

**CAPITAL AREA DISTRICT LIBRARIES
COMMITTEE OF THE WHOLE**
5:30 PM, WEDNESDAY, FEBRUARY 19, 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

1. Call to Order
2. Roll Call
3. Public Comments on Agenda Items
4. Agenda
5. [Memorandum for January 15, 2024](#) (enc)
6. Unfinished Business
7. General
 - a. [Travel Approvals Discussion](#) (policy enc)
8. Finance
 - a. [January 2025 Financial Report](#) (enc)
 - b. [Flagstar ACH Debit Block Overview](#)
9. Policies – No changes, for review only (enc)
 - a. [SER 108 Exhibits, Displays and Distribution of Material](#)
 - b. [SER 109 Sale of Items](#)
 - c. [SER 201 Library Programs](#)
 - d. [SER 202 Outreach Services](#)
 - e. [SER 203 Interlibrary Loan](#)
 - f. [SER 206 Library Card Application Retention Policy](#)
 - g. [REL 103 Media Relations](#)
10. Closed Session to consider material exempt from disclosure pursuant to MCL 15.268(h) and MCL 15.243(1)(g).
11. Rise and Report

For mobility, visual, hearing, or other assistance, please call 517-367-6312. Requests need to be made at least two weeks before a scheduled event.

CAPITAL AREA DISTRICT LIBRARIES COMMITTEE OF THE WHOLE

January 15, 2025

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

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

Public Comments on Agenda Items

There were no public comments on agenda items.

Agenda

There were no changes to the agenda.

Memorandum for December 11, 2024

The Memorandum for December 11, 2024, was received.

Unfinished Business

There was no unfinished business.

Strategic Planning Process Presentation

Executive Director Jenny Marr presented the proposed work process for the creation of CADL's next strategic plan. Midwest Collaborative for Library Services (MCLS) will be facilitating the process; they were chosen through an RFP process in 2024. The presentation highlighted MCLS's approach and what is included in the process along with a proposed timeline for completion.

A Strategic Planning Committee needs to be formed which will include board members, management team members, and other staff or stakeholders. After a review of the role, tasks,

and expectations, board members were asked to consider their interest in serving on the committee.

General

- a. Review 2025 Meeting Schedule
The Board reviewed the schedule for Committee of the Whole and Board meetings in 2025.
- b. MMLC Board Appointment
Capital Area District Libraries is a member of the Mideastern Michigan Library Cooperative (MMLC) and has a dedicated seat on the MMLC Board. Due to a potential conflict of interest, Quinn O'Donnell has resigned from the MMLC Board and a new CADL representative needs to be appointed. Board members were asked to consider candidates who are not directly affiliated with CADL at this time.

Finance

- a. Preliminary December 2024 Financial Report
Finance Director Miriam Mattison presented the preliminary financial report ending December 31, 2024, to the Board.
- b. 2025 Janitorial Service Contract Recommendation
It is recommended to 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. It is recommended to extend it for the 2025 calendar year.

- c. Legal Services Recommendation
It is recommended that the Capital Area District Library continue to use the legal services of the law firm of Murphy and Spagnuolo. The budgeted amount for services rendered in 2025 is \$40,000.

Policies – No changes, for review only

- a. GOV 101 Establishment of Agreement
- b. GOV 102 Mission Statement
- c. GOC 103 Bylaws
- d. GOV 104 Board Code of Ethics
- e. GOV 105 CADL Board Attendance Policy
- f. GOV 203 COW Rules of Order
- g. GOV 213 Public Participation
- h. GOV 106 Records Retention Policy

Rise and Report

The meeting was adjourned at 6:35 p.m.

CAPITAL AREA DISTRICT LIBRARIES

HUM 103 Travel Policy

SEPTEMBER 20, 2023

I. Purpose

These travel guidelines address every aspect of library business travel from the initial decision to make a trip to the final billing and reimbursement procedures. These guidelines cover every type of library business travel including meetings, educational workshops, conferences, making a bank deposit, and many others.

Capital Area District Libraries will cover the ordinary and necessary expenses incurred by library staff members and board members traveling on Library business. Travelers are expected to exercise the same care in incurring business expenses as any prudent individual traveling for personal reasons. This includes:

- traveling only when such travel is necessary to effectively conduct library business,
- using the most cost effective travel methods,
- personally checking the accuracy of all accountable documents before accepting them, and
- promptly and accurately reporting all expenses (with required documentation attached).

In addition to actual costs, it is expected that travel arrangements should also consider costs for time, scheduling, needs, convenience and personal safety.

2. General Guidelines

Travel Authorization - Prior authorization is required for any travel. Travel by Library Board members needs to be authorized by the Board Chairperson. Travel by the Executive Director needs to be authorized by the Board Treasurer. Travel of more than 50 miles needs to be authorized in advance by the Executive Director or designee. Travel of 50 miles or less needs to be authorized by the employee's supervisor.

Travel Expense Form - Travelers attending overnight conferences, institutes, or business meetings need to submit a completed, signed Travel Expense Form with all supporting documentation (original receipts only) to their supervisor within fifteen (15) days from their return. The supervisor will review the form and receipts for accuracy and conformity to established policies; however, the responsibility for the accurate completion of a Travel Expense Form is the personal obligation of the traveler and cannot be delegated. After review, the supervisor will forward the documents to the Executive Director or designee.

Travel Mileage Form - Travelers who use their personal cars for day-to-day business related tasks such as bank deposits or other errands related to library work need to record each trip on a Travel Mileage Form. Completed, signed Travel Mileage Forms need to be turned in to the employee's supervisor. Mileage reimbursement requests are to be submitted at least quarterly.

Reimbursement - Travelers will be reimbursed actual expenses directly involved with travel, based upon their Travel Expense Form and accompanying receipts. Original receipts are required for all expenses. The Travel Expense Form must note:

- business purpose of expense;
- amount of expense;
- date of expense;
- place of expense (name, address, city, state)

Reimbursable And Non-Reimbursable Travel Expenses - Following is a list of travel expenses that are/are not reimbursable to a traveler on library business.

Reimbursable Expenses

- Meals, lodging, and travel as detailed below;
- Baggage transfer and handling, including reasonable tips;
- Registration fees, if the purpose of travel is attendance at conferences or official meetings. Registration for conferences, workshops and webinars must receive prior supervisory and administrative approval and may not be reimbursed without prior approval. Payment for registration should not be paid by employees, but will be paid through administrative channels;
- Taxis, Uber, Lyft and other for hire transportation services, including reasonable tips, public transportation costs, and other transportation for meals, lodging and to and from airport or train stations;
- Toll charges, parking fees, ferry fees, bridge, road, and tunnel fees;
- Reasonable tips are reimbursed are up to 20% for high quality service.

Non-Reimbursable Expenses

- Alcoholic beverages
- Coat check
- Collision damage waiver (rental car)
- Entertainment
- Keys locked in personal automobile
- Late check-out and room guaranteed charges
- Laundry and dry cleaning
- Non-business related expenses
- Parking tickets or other traffic fines
- Personal automobile accident insurance
- Personal telephone calls
- Personal toiletries
- Spouse/family travel expense
- Snacks between meals
- Tobacco products
- Towing personal automobile
- Travel insurance

Changes in Travel Arrangements - If a change in travel arrangements results in an additional charge, both the original charge and the additional charge should be included as two (2)

separate entries on the Travel Expense Form. If a change in travel arrangements results in a refund, the traveler must attach the refund of credit slip to the Travel Expense Form. If travel changes are based on personal situations of the traveler, additional reimbursement will be dependent on circumstances.

3. Ground Transportation

Vehicle Use Agreement – All staff members using their personal vehicles to travel for library business will be required to sign a vehicle use agreement. This agreement will require the signer to abide by all motor vehicle laws, meet minimum insurance requirements, follow prescribed safety rules, and document all travel and any accidents that might occur while driving on library business.

Mileage Rate - Travelers using their personal cars for library business travel will be reimbursed at the rate currently allowed by the IRS. All travel must be by the most logical direct route.

Commuter Travel - Commuter travel (the distance an employee normally drives between home and work) is not reimbursed. Employees whose business travel overlaps their normal commuting mileage will be reimbursed for all mileage except commuting mileage.

For example, if an employee attends a meeting in Lansing, works in Haslett and lives in Mason, they would be eligible for mileage for the drive from Mason to Lansing minus the mileage that it normally takes them to drive from Mason to Haslett. CADL does not pay mileage for an employee to drive to a location that is shorter than the distance they normally travel to work. For further explanation of commuter travel mileage, see the CADL HR manual.

Restrictions – All CADL travelers are required to wear a seat belt at all times while traveling on Library business.

Any penalties for traffic/parking violations are the responsibility of the driver. Under no circumstance should an employee attempt to operate any moving conveyance if under the influence of alcohol and/or a controlled substance.

Highway tolls and reasonable parking costs may be expensed. When combined with personal travel, only the costs applicable to the business portion of the trip may be expensed.

Transport Hires - Hotel courtesy shuttles are the preferred method of transportation between the arriving airport and the hotel, whenever available. If a hotel shuttle is not available, the most logical, low cost transportation must be used.

Rental Cars - All car rentals must be pre-approved or the travelers will not be reimbursed by CADL for the rental.

Before leaving the car rental agency location, the driver will inspect the car for damage and will advise the rental agency of any damages that are not previously noted on the rental contract.

All rental cars should be refueled immediately prior to their return in order to avoid fueling charges (use self-service whenever possible).

Reporting Accidents - All accidents involving CADL travelers driving on Library business must be reported. Accidents involving personal cars driven on Library business must be reported to the driver's insurance company as soon as possible. Accidents involving rental cars must be reported to the car rental company immediately. When an accident occurs, regardless of driver fault:

- report the accident promptly to the jurisdictional authority;
- in the absence of legal representation, do not admit negligence or liability;
- in the absence of legal representation, do not attempt settlement, regardless of how minor;
- obtain the names, address and telephone numbers of injured persons and witnesses
- exchange vehicle identification and insurance policy information with the other driver;
- photograph the accident scene immediately, if at all possible.

Long Distance Ground Transportation - Trains and personal cars may be used for business travel when the total cost to do so (tickets, mileage, parking, tolls, etc.) is less than the cost of the lowest available round-trip airfare. Travelers using their personal cars for library business are responsible for insurance coverage meeting the state required minimums for public liability (bodily injury) and property damage. In case of an accident, travelers are personally responsible for any insurance deductibles.

4. Meals

General - It is expected that the traveler would incur reasonable dining expenses in the same manner as they would at home. Travelers will be reimbursed the cost of meals, plus a gratuity up to 20% for high quality service when on overnight business trips. Travelers on trips of more than 6 hours duration will be reimbursed for meals if their travel coincides with regular mealtimes. Meal receipts should be itemized. When credit cards are used to pay for meals, itemized receipts should be obtained when feasible.

Per Diem - The maximum per diem expense limit for all meals is \$75. This amount can be used to cover one meal, two meals or three meals per day. When specific meals are included in the price of the conference or event, the per diem will be reduced \$20 for breakfast, \$25 for lunch, and \$30 for dinner. Travelers will not be reimbursed for alcoholic beverages.

Separate meal expenses will not be reimbursed when a meal is:

- Included in the price of a conference,
- Served en route on a conveyance, or
- Included in the standard price of accommodations.

In-between meal snacks such as a bottle of water, candy bar, or ice cream cone will not be reimbursed.

5. Lodging & Air Travel Guidelines

CADL makes lodging and air travel reservations except when not feasible or otherwise prohibitive, in which case the traveler may make arrangements with prior approval. Traveler preferences will be considered and balanced with fiscal factors, availability, group rates and other details.

5.1 Lodging

Cancellations - Generally, all hotel reservations will be guaranteed for arrival. Reservations that have been guaranteed and which the traveler will not use, must be canceled as appropriate and a cancellation confirmation must be noted. All hotel room charges against uncanceled and unused guarantees will generally be the responsibility of the traveler.

Generally, lodging charges will be reimbursed after travel is complete and itemized receipts are provided to CADL. Capital Area District Libraries will pay for room, applicable taxes, and parking. No other charges will be accepted.

5.2 Air Travel Guidelines

Reservations - While CADL generally makes air travel reservations, in the rare instances when travelers are approved and requested to do so, the following points should be considered to obtain the least expensive fare:

- making a reservation for the least expensive fare available in Coach Class,
- making reservations with the carrier that will provide the lowest logical airfare,
- making reservations as far in advance as possible to take advantage of early booking discounts and availability of open seat inventories,
- using alternate airports if the cost savings is more than \$100 of that of the closest airport,
- traveling during off-peak times if on less costly itinerary.

Exceptions to these guidelines need to be documented and reported on the Travel Expense Form

Airline Tickets - It is the responsibility of the traveler to review all tickets and itineraries for accuracy upon receipt. The traveler is accountable for all tickets and is responsible for any charges if a ticket is lost or stolen.

Denied Boarding - If denied boarding, the traveler must immediately obtain a written statement from the airline agent and have the airline make alternate arrangements. The traveler should not make his or her own arrangements, as these will not be reimbursed by the airline. The traveler may keep any denied boarding compensation offered while on a business trip.

6. Personal Travel

Personal travel is permitted in conjunction with a business trip as long as a minimum of 50% of the time away is business related and no additional costs are incurred. If additional costs are incurred due to personal travel being added to a work related trip, arrangements will be made to offset costs on behalf of CADL. In such instances, all other reimbursement and travel guidelines within this policy will be followed. If adding personal travel results in reducing the

overall costs, CADL will only reimburse the adjusted costs for air travel, car rentals and lodgings.

Spouse/companion travel may also be added to any business travel itinerary as long as there is no additional cost to the Library. Incremental costs are the traveler's responsibility.

BALANCE SHEET REPORT FOR CAPITAL AREA DISTRICT LIBRARIES
Balance As of 01/31/2025

GL Number	Description	YTD Balance 01/31/2024	YTD Balance 01/31/2025
Fund: 101 GENERAL FUND			
*** Assets ***			
Account Type: Cash			
	CASH Cash in Tills-DTL Comp Center	11,858,729.22	13,624,739.13
	IMPREST CASH Williamston Imprest Cash	2,312.00	2,312.00
	INVESTMENTS Investments	4,394,754.82	4,540,859.82
	Cash	16,255,796.04	18,167,910.95
Account Type: Other Assets			
	ACCOUNTS RECEIVABLE Accounts Receivable	0.00	3,912.95
	INTEREST RECEIVABLE Interest Receivable	89,527.31	152,811.38
	PREPAID EXPENSE Prepaid Expenses-Overdrive Advantage	71,256.98	95,823.55
	TAXES RECEIVABLE Taxes Receivable	8,572,706.69	8,715,434.06
	Other Assets	8,733,490.98	8,967,981.94
	Total Assets	24,989,287.02	27,135,892.89
*** Liabilities ***			
Account Type: Accounts Payable			
	ACCOUNTS PAYABLE Accrued YE MERS Expense	142,153.95	417,185.79
	ACCRUED SALARIES PAYABLE STD PAYABLE - EMPLOYEE	50,038.02	5,029.08
	Accounts Payable	192,191.97	422,214.87
Account Type: Liabilities-ST			
	DEFERRED REVENUE Deferred Revenue - Taxes	8,572,706.69	8,715,434.06
	Liabilities-ST	8,572,706.69	8,715,434.06
	Total Liabilities	8,764,898.66	9,137,648.93
*** 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 -	555,255.95	555,255.95
	FUND BALANCE DONATIONS UN FUND BALANCE DONATION UNRES	512,955.93	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	814,140.31	864,140.31
	Unassigned	12,800,750.95	12,800,750.95
	Total Fund Equity	12,800,750.95	12,800,750.95
Total Fund 101 GENERAL FUND:			
TOTAL ASSETS		24,989,287.02	27,135,892.89
BEG. FUND BALANCE - 2024		12,800,750.95	12,800,750.95
+ NET OF REVENUES/EXPENDITURES - 2024		0.00	1,277,339.19
+ NET OF REVENUES & EXPENDITURES		0.00	0.00
= ENDING FUND BALANCE		12,800,750.95	14,078,090.14
+ LIABILITIES		8,764,898.66	9,137,648.93
= TOTAL LIABILITIES AND FUND BALANCE		21,565,649.61	23,215,739.07
OUT OF BALANCE		3,423,637.41	3,920,153.82

BOARD FS FOR CAPITAL AREA DISTRICT LIBRARIES

Balance As of 01/31/2025

*NOTE: Pct Budget does not reflect amounts encumbered.

GL Number	Description	Activity For 01/31/2025	YTD Balance 01/31/2025	2025 Amended Budget	% Bdg Used
Fund: 101 GENERAL FUND					
Account Category: Revenues					
MILLAGE INCOME					
402	Property Tax Revenue	5,368,565.94	5,368,565.94	14,006,000.00	38.33
404	Renaissance Zone Reimbursement			40,000.00	0.00
437	Industrial Facilities Tax			38,000.00	0.00
	MILLAGE INCOME	<u>5,368,565.94</u>	<u>5,368,565.94</u>	<u>14,084,000.00</u>	<u>38.12</u>
PENAL FINES					
658	Penal Fines Ingham County			120,000.00	0.00
659	Penal Fines Eaton County			7,500.00	0.00
	PENAL FINES	<u>0.00</u>	<u>0.00</u>	<u>127,500.00</u>	<u>0.00</u>
STATE AID					
410	PPT Reimbursement			140,000.00	0.00
553	State Aid Direct			125,000.00	0.00
554	State Aid Indirect			125,000.00	0.00
	STATE AID	<u>0.00</u>	<u>0.00</u>	<u>390,000.00</u>	<u>0.00</u>
LIBRARY FEES					
630	Printing Revenue	3,137.22	3,137.22	42,000.00	7.47
631	Non Resident Fees	3,000.00	3,000.00	26,000.00	11.54
	LIBRARY FEES	<u>6,137.22</u>	<u>6,137.22</u>	<u>68,000.00</u>	<u>9.03</u>
DONATIONS					
674	Donation Income-Friends/Restricted	4,323.00	4,323.00	11,000.00	39.30
677	Donation Income-Unrestricted	802.81	802.81	4,400.00	18.25
	DONATIONS	<u>5,125.81</u>	<u>5,125.81</u>	<u>15,400.00</u>	<u>33.28</u>
GRANTS					
540	Grants			7,500.00	0.00
543	Grants-MMLC			15,000.00	0.00
	GRANTS	<u>0.00</u>	<u>0.00</u>	<u>22,500.00</u>	<u>0.00</u>
OTHER INCOME					
542	MMLC Reimbursement			125,000.00	0.00
628	Universal Service Fund Income			8,000.00	0.00
632	Lost and Paid Books	2,800.41	2,800.41	30,000.00	9.33
665	Interest Income	43,148.00	43,148.00	300,000.00	14.38
673	Sale of Fixed Assets	600.00	600.00	5,000.00	12.00
675	Misc Income	907.05	907.05	9,000.00	10.08
682	Insurance Claim Income			1,000.00	0.00
	OTHER INCOME	<u>47,455.46</u>	<u>47,455.46</u>	<u>478,000.00</u>	<u>9.93</u>
DUE FROM FUND BALANCES					
966	Due from Pension Reserve			360,000.00	0.00
974	DUE FROM SBITA			102,000.00	0.00
	DUE FROM FUND BALANCES	<u>0.00</u>	<u>0.00</u>	<u>462,000.00</u>	<u>0.00</u>
	Revenues	<u>5,427,284.43</u>	<u>5,427,284.43</u>	<u>15,647,400.00</u>	<u>34.68</u>
Account Category: Expenditures					
SALARIES AND BENEFITS					
702	Salaries	532,810.86	532,810.86	7,350,000.00	7.25
714	Unemployment Insurance			1,000.00	0.00
715	FICA EMPLOYER SHARE	40,291.90	40,291.90	562,280.00	7.17
716	HEALTH INSURANCE	82,391.47	82,391.47	850,000.00	9.69
717	Life & Disability Insurance	402.93	402.93	6,000.00	6.72
718	Retirement	84,462.30	84,462.30	960,000.00	8.80
719	Prescription Expense	25,694.18	25,694.18	300,000.00	8.56
720	DENTAL INSURANCE	166.15	166.15	48,000.00	0.35
721	VISION INSURANCE	1,821.44	1,821.44	12,000.00	15.18
722	Workers Comp Insurance	14,701.00	14,701.00	34,000.00	43.24
724	Parking Main Library	9,040.00	9,040.00	54,500.00	16.59
	SALARIES AND BENEFITS	<u>791,782.23</u>	<u>791,782.23</u>	<u>10,177,780.00</u>	<u>7.78</u>
MATERIALS					
727	Books	63,960.87	63,960.87	1,061,780.00	6.02
728	Periodicals	32,797.98	32,797.98	34,560.00	94.90
729	DVD	11,855.51	11,855.51	222,700.00	5.32
730	Library of Things	2,784.30	2,784.30	52,500.00	5.30
731	Audiobooks	49,832.96	49,832.96	638,250.00	7.81
732	Music	1,647.12	1,647.12	41,440.00	3.97
733	Databases	81,920.08	81,920.08	100,530.00	81.49

BOARD FS FOR CAPITAL AREA DISTRICT LIBRARIES

Balance As of 01/31/2025

*NOTE: Pct Budget does not reflect amounts encumbered.

GL Number	Description	Activity For 01/31/2025	YTD Balance 01/31/2025	2025 Amended Budget	% Bdgt Used
Fund: 101 GENERAL FUND					
Account Category: Expenditures					
MATERIALS					
734	Subscription Services	74,154.63	74,154.63	105,010.00	70.62
735	Processing Supplies	2,005.07	2,005.07	31,100.00	6.45
736	Processing Fees	3,113.03	3,113.03	68,000.00	4.58
MATERIALS		324,071.55	324,071.55	2,355,870.00	13.76
SUPPLIES					
740	Office Supplies	3,565.58	3,565.58	85,000.00	4.19
741	Postage Expense	268.95	268.95	5,000.00	5.38
776	Janitorial Supplies	804.81	804.81	17,700.00	4.55
862	Gas-Delivery Vehicles	1,630.04	1,630.04	23,000.00	7.09
SUPPLIES		6,269.38	6,269.38	130,700.00	4.80
PROFESSIONAL SERVICES					
820	Membership Fees	9,888.64	9,888.64	25,780.00	38.36
CONTRACTUAL SERVICES					
822	Bank Fees & Services	1,276.52	1,276.52	16,000.00	7.98
824	Cooperative Membership Fee			125,000.00	0.00
825	Collection Agency Fees	(16.00)	(16.00)	6,500.00	0.25
826	Payroll & Print Service	6,481.00	6,481.00	46,000.00	14.09
827	Web Chat Service			11,000.00	0.00
828	Melcat Delivery Charges	23,668.55	23,668.55	51,000.00	46.41
829	Tutoring Services	2,250.00	2,250.00	3,000.00	75.00
831	Marketing	10,775.51	10,775.51	151,000.00	7.14
832	Programs	6,278.29	6,278.29	112,820.00	5.56
PROFESSIONAL SERVICES		60,602.51	60,602.51	583,100.00	10.39
GOVERNANCE					
805	Legal Services			40,000.00	0.00
806	Per Diem			10,000.00	0.00
807	Memberships - Board	13.17	13.17	1,250.00	1.05
808	Conferences - Board			10,000.00	0.00
809	Audit			22,000.00	0.00
GOVERNANCE		13.17	13.17	83,250.00	0.02
STAFF DEVELOPMENT					
810	Staff Training	676.96	676.96	39,250.00	1.72
811	Recruiting Expense			500.00	0.00
812	Hospitality			5,000.00	0.00
813	Employee Recognition			5,000.00	0.00
STAFF DEVELOPMENT		676.96	676.96	49,750.00	1.36
MAINTENANCE AND UTILITIES					
801	Custodial Services	13,649.56	13,649.56	237,970.00	5.74
SECURITY SERVICES					
802	SECURITY SERVICES	14,780.53	14,780.53	157,220.00	9.40
850	Telephone	1,717.31	1,717.31	22,260.00	7.71
864	Vehicle Maintenance - Delivery	1,316.65	1,316.65	10,000.00	13.17
922	Steam and Gas	8,493.98	8,493.98	110,300.00	7.70
923	Electricity	(925.65)	(925.65)	208,600.00	0.44
924	Water and Sewer	(131.05)	(131.05)	27,700.00	0.47
925	Trash	574.42	574.42	10,570.00	5.43
930	Building Maintenance	12,597.60	12,597.60	108,700.00	11.59
MAINTENANCE AND UTILITIES		52,073.35	52,073.35	893,320.00	5.83
OTHER EXPENSE					
861	Local Travel	475.16	475.16	15,000.00	3.17
955	Millage Income Refund			60,000.00	0.00
956	Property & Liability Insurance	41,436.52	41,436.52	68,000.00	60.94
957	Miscellaneous Expense	202.75	202.75	6,000.00	3.38
958	Sales/Use Tax			1,000.00	0.00
960	Donation Expense Restricted	4,871.64	4,871.64	2,070.00	235.34
961	Donation Expense Unrestricted	502.72	502.72	0.00	100.00
OTHER EXPENSE		47,488.79	47,488.79	152,070.00	31.23
TECHNOLOGY EXPENSES					
878	Firewall Upgrade Project			79,850.00	0.00
895	Internet Access	2,147.40	2,147.40	9,000.00	23.86
896	Internet Access - Hotspots	10,503.25	10,503.25	91,770.00	11.45
898	Computer System Services	5,799.89	5,799.89	34,350.00	16.88
905	Computer Software	46,196.75	46,196.75	75,000.00	61.60
906	Computer Hardware	162.02	162.02	51,500.00	0.31

BOARD FS FOR CAPITAL AREA DISTRICT LIBRARIES

Balance As of 01/31/2025

*NOTE: Pct Budget does not reflect amounts encumbered.

GL Number	Description	Activity For 01/31/2025	YTD Balance 01/31/2025	2025 Amended Budget	% Bdgt Used
Fund: 101 GENERAL FUND					
Account Category: Expenditures					
TECHNOLOGY EXPENSES					
907	III Software & Hardware Maintenance	148,535.07	148,535.07	168,040.00	88.39
911	Mobile Training Lab			51,000.00	0.00
	TECHNOLOGY EXPENSES	<u>213,344.38</u>	<u>213,344.38</u>	<u>560,510.00</u>	<u>38.06</u>
CAPITAL OUTLAY					
873	Building Upgrades			25,000.00	0.00
889	Okemos Renovation Project			10,000.00	0.00
914	HOLT REMODEL			100,000.00	0.00
915	STOCKBRIDGE REMODEL			125,000.00	0.00
916	PUBLIC COMPUTERS	1,700.00	1,700.00	0.00	100.00
929	SBITA/LEASE PRINCIPAL PAYMENTS			102,000.00	0.00
967	Outreach Projects	135.85	135.85	70,000.00	0.19
980	Staff Furn & Equipment	597.44	597.44	46,550.00	1.28
982	BUILDINGS			175,000.00	0.00
987	GRANT EXPENSES	8,375.00	8,375.00	7,500.00	111.67
	CAPITAL OUTLAY	<u>10,808.29</u>	<u>10,808.29</u>	<u>661,050.00</u>	<u>1.64</u>
	Expenditures	<u>1,507,130.61</u>	<u>1,507,130.61</u>	<u>15,647,400.00</u>	<u>9.63</u>
Fund 101 - GENERAL FUND:					
	TOTAL REVENUES	5,427,284.43	5,427,284.43	15,647,400.00	
	TOTAL EXPENDITURES	<u>1,507,130.61</u>	<u>1,507,130.61</u>	<u>15,647,400.00</u>	
	NET OF REVENUES & EXPENDITURES:	<u>3,920,153.82</u>	<u>3,920,153.82</u>	<u>0.00</u>	

SER108: EXHIBITS, DISPLAYS, AND DISTRIBUTION OF MATERIALS

April 16, 2014

I. Exhibits and Displays

- 1.1 The purpose of library exhibit and display areas is to promote library materials, services, and programs. Displays may focus on a particular service or program, or displays may be topical and feature relevant library materials. Exhibit and display areas are also used to promote the Friends of the Library; and to provide information about governmental agencies, non-profit organizations, and public schools that serve the residents of Capital Area District Libraries.
- 1.2 Individuals who provide items for a display or exhibit do so at their own risk. The Library will not be responsible for any liability associated with the exhibit or display. A Display/Exhibit Indemnity Agreement must be signed by the owner prior to the setting up of any exhibit or display.
- 1.3 A sign stating the sponsorship of the display may be included.
- 1.4 Final authority for approval of all exhibits and displays rests with the Head Librarian.

2. Distribution of Materials

- 2.1 Capital Area District Libraries acts as a distribution point for handout materials for public awareness from non-profit, civic, cultural, educational, religious and governmental groups, as well as handouts prepared by the Library to promote materials and services. Specified areas within each library are made available for these handouts.
- 2.2 Capital Area District Libraries also provides reasonable space (either on a bulletin board or in a notebook) for notices of programs and activities sponsored by non-profit civic, cultural, educational, religious and governmental groups.
- 2.3 CADL reserves the right to limit the size, number of items, as well as the length of time that an item may be distributed or posted. CADL also reserves the right to remove offensive or obscene handouts or notices at any time. When space is limited, priority is given to announcements for programs and activities sponsored by the library, library friends, local groups and organizations.
- 2.4 Political campaign materials as well as handouts and notices of a commercial nature will not be accepted.
- 2.5 Final authority for approval of all handouts, announcements, and notices rests with the Head Librarian.

**DISPLAY/EXHIBIT
INDEMNITY AGREEMENT**

This is an agreement between _____
(herein referred to as the displaying party) and Capital Area District Libraries (CADL)
to allow for display or exhibit of materials at the library.

In consideration for Capital Area District Libraries (CADL) allowing the displaying party
to utilize its facilities to display/exhibit materials or items at the
_____ Library starting on (date) _____
and ending on (date) _____, the displaying party agrees to
indemnify and hold harmless CADL, and its board members, agents, employees, and
insurers, for any and all damages, liabilities, claims and causes of action including
reasonable attorney's fees arising out of the negligence or other wrongful acts or
omissions of the displaying party or the displaying party's agents, or employees.

The displaying party further agrees to release CADL and its board members, agents,
employees, and insurers from any and all damages, liabilities for any loss, damage, or
reduction in value to the display/exhibit materials. The displaying party hereby waives
any cause of action against CADL for the loss or damage of its display exhibit/material.

Name of Displaying Party: _____

Signature: _____ Date: _____

Street: _____

City/State/Zip: _____

Day Time Telephone: _____

Revised April 16, 2014

CAPITAL AREA DISTRICT LIBRARIES SER 109 SALE OF ITEMS IN THE LIBRARY

February 20, 2019

Capital Area District Libraries is a non-profit organization funded primarily by property tax. The Library sells materials for the benefit of patrons and sets prices at a cost recovery level. Typical items sold by the Library may include: books, media, book bags, paper, pens, portable digital media, cups, visors, items with the library's logo, etc.

Other items may be sold in the library as listed below. All items sold by other groups or agencies must be approved in advance by the Executive Director or designee. The Library is not responsible for any merchandise and library staff will not assist with sales.

- a. The library may work with booksellers to make books available for public purchase at programs featuring authors. The library may purchase and sell books directly from an approved vendor for author programs with the sale price based on cost recovery of the book and financial support towards fees for the author's visit.
- b. Library Friends may sell items in the library subject to prior approval provided the proceeds of the sale are used to benefit the Library.
- c. Performers and speakers may sell items related to their performance/talk when prior approval is provided by the library. All goods to be sold must be included in the performer's contract.
- d. Non-profit organizations using a meeting room may sell items to their own members. All goods to be sold must be listed in the Meeting Room Agreement.

Library staff members may sell items to each other (such as Girl Scout cookies or a used bicycle) by placing an order form or offer in a staff break area. Staff may also place requests for support for charitable walks, runs, etc. in staff break areas. Unless approved by the Executive Director or designee, staff members may not solicit other staff members directly either in person or via e-mail.

The sale, advertisement, or promotion of commercial goods and/or services is usually not allowed in the Library. The Executive Director may authorize exceptions in unusual circumstances provided the sale is appropriate to the library mission.

CAPITAL AREA DISTRICT LIBRARIES
SER 201 LIBRARY PROGRAMS AND EVENTS
FEBRUARY 21, 2024

1. Purpose - Library programs are designed to promote the use of library materials and services and/or offer the community an informational, entertaining, or cultural experience. They also promote CADL's name and image throughout the community, strengthen the Library as a vital part of the community, enhance the library experience for regular library users, and help the Library reach out to new and diverse constituencies.
2. Conduct During Library Programs – Patrons in attendance of library hosted programs, held both in-person and virtually, whether at the library or other venues, must adhere to the library code of conduct (see SER 103 Code of Conduct).
3. Format - Each library offers many different types of programs including, but not limited to, book discussions, story times, computer training, demonstrations, professional performances, tours and library instruction, lectures, films, workshops, and book talks.
4. Content - Program selection is accomplished under policies adopted by the Library Board. The authority for selection of all programs and events lies with the Executive Director or the Assistant Director who may delegate the responsibility to staff members as appropriate. Programs are selected for their relevance to community needs and interests, popular appeal, and suitability for a general audience. Presenters are chosen for their proven expertise and public performance experience.
5. Quantity - The number and type of programs scheduled at each location is based upon factors such as: demand and attendance; the number of staff members available to conduct programs; size and capacity of meeting and program rooms; amount of available parking and the Library's annual budget.
6. Venue - Programs may be held in a library or local community room. They may also be held in other venues such as: schools, community colleges, universities, cultural centers, theaters, etc. The specific venue for each program will be selected based on size, seating, appearance, parking, safety, specific program needs, and cost. Venues may be located outside of CADL's service area when appropriate.
7. Contracts - All performers need to sign a contract detailing all agreed upon terms prior to the start of the program. Contracts for less than \$25,000 may be signed by the Executive Director, the Assistant Director or designee. Contracts for \$25,000 or more need to be approved by the Library Board.
8. Sale of Goods - Performers and speakers may sell items related to their performance/talk subject to prior approval of the Executive Director, the Assistant Director or designee. All goods to be sold must be approved in the performer's contract. The Library is not responsible for the merchandise and library staff will not assist with the sale.

The library may work with booksellers to make books available for public purchase at programs featuring authors. The library may purchase and sell books directly from an approved vendor for author programs with the sale price based on cost recovery of the book and financial support towards fees for the author's visit.

9. Fees - Most programs will be free and open to the public. Tickets may be sold when:
 - They are needed to control attendance;
 - Funds are insufficient in the library-programming budget to cover speaker's fees or materials required for the program; or
 - Where the fee for those special events is clearly designated to support library-related fundraising.

10. Attendance and Registration - The Library may limit attendance or require advance registration if needed to keep the size of the audience at an appropriate level or to be able to provide sufficient supplies.

11. Partnerships - The Library may develop partnerships with agencies, businesses, the media, organizations, and/or educational institutions to help underwrite the cost of library programs.

12. Cancellations - Programs may be cancelled for a number of reasons such as severe weather, absence of the presenter, or low registration. Cancelled programs are not automatically rescheduled.

CAPITAL AREA DISTRICT LIBRARIES

SER 202 OUTREACH SERVICES

October 21, 2015

I. OVERVIEW

- 1.1 Capital Area District Libraries offers outreach services to people in CADL's service area who are not able to use the library or who are underserved due to physical, social, economic or geographic barriers.
- 1.2 Outreach services includes dedicated staff who supplement branch library services and provide subject expertise throughout CADL. The Community Outreach Department offers staff assistance, programs, events and services, including mobile library services (i.e. bookmobile), Book Nooks, and Books by Mail, and expertise in digital literacy, business, local history (see SER 301 Forest Parke Library), and youth services. These resources may be available to branches, individuals, and community organizations.
- 1.3 Requests for Outreach services may be prioritized based upon benefit to patrons served, impact on literacy, and increased awareness of CADL's services. Staffing and scheduling also may be considered.

2. Mobile Library Services (i.e. "Bookmobile")

- 2.1 Mobile Library services are intended for users who cannot be served easily by a physical library.
- 2.2 The Mobile Library provides a wide variety of high interest materials including print, audio, digital and video formats.
- 2.3 Mobile Library service may be used by anyone living in the CADL service area.
- 2.4 Mobile Library Sites – Sites need to meet the following criteria:
 - a. Sites need to be located within the service area of Capital Area District Libraries.
 - b. Sites need to be located in convenient, accessible, well-lighted public areas. Sites located in private parking lots must be open for parking by the general public.
 - c. Sites may be located in a school parking lot after school hours. Sites will not be located at schools during school hours and are not intended to supplement or substitute for school media centers.
 - d. Each stop will be scheduled in at least one half-hour increments.
 - e. Stops will be evaluated annually based upon attendance, use and accessibility.
 - f. Sites may be discontinued with a three-month notice to patrons.
 - g. Stops may be scheduled on a temporary basis in special circumstances.

- 2.5 Requests for new Mobile Library sites need to be addressed to the Head of Community Outreach who will evaluate the requests based upon the targeted audience and site criteria. If the requested site fits the guidelines, the site may be added as time and schedule permits.
- 2.6 Mobile Library visits may be requested for one-time promotional purposes and may be scheduled given adequate notice and an available timeslot in the schedule.

3. Book Nooks

- 3.1 Book Nooks are designed for people who have difficulty coming to the library. Book Nooks may be located in senior citizen residences, community centers, or other locations where people who have difficulty coming to the library gather.
- 3.2 Book Nooks are a collection of regular print, large print and audio materials temporarily deposited at an institution outside the library. The size of the collection and subject matter included will vary based on the needs of the people at each location and the available space.
- 3.3 Once the collection is established, it will be refreshed periodically by adding new materials and removing older materials. No charge will be made to an institution for lost materials but a deposit collection site may be discontinued if there is an ongoing high loss of materials at that location.
- 3.4 In order to qualify for a Book Nook, an institution must:
 - a. Be located within the service area of Capital Area District Libraries.
 - b. Serve people with the ability to use library materials
 - c. Book Nook locations will be evaluated annually based upon use and accessibility.
 - d. Agree to be responsible for overseeing use of the collection
 - e. Agree to provide easily accessible space to house the materials
- 3.5 A request for new Book Nooks need to be addressed to the Head of Community Outreach who will evaluate the request based upon targeted audience and site criteria. If the requested site fits the guidelines, the site may be added as time and funding permits.

4. Books By Mail

- 4.1 Books by Mail is a service provided to people who are homebound without convenient means of obtaining library materials.
- 4.2 Individuals who are in the target audience described above and who either have or acquire a valid library card are eligible to use this service. A patron using Books by Mail service will not be able to use a library card for checkout at any library branch.

- 4.3 Library patrons may register for Books by Mail service by submitting an application form to the Outreach Services Department.
- 4.4 Registered users may obtain materials by requesting specific items or they may also sign up for automatic mailings by completing a profile indicating their interests.
- 4.5 Users may borrow up to four items at a time and are limited to a maximum of twelve items checked out at any one time. Books and audio materials are loaned for four weeks and video materials for two weeks. Reference, other non-circulating materials, and three day materials are excluded.
- 4.6 Books by Mail materials are sent in nylon mailing bags. The bag and the included prepaid postage are to be used to return materials to the library. A fee will be charged for any bag that is not returned to the library.
- 4.7 Patrons are responsible for returning all materials received via Books by Mail in the nylon bag. If a postal carrier will not pick up the Books by Mail bags from the mail box, then the Books by Mail bags must be taken to the Post Office.
- 4.8 Standard fees for damaged materials will be applied to Books by Mail users.

CAPITAL AREA DISTRICT LIBRARIES
SER 203 INTERLIBRARY LOAN POLICY
February 20, 2019

1. Capital Area District Libraries actively promotes cooperation with other libraries and library agencies to meet the needs of library patrons more effectively.
2. Capital Area District Libraries participates in MeLCat (Michigan Electronic Library Catalog) and subscribes to the MeLCat Resources Sharing Policy.
3. The following materials are not loaned to other libraries:
 - Materials that have been placed on hold;
 - Materials in high demand;
 - DVDs and bluerays;
 - Materials in special collections such as Reference, Library of Things and Local History.
4. Patrons may place their own requests for materials owned by other MeLCat libraries. Staff members will provide assistance when needed.

CAPITAL AREA DISTRICT LIBRARIES
SER 206 LIBRARY CARD APPLICATION RETENTION POLICY
February 15, 2017

Paper library card applications are filled out and submitted by patrons for purposes of obtaining a library card. The applications contain names, addresses, telephone numbers, email addresses, birth dates, driver's license numbers, and names of other people authorized by the patron to pick up holds or get information about the library account. Information from the paper application is input to the library's online circulation system. Library cards are valid for 6 months, 1 year or 4 years.

The following policy documents the time period for which these applications will be retained and the conditions under which they will be stored. They may be properly disposed of after these time periods have lapsed.

Library card applications completed and submitted before January 1, 2011

- These applications will be retained for a period of seven (7) years from the year of the application. They will be stored in an area accessible only to CADL staff members.
- Applications older than seven (7) years will be disposed of by shredding or some other appropriate means that protects patron information.

Library card applications completed and submitted after January 1, 2011

- These applications will be scanned and stored as digital files.
- Paper applications for any given month will be retained for a period of three (3) months to allow time for digitization. They will be stored in an area accessible only to staff members.
- Three months after the date of the application, the paper applications will be disposed of by shredding or some other appropriate means that protects patron information.
- Digital files of library card applications are stored on a secure server and are accessible to a limited number of authorized staff members. Digitized application forms will be stored for a minimum of seven (7) years. Records older than this may be destroyed depending on data storage space availability.

CAPITAL AREA DISTRICT LIBRARIES
REL 103 MEDIA RELATIONS POLICY
JULY 19, 2023

1. Purpose

- 1.1 Capital Area District Libraries wishes to maintain open communication with the community it serves. The mass media is a very important and essential link in this process.

2. Library Board

- 2.1 Reporters – Library Board members should discuss with reporters only those facts they personally know about. They should refer media questions about policy to the Library Board Chair or complicated technical issues to the Executive Director.

Board members should notify the Board Chair and Executive Director as soon as possible after any contact with the media, providing the name and telephone number of the reporter if possible.

- 2.2 Letters to the Editor/In My View – Only the Board Chair or their designee may write letters to the editor or In My View columns on behalf of the Capital Area District Libraries Board. Board members may write letters to the editor as private individuals.
- 2.3 Television/Radio Programs – Only the Board Chair or their designee may speak on television or radio programs on behalf of the Capital Area District Libraries Board. Board members may appear on television and radio programs as private individuals.
- 2.4 Letters to Public Officials, Public Meetings – Only the Board Chair or their designee may write letters to public officials or speak at public meetings on behalf of Capital Area District Libraries. Board members may write personal letters to public officials and speak as private individuals at public meetings.

3. Library Staff

- 3.1 Reporters – Libraries are public buildings and reporters, photographers and/or camera people are welcome to visit any time. Media are allowed to speak with, photograph and record anyone in CADL buildings. Quotes, photos and video footage taken by the media are the media's responsibility and therefore it is their duty to solicit permission from the patron(s) in question.

Staff members should feel free to answer any questions concerning their specific responsibilities. They should discuss with reporters only those facts they

personally know about. They should provide the media with any public information that they would normally provide to a library patron. They should give the media copies of any official policies or other official library material that relates to the issue being discussed.

Staff members should refer media questions about policy or complicated technical issues to the Executive Director or a member of the Management Team.

Staff members need to notify the Executive Director and the Marketing and Communications Director as soon as possible after any contact with the media. If possible, provide the name and telephone number of the reporter.

- 3.2 Letters to the Editor – Only the Executive Director or their designee may write letters to the editor on behalf of the Library. Staff members may write letters to the editor as private individuals.
- 3.3 Newspaper Columns – Head librarians may write columns for community newspapers concerning local branch news and events. Copies of columns (as written) must be sent to the Marketing Department in advance. The Marketing Department will edit the information and submit it to the newspaper.
- 3.4 News Releases – Only the Executive Director or Marketing and Communications Department staff may issue news releases on behalf of Capital Area District Libraries. The Marketing and Communications Department will work with library staff to write news releases concerning library news and events and distribute it to the Media.
- 3.5 Television/Radio Programs – Only the Executive Director or their designee may speak on television or radio programs as representatives of Capital Area District Libraries. The Marketing and Communications Department will work with staff to prepare in advance for media appearances. Staff members may appear on television and radio programs as private individuals.
- 3.6 Public Meetings, Elected Officials and Public Presentations – Only the Executive Director or their designee may write letters to or meet with public officials, speak at public meetings, or give public presentations on behalf of Capital Area District Libraries. Head librarians may speak or present on behalf of their branch library at meetings of their local unit of government. Staff members may write personal letters to public officials or speak as private individuals at public meetings.