



Salem-South Lyon District Library

9800 Pontiac Trail, South Lyon, MI 48178

SALEM-SOUTH LYON DISTRICT LIBRARY BOARD OF TRUSTEES

Salem-South Lyon District Library

Educate. Enrich. Empower the Community. Imagine the Possibilities

AGENDA FOR LIBRARY BOARD MEETING

MONDAY, JANUARY 6, 2025, AT 7:00 PM

- A. Call meeting to order and verify quorum (25-1)
- B. Approval of agenda (25-2V)
- C. Introduction of guests (25-3)
- D. Approval of past minutes from Regular Board Meeting on November 25, 2024 (25-4V)
- E. Public comment (25-5)
- F. Friends of the Library Report
 - 1. Friends Meeting dates/time for 2025 (25-6)
- G. Financial Report
 - 1. Acceptance of November 2024 Financial Report (25-7V)
- H. Approval for Payroll Report November 2024 (25-8V)
- I. Approval for Board Review of Bills and credit card purchases for November 2024 (25-9V)
- J. Director Report (25-10)
- K. Staff Reports (25-11)
- L. Committee Reports
 - 1. Advocacy (25-12)
 - 2. Facilities
 - A. Upcoming meeting to discuss renovation timing and plans for 2025 (25-13)
 - 3. Policy Committee (25-14)
 - 4. Budget (25-15)

5. Professional Development (25-16)

M. Correspondence and communications

1. Par Plan News – January 2025 (25-17)

N. Old Business

1. Library Director Goals (25-18)

2. Officers for 2025 (25-19V)

3. Committees for 2025 (25-20)

O. New Business

1. Choose official financial institutions and official newspaper (25-21V)

2. Bequest of Stock (25-22V)

P. Board Comments (25-23)

Q. Adjournment (25-24)

UPCOMING MEETINGS

BUDGET COMMITTEE: THURSDAY, JANUARY 23, 2025, AT 3:00 PM

BOARD MEETING: MONDAY, JANUARY 27, 2025, AT 7:00 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: PAULINA POPLAWSKA

ASSISTANT DIRECTOR: KATHY HUTCHINSON

COMMITTEES: THE PRESIDENT AND DIRECTOR SIT ON ALL COMMITTEES.

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

ADVOCATE TO RAISE COMMUNITY AWARENESS OF THE LIBRARY.

BUDGET (MONTHLY): SIIVOLA (CHAIR), SIMS, STACER, HUTCHINSON, POPLAWSKA

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, CAMPBELL, MERUCCI, WEBER, PERUSKI, SIIVOLA, HUTCHINSON, POPLAWSKA

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, POPLAWSKA

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, SIMS, PETRICCA, HUTCHINSON, BOSSARD, MERUCCI, POPLAWSKA

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, POPLAWSKA

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

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

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

SALEM-SOUTH LYON DISTRICT LIBRARY BOARD OF TRUSTEES
Draft Minutes of Regular Board Meeting
Monday, November 25, 2024

President: Denise Stacer
Vice President: Linda Hamilton
Treasurer: Daniel Siivola
Secretary: Hattie Maguire
At Large: Pat Peruski; Russell Sims; Erin Petricca
Director: Paulina Poplawska
Assistant Director: Kathleen Hutchinson
Head of Marketing: Tracy Robinson
Head of IT: Kevin Campbell
Head of Facilities: Norm Pratt
Recording Secretary: Kevin Campbell

A. Call meeting to order and verify quorum (24-256)

President Stacer called the meeting to order in the Meeting Room #1 at the Salem-South Lyon District Library at 7:01 p.m.

L. Hamilton, P. Peruski, D. Siivola, R. Sims, H. Maguire, P. Poplawska, K. Hutchinson,
T. Robinson, K. Campbell, N. Pratt
K. Campbell - Recording Secretary
J. Van Dam – Staff Representative
Kristine Downs – Friends Representative
Absent: P. Peruski (excused)
Ian Rees – Gabridge & Company, PLC (Virtual via Zoom)

B. Approval of agenda (24-257V)

Motion to approve the agenda was made by L. Hamilton; seconded by D. Siivola.
Yes: 6;
No: 0.
Motion Carried.

C. Introduction of guests (24-258)

Guests were introduced by P. Poplawska.

D. Audit Report Presentation – Ian Rees, Gabridge & Company, PLC

1. Acceptance of Audit (24-259V)

L. Hamilton asked about the delay in the audit report. I. Rees stated that he will reach out in May and be more communicative going forward.

Motion to approve the audit report made by L. Hamilton Seconded by H. Maguire.

Yes: 6;

No: 0.

Motion Carried.

E. Approval of past minutes from Regular Board Meeting on October 28, 2024 (24-260V)

Motion to approve the September 28, 2024, minutes was made by L. Hamilton; seconded by E. Petricca.

Yes: 6;

No: 0.

Motion Carried.

F. Public Comment (24-261)

No public comment.

G. Friends of the Library Report (24-262)

Friends report was submitted and filed by Kristine Downs.

H. Financial Report

1. Acceptance of October 2024 Financial Report (24-263V)

Motion to accept the October 2024 financial report was made by L. Hamilton; seconded by R. Sims.

Yes: 6;

No: 0.

Motion Carried.

I. Approval for Payroll Report October 2024 (24-264V)

Motion was made to approve the October 2024 Payroll report made by L. Hamilton; seconded by R. Sims.

Yes: 6;

No: 0.

Motion Carried.

J. Approval for Board Review of Bills and credit card purchases for October 2024 (24-265V)

Motion to approve Bills and Credit Card purchases for October 2024 was made by L. Hamilton; seconded by H. Maguire.

Yes: 6;

No: 0.

Motion Carried.

K. Director Report (24-266)

Submitted for board review by P. Poplawska and filed.

L. Staff Reports (24-267)

Submitted for board review and filed.

M. Committee Reports

1. Advocacy (24-268)

2. Facilities (24-269)

3. Policy Committee

A. Policies reviewed with changes: 203,213, 217 (24-270)

Motion to approve 203, 213, 217 as written by H. Maguire; seconded by L. Hamilton
(Policies take effect January 1, 2025)

Yes: 5;

No: 1 (D. Siivola).

Motion Carried.

4. Budget

A. Impact to budget from Earned Sick Time Act (24-271V)

5. Professional Development

A. Suggestions for 2025 (24-272)

N. Correspondence and communications (24–273)

No correspondence or communications.

O. Old Business (24-274)

No Old Business.

P. New Business

1. Library Director Goals (24-275)

P. Poplawska submitted and filed the Director Goals.

L. Hamilton requested that changes be made and resubmitted by the next board meeting.

2. Officers for 2025 (24-276)

3. Committees for 2025 (24-277)

Q. Board Comments (24-278)

No board comments

R. Adjournment (24-279)

Meeting adjourned at 8:39 p.m.

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 November 25 2024, 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

November 2024 Budget Highlights – Financial Report

Income:

Account 400 Property Taxes Operating: \$24,752.69

South Lyon 1995 Operating of \$3,108.49, South Lyon 2014 Operating of \$1,379.55

Salem Township 1995 Operating of \$13,976.29, Salem Township 2014 Operating of \$6,288.36

Account 400.4 PPT \$4,953.27

Account 409 Fines & Fees \$364.99:

- Penal Fines: \$0.0
- Fines \$364.99
- Non-resident fee: \$0.00

Acct. 415 State Aid: \$0.0

Acct. 440 Gifts & Grants \$29,030.01

- True Gift: \$21.35
- Friends Gift Income: \$27,264.58
- Friends Books Donation Income: \$1,014.13
- Library Collection Gifts: \$23.75
- Memorial Gifts: \$0.00
- Annual Appeal: \$706.20
- Grants & Sponsorships: \$0.00

Account 440.3 Miscellaneous Income: \$1,399.79 (of note: Lost Materials: \$150.92, Computer Prints: \$895.45, Faxes: \$69.00, T-shirt sales: \$290.00)

Account 450 Interest: \$14,533.42

- Michigan Class \$2,182.90
- Comerica: \$0.0
- Huntington: \$12,350.52

Total Income: \$75,034.17

Account 500 - Personnel Total: \$77,188.58 (Two pays)

- \$ 65,752.26 Acct. 500.2 Salaries
- \$ 3,188.61 Acct. 505.2 Deferred Compensation Plan
- \$ 3,211.18 Acct. 502.3 Group Health Plan
- \$ 4,911.53 Acct. 545 FICA
- \$ 125.00 Acct.570 Dues & workshops

Account 505 - Library Materials & Supplies: \$21,149.57

\$18,763.67 Acct. 505.12 Library materials (Teen \$507.12 Youth: \$2,034.86,
Adult: \$4,403.00, Processing: \$49.21, Downloadable: \$11,769.48)
\$ 1,214.88 Acct. 508 Computer supplies & maintenance
\$ 1,171.02 Acct. 531 Programming (Adult \$599.61/Youth \$571.41)

Account 536 & 600 Total - Facilities & Equipment: \$9,205.10

Account 536 Facilities:

- \$ 3,712.86 Acct. 515 Utilities (DTE \$3,177.77 and Consumers \$535.09)
- \$ 867.65 Acct. 536.12 Maintenance & Repairs of note: Custodial 26.99, routine repairs of \$390.66, water softeners, septic, sprinkler: 175.00, chemical water treatment \$275.00

Account 600 Capital Expenditures and Equipment:

- 600.4 Other Tech Equipment: \$0.0
- 600.5 Licensing & Support: \$0.0
- 605.31 Capital Expenditure from Prior Year: \$4,624.59 (Fireplace Refresh)
- 605.95 Bond Interest: \$0.0
- 605.96 Bond Principal : \$0.0

Account 585 - Service Fees & Expenditures \$2,382.04 of note:

- \$ 88.06 Acct. 510.3 Office Supplies
- \$ 122.79 Acct. 512 Printing
- \$ 1,154.71 Acct. 514 Advertising
- \$ 308.00 Acct. 516 Telephone
- \$ 566.07 Acct 520 Contractual Services (lease copy machine, cc fees)
- \$ 129.42 Acct.585.1 Legal & Professional
- \$ 12.99 Acct.585.1 Lost materials refunds

Account 586 - Gifts & Grants Purchases \$1,287.52 of note:

- \$ 108.40 Acct. 523.2 Gifts & Grants
- \$ 14.99 Acct. 586.27 Friends Gift Purchases
- \$ 1,014.13 Acct.586.39 Book Sale Monies
- \$ 150.00 Acct.586.4 Gift Purchases

Expenditures exceed Revenue by \$36,178.64

YTD Revenues exceed Expenditures by \$811,519.98

Salem-South Lyon District Library Profit & Loss Budget Performance

November 2024

	Nov 24	Jul - Nov 24	\$ Over Budget	% of Budget Target: 41.7%
Ordinary Income/Expense				
Income				
400 · Property Taxes	24,752.69	1,459,815.03	-68,496.97	95.52%
400.3 · Service Contract	0.00	-109.06	-378,109.06	-0.03%
400.4 · Personal Property Taxes	4,953.27	4,953.27	-3,846.73	56.29%
409 · Fines & Fees	364.99	38,830.72	-469.28	98.81%
415 · State Aid	0.00	12,940.58	111.58	100.87%
440 · Gifts & Grants	29,030.01	38,610.53	-59,389.47	39.4%
440.3 · Miscellaneous Income	1,399.79	9,956.29	-102,443.71	8.86%
447 · Sale of equipment	0.00	0.00	-1,000.00	0.0%
450 · Interest Income - Regular	14,533.42	57,253.40	12,253.40	127.23%
Total Income	75,034.17	1,622,250.76	-601,390.24	72.96%
Gross Profit	75,034.17	1,622,250.76	-601,390.24	72.96%
Expense				
500 · Personnel	77,188.58	432,612.35	-675,064.65	39.06%
505 · Library materials & supplies	21,149.57	125,434.47	-247,565.53	33.63%
536 · Facilities & Equipment	9,205.10	184,289.73	-386,274.27	32.3%
585 · Service Fees & Expenditures	2,382.04	26,804.17	-47,595.83	36.03%
586 · Gifts & Grants Purchases	1,287.52	41,590.06	-56,409.94	42.44%
Total Expense	111,212.81	810,730.78	-1,412,910.22	36.46%
Net Ordinary Income	-36,178.64	811,519.98	811,519.98	100.0%
Net Income	-36,178.64	811,519.98	811,519.98	100.0%

Salem-South Lyon District Library
Profit & Loss Budget Performance

November 2024

	<u>Annual Budget</u>
Ordinary Income/Expense	
Income	
400 · Property Taxes	1,528,312.00
400.3 · Service Contract	378,000.00
400.4 · Personal Property Taxes	8,800.00
409 · Fines & Fees	39,300.00
415 · State Aid	12,829.00
440 · Gifts & Grants	98,000.00
440.3 · Miscellaneous Income	112,400.00
447 · Sale of equipment	1,000.00
450 · Interest Income - Regular	45,000.00
Total Income	<u>2,223,641.00</u>
Gross Profit	<u>2,223,641.00</u>
Expense	
500 · Personnel	1,107,677.00
505 · Library materials & supplies	373,000.00
536 · Facilities & Equipment	570,564.00
585 · Service Fees & Expenditures	74,400.00
586 · Gifts & Grants Purchases	98,000.00
Total Expense	<u>2,223,641.00</u>
Net Ordinary Income	<u>0.00</u>
Net Income	<u><u>0.00</u></u>

Salem-South Lyon District Library
Profit & Loss Budget Performance
November 2024

	% of Budget				
	Nov 24	Jul - Nov 24	\$ Over Budget	Target: 41.7%	Annual Budget
Ordinary Income/Expense					
Income					
400 · Property Taxes	24,752.69	1,459,815.03	-68,496.97	95.52%	1,528,312.00
400.3 · Service Contract	0.00	-109.06	-378,109.06	-0.03%	378,000.00
400.4 · Personal Property Taxes	4,953.27	4,953.27	-3,846.73	56.29%	8,800.00
409 · Fines & Fees	364.99	38,830.72	-469.28	98.81%	39,300.00
415 · State Aid	0.00	12,940.58	111.58	100.87%	12,829.00
440 · Gifts & Grants	29,030.01	38,610.53	-59,389.47	39.4%	98,000.00
440.3 · Miscellaneous Income	1,399.79	9,956.29	-102,443.71	8.86%	112,400.00
447 · Sale of equipment	0.00	0.00	-1,000.00	0.0%	1,000.00
450 · Interest Income - Regular					
450.1 · MI Class Interest	2,182.90	8,730.57	-3,269.43	72.76%	12,000.00
450.2 · Money Market Int. (Huntington)	12,350.52	48,310.35	15,810.35	148.65%	32,500.00
450.3 · Interest Earned (Comerica)	0.00	212.48	-287.52	42.5%	500.00
Total 450 · Interest Income - Regular	14,533.42	57,253.40	12,253.40	127.23%	45,000.00
Total Income	75,034.17	1,622,250.76	-601,390.24	72.96%	2,223,641.00
Gross Profit	75,034.17	1,622,250.76	-601,390.24	72.96%	2,223,641.00
Expense					
500 · Personnel					
500.2 · Salaries	65,752.26	368,729.05	-568,947.95	39.32%	937,677.00
502 · Empl benefits	11,311.32	61,858.37	-103,141.63	37.49%	165,000.00
570 · Dues & workshops/travel	125.00	2,024.93	-2,975.07	40.5%	5,000.00
Total 500 · Personnel	77,188.58	432,612.35	-675,064.65	39.06%	1,107,677.00
505 · Library materials & supplies					
505.12 · Library Materials	18,763.67	92,443.59	-185,556.41	33.25%	278,000.00
508 · Computer supplies/maint.	1,214.88	6,564.36	-9,435.64	41.03%	16,000.00
527 · Cooperative fee	0.00	17,428.63	-45,571.37	27.66%	63,000.00
531 · Programming	1,171.02	8,997.89	-7,002.11	56.24%	16,000.00
Total 505 · Library materials & supplies	21,149.57	125,434.47	-247,565.53	33.63%	373,000.00
536 · Facilities & Equipment					
515 · Utilities	3,712.86	18,565.82	-46,434.18	28.56%	65,000.00
536.12 · Maintenance & Repairs	867.65	69,078.04	-31,471.96	68.7%	100,550.00
560 · Insurance	0.00	26,867.00	-133.00	99.51%	27,000.00
600 · Equipment	0.00	4,656.81	-79,343.19	5.54%	84,000.00
605 · Capital Expenditure	0.00	2,890.93	-111,809.07	2.52%	114,700.00
605.8 · Cap. Expenditures (Future)	0.00	0.00	-17,727.00	0.0%	17,727.00
605.9 · Cap.Project Exp.(Prior Year)	4,624.59	62,231.13	-22,768.87	73.21%	85,000.00
605.95 · Interest Expense (Bond)	0.00	0.00	-21,587.00	0.0%	21,587.00
605.96 · Debt Repayment	0.00	0.00	-55,000.00	0.0%	55,000.00
Total 536 · Facilities & Equipment	9,205.10	184,289.73	-386,274.27	32.3%	570,564.00
585 · Service Fees & Expenditures					
510 · Office supplies	88.06	528.51	-1,471.49	26.43%	2,000.00
511 · Postage	0.00	25.88	-724.12	3.45%	750.00
512 · Printing	122.79	122.79	-627.21	16.37%	750.00
514 · Advertising	1,154.71	13,372.62	-9,627.38	58.14%	23,000.00
516 · Telephone	308.00	1,540.00	-2,260.00	40.53%	3,800.00
520 · Contractual services	566.07	9,676.68	-23,323.32	29.32%	33,000.00
525 · Legal & Professional	129.42	1,503.70	-1,196.30	55.69%	2,700.00
540 · Auditor	0.00	0.00	-7,400.00	0.0%	7,400.00
585.3 · Misc. Expense	12.99	33.99	-966.01	3.4%	1,000.00
Total 585 · Service Fees & Expenditures	2,382.04	26,804.17	-47,595.83	36.03%	74,400.00
586 · Gifts & Grants Purchases	1,287.52	41,590.06	-56,409.94	42.44%	98,000.00
Total Expense	111,212.81	810,730.78	-1,412,910.22	36.46%	2,223,641.00
Net Ordinary Income	-36,178.64	811,519.98	811,519.98	100.0%	0.00
Net Income	-36,178.64	811,519.98	811,519.98	100.0%	0.00

Salem-South Lyon District Library

Balance Sheet

As of November 30, 2024

	Nov 30, 24	Nov 30, 23
ASSETS		
Current Assets		
Checking/Savings		
102 · Checking-Huntington Bank	186,143.66	177,745.67
106 · MI Class	552,929.30	333,455.99
113 · Comerica	12,843.44	12,258.30
116 · Huntington Securities	1,892,620.15	1,815,835.58
Total Checking/Savings	2,644,536.55	2,339,295.54
Other Current Assets		
103 · Petty Cash	225.00	225.00
115 · State Aid Receivable	9,567.12	9,447.00
Total Other Current Assets	9,792.12	9,672.00
Total Current Assets	2,654,328.67	2,348,967.54
Other Assets		
144 · Beneficial Interest/Comm. Found	27,045.54	25,122.57
Total Other Assets	27,045.54	25,122.57
TOTAL ASSETS	2,681,374.21	2,374,090.11
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 · Accounts Payable	33,709.24	19,084.76
Total Accounts Payable	33,709.24	19,084.76
Other Current Liabilities		
2100 · Payroll Liabilities	37,872.12	35,916.15
Total Other Current Liabilities	37,872.12	35,916.15
Total Current Liabilities	71,581.36	55,000.91
Total Liabilities	71,581.36	55,000.91
Equity		
2200 · Library Fund Balance	439,067.00	422,104.00
300 · Unassigned Fund Balance	970,670.32	672,738.79
3000 · Undesignated Fund Balance	388,535.55	388,535.55
Net Income	811,519.98	835,710.86
Total Equity	2,609,792.85	2,319,089.20
TOTAL LIABILITIES & EQUITY	2,681,374.21	2,374,090.11

Salem-South Lyon District Library

Monthly Payroll Summary

November 2024

	TOTAL		
	Paydate: 11.8.24	Paydate: 11.22.24	Nov 24
Employee Wages, Taxes and Adjustments			
Gross Pay			
PTO	1,828.47	753.00	2,581.47
Salary	19,467.78	20,183.44	39,651.22
Hourly Wage	11,514.95	12,004.62	23,519.57
Total Gross Pay	32,811.20	32,941.06	65,752.26
Deductions from Gross Pay			
Deferred Comp MERS	-1,513.63	-1,595.65	-3,109.28
Health Insurance (pre-tax)	-631.00	-627.00	-1,258.00
Pre-tax HSA Emp.	-145.50	-145.50	-291.00
Voluntary Ded/ROTH	-270.73	-270.73	-541.46
Total Deductions from Gross Pay	-2,560.86	-2,638.88	-5,199.74
Adjusted Gross Pay	30,250.34	30,302.18	60,552.52
Taxes Withheld			
Federal Withholding	-3,031.00	-3,535.00	-6,566.00
Medicare Employee	-464.50	-466.46	-930.96
Social Security Employee	-1,986.14	-1,994.43	-3,980.57
MI - Withholding	-1,156.54	-1,179.90	-2,336.44
Medicare Employee Addl Tax	0.00	0.00	0.00
Total Taxes Withheld	-6,638.18	-7,175.79	-13,813.97
Net Pay	23,612.16	23,126.39	46,738.55
Employer Taxes and Contributions	0.00	0.00	0.00

November 2024 Transactions

Date	Num	Name	Memo	Cost Control Center	Amount
11/01/2024	AutoDeduct	PRIORITY HEALTH	Group Health	500 Personnel	-3,933.91
11/01/2024	AutoDeduct	Reliance Standard	Group Health	500 Personnel	-64.04
11/05/2024	17274	DEBORAH MROZ	Reimbursement for brick Inv.5832	586 Gifts and Grants	-150.00
11/08/2024	EFTPS	HUNTINGTON BANK	Withholding taxes	500 Personnel	-7,932.28
11/08/2024	AutoDeduct	MERS	Deferred Comp	500 Personnel	-3,379.47
11/11/2024	EFTPS	Michigan	state withholding	500 Personnel	-2,589.61
	17276	already used in prior month			0.00
11/11/2024	17276	BRIGHTON DISTRICT LIBRARY	Invoice 241031/tax tribunal	505 Library Materials	-79.54
11/11/2024	17277	Hoopla	October Hoopla	505 Library Materials	-2,233.57
11/11/2024	17278	MARTIN HARDWARE	6 pack liquid glue, 3/8 socket drive, felts, pads, socket bit, 15A black grd connector	536 Facilities	-77.15
11/11/2024	17279	Millennium	toner	505 Library Materials	-20.00
11/11/2024	17280	Mutual of Omaha	Group Health	500 Personnel	-86.86
11/11/2024	17281	Shaw Construction	Fireplace refurbishment	600 Capital Project	-32,948.75
11/11/2024	17282	T-Mobile	Hot spots	505 Library Materials	-670.62
11/12/2024	AutoDeduct	Delta Dental	Group Health	500 Personnel	-528.03
11/13/2024	17283	BAKER & TAYLOR	Library Materials	505 Library Materials	-6,942.04
11/14/2024	17284	BAKER & TAYLOR	AYAT	505 Library Materials	-277.51
11/19/2024	AutoDeduct	DTE ENERGY	electric	536 Facilities	-3,045.43
11/20/2024	Online Pymt	Millennium Business	copier leases, prev .maint, toners	585 Service Fees 507.13/505 Library Materials \$741.11	-1,248.24
11/20/2024	AutoDeduct	CONSUMERS ENERGY	Gas	536 Facilities	-535.09
11/20/2024	17285	Jay Hernandez	60 Years Later: The Assassination of Pres.Kennedy	505 Library Materials	-150.00
11/20/2024	17286	Kanopy LLC	Inv. 422911-PPU for October 2024	505 Library Materials	-189.55
11/20/2024	17287	TIPTOP ENTERTAINMENT LLC	Let It Snow Holiday Show	505 Library Materials	-525.00
11/20/2024	17288	FRIENDS OF THE SSLDL	Friends Book Donation Monies	586 Gifts and Grants	-791.80
11/22/2024	EFTPS	HUNTINGTON BANK	Employee withholding	500 Personnel	-8,456.78
11/22/2024	17289	Got Ink? Screen Printing LLC	printing	585 Service Fees	-290.15
11/22/2024	AutoDeduct	MERS	Deferred Comp	500 Personnel	-3,459.88
11/29/2024	17290	TRANE U.S. Inc.	Inv.314875300/HVAC	536 Facilities	-3,759.00
11/29/2024	17291	LIVONIA CIVIC CENTER LIBRARY	Pymt for "Every Day" 39032000354959	585 Service Fees	-12.99
11/29/2024	AutoDeduct	TASC	Employee contribution	500 Personnel	-872.76

Salem-South Lyon District Library Vendor QuickReport

November 2024

Date	Num	Memo	Cost Control Center	Amt
11/10/2024	NP	Amazon for 2-powersonic batteries, Home Depot for super blue felt pads	536 Facilities	220.37
11/10/2024	KM	OverDrive \$2398.61/Amazon \$152.74 for J fiction, Realia	505 Library Materials	2,551.35
11/10/2024	PP	\$100 for MCLS membership, Country Fair \$31.79 for volunteer food	500 Personnel \$100./586 Gifts \$31.79	131.79
11/10/2024	KH	Kroger \$9.05 for volunteer food/TASC for TPA fees \$129.42	586 Gifts \$9.05/585 Service Fees \$129.42	138.47
11/10/2024	AC	Amazon for dvds	505 Library Materials	117.74
11/10/2024	KC	Intelligink	585 Service Fees \$308.00/505 Library Materials \$180.90	488.90
11/10/2024	TR	Constant Contact \$688.80/Name Tag County \$33.50	585 Service Fees	722.30
11/30/2024	SS	Kroger for TAB supplies	505 Library Materials	46.41
11/30/2024	TR	First Impressions \$122.79/Amazon for light parade \$142.26	585 Service Fees	265.05
11/30/2024	NP	amazon \$31.73 for felt pads, batteries/HD \$97.63 for wall plates, thermometers, outlets, 2 stroke oil	536 Facilities	129.36
11/30/2024	PP	MLA \$25.00/Library Graphics class/\$67.56 Korgor, Domino's for volunteer food	500 Personnel \$25.00/586 Gifts \$67.56	92.56
11/30/2024	KM	ProQuest \$1440.42/OverDrive \$5501.05/Amazon for Y fiction \$148.06	505 Library Materials	7,089.53
11/30/2024	CM	Amazon \$283.88 for Y fiction/Amazon for Y dvd \$35.32/Amazon \$132.29 for Teen fiction	505 Library Materials	451.49
11/30/2024	MM	Amazon for white out \$4.77/amazon \$49.21 for laminating pouches	585 Service Fees \$4.77/505 Library Materials \$49.21	53.98
11/30/2024	KH	Quill \$124.47 for paper/Quill \$83.29 for envelopes, packing tape, card stock/Quill \$26.99 for TP	505 Library Materials \$124.47/585 Service Fees \$83.29/536 Facilities \$26.99	234.75
11/30/2024	KC	Alohi Fax	505 Library Materials	17.99
11/30/2024	AC	Amazon for dvd's	505 Library Materials	1,287.99
11/30/2024	CB	Blackson \$7.95 for audio cd/Kroger for canning workshop supplies \$32.38/Amazon \$209.70 for Adult fiction/\$44.27 Amazon for Adult craft supplies/\$14.92 Amazon for Y non-fiction/ \$22.94 Amazon for Spice Club	505 Library Materials	332.16



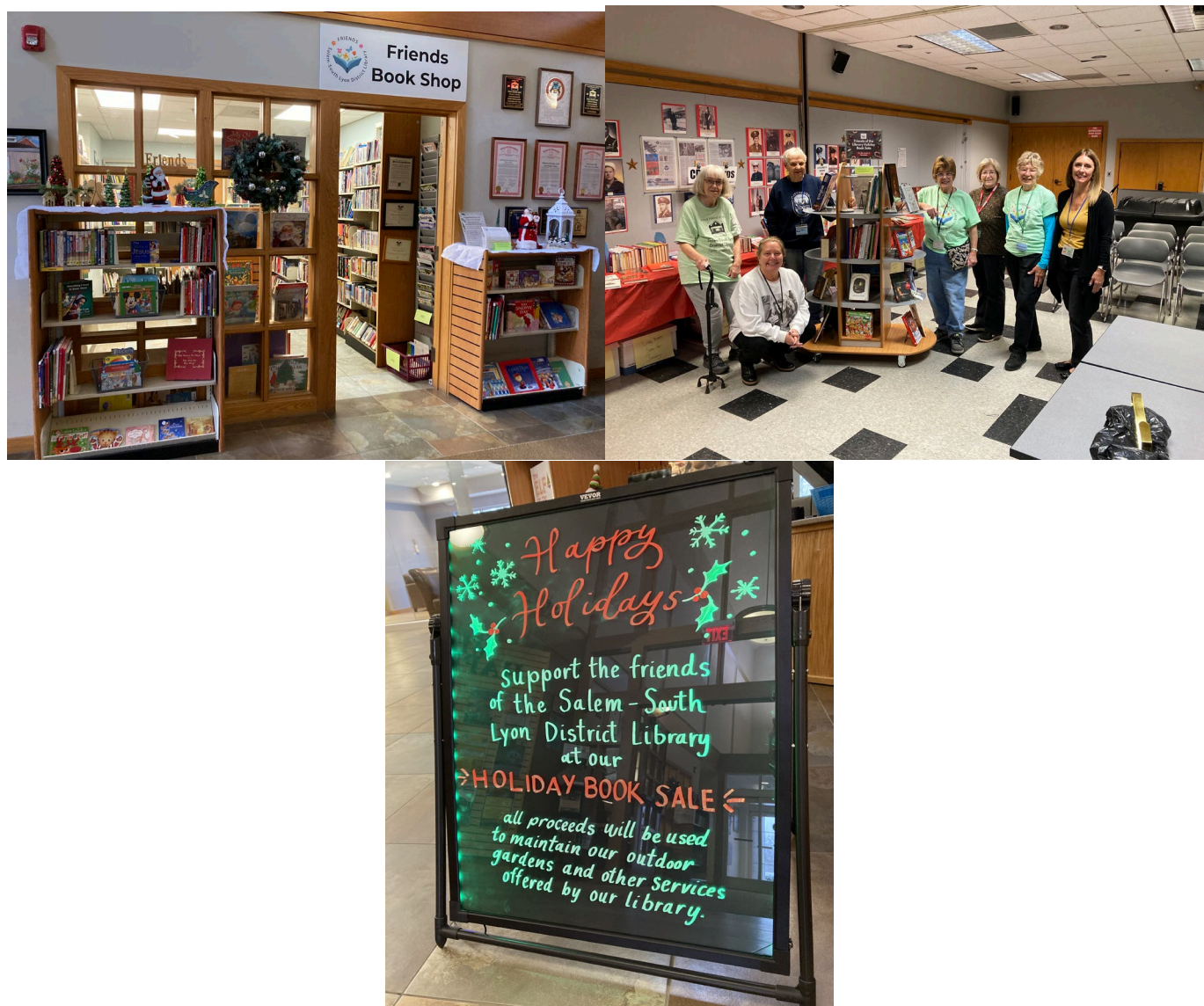
Salem-South Lyon
District Library

FOR JANUARY 6, 2025, LIBRARY BOARD MEETING

Friends - Jeanette Benson

Friends held a Holiday Book display and sale from late November through December. Income from November and December totaled \$2,028.

The Friends new lighted sign was used for the first time.



2025 Friends Board Meetings

Thursdays, 5:30 p.m., Study Room 1

January 9

March 13

May 15

July 10

September 11

November 13

Library Director - Paulina Poplawska

Focus: Community Awareness, Engagement, Programs and Services

Community Survey 2025

As we prepare to draft the next Strategic Plan for the library, a community survey was released last month to gather information from users and non-users alike. It will be open through the end of January. Everyone who completes the survey will earn a sweet treat (at the circulation desk) and be entered into a random drawing for a \$25 gift card. The survey is online at <https://www.surveymonkey.com/r/ssldl2025> and there are physical copies in the library.

Marketing Makeover 2025

As part of the library's goals this year and a directive from the Library Board, the library applied for the "Library Marketing Makeover 2025". It's a chance to receive a free marketing makeover from a team of experts led by Trenton Smiley, Director of Customer Messaging for Midwest Tape/hoopla. His previous experience has been in strategic library marketing at Detroit Public Library, Genesee District Library, and Capital Area District Libraries. The makeover is sponsored by Midwest Tape/hoopla. It's an opportunity to create or improve a specific marketing element for a library and incorporate cost-free ways to better engage with the community. If the library is selected, we will be notified by our library cooperative director. No timeline on the notification has been supplied at this time.

Mentoring Program

The Mentoring Program continues into 2025. There were no new applicants. Current participant - Cécile Bosshard (Policy).

Bequest of stock

The niece of a patron who frequented the library often, reached out to the library. She is the executor of her estate and informed the library of a sizeable donation. We are currently working on transferring the stock into the library's banking institution. The donation is not designated however the niece would like to have the aunt recognized.

Per the library's Policy 402: Gifts, *"Donors may make contributions directly to the Library general operating fund or to any active, defined Library fund approved by the Board of Trustees. No gifts will be accepted on which the donor makes restrictions or special conditions, unless the Library Board of Trustees specifically accepts or has previously defined those conditions, such as naming opportunities."*

Website Focus Groups

As we work on the website redesign, we will host a couple of website focus groups, on Wednesday, January 15 and Thursday, January 16, at 2 p.m., 4 p.m. and 6 p.m. It will be held in the computer lab on those dates.

Annual Appeal 2024-2025

As of December 31, the Annual Appeal has brought in \$6,249. Green for Life has once again graciously agreed to match \$5,000. At the same time last year (12/31/2023), we were at \$6,910 and the year prior at \$7,765 (12/31/2022).

Earned Sick Time Act

Information has been provided to all staff about the changes made to Policies 203, 213, and 217 and their effective date of January 1, 2025.

Focus: Exceptional Facilities/Library Services Design

After the Budget Committee Meeting in December, the Library Director reached out to a couple of design firms to solicit quotes for design work in the adult and teen areas as we continue to move through the renovation project timeline. We anticipate a response in the next month.

Board Agenda: New Business, Official financial institutions and official newspaper

Financial Institution: Huntington Bank

Newspaper: The Oakland Press and South Lyon Herald

Project Timeline Update: Website Redesign Project

WalkOne – Website Redesign

Board Motion to Approve WalkOne Proposal made on 10/28/2024, Proposal \$16,895

12/4/2024	Project Retainer	\$2,000
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September 30, 2024 & October 10, 2024

Website vendor interviews will take place in Study Room 1.

October 28, 2024

A recommendation has been submitted for Library Board approval. The Library Board approved WalkOne's Proposal for the work.

November 7, 2024

Head of IT, Technology Coordinator, and Library Director met with Justin Walker for a preliminary meeting to discuss project scope.

Week of November 11, 2024

A website questionnaire was supplied to WalkOne.

Week of November 25, 2024

In the next three weeks, the Head of IT will schedule and lead focus groups for feedback on the library's website.

December 12, 2024

The next monthly meeting with WalkOne to discuss setup and implementation

January 15 and January 16

The library will host a couple of website focus groups in the computer lab, on Wednesday, January 15 and Thursday, January 16 at 2 p.m., 4 p.m. and 6 p.m. for patrons to offer feedback on how they use the library website.

February 14, 2025

Design & Development

March 14, 2025

Evaluation and Launch

April 7, 2025

Target Launch Date

Adult, Teen and Youth Services: Cécile Bosshard, Andrew Calvetti, Tina McIntosh, Kathy Merucci, Sarah Scherdt

Adult Services - Focus: Community Awareness, Engagement & Services

In the month of November, we recognize the veterans in our community with our Veterans' Wall of Honor, which was on display in Meeting Room 1 this year. One patron said she always makes a point to "say hi to Dad" when she visits the Library in November. Another patron pointed out her grandfather and shared some memories. Several patrons were surprised to see a familiar face on the wall. One remarked, "Hey, I know him! I had no idea he was a veteran!"



Adult Department Programming Statistics:

Herbal Tea Tasting Experience: 49 patrons attended



Bevin Cohen of Small House Farm returned to SSLDL, packing the Olson Meeting Room with patrons eager to learn about herbal teas. Sharing the history and folklore of the ingredients, Bevin conducted a tea tasting for the 49 patrons present. At the end of the evening, patrons created their own custom tea blend to take home.

“Bevin is so engaging! The presentation was extremely informative,” one of our regular patrons told us at the end of the evening.

Another patron said, “He presents things in a way that makes me feel empowered to do this! I’m going to take what I learned from this talk and start making my own teas at home!”

Canning Workshop (Cranberry Sauce): 12 patrons attended



Shanita Richards, owner of Motor City Spreads, conducted a workshop to teach our patrons how to can a Thanksgiving favorite: cranberry sauce! The workshop was completely hands-on, and each person contributed to the final product. Patrons were divided into two groups and created their sauces from

start to finish, from picking through the cranberries, measuring out the ingredients, bringing the sauce to a boil, mashing the cranberry mixture to their preferred texture, and canning it in a water bath. Each patron got to go home with a jar they had canned themselves.

Patron feedback:

- “I’m going to make a batch of this to give out as Christmas presents this year!” one woman exclaimed, proudly brandishing her jar.
- “I feel a lot more comfortable doing this myself now, since Shanita taught us the safe way to can. I was always afraid of getting people sick if I did something wrong! I appreciate the emphasis on safety!” another patron shared.

The Kennedy Assassination: 70 patrons attended

Troy Police Detective Jay Hernandez brought in a slew of information about the Kennedy Assassination that our patrons thoroughly enjoyed. He addressed all sorts of conspiracy theories about the event and debunked MOST of them. There is NO WAY any shot could have come from the grassy knoll... The most interesting thing was the fact that Lee Harvey Oswald and JFK were both on the front page of a North Carolina or Virginia newspaper in separate articles in 1959. This is always a popular topic of conversation around November 22 – and Jay delivered.

Additional On-Going Program Statistics: November 2024

- Flavor Fiends Spice Club (Berbere): 52 packets were provided
- Community Cares: 26 patrons attended
- Paranormal Pages Book Club: 8 patrons attended
- Needlework Group: 8 patrons attended
- Know Your Digital Services: 8 patrons attended
- Cliffhanger's Mystery Book Club: 20 patrons attended
- Jam Sessions with Andrew: 1 patron attended
- Mini Mosaics (Adult Craft Afternoon): 17 patrons attended
- Mini Mosaics (Adult Craft Night): 16 patrons attended
- Something Different Book Club: 12 patrons attended
- Notary Services: 9 signatures
- Adult Outreach Services: 21 patrons received outreach
-

Youth & Teen Services – Tina McIntosh, Sarah Scherdt

Accessibility Statement for Program Descriptions: As part of our ongoing commitment to providing an inclusive and welcoming environment for all patrons, we have added an accessibility statement to all youth and teen program descriptions. This statement reads: "For more information or to request accessibility accommodations please contact Youth Services at 248-437-6431 or email youthdepartment@ssldl.info." This update follows best practice recommendations from disability advocates at recent workshops. By incorporating this statement, we are signaling to our community that the library welcomes individuals of all abilities to participate in our programs and services, ensuring that our programming is accessible to everyone. We believe that this initiative will foster a sense of belonging and encourage more families to engage with our offerings.

Storytime Registration Adjustments: To better accommodate our patrons and the growing demand for storytimes, we have made some adjustments to our registration process. We've increased the number of available spots for each storytime, expanding from 15 to 30. Additionally, we've updated our program descriptions to state "pre-registration preferred" instead of "registration required." This change reflects our understanding that things often come up, especially with young children—whether it's sickness or last-minute schedule changes. Previously, we noticed that many of our regular storytime families would register quickly when registration opened, which would fill up all of the spots. However, not all of these families would attend every week, and this left no room for others to join. By expanding the number of spots, we can better accommodate both those who prefer to register in advance and those who may want to join last minute. We anticipate having 15-20 participants each week, but the additional registration spots will help ensure that more families have the opportunity to attend. These changes are intended to reduce frustration and make storytime more accessible to everyone, regardless of whether they can register in advance or need to join as a walk-in.

Teen Advisory Board (TAB) Developments: Over the past two months, we have enjoyed building relationships with the members of our Teen Advisory Board. Our approach to TAB is twofold. First, we have introduced more structure by updating the program description, implementing a volunteer code of conduct and providing a sign-up system to allow TAB members to volunteer in the library and track their volunteer hours. This structure helps foster accountability and gives teens a meaningful way to contribute to the library's operations.

Secondly, we are expanding the ways in which TAB members can engage with the library. By offering opportunities to collaborate on displays, bulletin boards, social media content, and book recommendations, we are empowering teens to shape the library's programs and materials. We look forward to seeing their ideas. TAB members also seem energized by the opportunities. One member commented on her volunteer form "I'm excited for the new direction that TAB is headed." And two other members have proposed potential collaborations between the library and high school clubs. The first proposal is for a reading buddies program during March is Reading Month. This initiative would bring National Honor Society students to the youth department after school to read with elementary school students, helping to promote literacy and foster positive community interactions. Additionally, there is an early-stage proposal for a program or demonstration with the high school robotics team, which would offer students a chance to engage with STEM education and share their passions with the wider community. We look forward to supporting our TAB members as they work to bring these programs to fruition. These initiatives contribute to the growth and development of our teens, providing them with leadership opportunities while enhancing our youth and teen services for the broader community.

November Youth & Teen Programming Statistics

YOUTH		
Family Storytime	11/4/2024	24
Family Storytime	11/5/2024	0
Family Storytime	11/6/2024	31
Fabulous Fours	11/7/2024	6
Family Storytime	11/11/2024	22

Family Storytime	11/12/2024	21
Family Storytime	11/13/2024	26
Fabulous Fours	11/14/2024	4
Family Storytime	11/18/2024	11
Movin' and Groovin'	11/18/2024	26
Family Storytime	11/19/2024	25
Family Storytime	11/20/2024	14
Fabulous Fours	11/21/2024	4
Movin' and Groovin'	11/25/2024	23
Baby Playtime	11/1/2024	14
Baby Playtime	11/8/2024	22
Baby Playtime	11/15/2024	14
Baby Playtime	11/22/2024	14
Battle of the Books Informational Meeting	11/4/2024	3
Kids Book Buzz	11/20/2024	8
YOUTH OUTREACH		
Salem Elementary 4th Grade Battle of the Books Presentation	11/22/2024	75
Salem Elementary 5th Grade Battle of the Books Presentation	11/22/2024	75
PASSIVE YOUTH PROGRAMS		
1,000 Books Before Kindergarten: Sign Ups	On-going	5
1,000 Books Before Kindergarten: Completed	On-going	1
Scavenger Hunt	All month	200
TEEN		
TAB	11/12/2024	8
Digital Practice SAT	11/9/2024	7
November 2024 Total		683
November 2023 Total		566

Respectfully submitted,

Sarah Scherdt and Tina McIntosh, Youth and Teen Librarians

IT – Kevin Campbell

After testing the final configuration of the network settings for the public machines with great success, we have implemented the policy across all of our public facing devices. The policies have been in place for 2 weeks and there have been no reports of any negative impact from the policies. These changes will make it easier to adjust the level of access that our computers will have to our internal infrastructure.

We have set up and configured a new study room reservation kiosk in order to provide more ways to reserve our study rooms. This new kiosk will allow patrons to see what study rooms are available when and make a reservation in the library without having to sit down at one of the computers.

Circulation- Ashley Fisher, Candy Mahoney

Patron Count: 3777

Holds for our patrons from our books: 706

Holds for our patrons from other libraries: 1889

Holds for other libraries from our books: 1523

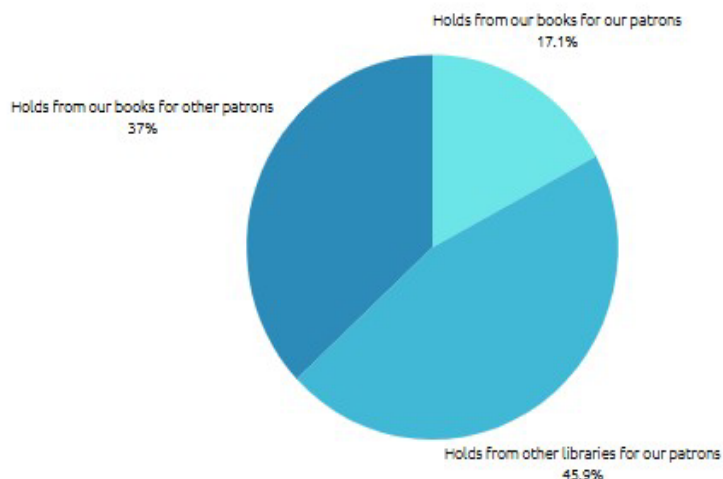
Locker Pickups: 3

Drop box returns:

Centennial Farms: 218

Colonial Acres: 291

Total: 509



Drive-ups: 51

MelCat Items Brought In: 48

MelCat Items Sent Out: 160

New Library Cards Registered: 79 (Same month last year: 13)

Marketing Department - Tracy Robinson, Candace Mahoney

November was picture book month! Many of our patrons commented on Facebook what favorite they had, and surprisingly many told us in person when they came in. The staff was gracious enough to share and our young patrons loved seeing what favorites they had.



Our biggest engagement this month was from our Teen Librarian announcement. There was so much excitement and encouragement in support of Tina and Sarah.

Processing - Molly Mahoney

This month we procured a new disc repair machine to replace the previous model, which was on its last legs. Being able to repair existing discs, rather than replacing them with a new copy of the title, saves us up to \$60 per title, making the new machine a great investment that will pay for itself through the money saved.

Our statistics for November:

- 429 new items were processed
- 141 repairs were made to existing materials
- 200 items were withdrawn to make room for new materials
- In total, 771 items were handled by our department

Facilities – Norm Pratt

HVAC LG-Units



During the past month technical service representatives from Air Handlers and Young Supply were here to address the issue that the study room's heat pump and fan coils would not switch between heating and cooling modes. Larry A. from Young Supply established the priority of the four fan coils and outside unit to allow them to switch between the two modes. He then provided us with training on the 15-minute required protocol to be able to switch the units between the various modes.

Currently we are having an issue with the heat pump and/or fan coils used that control the temperature in the IT Closet and associated work area as well as reinstalling the fan coil in the Teen area.

In addition, we are still working with Trane/ Mitsubishi to provide us with a controller for our two Mitsubishi Energy Recovery Units. It has been determined that the recently installed T-200 controller cannot be directly connected to the fan coils and reviewing the technical information Mitsubishi has discontinued all the remote controllers that can be connected to our energy recovery units. However, the sales technical teams have not given up on finding a way to control the units, so we do not have to replace these.

Lastly, we had one of the boilers locked out this month. It turns out that we had a faulty low pressure safety switch. The switch was replaced, and the unit is running normally.



Leaky Roof – During the past month we experienced a leak in the roof above the fire suppression pump room closet. This was not a new leak, but we have not been able to determine the cause of the leak. We were fortunate this time to identify the formation of an ice dam form at the corner of one of the roofs. The ice dam then pushes water back up the corner of the roof and through a vent. The Roof Company has been contacted, and they will be installing flashing in this area to prevent the formation of the ice dam. If this does not solve the issue, then we will install an ice melting cable on this area of the roof.

Tuba Christmas - It was that special time of the year for Tuba Christmas. To prepare for the event, we hung lights in the Pavilion and Story Time Path, rearranged the sitting area and prepared the firepit.

Fire Extinguishers – During the past month, the fire extinguishers were inspected. There is nothing to report other than that we are going to need to replace several of the current extinguishers next year.

Water Testing Program – This past month we passed our quarterly well testing for Chloroform bacteria and Nitrate. The county also informed us of a new State Law changes acceptable level of lead in drinking

water from 15ppm to 12ppm. We are trying to determine if our current filter units in the drinking fountain and staff kitchen meet this specification.

General - During the past month, the major general stuff carried out included, maintaining the art walls, working on the story time path, cleaning HVAC vents, rearranging shelving units, repair toilets, finishing fall cleanup, replacing lights, and replacing emergency light batteries.

Overheard in the Library

A patron told us that she had been fighting with a friend about whose library was better, ours or Troy's. She told us "Don't worry; you won!" then went on to say, "If you think what you do doesn't matter, this is what we talk about at home."

"Thank you for doing the book challenge every month. It has really expanded my comfort zone in reading, and I have enjoyed trying something new".

R-Best

R-Best is an internal system to let a SSLDL team member know that you've spotted them exemplifying an "R-BEST" value. The R-Best Values are Respect, Be Passionate, Ethics, Outstanding Service and Teamwork. These are the submissions by staff this month:

Tina M has been recognized for the R-Best value of Outstanding Service. Here's what they did: One of our patrons wanted to put into the suggestion box that Tina was amazing and so helpful last night in the program she does with Merucci... Since the suggestion box was not found due to construction, Tina gets an RBEST!!! Good job Tina... Great job Team!!!

Additional comment:

I agree! Tina [and Kevin] are sooo helpful and patient. The patrons were thrilled last night.



Getting the Pumpkin Contest award



Shelf repair and after came offers for tea from the kids.



Storytime path

A MONTH IN PHOTOS

"Thank you for the variety in the LFL! Everyone in the family found a lovely book"



Little Free Library



The voting day calm before the crowd



"Thank you for leaving some of the high back chairs!"



Say hello to your new Teen Librarians!

"Fabulous Librarians with so many good ideas"



Prepping for Furry Friends

"We are looking forward to working with SSLDL!"

NOVEMBER 2024

It was requested that the SSLDL Adult & Teen Renovations slides presented as part of the Facilities Mentoring Program by Cécile Bosshard and Mikaelah Holback from February 2023 be supplied in this Board Packet along with the minutes from the Regular Board Meeting from February 26, 2024.

[SSLDL Adult & Teen Renovations slides](#)

The minutes from the February 26, 2024 Regular Board Meeting follow. The highlighted area is the project timeline for upcoming renovations that was discussed at the meeting.

SALEM-SOUTH LYON DISTRICT LIBRARY BOARD OF TRUSTEES

Minutes of Regular Board Meeting

Monday, February 26, 2024

President: Denise Stacer

Vice President: Linda Hamilton

Treasurer: Daniel Siivola

Secretary: Hattie Maguire

At large: Pat Peruski; Russell Sims; Erin Petricca

Director: Paulina Poplawska

Assistant Director: Kathleen Hutchinson

Head of Information Services: Kathy Merucci

Head of IT: Kevin Campbell

Recording Secretary: Kevin Campbell

A. Call meeting to order and verify quorum participation (24-44)

President Stacer called the meeting to order in the Meeting Room #1 at the Salem-South Lyon District Library at 7:03 PM.

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

K. Merucci- Staff Representative

President Stacer verified the quorum.

B. Approval of agenda (24-45V)

Motion to approve the agenda was made by L. Hamilton, seconded by H. Maguire.

Yes: 7;

No: 0.

Motion Carried.

C. Introduction of Guests (24-46)

P. Poplawska introduced the guests.

D. Approval of minutes from the Regular Board Meeting on January 8, 2024 (24-47V)

Motion to approve the minutes from the Regular Board Meeting of January 29, 2024 was made by L. Hamilton, seconded by D. Siivola

Yes: 7;

No: 0.

Motion Carried.

E. Public Comment (24-48)

There was no public comment.

F. Friends of the Library Report (24-49)

Submitted for board review and filed.

G. Financial Report (24-50V)

Motion to accept the January 2024 Financial Report made by L. Hamilton, seconded by E. Petricca.

Yes: 7;

No: 0.

Motion Carried.

H. Approval for Payroll Report January 2024 (24-51V)

Motion to approve Payroll Report of January 2024 made by L. Hamilton, seconded by H. Maguire.

Yes: 7;

No: 0.

Motion Carried.

I. Approval for Board Review of Bills and credit card purchases for January 2024 (24-52V)

Motion to approve Bills and Credit Card Purchases for January 2024 made by L. Hamilton, seconded by D. Siivola.

Yes: 7;

No: 0.

Motion Carried.

J. Director Report (24-53)

Picnic tables will ship this month.

Submitted for board review by P. Poplawska and filed.

K. Staff Reports (24-54)

Submitted for board review and filed.

L. Committee Reports

Advocacy (24-55): Doodle poll will be sent soon for a meeting at the end of March to discuss Annual Appeal and Donor Event.

Budget (24-56): Next meeting Thursday, March 21 at 3 p.m.

Facilities (24-57): Next meeting first week of March.

Long Range Planning (24-58): Nothing to report.

Policy

A. Policies reviewed and revised: 401, 408. 601, 810, 811, 812, 813 (24-59V)

Revisions to Policy 401 include the deletion of IIIA, edit to verbiage of IV7, and deletions of link inserts. Policy 408 was left as a policy.

Motion to approve the reviewed and revised policies as discussed: 401, 601, 810, 811, 812, 813 was made by H. Maguire; seconded by L. Hamilton.

Yes: 7;

No: 0;

Motion Carried.

Professional Development (24-60): Nothing to report

Reconsideration (24-61): Nothing to report.

Risk Management (24-62) Nothing to report.

M. Correspondence and communications (24-63)

N. Old Business (24-64)

O. New Business

1. Fireplace/Reading Area Refresh (24-65V)

Motion to approve not to exceed \$85,000 to Shaw Construction's for SSLDL Fireplace/Reading Area Refresh and be provided with a list of bidding submissions for work over \$5,000 was made by L. Hamilton; seconded by H. Maguire.

Yes: 7;

No: 0;

Motion carried.

2. SSLDL Refresh Project (24-66V)

SSLDL Projects by Priority (Fall 2023 Budgetary Quotes)

2023-2024	Fireplace Reading Area	\$78,762.00
2024-2025	Adult & Circulation Area Flooring & Painting + Additional Seating	\$163,362.00
	Study Rooms Flooring & Painting	\$13,212.00
2025-2026	Teen Room Flooring & Painting + Additional seating	\$46,427.00
	Computer Room Flooring & Painting	\$16,008.00
2025-2026	Meeting Room 1 Flooring & Painting + LED Lights	\$42,487.00

P. Board Comments

There were board comments.

Q. Adjournment

Meeting was adjourned at 8:01 p.m.

I hereby certify that the foregoing is a true and complete copy of the minutes of a regular meeting of the Salem-South Lyon District Library, Counties of Oakland and Washtenaw, State of Michigan, held on February 26, 2024, 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

Par Plan News



January 2025 | Issue 154

Winter is Here – Avoid the Risk of Frozen Pipes – Order and Activate Your Free Water Sensor Kit

Winter means the risk of property damage from frozen pipes is great, especially during times when your administrative buildings are unoccupied.

Even when occupied, power outages, and leaking plumbing can cause major damage.

In addition to costly repairs and replacement of contents, water damage can result in a building being forced to shut down for a period of time.

The Michigan Township Participating Plan (Par Plan) offers members a NO-COST sensor kit to help them avoid water damage.

Order your kit today and activate it upon receipt and you'll be taking important steps to protect your property.

Municipal buildings experience periods of time when no one is in the building. This can result in leaks, and in winter, low temperatures going

undetected for hours, or even days.

Pipes exposed to low temperatures can freeze, swell and crack, causing costly water damage to the building and contents.

Now, imagine getting an alert as soon as a drop in temperature or water is detected, giving you the opportunity to deal with the issue — before significant damage occurs.

The Par Plan has partnered with HSB to provide members with a free Sensor Solutions program.

The sensors use the latest technology to detect the presence of water, monitor indoor temperatures, and tell you if a pipe is leaking or could potentially freeze, causing it to burst and flood your building.

Water Sensor Kit Ordering Guidelines

The system is offered in one- or two-sensor kits.

Use these guidelines to determine which kit your entity needs.



Sensors **are recommended** for use in administrative buildings, in these locations:

- ✓ Basements with a sump pump
- ✓ Areas with previous water issues
- ✓ HVAC rooms with a hot water heater/boiler

Sensors **should not** be used in these locations:

- ☑ Public areas, including restrooms
- ☑ DPW or fire garages
- ☑ Non-temperature controlled buildings/rooms

If you have questions about the water sensor program or how many sensors you should order for your entity, please contact your Par Plan risk control representative.

Scan This QR Code to Order Your Free Water Sensor Kit



Or visit: sensorsignup.com/theparplan

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Make 2025 the Year You Take Advantage of All Your Benefits

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Save a Date! PPPDDs in 2025

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Par Plan Risk Reduction Grant Awardees

Avoid Costly Damage Due to Frozen Pipes



The year 2025 is special for the Par Plan as it marks our 40th anniversary. We look forward to celebrating this milestone year with all our members!

Save a Date 2025 Par Plan Professional Development Days

We are excited to announce that we will present TWO Par Plan Professional Development Days (PPDD) in 2025!

There will be a PPDD in both the Upper and Lower Peninsula of Michigan. Programming will be identical at both events so everyone will have access to the same great content.

We will present interactive sessions on topics such as FOIA and many areas of risk control important to Michigan public entities.

Save the date for one of our 2025 PPDD events:

May 8 – Sault Ste Marie

August 14 – Kalamazoo

Watch your email for PPDD registration information.

Par Plan Celebrates 40 Years of Service

The Par Plan celebrates its 40th anniversary in 2025!

Turning 40 is an excellent time for a fresh look, so watch for updates to the Par Plan branding this year!



Make 2025 the Year You Take Advantage of All Par Plan Member Benefits

There are many benefits of membership in the Michigan Township Participating Plan designed to help you reduce risk and prevent property damage and loss.

If you aren't taking advantage of all these benefits, **now** is the time to start! Find details on all these programs and services at theparplan.com.

Water Sensor Program – Prevent water damage with a free sensor kit. See the front page of this newsletter for program details and how to order your kit today.

HR MUNI – This human resource compliance support program allows you to spend less time on compliance while reducing risk.

You can help avoid employment lawsuits with real-time advice from experienced HR professionals and/or employment attorneys from ePlace Solutions, Inc., which powers HR MUNI. You can get the answers to your questions and advice through unlimited email and phone support.

You can also easily access online resources developed by employment attorneys and HR professionals through the Online Knowledge Center.

HR MUNI also provides interactive, online training courses for managers and employees to limit sexual harassment and discrimination claims.

Another service through HR MUNI is a toll-free employee complaint

hotline. Use this hotline to encourage early reporting of employee concerns to a third party for crucial advance notice of claims that may be avoided.

TCAP – The Par Plan's Training, Certification and Accreditation Program (TCAP) assists members in obtaining education – through accreditation or certification organizations or government agencies – that will enhance their ability to administer their public entity.

Risk Reduction Grant Program – The Par Plan offers funding for projects that prevent or mitigate damage to member-owned property and third-party liability losses or damage. Applications are accepted from qualified members during two grant cycles each year. The next cycle will open on February 1, 2025 so watch your email for details.

Lexipol – The Par Plan has partnered with Lexipol, a trusted name in policy management and integrated policy training, to offer members a special opportunity. Members are eligible for a discount on both new and renewal subscriptions to Lexipol's Law Enforcement, Fire or Corrections Policy Solutions.

If you have questions about these benefits, contact your Par Plan risk control representative or email us at theparplan@tmhcc.com.

Keep Up With Us on Social Media

You can find the Michigan Township Participating Plan on LinkedIn, Facebook and X. Follow us today for all the news in 2025!



Congratulations to our Fall 2024 grant awardees! The Par Plan Spring 2025 Risk Reduction Grant Cycle opens on February 1, 2025. Watch your email for details.

Fall 2024 Risk Reduction Grant Awardees

Adams Township Houghton	Ely Township Marquette	Parma Sandstone Fire Department Jackson
Bertrand Charter Township Berrien	Erie Township Monroe	Portage Township Mackinac
Bridgeton Township Newaygo	Forest Township Genesee	Prairieville Township Police Department, Barry
Bruce Crossing Fire Department Ontonagon	Grand Traverse Metro Grand Traverse	Resort Township Emmet
Burtchville Township Fire Department St. Clair	Hamlin Township Eaton	Richfield Township Police Department, Genesee
Cascade Township Fire Department Kent	Hartford Public Library Van Buren	Rives Township Jackson
Chester Township Ottawa	Henika District Library Allegan	Rose City Area Fire Department Ogemaw
Chippewa Township Chippewa	Higgins Township Fire Department Roscommon	Thompson Township Schoolcraft
City of Bronson Branch	Kawkawlin Township Fire Department, Bay	Tittabawassee Township Saginaw
City of Brown City Sanilac	Lake Township Benzie	Village of Addison Lenawee
City of Luna Pier Monroe	Lake Township Missaukee	Village of Baraga Baraga
Civic Center South Grand Traverse	Lincoln Township Osceola	Village of Cassopolis Cass
Cleon Township Manistee	Long Lake Charter Township Grand Traverse	Village of Fairgrove Tuscola
Climax Township Kalamazoo	Newton Township Calhoun	Village of Laurium Houghton
Coldwater Township Branch	North Shade Township Gratiot	Village of Pellston Emmet
Denmark Township Tuscola	Norwich Township Missaukee	Wayland Fire Department Allegan
East China Charter Township St. Clair	Odessa Township Ionia	Zeeland Charter Township Ottawa
Elba Township Gratiot	Ontwa Township Cass	

**See You at
the 2025
MTA
Conference**



Michigan Township Participating Plan
1441 W. Long Lake Rd, Suite 150
Troy, MI 40898

PRSRT. STD.
US POSTAGE
PAID
GRAND RAPIDS, MI
PERMIT NO. 657

Salem South Lyon Library
Or Current Resident
9800 Pontiac Trl
South Lyon, MI 48178-7021



Board of Directors Quarterly Meeting

January 17, 2025
9 a.m.

H Hotel
Midland, Michigan

Par Plan Member New Year's Resolutions

1. Order my water sensor kit.
2. Call HR MUNI for all HR-related concerns.
3. Apply for Par Plan risk reduction grants.
4. Take advantage of the TCAP program for training course funding.

Par Plan News Editorial Staff

David Blake-Thomas – Trout Lake Township, Chippewa County
John Lesinski – Grass Lake Charter Township, Jackson County
Judy Maie – Everett Township, Newaygo County
Jennifer Venema – MTPP Program Administrator
Catarina DeSchutter – MTPP Associate Administrator
Beth Lenz – Communications Specialist

Par Plan News is published by the Michigan Township
Participating Plan's Program Administrator:

Tokio Marine HCC – Public Risk Group
1441 W. Long Lake Road, Suite 150, Troy, MI 48098
248-371-3100

theparplan@tmhcc.com
www.theparplan.com

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information contained in this newsletter is accurate, professional
counsel should be sought prior to any action or decision made
based on material contained herein.

Paulina Poplawska
Performance Goals and Objectives
January 1 – December 31, 2025

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

Mission: To educate, enrich, and empower our community

Vision: Imagine the Possibilities

Goal 1: Plan for the Library's growth

1. Complete a new strategic plan for 2026-2029
 - a. Complete a community survey
 - b. Conduct focus groups
 - c. Outline a strategic plan for the next year

Goal 2: Vision to Support and Empower the Community through Accessibility and As a Community Gathering Space

1. Community gathering space
 - a. Promote opportunities through early learning and play
 - i. Expand storywalk into an interactive outdoor play experience (2025)
 - ii. Investigate space feasibility for the outdoor space cleared by DTE and whether expansion of the physical storywalk path is an option
 - b. Create universal and welcoming space to meet community needs and wants
 - i. Explore wants and needs of the community for the adult and teen area with an emphasis on flexibility of space and options for technology
2. Increase efficiency of library services
 - a. Continue technology improvements for ease of use and enhanced way to connect to patrons
 - i. Designate areas for individual work and collaboration in the computer lab
 - ii. Launch a new website

Goal 3: Broaden the Community's Awareness of the Library

1. Provide programs and services that engage new and current users and foster lifelong learning
 - a. Work with the Friends book room and gardeners as they transition to new coordinators in 2025
 - b. Evaluate the volunteer program to make it more welcoming to those who inquire about opportunities within the library
 - c. Expand on digital collections stewardship to gather history and oral projects within the City of South Lyon and Salem Township and begin a multi-year project to prepare, gather, digitize, enhance, save, and share in a community-centered approach
 - i. Connect and collaborate with local organizations
 - ii. Host a digitization day
 - d. Evaluate current marketing efforts to determine if the library is utilizing most cost effective and successful strategy and techniques
 - i. Set goals and objectives for the marketing department

Salem-South Lyon District Library (SSLDL) Strategic Plan - 2023-2026

Our Mission: Educate. Enrich. Empower the Community.

Our Vision: Imagine the Possibilities!

Focus	Goals	Investments	Outcomes	Total Investment Cost	6.30.23-7.1.24 Costs	6.30.24-7.1.25 Costs	7.1.25 - 6.30.26 Costs
Exceptional Facilities	Dedicate space for innovation	Modify computer lab as required to provide new technology to our patrons; create a makerspace whose components are mobile friendly; modify study room walls to provide a soundproof space for audio and video recording	Availability of new and current technology for community use	50,000			
	Upgrade existing facilities	Replace carpeting in casual seating area of adult section & adult and teen area	Enhanced physical space for adults and teens	95,000			
	Maintain facility	Replace sections of roof	Replace original roof over the children's area	25,000			
	Improve library parking lot	Upgrade asphalt	Improve the life of the parking lot	10,000			
Technology Enhancements	Collaborate with South Lyon Schools to enhance Internet speed	Invest in necessary computer hardware and other technology, develop agreement with South Lyon Community Schools, Utilize Library staff time & resources	Increase Internet speeds to 1 Gigabyte/sec.	9,000			3,000
	Upgrade telephone system	Updated equipment providing quality communication with the community	Improved communication with a VOIP and future cost savings	20,000			
Programs and Services	Provide programs and services that engage new and current users and foster lifelong learners.	Support both consumers and creators of information by offering creative outlets for all ages	Gather information about users of our programs and services to inform future decisions by staff and board members	0	0	0	0
		Increase community interaction with in-person discussions and surveys	Programming that meets the needs of our patrons and the community	0	0	0	0
		Provide resources necessary to help children and adults increase their reading and computer skills	Enhancing the reading and computer literacy of the community	Included with Programming costs	Included with Programming costs	Included with Programming costs	Included with Programming costs

Community Awareness & Involvement	Facilitate effective conversations with community partners	Assess progress on strategic plan goals and communicate this information in newsletters, social media, annual report and other communications	A truly informed and engaged district who sees SSLDL as strategic community partner	0	0	0	0
		Evaluate current marketing efforts to determine if the library is utilizing most cost effective and successful strategy and techniques	A more efficient and effective marketing strategy	0	0	0	0
		Promote cutting edge library services to the public	A community well-informed about the most recent library offerings	0	0	0	0
		Recruitment and development of donors and strategic partners that lead to greater investments.	Increase in the size and number of donations.	3,000	1,000	1,000	1,000