



LIBRARY BOARD MEETING AGENDA

DATE: Thursday January 15 2026 at 7:00 p.m.

PLACE: Community Room, Cromaine District Library

- I. Call to Order / Roll Call
- II. Pledge of Allegiance
- III. Organizational Matters
 - A. Election of Officers (motions needed)
 - B. Delegation to the Library Director of the administrative and operational duties of the Secretary and Treasurer (motion needed)
 - C. Committee Assignments (motion needed)
- IV. Approval of Agenda
- V. Approval of Consent Agenda
 - A. Approval of Regular Meeting Minutes, 12/18/2025
 - B. Committee Reports – none held this month
- VI. Directors Report- including Strategic Plan update and review of second-quarter statistics
- VII. Discussion/Decision
 - A. Memo regarding fund balance- Director Neidert
 - B. Bid Document Review – Sue Grissim, Grissim Metz Andriese Associates
 - C. Summary of Annual Board and Self-Evaluation Review
 - D. Changing Signers on Bank Accounts, If warranted (Resolution)
 - E. Monthly Meeting Calendar Dates (Resolution needed)
 - F. Committee Meeting Dates
 - G. Updated Policy Table of Contents
 - H. Updated Resolution Table of Contents
 - I. Book Challenge Appeal Process update
- VIII. Comments from the Board
- IX. Call to the Public
- X. Agenda Items for Next Meeting- Thursday January 22, 2026
- XI. Adjournment

Motion to Delegate Secretary and Treasurer Duties to the Library Director

Draft Motion language:

I move that, in accordance with Article V, Sections 3 and 4 of the Cromaine District Library Board By-laws, the Board of Trustees hereby delegates to the Library Director the administrative and operational duties of the **Secretary** and **Treasurer**, as permitted by the by-laws.

This delegation includes, but is not limited to:

- Keeping or causing to be kept official records and minutes of Board meetings; (Secretary)
- Preparing and posting required notices and routine official documents; (Secretary)
- Recording all library financial transactions, including receipts, deposits, disbursements, sales, and transfers; (Treasurer)
- Monitoring expenditures for accuracy, reasonableness, and compliance with the adopted budget; and (Treasurer)
- Preparing monthly financial reports for review by the Board and its committees.(Treasurer)

The elected Secretary and Treasurer shall retain all statutory authority, fiduciary responsibility, oversight, and duties not expressly delegated by this motion, including review responsibilities and check-signing authority as required by policy.

This delegation shall remain in effect until amended or rescinded by action of the Board.

Motion made by _____, and seconded by _____

PROPOSED

Cromaine District Library
Regular Board Meeting
Thursday Dec. 18, 2025

Trustees Present: Bill Bolin, Jeannine Gogoleski, Becky Basley, Holly Naylor, Dawn Smith, Kim Armstrong

Members Absent: Nancy Rosso

Staff Present : Sarah Neidert, Darlene Randolph

Public Present : Liz Welch, Kim Bruger, C & J, K.G., Amer, Erin, Karen Rex, Emily Rex, Jessica Palmer, Dawn Collins, Arrian Wissel, Theresa Samborski

I.	President Bolin called the meeting to order at 7:00 pm. President Bolin took roll call: Present: Kim Armstrong, Dawn Smith, Holly Naylor, Becky Basley, Jeannine Gogoleski, Bill Bolin	Call to order/ roll call Pledge of Allegiance
II.	Absent: Nancy Rosso Pledge of Allegiance	
III.	Approval of Agenda Vice President Gogoleski moved to approve the agenda. Seconded by Trustee Naylor. Ayes: All Nayes: None Motion passed.	Approval of Agenda
IV.	Approval of Consent Agenda Trustee Naylor moved to approve the consent agenda. Seconded by Vice President Gogoleski. Ayes: All Nayes: None Motion passed. A. Approval of Regular Meeting Minutes 10/16/25.	Approval of Consent Agenda

	<p>B. Approval of Special Meeting Minutes, 11/06/25.</p> <p>C. Acknowledge receipt of the September Financial Reports and payment of September invoices totaling <u>\$105,542.17</u> and payroll obligations totaling <u>\$103,997.64</u>.</p> <p>D. Committee Reports</p> <table> <tr> <td>Community Relations</td><td>December 10</td></tr> <tr> <td>Personnel</td><td>December 04</td></tr> <tr> <td>Finance</td><td>December 11</td></tr> </table>	Community Relations	December 10	Personnel	December 04	Finance	December 11	
Community Relations	December 10							
Personnel	December 04							
Finance	December 11							
V.	<p>Library Director's Report</p> <p>Vintage Christmas in the Village, which the library supported by sponsoring Santa and Mrs. Claus, was a success. Thanks to Liz Welch for serving on the Community Council sub-committee that planned the event, and to staff and trustees who worked the event. A big thanks to Jeannine, Holly and Becky from the library board that helped that evening.</p> <p>Director Neidert asked if any board member had questions on her written report about the CORE conference in Denver in November? Treasurer Basley asked if it was beneficial? Director Neidert said yes, specifically the session on environmental graphics was interesting. It may prove beneficial when looking at staff goals and the Cromaine Commons outdoor project. It was a worthwhile professional development investment.</p> <p>Trustee Smith asked if the Cybersecurity session was something the library may find useful. Director Neidert agreed, and noted that the staff get security assessments and training monthly from our Technology company.</p> <p>Chart of Accounts- As noted in the Finance Committee the last few months, Director Neidert has been hoping to update the Library's Chart of Accounts. Last month she sent our current chart for review to our auditing firm, Maner Costerisan. This was timely as the Michigan Department of Treasury issued a new, amended Chart of Accounts on December 4, 2025. They were able to fold any changes into our update, and Director Neidert will be meeting with them in the next two weeks to go over the changes.</p> <p>Garden Club- A year-long events bookmark is available presenting information on the Hartland Home and Garden Club. The garden club decided they would like to form a relationship with the library, similar to Friends of the Library. They will be very helpful with our outdoor space. They are partnering to do expanding</p>	Library Directors Report						

	<p>programming through- out the year. Any questions about the club can be directed to the Community Relations Department.</p> <p>100 years: The Community Relations Department is working on a permanent display on the second floor regarding the libraries 100th anniversary in 2027. There will be five summer concerts this year instead of four. The first one is the Ultra Violet 5, a local kid's band. Two additional band performances will be in May and October. The music is scheduled out through December 2026.</p> <p>Director Neidert thanked the community and board members for all the Christmas goodies and gifts during the holiday season.</p>	
VI.	<p>Discussion/Decision Items</p> <p>A. Resolution Regarding Health Care This is an annual resolution to exempt the library from the Michigan Public Act 152 of 2011. A public body may vote to exempt itself in order to avoid excessive employee cost increases and stay competitive with other employers.</p> <p>Resolution #2025-21 Trustee Armstrong moved to approve Resolution #2025-21, the Exemption from Michigan Public Act 152 of 2011, seconded by Trustee Smith. A roll call was taken: Ayes: Kim Armstrong, Dawn Smith, Holly Naylor, Becky Basley, Bill Bolin, Jeannine Gogoleski Nayes: None Resolution passed.</p> <p>B. Board/ Self Evaluation Trustee Smith explained the evaluation, which is basically what we think of how we are performing as a board in general. A question was asked if the self-evaluations should be turned in or kept to ourselves. Trustee Armstrong says it should be shared. Trustee Naylor liked the idea of collecting the self -evaluation.</p>	Resolution #2025-21 Board/Self Evaluation

<p>All agreed to keep the same process then change timeline based on elections and board turnover. These should be passed out to fill out in January. The forms should be passed out by the board president.</p>	
<p>C. Discussion and Decision of January Board Organizational meeting-distribution of Draft Annual Board Calendar</p> <p>Director Neidert explained the reasoning for the calendar change. The January 15, 2026 Organizational meeting falls so early in the month and the bid process dates fall so close together that moving three policy reviews to February and holding no committee meetings before the 15th this month would open up more time to access the bid process and decisions involved in the January Organizational Meeting.</p> <p>A special meeting for the book challenge was scheduled for January 22, 2026.</p> <p>Trustee Naylor suggested having a slate of officers to consider various rolls for the committees, instead of having to discuss that at the January 2026 meeting.</p>	<p>Board Organizational meeting</p>
<p>MOTION NEEDED:</p> <p>Vice President Gogoleski moved to approve the change in the 2026 Annual Board Calendar, seconded by Trustee Armstrong.</p> <p>Ayes: All</p> <p>Nayes: None Motion passed.</p> <p>D. Committee Questions for Legal Counsel-Update from Personnel Committee</p> <p>The Personnel Committee condensed the Legal Counsel questions at the committee meeting.</p> <p>Trustee Naylor asked why the question on asking for their Mission Statement was replaced. Trustee Smith responded that anyone can look that information up on the internet. Trustee Naylor replied that a person's interpretation on a website could be different than actually asking the applicant. Trustee Naylor asked why the question on religious beliefs was crossed off. There was a response that it is not allowed to ask. Trustee Naylor said that ADF has religious beliefs and asked if ADF was still in the running. President Bolin responded, "If we need them."</p>	<p>Legal Counsel questions</p>

	<p>Trustee Naylor asked the same question again, asking for a yes or no answer. The same response was given from President Bolin, "If we need them." Trustee Naylor feels that any and all candidates need to go through the same process. Trustee Armstrong believes that we should have a firm lined up in case we need them. Some on board disagreed and that all potential firms go through the same process.</p> <p>Treasurer Basley was confused as to why the board would be interviewing for legal counsel in the first place. Director Neidert says that some on the board do not agree on the legal counsel we currently have in place. Trustee Smith urged changing legal counsel because she does not agree with what the current lawyer suggested in closed session in February, and she did not like receiving threatening letters from the ACLU.</p> <p>Trustee Naylor replied that just because you did not like what was said at one point does not require looking for other legal firms who may give different advice.</p> <p>There was much discussion, and no clear answer as to the involvement of questioning to ADF.</p> <p>Treasurer Basley commented that the timing to re-evaluate counsel now is not good with big projects happening.</p> <p>President Bolin suggested doing this now before we undertake this massive outdoor project. Trustee Naylor replied that there is no time, the bidding for the project is due in January 2026.</p> <p>Director Neidert indicated that this discussion was distressing and she needed a break.</p> <p>Treasurer Basley moved to take a ten-minute recess. Seconded by Trustee Smith at 7:55 pm.</p> <p>Meeting called back into session by President Bolin at 8:05 pm.</p> <p>Director Neidert is concerned that she may not get any support from the board if she needs to consult the current legal firm. She is baffled about how to proceed.</p> <p>Vice President Gogoleski believes that we need to proceed with this process, and six months to proceed with interviewing law firms is too long.</p> <p>Trustee Smith suggested three months. Trustee Naylor asked if we were absolutely clear that ADF is off the table. Again, a response from President Bolin was, "ADF will not be involved at this time."</p> <p>E. Review Policies:</p> <p>Policy #6005– Investment of Library Funds (Finance)</p>	Policies
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<p>Reviewed – change to minor formatting.</p> <p>Vice President Gogoleski moved to accept policy #6005 as written. Seconded by Trustee Smith.</p> <p>Ayes: All</p> <p>Nayes: None Motion passed.</p> <p>Policy #6015 – Budget (Finance)</p> <p>Reviewed – no change</p> <p>Vice President Gogoleski moved to accept policy #6015 as written. Seconded by Trustee Smith.</p> <p>F. Director's Performance Evaluation</p> <p>Vice President Gogoleski motioned to go into closed session to discuss the Director's Performance Evaluation. Director Neidert requested to stay in open session so that the full board and community can be involved – her goal is to clarify some miscommunications. Trustee Naylor stated, for the community, that Director Neidert received a stellar review.</p> <p>Director Neidert was disappointed that one trustee did not fill out her evaluation. She was confused by comments in the review indicating she should “finish labeling the books.” She took time in the last 24 hours to look through the meeting minutes for the Community Relations and Strategic planning committee. In March 2025 the group agreed to a trial of the “social issues” genre label- and in April the labels were in the building- but the book challenges came first for the staff- and at some point, Director Neidert decided to see how the challenge went- basically to see how the board and community reacted to the books that received a social issue label- before proceeding.</p> <p>Director Neidert understands how this miscommunication happened- the committees and board are not communicating well. Some board members are not communicating at all. She accepts a pilot project of adding “social issues” labels to board books and picture books in the youth department as a goal- and requested this to be re-assessed in six months so it does not go over a year to find out something has been misunderstood.</p>	<p>Director Evaluation</p>
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Trustee Smith agreed with Director Neidert's assessment of the timeline and emphasized that she does not want just LGBTQ items labeled, some people in the community want to find books on social issues, while some want to avoid those. It is very important to Trustee Smith that people understand that she is against censorship and wants people to be able to find what they want to find.

Trustee Gogoleski summarized that the goal of the committee was to appease both portions of the community- the social issue label was a compromise – and that she understands that it encompasses social issues beyond LGBTQ- including slavery (or abolition). She finds it interesting that Howell, Fowlerville, and Brighton all have rainbow stickers. There was some discussion about if that is accurate. Trustee Gogoleski listed other libraries that are using rainbow stickers, including Allen Park, Riverview and Trenton. Trustee Smith asked what makes Hartland different than other communities that use these labels? Director Neidert asserted that other communities might celebrate Pride, don't hide it, deny it or say it's bad. This board has indicated otherwise for this community. Trustee Naylor reminded board members how many members of the community were outraged that rainbow stickers were placed anywhere in the local schools.

Director Neidert asked for clarification-is the board giving the direction to just label the LGBTQ books with rainbows? President Bolin asked if rainbow stickers could be viewed by whoever was looking at them, it's either good if you're looking for that, or bad if you're not. Trustee Naylor indicated that the board has only received requests to label LGBTQ items as a warning, and requests for removal of them, no requests for help finding those items.

Trustee Naylor requested the definition of the “social issue” label so there was clarity – and also clarified that no board member has the authority to dictate which books get said labels. The board only has authority when there is a quorum in open session. Trustee Armstrong read the definition given in the September 12, 2025 memo from Director Neidert to the Board regarding the challenge. “Social Issues” Genre in Juvenile Fiction:

“If a title in the juvenile fiction section was assessed as fitting the “social issues” genre (*Fiction in which a prevailing social problem, such as gender, race, or class prejudice, is dramatized through its effect on the characters of a novel. Similar to realistic fiction, but with a direct focus on activism or dismantling the social problem*), a spine label was

	<p>attached. As stated in the definition, this label was not applied to any of our non-fiction collections.”</p> <p>Director Neidert emphasized that that is not a legal definition, it’s a librarian defined genre. President Bolin commented, “Like the Bill of Rights.”</p> <p>Vice-President Gogoleski clarified the written goals for 2026:</p> <p>#1: “Begin labeling board books and picture books with social issue genre and other genre labels.”</p> <p>Director Neidert will provide an update on progress in each board packet. Trustee Basley indicated that there is no policy regarding genre labels. We are delegating this to the director who in turn may delegate to staff.</p> <p>#2: Administer the Cromaine Commons outdoor renovation project.</p> <p>Motion Needed:</p> <p><u>Vice President Gogoleski moved to approve the increase of Director Neidert’s salary 5%, effective 01/01/2026. Seconded by Trustee Smith.</u></p> <p>Ayes: All</p> <p>Nayes: None Motion passed.</p> <p>G. Book Challenge Appeal Process</p> <p>Vice President Gogoleski started this section of the meeting with some notes about police #3010. She proceeded to name the books that were read by the board in November. There are three choices on how to proceed with these read books:</p> <ul style="list-style-type: none"> • RETAIN – which means support what staff chose to do with the items. • RE-LOCATE- relocate to adult • LABEL- keep the item where it is located but label with “This book may contain graphic violence or sexually explicit material- Cromaine District Library.” 	<p>Book Challenge Process</p>
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- 1. Being You. A First Conversation about Gender, by Madison B. – RETAIN
- 2. Big Wig, by Hillman – RETAIN
- 3. Daddy and Dada, by Brocking – RETAIN
- 4. Family Book, by Parr – RETAIN
- 5. I'm Not a Girl. A Transgender Story, by Lyone – RETAIN (this book is currently marked – MISSING)
- 6. Love Violet, by Wild – RETAIN
- 7. Peanut Goes for Gold, by Vaness – RETAIN
- 8. Plenty of Hugs, by Manushki – RETAIN
- 9. What Are Your Words. A Book About Pronouns – RETAIN
- 10. Worm Loves Worm, by Austrian -RETAIN

TEEN BOOK

- 11. Beyond Magenta, by Kuklin
President Bolin – RE-LOCATE to adult (1)
Trustee Naylor – RETAIN in teen no label (1)
Trustee Armstrong/Treasurer Basley/Vice President Gogoleski –RETAIN in teen section/ LABELED as sexually explicit (3)

Beyond Magenta will remain in the Teen collection with a label that states “This book may contain sexually explicit material- Cromaine District Library.”

Trustee Naylor suggested adding to the next list the books that were not read from the November list. The list will be put on the website once shared.

VII.	Information/Comments from Board <p>Call to the Public –</p> <p>Those wishing to address the board are asked to fill out a form – if they want their comments reflected in the official board minutes, they are asked to summarize them here, to be included by the recording secretary using their own words.</p> <p>President Bolin read over the Rules of Call to the Public section of Open Meetings.</p>	Board Comments
VIII.	<p>Nina Butts spoke</p> <p>Dawn Collins spoke</p> <p>Kim Burger spoke</p> <p>Amber from Hartland spoke:</p> <p>Accountability matters. This is the third time I have asked these questions without answers. I look forward to coffee with the board of trustees, but I ask that these questions are answered on record:</p> <ul style="list-style-type: none"> • Why was a special meeting called last minute, on a topic of enormous public interest? • Why are religious law firms (including Rickard, Denney, Leichliter)—whose mission statements openly describe advancing religious agendas—being considered to represent a public library? • Please define the difference between sexual content and sexually explicit. <p>Erin from Hartland spoke</p> <p>Janet Jasenak spoke</p>	

IX.	<p>Upcoming Meeting Dates/Agenda Items for Next Meeting</p> <table border="1"> <tr> <td>Jan.</td><td>Personnel Committee, in person</td></tr> <tr> <td>Jan.</td><td>Community Relations Committee</td></tr> <tr> <td>Jan.</td><td>Finance Committee</td></tr> <tr> <td>Jan. 15</td><td>Board of Trustees, 7:00 pm</td></tr> </table> <p>Jan. 22 Special Book Challenge Meeting 7:00 pm</p> <p>Agenda Items for Next Meeting: Organizational meeting/Election of Officers Committee Assignments Updated Table of Contents of policies Updated Table of Contents of Resolutions Bid document review Review of 2nd QTR. Statistics and Strategic Plan (July-Dec. 2025)</p>	Jan.	Personnel Committee, in person	Jan.	Community Relations Committee	Jan.	Finance Committee	Jan. 15	Board of Trustees, 7:00 pm	
Jan.	Personnel Committee, in person									
Jan.	Community Relations Committee									
Jan.	Finance Committee									
Jan. 15	Board of Trustees, 7:00 pm									
X.	<p>Adjournment Motion by Vice President Gogoleski. Seconded by Treasurer Basley . Adjourned at 9:45 pm.</p> <p>Ayes : All</p> <p>Nayes: None Motion passed.</p>	Adjournment								

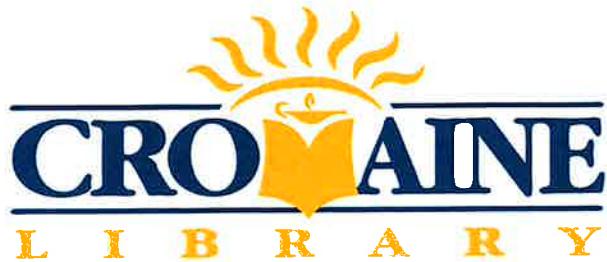
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Nancy Rosso, SECRETARY
Cromaine District Library Board

Darlene Randolph, Recording Secretary
Cromaine District Library Board

Documents distributed to the Board for/at this meeting:

- Agenda for Board Meeting December 18, 2025
- Minutes of Regular Board Meeting November 20, 2025
- December 2025 Directors Report
- October 2025 Financial Reports
- November 2025 Statistics
- Books Read – November 2025/Appeal
- Finance Meeting Minutes – December 11, 2025
- Personnel Meeting Minutes – December 04, 2025
- Community Relations Minutes – December 10, 2025
- Policy #6005 – Investment of Library Funds (Finance)
- Policy #6015 – Budget (Finance)
- Resolution #2025-21, Exemption from Michigan Public Act 152 of 2011
- Committee Questions for Legal Counsel



Director's update:

Community Engagement Manager Liz Welch and I plan to use this portion of the board meeting to focus on the Strategic Plan initiatives completed during July - December 2025 and the second quarter statistics. We will have a handout for distribution at the meeting.

Facilities Updates:

Music Hall Roof Repair: A leak in the roof, discovered dripping onto seats in the last row of the first floor, was repaired on January 7th. The roof is showing signs of needing replacement. As this building is owned by the Hartland Foundation, Building Manager Scott requested a quote for full replacement, which I will share with the Foundation at the annual meeting this July. The rough estimate is \$40,000.

Phone System: Working with technicians from TLN, we are scheduled to port over to a new phone service (RingCentral) on January 21. I am hopeful that this may resolve many phone issues we've had for the last few years. RingCentral is a more modern system, with many new features.

Discontinuation of AT&T lines- after a year of projects, Building Manager Scott and I have successfully moved all the "Plain Old Telephone Service (POTS) Lines" to either Voice Over IP or Cellular service. This included the building alarm system, fire panel, elevator emergency line, and two fax lines. This will result in a significant saving in the long run as these lines are becoming very expensive and service is poor.

Fire Extinguishers: The Library's 17 fire extinguishers were recently evaluated by a new company. While inspections are required each year, we chose to upgrade and replace a few of the older extinguishers, and added a special extinguisher to the elevator closet- specifically for use on electrical fires. A similar extinguisher is located in the server room, which was also replaced.

Game Computers in Youth: The 4 computers in the Youth Department used for educational, entertainment style children's games have been replaced. Youth and Teen Services Manager Lucy researched software and was able to identify and purchase a new game system (www.magicdesktop.com) that was created just for libraries and schools with age appropriate, literacy based games. This system is significantly less expensive than the previous system,

resulting in an overall savings for the computers. Check them out when you're in the Youth Department, if they are not all in use!

Personnel Updates:

<u>Resignations:</u>	<u>Last Day:</u>	<u>Position:</u>
Nina Butts	1/6/2026	Youth Intern
Kelsey Sullivan	1/19/2026	Teen Librarian
<u>Open Positions:</u>	<u>PT/FT</u>	<u>Closing Date:</u>
Circulation Assistant	20hrs/week	Jan. 16
Youth Librarian	20hr/week	Jan. 20
Teen Librarian	40hr/week	Jan. 20
<u>New Hires:</u>	<u>Hire Date:</u>	<u>Position:</u>
Elizabeth Gauthier	9/23/2025	Shelver
Emily Kerttu	12/9/2025	Substitute Librarian

Community Engagement Department:

Heritage Gardens - Ralph C. Wilson, Jr Foundation Grant

- Sarah will be sharing our grant compliance plans with Finance in the January meeting.
- Liz and Sarah will update the Ad Hoc Exterior Spaces Committee in January about draft design progress and efforts to engage the public to finalize the project.
- Draft design from Grissim, Metz and Andriese will be shared in the January Board packet.
- Public Engagement Session to share garden plan and collect community input: Saturday, February 7, 1-2:30 pm, Community Room
Please RSVP to Sarah or Liz if you plan to attend, and share with your network
- Board Members are invited to help identify potential sponsors for the Heritage Garden project, and 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

Cromaine Centennial Efforts

The Community Relations Team (Liz, Shelby, Marisa) were tasked with researching and

proposing an installation piece for the 2nd floor hallway to share the history of the first 100 years of Cromaine Library, in preparation for our Centennial Celebration next year. Design for the project was delivered to Sarah on December 17, to be shared at an upcoming CRSP meeting.

Cromaine Cares Initiatives in December

Every December, Cromaine Library facilitates a number of opportunities for the Hartland Community to join in the joy of seasonal giving. These initiatives include:

- Handmade Ornament Sale, which raised \$90 for the Hartland High School Food Pantry.
- Bookish T-Shirt Sales to benefit the HHS Food Pantry. (Proceeds are still being tallied.)
- Partnership with the Livingston Women's Club Angel Tree Project, which provided dozens of new, wrapped gifts to local seniors and children who may not otherwise have received anything for Christmas.
- 4 overflowing boxes of new toys were collected at the Library in the month of December for the Marine Corps League Toys for Tots drive.

Historic Hartland Music Hall

Updated web page for Hall Venue Rentals launched, can be viewed at:

<https://www.cromaine.org/historic-hartland-music-hall>

Hall Caretakers Jennie and Julie supported a holiday concert at the Hall on December 6. From Steve Rumble, event promoter: "Our event went great. I want to thank you for making this an effortless event for us. You and your crew were great to work with and your professionalism was very refreshing."

Community Partner Hartland Messiah Chorus hosted a sell-out concert at the Hall on December 13; The Library staff supported these efforts in 2025 through marketing, promotion and caretaking staff on the night of the event. Liz has joined their Board.

Save the Date for these 2026 Musical 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

- Events to be held on Wednesdays at 7 pm, July 8 - August 5, 2026.
- Sponsorship Outreach will begin in January for our 2026 Season.

July 8	UltraViolet5 (Youth Band)
July 15	Detroit Social Club
July 22	Just Around the Corner Band
July 24	Motown Eagles
August 5	Miranda and the M80's

Candlelight & Shadows: Spooky Favorites on the Kilgen Organ

Friday, October 23, 2026. Spooky concert at the Music Hall. Free to the public, registration preferred, drop-in ok.

Community Engagement, Networking and Outreach:

- Liz attended the Community Council Vintage Christmas Debrief and Thank You dinner at Michigan Financial Planning on December 5. 8 Community Partners in attendance.
- Liz and Sarah attended the Morning Holiday Meet and Greet at Hartland Insurance Agency on December 12. 40 Community Members in attendance.

Sarah and Liz attended the Hartland Chamber Holiday Lunch and Awards on December 4; approximately 120 community members in attendance, primarily from the business sector.

Liz was named the 2025 Community Impact Honoree for the outreach and engagement work Cromaine Library allows her to do for the Hartland Community.

Carole Enger, of Tony Sacco's Pizza, read the following when presenting the award:

"Our next recognition celebrates someone whose work, passion, and heart have strengthened the very fabric of our community. The Community Impact Honor is given to an individual who inspires connection, culture, and collaboration, someone who brings

people together and elevates every project they touch. This year's recipient does all that, and so much more.

It is my privilege to honor Liz Welch of the Cromaine Library.

Liz is a passionate advocate for the power of libraries, not just buildings filled with books, but as hubs of culture, creativity, and community life. She understands that a great library doesn't simply serve people... it connects them. And she has dedicated herself to continuing the mission of Cromaine as a place where anyone can learn, gather, dream, and belong.

Liz is also an incredible volunteer and a vivid storyteller. When she champions a project, she breathes life into it. She paints the picture, she shares the "why," and she has an extraordinary ability to bring people along with her through her enthusiasm and vision. Her impact can be seen everywhere.

From the hARTland Art Walk legacy artwork grant and the stunning commissioned piece that is now on display at the library. To the History of Weaving event series that brought culture, craft, and tradition to life during art walk. And to the Cromaine outdoor space development grant that is helping reimagine what public gathering space can be. Liz has dedicated countless hours to beloved local events like Vintage Christmas, Winterfest, and Community Concerts, helping make them more engaging, more welcoming, and more magical for families throughout Hartland.

Her most recent efforts have also helped elevate the historic Hartland Music Hall, growing its presence and strengthening its role as the Village's go-to destination for entertainment, culture, and community gatherings.

Liz Welch is a connector, a creator, a cultivator of community. And her work leaves a lasting imprint on every program, every event, and every story she touches."



Cromaine District Library Strategic Plan Update

FY 2025-2026 Q2 Update

Summary

The Strategic Plan Updates provide a snapshot of progress made through Q2, showing how staff time, resources, and energy are aligning with the Library's long-term goals. This update demonstrates our momentum at the halfway point of the fiscal year and highlights both completed work and initiatives currently in motion.

Mid-year Progress Overview

We have made strong, measurable progress across all strategic priorities, with multiple objectives fully completed and the majority actively underway. Overall, the work completed to date reflects steady advancement toward the plan's intended outcomes.

Highlights From the Last Three Months

Over the past quarter, staff completed several key initiatives while also moving larger, multi-phase projects forward through planning, implementation, and partnership development. Much of this work involved cross-department collaboration, community engagement, process improvements, and laying critical groundwork that enables future milestones to be met efficiently. **Efforts this quarter have been largely focused on the Cromaine Commons and Heritage Gardens projects and various technological upgrades.**

Status Snapshot

A significant portion of the Strategic Plan items are now complete, with many others well underway and on schedule. The remaining initiatives are scheduled for upcoming quarters, and only a very small number show limited or no progress at this time—primarily due to timing, dependencies, or intentional sequencing. Taken together, this reflects an exceptionally productive quarter and a high level of staff effort and focus.

Looking Ahead

Based on current progress and pacing, we are well positioned to complete nearly all planned Strategic Plan work by June 30, the end of the fiscal year, with strong confidence in meeting our stated goals. Staff will plan a meeting toward the end of this fiscal year to evaluate progress, review original goals, and create a robust 2026 2027 Workplan.

Strategy and Planning

Completed

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

Goal 2: Improve Interior Spaces

In Progress

- A1. Improve Interior Spaces: Assess all space layouts and allocations and develop a new forward-looking plan for interior spaces

- Sarah to attend CORE for education/ideas (completed)
- Sarah to tour with building architect for brainstorming (completed)
- B1. Improve Interior Spaces: Evaluate spaces and policies around rental usage of Library rooms
 - Liz and Shelby to review policies, document suggested changes (completed January 26)
 - Sarah and Liz to discuss preliminary changes (scheduled February 26)
 - Discussion with CRSP (scheduled March 26 CRSP meeting)
 - Board approval of any changes (schedule April 26 Board meeting)

Goal 3: Increase Outreach Efforts

Completed

- A1: Marketing: Implement Savannah by OrangeBoy (Completed Liz/CR October 25)
- A2: Marketing: Allow Savannah to tabulate 3 months worth of data (Completed Liz/CR December 25)
- B1 Homebound Delivery: Conduct limited pilot program. (Grace/Adult Completed November 25)
- C1: Improve Interior Spaces: Sign Music Hall Contract for 3 years (Sarah completed July 5 25)
- C2: Outreach: Music Hall: Review FY 2024 2025 Revenues and Strategize Revenue Increase Opportunities (Liz completed July 25)
- C3: Outreach: Music Hall: Consider rental fee increase for super users (Liz completed July 25, CRSP and Board approval, moved forward with changes January 2026)
- C4: Outreach: Music Hall: Review existing super user contracts and raise rates effecting January 1, 2026 (Liz reviewed, CRSP and Board approval received, changes implemented January 2026)

In Progress

- A3: Marketing: Evaluate data and create marketing outreach workplan
 - Train on data analytics; Savannah training and outreach to other users (Liz/CR, projected for February 26)
 - M Team meeting to analyze data and create goals for marketing and programming (Sarah, all managers, meeting scheduled for February 18, 26)
- A4: Marketing: Populate Savannah with automated welcome messaging for new cardholders (Liz/CR Team, full implementation by February 26)
- B2: Homebound Delivery: Post-pilot assessment and next steps recommendations (Presentation to M Team scheduled for Feb 28 26)
- C5: Outreach: Music Hall: Strategize Marketing efforts for Music Hall to implement in FY 2026 2027 (Liz, scheduled for June 2026)
- D1: Winter Reading Planning Monday.com pilot with M Team/Key Staff (Lucy)
- F1: Outreach: Community Dropbox: Discuss next steps (Sarah, Donna. Preliminary efforts underway, next steps still to be determined)
- G: Systemetize Donor Acknowledgement and Stewardship
 - Assess current processes and assess gaps and areas to strengthen (Liz completed July 25)
 - Research best practices (Liz completed July 25)

- Draft and adopt stewardship roadmap (Sarah and Liz July 31 25)
- Implement various changes throughout calendar year (Sarah and Liz to be completed by November 26)
- Review calendar year of changes and tweak as necessary (Sarah and Liz to meet January 9 2027)

Scheduled

- E1: Outreach: Plan school card sign up drive for Library Cards (Lucy scheduled June 30 26)

Goal 3: Elevate Outdoor Spaces

Completed

- A2: Exterior renovation: public awareness launch (Initial PR completed, Sarah, Liz July 25)
- A3: Elevate Outdoor Spaces: Exterior Renovation: Appoint Cromaine Staff to Ad Hoc Stakeholder Committee (Sarah completed January 26)
- A4: Elevate Outdoor Spaces: Exterior Renovation: Create community-facing opportunities to support Cromaine Commons and Heritage Gardens Projects (Liz completed December 25)
- A5: Elevate Outdoor Spaces: Exterior Renovation: Heritage Gardens PR (Sarah, Liz completed Oct 25)

In Progress

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

- Civil Engineer: ZW provided proposal to provide construction drawings, administrative support, and permits acquisition
- Irrigation Consultant: Meeting with Sarah and Scott
- Civil Engineer: ZW provided an additional proposal for utilities and stormwater
 - All of the above completed by Sarah with GMA support in October 2025
- Board Approval for initiating Bid Process (Sarah, Board, November 20 2025)
- Bid Notification Opens
- Pre-Bid Meeting
- Request for Information Follow Up communication with prospective bidders
 - All of the above completed by Sarah, Scott, with GMA supports in December 2025
- Ad Hoc to review bids and recommend a GC (Sarah, Ad Hoc Committee, January 7-GC recommendation ready, further board discussion on specific changes to plan)
- Full Board approval of General Contractor and approval to begin work (Sarah, Board, tentatively scheduled for completion January 15 26)
- A7: RCWJ Heritage Gardens Grant Project
 - Conversations with funder (Sarah, Liz, completed 24 25 FY,)
 - Grant written, reviewed and submitted (Sarah, Liz, completed July 25, shared at Ad Hoc Committee August 4 25, in minutes from August 21 25 Board meeting)
 - Grant notification: Grant awarded (Received September 24 2025, notified CRSP at October 7 25 meeting)
 - Grant funds received by CDL (Received October 28 25)
 - Grant Press Release (grant requirement, Sarah, Liz, October 23 25)
 - Consult with Outdoor Play Experts for Guidance and Inspiration (Liz Completed October 25. Updated Board at Oct 17 meeting in CR update)
 - Create bullet point design outline and share with GMA (Sarah, Liz completed October 25)
 - Draft versions of plan presented/tweaks made (Sarah, Liz completed Dec 5 25)
 - All items above are completed, all items below are scheduled or yet to be scheduled
 - February 7: Community Engagement Session to reveal draft and accept input
 - February 7-21: Open passive engagement at Library
 - February 7-21: Family quick engagements after storytimes
 - Final draft of Heritage Gardens Plan
 - Present final draft of Heritage Gardens Plan to CRSP, Board
 - PR around final draft of Heritage Gardens Plan
 - Ribbon Cutting

Scheduled

- A1: Exterior renovation: construction phase (Sarah-work scheduled and timeline developed with a tentative completion date of early summer)
- A6: Cromaine Commons/Heritage Gardens public support Campaign
 - Materials created (completed October 31, 25 and shared at November 25 Board Meeting)
 - Public email invitation sent (sent December 27 25)
 - Vendor email invitation sent (scheduled for January 24 26)
 - Support calls and direct asks made (Sarah, Liz scheduled through March 31 26)

- Public engagement session promotions (Liz/CR, scheduled January February 26)
- Public engagement session (Sarah, Liz, Board, Ad Hoc, scheduled February 26)

Goal 4: Increase Investments in People and Resources

Completed

- B1: Increase Investments in Technology: RFID Research and Exploration (Sarah, Donna)
 - Contractors from TLN onsite to retro tag collection (completed Oct 16 25)
 - Order New equipment for onsite tagging (completed Oct 18 25)
 - Install new pads and Train Staff in tagging procedures (Completed November 21 25)
 - Order additional tags for new items (Completed Dec 10 25)
- D1: Increase Investments in Technology: Complete upgrades to server room (Sarah completed July 25)
- D:2 Increase investments in Technology: Replace Library's phone lines with VOIP technology
 - Elevator
 - Building Alarm
 - Fire Alarm
 - Public and Staff fax lines
 - Cancel A T and T
 - All items above completed by Sarah by January 7 2026
 - D:3 Increase investments in Technology: Replace 4 game computers in Youth room with more modern machines (Sarah, Lucy completed)
 -

In Progress

- A1: Increase Investments In People: Launch a staff survey to identify priority workplace satisfaction topics
 - Webinar on Bamboo ENPS Wellness Surveys (Sarah completed Jan 7 26)
- D:4 Increase investments in Technology: Replace aging staff VOIP phone system with new
 - Consult with TLN techs for porting lines- work with 50tel (Sarah completed Jan 12 26)
 - New Phones ordered from RingCentral- Austin at TLN is coordinator (Sarah completed Jan 21 26)
 - Gather/Return old phones to 50tel (Sarah, date TBD)
- D:5 Increase investments in Technology: Replace/ Increase # of Security Cameras
 - Seek quotes for additional cabling (Sarah completed November 21 25)
 - seek quotes for cameras- Meraki or Rhombus (Sarah has planned for January 31 26)
 - Compare Quotes/Schedule install (Date TBD)

Not Yet Started

- A2: Identify action steps from staff survey data and create a workplan
- C1: Increase Investments in Technology: Survey All Staff to identify technology pain points

Hartland's Cromaine Library 2025-2026**Q2 Year-to-date as of Dec 31 Statistics (July - December)**

	2025-2026	2024-2025	% Change
Circulation			Current/Prev
Adult books	23,317	24,502	-4.84%
Children's & Tween books	55,122	49,223	11.98%
Teen books	5,028	5,266	-4.52%
Print Magazines	956	946	1.06%
Non-print	13,553	16,022	-15.41%
E-materials*	23,380	16,662	40.32%
Misc.**	2,510	1,344	86.76%
Self-check circulation	25,058	19,320	29.70%
MELCAT Received & Loaned	690	981	-29.66%
Total Circulation	149,614	134,266	11.43%
Collection+			
Print materials	58,291	56,842	2.55%
Audio physical units	3,383	3,940	-14.14%
Audio downloadable, streaming	975,707	641,624	52.07%
Video physical units	6,202	6,742	-8.01%
Video downloadable, streaming	144,113	118,157	21.97%
Non-electronic subscriptions	724	855	-15.32%
e-books	1,232,290	895,152	37.66%
Databases--local	8	8	0.00%
Databases--state	80	80	0.00%
Total Owned or leased	2,420,798	1,723,400	40.47%
Cardholders			
Cardholders added	493	535	-7.85%
Library cards renewed	760	981	-22.53%
Total cardholders+	9,326	8,367	11.46%
Physical Visits	53,842	44,936	19.82%
Number of Programs			
Adult	101	120	-15.83%
Youth & Tween	186	205	-9.27%
Teen	41	37	10.81%
Total	328	362	-9.39%
Program Attendance			
Adult	1,923	2,013	-4.47%

Youth & Tween	5,742	8,833	-34.99%
Teen	768	1,835	-58.15%
Total	8,433	12,681	-33.50%

Technology

Internet Use	1,975	2,577	-23.36%
Virtual Library Visits	116,085	54,939	111.30%
Database Use	3,921	3,501	12.00%
Wireless Use	3,908	3,818	2.36%
Self Check Use (in circ above)	25,058	19,320	29.70%
Total population	29,699	29,699	0.00%
Circulation YTD per capita	5.04	4.52	11.43%
Program atten. YTD per capita	0.28	0.43	-33.50%
Visits YTD per capita	1.81	1.51	19.82%
Cardholders as % of population	31.4%	28.2%	11.46%

* Includes: downloadable audio, ebooks, streaming video

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

+ as of quarter's end; not cumulative



TO: Cromaine District Library Board

RE: Fund Balance Classification

DATE: January 9, 2026

FROM: Sarah Neidert, Director

At the December 2025 Finance Committee meeting, Treasurer Basely requested that I outline the amount to recommend assigning to the Capital Fund Balance, now that the 2024-2025 Audit is complete. I hope that these figures will help the entire Board of Trustees feel confident in the health of the Capital Improvement assigned fund balance when assessing the Bids for the Cromaine Commons project.

Policy #6001: Fund Balance Policy requires “that the Library strives to maintain as undesignated (fund balance) an amount no less than seven months operating fund expenditures.” I will attempt to lay out below the calculations I used to come up with my recommendation for 2026.

- 2025-2026 Approved Operating Fund Budget expenditures = **\$2,566,995**.
- $\$2,566,995/12 \text{ months} = \$213,916.25$ average monthly expenditures.
- $\$213,916.25$ average monthly expenditures x 7 months of operating = **$\$1,497,413.75$** required to meet the minimum set by policy #6001
- Therefore at least **$\$1,497,414$** in unassigned fund balance is the minimum required by current policy.

I recommend retaining a minimum of **$\$1,600,000$** in the unassigned balance and that the board move to assign **$\$787,062$** from Unassigned Fund Balance to Assigned Capital Improvements, bringing that fund from $\$2,701,341$ to a total of **$\$3,488,403$** .

I've noted my calculations on the following page.



See note 7 on page 24 of the 2025 Audit report for reference below:

The following are the various fund balance classifications as of June 30, 2025:

Fund Balance	
Nonspendable	
Prepays	\$ 46,751
Assigned	
Programs	177,283
Capital improvements	2,701,341
Hartland music hall organ fundraiser	12,185
Unassigned	2,387,062
TOTAL FUND BALANCE	<u>\$ 5,324,622</u>

- Unassigned fund balance is **\$2,387,062**.
- **\$2,387,062** unassigned fund balance – **\$1,600,00** = **\$787,062** available to assign to capital improvements
- Assigned Capital Improvements is currently: **\$2,701,341**
- **\$787,062 + \$2,701,341 = \$3,488,403** Assigned Capital Improvements

RESOLVED BY _____ SECONDED BY _____ TO APPROVE ASSISGNING \$787,062 TO THE ASSIGNED CAPITAL IMPROVEMENT FUND BALANCE, FOR A TOTAL OF ASSIGNED CAPITAL IMPROVEMENT FUND of \$3,488,403.

**Ad Hoc Committee
Cromaine Commons
Meeting 1/7/2026**

Trustees present: Holly Naylor, Jeannine Gogoleski, Becky Basley

Staff: Sarah Neidert, Liz Welch

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

Bid Evaluation Phase:

GMA to support the Director, Committee in reviewing and Board in selecting vendors.

Background: Sue Grissim and Civil Engineer Julian Wargo (of Zeimet Wozniak and Associates) facilitated the pre-bid meeting on December 10th, which was attended by 3 firms. 2 firms submitted bids by the deadline of 12/19/25, and Sue and Julian worked to compare and verify the bids, check references and request bid modifications if needed.

Discussion led by Sue Grissim

• Bid Review

- Background: Two bids received; both contractors are well qualified. Bid interviews and reference checks completed; updated bids received.
- Bid tabulation review - Sue walked the committee through the Bid Tab (side by side comparison of summary of bids) in detail.
- Bids and supporting documents attached to these minutes for review

Committee Recommendations:

- **Award contract to Midwest Contracting Company (low bidder)**
 - **Action Item:** The committee will make a motion to adopt the Midwest BID at the January 15, 2026 Board Meeting.
- **Recommended Plan Modifications to note:** (Based on schedule, maintenance, or cost considerations)
 - Committee recommends the Poligon steel pavilion with gutters and downspouts (base bid) rather than alternate Fifthroom vinyl pavilion
 - Change the parking lot drainage and curbing
 - Easier long-term maintenance
 - Approx. **\$13,000–\$15,000 cost savings**
 - Future grant Garden/Play area plan -
 - Omit two piers and add fencing (current plan already shows fencing along School Street for safety).
 - **Approx. \$4,300 cost savings**

Discussion items: While these items can be decided at a later date, the committee wishes to discuss with the full board with Sue Grissim's input to guide decisions.

- **Parking lot - Paving** option would add roughly \$50,000
 - We are hopeful for a discussion with Hartland Schools for the paved parking area, to share costs.
- **Lawn installation method**
 - Sodded lawn vs. seeded lawn with tackified mulch.
 - Schedule considerations:
 - Sod walkable in ~4 weeks
 - Seed walkable in ~8 weeks
 - Cost considerations- Sod will add roughly \$11,700 to the bid, we have time to discuss the decision as construction progresses, if not in agreement today.

Next Steps:

Construction Observation Phase - GMAA will assist with:

- Observe work of general contractor - who will manage subcontractors
- Director will be point of contact for contractor(s) for scheduling/logistics approval
- GMAA to sign/authorize actual payments and receive submissions/samples/test results as needed

Appoint staff and community stakeholders to Ad Hoc committee:

- 3 Library staff members and 2 members of the Garden Club have agreed to serve on the committee for input.

Save the date:

Saturday, February 7th, 1pm for a community input meeting regarding the grant funded garden/play area.

Please RSVP to Director Neidert or Liz Welch, or sign up here:

<https://www.cromaine.org/event/heritage-garden-community-engagement-session-19049>

BID TAB COMPARISON

SITE HARDSCAPE AND LANDSCAPE WORK:

Item		Blue items added by Midwest	Red items added by Artisan
		Midwest	Artisan
Project Start Up/	Mobilization and staging	Inc. in GC below	\$ 65,000.00
Permits	Traffic control and barricading	Inc. in GC below	\$ 9,000.00
General Conditions	Temporary construction fence	Inc. in GC below	\$ 9,142.00
	Permits (building + electrical)	Excluded	\$ 5,000.00
	General conditions (bonds, insurance)	Excluded	\$ 40,000.00
Start Up/General Conditions Total:		\$ 237,244.00	\$ 128,142.00

SESC/Demolition	SESC - silt fence	\$ 1,208.00	\$ 1,932.00
	SESC - inlet protection	\$ 1,750.00	\$ 1,225.00
	Remove and salvage misc. (planters, signs, shelves, etc.)	\$ 1,250.00	\$ 5,000.00
	Site pavements, gravel, signs, gates & fencing	\$ 16,000.00	\$ 15,000.00
	Site vegetation and lawn removal	\$ 8,000.00	\$ 11,000.00
	Remove 30' ht. flagpole and concrete foundation	\$ 2,500.00	\$ 750.00
	SESC - tracking mat	\$ 2,500.00	\$ 4,500.00
SESC/Demolition Total:		\$ 33,208.00	\$ 39,407.00

Earthwork	Topsoil stripping and stockpile (assume 3" depth), optional	\$ -	\$ 8,284.00
	Site mass rough and fine grading	\$ 22,000.00	\$ 25,000.00
	GCs and Startup and Mobilization	\$ 11,500.00	
Earthwork Total:		\$ 33,500.00	\$ 33,284.00

Hardscape	Concrete curb and gutter	\$ 5,880.00	\$ 8,190.00
	Light duty concrete paving, includes bench and table pads	\$ 44,428.16	\$ 43,587.00
	Gravel parking lot area	\$ 16,145.80	\$ 35,784.00
	Barrier free ramps (curb backing and detectable warning strip)	\$ 3,000.00	\$ 7,800.00
	Concrete bumper blocks	\$ 3,450.00	\$ 5,175.00
	2' width bituminous asphalt patch	\$ 6,112.50	\$ 1,728.00
	Add for 21AA Limestone (Bid originally included Crushed Concrete)	\$ 2,290.00	
	Standard duty asphalt paving	\$ 17,985.68	\$ 18,025.00
	Identity sign on masonry base	\$ 17,810.00	\$ 41,000.00
	Masonry piers	\$ 29,810.00	\$ 91,300.00
	Vinyl picket fencing	\$ 18,809.28	\$ 26,860.00
	Vinyl privacy fence	\$ 3,038.07	\$ 7,881.00
	Vinyl privacy gate	\$ 1,022.00	\$ 1,235.00
	Foundations for Sign, Piers, Pavilion	\$ 15,000.00	
	Clay brick pavers on aggregate base w/edge restraint	\$ 22,560.00	\$ 153,735.00
	Clay brick pavers on aggregate base w/edge restraint 3 course	\$ 76,375.00	
	Poly Sand and Weed Prep	Included Above	
	6" 21AA Natural Stone Under Pavers per specification	Included Above	
	Concrete walk with integral curb	\$ 1,207.50	\$ 9,425.00
	Precast concrete planter curb	\$ 2,688.00	\$ 5,400.00
	Concrete steps	\$ 4,950.00	\$ 5,000.00
	Joint sealants	\$ 2,900.00	
Hardscape Total:		\$ 295,461.99	\$ 462,125.00

Traffic Signage and Pavement Striping	Site signs (stop, and pedestrian crossing)	\$ 2,850.00	\$ 3,750.00
Pavement Striping	Parking lot stall striping	\$ 550.00	\$ 800.00
	Stop bar	\$ 550.00	\$ 800.00
	Pedestrian crosswalks	\$ 550.00	\$ 800.00
	Traffic Signage and Pavement Striping Total:	\$ 4,500.00	\$ 6,150.00

Utilities and Drainage	4" perforated drain tile in stone trench with risers per details	\$ 8,004.00	\$ 26,550.00
	Risers	\$ 1,625.00	
	4" drainline and connections to downspouts	\$ 5,000.00	\$ 6,500.00
	8" HDPE pipe in stone trench	\$ 1,190.00	\$ 300.00
	10" HDPE pipe in stone trench	\$ 11,517.50	\$ 21,680.00
	2' dia. NyoPlast catch basin	\$ 4,500.00	\$ 3,700.00
	3' dia. NyoPlast diversion drain basin	\$ 6,500.00	\$ 11,200.00
	4' dia. Polypylene manhole	\$ 17,000.00	\$ 16,000.00
	4' dia. Polypylene catch basin with 3' sump and trapped outlet	\$ 8,500.00	\$ 8,000.00
	4' dia. Polypylene outlet control manhole with weir	\$ 11,500.00	\$ 11,200.00
	ADS StormTech SC310 Storage System	\$ 124,560.00	\$ 195,000.00
	Tap existing catch basin	\$ 750.00	\$ 600.00
	2' dia. NyoPlast manhole	\$ 4,500.00	\$ 3,700.00
	12" HDPE pipe in stone trench	\$ 200.00	\$ 340.00
	6" ADS channel drain	\$ 36,794.25	\$ 74,520.00
	Utilities and Drainage Total:	\$ 242,140.75	\$ 379,290.00

Site Furniture	Table and umbrella (installation only)	\$ 1,500.00	\$ 1,060.00
	Bench (installation only)	\$ 1,500.00	\$ 848.00
	Pavilion	\$ 190,658.00	\$ 172,000.00
	Paint Pavilion and anchor bolts	\$ 4,000.00	
	Site Furniture Total:	\$ 197,658.00	\$ 173,908.00

Landscape	Acer rubrum 'Franksred', 3" cal.	\$ 1,220.00	\$ 1,458.00
	Tilia tomentosa 'Sterling', 3" cal.	\$ 19,600.00	\$ 24,108.00
	Buxus x 'Green Mountain', 24-30" ht & spd.	\$ 2,530.00	\$ 3,476.00
	Hydrangea paniculata 'Bobo', 3 gal.	\$ 8,901.00	\$ 8,643.00
	Hydrangea 'Tiny Tuff Stuff', 3 gal.	\$ 621.00	\$ 855.00
	Juniperus horizontalis 'Blue Chip', 24" spd.	\$ 11,542.00	\$ 14,726.00
	Spiraea x bumalda 'Anthony Waterer', 24" spd.	\$ 11,600.00	\$ 13,920.00
	Topsoil (onsite stockpile and imported)	\$ 9,180.00	\$ 25,000.00
	Plant mix	\$ 4,200.00	\$ 25,802.00
	Double processed shredded bark mulch	\$ 4,860.00	\$ 7,654.00
	Seeded lawn with tackified mulch	\$ 10,800.00	\$ 13,000.00
	1 year maintenance and warranty	\$ 6,500.00	\$ 27,173.00
	Steel Edging	\$ 2,464.00	
	Added: Stake & Guying and Metal edging	\$ 270.00	
	Landscape Total:	\$ 94,288.00	\$ 165,815.00

steel edging included

Irrigation	Irrigation system complete	\$ 21,200.00	\$ 72,000.00
	Well work by Brown Well	\$ 8,000.00	
	Irrigation Total:	\$ 29,200.00	\$ 72,000.00

TOTAL FOR ALL ITEMS ABOVE: **\$ 1,167,200.74** **\$ 1,460,121.00**

Alternates	Quote change in price to provide purchase and install Fifthroom pavilion in lieu of Poligon pavilion ¹	\$ (70,000.00)	\$ 116,000.00
	Quote change in price to provide sodded lawn in lieu of seeded lawn with tackified mulch. ²	\$ 22,500.00	\$ 23,000.00
Alternates Total: ³		\$ (47,500.00)	\$ 139,000.00

1 - Savings of \$56,000

2 - Add'l cost of \$10,000

3 - Savings of \$44,817

Voluntary Alternate	Provide pricing to install asphalt in parking lot in lieu of parking per the asphalt pavement detail on sheet L303.	\$ 49,605.00	\$ 35,000.00
Voluntary Alternate	Delete concrete bumper block, delete 6" NDS channel drain, add concrete curb and gutter, add two 2" dia. Drainage structures, add 10 HDPE pipe in stone trench.		\$ (40,000.00)
Voluntary Alternate	Provide concrete dr. structures in lieu of ADS structure (outside of ADS Detention system)		\$ (12,500.00)
Voluntary Alternate	Use alternate clay brick paver (separate form alt below)		\$ (8,000.00)
Voluntary Alternate	Use concrete brick paver (separate from alt above)		\$ (16,000.00)
Voluntary Alternate	Use brick detail as shown for the sign on the masonry piers		\$ (30,000.00)

Add'l Unit Pricing	Owner has the option to add or deduct to the contract based on the following unit prices:	Per Unit (see note)	Per Unit
Silt fencing	\$ 2.50	\$ 4.00	
Asphalt paving removal	\$ 1.00	\$ 3.00	
Concrete sidewalk removal	\$ 1.00	\$ 2.50	
Imported topsoil	\$ 60.00	\$ 71.00	
Fine grade and install 3" depth topsoil	Included above	\$ 2.00	
Concrete curb and gutter	\$ 35.00	\$ 42.00	
Light duty concrete pavement, 4" thick	\$ 6.75	\$ 9.00	
Standard duty asphalt pavement	\$ 6.50	\$ 7.00	
Perforated drain tile in peastone trench wrapped in fabric	TBD	\$ 45.00	
Plant Mix	\$ 60.00	\$ 133.00	
Double processed shredded bark mulch	\$ 70.00	\$ 89.00	

These unit prices are raw subcontractor numbers and do not include Midwest Contracting Company's GCs, Insurance and fee, which would need to be added during a change process.

BOARD MEMBER SELF ASSESSMENT

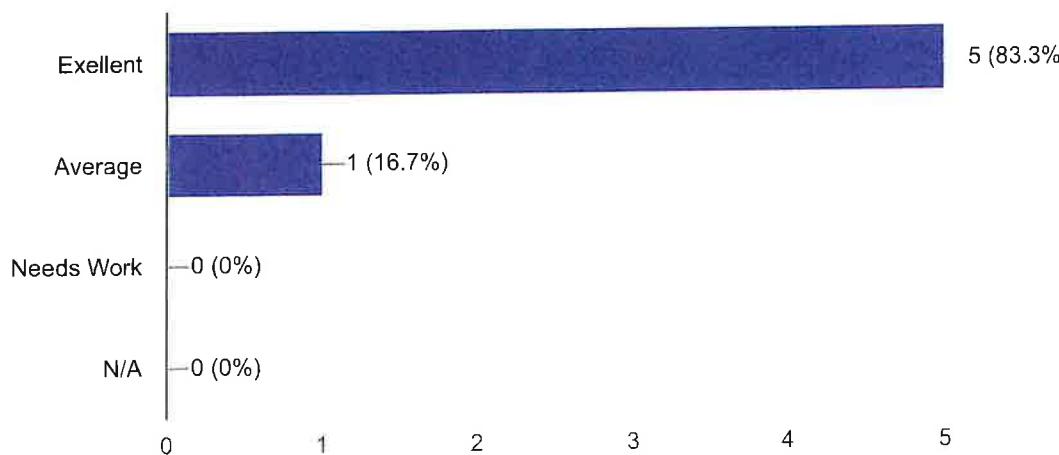
6 responses

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Attending Board meetings, including retreats, training sessions and committee meetings.

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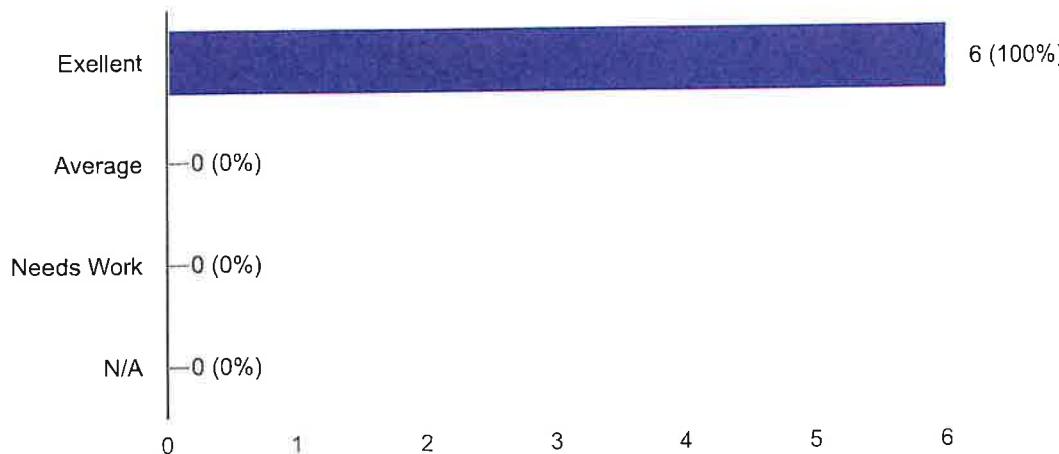
6 responses



Coming prepared for meetings, having read the board packet or committee documents prepared by the Library Director.

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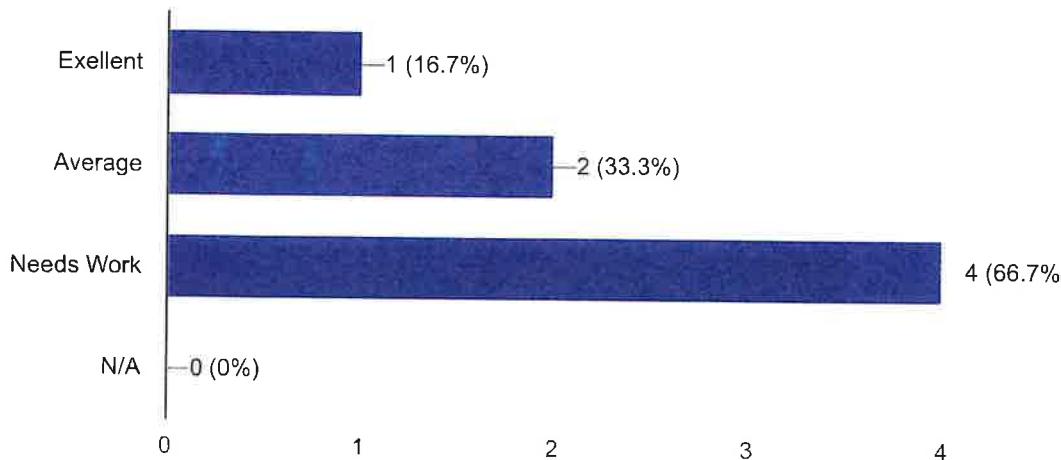
6 responses



Liaising with the Friends of the Library, working with the Friends to initiate fundraising campaigns with the cooperation of the Library Director.

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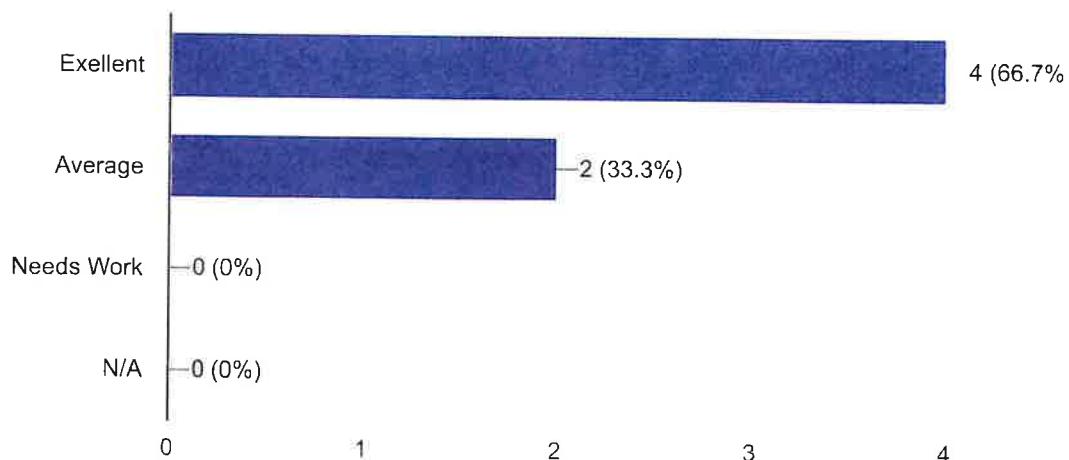
6 responses



Serving as an advocate for the Library within the larger community.

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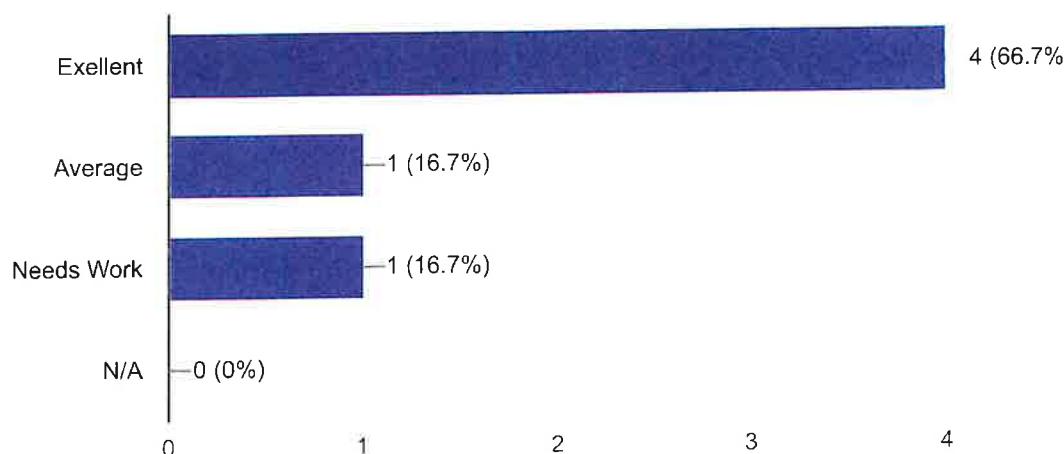
6 responses



Staying up-to-date on purpose, history, needs, and issues affecting the organization.

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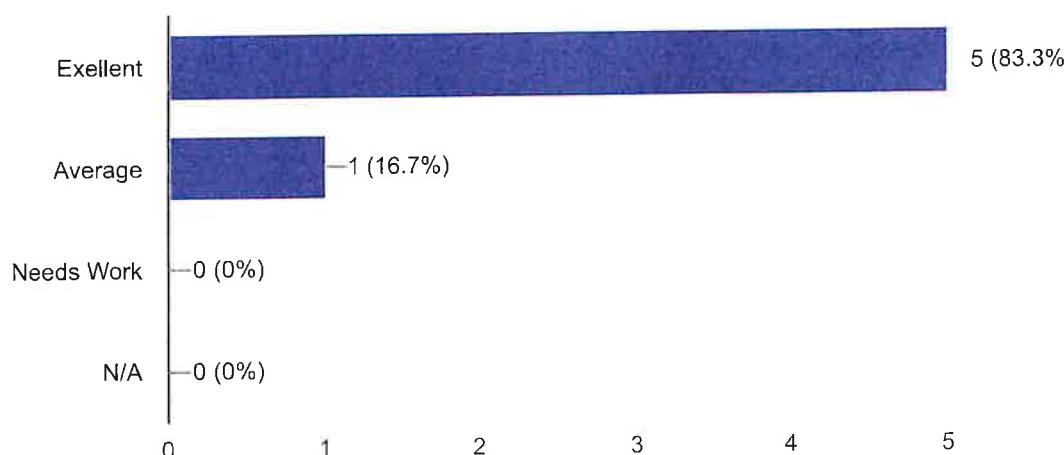
6 responses



Participating actively in the ongoing work of the Board.

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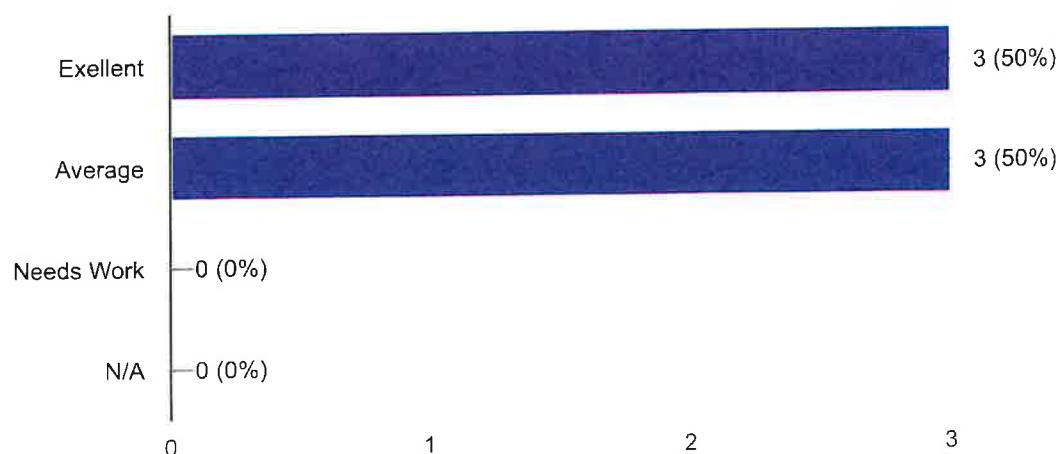
6 responses



Reviewing progress of the strategic plan on a regular basis.

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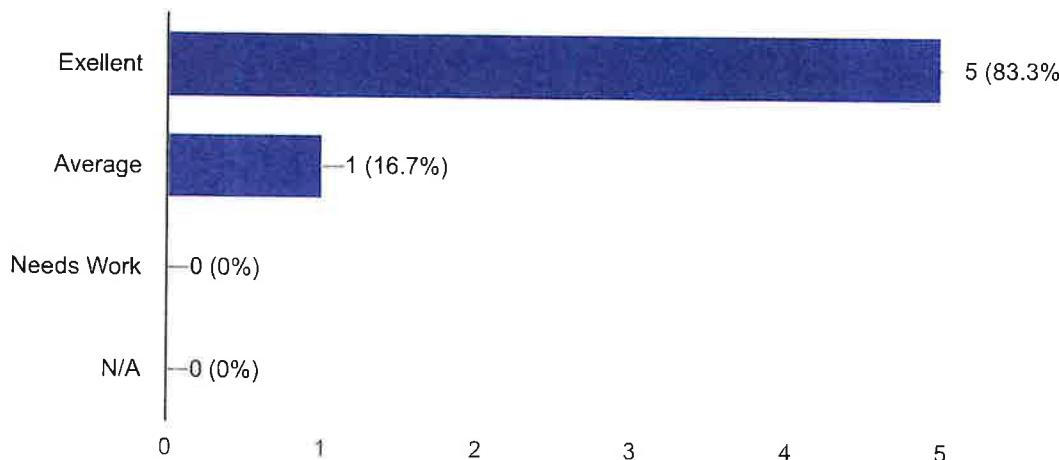
6 responses



Actively asking questions and seeking information needed to carry out responsibilities.

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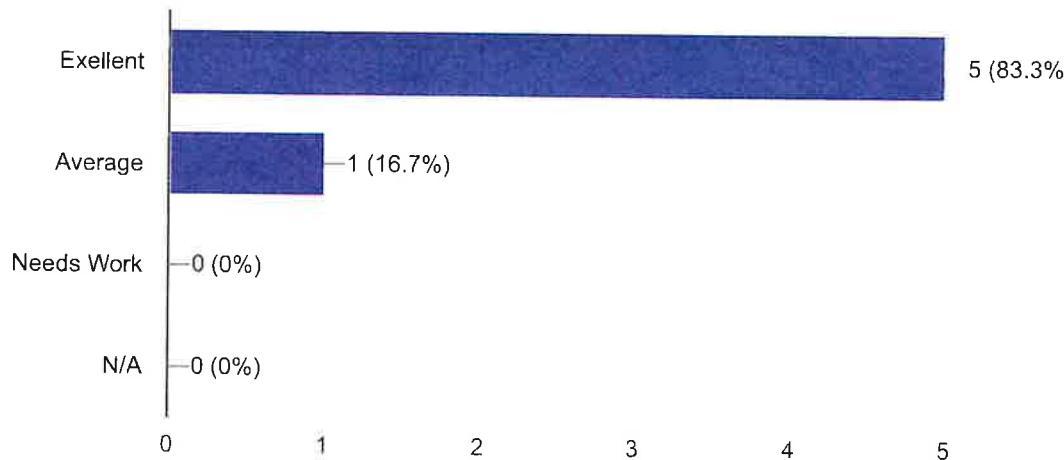
6 responses



Behaving in accordance with the organization's mission, vision, values, and governing documents.

Copy

6 responses



What could be done to improve your satisfaction with this Board?

3 responses

Get the board to try and work together better. Perhaps hold a fun night/game type of icebreaker. Allow others to speak their opinions, allow good healthy discussions.

This year should be a positive one as we work together towards goals.

Members need to remember they represent all members of the library district.



How can the Board best support you in meeting your responsibilities as a Board member?

3 responses

I think the coffee chats would be wonderful, and good for the board as well as the public. If the Director needs assistance, I am hopeful she will come to the board. As it was shocking to hear in the review, many of the staff are so concerned and worried about the book challenge. Perhaps a few board members could have attended a meeting with staff to answer questions. The accusations thrown out at that discussion were not good, at all.

Better communication to avoid misunderstandings

n/a

Additional Comments:

2 responses

I am excited to be a new member of the Friends, and look forward to the opportunities.

Looking forward to 2026

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BOARD ASSESSMENT

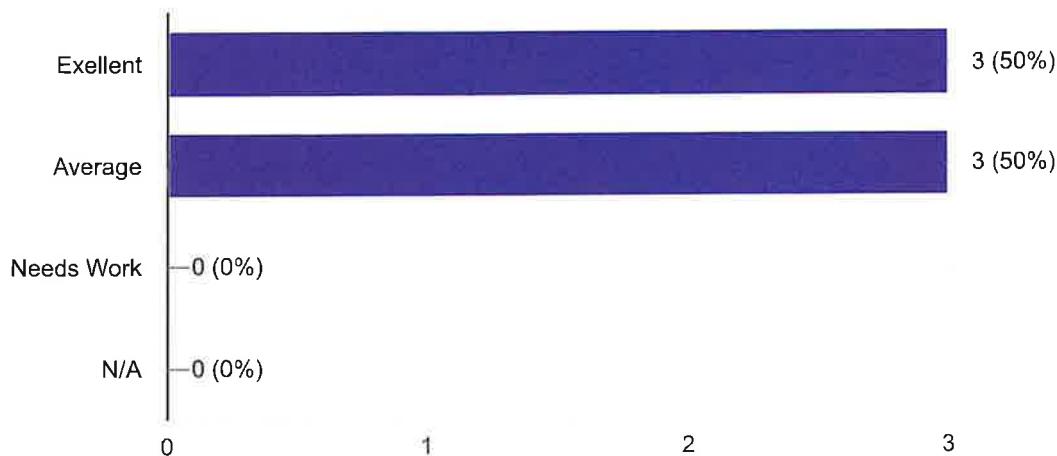
6 responses

[Publish analytics](#)

Attending Board meetings, including retreats, training sessions and committee meetings.

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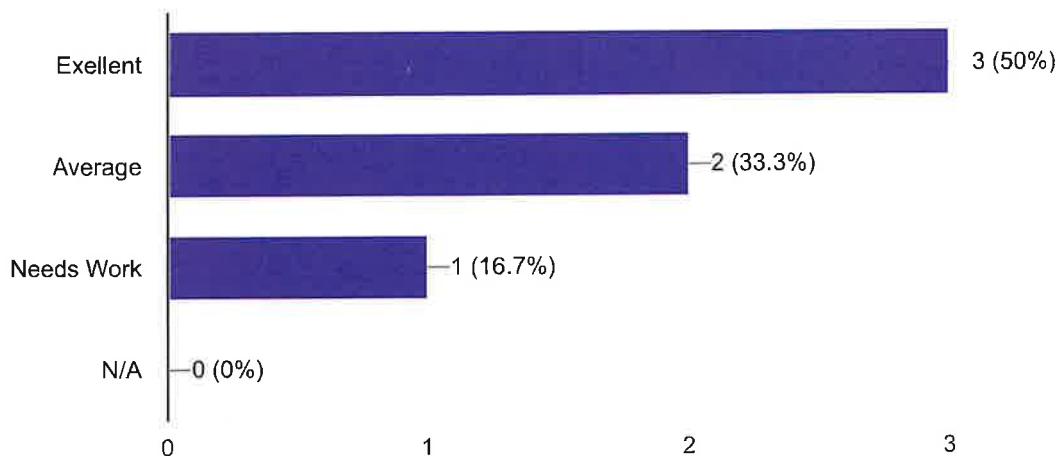
6 responses



Completing assignments and coming prepared to meetings.

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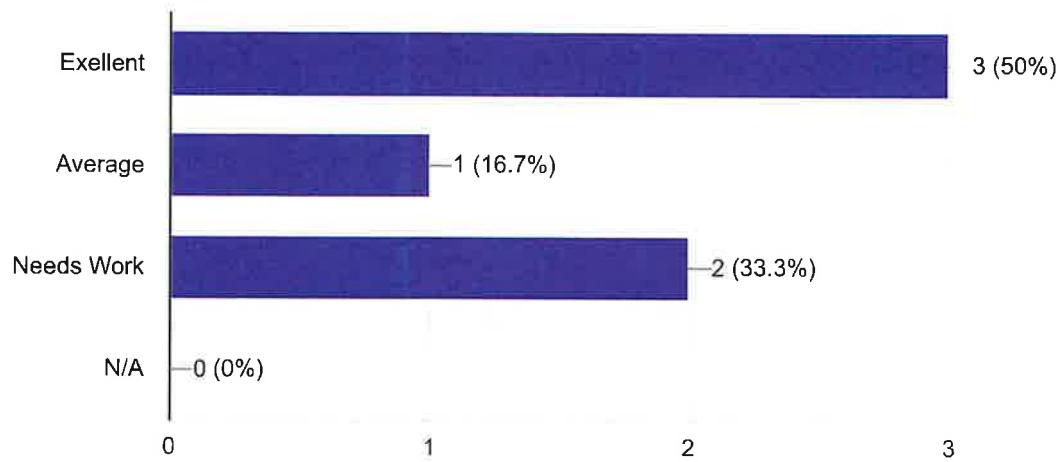
6 responses



Behaving in accordance with the organization's mission, vision, values, and governing documents.

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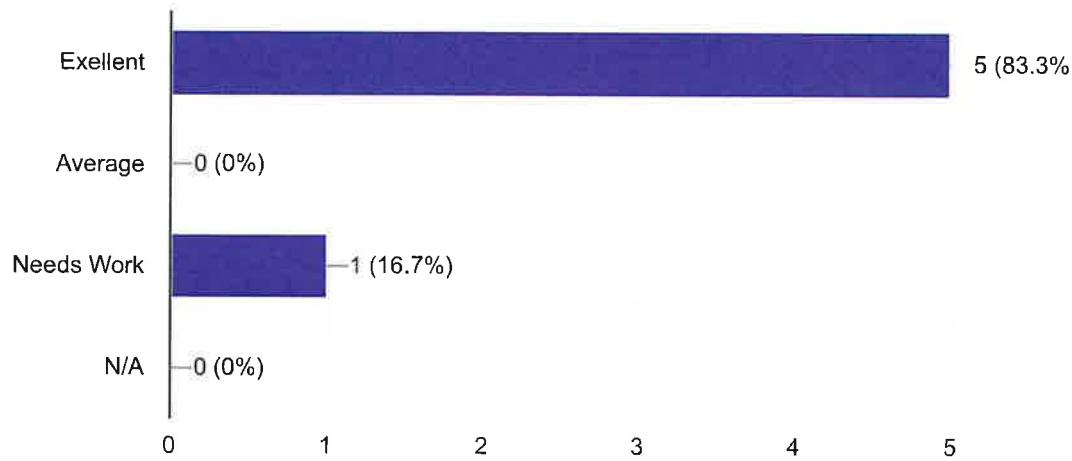
6 responses



Appropriate attention is paid to finance, HR and legal compliance.

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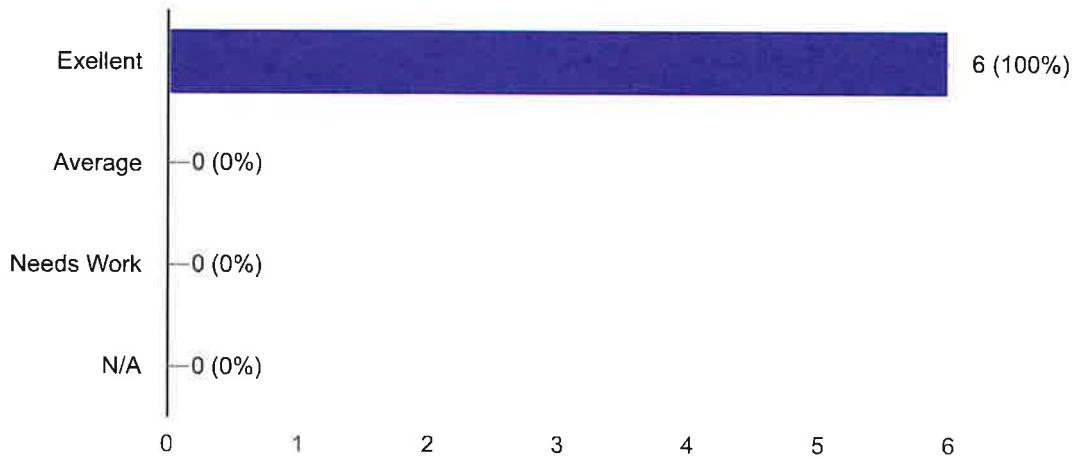
6 responses



A consent agenda is used for staff and committee reports.

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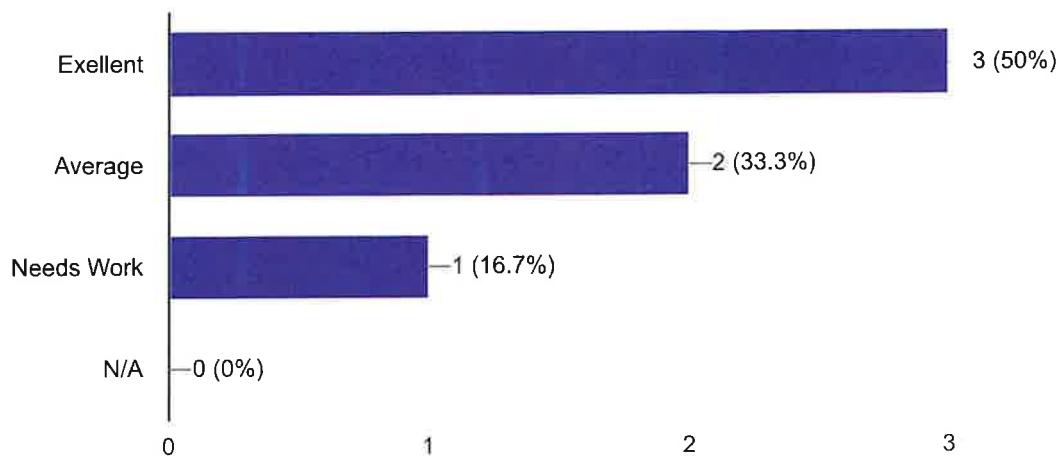
6 responses



Board meetings support organization goals, are well planned, and have clear agendas.

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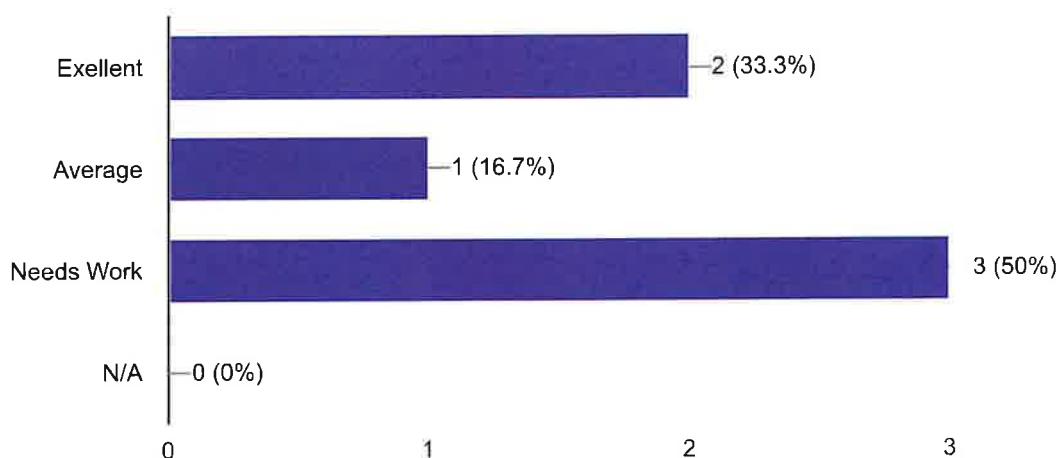
6 responses



Board discussion is welcoming of different points of view, allows for deep discourse on important topics, and allows for adequate time talking about the future.

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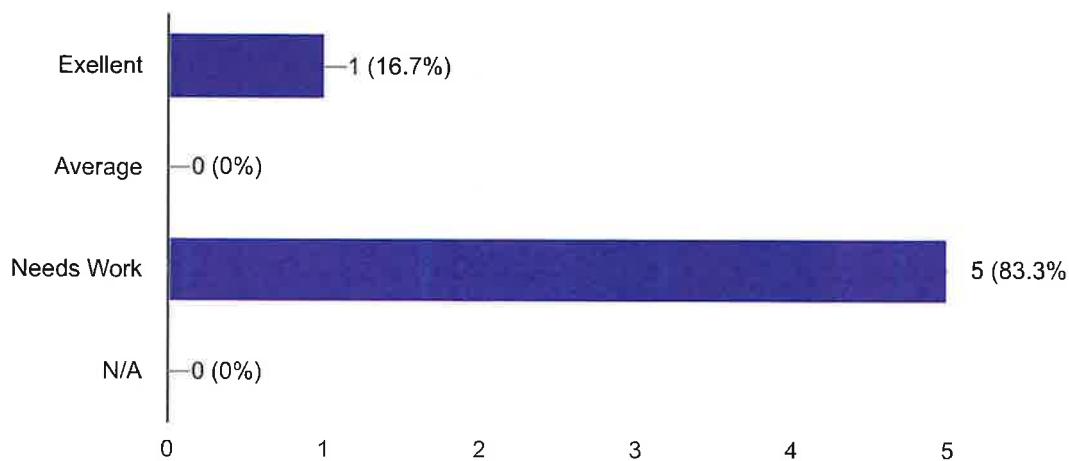
6 responses



Board Chair and Director meet regularly, work as a team, and communicate well with the rest of the Board.

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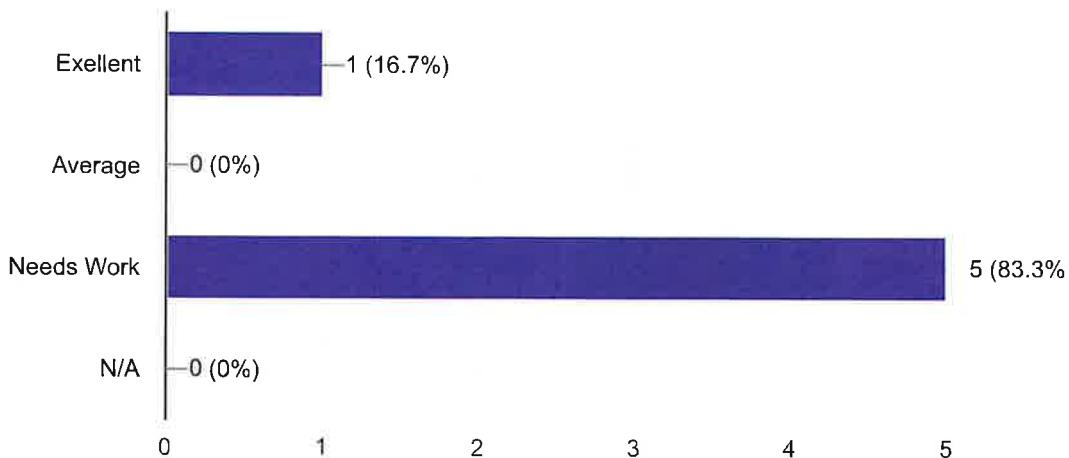
6 responses



Trust and relationship building is tended to regularly.

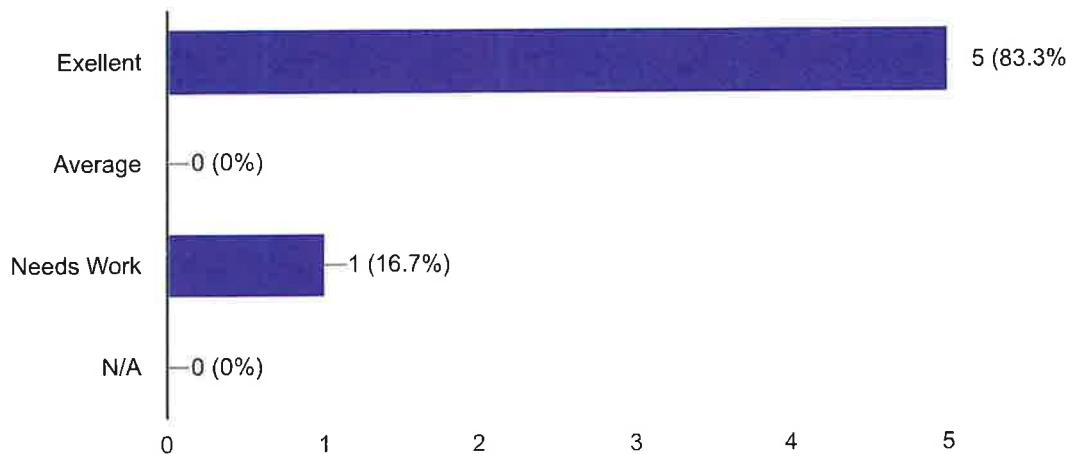
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6 responses



Board members review performance of Library Director annually.

6 responses



Additional Comments:

3 responses

poor leadership this year

Looking forward to 2026

I feel there is distrust and animosity with some board members and the Director, maybe all. The comments and accusations made during the review process were quite disturbing. There is much discourse within the board itself, let alone the Director and the board. Discussions of differing opinions need to be discussed as adults, rather than throwing accusations at one another. We were all elected by the public to represent them. It is up to the board to address concerns with the Director, and I think this should be done quarterly rather than annually. There has been a lot of things going on, and with the book challenge, it is now a board decision. The Director needs to allow the board to due the reading and make any changes they see fit, with a vote, as it should be. I am hoping the wonderful outside Commons project will be an asset to our community, builds excitement for our wonderful library, and brings more community involvement .

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BOARD OF TRUSTEES OF
CROMAINE DISTRICT LIBRARY
RESOLUTION 2026-1

DESIGNATING OFFICERS AND NAMED PERSONS AUTHORIZED
TO ACT FOR THE LIBRARY IN ITS BUSINESS WITH ITS BANKS

Minutes of a regular meeting of the Board of Trustees of the Cromaine District Library, County of Livingston, Michigan, held in the Cromaine District Village Library Community Room in the Township of Hartland, on the 15th day of January 2026, at 7:00 p.m., prevailing Eastern Time.

PRESENT:

ABSENT:

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

WHEREAS, it is necessary and appropriate for the Board to designate the persons authorized to act for the library in its business with its official depository and other banks,

NOW THEREFORE BE IT RESOLVED THAT the Board authorizes President _____, Treasurer _____ and Library Director Sarah Neidert to act for and on behalf of the library in any of its business with Bank of Ann Arbor, Hartland, and other financial institutions as identified by the Board from January 16, 2026, through January 16, 2027.

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

AYES:

NAYS:

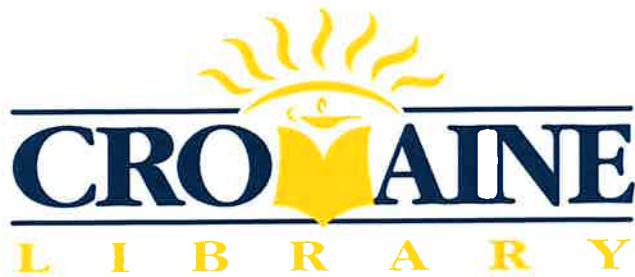
Absent: None

RESOLUTION DECLARED

Nancy Rosso, Secretary

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Cromaine District Library, County of Livingston, State of Michigan, at a regular meeting held on January 15, 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.

Nancy Rosso, Secretary



BOARD MEETING SCHEDULE 2026 DRAFT

January 15, 2026

February 19, 2026

March 19, 2026

April 16, 2026

May 21, 2026

June 18, 2026

July 16, 2026 ?

August 20, 2026

September 17, 2026

October 15, 2026

November 19, 2026

December 17, 2026

January 21, 2027

All meetings are scheduled for 7:00 p.m. in the Community Room of the Cromaine District Library, 3688 N. Hartland Rd., Hartland, Michigan (810) 632-5200 unless otherwise posted. The public is welcome to attend. Cromaine District Library will provide necessary and reasonable auxiliary aids/services for the meetings upon request.

BOARD OF TRUSTEES OF
CROMAINE DISTRICT LIBRARY
RESOLUTION 2026-2

ESTABLISHING REGULAR MEETING DATES FOR 2026

Minutes of a regular meeting of the Board of Trustees of the Cromaine District Library, County of Livingston, Michigan, held at the Cromaine District Library in the Township of Hartland, on the 15th day of January 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 Agreement dated November 1, 1995, entered into between the Township of Hartland and the Hartland Consolidated Schools (the "Parties") under the provisions of Act 24, Michigan Public Acts of 1989, as amended ("Act 24"); and

WHEREAS, the members of the Board of Trustees (the "Board") have approved the Bylaws of the Board; and

WHEREAS, it is necessary pursuant to the Bylaws and the Open Meetings Act of 1976, as amended, to adopt a schedule of regular meetings and meeting places for the Board;

NOW THEREFORE BE IT RESOLVED THAT the Board hereby establishes the third Thursday of the month as the regular meeting date of the Board for the upcoming year to be held as indicated below (with exceptions noted):

Date	Time	Location
January 15, 2026	7:00 p.m.	Cromaine Library
February 19, 2026	7:00 p.m.	Cromaine Library
March 19, 2025	7:00 p.m.	Cromaine Library
April 16, 2026	7:00 p.m.	Cromaine Library
May 21, 2026	7:00 p.m.	Cromaine Library
June 18, 2026	7:00 p.m.	Cromaine Library
July 16, 2026	7:00 p.m.	Cromaine Library
August 20, 2026	7:00 p.m.	Cromaine Library
September 17, 2026	7:00 p.m.	Cromaine Library
October 15, 2026	7:00 p.m.	Cromaine Library
November 19, 2026	7:00 p.m.	Cromaine Library
December 17, 2026	7:00 p.m.	Cromaine Library
January 21, 2027	7:00 p.m.	Cromaine Library

NOW THEREFORE BE IT RESOLVED THAT the Secretary shall post the schedule of regular meetings in a conspicuous place at the library building, and it will be distributed to signatory parties of the district library agreement and townships served for their posting.

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

AYES:

NAYS:

Nancy Rosso, Secretary

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Cromaine District Library, County of Livingston, State of Michigan, at a regular meeting on January 15, 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.

Nancy Rosso, Secretary

CROMAINE DISTRICT LIBRARY POLICIES

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		<u>NEWEST</u>	<u>REVISIO</u>	<u>N/REVIE</u>
Updated as of 12/30/25	BY-LAWS	ADOPTED	W	
		Dec. 1995	Sept. 2024	
POLICIES				
MISSION, GOALS & ROLES				
FOIA Procedures and Guidelines		May-24		
1010 Cooperation With Libraries & Other Organizations		Feb. 1995	Sept. 2025	
CIRCULATION				
2010 Use of Library Services		Oct. 1996	Sept. 2025	
2020 Privacy of Library Records		Nov. 1983	Sept. 2025	
2030 Public Behavior (formerly Public Conduct)		Nov. 1992	Sept. 2025	
2031 Children and Vulnerable Adults in the Library		Jan. 2024	Sept. 2025	
2032 Library Violations and Appeal		Jan. 2024	Sept. 2025	
2040 COVID-19 Patron Expectation --RECIND--		July. 2020	Sept. 2024	
COLLECTIONS & INFORMATION				
3010 Materials Selection and Reader Guidance (formerly Materials Selection		Nov. 1983	Jun-25	
APPENDIX				
A. Library Bill of Rights			Jun-25	
B. Freedom to Read Statement			Jun-25	
C. Freedom to View Statement				
D. Free Access to Libraries for Minors				
E. Access for Children and Young Adults to Nonprint Materials				
F. Access to Electronic Information, Services, and Networks				
G. Disseminating, Exhibiting, or Displaying Sexually Explicit Matter to Minors	Jan. 2024			
3020 Internet Use		Aug. 1998	Sept. 2025	
COMMUNITY RELATIONS & OPERATIONS				
4010 Public Relations & Public Information		Oct. 1983	Apr-25	
4020 Library Meeting Room Use		Jul. 1994	Apr-25	
4021 Hartland Music Hall Reservation and Use			Apr-25	
4030 Non-Library Postings, Displays, & Solicitations (Reinstated)		Feb. 1999	Apr-25	
4040 Library Blog & Social Media Sites Guidelines		Jan. 2017	Apr-25	
FINANCE & BUSINESS				
6001 Fund Balance Policy		June. 2011	Sept. 2025	
6002 Revenue Distribution & Fund Accounting		Oct. 1997	Sept. 2025	
6003 Fixed Assets Capitalization		Apr. 2003	Sept. 2025	
6004 Gifts to the Library		Dec. 2003	Sept. 2025	
6005 Investment of Library Funds/Investment Policy		Feb. 2025	Dec. 2025	

CROMAINE DISTRICT LIBRARY POLICIES

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6007 Investment Charter - RECDINDED FEB. 2025	Jan. 2001	Feb. 2025
6015 Budget	Nov. 1998	Dec. 2025
6020 Purchasing	Jun. 1996	Jan. 2025
6025 Library Credit Card	Sept. 1998	Jan. 2025
6026 Electronic Financial Transactions	Jun. 2009	Jan. 2025

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ADOPTED W

PERSONNEL

7002 Personnel Policy & Employee Handbook	Mar. 2000	Aug. 2025
7003 Evaluation of Director and Library Staff	May. 2000	Aug. 2025
7004 Staff Recognition Program - RESCINDED	Oct. 2002	April 2018
7005 Compensation of Library Employees	Mar. 2000	Aug. 2025

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8000 General Provisions of Board Membership	Feb. 2025	
8001 Trustee Appointment, Election and Resignation	Aug. 2021	
8002 Board of Trustee Meetings	Nov. 2025	
8003 Board of Trustees Meetings Agenda Format	Mar-25	
8004 Conduct of Library Board Meetings	Aug. 2025	
8005 Board Organizational Meeting	Mar-25	
8006 Board Officers	Mar-25	
8007 Board Committees	Mar-25	
8008 Ethics Statement	Jan. 2000	May 2025
8009 Board Policy Development	Jul. 1999	May 2025
8011 Board Member Compensation & Expenses	Jul. 1999	May 2025
8012 Board Continuing Education	Nov. 2025	
8013 Response to Correspondence	Nov. 2025	
8014 Board Use of the Library and its Resources	Nov. 2025	