



## LIBRARY BOARD MEETING AGENDA

DATE: Thursday, April 16, 2026 at 7:00 p.m.

PLACE: Community Room, Cromaine Library

- I. Call to Order / Roll Call
- II. Pledge of Allegiance
- III. Approval of Agenda
- IV. Approval of Consent Agenda
  - A. Approval of Regular Meeting Minutes, 03/19/26
  - B. Acknowledge receipt of the February Financial Reports and payment of February invoices totaling \$60,026.60 and payroll obligations totaling \$104,120.29.
  - C. Committee Reports

Community Relations & Strategic Planning	April 08
Personnel Committee	April 07
Finance Committee	April 08
- V. Library Director's Report
- VI. Discussion/Decision Items
  - A. Review of Strategic Plan (3<sup>rd</sup> qtr.)
  - B. Review of Policies
    - Policy #3010**, Collection Development (Community Relations), resolution if needed
    - Policy #4010**, Public Relations & Public Information (Community Relations), resolution if needed
    - Policy #4030**, Non-Library Postings, Displays, and Solicitations (Community Relations), resolution if needed
    - Policy #4040**, Library Blog and Social Media Sites Guidelines (Community Relations), resolution if needed
  - C. Book Challenge Update
- VII. Call to the Public
- VIII. Comments/Information from Board
- IX. Agenda Items for Next Meeting/Dates
- X. Adjournment

PROPOSED

Cromaine District Library  
 Regular Board Meeting  
 Thursday March 19, 2026

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

Members Absent: Bill Bolin

Staff Present : Sarah Neidert, Darlene Randolph

Public Present : Liz Welch, Shelby Dinser, Dawn Collins, Karen Rex, E. Clappe, Nicole Robertson, Amber, Erin, Sandy, R. Fedewa

<p><b>I.</b></p>	<p>President Gogoleski called the meeting to order at 7:00 pm.  <b>Pledge of Allegiance</b></p>	<p>Pledge of Allegiance</p>
<p><b>II.</b></p>	<p><b>Roll Call</b>          President Gogoleski took roll call.           Present: Dawn Smith, Holly Naylor, Nancy Rosso, Kim Armstrong, Jeannine Gogoleski, Becky Basley          Absent: Bill Bolin</p>	<p>Roll Call</p>
<p><b>III.</b></p>	<p><b>Approval of Agenda</b>          President Gogoleski suggested pulling the Personnel Minutes and adding them to Discussion Item E., adding Item F. Committees, and Item G. will be the Book Challenge.           Trustee Smith moved to approve the amended agenda, seconded by Vice President Basley.           Ayes: All          Nays: None                      Motion passed.</p>	<p>Approval of Agenda</p>

<p><b>IV.</b></p>	<p><b>Approval of Consent Agenda</b></p> <p>Vice President Basley moved to approve the consent agenda, seconded by Treasurer Rosso.</p> <p>Ayes: All Nayes: None</p> <p>A. Approval of Regular Meeting Minutes 02/19/26.</p> <p>B. Acknowledge receipt of the January Financial Reports and payment of January invoices totaling <u>\$93,985.09</u> and payroll obligations totaling <u>\$157,571.21.</u></p> <p>C. Committee Reports</p> <table border="0"> <tr> <td>Community Relations &amp; Strategic Planning</td> <td>March 11</td> </tr> <tr> <td>Personnel</td> <td>March 05</td> </tr> <tr> <td>Finance</td> <td>March 10</td> </tr> </table>	Community Relations & Strategic Planning	March 11	Personnel	March 05	Finance	March 10	<p>Approval of Consent Agenda</p>
Community Relations & Strategic Planning	March 11							
Personnel	March 05							
Finance	March 10							
<p><b>V.</b></p>	<p><b>Library Directors Report</b></p> <p>Director Neidert provided information on the literacy collection, specifically about dyslexia and phonics-based learning. Cromaine’s Literacy Collection, which includes books with decodable text, phonics and open dyslexic fonts is a growing collection in the Youth Department. Treasurer Rosso suggests the library do an article on this.</p> <p>Director Neidert received a verbal commitment from the Hartland Schools on the Cromaine Commons Project and has sent in a written commitment. She is waiting on the signatures needed to move forward.</p> <p>Friday, March 13<sup>th</sup> was a Staff-In-Service Day. The morning session included a presentation on safety training from Aaron Witt of A-Train Tactical. There were tabletop exercises. A follow-up report was given to Director Neidert with some suggestions. Aaron will also be updating the library’s emergency manual. The afternoon consisted of a mobile escape room. It produced good team building.</p>	<p>Library Directors Report</p>						

<p><b>VI.</b></p>	<p><b>Discussion/Decision Items</b></p> <p><b>A. Review Policies:</b></p> <p><u>- Policy 3020, Computer and Internet Use</u>  Director Neidert requested this policy be returned to committee. She has had a meeting and needs time to make a few clarifications to the draft.</p> <p>RESOLUTION:  _____ moved to approve Resolution #2026-11 to rename and approve Policy #3020, Computer and Internet Use. Seconded by _____. A roll call was taken</p> <p>Ayes:  Nayes:</p> <p>RESOLUTION NOT NEEDED. DELAYED UNTIL APRIL BOARD MEETING</p> <p><u>-Policy 4020, Library Meeting Room Use (Community Relations)</u>  Trustee Naylor suggested adding “without charge” in a sentence under Application.</p> <p>RESOLUTION:  Vice President Basley moved to approve Resolution #2026-09, amended Policy #4020, Library Meeting Room Use. Seconded by Trustee Smith.</p> <p>Ayes: All  Nayes: None          Resolution passed.</p> <p><u>-Policy #4021, Music Hall Reservation and Use (Community Relations)</u>  Trustee Naylor suggested striking out a sentence under the Reservations Section.</p>	<p>Policy #3020</p> <p>Resolution #2026-11</p> <p>Policy #4020</p> <p>Resolution #2026-09</p> <p>Policy #4021</p>

	<p>RESOLUTION:</p> <p>Treasurer Rosso moved to approve Resolution #2026-10, amended Policy #4021, Music Hall Reservation and Use. Seconded by Trustee Naylor.</p> <p>Ayes: All</p> <p>Nayes: None      Resolution passed.</p> <p><u>-Policy #8005, Board Organizational Meeting (Personnel)</u></p> <p>Reviewed – No changes</p> <p>Trustee Naylor motioned to approved Policy #8005 as being reviewed with no changes. Vice President Basley seconded.</p> <p>Ayes: All</p> <p>Nayes: None      Motion passed.</p> <p><u>-Policy #8006, Board of Officers, (Personnel)</u></p> <p>Reviewed – No changes</p> <p><u>-Policy #8007, Board Committees (Personnel)</u></p> <p>Reviewed – No Changes</p> <p>President Gogleski motioned to approve Policy #8006, and Policy #8007 as being reviewed with no changes. Seconded by Secretary Armstrong.</p> <p>Ayes: All</p> <p>Nayes: None      Motion passed</p> <p>Director Neidert suggested if there are no changes in a policy, they be set in the Consent Agenda. All agreed. Will do so beginning next month.</p>	<p>Resolution #2026-10</p> <p>Policy #8005</p> <p>Policy #8006</p> <p>Policy #8007</p>
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	<p>RESOLUTION:</p> <p>Vice President Basley moved to adopt Resolution #2026-06, amending Policy #8015, Public Comments at Board Meeting. Seconded by Secretary Armstrong.</p> <p>Ayes: All</p> <p>Nayes. None      Resolution passed.</p> <p><b>B. Call to the Public Request Form</b></p> <p>Treasurer Rosso commented that upon reading this updated form, a person can be living out of state and speak? Then why are we asking to write in their school district. What would be the purpose of asking that question?</p> <p>Trustee Smith replied that the board would still like to hear their concerns, but also would take into account if it is one of our community members within the district. They are the ones who pay the taxes.</p> <p>MOTION:</p> <p>Vice President Basley moved to approve the motion to draft a change to the Call to the Public Request Form. Seconded by Secretary Armstrong.</p> <p>Ayes: All</p> <p>Nayes: None      Motion passed.</p> <p><b>C. Information: Memo-Penal and Civil Files Potential Re-direction</b></p> <p>Director Neidert provided the board with a memo outlining the potential redirection of penal and civil fines. Currently, per the Michigan State Constitution, libraries receive these fines. There had been a joint hearing in the Michigan House and Senate discussing the potential re-direction of these funds to the trial courts.</p> <p>Director Neidert will keep the board informed. She recommends sending letters to our state legislators outlining our concerns when appropriate.</p>	<p>Resolution #2026-06</p> <p>Call to the Public Request Form</p> <p>Motion to Call to the Public Request Form</p> <p>Penal and Civil Fines</p>
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	<p><b>D. Coffee Chat Updates</b></p> <p>Vice President Basley reported that a total of four sessions were held with approximately eight attendees during the months of February and March. The sessions provided an opportunity for community dialogue and were viewed as positive and successful. Future sessions may be scheduled. Some action items will be pursued.</p> <p>Patrons would like an update on the individual pictures of the board with their bios.</p> <p>Trustee Naylor noted that if action items are pursued, she would like to know if they came from these coffee chats.</p> <p><b>E. Personnel Minutes</b></p> <p>President Gogoleski explained that there were additional paragraphs added to the Personnel Minutes after the packet went out. There was added discussion including the replacement of the Big Concerns for Little People sign. The books still reside in the Parenting Section in the same location, but they now have white stickers and are not color coded. Director Neidert gave the Personnel Committee a tour of the Youth Department, to show where these books are placed within the library.</p> <p>The book challenge process was defined by President Gogoleski. A new list is provided- more organized alphabetically. Instead of reading all the same type of book (all picture books), there will be a variety to read each month.</p> <p>At the Personnel meeting, to provide a quarterly check in on her yearly performance goal (of labeling books with social issue stickers beginning with picture and board books) set by the board at the December meeting, Director Neidert sought feedback- she presented two picture books by the same author to the group- her goal was to outline how staff were assessing how to apply that genre label to the books.</p> <p>Trustee Smith further explained that the Director was showing examples of books that were or were not labeled. She went on to say that an easy way to decide on a label is to find out how it is marketed. Trustee Smith believes that both the books should have social issue stickers on them. She went on to say that according to the ACLU, who go by ALA, no books at all should have labels.</p> <p>Treasurer Rosso questioned that these books were not even on the challenge list. She reminded the board of a recent letter sent from the lawyer. Labeling is not a good thing to do.</p> <p>Trustee Naylor said that any book brought up for discussion should be in an open meeting.</p>	<p>Coffee Chat Updates</p> <p>Personnel Minutes</p>
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	<p>Trustee Naylor commented that, “The ACLU follows the Constitution.” Putting a label on a book is a form of censorship. Placing judgement on a book is a risk factor. The opinion on labeling books is not a board discretion.</p> <p>Trustee Naylor suggests that a quarterly report on the books be included in the Directors Report and would then have a discussion at that time at an open meeting. All agreed.</p> <p><b>F. Committees</b>  President Gogoleski informed the board that a member of the board will no longer be able to serve on the Finance Committee. Treasurer Rosso asked if that member was Bill Bolin and she also asked if he will be serving on any other committee. President Gogoleski answered “no he will not.” President Gogoleski asked if any other board member would want to serve. There was no response.</p> <p><b>G. Book Challenge Update</b>  Refer to the chart included in the packet.</p> <p>Treasurer Rosso made a motion to retain all these books.</p> <p>Ayes: Holly Naylor, Nancy Rosso</p> <p>Nayes: Dawn Smith, Kim Armstrong, Jeannine Gogoleski, Becky Basley</p> <p>Motion failed.</p> <p>President Gogoleski reminded the board that their choices are:  Retain, Relocate, or Label.</p> <p>TITLES:</p> <ol style="list-style-type: none"> <li>1) Ash’s Cabin – RETAINED by all</li> <li>2) Best Liars Review – RETAINED by all</li> <li>3) Between Pipes – RETAINED by all</li> <li>4) Beautiful Something Else – RETAINED by all</li> </ol>	<p>Committees</p> <p>Book Challenge Update</p>
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5) Breathe

Secretary Armstrong commented that the book has content that can be harmful to children. Trustee Naylor asked, “What part of the book is harmful?” Secretary Armstrong stated that there are no page numbers in the book, but that the book content about breast binding is something that she feels a parent or guardian should be involved in with their teen, as it can be harmful if done incorrectly. Trustee Smith said it is irresponsible for this book to be in the teen section.

RETAIN– Becky Basley, Nancy Rosso, Holly Naylor  
RELOCATE – Kim Armstrong, Jeannine Gogoleski, Dawn Smith  
BOOK RETAINED

6) Magical Boy 1 – RETAINED by all

7) Magical Boy 2 – RETAINED by all

8) Rick

President Gogoleski has a concern about this book because a character cross dresses. She read a definition of cross dressing, reading: “Cross-dressing content is sometimes classified as sexually explicit because for some individuals it is historically and psychologically linked to sexual arousal known as transexual disorder or a sexualized kink. Cross dressing is a complex behavior ranging from self-expression to clinical disorder, a desire to explore femininity, relieve stress, or experience sexual arousal.” President Gogoleski thinks this should have a sexually explicit label or be moved to adult. Trustee Naylor read from the policy and stated that there is no sexual content, as defined in the policy, in the book. There was a discussion of the definition of sexually explicit, with many trustees adding comments. Trustee Naylor asked where the definition President Gogoleski read was from, President Gogoleski called the vote to end discussion.

RELOCATE – Kim Armstrong, Dawn Smith, Jeannine Gogoleski  
Retain – Holly Naylor, Nancy Rosso, Becky Basley  
BOOK RETAINED

9) The Wall 1 – RETAINED BY ALL

	<p>10) The Wall 2 – RETAINED BY ALL</p> <p>President Gogoleski suggested that all books that are currently in the Parenting Section be RETAINED, as they are adult books written for adults.</p> <p>President Gogoleski made a motion that all books that are currently in the Parenting Section be Retained. Seconded by Basley. A roll call was taken.</p> <p>Ayes: Dawn Smith, Holly Naylor, Nancy Rosso, Kim Armstrong, Jeannine Gogoleski, Becky Basley</p> <p>Nays: None          Motion passed.</p>	
<p><b>VII.</b></p>	<p><b>Call to the Public</b></p> <p>None</p>	<p>Call to the Public</p>
<p><b>VIII.</b></p>	<p><b>Comments/Information from the Board</b></p> <p>President Gogoleski gave a “shout out” to the Friends of Cromaine Library for all their support. They have donated a total of \$140,000.00 in the past 10 years.</p> <p>Trustee Smith believes that the library and the public are uninformed about the dangers of gender reassignment surgery, puberty blockers, and HRT, and that it is inadvertently promoting confusion of gender in children. As a healthcare professional she believes this is unhealthy and is harmful to them. She regrets her previous votes.</p> <p>Trustee Naylor commented that a book on the library shelf is not the Library promoting anything. The discussion then went back and forth.</p>	<p>Comments from Board</p>

<b>IX.</b>	<p style="text-align: center;"><b>Upcoming Meeting Dates/Agenda Items for Next Meeting</b></p> <table border="1" data-bbox="241 327 1248 579"> <tr> <td>April 07</td> <td>Personnel Committee, in person, 4:30 pm</td> </tr> <tr> <td>April 08</td> <td>Community Relations Committee, 12 noon via zoom</td> </tr> <tr> <td>April 08</td> <td>Finance Committee, 4:30 via zoom</td> </tr> <tr> <td>April 16</td> <td>Board of Trustees, 7:00 pm</td> </tr> </table> <p style="text-align: center;">Ad-Hoc/Landscaping - TBA</p> <p><b>Agenda Items for Next Meeting:</b></p> <ul style="list-style-type: none"> <li>● Review of third-quarter statistics and Strategic Plan (Jan-March 2026)</li> <li>● National Library Week</li> <li>● Review policies: <ul style="list-style-type: none"> <li>3020 – Computer and Internet Use (Community Relations)</li> <li>3010 – Collection Development (Community Relations)</li> <li>4010 – Public Relations &amp; Public Information (Community Relations)</li> <li>4030 – Non-library Postings, Displays, and Solicitations (Community Relations)</li> <li>4040 – Library Blog and Social Media Sites Guidelines (Community Relations)</li> </ul> </li> </ul>	April 07	Personnel Committee, in person, 4:30 pm	April 08	Community Relations Committee, 12 noon via zoom	April 08	Finance Committee, 4:30 via zoom	April 16	Board of Trustees, 7:00 pm	
April 07	Personnel Committee, in person, 4:30 pm									
April 08	Community Relations Committee, 12 noon via zoom									
April 08	Finance Committee, 4:30 via zoom									
April 16	Board of Trustees, 7:00 pm									
<b>X.</b>	<p><b>Adjournment</b>  Motion by President Gogoleski seconded by Vice President Basley. Adjourned at 8:22 pm.  Ayes: All</p> <p>Nayes: None Motion passed.</p>	Adjournment								

Kimberly Armstrong, SECRETARY  
Cromaine District Library Board

Darlene Randolf, Recording Secretary  
Cromaine District Library Board

Documents distributed to the Board for/at this meeting:

- Agenda for Board Meeting March 19, 2026

- Minutes of Regular Board Meeting February 19, 2026
- March 2026 Directors Report
- January 2026 Financial Reports
- February 2026 Statistics
- Personnel Meeting Minutes – March. 05, 2026 -
- Finance Committee Minutes – March. 10, 2026
- Community Relations Minutes – March 11, 2026 -
- Policies #3020,4020,4021, 8005, 8006, 8007, 8004, 8013, 8015
- Call to the Public Form
- Penal Fines Letter
- Action Taken sheet



## Board Education:

TLN is growing-

**Holly Township Library** joined TLN in September 2025, including Holly Township, the Village of Holly, as well as Rose Township, and Groveland Township residents.

**Capital Area District Library** joined TLN on April 1.

**The Public Libraries of Saginaw** will join TLN on October 1, 2026.

When joining TLN, libraries have the opportunity to join the **Check It Out** program, allowing patrons from any participating TLN library to check out materials in person from another participating TLN library. <https://tln.org/page/checkitout>

TLN shared system libraries that service a walk-in patron from any of these libraries will create a Guest type patron record if the account is not already in the system.

## Departmental Updates:

### Youth Department:

In March the Youth Department joined other Livingston County libraries to sponsor and run two large community events: Family Fun Day, an event focused on the early literacy skills needed before kids begin formal school, was on a Saturday in March and attracted over 600 people from all over the county! Indoor Field Day was geared at elementary kids during the county wide Spring Break week, and despite the amazing weather, we had over 100 people attend!

In addition to all of this time spent in the community, youth staff continued all the regular programming and continued to onboard our two new staff members. We also ran our second annual Bookmark Contest and had over 50 entries! The winners of this contest will have their

bookmarks made into official Cromaine Bookmarks for events and general use, in addition to winning a small gift card.

**Adult Department:**

In March, Cromaine offered 15 programs for adults with 219 attendees. Highlights included a Chocolate Tasting With Mindo Chocolate Makers and a true crime program: Michigan's Forgotten Serial Killers. In addition to hosting programs and facilitating homebound delivery service, librarians have been hard at work wrapping up book ordering for the year and program planning for the summer, including the adult Summer Reading Challenge, which will run June 1 through July 31.

**Circulation:**

We continue to order books from Amazon. At our last check in, we were 90th on the list to create ordering and processing with Ingram. They are working through the backlog of new accounts as quickly as possible.

Sarah and Donna visited the Romeo Public Library to see their lockers and learn how they work. The staff at Romeo was very helpful and we were able to see both the system we purchased and the extensions that are available if we want to expand in the future. We are working toward a May 12th installation.



Actual install at Romeo



Mock up of our placement (with 2 expansions)

## **Community Engagement Department:**

### **Heritage Gardens - Ralph C. Wilson, Jr Foundation Grant**

- GMA has assisted us to create a working budget for the project, costs for some line items are higher than anticipated and additional support will likely be needed to deliver all elements of the original draft.
- Still seeking sponsorship for Heritage Gardens: [bit.ly/HeritageGardenSupportCDL](http://bit.ly/HeritageGardenSupportCDL)
  - Thank You to President Jeannine Gogoleski for your commitment to donate

### **Cromaine Cares Initiatives update**

- Gleaners began collecting food on March 9. This three week challenge drive runs alongside NCAA Men's March Madness Tournament, and is a fun bracket-style challenge against other community businesses and organizations to see who can raise the most food and funds for the Gleaners to serve families with food insecurity in Livingston County. This is our fourth year participating. **We collected 200 pounds of food for the drive from the Hartland Community, as well as \$257 in monetary donations made directly to Gleaners.**

### **Community Engagement, Networking, Marketing and Outreach:**

*March is a busy engagement month!*

- Liz attended Hartland Community Council on March 2. Approximately 10 community representatives in attendance; the group is organizing for the season and strategizing for the Memorial Day Parade and Celebration in Hartland.
- Liz attended a public launch at Hartland McDonalds on Tuesday, March 3. Approximately 9 other representatives from the Hartland Schools and Athletics Departments, Chamber, and Township were also in attendance to learn about partnering with McDonalds, take a tour of the facilities, and sample a new product.
- Liz served as a judge for the Hartland Optimists Club Oratorical Contest on March 4. 12 students and approximately 60 community members were in attendance at the event.
- Sarah and Liz attended Black and Bling, an annual women's event hosted by the Hartland Chamber. Approximately 125 guests were in attendance.
- Liz had a meeting with two members of the Hartland Hero Teen Center Board of Directors on March 9. Our organizations would like to strengthen connections to better serve Hartland Teens. Liz will be joining their advisory board to carry information to and from the Library and help support that effort.

- Liz attended Howell Rotary for networking purposes on these Mondays: March 9, 16 and 23. Approximately 30 community members attend each meeting.
- Liz volunteered at the Great Start Collaborative countywide Family Fun Day at 2|42 on March 14. Approximately 300 community members attended, as well as the staff of local literacy organizations and libraries.
- Sarah and Liz attended the Livingston County United Way Spirit of the Community Breakfast and Awards March 17. Approximately 125 community leaders attended, and we got to connect with several of our community partners and supporters.
- Liz represented Cromaine/Partners in Progress at the hARTland Art Walk committee meeting on March 17. 6 people in attendance.
- Liz met with Karen Ellis from the Hartland Players on March 18, and some great ideas for strengthening our partnership came out of our informal chat.
- Liz volunteered March 19 as a selection judge for Lacasa's Champions for Children award. 6 community members were in attendance.
- Liz attended an outreach at Round Elementary, "Scoops & Stories" and connected with many patrons and future patrons. 300 family members attended, great conversation with about 150.
- Liz and Librarian Grace completed and filed the grant report to the Livingston County Council on Aging for our grant to launch the Homebound Delivery Project on March 24, completing our reporting obligations.
- Liz met with fellows from Ralph C. Wilson, Jr. Foundation and Community Foundation for SE Michigan on March 25. The two organizations are creating strategies for future philanthropy aimed at improving lives in rural communities and are seeking perspectives on Livingston County organizations, programs, and issues.
- Liz attended the American Marketing Association's online training "The AI Reckoning for Marketers" on March 26.
- Liz attended the Hartland Messiah Chorus Board Meeting on March 26. 5 community members were in attendance.
- Liz volunteered at the Livingston Libraries Gross Motor Fun Day at 2|42. Approximately 150 children and caretakers in attendance, along with other Livingston Library professionals.

**Save the Date for these 2026 performances:**

**Mustard's Retreat Folk Duo**

Saturday, May 2, 2026 at 7 pm at the Historic Hartland Music Hall. Free to the public, drop-in.

**Cromaine Summer Concert Series**

All events to be held on Wednesdays at 7 pm, July 8 - August 5, 2026 at the Historic Hartland Music Hall, with picnic and activities from 6-7 pm. All 2026 season sponsors are

secured and flyers/promotions are scheduled to begin in April/May. This summer's SCS lineup:

Date	Band	Musical Style
July 8	UltraViolet5	All-girl youth band playing rock hits
July 15	Detroit Social Club	Band plays blues and motown sounds
July 22	Just Around the Corner Band	Plays country, folk and old-time classic songs
July 29	Motown Eagles	Performing all the iconic hits of the Eagles
August 5	Miranda and the M80's	Belts out the 80's songs you know and love

### **Patron Comments:**

4/7/26 Loni

A patron who attended the Seed Swap told me that she had been looking forward to the seed swap for months. She has attended the past 3 years, and really loves the variety of seeds available and chatting with staff and fellow gardeners. The first year she attended she didn't have any seeds to exchange, but said since then it has inspired her to save seeds to bring each year. Personally, I look forward to the Seed Swap every year, also! It's one of my favorite events I host.

3/16/26 Donna

A patron came in to tell us how wonderful Ray has been helping her with her computer skills. She said he is very patient and is an asset to the library!

# **Cromaine District Library Strategic Plan Update**

## **FY 2025-2026 Q3 Update**

### **Summary**

The Strategic Plan Updates provide a snapshot of progress made through Q3, showing how staff time, resources, and energy are aligning with the Library's long-term goals. This update demonstrates our momentum at the halfway point of the fiscal year and highlights both completed work and initiatives currently in motion.

### **Project Status Snapshot**

78.8%	Done
18.2%	In Progress
3%	Work Scheduled

### **Highlights From the Last Three Months (Q3)**

Over the past quarter, staff completed several key initiatives while also moving larger, multi-phase projects forward. Significant projects completed:

- Adoption of reworked room use and Music Hall policies 4020 and 4021
- New building-wide phones with paging capability and app technology
- Implementation of automatic new cardholder messaging campaign
- Review and reporting on homebound delivery pilot, adoption of long-term service
- Public engagement sessions for Heritage Gardens
  - Public Engagement Session held to share garden plans and collect community input: Saturday, February 7, 1-2:30 pm, Community Room –40 stakeholders registered for the event and it was a productive session with great input!
  - Mini-engagements were held February 7-21, resulting in 202 surveys returned, great conversations, and the raw material needed to move forward with the final design.

### **Looking Ahead (Q4)**

Based on current progress and pacing, we are well positioned to complete nearly all planned Strategic Plan work by June 30. Significant projects we hope to see completed:

- Installation of Hold Lockers
- Moving to approvals phase of Cromaine Commons/Heritage Garden, hoping a construction timeline begins to emerge
- Staff surveying around technology and workplan creation from ENPS Surveys
- Goal setting for 2026 2027 Strategic Workplan/plans for Strategy beyond 2027

# Strategy and Planning

## Completed

- Mid-Fiscal Year (2025-2026) M Team Discussion of Goals, Progress, Remaining Efforts for FY (Completed January 7, 2026)

## Goal 2: Improve Interior Spaces

### Completed

- A1. Improve Interior Spaces: Assess all space layouts and allocations and develop a new forward-looking plan for interior spaces
  - Sarah to attend CORE for education/ideas (completed September 1, 2026 )
  - Sarah to tour with building architect for brainstorming (completed January 2026)
- B1. Improve Interior Spaces: Evaluate spaces and policies around rental usage of Library rooms
  - Liz and Shelby to review policies, document suggested changes (completed February 10, 2026)
  - Sarah and Liz to discuss preliminary changes (completed February 28, 2026)
  - Discussion with CRSP (reviewed March 11, 2026 CRSP meeting)
  - Board approval of any changes (approved March 19, 2026 Board meeting)

## Goal 3: Increase Outreach Efforts

### Completed

- A1: Marketing: Implement Savannah by OrangeBoy (Completed Liz/CR October 25)
- A2: Marketing: Allow Savannah to tabulate 3 months worth of data (Completed Liz/CR December 25)
- A4: Marketing: Populate Savannah with automated welcome messaging for new cardholders (Liz/CR Team Completed March 2026)
- B1 Homebound Delivery: Conduct limited pilot program. (Grace/Adult Completed November 25)
- B2: Homebound Delivery: Post-pilot assessment and next steps recommendations (Presentation to M Team completed Feb 28 26)
- C1: Improve Interior Spaces: Sign Music Hall Contract for 3 years (Sarah completed July 5 25)
- C2: Outreach: Music Hall: Review FY 2024 2025 Revenues and Strategize Revenue Increase Opportunities (Liz completed July 25)
- C3: Outreach: Music Hall: Consider rental fee increase for super users (Liz completed July 25, CRSP and Board approval, moved forward with changes January 2026)
- C4: Outreach: Music Hall: Review existing super user contracts and raise rates effecting January 1, 2026 (Liz reviewed, CRSP and Board approval received, changes implemented January 2026)
- C5: Outreach: Music Hall: Strategize Marketing efforts for Music Hall to implement in FY 2026 2027 (Liz completed March 14, 2026)
- (Replacement) D1: Complete Internal Marketing and Communications Review and Share summarized results with M Team (Liz completed March 24, 2026)

### **3 Goals In-Progress/Work Scheduled**

- E1: Outreach: Planning meeting for school card sign up drive for Library Cards (Lucy scheduled June 26)
- F1: Outreach: Outdoor Hold Locker Projects (Sarah, Donna. Preliminary efforts completed, project to be completed by June 26)
- G: Systemetize Donor Acknowledgement and Stewardship
  - Assess current processes and assess gaps and areas to strengthen (Liz completed July 25)
  - Research best practices (Liz completed July 25)
  - Draft and adopt stewardship roadmap (Sarah and Liz July 25)
  - Implement various changes throughout calendar year (Sarah and Liz to be completed by November 26)
  - Review calendar year of changes and tweak as necessary (Sarah and Liz to meet January 27)

### **2 Goals Moved to 2026 2027 FY**

- A3: Marketing: Evaluate data and create marketing outreach workplan
  - Train on data analytics; Savannah training and outreach to other users (Liz/CR, projected for February 26)
    - DETAILS: Moved to next fiscal so we could budget costs for trainer
  - M Team meeting to analyze data and create goals for marketing and programming (Sarah, all managers, meeting scheduled for February 18, 26)
    - DETAILS: Moved to next fiscal after Marketing and Communications internal survey could be completed and analyzed.
- (Original D1): Winter Reading Planning Monday.com pilot with M Team/Key Staff (Lucy)
  - DETAILS: Team was seriously short-staffed last two quarters and could not accomplish project

## **Goal 3: Elevate Outdoor Spaces**

### **Completed**

- A: Exterior renovation: Design Development and Construction Document phases
  - Land Surveying: Boundary Survey required for pre-construction documents
  - Stormwater Management: Contracted with ZW to propose plan
  - Stormwater Management: ZW Plan Reviewed
  - Stormwater Management: Review with Livingston County, Plan Approval
  - Parcel Consolidation: Application to Township
  - Wetland Survey: Get 3 quotes
  - Wetland Survey: Select Company to complete Water Infiltration Test
  - Wetland Survey: Water Infiltration Report Completed
  - Wetland Survey: Wetland Delineation consult with EGLE
    - All of the above completed by Sarah in July 2025
  - Ad Hoc Committee 2nd Meeting
  - Parcel Consolidation: Meet with Township assessor to troubleshoot, get on schedule for approval
  - Township Approval: Applied for site plan and special use permit

- All of the above completed by Sarah (with Board and GMA support August 2025)
  - Township Approval: GMA support and preparation meeting pre-Township approval meeting
  - Township Approval: Planning Commission to approve plan at Township Meeting
  - Parcel Consolidation: Receive approval from Livingston County Register of Deeds
    - All of the above completed by Sarah (with GMA support September 2025)
  - GMA Coaching Meeting
  - Civil Engineer: ZW provided proposal to provide construction drawings, administrative support, and permits acquisition
  - Irrigation Consultant: Meeting with Sarah and Scott
  - Civil Engineer: ZW provided an additional proposal for utilities and stormwater
    - All of the above completed by Sarah with GMA support in October 2025
  - Board Approval for initiating Bid Process (Sarah, Board, November 20 2025)
  - Bid Notification Opens
  - Pre-Bid Meeting
  - Request for Information Follow Up communication with prospective bidders
    - All of the above completed by Sarah, Scott, with GMA supports in December 2025
  - Ad Hoc to review bids and recommend a GC (Sarah, Ad Hoc Committee, January 7-GC recommendation ready, further board discussion on specific changes to plan)
- A2: Exterior renovation: public awareness launch (Initial PR completed, Sarah, Liz July 25)
- A3: Elevate Outdoor Spaces: Exterior Renovation: Appoint Cromaine Staff to Ad Hoc Stakeholder Committee (Sarah completed January 26)
- A4: Elevate Outdoor Spaces: Exterior Renovation: Create community-facing opportunities to support Cromaine Commons and Heritage Gardens Projects (Liz completed December 25)
- A5: Elevate Outdoor Spaces: Exterior Renovation: Heritage Gardens PR (Sarah, Liz completed Oct 25)
- A6: Cromaine Commons/Heritage Gardens public support Campaign
  - Materials created (Completed October 31, 25 and shared at November 25 Board Meeting)
  - Public email invitation sent (Completed December 27 25)
  - Vendor email invitation sent (Completed February 24 26)
  - Support calls and direct asks made (Sarah, Liz completed March 31 26)
  - Public engagement session promotions (Liz/CR, completed January February 26)
  - Public engagement session (Sarah, Liz, Board, Ad Hoc, completed February 26)
- A7: RCWJ Heritage Gardens Grant Project
  - Conversations with funder (Sarah, Liz, completed 24 25 FY,)
  - Grant written, reviewed and submitted (Sarah, Liz, completed July 25, shared at Ad Hoc Committee August 4 25, in minutes from August 21 25 Board meeting)
  - Grant notification: Grant awarded (Received September 24 2025, notified CRSP at October 7 25 meeting)
  - Grant funds received by CDL (Received October 28 25)

- Grant Press Release (grant requirement, Sarah, Liz, October 23 25)
- Consult with Outdoor Play Experts for Guidance and Inspiration (Liz Completed October 25. Updated Board at Oct 17 meeting in CR update)
- Create bullet point design outline and share with GMA (Sarah, Liz completed October 25)
- Draft versions of plan presented/tweaks made (Sarah, Liz completed Dec 5 25)
  - All items above are completed, all items below are scheduled or yet to be scheduled
- February 7: Community Engagement Session to reveal draft and accept input (Sarah, Liz, Completed February 7, 2026)
- February 7-21: Open passive engagement at Library (Liz, completed Feb 21, 2026)
- February 7-21: Family quick engagements after storytimes (Liz, Lucy, completed Feb 21, 2026)

## **2 Goals In-Progress/Work Scheduled**

- A: Exterior renovation: Design Development and Construction Document phases
  - Agreement in writing from HCS (Sarah, tentatively hoping for it in April, 2026)
  - Revised plan approval through county, township
  - Full Board approval of General Contractor and approval to begin work (Sarah, Board, tentatively scheduled for completion January 15 26, rescheduled until revised approvals are gained on adjusted plan)
- A7: RCWJ Heritage Gardens Grant Project
  - Final draft of Heritage Gardens Plan
  - Present final draft of Heritage Gardens Plan to CRSP, Board
    - Should be completed by April 16, 2026
  - PR around Heritage Gardens Final Plan (Liz, to be completed by May 2026)

## **1 Goal Moved to 2026 2027 FY**

- A1: Exterior renovation: construction phase (Sarah-work scheduled and timeline developed with a tentative completion date of early summer)

## **Goal 4: Increase Investments in People and Resources**

### **Completed**

- A1: Increase Investments In People: Launch a staff survey to identify priority workplace satisfaction topics
  - Webinar on Bamboo ENPS Wellness Surveys (Sarah completed Jan 7 26)
- B1: Increase Investments in Technology: RFID Research and Exploration (Sarah, Donna)
  - Contractors from TLN onsite to retro tag collection (completed Oct 16 25)
  - Order New equipment for onsite tagging (completed Oct 18 25)
  - Install new pads and Train Staff in tagging procedures (Completed November 21 25)
  - Order additional tags for new items (Completed Dec 10 25)

- D1: Increase Investments in Technology: Complete upgrades to server room (Sarah completed July 25)
- D:2 Increase investments in Technology: Replace Library's phone lines with VOIP technology
  - Elevator
  - Building Alarm
  - Fire Alarm
  - Public and Staff fax lines
  - Cancel A T and T
    - All items above completed by Sarah by January 7 2026
- D:3 Increase investments in Technology: Replace 4 game computers in Youth room with more modern machines (Sarah, Lucy completed)
- D:4 Increase investments in Technology: Replace aging staff VOIP phone system with new
  - Consult with TLN techs for porting lines- work with 50tel (Sarah completed Jan 12 26)
  - New Phones ordered from RingCentral- Austin at TLN is coordinator (Sarah completed Jan 21 26)
  - Gather/Return old phones to 50tel (Sarah, date TBD)
- D:5 Increase investments in Technology: Replace/ Increase # of Security Cameras
  - Seek quotes for additional cabling (Sarah completed November 21 25)
  - seek quotes for cameras- Meraki or Rhombus (Sarah completed January 31 26)

## **2 Goals In-Progress/Work Scheduled**

- A2: Identify action steps from staff survey data and create a workplan (Sarah to complete by June 30, 26)
- C1: Increase Investments in Technology: Survey All Staff to identify technology pain points (Sarah to complete by June 30, 26)

**Disbursement Summary February 2026**

<b>Payroll:</b>	<b>Pay Period End</b>	<b>Check Date</b>	<b>Amount:</b>
	2/9/2026	2/13/2026	\$54,250.41
	2/23/2026	2/27/2023	\$49,869.78

**Total Payroll:** \$104,120.19

<b>Online Payments Made (other than pay-related):</b>			
	1/20/2026	\$13,821.68	UBS Credit Card
	2/3/2026	\$0.28	Level 3 Communication
	2/6/2026	\$2,548.19	DTE Energy

**Accounts Payable Checks Issued:** \$ 43,656.45 Transaction List

**Total Checks Paid for Month:** \$ 164,146.79 total

**Transfers to (from) checking:** 2/4/2026 \$ 250,000.00 transfer from Money Market Account to Checking

Cromaine District Library Investment Performance FY2025-2026

UBS

Month Ending	July	August	September	October	November	December
<b>Beginning Value</b>	<b>5,031,280.43</b>	<b>4,878,886.73</b>	<b>4,739,980.99</b>	<b>4,738,335.31</b>	<b>4,591,639.63</b>	<b>4,437,203.64</b>
Transfers in/out	-150,000.00	-150,000.00	0.00	-150,000.00	-150,000.00	4,640.07
Expenses and Other Disb.	-12,854.66	-9,618.92	-13,634.40	-10,561.92	-14,178.66	-24,081.31
Dividends and Interest	13,454.28	11,397.37	16,002.49	19722.86	10,182.00	14.32
Account Appreciation	-2,993.32	9,315.81	-4,013.77	-5,856.62	-439.33	13,399.73
<b>Ending Value</b>	<b>4,878,886.73</b>	<b>4,739,980.99</b>	<b>4,738,335.31</b>	<b>4,591,639.63</b>	<b>4,437,203.64</b>	<b>4,431,176.45</b>

Month Ending	January	February
<b>Beginning Value</b>	<b>4,431,176.45</b>	<b>4,359,499.45</b>
Transfers in/out	-68,691.29	7,589.86
Expenses and Other Disb.	-13,821.68	-13,375.21
Dividends and Interest	20,939.79	9065.12
Account Appreciation	-10,103.82	-774.38
<b>Ending Value</b>	<b>4,359,499.45</b>	<b>4,362,004.84</b>

FY25-26 Totals
<b>5,031,280.43</b>
-656,461.36
-112,126.76
100,778.23
-1,465.70
<b>4,362,004.84</b>

## Cromaine District Library Operating February 2026

	Feb 2026		YTD Total	
	Actual	Budget	YTD Actual	Budget
<b>Revenue</b>				
411.000 Tax Levy & Delinquent Taxes			1,734.31	0.00
403.000 Taxes - Brighton	34,121.91	47,211.33	571,158.09	566,536.00
403.001 Taxes - Deerfield	31,210.24	15,561.83	185,459.21	186,742.00
403.002 Taxes - Genoa	7,589.86	4,863.75	43,538.64	58,365.00
403.003 Taxes - Hartland	99,082.65	112,199.08	993,381.69	1,346,389.00
403.004 Taxes - Oceola	25,316.79	17,481.75	210,225.15	209,781.00
403.005 Taxes - Tyrone	12,837.60	17,062.92	150,216.28	204,755.00
403.006 Livingston Cty.		0.00	15.24	0.00
420.000 Delinquent Property Taxes		0.00	0.00	0.00
<b>Total 411.000 Tax Levy &amp; Delinquent Taxes</b>	<b>\$ 210,159.05</b>	<b>\$ 214,380.66</b>	<b>\$ 2,155,728.61</b>	<b>\$ 2,572,568.00</b>
572.000 State Aid		2,333.33	16,338.66	28,000.00
573.000 Local Community Stabilization	20,241.60		20,241.60	0.00
602.000 Charges for Services			0.00	0.00
607.000 Non-resident Fees		33.33	150.00	400.00
607.001 Room Use Fees	25.00	41.67	2,234.48	500.00
607.002 Fax Revenues	15.00	20.83	491.08	250.00
607.003 Print Out Fees	179.40	83.33	1,341.45	1,000.00
<b>Total 602.000 Charges for Services</b>	<b>\$ 219.40</b>	<b>\$ 179.16</b>	<b>\$ 4,217.01</b>	<b>\$ 2,150.00</b>
656.000 Penal Fines		4,833.33	64,735.39	58,000.00
659.000 Fines & Forfeits			0.00	0.00
681.000 Lost & Damaged Materials	123.91	83.33	1,296.77	1,000.00
681.001 Lost & Dam. Refunds		-8.33	-39.98	-100.00
681.002 Miscellaneous	5.00		76.00	0.00
681.003 ILL Lost & Damaged		41.67	17.95	500.00
681.004 ILL Lost & Damaged Refunds		-4.17	0.00	-50.00
<b>Total 659.000 Fines &amp; Forfeits</b>	<b>\$ 128.91</b>	<b>\$ 112.50</b>	<b>\$ 1,350.74</b>	<b>\$ 1,350.00</b>
670.000 Investment Income			0.00	0.00
665.000 Interest - Bank	1,373.53	83.33	3,529.03	1,000.00
665.001 Interest - Investment Fund	4,145.37	3,791.67	49,656.27	45,500.00
<b>Total 670.000 Investment Income</b>	<b>\$ 5,518.90</b>	<b>\$ 3,875.00</b>	<b>\$ 53,185.30</b>	<b>\$ 46,500.00</b>
675.000 Gifts - Unrestricted			0.00	0.00
674.001 General Donations			5,000.00	0.00
<b>Total 675.000 Gifts - Unrestricted</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 5,000.00</b>	<b>\$ 0.00</b>
681.006 Miscellaneous Income			247.54	0.00
666.000 Dividends		208.33	1,905.00	2,500.00
<b>Total 681.006 Miscellaneous Income</b>	<b>\$ 0.00</b>	<b>\$ 208.33</b>	<b>\$ 2,152.54</b>	<b>\$ 2,500.00</b>
<b>Total Revenue</b>	<b>\$ 236,267.86</b>	<b>\$ 225,922.31</b>	<b>\$ 2,322,949.85</b>	<b>\$ 2,711,068.00</b>
<b>Gross Profit</b>	<b>\$ 236,267.86</b>	<b>\$ 225,922.31</b>	<b>\$ 2,322,949.85</b>	<b>\$ 2,711,068.00</b>
<b>Expenditures</b>				

421.000 Tax Refunds	15.49		1,198.71	0.00
700.000 Salaries & Fringe Benefits			0.00	0.00
702.000 Salaries - Full-time	70,115.21	80,083.33	628,933.51	961,000.00
702.001 Salaries - Part-time	18,783.62	23,000.00	181,472.16	276,000.00
702.002 Wages - O.T. / Substitute		0.00	0.00	0.00
702.004 Sunday Staff	2,531.78	2,000.00	14,734.69	24,000.00
713.000 Life Insurance	574.51	708.33	5,387.33	8,500.00
713.001 Health Insurance	7,017.40	11,916.67	102,654.96	143,000.00
713.002 Retirement Benefits	7,159.29	8,258.33	64,631.59	99,100.00
713.003 Employer's FICA	6,844.26	8,175.00	61,989.14	98,100.00
713.004 State Unemployment Tax		416.67	20.58	5,000.00
713.005 Employee Assistance Program		0.00	0.00	0.00
713.006 Worker's Compensation		383.33	2,891.00	4,600.00
<b>Total 700.000 Salaries &amp; Fringe Benefits</b>	<b>\$ 113,026.07</b>	<b>\$ 134,941.66</b>	<b>\$ 1,062,714.96</b>	<b>\$ 1,619,300.00</b>
726.000 Supplies			0.00	0.00
727.000 Postage Expense		1,041.67	4,551.87	12,500.00
727.001 Office Supplies	110.56	208.33	738.00	2,500.00
727.004 Public Use Supplies		166.67	569.93	2,000.00
728.000 Library Supplies	308.00	1,500.00	12,750.79	18,000.00
728.001 Custodial Supplies	597.08	541.67	2,740.90	6,500.00
728.002 Equip & Furnishings, Disposable		0.00	0.00	0.00
<b>Total 726.000 Supplies</b>	<b>\$ 1,015.64</b>	<b>\$ 3,458.34</b>	<b>\$ 21,351.49</b>	<b>\$ 41,500.00</b>
800.000 Professional Services			0.00	0.00
801.000 Payroll & Accounting Services		1,500.00	10,721.61	18,000.00
801.001 Audit Fees		875.00	10,426.00	10,500.00
801.002 Legal Fees	534.00	833.33	2,356.50	10,000.00
801.003 Library Network Fees		583.33	3,620.00	7,000.00
801.004 Cataloging & Acquisitions	219.54	2,916.67	8,252.74	35,000.00
801.005 Other Professional Services	537.94	9,416.67	59,393.00	113,000.00
801.006 Managed Technology Services	6,139.14	6,250.00	48,485.86	75,000.00
<b>Total 800.000 Professional Services</b>	<b>\$ 7,430.62</b>	<b>\$ 22,375.00</b>	<b>\$ 143,255.71</b>	<b>\$ 268,500.00</b>
850.000 Technology			0.00	0.00
745.000 Technology Supplies	1,814.20	583.33	1,956.20	7,000.00
930.001 Technology Maintenance	11,454.11	6,458.33	49,076.46	77,500.00
<b>Total 850.000 Technology</b>	<b>\$ 13,268.31</b>	<b>\$ 7,041.66</b>	<b>\$ 51,032.66</b>	<b>\$ 84,500.00</b>
860.009 Community Relations			0.00	0.00
880.000 Marketing	1,709.13	2,276.67	19,850.75	27,320.00
900.000 Printing	115.27	1,537.50	7,272.34	18,450.00
901.002 Public Programing	944.39	4,041.67	29,159.33	48,500.00
901.003 Memberships - Non-library Organ		166.67	0.00	2,000.00
<b>Total 860.009 Community Relations</b>	<b>\$ 2,768.79</b>	<b>\$ 8,022.51</b>	<b>\$ 56,282.42</b>	<b>\$ 96,270.00</b>
920.000 Utilities			0.00	0.00
850.001 Telecommunications	-1,553.60	1,166.67	7,269.48	14,000.00
920.001 Heating Fuel		708.33	4,517.48	8,500.00
920.002 Electricity	2,548.19	2,166.67	14,184.57	26,000.00
920.003 Sewer Use		416.67	2,090.16	5,000.00
<b>Total 920.000 Utilities</b>	<b>\$ 994.59</b>	<b>\$ 4,458.34</b>	<b>\$ 28,061.69</b>	<b>\$ 53,500.00</b>

931.000 Repairs & Maintenance			0.00	0.00
930.000 Rep & Maint-Equip & Furnishings		125.00	1,310.00	1,500.00
930.002 Rep & Maint-Buildings	1,385.68	2,916.67	13,950.97	35,000.00
930.004 Rep & Maint-Grounds	3,399.32	1,250.00	13,146.68	15,000.00
<b>Total 931.000 Repairs &amp; Maintenance</b>	<b>\$ 4,785.00</b>	<b>\$ 4,291.67</b>	<b>\$ 28,407.65</b>	<b>\$ 51,500.00</b>
940.000 Rental	194.00	166.67	1,428.00	2,000.00
955.000 Administrative Expenses			0.00	0.00
956.000 Bank Fees	105.86	208.33	1,434.99	2,500.00
956.002 Public Notices		20.83	0.00	250.00
956.005 Misc Administrative Expense	60.00	583.33	1,873.51	7,000.00
956.006 Cash Over/Short		0.00	-1.37	0.00
<b>Total 955.000 Administrative Expenses</b>	<b>\$ 165.86</b>	<b>\$ 812.49</b>	<b>\$ 3,307.13</b>	<b>\$ 9,750.00</b>
955.001 Property & Liability Insurance		2,083.33	24,491.00	25,000.00
957.000 Professional Development			0.00	0.00
802.000 Professional Membership - Staff		62.50	525.00	750.00
802.001 Professional Membership - Board		0.00	0.00	0.00
860.002 Staff Development	1,970.00	1,083.33	4,542.31	13,000.00
860.003 Board Training		20.83	120.00	250.00
860.004 Mileage Reimbursement - Staff	45.67	375.00	785.40	4,500.00
860.005 Mileage Reimbursement - Board		0.00	0.00	0.00
860.006 Travel	766.80	1,166.67	3,429.20	14,000.00
860.007 Meals	29.98	333.33	864.91	4,000.00
860.008 Board Travel		0.00	0.00	0.00
<b>Total 957.000 Professional Development</b>	<b>\$ 2,812.45</b>	<b>\$ 3,041.66</b>	<b>\$ 10,266.82</b>	<b>\$ 36,500.00</b>
980.002 Furnishings - Life over 1 Year	332.20		332.20	0.00
981.000 Library Materials		0.00	0.00	0.00
980.006 Periodicals (Magazines & Newspapers)		512.50	6,121.68	6,150.00
982.000 Collections Adult	5,875.76	6,875.00	53,017.69	82,500.00
982.002 Collections Juvenile	3,990.32	5,083.33	23,115.94	61,000.00
982.003 Collections - Databases	1,412.78	1,841.67	12,285.87	22,100.00
982.004 Collections - E-Resources	12,005.59	8,666.67	73,907.52	104,000.00
982.005 Collections Young Adult	1,174.53	1,458.33	7,946.94	17,500.00
Collections Electronic (deleted)			1,323.00	0.00
<b>Total 981.000 Library Materials</b>	<b>\$ 24,458.98</b>	<b>\$ 24,437.50</b>	<b>\$ 177,718.64</b>	<b>\$ 293,250.00</b>
995.000 Transfer to Improvement Fund		9,277.00	0.00	111,324.00
999.999 Ask Accountant			-121.99	0.00
<b>Total Expenditures</b>	<b>\$ 171,268.00</b>	<b>\$ 224,407.83</b>	<b>\$ 1,609,727.09</b>	<b>\$ 2,692,894.00</b>
<b>Net Operating Revenue</b>	<b>\$ 64,999.86</b>	<b>\$ 1,514.48</b>	<b>\$ 713,222.76</b>	<b>\$ 18,174.00</b>
<b>Net Revenue</b>	<b>\$ 64,999.86</b>	<b>\$ 1,514.48</b>	<b>\$ 713,222.76</b>	<b>\$ 18,174.00</b>

Monday, Mar 16, 2026 07:48:13 AM GMT-7 - Accrual Basis

## Cromaine District Library Improvement Feb 2026

	Feb 2026		YTDTotal	
	Actual	Budget	YTD Actual	Budget
<b>Revenue</b>				
670.000 Investment Income			0.00	0.00
665.001 Interest - Investment Fund	4,145.37	3,791.67	49,656.26	45,500.00
<b>Total 670.000 Investment Income</b>	<b>\$ 4,145.37</b>	<b>\$ 3,791.67</b>	<b>\$ 49,656.26</b>	<b>\$ 45,500.00</b>
<b>Total Revenue</b>	<b>\$ 4,145.37</b>	<b>\$ 3,791.67</b>	<b>\$ 49,656.26</b>	<b>\$ 45,500.00</b>
<b>Gross Profit</b>	<b>\$ 4,145.37</b>	<b>\$ 3,791.67</b>	<b>\$ 49,656.26</b>	<b>\$ 45,500.00</b>
<b>Expenditures</b>				
421.000 Tax Refunds		0.00	0.00	0.00
975.001 Building Additions		0.00	0.00	0.00
975.002 Building Improvement		4,166.67	0.00	50,000.00
975.132 Grounds Improvements		128,500.00	43,510.00	1,542,000.00
980.000 Equipment		833.33	435.15	10,000.00
980.002 Furnishings - Life over 1 Year		833.33	7,385.00	10,000.00
984.000 Public Use Hardware		2,916.67	3,567.80	35,000.00
984.001 Public Use Software		250.00	596.00	3,000.00
984.002 Staff Use Hardware	167.10	1,250.00	5,356.60	15,000.00
984.003 Staff Use Software		250.00	1,710.00	3,000.00
995.000 Transfer to Improvement Fund		0.00	0.00	0.00
<b>Total Expenditures</b>	<b>\$ 167.10</b>	<b>\$ 139,000.00</b>	<b>\$ 62,560.55</b>	<b>\$ 1,668,000.00</b>
<b>Net Operating Revenue</b>	<b>\$ 3,978.27</b>	<b>-\$ 135,208.33</b>	<b>-\$ 12,904.29</b>	<b>-\$ 1,622,500.00</b>
<b>Net Revenue</b>	<b>\$ 3,978.27</b>	<b>-\$ 135,208.33</b>	<b>-\$ 12,904.29</b>	<b>-\$ 1,622,500.00</b>

Monday, Mar 16, 2026 07:51:39 AM GMT-7 - Accrual Basis

## Cromaine District Library GIFT Feb 2026

	Feb 2026		YTD Total	
	Actual	Budget	YTD Actual	Budget
<b>Revenue</b>				
675.000 Gifts - Unrestricted			0.00	0.00
674.001 General Donations			3,240.00	0.00
<b>Total 675.000 Gifts - Unrestricted</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 3,240.00</b>	<b>\$ 0.00</b>
675.001 Gifts - Restricted			0.00	0.00
674.003 Restricted Donations-Materials			768.07	0.00
674.004 Restricted Donations-Other	13,000.00		33,120.80	0.00
<b>Total 675.001 Gifts - Restricted</b>	<b>\$ 13,000.00</b>	<b>\$ 0.00</b>	<b>\$ 33,888.87</b>	<b>\$ 0.00</b>
678.000 Grants & Related Gifts			0.00	0.00
529.000 Other Grants			250,000.00	0.00
<b>Total 678.000 Grants &amp; Related Gifts</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 250,000.00</b>	<b>\$ 0.00</b>
<b>Total Revenue</b>	<b>\$ 13,000.00</b>	<b>\$ 0.00</b>	<b>\$ 287,128.87</b>	<b>\$ 0.00</b>
<b>Gross Profit</b>	<b>\$ 13,000.00</b>	<b>\$ 0.00</b>	<b>\$ 287,128.87</b>	<b>\$ 0.00</b>
<b>Expenditures</b>				
726.000 Supplies		83.33	724.74	1,000.00
727.001 Office Supplies	-84.58		-77.98	0.00
<b>Total 726.000 Supplies</b>	<b>-\$ 84.58</b>	<b>\$ 83.33</b>	<b>\$ 646.76</b>	<b>\$ 1,000.00</b>
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			939.00	0.00
900.000 Printing			600.00	0.00
901.002 Public Programing	593.47		10,255.05	0.00
901.003 Memberships - Non-library Organ			1,000.00	0.00
<b>Total 860.009 Community Relations</b>	<b>\$ 593.47</b>	<b>\$ 1,666.67</b>	<b>\$ 12,794.05</b>	<b>\$ 20,000.00</b>
931.000 Repairs & Maintenance		666.67	0.00	8,000.00
930.000 Rep & Maint-Equip & Furnishings	3,000.00		8,000.00	0.00
930.004 Rep & Maint-Grounds			127.44	0.00
<b>Total 931.000 Repairs &amp; Maintenance</b>	<b>\$ 3,000.00</b>	<b>\$ 666.67</b>	<b>\$ 8,127.44</b>	<b>\$ 8,000.00</b>
980.002 Furnishings - Life over 1 Year		833.33	351.85	10,000.00
981.000 Library Materials		333.33	0.00	4,000.00
982.000 Collections Adult	20.99		245.57	0.00
982.002 Collections Juvenile	181.66		239.63	0.00
<b>Total 981.000 Library Materials</b>	<b>\$ 202.65</b>	<b>\$ 333.33</b>	<b>\$ 485.20</b>	<b>\$ 4,000.00</b>
986.000 Purchases from Gifts			16,675.00	0.00
<b>Total Expenditures</b>	<b>\$ 3,711.54</b>	<b>\$ 3,750.00</b>	<b>\$ 39,080.30</b>	<b>\$ 45,000.00</b>
<b>Net Operating Revenue</b>	<b>\$ 9,288.46</b>	<b>-\$ 3,750.00</b>	<b>\$ 248,048.57</b>	<b>-\$ 45,000.00</b>
<b>Net Revenue</b>	<b>\$ 9,288.46</b>	<b>-\$ 3,750.00</b>	<b>\$ 248,048.57</b>	<b>-\$ 45,000.00</b>

## Cromaine District Library Music Hall Feb 2026

	Feb 2026		YTD Total	
	Actual	Budget	YTD Actual	Budget
<b>Revenue</b>				
602.000 Charges for Services			0.00	0.00
607.001 Room Use Fees	5,566.80	833.33	13,566.80	10,000.00
<b>Total 602.000 Charges for Services</b>	<b>\$ 5,566.80</b>	<b>\$ 833.33</b>	<b>\$ 13,566.80</b>	<b>\$ 10,000.00</b>
<b>Total Revenue</b>	<b>\$ 5,566.80</b>	<b>\$ 833.33</b>	<b>\$ 13,566.80</b>	<b>\$ 10,000.00</b>
<b>Gross Profit</b>	<b>\$ 5,566.80</b>	<b>\$ 833.33</b>	<b>\$ 13,566.80</b>	<b>\$ 10,000.00</b>
<b>Expenditures</b>				
726.000 Supplies			0.00	0.00
728.001 Custodial Supplies		41.67	0.00	500.00
<b>Total 726.000 Supplies</b>	<b>\$ 0.00</b>	<b>\$ 41.67</b>	<b>\$ 0.00</b>	<b>\$ 500.00</b>
800.000 Professional Services			0.00	0.00
801.005 Other Professional Services		0.00	0.00	0.00
801.006 Managed Technology Services		0.00	0.00	0.00
<b>Total 800.000 Professional Services</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
850.000 Technology			0.00	0.00
930.001 Technology Maintenance		0.00	0.00	0.00
<b>Total 850.000 Technology</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
860.009 Community Relations			0.00	0.00
880.000 Marketing			70.00	0.00
901.002 Public Programing			-18.00	0.00
901.003 Memberships - Non-library Organ		83.33	375.00	1,000.00
<b>Total 860.009 Community Relations</b>	<b>\$ 0.00</b>	<b>\$ 83.33</b>	<b>\$ 427.00</b>	<b>\$ 1,000.00</b>
920.000 Utilities			0.00	0.00
850.001 Telecommunications	270.86	266.67	2,134.76	3,200.00
920.001 Heating Fuel		166.67	89.58	2,000.00
920.002 Electricity		208.33	953.29	2,500.00
920.003 Sewer Use		70.83	118.85	850.00
<b>Total 920.000 Utilities</b>	<b>\$ 270.86</b>	<b>\$ 712.50</b>	<b>\$ 3,296.48</b>	<b>\$ 8,550.00</b>
931.000 Repairs & Maintenance			0.00	0.00
930.002 Rep & Maint-Buildings		833.33	2,999.82	10,000.00
930.004 Rep & Maint-Grounds	1,100.00	666.67	6,775.97	8,000.00
<b>Total 931.000 Repairs &amp; Maintenance</b>	<b>\$ 1,100.00</b>	<b>\$ 1,500.00</b>	<b>\$ 9,775.79</b>	<b>\$ 18,000.00</b>
955.001 Property & Liability Insurance		10.42	0.00	125.00
980.000 Equipment			127.62	0.00
980.002 Furnishings - Life over 1 Year			944.57	0.00
<b>Total Expenditures</b>	<b>\$ 1,370.86</b>	<b>\$ 2,347.92</b>	<b>\$ 14,571.46</b>	<b>\$ 28,175.00</b>
<b>Net Operating Revenue</b>	<b>\$ 4,195.94</b>	<b>-\$ 1,514.59</b>	<b>-\$ 1,004.66</b>	<b>-\$ 18,175.00</b>
<b>Net Revenue</b>	<b>\$ 4,195.94</b>	<b>-\$ 1,514.59</b>	<b>-\$ 1,004.66</b>	<b>-\$ 18,175.00</b>

**Hartland's Cromaine Library  
Monthly Activity Report March 2026**

	2026	2025	% of Change
Circulation	30,476	30,896	-1%
New Physical Items Added	931	1,520	-39%
Total Physical Items	69,849	71,447	-2%
Total Items Withdrawn	1339	653	105%
Program Attendance	2,047	1,978	3%
Room Use- in Library	278	194	43%
Music Hall Reservations	13	22	-41%
Visits	8,606	9,424	-9%
Website visits	25,535	22,219	15%
Cardholders Added	79	118	-33%
Library Cards Renewed	194	141	38%
Total Cardholders	9,201	9,053	2%
Cardholders as % of Pop.	30.98%	30.48%	2%
Total Population	29,699	29,699	0%

**Hartland's Cromaine Library 2025-2026**  
**Q3 Year-to-date as of March 31 Statistics (July - March)**

	2025-2026	2024-2025	% Change Current/Prev
<b>Circulation</b>			
Adult books	35,169	36,761	-4.33%
Children's & Tween books	80,839	67,214	20.27%
Teen books	7,224	7,341	-1.59%
Magazines	1,401	1,402	-0.07%
Non-print	19,475	23,954	-18.70%
E-materials*	26,349	20,979	25.60%
Misc.**	2,510	1,905	31.76%
Self-check circulation	12,290	9,990	23.02%
MELCAT Received & Loaned	1,220	1,506	-18.99%
<b>Total Circulation</b>	<b>186,477</b>	<b>171,052</b>	<b>9.02%</b>
<b>Collection+</b>			
Print materials	58,558	56,384	3.86%
Audio physical units	3,382	3,991	-15.26%
Audio downloadable, streaming	1,002,260	715,979	39.98%
Video physical units	5,981	6,267	-4.56%
Video downloadable, streaming	74,414	62,497	19.07%
Non-electronic subscriptions	720	845	-14.79%
e-books	1,262,710	985,519	28.13%
Databases--local	8	8	0.00%
Databases--state	80	80	0.00%
<b>Total Owned or leased</b>	<b>2,408,113</b>	<b>1,831,570</b>	<b>31.48%</b>
<b>Cardholders</b>			
Cardholders added	783	901	-13.10%
Library cards renewed	1351	1,420	-4.86%
<b>Total cardholders+</b>	<b>9201</b>	<b>8,519</b>	<b>8.01%</b>
<b>Physical Visits</b>	<b>79,444</b>	<b>65,883</b>	<b>20.58%</b>
<b>Number of Programs</b>			
Adult	142	165	-13.94%
Youth & Tween	303	347	-12.68%
Teen	53	55	-3.64%
<b>Total</b>	<b>498</b>	<b>567</b>	<b>-12.17%</b>
<b>Program Attendance</b>			
Adult	2,343	2,381	-1.60%
Youth & Tween	9,726	14,085	-30.95%

	Teen	831	1,946	-57.30%
	<b>Total</b>	<b>12,900</b>	<b>18,412</b>	<b>-29.94%</b>
<b>Technology</b>				
	Internet Use	5,854	7,891	-25.81%
	Database Use	5,910	4,763	24.08%
	Wireless Use	5,854	5,380	8.81%
	Self Check Use (in circ above)	12,290	9,990	23.02%
<b>Total population</b>		29,699	29,699	0.00%
<b>Circulation YTD per capita</b>		6.28	5.76	9.02%
<b>Program atten. YTD per capita</b>		0.43	0.62	-29.94%
<b>Visits YTD per capita</b>		2.67	2.22	20.58%
<b>Cardholders as % of population</b>		29%	29%	-1.09%

\* Includes: downloadable audio, ebooks, streaming video

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

+ as of quarter's end; not cumulative

**Cromaine District Library  
Project Tracking Report- Cromaine Commons and Heritage Gardens**

IMPROVEMENT FUND		<b>Date</b>	<b>Name</b>	<b>Memo/Description</b>	<b>Amount</b>
975.132 Grounds					
	07/10/2025	B F THOMPSON P C	Updating survey/FY25-26	\$ 1,350.00	
	07/25/2025	Barr Engineering Company		\$ 1,293.50	
	07/31/2025	McDowell Associates		\$ 3,935.00	
	07/31/2025	Hartland Township		\$ 175.00	
	08/04/2025	Zeimet Wozniak and Associates		\$ 10,800.00	
	08/26/2025	Hartland Township		\$ 1,200.00	
	09/01/2025	Duke's Tree Service		\$ 800.00	
	09/03/2025	Zeimet Wozniak and Associates		\$ 3,549.00	
		Livingston County Dept of Bldg & Safety			
	09/11/2025	Eng		\$ 33.00	
	09/18/2025	Barr Engineering Company	Wetland Services/outdoor project	\$ 1,609.50	
	12/15/2025	Zeimet Wozniak and Associates		\$ 11,600.00	
	12/19/2025	Livingston County Drain Commission		\$ 1,500.00	
	01/05/2026	Zeimet Wozniak and Associates	County Review assistance	\$ 4,665.00	
	3/2/2026	Zeimet Wozniak and Associates	parking re-design	\$ 1,000.00	
	3/16/2026	Zeimet Wozniak and Associates		\$ 965.00	
<b>Total for 975.132 Grounds Improvements</b>				<b>\$ 44,475.00</b>	

OPERATING FUND		<b>Date</b>	<b>Name</b>	<b>Memo/Description</b>	<b>Amount</b>
801.005 Other Professional Services					
	8/27/2025	Grissim Metz Andriese Associates PC	Landscape Architectural Service for June 01-July 31, 2025	\$ 3,276.26	

9/24/2025	Grissim Metz Andriese Associates PC	Landscape Architectural Service for Aug.01-Aug. 31, 2025	\$ 9,771.50
10/29/2025	Grissim Metz Andriese Associates PC	Landscape Architectural Service for Sept. 01-Sept. 30, 2025	\$ 9,430.30
11/19/2025	Grissim Metz Andriese Associates PC	Landscape Architectural Service for October 01-November 21, 2025	\$ 15,005.50
12/30/2025	Grissim Metz Andriese Associates PC	Landscape Architectural Service for December 01, 2025-December 31, 2025	\$ 3,807.00
1/26/2026	Grissim Metz Andriese Associates PC	Landscape Architectural Service for January 01, 2026-January 31, 2026	\$ 3,750.00
<b>YTD Total for 801.005 Other Professional Services</b>			<b>\$ 45,040.56</b>

<b>GIFT FUND</b>			
986,000 Purchases from Gifts			
1/7/2026	Grissim Metz Andriese Associates PC	grant concept drawings	\$ 6,400.00
	Grissim Metz Andriese Associates PC	Design Fee Jan1-Feb 20, 2026	\$ 1,600.00
	Grissim Metz Andriese Associates PC	Hourly labor for Jan1-Feb 20, 2026	\$ 3,675.00
<b>YTD Total for 986.000 Purchases from Gifts</b>			<b>\$ 11,675.00</b>

<b>TOTAL FUNDED BY CROMAINE:</b>	<b>\$ 89,515.56</b>
<b>TOTAL FUNDED THROUGH GRANT:</b>	<b>\$ 11,675.00</b>
<b>TOTAL (ALL SOURCES):</b>	<b>\$ 101,190.56</b>

Personnel meeting, 4/7/26 4:15 pm

Trustees Present: Jeannine Gogoleski, Kim Armstrong, Dawn Smith

Staff Present: Sarah Neidert, Darlene Randolf

### **Review of Staff Satisfaction Survey Report**

Director Neidert presented an executive summary of a recent eNPS (employee Net Promoter Score) to the committee. This report summarized the results of the survey administered by BambooHR, the human resources platform Cromaine purchased last year to modernize our HR workflow. Scores over 50 are considered strong. Cromaine's survey report score is 63. The report is attached.

The management team will develop a work plan to address items from the survey- specifically, to address communication, Director Neidert has scheduled bi-monthly all staff meetings for updates and education. Departments are to hold monthly staff meetings, with at least bi-monthly one-on-one meetings between managers and direct reports.

In response to the survey, President Gogoleski suggested a board member attend an all- staff meeting. She would be interested in building communication and getting feedback from the staff. If not attending a staff meeting, a board member could also attend a Staff-in-Service meeting. Although, these meetings are only twice a year. Director Neidert will take this idea to staff for feedback.

### **Review of proposed 2026-27 personnel budget**

Director Neidert presented a draft of the Salaries & Benefits portion of the Draft FY26-27 budget. She proposed moving two 30- hour employees to full time, instead of filling the current 20 hr/week vacancy in Circulation. After discussion, the committee supports this decision. This budget also accounted for the increase of minimum wage to \$15/hour beginning in January 2027, as well as incremental increases for part time staff. She accounted for any increases in benefits for next fiscal year, and noted that the actual numbers for Health Insurance will not be available until mid-May. Stay tuned for updates.

Director Neidert then presented a draft of the Professional Development portion of the FY 26-27 budget. There is a projected decrease in the Professional Development line. There has been a decrease in the use of Mileage Reimbursement and Travel, due to virtual options. Director Neidert has encouraged all staff that travel for work purposes to submit for reimbursement.

Because the board voted to no longer participate as affiliate members of the Michigan Library Association last June, the cost for membership for staff to join the organization increased from \$85 to \$170/year for individual as unaffiliated members, and the cost for the Director to join increased to \$1311, for a total of \$3,011.

(For reference, the cost for affiliate membership would be: \$850 for 10 librarians at \$85 each and \$1638 for 7 Trustees and the Director, for a total of \$2,488.)

After a discussion, the committee recommended not paying for any memberships this upcoming fiscal year, as they believe the MLA is a partisan organization. Director Neidert clarified that staff are still encouraged to attend MLA training, but at a higher cost as non- members. In discussion, members recalled that leadership from MLA would be willing to come speak to the board. She inquired if board members wished to budget for board training or travel. The group suggests that they do not. This should be discussed at the full board meeting.

### **Library Workers Day (Tuesday April 21)**

The theme for this day is, "Find Your Joy." The Library will be posting on social media information and stories about Library Workers on this day.

### **Emergency Handbook**

The draft was sent to Sarah from A-Train Tactical. Staff is going over it with any corrections. All-in-all, he said we did have a good start and it was great to get help updating the manual.

### **Board Team Building**

President Gogoleski is interested in team building with the board. She suggested a retreat or just tabletop activities. The committee requested that Director Neidert check with Foster Swift to find out if this can be done as a board without violating Open Meeting Act.

### **Law Firm Update**

Trustee Smith updated the group that the law firm, Rickard, Denney, Leichter, Childres & Bosch, is no longer interested in working with the Library. They have taken on other clients and do not have availability. Director Neidert will continue working with Anne Seurnyck of Foster Swift, Collins & Smith on policies.

Adjourned at 5:15 pm. Next Personnel meeting will be Thursday May 7<sup>th</sup> at 4:30 pm.

## Employee Satisfaction (eNPS) High-Level Board Report: March 2026

**Background:** Employee Net Promoter Score (eNPS) is a widely used measure of employee sentiment and engagement. Staff are asked how likely they are to recommend the organization as a place to work.

Responses are grouped into three categories:

- Promoters (highly positive and engaged)
- Passives (generally satisfied but less enthusiastic)
- Detractors (less satisfied and more likely to express concerns)

The eNPS score is calculated by subtracting the percentage of detractors from the percentage of promoters, resulting in a score that ranges from -100 to +100.

In general:

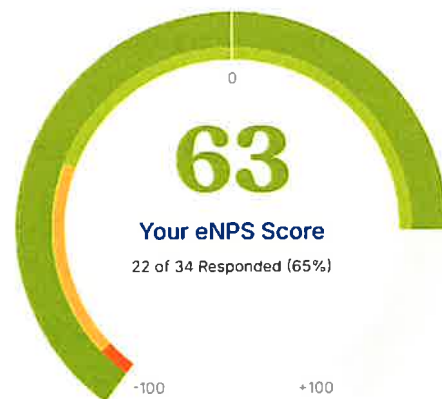
- Scores above 0 are considered positive
- Scores above 50 are considered strong

This framework provides a high-level view of employee experience while also allowing for deeper insights through qualitative feedback.

### Summary of eNPS survey of Cromaine Staff:

Overall Sentiment:

- Employee sentiment is strongly positive, with an eNPS score of 63 and solid participation.
- Staff are highly engaged and take pride in their work and community impact.



### What's Working Well:

- Strong workplace culture built on trust, collaboration, and mutual respect
- Deep commitment to the Library's mission and community service
- Positive and supportive coworker relationships
- Generally favorable views of the work environment, flexibility, and benefits

### Key Challenges Identified:

- Communication gaps across departments and leadership levels
- Limited visibility into decision-making and organizational direction
- Concerns about the impact of board dynamics on workplace climate

## What This Means:

- The Library's staff and workplace culture are clear strengths.
- Most concerns are operational and structural, not related to employee commitment.
- Addressing communication, transparency, and governance alignment presents the greatest opportunity for improvement.

## Recommended Focus Areas:

1. Strengthen internal communication and information sharing
2. Increase transparency around decisions and strategy
3. Support consistent leadership practices across teams
4. Encourage alignment between board actions and organizational stability
5. Expand employee recognition and feedback opportunities

## Key Strengths

### 1. Positive Workplace Culture

- Employees consistently describe the workplace as supportive, welcoming, and collaborative.
- Strong sense of teamwork and mutual respect across staff.
- Many employees report feeling comfortable, valued, and connected to their colleagues.

### 2. Commitment to Mission and Community

- Staff take pride in the library's community impact and public service role.
- Employees find meaning in supporting literacy, education, and access to resources.
- Positive interactions with patrons contribute to job satisfaction.

### 3. Strong Peer Relationships

- Coworker relationships are a major driver of satisfaction.
- Employees frequently cite trust, cooperation, and a "team-oriented" environment.

### 4. Supportive Management (with variability)

- Many employees report feeling supported and trusted in their roles.
- Autonomy and opportunities for professional growth are valued.

### 5. Work Environment and Benefits

- The physical environment is generally seen as comfortable and welcoming.

- Benefits such as scheduling flexibility and paid time off are appreciated.

## Key Areas for Improvement

### 1. Communication and Information Flow

- The most consistent theme across feedback is the need for clearer, more consistent communication.
- Staff report challenges with:
  - Understanding decisions and changes
  - Receiving timely updates
  - Cross-department communication

### 2. Organizational Alignment and Transparency

- Employees express a desire for:
  - Greater visibility into decision-making processes
  - Clearer understanding of how their work connects to broader organizational goals
- Feedback indicates that gaps in alignment and transparency can contribute to confusion and inconsistency across teams.

### 3. Leadership Consistency and Accountability

- Feedback indicates variability in leadership experience across the organization.
- Staff note opportunities to strengthen:
  - Consistency in decision-making
  - Responsiveness to feedback
  - Accountability at higher levels

### 4. Board and Governance Impact

- A notable theme is the impact of broader governance dynamics on workplace climate.
- Feedback suggests these dynamics are contributing to:
  - Increased stress
  - Perceived division within the organization
- Staff feedback highlights challenges related to trust, autonomy, and clarity of decision-making, which are contributing to increased stress and affecting overall morale and workplace stability.

### 5. Recognition and Employee Voice

- Staff would like more opportunities for:
  - Recognition of contributions and milestones
  - Meaningful input into decisions that affect their work

## **Overall Takeaways**

- Employee sentiment is strongly positive, driven by culture, mission, and relationships.
- Internal strengths are people-centered, with staff being the organization's greatest asset.
- Primary risks are structural and communication-related, not cultural.
- Addressing communication, transparency, and governance concerns represents the largest opportunity for improvement.

## **Recommended Focus Areas for Leadership & Board**

To build on current strengths and address key concerns, focus on:

1. Enhancing Communication Practices
  - Improve clarity, consistency, and timeliness of internal communication
2. Strengthening Organizational Transparency
  - Provide more visibility into decisions and strategic direction
3. Supporting Leadership Development
  - Ensure consistent management practices across departments
4. Clarifying Governance Roles and Impact
  - Reinforce alignment between board actions and organizational stability
5. Increasing Employee Engagement Mechanisms
  - Expand opportunities for staff feedback and recognition

Cromaine District Library benefits from a highly engaged and mission-driven workforce. By addressing the identified operational and communication challenges, the organization is well-positioned to strengthen employee satisfaction further and sustain long-term success.

Community Relations and Strategic Planning Committee meeting

Wednesday March 8th, 2026

Trustees: Dawn Smith, Rebecca Basley, Jeannine Gogoleski

Sarah Neidert, Liz Welch

Strategic Plan Update for Q3 –

Liz Welch

Percentage of key items completed or near completion

Hall and meeting room policies

New phones for library

New cardholder messaging campaign

Homebound program

Public engagement sessions

Sarah Neidert

Outdoor hold lockers coming

Staff technology survey coming

Cromaine Commons plan approval soon

Planning for next fiscal year

National Library Workers Day celebration

Policies

Internet policy-no need to update early will put back on schedule to be reviewed in September

4030-add specifics for solicitation including number of feet away from entrance

4010-no changes

4040-no changes

3010-no changes

Sarah will begin work on AI policy including internal and external use

Next meeting May 13<sup>th</sup> at noon

<b>Cromaine District Library Policy</b>	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 campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing and soliciting the petition, solicit, or distribute literature to the public on Library parking lots, sidewalks, or other grounds surrounding the library building may ~~de~~property 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. A permitted area for such activities shall be limited to the area west of the doors, on the sidewalk closest to Hartland Road, at a distance of 25 feet, which is the second light pole from the door.

### Panhandling or Soliciting

Panhandling or soliciting Library staff or patrons for money, products, or services inside the Library or on Library property is prohibited. Sales of products or services that are incidental to Library programming may be permitted if approved in advance by the Library Director.

### Campaigning, Petitioning, Interviewing and Similar Activities

As a limited public forum, the Library reserves the right to regulate the time, place, and manner for campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing and soliciting on Library grounds as follows:

1. Campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing and soliciting are prohibited inside the Library building.
2. Campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing and soliciting outside the Library building, but on Library property are subject to the following requirements:
  1. Use of the Library property does not indicate the Library's opposition or endorsement of the candidate or issue that is the subject of the petition, interview, campaign or discussion.
  2. Permitted areas for campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing and soliciting outside of the Library building shall be limited to the area west of the doors, on the sidewalk closest to Hartland Road, at a distance of 25 feet, which is the second light pole from the door.
  3. No person shall block ingress or egress from the Library building or access to the parking areas.
  4. Permitted times will be limited to the operating hours of the Library.
  5. Campaign material, literature or petitions may not be brought into the Library, posted at the Library or left behind on Library property.
  6. No leaflets are permitted to be left on vehicles in the parking areas.
  7. Tables or Structures on Library Property: No table, stand, bookrack, sign or similar structure may be set up on Library property. This does not apply to Library-sponsored or co-sponsored events.

<p style="text-align: center;"><b>Cromaine District Library Policy</b></p>	<p>Policy #: 3010 Page 1 of 7</p>
<p style="text-align: center;">Materials Selection and Reader Guidance Policy <i>(formerly Materials Selection Policy)</i></p>	<p style="text-align: center;"><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 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; 4/08/26 Revised by Library Council 12/15/22; 9/21/23;6/20/24 <b>Name Change and Revised 6/19/25</b></p>

**I. Purpose**

The purpose of Cromaine District Library’s Material Selection and Reader Guidance 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, DVD’s, CD’s, 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. 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, withdraw or retain material in the collection.

The term “reader guidance” refers to methods to help patrons find materials, including but not limited to labeling and location of materials in the collection.

**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 the 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 Materials 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.

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 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 or legal guardian'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 or guardian). Therefore, a parent or legal guardian who chooses to restrict the materials his/her children select must accompany those children when they use the collection to impose those restrictions. Materials may be labeled with non-prejudicial, viewpoint-neutral labels.

- C. The Library Director is responsible for overseeing where the books are shelved and catalogued, subject to the Library Board's review of challenges to materials brought under Section IX of this policy. Materials that are appropriate for adults or older teens but may be considered harmful to minors, as defined by the Library Privacy Act, shall be shelved within the adult collection.

**See Appendix A.**

- D. Further, Library materials will not be marked or identified to show approval or disapproval of contents. Library materials may be labeled to notify patrons that materials may contain graphic violence or sexually explicit material as defined in **Appendix B.**

- 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. The use of rare and scholarly items of great value may be controlled to the extent to preserve them from harm.

## **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 interlibrary 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: ie., 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**

If a patron objects to material owned by the library, they may complete a Request for Reconsideration Form for submission to the Director. The patron submitting the request must be a resident of the Cromaine District Library service area and hold a preexisting patron card. 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 and Reader Guidance Policy, including the Request for Reconsideration of Library Materials (“Request for Reconsideration”). A separate Request for Reconsideration form must be completed and signed for each Library Material challenged, specifying the reasons for objection.
- D. Once a completed, signed copy of the Request for Reconsideration for each Library Material is received, the Library Director shall evaluate each request, considering the Library’s Policy and any other relevant information. The Director may consult with 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. The Director may request additional time from the Board to respond, in order to fully evaluate the material. If the decision is that the questioned material be removed from the collection, the Requestor will be notified in writing by the Library Director and all copies of the item will be withdrawn. If the material is to be retained, the Requestor will be notified in writing. If the Director determines the material may contain graphic violence or sexually explicit material (as defined in the Appendixes), the material may be: relocated within the collection, and/or labeled with “This book may contain graphic violence or sexually explicit material- Cromaine District Library.”
- F. A written appeal of the Library Director’s decision may be submitted by the Requester to the President of the Library Board within (10) business days of the written decision. The appeal must specify the library material being appealed and the reasons for requesting the reversal. The Library Board will review relevant documentation and decide within sixty (60) days of receiving the appeal, with the option to extend if necessary to fully evaluate the material.
- G. The Library Board is the final authority on decisions involving retention, relocating and labeling of materials.

**X. Revision of this Policy**

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

**Appendix A:**

**THE LIBRARY PRIVACY ACT**

**Act 455 of 1982**

AN ACT to provide for the confidentiality of certain library records; to provide for certain exceptions to the confidentiality of those library records; to provide for the selection and use of library materials; and to provide remedies.

**History:** 1982, Act 455, Eff. Mar. 30, 1983 ;-- Am. 2020, Act 315, Eff. Mar. 29, 2021

*The People of the State of Michigan enact:*

**397.601 Short title.**

Sec. 1.

This act shall be known and may be cited as "the library privacy act".

**History:** 1982, Act 455, Eff. Mar. 30, 1983

**397.602 Definitions.**

Sec. 2.

As used in this act:

(a) "Computer" means any connected, directly interoperable or interactive device, equipment, or facility that uses a computer program or other instructions to perform specific operations, including logical, arithmetic, or memory functions with or on computer data or a computer program, and that can store, retrieve, alter, or communicate the results of the operations to a person, computer program, computer, computer system, or computer network.

(b) "Computer network" means the interconnection of hardwire or wireless communication lines with a computer through remote terminals, or a complex consisting of 2 or more interconnected computers.

(c) "Computer program" means a series of internal or external instructions communicated in a form acceptable to a computer that directs the functioning of a computer, computer system, or computer network in a manner designed to provide or produce products or results from the computer, computer system, or computer network.

(d) "Computer system" means a set of related, connected or unconnected, computer equipment, devices, software, or hardware.

(e) "Crime" means that term as defined in section 5 of the Michigan penal code, 1931 PA 328, MCL 750.5.

(f) "Device" includes, but is not limited to, an electronic, magnetic, electrochemical, biochemical, hydraulic, optical, or organic object that performs input, output, or storage functions by the manipulation of electronic, magnetic, or other impulses.

(g) "Harmful to minors" means that term as defined in section 4 of 1978 PA 33, MCL 722.674.

(h) "Internet" means that term as defined in 47 USC 230.

(i) "Law enforcement officer" means an individual licensed under the Michigan commission on law enforcement standards act, 1965 PA 203, MCL 28.601 to 28.615.

(j) "Library" means a library that is established by this state or by a county, city, township, village, school district, or other local unit of government or authority or combination of local units of governments and authorities, a community college district, or a college or university, or a private library open to the public.

(k) "Library record" means a document, record, or other method of storing information retained by a library that contains information that personally identifies a library patron, including the patron's name, address, or telephone number, or that identifies a person as having requested or obtained specific materials from a library. Library record does not include either of the following:

(i) Nonidentifying material that may be retained for the purpose of studying or evaluating the circulation of library materials in general.

(ii) Recorded video surveillance images made solely for security purposes that do not include images of any activity or any other document or record that identifies a person as having requested or lawfully obtained specific services, materials, or information resources from a library.

(l) "Minor" means an individual who is less than 18 years of age.

(m) "Obscene" means that term as defined in section 2 of 1984 PA 343, MCL 752.362.

(n) "Sexually explicit matter" means that term as defined in section 3 of 1978 PA 33, MCL 722.673.

(o) "Terminal" means a device used to access the internet or a computer, computer program, computer network, or computer system.

**History:** 1982, Act 455, Eff. Mar. 30, 1983 ;-- Am. 1998, Act 7, Imd. Eff. Feb. 6, 1998 ;-- Am. 1999, Act 37, Eff. Aug. 1, 1999 ;-- Am. 2020, Act 315, Eff. Mar. 29, 2021

**397.603 Library record not subject to disclosure requirements; release or disclosure of library record without consent prohibited; exception; procedure and form of written consent; hearing; disclosure exception.**

Sec. 3.

(1) A library record is not subject to disclosure under the freedom of information act, 1976 PA 442, MCL 15.231 to 15.246.

(2) A library or an employee or agent of a library shall not release or disclose a library record or portion of a library record to a person without the written consent of the person liable for payment for or return of the materials identified in that library record, unless 1 of the following applies:

(a) A court has ordered the release or disclosure after giving the affected library notice of the request and an opportunity to be heard on the request.

(b) The release or disclosure is permitted under subsection (5).

(3) The procedure and form of giving the written consent described in subsection (2) may be determined by the library.

(4) A library may appear and be represented by counsel at a hearing described in subsection (2)(a).

(5) A library or an employee or agent of a library may disclose library records without a court order or the written consent described in subsection (2) under either of the following circumstances:

(a) The library or an employee or agent of the library may report information about the delinquent account of a patron who obtains materials from the library to a collection agency under contract with the library. The library or an employee or agent of the library shall provide the collection agency with only the library records necessary to seek the return of overdue or stolen materials or to collect fines from the patron.

(b) The library or an employee or agent of the library may disclose library records to another library or library cooperative for the purpose of conducting interlibrary loans. The library records must be limited to those required for providing interlibrary loans.

(6) This section does not prohibit an employee or agent of a library from providing a sworn statement or testimony to a law enforcement officer based solely on the personal knowledge of the employee or agent of the library regarding a crime alleged to have occurred at the library.

(7) As used in this section and section 4, "employee or agent" includes an employee of a library, a member of the governing body of a library, an individual who is specifically designated as a volunteer and who is acting solely on behalf of a library, and any other person who is lawfully performing services on behalf of a library under a written contract, including a collection agency.

**History:** 1982, Act 455, Eff. Mar. 30, 1983 ;-- Am. 1996, Act 188, Imd. Eff. May 8, 1996 ;-- Am. 2020, Act 315, Eff. Mar. 29, 2021

**397.604 Violation of MCL 397.603; liability; civil action; damages; attorney fees and costs; equitable relief.**

Sec. 4.

(1) If a library or an employee or agent of a library violates section 3, the library is subject to liability to the person identified in a library record that is improperly released or disclosed. The person identified in the library record may bring a civil action against the library for actual damages or \$250.00, whichever is greater, reasonable attorney fees, and the costs of bringing the action. A court also may grant equitable relief to a person under this subsection.

(2) If an employee or agent of a library knowingly violates section 3, the employee or agent is subject to liability to the person identified in a library record that is improperly released or disclosed. The person identified in the library record may bring a civil action against the employee or agent for actual damages or \$250.00, whichever is greater, reasonable attorney fees, and the costs of bringing the action. A court also may grant equitable relief to a person under this subsection.

(3) A civil action brought under this section by or on behalf of a person identified in a library record must be brought within 180 days after the date that the person first knew or had reason to know of the release or disclosure of the record giving rise to the civil action.

**History:** 1982, Act 455, Eff. Mar. 30, 1983 ;-- Am. 2020, Act 315, Eff. Mar. 29, 2021

**397.605 Selection and use of library materials.**

Sec. 5.

(1) Except as otherwise provided by statute or by a regulation adopted by the governing body of the library, the selection of library materials for inclusion in a library's collection shall be determined only by an employee of the library.

(2) Except as otherwise provided by law or by a regulation adopted by the governing body of the library, the use of library materials shall be determined only by an employee of the library.

**History:** 1982, Act 455, Eff. Mar. 30, 1983

**397.606 Restriction of internet access to minors; immunity from liability; exceptions.**

Sec. 6.

(1) If a library offers use of the internet or a computer, computer program, computer network, or computer system to the public, the governing body of that library shall adopt and require enforcement of a

policy that restricts access to minors by providing the use of the internet or a computer, computer program, computer network, or computer system in 1 of the following ways:

(a) Both of the following:

(i) By making available, to individuals of any age, 1 or more terminals that are restricted from receiving obscene matter or sexually explicit matter that is harmful to minors.

(ii) By reserving, to individuals 18 years of age or older or minors who are accompanied by their parent or guardian, 1 or more terminals that are not restricted from receiving any material.

(b) By utilizing a system or method that is designed to prevent a minor from viewing obscene matter or sexually explicit matter that is harmful to minors.

(2) A governing body of a library, member of a governing body of a library, library, or an agent or employee of a governing body of a library or library, is immune from liability in a civil action as provided in section 7 of the revised judicature act of 1961, 1961 PA 236, MCL 691.1407.

(3) This section does not apply to a library established by a community college district, a college or university, or a private library open to the public.

**History:** Add. 1999, Act 37, Eff. Aug. 1, 1999 ;-- Am. 2000, Act 212, Eff. Oct. 1, 2000

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Courtesy of legislature.mi.gov

**Appendix B:**  
**DISSEMINATING, EXHIBITING, OR DISPLAYING SEXUALLY EXPLICIT MATTER TO**  
**MINORS (EXCERPT)**  
**Act 33 of 1978**

**722.673 Definitions.**

Sec. 3.

As used in this part:

(a) "Computer" means any connected, directly interoperable or interactive device, equipment, or facility that uses a computer program or other instructions to perform specific operations including logical, arithmetic, or memory functions with or on computer data or a computer program and that can store, retrieve, alter, or communicate the results of the operations to a person, computer program, computer, computer system, or computer network.

(b) "Computer network" means the interconnection of hardwire or wireless communication lines with a computer through remote terminals, or a complex consisting of 2 or more interconnected computers.

(c) "Computer program" means a series of internal or external instructions communicated in a form acceptable to a computer that directs the functioning of a computer, computer system, or computer network in a manner designed to provide or produce products or results from the computer, computer system, or computer network.

(d) "Computer system" means a set of related, connected or unconnected, computer equipment, devices, software, or hardware.

(e) "Device" includes, but is not limited to, an electronic, magnetic, electrochemical, biochemical, hydraulic, optical, or organic object that performs input, output, or storage functions by the manipulation of electronic, magnetic, or other impulses.

(f) "Sexually explicit matter" means sexually explicit visual material, sexually explicit verbal material, or sexually explicit performance.

(g) "Sexually explicit performance" means a motion picture, video game, exhibition, show, representation, or other presentation that, in whole or in part, depicts nudity, sexual excitement, erotic fondling, sexual intercourse, or sadomasochistic abuse.

(h) "Sexually explicit verbal material" means a book, pamphlet, magazine, printed matter reproduced in any manner, or sound recording that contains an explicit and detailed verbal description or narrative account of sexual excitement, erotic fondling, sexual intercourse, or sadomasochistic abuse.

(i) "Sexually explicit visual material" means a picture, photograph, drawing, sculpture, motion picture film, video game, or similar visual representation that depicts nudity, sexual excitement, erotic fondling, sexual intercourse, or sadomasochistic abuse, or a book, magazine, or pamphlet that contains such a visual representation. An undeveloped photograph, mold, or similar visual material may be sexually explicit material notwithstanding that processing or other acts may be required to make its sexually explicit content apparent.

(j) "Video game" means an object or device that stores recorded data or instructions generated by a person who uses it, and by processing the data or instructions creates an interactive game capable of being played, viewed, or experienced on or through a computer, gaming system, game console, or other technology.

**History:** 1978, Act 33, Eff. June 1, 1978 ;-- Am. 1999, Act 33, Eff. Aug. 1, 1999 ;-- Am. 2003, Act 192, Eff. Jan. 1, 2004 ;-- Am. 2005, Act 104, Eff. Dec. 1, 2005 ;-- Am. 2005, Act 107, Eff. Dec. 1, 2005

**Constitutionality:** Act 33 of 1999 violates the First Amendment and the Dormant Commerce Clause of the US Constitution. Defendants are permanently restrained and enjoined from enforcing any provisions of 1999 PA 33. *Cyberspace Communications, Inc v Engler*, 142 F Supp 2d 827 (ED Mich, 2001).

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Michigan Compiled Laws Complete Through PA 5 of 2025

Courtesy of [legislature.mi.gov](http://legislature.mi.gov)

<p style="text-align: center;"><b>Cromaine District Library</b></p> <p style="text-align: center;"><b>Policy</b></p>	<p>Policy #: 4010</p> <p>Page 1 of 1</p>
<p style="text-align: center;"><i>PUBLIC RELATIONS AND PUBLIC INFORMATION</i></p>	<p style="text-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</p> <p>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;4/8/26</p>

**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"><b>Cromaine District Library</b></p> <p align="center"><b>Policy</b></p>	<p>Policy #: 4040</p>
<p align="center"><i>LIBRARY BLOG AND SOCIAL MEDIA SITES GUIDELINES</i></p>	<p align="center"><u>Tracking Record</u></p> <p align="center">Date Approved: 1/19/17</p> <p align="center">Reviewed: 4/14/2021; 5/23/23;4/18/24;4/17/25;4/8/26</p> <p align="center">Revised: 5/21/20;5/19/22</p>

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.

Cromaine District Library  
Finance Committee Meeting Minutes  
Date: April 8, 2026

**Attendees:**

Nancy Rosso, Treasurer  
Holly Naylor, Trustee  
Sarah Neidert, Library Director

**Review of Monthly Financial Activity Statements for February 2026**

- Operating: Clarified timing and expected funds from local and state revenue sources
- Improvement: Reviewed preliminary new budget – much in line with current year activity, rolling forward funds for the Commons project due to delays and adding funds for additional outside lockers and increased security.
- Gift: Noted \$11,500 contribution from the Friends
- Music Hall: Room use has exceeded budget expectations

No unusual revenue or expenses.

**Investments**

- UBS Investment fund balance \$4,362,004.84
- Bank of Ann Arbor Accounts  
Checking account balance: \$187,593.22  
Money Market account balance: \$1,220,751.20

Credit Cards: \$13,375.21 was paid February 20, 2026  
March charges \$16,196.96

**Building** – Cromaine Commons update: continuing to work with Hartland schools.

**Finance Policies:** None this month

**Next meeting: Tuesday, May 12, 2026 at 4:30pm**

Book	Becky	Bill	Dawn	Holly	Jeannine	Kim	Nancy
Asking for a Friend							
Deadendia							
Dreams to Dusk 1							
Dreams to Dusk 2							
Flamer							
Firebird							
Galaxy							
Homebody							
Is Love the Answer							
M Monster							
Moonlight to Dusk							
Other Ever Afters							
The Guy She Was							

Retain – R

Re-Locate – RL

Label - L