



**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, MARCH 31, 2025, AT 7:00 PM**

- A. Call meeting to order and verify quorum (25-67)
- B. Approval of agenda (25-68V)
- C. Introduction of guests (25-69)
- D. Approval of past minutes from Regular Board Meeting on February 24, 2025 (25-70V)
- E. Public comment (25-71)
- F. Friends of the Library Report (25-72)
- G. Financial Report
  - 1. Acceptance of February 2025 Financial Report (25-73V)
- H. Approval for Payroll Report February 2025 (25-74V)
- I. Approval for Board Review of Bills and credit card purchases for February 2025 (25-75V)
- J. Director Report (25-76)
- K. Staff Reports (25-77)
- L. Committee Reports
  - 1. Advocacy (25-78)
  - 2. Facilities (25-79)
  - 3. Policy Committee (25-80)

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

4. Budget

1. Community Foundation Endowment (25-81V)

5. Professional Development (25-82)

M. Correspondence and communications

1. IMLS Funding Information (25-83)

N. Old Business (25-84)

O. New Business

1. MLA Changes (25-85)

P. Board Comments (25-86)

Q. Adjournment (25-87)

## UPCOMING MEETINGS

**BUDGET COMMITTEE: THURSDAY, APRIL 24, 2025, AT 3:00 PM**

**BOARD MEETING: MONDAY, APRIL 28, 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, February 24, 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 (25-45)**

President Stacer called the meeting to order in the Olson Meeting Room at the Salem-South Lyon District Library at 7:10 p.m.

Present: D. Stacer, 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. Fisher – Staff Representative

**B. Approval of agenda (25-46V)**

Motion to amend the agenda to address the Facilities Committee first was made by L. Hamilton; seconded by R. Sims.

Yes: 7;  
No: 0.  
Motion Carried.

**L. Committee Reports – 2. Facilities**

Moved Committee reports per above motion/vote (25-46V)

**A. Future Library Additions Study 2016 (25-56)**

Discussion about overall renovation concept:

- Study room 4 – split into 2
- Concept for teen, adult, and computer room
- Building fully powered during power outages

**B. Renovation timing and plans for 2025 (25-57V)**

Motion to approve the construction on meeting room 1 and staff breakroom not to exceed \$90,000 was made by L. Hamilton; seconded by H. Maguire.

Yes: 7;  
No: 0.  
Motion Carried.

Lead time to order a generator is up to 52 weeks

Motion to delegate board authority to the Facilities Committee to make the decision on how to move forward with the generator project was made by L. Hamilton; seconded by D. Siivola.

Yes: 7;  
No: 0.  
Motion Carried.

### **C. Introduction of guests (25-47)**

Guests were introduced by P. Poplawska.

### **D. Approval of past minutes from Regular Board Meeting on January 27, 2025 (25-48V)**

Motion to approve the November 25, 2024, minutes was made by L. Hamilton; seconded by P. Peruski.

Yes: 7;  
No: 0.  
Motion Carried.

### **E. Public comment (25-49)**

No public comment.

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

### **G. Financial Report**

#### **1. Acceptance of January 2025 Financial Report (25-50V)**

Motion to accept the January 2025 financial report was made by L. Hamilton; seconded by R. Sims.

Yes: 7;  
No: 0.  
Motion Carried.

### **H. Approval for Payroll Report January 2025 (25-51V)**

Motion to approve the January 2025 Payroll report was made by L. Hamilton; seconded by E. Petricca.

Yes: 7;  
No: 0.  
Motion Carried.

### **I. Approval for Board Review of Bills and credit card purchases for January 2025 (25-52V)**

Motion to approve Bills and Credit Card purchases for January 2025 was made by L. Hamilton; seconded by P. Peruski.

Yes: 7;  
No: 0.  
Motion Carried.

## **J. Director Report (25-53)**

Submitted for board review by P. Poplawska and filed.

## **K. Staff Reports (25-54)**

Submitted for board review and filed.

## **L. Committee Reports**

1. Advocacy (25-55) - Will meet in the next 4 weeks

2. Facilities was moved to start of agenda

3. Policy Committee (25-57)

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)

Motion to approve the changes 101.1, 201, 201.2, 207, 207.1, 207.2, 208, 208.1, 804, 810, 813 and in Policy 811 put back the sentence that was struck out in paragraph 3 was made by H. Maguire; seconded by L. Hamilton.

Yes: 7;

No: 0.

Motion Carried.

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

4. Budget (25-38)

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

Motion to accept the gift of stock and liquidate when deemed strategically feasible by the Library Director and Board Treasurer was made by R. Sims; seconded by P. Peruski.

Yes: 7;

No: 0.

Motion Carried.

5. Professional Development (25-61)

**M. Correspondence and communications (25-62)**

No correspondence.

**N. Old Business (25-63)**

None.

**O. New Business (25-64)**

None.

**P. Board Comments (25-65)**

There were Board Comments.

**Q. Adjournment (25-66)**

Meeting adjourned at 8:15 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 February 24, 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

## February 2025 Budget Highlights – Financial Report

### Income:

#### Account 400 Property Taxes Operating: \$6,222.10

South Lyon 1995 Operating of \$210.00, South Lyon 2014 Operating of \$93.20

Salem Township 1995 Operating of \$4,094.97, Salem Township 2014 Operating of \$1,823.93

#### Account 400.3 Service Contract: \$195,024.67

Acct. 400.4 PPT: \$.208.93

#### Account 409 Fines & Fees \$738.23:

- Penal Fines: \$0.0
- Fines \$348.23
- Non-resident fee: \$390.00

#### Acct. 440 Gifts & Grants \$195,026.41

- True Gift: \$194,140.74
- Friends Gift Income: \$0.0
- Friends Books Donation Income: \$854.47
- Library Collection Gifts: \$31.20
- Annual Appeal: \$00.0
- Grants & Sponsorships: \$0.00

**Account 440.3 Miscellaneous Income: \$1,414.49** (of note: Lost Materials: \$74.92, Computer Prints: \$1,067.57, Faxes: \$76.00, T-shirt sales: \$195.00)

#### Account 450 Interest: \$4,973.12

- Michigan Class \$1,913.58
- Comerica: \$41.45
- Huntington: \$3,018.09

**Total Income: \$403,607.95**

#### Account 500 - Personnel Total: \$78,879.85 (Two pays)

- \$ 67,188.03 Acct. 500.2 Salaries
- \$ 3,118.18 Acct. 505.2 Deferred Compensation Plan
- \$ 3,594.50 Acct. 502.3 Group Health Plan
- \$ 4,954.14 Acct. 545 FICA
- \$ 25. 00 Acct.570 Dues & workshops

#### Account 505 - Library Materials & Supplies: \$16,305.82

\$ 14,539.11 Acct. 505.12 Library materials (Teen \$690.84 Youth: \$3,233.01, Adult: \$4,072.24, Processing: \$761.15, Downloadable: \$5,781.87)  
\$ 1,251.83 Acct. 508 Computer supplies & maintenance



\$ 514.88 Acct. 531 Programming (Adult \$597.88/Youth -83.00)

**Account 536 & 600 Total - Facilities & Equipment: \$17,059.20**

**Account 536 Facilities:**

- \$ 5,690.80 Acct. 515 Utilities (DTE \$3,847.34 and Consumers \$1,843.46)
- \$ 9,500.83 Acct. 536.12 Maintenance & Repairs of note: custodial supplies: \$583.30, routine repairs of \$4,080.97 includes addition of door in Adult department), water softeners, septic, sprinkler: 204.98, HVAC repairs \$4,481.58, alarm monitoring \$150.00
- **Account 600 Capital Expenditures and Equipment:**
  - 600.3 Computer (Other) \$0.0
  - 600.4 Other Tech Equipment: \$150.60
  - 600.5 Licensing & Support: \$0.0)
  - 605.2 Capital Equipment: \$0.0
  - 605.31 Capital Expenditure from Prior Year: \$1716.97 (final on fireplace area
  - 605.95 Bond Interest: \$0.0
  - 605.96 Bond Principal : \$0.0

**Account 585 - Service Fees & Expenditures \$6,244.27 of note:**

- \$ 72.31 Acct. 510.3 Office Supplies
- \$ 71.54 Acct. 511 Postage
- \$ 140.00 Acct. 514 Advertising
- \$ 308.00 Acct. 516 Telephone
- \$ 5,447.58 Acct 520 Contractual Services (snow removal, lease copy machine, cc fees)
- \$ 139.92 Acct.525 Legal & Professional
- \$ 64.92 Acct.585.1 Lost materials refunds

**Account 586 - Gifts & Grants Purchases \$2,321.02 of note:**

- \$ 806.19 Acct. 523.2 Gifts & Grants
- \$ 370.94 Acct. 586.27 Friends Gift Purchases
- \$ 854.47 Acct.586.39 Book Sale Monies
- \$ 216.21 Acct.586.4 Gift Purchases
- \$ 73.21 Acct. 586.9 Gift Purchases for collection
- 

**Revenues exceed Expenditures by \$282,797.79**

**YTD Revenues exceed Expenditures by \$845,685.97**

# Salem-South Lyon District Library

## Profit & Loss Budget Performance

February 2025

	% of Budget				
	Feb 25	Jul '24 - Feb 25	\$ Over Budget	Target: 66.6%	Annual Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
400 · Property Taxes	6,222.10	1,492,035.60	-36,276.40	97.63%	1,528,312.00
400.3 · Service Contract	195,024.67	213,011.25	-164,988.75	56.35%	378,000.00
400.4 · Personal Property Taxes	208.93	5,163.09	-3,636.91	58.67%	8,800.00
409 · Fines & Fees	738.23	40,734.60	1,434.60	103.65%	39,300.00
415 · State Aid	0.00	12,940.58	111.58	100.87%	12,829.00
440 · Gifts & Grants	195,026.41	238,811.76	140,811.76	243.69%	98,000.00
440.3 · Miscellaneous Income	1,414.49	20,124.10	-92,275.90	17.9%	112,400.00
447 · Sale of equipment	0.00	0.00	-1,000.00	0.0%	1,000.00
450 · Interest Income - Regular	4,973.12	74,399.72	29,399.72	165.33%	45,000.00
<b>Total Income</b>	<b>403,607.95</b>	<b>2,097,220.70</b>	<b>-126,420.30</b>	<b>94.32%</b>	<b>2,223,641.00</b>
<b>Gross Profit</b>	<b>403,607.95</b>	<b>2,097,220.70</b>	<b>-126,420.30</b>	<b>94.32%</b>	<b>2,223,641.00</b>
<b>Expense</b>					
500 · Personnel	78,879.85	710,852.78	-396,824.22	64.18%	1,107,677.00
505 · Library materials & supplies	16,305.82	195,415.54	-177,584.46	52.39%	373,000.00
536 · Facilities & Equipment	17,059.20	239,575.66	-330,988.34	41.99%	570,564.00
585 · Service Fees & Expenditures	6,244.27	56,217.33	-18,182.67	75.56%	74,400.00
586 · Gifts & Grants Purchases	2,321.02	49,473.42	-48,526.58	50.48%	98,000.00
<b>Total Expense</b>	<b>120,810.16</b>	<b>1,251,534.73</b>	<b>-972,106.27</b>	<b>56.28%</b>	<b>2,223,641.00</b>
<b>Net Ordinary Income</b>	<b>282,797.79</b>	<b>845,685.97</b>	<b>845,685.97</b>	<b>100.0%</b>	<b>0.00</b>
<b>Net Income</b>	<b>282,797.79</b>	<b>845,685.97</b>	<b>845,685.97</b>	<b>100.0%</b>	<b>0.00</b>

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

	% of Budget				
	Feb 25	Jul '24 - Feb 25	\$ Over Budget	Target: 66.6%	Annual Budget
Ordinary Income/Expense					
Income					
400 · Property Taxes	6,222.10	1,492,035.60	-36,276.40	97.63%	1,528,312.00
400.3 · Service Contract	195,024.67	213,011.25	-164,988.75	56.35%	378,000.00
400.4 · Personal Property Taxes	208.93	5,163.09	-3,636.91	58.67%	8,800.00
409 · Fines & Fees	738.23	40,734.60	1,434.60	103.65%	39,300.00
415 · State Aid	0.00	12,940.58	111.58	100.87%	12,829.00
440 · Gifts & Grants	195,026.41	238,811.76	140,811.76	243.69%	98,000.00
440.3 · Miscellaneous Income	1,414.49	20,124.10	-92,275.90	17.9%	112,400.00
447 · Sale of equipment	0.00	0.00	-1,000.00	0.0%	1,000.00
450 · Interest Income - Regular	4,973.12	74,399.72	29,399.72	165.33%	45,000.00
Total Income	403,607.95	2,097,220.70	-126,420.30	94.32%	2,223,641.00
Gross Profit	403,607.95	2,097,220.70	-126,420.30	94.32%	2,223,641.00
Expense					
500 · Personnel					
500.2 · Salaries	67,188.03	608,040.86	-329,636.14	64.85%	937,677.00
502 · Empl benefits	11,666.82	100,115.16	-64,884.84	60.68%	165,000.00
570 · Dues & workshops/travel	25.00	2,696.76	-2,303.24	53.94%	5,000.00
Total 500 · Personnel	78,879.85	710,852.78	-396,824.22	64.18%	1,107,677.00
505 · Library materials & supplies					
505.12 · Library Materials	14,539.11	144,137.26	-133,862.74	51.85%	278,000.00
508 · Computer supplies/maint.	1,251.83	9,779.60	-6,220.40	61.12%	16,000.00
527 · Cooperative fee	0.00	30,910.62	-32,089.38	49.06%	63,000.00
531 · Programming	514.88	10,588.06	-5,411.94	66.18%	16,000.00
Total 505 · Library materials	16,305.82	195,415.54	-177,584.46	52.39%	373,000.00
536 · Facilities & Equipment					
515 · Utilities	5,690.80	34,035.67	-30,964.33	52.36%	65,000.00
536.12 · Maintenance & Repairs	9,500.83	87,544.04	-13,005.96	87.07%	100,550.00
560 · Insurance	0.00	27,320.00	0.00	100.0%	27,320.00
600 · Equipment	150.60	8,832.75	-75,167.25	10.52%	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	-17,407.00	0.0%	17,407.00
605.9 · Cap.Project Exp.(Prior Year)	1,716.97	66,214.17	-18,785.83	77.9%	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	17,059.20	239,575.66	-330,988.34	41.99%	570,564.00
585 · Service Fees & Expenditures					
510 · Office supplies	72.31	837.94	-1,162.06	41.9%	2,000.00
511 · Postage	71.54	168.71	-581.29	22.5%	750.00
512 · Printing	0.00	328.32	-421.68	43.78%	750.00
513 · Bank Service Charges	0.00	0.00	0.00	0.0%	0.00
514 · Advertising	140.00	21,584.24	-1,415.76	93.85%	23,000.00
516 · Telephone	308.00	2,464.00	-1,336.00	64.84%	3,800.00
520 · Contractual services	5,447.58	21,374.71	-11,625.29	64.77%	33,000.00
525 · Legal & Professional	139.92	1,913.52	-786.48	70.87%	2,700.00
540 · Auditor	0.00	7,400.00	0.00	100.0%	7,400.00
585.3 · Misc. Expense	64.92	145.89	-854.11	14.59%	1,000.00
Total 585 · Service Fees & Expenditures	6,244.27	56,217.33	-18,182.67	75.56%	74,400.00
586 · Gifts & Grants Purchases	2,321.02	49,473.42	-48,526.58	50.48%	98,000.00
Total Expense	120,810.16	1,251,534.73	-972,106.27	56.28%	2,223,641.00
Net Ordinary Income	282,797.79	845,685.97	845,685.97	100.0%	0.00
Net Income	282,797.79	845,685.97	845,685.97	100.0%	0.00

# Salem-South Lyon District Library

## Balance Sheet

As of February 28, 2025

	Feb 28, 25	Feb 29, 24
<b>ASSETS</b>		
Current Assets		
Checking/Savings		
102 · Checking-Huntington Bank	213,272.99	109,801.08
106 · MI Class	559,172.47	338,063.51
113 · Comerica	13,026.59	12,416.68
116 · Huntington Securities	1,767,388.26	1,769,797.11
117 · Huntington Brokerage	130,039.00	0.00
Total Checking/Savings	2,682,899.31	2,230,078.38
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	2,692,691.43	2,239,750.38
Other Assets		
125 · Accts.Rec.-Employees	39.89	0.00
144 · Beneficial Interest/Comm. Found	27,045.54	25,122.57
Total Other Assets	27,085.43	25,122.57
<b>TOTAL ASSETS</b>	<b>2,719,776.86</b>	<b>2,264,872.95</b>
<b>LIABILITIES &amp; EQUITY</b>		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 · Accounts Payable	36,923.73	42,555.84
Total Accounts Payable	36,923.73	42,555.84
Other Current Liabilities		
2100 · Payroll Liabilities	38,894.29	35,918.73
Total Other Current Liabilities	38,894.29	35,918.73
Total Current Liabilities	75,818.02	78,474.57
Total Liabilities	75,818.02	78,474.57
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	845,685.97	703,020.04
Total Equity	2,643,958.84	2,186,398.38
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>2,719,776.86</b>	<b>2,264,872.95</b>

# Salem-South Lyon District Library

## Monthly Payroll Summary

### February 2025

	TOTAL		
	Paydate:		
	2.14.25	Paydate: 2.28.25	Feb 25
<b>Employee Wages, Taxes and Adjustments</b>			
<b>Gross Pay</b>			
Vacation	1,717.58	691.70	2,409.28
Salary	19,406.53	20,271.27	39,677.80
Hourly Wage	13,031.64	12,069.31	25,100.95
<b>Total Gross Pay</b>	<b>34,155.75</b>	<b>33,032.28</b>	<b>67,188.03</b>
<b>Deductions from Gross Pay</b>			
Deferred Comp MERS	-1,587.23	-1,195.03	-2,782.26
Health Insurance (pre-tax)	-1,068.18	-1,068.18	-2,136.36
Pre-tax HSA Emp.	-145.50	-145.50	-291.00
Voluntary Ded/ROTH	-270.73	-377.86	-648.59
<b>Total Deductions from Gross Pay</b>	<b>-3,071.64</b>	<b>-2,786.57</b>	<b>-5,858.21</b>
<b>Adjusted Gross Pay</b>	<b>31,084.11</b>	<b>30,245.71</b>	<b>61,329.82</b>
<b>Taxes Withheld</b>			
Federal Withholding	-2,704.00	-2,363.00	-5,067.00
Medicare Employee	-477.62	-461.37	-938.99
Social Security Employee	-2,042.40	-1,972.75	-4,015.15
MI - Withholding	-1,171.91	-1,162.60	-2,334.51
Medicare Employee Addl Tax	0.00	0.00	0.00
<b>Total Taxes Withheld</b>	<b>-6,395.93</b>	<b>-5,959.72</b>	<b>-12,355.65</b>
<b>Net Pay</b>	<b>24,688.18</b>	<b>24,285.99</b>	<b>48,974.17</b>
<b>Employer Taxes and Contributions</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

# Salem-South Lyon District Library Vendor QuickReport

February 2025

Type	Date	Num	Memo	Split	Amt
<b>CARDMEMBER SERVICES</b>					
Bill	02/05/2025	KM	Amazon \$16.72 for J fiction/Busch's for book club \$29.66/Homesteading Mag \$90.00/OverDrive \$1475.65	505 Library Materials	1,612.03
Bill	02/05/2025	AC	Amazon for dvds	505 Library Materials	101.58
Bill	02/05/2025	TR	Bigby gift card for participants/drawing	585 Service Fees	20.00
Bill	02/05/2025	CB	Amazon for craft, DIY/sponsored by Friends	586 Gifts & Grants	116.61
Bill	02/05/2025	CB	Amazon for kits	505 Library Materials	84.31
Bill	02/06/2025	SS	Burpee for sees	505 Library Materials	181.70
Bill	02/28/2025	TR	Amazon for Music	505 Library Materials	122.41
Bill	02/28/2025	Kasey	Supply Den \$583.30 for hand soap, c fold towels, hepa filter, vac. Bags	536 Facilities	583.30
Bill	02/28/2025	KM	Barnes & Noble \$300.00/OverDrive \$2301.43/Amazon \$2.49 for J fiction/Barnes & Noble \$264.62 for J fiction/\$30.29 Amazon for embroidery hoops, tapestry needles sponsored by Friends/Etsy \$9.60 for patterns for Craft/DIY sponsored by Friends	505 Library Materials \$2868.54/Gift Purchases \$39.89	2,908.43
Bill	02/28/2025	CB	\$21.25 Amazon for crafts,DIY supplies sponsored by FriendsAmazon \$232.17 for Adult Fiction/Gale \$144.24/Amazon for Sensory Grant \$248.48/\$14.99 Amazon for Spice Club/\$193.19 Amazon for Lucky Day sponosred by the Friends/\$43.36 Amazon for kits	505 Library Materials \$434.76/586 Gifts & Grants \$462.92	897.68
Bill	02/28/2025	KH	Advanced Water \$204.98/Shelly Pinterton \$150.00 for alarm monitoring/USPS \$73.00/Kroger for volunteer food \$129.21/Quill \$161.28 for paper/\$7.43 office supplies Quill/\$3.71 cotton balls Quill/refund Quill \$39.00	536 Facilities \$354.98/585 Service Fees \$41.43/505 Library Materials \$164.99/586 Gift Purchase \$129.21	690.61
Bill	02/28/2025	NP	HD for batteries \$10.87/Zoro Tools \$143.99 for LED striplight	536 Facilities	154.86
Bill	02/28/2025	MM	Amazon \$86.64 for labels/Demco \$115.78 for processing materials/Amazon \$11.42 for fabri-fix for Vox-books/\$Amazon for Jars, pompoms,\$28.88/Amazon\$18.89 for buckets/Amazon \$9.89 for glassine envelopes for seeds	505 Library Materials \$223.73/585 Service Fees \$28.88/536 Facilities \$18.89	271.50
Bill	02/28/2025	KC	Intelligink \$489.18/Batteries Plus \$150.60/AlohiFax \$17.99	585 Service Fees \$308.00/505 Library Materials \$181.18/600.4 Equipment \$150.60/505 Library Materials \$17.99	657.77
Bill	02/28/2025	TM	Amazon for Teen Fiction \$336.58/Amazon \$73.21 (purchases with gift funds)/\$861.20 Amazon for J graphic, Y fiction/Lakeshore Learning, Amazon \$174.71 sensory grant	505 Library Materials \$1197.78/586 Gifts & Grants \$247.92	1,445.70
Bill	02/28/2025	AC	Workshop/author event \$25.00/refund Amazon (12.01)	500 Personnel \$25.00/505 Library Materials (12.01)	12.99
Bill	02/28/2025	PP	Snow removal January \$4895.00/Target \$39.89 promotions for surveys	585 Service Fees \$4934.89	4,934.89

## February 2025 Transactions

Type	Date	Num	Name	Memo	Cost Control Center	Amount
<b>Feb 25</b>						
Liability Check	02/03/2025	AutoDeduct	TASC	Employee contribution	500 Personnel	-145.46
Bill Pmt -Check	02/04/2025	17330	ACCIDENT FUND INS	WC100067371 03 Audit	536 Facilities	-453.00
Bill Pmt -Check	02/04/2025	17331	Air Handlers Corp	Service call on tech/server room	536 Facilities	-463.20
Bill Pmt -Check	02/04/2025	17332	Allegion Access Tech LLC	Inv. 0907302806/sliding doors	536 Facilities	-967.93
Bill Pmt -Check	02/04/2025	17333	Hoopla	January Hoopla	505 Library Materials	-2,621.21
Bill Pmt -Check	02/04/2025	17334	Kanopy LLC	January Kanopy	505 Library Materials	-249.05
Bill Pmt -Check	02/04/2025	17335	MARTIN HARDWARE	nots, blots, screws	536 Facilities	-12.18
Bill Pmt -Check	02/04/2025	17336	T-Mobile	Hot spots	505 Library Materials	-692.75
Bill Pmt -Check	02/04/2025	17337	THE LIBRARY NETWORK	Telecommunications Oct-Dec	505 Library Materials	-2,740.95
Bill Pmt -Check	02/04/2025	17338	TRANE U.S. Inc.	Service call on boilers/locked out/high gas pressure switch	536 Facilities	-2,750.44
Bill Pmt -Check	02/04/2025	17340	BARNES & NOBLE, INC.	Library Materials	505 Library Materials	-113.65
Bill Pmt -Check	02/04/2025	17341	Mutual of Omaha	Group Health	500 Personnel	-173.72
Check	02/05/2025	AutoDeduct	Reliance Standard	Group Health	500 Personnel	-70.84
Liability Check	02/06/2025	AutoDeduct	PRIORITY HEALTH	Group Health	500 Personnel	-4,242.02
Check	02/10/2025	AutoDeduct	Delta Dental	Group Health	500 Personnel	-373.64
Liability Check	02/13/2025	EFTPS	Michigan	state withholding	500 Personnel	-3,734.44
Liability Check	02/14/2025	EFTPS	HUNTINGTON BANK	employee withholding	500 Personnel	-7,744.04
Liability Check	02/14/2025	AutoDeduct	MERS	deferred comp	500 Personnel	-3,424.17
Bill Pmt -Check	02/18/2025	17342	BAKER & TAYLOR	Library Materials	505 Library Materials	-341.23
Bill Pmt -Check	02/18/2025	17343	Shaw Construction	installation of door on adult work area	536 Facilities	-3,862.10
Bill Pmt -Check	02/18/2025	17344	THE LIBRARY NETWORK	WT Cox	505 Library Materials	-2,155.41
Bill Pmt -Check	02/19/2025	17345	BAKER & TAYLOR	Library Materials	505 Library Materials	-7,428.80
Bill Pmt -Check	02/19/2025	AutoDeduct	DTE ENERGY	Electric	536 Facilities	-3,910.24
Bill Pmt -Check	02/19/2025	17346	REDFORD TWP. DISTRICT LIBRARY	Payment for Lost Items "Story of Orion" & "Dispossessed"	585 Service Fees	-46.98
Bill Pmt -Check	02/19/2025	17347	TRENTON VETERANS MEMORIAL LIBRARY	Lost Item Pymt "Sunny #1 Sunny Side Up"/Patron Richard Plecha	585 Service Fees	-10.99
Bill Pmt -Check	02/19/2025	Online Pymt	Millennium Business	copiers, toner, PM	505 Library Materials \$741.11/585 Service Fees \$507.13	-1,248.24
Bill Pmt -Check	02/19/2025	17348	Kensington Valley Civitan	2025 Membership	585 Service Fees	-120.00
Bill Pmt -Check	02/19/2025	17349	FRIENDS OF THE SSLDL	Friends Book Donation Monies	586 Gifts	-1,032.02
Bill Pmt -Check	02/19/2025	17350	Divine Vending	coffee and tea supplies	586 Gifts	-87.00
Liability Check	02/19/2025	AutoDeduct	TASC	Employee contribution	500 Personnel	-145.46
Check	02/24/2025	AutoDeduct	CONSUMERS ENERGY	Gas	536 Facilities	-1,843.46
Bill Pmt -Check	02/26/2025	17351	Enda Reilly	Songs and Stories of Ireland	505 Library Materials	-275.00
Bill Pmt -Check	02/26/2025	17352	Plymouth District Library	purchase of die cuts	585 Service Fees	-75.00
Liability Check	02/28/2025	EFTPS	HUNTINGTON BANK	employee withholding	500 Personnel	-7,231.24
Liability Check	02/28/2025	AutoDeduct	MERS	deferred comp	500 Personnel	-3,124.86
Bill Pmt -Check	02/28/2025	17353	TASC	TPA fees	585 Service Fees	-139.92
Check	02/28/2025	Qgiv		Service Charge	522 - Credit Card Transaction F	-1.53



## Salem-South Lyon District Library

### **FOR MARCH 31, 2025, LIBRARY BOARD MEETING**

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

Gardens - The transition to a new Garden Coordinator is in progress. Melanie Herbert will be taking the lead with Nancy Donnelly assisting. Both are current gardeners. The date of the transition will be May as Melanie will be retiring then.

Book sales - Book sales are going well. January income was \$2063. February income will be lower but listings on eBay are increasing. We are working to increase our percent share with Thrift by increasing the number of books per shipment. This is the criteria they are using.

We are having difficulty getting Gaylord's. These are the huge cardboard boxes that large produce such as pumpkins comes in. We ship the books to Thrift in these boxes which you may have seen on the front porch. If you know of a local source for these boxes or can get some, please let me know.

#### **2025 Friends Board Meetings**

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

January 9 – R. Sims

March 13 – E. Petricca

May 8 - P. Peruski

July 10 – D. Siivola

September 11 – P. Peruski

November 13 – D. Stacer

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

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

SSLDL received \$10,000 for a Libraries Transforming Communities (LTC): Accessible

Small and Rural Communities grant to purchase items to enhance library collections for patrons who need non-traditional book formats. We sought this grant to meet the needs of people who are visually impaired, neurodiverse (ADHD and dyslexia specifically), and mobility-bound (homebound patrons). Purchases for the collection will include VOX books for youth and teen, large print books for all ages, and hi-lo books for young and teen

##### **Focus: 2025-2026 Budget**

The budget committee has met to discuss the first preliminary draft of the 2025-2026 budget.

##### **Focus: Advocacy**

Advocacy Committee met on March 27 to start discussion of the donor and volunteer recognition event this fall, marketing updates, and the community endowment.



## **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

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. Made final review of home page. They will have a finalized home page for next meeting. Confirmed the navigation to of the other pages.

March 13 2025

Go through the live home page and ensure that it meets all our requirements. Make changes as needed on home page. Make final confirmations of donations pages and database pages.

March 28, 2025

Review finalized donation pages and database pages. Review wireframe and confirm the layout of the rest of the pages.

April 28, 2025

Target Launch Date has been altered from April 7 - Due to the scope of the project, the projected goal date of April 7 has been postponed toward the May 2025 as we continue to review and confirm information.

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

### **Professional Development:**

- Mental Illness Short Course: High Risk and Low Risk Situations
- Summer Scares Adult Panel



On March 6, Andrew Calvetti attended a book talk by Brad Meltzer at the Jewish Community Center of Detroit in West Bloomfield. In 2024, Brad Meltzer gave the commencement speech at his alma mater, the University of Michigan, this past spring. The speech was so well-received that he turned his speech into a book entitled "Make Magic."

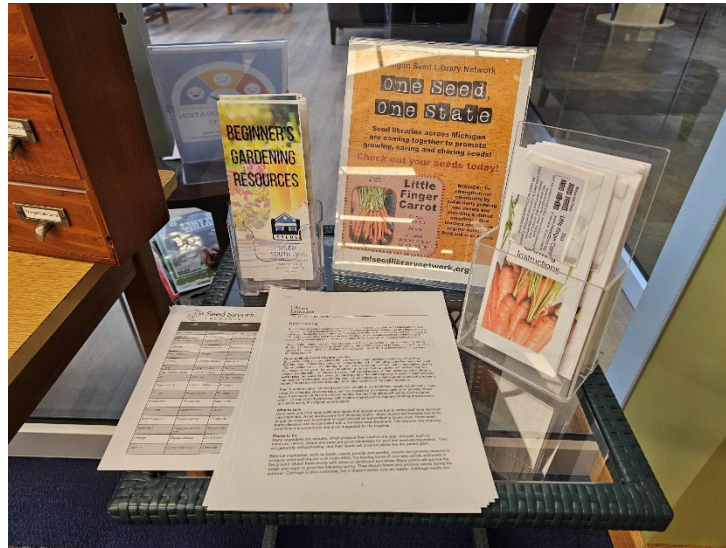
### **Community Services:**

#### **Friends of the Library Seed Library:**



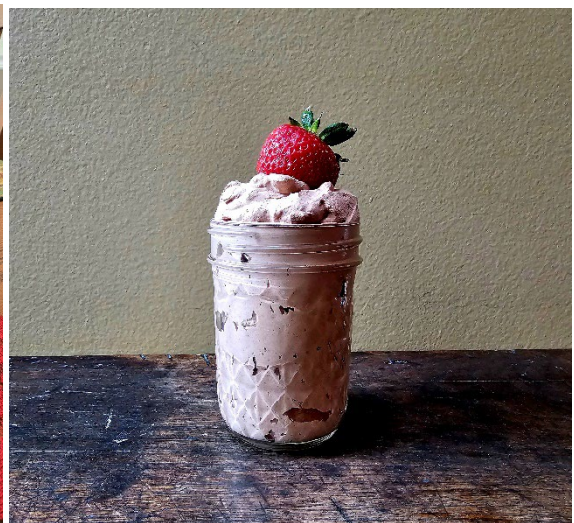
The seed library is open! Our patrons have enjoyed browsing the collection of vegetable and flower seeds. Many patrons have also contributed seeds from their personal stock.

#### **One Seed, One State Program:**



The One Seed, One State program promotes growing, saving, and sharing seeds in our community. The seed chosen is an heirloom variety and pollinated naturally by wind or insects. The One Seed, One State for 2025 is 'Little Finger' Carrot. 'Little Finger' has a deep orange color and will reach their full size of 3" - 4" in 65 days.

**Flavor Fiends Spice Club:** 99 packets of Cacao were provided to patrons in February!





## Library of Things:

Due to high demand, the Library purchased an additional radon detector. The digital radon detector has circulated over 20 times in the past year.



## Additional and On-Going Program Statistics: February 2025



- Managing Digital Images: 25
- Clean Bingo: 48
- Watercolor Pendants: 31
- Cliffhangers Mystery Book Club: 26
- Something Different Book Club: 14
- Paranormal Pages Book Club: 8
- Community Cares: 12
- Needlework Group: 8
- Notary Service: 16
- Sewing For You: 14

## **Adult Outreach:**

- Outreach Senior Rehab. Center: 1
- Outreach book delivery: 8
- Center for Active Adults Bookclub: 4
- Center for Active Adults Tech Talk: 4

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

### **March Is Reading Month:**

#### **High School Class Tour**

Just ahead of reading month, a cognitive impaired class from South Lyon High School visited the library for a guided facilities tour and introduction to the library collections. Sarah led the class consisting of 13 students and two teachers around the library, guiding them through each department and highlighting their corresponding special collections and services. They learned about the different jobs people do in the library, the free programming offered at the library, all the things and resources that they have access to with and without a library card, and the role of the library in the community.

Some of the points of interest during the tour that the students were most excited to learn about were the Library of Things collection, the sensory stations containing fidget tools, games and activities in the Teen and Youth areas, and that the library has a basement and serves as a shelter during extreme weather. The teachers were excited to see the many different kit collections available at the library. They both expressed interest and appreciation over the Skill Kits that are intended to help with cognitive learning and fine motor skills. Lindsay LaRocca, the lead teacher, shared her intention to pass on the information about these “great resources” to parents. She also was very excited to checkout one of the STEAM Kits on circuits and electricity to use in the classroom during an upcoming lesson.

To close out the tour and as a gift for visiting the library each student chose one item from the Friends of the Library Book Room to take with them. This small token created so much joy and excitement among the students.

Sarah and Lindsay spoke at length about the many library services and collections that are beneficial to her students and their parents as well as some suggestions for future collections and programming.

#### **Daycare Visits**

There was not one, but two class visits from The Learning Experience day care of South Lyon. The classes each attended a special storytime designed for the group by Tina featuring special sensory activities. Gabby Ellison, a Pre-K assistant teacher for the center, shared this sentiment after their experiences at the library,

“I just wanted to say thank you so much for hosting TLE Pre-K classes last week! Both classes had a wonderful time and were raving about it all day. Thank you for allowing us to kick off Reading Month with such a fun community experience!”

The special programming opportunities provided for community organizations allow the library to engage the patron population in a new way, to highlight what the library does and offers, and strengthens community partnerships, cementing the library as an indispensable community hub.

### **NHS Reading Buddies**

The NHS Reading Buddies program series, developed by a TAB student, was held on the first three Wednesdays in March and proved to be very beneficial to the elementary readers that attended. Upon arrival for the program the young readers were assigned to an NHS student from South Lyon High School for a block of one-on-one reading time. It was intended that the elementary age attendee read aloud to the NHS buddy during their time block. All of the NHS volunteers were very encouraging and patient with their little readers and quick to shift format and read to them or take turns reading if the child was nervous or apprehensive about reading out loud. Overall, staff were impressed with the NHS volunteers' kindness, commitment and professionalism. Many young readers left the program smiling, having enjoyed their time with their 'buddy' and perhaps feeling a bit more confident in themselves and their abilities.



### **TEEN SERVICES**

#### **Teen Advisory Board**

The Teen Advisory Board (TAB) ventured into new territory during the March meeting. Students had expressed interest in creating library content via a digital survey back in January, so to utilize this unique volunteering experience we devoted the meeting, that they affectionately dubbed "TikTok Night", to content creating. They worked together to brainstorm ideas and create content for the library's social media platforms. As the meeting leader that evening, Sarah, learned a lot about what teens are interested in following and how they use social media. This not only helps in creating content for the library's pages but ensures greater reach and library visibility from said content. The group had fun collaborating on book suggestion videos, taking photos for collection highlights and applying their unique perspective to the things THEY love about the library.

All the content created is reviewed and edited by staff prior to any sharing or posting.

## March Madness Book Brackets – Teen Edition



In conjunction with March is Reading Month a passive program display was created in the teen area featuring March Madness Book Brackets. Throughout the month of February department visitors were encouraged to leave a book suggestion to be considered for the March brackets. Sarah took all the suggestions and cross-referenced them with the most popular teen titles circulated in 2024 to create a list of 16 titles to face-off during the month of March. Voting was available both in-person via the interactive display in the teen department and online through a series of posts and polls on the @SSDLTeens Instagram page. Interestingly enough, there was a similar amount of voting that took place in-person when compared to votes tallied online. Voting is still taking place as this report was compiled. The outcome and voting statistics will be shared in the April report.

Screen capture of a March Madness Book Bracket poll posted on the @SSDLTeens Instagram page

## February Youth & Teen Program Statistics

EARLY LITERACY PROGRAMS		
Family Storytime	2/3/2025	28
Family Storytime	2/4/2025	28
Family Storytime	2/5/2025	31
<b>Fabulous Fours</b>	2/6/2025	1
Family Storytime	2/10/2025	26
Family Storytime	2/11/2025	28
Family Storytime	2/12/2025	16
<b>Movin' and Groovin' Storytime</b>	2/12/2025	0
<b>Fabulous Fours</b>	2/13/2025	0
Let's Be Friends Sensory Friendly Storytime	2/19/2025	9
Family Storytime	2/24/2025	28
Family Storytime	2/25/2025	15
Family Storytime	2/26/2025	18
<b>Fabulous Fours</b>	2/27/2025	7
Baby Storytime	2/7/2025	18
Baby Storytime	2/14/2025	8
Baby Storytime	2/28/2025	16
YOUTH & TWEEN PROGRAMS		
Battle of the Books 4th grade	2/8/2025	78
Battle of the Books 5th grade	2/8/2025	100
Mid Winter Break at the Library (drop-in)	2/17/2025	30
Mid Winter Break at the Library (drop-in)	2/18/2025	37
Mid Winter Break at the Library (drop-in)	2/19/2025	13
Mid Winter Break at the Library (drop-in)	2/20/2025	15
Mid Winter Break at the Library (drop-in)	2/21/2025	17
Kids Book Buzz	2/26/2025	9



Everybody Read	All month	5
<b>TEEN PROGRAMS</b>		
Digital Practice SAT	2/1/2025	8
Battle of the Books Middle School	2/8/2025	59
TAB meeting	2/11/2025	7
Glow Capture the Flag	2/21/2025	0
<b>PASSIVE PROGRAMS</b>		
1,000 Books Before Kindergarten: Sign Ups		5
1,000 Books Before Kindergarten: Completed		0
Scavenger Hunt		205
<b>YOUTH &amp; TEEN OUTREACH</b>		
High School Tour	2/25/2025	15
Learning Experience Pre-K visit to the library	2/27/2025	19
Learning Experience Pre-K visit to the library	2/28/2025	21
<b>FEBRUARY 2025 TOTAL</b>		<b>919</b>
<b>FEBRUARY 2024 TOTAL</b>		<b>888</b>
<b>TAB VOLUNTEER HOURS</b>	February 2025	16.5hrs

## **IT – Kevin Campbell**

The tech department has received and configured our new self-check machine. We set up a new database to keep track of the usage statistics since it does not do it locally like the old self-check did. We also ported the data from the old self-check machine so that we can maintain those records. We wiped the data off the old machine before finding another library in need of a self-check machine that was interested in it.

We created and implemented a solution that allows us to display images as a screen saver on public computers when they are not in use. The solution is centrally managed so that it is easy to maintain the images and keep them up to date. There is an issue with some of the computer lab machines showing that no image is available and that is a problem that we are still troubleshooting.

We had another meeting with WalkOne for the website redesign. The home page is done, and they are currently working on the donation pages as well as the database to manage the catalogs and research pages. We are planning on setting up the database with the more popular sites at the top of the list but will maintain

We have been working with a patron during our technology 1-on-1's who wanted to design some files that could be printed on our





3d printer. Over the course of multiple sessions, we were able to teach them how to use Tinkercad to create the files. We just recently finished the last of their prints and they were very happy with the results.

**Circulation- Ashley Fisher, Candy Mahoney**

Patrons are really enjoying the fireplace reading area. We get quite a lot of positive comments, and people who are returning for the first time in several months are happily surprised. The area is seeing increased usage as more people learn about it.

Patron Count: 4645

Locker Pickups: 6

Drop box returns:

Centennial Farms: 143

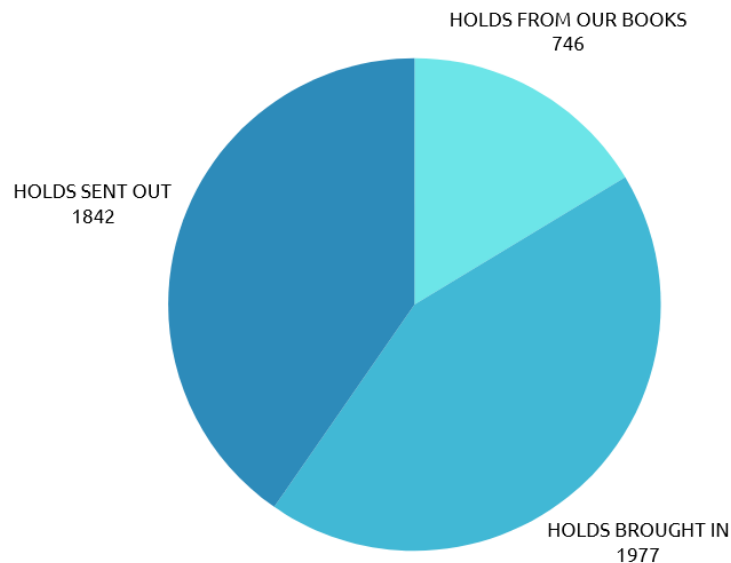
Colonial Acres: 182

Drive-ups: 45

MelCat Items Brought In: 60

MelCat Items Sent Out: 163

New Library Cards Registered: 97 (This month last year: 142)



## Marketing Department - Tracy Robinson, Candace Mahoney

Patrons shared their love for the library with our interactive bulletin board.



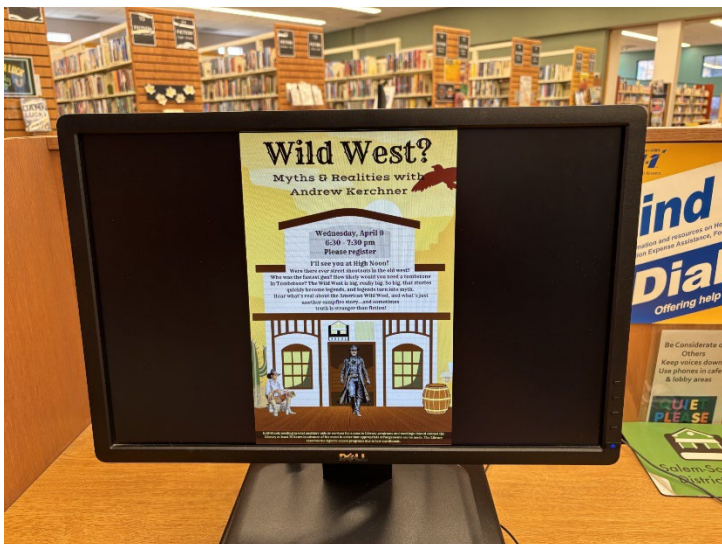
## February Book Challenge Wrap up

Our February book challenge "Blind Date With A Book" was very popular with our patrons. Many compliments were given to the Teen Advisory Board who wrapped the books for us, and we also had several comments on how it looked too pretty to unwrap! A couple came in and explained that they read very different genres of books but agreed to check out one of the "books for two" we had on the shelf. The compromise was that it would be from a genre that neither of them typically read. They ended up with Sci-Fi, a new author to read, and a fantastic story to share. They did not want to have a picture taken; however, we were grateful to have them relay the story.



The theme for March is a celebration of Pi Day - Read a book with numbers in the title. If any board members are interested in participating, please let us know!

This month the Tech Department was able to create a program to run our promotional flyers onto the new self check-out and public computers when they are inactive. Many patrons have commented that they like this new feature. We were able to add a program sign-up from a man who typically heads right to the computer lab and admits he does not come in for anything other than computer use.



Tracy attended the first session of the Library Marketing Makeover webinar by Trenton Smiley, Director of Communication Messaging for Midwest Tapes/Hoopla and his team. The first session focused on three libraries that were Class 1, Class 2, and Class 3. He emphasized the importance of having a e-newsletter, providing links on your digital content as needed, making your brand recognizable and gave tips for content. There were several take-away ideas for social media content that we will be trying out on our pages. We are looking forward to the next webinar to see how the suggestions may possibly change with the Class 4, 5, and 6 libraries.

### February Library Card Promotion

Patron Nathan H. was the February winner of a \$10 gift card for signing up/renewing his card this month.

### Processing - Molly Mahoney

This month, we altered our procedure slightly for withdrawing old materials. We are now collaborating with other departments for the second part of the procedure. After we do the backend work of marking items for removal from the catalog and deactivating their RFID tags, we pass the items along to Circulation staff or library volunteers, who stamp them "Withdrawn" and line through the item barcodes. Now that we are only involved in the technical part of the procedure, we will have more time to focus on repairs of other materials and new additions to the collection.

Our statistics for February:

- 614 new materials were processed
- 187 repairs were made to existing materials
- 1,135 old items were withdrawn to make room for new materials
- In total, 1,937 items were handled by the department this month.



## **Facilities – Norm Pratt**

**HVAC** – The efforts in this area are presented below;



**LG Units-** Air Handlers was finally able to reinstall the ceiling fan coil in the teen area. Now all of the LG units are operating properly.

**Boiler-** This past month one of the Boiler 2 ignition safeties tripped. A Trane Boiler Technician came out and reset the low-pressure sensor and the issue went away. This most likely occurred when the library lost power and the backup generator started. The technician went over how to reset the startup safeties on the boilers so the next time this occurs I can reset the safeties and not request a service call. If this problem reoccurs then a service call will be placed. Tripping these safeties was the major reason for service calls last year. Of all of these times there was only once where the boiler required service, which was to replace the safety.

**Generator-** With the approval to upgrade our backup electrical system, our focus has been to work with Shaw Construction, Keystone and Cummins to increase our power generation capabilities. After reviewing our needs, Keystone and Cummins have decided on two potential methods to solve our backup generator issue. The first is to install a second generator and the second is to replace the current generator with a much larger generator. It was estimated that the 2-generator scenario would require a 150kW generator and the new stand-alone generator would require a 250kW generator. Cummins is currently verifying the size generator for each approach.

We have also been working with Consumers Power to make sure that we have an ample supply of natural gas. They have determined that both methods will require replacing the current natural gas valve with a larger valve. Consumers has determined that the cost for the new valve will be \$1,022. They are also looking at the size of the natural gas line. They are currently determining if a larger gas line will be required. They think that it may be possible to use the current gas line with the 2-generator scenario, but a single larger unit may require a larger line. If a new line is required, it will cost ~\$30,000.

Once Cummins has varied the size of the generators and Consumers has determined the size of the gas line required and its cost, Keystone will be able to supply the cost for both scenarios.

**Fire Inspection-** The yearly fire inspection was completed this past month and the only issue that was reported was the need to replace the AED electro pads. The pads have now been replaced.

**Roof Repair** – The Roof Company came out and examined the roof. This leak only occurs



when ice forms on the southeast corner of the roof. Where one roof is attached to a second roof. The Roof Company thinks that modifying the flashing will prevent water from entering the building. Since this is not a pressing issue they will wait until we have warmer temperatures to carry out the repair.

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

### **Overheard in the Library**

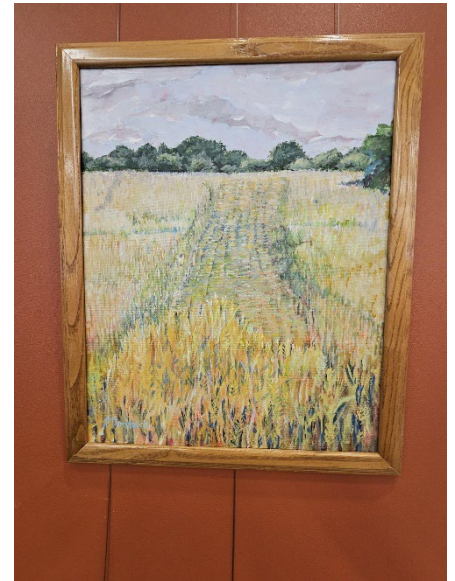
Tina and Sarah have been recognized for the R-Best value of Be Passionate. Here's what they did: A teacher came to the desk with a large number of Mystery Reader display books to take to her classroom for parents who show up without books. She was SO grateful for both the display and for the tags showing what general kind of book each one was.

"The new scanner is amazing!" "This works way better than the old one." "It's so easy to use" - All things I have heard about the new scanner on Friday and Saturday. Thanks Tech Team!

Cécile has been recognized for the R-Best value of Outstanding Service. Here's what they did: A patron wanted to pass on how helpful and sweet Cécile is! She really appreciated the service she received!



Clean Bingo winner Joan was SO SWEET and so excited! She said, "I never win anything! No, seriously, the last time I won a prize was when I was 7 years old!" Thanks for creating something that brought her so much joy!!!!!!



Art by Patti Dombecki, Fine Arts Commission in South Lyon

For a couple of weeks in February, the art wall was bare. Many patrons would walk by the desk and make comments about the wall. They would share their feelings on how much they loved the artwork and wondered where it had gone and why it was missing. Patrons continue to take notice of the art wall daily and often make comments about their favorite piece or sometimes they tell us about something they don't like. The art wall is a popular feature within the library - and some artists have even sold some of their artwork after having it displayed at the library. It has been a great way for the library to engage with the local art community.





Minor changes in the kids department



Loving the donated books at LFL!



Our TAB kids helping to prep seed packets

## A MONTH IN PHOTOS

"I saw your Facebook post and I thought it was a Mork and Mindy reference - Nanu Nanu. When I looked at the books I realized I was wrong, but I came in to get the Robin Williams biography if you have one?"



Fun night with Enda Reilly



NATIONAL KATHY DAY!!



The Learning Experience Pre-School visit



Andrew at one-on-one tech help

FEBRUARY 2025



On March 14, 2025, President Trump issued an executive order affecting several agencies including the Institute of Museum and Library Services (IMLS)

While Salem-South Lyon District Library does not receive direct funding from IMLS, the residents of the service area benefit from IMLS support of the Michigan eLibrary (MeL) service. The cost is paid through IMLS funding of about 4.8 million dollars.

MeL (Michigan eLibrary) is a statewide resource hub offering digital databases, eBooks, research tools and learning resources to all Michigan residents, while MeLCat (Michigan eLibrary Catalog) is an interlibrary loan system that allows patrons to borrow physical materials from participating Michigan libraries. MeL focuses on online access to information, while MeLCat facilitates sharing physical collections across the state.

In FY23-24, Salem-South Lyon District Library received 829 MeLCat items for district patrons and sent out 1,989 MeLCat items. So far in FY 24-25 (through February 2025), we have received 528 items for district patrons and sent out 1,409 MeLCat items.

Examples of online resources provided by MeL include:

- Niche Academy, providing specialized training for public sector and quality-of-life organizations like libraries, municipalities and care facilities
- College, career, job and military preparation, including GED test preparation
- K-12 school resources for teachers, students and homeschoolers
- Legal forms and resources

Attached is the executive order, a statement from the Michigan Department of Education illustrating how other IMLS funding is spent in the State of Michigan, and the statistics for MeL throughout the state.



PRESIDENTIAL ACTIONS

CONTINUING THE REDUCTION OF THE FEDERAL BUREAUCRACY

The White House

March 14, 2025

By the authority vested in me as President by the Constitution and the laws of the United States of America, it is hereby ordered:

Section 1. Purpose. This order continues the reduction in the elements of the Federal bureaucracy that the President has determined are unnecessary.

Sec. 2. Reducing the Scope of the Federal Bureaucracy.

(a) Except as provided in subsection (b) of this section, the non-statutory components and functions of the following governmental entities shall be eliminated to the maximum extent consistent with applicable law, and such entities shall reduce the performance of their statutory functions and associated personnel to the minimum presence and function required by law:

- (i) the Federal Mediation and Conciliation Service;
- (ii) the United States Agency for Global Media;
- (iii) the Woodrow Wilson International Center for Scholars in the Smithsonian Institution;
- (iv) the Institute of Museum and Library Services;
- (v) the United States Interagency Council on Homelessness;
- (vi) the Community Development Financial Institutions Fund; and
- (vii) the Minority Business Development Agency.

(b) Within 7 days of the date of this order, the head of each governmental entity listed in subsection (a) of this section shall submit a report to the Director of the Office of Management and Budget confirming full compliance with this order and explaining which components or functions of the governmental entity, if any, are statutorily required and to what extent.

(c) In reviewing budget requests submitted by the governmental entities listed in subsection (a) of this section, the Director of the Office of Management and Budget or the head of any executive department or agency charged with reviewing grant requests by such entities shall, to the extent consistent with applicable law and except insofar as necessary to effectuate an expected termination, reject funding requests for such governmental entities to the extent they are inconsistent with this order.

Sec. 3. General Provisions. (a) Nothing in this order shall be construed to impair or otherwise affect:

- (i) the authority granted by law to an executive department, agency, or the head thereof; or
  - (ii) the functions of the Director of the Office of Management and Budget relating to budgetary, administrative, or legislative proposals.
- (b) This order shall be implemented consistent with applicable law and subject to the availability of appropriations.
- (c) This order is not intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

THE WHITE HOUSE,  
March 14, 2025.

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**MDE**

# Michigan Library Users Will Be Harmed by Order to Abolish Federal Agency

March 20, 2025

## Media Contact:

### Media Contact

Bob Wheaton

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517-241-4395

LANSING – An executive order to eliminate the federal Institute of Museum and Library Services would decrease access to information and resources provided by libraries in Michigan and nationally, said leaders from the Michigan Department of Education, the Library of Michigan, and library advocates.

A recent [executive order](#) issued by the Trump Administration calls for eliminating the nation’s only federal agency for America’s libraries.

“A dismantling of the Institute of Museum and Library Services would have negative implications for every American and the library services on which they rely,” said State Superintendent Dr. Michael F. Rice. “This action would decrease access to books and other library materials and would harm residents in Michigan and across the country, especially those who live in small and rural communities.”

The Institute of Museum and Library Services is the single largest source of critical federal funding for libraries and makes up a substantial portion of each state library agency’s funding.

“The Library of Michigan is committed to serving the residents of our state with effective and impactful library services,” said State Librarian Mr. Randy Riley. “It would be difficult for The Library of Michigan and all the nation’s state libraries to successfully advance their missions should federal funding be eliminated.”

The Library of Michigan is receiving nearly \$4.8 million in federal funds this fiscal year from the Institute for Museum and Library Services under the [Museum and Library Services Act of 2018](#), with the funds supporting statewide initiatives and competitive grant programs for libraries. These funds are used to provide a range of services and programs to public, academic, and school libraries and librarians, as well as Michigan residents.

“Michigan’s 1,277 public, school, academic, Tribal, and special libraries are anchors for literacy, technology access, and life-long enrichment, and the mission and support of the Institute of Museum and Library Services are critical to continuing the institute’s important role in our communities,” Riley said. “Successful and impactful programs would disappear without these funds.”

In Michigan, the funds support:

- Michigan eLibrary (MeL) eContent: Statewide access to subscription magazines, newspapers, reference books, eBooks, and more on a wide range of topics for all age groups at [MeL.org](#). In 2024, Michigan residents accessed 19.2 million trusted articles and journals through MeL.
- MeLCat Catalog: Statewide access to physical books and other items from 435 public, academic, and school libraries around the state at [MeL.org](#). One million items were loaned throughout Michigan through MeLCat in 2024.
- Workforce Development: Statewide access to tests, tutorials, and preparation materials for K-16 students and job seekers in [LearningExpress at MeL.org](#).
- Improved Local Community Services: Training for public, academic, and school librarians on MeL content and a wide range of library programming and community services. About 3.1 million people attended public library events in Michigan in 2024.
- Early Literacy Support: Summer reading and early literacy materials and training for public librarians to support family literacy, which supported 651,603 visits in fiscal year 2023 by children to early literacy programs in Michigan’s public libraries.
- Local History Support: Training and materials to assist libraries, museums, and historical societies in preserving their community local history.
- Technology Support: Assistance and training for public library staff to improve and increase community access to technology and access to the internet. This support is realized through 97% of public libraries offering Wi-Fi and Michigan residents making 10.7 million Wi-Fi connections at the library, as well as checking out 101,127 internet hotspots in 2024.

"Educators and students across the state of Michigan utilize the services provided through Institute of Museum and Library Services funding daily for essential resources such as tools for early literacy, reliable research databases, career exploration and test prep resources," said Ms. Christine Beachler, president of the Michigan Association of School Librarians. "The MeL databases, in particular, are critical for helping students understand the value of research, appreciate the importance of validating sources, and make connections between different topics, all of which are necessary for building information literacy skills."

In addition to the funding received by the Library of Michigan, in 2024 the federal agency also provided \$69,999 to Michigan’s Tribal libraries through the Native American Library Services Basic Grants program and \$433,095 in Native American Library Services Enhancement Grants.

The Library of Michigan supports statewide initiatives and competitive grant programs for libraries with federal funds received under the [Museum and Library Services Act of 2018](#). For further information on Library Services and Technology Act funds in Michigan, please see the fact sheet for federal fiscal Year 2023 and state fiscal year 2024 at [www.michigan.gov/LSTA](#).





# 2024 Michigan Libraries Snapshot

Michigan Boasts  
**396** Public Libraries



**74.8 Million**

Items Borrowed (including books and ebooks)



**97.44%**

Libraries offer WiFi



**651,603**

Attendance at Early Literacy Programs by Michigan Children



**30 Million**

Library Visits



**3.1 Million**

Attendance at Library Events

## Impactful Use of **\$4.8 Million** LSTA Federal Funds



Allotted by IMLS through the Grants to States Programs



**Michigan eLibrary**

Supporting Michigan Libraries

**\$3.4 Million LSTA/ \$1.4 Million State Funding**

Administered by the Library of Michigan in partnership with Michigan's libraries of all types, the Michigan eLibrary will provide all Michigan residents with free access to online full-text articles, full-text books, digital images, and other valuable research information at any time via the Internet; and provide an easy-to-use interlibrary loan system (MeLCat) to allow Michigan residents to borrow books and other library materials for free from participating Michigan libraries.



**1 Million**

MeLCat Items Loaned in 2024



**10 Million**

MeLCat Items Loaned since 2015



**19.2 Million**

Trusted Articles and Journals Accessed



**\$26.96**

For every \$1 spent



**\$384,715**

Awarded to Libraries Directly



**101,127**

Internet Hotspots Borrowed



**10.7 Million**

WiFi connections at the Library



LIBRARY OF MICHIGAN



INSTITUTE of  
Museum and Library  
SERVICES



We will no longer be posting on "X"

From Michigan Library Association <mila@milibraries.org>  
Date Mon 3/17/2025 6:07 PM  
To Paulina Poplawska <ppoplawska@ssldl.info>



# MLA is Realigning Social Media Platforms that Match our Values

For the past three years, the Michigan Library Association Board of Directors has discussed our social media presence on Twitter, now X. MLA has kept an active presence on two pages (MLA and MI Right to Read) for the benefit of over 3500 actively engaged followers. However, since the takeover of the platform by Elon Musk, MLA has seen a significant reduction in both followers and engagement on X.

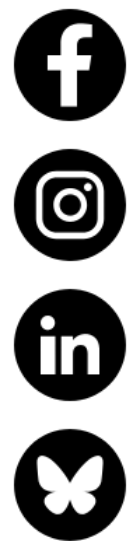
We are also aware that the nature of the content on X has changed significantly, and now the platform both tolerates and promotes hate speech, disinformation, and bigotry. We do not want to legitimize or participate in a social media network that does not align with our values. In the coming days, we will be archiving our pages on X and have already activated a social media presence on [Bluesky](#) and [Threads](#).

MLA will continue to post on Facebook and Instagram for both MLA and MI Right to Read, and we will also continue to use LinkedIn to share important news and updates from MLA. Click the icons to visit MLA's socials, and if possible, please like, follow, and share our pages and posts to help us expand our reach and continue sharing important information about libraries, the library profession, and all the good work you do for our communities.

**Deborah E. Mikula**  
Deborah E. Mikula  
Executive Director

**Rachel Ash**  
Rachel Ash  
Membership and Communications Director

**Like,  
Follow,  
and  
Share!**





Michigan Library Association | PO Box 27337 | Lansing, MI 48909 US

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**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