



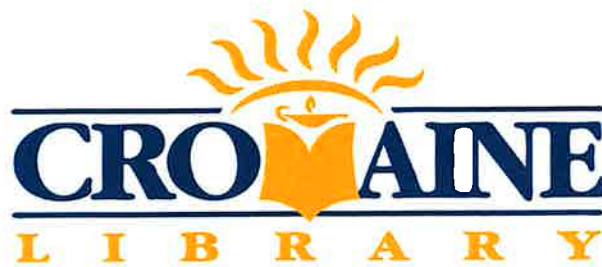
## LIBRARY BOARD MEETING AGENDA

DATE: Thursday, October 16, 2025 at 7:00 p.m.

PLACE: Community Room, Cromaine Library

- I. Call to Order / Roll Call
- II. Pledge of Allegiance
- III. Roll Call
- IV. Approval of Agenda
- V. Approval of Consent Agenda
  - A. Approval of Regular Meeting Minutes, 8/21/25, September meeting-cancelled
  - B. Acknowledge receipt of the July Financial Reports and payment of July invoices totaling \$104,766.84 and payroll obligations totaling \$191,857.71.  
Acknowledge receipt of the August Financial Reports and payment of August invoices totaling \$102,250.76 and payroll obligations totaling \$99,835.26.
  - C. Committee Reports

Community Relations & Strategic Planning	October 7
Personnel Committee	no meeting
Finance Committee	October 7
- VI. Library Director's Report
- VII. Discussion/Decision Items
  - A. Review of first-quarter statistics (July-Sept.)
  - B. Library Closing Calendar 2026 (motion needed)
  - C. Review Policies:
    - #1010 – Cooperation with Libraries & Other Organizations (Community Relations)
    - #6001 – Fund Balance Policy (Finance)
    - #6002 – Revenue Distribution & Fund Accounting (Finance)
    - #6003 – Fixed Assets Capitalization (Finance)
    - #6004 – Gifts to the Library (Finance)
  - D. Discussion of Material Reconsideration Appeal Process
  - E. Library Legal Representation – Logan Spena, Alliance Defending Freedom (Motion, if needed)
- VIII. Comments from Board
- IX. Call to the Public
- X. Agenda Items for Next Meeting
- XI. Adjournment



## Director's Update:

**Book Vendors:** Cromaine's major book vendor, Baker & Taylor (B&T) has been having issues fulfilling orders the past few months. We learned just a few weeks ago that the company was set to be acquired by another firm, and we hoped for an improvement in deliveries and processing times.

However, that deal fell through and now many libraries in Michigan, along with Cromaine, are struggling to fulfill book orders. There were 3 main companies, Brodart (which we switched to B&T from last year due to similar issues) Ingram and B&T.

We have been working on a plan to fill orders through Amazon while deciding if Ingram can support the load it will inevitably face. Just last week there was a scheduled webinar about Amazon Business' work to provide library book purchases (providing Machine Readable Catalog Records and discounts). I will keep the board updated as we adjust our processes.

## Music Hall:

Foundation sealing/repair is complete. Thanks to Scott Wren and Don Thompson for seeing this project thorough to completion.

## Dates to Remember:

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

**November 29 3:30-6:30pm.** Vintage Hartland Christmas in the Village. Cromaine again is a major sponsor- this year we will have Santa, Mrs. Claus and act as a warming station during the evening event. We could use several people to assist in the Old Fashioned Christmas/Vintage Christmas event on Saturday, November 29.

### Mrs. Claus Welcome at Cromaine Library

3-4:30 pm    1 person

4:30-6 pm    1 person

Task: Stand in the hallway to the Community Room and welcome guests entering from elevator and exterior doors. Greet them warmly, direct them to various activities. (You will be briefed)

### Santa Claus Welcome at Cromaine Library

3-4:30 pm    1 person

Task: Stand in the hallway facing the elevator and stairs on the 2nd floor. Greet guests warmly and direct them to various activities. (You will be briefed)

## Youth Department:

All of us in Youth look forward to the repetitive events of storytimes, tween nights, book clubs, and monthly elementary events that commence for the school year in September. These were up and running with a bang, especially our storytimes! The first week back, all of our storytimes had a larger than anticipated attendance!

We also ran several one-time events. One of these was our 3rd annual Autumn Knight's Faire, with archery, mask making, hobby horse jousting and so much more! All of the families enjoyed this event immensely. We also tried an intergenerational Family Craft Night where grownups and kids crafted together on the same project, and everyone's project was unique and beautiful.

## Adult Department:

The Adult Services team was busy throughout September planning and hosting a great selection of programs, including A Computer Class for Recent Learners, DIY Terrariums, and Nature Weaving, as well as participating in the cross-departmental planning for the annual all ages Autumn Knight's Faire event, which took place on September 13.

Adult Services staff also participated in outreach and creative collaboration in support of the hARTland Art Walk. Librarian Erin hosted a Crompton table with fun craft activities for attendees at the kickoff event September 20. Librarian Erik worked with the Community Relations team to create an informative, high quality video about the history of weaving in Hartland that was featured at Spinning Yarns: A Fiber Arts and Weaving Celebration - A hARTland Art Walk Event on September 27.

## Circulation Department:

RFID tags have been added to most of the collection. Equipment has been ordered for the circulation desks, allowing us to begin using the technology once the tagging is complete. Pads and software will be installed on each workstation, allowing staff to check items in and out more accurately. We will also be able to add RFID tags to new items as they come in.

We were thrown a curveball when a proposed merger between our primary book supplier and a larger company did not go through as planned at the end of September. The company announced on Tuesday 10/7 that they are closing for good. For the time being, we will be relying on Amazon for book ordering and handling book processing in-house. We have a plan in place to get the highest-demand items on the shelves as quickly as possible. It is our hope that a new supplier will step up to fill the void.

## Community Engagement Department:

### Music Hall Administration

- Liz had a positive meeting with Pastor Greer from Hartland Community Chapel.
- The Dan Ripke Trio event was held at the Hall on Friday, September 26. The band was excellent. Unfortunately, due to homecoming and the bridge out at Crouse Road, attendance was very low. We plan to identify the possible range of homecoming and avoid that range for future Fall programming; homecoming was October 11 last year, but was rather early this year, and after the contract was signed the concert could not be rescheduled. 33 in attendance.

### Ralph C. Wilson, Jr Foundation Grant

- We received an informal email notification from Katie Brisson on September 24 that we have been awarded \$250,000 through Ralph C. Wilson, Jr. Foundation.
- At Katie's encouragement, Liz met virtually with Nancy Winzer on September 29. She is a specialist on innovative outdoor play spaces that works with the Foundation, and offered expertise and insight into the project. She will continue to chat with Liz to maximize our award.
- Liz and Sarah will meet with Tim Sheffer of Penchura, a local playground equipment manufacturer, to discuss our vision and how to execute it.

### Grant Sweet Memorial Essay Contest

- Press Release launched 9.23.25
- Deadline for submission 10.23.25
- Will need Board reviewers to help us select top 3

### hARTland Artwalk

- **Kick Off Weekend at Settler's Park**
  - Director Sarah, Liz, and Librarian Erin worked at the hARTland Art Walk Kick Off event on September 20. 250 - 300 attendees.
    - Thank You to Trustee Basley for attending!
  - Hartland Weaving Heritage Celebration September 27 from 1-3
    - Video, Panel discussion, art unveil from 12-1 pm at the Music Hall
      - 61 attendees
      - 1 Cromaine Teen Volunteer
      - Thank You to Trustee Naylor for volunteering, along with 3 members of the Art Walk Committee

- Demos and hands on weaving crafts 1-3 pm at Cromaine
    - 55 attendees
    - 8 Black Sheep Weavers volunteered their time to instruct
  - Weaving exhibits and more at the Florence B. Dearing Museum 1-3 pm.
    - 40 attendees
    - Girl Scout Troop 40054 running history exhibit
- Videos from the event are published on the Cromaine Library Youtube.
- **Art Walk Closing Ceremony October 4 at noon in Settler's Park**
  - Student and Open Class Prize Winners announced and checks awarded
  - Hartland High School Band performance

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

- Liz attended Howell Rotary for networking purposes on September 1, 8, 15, 22 and 29.
- Shelby attended the Hartland Senior Activity Center's Annual Open House on September 4, 70 attendees.
- Liz and Shelby met with Hartland Home & Garden Club Leadership to discuss them coming on board as an internal club on September 9. It was a great meeting and Liz will follow up with a Memorandum of Understanding based on the plan for mutual collaboration.
- Liz attended hARTland Art Walk Committee meetings on September 10, 11, 15, and 18 at the Howell Chamber of Commerce, with fellow Partners in Progress members to help prepare for the upcoming event.
- Liz accepted a donation from the Hartland Lions Club to support purchases for the Library of Things; stopped by Hartland Fire Hall to pick up the check from Kurt.
- Shelby attended the Aging Parent Resource Fair at 242 Church, hosted by the Livingston County Consortium on Aging 60 attendees.
- Liz and Librarians Loni, Erin, and Grace attended the Howell Rotary Club's Buzzworthy Spellathon on September 18, Liz was the announcer and the Librarians competed on a team. This was a fundraiser event to raise funds for Literacy initiatives in the county.
- Liz attended the Lions Club Meet and Greet at the Hartland Chamber Offices. 20 Community Members were present.
- Liz attended the Vintage Christmas in the Village Meeting, with a subcommittee of the Community Council on September 22.

- Liz provided hospitality refreshments to the Friends of the Cromaine Library on September 24 as they prepared for their Fall sale.
- Cromaine Run/Walk Club at Settler's Park had 19 attendees throughout September.

## Patron Comments

### **9/27/25 Noah**

A patron who participated in the Weaving events came to the youth desk and told me how much she loves the events the library puts together and how community focused we are. She is a frequent visitor of both Cromaine and Brighton libraries and she enjoys both locations, but wanted to give some praise for programs and events that Cromaine hosts. She seems to have really enjoyed the Weaving course and the hARTland Art walk.

### **9/22/25 Bekah**

There are 2 kids looking through the Library of Things binder with so much excitement and joy! They are in awe of what we have. "There's a microscope?!" "You guys have a hammock?!" "Stem kits!!" They are laughing and talking about all the things they want to check out. It reminds me of being a 90s kid looking at the Toys R Us Christmas toy catalog.

### **9/22/25 Bekah**

The new youth department magnet board is already a hit! We have a mom and toddler who come in regularly to find books about different fairy tales. The little boy is using the magnet tiles to do a very dramatic retelling of Jack and the Beanstalk (he just had the story end "happy evuh aftuh").

Disbursement Summary August 2025

Payroll:	Pay Period End	Check Date	Amount:
	8/11/2025	8/15/2025	\$51,231.72
	8/25/2025	8/29/2025	\$48,603.54
Total Payroll:			\$99,835.26
Online Payments Made (other than pay-related):	8/29/2025		\$93.35 deposit slips for bank- ACH
	7/18/2025		\$12,854.66 UBS Credit Card
	8/25/2025		\$0.22 Level 3 Communication
Accounts Payable Checks Issued:	8/11/2025		\$2,138.10 DTE Energy
			\$ 87,164.43 Transaction List
Total Checks Paid for Month:			\$202,086.02 total
Transfers to (from) checking:	8/12/2025		\$85,000.00 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	4,739,980.99	4,739,980.99	4,739,980.99
Transfers in/out	-150,000.00	-150,000.00				
Expenses and Other Disb.	-12,854.66	-9,618.92				
Dividends and Interest	13,454.28	11,397.37				
Account Appreciation	-2,993.32	9,315.81				
Ending Value	4,878,886.73	4,739,980.99	4,739,980.99	4,739,980.99	4,739,980.99	4,739,980.99

Month Ending	January	February	March	April	May	June
Beginning Value	4,739,980.99	4,739,980.99	4,739,980.99	4,739,980.99	4,739,980.99	4,739,980.99
Transfers in/out						
Expenses and Other Disb.						
Dividends and Interest						
Account Appreciation						
Ending Value	4,739,980.99	4,739,980.99	4,739,980.99	4,739,980.99	4,739,980.99	4,739,980.99

FY25-26 Totals
5,031,280.43
-300,000.00
-22,473.58
24,851.65
6,322.49
4,739,980.99



# Cromaine District Library

## August 2025 Operating Financial Activity

	Aug 2025		Total	
	Actual	Budget	Actual	Budget
<b>Revenue</b>				
411.000 Tax Levy & Delinquent Taxes			0.00	0.00
403.000 Taxes - Brighton	55.36	47,211.33	55.36	566,536.00
403.001 Taxes - Deerfield		15,561.83	0.00	186,742.00
403.002 Taxes - Genoa		4,863.75	0.00	58,365.00
403.003 Taxes - Hartland		112,199.08	0.00	1,346,389.00
403.004 Taxes - Oceola		17,481.75	0.00	209,781.00
403.005 Taxes - Tyrone		17,062.92	0.00	204,755.00
403.006 Livingston Cty.		0.00	0.00	0.00
420.000 Delinquent Property Taxes		0.00	0.00	0.00
<b>Total 411.000 Tax Levy &amp; Delinquent Taxes</b>	<b>\$ 55.36</b>	<b>\$ 214,380.66</b>	<b>\$ 55.36</b>	<b>\$ 2,572,568.00</b>
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	0.00	400.00
607.001 Room Use Fees		41.67	25.00	500.00
607.002 Fax Revenues	37.08	20.83	115.08	250.00
607.003 Print Out Fees	227.60	83.33	423.85	1,000.00
<b>Total 602.000 Charges for Services</b>	<b>\$ 264.68</b>	<b>\$ 179.16</b>	<b>\$ 563.93</b>	<b>\$ 2,150.00</b>
656.000 Penal Fines		4,833.33	64,735.39	58,000.00
659.000 Fines & Forfeits			0.00	0.00
681.000 Lost & Damaged Materials	157.45	83.33	480.38	1,000.00
681.001 Lost & Dam. Refunds		-8.33	-14.99	-100.00
681.002 Miscellaneous	2.00		2.00	0.00
681.003 ILL Lost & Damaged		41.67	0.00	500.00
681.004 ILL Lost & Damaged Refunds		-4.17	0.00	-50.00
<b>Total 659.000 Fines &amp; Forfeits</b>	<b>\$ 159.45</b>	<b>\$ 112.50</b>	<b>\$ 467.39</b>	<b>\$ 1,350.00</b>
670.000 Investment Income			0.00	0.00
665.000 Interest - Bank	195.57	83.33	519.88	1,000.00
665.001 Interest - Investment Fund	10,356.59		15,587.07	0.00
<b>Total 670.000 Investment Income</b>	<b>\$ 10,552.16</b>	<b>\$ 83.33</b>	<b>\$ 16,106.95</b>	<b>\$ 1,000.00</b>
<b>681.006 Miscellaneous Income</b>			<b>49.54</b>	<b>0.00</b>
666.000 Dividends	1,905.00	208.33	1,905.00	2,500.00
<b>Total 681.006 Miscellaneous Income</b>	<b>\$ 1,905.00</b>	<b>\$ 208.33</b>	<b>\$ 1,954.54</b>	<b>\$ 2,500.00</b>
<b>Total Revenue</b>	<b>\$ 12,936.65</b>	<b>\$ 222,130.64</b>	<b>\$ 100,222.22</b>	<b>\$ 2,665,568.00</b>
<b>Gross Profit</b>	<b>\$ 12,936.65</b>	<b>\$ 222,130.64</b>	<b>\$ 100,222.22</b>	<b>\$ 2,665,568.00</b>
<b>Expenditures</b>				
421.000 Tax Refunds	290.23		655.59	0.00
700.000 Salaries & Fringe Benefits			0.00	0.00
702.000 Salaries - Full-time	69,684.66	80,083.33	153,394.00	961,000.00
702.001 Salaries - Part-time	18,963.86	21,000.00	54,815.41	252,000.00

702.002 Wages - O.T. / Substitute		2,000.00	0.00	24,000.00
702.004 Sunday Staff	0.00	2,000.00	585.20	24,000.00
713.000 Life Insurance	650.61	708.33	1,943.65	8,500.00
713.001 Health Insurance	12,866.95	11,916.67	22,074.31	143,000.00
713.002 Retirement Benefits	6,928.47	8,258.33	16,270.47	99,100.00
713.003 Employer's FICA	6,658.20	8,175.00	15,751.90	98,100.00
713.004 State Unemployment Tax		416.67	40.72	5,000.00
713.005 Employee Assistance Program		0.00	0.00	0.00
713.006 Worker's Compensation		383.33	2,662.00	4,600.00
<b>Total 700.000 Salaries &amp; Fringe Benefits</b>	<b>\$ 115,752.75</b>	<b>\$ 134,941.66</b>	<b>\$ 267,537.66</b>	<b>\$ 1,619,300.00</b>
726.000 Supplies			0.00	0.00
727.000 Postage Expense		1,041.67	312.00	12,500.00
727.001 Office Supplies		208.33	103.77	2,500.00
727.004 Public Use Supplies	488.00	166.67	488.00	2,000.00
728.000 Library Supplies	29.97	250.00	226.54	3,000.00
728.001 Custodial Supplies	455.90	541.67	943.47	6,500.00
728.002 Equip & Furnishings, Disposable		0.00	0.00	0.00
<b>Total 726.000 Supplies</b>	<b>\$ 973.87</b>	<b>\$ 2,208.34</b>	<b>\$ 2,073.78</b>	<b>\$ 26,500.00</b>
800.000 Professional Services			0.00	0.00
801.000 Payroll & Accounting Services		1,333.33	1,308.32	16,000.00
801.001 Audit Fees		687.50	0.00	8,250.00
801.002 Legal Fees	1,462.50	833.33	1,462.50	10,000.00
801.003 Library Network Fees		583.33	125.00	7,000.00
801.004 Cataloging & Acquisitions	1,887.36	4,166.67	5,840.55	50,000.00
801.005 Other Professional Services	3,827.86	7,333.33	6,379.46	88,000.00
801.006 Managed Technology Services		6,250.00	5,845.51	75,000.00
<b>Total 800.000 Professional Services</b>	<b>\$ 7,177.72</b>	<b>\$ 21,187.49</b>	<b>\$ 20,961.34</b>	<b>\$ 254,250.00</b>
850.000 Technology			0.00	0.00
745.000 Technology Supplies	149.00	1,250.00	149.00	15,000.00
930.001 Technology Maintenance	10,872.31	5,791.67	19,616.02	69,500.00
<b>Total 850.000 Technology</b>	<b>\$ 11,021.31</b>	<b>\$ 7,041.67</b>	<b>\$ 19,765.02</b>	<b>\$ 84,500.00</b>
860.009 Community Relations			0.00	0.00
880.000 Marketing	2,554.22	2,276.67	9,050.05	27,320.00
900.000 Printing	3,610.00	1,537.50	3,923.34	18,450.00
901.002 Public Programing	3,820.03	4,041.67	15,557.69	48,500.00
901.003 Memberships - Non-library Organ		166.67	0.00	2,000.00
<b>Total 860.009 Community Relations</b>	<b>\$ 9,984.25</b>	<b>\$ 8,022.51</b>	<b>\$ 28,531.08</b>	<b>\$ 96,270.00</b>
920.000 Utilities			0.00	0.00
850.001 Telecommunications	563.89	1,166.67	1,122.53	14,000.00
920.001 Heating Fuel	146.83	708.33	586.22	8,500.00
920.002 Electricity	2,138.10	2,166.67	3,577.97	26,000.00
920.003 Sewer Use		416.67	1,051.32	5,000.00
<b>Total 920.000 Utilities</b>	<b>\$ 2,848.82</b>	<b>\$ 4,458.34</b>	<b>\$ 6,338.04</b>	<b>\$ 53,500.00</b>
931.000 Repairs & Maintenance			0.00	0.00
930.000 Rep & Maint-Equip & Furnishings		125.00	0.00	1,500.00
930.002 Rep & Maint-Buildings	1,317.16	2,916.67	3,871.84	35,000.00
930.004 Rep & Maint-Grounds	340.00	1,000.00	755.88	12,000.00

Total 931.000 Repairs & Maintenance	\$	1,657.16	\$	4,041.67	\$	4,627.72	\$	48,500.00
940.000 Rental		169.00		166.67		339.00		2,000.00
955.000 Administrative Expenses						0.00		0.00
956.000 Bank Fees		108.11		208.33		562.06		2,500.00
956.002 Public Notices				20.83		0.00		250.00
956.005 Misc Administrative Expense		93.35		583.33		93.35		7,000.00
956.006 Cash Over/Short		-0.10		0.00		-0.07		0.00
Total 955.000 Administrative Expenses	\$	201.36	\$	812.49	\$	655.34	\$	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		863.00		1,083.33		863.00		13,000.00
860.003 Board Training				20.83		0.00		250.00
860.004 Mileage Reimbursement - Staff				375.00		135.10		4,500.00
860.005 Mileage Reimbursement - Board				0.00		0.00		0.00
860.006 Travel		260.59		1,166.67		1,546.55		14,000.00
860.007 Meals				333.33		10.32		4,000.00
860.008 Board Travel				0.00		0.00		0.00
Total 957.000 Professional Development	\$	1,123.59	\$	3,041.66	\$	3,079.97	\$	36,500.00
981.000 Library Materials				0.00		0.00		0.00
980.006 Periodicals (Magazines & Newspapers)		26.45		512.50		26.45		6,150.00
982.000 Collections Adult		8,850.52		6,875.00		20,148.48		82,500.00
982.002 Collections Juvenile		990.69		4,666.67		1,286.18		56,000.00
982.003 Collections - Databases		1,200.00		1,841.67		10,048.09		22,100.00
982.004 Collections - E-Resources		1,171.39		8,666.67		3,212.30		104,000.00
982.005 Collections Young Adult		9.93		1,333.33		9.93		16,000.00
982.006 Collections Periodicals						449.95		0.00
Collections Electronic		16,776.16				22,955.27		0.00
Total 981.000 Library Materials	\$	29,025.14	\$	23,895.84	\$	58,136.65	\$	286,750.00
995.000 Transfer to Improvement Fund				9,047.83		0.00		108,574.00
Total Expenditures	\$	180,225.20	\$	220,949.50	\$	437,192.19	\$	2,651,394.00
Net Operating Revenue	-\$	167,288.55	\$	1,181.14	-\$	336,969.97	\$	14,174.00
Net Revenue	-\$	167,288.55	\$	1,181.14	-\$	336,969.97	\$	14,174.00

Monday, Sep 15, 2025 12:16:11 PM GMT-7 - Accrual Basis

# Cromaine District Library

## August 2025 Improvement Financial activity

	Aug 2025		Total	
	Actual	Budget	Actual	Budget
<b>Revenue</b>				
670.000 Investment Income			0.00	0.00
665.001 Interest - Investment Fund	10,356.59		15,587.07	0.00
<b>Total 670.000 Investment Income</b>	<b>\$ 10,356.59</b>	<b>\$ 0.00</b>	<b>\$ 15,587.07</b>	<b>\$ 0.00</b>
<b>Total Revenue</b>	<b>\$ 10,356.59</b>	<b>\$ 0.00</b>	<b>\$ 15,587.07</b>	<b>\$ 0.00</b>
<b>Gross Profit</b>	<b>\$ 10,356.59</b>	<b>\$ 0.00</b>	<b>\$ 15,587.07</b>	<b>\$ 0.00</b>
<b>Expenditures</b>				
421.000 Tax Refunds		0.00	0.00	0.00
975.001 Building Additions		0.00	0.00	0.00
975.002 Building Improvement		4,166.67	0.00	50,000.00
975.132 Grounds Improvements	15,276.26	105,000.00	37,792.76	1,260,000.00
980.000 Equipment		4,166.67	0.00	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	0.00	35,000.00
984.001 Public Use Software		2,500.00	0.00	30,000.00
984.002 Staff Use Hardware		1,250.00	0.00	15,000.00
984.003 Staff Use Software		250.00	1,710.00	3,000.00
995.000 Transfer to Improvement Fund		0.00	0.00	0.00
<b>Total Expenditures</b>	<b>\$ 15,276.26</b>	<b>\$ 122,333.34</b>	<b>\$ 46,887.76</b>	<b>\$ 1,468,000.00</b>
<b>Net Operating Revenue</b>	<b>-\$ 4,919.67</b>	<b>-\$ 122,333.34</b>	<b>-\$ 31,300.69</b>	<b>-\$ 1,468,000.00</b>
<b>Net Revenue</b>	<b>-\$ 4,919.67</b>	<b>-\$ 122,333.34</b>	<b>-\$ 31,300.69</b>	<b>-\$ 1,468,000.00</b>

Monday, Sep 29, 2025 08:35:29 AM GMT-7 - Accrual Basis

## Cromaine District Library August 2025 GIFT Financial Activity

	Aug 2025		YTD Total	
	Actual	Budget	YTD Actual	Budget
<b>Revenue</b>				
675.000 Gifts - Unrestricted			0.00	0.00
674.001 General Donations			60.00	0.00
<b>Total 675.000 Gifts - Unrestricted</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 60.00</b>	<b>\$ 0.00</b>
675.001 Gifts - Restricted			0.00	0.00
674.004 Restricted Donations-Other	240.00		740.00	0.00
<b>Total 675.001 Gifts - Restricted</b>	<b>\$ 240.00</b>	<b>\$ 0.00</b>	<b>\$ 740.00</b>	<b>\$ 0.00</b>
<b>Total Revenue</b>	<b>\$ 240.00</b>	<b>\$ 0.00</b>	<b>\$ 800.00</b>	<b>\$ 0.00</b>
<b>Gross Profit</b>	<b>\$ 240.00</b>	<b>\$ 0.00</b>	<b>\$ 800.00</b>	<b>\$ 0.00</b>
<b>Expenditures</b>				
726.000 Supplies		83.33	0.00	1,000.00
727.001 Office Supplies			-77.98	0.00
<b>Total 726.000 Supplies</b>	<b>\$ 0.00</b>	<b>\$ 83.33</b>	<b>-\$ 77.98</b>	<b>\$ 1,000.00</b>
850.000 Technology		166.67	0.00	2,000.00
860.009 Community Relations		1,666.67	0.00	20,000.00
880.000 Marketing			500.00	0.00
901.002 Public Programing	350.00		4,760.87	0.00
901.003 Memberships - Non-library Organ	1,000.00		1,000.00	0.00
<b>Total 860.009 Community Relations</b>	<b>\$ 1,350.00</b>	<b>\$ 1,666.67</b>	<b>\$ 6,260.87</b>	<b>\$ 20,000.00</b>
931.000 Repairs & Maintenance		666.67	0.00	8,000.00
930.000 Rep & Maint-Equip & Furnishings	3,000.00		3,000.00	0.00
930.004 Rep & Maint-Grounds	127.44		127.44	0.00
<b>Total 931.000 Repairs &amp; Maintenance</b>	<b>\$ 3,127.44</b>	<b>\$ 666.67</b>	<b>\$ 3,127.44</b>	<b>\$ 8,000.00</b>
980.002 Furnishings - Life over 1 Year		833.33	0.00	10,000.00
981.000 Library Materials		333.33	0.00	4,000.00
<b>Total Expenditures</b>	<b>\$ 4,477.44</b>	<b>\$ 3,750.00</b>	<b>\$ 9,310.33</b>	<b>\$ 45,000.00</b>
<b>Net Operating Revenue</b>	<b>-\$ 4,237.44</b>	<b>-\$ 3,750.00</b>	<b>-\$ 8,510.33</b>	<b>-\$ 45,000.00</b>
<b>Net Revenue</b>	<b>-\$ 4,237.44</b>	<b>-\$ 3,750.00</b>	<b>-\$ 8,510.33</b>	<b>-\$ 45,000.00</b>

Monday, Sep 15, 2025 12:37:16 PM GMT-7 - Accrual Basis

# Cromaine District Library

## August 2025 Music Hall Financial Activity

	Aug 2025		YTD Total	
	Actual	Budget	YTD Actual	Budget
<b>Revenue</b>				
602.000 Charges for Services			0.00	0.00
607.001 Room Use Fees	1,093.75	833.33	2,943.75	10,000.00
<b>Total 602.000 Charges for Services</b>	<b>\$ 1,093.75</b>	<b>\$ 833.33</b>	<b>\$ 2,943.75</b>	<b>\$ 10,000.00</b>
<b>Total Revenue</b>	<b>\$ 1,093.75</b>	<b>\$ 833.33</b>	<b>\$ 2,943.75</b>	<b>\$ 10,000.00</b>
<b>Gross Profit</b>	<b>\$ 1,093.75</b>	<b>\$ 833.33</b>	<b>\$ 2,943.75</b>	<b>\$ 10,000.00</b>
<b>Expenditures</b>				
726.000 Supplies			0.00	0.00
728.001 Custodial Supplies		41.67	0.00	500.00
<b>Total 726.000 Supplies</b>	<b>\$ 0.00</b>	<b>\$ 41.67</b>	<b>\$ 0.00</b>	<b>\$ 500.00</b>
800.000 Professional Services			0.00	0.00
801.005 Other Professional Services		0.00	0.00	0.00
801.006 Managed Technology Services		0.00	0.00	0.00
<b>Total 800.000 Professional Services</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
850.000 Technology			0.00	0.00
930.001 Technology Maintenance		0.00	0.00	0.00
<b>Total 850.000 Technology</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
860.009 Community Relations			0.00	0.00
901.003 Memberships - Non-library Organ		83.33	0.00	1,000.00
<b>Total 860.009 Community Relations</b>	<b>\$ 0.00</b>	<b>\$ 83.33</b>	<b>\$ 0.00</b>	<b>\$ 1,000.00</b>
920.000 Utilities			0.00	0.00
850.001 Telecommunications	264.34	266.67	528.61	3,200.00
920.001 Heating Fuel		166.67	0.00	2,000.00
920.002 Electricity		208.33	0.00	2,500.00
920.003 Sewer Use		70.83	0.00	850.00
<b>Total 920.000 Utilities</b>	<b>\$ 264.34</b>	<b>\$ 712.50</b>	<b>\$ 528.61</b>	<b>\$ 8,550.00</b>
931.000 Repairs & Maintenance			0.00	0.00
930.002 Rep & Maint-Buildings		833.33	759.31	10,000.00
930.004 Rep & Maint-Grounds	220.00	333.33	780.00	4,000.00
<b>Total 931.000 Repairs &amp; Maintenance</b>	<b>\$ 220.00</b>	<b>\$ 1,166.66</b>	<b>\$ 1,539.31</b>	<b>\$ 14,000.00</b>
955.001 Property & Liability Insurance		10.42	0.00	125.00
<b>Total Expenditures</b>	<b>\$ 484.34</b>	<b>\$ 2,014.58</b>	<b>\$ 2,067.92</b>	<b>\$ 24,175.00</b>
<b>Net Operating Revenue</b>	<b>\$ 609.41</b>	<b>-\$ 1,181.25</b>	<b>\$ 875.83</b>	<b>-\$ 14,175.00</b>
<b>Net Revenue</b>	<b>\$ 609.41</b>	<b>-\$ 1,181.25</b>	<b>\$ 875.83</b>	<b>-\$ 14,175.00</b>

**Hartland's Cromaine Library**  
**Monthly Activity Report September 2025**

	2025	2024	% of Change
<b>Circulation</b>	20,441	31,671	<b>-35%</b>
<b>New Physical Items Added</b>	1,144	1,649	<b>-31%</b>
<b>Total Physical Items</b>	72,496	70,546	<b>3%</b>
<b>Program Attendance</b>	1,093	1,065	<b>3%</b>
<b>Room Use- in Library</b>	191	105	<b>82%</b>
<b>Music Hall Reservations</b>	20	19	<b>5%</b>
<b>Visits</b>	9,603	10,110	<b>-5%</b>
<b>Website visits</b>	22,694	25,716	<b>-12%</b>
<b>Cardholders Added</b>	81	106	<b>-24%</b>
<b>Library Cards Renewed</b>	141	159	<b>-11%</b>
<b>Total Cardholders</b>	9,326	8,720	<b>7%</b>
<b>Cardholders as % of Pop.</b>	31.40%	29.36%	<b>7%</b>
<b>Total Population</b>	<b>29,699</b>	<b>29,699</b>	<b>0%</b>

Cromaine District Library  
Finance Committee Meeting Minutes  
Date Tuesday, October 7, 2025

**Attendees:**

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

Holly Naylor-Trustee (absent)

**Review of Monthly Financial Activity Statements for August**

- Operating - no unusual revenue or expenses
- Improvement - no unusual revenue or expenses
  - Finance Committee tracking Cromaine Commons project expenditure details
- Gift- no unusual revenue or expenses
  - Final organ maintenance payment completed
  - Paid Dearing Museum for visibility sponsor
- Music Hall - no unusual revenue or expenses

**Investment Account:**

UBS Investment fund ending balance of \$4,739,980.99

**Bank of Ann Arbor Accounts:**

- Checking Account - ending balance \$39,545.39
- Money Market Account - ending balance \$97,524.38

Credit Cards- \$ \$9,618.92 was paid in July. Charges in August were \$13,634.40

**Finance Policies:**

**Policies reviewed and discussed:**

- 6001 Fund Balance Policy - no changes
- 6002 Revenue Distribution & Fund Accounting - no changes
- 6003 Fixed Assets Capitalization - no changes
- 6004 Gifts to the Library - no changes

**Other:**

- The audit is still in process. Completion date TBD. Results to be presented at board mtg when complete.
- Meeting in the process of being scheduled to perform chart-of-account analysis. Purpose is to confirm/update chart-of-accounts numbering is correct and appropriate.



<p align="center"><b>Cromaine District Library</b></p> <p align="center"><b>Policy</b></p>	<p>Policy #: 6001</p> <p align="right">Page 1 of 2</p>
<p align="center"><i>FUND BALANCE POLICY</i></p>	<p align="center"><u>Tracking Record</u></p> <p>Review by Auditor: 6/8/11 Approved: 6/16/11</p> <p>Reviewed: 10/12/11; 10/10/12; 10/17/13; 10/8/14; 10/14/15; 10/12/16; 12/12/17; 10/10/18; 10/17/19; 10/13/2020; 10/21/21; 10/07/24; 10/7/25 Revised: 11/10/22</p>

## **FUND BALANCE POLICY in accordance with GASB Statement No. 54**

### **Objectives for Establishing the Fund Balance Policy**

The Fund Balance Policy of Cromaine District Library is intended to provide the Board of Trustees with a set of guidelines during the preparation of the annual budget each year and throughout the fiscal year. This policy will help ensure that sufficient reserves are maintained throughout the year, in the event of unforeseen expenditures, as well as shortfalls in revenue. The objective of establishing and maintaining a Fund Balance Policy is to help the Library maintain a strong fiscal position that will be able to withstand such negative economic trends. Factors for maintaining sufficient Fund Balance include the following:

- Fund the Library's expenditures during the first seven months of the fiscal year before significant revenues are realized;
- Fund one-time capital expenses identified as necessary by the Library Board;
- Lessen the impact of future State or county budget actions that might reduce Library revenue;
- Help lessen the impact of falling property values should they become a concern for the Library;
- Mitigate economic downturns the Library may face in the future;
- Fund costs related to disasters facing the Library.

The fund balance will consist of four funds: the Restricted Fund Balance, the Committed Fund Balance, the Assigned Fund Balance and the Unassigned Fund Balance:

- The Restricted Fund consists of funds that are required, by law, to be used for a specific purpose. These Restricted Funds may include funds received through a bond or voted operating millage for a very specific purpose. There is no minimum percentage requirement for this Fund.
- The Committed Fund consists of funds that have been set aside for a specific purpose by the Library Board of Trustees by resolution. Once the Library reaches its goal of an appropriate amount of Assigned Fund Balance, any excess funds can be included in Committed Fund Balance for capital improvement needs and emergency situations. There is no minimum percentage requirement for this Fund.
- The Assigned Fund consists of the remaining amount in fund balance that has not been earmarked for a specific purpose. The level of fund balance that the Library strives to maintain as undesignated is an amount no less than seven months operating fund expenditures. There is no maximum amount for this Fund. This amount will ensure that the Library has sufficient funds to operate on until a large number of revenues begin to be realized.
- The Unassigned Fund consists of all funds not restricted, committed, or assigned in the General Fund, and are available for any purpose.

### **Fund Balance Policy Adoption, Review and Amendment**

The Library's Fund Balance Policy shall be adopted by resolution by the Cromaine District Library Board of Trustees. The policy shall be reviewed at least annually and the same authority must approve any modifications.

This policy will be managed and monitored, through the direction of the board, by the Library Director and report of the current and projected level of the reserve funds in conjunction with the budget process. If necessary, the Library Director will present recommendations for any amendments, deletions, additions, improvements or clarification. Should the need arise, the Library Board reserves the right to appropriate funds from the Assigned Fund Balance for emergencies and other requirements the Library Board believes to be in the best interest of the Library. Likewise, if the need arises, the Library Board reserves the right to suspend, at any time, the designation of funds for a specific purpose.

### **Remedy for Maintaining Minimum Fund Balance Range**

When fund balance approaches its minimum threshold the following measures, in priority order, shall be used to build up the fund balance:

1. Cut or reduce capital improvements from the Improvement Fund.
2. Cut expenditures in the Operating fund.
3. Seek alternative sources of funding.
4. Seek additional operating millage.

<b>Cromaine District Library</b>  <b>Policy</b>	Policy #: 6002
<i>REVENUE DISTRIBUTION &amp; FUND ACCOUNTING</i>	<u>Tracking Record</u>  Review by Auditor: 10/15/08    Approved: 11/24/08 Revised: 9/17/09; 6/17/10; 10/12/23    Reviewed: 10/21/10; 10/12/11; 10/10/12; 10/17/13; 10/8/14; 10/14/15; 10/12/16; 10/11/17; 10/10/18; 10/17/19; 10/13/2020; 10/21/21; 11/10/22; 10/07/24; 10/7/25

1. Resolution 97-4, adopted 16 October 1997, creates separate funds for Library revenues.
2. Revenues other than donations, bequests, and gifts are credited to the Operating Fund. These revenues will include taxes, penal fines, reimbursement of losses, and sales of obsolete equipment. The Operating Fund will maintain a minimum balance required for the operation of the Library over a fiscal year, recognizing receipt of revenue (taxes) may not coincide with the beginning of the fiscal year.
3. Revenues which are donations, bequests, and gifts, are credited to the Gift Fund.
4. Operating Fund revenues which are not required for the Operating Fund are transferred at least annually, after audit, to the Improvement Fund. The Improvement Fund may be used for bond and redemption, capital acquisition and improvement, and repair and replacement reserve.
5. The Gift Fund has two sub-funds:
  - a. Restricted Gifts: For moneys given to the Library for a specific purpose.
  - b. Unrestricted Gifts: For moneys given without restriction.

<p style="text-align: center;"><b>Cromaine District Library</b></p> <p style="text-align: center;"><b>Policy</b></p>	<p>Policy #: 6003</p> <p style="text-align: right;">Page 1 of 3</p>
<p style="text-align: center;"><i>FIXED ASSETS CAPITALIZATION</i></p>	<p style="text-align: center;"><u>Tracking Record</u></p> <p style="text-align: center;">Approved: 4/03</p> <p style="text-align: center;">Revised: 12/11/03; 10/15/20;11/10/22;10/12/23</p> <p style="text-align: center;">Reviewed: 10/21/10; 10/12/11; 10/10/12; 10/17/13; 10/8/14; 10/14/15; 10/12/16; 10/11/17; 10/10/18; 10/17/19; 10/21/21;10/07/24;10/7/25</p>

## **I. Definitions and Provisions**

**A. Tangible Assets.** Assets that can be observed in one or more physical senses.

**B. Fixed Assets.** Tangible assets of a durable nature that are employed in the operating activities of the library, relatively permanent, and needed for the production of goods or services. This broad group is usually separated into classes according to the physical characteristics of the items (e.g. land, buildings, improvements other than buildings, furniture, and equipment).

**C. Capital Outlays.** Expenditures that benefit both the current and future fiscal periods. This includes the cost of acquiring land or structures; construction or improvement of buildings, structures, or other fixed assets; and equipment purchases having an appreciable and calculable period of usefulness. These are expenditures resulting in the acquisition of or addition to the library's general fixed assets.

**D. Historical Costs.** The cash equivalent price exchanged for goods and services at the date of acquisition. Land, buildings, and equipment are common examples of items recognized under historical cost attribute.

## **II. Land**

The library will capitalize all land purchases, regardless of cost.

Original cost of land will include the full value given to the seller, including legal services incidental to the purchase (including title work and opinion), appraisal and negotiation fees, surveying and costs for preparing the land for its intended purpose (including contractors and/or library workers, salary and benefits). Donated land will be recorded at fair market value on the date of transfer plus any associated costs.

Purchases made using federal or state funding will follow the source funding policies and above procedures.

## **III. Furniture and Equipment**

The definition of furniture and equipment is an apparatus, tool, or conglomeration of pieces to form a tool. The tool will stand-alone and not become a part of a basic structure or building.

The library will capitalize items with an individual value equal or greater than \$1,000. Equipment combined with other equipment to form one unit with a total value greater than the abovementioned limit will be one unit.

Improvements or renovations to furniture and equipment will be capitalized only if the result of the change meets all the following conditions:

1. The total cost exceeds \$1,000.
2. The useful life is extended one or more years
3. The total costs will be greater than the current book value and less than the fair market value.

A computer (CPU, monitor, keyboard, and printer) is considered one unit. Donated furniture and equipment will follow the source funding policies of any associated costs.

#### **IV. Buildings**

Buildings will be capitalized at full cost with no subcategories for tracking the cost of attachments. Examples of attachments are roofs, heating, cooling, plumbing, or any part of the basic building. Cost of items designed or purchased exclusively for the building will be included.

A new building will be capitalized only if it meets the following conditions:

1. The total cost exceeds \$1,000.
2. The useful life is greater than one year.

The cost of improving or renovating an existing building will be capitalized only if the result meets all the following conditions:

1. The total cost exceeds \$1,000.
2. The useful life is extended one or more years.
3. The total cost will be greater than the current book value and less than the fair market value.

Capital building costs will include preparations of land for the building, architectural and engineering fees, bond issuance fees, interest cost (while under construction), accounting costs if material and any costs attributable to construction of the building.

Donated buildings will be recorded at fair market value on the date of transfer with any associated cost.

Purchases made using federal or state funding will follow the source funding policies and above procedures.

#### **V. Improvements Other Than Buildings**

This asset group includes improvements to land, attached or not easily removed, and with a life expectancy of greater than one year. Examples are walks, parking areas and drives, fencing, retaining walls, outside fountains, planters, and other similar items.

Improvements do not include roads, streets, or assets that are of value only to the public. Road or drives on library-owned land that provide support to our facility are assets. Sidewalks installed on library-owned land for use by the public and for the support of our facility are capital assets.

Improvements or renovations other than buildings will be capitalized only upon the following conditions:

1. The total cost exceeds \$1,000.
2. The asset's useful life is extended one or more years.
3. The total cost will be greater than the current book value and less than fair market value.

Donated improvements other than buildings will be recorded at fair market value on the date of transfer with any associated costs.

Purchases made using federal or state funding will follow the source funding policies and above procedures.

## **VI. Recording and Accounting**

The cost of property, plant, and equipment includes all expenditures necessary to put the asset into position and ready for use. For purposes of recording fixed assets of the library, the valuation of assets shall be based on historical cost or, where the historical cost is indeterminable, by estimation for those assets in existence.

The Library Director's approval is required for any sale or disposal of fixed assets.

An asset register shall be maintained to provide a record of purchase, sale and disposal of fixed assets of the library.

## **VII. Safeguarding of Assets**

Accounting controls are designed and implemented to provide reasonable assurances of the following:

1. Adequate detailed records are maintained to assure accountability for library-owned assets.
2. The recorded accountability for assets is compared with the existing assets at least every three years, with appropriate action taken with respect to any differences.

<p align="center"><b>Cromaine District Library</b></p> <p align="center"><b>Policy</b></p>	<p>Policy #6004</p> <p>Page 1 of 2</p>
<p align="center"><i>GIFTS TO THE LIBRARY</i></p>	<p align="center"><u>Tracking Record</u></p> <p align="center">Date Approved: 12/11/03 Revised: 10/16/08  Reviewed: 10/14/09; 10/13/10; 10/12/11; 10/10/12;  10/17/13; 10/8/14; 10/14/15; 10/12/16; 10/11/17; 10/10/18;  10/17/19; 10/13/2020;  10/21/21;11/10/22;10/12/23;10/07/24;10/7/25</p>

## **General**

The Cromaine District Library is grateful for gifts, and its collection has been enriched by donations of materials as well as contributions. Through donors, the Library has been able to acquire materials and equipment which could not have been purchased otherwise. The library staff can supply, upon request, a list of needed materials for consideration by the donor.

## **Donations of Books and Other Library Materials**

In accepting a gift of materials, the Library reserves the privilege of deciding whether items donated should be added to the collection. Out of many books and other materials which residents so generously give, a considerable proportion can be used. Some cannot, because any library material, though of value in itself, may be a duplicate of an item already in the collection, outdated, or in poor condition. The material will be judged by the same standards of selection as those applied to the purchase of new materials. The Cromaine District Library accepts gift books and other materials with the understanding that items which are useful to the library collection will be retained and the others disposed of in whatever manner the librarian deems best.

## **Donation of Equipment or Furnishings.**

Gifts of equipment or furnishings are subject to the acceptance by the Director. Criteria for acceptance will include the condition of the gift (preferably new or in excellent condition); compatibility with its intended location; care or maintenance requirements and consistency with the goals and objectives of the Library. Such gifts become the property of the Library and may be sold if not suitable for library use.

## **Donation of Art Objects and Other Types of Materials**

Gifts of art objects, rare books or other miscellaneous items are subject to the acceptance by the Director and may be referred to the Board of Trustees for acceptance depending on the circumstances. Criteria for acceptance will include the suitability of the item, the amount of space required, the length of time to be displayed, if appropriate, and the degree of special handling needed. Such gifts become the property of the Library and may be sold if not suitable for library use.

**Donations of Money or Assets**

The Board acknowledges the great importance of private gifts and donations to the library's development and growth. The Library welcomes cash contributions, and gifts of real property, stocks and bonds. It is our custom to expend cash gifts on materials, equipment, or a project that is acceptable to the donor. Although it is unlikely, there may be an occasion in which the restrictions set by the donor make it impossible for the Library to accept the contribution. All donations are subject to the approval of the Library Director with the support of the Board.

**Commemorative (Recognition) Gifts** – The Library welcomes monetary gifts for purchase of library materials given in commemoration of individuals or organizations. The names of the donor(s) and the individuals or organizations recognized by the gift will be listed on a bookplate, format permitting, and affixed to the material.

**Monetary Gifts** – The Library welcomes gifts of cash for the direct purchase of library materials and will try to accommodate the subject or title preferences of the donor. A book plate recognizing the donor will be affixed to the material if desired.

Substantial cash gifts and bequests will be handled by the Director, who, with the Board of Trustees, will work out terms of acceptance that are compatible with library policies, the donor's intent, and applicable laws.

**Donated Securities** – The Library will accept gifts of securities. Such gifts will be handled by the Director, who, with the Board of Trustees, will work out terms of acceptance that are compatible with library policies, the donor's intent, and applicable laws.

**Real Estate or Other Personal Property** – The Library will accept gifts of real property that support the mission of the library. Such offers will be handled by the Director, who, with the Board of Trustees, will work out terms of acceptance that are compatible with library policies, the donor's intent, and applicable laws.

**Recognition of Gifts**

Commemorative gifts in any of the above categories may bear the name of the person being commemorated unless the donor requests it not be done. The plaque for the name shall be small, such as a 1" by 3" plaque for furniture and equipment. Gift books will bear a library designed gift plate. Exceptions requested by the donor must have prior approval by the Director, or, in certain cases, by the Board of Trustees.

**Evaluation of Gifts**

The Library will, if requested, provide a written acknowledgment of the receipt of gifts, but in accordance with income tax regulations will leave the determination of a value of the donation to the donor.



Community Relations and Strategic Planning Committee meeting Tuesday October 7<sup>th</sup>, 2025

Trustees: Dawn Smith, Holly Naylor, Jeannine Gogoleski

Sarah Neidert, Liz Welch

Strategic Plan Update see attachment

Heritage Gardens Grant- We received a grant from Ralph C. Wilson, Jr. Foundation to facilitate some innovative play and enrichment features within the Cromaine Commons Project. We will have more detailed updates, including an acknowledging press release, by our next Board Meeting.

Difficulties with vendor used for ordering books. Cromaine is working with other libraries and has switched to using Amazon for now.

Appeal form for book challenges discussed for presentation to full board

Policy 1010 Cooperation with libraries and other organizations policy discussed. No changes.

Board Volunteers need for Vintage Christmas event November 29<sup>th</sup>.

Staff perception of safety during board meetings discussed.

Balancing the collections discussed. There are difficulties in finding literary reviews for conservative books. Another barrier is finding books with conservative viewpoints including book recommendations and lists of new books. The topic of whether staff will be able to overcome bias when ordering books with non-liberal viewpoints was introduced.

## **Cromaine District Library Strategic Plan Update FY 2025-2026 Q1**

### **Goal 2: Increase Outreach Efforts**

#### **Completed**

- A1: Marketing: Implement Savannah by OrangeBoy (Liz/CR)
- A2: Marketing: Allow Savannah to tabulate 3 months worth of data (Liz/CR)
- C1: Improve Interior Spaces: Sign Music Hall Contract for 3 years (Sarah)
- C2: Outreach: Music Hall: Review FY 2024 2025 Revenues and Strategize Revenue Increase Opportunities (Liz)
- C3: Outreach: Music Hall: Consider rental fee increase for super users (Liz)
- C4: Outreach: Music Hall: Review existing super user contracts and raise rates effecting January 1, 2026 (Liz)

#### **In Progress**

- A4: Marketing: Populate Savannah with automated welcome messaging for new cardholders (Liz/CR)
- B1 Homebound Delivery: Conduct limited pilot program. (Grace/Adult)
- C5: Outreach: Music Hall: Strategize Marketing efforts for Music Hall to implement in FY 2025 2026 (Liz)
- D1: Winter Reading Planning Monday.com pilot with M Team/Key Staff (Lucy)
- E1: Outreach: Plan school card sign up drive for Library Cards (Lucy)

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

#### **Completed**

- A2: Exterior renovation: public awareness launch (Initial PR) (Sarah, Liz)

#### **In Progress**

- A1: Exterior renovation: construction phase (Sarah)
- A4: Elevate Outdoor Spaces: Exterior Renovation: Create community-facing opportunities to support Cromaine Commons and Heritage Gardens Projects (Liz)
- A5: Elevate Outdoor Spaces: Exterior Renovation: Heritage Gardens PR (Sarah, Liz)

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

#### **Completed**

- D1: Increase Investments in Technology: Complete upgrades to server room (Sarah)

#### **In Progress**

- B1: Increase Investments in Technology: RFID Research and Exploration (Donna)

<p align="center"><b>Cromaine District Library</b></p> <p align="center"><b>Policy</b></p>	<p>Policy #: 1010</p> <p>Page 1 of 3</p>
<p align="center"><i>COOPERATION WITH LIBRARIES &amp; OTHER ORGANIZATIONS</i></p>	<p align="center"><u>Tracking Record</u></p> <p align="center">Date Approved: 2/13/95</p> <p align="center">Revised: 5/15/03; 1/21/16; 11/21/19; 10/15/20; 10/21/21;12/15/22</p> <p align="center">Reviewed: 8/12/08; 9/8/09; 10/12/10, 10/18/12; 10/17/13; 10/7/14; 10/5/16; 10/6/17; 10/18/18;10/11/23;10/09/24;10/7/25</p>

## **Philosophy**

The Cromaine District Library (the library) actively promotes cooperation with other libraries and organizations to ensure its users access to the resources they need and want. Within limits set by policy and budget, the library's resources are available to any user, even if he or she has access to other libraries, whether public, academic, school or special. Whenever possible, reciprocal arrangements are made with these other libraries so that the combined resources of the entire library community may be used to satisfy the community.

The library supports planning for and participation in networks of cooperating libraries to share resources and technology, exchange information and avoid unnecessary duplication of materials. The library also makes available materials for other libraries through existing state and regional shared systems.

The library is open to staff of other libraries and encourages formal and informal continuing education of its own staff through conferences, workshops and field trips at other library facilities.

The library believes that through cooperative efforts, a larger share of the public will better understand the function and value of library service, and libraries in general will benefit from a broader base of support.

## **Cooperation with The Library Network**

The library shall maintain membership in The Library Network to:

- Obtain services for Library customers beyond the scope or capability of the library.
- Participate in the cooperative purchasing of library materials, supplies, services, etc. to obtain the lowest possible cost to taxpayers.
- Share in the distribution of popular print and nonprint materials throughout the cooperative via the Shared Automation System.

## **Cooperation with Partners in Progress**

The library participates in the organization called "Partners in Progress" which is an alliance of Hartland Area Chamber of Commerce, Hartland Consolidated Schools, and Hartland Township along with the Library. In addition to the broad collaboration for the improvement of the Hartland area, Cromaine works diligently with each of these individual organizations to achieve shared visions.

### **Cooperation with Hartland Consolidated Schools**

In recognition of the fact that schools and public libraries share education and literacy goals, the Library seeks to promote close cooperation and sharing of resources between these institutions. Such cooperation may include:

- Room collections of materials for teachers' classroom use, as items are available.
- Library tours and orientations for classes.
- Borrowing of materials from other libraries.
- Class visits by Crompton librarians to promote library programs and services.
- Networking through electronic resources.
- Supply of enrichment materials and activities that support literacy and self-education, excluding textbooks, workbooks, or similar materials generally supplied by the schools for their students.

### **Cooperation with Hartland Area Chamber of Commerce**

Encouraging growth in the area's economy in reasonable and sustainable ways benefits the Library as well as the Chamber. In collaboration with the Chamber, the Library seeks:

- To promote entrepreneurship by encouraging the use of the many resources specifically for new businesses available at and through the library.
- To engage the member businesses in positive promotions for the community's benefit.
- To offer the library's resources to employees of businesses located within the district, further creating a desirable environment for workers

### **Cooperation with Hartland Township (and other district townships)**

The library is a district because of the partnership of the Hartland Consolidated Schools and Hartland Township. The library collaborates with the Township leaders to promote this community's assets: its natural resources and warm and friendly public service. Working with the Township, the Library supports:

- Community initiatives and festivals.
- Participation with the Hartland Area Community Council.
- Ease of access to public information, including township agendas, reports, and survey summaries.
- Area wide volunteerism initiatives.

### **Cooperation with Nonprofit Community Organizations**

The library supports the activities of community nonprofit organizations by:

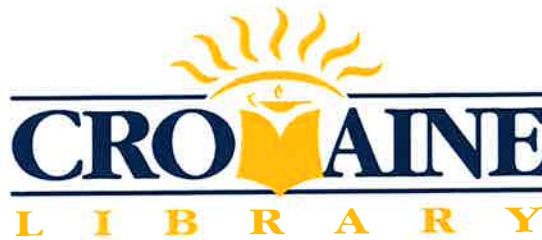
- Posting information about the organization and its activities on the library bulletin board and website, as space is available.
- Selling tickets and gift items at the Circulation Desk for community nonprofit organizations located in the library's district.

Organizations included are nonprofit agencies, professional organizations and tax-supported agencies that benefit the Library District.

Collaboration is essential to a community's well-being and is part of the unique legacy of the Hartland Area Project, founded by J. Robert Crouse, Sr. The library values the motto, "a friendly association for community service" from the Project and welcomes new opportunities to further this legacy.

Hartland's Cromaine Library 2025-2026			
Q1 Year-to-date as of Sept 30 Statistics (July - September)			
	2025-2026	2024-2025	% Change
<b>Circulation</b>			
Adult books	12,582	13,414	-6.20%
Children's & Tween books	32,273	34,770	-7.18%
Teen books	2,660	2,842	-6.40%
Magazines	504	480	5.00%
Non-print	7,288	7,496	-2.77%
E-materials*	22,894	20,005	14.44%
Misc.**	1,571	1,012	55.24%
Self-check circulation	14,581	10,404	40.15%
MELCAT Received and Loaned	283	363	-22.04%
<b>Total Circulation</b>	<b>94,636</b>	<b>90,786</b>	<b>4.24%</b>
<b>Collection+</b>			
Print materials	58,533	57,127	2.46%
Audio physical units	3,397	3,933	-13.63%
Audio downloadable, streaming	886,924	779,408	13.79%
Video physical units	6,188	5,956	3.90%
Video downloadable, streaming	35,196	64,873	-45.75%
Non-electronic subscriptions	812	812	0.00%
e-books	1,052,740	1,176,682	-10.53%
Databases--local	8	8	0.00%
Databases--state	80	80	0.00%
<b>Total Owned or leased</b>	<b>2,043,878</b>	<b>2,088,879</b>	<b>-2.15%</b>
<b>Cardholders</b>			
Cardholders added	282	306	-7.84%
Library cards renewed	447	479	-6.68%
Total cardholders+	0	8,720	-100.00%
<b>Physical Visits</b>	<b>29,701</b>	<b>29,690</b>	<b>0.04%</b>
<b>Number of Programs</b>			
Adult	58	61	-4.92%
Youth & Tween	83	87	-4.60%
Teen	15	14	7.14%
<b>Total</b>	<b>156</b>	<b>162</b>	<b>-3.70%</b>
<b>Program Attendance</b>			
Adult	1,520	1,610	-5.59%
Youth & Tween	3,586	4,006	-10.48%

	Teen	618	941	-34.33%
	<b>Total</b>	<b>5,724</b>	<b>6,557</b>	<b>-12.70%</b>
<b>Technology</b>				
	Internet Use	1,933	3,256	-40.63%
	Virtual Library Visits	65,883	53,520	23.10%
	Database Use	1,960	1,489	31.63%
	Wireless Use	1,933	2,232	-13.40%
	Self Check Use (in circ above)	14,581	10,404	40.15%
	<b>Total population</b>	29,699	29,699	0.00%
	<b>Circulation YTD per capita</b>	3.19	3.06	4.24%
	<b>Program atten. YTD per capita</b>	0.19	0.22	-12.70%
	<b>Visits YTD per capita</b>	1.00	1.00	0.04%
	<b>Cardholders as % of population</b>	0%	29%	-100.00%
* Includes: downloadable audio, ebooks, streaming video				
** Includes: Mobile hotspots, library of things, Ref, ILL				
+ as of quarter's end; not cumulative				



## Library Closing Calendar 2026

Thursday, January 1, 2026	New Year's Day Holiday
Friday, March 13, 2026	Closed for Staff In-Service (TBD)
Friday, April 03, 2026	Good Friday
Saturday, April 04, 2026	Easter Saturday
Sunday, April 05, 2026	Easter Sunday
Sunday, May 10, 2026	Mother's Day

### Sunday hours end May 17, 2026

Saturday, May 23, 2026	Memorial Day Weekend
Sunday, May 24, 2026	Memorial Day Weekend
Monday, May 25, 2026	Memorial Day Holiday
Friday, July 3, 2026	Observed
Saturday July 4, 2026	Independence Day
Saturday, September 5, 2026	Labor Day Weekend
Sunday, September 6, 2026	Labor Day Weekend
Monday, September 7, 2026	Labor Day Holiday

### Sunday hours resume September 13, 2026

Friday, October 09, 2026	Closed for Staff In-service (TBD)
Wednesday, November 25, 2026	Close at 6:00 p.m.
Thursday, November 26 2026	Thanksgiving Day Holiday
Friday, November 27, 2026	Day after Thanksgiving
Thursday, December 24, 2026	Christmas Eve Holiday
Friday, December 25, 2026	Christmas Holiday
Thursday, December 31, 2026	New Year's Eve Holiday
Friday, January 1, 2027	New Year's Day Holiday



\_\_\_\_\_ moves to approve the Library Closing  
Calendar for 2026 as presented, seconded  
by\_\_\_\_\_.

Ayes:

Nayes:



## Evaluation of Appeal

The Library Board of Trustees has delegated the responsibility for selection and evaluation of collection materials to the Library Director and has established reconsideration procedures to address concerns about those resources.

This form is for evaluation of a written appeal of a completed Request for Reconsideration decision by the Library Director, for use by Library Board members in evaluating that appeal.

**Date of receipt of appeal letter by Library Board President:** \_\_\_\_\_

*The Library Board will review relevant documentation and decide within sixty (60) days of receiving the appeal, with the option to extend if necessary to fully evaluate the material.*

**60 days from receipt:** \_\_\_\_\_

*Appeal Letter and challenge form & Director's written decision letter shall be attached to this form.*

**Title of challenged material:** \_\_\_\_\_

**Author/Producer/Presenter:** \_\_\_\_\_

Have you read, viewed, or heard the entire work in its entirety? ☐ Yes ☐ No

**For each question below, please assess if this material contains content as defined in Appendix B of Policy #3010:**

☐ Yes ☐ No: it contains a "Sexually explicit performance" meaning a motion picture, video game, exhibition, show, representation, or other presentation that, in whole or in part, **depicts nudity, sexual excitement, erotic fondling, sexual intercourse, or sadomasochistic abuse on page(s)** \_\_\_\_\_

☐ Yes ☐ No: it contains "Sexually explicit verbal material" meaning a book, pamphlet, magazine, printed matter reproduced in any manner, or sound recording that contains an **explicit and detailed verbal description or narrative account of sexual excitement, erotic fondling, sexual intercourse, or sadomasochistic abuse on page(s)** \_\_\_\_\_

☐ Yes ☐ No: it contains "Sexually explicit visual material" meaning a **picture, photograph, drawing, sculpture, motion picture film, video game, or similar visual representation that depicts nudity, sexual excitement, erotic fondling, sexual intercourse, or sadomasochistic abuse, on page(s)** \_\_\_\_\_

☐ Yes ☐ No: this material contains graphic violence on page(s) \_\_\_\_\_

\_\_\_ Yes \_\_\_ No This material violates Cromaine Library Policy 3010, Materials Selection and Reader Guidance? Please explain.

---

---

---

**Trustee Printed Name:** \_\_\_\_\_

**Trustee Signature:** \_\_\_\_\_

**Process:** When an appeal comes before the board to review, all Trustees shall first review the Request for Reconsideration and the Library Director's response, and the board will:

- A. Vote to uphold the Director's decision in the matter.
- B. Vote to consider the appeal.

Procedure for considering an individual appeal:

Each Trustee shall:

1. Review the Request for Reconsideration form and the Director's decision.
2. Have access to and completely read or review the challenged material.
3. Complete an Evaluation of Appeal form for the specific appealed material and provide the Board President and Director with a copy of their completed form by an agreed upon date.
4. The board will discuss the appeal and evaluation and vote on how to proceed with the challenged material. Per policy #3010, the board has the authority to retain, relocate, or label materials.
5. The decision on reconsideration of a specific title will remain in effect for 24 months from the date of the decision letter or appeal decision.

As outlined in the Library's Materials Selection and Reader Guidance Policy #3010: "A written appeal of the Library Director's decision may be submitted by the Requester to the President of the Library Board within (10) business days of the written decision. The appeal must specify the library material being appealed and the reasons for requesting the reversal. The Library Board will review relevant documentation and decide within sixty (60) days of receiving the appeal, with the option to extend if necessary to fully evaluate the material. "

The Library Board is the final authority on decisions involving retention, relocating and labeling of materials.