



**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 THE SPECIAL BUDGET MEETING AND FOR LIBRARY BOARD MEETING
MONDAY, MAY 19, 2025, AT 7:00 PM***

- A. Call meeting to order and verify quorum (25-111)
- B. Approval of agenda (25-112V)
- C. Open Budget Hearing (25-113)
- D. Presentation of 2025-2026 Budget and Tax Rate Request for the period July 1, 2025, to June 30, 2026 (25-114)
- E. Public Comment (25-115)
- F. Close Budget Hearing (25-116)
- G. Budget
 - a. Adopt the 2025-2026 Budget (25-117V)
 - b. Approve the 2025-2026 Levy (25-118V)
- H. Approval of past minutes from Regular Board Meeting on March 31, 2025 (25-119V)
- I. Introduction of guests (25-120)
- J. Public Comment (25-121)
- K. Friends of the Library Report (25-122)
- L. Financial Report
 - 1. Acceptance of April 2025 Financial Report (25-123V)
- M. Approval for Payroll Report April 2025 (25-124V)
- N. Approval for Board Review of Bills and credit card purchases for April 2025 (25-125V)
- O. Director Report (25-126)

P. Staff Reports (25-127)

Q. Committee Reports

1. Advocacy Marketing (25-128)

2. Facilities (25-129)

3. Budget (25-130)

4. Policy Committee (25-131)

5. Professional Development (25-132)

R. Correspondence and communications (25-133)

S. Old Business

1. Security Camera Vendor Selection (25-134V)

T. New Business

1. Audit Proposal (25-135V)

U. Board Comments (25-136)

V. Adjournment (25-137)

UPCOMING MEETINGS

BUDGET COMMITTEE: THURSDAY, JUNE 26, 2025, AT 3:00 PM

BOARD MEETING: MONDAY, JUNE 30, 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 MARKETING (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

Preliminary Budget 2025-2026							
			2024-2025	2024-2025	2024-2025	2024-2025	2025-2026
			Approved	YTD Actual	YTD Actual		DRAFT
			Budget	5/14/2025	Over / Under	% Rcvd/Spent	Budget
					Budget		
		REVENUE:					
400	400.0	Property Taxes	1,528,312	1,499,783	28,529	98.13%	1,592,775
400	400.3	Green Oak Allocable Share	378,000	381,698	(3,698)	100.98%	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	440.24	Library Materials	500	1,180	(680)	236.00%	1,500
	440.2	True Gift	500	194,961	(194,461)	38992.20%	500
	440.21	Friends of the Library	44,000	27,265	16,735	61.96%	23,900
	440.23	Friends Book Sales	12,000	9,942	2,058	82.85%	12,000
	440.28	Annual Appeal	15,000	11,706	3,294	78.04%	12,000
	440.31	Memoriums	1,000	1,450	(450)	145.00%	1,000
	440.6	Grant	25,000	12,100	12,900	48.40%	10,000
		Overall Budget Acct 440.2	98,000	258,604	(160,604)	263.88%	60,900
	440.1	Lost Materials Income	2,000	1,575	425	78.75%	2,000
	440.12	Print-Outs	14,000	11,400	2,600	81.43%	13,000
	440.13	Fax Income	2,000	1,204	796	60.20%	1,500
	440.37	Rebates/Ins.Claim	8,000	6,844	1,156	85.55%	7,500
	440.41	Miscellaneous Sales	1,400	3,214	(1,814)	229.57%	3,500
		Alternate Source of Income (Year Prior)	85,000				536,000
		Alternate Source of Income (Year Prior - Generator)					175,000
		Overall Budget Acct 440.3	112,400	24,237	88,163	21.56%	738,500
447	447	Equipment Sales	1,000	100	900		1,000
450	450	Interest	57,000	83,767	(26,767)	146.96%	55,000
		Total revenue	2,235,641	2,321,019	(85,378)	103.82%	2,905,975
					-		
		EXPENDITURES:			-		
500	500.1						
	500.2	Salaries & Wages	937,677	783,473	154,204	83.55%	975,000
	502	Group Health, FICA, Def Comp	165,000	125,825	39,175	76.26%	170,000
	570	Dues and Workshops/travel	5,000	3,059	1,941	61.18%	13,000
		Total Personnel	1,107,677	912,357	195,320	82.37%	1,158,000
505		Library Services & Materials			-		
	505.12	Library Materials	278,000	203,607	74,393	73.24%	314,256
	505.36	audiobooks/e-movies (DD plaform fee - \$7K/e-content \$76K; Cloud library	90,200	76,794	13,406	85.14%	129,000
	505.35	E-Resources/E-Databases Fees	22,100	12,471			22,500
	505.12	Library Materials (Print)	149,700	104,206	45,494	69.61%	140,556
	505.12	Hotspots (Increased by 5 for FY25; total 25)					10,200
	509.1	Processing	16,000	10,135	5,865	63.34%	12,000
	508	Computer Supplies	16,000	11,714	4,286	73.21%	14,500
	527	Cooperative Fee	63,000	55,133	7,867	87.51%	66,185
	527.2	Acquisitions	630	600	30	95.24%	660
	527.5	Shared System Costs	46,170	42,536	3,634	92.13%	48,500
	527.6	Telecommunications	12,500	8,502	3,998	68.02%	13,125
	527.9	Delivery	3,700	3,495	205	94.46%	3,900
	531	Programs	16,000	13,099	2,901	81.87%	20,000
	531.1	Youth Services	8,000	7,305	695	91.31%	10,000
	531.2	Adult Services	8,000	5,794	2,206	72.43%	10,000
		Total Library Services & Materials	373,000	283,553	89,447	76.02%	414,941
536		Facilities & Equipment					
	515	Utilities	65,000	43,830	21,170	67.43%	57,000
	515.1	Gas	15,000	9,142	5,858	60.95%	12,000
	515.2	Electricity	50,000	34,688	15,313	69.38%	45,000
	536.12	Maintenance & Repairs	100,550	98,178	2,372	97.64%	117,500
	536.1	Custodial Supplies	4,500	2,892	1,608	64.26%	4,000
	536.2	Repair&Main (inc. generator)	40,000	24,919	15,081	62.30%	35,000
	536.25	Maintenance HVAC (Trane & BASS	40,000	54,538	(14,538)	136.35%	60,000
	536.3	Small Equip.	1,200	1,089	111	90.78%	1,500
	536.5	Water / Septic / Sewer Expenses	4,200	4,226	(26)	100.62%	4,000
	536.7	Trash Pick up	4,000	4,688	(688)	117.20%	4,750
	536.8	Fees & Inspections (generator, chemical	2,400	2,985	(585)	124.38%	4,000
	536.83	Boiler Inspection Fee	250	-	250	0.00%	250
	536.81	Fire Inspection	2,000	1,542	458	77.10%	2,000
	536.9	Alarm Monitoring	2,000	1,299	701	64.95%	2,000
	560	Insurance	27,000	27,320	(320)	101.19%	28,000
	600	Equipment	84,000	15,774	68,226	18.78%	74,000
	605	Capital Expenditure	209,014	85,033	123,981	40.68%	903,884
	605.1	F&F			-		
	605.2	Capital Equipment - Office			-		
	605.3	Capital Equipment - BLDG			-		711,000
	605.31	Capital Equipment - BLDG Improve	114,700	8,026	106,674	7.00%	95,600
	605.8	Reserved for Future Capital Expend	17,727	-	17,727	0.00%	17,727
	605.9	Cap. Project (Prior Year)	85,000	66,214			
	605.95	Capital Expenditure-Bond Interest	21,587	10,793	10,794	50.00%	19,557
	605.96	CE- Bond Repayment - Principle	55,000	-	55,000	0.00%	60,000
		Total Facilities & Equipment	570,564	270,135	300,429	47.35%	1,180,384
		Administrative Expenses			-		
510		Office supplies	2,000	1,394	606	69.68%	1,800

585	511	Postage	750	517	233	68.87%	750
	512	Printing	750	328	422	43.78%	750
	514	Advertising	35,000	22,959	12,041	65.60%	35,700
	514.1	Public Relations & Community Events	29,000	19,579	9,422	67.51%	31,000
	514.2	Community Events	4,000	2,960	1,040	74.01%	4,000
	514.3	Organizational memberships	2,000	420	1,580	21.00%	700
	516	Telephone	3,800	3,080	720	81.05%	3,800
	520	Contractual Services	33,000	27,703	5,297	83.95%	34,000
	520.3	Snow Removal	19,000	17,205	1,795	90.55%	19,000
	520.4	Lawn Maintenance	5,000	3,667	1,333	73.33%	6,000
	521	Lease - Copy machine	6,500	5,071	1,429	78.02%	6,500
	522	Credit Card/Bank Fees	2,500	1,760	740	70.42%	2,500
	525	Legal & Professional	2,700	2,333	367	86.42%	3,500
	540	Auditor	7,400	7,400	-	100.00%	7,400
	585.3	Misc. Expense	1,000	200	800	19.98%	3,300
	585.1	Lost Materials Refund	500	200	300	39.96%	500
	585.60	Agent Fee (Bond Payment)	500	-	500	0.00%	500
		Total Admin. Expenses	86,400	65,914	20,486	76.29%	91,000
586		Gifts & Grants					
	523	Grant Expense	22,750	12,103	10,647	53.20%	10,000
	586.27	Friends Gift Purchases	44,000	29,596	14,404	67.26%	23,900
	586.28	Gift Purchases - Annual Appeal	15,600	603	14,997	3.87%	12,000
	586.31	Discretionary Gift Purchases	1,500	875	625	58.31%	1,500
	586.36	Donor Appreciation Event	750	655	95	87.39%	750
	586.39	Expenditures - Return Book Sales	12,000	9,862	2,138	82.18%	12,000
	586.9	Gifts for Collection Purchase	1,000	1,047			1,500
		Total Gifts & Grants	98,000	54,740	43,260	55.86%	61,650
		Total Expenditures	2,235,641	1,586,699	648,942	70.97%	2,905,975
		Excess Revenue Over	0				0

		2023-2024		2024-2025		2025-2026	
		Amended Budget		Amended Budget		Proposed Budget	
Income							
400.0	Property Taxes	\$	1,415,081.00	\$	1,528,312.00	\$	1,592,775.00
400.3	Green Oak Taxes	\$	351,000.00	\$	378,000.00	\$	394,000.00
400.4	Personal Property Taxes	\$	7,500.00	\$	8,800.00	\$	8,800.00
415.0	State Aid	\$	9,500.00	\$	12,829.00	\$	13,000.00
409.0	Fines & Fees	\$	40,300.00	\$	39,300.00	\$	42,000.00
440.0	Gifts & Grants	\$	64,225.00	\$	70,000.00	\$	60,900.00
450.0	Interest	\$	45,275.00	\$	57,000.00	\$	55,000.00
440.4	Miscellaneous	\$	23,200.00	\$	27,400.00	\$	738,500.00
447.0	Equipment Sales	\$	2,500.00	\$	1,000.00	\$	1,000.00
Alternate Source of Funding (Committed Fund Balance)				\$	85,000.00		
Alternate Source of Funding (Assigned Fund Balance)				\$	28,000.00		
Total Income		\$	1,958,581.00	\$	2,235,641.00	\$	2,905,975.00

Expense				
500.0	Personnel	\$ 1,040,000.00	\$ 1,107,677.00	\$ 1,158,000.00
505.0	Library Materials & Supplies	\$ 320,130.00	\$ 373,000.00	\$ 414,941.00
536.0	Facilities & Equipment	\$ 457,926.00	\$ 570,564.00	\$ 1,180,384.00
585.0	Administrative Expenses	\$ 76,300.00	\$ 86,400.00	\$ 91,000.00
586.0	Gifts & Grants	\$ 64,225.00	\$ 98,000.00	\$ 61,650.00
Total Expense		\$ 1,958,581.00	\$ 2,235,641.00	\$ 2,905,975.00

	Original	2023-2024	2024-2025	2025-2026
	Authorized Millage	Millage Request	Millage Request	Millage Request
Oakland				
	1995 (1.2500)	1.0466	1.0429	1.0292
	2014 (0.4950)	0.4645	0.4628	0.4566
	Total	1.5111	1.5057	1.4858
Washtenaw				
	1995 (1.2500)	1.0466	1.0429	1.0292
	2014 (0.4950)	0.4645	0.4628	0.4566
	Total	1.5111	1.5057	1.4858
		2023-2024	2024-2025	2025-2026
		Values	Values	Values
Oakland		\$ 492,201,910	\$ 539,631,150	\$ 569,101,360
Washtenaw		\$ 446,809,389	\$ 477,887,411	\$ 505,430,376
Total		\$ 939,011,299	\$ 1,017,518,561	\$ 1,074,531,736

DDA Capture for 2025-2026
\$3,765.00

2025 Tax Rate Request (This form must be completed and submitted on or before September 30, 2025)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.

Carefully read the instructions on page 2.

County(ies) Where the Local Government Unit Levies Taxes Oakland	2025 Taxable Value of ALL Properties in the Unit as of 05-27-2025 569,101,360
Local Government Unit Requesting Millage Levy Salem-South Lyon District Library	For LOCAL School Districts: 2025 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties.

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2025 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election Charter, etc.	(5) ** 2024 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2025 Current Year "Headlee" Millage Reduction Fraction	(7) 2025 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
Charter Act	Operating	5/2/95	1.2500	1.0430	0.9871	1.0292	1	1.0292	1.0292	0	n/a
Charter Act	Operating	2/25/14	0.4645	0.4629	0.9871	0.4566	1	0.4566	0.4566	0	12/31/33

DRAFT

Prepared by	Telephone Number	Title of Preparer	Date 05/19/2025
-------------	------------------	-------------------	---------------------------

CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

<input type="checkbox"/> Clerk	Signature	Print Name	Date
<input checked="" type="checkbox"/> Secretary		Hattie Maguire	05/19/2025
<input type="checkbox"/> Chairperson	Signature	Print Name	Date
<input checked="" type="checkbox"/> President		Denise Stacer	05/19/2025

* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

** **IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2025 for instructions on completing this section.

Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate
For Principal Residence, Qualified Ag., Qualified Forest and Industrial Personal	
For Commercial Personal	
For all Other	

2025 Tax Rate Request (This form must be completed and submitted on or before September 30, 2025)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.

Carefully read the instructions on page 2.

County(ies) Where the Local Government Unit Levies Taxes Washtenaw	2025 Taxable Value of ALL Properties in the Unit as of 05-27-2025 505,430,376
Local Government Unit Requesting Millage Levy Salem-South Lyon District Library	For LOCAL School Districts: 2025 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties.

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2025 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election Charter, etc.	(5) ** 2024 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2025 Current Year "Headlee" Millage Reduction Fraction	(7) 2025 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
Charter Act	Operating	5/2/95	1.2500	1.0430	0.9871	1.0292	1	1.0292	1.0292	0	n/a
Charter Act	Operating	2/25/14	0.4645	0.4629	0.9871	0.4566	1	0.4566	0.4566	0	12/31/33

DRAFT

Prepared by	Telephone Number	Title of Preparer	Date 05/19/2025
-------------	------------------	-------------------	---------------------------

CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

<input type="checkbox"/> Clerk	Signature	Print Name	Date
<input checked="" type="checkbox"/> Secretary		Hattie Maguire	05/19/2025
<input type="checkbox"/> Chairperson	Signature	Print Name	Date
<input checked="" type="checkbox"/> President		Denise Stacer	05/19/2025

* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

** **IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2025 for instructions on completing this section.

Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate
For Principal Residence, Qualified Ag., Qualified Forest and Industrial Personal	
For Commercial Personal	
For all Other	

AFFIDAVIT OF PUBLICATION


Paulina Poplawska
Salem Township
Po Box 75002
Salem MI 48175-0002

STATE OF WISCONSIN, COUNTY OF BROWN

The Milford Times, Novi News, Northville Record, South Lyon Herald newspapers published in the State of Michigan, with general circulation in the State of Michigan, and personal knowledge of the facts herein state and that the notice hereto annexed was Published in said newspapers in the issue:

05/08/2025

and that the fees charged are legal.
Subscribed and sworn to before me on 05/08/2025



Legal Clerk



Notary, State of WI, County of Brown

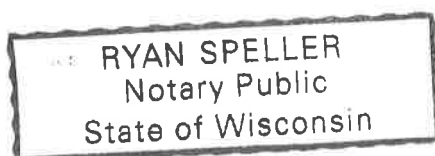


My commission expires

Publication Cost:	\$175.99	
Tax Amount:	\$0.00	
Payment Cost:	\$175.99	
Order No:	11287337	# of Copies:
Customer No:	1530045	1
PO #:		

THIS IS NOT AN INVOICE!

Please do not use this form for payment remittance.



NOTICE OF PUBLIC HEARING

SALEM-SOUTH LYON DISTRICT LIBRARY

Counties of Oakland and Washtenaw, Michigan

ON THE ADOPTION OF THE BUDGET FOR THE FISCAL YEAR 2025-2026

**TO ALL INTERESTED PERSONS IN THE LIBRARY DISTRICT OF THE
SALEM-SOUTH LYON DISTRICT LIBRARY**

PLEASE TAKE NOTICE that the Board of Trustees of the Salem-South Lyon District Library, Counties of Oakland and Washtenaw, Michigan, will hold a public hearing on Monday, the 19th day of May, 2025 at 7:00 p.m. in the Olson Meeting Room of the Salem-South Lyon District Library, South Lyon Michigan to consider the approval and adoption of the operating budget of the Salem-South Lyon District Library for the fiscal year 2025-2026.

Copies of the proposed budget are on file with the Library Director at the Salem-South Lyon District Library, 9800 Pontiac Trail, South Lyon, Michigan, for inspection during regular library hours or online at ssdl.info. At the public hearing, all citizens, taxpayers, and property owners of the Salem-South Lyon District Library District, comprised of the Township of Salem and the City of South Lyon, shall be afforded an opportunity to be heard in regard to the approval of the budget.

THE PROPERTY TAX MILLAGE RATE PROPOSED TO BE LEVIED TO SUPPORT THE PROPOSED BUDGET WILL BE A SUBJECT OF THIS HEARING.

This notice is given by order of the Board of Trustees of the Salem-South Lyon District Library, Counties of Oakland and Washtenaw, Michigan. Any citizen requesting accommodation to attend this meeting or to obtain this notice in alternate formats, please contact Paulina Poplawska, Library Director at 248-437-6431 ext. 206.

SALEM-SOUTH LYON DISTRICT LIBRARY BOARD OF TRUSTEES
Draft Minutes of Regular Board Meeting
Monday, April 28, 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 (25-88)

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

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

Not Present: H. Maguire (Excused)

B. Approval of agenda (25-89V)

Motion to accept the agenda as amended: add to the agenda under facilities a discussion about waiving the purchasing policy for the security camera vendor selection and to acquire consulting on the generator was made L. Hamilton; seconded by E. Petricca.

Yes: 6;
No: 0.
Motion Carried.

C. Introduction of guests (25-90)

Guests were introduced by P. Poplawska.

D. Approval of past minutes from Regular Board Meeting on March 31, 2025 (25-91V)

Motion to approve the March 31, 2025, minutes was made by L. Hamilton; seconded by R. Sims.

Yes: 6;
No: 0.
Motion Carried.

E. Public comment (25-92)

No public comment.

F. Friends of the Library Report (25-93)

K. Housman added comments on the Friends efforts to update the means of receiving monies for memberships, the membership drive, and the upcoming Friends meeting.

G. Financial Report

1. Acceptance of March 2025 Financial Report (25-94V)

Motion to accept the March 2025 financial report was made by L. Hamilton; seconded by D. Siivola.

Yes: 6;

No: 0.

Motion Carried.

H. Approval for Payroll Report March 2025 (25-95V)

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

Yes: 6;

No: 0.

Motion Carried.

I. Approval for Board Review of Bills and credit card purchases for March 2025 (25-96V)

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

Yes: 6;

No: 0.

Motion Carried.

J. Director Report (25-97)

Submitted for board review by P. Poplawska and filed.

K. Staff Reports (25-98)

Submitted for board review and filed.

L. Committee Reports

1. Advocacy/Marketing (25-99)

2. Facilities (25-100)

Motion to waive the purchasing policy on the contingency that the provided quotes are broken down by parts and labor was made by L. Hamilton; seconded by D. Siivola.

Yes: 6;

No: 0.

Motion Carried.

Motion to approve the hiring of MEEC at a cost not to exceed \$20,000 to consult on the way to proceed with the generator was made by L. Hamilton; seconded by D. Siivola.

Yes: 6;

No: 0.

Motion Carried.

3. Budget

a. Recommendation to amend current Fiscal Year Budget 2024-2025 (25-101V)

Motion to amend the budget as recommended to increase revenue to Cost Center 450 (Interest Income) by \$12,000 and to increase Cost Center 514 (Advertising) by \$12,000 was made by L. Hamilton; seconded by E. Petricca.

Yes: 6;

No: 0.

Motion Carried.

b. Recommendation for Personnel Cost Center for Fiscal Year 2025-2026 (102V)

Motion to add staff benefits, birthdays and EAP, at a cost of \$16.21 per employee per year excluding minors was moved by L. Hamilton; seconded by D. Siivola.

4. Policy Committee

a. Policies reviewed with no changes: 207.2, 209.1, 217, 213, 221, 224, 601 (25-103V)

b. Policies reviewed with changes: 203, 211, 212, 215, 218, 219, 220, 402, 403, 416, 419 (25-104V)

Motion to accept the changes as presented and discussed was made by L.Hamilton; seconded by R. Sims.

Yes: 6;

No: 0.

Motion Carried.

For Policy 203:

Add under all employees, employee assistance program (EAP) except for minors striking the phrase "for FY 2024-2025" to include birthday pay as a benefit.

For Policy 402:

Add in the year to the Michigan Community Foundation Act 38 of 2017

Under Policy 402, gifts under \$10,000 can be accepted by the director and above \$10,000 must be approved by the board on materials, equipment and furniture, landscaping, and art.

For Policy 203:

Motion to accept the changes was made by L. Hamilton; seconded by D. Siivola.

Yes: 6;

No: 0.

Motion Carried.

5. Professional Development (25-105)

M. Correspondence and communications (25-106)

N. Old Business (25-84)

O. New Business

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

P. Board Comments (25-109)

There were board comments.

Q. Adjournment (25-110)

Meeting adjourned at 8:29 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

April 2025 Budget Highlights – Financial Report

Income:

Account 400 Property Taxes Operating: \$2,256.41

South Lyon 1995 Operating of \$1,539.69, South Lyon 2014 Operating of \$683.37

Salem Township 1995 Operating of \$23.11, Salem Township 2014 Operating of \$10.24

Account 400.3 Service Contract: \$132,541.99

Acct. 400.4 PPT: \$189.46 Green Oak

Account 409 Fines & Fees \$308.90:

- Penal Fines: \$0.0
- Fines \$308.90
- Non-resident fee: \$0.00

Account 415 State Aid: \$13,421.08

Acct. 440 Gifts & Grants \$1,753.85

- True Gift: \$120.95
- Friends Gift Income: \$0.0
- Friends Books Donation Income: \$1,076.70
- Library Collection Gifts: \$556.20
- Annual Appeal: \$00.00
- Grants & Sponsorships: \$0.00

Account 440.3 Miscellaneous Income: \$1,678.17 (of note: Lost Materials: \$179.35, Computer Prints: \$1,294.34, Faxes: \$85.50, Rebates: \$60.13, T-shirt sales: \$62.00)

Account 450 Interest: \$2,075.39

- Michigan Class \$2,031.32
- Comerica: \$44.07
- Huntington: \$0.0

Acct. 448 Endowment Distribution: \$1,154.00

Total Income: \$155,379.25

Account 500 - Personnel Total: \$76,803.58 (Two pays)

- \$ 66,049.47 Acct. 500.2 Salaries
- \$ 3,118.63 Acct. 505.2 Deferred Compensation Plan
- \$ 2,481.29 Acct. 502.3 Group Health Plan
- \$ 4,901.85 Acct. 545 FICA
- \$ 252.34 Acct.570 Dues & workshops

Account 505 - Library Materials & Supplies: \$55,877.12

\$ 32,054.89 Acct. 505.12 Library materials (Teen \$2,150.22 Youth: \$7,203.99, Adult: \$9,685.30, Processing: \$2,536.77, Downloadable: \$10,478.61)

\$ 1,040.97 Acct. 508 Computer supplies & maintenance
\$ 6,192.58 Acct. 527.56 ILS Database
\$ 3,551.88 Acct. 527.55 Items Linked
\$ 11,737.62 Acct. 527.7 Shared Systems Costs
\$ 1,299.18 Acct. 531 Programming (Adult \$675.41/Youth 623.77)

Account 536 & 600 Total - Facilities & Equipment: \$15,177.22

Account 536 Facilities:

- \$ 4,913.13 Acct. 515 Utilities (DTE \$3,445.34 and Consumers \$1,467.79)
- \$6,848.31 Acct. 536.12 Maintenance & Repairs of note: custodial: \$580.17, routine repairs of \$1,756.85 includes pymt of \$1,385.36 to Shaw for removal of Sound booth and repairs to wall, water softeners, septic, sprinkler of \$55.50, replacement of sump pump of \$1284.00, trash pickup of \$2,416.79, chemical water treatment \$275.00, alarm monitoring \$480.00
- **Account 600 Capital Expenditures and Equipment:**
 - 600.3 Computer (Other) \$0.0
 - 600.4 Other Tech Equipment: \$934.60
 - 600.5 Licensing & Support: \$2,481.18
 - 605.2 Capital Equipment: \$0.0
 - 605.31 Capital Expenditure: \$0.0
 - 605.95 Bond Interest: \$0.0
 - 605.96 Bond Principal : \$0.0

Account 585 - Service Fees & Expenditures \$3,709.48 of note:

- \$ 293.49 Acct. 510.3 Office Supplies
- \$ 0.0 Acct. 511 Postage
- \$ 1,374.65 Acct. 514 Advertising
- \$ 308.00 Acct. 516 Telephone
- \$ 1,415.56 Acct 520 Contractual Services (lawn maintenance, lease copy machine, cc fees)
- \$ 279.84 Acct.525 Legal & Professional
- \$ 37.94 Acct.585.3 Misc. expense

Account 586 - Gifts & Grants Purchases \$1,693.27 of note:

- \$ 10.55 Acct. 523.2 Gifts & Grants
- \$ 606.02 Acct. 586.27 Friends Gift Purchases
- \$ 1,076.70 Acct.586.39 Book Sale Monies
- \$ 0.0 Acct.586.4 Gift Purchases
- \$ 00.00 Acct. 586.9 Gift Purchases for collection
-

Expenditures exceed Revenue by \$2,118.58

YTD Revenues exceed Expenditures by \$774,598.34

	Apr 25	Jul '24 - Apr 25	\$ Over Budget	% of Budget Target: 83.3%	Annual Budget
Ordinary Income/Expense					
Income					
400 · Property Taxes	2,256.41	1,499,782.52	-28,529.48	98.13%	1,528,312.00
400.3 · Service Contract	132,541.99	381,697.61	3,697.61	100.98%	378,000.00
400.4 · Personal Property Taxes	189.46	5,352.55	-3,447.45	60.82%	8,800.00
409 · Fines & Fees	308.90	41,361.90	2,061.90	105.25%	39,300.00
415 · State Aid	13,421.08	26,361.66	13,532.66	205.49%	12,829.00
440 · Gifts & Grants	1,753.85	247,164.87	149,164.87	252.21%	98,000.00
440.3 · Miscellaneous Income	1,678.17	24,089.85	-88,310.15	21.43%	112,400.00
447 · Sale of equipment	0.00	0.00	-1,000.00	0.0%	1,000.00
448 · Endowment Distribution	1,154.00	1,154.00			
450 · Interest Income - Regular	2,075.39	83,767.26	26,767.26	146.96%	57,000.00
Total Income	155,379.25	2,310,732.22	75,091.22	103.36%	2,235,641.00
Gross Profit	155,379.25	2,310,732.22	75,091.22	103.36%	2,235,641.00
Expense					
500 · Personnel	76,803.58	874,657.03	-233,019.97	78.96%	1,107,677.00
505 · Library materials & supplies	55,877.12	276,055.52	-96,944.48	74.01%	373,000.00
536 · Facilities & Equipment	15,177.22	264,995.49	-305,568.51	46.44%	570,564.00
585 · Administrative Expenses	3,709.48	65,721.26	-20,678.74	76.07%	86,400.00
586 · Gifts & Grants Purchases	1,693.27	54,704.58	-43,295.42	55.82%	98,000.00
Total Expense	153,260.67	1,536,133.88	-699,507.12	68.71%	2,235,641.00
Net Ordinary Income	2,118.58	774,598.34	774,598.34	100.0%	0.00
Net Income	2,118.58	774,598.34	774,598.34	100.0%	0.00

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

	<div><div></div><div>% of Budget Target: 83.3%</div><div>Annual Budget</div></div>				
	Apr 25	Jul '24 - Apr 25	\$ Over Budget		
Ordinary Income/Expense					
Income					
400 · Property Taxes	2,256.41	1,499,782.52	-28,529.48	98.13%	1,528,312.00
400.3 · Service Contract	132,541.99	381,697.61	3,697.61	100.98%	378,000.00
400.4 · Personal Property Taxes	189.46	5,352.55	-3,447.45	60.82%	8,800.00
409 · Fines & Fees	308.90	41,361.90	2,061.90	105.25%	39,300.00
415 · State Aid	13,421.08	26,361.66	13,532.66	205.49%	12,829.00
440 · Gifts & Grants	1,753.85	247,164.87	149,164.87	252.21%	98,000.00
440.3 · Miscellaneous Income	1,678.17	24,089.85	-88,310.15	21.43%	112,400.00
447 · Sale of equipment	0.00	0.00	-1,000.00	0.0%	1,000.00
448 · Endowment Distribution	1,154.00	1,154.00			
450 · Interest Income - Regular	2,075.39	83,767.26	26,767.26	146.96%	57,000.00
Total Income	155,379.25	2,310,732.22	75,091.22	103.36%	2,235,641.00
Gross Profit	155,379.25	2,310,732.22	75,091.22	103.36%	2,235,641.00
Expense					
500 · Personnel					
500.2 · Salaries	66,049.47	749,817.70	-187,859.30	79.97%	937,677.00
502 · Empl benefits	10,501.77	121,780.23	-43,219.77	73.81%	165,000.00
570 · Dues & workshops/travel	252.34	3,059.10	-1,940.90	61.18%	5,000.00
Total 500 · Personnel	76,803.58	874,657.03	-233,019.97	78.96%	1,107,677.00
505 · Library materials & supplies					
505.12 · Library Materials	32,054.89	196,658.78	-81,341.22	70.74%	278,000.00
508 · Computer supplies/maint.	1,040.97	11,713.57	-4,286.43	73.21%	16,000.00
527 · Cooperative fee	21,482.08	55,133.65	-7,866.35	87.51%	63,000.00
531 · Programming	1,299.18	12,549.52	-3,450.48	78.44%	16,000.00
Total 505 · Library materials & supplies	55,877.12	276,055.52	-96,944.48	74.01%	373,000.00
536 · Facilities & Equipment					
515 · Utilities	4,913.13	43,829.51	-21,170.49	67.43%	65,000.00
536.12 · Maintenance & Repairs	6,848.31	96,112.68	-4,437.32	95.59%	100,550.00
560 · Insurance	0.00	27,320.00	0.00	100.0%	27,320.00
600 · Equipment	3,415.78	12,700.10	-71,299.90	15.12%	84,000.00
605 · Capital Expenditure	0.00	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	15,177.22	264,995.49	-305,568.51	46.44%	570,564.00
585 · Administrative Expenses					
510 · Office supplies	293.49	1,214.56	-785.44	60.73%	2,000.00
511 · Postage	0.00	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	1,374.65	22,958.89	-12,041.11	65.6%	35,000.00
516 · Telephone	308.00	3,080.00	-720.00	81.05%	3,800.00
520 · Contractual services	1,415.56	27,694.87	-5,305.13	83.92%	33,000.00
525 · Legal & Professional	279.84	2,333.28	-366.72	86.42%	2,700.00
540 · Auditor	0.00	7,400.00	0.00	100.0%	7,400.00
585.3 · Misc. Expense	37.94	194.82	-805.18	19.48%	1,000.00
Total 585 · Administrative Expenses	3,709.48	65,721.26	-20,678.74	76.07%	86,400.00
586 · Gifts & Grants Purchases	1,693.27	54,704.58	-43,295.42	55.82%	98,000.00
Total Expense	153,260.67	1,536,133.88	-699,507.12	68.71%	2,235,641.00
Net Ordinary Income	2,118.58	774,598.34	774,598.34	100.0%	0.00
Net Income	2,118.58	774,598.34	774,598.34	100.0%	0.00

Salem-South Lyon District Library
Balance Sheet
As of April 30, 2025

	Apr 30, 25	Apr 30, 24
ASSETS		
Current Assets		
Checking/Savings		
102 · Checking-Huntington Bank	301,293.91	183,494.90
106 · MI Class	563,304.21	341,121.86
113 · Comerica	13,116.25	12,523.43
116 · Huntington Securities	1,613,540.11	1,780,251.90
117 · Huntington Brokerage	130,039.00	0.00
Total Checking/Savings	2,621,293.48	2,317,392.09
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	2,631,085.60	2,327,064.09
Other Assets		
144 · Beneficial Interest/Comm. Found	27,045.54	25,122.57
Total Other Assets	27,045.54	25,122.57
TOTAL ASSETS	2,658,131.14	2,352,186.66
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 · Accounts Payable	46,940.70	44,451.79
Total Accounts Payable	46,940.70	44,451.79
Other Current Liabilities		
2100 · Payroll Liabilities	38,319.23	36,550.45
Total Other Current Liabilities	38,319.23	36,550.45
Total Current Liabilities	85,259.93	81,002.24
Total Liabilities	85,259.93	81,002.24
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	774,598.34	787,806.08
Total Equity	2,572,871.21	2,271,184.42
TOTAL LIABILITIES & EQUITY	2,658,131.14	2,352,186.66

Salem-South Lyon District Library
Monthly Payroll Summary

April 2025

	TOTAL		
	Paydate: 4.11.25	Paydate: 4.25.25	Apr 25
Employee Wages, Taxes and Adjustments			
Gross Pay			
Salary	20,947.81	21,004.93	41,952.74
Hourly Wage	12,109.18	11,987.55	24,096.73
Total Gross Pay	33,056.99	32,992.48	66,049.47
Deductions from Gross Pay			
Deferred Comp MERS	-1,456.70	-1,459.41	-2,916.11
Health Insurance (pre-tax)	-840.82	-840.82	-1,681.64
Medical Care FSA (pre-tax)	0.00	0.00	0.00
Pre-tax HSA Emp.	-145.50	-145.50	-291.00
Voluntary Ded/ROTH	-377.86	-377.86	-755.72
Total Deductions from Gross Pay	-2,820.88	-2,823.59	-5,644.47
Adjusted Gross Pay	30,236.11	30,168.89	60,405.00
Taxes Withheld			
Federal Withholding	-2,551.00	-2,669.00	-5,220.00
Medicare Employee	-465.02	-464.06	-929.08
Social Security Employee	-1,988.38	-1,984.39	-3,972.77
MI - Withholding	-1,188.15	-1,171.32	-2,359.47
Medicare Employee Addl Tax	0.00	0.00	0.00
Total Taxes Withheld	-6,192.55	-6,288.77	-12,481.32
Net Pay	24,043.56	23,880.12	47,923.68
Employer Taxes and Contributions	0.00	0.00	0.00

April 2025 Transactions

Type	Date	Num	Name	Memo	Cost Control Center	Amount
Apr 25						
Liability Check	04/01/2025	AutoDeduct	PRIORITY HEALTH	Group Health	500 Personnel	-3,772.09
Check	04/03/2025	AutoDeduct	Reliance Standard	Group Health	500 Personnel	-70.84
Bill Pmt -Check	04/07/2025	17372	US POSTAL SERVICE	Permit#20 Renewal for Marketing Mail	585 Administative Expenses	-350.00
Bill Pmt -Check	04/08/2025	17381	Andrew Kercher	April 9th Wild West Program	505 Library Materials	-250.00
Bill Pmt -Check	04/08/2025	17382	CHELSEA DISTRICT LIBRARY	Lost Item ""Summer of Broken Rules"	585 Administative Expenses	-10.99
Bill Pmt -Check	04/08/2025	17383	Hoopla	Hoopla March	505 Library Materials	-1,649.56
Bill Pmt -Check	04/08/2025	17384	Kanopy LLC	Kanopy for March 2025	505 Library Materials	-281.35
Bill Pmt -Check	04/08/2025	17385	LYON TOWNSHIP LIBRARY	Damaged book "Opal" Item	585 Administative Expenses	-12.99
Bill Pmt -Check	04/08/2025	17386	River Rouge Public Library	Damaged Item "Angel Falls"/LP Item	585 Administative Expenses	-24.95
Bill Pmt -Check	04/08/2025	17387	Shanita Richards	Canning Workshop on April 30 & May1	505 Library Materials	-400.00
Bill Pmt -Check	04/08/2025	17388	Shaw Construction	Planning/Design	600 Capital Improvements	-3,190.00
Bill Pmt -Check	04/08/2025	17389	T-Mobile	Hot spots	505 Library Materials	-715.17
Bill Pmt -Check	04/08/2025	17390	THE LIBRARY NETWORK	Quarterly Telecom	505 Library Materials	-2,740.95
Bill Pmt -Check	04/08/2025	17391	Mutual of Omaha	Group Health	500 Personnel	-86.86
Bill Pmt -Check	04/08/2025	17392	WM Corporate Services, Inc.	Garbage service	536 Facilities	-1,271.45
Liability Check	04/10/2025	EFTPS	Michigan Dept of Treasury	State withholding	500 Personnel	-2,609.66
Bill Pmt -Check	04/10/2025	17393	BAKER & TAYLOR	Library Materials	505 Library Materials	-5,795.58
Bill Pmt -Check	04/10/2025	17394	BARNES & NOBLE, INC.	Adult NF	505 Library Materials	-25.32
Bill Pmt -Check	04/10/2025	17395	MARTIN HARDWARE	Nuts, bolts, screws	536 Facilities	-11.78
Bill Pmt -Check	04/10/2025	17396	TRANE U.S. Inc.	Boiler 2 service call	536 Facilities	-1,208.00
Bill Pmt -Check	04/10/2025	17397	BAKER & TAYLOR	AYAT	505 Library Materials	-357.54
Bill Pmt -Check	04/10/2025	17398	P. Poplawska	Mileage to Waterford of History Coalition of Oakland County	585 Administative Expenses	-48.30
Bill Pmt -Check	04/10/2025	17399	PETTY CASH	Water sampling mileage \$25.50/Youth Services mtg mileage \$53.34/mileage to pickup tax ck \$9.47	536 Facilities \$55.50/500 Personnel \$53.34/585 Admin. Expenses \$9.47	-88.31
Bill Pmt -Check	04/10/2025	17400	PETTY CASH	Mileage to Washtenaw County	536 Facilities	-30.00
Liability Check	04/11/2025	EFTPS	HUNTINGTON BANK	Employee Withholding	500 Personnel	-7,457.80
Liability Check	04/11/2025	AutoDeduct	MERS	Deferred Comp	500 Personnel	-3,393.38
Liability Check	04/14/2025	AutoDeduct	TASC	Employee Contribution	500 Personnel	-145.46
Check	04/14/2025	AutoDeduct	Delta Dental	Group Health	500 Personnel	-373.64
Bill Pmt -Check	04/16/2025	17401	Mastercraft Plumbing, Inc.	Sump pump replacement	536 Facilities	-1,284.00
Bill Pmt -Check	04/16/2025	17402	VALERI LAWN AND SNOW	grass cutting	585 Administative Expenses	-2,000.00
Bill Pmt -Check	04/16/2025	17403	ENERCO CORPORATION	Chemical Water Treatment Services	536 Facilities	-275.00
Bill Pmt -Check	04/16/2025	17404	Flint Institute of Science and History	How Does Your Garden Grow	505 Library Materials	-218.00
Bill Pmt -Check	04/16/2025	Online Pymt	Millennium Business Systems LLC	copier leases, toner, PM for printers	505 Library Materials \$741.11/585 Admin. Expenses \$507.13	-1,248.24
Bill Pmt -Check	04/17/2025	17405	BRODART CO	covers, labels	505 Library Materials	-583.14
Bill Pmt -Check	04/17/2025	17406	Salem Community Event	Ad in Salem Flag Day booklet	585 Administative Expenses	-300.00
Bill Pmt -Check	04/17/2025	17407	US POSTAL SERVICE	Postage for Summer Mailer/Permit #20	585 Administative Expenses	-996.35
Bill Pmt -Check	04/17/2025	17408	TASC	TPA fees	585 Administative Expenses	-139.92
Bill Pmt -Check	04/21/2025	AutoDeduct	DTE ENERGY	Electric	536 Facilities	-3,369.29
Bill Pmt -Check	04/22/2025	17409	BARNES & NOBLE, INC.	Adult Non-Fiction	505 Library Materials	-271.34
Bill Pmt -Check	04/22/2025	17410	OCLC Inc.	Cloud Library	505 Library Materials	-131.23
Bill Pmt -Check	04/22/2025	17411	THE LIBRARY NETWORK	Ancestry	505 Library Materials	-1,655.12
Bill Pmt -Check	04/22/2025	17412	FRIENDS OF THE SSLDL	Friends Book Donation March	586 Gifts & Grants	-1,445.10
Check	04/23/2025	AutoDeduct	CONSUMERS ENERGY	Gas	536 Facilities	-1,467.79
Liability Check	04/25/2025	EFTPS	HUNTINGTON BANK	Employee Withholding	500 Personnel	-7,565.90
Liability Check	04/25/2025	AutoDeduct	MERS	Deferred Comp	500 Personnel	-3,397.08
Liability Check	04/25/2025	AutoDeduct	TASC	Employee Contribution	500 Personnel	-145.46
Bill Pmt -Check	04/29/2025	17413	Mutual of Omaha	Group Health	500 Personnel	-86.86
Bill Pmt -Check	04/29/2025	17414	OVERDRIVE, INC.	April OverDrive Invoice	505 Library Materials	-1,414.81
Bill Pmt -Check	04/29/2025	17415	TASC	TPA fees	585 Administative Expenses	-139.92
Bill Pmt -Check	04/29/2025	17416	THE LIBRARY NETWORK	Niche Academy	500 Personnel	-199.00
Bill Pmt -Check	04/29/2025	17417	THE LIBRARY NETWORK	Shared Automation Quarterly	505 Library Materials	-10,741.04
Bill Pmt -Check	04/30/2025	17373	Richard J. Spangler Trust	Jazz Program May 17 2025	505 Library Materials	-100.00
Bill Pmt -Check	04/30/2025	17374	Cengage Learning Inc	VOID:	Void	0.00
Apr 25						

Salem-South Lyon District Library Vendor QuickReport

April 2025

Type	Date	Num	Description	Cost Control Center	Amt
CARDMEMBER SERVICES					
Bill	04/10/2025	MM	Amazon\$12.99 for glassine envelopes/Media Source \$675.47 for barcodes, cases/POS Paper (5.35) refund for thermal tape	505 Library Materials	683.11
Bill	04/10/2025	Kasey	Supply Den for custodial supplies	536 Facilities	553.00
Bill	04/10/2025	KH	FSS \$150 fire alarm monitoring/Quill\$39.81 for office supplies,\$27.17 for TP/Quill \$121.26 for paper/Pinkerton\$330.00 for security monitoring	536 Facilities \$507.17/585 Admin.Exp \$161.07	668.24
Bill	04/10/2025	KH	600.5 Envisionware \$2300./Intelligink \$308.00 phone/Intelligink\$181.18 licensing	600.5 Licensing \$2481.18/585 Admin Exp \$308.00	2,789.18
Bill	04/10/2025	AC	Amazon for dvds	505 Library Materials	54.39
Bill	04/10/2025	SS	Korger \$11.99 for realia/Amazon\$53.17 for mat board center, frames	505 Library Materials \$11.99/536 Facilities \$53.17	65.16
Bill	04/10/2025	CB	Amazon \$203.20 Lucky Day/Amazon \$42.12 carfts/Amazon \$314.45 for Adult Fic/Gale \$22.39 for audio books	586 Gifts \$245.32/505 Library Materials \$336.84	582.16
Bill	04/10/2025	PP	Mango & ASL	505 Library Materials	2,628.40
Bill	04/10/2025	TM	Amazon \$781.51 for Easy readers, graphic novels/\$397.07 for SRP incentives thru American Awards, Imagestuff,Amazon	505 Library Materials	1,178.58
Bill	04/11/2025	KM	OverDrive \$1982.50/Amazon \$733.36 for J & Tween Fic/\$139 for Amazon prime	505 Library Materials	2,854.86
Bill	04/17/2025	AC	Barnes & Noble/Adult non-fic	505 Library Materials	829.91
Bill	04/30/2025	KC	Amazon \$934.60 for 2-Viewsonic TD2211 monitors/\$17.99 Alohi fax	600 Equipment \$934.60/505 Library Materials \$17.99	952.59
Bill	04/30/2025	KH	Quill \$330.16 for paper, office supplies	505 Library Materials \$165.96/585 Admin. Expenses \$164.20	330.16
Bill	04/30/2025	AC	Amazon \$421.26 for Amazon dvd/Premier Pet \$9.53	505 Library Materials \$421.26/536 Facilities \$9.53	430.79
Bill	04/30/2025	CM	Amazon \$277.63 for Teen fiction/\$779.61 Amazon for Lego, Youth books, kits	505 Library Materials	1,057.24
Bill	04/30/2025	CB	Amazon, Thrift Book \$2149.84 for Adult fiction/\$1039.85 MidAmerica Books for Y non-fic/Amazon \$133.79 for Lucky Day/\$226.91 Amazon for crafts/\$149.99 Amazon for kits/Amazon \$75.54 for Spice Club	505 Library Materials \$3415.22/586 Gifts \$360.70	3,775.92
Bill	04/30/2025	SS	Kroger \$8.70 for Teen exam cram/Barnes & Noble \$934.41 for Youth materials	505 Library Materials	943.11
Bill	04/30/2025	PP	Enchanted Over \$30.00/Kroger \$10.55 food for volunteers	585 Admin. Expenses \$30/586 Gifts \$10.55	40.55
Bill	04/30/2025	NP	Great Lakes Ace Hardware \$16.99 for batteries	536 Facilities	16.99
Bill	04/30/2025	KM	Amazon \$481.52 for J audio/Amazon \$14.98 for Adult Fic/\$3200. for ValueLine/\$86.88 for Jimmy John food for proram volunteers	505 Library Materials	3,783.38
Bill	04/30/2025	MM	Square Affordable Library, Amazon, Demco \$1251.70 for covers, cases/\$80.01 Amazon for office supplies/Amazon \$294.80 for displays, holders for wall brackets, shelving	505 Library Materials \$1251.70/585 Admin Expenses \$80.01/536 Facilities \$294.80	1,626.51



Salem-South Lyon District Library

FOR MAY 19, 2025, LIBRARY BOARD MEETING

Friends - Jeanette Benson, Book Room Coordinator

No report this month.

2025 Friends Board Meetings

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

January 9 – R. Sims

March 13 – E. Petricca

May 22 – R. Sims

July 10 – D. Siivola

September 11 – P. Peruski

November 13 – D. Stacer

Library Director - Paulina Poplawska

Focus: Community Awareness and Engagement

Community Survey Feedback

At the beginning of the year, the library completed a Community Survey for feedback as we start the process to revisit the library's strategic plan at the end of this year. At last month's meeting, the Library Board received a copy. The feedback has also been shared with staff.

The Library Director is working with administrative staff to review and how we can incorporate the feedback into the library's next strategic plan.

Staff is vested in providing a welcoming environment to all who enter the library's doors.

Per the results, 53% of our programming visitors come for children's programming and 50.37% would like to see more health and wellness programming. The library has Karate, herbal tea, and how to can your garden programming on the calendar. We will explore other areas of interest to patrons.

The Head of Information Services will provide more details in the next couple of months after we reach the one-year mark of the library's Overdrive transition from MCLS to Download Destination. In FY2024-2025 we increased Hoopla checkouts from four to six. In FY 2025-2026, we will increase checkouts to seven. In FY2025-2026, the digital materials budget will also increase by \$38,000. We are also promoting and have increased purchasing in cloudLibrary.

Focus: 2025-2026 Budget

The Budget Committee met to review the 2025-2026 Library Budget. Washtenaw and Oakland taxable values have been released this week. The full amount has not been levied.

Focus: Facilities Committee

A contract has been signed with MEEC to consult on the way to proceed with the generator.

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 5, 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.

May 15, 2025

We have the calendar snippet finished that will allow us to have a preregistration for SSLDL home patrons. We will be setting up a feedback form so that we can start to gather feedback from patrons on the homepage.

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	\$3,190
----------	-----------------	---------

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

May 9, 2025

Work started on Meeting Room 1.

Week of May 12, 2025

Lights have been replaced, walls have been drywalled, and half of the cabinets have been installed in the Meeting Room. Mid-week work has started on the staff breakroom with the removal of current cabinets. Patching of the walls has started to take place.

Photos of Budget Committee members attending the Budget Meeting on May 15, 2025, checking out the space:



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

Adult Services:

Summer Reading 2025:

The Adult, Youth and Teen Departments completed the planning for our summer reading program. The summer mailer will be mailed soon! We are excited for another summer with educational and unique programs for all ages.

Summer Reading begins on Saturday, June 14. The official kick-off will be on June 17 with a Summerfest and Foam Party sponsored by Vibe Credit Union. For adults, we will host Classic Michigan Food and Drinks: The Stories Behind the Brands in the evening.

Summer Reading Visits: The Youth Department will provide outreach to Bartlett, Brummer, Sayer and Salem Elementaries later this month to discuss the summer reading program.

Adult Programming Highlights and Statistics:

The History of Tiger Stadium with Doc Fletcher



Doc Fletcher shared stories and memories of Tiger Stadium with an audience of 50 patrons. One patron commented: "Growing up, my dad was a huge Tigers fan. Other kids would go to Disney World on vacation, but we always went to Tigers games. I really enjoyed Doc's program, because he reminds me of my dad!"

Canning Workshop: 13 participants

Back by popular demand, we continued canning workshops with Shanita from Motor City Spreads. In this class, the group made mandarin orange jam!



April Adult Craft Night - Hummingbird Swings: 37 Participants



Additional Program Statistics: April 2025

- Flavor Fiends Spice Club (Gelatin): 64 participants
- Needlework Group: 8 participants
- Writer's Group: 5 participants
- Community Cares (2 sessions): 28 participants
- Paranormal Pages Book Club: 13 participants
- Wild West? Myths & Realities with Andrew Kerchner: 23 participants
- Cliffhanger's Mystery Book Club: 25 participants

- Something Different Book Club: 12 participants
- Monthly Book Challenge: 8 participants
- Wool Applique: 9 participants
- Adult Outreach - Patrons Served:
- Outreach Senior Rehab. Center: 1
- Outreach book delivery: 7
- Center for Active Adults Book Club: 8

Services - Patrons Served:

- Notary Service: 23
- Sewing For You: 17

Respectfully submitted,
Kathy Merucci, Head of Information Services

Youth & Teen Services – Tina McIntosh, Sarah Scherdt

New Juvenile Material Collection: Yoto players and audiobook cards

In recent years, audiobooks have emerged as a valuable tool in supporting early literacy. Audiobooks foster early literacy skills through exposure to language, by enhancing listening comprehension, and improving narrative skills. They also provide an alternative avenue for struggling readers to engage with texts and develop comprehension skills without the barrier of decoding words.

There has been a considerable decline in the use and availability of the Book on CDs and Playaways across all departments of the library without an equivalent option of a physical item to take their places.

Large Yoto (top) and Yoto Mini (bottom)



7year old patron using a library Yoto mini with headphones

With the remainder of the 2024 ALA grant funds the youth department was able to add 4 Yoto players (2 large & 2 mini) and several Yoto audiobook cards to juvenile collections to help fill the audiobook gap.

Yotos are screen-free audio devices for children that can be used with or without headphones. They feature a safe, simple design that is easy for a child to operate and are intended for ages 3 and up, making a new format of audiobooks accessible to the majority of the ages served in the department. The devices exclusively play Yoto cards. Those cards are available with a variety of content including audiobooks, music, meditations, and educational, i.e. how to draw tutorials or information about the solar system. The department is working to build an audiobook card collection with no current plans to expand into the other content varieties available.

In a time when many folks no longer have the capabilities to play CDs or find the title selection and headphone requirement of the Playaway devices very limiting, the Yotos, alongside the growing collection of Vox books, allow the library to provide screen-free, low-tech access to this invaluable early literacy format.

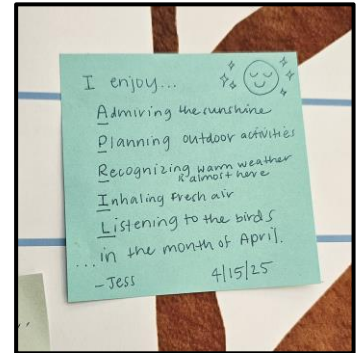
Yoto had been suggested by several patrons in recent months, and it is exciting to now be able to offer both the devices, and the audiobook cards for checkout.

National Poetry Month

April was National Poetry Month. It was highlighted in both the Teen and Youth departments through passive programming.

In the Teen area there was a Poet-tree poster on one of bulletin boards and teens were encouraged to add a post-it sized poem to the poster. It could be an original work or a favorite that they wanted to share. The amount of participation was impressive considering the secluded location of that specific display board. It was encouraging to watch the Poet-tree sprout new post-it "leaves" and grow throughout the month.

Over in the Youth department there was a scavenger hunt featuring Shel Silverstein's poetry posted in the tween area. The upper elementary and middle school patrons were the targeted age group for this passive program. Participants that completed the scavenger hunt worksheet were entered into a prize drawing and three winners were chosen at the end of the month.



In addition to the poetry scavenger hunt there was also a Shel Silverstein display near the reference desk. It was stocked with his books and a take-home activity packet. Nearly 30 packets were taken, and the books were constantly in use. The books were of great interest and additional copies of all his books were brought in from other libraries to meet patron demand. Several patrons would sit in the department and read the fun and goofy poems to the children with them. These heartwarming and nostalgic moments were witnessed on almost a daily basis.

TAB: Teen Advisory Board

During the April TAB meeting members worked to assemble take-and-make garden kits. They made over 200 seed packets to include in the kits as well as packaging 40 bags of soil and folding and packing instructions. In an hour they prepped, packed and assembled 40 kits. The gardening kits were made available in the department the week of April 21st to correspond with the seed science program that the Sloan Museum of Discovery did at the library that week. In just over a week all the kits had been picked up with many patrons complimenting the idea or expressing their excitement to get started. This project, along with this season's seed library, would not have been possible without our TAB team. The effort that they put into these small, 1-hour meeting projects have a huge impact in their community.

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



April Youth & Teen Programming Statistics

EARLY LITERACY PROGRAMS		
Baby Storytime	4/4/2025	8
Baby Storytime	4/11/2025	19
Baby Storytime	4/18/2025	22
Baby Storytime	4/25/2025	20
Family Storytime	4/8/2025	25
Family Storytime	4/9/2025	30
Family Storytime	4/14/2025	21
Family Storytime	4/15/2025	31
Family Storytime	4/16/2025	35
Family Storytime	4/21/2025	25
Family Storytime	4/22/2025	24
Family Storytime	4/23/2025	22
Fabulous Fours	4/3/2025	10
Fabulous Fours	4/10/2025	6
Fabulous Fours	4/17/2025	5
Fabulous Fours	4/24/2025	4
Evening Storytimes		
Movin' & Groovin'	4/16/2025	17
Sensory Friendly Storytime	4/28/2025	2
YOUTH PROGRAMS		
Kids Book Buzz	4/16/2025	11
How Does your Garden Grow?	4/22/2025	11
Karate with vince Toia	4/26/2025	13
Karate with vince Toia	4/12/2025	10
TEEN PROGRAMS		
TAB meeting	4/8/2025	6
PASSIVE PROGRAMS		
Poetry Month (Library Scavenger Hunt)		7
Poetry Month (Take Home)		29
Take and Make Garden Kits	4/22/2025-4/30/2025	40
1,000 Books Before Kindergarten: Sign Ups		6
Monthly Scavenger Hunt		200
OUTREACH		
Early On Storytime	4/30/2025	55
April 2025 Total		774
April 2024 Total		564
TAB Volunteer Hours	April 2025	12

IT – Kevin Campbell

This month The Library Network migrated the catalog to a new server. We had to ensure that all of our systems that rely on the catalog were functioning correctly post migration. We had all of the library's computers ready to go the night before to ensure a smooth transition and zero downtime. All of our cloud services like Libby, Hoopla, and Kanopy were confirmed working, but Cloud Library had to be allowed to communicate with the new server address before we were able to utilize the service.

We met with the website vendor WalkOne Technology twice this month. We talked about a solution for the event calendar to support a pre-registration for our patrons that we can open to non-residents after a specified time. We setup some test events so that they could try and find unique identifiers within the calendar that they could use to specify which events will have a pre-registration. We added a call to action on the home screen to sign up for our newsletter. We will be sending out an email campaign with a demo site to get patron feedback.

In our efforts to make our technology work better for us, we found a solution to set the default apps that different file types open with. The settings normally get saved to the user account for each person that logs onto the computer. On our public computers, all of the files and preferences get deleted when they shut down. Most of the programs work fine, but as programs update, sometimes they change how that program is represented to the system. We have to then change how we reference certain programs in order to ensure that the correct program is used to open different files.

We had a patron that needed assistance printing out study materials for a certification that is needed in their field. Having the materials printed would help them study for the certification test. They stated that if they missed the test, then there would be a long waiting list to re-register. They were appreciative that we were able to assist.

Circulation- Ashley Fisher, Candy Mahoney

Patron Count:

Entry: 4,324

Main Vestibule: 4,204



Holds for our patrons from our books: 858

Holds for other libraries from our books: 1609

Holds for our patrons from other libraries: 2233

Locker Pickups: 6

Drop box returns:

Centennial Farms: 106

Colonial Acres: 224

Drive-ups: 41

MelCat Items Brought In: 74

MelCat Items Sent Out: 160

New Library Cards Registered: 80 (This month last year: 142)

Marketing Department - Tracy Robinson, Candace Mahoney

The third installment of the “Marketing Makeover” Webinar with Trenton Smiley was on May 8. This session focused on class 4-6 libraries. There was discussion about e-newsletters and the benefits of having one sent at least monthly. Timing of the newsletters, content, the importance of having some clickable links, and length were addressed. They went over the pros and cons of Google Ads, and how some libraries may be eligible for grants for advertising. We will be looking into these grants to see if this could potentially be beneficial for advertising. As in our last webinar, we were pleased to learn the majority of the suggestions we currently have implemented and are on track with. We have clickable links, larger photos, and highlight volunteer opportunities to draw in our community members.



MIDDLE AND HIGH SCHOOL SUMMER VOLUNTEER OPPORTUNITY
Open to students entering 7th-12th grades in fall 2025
Application window: Monday, April 21 - Monday, May 19, 2025

The Salem-South Lyon District Library is looking for enthusiastic middle and high school students to help out in our Youth Department during our Summer Reading Program, from June 14 to August 2. As a volunteer, you'll gain valuable skills, earn community service hours, and make a positive impact on your community by assisting with reading logs, distributing prizes, and helping with fun programs.

Volunteers will be asked to commit to at least 6 shifts this summer. Shifts will be 2 hours long and available Monday through Saturday, primarily between 10:00 AM and 4:00 PM. **Applications** will be available on our website and in the library beginning Monday, April 21 and will be due by Monday, May 19.

GARDEN UPDATE



Spring is in the air!

The library's devoted gardeners met recently for the first time this season. We're excited to see what will flourish in the weeks to come around the library grounds. They are currently looking for a few Volunteer Gardeners for a once a week commitment, and a few Compost Care Volunteers 3 times a year. If interested, please contact Jeanette Benson at: jmbenson76@gmail.com



Community Cares with the Ladies of Yarnia

Resuming in June with a NEW DAY!

Thursdays from 3:30 - 5:30

June 19, July 17, August 21

Come join the *Ladies of Yarnia* and learn how to use a loom and make some hats for the needy. We distribute these hats throughout the community during the winter months. No skill is required. We supply the materials and an instructor. Drop-in program, no registration required.

The book challenge for May is to read a book that is turning 25 in 2025. We have a varied selection of books on our endcap to choose from. If any board members would like to participate, we would love to take your photo.



Currently we are working on the summer mailer and preparing for the summer reading program. We are getting print and digital material together, updating our bulletin boards, and making final decisions for summer decorating.

Processing - Molly Mahoney

Our statistics for April:

- 828 new items were processed
- 286 items were repaired
- 1,184 items were withdrawn to make room for new materials
- 2,372 items in total were handled by the department

Facilities – Norm Pratt



Generator- The past month the board approved retaining an Electrical Engineer, to help us better understand the size of the generator that will be required if we shed some electrical loads. We've had a discussion with Zach Matthews from MEEC and he has provided a project proposal. This will be sent to the facilities committee for review.

In the meantime, we are looking into and discussing with Bass the potential opportunities to carry out load shedding when there is a power outage. With a goal of finding a process to shed enough load fast enough so that it doesn't overload the generator and keep power to the fire pump.

David from Keystone stopped by the library to have a meeting with Devin Duerr (Shaw) concerning the Meeting Room 1 renovation. While he was here, we reviewed the status of the generator project. During the meeting he indicated the major cause for the high installation cost of the project was due to the cost digging up and replacing the current electrical wire piping. He indicated that the cost to increase the size of the wire in the current piping is thousands while replacing the piping and wiring is 10's of thousands of dollars. He also indicated that if we could use the same size wire, he indicated that he would extend the wire instead of running new wire.

Water Testing – Washtenaw County will be carrying out well inspection/sanitary survey on May 15th. This is something that must be carried out every five years and that currently needs to be completed before May 16th. During this inspection we will discuss lead and copper testing. An update of the inspection will be discussed in next month's monthly report.

Backyard Landscaping – We attempted several times to contact Munro Landscaping to provide us with a quote to remove wood chips, tree stumps and grass from the area under the electrical wires. They didn't return the call or the quote submission form, so we contacted JMV landscaping, and they indicated that they are currently doing several similar jobs. After reviewing the project and the grounds indicated they are now equipped to do this job and will be providing us with a quote in the next couple of days.



Chiller – This past month one of sides of the chiller faulted for high discharge pressure. When Trane technician came out to determine the cause, they restarted the unit and the fault disappeared. Checking our alarm code, the fault has happened several times before, but the system was able to reset itself, but this time the system wasn't able to reset and went into a lockout situation.

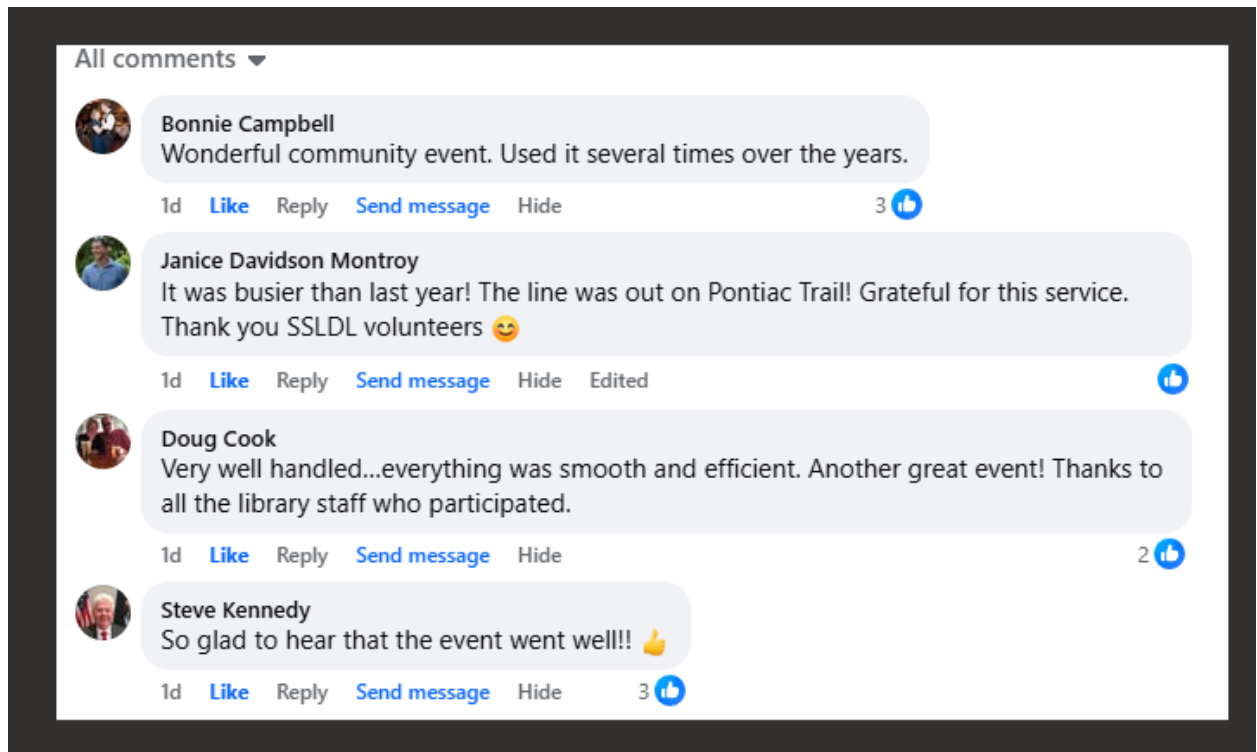
General – During the past month the major general stuff carried out included, maintaining the art walls, spring cleaning of the grounds, cleaning HVAC vents, rearranging shelving units, repair toilets, replacing lights, and carpeting cleaning

Overheard in the Library

Reference! has been recognized for the R-Best value of Outstanding Service. Here's what they did:
A woman offered GLOWING praise for the ease of copying here and the helpfulness of staff. She had tried to make copies at Brighton and had to jump through a lot of hoops, so she found it very easy to make copies here. She was also thrilled with our \$0.10 price vs. the \$0.50 at Brighton.

Sarah has been recognized for the R-Best value of Outstanding Service. Here's what they did:
A patron left storytime today and said "Storytime is our favorite day of the week!" Thank you for all you do Sarah!

May 10th Shred Event:





METRO ALARM SYSTEMS LLC UL MONITORING

46777 7 Mile Rd
Northville Mi 48167
(734)-326-7266
Fax (248) 449-5346

April 18th 2025

To Whom It May Concern:

I am pleased to submit the following quote to upgrade the surveillance system at South Lyon Library South Lyon Mi. This proposal includes parts, installation, and a 2-year warranty. All equipment is U.L. compliant.

1 3X LOGIC 2U 32 channel 16TB **\$4250.00**
8 3xLogic 8MP cameras for exterior **\$420.00 EA**
9 3xLogic 4MP cameras for replacement of interior **\$290.00EA**
7 3xLogic 4Mp varifocal interior cameras for aisle way **\$410.00EA**
3 3xLogic 8Mp 360* cameras for interior **\$620.00EA**
28 IP license \$120.00 EA
Hardware, cable, training, programming and labor for install **\$11570.00**

The cost to complete is **\$29880.00** . The balance to be paid in full upon completion

Mark Costyn

I agree to this proposal _____ Date _____

Down payment _____ check # _____ Balance _____

FlyLock Security Solutions Detroit North

The Flying Locksmiths Detroit North
2685 Lapeer Rd. Suite #210
Auburn Hills, MI 48326

DetroitAccounting@flylock.com
248-499-6901



ESTIMATE

BILL TO			JOB SITE		
Salem South Lyon District Library 9800 Pontiac Trail South Lyon, MI 48178			Salem South Lyon District Library 9800 Pontiac Trail, South Lyon, MI 48178		
ESTIMATE #	DATE	TERMS	WORK ORDER	P.O. NO.	REP
#177248	09/13/2024	-			AP

SCOPE OF WORK:
Quote to install CCTV

DESCRIPTION	PRICE	QTY	TOTAL
TFL Scope: Pull new cable to each camera location, terminate, mount, adjust views, program, network and provide training and onboarding	\$0.00	1.0	\$0.00
Service Call Extended	\$125.00	2.0	\$250.00
Labor and Supplies (Cable, mounting hardware, contacts, electrical boxes, patch panels, ethernet patch cables)	\$5,900.00	1.0	\$5,900.00
(1) 72TB NVR	\$6,548.00	1.0	\$6,548.00
Speco- turret 8mp 08T9	\$521.00	6.0	\$3,126.00
Speco Panoramic 8mp 08FBMS1	\$2,288.00	2.0	\$4,576.00
Speco 084S 8mp IP 360 view	\$1,330.00	3.0	\$3,990.00
Speco Turret 4mp	\$295.00	13.0	\$3,835.00
Sub Total	-		\$28,225.00
Sales Tax	6.0%		\$1,324.50
GRAND TOTAL	-		\$29,549.50
Payments/Credits			-
Balance Due			-

TERMS AND CONDITIONS

This estimate is good for 45 days.

Work/Purchase Order Authorized by:

Print Name: _____ Sign: _____

* We may charge a 40% restocking fee for any parts ordered, but not needed due to changes in scope or requirements, or if this work order is canceled for any reason by the customer after the hardware has been ordered (if applicable).

* This quote is based on the total number of doors/access points identified by the customer for this scope. Any changes may result in a Change Order (if applicable).

We appreciate your business and look forward to working with you! - The Flying Locksmiths Detroit North Team

Ready to secure your site?

Click Here to Approve & Sign

[Decline](#)
[Contact Estimator](#)

MI SECURITY

Date: April 13, 2025
Invoice # [015746]

MI security cameras
313-444-2575
Ray Kadry
3530 Huron
Dearborn MI 48124
info@misecuritycameras.com

TO:

Kevin Campbell
Salem- South Lyon District Library
9800 Pontiac Trail,
South Lyon, MI 48178
Phone: 1 248 437 6431

SALESPERSON	JOB	PAYMENT TERMS	DUE DATE
Ray	New Camera System Install Estimate.		50% / 50%

QUANTITY	DESCRIPTION	UNIT PRICE	LINE TOTAL
1 system	2 New commercial grade camera systems install. Install cameras on a 8 port NVR 4K, 8 mp. , 125 degree camera lenses 120 foot Night vision, With Listen in audio. Smart Motion Detection. 20 Terabyte hard drive space included and spread between the 2 systems 24 hour recording. And motion recording 1 month recording capacity + Cloud app/ Computer app NO monthly fees Cat 6 cable runs, cable ties, Water proof camera boxes for all cameras outside, odds and ends included. Hide all wires in the ceiling. NVR's (2) to be installed in the MDF. POE switches networked Includes Computer/Phone app + Configuration+ Tutorial		27,950
Fiber cable runs (2)	Run 2 150 - 200 FT Multimode armored Fiber cables with pulling eye, LC to LC - from MDF to IDF 1 - and IDF 1 to IDF 2		4,700
Lift - Included	1 interior mini 26 ft man lift and an outdoor 35 FT+ 4x4 articulating lift		-
COI	Certificate of Insurance Available upon request		-
Deposit	50 % down and 50% the day of completion		
Warranty Included	3 year manufacturer warranty on parts 1 year on labor		0.00
Discount	New customer discount ---2,000.00		- 2,000.00
Notes	W9		
Subtotal			30,650.00
Sales Tax			0.00
Total			30,650.00

May 16, 2025

To the Library Board and Management:

Salem-South Lyon District Library
9800 Pontiac Trail
South Lyon, MI 48178

We are pleased to confirm our understanding of the services we are to provide the Salem-South Lyon District Library (the “Library”) for the year ended June 30, 2025.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities and the major fund, and the disclosures, which collectively comprise the basic financial statements of the Library as of and for the year ended June 30, 2025. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management’s discussion and analysis (MD&A), to supplement the Library’s basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Library’s RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

- 1) Management’s discussion and analysis
- 2) Budgetary comparison schedules

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error and issue an auditor’s report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

CERTIFIED PUBLIC ACCOUNTANTS

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of the financial statements does not relieve you of your responsibilities.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

We have identified the following significant risks of material misstatement as part of our audit planning:

- Improper revenue recognition
- Management override of controls / separation of duties

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Library's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Other Services

We will also prepare the financial statements of the Library in conformity with accounting principles generally accepted in the United States of America based on information provided by you. We will also perform the following services:

- Reconciliation of capital assets
- Reconciliation of long-term debt
- Preparation of the Qualifying Statement

We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America with the oversight of those charged with governance.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with accounting principles generally accepted in the United States of America (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of Gabridge & Company, PLC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the Michigan Department of Treasury (“Treasury”), or its designee. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Gabridge & Company, PLC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to Treasury, or its designee. Treasury, or its designee, may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

Joe Verlin, CPA, CGFM is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. We expect to issue our reports no later than October 17, 2025.

Our fee for services will be at our standard hourly rates except that we agree that our gross fee will not exceed \$7,400. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Reporting

We will issue a written report upon completion of our audit of the Library’s financial statements. Our report will be addressed to the Library Board. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor’s report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or withdraw from this engagement.

We appreciate the opportunity to be of service to the Library and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Very truly yours,

Galbridge & Company

RESPONSE:

This letter correctly sets forth the understanding of the Library.

Management signature: _____

Title: _____

Date: _____

Governance signature: _____

Title: _____

Date: _____

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