



LIBRARY BOARD MEETING AGENDA

DATE: Thursday, February 19, 2026 at 7:00 p.m.

PLACE: Community Room, Cromaine Library

- I. Call to Order / Roll Call
- II. Pledge of Allegiance
- III. Approval of Agenda
- IV. Approval of Consent Agenda
 - A. Approval of Regular Meeting Minutes, 01/15/2026
 - B. Acknowledge receipt of the December Financial Reports and payment of December invoices totaling \$127,555.56 and payroll obligations totaling \$150,048.14.
 - C. Committee Reports

Community Relations & Strategic Planning	February 11
Personnel Committee	February 05
Finance Committee	February 10
- V. Library Director's Report
- VI. Discussion/Decision Items
 - A. Budget Amendment/Amending 2025-26 Operating Budget – Resolution needed
 - B. Budget Amendment/ Amending 2025-26 Improvement Budget – Resolution needed
 - C. Review Policies:
 - Policy #6020 Purchasing (Finance) – Resolution, if needed
 - Policy #6025 Library Credit Card (Finance) – Resolution, if needed
 - Policy #6026 Electronic Financial Transactions (Finance) – Resolution, if needed
 - Policy #8000 General Provisions of Board Membership (Personnel)
 - Policy #8001 Trustee Appointment, Election and Resignation (Personnel)
 - Policy #8002 Board of Trustee Meetings (Personnel)
 - Policy #8003 Board of Trustee Meetings Agenda Format (Personnel) Resolution needed
 - Policy #8004 Conduct of Library Board Meeting (Personnel) Resolution needed
 - Policy #8013 Response to Correspondence to the Board (Personnel) Resolution needed
 - Policy #8015 Public Comments at Board Meetings (Personnel) Resolution needed
 - D. Update to the Call to the Public Request Form
 - E. Coffee Chats with the Board Update
 - F. Book Challenge Process Update
- VII. Comments from Board
- VIII. Call to the Public
- IX. Agenda Items for Next Meeting/Dates
- X. Adjournment

Motion: A motion was made by Trustee Basley to nominate Jeannine Gogoleski for President. Seconded by Trustee Smith.

A roll call was taken:

Ayes: Kim Armstrong, Dawn Smith, Holly Naylor, Becky Basley, Nancy Rosso,

Nayes: None Motion passed.

Director Neidert congratulated President Gogoleski and turned the remainder of the meeting over to her.

Motion: A motion was made by President Gogoleski to nominate Trustee Basley for Vice-President. Seconded by Trustee Smith. A roll call was taken:

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

Nayes: None Motion passed.

Motion: A motion was made by Vice President Basley to nominate Trustee Rosso for Treasurer. Seconded by Trustee Smith. A roll call was taken:

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

Nayes: None Motion passed.

Motion: A motion was made by Vice President Basley to nominate Trustee Armstrong for Secretary. Seconded by President Gogoleski. A roll call was taken:

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

Nayes: None Motion passed.

B. Delegation to the Library Director of the administrative and operational duties of the Secretary and Treasurer

Motion: Treasurer Rosso moved that, in accordance with Article V, Sections 3 and 4 of the Cromaine District Library Board By-laws, the Board of Trustees hereby delegates to the Library Director the administrative and operational duties of the **Secretary** and **Treasurer**, as permitted by the by-laws. The delegation includes, but is not limited to:

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

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

The delegation shall remain in effect until amended or rescinded by action of the board.

Motion made by Treasurer Rosso. Seconded by Trustee Smith.

Ayes: All

Nays: None Motion Passed

C. Committee Assignments (motion needed)

President Gogoleski assigned committees as follows:

	<p>Personnel Committee: - Chair, President Gogoleski</p> <p style="padding-left: 40px;"><u>Trustee Smith</u></p> <p style="padding-left: 40px;"><u>Secretary Armstrong</u></p> <p>Community Relations: - Chair, Trustee Smith</p> <p style="padding-left: 40px;"><u>Vice President Basley</u></p> <p style="padding-left: 40px;"><u>President Gogoleski</u></p> <p>Finance: Chair, Treasurer Rosso</p> <p style="padding-left: 40px;"><u>Trustee Naylor</u></p> <p style="padding-left: 40px;"><u>Trustee Bolin</u></p> <p>Motion: Vice President Basley approved the 2026 Committee Assignments. Seconded by Treasurer Rosso.</p> <p>Ayes: All</p> <p>Naves: None Motion passed.</p>	
<p>IV.</p>	<p>Approval of Agenda</p> <p>President Gogoleski added Item J. Book Review for title Bianca Torres Afraid of Everything. This is to be discussed and decision made. Director Neidert added in the Ad-Hoc Minutes from 1/7/26.</p> <p>Trustee Smith moved to approve the amended agenda. Seconded by Trustee Naylor.</p> <p>Ayes: All</p> <p>Naves: None Motion passed.</p>	<p>Approval of Agenda</p>

<p>V.</p>	<p>Approval of Consent Agenda</p> <p>President Gogoleski suggests pulling 12/18/25 minutes out and add Item K.to agenda, Minutes of 12/18/25.</p> <p>Trustee Smith moved to approve the amended consent agenda. Seconded by Vice President Basley.</p> <p>Ayes: All</p> <p>Nayes: None Motion passed.</p> <p>A. Approval of Regular Meeting Minutes 12/18/25. B. Committee Reports-no regular committees held this month C. Ad Hoc Minutes January 7, 2026</p>	<p>Approval of Consent Agenda</p>
<p>VI.</p>	<p>Directors Report-including Strategic Plan update and review of second-quarter statistics</p> <p>Director Neidert addressed the board regarding the penal fines from the state. There currently is a recommendation in the Michigan legislator of re-assigning the penal fines from libraries to the trial courts. The library has budgeted funds for 2026 of \$58,000.00. She received this notice just today.</p> <p>Treasurer Rosso suggested to write up a letter to our local state legislators as a board. Director Neidert suggested we investigate and draft something, if appropriate, in this month's finance meeting.</p> <p>Liz Welch, Community Engagement Manager, received an award at the Hartland Chamber Holiday Lunch. Liz was named the 2025 Community Impact Honoree for the outreach and engagement work Cromaine allows her to do for the Hartland Community. She is well deserved of this award.</p> <p>Director Neidert ordered two new indoor flag poles and stands for the Library's Community Room. She requested an American flag which was flown over the US Capitol Building from Senator Slotkin's office, and a State of Michigan Flag which was flown over the State Capitol Building in Lansing from Governor Whitmer's office. Director Neidert will attempt to arrange a scout ceremony for the flags once they arrive.</p> <p>Library second quarter statistics were reviewed- it is a nice year-over-year comparison. We are up in physical visits.</p>	<p>Directors Report</p>

Vice President Basley asked how the electronic access is going? Director Neidert said the use of E-Materials is up 40% over the same quarter last year.

There is a new item on the monthly statistics, “Total Items Withdrawn”. The total items added were 664, and items withdrawn were 623.

The second- floor self-checkout machine broke down, but was replaced quickly due to an active warranty on these machines. Director Neidert installed the new machine about 5 days after it went out of service.

Strategic Plan update-

Liz Welch, Community Engagement Manager gave an update of the Strategic Plan along with a visual presentation. The library is in year two of the current Strategic Plan. All the plan updates are kept in a platform, *Monday.com*.

Liz went over the four goals of the plan and how we will reach them. She broke down the percentage of work in progress, work scheduled and work not yet started.

Liz explained focus on work for the Cromaie Commons and the grant- funded Heritage Gardens. There will be opportunities in February for public/community engagement to provide input into this project. The main community session is scheduled for Saturday, February 7th at 1:00 pm in the community room on the third floor. Registration is required. Patrons will be asked to give their input at that time.

This input will be ongoing for at least two weeks.

There will be mini engagements included in this project.

In the next three months, the Community Engagement Department will be focusing on the pre-construction phase of the outdoor project, celebrating 100 years of the library, and checking in with staff on workplace satisfaction in regard to technology.

Treasurer Rosso commended Liz for being so organized, along with saying, “That is a huge project with a lot of moving parts”.

“Good Job” was said by the entire board.

	<p>A. Summary of Annual Board and Self-Evaluation Review</p> <p>President Gogoleski said, “We have some work to do this year.” She suggests some team building, and listening to each other more.</p> <p>Treasurer Rosso asked why Trustee Bolin is not here without communication with other trustees or the Director? Trustee Smith replied that he never mentioned stepping down. Trustee Naylor said the board will need to pay close attention to a quorum going forward. Trustee Smith suggested for the board to do something different together instead of having to talk on hot topics, maybe a coffee chat.</p> <p>B. Changing Signers on Bank Accounts, If warranted (Resolution)</p> <p>Discussion – With different officers, there needs to be a resolution for new signers for the bank.</p> <p>RESOLUTION:</p> <p>Treasurer Rosso moved to approve Resolution #2026-1, Designating Officers and Named Persons Authorized to Act for the Library in its Business with its Banks. Seconded by President Gogoleski. A roll call was taken:</p> <p>Ayes: Kim Armstrong, Dawn Smith, Holly Naylor, Becky Basley, Nancy Rosso, Jeannine Gogoleski</p> <p>Nayes: None Resolution passed.</p> <p>C. Monthly Meeting Calendar Dates</p> <p>Discussion –</p> <p>Director Neidert left the July board meeting in red, not knowing if the July meeting would still go on, or the date for July will change. Trustee Smith believes that it should remain on the calendar for now to see where we are with the outdoor project. At that time, we can decide if we need to change it.</p>	<p>Annual Board and Self-Evaluation</p> <p>Signers on bank account</p> <p>Monthly Meeting Calendar Dates</p>
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<p>RESOLUTION:</p> <p>Treasurer Rosso moved to approve Resolution #2026-2, Establishing Regular Meeting Dates for 2026. Seconded by Vice President Basley. A roll call was taken:</p> <p>Ayes: Kim Armstrong, Dawn Smith, Holly Naylor, Becky Basley, Nancy Rosso, Jeannine Gogoleski</p> <p>Nayes: None Resolution passed.</p> <p>D. Committee Meeting Dates/days</p> <p>Director Neidert will reach out to newly appointed committees via e-mail to find out what works with people in that committee. We do not have to keep what days and times we have used in the past.</p> <p>E. Updated Policy Table of Contents</p> <p>Updated through the end of 2025</p> <p>F. Updated Resolution Table of Contents</p> <p>Updated through the end of 2025</p> <p>G. Book Challenge Appeal Process Update</p> <p>President Gogoleski used this time for the purpose to keep the public informed on what books have been read. These books are listed on the website. Unfortunately, all 28 books that were to be read prior to the January 22nd special meeting have not been read by every board member, therefore the January 22nd board meeting will need to be canceled. Hopefully by the board</p>	<p>Committee Meeting Dates/days</p> <p>Updated Policy Table of Contents</p> <p>Updated Resolution Table of Contents</p> <p>Book Challenge Appeal Process</p>
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meeting on February 19, the November books and graphic novels will have been read and at that time can be discussed.

Trustee Smith is concerned about taking the books home and reading them, which will then not be available to the other board members. A suggestion was made to take half of the books home and read half of the books in the library.

Director Neidert reminded the board that the books can be renewed. President Gogoleski has checked and the books had been able to be renewed.

Director Neidert suggests that the spreadsheet made by President Gogoleski should be shared on google drive. This will help other members of the board know which books have been read and who has already read them.

H. Book Appeal Review

There is one book that can be reviewed tonight:

1. Bianca Torres is Afraid of Everything

Treasurer Rosso – RETAIN

President Gogoleski – LABELED or MOVE

Trustee Naylor – RETAIN

Vice President Basley – RETAIN

Trustee Smith – RETAIN

Trustee Armstrong – LABEL OR MOVE

This book will be RETAINED.

President Gogoleski named one adult book to be reviewed:

1. Gender; Your Guide

Vice President Basley stated that this book is already in the adult section.

Trustee Smith agreed. All made the decision to RETAIN in the adult section.

Book Appeal
Review

	<p>I. Minutes of 12/18/25</p> <p>President Gogoleski corrected the minutes of 12/18/25, Section F. Directors Performance Evaluation, page 8, the written goals for the director. She added a timeline of every three months to report the labeling of books to the Personnel Committee which will be added to that months' board packet.</p> <p>MOTION: Vice President Basley moved to approved the added time line of three months update to the 12/18/25 minutes, Section F. Director's Performance Evaluation, page 8. Seconded by President Gogoleski.</p> <p>Ayes: All</p> <p>Nayes: None Motion passed.</p>	<p>Minutes of 12/18/25</p>
<p>VIII.</p>	<p>Information/Comments from Board</p> <p>None</p> <p>Call to the Public --</p> <p>IX. Those wishing to address the board are asked to fill out a form – if they want their comments reflected in the official board minutes, they are asked to summarize them here, to be included by the recording secretary using their own words.</p> <p>Kate Mazzara spoke</p> <p>Dawn Collins spoke</p> <p>Karen Rex spoke</p>	<p>Board Comments</p> <p>Public Comments</p>

X.	<p>Upcoming Meeting Dates/Agenda Items for Next Meeting</p> <table border="1" data-bbox="235 388 1242 640"> <tr> <td>Feb.</td> <td>Personnel Committee, in person - TBD</td> </tr> <tr> <td>Feb.</td> <td>Community Relations Committee - TBD</td> </tr> <tr> <td>Feb.</td> <td>Finance Committee - TBD</td> </tr> <tr> <td>Feb. 19</td> <td>Board of Trustees, 7:00 pm</td> </tr> </table> <p style="text-align: center;">Ad-Hoc - TBD</p> <p>Agenda Items for Next Meeting:</p> <p>Review Policies: 6020-Purchasing (Finance) 6025 – Library Credit Card (Finance) 6026 – Electronic Financial Transactions (Finance)</p> <p>Review Policies: 8000 – General Provisions of Board Membership (Personnel) 8001 – Trustee Appointment, Election and Resignation (Personnel) 8002 – Board of Trustee Meetings (Personnel) 8003 – Board of Trustee Meetings Agenda Format (Personnel)</p>	Feb.	Personnel Committee, in person - TBD	Feb.	Community Relations Committee - TBD	Feb.	Finance Committee - TBD	Feb. 19	Board of Trustees, 7:00 pm	
Feb.	Personnel Committee, in person - TBD									
Feb.	Community Relations Committee - TBD									
Feb.	Finance Committee - TBD									
Feb. 19	Board of Trustees, 7:00 pm									
XI.	<p>Adjournment Motion by President Gogoleski seconded by Vice President Basley. Adjourned at 8:34 pm.</p> <p>Ayes : All Nays: None</p>	Adjournment								

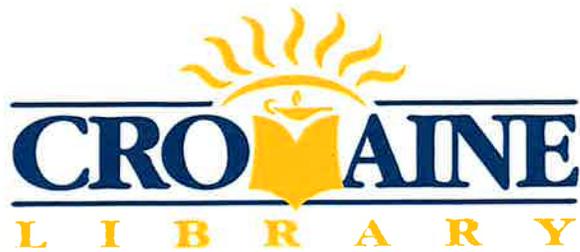
Nancy Rosso, SECRETARY

Cromaine District Library Board

Darlene Randolph, Recording Secretary
Cromaine District Library Board

Documents distributed to the Board for/at this meeting:

- Agenda for Board Meeting December 18, 2025
- Minutes of Regular Board Meeting November 20, 2025
- December 2025 Directors Report
- December 2025 Statistics
- Memo regarding fund balance
- Director Dec. 2025 report
- Strategic Plan Update
- Summary of Annual Board and Self-Evaluation Review
- Res. #2026-1, Designator signers on bank account
- Res. #2026-2, Monthly Board Meeting Calendar
- Updated Policy Table of Contents
- Updated Resolution Table of Contents
- Ad Hoc Committee Meeting Notes, 1/2/26
- Corrected, clean copy of Policy #6005 -



FISCAL YEAR 2026-2027 BUDGET TIME LINE

✓ **December 2025**– Library Director receives major budget requests from the management team. These include anticipated major increases (10% or more) in continuing line items (such as materials and office supplies), as well as new or increased staffing requests, and requests for new, previously un-funded expenditures and projects. Anticipated Improvement Fund (capital improvement) requests submitted.

✓ **January 2026** – Management team reviews on-going contracts; solicits new quotes and revised rates for on-going contracts in order to obtain best possible rates and prices for the new fiscal year. Submit specific line item requests to the Director. CPI for December 2025 should be available for wage scale/rate increases.

- February-March 2026** – Library Director drafts proposed 2026-2027 budget by line item; review wage comparison and current economic climate to establish draft personnel budget. The Library Director reviews the proposed improvement fund budget with the Finance Committee.

DUE: Tuesday, March 10 Finance Meeting

- April 2026** – Library Director reviews proposed 2026-2027 personnel budget, including wage rates, benefit review, and proposed professional development costs with the Personnel Committee.

DUE: April 2 Personnel Meeting

- May 2026:** Finance Committee completes estimated proposed 2026-2027 Operating Fund and Improvement Fund budgets for discussion at **Thursday, May 21, 2025** Board meeting.

DUE: May 12 Finance Meeting

- Tuesday, June 9, 2026**-- Finance Committee revises proposed 2026-2027 Operating Fund budget as warranted following board discussion on May 21. Library Director reviews estimated close of 2025-2026 budget with Finance Committee.

- Thursday, June 18, 2026** – Public Budget Hearing for Operating Fund budget of 2026-2027 preceding the regular board meeting on June 18, 2026.

Departmental Updates:

Circulation Department:

We hired a 20 hour Circulation Assistant- Barbara is studying to become a teacher and is a mom to 4 students in the Hartland Schools. Staff attended the Kindergarten Registration held on January 31st and registered 12 new families for library cards. The rest of our RFID equipment is in the building and will be installed soon. The circulation staff is enjoying the new system.

Youth Department:

The next season of all of the Youth programming began in January. Storytimes and other routine programs resumed as schools went back into session. This month our storytimes began quite well from the start! Everyone attending enjoyed their sessions, and lots of skill practicing on such things as walking and crawling (babies) to painting and color and animal recognition (preschoolers) took place this month.

All of our other regular programming also continued to see lots of happy faces eager to get out of the winter weather and enjoy an hour or two of crafts, learning, and fun activities. Our second Puzzle and Board Game Swap saw 57 folks take home puzzles and games that were new to them to while away the hours inside during the winter.

Adult Department:

The Adult Services department offered a great selection of programs in January, with highlights including DIY Painted Suncatchers and iPhone Basics: Exploring Apps on Your iPhone. In addition, our winter reading challenge continued, with enrollment growing throughout the month; we ended January with 98 adult participants enrolled. The challenge will run through February 28th. Starting in January, we tend to see lots of folks visiting the library for tax forms; we received federal forms in January and they are available at the adult reference desk. Adult Services librarians are also happy to assist patrons with locating forms online and printing. The team spent the month planning programs for March and April and have prepared an exciting slate of presenters, crafts, book clubs, technology help, and more that we look forward to offering this spring!

Community Engagement Department:

Heritage Gardens - Ralph C. Wilson, Jr Foundation Grant

- Public Engagement Session held to share garden plans and collect community input: Saturday, February 7, 1-2:30 pm, Community Room –40 stakeholders attended the event
- Additional engagement efforts are scheduled for February 7-21.
- Board Members are invited to help identify potential sponsors for the Heritage Garden project, and Liz will be happy to support you with talking points, materials,

draft outreach language, or by joining you in meetings with prospective supporters. We have an active Givebutter Campaign for donation to the project at: bit.ly/HeritageGardenSupportCDL

Cromaine Centennial Efforts

- The Community Relations Team (Liz, Shelby, Marisa) were tasked with researching and proposing an installation piece for the 2nd floor hallway to share the history of the first 100 years of Cromaine Library, in preparation for our Centennial Celebration next year. Design for the project was delivered to Sarah on December 17, to be shared at the CRSP meeting on February 11.

Cromaine Cares Initiatives update

- Bookish T-Shirt Sales to benefit the HHS Food Pantry raised almost \$100.

Community Engagement, Networking, Marketing and Outreach:

- The CR Team supported the Friends of Cromaine Library Membership Drive throughout the month of January, creating special posters, social media posts, newsletter features, webpage improvements, and more.
 - Visit <https://www.cromaine.org/friends> to learn more about membership and the impact of this group
- The CR Team successfully converted all Cromaine email messaging from Constant Contact to the new Savannah platform on February 1. Our weekly Sunday email goes out to 7,018 community members who have opted-in to receive weekly communications.
- The CR Team will be implementing an automated New Cardholder Messaging Campaign beginning in March, aimed at retention and engagement of new users by ensuring that they have knowledge of the full range of books, resources, services and programs they can access for free with their new cards. These new patrons will receive a welcome email, then 3 highlight emails (1 every 21 days) to highlight specific services and resources that can be accessed with a new Library card. To begin this series, we will spotlight:
 - Digital Resources that can be used from home
 - Events and Programs at the Library
 - Digital access within the Library, such as wifi, computers, and printing services

Historic Hartland Music Hall

- Liz met with Carl Davis, Business Manager of the Messiah Chorus, to debrief the group's 2025 statistics and brainstorm marketing and outreach ideas for their 2026 season.
- Liz conducted a tour of the Historic Hartland Music Hall with Charyl Stockwell High School, who has booked a new, 4-day play rehearsal and performance at the hall.

Disbursement Summary December 2025

Payroll:	Pay Period End	Check Date	Amount:
	12/1/2025	12/5/2025	\$ 54,876.20
	12/15/2025	12/19/2025	\$ 59,216.62
	12/29/2025	1/2/2026**	\$ 35,955.32
			**Paydate 1/2/2026, but payment posted 12/31/2025

Total Payroll: \$ 150,048.14

Online Payments Made (other than pay-related):

12/19/2025	\$ 23,906.31	UBS Credit Card
12/2/2025	\$ 0.57	Level 3 Communication
12/5/2025	\$ 1,359.43	DTE Energy

Accounts Payable Checks Issued: \$ 102,289.25 Transaction List

Total Checks Paid for Month: \$ **277,603.70** total

Transfers to (from) checking: 12/30/2025 \$ 100,000.00 transfer from Money Market to Checking

Cromaine District Library Investment Performance FY2025-2026

UBS

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

Cromaine District Library Operating December 2025

	Dec 2025		YTD Total	
	Actual	Budget	YTD Actual	Budget
Revenue				
411.000 Tax Levy & Delinquent Taxes			1,734.31	0.00
403.000 Taxes - Brighton	30,894.13	47,211.33	322,420.27	566,536.00
403.001 Taxes - Deerfield		15,561.83	0.00	186,742.00
403.002 Taxes - Genoa	4,640.07	4,863.75	4,640.07	58,365.00
403.003 Taxes - Hartland	70,083.17	112,199.08	70,931.15	1,346,389.00
403.004 Taxes - Oceola		17,481.75	116,988.17	209,781.00
403.005 Taxes - Tyrone	11,531.13	17,062.92	81,662.10	204,755.00
403.006 Livingston Cty.		0.00	0.00	0.00
420.000 Delinquent Property Taxes		0.00	0.00	0.00
Total 411.000 Tax Levy & Delinquent Taxes	\$ 117,148.50	\$ 214,380.66	\$ 598,376.07	\$ 2,572,568.00
572.000 State Aid		2,333.33	16,338.66	28,000.00
602.000 Charges for Services			0.00	0.00
607.000 Non-resident Fees		33.33	150.00	400.00
607.001 Room Use Fees	480.00	41.67	1,859.48	500.00
607.002 Fax Revenues	114.00	20.83	379.08	250.00
607.003 Print Out Fees	152.40	83.33	981.60	1,000.00
Total 602.000 Charges for Services	\$ 746.40	\$ 179.16	\$ 3,370.16	\$ 2,150.00
656.000 Penal Fines		4,833.33	64,735.39	58,000.00
659.000 Fines & Forfeits			0.00	0.00
681.000 Lost & Damaged Materials	41.94	83.33	950.67	1,000.00
681.001 Lost & Dam. Refunds		-8.33	-14.99	-100.00
681.002 Miscellaneous	67.00		70.00	0.00
681.003 ILL Lost & Damaged		41.67	17.95	500.00
681.004 ILL Lost & Damaged Refunds		-4.17	0.00	-50.00
Total 659.000 Fines & Forfeits	\$ 108.94	\$ 112.50	\$ 1,023.63	\$ 1,350.00
670.000 Investment Income			0.00	0.00
665.000 Interest - Bank	225.14	83.33	1,427.24	1,000.00
665.001 Interest - Investment Fund	6,707.03		40,092.91	0.00
Total 670.000 Investment Income	\$ 6,932.17	\$ 83.33	\$ 41,520.15	\$ 1,000.00
675.001 Gifts - Restricted			0.00	0.00
674.004 Restricted Donations-Other			295.00	0.00
Total 675.001 Gifts - Restricted	\$ 0.00	\$ 0.00	\$ 295.00	\$ 0.00
681.006 Miscellaneous Income	176.00		247.54	0.00
666.000 Dividends		208.33	1,905.00	2,500.00
Total 681.006 Miscellaneous Income	\$ 176.00	\$ 208.33	\$ 2,152.54	\$ 2,500.00
Total Revenue	\$ 125,112.01	\$ 222,130.64	\$ 727,811.60	\$ 2,665,568.00
Gross Profit	\$ 125,112.01	\$ 222,130.64	\$ 727,811.60	\$ 2,665,568.00
Expenditures				
421.000 Tax Refunds	89.69		1,183.22	0.00

700.000 Salaries & Fringe Benefits			0.00	0.00
702.000 Salaries - Full-time	114,271.03	80,083.33	484,942.10	961,000.00
702.001 Salaries - Part-time	29,922.45	21,000.00	144,224.00	252,000.00
702.002 Wages - O.T. / Substitute		2,000.00	0.00	24,000.00
702.004 Sunday Staff	3,291.19	2,000.00	9,570.24	24,000.00
713.000 Life Insurance	650.61	708.33	4,546.09	8,500.00
713.001 Health Insurance	7,710.82	11,916.67	55,031.02	143,000.00
713.002 Retirement Benefits	7,893.97	8,258.33	46,201.67	99,100.00
713.003 Employer's FICA	11,075.26	8,175.00	48,059.07	98,100.00
713.004 State Unemployment Tax		416.67	9.94	5,000.00
713.005 Employee Assistance Program		0.00	0.00	0.00
713.006 Worker's Compensation	229.00	383.33	2,891.00	4,600.00
Total 700.000 Salaries & Fringe Benefits	\$ 175,044.33	\$ 134,941.66	\$ 795,475.13	\$ 1,619,300.00
726.000 Supplies			0.00	0.00
727.000 Postage Expense	179.46	1,041.67	4,545.15	12,500.00
727.001 Office Supplies	49.78	208.33	439.78	2,500.00
727.004 Public Use Supplies		166.67	534.95	2,000.00
728.000 Library Supplies	9,293.46	250.00	11,810.60	3,000.00
728.001 Custodial Supplies	200.85	541.67	1,778.34	6,500.00
728.002 Equip & Furnishings, Disposable		0.00	0.00	0.00
Total 726.000 Supplies	\$ 9,723.55	\$ 2,208.34	\$ 19,108.82	\$ 26,500.00
800.000 Professional Services			0.00	0.00
801.000 Payroll & Accounting Services	2,557.98	1,333.33	8,588.64	16,000.00
801.001 Audit Fees		687.50	10,426.00	8,250.00
801.002 Legal Fees		833.33	1,822.50	10,000.00
801.003 Library Network Fees		583.33	3,620.00	7,000.00
801.004 Cataloging & Acquisitions	158.84	4,166.67	7,848.11	50,000.00
801.005 Other Professional Services	6,378.60	7,333.33	51,384.86	88,000.00
801.006 Managed Technology Services		6,250.00	38,805.58	75,000.00
Total 800.000 Professional Services	\$ 9,095.42	\$ 21,187.49	\$ 122,495.69	\$ 254,250.00
850.000 Technology			0.00	0.00
745.000 Technology Supplies		1,250.00	134.01	15,000.00
930.001 Technology Maintenance	2,756.25	5,791.67	46,922.88	69,500.00
Total 850.000 Technology	\$ 2,756.25	\$ 7,041.67	\$ 47,056.89	\$ 84,500.00
860.009 Community Relations			0.00	0.00
880.000 Marketing	3,057.90	2,276.67	17,666.53	27,320.00
900.000 Printing	3,017.14	1,537.50	7,127.07	18,450.00
901.002 Public Programing	2,263.57	4,041.67	26,958.86	48,500.00
901.003 Memberships - Non-library Organ		166.67	0.00	2,000.00
Total 860.009 Community Relations	\$ 8,338.61	\$ 8,022.51	\$ 51,752.46	\$ 96,270.00
920.000 Utilities			0.00	0.00
850.001 Telecommunications	572.07	1,166.67	6,897.28	14,000.00
920.001 Heating Fuel		708.33	3,295.62	8,500.00
920.002 Electricity	1,382.53	2,166.67	9,404.26	26,000.00
920.003 Sewer Use		416.67	2,090.16	5,000.00
Total 920.000 Utilities	\$ 1,954.60	\$ 4,458.34	\$ 21,687.32	\$ 53,500.00
931.000 Repairs & Maintenance			1,310.00	0.00

930.000 Rep & Maint-Equip & Furnishings		125.00	0.00	1,500.00
930.002 Rep & Maint-Buildings	3,042.33	2,916.67	11,143.76	35,000.00
930.004 Rep & Maint-Grounds	3,508.79	1,000.00	5,184.97	12,000.00
Total 931.000 Repairs & Maintenance	\$ 6,551.12	\$ 4,041.67	\$ 17,638.73	\$ 48,500.00
940.000 Rental	363.00	166.67	1,040.00	2,000.00
955.000 Administrative Expenses			0.00	0.00
956.000 Bank Fees	411.23	208.33	1,262.59	2,500.00
956.002 Public Notices		20.83	0.00	250.00
956.005 Misc Administrative Expense	810.00	583.33	1,788.51	7,000.00
956.006 Cash Over/Short	-2.00	0.00	-2.37	0.00
Total 955.000 Administrative Expenses	\$ 1,219.23	\$ 812.49	\$ 3,048.73	\$ 9,750.00
955.001 Property & Liability Insurance		2,083.33	24,491.00	25,000.00
957.000 Professional Development			0.00	0.00
802.000 Professional Membership - Staff		62.50	525.00	750.00
802.001 Professional Membership - Board		0.00	0.00	0.00
860.002 Staff Development		1,083.33	1,903.31	13,000.00
860.003 Board Training		20.83	120.00	250.00
860.004 Mileage Reimbursement - Staff	74.20	375.00	622.44	4,500.00
860.005 Mileage Reimbursement - Board		0.00	0.00	0.00
860.006 Travel	5.00	1,166.67	2,662.40	14,000.00
860.007 Meals	157.36	333.33	731.17	4,000.00
860.008 Board Travel		0.00	0.00	0.00
Total 957.000 Professional Development	\$ 236.56	\$ 3,041.66	\$ 6,564.32	\$ 36,500.00
981.000 Library Materials		0.00	0.00	0.00
980.006 Periodicals (Magazines & Newspapers)		512.50	26.45	6,150.00
982.000 Collections Adult	3,791.11	6,875.00	42,114.70	82,500.00
982.002 Collections Juvenile	5,815.33	4,666.67	17,268.02	56,000.00
982.003 Collections - Databases		1,841.67	10,873.09	22,100.00
982.004 Collections - E-Resources	6,751.91	8,666.67	52,106.32	104,000.00
982.005 Collections Young Adult	757.36	1,333.33	5,908.08	16,000.00
982.006 Collections Periodicals	-415.99		6,095.23	0.00
Collections Electronic (deleted)			1,323.00	0.00
Total 981.000 Library Materials	\$ 16,699.72	\$ 23,895.84	\$ 135,714.89	\$ 286,750.00
995.000 Transfer to Improvement Fund		9,047.83	0.00	108,574.00
Total Expenditures	\$ 232,072.08	\$ 220,949.50	\$ 1,247,257.20	\$ 2,651,394.00
Net Operating Revenue	-\$ 106,960.07	\$ 1,181.14	-\$ 519,445.60	\$ 14,174.00
Net Revenue	-\$ 106,960.07	\$ 1,181.14	-\$ 519,445.60	\$ 14,174.00

Wednesday, Jan 14, 2026 07:42:36 AM GMT-8 - Accrual Basis

Cromaine District Library Improvement December 2025

	Dec 2025		YTD Total	
	Actual	Budget	YTD Actual	Budget
Revenue				
670.000 Investment Income			0.00	0.00
665.001 Interest - Investment Fund	6,707.02		40,092.91	0.00
Total 670.000 Investment Income	\$ 6,707.02	\$ 0.00	\$ 40,092.91	\$ 0.00
Total Revenue	\$ 6,707.02	\$ 0.00	\$ 40,092.91	\$ 0.00
Gross Profit	\$ 6,707.02	\$ 0.00	\$ 40,092.91	\$ 0.00
Expenditures				
421.000 Tax Refunds		0.00	0.00	0.00
975.001 Building Additions		0.00	0.00	0.00
975.002 Building Improvement		4,166.67	0.00	50,000.00
975.132 Grounds Improvements	13,100.00	105,000.00	42,510.00	1,260,000.00
980.000 Equipment	232.16	4,166.67	435.15	50,000.00
980.002 Furnishings - Life over 1 Year		2,083.33	7,385.00	25,000.00
984.000 Public Use Hardware		2,916.67	3,567.80	35,000.00
984.001 Public Use Software		2,500.00	596.00	30,000.00
984.002 Staff Use Hardware	9.99	1,250.00	5,189.50	15,000.00
984.003 Staff Use Software		250.00	1,710.00	3,000.00
995.000 Transfer to Improvement Fund		0.00	0.00	0.00
Total Expenditures	\$ 13,342.15	\$ 122,333.34	\$ 61,393.45	\$ 1,468,000.00
Net Operating Revenue	-\$ 6,635.13	-\$ 122,333.34	-\$ 21,300.54	-\$ 1,468,000.00
Net Revenue	-\$ 6,635.13	-\$ 122,333.34	-\$ 21,300.54	-\$ 1,468,000.00

Wednesday, Jan 14, 2026 07:47:31 AM GMT-8 - Accrual Basis

Cromaine District Library GIFT December 2025

	Dec 2025		YTD Total	
	Actual	Budget	YTD Actual	Budget
Revenue				
675.000 Gifts - Unrestricted			0.00	0.00
674.001 General Donations	120.00		3,040.00	0.00
Total 675.000 Gifts - Unrestricted	\$ 120.00	\$ 0.00	\$ 3,040.00	\$ 0.00
675.001 Gifts - Restricted			0.00	0.00
674.003 Restricted Donations-Materials			768.07	0.00
674.004 Restricted Donations-Other	15,000.00		15,740.00	0.00
Total 675.001 Gifts - Restricted	\$ 15,000.00	\$ 0.00	\$ 16,508.07	\$ 0.00
678.000 Grants & Related Gifts			0.00	0.00
529.000 Other Grants			250,000.00	0.00
Total 678.000 Grants & Related Gifts	\$ 0.00	\$ 0.00	\$ 250,000.00	\$ 0.00
Total Revenue	\$ 15,120.00	\$ 0.00	\$ 269,548.07	\$ 0.00
Gross Profit	\$ 15,120.00	\$ 0.00	\$ 269,548.07	\$ 0.00
Expenditures				
726.000 Supplies		83.33	724.74	1,000.00
727.001 Office Supplies			-77.98	0.00
Total 726.000 Supplies	\$ 0.00	\$ 83.33	\$ 646.76	\$ 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	255.00		939.00	0.00
900.000 Printing			600.00	0.00
901.002 Public Programing	221.21		8,627.09	0.00
901.003 Memberships - Non-library Organ			1,000.00	0.00
Total 860.009 Community Relations	\$ 476.21	\$ 1,666.67	\$ 11,166.09	\$ 20,000.00
931.000 Repairs & Maintenance		666.67	0.00	8,000.00
930.000 Rep & Maint-Equip & Furnishings			5,000.00	0.00
930.004 Rep & Maint-Grounds			127.44	0.00
Total 931.000 Repairs & Maintenance	\$ 0.00	\$ 666.67	\$ 5,127.44	\$ 8,000.00
980.002 Furnishings - Life over 1 Year		833.33	351.85	10,000.00
981.000 Library Materials		333.33	0.00	4,000.00
982.000 Collections Adult	200.07		200.07	0.00
982.002 Collections Juvenile	57.97		57.97	0.00
Total 981.000 Library Materials	\$ 258.04	\$ 333.33	\$ 258.04	\$ 4,000.00
986.000 Purchases from Gifts	6,400.00		11,400.00	0.00
Total Expenditures	\$ 7,134.25	\$ 3,750.00	\$ 28,950.18	\$ 45,000.00
Net Operating Revenue	\$ 7,985.75	-\$ 3,750.00	\$ 240,597.89	-\$ 45,000.00
Net Revenue	\$ 7,985.75	-\$ 3,750.00	\$ 240,597.89	-\$ 45,000.00

Cromaine District Library Music Hall December 2025

	Dec 2025		YTD Total	
	Actual	Budget	YTD Actual	Budget
Revenue				
602.000 Charges for Services			0.00	0.00
607.001 Room Use Fees	1,965.00	833.33	6,258.75	10,000.00
Total 602.000 Charges for Services	\$ 1,965.00	\$ 833.33	\$ 6,258.75	\$ 10,000.00
676.000 Reimbursed Expenses			18.00	0.00
Total Revenue	\$ 1,965.00	\$ 833.33	\$ 6,276.75	\$ 10,000.00
Gross Profit	\$ 1,965.00	\$ 833.33	\$ 6,276.75	\$ 10,000.00
Expenditures				
726.000 Supplies			0.00	0.00
728.001 Custodial Supplies		41.67	0.00	500.00
Total 726.000 Supplies	\$ 0.00	\$ 41.67	\$ 0.00	\$ 500.00
800.000 Professional Services			0.00	0.00
801.005 Other Professional Services		0.00	0.00	0.00
801.006 Managed Technology Services		0.00	0.00	0.00
Total 800.000 Professional Services	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
850.000 Technology			0.00	0.00
930.001 Technology Maintenance		0.00	0.00	0.00
Total 850.000 Technology	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
860.009 Community Relations			0.00	0.00
880.000 Marketing	375.00		375.00	0.00
901.003 Memberships - Non-library Organ		83.33	0.00	1,000.00
Total 860.009 Community Relations	\$ 375.00	\$ 83.33	\$ 375.00	\$ 1,000.00
920.000 Utilities			0.00	0.00
850.001 Telecommunications	270.91	266.67	1,593.04	3,200.00
920.001 Heating Fuel		166.67	89.58	2,000.00
920.002 Electricity		208.33	953.29	2,500.00
920.003 Sewer Use		70.83	118.85	850.00
Total 920.000 Utilities	\$ 270.91	\$ 712.50	\$ 2,754.76	\$ 8,550.00
931.000 Repairs & Maintenance			0.00	0.00
930.002 Rep & Maint-Buildings	1,542.29	833.33	2,999.82	10,000.00
930.004 Rep & Maint-Grounds	1,345.00	333.33	4,180.97	4,000.00
Total 931.000 Repairs & Maintenance	\$ 2,887.29	\$ 1,166.66	\$ 7,180.79	\$ 14,000.00
955.001 Property & Liability Insurance		10.42	0.00	125.00
980.000 Equipment			127.62	0.00
980.002 Furnishings - Life over 1 Year			944.57	0.00
Total Expenditures	\$ 3,533.20	\$ 2,014.58	\$ 11,382.74	\$ 24,175.00
Net Operating Revenue	-\$ 1,568.20	-\$ 1,181.25	-\$ 5,105.99	-\$ 14,175.00
Net Revenue	-\$ 1,568.20	-\$ 1,181.25	-\$ 5,105.99	-\$ 14,175.00

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

	2026	2025	% of Change
Circulation	18,595	27,002	-31%
New Physical Items Added	703	2,014	-65%
Total Items Withdrawn	876	323	171%
Total Physical Items	69,817	70,578	-1%
Program Attendance	1,568	1,959	-20%
Room Use- in Library	226	203	11%
Music Hall Reservations	20	28	-29%
Visits	8,540	9,062	-6%
Website visits	35,905	24,030	49%
Cardholders Added	87	117	-26%
Library Cards Renewed	209	163	28%
Total Cardholders	9,308	8,863	5%
Cardholders as % of Pop.	31.34%	29.84%	5%
Total Population	29,699	29,699	0%

Personnel meeting, 2/5/26 4:30pm

Trustees Present: President Gogoleski, Secretary Armstrong, Trustee Smith

Staff Present: Director Neidert, Darlene Randolph, Recording Secretary

Director's Update:

Staffing:

- 20 hour circ assistant began working this week. Barbara is a student studying to become a teacher and is a Mom of 4 students in the Hartland Schools.
- 20 hour Youth Librarian offer verbally accepted yesterday- will have details for board meeting- hope to start at end of Feb/early March
- Full time Teen opening- 10 applicants, we've interviewed 3, one more scheduled. Will be inviting 2 back next week for a second round of interviews. Hope to have position filled early March.
- 2 librarians are currently expecting babies, I am considering creating a long term sub or temporary part time position to fill in over the months they are off. I plan to research how to craft such a position and list it soon.

Staff and Building Safety:

After researching what other libraries and similar organizations have done for safety training and planning, I am contracting with Aaron Witt of **A-Train Tactical**, LLC (atraintactical.com) for the following services:

- **Site Visit/Walkthrough:** -completed February 4 with Scott and Sarah
- **Creation of a site-specific report** that will identify existing best practices and recommendations outlining possible areas for improvement related to safety and security. This can be used by the board and Library Director to plan for upgrades and justify expenses.
- **Emergency Action Plan:** Aaron will build upon existing plans to develop a comprehensive EAP.
- **Active Threat Awareness Training:** Aaron will facilitate 2 hour on-site training at the Library's staff in service day.

Budgeting:

I have prepared an amendment to the current FY budget that I will be presenting to Finance next week. I hope to present to the board to vote at the February meeting.

I am beginning the budgeting cycle for FY 26-27, and would like to discuss the base pay increase for all staff.

[December 2025's Consumer Price Index](#) was released mid January at 2.7% I recommend a 3% base raise for all staff, with further individual adjustments made after review based on the increase of minimum wage in January to \$13.73/hour. January

2027 will see a further increase to \$15/hr. I will bring recommendations to this committee in March.

Trustee Training: I forwarded the information to all trustees in an email- below is a summary of the available trainings from the Library of Michigan.

These are **FREE** live webinars designed to provide a basic introduction to the duties, responsibilities of a Michigan Library Trustee, as well as an overview of the establishment, funding and general governance of a Michigan public library.

[Trustee Training 101 - The Basics](#) -

02/23/2026 11:00 AM - 12:30 PM ET **Free**

Trustees are integral to the governance and operations of Michigan public libraries, but many trustees are citizen volunteers with little experience in the industry of public libraries or public administration. This session provides an introduction to public library governance and local government administration that will help trustees understand their responsibilities, duties and roles as members of the legally responsible body for their public library.

[Trustee Training 102 - Advanced Trustees](#)

03/02/2026 11:00 AM - 12:30 PM ET **Free**

Once a library trustee understands their responsibilities and duties as those duties pertain to their library's establishment type, the next step is an understanding of how the library's government entity status affects the performance of those duties. This session will introduce elements of public finance, FOIA, Open Meetings Act and the intricacies of the Board/ Library Director relationship.

Participants may attend one or both sessions. The sessions will be recorded and available for later viewing.

Policy Review:

8000 – General Provisions of Board Membership – reviewed, no recommended changes

8001 – Trustee Appointment, Election and Resignation– reviewed, no recommended changes

8002 – Board of Trustee Meetings– reviewed, no recommended changes

8003 – Board of Trustee Meetings Agenda Format- revised- moved the order of the Information from before the Call to the Public to After- see draft. Trustees hope this may allow for some comments after call to the public.

Consultation with Legal Counsel:

In response to questions from Committee members about the inclusion of public statements emailed before/after the meeting and correspondence to the board, the committee requested legal review of the following two policies- #8004 – Conduct of Library Board Meetings and #8013 Response to Correspondence to the Board.

Anne Seurnyck, of Foster Swift Collins and Smith joined the committee via zoom. After discussion of the current policies and practices, the committee recommends:

#8004 – Conduct of Library Board Meetings- revision- remove the Procedures for Addressing the Board. Replace it with a new policy drafted by counsel - **#8015 Policy for Public Comments at Board Meetings**. Changes include: revision of the card for call to the public- in place of address, simply request City or Township of Residence, and if speaker lives within the boundaries of the Library District, which are the boundaries of the Hartland Consolidated School District. Counsel recommended removing the language indicating written statements would be added verbatim. While written statements are still allowed and encouraged – what is included is at the discretion of the board. Additionally, no signs of any sort are allowed in the Board Meetings.

#8013 – Response to Correspondence- legal counsel suggests repeal of this policy.

Finally, the committee discussed the upcoming Coffee with Trustees, and timing of the draft request for information letters to outside legal firms regarding Policy #3010.

Meeting adjourned at 6pm.

CROMAINE DISTRICT LIBRARY
BOARD OF TRUSTEES OPERATING PROCEDURE
General Provisions of Board Membership

What Is the Trustee’s Role in Library Operations?

Mission

Cromaine District Library is a cultural center and community partner, delivering robust services for learning, enrichment, and connection.

CULTIVATING CONNECTION.
NURTURING LEARNING.
INSPIRING DISCOVERY.

Purpose

The library relies on its board and board members to act as stewards in ensuring that its mission is carried out and the library’s future is secure.

Scope

It is the purpose of the Board of Trustees to operate the library for the welfare of the entire district, rather than for any part of the district or for any group in the district. Members of the Board of Trustees are officers responsible for the governance of the library. Each board member is a trustee of the entire community for the management of the library district.

The library is an institution dedicated to meeting the needs of a changing community. Therefore, the board recognizes the necessity of continually evaluating present services to address the changes as they occur.

It is the policy of the Board of Trustees to encourage members of its community to attend meetings. The board welcomes suggestions from its community.

General Guidelines

Board members have complete authority, within state law, over library affairs when they serve as a board legally in session. They have no authority over library affairs as individuals.

The powers of the Board of Trustees are defined in the District Library Establishment Act (MCL 397.171 to 397.196). The most important powers are the following:

- Establish, maintain, and operate a public library for the district.

- Employ and evaluate the Library Director.
- Supervise and control district library property, buildings and expansion.
- Adopt bylaws and regulations governing the board and the employees.
- Propose and, upon approval of the electors, levy a tax for support of the district library
- Issue bonds.
- Accept gifts and grants for the district library.

The following are general responsibilities of the board and trustees:

- To clarify the mission of the organization and ensure it is carried out.
- To participate in and oversee the work of board committees.
- To focus on the library's future.
- To bring unique perspectives and experiences to the library.
- To ensure adequate resources for the library to fulfill its mission.
- To assess its own performance.
- To perform all duties in good faith, with reasonable care, and in the best interests of the library.

CROMAINE DISTRICT LIBRARY

BOARD OF TRUSTEES OPERATING PROCEDURE

Trustee Appointment, Election, and Resignation

Number 8001

Page 1 of 2

Date approved: 3/18/10;

04/21/11; 3/17/16

Date revised: 4/05/2011

Date reviewed: 8/5/21;2/19/26

Purpose

The Cromaine District Library is governed by a seven-member board. Elections are held every two years. Four trustees are elected to a four-year term at one election, three at the next election. Each trustee receives a stipend per meeting. (Refer to Board Compensation and Expenses: Policy 8011)

Filling a Trustee Vacancy by Appointment

Upon rare occasion, an elected trustee may determine that the responsibilities of Board membership are greater than able to be performed responsibly or that relocation necessitates resignation. The position held by that trustee once vacated will be filled through appointment by the Board of Trustees until the conclusion of the replaced trustee's elected term.

1. When a vacancy occurs within the elected candidate's four-year term, a press release will be publicized by the Library stating that candidates for the Library Board are sought and specifying the way to apply.
2. Interested candidates need to submit a resume and a letter of interest. According to district library law, candidates must be "a qualified elector of the participating municipality." Specifically, the candidate must be age 18 or older and live within the Hartland Consolidated School District.
3. The Library Director will accept the candidates' resumes and letters of interest and schedule a meeting with the candidate to review the requirements and activities of the position. This ensures full understanding of the commitment required if appointed.
4. The Personnel Committee of the Board of Trustees meets to screen the applicants' applications. Applicants may be interviewed as part of this process. Screening and interviews will take place within two months of the elected trustee's termination of board responsibilities.

Criteria: Meets legal qualifications

Able to consistently attend meetings

Helps diversify Board representation of community interests

Provides specific advisory skills such as legal, public relations, accounting

Experience in working on boards

General experience as it relates to the library's needs and goals

Willingness to support and promote library services

The Personnel Committee recommends one to three finalists to the Library Board. The board makes the appointment no less than three months from the elected trustee's termination of board responsibilities.

Trustee Election

Biennial Elections

Biennial elections of the Cromaine Library District are conducted according to the District Library Establishment Act (MCL 397.171 to 397.196). Board members are elected at the Hartland Consolidated School District's Regular School Election for four-year terms (unless the position was a two-year term due to appointment).

Nominating Petitions

In order to be listed on the ballot for Cromaine District Library Trustee, the candidate shall file nomination petitions with the Livingston County Clerk . Write-in candidates are accepted as well.

Library candidates for election must conform to the Library's policy 4030, "Non-library Postings, Displays, and Solicitations" which prohibits solicitation for non-library purposes in the library buildings. Solicitation for petition signatures or campaigning for election may be permitted on library grounds only if it does not impede access to the building nor interfere with use of the building.

Trustee Resignation

Any citizen who seeks election to the board should do so with full knowledge of and appreciation for the time, effort, and dedication expected of all trustees. If for a compelling reason a trustee is no longer able to serve, the board requests the earliest possible notification of intent to resign.

CROMAINE DISTRICT LIBRARY

BOARD OF TRUSTEES OPERATING PROCEDURE

Board of Trustee Meetings

Number 8002

Page 1 of 2

Date approved:

3/18/10; 4/21/11

Date revised: 4/5/11;11/20/25

Date reviewed: 8/5/21;2/19/26

Purpose

The board recognizes the need to define the types of meetings it may call.

Scope

This procedure addresses the different types of board meetings.

Description

Regular board meetings are scheduled for the third Thursday of each month. Meetings shall begin at 7:00 p.m., prevailing Eastern Time, in the Community Room of the Cromaine District Library, unless a change was agreed upon in a previous open meeting.

The board schedules three different types of meetings, each serving a specific purpose.

1. Regular Monthly Meetings – The board conducts regular business at regular meetings. Within three (3) days after a meeting at which the schedule for regular meetings is changed, notice must be given of the new regular meeting dates, times and places.
2. Emergency Meetings – The board calls an emergency meeting only when action is required that is of an emergency nature and cannot be held until the next regular meeting. Emergency meetings require approval of 2/3 of the body (five members).
3. Special Meetings – Special meetings are called by the Board President or at the request of a board member. The Board President may not deny a board member's request for a special meeting. The meeting shall be held within 72 hours of the request. Each board member shall be notified of the special meeting at least 24 hours before the meeting. Public notice shall be given at least 18 hours prior to the convening of the meeting. Board members may take official action at special meetings. The board member who calls a special meeting must be in attendance at the meeting.
4. Board Workshops– The board calls workshops to study specific items in depth or to have information presented relevant to an agenda item to be voted on at a regular or special meeting. No official action will be taken at board workshops.

Closed sessions shall be scheduled as required consistent with the Michigan Open Meetings Act Public Act 267 of 1976 (MCL 15.261-15.275) at a regular or special meeting. Those provisions are shown below:

“Closed Meetings:

The law provides for closed meetings in a few specified circumstances. In order for a public body to hold a closed meeting, two-thirds of its members must vote affirmatively in a roll call. Also, the purpose for which the closed meeting is being called has to be stated in the meeting when the roll call is taken.

Closed meetings may be called without a two-thirds vote for the following reasons:

- (1) considering the dismissal, suspension or disciplining of, or to hear complaints or charges brought against a public officer, employee, staff member or individual when the person requests a closed hearing;*
- (2) considering the dismissal, suspension or disciplining of a student of a public school when the student or guardian requests a closed hearing;*
- (3) strategy and negotiation sessions necessary in reaching a collective bargaining agreement when either party requests a closed hearing; and*
- (4) partisan caucuses of the State Legislature.*

(5) for a compliance conference the department of commerce conducts under MCL §333.16231, concerning an investigation of certain licensed medical professionals.

(6) to conduct searches for a university president, until the board has narrowed the search to 5 candidates.

Other reasons a public body may hold a closed meeting are:

- (1) to consider the purchase or lease of real property;*
- (2) to consult with its attorney about trial or settlement strategy in pending litigation, but only when an open meeting would have detrimental financial effect on the public body’s position;*
- (3) to review the contents of an application for employment or appointment to a public office when the candidate requests the application to remain confidential. However, all interviews by a public body for employment or appointment to a public office have to be conducted in an open meeting; and*
- (4) to consider material exempt from discussion or disclosure by state or federal statute.”*

CROMAINE DISTRICT LIBRARY
BOARD OF TRUSTEES OPERATING PROCEDURE

Trustee Meeting Agenda Format, Preparation,
Distribution

Purpose

The board recognizes the need to describe the preparation and distribution of material relating to the meetings.

Scope

This policy addresses the agenda preparation and distribution and the delivery of packets to board members.

Agenda

The agenda may include the following items, and will always include Call to Public.

- Call to Order
- Pledge of Allegiance
- Roll Call
- Approval of Agenda
- Consent Agenda:
 - Approval of Minutes
 - Receipt of Financial Report and Payment of invoices and Payroll Obligations
 - Committee Reports
- Library Director's Report
- Discussion/Decision Items
- ~~Information~~ Call to the Public
- ~~Call to the Public~~ Information/Board Comments
- Agenda Items for Next Meeting
- Adjournment

The agenda will be prepared by the Library Director for the Board President's review and approval, prior to meeting notification to other board members. Trustees should notify the Library Director no later than the Wednesday of the week prior to the meeting regarding items to put on the agenda.

The agenda is available at the library on the Friday preceding a regular board meeting, and also at the board meeting. It is distributed to offices of the district's townships, the Hartland Consolidated Schools' Administration and Community

Education offices, and posted at the library, as well as on the library's web page, www.cromaine.org.

Consent Agenda

The use of a consent agenda permits several of the regular activities of the Board of Trustees, including the approval of prior meeting minutes, the regular financial reports, and the activities and minutes of the committees to be reviewed in total with acceptance of consent agenda items in a single act by the board.

A trustee may request that an item be removed from the consent agenda for further discussion. Its acceptance, correction, or other action will then need to be taken separately from the consent agenda as part of discussion and decisions on the agenda.

The use of a consent agenda permits significant time-savings when conducting the regular business of the board without sacrificing thoughtful review. It does require that each trustee carefully review all of the material in the board packet.

Agenda Discussion/Decision Items

Discussion items on the agenda are presented for discussion and may also be indicated as decision items on the same agenda. Much of the work of the Board of Trustees is conducted in meetings of the committees where in-depth research, review, and discussion can be carried out to support thoughtful recommendation to the Board of Trustees. This permits discussion and decision items to be on the same agenda as all trustees and the public have had opportunity to review the work of the committee through their reports which are included in the board packet. Recommendations from standing committees may be placed on the agenda as decision items. The board packet will typically include the review of the research and discussion regarding that item in the committee meeting.

Before the board takes action, the board expects to be provided with adequate data and back-up information to assist it in reaching sound objective decisions consistent with established goals and policies.

Agenda Information Items

These items are typically included so that trustees may maintain their expertise in matters related to the library's vision, strategic plan, and activities.

Agenda Items for Future Meetings

The Library Director maintains a year-long calendar of agenda items which will regularly come before the board on a monthly, quarterly, or annual basis, such as

statistical reports, board and library director evaluation, report of employee progress on goals, and more.

Board Packet Preparation and Distribution

Contents

Agenda	Informational items relevant to purpose
Minutes of previous meeting	Committee Reports
Monthly financial reports	Other information relevant to agenda
Director's report	Monthly calendar, promotional items

Committee reports are due to the Administrative Assistant as soon after the meeting as feasible but to be included in the packet distribution should be provided no later than the day before the board packet will be distributed.

A major responsibility of the board members is to thoughtfully read and consider the board packet information provided to them. Trustees and the public are urged to contact the Library Director with questions as soon as they occur. These questions and their answers will be included in the Library Director's verbal report at the meeting.

Distribution of the packet

- Regular Monthly Meetings – Delivered to the designated locations on the Friday preceding the meeting.
- Special Meetings – Delivered as soon as practical after establishing the meeting date and time.
- Provided to the public at the library and online
- One packet is made available internally for the Management Team and Staff of the library.

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

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

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

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

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

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

Number 8015

Page 1 of 3

POLICY ADOPTED: 2/19/2026

I. Purpose

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

II. Public Comment Period; Meeting Agendas

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

III. Rules of Public Comment

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

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

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

row of chairs and the wall behind the table where Board Members are seated unless permitted by the Board President.

L. All signs are prohibited in the Board meetings.

IV. Recording of Rules

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

Community Relations and Strategic Planning Committee meeting

Wednesday February 11th, 2026

Trustees: Dawn Smith, Rebecca Basley, Jeannine Gogoleski

Sarah Neidert, Liz Welch

Cromaine Commons and Heritage Garden Update

Reached out to stakeholders in the Community to gather input

More input being sought from youth, teen and families with children.

Staff are noting any concerns patrons have

There will be opportunities for donations

100 Years of Cromaine Installation Update

- Team (Liz, Shelby, Marisa, Sarah oversight) is preparing for Centennial
 - Installation will be created paid for by the Gift Fund
 - Final design to go on 2nd floor where display case used to sit between Youth and Teen
 - Team-culled digital and physical archives to select best representative images

First Coffee and Conversation meeting held

There were 2 community members and 2 trustees present

The second one for February will be on the 18th

Cromaine District Library
Finance Committee Meeting Minutes
February 10, 2026

Attendees:

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

Absent: Bill Bolin- Trustee

Review of Monthly Financial Activity Statements for November and December, 2025

- Operating & Improvement - No unusual revenue or expenses
- Gift - No unusual revenue or expenses
- Music Hall - No unusual revenue or expenses

Review of Proposed Budget Amendments: Finance Committee recommends the Board accept the two proposed Budget Adjustment Resolutions for 2025-2026 Operating and Improvement Budgets. See attached detail.

Investment Account:

UBS Investment fund: November, 2025 balance \$4,437,203.64.
December, 2025 balance \$4,431,176.45.

Bank of Ann Arbor Accounts:

- Checking Account - ending balance November \$12,572.33
December \$25,093.41
- Money Market Account - ending balance November \$311,928.04.
December \$175,057.31

Credit Cards: \$14,178.66 was paid in November.
\$23,906.31 was paid in December.

Building: Aside from additional costs for snow removal, no other building issues were discussed.

A new summary has been compiled to show expenditures for The Commons project.

Finance Policies

- #6020 - Reviewed with no suggestions for editing.
- #6025 - Reviewed with no suggestions for editing except for grammatical changes.
- #6026 - Reviewed by legal counsel - no suggestions for changing language.

Director's Update:

Technology: One strategic plan item that needed to wait until we finished RFID tagging the collection was the purchase of outdoor after hours pickup lockers. I'm attaching the information sheet to these minutes. Envisionware is the vendor we use for our self-check machines and RFID readers, therefore they are our preferred vendor for this project. I contacted Envisionware for a quote before the budget cycle last year, and I'm happy to report that the current quote is affordable- roughly \$21,000.

Staff and Building Safety *(this was shared at the Personnel Committee):*

After researching what other libraries and similar organizations have done for safety training and planning, I chose to contract with Aaron Witt of A-Train Tactical, LLC (atraintactical.com) for the following services:

Site Visit/Walkthrough: -completed February 4 with Scott and Sarah
Creation of a site-specific report that will identify existing best practices and recommendations outlining possible areas for improvement related to safety and security. This can be used by the board and Library Director to plan for upgrades and justify expenses.

Emergency Action Plan: Aaron will build upon existing plans to develop a comprehensive EAP.

Active Threat Awareness Training: Aaron will facilitate 2 hour on-site training at the Library's staff in-service day.

Budgeting:

I have drafted proposed amendments to the current 25-26 budget- I hope to present to the board to vote at the February meeting. I have included a memo and documents outlining the proposed changes in the shared file.

I am beginning the budgeting cycle for FY 26-27, and would like to discuss the base pay increase for all staff.

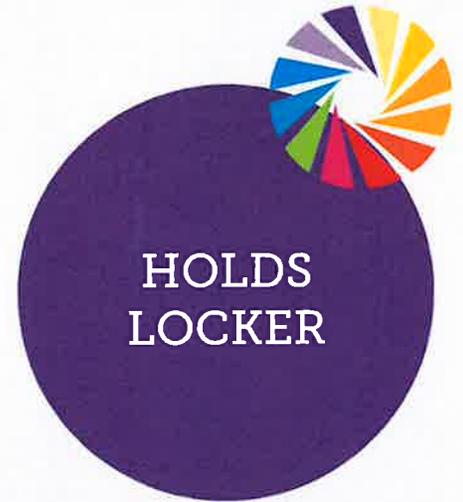
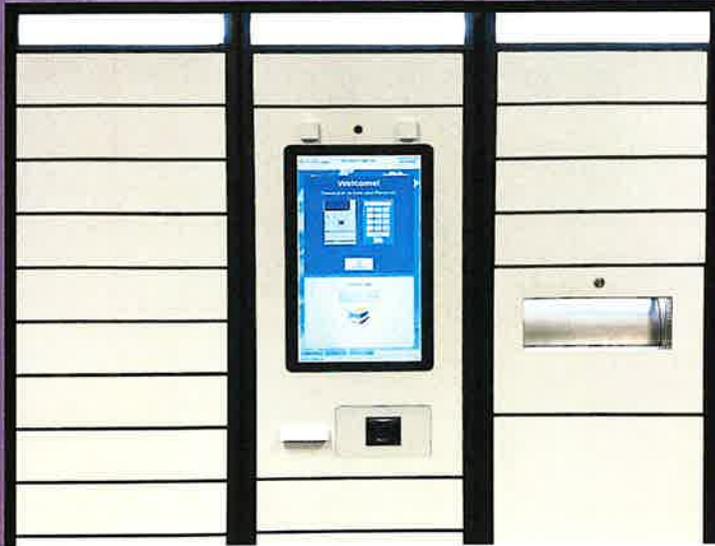
December 2025's Consumer Price Index was released mid-January at 2.7% I recommend a 3% base raise for all staff, with further individual adjustments made after review based on the increase of minimum wage in January to \$13.73/hour. January 2027 will see a further increase. I will bring more detail to the March Finance meeting.

Cromaine Commons Project Update:

I contracted with Sue Grissim of GMAA and Julian Wargo of Zeimet Wozniak, Civil Engineers, to continue to work through the needed changes to the plans for the parking lot and other issues that came up early in January. Zemit Wozniak completed an additional survey to locate the school's new well on the current survey on Tuesday, Feb 3, and I had a draft re-design consultation on Friday Feb. 6. I met with school staff Tuesday Feb. 10 to discuss the re-design, including both Sue Grissim and Julian Wargo on that zoom call. We are working on the bus turnaround to make it as efficient but safe as possible. You'll notice the proposed amendment

to the Improvement budget includes increased costs, these are based on estimates, but it makes sense to adjust the budget at one time, as we estimate increased costs.

Next Meeting: Tuesday, March 10 at 4:30pm via zoom.



EnvisionWare's Holds Locker offers leading-edge staff and patron self-service capabilities at a competitive price.

The powerful software is designed to deliver maximum efficiency by eliminating holds pre-processing. Staff simply take the item to the locker to check it in. When using RFID, the item is automatically desensitized when it is shelved, enabling the ILS to immediately send an automated notification in real time, indicating availability. This eliminates any manual processing and enables patrons to pick up the items immediately without lag time.

The patron experience is just as efficient. The patron scans their library card and enters an optional PIN. The appropriate locker door opens and the system immediately checks out their item(s). The software displays checkouts in real time on the patron screen. When finished, the patron can email or print a checkout receipt.

If the patron has more than one item on hold, the software automatically recognizes and opens the appropriate locker. This maximizes available locker space and makes it fast and easy for patrons to get all of their items in one spot.

The locker system is extremely versatile. Each system consists of one base cabinet, plus an option of adding up to 15 expansion cabinets, creating systems from 5 lockers up to 185 lockers, depending on your needs.

Virtually Effortless Maintenance

The Holds Locker leverages EnvisionWare's revolutionary *CloudNine*[®] platform for remote administration automatic software updating, hosting, and integrated cloud-based analytics.

Locker maintenance is virtually effortless. The system maintains an inventory of item titles, the patron assigned per locker and hold pickup expiration dates. When staff comes for daily service the user can press Pull Holds and the system will locate all items that are past the hold shelf limit period.

Staff have the ability to leverage all of the automated locker management as well as the ability to override and manually select a specific locker, combine holds, or separate items into separate lockers per patron as desired.

Administration is performed in the *CloudNine* Web Console from any browser, anywhere and analytics are available in the same manner. The patron screen is highly customizable by the library from the Web Console, providing an opportunity to display library news and information while patrons are interacting with the system.

Library Holds Locker



Specifications*

Base Cabinet	21.5" high brightness (1000 nit) touch screen; Intel PC with 8GB RAM, 120GB SSD, Windows Pro; 1D/2D Barcode scanner; RFID reader; 80mm thermal receipt printer; Lightbox for library branding; Wireless keyboard with touchpad; 3 Standard lockers; 2 Large Lockers; Outdoor rated with optional attachable canopy
Expansion Cabinet	Lightbox for library branding; 10 Standard lockers; 2 Large lockers; Outdoor rated with optional attachable canopy
Connectivity	TCP/IP; SIP2 Protocol with industry-standard Booksort extensions (Sierra ILS requires Sorter API)
Patron ID and Item Detection	1D/2D smartphone capable barcode scanner; RFID reader; Patrons can also enter the ID on screen
RFID Standards	ISO 15693 18000-3 SLIX/SLIX2
RFID Data Models	ISO-28560-2, ISO-28560-3, Danish Data Model; 3M (multiple models); Bibliotheca (multiple models); Checkpoint ISO; ITG (multiple models); Libramation; PV Supa; Libramation; Tech Logic (multiple models), ST LogiTrack, VTLS, Item ID Remap
Security	2 CCTV cameras; 30-day digital video recorder
Physical	Cabinets: 19.7" W x 17.3" D x 70.9" H (500 x 439 x 1801mm) Height clearance: 76" (1930mm) Standard Locker: 17.7" W x 4.7" H x 17.3" D (450 x 119 x 439mm) Large Locker: 17.7" W x 6.7" H x 17.3" D (450 x 170 x 439mm) Locker with Canopy: Add additional 15" to locker height Weight: 176 lbs (80kg)
Environmental	Heater disabled: -5 to 125°F (-15 to 52°C) Heater enabled: -20 to 125°F (-29 to 52°C)
Electrical	120VAC; 300W without heater 1200W with heater
Software	CloudNine® Locker Service; CloudNine Analytics Service, Email and SMS services (optional)



*Specifications subject to change without notice.

Cromaine District Library Policy	Policy #: 6020 Page 1 of 3
<i>PURCHASING</i>	<u>Tracking Record</u> Revised: 8/20/98; 10/19/00; 7/22/08; 1/15/09; 1/20/11, 1/19/12, 1/17/19;1/19/23;4/18/24;1/16/25 Date Approved: 6/27/96 Reviewed: 1/13/10; 10/12/10; 1/9/13; 1/13/14; 1/14/15; 1/13/16; 1/11/17; 1/11/18; 1/9/2020; 1/14/2021;2/10/22;2/19/26

Purpose

The purchasing objective of the Cromaine District Library Board (the “Board”) is to provide services, materials and supplies which offer library personnel the most effective and efficient means to perform their tasks. The policy of the Board will be to acquire these at a minimum possible cost while taking into consideration the best interest of the Library. The Library Director is responsible for review and approval of all purchases subject to the following guidelines:

General Guidelines

1. The Library will conduct all purchasing activities according to the laws and regulations of the state and accepted professional principles and practices.
2. The Library will conduct all purchasing activities in such a manner as to develop and maintain good public, vendor, and library relationships.
3. The Library staff will strive to obtain the best possible product and/or service for the library at reasonable and affordable prices.
4. The Library will extend honest, courteous and impartial treatment, and assure fair and equal opportunity to all interested, qualified vendors.
5. All orders or contracts shall be awarded to responsible, qualified vendors, with consideration given to:
 - a. prices bid or quoted
 - b. quality and conformity to specifications
 - c. delivery and payment terms
 - d. past service to the library
 - e. preference given to local vendors when possible
6. The Library may accept or reject any or all bids or quotes (or any part thereof) in the interest of the Library.
7. The Library will participate in group and cooperative purchasing when practical and when it is to the library's advantage to do so.

8. Purchase of materials, equipment, goods, supplies, or services shall not be made without the execution of the proper requisition form, with the exception of petty cash funds.
9. Informal quotes (verbal information of price on equal products or services), secured in person, online or by telephone, may be used in obtaining the many small purchases less than \$5,000 for routine supplies by the library.
10. The Director is authorized to make purchases of goods, services, and for works of improvement when the cost per project is under \$25,000. For purchases when the cost per item exceeds \$25,000 and is under \$50,000, the Director is authorized to make purchases after obtaining a minimum of three quotations. The above-noted purchases require the approval of both the Director and the Board Treasurer and will be reported to the Board at its next meeting.
11. Goods, services, and works of improvement costing over \$50,000 and no more than \$80,000 shall require three or more quotations to determine price and availability. The Library Board's approval is required, within the confines of the approved budget, for all purchases or contracts in excess of \$50,000 with the exception of PCs, computer peripherals, and software provided for in the approved annual Technology Budget. These items may be purchased without prior Board approval on each purchase. Ongoing budgeted operational supply purchases are exempt from this policy. Staff will annually survey product costs from various vendors to ensure competitive pricing.

Competitive Bid Guidelines:

1. Contracts for the purchase of goods, services, and for works of improvement costing over \$80,000 shall be advertised for sealed bids for two consecutive weeks. The award of contract for such goods, services, and works of improvement shall be approved by the Board of Trustees. Cromaine District Library reserves the right to accept or reject any or all bids, to waive defects or irregularities in any bid, or to accept or eliminate any portion of any bid. The Board may waive the requirement for bids for the purchase of goods and services or for works of improvement if the Board determines that such action is in the best interest of Cromaine District Library under the circumstances of a particular contract.
2. There may be some items/services for which there is only one supplier, and therefore it may be impossible to have competitive bids. In such cases, the Board may waive the requirement for bids.
3. Emergency purchases may be made without utilizing this process. An emergency may arise out of an accident or other unforeseen occurrence which could affect the life, health or safety of patrons or staff where immediate action cannot await competitive bidding. In such cases, the Library Director shall authorize the purchase and report to the Board President.

4. Certificates of insurance shall be required any time contracted labor or material is to be utilized on library property. (Bidding specifications will set forth minimum limits.)
5. A performance bond of 100% of the contract amount may be required, at the discretion of the Board, for all contracted services exceeding \$100,000.
6. Major library vendors of materials and electronic resources to the Cromaine District Library will be exempt from the above bid process. At the request of the Board, the Director will provide a list of such vendors and the amount of business transacted with each for the previous fiscal year.

Payments

1. Payments will be made in a timely fashion and reported to the Board on a monthly basis.
2. The President and Treasurer of the Board of Trustees and the Library Director are authorized to sign checks. Checks exceeding \$5,000 require two signatures, with the exception of regular monthly payments to the Library's health insurance provider.
3. The Library Director is authorized to transfer up to \$150,000 from the Library's money market account to the regular checking account as needed to cover payroll, tax and retirement deposits, and invoices. Such transfers will be reported on the monthly financial report. No more than two transfers a month adding up to \$300,000.00 are permitted without prior board notification.

<p align="center">Cromaine District Library</p> <p align="center">Policy</p>	<p>Policy #: 6025</p>
<p align="center"><i>LIBRARY CREDIT CARD</i></p>	<p align="center"><u>Tracking Record</u></p> <p>Date Approved: 9/17/98 Revised: 11/19/98; 8/24/00; 8/18/05; 2/26/09; 2/18/10; 1/19/12; 1/15/15; 11/11/15; 7/28/16; 6/21/18, 1/17/19, 10/20/22. Reviewed: 1/12/11; 12/12/12; 1/9/13; 1/13/14; 7/28/16; 1/11/17; 1/11/18; 1/9/2020; 1/14/2021;2/10/22;1/18/24;1/16/25;2/19/26</p>

1. The Board of Trustees approves the issuance of a library credit card account, with an aggregate limit not to exceed \$20,000.00.
2. The library Director is responsible for the issuance, accounting, monitoring, and retrieval of the credit card and for overseeing compliance with the credit card policy. The Director will establish a system of internal controls to monitor the use of the credit card.
3. The credit card may be used only for the purchase of goods or services for the official business of the library. Any inadvertent personal use of the credit card must be reimbursed to the library immediately.
4. Credit cards will be issued to the Library Director and specific managers who will each be responsible for each card's protection and custody. If the card is lost or stolen, the Library Director, Library Board President, and credit card account issuer will be immediately notified. Each credit card will be surrendered immediately upon termination.
5. The employee using the credit card must submit documentation detailing the goods or services purchased, cost, date of the purchase, the purpose of the purchase, and the approved budgeted line item of the purpose.
6. Credit card invoices will be reviewed before payment and must be for approved budgeted purposes.
7. Any rewards (e.g., points or premium items) provided as a result of the use of the credit card will be given to the library or redeemed for library purposes only.
8. The balance shall be paid no later than the due date on the statement.
9. Violation of the credit card policy will result in discipline up to and including dismissal.

<p align="center">Cromaine District Library</p> <p align="center">Policy</p>	<p>Policy #: 6026</p>
<p align="center"><i>ELECTRONIC FINANCIAL TRANSACTIONS</i></p>	<p align="center"><u>Tracking Record</u></p> <p>Approved: 6/18/09 Reviewed: 4/14/10; 1/12/11; 1/11/12; 1/9/13; 1/13/14 1/14/15; 1/13/16; 1/11/17; 1/11/18; 1/10/19; 1/9/2020; 1/14/2021;2/10/22;1/19/23;1/18/24;1/16/25;2/19/26</p>

Public Act 738 of 2002, effective December 2002, authorizes governing bodies to make electronic transactions involving public funds by electronic payment, debit, or credit transfer processed through an automated clearing house (ACH).

PA 738 authorizes the designated financial officer, executive, and/or Treasurer to enter into an ACH arrangement. Cromaine District Library designates the Treasurer and Library Director as individuals responsible for the local unit's ACH agreements, including payment approval, accounting, reporting, and generally for overseeing compliance with the ACH policy.

Further, electronic financial transactions shall require documentation which details the goods or services purchased, the cost of the goods or services, and the date of the payment. This report will be contained in the electronic general ledger software system of the Cromaine District Library or in a separate report to the Trustees of the Cromaine District Library.

ACH invoices must be approved before payment by the responsible employee whose authorization limits are governed by separate policy. Payroll ACH transactions shall be post-audited and disbursement confirmed through reporting to the Finance Committee and the Board of Trustees in their monthly meetings. All electronic financial transactions are subject to the internal controls, financial policies and procedures in place.

Invoice and ACH transaction documents shall be retained for audit purposes.

Budget Amendment Memo

To: Cromaine District Library Board of Trustees

From: Sarah Neidert, Library Director

Subject: Proposed Amendments to Fiscal Year 2025-2026 Operating Budget

Date: February 13, 2026

Attached are proposed amendments to fiscal year 2025-2026 Cromaine District Library operating and improvement budgets. I am highlighting the reasons for any required adjustments in this memo.

On the attached spreadsheet each section has a short description of the type of costs covered in each line.

Proposed Amendments Operating Budget:

Increased Revenue:

- **Investment Income** credited to the Operating Fund **exceeded \$45,500** as of January 31, 2026.

Increased Expenditures:

- **Salaries and Wages** remain the same overall, the detail outlines a change in budget lines - When proposing the budget I added a line for Overtime/Substitutes, thinking it would be better for tracking- Payroll processing these separately proved too difficult. The proposed change simply moves the amount from OT/Substitutes (101-790-702.002) back into Salaries Part-Time (101-790-702.001).
- **Supplies** saw an increase of \$15,000 due to the need to purchase RFID tags and purchase of additional supplies for processing after the closure of Baker and Taylor. This will be offset by a reduction in the Cataloging and Acquisitions line (see next point).
- **Professional Services** increased by \$12,250 overall, after additional fees for the implementation of GASB 101 during the Library's audit, combined with additional funds earmarked to cover the re-design of the parking lot proposed by the schools. Cataloging and Acquisitions decreased by \$15,000, due to the closure of Baker and Taylor, as those funds would have gone toward processing, which we now complete in-house (see previous point).
- **Technology** saw no overall change, although I adjusted individual lines to account for the increase in actual technology maintenance costs, and a decrease in required supplies.
- **Repairs and Maintenance** saw an increase for both Library and Music Hall Grounds, as the winter weather has increased snow removal costs more than previous years.

- **Library Materials-** due to the backorders that were canceled when Baker and Taylor closed suddenly, many youth and teen materials were encumbered at the end of the last fiscal year, but then canceled. Therefore, a slight increase was requested to account for those backorders being re-ordered this fiscal year.

In summary, operational revenues increased \$45,500 due to investment income while operational expenditures are projected to increase by \$40,750. The total net revenue and fund balance reserves is estimated to remain nearly the same, projected to be at least \$111,324 for the current fiscal year.

Proposed Amendments to the Improvement Budget:

Increased Revenue:

- **Investment Income** credited to the Improvement Fund **exceeded \$45,500** as of January 31, 2026.

Increased Expenditures:

- **Planned capital outlay for Buildings and Grounds** is projected to increase by \$282,000 based on bids received for the Crounse Commons Project, as well as the addition of the quote for electrical services for the project by our preferred contractor, LJ Rolls. While this money may not all be disbursed this fiscal year, it is anticipated that the project will be at least underway by June.
- **Planned capital outlay for Technology** decreased by \$27,000 due to the RFID conversion being completed without the estimated cost to the Library.
- **Planned capital outlay for Equipment & Furnishings** decreased by \$55,000 due to fewer indoor projects as we've focused on the Crounse Commons this fiscal year.

In summary, improvement revenues increased \$45,500 due to investment income while improvement expenditures are projected to increase by \$200,000. Due to the assignment of \$787,062 to Capital projects at the January 2026 board meeting, the Improvement Fund balance reserves are estimated to end the year at \$1,865,903, leaving the Library in good standing for future projects, even after the expenses of the Crounse Commons project.

Please share any questions or concerns with me, as my goal is to help the board understand the proposed amendments to the budget to the best of my ability.

February 19, 2026

BOARD OF TRUSTEES OF
CROMAINE DISTRICT LIBRARY
RESOLUTION 2026 - 07
AMENDING THE OPERATING FUND BUDGET
ADOPTED FOR FY 2025--2026

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

PRESENT:

ABSENT:

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

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

WHEREAS, the Board of Trustees adopted Resolution 2025-19, Adopting the Operating Fund Budget and Set Millage Rate for FY 2025-2026, on the 19th day of June 2025; and

WHEREAS, the budget appropriated funds for operating expenses and fund reserves; and

WHEREAS, changes need to be made in these appropriations,

NOW THEREFORE BE IT RESOLVED THAT the Board of Trustees hereby amends the budget as shown in Exhibit A.

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

AYES:

NAYS:

Kimberly Armstrong, Secretary

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

Kimberly Armstrong, Secretary

Cromaine District Library Operating Fund
Budget - Amended Feb. 19, 2026

Proposed Amendment to Budget

EY July 1, 2025-June 30, 2026 Approved Budget

	<u>Column 4</u>	<u>Column 5</u>	<u>Column 6</u>	<u>Column 7</u>
<u>TITLE</u>	<u>Approved 2025-2026</u> June 19, 2025	<u>PROPOSED</u> Amendment 2-19-26	<u>% OF TOTAL</u> <u>REV/EXP</u>	<u>NOTES</u>
REVENUE				
Tax Levy & Delinquent taxes	\$2,572,569		96.15%	
State Aid	\$28,000		1.05%	
Charges for Services	\$12,150		0.45%	
Fines & Forfeits	\$1,350		0.05%	
Penal Fines	\$58,000		2.17%	
Investment Income	\$1,000	\$45,500	1.67%	Actual investment income as of January 2026
Miscellaneous	\$2,500		0.09%	
Transfer-in from Improvement Fund	\$0		0.00%	
TOTAL REVENUE	\$2,675,569	\$2,721,069	100.00%	
EXPENDITURES				
Salaries & Fringe Benefits	\$1,619,300	\$1,619,300	62.05%	see detail- no overall change
Supplies	\$27,000	\$42,000	1.61%	see detail
Professional Services	\$254,250	\$268,500	10.29%	see detail
Professional Development	\$36,500	\$36,500	1.40%	
Property & Liability Insurance	\$25,125	\$25,125	0.96%	
Technology	\$84,500	\$84,500	3.24%	see detail- no overall change
Community Relations	\$97,270	\$97,270	3.73%	
Utilities	\$62,050	\$62,050	2.38%	
Repairs & Maintenance	\$62,500	\$69,500	2.66%	see detail
Rental	\$2,000	\$2,000	0.08%	
Administrative Expenses	\$9,750	\$9,750	0.37%	
Library Materials	\$286,750	\$293,250	11.24%	see detail
TOTAL EXPENDITURES	\$2,566,995	\$2,609,745	100.00%	

Transfer-out to Improvement Fund

\$108,574

\$111,324 slight increase (Total Revenues-Total Expenditures)

1350	GENERAL FUND REVENUE	25-26 ESTIMATE
acct no.	Class: Music Hall highlighted in yellow	\$1,820,771,979
		1,4129
	TAX LEVIES	
	Revenue provided through property tax collection	
101-000-403.000	Brighton: 2024 TV is 400973798	\$566,536
101-000-403.001	Deerfield: 2024 TV is 132,169,279	\$186,742
101-000-403.002	Genoa: 2024 TV is 41308931	\$58,365
101-000-403.003	Hartland: 2024 TV is 952926203	\$1,346,389
101-000-403.004	Oceola: 2024 TV is 148475491	\$209,781
101-000-403.005	Tyrone: 2024 TV is 144918277	\$204,755
101-000-403.006	Livingston County	
101-000-411.000	Delinquent taxes	
	Total: TAX LEVIES	\$2,572,569
101-000-572.000	STATE AID	\$28,000
	Funds received from the state as a per capita allotment of direct state aid.	
	CHARGES FOR SERVICES	
	Fees established in administrative procedures and policies for the use of the Library.	
101-000-607.000	Non-Resident Fee	\$400
101-000-607.001	Room Use Fee	\$500
101-000-607.001	Room use - Music Hall Fees	\$10,000
101-000-607.002	Fax Revenue	\$250
101-000-607.003	Print out fees	\$1,000
	Total CHARGES FOR SERVICES	\$12,150
	FINES AND FORFEITS	
	Revenue from materials which were lost or damaged by patrons, from libraries to whom materials were loaned but not returned, refunds to patrons, and payment to lending libraries	
101-000-681.000	Lost & Damaged Materials	\$1,000
101-000-681.001	Lost & Damaged Refunds	-\$100
101-000-681.003	ILL Lost & Damaged	\$500
101-000-681.004	ILL Lost & Damaged Refunds	-\$50
	Total FINES AND FORFEITS	\$1,350
101-000-656.000	Penal Fines	\$58,000

1350	25-26 ESTIMATE	To amend Jar Addition/(Subtraction)
	PROPERTY & LIABILITY INSURANCE	
101-790-955.001	Library P&L	\$25,000
101-790-955.001	Music Hall P&L, Renter's insurances	\$125
	Total Property & Liability Insurance	\$25,125
	TECHNOLOGY MAINTENANCE	
	Includes library catalog (ILS), phone system, printer/copier maintenance, etc.	
101-790-930.001	Technology: Maintenance	\$69,500
101-790-745.000	Technology: Supplies	\$15,000
	TOTAL TECHNOLOGY MAINTENANCE	\$84,500
	COMMUNITY RELATIONS	
	Printing, promotion, incentives, community organization memberships	
101-790-880.000	Marketing	\$27,320
101-790-900.000	Printing	\$18,450
101-790-901.002	Program Expenses	\$48,500
101-790-901.003	Memberships Non-lib. Org.	\$2,000
101-790-901.003	Music Hall Memberships/Advertising	\$1,000
	TOTAL COMMUNITY RELATIONS	\$97,270
	UTILITIES	
	Infrastructure costs--phone, lights, heat/cooling, sewer	
101-790-850.001	Telecommunications	\$14,000
101-790-850.001	Music Hall Telecomm (Wifi)	\$3,200
101-790-920.001	Heating Fuel	\$8,500
101-790-920.002	Electricity	\$26,000
101-790-920.003	Sewer Use	\$5,000
101-790-920.001	Heating Fuel- Gas	\$2,000
101-790-920.002	Electricity	\$2,500
101-790-920.003	Sewer Use	\$850
	TOTAL UTILITIES	\$62,050
	REPAIRS & MAINTENANCE	
	Maintenance and repairs of mechanical systems, building, and grounds	
101-790-930.000	Equipment and Furniture Repair & Maintenance	\$1,500
101-790-930.001	Building Repair & Maintenance	\$35,000
101-790-930.002	Grounds Repair & Maintenance	\$12,000
		\$15,000
		\$3,000
		additional needed due to more snow removal than

February 19, 2026

BOARD OF TRUSTEES OF
CROMAINE DISTRICT LIBRARY
RESOLUTION 2026-08
AMENDING THE IMPROVEMENT FUND BUDGET FOR FY 2025-26

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

PRESENT:

ABSENT:

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

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

WHEREAS, the Board of Trustees adopted Resolution 2025-18, Adopting the Improvement Budget for FY 2025-2026, on the 19th day of June 2025, and

WHEREAS, the budget appropriated funds for capital outlay, debt repayment and fund reserves; and

WHEREAS, changes need to be made in these appropriations,

NOW THEREFORE BE IT RESOLVED THAT the Board of Trustees hereby amends the budget as shown in Exhibit A.

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

AYES:

NAYS:

Kimberly Armstrong, Secretary

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Cromaine District Library, County of Livingston, State of Michigan, at a regular meeting held on the 19th day of June 2025 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Kimberly Armstrong, Secretary

**Cromaine District Library Improvement Fund
Budget- Amended Feb. 19, 2026**

Proposed Amendment to Budget
FY July 1, 2025-June 30, 2026 Proposed Budget

	Column 5 Adopted 2025-2026	Column 6 Assigned Jan. 26	Column 7 PROPOSED Amendment	NOTES
IMPROVEMENT FUND REVENUE				
Beginning Balance	\$2,779,209	\$3,488,403	\$3,488,403	
Transfer in from General Fund (at year-end)	\$108,574		\$45,500	
Investment Income	\$0			1/2 of Actual investment income as of January 2026
Total Revenue	\$2,887,783	\$3,488,403	\$3,533,903	
IMPROVEMENT FUND EXPENSE				
Capital Outlay - Buildings and Grounds Improvements				
Grounds: Improvements	\$1,260,000		\$1,592,000	based on bids
Buildings: Improvements	\$50,000		\$0	none planned
Total Capital Outlay: Buildings	\$1,310,000		\$1,592,000	
Capital Outlay - Technology				
Public Use Hardware	\$35,000			
Public Use Software	\$30,000		\$3,000	RFID significant savings
Staff Use Hardware	\$15,000			
Staff Use Software	\$3,000			
Total Capital Outlay Technology	\$83,000		\$56,000	
Capital Outlay - Equipment & Furnishings				
Equipment	\$50,000		\$10,000	fewer projects
Furnishings/Life Over 1 Year	\$25,000		\$10,000	fewer projects
Total Capital Outlay Equip & Furnishings	\$75,000		\$20,000	
DEBT SERVICE				
Principal				
Interest on Debt				
Total Debt Service				
TOTAL IMPROVEMENT EXPENSE	\$1,468,000	\$1,468,000	\$1,668,000	

Fund balance (beginning balance minus expenses) \$1,419,783 \$2,020,403 \$1,865,903

IMPROVEMENT FUND REVENUE		25-26 APPROVED		AMENDED 2-19-26		notes
Beginning Balance	\$2,701,341			\$3,488,403		\$3,488,403 \$787,062 assigned at 1/15/2026 board meeting
Transfer in from General Fund (at year-end)	\$0					
Investment Income				\$45,500		-\$45,500 interest as of January 31, 2026
Total Revenue	\$2,701,341			\$3,533,903		\$3,442,903
IMPROVEMENT FUND EXPENSE						
Capital Outlay Non-capitalizable						
Capital Outlay - Building & Grounds Improvements						
Buildings: Improvements	\$50,000			\$0		no planned building improvements this FY
Grounds: Improvements	\$65,000					Site preparation
Grounds: Improvements	\$225,000					hardscape
Grounds: Improvements	\$45,000					identity elements
Grounds: Improvements	\$275,000					site furnishings and lighting
Grounds: Improvements	\$150,000					landscape elements
	\$500,000			\$740,000		increased tbd based on bids
	\$0			\$92,000		electrical quote from LJ Rolls
Total Capital Outlay: Buildings	\$1,310,000			\$1,592,000		\$282,000 increased tbd based on bids
Capital Outlay - Technology						
984-000 Public Use Hardware	\$35,000					
984-001 Public Use Software	\$30,000			\$3,000		able to convert RFID without cost other than
984-002 Staff Use Hardware	\$15,000					RFID readers for circulation (~\$5000) new for
984-003 Staff Use Software	\$3,000					
Total Capital Outlay Technology	\$83,000			\$56,000		-\$27,000
Capital Outlay - Equipment & Furnishings						
980-000 Equipment	\$50,000			\$10,000		-\$40,000
980-002 Furnishings/Life Over 1 Year	\$25,000			\$10,000		-\$15,000
Total Capital Outlay Equip & Furnishings	\$75,000			\$20,000		-\$55,000
DEBT SERVICE						

IMPROVEMENT FUND REVENUE 25-26 APPROVED

AMENDED 2-19-26

notes

991-000 Principal

995-000 Interest on Debt

Total Debt Service

\$0

\$0

TOTAL IMPROVEMENT EXPENSE

\$1,468,000

\$1,668,000

\$200,000 increase after adjustments

Remaining balance

\$1,233,341

\$1,865,903

BOARD OF TRUSTEES OF
CROMAINE DISTRICT LIBRARY
RESOLUTION 2026-04
REVISE POLICY 8003, AGENDA FORMAT, PREPARATION & DISTRIBUTION

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

PRESENT:

ABSENT:

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

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

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

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

NOW THEREFORE BE IT RESOLVED THAT the Board of Trustees hereby revise Policy 8005, Board Organizational Meeting, as shown in Exhibit A.

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

AYES:

NAYS:

Kimberly Armstrong, Secretary

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

Kimberly Armstrong, Secretary

CROMAINE DISTRICT LIBRARY
BOARD OF TRUSTEES OPERATING PROCEDURE

Trustee Meeting Agenda Format, Preparation,
Distribution

Purpose

The board recognizes the need to describe the preparation and distribution of material relating to the meetings.

Scope

This policy addresses the agenda preparation and distribution and the delivery of packets to board members.

Agenda

The agenda may include the following items, and will always include Call to Public.

- Call to Order
- Pledge of Allegiance
- Roll Call
- Approval of Agenda
- Consent Agenda:
 - Approval of Minutes
 - Receipt of Financial Report and Payment of invoices and Payroll Obligations
 - Committee Reports
- Library Director's Report
- Discussion/Decision Items
- Call to the Public
- Information/Board Comments
- Agenda Items for Next Meeting
- Adjournment

The agenda will be prepared by the Library Director for the Board President's review and approval, prior to meeting notification to other board members. Trustees should notify the Library Director no later than the Wednesday of the week prior to the meeting regarding items to put on the agenda.

The agenda is available at the library on the Friday preceding a regular board meeting, and also at the board meeting. It is distributed to offices of the district's townships, the Hartland Consolidated Schools' Administration and Community

Education offices, and posted at the library, as well as on the library's web page, www.cromaine.org.

Consent Agenda

The use of a consent agenda permits several of the regular activities of the Board of Trustees, including the approval of prior meeting minutes, the regular financial reports, and the activities and minutes of the committees to be reviewed in total with acceptance of consent agenda items in a single act by the board.

A trustee may request that an item be removed from the consent agenda for further discussion. Its acceptance, correction, or other action will then need to be taken separately from the consent agenda as part of discussion and decisions on the agenda.

The use of a consent agenda permits significant time-savings when conducting the regular business of the board without sacrificing thoughtful review. It does require that each trustee carefully review all of the material in the board packet.

Agenda Discussion/Decision Items

Discussion items on the agenda are presented for discussion and may also be indicated as decision items on the same agenda. Much of the work of the Board of Trustees is conducted in meetings of the committees where in-depth research, review, and discussion can be carried out to support thoughtful recommendation to the Board of Trustees. This permits discussion and decision items to be on the same agenda as all trustees and the public have had opportunity to review the work of the committee through their reports which are included in the board packet. Recommendations from standing committees may be placed on the agenda as decision items. The board packet will typically include the review of the research and discussion regarding that item in the committee meeting.

Before the board takes action, the board expects to be provided with adequate data and back-up information to assist it in reaching sound objective decisions consistent with established goals and policies.

Agenda Information Items

These items are typically included so that trustees may maintain their expertise in matters related to the library's vision, strategic plan, and activities.

Agenda Items for Future Meetings

The Library Director maintains a year-long calendar of agenda items which will regularly come before the board on a monthly, quarterly, or annual basis, such as

statistical reports, board and library director evaluation, report of employee progress on goals, and more.

Board Packet Preparation and Distribution

Contents

Agenda	Informational items relevant to purpose
Minutes of previous meeting	Committee Reports
Monthly financial reports	Other information relevant to agenda
Director's report	Monthly calendar, promotional items

Committee reports are due to the Administrative Assistant as soon after the meeting as feasible but to be included in the packet distribution should be provided no later than the day before the board packet will be distributed.

A major responsibility of the board members is to thoughtfully read and consider the board packet information provided to them. Trustees and the public are urged to contact the Library Director with questions as soon as they occur. These questions and their answers will be included in the Library Director's verbal report at the meeting.

Distribution of the packet

- Regular Monthly Meetings – Delivered to the designated locations on the Friday preceding the meeting.
- Special Meetings – Delivered as soon as practical after establishing the meeting date and time.
- Provided to the public at the library and online
- One packet is made available internally for the Management Team and Staff of the library.

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

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

PRESENT:

ABSENT:

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

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

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

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

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

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

AYES:

NAYS:

Kimberly Armstrong, Secretary

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

Kimberly Armstrong, Secretary

CROMAINE DISTRICT LIBRARY
BOARD OF TRUSTEES OPERATING PROCEDURES

Conduct of Library Board Meetings

Purpose

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

Scope

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

Description

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

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

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

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

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

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

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

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

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

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

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

PRESENT:

ABSENT:

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

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

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

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

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

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

AYES:

NAYS:

Kimberly Armstrong, Secretary

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

Kimberly Armstrong, Secretary

CROMAINE DISTRICT LIBRARY

BOARD OF TRUSTEES OPERATING PROCEDURE

Response to Correspondence to the Board

Number 8013

Page 1 of 1

Date approved: 3/18/10

Date Reviewed: 4/5/11;

8/5/21;11/06/25

Repealed 2/19/26

Purpose

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

Scope

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

Description

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

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

BOARD OF TRUSTEES OF
CROMAINE DISTRICT LIBRARY
RESOLUTION 2026-06

ADOPT POLICY 8015-PUBLIC COMMENTS AT BOARD MEETING

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

PRESENT:

ABSENT:

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

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

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

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

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

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

AYES:

NAYS:

Kimberly Armstrong, Secretary

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

Kimberly Armstrong, Secretary

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

Number 8015

Page 1 of 3

POLICY ADOPTED: 2/19/2026

I. Purpose

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

II. Public Comment Period; Meeting Agendas

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

III. Rules of Public Comment

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

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

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

row of chairs and the wall behind the table where Board Members are seated unless permitted by the Board President.

- L. All signs are prohibited in the Board meetings.

IV. Recording of Rules

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

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

Ayes:

Nayes:

CALL TO THE PUBLIC REQUEST

CROMAINE DISTRICT LIBRARY – BOARD OF TRUSTEES

DATE:

NAME:

CITY OR TOWNSHIP OF RESIDENCE:

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

PHONE or EMAIL:

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

CALL TO THE PUBLIC REQUEST

CROMAINE DISTRICT LIBRARY – BOARD OF TRUSTEES

DATE:

NAME:

CITY OR TOWNSHIP OF RESIDENCE:

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

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and give it to the Board President.

CALL TO THE PUBLIC REQUEST

CROMAINE DISTRICT LIBRARY – BOARD OF TRUSTEES

DATE:

NAME:

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

PHONE or EMAIL:

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

CROMAINE DISTRICT LIBRARY BOARD
Standing Committee Assignments
January 2026

**Community Relations & Strategic
Planning Committee**

Dawn Smith, Chair
Becky Basley
Jeannine Gogoleski
Sarah Neidert, Director
Liz Welch, Staff
Dick Krueger

Responsible for Policy Areas:
1000s – Mission, Goals, & Roles
2000s - Circulation
3000s – Collections & Information
4000s – Community Relations & Operations
5000s – Buildings & Grounds

Finance

Nancy Rosso, Chair
Bill Bolin
Holly Naylor
Sarah Neidert, Director

Responsible for Policy Areas:
5000s - Buildings & Grounds
6000s - Finance & Business

Personnel Committee

Jeannine Gogoleski, Chair
Dawn Smith
Kim Armstrong
Sarah Neidert, Director
Darlene Randolph, Staff

Responsible for Policy Areas:
7000s - Personnel
8000s - Internal Operations of the Board
9000s - Unclassified Policies
Board Operating Procedures

Board

Responsible for All Policy Areas