



**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, JANUARY 27, 2025, AT 7:00 PM**

- A. Call meeting to order and verify quorum (25-25)
- B. Approval of agenda (25-26V)
- C. Introduction of guests (25-27)
- D. Approval of past minutes from Regular Board Meeting on January 6, 2025 (25-28V)
- E. Public comment (25-29)
- F. Friends of the Library Report
- G. Financial Report
  - 1. Acceptance of December 2024 Financial Report (25-30V)
- H. Approval for Payroll Report December 2024 (25-31V)
- I. Approval for Board Review of Bills and credit card purchases for December 2024 (25-32V)
- J. Director Report (25-33)
- K. Staff Reports (25-34)
- L. Committee Reports
  - 1. Advocacy (25-35)
  - 2. Facilities
    - A. Renovation timing and plans for 2025 (25-36V)
  - 3. Policy Committee (25-37)
  - 4. Budget (25-38)
  - 5. Professional Development (25-39)

M. Correspondence and communications (25-40)

N. Old Business (25-41)

O. New Business

1. Marketing Discussion (25-42)

P. Board Comments (25-43)

Q. Adjournment (25-44)

### **UPCOMING MEETINGS**

**BUDGET COMMITTEE: THURSDAY, FEBRUARY 20, 2025, AT 3:00 PM**

**BOARD MEETING: MONDAY, FEBRUARY 24, 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, January 6, 2025**

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 (25-1)**

Vice President Hamilton called the meeting to order in the Meeting Room #1 at the Salem-South Lyon District Library at 7:00 p.m.

Present: L. Hamilton, P. Peruski, D. Siivola, R. Sims, H. Maguire, E. Petricca, P. Poplawska, K. Hutchinson, K. Merucci, T. Robinson, K. Campbell, N. Pratt  
K. Campbell - Recording Secretary  
A. King – Friends Representative  
M. Connely – Staff Representative  
Absent: D. Stacer (Excused)

**B. Approval of agenda (25-2V)**

Motion to approve the agenda was made by H. Maguire; seconded by R. Sims.  
Yes: 6;  
No: 0.  
Motion Carried.

**C. Introduction of guests (25-3)**

Guests were introduced by P. Poplawska.

**D. Approval of past minutes from Regular Board Meeting on November 25, 2024 (25-4V)**

Motion to approve the November 25, 2024, minutes was made by E. Petricca;  
seconded by P. Peruski.  
Yes: 6;  
No: 0.  
Motion Carried.

#### **E. Public Comment (25-5)**

No public comment.

#### **F. Friends of the Library Report**

1. Friends Meeting dates/time for 2025 (25-6)

The Friends meet the 2<sup>nd</sup> Thursday of the month every other month.

The deadline for the Friends Scholarship is January 31.

The Little Free Library is looking for volunteer stewards for 2025.

#### **G. Financial Report**

##### **1. Acceptance of November 2024 Financial Report (25-7V)**

Motion to accept the November 2024 financial report was made by D. Siivola; seconded by H. Maguire.

Yes: 6;

No: 0.

Motion Carried.

##### **H. Approval for Payroll Report November 2024 (25-8V)**

Motion was made to approve the September 2024 Payroll report made by D. Siivola; seconded by P. Peruski.

Yes: 6;

No: 0.

Motion Carried.

##### **I. Approval for Board Review of Bills and credit card purchases for November 2024 (25-9V)**

Motion to approve Bills and Credit Card purchases for November 2024 was made by R. Sims; seconded by E. Petricca.

Yes: 6;

No: 0.

Motion Carried.

##### **J. Director Report (25-10)**

Submitted for board review by P. Poplawska and filed.

##### **K. Staff Reports (25-11)**

Submitted for board review and filed.

Clarification provided on analytics for marketing and storytime registration adjustment.

Many patrons communicated engagement within the library. Are we reaching our target audience? How do we communicate to the public /assess and evaluate social media?

## **L. Committee Reports**

### **1. Advocacy (25-112)**

### **2. Facilities**

A. Upcoming meeting to discuss renovation timing and plans for 2025 (25-13)

What does the community want/feedback from staff requested. Not nixing a consultant. The facilities committee is requesting the data about how patrons utilize our space, and a recommendation of how future space might be used from staff by February 14, 2025.

### **3. Policy Committee (25-14)**

No updates from the policy committee.

### **4. Budget (25-15)**

The budget committee is requesting the Head of Facilities provide the cost of replacing the ERV systems.

The Treasurer gave a proposed amount for spending on library renovations.

### **5. Professional Development (25-16)**

## **M. Correspondence and communications (24–249)**

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

## **N. Old Business**

1. Library Director Goals (25-18)

The board will reassess the goals in 6 months.

2. Officers for 2025 (25-19V)

Motion to maintain the current slate of Officers: D. Stacer, President, L. Hamilton, Vice President, H. Maguire, Secretary, and D. Siivola, Treasurer was made by R. Sims; seconded by E. Petricca.

Yes: 6,  
No: 0,  
Motion carried.

3. Committees for 2025 (25-20)

There were no committee adjustments made from the prior year. Committees stand.

**O. New Business**

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

Motion to maintain the current financial institutions as Huntington, Comerica and MIClass and Official Newspapers as South Lyon Herald and Oakland Free Press was made by D. Siivola; seconded by P. Peruski.

Yes: 6,  
No: 0,  
Motion carried.

2. **Bequest of Stock (25-22V)**

A long-time patron bequeathed stock to the library. Recognition of patron was requested by a niece. Possible naming of project in the future. Board request to provide brick and mortar ideas for use of funds.

**P. Board Comments (25-23)**

There were no Board Comments.

**Q. Adjournment (25-24)**

Meeting adjourned at 7:40 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 January 6, 2025, 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

## December 2024 Budget Highlights – Financial Report

### Income:

#### Account 400 Property Taxes Operating: \$5,271.38

South Lyon 1995 Operating of \$1,651.85, South Lyon 2014 Operating of \$733.08

Salem Township 1995 Operating of \$1,999.23, Salem Township 2014 Operating of \$887.22

#### Account 409 Fines & Fees \$679.90:

- Penal Fines: \$0.0
- Fines \$549.90
- Non-resident fee: \$130.00

#### Acct. 415 State Aid: \$0.0

#### Acct. 440 Gifts & Grants \$3,438.60

- True Gift: \$50.95
- Friends Gift Income: \$0.0
- Friends Books Donation Income: \$1,053.58
- Library Collection Gifts: \$0.0
- Memorial Gifts: \$0.00
- Annual Appeal: \$2,334.07
- Grants & Sponsorships: \$0.00

**Account 440.3 Miscellaneous Income: \$7,193.40** (of note: Lost Materials: \$64.47, Computer Prints: \$941.88, Faxes: \$151.00, T-shirt sales: \$196.50, Rebates: \$5,843.51)

#### Account 450 Interest: \$5,657.58

- Michigan Class \$2,199.26
- Comerica: \$95.24
- Huntington: \$3,363.08

#### Total Income: \$22,240.86

#### Account 500 - Personnel Total: \$76,195.09 (Two pays)

- \$ 65,254.43 Acct. 500.2 Salaries
- \$ 3,128.67 Acct. 505.2 Deferred Compensation Plan
- \$ 2,529.78 Acct. 502.3 Group Health Plan
- \$ 4,913.38 Acct. 545 FICA
- \$ 368.83 Acct. 570 Dues & workshops

#### Account 505 - Library Materials & Supplies: \$15,630.89

\$ 14,193.22 Acct. 505.12 Library materials (Teen \$378.58 Youth: \$2,298.88,  
Adult: \$3,972.55, Processing: \$222.00, Downloadable: \$7,321.21)  
\$ 1,046.39 Acct. 508 Computer supplies & maintenance

391.28 Acct. 531 Programming (Adult \$182.11/Youth \$209.17)

**Account 536 & 600 Total - Facilities & Equipment: \$26,254.27**

**Account 536 Facilities:**

- \$ 4,198.66 Acct. 515 Utilities (DTE \$3,271.85 and Consumers \$926.81)
- \$ 3,592.21 Acct. 536.12 Maintenance & Repairs of note: Custodial 400.03, routine repairs of \$127.19, water softeners, septic, sprinkler: 33.12, HVAC repairs \$2,764.48. fire inspection (extinguishers) \$267.39

**Account 600 Capital Expenditures and Equipment:**

- 600.3 Computer (Other) \$2000.00 website development deposit
- 600.4 Other Tech Equipment: \$132.18
- 600.5 Licensing & Support: \$1,327.05 (Intelligink, Survey Monkey, Adobe)
- 605.4 Non-Capital Equipment: \$1944.85 (Elm Pro 2 disc cleaning)
- 605.31 Capital Expenditure from Prior Year: \$2,266.07 (Fireplace Refresh)
- 605.95 Bond Interest: \$10,793.25
- 605.96 Bond Principal : \$0.0

**Account 585 - Service Fees & Expenditures \$20,417.95 of note:**

- \$ 61.62 Acct. 510.3 Office Supplies
- \$ 71.29 Acct. 511 Postage
- \$ 0.00 Acct. 512 Printing
- \$ 8,030.47 Acct. 514 Advertising
- \$ 308.00 Acct. 516 Telephone
- \$ 4,546.57 Acct 520 Contractual Services (snow plowing/salt, lease copy machine, cc fees)
- \$ 7,400.00 Acct. 540 Auditor
- \$ 00.00 Acct.525 Legal & Professional
- \$ 00.00 Acct.585.1 Lost materials refunds

**Account 586 - Gifts & Grants Purchases \$1,468.02 of note:**

- \$ 00.00 Acct. 523.2 Gifts & Grants
- \$ 201.08 Acct. 586.27 Friends Gift Purchases
- \$ 1,053.58 Acct.586.39 Book Sale Monies
- \$ 14.35 Acct.586.4 Gift Purchases
- \$ 199.01 Acct. 586.9 Gift Purchases for collection
- 

**Expenditures exceed Revenue by \$117,725.36**

**YTD Revenues exceed Expenditures by \$693,794.62**



# Salem-South Lyon District Library

## Profit & Loss Budget Performance

### December 2024

	Dec 24	Jul - Dec 24	\$ Over Budget	% of Budget Target: 50%	Annual Budget
<b>Ordinary Income/Expense</b>					
Income					
400 · Property Taxes	5,271.38	1,465,086.41	-63,225.59	95.86%	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	0.00	4,953.27	-3,846.73	56.29%	8,800.00
409 · Fines & Fees	679.90	39,510.62	210.62	100.54%	39,300.00
415 · State Aid	0.00	12,940.58	111.58	100.87%	12,829.00
440 · Gifts & Grants	3,438.60	42,049.13	-55,950.87	42.91%	98,000.00
440.3 · Miscellaneous Income	7,193.40	17,149.69	-95,250.31	15.26%	112,400.00
447 · Sale of equipment	0.00	0.00	-1,000.00	0.0%	1,000.00
450 · Interest Income - Regular	5,657.58	62,910.98	17,910.98	139.8%	45,000.00
<b>Total Income</b>	<b>22,240.86</b>	<b>1,644,491.62</b>	<b>-579,149.38</b>	<b>73.96%</b>	<b>2,223,641.00</b>
<b>Gross Profit</b>	<b>22,240.86</b>	<b>1,644,491.62</b>	<b>-579,149.38</b>	<b>73.96%</b>	<b>2,223,641.00</b>
Expense					
500 · Personnel	76,195.09	508,807.44	-598,869.56	45.94%	1,107,677.00
505 · Library materials & supplies	15,630.89	141,065.36	-231,934.64	37.82%	373,000.00
536 · Facilities & Equipment	26,254.27	210,544.00	-360,020.00	36.9%	570,564.00
585 · Service Fees & Expenditures	20,417.95	47,222.12	-27,177.88	63.47%	74,400.00
586 · Gifts & Grants Purchases	1,468.02	43,058.08	-54,941.92	43.94%	98,000.00
<b>Total Expense</b>	<b>139,966.22</b>	<b>950,697.00</b>	<b>-1,272,944.00</b>	<b>42.75%</b>	<b>2,223,641.00</b>
<b>Net Ordinary Income</b>	<b>-117,725.36</b>	<b>693,794.62</b>	<b>693,794.62</b>	<b>100.0%</b>	<b>0.00</b>
<b>Net Income</b>	<b>-117,725.36</b>	<b>693,794.62</b>	<b>693,794.62</b>	<b>100.0%</b>	<b>0.00</b>

# Salem-South Lyon District Library

## Profit & Loss Budget Performance

December 2024

	Dec 24	Jul - Dec 24	\$ Over Budget	% of Budget Target: 50%	Annual Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
400 · Property Taxes	5,271.38	1,465,086.41	-63,225.59	95.86%	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	0.00	4,953.27	-3,846.73	56.29%	8,800.00
409 · Fines & Fees	679.90	39,510.62	210.62	100.54%	39,300.00
415 · State Aid	0.00	12,940.58	111.58	100.87%	12,829.00
440 · Gifts & Grants	3,438.60	42,049.13	-55,950.87	42.91%	98,000.00
440.3 · Miscellaneous Income	7,193.40	17,149.69	-95,250.31	15.26%	112,400.00
447 · Sale of equipment	0.00	0.00	-1,000.00	0.0%	1,000.00
450 · Interest Income - Regular	5,657.58	62,910.98	17,910.98	139.8%	45,000.00
<b>Total Income</b>	<b>22,240.86</b>	<b>1,644,491.62</b>	<b>-579,149.38</b>	<b>73.96%</b>	<b>2,223,641.00</b>
<b>Gross Profit</b>	<b>22,240.86</b>	<b>1,644,491.62</b>	<b>-579,149.38</b>	<b>73.96%</b>	<b>2,223,641.00</b>
<b>Expense</b>					
<b>500 · Personnel</b>					
500.2 · Salaries	65,254.43	433,983.48	-503,693.52	46.28%	937,677.00
502 · Empl benefits	10,571.83	72,430.20	-92,569.80	43.9%	165,000.00
570 · Dues & workshops/travel	368.83	2,393.76	-2,606.24	47.88%	5,000.00
<b>Total 500 · Personnel</b>	<b>76,195.09</b>	<b>508,807.44</b>	<b>-598,869.56</b>	<b>45.94%</b>	<b>1,107,677.00</b>
<b>505 · Library materials &amp; supplies</b>					
505.12 · Library Materials	14,193.22	106,636.81	-171,363.19	38.36%	278,000.00
508 · Computer supplies/maint	1,046.39	7,610.75	-8,389.25	47.57%	16,000.00
527 · Cooperative fee	0.00	17,428.63	-45,571.37	27.66%	63,000.00
531 · Programming	391.28	9,389.17	-6,610.83	58.68%	16,000.00
<b>Total 505 · Library materials &amp; supplies</b>	<b>15,630.89</b>	<b>141,065.36</b>	<b>-231,934.64</b>	<b>37.82%</b>	<b>373,000.00</b>
<b>536 · Facilities &amp; Equipment</b>					
515 · Utilities	4,198.66	22,764.48	-42,235.52	35.02%	65,000.00
536.12 · Maintenance & Repairs	3,592.21	72,670.25	-27,879.75	72.27%	100,550.00
560 · Insurance	0.00	26,867.00	-133.00	99.51%	27,000.00
600 · Equipment	3,459.23	8,116.04	-75,883.96	9.66%	84,000.00
605 · Capital Expenditure	1,944.85	4,835.78	-109,864.22	4.22%	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)	2,266.07	64,497.20	-20,502.80	75.88%	85,000.00
605.95 · Interest Expense (Bond)	10,793.25	10,793.25	-10,793.75	50.0%	21,587.00
605.96 · Debt Repayment	0.00	0.00	-55,000.00	0.0%	55,000.00
<b>Total 536 · Facilities &amp; Equipment</b>	<b>26,254.27</b>	<b>210,544.00</b>	<b>-360,020.00</b>	<b>36.9%</b>	<b>570,564.00</b>
<b>585 · Service Fees &amp; Expenditures</b>					
510 · Office supplies	61.62	590.13	-1,409.87	29.51%	2,000.00
511 · Postage	71.29	97.17	-652.83	12.96%	750.00
512 · Printing	0.00	122.79	-627.21	16.37%	750.00
513 · Bank Service Charges	0.00	0.00	0.00	0.0%	0.00
514 · Advertising	8,030.47	21,403.09	-1,596.91	93.06%	23,000.00
516 · Telephone	308.00	1,848.00	-1,952.00	48.63%	3,800.00
520 · Contractual services	4,546.57	14,223.25	-18,776.75	43.1%	33,000.00

# Salem-South Lyon District Library

## Profit & Loss Budget Performance

### December 2024

	Dec 24	Jul - Dec 24	\$ Over Budget	% of Budget Target: 50%	Annual Budget
525 - Legal & Professional	0.00	1,503.70	-1,196.30	55.69%	2,700.00
540 - Auditor	7,400.00	7,400.00	0.00	100.0%	7,400.00
585.3 - Misc. Expense	0.00	33.99	-966.01	3.4%	1,000.00
Total 585 - Service Fees & Expenditures	20,417.95	47,222.12	-27,177.88	63.47%	74,400.00
586 - Gifts & Grants Purchases	1,468.02	43,058.08	-54,941.92	43.94%	98,000.00
Total Expense	139,966.22	950,697.00	-1,272,944.00	42.75%	2,223,641.00
Net Ordinary Income	-117,725.36	693,794.62	693,794.62	100.0%	0.00
Net Income	-117,725.36	693,794.62	693,794.62	100.0%	0.00

# Salem-South Lyon District Library

## Balance Sheet

As of December 31, 2024

	Dec 31, 24	Dec 31, 23
<b>ASSETS</b>		
Current Assets		
Checking/Savings		
102 · Checking-Huntington Bank	72,620.44	101,958.10
106 · MI Class	555,128.56	335,031.62
113 · Comerica	12,938.68	12,312.24
116 · Huntington Securities	1,895,983.23	1,816,927.09
Total Checking/Savings	2,536,670.91	2,266,229.05
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	2,546,463.03	2,275,901.05
Other Assets		
144 · Beneficial Interest/Comm. Found	27,045.54	25,122.57
Total Other Assets	27,045.54	25,122.57
<b>TOTAL ASSETS</b>	<b>2,573,508.57</b>	<b>2,301,023.62</b>
<b>LIABILITIES &amp; EQUITY</b>		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 · Accounts Payable	44,126.02	20,997.23
Total Accounts Payable	44,126.02	20,997.23
Other Current Liabilities		
2100 · Payroll Liabilities	37,315.06	35,816.65
Total Other Current Liabilities	37,315.06	35,816.65
Total Current Liabilities	81,441.08	56,813.88
Total Liabilities	81,441.08	56,813.88
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	693,794.62	760,831.40
Total Equity	2,492,067.49	2,244,209.74
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>2,573,508.57</b>	<b>2,301,023.62</b>

# Salem-South Lyon District Library

## Monthly Payroll Summary

December 2024

	TOTAL		
	Paydate: 12.6.24	Paydate: 12.20.24	Dec 24
<b>Employee Wages, Taxes and Adjustments</b>			
<b>Gross Pay</b>			
PTO	892.64	1,938.00	2,830.64
Salary	20,300.55	19,094.03	39,394.58
Hourly Wage	10,334.37	12,694.84	23,029.21
<b>Total Gross Pay</b>	<b>31,527.56</b>	<b>33,726.87</b>	<b>65,254.43</b>
<b>Deductions from Gross Pay</b>			
Deferred Comp MERS	-1,840.77	-2,053.91	-3,894.68
Health Insurance (pre-tax)	-372.00	-364.00	-736.00
Pre-tax HSA Emp.	-145.50	-145.50	-291.00
Voluntary Ded/ROTH	-270.73	-270.73	-541.46
<b>Total Deductions from Gross Pay</b>	<b>-2,629.00</b>	<b>-2,834.14</b>	<b>-5,463.14</b>
<b>Adjusted Gross Pay</b>	<b>28,898.56</b>	<b>30,892.73</b>	<b>59,791.29</b>
<b>Taxes Withheld</b>			
Federal Withholding	-3,285.00	-3,950.00	-7,235.00
Medicare Employee	-449.61	-481.65	-931.26
Social Security Employee	-1,922.67	-2,059.45	-3,982.12
MI - Withholding	-1,126.15	-1,175.15	-2,301.30
Medicare Employee Addl Tax	0.00	0.00	0.00
<b>Total Taxes Withheld</b>	<b>-6,783.43</b>	<b>-7,666.25</b>	<b>-14,449.68</b>
<b>Net Pay</b>	<b>22,115.13</b>	<b>23,226.48</b>	<b>45,341.61</b>
<b>Employer Taxes and Contributions</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

Type	Date	Num	Name	Memo	Cost Control Center	Amount
<b>Dec 24</b>						
Bill Pmt -Check	12/01/2024	AutoDeduct	HUNTINGTON BANK	Interest on Bond	600 Capital	-10,793.25
Liability Check	12/02/2024	AutoDeduct	PRIORITY HEALTH	Group Health	500 Personnel	-3,245.25
Bill Pmt -Check	12/04/2024	17292	ENERCO CORPORATION	Chemical Water Treatment Ser	536 Facilities	-275.00
Bill Pmt -Check	12/04/2024	17293	Hoopla	Hoopla for November	505 Library Materials	-2,216.90
Bill Pmt -Check	12/04/2024	17294	Kanopy LLC	Inv. 4272431-PPU for Novemb	505 Library Materials	-212.50
Bill Pmt -Check	12/04/2024	17295	Walk One Technology	Deposit due/ Website Redesign	600 Equipment	-2,000.00
Check	12/04/2024	AutoDeduct	Reliance Standard	Group Health	500 Personnel	-64.04
Liability Check	12/06/2024	EFTPS	HUNTINGTON BANK	Employee Withholding	500 Personnel	-8,029.56
Liability Check	12/06/2024	AutoDeduct	MERS	Deferred Comp	500 Personnel	-3,667.23
Check	12/09/2024	AutoDeduct	Delta Dental	Group Health	500 Personnel	-304.77
Liability Check	12/09/2024	AutoDeduct	TASC	Employee contribution	500 Personnel	-114.99
Liability Check	12/09/2024	AutoDeduct	TASC	Employee contribution	500 Personnel	-30.47
Bill Pmt -Check	12/12/2024	17296	BAKER & TAYLOR	Library Materials	505 Library Materials	-346.63
Bill Pmt -Check	12/12/2024	17297	BAKER & TAYLOR	Library Materials	505 Library Materials	-3,903.09
Bill Pmt -Check	12/12/2024	17298	CertaSite	Fire Extinguishers cert	536 Facilities	-267.39
Bill Pmt -Check	12/12/2024	17299	Michigan Automatic Sprinkler	Cleanout	536 Facilities	-175.00
Bill Pmt -Check	12/12/2024	17302	T-Mobile	Hot Spots	505 Library Materials	-669.68
Bill Pmt -Check	12/12/2024	17304	USPS	Postage Cost for Mailer permit #	585 Service Fees	-2,015.63
Bill Pmt -Check	12/12/2024	17305	WASHTENAW COUNTY	Chargeback	400 Property Taxes	-193.17
Bill Pmt -Check	12/12/2024	17306	TRANE U.S. Inc.	HVAC	536 Facilities	-2,057.00
Bill Pmt -Check	12/12/2024	17307	Shaw	fireplace refresh	600 Equipment	-4,624.59
Liability Check	12/16/2024	AutoDeduct	Michigan	state withholding	500 Personnel	-2,336.44
					585 Service Fees \$507.13/505 Library Materials \$891.52	
Bill Pmt -Check	12/16/2024	Online Pymt	Millennium Business	leases on copy machines, toner		-1,398.65
Bill Pmt -Check	12/16/2024	17309	FRIENDS OF THE SSLDL	Friends Book Donation Monies	586 Gifts	-1,014.13
				6 pk of liquid glue, 3/8 socket drive, felt pads, socket bit, 15A blk grd connector		
Bill Pmt -Check	12/16/2024	17311	MARTIN HARDWARE		536 Facilities	-40.93
Bill Pmt -Check	12/16/2024	17312	Millennium	toner	505 Library Materials	-15.00
				\$7.99 Great Lakes Ace for felt pads, TLN youth services mtg qtrly \$88.84x2, mileage for Washtenaw county		
Bill Pmt -Check	12/16/2024	17313	PETTY CASH		500 Personnel \$88.84/536 Facilities \$41.89	-130.73
Bill Pmt -Check	12/18/2024	AutoDeduct	DTE ENERGY	Electric	536 Facilities	-3,177.77
Liability Check	12/20/2024	EFTPS	HUNTINGTON BANK	Employee Withholding	500 Personnel	-9,032.20
Liability Check	12/20/2024	AutoDeduct	MERS	Deferred Comp	500 Personnel	-3,897.58
Liability Check	12/20/2024	AutoDeduct	TASC	Employee contribution	500 Personnel	-114.99
Liability Check	12/23/2024	AutoDeduct	TASC	Employee contribution	500 Personnel	-30.47
Check	12/26/2024	AutoDeduct	CONSUMERS ENERGY	Gas	536 Facilities	-926.81
Check	12/31/2024		Qgiv	cc transaction fee	585 Service Fees	-1.53

# Salem-South Lyon District Library Vendor QuickReport

December 2024

Type	Date	Num	Memo	Cost Control Center	Amt
<b>CARDMEMBER SERVICES</b>					
Bill	12/10/2024	SS	Meijer/\$14.76 TAB suuplies	505 Library Materials	14.76
Bill	12/10/2024	NP	Amazon\$7.99 for emergency light battery/Great Laske Ace \$7.30 for fasteners	536 Facilities	15.29
Bill	12/10/2024	PP	Survey Monkey \$468.00/MLA \$15.00 for Canva Master class	600 LicensingEquipment \$468.00/500 Personnel \$15.00	483.00
Bill	12/10/2024	KM	Detroit News/Free Press \$443.90/Book Page \$414.00/Amazon \$17.12 for Y fiction/OverDrive \$4143.82	585 Service Fees \$414.00/505 Library Materials \$4604.84	5,018.84
Bill	12/10/2024	CM	Amazon \$39.94 for Youth/\$376.67 for Tween Graphic/MLA \$85.00 dues/\$9.09 J dvd Amazon	-SPLIT-	510.70
Bill	12/10/2024	MM	\$8.99 Amazon for name tag sticker/Affordable Library \$222.00 for dvd cases	505 Library Materials \$222.00/585 Service3 Fees \$8.99	230.99
Bill	12/10/2024	KH	Lyon Lawn Care for salting	585 Service Fees	890.00
Bill	12/10/2024	AC	Amazon for dvds	505 Library Materials	34.92
Bill	12/10/2024	CB	\$6.64 for Amazon Y non-fiction/\$19.84 for Amazon Adult Fiction/\$169.09 for Amazon for wire, beads, fishing line, pliers for Friends gift support	-SPLIT-	195.57
Bill	12/10/2024	AC	Amazon for dvd	505.12 · Library Materials	14.98
Bill	12/31/2024	AC	Amazon \$53.50 for dvd/Pet Supplis plus \$8.46	505 Library Materials \$53.50/536 Facilities \$8.46	61.96
Bill	12/31/2024	SS	Meijer \$15.00 for programming	505 Library Materials	15.00
Bill	12/31/2024	NP	Amazon & HD for rechargeable batteries, chair glides, contractor bags, zip ties, light bulbs	536 Facilities	61.55
Bill	12/31/2024	KH	Kroger \$14.35 for volunteer food/Quill for paper \$124.47/Quill \$52.63 for office supplies/USPS \$73.00/Elm USA\$1944.85/Sam's Club for batteries \$148.31/Sam \$91.30 for Tuba Christmas volunteer food/Advanced water for salt \$33.12	586 Gifts \$14.35/505 Library Materials \$364.08/585 Service Fees \$125.63/605.4 Non-captial equip \$1944.85/536 Facilities \$33.12	2,482.03
Bill	12/31/2024	KM	Library Journal \$179.99/Amazon \$179.41 for programming supplies(crayola model magic, air dry clay,cookie cutter, rolling pins, 18 pack gnomes stuff/\$39.54 for Amazon Y fiction/OverDrive \$518.13	500 Personnel \$179.99/505 Library Materials \$737.08	917.07
Bill	12/31/2024	CB	amazon \$37.90 for J non-fiction/amazon \$43.53 for Adult Fiction/\$139.40 for kits/Amazon \$90.81 for Spice Club/Amazon\$ 178.49 for Adult Fiction/\$31.99 for Friends Crafts sponsor	505 Library Materials \$490.13/586 Gifts 31.99	522.12
Bill	12/31/2024	Kasey	Supply Den for custoidal supplies	536 Facilities	400.03
Bill	12/31/2024	TM	Amazon \$78.30 for Teen fiction/\$272.60 for Y books/Amazon \$199.01 for Gift Purchase	505 Library Materials \$350.90/586 Gifts \$199.01	549.91
Bill	12/31/2024	KC	Intelligink \$308.00 for phones/Intelligink \$181.18 for Microsoft/\$132.18 for Amazon for flat wall charger, USB cables, 3 d filament/\$677.87 for Adobe	585 Service Fees \$308.00/600 Equipment \$991.23	1,299.23
Bill	12/31/2024	KM	Lyon Homescape for December	536 Facilities	3,115.00



## Salem-South Lyon District Library

### **FOR JANUARY 27, 2025, LIBRARY BOARD MEETING**

#### **Friends - Jeanette Benson, Book Room Coordinator**

##### **2024 Totals**

Total Hours for Book Sale volunteers was 948.75.

Total Income from book sales was \$19,946.

Total hours for Garden Volunteers were 651.

The book scanning group met in January to learn eBay listing details. Our goal is to increase eBay sales.

#### **Library Director - Paulina Poplawska**

##### **Focus: Community Awareness, Engagement, Programs and Services**

##### **Community Feedback**

We had a patron reach out on January 10 to add the library as a beneficiary to their estate planning. After supplying them with the required information, they exclaimed that the library is a great asset to the community.

##### **Community Survey 2025**

The community survey will close on January 31. 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.

##### **Annual Report**

The 2023-2024 Michigan Annual Report was submitted this month. The report is due to the Library of Michigan on February 1 in order to be eligible for state aid.

##### **Annual Appeal Update**

Generosity abounds from our library supporters. Monies received through January 24, 2025, total \$6,278.87. At this time last year, the library received \$7,965 (with Annual Appeal for \$12,965). The matching has not been received yet.

##### **Library Website Redesign**

The library continues to work with WalkOne for the Website Redesign. Focus groups were held this month by the Head of IT with a lower than anticipated attendance. The library received feedback from 42 (as of January 24, 2025) individuals on how they utilize the library website



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**

**Tuba Christmas:**



On December 19, our patrons were treated to a delightful Tuba Christmas concert in the Friends Pavilion and a cozy bonfire. The pavilion and storytime walk were decorated with holiday lights and decorations. Over 65 patrons braved the snow to attend the performance. Here is a sample of their performance: [Tuba Christmas 2024](#)

**December's Spice Club - 100 packets distributed!**



December's spice of the month flew off the shelves! In honor of holiday baking, patrons received two vanilla beans: one Tahitian and one Madagascar for comparison purposes. After two days, all the packets had been claimed (a new record!), necessitating a restocking. In total, 100 patrons participated in Spice Club this month. Compared to last year, that is almost twice as many people as the 55 patrons who participated in December 2023's Spice Club, which featured 3 kinds of cinnamon. One patron sent in a picture of some holiday cookies baked with a previous month's spice: pumpkin spice gingersnaps. Patrons who send in photos of their recipes for Spice Club will get a Flavor Fiends button.



**Happy New Year! Here are the most popular items and print titles from 2024 for the Library of Things, Adult Fiction and Adult Non-Fiction:**

**Top 10 Library of Things Circulations of 2024:**

1. Mobile Hotspots
2. Laptops
3. Chromebooks
4. PlayStation 4
5. ViewSonic PJD6531w WXGA Wide DLP Projector
6. CD Player
7. Roku Streaming Stick
8. Cricut Expression 2
9. Digital Radon Detector
10. American Button Machine

**Top 10 Adult Fiction Circulations of 2024:**

1. *The Women* by Kristin Hannah
2. *Remarkably Bright Creatures* by Shelby Van Pelt
3. *Funny Story* by Emily Henry
4. *The Heaven & Earth Grocery Store* by James McBride
5. *The Housemaid* by Freida McFadden
6. *First Lie Wins* by Ashley Elston
7. *Just for the Summer* by Abby Jimenez
8. *None of This is True* by Lisa Jewell
9. *The Teacher* by Freida McFadden
10. *Lessons in Chemistry* by Bonnie Garmus and *Demon Copperhead* by Barbara Kingsolver (tie)

**Top 10 Adult Non-Fiction Circulations of 2024:**

1. *Killing the Witches the Horror of Salem Massachusetts* by Bill O'Reilly and Martin Dugard
2. *Greenlights* by Matthew McConaughey
3. *Devil in the white city murder magic and madness at the fair that changed America* by Erik Larson
4. *Boys in the boat nine Americans and their epic quest for gold at the 1936 Berlin Olympics* by Daniel James Brown
5. *Fuzz: when nature breaks the law* by Mary Roach
6. *Outlive the science and art of longevity* by Peter Attia
7. *Hillbilly elegy a memoir of a family and culture in crisis* by J.D. Vance
8. *I'm glad my mom died* by Jennette McCurdy
9. *Atomic habits tiny changes remarkable results an easy & proven way to build good habits & break by* James Clear
10. *Spare* by Prince Harry



#### **Top 10 DVDs:**

1. Yellowstone: Season 1
2. Yellowstone: Season 2
3. Jack Irish: Complete Season 1
4. Little Women
5. Dune
6. Beetlejuice
7. Sing 2
8. Yellowstone: Season 4
9. Wiseguy
10. Quiet place, Oppenheimer, Hunger Games Mockingjay (Tie)

#### **Most popular ebooks and audiobooks from Libby, Hoopla and cloudLibrary for 2024:**

##### **Top 10 Libby Audiobooks:**

1. The Women
2. Funny Story
3. First Lie Wins
4. The Boyfriend
5. Listen for the Lie
6. None of this is True
7. A Court of Thorns and Roses
8. The Frozen River
9. The Silent Patient
10. All the Colors of the Dark

##### **Top 10 Libby ebooks:**

1. The Women
2. Funny Story
3. First Lie Wins
4. Fourth Wind
5. A Court of Thorns and Roses
6. The Frozen River
7. Iron Flame
8. All the Colors of the Dark
9. Eruption
10. James: A Novel

##### **Top 10 Hoopla Audiobooks:**

1. A Court of Thorns and Roses
2. The Teacher
3. Remarkably Bright Creatures
4. Fourth Wing (Part 1 of 2)
5. She's Not Sorry
6. The Boyfriend
7. A Court of Mist and Fury
8. Fourth Wing (Part 2 of 2)
9. Iron Flame (Part 1 of 2)
10. Harry Potter and the Sorcerer's Stone

**Top 10 Hoopla ebooks:**

1. Pretty Girls
2. Hillbilly Elegy
3. Remarkably Bright Creatures
4. The Pumpkin Spice Cafe
5. If He Had Been with Me
6. Romancing Mister Bridgerton
7. The Measure
8. Harry Potter and the Sorcerer's Stone
9. Demon Copperhead
10. Tom Lake

**Top 10 cloudLibrary audiobooks:**

1. The Women
2. Tom Lake
3. The Four Winds
4. None of This is True
5. Fourth Wing
6. First Lie Wins
7. The Woman in Me
8. Funny Story
9. Iron Flame

**Top 10 cloudLibrary ebooks:**

1. The Women
2. Fourth Wing
3. The Exchange
4. The Secret
5. First Lie Wins: Reese's Book Club
6. Iron Flame
7. None of This Is True
8. The Covenant of Water (Oprah's Book Club)
9. It Starts with Us

**Adult Department Programming Statistics:**



	<b>Adult Programs December 2024</b>	
<b>Date</b>	<b>Program Name</b>	<b>Participants</b>
12/2/24	Flavor Fiends Spice Club (Vanilla Beans)	100
12/2/24	Paranormal Pages Book Club	4
12/3/24	Needlework Group	8
12/7/24	Writers Group	8
12/7/24	Community Cares	13
12/9/24	Cliffhanger's Mystery Book Club	21
12/11/24	Jam Session w/ Andrew	4
12/12/24	Snowflakes (Adult Craft Afternoon)	13
12/12/24	Snowflakes (Adult Craft Night)	19
12/19/24	Tuba Christmas	70
12/19/24	Something Different Book Club	15
12/19/24	Community Cares	11
	Total Attendance	286

#### **Additional Services: December 2024**

	<b>Services</b>	
12/2/24	Notary Service	2
12/3/24	Notary Service	2
12/4/24	Sewing For You	3
12/5/24	Sewing For You	3
12/11/24	Notary Service	4
12/12/24	Sewing For You	2
12/18/24	Notary Service	1
12/19/24	Sewing For You	1
12/30/24	Notary Service	1
	<b>Outreach</b>	
12/4/24	Outreach Senior Rehab. Center	2
12/4/24	Outreach book delivery	8

Respectfully Submitted, Kathy Merucci

## **Youth & Teen Services** – Tina McIntosh, Sarah Scherdt

**Follow-up to Storytime Registration Adjustments:** We have launched our new 2025 storytime sessions and received a great response in this first week to the adjustments made to the registration process. During the first week (January 20-24), we experienced a high number of drop-ins due to weather-related school and preschool closures. Fortunately, we were able to accommodate everyone who wanted to participate.



*Panoramic Photo of the Youth Department: School closures due to extreme weather make for a busy day in the youth department.*

This positive start demonstrates the flexibility and accessibility of our adapted registration process, ensuring that more families can engage with our programs even in unexpected circumstances. We look forward to continuing this momentum and providing enriching experiences for our community.

**Community Partnership with Early On Preschool:** The library hosted the Early On Preschool classes for a special sensory storytime. It was the first of two, library facilitated storytimes planned for the preschool in 2025. Early On students and their families attended the event along with several teachers and staff from the preschool. This collaboration benefits the children by exposing them to varied sensory experiences and storytelling formats, catering to different learning styles and making the library a welcoming space for all.

These storytimes allow library staff to connect with families, share information about available resources, showcase special collections like the literacy kits and sensory kits, and encourage ongoing community engagement.

It's an opportunity to demonstrate how the library can support children's learning and development outside of traditional classroom settings. They also provide a unique platform for students, families, and educators to engage with the library in an interactive and meaningful way, fostering a love for reading and learning among young children.

**Music in the Teen Department:** A Teen Advisory Board member suggested introducing music throughout the teen department, noting that it often seemed "too quiet," which made them feel unable to

collaborate on group assignments or engage in conversations. After conducting a survey of those who use the space and testing various music services and speaker options, we are pleased to report that 100% of survey respondents were in favor of playing light background or study music in the department. Music was tested in the department during periods of high traffic through the space, which is primarily after school and early evening.

A sample of survey responses: [REDACTED] *"Love having study music"*

*"I think the idea is perfect!"*

*"Music would be nice"*

To implement this feedback, we have purchased a subscription to Pandora Cloud Cover, a streaming music service designed for businesses and acquired a new Bluetooth speaker using funds from the sensory grant. The speaker was chosen for its optional portability, allowing for possible use during programs when available. The streaming service offers similar flexibility, as it can be accessed on any device and has already been successfully used during both adult and teen craft programs. The current plan is to continue to play music during the after school and early evening hours with the possibility of extending those times based on continued patron feedback.

This enhancement is expected to create a more inviting and collaborative atmosphere in the teen department, encouraging engagement and interaction among library users.

**Teen Advisory Board (TAB):** The TAB group tackled another big service project during their most recent meeting. The six students that were able to attend that meeting wrapped and decorated nearly 20 books for the Adult department's Blind Date with a Book passive program coming up in February. Two TAB members came in for an additional 2 hours following the meeting to finish the project, bringing the total books wrapped to 48, and saving staff 10 hours of labor to get all the books display ready ahead of the February kick-off date.



**Teen Exam Cram:** Exam Cram has allowed staff an opportunity to engage with teens outside of a program setting and with some students that haven't previously been library users. To assist students in their study time during exams additional school supplies were made available in the teen department as well as the installation of a self-serve snack kiosk to complement the sensory tools, white board and study spaces that are fixtures in the department. This service was heavily marketed on the SSLDLteens



Instagram page leading up to exam week, as a result there has been a 44% increase in attendance so far compared to Exam Cram of January 2024\*.

Observing how students adapt the library spaces to suit their studying preferences has been enlightening. Study habits during exam week varied greatly, ranging from individual study sessions to a pair of students who chose to stream a movie on the TV in study room #3 for background noise while they studied. Groups of students studying together frequently used the study rooms where they could work undisturbed and utilize the whiteboards. When rooms were unavailable multiple groups were seen making use of the rolling whiteboard in the teen department.

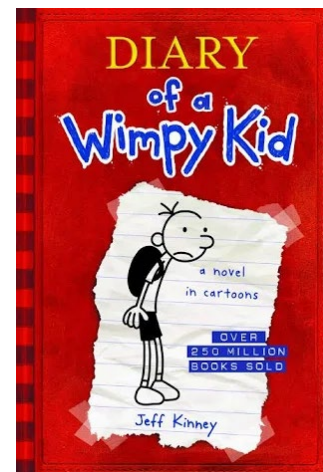
*\*This report was finalized before the end of exam week. More complete statistics will be listed in the February report.*

## December Youth & Teen Program Statistics

<b>EARLY LITERACY</b>		
Family Storytime	12/2/2024	13
Family Storytime	12/3/2024	24
<b>Cozy Winter Sensory Storytime</b>	12/4/2024	19
Family Storytime	12/4/2024	8
<b>Fabulous Fours</b>	12/5/2024	5
Family Storytime	12/9/2024	16
Family Storytime	12/10/2024	7
Family Storytime	12/11/2024	16
<b>Fabulous Fours</b>	12/12/2024	4
Family Storytime	12/16/2024	21
<b>Movin' and Groovin' Storytime</b>	12/16/2024	19
Family Storytime	12/17/2024	17
Family Storytime	12/18/2024	17
<b>Fabulous Fours</b>	12/19/2024	3
Baby Playtime	12/6/2024	18
Baby Playtime	12/13/2024	11
Baby Playtime	12/20/2024	14
<b>YOUTH &amp; TWEEN (ages 6-12)</b>		
Let It Snow Magic Show	12/5/2024	60
Kids Book Buzz	12/18/2024	7
Winter Gnomes	12/23/2024	16
Lego Block Party	12/27/2024	17
<b>PASSIVE YOUTH PROGRAMS</b>		
1,000 Books Before Kindergarten: Sign Ups		0
1,000 Books Before Kindergarten: Completed		0
Scavenger Hunt		150
<b>TEEN</b>		

TAB meeting	12/3/2024	6
Crafts and Cocoa	12/17/204	8
<b>December 2024 Total</b>		496
<b>December 2023 Total</b>		486
<b>TAB Volunteer Hours</b>	Dec 2024	5.5

<b>Top 10 Juvenile Fiction Circulations of 2024</b>
1. Diary of a Wimpy Kid Greg Heffley's Journal
2. Harry Potter and the Sorcerer's Stone
3. Diary of a Wimpy Kid the Getaway
4. Diary of a Wimpy Kid Cabin Fever
5. Diary of a Wimpy Kid Rodrick Rules
6. Because of Winn Dixie
7. Diary of a Wimpy Kid Wrecking Ball
8. Woodland Wedding
9. Diary of a Wimpy Kid Diper Overlode
10. Eva's Treetop Festival



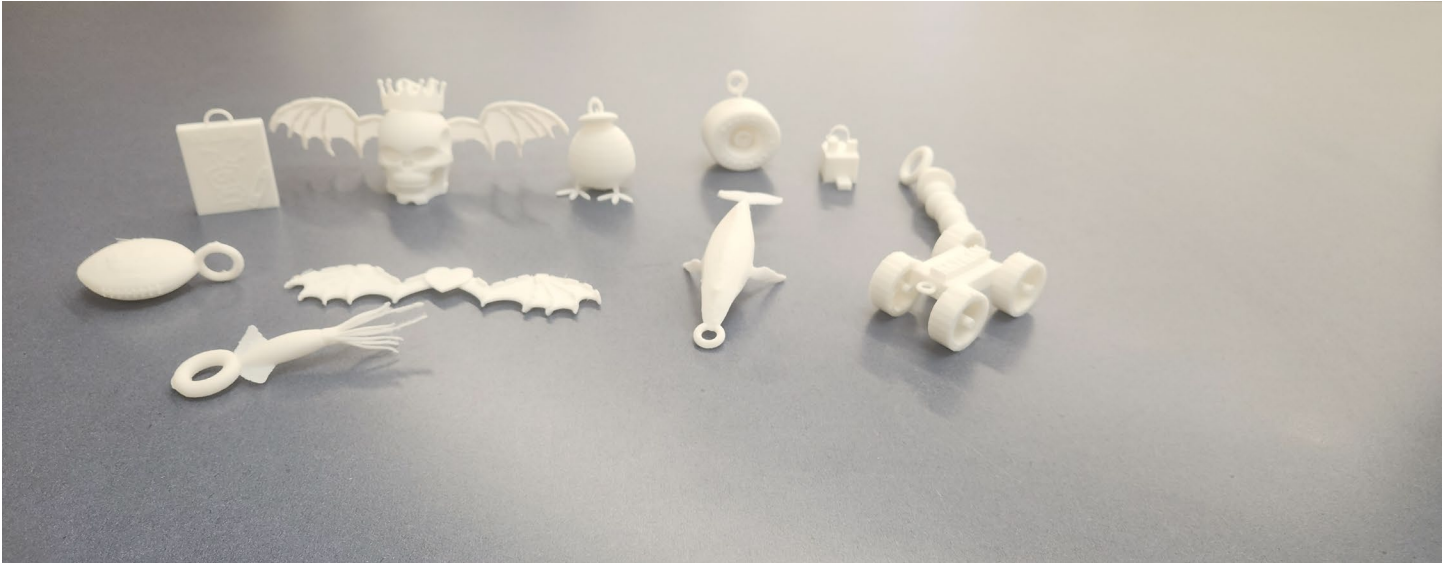
<b>Top 10 Teen Fantasy/Fiction Circulations of 2024</b>
1. Mockingjay - Suzanne Collins
2. P S I Still Love You - Jenny Han
3. Shadow and Bone - Leigh Bardugo
4. Ballad of Songbirds and Snakes - Suzanne Collins
5. To All the Boys I've Loved Before - Jenny Han
6. Catching Fire - Suzanne Collins
7. Lord of the Flies - William Golding
8. Summer I Turned Pretty - Jenny Han
9. Inheritance Games - Jennifer Lynn Barnes
10. Good Girl's Guide to Murder - Holly Jackson



*Respectfully submitted by Tina McIntosh and Sarah Scherdt, Youth and Teen Services Librarians*

**IT - Kevin Campbell**

The tech department took over the 3d modeling workshop and the students had a lot of fun. We had 13 students attend and they were all able to design a file that we could print. The theme of this event was keychains and there was a lot of creativity shown in the results.



We have ordered and received a backup internet solution from T-Mobile. This device will keep our devices online if the main internet connection goes down. We have connected it to the main network so that it will failover in the event of an outage. It will provide access to the rest of the web, but it will not directly give us access to the automation system. We will have to connect over VPN in order to maintain catalog access. The internet speeds from the cellular connection are slightly slower than the main internet, but it should be sufficient for maintaining our network connection.

We have ordered a replacement self-check solution and are awaiting a meeting with the vendor to go over the configuration and setup for access to our automation system. Once the self-check is configured properly, it will be shipped out and installed. The current self-check is end of life and currently not receiving support. The new self-check will provide a more modern user experience.

We had our monthly meeting to go over the website redesign. Last time we met, we focused on the main page of the website. This time, the focus of the meeting was to go over the other pages on the website. We looked at wireframe diagrams of where different items are located and what items should be more prominent on the different pages. We also went over the navigation of the website and how we could consolidate information to reduce the number of clicks necessary to find what you are looking for.

## **Circulation- Ashley Fisher, Candy Mahoney**

Lucky Day books continue to be popular, and the quiet reading area is seeing more use.

Patron Count: 3,137

Locker Pickups: 10

Drop box returns: Total 281

Centennial Farms: 97

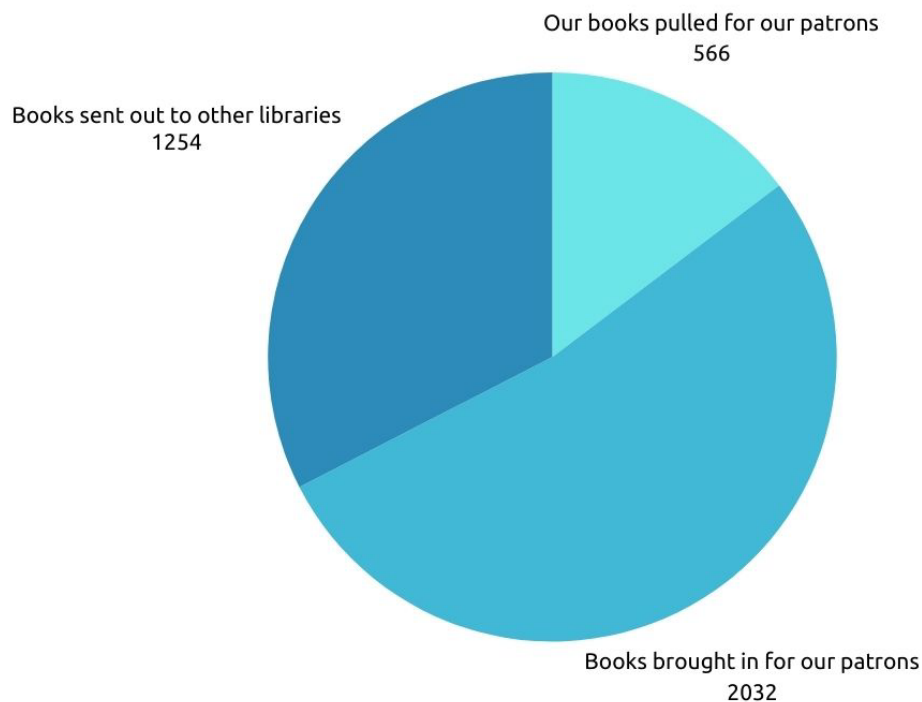
Colonial Acres: 184

Drive-ups: 41

MelCat Items Brought In: 72

MelCat Items Sent Out: 193

New Library Cards Registered: 70



## **Marketing Department - Tracy Robinson, Candace Mahoney**

We partnered with Furry Friends this holiday season by hosting a drop-off location for non-working seasonal lights. The rescue then sold the lights to a facility that would strip out the metal. Last year they were able to recycle 773 pounds of lights, and this year it significantly increased to 2,514! The rescue posted on their site:

“We want to thank everyone that has dropped off their holiday lights so far. A total of 2,514 pounds of lights have been recycled to date. That’s a lot of lights kept out of landfills.

A huge thank you to the Salem-South Lyon District Library who allowed residents to drop off their holiday lights for 2 months. The drop offs ended January 11th and we couldn't be happier with the amount of lights turned in.”



# THANK YOU!



Donating your holiday lights saved 2,514 pounds of material from going to the landfill. This money raised will be used toward the care of the cats in foster homes by Furry Friends volunteers.

Summer & Sawyer are 6 month old sisters waiting for their forever home.

They are currently in foster care. Want to add these sweet girls to your family? Scan the QR code.



**Sawyer & Summer**



Several staff members participated in the Holiday Spectacular parade in downtown South Lyon on December 7. The staff dressed up in costumes from the movie "A Christmas Story" to keep in with the parade's theme of "Honoring Christmas Past". It's wonderful to hear the cheers from the crowd as they greet their favorite librarian, express their love for the library, and comment on our costumes.



Twinkles returned to the Library for the holiday season and was spotted all over the youth department and fireplace area. We featured many of the kits available for check-out to gain more exposure to the collections.



Currently, our department continues to collaborate with staff to develop and implement strategies aimed at reaching new users, enhancing business partnerships, raising awareness of our digital collections and digital literacy initiatives, and target marketing via email. Additionally, we will maintain regular meetings to gather further insights and explore opportunities for cross-departmental collaboration in support of our shared objectives.



## **Processing - Molly Mahoney**

Our statistics for December:

- 598 new items were processed
- 228 repairs were made to existing materials
- 1,332 items were withdrawn to make room for new materials
- In total, 2,161 items were handled by our department

## **Facilities - Norm Pratt**

**HVAC** - The most challenging issue that we are facing is that with the colder temperatures the thermostat or thermistors in some cases are not providing actual room temperature. To adjust the temperature setting during these times we are manually measuring the room temperature and then making the necessary adjustments to the building management system (BMS). As the outside air warms, we will need to adjust the set points to reflect the changes in the wall temperature.



**LG Units-** Last month the heat pump and fan coils for the IT closet and work area stopped working. A service technician from air handlers determined that this was caused by a blown fuse. The cause of the fuse failure could be identified but once it was replaced the units started running normally.

Two of Air Handlers installation crew stopped by to determine what is required to reinstall the fan coil in the Teen area. They should be back in the next couple of

weeks to reinstall the unit.

Since all viable controllers for our Lassnay Air Recovery units are obsolete and are not available through Mitsubishi, a list of available secondary sourced controllers was provided to the Trane/Mitsubishi service manager for review. It was determined that only the most basic model controller was designed to work with our energy recovery units. These controllers have been purchased and should be installed within a month.

Lastly Bass has started connecting the LG units to Bass controller. This work should be completed by the end of the month.



**Leaky Roof** – The Roof Company still has not been out to fix the roof. The leak in the roof is only an issue when the conditions are such that it allows ice to build up in that portion of the roof. This has only occurred twice in three years. Finally, it would be better to repair it when it is warmer.

**Water Testing Program** – Last month Washtenaw County Health Department informed us of the changes in the acceptable levels of lead and copper in drinking water. Starting in January 2025, new state law reduced the level of lead in drinking water from 15ppb to 12ppb (0.012ppm) and the copper level must be below 1.3 ppm. Samples from 5 locations in the library were tested for lead and copper. The results from this testing are shown in the table below. Based on this study, we do not have any issues with the levels of lead or copper in our drinking water. These tests are required to be completed every 5 years.

Lead and Coper Water Testing						
Location	Copper Level		limit (ppm)	Lead Level		Limit
	ppb	ppm		ppb	ppm	
Well	0*	0*	1.3	3	.003	0.012
Kitchen Sink	13	0.013	1.3	0*	0*	0.012
Kitchen RO	0*	0*	1.3	0*	0*	0.012
Drinking Fountain	0*	0*	1.3	0*	0*	0.012
Olson Room	46	0.046	1.3	0*	0*	0.012

= non-detectable

**Youth Sliding Doors** - This past month it was determined that the Youth Sliding Doors were constantly opening and closing. This also occurred with the main sliding doors. The issue with the main doors was resolved by cleaning the sensor. This, however, did not work with the youth doors. A technician from Stanley Door came out and replaced the sensor and this resolved the issue.

**Ground Clearing and Leveling** - Last year we had a conversation with Boley Construction about leveling the mounds of dirt behind the pavilion. Danny from Boley could not make it out here before the year’s end. They were pouring cement through the middle of December. However, he stopped by to pick up a book on the first of January. After looking at the area, he offered to clear the wood and stumps as well as level all the ground under the electrical lines.

**General** - During the past month, the major general stuff carried out included, maintaining the art walls, removing lights from the story time path, cleaning HVAC vents, rearranging shelving units, repair toilets, replacing lights, replacing emergency light batteries and carpeting cleaning.

### Overheard in the Library

While I was pulling the send list, three teens asked me where they could find the Teen section. When I showed them, they immediately found the snack bin and were ecstatic about their “treasures!” I believe Sarah’s signs on the study room doors are what prompted them to look for it. (Candace M., Circulation)



## **Salem-South Lyon District Library**

### **Mission/Vision Statement**

Our vision is: Imagine the Possibilities

Our mission is: Educate. Enrich. Empower our Community.

### **Marketing**

#### **Vision Statement**

To be the center of our community actively promoting lifelong learning by providing accessible, engaging, and innovative information resources, fostering a vibrant space where everyone feels welcome to explore their curiosity and connect with others.

#### **What We Do?**

- Promotion of education
- Dissemination of information
- Promotion of culture

#### **Why the Library?**

- Free educational resources
  - Research assistance
- Supporting literacy
  - Digital literacy
  - Early literacy
- Community building
- Quiet study spaces
  - Libraries are safe spaces for kids and older adults
  - After-school programming
  - Computer classes
  - Job search assistance

#### **Target Markets**

- The priority targets are Salem Township, City of South Lyon, and Green Oak residents
- Community, education, business and government leaders, whose opinions and influence can enhance perceptions of the library throughout the district

#### **Marketing Plan**

- Website redesign
- Increase community awareness throughout the service area through business collaboration
- Increase awareness of digital services
- Target marketing
- Story campaigns – highlighting collections, patrons, and resources

**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
<b>Exceptional Facilities</b>	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			
<b>Technology Enhancements</b>	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			
<b>Programs and Services</b>	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

<b>Community Awareness &amp; Involvement</b>	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