



**CAPITAL AREA DISTRICT LIBRARIES  
BOARD MEETING**

5:30 PM, WEDNESDAY, NOVEMBER 20, 2024  
BOARD ROOM  
401 S CAPITOL AVE., LANSING, MI 48933  
517-367-6300

**Mission Statement:**

Empowering our diverse communities to learn, imagine and connect.

**AGENDA**

CALL TO ORDER

ROLL CALL

COMMUNICATIONS

APPROVAL OF AGENDA (action)

PUBLIC COMMENTS ON AGENDA ITEMS

CONSENT AGENDA (action)

- a. [Approval of Minutes October 30, 2024](#) (enc)
- b. Approval of First Closed Session Minutes November 13, 2024 (distributed separately)
- c. Approval of Second Closed Session Minutes November 13, 2024 (distributed separately)
- d. [Disbursements for October 2024](#) (enc)

CHAIRPERSON'S COMMENTS

NEW BUSINESS

General

- a. Legislative Update
- b. Community Contacts

Finance

- a. [October 2024 Financial Report](#) (enc – action)
- b. [CADL 2025 Budget](#) (enc - action)
- c. [2025 Stockbridge Renovation Recommendation](#) (enc - action)

DIRECTOR'S REPORT

PUBLIC, STAFF, AND BOARD MEMBER COMMENTS

ADJOURNMENT

**CAPITAL AREA DISTRICT LIBRARIES**  
**BOARD MEETING**  
October 30, 2024

**Members Present:** Brian Baer, Debora Bloomquist, Sandy Drake, Quinn O'Donnell, Ashley Smith, Mark Stewart, Julie Vandenboom

**Members Absent:**

**Staff Present:** Janet Elliott, Jolee Hamlin, Sheryl Knox, Julie Laxton, Jenny Marr, Miriam Mattison, Victoria Meadows, Michael Moore, Thais Rousseau

**Others Present:** Lindsay Dangl, DeYeya Jones, Cheryl Brand, Virginia Chambers, Randy Dykhuis, News 10 Reporter

**CALL TO ORDER**

The Chairperson called the meeting to order at 5:30 p.m.

**ROLL CALL**

Baer – Present  
Bloomquist – Present  
Drake – Present  
O'Donnell – Present  
Smith – Present  
Stewart – Present  
Vandenboom – Present

**COMMUNICATIONS**

Executive Director Jenny Marr shared information about a bronze statue that was donated to the Leslie branch. A thank you note from the Vice Principal at Wilcox Elementary School regarding the Kekla Magoon visit was also shared with the Board.

**APPROVAL OF AGENDA**

Debora Bloomquist made a motion to approve the agenda. Quinn O'Donnell seconded the motion. The motion carried.

**PUBLIC COMMENTS ON AGENDA ITEMS**

Brian Baer reminded those present of the procedure for making public comments. Individuals must state their name and place of residence. They are limited to three minutes, and Board members are not required to respond.

Public comments were heard.

**CONSENT AGENDA**

Sandy Drake made a motion to approve the consent agenda. Mark Stewart seconded the motion. The motion carried.

- a. Approval of Minutes September 18, 2024  
This item was approved by consent.

- b. Disbursements for September 2024  
This item was approved by consent.

## **RECOGNITION OF OUTGOING BOARD CHAIR DEYEYA JONES**

The Capital Area District Libraries Board of Trustees thanked DeYeya Jones for his years of service and presented him with a statement of recognition noting highlights of his tenure. DeYeya Jones thanked the board, noting that it was an honor to serve.

## **NEW BUSINESS**

### **General**

- a. Welcome Board Member Julie Vandenboom  
New CADL board member Julie Vandenboom exchanged introductions with the rest of the CADL Board.
- b. Election of Officers  
The departure of DeYeya Jones from the board necessitated the election of a new officers to vacant positions.

Ashley Jones made a motion to elect Brian Baer as the Chair of the Capital Area District Board of Trustees. Mark Stewart seconded the motion. The motion carried.

Debora Bloomquist made a motion to elect Quinn O'Donnell as Vice President of the Capital Area Board of Trustees. Brian Baer seconded the motion. The motion carried.

- c. Update Committee Memberships  
Board Chair Brian Baer noted he would be stepping down from the Building Committee and appointed Mark Stewart to take his place on the Building Committee.
- d. Dr. L. Robert McConnell Staff Award Selection  
Each year the Capital Area District Libraries' Board recognizes staff members who have demonstrated an exceptional ability to provide customer service or who have developed an innovative approach to improve library services or operations. Customer service includes both public service to patrons and support services to staff. Recipients receive a recognition certificate and a monetary award of \$500 each.

It is recommended to Award the 2024 Dr. L. Robert McConnell Staff Award for Customer Service to Rose Marshall, Library Assistant at the Stockbridge Library and the Award for Innovation to Jill Abood, Community Engagement Specialist.

Other Customer Service nominees included:

- Melissa Crain, Public Service Librarian at the Williamston Library
- Wanda Finney, Library Assistant at the Lansing Libraries/Foster
- Roseann Goldblatt, Library Clerk at the Holt Library

- Audrey Karr, Library Assistant at the Lansing Libraries/South Lansing
- Minhye Kim (known as Kim), Library Clerk at the Holt Library
- Eric Le, Library Clerk at the Lansing Libraries/Downtown
- Sarah Lehman, Library Assistant at the Aurelius Library
- Bridie McBride, Public Service Librarian at the Meridian Libraries/Haslett
- Sherri McConnell, Head of the Stockbridge Library
- Diane Speerbrecker, Library Clerk at the Lansing Libraries/South Lansing
- John Takis, Library Assistant at the Mason Library
- Jacob Todd, Library Clerk at the Holt Library
- Kat Van Halst, Public Service Librarian at the Holt Library
- DiAnne Warfield, Library Assistant at the Holt Library
- Charlie Woodside, Library Assistant at the Lansing Libraries/Downtown Lansing
- Jessica Wright, Public Service Librarian at the Holt Library
- Kathy Zayko, Public Service Librarian at the Lansing Libraries/South Lansing

Other Innovation nominees included:

- Andy Bourgeois, Head of Public Service at the Lansing Libraries/Downtown
- Lynn Harper, Head of Dansville Library
- Sarah Lehman, Library Assistant at the Aurelius Library
- Sachiko Robison, Library Clerk at the Holt Library
- Cassie Veselovsky, Head of Public Service at the Lansing Libraries/Foster

Quinn O'Donnell made a motion to approve the McConnell Award recipients as presented. Debora Bloomquist seconded the motion. The motion carried.

e. Executive Director Evaluation Committee

Board Chair Brian Baer appointed Sandy Drake, Quinn O'Donnell, and Julie Vandenboom to serve as the Executive Director Evaluation Committee. He noted that any evaluation process changes will be brought before the Board in December.

f. 2025 Board Meeting Dates

Sandy Drake made a motion to approve the 2025 Board Meeting dates as presented. Mark Stewart seconded the motion. The motion carried.

g. 2025 CADL Days Closed

Quinn O'Donnell made a motion to approve the 2025 CADL Days Closed as presented. Mark Stewart seconded the motion. The motion carried.

h. Legislative Update

The Legislature is currently on hold leading up to the election; however, a lot may happen between the time of the election and when new legislators assume office.

Executive Director Jenny Marr attended a leadership panel session related to legislative issues at a conference in the UP. She also participated in an advocacy jam session at the MLA conference and attended the gala awards night where legislator of the year awards were presented.

i. Community Contacts, Comments and Questions

Sandy Drake attended Friends of the Library meetings at Mason, Dansville, Okemos, Haslett, Leslie, Webberville, and Lansing. She also attended the Holt-Delhi and Mason Friends book sales and the Kekla Magoon author visit.

Sandy Drake oversaw the CADL Friends meeting on October 14 which had 21 attendees from 8 of the 11 Friends Groups. Last week was National Friends of the Library Week, and Sandy sent thank you notes to the Friends Groups on behalf of the Board.

Brian Baer, Debora Bloomquist, and Jenny Marr attended the Lansing City Council meeting where Jenny explained CADL's position on the Downtown Building during public comments. Jenny Marr continues to meet with City of Lansing and County officials as the Board moves forward.

Debora Bloomquist attended the Lansing City Council meeting where Julie Vandenoorn was sworn in, and she attended the MLA Conference earlier in October.

Patron comments and questions received during the month of September were included in the Board Packet.

## **Finance**

a. September 2024 Financial Report

Finance Director Miriam Mattison presented the September 2024 Financial Report.

Mark Stewart made a motion to accept the September 2024 Financial Report. Quinn O'Donnell seconded the motion. The motion carried.

b. October 2024 Budget Amendment

Finance Director Miriam Mattison explained recommended revisions to the 2024 budget which combined to a \$341,190 return to the Undesignated Fund Balance.

Mark Stewart made a motion to approve the October 2024 Budget Amendment. Sandy Drake seconded the motion. The motion carried.

c. 2025 Draft Budget Review

Finance Director Miriam Mattison presented a draft 2025 budget and explained the reasoning behind budgeted amounts.

The public hearing on the budget will take place on November 13, 2024.

d. 2023 Pension Actuarial Evaluation

Finance Director Miriam Mattison presented the 2023 Pension Actuarial Results. The actuarial funded ratio is 85% which is the same percentage as the previous year.

e. Annual Investment Report

Finance Director Miriam Mattison presented the Capital Area District Library's Investment Portfolio as of September 30, 2024.

f. Large 2016 Mobile Library Disposal Recommendation

The large 2016 Mobile Library vehicle has been out of service for nearly one year, and prolonged periods of inactivity have caused significant underbody deterioration and steering-related issues. It is recommended to sell the vehicle through an auction with a reserve bid of \$500. If the vehicle does not attract interest, it is recommended to scrap it through Padnos Recycling or a similar scrap vendor.

Julie Vandenboom made a motion to approve the disposal recommendation as presented. Mark Stewart seconded the motion. The motion carried.

g. 2025 Pay Increases for Page Employees Recommendations

It is recommended that effective January 1, 2025, Library Page employees receive an increase of 3% to their hourly wage. Currently pages make \$10.68 per hour and will be paid \$11.00 per hour beginning on January 1st, 2025. If the legislature makes no changes, this rate will increase again on February 21, 2025.

Minimum wage in Michigan will be \$10.56 per hour effective January 1, 2025, with another increase expected on February 21, 2025, when it is estimated to rise to approximately \$12.50 per hour as a result of the restored Workforce Opportunity Wage Act.

Page employees are an important and valuable part of the CADL system. The total additional cost in 2025 including both increases, payroll taxes and W/C is \$14,788 and is included in the 2025 budget.

Quinn O'Donnell made a motion to approve the recommendation as presented. Sandy Drake seconded the motion.

## **DIRECTOR'S REPORT**

- October is Library Appreciation Month in Michigan. Governor Whitmer has made an official proclamation and recorded congratulations which were played at the MLA conference.
- This is the week that holiday CDs and DVDs are taken out of storage and distributed to the branches for circulation.
- A team of staff members served a meal at the City Rescue Mission Women's Shelter as part of CADL Cares initiatives.
- CADL Conference is coming up on November 11, and the Board is invited to attend.
- CADL is working with Vevay Township to get a Storywalk installed in a community park.
- Phase 3 of the Mason branch renovation is wrapping up. A grand opening event and ribbon cutting is tentatively scheduled for December 12 in conjunction with the Winter Open House program.
- CADL's Fall Guide newsletter is online now. Marketing staff are doing original illustrations for this and future publications.

- The MLA Annual Conference took place October 16-18 in Traverse City. A number of CADL staff members attended the conference, including Sheryl Knox and Jessica Trotter who gave presentations and Andy Bourgeois who served on the conference planning committee.

**POLICIES – No changes, for review only**

- a. GOV 202 Strategic Plan
- b. GOV 220 FOIA Policy
- c. HUM 104 Equal Employment Policy
- d. HUM 302 SSN Privacy Policy

**PUBLIC, STAFF, AND BOARD MEMBER COMMENTS**

Public comment – limit of three minutes per speaker.

**ADJOURNMENT**

Mark Stewart made a motion to adjourn the meeting. Quinn O'Donnell seconded the motion. The motion carried. The meeting adjourned at 6:50 pm.

CHECK REGISTER FOR CAPITAL AREA DISTRICT LIBRARIES  
CHECK DATE 10/01/2024 - 10/31/2024

Check Date	Check	Vendor Name	Description	Amount
Bank MAIN MAIN C				
Check Type: EFT Tr				
10/04/2024	2187(E)	ACRISURE/44 NORTH	PRESCRIPTION CLAIMS	450.00
10/04/2024	2188(E)	CONSUMERS ENERGY	4321 1 8/12-9/10/24	508.32
10/05/2024	2188(E)	CONSUMERS ENERGY	4321 2 8/11-9/10/24	607.07
10/06/2024	2188(E)	CONSUMERS ENERGY	201 8/12-9/10/24	332.97
10/07/2024	2188(E)	CONSUMERS ENERGY	4321 4 9/12-9/10/24	296.93
10/08/2024	2188(E)	CONSUMERS ENERGY	4321 3 8/12-9/10/24	322.74
10/04/2024	2189(E)	INGRAM LIBRARY SERVICES	BOOKS	4,704.95
10/04/2024	2193(E)	JULIE LAXTON	MILEAGE 7/23-9/18/14	222.44
10/04/2024	2194(E)	LAGARDA SECURITY	SECURITY SVCS W/E 9/15/24	2,973.06
10/04/2024	2195(E)	MAXOR PLUS	PRESCRIPTION CLAIMS	4,703.29
10/04/2024	2196(E)	MIDWEST TAPE	DVD,MUSIC,AUDIOBOOKS	2,447.24
10/04/2024	2197(E)	MISSION SQUARE	9/2024 RETIREMENT CONTRIBUTIONS	2,994.48
10/04/2024	2198(E)	OVERDRIVE INC	CONTENT PURCHASE	30,000.00
10/04/2024	2199(E)	PROQUEST LLC	2025 LSJ MICROFILM	525.00
10/04/2024	2200(E)	STAPLES ADVANTAGE	OFFICE SUPPLIES	584.65
10/04/2024	2201(E)	TASC	BENEFITS FUNDING	439.62
10/11/2024	2202(E)	ALERUS FINANCIAL	9/2024 RETIREMENT CONTRIBUTIONS	20,203.78
10/11/2024	2203(E)	BOARD OF WATER & LIGHT	427 1FL 8/9-9/9/24	71.32
10/11/2024	2204(E)	BOARD OF WATER & LIGHT	123 8/9-9/7/24	11,291.44
10/11/2024	2205(E)	BOARD OF WATER & LIGHT	3500 108 8/9-9/7/24	1,183.02
10/11/2024	2206(E)	BOARD OF WATER & LIGHT	3500 1/2 8/8-9/6/24	542.06
10/11/2024	2207(E)	CONSUMERS ENERGY	145 8/14-9/12/24	861.20
10/11/2024	2208(E)	CONSUMERS ENERGY	427 8/10-9/11/24	16.00
10/11/2024	2209(E)	CONSUMERS ENERGY	1379 8/14-9/12/24	147.28
10/11/2024	2210(E)	CONSUMERS ENERGY	401 8/10-9/11/24	19.13
10/11/2024	2211(E)	CONSUMERS ENERGY	126 8/15-9/15/24	298.50
10/11/2024	2212(E)	CONSUMERS ENERGY	3500 107B 8/13-9/12/24	16.00
10/11/2024	2213(E)	CONSUMERS ENERGY	3500 109B 8/13-9/12/24	16.00
10/11/2024	2214(E)	LAGARDA SECURITY	SECURITY SVCS W/E 9/22/24	2,758.14
10/11/2024	2215(E)	MAXOR PLUS	PRESCRIPTION CLAIMS	5,531.49
10/11/2024	2216(E)	MERS	9/2024 RETIREMENT CONTRIBUTIONS	89,637.17
10/11/2024	2217(E)	STAPLES ADVANTAGE	OFFICE, PROGRAM SUPPLIES	682.33
10/11/2024	2218(E)	ACRISURE/44 NORTH	PRESCRIPTION CLAIMS	896.06
10/11/2024	2219(E)	TASC	BENEFITS FUNDING	130.21
10/21/2024	2220&2274(E)	RAMP BUSINESS CORPORATION	*See next page	41,987.11
10/18/2024	2225(E)	AMAZON	AMAZON	3,967.72
10/18/2024	2226(E)	BAKER & TAYLOR BOOKS	BOOKS	11,342.02
10/18/2024	2227(E)	BOYNTON FIRE SAFETY SERVICE LLC	FIRE ALARM INSPECTION	250.00
10/18/2024	2228(E)	CASSIDY GOULD	MILEAGE 7/17-8/23/24	67.40
10/18/2024	2229(E)	CDW GOVERNMENT INC	V850 PRO SCANNER FOR LOCAL HISTORY	1,234.05
10/18/2024	2230(E)	CONSUMERS ENERGY	115 8/17-9/17	16.00
10/18/2024	2231(E)	DELTA DENTAL PLAN OF MICHIGAN	1082024 DENTAL PREMIUM	231.66
10/18/2024	2232(E)	INGRAM LIBRARY SERVICES	BOOKS	3,826.36
10/18/2024	2235(E)	KANOPY INC	9/2024 PLAY CREDITS	2,167.50
10/18/2024	2236(E)	LAGARDA SECURITY	SECURITY SVCS W/E 9/29/24	2,913.36
10/18/2024	2237(E)	MAXOR PLUS	PRESCRIPTION CLAIMS	2,632.73
10/18/2024	2238(E)	MERS	UNION COLA	650.00
10/18/2024	2239(E)	MICHIGAN FLEET FUELING SOLUTION	VEHICLE FUEL 9/15-9/30/24	829.38
10/18/2024	2240(E)	MIDWEST TAPE	9/2024 DIGITAL CONTENT	36,851.37
10/18/2024	2241(E)	OJIEH, CHANELLE	MILEAGE 8/21-9/18/24	54.40
10/18/2024	2242(E)	PENNER, JARED	8/2024-9/2024 CELLPHONE REIMBURSEMENT	30.00
10/18/2024	2243(E)	INGRAM LIBRARY SERVICES	BOOKS - AUTHOR VISIT	2,197.26
10/18/2024	2244(E)	STAPLES ADVANTAGE	OFFICE SUPPLIES	1,382.70



10/18/2024	2245(E)	T-MOBILE	HOTSPOTS 8/21-9/20/24	5,230.27
10/18/2024	2246(E)	INGRAM LIBRARY SERVICES	BOOKS	4,499.89
10/18/2024	2250(E)	MIDWEST TAPE	AUDIOBOOKS,DVD,MUSIC	5,399.47
10/18/2024	2251(E)	MIDWEST TAPE	DVD,AUDIOBOOKS,MUSIC	7,149.36
10/25/2024	2252(E)	ACRISURE/44 NORTH	10/2024 BUNDLE FEE, PHARMACY	2,823.30
10/25/2024	2253(E)	AT&T	TELEPHONE 9/2-10/1	24.00
10/25/2024	2254(E)	BAKER & TAYLOR BOOKS	BOOKS	31,456.14
10/25/2024	2257(E)	BOARD OF WATER & LIGHT	401 8/5-9/10/24	512.99
10/25/2024	2258(E)	BOYNTON FIRE SAFETY SERVICE LLC	FIRE EXTINGUISHER & EMERGENCY LIGHTING INSPE	1,993.00
10/25/2024	2259(E)	CENGAGE LEARNING INC/GALE	BOOKS	449.77
10/25/2024	2260(E)	INGRAM LIBRARY SERVICES	BOOKS	4,440.41
10/25/2024	2263(E)	JOLEE HAMLIN	MILEAGE 6/11-9/23/24	373.19
10/25/2024	2264(E)	KATHERINE ZAYKO	MILEAGE 6/3-7/31/24	77.31
10/25/2024	2265(E)	LAGARDA SECURITY	SECURITY SVCS W/E 10/6/24	2,973.06
10/25/2024	2266(E)	MAXOR PLUS	PRESCRIPTION CLAIMS	3,864.26
10/25/2024	2267(E)	MICHAEL MOORE	MILEAGE 9/23-10/1/24	390.34
10/25/2024	2268(E)	MIDWEST TAPE	DVD,MUSIC,AUDIOBOOKS	3,287.05
10/25/2024	2269(E)	STAPLES ADVANTAGE	OFFICE SUPPLIES	1,166.95
10/25/2024	2270(E)	TASC	BENEFITS FUNDING	43.15
10/26/2024	2270(E)	TASC	BENEFITS FUNDING	213.95
10/25/2024	2271(E)	VISION SERVICE PLAN	10/2024 VISION PREMIUM	924.95
10/28/2024	2272(E)	ACRISURE/44 NORTH	11/2024 METLIFE	1,750.04
10/28/2024	2273(E)	ACRISURE/44 NORTH	PRESCRIPTION CLAIMS	410.61
10/31/2024	2275(E)	AMAZON	AMAZON	3,504.35
10/31/2024	2276(E)	DELTA DENTAL PLAN OF MICHIGAN	9/2024 DENTAL CLAIMS	2,141.60
10/31/2024	2277(E)	DTE ENERGY	117 9/5-10/3/24	229.11
10/31/2024	2278(E)	GRANGER CONTAINER SERVICE INC	10/2024 TRASH SVC	493.89
10/31/2024	2279(E)	TASC	BENEFITS FUNDING	223.25
Total EFT Transfer:				385,090.57

Check Type: Paper

10/22/2024	56447	ALBERT ABBOTT	7/2024 CELLPHONE REIMBURSEMENT	15.00
10/22/2024	56448	ANDREW KERCHER	PRG HISTORY OF MI SHIPWRECK	250.00
10/22/2024	56449	APPLE INC	IPAD FOR MARKETING	479.00
10/22/2024	56450	AURELIUS TOWNSHIP	7/2024-9/2024 UTILITIES, CUSTODIAL	1,781.97
10/22/2024	56451	BARNES & NOBLE	AUGUST 2024 MAGNOLIA PURCHASE	99.90
10/22/2024	56452	BLACKSTONE PUBLISHING INC	AUDIOBOOKS	1,391.05
10/22/2024	56453	BRAD LANCASTER	BRAD LANCASTER HALLOWEEN 2024	850.00
10/22/2024	56454	BRIGGS PUBLIC LIBRARY	LOST BOOK	19.95
10/22/2024	56455	CAMERON ZVARA	2024 HALLOWEEN MAGIC SHOWS	1,525.00
10/22/2024	56456	CENTRAL BUSINESS SYSTEMS INC	9/2024 PRINT COLLECTIONS, COPIES	1,662.44
10/22/2024	56457	CENTRAL SECURITY ALARM INC	11/2024-1/2025 MONITORING	149.85
10/22/2024	56458	CHARLOTTE COMMUNITY LIBRARY	LOST BOOK	20.99
10/22/2024	56459	CHICAGO DISTRIBUTION CENTER	PROFESSIONAL BOOKS	107.45
10/22/2024	56460	CITY OF DEARBORN	LOST BOOKS	104.75
10/22/2024	56461	CITY OF LESLIE	201 7/1-9/30/24	180.04
10/22/2024	56462	CONSTANTINE TOWNSHIP LIBRARY	LOST BOOK	31.99
10/22/2024	56463	EARL NICHOLSON	7/24-9/24 CELLPHONE REIMBURSEMENT	45.00
10/22/2024	56464	EAST LANSING PUBLIC LIBRARY	LOST BOOK	12.64
10/22/2024	56465	ELAJ	9/2024 ADS	10.00
10/22/2024	56466	FRESH TRACKS INC	CARPET CLEANING OK	850.00
10/22/2024	56467	GERALD GRAY	7/24-9/24 CELLPHONE REIMBURSEMENT	45.00
10/22/2024	56468	GOODYEAR COMMERCIAL TIRE & SER	OIL CHANGE, WHEEL BALANCE VIN 5540,0816	520.44
10/22/2024	56469	GREY HOUSE PUBLISHING INC	WEISS RATINGS 12/1/2024-11/30/2025	5,995.00
10/22/2024	56470	HILLSDALE COMMUNITY LIBRARY	LOST BOOK	48.00
10/22/2024	56471	INNOVATIVE USERS GROUP	IUG MEMBERSHIP DUES 10/28/24-10/28/25	150.00
10/22/2024	56472	JACKSON DISTRICT LIBRARY	LOST BOOK	71.70
10/22/2024	56473	JANIA TAYLOR	WANDA THE WACKY WITCH - JANIA TAYLOR AT SL 10	450.00
10/22/2024	56474	JENNIFER DEGROAT	REIMBURSEMENT FOR PUMPKINS	75.00
10/22/2024	56475	JENNIFER DEGROAT/PETTY CASH	PROGRAM,SUMMER TEACHING TRAININGS SUPPLIE	67.63

10/22/2024	56476	JENNY MARR	MILEAGE - FALL CONFERENCES	741.02
10/22/2024	56477	JULIE CHRISINSKE/PETTY CASH	STAFF TREATS, STORYTIME SUPPLIES	55.81
10/22/2024	56478	KEKLA MAGOON	AUTHOR VISIT	2,500.00
10/22/2024	56479	LAURA DELIND	LAURA DELIND AT SL 11-2-24	100.00
10/22/2024	56480	MARISELA GARZA	ALSC NATL FORUM TRAVEL EXPENSES,MILEAGE 7/1	1,100.22
10/22/2024	56481	MARK BUZZITTA	MILEAGE 9/4-9/25/24,DINNER FOR AUTHOR	154.73
10/22/2024	56482	MASON AREA CHAMBER OF COMMER	REGISTRATION - BULLDOGS	50.00
10/22/2024	56483	MASON LION'S CLUB	DUES FOR 2024	75.00
10/22/2024	56484	MASON ROTARY	QUARTERLY DUES 7/24-9/24 H GOUPIL	244.00
10/22/2024	56485	MELISSA COOKE	LANSING HOOPS AT WE 10-24-24	225.00
10/22/2024	56486	MICHIGAN LIBRARY ASSOCIATION	MLA THINKSPACE CONFERENCE	1,960.00
10/22/2024	56487	MICHIGAN MUNICIPAL RISK MANAGEI	INSURANCE 8/18/24-8/18/25 2ND INSTALL	16,727.25
10/22/2024	56488	MICHIGAN PUBLIC EMPLOYERS LABO	JULE LAXTON ANNUAL MBRSH 7/124-6/30/25	50.00
10/22/2024	56489	MIDWEST AIR FILTER, INC.	2024 MIDWEST AIR FILTER DL FALL POCKET FILTER (	903.28
10/22/2024	56490	MONROE COUNTY LIBRARY SYSTEM	LOST BOOK	9.99
10/22/2024	56491	MULTI-CULTURAL BOOKS & VIDEOS	BOOKS	3,270.00
10/22/2024	56492	MURPHY & SPAGNUOLO PC	9/2024 LEGAL SVCS	3,901.00
10/22/2024	56493	MUSIC MANOR	UKULELE CASE AND THEREMINI CASE,GUITAR REPA	234.67
10/22/2024	56494	PLAYAWAY PRODUCTS LLC	AUDIOBOOKS,FALL 2025 LAUNCHPADS	2,598.20
10/22/2024	56495	RICHARDSON, ROSS	MICHIGAN MYSTERIES-HALLOWEEN EDITION	199.00
10/22/2024	56496	RICOH USA INC	COPIES 3RD FL FINANCE AREA	209.38
10/22/2024	56497	SAI KRISHNAMURTHI	MILEAGE 4/22-9/24/24	40.33
10/22/2024	56498	SEHI COMPUTER PRODUCTS INC	LOT ADDITIONAL CHROMEBOOKS 2024	7,954.50
10/22/2024	56499	SHUYLER CLARK	MILEAGE 8/19-9/29/24	95.68
10/22/2024	56500	THAIS ROUSSEAU	MILEAGE, PARKING 9/10-9/12/24	10.49
10/22/2024	56501	TIMOTHY WAYNE MOORE	20241001 LEGACY PARKWAY PEST INSPECTION- SU	100.00
10/22/2024	56502	TOWNSQUARE MEDIA LANSING	9/2024 ADS	1,500.00
10/22/2024	56503	TRACY D HERRELL	HAUNTED HISTORY OF THE GREAT LAKES - SHETAN	125.00
10/22/2024	56504	TSAI FONG BOOKS	BOOKS	838.48
10/22/2024	56505	TUTOR.COM INC	ONLINE TUTORING SUBSCRIPTION 10/24-9/25	3,000.00
10/22/2024	56506	UAW LOCAL 2256	9/2024 UNION DUES	3,131.59
10/22/2024	56507	UNIQUE	9/2024 CHAT SERVICE, PLACEMENTS	1,541.35
10/22/2024	56508	VILLAGE OF DANSVILLE	SEWER SVC 9/1-11/30/24	66.75
10/22/2024	56509	VILLAGE OF STOCKBRIDGE	W/S 6/26-9/23/24	202.22
10/22/2024	56510	WILLIAMSTON COMMUNITY SCHOOL	CLEANING & UTILITIES 7/2024-9/2024	4,523.25
10/22/2024	56511	WLAJ	9/2024 ADS	50.00
10/22/2024	56512	WLNS	9/2024 ADS	640.00
10/22/2024	56513	ZAYO GROUP LLC	10/1-12/31/24 WAN AND INTERNET	2,147.40
Total Paper Check:				<u>78,285.38</u>
MAIN TOTALS:				
Total of 144 Checks:				463,375.95
Less 0 Void Checks:				0.00
Total of 144 Disbursements:				<u>463,375.95</u>

CHECK REGISTER FOR CAPITAL AREA DISTRICT LIBRARIES

CHECK DATE 10/01/2024 - 10/31/2024

Check Date	Check	Vendor Name	Description	Amount
10/21/2024	2220(E)	RAMP BUSINESS C	PRINT FROM ANYWHERE UPDATE INFO MATERIALS	298.07
			WATER DELIVERY DA	42.25
			WATER DELIVERY FO	7.75
			10/2024 WATER COOLER	95.00
			WATER DELIVERY LE	20.75
			WATER DELIVERY FO	14.25
			2024 AUG-SEPT DL AHU1 BEARING REPAIRS	9,937.12
			SCH MAINT INSPECTION 9/1-11/30/24	1,450.00
			PEST CONTROL	68.00
			PEST CONTROL SVCS	83.00
			PEST CONTROL SVCS	64.00
			UPGRADE TO PASTPERFECT XL - PRO-RATED	110.00
			W/S 7/15-8/15/24	85.86
			2024: LIBRARY CARD MONTH & SMOKEY THE BEAR READING CHALLENGE	660.00
			THE MID DIGITAL NEWS: 9/4, 9/11, 9/18, 9/25	560.00
			10/1-12/31/24 TRASH SVC SL	55.00
			10/1-12/31/24 TRASH SVC DTL	55.00
			TRAUMATIC BRAIN INJURY-DL STAFF 10/10/24	99.00
			CARPET CLEANER, WINDSHIELD WASHER FLUID	65.94
			DEMAGNETIZER	14.44
			BATTERY JIG SAW	169.00
			CERAMIC HEATER,GLOVES,VALVES	115.44
			20241007 MASON RENO 2ND FLOOR ACS	1,087.40
			20241007 MASON RENO 2ND FLOOR ACS	375.29
			WAX RING, FOLDING KNIFE,PLUNGER	56.51
			WIRE CONNECTORS,SCREWS,OUTLET EXT	40.90
			9/2024 METV ADVERTISING	70.00
			BOOKS	720.00
			CC FEE BALANCE BOOKS	14.99
			NEW LABELS	778.13
			TS LABELS FOR CENTRAL SUPPLY REQUESTS	385.55
			BATH TISSUE	35.75
			PAPER TOWEL	83.33
			SOAP	74.96
			BATH TISSUE, PAPER TOWEL	151.48
			BATH TISSUE, PAPER TOWEL	81.50
			BATH TISSUE	75.15
			09/2024 MAT SERVICE	481.16
			CADL CON COFFEE	246.00
			MARKETING CAMERA EQUIPMENT UPGRADES	1,379.39
			9/2024 JANITORIAL SVCS	14,489.74
			10/2024 DIGITAL PHONE LINES AT DL	73.29
			WEBINAR FOR J GOODRICH-SHARING IS CARING	47.40
			6 BOXES SHREDDED	18.00
			PUBLIC HEARING NOTICE	106.90
			SMARTY ADDRESS VALIDATION API ACCESS	54.00
			MONTHLY WEBSITE HOSTING CHARGES	278.30
			10/6-11/5/24 HOSTING MINECRAFT SERVER	29.94
			CADL CON SNACKS	75.53
			1952 1953 PHOTO LOT J.W. SEXTON HIGH SCHOOL	12.99
			RPPC 2 AFRICAN AMERICAN KIDS CUTE 1911-14	20.95

	ANNUAL SUBSCRIPTION 10/2/24-10/2/25	663.60
	13W X 18L X 3H PART #EFNB18133	117.79
	CADL CON DONUTS	229.50
	HAPE BUSY CITY RAILWAY BUNDLE 2024	431.33
	WATER FOR FRIENDS MEETING	4.29
	DUPLICATE TITLE FEES	30.62
	DUPLICATE TITLE FEE VIN1431	20.42
	SOUTH LANSING AND HASLETT LOCATION LABELS	652.38
	SIMPLYBOOK 10/1-11/2/24	59.90
	SHIPPING COSTS FOR FREE SEEDS	9.80
	BOARD PHOTO PRINTS FOR CONF RM	8.09
	9/2024 WASABI CLOUD STORAGE	83.58
	ZOOM - 2 USERS - OCT RENEWAL	319.80
	10/2024 PROOFPOINT & TEAMS	2,332.25
	SUBSCRIPTION 10/1-3/30/25	74.90
	9/2024 CADLINKEDIN30 ADVERTISING	80.00
	YETI PLUSH TOYS WINTER READING PRIZES	133.56
	CONFERENCE HOTEL STAY	267.50
	ANNUAL PERSONAL DUES J LAXTON 10/24-9/25	200.00
	20241001 LEGACY PARKWAY BUILDING INSPECTION	800.00
	TAHQUAMENON FALLS PUZZLES	81.99
	DRAGONFRAME SOFTWARE	219.92
	BOOKS	92.96
	RAMP CASHBACK	(832.77)
2274(E)	RAMP BUSINESS C CADL CON CANDY	47.90
	MLA HOTEL CHARGES JA	315.80
	MLA HOTEL CHARGES SM	31.90
	MLA HOTEL CHARGES MN	31.90
	MLA HOTEL CHARGES ES	31.90
	MLA HOTEL CHARGES CP	31.90
		<u>41,987.11</u>

BALANCE SHEET REPORT FOR CAPITAL AREA DISTRICT LIBRARIES  
Balance As of 10/31/2024

GL Number	Description	YTD Balance 10/31/2023	YTD Balance 10/31/2024
<b>Fund: 101 GENERAL FUND</b>			
<b>*** Assets ***</b>			
<b>Account Type: Cash</b>			
	CASH	10,519,196.38	11,620,685.66
	IMPREST CASH	2,612.00	2,312.00
	INVESTMENTS	4,377,030.07	4,508,635.06
	Cash	14,898,838.45	16,131,632.72
<b>Account Type: Other Assets</b>			
	ACCOUNTS RECEIVABLE	9,872.27	0.00
	INTEREST RECEIVABLE	55,115.30	133,321.57
	PREPAID EXPENSE	252,141.62	278,242.68
	TAXES RECEIVABLE	147,842.04	0.00
	Other Assets	464,971.23	411,564.25
	<b>Total Assets</b>	15,363,809.68	16,543,196.97
<b>*** Liabilities ***</b>			
<b>Account Type: Accounts Payable</b>			
	ACCOUNTS PAYABLE	85,452.78	363,549.55
	ACCRUED EMPLOYEE PAYABLE	48,682.61	7,290.84
	Accounts Payable	134,135.39	370,840.39
<b>Account Type: Liabilities-ST</b>			
	DEFERRED REVENUE	147,842.04	0.00
	Liabilities-ST	147,842.04	0.00
	<b>Total Liabilities</b>	281,977.43	370,840.39
<b>*** Fund Equity ***</b>			
<b>Account Type: Unassigned</b>			
	FUND BALANCE AUTOMATION	1,000,000.00	1,000,000.00
	FUND BALANCE CAPITAL PRO	1,599,999.66	2,249,999.66
	FUND BALANCE CONTINGENCY	6,315,399.10	5,342,849.10
	FUND BALANCE DONATIONS RE	333,152.13	555,255.95
	FUND BALANCE DONATIONS UN	286,284.82	512,955.93
	FUND BALANCE OPERATIONS	499,000.00	715,550.00
	FUND BALANCE PENSION RESE	1,560,000.00	1,560,000.00
	FUND BALANCE UNDESIGNATED	526,107.95	864,140.31
	Unassigned	12,119,943.66	12,800,750.95
	<b>Total Fund Equity</b>	12,119,943.66	12,800,750.95
<b>Total Fund 101:</b>			
<b>TOTAL ASSETS</b>		15,363,809.68	16,543,196.97
<b>BEG. FUND BALANCE</b>		12,119,943.66	12,800,750.95
<b>+ NET OF REVENUES &amp; EXPENDITURES</b>		0.00	0.00
<b>= ENDING FUND BALANCE</b>		12,119,943.66	12,800,750.95
<b>+ LIABILITIES</b>		281,977.43	370,840.39
<b>= TOTAL LIABILITIES AND FUND BALANCE</b>		12,401,921.09	13,171,591.34
<b>OUT OF BALANCE</b>		2,961,888.59	3,371,605.63

BOARD FS FOR CAPITAL AREA DISTRICT LIBRARIES

Balance As of 10/31/2024

\*NOTE: Pct Budget does not reflect amounts encumbered.

GL Number	Description	Activity For 10/31/2024	YTD Balance 10/31/2024	2024 Amended Budget	% Bdgt Used
<b>Fund: 101 GENERAL FUND</b>					
<b>Account Category: Revenues</b>					
MILLAGE INCOME					
402	Property Tax Revenue	111.26	13,015,719.17	12,700,000.00	102.49
404	Renaissance Zone Reimbursement		44,591.54	44,500.00	100.21
437	Industrial Facilities Tax		38,537.63	38,000.00	101.41
	MILLAGE INCOME	111.26	13,098,848.34	12,782,500.00	102.47
PENAL FINES					
658	Penal Fines Ingham County	7,143.94	209,938.73	202,000.00	103.93
659	Penal Fines Eaton County		7,969.25	7,500.00	106.26
	PENAL FINES	7,143.94	217,907.98	209,500.00	104.01
STATE AID					
410	PPT Reimbursement		181,817.57	181,800.00	100.01
553	State Aid Direct		124,738.94	124,000.00	100.60
554	State Aid Indirect		124,738.94	124,000.00	100.60
	STATE AID	0.00	431,295.45	429,800.00	100.35
LIBRARY FEES					
630	Printing Revenue	5,199.65	43,835.20	42,000.00	104.37
631	Non Resident Fees	4,220.00	26,785.01	26,000.00	103.02
	LIBRARY FEES	9,419.65	70,620.21	68,000.00	103.85
DONATIONS					
674	Donation Income-Friends/Restricted	1,080.00	74,035.46	65,000.00	113.90
677	Donation Income-Unrestricted	1,739.05	9,213.10	16,000.00	57.58
	DONATIONS	2,819.05	83,248.56	81,000.00	102.78
GRANTS					
540	Grants		10,000.00	10,000.00	100.00
543	Grants-MMLC		15,000.00	15,000.00	100.00
548	Grants-Capital Region Comm Foundatio		1,000.00	1,000.00	100.00
551	Grants-ECF		16,440.00	16,440.00	100.00
	GRANTS	0.00	42,440.00	42,440.00	100.00
OTHER INCOME					
542	MMLC Reimbursement	61,537.85	61,537.85	124,000.00	49.63
628	Universal Service Fund Income	7,825.81	7,825.81	8,000.00	97.82
632	Lost and Paid Books	3,443.22	32,261.41	25,000.00	129.05
665	Interest Income	49,472.46	637,612.84	550,000.00	115.93
673	Sale of Fixed Assets	4,000.00	12,505.00	5,000.00	250.10
675	Misc Income	1,575.70	14,352.29	5,000.00	287.05
682	Insurance Claim Income		5,660.00	5,600.00	101.07
	OTHER INCOME	127,855.04	771,755.20	722,600.00	106.80
DUE FROM FUND BALANCES					
966	Due from Pension Reserve			360,000.00	0.00
969	Due From Capital Projects Fund			300,000.00	0.00
971	Due From Operations Fund			215,550.00	0.00
974	DUE FROM SBITA			97,000.00	0.00
	DUE FROM FUND BALANCES	0.00	0.00	972,550.00	0.00
	Revenues	147,348.94	14,716,115.74	15,308,390.00	96.13
<b>Account Category: Expenditures</b>					
SALARIES AND BENEFITS					
702	Salaries	519,937.38	5,341,894.77	7,052,000.00	75.75
714	Unemployment Insurance			3,000.00	0.00
715	FICA EMPLOYER SHARE	38,963.94	399,857.78	539,500.00	74.12
716	HEALTH INSURANCE	41,766.46	455,944.16	650,000.00	70.15
717	Life & Disability Insurance	402.93	4,719.62	5,000.00	94.39
718	Retirement	65,577.57	676,084.20	850,000.00	79.54
719	Prescription Expense	16,400.43	231,200.86	285,000.00	81.12
720	DENTAL INSURANCE	169.66	34,301.69	45,000.00	76.23
721	VISION INSURANCE	924.95	8,680.30	11,000.00	78.91
722	Workers Comp Insurance		32,545.41	32,600.00	99.83
724	Parking Main Library	4,525.00	50,160.40	54,800.00	91.53
	SALARIES AND BENEFITS	688,668.32	7,235,389.19	9,527,900.00	75.94
MATERIALS					
727	Books	74,028.28	777,655.12	1,020,800.00	76.18
728	Periodicals		36,286.96	42,600.00	85.18
729	DVD	15,111.04	137,769.11	224,400.00	61.39

BOARD FS FOR CAPITAL AREA DISTRICT LIBRARIES

Balance As of 10/31/2024

\*NOTE: Pct Budget does not reflect amounts encumbered.

GL Number	Description	Activity For 10/31/2024	YTD Balance 10/31/2024	2024 Amended Budget	% Bdgt Used
<b>Fund: 101 GENERAL FUND</b>					
<b>Account Category: Expenditures</b>					
<b>MATERIALS</b>					
730	Library of Things	9,644.33	40,839.93	57,000.00	71.65
731	Audiobooks	50,715.19	466,366.40	543,800.00	85.76
732	Music	3,227.76	27,057.06	43,100.00	62.78
733	Databases	499.58	94,836.04	98,000.00	96.77
734	Subscription Services		84,906.30	85,600.00	99.19
735	Processing Supplies	1,126.72	18,276.11	28,800.00	63.46
736	Processing Fees	5,045.53	46,011.38	61,600.00	74.69
	<b>MATERIALS</b>	<b>159,398.43</b>	<b>1,730,004.41</b>	<b>2,205,700.00</b>	<b>78.43</b>
<b>SUPPLIES</b>					
740	Office Supplies	6,646.13	63,259.92	85,000.00	74.42
741	Postage Expense	2,000.00	2,487.44	5,000.00	49.75
776	Janitorial Supplies	1,182.65	11,751.92	15,000.00	78.35
862	Gas-Delivery Vehicles	1,730.84	17,956.73	35,000.00	51.30
	<b>SUPPLIES</b>	<b>11,559.62</b>	<b>95,456.01</b>	<b>140,000.00</b>	<b>68.18</b>
<b>PROFESSIONAL SERVICES</b>					
820	Membership Fees	733.16	18,902.31	25,000.00	75.61
823	Bank Fees & Services	1,197.16	11,804.20	13,000.00	90.80
824	Cooperative Membership Fee		124,738.94	124,750.00	99.99
825	Collection Agency Fees	410.70	4,958.70	6,000.00	82.65
826	Payroll & Print Service	3,256.27	35,311.74	46,000.00	76.76
827	Web Chat Service	895.00	8,950.00	10,750.00	83.26
828	Melcat Delivery Charges		46,017.65	49,000.00	93.91
829	Tutoring Services	750.00	2,995.90	3,000.00	99.86
831	Marketing	3,281.20	71,580.28	203,700.00	35.14
832	Programs	4,963.96	51,746.10	90,750.00	57.02
	<b>PROFESSIONAL SERVICES</b>	<b>15,487.45</b>	<b>377,005.82</b>	<b>571,950.00</b>	<b>65.92</b>
<b>GOVERNANCE</b>					
805	Legal Services	3,901.00	21,449.98	40,000.00	53.62
806	Per Diem	1,110.00	1,920.00	10,000.00	19.20
807	Memberships - Board		144.83	1,250.00	11.59
808	Conferences - Board	1,024.97	1,324.97	10,000.00	13.25
809	Audit		20,300.00	20,300.00	100.00
	<b>GOVERNANCE</b>	<b>6,035.97</b>	<b>45,139.78</b>	<b>81,550.00</b>	<b>55.35</b>
<b>STAFF DEVELOPMENT</b>					
810	Staff Training	7,816.71	32,231.77	42,000.00	76.74
811	Recruiting Expense		100.00	2,000.00	5.00
812	Hospitality	384.91	579.06	5,000.00	11.58
813	Employee Recognition		439.96	5,000.00	8.80
	<b>STAFF DEVELOPMENT</b>	<b>8,201.62</b>	<b>33,350.79</b>	<b>54,000.00</b>	<b>61.76</b>
<b>MAINTENANCE AND UTILITIES</b>					
801	Custodial Services	19,994.04	188,712.53	228,000.00	82.77
802	SECURITY SERVICES	11,896.62	121,643.09	171,000.00	71.14
850	Telephone	1,711.29	17,732.66	25,600.00	69.27
864	Vehicle Maintenance - Delivery	218.44	6,197.27	10,000.00	61.97
922	Steam and Gas	1,947.64	52,608.92	108,000.00	48.71
923	Electricity	19,691.13	164,490.34	195,000.00	84.35
924	Water and Sewer	2,361.99	17,494.36	23,000.00	76.06
925	Trash	515.92	7,179.35	9,500.00	75.57
930	Building Maintenance	23,059.60	98,947.74	111,700.00	88.58
	<b>MAINTENANCE AND UTILITIES</b>	<b>81,396.67</b>	<b>675,006.26</b>	<b>881,800.00</b>	<b>76.55</b>
<b>OTHER EXPENSE</b>					
861	Local Travel	1,037.68	11,487.57	13,000.00	88.37
955	Millage Income Refund		37,675.08	60,000.00	62.79
956	Property & Liability Insurance		61,701.19	70,000.00	88.14
957	Miscellaneous Expense	909.35	2,772.95	6,500.00	42.66
958	Sales/Use Tax		235.80	1,200.00	19.65
960	Donation Expense Restricted	2,712.68	57,981.31	61,073.47	94.94
961	Donation Expense Unrestricted	377.15	55,860.29	58,000.00	96.31
	<b>OTHER EXPENSE</b>	<b>5,036.86</b>	<b>227,714.19</b>	<b>269,773.47</b>	<b>84.41</b>
<b>TECHNOLOGY EXPENSES</b>					
895	Internet Access	2,147.40	8,887.32	11,000.00	80.79
896	Internet Access - Hotspots	5,230.27	54,523.01	81,100.00	67.23
898	Computer System Services	382.23	22,956.77	43,000.00	53.39

BOARD FS FOR CAPITAL AREA DISTRICT LIBRARIES

Balance As of 10/31/2024

\*NOTE: Pct Budget does not reflect amounts encumbered.

GL Number	Description	Activity For 10/31/2024	YTD Balance 10/31/2024	2024 Amended Budget	% Bdgt Used
<b>Fund: 101 GENERAL FUND</b>					
<b>Account Category: Expenditures</b>					
TECHNOLOGY EXPENSES					
905	Computer Software	1,850.89	63,035.03	71,800.00	87.79
906	Computer Hardware	3,359.38	12,525.17	36,500.00	34.32
907	III Software & Hardware Maintenance		154,439.78	160,900.00	95.98
	TECHNOLOGY EXPENSES	<u>12,970.17</u>	<u>316,367.08</u>	<u>404,300.00</u>	<u>78.25</u>
CAPITAL OUTLAY					
873	Building Upgrades		9,558.00	23,000.00	41.56
884	DELIVERY VEHICLE		44,180.56	80,000.00	55.23
888	Mason Renovation Project	1,496.68	243,978.24	260,777.00	93.56
913	DTL ROOF & RADIATORS		800.00	13,000.00	6.15
916	PUBLIC COMPUTERS		191,310.02	235,000.00	81.41
929	SBITA/LEASE PRINCIPAL PAYMENTS			97,000.00	0.00
967	Outreach Projects	2,577.02	33,429.18	53,880.00	62.04
980	Staff Furn & Equipment	156.41	23,631.60	39,000.00	60.59
982	BUILDINGS	2,000.00	52,000.00	60,000.00	86.67
987	GRANT EXPENSES	2,500.00	10,188.98	11,000.00	92.63
	CAPITAL OUTLAY	<u>8,730.11</u>	<u>609,076.58</u>	<u>872,657.00</u>	<u>69.80</u>
	Expenditures	<u>997,485.22</u>	<u>11,344,510.11</u>	<u>15,009,630.47</u>	<u>75.58</u>
Fund 101 - GENERAL FUND:					
	TOTAL REVENUES	147,348.94	14,716,115.74	15,308,390.00	
	TOTAL EXPENDITURES	997,485.22	11,344,510.11	15,009,630.47	
	NET OF REVENUES & EXPENDITURES:	<u>(850,136.28)</u>	<u>3,371,605.63</u>	<u>298,759.53</u>	



BUDGET REPORT FOR CAPITAL AREA DISTRICT LIBRARIES

Calculations As of 12/31/2025

GL Number	Description	2024 Amended Budget	2024 Activity	2025 RECOMMENDED	2025 RECOMMENDED % Change
<b>Fund: 101 GENERAL FUND</b>					
<b>Account Category: Estimated Revenues</b>					
MILLAGE INCOME					
402	Property Tax Revenue	12,700,000	13,015,700	14,006,000	10.28
404	Renaissance Zone Reimbursemen	64,000	44,590	40,000	(37.50)
437	Industrial Facilities Tax	38,000	38,540	38,000	
MILLAGE INCOME		12,802,000	13,098,830	14,084,000	10.01
STATE AID					
410	PPT Reimbursement	181,800	181,820	140,000	(22.99)
553	State Aid Direct	124,000	124,740	125,000	0.81
554	State Aid Indirect	124,000	124,740	125,000	0.81
STATE AID		429,800	431,300	390,000	(9.26)
GRANTS					
540	Grants	7,500	10,000	7,500	
543	Grants-MMLC	15,000	15,000	15,000	
548	Grants-Capital Region Comm Fo	0	1,000	0	
551	Grants-ECF	0	16,440	0	
GRANTS		22,500	42,440	22,500	0.00
OTHER INCOME					
542	MMLC Reimbursement	124,000		125,000	0.81
628	Universal Service Fund Income	8,000		8,000	
632	Lost and Paid Books	25,000	29,380	30,000	20.00
665	Interest Income	250,000	588,140	300,000	20.00
673	Sale of Fixed Assets	5,000	10,510	5,000	
675	Misc Income	5,000	12,970	9,000	
680	Sponsorship Revenue	2,000		0	(100.00)
682	Insurance Claim Income	5,600	5,660	1,000	(82.14)
OTHER INCOME		424,600	646,660	478,000	12.58
LIBRARY FEES					
630	Printing Revenue	42,000	39,140	42,000	
631	Non Resident Fees	26,000	22,970	26,000	
LIBRARY FEES		68,000	62,110	68,000	0.00
PENAL FINES					
658	Penal Fines Ingham County	120,000	202,790	120,000	
659	Penal Fines Eaton County	7,500	7,970	7,500	
PENAL FINES		127,500	210,760	127,500	0.00
DONATIONS					
674	Donation Income-Friends/Restr	65,000	74,040	11,000	(83.08)
677	Donation Income-Unrestricted	16,000	9,010	4,400	(72.50)
DONATIONS		81,000	83,050	15,400	(80.99)
DUE FROM FUND BALANCES					
966	Due from Pension Reserve	360,000		360,000	
969	Due From Capital Projects Fun	300,000		0	(100.00)
971	Due From Operations Fund	215,550		0	(100.00)
974	DUE FROM SBITA	0		102,000	
DUE FROM FUND BALANCES		875,550	0	462,000	(47.23)
Estimated Revenues		14,830,950	14,575,150	15,647,400	5.51
<b>Account Category: Appropriations</b>					
SALARIES AND BENEFITS					
702	Salaries	7,052,000	4,821,960	7,350,000	4.23
714	Unemployment Insurance	3,000		1,000	(66.67)
715	FICA EMPLOYER SHARE	539,500	360,890	562,280	4.22
716	HEALTH INSURANCE	650,000	414,180	850,000	30.77
717	Life & Disability Insurance	5,000	4,320	6,000	20.00
718	Retirement	850,000	610,510	960,000	12.94
719	Prescription Expense	225,000	220,780	300,000	33.33
720	DENTAL INSURANCE	45,000	34,360	48,000	6.67
721	VISION INSURANCE	11,000	8,680	12,000	9.09
722	Workers Comp Insurance	30,600	32,550	34,000	11.11
724	Parking Main Library	54,800	45,640	54,500	(0.55)
SALARIES AND BENEFITS		9,465,900	6,553,870	10,177,780	7.52
MATERIALS					
727	Books	1,020,800	723,180	1,061,780	4.01
728	Periodicals	42,610	36,290	34,560	(18.89)

BUDGET REPORT FOR CAPITAL AREA DISTRICT LIBRARIES

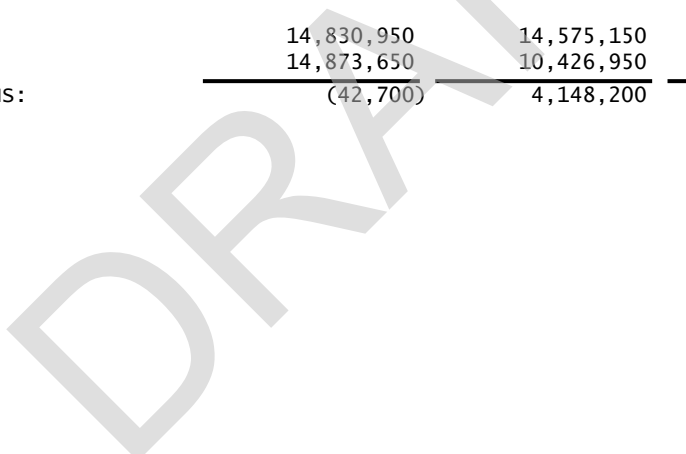
Calculations As of 12/31/2025

GL Number	Description	2024 Amended Budget	2024 Activity	2025 RECOMMENDED	2025 RECOMMENDED % Change
<b>Fund: 101 GENERAL FUND</b>					
<b>Account Category: Appropriations</b>					
MATERIALS					
729	DVD	224,400	129,940	222,700	(0.76)
730	Library of Things	57,000	37,870	52,500	(7.89)
731	Audiobooks	543,800	416,920	638,250	17.37
732	Music	43,100	24,690	41,440	(3.85)
733	Databases	98,000	94,840	100,530	2.58
734	Subscription Services	85,600	84,910	105,010	22.68
735	Processing Supplies	28,800	17,270	31,100	7.99
736	Processing Fees	61,600	43,820	68,000	10.39
MATERIALS		2,205,710	1,609,730	2,355,870	6.81
SUPPLIES					
740	Office Supplies	84,990	58,230	85,000	0.01
741	Postage Expense	5,000	490	5,000	
776	Janitorial Supplies	15,010	10,650	17,700	17.92
862	Gas-Delivery Vehicles	35,000	16,220	23,000	(34.29)
SUPPLIES		140,000	85,590	130,700	(6.64)
MAINTENANCE AND UTILITIES					
801	Custodial Services	228,040	169,570	237,970	4.35
802	SECURITY SERVICES	171,000	112,820	157,220	(8.06)
850	Telephone	25,620	17,710	22,260	(13.11)
864	Vehicle Maintenance - Deliver	10,000	5,980	10,000	
922	Steam and Gas	108,040	50,660	110,300	2.09
923	Electricity	195,040	144,810	208,600	6.95
924	Water and Sewer	23,020	15,200	27,700	20.33
925	Trash	9,520	7,150	10,570	11.03
930	Building Maintenance	96,730	76,250	108,700	12.37
MAINTENANCE AND UTILITIES		867,010	600,150	893,320	3.03
GOVERNANCE					
805	Legal Services	40,000	17,550	40,000	
806	Per Diem	10,000	810	10,000	
807	Memberships - Board	1,250	140	1,250	
808	Conferences - Board	10,000	300	10,000	
809	Audit	20,300	20,300	22,000	8.37
GOVERNANCE		81,550	39,100	83,250	2.08
STAFF DEVELOPMENT					
810	Staff Training	42,040	24,790	39,250	(6.64)
811	Recruiting Expense	2,000	100	500	(75.00)
812	Hospitality	5,000	410	5,000	
813	Employee Recognition	5,000	440	5,000	
STAFF DEVELOPMENT		54,040	25,740	49,750	(7.94)
PROFESSIONAL SERVICES					
820	Membership Fees	25,000	18,260	25,780	3.12
822	CONTRACTUAL SERVICES	40,000		35,000	(12.50)
823	Bank Fees & Services	13,000	11,010	16,000	23.08
824	Cooperative Membership Fee	124,000	124,740	125,000	0.81
825	Collection Agency Fees	6,000	4,550	6,500	8.33
826	Payroll & Print Service	46,000	32,060	46,000	
827	Web Chat Service	10,750	8,060	11,000	2.33
828	Melcat Delivery Charges	49,000	46,020	51,000	4.08
829	Tutoring Services	3,000	2,250	3,000	
831	Marketing	203,700	68,460	151,000	(25.87)
832	Programs	90,760	50,190	112,820	24.31
PROFESSIONAL SERVICES		611,210	365,600	583,100	(4.60)
OTHER EXPENSE					
861	Local Travel	13,000	10,450	15,000	15.38
955	Millage Income Refund	60,000	37,680	60,000	
956	Property & Liability Insuranc	70,000	75,930	68,000	(2.86)
957	Miscellaneous Expense	6,500	1,980	6,000	(7.69)
958	Sales/Use Tax	1,200	240	1,000	(16.67)
960	Donation Expense Restricted	51,070	54,920	2,070	(95.95)
961	Donation Expense Unrestricted	55,000	55,490	0	(100.00)
OTHER EXPENSE		256,770	236,690	152,070	(40.78)
CAPITAL OUTLAY					
873	Building Upgrades	23,000	9,560	25,000	8.70

**BUDGET REPORT FOR CAPITAL AREA DISTRICT LIBRARIES**

Calculations As of 12/31/2025

GL Number	Description	2024 Amended Budget	2024 Activity	2025 RECOMMENDED	2025 RECOMMENDED % Change
<b>Fund: 101 GENERAL FUND</b>					
<b>Account Category: Appropriations</b>					
CAPITAL OUTLAY					
884	DELIVERY VEHICLE	80,000	44,180	0	(100.00)
888	Mason Renovation Project	260,780	242,480	0	(100.00)
889	Okemos Renovation Project	0		10,000	
913	DTL ROOF & RADIATORS	13,000	800	0	(100.00)
914	HOLT REMODEL	25,000		100,000	300.00
915	STOCKBRIDGE REMODEL	50,000		125,000	150.00
916	PUBLIC COMPUTERS	235,000	191,310	0	(100.00)
929	SBITA/LEASE PRINCIPAL PAYMENT	0		102,000	
967	Outreach Projects	53,880	30,950	70,000	29.92
980	Staff Furn & Equipment	39,000	23,260	46,550	19.36
982	BUILDINGS	0	50,000	175,000	
987	GRANT EXPENSES	7,500	10,190	7,500	
	<b>CAPITAL OUTLAY</b>	<b>787,160</b>	<b>602,730</b>	<b>661,050</b>	<b>(16.02)</b>
TECHNOLOGY EXPENSES					
878	Firewall Upgrade Project	0		79,850	
895	Internet Access	11,000	8,890	9,000	(18.18)
896	Internet Access - Hotspots	81,100	49,290	91,770	13.16
898	Computer System Services	43,000	22,570	34,350	(20.12)
905	Computer Software	71,800	62,180	75,000	4.46
906	Computer Hardware	36,500	10,380	51,500	41.10
907	III Software & Hardware Maint	160,900	154,440	168,040	4.44
911	Mobile Training Lab	0		51,000	
	<b>TECHNOLOGY EXPENSES</b>	<b>404,300</b>	<b>307,750</b>	<b>560,510</b>	<b>38.64</b>
	<b>Appropriations</b>	<b>14,873,650</b>	<b>10,426,950</b>	<b>15,647,400</b>	<b>5.20</b>
Fund 101 - GENERAL FUND:					
	TOTAL ESTIMATED REVENUES	14,830,950	14,575,150	15,647,400	5.51
	TOTAL APPROPRIATIONS	14,873,650	10,426,950	15,647,400	5.20
	NET OF REVENUES & APPROPRIATIONS:	(42,700)	4,148,200	0	



**2025 Stockbridge Library Renovation Recommendation  
November 20, 2024**

**RENOVATION RECOMMENDATION:**

Approve Library Design Associates to complete renovation work at Stockbridge Library. The total project is estimated at \$133,000, where CADL would provide \$125,000, and Stockbridge municipal partners cover an estimated \$8,000 in paint supplies and labor to paint and replace some ceiling tiles. Stockbridge last saw a major renovation in 1998 when the addition was added.

This renovation project was budgeted at \$50,000 in the 2024 budget, focusing only on new carpet and a new circulation desk. However, considering the condition of the children’s area shelving, it would be best to update this area while the carpet is being replaced, along with removing a built-in wall section to open the space. Additionally, much of the furnishings are original, worn and dated and need a refresh.

This renovation will include:

- new circulation desk
- new storage shelves behind the circ desk
- barrier wall with new shelving in the children’s area to separate back staff work area
- new children’s area shelving and furnishings
- dropping power and data to the relocated circ desk
- updated patron computer desks and seating options
- new carpet (*Seelye Group under SOM contract pricing*)
- new paint (partner)
- replacing damaged ceiling tiles (partner)

**ESTIMATED BUDGET BREAKDOWN:**

<b>Stockbridge Library Project Budget</b>	
<b>LDA Package</b>	
Moving Services:	\$7,000
Furniture:	
New shelving components & mods	\$34,000
New Circ Desk & modifications	\$32,000
Installation / Modification labor:	<i>incl</i>
Freight:	<i>incl</i>
Carpet, trim, and demo (Seelye):	\$25,000
Power/Data updates allowance:	\$6,000
Furniture allowance	\$15,000
5% Contingency	\$6,000
<b>Subtotal CADL Budgeted Costs:</b>	<b>\$125,000</b>
Municipality Partnership - Paint and Painting	\$7,000
Municipality Partnership- Replace Damaged Ceiling Tiles	\$1,000
<b>Renovation Total:</b>	<b>\$133,000</b>

**VENDOR BACKGROUND:**

Since 1976, Library Design Associates, Inc. has specialized in functional planning, consulting, interior design, and furnishings procurement for public, academic, and school libraries. Their staff comprises library building consultants, interior designers, and project managers. LDA has played a role in nearly all CADL library renovations as they are the only authorized distributor in the area for many library vendors for steel and wooden shelving and other library furnishings and needs.