



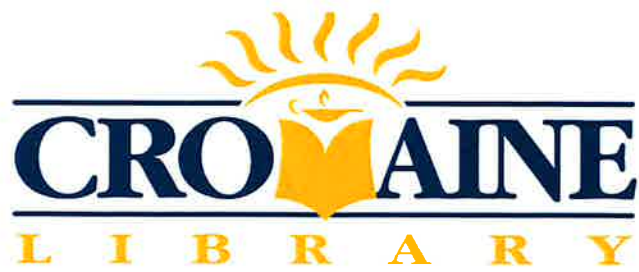
LIBRARY BOARD MEETING AGENDA

DATE: Thursday, August 21, 2025 at 7:00 p.m.

PLACE: Community Room, Cromaine Library

- I. Call to Order / Roll Call
- II. Pledge of Allegiance
- III. Roll Call
- IV. Approval of Agenda
- V. Approval of Consent Agenda
 - A. Approval of Regular Meeting Minutes, 6/19/25
Board meeting 7/17/25 - cancelled
 - B. Acknowledge receipt of the May Financial Reports and payment of May invoices totaling \$136,266.08 and payroll obligations totaling \$105,257.66.
 - C. Acknowledge receipt of the June Financial Reports and payment of June invoices totaling \$104,255.00 and payroll obligations totaling \$102,745.06.
 - D. Committee Reports

Community Relations & Strategic Planning	July-cancelled/Aug. 13
Personnel Committee	July-cancelled/ Aug. 07-cancelled
Finance Committee	July -cancelled/Aug. 11
Ad Hoc Committee-Landscaping Project	Aug. 04
- VI. Library Director's Report
- VII. Discussion/Decision Items
 - A. Strategic Plan Review
 - B. Review of Year-end statistics
 - C. Outside Project Update
 - D. Discussion of Library Legal Representation
 - E. Discussion of Materials Reconsideration Appeal Process
 - F. Review policies #7002 – Personnel Policy & Employee Handbook (Personnel)
Resolution if needed.
#7003 – Evaluation of Director and Library Staff (Personnel)
Resolution if needed.
#7005 – Compensation of Library Employees (Personnel)
Resolution if needed.
#8004 – Conduct of Library Board Meetings (Personnel)
Resolution if needed.
- VIII. Comments from Board
- IX. Call to the Public



X. Agenda Items for Next Meeting

Personnel Committee	Sept. 05
Community Relations Committee	Sept. 10
Finance Committee	Sept. 08
Board of Trustees	Sept. 18

XI. Adjournment

PROPOSED

Cromaine District Library

Budget Hearing/Regular Board Meeting
Thursday June 19, 2025

Trustees Present: Bill Bolin, Jeannine Gogoleki, Becky Basley, Nancy Rosso, Holly Naylor, Dawn Smith, Kim Armstrong

Members Absent: None

Staff Present : Sarah Neidert, Darlene Randolph

Public Present: Debbie Palba, Jeff Amayo, Willian Nylund, Julie Bellanit, Tom Gentner, Alex Yarber, Ashley Nolff, Glenn Gogoleski, Kate Mazzara, Todd Basley, Amanda Maher, Ryan Maher, Elizabeth Streight, Julie Ohashi, Andre Branck, Marita Branch, Vivian Nylund, Walt Palka, James Kerster, Michelle Julian, Dave ViAaker, Michelle ViAaker, Sherry Szekeres, Diane White, Jessica Palmer, L. Picala, Mares Hirschert, Lucy Egenolf, Michele R. Dale-Cannaert, Gary White, Angela Yarber, Curt Schaap, Erin Boyer, Bruce Alin, Gayla Rewker-Alin, Emily Pastore, Madison Armstrong, Terrence Armstrong, Ashlynn Mulka, Chris George, Lindsay Sapp, Cathy Peu, Terry Lee, Mary Cafmeyer, Kate DeRosier, Malia K., Mary Lou Miller, Denise O'Connell, Rene Deachin, Deb Irish, Karen G., Audreanna W., Donald Thompson, Holly Taylor, Lynn Burrows, Elizabeth Gauthier, Shelby Dinser

BUDGET HEARING: President Bolin called the Budget Hearing Meeting to order at 6:30 pm. A roll call was taken.

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

Absent: None

Public Comments Regarding the Budget:

Kate DeRosier spoke and wrote:

Hello, I have comments about the proposed budget. Overall, the projected revenues of 2.7 million and projected surplus of \$120,000 after expenses looks good for library reserves.

Previous library boards worked hard to provide a cushion for maintaining a historical building and providing for community needs. A projected surplus is a welcome outlook. So I need to point out that the decision to withdraw membership in professional library associations can be revisited.

Cromaine District Library – Board Meeting
June, 2025

Removing the library from the American Library Association and the Michigan Library Association – total cuts of \$4,750.00 – is unnecessary because public funds more than cover those costs. I looked at the anticipated reduction though and found the \$2,000 of \$4,750 was added to conventions and professional meetings for staff, so the actual cut amounts to \$2,750.00.

Then I noticed that Legal Fees have been increased in the proposed budget – increased by 150% - from \$4,000 to \$10,000 to cover anticipated increases in legal fees due to policy changes being pursued by trustees so obviously, the reason for the cuts professional association memberships has nothing to do with fiscal responsibility and prudence.”

I took a look at Hartland Townships proposed budget and find ample memberships supported for the board of trustees, the department heads and staff. Professional memberships for the Planning Board for example and for the Township Board: \$4,950 added to the coming year’s budget to support the township’s association membership in the Michigan Municipal League.

The township supports professional memberships because they support continuing education of staff and the benefits of exchanging information and support that comes with that.”

She then read the missions of MLA and ALA.

How many of you on the board participate in – are members of groups and associations even though you don’t agree with everything the group does or stands for.

She then read ethics statement 1, 2 and 8

I am asking you to reconsider and reinstate the professional memberships in the ALA and MLA and recognize that our library has outstanding professionals serving the library community.

Stephanie Booth addressed the board.

Budget Update:

Treasurer Basley praised the hard work and due diligence to Director Neidert, the staff and the Finance Committee. It shows the community the fiduciary responsibility of the library is taken seriously.

Vice President Gogoleski thanked Treasurer Basley for her job as treasurer.

Trustee Naylor said that this was a great job and it will improve our community.

The Public Hearing on the Budget was closed at 6:40 pm with a motion by Vice President Gogoleski, seconded by Trustee Smith.

Ayes: All

Nayes: None Motion carried.

REGULAR BOARD OF TRUSTEES MEETING

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

Members Absent: None

Staff Present: Sarah Neidert, Darlene Randolph

Public Present: Debbie Palba, Jeff Amayo, Willian Nylund, Julie Belcanti, Tom Gentner, Alex Yarber, Ashley Nolff, Genn Gogoleski, Kate Mazzara, Todd Basley, Amanda Maher, Ryan Maher, Elizabeth Streight, Julie Ohashi, Andre Branck, Manita Branch, Vivian Nylund, Walt Palka, James Kerster, Michelle Julian, Dave, ViAaker, Michelle ViAaker, Sherry Szekeres, Diane White, Jessica Palmer, l. Picala, Mares Hirschert, Lucy Egenolf, Michele R. Dale-Cannaert, Gary White, Angela Yarber, Curt Schaap, Erin Boyer, Bruce Alin, Gayla Rewker-Alin, Emily Pastore, Madison Armstrong, Terrence Armstrong, Ashlynn Mulka, Chris George, Lindsay Sapp, Cathy Peu, Terry Lee, Mary Cafmeyer, Kate DeRosier, Malia K. Mary Lou Miller, Denise O'Connell, Rene Deachin, Deb Irish, Karen G., Audreanna W., Donald Thompson, Holly Taylor, Lynn Burrows, Elizabeth Gauthier, Shelby Dinser

I.	President Bolin called the meeting to order at 7:00 p.m.	
II.	Pledge of Allegiance	
III.	Roll Call A roll call was taken Present: Jeannine Gogoleski, Becky Basley, Nancy Rosso, Holly Naylor, Dawn Smith, Kim Armstrong, Bill Bolin Absent: None	
IV.	Secretary Rosso reminded the public that any person speaking during the Call to the Public would need to write out their comments on the "Call to the Public Request Form" in order to be included in the minutes. This way they are not misinterpreted.	Agenda Approval

	<p>President Bolin read an excerpt from “Roberts Rule of Order” to the public in order to clarify expected public conduct in an open meeting.</p> <p>President Bolin requested the board move into a closed session. Trustee Naylor said, “This is inappropriate without collaborating with the board ahead of time. A vote would need to happen. This would need to be placed on the agenda.”</p> <p>Vice President Gogoleski said a motion for an amended agenda would need to take place.</p> <p>President Bolin did not make a motion to amend the agenda.</p> <p>The board moved along to approve this agenda.</p> <p>Approval of Agenda</p> <p>Vice President Gogoleski moved to approve the agenda as submitted. Seconded by Trustee Naylor.</p> <p>Ayes: All</p> <p>Nays: None Motion carried</p> <p>A. Approval of regular meeting minutes, 05/16/24</p> <p>B. Acknowledge receipt of the April Financial Reports and payment of April invoices totaling \$86,661.72 and payroll obligations totaling \$99,093.21.</p> <p>C. Director’s Report</p> <p>D. Committee Reports</p> <table> <tr> <td>Community Relations</td> <td>June 03</td> </tr> <tr> <td>Personnel Committee</td> <td>June 05</td> </tr> <tr> <td>Finance Committee</td> <td>June 10</td> </tr> </table>	Community Relations	June 03	Personnel Committee	June 05	Finance Committee	June 10	
Community Relations	June 03							
Personnel Committee	June 05							
Finance Committee	June 10							
V.	<p>Approval of Consent Agenda</p> <p>Vice President Gogoleski moved to approve the consent agenda, seconded by Trustee Smith.</p> <p>Ayes: All</p> <p>Nays: None Motion carried.</p>	Consent Agenda Approval						

VI.,	<p>Director's Report-Update</p> <p>Director Neidert gave an update on the Outdoor Improvement Project. It is likely to begin in the fall of this year. A soil infiltration test will need to be done. This will hopefully take place in the next two weeks. This test to see how much drainage is required. There will be a "pit" dug with an excavator.</p> <p>She was concerned this would be taking place during the summer concerts, but there will be someone from the company watching and securing this at all times.</p> <p>Treasurer Basley was interested in what kind of company handles the work for the testing of the soil infiltration on the library property. Director Neidert said that a geotechnical, environmental and hydrogeological services company will handle that.</p> <p>An additional survey will be needed for a land combination. The library owns two plots: The land which the library sits on and the plot on which is currently the lawn. A document has to be prepared to submit to the township requesting combining them as one.</p> <p>Summer Reading Programs are up and running. Youth and Adult Departments have been very busy.</p> <p>Secretary Rosso asked Director Neidert how the Pilot Program for homebound is going. Director Neidert responded that there has been no sign up yet. The thought is to start with a small number of signups.</p> <p>The new staff server is received at Applied Innovation, and they are currently configuring it to prepare for installation. I am happy we are able to pay for this project out of this fiscal year's funds.</p>	Directors Update
VII.	<p>Discussion/Decision</p> <p>A. Public Budget Hearing Discussion/Decision</p> <p>No discussion needed.</p> <p>-Resolution #2025-14, Amending the Operating Fund Budget for FY2024-25</p> <p>Vice President Gogoleski moved to approve Resolution 2025-14, Amending the Operating Fund Budget adopted for FY2024-25, seconded by Trustee Naylor. A roll call was taken.</p>	<p>Public Budget Hearing</p> <p>Adopting new budgets/amending still-current budgets</p>

	<p>Ayes: Jeannine Gogoleski, Becky Basley, Nancy Rosso, Holly Naylor, Dawn Smith, Kim Armstrong, Bill Bolin</p> <p>Nayes: None Resolution passed.</p> <p>-Resolution #2025-15, Amending the Improvement Fund Budget for FY2024-25</p> <p>Vice President Gogoleski moved to approve Resolution #2025-15, amending the Improvement Fund Budget adopted for FY2024-25, seconded by Trustee Smith. A roll call was taken.</p> <p>Ayes: Jeannine Gogoleski, Becky Basley, Nancy Rosso, Holly Naylor, Dawn Smith, Kim Armstrong, Bill Bolin</p> <p>Nayes: None Resolution passed.</p> <p>-Resolution #2025-16, Amending the Gift Fund Budget for FY2024-25</p> <p>Treasurer Basley moved to approve Resolution #2025-16, Amending the Gift Fund Budget adopted for FY2024-25, seconded by Trustee Naylor. A roll call was taken.</p> <p>Ayes: Jeannine Gogoleski, Becky Basley, Nancy Rosso, Holly Naylor, Dawn Smith, Kim Armstrong, Bill Bolin</p> <p>Nayes: None Resolution passed.</p> <p>-Resolution #2025-17, Adopting the Gift Fund Budget for FY2025-2026</p> <p>Treasurer Basley moved to adopt Resolution #2025-17, Adopting the Gift Fund Budget for FY2025-2026, seconded by Trustee Smith. A roll call was taken.</p> <p>Ayes: Jeannine Gogoleski, Becky Basley, Nancy Rosso, Holly Naylor, Dawn Smith, Kim Armstrong, Bill Bolin</p> <p>Nayes: None Resolution passed.</p>	
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	<p>-Resolution #2025-18, Adopting the Improvement Fund Budget for FY2025-2026</p> <p>Treasurer Basley moved to adopt Resolution #2025-18, Adopting the Improvement Fund Budget for FY2025-2026, seconded by Vice President Gogoleski. A roll call was taken.</p> <p>Ayes: Jeannine Gogoleski, Becky Basley, Nancy Rosso, Holly Naylor, Dawn Smith, Kim Armstrong, Bill Bolin</p> <p>Nayes: None Resolution passed.</p> <p>-Resolution #2025-19, Adopting Operating Fund Budget for FY2025-2026</p> <p>Treasurer Basley moved to adopt Resolution #2025-19, Adopting the Operating Budget for FY2025-2026, seconded by Secretary Rosso. A roll call was taken.</p> <p>Ayes: Jeannine Gogoleski, Becky Basley, Nancy Rosso, Holly Naylor, Dawn Smith, Kim Armstrong, Bill Bolin</p> <p>Nayes: None Resolution passed.</p> <p>B. Policy #3010/ Discussion/Decision (Community Relations)</p> <p>Secretary Rosso said this policy is fraught with many violations of 1st Amendment Rights. “We have been advised by ACLU, our attorney, and staff from the Library of Michigan on labeling and this policy is an effort to disregard that legal advice. Effectively, what this policy will do is “Ban Books.” This is highly risky, and a risk the library does not need to take.”</p> <p>Trustee Naylor is concerned in the implementation of this policy and is concerned with the challenges that may come forth.</p> <p>Vice President Gogoleski said we have gone through this policy line-by-line at the special meeting on June 3rd. This clean copy of the policy should be all set.</p> <p>Trustee Smith respects the boards opinions and decisions. “It was a good group input and we all worked hard on this. I disagree that this would violate any law. We are doing this according to the law and Constitution.</p>	<p>Policy 3010</p>
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	<p>Secretary Rosso reviewed other libraries in Livingston County, none have such a detailed policy close to what we have put into ours.</p> <p>Trustee Smith responded that they may want to follow our policy in the future.</p> <p>Secretary Rosso recommended that the board seek an independent legal opinion on this policy before a vote is taken-from someone referred by Library of Michigan. Trustee Smith disagreed.</p> <p>-Resolution #2025-09, Materials Selection and Reader Guidance Policy</p> <p>Vice President Gogoleski moved to approve Resolution #2025-09, Materials Selection and Reader Guidance Policy, seconded by Treasurer Basley. A roll call was taken.</p> <p>Ayes: Jeannine Gogoleski, Becky Basley, Holly Naylor, Dawn Smith, Kim Armstrong, Bill Bolin</p> <p>Nayes: Nancy Rosso Resolution passed.</p> <p>C. AV for Community Room</p> <p>Director Neidert received a quote which is under \$4,000. This was budgeted for. There would be a camera on top of the big tv screen with surrounding microphones.</p> <p>Trustee Naylor asked if there is any plans for the staff to assist?</p> <p>Director Neidert would like an answer as to if we want or don't want this.</p> <p>Treasurer Basley said that it was already voted down a year ago. This should go back to the Personnel Committee for review and the full review should come back to the board. "Let's follow the process."</p>	AV Community Room
VIII..	<p>Information/Board Comments</p> <p>Vice President Gogoleski wanted the public to be aware of how much the staff and director do toward Public Community Outreach.</p> <p>Trustee Naylor commented that the Summer Concert Series are fast approaching.</p>	

IX.	<p>Call to the Public:</p> <p>Julie from Dunham Lake is for the inclusion of all literature</p> <p>Jessica Palmer spoke</p> <p>Kate Mazzara spoke</p> <p>Kate DeRosier spoke and wrote: Most people do not want government interference in their personal lives. The majority of people in our library community want and expect the freedom to decide what is best for themselves and for their own children. Recent survey results do not support the need for a new library policy. The new policy is being presented as necessary to protect minors. However, a restrictive policy about children's books is not what the respondents to the recent library survey asked for.</p> <p>There is no need to throw out and rewrite library policy. The library has an effective collection development policy to handle challenges to library materials and content. The recent effort to rewrite policy comes from political pressure and motivation from a small number and not from the majority of library users.</p> <p>Conflict and division are not in the best interest of the library community or the library's future. The library board has ONE constituency, and it is the 27,000 plus residents of the district. The rights of ALL library users should be respected.</p> <p>A policy that ignores Constitutional rights violates your oath of office and this can end badly in the courts and/or at the polls for the board and library. Policy decisions should adhere to the founding principles of our Constitution and the Bill of Rights. Decisions inconsiderate of Constitutional rights betray the oath administered by our Township Clerk that each of you took. "I do solemnly swear that I will support the Constitution of the United States and Faithfully discharge the duties of Cromaine District Library Trustee". – the NON partisan office to which you were elected.</p> <p>Ashley Nollf spoke</p> <p>Deb Irish spoke</p> <p>Denise O'Connell spoke</p> <p>Jeff Amayo spoke</p> <p>Marita Branch spoke</p> <p>Karen G. spoke</p> <p>Stephanie Booth spoke</p> <p>Mares Hirschert spoke</p> <p>Michele Dale-Connaert spoke and wrote: I am a life-long resident of Hartland Township. My family moved to the area in 1939 after purchasing the Shad farm</p>	
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north of Clyde Road. My roots do not run as deep as the founding families, but my respect for the community and its citizens has always been an important aspect of my life.

The act of choice in this process is what makes a free society so wonderful. When choice is taken away from citizens, society is no longer free. An author chooses to write a specific story based on a theme. The thoughts and ideas behind the story become the intellectual property of the author. When we force our own beliefs onto others, we lose the ability to generate an intellectual society. When you tell others what they can and cannot read, you are attempting to have control and authority over other citizen's ability to make decisions, thus taking away their freedom to choose. In a fair and just society with a quote, "Friendly Association of Wholehearted Service," which the Hartland Area Project promoted, it suddenly disappears.

If you move forward with your proposed "ban on certain books" or limiting access" where will your "oversight" end?

Finally, I want to remind the Cromaïne District Library Board of Trustees that you are on the board to serve the best interests of the library and the citizens who live in the community and support the library. Your position does not give you the right to do "your will", but to represent the "will of the people". Right now, you are not doing the will of myself and many citizens who support the Cromaïne District Library. I encourage you to listen to the members of this community who still believe in the "Friendly Association of Wholehearted Service" established by John Robert Crouse Sr, through the Hartland Area Project which is still active today at the Cromaïne District Library almost 100 years later.

Andreanna from Brighton spoke and wrote: I live in Brighton, but I am a cardholder in Cromaïne. I'm here today to affirm that *the freedom to read is a vital expression of freedom of speech*. Removing or restricting LGBTQ+ books is not just censorship—it is harmful to our community.

LGBTQ+ people are part of our community. *Their stories belong on our library shelves just like everyone else's—because representation isn't a privilege: it's a right*. When people see themselves reflected in books, it affirms their identity, fosters empathy in others, and builds a more inclusive, compassionate society.

Public libraries are meant to serve *everyone*. Ensuring that diverse stories remain accessible isn't just good policy—it's a promise to all of us that we belong.

Holly Taylor spoke and wrote: As a Hartland Community member and parent of four kids, I wholeheartedly disagree with this goal to use the library as a place to push one political agenda.

If this were about maturity, we would put Bridge to Terribithia and A Fault in Our Stars on the grief shelf. If this were about morality, we would put The Giver and

	<p>Pert Pan on the homicide shelf. If this were about prejudice, we would take only LGBTQ books and sequester them.</p> <p>As parents, we know that our kids will outgrow Dr. Seuss and Curious George and need books with more substance. It is our job to help them when they encounter topics that are new or difficult. The library’s job is to welcome all people and provide the books that allow them to explore beyond the limits of our small town.</p> <p>The staff in your children’s department are so friendly and welcoming, helpful and respectful of me as a parent. I am asking the board to follow their lead.</p>									
X.	<p>Information</p> <p>Upcoming meeting dates include virtual committee meetings</p> <table><tr><td>TBA for August</td><td>Community Relations & Strategic Planning Committee, July cancelled</td></tr><tr><td>TBA for August</td><td>Personnel Committee, 11:00 am, virtual July cancelled</td></tr><tr><td>TBA for August</td><td>Finance Committee, 2 pm, virtual July cancelled</td></tr><tr><td>August 17</td><td>Board of Trustees July cancelled</td></tr></table> <p>Ad Hoc Committee will also be scheduled via email</p> <p>Vice President motion to cancel July committee and board meetings, seconded by Treasurer Basley.</p> <p>Ayes: All Nayes: None Motion carried.</p>	TBA for August	Community Relations & Strategic Planning Committee, July cancelled	TBA for August	Personnel Committee, 11:00 am, virtual July cancelled	TBA for August	Finance Committee, 2 pm, virtual July cancelled	August 17	Board of Trustees July cancelled	<p>Upcoming Meeting Dates</p>
TBA for August	Community Relations & Strategic Planning Committee, July cancelled									
TBA for August	Personnel Committee, 11:00 am, virtual July cancelled									
TBA for August	Finance Committee, 2 pm, virtual July cancelled									
August 17	Board of Trustees July cancelled									
XI.	<p>Agenda Items for Next Meeting</p> <ul style="list-style-type: none">● Review of year-end statistics – (April-June)● Strategic Plan Review - July● Personnel Policies in August<ul style="list-style-type: none">#7002 – Personnel Policy & Employee Handbook#7003 – Evaluation of director and Library Staff#7005 – Compensation of Library Employees● #8004 – Conduct of Library Board Meetings (Personnel)● Outside Project Update	<p>Items for next meeting</p>								

XII.	Adjournment: Motion by Vice President Gogoleski, seconded by Treasurer Basley. Adjourned at 8:15 pm. Ayes: All Nayes: None Motion passed.	Adjournment

Nancy Rosso, SECRETARY
Cromaine District Library Board

Darlene Randolph, Recording Secretary
Cromaine District Library Board

Documents distributed to the Board for/at this meeting:

- 5/16/2024 Proposed Regular Meeting Minutes
- Director's Report – June 2025
- Financial Reports – April 2025
- Finance Committee Minutes 06/ 10/25
- Personnel Committee Minutes 06/05/25
- Community Relations Minutes, Special Meeting 06/03/25
- Policy #3010, Title Materials Selection and Reader Guidance Policy
- Resolution #2025-09, Policy #3010
- Roberts Rules for Conduct and Decorum Call to the Public
- Copy of Notice of Public Hearing
- Director Neiderts Proposed Budget/Notes
- Resolution 2025-14 Amending the Operating Fund Budget for 2024-2025
- Resolution 2025-15 Amending the Improvement Fund Budget for 2024-2025
- Resolution 2025-16; Amending the Gift Fund Budget for 2024-2025
- Resolution 2025-17; Adopting the Gift Fund Budget for 2025-26
- Resolution 2025-18; Adopting the Improvement Fund Budget for 2025-2026
- Resolution 2025-19; Adopting the Operating Fund Budget for 2025-2026

Disbursement Summary May 2025

Payroll:	Pay Period End	Check Date	Amount:
	5/5/2025	5/9/2025	\$52,874.65
	5/19/2025	5/23/2025	\$52,383.01
Total Payroll:			\$105,257.66
Online Payments Made (other than pay-related):	5/20/2025	UBS Credit Card	\$4,866.25
	5/27/2025	long distance	\$0.07
Accounts Payable Checks Issued:	5/6/2025	DTE Energy	\$2,140.13
		Transaction List	\$ 129,259.63
Total Checks Paid for Month:		total	\$ 241,523.74
Transfers to (from) checking:	5/8/2025	Money Market tc	\$150,000.00

Cromaine District Library Investment Performance FY2024-2025

UBS

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

Month Ending	31-Jan	28-Feb	31-Mar	30-Apr	31-May	30-Jun
Beginning Value	3,709,257.11	3,747,868.80	3,756,957.46	5,166,870.64	5,172,971.51	5,180,297.46
Transfers in/out	32,005.18	7,808.46	141,1598.96	0.00	0.00	
Expenses and Other Disb.	-6,327.97	-5,806.22	-11,065.85	-8,792.83	-4,866.25	
Dividends and Interest	18.12	43,187.79	28,436.01	30.68	33,529.51	
Account Appreciation	12,916.36	-36,101.37	-19,055.94	14,863.02	-21,337.31	
Ending Value	3,747,868.80	3,756,957.46	5,166,870.64	5,172,971.51	5,180,297.46	5,180,297.46

FY24-25 Totals
4,511,159.66
1,155,798.79
-642,397.37
167,998.92
-12,262.54
5,180,297.46

Cromaine District Library Operating Fund May 2025

	May 2025		YTD Total	
	Actual	Budget	YTD Actual	Budget
Revenue				
411.000 Tax Levy & Delinquent Taxes	75,604.58		76,147.41	0.00
403.000 Taxes - Brighton		46,956.45	550,725.68	563,477.44
403.001 Taxes - Deerfield		15,591.56	177,626.55	187,098.68
403.002 Taxes - Genoa		4,943.70	55,798.79	59,324.43
403.003 Taxes - Hartland		112,091.88	1,319,515.80	1,345,102.57
403.004 Taxes - Ocoola		17,555.44	205,536.23	210,665.33
403.005 Taxes - Tyrone	23.70	17,011.21	198,663.10	204,134.54
Total 411.000 Tax Levy & Delinquent Taxes	\$ 75,628.28	\$ 214,150.24	\$ 2,584,013.56	\$ 2,569,802.99
572.000 State Aid		1,666.67	31,284.06	20,000.00
573.000 Local Community Stabilization			9,949.01	0.00
602.000 Charges for Services			0.00	0.00
607.000 Non-resident Fees		33.33	605.00	400.00
607.001 Room Use Fees	183.88	33.33	1,988.88	400.00
607.002 Fax Revenues	27.00	16.67	441.20	200.00
607.003 Print Out Fees	100.20	83.33	2,270.91	1,000.00
Total 602.000 Charges for Services	\$ 311.08	\$ 166.66	\$ 5,305.99	\$ 2,000.00
656.000 Penal Fines		4,416.67	61,601.03	53,000.00
659.000 Fines & Forfeits			0.00	0.00
681.000 Lost & Damaged Materials	125.94	75.00	1,925.19	900.00
681.001 Lost & Dam. Refunds	-25.98	-8.33	-99.93	-100.00
681.002 Miscellaneous	3.00		605.00	0.00
681.003 ILL Lost & Damaged	489.25	41.67	1,224.15	500.00
681.004 ILL Lost & Damaged Refunds		-4.17	0.00	-50.00
Total 659.000 Fines & Forfeits	\$ 592.21	\$ 104.17	\$ 3,654.41	\$ 1,250.00
670.000 Investment Income			0.00	0.00
665.000 Interest - Bank	460.91	83.33	6,430.99	1,000.00
665.001 Interest - Investment Fund	6,096.10		77,868.21	0.00
Total 670.000 Investment Income	\$ 6,557.01	\$ 83.33	\$ 84,299.20	\$ 1,000.00
681.006 Miscellaneous Income			1,280.72	0.00
666.000 Dividends		250.00	1,918.00	3,000.00
693.000 Sale of Fixed Assets			94.00	0.00
Total 681.006 Miscellaneous Income	\$ 0.00	\$ 250.00	\$ 3,292.72	\$ 3,000.00
Total Revenue	\$ 83,088.58	\$ 220,837.74	\$ 2,783,399.98	\$ 2,650,052.99
Gross Profit	\$ 83,088.58	\$ 220,837.74	\$ 2,783,399.98	\$ 2,650,052.99
Expenditures				
421.000 Tax Refunds	57.89		134.58	0.00
700.000 Salaries & Fringe Benefits			0.00	0.00
702.000 Salaries - Full-time	70,772.92	77,164.42	812,757.27	925,973.00
702.001 Salaries - Part-time	17,933.69	19,668.17	222,924.84	236,018.00

702.004 Sunday Staff	2,403.21	2,051.50	22,023.67	24,618.00
713.000 Life Insurance	642.43	687.50	7,321.30	8,250.00
713.001 Health Insurance	7,285.45	10,514.25	131,074.00	126,171.00
713.002 Retirement Benefits	7,228.39	7,991.75	86,426.54	95,901.00
713.003 Employer's FICA	6,919.45	7,904.00	80,384.64	94,848.00
713.004 State Unemployment Tax		416.67	268.41	5,000.00
713.005 Employee Assistance Program		41.67	470.70	500.00
713.006 Worker's Compensation		383.33	2,781.00	4,600.00
Total 700.000 Salaries & Fringe Benefits	\$ 113,185.54	\$ 126,823.26	\$ 1,366,432.37	\$ 1,521,879.00
726.000 Supplies			0.00	0.00
727.000 Postage Expense	2,709.94	1,041.67	12,284.29	12,500.00
727.001 Office Supplies	69.31	208.33	1,357.21	2,500.00
727.004 Public Use Supplies		166.67	1,397.85	2,000.00
728.000 Library Supplies	217.27	250.00	2,056.21	3,000.00
728.001 Custodial Supplies	39.51	500.00	3,821.20	6,000.00
728.002 Equip & Furnishings, Disposable		166.67	0.00	2,000.00
Total 726.000 Supplies	\$ 3,036.03	\$ 2,333.34	\$ 20,916.76	\$ 28,000.00
800.000 Professional Services			0.00	0.00
801.000 Payroll & Accounting Services	1,268.96	1,200.00	15,602.50	14,400.00
801.001 Audit Fees		666.67	7,621.00	8,000.00
801.002 Legal Fees	58.50	333.33	7,495.00	4,000.00
801.003 Library Network Fees		583.33	3,620.00	7,000.00
801.004 Cataloging & Acquisitions	2,915.69	4,166.67	23,755.83	50,000.00
801.005 Other Professional Services	8,749.69	6,166.67	57,791.20	74,000.00
801.006 Managed Technology Services	6,470.51	6,000.00	50,329.28	72,000.00
Total 800.000 Professional Services	\$ 19,463.35	\$ 19,116.67	\$ 166,214.81	\$ 229,400.00
850.000 Technology			0.00	0.00
745.000 Technology Supplies	-14.99	908.33	10,986.07	10,900.00
930.001 Technology Maintenance	1,141.44	5,708.33	63,021.38	68,500.00
Total 850.000 Technology	\$ 1,126.45	\$ 6,616.66	\$ 74,007.45	\$ 79,400.00
860.009 Community Relations			0.00	0.00
880.000 Marketing	606.80	1,851.67	18,218.13	22,220.00
900.000 Printing	6,582.99	1,583.33	14,154.06	19,000.00
901.002 Public Programing	4,364.07	3,791.67	35,389.59	45,500.00
901.003 Memberships - Non-library Organ		104.17	945.00	1,250.00
Total 860.009 Community Relations	\$ 11,553.86	\$ 7,330.84	\$ 68,706.78	\$ 87,970.00
920.000 Utilities			0.00	0.00
850.001 Telecommunications	570.42	1,083.33	10,407.08	13,000.00
920.001 Heating Fuel	553.71	1,000.00	5,844.17	12,000.00
920.002 Electricity	2,140.13	2,500.00	21,922.58	30,000.00
920.003 Sewer Use		479.17	3,184.91	5,750.00
Total 920.000 Utilities	\$ 3,264.26	\$ 5,062.50	\$ 41,358.74	\$ 60,750.00
931.000 Repairs & Maintenance			0.00	0.00
930.000 Rep & Maint-Equip & Furnishings		125.00	0.00	1,500.00
930.002 Rep & Maint-Buildings	1,180.94	2,583.33	30,726.11	31,000.00
930.004 Rep & Maint-Grounds	672.80	1,000.00	6,399.57	12,000.00
Total 931.000 Repairs & Maintenance	\$ 1,853.74	\$ 3,708.33	\$ 37,125.68	\$ 44,500.00

940.000 Rental	338.00	166.67	1,963.19	2,000.00
955.000 Administrative Expenses			0.00	0.00
956.000 Bank Fees	85.02	208.33	1,474.42	2,500.00
956.002 Public Notices		20.83	0.00	250.00
956.005 Misc Administrative Expense		625.00	2,687.22	7,500.00
956.006 Cash Over/Short			-1.01	0.00
Total 955.000 Administrative Expenses	\$ 85.02	\$ 854.16	\$ 4,160.63	\$ 10,250.00
955.001 Property & Liability Insurance		2,050.00	23,785.00	24,600.00
957.000 Professional Development			0.00	0.00
802.000 Professional Membership - Staff	935.00	291.67	2,885.00	3,500.00
802.001 Professional Membership - Board		166.67	1,285.00	2,000.00
860.002 Staff Development		916.67	8,737.09	11,000.00
860.003 Board Training		41.67	102.96	500.00
860.004 Mileage Reimbursement - Staff	424.20	333.33	2,139.87	4,000.00
860.005 Mileage Reimbursement - Board		20.83	0.00	250.00
860.006 Travel		1,166.67	5,224.16	14,000.00
860.007 Meals	275.04	250.00	2,884.81	3,000.00
860.008 Board Travel		41.67	0.00	500.00
Total 957.000 Professional Development	\$ 1,634.24	\$ 3,229.18	\$ 23,258.89	\$ 38,750.00
980.000 Equipment			81.15	0.00
981.000 Library Materials	170.01	22,487.50	170.01	269,850.00
980.006 Periodicals (Magazines & Newspapers)		512.50	0.00	6,150.00
982.000 Collections Adult	14,271.74		95,922.66	0.00
982.001 Collections Reference			235.43	0.00
982.002 Collections Juvenile	2,004.21		16,508.30	0.00
982.003 Collections - Databases			13,587.59	0.00
982.004 Collections - E-Resources	5,102.38		88,069.49	0.00
982.005 Collections Young Adult	987.98		2,122.79	0.00
982.006 Collections Periodicals	41.05		6,103.76	0.00
Collections Electronic	5,002.26		9,615.04	0.00
Total 981.000 Library Materials	\$ 27,579.63	\$ 23,000.00	\$ 232,335.07	\$ 276,000.00
995.000 Transfer to Improvement Fund		0.00	0.00	0.00
Total Expenditures	\$ 183,178.01	\$ 200,291.61	\$ 2,060,481.10	\$ 2,403,499.00
Net Operating Revenue	-\$ 100,089.43	\$ 20,546.13	\$ 722,918.88	\$ 246,553.99
Net Revenue	-\$ 100,089.43	\$ 20,546.13	\$ 722,918.88	\$ 246,553.99

Wednesday, Jun 11, 2025 10:19:54 AM GMT-7 - Accrual Basis

Cromaine District Library Improvement Fund May 2025

	May 2025		YTD Total	
	Actual	Budget	YTD Actual	Budget
Revenue			0.00	0.00
670.000 Investment Income				0.00
665.001 Interest - Investment Fund	6,096.10		77,868.17	
Total 670.000 Investment Income	\$ 6,096.10	\$ 0.00	\$ 77,868.17	\$ 0.00
Total Revenue	\$ 6,096.10	\$ 0.00	\$ 77,868.17	\$ 0.00
Gross Profit	\$ 6,096.10	\$ 0.00	\$ 77,868.17	\$ 0.00
Expenditures				
421.000 Tax Refunds		62.50	0.00	750.00
975.002 Building Improvement	3,328.38	25,000.00	46,939.32	300,000.00
980.000 Equipment	660.77	8,333.33	38,985.47	100,000.00
980.002 Furnishings - Life over 1 Year	171.93	14,583.33	117,550.95	175,000.00
984.000 Public Use Hardware		3,083.33	19,429.95	37,000.00
984.001 Public Use Software		166.67	1,646.97	2,000.00
984.002 Staff Use Hardware		1,333.33	12,103.59	16,000.00
984.003 Staff Use Software		250.00	0.00	3,000.00
Total Expenditures	\$ 4,161.08	\$ 52,812.49	\$ 236,656.25	\$ 633,750.00
Net Operating Revenue	\$ 1,935.02	-\$ 52,812.49	-\$ 158,788.08	-\$ 633,750.00
Net Revenue	\$ 1,935.02	-\$ 52,812.49	-\$ 158,788.08	-\$ 633,750.00

Adjusted balance: \$2,701,341

Wednesday, Jun 11, 2025 10:27:17 AM GMT-7 - Accrual Basis

Cromaine District Library Gift Fund May 2025

	May 2025		YTD Total	
	Actual	Budget	YTD Actual	Budget
Revenue				
675.000 Gifts - Unrestricted			0.00	0.00
674.001 General Donations			7,637.00	0.00
Total 675.000 Gifts - Unrestricted	\$ 0.00	\$ 0.00	\$ 7,637.00	\$ 0.00
675.001 Gifts - Restricted			-450.00	0.00
674.003 Restricted Donations-Materials			60.00	0.00
674.004 Restricted Donations-Other	5,320.00		36,660.00	0.00
Total 675.001 Gifts - Restricted	\$ 5,320.00	\$ 0.00	\$ 36,270.00	\$ 0.00
678.000 Grants & Related Gifts			0.00	0.00
529.000 Other Grants			4,100.00	0.00
Total 678.000 Grants & Related Gifts	\$ 0.00	\$ 0.00	\$ 4,100.00	\$ 0.00
Total Revenue	\$ 5,320.00	\$ 0.00	\$ 48,007.00	\$ 0.00
Gross Profit	\$ 5,320.00	\$ 0.00	\$ 48,007.00	\$ 0.00
Expenditures				
726.000 Supplies		83.33	0.00	1,000.00
727.001 Office Supplies			0.00	0.00
728.000 Library Supplies			229.21	0.00
Total 726.000 Supplies	\$ 0.00	\$ 83.33	\$ 229.21	\$ 1,000.00
850.000 Technology		166.67	0.00	2,000.00
860.009 Community Relations		1,666.67	0.00	20,000.00
880.000 Marketing			430.50	0.00
900.000 Printing			49.62	0.00
901.002 Public Programing	1,245.14		9,359.41	0.00
Total 860.009 Community Relations	\$ 1,245.14	\$ 1,666.67	\$ 9,839.53	\$ 20,000.00
931.000 Repairs & Maintenance			0.00	0.00
930.000 Rep & Maint-Equip & Furnishings			8,500.00	0.00
Total 931.000 Repairs & Maintenance	\$ 0.00	\$ 0.00	\$ 8,500.00	\$ 0.00
980.000 Equipment			11.99	0.00
980.002 Furnishings - Life over 1 Year		833.33	1,731.47	10,000.00
981.000 Library Materials		333.33	160.00	4,000.00
982.002 Collections Juvenile			507.99	0.00
Total 981.000 Library Materials	\$ 0.00	\$ 333.33	\$ 667.99	\$ 4,000.00
Total Expenditures	\$ 1,245.14	\$ 3,083.33	\$ 20,980.19	\$ 37,000.00
Net Operating Revenue	\$ 4,074.86	-\$ 3,083.33	\$ 27,026.81	-\$ 37,000.00
Net Revenue	\$ 4,074.86	-\$ 3,083.33	\$ 27,026.81	-\$ 37,000.00

beginning balance \$150,533

Cromaine District Library

Music Hall May 2025

	May 2025		YTD Total	
	Actual	Budget	YTD Actual	Budget
Revenue				
602.000 Charges for Services			0.00	0.00
607.001 Room Use Fees	1,184.47	833.33	15,359.59	10,000.00
Total 602.000 Charges for Services	\$ 1,184.47	\$ 833.33	\$ 15,359.59	\$ 10,000.00
675.001 Gifts - Restricted			0.00	0.00
674.004 Restricted Donations-Other			2,550.00	0.00
Total 675.001 Gifts - Restricted	\$ 0.00	\$ 0.00	\$ 2,550.00	\$ 0.00
Total Revenue	\$ 1,184.47	\$ 833.33	\$ 17,909.59	\$ 10,000.00
Gross Profit	\$ 1,184.47	\$ 833.33	\$ 17,909.59	\$ 10,000.00
Expenditures				
726.000 Supplies			0.00	0.00
728.001 Custodial Supplies		41.67	775.07	500.00
Total 726.000 Supplies	\$ 0.00	\$ 41.67	\$ 775.07	\$ 500.00
800.000 Professional Services			0.00	0.00
801.005 Other Professional Services		250.00	730.00	3,000.00
Total 800.000 Professional Services	\$ 0.00	\$ 250.00	\$ 730.00	\$ 3,000.00
850.000 Technology			0.00	0.00
930.001 Technology Maintenance		0.00	33.97	0.00
Total 850.000 Technology	\$ 0.00	\$ 0.00	\$ 33.97	\$ 0.00
860.009 Community Relations			0.00	0.00
880.000 Marketing			502.20	0.00
901.002 Public Programing			146.56	0.00
901.003 Memberships - Non-library Organ		83.33	0.00	1,000.00
Total 860.009 Community Relations	\$ 0.00	\$ 83.33	\$ 648.76	\$ 1,000.00
920.000 Utilities			0.00	0.00
850.001 Telecommunications	264.23	150.00	2,168.17	1,800.00
920.001 Heating Fuel	1,576.99		2,609.69	0.00
920.002 Electricity	465.27		2,077.93	0.00
920.003 Sewer Use	123.01		546.64	0.00
Total 920.000 Utilities	\$ 2,429.50	\$ 150.00	\$ 7,402.43	\$ 1,800.00
931.000 Repairs & Maintenance			468.05	0.00
930.002 Rep & Maint-Buildings	468.47	833.33	3,998.37	10,000.00
930.004 Rep & Maint-Grounds	275.00	333.33	5,094.96	4,000.00
Total 931.000 Repairs & Maintenance	\$ 743.47	\$ 1,166.66	\$ 9,561.38	\$ 14,000.00
940.000 Rental			1.00	0.00
955.000 Administrative Expenses			0.00	0.00
956.000 Bank Fees			-52.00	0.00
Total 955.000 Administrative Expenses	\$ 0.00	\$ 0.00	\$ -52.00	\$ 0.00
955.001 Property & Liability Insurance		9.17	0.00	110.00
957.000 Professional Development			0.00	0.00

Disbursement Summary June 2025

Payroll:	Pay Period End	Check Date	Amount:
	6/2/025	6/6/2025	\$51,297.36
	6/16/2025	6/20/2025	\$51,447.70
Total Payroll:			\$102,745.06
Online Payments Made (other than pay-related):	6/23/2025	UBS Credit Card	\$13,084.71
	6/23/2025	\$0.42	
	6/6/2025	\$1,898.38	
Accounts Payable Checks Issued:		89271.49 Transaction List	
Total Checks Paid for Month:			\$207,000.06 total
Transfers to (from) checking:	6/4/2025	\$ 150,000.00 UBS to Checking	0
	6/6/2025	\$150,000.00 Money Market to Checking	

Cromaine District Library

Operating June 2025

	Jun 2025		YTD Total	
	Actual	Budget	YTD Actual	Budget
Revenue				
411.000 Tax Levy & Delinquent Taxes			76,147.41	0.00
403.000 Taxes - Brighton		46,956.49	550,725.68	563,477.44
403.001 Taxes - Deerfield		15,591.52	177,626.55	187,098.68
403.002 Taxes - Genoa		4,943.73	55,798.79	59,324.43
403.003 Taxes - Hartland		112,091.89	1,319,515.80	1,345,102.57
403.004 Taxes - Oceola		17,555.49	205,536.23	210,665.33
403.005 Taxes - Tyrone	11.72	17,011.23	198,663.10	204,134.54
Total 411.000 Tax Levy & Delinquent Taxes	\$ 11.72	\$ 214,150.35	\$ 2,584,013.56	\$ 2,569,802.99
572.000 State Aid		1,666.63	31,284.06	20,000.00
573.000 Local Community Stabilization			9,949.01	0.00
602.000 Charges for Services			0.00	0.00
607.000 Non-resident Fees		33.37	605.00	400.00
607.001 Room Use Fees	300.00	33.37	1,988.88	400.00
607.002 Fax Revenues	29.00	16.63	455.20	200.00
607.003 Print Out Fees	177.50	83.37	2,358.36	1,000.00
Total 602.000 Charges for Services	\$ 506.50	\$ 166.74	\$ 5,407.44	\$ 2,000.00
656.000 Penal Fines		4,416.63	61,601.03	53,000.00
659.000 Fines & Forfeits			0.00	0.00
681.000 Lost & Damaged Materials	287.97	75.00	2,203.16	900.00
681.001 Lost & Dam. Refunds		-8.37	-99.93	-100.00
681.002 Miscellaneous			605.00	0.00
681.003 ILL Lost & Damaged		41.63	1,224.15	500.00
681.004 ILL Lost & Damaged Refunds	-15.99	-4.13	-15.99	-50.00
Total 659.000 Fines & Forfeits	\$ 271.98	\$ 104.13	\$ 3,916.39	\$ 1,250.00
670.000 Investment Income			0.00	0.00
665.000 Interest - Bank	428.05	83.37	6,859.04	1,000.00
665.001 Interest - Investment Fund	7,033.84		84,902.05	0.00
Total 670.000 Investment Income	\$ 7,461.89	\$ 83.37	\$ 91,761.09	\$ 1,000.00
681.006 Miscellaneous Income			1,280.72	0.00
666.000 Dividends		250.00	1,918.00	3,000.00
693.000 Sale of Fixed Assets			94.00	0.00
Total 681.006 Miscellaneous Income	\$ 0.00	\$ 250.00	\$ 3,292.72	\$ 3,000.00
Total Revenue	\$ 8,252.09	\$ 220,837.85	\$ 2,791,225.30	\$ 2,650,052.99
Gross Profit	\$ 8,252.09	\$ 220,837.85	\$ 2,791,225.30	\$ 2,650,052.99
Expenditures				
421.000 Tax Refunds			134.58	0.00
700.000 Salaries & Fringe Benefits			0.00	0.00
702.000 Salaries - Full-time	116,211.27	77,164.38	928,968.54	925,973.00
702.001 Salaries - Part-time	18,091.99	19,668.13	241,016.83	236,018.00

702.004 Sunday Staff	0.00	2,051.50	22,023.67	24,618.00
713.000 Life Insurance	600.00	687.50	7,921.30	8,250.00
713.001 Health Insurance		10,514.25	131,189.49	126,171.00
713.002 Retirement Benefits	10,646.08	7,991.75	97,072.62	95,901.00
713.003 Employer's FICA	10,187.90	7,904.00	90,572.54	94,848.00
713.004 State Unemployment Tax	40.72	416.63	309.13	5,000.00
713.005 Employee Assistance Program		41.63	470.70	500.00
713.006 Worker's Compensation		383.37	2,781.00	4,600.00
Total 700.000 Salaries & Fringe Benefits	\$ 155,777.96	\$ 126,823.14	\$ 1,522,325.82	\$ 1,521,879.00
726.000 Supplies			0.00	0.00
727.000 Postage Expense	197.32	1,041.63	12,481.61	12,500.00
727.001 Office Supplies		208.37	1,438.45	2,500.00
727.004 Public Use Supplies		166.63	1,397.85	2,000.00
728.000 Library Supplies	46.86	250.00	2,189.79	3,000.00
728.001 Custodial Supplies		500.00	4,098.95	6,000.00
728.002 Equip & Furnishings, Disposable		166.63	0.00	2,000.00
Total 726.000 Supplies	\$ 244.18	\$ 2,333.26	\$ 21,606.65	\$ 28,000.00
800.000 Professional Services			0.00	0.00
801.000 Payroll & Accounting Services	1,263.05	1,200.00	16,865.55	14,400.00
801.001 Audit Fees		666.63	7,621.00	8,000.00
801.002 Legal Fees	390.00	333.37	7,885.00	4,000.00
801.003 Library Network Fees		583.37	3,620.00	7,000.00
801.004 Cataloging & Acquisitions	409.75	4,166.63	24,885.76	50,000.00
801.005 Other Professional Services	6,562.34	6,166.63	64,353.54	74,000.00
801.006 Managed Technology Services	19,556.51	6,000.00	69,885.79	72,000.00
Total 800.000 Professional Services	\$ 28,181.65	\$ 19,116.63	\$ 195,116.64	\$ 229,400.00
850.000 Technology			0.00	0.00
745.000 Technology Supplies		908.37	11,001.06	10,900.00
930.001 Technology Maintenance	-648.41	5,708.37	61,967.55	68,500.00
Total 850.000 Technology	-\$ 648.41	\$ 6,616.74	\$ 72,968.61	\$ 79,400.00
860.009 Community Relations			0.00	0.00
880.000 Marketing	1,995.71	1,851.63	20,213.84	22,220.00
900.000 Printing	295.00	1,583.37	14,449.06	19,000.00
901.002 Public Programing	2,588.90	3,791.63	38,145.49	45,500.00
901.003 Memberships - Non-library Organ		104.13	945.00	1,250.00
Total 860.009 Community Relations	\$ 4,879.61	\$ 7,330.76	\$ 73,753.39	\$ 87,970.00
920.000 Utilities			0.00	0.00
850.001 Telecommunications	1,770.42	1,083.37	12,177.50	13,000.00
920.001 Heating Fuel		1,000.00	5,844.17	12,000.00
920.002 Electricity	1,898.38	2,500.00	23,820.96	30,000.00
920.003 Sewer Use		479.13	3,184.91	5,750.00
Total 920.000 Utilities	\$ 3,668.80	\$ 5,062.50	\$ 45,027.54	\$ 60,750.00
931.000 Repairs & Maintenance			0.00	0.00
930.000 Rep & Maint-Equip & Furnishings		125.00	0.00	1,500.00
930.002 Rep & Maint-Buildings	3,395.10	2,583.37	33,344.06	31,000.00
930.004 Rep & Maint-Grounds	495.94	1,000.00	6,895.51	12,000.00
Total 931.000 Repairs & Maintenance	\$ 3,891.04	\$ 3,708.37	\$ 40,239.57	\$ 44,500.00

940.000 Rental	169.00	166.63	2,132.19	2,000.00
955.000 Administrative Expenses			0.00	0.00
956.000 Bank Fees	89.16	208.37	1,494.84	2,500.00
956.002 Public Notices	120.84	20.87	120.84	250.00
956.005 Misc Administrative Expense	861.75	625.00	3,548.97	7,500.00
956.006 Cash Over/Short	1.50		0.49	0.00
Total 955.000 Administrative Expenses	\$ 1,073.25	\$ 854.24	\$ 5,165.14	\$ 10,250.00
955.001 Property & Liability Insurance		2,050.00	23,785.00	24,600.00
957.000 Professional Development			0.00	0.00
802.000 Professional Membership - Staff	-170.00	291.63	2,715.00	3,500.00
802.001 Professional Membership - Board		166.63	1,285.00	2,000.00
860.002 Staff Development		916.63	8,737.09	11,000.00
860.003 Board Training		41.63	102.96	500.00
860.004 Mileage Reimbursement - Staff	77.70	333.37	2,217.57	4,000.00
860.005 Mileage Reimbursement - Board		20.87	0.00	250.00
860.006 Travel	7.50	1,166.63	5,231.66	14,000.00
860.007 Meals	155.75	250.00	3,040.56	3,000.00
860.008 Board Travel		41.63	0.00	500.00
Total 957.000 Professional Development	\$ 70.95	\$ 3,229.02	\$ 23,329.84	\$ 38,750.00
980.000 Equipment			81.15	0.00
981.000 Library Materials		22,487.50	170.01	269,850.00
980.006 Periodicals (Magazines & Newspapers)		512.50	0.00	6,150.00
982.000 Collections Adult	2,695.77		100,846.30	0.00
982.001 Collections Reference			235.43	0.00
982.002 Collections Juvenile	99.33		16,607.63	0.00
982.003 Collections - Databases			13,587.59	0.00
982.004 Collections - E-Resources	117.73		88,187.22	0.00
982.005 Collections Young Adult	109.66		2,232.45	0.00
982.006 Collections Periodicals			6,103.76	0.00
Collections Electronic	4,556.37		14,380.51	0.00
Total 981.000 Library Materials	\$ 7,578.86	\$ 23,000.00	\$ 242,350.90	\$ 276,000.00
995.000 Transfer to Improvement Fund		0.00	0.00	0.00
Total Expenditures	\$ 204,886.89	\$ 200,291.29	\$ 2,268,017.02	\$ 2,403,499.00
Net Operating Revenue	-\$ 196,634.80	\$ 20,546.56	\$ 523,208.28	\$ 246,553.99
Net Revenue	-\$ 196,634.80	\$ 20,546.56	\$ 523,208.28	\$ 246,553.99

Wednesday, Jul 23, 2025 10:38:53 AM GMT-7 - Accrual Basis

Cromaine District Library Improvement June 2025

	Jun 2025		YTD Total	
	Actual	Budget	YTD Actual	Budget
Revenue				
670.000 Investment Income			0.00	0.00
665.001 Interest - Investment Fund	7,033.84		84,902.01	0.00
Total 670.000 Investment Income	\$ 7,033.84	\$ 0.00	\$ 84,902.01	\$ 0.00
Total Revenue	\$ 7,033.84	\$ 0.00	\$ 84,902.01	\$ 0.00
Gross Profit	\$ 7,033.84	\$ 0.00	\$ 84,902.01	\$ 0.00
Expenditures				
421.000 Tax Refunds		62.50	0.00	750.00
931.000 Repairs & Maintenance			0.00	0.00
930.004 Rep & Maint-Grounds	21.99		21.99	0.00
Total 931.000 Repairs & Maintenance	\$ 21.99	\$ 0.00	\$ 21.99	\$ 0.00
975.002 Building Improvement		25,000.00	46,939.32	300,000.00
980.000 Equipment		8,333.37	42,659.55	100,000.00
980.002 Furnishings - Life over 1 Year	1,000.00	14,583.37	118,550.95	175,000.00
984.000 Public Use Hardware	8,352.87	3,083.37	27,782.82	37,000.00
984.001 Public Use Software	199.00	166.63	1,845.97	2,000.00
984.002 Staff Use Hardware		1,333.37	12,103.59	16,000.00
984.003 Staff Use Software		250.00	0.00	3,000.00
Total Expenditures	\$ 9,573.86	\$ 52,812.61	\$ 249,904.19	\$ 633,750.00
Net Operating Revenue	-\$ 2,540.02	-\$ 52,812.61	-\$ 165,002.18	-\$ 633,750.00
Net Revenue	-\$ 2,540.02	-\$ 52,812.61	-\$ 165,002.18	-\$ 633,750.00

Wednesday, Jul 23, 2025 10:41:46 AM GMT-7 - Accrual Basis

Cromaine District Library

GIFT June 2025

	Jun 2025		YTD Total	
	Actual	Budget	YTD Actual	Budget
Revenue				
675.000 Gifts - Unrestricted			0.00	0.00
674.001 General Donations			7,637.00	0.00
Total 675.000 Gifts - Unrestricted	\$ 0.00	\$ 0.00	\$ 7,637.00	\$ 0.00
675.001 Gifts - Restricted	500.00		50.00	0.00
674.003 Restricted Donations-Materials			60.00	0.00
674.004 Restricted Donations-Other	4,861.33		41,501.33	0.00
Total 675.001 Gifts - Restricted	\$ 5,361.33	\$ 0.00	\$ 41,611.33	\$ 0.00
678.000 Grants & Related Gifts			0.00	0.00
529.000 Other Grants			4,100.00	0.00
Total 678.000 Grants & Related Gifts	\$ 0.00	\$ 0.00	\$ 4,100.00	\$ 0.00
Total Revenue	\$ 5,361.33	\$ 0.00	\$ 53,348.33	\$ 0.00
Gross Profit	\$ 5,361.33	\$ 0.00	\$ 53,348.33	\$ 0.00
Expenditures				
726.000 Supplies		83.37	0.00	1,000.00
727.001 Office Supplies	77.98		77.98	0.00
728.000 Library Supplies			229.21	0.00
Total 726.000 Supplies	\$ 77.98	\$ 83.37	\$ 307.19	\$ 1,000.00
850.000 Technology		166.63	0.00	2,000.00
860.009 Community Relations	500.00	1,666.63	500.00	20,000.00
880.000 Marketing	56.00		486.50	0.00
900.000 Printing			49.62	0.00
901.002 Public Programing	985.70		10,345.11	0.00
Total 860.009 Community Relations	\$ 1,541.70	\$ 1,666.63	\$ 11,381.23	\$ 20,000.00
931.000 Repairs & Maintenance			0.00	0.00
930.000 Rep & Maint-Equip & Furnishings	4,000.00		12,500.00	0.00
Total 931.000 Repairs & Maintenance	\$ 4,000.00	\$ 0.00	\$ 12,500.00	\$ 0.00
980.000 Equipment			11.99	0.00
980.002 Furnishings - Life over 1 Year		833.37	1,731.47	10,000.00
981.000 Library Materials		333.37	160.00	4,000.00
982.002 Collections Juvenile			507.99	0.00
Total 981.000 Library Materials	\$ 0.00	\$ 333.37	\$ 667.99	\$ 4,000.00
Total Expenditures	\$ 5,619.68	\$ 3,083.37	\$ 26,599.87	\$ 37,000.00
Net Operating Revenue	-\$ 258.35	-\$ 3,083.37	\$ 26,748.46	-\$ 37,000.00
Net Revenue	-\$ 258.35	-\$ 3,083.37	\$ 26,748.46	-\$ 37,000.00

beginning balance: \$150,533

Cromaine District Library

Music Hall June 225 2025

	Jun 2025		YTD Total	
	Actual	Budget	YTD Actual	Budget
Revenue				
602.000 Charges for Services			0.00	0.00
607.001 Room Use Fees	1,075.00	833.37	16,209.59	10,000.00
Total 602.000 Charges for Services	\$ 1,075.00	\$ 833.37	\$ 16,209.59	\$ 10,000.00
675.001 Gifts - Restricted			0.00	0.00
674.004 Restricted Donations-Other			2,550.00	0.00
Total 675.001 Gifts - Restricted	\$ 0.00	\$ 0.00	\$ 2,550.00	\$ 0.00
Total Revenue	\$ 1,075.00	\$ 833.37	\$ 18,759.59	\$ 10,000.00
Gross Profit	\$ 1,075.00	\$ 833.37	\$ 18,759.59	\$ 10,000.00
Expenditures				
726.000 Supplies			0.00	0.00
728.001 Custodial Supplies	203.37	41.63	1,089.29	500.00
Total 726.000 Supplies	\$ 203.37	\$ 41.63	\$ 1,089.29	\$ 500.00
800.000 Professional Services			0.00	0.00
801.005 Other Professional Services		250.00	730.00	3,000.00
Total 800.000 Professional Services	\$ 0.00	\$ 250.00	\$ 730.00	\$ 3,000.00
850.000 Technology			0.00	0.00
930.001 Technology Maintenance		0.00	33.97	0.00
Total 850.000 Technology	\$ 0.00	\$ 0.00	\$ 33.97	\$ 0.00
860.009 Community Relations			0.00	0.00
880.000 Marketing			502.20	0.00
901.002 Public Programing			146.56	0.00
901.003 Memberships - Non-library Organ		83.37	0.00	1,000.00
Total 860.009 Community Relations	\$ 0.00	\$ 83.37	\$ 648.76	\$ 1,000.00
920.000 Utilities			0.00	0.00
850.001 Telecommunications	264.23	150.00	2,432.40	1,800.00
920.001 Heating Fuel	554.65		3,164.34	0.00
920.002 Electricity	344.48		2,422.41	0.00
920.003 Sewer Use	114.69		661.33	0.00
Total 920.000 Utilities	\$ 1,278.05	\$ 150.00	\$ 8,680.48	\$ 1,800.00
931.000 Repairs & Maintenance			468.05	0.00
930.002 Rep & Maint-Buildings		833.37	3,998.37	10,000.00
930.004 Rep & Maint-Grounds	165.00	333.37	5,259.96	4,000.00
Total 931.000 Repairs & Maintenance	\$ 165.00	\$ 1,166.74	\$ 9,726.38	\$ 14,000.00
940.000 Rental			1.00	0.00
955.000 Administrative Expenses			0.00	0.00
956.000 Bank Fees			-52.00	0.00
Total 955.000 Administrative Expenses	\$ 0.00	\$ 0.00	\$ 52.00	\$ 0.00
955.001 Property & Liability Insurance		9.13	0.00	110.00
957.000 Professional Development			0.00	0.00

802.000 Professional Membership - Staff				125.00	0.00
Total 957.000 Professional Development	\$	0.00	\$	0.00	\$ 125.00 \$ 0.00
980.002 Furnishings - Life over 1 Year				261.81	0.00
981.000 Library Materials				0.00	0.00
982.002 Collections Juvenile				11.60	0.00
Total 981.000 Library Materials	\$	0.00	\$	0.00	\$ 11.60 \$ 0.00
Total Expenditures	\$	1,646.42	\$	1,700.87	\$ 21,256.29 \$ 20,410.00
Net Operating Revenue	-\$	571.42	-\$	867.50	-\$ 2,496.70 -\$ 10,410.00
Net Revenue	-\$	571.42	-\$	867.50	-\$ 2,496.70 -\$ 10,410.00

Wednesday, Jul 23, 2025 10:45:39 AM GMT-7 - Accrual Basis

Ad Hoc Exterior Spaces Committee
Meeting 8/4/25 - virtual via zoom

Trustees present: Holly Naylor, Jeannine Gogoleski, Becky Basley

Staff: Sarah Neidert, Liz Welch

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

The meeting began at 4:15pm, online via zoom.

Update on Design Development Phase - Discussion led by Sue Grissim

Since the last meeting, Sarah and Sue Grissim attended an informal meeting with the Hartland Township Planning Commission, as well as two meetings with Livingston County Drain Commission members. We also requested and received feedback from the Livingston County Road Commission.

- Based on the feedback from these meetings and contacts, the Library contracted with civil engineering firm Zeimet Wozniak (<https://zeimetwozniak.com/>) to assist GMAA with the conceptual stormwater management plans, and for assistance with filing a land combination application with Hartland Township.
 - Soil infiltration tests were conducted, the results informing the plans for stormwater management suggested by Zeimet Wozniak.
 - The property's boundary survey was updated, and the wetland delineation was established.
- Sue shared documents and walked the committee through the elements of each.

Next steps:

- Sarah will share a grant application for additional gardens and outdoor play elements that may affect the submission of the plans with Sue. The grant should be awarded in mid- September. Sue will advise if the plans as stated would affect the application to the township.
- Based on Sue's recommendation as to timing, Sarah will submit the plan documents to the township and the County Drain Commission and County Road Commission for approval. Board members will be invited to attend any public meetings about the project.
- Assuming approvals are granted, we would move to the next phase in the project- the creation of construction documents.
- Timeline- hope to have approvals in the next months, and go out to bid in the late fall/winter for an early spring groundbreaking.

Cromaine District Library Policy	Policy #: 7002
<i>PERSONNEL POLICY AND EMPLOYEE HANDBOOK</i>	<u>Tracking Record</u> Date Approved: 3/16/00 Revised: 9/18/08; 8/19/10; 9/19/19;8/4/23 Reviewed: 9/1/09; 8/2/11; 8/7/12; 8/7/13; 8/6/14; 8/3/15; 8/3/16; 8/3/17; 8/2/18; 7/2/20; 5/6/2021;8/4/22;8/9/24;8/21/25

Purpose

The Board of Trustees believes that the quality of the library's program of community services is directly related to good personnel and good personnel administration. The Board adopts policies which are used by the Library Director to create and implement procedures and rules that are contained in the Handbook.

Scope

The *Handbook* is intended to cover the procedures and rules most often applied in day-to-day work activities.

General Guidelines

1. The *Handbook* contains the official personnel procedures of the library and supersedes all other previous personnel policies, rules, etc. of the Board of Trustees, whether verbal or in writing. The procedures apply to all current and future employees.
2. The library retains its management prerogative to make all personnel decisions in the best interest of the library.
3. The Board of Trustees delegates the responsibility for the day-to-day administration of the Library to the Director.
4. The Board of Trustees will review procedures contained in the *Handbook* on a regular basis or as the need arises. The entire *Handbook* will be reviewed at least once every three years.

Cromaine District Library Policy	Policy #: 7003
<i>EVALUATION OF DIRECTOR AND LIBRARY STAFF</i>	<u>Tracking Record</u> Date Approved: 5/18/00 Revised: 3/16/06 Reviewed: 9/2/08, 10/6/09; 8/19/10; 8/2/11; 8/7/12; 8/7/13; 8/6/14; 8/3/15; 8/3/16; 8/3/17; 8/2/18; 9/19/19; 7/2/20; 5/06/2021; 8/4/22; 8/4/23; 8/9/24; 8/21/25

Purpose

Cromaine District Library is committed to providing the community with high quality, friendly library services in a welcoming environment. Fulfillment of this mission depends on a partnership between the library and its staff. The library respects each person's worth, dignity, capacity to contribute, and desire for personal growth and accomplishment. In return, the library depends on its staff to share a commitment to work for the achievement of the library's goals.

Performance reviews, coupled with staff development and training, are tools which will help achieve the library's goals and promote personal growth and accomplishment for each staff member.

Scope

The Director and all members of the library staff will receive an annual performance evaluation. Within 30 days of the evaluation, a copy of the evaluation will be placed in the employee's personnel file.

General Guidelines

1. Designed to be an on-going process, the purpose of the performance evaluation is to:
 - Enhance communication between supervisor and employee;
 - Clarify job responsibilities in the context of department/library goals;
 - Provide performance feedback by reinforcing positive performance and supplying assistance where improvement is needed;
 - Provide an opportunity for coaching, counseling and mentoring; and
 - Provide a basis for making personnel decisions.
2. Evaluations will be based on the employee's job description and on documented goals and objectives established by the employee and the supervisor.
3. The evaluation process and format will be uniform throughout all library departments.
4. The format of the Director's evaluation will be established by the Board.

Responsibility

The Library Board will conduct the performance evaluation of the Director. The Director and supervisory staff will conduct the evaluations of all other employees.

Cromaine District Library Policy	Policy #: 7005
<i>COMPENSATION OF LIBRARY EMPLOYEES</i>	<u>Tracking Record</u> Date Approved: 3/16/00 Revised: 4/20/06; 10/16/08; 8/18/11; 8/16/12; 4/19/18; 7/23/20; 01/19/23; 8/4/23 Reviewed: 12/8/09; 8/19/10; 8/7/13; 8/6/14; 8/3/15; 8/3/16; 8/3/17; 8/2/18; 9/19/19; 5/6/2021; 8/4/22; 8/9/24; 8/21/25

Purpose

The compensation structure for Cromaine District Library staff is grounded on the philosophy that the high-quality services depend on having highly qualified, well-trained staff. To attract and keep staff of this caliber, the library must offer competitive salaries and benefits.

Scope

In recruiting and retaining library staff the library competes with many types of southeast Michigan libraries as well as businesses, other organizations, and retail outlets in this area. The complete compensation package of wage rates and benefits coupled with the reputation of the staff and its service philosophy will make up the comparative package. Comparisons will use standard tools, such as the annual salary survey of the Detroit and Suburban Libraries Roundtable, the Consumer Price Index, and surveys of area employers.

Responsibility

The Library Director is responsible for establishing the salaries of other library staff, based on the compensation structure and within the salary budget established by the Board of Trustees.

General Guidelines

1. The wage ranges assigned to Cromaine District Library positions will be reviewed annually, to ensure that they remain competitive. All wage increases and one-time pay amounts are contingent on available funds.
2. Job descriptions will be grouped together into wage ranges. The groupings will be based on the level of qualifications required for and responsibilities assigned to each job.
3. Placement in wage ranges will be based on assessment of skill and responsibility.
 - a. Placement of employees in the wage range at hire and throughout their Cromaine career will reflect achievement and maintenance of essential skills and work habits to successfully accomplish the duties and responsibilities of the job.
 - b. Achievement of higher wage rates during employment will be the result of sustained essential skills as well as growth in skill and responsibility, or completion of additional higher education.
 - c. Employees hired prior to 7/1/2022: On an annual basis, an employee's years of service beyond two years and through 25 years and their maintained and improved performance will be rewarded through lump sum merit pay. An employee's base pay rate will be increased based on performance evaluations and

the Consumer Price Index, responding to current market conditions, within the library's budget.

Employees hired after 7/1/2022: An employee's base pay rate will be increased based on performance evaluations and the Consumer Price Index, responding to current market conditions, within the library's budget.

CROMAINE DISTRICT LIBRARY

BOARD OF TRUSTEES OPERATING PROCEDURE

Conduct of Library Board Meetings

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

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
Finance Committee Meeting Minutes
Date: Aug 11, 2025

Attendees:

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

As there were no committee meetings or regular meetings in July 2025, we will review both May and June 2025 at this meeting.

Review of Monthly Financial Activity Statements for May 2025

- Operating- remainder of taxes owed arrived May 15 (\$75604.58) bringing the total Tax Levy and Delinquent Tax revenue to \$2,584,013.56, which is \$14,210.57 more than estimated in the annual budget. No unusual expenses.
- Improvement - no unusual revenue or expenses.
- Gift- in May we received 5,320.00 as restricted donations- \$1200 from Dick and Barbara Krueger for sponsorship of the Summer Concert Series- \$4120 for the Organ Fundraiser. No unusual expenses.
- Music Hall - no unusual revenue or expenses.

Investment Account:

UBS Investment fund gained \$7325.95 resulting in a balance of \$5,180,297.46.

Bank of Ann Arbor Accounts:

- Checking Account - ending balance \$132,955.53
- Money Market Account - ending balance \$267,430.97

Credit Cards- \$4,866.25 was paid in May. Charges in May were \$13,084.71

Review of Monthly Financial Activity Statements for June 2025

- Operating - some end of year projects reflected in June- installation/migration of staff shared file servers, as well as a light pole and replacement of an A/C condenser unit.
- Improvement - \$1,990 - 10 new 5G hotspots, \$6,362.87 - new server hardware
- Gift- income- \$4,841.33 Memorial Donation from Golf Outing in memory of Mark Gillis- earmarked for a named item in the outdoor renovation plan. Expense- \$4,000 for organ repair project.
- Music Hall- no unusual revenue or expenses

- There have been issues with water in the basement- Scott has had different companies out to quote solutions- the issues will be paid for by the Hartland Schools Foundation (owners of the building).

Investment Account:

UBS Investment fund decreased by \$149,017.03 resulting in a balance of \$5,031,280.43

Bank of Ann Arbor Accounts:

- Checking Account - ending balance of \$252,289.67
- Money Market Account - ending balance of \$117,570.38

Credit Cards- \$13,084.71 was paid in June. Charges in June were \$12,854.66

Finance Policies: none for review this month.

Next Meeting of the Finance Committee: Monday, September 8, at 4:30 via zoom.

Community Relations and Strategic Planning Committee meeting

Wednesday, August 13, 2025 at 12pm via zoom

Trustees: Dawn Smith, Holly Naylor, Jeannine Gogoleski

Staff: Sarah Neidert, Liz Welch

Presentation-

Reimagining the Potential of the Historic Hartland Music Hall:

Rebranding & Revenue Growth

Liz Welch presented a proposed rebranding and marketing strategy for the Historic Hartland Music Hall, designed to increase visibility, expand community use, and support long-term financial sustainability. The presentation highlighted current challenges, new target audiences, and revenue opportunities through refreshed branding and outreach.

Takeaways- need to increase revenues in order to manage the hall appropriately.

The group recommends exploring increased user fees incrementally as one strategy to balance the Hall budget, along with creating bridal package tiers, as well as re-branding and increased marketing.

The Cromaine Community Relations team could manage the initial phase- branding refresh/increased marketing, the next step would be based on the outcomes of that phase.

Discussion-

The group agreed with the proposed ideas- discussed the particulars of the cost increases proposed.

The group decided to meet with long time users before discussing the particulars at the board level, so as not to take them by surprise. We will follow up next month with details for the full board.

Discussion of Book Challenges - Sarah returned a letter for each material challenged to the requestor.

Sarah thanked the requestor for her patience during this long process. Library staff have been working to assess these materials over the past months. This process was interrupted and paused while the board re-evaluated and eventually updated policy #3010 Materials Selection and Reader Guidance (revised on June 18, 2025). After the changes and updates to that policy, she and professional librarian staff re-evaluated each individual item, based on the changes to that policy. While the policy changed mid-

review, Sarah decided not to require the requestor to re-submit a new challenge form for each item.

Process of evaluation:

Each title was considered and a letter issued for each item, including the specific complaint, the circulation statistics of the item, and reviews or other notes about the item, including the decision of where the item will be located in the Croumine collection, as well as any labels added to items based on that review in light of the updated policy.

Next steps per Policy #3010 Section IX. Challenges to Materials:

F. A written appeal of the Library Director's decision may be submitted by the Requester to the President of the Library Board within (10) business days of the written decision. The appeal must specify the library material being appealed and the reasons for requesting the reversal. The Library Board will review relevant documentation and decide within sixty (60) days of receiving the appeal, with the option to extend if necessary to fully evaluate the material.

Please direct any appeals, in writing, to:

William Bolin, President, Croumine District Library Board of Trustees

The Library Board will review any documentation it deems necessary to decide within sixty (60) days of receipt of the appeal. The Library Board may issue an additional extension, if necessary, in order to fully evaluate the material.

Action Item:

The Community Relations and Strategic Planning Committee requests that any appeals that may have been presented to the Board President are shared with the committee at this time, and that based on that information, the committee be given time to consider a process for assessment of how to address any appeals at the September 10th committee meeting, with the goal of bringing recommendations for how to address appeals to the full board at the September 18th board meeting - to allow time for a full board discussion of a proposed process.



Director's Report

August 2025

Board Education- Shared Automation System and Delivery (via The Library Network)- updated to include information on RFID.

Cromaine belongs to The Library Network (TLN). TLN manages the Shared Automation System (a computer system that we use for interlibrary loan, circulation, cataloging, tracking statistics and financial information). There are 53 Shared System Libraries in TLN. The public interacts with the online library catalog (catalog.tln.lib.mi.us) of materials owned by participating TLN libraries throughout Southeast Michigan in Wayne, Oakland, Washtenaw and Livingston Counties.

Q: When you place a hold on an item Cromaine does not own through the TLN Shared System Catalog, how does the item get to Cromaine?

Each day we receive a list of requests from other libraries. Our interlibrary loan clerk collects the items from our shelves and prepares them for delivery. Staff then place the item in blue bins that are picked up and delivered via a TLN truck each day.



All blue bins go to a central sorting station in Novi and from there are sent out the following day for delivery. The current setup in Novi, pictured above, requires a staff person to open each bin, and move each book into the bin corresponding to the library listed on a slip of paper.

RFID update:

Radio-frequency identification (<https://tln.org/page/rfid>) tagging is underway by a team of taggers from The Library Network. The ultimate goal is (once all libraries in the shared system are tagged) the TLN sorting center in Novi will use an Automated Materials Handler (a big

conveyor belt that will sort books into the blue bins). RFID tags use electromagnetic fields to automatically identify and track tags attached to objects (in our case, library materials). **There will still be a barcode on each item**, but the addition of RFID tags will make materials sorting possible, as well as change how we can check in/out items manually. I'm looking forward to having the support of TLN throughout this process.

I plan to show a short video of how an Automated Materials Handler works at the board meeting.

Director's update:

Music Hall:

The annual meetings of the Hartland Consolidated Schools Foundation and the Heartland Foundation was Monday, July 21. I attended with longtime caretaker Don Thompson to discuss items related to the administration of the Music Hall.

- **Lease:** We agreed to renew the Library's current lease for 3 additional years.
- **Basement issues:** Don and Facilities Manager Scott have been dealing with some ants in the basement, and after a few recent hard rains, water. We had a basement company out, and realized it's a larger foundation issue. From my understanding, the side of the building will need to be excavated. The HCS foundation has voted to pay for these repairs, as they own the building. Repairs will begin in late August.
- **Livingston County United Way's Annual Day of Caring-** Community volunteers from Hartland Insurance Agency and Designs for Eyes worked on August 6th to give the Music Hall a thorough cleaning. The Hall work session was one of 79 Day of Caring worksites across the county.



Day of caring Volunteers with Director Neidert at the Music Hall, August 6, 2025.

Community Council

Vintage Hartland Christmas in the Village Saturday 11/29/25 4:30-6:30pm. Cromaine again is a major sponsor and we are actively planning this event. Stay tuned for updates.

Partners in Progress met on July 22, 2025:

Download
Hartland Living MI
Citizen Notifications Mobile App



Current Projects:

Stay up to date on community resources, upcoming events, traffic & road maintenance, news from your favorite local businesses, and more with the Hartland Living App! You'll get community information right to your phone or email and will always be one of the first to know. Get the app on Google Play or by visiting the App Store!

Dates to remember:

August 20: Partners in Progress All Board Member breakfast meeting 7:30 am Wednesday 8/20/25 in the HESSC board room, join board members from each organization to hear about projects.

October 1: 6-8pm Livingston County Public Library Trustees and Directors Dinner- invitation attached. This year's dinner will be held at Fowlerville District Library, with State Librarian Randy Riley as speaker.

October 22 at 5pm: Hartland's State of the Community address at the Music Hall.

Fall Friends of the Library Book Sale Dates:

Wednesday, September 24 (setup)	10:00 am -Set-Up
Thursday, September 25	10:00 am - 4:00 pm
Friday, September 26	10:00 am - 4:00 pm
Saturday, September 27 (Bag Day)	10:00 am - 4:00 pm
Sunday, September 28 (Free Day)	12:00 pm - 1:00 pm

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

Youth Department:

June and July were busy for staff running the Summer Reading Program, a reading program designed to keep kids and families reading when school isn't in session. This year Cromaine hosted a number of incredible programs, including our Summer Reading Kickoff, a Craft Swap, a Harry Potter Day, and our Farm Fun Finale Party. All of these large scale events require lots of staff time and teen volunteer help. We were pleased that each large event was well attended and received by the community. Harry Potter Day has a great following of folks who arrived early and stayed for the majority of the time, making 'mandrake roots,' getting sorted into their houses, practicing magical duels, and more!

In addition to these big events, we hosted a large number of smaller events, most on the topic of Art, to coordinate with this year's Summer Reading theme of *Color Our World*. Over these two months, the Cromaine Summer Reading Program had 681 0-18 year old registrants, who read a combined 597,198 minutes!

Adult Department:

The Adult Summer Reading Challenge ended July 31st. We saw excellent participation, with 207 registrants, who read a combined 312,393 minutes! In addition, the Adult Services Department offered a variety of fun programs throughout the month. One favorite was "Watercolor Basics," a step-by-step painting class taught by an artist.

Librarian Erik celebrated five years of working at Cromaine on July 14! He consistently provides excellent service to our patrons and goes above and beyond to help his coworkers throughout

the library. We are lucky to have him on staff and are so grateful for his hard work, creativity, and collaboration!

We were thrilled to begin offering two new e-resources for adults in July. Cromaine patrons now have digital access to *The Wall Street Journal* and *USA TODAY*. With *The Wall Street Journal*, they can read today's paper, plus access videos, podcasts, and unlimited articles. The *USA TODAY* subscription also includes digital access to 15 other regional newspapers, including the *Detroit Free Press* and *The Livingston Daily Press & Argus*. These resources can be accessed from cromaine.org off-site, so patrons can use them wherever is most convenient!

-Both publications remain available in print at the library as well.



Homebound Delivery Service pilot project update: We made our first delivery in July!

We're still accepting applications for our Homebound Delivery Service pilot project! If you know someone who is homebound due to age, illness, or mobility challenges, we'll bring the Library to their door.

Contact Adult Services Manager Grace at (810) 632-5200 ext. 104, or by email at homebound@cromaine.org, to learn more.

Circulation Department:

In June, we added 97 new cardholders and processed 188 card renewals. Our part time processor, Amy, was able to process 15 new kits for our Library of Things. We have added: a second croquet set, fort building sets, 6 Tonies kits, a Kinex roller coaster building set, and more! Donna closed out the fiscal year with our vendors and TLN. Final materials orders were sent, and any outstanding items were rolled over into the 2025-2026 budget. Final invoices were paid and accounts reconciled.

In July we added 108 new cardholders and processed 172 card renewals. Much of the behind the scenes work of ordering and processing materials happens at the beginning of the fiscal year. Donna worked to set up the new year's accounts with our vendors. We began receiving delivery of new materials again, receiving and processing 463 new items from our vendors in July alone.

Community Engagement Department:

Music Hall Administration

- Organ repair progress on July 7 and 14, work to be completed by Fall (Rick Helderop and Covenant Organs)
- [Save the Date: Sea Shanty Sing-Along with Ben Traverse August 22 at 7 pm in Hall](#)
- [Save the Date: Dan Ripke Trio's Americana Revue Acoustic Music Show September 26 at 7 pm in Hall](#)
- Liz researching "super user" rental fees and usage of Hall and implications for budget; will make recommendations to CRSP at August meeting.

hARTland Artwalk

- Save the date, Art Walk 2025 will be held September 20-October 4.
 - Liz will be on local podcasts *Good Fat Life*, *Welcome to Livingston* to promote
 - Kickoff on September 20 from 1-4 pm in Settler's Park
 - **Hartland Weaving Heritage Celebration September 27 from 1-3**
 - Video, Panel discussion, art unveil from 12-1 pm at the Music Hall
 - Demos and hands on weaving crafts 1-3 pm at Cromaïne
 - Weaving exhibits and more at the Florence B. Dearing Museum 1-3 pm.
 - Flyer will be ready by August Board Meeting, to be included in packet
 - Closing Ceremony October 4 in Settler's Park (Time TBD)

Community Engagement, Networking and Outreach:

- Liz's Outreach Volunteer William Robb finished off 20 hours of summer service in July. He primarily posted Cromaïne summer events into local free calendars such as WHMI, Hartland Living, Macaroni Kids, Hartland Patch...etc. He also did some research in support of the grant request made to Ralph C. Wilson Jr. Foundation.
- Liz hosted the Crouse Family at the Library for their annual meeting on July 4.
- Liz attended hARTland Art Walk Committee meeting July 15 to discuss co-marketing and logistics for upcoming event.
- Liz, and Marisa attended an online training for our new platform Savannah by OrangeBoy. The platform is collecting data and we are creating a plan for implementation in October.
- Liz and Sarah attended Barbara Krueger's Memorial on July 17.
- Liz submitted a grant proposal for proposed enhancements to the exterior space renovation to the Ralph C. Wilson Jr. Foundation and received acknowledgement of receipt on July 21.
- Liz and Shelby interviewed Keith and Cliff Lindahl, Jr. on July 22, to capture information and stories to be used in Weaving video.
- Liz and Shelby interviewed Phil "King" and Bob MacBride, grandsons of J.R. Crouse, on July 23, to capture information and stories to be used in Weaving video.

- Sarah, Liz and Shelby took a tour of the Crouse Family Farm Museum on July 29, gathering information on local history and content for the Weaving video.
 - Liz and Adult Services Librarian Erik videotaped local musicians recording "A Weaving Song" on July 31, as a part of our local history projects and to be used in Weaving video.
 - Liz and Shelby hosted weekly Cromaine Run and Walk Club sessions on these July 7, 14 and 21, with 25 participants.
 - Liz attended Howell Rotary for networking purposes on July 7, 14, 21 and 28.
 - Despite persistent weather challenges, Liz and Shelby hosted a successful Summer Concert Series on July 9, 16, 23 and 30, bringing joy and connection to over 900 community members.
 - Thank You to Cromaine's Teen Volunteers, led by Teen Librarian Kelsey, who assisted at each event.
 - Thank You to Trustees Holly Naylor and Nancy Rosso who were each able to make it out to one or more of the concerts.
 - Thank You to our event sponsors who made the series possible.
-

Patron Comments

8/5/25

Heather

I received the following comments from three separate patrons in this month's Take-Out Box requests:

- "Thank you for the book boxes. I look forward to them every month."
- "She's loved these boxes so far and the books have been up her alley! Thank you!"
- "The kids miss you Ms. Heather :}" (this one is from a family that uses the library frequently, but have been on vacation for most of the summer.)

7/26/25

Kelsey

This was submitted by a patron through the library website:

"Hi there! I just wanted to thank the staff at Cromaine for such an amazing job at the Harry Potter event today! We took our daughter and two friends and were thrilled with the creativity and generosity of the library. The girls had an amazing time and honestly, so did my husband and I. Thank you again for such a great event for our community!"

7/25/25

Liz

Received this lovely pair of emails thanking our team for the weaving video we are working on, and for capturing the stories of the elder MacBrides in our recent interview with them.

Hi Liz,

My cousin Keith forwarded your email with the interview of my Dad & Uncle Bob. I just wanted to write and say thank you to you & everyone else associated with this project. I watched the entire long-version of the video & it brought tears to my eyes. I have been thinking for a long time that we need to get more video of Dad, recounting his memories. This video is a gift to our family & I hope it will prod me to take out my phone more often & ask Dad a question or two when we are together! I adore the picture of Dad & Bob in their bolos too! Their father often wore bolos & probably the two they wore that day came from Grandpa MacBride!

Thank you so much for including these two wonderful men in your project & for sharing the video with our family. Best of luck in completing the weaving project. I hope your event in September is very well -attended & received.

All the best,
Shannon (Daughter of Philip "King" MacBride)

Good morning Liz,
Thank you for sharing your interview with us. Please pass along our thanks to Shelby as well, for putting up with those two great guys. I can't wait to listen!
We look forward to seeing you in September.
Keith (Son of Bob MacBride)

7/25/25

Liz

A guest at the July 23 Summer Concert stopped by the Cromaïne booth to say these kind words: "I've been coming out to these concerts a long time, since the beginning, and I just wanted to say Thank You for continuing them, and trying to make each one even better".

7/22/25

Kelsey

On this month's Teen Take out box survey, Patron GK listed her current favorite book as *Front Lines* by Michael Grant, which was included in her take-out box last month! She also left the comment "Thank you! I really enjoyed the books you selected for me last month."

7/8/2025

Liz

Dottie Wright, a 50-year resident of Hartland, was the recipient of a Cromaïne Box Prize at the recent Hartland Senior Center outreach event attended by Shelby. She thanked me for making it, and had all these lovely things to say:

She has "loved Cromaïne Library for over 50 years." She went on to say "You have so many outlets, so many ways to reach community members, and you work hard at trying to connect the community." She just wanted to say thank you, she appreciates it, and it is noticeable.

6/26/25

Kelsey

A parent and her son came in asking about the order of the *Star Wars: High Republic* books, saying he had just read *Into the Dark* and loved it. I asked if he had by any chance gotten the book in his Take-out-box as I had included it in somebody's box this past month. They said yes, that was him and that the boy had loved it, as well as the other book I'd included, *Michael Vey* and that he was excited to continue both series!

6/23/25

Grace

Today I heard a patron tell circ when checking out: "You have an amazing selection. You guys are tiny but you have everything we've been looking for."

6/11/2025

Hailie

Two State Department of Education workers both from Lansing and Macomb chose the Cromaine library to meet together to go over information. On their way out they stopped to let staff know how much they loved the library and it was a beautiful building.

6/11/2025

Hailie

A juvenile from upstairs came down and was ecstatic to pick out a frog sticker from the desk. He was talking about the great time he had upstairs and after the kid and their parent left, in the foyer we could hear him yell "I LOVE THIS PLACE!!!!!"

5/23/2025

Donna

Our computer system went down on Friday, May 23rd. Mary, Caitlyn and Lisa were able to work around the problem and keep the circulation desk running smoothly. They also put a lot of effort into checking in all the items that were backed up from the outage. They went above and beyond and we appreciate them so much!

Cromaine District Library Strategic Plan FY2025-2026

Goal 1: Improve Interior Spaces

- A1: Assess all space layouts and allocations and develop a new forward-looking plan for interior spaces
- B1: Evaluate spaces and policies around rental usage of Library rooms

Goal 2: Increase Outreach Efforts

- A1: Marketing: Implement Savannah by OrangeBoy (Launched July '25)
- A2: Marketing: Allow Savannah to tabulate 3 months worth of data (Underway, review planned for early October '25)
- A3: Marketing: Evaluate data and create marketing outreach workplan
- A4: Marketing: Populate Savannah with automated welcome messaging for new cardholders
- B: Homebound Delivery: Conduct limited pilot program. (Underway, Pilot Launched July '25)
- B2: Homebound Delivery: Post-pilot assessment and next steps recommendations
- C1: Improve Interior Spaces: Sign Music Hall Contract for 3 years (Completed July '25)
- C2: Outreach: Music Hall: Review FY 2024 2025 Revenues and Strategize Revenue Increase Opportunities (Completed August '25)
- C3: Outreach: Music Hall: Consider rental fee increase for super users (Discussion underway August '25)
- C4: Outreach: Music Hall: Review existing super user contracts and re-affirm
- C5: Outreach: Music Hall: Strategize Marketing efforts for Music Hall to implement in FY 2025 2026 (Proposed efforts presented to CRSP August '25)
- D1: Winter Reading Planning Monday.com pilot with M Team/Key Staff
- D2: Operational: Execute Winter Reading Planning Pilot
- D3: Operational: Post-pilot assessment and steps to scale up considered
- E1: Outreach: Plan school card sign up drive for Library Cards (Planning underway August '25)
- E2: Outreach: Implement school card sign up drive for Library Cards
- E3: Outreach: Assess success of school card sign up drive for Library Cards and determine future efforts
- F1: Outreach: Community Dropbox: Discuss next steps

Goal 3: Elevate Outdoor Spaces

- A1: Exterior renovation: construction phase (Plan approval underway August '25)
- A2: Exterior renovation: public awareness launch
- A3: Elevate Outdoor Spaces: Exterior Renovation: Appoint Cromaine Staff to Ad Hoc Stakeholder Committee

Goal 4: Increase Investments in People and Resources

- A1: Increase Investments In People: Launch a staff survey to identify priority workplace satisfaction topics
- A2: Identify action steps from staff survey data and create a workplan
- B1: RFID Research and Exploration (RFID implementation underway August '25)
- C1: Increase Investments in Technology: Survey All Staff to identify technology pain points
- D1: Increase Investments in Technology: Complete upgrades to server room (Completed July '25)

Hartland's Cromaine Library
Monthly Activity Report June 2025

	2025	2024	% of Change
Circulation	44,994	40,274	12%
New Physical Items Added	434	550	-21%
Total Physical Items	70,764	69,590	2%
Program Attendance	1,471	1,524	-3%
Room Use- in Library	185	70	164%
Music Hall Reservations	32	31	3%
Visits	10,612	12,406	-14%
Website visits	26,973	9,642	180%
Cardholders Added	97	127	-24%
Library Cards Renewed	188	189	-1%
Total Cardholders	9,309	8,574	9%
Cardholders as % of Pop.	31.34%	28.87%	9%
Total Population	29,699	29,699	0%

Hartland's Cromaine Library

Monthly Activity Report July 2025

	2025	2024	% of Change
Circulation	27,683	30,699	-10%
New Physical Items Added	2,096	263	697%
Total Physical Items	72,470	69,529	4%
Program Attendance	2,162	2,448	-12%
Room Use- in Library	234	168	39%
Music Hall Reservations:	24	31	-23%
Visits	11,177	10,855	3%
Website visits	21,244	14,758	44%
Cardholders Added	108	102	6%
Library Cards Renewed	172	157	10%
Total Cardholders	9,291	8,596	8%
Cardholders as % of Pop.	31.28%	28.94%	8%
Total Population	29,699	29,699	0%

Hartland's Cromaine Library 2024-2025				
Q4 Year-to-date as of June 30 Statistics (July - June) YEAR-END				
	2024-2025	2023-2024	% Change	
Circulation			Current/Prev	
Adult books	49,231	49,103	0.26%	
Children's & Tween books	110,653	93,565	18.26%	
Teen books	10,209	10,049	1.59%	
Magazines	1,760	1,966	-10.48%	
Non-print	27,180	30,796	-11.74%	
E-materials*	93,830	74,783	25.47%	
Misc.**	3,870	2,934	31.90%	
Self-check circulation	32,829	39,183	-16.22%	
MELCAT Received & Loaned	1,756	3,359	-47.72%	
Total Circulation	331,318	307,506	7.74%	
Collection+				
Print materials	57,898	57,413	0.84%	
Audio physical units	3,449	3,886	-11.25%	
Audio downloadable, streaming	880,646	749,964	17.43%	
Video physical units	6,256	6,208	0.77%	
Video downloadable, streaming	69,224	64,806	6.82%	
Non-electronic subscriptions	762	781	-2.43%	
e-books	1,151,835	1,059,235	8.74%	
Databases--local	8	8	0.00%	
Databases--state	80	80	0.00%	
Total Owned or leased	2,170,158	1,942,381	11.73%	
Cardholders				
Cardholders added	889	1,202	-26.04%	
Library cards renewed	1242	1,897	-34.53%	
Total cardholders+	9,309	8,574	8.57%	
Physical Visits	111,303	94,289	18.04%	
Number of Programs				
Adult	201	215	-6.51%	
Youth & Tween	404	455	-11.21%	
Teen	92	76	21.05%	
Total	697	746	-6.57%	
Program Attendance				
Adult	3,093	2,788	10.94%	
Youth & Tween	16,438	19,527	-15.82%	

Teen	1,300	2,482	-47.62%
Total	20,831	24,797	-15.99%

Technology

Internet Use	12,195	10,470	16.48%
Virtual Library Visits	267,856	116,928	129.08%
Database Use	8,957	5,757	55.58%
Wireless Use	8,356	7,099	17.71%
Self Check Use (in circ above)	32,829	39,183	-16.22%

Total population	29,699	29,699	0.00%
Circulation YTD per capita	11.16	10.35	7.74%
Program atten. YTD per capita	0.70	0.83	-15.99%
Visits YTD per capita	3.75	3.17	18.04%
Cardholders as % of population	31%	29%	8.57%

* Includes: downloadable audio, ebooks, streaming video

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

+ as of quarter's end; not cumulative

TO: Cromaïne District Library Board
RE: Library Legal Representation
DATE: August 12, 2025
FROM: Sarah Neidert, Library Director

In April 2025, at the request of the Community Relations & Strategic Planning Committee, I researched other legal firms that deal with public libraries in Michigan by querying other Library Directors in the state, as well as the Library of Michigan staff. I brought that list to the April 17th board meeting. However, during discussion, board members indicated that any library law specialist would give us the same advice - not to label books. The group believed that there was a way to do so that would be allowable under the law-therefore the committee worked on 2 versions of the policy without consulting Cromaïne's legal counsel- Foster, Swift, Collins & Smith.

At the May 2025 meeting, the board was presented with a draft of Policy #3010 reviewed by Logan Spina from Alliance Defending Freedom at the request of President Bolin. The board was not able to ask questions of Mr. Spina. At the June 2025 meeting the board adopted a revision of Policy #3010 created by a committee of the whole, edited and adopted without legal review.

I am left with the question- does the board wish to continue working with Foster, Swift, Collins & Smith on legal matters? This became more critical for me to understand as the Library received 3 FOIA requests in June. As FOIA officer for the Library, one complicated request required me to seek assistance from legal counsel. I found it difficult to know how to proceed as the Library's relationship with Foster, Swift, Collins & Smith seemed to be in question after comments from board members about the legal advice given regarding Policy #3010. I was hesitant to seek counsel without confirming that the board wished to take advice from Foster Swift Collins and Smith.

After checking in individually with each board member, I was told to "use Foster, Swift, Collins & Smith" for the FOIA questions- but I remained unclear as to if I was to consult with Anne Seurnyck, the firm's FOIA specialist, or another lawyer at that firm. Erring on the side of caution, I requested assistance from another attorney at the firm, Michael Homier.

I inquired of other Library Directors about typical practice and found that libraries generally have agreements with only one firm *but occasionally may have separate employment counsel or use a local attorney for "general" issues like real estate, and Foster, Swift, Collins & Smith for "library issues."*

I am requesting clarification from the board about which firm the board wishes me to consult when needed. If not Foster Swift Collins and Smith, I have prepared a list of 6 recommended firms located in Michigan with experience working with public libraries, which is attached, along with all firms in Michigan known to work with libraries. If the board chooses to change our relationship with Foster Swift Collins and Smith, we would need to alert them to that change in writing, after a vote of the board.

Enclosure: Law Firms List

Lawyer Name	Law Firm name	Lawyer Specialty	County	Address	Noteable Work/extra information
(No Specific)	Adkison, Need, Allen & Rentrop	Library Law	Oakland	Bloomfield Hills	Commerce recommends
Lindsay Dangi	Murphy & Spagnuolo		Ingham	Okemos	Plymouth District Library recommends
Joe Urban	Kirk, Huth, Lange & Badalamenti			Clinton Twp	Auburn Hills Public Library recommends
(No Specific)	Dykema	large firm	many		Orion Twp Public Library uses firm- has mostly worked with employment law specialist- but large firm
Jim Fausone	Fausone and Grysko			Northville, MI 48168	Grosse Pointe Recommends
	Fahey, Schultz, Burzych, et al.	Municipal & Employment	Ingham	Okemos	Library of MI recommends
List below provided in 2023 to another library from Library of Michigan- no recommendation but work in Library field.					
	Mika Meyers				
	Smith Haughey Rice & Roegge PC	Municipal/District Library		Ann Arbor office	
	Clark, Hill, PLC.	Municipal	Wayne	Detroit	
	Law Weathers	Municipal/Public sector	Kent	Grand Rapids	
	Condit, McGarry & Schloff	Municipal	Oakland	Bloomfield Hills	
	Peacock Law, PC	Municipal	Macomb	Mount Clemens	
	Dobbs & Neidle	Municipal/School	Oakland	Bingham Farms, MI	
	Daniel A Ophoff Law Firm	Municipal	Kent	Grand Rapids	
	Sondee, Racine & Doren	Municipal	Grand Traverse	Traverse City	
	Fausone, Bohn, LLP	Municipal	Wayne	Northville, MI	
	Clark, Hill, PLC.	Municipal	Oakland	Birmingham	
	Miller Canfield	Government, Higher Ed & Employment	Kalamazoo	Kalamazoo	
	Neidle and Dobbs, P.C.	Municipal	Bingham Farms	Oakland	

