



**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, FEBRUARY 24 2025, AT 7:00 PM

- A. Call meeting to order and verify quorum (25-45)
- B. Approval of agenda (25-46V)
- C. Introduction of guests (25-47)
- D. Approval of past minutes from Regular Board Meeting on January 27, 2025 (25-48V)
- E. Public comment (25-49)
- F. Friends of the Library Report
- G. Financial Report
 - 1. Acceptance of January 2025 Financial Report (25-50V)
- H. Approval for Payroll Report January 2025 (25-51V)
- I. Approval for Board Review of Bills and credit card purchases for January 2025 (25-52V)
- J. Director Report (25-53)
- K. Staff Reports (25-54)
- L. Committee Reports
 - 1. Advocacy (25-55)
 - 2. Facilities
 - A. Future Library Additions Study 2016 (25-56)
 - B. Renovation timing and plans for 2025 (25-57V)
 - 3. Policy Committee
 - A. Policies reviewed with no changes: 202, 206, 808, 812 (25-58V)
 - B. Policies reviewed and revised: 101.1, 201, 201.2, 207, 207.1, 207.2, 208, 208.1, 804, 810, 811, 813 (25-59V)

Next Policy meeting will be held on Thursday, April 24, 2025, at 4 p.m.

4. Budget

A. Jean Flack Stock Gift (25-60V)

5. Professional Development (25-61)

M. Correspondence and communications (25-62)

N. Old Business (25-63)

O. New Business (25-64)

P. Board Comments (25-65)

Q. Adjournment (25-66)

UPCOMING MEETINGS

BUDGET COMMITTEE: THURSDAY, MARCH 27, 2025, AT 3:00 PM

BOARD MEETING: MONDAY, MARCH 31, 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 AND MARKET 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 27, 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 (25-25)

President Stacer called the meeting to order in the Meeting Room #1 at the Salem-South Lyon District Library at 6:59 p.m.

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

B. Approval of agenda (25-26V)

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

Yes: 5;

No: 0.

Motion Carried.

C. Introduction of guests (25-27)

Guests were introduced by P. Poplawska.

D. Approval of past minutes from Regular Board Meeting on January 6, 2025 (25-28V)

Motion to approve the January 6, 2025, minutes was made by L. Hamilton; seconded by P. Peruski.

Yes: 5;

No: 0.

Motion Carried.

E. Public comment (25-29)

No public comment.

F. Friends of the Library Report

Submitted for board review and filed.

G. Financial Report

1. Acceptance of December 2024 Financial Report (25-30V)

Motion to accept the December 2024 financial report was made by L. Hamilton; seconded by E. Petricca.

Yes: 5;

No: 0.

Motion Carried.

H. Approval for Payroll Report December 2024 (25-31V)

Motion was made to approve the December 2024 Payroll report made by L. Hamilton; s seconded by P. Peruski.

Yes: 5;

No: 0.

Motion Carried.

I. Approval for Board Review of Bills and credit card purchases for December 2024 (25-32V)

Motion to approve Bills and Credit Card purchases for December 2024 was made by L Hamilton; seconded by E. Petricca.

Yes: 5;

No: 0.

Motion Carried.

J. Director Report (25-33)

Submitted for board review by P. Poplawska and filed.

K. Staff Reports (25-34)

Submitted for board review and filed.

L. Committee Reports

1. Advocacy/Marketing (25-35)

President Stacer would like to include marketing within the advocacy committee.

2. Facilities

A. Renovation timing and plans for 2025 (25-36V)

The RFP for Library Design Services has been voided. Staff will refine the scope of work that was presented to the Facilities Committee and a range of cost and options to move the project forward. The Facilities Committee proposed to the Board to work with Shaw Construction.

At the next Facilities Committee meeting, a generator contractor will be brought in to discuss options and design system that works best for the building.

3. Policy Committee (25-37)

No updates from the policy committee.

4. Budget (25-38)

No updates from the budget committee

5. Professional Development (25-39)

No updates from the professional development committee.

M. Correspondence and communications (25-40)

N. Old Business (25-41)

There was no old business.

O. New Business

1. Marketing Discussion (25-42)

The 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 literacy initiatives, and target marketing via email. Board discussion of gathering patron information to facilitate library promotions, and patron promotion of the library and lesser-known items and services.

P. Board Comments (25-43)

There were no Board Comments.

Q. Adjournment (25-44)

Meeting adjourned at 7:34 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

January 2025 Budget Highlights – Financial Report

Income:

Account 400 Property Taxes Operating: \$20,727.09

South Lyon 1995 Operating of \$893.46, South Lyon 2014 Operating of \$396.50

Salem Township 1995 Operating of \$13,462.46, Salem Township 2014 Operating of \$5,974.67

Account 400.3 Service Contract: \$18,095.64

Acct. 400.4 PPT: \$.89

Account 409 Fines & Fees \$485.75:

- Penal Fines: \$0.0
- Fines \$485.75
- Non-resident fee: \$0.00

Acct. 440 Gifts & Grants \$1,736.22

- True Gift: \$46.00
- Friends Gift Income: \$0.0
- Friends Books Donation Income: \$1,032.02
- Library Collection Gifts: \$283.20
- Annual Appeal: \$375.00
- Grants & Sponsorships: \$0.00

Account 440.3 Miscellaneous Income: \$1,559.92 (of note: Lost Materials: \$177.97, Computer Prints: \$1,142.52, Faxes: \$74.00, T-shirt sales: \$135.00, Rebates \$19.22)

Account 450 Interest: \$6,515.62

- Michigan Class \$2,130.33
- Comerica: \$46.46
- Huntington: \$4,338.83

Total Income: \$49,121.13

Account 500 - Personnel Total: \$123,165.49 (Three pays)

- \$106,869.35 Acct. 500.2 Salaries
- \$ 5,042.18 Acct. 505.2 Deferred Compensation Plan
- \$ 2,917.34 Acct. 502.3 Group Health Plan
- \$ 8,058.62 Acct. 545 FICA
- \$ 278.00 Acct.570 Dues & workshops

Account 505 - Library Materials & Supplies: \$38,044.36

\$ 22,961.34 Acct. 505.12 Library materials (Teen \$718.57 Youth: \$4,023.58,
Adult: \$6,370.66, Processing: \$542.39, Downloadable: \$11,306.14)
\$ 917.02 Acct. 508 Computer supplies & maintenance

\$ 10,741.04 Acct. 527.5 Shared Automation
\$ 2,740.95 Acct. 527.6 Telecommunications
\$ 684.01 Acct. 531 Programming (Adult \$561.94/Youth \$122.07)

Account 536 & 600 Total - Facilities & Equipment: \$11,972.46

Account 536 Facilities:

- \$ 5,580.39 Acct. 515 Utilities (DTE \$3,910.24 and Consumers \$1,670.15)
- \$ 5,372.96 Acct. 536.12 Maintenance & Repairs of note: routine repairs of \$265.99, water softeners, septic, sprinkler: 362.00, HVAC repairs \$3,627.04. Automatic door/service call \$967.93, alarm monitoring \$150.00
- \$453.00 Acct. 560 Insurance (WC audit)

➤ **Account 600 Capital Expenditures and Equipment:**

- 600.3 Computer (Other) \$0.0
- 600.4 Other Tech Equipment: \$334.93
- 600.5 Licensing & Support: \$231.18 (Intelligink, Donor Tools)
- 605.2 Capital Equipment: \$0.0
- 605.31 Capital Expenditure from Prior Year: \$0.0
- 605.95 Bond Interest: \$0.0
- 605.96 Bond Principal : \$0.0

Account 585 - Service Fees & Expenditures \$2,750.94 of note:

- \$ 175.50 Acct. 510.3 Office Supplies
- \$ 0.0 Acct. 511 Postage
- \$ 205.53 Acct. 512 Printing
- \$ 41.15 Acct. 514 Advertising
- \$ 308.00 Acct. 516 Telephone
- \$ 1,703.88 Acct 520 Contractual Services (qtrly trash pickup, lease copy machine, cc fees)
- \$ 269.90 Acct.525 Legal & Professional
- \$ 46.98 Acct.585.1 Lost materials refunds

Account 586 - Gifts & Grants Purchases \$4,094.32 of note:

- \$ 1,942.81 Acct. 523.2 Gifts & Grants
- \$ 176.18 Acct. 586.27 Friends Gift Purchases
- \$ 1,032.02 Acct.586.39 Book Sale Monies
- \$ 168.86 Acct.586.4 Gift Purchases
- \$ 774.45 Acct. 586.9 Gift Purchases for collection
-

Expenditures exceed Revenue by \$130,906.44

YTD Revenues exceed Expenditures by \$562,888.18

Salem-South Lyon District Library

Profit & Loss Budget Performance

January 2025

	Jan 25	Jul '24 - Jan 25	\$ Over Budget	% of Budget	Annual Budget
Ordinary Income/Expense					
Income					
400 · Property Taxes	20,727.09	1,485,813.50	-42,498.50	97.22%	1,528,312.00
400.3 · Service Contract	18,095.64	17,986.58	-360,013.42	4.76%	378,000.00
400.4 · Personal Property Taxes	0.89	4,954.16	-3,845.84	56.3%	8,800.00
409 · Fines & Fees	485.75	39,996.37	696.37	101.77%	39,300.00
415 · State Aid	0.00	12,940.58	111.58	100.87%	12,829.00
440 · Gifts & Grants	1,736.22	43,785.35	-54,214.65	44.68%	98,000.00
440.3 · Miscellaneous Income	1,559.92	18,709.61	-93,690.39	16.65%	112,400.00
447 · Sale of equipment	0.00	0.00	-1,000.00	0.0%	1,000.00
450 · Interest Income - Regular	6,515.62	69,426.60	24,426.60	154.28%	45,000.00
Total Income	49,121.13	1,693,612.75	-530,028.25	76.16%	2,223,641.00
Gross Profit	49,121.13	1,693,612.75	-530,028.25	76.16%	2,223,641.00
Expense					
500 · Personnel	123,165.49	631,972.93	-475,704.07	57.05%	1,107,677.00
505 · Library materials & supplies	38,044.36	179,109.72	-193,890.28	48.02%	373,000.00
536 · Facilities & Equipment	11,972.46	222,516.46	-348,047.54	39.0%	570,564.00
585 · Service Fees & Expenditures	2,750.94	49,973.06	-24,426.94	67.17%	74,400.00
586 · Gifts & Grants Purchases	4,094.32	47,152.40	-50,847.60	48.12%	98,000.00
Total Expense	180,027.57	1,130,724.57	-1,092,916.43	50.85%	2,223,641.00
Net Ordinary Income	-130,906.44	562,888.18	562,888.18	100.0%	0.00
Net Income	-130,906.44	562,888.18	562,888.18	100.0%	0.00

Salem-South Lyon District Library
Profit & Loss Budget Performance
January 2025

	Jan 25	Jul '24 - Jan 25	\$ Over Budget	% of Budget	Annual Budget
Ordinary Income/Expense					
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450 · Interest Income - Regular	6,515.62	69,426.60	24,426.60	154.28%	45,000.00
Total Income	49,121.13	1,693,612.75	-530,028.25	76.16%	2,223,641.00
Gross Profit	49,121.13	1,693,612.75	-530,028.25	76.16%	2,223,641.00
Expense					
500 · Personnel					
500.2 · Salaries	106,869.35	540,852.83	-396,824.17	57.68%	937,677.00
502 · Empl benefits	16,018.14	88,448.34	-76,551.66	53.61%	165,000.00
570 · Dues & workshops/travel	278.00	2,671.76	-2,328.24	53.44%	5,000.00
Total 500 · Personnel	123,165.49	631,972.93	-475,704.07	57.05%	1,107,677.00
505 · Library materials & supplies					
505.12 · Library Materials	22,961.34	129,598.15	-148,401.85	46.62%	278,000.00
508 · Computer supplies/maint.	917.02	8,527.77	-7,472.23	53.3%	16,000.00
527 · Cooperative fee	13,481.99	30,910.62	-32,089.38	49.06%	63,000.00
531 · Programming	684.01	10,073.18	-5,926.82	62.96%	16,000.00
Total 505 · Library materials	38,044.36	179,109.72	-193,890.28	48.02%	373,000.00
536 · Facilities & Equipment					
515 · Utilities	5,580.39	28,344.87	-36,655.13	43.61%	65,000.00
536.12 · Maintenance & Repairs	5,372.96	78,043.21	-22,506.79	77.62%	100,550.00
560 · Insurance	453.00	27,320.00	320.00	101.19%	27,000.00
600 · Equipment	566.11	8,682.15	-75,317.85	10.34%	84,000.00
605 · Capital Expenditure	0.00	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)	0.00	64,497.20	-20,502.80	75.88%	85,000.00
605.95 · Interest Expense (Bond)	0.00	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
Total 536 · Facilities & Equipment	11,972.46	222,516.46	-348,047.54	39.0%	570,564.00
585 · Service Fees & Expenditures					
510 · Office supplies	175.50	765.63	-1,234.37	38.28%	2,000.00
511 · Postage	0.00	97.17	-652.83	12.96%	750.00
512 · Printing	205.53	328.32	-421.68	43.78%	750.00
514 · Advertising	41.15	21,444.24	-1,555.76	93.24%	23,000.00
516 · Telephone	308.00	2,156.00	-1,644.00	56.74%	3,800.00
520 · Contractual services	1,703.88	15,927.13	-17,072.87	48.26%	33,000.00
525 · Legal & Professional	269.90	1,773.60	-926.40	65.69%	2,700.00

Salem-South Lyon District Library
Profit & Loss Budget Performance
January 2025

	Jan 25	Jul '24 - Jan 25	\$ Over Budget	% of Budget	Annual Budget
540 · Auditor	0.00	7,400.00	0.00	100.0%	7,400.00
585.3 · Misc. Expense	46.98	80.97	-919.03	8.1%	1,000.00
Total 585 · Service Fees & Expenditures	2,750.94	49,973.06	-24,426.94	67.17%	74,400.00
586 · Gifts & Grants Purchases	4,094.32	47,152.40	-50,847.60	48.12%	98,000.00
Total Expense	180,027.57	1,130,724.57	-1,092,916.43	50.85%	2,223,641.00
Net Ordinary Income	-130,906.44	562,888.18	562,888.18	100.0%	0.00
Net Income	-130,906.44	562,888.18	562,888.18	100.0%	0.00

Salem-South Lyon District Library

Balance Sheet

As of January 31, 2025

	Jan 31, 25	Jan 31, 24
ASSETS		
Current Assets		
Checking/Savings		
102 · Checking-Huntington Bank	44,877.56	72,526.16
106 · MI Class	557,258.89	336,606.11
113 · Comerica	12,985.14	12,366.18
116 · Huntington Securities	1,800,322.06	1,762,084.16
Total Checking/Savings	2,415,443.65	2,183,582.61
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	2,425,235.77	2,193,254.61
Other Assets		
144 · Beneficial Interest/Comm. Found	27,045.54	25,122.57
Total Other Assets	27,045.54	25,122.57
TOTAL ASSETS	2,452,281.31	2,218,377.18
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 · Accounts Payable	51,870.48	23,551.20
Total Accounts Payable	51,870.48	23,551.20
Other Current Liabilities		
2100 · Payroll Liabilities	39,249.78	35,791.87
Total Other Current Liabilities	39,249.78	35,791.87
Total Current Liabilities	91,120.26	59,343.07
Total Liabilities	91,120.26	59,343.07
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	562,888.18	675,655.77
Total Equity	2,361,161.05	2,159,034.11
TOTAL LIABILITIES & EQUITY	2,452,281.31	2,218,377.18

Salem-South Lyon District Library

Monthly Payroll Summary

January 2025

				TOTAL
	Pay date: 1.3.25	Pay date: 1.17.25	Pay date: 1.31.25	Jan 25
Employee Wages, Taxes and Adjustments				
Gross Pay				
Vacation	2,468.23	0.00	0.00	2,468.23
Salary	18,402.66	23,058.78	20,928.43	62,389.87
Hourly Wage	11,072.58	10,563.61	12,133.06	33,769.25
Merit Pay	0.00	0.00	8,242.00	8,242.00
Total Gross Pay	31,943.47	33,622.39	41,303.49	106,869.35
Deductions from Gross Pay				
Deferred Comp MERS	-1,522.53	-1,721.60	-2,194.72	-5,438.85
Health Insurance (pre-tax)	-364.00	-364.00	-364.00	-1,092.00
Pre-tax HSA Emp.	-145.50	-145.50	-145.50	-436.50
Voluntary Ded/ROTH	-270.73	-270.73	-323.23	-864.69
Total Deductions from Gross Pay	-2,302.76	-2,501.83	-3,027.45	-7,832.04
Adjusted Gross Pay	29,640.71	31,120.56	38,276.04	99,037.31
Taxes Withheld				
Federal Withholding	-3,043.00	-2,954.00	-3,082.00	-9,079.00
Medicare Employee	-455.78	-480.17	-591.52	-1,527.47
Social Security Employee	-1,948.90	-2,052.98	-2,529.27	-6,531.15
MI - Withholding	-1,120.40	-1,202.43	-1,411.61	-3,734.44
Total Taxes Withheld	-6,568.08	-6,689.58	-7,614.40	-20,872.06
Net Pay	23,072.63	24,430.98	30,661.64	78,165.25
Employer Taxes and Contributions	0.00	0.00	0.00	0.00

January 2025 Transactions

Type	Date	Num	Name	Memo	Cost Control Center	Amount
Jan 25						
Liability Check	01/02/2025	AutoDeduct	PRIORITY HEALTH	Group Health	500 Personnel	-3,014.74
Liability Check	01/03/2025	EFTPS	HUNTINGTON BANK	Payroll withholding	500 Personnel	-7,852.36
Check	01/03/2025	17314	Leonardo Gianola	Country Blues Narrative with Songs	505 Library Materials	-175.00
Liability Check	01/03/2025	AutoDeduct	MERS	Deferred comp	500 Personnel	-3,047.48
Liability Check	01/03/2025	AutoDeduct	MERS	Deferred comp	500 Personnel	-270.73
Check	01/06/2025	AutoDeduct	Reliance Standard	Group Health	500 Personnel	-91.24
Liability Check	01/06/2025	AutoDeduct	TASC	Employee contribution	500 Personnel	-145.46
Check	01/13/2025	AutoDeduct	Delta Dental	Dental	500 Personnel	-373.64
Bill Pmt -Check	01/14/2025	17315	DeClutter Bug LLC	Adult Decluttering Program January 16, 2025	505 Library Materials	-250.00
Bill Pmt -Check	01/14/2025	17316	Hoopla	December Hoopla	505 Library Materials	-2,389.81
Bill Pmt -Check	01/14/2025	17317	Kanopy LLC	December Kanopy	505 Library Materials	-269.45
Bill Pmt -Check	01/14/2025	17318	Millennium	toner	505 Library Materials	-17.50
Bill Pmt -Check	01/14/2025	17319	T-Mobile	hot spots	505 Library Materials	-682.10
Bill Pmt -Check	01/14/2025	17320	MARTIN HARDWARE	10 pack electrical tape, green cord connector, mouse bait station, weatherstripping, calcium chloride	536 Facilities	-97.54
Liability Check	01/16/2025	EFTPS	Michigan	state withhold	500 Personnel	-2,301.30
Liability Check	01/17/2025	EFTPS	HUNTINGTON BANK	emp. Withholding	500 Personnel	-8,020.30
Liability Check	01/17/2025	AutoDeduct	MERS	Deferred comp	500 Personnel	-3,644.96
Bill Pmt -Check	01/17/2025	17321	BAKER & TAYLOR	Library Materials	505 Library Materials	-178.71
Bill Pmt -Check	01/17/2025	17322	Bass Controls	Inv.345000370	536 Facilities	-122.50
Bill Pmt -Check	01/17/2025	17323	Mutual of Omaha	Group Health	500 Personnel	-173.72
Bill Pmt -Check	01/17/2025	17324	Shaw Construction	Final on fireplace area	536 Facilities	-2,266.07
Bill Pmt -Check	01/17/2025	17325	TRANE U.S. Inc.	HVAC	536 Facilities	-2,641.98
Bill Pmt -Check	01/17/2025	17303	FRIENDS SSLDL	Friends Book Donation Monies	586 Gifts	-1,053.58
Bill Pmt -Check	01/20/2025	Online Pymt	Millennium Business System	copier leases, toner	585 Service Fees \$507.13/505 Library Materials \$741.11	-1,248.24
Bill Pmt -Check	01/21/2025	17326	BAKER & TAYLOR	Library Materials	505 Library Materials	-3,982.84
Bill Pmt -Check	01/21/2025	17327	THE LIBRARY NETWORK	Quarterly shared automation	505 Library Materials	-10,741.04
Bill Pmt -Check	01/21/2025	17328	Gabridge & Company	Auditor	585 Service Fees	-7,400.00
Bill Pmt -Check	01/21/2025	AutoDeduct	DTE ENERGY	Electric	536 Facilities	-3,271.85
Check	01/21/2025	AutoDeduct	CONSUMERS ENERGY	Gas	536 Facilities	-1,670.15
Liability Check	01/21/2025	AutoDeduct	TASC	Employee contribution	500 Personnel	-145.46
Bill Pmt -Check	01/23/2025	17329	Philip J. Hale	Stipend for Jazz band January 25, 2025	505 Library Materials	-100.00
Liability Check	01/28/2025	EFTPS	HUNTINGTON BANK	Employee withholding	500 Personnel	-1,712.96
Liability Check	01/29/2025	AutoDeduct	MERS	Deferred comp	500 Personnel	-1,039.06
Liability Check	01/31/2025	EFTPS	HUNTINGTON BANK	Employee withholding	500 Personnel	-7,610.62
Liability Check	01/31/2025	AutoDeduct	MERS	Deferred comp	500 Personnel	-3,343.49
Check	01/31/2025	AutoDeduct	Qgiv	Service Charge	585 Service Fees	-12.54

Salem-South Lyon District Library Vendor QuickReport

January 2025

Type	Date	Num	Memo	Split	Amt
CARDMEMBER SERVICES					
Bill	01/10/2025	AC	Premier Pet Supply	536 Facilities	9.53
Bill	01/10/2025	PP	Kroger, Domino's for volunteer food	586 Gifts & Grants	88.72
Bill	01/10/2025	TR	Amazon/music	505 Library Materials	132.40
Bill	01/10/2025	KH	FSS Tech for alarm monitoring \$150./Advanced Water for salt \$167.00	536 Facilities	317.00
Bill	01/10/2025	KM	Amazon \$67.65 for teen supplies/\$3387.91 OverDrive	505 Library Materials	3,455.56
Bill	01/10/2025	CB	Michaels \$93.51/friends sponsor of craft nites/Amazon \$32.00 for Lucky Day Friends/Amazon \$50.33 for plastic sewing needles, hoops for Friends sponsored crafts/\$83.02 Amazon for Adult Fiction	586 Gifts 175.84/505 Library Materials \$83.02	258.86
Bill	01/10/2025	TM	Amazon \$106.76 for Whiting gift/\$108.12 Teen fiction Amazon	586 Gifts \$106.76/505 Library Materials \$108.12	214.88
Bill	01/31/2025	KM	Amazon for J fiction \$442.61/\$2892.56 OverDrive/Makestickers \$41.15/Kirkus Media for Hornbook \$278.00/Barnes & Noble \$271.92/Amazon \$200.19 Amazon /celestron binoculars/WSJ \$194.97/Etsy \$3.51/	505 Library Materials \$3805.57/500 Personnel \$278.00/585 Service Fees \$41.15/586 Gifts 200.19	4,324.91
Bill	01/31/2025	SS	Kroger for exam cram \$24.95/Sesnor Rant Webinar \$129.00 thru ALA	505 Library Materials \$24.95/586 Gifts & Grants \$129.00	153.95
Bill	01/31/2025	NP	Water Tecg \$195.00/Ebay for Lossnay Remote Controller \$413.40/HD for light bulbs \$146.74	536 Facilities	755.14
Bill	01/31/2025	PP	Donor Tools	600 Equipment & licensing	50.00
Bill	01/31/2025	TM	Amazon \$367.50 for Y books/Gift for collection purchase/\$13.59 Amazon for Y books/School Outlet \$1813.81 for Sensory Grant/Kroger \$25.96 exam cram/Amazon credit \$51.25	586 Gifts \$2181.31/505 Library Materials \$11.70	2,169.61
Bill	01/31/2025	KH	Waste Mgmt \$1145.34/Costco \$205.53 checks/Quill paper \$157.92/\$175.50 tp, alcohol pads, zip locs,	585 Service Fees \$1526.37/505 Library Materials \$157.92	1,684.29
Bill	01/31/2025	MM	Library Store, Demco for labels book tape	505 Library Materials	542.39
Bill	01/31/2025	KC	Intelligink\$489.18 for phones & licensing/\$17.99 Alohi Faxplus/Amazon\$89.93 for laptop charges, cables/\$245.00Yealink MP56 Android 13OS - Amazon	505 Library Materials \$17.99/585 Service Fees \$308.00/600 Equipment (Other) \$516.11	842.10
Bill	01/31/2025	AC	Amazon for dvds	505.12 · Library Materials	708.66
Bill	01/31/2025	TR	Country Fair \$80.14 food	586 Gifts	80.14
Bill	01/31/2025	CB	Michaels \$.34/Amazon \$527.08 Adult Fiction/Blackstone Audio \$101.62/Amazon for Spice Club \$36.94/Amazon \$3.64 for J materials/Amazon \$100.00 for J gift for collection/TaSC fee \$269.	586 Gifts 100.34/505 Library Materials 669.28/585 Service Fees \$269.90	1,039.52



Salem-South Lyon District Library

FOR FEBRUARY 24, 2025, LIBRARY BOARD MEETING

Friends - Jeanette Benson, Book Room Coordinator

No new updates from Friends for February 24, 2025, meeting.

2025 Friends Board Meetings

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

January 9 – R. Sims

March 13 – E. Petricca

May 8

July 10 – D. Siivola

September 11 – P. Peruski

November 13 – D. Stacer

Library Director - Paulina Poplawska

Focus: Community Awareness, Engagement, Programs and Services

As part of an Eagle Scout project, local patron Braden Jose, from Scouting America Troop 4 designed and built six picnic tables for our younger patrons!



Marketing Makeover 2025 Update

The library was not selected for the Marketing Makeover 2025, the free marketing makeover from a team of experts led by Trenton Smiley, Director of Customer Messaging for Midwest Tape/hoopla. The application was offered in the state and over sixty libraries applied for it. The Advocacy Committee will be meeting in the next four weeks to continue marketing strategy efforts.

AI Capacity Building Cohort

The Library Director will be participating in the Public Library Artificial Intelligence Capacity Building Cohort being offered through the Library of Michigan March through May 2025. Two of the topics of the cohort will be a comprehensive exploration of using AI tools to enhance community engagement through survey design, feedback analysis, and data-driven decision making with a focus on practical applications for library program development and service improvement. Another will be a technical workshop on implementing computer vision and machine learning tools for digital archives management that will cover image recognition, OCR, metadata generation, and searchability enhancement for historical collections.

Jean Flack Stock Gift

A stock gift was transferred to the library from the estate of Jean Flack totaling \$258,344.73 on Tuesday, February 18, 2025. The Budget Committee explored options and recommends to the Library Board to liquate the stock.

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 website redesign team met with WalkOne to discuss setup and implementation.

January 9, 2025

The website redesign team met with WalkOne to discuss wireframing and navigation of subpages of the website.

January 15 and January 16, 2025

The library will hosted several 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. There were four individuals who attended.

February 20, 2025

The website redesign team met with WalkOne to discuss design and 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

Programming Highlights:

New Grant Applications in the Adult Department:

Cécile Bosshard applied for the Stephen T. Riedner Grant for Life Enhancing Library Programs for People Living with Dementia. If awarded, the Library will receive \$2,500 to purchase items for the Library of Things and books on dementia.

The goal of this grant is to better serve community members living with dementia in our community by:

1. Supporting these community members and their caregivers by creating a collection of memory care kits that patrons can borrow
2. Increasing awareness of dementia by offering educational programming to the public and connecting patrons with local support groups
3. Training library staff about dementia to facilitate better service to the community and increase advocacy of local resources

Professional Development:

Training:

Dementia: How to work with people with dementia and Alzheimer's

Committee work:

Cécile Bosshard and Tina McIntosh were selected for the Collaborative Summer Library Program (CSLP) Manual Review Committee for the 2026 CSLP Manual. This committee helps to ensure that program ideas are age and theme appropriate, as well as include fresh activities and resources that will support summer library programs across the country.

Adult Department Programming Statistics:

January craft: Hoop weaving had 30 participants.



Flavor Fiends Spice Club: 84 packets were provided to patrons



**MICHELE'S GINGER & MACE
SCENTED ORANGE BREAD**

The Phil Hale Jazz Quartet: 50 participants



Additional and On-Going Program Statistics: January 2025

- Cliffhangers Mystery Book Club: 22
- Something Different Book Club: 14
- Paranormal Pages Book Club: 10
- Declutter with Heather: 24
- Community Cares: 22
- Needlework Group: 8
- Know Your Digital Services!: 5
- Listen and Learn the Blues with Leonardo Gianola: 18
- Notary Service: 7
- Sewing For You: 14

Adult Outreach:

- Outreach Senior Rehab. Center: 1
- Outreach book delivery: 8
- Center for Active Adults Bookclub: 6

Optimize Services to Best Serve Current Users as Well as Attract New Users:

The Library of Things:



We are excited to offer six new kits to the Library of Things this month:

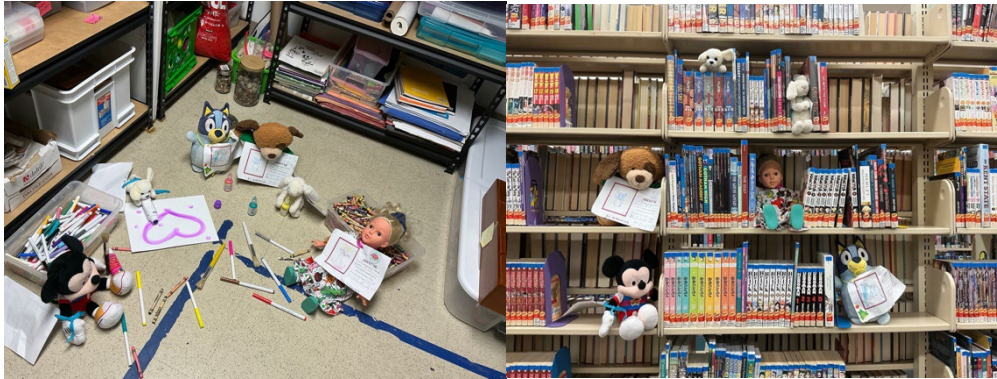
- Induction Cooktop
- Celestron NatureDX 12x56 Binoculars
- Clay Cutters
- Inkle Loom
- Sugar Skull Molds
- Canning Kit

Youth & Teen Services – Tina McIntosh, Sarah Scherdt

The youth and teen departments have had a busy and productive month, with increased traffic due to multiple snow and cold days that caused South Lyon schools to close as well as the week-long Mid-Winter break.

On January 28, we hosted a Stuffed Animal Sleepover, a special storytime designed to engage children and foster a love of reading. Participants brought their stuffed animals to listen to a story, then left them at the library for a fun overnight stay. While we had a registration requirement, five unregistered families joined, and

Sarah provided each child with a library beanie baby so they could participate. With the help of two Teen Advisory Board (TAB) volunteers, Sarah created a memorable experience by staging and photographing the stuffed animals for a keepsake photo album. Children who came to the library the next day to pick up their stuffed animals were thrilled to look through the albums to see how their friends spent their evening at the library.



Stuffed Animal Sleepover

During South Lyon's Mid-Winter Break (February 17-21), we offered a range of drop-in activities, including a "Floor Is Lava" obstacle course, arts and crafts, a movie, STEM toys, and Legos. This is our second year offering extra activities during school break weeks. Our goal is to bring more families into the library by offering engaging and free activities that foster creativity and community connections. Additionally, two TAB members volunteered, contributing 5.5 hours during the week. We want to especially acknowledge Mackenzie's help during the Floor Is Lava event. She volunteered for the entire 3 hours and brought tremendous energy, engaging with the children and elevating the experience for everyone. Adults and children asked Sarah when we would have this event again.



The Floor Is Lava



Families enjoying The Wild Robot movie

2025 Battle of the Books

Kathy and Tina hosted the annual Battle of the Books for 4th-8th graders on February 8th. This program encourages reading and teamwork while fostering healthy competition. We had 86 students participate which was a significant increase from 2024 when we had 48 students participate. We had 65 family members and friends come to watch the 5th grade battle which outstripped our space for seating. Many people had to stand and while we appreciate their understanding, we will plan to move to Meeting Room 1 next year to better accommodate audience members. In the months leading up to the battle, we had several families reach out who had individual students who wanted to compete but had trouble finding classmates to form a team. We are brainstorming ways to assist families who would like help connecting with others for next year.

Congratulations to all the winners of the 2025 Battle of the Books!

4th Grade - Best Bookworms



5th Grade - Bright Book Readers



Middle School - Team Titans



4th grade Battle of the Books teams completing surveys



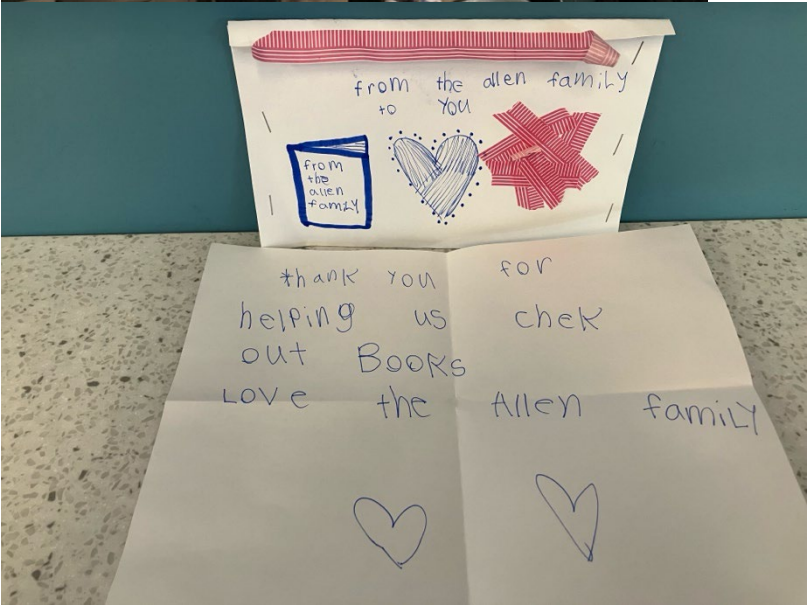
	2025 students	2025 audience members	2024 students	2024 audience members
4th grade	30	48	22	43
5th grade	35	65	15	29
Middle School	21	9	11	28

Optimize Services to Best Serve Current Users as Well as Attract New Users – ALA Grant:



We received the photo below from a family who borrowed three pairs of our noise-reducing headphones so their children could safely attend a family concert. The headphones were purchased with the ALA grant we received in 2024 to launch a sensory support collection.

We also received a sweet note from a young patron.



Teen Services

The Teen Exam Cram wrapped up in late January. Snow days extended the exam season, and we responded by adding extra days to our schedule as well. Across 8 days, we counted 115 students utilizing the Teen department and study rooms. We offered snacks in the department each day as well as calm strips which are like textured stickers. We received positive feedback from attendees, including a comment praising the snack kiosk.

We hosted our second digital practice SAT of the school year on February 1st. This collaboration with Sylvan Brighton includes a 20-minute test taking strategy presentation and a question-and-answer period followed by a free practice test. The immediate scoring that the digital format provides allows students to assess their strengths and areas for improvement.

The Teen Advisory Board met this month to create seed packets for our March Seed Library opening, play Disney trivia, and welcome a new member from Centennial Middle School. We also took time to recognize one of our members who is spearheading a program for March. In December, she proposed a Reading Buddies collaboration between the National Honor Society and the library. Sarah and Tina worked with her to create a program proposal that included guidelines, dates and times, and volunteer needs. She presented her proposal to her fellow NHS members, and we are excited that through her efforts we will have high school reading buddies at the library every Wednesday in March from 4:00-6:00 to read with elementary students during March Is Reading month. This program, developed by the student, demonstrates valuable leadership skills while benefiting the library and community.



TAB working on Seed Packets

Finally, Sarah and Tina successfully applied for the Oakland County Recreation Assistance Program Passport grant, which provides free equipment for summer programs. This year, the library will receive a Go Games package, including cornhole, mini curling, jumbo yard games, and a climbing wall, to enhance our Summer Reading Kick-off in June and an Adventure Day in August. This is our first time receiving this grant and will help offer unique, engaging outdoor activities for the community.

January Youth & Teen Program Statistics

EARLY LITERACY		
Movin' and Groovin' Storytime	1/15/2025	6
Family Storytime	1/20/2025	21
Family Storytime	1/21/2025	16
Family Storytime	1/22/2025	28
Fabulous Fours	1/23/2025	5
Family Storytime	1/27/2025	28
Family Storytime	1/28/2025	31
Family Storytime	1/29/2025	14
Fabulous Fours	1/30/2025	5
Baby Playtime	1/24/2025	10
Baby Playtime	1/31/2025	15
YOUTH & TWEEN (ages 6-12)		
3D Keychains (grade 4-6)	1/2/2025	9
3D Keychains (grade 7-12)	1/2/2025	4
Garfield Movie	1/2/2025	15
Lego Block Party	1/3/2025	11
Kids Book Buzz	1/22/2025	5
Stuff Animal Sleepover	1/28/2025	16
PASSIVE YOUTH PROGRAMS		
Scavenger Hunt		220
OUTREACH		
Early On Storytime	1/7/2025	38
TEEN (grades 6-12)		
TAB meeting	1/14/2025	6
Crafts & Cocoa Valentine's Gift Box	1/21/2025	10
Exam Cram	1/18/2025	13
Exam Cram	1/20/2025	31
Exam Cram	1/21/2025	12
Exam Cram	1/22/2025	16
Exam Cram	1/23/2025	22
Exam Cram	1/24/2025	7
Exam Cram	1/25/2025	6

Exam Cram	1/27/2025	8
JANUARY 2025 TOTAL		628
JANUARY 2024 TOTAL		718
TAB Volunteer Hours		16.5 hrs

Respectfully submitted by Tina McIntosh and Sarah Scherdt

IT – Kevin Campbell

With the roll out of the room reservation kiosk, we noticed that it was not clearing out old data and would maintain the date and time from when the page was last refreshed. We had used the built-in tools available for managing tablets and the function of closing and reopening the tabs was not working. To get around those limitations, we built our own tool that we can deploy to any of our tablets that will act as a portal that displays a web page. By setting up our own app, we were able to set it up so that after 5 minutes of inactivity, it will refresh the page which updates the time so that it is relevant and clears out any information that might have been entered like the number of people utilizing the room.

We have built out a queue for the 3d print jobs that will give us a better way to track the files being requested and which step we are on in a multipart print job. This will make it easier for us when the person working on a print job is out, to see what needs to be printed next and to get the job going.

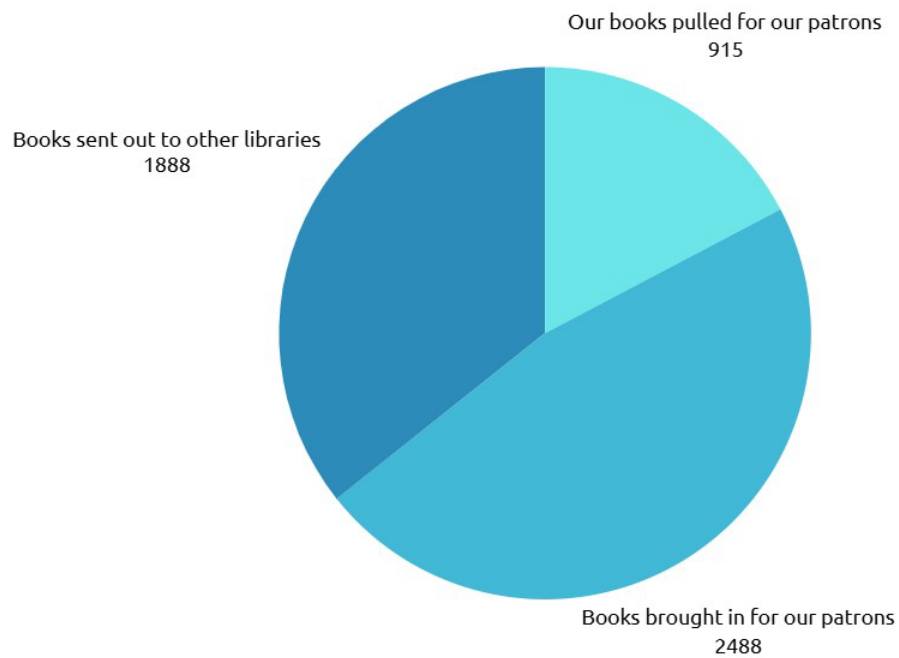
We met with WalkOne to go over website design and navigation after they had time to review the survey results. They have moved things around to more closely align with the interests of the community. We went over the wire framing of the home page with these changes in mind. We also went over the wire framing of the services page and the donations page. They are currently working on the implementation of the databases page and plan to start putting the final designs for the home page together as well. We have increased our meetings from once a week to twice a week until launch.

Circulation- Ashley Fisher, Candy Mahoney

The Spice of the Month continues to be incredibly popular! People are so tickled to see how much the library has to offer. New patrons who are returning after a prolonged absence are surprised and excited to learn about our streaming audio and movie services and our library of things. Puzzles continue to be popular.

We're getting lots of positive comments about the quiet reading area, and as people start to become aware of it, it's seeing more and more usage.

MELCAT FULFILLMENTS



Patron Count: 4,500

Locker Pickups: 6

Drop box returns: 312

Centennial Farms: 94

Colonial Acres: 218

Drive-ups: 63

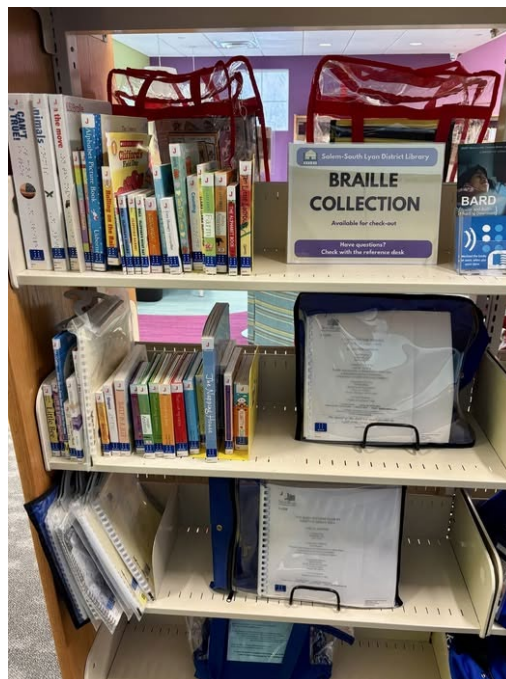
New Library Cards Registered: 121

Marketing Department - Tracy Robinson, Candace Mahoney

Braille Awareness

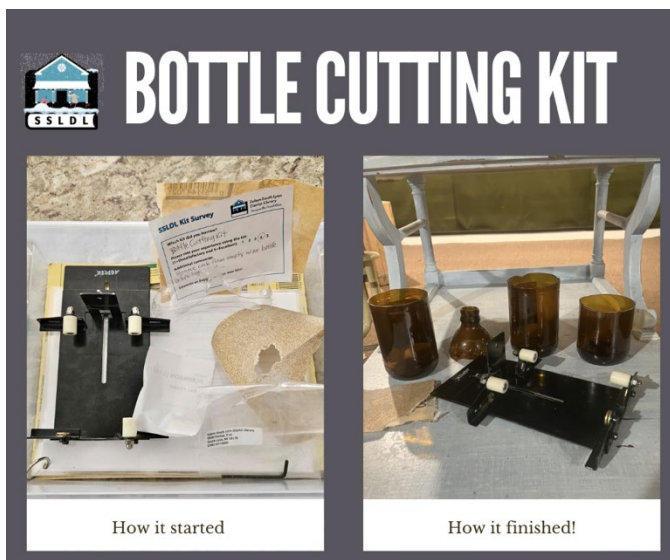
In January, we collaborated with the Youth department on braille awareness. Patrons learned about our braille items available for checkout and were able to take home embossed braille alphabet cards. The cards were provided by the Braille and Talking Book Library in celebration of Braille Literacy Month.

The Braille and Talking Book Library (BTBL) lends audio and braille books to Michigan residents unable to comfortably read standard print materials due to a visual, physical, or reading disability with no charge to the resident.



Library of Things

We continue to make patrons aware of all of the benefits of having an SSLDL Library card! We were fortunate to have 2 of our patrons send “before and after” projects with our kits. We will continue to feature our “for check-out” items and use patron feedback whenever possible.



Not your average Wednesday

The Library became a special place for two of our patrons who were married in front of the Fireplace! This lovely couple said their "I do's" with their closest family watching in our fireplace area, and we couldn't be more thrilled for them.



February Book Challenge

The challenge for February is to choose a "Blind Date With A Book" from our endcap. We were thrilled to have the Teen Advisory Board wrap the books for us and they did an AMAZING job!

We would love to have photos of any board members who participate this month.



January Library Card Promotion

Patron Christy R-S was the January winner of a \$10 gift card for signing up/renewing her card this month.

Community Survey Promotion

Laura B. was the Community Survey drawing winner for the \$25 gift card.

Processing - Molly Mahoney

Our statistics for January:

- 704 new items were processed
- 76 items were repaired
- 996 items were withdrawn to make room for new materials
- 1,776 items in total were handled by the department

Facilities – Norm Pratt



HVAC – With the HVAC upgrades almost complete we now have 20 zones and 12 units that are employed to control temperature in the library. The fan coil in the teen area is the only unit that is not functioning properly. Air Handlers has once again been contacted about the issue. They are responding but not resolving the issue. The efforts in this area are presented below;

LG Units – Last month the two Lossnay Air Recovery controllers were purchased and installed. Currently both Lossnay are functioning properly.

Bass has completed connecting the LG units to the Bass controller. Currently there are three unique methods to control the temperature of the 5 heat pumps. We will optimize these programs to fit our needs and try to reduce the control variation.



Chiller – Two compressor crank case heaters were replaced this past month. These are used to ensure that all the refrigerant flows back into the reservoir and prevents the compressor from burning up due to the lack of fluid.

Generator – Last month a desire was expressed to have the backup generator issue resolved. We had electrical contractors, David Igielski from Keystone and Eric Osburn from Osburn Electric, along with the technical service representative Cummins out to look at our current system and provide us options to resolve our electrical generation issue. The first point that was made was that the lead time of a new generator is 10 months.

We do not have a large enough generator to meet the electrical demand when the power outage occurs while the library needs to run the air conditioners. More specifically chiller compressors require a lot of electricity to start each of the 4 compressors. In addition, some expressed their opinion that the current generator is not

large enough to supply electricity to the library and start the fire pump and the chiller. Which in turn leads to questions about the need for the fire pump to be connected to the generator and the age and size of the chiller.

Considering the issue of having the fire pump connected to a secondary power source, the Salem Fire Department indicated that the fire pump must be connected to a backup electrical supply. I have not found the code that states this directly for a public building of our size. However, in general or intent we need to be able to supply electricity to fire pumps so that during a fire everyone in the library can safely leave or be removed from the building. The fire code does state that for a building like ours, the fire pump and controls should be installed in a room with a one-hour fire rating. Which would seem to imply that we need a method to generate power for at least an hour.

The size of the chiller is determined by the buildings size, number of windows, doors, and occupancy. With a very rough calculation, it does appear that we have more cooling capacity than is required, but the overcapacity is occurring in the cooling of smaller rooms (For example the study, computer and staff work areas) and not the larger spaces that are being handled by the chiller. In looking at the same sized new Trane or York or chillers have the same or higher lock rotor amps (the number of amps required to start on of the four compressors) than our current chiller. So, to reduce our energy demand, we reduced the chiller size.

The electrical contractors have suggested two general methods to resolve our back-up electrical supply issue. The first was to replace the current generator with a larger unit and the other was to add a second unit. The two generators would run autonomously, with one unit supplying electricity to both the fire pump and chiller and the other one supplying the remainder of the air conditioners and the building. Quotes from both contractors have been requested.

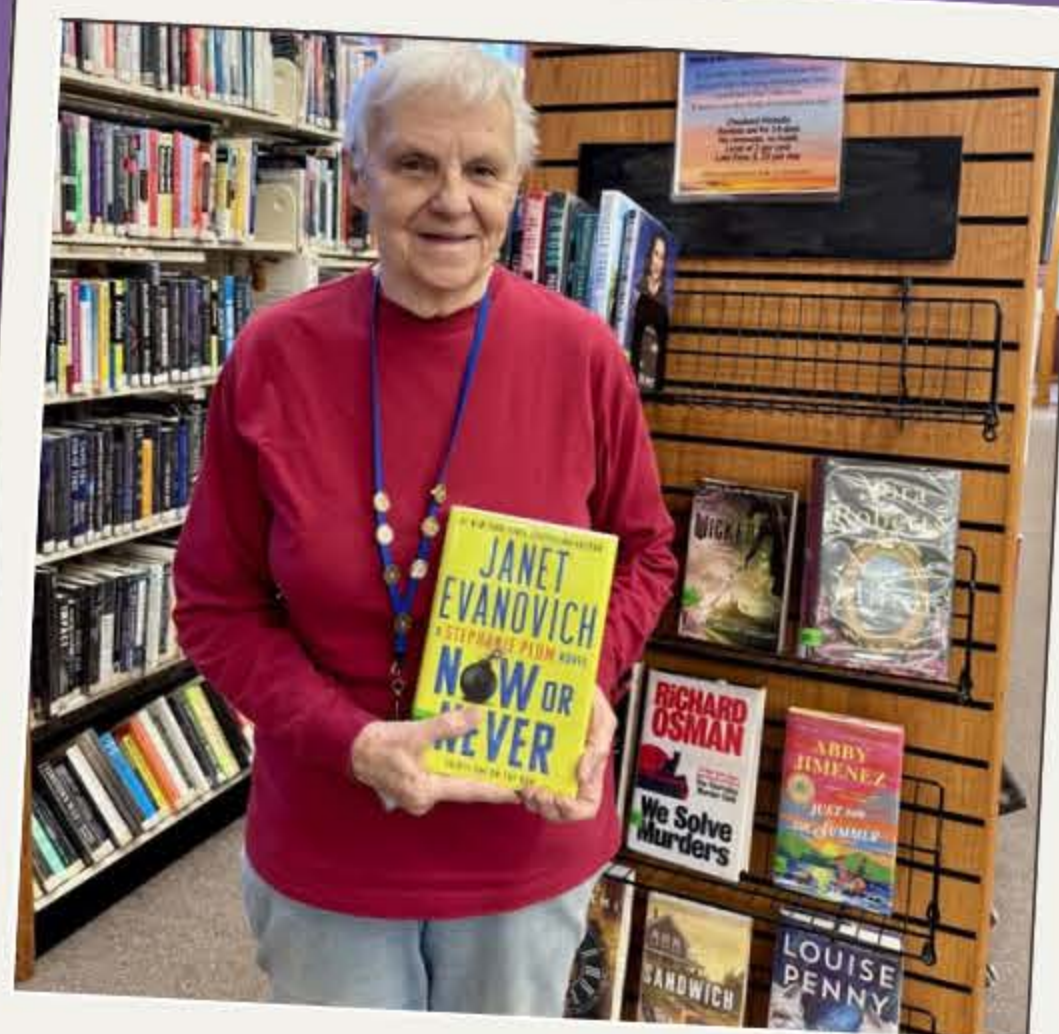
General – During the past month, the major general items carried out included, maintaining the art walls, removing lights from the story time path, cleaning HVAC vents, rearranging shelving units, repair toilets, replacing lights, replacing emergency light batteries and carpeting cleaning.

Overheard in the Library

A kid about 6 asked me what kind of lizard Norbert was. I told him. Then he asked me if he squirts blood out of his eyes... I said no, and he was quite disappointed and huffed away. It was so great.

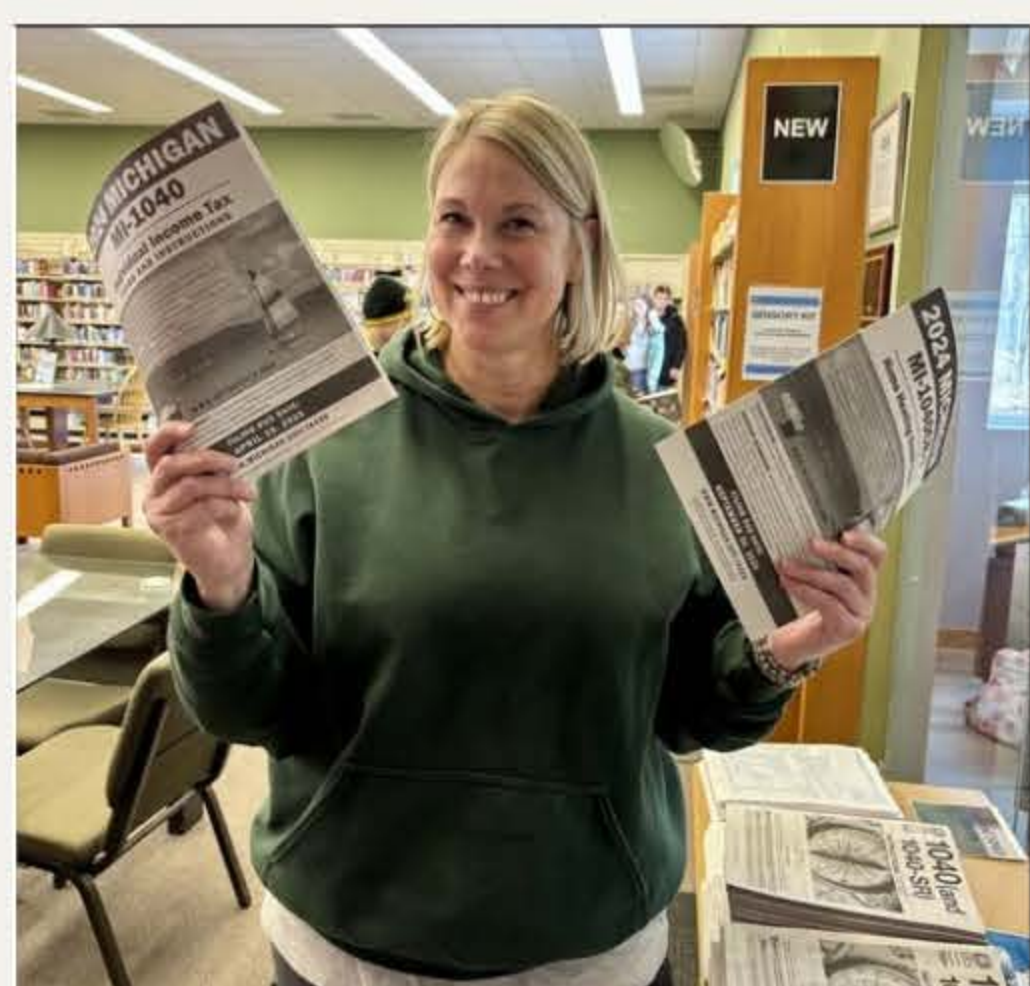


The monthly Wool Applique Group loved having a photo.



Agnes gave us a great Hump Day read

A MONTH IN PHOTOS

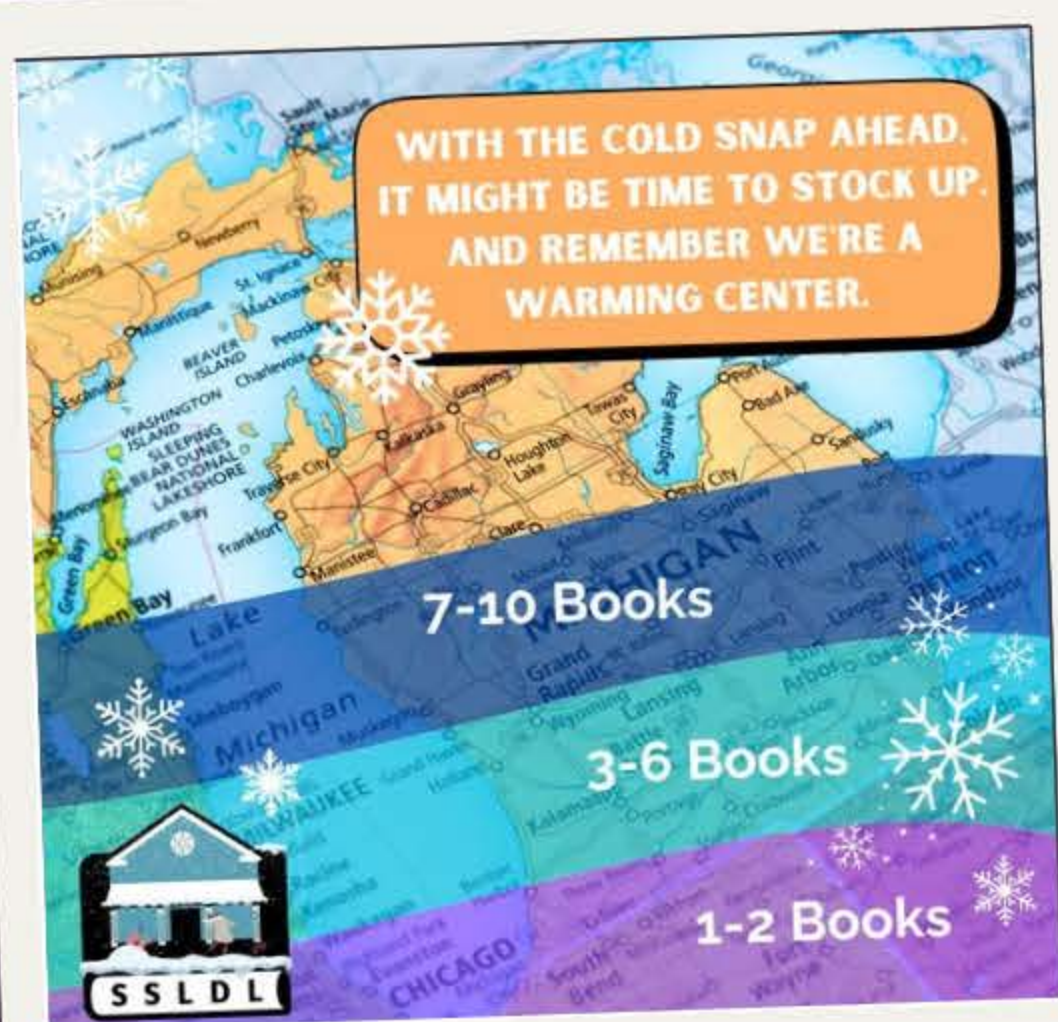


Get your tax forms!

A happy day for so many patrons



Onyx Storm is in!



This post had 3.024 view and was shared by TLN!



Get organized with Clean Bingo



"I saw SO MANY animal tracks when we read the story!"

JANUARY 2025



Salem-South Lyon District Library



EXISTING FLOOR PLAN

- PROGRAM NEEDS
 - Youth
 - Need for more space
 - Need for more seating
 - Improved location for Service Desk

- PROGRAM NEEDS

- Adult Services

- Need for additional Seating
 - Improved location for Service Desk
 - Better communication with Circulation Desk
 - More visible Teen Area (relocated?)
 - Better visibility to Group Study Rooms
 - Increased seating in Casual Reading Area
 - Sound Isolation needed
 - Make better use of window areas

- PROGRAM NEEDS

- Staff Areas

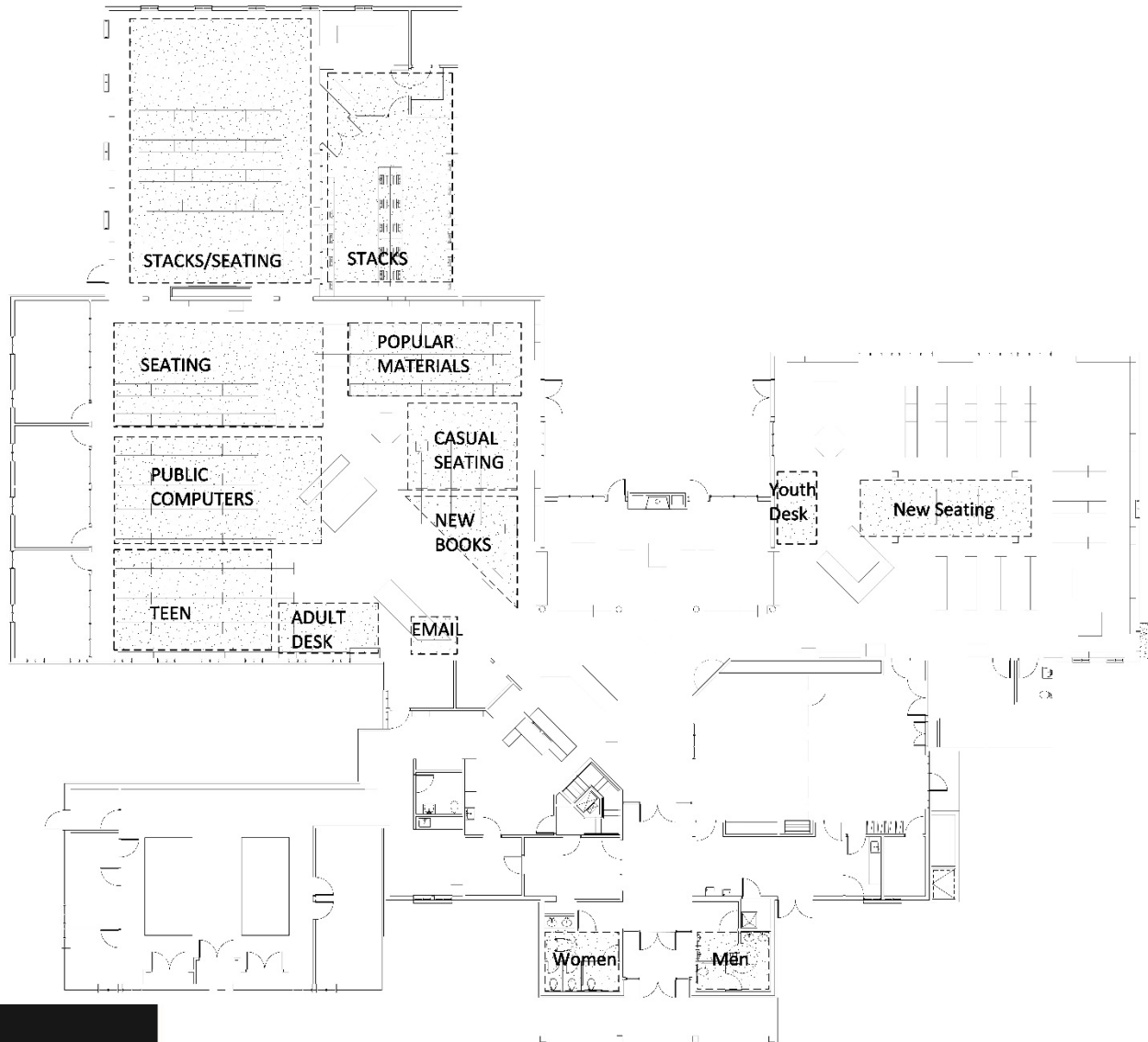
- More Storage
 - Larger Reserved Book Area
 - Additional check-out
 - Relocate self-checkout
 - Upgrade Finishes
 - Possible Maker Space

Larger Meeting Room



PHASE 1

- _Relocate Youth Desk
- _Remove Puppet Stage
- _Provide additional Seating
- _Renovate Existing Toilet Rooms



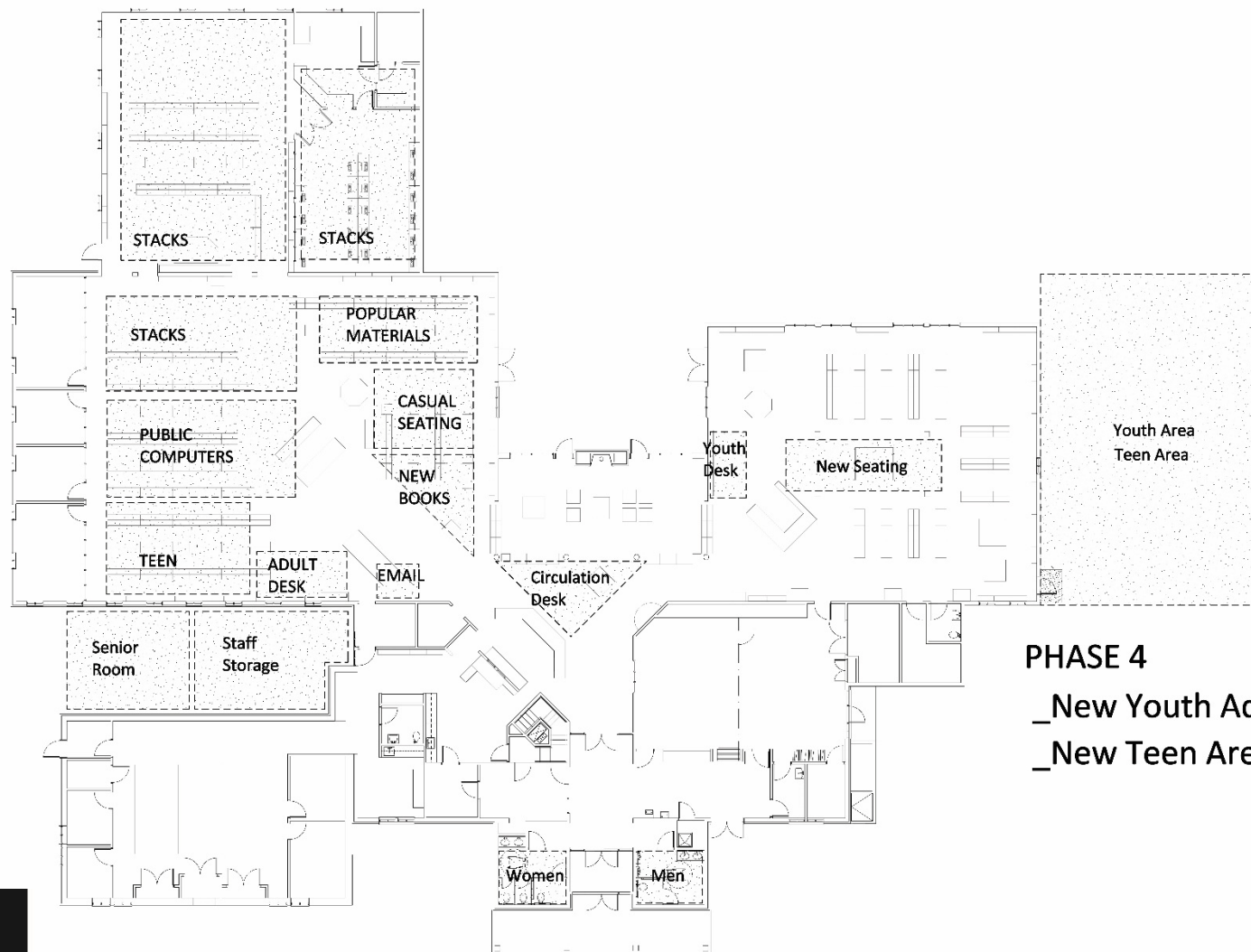
PHASE 2

- _Relocate Stacks
- _Relocate Teen Area
- _Create Additional Seating
- _Relocate Service Desk
- _Relocate Computers



PHASE 3

- _Relocate Circ Desk
- _New Senior Room
- _New Staff Storage



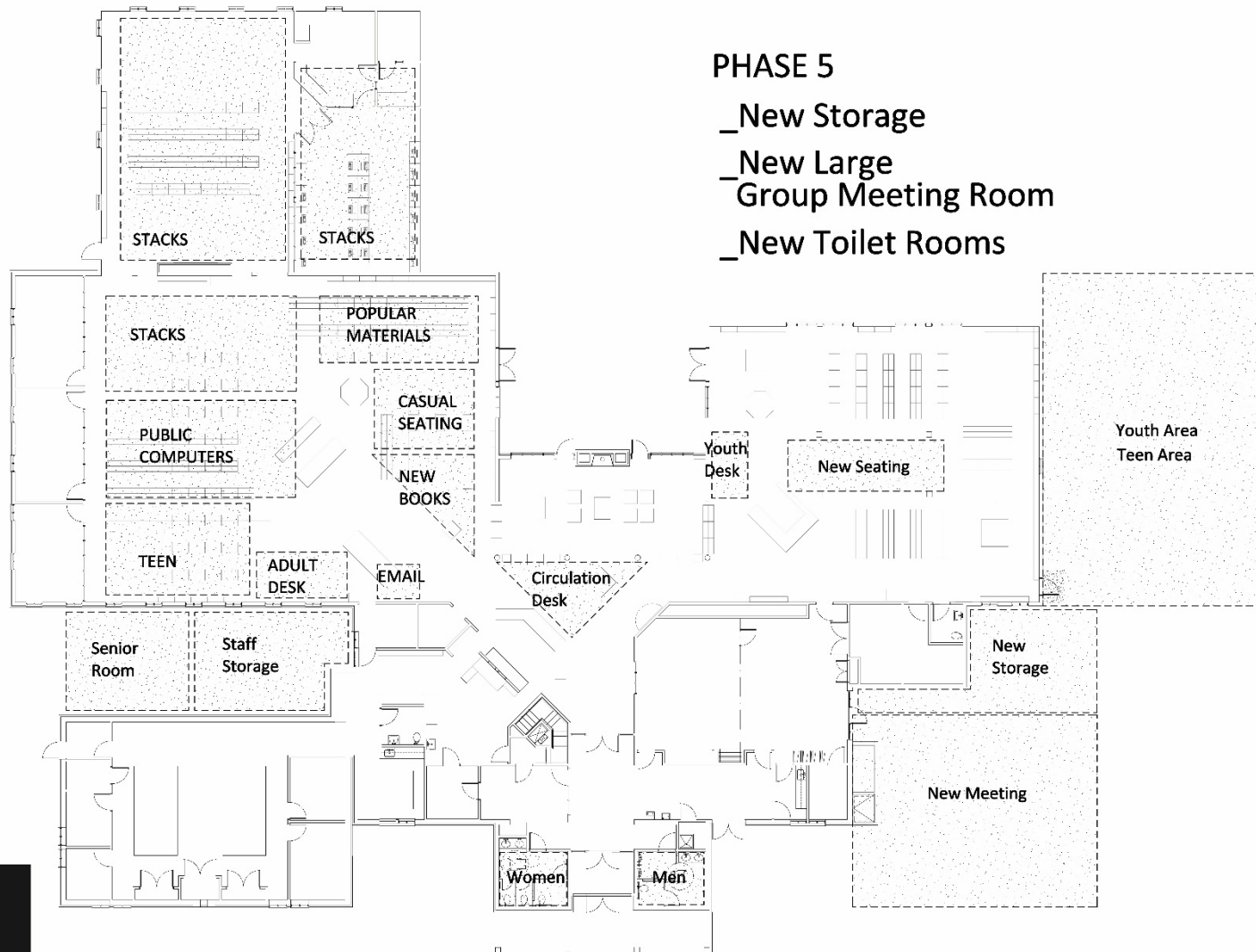
PHASE 4

_New Youth Addition

_New Teen Area

PHASE 5

- _New Storage
- _New Large Group Meeting Room
- _New Toilet Rooms





Salem-South Lyon District Library



Salem-South Lyon District Library Policies

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- 201.1 Closed Meetings (Removed 1/30/12)
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- 205 Probationary Period (Removed 04/28/03)
- 207.1 Sexual Harassment Policy (revised by Susan Hiser, Atty to Harassment Policy 08/27/18)
- 209.0 Staff Performance Review (Removed 11/27/06 to Procedure Manual)
- 210 Staff representative (Removed 9/27/04)
- 214 Maternity/Paternity Leave (Removed and combined with Policy 215 10/26/09)
- 216 Holiday Pay (combined with former policy 213 Sick Time into new policy 213 1/6/14)
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- 222 Assignment of Employees (Removed 2/23/15)
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- 400.1 Teens in the Library (Removed 6/27/11)
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- 403 Smoking on Library Premises (Removed 5/24/04)
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- 408 Censorship/Citizen Requests (Removed 5/20/24 and into Policy 401 Collection Development)
- 409 Citizen Requests (Removed 6/28/04)
- 409.1 Patron Complaints under ADA (removed and combined with Policy 409 ADA 8/27/12)
- 411 Safety and Security in the Library (Removed 1/30/12)
- 415 Unusual Incident Report Form (Removed 12/12/05)
- 417.1 Meeting Room Use (Moved to Procedure 7/27/15)
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- 502 Special Loan Periods (Removed 1/31/05: combined into policy 501)
- 503 Patron Eligibility (Removed 11/26/07; combined with Policy 502 and renamed)
- 506 Renewal of Materials (Removed 1/31/05; combined into policy 501)
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- 600 Commitment to serve (Removed from Policy 600 11/28/16)
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- 806 Board Expenses (incorporated into Policy 225 on 10/24/05)
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- 900 Friends of the Library (Removed 1/30/12)

POLICIES WITH NO CHANGES (25-58V)

Policy 202.0 Pay Schedule

Reviewed: ~~5/14/2024~~ 2/19/2025

Revised: 10/21/2021

Approved: 10/25/2021

A pay scale shall be maintained by the Budget Committee as part of the procedure manual. The STEP levels shall be reviewed by the Budget Committee annually with subsequent recommendations to the Board of Trustees for their approval during the budget process or as needed. Additional classifications and STEPs may be developed at the discretion of the Board of Trustees.

Policy 206: Break Periods

Reviewed: ~~5/14/2020~~ 2/19/2025

Revised: 10/21/2021

Approved: 10/25/2021

Hourly and salaried employees will receive a paid break based on the following:

HOURS WORKED

Four hours = 15 minute break

Six hours = 30 minute break

Eight hours = 45 minute break

Policy 808.0: Fixed Assets Capitalizations

Reviewed: 5/14/2024 2/19/2025

Revised: 5/20/2024

Approved: 5/20/2024

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

I. Definitions and Provisions

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

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

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

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

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

II. Land

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

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

III. Furniture and Equipment

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

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

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

IV. Buildings

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

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

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

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

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

V. Improvements Other Than Buildings

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

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

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

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

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

VI. Recording and Accounting

The cost of property, plant, and equipment includes all expenditures necessary to put the asset into position and ready for use. For purposes of recording fixed assets of the Library, the valuation of assets shall be based on historical cost or, where the historical cost is indeterminable, by estimation for those assets in existence.

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

VI. Safeguarding of Assets

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

VIII. Salvage Value

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

IX. Disposal of outdated Equipment

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

Policy 812: Acceptance of Payments via Financial Transaction Devices

Reviewed: ~~2/20/2024~~ 2/19/2025

Revised: 2/20/2024

Approved: 2/26/2024

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

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

POLICIES REVIEWED AND REVISED (25-59V)

Policy 101.1: Policy Manual

Reviewed: ~~5/14/2024~~ 2/19/2025

Revised: ~~1/14/2020~~ 2/19/2025

Approved: 1/27/2020

1. The policy manual of the Salem-South Lyon District Library (~~referred to as SSLDL~~) shall consist of policies issued by the ~~Library~~ Board of Trustees as required.

2. Each policy will be reviewed on a regular basis.

3. The following categories and numbering system will be used:

CATEGORY GENERAL SUBJECT

100 Policy Instructions

200 Personnel Policy

300 Job Descriptions

400 General Operating Policy

500 Lending of Library Materials

600 Board of Trustees By-laws

700 Library Ethics and Law

800 Finance

Policies will be numbered within the proper subject and sub-numbered 101.0, 102.0, 103.0, etc.

4. Each policy header will include dates the policy was reviewed, revised and approved by the Board of Trustees.

Policy 201.0 Employment Practices

Reviewed: ~~5/14/2024~~ 2/19/2025

Revised: ~~1/14/2020~~ 2/19/2025

Approved: 1/27/2020

1. In accordance with the District Library Establishment Act, State of Michigan Public Act 24 of 1989, the Board retains the authority to appoint and remove the Library Director, and to set compensation levels for all employees. The Board delegates authority to the Director to fill all existing vacancies for positions reporting to the Director and the Director will inform the Library Board of all appointments.
2. ~~The Salem-South Lyon District Library (SSLDL)~~ SSLDL is an “at will” employer.
3. Selection of employees shall be based on the qualifications and credentials of the applicants. Employment is contingent upon successful completion of a background investigation.
4. SSLDL is an equal opportunity employer in compliance with all federal, state, and local anti-discriminatory laws and guidelines.
5. In accordance with the *Immigration Reform and Control Act of 1986*, ~~Salem-South Lyon District Library~~ SSLDL employs only those individuals who are authorized to work in the United States. All individuals who are offered employment are required to submit documentary proof of their identity and employment authorization within three days of actual employment.

Policy 201.2 Internal Posting Policy

Reviewed: ~~5/14/2024~~ 2/19/2025

Revised: 1/14/2020

Approved: 1/27/2020

All employees will be informed of and have the opportunity to apply for open positions either before or concurrent with ~~the Salem-South Lyon District Library~~ SSLDL's consideration of external candidates for employment. Permanent position openings, vacancies, and opportunities for promotion are emailed to all employees.

Policy 207 Employee Conduct

Reviewed: ~~5/14/2024~~ 2/19/2025

Revised: ~~10/21/2021~~ 2/19/2025

Approved: 10/25/2021

Rules of conduct for employees are intended to promote the orderly and efficient operation of the Library, as well as protect the rights of all employees. Staff members are responsible for providing the best customer service possible and are empowered to make decisions according to policy that will ensure the best experience for each patron. Ignorance of work rules is not an acceptable excuse for violation. Violations, therefore, may be regarded as cause for disciplinary action.

Violations of employee conduct include, but are not limited to:

1. Neglect of duty.
2. Insubordination or refusal to comply with employer's instructions, unless such instructions are injurious to the employee's safety and health.
3. Accessing or releasing employee personnel records.
4. Making comments or judgments about a patron's selection of materials.
5. Intentional falsification of personnel records, payroll reports, or other Library records.
6. Theft, intentional destruction, or defacing of Library property.
7. Deliberate or careless conduct endangering the safety of self or other employees.
8. Possession or consumption of alcoholic beverages, **marijuana substances**, or illegal drugs while on the premises.
9. Abusive, threatening, or coercive treatment of another employee, or a member of the public.
10. Reporting for work in an unsafe condition which includes but is not limited to being under the influence of alcoholic beverages or drugs.
11. Offensive or derogatory comments or actions made to any person, either directly or indirectly, based on age, gender, sexual orientation, race, ethnicity, disability, language proficiency, social or economic status, national origin, or religion.
12. Discussing political opinions while representing the Library.
13. Inappropriate comments and actions on any SSLDL social media or as an SSLDL representative.

When an employee engages in violations of employee conduct, that employee shall be subject to disciplinary action up to and including discharge.

Policy 207.1 Harassment Policy

Reviewed: ~~5/14/2024~~ 2/19/2025

Revised: ~~10/21/2021~~ 2/19/2025

Approved: 10/25/2021

It is the policy of ~~the Salem-South Lyon District Library (SSDL)~~ SSDL to maintain and ensure a working environment free from harassment. SSDL will not tolerate, condone, or allow any form of racial, ethnic, religious or sexual harassment, or harassment based on any other protected status. SSDL fully supports and complies with the laws which are enacted to protect and safeguard the rights and opportunities of all people, whether paid or not, to seek, obtain, and hold employment without being subjected or exposed to harassment in the workplace.

Discriminatory Harassment is prohibited under Title VII of the Civil Rights Act of 1964 and Elliott-Larsen Civil Rights Act of 1976 and is considered misconduct subject to disciplinary action under Policy 207 Employee Conduct.

Prohibited conduct includes unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either an explicit or implicit condition of employment;
- Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee; or
- The harassment substantially interferes with an employee's work performance or creates an intimidating, hostile or offensive work environment.

Other harassing conduct in the workplace is also prohibited. This can include, but is not limited to crude or offensive language or jokes of a racial, ethnic, religious or sexual nature; verbal abuse of a racial, ethnic, religious or sexual nature; and the display in the workplace of sexually suggestive or ethnically, religiously or racially offensive objects or pictures.

Any employee experiencing and/or witnessing harassment is encouraged to report the incident(s) as soon as possible to their supervisor, the Library Director, or the Library Board President.

All complaints of harassment will be reviewed, and if the complaints are determined by SSDL to have merit, measures for correcting the situation will be immediately taken. Employees who engage in harassment will be subject to discipline, up to and including discharge, as determined appropriate by SSDL.

SSDL will apprise the complaining employee of its determination. Should the complaining employee feel that the matter is not being satisfactorily dealt with, the employee should immediately notify the Library Director or the Library Board President. In no event will SSDL retaliate against any employee for implementing the procedures of this policy.

Policy 207.2 Social Media Policy

Reviewed: 5/14/2024 2/19/2025

Revised: ~~10/21/2021~~ 2/19/2025

Approved: 10/25/2021

This policy governs publication and commentary on social media by employees of ~~the Salem-South Lyon District Library (SSDL)~~ SSDL. For the purposes of this policy, social media means any facility for online publication and commentary. Use of all electronic information resources at SSDL shall be to support the mission, goals, and policies of the Library by providing access to global information and improving communication between employees of SSDL, Library Board members, Friends of the Library, and community members. Employees must ensure that their online activities do not interfere with their professionalism, commitment to SSDL, or their ability to provide excellent customer service.

~~Salem-South Lyon District Library~~ SSDL owns and has the right to monitor, access, retrieve, read, and disclose all information and materials that are created, sent, received, accessed, or stored on staff computers or other staff devices. Employees should understand that these resources are intended for business use, and all computer, fax, Internet/Intranet information, voicemail, and electronic mail messages are to be considered as ~~Salem-South Lyon District Library~~ SSDL records. Employees should not assume any materials received or stored on ~~Salem-South Lyon District Library's~~ SSDL's electronic resources are private or confidential or that ~~Salem-South Lyon District Library~~ SSDL or its designated representatives will not have a need to access and review this information. Use of the Library's systems constitutes an employee's acceptance of this library policy.

Policy 208 Grievance & Appeals

Reviewed: 5/14/2024 2/19/2025

Revised: ~~10/21/2021~~ 2/19/2025

Approved: 10/25/2021

A grievance is defined as any feeling of dissatisfaction or injustice in connection with one's employment situation that is brought to the attention of a supervisor. If an employee disagrees with the interpretation of established rules of conduct, policies, procedures, or practices, the employee can express this concern through the problem resolution procedure outlined herein. No employee will be penalized, formally or informally, for voicing a complaint in a reasonable, businesslike manner, or for using the problem resolution procedure.

Employees are required to go through the following steps when pursuing the resolution of a grievance.

1. Try to settle the matter by discussion with the immediate supervisor. In most cases a solution is found in this first step.
 - A. The discussion must take place within two weeks from the time of the grievance.
 - B. Discussion must be documented in writing **by the supervisor taking the grievance. The employee will have the opportunity to review the documentation. The documentation will be signed by both parties.**
2. If the employee is not satisfied with the results of the discussion, the employee can explain in writing what the problem is. This must be done within seven days **of the discussion** and given to the immediate supervisor.
 - A. The immediate supervisor will discuss the problem with the next level of supervision. A time will be set to discuss the grievance with the employee, to find facts, to determine what policy was violated and what remedy is being sought.
 - B. All written records will be kept to show that the grievance has been investigated.
 - C. The decision will be put in writing with a copy given to all involved in the **complaint grievance** within seven calendar days.
3. If a satisfactory settlement is not reached, the employee shall submit the grievance in writing to the director within seven calendar days.
 - A. The director will review the grievance with the employee and the supervisor(s) in a meeting.
 - B. The director will investigate the grievance and contact an attorney if necessary.
 - C. The director will respond in writing within 10 days; however, a longer period of time may be necessary for resolution.
 - D. The director will follow up to take whatever action is **agreed-on necessary-**
4. If a satisfactory settlement is not reached, the director and/or the employee shall submit the grievance in writing to the board within seven calendar days.
 - A. The **board Board of Trustees** will review the grievance at the next scheduled board meeting. The **board Board of Trustees** may call a special meeting to address the problem.
 - B. The **board Board of Trustees** shall respond in writing within 10 days of the board meeting.
5. Copies of all grievances and responses will be placed in the employee's personnel file.

Policy 208.1 Whistleblower Policy

Reviewed: ~~5/14/2024~~ 2/19/2025

Revised: ~~10/18/2022~~ 2/19/2025

Approved: 10/25/2021

In compliance with the State of Michigan's Whistleblowers' Protection Act (§15.361-9), a copy of the protections and obligations under this Act shall be posted in the staff work room.

The ~~Salem South Lyon District Library~~ SSLDL requires its Board of Trustees, Director, employees, and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities as they pertain to the Library.

It is the responsibility of all trustees, employees, and volunteers to:

- Report ethics violations or suspected violations of federal or state law to the appropriate authorities and in accordance with this Whistleblower Policy.
- Uphold their sworn and/or civic duty to report suspected illegal activities to the appropriate civil enforcement agency.

No trustee, employee, ~~or~~ volunteer ~~or employee~~ who, in good faith, reports an ethics violation shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

The Library has an open door policy and encourages employees to share their questions, concerns, suggestions or complaints with their immediate supervisor. However, if an employee is not comfortable speaking with their immediate supervisor or is not satisfied with the response of the immediate supervisor, the employee is encouraged to speak to another supervisor or the Director.

All reports will be promptly investigated and appropriate corrective action will be taken, as per the procedure manual. Whistleblower complaints will be handled with sensitivity, discretion and confidentiality to the extent allowed by circumstances and the law.

Policy 804.0: Expenditure

Reviewed: ~~5/14/2024~~ 2/19/2025

Revised: 5/20/2024

Approved: 5/20/2024

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

The general purchasing policy of ~~the Salem South Lyon District Library~~ SSLDL shall be as follows:

1. Professional Services: The Board recognizes that legal, accounting, actuarial, auditing and other professional services do not lend themselves to normal procurement methods such as competitive bidding; thus the Board may use any method deemed appropriate to select firms to render these services.
2. Other acquisitions of goods and services: Generally, vendor selection methods are divided into the following levels:
 - a. All purchases with an estimated total cost of \$20,000 or more require formal competitive sealed bids. The bids shall be awarded by the Library Board of Trustees. All sealed solicitations shall be advertised publicly at least fourteen days in advance of the date announced for the opening bid unless limitations prohibit.
 - b. All purchases with an estimated total cost between \$7,500 and \$20,000 require written quotations from at least three prospective bidders, if available. The project/or purchase must be approved by the Board of Trustees.
 - c. All purchases under \$7,500 are to be purchased using the best judgment of the Director or designated purchasing agent as to source of supply based on the best available information which may include quotations, either in person, telephone, fax, or written, from at least three prospective bidders, if available.
 - d. All purchases made under a cooperative program or through a pre-selected vendor that has already completed the bidding process is exempt from this policy.
 - e. All purchases must be contained within the budget approved by the Library Board of Trustees. Any purchase not contained within the budget must go to the Board for approval.
 - f. The competitive bidding process may be waived at the Board's discretion when there is only one known supplier or a predetermined list.
 - g. When there exists a threat to public, health, safety, or welfare, the Library may make emergency procurement, following established procedures as much as is practical under the circumstances. A written justification of the nature of the emergency and for the selection of the particular vendor shall be submitted to the Board of Trustees and shall become part of the record for that purchase.

Policy cross-referenced: 301

Policy 810: Fund Balance

Review: ~~2/20/2024~~ 2/19/2025

Revised: 2/20/2024

Approved: 2/26/2024

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

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

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

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

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

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

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

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

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

Policy 811: Credit Card Use

Review: ~~2/20/2024~~ 2/19/2025

Revised: 2/20/2024

Approved: 2/26/2024

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

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

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

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

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

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

~~The Salem-South-Lyon-District-Library~~ SSLDL will seek restitution, including any costs associated with obtaining restitution, for any inappropriate charges made to an account.

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

Policy 813: Payment of Library Funds via Electronic Transactions

Reviewed: ~~2/20/2024~~ 2/19/2025

Revised: 2/20/2024

Approved: 2/26/2024

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

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

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