



LIBRARY BOARD MEETING AGENDA

DATE: Thursday, April 17, 2025 at 7:00 p.m.

PLACE: Community Room, Cromaine Library

- I. Call to Order
- II. Pledge of Allegiance
- III. Roll Call
- IV. Approval of Agenda
- V. Approval of Consent Agenda
 - A. Approval of Regular Meeting Minutes, 03/20/25 @ 7:00 pm
 - B. Acknowledge receipt of the February 2025 Financial Reports and payment of February invoices totaling \$85,625.62 and February payroll obligations totaling \$101,148.81.
 - C. Committee Reports

Community Relations & Strategic Planning	April 09
Personnel Committee	Cancelled
Finance Committee	April 14
Ad-Hoc/Landscaping	April 10
- VI. Library Director's Report
- VII. Discussion/Decision Items
 - A. Strategic Plan Review
 - B. Review of third-quarter statistics
 - C. Policy #3010, Materials Selection (Community Relations)- discussion about labeling Resolution, if warranted
 - D. Policy #4010, Public Relations and Public Information (Community Relations) Resolution, if warranted
 - E. Policy #4020, Library Meeting Room Use (Community Relations)
 - F. Policy #4021, Hartland Music Hall Reservation and Use Resolution to Adopt Policy
 - G. Policy #4030, Non-Library Postings, Displays, and Solicitations (Community Relations) Resolution, if warranted
 - H. Policy #4040, Library Blog and Social Media Sites Guidelines (Community Relations) Resolution, if warranted
 - I. Update on Organ Fundraiser
 - J. Update on making Committee Meetings public
- VIII. Information/Comments from Board
- IX. Call to the Public
- X. Agenda Items for Next Meeting
- XI. Adjournment

PROPOSED

Cromaine District Library
Regular Board Meeting
Thursday March 20, 2025

Trustees Present: Jeannine Gogoleski, Becky Basley, Nancy Rosso, Holly Naylor, Kim Armstrong, Dawn Smith

Members Absent: Bill Bolin

Staff Present : Sarah Neidert, Darlene Randolph

Public Present : Kristine Jory, Alan Jory, Laura Davis, Lee Davis, Lily Kreminski, Elizabeth Naylor, Anthony McKenna, Elizabeth Guithier, Suzanne Everett, Wes Nakigiri, Nina Butts, Shelby Dinser, Kate DeRosier, Len Pietila, Glenn Gogoleski

I.	Vice President Gogoleski called the meeting to order at 7:00 pm. Vice President Gogoleski took roll call. All present except President Bolin	
II	Approval of Agenda Director Neidert asked to add to Discussion Item C.-PTO ESTA Sick Leave. Trustee Naylor asked to pull last month's minutes and add to Discussion Item D – Minutes-Feb. 20, 2025. Trustee Naylor asked to pull last month's Community Relations minutes and add to Discussion Item E- Community Relations minutes Mar. 12, 2025 Trustee Naylor moved to approve the Amended Agenda, seconded by Trustee Smith. Ayes: All Nayes None Motion passed.	Approval of Agenda
III.	Approval of Consent Agenda Treasurer Basley moved to approve the Consent Agenda, seconded by Trustee Smith. Ayes: All Nayes: Nayes Motion passed. A. Approval of Regular Meeting Minutes 02/20/25 B. Acknowledge receipt of the January Financial Reports and payment of January invoices totaling <u>\$69,827.78</u> and payroll obligations totaling <u>\$191,866.50.</u>	Approval of Consent Agenda

IV.	<p>C. Directors Report</p> <p>D. Committee Reports</p> <table border="0"> <tr> <td>Community Relations and Strategic Planning</td><td>March 12</td></tr> <tr> <td>Personnel Committee</td><td>March 06</td></tr> <tr> <td>Finance Committee</td><td>March 10</td></tr> <tr> <td>Ad-Hoc Committee</td><td>March 03</td></tr> </table> <p>Call to the Public- Those wishing to address the board are asked to fill out a form- if they want their comments reflected in the official board minutes, they are asked to summarize them here, to be included by the recording secretary using their own words.</p> <p>Elizabeth Naylor spoke to the board as a member of the public, separate from her role here as a teen volunteer ambassador. She said that the only time the library has exposed me to explicit content was when a member of the public read an explicit section from an adult book last meeting, which my parents asked me not to read, and then she had to listen to it at a meeting. She suggested parents talk to their children about any content they don't like.</p> <p>Kristine Jory is here to support our library and the freedom to <u>read</u>. "Reading is a part of our freedom of speech and expression, protected in the First Amendment. It promotes critical thinking, discussion, and learning. I am against the banning of books."</p> <p>Anthony McKenna called Sheriff Murphy, on February 21st, the day after the last meeting, to ask about his conversation with President Bill Bolin. Sheriff Murphy stated President Bolin approached him with the MCL Statutes, which were read out of order by President Bolin at the February board meeting. Sheriff Murphy stated that it is not a priority of the county to prosecute anyone, parent or staff for this law. Attorney Carolyn Henry reiterated Sheriff Murphy's statement in a phone call to him on the same day. "I find it highly inappropriate for any elected official to so grossly misrepresent the truth and urge our public to support <i>protective actions</i> where protection is unnecessary."</p> <p>Len Pietila spoke. Speaking for himself only, he doesn't want to ban books. He does want to protect his kids from content he doesn't like. Labeling books is the "best of both worlds." He says that not everyone will be totally happy with it but it is fair.</p>	Community Relations and Strategic Planning	March 12	Personnel Committee	March 06	Finance Committee	March 10	Ad-Hoc Committee	March 03
Community Relations and Strategic Planning	March 12								
Personnel Committee	March 06								
Finance Committee	March 10								
Ad-Hoc Committee	March 03								

V.	<p>Directors Report</p> <p>Director Neidert mentioned the Music Hall Fundraiser for the organ. The event will take place on Friday, May 2nd. The money raised will go toward restoring the organ in the Music Hall. Phase I was complete in 2023, and paid for by the Heartland Foundation. Last year the fundraiser was a success. This year there is a balance of \$8,000.00 on the restoration. The Messiah group is helping with the ticket sales.</p> <p>The Memorial Day Parade will be celebrating its 90th year. This year's theme for the library is, "Color Our World". The Community Council is working hard on the planning. It is scheduled for May 26th. Board members are welcomed to walk in the parade. A community member has offered a restored 1957 Chevy to be the parade vehicle. Director Neidert met with staff members at the inservice day, and staff do not wish to walk in the parade due the tone of the February board meeting.</p> <p>The most recent Executive Order calling for cuts to the Institute of Museum and Library Services (IMLS)- the federal agency that provides resources to the nation's libraries, museums, and archives, while not a direct cut to the library, will result in cuts to many state programs that are funded through this agency- specifically the Michigan eLibrary services, both online databases and MeLCat delivery.</p> <p>New lock buttons and door handles were installed on all the bathroom doors (except on the third floor).</p> <p>Tonieboxes are part of the Library of Things in the Youth Department. It is a screen-free digital listening experience that plays stories, songs, and more. The Kindergarten Readiness Series is off to a good start. This program allows children a chance to learn and practice their skills before entering kindergarten in the fall.</p> <p>Director Neidert introduced Elizabeth Naylor, Representative of the Teen Advisory Board to speak.</p> <p>Elizabeth Naylor asked to have more clarification when reading the Community Relations Minutes. She said there seems to be conflicting statements in it about whether Trustee Smith does or does not support labeling books. She also mentioned a comment made at February's Board Meeting regarding closing the teen room when there is no staff in the room. The board indicated they would discuss the minutes during discussion and ask her if that clarification helped at that time.</p>	Directors Report
VI.	<p>Discussion</p> <p>A. Review Board Operating Procedures</p>	

	<p>Policy #8003, Trustee Meeting Agenda Format, Preparation/ Distribution (Personnel)</p> <p>i. <u>Pledge Of Allegiance</u> Trustee Smith suggesting adding Pledge of Allegiance to the board meetings, after Call of Order, on the agenda.</p> <p>ii. <u>Combining Discussion/Decision Items</u> Director Neidert wants to combine the Discussion/Decision Items on the agenda. She believes combining these will make a better flow of the meeting. Trustee Smith says it will be less confusing to the public and we can make a decision right after having a conversation on the subject.</p> <p>iii. <u>Adding Proposed Minutes Available Online and Board Packet Online</u> Director Neidert suggests putting these on our website. There may be information that the public would like to know at that time. Trustee Naylor asked if there was a mistake in the minutes, would we then have to take them back for correction? Would it be a risk? Trustee Smith replied that people would understand any corrections. Trustee Smith asked if the current committee meetings should be open to public attendance. We need to be transparent, but she does not think we need to decide now. Vice President Gogoleski agreed. It can be added to the next meeting to give us time to think about it. Director Neidert said technically any meeting is considered open meeting. Simply saying a meeting is open to the public is different than making it really available to them though- we would need to hold them at different times and in person.</p> <p>iv. Call to the public location on Agenda: also discussed below in Policy #8004- The group agreed that they would prefer to move the call to the public later in the meeting, between Information and Agenda Items for Next Meeting. This will require a change to the Agenda portion of #8003.</p> <p>Policy #8004, Conduct of Library Board Meeting (Personnel)</p> <p>i. <u>Adding Second Call to the Public</u> Trustee Smith told the board that this was President Bolin's suggestion, but he is absent. The second call was suggested later in the agenda with a 30 second time limit. Trustee Naylor</p>	<p>Review Board Operating Procedures</p>
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responded that the total amount of time per person would be more than 30 seconds due to transition time between speakers. This could make the meetings longer. Community members would not appreciate having to sit that long, especially if they work or have young children at home. Vice President Gogoleski thought this would give the community members a chance to speak prior to any decisions the board makes. Treasurer Basley said that 30 seconds is not effective. People come prepared already on what they want to say. The trustees, after some discussion, decided they would prefer the call to the public to come later in the meeting, but not to have two calls to the public.

No matter when we decide to move the call to the public, the decision on this subject is not to change the language of the current policy. No resolution is needed. The group agreed that they would prefer to move the call to the public later in the meeting, between Information and Agenda Items for Next Meeting. This will require a change to the Agenda portion of #8003.

Policy #8005, Board Organizational Meeting (Personnel)

Reviewed, no changes

Policy #8006, Board Officers (Personnel)

Reviewed, no changes

Policy #8007, Board Committees (Personnel)

Reviewed, no changes

B. Architectural Services Quote (Ad-Hoc Committee)

Director Neidert noted that the consensus was that the board is eager to get rolling. If this proposal is adopted, we could absorb the billed segment this fiscal year. It will be billed in segments. By getting started right away, the survey could be complete by tomorrow. Sue Grissom from GMAA could start the next phase on Monday by sending the information to the Township and County for approval. By May, we will be looking at the draft budget. We can look at the phases and adjust as we move ahead. Treasurer Basley commented that Sue Grissim explained the phases thoroughly. She cannot say enough good things about her. Secretary Rosso commented to Director Neidert that this will

obviously add to your workload. Director Neidert agrees and feels the support offered by GMAA in the proposal seems sufficient.

C. PTO/ESTA

Director Neidert said we are in compliant with ESTA Laws. She will inform the staff tomorrow. The HR firm, EctoHR, has edited much of the Employee Handbook and this section will flow in it well. She explained the new Paid Time Off for part time and for full time employees, adding that consistency is recommended.

Secretary Rosso asked if other libraries are doing the same. Director Neidert replied that they are all doing something. She believes ours is very generous. Secretary Rosso asked if there was software for implementing this. Director Neidert said, at the moment we are using excel and we are working with our current timekeeping system (WebHR) on following through with this. She says that we do not need board approval for this, but she wanted the board to be aware. This will be in the updated handbook with a policy.

D. Meeting Minutes from Feb. 20th

Trustee Naylor referred to statements in the February 2025 meeting minutes where Trustees Bolin and Smith said the library board should be nonpartisan. She agrees the board is supposed to be non-partisan. She has been on this board since 2018, longer than any other current trustee. In the past, board members have never campaigned, supported or have been supported by a political party until 2022. We have current trustees going on partisan podcasts and using their status to promote political issues. For the record, we have always been non-partisan and this board needs to be non-partisan. In regards to the subject on books at last month meeting, the board has never been a part of the process in the selection or placement of books. The reason books are selected is because they are popular. They are not a secret political agenda that is a "Political Ideology." Trustee Naylor stated that members of the LGBTQ community are our neighbors, constituents, and Croomaine District taxpayers, and they deserve to be treated with the same respect as everyone else. Also, she appreciates being present for meetings in this Community Room. It takes the tone down, and allows the board and members of the public to sit on the same level. The staff and the community are feeling the effects of this atmosphere. The board needs to work together in a non-partisan manner, like in the past. We need to make decisions collectively as a board.

Trustee Smith responded, that the reason for this "Political Ideology" is that ALA and MLA are completely partisan and the public is aware of that. Things were never challenged and now people feel like they finally have a voice. Trustee Smith said that 50% of the community supports book labels. Trustee Naylor stated that according to our data survey that it is not true.

Vice President Gogoleski feels ALA and MLA are partisan. She stated that the last couple years anything discussed amongst the board was cut and dry, and that half the board was not able to share their views and didn't support decisions. Trustee Naylor stated the votes the last two years on policy 3010 were unanimous, and that all trustees were given time to share their opinions and points of views during many months of discussion on this issue.

Director Neidert validated Trustee Smith's and Vice President Gogoleski's feelings that ALA and MLA have become partisan. She shared that Cromaine is not an institutional member of ALA, however, as the main organization for Libraries, staff do attend annual conferences for professional development. Director Neidert has found many trainings to be helpful, such as ones on building management and budgeting.

Cromaine has been an institutional member of MLA for years, in order to give trustees access to the trainings offered by that organization. Director Neidert was planning to ask the board if they wish to continue organizational membership. Vice President Gogoleski asked if the staff attend any seminars through these institutions. Director Neidert says that staff (and trustees) often do attend MLA workshops. Many are free, but if they are not, we can still send staff, but would have to pay extra to attend as non-members. However, professional development is important to keep a highly trained staff- and ALA and MLA are the professional organizations for libraries. Trustee Armstrong asked if the fees for non-members are significantly higher, and Director Neidert said sometimes they are.

At this point the conversation moved on to the discussion of labeling books. Director Neidert stated that she has been speaking to Trustees and the public since that last meeting, and is open to all of the stated concerns and is attempting to be responsive to the community. Vice President Gogoleski believes that there are really two issues of concern- 1. the labeling and the placement of books and 2. the labeling of sexually explicit material.

In regards to book displays, Trustee Smith believes we should not celebrate any particular identity group with our book displays. Neither side will be happy. The compromise regarding books should be that they should be identified, if a patron is not satisfied, they should be referred to staff.

Secretary Rosso commented that all this is "risky." We should go back and read the memo from the lawyer. These situations could cost the library a lot of money.

Director Neidert feels the committee, after discussion, has come up with the best genre to cover what we're talking about- "social issues". Trustee Naylor says as a board member we will back our director on this. She does not believe the

	<p>'social issues' label will satisfy people who don't want children's books with any LGBTQ characters in the library at all, and who will challenge the books. Trustee Naylor asked, if challenged books come before the board for a final decision will trustees support the Director's decision or vote to move or remove a book? Trustees Smith and Vice President Gogoleski stated that they will not vote to remove a book or move it to a restricted area.</p> <p>Questions/Comments from the Board:</p> <p>Trustee Naylor commented on the websites visits from the monthly statistics showing an increase of 150%. It was a great job on the website.</p> <p>Sarah praised the increase in cardholders. This is an important statistic for libraries.</p> <p>Director Neidert put out a quote to add technological functionality for the room to accommodate board meetings presented on line.</p> <p>Vice President corrected a concern from the Teen Advisory Board liaison, saying "No one had never wanted to shut down and lock the teen room," Director Neidert said that President Bolin stated that is what he wanted. Vice President Gogoleski said that this is not the intent, but we want to make sure there is an adult staff present at all times.</p>	
VII.	<p>Decisions</p> <p>A. Resolution #2025-05, for Policy #8003, Trustee Meeting Agenda Format, Preparation Distribution</p> <p>Treasurer Basley moved to approve Resolution #2025-05, for Policy #8003, Trustee Meeting Agenda Format, Preparation Distribution, seconded by Trustee Smith. A roll call was taken.</p> <p>Ayes: Dawn Smith, Kim Armstrong, Holly Naylor, Nancy Rosso, Jeannine Gogoleski, Becky Basley</p> <p>Nayes: None Resolution passed.</p> <p>B. Resolution #2025-09, for Policy #8004, Conduct of Library Board Meeting</p> <p>_____ moved to approve Resolution #2025-09, Policy #8004, Conduct of Library Board Meeting. Seconded by _____. A roll call was taken.</p> <p>Ayes:</p>	<p>Resolution #2025-05</p> <p>Resolution #2025-09</p>

	<p>Nayes: This policy does not need a resolution. The policy will stay as it was with only one call to the public. No change.</p> <p>C. Motion for Architectural Services Quote</p> <p>Treasurer Basley moved to approve a motion for quote of the Architectural Service for Outdoor Landscaping of the South Lawn and surrounding area. Seconded by Trustee Smith.</p> <p>Ayes: All</p> <p>Nayes: None Motion passed.</p>									
VIII.	<p>Upcoming meeting dates</p> <table><tr><td>April 09</td><td>Community Relations & Strategic Planning Committee, virtual, 6:30 pm</td></tr><tr><td>April 03</td><td>Personnel Committee, in person 6:00 pm</td></tr><tr><td>April 14</td><td>Finance Committee, 4:30 pm virtual</td></tr><tr><td>April 17</td><td>Board of Trustees meeting, 7 pm</td></tr></table>	April 09	Community Relations & Strategic Planning Committee, virtual, 6:30 pm	April 03	Personnel Committee, in person 6:00 pm	April 14	Finance Committee, 4:30 pm virtual	April 17	Board of Trustees meeting, 7 pm	
April 09	Community Relations & Strategic Planning Committee, virtual, 6:30 pm									
April 03	Personnel Committee, in person 6:00 pm									
April 14	Finance Committee, 4:30 pm virtual									
April 17	Board of Trustees meeting, 7 pm									
IX.	<p>Agenda Items for Next Meeting:</p> <ul style="list-style-type: none">• Strategic Plan Review• Review of third-quarter statistic• National Library Week (April 7th-April 13th)• Policy #3010, Materials Selection (Community Relations)• Policy #4010 – Public Relations and Public Information (Community Relations)• #4020 – Library Meeting room Use (Community Relations)	Items for next meeting								

	<ul style="list-style-type: none"> ● #4030 – Non-library Postings, displays, and Solicitations (Community Relations) ● #4040 – Library Blog and social Media Sites Guidelines (Community Relations) ● Update on Organ Fundraiser ● Review of updated Handbook (Personnel) ● Update on making Committee meetings public 	
X.	Adjournment Motion by Treasurer Basley seconded by Trustee Naylor. Adjourned at 8:41pm. Ayes: All Nays: None Motion passed	Adjournment

Nancy Rosso, SECRETARY
Cromaine District Library Board

Darlene Randolph, Recording Secretary
Cromaine District Library Board

Documents distributed to the Board for/at this meeting:

- Agenda for Board Meeting March 20, 2025
- Minutes of Regular Meeting February 20, 2025
- March 2025 Directors Report
- January Financial Reports
- Personnel Committee Minutes – 03/06/25
- Community Relations Minutes – 03/12/25
- Finance Minutes - 03/10/25
- Ad-Hoc Committee - 03/03/25
- Policy #8003,8004,8005,8006,8007
- Architectural Service Quote
- Personnel-ESTA Chart
- Res. #2025-05 for Policy #8003

- Res. #2025-09 for Policy #8004
- Motion for Architectural Services Quote

DRAFT



Director's Report

March 2025

Board Education: Personal Property Tax (PPT) overview:

When reviewing the February Finance reports, I pointed out the "Local Community Stabilization" revenue. Here are notes from a webinar I attended on the topic:

- Personal Property Tax Reimbursement (Local Community Stabilization Authority Act, 2014 PA 86, MCL 123.1341 et seq.) also known as "PPT Reimbursement."
- Reimburses entities with millages for revenue lost as a result of the repeal of the Business Personal Property Tax in 2012.
- *Local Community Stabilization Authority* manages the funds and disburses the money
- The Michigan Department of Treasury estimates the total amount of money necessary for the program. The money comes from the state's 6% sales tax revenues.
- Reimbursements are only given to millage-holding entities. Information is taken from L4029 forms.
- Treasury calculates the reimbursement amounts based on the amount of PPT an area is losing due to some businesses no longer paying because of repeal.
- Amounts can be affected by new businesses/box stores, and Taxable values. Calculations are complex. See: <https://www.michigan.gov/taxes/property/ppt/Reimburse/>
- Once calculations are complete, The Local Community Stabilization Authority (LCSA) processes the payments to the municipalities. District libraries are paid as separate entities, as are school districts. All other library types are paid with their municipalities unless individual arrangements are made.
- **Cromaine received \$9,949.01 in February 2025, compared to \$12,468.63 in February 2024.**

Director's update:

- **Partners in Progress** met on March 3, 2025:
 - **Dates to note:**
 - August 20: All Board Member breakfast meeting 7:30 am Wednesday 8/20/25 in the HESSC board room, join board members from each organization to hear about projects.
 - October 22: Hartland's State of the Community [10/22/25 at 5pm](#) at the Music Hall.
 - **Current Projects:**
 - **Welcome Baskets at Hartland Township-** The Library's updated brochure and keychain will be included- (I will have an example at the meeting to share).
 - **Hartland Township App-**The new Hartland Living App is under development with a potential launch in May. The new app will provide quick and easy access to essential community resources and give the administrators the capability to send out real-time community-wide push notifications. The cities of Brighton and Howell each have a similar app, however, ours will be funded by the PIP equally.
- **Community Council**
 - **Memorial Day parade** 5/26/25 at noon- gather at 11 at Spranger Park- Theme this Summer is "Color Our World " and we'll be using Trustee Naylor's pink '57 Chevy. Please wear Cromaine Logo shirts- see me if you need one. We are actively seeking Board Members to walk in the Hartland Memorial Day Parade alongside the classic car that we have booked. It would be ideal to have 4 walkers; 2 to hold our banner and 2 to give out promotional swag. Liz will coordinate this event.
 - **Vintage Hartland Christmas in the Village** Saturday 11/29/25 4:30-6:30pm. Cromaine again is a major sponsor and we are actively planning this event. Stay tuned for updates.

Spring Friends of the Library Book Sale Dates:

Wednesday, April 30, 2024 (setup)	10:00 am -Set-Up
Thursday, May 1, 2024	10:00 am - 4:00 pm
Friday, May 2, 2024	10:00 am - 4:00 pm
Saturday, May 3, 2024	10:00 am - 4:00 pm
Sunday, May 4, 2024	12:00 pm - 1:00 pm

Revenues from the book sales provided \$20,000 in funding to the Library this calendar year. Thank you to all the Friends, and especially to the Board who work so diligently to set up the sale.

Youth Department:

March is Reading Month! This month annually sees lots of family members coming into the building asking for great books to read to their student(s) classrooms, and this year was no different. We also celebrated in the building with four *Picture Book Saturdays*, celebrating different authors and favorite characters. All four events saw lots of folks coming in and enjoying the activities, crafts, and scavenger hunts available to them.

In addition to Reading Month activities, the library also offered a number of programs during the last week of the month--when the schools were off for Spring Break. We hosted 5 programs during that week, including a Sonic Party which 64 people attended. Participants were able to dash through an obstacle course, make buttons and shrinky dinks, try their hand at a Robotnik Spiky Ball toss, and more! The kids were having so much fun, they didn't want to leave.

This month we also announced our Teen Scholarship winners: Lauren P. won the Jeanne Smith Teen Volunteer Scholarship, and Benjamin K. won the Post-Secondary Education Scholarship. Congratulations to them both!

Adult Department:

This March, Cromaïne offered 15 programs for adults, which attracted 179 attendees. Highlights included soapmaking, DIY butterfly houses, and a smartphone class for beginners. The Adult Department also had an opportunity for professional development; we attended a virtual workshop hosted by the Library Network: "Teaching Tech Proficiency to Seniors with Michael Wilson" which offered strategies for assisting seniors with computer use.

Additionally, Adult Services staff received new desks, which have made a huge improvement to our workspace!

Circulation Department:

March was very busy for Circulation. We received several new items for the literacy collection which required original cataloging for each item. We also received a large selection of books for kids printed in Spanish and German that took special care to process. This is in addition to the new books that are arriving weekly!

Our MEL/Interloan clerk Mary is working on her practicum at Oakland Community College. Mary has shadowed Librarians in Adult and Youth services, assisted in various projects and programs!

Reading month brought in 118 new cardholders. Many of these resulted from an outreach event attended by Donna and Liz at Village Elementary. We were invited to host a table at their yearly STEM night where we shared information with parents on how to sign their families up for library cards. Cromaïne now has a total of 9053 cardholders.

Community Engagement Department

Music Hall Administration

- **PLEASE PROMOTE/PURCHASE YOUR TICKETS:**
Kilgen Organ Phase 3 Fundraiser, Friday, May 2 at 7:00 pm
Theme will be "ALL the Classics!" featuring familiar musical pieces from the worlds of Gaming, Movie, and Music. Sponsorship opportunities available, tickets now on sale at Circulation desk and <https://givebutter.com/4fRIJi> To fully fund the final phase of repair, we need \$8,000, \$1,500 already secured in donations/sponsorships.
- Hall Caretakers- we have 3 new substitute caretakers who are fully trained.
- [Save the Date: August 22 at 7pm: Sea Shanty Sing-Along with Ben Traverse](#)

hARTland Artwalk

- Save the date, Art Walk 2025 will be held September 20-October 4.
 - Kickoff on September 20 from 1-4 pm in Settler's Park
 - Hartland Weaving Heritage Celebration September 27 from 1-3
 - Issued specifications and a call for submission for a commissioned weaving piece, fully funded by Friends of the Library. **Fiber Artist has been chosen, Gisela Bosch, a Black Sheep Weaver. Her art piece will be unveiled Sept. 27 at Hartland's Weaving History event.**
 - Closing Ceremony October 4 in Settler's Park (Time TBD)

Community Engagement, Networking and Outreach:

- CR Liz and Circulation Donna attended Village Elementary SLAM Night on March 4. Interacted with 290 community members. All positive feedback from guests who visited our tables.
- Liz and Sarah attended Hartland Chamber's annual "Black and Bling" event at Crystal Gardens. Made one new community contact, a photographer that will be doing some event marketing work for Summer Reading and Summer Concert Series 2025. 150 community members were in the room.
- Participated in Gleaners "March Matchness" Food Drive March 8-28 , 2 boxes of food collected from the community.
- Liz attended a meeting with the Partners in Progress on March 10. This group was a subcommittee to work on the development of a Hartland Living App, for the purposes of shaping how the Library can utilize this app to communicate with our patrons and what information we think all Hartland residents will want and need from the Library. Ours will be similar to the Howell City and Brighton City's apps.
- Hartland Lions Club was hosted for their KidSight vision screenings on March 10 in the North Meeting Room. Just a few screenings with one referral to an optometrist made.
- Liz acted as a community reviewer, assisting the Child Abuse Prevention Council in selecting their 2025 "Champions for Children" on March 12.

- Liz and Youth Lucy Fluture represented the Library at the Great Start Early Childhood Collaborative's Family Fun Day at 2142 Church in Brighton on March 15. The event connected local families to early childhood literacy resources and free family fun.
- Liz and Sarah attended the Livingston County United Way's "Spirit of the Community" on March 18 for networking. There were over 200 community leaders in the room.
- Liz volunteered through Howell Rotary Club for March is Reading Month secret reader at Southwest Elementary in Howell on March 19.

PR and Social Media: (see attached)

- WHMI covered our Kilgen Organ Music Hall Fundraiser on FB and website:
https://www.whmi.com/news/article/hartland-music-hall-cromaine-kilgen-pipe-organ-mes-siah-chorus?fbclid=IwY2xjawJSWGtleHRuA2FlbQlXMQABHTlAnMiYS06ZNauDBPapGDrhsFylqaNMYwpYUnRvQpddrrHPgwn7MGJAmw_aem_DjOfRvVmoO3QixLQRysyfg
- <https://www.whmi.com/news/article/hartland-music-hall-cromaine-kilgen-pipe-organ-mes-siah-chorus>

Strategic Plan Deliverables

- Goal 3: Elevate Outdoor Spaces:
 - Seek Board Approval to move forward.
 - Approved at March 20 Board Meeting
 - Ad Hoc Exterior Spaces Committee first meeting (held March 3)
 - Sue Grissim, Sarah Neidert, Liz Welch, Holly Naylor, Jeannine Gogoleski, Becky Basley attended initial meeting
 - Additional Cromaine Staff and community stakeholders to be added at a later time as granular decisions are identified.
- Goal 4: Increase Investments in People and Resources:
 - Renovate Staff spaces to increase comfort, efficiency, organization, collaboration and productivity.
 - Staff office revision on the first floor was completed March 3-5

Patron Comments

4/6/25: Heather

A patron told me she lives in a nearby town, but she really appreciates all of the fun programming we do here and said it's "much better" than her home library. She particularly loves our Saturday options because she's off work and can do something fun with her kids, and she mentioned they loved both the Sonic and Minecraft parties within the past two weeks.

4/6/25: Heather

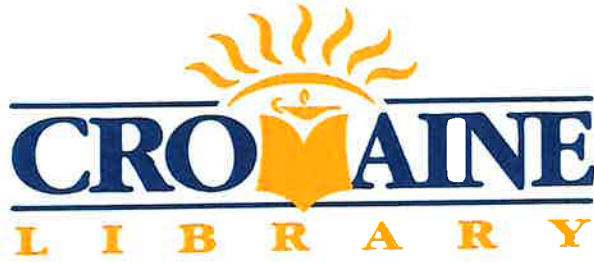
At the Minecraft party, a patron told me her son woke up at 7 am that day and asked if it was time to go to the party. Mom said her kid had been looking forward to the program for weeks, and from the look on his face, I think he had a lot of fun.

3/23/25: A former teacher in the Hartland school district said that she "fell in love" with Cromaine many years ago. She loves coming here because of the terrific staff and beautiful historic building.

Dear Sarah + Cromaine Library,

Just wanted to say thanks to you and the Cromaine Library for installing a power button on one of the bathroom doors.

I appreciate your effort and the additional cost to the Library.



Q: What happens locally if the Institute of Museum and Library Services (IMLS) is eliminated?

A: Three resources funded by IMLS that may impact Hartland's Cromaine Library patrons are:

- **MeLCat (Michigan eLibrary Catalog)** -a statewide interlibrary loan system that allows patrons to borrow physical materials from participating Michigan libraries (including universities).
- **MeL (Michigan eLibrary- mel.org)** -a statewide resource hub offering digital databases, eBooks, research tools, and learning resources to all Michigan residents.
- **MAP (Michigan Activity Pass- miactivitypass.org)**-a resource that allows patrons to access free or discounted tickets to museums, parks, and other venues.

Local tax dollars will continue to support:

- Interlibrary loan, available through TLN (The Library Network - our consortium with other public libraries in SE Michigan)
- Current Library hours of operation and staffing levels
- Purchase of new books and materials
- Purchase of digital materials through Libby, hoopla, and Kanopy
- Quality programs and events for all ages
- Online resources purchased directly by Cromaine Library, including: ABCmouse.com, Ancestry Plus, Comics Plus, Consumer Reports Online, Creativebug, Morningstar Investing Center, Niche Academy, and Transparent Language Online
- Administration of the historic Hartland Music Hall

Disbursement Summary February 2025

Payroll:	Pay Period End	Check Date	Amount:
	2/10/2025	2/14/2025	\$ 50,517.38
	2/24/2025	2/28/2025	\$50,631.43
Total Payroll:			\$101,148.81
Online Payments Made (other than pay-related):	2/20/2025	UBS Credit Card	\$5,806.22
	2/24/2025	\$0.84 Level Communic Au	
Accounts Payable Checks Issued:		79818.56 Transaction List	
Total Checks Paid for Month:		\$ 186,774.43 total	
Transfers to (from) checking:		\$0.00	

Cromaine District Library Investment Performance FY2024-2025

UBS

Month Ending	31-Jul	31-Aug	30-Sep	31-Oct	30-Nov	31-Dec
Beginning Value	4,511,159.66	4,356,972.98	4,371,387.44	4,077,903.23	4,077,111.30	4,005,493.68
Transfers in/out	0.00	0.00	-300,000.00	0.00	0.00	4,386.19
Expenses and Other Disb.	-176,101.10	-9,362.25	-8,480.13	-13,537.83	-86,067.23	-311,989.71
Dividends and Interest	28.37	14.11	23,320.39	20.70	39,405.75	7.49
Account Appreciation	21,886.05	23,762.60	-8,324.47	12,725.20	-24,956.14	11,359.46
Ending Value	4,356,972.98	4,371,387.44	4,077,903.23	4,077,111.30	4,005,493.68	3,709,257.11

Month Ending	31-Jan	28-Feb	31-Mar	30-Apr	31-May	30-Jun
Beginning Value	3,709,257.11	3,747,868.80	3,756,957.46	3,756,957.46	3,756,957.46	3,756,957.46
Transfers in/out	32,005.18	7,808.46				
Expenses and Other Disb.	-6,327.97	-5,806.22				
Dividends and Interest	18.12	43187.79				
Account Appreciation	12,916.36	-36,101.37				
Ending Value	3,747,868.80	3,756,957.46	3,756,957.46	3,756,957.46	3,756,957.46	3,756,957.46

FY24-25 Totals	
4,511,159.66	
-255,800.17	
-617,672.44	
106,002.72	
13,267.69	
3,756,957.46	

Cromaine District Library Operating February 2025

	Feb 2025		YTD Total	
	Actual	Budget	YTD Actual	Budget
Revenue				
411.000 Tax Levy & Delinquent Taxes			542.83	0.00
403.000 Taxes - Brighton	86,530.70	46,956.45	550,725.68	563,477.44
403.001 Taxes - Deerfield	25,063.00	15,591.56	174,725.66	187,098.68
403.002 Taxes - Genoa	7,808.46	4,943.70	44,199.83	59,324.43
403.003 Taxes - Hartland	268,921.93	112,091.88	991,268.58	1,345,102.57
403.004 Taxes - Oceola	75,783.11	17,555.44	205,536.23	210,665.33
403.005 Taxes - Tyrone	24,752.31	17,011.21	153,721.36	204,134.54
Total 411.000 Tax Levy & Delinquent Taxes	\$ 488,859.51	\$ 214,150.24	\$ 2,120,720.17	\$ 2,569,802.99
572.000 State Aid		1,666.67	15,356.92	20,000.00
573.000 Local Community Stabilization			9,949.01	0.00
602.000 Charges for Services			0.00	0.00
607.000 Non-resident Fees		33.33	455.90	400.00
607.001 Room Use Fees	75.00	33.33	1,445.00	400.00
607.002 Fax Revenues	27.00	16.67	379.20	200.00
607.003 Print Out Fees	131.35	83.33	1,752.86	1,000.00
Total 602.000 Charges for Services	\$ 233.35	\$ 166.66	\$ 4,032.06	\$ 2,000.00
656.000 Penal Fines		4,416.67	61,601.03	53,000.00
659.000 Fines & Forfeits			0.00	0.00
681.000 Lost & Damaged Materials	259.65	75.00	1,581.42	900.00
681.001 Lost & Dam. Refunds	-16.99	-8.33	-73.95	-100.00
681.002 Miscellaneous	4.00		566.00	0.00
681.003 ILL Lost & Damaged		41.67	734.90	500.00
681.004 ILL Lost & Damaged Refunds		-4.17	0.00	-50.00
Total 659.000 Fines & Forfeits	\$ 246.66	\$ 104.17	\$ 2,808.37	\$ 1,250.00
670.000 Investment Income			0.00	0.00
665.000 Interest - Bank	1,619.40	83.33	4,212.01	1,000.00
665.001 Interest - Investment Fund	3,543.21		59,635.22	0.00
Total 670.000 Investment Income	\$ 5,162.61	\$ 83.33	\$ 63,847.23	\$ 1,000.00
675.000 Gifts - Unrestricted			0.00	0.00
674.001 General Donations			30.00	0.00
Total 675.000 Gifts - Unrestricted	\$ 0.00	\$ 0.00	\$ 30.00	\$ 0.00
681.006 Miscellaneous Income			1,256.72	0.00
666.000 Dividends		250.00	1,918.00	3,000.00
693.000 Sale of Fixed Assets			94.00	0.00
Total 681.006 Miscellaneous Income	\$ 0.00	\$ 250.00	\$ 3,268.72	\$ 3,000.00
Total Revenue	\$ 494,502.13	\$ 220,837.74	\$ 2,281,613.51	\$ 2,650,052.99
Gross Profit	\$ 494,502.13	\$ 220,837.74	\$ 2,281,613.51	\$ 2,650,052.99
Expenditures				
421.000 Tax Refunds			76.69	0.00

700.000 Salaries & Fringe Benefits			0.00	0.00
702.000 Salaries - Full-time	66,405.13	77,164.42	605,543.24	925,973.00
702.001 Salaries - Part-time	18,756.02	19,668.17	168,751.12	236,018.00
702.004 Sunday Staff	2,330.80	2,051.50	15,152.74	24,618.00
713.000 Life Insurance	563.87	687.50	5,394.01	8,250.00
713.001 Health Insurance	6,522.91	10,514.25	109,217.65	126,171.00
713.002 Retirement Benefits	6,770.25	7,991.75	65,320.62	95,901.00
713.003 Employer's FICA	6,642.66	7,904.00	60,014.28	94,848.00
713.004 State Unemployment Tax		416.67	67.15	5,000.00
713.005 Employee Assistance Program		41.67	470.70	500.00
713.006 Worker's Compensation		383.33	2,676.00	4,600.00
Total 700.000 Salaries & Fringe Benefits	\$ 107,991.64	\$ 126,823.26	\$ 1,032,607.51	\$ 1,521,879.00
726.000 Supplies			0.00	0.00
727.000 Postage Expense	11.40	1,041.67	6,931.74	12,500.00
727.001 Office Supplies	61.28	208.33	966.07	2,500.00
727.004 Public Use Supplies		166.67	1,397.85	2,000.00
728.000 Library Supplies	229.21	250.00	1,457.74	3,000.00
728.001 Custodial Supplies	22.96	500.00	2,950.58	6,000.00
728.002 Equip & Furnishings, Disposable		166.67	0.00	2,000.00
Total 726.000 Supplies	\$ 324.85	\$ 2,333.34	\$ 13,703.98	\$ 28,000.00
800.000 Professional Services			0.00	0.00
801.000 Payroll & Accounting Services	1,214.76	1,200.00	11,872.34	14,400.00
801.001 Audit Fees		666.67	7,621.00	8,000.00
801.002 Legal Fees	468.00	333.33	1,521.00	4,000.00
801.003 Library Network Fees		583.33	3,620.00	7,000.00
801.004 Cataloging & Acquisitions	1,432.21	4,166.67	14,950.45	50,000.00
801.005 Other Professional Services	15,266.80	6,166.67	39,271.07	74,000.00
801.006 Managed Technology Services	5,825.51	6,000.00	23,890.44	72,000.00
Total 800.000 Professional Services	\$ 24,207.28	\$ 19,116.67	\$ 102,746.30	\$ 229,400.00
850.000 Technology			0.00	0.00
745.000 Technology Supplies		908.33	71.96	10,900.00
930.001 Technology Maintenance	1,552.60	5,708.33	50,931.37	68,500.00
Total 850.000 Technology	\$ 1,552.60	\$ 6,616.66	\$ 51,003.33	\$ 79,400.00
860.009 Community Relations			0.00	0.00
880.000 Marketing	624.51	1,851.67	16,906.30	22,220.00
900.000 Printing	189.00	1,583.33	5,412.75	19,000.00
901.002 Public Programing	1,562.46	3,791.67	27,199.34	45,500.00
901.003 Memberships - Non-library Organ	25.00	104.17	85.00	1,250.00
Total 860.009 Community Relations	\$ 2,400.97	\$ 7,330.84	\$ 49,603.39	\$ 87,970.00
920.000 Utilities			0.00	0.00
850.001 Telecommunications	543.28	1,083.33	7,794.57	13,000.00
920.001 Heating Fuel	1,165.27	1,000.00	3,566.94	12,000.00
920.002 Electricity	2,506.90	2,500.00	14,453.06	30,000.00
920.003 Sewer Use		479.17	2,119.28	5,750.00
Total 920.000 Utilities	\$ 4,215.45	\$ 5,062.50	\$ 27,933.85	\$ 60,750.00
931.000 Repairs & Maintenance			75.00	0.00
930.000 Rep & Maint-Equip & Furnishings		125.00	0.00	1,500.00

930.002 Rep & Maint-Buildings	3,204.55	2,583.33	25,886.80	31,000.00
930.004 Rep & Maint-Grounds	271.70	1,000.00	7,377.81	12,000.00
Total 931.000 Repairs & Maintenance	\$ 3,476.25	\$ 3,708.33	\$ 33,339.61	\$ 44,500.00
940.000 Rental	187.00	166.67	1,456.19	2,000.00
955.000 Administrative Expenses			0.00	0.00
956.000 Bank Fees	62.61	208.33	1,220.05	2,500.00
956.002 Public Notices		20.83	0.00	250.00
956.005 Misc Administrative Expense	84.30	625.00	1,757.22	7,500.00
956.006 Cash Over/Short	-0.30		-1.21	0.00
Total 955.000 Administrative Expenses	\$ 146.61	\$ 854.16	\$ 2,976.06	\$ 10,250.00
955.001 Property & Liability Insurance		2,050.00	23,785.00	24,600.00
957.000 Professional Development	400.00		400.00	0.00
802.000 Professional Membership - Staff		291.67	2,905.00	3,500.00
802.001 Professional Membership - Board		166.67	1,285.00	2,000.00
860.002 Staff Development	449.00	916.67	7,905.09	11,000.00
860.003 Board Training		41.67	102.96	500.00
860.004 Mileage Reimbursement - Staff	146.02	333.33	1,493.35	4,000.00
860.005 Mileage Reimbursement - Board		20.83	0.00	250.00
860.006 Travel		1,166.67	4,646.05	14,000.00
860.007 Meals		250.00	2,110.42	3,000.00
860.008 Board Travel		41.67	0.00	500.00
Total 957.000 Professional Development	\$ 995.02	\$ 3,229.18	\$ 20,847.87	\$ 38,750.00
980.000 Equipment	237.54		237.54	0.00
981.000 Library Materials		22,487.50	0.00	269,850.00
980.006 Periodicals (Magazines & Newspapers)		512.50	0.00	6,150.00
982.000 Collections Adult	6,218.35		57,600.95	0.00
982.001 Collections Reference	129.98		235.43	0.00
982.002 Collections Juvenile	1,683.79		11,485.70	0.00
982.003 Collections - Databases			11,807.59	0.00
982.004 Collections - E-Resources	6,406.77		74,967.19	0.00
982.005 Collections Young Adult	116.63		666.30	0.00
982.006 Collections Periodicals			6,062.71	0.00
Total 981.000 Library Materials	\$ 14,555.52	\$ 23,000.00	\$ 162,825.87	\$ 276,000.00
995.000 Transfer to Improvement Fund		0.00	0.00	0.00
Total Expenditures	\$ 160,290.73	\$ 200,291.61	\$ 1,523,143.19	\$ 2,403,499.00
Net Operating Revenue	\$ 334,211.40	\$ 20,546.13	\$ 758,470.32	\$ 246,553.99
Net Revenue	\$ 334,211.40	\$ 20,546.13	\$ 758,470.32	\$ 246,553.99

Cromaine District Library IMPROVEMENT February 2025

	Feb 2025		YTD Total	
	Actual	Budget	YTD Actual	Budget
Revenue			0.00	0.00
670.000 Investment Income				0.00
665.001 Interest - Investment Fund	3,543.21		59,635.19	
Total 670.000 Investment Income	\$ 3,543.21	\$ 0.00	\$ 59,635.19	\$ 0.00
Total Revenue	\$ 3,543.21	\$ 0.00	\$ 59,635.19	\$ 0.00
Gross Profit				
Expenditures		62.50	0.00	750.00
421.000 Tax Refunds		25,000.00	43,610.94	300,000.00
975.002 Building Improvement	1,829.03	8,333.33	21,561.49	100,000.00
980.000 Equipment	253.64	14,583.33	67,349.62	175,000.00
980.002 Furnishings - Life over 1 Year	2,918.68	3,083.33	19,399.36	37,000.00
984.000 Public Use Hardware		166.67	1,646.97	2,000.00
984.001 Public Use Software	5,837.36	1,333.33	12,103.59	16,000.00
984.002 Staff Use Hardware		250.00	0.00	3,000.00
984.003 Staff Use Software				
Total Expenditures	\$ 10,838.71	\$ 52,812.49	\$ 165,671.97	\$ 633,750.00
Net Operating Revenue	-\$ 7,295.50	-\$ 52,812.49	-\$ 106,036.78	-\$ 633,750.00
Net Revenue	-\$ 7,295.50	-\$ 52,812.49	-\$ 106,036.78	-\$ 633,750.00

beginning balance \$1,815,484
 February 20, 2025- board voted to assign \$885,857.00 from the
 Unassigned Fund Balance to the Assigned Capital Improvement
 Fund Balance, for a total of Assigned Capital Improvement Fund
 of \$2,701,341.00

Saturday, Mar 15, 2025 10:52:14 AM GMT-7 - Accrual Basis

Cromaine District Library

GIFT February 2025

	Feb 2025		YTD Total	
	Actual	Budget	YTD Actual	Budget
Revenue				
675.000 Gifts - Unrestricted			0.00	0.00
674.001 General Donations			2,182.00	0.00
Total 675.000 Gifts - Unrestricted	\$ 0.00	\$ 0.00	\$ 2,182.00	\$ 0.00
675.001 Gifts - Restricted			-500.00	0.00
674.003 Restricted Donations-Materials			60.00	0.00
674.004 Restricted Donations-Other	21,000.00		24,490.00	0.00
Total 675.001 Gifts - Restricted	\$ 21,000.00	\$ 0.00	\$ 24,050.00	\$ 0.00
678.000 Grants & Related Gifts			0.00	0.00
529.000 Other Grants	2,500.00		4,100.00	0.00
Total 678.000 Grants & Related Gifts	\$ 2,500.00	\$ 0.00	\$ 4,100.00	\$ 0.00
Total Revenue	\$ 23,500.00	\$ 0.00	\$ 30,332.00	\$ 0.00
Gross Profit	\$ 23,500.00	\$ 0.00	\$ 30,332.00	\$ 0.00
Expenditures				
726.000 Supplies		83.33	0.00	1,000.00
727.001 Office Supplies			0.00	0.00
Total 726.000 Supplies	\$ 0.00	\$ 83.33	\$ 0.00	\$ 1,000.00
850.000 Technology		166.67	0.00	2,000.00
860.009 Community Relations		1,666.67	0.00	20,000.00
880.000 Marketing			430.50	0.00
900.000 Printing			49.62	0.00
901.002 Public Programing	229.81		7,955.33	0.00
Total 860.009 Community Relations	\$ 229.81	\$ 1,666.67	\$ 8,435.45	\$ 20,000.00
931.000 Repairs & Maintenance			0.00	0.00
930.000 Rep & Maint-Equip & Furnishings			8,500.00	0.00
Total 931.000 Repairs & Maintenance	\$ 0.00	\$ 0.00	\$ 8,500.00	\$ 0.00
980.000 Equipment			11.99	0.00
980.002 Furnishings - Life over 1 Year		833.33	0.00	10,000.00
981.000 Library Materials		333.33	160.00	4,000.00
982.002 Collections Juvenile			507.99	0.00
Total 981.000 Library Materials	\$ 0.00	\$ 333.33	\$ 667.99	\$ 4,000.00
Total Expenditures	\$ 229.81	\$ 3,083.33	\$ 17,615.43	\$ 37,000.00
Net Operating Revenue	\$ 23,270.19	-\$ 3,083.33	\$ 12,716.57	-\$ 37,000.00
Net Revenue	\$ 23,270.19	-\$ 3,083.33	\$ 12,716.57	-\$ 37,000.00

beginning balance \$150,533

Cromaine District Library

Music Hall February 2025

	Feb 2025		YTD Total	
	Actual	Budget	YTD Actual	Budget
Revenue				
602.000 Charges for Services			0.00	0.00
607.001 Room Use Fees	2,250.00	833.33	6,670.00	10,000.00
Total 602.000 Charges for Services	\$ 2,250.00	\$ 833.33	\$ 6,670.00	\$ 10,000.00
675.001 Gifts - Restricted			0.00	0.00
674.004 Restricted Donations-Other			2,550.00	0.00
Total 675.001 Gifts - Restricted	\$ 0.00	\$ 0.00	\$ 2,550.00	\$ 0.00
Total Revenue	\$ 2,250.00	\$ 833.33	\$ 9,220.00	\$ 10,000.00
Gross Profit	\$ 2,250.00	\$ 833.33	\$ 9,220.00	\$ 10,000.00
Expenditures				
726.000 Supplies			0.00	0.00
728.001 Custodial Supplies	26.95	41.67	668.12	500.00
Total 726.000 Supplies	\$ 26.95	\$ 41.67	\$ 668.12	\$ 500.00
800.000 Professional Services			0.00	0.00
801.005 Other Professional Services		250.00	730.00	3,000.00
Total 800.000 Professional Services	\$ 0.00	\$ 250.00	\$ 730.00	\$ 3,000.00
850.000 Technology			0.00	0.00
930.001 Technology Maintenance		0.00	33.97	0.00
Total 850.000 Technology	\$ 0.00	\$ 0.00	\$ 33.97	\$ 0.00
860.009 Community Relations			0.00	0.00
880.000 Marketing			502.20	0.00
901.002 Public Programing			132.42	0.00
901.003 Memberships - Non-library Organ		83.33	0.00	1,000.00
Total 860.009 Community Relations	\$ 0.00	\$ 83.33	\$ 634.62	\$ 1,000.00
920.000 Utilities			0.00	0.00
850.001 Telecommunications	182.89	150.00	1,375.37	1,800.00
920.001 Heating Fuel			1,032.70	0.00
920.002 Electricity			1,612.66	0.00
920.003 Sewer Use			423.63	0.00
Total 920.000 Utilities	\$ 182.89	\$ 150.00	\$ 4,444.36	\$ 1,800.00
931.000 Repairs & Maintenance	468.05		468.05	0.00
930.002 Rep & Maint-Buildings	15.98	833.33	3,344.16	10,000.00
930.004 Rep & Maint-Grounds		333.33	2,744.96	4,000.00
Total 931.000 Repairs & Maintenance	\$ 484.03	\$ 1,166.66	\$ 6,557.17	\$ 14,000.00
940.000 Rental			1.00	0.00
955.000 Administrative Expenses			0.00	0.00
956.000 Bank Fees			-52.00	0.00
Total 955.000 Administrative Expenses	\$ 0.00	\$ 0.00	-\$ 52.00	\$ 0.00
955.001 Property & Liability Insurance		9.17	0.00	110.00
957.000 Professional Development			0.00	0.00

802.000 Professional Membership - Staff				125.00		0.00
Total 957.000 Professional Development	\$ 0.00	\$ 0.00	\$ 125.00	\$ 0.00		
980.002 Furnishings - Life over 1 Year	261.81		261.81			0.00
Total Expenditures	\$ 955.68	\$ 1,700.83	\$ 13,404.05	\$ 20,410.00		
Net Operating Revenue	\$ 1,294.32	-\$ 867.50	-\$ 4,184.05	-\$ 10,410.00		
Net Revenue	\$ 1,294.32	-\$ 867.50	-\$ 4,184.05	-\$ 10,410.00		

Saturday, Mar 15, 2025 10:47:16 AM GMT-7 - Accrual Basis

**Statistics 2024-2025

Hartland's Cromaine Library
Monthly Activity Report March 2025

	2025	2024	% of Change
Circulation	30,792	20,685	49%
New Physical Items Added	1,520	1,403	8%
Total Physical Items	71,447	70,796	1%
Program Attendance	1,978	2,101	-6%
Room Use- in Library	194	29	569%
Music Hall Reservations	22	33	-33%
Visits	9,424	7,500	26%
Website visits	22,219	12,217	82%
Cardholders Added	118	112	5%
Library Cards Renewed	141	147	-4%
Total Cardholders	9,053	8,519	6%
Cardholders as % of Pop.	30.48%	28.68%	6%
Total Population	29,699	29,699	0%

Cromaine District Library Strategic Plan
Completed Goals and Subgoals
Completed Q3, Planned Q4
2024-2025 FY

FY 24-25, Q3 - January, February, March goals/sub-goals

- Planning and Preparation
 - D: Plan an M Team Brainstorming Session to create 2025-2026 Priorities
 - Completed February 27, 2025
 - Updated Work Plan to be shared at April 17, 2025 Board Meeting
- Goal 2: Increase Outreach Efforts
 - B1: Homebound Delivery: Strategize pilot program and present to MTeam.
 - Completed February 19, 2025
 - D1: Music Hall: Draft Music Hall Specific Policy and Fee Structure to bring to Board
 - Completed March 11, 2025
 - Subject to Board Approval at April 17, 2025 Board Meeting
 - E2: Marketing. Investigate Customer Data Interface Platform, Get Quotes
 - Completed March 11, 2025
 - Savannah by OrangeBoy service will begin July 1, 2025
- Goal 3: Elevate Outdoor Spaces
 - A1: Exterior Reinvention: Plan Board and CRSP Committee-level discussions to determine next steps.
 - Ad Hoc Committee formed, first meeting held March 3, 2025
 - A4: Exterior Reinvention: Grissim, Metz, Andriese Associates to present initial plan drawings
 - Presented at Board Meeting January 16, 2025
 - A6: Board Approval of Grissim, Metz, Andriese Associates plan and approval to move forward.
 - Approved at Board Meeting March 20, 2025
 - C1: Initial discuss of restrictions and options with Troy Langer at Hartland Township
 - Completed January 6, 2025
- Goal 4: Goal 4: Increase Investments in People and Resources
 - B4: People: Renovate Staff spaces to increase comfort, efficiency, organization, collaboration, and productivity
 - Completed March 7, 2025

FY 24-25, Q4 - Looking Forward: April, May, June goals/sub-goals

- Goal 2: Increase Outreach Efforts
 - B3: Launch of homebound delivery pilot project

- In progress: Grace/Adult
- C2: Community Dropbox: Discuss next steps
 - In progress: Sarah/Donna/Circulation
- D2: Music Hall: Board Approval of Hall Policy and Fee Structure
 - In progress: Board Approval
- D3: Music Hall: Strategize Marketing efforts for Music Hall (implement FY 25-26)
 - Awaiting Board Approval for next steps: Liz
- Goal 3: Elevate Outdoor Spaces
 - A7: Exterior Renovation: Appoint Cromaine Staff to Ad Hoc Committee
 - In progress: Sarah
- Goal 4: Increase Investments in People and Resources
 - B1: People: Launch a staff survey to identify priority workplace satisfaction topics
 - Scheduled: Sarah
 - D1: Technology: Complete upgrades to server room
 - In progress: Sarah
 - D2: Technology: Survey All Staff to identify technology pain points
 - Scheduled: Sarah

Links and Inclusions:

[Cromaine Strategic Plan: Surveying and Data Gathering Process](#)

[Cromaine Strategic Plan 2024 - 2025 Q1 Completed](#)

[Cromaine Strategic Plan 2024 - 2025 Q2 Completed](#)

[CDL Strategic Work Plan FY 2025 2026](#)

Hartland's Cromaine Library 2024-2025
Q3 Year-to-date as of March 31 Statistics (July - March)

	2024-2025	2023-2024	% Change Current/Prev
Circulation			1.06%
Adult books	37,151	36,761	24.89%
Children's & Tween books	83,943	67,214	4.45%
Teen books	7,668	7,341	-7.06%
Magazines	1,303	1,402	-13.91%
Non-print	20,623	23,954	21.10%
E-materials*	25,405	20,979	19.95%
Misc.**	2,285	1,905	35.94%
Self-check circulation	13,580	9,990	-19.32%
MELCAT Received & Loaned	1,215	1,506	12.93%
Total Circulation	193,173	171,052	
Collection+			3.31%
Print materials	58,251	56,384	-15.13%
Audio physical units	3,387	3,991	15.61%
Audio downloadable, streaming	827,724	715,979	-0.78%
Video physical units	6,218	6,267	7.26%
Video downloadable, streaming	67,035	62,497	-30.06%
Non-electronic subscriptions	591	845	13.62%
e-books	1,119,723	985,519	0.00%
Databases--local	8	8	0.00%
Databases--state	80	80	13.73%
Total Owned or leased	2,083,017	1,831,570	
Cardholders			-1.33%
Cardholders added	889	901	-12.54%
Library cards renewed	1242	1,420	6.27%
Total cardholders+	9053	8,519	24.62%
	82,106	65,883	
Physical Visits			
Number of Programs			-10.30%
Adult	148	165	-10.09%
Youth & Tween	312	347	25.45%
Teen	69	55	-6.70%
Total	529	567	
Program Attendance			6.17%
Adult	2,528	2,381	

QuarterlyUpdated

Youth & Tween	11,332	14,085	
Teen	1,146	1,946	-19.55%
Total	15,006	18,412	-41.11%
			-18.50%
Technology			
Internet Use	9,350	7,891	
Database Use	7,339	4,763	18.49%
Wireless Use	6,397	5,380	54.08%
Self Check Use (in circ above)	25,302	29,476	18.90%
			-14.16%
Total population	29,699	29,699	
Circulation YTD per capita	6.50	5.76	0.00%
Program atten. YTD per capita	0.51	0.62	12.93%
Visits YTD per capita	2.76	2.22	-18.50%
Cardholders as % of population	29%	29%	24.62%
			0.00%

* Includes: downloadable audio, ebooks, streaming video

** Includes: Mobile hotspots, library of things, Ref, ILL

+ as of quarter's end; not cumulative

**Ad Hoc Exterior Spaces Committee
Meeting 4/10/25**

Trustees present: Holly Naylor, Jeannine Gogoleski, Becky Basley (virtual)

Staff: Sarah Neidert, Liz Welch

Consultant: Sue Grissom from Grissim, Metz and Andriese Associates (GMAA)

Design Development Phase - Discussion led by Sue Grissim

- Survey completed by Zeimet Wozniak, includes topographical measurements of space, elevations, drainage, identification of utilities.
- Sue shared documents and walked the committee through the elements of each.

Next steps:

- Sarah to meet with Matt Marino and Carol Hayes at the schools (currently working to schedule the week of 4/14). Assuming all goes well:
 - Submit to Troy Langer at Township for Township questions/approval
 - Submit by Troy to County Planner for questions/approval
 - Angle parking on Hartland Road
 - Bus pull off

V. Next committee meeting:

- A. Monday May 5 @ 4:15 via zoom, unless otherwise noted.
- B. Assume virtual meetings monthly on the first Monday going forward

Community Relations and Strategic Planning committee meeting Wednesday, April 9th, 2025

Trustees: Dawn Smith, Jeannine Gogogleski, Holly Naylor

Staff: Sarah Neidert, Liz Welch

There are a large amount of books that are currently being challenged. Sarah will meet with the patron as per current policy. Genre labels have arrived, however staff is working on the challenged book issue first.

Room rental policy chart added to clarify fees. Situations that require library staff time have additional fees (example staff having to staff after hours).

Hall rental policy chart added to clarify fees. Additional fees for going over hours needed to allow for better planning for staff. Staff has been trained to assist at the hall. Once policies are approved and staff training complete there will be a plan to increase marketing to increase rentals for the hall.

Policy 4020 - This policy has been revised to remove the portions about the music hall, along with the addition of the chart for fees for ease of use. The committee recommends adoption with changes.

Policy 4021 - NEW - Hartland Music Hall Reservation and Use - This is a new policy about the Music Hall with fees- the committee recommends adoption.

Policy 4030- no changes

Policy 4040- no changes

Policies 4010- add verbiage to indicate that Media Relations applies to matters related to the library only.

Policy 3010- References to ALA to be removed suggested by Dawn. This was also suggested by the lawyer. General Principles sections B, C, and D, will have to be modified if labeling of explicit material is approved by the board. Sarah is concerned that staff should not have to decide which books to label. Dawn and Jeaninne agree that it should be a board decision not one person, to better represent community standards. Holly is concerned that labels will stigmatize books and sound threatening to parents. Dawn suggested wording that "the Library Board has determined that this publication may violate Michigan laws MC 722.674 and MCL 722.675 regarding disseminating sexually explicit matter to minors." Those parties that are exempt including parents can be added to the label. Holly is concerned that the library will be acting in the place of the parents if labels are added. Jeannine is concerned that minors can currently check out the books without their parents. Sarah clarified that this is true unless parents restrict their children's access. Dawn is concerned that the legal council represents the opinion of the ALA.

Takeway: The committee suggests that Sarah should inquire if there is another lawyer that can be consulted. The committee is not currently able to resolve or agree on the issue or specific policy changes. Further work is needed and this shall be reported out to the full board and to solicit feedback. This topic has two distinct issues. The labeling of the books as well as where they will be kept.

Next Meeting: May 11th at 12:00 noon

Cromaine District Library Policy	Policy #: 3010 Page 1 of 4
Materials Selection Policy <i>(formerly Collection Development Policy)</i>	<u>Tracking Record</u> Date Approved: 4/15/03 Revised: 11/24/08; 4/17/14; 4/19/18; 4/18/19; 5/19/22; 4/17/25 Reviewed: 10/21/09; 3/23/11; 3/28/12; 3/20/13; 4/17/14; 3/27/15; 4/14/16; 4/7/17; 5/4/20; 4/15/2021 Revised by Library Council 12/15/22; 9/21/23; 6/20/24

I. Purpose.

The purpose of Cromaine District Library's Material Selection Policy ("Policy") is to set broad guidelines to assemble, preserve, organize, administer, and promote the use of a wide range of communication media and to inform the public about the principles upon which selections are made. These functions are undertaken to further the objectives of the Cromaine District Library ("Library").

II. Definitions:

The term "Library Materials" means books, magazines, DVDs, CDs, library programs or other synonyms as they may occur in the Policy having the widest possible meaning. This statement of Policy applies to all Library Materials in the collection, including adult, young adult, and juvenile. However, this Policy and the term "Library Materials" does not apply to Internet sites available through the library's computers or Internet collection. The Library has no control over the content of the Internet. Please see the Internet Use Policy for any issues related to computer or Internet Use.

The term "selection" refers to the decision to add, retain or withdraw material in the collection. It does not refer to reader guidance.

III. Goals of Materials Selection.

- A. To meet the individuals need for information through maintenance of a well-balanced and broad collection of materials for information, reference, and research.
- B. To help the individual attain maximum self-development through life-long intellectual and cultural growth.
- C. To support the democratic process by providing materials for the education and enlightenment of the community.
- D. To assist individuals in their pursuit of occupational activity and practical affairs.
- E. To provide diverse recreational experience for individuals and groups.
- F. To assist institutions of formal education with services that will assist individual study.
- G. To maintain Michigan and local history collections.

IV. Responsibility for Selection.

The responsibility for selection lies with the professional staff of the library. That staff operates within the areas of service to children, young adults, and adults. Both the public and staff members may recommend

materials for consideration. The ultimate responsibility for selection, however, rests with the Library Director who operates within the framework of policies determined by the Library Board of Trustees. The Director shall be responsible for ensuring that the funds budgeted for collection development are allocated appropriately depending upon the needs of the library and the fulfillment of the above Goals of Material Selection.

V. General Principles.

- A. Selection of Library Materials is based on the relationship of such work to the needs, interests and demands of the community. ~~Basic to this Policy is the Library Bill of Rights and the Intellectual Freedom Statement of the American Library Association to which this Library subscribes.~~

Selection is not made based on anticipated approval or disapproval by patrons or Library users, but solely on the merits of a work, without regard to the race, nationality, political or religious view of the writer.

- B. Responsibility for the reading material of children rests with their parents or legal guardians. Selection shall not be inhibited solely by the possibility that books may inadvertently come into the possession of children.

The library respects each individual parent's right to supervise his/her children's choice of reading materials. However, the Library does not have the right to act in loco parentis (in place of the parent). Therefore, a parent who chooses to restrict the materials his/her children select must accompany those children when they use the collection to impose those restrictions. Juvenile material may be labeled with non-prejudicial, viewpoint-neutral labels.

- C. The Library Director is responsible for overseeing where the books are shelved and catalogued. However, the Library Board recommends that any materials that are appropriate for adults or older teens but may be considered harmful to minors, as defined by the Library Privacy Act, are shelved within the adult collection.

- D. Further, Library Materials will not be marked or identified to show approval or disapproval of contents, and no catalogued book or other item will be sequestered, except for the express purpose of protecting it from injury or theft. The use of rare and scholarly items of great value may be controlled to the extent required to preserve them from harm, but no further.

- E. It is the responsibility of the library to provide circulating, reference and research materials for the public and students based on the services it is expected to perform.

VI. Specific Principles for Selection.

The following principles, individually or collectively, will prevail in the selection of all Library Materials. The total collection will attempt to represent a variety of points of view.

- Community needs, interest, relevance and demands
- Contemporary significance or permanent value
- Lack of bias, factual. Portrays issues sensitively
- Literary, artistic, historical, scientific, or intellectual merit
- Recommendations of reviews from professional journals or publications of national repute

- Diversity of viewpoint and availability of other information on the subject.
- Reputation, authority and qualifications of the author, illustrator, publisher, or producer
- Relation of work to existing collection
- Price, format, and ease of use
- Available shelf or storage space
- Availability of material through inter-library loan
- Popular demand: The Library will make an effort to have materials available which are in high demand by the public; however, selections by popular demand will still be guided by consideration of merit, use and the specific principles for selection.
- Duplication of materials already in the collection; i.e., purchase of additional copies of materials, shall be governed by intrinsic or historical value, or immediate need
- Collection objectives

VII. Gifts.

Please see the Gifts to the Library Policy #6004 for any issues related to gifts. Acceptance of gifts shall be governed by the same principles and criteria applied to the selection of items for purchase. Gifts of books or other materials which do not comply with the library's objectives and policies will be refused. No conditions may be imposed relating to any item either prior to or after its acceptance by the library. All gifts and donated materials (including works of local authors) become the property of the library. The manner of disposition of any materials which are not added to the collection will be decided by the library.

VIII. Maintenance of the Collection.

The collection shall be periodically examined for the purpose of eliminating obsolete, damaged, duplicate, or unneeded materials, and for binding or repair of materials, in order to maintain a balanced, attractive and useful Library Materials collection.

IX. Challenges to Materials.

No material shall be removed from the library's collection until all steps in the following process have been completed.

- A. Patrons ("Requester") who object to Library Materials will be sent to the Director.
- B. The Director will discuss the Library Materials in question with the Requester, attempting to resolve the concern to both the Requester's and Library's satisfaction.
- C. If the Requester wishes to carry the request further, the Director will provide the Requester with a copy of the Materials Selection Policy, including the Request for Reconsideration of Library Materials ("Request for Reconsideration").
- D. Once a completed, signed copy of the Request for Reconsideration for each Library Material is received, the Library Director shall decide the Request for Reconsideration, taking into consideration the Library's Materials Selection Policy and any other relevant information to reach a decision. The Director may consult with any other staff or consultants when making this decision.

- E. The Library Director shall send the decision in writing to the complainant within seventy-five (75) days of the receipt of each completed Request for Reconsideration form. If the decision is that the questioned material should be removed from the collection, the Requester will be notified in writing by the Library Director and all copies of the item will be withdrawn. If the decision is that the questioned material is to be retained, the Requester will be notified in writing by the Library Director that the material will be retained.
- F. A written appeal of the Library Director's decision may be made by the Requester to the Chair of the Library Board within ten (10) business days after the written decision is made by the Library Director. The appeal must include the specific Library Material being appealed and the reason that the Requester would like the decision reversed. The Library Board will review any documentation it deems necessary to decide within sixty (60) days of receipt of the appeal. The Library Board may issue an additional extension if necessary, in order to fully evaluate the material.
- G. The Library Board serves as the final authority in cases involving retention or withdrawal of Library Materials.

X. Revision of this Policy.

This Policy shall be reviewed and revised to be consistent with the objectives of the library.

April 17, 2025

BOARD OF TRUSTEES OF
CROMAINE DISTRICT LIBRARY
RESOLUTION 2025-09
REVISE POLICY 3010 – MATERIALS SELECTION POLICY

Minutes of a regular meeting of the Board of Trustees of the Cromaïne District Library, County of Livingston, Michigan, held at the Cromaïne District Library in the Township of Hartland, on the 17th day of April, at 7:00 p.m. prevailing Eastern Time.

PRESENT:

ABSENT:

The following preamble and resolution were offered by _____ and supported by _____:

WHEREAS, the Cromaïne District Library (the "Library") was established by a District Library Agreement dated November 1, 1995, entered into between the Township of Hartland and the Hartland Consolidated Schools under the provisions of Act 24, Michigan Public Acts of 1989, as Amended ("Act 24"); and

WHEREAS, the Board of Trustees has the power and obligation under Act 24 to adopt bylaws and regulations governing activities of the Board and the Library; and

WHEREAS, it is necessary from time to time to add new policies and revise existing policies;

NOW THEREFORE BE IT RESOLVED THAT the Board of Trustees hereby revises Policy 3010, Collection Development Policy, as shown in Exhibit A.

BE IT FURTHER RESOLVED THAT all resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and by the same hereby are rescinded.

AYES:

NAYS:

Nancy Rosso, Secretary

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Cromaïne District Library, County of Livingston, State of Michigan, at a regular meeting held on the 17th day of April 2025 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Nancy Rosso, Secretary

Cromaine District Library Policy	Policy #: 3010 Page 1 of 4
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X. Revision of this Policy.

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Cromaine District Library Policy	Policy #: 4010 Page 1 of 1
<i>PUBLIC RELATIONS AND PUBLIC INFORMATION</i>	<u>Tracking Record</u> Approved: 10/10/83 Revised: 3/18/99, 9/21/06, 12/11/08; 4/18/19; 4/17/25 Reviewed: 12/10/09; 3/23/11; 3/28/12; 3/20/13; 3/20/14; 3/27/15; 4/14/16; 4/7/17; 4/4/18; 5/4/20; 4/14/2021; 5/10/22; 5/23/23; 4/18/24

Purpose

The purpose of this policy is to ensure that the public receives helpful, consistent, and accurate information about the Cromaine District Library (Library) policies, procedures, programs, and services. The policy will also guide efforts to foster a positive public image in order to promote effective and maximum usage of the Library and its resources.

Scope

This policy should guide the actions of the employees, the Director, and the Board of Trustees. Everyone involved with the Library is an ambassador and an advocate of the Library, and contributes to the community's perception of the Library.

Public Relations Activities

The Director shall coordinate the development of an annual plan of action, along with a budget to implement the plan. The plan should support these goals, consistent with the strategic plan:

- Promote community awareness of Library services
- Stimulate public interest in and use of the Library
- Develop public understanding and support of the Library and its role in the community
- Encourage public participation in planning Library services

Media Relations

The Director, or a designate of the Director, shall respond to any inquiries that require an opinion or comment on behalf of the Library and to any inquiries about ongoing Library issues.

The Director may withhold comment pending Board consensus of an official statement.

If anyone associated with the Library wishes to exercise their right to speak to the media as an individual **about Library issues**, it is the responsibility of that individual to make it clear to the media representative that their comments are personal and do not in any way represent or reflect the position or opinions of the Library. They should also report this media contact to the Director as soon as possible and prior to any media publication regarding this contact.

Public Material

The Library shall not publish any material for dissemination to the public without the approval of the Director or a designate of the Director.

<p align="center">Cromaine District Library</p> <p align="center">Policy</p>	<p>Policy #: 4010</p> <p>Page 1 of 1</p>
<p align="center"><i>PUBLIC RELATIONS AND PUBLIC INFORMATION</i></p>	<p align="center"><u>Tracking Record</u></p> <p>Approved: 10/10/83 Revised: 3/18/99, 9/21/06, 12/11/08; 4/18/19;4/17/25 Reviewed: 12/10/09; 3/23/11; 3/28/12; 3/20/13; 3/20/14; 3/27/15; 4/14/16; 4/7/17; 4/4/18; 5/4/20; 4/14/2021;5/19/22; 5/23/23;4/18/24</p>

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April 17, 2025

BOARD OF TRUSTEES OF
CROMAINE DISTRICT LIBRARY
RESOLUTION 2025 –10
REVISE POLICY 4010 – PUBLIC RELATIONS & PUBLIC INFORMATION POLICY

Minutes of a regular meeting of the Board of Trustees of the Cromaine District Library, County of Livingston, Michigan, held in the Village Library in the Township of Hartland, on the 17th day of April 2025, at 7:00 p.m. prevailing Eastern Time.

PRESENT:

ABSENT

The following preamble and resolution were offered by _____ and supported by _____:

WHEREAS, the Cromaine District Library (the "Library") was established by a District Library Agreement dated November 1, 1995, entered into between the Township of Hartland and the Hartland Consolidated Schools under the provisions of Act 24, Michigan Public Acts of 1989, as Amended ("Act 24"); and

WHEREAS, the Board of Trustees has the power and obligation under Act 24 to adopt bylaws and regulations governing activities of the Board and the Library; and

WHEREAS, it is necessary from time to time to add new policies and revise existing policies;

NOW THEREFORE BE IT RESOLVED THAT the Board of Trustees hereby revises Policy 4010, Public Relations & Public Information Policy, as shown in Exhibit A.

BE IT FURTHER RESOLVED THAT all resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and by the same hereby are rescinded.

AYES:

NAYS:

Nancy Rosso, Secretary

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Cromaine District Library, County of Livingston, State of Michigan, at a regular meeting held on the 17th day of April 2025 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Nancy Rosso, Secretary

<p align="center">Cromaine District Library</p> <p align="center">Policy</p>	<p>Policy #: 4020</p> <p>Page 1 of 4</p>
<p align="center"><i>LIBRARY MEETING ROOM</i></p> <p align="center"><i>RESERVATION AND USE</i></p> <p align="center">**REVISED 4/17/25 SEE NEW COPY**</p>	<p align="center"><u>Tracking Record</u></p> <p align="center">Date Approved: 7/7/94</p> <p align="center">Revised: 10/15/98, 9/16/99; 7/17/03; 1/19/06; 1/15/09; 1/17/13; 4/18/13; 2/20/14; 4/20/17; 4/19/18 4/18/19; 11/21/19</p> <p align="center">5/21/20; 5/19/22; 6/22/23; 4/18/24; 4/17/25</p> <p align="center">Review by Counsel: 7/03; 2/14 Reviewed: 12/16/09; 3/23/11; 3/28/12; 3/20/13; 3/20/14; 3/27/15; 4/14/16; 4/14/2021</p>

Purpose

Cromaine District Library (the Library) uses its three meeting rooms (which accommodate eight to 75) and the Hartland Music Hall (seating 220) to promote its program of service to the community. The Library also makes its meeting rooms available for use by those who wish to use the facilities for civic, educational, cultural, or charitable goals and objectives. Permission to use library facilities will not be granted when the request is for activities or use that is in conflict or competition with library programs or not authorized by this Policy. Facility space can be reserved provided the use of the rooms are for civic, educational, cultural, or charitable activities of the community consistent with the goals and objectives of the Library, and for private family functions (such as weddings) as described below.

Sale of products or services or any exchange of cash, checks, or credit card use in the facilities' spaces is limited to library-authorized activities, such as the Friends of Cromaine Library's sales. Anyone requesting exceptions must do so in writing and the Library Director or designee must approve them in writing prior to the meeting room use. No exceptions will be granted unless the request is consistent with this Policy.

Permission to use a library facility does not imply the Library's endorsement of the views, aims, policies, or activities of any individual or organization. Library facilities are available regardless of race, creed, color, national origin, age, gender, religion, sexual orientation or disabling condition of the reservation requester or members of the organization.

General Regulations

The Library reserves the right to review each prospective use and determine whether that use falls within the Library facility guidelines. No exceptions will be granted unless the request is consistent with this Policy and approved in writing by the Library Director or designee.

Meetings must be open to the public, except for private family functions. Anyone requesting admittance to the meeting must be allowed to attend without discrimination and without charge unless prior approval for admission fees has been given. Facility use cannot disrupt the programs or activities of the Library, nor can it create a public safety hazard. Everyone must observe Policy 2030, Public Behavior Policy, state and local laws at all times.

A representative of the Library may attend any meeting held in library facilities. Any reservation holder who does not comply with meeting room policies will lose the right to use library facilities for six (6) months.

Availability

The Library gives priority for use of the facility and rooms to library-sponsored activities. All other applications receive consideration on a first-come, first-served basis. In simultaneous submission of requests, priority will be given to resident library cardholders in good standing.

Meeting rooms are available during library open hours. Use of a library meeting room outside of library hours requires written approval in advance from the Library Director or designee as well as an additional fee.

Application and Cancellation

Anyone wishing to use a facility meeting room must submit an application from the Library's web site.

The Library must receive the completed online application, a copy of the meeting notice or other publicity, and all fees no less than five (5) business days, nor more than ninety (90) calendar days (except private family functions), in advance of the needed day. Private family functions at the Hartland Music Hall require a minimum 50% deposit. The Library will accept tentative reservations in person or by phone; however, the date and time will only be held for three days. The Library does not consider a reservation confirmed until the Library has approved the application in writing, reviewed the publicity or notice of the meeting, and received all required fees. The reservation requester may seek approval to change the room arrangement up to one week prior to the event.

The individual reservation requester will be held responsible for any damage that may occur. Only adults age 18 and over are eligible to reserve the facility and meeting rooms. The user must provide adult supervision for all groups with participants of less than 18 years of age.

To ensure meeting room access to a greater number, only one meeting room reservation will be approved per month per requester.

The Library may reject any application or withdraw previously granted approval for violation of these rules.

Anyone wishing to cancel a room reservation must do so at least 48 hours in advance. There will be no refunds for cancellations received less than 48 hours prior to the reservation.

On rare occasions, the Library may have to cancel the approved use of a meeting room due to unforeseen circumstances. If this occurs, the Library will make every reasonable effort to give ample notice and to assist in reserving another date. If that is not possible, the Library will refund any fees.

Appearance on the Library's room reserve calendar is not proof of approval of the request. Only written approval, following successful application, review of notices and publicity, and receipt of fees, is valid.

Fees

For requesters on behalf of non-profit organizations, using a room for non-profit activities, there is no fee during regular library hours for library meeting rooms. Fees, including custodial fees, are required for use of the Hartland Music Hall for all rental use.

For requesters on behalf of commercial entities or for-profit organizations using the Community Room for educational programs or meetings the fee is \$30 per hour, the North Meeting Room fee is \$15 per hour, during regular library open to the public hours.

For requesters on behalf of private family functions, using library meeting rooms, the fee is \$50 per hour, during regular library open to the public hours.

The Hartland Music Hall fee is \$150 per hour; \$75 per hour for funeral and memorial services. Credit cards are accepted for Music Hall fees, with a convenience fee per charge based on current credit card transaction rates. When fees for library facility use are required, charges will be based on full-hour increments. Hartland Music Hall fees may be in half-hour increments. Reservations must include adequate time for both set-up and clean-up.

For library meeting room use outside of regular library open to the public hours, there is a fee of \$20 per hour in addition to the customary hours fee.

The Library also requires a \$100 non-refundable fee for each library meeting room in which there will be food.

No food or beverage is permitted for any group in the Hartland Music Hall.

The Library reserves the right to hold the fees unless notice of cancellation is received 48 hours in advance of the scheduled meeting.

Additional fees may be imposed for repeat cancellations, cancellations less than 48 hours prior to meeting time, and extended training in the use of meeting room equipment, even for requesters on behalf of non-profits. Charges will be invoiced and may prevent use of the Library on the whole, if unpaid.

Use of the Facilities

Occupancy may not exceed the posted capacity of the facility or meeting room.

If food is included in the room reservation and approved, then the reservation holder is responsible for bringing all serving equipment, supplies, etc. This person is further responsible for all food set-up and clean-up, including removing food trash from the premises. No food or beverage is permitted in the Hartland Music Hall at any time. The Library does not allow anyone to serve or consume alcoholic beverages on any of its premises, except during Library sponsored programs with approval in advance from the Library Director or designee. No smoking or vaping is allowed in the facility or meeting rooms, or within 25 feet of the exterior entrances.

Attendees may not mount any material on the walls of any facility or meeting room without prior permission from the Library.

Tables and chairs are available for use in the facility only. The reservation holder is responsible for setting up and taking down furniture used in the facility or meeting room.

With prior approval, the reservation holder may use the available audiovisual equipment and sound system. The facility or meeting room must be left in the original condition and set-up arrangement.

Publicity and Notice of Meetings

Each reservation holder is responsible for its own publicity. Notices of meetings, flyers, news releases or any other promotional materials describing an event held in Cromaine's meeting rooms must include the statement: **"Offered at, but not by, Cromaine District Library. The Library does not sponsor or endorse this event."**

Each reservation holder, other than private family functions, must provide the Library a copy of notices of meetings or promotional materials for review, before distribution, as part of the room reservation application.

The Library will post on its website information about the meeting, including the name and contact information of the organizer, except for private family functions. All rental, utility and security fees are subject to change without notice, although every effort will be made to give reasonable notice.

Liability

All facility and meeting room users agree to hold the Library harmless from any loss, damage, liability costs, and/or expenses that may arise or be caused in any way by such use of library facilities.

The user, specifically the responsible party, shall be responsible for all loss/damage to the building, furniture and/or equipment. If damage occurs, the responsible party will be liable for a minimum of \$50, plus the actual cost of the damage.

The Library will not be responsible for any equipment or items left in the facility or meeting rooms.

The user must provide adult supervision for all groups with participants of less than 18 years of age.

April 17, 2025

BOARD OF TRUSTEES OF
CROMAINE DISTRICT LIBRARY
RESOLUTION 2025 –11
REVISE POLICY 4020 – LIBRARY MEETING ROOM RESERVATION AND USE POLICY

Minutes of a regular meeting of the Board of Trustees of the Cromaine District Library, County of Livingston, Michigan, held in the Township of Hartland, on the 17th day of April 2025, at 7:00 p.m. prevailing Eastern Time.

PRESENT:

ABSENT:

The following preamble and resolution were offered by _____ and supported by _____ :

WHEREAS, the Cromaine District Library (the "Library") was established by a District Library Agreement dated November 1, 1995, entered into between the Township of Hartland and the Hartland Consolidated Schools under the provisions of Act 24, Michigan Public Acts of 1989, as Amended ("Act 24"); and

WHEREAS, the Board of Trustees has the power and obligation under Act 24 to adopt bylaws and regulations governing activities of the Board and the Library; and

WHEREAS, it is necessary from time to time to add new policies and revise existing policies;

NOW THEREFORE BE IT RESOLVED THAT the Board of Trustees hereby revises Policy 4020, Library Meeting Room and Use Policy, as shown in Exhibit A.

BE IT FURTHER RESOLVED THAT all resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and by the same hereby are rescinded.

AYES:

NAYS:

Nancy Rosso, Secretary

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Cromaine District Library, County of Livingston, State of Michigan, at a regular meeting held on the 17th day of April 2025 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Nancy Rosso, Secretary

<p style="text-align: center;">Cromaine District Library Policy</p>	<p>Policy #: 4020 Page 1 of 4</p>
<p style="text-align: center;"><i>LIBRARY MEETING ROOM RESERVATION AND USE</i></p>	<p style="text-align: center;"><u>Tracking Record</u> Date Approved: 7/7/94 Revised: 10/15/98, 9/16/99; 7/17/03; 1/19/06; 1/15/09; 1/17/13; 4/18/13; 2/20/14; 4/20/17; 4/19/18 4/18/19; 11/21/19 5/21/20;5/19/22;6/22/23;4/18/24;4/17/25 Review by Counsel: 7/03; 2/14 Reviewed: 12/16/09; 3/23/11; 3/28/12; 3/20/13; 3/20/14; 3/27/15; 4/14/16; 4/14/2021</p>

Purpose

Cromaine District Library (the library) uses its meeting rooms to promote its program of service to the community. The library also makes its meeting rooms available for use by those who wish to use the facilities for civic, educational, cultural, or charitable goals and objectives. Permission to use library facilities will not be granted when the request is for activities or use that is in conflict or competition with library programs or not authorized by this Policy. Facility space can be reserved provided the use of the rooms are for civic, educational, cultural, or charitable activities of the community consistent with the goals and objectives of the library, and for private family functions as described below.

Sale of products or services or any exchange of cash, checks, or credit card use in the facilities' space is limited to library-authorized activities, such as the Friends of Cromaine Library's sales. Anyone requesting exceptions must do so in writing and the Library Director or designee must approve them in writing prior to the meeting room use. No exceptions will be granted unless the request is consistent with this Policy.

Permission to use a library facility does not imply the library's endorsement of the views, aims, policies, or activities of any individual or organization. Library facilities are available regardless of race, creed, color, national origin, age, gender, religion, sexual orientation or disabling condition of the reservation requester or members of the organization.

General Regulations

- The library reserves the right to review each prospective use and determine whether that use falls within the library facility guidelines. No exceptions will be granted unless the request is consistent with this Policy and approved in writing by the Library Director or designee.
- Meetings must be open to the public, except for private family functions. Anyone requesting admittance to the meeting must be allowed to attend without discrimination and without charge unless prior approval for admission fees has been given. Facility use cannot disrupt the programs or activities of the library, nor can it create a public safety hazard. Everyone must observe [Policy 2030, Public Behavior Policy](#), and state and local laws at all times.

- A representative of the library may attend any meeting held in library facilities. Any reservation holder who does not comply with meeting room policies will lose the right to use library facilities for six (6) months.

Availability

- The library gives priority for use of the facility and rooms to library-sponsored activities. All other applications receive consideration on a first-come, first-served basis. In simultaneous submission of requests, priority will be given to resident library cardholders in good standing.
- Meeting rooms are available during library open hours. Use of a library meeting room outside of library hours requires written approval in advance from the Library Director or designee as well as an additional fee.

Application

- [Applications for room use are available on the Library's website.](#)
- The library must receive the completed online application, a copy of the meeting notice or other publicity, and all fees at least five (5) business days in advance of the requested day.
- The library will hold tentative reservations for up to three days. A reservation is considered approved when there is an application on file, a signed contract, a review of notices and publicity, and receipt of a deposit.
- The individual reservation requester will be held responsible for any damage that may occur.
- Only adults aged 18 and over are eligible to reserve the facility. The reservation holder must provide adult supervision for all groups with participants of less than 18 years of age.
- To ensure meeting room access to a greater number, only one meeting room reservation will be approved per month per requester.
- The library may reject any application or withdraw previously granted applications.

Cancellation

- If cancellations are made at least 48 hours in advance of the reservation, the refundable portion of the fee will be returned to the applicant.
- On rare occasions, the library may have to cancel the approved use of a meeting room due to unforeseen circumstances. If this occurs, the library will make every reasonable effort to give ample notice and to assist in reserving another date. If that is not possible, the library will refund any fees.

Fees

- For non-profit organizations, using a room for non-profit activities, there is no fee during regular library hours for library meeting rooms.

- For commercial entities, for-profit organizations, or private family functions, there is a fee assessed for room rental of library meeting rooms.
- When fees for library facility use are required, charges will be based on full-hour increments. Reservations must include adequate time for both set-up and clean-up.
- Visit our schedule of fees for additional information.
- All rental, utility and security fees are subject to change without notice, although every effort will be made to give reasonable notice.

Use of the Facilities

- Occupancy may not exceed the posted capacity of the facility or meeting room.
- If food is included in the room reservation and approved, the reservation holder is responsible for bringing all serving equipment, supplies, etc. This person is further responsible for all food set-up and clean-up, including removing food trash from the premises.
- The library does not allow alcoholic beverages to be served or consumed on any of its premises, except during Library sponsored programs with approval in advance from the Library Director or designee.
- No smoking or vaping is allowed in the facility or meeting rooms, or within 25 feet of the exterior entrances.
- Attendees may not mount any material on the walls of any facility or meeting room without prior permission from the library.
- Tables and chairs are available for use in the facility only. The reservation holder is responsible for setting up and taking down furniture used in the facility or meeting room.
- Only adults age 18 and over are eligible to reserve the facility and meeting rooms.
- The individual reservation requester will be held responsible for any damage that may occur.
- The facility or meeting room must be left in the original condition and set-up arrangement.

Publicity and Notice of Meetings

- Each reservation holder is responsible for its own publicity. Notices of meetings, flyers, news releases or any other promotional materials describing an event held in Cromaïne's meeting rooms must include the statement: **"Offered at, but not by, Cromaïne District Library. The library does not sponsor or endorse this event,"** and promotional materials containing that language must be made available to the library for review before distribution.
- The library will post information about the meeting on its website calendar, including the name and contact information of the organizer, except for private family functions.

Liability

- All facility and meeting room users agree to hold the library harmless from any loss, damage, liability costs, and/or expenses that may arise or be caused in any way by such use of Library facilities.
- The user, specifically the responsible party, shall be responsible for all loss/damage to the building, furniture and/or equipment. If damage occurs, the responsible party will be

liable for a minimum fee of \$50, plus the actual cost of the damage.

- The library will not be responsible for any equipment or items left in the facility or meeting rooms.
- The user must provide adult supervision for all groups with participants of less than 18 years of age.

Cromaine Library Meeting Room Fees and Rental Add-Ons

Venue Rental		
Community Room Rental* 3rd Floor of Library Capacity 70 - auditorium seating Capacity 24 -37 - tables and seating	Please book ample set-up and tear-down time, reservations in full hour increments. Please book any expected decor or rehearsal time.	\$50/hr.
North Meeting Room Rental* 2nd Floor of Library Capacity 15 - tables and seating	Please book ample set-up and tear-down time, reservations in full hour increments. Please book any expected decor or rehearsal time.	\$15/hr.
Food	Non-refundable fee for all events serving food.	\$100 flat fee
Day-of Added Time	Additional fees for late exits not pre-arranged at the time of booking. Billed in quarter-hour increments.	\$300/hr.
Staffing Fees		
Greeters and Troubleshooting Support	Library staff will be available on the main floor to direct guests as they arrive, and to quickly troubleshoot any issues for half an hour before the event.	Included
Large Event Set Up/Tear Down	Required for events with more than 37 attendees expected	\$25 flat fee
After Hours Fee	For library meeting room use outside of regular library open to the public hours, there is an additional fee for each hour beyond the customary closing time for staffing purposes.	\$50/hr.
Equipment		
Big Screen TV for slides/presentations	(Upon request and availability)	Included
Projector/Laptop for slides or movies	(Upon request and availability)	Included
Compact PA and Microphone	(Upon request and availability)	Included
Podium	(Upon request and availability)	Included
LED Pillar Candles (300 count)	Self set-up	\$25 flat fee

For qualified non-profit organizations, room rental and equipment fees may be waived, but add-ons and staffing fees still apply

April 18, 2024

BOARD OF TRUSTEES OF
CROMAINE DISTRICT LIBRARY
RESOLUTION 2025 –12
ADOPT POLICY 4021 – HARTLAND MUSIC HALL RESERVATION AND USE

Minutes of a regular meeting of the Board of Trustees of the Cromaine District Library, County of Livingston, Michigan, held in the Township of Hartland, on the 17th day of April 2025, at 7:00 p.m. prevailing Eastern Time.

PRESENT:

ABSENT:

The following preamble and resolution were offered by _____ and supported by _____ :

WHEREAS, the Cromaine District Library (the "Library") was established by a District Library Agreement dated November 1, 1995, entered into between the Township of Hartland and the Hartland Consolidated Schools under the provisions of Act 24, Michigan Public Acts of 1989, as Amended ("Act 24"); and

WHEREAS, the Board of Trustees has the power and obligation under Act 24 to adopt bylaws and regulations governing activities of the Board and the Library; and

WHEREAS, it is necessary from time to time to add new policies and revise existing policies;

NOW THEREFORE BE IT RESOLVED THAT the Board of Trustees hereby Adopts Policy 4021 Hartland Music Hall Reservation and Use.

BE IT FURTHER RESOLVED THAT all resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and by the same hereby are rescinded.

AYES:

NAYS:

Nancy Rosso, Secretary

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Cromaine District Library, County of Livingston, State of Michigan, at a regular meeting held on the 17th day of April 2025 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Nancy Rosso, Secretary

<p style="text-align: center;">Cromaine District Library Policy</p>	<p>Policy #: 4021 Page 1 of 4</p>
<p style="text-align: center;"><i>HARTLAND MUSIC HALL</i> <i>RESERVATION AND USE</i></p>	<p style="text-align: center;"><u>Tracking Record</u> Date Adopted: 4/17/25</p>

Purpose

Cromaine District Library (the library) uses Hartland Music Hall (seating 220) to promote its program of service to the community. The library also makes the Music Hall available for use by those who wish to use the facilities as a rental venue.

Permission to use or rent the Music Hall does not imply the library's endorsement of the views, aims, policies, or activities of any individual or organization. Library facilities are available regardless of race, creed, color, national origin, age, gender, religion, sexual orientation or disabling condition of the reservation requester or members of the organization.

General Regulations

- The library reserves the right to review each rental application and determine whether that use falls within the Music Hall facility guidelines. No exceptions will be granted unless the request is consistent with this Policy and approved in writing by the Library Director or designee.
- Facility use cannot create a public safety hazard. Attendees must observe [Cromaine District Library Policy 2030](#), [Public Behavior Policy](#), [Hartland Music Hall Guidelines](#), as well as any state and local laws at all times.
- A Hall caretaker may attend any meeting or event held in the Music Hall.

Availability

- Applications receive consideration on a first-come, first-served basis.
- Hartland Music Hall is available for rental, dependent on caretaker availability, Monday through Sunday, 8 am to 10 pm. Public events may not extend beyond these open hours.

Application

- [Anyone wishing to use The Hartland Music Hall must submit an application from the Library's web site.](#)
- The library must receive the completed online application, a copy of the meeting notice or other publicity, and all fees no less than fourteen (14) business days in advance of the requested day.

- Facilities reservations at the Hartland Music Hall require a minimum 50%, non-refundable deposit.
- The library will hold tentative reservations for up to three days. A reservation is considered approved when there is an application on file, a signed contract, a review of notices and publicity, and receipt of a deposit.
- The individual reservation requester will be held responsible for any damage that may occur.
- Only adults aged 18 and over are eligible to reserve the facility. The reservation holder must provide adult supervision for all groups with participants of less than 18 years of age.
- The library may reject any application or withdraw previously granted approval for violation of Hall policies and rules.

Cancellation

- Cancellations must be made at least 48 hours in advance.
- The library will only issue the refundable portion of rental fees if notice of cancellation is received 48 hours in advance of the scheduled meeting.
- On rare occasions, the library may have to cancel the approved use of The Music Hall due to unforeseen circumstances. If this occurs, the library will make every reasonable effort to give ample notice and to assist in reserving another date. If that is not possible, the library will refund any fees.

Fees

- The Hartland Music Hall venue rental fee is \$150 per hour.
- Hartland Music Hall fees may be in half-hour increments.
- Reservations must include adequate time for both set-up and clean-up.
- Additional staffing may be required for large events, including weddings, concerts, and events requiring specially-trained lighting technicians and parking support. This staffing will be provided by the library, subject to availability, and additional fees will apply.
- Specialty equipment may be available for rental through the library, subject to availability, and additional fees will apply.
- Visit our schedule of fees for additional information.
- Credit cards are accepted for Music Hall fees.
- All rental, utility and security fees are subject to change without notice.

Use of the Facilities

- Occupancy may not exceed the posted capacity of the facility or meeting room.
- No food or beverage is permitted in the Hartland Music Hall at any time.
- The library does not allow anyone to serve or consume alcoholic beverages on any of its premises, except during library sponsored programs with approval in advance from the Library Director or designee.
- No smoking or vaping is allowed in the facility or meeting rooms, or within 25 feet of the exterior entrances.
- Attendees may not mount any material on the walls of any facility
- Tables and chairs are available for use in the facility only.
- The Hall must be left in the original condition and set-up arrangement.

- No pets, outside of registered service animals, are allowed in the Hall.
- No open exposed flames (e.g., candles) or smoke-emitting devices are permitted.
- The use of sand, glitter, and bubbles is prohibited.

Publicity and Notice of Meetings

- Each reservation holder, other than private family functions, must provide the library a copy of notices of meetings or promotional materials for review, before distribution, as part of the room reservation application.
- As noted above: Permission to use or rent the Music Hall does not imply the library's endorsement of the views, aims, policies, or activities of any individual or organization. Library facilities are available regardless of race, creed, color, national origin, age, gender, religion, sexual orientation or disabling condition of the reservation requester or members of the organization.
- The library will post on its calendar information about the meeting, including the name and contact information of the organizer, except for private family functions.

Liability

- All facility users agree to hold the library harmless from any loss, damage, liability costs, and/or expenses that may arise or be caused in any way by such use of library facilities.
- The user, specifically the responsible party, shall be responsible for all loss/damage to the building, furniture and/or equipment. If damage occurs, the responsible party will be liable for a minimum of \$50, plus the actual cost of the damage.
- The library will not be responsible for any equipment or items left in the facility or meeting rooms.
- The user must provide adult supervision for all groups with participants of less than 18 years of age.

Historic Hartland Music Hall Fees and Rental Add Ons

Venue Rental		
Hall Rental	Please book ample set-up and tear-down time, booking by half-hour increments. Please book any expected decor or rehearsal time.	\$150/hr.
Day-of Added Time	Additional fees for late exits not pre-arranged at the time of booking. Billed in quarter-hour increments.	\$300/hr.
Staffing Fees		
First Event Caretaker	Included with Hall Rental	Included
Large Event Second Caretaker/ Additional Caretakers	Required for events with more than 30 attendees expected–Weddings, Concerts, etc.	\$25//hr.
Lighting Support	Required for bookings requesting professional/dynamic stage lighting (Basic stage lighting is provided at no cost)	\$25/hr.
Projection Support	Required to pair with projector rental for showing movies on the screen (Upon staff availability)	\$25/hr.
Door Support	Assistance with crowd control, ticketing, hospitality	\$25/hr.
Equipment		
Projector/Laptop Rental for slides or movies	(Upon availability)	\$50 flat fee
Compact PA and Microphone	(Upon availability)	\$50 flat fee
LED Pillar Candles (300 count)	Self- set up	\$50 flat fee

Please note: there is no food and beverage allowed in the Hall.

Cromaine District Library Policy	Policy #: 4030
<i>NON-LIBRARY POSTINGS, DISPLAYS, AND SOLICITATIONS</i>	<u>Tracking Record</u> Date Approved: 2/18/99; Previous Policy Dated: 10/10/83 Reinstated: 2/26/09 Reviewed: 3/23/11; 3/28/12; 3/20/13; 3/20/14; 3/27/15; 4/7/17; 4/4/18; 5/4/20;5/19/22;4/18/24;4/17/25 Revised: 4/21/16; 4/15/2021;6/22/23

The library building, grounds, parking lots, bulletin boards, literature racks, websites, electronic displays, social media sites, and other facilities and display equipment are intended for Library use only. An exception may be permitted for a public cultural, educational, intellectual, or noncommercial activity consistent with Library values and purpose on the following conditions:

1. Any request for posting of announcements or displays (print, audio, or electronic) must be submitted to the Library Director or designate for approval.
2. If approved, the time, duration, location, and manner of any posting or display must be as determined by the Library Director or designate.
3. Approved postings and displays shall be carried out only by Library staff.
4. Distribution or posting of materials by the library does not indicate the library's endorsement of the issues or events promoted by those materials.

Solicitations of any kind, other than for Library purposes, are prohibited in the library building. Groups or individuals who wish to petition, solicit, or distribute literature to the public on Library parking lots, sidewalks, or other grounds surrounding the library building may do so only if they neither impede access by the public to the building, nor interfere with use of the building, such as through excessive noise.

Cromaine District Library Policy	Policy #: 4040
<i>LIBRARY BLOG AND SOCIAL MEDIA SITES GUIDELINES</i>	<u>Tracking Record</u> Date Approved: 1/19/17 Reviewed: 4/14/2021; 5/23/23;4/18/24;4/17/25 Revised: 5/21/20;5/19/22

Cromaine District Library's (the library) blogs and social media sites are designed to stimulate discussion on a variety of topics, including library services and programs and Hartland area community resources and events.

1. Comments should be relevant to the post to which they are attached. By posting any comments, the user agrees to indemnify the library from and against all liabilities; damages and costs incurred which arise out of or are related to the posted content.
2. Data posted to library blogs or library social media sites are public information and may be indexed by Internet search engines (Google, Yahoo, etc).
3. Spam, overt or implied threats, personal attacks, (including but not limited to on the basis of race, creed, color, national origin, age, gender, religion, sexual orientation, or disabling condition) obscenity, and off-topic comments, including photos, images, and graphic art, are not permitted and the library reserves the right not to post, or to delete, any comment.
4. Comments containing private or personal information, commercial in nature, or otherwise not in keeping with the scope of the library's mission will be removed.
5. The library's blogs and social media sites are monitored for unauthorized or inappropriate use. Evidence of possible criminal activity may be provided to law enforcement officials.
6. Information found on the web site and social media sites is subject to change without notice.

