

**CAPITAL AREA DISTRICT LIBRARIES**  
**BOARD MEETING**  
5:30 PM, WEDNESDAY, DECEMBER 18, 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 November 20, 2024](#) (enc)
- b. Approval of Closed Session Minutes November 20, 2024 (distributed separately)
- c. [Disbursements for November 2024](#) (enc)

CHAIRPERSON'S COMMENTS

NEW BUSINESS

General

- a. Legislative Update
- b. Community Contacts

Finance

- a. [November 2024 Financial Report](#) (enc - action)
- b. [December 2024 Budget Amendment](#) (enc - action)
- c. [Account Signatory Recommendation](#) (enc - action)
- d. [Union Pension Recommendation](#) (enc - action)
- e. [City of Lansing HRCS Grant Application Recommendation](#) (enc-action)

DIRECTOR'S REPORT

PUBLIC, STAFF, AND BOARD MEMBER COMMENTS

ADJOURNMENT

**CAPITAL AREA DISTRICT LIBRARIES**  
**BOARD MEETING**  
November 20, 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, Virginia Chambers

**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 Lansing's Silver Bells in the city event and the need for the Downtown Branch to close early on November 22.

Executive Director Jenny Marr highlighted communication from CADL's social media channels.

**APPROVAL OF AGENDA**

Ashley Smith made a motion to amend the agenda to add the following item after Public, Staff and Board Member Comments at the end of the Agenda: a Closed Session to be convened to consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained, in accordance with Sec. 8(1)(d) of the Open Meetings Act (OMA) MCL 15.268. Mark Stewart seconded the motion. The motion carried.

Quinn O'Donnell made a motion to move Finance A to the Consent Agenda and to add an item for Public, Staff and Board Member Comments after Public Comments on Agenda Items. Debora Bloomquist seconded the motion. The motion carried.

Quinn O'Donnell made a motion to approve the Agenda as amended. Sandy Drake seconded the motion. The motion carried.

## **PUBLIC COMMENTS ON AGENDA ITEMS**

There were no public comments on agenda items.

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

There were no public, staff, or board member comments.

## **CONSENT AGENDA**

Ashley Smith made a motion to approve the consent agenda. Mark Stewart seconded the motion. The motion carried.

- a. Approval of Minutes October 30, 2024  
This item was approved by consent.
- b. Approval of First Closed Session Minutes November 13, 2024  
This item was approved by consent.
- c. Approval of Second Closed Session Minutes November 13, 2024  
This item was approved by consent.
- d. Disbursements for October 2024  
This item was approved by consent.

## **CHAIRPERSON'S COMMENTS**

Brian Baer thanked the Board for their support and looks forward to serving as the new chair.

## **NEW BUSINESS**

### **General**

- a. Legislative Update  
House Bills 6034 and 6035 have been introduced. They are known as the Freedom to Read bills, and they establish standards and procedures for withdrawing materials from public library collections in Michigan. MLA has been working hard on them for the last two years, and Executive Director Jenny Marr is scheduled to testify in favor of the bills at the committee hearing on December 4.
- b. Community Contacts, Comments and Questions  
Sandy Drake attended Friends of the Library meetings at Haslett, Okemos, and Williamston as well as helped the Friends groups at Stockbridge and Webberville set up for their silent auctions. Sandy also attended the Groovy Donuts program at Okemos.

Board members received a letter inquiring about meeting times.

### **Finance**

- a. October 2024 Financial Report  
This item was approved by consent.
- b. CADL 2025 Budget

There were no changes to the draft budget presented at the Committee of the Whole meeting.

Quinn O'Donnell made a motion to approve the CADL 2025 Budget. Mark Stewart seconded the motion. A roll call vote was held:

Baer – Yes  
Bloomquist – Yes  
Drake – Yes  
O'Donnell – Yes  
Smith - Yes  
Stewart – Yes  
Vandenboom – Yes

The motion carried.

c. 2025 Stockbridge Renovation Recommendation

It is recommended to 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.

The renovation will take place in 2025. The recommendation is being presented in December to take advantage of price adjustments for placing orders; the bills will be paid in 2025 and come out of the corresponding line of the 2025 budget.

Ashley Smith made a motion to approve the 2025 Stockbridge Renovation Recommendation. Quinn O'Donnell seconded the motion. The motion carried.

## **DIRECTOR'S REPORT**

- Executive Director Jenny Marr thanked Board members for attending CADL Conference and for helping with the awards presentation. Feedback on the event has been overwhelmingly positive.
- Gratitude is CADL's coordinated theme for displays, programming, and readers advisory in November.
- CADL has been hosting programs around the branches through a partnership with Groovy Donuts. The programs are very popular and well-attended.
- The Aurelius Branch will be hosting a special night celebrating the Polar Express and Michigan-born author Chris Van Allsburg on December 9.
- CADL will be joining Capital Area Michigan Works for their Career Quest Expo at Lansing Center on December 3 which will be attended by over 2000 high school students.
- This year's end of year staff appreciation gift will be long-sleeved t-shirts that say "Love my Library" with the CADL logo.
- Executive Director Jenny Marr will be attending MLA ThinkSpace on December 5 and 6. This year's theme is Modern Leadership, and sessions will focus on issues in the modern workplace.

- All CADL Branches will be closed on Thursday, November 28 and Friday, November 29 for the Thanksgiving Holiday.

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

Debora Bloomquist complimented CADL staff member Mark Buzzitta for his role as one of the commentators for the Silver Bells Parade.

Debora Bloomquist congratulated everyone who helped with CADL Con and highlighted her favorite aspects of the day.

Debora Bloomquist noted her appreciation of the Board Room as a location for meetings.

### **CLOSED SESSION**

Ashley Smith made a motion for a closed session to be convened to consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained, in accordance with Sec. 8(1)(d) of the Open Meetings Act (OMA) MCL 15.268 and that Lindsay Dangl, Jolee Hamlin, Jenny Marr, Miriam Mattison, Michael Moore, and Janet Elliott be invited to attend. Sandy Drake seconded the motion. A roll call vote was held:

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

The Board moved into its closed session at 5:55 pm.

Sandy Drake made a motion to reconvene the open session. Quinn O'Donnell seconded the motion. A roll call vote was held:

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

The agenda was resumed at 6:10 pm.

### **ADJOURNMENT**

Sandy Drake made a motion to adjourn the meeting. Mark Stewart seconded the motion. The motion carried. The meeting adjourned at 6:11 pm.

12/06/2024

## CHECK REGISTER FOR CAPITAL AREA DISTRICT LIBRARIES

CHECK DATE 11/01/2024 - 11/30/2024

Check Date	Check	Vendor Name	Description	Amount
Bank MAIN MAIN CASH				
Check Type: EFT Transfer MAIN				
11/01/2024	2280(E)	ABRAHAM WASHINGTON LLC	11/2024 PARKING	4,520.00
11/01/2024	2281(E)	ACRISURE/44 NORTH	PRESCRIPTION CLAIMS	40.00
11/01/2024	2282(E)	BOYNTON FIRE SAFETY SERVICE	MEZZ FIRE PULL REPLACEMENT	550.00
11/01/2024	2283(E)	DELHI CHARTER TOWNSHIP	UTILITIES/CUSTODIAL 7/24-9/24	4,138.33
11/01/2024	2284(E)	INGRAM LIBRARY SERVICES	BOOKS	3,681.07
11/01/2024	2288(E)	LAGARDA SECURITY	SECURITY SVCS W/E 10/13/24	2,973.06
11/01/2024	2289(E)	MAXOR PLUS	PRESCRIPTION CLAIMS	2,575.28
11/01/2024	2290(E)	MICHIGAN FLEET FUELING SOLUTIONS	VEHICLE FUEL 10/1-10/15	906.05
11/01/2024	2291(E)	MIDWEST TAPE	DVD,AUDIOBOOKS,MUSIC	1,799.94
11/01/2024	2292(E)	OVERDRIVE INC	CONTENT PURCHASE	30,000.00
11/01/2024	2293(E)	RECAST SOFTWARE INC	RIGHT CLICK TOOLS RENEWAL	1,881.36
11/01/2024	2294(E)	STAPLES ADVANTAGE	OFFICE, PROGRAM SUPPLIES	1,295.15
11/08/2024	2295(E)	A+ TECHNOLOGY & SECURITY SOLUTIONS	AXIS STORE REPORTER ANNUAL	1,709.70
11/08/2024	2296(E)	ACRISURE/44 NORTH	PRESCRIPTION CLAIMS	834.08
11/08/2024	2297(E)	ALERUS FINANCIAL	10/2024 RETIREMENT CONTRIBUTION	20,114.03
11/08/2024	2298(E)	BOARD OF WATER & LIGHT	401 9/5-10/7/24	848.42
11/08/2024	2299(E)	BRIAN BAER	BOARD STIPEND 1/6-7/17/24	420.00
11/08/2024	2300(E)	CONSUMERS ENERGY	126 9/16-10/14/24	279.02
11/08/2024	2301(E)	INGRAM LIBRARY SERVICES	BOOKS	5,992.93
11/08/2024	2305(E)	LAGARDA SECURITY	SECURITY SVCS W/E 10/20/24	2,973.06
11/08/2024	2306(E)	MAXOR PLUS	PRESCRIPTION CLAIMS	3,696.86
11/08/2024	2307(E)	MERS	10/2024 RETIREMENT CONTRIBUTION	89,661.01
11/08/2024	2308(E)	MICHIGAN FLEET FUELING SOLUTIONS	VEHICLE FUEL 10/15-10/31/24	824.79
11/08/2024	2309(E)	MIDWEST TAPE	DVD,AUDIOBOOKS,MUSIC	1,802.30
11/08/2024	2310(E)	MISSION SQUARE	RETIREMENT CONTRIBUTIONS	443.52
11/08/2024	2311(E)	STAPLES ADVANTAGE	OFFICE SUPPLIES	1,527.34
11/08/2024	2312(E)	SUSEELA EYAL	MILEAGE 9/18-10/24/24	43.68
11/08/2024	2313(E)	TASC	BENEFITS FUNDING	151.90
11/08/2024	2314(E)	BOARD OF WATER & LIGHT	123 9/8-10/7/24	12,788.66
11/08/2024	2315(E)	BOARD OF WATER & LIGHT	3500 108 9/8-10/7/24	1,212.22
11/08/2024	2316(E)	BOARD OF WATER & LIGHT	3500 1/2 9/7-10/7/24	434.42
11/08/2024	2317(E)	BOARD OF WATER & LIGHT	427 1FL SIGN 9/8-10/9/24	73.53
11/08/2024	2318(E)	CONSUMERS ENERGY	4321 2 9/10-10/9/24	494.09
11/08/2024	2319(E)	CONSUMERS ENERGY	4321 1 9/11-10/9/24	341.96
11/08/2024	2320(E)	CONSUMERS ENERGY	4321 3 9/11-10/9/24	250.56
11/08/2024	2321(E)	CONSUMERS ENERGY	4321 4 9/11-10/9/24	236.35
11/08/2024	2322(E)	CONSUMERS ENERGY	201 9/11-10/9/24	221.30
11/08/2024	2323(E)	CONSUMERS ENERGY	145 9/13-10/13/24	708.50
11/08/2024	2324(E)	CONSUMERS ENERGY	1379 9/13/-10/13/24	127.51
11/08/2024	2325(E)	CONSUMERS ENERGY	40 9/12-10/9/24	19.01
11/08/2024	2326(E)	CONSUMERS ENERGY	427 9/12-10/9/24	16.65
11/08/2024	2327(E)	CONSUMERS ENERGY	3500 107B 9/13-10/10/24	16.72
11/08/2024	2328(E)	CONSUMERS ENERGY	3500 109B 9/13-10/10/24	16.72
11/08/2024	2329(E)	MISSION SQUARE	RETIREMENT CONTRIBUTIONS	2,550.96
11/15/2024	2330(E)	ACRISURE/44 NORTH	PRESCRIPTION CLAIMS	2,197.49
11/15/2024	2331(E)	BAKER & TAYLOR BOOKS	BOOKS	19,204.81
11/15/2024	2333(E)	CENGAGE LEARNING INC/GALE	BOOKS	676.57
11/15/2024	2334(E)	CONSUMERS ENERGY	115 9/18-10/16/24	17.10

11/15/2024	2335(E)	DELTA DENTAL PLAN OF MICH	11/2024 DENTAL PREMIUM	228.15
11/15/2024	2336(E)	EBSCO INFORMATION SERVICE	NOVELIST SELECT AND CONSUM	14,600.00
11/15/2024	2337(E)	INGRAM LIBRARY SERVICES	BOOKS	3,195.60
11/15/2024	2340(E)	KANOPY INC	PLAY CREDITS	2,181.10
11/15/2024	2341(E)	LAGARDA SECURITY	SECURITY SVCS W/E 10/27/24	2,877.54
11/15/2024	2342(E)	MAXOR PLUS	PRESCRIPTION CLAIMS	6,212.85
11/15/2024	2343(E)	MIDWEST TAPE	DVD,AUDIOBOOKS,MUSIC,DIGIT	43,174.75
11/15/2024	2344(E)	STAPLES ADVANTAGE	OFFICE SUPPLIES	841.13
11/15/2024	2345(E)	T-MOBILE	HOTSPOTS 9/21-10/2024	4,089.61
11/15/2024	2346(E)	TASC	BENEFITS FUNDING	334.27
11/19/2024	2347(E)-2349(E)	RAMP BUSINESS CORPORATIO	*See next page	46,930.09
11/22/2024	2355(E)	ACRISURE/44 NORTH	11/2024 BUNDLE FEE, PHARMAC	6,235.88
11/22/2024	2356(E)	AMAZON	AMAZON	4,942.30
11/22/2024	2357(E)	CHARTER TOWNSHIP OF MERII	W/S 5/30/24-9/30/24	282.80
11/22/2024	2358(E)	CHRISTIE NIKOLOFF	MILEAGE 7/2-10/29/24	54.62
11/22/2024	2359(E)	INGRAM LIBRARY SERVICES	BOOKS	2,857.78
11/22/2024	2362(E)	KATHERINE ZAYKO	MILEAGE 8/1-9/26/24	91.92
11/22/2024	2363(E)	LAGARDA SECURITY	SECURITY SVCS W/E 11/3/24	2,973.06
11/22/2024	2364(E)	MAXOR PLUS	PRESCRIPTION CLAIMS	3,597.32
11/22/2024	2365(E)	MICHAEL MOORE	MILEAGE 10/22-11/20/24	407.43
11/22/2024	2366(E)	MIDWEST TAPE	AUDIOBOOKS,DVD,MUSIC	5,725.17
11/22/2024	2367(E)	MIRIAM MATTISON	MILEAGE 10/23-11/14/24	96.48
11/22/2024	2368(E)	STAPLES ADVANTAGE	OFFICE SUPPLIES	1,099.79
11/22/2024	2369(E)	TASC	BENEFITS FUNDING	1,027.16
11/22/2024	2370(E)	ACRISURE/44 NORTH	PRESCRIPTION CLAIMS	1,056.43
11/22/2024	2371(E)	VISION SERVICE PLAN	11/2024 PREMIUM	910.72
11/30/2024	2372(E)	ACRISURE/44 NORTH	12/2024 METLIFE	1,750.04
11/30/2024	2373(E)	AT&T	TELEPHONE 10/2-11/1/24	24.00
11/30/2024	2374(E)	BAKER & TAYLOR BOOKS	2025 B&T SERVICE RENEWALS	9,923.46
11/30/2024	2375(E)	BOYNTON FIRE SAFETY SERVIC	FIRE EXTING. & EMERGENCY LI	175.00
11/30/2024	2376(E)	DELTA DENTAL PLAN OF MICH	10/2024 DENTAL CLAIMS	4,795.29
11/30/2024	2377(E)	DTE ENERGY	117 10/4-11/1/24	130.73
11/30/2024	2378(E)	GRANGER CONTAINER SERVIC	11/2024 TRASH SVC	259.65
11/30/2024	2379(E)	GRANGER CONTAINER SERVIC	11/01/24-1/31/25 TRASH SERVICE	324.99
11/30/2024	2380(E)	GRANGER CONTAINER SERVIC	11/2024 TRASH SVC	143.24
11/30/2024	2381(E)	GRANGER CONTAINER SERVIC	11/1/24-1/31/25 TRASH SVC	37.32
11/30/2024	2382(E)	GRANGER CONTAINER SERVIC	11/2024 TRASH SVC	91.00
11/30/2024	2383(E)	IPEARL INC	LOT CHROMEBOOK HARD SHELF	479.00
11/30/2024	2384(E)	LAGARDA SECURITY	SECURITY SVCS W/E 11/10/24	2,973.06
11/30/2024	2385(E)	MICHIGAN FLEET FUELING SOL	VEHICLE FUEL 11/1-11/15/24	729.27
11/30/2024	2386(E)	PHYSICIANS HEALTH PLAN	11/2024 HEALTH PREMIUM	44,856.66
11/30/2024	2387(E)	STAPLES ADVANTAGE	OFFICE SUPPLIES	459.90
11/30/2024	2388(E)	BAKER & TAYLOR BOOKS	BOOKS	6,514.12
11/30/2024	2389(E)	INGRAM LIBRARY SERVICES	BOOKS	3,411.45
11/30/2024	2392(E)	MIDWEST TAPE	DVD	206.19
11/30/2024	2393(E)	TASC	BENEFITS FUNDING	492.45
Total EFT Transfer:				<u>461,088.78</u>

Check Type: Paper Check MAIN

11/20/2024	56514	A & L LOCKSMITH, LLC	REPAIR,REPLACE CYLINDER LO	110.00
11/20/2024	56515	ACP ENTERTAINMENT	DEPOSIT ON POLAR EXPRESS	1,036.75
11/20/2024	56516	ADDIS ENTERPRISES LLC	AE WEB DEVELOPMENT HOURS	5,000.00
11/20/2024	56517	ANDERSON, LINDSAY	MILEAGE 9/12-10/22/24	47.84
11/20/2024	56518	BETTY JUNTUNEN	MILEAGE 11/11/24	33.50
11/20/2024	56519	BLACKSTONE PUBLISHING INC	AUDIOBOOKS	559.61

11/20/2024	56520	BOURGEOIS, ANDY	MLA TRAVEL EXPENSES OCT 20	248.61
11/20/2024	56521	BS&A SOFTWARE, INC.	ACCTNG SOFTWARE 12/1/24-12/	7,955.00
11/20/2024	56522	CASS DISTRICT LIBRARY	LOST BOOKS	28.95
11/20/2024	56523	CENTRAL BUSINESS SYSTEMS	PRINT COLLECTIONS, COPIES S	406.68
11/20/2024	56524	CHICAGO DISTRIBUTION CENTI	PROFESSIONAL BOOKS	58.34
11/20/2024	56525	CORKY DUBOIS	LLAMAS AT LANSING BRANCHE	300.00
11/20/2024	56526	DEBOE, BETH	SYMPHONY QUARTET AT HOLT	50.00
11/20/2024	56527	DEBORA BLOOMQUIST	MLA CONFERENCE	1,024.97
11/20/2024	56528	DEYEYA E JONES	BOARD STIPEND 1/24-10/24	690.00
11/20/2024	56529	DICTATION SALES & SERVICE II	SCANNING, INDEXING, PREP 15	5,075.00
11/20/2024	56530	EARLENE C ESTERS	BEGINNING SEWING AT SL - NO'	225.00
11/20/2024	56531	ELAJ	10/2024 ADVERTISING	10.00
11/20/2024	56532	ERIC A STANTON	MILEAGE FOR PROF DEV-MLA	256.48
11/20/2024	56533	FOWLerville DISTRICT LIBRA	LOST BOOK	18.00
11/20/2024	56534	FRESH TRACKS INC	CARPET CLEANING HA	850.00
11/20/2024	56535	GOODYEAR COMMERCIAL TIRE	FLAT REPAIR VIN 0816	55.44
11/20/2024	56536	GRAND LEDGE AREA DISTRICT	LOST BOOK	16.95
11/20/2024	56537	HEATHER BRUEGL	SHE'S GONE MISSING - INDIGEN	500.00
11/20/2024	56538	HEATHER GOUPIL/PETTY CASH	PROGRAM, STAFF SUPPLIES	127.29
11/20/2024	56539	HOME ELECTRONICS	65" SAMSUMG COMMERCIAL TV	40.00
11/20/2024	56540	INSTY PRINTS	INSTY PRINTS BINDING	41.50
11/20/2024	56541	JACALYN MCDONALD	MILEAGE 11/11/24	11.66
11/20/2024	56542	JAMES MACLEAN	MILEAGE 7/23/24-11/13/24	114.44
11/20/2024	56543	JEFF ANTAYA	MLA COSTS	323.42
11/20/2024	56544	JEFF ANTAYA/PETTY CASH	PROGRAM SUPPLIES	93.82
11/20/2024	56545	JENNIFER DEGROAT/PETTY CA	KEY, GINGERBREAD SUPPLIES	75.74
11/20/2024	56546	JESSICA M TROTTER	STAF TRAINING-MILEAGE & HOT	488.08
11/20/2024	56547	JESSICA WRIGHT	REIMBURSEMENT FOR PUMPKIN	85.00
11/20/2024	56548	JILL ABOOD	MILEAGE 7/9-11/14/24	165.89
11/20/2024	56549	JULIE CHRISINSKE/PETTY CASI	PUMPKINS,PIZZA,PROGRAM SU	130.88
11/20/2024	56550	KALAMAZOO COLLEGE	LOST BOOK	60.00
11/20/2024	56551	KARON WALTER/PETTY CASH	PROGRAM SUPPLIES	55.01
11/20/2024	56552	KEYSTONE ENVIRONMENTAL, I	LEGACY PARKWAY ENVIRONME	2,000.00
11/20/2024	56553	LAUREN CLARKE	TRAVEL TO CADL CON	13.40
11/20/2024	56554	LENAWEE DISTRICT LIBRARY	LOST BOOK	26.95
11/20/2024	56555	MARK BUZZITTA	MILEAGE 10/11-10/23/24	116.85
11/20/2024	56556	MELISSA COLE	CANDY FOR OCTOBER OUTREA	234.30
11/20/2024	56557	MIRANDA, ELISHA	MILEAGE MLA CONF	238.52
11/20/2024	56558	MONARCH WELDING & ENGINE	DL AHU1 PENTHOUSE BEARING	6,850.44
11/20/2024	56559	MULTI-CULTURAL BOOKS & VIC	BOOKS	1,548.00
11/20/2024	56560	MURPHY & SPAGNUOLO PC	10/2024 LEGAL SVCS	2,352.00
11/20/2024	56561	NEW BUFFALO TOWNSHIP LIBF	LOST BOOKS	16.84
11/20/2024	56562	PLAYAWAY PRODUCTS LLC	AUDIOBOOKS	274.50
11/20/2024	56563	PLAYAWAY PRODUCTS LLC	AUDIOBOOKS	766.51
11/20/2024	56564	POP-ITY POPCORN CO LLC	CADL CON POPCORN	188.95
11/20/2024	56565	R.A. DINKEL & ASSOCIATES INC	GIVEAWAYS 2024	1,155.98
11/20/2024	56566	RACHEL SADOWSKI	LOTION MAKING	400.00
11/20/2024	56567	RICHMOND, GAIL	SYMPHONY QUARTET AT HOLT	50.00
11/20/2024	56568	RICOH USA INC	10/2024 COPIES	63.96
11/20/2024	56569	ROBERT CHARTRAND	TRAVEL MLA CONFERENCE	242.54
11/20/2024	56570	ROTARY CLUB OF LANSING	LANSING ROTARY QTR DUES	300.00
11/20/2024	56571	SAI KRISHNAMURTHI	MILEAGE 10/1-11/8/24	46.10
11/20/2024	56572	SARTORIUS, ELEANOR	SYPHONY QUARTET AT HOLT 12	50.00
11/20/2024	56573	SHERYL KNOX	MILEAGE MI BROADBAND SUMM	402.80
11/20/2024	56574	SHERYL MAY	MILEAGE FOR STAFF TRAINING	177.55



11/20/2024	56575	SHUYLER CLARK	MILEAGE 10/2-11/11/24	102.51
11/20/2024	56576	SKYLINE OUTDOOR ADVERTISI	VINYL STORYWALK PANELS	905.00
11/20/2024	56577	STAMPFLER, DIANNA	CADL CON TABLE TALK AND PR	475.00
11/20/2024	56578	STEWART, MARK	BOARD STIPEND 4/17-12/18/24	510.00
11/20/2024	56579	TAYMOUTH TOWNSHIP LIBRAR	LOST BOOK	14.95
11/20/2024	56580	THOMAS MOORE - PETTY CASH	SHELVES, PROGRAM SUPPLIES	164.35
11/20/2024	56581	THOMAS MOORE/PETTY CASH	SUPPLIES FOR PROGRAMS	203.09
11/20/2024	56582	TOWNSQUARE MEDIA LANSING	10/2024 DIGITAL DISPLAY AND R	1,500.00
11/20/2024	56583	TYLER, EMILY	MILEAGE MLA	259.96
11/20/2024	56584	UAW LOCAL 2256	10/2024 UNION DUES	3,313.43
11/20/2024	56585	UNIQUE	10/2024 PLACEMENTS,PLACEME	1,353.70
11/20/2024	56586	UNIVERSITY OF MICHIGAN HEA	ERGONOMICS SESSION CADL C	200.00
11/20/2024	56587	WARREN, CHERYL	SYMPHONY QUARTET AT HOLT	50.00
11/20/2024	56588	WAYNE RICHARD POPE	SMARTPHONE PHOTOGRAPHY ,	250.00
11/20/2024	56589	WEST BLOOMFIELD TOWNSHIF	LOST BOOKS	26.93
11/20/2024	56590	WLNS	10/2024 ADS	1,190.00
11/20/2024	56591	WT COX INFORMATION SERVIC	2024 PERIODICALS RENEWALS	30,176.59
11/20/2024	56592	ACP ENTERTAINMENT	POLAR EXPRESS BALANCE	1,036.75

Total Paper Check:

85,618.30

MAIN TOTALS:

Total of 175 Checks:

546,707.08

CHECK REGISTER FOR CAPITAL AREA DISTRICT LIBRARIES

CHECK DATE 11/01/2024 - 11/30/2024

Check Date	Check	Vendor Name	Description	Amount
11/19/2024	2347(E)-2349(E)	RAMP BUSINESS CORP	11/2024 WATER COOLER DTL	95.00
			WATER DELIVER STK	26.00
			WATER DELIVERY LE	14.25
			WATER DELIVERY FO	7.75
			WATER DELIVERY STK	19.15
			WATER DELIVER/DEPOSITS DA	59.75
			INGRAM RETURN SHIPPING	62.66
			PEST CONTROL OK	68.00
			PEST CONTROL DT	83.00
			PEST CONTROL OK	64.00
			CADL CON BOX LUNCH ORDER	2,095.96
			PASTPERFECT-SUBSCRIPTION 12/15/24-12/14/2	1,596.00
			HOTSPOT RENEWALS 11/14/24-11/13/25	4,440.00
			HOTSPOT RENEWALS 11/14/24-11/13/25	3,720.00
			W/S 8/15-9/15/24	85.86
			10/2024 SMOKEY BEAR ADS	270.00
			PORTABLE INFLATOR, BATTERY PACK	298.99
			TRASH BAGS	79.77
			MOISTURE ABSORBER,MOLD CLEANER	33.89
			HEX KEY, GLOVES, SPRAY BOTTLE, RAIN-X	100.94
			RUG, SHELVING PIECES	1,797.04
			DEMCO EZ TAPE APPLICATOR W13827090	124.20
			LABELS,FOLDERS,BK JACKETS	87.65
			NAME PLATES	55.00
			PAPER TOWEL, SOAP, BATH TISSUE	674.31
			PAPER TOWEL, BATH TISSUE	79.50
			PAPER TOWEL	45.75
			PAPER TOWEL	45.75
			BATH TISSUE	44.00
			TOWEL PAPER, BATH TISSUE	300.25
			PULL TOWELS, BATH TISSUE	117.25
			SOAP	90.01
			10/2024 MAT SERVICE	681.05
			BUILDING READER BOOKS	6,023.12
			10/2024 JANITORIAL SVCS	14,489.74
			GRAY END CAP LAMINATING ROLL FILM, GLOS:	252.46
			11/2024 DIGITAL PHONE LINES AT DL	73.29
			CADL CON EXTRA HALF AND HALF	3.89
			I SAW THE TV BLU-RAY	100.00
			LP AND GIVE AWAYS	2,259.72
			SMARTY ADDRESS VALIDATION API ACCESS	54.00
			FAX SUBSCRIPTION 10/18/24-10/17/25	167.99
			MONTHLY WEBSITE HOSTING CHARGES	278.30
			HOSTING MINECRAFT SERVER 11/6-12/5/24	29.94
			CADL CON SNACKS AND DRINKS	86.49
			DECORATING GROOVY DONUTS SL	175.00
			DECORATING GROOVY DONUTS AT WM	110.25
			DECORATING GROOVY DONUTS AT OK 11/16	73.50
			DECORATING GROOVY DONUTS AT MS 11/9	73.50
			DECORATING GROOVY DONUTS AT HO	73.50
			DECORATING GROOVY DONUTS AT FO 11/23	73.50
			DECORATING GROOVY DONUTS AT ST 11/15	52.50
			OCT 2024 FOOD FOR BOARD	32.47

NOV 2024 FOOD FOR BOARD	40.26
CADL CON DRINKS AND NAPKINS	31.10
CADL CON FOOD MISC	20.45
CERTIFICATE FRAMES	29.64
ANNUAL MEMBERSHIP FEE 10/1/24 TO 9/30/25	135.00
AZURE ACTIVE DIRECTORY PREM P1 LIC. RENEW	72.00
TRIVIA RAT MONTHLY SUBSCRIPTION	19.00
PREMIUM 11/2-12/4	59.90
11X14 PHOTO PRINT FOR BOARD ROOM	7.27
WASABI CLOUD STORAGE 10/2024	103.93
WCR3SBK 3 TIER WIRE RACK	74.94
CONFERENCE TRAVEL - HOTEL	282.80
MLA HOTEL CHARGES AB	533.70
MLA HOTEL CHARGES EM	65.27
MLA HOTEL CHARGES RC	31.90
MINIMUM WAGE WEBINAR-LAXTON	25.00
GOLDENROD PAPER—DEMONSTRATION KIT	19.56
GOLDENROD PAPER—DEMONSTRATION KIT SI	5.00
BROCHURE PRINTING	2,845.75
MEAL FOR KEKLA MAGOON, AUTHOR	98.62
TREKKING THROUGH HISTORY	119.97
LIFETIME MEMBERSHIP	300.00
CADL CON - CHAIR RENTAL	436.87
20241113 PARTY CITY BOARD MTG TABLECLOTH	80.00
2 CO2 ALARMS AND SOME EXT CORDS	84.11
6" EXHAUST VENT FOR HEATHER'S OFFICE AC	33.99
4 FOLDING TABLES FOR CADL CON/F&E USE	169.96
RAMP CASHBACK	(623.90)
WATER DELIVERY, BOTTLE REFUND STK	(17.80)
TREKKING THROUGH HISTORY	(0.09)
	<hr/>
	46,930.09

BALANCE SHEET REPORT FOR CAPITAL AREA DISTRICT LIBRARIES

Balance As of 11/30/2024

GL Number	Description	YTD Balance 11/30/2023	YTD Balance 11/30/2024
<b>Fund: 101 GENERAL FUND</b>			
<b>*** Assets ***</b>			
<b>Account Type: Cash</b>			
	CASH Cash Overages/Shortages	9,603,124.56	10,630,774.99
	IMPREST CASH Williamston Imprest Cash	2,612.00	2,312.00
	INVESTMENTS Investments	4,378,109.05	4,515,282.83
	Cash	<u>13,983,845.61</u>	<u>15,148,369.82</u>
<b>Account Type: Other Assets</b>			
	ACCOUNTS RECEIVABLE Accounts Receivable	8,071.46	0.00
	INTEREST RECEIVABLE Interest Receivable	66,336.61	138,618.01
	PREPAID EXPENSE Prepaid Expenses-Overdrive Advantage	394,675.41	305,341.64
	Other Assets	<u>469,083.48</u>	<u>443,959.65</u>
	<b>Total Assets</b>	<u>14,452,929.09</u>	<u>15,592,329.47</u>
<b>*** Liabilities ***</b>			
<b>Account Type: Accounts Payable</b>			
	ACCOUNTS PAYABLE Accounts Payable	280,472.78	339,877.56
	ACCRUED EMPLOYEE PAYABLE HOSPITAL INDEMNITY PAYABLE -	45,847.80	8,171.13
	Accounts Payable	<u>326,320.58</u>	<u>348,048.69</u>
	<b>Total Liabilities</b>	<u>326,320.58</u>	<u>348,048.69</u>
<b>*** Fund Equity ***</b>			
<b>Account Type: Unassigned</b>			
	FUND BALANCE AUTOMATION Fund Balance Automation	1,000,000.00	1,000,000.00
	FUND BALANCE CAPITAL PRO Fund Balance Capital Projects	1,599,999.66	2,249,999.66
	FUND BALANCE CONTINGENCY Fund Balance Contingency	6,315,399.10	5,342,849.10
	FUND BALANCE DONATIONS RE FUND BALANCE DONATION RES -	333,152.13	555,255.95
	FUND BALANCE DONATIONS UN FUND BALANCE DONATION UNRES	286,284.82	512,955.93
	FUND BALANCE OPERATIONS Fund Balance - Operations	499,000.00	715,550.00
	FUND BALANCE PENSION RESE Fund Balance- Pension Reserv	1,560,000.00	1,560,000.00
	FUND BALANCE UNDESIGNATED Fund Balance Undesignated	526,107.95	864,140.31
	Unassigned	<u>12,119,943.66</u>	<u>12,800,750.95</u>
	<b>Total Fund Equity</b>	<u>12,119,943.66</u>	<u>12,800,750.95</u>
<b>Total Fund 101 GENERAL FUND:</b>			
<b>TOTAL ASSETS</b>		<u>14,452,929.09</u>	<u>15,592,329.47</u>
<b>BEG. FUND BALANCE</b>		<u>12,119,943.66</u>	<u>12,800,750.95</u>
<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>		326,320.58	348,048.69
<b>= TOTAL LIABILITIES AND FUND BALANCE</b>		<u>12,446,264.24</u>	<u>13,148,799.64</u>
<b>OUT OF BALANCE</b>		2,006,664.85	2,443,529.83

BOARD FS FOR CAPITAL AREA DISTRICT LIBRARIES

Balance As of 11/30/2024

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

GL Number	Description	Activity For	YTD Balance	2024	% Bdgt Used
		11/30/2024	11/30/2024	Amended Budget	
<b>Fund: 101 GENERAL FUND</b>					
<b>Account Category: Revenues</b>					
MILLAGE INCOME					
402	Property Tax Revenue	63.47	13,015,782.64	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	63.47	13,098,911.81	12,782,500.00	102.48
PENAL FINES					
658	Penal Fines Ingham County		209,938.73	202,000.00	103.93
659	Penal Fines Eaton County		7,969.25	7,500.00	106.26
	PENAL FINES	0.00	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	3,119.86	46,955.06	42,000.00	111.80
631	Non Resident Fees	3,675.00	30,460.01	26,000.00	117.15
	LIBRARY FEES	6,794.86	77,415.07	68,000.00	113.85
DONATIONS					
674	Donation Income-Friends/Restricted	3,060.00	77,095.46	65,000.00	118.61
677	Donation Income-Unrestricted	3,671.00	12,884.10	16,000.00	80.53
	DONATIONS	6,731.00	89,979.56	81,000.00	111.09
GRANTS					
540	Grants	7,500.00	17,500.00	10,000.00	175.00
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	7,500.00	49,940.00	42,440.00	117.67
OTHER INCOME					
542	MMLC Reimbursement		61,537.85	124,000.00	49.63
628	Universal Service Fund Income		7,825.81	8,000.00	97.82
632	Lost and Paid Books	2,388.38	34,649.79	25,000.00	138.60
665	Interest Income	43,284.72	680,897.56	550,000.00	123.80
673	Sale of Fixed Assets	5,425.00	17,930.00	5,000.00	358.60
675	Misc Income	1,631.93	15,994.22	5,000.00	319.88
682	Insurance Claim Income		5,660.00	5,600.00	101.07
	OTHER INCOME	52,730.03	824,495.23	722,600.00	114.10
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	73,819.36	14,789,945.10	15,308,390.00	96.61
<b>Account Category: Expenditures</b>					
SALARIES AND BENEFITS					
702	Salaries	526,295.79	5,868,190.56	7,052,000.00	83.21
714	Unemployment Insurance			3,000.00	0.00
715	FICA EMPLOYER SHARE	39,450.69	439,308.47	539,500.00	81.43
716	HEALTH INSURANCE	40,506.46	496,450.62	650,000.00	76.38
717	Life & Disability Insurance	402.93	5,122.55	5,000.00	102.45
718	Retirement	65,654.25	741,738.45	850,000.00	87.26
719	Prescription Expense	23,159.50	254,360.36	285,000.00	89.25
720	DENTAL INSURANCE	4,961.44	39,263.13	45,000.00	87.25
721	VISION INSURANCE	910.72	9,591.02	11,000.00	87.19
722	Workers Comp Insurance		32,545.41	32,600.00	99.83
724	Parking Main Library	4,520.00	54,680.40	54,800.00	99.78
	SALARIES AND BENEFITS	705,861.78	7,941,250.97	9,527,900.00	83.35
MATERIALS					
727	Books	87,102.29	864,757.41	1,020,800.00	84.71
728	Periodicals		36,286.96	42,600.00	85.18
729	DVD	24,304.78	162,073.89	224,400.00	72.23

BOARD FS FOR CAPITAL AREA DISTRICT LIBRARIES

Balance As of 11/30/2024

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

GL Number	Description	Activity For	YTD Balance	2024	% Bdgt Used
		11/30/2024	11/30/2024	Amended Budget	
<b>Fund: 101 GENERAL FUND</b>					
<b>Account Category: Expenditures</b>					
MATERIALS					
730	Library of Things	1,698.82	42,538.75	57,000.00	74.63
731	Audiobooks	48,325.20	514,691.60	543,800.00	94.65
732	Music	4,337.16	31,394.22	43,100.00	72.84
733	Databases	1,216.67	96,052.71	98,000.00	98.01
734	Subscription Services		84,906.30	85,600.00	99.19
735	Processing Supplies	211.85	18,487.96	28,800.00	64.19
736	Processing Fees	6,836.25	52,847.63	61,600.00	85.79
	<b>MATERIALS</b>	<b>174,033.02</b>	<b>1,904,037.43</b>	<b>2,205,700.00</b>	<b>86.32</b>
SUPPLIES					
740	Office Supplies	2,873.11	66,133.03	85,000.00	77.80
741	Postage Expense	62.66	2,550.10	5,000.00	51.00
776	Janitorial Supplies	717.97	12,469.89	15,000.00	83.13
862	Gas-Delivery Vehicles	1,426.18	19,382.91	35,000.00	55.38
	<b>SUPPLIES</b>	<b>5,079.92</b>	<b>100,535.93</b>	<b>140,000.00</b>	<b>71.81</b>
PROFESSIONAL SERVICES					
820	Membership Fees	333.75	19,236.06	25,000.00	76.94
823	Bank Fees & Services	1,640.51	13,444.71	13,000.00	103.42
824	Cooperative Membership Fee		124,738.94	124,750.00	99.99
825	Collection Agency Fees	(8.00)	4,950.70	6,000.00	82.51
826	Payroll & Print Service	3,101.82	38,413.56	46,000.00	83.51
827	Web Chat Service		8,950.00	10,750.00	83.26
828	Melcat Delivery Charges		46,017.65	49,000.00	93.91
829	Tutoring Services		2,995.90	3,000.00	99.86
831	Marketing	3,544.43	75,124.71	203,700.00	36.88
832	Programs	6,865.03	58,611.13	90,750.00	64.59
	<b>PROFESSIONAL SERVICES</b>	<b>15,477.54</b>	<b>392,483.36</b>	<b>571,950.00</b>	<b>68.62</b>
GOVERNANCE					
805	Legal Services	2,352.00	23,801.98	40,000.00	59.50
806	Per Diem	1,290.00	3,210.00	10,000.00	32.10
807	Memberships - Board		144.83	1,250.00	11.59
808	Conferences - Board		1,324.97	10,000.00	13.25
809	Audit		20,300.00	20,300.00	100.00
	<b>GOVERNANCE</b>	<b>3,642.00</b>	<b>48,781.78</b>	<b>81,550.00</b>	<b>59.82</b>
STAFF DEVELOPMENT					
810	Staff Training	4,379.24	36,611.01	42,000.00	87.17
811	Recruiting Expense		100.00	2,000.00	5.00
812	Hospitality		579.06	5,000.00	11.58
813	Employee Recognition	84.64	524.60	5,000.00	10.49
	<b>STAFF DEVELOPMENT</b>	<b>4,463.88</b>	<b>37,814.67</b>	<b>54,000.00</b>	<b>70.03</b>
MAINTENANCE AND UTILITIES					
801	Custodial Services	16,806.29	205,518.82	228,000.00	90.14
802	SECURITY SERVICES	13,265.34	134,908.43	171,000.00	78.89
850	Telephone	1,711.29	19,443.95	25,600.00	75.95
864	Vehicle Maintenance - Delivery		6,197.27	10,000.00	61.97
922	Steam and Gas	7,166.69	59,775.61	108,000.00	55.35
923	Electricity	15,600.90	180,091.24	195,000.00	92.35
924	Water and Sewer	1,398.54	18,892.90	23,000.00	82.14
925	Trash	735.43	7,914.78	9,500.00	83.31
930	Building Maintenance	1,646.60	100,594.34	111,700.00	90.06
	<b>MAINTENANCE AND UTILITIES</b>	<b>58,331.08</b>	<b>733,337.34</b>	<b>881,800.00</b>	<b>83.16</b>
OTHER EXPENSE					
861	Local Travel	1,777.16	13,264.73	13,000.00	102.04
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	192.80	2,965.75	6,500.00	45.63
958	Sales/Use Tax		235.80	1,200.00	19.65
960	Donation Expense Restricted	2,367.68	60,348.99	61,073.47	98.81
961	Donation Expense Unrestricted	9.87	55,870.16	58,000.00	96.33
	<b>OTHER EXPENSE</b>	<b>4,347.51</b>	<b>232,061.70</b>	<b>269,773.47</b>	<b>86.02</b>
TECHNOLOGY EXPENSES					
895	Internet Access		8,887.32	11,000.00	80.79
896	Internet Access - Hotspots	5,162.71	59,685.72	81,100.00	73.60
898	Computer System Services	5,388.49	28,345.26	43,000.00	65.92

BOARD FS FOR CAPITAL AREA DISTRICT LIBRARIES

Balance As of 11/30/2024

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

GL Number	Description	Activity For	YTD Balance	2024	% Bdgt Used
		11/30/2024	11/30/2024	Amended Budget	
<b>Fund: 101 GENERAL FUND</b>					
<b>Account Category: Expenditures</b>					
TECHNOLOGY EXPENSES					
905	Computer Software	1,908.60	64,943.63	71,800.00	90.45
906	Computer Hardware	7.69	12,532.86	36,500.00	34.34
907	III Software & Hardware Maintenance		154,439.78	160,900.00	95.98
	TECHNOLOGY EXPENSES	<u>12,467.49</u>	<u>328,834.57</u>	<u>404,300.00</u>	<u>81.33</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		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	9,946.56	43,375.74	53,880.00	80.50
980	Staff Furn & Equipment	2,508.63	26,140.23	39,000.00	67.03
982	BUILDINGS	670.75	52,670.75	60,000.00	87.78
987	GRANT EXPENSES	5,075.00	15,263.98	11,000.00	138.76
	CAPITAL OUTLAY	<u>18,200.94</u>	<u>627,277.52</u>	<u>872,657.00</u>	<u>71.88</u>
	Expenditures	<u>1,001,905.16</u>	<u>12,346,415.27</u>	<u>15,009,630.47</u>	<u>82.26</u>
Fund 101 - GENERAL FUND:					
	TOTAL REVENUES	73,819.36	14,789,945.10	15,308,390.00	
	TOTAL EXPENDITURES	1,001,905.16	12,346,415.27	15,009,630.47	
	NET OF REVENUES & EXPENDITURES:	<u>(928,085.80)</u>	<u>2,443,529.83</u>	<u>298,759.53</u>	

## 2024 4th Qtr. Budget Adjustment Recommendations

	Original Budget	YTD Actual	Requested Adjustment	Revised Budget	
<b><u>Revenue</u></b>					
<b>Donations</b>					
677 - Donation Income Unrestricted	16,000	12,887	(3,000)	13,000	Lower than expected
<b>Grants</b>					
540 - Grants	10,000	17,500	7,500	17,500	Advent House Grant
<b>Other Income</b>					
542 - MMLC Reimbursement	124,000	61,538	(62,500)	61,500	Did not receive payment
628 - Universal Service Fund Income	8,000	7,826	(175)	7,825	Lower than expected
632 - Lost and Paid Books	25,000	35,065	10,000	35,000	Higher than expected
673 - Sale of Assets	5,000	17,930	12,000	17,000	Sale of vehicle and Computers
675 - Misc Income	5,000	16,083	10,000	15,000	CC Income
665 - Interest	550,000	680,898	130,000	680,000	Higher than expected
<b>Total Revenue</b>	<b>727,000</b>	<b>836,840</b>	<b>103,825</b>	<b>830,825</b>	
<b><u>Expenditures</u></b>					
<b>Salaries and Benefits</b>					
717 - Life and Disability Insurance	5,000	5,123	1,000	6,000	Higher than expected
<b>Materials</b>					
727 - Books	1,020,800	873,020	(20,000)	1,000,800	Reallocation
729 - DVD	224,400	161,482	(7,500)	216,900	Reallocation
731- Audiobooks	543,800	514,852	27,500	571,300	Reallocation
<b>Professional Services</b>					
822 - Contractual Services	-	1,236	1,250	1,250	Not Budgeted for Advent House
823 - Bank Fees & Services	13,000	13,445	2,200	15,200	Higher than expected
<b>Other Expenses</b>					
861 - Local Travel	13,000	13,362	3,000	16,000	Higher than expected
960 - Donation Exp Restricted	61,073	60,484	5,000	66,073	Higher than expected
<b>Maintenance and Utilities</b>					
923 - Electricity	195,000	180,091	25,000	220,000	Higher than expected
930 - Building Maintenance	111,700	102,861	10,000	121,700	Higher than expected
<b>Capital Outlay</b>					
873 - Building Upgrades	23,000	26,058	3,100	26,100	Higher than expected
987 - Grant Expense	11,000	15,264	14,000	25,000	Advent House and LSTA Grant
<b>Total Expenses (Under)/Over</b>	<b>2,221,773</b>	<b>1,967,277</b>	<b>64,550</b>	<b>2,286,323</b>	

**Requested (use)/return of Undesignated Fund Bal.** 39,275

Undesignated Fund Balance 1.1.24	814,140
PO's rolled forward	(1,073)
1st Qtr Adjustment	(79,657)
2nd Qtr Adjustment	38,300
3rd Qtr Adjustment	341,190
4th Qtr Adjustment	39,275
<b>Projected Fund Balance 12.31.24</b>	<b>1,152,175</b>



**Account Signatory Recommendation  
December 18, 2024**

**RECOMMENDATION:**

Add the Finance Director, Miriam Mattison as an approved signatory on financial accounts for the Capital Area District Library.

**Union Pension Recommendation  
December 18, 2024**

**Recommendation:** Sign the Memo of Understanding #4 which modifies the UAW – CADL bargaining agreement Article 31.04 to freeze the MERS pension plan Cost of Living (COLA) benefit for UAW Professional staff members effective January 1, 2025. This change would also impact any future Union Professional staff members who will not receive a cost-of-living benefit as part of their pension calculation.

Furthermore, authorize Executive Director, Jenny Marr to sign the modified Defined Benefit Plan Adoption Agreement to allow MERS to amend the current Defined Benefit Adoption Agreement to allow for this change.

**Background:** The UAW Professional staff voted on October 14, 2024, to freeze this benefit effective January 1, 2025, for current members of the MERS pension plan. Detailed language of the memo is included below.

**MEMO OF UNDERSTANDING #4**

The Employer, Capital Area District Libraries (CADL) and the Employees of CADL represented by the UAW Local 2256, hereby agree and understand that on January 1, 2025, the following change will be made to the Agreement between the Capital Area District Library and the UAW Local 2256 to accommodate the recent Union vote to change their MERS benefit:

Article 31.04 All new eligible employees will receive a Defined Benefit as follows:

Non -Professional employees: B-2, V-10, FAC5 w/ F55 (20 years)

Professional employees: B-2, V-10, FAC5, **E-2**

**E-2 (COLA) will be frozen for current PROFESSIONAL employees employed by CADL as of 12/31/24 and will not be included in their pension calculation for any service credits or wages earned after that date.**

IN WITNESS WHEREOF, the parties hereto have executed this Agreement by their duly authorized representatives this \_\_\_\_ day of \_\_\_\_\_, 2024.

**City of Lansing Human Relations & Community Services Direct Social Services  
Grant Proposal for 2025-2026  
December 18, 2024**

**RECOMMENDATION:**

Authorize CADL staff to apply for a \$20,000 grant to the City of Lansing’s Human Relations & Community Services (HRCS) Department for support of the Advent House Ministries (AHM) “Direct Social Services at the Library Project.”

**BACKGROUND:**

This would be the 3<sup>rd</sup> year of applying for this grant. The intent of the grant is to be able to contract for additional services at the Lansing branches that CADL is unable to provide otherwise. The grant period is from July 1, 2025 – June 30, 2026. The City of Lansing will notify CADL in the spring regarding the grant award status and the corresponding monetary amount. CADL staff will bring the proposed contract to accept the grant back to the Library Board in the summer. If the grant award is for less than requested, the Board will have the option to allocate additional funds from the CADL budget, if they choose to accept the award.

**Program Goals:**

Provide a consistent advocacy presence at CADL Downtown and South Lansing branches to engage with individuals experiencing homelessness or basic need challenges and to guide them towards resources for food, shelter, and hygiene, as well as referral assistance to supportive services and benefits assistance.

**Program Statistics:**

**1<sup>st</sup> Year: July 2023 – June 2024**

199 served at Downtown  
70 served at South Lansing

Number of Resources Recommended: 293  
Housing Requests: 52  
Shelter: 15  
Basic Needs (Food, Clothing, Hygiene): 48  
Transportation: 78  
Health (Included Mental Health and Addiction): 13  
Job: 32  
Legal: 23  
Other: 32

**2<sup>nd</sup> Year (in progress) July – October 2024**

Downtown: 49  
South Lansing: 10

Number of Resources Recommended: 114  
Housing Requests: 17  
Shelter: 11

Basic Needs (Food, Clothing, Hygiene): 18

Transportation: 28

Health (Included Mental Health and Addiction): 6

Job: 6

Legal: 16

Other: 12

The grant application period is open and closes January 14, 2025.