



LIBRARY BOARD MEETING AGENDA

DATE: Thursday, September 18, 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
 - B. Acknowledge receipt of the July Financial Reports and payment of July invoices totaling \$104,766.84 and payroll obligations totaling \$191,857.71.
 - C. Committee Reports

Community Relations & Strategic Planning	September 10
Personnel Committee	September 04
Finance Committee	September 09
- VI. Library Director's Report
- VII. Discussion/Decision Items
 - A. Review Board By-Laws-m
 - B. Discussion of Library Legal Representation (Personnel)-motion if needed
 - C. Discussion of Material Reconsideration Appeal Process (Community Relations)-motion if needed
 - D. Review Policies:
 - # 2010 – Use of Library Services (Community Relations)
 - #2020 – Privacy of Library Records (Community Relations)
 - #2030 – Public Conduct in the Library (Community Relations)
 - #2031 – Children and Vulnerable Adults in the Library (Community Relations)
 - #2032 – Library Violations and Appeal (Community Relations)
 - #3020 – Internet Use (Community Relations)
- VIII. Comments from Board
- IX. Call to the Public
- X. Agenda Items for Next Meeting
- XI. Adjournment

PROPOSED

Cromaine District Library
Regular Board Meeting
Thursday August 21, 2025

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

Members Absent: Holly Naylor

Staff Present : Liz Welch, Donna Janke, Sarah Neidert, Darlene Randolph

Public Present : Kim Pacitto, Jeri Spamer, Terrence Armstrong, Noreen Weitkey, Rita Branch, Stephanie Booth, Julie Ohashi, Glenn Gogoleski, Elizabeth Gauthier

I.	President Bolin called the meeting to order at 7:03 pm.	
II.	Pledge of Allegiance	Pledge of Allegiance
III.	Roll Call President Bolin took roll call. Present: Jeannine Gogoleski, Becky Basley, Nancy Rosso, Dawn Smith, Kim Armstrong Absent: Holly Naylor	Roll Call
IV.	Approval of Agenda Vice President Gogoleski requested adding Audio/Visual as Item G to VII. Discussion/Decision Secretary Rosso moved to approve the amended agenda, seconded by Trustee Smith. Ayes: All Nayes: None Motion passed.	Approval of Agenda
V.	Approval of Consent Agenda Treasurer Basley moved to approve the consent agenda, seconded by Vice President Gogoleski. Ayes: All Nayes: None Motion passed.	Approval of Consent Agenda

	<p>A. Approval of Regular Meeting Minutes 6/19/25, Board meeting 7/17/25-cancelled</p> <p>B. Acknowledge receipt of the May Financial Reports and payment of May invoices totaling <u>\$136,266.08</u> and payroll obligations totaling <u>\$ 105,257.66</u></p> <p>C. Acknowledge receipt of the June Financial Reports and payment of June invoices totaling \$104,255.00 and payroll obligations totaling \$102,745.06.</p> <p>D. Committee Reports</p> <table> <tr> <td>Community Relations & Strategic Planning</td> <td>July-cancelled/Aug. 13</td> </tr> <tr> <td>Personnel</td> <td>July/Aug. cancelled</td> </tr> <tr> <td>Finance</td> <td>July cancelled/ Aug.11</td> </tr> <tr> <td>Ad-Hoc/Landscaping</td> <td>Aug. 04</td> </tr> </table> <p>President Bolin addressed and reminded the public of the rules of the “Call to the Public” portion of the board meeting.</p>	Community Relations & Strategic Planning	July-cancelled/Aug. 13	Personnel	July/Aug. cancelled	Finance	July cancelled/ Aug.11	Ad-Hoc/Landscaping	Aug. 04	
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VI.	<p>Library Directors Report</p> <p>Director Neidert introduced Donna Janke, Circulation Manager. Donna presented a quick update on the Circulation Department. They had a successful and busy summer. The Youth Department partnered with the schools, sending a letter encouraging families to sign up for library cards through a letter shared by HCS Superintendent Hughes in late July and August. September is National Library Card signup month, and Donna encouraged everyone to get a card, if they have not already.</p> <p>TLN is in the process of adding an automated sorting system, (RFID). This will eliminate paper transfer slips when requesting items from another library. This system will make it more accurate and move in a more- timely manner. Eventually Cromaine will need extra equipment to meet this system. Donna stated, “The TLN staff is great to work with.”</p> <p>Director Neidert presented a short video demonstrating how a sorting system using RFID (Radio Frequency Identification) would work at the TLN sorting center. She said there is no extra cost for this, but will need to invest in some equipment in the future.</p> <p>The basement foundation repairs at the Music Hall will be September 4th & 5th. The HCS Foundation, which owns the Hall, will be paying for the repairs. The United Way of Livingston County Day of Caring cleaning at the Music Hall was a great success, many thanks to Liz Welch, Community Engagement</p>	Library Directors Report								

	<p>Manager, for signing the Hall up as volunteer location, and especially to all the volunteers from Hartland Insurance and Design for Eyes, who worked so hard to shine the hall.</p> <p>The Hartland Living app is now available in your app store of choice. It is very informative.</p> <p>The Livingston County Public Libraries Trustees & Directors Dinner is Wednesday Oct 1st at 6:00 pm at the Fowlerville District Library. Trustees interested need to RSVP to Director Neidert by September 17th.</p> <p>The Friends of Cromaine Fall Book Sale is scheduled near the end of September. The Youth and Adult summer reading programs were impressive this year with 900 registered. Out of those registered there were 207 adults and 681 children and teens. The tracking was actually tracked by minutes read, not books read. This was tracked through the app called "Beanstack."</p> <p>Community Relations is about to mail out our quarterly postcard to patrons. This will highlight new digital resources – The Wall Street Journal, USA Today papers, including the Livingston Daily are now available for free with a library card, through the website. We are excited about these new resources for our patrons.</p> <p>Our Homebound Program was launched in July. Thanks to our Adult Services staff for putting this together.</p> <p>Treasurer Basley commended Director Neidert and staff for the new digital access. She said, "This is a wonderful addition to patrons."</p>	
VII.	<p>Discussion/Decision Items</p> <p>A. Strategic Plan Review</p> <p>Liz Welch, Community Engagement Manager, addressed the board with updates on our Strategic Plan.</p> <p>The server room upgrades have been going on for several months. The equipment was in desperate need of upgrades.</p> <p>Our homebound program is under way. Vice-President Rosso asked who should be contacted for that information? Liz informed her to contact the Adult Services Department.</p> <p>A new software tool, Savannah by Orangeboy, gathers information to better match patrons with marketing messages.</p>	Strategic Plan Review

	<p>A new lease contract for the Music Hall has been signed for three years. Liz explained plans for new branding of the Music Hall and ways to increase the benefits of the hall.</p> <p>The south lawn project renovation is fully funded. Once all is approved by the Township, there should be a timeline for next steps.</p> <p>Treasurer Basley said this is “beyond amazing,” the work that is going on is so fulfilling. She said the community will benefit from this.</p> <p>Vice-President Gogoleski agreed, saying “The Community should share the good news about what is happening at the Cromaine Library.”</p> <p>B. Review of Year-end statistics</p> <p>Director Neidert went over the full year-end statistics. This shows all four quarters. She noticed the e-material checkout is up 25.5% over the prior year, database use is up 55.5%, which includes Consumers Report, Ancestry.com and Comics Plus. This is good because the library pays for usage of those resources. What stood out the most to her was the virtual library visits (visits to cromaine.org) is up 129%. She credits the new website, which launched just one year ago in August, for those numbers.</p> <p>There was a decrease in program attendance for kids and teens. This could be due to the fact that some of the summer “camps” decreased from weeklong programs to daily programs.</p> <p>There was a good number of cardholders for our service population of 31%. Secretary Rosso asked if you see any trouble in this trend of numbers? Director Neidert says she does not.</p> <p>Treasurer Basley asked what was the exact type of item on the report that led to the increased usage statistics for e-materials? Director Neidert replied that it was mostly audiobooks, that Hoopla usage has gone through the roof.</p> <p>C. Outside Project Updates</p> <p>The preliminary site plans will be submitted next week to the Township Planning Commission. A date will be set for this to be on the Planning Commission schedule. When the date is set, Director Neidert will share it with all board members, who are invited to attend the Planning Commission meeting. Once approved, this will be followed by the construction phase of the project. We hope to go out to bid this fall. The township has been very helpful with the procedures of this project. Director Neidert is glad we chose the firm that we did to run this project. They are great to work with.</p>	<p>Year-end statistics</p> <p>Outside Project Updates</p>
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	<p>Cromaine submitted a grant proposal for a large (\$250,000) grant, which would enhance the outdoor project with additional gardens, outdoor musical instruments, and other items to encourage community use of the space especially focused on unstructured play for children.</p> <p>Secretary Rosso said the \$250,000.00 grant is something to be congratulated for. Director Neidert replied that it has not happened yet but we are very hopeful. Liz Welch added that this grant application was submitted in July and we should hear something in September.</p> <p>D. Discussion of Library Legal Representation</p> <p>Director Neidert reminded the board that we do have an agreement with our current legal representative, Foster, Swift, Collins & Smith PC, but she needs to feel confident that this is what the board wants. She provided a list of firms that work with public libraries in Michigan.</p> <p>Vice-President Gogoleski recommends this to be sent back to the Personnel Committee for review and recommendation. Treasurer Basley indicated that the Finance committee might be consulted as well, as there is a cost for legal representation. Vice-President Gogoleski agreed that the Personnel committee should include a cost review.</p> <p>Secretary Rosso asked, in the interim, can we still use the current legal representative? Director Neidert indicated that is why she brought this item to the board. If we choose to change our relationship with Foster Swift Collins and Smith, we would need to do so in writing, after a vote of the full board.</p> <p>E. Discussion of Materials Reconsideration Appeal Process</p> <p>Vice-President Gogoleski said the appeal process in policy #3010 does not define a process for considering an appeal, and suggested it be sent back to committee for a clear definition regarding the appeal process.</p> <p>Trustee Smith agreed and needs the clarification of how, operational wise, this should be dealt with. Secretary Rosso questioned how many items and where they have been moved to. Director Neidert responded that she could share this with the board. She has not seen the appeal yet at this time, and wanted to share information based on what was appealed.</p> <p>Trustee Smith said that Director Neidert has made some of these changes due to these challenges and a patron is appealing them. We need to take this back to the committee and determine where it goes from that point.</p>	<p>Legal Representation</p> <p>Appeal Process</p>
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<p>F. Review Policies</p> <p>#7002-Personnel Policy & Employee Handbook , Personnel</p> <p>Reviewed by members of the Personnel Committee, no changes</p> <p>#7003-Evaluation of Director and Library Staff, Personnel</p> <p>Reviewed by members of the Personnel Committee, no changes</p> <p>#7005-Compensation of Library Employees, Personnel</p> <p>Reviewed by members of the Personnel Committee, no changes</p> <p>#8004-Conduct of Library Board Meetings, Personnel</p> <p>Reviewed by members of the Personnel Committee, no changes</p> <p>Vice-President Gogoleski moved to approve the reviews of Policies #7002, #7003, #7005, #8004 and to leave all policies as written. Seconded by Trustee Dawn Smith.</p> <p>Secretary Rosso asked, if the committee did not meet, how did you review the policies? Director Neidert said she sent them for review by email, and received no question or comments. Secretary Rosso asked if the committee was in agreement that they should be considered reviewed with no changes? The committee members agreed.</p> <p>A roll call was taken.</p> <p>Ayes: Kim Armstrong, Dawn Smith, Becky Basley, Nancy Rosso, Bill Bolin, Jeannine Gogoleski</p> <p>Nayes: None Motion passed.</p> <p>G. Audio/Visual</p> <p>Vice-President Gogoleski believes it will be beneficial in the matter of recording these meetings.</p> <p>Director Neidert mentioned that starting next month's meeting, we can do a meeting by zoom and then go from there. She will get a stand for the standing mic to be set in the middle of the room for better quality on the audio. She would like direction from the board on how they want to proceed.</p> <p>President Bolin says this is wise and beneficial to recording meetings and having something permanently tangible.</p>	<p>Review Policies</p>
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	<p>Secretary Rosso asked what the cost would be. Director Neidert said approximately \$3500.00 for the system and mounted on top of the big screen tv. However, simply beginning to record with the meeting owl will be very low cost.</p> <p>Vice-President Gogoleski moved to approve audio/visual equipment to be purchased for board meetings. Seconded by Trustee Armstrong.</p> <p>Ayes: All Nayes: None Motion passed.</p>	
VIII.	<p>Information/ Comments from Board</p> <p>President Bolin thanked Director Neidert and staff for all her hard work.</p> <p>Vice-President Gogoleski witnessed the scavenger hunt happening on the second-floor youth area and said it was neat to see the excitement from the children when they were presented with sticker prizes. She directed to the public that all of our policies are on line and nowhere does it state to remove, ban, or sequester books.</p> <p>President Bolin added that removing some language from policy #3010 was to make sure we are in compliance with our Constitution.</p> <p>Trustee Smith thanked Director Neidert for working through this very sensitive topic.</p> <p>Call to the Public-</p> <p>Those wishing to address the board are asked to fill out a form- if they want their comments reflected in the official board minutes, they are asked to summarize them here, to be included by the recording secretary using their own words.</p> <p>Noreen Weitkey spoke to the board.</p> <p>Stephanie Booth spoke to the board.</p> <p>Rita Branch spoke to the board.</p>	
IX.	<p>Julie Ohashi spoke to the board and submitted the following in writing: Floodgate members are parroting lies out in the community insisting that books weren't trying to be banned in this library. The fact is there has been an effort to</p>	

do so. Per February's board minutes, it is clear that Bill Bolin is orchestrating the attempt to remove/restrict books via book challenges. According to the American Library Association (ALA), book challenges are "an attempt to remove or restrict materials, based upon the objections of a person or group, thereby restricting the access of others." Bolin is quoted in those same minutes saying he "...wants to implement policies that restrict access to certain books..." Even Cromaine board members have said that, "Effectively, what this policy will do is 'ban books,'" as reflected in the June board minutes when the policy was adopted.

Due to strong resistance the initial discriminatory library policy that Bolin got from the lawyers who sit on Project 2025's advisory board ended up being scrapped, and another version was passed. What determines whether or not this new policy is legal, is how the library chooses to implement it. The ACLU has warned that it is crucial to keep a close eye on the current 220 book challenge outcome.

What's happening now is the board will hear appeals coming from that Floodgate church book challenger regarding the books that the Director, who holds a master's degree in library sciences, decided not to remove or label. This is not normal. Typically, library boards respect the expertise of their staff and existing procedures. Currently no policy exists on how this board will handle a challenged book because that is not the board's role. Additionally, this library has no definition of what's explicit sexual graphic content.

It seems the plan is to override the Director's educated decisions because as Bill Bolin stated in recent press, "this new policy is about protecting children and parental rights" which contradicts Cromaine's policy #3010 which states the "Responsibility for the reading material of children rests only with their parents or legal guardians. The library does not have the right to act in place of the parent" the ALA states that "Censorship by librarians of constitutionally protected speech, whether for protection or for any other reason, violates the First Amendment."

Another lie circulating by Floodgate members is that "they are only removing pornographic material." Fact is, there is no porn in the library. The currently challenged book topics range from parenting information to teen fiction. To follow are some titles of books included in the current 220 challenge: 'Fourteenth Amendment and the Fight for Equality' Really? Accurate history regarding civil rights!?- 'STEM' (which stands for science, technology, engineering, and mathematics), 'The Human Body Encyclopedia', a book titled 'Arts', 'Consent Conversations for Teens', etc. These are definitely NOT "porn"

	<p>Just stop with spreading lies to your congregation that this library is grooming kids with books that sexualize children. Statistically, the chances are far higher that grooming and child sexual assault will take place in religious institutions.</p> <p>Upcoming Meeting Dates</p> <table><tr><td>Sept. 04</td><td>Personnel Committee, in person 6:00 pm</td></tr><tr><td>Sept. 10</td><td>Community Relations Committee</td></tr><tr><td>Sept. 09</td><td>Finance Committee, 4:30 pm</td></tr><tr><td>Sept. 18</td><td>Board of Trustees, 7:00 pm</td></tr></table> <p>Sept. 15 Ad-Hoc/Landscaping 4:30 pm (placeholder, if needed)</p>	Sept. 04	Personnel Committee, in person 6:00 pm	Sept. 10	Community Relations Committee	Sept. 09	Finance Committee, 4:30 pm	Sept. 18	Board of Trustees, 7:00 pm	
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XII.	<p>Adjournment</p> <p>Motion by Vice-President Gogoleski, seconded by Treasurer Basley.</p> <p>Adjourned at 8:10 pm.</p> <p>Ayes : All</p> <p>Nayes: None Motion Passed</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 August 21, 2025
- Minutes of Regular/Budget Hearing Meeting June 19, 2025
- August 2025 Directors Report
- May/June 2025 Financial Reports
- Community Relations Minutes – Aug. 13th
- Finance Minutes – Aug. 11 -
- Ad-Hoc Minutes – Aug. 04 -
- Policy #7002, #7003, #7005, #8004
- Cromaine District Strategic Plan Update
- Monthly Activity Report, June/July 2025
- Year-end statistics report
- Letter of Library Legal Representation/list of law firms

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	<p>Cromaine submitted a grant proposal for a large (\$250,000) grant, which would enhance the outdoor project with additional gardens, outdoor musical instruments, and other items to encourage community use of the space especially focused on unstructured play for children.</p> <p>Secretary Rosso said the \$250,000.00 grant is something to be congratulated for. Director Neidert replied that it has not happened yet but we are very hopeful. Liz Welch added that this grant application was submitted in July and we should hear something in September.</p> <p>D. Discussion of Library Legal Representation</p> <p>Director Neidert reminded the board that we do have an agreement with our current legal representative, Foster, Swift, Collins & Smith PC, but she needs to feel confident that this is what the board wants. She provided a list of firms that work with public libraries in Michigan.</p> <p>Vice-President Gogoleski recommends this to be sent back to the Personnel Committee for review and recommendation. Treasurer Basley indicated that the Finance committee might be consulted as well, as there is a cost for legal representation. Vice-President Gogoleski agreed that the Personnel committee should include a cost review.</p> <p>Secretary Rosso asked, in the interim, can we still use the current legal representative? Director Neidert indicated that is why she brought this item to the board. If we choose to change our relationship with Foster Swift Collins and Smith, we would need to do so in writing, after a vote of the full board.</p> <p>E. Discussion of Materials Reconsideration Appeal Process</p> <p>Vice-President Gogoleski said the appeal process in policy #3010 does not define a process for considering an appeal, and suggested it be sent back to committee for a clear definition regarding the appeal process.</p> <p>Trustee Smith agreed and needs the clarification of how, operational wise, this should be dealt with. Secretary Rosso questioned how many items and where they have been moved to. Director Neidert responded that she could share this with the board. She has not seen the appeal yet at this time, and wanted to share information based on what was appealed.</p> <p>Trustee Smith said that Director Neidert has made some of these changes due to these challenges and a patron is appealing them. We need to take this back to the committee and determine where it goes from that point.</p>	<p>Legal Representation</p> <p>Appeal Process</p>
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<p>F. Review Policies</p> <p>#7002-Personnel Policy & Employee Handbook , Personnel</p> <p>Reviewed by members of the Personnel Committee, no changes</p> <p>#7003-Evaluation of Director and Library Staff, Personnel</p> <p>Reviewed by members of the Personnel Committee, no changes</p> <p>#7005-Compensation of Library Employees, Personnel</p> <p>Reviewed by members of the Personnel Committee, no changes</p> <p>#8004-Conduct of Library Board Meetings, Personnel</p> <p>Reviewed by members of the Personnel Committee, no changes</p> <p>Vice-President Gogoleski moved to approve the reviews of Policies #7002, #7003, #7005, #8004 and to leave all policies as written. Seconded by Trustee Dawn Smith.</p> <p>Secretary Rosso asked, if the committee did not meet, how did you review the policies? Director Neidert said she sent them for review by email, and received no question or comments. Secretary Rosso asked if the committee was in agreement that they should be considered reviewed with no changes? The committee members agreed.</p> <p>A roll call was taken.</p> <p>Ayes: Kim Armstrong, Dawn Smith, Becky Basley, Nancy Rosso, Bill Bolin, Jeannine Gogoleski</p> <p>Nays: None Motion passed.</p> <p>G. Audio/Visual</p> <p>Vice-President Gogoleski believes it will be beneficial in the matter of recording these meetings.</p> <p>Director Neidert mentioned that starting next month's meeting, we can do a meeting by zoom and then go from there. She will get a stand for the standing mic to be set in the middle of the room for better quality on the audio. She would like direction from the board on how they want to proceed.</p> <p>President Bolin says this is wise and beneficial to recording meetings and having something permanently tangible.</p>	<p>Review Policies</p>
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	<p>Secretary Rosso asked what the cost would be. Director Neidert said approximately \$3500.00 for the system and mounted on top of the big screen tv. However, simply beginning to record with the meeting owl will be very low cost.</p> <p>Vice-President Gogoleski moved to approve audio/visual equipment to be purchased for board meetings. Seconded by Trustee Armstrong.</p> <p>Ayes: All Nays: None Motion passed.</p>	
VIII.	<p>Information/ Comments from Board</p> <p>President Bolin thanked Director Neidert and staff for all her hard work.</p> <p>Vice-President Gogoleski witnessed the scavenger hunt happening on the second-floor youth area and said it was neat to see the excitement from the children when they were presented with sticker prizes. She directed to the public that all of our policies are on line and nowhere does it state to remove, ban, or sequester books.</p> <p>President Bolin added that removing some language from policy #3010 was to make sure we are in compliance with our Constitution.</p> <p>Trustee Smith thanked Director Neidert for working through this very sensitive topic.</p> <p>Call to the Public-</p> <p>Those wishing to address the board are asked to fill out a form- if they want their comments reflected in the official board minutes, they are asked to summarize them here, to be included by the recording secretary using their own words.</p> <p>Noreen Weitkey spoke to the board.</p> <p>Stephanie Booth spoke to the board.</p> <p>Rita Branch spoke to the board.</p>	
IX.	<p>Julie Ohashi spoke to the board and submitted the following in writing: Floodgate members are parroting lies out in the community insisting that books weren't trying to be banned in this library. The fact is there has been an effort to</p>	

do so. Per February's board minutes, it is clear that Bill Bolin is orchestrating the attempt to remove/restrict books via book challenges. According to the American Library Association (ALA), book challenges are "an attempt to remove or restrict materials, based upon the objections of a person or group, thereby restricting the access of others." Bolin is quoted in those same minutes saying he "...wants to implement policies that restrict access to certain books..." Even Cromaine board members have said that, "Effectively, what this policy will do is 'ban books,'" as reflected in the June board minutes when the policy was adopted.

Due to strong resistance the initial discriminatory library policy that Bolin got from the lawyers who sit on Project 2025's advisory board ended up being scrapped, and another version was passed. What determines whether or not this new policy is legal, is how the library chooses to implement it. The ACLU has warned that it is crucial to keep a close eye on the current 220 book challenge outcome.

What's happening now is the board will hear appeals coming from that Floodgate church book challenger regarding the books that the Director, who holds a master's degree in library sciences, decided not to remove or label. This is not normal. Typically, library boards respect the expertise of their staff and existing procedures. Currently no policy exists on how this board will handle a challenged book because that is not the board's role. Additionally, this library has no definition of what's explicit sexual graphic content.

It seems the plan is to override the Director's educated decisions because as Bill Bolin stated in recent press, "this new policy is about protecting children and parental rights" which contradicts Cromaine's policy #3010 which states the "Responsibility for the reading material of children rests only with their parents or legal guardians. The library does not have the right to act in place of the parent" "the ALA states that "Censorship by librarians of constitutionally protected speech, whether for protection or for any other reason, violates the First Amendment."

Another lie circulating by Floodgate members is that "they are only removing pornographic material." Fact is, there is no porn in the library. The currently challenged book topics range from parenting information to teen fiction. To follow are some titles of books included in the current 220 challenge: 'Fourteenth Amendment and the Fight for Equality' Really? Accurate history regarding civil rights!?- 'STEM' (which stands for science, technology, engineering, and mathematics), 'The Human Body Encyclopedia', a book titled 'Arts', 'Consent Conversations for Teens', etc. These are definitely NOT "porn"

X.	<p>Just stop with spreading lies to your congregation that this library is grooming kids with books that sexualize children. Statistically, the chances are far higher that grooming and child sexual assault will take place in religious institutions.</p> <p>Upcoming Meeting Dates</p> <table><tr><td>Sept. 04</td><td>Personnel Committee, in person 6:00 pm</td></tr><tr><td>Sept. 10</td><td>Community Relations Committee</td></tr><tr><td>Sept. 09</td><td>Finance Committee, 4:30 pm</td></tr><tr><td>Sept. 18</td><td>Board of Trustees, 7:00 pm</td></tr></table> <p>Sept. 15 Ad-Hoc/Landscaping 4:30 pm (placeholder, if needed)</p>	Sept. 04	Personnel Committee, in person 6:00 pm	Sept. 10	Community Relations Committee	Sept. 09	Finance Committee, 4:30 pm	Sept. 18	Board of Trustees, 7:00 pm	
Sept. 04	Personnel Committee, in person 6:00 pm									
Sept. 10	Community Relations Committee									
Sept. 09	Finance Committee, 4:30 pm									
Sept. 18	Board of Trustees, 7:00 pm									
XI.	<p>Agenda Items for Next Meeting:</p> <p>A. Review Board By-laws</p> <p>B. Discussion of Library Legal Representation (Personnel)</p> <p>C. Discussion of Material Reconsideration Appeal Process (Community Relations)</p> <p>D. Review Policies:</p> <p> #2010 – Use of Library Services (Community Relations)</p> <p> #2020 – Privacy of Library Records (Community Relations)</p> <p> #2030 – Public Conduct in the Library (Community Relations)</p> <p> #2031 – Children and Vulnerable Adults in the Library (Community Relations)</p> <p> #2032 – Library Violations and Appeal (Community Relations)</p> <p> #3020 – Internet Use (Community Relations)</p>	Items for next meeting								
XII.	<p>Adjournment</p> <p>Motion by Vice-President Gogoleski, seconded by Treasurer Basley.</p> <p>Adjourned at 8:10 pm.</p> <p>Ayes : All</p> <p>Naves: None Motion Passed</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 August 21, 2025
- Minutes of Regular/Budget Hearing Meeting June 19, 2025
- August 2025 Directors Report
- May/June 2025 Financial Reports
- Community Relations Minutes – Aug. 13th
- Finance Minutes – Aug. 11 -
- Ad-Hoc Minutes – Aug. 04 -
- Policy #7002, #7003, #7005, #8004
- Cromaine District Strategic Plan Update
- Monthly Activity Report, June/July 2025
- Year-end statistics report
- Letter of Library Legal Representation/list of law firms



Director's Report
September 2025

Music Hall:

Foundation sealing/repair is nearly complete, the main work is done, we are waiting for topsoil and seed to finish off the new window wells.



Partners in Progress



Members of the HCS School Board, Cromaine Library Board, Hartland Township Board, Hartland Chamber of Commerce Board at the August 21 Partners in Progress Breakfast meeting.

Dates to remember:

October 1: 6-8pm Livingston County Public Library Trustees and Directors Dinner- invitation attached. This year's dinner will be held at Fowlerville District Library, with **** State Librarian Randy Riley as speaker UPDATE: due to the potential for a state government shutdown, we may need a substitute speaker OR to reschedule the event. Stay tuned.**

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. Cromaïne again is a major sponsor- this year we will have Santa, Mrs. Claus and act as a warming station during the evening event. We are looking for Trustees to help by welcoming visitors at the doors of the "old" building (facing the garden) during the event. More information and specific shifts will be determined by the October meeting. Please email Director Neidert now if you can attend!

Fall Friends of the Library Book Sale Dates:

Wednesday, September 24 (setup) 10:00 am -Set-Up

Thursday, September 25 10:00 am - 4:00 pm

Friday, September 26 10:00 am - 4:00 pm

Saturday, September 27 (Bag Day) 10:00 am - 4:00 pm

Sunday, September 28 (Free Day) 12:00 pm - 1:00 pm

Youth Department:

Summer Reading, and summer at the library in general, wrapped up in August this year. Our Farm Fun Finale Party kicked off at the start of the month with a wonderful petting zoo event. Later in the month, we officially wrapped summer with the After-Hours Nerf Nights for Tweens and Teens. These two events were well attended and a ton of fun for all participating!

August is back-to-school season for Hartland Schools. Over the course of 4 days, staff from the youth department visited each of the Hartland Schools for back-to-school events, speaking with 1649 students in those 4 days. We piloted a new application process for students at this time with the Circulation Department, and have had 14 applications via the new (simplified) process so far.

Adult Department:

This August, the Adult Services Department offered 14 programs to 120 attendees, including CPR training, a writer's workshop, DIY Fairy Garden Stakes, and more. We were also pleased to see patrons taking advantage of the (new this year) option to schedule Tech Time

appointments outside of our monthly Tech Time program and hosted several of these one-on-one technology help sessions throughout the month.

The Adult Services team has been busy planning a variety of exciting programs for the fall. Patrons can expect to see program offerings on topics like technology, food, crafts, history, and more!

Librarian Ray has been with the Adult Services Department for one year as of this August, and we are grateful for his hard work and excellent patron service!

Community Engagement Department:

Music Hall Administration

- Organ repair work being done on September 3.
- [Save the Date: Dan Ripke Trio's Americana Revue Acoustic Music Show September 26 at 7 pm in Hall](#)
- Sarah and Liz met with Hartland Players to discuss rental increase. The meeting was positive and Liz can move forward with the billing adjustment for 2026.
- Liz has reached out to Hartland Community Chapel and indicated the need to meet, Pastor has not yet responded to schedule a meeting.

hARTland Artwalk

- Save the date, Art Walk 2025 will be held September 20-October 4.
 - Kickoff on September 20 from 1-4 pm in Settler's Park
 - **Hartland Weaving Heritage Celebration September 27 from 1-3**
 - Video, Panel discussion, art unveil from 12-1 pm at the Music Hall
 - Demos and hands on weaving crafts 1-3 pm at Cromaïne
 - Weaving exhibits and more at the Florence B. Dearing Museum 1-3 pm.
 - Closing Ceremony October 4 in Settler's Park (Time TBD)

Community Engagement, Networking and Outreach:

- Liz attended Howell Rotary for networking purposes on August 4, 11, 18 and 25.
- Liz joined Howell and Brighton District Libraries at the Livingston County Health Department's Ready, Set, School! event. The event reached 278 Livingston County Community Members, and we identified approximately 30 local Hartland Families during the event.
- Liz and Shelby continued Run/Walk Club outreach in August, with one rain-out. 23 incidences of participation in the three weeks we were able to host.
- Sarah hosted Hartland Insurance and Design for Eyes at the Hartland Music Hall for Day of Caring on August 6; 14 volunteers completed 3 hours of community service, including heavy lifting of rocks to prepare for planned foundation work.
- Liz and Shelby met with local history expert Pat Burgess to interview her about Hartland Weaving and view her textile pieces on August 7.

- Liz acted as a Judge for the Talent Show at Hartland Senior Activity Center on August 13; approximately 20 seniors participated and another 25 community members viewed the event.
- Liz volunteered for the Hartland Chamber at their Golf Outing at Ironwood Golf Club on August 18. Approximately 200 community members in attendance.
- Liz attended a Hartland Chamber Training on AI for business at Hartland Chamber on August 19; it was a great training and 20 other local business members were in attendance.
- Shelby hosted the Sea Shanties event at the Hartland Music Hall August 22, 75 community members attended and it was a GREAT show. We will have Ben Traverse back!
- Shelby was at the Hartland Farmer's Market on August 23 for Outreach; 40 local families were provided information about upcoming events.
- Liz attended the Vintage Christmas in the Village planning committee (subcommittee of Community Council) on August 25. 6 Members attended and the schedule for the event is coming together.
- Liz attended the hARTland Art Walk Committee Meeting at the Chamber on August 26. 6 Committee Members in attendance.
- Liz attended the Garden Club Meeting on August 26 to discuss expanding the relationship between the Club and the Library. Great results. 12 in attendance.
- Liz attended a Certified Tourism Ambassador Gathering through Explore Brighton Howell on August 27, 12 members in attendance.
- Liz recorded with Sherri Richards on the Inspired Good Fat Life Podcast to talk about Art Walk. This recording will also give us "shorts" that we can share with local audiences to get more exposure for Art Walk and Weaving Day events.
- Sarah and Liz had a meeting with Hartland Players Board Members Mary Jo Bell and Karen Ellis on August 29.
- Liz delivered a sponsorship check to the Hartland Historical Society on August 30.

Patron Comments

8/28/25

Kelsey

Mom of one of our take-out box teens came in to pick up the sequel to one of this month's books- her son loved it!

8/29/25

Kelsey

We had an adult patron come in, who said our Adult Summer Reading Challenge got him back into reading, despite not reading since college! He says he still uses our beanstack to track his reading even after the program has ended!

9/9/25

Lisa

A patron at the computer commented to another patron at the computer, "They are so much help here, I'd be lost without them." She was referring to Grace and the adult services employees helping with computer questions.

9/11/25

Heather

This month, we received the following feedback from our Tween Take-Out Boxes and K-4 Bags:

- Thank you for doing these boxes! She looks forward to them every month and devours all the books. It's helped her go from dreading reading to "I love reading! I love the library!" (and just 3 years ago she was at least 3 years behind in reading fluency, so this is a big deal.)
- We love all of you at the Library:}
- You guys are seriously awesome! Thank you for putting on events like this.
- You guys are awesome!

Disbursement Summary July 2025

Payroll:	Pay Period End	Check Date	Amount:
	6/30/2025	7/4/2025	\$52,392.18
	7/14/2025	7/18/2025	\$87,500.95 includes one time lump sum merit/longevity
	7/28/2025	8/1/2025	\$51,964.58
Total Payroll:			\$191,857.71
Online Payments Made (other than pay-related):	7/18/2025		\$12,854.66 UBS Credit Card
	7/23/2025		\$0.17 Level 3 Communication
Accounts Payable Checks Issued:	7/10/2025		\$1,439.87 DTE Energy
			\$ 90,472.14 Transaction List
Total Checks Paid for Month:			\$296,624.55 total
Transfers to (from) checking:	7/16/2025		UBS to checking \$150,000.00

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	4,878,886.73	4,878,886.73	4,878,886.73	4,878,886.73
Transfers in/out	-150,000.00					
Expenses and Other Disb.	-12,854.66					
Dividends and Interest	13,454.28					
Account Appreciation	-2,993.32					
Ending Value	4,878,886.73	4,878,886.73	4,878,886.73	4,878,886.73	4,878,886.73	4,878,886.73

Month Ending	January	February	March	April	May	June
Beginning Value	4,878,886.73	4,878,886.73	4,878,886.73	4,878,886.73	4,878,886.73	4,878,886.73
Transfers in/out						
Expenses and Other Disb.						
Dividends and Interest						
Account Appreciation						
Ending Value	4,878,886.73	4,878,886.73	4,878,886.73	4,878,886.73	4,878,886.73	4,878,886.73

FY25-26 Totals
5,031,280.43
-150,000.00
-12,854.66
13,454.28
-2,993.32
4,878,886.73

Cromaine District Library

July 2025 Operating Financial Activity

	Jul 2025		YTD Total	
	Actual	Budget	YTD Actual	Budget
Revenue				
411.000 Tax Levy & Delinquent Taxes			0.00	0.00
403.000 Taxes - Brighton		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
Total 411.000 Tax Levy & Delinquent Taxes	\$ 0.00	\$ 214,380.66	\$ 55.36	\$ 2,572,568.00
572.000 State Aid	16,338.66	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	25.00	41.67	25.00	500.00
607.002 Fax Revenues	62.00	20.83	97.08	250.00
607.003 Print Out Fees	149.45	83.33	339.75	1,000.00
Total 602.000 Charges for Services	\$ 236.45	\$ 179.16	\$ 461.83	\$ 2,150.00
656.000 Penal Fines	64,735.39	4,833.33	64,735.39	58,000.00
659.000 Fines & Forfeits			0.00	0.00
681.000 Lost & Damaged Materials	290.93	83.33	333.43	1,000.00
681.001 Lost & Dam. Refunds	-14.99	-8.33	-14.99	-100.00
681.002 Miscellaneous			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
Total 659.000 Fines & Forfeits	\$ 275.94	\$ 112.50	\$ 320.44	\$ 1,350.00
670.000 Investment Income			0.00	0.00
665.000 Interest - Bank	324.31	83.33	324.31	1,000.00
665.001 Interest - Investment Fund	5,230.48		5,230.48	0.00
Total 670.000 Investment Income	\$ 5,554.79	\$ 83.33	\$ 5,554.79	\$ 1,000.00
681.006 Miscellaneous Income	49.54		49.54	0.00
666.000 Dividends		208.33	1,905.00	2,500.00
Total 681.006 Miscellaneous Income	\$ 49.54	\$ 208.33	\$ 1,954.54	\$ 2,500.00
Total Revenue	\$ 87,190.77	\$ 222,130.64	\$ 89,421.01	\$ 2,665,568.00
Gross Profit	\$ 87,190.77	\$ 222,130.64	\$ 89,421.01	\$ 2,665,568.00
Expenditures				
421.000 Tax Refunds	365.36		655.59	0.00
700.000 Salaries & Fringe Benefits			0.00	0.00
702.000 Salaries - Full-time	83,709.34	80,083.33	83,709.34	961,000.00
702.001 Salaries - Part-time	35,851.55	21,000.00	35,851.55	252,000.00

702.002 Wages - O.T. / Substitute		2,000.00	0.00	24,000.00
702.004 Sunday Staff	585.20	2,000.00	585.20	24,000.00
713.000 Life Insurance	1,293.04	708.33	1,943.65	8,500.00
713.001 Health Insurance	18,414.22	11,916.67	18,414.22	143,000.00
713.002 Retirement Benefits	9,342.00	8,258.33	9,342.00	99,100.00
713.003 Employer's FICA	9,093.70	8,175.00	9,093.70	98,100.00
713.004 State Unemployment Tax	40.72	416.67	40.72	5,000.00
713.005 Employee Assistance Program		0.00	0.00	0.00
713.006 Worker's Compensation	2,662.00	383.33	2,662.00	4,600.00
Total 700.000 Salaries & Fringe Benefits	\$ 160,991.77	\$ 134,941.66	\$ 161,642.38	\$ 1,619,300.00
726.000 Supplies			0.00	0.00
727.000 Postage Expense	312.00	1,041.67	312.00	12,500.00
727.001 Office Supplies	103.77	208.33	103.77	2,500.00
727.004 Public Use Supplies		166.67	488.00	2,000.00
728.000 Library Supplies	196.57	250.00	196.57	3,000.00
728.001 Custodial Supplies	487.57	541.67	724.26	6,500.00
728.002 Equip & Furnishings, Disposable		0.00	0.00	0.00
Total 726.000 Supplies	\$ 1,099.91	\$ 2,208.34	\$ 1,824.60	\$ 26,500.00
800.000 Professional Services			0.00	0.00
801.000 Payroll & Accounting Services	1,308.32	1,333.33	1,308.32	16,000.00
801.001 Audit Fees		687.50	0.00	8,250.00
801.002 Legal Fees		833.33	1,462.50	10,000.00
801.003 Library Network Fees	125.00	583.33	125.00	7,000.00
801.004 Cataloging & Acquisitions	3,914.77	4,166.67	4,494.71	50,000.00
801.005 Other Professional Services	551.60	7,333.33	4,379.46	88,000.00
801.006 Managed Technology Services	5,845.51	6,250.00	5,845.51	75,000.00
Total 800.000 Professional Services	\$ 11,745.20	\$ 21,187.49	\$ 17,615.50	\$ 254,250.00
850.000 Technology			0.00	0.00
745.000 Technology Supplies		1,250.00	149.00	15,000.00
930.001 Technology Maintenance	7,243.71	5,791.67	17,037.67	69,500.00
Total 850.000 Technology	\$ 7,243.71	\$ 7,041.67	\$ 17,186.67	\$ 84,500.00
860.009 Community Relations			0.00	0.00
880.000 Marketing	5,895.83	2,276.67	8,340.81	27,320.00
900.000 Printing	470.00	1,537.50	499.51	18,450.00
901.002 Public Programing	11,587.66	4,041.67	14,367.53	48,500.00
901.003 Memberships - Non-library Organ		166.67	0.00	2,000.00
Total 860.009 Community Relations	\$ 17,953.49	\$ 8,022.51	\$ 23,207.85	\$ 96,270.00
920.000 Utilities			0.00	0.00
850.001 Telecommunications	558.64	1,166.67	558.64	14,000.00
920.001 Heating Fuel	439.39	708.33	586.22	8,500.00
920.002 Electricity	1,439.87	2,166.67	1,439.87	26,000.00
920.003 Sewer Use	1,051.32	416.67	1,051.32	5,000.00
Total 920.000 Utilities	\$ 3,489.22	\$ 4,458.34	\$ 3,636.05	\$ 53,500.00
931.000 Repairs & Maintenance			0.00	0.00
930.000 Rep & Maint-Equip & Furnishings		125.00	0.00	1,500.00
930.002 Rep & Maint-Buildings	1,777.53	2,916.67	2,584.75	35,000.00
930.004 Rep & Maint-Grounds	415.88	1,000.00	755.88	12,000.00

Total 931.000 Repairs & Maintenance	\$ 2,193.41	\$ 4,041.67	\$ 3,340.63	\$ 48,500.00
940.000 Rental	170.00	166.67	170.00	2,000.00
955.000 Administrative Expenses			0.00	0.00
956.000 Bank Fees	387.47	208.33	475.36	2,500.00
956.002 Public Notices		20.83	0.00	250.00
956.005 Misc Administrative Expense		583.33	0.00	7,000.00
956.006 Cash Over/Short	0.03	0.00	-0.07	0.00
Total 955.000 Administrative Expenses	\$ 387.50	\$ 812.49	\$ 475.29	\$ 9,750.00
955.001 Property & Liability Insurance	24,491.00	2,083.33	24,491.00	25,000.00
957.000 Professional Development			0.00	0.00
802.000 Professional Membership - Staff	525.00	62.50	525.00	750.00
802.001 Professional Membership - Board		0.00	0.00	0.00
860.002 Staff Development		1,083.33	863.00	13,000.00
860.003 Board Training		20.83	0.00	250.00
860.004 Mileage Reimbursement - Staff	61.60	375.00	61.60	4,500.00
860.005 Mileage Reimbursement - Board		0.00	0.00	0.00
860.006 Travel	1,285.96	1,166.67	1,522.92	14,000.00
860.007 Meals	10.32	333.33	10.32	4,000.00
860.008 Board Travel		0.00	0.00	0.00
Total 957.000 Professional Development	\$ 1,882.88	\$ 3,041.66	\$ 2,982.84	\$ 36,500.00
981.000 Library Materials		0.00	0.00	0.00
980.006 Periodicals (Magazines & Newspapers)		512.50	0.00	6,150.00
982.000 Collections Adult	11,129.12	6,875.00	14,151.08	82,500.00
982.002 Collections Juvenile	295.49	4,666.67	1,085.36	56,000.00
982.003 Collections - Databases	8,848.09	1,841.67	10,048.09	22,100.00
982.004 Collections - E-Resources	2,040.91	8,666.67	2,040.91	104,000.00
982.005 Collections Young Adult		1,333.33	0.00	16,000.00
982.006 Collections Periodicals	449.95		449.95	0.00
Collections Electronic	6,179.11		17,973.51	0.00
Total 981.000 Library Materials	\$ 28,942.67	\$ 23,895.84	\$ 45,748.90	\$ 286,750.00
995.000 Transfer to Improvement Fund		9,047.83	0.00	108,574.00
Total Expenditures	\$ 260,956.12	\$ 220,949.50	\$ 302,977.30	\$ 2,651,394.00
Net Operating Revenue	-\$ 173,765.35	\$ 1,181.14	-\$ 213,556.29	\$ 14,174.00
Net Revenue	-\$ 173,765.35	\$ 1,181.14	-\$ 213,556.29	\$ 14,174.00

Tuesday, Sep 02, 2025 07:22:01 AM GMT-7 - Accrual Basis

Cromaine District Library

July 2025 IMPROVEMENT Financial Acitivity

	Jul 2025		Total	
	Actual	Budget	YTDActual	Budget
Revenue				
670.000 Investment Income			0.00	0.00
665.001 Interest - Investment Fund	5,230.48		5,230.48	0.00
Total 670.000 Investment Income	\$ 5,230.48	\$ 0.00	\$ 5,230.48	\$ 0.00
Total Revenue	\$ 5,230.48	\$ 0.00	\$ 5,230.48	\$ 0.00
Gross Profit	\$ 5,230.48	\$ 0.00	\$ 5,230.48	\$ 0.00
Expenditures				
421.000 Tax Refunds		62.50	0.00	750.00
800.000 Professional Services			0.00	0.00
801.005 Other Professional Services	6,578.50		17,378.50	0.00
Total 800.000 Professional Services	\$ 6,578.50	\$ 0.00	\$ 17,378.50	\$ 0.00
931.000 Repairs & Maintenance			0.00	0.00
930.004 Rep & Maint-Grounds	175.00		175.00	0.00
Total 931.000 Repairs & Maintenance	\$ 175.00	\$ 0.00	\$ 175.00	\$ 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		105,000.00	0.00	1,260,000.00
980.000 Equipment		4,166.67	0.00	50,000.00
980.002 Furnishings - Life over 1 Year	7,385.00	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	0.00	3,000.00
995.000 Transfer to Improvement Fund		0.00	0.00	0.00
Total Expenditures	\$ 14,138.50	\$ 122,395.84	\$ 24,938.50	\$ 1,468,750.00
Net Operating Revenue	-\$ 8,908.02	-\$ 122,395.84	-\$ 19,708.02	-\$ 1,468,750.00
Net Revenue	-\$ 8,908.02	-\$ 122,395.84	-\$ 19,708.02	-\$ 1,468,750.00

Tuesday, Sep 02, 2025 07:19:26 AM GMT-7 - Accrual Basis

Cromaine District Library

July 2025 GIFT Financial Activity

	Jul 2025		Total	
	Actual	Budget	Actual	Budget
Revenue				
675.000 Gifts - Unrestricted			0.00	0.00
674.001 General Donations	60.00		60.00	0.00
Total 675.000 Gifts - Unrestricted	\$ 60.00	\$ 0.00	\$ 60.00	\$ 0.00
675.001 Gifts - Restricted			0.00	0.00
674.004 Restricted Donations-Other	500.00		500.00	0.00
Total 675.001 Gifts - Restricted	\$ 500.00	\$ 0.00	\$ 500.00	\$ 0.00
Total Revenue	\$ 560.00	\$ 0.00	\$ 560.00	\$ 0.00
Gross Profit	\$ 560.00	\$ 0.00	\$ 560.00	\$ 0.00
Expenditures				
726.000 Supplies		83.33	0.00	1,000.00
727.001 Office Supplies	-77.98		-77.98	0.00
Total 726.000 Supplies	-\$ 77.98	\$ 83.33	-\$ 77.98	\$ 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	500.00		500.00	0.00
901.002 Public Programing	4,410.87		4,760.87	0.00
901.003 Memberships - Non-library Organ			1,000.00	0.00
Total 860.009 Community Relations	\$ 4,910.87	\$ 1,666.67	\$ 6,260.87	\$ 20,000.00
931.000 Repairs & Maintenance			0.00	0.00
930.000 Rep & Maint-Equip & Furnishings			3,000.00	0.00
930.004 Rep & Maint-Grounds			127.44	0.00
Total 931.000 Repairs & Maintenance	\$ 0.00	\$ 0.00	\$ 3,127.44	\$ 0.00
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
Total Expenditures	\$ 4,832.89	\$ 3,083.33	\$ 9,310.33	\$ 37,000.00
Net Operating Revenue	-\$ 4,272.89	-\$ 3,083.33	-\$ 8,750.33	-\$ 37,000.00
Net Revenue	-\$ 4,272.89	-\$ 3,083.33	-\$ 8,750.33	-\$ 37,000.00

Tuesday, Aug 19, 2025 01:29:59 PM GMT-7 - Accrual Basis

Cromaine District Library

July 2025 Music Hall Financial Activity Report

	Jul 2025		YTD Total	
	Actual	Budget	YTD Actual	Budget
Revenue				
602.000 Charges for Services			0.00	0.00
607.001 Room Use Fees	1,850.00	833.33	2,943.75	10,000.00
Total 602.000 Charges for Services	\$ 1,850.00	\$ 833.33	\$ 2,943.75	\$ 10,000.00
Total Revenue	\$ 1,850.00	\$ 833.33	\$ 2,943.75	\$ 10,000.00
Gross Profit	\$ 1,850.00	\$ 833.33	\$ 2,943.75	\$ 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
901.003 Memberships - Non-library Organ		83.33	0.00	1,000.00
Total 860.009 Community Relations	\$ 0.00	\$ 83.33	\$ 0.00	\$ 1,000.00
920.000 Utilities			0.00	0.00
850.001 Telecommunications	264.27	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
Total 920.000 Utilities	\$ 264.27	\$ 712.50	\$ 528.61	\$ 8,550.00
931.000 Repairs & Maintenance			0.00	0.00
930.002 Rep & Maint-Buildings	759.31	833.33	759.31	10,000.00
930.004 Rep & Maint-Grounds	560.00	333.33	780.00	4,000.00
Total 931.000 Repairs & Maintenance	\$ 1,319.31	\$ 1,166.66	\$ 1,539.31	\$ 14,000.00
955.001 Property & Liability Insurance		10.42	0.00	125.00
Total Expenditures	\$ 1,583.58	\$ 2,014.58	\$ 2,067.92	\$ 24,175.00
Net Operating Revenue	\$ 266.42	-\$ 1,181.25	\$ 875.83	-\$ 14,175.00
Net Revenue	\$ 266.42	-\$ 1,181.25	\$ 875.83	-\$ 14,175.00

Hartland's Cromaine Library
Monthly Activity Report August 2025

	2025	2024	% of Change
Circulation	24,240	26,848	-10%
New Physical Items Added	1,543	1,756	-12%
Total Physical Items	72,373	69,952	3%
Program Attendance	2,394	3,044	-21%
Room Use- in Library	147	37	297%
Music Hall Reservations	7	15	-53%
Visits	8,921	8,725	2%
Website visits	21,945	13,046	68%
Cardholders Added	93	98	-5%
Library Cards Renewed	134	163	-18%
Total Cardholders	9,303	8,646	8%
Cardholders as % of Pop.	31.32%	29.14%	7%
Total Population	29,699	29,669	0%

PERSONNEL COMMITTEE MINUTES 9/4/25

Trustees: Dawn Smith, Kim Armstrong, Bill Bolin

Staff: Sarah Neidert, Darlene Randolph

No Public attendance

Review of Library Legal Counsel:

President Bolin suggests Logan Spena from ADF (Alliance Defending Freedom) to represent Cromaine District Library on only policy #3010, Material Selection and Reader Guidance. There is no charge for that service. We are planning on Logan Spena to be at the September board meeting by zoom. At that time, the board will have questions to ask him and a motion would be made if the board wanted to move forward with his service for this policy only. In the meantime, we will be using Foster & Swift in the interim for all other services. If any member of the board would like to suggest a different law firm for general library purposes, they should share that firm name with the Personnel Committee. Director Neidert commented that Foster & Swift are knowledgeable in library law and that we should continue using them.

Behavior at board meetings:

President Bolin would like to ban certain public from attending meetings due to outbursts after the last meeting. Director Neidert brought the Open Meetings Act handbook, and noted that the board cannot ban any person from an open library meeting for behavior after that meeting adjourns. If they are a threat during the meeting, the board has the right to tell them to leave the meeting.

Director Neidert suggested to President Bolin that he could read the statement he gave last month later in the meeting- right before the "Call to the Public" portion of the board meeting. She presented the committee with two summary sheets that outline the Open Meeting Act guidelines- one for Board members, and one for the public- Trustee Smith said it would be a good idea to post these at a board meeting next to the Sign- up sheet. They are attached to these minutes for review.

Staff Update:

The library has one open position for a "page" which is library speak for a person who re-shelves the materials. We have received nine to ten applications. This is open to both adults and teenagers. It will be on our website through the end of next week. The hourly rate is minimum wage (\$12.48 per hour).

There is also an opening for a substitute librarian. We have not received any applications for this position. Director Neidert will be re-listing this on our website and also a few different locations. This position would require an applicant to be enrolled in Library School, but not yet completed the schooling.

One staff member will be returning from maternity leave at the end of September.

Meeting Adjourned 3:55 pm

Next meeting – Oct. 9th at 6:00 pm.

BOARD GUIDE: RIGHTS & RULES AT PUBLIC MEETINGS

As board members, it is important to understand the balance between openness and maintaining order in meetings. This guide summarizes your authority and responsibilities under the Michigan Open Meetings Act (OMA).

Public Rights (OMA, MCL 15.263):

- The public has the right to attend all open meetings.
- The public has the right to speak during designated comment times.
- The public cannot be excluded for their views, criticism, or peaceful protest.

Board Authority:

- The Board may adopt reasonable rules (e.g., time limits for public comment, requiring speakers to stay on topic).
- The Chair may intervene when conduct becomes disruptive to meeting order.

When Can Someone Be Removed?

Under OMA, a person may only be excluded for a 'breach of the peace actually committed at the meeting'. This means disruptive conduct that prevents the meeting from continuing.

- Examples: shouting down speakers, threats, inciting violence, refusing to stop after repeated warnings.
- Not Included: peaceful dissent, criticism, holding a sign, or expressing strong opinions.

Procedure for the Chair:

1. Remind attendees of the rules.
2. Issue a warning if disruption continues.
3. If disruption prevents the meeting from proceeding, order removal, citing OMA (MCL 15.263(6)).
4. Record the reason for removal in the minutes.

This process ensures the Board protects both the public's rights and the ability of the Board to conduct business lawfully and effectively.

PUBLIC SUMMARY: MICHIGAN OPEN MEETINGS ACT (OMA)

The Michigan Open Meetings Act (OMA) ensures that decisions made by public bodies are conducted openly and transparently. This summary explains your rights as a member of the public when attending meetings.

Your Rights Under OMA

- Attend all meetings of public bodies that are open to the public.
- Speak during designated public comment periods (within reasonable rules).
- Record, broadcast, or livestream meetings, as long as you do not disrupt.
- Access meeting minutes within 8 business days (proposed) and 5 days after approval.

When Can You Be Excluded?

You cannot be excluded from a public meeting because of your opinions, criticism, or peaceful protest. The only exception is if you commit a 'breach of the peace' — disruptive behavior that prevents the meeting from continuing.

Examples of breach of the peace: shouting over others, threats of violence, physical disruption.

Not a breach: peaceful dissent, silent protest, criticism of the Board.

Closed Sessions

Certain topics may be discussed privately (e.g., legal strategy, personnel evaluations, property negotiations). But all decisions must be made in an open meeting.

Public Comment

Public bodies may set reasonable rules, such as time limits or requiring speakers to sign in. They cannot eliminate public comment entirely or restrict it based on viewpoint.

The OMA protects your right to know what your government is doing. Your participation ensures accountability, transparency, and trust in public decision-making.

Cromaine District Library
Finance Committee Meeting Minutes
Date September 9, 2025

Attendees:

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

Review of Monthly Financial Activity Statements for July

- Operating - no unusual expenses/revenue (beginning of fiscal year)
- Improvement - no unusual expenses/revenue (beginning of fiscal year)
- Gift - no unusual expenses/revenue (beginning of fiscal year)
- Music Hall - no unusual expense/revenue (beginning of fiscal year)

Investment Account:

UBS Investment fund account value of \$4,878.886.73

Bank of Ann Arbor Accounts:

- Checking Account - ending balance as of July 31, 2025 \$151,260.65
- Money Market Account - ending balance as of July 31, 2025 \$182,431.98

Credit Cards- \$12,854.66 was paid in July. Charges in July were \$9,618.92

Building: no updates

Finance Policies: no policies to review

Other:

- Audit is scheduled for the week of September 8-12, with an onsite visit planned for Tuesday 9/16, if needed. Majority of the documents have been uploaded to the secured file share, and are working to complete any remaining uploads this week
- South Lawn project - discussion on tracking the project expenses. Committee agreed that project expenses should be tracked at a line- item detail based on estimates provided. Sarah will explore QuickBooks reporting capabilities.

Cromaine District Library
Community Relations and Strategic Planning Committee Meeting Minutes
Date September 10, 2025

Attendees:

Dawn Smith- Trustee, Committee Chair
Jeannine Gogoleski- Vice President
Holly Naylor-Trustee
Sarah Neidert, Library Director
Liz Welch, Community Relations Manager
Dick Krueger, Community Liaison

Meeting began at 12:00pm

Music Hall Update:

Liz Welch reported that she and Director Neidert met with leadership from the Hartland Players to discuss an incremental rental increase. The meeting was positive, and we plan to move forward with the billing adjustment for 2026. Liz has attempted to contact the Hartland Community Chapel twice, without success. The committee suggested sending a formal letter about the plan to increase rental fees beginning January 2026 with the next billing statement.

Reviewed Policies:

2010 – Use of Library Services - reviewed, no changes
2020 – Privacy of Library Records - reviewed, no changes
2030 – Public Conduct in the Library - reviewed, no changes
2031- Children and Vulnerable Adults in the Library - reviewed, no changes
2032- Library Violations and Appeal Policy - reviewed, no changes
3020 – Internet Use - reviewed, no changes

As each of these policies was updated/created recently, staff and trustees had no suggestions for updates or changes.

Dawn brought up for discussion the need for the library staff to curate both sides of issues- so that the community can find information that is not currently reviewed or in mainstream review sources. Sarah indicated that she'd like to know which sources to point her staff to look at while selecting items.

Additionally, the updated request for reconsideration of library materials form has a question for patrons to suggest works of "equal literary quality" they would recommend the library purchase that would cover the same subject or content. This is something she asks people when they come to speak with her about concerns.

Procedure for handling a materials request for reconsideration appeal to the board after staff review:

Jeannine shared some language as a jumping off point, and the members had a good discussion of the particulars. The group agreed it would work well to add an appendix to Policy #3010 with a procedure that is agreed upon by the board. **Draft appeal form attached for review and approval by full board.**

<p align="center">Cromaine District Library</p> <p align="center">Policy</p>	<p>Policy #: 2010</p> <p>Page 1 of 4</p>
<p align="center"><i>USE OF LIBRARY SERVICES</i></p>	<p align="center"><u>Tracking Record</u></p> <p align="center">Date Approved: 10/17/96</p> <p align="center">Revised: 9/18/97; 8/20/98; 3/16/00; 8/24/00; 5/16/02; 9/19/02; 9/18/08; 9/17/09; 9/16/10; 9/15/11; 9/20/12; 9/19/13; 10/23/14; 8/20/15; 5/18/17; 9/20/18; 9/19/19; 10/20/22; 9/19/24</p> <p align="center">Reviewed: 9/12/16; 9/11/17; 9/1/2020; 9/3/21; 9/13/23; 9/10/25</p>

Library Card Eligibility

All residents, businesses, and organizations within the district library boundaries are eligible for a Cromaine District Library card as well as non-residents who pay taxes on real or personal property within the district library boundaries, employees of the Hartland Consolidated School District, and employees of other businesses and organizations located within the district library's boundaries.

Library cards will also be issued to:

- K-12 students who are not residents of the library district but are enrolled in schools located within the library district boundaries. This includes students enrolled in the Hartland Community Education high school completion program, students attending HCS through the School of Choice program, students attending parochial and charter schools and homeschooled students living in the district. Student cards are valid throughout the year.
- Temporary business cards with 30-day expiration are available to business persons temporarily working in the library district. A limit of three items may be checked out at any one time using the temporary business card; no check outs are permitted if any items are overdue or lost. Interlibrary loan, including MeLCat services, are not available with this card.
- Temporary cards with 90-day expiration are available to visitors residing temporarily in the library district. A limit of three items may be checked out at any one time using the temporary card; no check outs are permitted if any items are overdue or lost. Interlibrary loan, including MeLCat services, are not available with this card.

The Cromaine library card may be used only by the bearer. It should be secured and the cardholder on the library record (or the parent/guardian if a minor) will be held financially responsible for all transactions with their card.

Persons who do not qualify for a Cromaine District Library card and who are not served by another public library may pay an annual fee of \$150 for library services. One non-resident fee covers all members of the family living in the household. The fee is based on the average tax paid by a household in the library district. It is set by the Board of Trustees and reviewed periodically. The non-resident card entitles the holder to full borrowing privileges at the Cromaine Library only. It does not entitle the holder to any privileges at any other library, including MLibrary Card participating libraries.

All library cards in good standing are eligible for and require renewal every three years. Library borrowing privileges may be suspended until renewal is completed, including renewed parental or guardian permission for minors.

Borrowing Privileges

Borrowing privileges shall also be granted to persons presenting a valid library card from a library that participates in Cromaine's reciprocal program. Cardholders from participating MeLCat (Michigan E-Library) libraries must use their home library for MeLCat loans. Non-resident cards issued by other libraries do not provide borrowing privileges at Cromaine District Library. Borrowing privileges of reciprocal borrowers are limited to check out of Cromaine Library items only and non-MeLCat interlibrary loan.

Identification

To become a Cromaine Library cardholder, an applicant must provide current proof of residency, property ownership, local employment, HCS school enrollment. (A post office box does not constitute proof of residency). The following items of verification are acceptable:

- Michigan driver's license
- State identification card
- Student identification card
- Voter registration card
- Utility bill
- Rent or tax bill
- Current payroll stub
- Property deed
- Lease agreement
- Official registration from local school

Reciprocal borrowers must provide a Michigan driver's license or State of Michigan identification card and a library card from their home library. Temporary business and temporary visitor cards must provide both a local and permanent address.

Borrower Responsibilities

Patrons are responsible for all material checked out on their cards, for any charges incurred, and for any liability due to non-observance of copyright and fair use laws.

Patrons are responsible for returning materials they have borrowed on time and in good condition.

Patrons must notify the Library of lost or stolen cards.

Patrons must notify the Library of name, address, phone, and e-mail address changes.

Borrowing privileges will be suspended if the patron fails to return materials, fails to pay charges for lost or damaged materials, or moves out of the library district.

Minors are required to have parent or legal guardian written permission and present at the time to obtain and renew a library card. After issuance, if a parent or legal guardian wishes to restrict borrowing privileges, the parent or guardian who gave permission is required to revoke the card in writing. Note: This only prevents the circulation of materials, and not the entry into and use of the library's materials and equipment while in the library.

Library Program Registration Privileges

Due to demand, most programs require pre-registration. When demand warrants, Croomaine District Library residents with current, valid Croomaine cards will be given priority in registration. All other program registration will be based on a first-come, first-served basis.

Loan Periods

Standard loan periods are established by the Library Director. The Director or their designee may change the standard loan period for special collections, materials that are temporarily in great demand for student projects, or materials added to the collection that are in a new format. The size of the collection and patron demand will be the primary criteria for setting the loan period. Patrons may arrange for an extended loan, to coincide with a vacation for instance, through the Circulation Department.

Renewals

Materials owned by the Croomaine District Library may be renewed three times unless the item(s) have been reserved by another borrower, are in demand, or part of a special collection with limited borrowing. Extended loan materials may not be renewed. Interloaned and MeLCat materials are subject to the renewal policies of the library from which the material was borrowed.

Fines/Overdues

There are no overdue fines for materials owned by the Croomaine District Library. However, an overdue notice will be sent after the material is due. If the material is not returned within a designated period, the library will consider the item "Lost" and send a bill for the material(s). A service charge for processing, cataloging and postage will be added to the bill. Borrowing privileges will be suspended if a borrower has not paid for materials that have been lost or damaged.

Fines may be assessed for materials that are borrowed through interlibrary loan. Such fines are determined by the original lending library.

When a borrower claims to have returned material(s), but the library records show to still be outstanding, the borrower may continue to borrow library materials until the material is three (3) weeks overdue. Then the item is declared "Lost" and a bill will be sent (as above).

Lost Materials

Overdue materials are considered lost after a specific period based on the demand for the material and must be paid for by the borrower. The charge will be based on the current replacement price of the item, plus the processing fee. Examples of price sources are *Books in Print*, vendor catalogs, cover price of a current magazine issue, etc. If the lost item is not listed in any of the standard sources, the charge will be estimated by the Library based on the average cost of a current item similar to the one lost. A borrower, at the discretion of the Adult & Youth Manager, may provide a replacement copy but will still be obligated to pay the processing fee (as processing must be performed for the item to be used by the Library).

Should the lost material be found and returned in good condition, the Library will refund the cost of the material, but not the processing fee. The returned material must be accompanied by the receipt for paid replacement charges.

A borrower may keep any item for which he/she is required to pay the replacement cost, provided all his/her fees are fully paid.

Damaged Materials

Charges for damaged material will vary with the extent of the damages. Charges may include rebinding or replacement costs. The charges will be determined by library staff. A borrower, at the discretion of the Adult & Youth Manager, may provide a replacement copy but will still be obligated to pay the processing fee (as processing must be performed for the item to be used by the Library).

Forgiveness of Fees

Patrons who have lost and damaged materials may request a one-time “forgiveness” of the costs associated with losing an item or damage of an item. If the “forgiveness” waiver is not desired, it is also possible to establish a payment plan for outstanding fees on the patron’s library record.

Equipment for Public Use

Photocopier	Fees for photocopies are a revenue source for the Friends of the Library but payable at the Circulation Desk.
Fax Machine	There is a fee for each page received or sent, including the cover page, except documents pertaining to job searches.
Public Computers, Internet Workstations, Scanner, Printer	There is no fee for the use of this equipment. A fee is charged for each page printed.
Wi-Fi Hot Spots, E-readers, Library of Things (see Circulation for current list)	These items are treated like library materials – shown in the library catalog, checked out, and subject to the same borrowing guidelines.

Cromaine District Library Policy	Policy #: 2020 Page 1 of 3
<i>PRIVACY OF LIBRARY RECORDS</i>	<u>Tracking Record</u> Previous Policy Dated: 11/14/83; Date Approved: 2/20/97 Revised: 1/21/00; 11/02; 9/18/08; 9/16/10; 9/21/17; 9/1/2020; 9/16/2021; 10/20/22 Reviewed: 9/23/09; 9/15/11; 9/20/12; 9/19/13; 9/13/23; 9/19/24; 9/10/25

Purpose

The Cromaine District Library respects the privacy of library users and of visitors to its website. Library users, in person or on-line, must be assured that information provided to the Library is used responsibly and appropriately. To protect library user's privacy and to comply with the Michigan Library Privacy Act (MCL 397.601) as amended and the USA PATRIOT Act, the Board of Trustees has adopted the following policy.

Scope

All records relating to patron registration and the subsequent circulation of materials and the use of materials and resources provided by the library are protected by the Michigan Library Privacy Act Public Act 455 of 1982 (MCL 397.601 to 397.605). Information regarding library program registration is considered confidential by the Library and will not be released to third parties. Only the Library Director is authorized to respond to requests for records or inquiries from law enforcement agencies.

Definition of a Library Record

The Library Privacy Act defines a library record as a "document, record, or other method of storing information retained by a library that contains information that personally identifies a library patron, including the patron's name, address, or telephone number, or that identifies a person as having requested or obtained specific materials from a library."

Examples of library records include:

- Circulation records of any kind: who has what checked out, on hold, overdue, lost, or on interlibrary loan
- "Release of Library Records" forms
- Email to and from a patron
- Library database and backups to the database

Compliance with the Library Privacy Act

Only the Library Director has the authority to release or disclose a library record without written consent of the person identified in that record. The procedure and form for giving written consent will be determined by the Library. The Library Director shall not release any portion of a library record without the written consent of the person identified in that record unless ordered to do so by a court of law using a valid warrant or court order.

Library records of a minor child may be released to a custodial parent or legal guardian only for the purpose of tracking lost, damaged, or overdue material. The custodial parent or legal guardian shall have completed and signed the minor's library card application accepting fiscal responsibility for library materials checked out to said minor and authorizing the release of the child's records.

Any library employee who receives a request, or who is served with a valid subpoena, court order, or other legal process to release or disclose any library record shall promptly notify the Library Director.

The Library Director shall review all requests and orders, consult with the library's attorney as necessary, and respond in an appropriate manner to each such request or court order in accordance with this policy and with the Michigan Library Privacy Act.

Compliance with the USA PATRIOT Act

As required by the Foreign Intelligence Security Act (FISA) and the USA PATRIOT Act of 2001, and amendments, the Library Director shall comply fully with a valid court order to disclose or release library records. The Library Director will consult with the library's attorney before doing so.

As required by FISA and its amendment, the Library Director, as well as any staff member involved in providing the requested library records, shall not disclose to any person, including the patron whose records were seized, the existence of the court order or the fact that records were produced as a result of the court order. The government can prosecute a staff member for disclosing information.

Compliance with the Freedom of Information Act

Michigan's Freedom of Information Act, Public Act 442 of 1976, was adopted to enable the citizens of Michigan to have access to certain public records kept by public bodies. Library records, as described by Michigan's Privacy Act, are specifically exempted from the disclosure requirements of the Freedom of Information Act in the latter's Section 13 (MCL 15.243 and on).

Information Collected

- From all patrons: Name, address, phone number, email address, township, birth date, and driver's license number. Note: An individual's social security number will not be collected for any purpose by Crompton District Library.
- From patrons under 18 years of age: In addition to the information collected for all patrons, the name, and signature of the parent or legal guardian is required.
- Program registration: Name, phone number, library barcode number, e-mail address.

Information Use

The information that the Library collects is used solely by the Library to provide services to its users.

Address, phone number, and email address information is used to contact library users regarding materials on hold, long overdue items, and interlibrary loans.

Data on township and age help the Library analyze library use by segments of its user population. It may be used to contact a particular group of users regarding library services.

Program registration information is used to confirm registration if attendance is limited so that those on the waiting list can be accommodated, if possible.

Information provided on release forms is used to ensure that only those individuals who have been given authorization may pick up materials being held for another library user or get information about overdue materials charged out to a child for whom the individual is financially or legally responsible.

Ensuring Compliance

The Library is committed to making sure that its privacy policy is understood and respected by all of its employees. All employees who collect or disclose information about library patrons are trained to ensure that they understand the privacy policy and how this policy affects an individual's job responsibilities.

Library patrons who are concerned about the treatment of their personal data should contact the Library Director.

**Cromaine District Library
Policy**

Policy #2030

Page 1 of 6

**Public Behavior Policy
(Formerly Public Conduct Policy)**

Tracking Record

Date approved 2/15/24-name change; Revised 2/15/24
Revised: 11/9/92; 1/19/06, 10/16/08; 10/15/09; 9/20/12;
9/19/19; 9/16/2021;10/20/22 Reviewed: 9/16/10;
9/15/11; 9/19/13; 9/18/14; 8/7/15; 9/12/16; 9/11/17;
9/4/18; 9/1/2020 ;9/11/24;9/10/25

#2030 PUBLIC BEHAVIOR POLICY

I. Introduction.

The Cromaine District Library (the “Library”) is open for specific and designated civic, educational, and cultural uses, including reading, studying, writing, participating in scheduled Library programs, and using Library materials. In order to provide resources and services to all people who visit the library facilities in an atmosphere of courtesy, respect, and excellent service, the Library Board has adopted this Patron Behavior Policy. The purpose of the Patron Behavior Policy (“Policy”) is to assist the library in fulfilling its mission as a community resource enriching life, stimulating intellectual curiosity, fostering literacy, and encouraging an informed citizenry.

The following rules of conduct shall apply to all buildings and all branches – interior and exterior – and all grounds controlled and operated by the library (“Library Property”) and to all persons entering in or on the premises, unless otherwise specified.

II. Rules for a Safe Environment.

- A. **Violations of Law.** Committing or attempting to commit an activity in violation of federal, state, or local law, ordinance, or regulation (including but not limited to assault, indecent exposure, larceny, removing Library material from Library Property without authorization through the approved lending procedures, vandalism, or copyright infringement) is prohibited.
- B. **Weapons.** Carrying guns or pistols on Library Property is prohibited, unless (1) such activity is exempt from local regulation by law and (2) the person carrying the gun is lawfully carrying the gun or pistol, has obtained any necessary permits, and does not carry or use the gun or pistol in any way that violates Michigan law. All other weapons are prohibited on Library property.
- C. **Alcohol; Drugs.** Possessing, selling, distributing, or consuming any alcoholic or intoxicating beverage, illegal drug, or drug paraphernalia is prohibited; provided that alcohol may be permitted at certain Library-sponsored events if specifically

approved by the library. Persons noticeably under the influence of any controlled substance or alcoholic or intoxicating liquor are not allowed on Library property.

- D. Recreational Equipment and Personal Transport Devices. Use of skateboards, rollerblades, roller skates, or other wheeled form of recreational equipment (including toys that can be ridden) is not allowed in the library or on Library Property. Library patrons must park bicycles or other recreational vehicles only in authorized areas. Wheelchairs, scooters, and other power-driven mobility devices are permitted in by those individuals with disabilities in accordance with Library rules, unless a particular type of device cannot be accommodated because of legitimate safety requirements.
- E. No Blocking of Doors, Aisles or Entrances. All doors, aisles and entrances must remain obstacle-free. This includes a prohibition of running power cords across aisles or other areas that are used for walking.
- F. Animals. Animals are not permitted in the library other than service animals (as defined by law) for those individuals with disabilities, those used in law enforcement or for Library programming. Animals may not be left unattended or be off-leash on Library Property.
- G. Incendiary devices. The use of incendiary devices, such as candles, matches, and lighters, is prohibited inside the library.
- H. Staff Only Areas. Patrons shall not be permitted in any areas designated as “staff only” unless otherwise permitted by the Library Director.
- I. School Groups. School groups using the library must have approval of the Library Director and must have a teacher and other appropriate staff present to ensure that the students use the library in conformance with these rules.

III. Rules for Personal Behavior.

- A. Personal Property. Personal property brought into the library is subject to the following:
 - 1. The library staff may limit the number of parcels carried into the library. The library may also limit the size of items, for example, the library prohibits large items such as suitcases, duffle bags or large plastic garbage bags. Items must be small enough to fit under a chair at the library.
 - 2. The library is not responsible for personal belongings left unattended and Library staff is not permitted to guard or watch personal belongings.
 - 3. The library does not guarantee storage for personal property.

4. Personal possessions must not be left unattended or take up seating or space if needed by others.
- B. Food and Beverages. Food and covered beverages are only permitted in designated areas.
 - C. Unauthorized Use. Patrons must leave the Library Property promptly at closing time and may not be in the library when it is not open to the public. The library does not permit overnight parking in the library's parking lot. Further, any patron whose privileges to use the library have been denied may not enter the library or be on Library Property. Any patron whose privileges have been limited may not use the library in any manner that conflicts with those limits placed on the patron by the Library Director, his or her designee, or the Library Board.
 - D. Engaging in Proper Library Activities. Patrons shall be engaged in activities associated with the use of the library while in the building or on Library Property. Patrons not engaged in reading, studying, writing, participating in scheduled Library programs, or using Library materials shall be required to leave the library and shall not remain on Library Property. This includes sleeping on Library furniture, the floor, or outside on Library Property.
 - E. Considerate Use. The following behavior is prohibited in the library or on Library Property:
 1. Spitting;
 2. Running, pushing, shoving, fighting, throwing items, provoking a fight, or other unsafe physical behavior;
 3. Climbing on furniture;
 4. Using obscene or threatening language or gestures;
 5. Engaging in sexual behavior (1) that is a violation of the law, (2) which can reasonably be expected to disturb Library users or staff while such staff or patrons are in the library or on Library property; or (3) that interferes with the library patrons' use of the library or the ability of the staff person to do his or her job.
 - F. Panhandling or Soliciting for Money, Products, and Services. Panhandling or soliciting Library staff or patrons for money, products, or services inside the library or on Library property is prohibited. Sales of products or services that are incidental to Library programming may be permitted if approved in advance by the Library Director.
 - G. Interference with Staff. Patrons may not interfere with the staff's performance of duties in the library or on Library property. This includes engaging in conversation or behavior that monopolizes or forces the attention of staff for an inappropriate

period, inappropriate personal comments, sexual advances, or physical and/or verbal harassment.

- H. Campaigning, Petitioning, Interviewing, and Similar Activities. As a limited public forum, the library reserves the right to regulate the time, place, and manner for campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing, and soliciting on Library grounds as follows:
1. Campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing, and soliciting are prohibited inside the library building.
 2. Campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing, and soliciting outside the library building but on Library property are subject to the following requirements:
 - a. Persons or groups are requested to sign in at the Checkout Desk in advance.
 - b. Use of the Library property does not indicate the library's opposition or endorsement of the candidate or issue that is the subject of the petition, interview, campaign or discussion.
 - c. Permitted areas for campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing, and soliciting outside of the library building shall be limited to areas 25 feet from all entrances.
 - d. No person shall block ingress or egress from the library building.
 - e. Permitted times will be limited to the operating hours of the Library.
 - f. Campaign material, literature, or petitions may not be brought into the library, posted at the library or left on Library property.
- I. Sales. Selling merchandise on Library Property without prior permission from the Library Director is prohibited.
- J. Distributions; Postings. Distributing or posting printed materials/literature on Library Property not in accordance with Library Policy is prohibited.
- K. Restrooms. Misuse of restrooms, including laundering, sleeping, shaving, excessive personal grooming, hair cutting or trimming, bathing, and sexual activity is prohibited. Unless a parent or guardian is assisting a child or a patron is assisting a person with a disability, there shall only be one person to a stall. Library materials may not be taken into restrooms.
- L. Harassment. Staring, photographing, video recording, audio recording, following, stalking, harassing, arguing with, threatening, talking or behaving in a manner (1) which can reasonably be expected to disturb Library users or staff while such staff or patrons are in the Library or on Library property; (2) that interferes with the Library patrons' use of the library or the ability of the staff person to do his or her

job is prohibited; (3) would create or may result in a hostile work environment for Library staff; and/or (4) that violates Michigan or federal law.

- M. Loud Noise. Producing or allowing any loud, unreasonable, or disturbing noises that interfere with other patrons' use of the library or which can be reasonably expected to disturb other persons or have the intent of annoying other persons, including yelling, cheering, talking (with others or in monologues) or noises from electronic, entertainment, and communication devices, such as cell phones, tablets, headphones, and radio, is prohibited. Patrons may use headphones or earbuds but at a volume that cannot be heard by other Library patrons or staff.

Adults may read aloud to children in the Youth Area, provided that they are reading in a voice that would not reasonably disturb others.

- N. Odor. Offensive odor, including but not limited to body odor due to poor personal hygiene, overpowering perfume or cologne, or odors from items brought into the library, that causes a nuisance is prohibited. (For example, if the patron's odor interferes with staff or other patrons' use of the library, the patron violates this Policy).
- O. Phones. Those patrons desiring to use phones to place or receive calls must use the phones quietly so as not to disturb other patrons, outside of the library building or in the library's lobby. Phones shall be placed on silent or vibrate mode upon entering the library.
- P. Library Policies. Patrons must adhere to all Library Policies.
- Q. Identification: Patrons must provide identification to Library staff when requested. A mask, hood, or device by which any portion of the face is so hidden, concealed, or covered as to conceal the identity of the wearer is prohibited on Library Property, except for persons wearing head covering or veils pursuant to religious beliefs or customs.
- R. Tables or Structures on Library Property. No person may use or set up a table, stand, sign or similar structure on Library Property. This does not apply to Library-sponsored or co-sponsored events.
- S. Smoking; Tobacco or Marijuana Use. Smoking, using e-cigarettes, vaping, electronic nicotine delivery systems or chewing tobacco is prohibited on Library Property. Using, smoking or possessing marijuana on Library property is also prohibited.
- T. Attire. All patrons are expected to be fully dressed, including shoes and shirt, at all times while on library property. Children under the age of one (1) are not required to wear shoes but their feet must be covered. Visible or damp swimming suits left uncovered are not considered to be appropriate attire. No bras or sports bra tops

allowed without a proper full shirt over the top. No one with uncovered undergarments will be permitted on library property.

IV. Rules for the Use and Preservation of Library Materials and Property.

- A. Care of Library Property. Patrons must not deface, vandalize, damage or improperly use or improperly remove Library materials, equipment, furniture, or buildings. Patron shall not load or install any programs or software on Library computers. Patrons shall be responsible to reimburse the library for costs incurred by the library for violating this provision. Patrons shall not cause damage by returning books containing bedbugs or bringing bedbugs into the library.
- B. Internet Use. Patrons must abide by established time limitations and all other provisions of the Library Internet Use Policy.
- C. Equipment. Library staff computers are for staff use only.
- D. Authorized Lending. Library materials may only be removed from the premises with authorization through established lending procedures.
- E. Use of Chairs. Only one(1) person may be seated in a chair.

V. Violations and Appeal.

The Library Director or the Director's designee may restrict access to Library facilities pursuant to the terms of the Library Violations and Appeal Policy.

POLICY #2031
CHILDREN AND VULNERABLE ADULTS
IN THE LIBRARY POLICY

I. Purpose

Children and vulnerable adults are welcome and encouraged to use the Cromaïne District Library ("Library"). The library desires to make each visit an important one. The Cromaïne District Library Board ("Library Board") adopts the following Children and Vulnerable Adults in the Library Policy ("Policy") with regard to children and vulnerable adults at the library.

II. Definitions

- A. "Child" means a minor under the age of 18.
- B. "Vulnerable Adult" means an individual age 18 or over who, because of developmental disability, mental illness, physical disability or other similar reasons, (1) requires supervision or personal care or (2) lacks the personal and social skills required to live independently.
- C. "Caregiver" is an individual who is responsible for monitoring or caring for a child or vulnerable adult and who must be at least 13 years old.

III. Rules and Regulations Regarding Children

- A. All patrons, including children, are expected to comply with the library's policies, including its Patron Behavior Policy. Parents, guardians, or Responsible Caregivers shall review and be fully aware of all Library policies governing children, particularly the Internet Use Policy.
- B. Parents, guardians, and Responsible Caregivers are responsible for the behavior and supervision of their children regardless of age while in the library.
- C. Library Staff will not be expected to supervise or monitor children's behavior.
- D. Children 12 years or younger must have a Caregiver in the building. The Caregiver shall remain in the library at all times. Children under the age of nine (9) must be attended by a Caregiver. If a child under the age of nine (9) is attending a Library-sponsored program on the premises, the Caregiver is to remain on the premises for the duration of the program.
- E. Children of any age who, because of developmental disability, mental illness, physical disability, or other similar reason, require supervision or personal care shall be attended by a parent, guardian, or Responsible Caregiver at all times.

- F. Children under the age of six (6) must be within the visual contact of a parent, guardian, or Responsible Caregiver at all times, including during programs and visits to the restroom. Children six (6) years or older must know their telephone number and other contact information if they are unattended at the Library. It is a violation of Library policy not to come immediately and pick up your unattended child if the library calls.
- G. Staff will not be responsible if unattended children of any age leave the library premises alone or with other persons. Further, staff will not be responsible for children who may be asked to leave the library if the child is in violation of Library policy.
- H. We request that all unattended children be picked up at least fifteen minutes before closing time. Parents, guardians and Responsible Caregivers need to be aware of when the library closes.

IV. Rules and Regulations Regarding Vulnerable Adults

- A. All patrons, including vulnerable adults are expected to comply with the library's policies, including its Patron Behavior Policy. Parents, guardians, or Responsible Caregivers shall review and be fully aware of all Library policies, particularly the Internet Use Policy.
- B. Parents, guardians, and Responsible Caregivers are responsible for the behavior and supervision of the vulnerable adult in their care while in the library or on Library property.
- C. Vulnerable adults who are unable or unwilling to care for themselves or who do not have the ability to use the library independently may not be left alone in the library and must have adequate supervision while in the library.
- D. Vulnerable adults who can understand and follow the Patron Behavior Policy and who can care for themselves are allowed to be in the library unattended. They should have contact information for someone who can assist them in an emergency.
- E. We request that all vulnerable adults be picked up at least fifteen minutes before closing time. Parents, guardians and Responsible Caregivers need to be aware of when the library closes.
- F. Vulnerable adults must know their telephone number and other contact information if they are unattended at the library. It is a violation of Library policy not to come immediately and pick up your vulnerable adult if the library calls.

V. Contact with Parent or Guardian for Unattended Child or Vulnerable Adult

- A. Library staff will attempt to contact a parent, legal guardian, or Responsible Caregiver when:

1. The health or safety of an unattended child or vulnerable adult is in doubt;
 2. A child or vulnerable adult is frightened while alone at the library;
 3. The behavior of an unattended child or vulnerable adult violates Library policy.
 4. The unattended child 13 years of age or younger or vulnerable adult has not been met by a parent, legal guardian, custodian, or Responsible Caregiver at closing time. An individual is considered an unattended vulnerable adult when he/she is not picked up by closing time and needs assistance procuring transportation. A child is considered unattended at closing time if the child is under the age of 14 or a child of any age needs assistance procuring transportation.
- B. If a parent, legal guardian, or Responsible Caregiver cannot be reached within 15 minutes after closing, fails to arrive within a reasonable time after being contacted, or arrives 30 minutes or more after the library closes, Library staff will contact law enforcement officials to take charge of the situation involving the unattended child or vulnerable adult. Library employees are not permitted to transport an unattended child or vulnerable adult under any circumstances. Two Library staff members shall remain with the unattended child or vulnerable adult until the Responsible Caregiver or law enforcement arrives.
- C. If the parent, legal guardian, Responsible Caregiver can be reached within 10 minutes after closing and arrives in a reasonable time, the staff member shall explain the library's policy and provide a copy of this Policy.

VI. Violation; Enforcement; Appeal

The Library Director or the Director's designee may restrict access to Library facilities pursuant to the terms of the Library Violation and Appeals Policy.

#2032 LIBRARY VIOLATIONS AND APPEAL POLICY

I. Purpose.

The purpose of this policy is to provide a process for addressing violations of the Cromaïne District Library policies. This Library Violations and Appeal Policy (“Policy”) will set forth the process and procedure for violations of certain Library policies in which there is a violation and appeal provision, including but not limited to #2030: Public Behavior, #3020: Internet Use, and #2031: Children and Vulnerable Adults in the Library Policies.

II. Library Director/Designee’s Right to Suspend Privileges.

Upon determining that a Library policy has been violated, the Library Director or the Director’s designee may restrict access to Library facilities with immediate dismissal of the patron from the premises, by suspending the patron’s access to Library facilities for a set period of time, or by denying access to specific services and/or programs pursuant to this Policy. If necessary, the local police may be called to intervene.

III. Incident reports.

Library Staff shall record in writing in the form of an Incident Report any violation of Library policy that resulted in a verbal warning or a suspension of Library privileges. By the end of the day on which the incident occurred, an Incident Report shall be written and forwarded to the Library Director for logging and review. The Incident Report should include physical descriptions in addition to the name of the patron. A copy of the limitation or suspension of privileges letter should be attached, if applicable.

IV. Violation of the Policy – Suspension of Privileges.

A. *General Violations.* Unless otherwise provided in Section IV.B of this Library Violations Enforcement Policy, the Library shall handle violations as follows:

1. *Initial Violation:* Library patrons observed violating a Library policy will be asked to cease the violation with a verbal request. If the patron does not comply with the request, he or she will be asked to leave the building for the day. If he or she refuses, police may be called.
2. *Subsequent Violations:* The Director or the Director’s authorized designee may further limit or suspend the patron’s Library privileges if violations of the same rule continue. Such limitation or suspension shall be in writing specifying the nature of the violation. Subsequent violations of the same rule shall result in additional suspensions of increasing length.

B. *Violations that Affect Safety and Security.* Violations of Library policy that affect safety and security, including but not limited to violations involving verbal abuse, violence, threatening behaviors, child pornography or obscenity, sexual

harassment, vandalism, drug sale or use or attempted drug sale or use, intoxication, theft or attempted theft, physical harassment, sexual misconduct or any behavior that threatens the safety and security of staff and/or patrons shall be handled as follows:

1. *Initial Violation:* The police will be called immediately if the conduct constitutes a violation or suspected violation of local, state, or federal law. Arrest or criminal prosecution may ensue. Violations of this nature will result in an immediate minimum two-week suspension of Library privileges in order to give the library sufficient time to investigate the incident. After the investigation is completed, the Library Director or his/her designee may add additional time to the initial limitation or suspension period.
2. *Subsequent Violations:* The police will be called immediately if the conduct constitutes a violation or suspected violation of local, state, or federal law. Arrest or criminal prosecution may ensue. Subsequent violations of the same rule shall result in additional limitations or suspensions of increasing length. Such limitations or suspensions shall be in writing specifying the nature of the violation.

V. Reinstatement.

The patron whose privileges have been limited or suspended shall attend a meeting with the Director or the Director's designee to review the library policy that was the subject of the violation before their privileges may be reinstated. The Director may also attach reasonable conditions to any reinstatement.

VI. Right of Appeal.

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

Cromaine District Library Policy	Policy #: 3020 Page 1 of 4
<i>INTERNET USE</i>	<u>Tracking Record</u> Date Approved: 8/20/98 Revised: 9/16/99; 6/22/00; 12/21/00; 3/20/03; 11/24/08; 9/19/13; 9/21/17; 9/19/19; 9/16/20 ;10/20/22 Review by Counsel: 3/22/00; 12/7/00; 2/03 Reviewed: 12/10/09; 9/16/10; 9/15/11; 8/22/12; 9/18/14; 8/7/15; 9/12/16; 9/4/18; 9/1/2020; 9/13/23;9/11/24;9/18/25

Purpose

The Cromaine District Library offers public access to the internet as an information and educational resource available to library users of all ages. The library has adopted this Internet Use Policy in order to provide equitable, convenient access to the internet; not to limit content of the information retrieved.

Scope

Consistent with our mission and the principles of public librarianship, this policy affirms the safeguarding of First Amendment rights, intellectual freedom, equity of access, confidentiality of information about library patrons and their use of all library resources, and individual responsibility. The library affirms the following principles and user rights as delineated in the American Library Association's *Library Bill of Rights in Cyberspace*:

- Electronic information, services, and networks provided by libraries should be readily, equally, and equitably accessible to all library users.
- Libraries and librarians should not deny or limit access to information available via electronic resources because of its controversial content or because of personal beliefs or fears of confrontation.
- Information retrieved or utilized electronically should be considered constitutionally protected unless determined otherwise by a court with appropriate jurisdiction.
- Responsibility for, and any restriction of, a minor's use of the internet rests solely with their parents or legal guardians.

Nature of the Internet

The internet offers access to a wealth of information that can be personally, professionally, and culturally enriching. Internet sites include useful ideas, information, and opinions from around the world. The internet is a vast and unregulated information network; it also enables access to information, ideas, and commentary beyond the confines of the library's collection, mission, selection criteria and collection development policies. Because of this and the fact that access points on the internet change often, rapidly, and unpredictably, the library cannot protect individuals from information and images which they might find offensive or disturbing.

Users are cautioned that ideas, point of view, and images can be found on the internet that are controversial, divergent, inaccurate, and inflammatory. The provision of access does not mean or imply that the library endorses or sanctions the content or point of view of any of the information or commentary which may be found on the internet. Various resources can and should be used to verify accuracy and credibility. Please ask the librarian for help.

Nature of the Library Setting

Computers and the computer network available to the public, which can be used to access the internet, must be shared by library users of all ages, background and sensibilities. Library patrons are asked to be sensitive to others' values and beliefs when accessing potentially controversial information and images.

While the Library upholds users' rights to privacy and confidentiality in their use of all library resources, the nature of electronic resources makes it impossible to guarantee these rights. Users are cautioned that, because security in an electronic environment such as the internet cannot be guaranteed, all transactions, files, and communications are vulnerable to unauthorized access and use and, therefore, should be considered public.

During periods of high demand for internet access, or in response to continuing demand, the library reserves the right to limit access to the internet, including wireless access, in order to provide more opportunities for more patrons. This limitation in access may be in the number or length of logons permitted in a specific period (e.g., two one-hour logons per day); to those with valid library cards in good standing; to those with residency within the district or participating reciprocal borrowers; or all of the above.

Wireless Access

The library provides free, unsecured, wireless internet access for public use. Personal use of the library's public wireless access will conform to policies regulating other types of public internet access provided by the library.

Acceptable Use

Internet resources accessible through the library are provided equally to all library users. Users are expected to use this resource in a responsible and courteous manner, consistent with the purpose for which it is provided. Responsible use includes the following:

- Being mindful that the library is a public place and using discretion in displaying text or graphics which may be offensive to others.
- Respecting the privacy of others by not misrepresenting oneself as another user; by not attempting to modify or gain access to files, passwords, or data belonging to others; by not seeking unauthorized access to any computer system, or damaging or altering software components of any network or database.
- Respecting the rights of other library patrons by not interfering with their use of the internet.

Compliance with Public Act 212 of 2000

In order to comply with Public Act 212 of 2000, the Cromaine District Library has designated the internet workstations in the Youth Room for the primary use of those 11 years of age and under, and those in the Teen Room for the primary use of those 12 to 17 years of age. An exception will be made for parents who are assisting their children with internet research. Parents who have children with them may also use the Youth Room internet workstations.

It is a violation of library policy for minors to give others private information about themselves or others, including names, addresses, phone numbers, credit card and social security numbers; or to arrange face-to-face meetings with people they have “met” on the computer network or internet without a parent’s permission.

Several computers are primarily for the use of adults, patrons 18 years old or older. Privacy screens are available for workstation monitors in order to provide greater privacy for the users, but should not be presumed to exclude all visibility. Again, all patrons are asked to be sensitive to others’ values and beliefs when using these workstations.

A Special Note to Parents

As with other materials in the library’s collection, it is the library’s policy that parents or legal guardians are responsible for deciding which library resources are appropriate for their children. The library urges parents and guardians to discuss internet use with their children and to monitor their use of this valuable educational tool.

There are many resources to assist parents and guardians to educate their young people on the use of the internet. Many electronic resources are also selected and made available on the library’s web pages to assist in research without broad, nonspecific searches of the internet (which may result in less desirable search results).

Legal Use

Internet resources may only be used for legal purposes by the public and staff. Examples of unacceptable purposes include, but are not limited to, the following:

- Harassment of other users, library staff, and library patrons.
- Libeling or slandering.
- Unauthorized modification, destruction of or damage to equipment, software or data belonging to the library or other users.
- Disruption or unauthorized monitoring of electronic communications.
- Transmitting threatening, obscene or harassing materials.
- Failing to prevent a minor from viewing obscene matter or sexually explicit matter that is harmful to minors as required by Public Act 212 of 2000.
- Transmitting or displaying text or graphics which are illegal, obscene, or sexually explicit matter which is harmful to minors.

- Compromising the safety and security of minors when using e-mail, chat services, and other forms of direct electronic communications.
- The theft of copyrighted materials for commercial use or other than fair use without the explicit permission of the copyright holder.

Compliance with Library Policy and Guidelines

Access to the Library's computer network and internet is a privilege, not a right. The Library's Internet Policy is presented to each internet user during log on. By clicking the "accept" button the patron agrees to abide by the policy. Patrons should be aware that violation of the policies and regulations that govern the use of the library's internet resources may lead to the suspension or revocation of library access to the internet and its resources. Illegal activity involving the library's internet resources will be subject to prosecution by the appropriate authorities.

Inappropriate behavior while using the library's computers and/or computer network will be addressed in accordance with the Library's Policy 2030 Public Conduct in the Library. The library's response may include sanctions as provided in that policy, up to and including suspended privileges of all types at the library.

CROMAINE DISTRICT LIBRARY BOARD OF TRUSTEES

BYLAWS

ARTICLE I

NAME AND PURPOSE

Section 1. Establishment. This organization shall be known as the Cromaine District Library (the "Library"). Cromaine District Library is a district library established under the District Library Establishment Act (the "Act"), MCL 397.171 *et seq.* It is also an exempt organization under section 501 (c) (3) of the Internal Revenue Code.

Section 2. Purpose. The purpose of the organization shall be to provide public library services to residents of the Cromaine Library District.

ARTICLE II

MEMBERSHIP

Section 1. Board of Trustees. In accordance with the Act, the Board of Trustees of the Library (the "Board") shall consist of seven (7) members elected from the District at large for terms of four (4) years, who shall serve until the election and qualification of a successor.

Section 2. Vacancy. The office of Board Member becomes vacant when the incumbent dies, resigns, is convicted of a felony, is removed from office by the Governor, and/or ceases to be a resident of the Library District. A vacancy in an office shall be filled through appointment by the majority vote of the remaining Board of Trustees within 45 days of the vacancy. If the vacancy occurs 140 or more days before the first regularly scheduled election of board members that follows the beginning of the term of the board member vacating office and that term is 4 years, all of the following apply:

- (a) The vacancy shall be filled by appointment by majority vote of the remaining board members only until the next date on which the term of any board member expires.
- (b) A board member shall be elected at the regularly scheduled election of board members next following the occurrence of the vacancy to fill the vacancy for the remainder of the term of the board member vacating office.

Section 3. Removal. In accordance with Section 8(2) of the DLEA, the Governor of the State of Michigan shall have the power to remove a member pursuant to the provisions of Section 10 of Article V of the State Constitution of 1963, as amended.

ARTICLE III

POWERS OF THE BOARD OF TRUSTEES

Section 1. Powers and Authority. The Board may exercise any and all of the powers granted to it in the Act, the District Library Financing Act, federal or Michigan law. By resolution of the Board and if permitted by law, such powers may be delegated to Officers of the Board and/or the Library Director (the "Director") as deemed necessary.

Section 2. Budget. The Board shall have the exclusive control of the budget of the Library. The Library Board shall prepare and make available an annual budget.

Section 3. Fiscal Year. The fiscal year of the District Library shall commence July 1 and end the following June 30.

Section 4. Audit. The Board shall prepare and publish an annual budget and shall obtain an annual audit by an independent certified public accountant selected by the Board, all in accordance with the Uniform Budgeting and Accounting Act, MCL 141.421 *et seq.*, as amended.

ARTICLE IV

OFFICERS

Section 1. Officers. Officers of the Board shall be President, Vice-President, Secretary, and Treasurer.

Section 2. Terms. The officers shall be elected for a term of 1 year at the annual meeting of the Board. Each officer shall serve until the appointment of a successor.

Section 3. Vacancies. Vacancies in office shall be filled by the Board at the next regular meeting of the Board following the occurrence of a vacancy, except for the office of President, in which case the Vice-President shall assume the duties of the office for the unexpired term. A successor Vice-President shall be elected to fill the vacancy so created in that office.

ARTICLE V

DUTIES OF THE OFFICERS

Section 1. President. The President shall preside at all meetings, appoint committees with the approval of the Board, authorize calls for any special meetings, execute any document authorized by the Library Board (unless otherwise provided by the authorization) and generally perform the duties of a presiding officer.

Section 2. Vice-President. In the absence of the President, the Vice-President shall perform the duties of the President. In the case of the resignation, disability, or death of the President, the Vice-President shall assume the office for the unexpired term.

Section 3. Secretary. The Secretary of the Board shall see that a true and accurate account of all proceedings of the Board meetings is kept in accordance with Michigan law. In compliance with any requirements of the Open Meetings Act, (MCL 15.2561 *et seq.*), the Secretary shall issue notices of all regular meetings, and, on the authorization of the President or two Board Members, of all special meetings, and shall have custody of the minutes and other records of the Board of Trustees. With the approval of a majority of the Board, the Secretary may delegate any of these responsibilities to the Director. The Secretary shall also have the authority to execute any document authorized by the Library Board (unless otherwise provided in the authorization).

Section 4. Treasurer. The Treasurer shall have charge of the funds of the Crompton District Library, providing for their safe custody and investment as directed by the Board, subject to limitations for investment of public funds as provided by law. A record of all moneys received or deposited to the Library fund, and all disbursements, sales and transfers from the fund shall be kept by the Treasurer, and reported monthly to the Board of Trustees at its regular meeting. In addition, the Treasurer shall perform all other duties of the Treasurer as prescribed by law or by action of the Board. With the approval of a majority of the Board, the Treasurer may delegate any of these responsibilities to the Director.

ARTICLE VI

COMMITTEES

Section 1. Appointment. All committees of the Library shall be appointed by the Library Board President. The President may decide to appoint himself or herself an ex-officio member of any committee. As directed by the Library Board, the Library Director may serve as resource person to any committee. The Director shall be an *ex officio* member of all committees and shall have a full vote upon all matters at such committee meetings he or she may attend.

Section 2. Committees. The Library may have committees as follows:

- A. *Ad Hoc Committees*. Ad hoc committees of the Library shall exist until their specified purpose is completed or unless otherwise disbanded by the President. The President shall provide specific purposes and duties of the ad hoc committee.

- B. *Standing Committees.* The Standing Committees of the Board shall be the Community Relations & Strategic Planning Committee, the Finance & Property Committee and the Personnel Committee. The Standing Committees shall be appointed and operate pursuant to the Board of Trustees Operating Procedures,. Board Committee procedures may be changed from time to time with approval of the Board.

ARTICLE VII

MEETINGS

Section 1. Open Meetings Act. All meetings of the Board shall be held in compliance with the Open Meetings Act.

Section 2. Annual Meeting. The annual meeting of the Board shall be the first regular meeting of the calendar year and shall be for the purpose of the election of officers and consideration of such other organizational matters as may be required.

Section 3. Regular Meetings. Regular meetings of the Board shall be held on the dates, places and at the times set by the Board at its annual meeting. Within ten (10) days following the annual meeting a notice shall be posted in a public place setting forth the dates, times, and places of all regular meetings scheduled for the ensuing year. If there is a change in the schedule of regular meetings of a public body, there shall be posted within three (3) days after the meeting at which the change is made, a public notice stating the new dates, times, and places of its regular meetings.

Section 4. Agenda. Agendas of regular meetings (including Call to the Public) shall be posted in a public place and shall be distributed by the Secretary to all members at least three (3) business days before the meeting. The Library Board has the discretion to amend the agenda at any meeting.

Section 5. Special Meetings. Special meetings may be called by the President or upon written request of two Board Members, provided eighteen (18) hours of notice is given in the format and manner as provided by the Michigan Open Meetings Act of the date, time and purpose for which such meeting is called. Board Members not present at the time of announcement of such special meeting shall be notified by the Secretary.

Section 6. Quorum. A quorum for the transaction of business shall consist of a majority of the Board appointed and serving.

Section 7. Board Action. No action of the board shall be valid unless an affirmative vote of the majority of the members attending is cast and a proper record made of the vote unless otherwise provided by law.

Section 8. Emergency Session. The Board may meet in emergency session without prior notice in the event of a severe and imminent threat to the health, safety, or welfare of the public when 2/3 of the members of the Board decide that delay would be detrimental to efforts to lessen or respond to the threat. In such cases, the Board must comply with all provisions in the Open Meetings Act applicable to such sessions.

ARTICLE VIII

PARLIAMENTARY AUTHORITY

The rules contained in *Robert's Rules of Order Newly Revised* (11th edition) shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with these Bylaws.

ARTICLE IX

LIBRARY DIRECTOR

Section 1. Appointment. The Director shall be appointed by the Board and shall be considered the executive officer of the Library.

Section 2. Duties. The Director shall have sole charge of the administration of the Library under the direction and review of the Board. The Director shall be responsible for:

- a. The care of the building and equipment.
- b. The employment, development, and direction of the staff.
- c. The efficiency of the Library's service to the community.
- d. The annual preparation of a budget proposal.
- e. The operation of the Library under the financial conditions set forth in the budget approved by the Board
- f. The submission of a written annual report to the Board within two months of completion of the audit.
- g. Any other duty delegated by the Library Board.

Section 3. Attendance at Board Meetings. The Director or the Director's representative shall be expected to attend all meetings of the Board unless otherwise directed by the President.

ARTICLE X
AMENDMENTS

These bylaws may be amended at any regular meeting of the Board by a majority vote of all members of the Board elected or appointed and serving provided the amendment was presented in writing in the board packet for that meeting.

Adopted by the Cromaïne District Library Board of Trustees at its special meeting on December 20, 1995.

Revised March 18, 1998

Revised March 16, 2000 (Reviewed by counsel February 18, 2000)

Revised August 21, 2008

Revised September 17, 2009

Reviewed August 19, 2010

Revised June 19, 2014

Revised November 19, 2015

Revised September 20, 2018

Revised January 21, 2021

Revised January 19, 2023 (Reviewed by counsel December 2022)

Revised September, 2023

Revised September. 2024

NOTE: The files pertaining to the Book Challenges and Appeal could not fit into a regular board packet. For transparency, each file is included in the event description for the September 18, 2025 Board Meeting on the website, which you can find by going to the library website, Cromaine.org, and clicking “about” then selecting “Board of Trustees.” The board meeting dates are at the top of that page.

Or directly found here:

https://www.cromaine.org/event/September_2025_meeting_packet

- **Memo to Board regarding Book Challenges**
- **Challenge forms batch 1**
- **Challenge forms batch 2**
- **Response Letters batch 1**
- **Response Letters batch 2**
- **List of Actions Taken sorted by Location**
- **Appeal letter and documents sent to Board President**
- **Emails from Director to challenger**



To: Cromaine District Library Board

Re: Materials Request for Reconsideration *September Summary and Update*

Date: September 12, 2025

From: Sarah Neidert, Library Director

As you are aware, on March 31, 2025 I received Request for Reconsideration forms filled out by 12 individuals requesting removal of over 200 books from the Cromaine District Library collection.

Library staff worked to assess these materials over the past months. This process was interrupted and paused while the board re-evaluated and eventually updated policy #3010 Materials Selection and Reader Guidance (revised on June 18, 2025). After the changes and updates to that policy, I tasked staff with re-evaluation of each individual item, based on the changes to that policy, specifically the addition to section V. part D. noting that "Library materials may be labeled to notify patrons that materials may contain graphic violence or sexually explicit material as defined in Appendix B (in bold below)."

(f) "Sexually explicit matter" means sexually explicit visual material, sexually explicit verbal material, or sexually explicit performance.

(g) "Sexually explicit performance" means 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.**

(h) "Sexually explicit verbal material" means 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.**

(i) "Sexually explicit visual material" means **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,** or a book, magazine, or pamphlet that contains such a visual representation....

(Portion of Appendix B: MCL 722.673 Definitions. Sec. 3)

Process of evaluation:

Each title has been considered and a letter has been issued for each item, including the specific complaint, the circulation statistics of the item, and reviews or other notes about the item. Of the 218 individual materials challenged, 10 were moved to other collections (either to Teen from Juvenile, or to Adult from Teen), 8 were removed (weeded) as part of continuous review, and 13 were labeled with non-prejudicial, viewpoint neutral labels. In addition, 3 books were on order when challenged, but have been placed on backorder and cancelled by our bookseller, and eventually cancelled at the end of the fiscal year, while 4 additional books were missing.

Per Policy #3010 Section IX. Challenges to Materials:

If a patron objects to material owned by the library, they may complete a Request for Reconsideration Form for submission to the Director. The patron submitting the request must be a resident of the Croomine District Library service area and hold a preexisting patron card. No material shall be removed from the library's collection until all steps in the following process have been completed.

As I noted in each letter, "I understand that a group of individuals helped you fill out these forms. We discussed at our second meeting that while each person filling out the forms selected that they represent themselves as an "individual" rather than "organization" because you are not a formal group, but a group of like-minded friends with similar concerns. You indicated that you may speak for the group and that I may communicate directly with you." Therefore, each letter is addressed to the same person, who met with me twice and has been in communication with me during the process. **I feel that this adjustment of the updated policy is only fair, as she indicated she'd be willing to submit them all in her name. Going forward I will follow the policy as written, requiring each individual to live in the service area and hold a patron card.**

Part E. The Library Director shall send the decision in writing to the complainant within seventy-five (75) days of the receipt of each completed request for reconsideration form. The Director may request additional time from the Board to respond, in order to fully evaluate the material. **I sent the responses on Thursday, July 31, 2025 (43 days from June 18, 2025).**

If the decision is that the questioned material be removed from the collection, the Requestor will be notified in writing by the Library Director and all copies of the item will be withdrawn. If the material is to be retained, the Requestor will be notified in writing. If the Director determines the material may contain graphic violence or sexually explicit material (as defined in the Appendixes), the material may be: relocated within the collection, and/or labeled with "This book may contain graphic violence or sexually explicit material- Croomine District Library."

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.

Process clarification:

As I noted in a memo to the board dated May 28, 2025 included in the board packet for the special meeting on June 3, 2025:

“After attending the May 15, 2025 meeting, the patron emailed and suggested that based on the discussion amongst the board at that meeting, she would be willing to exchange her forms to provide a new answer to #4 above: changing it from **"sexualization/exploitation of children"** to **"age-inappropriate content/material for minors."** I let her know that the process is currently paused, and I indicated that I would consider that request once the board settles on the policy language.”

At this point, there seems to have been confusion on her part and lack of clear communication on my part about how we would handle the challenge after the June meeting. I've communicated via email (enclosed) with her after reading the appeal letter to attempt to clarify where she would like to go from here. I have not received a response.

As requested by the board, I've compiled a large amount of paperwork for the board to assess in order to determine next steps. The board has had access to that material, and I will be including a link to all documents in the board packet for September 18, 2025 board meeting. I understand that this volume of material could be overwhelming, so I'm summarizing actions taken here, as well as including a list of titles sorted by location, with notes about actions taken by each title. I hope that is helpful in proceeding.

Details of actions taken by staff:**Relocated to Adult:**

Eight (8) titles that were originally located in the Teen collection were assessed to *possibly contain sexually explicit or graphically violent material*, therefore were moved to the adult section. I decided that our process will be NOT to label those books, as location in the adult section is meant to indicate potential adult content. One title which was located in the juvenile collection, along with one title which was in the Tween collection (both located in the youth room) were moved to the Teen collection, as review indicated they may circulate better in that location.

Remain in Teen-labeled:

If a title remained in the Teen Collection, it was re-assessed for “graphic violence or sexually explicit material.” If appropriate, labels were placed on the back of the item above the barcode, so that patrons would see the note before checking out the material.

Per the policy, those labels read:

“This book may contain graphic violence or sexually explicit material – Cromaine District Library.” One book received such a label.

“This book may contain graphic violence– Cromaine District Library.” One book received such a label.

“This book may contain sexually explicit material – Cromaine District Library.” Five (5) books received such a label.

“Social Issues” Genre in Juvenile Fiction

If a title in the juvenile fiction section was assessed as fitting the “social issues” genre (*Fiction in which a prevailing social problem, such as gender, race, or class prejudice, is dramatized through its effect on the characters of a novel. Similar to realistic fiction, but with a direct focus on activism or dismantling the social problem*), a spine label was attached. As stated in the definition, this label was not applied to any of our non-fiction collections. Six (6) received social issue spine labels.

Parenting Collection:

If a title would fit in the “Big concerns for Little People” section of the parenting collection, then the corresponding-colored dot was affixed to the spine of that title. Each letter indicated the label that was affixed to those books. Some of these titles were already in this section, but the signage and labels are new- added to help parents find materials. This signage and labeling was added by staff after the May 15, 2025 board meeting, when Trustee Armstrong shared that she visited Howell Carnegie District Library and saw such color coded labels in the Parenting collection there. Vice President Gogoleski noted that she called and checked on that collection at Howell, and stated that there had been “no pushback and no lawsuits.”

There has been some confusion in the community about these colored dots- to clarify- there is not a colored dot on ALL books in the Library which contain LGBTQ+ themes or content. This special collection exists as a part of the parenting collection to help parents find materials to explain various topics to small children. For example, there are not blue dots on ALL books in the library about adoption or foster care- but there are blue dots in this special collection to help parents find materials on adoption and foster care that explain the topic to small children.

Removed (“weeded”) items:

Policy #3010, Section VIII: Maintenance of the Collection notes that “The collection shall be periodically examined for the purpose of eliminating obsolete, damaged, duplicate, or unneeded materials, and for binding or repair of materials, in order to maintain a balanced, attractive and useful Library Materials collection.” Cromaine uses Continuous Review, Evaluation, and Weeding methods to weed materials, and 8 items were removed for those reasons.

Cromaine District Library Location Description (by Age)

Cromaine District Library has various material locations in the Youth Department to help parents and guardians find material based on their children's continuously expanding ability to understand words, concepts, and plotlines.

The table below is a breakdown of what age range may be expected to use each collection, although any patron may check out any book. Please note that because books are purchased prior to their publication, heavy reliance is placed on the suggested age ranges provided by the publishers and noted in professional reviews.

Location Name	General Suggested Age Range
Adult Collection	Adults, people aged 18+
Parenting Collection	Adults and parents or guardians of children 18 and under. This section includes a section of books for co-reading with children about tough topics (i.e.: death, divorce) called "Big Concerns for Little People" that has a color-coded dot system to help parents locate topics.
Teen Books (Fiction and Non-Fiction)	Ages 12/13 - 18 (grades 7 – 12)
Teen Graphic Novels and Teen Manga	Ages 12/13 - 18 (grades 7 – 12)
Tween Books (only Fiction)	Ages 10-12 (grades 5 – 6)
Juvenile Non-Fiction	Ages 2 - 12 (this is our broadest age range, and is broken into subjects by the Dewey Decimal System so that readers may choose to look at only their preferred subject section(s). (i.e.: Tractors, Animals, Biographies, Poetry)
Juvenile Graphic Novels (Fiction and Non-Fiction)	Ages 6 – 12
Juvenile Fiction	Ages 6 – 10 (grades 1 – 4)
Juvenile Easy Reader	Ages 4 – 6 (grades Kindergarten – 2)
Juvenile Picture Books	Ages 0 – 5
Board Books	Ages 0 – 3



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.