

**CAPITAL AREA DISTRICT LIBRARIES
BOARD MEETING**

5:30 PM, WEDNESDAY, JANUARY 22, 2025
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 December 18, 2024](#) (enc – action)
- b. [Disbursements for December 2024](#) (enc – action)

CHAIRPERSON'S COMMENTS

NEW BUSINESS

General

- a. [Strategic Planning Committee Appointments](#) (Chair)
- b. [MMLC Board Representative](#) (enc – action)
- c. Legislative Update
- d. Community Contacts

Finance

- a. [Preliminary December 2024 Financial Report](#) (enc – action)
- b. [Bolling Janitorial Contract Recommendation](#) (enc – action)
- c. [Legal Services Renewal Recommendation](#) (enc – action)

DIRECTOR'S REPORT

PUBLIC, STAFF, AND BOARD MEMBER COMMENTS

ADJOURNMENT

CAPITAL AREA DISTRICT LIBRARIES
BOARD MEETING
December 18, 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, Victoria Meadows, Michael Moore, Thais Rousseau

Others Present:

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

Brian Baer made a motion to approve the absence of Quinn O’Donnell from the December 11, 2024, Committee of the Whole meeting. Ashley Smith seconded the motion. The motion carried.

COMMUNICATIONS

Executive Director Jenny Marr shared praise for Webberville’s pop-up storytime programming.

Executive Director Jenny Marr conveyed thanks from CADL staff for the end of year gift of CADL branded long-sleeve t-shirts. She also noted the receipt of a number of cards and well-wishes from vendors.

APPROVAL OF AGENDA

Ashley Smith made a motion to move Finance items A, B, C, D, and E to the Consent Agenda. Sandy Drake seconded the motion. The motion carried.

Quinn O’Donnell made a motion to approve the Agenda as amended. Mark Stewart seconded the motion. The motion carried.

PUBLIC COMMENTS ON AGENDA ITEMS

There were no public comments on agenda items.

CONSENT AGENDA

Ashley Smith made a motion to approve the consent agenda. Julie Vandenboom seconded the motion. The motion carried.

- a. Approval of Minutes November 20, 2024
This item was approved by consent.
- b. Approval of Closed Session Minutes November 20, 2024
This item was approved by consent.
- c. Disbursements for November 2024
This item was approved by consent.

CHAIRPERSON'S COMMENTS

Brian Baer thanked those who came early to share some snacks and noted his appreciation for the time to visit informally.

Brian Baer thanked staff for their work on the 2023 CADL Annual Report.

NEW BUSINESS

General

- a. Legislative Update
House Bills 6034 and 6035, known as the Freedom to Read bills, passed through the House on Friday night, December 13 at 8 pm and have been sent to the Senate. Executive Director Jenny Marr provided testimony for the bills at the House Gov. Ops. Committee hearing, and thousands of library supporters from around Michigan contacted the House committee and legislators.

Today certain legislators didn't show up to work in protest. Whether these bills get through the Senate or not will depend on if and how soon they get back to work.

- b. Community Contacts
Sandy Drake noted that most of the Friends of the Library groups did not meet in December because they were busy helping with holiday events at the branches. Sandy attended the Polar Express event at Aurelius and was among the first to ride the train.

Debora Bloomquist also attended the Polar Express event at Aurelius and rode the train twice. She praised the train they had at the event and expressed her desire for CADL to rent this train and use it for a return of participation in Silver Bells in Lansing.

Julie Vandenboom mentioned an email she received from a community member regarding the Downtown Branch. Brian Baer noted that if she would like to have him respond as Chair, he is willing to do so. Board members clarified the procedure for responding to emails they receive.

Brian Baer, Debora Bloomquist, Sandy Drake, Ashley Smith, Mark Stewart, and Julie Vandenboom all attended the Mason Library ribbon-cutting and open house. Brian Baer thanked everyone involved in the Mason project and noted that the celebration was very nice. Sandy Drake complimented Michael Moore on all the work he did on the Mason Renovation. Ashley Smith shared a conversation from the Mason event about how the ability to check out ebooks has made a huge difference in an individual's quality of life and interaction with family.

Finance

a. November 2024 Financial Report

There were no changes to the November 2024 Financial Report that was presented at the December 11 Committee of the Whole meeting.

This item was approved by consent.

b. December 2024 Budget Amendment

Recommended revisions to the 2024 budget combined to a \$39,275 return to the Undesignated Fund Balance and a projected end of year fund balance of \$1,152,175.

This item was approved by consent.

c. Account Signatory Recommendation

It is recommended to add the Finance Director, Miriam Mattison as an approved signatory on financial accounts for the Capital Area District Library.

This item was approved by consent.

d. Union Pension Recommendation

It is recommended to 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, it is recommended to 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.

This item was approved by consent.

e. City of Lansing HRCS Grant Application Recommendation

It is recommended to 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."

This item was approved by consent.

DIRECTOR'S REPORT

- CADL's annual Best of 2024 lists have been published on the website and social media channels and featured in the Lansing State Journal. Staff contributed suggestions for these curated lists of titles for children, young adult, and adult books released this year.
- The December program and services guide has been released. It is titled "Chill, Chat and Chapters" and includes watercolor illustration of various winter-themed postcards from our Local History collection. The guide includes an article written by new Youth Services Specialist, Kate Newcombe.

- Aurelius hosted a Polar Express event on December 9. With 650 attendees, it was Aurelius's single largest event to date, and feedback on the event has been overwhelmingly positive.
- Julie Laxton and Angela Adkins, CADL's Human Resources staff, hosted a table as part of 2024 Michigan Career Quest at the Lansing Center where over 2,000 area high school students came to learn about various jobs. Julie Laxton also participated in the Wilson Talent Center job fair and worked with students to improve their interview skills.
- Executive Director Jenny Marr attended MLA ThinkSpace on December 5 and 6 in Plymouth, Michigan. The workshop focused on leadership principles for complex times, intentionality, and critical self-reflection. Part 2 of the series will take place in May.
- A presentation on CADL's upcoming strategic planning process will be shared in January. It is expected that the process will take about 5-6 months with different roles and participation both internally for the board and staff and externally for residents and community partners.
- The 2023 Annual Report has been published and sent out. Visits to municipalities will take place in February-April 2025 once the 2024 annual report information is available.
- All CADL Branches will be closed on Tuesday, December 24 and Wednesday, December 25 for the Christmas holiday, as well as on Tuesday, December 31 and Wednesday, January 1 for the New Year's holiday.

PUBLIC, STAFF, AND BOARD MEMBER COMMENTS

Sandy Drake invited everyone to pick up one of her holiday gifts, and Brian Baer encouraged everyone to take home some of the extra treats.

Sandy Drake highlighted the monthly Director's Report and shared how impressed she is by all that is accomplished each month.

ADJOURNMENT

Sandy Drake made a motion to adjourn the meeting. Debora Bloomquist seconded the motion. The motion carried. The meeting adjourned at 5:59 pm.

1/6/2025

CHECK REGISTER FOR CAPITAL AREA DISTRICT LIBRARIES

CHECK DATE 12/01/2024 - 12/31/2024

Check Date	Check	Vendor Name	Description	Amount
Bank MAIN MAIN CASH				
Check Type: EFT Transfer MAIN				
12/6/2024	2394(E)	ACRISURE/44 NORTH	PRESCRIPTION CLAIMS	1,444.06
12/6/2024	2395(E)	ACRISURE/44 NORTH	PRESCRIPTION CLAIMS	565.47
12/6/2024	2396(E)	CONSUMERS ENERGY	4321 2 10/8-11/11/24	467.2
12/6/2024	2397(E)	CONSUMERS ENERGY	201 10/10-11/11/24	374.54
12/6/2024	2398(E)	CONSUMERS ENERGY	4321 1 10/10-11/11/24	279.36
12/6/2024	2399(E)	CONSUMERS ENERGY	4321 4 10/10-11/11/24	254.78
12/6/2024	2400(E)	CONSUMERS ENERGY	4321 3 10/10-11/11/24	175.79
12/6/2024	2401(E)	JOLEE HAMLIN	MILEAGE 9/25-11/22/24	158.79
12/6/2024	2402(E)	LAGARDA SECURITY	SECURITY SVCS W/E 11/17/24	2,770.08
12/6/2024	2403(E)	MAXOR PLUS	PRESCRIPTION CLAIMS	1,272.01
12/6/2024	2404(E)	MAXOR PLUS	PRESCRIPTION CLAIMS	2,845.02
12/6/2024	2405(E)	MERS	11/2024 RETIREMENT CONTRIBL	89,712.91
12/6/2024	2406(E)	PHYSICIANS HEALTH PLAN	12/2024 HLTH INS PREMIUM	44,856.66
12/6/2024	2407(E)	SPRINGSHARE LLC	2025 PATRON POINT SUBSCRIP'	12,900.00
12/6/2024	2408(E)	STAPLES ADVANTAGE	OFFICE SUPPLIES	358.21
12/6/2024	2409(E)	TASC	BENEFITS FUNDING	229.28
12/6/2024	2410(E)	INGRAM LIBRARY SERVICES	BOOKS	4,647.23
12/6/2024	2413(E)	MIDWEST TAPE	DVD,AUDIOBOOKS,MUSIC	10,551.46
12/13/2024	2414(E)	ABRAHAM WASHINGTON LLC	12/2024 PARKING	4,520.00
12/13/2024	2415(E)	ACRISURE/44 NORTH	PRESCRIPTION CLAIMS	16,587.79
12/13/2024	2416(E)	ALERUS FINANCIAL	11/2024 RETIREMENT CONTRIBL	20,388.87
12/13/2024	2417(E)	AMAZON	AMAZON	4,949.69
12/13/2024	2418(E)	ANDERSON, LINDSAY	MILEAGE REIMB FOR JURY DUT	13.98
12/13/2024	2419(E)	BAKER & TAYLOR BOOKS	BOOKS	8,361.34
12/13/2024	2420(E)	CENGAGE LEARNING INC/GALE BOOKS		734.98
12/13/2024	2421(E)	DELTA DENTAL PLAN OF MICHIGAN	12/2024 DENTAL PREMIUM	228.15
12/13/2024	2422(E)	INGRAM LIBRARY SERVICES	BOOKS	2,237.93
12/13/2024	2424(E)	KANOPY INC	11/2024 PLAY CREDITS	2,457.35
12/13/2024	2425(E)	LAGARDA SECURITY	SECURITY SVCS W/E 11/24/24	2,686.50
12/13/2024	2426(E)	MAXOR PLUS	PRESCRIPTION CLAIMS	3,053.97
12/13/2024	2427(E)	MICHIGAN FLEET FUELING SOLUTIONS	VEHICLE FUEL 11/15-11/30/24	696.91
12/13/2024	2428(E)	MIDWEST TAPE	DVD,AUDIOBOOKS,MUSIC	3,487.52
12/13/2024	2429(E)	MISSION SQUARE	11/2024 RETIREMENT CONTRIBL	2,550.96
12/13/2024	2430(E)	OVERDRIVE INC	CONTENT PURCHASE	30,000.00
12/13/2024	2431(E)	STAPLES ADVANTAGE	OFFICE SUPPLIES	369.32
12/13/2024	2432(E)	TASC	BENEFITS FUNDING	256.57
12/13/2024	2433(E)	BOARD OF WATER & LIGHT	123 10/8-11/8/24	11,725.47
12/13/2024	2434(E)	BOARD OF WATER & LIGHT	401 9/11-11/12/24	6,790.55
12/13/2024	2435(E)	BOARD OF WATER & LIGHT	427 1FL 10/-11/9/24	78.65
12/13/2024	2436(E)	BOARD OF WATER & LIGHT	3500 108 10/7-11/8/24	1,202.96
12/13/2024	2437(E)	BOARD OF WATER & LIGHT	3500 1/2 10/8-11/7/24	138.71
12/13/2024	2438(E)	CONSUMERS ENERGY	145 10/14-11/13/24	732.34
12/13/2024	2439(E)	CONSUMERS ENERGY	126 10/15-11/14/24	437.2
12/13/2024	2440(E)	CONSUMERS ENERGY	1379 10/14-11/13/24	152.07
12/13/2024	2441(E)	CONSUMERS ENERGY	3500 107B 10/11-11/12/24	74.04
12/13/2024	2442(E)	CONSUMERS ENERGY	401 10/10-11/8/24	21.26
12/13/2024	2443(E)	CONSUMERS ENERGY	427 10/10-11/08/24	18
12/13/2024	2444(E)	CONSUMERS ENERGY	3500 109B 10/11-11/12/24	18

12/13/2024	2445(E)	MISSION SQUARE	11/2024 RETIREMENT CONTRIBU	443.52
12/19/2024	2446(E)	RAMP BUSINESS CORPORATIO	WRC - RACK CARDS	45,982.68
12/13/2024	2450(E)	T-MOBILE	HOTSPOTS 10/21-11/20/24	4,456.28
12/20/2024	2451(E)	ACRISURE/44 NORTH	PRESCRIPTION CLAIMS	463.61
12/20/2024	2452(E)	BAKER & TAYLOR BOOKS	BOOKS	7,698.46
12/20/2024	2453(E)	BRIAN BAER	BOARD STIPEND 8/21-12/18/24	300
12/20/2024	2454(E)	CASSIDY GOULD	CONFERENCE TRAVEL REIMBUI	695.41
12/20/2024	2455(E)	CONSUMERS ENERGY	115 10/17-11/18/24	42.36
12/20/2024	2456(E)	HELEN C. VESELOVSKY	MILEAGE 10/15-11/17/24	241.2
12/20/2024	2457(E)	INGRAM LIBRARY SERVICES	BOOKS	3,664.88
12/20/2024	2460(E)	JANET ELLIOT	MILEAGE 7/19-12/13/24	42.51
12/20/2024	2461(E)	JEFF ANTAYA	PROGRAM FOOD	114.69
12/20/2024	2462(E)	JULIE LAXTON	MILEAGE 10/7-12/18/24	271.97
12/20/2024	2463(E)	KATHERINE ZAYKO	MILEAGE 10/2-10/31/24	85.43
12/20/2024	2464(E)	LAGARDA SECURITY	SECURITY SVCS W/E 12/1/24	1,862.64
12/20/2024	2465(E)	MAXOR PLUS	PRESCRIPTION CLAIMS	4,892.58
12/20/2024	2466(E)	MIDWEST TAPE	BLURAYS,DVDS	858.76
12/20/2024	2467(E)	OVERDRIVE INC	CONTENT PURCHASE	24,400.00
12/20/2024	2468(E)	SOPHIE STEINER	MILEAGE 4/17-9/26/24	78.06
12/20/2024	2469(E)	SPRINGSHARE LLC	LIBCAL SUBSCRIPTION JAN-DEC	2,586.00
12/20/2024	2470(E)	STAPLES ADVANTAGE	OFFICE SUPPLIES	327.62
12/20/2024	2471(E)	SUSEELA EYAL	MILEAGE 10/25/24-12/2/24	42.01
12/20/2024	2472(E)	TASC	BENEFITS FUNDING	183.48
12/20/2024	2473(E)	TRANSPARENT LANGUAGE INC	2025 TRANSPARENT LANGUAGE	5,670.00
12/20/2024	2474(E)	VANDENBOOM, JULIE	BOARD STIPEND 10/30-12/18/24	240
12/20/2024	2475(E)	VISION SERVICE PLAN	12/2024 VISION PREMIUM	910.72
12/20/2024	2476(E)	ACRISURE/44 NORTH	12/2024 BUNDLE FEE, PHARMAC	5,510.69
12/20/2024	2477(E)	MIDWEST TAPE	11/2024 DIGITAL CONTENT	36,965.05
12/27/2024	2478(E)	ABRAHAM WASHINGTON LLC	1/2025 PARKING	4,520.00
12/27/2024	2479(E)	AT&T	SERVICE 11/2-12/1/24	24
12/27/2024	2480(E)	BAKER & TAYLOR BOOKS	BOOKS	7,553.78
12/27/2024	2482(E)	CASSIDY GOULD	MILEAGE 10/29-12/20/24	151.76
12/27/2024	2483(E)	CENGAGE LEARNING INC/GALE	BOOKS	346.3
12/27/2024	2484(E)	DELTA DENTAL PLAN OF MICH	11/2024 DENTAL CLAIMS	4,294.10
12/27/2024	2485(E)	GRANGER CONTAINER SERVIC	12/2024 TRASH SERVICE	143.24
12/27/2024	2486(E)	INGRAM LIBRARY SERVICES	BOOKS	1,340.21
12/27/2024	2488(E)	JOLEE HAMLIN	MILEAGE 11/26-12/19/24	188.07
12/27/2024	2489(E)	KATHERINE ZAYKO	11/4-11/20/24 MILEAGE	61.37
12/27/2024	2490(E)	LAGARDA SECURITY	SECURITY SVCS W/E 12/8/24	2,973.06
12/27/2024	2491(E)	MAXOR PLUS	PRESCRIPTION CLAIMS	966.24
12/27/2024	2492(E)	MICHIGAN FLEET FUELING SOL	12/1-12/15/24 VEHICLE FUEL	779.69
12/27/2024	2493(E)	MIDWEST TAPE	DVD,AUDIOBOOKS,MUSIC	4,021.26
12/27/2024	2494(E)	PHYSICIANS HEALTH PLAN	1/2025 HEALTH PREMIUM	43,772.48
12/27/2024	2495(E)	STAPLES ADVANTAGE	OFFICE SUPPLIES	3,786.03
12/27/2024	2496(E)	TASC	BENEFITS FUNDING	499.18
12/27/2024	2497(E)	GRANGER CONTAINER SERVIC	12/2024 TRASH SERVICE	259.65
12/27/2024	2498(E)	GRANGER CONTAINER SERVIC	12/2024 TRASH SVC	91
12/31/2024	2499(E)	ALERUS FINANCIAL	12/2024 RETIREMENT CONTRIBU	20,605.91
12/31/2024	2500(E)	DTE ENERGY	117 11/2-12/4/24	174.77
12/31/2024	2501(E)	MERS	12/2024 RETIREMENT CONTRIBU	89,584.38
12/31/2024	2502(E)	MISSION SQUARE	12/2024 RETIREMENT CONTRIBU	2,550.96
12/31/2024	2503(E)	MISSION SQUARE	12/2024 RETIREMENT CONTRIBU	443.52
Total EFT Transfer:				636,995.50

Check Type: Paper Check MAIN

12/19/2024	56593 ADVENT HOUSE MINISTRIES, IN	STREET OUTREACH COORD SV	8,736.00
12/19/2024	56594 ANDERSON, LINDSAY	GINGERBREAD PROGRAM,MILE.	139.53
12/19/2024	56595 ANDREA M RODRIGUEZ	SPANISH STORYTIME	135
12/19/2024	56596 ANGELLE PINE	MILEAGE 9/13-12/2/24	32.96
12/19/2024	56597 ANN ARBOR DISTRICT LIBRARY	LOST BOOK	50.98
12/19/2024	56598 ASHLEY SMITH	BOARD STIPEND 1/1-11/20/24	630
12/19/2024	56599 BARYAMES CLEANERS INC	TABLECLOTH CLEANING	115.47
12/19/2024	56600 BAYSCAN TECHNOLOGIES	RFID TAGS, OVERLAY TAGS	4,082.50
12/19/2024	56601 BLACKSTONE PUBLISHING INC	AUDIOBOOKS	232.35
12/19/2024	56602 BOURGEOIS, ANDY	MILEAGE 11/12/24	46.1
12/19/2024	56603 CENTRAL BUSINESS SYSTEMS	11/2024 PRINT COLLECTIONS/CC	1,776.57
12/19/2024	56604 CENTRAL SECURITY ALARM INC	FIRE MONITORING 1/1-3/31/25	245.85
12/19/2024	56605 CHARLOTTE KRAJNIAK	MILEAGE 10/10-11/11/24	53.6
12/19/2024	56606 CHICAGO DISTRIBUTION CENTR	BLACK HISTORY MONTH BOOKM	116.08
12/19/2024	56607 CITY OF LANSING, PARKS AND	9/1-11/30/2024 UTILITIES	685
12/19/2024	56608 COURTNEY TANG	MILEAGE 8/20-12/4/24	62.65
12/19/2024	56609 DEBORA BLOOMQUIST	BOARD STIPEND 1/17-12/18/24	1,020.00
12/19/2024	56610 DEBORAH PRIGGE	MILEAGE 7/16-10/30/24	59.63
12/19/2024	56611 EAST LANSING PUBLIC LIBRAR	LOST BOOKS	31.35
12/19/2024	56612 EATON RAPIDS PUBLIC LIBRAR	DAMAGED BOOK B290090009188	16.95
12/19/2024	56613 ELAJ	11/2024 ADS	10
12/19/2024	56614 ENVISIONWARE INC	MOBILE PRINT FOR 13 BRANCHI	4,550.00
12/19/2024	56615 FISH WINDOW CLEANING	202411 FISH WINDOW DL FALL C	550
12/19/2024	56616 FRESH TRACKS INC	CARPET CLEANING 1ST & 2ND F	1,765.00
12/19/2024	56617 GERBER LIFE INSURANCE CO	BAL AGGREGATE STOP LOSS C	777.5
12/19/2024	56618 GRAND VALLEY STATE UNIVER	LOST BOOK BARCODE: 3226001	24
12/19/2024	56619 HART AREA PUBLIC LIBRARY	LOST BOOK	22.95
12/19/2024	56620 HASLETT PUBLIC SCHOOLS	CLEANING/UTILITIES 10/24-12/24	8,818.62
12/19/2024	56621 HEATHER GOUPIL	MILEAGE 7/23-9/30/24	22.24
12/19/2024	56622 HEATHER GOUPIL/PETTY CASI	GINGERBREAD EVENT, AUDIO E	48.54
12/19/2024	56623 INGHAM COUNTY TREASURER	WINTER 2024 TAX COLLECTION	1,416.71
12/19/2024	56624 IOA RE, LLC	2025 AGGREGATE STOP LOSS C	4,525.00
12/19/2024	56625 IOSCO-ARENAC DISTRICT LIBR	LOST BOOK #34351001467643	12.99
12/19/2024	56626 JACKSON DISTRICT LIBRARY	DAMAGED/LOST BOOKS	32.08
12/19/2024	56627 JENNIFER DEGROAT	MILEAGE 7/5-11/14/24	93.97
12/19/2024	56628 JENNY MARR	MILEAGE CONFERENCE 9/24/24	104.52
12/19/2024	56629 JILL ABOOD	MILEAGE 11/18-12/4/24	34.84
12/19/2024	56630 JOHN N TAKIS	MILEAGE 9/28-10/23/24	8.67
12/19/2024	56631 JULIE CHRISINSKE	MILEAGE 2/6-12/16/24	303.31
12/19/2024	56632 JULIE CHRISINSKE/PETTY CASI	PROGRAM SUPPLIES, AUTHOR '	42.44
12/19/2024	56633 KATHRYN SHAW	MILEAGE 7/29-11/21/24	39.73
12/19/2024	56634 KENT DISTRICT LIBRARY	LOST BOOK 31298030507522	17.95
12/19/2024	56635 KOIOS, LLC	GOOGLE ADS GRANT MANAGEM	7,108.00
12/19/2024	56636 LEE, HANA	MILEAGE 11/13-12/7/24	76.65
12/19/2024	56637 LEHMAN, SARAH	MILEAGE 10/10-11/20/24	28.81
12/19/2024	56638 MARK BUZZITTA	MILEAGE 11/1-11/25/24	136.95
12/19/2024	56639 MELISSA COLE	REIMBURSEMENT FOR GRAHAM I	77.51
12/19/2024	56640 MELISSA CRAIN	MILEAGE 12/12/24	26.8
12/19/2024	56641 MIHALIK, KATHRYN	MILEAGE 11/11/24	7.5
12/19/2024	56642 MULTI-CULTURAL BOOKS & VID	BOOKS	261.06
12/19/2024	56643 MURPHY & SPAGNUOLO PC	11/2024 LEGAL SVCS	4,534.00
12/19/2024	56644 MUSIC MANOR	MUSIC MANOR REPAIRS SEPT 2	56.99
12/19/2024	56645 NICHE ACADEMY	2025 NICHE ACADEMY SUBSCRI	4,200.00
12/19/2024	56646 PETER WHITE PUBLIC LIBRARY	LOST BOOK	10.95
12/19/2024	56647 PLAYAWAY PRODUCTS LLC	AUDIOBOOKS	158.62

12/19/2024	56648 R & D LANDSCAPE LLC	LOT SALTING 11/29-11/30/24	404
12/19/2024	56649 R.A. DINKEL & ASSOCIATES INC	GIVEAWAYS 2024	5,360.00
12/19/2024	56650 RICOH USA INC	11/2024 B/W & COLOR COPIES	93.26
12/19/2024	56651 SANDRA DRAKE	BOARD STIPEND 7/24-12/18/24	780
12/19/2024	56652 SAVAGE, ANITA	MILEAGE 11/1-11/27/24	89.32
12/19/2024	56653 SCHINDLER ELEVATOR CORPC	QUARTERLY SVC 12/1/24-2/28/25	2,732.22
12/19/2024	56654 SCOTT, ASHLEY	MILEAGE 8/19-11/11/24	21.31
12/19/2024	56655 SHERYL MAY	MILEAGE 11/11/24	22.38
12/19/2024	56656 SKEEN, ANITA	AUTHOR VISIT 11/2/24	100
12/19/2024	56657 SKYLINE OUTDOOR ADVERTISI	ACRYLIC SHEETS (40) SHEETS (539.53
12/19/2024	56658 ST CLAIR COUNTY LIBRARY	LOST BOOK BARCODE# 3393901	8.99
12/19/2024	56659 SUSANA ANDREWS	MILEAGE 11/11/24	10.72
12/19/2024	56660 SWAN, CHARLIE	MILEAGE 11/11/24	19.44
12/19/2024	56661 THOMAS MOORE - PETTY CASH	PROGRAM SUPPLIES, PRY BAR,	158.13
12/19/2024	56662 THOMAS MOORE/PETTY CASH	PROGRAM SUPPLIES, ICE MELT	187.42
12/19/2024	56663 TOTH, ASH	MILEAGE 11/28/24	4.76
12/19/2024	56664 TOWNSQUARE MEDIA LANSING	11/2024 DIGITAL DISPLAY AND R	1,500.00
12/19/2024	56665 UAW LOCAL 2256	11/2024 UNION DUES	3,177.50
12/19/2024	56666 UNIQUE	11/2024 CHAT SERVICE, PLACEM	1,430.15
12/19/2024	56667 VANDERMOLEN, TAMMY	MILEAGE 11/11/2024	31.83
12/19/2024	56668 WLAJ	11/2024 ADS	25
12/19/2024	56669 WLAJ	9/2024,10/2024,11/2024 ADVERTI	175
12/19/2024	56670 WLNS	11/2024 ADS	765
Total Paper Check:			<u>75,809.43</u>

MAIN TOTALS:

Total of 178 Checks:

712,804.93

CHECK REGISTER FOR CAPITAL AREA DISTRICT LIBRARIES
CHECK DATE 12/01/2024 - 12/31/2024

Check Date	Check	Vendor Name	Description	Amount
12/19/2024	2446(E)	RAMP BUSINESS CORPORAT	WRC - RACK CARDS	329.98
			WRC STICKERS	251.99
			PRINT FROM ANYWHERE PROMO MATERIALS RESL	322.97
			12/2024 WATER COOLER	95
			12/2024 WATER COOLER DA	15
			WATER DELIVERY STK	11.15
			WATER DELIVERY FO	7.75
			WATER DELIVERY DA	33.75
			20241018 TRANE LEGACY HVAC INSPECTION	670.75
			TRANE AHU1 DAMPER REPLACEMENT - CADL BOAF	16,500.00
			SERVICE AGREEMENT 11/1/24-1/31/25	1,284.00
			PEST CONTROL OK	68
			PEST CONTROL SVCS	83
			PEST CONTROL SVCS	68
			PEST CONTROL SVCS	64
			W/S 9/15-10/15/24	66.96
			ABC TOY SUPPLEMENT TO NEW ABC RR BACKPACI	23.98
			RATCHET STRAP, NITRILE BLACK	22.85
			EXT CORD, STRIP LIGHT	41.94
			SPACE HEATERS	319.83
			WOOD SCREWS	11.04
			BELT KIT, BATTERIES, ELCT. TAPE	112.8
			GFCI RECEPT, BUCKET, STRETCH WRAP	86.78
			SIGNATURE STAMP-HAMLIN STEWART	71
			QRTLTY RENTAL 11/3-2/2/25	180
			HOLT DEMCO CHAIR (3) ORDER 2025	1,726.68
			WOMEN'S HISTORY MONTH BOOKMARKS (2 DIFFE	75.92
			LABELS, SMALL EASELS	75.97
			PAPER TOWEL	45.75
			SOAP	74.96
			BATH TISSUE	35.75
			PULL TOWELS, MULTIFOLD, SINGLE FOLD	634.36
			MULTIFOLD TOWEL	71
			11/2024 MAT SERVICE	551.55
			11/2024 JANITORIAL SVCS	14,489.74
			12/2024 3 FXS DIGITAL PHONE LINES VIA IAD	73.29
			ALA MEMBERSHIP-T ROUSSEAU 2025	280
			SMARTY ADDRESS VALIDATION API ACCESS	54
			MONTHLY WEBSITE HOSTING CHARGES	278.3
			12/6-1/5/25 HOSTING MINECRAFT SERVER	29.94
			WINTER READING 2025 CANDY/GUM	600.74
			WILDCARD SSL CERT 12/7/24-12/9/25	980
			GREATER LANSING GUEST MAGAZINE 11/1971	17.98
			LABEL HOLDERS, FULL TABS	245.98
			DECORATING GROOVY DONUTS AT DA 12/7/24	110.25
			FOOD FOR BOARD DEC MEETING	28.57
			PDFFILLER 11/18/24-11/17/25	180
			SIMPLYBOOK SUBSCRIPTION 12/2-1/2/25	59.9
			TAYLOR SWIFT BOOKS	319.92
			11/2024 WASABI CLOUD STORAGE	110.19
			11/2024 WASABI CLOUD STORAGE	0.05
			11/2024 PROOFPOINT/TEAMS PHONE	2,348.50
			TRAINING J LAXTON DEC 6 AT MSU	80
			STAFF APPRECIATION SHIRTS	2,072.00
			2024 BOARD GAMES ORDER	267.66
			PADLOCK, BLADES, HEATER	56.44
			11/2024 CASHBACK	-709.89
			REFUND SALES TAX	-25.34
				<u>45,982.68</u>



1



2

Midwest Collaborative for Library Services (MCLS)

MCLS is a collaborative organization partnering with Indiana and Michigan member libraries, product vendors, and other library entities to provide informational content, operational services, and personal oversight designed to assist libraries in helping themselves better relate to the patrons and communities they serve.

At the completion of an RFP process, CADL selected the strategic planning proposal from MCLS due to the scope of services and their extensive experience in working with libraries.

3

MCLS Approach

- ▶ MCLS seeks to amplify strengths and strive to create intentional, accessible spaces that encourage the cross-pollination of diverse ideas, perspectives, and experiences.
- ▶ They use a strategic planning model that combines the community's aspirations with the library's strengths to create outcomes that are achievable and impactful.
- ▶ MCLS's methodology uses principles and practices of Appreciative Inquiry, which is a strengths-based approach to planning rooted in the assumption that questions and dialogues about strengths, successes, values, hopes, and dreams are themselves transformational.
- ▶ Rather than a problem-solving approach that focuses on deficiencies, Appreciative Inquiry focuses on peak experiences and best practices.
- ▶ Weaknesses and threats are acknowledged and reframed into opportunities and aspirations.
- ▶ It is a collaborative and highly participative process that results in a co-created and impactful plan.

4

What's included in the process

- ▶ Data analysis conducted by MCLS
- ▶ Strategic Planning Committee kickoff meeting
- ▶ Surveys
- ▶ One on one interviews
- ▶ Community conversations at branches
- ▶ Focus Groups
- ▶ Planning Committee & Library Board retreat
- ▶ Staff Operational retreat
- ▶ Final plan documentation

- ▶ Additional work may be requested at an hourly rate

5

Proposed Timeline: 5-6 months January

Task 1	Design the planning process (Meet with consultant)	Month 1
Task 2	Start the planning process (Establish Strategic Planning Committee, data gathering)	Month 1
Task 3	Co-create Community & Partner Surveys and discuss survey process (Meet with consultants)	Month 1

6

Proposed Timeline: 5-6 months February

Task 4	Kick-Off Meeting with Strategic Planning Committee to introduce the process & strategically identify community members to engage (Meeting facilitated by consultant)	Month 2
Task 5	Knowledge Gathering (Conduct Community & Partner Surveys, Planning Committee Interviews community leaders, consultant facilitates Community Conversations)	Month 2

7

Proposed Timeline: 5-6 months March

Deliverables	Benchmarking, Library Usage, and Demographics Report, Community Engagement Report, and Community Survey Report	Month 3
Task 6	Staff & Board focus groups (Facilitated by consultant; response to Community Engagement)	Month 3

8

Proposed Timeline: 5-6 months April

Task 7 **Planning Committee Retreat - Planning Committee selects core values, vision, and key strategic priorities (Retreat facilitated by consultant)** **Month 4**

Task 8 **Key Staff Operational Retreat - write goals and objectives, activities, organizational competencies (Retreat facilitated by consultant)** **Month 4**

- I recommend that the Planning Committee Retreat include the full library board and be conducted as an open meeting.

9

Proposed Timeline: 5-6 months May - June

Task 9 **Write the Strategic Plan** **Month 5**

Deliverables **Written Strategic Plan, Framework for Implementation Timeline, Framework for Measurement Plan** **Month 5**

- The final Strategic Plan will be presented to and approved by the library board at a regular meeting.

10

Strategic Planning Committee

- ▶ The planning committee should be made up of 12-15 people. It should include
 - ▶ Executive Director
 - ▶ Some Members of the Management Team
 - ▶ Some Branch Heads and Supervisors
 - ▶ 1-3 Library Trustees
 - ▶ Other staff or stakeholders as needed
- ▶ The role of the Strategic Planning Committee will be:
 - ▶ Participate in a 2-hour kick-off meeting
 - ▶ Commit to interview community leaders with approximately 30-50 community leaders total (3-5 interviews each). This process serves to involve the committee members more deeply and assists in expanding community connections and identifying potential partners for the library.
 - ▶ Participate in a half-day retreat with the Library Board to identify the library's core values, vision, and key strategic directions.

11

Activity Details from MCLS

Data Collection

- ▶ MCLS will benchmark the library's performance against up to six other Michigan libraries serving populations of similar size, and six libraries of similar size across the country. They will also compile data about our library's usage over a five-year period, and about demographic trends in CADL's service area.
- ▶ The process of gathering public knowledge through interviews and Community Conversations is adapted from the Aspirations model of The Harwood Institute for Public Innovation. To prepare benchmarking and other data reports, MCLS uses data accessed from the Institute of Museum and Libraries Services reported from libraries nationally and from the Library of Michigan reported from Michigan libraries.

12

Activity Details from MCLS

Community Survey

- ▶ MCLS will design and deliver a community survey to assess current state of library services.
- ▶ They will provide us with some example questions, as well as some Survey Tips they've found to be helpful in gaining responses to the surveys.
- ▶ In the meantime, our team has begun to think about what we would like to find out from the survey, that will be a start for our conversation.
- ▶ The survey will be available publicly during a specified time in the engagement phase.

Partner Survey

- ▶ MCLS will design and deliver a partner survey to gain insight on the library's partnerships that will be made available to the library's strategic partners.
- ▶ They will provide us with some example questions.
- ▶ Our team can begin to think about what we would like to find out from the survey, that will be the start for our conversation.
- ▶ The survey will be available during a specified time in the engagement phase.

13

Activity Details from MCLS

Kick-Off Meeting – Date/Time TBD

- ▶ MCLS will facilitate a 2-hour kick-off meeting with the Strategic Planning Committee.
- ▶ During this meeting they will provide an overview of the planning process, as well as assist us in identifying members of the community to include in the engagement process.
- ▶ We need to set a date, time, and location for this meeting once the committee members have been selected.

14

Activity Details from MCLS

Community Conversations – Dates TBD

- ▶ MCLS will be conducting 5 community conversations throughout CADL's service area.
 - ▶ More conversations can be added if we want to include more branch locations.
- ▶ Although they conduct the conversations and assist us in the mechanics of deciding who to invite and how to invite them, there is quite a bit of legwork on the library staff side.
- ▶ MCLS suggests we have a small staff subcommittee to oversee this part of the process.
 - ▶ A couple of staff persons who know people in the community, who are comfortable making follow-up phone calls and recruiting people to attend, as well as contacting groups and can manage registrations for the conversations.
 - ▶ Subcommittee names should be sent to MCLS so they can begin communications with them on logistics (once the planning process has started). MCLS will also provide us with strategies for getting people to participate in the conversations.
- ▶ We also would like to set aside potential time frames for the Community Conversations. These should take place approximately two to four weeks after the kickoff meeting to give us time to make invitations and recruit people.
- ▶ The conversations are 90-120 minutes. These can be spread out over a week, and MCLS is open to a variety of times/locations to best help us reach our community.

15

Activity Details from MCLS

Staff and Board Focus Groups – Dates TBD

- ▶ Following the completion of the Engagement Report, MCLS will facilitate three focus groups
 - ▶ One with the Library Board (open meeting)
 - ▶ One with library management
 - ▶ One with the branch heads
- ▶ The focus groups will allow us to seek feedback on the community aspirations discovered. These focus groups will be 90 minutes each. Dates, times, and a location for each focus group will need to be mutually decided, as well.

Strategic Planning Retreat – Date TBD

- ▶ MCLS will facilitate a half day retreat in which the Strategic Planning Committee and the Library Board will review the community input and use the SOAR methodology to develop the core values, vision, and key strategic priorities.
- ▶ This meeting should be 5 to 5 ½ hours. MCLS generally schedules this meeting for 10 am - 3(3:30) pm with a 30-minute lunch provided by the library.
- ▶ This meeting should be at least three to four weeks after all community and staff engagement have been submitted in order to have time to theme, compile, and distribute the engagement report prior to the retreat.

16

Activity Details from MCLS

Staff Operational Retreat – Date TBD

- ▶ MCLS will facilitate a half day retreat during which the Executive Director and key staff members review the community input, vision, values, and key success factors that were developed by the planning committee.
- ▶ At this retreat, staff will operationalize the plan by developing goals and brainstorming activities that the library might implement to accomplish the key success factors.
- ▶ This is also the time we will address organizational competencies: things that must be taken care of at the organizational level to achieve the goals, such as policies, procedures, staffing, etc.
- ▶ We will also create output and outcome measures for assessing progress.
- ▶ The product of this retreat will be a draft plan.
- ▶ This retreat should take place one to two weeks after the strategic planning retreat and is usually from 10 am-3 pm with a lunch provided.

17

Activity Details from MCLS

Meeting to Review Initial Draft

- ▶ MCLS will have one virtual or on-site meeting with the Executive Director to review the first draft of the written plan.

Presentation & Approval by the Library Board

- ▶ MCLS and the Executive Director will give a presentation at a regular meeting of the Library Board for discussion and final approval.

Meeting to Develop Implementation Timeline and Measurement Plan

- ▶ MCLS will have one on-site meeting with the Executive Director and key staff after the plan is finalized to share the layouts of the measurement plan and implementation timeline.

The plan will be ready to share with the community!

Questions?

18

Proposed Work Schedule

Task	Planning Activity	Month
Task 1	Design the planning process (Meet with consultant)	Month 1
Task 2	Start the planning process (Establish Strategic Planning Committee, data gathering)	Month 1
Task 3	Co-create Community & Partner Surveys and discuss survey process (Meet with consultants)	Month 1
Task 4	Kick-Off Meeting with Strategic Planning Committee to introduce the process & strategically identify community members to engage (Meeting facilitated by consultant)	Month 2
Task 5	Knowledge Gathering (Conduct Community & Partner Surveys, Planning Committee Interviews community leaders, consultant facilitates Community Conversations)	Month 2
Deliverables	Benchmarking, Library Usage, and Demographics Report, Community Engagement Report, and Community Survey Report	Month 3
Task 6	Staff & Board focus groups (Facilitated by consultant; response to Community Engagement)	Month 3
Task 7	Planning Committee Retreat - Planning Committee selects core values, vision, and key strategic priorities (Retreat facilitated by consultant)	Month 4
Task 8	Key Staff Operational Retreat - write goals and objectives, activities, organizational competencies (Retreat facilitated by consultant)	Month 4
Task 9	Write the Strategic Plan	Month 5
Deliverables	Written Strategic Plan, Framework for Implementation Timeline, Framework for Measurement Plan	Month 5

MMLC Board Representative Recommendation

January 22, 2025

BACKGROUND:

To utilize State Aid funds, libraries in Michigan are required to belong to a library cooperative. Capital Area District Libraries is a member of the Mideastern Michigan Library Cooperative (MMLC). The following information comes from the MMLC website (<https://mmlc.info>):

Mideastern Michigan Library Cooperative (MMLC) is a non-profit governmental organization consisting of 26 public, academic, school and special libraries located in the ten county area (Bay, Clare, Genesee, Ingham, Isabella, Midland, Lapeer, northern Oakland, Saginaw, Shiawassee) of the Central Lower Peninsula of Michigan. MMLC is one of eleven library cooperatives funded by the State of Michigan.

Mideastern Michigan Library Board has powers which relate to the functioning of the Cooperative Library and the management and control of the Cooperative Library's funds and property. The Board is composed of 9 members, representing public libraries, and 1 non-voting member, representing academic/school/special libraries.

MMLC board member terms are for 3 years, beginning in September. No board member shall serve more than six consecutive years, with a minimum off the Board of one three-year term.

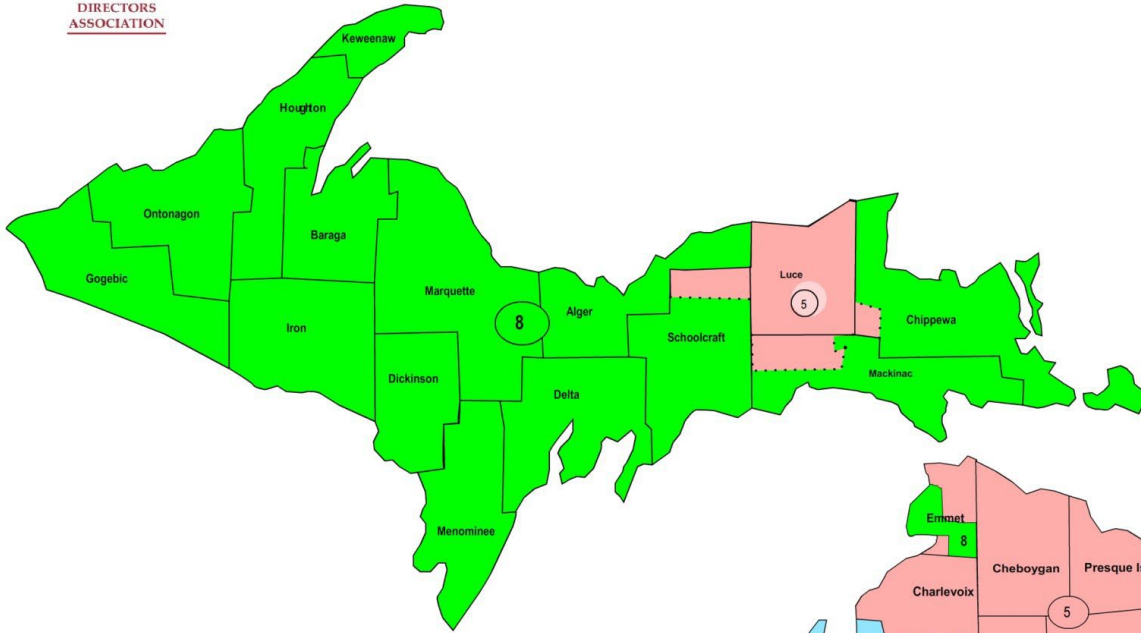
As a Class 6 library with a population over 200,000, CADL has a dedicated seat on the MMLC board. The MMLC board meets approximately three times a year in person at a member library. [Meeting Schedule – Mideastern Michigan Library Cooperative \(mmlc.info\)](#)

RECOMMENDATION:

It is recommended that _____ be appointed to the MMLC Board to represent CADL.



Michigan Library Cooperatives



- 1

Detroit Library Cooperative
Detroit, MI 48202
detroitpubliclibrary.org
(313) 481-1300
- 2

Lakeland Library Cooperative
Grand Rapid, MI 49534
www.lcoop.org
(616) 559-5253
- 3

Mid-Michigan Library League
Cadillac, MI 49601
www.mml.org
(231) 775-3037
- 4

Midwestern Michigan Library Cooperative
Flint, MI 48502
www.mmlc.info
(810) 232-7119
- 5

Northland Library Cooperative
Alpena, MI 49707
www.nlc.lib.mi.us
(231) 855-2206
- 6

Southwest Michigan Library Cooperative
Otsego, MI 49078
smcccooperative.com/
(269) 694-9690
- 7

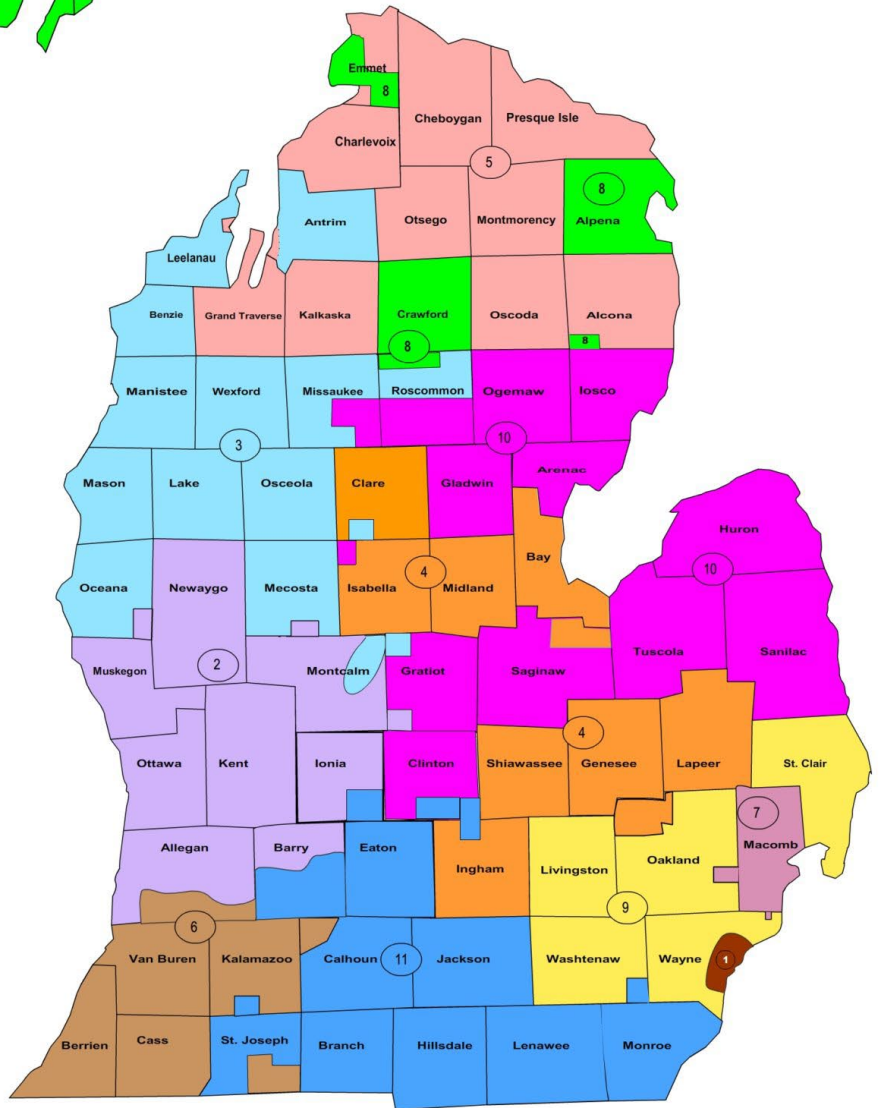
Suburban Library Cooperative
Sterling Heights, MI 48313
www.libcoop.net
(586) 685-5750
- 8

Superiorland Library Cooperative
Marquette, MI 49855
joomla.uproc.lib.mi.us
(906) 228-7697
- 9

The Library Network
Novi, MI 48375
www.tln.lib.mi.us
(248) 536-3100
- 10

White Pine Library Cooperative
Saginaw, MI 48602
www.wplc.org
(989) 793-7126
- 11

Woodlands Library Cooperative
Albion, MI 49224
www.woodlands.lib.mi.us
(517) 629-9469



BALANCE SHEET REPORT FOR CAPITAL AREA DISTRICT LIBRARIES
Balance As of 12/31/2024

GL Number	Description	YTD Balance 12/31/2023	YTD Balance 12/31/2024
Fund: 101 GENERAL FUND			
*** Assets ***			
Account Type: Cash			
	CASH Cash Overages/Shortages	9,017,087.46	10,058,594.56
	IMPREST CASH Williamston Imprest Cash	2,312.00	2,312.00
	INVESTMENTS Investments	4,393,640.66	4,521,971.78
	Cash	13,413,040.12	14,582,878.34
Account Type: Other Assets			
	ACCOUNTS RECEIVABLE Accounts Receivable	8,071.46	13,861.85
	INTEREST RECEIVABLE Interest Receivable	77,931.97	144,091.00
	PREPAID EXPENSE Prepaid Expenses-Overdrive Advantage	409,564.44	384,433.02
	TAXES RECEIVABLE Taxes Receivable	12,201,347.50	13,564,472.56
	Other Assets	12,696,915.37	14,106,858.43
	Total Assets	26,109,955.49	28,689,736.77
*** Liabilities ***			
Account Type: Accounts Payable			
	ACCOUNTS PAYABLE Accounts Payable	225,827.59	194,810.80
	ACCRUED EMPLOYEE PAYABLE Accrued Salaries Payable	281,376.95	284,602.67
	Accounts Payable	507,204.54	479,413.47
Account Type: Liabilities-ST			
	DEFERRED REVENUE Deferred Revenue - Taxes	12,802,000.00	14,084,000.00
	Liabilities-ST	12,802,000.00	14,084,000.00
	Total Liabilities	13,309,204.54	14,563,413.47
*** Fund Equity ***			
Account Type: Unassigned			
	FUND BALANCE AUTOMATION Fund Balance Automation	1,000,000.00	1,000,000.00
	FUND BALANCE CAPITAL PRO Fund Balance Capital Projects	1,543,999.66	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	582,107.95	864,140.31
	Unassigned	12,119,943.66	12,800,750.95
	Total Fund Equity	12,119,943.66	12,800,750.95
Total Fund 101 GENERAL FUND:			
TOTAL ASSETS		26,109,955.49	28,689,736.77
BEG. FUND BALANCE		12,119,943.66	12,800,750.95
+ NET OF REVENUES & EXPENDITURES		0.00	0.00
= ENDING FUND BALANCE		12,119,943.66	12,800,750.95
+ LIABILITIES		13,309,204.54	14,563,413.47
= TOTAL LIABILITIES AND FUND BALANCE		25,429,148.20	27,364,164.42
OUT OF BALANCE		680,807.29	1,325,572.35

BOARD FS FOR CAPITAL AREA DISTRICT LIBRARIES

Balance As of 12/31/2024

*NOTE: Pct Budget does not reflect amounts encumbered.

GL Number	Description	Activity For 12/31/2024	YTD Balance 12/31/2024	2024 Amended Budget	% Bdgt Used
Fund: 101 GENERAL FUND					
Account Category: Revenues					
MILLAGE INCOME					
402	Property Tax Revenue	20,012.86	13,035,795.50	12,700,000.00	102.64
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	20,012.86	13,118,924.67	12,782,500.00	102.63
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	4,179.25	51,134.31	42,000.00	121.75
631	Non Resident Fees	2,350.00	32,810.01	26,000.00	126.19
	LIBRARY FEES	6,529.25	83,944.32	68,000.00	123.45
DONATIONS					
674	Donation Income-Friends/Restricted	8,035.21	85,130.67	65,000.00	130.97
677	Donation Income-Unrestricted	2,621.24	15,505.34	13,000.00	119.27
	DONATIONS	10,656.45	100,636.01	78,000.00	129.02
GRANTS					
540	Grants		17,500.00	17,500.00	100.00
543	Grants-MMLC		15,000.00	15,000.00	100.00
548	Grants-Capital Region Comm Foundatio	1,000.00	2,000.00	1,000.00	200.00
551	Grants-ECF		16,440.00	16,440.00	100.00
	GRANTS	1,000.00	50,940.00	49,940.00	102.00
OTHER INCOME					
542	MMLC Reimbursement		61,537.85	61,500.00	100.06
628	Universal Service Fund Income	3,912.90	11,738.71	7,825.00	150.02
632	Lost and Paid Books	2,479.29	37,129.08	35,000.00	106.08
665	Interest Income	41,134.41	722,031.97	680,000.00	106.18
673	Sale of Fixed Assets	9,525.00	27,455.00	17,000.00	161.50
675	Misc Income	304.40	16,298.62	15,000.00	108.66
682	Insurance Claim Income		5,660.00	5,600.00	101.07
	OTHER INCOME	57,356.00	881,851.23	821,925.00	107.29
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	95,554.56	14,885,499.66	15,412,215.00	96.58
Account Category: Expenditures					
SALARIES AND BENEFITS					
702	Salaries	775,578.58	6,643,769.14	7,052,000.00	94.21
714	Unemployment Insurance			3,000.00	0.00
715	FICA EMPLOYER SHARE	58,200.95	497,509.42	539,500.00	92.22
716	HEALTH INSURANCE	(4,499.94)	491,950.68	650,000.00	75.68
717	Life & Disability Insurance		5,122.55	6,000.00	85.38
718	Retirement	65,540.51	807,278.96	850,000.00	94.97
719	Prescription Expense	24,164.56	278,524.92	285,000.00	97.73
720	DENTAL INSURANCE	6,371.25	45,634.38	45,000.00	101.41
721	VISION INSURANCE	910.72	10,501.74	11,000.00	95.47
722	Workers Comp Insurance		32,545.41	32,600.00	99.83
724	Parking Main Library	10.00	54,690.40	54,800.00	99.80
	SALARIES AND BENEFITS	926,276.63	8,867,527.60	9,528,900.00	93.06
MATERIALS					
727	Books	75,419.91	941,217.11	1,000,800.00	94.05
728	Periodicals	99.90	36,386.86	42,600.00	85.42
729	DVD	18,917.28	181,588.97	216,900.00	83.72

BOARD FS FOR CAPITAL AREA DISTRICT LIBRARIES

Balance As of 12/31/2024

*NOTE: Pct Budget does not reflect amounts encumbered.

GL Number	Description	Activity For 12/31/2024	YTD Balance 12/31/2024	2024 Amended Budget	% Bdgt Used
Fund: 101 GENERAL FUND					
Account Category: Expenditures					
MATERIALS					
730	Library of Things	1,716.49	45,208.10	57,000.00	79.31
731	Audiobooks	48,924.41	563,616.01	571,300.00	98.65
732	Music	3,033.82	34,525.66	43,100.00	80.11
733	Databases		96,052.71	98,000.00	98.01
734	Subscription Services		84,906.30	85,600.00	99.19
735	Processing Supplies	4,263.95	22,751.91	28,800.00	79.00
736	Processing Fees	5,390.55	58,238.18	61,600.00	94.54
	MATERIALS	157,766.31	2,064,491.81	2,205,700.00	93.60
SUPPLIES					
740	Office Supplies	6,700.68	73,079.36	85,000.00	85.98
741	Postage Expense	150.00	2,700.10	5,000.00	54.00
776	Janitorial Supplies	1,336.61	13,806.50	15,000.00	92.04
862	Gas-Delivery Vehicles	1,408.24	20,791.15	35,000.00	59.40
	SUPPLIES	9,595.53	110,377.11	140,000.00	78.84
PROFESSIONAL SERVICES					
820	Membership Fees		19,236.06	25,000.00	76.94
822	CONTRACTUAL SERVICES	1,236.00	1,236.00	1,250.00	98.88
823	Bank Fees & Services	1,161.45	14,616.16	15,200.00	96.16
824	Cooperative Membership Fee		124,738.94	124,750.00	99.99
825	Collection Agency Fees	1,378.85	6,329.55	6,000.00	105.49
826	Payroll & Print Service	3,202.09	41,615.65	46,000.00	90.47
827	Web Chat Service	1,790.00	10,740.00	10,750.00	99.91
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	4,355.09	79,479.80	203,700.00	39.02
832	Programs	2,439.09	61,591.02	90,750.00	67.87
	PROFESSIONAL SERVICES	15,562.57	408,596.73	575,400.00	71.01
GOVERNANCE					
805	Legal Services	4,534.00	28,335.98	40,000.00	70.84
806	Per Diem	2,190.00	5,400.00	10,000.00	54.00
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
	GOVERNANCE	6,724.00	55,505.78	81,550.00	68.06
STAFF DEVELOPMENT					
810	Staff Training	1,027.73	37,638.74	42,000.00	89.62
811	Recruiting Expense		100.00	2,000.00	5.00
812	Hospitality		579.06	5,000.00	11.58
813	Employee Recognition	2,072.00	2,596.60	5,000.00	51.93
	STAFF DEVELOPMENT	3,099.73	40,914.40	54,000.00	75.77
MAINTENANCE AND UTILITIES					
801	Custodial Services	20,327.79	225,846.61	228,000.00	99.06
802	SECURITY SERVICES	11,187.78	146,096.21	171,000.00	85.44
850	Telephone	1,852.29	21,296.24	25,600.00	83.19
864	Vehicle Maintenance - Delivery	120.84	6,318.11	10,000.00	63.18
922	Steam and Gas	10,041.18	69,816.79	108,000.00	64.65
923	Electricity	17,792.58	197,883.82	220,000.00	89.95
924	Water and Sewer	1,908.93	20,801.83	23,000.00	90.44
925	Trash	493.89	8,408.67	9,500.00	88.51
930	Building Maintenance	10,068.72	110,663.06	121,700.00	90.93
	MAINTENANCE AND UTILITIES	73,794.00	807,131.34	916,800.00	88.04
OTHER EXPENSE					
861	Local Travel	2,883.40	16,148.13	16,000.00	100.93
955	Millage Income Refund	24,389.44	62,064.52	60,000.00	103.44
956	Property & Liability Insurance		61,701.19	70,000.00	88.14
957	Miscellaneous Expense	167.60	3,133.35	6,500.00	48.21
958	Sales/Use Tax		235.80	1,200.00	19.65
960	Donation Expense Restricted	32,261.60	93,480.03	66,073.47	141.48
961	Donation Expense Unrestricted	438.82	56,684.00	58,000.00	97.73
	OTHER EXPENSE	60,140.86	293,447.02	277,773.47	105.64
TECHNOLOGY EXPENSES					
895	Internet Access		8,887.32	11,000.00	80.79
896	Internet Access - Hotspots	4,456.28	64,142.00	81,100.00	79.09

BOARD FS FOR CAPITAL AREA DISTRICT LIBRARIES

Balance As of 12/31/2024

*NOTE: Pct Budget does not reflect amounts encumbered.

GL Number	Description	Activity For	YTD Balance	2024	% Bdgt Used
		12/31/2024	12/31/2024	Amended Budget	
Fund: 101 GENERAL FUND					
Account Category: Expenditures					
TECHNOLOGY EXPENSES					
898	Computer System Services	(917.76)	27,427.50	43,000.00	63.78
905	Computer Software	1,415.04	66,358.67	71,800.00	92.42
906	Computer Hardware	2,266.99	14,860.11	36,500.00	40.71
907	III Software & Hardware Maintenance	857.70	155,297.48	160,900.00	96.52
	TECHNOLOGY EXPENSES	8,078.25	336,973.08	404,300.00	83.35
CAPITAL OUTLAY					
873	Building Upgrades	16,500.00	26,058.00	26,100.00	99.84
884	DELIVERY VEHICLE		44,180.56	80,000.00	55.23
888	Mason Renovation Project	(30,000.00)	213,978.24	260,777.00	82.05
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	3,257.74	46,633.48	53,880.00	86.55
980	Staff Furn & Equipment	256.73	26,567.41	39,000.00	68.12
982	BUILDINGS	(50,000.00)	2,670.75	60,000.00	4.45
987	GRANT EXPENSES	7,500.00	22,763.98	25,000.00	91.06
	CAPITAL OUTLAY	(52,485.53)	574,962.44	889,757.00	64.62
	Expenditures	1,208,552.35	13,559,927.31	15,074,180.47	89.95
Fund 101 - GENERAL FUND:					
	TOTAL REVENUES	95,554.56	14,885,499.66	15,412,215.00	
	TOTAL EXPENDITURES	1,208,552.35	13,559,927.31	15,074,180.47	
	NET OF REVENUES & EXPENDITURES:	(1,112,997.79)	1,325,572.35	338,034.53	

Preliminary

2025 Janitorial Service Contract Recommendation January 22, 2025

RECOMMENDATION:

Approve the Executive Director to sign a 1-year contract extension for Boling Janitorial Services for 1/1/25-12/31/25.

Boling Janitorial was selected as the vendor to provide services after a 2023 RFP process, and the CADL Board approved the Janitorial Service Recommendation in October 2023. That recommendation allotted for a contract extension pending services meet CADL's expectations, which they did in 2024. We recommend extending it for the 2025 calendar year.

BACKGROUND:

CADL currently requires cleaning services for Dansville, Downtown, Foster (Foster Labs), Holt, Leslie, Mason, Okemos, South Lansing, and Stockbridge. Boling Janitorial was selected through the RFP process in 2005, 2011, and 2023.

VENDOR HISTORY:

Boling Janitorial is a 65+-year-old commercial cleaning company based in Lansing, MI, with a wide range of services. In early 2021, Boling Janitorial underwent major company and structural staffing changes. As a result, they split out their supply company, Capital Area Cleaning Supply, from whom they supply cleaning and toiletry supplies.

Boling Janitorial maintains warehouse space in their facility to hold CADL products since most libraries have little to no storage other than Downtown. Their cleaning staff delivers the products these libraries require. We budget \$15-20K for cleaning supplies not included in the cleaning service rates.

LEGAL SERVICES RENEWAL
January 22, 2025

Recommendation – The Capital Area District Library continues to use the legal services of the law firm of Murphy and Spagnuolo. The budgeted amount for services rendered in 2025 is \$40,000.

Background – Lindsay Dangl of Murphy and Spagnuolo, PC has represented the Capital Area District Library since 2020.

Ms. Dangl has experience with a variety of legal issues including family law, workers' compensation, insurance defense litigation, municipal law, and civil litigation. Ms. Dangl received her undergraduate degree from James Madison College at Michigan State University and her Juris Doctor from the Michigan State University College of Law.

The attorneys at Murphy and Spagnuolo, PC have represented and counseled the library successfully on labor related issues, municipality library service agreements, tax capture legislation, vendor service agreements, and a litany of other legal matters for the past 20 years.