



## LIBRARY BOARD MEETING AGENDA

DATE: Thursday, March 19, 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, 02/19/26
  - B. Acknowledge receipt of the January Financial Reports and payment of January invoices totaling \$93,985.09 and payroll obligations totaling \$157,571.21.
  - C. Committee Reports

Community Relations & Strategic Planning	March 11
Personnel Committee	March 05
Finance Committee	March 10
- V. Library Director's Report
- VI. Discussion/Decision Items
  - A. Review Policies:
    - Policy #3020**, Internet Use (Community Relations) resolution if needed  
Associated staff form: Internet Consent Form
    - Policy #4020** Library Meeting Room Use (Community Relations) resolution if needed
    - Policy #4021** Music Hall Reservation and use (Community Relations) resolution if needed
    - Policy #8005**, Board Organizational Meeting, (Personnel) resolution if needed
    - Policy #8006**, Board Officers, (Personnel) resolution if needed
    - Policy #8007**, Board Committees (Personnel) resolution if needed
    - Policy #8004**, Conduct of Library Board Meetings (Personnel)-returned to committee from 2/19/26 Board of Trustee Meeting, Resolution if needed
    - Policy #8013** Response to Correspondence to the Board (Personnel)-returned to committee from 2/19/26 Board of Trustee Meeting, Resolution if needed
    - Policy #8015** Public Comments at Board Meetings (Personnel) – returned to committee from 2/19/26 Board of Trustee Meeting, Resolution if needed
  - B. Call to the Public Request Form, motion if needed
  - C. Information: Memo-Penal and Civil Fines potential redirection
  - D. Coffee Chat Update
  - E. 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 February 19, 2026

Trustees Present: Bill Bolin, Holly Naylor, Nancy Rosso, Kim Armstrong, Jeannine Gogoleski, Becky Basley

Members Absent: Dawn Smith

Staff Present : Sarah Neidert, Darlene Randolf

Public Present : Liz Welch, Barbara Foley, Dawn Collins, Kathy Casser, Erinn, Janet Jasenak, Amber, Sandy, Nicole Robertson, Karen Rex, Donn & Pam Todd, Kate

I.	<p>President Gogoleski called the meeting to order at 7:00 pm.</p> <p><b>Pledge of Allegiance</b></p>	<p>Pledge of Allegiance</p>
II.	<p><b>Roll Call</b></p> <p>President Gogoleski took the roll call.</p> <p>Present: Bill Bolin, Holly Naylor, Nancy Rosso, Kim Armstrong, Jeannine Gogoleski, Becky Basley</p> <p>Absent: Dawn Smith</p>	<p>Roll Call</p>
III.	<p><b>Approval of Agenda</b></p> <p>Treasurer Rosso made a motion to add the 2/5/26 Personnel Minutes into the Agenda as Discussion, Item G.</p> <p>Trustee Bolin moved to approve the amended agenda, seconded by Treasurer Rosso. A roll call was taken.</p> <p>Ayes: Bill Bolin, Holly Naylor, Nancy Rosso, Kim Armstrong, Jeannine Gogoleski, Becky Basley</p> <p>Nays: None Motion passed.</p>	<p>Approval of Agenda</p>

<p><b>IV.</b></p>	<p><b>Approval of Consent Agenda</b></p> <p>Trustee Bolin moved to approve the consent agenda, seconded by Vice-President Basley.</p> <p>Ayes: All</p> <p>Nays: None                      Motion passed.</p> <p>A. Approval of Regular Meeting Minutes 01/15/26.</p> <p>B. Acknowledge receipt of the December Financial Reports and payment of December invoices totaling <u>\$127,555.56</u> and payroll obligations totaling <u>\$150,048.14</u>.</p> <p>C. Committee Reports</p> <table border="0"> <tr> <td>Community Relations &amp; Strategic Planning</td> <td>February 11</td> </tr> <tr> <td>Personnel</td> <td>February 05</td> </tr> <tr> <td>Finance</td> <td>February 10</td> </tr> </table>	Community Relations & Strategic Planning	February 11	Personnel	February 05	Finance	February 10	<p>Approval of Consent Agenda</p>
Community Relations & Strategic Planning	February 11							
Personnel	February 05							
Finance	February 10							
<p><b>V.</b></p>	<p><b>Library Directors Report</b></p> <p>Director Neidert presented a budget timeline. The mid-budget year is almost completed. The Personnel Budget will be presented to the March Finance Committee.</p> <p>Two new staff members will be joining the Youth Department. Rebekah Hudzik-Gordon will be starting on February 25<sup>th</sup> as a 20 hour per week Youth Librarian. She is replacing the previous intern position. Currently Rebekah is a Substitute Librarian at Cromaïne Library. Morgan Reeves will be starting March 3<sup>rd</sup> as the Teen Librarian. Barbara McAllister joined the Circulation Department on February 2<sup>nd</sup> as a Circulation Assistant.</p> <p>Director Neidert hopes to have the second set of plans of Cromaïne Commons/Heritage Garden presented to the board soon. The new plans are looking to help meet the needs of the school/parking on the south lawn.</p> <p>Trustee Naylor asked, “How many parking spaces does the school say they need?” Director Neidert replied, “A minimum of 25-30 spaces. They would like 50 spaces.”</p> <p>Director Neidert suggests inviting Matt Marino and Carol Hayes, from Hartland Consolidated Schools, to the Ad-Hoc Committee meeting to get their input.</p> <p>Treasurer Rosso wanted to know how far back does this push the project.</p> <p>Director Neidert replied at least 8-12 days from a signed agreement from the school.</p>	<p>Library Directors Report</p>						

	<p>Trustee Bolin was concerned of the time limit that a contractor would be willing to wait.</p> <p>Trustee Bolin thinks the project will not begin until next year. Director Neidert said that there is still a chance for this year. "Let's wait and see, we want it done right," replied Trustee Naylor.</p> <p>Director Neidert thanked the board for their input and support.</p>	
<p><b>VI.</b></p>	<p><b>Discussion/Decision Items</b></p> <p><b>A. Budget Amendment/ Amending 2025-26 Operating Budget</b></p> <p>Treasurer Rosso said the Finance Committee did their due diligence in recognizing the need to have its expenditures adjusted, and noted that Director Neidert had it laid out nicely.</p> <p>RESOLUTION:</p> <p>Trustee Naylor moved to approve Resolution #2026-07 to amend the Operating Fund FY 2025-26. Seconded by Trustee Bolin.</p> <p>Ayes: All</p> <p>Nays: None      Resolution passed.</p> <p><b>B. Budget Amendment/Amending 2025-26 Improvement Budget</b></p> <p>RESOLUTION:</p> <p>Trustee Bolin moved to approve Resolution #2026-08 to amend the Improvement Fund FY2025-26. Seconded by Treasurer Rosso.</p> <p>Ayes: All</p> <p>Nays: None      Resolution passed.</p>	<p>Amending Operating Budget</p> <p>Resolution #2026-07</p> <p>Amending Improvement Budget</p> <p>Resolution #2026-08</p>

	<p><b>C. Review Policies:</b></p> <p><u>Policy #6020, Purchasing (Finance)</u> Reviewed– no changes</p> <p><u>Policy #6025, Library Credit Card (Finance)</u> Reviewed– no changes</p> <p><u>Policy #6026, Electronic Financial Transaction (Finance)</u> Reviewed /with legal-council – not changes</p> <p><u>Policy #8000 General Provisions of Board Membership (Personnel)</u> Reviewed – no changes</p> <p><u>Policy #8001, Trustee Appointment, Election and Resignation (Personnel)</u> Reviewed – no changes</p> <p><u>Policy #8002, Board of Trustee Meetings</u> Reviewed – no changes</p>	<p>Review Policies</p>
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Policy #8003, Board of Trustee Meetings Agenda Format (Personnel)  
Call to the Public should come before Board Comments. This suggests that the board might be able to make comments after the Call to the Public if they choose to do so.

Trustee Bolin responded that this is reasonable and Trustee Naylor agreed and said the board should not be obligated to make comments.

RESOLUTION:

Trustee Bolin moved to approve Resolution #2026-04 to amend Policy #8003, Agenda Format, Preparation & Distribution. Seconded by Vice-President Basley. A roll call was taken.

Ayes: Bill Bolin, Holly Naylor, Nancy Rosso, Kim Armstrong, Jeannine Gogoleski, Becky Basley

Nayes: None          Resolution passed.

Policy #8004, Conduct of Library Board Meetings (Personnel)  
There were paragraphs with strikeouts that were added to a new policy. Questions were asked as to why this policy had been brought up now, instead of November as the scheduled time. Personnel Committee members requested legal review of call to the public procedures. Anne Seurnyck, of Foster Swift Collins and Smith, attended the Personnel Committee meeting via zoom to discuss the concerns of the committee. The policy will be sent back to the Personnel Committee and to be presented to the board in March with a clean copy of the policy to be voted on.

Policy #8013, Response to Correspondence to the Board (Personnel)  
Ms. Seurnyck suggested this policy be repealed, as it requires a response to every communication regarding board performance. The board would like another review by the Personnel Committee. Questions were asked about how correspondence will be handled going forward? After discussion, this will be sent back to the Personnel Committee and brought back to the board with a clean copy at the March board meeting.

Policy #8015, Public Comments at Board Meetings (Personnel)

This is a new policy drafted with the help of Ms. Seurnyck. After discussion, this policy will be sent back to the Personnel Committee and presented to the board with a clean copy at the March board meeting.

**D. Update to the “Call to the Public Request” form**

A suggestion was made to remove the telephone number and e-mail. Discussion about why the form is important to board members followed. This will be sent back to the Personnel Committee and will be presented to the board in March with a clean copy of the form.

**E. Coffee Chats with the Board Update**

Vice-President Basley hosted two sessions, morning and evening. Each session lasts for one hour. There were six guests altogether. During the chats there is no agenda, minutes taken, no quorum. It was a positive experience. These sessions are published on Cromaine Website calendar.

**F. Book Challenge Process Update**

Treasurer Rosso made a motion to accept Director Neidert’s findings from this book challenge. Trustee Naylor seconded the motion.

Treasurer Rosso wants to know what the goal of the board is regarding the appeal? She does not find anything that meets a violation of the criteria of Policy #3010.

Treasurer Rosso suggested forming a committee to read these books together, instead of separate people reading all at different times, and then bring their findings back to the board and at that time the board would make a determination.

President Gogoleski explained the goal of the books being read would have three options: Retain, Label, or Relocate.

Trustee Naylor commented that the board has put in hundreds of hours reading each book. Trustee Naylor said, “The book challengers did not actually read these books, they read the detailed summaries.” She wanted to know what the goal was by reading all these books.

Trustee Bolin said he spoke with one of the challengers and that person read every one of those books. Director Neidert inquired where that discussion took place, and with who? Trustee Bolin said he could not share that information. Director Neidert reminded the board that there is a vote on the floor. Trustee Bolin asked to “Call the Question”.

Treasurer Rosso made a motion to accept Director Neidert's findings from this book challenge. Seconded by Trustee Naylor. A roll call was taken.

Ayes: Holly Naylor, Nancy Rosso

Nayes: Bill Bolin, Kim Armstrong, Jeannine Gogoleski, Becky Basley

Motion failed.

The board continued with their decisions- RETAIN, LABEL OR RE-LOCATE.

TITLES:

1) As the Crow Flies

Trustee Naylor – RETAIN  
Treasurer Rosso – RETAIN  
Trustee Bolin – RE-LOCATE to adult  
Trustee Armstrong – RETAIN  
President Gogoleski – RETAIN  
Vice President Basely- RETAIN

This book will be RETAINED.

2) Rick –

President Gogoleski - – RE-LOCATE to adult  
Trustee Bolin seconded motion to – RE-LOCATE to adult

Discussion about why to re-locate went back and forth. President Gogleski indicated she would move the book due to “the content, the premise, the characters and everything like that.” Trustee Naylor asked for details, and after noting that she did not have her notes, President Gogoleski agreed that this title should be tabled to be discussed next month

3) Dog Night -

Trustee Naylor – RETAIN  
Treasurer Rosso – RETAIN  
Trustee Bolin – RETAIN

Trustee Armstrong – RETAIN  
President Gogoleski – RETAIN  
Vice President Basely- RETAIN

This book will be RETAINED.

4) Grace Needs Space –

Trustee Naylor – RETAIN  
Treasurer Rosso – RETAIN  
Trustee Armstrong – RETAIN  
President Gogoleski – RETAIN  
Vice President Basely- RETAIN  
Trustee Bolin – LABEL “for content”

This book will be RETAINED.

Discussion followed about what the labels can be for- as defined by policy. Vice President Basley confirmed that using the form requires Trustees to cite page numbers with sexually explicit materials. She suggested they wait until they have their notes for backup of their votes.

The board decided to only vote on those they all agreed on, even though there is confusion about which of those they may be.

5) Bad Dreams – RETAIN

Trustee Naylor – RETAIN  
Treasurer Rosso – RETAIN  
Trustee Armstrong – RETAIN  
President Gogoleski – RETAIN  
Vice President Basely- RETAIN  
Trustee Bolin –RELOCATE to adult

As Trustee Bolin had his notes, he shared that his reasoning was that the “story is about a trans alien that takes a teen to a drag bar- which is illegal....” Director Neidert asked if there was sexually explicit content in the book? The policy does not call for moving items we don’t like or disagree with, only that with sexually explicit content.

This book will be RETAINED.

6) Cheer Up –

- Trustee Naylor – RETAIN
- Treasurer Rosso – RETAIN
- Trustee Armstrong – RETAIN
- President Gogoleski – RETAIN
- Vice President Basely- RETAIN
- Trustee Bolin –RELOCATE to adult

This book will be RETAINED.

7) Liberated –

- Trustee Naylor – RETAIN
- Treasurer Rosso – RETAIN
- Trustee Armstrong – RETAIN
- President Gogoleski – RETAIN
- Vice President Basely- RETAIN
- Trustee Bolin – will go with the majority

This book will be RETAINED.

8) Kisses for Jet –

- Trustee Naylor – RETAIN
- Treasurer Rosso – RETAIN
- Trustee Armstrong – RETAIN
- President Gogoleski – RETAIN
- Vice President Basely- RETAIN
- Trustee Bolin –RETAIN

This book will be RETAINED.

9) Harley Quinn –

- Trustee Naylor – RETAIN
- Treasurer Rosso – RETAIN
- Trustee Armstrong – RETAIN
- President Gogoleski – RETAIN
- Vice President Basely- RETAIN
- Trustee Bolin –RETAIN

**G. Personnel Minutes**

Treasurer Rosso indicated that her questions were discussed with each of the policies.

**VII.**

**Comments for the Board**

None

**VIII.**

**Call to the Public**

Janet Jasnek spoke to the board.

Amber spoke.

**IX.**

**Upcoming Meeting Dates/Agenda Items for Next Meeting**

March 05	Personnel Committee, in person, 4:30 pm
March 11	Community Relations Committee, 12 noon
March 10	Finance Committee, 4:30 via zoom
March 19	Board of Trustees, 7:00 pm

Ad-Hoc/Landscaping – TBD

**Agenda Items for Next Meeting:**

Review policies:

- 8004 – Conduct of Library Board Meetings (Personnel)
- 8005 – Board Organizational Meeting (Personnel)
- 8006 – Board Officers (Personnel)
- 8007 – Board Committees (Personnel)

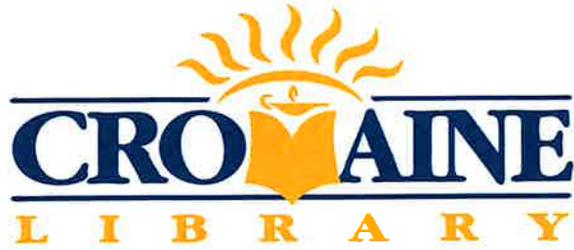
	<ul style="list-style-type: none"> <li>• 8004, 8013, 8015 back to Personnel Committee</li> <li>• 3020, Internet Use (Community Relations)</li> <li>• Coffee Chat update</li> <li>• Book Challenge update</li> </ul>	
<b>X.</b>	<p><b>Adjournment</b>  Motion by Trustee Bolin seconded by Trustee Naylor. Adjourned at 8:30 pm.  Ayes : All</p> <p>Nayes: None      Motion passed.</p>	Adjournment

Kimberly Armstrong, SECRETARY  
Cromaine District Library Board

Darlene Randolph, Recording Secretary  
Cromaine District Library Board

Documents distributed to the Board for/at this meeting:

- Agenda for Board Meeting February 19, 2026
- Minutes of Regular Board Meeting January 15, 2026
- February 2026 Directors Report
- December 2025 Financial Reports
- January 2026 Statistics
- Personnel Meeting Minutes – Feb. 05, 2026
- Finance Committee Minutes – Feb. 10, 2026
- Community Relations Minutes – Feb. 11, 2026
- Policies #6020, #6025, #6026, #8000, #8001, #8002, #8003, #8004, #8013, #8015
- Call to the Public Form
- 2026 Standing Committee Assignments
- 2026 Board of Trustees Directory



## Board Education: *March is Reading Month*

Each year, March is recognized as Reading Month to highlight the importance of reading for individuals of all ages. In February, the Michigan State Senate and House approved two literacy and dyslexia-related bills with strong bipartisan support and forwarded them to the governor for signature. The resulting K–12 literacy legislation emphasizes evidence-based reading instruction grounded in the five pillars of literacy: phonemic awareness, phonics, fluency, vocabulary, and comprehension. While public libraries are not governed by these laws, they signal a growing statewide recognition of the importance of effective literacy instruction, including support for individuals with dyslexia. Cromaine’s Literacy Collection, which includes books with decodable text, phonics support, and Open Dyslexic fonts, is unique among libraries in our area, and this legislative focus underscores the value of continuing to develop and promote these resources to support learners, families, and educators in our community.

## Departmental Updates:

### **Youth Department:**

The Youth staff are happy to welcome two new staff members, which means the department is fully staffed! Morgan is the full time Teen Librarian, bringing her experience in public libraries from the Cleveland area and Iowa City to Hartland. Rebekah (re)joined the department as a part time Youth Librarian. Rebekah began her career at Cromaine, working in various positions in the youth department. Please welcome them next time you are in and look for updates as they are onboarded.

### **Adult Department:**

In February, Cromaine offered 13 programs enjoyed by 128 adult attendees, including several Valentine's themed programs like heart-shaped string art and DIY Paper Heart Wall Art. The Adult Winter Reading Challenge concluded February 28. A total of 108 adults participated, completing activities that earned them entries into a grand prize drawing. We've had lots of visitors stop by the reference desk for tax forms over the

past month. Michigan tax forms arrived here in February and can now be picked up at the reference desk along with the federal tax forms we received in January. The adult services librarians spent February planning a fun variety of programs for our patrons to enjoy in May, including crafts, food, and more!

### **Community Engagement Department:**

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

- Public Engagement Session to share garden plans and collect community input: Saturday, February 7, 1-2:30 pm, Community Room –40 stakeholders
- Mini-engagements were held February 7-21, resulting in 202 surveys returned
- Board Members are invited to help identify potential sponsors for the Heritage Garden project, Liz will be happy to support you with talking points, materials, draft outreach language, or by joining you in meetings with prospective supporters. We have an active Givebutter Campaign for donation to the project at:  
[bit.ly/HeritageGardenSupportCDL](https://bit.ly/HeritageGardenSupportCDL)
  - Thank You to Secretary Kim Armstrong for designating your donation to Heritage Garden.

#### **Cromaine Cares Initiatives update**

- March Matchness Campaign to support Gleaners begins March 9, running 3 weeks alongside NCAA Men's March Madness Tournament as 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 will encourage the community to bring in canned goods during this time, a collection box will be placed on the first floor.

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

- Liz attended Hartland Community Council on February 2. Approximately 10 community representatives in attendance; group is organizing for the season and strategizing for the Memorial Day Parade and Celebration in Hartland.
- Liz attended Livingston Link Up on February 6, a networking opportunity at 2|42 Church hosted by the Human Services Collaborative Body of Livingston County to make connections among groups that offer free community resources. There were approximately 100 community organizations and agencies in attendance.
- Shelby attended Community Connect on February 7, at a collaborative tabling opportunity with other Livingston libraries to make the public aware of the free resources at their local library. Approximately 700 in attendance at the event.

- Cromaine Library sponsored Hartland Winterfest by Hartland Township on February 14, serving roughly 3,000 community members.
- Liz represented Cromaine/Partners in Progress at the hARTland Art Walk committee meeting on February 17. This was the initial planning meeting for the 2026 event.
- Liz attended the Hartland Chamber Lunch Bunch networking event February 17 at Big Chicken. 6 community members in attendance.
- Liz was asked by Ralph C. Wilson, Jr. Foundation to record a podcast to share about the Heritage Gardens project ahead of a major campaign by RCWJF to provide a grant funding opportunity to libraries in SE Michigan and Western New York. The podcast, which included our project and several others, will be shared with eligible libraries to help provide inspiration for their projects and to encourage them to apply for the grants. [You can listen to that podcast here.](#)
- Liz met February 24 with Hannah Green from Greenhouse Bakery
  - New owner of the old Village Pizza and custard building, bakery will be opening Summer 2026
- The CR Team will be implementing an automated New Cardholder Messaging Campaign beginning March 10, aimed at retention and engagement of new users by ensuring that they have knowledge of the full range of books, resources, services and programs they can access for free with their new cards. These new patrons will receive a welcome email, then 3 highlight emails (1 every 21 days) to highlight specific services and resources that can be accessed with a new Library card. To begin this series, we will spotlight:
  - Digital Resources that can be used from home
  - Events and Programs at the Library
  - Digital access within the Library, such as wifi, computers, and printing services
- Cromaine has struck up a partnership with Little Owls Play Cafe, a local playspace and cafe for families with kids. They are having their Grand Opening in March. The owners are very community minded, well-known local business people with other businesses, and they have built a great social following already for Little Owls.
  - What the 1-year advertising partnership looks like:
    - One of the structures in the play cafe will represent the Cromaine Library to raise awareness of the Library to families in the area with kids aged 0-8.
    - We will provide some branded indestructible books for their play Library bookshelf, as well as a small supply of books appropriate for ages 0-8.
    - Little Owls will keep our monthly newsletter available at all times for their guests, we will add delivery of those copies to our monthly route of placements.
    - We are going to host one summer event at their space at a reduced cost as one of our sponsorship incentives

**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/promotion 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:**

3/12: Heather

Comment received through Take-Out Box forms:

I love reading, and this is the best library EVERRRRRR!!!!

3/11/26 Lucy/Liz

A comment came in via social media: "Ayla loves her magna tiles." She won the magnatile Youth Grand Prize from our Winter Reading Program.

2/27/26 Lori

A long time Patron is looking for a retirement community to move into soon. She said that the facilities in Hartland have a real advantage because she can keep coming to Cromaine. She is leaning toward one of the businesses in Hartland in part because she loves being a Patron here.

2/18/26

Liz

A nice bit of feedback from a community partner who works at Village Manor:

Hi Liz,

I wanted to follow up with you after attending the planning meeting on February 7<sup>th</sup>. Thank you so much for making me aware and for the invitation. I certainly learned a lot and as a long time resident of Hartland I am very excited to see what you have planned. My children all enjoyed the train! I think I even squeezed in a time or two myself!

2/16/26

Liz

5 star google review left by Alisha Kanon:

Great library with knowledgeable and kind librarians. Offers a big selection of books.

2/16/26

Liz

Re: World's loveliest response sent to our sunday digital email from 2/15/26

I'm sure you have been told hundreds of thousands of times and I want to add to that tally, that Cromaine is the best community library anywhere. Always thinking to be better and up to date with the latest ideas and equipment. It has been a "community library" since its inception, not just a library.

Thank you to all that keep our library a place that thinks how to keep and draw in the Hartland Community.

Patrice Langford Heath

1/23/26

Lucy/Heather

Re: Farms School Outreach Visits: This is the first time almost every single kid raised their hand as having been to the library before!

1/21/26

Grace

A patron leaving one of the study rooms commented to circ: "What a resource, thank you!"

**Disbursement Summary January 2026**

<b>Payroll:</b>	<b>Pay Period End</b>	<b>Check Date</b>	<b>Amount:</b>
	12/29/2025	1/2/2026	\$51,526.04
	1/12/2026	1/16/2026	\$54,735.15
	1/26/2026	1/30/2026	\$51,310.02

**Total Payroll:** \$157,571.21

<b>Online Payments Made (other than pay-related):</b>			
	1/20/2026	\$13,821.68	UBS Credit Card
	1/2/2026	\$0.16	Level 3 Communication
	1/8/2026	\$2,232.12	DTE Energy

**Accounts Payable Checks Issued:** 77931.13 Transaction List

**Total Checks Paid for Month:** \$ 251,556.30 total

**Transfers to (from) checking:** 1/7/2026 \$ 100,000.00 transfer from UBS Investment 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
<b>Beginning Value</b>	<b>4,431,176.45</b>
Transfers in/out	-68,691.29
Expenses and Other Disb.	-13,821.68
Dividends and Interest	20,939.79
Account Appreciation	-10,103.82
<b>Ending Value</b>	<b>4,359,499.45</b>

FY25-26 Totals
<b>5,031,280.43</b>
-664,051.22
-98,751.55
91,713.11
-691.32
<b>4,359,499.45</b>

## Cromaine District Library Operating January 2026

	Jan 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	291,470.78	47,211.33	407,956.42	566,536.00
403.001 Taxes - Deerfield	86,731.97	15,561.83	117,942.21	186,742.00
403.002 Taxes - Genoa	31,308.71	4,863.75	35,948.78	58,365.00
403.003 Taxes - Hartland	661,927.46	112,199.08	993,381.69	1,346,389.00
403.004 Taxes - Oceola	116,988.17	17,481.75	142,304.96	209,781.00
403.005 Taxes - Tyrone	84,188.11	17,062.92	150,216.28	204,755.00
403.006 Livingston Cty.	15.24	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>\$ 1,272,630.44</b>	<b>\$ 214,380.66</b>	<b>\$ 1,849,499.89</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	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	350.00	41.67	2,234.48	500.00
607.002 Fax Revenues	113.00	20.83	480.08	250.00
607.003 Print Out Fees	152.85	83.33	1,304.25	1,000.00
<b>Total 602.000 Charges for Services</b>	<b>\$ 615.85</b>	<b>\$ 179.16</b>	<b>\$ 4,168.81</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	198.24	83.33	1,160.86	1,000.00
681.001 Lost & Dam. Refunds	-24.99	-8.33	-39.98	-100.00
681.002 Miscellaneous	2.00		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>\$ 175.25</b>	<b>\$ 112.50</b>	<b>\$ 1,214.83</b>	<b>\$ 1,350.00</b>
670.000 Investment Income			0.00	0.00
665.000 Interest - Bank	728.26	83.33	2,155.50	1,000.00
665.001 Interest - Investment Fund	5,417.99		45,510.90	0.00
<b>Total 670.000 Investment Income</b>	<b>\$ 6,146.25</b>	<b>\$ 83.33</b>	<b>\$ 47,666.40</b>	<b>\$ 1,000.00</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	22.00		247.54	0.00
666.000 Dividends		208.33	1,905.00	2,500.00
<b>Total 681.006 Miscellaneous Income</b>	<b>\$ 22.00</b>	<b>\$ 208.33</b>	<b>\$ 2,152.54</b>	<b>\$ 2,500.00</b>
<b>Total Revenue</b>	<b>\$ 1,279,589.79</b>	<b>\$ 222,130.64</b>	<b>\$ 2,011,018.12</b>	<b>\$ 2,665,568.00</b>
<b>Gross Profit</b>	<b>\$ 1,279,589.79</b>	<b>\$ 222,130.64</b>	<b>\$ 2,011,018.12</b>	<b>\$ 2,665,568.00</b>
<b>Expenditures</b>				

421.000 Tax Refunds			1,198.71	0.00
700.000 Salaries & Fringe Benefits			0.00	0.00
702.000 Salaries - Full-time	73,492.32	80,083.33	558,434.42	961,000.00
702.001 Salaries - Part-time	18,464.54	21,000.00	162,688.54	252,000.00
702.002 Wages - O.T. / Substitute		2,000.00	0.00	24,000.00
702.004 Sunday Staff	2,632.67	2,000.00	12,202.91	24,000.00
713.000 Life Insurance	650.61	708.33	5,771.21	8,500.00
713.001 Health Insurance	39,959.50	11,916.67	103,446.40	143,000.00
713.002 Retirement Benefits	11,309.00	8,258.33	57,472.30	99,100.00
713.003 Employer's FICA	7,115.18	8,175.00	55,144.88	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>\$ 153,623.82</b>	<b>\$ 134,941.66</b>	<b>\$ 958,072.24</b>	<b>\$ 1,619,300.00</b>
726.000 Supplies			0.00	0.00
727.000 Postage Expense	6.72	1,041.67	4,551.87	12,500.00
727.001 Office Supplies	187.66	208.33	738.00	2,500.00
727.004 Public Use Supplies	34.98	166.67	569.93	2,000.00
728.000 Library Supplies	659.94	250.00	12,750.79	3,000.00
728.001 Custodial Supplies	470.64	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>\$ 1,359.94</b>	<b>\$ 2,208.34</b>	<b>\$ 21,351.49</b>	<b>\$ 26,500.00</b>
800.000 Professional Services			0.00	0.00
801.000 Payroll & Accounting Services	2,132.97	1,333.33	10,721.61	16,000.00
801.001 Audit Fees		687.50	10,426.00	8,250.00
801.002 Legal Fees		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	180.46	4,166.67	8,218.03	50,000.00
801.005 Other Professional Services	4,315.20	7,333.33	56,268.00	88,000.00
801.006 Managed Technology Services	6,200.14	6,250.00	48,485.86	75,000.00
<b>Total 800.000 Professional Services</b>	<b>\$ 12,828.77</b>	<b>\$ 21,187.49</b>	<b>\$ 140,096.00</b>	<b>\$ 254,250.00</b>
850.000 Technology			0.00	0.00
745.000 Technology Supplies	7.99	1,250.00	1,956.20	15,000.00
930.001 Technology Maintenance	1,340.05	5,791.67	48,877.21	69,500.00
<b>Total 850.000 Technology</b>	<b>\$ 1,348.04</b>	<b>\$ 7,041.67</b>	<b>\$ 50,833.41</b>	<b>\$ 84,500.00</b>
860.009 Community Relations			0.00	0.00
880.000 Marketing	363.09	2,276.67	19,555.39	27,320.00
900.000 Printing	30.00	1,537.50	7,272.34	18,450.00
901.002 Public Programing	1,619.89	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>\$ 2,012.98</b>	<b>\$ 8,022.51</b>	<b>\$ 55,987.06</b>	<b>\$ 96,270.00</b>
920.000 Utilities			0.00	0.00
850.001 Telecommunications	1,925.80	1,166.67	7,171.54	14,000.00
920.001 Heating Fuel	1,191.19	708.33	4,517.48	8,500.00
920.002 Electricity	2,232.12	2,166.67	11,636.38	26,000.00
920.003 Sewer Use	1,038.84	416.67	2,090.16	5,000.00
<b>Total 920.000 Utilities</b>	<b>\$ 6,387.95</b>	<b>\$ 4,458.34</b>	<b>\$ 25,415.56</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	617.66	2,916.67	13,212.78	35,000.00
930.004 Rep & Maint-Grounds	4,562.39	1,000.00	13,146.68	12,000.00
<b>Total 931.000 Repairs &amp; Maintenance</b>	<b>\$ 5,180.05</b>	<b>\$ 4,041.67</b>	<b>\$ 27,669.46</b>	<b>\$ 48,500.00</b>
940.000 Rental	194.00	166.67	1,234.00	2,000.00
955.000 Administrative Expenses			0.00	0.00
956.000 Bank Fees	97.18	208.33	1,438.97	2,500.00
956.002 Public Notices		20.83	0.00	250.00
956.005 Misc Administrative Expense	25.00	583.33	1,873.51	7,000.00
956.006 Cash Over/Short	-0.75	0.00	-3.37	0.00
<b>Total 955.000 Administrative Expenses</b>	<b>\$ 121.43</b>	<b>\$ 812.49</b>	<b>\$ 3,309.11</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	669.00	1,083.33	4,542.31	13,000.00
860.003 Board Training		20.83	120.00	250.00
860.004 Mileage Reimbursement - Staff		375.00	668.11	4,500.00
860.005 Mileage Reimbursement - Board		0.00	0.00	0.00
860.006 Travel		1,166.67	3,429.20	14,000.00
860.007 Meals	103.76	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>\$ 772.76</b>	<b>\$ 3,041.66</b>	<b>\$ 10,149.53</b>	<b>\$ 36,500.00</b>
980.002 Furnishings - Life over 1 Year			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	4,922.97	6,875.00	52,153.27	82,500.00
982.002 Collections Juvenile	1,757.90	4,666.67	22,992.20	56,000.00
982.003 Collections - Databases		1,841.67	10,873.09	22,100.00
982.004 Collections - E-Resources	9,795.61	8,666.67	72,812.08	104,000.00
982.005 Collections Young Adult	864.33	1,333.33	7,946.94	16,000.00
Collections Electronic (deleted)			1,323.00	0.00
<b>Total 981.000 Library Materials</b>	<b>\$ 17,340.81</b>	<b>\$ 23,895.84</b>	<b>\$ 174,222.26</b>	<b>\$ 286,750.00</b>
995.000 Transfer to Improvement Fund		9,047.83	0.00	108,574.00
999.999 Ask Accountant	-121.99		-121.99	0.00
<b>Total Expenditures</b>	<b>\$ 201,048.56</b>	<b>\$ 220,949.50</b>	<b>\$ 1,494,240.04</b>	<b>\$ 2,651,394.00</b>
<b>Net Operating Revenue</b>	<b>\$ 1,078,541.23</b>	<b>\$ 1,181.14</b>	<b>\$ 516,778.08</b>	<b>\$ 14,174.00</b>
<b>Net Revenue</b>	<b>\$ 1,078,541.23</b>	<b>\$ 1,181.14</b>	<b>\$ 516,778.08</b>	<b>\$ 14,174.00</b>

## Cromaine District Library GIFT Fund January 2026

	Jan 2026		YTD Total	
	Actual	Budget	YTD Actual	Budget
<b>Revenue</b>				
675.000 Gifts - Unrestricted			0.00	0.00
674.001 General Donations	1,900.00		3,240.00	0.00
<b>Total 675.000 Gifts - Unrestricted</b>	<b>\$ 1,900.00</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	500.00		768.07	0.00
674.004 Restricted Donations-Other	4,085.80		33,120.80	0.00
<b>Total 675.001 Gifts - Restricted</b>	<b>\$ 4,585.80</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>\$ 6,485.80</b>	<b>\$ 0.00</b>	<b>\$ 287,128.87</b>	<b>\$ 0.00</b>
<b>Gross Profit</b>	<b>\$ 6,485.80</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	1,034.49		10,255.05	0.00
901.003 Memberships - Non-library Organ			1,000.00	0.00
<b>Total 860.009 Community Relations</b>	<b>\$ 1,034.49</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			8,000.00	0.00
930.004 Rep & Maint-Grounds			127.44	0.00
<b>Total 931.000 Repairs &amp; Maintenance</b>	<b>\$ 0.00</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	24.51		245.57	0.00
982.002 Collections Juvenile			239.63	0.00
<b>Total 981.000 Library Materials</b>	<b>\$ 24.51</b>	<b>\$ 333.33</b>	<b>\$ 485.20</b>	<b>\$ 4,000.00</b>
986.000 Purchases from Gifts			11,400.00	0.00
<b>Total Expenditures</b>	<b>\$ 1,143.58</b>	<b>\$ 3,750.00</b>	<b>\$ 33,805.30</b>	<b>\$ 45,000.00</b>
<b>Net Operating Revenue</b>	<b>\$ 5,342.22</b>	<b>-\$ 3,750.00</b>	<b>\$ 253,323.57</b>	<b>-\$ 45,000.00</b>
<b>Net Revenue</b>	<b>\$ 5,342.22</b>	<b>-\$ 3,750.00</b>	<b>\$ 253,323.57</b>	<b>-\$ 45,000.00</b>

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**Cromaine District Library**  
**Budget vs. Actuals: Budget FY '25 - '26 - FY26 P&L Classes**  
 July 2025 - June 2026

	Jan 2026		Total	
	Actual	Budget	Actual	Budget
<b>Revenue</b>				
670.000 Investment Income			0.00	0.00
665.001 Interest - Investment Fund	5,417.98		45,510.89	0.00
<b>Total 670.000 Investment Income</b>	<b>\$ 5,417.98</b>	<b>\$ 0.00</b>	<b>\$ 45,510.89</b>	<b>\$ 0.00</b>
<b>Total Revenue</b>	<b>\$ 5,417.98</b>	<b>\$ 0.00</b>	<b>\$ 45,510.89</b>	<b>\$ 0.00</b>
<b>Gross Profit</b>	<b>\$ 5,417.98</b>	<b>\$ 0.00</b>	<b>\$ 45,510.89</b>	<b>\$ 0.00</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	4,665.00	105,000.00	43,510.00	1,260,000.00
980.000 Equipment	202.99	4,166.67	435.15	50,000.00
980.002 Furnishings - Life over 1 Year		2,083.33	7,385.00	25,000.00
984.000 Public Use Hardware		2,916.67	3,567.80	35,000.00
984.001 Public Use Software		2,500.00	596.00	30,000.00
984.002 Staff Use Hardware	5,179.51	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>\$ 10,047.50</b>	<b>\$ 122,333.34</b>	<b>\$ 62,560.55</b>	<b>\$ 1,468,000.00</b>
<b>Net Operating Revenue</b>	<b>-\$ 4,629.52</b>	<b>-\$ 122,333.34</b>	<b>-\$ 17,049.66</b>	<b>-\$ 1,468,000.00</b>
<b>Net Revenue</b>	<b>-\$ 4,629.52</b>	<b>-\$ 122,333.34</b>	<b>-\$ 17,049.66</b>	<b>-\$ 1,468,000.00</b>

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*Music Hall*

**Cromaine District Library**  
**Budget vs. Actuals: Budget FY '25 - '26 - FY26 P&L Classes**  
July 2025 - June 2026

	Jan 2026		Total	
	Actual	Budget	Actual	Budget
<b>Revenue</b>				
602.000 Charges for Services			0.00	0.00
607.001 Room Use Fees	1,478.75	833.33	13,566.80	10,000.00
<b>Total 602.000 Charges for Services</b>	<b>\$ 1,478.75</b>	<b>\$ 833.33</b>	<b>\$ 13,566.80</b>	<b>\$ 10,000.00</b>
<b>Total Revenue</b>	<b>\$ 1,478.75</b>	<b>\$ 833.33</b>	<b>\$ 13,566.80</b>	<b>\$ 10,000.00</b>
<b>Gross Profit</b>	<b>\$ 1,478.75</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
901.002 Public Programing	-18.00		-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>-\$ 18.00</b>	<b>\$ 83.33</b>	<b>\$ 357.00</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	1,495.00	333.33	6,775.97	4,000.00
<b>Total 931.000 Repairs &amp; Maintenance</b>	<b>\$ 1,495.00</b>	<b>\$ 1,166.66</b>	<b>\$ 9,775.79</b>	<b>\$ 14,000.00</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>\$ 1,747.86</b>	<b>\$ 2,014.58</b>	<b>\$ 14,501.46</b>	<b>\$ 24,175.00</b>
<b>Net Operating Revenue</b>	<b>-\$ 269.11</b>	<b>-\$ 1,181.25</b>	<b>-\$ 934.66</b>	<b>-\$ 14,175.00</b>
<b>Net Revenue</b>	<b>-\$ 269.11</b>	<b>-\$ 1,181.25</b>	<b>-\$ 934.66</b>	<b>-\$ 14,175.00</b>

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

	<b>2026</b>	<b>2025</b>	<b>% of Change</b>
<b>Circulation</b>	19,962	25,701	<b>-22%</b>
<b>New Physical Items Added</b>	694	1,039	<b>-33%</b>
<b>Total Items Withdrawn</b>	482	345	<b>40%</b>
<b>Total Physical Items</b>	69,848	70,797	<b>-1%</b>
<b>Program Attendance</b>	852	1,205	<b>-29%</b>
<b>Room Use- in Library</b>	235	165	<b>42%</b>
<b>Music Hall Reservations</b>	16	17	<b>-6%</b>
<b>Visits</b>	8,456	8,463	<b>0%</b>
<b>Website visits</b>	27,837	23,620	<b>18%</b>
<b>Cardholders Added</b>	124	126	<b>-2%</b>
<b>Library Cards Renewed</b>	188	125	<b>50%</b>
<b>Total Cardholders</b>	9,370	8,941	<b>5%</b>
<b>Cardholders as % of Pop.</b>	31.55%	30.11%	<b>5%</b>
<b>Total Population</b>	<b>29,699</b>	<b>29,699</b>	<b>0%</b>

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

IMPROVEMENT FUND			
Date	Name	Memo/Description	Amount
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
09/11/2025	livingston Cnty Dept of Bldg & Safety 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
<b>Total for 975.132 Grounds Improvements</b>			<b>\$ 43,510.00</b>

OPERATING FUND			
Date	Name	Memo/Description	Amount
801.005	Other Professional Services		
8/27/2025	Grissim Metz Andriese Associates PC	Landscape Architectural Service for June 01-July	\$ 3,276.26
9/24/2025	Grissim Metz Andriese Associates PC	Landscape Architectural Service for Aug.01-Aug.	\$ 9,771.50
10/29/2025	Grissim Metz Andriese Associates PC	Landscape Architectural Service for Sept. 01-Sep	\$ 9,430.30

11/19/2025 Grissim Metz Andriese Associates PC Landscape Architectural Service for October 01-1 \$ 15,005.50  
 12/30/2025 Grissim Metz Andriese Associates PC Landscape Architectural Service for December 0 \$ 3,807.00  
 1/26/2026 Grissim Metz Andriese Associates PC Landscape Architectural Service for January 01, : \$ 3,750.00

**YTD Total for 801.005 Other Professional \$ 45,040.56**

**GIFT FUND**

<b>Date</b>	<b>Name</b>	<b>Memo/Description</b>	<b>Amount</b>
986.000	Purchases from Gifts		
1/7/2026	Grissim Metz Andriese Associates PC	grant concept drawings	\$6,400.00

**YTD Total for 986.000 Purchases from Gifts \$ 6,400.00**

**TOTAL FUNDED BY CROMAINE: \$ 88,550.56**

**TOTAL FUNDED THROUGH GRANT: \$ 6,400.00**

**TOTAL (ALL SOURCES): \$ 94,950.56**

Cromaine District Library  
Finance Committee Meeting Minutes  
March 10, 2026 4:30pm

**Attendees:**

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

Absent: Bill Bolin, Trustee

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

- Operating
- Improvement
- Gift
- Music Hall

No unusual revenue or expenses.

**Investment Account:**

UBS Investment fund had a balance of \$4,659,499.45

**Bank of Ann Arbor Accounts:**

- Checking Account - ending balance \$46,710.68
- Money Market Account - ending balance \$1,266,992.37

Credit Cards-\$13,821.68 was paid on January 20, 2026. Charges in January were \$13,375.21

**Building:** Cromaine Commons update.

**Finance Policies:** none this month

**Other:** Sarah will provide an update on the Penal Fine/Civil Infractions issue at the board meeting. Look for a memo with these minutes.

Next meeting: Wednesday 4/10/26\* at 4:30pm via zoom. **\*Note date is adjusted for April.**

Mar 11, 2026

To: Board of Trustees

From: Sarah Neidert, Library Director

Re: Penal and Civil fines potential redirection

I mentioned at the December board meeting that in 2023, the Michigan Judicial Council formed the Alternative Funding for Trial Courts Workgroup, which recently recommended that all revenue from penal fines and civil infractions be redirected to trial courts. This recommendation, if implemented, would have a disastrous impact on Michigan's public libraries.

Since 1835, the people of the State of Michigan constitutionally mandated that penal fines be allocated to libraries. Article VIII, section 9 of the Michigan Constitution states:

*All fines assessed and collected in the several counties, townships and cities for any breach of the penal laws shall be exclusively applied to the support of such public libraries, and county law libraries as provided by law.*

Further, MCL 600.8831 provides that non-criminal-code fines – levied for violations of certain state laws – are designated as civil infractions that also go to public libraries. These include most traffic fines. In fiscal year 25-26, Cromaine District Library received \$64,734.39 in revenue from penal and civil fines, compared to \$32,677.32 in State Aid dollars.

Last month, [Michigan's House and Senate Judiciary Committees held a joint hearing](#) to learn more about the recommendations in a presentation from the AFTC Workgroup Chair. The Michigan Library Association submitted a card of opposition at the hearing, indicating disagreement with the workgroup's recommendations. Several other organizations submitted letters expressing similar concerns, including the Michigan Association of Counties, the Michigan Municipal League, the Michigan Townships Association, the Michigan Association of Chiefs of Police, and the Michigan Sheriffs' Association, among others. In a follow-up communication to all House and Senate Judiciary members, MLA expressed deep concern for a model that captures penal and civil fines without a plan for replacement funding that keeps libraries whole.

I am outlining these concerns now, at the request of the finance committee. If and when these recommendations move out of the AFTC Workgroup, the finance committee recommends sending letters to our state legislators outlining our concerns.

Personnel meeting, 3/5/26 4:30 pm

Trustees Present: President Gogoleski, Secretary Armstrong, Trustee Smith

Staff Present: Director Neidert, Darlene Randolph – Recording Secretary

### **Staffing:**

- The Library is currently fully staffed, new Teen Librarian, Morgan Reeves, began on Tuesday. She's off to a great start. New PT Youth Librarian, Rebekah Hudzik-Gordon, began last week and is excited to be here. She returns to us after 3 years as a substitute Librarian. Prior to that Rebekah worked at Cromaine for 14 years in the Youth Department.

### **Staff In-Service, March 13 -All day**

- **Active Threat Awareness Training:** Aaron Witt of A-Train Tactical will facilitate 2 hour on-site training.
- **Staff departmental meetings**
- **Lunch will be provided by local Hartland food truck- Wrap and Roll**
- **Afternoon activity for staff will be Escape Room Novi (on-site with mobile escape room trailer).**

### **Budgeting:**

As noted last month, Director Neidert recommend a 3% base raise for all staff, with individual adjustments made after review based on the increase of minimum wage in January 2026 to \$13.73/hour. January 2027 will see a further increase to \$15/hr. Director Neidert is drafting the personnel budget based on these goals- the tax rate is not published until early May, and she will keep the committee updated.

### **Director's Performance Goals- Quarterly review:**

**Genre Label Project** in youth department- as of this week, youth staff have placed genre labels on 256 picture and 49 board books. Labels applied so far are:

Animals, Cats, Colors, Dinosaurs, Food, Nature, Princesses, School Stories, Shapes, Social issues. 21 are "social issues" labels. The staff have 48 genres to choose from. Director Neidert asked that staff pay attention to the social issues genre in particular, as that is a goal of the board.

For discussion, Director Neidert brought two picture books by Harry Woodgate- Grandad's Camper and Grandad's Pride. She and the staff would choose to label Grandad's Pride with the "social issues" sticker but not Grandad's Camper. She brought these books to illustrate the thought process the staff are using in placing these genre stickers. After much discussion, Director Neidert asked if the directive was that social issues stickers should be applied to all books with LGBTQ Characters? The committee consensus was, no, not to place labels on all books with LGBTQ characters, but rather books that are in the social issue genre (which, in this case, they felt was clearly evident in marketing of the books as well as recommendations/reviews). Director Neidert's concern is that it may be differently interpreted by different people looking at the same book.

### **Cromaine Commons/Heritage Gardens Improvement Project-**

After much re-design work and consultation with the schools, we've reached an acceptable design for the parking lot and are sending the re-designed layout for approvals to Hartland Township, the Livingston County Road Commission, and will follow up with the board's ad hoc committee on next steps.

**Staff Satisfaction Survey:**

One of Director Neidert's tasks from this year's Strategic work plan was to conduct a staff survey. She used the Library's HR software (BambooHR) to send a Employee Net Promoter Score survey. Director Neidert gave the committee information about how ENPS works, and plans to share survey results with the board soon.

**Policies:**

**#8005**, Board Organizational Meeting – Reviewed, no changes

**#8006**, Board Officers – Reviewed, no changes

**#8007**, Board Committees – Reviewed, no changes

**#8004**, Conduct of Library Board Meeting – changes made by deleting portion of “Procedures for Addressing the Board” and adding some portion to **#8015**, Public Comments At Board Meetings. A clean copy will be presented with a Resolution

**#8013**, Response to Correspondence to the Board – This is not to be repealed. There were some changes. Removed “*Correspondence to individual members*” and made language corrections to “*Correspondence to the Library Board as a whole*”. A clean copy will be presented with a Resolution.

**#8015**, Public Comment Policy – made changes to language to Item III. B., E., I. and removed Item III. H. A clean copy will be presented with a Resolution.

The Call to the Public Request form was sent back to the Personnel Committee from the 2/19/26 board meeting to take out patron's e-mail and address. A clean copy will be presented with a Motion.

**Law Firm Search-** Kim shared the answers she received back from Lindsay N. Dangi of Murphy & Spagnuolo from Okemos, the committee is still waiting on a reply from Dawn's contact at Rickard, Denney, Garno & Lechliter from Lapeer. This will be discussed at next month's meeting.

Meeting adjourned at 5:50 pm. Director Neidert gave trustees a brief tour of the Youth Department to look at recent changes, as well as the labels applied so far.

# CROMAINE DISTRICT LIBRARY

## BOARD OF TRUSTEES OPERATING PROCEDURE

### Board Organizational Meeting

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Number 8005  
Page 1 of 1  
Date approved:  
3/18/10; 4/21/11; 4/15/21  
Date revised: 4/5/11;  
4/1/21;3/21/24  
Date reviewed:  
8/5/21;3/20/25;3/19/26

The annual organizational meeting will be the first regular meeting of the calendar year. (See *Board By-laws, Article VII, Section 2*)

#### **Purpose**

In order to facilitate an organizational board meeting, the board establishes the following procedures.

#### **Scope**

The order of business will be for the Library Director to open the meeting and conduct the election of the Board President. Once a Board President is elected, he or she will conduct the remainder of the meeting and the election of the Vice-President, Secretary, and Treasurer. As warranted, the bank designations, check signing responsibilities, appointment of legal counsel, designation of newspaper of record, and other routine matters will follow election of officers. The board will entertain a motion to delegate the duties of the Secretary and Treasurer to the Library Director as provided for in the *Board By-laws, Article V, Sections 3 and 4*.

#### **Description**

Board committee appointments will be determined by the Board President with the consent of the members appointed. Each committee consists of two or three trustees, the Library Director, and no more than two representatives from the community, and no more than two representatives from the library staff. The committees to be filled are:

1. Community Relations & Strategic Planning
2. Finance & Property
3. Personnel

*Ad hoc* committees may be created at any time throughout the year without a change in board by-laws. *Ad hoc* committees are created to complete short-term investigation and projects as the board determines the need. The addition of standing board committees requires a change in board by-laws.

# CROMAINE DISTRICT LIBRARY

## BOARD OF TRUSTEES OPERATING PROCEDURE

### Board Officers

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Number 8006

Page 1 of 2

Date revised: 3/18/10;

4/19/18;9/8/23

Date reviewed: 4/5/11; 3/20/14;

3/19/2020;3/20/25;3/19/26

Board officers will perform the legal duties of the office and such other functions as are designated by the board. (See *Board By-laws, Article V*)

All board members are expected to attend meetings prepared to discuss items presented on the agenda, to suggest other items for consideration and to vote upon motions and resolutions presented.

*President* - The Board President has the usual powers and responsibilities of this office as prescribed by the statutes and action of the board. Specific duties include:

- Preside at all meetings of the board.
- Appoint all committees unless otherwise directed by the board.
- Call special meetings of the board upon request of two or more members and at such times as he/she deems necessary.
- Review the meeting agenda prepared by the Library Director prior to meeting notification of other board members.
- Co-sign checks for payment of bills in accordance with Policy 6020, Purchasing
- Chair the Personnel Committee
- Perform such other duties as may be appropriate to the duties of the office in the stewardship of the library on behalf of the community as the board determines.
- Upon the request of a patron or community member, designate a board representative to join a meeting of the patron and Library Director.

*Vice-President* - The Vice-President performs the duties of the President in the absence of the President and other functions as designated by the board. In case of vacancy in the office of President, the Vice-President succeeds to the office of President for the balance of the unexpired one-year term.

*Secretary* - The Secretary of the Board has the usual powers and responsibilities of this office. Specific duties include:

- Keep, or cause to be kept by a competent clerk, complete records of Board meetings.
- Post, or cause to post, all legal notices, direct the preparation of, and sign all legal documents.
- Give, or cause to be given, the prescribed notice of the biennial election and of any special elections of the district.
  
- Perform such other duties as are required by the board.

*Treasurer* - The Treasurer has charge of the funds of the Cromaine District Library, providing for their safe custody and investment as directed by the board, subject to limitations for investment of public funds as provided by law. Specific duties include:

- Delegate to the Library Director the responsibility of:
  - Recording all moneys received or deposited to the library's funds, and all disbursements, sales and transfers from the funds.
  - Monitoring expenditures monthly to see that they are reasonable, correctly posted and within budget appropriations.
  - Preparing monthly financial reports for the review of the Finance Committee.
- Co-sign checks for payment of bills in accordance with Policy 6020, "Purchasing."
- Report monthly to the board at its regular meeting on all funds received and disbursed on behalf of the library.
- Act as liaison person between the bank or brokerage firm when there is a discrepancy in account statements and library records.
- Chair the Finance and Property Committee.
- Perform such other duties as are required by the board.

# CROMAINE DISTRICT LIBRARY

## BOARD OF TRUSTEES OPERATING PROCEDURE

### Board Committees

Number 8007
Page 1 of 3
Date approved: 4/21/11; 4/15/21, Reviewed: 3/20/25;3/19/26
Date revised:

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#### ***Purpose***

The Board recognizes the value that committees have in facilitating the responsibilities of the board. Committees are able to review important issues, conduct in-depth research, consider alternatives and implications, and bring the best solution forward as a proposal to the full board.

#### ***Per Article VI of the Cromaine District Library Board of Trustees By-laws:***

The board has established three standing committees: 1) Community Relations and Strategic Planning, 2) Finance and Property, and 3) Personnel. The board may establish additional committees as needed by revision of the board by-laws. The board may establish *ad hoc* committees for short-term investigation and projects without revision of the board by-laws. This procedure establishes the following additional detail and clarification about committees, consistent with Article VI of the board's by-laws.

#### ***Membership***

Each committee consists of at least two (2), and no more than three (3), members of the Board and the Library Director. The Board President appoints the board members for all committees at the board organizational meeting each year. Each committee may appoint additional committee members from the Cromaine Library staff and from the residents of the library district. There may be up to two (2) members of the Cromaine staff on each committee (in addition to the Library Director). There also may be up to two (2) residents of the library district on each committee. Staff and resident members may join by request on a first come/first served basis. If a staff or resident member misses three consecutive meetings, he or she will no longer be considered a member of the committee and a new staff person or resident may take his or her place. No person, other than the Library Director, may be a member of more than two (2) committees. Note that by these rules, no committee has more than eight (8) members.

#### ***Chairperson***

The Board President serves as Chair of Personnel and the Board Treasurer serves as Chair of Finance & Property. The Community Relations & Strategic Planning Committee elects a Chair no later than March 15. Each Chair works with the Library Director to develop a meeting agenda and each Chair ensures there are meeting minutes.

### ***Meeting Schedule***

Each committee meets regularly but not less than four (4) times each year.

### ***Attendance***

In the event that committee members are unable to attend a committee meeting, they should contact the Library Director or Committee Chairperson, who may attempt to reschedule the meeting. Committee meetings must have two Board members present.

### ***Committee Functions***

Each committee shall adopt a statement of purpose and scope to give direction to its efforts. The following are goals that the committees shall incorporate into their purpose.

### ***Community Relations & Strategic Planning Committee***

- Ensure a program of communication with the residents of the library district to keep them informed of the purpose and activities of the board and the services and programs of the library consistent with the mission and goals of the library.
- Gather input from the community regarding library services and programs.
- Assure regular evaluation of the marketing program to increase effectiveness in improving community awareness and measures of usage.
- Recommend and monitor policies for circulation of materials, use of the library, and community relations and communication, which include:
  - 1000s – Mission, Goals & Roles
  - 2000s – Circulation
  - 3000s – Collections & Information
  - 4000s – Community Relations & Operations

### ***Finance & Property Committee***

- Recommend an annual budget to the Board which supports the mission and goals of the Library.
- Recommend capital expenditures and designate purposes for reserve funds.
- Ensure that the library has adequate funding, and has procedural controls for the fiscally sound management of public funds and assets.
- Review the annual audit and assure the implementation of changes suggested for the improvement of operations.
- Assure the investment of the library's funds in financial instruments that meet the requirements of P.A. 20 of 1943, as amended.
- Recommend the basis for the operating millage submitted to the electors.
- Recommend and monitor financial policies, which include:
  - 6000s – Finance & Business

### ***Personnel Committee***

- Review current personnel practices and legislation to assure that the library's personnel procedures are within the law and support the mission and goals of the library.
- Recommend salary, benefits, and staffing levels within the budget and sufficient to maintain a high quality of library service.
- Recommend the appointment, removal, and compensation of the Library Director.
- Conduct the evaluation of the Library Director.
- Recommend operating procedures for recruitment of candidates for election to the Board of Trustees and for the members' orientation, training, and evaluation.
- Recommend and monitor policies and procedures for library personnel and Board operations, including:
  - 7000s – Personnel
  - 8000s – Internal Operations of the Board
  - 9000s – Unclassified Policies

CROMAINE DISTRICT LIBRARY  
BOARD OF TRUSTEES OPERATING PROCEDURES

Conduct of Library Board Meetings

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**Purpose**

The board recognizes a need to provide structure to its board meetings and thus has adopted the following procedures to establish the orderly operation of library board meetings.

**Scope**

This procedure addresses operations of the Board of Trustees meetings regarding voting, minutes, public participation at meetings, and procedures for the public to address the board.

**Description**

*Quorum* - A quorum shall consist of a majority (a minimum of four) of the board members. A new call for meeting may be issued if a quorum fails to appear within thirty minutes after the time specified for the meeting.

*Majority Vote* - No action of the board shall be valid unless an affirmative vote of the majority of the members present is cast and a proper record made of the vote.

*Rules of Order* - The board shall observe *Robert's Rules of Order Revised*, unless such rules are in conflict with statutory provisions or constitutional rights of members of the board.

*Voting Method* - Voting shall be by ayes and nays. Roll call votes may be called for at the discretion of the Board President or may be requested by any member. Any vote for the purpose of calling a closed session or approving a resolution shall be by roll call vote. All roll call votes shall be recorded and included in the minutes of the meeting.

*Voting Duty* - No member will abstain from voting unless that member states his/her conflict of interest. Conflict of interest will be the only reason to abstain from voting. The board will determine by majority vote of the remaining members if the member will be allowed to abstain.

*Minutes* - The Secretary for the Board shall keep minutes of every meeting of the board. The minutes shall include the date, time, place, members present, members absent, all decisions made at open meetings, the purpose or purposes for which closed sessions are called, all roll call votes, and references to reports

presented and items discussed when no action is taken. Proposed and approved minutes of an open meeting of the board are public records open to public inspection. Copies of proposed minutes of an open meeting shall be provided upon request to members of the public within eight (8) business days of the meeting and copies of approved minutes within five (5) business days of the meeting at which they are approved.

*Public Participation in Meetings* - The Board of Trustees' meetings are held for the purpose of transacting the business of the library district. In its deliberations, the board is interested in the opinions of the public and pledges courteous attention to those who wish to be heard and who follow the rules of the board governing public participation in its meetings. The board requests members of the audience to refrain from loud talking and other distractions during the meeting. Persons who disrupt the meeting will be cleared from the meeting room.

*Closed Sessions* – The board may meet in a closed session following specific guidelines of the Open Meetings Act. These guidelines include complaints against a board member or library employee, but only at the request of the member or employee about whom the complaint is registered and with the member or employee present. The board may also meet in executive, closed session to discuss litigation pending or threatened against the board and/or library or to discuss terms of property settlement or other business the negotiations of which could damage the library's position in negotiations, if public.

*Procedures for Addressing the Board*

**For detailed procedures for addressing the Board – please see #8015:  
Public Comment Policy**

~~To facilitate the planning of time allotments for the agenda, a member of the public wishing to speak is required to fill out a *Call to the Public* card provided. The card will then be given to the Board President. People who turn in cards will be asked to speak first, and if additional time is available, the Board President may ask if anyone else wishes to speak.~~

- ~~1. The public participation portion of the meeting is limited to 15 minutes, but an exception may be made at the discretion of the Board President, if necessary so that no one's right to address the board will be denied.~~
- ~~2. Each person will be allowed to speak for up to 3 minutes at the call to the public, except where the number of speakers exceeds the time limit. In those instances, the President of the Board of Trustees may either reduce the 3-minute limit to a 2 minute limit for each speaker or the Board of Trustees may waive the 15-minute time limit.~~

- ~~3. Each person wishing to address the Board of Trustees must identify himself or herself by name and address. If the person is representing an organization or group, the person shall indicate whether the comments or presentation represents the official view of the organization or group.~~
- ~~4. If a delegation is present to address the board, the delegation may select up to five spokespersons to speak on its behalf, for a total of not more than 5 minutes.~~
- ~~5. All written statements should be given to the Secretary of the Board of Trustees, so that copies may be made available to members of the board. All written statements and documents presented by an individual or group to the Board of Trustees during the meeting are considered public documents.~~
- ~~6. Individuals addressing the board should take into consideration the rules of common courtesy. The public participation portion of the meeting cannot be used to make personal attacks against a library board member or library employee, which are totally unrelated to the manner in which the member or employee performs his or her duties. If the comments constitute a complaint against a board member or employee, the member or employee about whom the complaint is registered, has the right to request an executive, closed session of the board and to be present at that session.~~
- ~~7. Board of Trustees members may question speakers, but are not obligated to answer questions or make statements or commitments in response to issues raised by the public. In general, such issues will be referred to the Library Director for investigation, study, and recommendation or designated as future agenda items for Board of Trustees' consideration.~~

# CROMAINE DISTRICT LIBRARY

## BOARD OF TRUSTEES OPERATING PROCEDURE

### Response to Correspondence to the Board

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Number 8013

Page 1 of 1

Date approved: 3/18/10

Date Reviewed: 4/5/11;

8/5/21;11/06/25

Revised 3/19/26

#### **Purpose**

To acknowledge receipt of and ~~respond to~~ letters, e-mails, and other written correspondence received by the board and its members.

#### **Scope**

This procedure applies to letters and e-mails received by members of the Cromaine District Library Board as a trustee and by the board as a whole.

#### **Description**

~~Correspondence to individual members – When a communication is received by a member of the Board of Trustees regarding their performance and/or responsibilities as a trustee, the correspondence will be given to the Secretary of the Board, who ensures a response to thank and/or respond to the writer on behalf of the board as a whole. The response shall be given to the President of the Board for signature at the next meeting. (The Secretary shall respond, if possible, within one month of receipt of the letter.)~~

*Correspondence to the Library Board as a whole –* When a communication is received by one member of the Board or by the Library Director on behalf of the board regarding the responsibilities or performance of the Board, the correspondence will be provided to the **Board Secretary for acknowledgement of receipt and to the Library Director for response as warranted. Both the correspondence and the response will then be forwarded electronically to the full board for review.** ~~At the discretion of the Library Director, the Board Secretary and/or Board President may be asked to consult on the response. Most communications will be delegated to the Library Director for response as soon as possible. Copies of the Library Director's response on behalf of the board and the library will be included for review at the next Board of Trustees meeting, if not communicated more quickly electronically to all trustees.~~

**CROMAINE DISTRICT LIBRARY**  
**BOARD OF TRUSTEES OPERATING**  
**PROCEDURE**  
**PUBLIC COMMENTS AT BOARD MEETINGS**

Number 8015

Page 1 of 3

POLICY ADOPTED: 3/19/2026

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**I. Purpose**

The Cromaine District Library welcomes and encourages comments from members of the public who attend Library Board meetings. Pursuant to the requirements of the Open Meetings Act, a person is permitted to make a public comment during a meeting under rules established and recorded by the Library Board.

**II. Public Comment Period; Meeting Agendas**

- A. If an agenda is available, the Library Board will have copies of the agenda available for the public who attend the meeting. The agenda will indicate the designated time(s) for the public to provide comments. The Library Board will include at least one public comment period during each meeting. These rules apply to the public comment period in any regular or special meeting or in any committee meeting that is open to the public ("Public Comment").
- B. Members of the public have no right to address the Library Board or make comments outside of the Public Comment. At any time, the Library Board, at its discretion, may accept comments from the public, as per outlined in the agenda. However, outside of the Public Comment time, the Library Board is under no obligation to hear comments from the public during a meeting.
- C. The Library Board has sole discretion to determine the content of each meeting agenda and is not obligated to add any item to the agenda.

**III. Rules of Public Comment**

The Library Board adopts the following procedures to receive Public Comments:

- A. When the Library Board meeting reaches a designated time for Public Comments, the President will invite attendees to make Public Comments. If the President is absent, the acting chair of the meeting will perform the President's duties under this policy.

- B. The President will ask persons wishing to speak to fill out a *Call to the Public* card provided. The card should be given to the Board President. People who turn in cards will be asked to speak first, and if additional time is available, the Board President may ask if anyone else wishes to speak. **The President will recognize one person to speak at a time, and each speaker will be asked to provide their name, city or township in which they reside, and whether they are within the Hartland Consolidated School District.** No person in attendance may make a comment without being recognized.
- C. Public Comments must be addressed to the Library Board, not to other members of the audience.
- D. Each speaker is only entitled to one (1) three-minute time during each Public Comment period and may not split the time or “give” the time to another speaker.
- E. In lieu of speaking, a person may submit any written comments to the Library Board Secretary prior to the start of the meeting. Written materials submitted to the Library Board are **regarded as correspondence and considered public documents.**
- F. The Library Board encourages free and complete public dialogue on Library Board issues within the bounds of civil discourse. Speakers may not breach ‘the peace of the meeting.
- G. If a speaker includes specific questions to the Library Board in his or her Public Comments, the Library Board has no obligation to respond.
- H. ~~Groups are encouraged to designate one or more individuals to speak on their behalf to avoid cumulative comments. However, there is no requirement to make this designation. If a speaker is speaking on more than one individual’s behalf, they must state as such at the beginning of their comment and shall be entitled to one (1) five minute time during Public Comment.~~
- H. **All public comments will be acknowledged in the minutes by referencing the name of the person who spoke or submitted written correspondence.**~~The Library Board may determine, in its sole discretion, how Public Comments will be summarized in the meeting minutes. Members of the public should not expect the minutes to include verbatim transcripts or details of any individual comment.~~
- I. Members of the public are also encouraged to contact the Library during regular business hours to ask questions, raise concerns, and request information about Library matters.

- J. Members of the public must remain seated, stand in the back of the room or along the sides of the room during Public Comment. Members of the public should only approach the podium when called on by the Board President. Members of the public may not stand in the area in front the first row of chairs and the wall behind the table where Board Members are seated unless permitted by the Board President.
- K. All signs are prohibited in the Board meetings.

#### **IV. Recording of Rules**

These rules will be recorded in the minutes and kept on file with the Library Board Secretary.

## Community Relations and Strategic Planning Committee Meeting

Wednesday March 11, 2026

Trustees: Dawn Smith, Rebecca Basley, Jeannine Gogoleski

Sarah Neidert, Liz Welch

### **Policies reviewed:**

Although there were no policies on the board review calendar, Liz and Sarah prepared proposed changes to Policies 4020 and 4021 early, and Sarah brought 3020: Internet Use for review due to a patron question.

**Policy #4020: Library Meeting Room Reservation and Use-** updated to reflect practices. Committee proposes updating the policy to reflect the changes in red on the attached draft- clean copy attached for adoption.

**Policy 4021: Music Hall Reservation and Use-** updated to reflect practices. Committee proposes updating the policy to reflect the changes in red on the attached draft- clean copy attached for adoption.

**Policy 3020: Internet Use- renamed Computer and Internet Use.** Director Neidert requested a legal review of policy 3020 to see if we could allow teens use of guest passes without parental consent. No, we cannot, and Anne Seurnyck suggested updating the policy as a whole, providing a template policy that staff edited to reflect local practice for logging into and using computers. The policy references educational material provided to patrons- we chose:

Resources can be found online at the U.S. Department of Justice website-

<https://www.justice.gov/criminal/criminal-ceos/keeping-children-safe-online>

The committee proposes adopting the newly named policy - clean copy attached for adoption. A copy of the referenced form – Internet Consent Form, is also attached for review.

### Updates:

Hartland Memorial Day Parade- this year there is a potential classic car show, Trustees expressed interest in walking.

Coffee Chats with Trustees, Vice President Basley will provide an update at the meeting.

Meeting adjourned at 1:03.

Next Meeting: Wednesday, April 8<sup>th</sup> via zoom

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

**Purpose**

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

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

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

**General Regulations**

- The library reserves the right to review each prospective use and determine whether that use falls within the library facility guidelines. No exceptions will be granted unless the request is consistent with this Policy and approved in writing by the Library Director or designee.
- Meetings must be open to the public, except for private family functions. Anyone requesting admittance to the meeting must be allowed to attend without discrimination and without charge unless prior approval for admission fees has been given. Facility use cannot disrupt the programs or activities of the library, nor can it create a public safety hazard. Everyone must observe [Policy 2030, Public Behavior Policy](#), and state and local laws at all times.
- A representative of the library may attend any meeting held in library facilities. Any reservation holder who does not comply with meeting room policies will lose the right to use library facilities for six (6) months.

## Availability

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

## Application

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

## Cancellation

- If cancellations are made at least 48 hours in advance of the reservation, the ~~refundable portion of the fee~~ will be returned to the applicant, **minus a 10% clerical charge.**
- On rare occasions, the library may have to cancel the approved use of a meeting room due to unforeseen circumstances. If this occurs, the library will make every reasonable effort to give ample notice and to assist in reserving another date. If that is not possible, the library will refund any fees.

## Fees

- For non-profit organizations, using a room for non-profit activities, there is no fee during regular library hours for library meeting rooms.
- For commercial entities, for-profit organizations, or private family functions, there is a fee assessed for room rental of library meeting rooms.
- When fees for library facility use are required, charges will be based on full-hour increments. Reservations must include adequate time for both set-up and clean-up.
- Visit our schedule of fees for additional information.
- All rental, utility and security fees are subject to change without notice, although every effort will be made to give reasonable notice.

## Use of the Facilities

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

## Publicity and Notice of Meetings

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

## Liability

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

### Cromaine Library Meeting Room Fees and Rental Add-Ons

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

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

<b>Cromaine District Library Policy</b>	Policy #: 4021 Page 1 of 4
<i>HARTLAND MUSIC HALL RESERVATION AND USE</i>	<u>Tracking Record</u> Date Adopted: 4/17/25

### Purpose

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

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

### General Regulations

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

### Availability

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

### ~~Reservations~~~~Application~~

- ~~Anyone wishing to use the Hartland Music Hall should submit an inquiry to the Community Engagement Manager at (810) 632-5200 x 518 or by emailing [communityrelations@cromaine.org](mailto:communityrelations@cromaine.org). Anyone wishing to use The Hartland Music Hall must submit an application from the [Library's web site](#).~~
- The library must receive ~~a completed contract~~~~the completed online application~~, a copy of the meeting notice or other publicity, and ~~a 50% non-refundable deposit to hold the space. The full balance is due~~ ~~due no less than all fees~~ no less than fourteen (14) business days in advance of the requested date.
- ~~Facilities reservations at the Hartland Music Hall require a minimum 50% non-refundable~~

### ~~deposit.~~

- The library will hold tentative reservations for up to three (3) days. ~~A reservation is considered approved when there is an application on file, a signed contract, a review of notices and publicity, and receipt of a deposit.~~
- The individual reservation requester will be held responsible for any damage that may occur.
- Only adults aged 18 and over are eligible to reserve the facility. The reservation holder must provide adult supervision for all groups with participants of less than 18 years of age.
- The library may reject any application or withdraw previously granted approval for violation of Hall policies and rules.

### Reschedules

- Once a contract is approved, a 10% administrative fee will be assessed for rescheduling a booked event.

### Cancellations

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

### Fees

- The Hartland Music Hall venue rental fee is \$150 per hour, ~~with a required additional staffing fee of \$25 per hour, for a total of 175 per hour.~~ with a required additional staffing fee of \$25 per hour.
- Hartland Music Hall fees may be in half-hour increments.
- Reservations must include adequate time for both set-up and clean-up.
- Additional staffing may be required for large events, including weddings, concerts, and events requiring specially-trained lighting technicians and parking support. This staffing will be provided by the library, subject to availability, and additional fees will apply.
- Specialty equipment may be available for rental through the library, subject to availability, and additional fees will apply.
- Visit our schedule of fees for additional information.
- Credit cards are accepted for Music Hall fees.
- All rental, utility and security fees are subject to change without notice.

### Use of the Facilities

- Occupancy may not exceed the posted capacity of the facility ~~or meeting room.~~
- No food or beverage is permitted in the Hartland Music Hall ~~auditorium~~ at any time.
- The library does not allow anyone to serve or consume alcoholic beverages on any of its premises, except during library sponsored programs with approval in advance from the Library Director or designee.
- No smoking or vaping is allowed in the facility or meeting rooms, or within 25 feet of the

exterior entrances.

- Attendees may not mount any material on the walls of any facility
- Tables and chairs are available for use in the facility only.
- The Hall must be left in the original condition and set-up arrangement.
- No pets, outside of registered service animals, are allowed in the Hall.
- No open exposed flames (e.g., candles) or smoke-emitting devices are permitted.
- The use of sand, glitter, and bubbles is prohibited.

### Publicity and Notice of Meetings

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

### Liability

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

### Historic Hartland Music Hall Fees and Rental Add Ons

Venue Rental		
Hall Rental	Please book ample set-up and tear down time, booking by half-hour increments. Please book any expected decor or rehearsal time.	\$150/hr.
Staffing Fee	<del>Required for events with more than 30 attendees expected Weddings, Concerts, etc.</del>	\$25//hr.

Day-of Added Time	Additional fees for late exits not pre arranged at the time of booking. Billed in quarter-hour increments.	\$300/hr.
<b>Additional Staffing Fees</b>		
Hall Caretaker <del>First Event Caretaker</del>	Included with Hall Rental	Included
<del>Large Event Second Caretaker/ 4 Additional Caretakers</del>	<del>Required for events with more than 30 attendees expected Weddings, Concerts, etc.</del>	<del>\$25/hr.</del>
Lighting Support	Required for bookings requesting professional/dynamic stage lighting (Basic stage lighting is provided at no cost)	\$25/hr.
Projection Support	Required to pair with projector rental for showing movies on the screen (Upon staff availability)	\$25/hr.
Door Support	Assistance with crowd control, ticketing, hospitality	\$25/hr.
<b>Equipment</b>		
Projector/Laptop Rental for slides or movies	(Upon availability)	\$50 flat fee
Compact PA and Microphone	(Upon availability)	\$50 flat fee
LED Pillar Candles (300 count)	Self- set up	\$50 flat fee

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

BOARD OF TRUSTEES OF  
CROMAINE DISTRICT LIBRARY  
RESOLUTION 2026 -03  
POLICY 8004, CONDUCT OF LIBRARY BOARD MEETINGS

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Minutes of a regular meeting of the Board of Trustees of the Cromaine District Library, County of Livingston, Michigan, held in the Village Library in the Township of Hartland, on the 19th day of March 2026 at 7:00 p.m. prevailing Eastern Time.

PRESENT:

ABSENT:

The following preamble and resolution were offered by \_\_\_\_\_ and supported by \_\_\_\_\_:

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

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

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

NOW THEREFORE BE IT RESOLVED THAT the Board of Trustees hereby rescinds Policy 8004, Conduct of Library Board Meetings, as shown in Exhibit A.

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

AYES:

NAYS:

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Kimberly Armstrong, Secretary

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Cromaine District Library, County of Livingston, State of Michigan, at a regular meeting held on the 19th day of March 2026 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

---

Kimberly Armstrong, Secretary

CROMAINE DISTRICT LIBRARY  
BOARD OF TRUSTEES OPERATING PROCEDURES

Conduct of Library Board Meetings

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**Purpose**

The board recognizes a need to provide structure to its board meetings and thus has adopted the following procedures to establish the orderly operation of library board meetings.

**Scope**

This procedure addresses operations of the Board of Trustees meetings regarding voting, minutes, public participation at meetings, and procedures for the public to address the board.

**Description**

*Quorum* - A quorum shall consist of a majority (a minimum of four) of the board members. A new call for meeting may be issued if a quorum fails to appear within thirty minutes after the time specified for the meeting.

*Majority Vote* - No action of the board shall be valid unless an affirmative vote of the majority of the members present is cast and a proper record made of the vote.

*Rules of Order* - The board shall observe *Robert's Rules of Order Revised*, unless such rules are in conflict with statutory provisions or constitutional rights of members of the board.

*Voting Method* - Voting shall be by ayes and nays. Roll call votes may be called for at the discretion of the Board President or may be requested by any member. Any vote for the purpose of calling a closed session or approving a resolution shall be by roll call vote. All roll call votes shall be recorded and included in the minutes of the meeting.

*Voting Duty* - No member will abstain from voting unless that member states his/her conflict of interest. Conflict of interest will be the only reason to abstain from voting. The board will determine by majority vote of the remaining members if the member will be allowed to abstain.

*Minutes* - The Secretary for the Board shall keep minutes of every meeting of the board. The minutes shall include the date, time, place, members present, members absent, all decisions made at open meetings, the purpose or purposes for which closed sessions are called, all roll call votes, and references to reports

presented and items discussed when no action is taken. Proposed and approved minutes of an open meeting of the board are public records open to public inspection. Copies of proposed minutes of an open meeting shall be provided upon request to members of the public within eight (8) business days of the meeting and copies of approved minutes within five (5) business days of the meeting at which they are approved.

*Public Participation in Meetings* - The Board of Trustees' meetings are held for the purpose of transacting the business of the library district. In its deliberations, the board is interested in the opinions of the public and pledges courteous attention to those who wish to be heard and who follow the rules of the board governing public participation in its meetings. The board requests members of the audience to refrain from loud talking and other distractions during the meeting. Persons who disrupt the meeting will be cleared from the meeting room.

*Closed Sessions* – The board may meet in a closed session following specific guidelines of the Open Meetings Act. These guidelines include complaints against a board member or library employee, but only at the request of the member or employee about whom the complaint is registered and with the member or employee present. The board may also meet in executive, closed session to discuss litigation pending or threatened against the board and/or library or to discuss terms of property settlement or other business the negotiations of which could damage the library's position in negotiations, if public.

BOARD OF TRUSTEES OF  
CROMAINE DISTRICT LIBRARY  
RESOLUTION 2026-05  
POLICY 8013, RESPONSE TO CORRESPONDENCE TO THE BOARD

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Minutes of a regular meeting of the Board of Trustees of the Cromaïne District Library, County of Livingston, Michigan, in the Township of Hartland, on the 19th day of March, 2026 at 7:00 p.m. prevailing Eastern Time.

PRESENT:

ABSENT:

The following preamble and resolution were offered by \_\_\_\_\_ and supported by \_\_\_\_\_ :

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

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

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

NOW THEREFORE BE IT RESOLVED THAT the Board of Trustees hereby revise Policy 8013, Response to Correspondence to the Board.

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

AYES:

NAYS:

---

Kimberly Armstrong, Secretary

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Cromaïne District Library, County of Livingston, State of Michigan, at a regular meeting held on the 19<sup>th</sup> day of March 2026 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

---

Kimberly Armstrong, Secretary

# CROMAINE DISTRICT LIBRARY

## BOARD OF TRUSTEES OPERATING PROCEDURE

### Response to Correspondence to the Board

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Number 8013

Page 1 of 1

Date approved: 3/18/10

Date Reviewed: 4/5/11;

8/5/21;11/06/25

Revised 3/19/26

#### ***Purpose***

To acknowledge receipt of letters, e-mails, and other written correspondence received by the board and its members.

#### ***Scope***

This procedure applies to letters and e-mails received by members of the Cromaine District Library Board as a trustee and by the board as a whole.

***Correspondence to the Library Board as a whole*** – When a communication is received by one member of the Board or by the Library Director on behalf of the board regarding the responsibilities or performance of the Board, the correspondence will be provided to the Board Secretary for acknowledgement of receipt and to the Library Director for response as warranted. Both the correspondence and the response will then be forwarded electronically to the full board for review.

BOARD OF TRUSTEES OF  
CROMAINE DISTRICT LIBRARY  
RESOLUTION 2026-06

ADOPT POLICY 8015-PUBLIC COMMENTS AT BOARD MEETING

---

Minutes of a regular meeting of the Board of Trustees of the Cromaine District Library, County of Livingston, Michigan, held in the Cromaine District Library in the Township of Hartland, on the 19<sup>TH</sup> day of March 2026, at 7:00 p.m. prevailing Eastern Time.

PRESENT:

ABSENT:

The following preamble and resolution were offered by \_\_\_\_\_ and supported by \_\_\_\_\_ :

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

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

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

NOW THEREFORE BE IT RESOLVED THAT the Board of Trustees hereby adopts Policy 8015, Public Comments at Board Meetings

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

AYES:

NAYS:

\_\_\_\_\_  
Kimberly Armstrong, Secretary

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Cromaine District Library, County of Livingston, State of Michigan, at a regular meeting held on March 19<sup>th</sup> 2026, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

\_\_\_\_\_  
Kimberly Armstrong, Secretary

**CROMAINE DISTRICT LIBRARY**  
**BOARD OF TRUSTEES OPERATING**  
**PROCEDURE**  
**PUBLIC COMMENTS AT BOARD MEETINGS**

Number 8015  
Page 1 of 3  
POLICY ADOPTED: 3/19/2026

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**I. Purpose**

The Cromaine District Library welcomes and encourages comments from members of the public who attend Library Board meetings. Pursuant to the requirements of the Open Meetings Act, a person is permitted to make a public comment during a meeting under rules established and recorded by the Library Board.

**II. Public Comment Period; Meeting Agendas**

- A. If an agenda is available, the Library Board will have copies of the agenda available for the public who attend the meeting. The agenda will indicate the designated time(s) for the public to provide comments. The Library Board will include at least one public comment period during each meeting. These rules apply to the public comment period in any regular or special meeting or in any committee meeting that is open to the public ("Public Comment").
- B. Members of the public have no right to address the Library Board or make comments outside of the Public Comment. At any time, the Library Board, at its discretion, may accept comments from the public, as per outlined in the agenda. However, outside of the Public Comment time, the Library Board is under no obligation to hear comments from the public during a meeting.
- C. The Library Board has sole discretion to determine the content of each meeting agenda and is not obligated to add any item to the agenda.

**III. Rules of Public Comment**

The Library Board adopts the following procedures to receive Public Comments:

- A. When the Library Board meeting reaches a designated time for Public Comments, the President will invite attendees to make Public Comments. If the President is absent, the acting chair of the meeting will perform the President's duties under this policy.

- B. The President will ask persons wishing to speak to fill out a *Call to the Public* card provided. The card should be given to the Board President. People who turn in cards will be asked to speak first, and if additional time is available, the Board President may ask if anyone else wishes to speak. The President will recognize one person to speak at a time, and each speaker will be asked to provide their name, city or township in which they reside, and whether they are within the Hartland Consolidated School District. No person in attendance may make a comment without being recognized.
- C. Public Comments must be addressed to the Library Board, not to other members of the audience.
- D. Each speaker is only entitled to one (1) three-minute time during each Public Comment period and may not split the time or "give" the time to another speaker.
- E. In lieu of speaking, a person may submit any written comments to the Library Board Secretary prior to the start of the meeting. Written materials submitted to the Library Board are regarded as correspondence and considered public documents.
- F. The Library Board encourages free and complete public dialogue on Library Board issues within the bounds of civil discourse. Speakers may not breach the peace of the meeting.
- G. If a speaker includes specific questions to the Library Board in his or her Public Comments, the Library Board has no obligation to respond.
- H. All public comments will be acknowledged in the minutes by referencing the name of the person who spoke or submitted written correspondence.
- I. Members of the public are also encouraged to contact the Library during regular business hours to ask questions, raise concerns, and request information about Library matters.
- J. Members of the public must remain seated, stand in the back of the room or along the sides of the room during Public Comment. Members of the public should only approach the podium when called on by the Board President. Members of the public may not stand in the area in front the first row of chairs and the wall behind the table where Board Members are seated unless permitted by the Board President.
- K. All signs are prohibited in the Board meetings.

#### **IV. Recording of Rules**

These rules will be recorded in the minutes and kept on file with the Library Board Secretary.

March 19, 2026

BOARD OF TRUSTEES OF  
CROMAINE DISTRICT LIBRARY  
RESOLUTION 2026 -09  
REVISE POLICY 4020 – LIBRARY MEETING ROOM RESERVATION AND USE POLICY

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Minutes of a regular meeting of the Board of Trustees of the Cromaine District Library, County of Livingston, Michigan, held in the Township of Hartland, on the 19th day of March 2026, at 7:00 p.m. prevailing Eastern Time.

PRESENT:

ABSENT:

The following preamble and resolution were offered by \_\_\_\_\_ and supported by \_\_\_\_\_ :

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

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

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

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

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

AYES

NAYS:

\_\_\_\_\_  
Kimberly Armstrong, Secretary

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Cromaine District Library, County of Livingston, State of Michigan, at a regular meeting held on the 19th day of March 2026 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

\_\_\_\_\_  
Kimberly Armstrong, Secretary

<p style="text-align: center;"><b>Cromaine District Library Policy</b></p>	<p>Policy #: 4020 Page 1 of 4</p>
<p style="text-align: center;"><i>LIBRARY MEETING ROOM RESERVATION AND USE</i></p>	<p style="text-align: center;"><u>Tracking Record</u> Date Approved: 7/7/94 Revised: 10/15/98, 9/16/99; 7/17/03; 1/19/06; 1/15/09; 1/17/13; 4/18/13; 2/20/14; 4/20/17; 4/19/18 4/18/19; 11/21/19; 3/19/26 5/21/20;5/19/22;6/22/23;4/18/24;4/17/25;3/19/26 Review by Counsel: 7/03; 2/14 Reviewed: 12/16/09; 3/23/11; 3/28/12; 3/20/13; 3/20/14; 3/27/15; 4/14/16; 4/14/2021</p>

**Purpose**

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

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

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

**General Regulations**

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

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

### **Availability**

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

### **Application**

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

### **Cancellation**

- If cancellations are made at least 48 hours in advance of the reservation, the refundable fee will be returned to the applicant, minus a 10% clerical charge.
- On rare occasions, the library may have to cancel the approved use of a meeting room due to unforeseen circumstances. If this occurs, the library will make every reasonable effort to give ample notice and to assist in reserving another date. If that is not possible, the library will refund any fees.

### **Fees**

- For non-profit organizations, using a room for non-profit activities, there is no fee during regular library hours for library meeting rooms.
- For commercial entities, for-profit organizations, or private family functions, there is a fee assessed for room rental of library meeting rooms.

- When fees for library facility use are required, charges will be based on full-hour increments. Reservations must include adequate time for both set-up and clean-up.
- Visit our schedule of fees for additional information.
- All rental, utility and security fees are subject to change without notice, although every effort will be made to give reasonable notice.

### **Use of the Facilities**

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

### **Publicity and Notice of Meetings**

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

### **Liability**

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

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

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

March 19, 2026

BOARD OF TRUSTEES OF  
CROMAINE DISTRICT LIBRARY  
RESOLUTION 2026-10  
REVISE POLICY 4021 – HARTLAND MUSIC HALL RESERVATION AND USE

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Minutes of a regular meeting of the Board of Trustees of the Cromaine District Library, County of Livingston, Michigan, held in the Township of Hartland, on the 19th day of March 2026, at 7:00 p.m. prevailing Eastern Time.

PRESENT:

ABSENT:

The following preamble and resolution were offered by Vice \_\_\_\_\_ and supported by \_\_\_\_\_:

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

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

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

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

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

AYES:

NAYS:

\_\_\_\_\_  
Kimberly Armstrong, Secretary

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Cromaine District Library, County of Livingston, State of Michigan, at a regular meeting held on the 19th day of March 2026 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

\_\_\_\_\_  
Kimberly Armstrong, Secretary

<p style="text-align: center;"><b>Cromaine District Library Policy</b></p>	<p>Policy #: 4021 Page 1 of 4</p>
<p style="text-align: center;"><i>HARTLAND MUSIC HALL RESERVATION AND USE</i></p>	<p style="text-align: center;"><u>Tracking Record</u> Date Adopted: 4/17/25 Revised: 3/19/26</p>

**Purpose**

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

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

**General Regulations**

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

**Availability**

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

**Reservations**

- Anyone wishing to use the Hartland Music Hall should submit an inquiry to the Community Engagement Manager at (810) 632-5200 x 518 or by emailing communityrelations@cromaine.org. Anyone wishing to use The Hartland Music Hall must submit an application from the Library’s web site.
- The library must receive a completed contract, a copy of the meeting notice or other publicity, and a 50% non-refundable deposit to hold the space. The full balance is due no less than fourteen (14) business days in advance of the requested date.
- The library will hold tentative reservations for up to three (3) days.

- The individual reservation requester will be held responsible for any damage that may occur.
- Only adults aged 18 and over are eligible to reserve the facility. The reservation holder must provide adult supervision for all groups with participants of less than 18 years of age.
- The library may reject any application or withdraw previously granted approval for violation of Hall policies and rules.

### **Reschedules**

- Once a contract is approved, a 10% administrative fee will be assessed for rescheduling a booked event.

### **Cancellations**

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

### **Fees**

- The Hartland Music Hall venue rental fee is \$150 per hour, with a required additional staffing fee of \$25 per hour
- Hartland Music Hall fees may be in half-hour increments.
- Reservations must include adequate time for both set-up and clean-up.
- Additional staffing may be required for large events, including weddings, concerts, and events requiring specially-trained lighting technicians and parking support. This staffing will be provided by the library, subject to availability, and additional fees will apply.
- Specialty equipment may be available for rental through the library, subject to availability, and additional fees will apply.
- Visit our schedule of fees for additional information.
- Credit cards are accepted for Music Hall fees.
- All rental, utility and security fees are subject to change without notice.

### **Use of the Facilities**

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

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

### Publicity and Notice of Meetings

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

### Liability

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

### Historic Hartland Music Hall Fees and Rental Add Ons

<b>Venue Rental</b>		
Hall Rental	Please book ample set-up and tear down time, booking by half-hour increments. Please book any expected decor or rehearsal time.	\$150/hr.
Staffing Fee	Required	\$25//hr.
Day-of Added Time	Additional fees for late exits not pre arranged at the time of booking. Billed in quarter-hour increments.	\$300/hr.
<b>Additional Fees</b>		

Hall Caretaker	Included with Hall Rental	Included
Lighting Support	Required for bookings requesting professional/dynamic stage lighting (Basic stage lighting is provided at no cost)	\$25/hr.
Projection Support	Required to pair with projector rental for showing movies on the screen (Upon staff availability)	\$25/hr.
Door Support	Assistance with crowd control, ticketing, hospitality	\$25/hr.
<b>Equipment</b>		
Projector/Laptop Rental for slides or movies	(Upon availability)	\$50 flat fee
Compact PA and Microphone	(Upon availability)	\$50 flat fee
LED Pillar Candles (300 count)	Self- set up	\$50 flat fee

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

March 19, 2026

BOARD OF TRUSTEES OF  
CROMAINE DISTRICT LIBRARY  
RESOLUTION 2026-11

Revise & Rename Policy 3020 – Computer and Internet Use

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Minutes of a regular meeting of the Board of Trustees of the Cromaine District Library, County of Livingston, Michigan, held in the Community Room of Cromaine District Library, Township of Hartland, on the 19th day of March at 7:00 p.m. prevailing Eastern Time.

PRESENT:

ABSENT:

The following preamble and resolution were offered by \_\_\_\_\_ and supported by \_\_\_\_\_.

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

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

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

NOW THEREFORE BE IT RESOLVED THAT the Board of Trustees hereby revise and rename Policy 3020,  
INTERNET USE TO COMPUTER AND INTERNET USE

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

AYES:

NAYS: e

\_\_\_\_\_  
Kimberly Armstrong, Secretary

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Cromaine District Library, County of Livingston, State of Michigan, at a regular meeting held on March 19, 2026, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

\_\_\_\_\_  
Kimberly Armstrong, Secretary

<p style="text-align: center;"><b>Cromaine District Library</b> <b>Policy</b></p>	<p>Policy #: 3020 Page 1 of 6</p>
<p style="text-align: center;"><i>COMPUTER AND INTERNET USE</i> <i>(FORMERLY INTERNET USE)</i></p>	<p style="text-align: center;"><b>Tracking Record</b> Adopted/Renamed: 3/19/26</p>

**I. General Statements Regarding Internet**

- A. Internet Access. The Cromaine District Library provides access to a broad range of information resources, including those available through the Internet. Access to the Internet enables the Library to expand its information services significantly. This policy applies to both the Library-owned computers and wireless access available at the Library.
  
- B. Validity of Information. The Internet offers access to a wealth of information and Internet sites including useful ideas, information, and opinions from around the world. However, not all sources on the Internet provide information that is accurate, complete, or legal. Internet users will need to evaluate for themselves the validity of the information found.
  
- C. Library Does Not Endorse Information on Internet. Because the Internet is a vast and unregulated information network, it also enables access to information, ideas and commentary beyond the confines of the Library’s mission, selection criteria, and collection development policies. The provision of access does not mean or imply that the Library endorses or sanctions the content or point of view of any of the information or commentary that may be found on the Internet.
  
- D. View Internet at Own Risk. The Internet may contain information that is controversial, sexually explicit, or offensive. Users are cautioned that ideas, points of view and images can be found on the Internet that are controversial, divergent and/or inflammatory. Because of this and the fact that access points on the Internet can and do change often, rapidly and unpredictably, the Library cannot protect individuals from information and images which they might find offensive, disturbing or inaccurate. Library patrons use the Internet at their own risk. Parents or guardians of minor children are responsible for their child’s use of the Internet through the Library’s connection as stated more fully below.
  
- E. No Liability. The Library assumes no responsibility for any damages, direct or indirect, arising from its connections to the Internet. Patrons shall use Library

computer hardware and software at their own risk. The Library is not responsible for equipment malfunction, loss of data, any damages to the user's disks, data, or electronic transactions of any type. The Library is not responsible for the loss of any portable media.

## **II. Nature of the Public Library Setting**

- A. Respect Others. Because Library Users of all ages, backgrounds and sensibilities are using the computers, Library patrons are asked to be sensitive to others' values and beliefs when accessing potentially controversial information and images.
- B. Use with Caution of Risks. Users are cautioned that, because security in an electronic environment such as the Internet cannot be guaranteed, all transactions, files and communications are vulnerable to unauthorized access and use.

## **III. Procedure for Use**

- A. Reservation/Time Limits.
  - 1. If a User wishes to use the Internet station, he or she must have a library card in good standing, or request a guest pass at the Circulation Desk. If requesting a guest pass, the user will be asked to for an ID to demonstrate that they are:
    - i. Over 18 years of age
    - ii. Have no account in the system.
  - 2. The User may sign up to use the Internet station for periods of one (1) hour at a time up to 2 times per day. Use of the Internet stations is available on a first come, first served basis. If no one is waiting, the User may use the terminal for an additional 30-minutes each session.
- B. Availability. The public computers are only available for use by Users if they are not being used for Library purposes, such as classes, staff training or special programs. The Library reserves the right to have first priority of use for Library uses, sponsored events or co-sponsored events. Library patrons should be aware that there are some computers that are limited to only the online public access catalog and are clearly marked. The online public access computers are available on a first come, first served basis.
- C. Closing. All computers and printers are shut down fifteen (15) minutes before the Library closes.
- D. Reimbursement for Printing. The User shall reimburse the Library \$0.10 cents a page for black and white printing and \$0.50 cents a page for color printing. Cardholders will receive up to \$0.50 cents a day of free printouts. The User shall

be responsible for all printing costs, so Users are encouraged to use “print preview” so that they are aware of the number of pages.

#### IV. Internet Filtering; Children Under 18

- A. Responsibility of Parents and Legal Guardians. As with other materials in the Library’s collection, it is the Library’s policy that parents or legal guardians are responsible for deciding which Library resources are appropriate for their children. The Library urges parents and guardians to discuss Internet use with their children and to monitor their use of the Internet.
- B. Access for Users Under 18 Years of Age.
  1. Unfiltered/Unblocked Terminals. A parent or guardian must accompany and be sitting at the computer terminal with Users under 18 years of age wishing to have access to unfiltered or unblocked Internet workstations on the first floor of the Library building. It is the parent’s or guardian’s responsibility to ensure that their minor child does not access inappropriate material on the internet.
  2. Filtered Terminals. Users under 18 years of age wishing to access the Library’s filtered or unblocked workstations on the second floor of the Library building must have a signed Internet Consent Form. A filtered terminal means the computer has a program installed that is designed to restrict minors from receiving obscene material or sexually explicit material that is harmful to minors and access to inappropriate information. The parent or guardian is required to sign this form in person at the Library.
  3. Wireless Access. Wireless access will be filtered. Users under 18 years of age may not access unfiltered wireless access.
  4. Safety of Minors Regarding E-Mail, Chat Rooms and other Direct Communications. Chat rooms are prohibited. Because children often need access to email for homework and other purposes, the Library does not prohibit the use of email. To the extent that the filters do not block email, it is the responsibility of the parent or guardian to educate the minor on safety and security and monitor the use of these communications. The Library will provide a link to educational material regarding the safety and security of minors when using email, chat rooms and other forms of direct electronic communication from the U.S. Department of Justice website: <https://www.justice.gov/criminal/criminal-ceos/keeping-children-safe-online>

- C. Internet Consent Form. All children under 18 years of age who do not have an Internet Consent Form on file or who are not accompanied by a parent or guardian will be denied Internet access.
- D. Disable Filters. Patrons 18 years of age or older may request to have the filters disabled for bona fide research or other lawful purposes. If a patron 18 years of age or older desires unfiltered wireless access, the patron may request a login for the unfiltered wireless access from the Information Desk.
- E. Unblock Sites. Individuals who believe an Internet site has been improperly blocked can request that the site be “unblocked.” A decision on the site’s status will be made by the Director, who will prepare a written reply to the individual submitting the form. Any decision to deny the unblocking of a site by the Director may be appealed to the Library Board within 10 days of receipt of the written reply.

## V. **Acceptable Use**

All users of the Library’s Internet connection and workstations are expected to use this resource in a responsible and courteous manner, and to follow all rules and procedures as established in this Policy.

- A. Lawful Use. The Library Internet connection and terminals shall be used in a lawful manner. The Library’s Internet and terminals cannot be used for any fraudulent or unlawful purpose prohibited under any applicable federal, state or local law, including, but not limited to, (1) accessing materials that can be classified as obscene or child pornography; (2) gaining unauthorized access to or use of patron information or accounts; (3) engaging in identity theft; (4) engaging in civil rights violations; or (5) monitoring or capturing information regarding individuals and their use of the computers or Internet illegally, such as by using a keylogger.
- B. Intellectual Property. Users must respect intellectual property rights and obey the copyright laws of the United States and all other intellectual property rights. Responsibility for any consequences of copyright infringement or violations of other laws or agreements lies with the user. The Library expressly disclaims any liability or responsibility resulting from such use.
- C. Use Must Not be Harmful to Minors. Michigan law prohibits users from allowing minors’ access to sexually explicit materials harmful to minors. Internet Users shall also not permit any minor to view sexually explicit material or any other material deemed harmful to minors.
- D. Compliance with Code of Behavior. The same rules apply to the use of the Internet as with the use of any other Library materials. The Library has adopted a

Patron Behavior Policy. All Internet Users must comply with the Library's Patron Behavior Policy, which shall be posted in the Library.

- E. Privacy: Unauthorized Access. Users must respect the privacy of others by not misrepresenting oneself as another User; by not attempting to modify or gain access to files, passwords or data belonging to others; and by not hacking or seeking disallowed access to any computer system via the Internet.
- F. Time Limit. Failure to leave a computer terminal upon the expiration of the allotted time is a violation of this Policy.
- G. Payment for Printing. Users must reimburse the Library for printing costs.
- H. Personal Software Prohibited. The Users shall refrain from use of personal software, the attachment of equipment to the Library's computers or networks or the modification of any operating system or network configuration. The User shall also refrain from downloading/uploading files to/from the Library's computers.
- I. System Modifications. Users are not permitted to change the security setup, operating systems, the network configuration, or any other configuration of any Library computer workstation without authorization.
- J. Damage. The User shall be responsible for repayment of any costs to the Library for damage to the computer terminals or system.
- K. Terminal Use.
  - 3. For the adult Internet computers, only one (1) person may use a workstation, except for: (1) a parent or caregiver assisting a user, and (2) a person assisting another individual who lacks the knowledge to effectively use the computer alone. However, in either case, both individuals must be seated.
  - 4. No person may stand behind another person.
  - 5. Upon request, Library staff members may approve and allow additional Users at a workstation.
- L. Personal Information: Unauthorized Release. No patron, including minors, may engage in the unauthorized disclosure, use and dissemination of personal information of any person, including minors.
- M. Saving Files and Documents. Patrons who wish to have a permanent record of their work need to save files and documents on their own portable media. Library

computers do not allow Users to permanently save documents or personal files to the hard drive.

#### **VI. Violations of Internet Use Policy.**

The Library Director or his/her designee may restrict access to Library facilities by (1) terminating or limiting access to computers, the internet, or Library facilities; (2) immediately dismissing the patron from the premises; (3) suspending the patron's access to Library facilities for a set period of time; or (4) by denying access to specific services and/or programs pursuant to the Library's Violations and Appeal Policy.

#### **VII. Right of Appeal**

Patrons may appeal a decision to (1) limit or revoke privileges, or (2) attach conditions to reinstatement by sending a written appeal to the Library Board within ten (10) business days of the date the privileges were revoked or limited or the written statement of conditions was provided, whichever is applicable. The appeal should be sent to the President of the Library Board. The decision of the Library Board is final.

#### **VIII. Staff Assistance.**

Staff may assist Library Users in getting started on the Internet. However, the Library cannot guarantee that Internet-trained staff will be available to assist Users at all times the Library is open. Because of the many different applications available on the Internet, staff may not be able to provide specialized or technical knowledge about a particular application. Users who need training on Library software or digital collections should request an appointment.

## **Cromaine District Library Internet Use Consent Form for Minors**

The Cromaine District Library provides Internet access in the Library Building. While the Library uses filtering technology on computers on the second floor to restrict access to obscene or sexually explicit material that may be harmful to minors, the Internet is a global network and not all content can be controlled or monitored.

Parents or legal guardians are responsible for deciding which Internet resources are appropriate for their children and for guiding their children's safe and responsible use of the Internet.

Completion of this form grants permission for a minor to use filtered Internet workstations computers at the Cromaine District Library according to the Library's Internet Use Policy.

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### **Minor's Information**

Name of Minor: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Library Card Number (if applicable): \_\_\_\_\_

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### **Parent or Legal Guardian Consent**

I have read and understand the Cromaine District Library Internet Use Policy. I understand that:

- The Internet contains information from many sources worldwide, and some content may be inaccurate, offensive, or inappropriate for minors.
- The Library uses filtering software on designated computers in the youth and teen areas of the second floor to restrict access to certain material, but filtering technology is not guaranteed to block all inappropriate content.
- The Library cannot monitor every Internet session and is not responsible for information accessed by minors.
- It is my responsibility as a parent or legal guardian to supervise my child's Internet use and discuss safe and appropriate online behavior.

I grant permission for the minor listed above to use **filtered Internet workstations on the second floor** at the Cromaine District Library.

I understand that **unfiltered Internet workstations in the adult section on the first floor of the building may only be used by minors when accompanied and supervised by a parent or legal guardian at the computer terminal.**

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## **Safety Acknowledgment**

I understand that the Library prohibits minors from accessing sexually explicit material harmful to minors and that chat rooms are not permitted on Library computers. Email use may be allowed, and it is my responsibility to educate my child about safe online communication practices.

Resources can be found online at the U.S. Department of Justice website-  
<https://www.justice.gov/criminal/criminal-ceos/keeping-children-safe-online>

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## **Parent/Guardian Information**

Name of Parent/Guardian: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address (optional): \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

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## **Library Staff Use Only**

Staff Member Name: \_\_\_\_\_

ID Verified:  Yes  No

Date Form Received: \_\_\_\_\_

**CALL TO THE PUBLIC REQUEST**

**CROMAINE DISTRICT LIBRARY – BOARD OF TRUSTEES**

DATE:

NAME:

CITY OR TOWNSHIP OF RESIDENCE:

DO YOU LIVE WITHIN THE BOUNDARIES OF THE  
HARTLAND CONSOLIDATED SCHOOL DISTRICT? Y / N

*If you wish to address the Board, please fill out the above information  
and give it to the Board President.*

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\_\_\_\_\_ moved to approve the motion to draft a change to the  
Call to the Public Request Form. Seconded by \_\_\_\_\_.

Ayes:

Nays:

