

Telephone: (734) 459-5000

Date 09/28/26
Proposal No. P-44550
Page 2

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

| Item | Qty. | Catalog No. | Description | Unit Price | Total |
|---|---|---|---|---|---|
| | | | NOTES Continued:<br><br>e) Pricing does not include demo or disposal of existing furniture within the Reading Room.<br><br>f) If lamps are approved with this order, we will need to confirm if power is accessible where they are located and if power can be added if it's not accessible. If lamps are not going to be ordered, a credit will be applied accordingly.<br><br>g) Pricing is based on the finishes and quantities as specified above. Any modification may require an updated proposal.<br><br>Total | | $23,785.00 |

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

Delivered and Installed — Kyle Haning

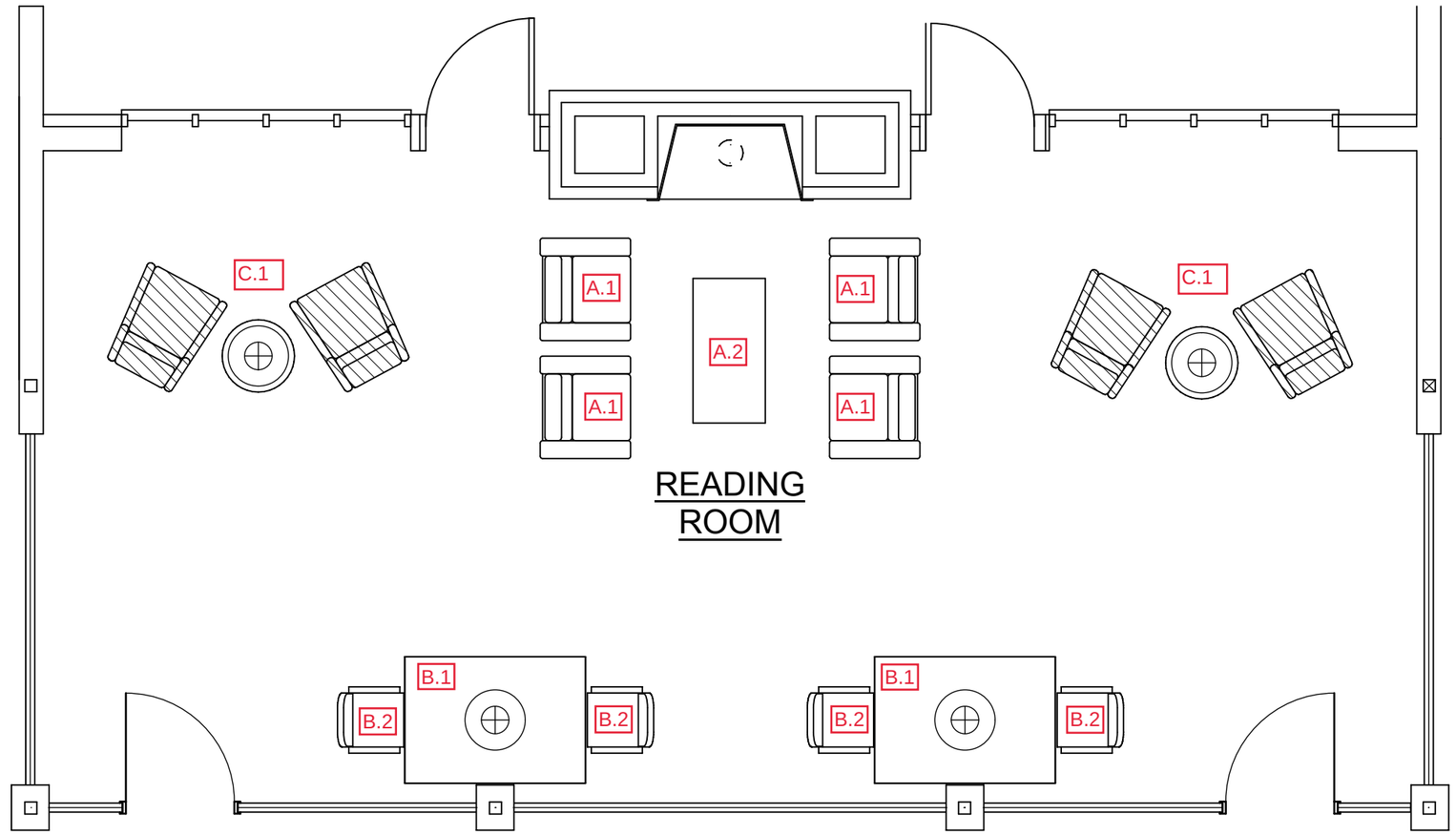
*Delivery F.O.B.* — *By Library Design Associates, Inc.*

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

*Accepted by/Title/Date*

# SALEM - SOUTH LYON LIBRARY
# READING ROOM

SEPTEMBER 8, 2026




EXISTING FURNITURE

SCALE: 1/4" = 1'

LIBRARY
DESIGN
ASSOCIATES
INC.

**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 communitcation 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 commmunity. | $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 | | | |