



**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, APRIL 28, 2025, AT 7:00 PM

- A. Call meeting to order and verify quorum (25-88)
- B. Approval of agenda (25-89V)
- C. Introduction of guests (25-90)
- D. Approval of past minutes from Regular Board Meeting on March 31, 2025 (25-91V)
- E. Public comment (25-92)
- F. Friends of the Library Report (25-93)
- G. Financial Report
 - 1. Acceptance of March 2025 Financial Report (25-94V)
- H. Approval for Payroll Report March 2025 (25-95V)
- I. Approval for Board Review of Bills and credit card purchases for March 2025 (25-96V)
- J. Director Report (25-97)
- K. Staff Reports (25-98)
- L. Committee Reports
 - 1. Advocacy (25-99)
 - 2. Facilities (25-100)
 - 3. Budget
 - a. Recommendation to amend current Fiscal Year Budget 2024-2025 (25-101V)
 - b. Recommendation for Personnel Cost Center for Fiscal Year 2025-2026 (102V)

4. Policy Committee

- a. Policies reviewed with no changes: 203, 207.2, 209.1, 217, 213, 221, 224, 601 (25-103V)
- b. Policies reviewed with changes: 211, 212, 215, 218, 219, 220, 402, 403, 416, 419 (25-104V)

5. Professional Development (25-105)

M. Correspondence and communications (25-106)

N. Old Business (25-107)

O. New Business

- 1. Security Camera Vendor Selection (25-108V)

P. Board Comments (25-109)

Q. Adjournment (25-110)

UPCOMING MEETINGS

BUDGET COMMITTEE: THURSDAY, MAY 15, 2025, AT 3:00 PM

SPECIAL BUDGET & BOARD MEETING: MONDAY, MAY 19, 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, March 31, 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 (25-67)

President Stacer called the meeting to order in the Olson Meeting Room at the Salem-South Lyon District Library at 7:15 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 E. Trcalek – Staff Representative
R. Showerman – Friends Representative

B. Approval of agenda (25-68V)

Amend the agenda to be advocacy/marketing.

Motion to accept the agenda as amended was made by L. Hamilton; seconded by H. Maguire.

Yes: 7;
No: 0.
Motion Carried.

C. Introduction of guests (25-69)

Guests were introduced by P. Poplawska.

D. Approval of past minutes from Regular Board Meeting on February 24, 2025 (25-70V)

Motion to approve the February 24, 2025, minutes was made by L. Hamilton; seconded by D. Siivola.

Yes: 7;
No: 0.
Motion Carried.

E. Public comment (25-71)

No public comment.

F. Friends of the Library Report (25-72)

R. Showerman added comments on scholarship committee and IMLS funding.

G. Financial Report

1. Acceptance of February 2025 Financial Report (25-73V)

Motion to accept the February 2025 financial report was made by L. Hamilton; seconded by E. Petricca.

Yes: 7;

No: 0.

Motion Carried.

H. Approval for Payroll Report February 2025 (25-74V)

Motion to approve the February 2025 Payroll report was made by L. Hamilton; seconded by D. Siivola.

Yes: 7;

No: 0.

Motion Carried.

I. Approval for Board Review of Bills and credit card purchases for February 2025 (25-75V)

Motion to approve Bills and Credit Card purchases for February 2025 was made by L. Hamilton; seconded by R. Sims.

Yes: 7;

No: 0.

Motion Carried.

J. Director Report (25-76)

Submitted for board review by P. Poplawska and filed.

K. Staff Reports (25-77)

Submitted for board review and filed.

L. Committee Reports

1. Advocacy/Marketing (25-78)

The advocacy/marketing committee met on March 27. Marketing strategies, annual appeal, and endowment were discussed.

2. Facilities (25-79)

Motion to approve renovations not to exceed \$162,000 for the teen area and \$89,000 for the computer lab was made by H. Maguire; seconded by D. Siivola.

Yes: 7;

No: 0.

Motion Carried.

3. Policy Committee (25-80)

Next Policy meeting will be held on Monday, April 21, 2025, at 4 p.m.

4. Budget

1. Community Foundation Endowment (25-81V)

Motion to approve the interest withdrawal of the maximum amount available yearly out of the Community Foundation for Southeast Michigan Endowment this year and every sequential year thereafter and place it into the library's capital funds was made by L. Hamilton; seconded by R. Sims.

Yes: 7;

No: 0.

Motion Carried.

5. Professional Development (25-82)

M. Correspondence and communications (25-62)

1. IMLS Funding Information (25-83)

N. Old Business (25-84)

None.

O. New Business

1. MLA Changes (25-85)

Discussion about recent MLA changes to social media platforms.

P. Board Comments (25-86)

There were board comments.

Q. Adjournment (25-87)

Meeting adjourned at 8:48 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 March 31, 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

March 2025 Budget Highlights – Financial Report

Income:

Account 400 Property Taxes Operating: \$5,490.51

South Lyon 1995 Operating of \$336.63, South Lyon 2014 Operating of \$149.12

Salem Township 1995 Operating of \$3,466.37, Salem Township 2014 Operating of \$1,538.39

Account 400.3 Service Contract: \$36,144.37

Acct. 400.4 PPT: \$0.0

Account 409 Fines & Fees \$318.40:

- Penal Fines: \$0.0
- Fines \$318.40
- Non-resident fee: \$0.00

Acct. 440 Gifts & Grants \$6,599.26

- True Gift: \$18.96
- Friends Gift Income: \$0.0
- Friends Books Donation Income: \$1,445.10
- Library Collection Gifts: \$135.20
- Annual Appeal: \$5,000.00
- Grants & Sponsorships: \$0.00

Account 440.3 Miscellaneous Income: \$2,287.58 (of note: Lost Materials: \$222.33, Computer Prints: \$1,301.17, Faxes: \$138.64, Rebates: \$406.13, T-shirt sales: \$199.00)

Account 450 Interest: \$7,292.15

- Michigan Class \$2,100.42
- Comerica: \$45.59
- Huntington: \$5,145.14

Total Income: \$58,132.27

Account 500 - Personnel Total: \$87,000.67 (Three pays)

- \$ 75,727.37 Acct. 500.2 Salaries
- \$ 3,458.18 Acct. 505.2 Deferred Compensation Plan
- \$ 2,080.21 Acct. 502.3 Group Health Plan
- \$ 5,624.91 Acct. 545 FICA
- \$ 110.00 Acct. 570 Dues & workshops

Account 505 - Library Materials & Supplies: \$24,762.86

\$ 20,466.63 Acct. 505.12 Library materials (Teen \$1,097.40 Youth: \$3,544.48, Adult: \$6,710.51, Processing: \$113.04, Downloadable: \$9,001.20)

\$ 893.00 Acct. 508 Computer supplies & maintenance

\$ 2,740.95 Acct. 527.6 Telecommunications

\$ 662.28 Acct. 531 Programming (Adult \$634.94/Youth 27.34)

Account 536 & 600 Total - Facilities & Equipment: \$10,242.61

Account 536 Facilities:

- \$ 4,880.71 Acct. 515 Utilities (DTE \$3,369.29 and Consumers \$1,511.42)
- \$ 1,720.33 Acct. 536.12 Maintenance & Repairs of note: routine repairs of \$337.83, water softeners, septic, sprinkler: \$174.50, HVAC repairs \$1,208.00
- **Account 600 Capital Expenditures and Equipment:**
 - 600.3 Computer (Other) \$0.0
 - 600.4 Other Tech Equipment: \$270.39
 - 600.5 Licensing & Support: \$181.18
 - 605.2 Capital Equipment: \$0.0
 - 605.31 Capital Expenditure: \$3,190.00
 - 605.95 Bond Interest: \$0.0
 - 605.96 Bond Principal : \$0.0

Account 585 - Service Fees & Expenditures \$5,754.56 of note:

- \$ 43.24 Acct. 510.3 Office Supplies
- \$ 347.81 Acct. 511 Postage
- \$ 00.00 Acct. 514 Advertising
- \$ 308.00 Acct. 516 Telephone
- \$ 4,904.60 Acct 520 Contractual Services (snow removal, lease copy machine, cc fees)
- \$ 139.92 Acct.525 Legal & Professional
- \$ 10.99 Acct.585.3 Misc. expense

Account 586 - Gifts & Grants Purchases \$3,537.89 of note:

- \$ 1,530.85 Acct. 523.2 Gifts & Grants
- \$ 436.81 Acct. 586.27 Friends Gift Purchases
- \$ 1,445.10 Acct.586.39 Book Sale Monies
- \$ 125.13 Acct.586.4 Gift Purchases
- \$ 00.00 Acct. 586.9 Gift Purchases for collection
-

Expenditures exceed Revenue by \$73,166.32

YTD Revenues exceed Expenditures by \$772,519.65

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

| | Mar 25 | Jul '24 - Mar 25 | \$ Over Budget | Budget Target | Annual Budget |
|------------------------------------|------------|------------------|----------------|---------------|---------------|
| Ordinary Income/Expense | | | | | |
| Income | | | | | |
| 400 · Property Taxes | 5,490.51 | 1,497,526.11 | -30,785.89 | 97.99% | 1,528,312.00 |
| 400.3 · Service Contract | 36,144.37 | 249,155.62 | -128,844.38 | 65.91% | 378,000.00 |
| 400.4 · Personal Property Taxes | 0.00 | 5,163.09 | -3,636.91 | 58.67% | 8,800.00 |
| 409 · Fines & Fees | 318.40 | 41,053.00 | 1,753.00 | 104.46% | 39,300.00 |
| 415 · State Aid | 0.00 | 12,940.58 | 111.58 | 100.87% | 12,829.00 |
| 440 · Gifts & Grants | 6,599.26 | 245,411.02 | 147,411.02 | 250.42% | 98,000.00 |
| 440.3 · Miscellaneous Income | 2,287.58 | 22,411.68 | -89,988.32 | 19.94% | 112,400.00 |
| 447 · Sale of equipment | 0.00 | 0.00 | -1,000.00 | 0.0% | 1,000.00 |
| 450 · Interest Income - Regular | 7,292.15 | 81,691.87 | 36,691.87 | 181.54% | 45,000.00 |
| Total Income | 58,132.27 | 2,155,352.97 | -68,288.03 | 96.93% | 2,223,641.00 |
| Gross Profit | 58,132.27 | 2,155,352.97 | -68,288.03 | 96.93% | 2,223,641.00 |
| Expense | | | | | |
| 500 · Personnel | 87,000.67 | 797,853.45 | -309,823.55 | 72.03% | 1,107,677.00 |
| 505 · Library materials & supplies | 24,762.86 | 220,178.40 | -152,821.60 | 59.03% | 373,000.00 |
| 536 · Facilities & Equipment | 10,242.61 | 249,818.27 | -320,745.73 | 43.78% | 570,564.00 |
| 585 · Service Fees & Expenditures | 5,794.45 | 62,011.78 | -12,388.22 | 83.35% | 74,400.00 |
| 586 · Gifts & Grants Purchases | 3,537.89 | 53,011.31 | -44,988.69 | 54.09% | 98,000.00 |
| Total Expense | 131,338.48 | 1,382,873.21 | -840,767.79 | 62.19% | 2,223,641.00 |
| Net Ordinary Income | -73,206.21 | 772,479.76 | 772,479.76 | 100.0% | 0.00 |
| Net Income | -73,206.21 | 772,479.76 | 772,479.76 | 100.0% | 0.00 |

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

| | Mar 25 | Jul '24 - Mar 25 | \$ Over Budget | % of Budget Target: 75% | Annual Budget |
|--|------------|------------------|----------------|----------------------------|---------------|
| Ordinary Income/Expense | | | | | |
| Income | | | | | |
| 400 · Property Taxes | 5,490.51 | 1,497,526.11 | -30,785.89 | 97.99% | 1,528,312.00 |
| 400.3 · Service Contract | 36,144.37 | 249,155.62 | -128,844.38 | 65.91% | 378,000.00 |
| 400.4 · Personal Property Taxes | 0.00 | 5,163.09 | -3,636.91 | 58.67% | 8,800.00 |
| 409 · Fines & Fees | 318.40 | 41,053.00 | 1,753.00 | 104.46% | 39,300.00 |
| 415 · State Aid | 0.00 | 12,940.58 | 111.58 | 100.87% | 12,829.00 |
| 440 · Gifts & Grants | 6,599.26 | 245,411.02 | 147,411.02 | 250.42% | 98,000.00 |
| 440.3 · Miscellaneous Income | 2,287.58 | 22,411.68 | -89,988.32 | 19.94% | 112,400.00 |
| 447 · Sale of equipment | 0.00 | 0.00 | -1,000.00 | 0.0% | 1,000.00 |
| 450 · Interest Income - Regular | 7,292.15 | 81,691.87 | 36,691.87 | 181.54% | 45,000.00 |
| Total Income | 58,132.27 | 2,155,352.97 | -68,288.03 | 96.93% | 2,223,641.00 |
| Gross Profit | 58,132.27 | 2,155,352.97 | -68,288.03 | 96.93% | 2,223,641.00 |
| Expense | | | | | |
| 500 · Personnel | | | | | |
| 500.2 · Salaries | 75,727.37 | 683,768.23 | -253,908.77 | 72.92% | 937,677.00 |
| 502 · Empl benefits | 11,163.30 | 111,278.46 | -53,721.54 | 67.44% | 165,000.00 |
| 570 · Dues & workshops/travel | 110.00 | 2,806.76 | -2,193.24 | 56.14% | 5,000.00 |
| Total 500 · Personnel | 87,000.67 | 797,853.45 | -309,823.55 | 72.03% | 1,107,677.00 |
| 505 · Library materials & supplies | | | | | |
| 505.12 · Library Materials | 20,466.63 | 164,603.89 | -113,396.11 | 59.21% | 278,000.00 |
| 508 · Computer supplies/maint. | 893.00 | 10,672.60 | -5,327.40 | 66.7% | 16,000.00 |
| 527 · Cooperative fee | 2,740.95 | 33,651.57 | -29,348.43 | 53.42% | 63,000.00 |
| 531 · Programming | 662.28 | 11,250.34 | -4,749.66 | 70.32% | 16,000.00 |
| Total 505 · Library materials & supplies | 24,762.86 | 220,178.40 | -152,821.60 | 59.03% | 373,000.00 |
| 536 · Facilities & Equipment | | | | | |
| 515 · Utilities | 4,880.71 | 38,916.38 | -26,083.62 | 59.87% | 65,000.00 |
| 536.12 · Maintenance & Repairs | 1,720.33 | 89,264.37 | -11,285.63 | 88.78% | 100,550.00 |
| 560 · Insurance | 0.00 | 27,320.00 | 0.00 | 100.0% | 27,320.00 |
| 600 · Equipment | 451.57 | 9,284.32 | -74,715.68 | 11.05% | 84,000.00 |
| 605 · Capital Expenditure | 3,190.00 | 8,025.78 | -106,674.22 | 7.0% | 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) | 0.00 | 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 | 10,242.61 | 249,818.27 | -320,745.73 | 43.78% | 570,564.00 |
| 585 · Service Fees & Expenditures | | | | | |
| 510 · Office supplies | 83.13 | 921.07 | -1,078.93 | 46.05% | 2,000.00 |
| 511 · Postage | 347.81 | 516.52 | -233.48 | 68.87% | 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 | 0.00 | 21,584.24 | -1,415.76 | 93.85% | 23,000.00 |
| 516 · Telephone | 308.00 | 2,772.00 | -1,028.00 | 72.95% | 3,800.00 |
| 520 · Contractual services | 4,904.60 | 26,279.31 | -6,720.69 | 79.63% | 33,000.00 |
| 525 · Legal & Professional | 139.92 | 2,053.44 | -646.56 | 76.05% | 2,700.00 |
| 540 · Auditor | 0.00 | 7,400.00 | 0.00 | 100.0% | 7,400.00 |
| 585.3 · Misc. Expense | 10.99 | 156.88 | -843.12 | 15.69% | 1,000.00 |
| Total 585 · Service Fees & Expenditures | 5,794.45 | 62,011.78 | -12,388.22 | 83.35% | 74,400.00 |
| 586 · Gifts & Grants Purchases | 3,537.89 | 53,011.31 | -44,988.69 | 54.09% | 98,000.00 |
| Total Expense | 131,338.48 | 1,382,873.21 | -840,767.79 | 62.19% | 2,223,641.00 |
| Net Ordinary Income | -73,206.21 | 772,479.76 | 772,479.76 | 100.0% | 0.00 |
| Net Income | -73,206.21 | 772,479.76 | 772,479.76 | 100.0% | 0.00 |

Salem-South Lyon District Library

Balance Sheet

As of March 31, 2025

| | Mar 31, 25 | Mar 31, 24 |
|---------------------------------------|---------------------|---------------------|
| ASSETS | | |
| Current Assets | | |
| Checking/Savings | | |
| 102 · Checking-Huntington Bank | 195,628.31 | 283,982.39 |
| 106 · MI Class | 561,272.89 | 339,616.62 |
| 113 · Comerica | 13,072.18 | 12,470.92 |
| 116 · Huntington Securities | 1,713,540.11 | 1,773,656.03 |
| 117 · Huntington Brokerage | 130,039.00 | 0.00 |
| Total Checking/Savings | 2,613,552.49 | 2,409,725.96 |
| 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 | 2,623,344.61 | 2,419,397.96 |
| Other Assets | | |
| 144 · Beneficial Interest/Comm. Found | 27,045.54 | 25,122.57 |
| Total Other Assets | 27,045.54 | 25,122.57 |
| TOTAL ASSETS | 2,650,390.15 | 2,444,520.53 |
| LIABILITIES & EQUITY | | |
| Liabilities | | |
| Current Liabilities | | |
| Accounts Payable | | |
| 2000 · Accounts Payable | 40,840.82 | 23,940.30 |
| Total Accounts Payable | 40,840.82 | 23,940.30 |
| Other Current Liabilities | | |
| 2100 · Payroll Liabilities | 38,796.70 | 37,763.46 |
| Total Other Current Liabilities | 38,796.70 | 37,763.46 |
| Total Current Liabilities | 79,637.52 | 61,703.76 |
| Total Liabilities | 79,637.52 | 61,703.76 |
| 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 | 772,479.76 | 899,438.43 |
| Total Equity | 2,570,752.63 | 2,382,816.77 |
| TOTAL LIABILITIES & EQUITY | 2,650,390.15 | 2,444,520.53 |

Salem-South Lyon District Library

Monthly Payroll Summary

March 2025

| | TOTAL | | |
|--|------------------|------------------|-------------------|
| | Mar 9 - 22, 25 | Mar 23 - 31, 25 | Mar 25 |
| Employee Wages, Taxes and Adjustments | | | |
| Gross Pay | | | |
| Vacation | 1,258.47 | 1,344.46 | 2,602.93 |
| Salary | 19,704.50 | 19,764.49 | 39,468.99 |
| Longevity Bonus | 0.00 | 300.00 | 300.00 |
| Hourly Wage | 12,241.44 | 12,310.83 | 24,552.27 |
| Sick | 232.50 | 0.00 | 232.50 |
| Vacation Hourly | 0.00 | 189.68 | 189.68 |
| Merit Pay | 8,381.00 | 0.00 | 8,381.00 |
| Total Gross Pay | 41,817.91 | 33,909.46 | 75,727.37 |
| Deductions from Gross Pay | | | |
| Deferred Comp MERS | -2,229.86 | -1,471.61 | -3,701.47 |
| Health Insurance (pre-tax) | -1,068.18 | -840.82 | -1,909.00 |
| Pre-tax HSA Emp. | -145.50 | -145.50 | -291.00 |
| Voluntary Ded/ROTH | -441.61 | -377.86 | -819.47 |
| Total Deductions from Gross Pay | -3,885.15 | -2,835.79 | -6,720.94 |
| Adjusted Gross Pay | 37,932.76 | 31,073.67 | 69,006.43 |
| Taxes Withheld | | | |
| Federal Withholding | -3,024.00 | -2,682.00 | -5,706.00 |
| Medicare Employee | -588.76 | -477.44 | -1,066.20 |
| Social Security Employee | -2,517.48 | -2,041.23 | -4,558.71 |
| MI - Withholding | -1,393.19 | -1,216.47 | -2,609.66 |
| Total Taxes Withheld | -7,523.43 | -6,417.14 | -13,940.57 |
| Net Pay | 30,409.33 | 24,656.53 | 55,065.86 |
| Employer Taxes and Contributions | 0.00 | 0.00 | 0.00 |

March 2025 Transactions

| Type | Date | Num | Name | Memo | Cost Control Center | Amount |
|-----------------|------------|-------------|--------------------------------------|--|--|-----------|
| Mar 25 | | | | | | |
| Liability Check | 03/03/2025 | AutoDeduct | PRIORITY HEALTH | Group Health | 500 Personnel | -3,772.09 |
| Bill Pmt -Check | 03/04/2025 | 17354 | BRIGHTON DISTRICT LIBRARY | Lost Item Pymt: "Beginning" | 585 Service Fees | -11.99 |
| Bill Pmt -Check | 03/04/2025 | 17355 | DBN HEIGHTS CAROLINE KENNEDY LIBRARY | Item ID#39082052324574 "Cow Who Fell in the Canal" | 585 Service Fees | -4.95 |
| Bill Pmt -Check | 03/04/2025 | 17356 | Hoopla | February Hoopla | 505 Library Materials | -1,808.44 |
| Bill Pmt -Check | 03/04/2025 | 17357 | Kanopy LLC | February 2025 | 505 Library Materials | -196.35 |
| Bill Pmt -Check | 03/04/2025 | 17358 | LERNER PUBLISHING | Inv.1520515/Youth Materials | 505 Library Materials | -505.78 |
| Bill Pmt -Check | 03/04/2025 | 17359 | MILFORD TWP LIBRARY | Payment for Lost Item | 585 Service Fees | -36.99 |
| Bill Pmt -Check | 03/04/2025 | 17360 | Shaw | Final for additional electrical | 605 Capiital Projects | -1,716.97 |
| Bill Pmt -Check | 03/04/2025 | 17361 | TRANE U.S. Inc. | Install Lossnay remote controllers | 536 Facilities | -1,894.58 |
| Check | 03/05/2025 | AutoDeduct | Reliance Standard | Group Health | 500 Personnel | -70.84 |
| Liability Check | 03/05/2025 | AutoDeduct | TASC | employee contribution | 500 Personnel | -145.46 |
| Check | 03/10/2025 | AutoDeduct | Delta Dental | Group Health | 500 Personnel | -373.64 |
| Liability Check | 03/12/2025 | EFTPS | Michigan | State withholding | 500 Personnel | -2,334.51 |
| Liability Check | 03/14/2025 | EFTPS | HUNTINGTON BANK | Employee withholding | 500 Personnel | -7,451.20 |
| Bill Pmt -Check | 03/14/2025 | 17362 | T-Mobile | hot spots | 505 Library Materials | -719.28 |
| Bill Pmt -Check | 03/14/2025 | 17363 | BAKER & TAYLOR | Library Materials | 505 Library Materials | -398.67 |
| Bill Pmt -Check | 03/14/2025 | 17364 | Doc Fletcher | The History of Tiger Stadium | 505 Library Materials | -300.00 |
| Bill Pmt -Check | 03/14/2025 | 17365 | MARTIN HARDWARE | Sanding sponges, nuts, bolts, screws, wood anchor, 6" draywall saw, grease fitting | 536 Facilities | -45.12 |
| Bill Pmt -Check | 03/14/2025 | 17366 | TASC | TPA fees | 585 Service Fees | -139.92 |
| Bill Pmt -Check | 03/14/2025 | 17367 | WASHTENAW COUNTY | Tax Tribunal | 440 Taxes | -14.98 |
| Liability Check | 03/14/2025 | AutoDeduct | MERS | Deferred Comp | 500 Personnel | -3,367.57 |
| Liability Check | 03/17/2025 | AutoDeduct | TASC | employee contribution | 500 Personnel | -145.46 |
| Bill Pmt -Check | 03/18/2025 | Online Pymt | Millennium Business | copiers leases, toner, PM | 505 Library Materials \$891.38/585 Service Fees \$507.13 | -1,398.51 |
| Bill Pmt -Check | 03/19/2025 | 17368 | BAKER & TAYLOR | Library Materials | 505 Library Materials | -4,084.69 |
| Bill Pmt -Check | 03/20/2025 | 17369 | BRODART CO | covers, labels | 505 Library Materials | -630.24 |
| Bill Pmt -Check | 03/20/2025 | 17370 | TRANE U.S. Inc. | Remove 2 faulty cranckase heasters & install new | 536 Facilities | -2,587.00 |
| Bill Pmt -Check | 03/20/2025 | 17371 | FRIENDS OF THE SSLDL | Friends Book Donation Sales | 586 Gits/Grants | -854.47 |
| Bill Pmt -Check | 03/21/2025 | AutoDeduct | DTE ENERGY | Electric | 536 Facilities | -3,847.34 |
| Liability Check | 03/21/2025 | EFTPS | HUNTINGTON BANK | Employee withholding | 500 Personnel | -1,785.28 |
| Liability Check | 03/21/2025 | AutoDeduct | MERS | Deferred Comp | 500 Personnel | -1,175.31 |
| Check | 03/25/2025 | AutoDeduct | CONSUMERS ENERGY | Gas | 536 Facilities | -1,511.42 |
| Liability Check | 03/28/2025 | EFTPS | HUNTINGTON BANK | Employee withholding | 500 Personnel | -7,719.34 |
| Liability Check | 03/31/2025 | AutoDeduct | MERS | Deferred Comp | 500 Personnel | -3,436.24 |
| Liability Check | 03/31/2025 | AutoDeduct | TASC | Employee contribution | 500 Personnel | -145.46 |
| Check | 03/31/2025 | AutoDeduct | | Service Charge | 585 Service Fees | -1.53 |
| Mar 25 | | | | | | |

Salem-South Lyon District Library Vendor QuickReport

March 2025

| Type | Date | Num | Memo | Control Center | Credit |
|----------------------------|------------|-----|---|--|----------|
| CARDMEMBER SERVICES | | | | | |
| Bill | 03/01/2025 | TM | Amazon for dvds \$35.38/\$20.31 Amazon of Y graphic novels | 505 Library Materials | 55.69 |
| Bill | 03/01/2025 | CB | \$40.95 for Adult Non-fiction/Amazon | 505 Library Materials | 40.95 |
| Bill | 03/01/2025 | KC | Amazon \$111.14 for 3 d printer filament, 2 in 1 USB Bluetooth wifi adapter | 600 Equipment | 111.14 |
| Bill | 03/10/2025 | CB | Aubree's for bingo prizes | 505 Library Materials | 25.00 |
| Bill | 03/10/2025 | TM | \$510.14 Amazon for Y books & J grphic | 505 Library Materials | 510.14 |
| Bill | 03/11/2025 | SS | \$85.00 MLA | 500 Personnel | 85.00 |
| Bill | 03/11/2025 | AC | \$4.85 Amazon for dvd order/pending credit applied | 505 Library Materials | 4.85 |
| Bill | 03/11/2025 | PP | Lyon Lawn Care \$3780/Personal charge in error \$228.00 | 585 Service Fees \$3780./A/R \$228.00 | 4,008.00 |
| Bill | 03/12/2025 | KM | Detroit News, FP \$591.95/Practical Horseman \$18.00 | 505 Library Materials | 609.95 |
| Bill | 03/31/2025 | MM | Amazon \$43.24 for office supplies/POS Paper \$133.90 for receipt paper/\$113.04 Amazon for cases for Yoto Mini collection | 585 Service Fees \$43.24/505 Library Materials \$246.94 | 290.18 |
| Bill | 03/31/2025 | KH | Advanced Water | 536 Facilities | 174.50 |
| Bill | 03/31/2025 | KC | Intelligink \$489.18/Alohi Fax \$17.99/Amazon \$159.25 for flash drives, calbes, filament | 600 Licensing \$181.18/585 Service Fees \$308.00/505 Library Materials \$17.99/600.4 Equipment (Other)159.25 | 666.42 |
| Bill | 03/31/2025 | AC | Amazon \$631.38 for dvds/Barnes & Noble \$667.47 for Adult non-fiction | 505 Library Materials | 1,298.85 |
| Bill | 03/31/2025 | SS | Menard's 42.97 for dirt, frog tape/Target \$171.96 for SRP/Target \$227.91 for Y books | 505 Library Materials 427.85/536 Facilities \$14.99 | 442.84 |
| Bill | 03/31/2025 | CB | Amazon for Spice Club \$31.96/Amazon for Lucky Day \$246.01/Amazon \$94.69 for Crafts sponosored by Friends/Amazon \$647.34 for Adult Fiction/Barnes & Noble \$444.11 for Teen fiction/Amazon \$169.46 for Library of Things/Cengage \$583.32 for audio | 505 Library Materials \$1876.19/586 Gifts \$340.70 | 2,216.89 |
| Bill | 03/31/2025 | KM | OverDrive \$2543.06/Amazon \$184.98 for sensory Grant(Yoto Mini Collection),\$106.06 Amazon for J & Tween fiction/\$56.00 SL Animal for good old Norbert | 505 Library Materials \$2649.12/536 Gifts/Grants \$184.98/536 Facilities \$56.00 | 2,890.10 |
| Bill | 03/31/2025 | PP | MLA Seminar \$25.00 Service Animals in the Library/OverDrive \$2740.88/Amazon \$39.18 for Teen fiction/Dadant & Sons for Beekeeping Journal \$36.04/Amazon \$186.18 for J fiction/\$125.13 for Kroger, Domino's | 500 Personnel \$25/505 Library Materials \$3002.28/586 Gifts/Grants \$125.13 | 3,152.41 |
| Bill | 03/31/2025 | NP | Amazon \$255.06 for AED Superstore for 100W rED-Pak AED,dimmable LED, 2-fluorescent ballasts, CO2 detector, 4-metal halide lamps | 536 Facilities | 255.06 |
| Bill | 03/31/2025 | TM | Amazon for Y fiction, Teen Fiction and picture books | 505 Library Materials | 704.77 |
| Bill | 03/31/2025 | PP | Lyon Lawn Care for March salt | 585 Service Fees | 555.00 |



**Salem-South Lyon
District Library**

FOR APRIL 28, 2025, LIBRARY BOARD MEETING

Friends - Jeanette Benson, Book Room Coordinator

Book sales have been going well. Thrift income for March was \$623 topping our goal of \$500. Ebay income for March was \$250, topping our goal of \$200. Bookroom sales for Sept-Feb average \$919 per month with a goal of \$900 per month.

Library Gardeners met in April. Melanie Herbert will be taking over the Garden Coordinator role in May. Nancy Donnelly will be assisting. Jeanette Benson will assist through the transition.



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 and Engagement

As part of the next strategic plan, we are gathering input from the community. We will be hosting two focus groups to further talk about what the community would like to see from the Library on Wednesday, May 14 and Thursday, May 15 at 6 p.m. in the Fireplace Area.

SSLDL received a grant to purchase items to enhance the library collection 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). As part of the grant, we will hold a Community Conversation on Wednesday, May 21 at 6 p.m. in the Fireplace Area to let us know what non-traditional book formats are important to you.

The Library Director and Head of Marketing drafted social media guidelines for use as the library. The library has several professional librarians providing amazing content for our feeds for specific demographics. By drafting a procedure on social media guidelines, we can all be on the same page in terms of building a positive library image, educating, engaging, enriching, and empower our community, promoting library programs, services, and collections, and connecting with users across all age groups.

Focus: 2024-2025 Budget

In reviewing our cost control centers, a budget amendment is necessary to increase revenue to Cost Center 450 (Interest Income) by \$12,000 and to increase Cost Center 514 (Advertising) by \$12,000.

As we enter our final quarter for this fiscal year, we have been recognizing employees with quarterly incentive pay. Employees have been very appreciative and thankful throughout the year of the Library Board's incentive/appreciation.

Focus: 2025-2026 Budget

We continue to update the rainbow sheet as we wait on final numbers from the counties. We will complete estimations once we receive preliminary taxable values. In personnel costs, and recommended by the Budget Committee, we have included birthday pay and EAP benefits to be reviewed by the Board.

Michigan Library Association

After careful consideration, MLA organizational membership has not been renewed.

Institute of Museum and Library Services (IMLS) –Federal Funding Update

The Library of Michigan held a meeting for Michigan Library Directors on April 24, 2025, to provide an update on Federal funding (IMLS). Michigan has been officially notified that we can still anticipate a 50% award next year (approximately \$2.4 million), which will allow the Library of Michigan to continue MeLCat and several MeL databases.

IMLS is still not reauthorized past September 2025. Most of the organization has been disbanded and budgeting for 2026 is still not complete. Because permanent funding is not certain, participants in MLA Advocacy Day will be asking Michigan legislators to consider permanent funding for the Michigan eLibrary at the state level.

More information will be shared as it becomes available.

Project Timeline Update: Website Redesign Project

WalkOne – Website Redesign

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

Monies Remitted:

| | | |
|-----------|------------------|---------|
| 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 host 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 8, 2025

Navigation layout on main page.

April 18, 2025

Changed the accent color of the text, integrated the local hop snippets into the home page, adjusted css for localhop, structured the mobile version of the site, and finalizing homepage.

April 25, 2025

Review website page templates.

May 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 May 2025 as we continue to review and confirm information.

Project Timeline Update: Meeting Room 1 and staff break room (Phase I)

Shaw Construction

Board Motion to Approve the construction on meeting room 1 and staff break room not to exceed \$90,000 was made on 2/24/2025

Monies remitted:

| | | |
|----------|-----------------|--------|
| 3/4/2025 | Design Planning | \$3190 |
|----------|-----------------|--------|

February 24, 2025

Facilities Committee

March 5, 2025

Construction, SSLDL meeting with Shaw, IE, Kathy Merucci, Kathy Hutchinson, and Paulina Poplawska. Phase I start mid-May.

March 27, 2025

Construction, SSLDL meeting with Shaw, IE, Kathy Merucci, Kathy Hutchinson, and Paulina Poplawska. Discussion of building information, submittals, schedule, and working through pricing/cost analysis.

March 31, 2025

Facilities Committee

April 3, 2025

Touch Base/Next Steps with IE, Kathy Merucci, Kathy Hutchinson, and Paulina Poplawska

April 18, 2025

Library Options Review with IE, Kathy Merucci, Kathy Hutchinson, and Paulina Poplawska

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

Professional Development:



NLA Community Reads 2025: One book uniting seven communities

The Marketing and Adult Departments have been meeting with the Neighborhood Library Association to select a book for our annual NLA Community Reads in the fall. The Neighborhood Library Association is a group of seven libraries located in southeast Michigan. The participating libraries are: Commerce Township Community Library, Lyon Township Public Library, Northville District Library, Novi Public Library, Salem-South Lyon District Library, Walled Lake City Library, and Wixom Public Library. Our Community Reads program brings community members together to read and discuss the same literary work, and take part in events hosted by the participating libraries in an effort to strengthen community ties and promote literacy among a diverse population. Each library sponsors programs and hosts book discussions on the selected read.

Adult Department Programming and Statistics:

Our goal is to Optimize Services to Best Serve Current Users as Well as Attract New Users.

March Craft: Sip and Stitch had 28 participants. Patrons have been sharing their finished projects with us all month!



Flavor Fiends Spice Club: 69 packets of fennel seeds were provided to patrons in March. The photograph above was submitted by a patron. Her recipe was roasted lamb with fennel.



Seed Library:

To date, we have offered 50 varieties of seeds as part of the seed library and 750 seed packets have been picked up by patrons. We also received over 100 seeds for Turkey Crow (bean variety) that were saved and donated by a patron!



Songs and Stories of Irish Folklore with Enda Reilly: 30 participants enjoyed an evening of Irish stories and songs.

Craft Swap:

We had a record number of 300 participants for this biannual program!



Additional and On-Going Program Statistics: January 2025

- Cliffhangers Mystery Book Club: 26
- Something Different Book Club: 16
- Paranormal Pages Book Club: 10
- Community Cares: 19
- Needlework Group: 4
- Songs and Stories of Irish Folklore with Enda Reilly: 30
- Seed Starting Open House: 30
- Notary Service: 13
- Sewing For You: 17
- Book Challenge: 7
- Wool Applique: 8

Adult Outreach:

- Outreach Senior Rehab. Center: 1
- Outreach book delivery: 7
- Center for Active Adults Book Club: 12
- Center for Active Adults tech Talk: 9

Youth & Teen Services – Tina McIntosh, Sarah Scherdt

March was a month of engagement and community connection in the Youth and Teen Departments. Our programming efforts supported local schools, encouraged recreational and educational use of the library, and continued to highlight the library as a community space for youth and families.

Mystery Reader Display – March is Reading Month

To support South Lyon’s elementary schools during March is Reading Month, we expanded our annual Mystery Reader display with a broader selection of picture books and introduced color-coded bookmarks to help families easily identify titles by age range and theme. The display experienced high turnover and required daily restocking. Several teachers visited to borrow books for readers who arrived without a book, and patrons expressed appreciation for the curated selections.

Spring Break at the Library

We offered five days of flexible, drop-in activities during spring break to serve local families staying in town. Activities included arts and crafts, collaborative doodling, a movie screening, STEM toys, and LEGO play. A total of 72 participants attended throughout the week, with a particularly strong turnout for the craft day. Several families shared their appreciation for having free, enriching activities available during the school break, demonstrating the library’s role in providing accessible community-centered programming.



Spring Break Doodle Day

Teen Book Bracket

Throughout March, teens participated in a “Book Bracket” tournament to vote for their favorite titles. A total of 159 votes were cast over 26 days, with *Six of Crows* by Leigh Bardugo named the winner. This passive program engaged readers in a fun, low-pressure way and encouraged conversations around popular titles.

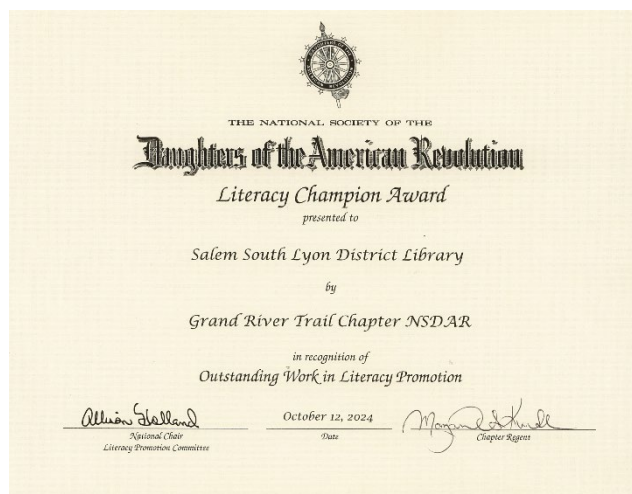
Teen Event – Bad Art Night

March's teen program, "Bad Art Night," invited participants to reimagine outdated reading posters or create intentionally cringe-worthy designs. This lighthearted, creative event encouraged self-expression, peer interaction and allowed teens to engage with the library beyond academics. Participants voted for favorites, and staff selected a "Staff Pick" winner. The winners received early shopping passes to the Library Craft Swap, further encouraging creativity & library connection.



Community Recognition and Support

We were honored to receive a certificate of recognition from the Grand River Trail Chapter of the Daughters of the American Revolution for "Outstanding Work in Literacy Promotion," including the Reading Buddies program which was developed by our TAB member Mackenzie in collaboration with South Lyon High School National Honor Society. Additionally, in recognition of National Library Week, a local patron and his daughter gifted the library a \$50 gift card as a token of appreciation—underscoring the positive impact our work has on families.



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

March Youth and Teen Programming Statistics

| EARLY LITERACY PROGRAMS | | |
|---|-----------|----|
| Family Storytime | 3/3/2025 | 27 |
| Family Storytime | 3/4/2025 | 23 |
| Family Storytime | 3/5/2025 | 12 |
| Fabulous Fours | 3/6/2025 | 3 |
| Family Storytime | 3/10/2025 | 16 |
| Family Storytime | 3/11/2025 | 6 |
| Family Storytime | 3/12/2025 | 30 |
| Movin' and Groovin' Storytime | 3/12/2025 | 13 |
| Fabulous Fours | 3/13/2025 | 9 |
| Family Storytime | 3/17/2025 | 20 |
| Family Storytime | 3/18/2025 | 18 |
| Family Storytime | 3/19/2025 | 19 |
| Fabulous Fours | 3/20/2025 | 6 |
| Family Storytime | 3/31/2025 | 27 |
| Baby Storytime | 3/7/2025 | 0 |
| Baby Storytime | 3/14/2025 | 10 |
| Baby Storytime | 3/21/2025 | 6 |
| YOUTH PROGRAMS | | |
| Reading Buddies | 3/5/2025 | 5 |
| Reading Buddies | 3/12/2025 | 7 |
| Reading Buddies | 3/19/2025 | 2 |
| Spring Break at the Library | 3/24/2025 | 29 |
| Spring Break at the Library | 3/25/2025 | 14 |
| Spring Break at the Library | 3/26/2025 | 7 |
| Spring Break at the Library | 3/27/2025 | 8 |
| Spring Break at the Library | 3/28/2025 | 14 |
| Kids Book Buzz | 3/19/2025 | 9 |
| March Is Reading Month Book Bingo K-8th | all month | 21 |
| TEEN PROGRAMS | | |
| TAB meeting | 3/11/2025 | 5 |
| Bad Art | 3/25/2025 | 7 |
| PASSIVE PROGRAMS | | |
| 1,000 Books Before Kindergarten: Sign Ups | | 11 |

| | | |
|--|------------|------------|
| 1,000 Books Before Kindergarten: Completed | | 0 |
| Scavenger Hunt | | 275 |
| MARCH 2025 TOTAL | | 659 |
| MARCH 2024 TOTAL | | 707 |
| | | |
| TAB Volunteer Hours | March 2025 | 13 hours |

IT – Kevin Campbell

The tech department has seen an uptick in tech support needs. The one-on-one appointments have been booked up over the past month and even saw an increase in patrons needing assistance with navigating the internet, Creating documents and working with cloud services on the library computers outside of the one-on-one appointments.

We had a series of one-on-one appointments with an individual interested in starting their own YouTube channel and wanted to learn how to record, edit, and upload their own videos to the platform. We were able to help them learn, and they have already put 10 videos up on their channel.

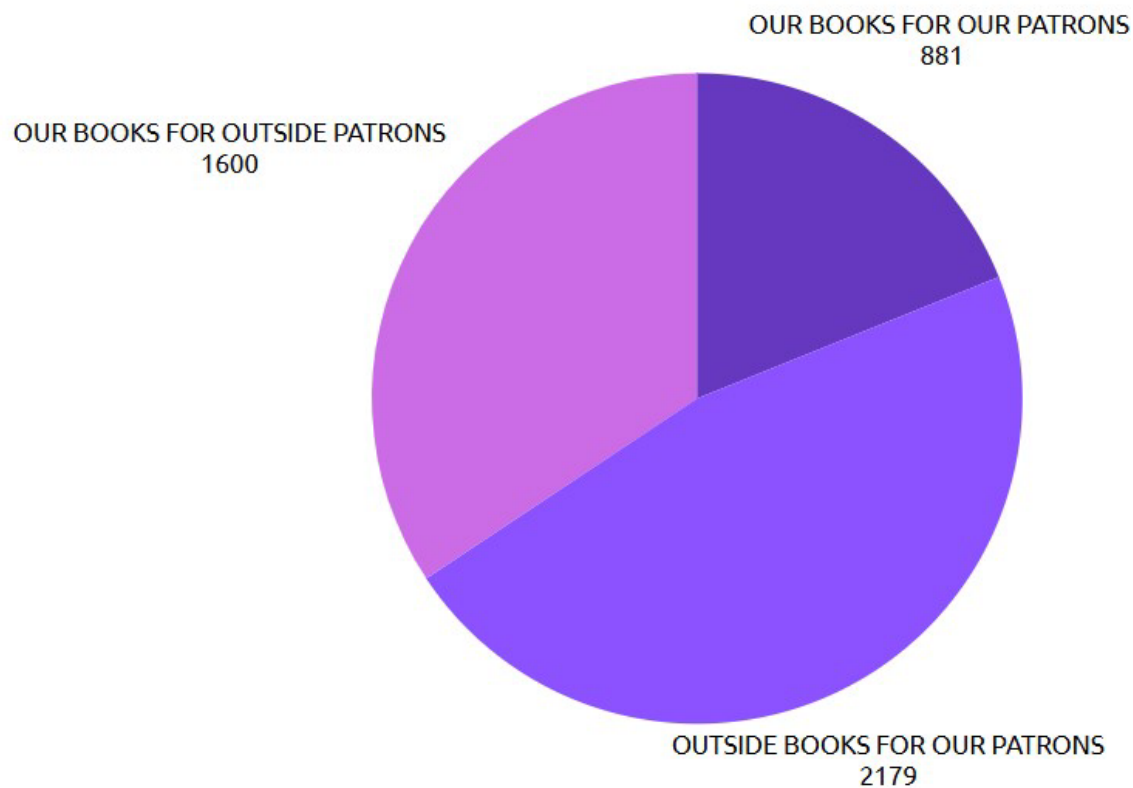
We had an issue with the room reservation app where it was not resetting back to the home screen while inactive. After 5 revisions of the app, we were able to resolve the issue, and the app is now working as intended.

We are continuing our group policy management for the computers for both the staff and public computers. We are constantly working to improve the operations of our computers to make them more user-friendly.

We had another meeting with the website vendor, and we worked on finalizing the home page layout and the navigation. We talked about whether we wanted all the new content at the library under one carousel or separated out into categories. WalkOne talked about the mobile layout as part of the finalization of the homepage. We plan to organize the template for the pages at the next meeting so then we can start moving the rest of the data over.

We met with multiple security vendors as we plan to upgrade our security camera system. Our goal is to improve our visibility. We will be presenting the proposals at the next facilities meeting.

Circulation- Ashley Fisher, Candy Mahoney



Locker Pickups: 8

Drop box returns:

Centennial Farms: 178

Colonial Acres: 206

Drive-ups: 49

MelCat Items Brought In: 75

MelCat Items Sent Out: 160

New Library Cards Registered: 120 (This month last year: 130)

We have some very young patrons who are becoming frequent users of the library. Staff has gotten to know them and there is a lot of mutual excitement when they come in to visit us and check out their next batch of books. It's great to see some fresh new faces becoming library regulars!

Marketing Department - Tracy Robinson, Candace Mahoney

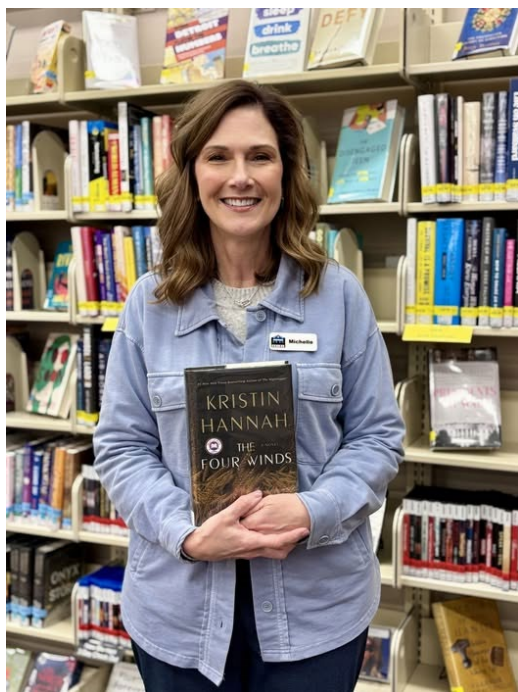
Bulletin Boards

March madness made its way to our front bulletin board this month. We had book brackets for our younger patrons and they were able to vote on which was their favorite. Our ultimate winner was Bluey!

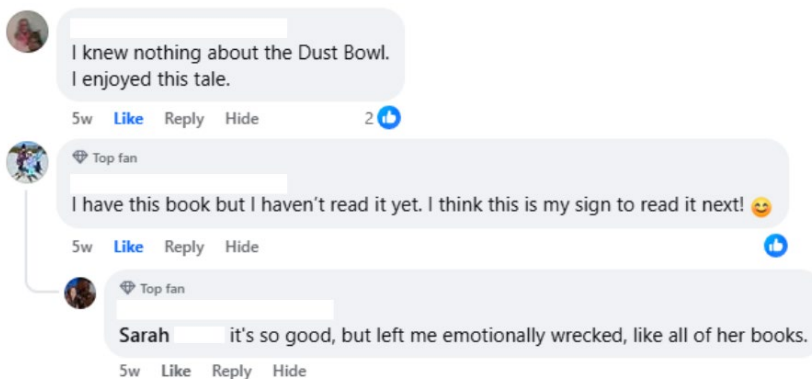


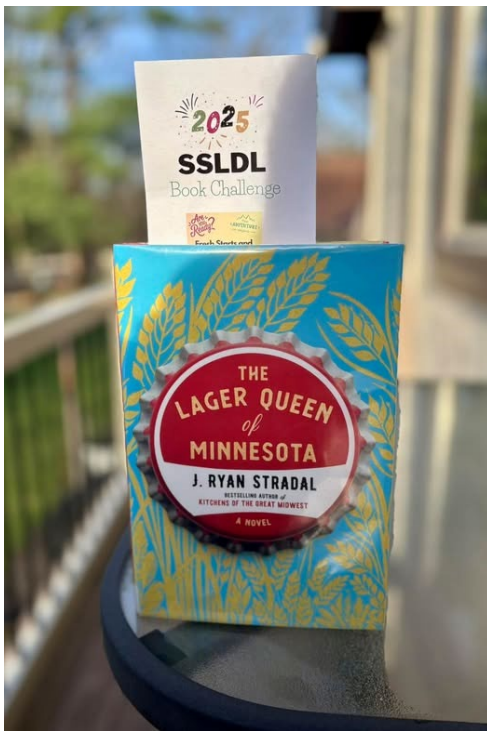
Book Challenge

The March Book Challenge celebrated Pi Day and was to Read a Book with Numbers in the Title.



On the Four Winds:





Most relevant ▼



J Ryan Stradal ✓

Thank you so much for choosing my book!

2w Like Reply Hide

Our patron Kelly chose “The Lager Queen of Minnesota” It is always exciting when the author comments! The April Challenge is to choose a read with “Fresh Starts or New Beginnings”.

Webinars and Seminars

Tracy and Paulina attended the second installment of the “Marketing Makeover” Webinar with Trenton Smiley on April 17, 2025. This session was geared toward General Library Marketing. He addressed some of the mistakes and barriers common in marketing and discussed the benefits of engaging in the community you are in. We were pleased to find that many of the strategies he suggested are ones we are currently implementing in our plan. The May session is slated to be on the makeovers he did for the Class 4-6 Libraries.

Processing - Molly Mahoney

Our statistics for March:

- 695 new items were processed
- 255 items were repaired
- 1,781 items were withdrawn to make room for new materials
- 2,736 items in total were handled by the department



Our number of withdrawn items is up this month as we've been helping out the librarians with their spring cleaning! They have been pulling books which have not circulated in the past several years to make room for new items on the shelves. As a result, the collections are all looking so fresh and roomy! Of special note is the Juvenile Nonfiction section, which has been completely transformed by this process. Removing the uncirculated books has turned the section into a veritable "flower garden" of colorful books, which one can only imagine is far more appealing to young readers than the wall of grey and beige spines belonging to the outdated books which had not been checked out in years.

We also had a new challenge this month: figuring out how to package the cards for our new Yoto players! Based on suggestions from other libraries, we ended up deciding on card deck packs as a good way to shelve the cards and keep them protected. So far, they work perfectly and look great on the shelf!



Facilities – Norm Pratt



Generator- Last month concern expressed at the price of replacing current 100kW generator with either a 200kW generator or adding a new 150kW generator to work long side the current 100kW Generator. The second generator was slated to carry the largest loads, namely the fire pump and the York Chiller. The cost of installing a 200kW generator was over twice as much as installing the 150kW generator and installation of both options was equal to or more than the estimated cost of the whole project would cost. So, we were requested to try and find lower cost options

In reviewing installation costs with Keystone, it was expressed that the installation costs reflected the amount of work that is required as well as the cost of equipment and raw materials. Major costs included: trenching, replacing existing wiring with larger wire, reworking the old transfer switches and installing new wiring, transfer switches and cement pads.

During the past month a fair amount of other information was also compiled. This including:

- Minimum electric usage
- Determining the need for the use of the chiller and air handlers during a power outage
- Monthly and daily power usage
- Connecting the generator, transfer switches and HVAC systems (Chiller, Bryant and LG units) to BMS (building management system BASS Controls)
- Requesting a projected cost for connecting and programming the BASS Controller so that it can control the HVAC during a power outage and/or fire. Using the BMS for these situation BMS will also require us to install a battery backup system for the BMS
- Determine the cost to install the new smaller gas valve
- Determined the cost of reducing the additional generator from 150kW to 60 kW.

All of this and more will be reviewed at the next facility meeting.

Water Testing – This past month we passed the quarterly Coliform Bacteria test and learned that the county only tests levels of iron and copper in the drinking water in June, July, August or September. So, we are going to need to retest our drinking water for copper and iron later this year.



Roof Repair – The Roof Company has confirmed that the roof will be repaired before the end of the month.

Sump Pump Issues – Last year Mastercraft Plumbing replaced the ground water sump pump, and this past month Mastercraft Plumbing replaced the sanitary wastewater pump. This is the sump and pump that collects all the water from the floor drains and pumps it into the septic system. In both cases the Meshify Water Sensor identified and notified us of the presence of water on the floor before it became a major issue.

Backyard Landscaping- With all the major projects that are current in process, the decision was reached to plant grass on the newly cleared area under the electrical lines. This will keep this area clear of brush and provide us time to decide how to best this area. Seeding this area will require removal of all of the wood debris, stump and leaving before the seeding. Previously Boley construction offered to help us level this area, but now that the scope of the project has increased and the fact that they have already started laying cement they have decided to pass on the opportunity. We have reached out to Munro Landscaping to see if they are willing to help us with this project.

General - During the past month the major general stuff carried out included, maintaining the art walls, spring cleaning of the grounds, cleaning HVAC vents, rearranging shelving units, repair toilets, replacing lights, and carpeting cleaning.

Overheard in the Library

(During Spring Break): “This drop-in art program is SO cool! Thank you so much for doing this!”

(A note from a Patron): Luke [B.] was very helpful. Keep people like him please.

Processing has been recognized for the R-Best value of Teamwork. Here's what they did:

Much love to Processing for tirelessly tackling new orders, repairs, special projects, and a million and one other things! You are appreciated!!! ♥

Kevin has been recognized for the R-Best value of Outstanding Service. Here's what they did:

A patron's car battery died, and Kevin saved the day. He used the library's jumper cable box to get her back on the road. The patron was very thankful and said, "the Library truly has everything." Thank you, Kevin!!!!

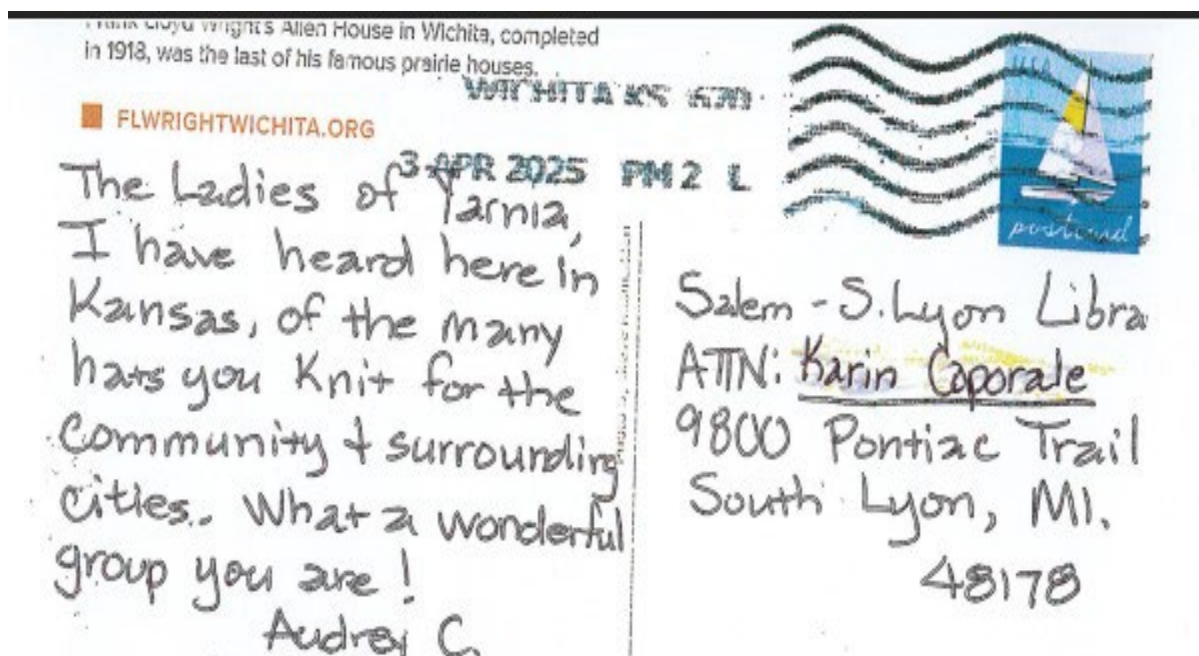
Cécile, Tina, Sarah, Eleanor, Tracy, Cailyn, everyone who helped!! has been recognized for the R-Best value of Teamwork. Here's what they did: Thank you all SO MUCH for the incredible amount of work you put into the Craft Swap. It was amazing having so many people organizing all the stuff, and it was our largest attendance to date! ♥ ♥ ♥

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.

Andrew C., Tracy R., Kevin C., Andrew R., plus everyone! has been recognized for the R-Best value of Outstanding Service. Here's what they did:

A patron came in to inquire about the upcoming RJ Spangler concert that he had seen advertised (thanks for booking it, Andrew C., and for marketing it, Tracy R.!). After finding out the date, he said, "You know what? I'm going to put it on the calendar in my phone! I never used to be able to do this, but I've been going to the tech one-on-one appointments with Kevin and Andrew, and now I'm doing all kinds of things with my phone!"

He added the event to his phone. Then he turned to me and said, "You know, I moved here from a bigger city, where they have a 'state-of-the-art' library. I have always much preferred this library. It has more of a community feel. You guys always have what I need, plus I just feel good when I'm here."



43178702100 211 !



Message from the current artist on the library wall: "Getting my art before [Norm] has to hang it in the other room. He's a complete gem. I love working with Norm and Andrew."



Ready for check-out



Trip to the vet



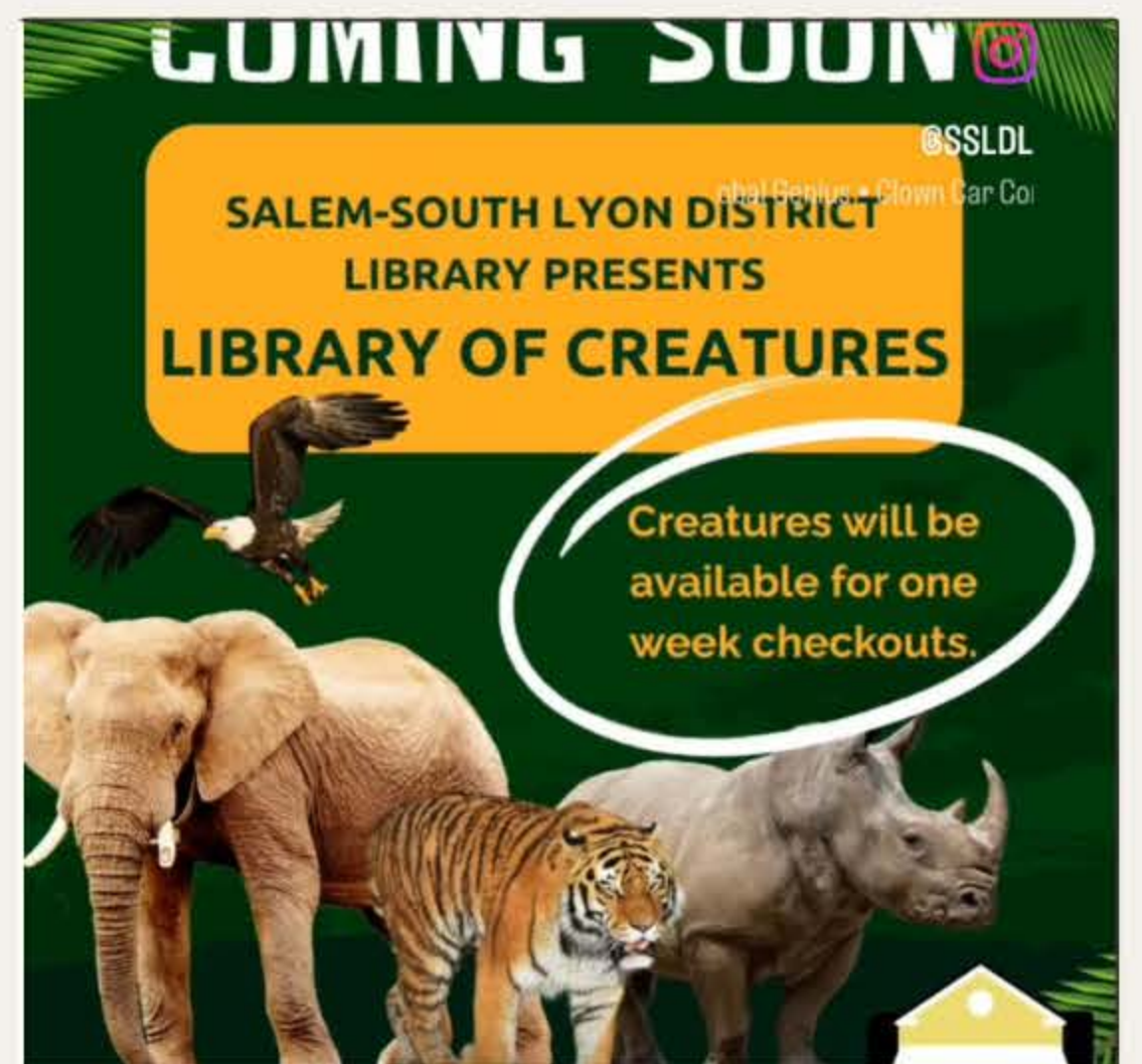
Bath time!!

Norbert has had a busy month!

A MONTH IN PHOTOS



New book haul



April Fool's Day
"Can we rent a Librarian?"



Renovation samples



3D print frogs



"Thank you for doing this! I love trying new seeds"

MARCH 2025

Salem-South Lyon District Library**Recommendations for amendments to Approved Budget****2024-2025****REVENUES:**

| | Approved | Recommended |
|---|---------------------|---------------------|
| 400 Property Taxes | \$ 1,528,312 | \$ 1,528,312 |
| 400.3 Green Oak Taxes | \$ 378,000 | \$ 378,000 |
| 400.4 Personal Property Taxes | \$ 8,800 | \$ 8,800 |
| 415 State Aid | \$ 12,829 | \$ 12,829 |
| 409 Fines & Fees | \$ 39,300 | \$ 39,300 |
| 450 Gifts & Grants | \$ 70,000 | \$ 70,000 |
| 450 Interest | \$ 45,000 | \$ 57,000 |
| 440 Miscellaneous | \$ 27,400 | \$ 27,400 |
| 447 Equipment Sales | \$ 1,000 | \$ 1,000 |
| Alternate Source of Funding (Committed Fund Bala | \$ 85,000 | \$ 85,000 |
| Alternate Source of Funding (Assigned Fund Balanc | \$ 28,000 | \$ 28,000 |
| TOTAL REVENUES | \$ 2,223,641 | \$ 2,235,641 |

EXPENSES:

| | | |
|--------------------------------|---------------------|---------------------|
| Personnel | \$ 1,107,677 | \$ 1,107,677 |
| Library Services and Materials | \$ 373,000 | \$ 373,000 |
| Facilities and Equipment | \$ 570,564 | \$ 570,564 |
| Service, Fees, & Expenditures | \$ 74,400 | \$ 86,400 |
| Gifts & Grants | \$ 98,000 | \$ 98,000 |
| TOTAL EXPENSES | \$ 2,223,641 | \$ 2,235,641 |

NET CHANGE IN FUND BALANCE:

(REVENUES less EXPENSES)

0 0

Preliminary Budget 2025-2026

| | | | 2024-2025 | 2024-2025 | 2024-2025 | 2024-2025 | 2025-2026 |
|-----|--------|---|-----------|------------|--------------|-----------|-----------|
| | | | Approved | YTD Actual | YTD Actual | | DRAFT |
| | | | Budget | 4/22/2025 | Over / Under | Rcvd/Spe | Budget |
| | | | | | Budget | | |
| | | REVENUE: | | | | | |
| 400 | 400.0 | Property Taxes | 1,528,312 | 1,499,749 | 28,563 | 98.13% | 1,566,519 |
| 400 | 400.3 | Green Oak Allocable Share | 378,000 | 381,732 | (3,732) | 100.99% | 394,000 |
| | 400.4 | PPT | 8,800 | 5,353 | 3,447 | 60.82% | 8,800 |
| 415 | 415 | State Aid | 12,829 | 26,362 | (13,533) | 205.48% | 13,000 |
| 409 | 410 | Penal Fines | 33,000 | 35,724 | (2,724) | 108.25% | 36,000 |
| | 420 | Fines | 5,000 | 4,482 | 518 | 89.65% | 5,000 |
| | 425 | Non-Resident Fees | 1,300 | 910 | 390 | 70.00% | 1,000 |
| 440 | | Overall Budget Acct 440.2 | 65,000 | 247,244 | (182,244) | 380.38% | 52,000 |
| | 440.1 | Lost Materials Income | 2,000 | 1,476 | 524 | 73.81% | 2,000 |
| | 440.12 | Print-Outs | 14,000 | 10,290 | 3,710 | 73.50% | 13,000 |
| | 440.13 | Fax Income | 2,000 | 1,116 | 884 | 55.78% | 1,500 |
| | 440.37 | Rebates/Ins.Claim | 8,000 | 6,784 | 1,216 | 84.80% | 7,500 |
| | 440.41 | Miscellaneous Sales | 1,400 | 3,123 | (1,723) | 223.04% | 3,500 |
| | | Alternate Source of Income (Year Prior) | | | | | 536,000 |
| | | Alternate Source of Income (Year Prior - Generator) | | | | | 175,000 |
| | | Overall Budget Acct 440.3 | 27,400 | 22,788 | 4,612 | 83.17% | 738,500 |
| 447 | 447 | Equipment Sales | 1,000 | 100 | 900 | | 1,000 |
| 450 | 450 | Interest | 45,000 | 69,427 | (24,427) | 154.28% | 55,000 |
| | | Total revenue | 2,105,641 | 2,293,871 | (188,230) | 108.94% | 2,870,819 |
| | | | | | - | | |
| | | EXPENDITURES: | | | - | | |
| | | | | | | | |
| 500 | 500.1 | | | | | | |
| | 500.2 | Salaries & Wages | 937,677 | 716,825 | 220,852 | 76.45% | 970,000 |
| | 502 | Group Health, FICA, Def Comp | 165,000 | 115,377 | 49,623 | 69.93% | 165,000 |
| | 570 | Dues and Workshops/travel | 5,000 | 3,059 | 1,941 | 61.18% | 13,000 |
| | | Total Personnel | 1,107,677 | 835,261 | 272,416 | 75.41% | 1,148,000 |
| 505 | | Library Services & Materials | | | - | | |
| | 505.12 | Library Materials | 278,000 | 175,343 | 102,657 | 63.07% | 280,000 |
| | 508 | Computer Supplies | 16,000 | 10,789 | 5,211 | 67.43% | 14,500 |
| | 527 | Cooperative Fee | 63,000 | 33,652 | 29,348 | 53.42% | 66,185 |
| | 531 | Programs | 16,000 | 12,279 | 3,721 | 76.74% | 16,000 |
| | | Total Library Services & Materials | 373,000 | 232,062 | 140,938 | 62.21% | 376,685 |
| | | Facilities & Equipment | | | | | 61,000 |
| | 515 | Utilities | 65,000 | 38,916 | 26,084 | 59.87% | |
| | 536.12 | Maintenance & Repairs | 100,550 | 92,960 | 7,590 | 92.45% | 117,500 |
| | 560 | Insurance | 27,000 | 27,320 | (320) | 101.19% | 28,000 |
| | 600 | Equipment | 84,000 | 8,833 | 75,167 | 10.52% | 84,000 |
| | 605 | Capital Expenditure | 209,014 | 13,684 | 195,330 | 6.55% | 909,684 |
| | | Total Facilities & Equipment | 485,564 | 181,713 | 303,851 | 37.42% | 1,200,184 |
| 585 | | Service Fees and Expenditures | | | - | | |
| | 510 | Office supplies | 2,000 | 930 | 1,070 | 46.52% | 2,000 |
| | 511 | Postage | 750 | 517 | 233 | 68.87% | 750 |
| | 512 | Printing | 750 | 328 | 422 | 43.78% | 750 |
| | 514 | Advertising | 23,000 | 22,929 | 71 | 99.69% | 37,700 |
| | 516 | Telephone | 3,800 | 3,080 | 720 | 81.05% | 3,800 |
| | 520 | Contractual Services | 33,000 | 27,135 | 5,865 | 82.23% | 34,000 |
| | 525 | Legal & Professional | 2,700 | 2,193 | 507 | 81.24% | 3,500 |
| | 540 | Auditor | 7,400 | 7,400 | - | 100.00% | 7,400 |
| | 585.3 | Misc. Expense | 1,000 | 195 | 805 | 19.50% | 3,300 |
| | | Total Other Expenditures | 74,400 | 64,708 | 9,692 | 86.97% | 93,200 |
| | | | | | | | |
| | | Gifts & Grants | | | | | |
| | | Total Gifts & Grants | 65,000 | 50,343 | 14,657 | 77.45% | 52,750 |
| | | Total Expenditures | 2,105,641 | 1,364,086 | 741,555 | 64.78% | 2,870,819 |
| | | Excess Revenue Over | 0 | | | | 0 |



Salem-South Lyon District Library Policies

Table of Contents

| | | |
|-------|-------------------------------------|------------------------------|
| 101.1 | Policy Manual | Reviewed 2/19/25 |
| 200 | PERSONNEL | |
| 201 | Employment Practices | Reviewed 2/19/25 |
| 201.2 | Internal Posting | Reviewed 2/19/25 |
| 202 | Pay Schedule | Reviewed 2/19/25 |
| 203 | Employee classification / Benefits | Reviewed 11/25/24 |
| 206 | Break Periods | Reviewed 2/19/25 |
| 207 | Employee Conduct | Reviewed 2/19/25 |
| 207.1 | Harassment | Reviewed 2/19/25 |
| 207.2 | Social Media Policy | Reviewed 2/19/25 |
| 208 | Grievances & Appeals | Reviewed 2/19/25 |
| 208.1 | Whistleblower Policy | Reviewed 2/19/25 |
| 209.1 | Director Performance Review | Reviewed 5/14/24 |
| 211 | Resignation or dismissal | Reviewed 5/14/24 |
| 212 | Dress Code | Reviewed 8/13/24 |
| 213 | Earned Sick Time | Reviewed 11/25/24 |
| 215 | Family & Medical Leave | Reviewed 10/14/24 |
| 217 | Vacation Time | Reviewed 11/25/24 |
| 218 | Jury Duty & Subpoenas | Reviewed 8/13/24 |
| 219 | Bereavement Pay | Reviewed 10/14/24 |
| 220 | Military Service | Reviewed 8/13/24 |
| 221 | Review of Personnel Records | Reviewed 8/13/24 |
| 224 | Compensation for Emergency Closings | Reviewed 8/13/24 |
| 300 | JOB DESCRIPTION | |
| 300 | Organizational Structure | Reviewed 8/13/24 |
| 301 | Director | Reviewed 8/13/24 |

400 GENERAL OPERATING

| | | |
|-------|--|------------------------------|
| 400 | Children in the Library | Reviewed 8/13/24 |
| 401 | Collection Development | Reviewed 8/13/24 |
| 402 | Gifts | Reviewed 8/13/24 |
| 403 | Public Relations | Reviewed 8/13/24 |
| 404 | Risk Control – Contract Services | Reviewed 8/13/24 |
| 406 | Parking Lot | Reviewed 8/13/24 |
| 407 | Library Hours and Special Closings | Reviewed 8/13/24 |
| 409 | ADA Compliance (Americans with Disabilities Act) | Reviewed 8/13/24 |
| 410 | Patron Code of Behavior | Reviewed 10/14/24 |
| 410.1 | Animals on Library Grounds | Reviewed 10/14/24 |
| 410.2 | Soliciting & Petitioning | Reviewed 10/14/24 |
| 416 | Public Notices | Reviewed 10/14/24 |
| 417.1 | Pavilion and Meeting Room Use | Reviewed 10/14/24 |
| 418 | Displays/Exhibits | Reviewed 10/14/24 |
| 419 | Acceptable Internet Use | Reviewed 10/14/24 |
| 422 | Use of Video Monitoring Equipment | Reviewed 10/14/24 |
| 423 | Sales related to Library Programs | Reviewed 10/14/24 |

500 LENDING

| | | |
|-------|--------------------|-------------------|
| 502.0 | Patron Eligibility | Reviewed 10/14/24 |
|-------|--------------------|-------------------|

600 TRUSTEE BY-LAWS

| | | |
|-----|--------------------------|-----------------------------|
| 600 | Trustee By-laws | Reviewed 10/14/24 |
| 601 | Electronic Communication | Reviewed 2/20/24 |

700 LAW AND ETHICS

| | | |
|-------|--|-------------------|
| 701.0 | Privacy | Reviewed 10/14/24 |
| 711.0 | Public Comment at Board and Committee Meetings | Reviewed 10/14/24 |

800 FINANCE

| | | |
|-----|--|-------------------|
| 801 | Board Business Expenses | Reviewed 10/14/24 |
| 804 | Expenditure | Reviewed 2/19/25 |
| 807 | Investment | Reviewed 10/14/24 |
| 808 | Fixed Assets Capitalization | Reviewed 2/19/25 |
| 809 | Endowment | Reviewed 10/14/24 |
| 810 | Fund Balance | Reviewed 2/19/25 |
| 811 | Credit Card Use | Reviewed 2/19/25 |
| 812 | Acceptance of Payments via Financial Transaction Devices | Reviewed 2/19/25 |
| 813 | Payment of Library Funds via Electronic Transactions | Reviewed 2/19/25 |

Change Log

- 201.1 Closed Meetings (Removed 1/30/12)
- 203.1 Employee Benefits (Removed 10/25/04)
- 204.0 Equal Employment (Removed 9/25/06; combined with Policy 201)
- 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)
- 217 Vacation Time (removed and combined with Policy 213 Paid Time Off 1/6/14), Added back Vacation Time 11/25/24 as 217 and Policy 213 changed to Earned Sick Time 11/25/24
- 222 Assignment of Employees (Removed 2/23/15)
- 223 Political Activities (Removed, Aspects moved to Policy 207 2/23/15)
- 400.1 Teens in the Library (Removed 6/27/11)
- 400.2 Minors after Hours (Removed 2/23/15)
- 403 Smoking on Library Premises (Removed 5/24/04)
- 404 Programs (Removed 5/24/04)
- 405 Violations of Library Board Policy (Removed 1/31/05)
- 406 Statistics (Removed 9/27/04 and re-named Parking Lot and Surrounding Area 3/27/06)
- 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)
- 417.2 Study Rooms (Moved to Procedure 7/27/15)
- 420 DiskFree Online File System (Removed 2/23/15)
- 420.1 Unattended Children after Hours (Removed 10/25/04)
- 421 Cell Phones (Moved to 410 Patron Code of Behavior 03/25/19)
- 422 Fax Service (Removed 6/16/10)
- 424 Test Proctoring (Moved to Procedure 7/27/15)
- 501.0 Lending privileges (Removed to Procedure Manual 9/27/10)
- 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)
- 507.1 Revocation of Borrowing Privileges (Removed 1/31/05; combined into policy 501)
- 508 Lost or Damaged Materials (Removed 1/31/05; combined into policy 501)
- 600 Commitment to serve (Removed from Policy 600 11/28/16)
- 600 Added Remote Voting (01/27/2020 & 02/24/2020)
- 701.1 Disclosure of Patron Registration Information (Removed/combined with 701.0 1/28/08)
- 701.2 Search Warrants/Subpoenas (incorporated into Policy 701.0 Privacy)
- 710 Board Member Commitment to serve (combined with policy 600 Board By-laws)
- 801 Operating Funds (Removed 11/28/05 to Procedure Manual)
- 802 Cash Reserves (Removed 11/28/05 to Procedure Manual)
- 803 Disposal of Library Equipment (Removed 1/31/05)
- 805.0 Continuing Information for Bond Issue (Removed 10/24/16)
- 806 Board Expenses (incorporated into Policy 225 on 10/24/05)
- 809 Endowment added (1/27/20)
- 900 Friends of the Library (Removed 1/30/12)

NO CHANGES

Policy 203: Employee Classification/Benefits

Reviewed: ~~11/25/2024~~ 4/21/2025

Revised: 11/25/2024

Approved: 11/25/2024

This policy becomes effective 1/1/2025.

Salaried Employees

Salaried employees earn an annual salary and are not required to record their hours of work. This classification is exempt from the provisions of the Federal Labor Standards Act.

Benefits provided for salaried employees, after completing a three-month period of employment, include:

- Vacation Time – refer to Policy 217
- Bereavement Pay – refer to Policy 219
- Deferred Compensation, Group health, vision and dental
- Eight hours of Paid Time Off for FY2024-2025, taken the day of birth date or during the week of the birthday.

Hourly Employees

Hourly employee wages are paid at an hourly rate, and employees must record their hours of work. Hourly employees who work in excess of 40 hours per week (not counting paid time off) will be paid 1.5 times their normal hourly rate for those additional hours.

Benefits provided for hourly employees include:

- Bereavement Pay – refer to Policy 219
- Birthday pay for FY 2024-2025, paid time off for the hours equivalent to an average shift, taken the day of birth date or during the week of the birthday.

Additional Benefits provided to hourly employees working 20-39 hours/week after completing 6 months of employment, include:

- Deferred Compensation
- Vacation Time – refer to Policy 217

All Employees

All employees will receive the following benefit:

- Earned Sick Time (EST)– refer to Policy 213

Cross Reference: Policies 213; 217; 219

Policy 207.2 Social Media Policy

Reviewed: ~~2/19/2025~~ 4/21/2025

Revised: 2/19/2025

Approved: 10/25/2021

This policy governs publication and commentary on social media by employees of SSLDL. For the purposes of this policy, social media means any facility for online publication and commentary. Use of all electronic information resources at SSLDL shall be to support the mission, goals, and policies of the Library by providing access to global information and improving communication between employees of SSLDL, 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 SSLDL, or their ability to provide excellent customer service.

SSLDL 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 SSLDL records. Employees should not assume any materials received or stored on SSLDL's electronic resources are private or confidential or that SSLDL 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 209.1 Director Performance

Review: ~~5/14/2024~~ 4/21/2025

Revised: 1/14/2020

Approved: 1/27/2020

1. The Library Board is responsible for conducting the Director's yearly performance review. The Board President and/or designee(s) will compile a performance review according to the following suggested procedure:
 - a) Two meetings prior to the Director's anniversary date, the Board President receives the Director's analysis of the employee goals and objectives and will review accordingly.
 - b) One meeting prior to the Director's anniversary date the Board and the Library Staff submits their feedback forms for the Director's Performance Review to the Board President.
 - c) The feedback forms will provide a three-point scale (3=Exceeds Expectations, 2=Meets Expectations, 1=Needs Improvement) to use in evaluating the Director's efforts at achieving the goals and meeting the primary responsibilities as outlined in the job description.
 - d) The Board President will then compile the performance review and destroy all feedback forms once completed.
 - e) The Board President and/or designee(s) will meet with the Director to discuss the compiled review. At this meeting, the Director's goals and objectives will be mutually agreed upon for the next year.
 - f) At the meeting after the Director's anniversary date, the compiled performance review along with the goals and objectives for the next year are presented to the Board.
2. The Board President and/or designee(s) may meet with the Director quarterly to review progress on that year's goals and objectives.
3. In accordance with section 15.268 of the Michigan Open Meetings Act, the Director may request in writing that the Board meet in closed session to consider periodic personnel evaluation, dismissal, suspension, discipline, complaints or charges, or to review applications submitted for employment or appointment to public office.

Cross Reference: Policy 301

Policy 217: Vacation Time

Review: ~~11/25/2024~~ 4/21/2025

Revised: 11/25/2024

Approved: 11/25/2024

This policy become effective 1/1/2025.

1. Employees employed for the entire previous year will receive the following amount of Vacation hours on every January 1:
 - Salaried employees:
 - 1 year – 64 Vacation hours
 - 2-4 years – 104 Vacation hours
 - 5+ years – 144 Vacation hours
 - Hourly employees (20-39 hours/week): 12 Vacation hours
2. Employees NOT employed for the entire previous year will receive the following amount of Vacation hours prorated based on their date of hire on January 1:
 - Salaried employees: 32 Vacation hours prorated
 - Hourly employees (20-39 hours/week): 12 Vacation hours prorated
3. Hourly employees (20-39 hours/week), as defined in Policy 203, will be allowed to carry over Vacation hours in the first year of employment.
4. Salaried employees, as defined in Policy 203, will be eligible to accrue vacation hours based on the schedule in the procedure manual. No Vacation hours will accrue beyond the maximum accrual amount.
5. To the extent possible, Vacation is to be requested via online Time off tracker and approved by the supervisor in advance. Failure to do so may be considered a violation of Policy 207 (Employee Conduct) and treated accordingly.
6. Approval of Vacation time off is at the discretion of the immediate supervisor, assistant director and/or director.
7. Upon separation from employment, a maximum of 80 hours will be paid out to salaried and hourly employees (20-39 hours/week) based on the schedule in the procedures manual. If two weeks' notice is not provided, the employee forfeits the payout of any Vacation time.
8. Vacation hours and Earned Sick Time (EST) (refer to Policy 213) will be tracked separately.

Cross Reference: Policies 203; 207; 213

Policy 213: Earned Sick Time (EST)

Review: ~~11/25/2024~~ 4/21/2025

Revised: 11/25/2024

Approved: 11/25/2024

This policy becomes effective 1/1/2025.

1. Every employee earns 1 hour of earned sick time (EST) for every 30 hours worked. Hours worked do not include Vacation, Earned Sick Time, Holidays, any paid time off or other library closures.
2. Employees can use the EST hours as soon as they are earned.
3. Acceptable use of EST hours is defined in the Earned Sick Time Act MCL 408.964 Sec. 4 (1). Employees are NOT required to disclose the reason for the use of their EST hours, but they must state they are using their EST hours.
4. If using more than 3 days of EST consecutively, the employee is required to provide reasonable documentation per (MCL 408.964 Sec. 4. (4)). Any cost required with acquiring the required documentation will be the responsibility of the library.
5. There is no limit on the EST hours that can be accrued, however employees may only use a maximum of 520 EST hours per year.
6. Upon separation from employment the maximum payout is 80 EST hours. If two weeks' notice is not provided, the employee forfeits any payout of their EST hours.
7. Only on 1/1/2025 (2025 is bridge year going between how hours have been awarded in the past to how they will be earned going forward according to state law) employees hired on or before 1/1/2024 will receive the following amount of EST hours:
Salaried employees – 56 EST hours
Hourly employees (20-39 hours/week) - 12 EST hours
Hourly employees (<20 hours/week) - 0 EST hours
8. Only on 1/1/2025 (2025 is bridge year going between how hours have been awarded in the past to how they will be earned going forward according to state law) employees hired between 1/2/2024 and 12/31/2024 will receive the following amount of EST hours prorated based on their date of hire:
Salaried employees – 56 EST hours prorated
Hourly employees (20-39 hours/week) - 12 EST hours prorated
Hourly employees (<20 hours/week) - 0 EST hours
9. To the extent possible, EST is to be entered in advance via online Time off tracker.
10. Vacation hours (refer to Policy 217) and Earned Sick Time (EST) will be tracked separately.

Cross Reference: Policies 217

Policy 221.0: Review of personnel records

Reviewed: ~~8/13/2024~~ 4/21/2025

Revised: 4/10/2017

Approved: 4/24/2017

In accordance with the State of Michigan Public Act No 397 of 1978, Employee Right-to-Know Act, all personnel records of employees, both active and inactive, are the property of the Library.

1. Employees, currently employed or formerly employed by the Library, have the right to review their own personnel file according to the steps in the procedure manual.
2. Personnel files include documents which relate to:
 - a. A specific employee
 - b. Personnel action or inaction regarding that employee
 - c. Qualifications for employment, promotion qualifications, compensation, termination or disciplinary action.
3. The Director maintains a policy of confidentiality of library personnel records. Information will be released with written permission of the employee, by court order, or in accordance with Michigan Law.

Policy 224.0: Compensation for emergency closings

Reviewed: ~~8/13/2024~~ 4/21/2025

Revised: 4/16/2018

Approved: 4/30/2018

1. The Library will be closed only when weather conditions deteriorate to the point where emergency situations arise; when vital equipment in the building fails (e.g., furnace malfunction, no water in the building, no electricity, etc.); when condition of roads, parking lots and walkways are deemed unsafe; or, when there is an emergency within the Library service area. The decision to close the building will be based on an assessment of the situation by the director, assistant director, or an administrative staff member in consultation with a library board member.
2. If conditions prevent a normal work schedule, employees scheduled to work will continue to receive pay for up to two weeks.

Policy 601: Electronic Communications Policy

Review: ~~10/14/2024~~ 4/21/2025

Revised: 2/20/2024

Approved: 2/26/2024

The Open Meetings Act requires that all decisions of a public body shall be made at a meeting open to the public. Further, all deliberations must be made at an open meeting unless otherwise permitted under the Open Meetings Act. With advancements in technology and the availability of the Internet, the Library desires to ensure all electronic communications comply with existing law. Toward that end, the following points shall govern all forms of electronic communication:

Library board members or members of other elected or appointed bodies of the Library shall not discuss or deliberate library issues with a quorum of the public body by electronic communication. Example: "respond to all" in an email, frequently constitutes a quorum, and should be avoided.

A Library public body shall not conduct a meeting over the Internet or in a chat room; however, technology may be used to allow an absent member to participate if a quorum is already present and in compliance with the Open Meetings Act.

Official business of the board shall not be conducted by electronic communication. In the event official business is to be conducted electronically, it must be done in a way that is available to the public and in compliance with the Open Meetings Act.

Upon receipt of information designated as "For Distribution Only", the members of the public body shall not reply to all or a quorum of other members of that public body. Any questions or comments shall be directed to the director or the board secretary who sent the electronic communication.

Since electronic communication sent to and received by public officials may be subject to the Freedom of Information Act, no library elected or appointed official should place any information in an electronic communication that he or she would not include in other forms of written correspondence.

CHANGES

Policy 211.0: Resignation or Dismissal

Review: ~~5/14/2024~~ 4/21/2025

Revised: ~~10/16/2023~~ 4/21/2025

Approved: 10/24/2022

Employment with ~~Salem-South Lyon District Library (SSLDL)~~ SSLDL is based on mutual consent. Both the employee and SSLDL have the right to terminate employment at will, with or without cause and at any time.

Termination information on individual employees is treated confidentially as prescribed by law. SSLDL will take reasonable precautions to protect such information from inappropriate disclosure. Supervisors and other employees have a responsibility to respect and maintain the confidentiality of employee termination information. Anyone inappropriately disclosing such information is subject to disciplinary action, up to and including termination of employment.

Policy 212: Dress Code

Review: ~~8/13/2024~~ 4/21/2025

Revised: ~~8/13/2024~~ 4/21/2025

Approved: 8/26/2024

Staff are expected to present a professional image to customers at all times. Acceptable personal appearance is an ongoing requirement of employment at ~~Salem-South-Lyon-District-Library-SSLDL~~.

Policy 215.0: Family and Medical Leave

Reviewed: ~~10/14/2024~~ 4/21/2025

Revised: ~~10/16/2023~~ 4/21/2025

Approved: 10/30/2023

In compliance with the Family Medical Leave Act (FMLA), ~~Salem-South Lyon District Library (SSLDL)~~ has adopted the following Family and Medical Leave Policy.

1. **Eligibility.** To be eligible for a Family and Medical Leave, an employee must:

- a. Have been employed by SSLDL for at least twelve (12) months which need not be consecutive;
- b. Have worked at least 1,250 hours during the twelve (12) months immediately preceding the commencement of the leave; and
- c. Work at a location where SSLDL employs 50 or more employees within a 75-mile radius.

All periods of absence from work due to or necessitated by USERRA-covered military service is counted in determining an employee's eligibility for Family and Medical Leave.

2. **Qualification.** An eligible employee is qualified to use Family and Medical Leave for the following purposes:

- a. To care for a newborn following the birth of a child;
- b. To care for a newborn child or for a newly-adopted child or child recently placed in the employee's home for foster care;
- c. To care for a spouse, child or parent who has a serious health condition;
- d. The employee's own serious health condition;
- e. For a qualifying exigency that arises when a spouse, parent or child of the employee is on or has been called to covered active duty ("Qualifying Exigency Family Leave"); or
- f. When the employee is a spouse, parent, son, daughter or next of kin of a covered servicemember and is needed to care for that covered servicemember who suffers from a serious injury or illness incurred on active duty ("Military Caregiver Family Leave").

Family leave to care for a newborn child or for adoption or foster care placement of a child must be completed within 12 months of the birth, adoption or placement of the child.

3. **Qualifying Exigency Family Leave.** The FMLA Policy permits eligible employees to take leave for a "qualifying exigency" that arises when a spouse, parent or child is on or has been called to "covered active duty. "Covered active duty" means duty by a member of the regular Armed Forces during deployment to a foreign country. In the case of a member of the reserve component of the Armed Forces, "covered active duty" means duty during deployment to a foreign country under a call or order to active duty.

"Qualifying exigencies" include absences:

- a. Due to short-notice deployments (short-notice deployments occur when notice of the deployment is received within seven days of the deployment and leave is limited to seven calendar days from the notice);
- b. To attend certain military events such as family support or assistance programs or official military ceremonies;

- c. To arrange for alternative childcare, provide childcare on an emergency but not regular basis, or to attend meetings at a school or daycare concerning the servicemember's child;
- d. To address certain financial and legal arrangements;
- e. To attend counseling sessions arising from the active duty;
- f. To spend time with a servicemember who is on short-term rest and recuperation leave during a period of deployment (limited to fifteen days for each instance of short-term rest and recuperation leave);
- g. To attend post-deployment activities, such as arrival ceremonies and reintegration briefings, within 90 days of the end of the deployment;
- h. To care for a parent who is incapable of self-care, when the care is necessitated by the covered active duty, including arranging for alternative care, providing care on an immediate need basis, admitting or transferring the parent to a care facility, or attending meeting with staff at a care facility; and
- i. To address other events arising out of the active duty or call-up, provided that the employee and SSLDL agree that the leave qualifies as an exigency and agree as to both the timing and duration of such leave.

4. **Military Caregiver Family Leave.** The FMLA Policy permits a spouse, son, daughter, parent or next of kin to take up to 26 weeks of leave during a single 12-month period to care for a covered servicemember who suffers from a serious injury or illness incurred on active duty. The leave is limited to a single 12-month period but can last as long as 26 weeks. During the single 12-month period, an employee is limited to a combined total of 26 weeks of Military Caregiver Family Leave and any other type of Family and Medical Leave.

A "covered servicemember" is a member of the Armed Forces, including a member of the National Guard or Reserves, who (a) is undergoing medical treatment, recuperation, or therapy, (b) is otherwise in outpatient status, or (c) is otherwise on a temporary disability retired list for a serious injury or illness. A "covered servicemember" is also a veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation or therapy.

In the case of a member of the Armed Forces, a "serious injury or illness" means an injury or illness incurred by a servicemember in the line of duty on active duty, or that existed before the active duty and was aggravated by service in the line of duty on active duty that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating.

In the case of a veteran who was a member of the Armed Forces at any time during the period of 5 years preceding the date on which the veteran undergoes medical treatment, recuperation or therapy, a "serious injury or illness" means an injury or illness that was incurred by the servicemember in the line of duty on active duty in the Armed Forces, or that existed before the active duty and was aggravated by service in the line of duty on active duty, and that manifested itself before or after the servicemember became a veteran, and is:

- a. A continuation of the serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered him/her unable to perform the duties of his/her office, grade, rank or rating; or
- b. A physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability Rating of 50% or greater based in whole or in part on the condition precipitating the need for leave; or
- c. A physical or mental condition that substantially impairs, or would do so absent treatment, the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service; or
- d. An injury, including a psychological injury, on the basis of which the covered veteran has

been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

“Next of kin” is the nearest blood relative of the servicemember.

5. **Duration of Leave.** Eligible Employees may take up to twelve (12) weeks of unpaid leave during any rolling twelve (12) month period for a purpose which qualifies for a family leave, a disability/medical leave, or a Qualifying Exigency Family Leave under the FMLA Policy. The twelve (12) month leave year is calculated backwards from the date the requested leave commences.

If an eligible Employee qualifies for a Military Caregiver Family Leave, he/she may take up to twenty-six (26) weeks of leave during a single twelve (12) month period. The single twelve (12) month period is different than the rolling twelve (12) month period addressed above, and begins on the first day of a Military Caregiver Family Leave.

If spouses are both employed by SSLDL and both are eligible for a Family or Medical Leave, spouses may take up to a combined total of twelve (12) weeks of Family and Medical Leave for the birth and care of a newborn child, the placement of a child in the spouses’ home for adoption or foster care, or the care of a seriously ill parent. This limitation does not apply to the care of a spouse or child with a serious health condition or to the employee’s own serious health condition. If spouses are both employed by SSLDL and both attempt to use a Military Caregiver Family Leave, the aggregate number of weeks that they can use is a combined total of 26 during a single 12-month period, including any time spent on other types of Family and Medical Leave.

6. **Intermittent and Reduced Schedule Leaves.** Family and Medical Leaves for absences necessitated by a serious health condition or the treatment of a serious health condition may be taken intermittently or on a reduced schedule basis but only if such a schedule is medically necessary (including the care of and psychological comfort to a parent, child or spouse suffering from a serious health condition or needing treatment for a serious health condition).

In the case of caring for a newborn, adopted or foster child, intermittent Family and Medical Leave or a reduced schedule requires prior approval by SSLDL. SSLDL’s consideration of such requests will include several factors, such as the length of the requested leave, the nature of the employee’s job, existing and proposed work schedule, and SSLDL’s business needs.

Military Caregiver Family Leave and Qualifying Exigency Family Leave may be taken intermittently or on a reduced leave schedule.

If a Family and Medical Leave is a foreseeable intermittent or reduced schedule leave for planned medical treatment, SSLDL may require an employee to transfer temporarily to an alternative position with equivalent pay and benefits that better accommodates recurring periods of absence or to a part-time schedule. Employees must also make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt SSLDL’s operations.

7. **Notice of the Need for Family and Medical Leave.**

- a. **Foreseeable Leave:** If the need for a Family and Medical Leave is foreseeable, employees should give at least 30 days notice of their intent to use the leave. If it is not possible to provide 30 days notice for a foreseeable leave, the employee must give notice as soon as practicable, which ordinarily means by the same or next business day. Failure to provide such notice may be grounds for delay or denial of leave.

- b. **Unforeseeable Leave:** When the need for a Family and Medical Leave is unexpected, employees must provide notice as soon as practicable after the need for the leave is known. This means that employees generally must comply with SSLDL’s normal call-in procedures. Failure to provide such notice may be

grounds for delay or denial of leave and may result in discipline for failing to comply with SSLDL's call-in procedures.

c. **Content of the Notice:** Employees must provide sufficient information for SSLDL to determine if the leave may qualify as a Family and Medical Leave and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for Qualifying Exigency or Military Caregiver Family Leave. Employees must also inform SSLDL if the requested leave is for a reason for which Family and Medical Leave was previously taken or certified. If the request is for intermittent leave or reduced schedule leave, employees shall include the proposed leave schedule.

d. **Applying for Family and Medical Leave:** Notice of the need for Family and Medical Leave should be made in writing, absent extenuating circumstances, and submitted to the Assistant Director. To apply for a Family and Medical Leave, contact the Assistant Director or Director for a Family and Medical Leave Request form.

8. **Certification.** If an employee is requesting a Family and Medical Leave due to his or her own serious health condition or to care for a parent, child or spouse with a serious health condition, he or she will be required to provide medical certification from a health care provider of the health condition involved and, if applicable, verification that the employee is needed to care for the ill family member and for how long. Forms for this purpose will be provided by the Director or Assistant Director when employees notify SSLDL of the need for the leave. Employees must provide the requested medical certification within 15 days of being supplied with the necessary certification form or the request for a Family and Medical Leave may be delayed or denied.

a. **Second and Third Opinions:** After submitting the required medical certification, SSLDL may require, at its option and its own expense, that a medical certification be obtained from a health care provider of SSLDL's own choosing to verify the need for the requested Family and Medical Leave. If the first and second medical certifications differ, SSLDL may require, at its option and at its own expense, that a third certification be obtained from a third health care provider who is jointly selected by SSLDL and the employee. The third medical certification will be final and binding on both parties.

b. **Certification of a Qualifying Exigency Family Leaves:** SSLDL may seek certification of a Qualifying Exigency Family Leave each time the employee requests such leave in connection with a covered military member. The first time the employee requests such leave, SSLDL may also require that the employee provide a copy of active duty orders or other documentation issued by the military indicating that the covered military member is on active duty or called to active duty during deployment in a foreign country and the dates of the service.

c. **Certification of a Military Caregiver Family Leave:** If an employee is requesting a Military Caregiver Family Leave to care for a seriously injured or ill covered servicemember, medical certification for such a leave must address whether the covered servicemember suffered a serious injury or illness on active duty that may render him/her medically unfit to perform the duties of his/her office, grade, rank or rating. Such certification must be obtained from one of the following types of health care providers: (1) a Department of Defense (DOD) health care provider; (2) a Department of Veterans Affairs health care provider; (3) a DOD network authorized private health care provider; (4) a DOD non-network-authorized health care provider; or (5) any health care

d. provider as defined in 29 CFR 825.125. In lieu of such certification, the Company will accept Invitational Travel Orders (ITOs) or Invitational Travel Authorizations (ITAs) issued to any family member to join an injured or ill covered servicemember at his/her bedside. It is not necessary for the employee to be the family member named in the ITO or ITA.

e. **Recertification:** SSLDL may also require periodic medical re-certifications at the employee's expense.

9. **Utilization of Paid Leave.** Approved Family and Medical Leaves of absence for full-time, salaried employees will be paid for up to four weeks. For any leave exceeding four weeks in a rolling twelve-month period, full-time, salaried employees must use any accrued PTO concurrently with the employee's Family and Medical Leave to cover any additional time off. All other employees taking Family and Medical Leave

under this Policy must use any accrued PTO concurrently with the employee's Family and Medical Leave. Once an employee exhausts his/her accrued PTO, the remainder of any such leave will be unpaid.

11. **Continuation of Benefits.** While on paid or unpaid Family and Medical Leave, whether full leave, intermittent leave or reduced schedule leave, the employee's benefits under SSLDL's Priority Health shall be continued in full force and effect on the same terms as though the employee were not on leave, except as provided in Paragraph (b) below.

a. **Contributory Benefits.** To the extent that the employee is required to contribute to the cost of maintaining benefits under SSLDL's Group Health Plan, the employee shall, during the leave period, continue to make the required contributions as though the employee were not on leave. During any period of unpaid Family and Medical Leave, the employee shall pay his or her contribution in accordance with any agreement made by and between the employee and SSLDL in writing before the commencement of the leave. If no agreement has been made regarding payment of employee contributions, the employee shall remit his or her contribution to SSLDL at the same time as such contribution would be made if by payroll deduction in the ordinary course of employment by SSLDL. Nothing contained in this FMLA Policy shall operate to preclude or defer the effect of any change in the employee's required contribution which becomes effective during the leave period.

\With the exception of the employee's benefits under SSLDL's Group Health Plan as referenced above, employer contributions and other benefits defined under Policy 203, including the accrual and PTO, and seniority will continue only during any portion of a Family and Medical Leave that is paid. All employment benefits accrued by the employee before the start of Family and Medical Leave, except paid leave time substituted for unpaid Family or Medical Leave time as described above, shall be preserved during the term of the leave and shall be restored to the employee upon return to work at the expiration of the leave.

b. **Failure to Reimburse Employer.** If the employee fails, for a period of thirty (30) days, to make any payment required to keep his or her benefits under SSLDL's Priority Health Group Health Plan in force while on Family and Medical Leave, SSLDL's obligation to continue group health coverage will cease. The employee facing cancellation of coverage will be notified in writing at least fifteen (15) days before coverage is to cease. Coverage will be cancelled retroactively to the effective date of the period to which the unpaid premium applies.

12. **Failure to Return to Employment.** If an employee does not return to work upon the completion of an approved Family and Medical Leave for reasons other than the onset, continuation or recurrence of a serious health condition of the employee or the employee's parent, child or spouse, the serious injury or illness of a covered servicemember or other circumstances beyond the employee's control, SSLDL will require repayment of SSLDL contribution to the employee's health insurance and any other insurance premiums paid during the Family and Medical Leave.

13. **Restoration.** An employee on a Family and Medical Leave who returns to work on or before the expiration of 12 weeks (or 26 weeks, in the case of Military Caregiver Family Leaves) of Family and Medical Leave will generally be reinstated to his or her prior job or to an equivalent position with equivalent pay, employment benefits and other terms and conditions of employment. Some employees, however, may be denied restoration of employment under limited circumstances:

a. An employee will not be restored to his or her prior job or an equivalent position if the employee would not otherwise have been employed at the time the restoration would have occurred, such as when an employee's position has been eliminated in an intervening reduction in force or when the employee was hired for a specific term that has expired or to perform work on a discrete project that has been completed.

b. "Key employees" may be denied restoration to their prior or equivalent positions under certain circumstances. A "key employee" is defined as a salaried employee whose compensation falls within the highest 10% of SSLDL's workforce. A key employee will be permitted to take Family and Medical Leaves but

may be denied restoration to his or her prior or an equivalent position if denial of restoration is necessary to prevent substantial and grievous economic injury to the operations of SSLDL. SSLDL will notify key employees of its intent to deny restoration as soon as SSLDL determines that substantial and grievous economic injury will occur in the event of restoration.

c. Acceptance of another job while on a Family and Medical Leave will result in the cancellation of the leave and the termination of the employee's employment.

14. **Status Reports and Fitness-for-Duty Certifications.** It is the employee's responsibility to remain in reasonable and periodic contact with SSLDL while on leave and to report on his or her status and intent to return to work as indicated in the SSLDL Procedural Manual Any employee not planning to return to work following an approved Family and Medical Leave is requested to submit a two-week written notice of resignation. In addition, if the employee is returning from a Family and Medical Leave relating to his or her own serious health condition, the employee must provide a written fitness-for-duty certification from a health care provider that the employee able to resume work.

15. **Absences Exceeding Entitlement to Family and Medical Leave.** SSLDL cannot guarantee any position to employees who are absent due to Family and Medical Leaves or other reasons for longer than twelve (12) weeks in any twelve (12) month period (or twenty-six (26) weeks, in the case of military caregiver family leaves). The placement of an employee at the end of such extended leaves will be subject to the length of the leave, the nature of the employee's job, business conditions, staffing needs and the availability of openings for which the employee is qualified, as determined by SSLDL. If the employee's position is no longer open, efforts will be made to provide an appropriate alternative position at a comparable salary. If SSLDL determines that no appropriate alternative position is available, an employee who is returning from an extended leave will be terminated.

16. **Additional Information.** For additional information about your rights and responsibilities with respect to the taking of Family and Medical Leaves, please see the Administrative Manager. Issues or questions not covered by this FMLA Policy will be administered in accordance with applicable state and federal law.

Cross Reference: Policies 201; 203; 211

Policy 218.0: Jury duty and subpoenas

Reviewed: ~~8/13/2024~~ 4/21/2025

Revised: ~~7/13/2015~~

Approved: 7/27/2015

1. When employees are asked to serve on jury duty or comply with a subpoena written notice must be given to the employee's supervisor as soon as possible.
2. All ~~PTO-eligible employees~~ working 20 hours or more will receive pay for their regularly scheduled hours for the duration of the jury duty or subpoena compliance.
3. Time off for jury duty or subpoena compliance will not be charged against the employee's ~~PTO allotment~~; earned sick or vacation time.

Policy 219.0: Bereavement Pay

Reviewed: ~~10/14/2024~~ 4/21/2025

Revised: ~~10/14/2024~~ 4/21/2025

Approved: 10/28/2024

1. All salaried and hourly employees may be granted up to three days of bereavement leave at the discretion of the director or designee in the event of the death of an employee's immediate family member.
2. "Immediate family member" is recognized as but not limited to a parent, spouse, child, son-in-law, daughter-in-law, parent-in-law, sister, brother, brother-in-law, sister-in-law, grandparent, or relative residing in the employee's household whether the relationship is natural, adoptive, step or foster.
3. Salaried and hourly employees will be granted pay for scheduled hours missed according to the guidelines above. This leave will not be charged against the employee's ~~earned sick or vacation time~~ PTO allotment.

Policy 220.0: Military Service

Reviewed: ~~8/13/2024~~ 4/21/2025

Revised: ~~1/14/2020~~ 4/21/2025

Approved: 1/27/2020

1. The Library will comply with legislation related to the treatment of employees who are retired from, active in, or intend to join a branch of the United States Armed Forces. Such legislation includes, but is not limited to Michigan Act 133 of 1955, Uniformed Services Employment and Reemployment Rights Act (38 USC §§4301-4335), MCLA §32.273.
2. All employees who are retired or active members of the Armed Forces, or intend to become a member of the military will be granted such leave as necessary, without pay, to fulfill the obligations of their service.
3. Members of the Armed Forces exiting active service, training, etc. will be offered reemployment in their prior or equivalent position unless the employee received a dishonorable discharge.
4. All issues of pay, benefits and seniority will be calculated including the time spent in the Armed Forces.
5. The employee may elect to use any or all ~~accrued PTO~~ earned sick or vacation time to continue receiving checks while in the Armed Forces, otherwise such military leave shall not be charged against their ~~PTO allotment~~ earned sick or vacation time. ~~and maximum accruals shall be waived until the employee returns.~~

Policy 402: Gifts

Reviewed: ~~8/13/2024~~ 4/21/2025

Revised: ~~8/13/2024~~ 4/21/2025 4/24/2025

Approved: 8/26/2024

~~Salem-South Lyon District Library~~ SSLDL may legally receive gifts as authorized by the ~~Public Library Gifts and Donations Act 1921 PA 136 (MCL 397.381 et seq.)~~ Michigan Community Foundation Act 38 (MCL 123.905 et seq.) ~~SSLDL accepts monetary gifts as well as certain gift materials that reflect the Library's strategic plan.~~ SSLDL may accept gifts and donations of real, personal, or intangible property for the library as allowed by Sec 5. (3) and (4) of said Act.

Donations

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

A. Materials

Gifts of materials may be added to the Library's collection subject to the same principles and standards of selection as are applied to all materials added to the Library's collection (see Collection Management Policy 401). The Library reserves the right to accept, discard, or redistribute, at its discretion, any unsolicited material sent to the Library.

B. Equipment/Furniture

The decision to accept equipment or furniture will be made by the ~~Library Director and/or the~~ Library Board of Trustees ~~in conjunction with the Network Administrator, as appropriate. Decisions on acceptance of computer equipment will be based on age of the equipment, compatibility with existing Library equipment and networks, ability of Library staff to assist public in use of the equipment and space house the equipment for use by staff or public.~~

C. Art

The decision to accept art and the determination of its location in the Library shall be made by the ~~Library Director and/or the~~ Board of Trustees of the Library, ~~by the Library Director as appropriate, and if necessary, on the advice of an ad hoc advisory committee, to be appointed by the Board.~~ Among the criteria on which the decision shall be based is the appropriateness of the art to the building and its décor, fiscal impact and impact on the operations of the Library.

D. Landscaping

~~Library Director and/or the~~ the Library Board of Trustees, ~~and the Friends of the Library or the Library Director~~ as appropriate, shall make the decision as to the acceptance and location of gifts of landscaping items. ~~The Friends of the Library will also be consulted as to the appropriateness of the Gift in conjunction with the work they do to maintain the grounds and gardening surrounding the Library. The major criterion on which the decision shall be based is the appropriateness of the offered gift to the landscaping plan for the building.~~

Appraisals for Public Library Gifts

The appraising of a gift to the Library for income tax purposes is the responsibility of the donor.

~~The Library as an interested party, to protect both its donors and itself, will not appraise gifts made to it.~~
The Library will acknowledge receipt of gifts. A standard receipt form for used book donations is available. ~~materials (such as used books) on a standard receipt form.~~

Policy 403: Public Relations

Reviewed: ~~8/13/2024~~ 4/21/2025

Revised: ~~3/18/2019~~ 4/21/2025

Approved: 3/25/2019

To ensure that the public receives consistent and accurate information about Library policies, procedures, programs and services, and to ensure that the best possible image of the Library is presented to the public, the following public relations policy has been developed.

1. All contacts with the media will be arranged for the Library by the Director, the Director's designee, or the Board President. All media communication designed to speak officially for the Library, requires the prior approval of the Director or the Board President. If needed the Board of Trustees may designate additional representatives to speak on behalf of the board in special circumstances.
2. The Director will ensure that promotional and informational materials produced by the Library are accurate and meet high standards of quality.
3. In emergency situations or closings, official statements to the public and media will be made by the Director, Assistant Director or the Board President.
4. If it is necessary for Library staff to provide the public with information related to Library business or policy, the Library Director or designated personnel will inform staff what is to be said or distributed.

~~Policy cross-referenced: 60~~

Policy 416.0: Public Notices

Reviewed: ~~10/14/2024~~ 4/21/2025

Revised: ~~11/13/2017~~ 4/21/2025

Approved: 11/27/2017

Postings must follow the guidelines listed below:

Community Bulletin Board

1. The Library does not advocate or endorse the viewpoints of postings on the community bulletin board.
2. The appearance and content of the notice must be suitable for the Library's community bulletin board.
3. The Library assumes no responsibility for the preservation or protection of materials.
4. The Library does not display posters, petitions or notices for political parties or candidates or those advocating a position on public issues. Official and nonpartisan election information, such as materials from the League of Women Voters, can be displayed and distributed at the Library.
5. Materials may not be returned to the sponsor. The Library will condense postings to accommodate space.

Road Sign

The road sign will be used only for ~~Salem-South Lyon District Library~~ SSLDL affiliated events.

Policy: 419.0: Acceptable Internet Use

Reviewed: ~~10/14/2024~~ 4/21/2025

Revised: ~~11/13/17~~ 4/21/2025

Approved: 11/27/17

The Internet, being a forum for information and ideas, and having become a mainstream source of information, is made available free-of-charge for the public at the ~~Salem-South Lyon District Library~~ **SSLDL**, within the framework of this Acceptable Use policy.

It is the policy of ~~Salem-South Lyon District Library~~ **SSLDL** to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Salem-South Lyon District Library online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and

(b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Supervision and Monitoring

The Library follows the American Library Association's position on Children's Internet Protection Act (CIPA).

Rights and Responsibilities of Users

User Rights: Consistent with the mission statement of the Library and the principles of public librarianship, this policy affirms the safeguarding of First Amendment rights, intellectual freedom, equity of access, and privacy.

User Responsibilities: Users of the Internet resources of the Library are expected to act in a responsible manner, respecting and in accordance with applicable law, and in a courteous manner, respecting the quiet enjoyment of others using the Library. This policy applies to all forms of Internet access at the Library.

Conditions of Access:

1. Users must agree to abide by this policy.
2. Users will report any equipment problems to the Library's staff.
3. Users must act in accordance with applicable local, State, and Federal law, as well as domestic and international copyright law.
4. Users must respect the security measures established for public computer use, and must not abuse access by attempting to circumvent or violate said measures.
5. Use of Internet access at the Library must not be conducted in such a way as to cause harm to come to others.
6. Use of Internet access at the Library must not be conducted in such a way as to violate anyone's privacy, electronic or otherwise.
7. Users must not attempt to change software or hardware configurations, including additions to or removal of Library-installed components. The Library cannot accommodate individual requests for the installation of user-provided specialty software.
8. Personal devices such as e-readers, laptops/tablets and smartphones may receive limited support from library staff when working to access library services.
9. Individuals using personal devices at the Library must agree to hold the Library harmless from any loss, damage, liability, costs and/or expense that may arise during use at the Library or receiving support from library staff.

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 |