

## CAPITAL AREA DISTRICT LIBRARIES

### COMMITTEE OF THE WHOLE

5:30 PM, WEDNESDAY, FEBRUARY 18, 2026

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 21, 2026 \(enc\)](#)
6. Unfinished Business
7. General
  - a. [GOV 103 Bylaws – Meeting Per Diem Discussion \(enc\)](#)
8. Finance
  - a. [January 2026 Financial Report \(enc\)](#)
9. Policies – No changes, for review only (enc)
  - a. [REL 103 Media Relations](#)
  - b. [SER 108 Exhibits, Displays and Distribution of Material](#)
  - c. [SER 109 Sale of Items](#)
  - d. [SER 201 Library Programs](#)
  - e. [SER 202 Outreach Services](#)
  - f. [SER 203 Interlibrary Loan](#)
  - g. [SER 206 Library Card Application Retention Policy](#)
10. Closed Session to consult with legal counsel to consider attorney client 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 21, 2026

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

**Members Absent:** Julie Vandenboom

**Staff Present:** Katelyn Whiteman, 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 5:31 p.m.

## **ROLL CALL**

Baer – Present

Bloomquist – Present

Drake – Present

O'Donnell – Present

Smith – Present

Stewart – Present

Vandenboom – Absent with Notice

## **Public Comments on Agenda Items**

There were no public comments on agenda items.

## **Agenda**

There were no changes to the agenda.

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

## **Memorandum for December 10, 2025**

The Memorandum for December 10, 2025, was received.

Approved as amended, Mark Smith to be corrected to Ashley Smith.

## **Unfinished Business**

There was no unfinished business.

## **General**

### **a. GOV 103 Bylaws – Meeting Per Diem Discussion**

Discussed the verbiage of what constitutes a meeting, acting in an official capacity or representing the board.

## **Finance**

### **a. Preliminary December 2025 Financial Report**

Finance Director Miriam Mattison presented the preliminary financial report ending December 31, 2025, to the Board.

### **b. America 250 Grant Application**

Executive Director Jenny Marr provided an overview of the America 250 Grant Application along with Assistant Director Jolee Hamlin. Application was due January 15 and CADL applied. If CADL is awarded the grant, the money will be accepted pending board approval.

### **c. 2026 E-rate Network Services RFP**

Technology Director Sheryl Knox provided the board with an overview of the 2026 E-rate Network Services RFP. CADL is reapplying for a new contract that covers connection, network setup, and expansion. RFP submissions due January 26, 2026, CADL to apply and explore prospective bids. TD Knox to bring her recommendation(s) of offers to the January 28, 2026, Board meeting. Offer(s) will be accepted or denied pending board approval.

## **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

No comments or questions on policies.

## **Rise and Report**

The meeting was adjourned at 6:02 p.m.

1 **CAPITAL AREA DISTRICT LIBRARIES**  
2 **GOV 103 BYLAWS**  
3 ~~MARCH 20, 2024~~ **FEBRUARY 25, 2026**  
4

5 **ARTICLE I**  
6 **NAME, AUTHORITY AND PURPOSE**  
7

8 **Section 1.** The Capital Area District Library Board, is established and defined under  
9 1989 PA 24 as amended, being MCL 397.171 et seq. and 1988 PA 265, as amended, being  
10 MCL 397.281 et seq.

11 **ARTICLE II**  
12 **MEMBERSHIP AND VOTE**  
13

14 **Section 1.** The Capital Area District Library Board, the “Board”, consists of seven  
15 members. Five members are appointed by the Ingham County Commission and two are  
16 appointed by the City of Lansing. Except for the first Board members, Board members shall  
17 serve terms of four years each. Terms of office shall start on April 16 and end on April 15.  
18 A member appointed to fill an unexpired term shall serve only for the balance of the  
19 unexpired term unless reappointed to a full term. A member shall serve until the  
20 appointment and qualification of a successor.  
21

22 ~~**Section 2.** Board members shall serve without compensation but they shall be~~  
23 ~~reimbursed at a per diem of \$30.00 per meeting with a maximum of 52 meetings per year,~~  
24 ~~plus the option of submitting for mileage reimbursement at the maximum rate allowed by~~  
25 ~~the Internal Revenue Service and other necessary expenses incurred in the performance of~~  
26 ~~official Board duties.~~  
27

28 **SECTION 2. BOARD MEMBERS SHALL SERVE WITHOUT COMPENSATION**  
29 **BUT THEY SHALL BE REIMBURSED FOR ALL NECESSARY EXPENSES**  
30 **THAT THE BOARD MEMBER INCURS IN THE PERFORMANCE OF**  
31 **OFFICIAL DUTIES AND PER DIEM OF \$30.00 PER ATTENDANCE AT**  
32 **OFFICIAL MEETINGS OF THE BOARD OR COMMITTEES OF THE BOARD**  
33 **WITH A MAXIMUM OF 52 MEETINGS PER YEAR, PLUS THE OPTION OF**  
34 **SUBMITTING FOR MILEAGE REIMBURSEMENT AT THE MAXIMUM RATE**  
35 **ALLOWED BY THE INTERNAL REVENUE SERVICE.**  
36

37 **OFFICIAL MEETINGS OF THE BOARD OR COMMITTEES OF THE BOARD**  
38 **EXPRESSLY INCLUDE, BUT ARE NOT LIMITED TO, REGULAR AND**  
39 **SPECIAL BOARD MEETINGS, COMMITTEE OF THE WHOLE MEETINGS,**  
40 **FINANCE COMMITTEE MEETINGS, AGENDA COMMITTEE MEETINGS,**  
41 **AND EXECUTIVE COMMITTEE MEETINGS.**  
42

43 **A BOARD MEMBER’S OFFICIAL DUTIES INCLUDES ATTENDANCE AT**  
44 **CADL CON, ATTENDANCE AT MUNICIPALITY MEETINGS (E.G. FOR**  
45 **DELIVERY OF THE ANNUAL REPORT), ATTENDING FRIEND’S MEETINGS,**  
46 **AND ANY OTHER APPEARANCES WHERE THE INDIVIDUAL IS ACTING IN**  
47 **THEIR OFFICIAL CAPACITY AS A BOARD MEMBER. COMPENSATION FOR**

48 **ATTENDANCE MUST BE APPROVED IN ADVANCE BY THE BOARD**  
49 **CHAIRPERSON.**

50  
51 **ARTICLE III**  
52 **DUTIES AND POWERS OF THE LIBRARY BOARD**  
53

54 **Section 1.** The Library Board shall have the following powers and duties:

- 55  
56 (a) Establish and maintain a public library system for the district.  
57 (b) Establish policies by which the District library shall be administered.  
58 (c) Appoint and remove its officers.  
59 (d) Employ a Library Director and subordinate staff and set their duties and  
60 compensation.  
61 (e) Purchase, lease or otherwise acquire, supervise and control real and personal  
62 property.  
63 (f) Contract library related services from or provide these services to a library  
64 or municipality within or outside the district.  
65 (g) Adopt bylaws and regulations governing the actions of the Board and the  
66 District Library.  
67 (h) Propose and levy a tax upon approval of the electors for support of the  
68 District Library.  
69 (i) Borrow money, issue bonds, and accept gifts and grants.  
70 (j) Adopt an annual budget for the operation and maintenance of the District  
71 Library.  
72 (k) Employ an attorney, certified public accountant, and other professional  
73 persons.  
74 (l) Do any other thing necessary for conducting the business of the District  
75 Library.

76  
77 **ARTICLE IV**  
78 **DUTIES AND POWERS OF THE OFFICERS OF THE BOARD**  
79

80 **Section 1.** CHAIRPERSON: The Chairperson shall preside at all meetings and shall set  
81 the agenda for these meetings. The Chairperson may appoint committees as the Board  
82 establishes and shall serve as an ex-officio member of all committees. The Chairperson shall  
83 sign with the Secretary, in the name of the Capital Area District Library, all contracts and  
84 legal documents authorized by the Board.

85  
86 **Section 2.** VICE-CHAIRPERSON: The Vice-Chairperson shall assume the duties of the  
87 Chairperson when the Chairperson is absent.

88  
89 **Section 3.** SECRETARY: The Secretary shall keep and administer minutes of all meetings  
90 of the Board, including closed meetings. The Secretary shall sign with the Chairperson, in  
91 the name of the Capital Area District Library, all contracts and legal documents authorized  
92 by the Board. The Secretary shall notify the City of Lansing or Ingham County, as  
93 appropriate, when there is a vacancy on the Board.  
94

**Section 4.** TREASURER: The Treasurer shall assure the receipt, investment, payment, and audit of all funds which the Board is legally entitled to receive and expend.

**Section 5.** NOMINATION OF OFFICERS: The Board Chairperson will appoint a Nomination Committee of three members at the March meeting.

**Section 6.** ELECTION OF OFFICERS: Officers shall be nominated and elected by a majority vote of those Board members present and voting, which shall be the first regular meeting after April 15th of each year. The term of office for Board officers shall be one year. A vacancy for an unexpired term shall be filled at the first regularly scheduled Board meeting following notice of the vacancy.

**Section 7.** EXECUTIVE COMMITTEE: The Executive Committee will include the Board Chairperson, Board Treasurer, and one member of the Board to be appointed by the Board Chairperson with the approval of the Board.

## **ARTICLE V**

### **FINANCIAL DISBURSEMENT RESPONSIBILITY**

**Section 1.** The District Library shall have custody of all District Library funds and shall draw checks against these funds upon the authorization of the Director consistent with the budget approved by the Board. All District Library expenditures and receipts shall be accounted for by the District Library. The District Library shall be audited annually by a certified public accounting firm, and a report made to the Board.

## **ARTICLE VI**

### **MEETINGS, QUORUM AND VOTING REQUIREMENTS**

**Section 1.** The Board shall hold regular meetings at dates, times, and places as designated by the Library Board. The agenda and accompanying information for a meeting shall be established by the Chairperson and the Library Director and shall be emailed to all Board members at least five days before the meeting. Email is the preferred method for distributing the agenda and accompanying information, but a board member may ask to receive the information by mail. Public notice of regular, special and committee meetings shall be given as required by law.

**Section 2.** A quorum for the transaction of business shall consist of four of the seven members of the Board.

**Section 3.** A majority vote of those present is required to act on any matter.

**Section 4.** The annual meeting shall be the first meeting after April 15th each year and shall be held in conjunction with the regular meeting. Election of officers will take place at the annual meeting.

**Section 5.** Special Board meetings, including work sessions, may be called by the Chairperson or at the request of two members of the Board. Board members shall be

143 notified at least 18 hours prior to any special meeting. The general purpose of the meeting  
144 shall be stated in the notice.

145  
146 **Section 6.** Members of the public may address the Board at any of its regular meetings  
147 and "Public Comment on Agenda Items" shall be listed on the agenda immediately following  
148 "Approval of the Agenda" and a second "Public Comment" for those wishing to address the  
149 Board on any topic will be listed immediately following the Director's Report, or at a time  
150 designated by the presiding officer. Individuals may speak for not more than three (3)  
151 minutes. Extensions of these times may be approved by a vote of the Board. When  
152 arranged at least one week in advance, public comment may be scheduled as a special order  
153 of business on the agenda. The maximum times listed above also apply to the special order.  
154

155 **Section 7.** All meetings of the Board shall be conducted under the requirements of 1976  
156 PA 267, as amended, being MCL 15.261 et seq., the "Open Meetings Act".  
157

158 **ARTICLE VII**  
159 **PARLIAMENTARY AUTHORITY AND ORDER OF BUSINESS**  
160

161 **Section 1.** Robert's Rules of Order, revised, shall be the authority for conducting all  
162 meetings of the Capital Area District Library Board.  
163

164 **Section 2.** The order of business shall be, but is not necessarily limited to, the following:  
165 (a) Call to Order  
166 (b) Roll Call  
167 (c) Communications  
168 (d) Public Comments on Agenda Items  
169 (e) Consent Agenda  
170 (f) Chairperson's Comments  
171 (g) Committee Reports  
172 (h) Old Business  
173 (i) New Business  
174 (j) Director's Report  
175 (k) Public Comments  
176 (l) Board Members' Comments  
177 (m) Adjournment  
178

179 **ARTICLE VIII**  
180 **INDEMNIFICATION**  
181

182 **Section 1.** Each individual who is presently or was a trustee, board member, past  
183 director, officer, employee or designated agent of the Capital Area District Library (including  
184 the personal representatives and estate of such individual) shall by right be indemnified by  
185 the Capital Area District Library, to the full extent permitted or authorized by the law of the  
186 State of Michigan, as amended, against any liability, cost, payment or expenses, including  
187 reasonable attorney fees, and amounts paid in settlement actually and reasonably incurred by  
188 the individual in connection with the action or suit asserted against such individual or paid or  
189 incurred by such individual in said individual's capacity as a director, officer, employee, or  
190 designated agent, if the individual acted in good faith and in a manner the individual

191 reasonably believed to be in or not opposed to the best interests of the Capital Area  
192 District Library. Any individual who has been found liable to the Capital Area District  
193 Library for a claim, issue, suit, or matter shall not be entitled to the benefit of  
194 indemnification.

195 **ARTICLE IX**  
196 **AMENDMENT OF BYLAWS**

197  
198 **Section I.** These Bylaws may be amended at any regular meeting of the Board, at which  
199 a quorum is present, by a majority vote of the members provided written notice containing  
200 the text of the proposed amendment was presented at the previous Board meeting.



02/13/2026

## BALANCE SHEET REPORT FOR CAPITAL AREA DISTRICT LIBRARIES

Balance As Of 01/31/2026

YTD Balance

GL Number

01/31/2026

## Fund: 101 GENERAL FUND

## \*\*\* Assets \*\*\*

## Account Type: Cash

CASH	13,605,200.86
IMPREST CASH	412.00
INVESTMENTS	4,447,077.00
Cash	<u>18,052,689.86</u>

## Account Type: Other Assets

ACCOUNTS RECEIVABLE	6,018.94
INTEREST RECEIVABLE	110,691.14
PREPAID EXPENSE	91,185.58
TAXES RECEIVABLE	9,917,002.12
Other Assets	<u>10,124,897.78</u>

## Total Assets

28,177,587.64

## \*\*\* Liabilities \*\*\*

## Account Type: Accounts Payable

ACCOUNTS PAYABLE	453,331.17
ACCRUED SALARIES PAYABLE	5,686.72
Accounts Payable	<u>459,017.89</u>

## Account Type: Liabilities

DEFERRED REVENUE	9,926,476.79
Liabilities-ST	<u>9,926,476.79</u>

## Total Liabilities

10,385,494.68

## \*\*\* Fund Equity \*\*\*

## Account Type: Unassigned

FUND BALANCE AUTOMATION	1,000,000.00
FUND BALANCE CAPITAL PROJECTS	1,593,776.40
FUND BALANCE CONTINGENCY	5,342,849.10
FUND BALANCE DONATIONS RESTRICTED	564,191.29
FUND BALANCE DONATIONS UNRESTRICTED	460,478.21
FUND BALANCE OPERATIONS	965,550.00
FUND BALANCE PENSION RESERVE	1,560,000.00
FUND BALANCE UNDESIGNATED	2,531,307.82
Unassigned	<u>14,018,152.82</u>

## Total Fund Equity

14,018,152.82

Total Fund 101 GENERAL FUND:	
TOTAL ASSETS	<u>28,177,587.64</u>
BEG. FUND BALANCE - 2025	14,018,152.82
+ NET OF REVENUES/EXPENDITURES - 2025	37,638.00
+ NET OF REVENUES & EXPENDITURES	0.00
= ENDING FUND BALANCE	14,055,790.82
+ LIABILITIES	<u>10,385,494.68</u>
= TOTAL LIABILITIES AND FUND BALANCE	24,441,285.50
OUT OF BALANCE	3,736,302.14

## BOARD FS FOR CAPITAL AREA DISTRICT LIBRARIES

Balance As of 01/31/2026

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

GL Number	Description	Activity For 01/31/2026	YTD Balance 01/31/2026	2026 Amended Budget	% Bdgt Used
<b>Fund: 101 GENERAL FUND</b>					
<b>Account Category: Revenues</b>					
MILLAGE INCOME					
402	Property Tax Revenue	5,243,197.88	5,243,197.88	15,102,200.00	34.72
404	Renaissance Zone Reimbursement			20,000.00	0.00
437	Industrial Facilities Tax			38,000.00	0.00
	MILLAGE INCOME	5,243,197.88	5,243,197.88	15,160,200.00	34.59
PENAL FINES					
658	Penal Fines Ingham County			200,000.00	0.00
659	Penal Fines Eaton County			8,000.00	0.00
	PENAL FINES	0.00	0.00	208,000.00	0.00
STATE AID					
410	PPT Reimbursement			150,000.00	0.00
553	State Aid Direct			135,000.00	0.00
554	State Aid Indirect			135,000.00	0.00
	STATE AID	0.00	0.00	420,000.00	0.00
LIBRARY FEES					
630	Printing Revenue	4,580.75	4,580.75	43,550.00	10.52
631	Non Resident Fees	2,976.00	2,976.00	20,000.00	14.88
	LIBRARY FEES	7,556.75	7,556.75	63,550.00	11.89
DONATIONS					
674	Donation Income-Friends/Restricted	2,307.98	2,307.98	19,000.00	12.15
677	Donation Income-Unrestricted	10,778.23	10,778.23	13,400.00	80.43
	DONATIONS	13,086.21	13,086.21	32,400.00	40.39
GRANTS					
540	Grants	7,500.00	7,500.00	15,000.00	50.00
	GRANTS	7,500.00	7,500.00	15,000.00	50.00
OTHER INCOME					
632	Lost and Paid Books	3,617.28	3,617.28	30,000.00	12.06
665	Interest Income	34,350.65	34,350.65	400,000.00	8.59
667	RENT INCOME	9,397.34	9,397.34	56,000.00	16.78
673	Sale of Fixed Assets	100.00	100.00	3,000.00	3.33
675	Misc Income	1,005.00	1,005.00	9,000.00	11.17
682	Insurance Claim Income			1,000.00	0.00
	OTHER INCOME	48,470.27	48,470.27	499,000.00	9.71
DUE FROM FUND BALANCES					
966	Due from Pension Reserve			360,000.00	0.00
	DUE FROM FUND BALANCES	0.00	0.00	360,000.00	0.00
	Revenues	5,319,811.11	5,319,811.11	16,758,150.00	31.74
<b>Account Category: Expenditures</b>					
SALARIES AND BENEFITS					
702	Salaries	483,312.44	483,312.44	7,610,000.00	6.35
714	Unemployment Insurance			3,000.00	0.00
715	FICA EMPLOYER SHARE	36,028.55	36,028.55	570,000.00	6.32
716	HEALTH INSURANCE	104,507.04	104,507.04	882,000.00	11.85
717	Life & Disability Insurance	404.26	404.26	6,000.00	6.74
718	Retirement	77,089.20	77,089.20	995,000.00	7.75
719	Prescription Expense	31,597.04	31,597.04	300,000.00	10.53
720	DENTAL INSURANCE	2,764.95	2,764.95	55,000.00	5.03
721	VISION INSURANCE	924.95	924.95	12,000.00	7.71
722	Workers Comp Insurance	16,830.50	16,830.50	41,700.00	40.36
724	Parking Main Library	9,049.00	9,049.00	54,500.00	16.60
	SALARIES AND BENEFITS	762,507.93	762,507.93	10,529,200.00	7.24
MATERIALS					
727	Books	70,073.76	70,073.76	1,109,000.00	6.32
728	Periodicals	34,877.43	34,877.43	43,050.00	81.02
729	DVD	22,706.12	22,706.12	222,000.00	10.23
730	Library of Things			54,500.00	0.00
731	Audiobooks	52,505.76	52,505.76	688,500.00	7.63
732	Music	2,777.79	2,777.79	34,500.00	8.05
733	Databases	82,421.63	82,421.63	110,000.00	74.93
734	Subscription Services	62,160.50	62,160.50	75,250.00	82.61
735	Processing Supplies	6,202.26	6,202.26	29,750.00	20.85
736	Processing Fees	5,029.57	5,029.57	89,000.00	5.65

## BOARD FS FOR CAPITAL AREA DISTRICT LIBRARIES

Balance As of 01/31/2026

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

GL Number	Description	Activity For 01/31/2026	YTD Balance 01/31/2026	2026 Amended Budget	% Bdg Used
<b>Fund: 101 GENERAL FUND</b>					
<b>Account Category: Expenditures</b>					
<b>MATERIALS</b>					
868	Local History Collection			10,000.00	0.00
MATERIALS		338,754.82	338,754.82	2,465,550.00	13.74
<b>SUPPLIES</b>					
740	Office Supplies	6,631.95	6,631.95	85,000.00	7.80
741	Postage Expense	134.66	134.66	6,000.00	2.24
776	Janitorial Supplies	1,174.42	1,174.42	19,900.00	5.90
862	Gas-Delivery Vehicles	1,558.53	1,558.53	20,000.00	7.79
SUPPLIES		9,499.56	9,499.56	130,900.00	7.26
<b>PROFESSIONAL SERVICES</b>					
820	Membership Fees	10,568.15	10,568.15	27,500.00	38.43
822	CONTRACTUAL SERVICES	1,236.00	1,236.00	0.00	100.00
823	Bank Fees & Services	2,157.03	2,157.03	18,000.00	11.98
825	Collection Agency Fees	430.90	430.90	6,000.00	7.18
826	Payroll & Print Service	7,649.77	7,649.77	50,000.00	15.30
827	Web Chat Service	895.00	895.00	11,000.00	8.14
828	Melcat Delivery Charges	24,755.62	24,755.62	52,000.00	47.61
829	Tutoring Services			3,000.00	0.00
831	Marketing	14,133.16	14,133.16	174,000.00	8.12
832	Programs	2,882.61	2,882.61	113,380.00	2.54
PROFESSIONAL SERVICES		64,708.24	64,708.24	454,880.00	14.23
<b>GOVERNANCE</b>					
805	Legal Services			40,000.00	0.00
806	Per Diem			10,000.00	0.00
807	Memberships - Board	5.83	5.83	1,250.00	0.47
808	Conferences - Board			7,000.00	0.00
809	Audit			28,000.00	0.00
GOVERNANCE		5.83	5.83	86,250.00	0.01
<b>STAFF DEVELOPMENT</b>					
810	Staff Training	2,742.22	2,742.22	58,250.00	4.71
811	Recruiting Expense			500.00	0.00
812	Hospitality			5,000.00	0.00
813	Employee Recognition			5,000.00	0.00
STAFF DEVELOPMENT		2,742.22	2,742.22	68,750.00	3.99
<b>MAINTENANCE AND UTILITIES</b>					
801	Custodial Services	13,501.80	13,501.80	244,580.00	5.52
802	SECURITY SERVICES	17,762.96	17,762.96	163,090.00	10.89
850	Telephone	1,759.53	1,759.53	22,410.00	7.85
864	Vehicle Maintenance - Delivery	1,323.30	1,323.30	10,000.00	13.23
922	Steam and Gas	6,272.14	6,272.14	116,500.00	5.38
923	Electricity	1,406.57	1,406.57	219,600.00	0.64
924	Water and Sewer	(441.93)	(441.93)	26,400.00	1.67
925	Trash	620.40	620.40	9,790.00	6.34
930	Building Maintenance	18,817.51	18,817.51	141,580.00	13.29
MAINTENANCE AND UTILITIES		61,022.28	61,022.28	953,950.00	6.40
<b>OTHER EXPENSE</b>					
861	Local Travel	696.86	696.86	20,000.00	3.48
955	Millage Income Refund	926.35	926.35	60,000.00	1.54
956	Property & Liability Insurance	46,210.00	46,210.00	75,000.00	61.61
957	Miscellaneous Expense	189.00	189.00	6,000.00	3.15
958	Sales/Use Tax			1,000.00	0.00
959	SPECIAL ASSESSMENT & PROPERTY TAX	15,411.28	15,411.28	4,000.00	385.28
960	Donation Expense Restricted	4,117.46	4,117.46	14,000.00	29.41
961	Donation Expense Unrestricted	151.96	151.96	7,500.00	2.03
OTHER EXPENSE		67,702.91	67,702.91	187,500.00	36.11
<b>TECHNOLOGY EXPENSES</b>					
878	Firewall Upgrade Project	4,813.44	4,813.44	0.00	100.00
895	Internet Access	2,147.40	2,147.40	17,690.00	12.14
896	Internet Access - Hotspots	12,514.66	12,514.66	56,640.00	22.10
898	Computer System Services	23,926.14	23,926.14	74,270.00	32.22
905	Computer Software	62,826.70	62,826.70	94,200.00	66.70
906	Computer Hardware	2,015.02	2,015.02	51,700.00	3.90
907	LIBRARY SYSTEMS SOFTWARE	155,370.58	155,370.58	170,650.00	91.05

## BOARD FS FOR CAPITAL AREA DISTRICT LIBRARIES

Balance As of 01/31/2026

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

GL Number	Description	Activity For 01/31/2026	YTD Balance 01/31/2026	2026 Amended Budget	% Bdgt Used
<b>Fund: 101 GENERAL FUND</b>					
<b>Account Category: Expenditures</b>					
TECHNOLOGY EXPENSES					
	TECHNOLOGY EXPENSES	263,613.94	263,613.94	465,150.00	56.67
CAPITAL OUTLAY					
873	Building Upgrades			25,000.00	0.00
917	SECURITY CAMERAS			24,020.00	0.00
967	Outreach Projects	4,066.04	4,066.04	70,500.00	5.77
980	Staff Furn & Equipment	1,385.20	1,385.20	26,500.00	5.23
982	BUILDINGS			200,000.00	0.00
987	GRANT EXPENSES	7,500.00	7,500.00	15,000.00	50.00
	CAPITAL OUTLAY	12,951.24	12,951.24	361,020.00	3.59
DEBT SERVICES					
929	SBITA/LEASE PRINCIPAL PAYMENTS			255,000.00	0.00
	DEBT SERVICES	0.00	0.00	255,000.00	0.00
DUE TO FUNDS					
969	DUE TO CAPITAL PROJECTS FUND			800,000.00	0.00
	DUE TO FUNDS	0.00	0.00	800,000.00	0.00
	Expenditures	1,583,508.97	1,583,508.97	16,758,150.00	9.45
Fund 101 - GENERAL FUND:					
	TOTAL REVENUES	5,319,811.11	5,319,811.11	16,758,150.00	31.74
	TOTAL EXPENDITURES	1,583,508.97	1,583,508.97	16,758,150.00	9.45
	NET OF REVENUES & EXPENDITURES:	3,736,302.14	3,736,302.14	0.00	

**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.

## **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**

- I.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.
- I.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.
- I.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 blurays;
  - 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.