

CAPITAL AREA DISTRICT LIBRARIES

BOARD MEETING

5:30 PM, WEDNESDAY, AUGUST 19, 2020

VIRTUAL MEETING

+1 517-317-8953, Conference ID: 399 361 77#

517-367-6300

Mission Statement:

Empowering our diverse communities to learn, imagine and connect.

AGENDA

CALL TO ORDER

ROLL CALL

COMMUNICATIONS

PUBLIC COMMENTS ON AGENDA ITEMS

CONSENT AGENDA

1. Approval of Agenda (enc – action)
2. Approval of Minutes July 15, 2020 (enc – action)
3. Disbursements for July 2020 (enc – action)

CHAIRPERSON'S COMMENTS

NEW BUSINESS

General

1. Temporary Adjustments to SER 102 Circulation Policy (enc – action)
2. SER 201 Library Programs and Events (enc – action)
3. Legislative Update
4. Community Contacts

Finance

1. July 2020 Financial Report (enc – action)
2. FIN 104 Credit Card Policy (enc – action)
3. Mason Boiler Asset Transfer Recommendation (enc – action)
4. 2020 Painting and Repair of Downtown Lansing Library Overhang Canopy Recommendation (enc – action)
5. 2019 Pension Executive Summary (enc)

DIRECTOR'S REPORT

POLICIES – No changes, for review only (enc)

1. SER 101 Materials Selection
2. SER 103 Code of Conduct
3. SER 103A Unattended Children
4. SER 103B Patron use of Phones
5. SER 103C Code of Conduct Guide
6. SER 103D Code of Conduct Penalties
7. SER 103E Conduct Appeal Process
8. SER 106 Arrangement of Materials
9. SER 110 CADL Cares

PUBLIC, STAFF, AND BOARD MEMBER COMMENTS

ADJOURNMENT

CAPITAL AREA DISTRICT LIBRARIES BOARD MEETING

July 15, 2020

Members Present: Debora Bloomquist, Margaret Bossenbery, Jeff Croff, Sandy Drake, Vern Johnson, DeYeya Jones, Sally Trout

Members Absent:

Staff Present: Melissa Cole, Scott Duimstra, Chelsea Koenigsknecht, Jolee Hamlin, Julie Laxton, Michael Moore, Thais Rousseau, Trent Smiley, Pat Taylor

Others Present: David Klevorn, Trey Gordner

CALL TO ORDER

The Chairperson called the meeting to order at 5:33 p.m.

ROLL CALL

Bloomquist – Present
Bossenbery – Present
Croff – Present
Drake – Present
Johnson – Present
Jones – Present
Trout – Present

COMMUNICATIONS

There are no communications.

PUBLIC COMMENTS ON AGENDA ITEMS

There are no public comments on agenda items.

CONSENT AGENDA

I. Approval of Agenda

Jeff Croff made a motion to amend the minutes of June 17, 2020 to read “Board Chair Sally Trout asked board members to consider ways to be more actively involved in fostering the goals of our mission statement: Empowering our diverse communities to Learn, Imagine and Connect. She suggested a diversity work session centered on a better understanding of systemic racism, brainstorming new ideas and fine-tuning efforts currently in place. Director Scott Duimstra offered to provide a list of speakers or organizations to facilitate such a work session at the July meeting.” This motion includes the addition of item #4 under New Business, Consideration of Executive Director’s Contract, and to add a Closed Session to Discuss Personnel Matter. Vern Johnson seconded the motion. The motion carried.

Margaret Bossenbery made a motion to approve the consent agenda as amended. Jeff Croff seconded the motion. The motion carried.

2. Approval of Minutes June 17, 2020

The minutes of June 17, 2020 were approved by consent.

3. Disbursements for June 2020

The disbursements of June 2020 were approved by consent.

CHAIRPERSON'S COMMENTS

Board Chair Sally Trout purchased flowers on behalf of the Board to thank CADL's former Board Chair Debora Bloomquist for her efforts.

Jeff Croff agreed to be an alternative on the Finance Committee if someone cannot attend. Three people need to be in attendance to reach a quorum.

There will be a Finance committee meeting on August 17, 2020.

PRESENTATION

1. Google Ad Grant Update – Trey Gordner, Kios

Trent Smiley and Trey Gordner provided a Google ad grant update to the Board.

NEW BUSINESS

General

1. Board Working Session

"What does diversity look like at CADL, if we are successful? In staffing? In service to the community? As a Board, do we need a diversity workshop led by an outside speaker? How can we recognize our prejudices and own implicit bias? Should we have a training or outside speaker on this topic?" These questions were asked to create a conversation around the topic of diversity. Executive Director Scott Duimstra will email a list of speakers/presenters to the Board and a quarterly discussion will take place.

2. Legislative Update

There are no legislative updates.

3. Community Contacts

Jeff Croff was approached by Deborah Mikula of MLA to be a member of the Library Trustees workgroup. Jeff accepted the offer.

4. Consideration of Executive Director's Contract Extension

Margaret Bossenbery made a motion to approve the Executive Director's contract extension. DeYeya Jones seconded the motion. The motion carried.

Finance

I. June 2020 Financial Report

CADL's total assets are approximately \$15,829,625. Of this, \$ 9,858,992 is on the cash line. This is significantly higher than in July 2019 due to receiving the county settlement distribution earlier and our spending has been lower due to the Covid-19 pandemic.

Operating Revenue

- CADL has received \$10.7 million or 98% of its tax revenue.
- Penal fines are expected to be approximately \$100,000 lower than budgeted due to the Covid-19 pandemic and are expected to be received in August.
- The full amount of state aid was received, and this will be recorded in August.
- In total, CADL's operating revenue will be \$250,000-300,000 lower this year.

Operating Expenditures

CADL's total operating expenditures for the month of June was \$935,681.

Vern Johnson made a motion to approve the June 2020 Financial Report. Margaret Bossenbery seconded the motion. The motion carried.

DIRECTOR'S REPORT

- Due to the Covid-19 pandemic, meeting agendas have been kept short without the monthly policies that are up for review. We will begin to add policies up for review to the agenda in August.
- CADL has begun conducting job interviews via Teams. Training will take place online too. The first interviews were held for open positions at the Foster Library.
- Due to budget concerns from COVID-19, the City of Mason is reevaluating their budget to determine how much they will be able to contribute to the Mason Library renovation.
- The grant CADL received through Grow with Google and ALA's "Libraries Lead with Digital Skills" will be used to teach small businesses how to setup ecommerce sites. The first group of 4-week classes are full with 30 attendees. We are planning on offering the classes again in the fall.
- The Census completion numbers for our area are very good. Dansville and Williamston are at 77% and Mason is at 80%.
- The next Finance meeting will take place on August 17, 2020 and Board meeting on August 19, 2020.

PUBLIC, STAFF, AND BOARD MEMBER COMMENTS

Debora Bloomquist inquired about the use of the Book Bike. CADL has not found a safe way to use it yet.

CLOSED SESSION TO DISCUSS WRITTEN LEGAL OPINION

The Board went into Closed Executive Session as allowed under the Open Meetings Act. PA 127 of 1976 as last amended, to discuss a written legal opinion. A roll call vote was held:

Bloomquist – Yes
Bossenbery – Yes
Croff – Yes
Drake – Yes
Johnson – Yes
Jones – Yes
Trout – Yes

Margaret Bossenbery made a motion to move the Board into a closed session. Vern Johnson seconded the motion. The motion carried. The Board went into its closed session at 7:03 p.m.

Jeff Croff made a motion to move the Board out of its closed session. Debora Bloomquist seconded the motion. The motion carried. The Board returned from its closed session at 8:05 p.m.

CLOSED SESSION TO DISCUSS PERSONNEL MATTER

The Board went into Closed Executive Session as allowed under the Open Meetings Act. PA 127 of 1976 as last amended, to discuss a personnel matter. A roll call vote was held:

Bloomquist – Yes
Bossenbery – Yes
Croff – Yes
Drake – Yes
Johnson – Yes
Jones – Yes
Trout – Yes

Jeff Croff made a motion to move the Board into a closed session. Debora Bloomquist seconded the motion. The motion carried. The Board went into its closed session at 8:05 p.m.

Margaret Bossenbery made a motion to move the Board out of its closed session. Debora Bloomquist seconded the motion. The motion carried. The Board returned from its closed session at 8:18 p.m.

ADJOURNMENT

Margaret Bossenbery made a motion to adjourn the meeting. Debora Bloomquist seconded the motion. The motion carried. The meeting adjourned at 8:18 p.m.

		CAPITAL AREA DISTRICT LIBRARY DISBURSEMENTS		
		July 1 through July 31, 2020		
Check No.	Payment Date	Payee	Amount	Description
000000051365	7/20/2020	AMERICAN LIBRARY ASSOCIATION	195.45	Materials
000000051366	7/20/2020	AT & T LONG DISTANCE	13.14	Telephone
000000051367	7/20/2020	JEFF ANTAYA	129.85	Local travel
000000051368	7/20/2020	ZAYO GROUP LLC	5,018.51	Internet access
000000051369	7/20/2020	ALERUS FINANCIAL	13,980.70	Retirement Jun20
000000051370	7/20/2020	ADDIS ENTERPRISES LLC	4,600.00	Computer system services
000000051371	7/20/2020	A & D AUTO & BODY REPAIR	933.44	Vehicle repair-Mobile Library
000000051372	7/20/2020	ART CRAFT DISPLAY, INC.	560.00	Marketing-signage
000000051373	7/20/2020	SYNCB/AMAZON	3,215.49	Various charged products/services
000000051374	7/20/2020	A & L LOCKSMITH, LLC	55.00	Vehicle repair-Mobile Library
000000051378	7/20/2020	BAKER & TAYLOR BOOKS	30,232.81	Materials
000000051379	7/20/2020	BOYNTON FIRE SAFETY SERVICE	225.00	Building maintenance-DL, SL
000000051380	7/20/2020	BOLING JANITORIAL SERVICE INC	5,358.00	Custodial service-Jun20
000000051381	7/20/2020	BOOK DEPOT	906.70	Outreach projects
000000051382	7/20/2020	BACKSTAGE LIBRARY WORKS	7,272.74	Authority control
000000051383	7/20/2020	CCI SOUTH INC	210.00	Building maintenance-HA
000000051384	7/20/2020	CITY PULSE	376.20	Marketing-ads
000000051385	7/20/2020	CENTRAL BUSINESS SYSTEMS INC	135.00	copier lease
000000051386	7/20/2020	CINTAS CORPORATION #725	252.98	Mat service Jun20
000000051387	7/20/2020	THE CHRONICLE NEWSPAPER INC	250.00	Marketing-brochures
000000051388	7/20/2020	CAPITAL AREA CLEANING SUPPLY	223.96	Janitorial supplies Jun20
000000051389	7/20/2020	CENTRAL SECURITY ALARM INC	117.00	Building maintenance
000000051390	7/20/2020	MELISSA COLE	311.95	Donation expense-DL, SL
000000051391	7/20/2020	CATALYST TECHNOLOGY GROUP INC	740.00	Computer software
000000051393	7/20/2020	COLLABORATIVE SUMMER LIBRARY PROG	2,913.90	Summer Reading materials
000000051394	7/20/2020	DEMCO SOFTWARE	2,646.00	annual subscription Sign up calendar-compsoftware
000000051395	7/20/2020	DK SECURITY	3,040.32	Security services-
000000051396	7/20/2020	DTE ENERGY	314.88	Utilities
000000051397	7/20/2020	DBI BUSINESS INTERIORS	181.90	Office supplies-Jun20
000000051398	7/20/2020	VILLAGE OF DANSVILLE	63.00	Utilities
000000051399	7/20/2020	R.A. DINKEL & ASSOCIATES INC.	1,650.00	Supplies-Masks
000000051400	7/20/2020	ENVISIONWARE INC	725.00	Software renewal
000000051401	7/20/2020	FP MAILING SOLUTIONS	156.00	Postage
000000051402	7/20/2020	FISH WINDOW CLEANING	450.00	Building maintenance-DL
000000051403	7/20/2020	CHASE CARD SERVICES	7,282.85	Various charged products/services
000000051404	7/20/2020	VIVA FRISELL	90.00	Custodial service-Jun20

000000051405	7/20/2020	BETSY HULL/PETTY CASH	138.43	Library petty cash replenishment
000000051406	7/20/2020	JOLEE HAMLIN	178.37	Local travel
000000051407	7/20/2020	HOME DEPOT CREDIT SERVICES	272.43	Building maint, veh repair
000000051408	7/20/2020	HEALTHY & FIT MAGAZINE	325.00	Marketing-ads
000000051409	7/20/2020	INGRAM LIBRARY SERVICES	1,032.97	Donation expense-MS
000000051410	7/20/2020	CYBERFORCE Q LLC	42,700.98	Firewall upgrade project
000000051411	7/20/2020	SAI KRISHNAMURTHI	24.03	Local travel
000000051412	7/20/2020	CHARLOTTE KRAJNIAK	36.80	Local travel
000000051413	7/20/2020	DENISE KELLY VOICE-OVERS INC	75.00	Marketing-ads
000000051414	7/20/2020	KANOPY INC	2,009.00	DVD streaming service-Jun20
000000051415	7/20/2020	KAMINS PARTS PLUS	13.99	Vehicle maintenance
000000051416	7/20/2020	SOUTH LANSING KIWANIS	150.00	Membership 2020
000000051417	7/20/2020	MICHIGAN FLEET FUELING SOLUTIONS LLC	495.44	gas for vehicles
000000051418	7/20/2020	CITY OF LANSING	1,000.00	Utilities-FO
000000051419	7/20/2020	CITY OF LESLIE	103.81	Utilities
000000051420	7/20/2020	LITTLE CONDUCTORS LLC	35.00	Marketing-misc
000000051421	7/20/2020	LIBRARY DESIGN ASSOCIATES INC	242.00	Furniture & Equipment-HO
000000051422	7/20/2020	LISKEY'S AUTO & TRUCK SERVICE INC	154.37	Vehicle maintenance
000000051424	7/20/2020	MIDWEST TAPE	57,395.56	Materials, Hoopla Jun20
000000051425	7/20/2020	MIDWEST COLLABORATIVE FOR LIBRARY	97,109.13	Overdrive Jul20-Jun21
000000051426	7/20/2020	M3 GROUP INC	400.00	Marketing-ads
000000051427	7/20/2020	SHERRI MCCONNELL	25.00	Staff training-ST
000000051428	7/20/2020	MIDWEST COMMUNICATIONS	172.50	Marketing-ads
000000051429	7/20/2020	MOBILE BEACON	5,400.00	Library of Things-renewals hotspots
000000051430	7/20/2020	MURPHY & SPAGNUOLO PC	1,037.50	Legal fees Jun20
000000051431	7/20/2020	JAMES MACLEAN	84.47	Local travel
000000051432	7/20/2020	void		
000000051433	7/20/2020	RONDA NYSTROM	630.00	Marketing-brochures
000000051434	7/20/2020	OVERDRIVE INC	20,000.00	Prepaid expense-Overdrive
000000051435	7/20/2020	PAST PERFECT SOFTWARE INC	576.00	Computer software renewal
000000051436	7/20/2020	DEBRA PADDOCK	48.00	Patron refund
000000051437	7/20/2020	RECORDED BOOKS, INC	22,029.60	Digital magazine annual renewal, Materials
000000051438	7/20/2020	RICOH USA INC	42.00	copier lease
000000051439	7/20/2020	VILLAGE OF STOCKBRIDGE	125.68	Utilities
000000051440	7/20/2020	STAPLES ADVANTAGE	3,643.56	Office supplies-Jun/Jul20
000000051441	7/20/2020	TOM SHILTS	81.65	Local travel
000000051442	7/20/2020	PURE GREEN LAWN & TREE PROFESSIONAL	175.00	Building maintenance-DL
000000051443	7/20/2020	SHROYER'S TOWING, INC	210.00	Vehicle repair-Mobile Library
000000051444	7/20/2020	TOWNSQUARE MEDIA LANSING	1,051.00	Marketing-ads
000000051445	7/20/2020	UNUM LIFE INSURANCE CO OF AMERICA	502.08	Employee insurance

000000051446	7/20/2020	UNUM LIFE INSURANCE CO OF AMERICA	1,250.92	Employee insurance
000000051447	7/20/2020	UAW LOCAL 2256	3,257.41	Union dues Jun20
000000051448	7/20/2020	ULINE	1,630.74	Curbside bags, Marketing-giveaways
000000051449	7/20/2020	UNIQUE INTEGRATED COMMUNICATIONS	895.00	Chat service-Jun20
000000051450	7/20/2020	VANTAGE TRANSFER AGENT	3,671.14	Employee retirement
000000051451	7/20/2020	HELEN C. VESELOVSKY	168.76	Programs-DL, SL
000000051452	7/20/2020	WLAJ	200.00	Marketing-ads
000000051453	7/20/2020	WSYM LANSING FOX47	325.00	Marketing-ads
000000051454	7/20/2020	WWSJ-1580	420.00	Marketing-ads
000000051455	7/20/2020	WLNS	150.00	Marketing-ads
000000051456	7/20/2020	WILLIAMSTON COMMUNITY SCHOOLS	5,923.26	Cleaning & Utilities 1st & 2nd qtr20
000000051457	7/20/2020	WATER STORE INC	12.75	Miscellaneous expense
000000051458	7/20/2020	WILX	3,000.00	Marketing-ads
000000051459	7/20/2020	MIDEASTERN MICHIGAN LIBRARY COOPER	52,816.47	State aid, programs
ACH		MERS	55,683.61	Retirement-Jun20
ACH		44 NORTH	19,717.70	Employee insurance, Prescription expense
ACH		ABRAHAM WASHINGTON LLC	4,100.43	Parking-Jul20
ACH		BOARD OF WATER & LIGHT	14,057.18	Utilities
ACH		CONSUMERS ENERGY	1,831.51	Utilities
ACH		DELTA DENTAL	2,676.10	Dental insurance
ACH		DK SECURITY	3,541.06	Security services-
ACH		FRONTIER	515.44	Telephone
ACH		GRANGER	460.78	Trash service
ACH		MAXOR	5,569.73	Prescription expense
ACH		PHYSICIANS HEALTH PLAN	50,778.28	Employee insurance-Jul20
ACH		T-MOBILE	1,778.48	LOT
ACH		TOTAL SOLUTIONS	12,080.44	Rethink the linc
ACH		VSP	1,668.96	Vision insurance
		PAYCHEX PAYROLL July 10, 2020	196,991.68	Salaries
			1,214.90	Payroll services
			16,331.91	FICA Employer Share
		PAYCHEX PAYROLL July 24, 2020	199,815.46	Salaries
			1,111.74	Payroll services
			16,513.75	FICA Employer Share
			1,034,714.71	

CIRCULATION ADJUSTMENTS DURING LIMITED ACCESS DUE TO PANDEMIC CONDITIONS

August 19, 2020

Capital Area District Libraries seeks to provide access to information but also to create an environment that is reasonably safe for our patrons and staff. While CADL cannot guarantee prevention of infection transmission, safety measures such as gradual reopening and quarantining returned materials are being taken. In order to balance providing the widest possible access while also promoting safety and ensuring patron privacy, a few adjustments to SER 102 Circulation Policy are needed.

These provisions temporarily suspend, supplement, and replace any contradictory statements in Policy SER 102.

Temporary Digital Library Card—Online registration will allow digital access only, until the account is verified online or in person within six months of the date of the online application. Holds on physical items will not be allowed until the account is verified.

Borrowing Materials—Members may provide name and library card number when scheduling contactless pickup instead of library card or photo ID being required for checkout.

Overdue Fines— Overdue fines are suspended until item quarantining is no longer necessary. There will still be billed with a \$5 processing fee when they reach 30 days overdue. Items are checked in post-quarantine for the protection of staff. This makes the status of overdue materials confusing. Confusion regarding these items remaining on member accounts will be minimized if they aren't also worried about overdue fines. Many members worried about overdue fines renew their materials while they are in quarantine and are assessed a fine even though the items were returned on time. Quarantining also increases the likelihood of staff error because the process is so different from normal procedure and changes as new data emerges. Suspension of fines will prevent unfair charges and negative interactions related to these issues. It will also minimize issues related to handling money during limited access. Additionally, it recognizes the inconvenience of having items remaining on one's account for up to a week after the items are returned. Finally, suspension of fines recognizes the challenges faced by many during the pandemic, both personally and economically.

SER 201 LIBRARY PROGRAMS AND EVENTS

February 21, 2018

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).**
2. 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, book talks.
3. 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 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.
4. 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.
5. 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.
6. Contracts - All performers need to sign a contract detailing all agreed upon terms prior to the start of the program. Contracts for less than \$10,000 may be signed by the Executive Director or designee. Contracts for \$10,000 or more need to be approved by the Library Board.
7. Sale of Goods - Performers and speakers may sell items related to their performance/talk subject to prior approval of the Executive 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.

8. Fees - Most programs will be free and open to the public. Tickets may be sold when:
- They are needed to control attendance;
 - There are insufficient funds 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.

9. 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.

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

11. 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.

8/12/2020

Capital Area District Library
Balance Sheet
7/31/2020
UNAUDITED

ASSETS

	Current Year	Previous Year
Current Assets:		
Cash	9,425,360.53	8,261,848.42
Imprest Cash	2,612.00	2,612.00
Investments	5,714,863.07	5,969,585.55
Prepaid Expenses	114,392.29	142,033.60
Accounts Receivable	2,769.96	2,247.63
Taxes Receivable	50,103.98	60,289.68
Total Current Assets	<u>15,310,101.83</u>	<u>14,438,616.88</u>
Total Assets	<u><u>15,310,101.83</u></u>	<u><u>14,438,616.88</u></u>

LIABILITIES AND FUND BALANCE

Current Liabilities:		
Accounts Payable	0.00	0.00
Accrued Employee Benefits Payable	55,947.87	39,044.76
Materials Payable	0.00	10.53
Deferred Revenue	56,315.22	60,289.68
Total Current Liabilities	<u>112,263.09</u>	<u>99,344.97</u>
Fund Balance:		
Fund Balance Undesignated	814,793.46	976,264.04
Fund Balance Donations Restricted	415,898.83	291,935.90
Fund Balance Donations Unrestricted	170,914.39	71,599.79
Fund Balance Capital Projects	499,999.66	499,999.66
Fund Balance Contingency	5,190,687.10	5,190,687.10
Fund Balance Automation	500,000.00	500,000.00
Fund Balance Operations	983,000.00	1,405,000.00
Fund Balance Pension Reserve	1,200,000.00	487,120.00
Profit (loss) for period	5,422,545.30	4,916,665.42
Total Unapplied Fund Balance	<u>(15,197,838.74)</u>	<u>(14,339,271.91)</u>
Total Liabilities and Fund Balance	<u><u>15,310,101.83</u></u>	<u><u>14,438,616.88</u></u>

8/12/2020

Capital Area District Library
Statement of Revenue and Expenditures
Fiscal Year Ending December 31, 2020
7/31/2020
Unaudited

Revenues

	Current Month	Year to Date	2020 Budget	%
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Millage Income				

Property Tax Revenue	190,287.34	10,851,109.08	10,795,000.00	100.52
Renaissance Zone Reimbursment	0.00	0.00	60,000.00	0.00
Industrial Facilities Tax	0.00	51,411.69	63,000.00	81.61
Total Tax Revenue	190,287.34	10,902,520.77	10,918,000.00	99.86
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Penal Fines				

Penal Fines Ingham County	296,918.58	296,918.58	388,000.00	76.53
Penal Fines Eaton County	7,788.52	7,788.52	12,000.00	64.90
Total Penal Fines	304,707.10	304,707.10	400,000.00	76.18
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State Aid				

State Aid Direct	48,213.68	95,614.05	95,000.00	100.65
State Aid Indirect	48,213.68	95,614.05	95,000.00	100.65
PPT Reimbursement	0.00	152,912.65	153,000.00	99.94
Total State Aid	96,427.36	344,140.75	343,000.00	100.33
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Library Fees				

Overdue Fines	2,700.81	38,014.52	140,000.00	27.15
Non Resident Fees	450.00	9,282.07	29,000.00	32.01
Printing Revenue	0.00	14,087.35	56,000.00	25.16
Total Library Fees	3,150.81	61,383.94	225,000.00	27.28
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Donations / Grants:				

Donation Income Restricted	5.00	30,049.40	90,000.00	33.39
Donation Income Unrestricted	590.00	19,579.79	16,000.00	122.37
MMLC Grants	0.00	0.00	9,000.00	0.00
Total Donations	595.00	49,629.19	115,000.00	43.16
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Other Income				

Interest Income	11,815.09	108,030.11	185,000.00	58.39

MMLC Reimbursement	0.00	0.00	95,000.00	0.00
Lost and Paid Books	1,010.04	6,923.66	25,000.00	27.69
Sponsorship Revenue	0.00	3,700.00	5,000.00	74.00
Sale of Fixed Assets	0.00	6,336.21	8,000.00	79.20
Misc Income	91.87	3,884.09	5,000.00	77.68
Universal Service Fund Income	0.00	0.00	165,800.00	0.00
Total Miscellaneous Income	12,917.00	128,874.07	488,800.00	26.37
Due From Fund Balances				

Due from Pension Reserve	0.00	0.00	120,000.00	0.00
Due From Undesignated Fund Balan	0.00	0.00	93,500.00	0.00
Due From Operations Fund	0.00	0.00	484,000.00	0.00
Due from Donation Balance	0.00	0.00	105,000.00	0.00
Total Due From Funds	0.00	0.00	802,500.00	0.00
TOTAL OPERATING REVENUE	608,084.61	11,791,255.82	13,292,300.00	88.71

Expenditures

	Current Month	Year to Date	2020 Budget	%
<hr/>				
Salaries and Benefits				
<hr/>				
Salaries	444,995.51	3,246,118.70	6,187,000.00	52.47
Unemployment Insurance	0.00	0.00	5,150.00	0.00
FICA	31,392.73	238,415.88	473,100.00	50.39
Health Insurance	51,883.55	378,658.92	633,000.00	59.82
Prescription Expense	13,880.66	114,055.79	188,150.00	60.62
Dental Insurance	2,599.80	15,408.99	57,747.00	26.68
Vision Insurance	1,668.96	5,814.00	12,490.00	46.55
Life & Disability Insurance	966.36	2,880.99	4,540.00	63.46
Retirement	44,692.10	268,684.27	536,000.00	50.13
Workers Comp Insurance	0.00	14,234.25	19,500.00	73.00
Parking Main Library	4,100.43	28,732.73	49,596.00	57.93
Total Salaries and Benefits	596,180.10	4,313,004.52	8,166,273.00	52.81
<hr/>				
Materials				
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Books	60,372.80	329,379.28	923,456.00	35.67
Periodicals	10,481.68	60,393.48	62,019.00	97.38
DVD	23,247.35	111,329.40	233,644.00	47.65
Library of Things	7,178.48	26,673.05	50,750.00	52.56
Audiobooks	31,821.66	194,992.86	417,688.00	46.68
Music	3,539.15	22,614.09	64,098.00	35.28
Processing Supplies	151.20	5,602.54	26,500.00	21.14
OCLC	4,817.51	31,962.04	89,850.00	35.57
Database Subscriptions	0.00	61,373.80	63,350.00	96.88
Databases	0.00	88,948.06	89,415.00	99.48
Total Materials	141,609.83	933,268.60	2,020,770.00	46.18
<hr/>				
Supplies				
<hr/>				
Office Supplies	7,330.68	30,002.01	90,000.00	33.34
Postage Expense	511.45	6,855.23	11,000.00	62.32
Gas Delivery Vehicles	360.38	3,198.91	15,836.00	20.20
Gas Bookmobile	135.06	819.65	6,304.00	13.00
Janitorial Supplies	225.55	4,015.16	20,587.00	19.50
Total Supplies	8,563.12	44,890.96	143,727.00	31.23

Professional Services

Membership Fees	368.00	11,857.69	20,850.00	56.87
Collection Agency Fees	0.00	1,084.05	4,850.00	22.35
Web Chat Service	895.00	5,370.00	11,070.00	48.51
Payroll & Print Service	2,326.64	20,622.11	36,951.00	55.81
Melcat Delivery Charges	0.00	18,267.83	37,000.00	49.37
Authority Control	7,272.74	7,272.74	5,500.00	132.23
Marketing	10,231.00	128,400.71	286,250.00	44.86
Bank Fees & Services	929.07	6,355.03	16,913.00	37.57
Cooperative Membership Fee	48,213.68	95,614.05	95,000.00	100.65
Total Professional Services	70,236.13	294,844.21	514,384.00	57.32

Governance

Per Diem	0.00	270.00	10,000.00	2.70
Memberships	0.00	288.00	1,161.00	24.81
Conferences	0.00	30.00	10,250.00	0.29
Legal Services	1,037.50	8,005.50	49,200.00	16.27
Audit	0.00	12,500.00	12,500.00	100.00
Total Governance	1,037.50	21,093.50	83,111.00	25.38

Staff Development

Recruiting Expense	0.00	0.00	1,025.00	0.00
Staff Training	0.60	16,470.07	45,000.00	36.60
Hospitality	0.00	734.69	3,147.00	23.35
Employee Recognition	211.90	865.62	7,855.00	11.02
Total Staff Development	212.50	18,070.38	57,027.00	31.69

Maintenance and Utilities

Telephone	2,571.02	17,067.43	30,000.00	56.89
Steam and Gas	7,841.71	60,320.70	92,752.00	65.03
Electricity	11,490.93	68,539.78	183,664.00	37.32
Water and Sewer	972.16	10,366.72	24,282.00	42.69
Trash	460.78	2,636.00	6,980.00	37.77
Custodial Services	8,824.22	58,564.14	197,436.00	29.66
Security Services	6,581.38	39,438.65	140,000.00	28.17
Building Maintenance	1,701.82	29,570.49	66,000.00	44.80
Vehicle Maintenance	1,445.99	4,350.29	18,000.00	24.17
Total Maint. and Utilities	41,890.01	290,854.20	759,114.00	38.31

Other Expenses

Millage Income Refund	0.00	3,233.50	32,800.00	9.86
Property & Liability Insurance	0.00	45,963.00	68,000.00	67.59
Donation Expense Restricted	4,816.78	19,269.73	195,000.00	9.88
Donation Expense Unrestricted	1,032.97	5,830.62	16,000.00	36.44
Miscellaneous	12.75	1,142.12	5,912.00	19.32
Sales/Use Tax	(861.95)	145.80	1,230.00	11.85
Local Travel	344.72	3,371.89	10,558.00	31.94
Total Other Expenses	5,345.27	78,956.66	329,500.00	23.96

Technology Expenses

Internet Access	(3,045.76)	8,583.12	43,140.00	19.90
Computer Software	6,705.94	36,908.27	63,629.00	58.01
Computer Hardware	0.00	3,242.69	66,305.00	4.89
III Software & Hardware Maint	0.00	96,550.54	101,380.00	95.24
Computer System Services	5,008.91	7,155.59	29,940.00	23.90
Rethink The Linc	12,080.44	41,071.32	45,000.00	91.27
Member Experience Improvements	0.00	6,440.00	36,500.00	17.64
Firewall Upgrade Project	42,700.98	50,520.47	84,000.00	60.14
Wired LAN Upgrade	0.00	91,600.00	135,000.00	67.85
Local History Hardware	0.00	9,026.96	9,000.00	100.30
Digital Signage Upgrade	0.00	0.00	10,000.00	0.00
People Counter Replacements	0.00	0.00	15,000.00	0.00
Offsite Backup Refresh	0.00	0.00	30,000.00	0.00
Total Technology Expenses	63,450.51	351,098.96	668,894.00	52.49

Capital Outlay

Staff Furn & Equipment	925.46	3,803.51	30,000.00	12.68
Building Upgrades	878.38	5,111.18	32,000.00	15.97
Public Service Grant Projects	0.00	861.36	8,800.00	9.79
Outreach Projects	1,659.60	12,852.48	63,700.00	20.18
Chiller Roof Replacement	0.00	0.00	60,000.00	0.00
IT Renovation Project	0.00	0.00	100,000.00	0.00
Mason Renovation Project	0.00	0.00	75,000.00	0.00
White House Parking Project	0.00	0.00	180,000.00	0.00
Total Capital Outlay	3,463.44	22,628.53	549,500.00	4.12

Total Operating Expenditures	931,988.41	6,368,710.52	13,292,300.00	47.91
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Unapplied Fund Balance-Budget
Net Income(Loss)

(323,903.80)	5,422,545.30	0.00
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FIN 104 - CREDIT CARD POLICY

CHANGE RECOMMENDATION

AUG 19th, 2020

Recommendation: Change the credit card policy, FIN 104, to remove the Purchasing Assistant and include credit card use authority for the Acquisitions Lead. In addition, increase the credit limit for the Finance Director from \$5,000 to \$7,500.

Background:

The Purchasing Assistant role has been absorbed by the Finance Department and is no longer required to be included in this policy.

The Acquisitions Department is purchasing many titles and materials from small, non-traditional publishers. Credit card authority will allow them to purchase these items directly, in conjunction with all other materials from larger vendors on purchasing terms.

The Finance Director is making nearly all larger purchases for the organization. Many of these can only be procured using a credit card and the credit cap is hit several times per year. Raising the authority level by \$2,500 will eliminate this ongoing issue.

The "Issuance" section of the policy would be amended as detailed below:

Issuance

2.1 At the discretion of the Executive Director, Visa credit cards may be issued to the following individuals with the following limits:

a) Executive Director - \$10,000

b) Finance Director - ~~\$5,000~~ \$7,500

c) Marketing Director - \$5,000

~~d) Purchasing Assistant - \$5,000~~

e) IT Director - \$2,500

f) Operations Director - \$2,500

g) Administrative Assistant - \$2,500

h) Office Assistant - \$1,000

i) Acquisitions Lead Person - \$1,000

Asset Transfer Recommendation

Mason Boiler

August 19th, 2020

Recommendation: Donate one 285,000 BTU Alpine boiler and tankless water heater that is currently located in the Mason Branch to the City of Mason. The installed value of the units was \$76,060.

Background: In 2016, CADL applied for and received incentive funds from Consumers Energy through their Business Energy Efficiency program to replace a failing boiler at the Mason Branch with an Alpine, 95% efficiency rated, 285K BTU unit. Also installed was a new high efficiency tankless water heater.

Although the unit was being installed in a building owned by the municipality, our status as the payer on record for the utilities of the building required us to apply for this incentive. We were granted the funding and the units were installed in late 2016.

Typically, CADL does not own mechanical equipment at the branches for which we provide services. Our service agreements with the municipalities stipulates that maintenance for mechanical equipment belongs to the municipality. These units do require some ongoing maintenance and periodic inspections by the State of Michigan.

To avoid confusion regarding the responsibility for maintenance and testing, the City of Mason has requested this piece of equipment be transferred to them via a donation letter. Our policy requires that any donation with existing value be approved by vote of our Board of Trustees.

Downtown Lansing Library Canopy Repair and Paint Project
Vendor Recommendation
August 19, 2020

RECOMMENDATION:

Approve The Large Corporation as the selected vendor to perform repair and paint work as part of the remaining Downtown Lansing Library overhang canopy project. The total proposed cost for all work included in the bid document was \$10,275.

BACKGROUND:

The Large Corporation is a locally owned commercial and industrial coating contractor who have been in business since 1995. They are a medium sized contractor who perform a variety of patching and painting services across the greater Lansing area.

The underside of the lower roof canopy has been deteriorating for many years and needs to be repaired and repainted. This bid requires the selected vendor to scrape the existing lead-based paint, repair any damaged concrete, and seal and paint the entire surface of the South, East, and West sections of this lower roof. The North section was completed in 2018 and was a dramatic upgrade to the entrance area of the library.

There is \$10,000 allocated in the 2020 budget to fund this improvement.

They are being recommended for the following reasons:

- 1) They were the low bidder on this project.
- 2) They are a local contractor.
- 3) They successfully completed the first section of the overhang canopy area (North/Kalamazoo Street side) in 2018.

The bid tabulations are below:

Vendor	Total
The Large Corporation	\$10,275
BlasTec, LLC	\$74,671
RAM Construction Services	\$79,882

Capital Area District Library

2019 Pension Executive Summary

Investment Returns for 2019:

- Actual investment return was 13.41%
- Smoothed rate of return was 4.77%

Funding Ratios:

- Actuarial Funded (smoothed) ratio is 81%, down from 84%.
- State Treasury (market value) reported ratio is 85.3% for 2019 vs 88.1% in 2018.
- State mandated threshold for an improvement plan is 60%.

Required Employer / Employee Contributions:

- \$15,315 / Mo for NUA plan in 2021, up \$280/Mo or \$3,360 (1.9%) annually
- Other plans remained locked at 8%
- Employee contributions are 6.8% NUA, 6.63% Prof, and 2.37% Tech for 2021.

Actuarial Liability:

- Total unfunded liability for all plans is \$2,431,143, up \$543K from 2018
- Valuation assets are \$10,432,789 or 81% of total.
- Costs for 2021 will be increasing by \$22.5K (5.7%) based on 2019 results

Economic Assumptions:

- Changed from 7.75% for investments and 3.75% wage inflation to 7.35% and 3.00% for 2019 valuation. This doesn't impact contributions until 2021.
- No future changes have been announced. State standards are 7.00% for investments and 3.5% for wage increases.

Future Demographic Changes:

- Study completed in Feb, 2020.
- Recommended changes for mortality, retirement, disability, and termination rates.
- Includes sex distinct determinations for staff mortality
- Impact to our plan is significant as over 70% of staff are female.
- Creates additional UAL of \$660K and estimated cost increase of \$76K annually.
- Effective beginning 1/1/22

SER 101 MATERIALS SELECTION POLICY

August 16, 2017

I. Selection of Library Materials

I.1 Mission Statement

Empowering our diverse communities to learn, imagine and connect.

I.2 Purpose

Written collection development guidelines enhance our service to patrons by:

- providing specific guidance for selection of library materials
- assigning the responsibility for selection
- determining levels of access for library materials
- providing criteria for accepting gift titles
- defining the basis for collection maintenance decisions

To implement these goals, CADL recognizes that American democracy functions only if the full range of human ideas is accessible to all people regardless of age, ethnic background, religious, or personal beliefs. Capital Area District Libraries will aim to provide a general collection of materials embracing the broader fields of knowledge and recreation. The collection will include books, media, technology and other items to aid in meeting the needs of its communities.

Thus the library collection, protected by the First Amendment and embodied in the Library Bill of Rights, is a marketplace of ideas which are contained in varied and divergent materials and formats.

I.3 Objectives Of Selection

The objectives of selection are to meet the educational, recreational and cultural needs of the library's service areas.

Demand and use are key factors in the development of the general collection, with due regard for variations in educational level, reading interest and users' special needs. Every effort is made to represent all sides of controversial issues.

Materials will be selected on the basis of anticipated or expressed popular demand, educational or literary merit, and/or cultural value.

Within the framework of these broad objectives, selection is based more specifically on the particular needs and interests of the children and adults in the individual communities the library serves. In order to determine these interests, periodically the staff will analyze demographic information based upon patron needs assessment, focus groups, and patterns of past circulation.

I.4 Responsibility For Selection

Material selection is accomplished under the policies adopted by the Board. The authority for selection of all print and non-print materials lies with the Executive Director who may delegate the responsibility to staff members as appropriate.

I.5 Selection Criteria

The Library recognizes the importance of both basic items of permanent value and timely materials in which the public expresses interest. In providing the latter, it does not hesitate to purchase materials in quantity for mass use.

Factors to be considered in adding adult and children's materials to the library collection shall include one or more of the following:

- Present collection composition
- Collection development objectives
- Interest and demand
- Currency and accuracy
- Intended audience
- Significance of subject, author, or title
- Diversity of viewpoint
- Effectiveness of the format in conveying information
- Space and budget considerations
- Availability of special materials in other library collections in the area
- Positive reviews from professional journals

Public demand for an author, title or subject is an important criterion. All requests from patrons for specific titles or subjects will be considered. Materials which are requested infrequently may be supplied through MeLCat. The anticipated long-term use for an item and the number of similar items already owned by the library are also factors.

Titles published by a small press or self-published by the author are subject to the same selection criteria used for evaluating all items for the library's collection.

No materials shall be excluded because of the race, nationality, religion, political or social view of the author.

Due to the unique nature and limited size and scope of the Library of Things collection, application of selection criteria may vary from other parts of the collection. Factors such as cost, circumstances of use and technical criteria may take precedence.

I.6 Policy On Controversial Materials

The Library recognizes that many materials are controversial and that any given item may offend some patrons. Selections will be made solely on the merits of the work in relation to the building of the collections and serving the interests of readers and not on the basis of any anticipated approval or disapproval by individuals or groups.

The Library distinguishes between materials that are controversial and those that may be illegal such as materials which are obscene. The Constitutions of the United States and the State of Michigan, the laws of the United States, State of Michigan and the

communities which the library serves, will also guide staff in the selection of all materials.

Although the staff exercises professional judgment in the selection of all materials, the responsibility for a child's use of library materials rests with their parents and/or legal guardians.

1.7 Request for Re-evaluation of Library Materials

Patrons who wish to register a formal complaint about a particular item in the library, may do so by submitting a "Request for Re-evaluation of Library Materials" form to the Selection Specialist. The Selection Specialist will respond in writing.

Patrons who are not satisfied with the response may request that the Executive Director review their request. The Executive Director or designee will respond in writing.

Patrons who are still not satisfied with the response may request that the Board review their request. The decision of the Board is final.

2. Procedures for Selection of Library Materials

2.1 Selection Aids

The primary sources of information about potential library materials are the lists, selections and reviews found in library journals and authoritative online resources. The Capital Area District Libraries' Librarians rely on such resources as Library Journal, School Library Journal, Booklist, Publisher's Weekly, and Billboard to select print, electronic and audio-visual materials. Other selection resources may be used for specific subject areas, such as publishers' catalogs, popular periodicals, format specific review periodicals, newspaper reviews, bibliographies and web-based review sources.

2.2 Outside Recommendation Procedures

All requests from patrons or staff for specific materials, titles or subjects will be seriously considered. A form is available for this purpose. All purchases will be within the selection guidelines of Capital Area District Libraries' Materials Selection Policy.

2.3 Gifts

The Library will encourage and accept gifts with the explicit understanding that all materials donated to CADL become the property of the library without restrictions.

The Library makes the final decision on the use, display, housing, withdrawal and other disposition of all donated materials. Materials may be integrated into the CADL collection if they meet all the selection criteria outlined in this policy. Donations which cannot be added to the collection may be given to the Friends of the Library for sale to the public.

The Library does not assess the value of donations for tax purposes. However, a form can be completed by the library staff verifying the donation.

Gifts of money are accepted by Capital Area District Libraries. The materials acquired with these funds must meet the selection guidelines. The donor, or in the case of memorial money, the family, may be consulted for suggestions or recommendations of purchased materials. Memorial gifts are acknowledged and materials are identified with a book plate.

2.4 Special Collections And Concerns

Specialized materials of limited community interest will not ordinarily be purchased. Referral to MelCat or other library collections will be used to supply patrons with these materials. Supplementary materials for students and information for specialists are provided in a limited number of fields, but the library takes cognizance of and avoids unnecessary duplication in subject areas which are the special prerogative of other community resources.

2.5 Reference Collection

The Capital Area District Libraries' collection of reference books and databases contains material representative of all fields of knowledge and both serve as the foundation for our reference service. Special emphasis is placed upon a few particular areas in response to strong usage and demand such as business-related information, consumer health, demographics, literature, and multi-cultural materials. Currency of materials is of primary concern in this collection, although much historical material is also retained for balance and for retrospective searching.

2.6 Local History

Each branch of Capital Area District Libraries houses some local history material for their area.

The Local History collection housed at the Downtown Lansing Library serves as a major source of historical materials about Lansing and Ingham County. The collection contains reference sources encompassing both published and unpublished works, some of them rare, that record, interpret or portray the history and development of the Greater Lansing community. Special attention has been given to acquiring materials about the automobile industry, architectural and family history. It also includes some materials about the tri-county region, surrounding communities, the Great Lakes, the Old Northwest Territory, and selected works about Michigan as a territory and state.

This collection, much of which has been donated, contains books, pamphlets, reports, documents, periodicals, maps, photographs, architectural drawings, archives, manuscripts, and ephemera. All formats are represented – digital, microform, audio, video, and a limited number of three-dimensional artifacts.

3. **Collection Maintenance: Evaluation and Review of Existing Materials**

3.1 Withdrawal Of Library Materials

Materials purchased and placed in the library collection may over time lose their value to the collection and library users. Library materials need to be continually evaluated for their usefulness and may be "de-selected" under the following guidelines:

- I. Materials are physically damaged or worn out.

2. Information contained in materials may be inaccurate or outdated.
3. Duplicate copies of titles may no longer be needed.
4. Materials have not circulated for a designated period of time.
5. Physical limitations of space available.

All library materials withdrawn will be removed from the library's records and clearly marked as withdrawn.

3.2 Replacement of Library Materials

Worn out or outdated materials may be replaced by new materials, either in the same format or in a different format. Different titles may be substituted if exact replacement is not possible. Not all withdrawn materials are replaced.

4. **Disposal of Withdrawn Materials**

4.1 Withdrawn materials will be disposed of as follows:

1. Inaccurate or Outdated Materials - These materials will be disposed of in a manner that precludes their future use. They may be recycled, shredded, put in the garbage, taken to a landfill, etc. Some items, such as newspapers, are recycled if possible.
2. Poor Physical Condition - Depending on the condition of the item, these materials may be recycled, put in the garbage, sold, or donated to qualified organizations. Materials damaged in the circulation process will become the property of the patron if the patron pays for the item.
3. Duplicate copies of materials or materials that are not being used - Materials withdrawn for these reasons may be sold, donated to qualified organizations or recycled.

Withdrawn materials may be donated to Library Friends organizations for sale in Friends Book Sales. They may also be donated to other libraries or to non-profit or governmental organizations such as child care centers, senior centers, detention facilities, etc. Materials will not be donated to individuals or for-profit organizations.

SER 103 CODE OF CONDUCT

August 15, 2018

Rules and Regulations

To maintain pleasant facilities for all library patrons at all library locations, the CADL Board of Trustees has adopted the following Code of Conduct.

1. Tobacco, tobacco products and/or other burnable products may not be used in the library or on library property. This includes no smoking, chewing, rolling or display of tobacco, other burnable products or electronic cigarettes. Library property includes parking lots and private sidewalks, but not public sidewalks alongside a roadway. If a library is located in a shared facility, the rules adopted by the owner of the shared facility apply.
2. Library patrons may not possess, consume or be under the influence of any intoxicant or any controlled substance (except as may be authorized by prescription).
3. All weapons are banned from Library premises to the fullest extent permitted by law.
4. Patrons may not disturb others in any manner. Patrons may not behave in a rowdy manner, stare at another person with the intent to menace or intimidate, follow another person about the building, play audio equipment so that others can hear it, sing or talk loudly, use profane or abusive language, or behave in any manner that can reasonably be expected to disturb others.
5. Patrons may not display materials or make verbal comments or gestures that might reasonably be expected to offend or harass others.
6. Patrons need to be respectful of library furnishings including library equipment and materials. Users may not deface, mark on, or mutilate any library furnishings, materials or equipment.
7. Users shall not remove or attempt to remove any library materials without first checking them out. Unauthorized removal of CADL property or failure to return CADL property constitutes larceny, and CADL has the right to report these matters to the appropriate authorities. Failure to return CADL property or to pay late fees and replacements costs may result in criminal charges.
8. Shoes (or other footwear), shirts, pants, shorts or skirts are required at all times for hygiene and safety purposes.
9. Patrons may not jeopardize the health and cleanliness of other patrons, library staff, library materials and library facilities by having fleas, lice, bed bugs, urine or feces on themselves or their possessions.
10. Clear water in a covered container is permitted except at computer workstations. Other beverages and food may only be possessed and consumed in connection with events sponsored by the Library if approved by the Head Librarian or designee.
11. Cell phone users need to turn ringers and the "push to talk" feature to "silent" when they enter the library. Patrons may use cell phones in the library as long as they do not disturb

others. Patrons may be asked to move to the lobby or stairwell (if available) if their conversations are disruptive to others.

12. Patrons may not sleep in the library.
13. Patrons may not use restroom facilities for washing or drying clothes, bathing, shaving, or any other purpose that might reasonably be considered inappropriate.
14. Patrons may not disturb library patrons and staff, interfere with other library patrons' or staff members' use of the facilities through extremely poor personal hygiene.
15. People may not use roller blades, roller skates, or skateboards on library property.
16. People may not solicit or beg library patrons in the library or on library property in a way that is disturbing to library patrons or interferes with library patrons' access to the library and its materials.
17. People may not circulate petitions, distribute literature or leaflets, or make appeals to the public inside the library or on library grounds without first obtaining permission from library staff. The appropriate library staff may designate an area or areas where such activity is permissible subject to reasonable time, place and manner restrictions, in accordance with applicable law. No speech may be made or done in such a way that it interferes with a library patron's access to the library and its materials in a quiet and respectful atmosphere.
18. Only animals needed for library programs and service animals are allowed in the library.
19. Patrons may not enter an area that is designated "Staff Only". Except for library programs, patrons may not remain in the Library after closing time or after a request to leave, including emergencies and evacuation drills.
20. Patrons must follow library procedures when instructed to do so by library staff.
21. Patrons must provide identification when requested by library staff.
22. Patrons may not violate any local ordinance, state or federal law.

Penalties

Any person who violates these rules and regulations may be denied access to the library and to library services by the Branch Head or designee upon notice for a period commensurate with the infraction. Library employees will contact the police when necessary.

Appeal

Any person denied access to the Library or its services may appeal the denial to the Executive Director. If the appeal is not resolved by the Executive Director, it may be submitted in writing to the Library Board. The Library Board will provide the person with an opportunity to be heard before deciding the appeal.

SER 103a UNATTENDED CHILDREN

August 16, 2017

Capital Area District Libraries endeavors to provide a welcoming environment for patrons of all ages. In order to share this environment with each other, all library patrons need to follow the Library Code of Conduct established by the Library Board of Trustees and posted in each library building and on the Library web site, www.cadl.org. Capital Area District Libraries wants children to use its facilities and services. Young children in the library should always be accompanied by a parent/guardian or assigned caregiver. Parents should be advised that the library is a public place and unattended children are vulnerable.

The safety of children left alone in a library building is a serious concern of the library staff. The responsibility for the safety and behavior of children in the library rests with the parent/caregiver and not with library personnel. Library employees cannot be responsible for children who are unattended or demonstrating inappropriate behavior.

The following guidelines will be followed concerning the care and behavior of young library users:

Children age seven or younger must have a parent/caregiver in the immediate vicinity of and in visual contact with the child. The assigned caregiver must be a responsible person, at least twelve years old, and must carry emergency contact information. An exception would be children attending a library program without a parent/caregiver in the room. The parent/caregiver is expected to remain in the library building and immediately join the child at the end of the program.

If a child in this age group violates the Library Code of Conduct, the child and the parent/caregiver will be informed of the rules. If inappropriate behavior continues, the family will be asked to leave the library.

If a child in this age group is found unattended, library staff will attempt to locate the parent/caregiver in the library and inform him/her of the rules. If the parent/caregiver cannot be found, or if the child is found unattended again, the police may be called for assistance.

Children age eight and older may use the library on their own. However, parents are still responsible for the actions and the well-being of their child(ren). Unattended children are welcome to use the library. If they are disruptive to patrons or staff, they may be asked to leave.

If a child in this age group is not able to leave the library without an adult (due to inclement weather or after dark, for example), a staff member will call the child's parent/legal guardian or emergency contact. If they cannot be reached, the police may be called for assistance. All children should have the telephone number of someone who can assist them in an emergency.

Teenagers are treated as adult users. However, they are still legally the responsibility of their parents and should have an emergency contact available.

Closing Time: Youth age 15 and under who do not have transportation home at closing time will be asked for telephone numbers of people who can pick them up at the library. If transportation is not available within 15 minutes of closing, the police may be called for assistance.

Penalties: Patrons who do not adhere to this policy will be asked to leave the library. Repeat offenders may be denied access to the library for longer periods of time. See Library Code of Conduct.

SER 103b PATRON USE OF LIBRARY TELEPHONES
November 17, 2004

Library telephones are reserved for library business such as answering reference questions or providing information about library hours, programs, and services. Library telephones are not to be used by patrons for conducting personal business or for social calls.

Library staff members may permit patrons to make a telephone call in an emergency situation.

Staff Procedures

Procedures for handling specific situations are as follows:

Request to find out if a person is in the Library - Staff members will not verify whether or not a person is in the Library. Tell callers that this information is not provided over the telephone for personal safety reasons. Staff members may offer to take a message. (See Below.)

Request to talk with a person - Staff members will explain that library telephones are to be used for library business only. Staff members may offer to take a message. (See Below.)

Messages - Staff members may take a message in case of an emergency. Tell the patron that we don't take messages. If the patron says that this is an emergency, take the message but explain that we cannot guarantee delivery. If the message is to call someone, explain that it might be difficult for the patron to return the call unless they have access to a pay phone or cell phone.

Parents - Parents/legal guardians are responsible for making arrangements ahead of time to pick up their children at the library instead of telling the child to call home when ready.

Distraught Child - If an unattended child becomes distraught (visibly upset, frightened, or crying), library staff will encourage the child to contact his/her parents or guardian and offer to make the call for the child. (See Unattended Child Policy.)

Disciplinary Action - If someone who has been asked to leave the library for disciplinary reasons needs to call for a ride, a staff member will place the call.

Ride Home - If a child needs a ride home, staff members will place the call and explain to the parent/caregiver that they are making this call this time only as an exception to our policy and that in the future the parent needs to make arrangements in advance to pick up the child.

Closing Time - If a child is left unattended and it is less than half-hour until closing time library staff members will encourage the child to contact his/her parents or guardian and offer to make the call for the child. (See Unattended Child Policy.)

SER 103c CODE OF CONDUCT SUSPENSION GUIDELINES

August 16, 2017

GUIDELINES

Library staff members use the following guidelines to administer Code of Conduct Suspensions.

Patrons who repeatedly break the Code of Conduct (either the same rule or several different rules) may be suspended for longer periods of time. Where several penalties are listed, the first penalty is suggested for the first occurrence, the second for the next occurrence, etc. Verbal warnings are optional. (See also SER 103D Code of Conduct Penalties)

PROCEDURES

1. General

- All Library staff members need to wear their ID badge at all times. This identifies library staff to library patrons as persons of authority.
- All Library staff members observing violations of Code of Conduct Guidelines need to report the incidents immediately to the library staff member in charge of the area. At larger libraries the person in charge of the area is a staff member at the information, youth, or reference desk. At smaller libraries it means the person in charge of the library or head librarian. The person in charge of the area will contact security, where appropriate.

2. Warnings - For minor infractions of the Code of Conduct Guidelines, the person in charge or security will:

- Approach the patron calmly and identify themselves.
- Politely but firmly explain the relevant policy, point out signs if existing, and ask individuals to refrain from prohibited behavior, and, if appropriate, give the offender a copy of the Code of Conduct.
- If the individual(s) persist in prohibited behavior, proceed to suspensions below.

3. Suspensions - For continued minor infractions or major infractions of the Code of Conduct, the person in charge or security will:

- Obtain the support of other staff members before approaching the individual(s).
- Inform the patron that their behavior is prohibited under CADL's Code of Conduct.
- Ask for identification.
- For suspensions one week or longer, if possible, obtain a photo of the individual for security and identification purposes. (A library staff member or security guard may take photographs of library patrons who are in public areas within the library where there is no expectation of privacy when a photograph is needed for security or identification purposes. If you choose to photograph the individual say, "We have the legal right to take a photo in a public place, but we always ask permission anyway." All libraries have a digital camera that may be used for this

purpose.) Photos from surveillance cameras may also be used for security or identification purposes.

- Security cameras have been installed in some libraries to aid in the enforcement of rules and to deter crimes. These cameras are installed in public areas where there is no expectation of privacy. Signs are posted notifying the public about the existence of the cameras.
- Tell the person that they will be suspended from the library for a specific number of days according to the SER 103d Code of Conduct Penalties Policy.
- If the behavior continues, advise the individual that you will summon a police officer and report the incident to appropriate authorities.

4. Reporting

- For suspensions of less than one month, staff members need to give the CADL Security Incident Report and photograph to the Library Head.
- For suspensions of one month or longer, staff members need to fill out a CADL Security Incident Report Form with a full description of the incident and give the CADL Security Incident Report Form and photograph to the Library Head who will post it to the Linc (Security guards may substitute the DK Security Incident Report form.)
- The Library Head will review the Security Incident Report Form, verify and approve the suspension period. If the suspension period is one month or longer a copy of the Incident Report Form will be given to the Executive Director for follow up.
- For serious incidents (those in which someone is arrested or injured), a copy of the Security Incident Report Form will be immediately given to the Executive Director. This information is needed in order to respond appropriately to staff and public concerns. For serious incidents, all staff members involved will write a detailed description of the incident and submit that report to the Executive Director and the Facilities Director.
- Incident Reports will be available on the Linc in a file that is easily accessible to staff. Library Heads may maintain a file at their branch as well. (Photographs may also be displayed in a work area that is limited to staff only.)
- Staff members need to review the Incident Report Forms to learn which individuals have been suspended from the library.
- Once the suspension period is over, all forms will be pulled from the current file and kept for seven years after the end of the suspension period at which time they will be shredded by library staff.

5. Incident Report Forms

- Incident report forms are used to provide information related to patron/staff confrontations, breaches of security, crimes, accidents, or other incidents where evidence might be needed to enforce rules, report a crime to the police, or provide information for insurance. Copies of photographs and film may be included as part of the Incident Report.
- In filling out an Incident Report, library staff members may obtain contact information (name, address, telephone number) from Sierra.

6. Law Enforcement

- Call the police or Sheriff's Office for assistance when needed. Be prepared with a thorough description of the incident, subject(s) involved, and location of the offender. Cooperate with the police in completing any requested forms. Ask any victims and witnesses to stay until the police arrive.
- The Incident Report and accompanying information is prepared as part of the library's investigative record for use by library staff members, the library's attorney, and agents of the library such as the insurance company. When a crime is involved, the Executive Director, or designee, may authorize staff to provide a copy of the Incident Report, photos, and films to a law enforcement agency without requiring a subpoena or court order.

7. Invalidated Library Card

For suspensions of less than one month:

- For using another person's library card to sign up for a computer (or other violations), Library staff at the library where the suspension occurred will invalidate the patron's library card during the suspension period.

For suspensions of one month or longer:

- The Executive Director will send the offender a letter informing them of the terms of their suspension. If the offender is less than 18 years old, a letter will be sent to the offender's parents. If appropriate, Library Heads may call parents to inform them of the ban. A copy will also be sent to the library where the suspension occurred and the library's attorney.
- A note written by the Library Head or designee explaining that the person has been suspended from 'date' to 'date' will be added to the offender's ~~computer~~ record and their library card will be invalidated. If the offender, whose ID has been verified, does not have a computer record, a record will be added to the computer system with the same information. The reason for the suspension will not be included.
- When the ban period is over, a staff member will reinstate the card.

8. Modification

- Any person denied access to the Library or its services may request a modification of the denial to the Head of the Branch where the suspension was issued.
- The Branch Head may reduce or suspend the individual's ban if the individual agrees to comply with CADL's Code of Conduct without any further incidents.
- The Library Head or designee will change this information in Sierra and update the Security Incident Report.

9. Appeal

- Any person denied access to the Library or its services may appeal the denial to the Executive Director. If the appeal is not resolved by the Executive Director, it may be submitted in writing to the Library Board.
- The Library Board will provide the person with an opportunity to be heard before deciding the appeal.

10. Prosecution

- CADL will cooperate with the police to the extent allowed by law in the investigation and prosecution of any offenders. Staff members are authorized to meet with police or testify on work time as needed.

SER 103d CODE OF CONDUCT PENALTIES

August 15, 2018

Any person who violates Capital Area District Libraries' rules and regulations may be denied access to the library and to library services by the Branch Head or designee upon notice for a period commensurate with the infraction. Library employees will contact the police when necessary. Below are the suggested range of penalties to be considered by library staff, the actual penalty imposed for a violation shall be determined by library staff based on the individual circumstances of the violation.

1. One Day - Up to One Month

- Fail to follow the computer use procedures listed in paragraphs 1 to 16 of SER 105A Computer Use Policy.
- Use a library card number that is not his or her own to sign up for or reserve a computer.
- Use tobacco or tobacco products as described under no. 1 in the Code of Conduct.
- Consume food or beverages (other than water in a covered container) except in connection with events sponsored through the Library or in approved locations.
- Sleep for extended periods of time.
- Interfere with library patrons' or staff's use of the facilities through extremely poor personal hygiene.
- Found to have brought bed bugs or other pests into library facilities through returned items or on clothing or possessions. A proof of treatment may be requested before admittance to library facilities is granted.
- Use roller blades in the library or skateboard on library property.
- Solicit or beg library patrons in the library or on library property in a way that is disturbing to the library patrons.
- Bring animals into the library except service dogs or animals brought into the library in connection with library programs.
- Harass or annoy others through noisy or boisterous activities, by playing audio equipment so that others can hear it, by singing or talking loudly to others or in monologues, or by behaving in a manner that can reasonably be expected to disturb others.

2. One Week - Up to Three Months

- Fail to follow library procedures when instructed to do so by library staff.
- Misuse restroom facilities by such activities as washing or drying clothes, bathing or shaving.
- Vomit due to inebriation.
- Harass or annoy others by staring at another person with intent to menace or intimidate, by following another person about the building with the intent to annoy, harass, or intimidate that person, by using profane or abusive language, by

displaying print or non-print materials of an offensive nature to others, or by behaving in a manner that can reasonably be expected to intimidate others.

3. Up to One Year

- Use library computers for unacceptable uses as listed in paragraph 17 of SER 105A Computer Use Policy. This includes displaying obscene materials or sexual content that might be harmful to minors. See SER 105A Computer Use Policy for definitions.
- Possess, consume or be under the influence of any intoxicant or any controlled substance (except as may be authorized by prescription).
- Enter non-public area; enter or remain in the library after closing hours.

4. Up to Five Years

- Threaten or menace library patrons or staff members. Police will be notified.
- Deface, mar, or destroy library property or materials or property owned by others. Police will be notified.
- Indecent exposure. Police will be notified. Refuse or fail to leave the library facilities after having been requested to do so for violating Rules of Conduct. Police will be notified.
- Intentionally soil library property or the property of others by urinating or defecating.
- Remove materials from the library without checking them out according to standard library procedures.

5. Up to Ten Years

- Use library computers to display child pornography. See SER 105A Computer Use Policy for definitions.
- Touch library patrons or staff members in an aggressive or inappropriate manner. Police will be notified.
- Violate any city ordinance, state or federal law (i.e. fighting, sexually abusive, vandalizing, threatening, etc.) Police will be notified.

6. Extension of Original Ban

- Returning to the library while a suspension is still in effect – Up to 1 year added to original suspension.

**SER 103e CODE OF CONDUCT
SUSPENSION APPEAL PROCESS**

August 19, 2015

Any person denied access to the Library or its services may appeal the denial to the Executive Director.

If the appeal is not resolved by the Executive Director, it may be submitted in writing to the Library Board.

The Library Board will provide the person with an opportunity to be heard before deciding the appeal.

SER 106: ARRANGEMENT, LABELING, AND ACCESS

August 16, 2017

1. Mission - Empowering our diverse communities to learn, imagine and connect.
2. Purpose - To implement this mission, library materials are arranged and labeled in the best manner to:
 - assist patrons in locating needed materials,
 - publicize a special collection of materials, and
 - protect rare, fragile, valuable, and/or frequently stolen materials.
3. Children's Collection - The Library strives to create a friendly environment that will encourage children to become life-long readers and library users by providing a special children's area at each location. The children's area will include children's fiction, DVDs, music, audio books, and other materials of special interest to children.
4. Non-Fiction - Circulating non-fiction materials may be combined in one collection or separated into adult and juvenile collections depending on the needs of the local community.
5. Viewpoint Neutral Arrangements and Labeling - The Library uses viewpoint-neutral directional aids (labels and special arrangements of materials) that save the time of users. Prejudicial labels and arrangements designed to warn, discourage, or prohibit users or certain groups of users are not used.
6. Access - In support of a democratic society, the Library provides access to all points of view on current and historical issues. No item in the library collection will be sequestered, except for the express purpose of protecting it from injury or theft. Sequestering materials -- hiding them from display -- interferes with potential user's access by presenting barriers and subjecting the library client to unnecessary scrutiny.

SER 110 CADL CARES POLICY
AUGUST 19, 2015

As a public service organization, CADL works to improve the lives in our communities by creating exceptional library service. CADL Cares is an effort to further this by coordinating staff volunteer efforts and in addition to our regular outreach programs.

The CADL Cares Committee will consist of the Associate Director of Public Service, the Marketing Director and the Human Resources Director as well as at least two representatives from the branch libraries. The committee, along with the Executive Director, will be responsible for overseeing this policy.

The CADL Cares Committee will regularly coordinate a district wide “Dress Down Friday.” Staff members who want to participate, and are scheduled to work, may donate \$1 and wear jeans to work. The money collected at each branch will be sent to the Finance Department who will donate it to a local organization that has a mission similar to CADL. The organization will be selected annually by the CADL Cares Committee with staff input.

The CADL Cares Committee will also select activities annually for staff to participate in which are either state-wide library initiatives or locally organized efforts to improve our community. Activities selected will be coordinated by CADL employees and promoted centrally by the Marketing Department on paid time.

The CADL Cares Committee may organize efforts outside of the library (walks, clean ups, Habitat for Humanity, etc.) for staff members to participate in. Any volunteer activities done outside the library must be completed on an employee’s own time and not on work time.