

**CAPITAL AREA DISTRICT LIBRARIES
BOARD MEETING**

5:30 PM, WEDNESDAY, JUNE 17, 2026
LOCAL HISTORY CENTER
2175 UNIVERSITY PARK DRIVE, OKEMOS, MI 48864
517-367-6300

Mission Statement:

Empowering our diverse communities to learn, imagine and connect.

AGENDA

CALL TO ORDER

ROLL CALL

COMMUNICATIONS

APPROVAL OF AGENDA (action)

PUBLIC COMMENTS ON AGENDA ITEMS

CONSENT AGENDA (action)

- a. [Approval of Minutes May 27, 2026](#) (enc – action)
- b. [Disbursements for May 2026](#) (enc – action)

CHAIRPERSON'S COMMENTS

PRESENTATION

- a. Strategic Plan Update – Jenny Marr

NEW BUSINESS

General

- a. [SER 103a Unattended Children](#) (enc – action)
- b. [SER 103b Patron Use of Phones](#) (enc-action)
- c. [SER 103c Code of Conduct Guide](#) (enc-action)
- d. [SER 103d Code of Conduct Penalties](#) (enc – action)
- e. [SER 103e Conduct Appeal Process](#) (enc-action)
- f. Legislative Update
- g. Community Contacts

Finance

- a. [May 2026 Financial Report](#) (enc – action)

DIRECTOR'S REPORT

POLICIES – No Changes, for review only (enc)

- a. [GOV 201 Services, Facilities](#)
- b. [HUM 112 Inclement Weather Closing Policy](#)
- c. [HUM 305 Pandemic Response Plan](#)



- d. REL 102 New Library Facilities
- e. REL 201 Millage Support
- f. REL 202 Building Projects
- g. SER 107 Meeting Rooms Policy
- h. SER 204 Accessibility Policy

PUBLIC, STAFF, AND BOARD MEMBER COMMENTS

CLOSED SESSION

Closed Session to consider material exempt from disclosure pursuant to MCL 15.268(h) and MCL 15.243(1)(g)

ADJOURNMENT

**CAPITAL AREA DISTRICT LIBRARIES
BOARD MEETING
May 27, 2026**

Members Present: Brian Baer, Debora Bloomquist, Sandy Drake, Quinn O'Donnell, Ashley Smith, Julie Vandenboom

Members Absent: Mark Stewart

Staff Present: Katelyn Whiteman, Jenny Marr, Miriam Mattison, Victoria Meadows, Michael Moore, Sheryl Knox, Jolee Hamlin, Thais Rousseau

Others Present: David Klevorn

CALL TO ORDER

The Chairperson called the meeting to order at 5:30p.m.

ROLL CALL

Baer – Present
Bloomquist – Present
Drake – Present
O'Donnell – Present
Smith – Present
Stewart – Absent with Notice
Vandenboom – Present

Brian Baer made a motion to excuse Sandy Drake from the May 20, 2026, Committee of the Whole Meeting and Mark Stewart from the May 27, 2026, Board Meeting. Ashley Smith seconded the motion. The motion carried.

COMMUNICATIONS

Executive Director Jenny Marr presented to the Board a Certificate from the Library of Michigan for the new Local History Center location. To be framed and displayed at the branch.

APPROVAL OF AGENDA

Ashley Smith made a motion to move Finance item(s) A to the Consent Agenda. Sandy Drake seconded the motion. The carried.

Sandy Drake made a motion to approve the agenda as amended. Debora Bloomquist seconded the motion. The motion carried.

PUBLIC COMMENTS ON AGENDA ITEMS

There were no public comments on agenda items.

CONSENT AGENDA

Ashley Smith made a motion to approve the consent agenda. Sandy Drake seconded the motion. The motion carried.

- a. Approval of Minutes April 22, 2026
This item was approved by consent.

- b. Disbursements for April 2026
This item was approved by consent.

CHAIRPERSON'S COMMENTS

Quinn O'Donnell expressed her excitement for her new role as Chairperson and told Board members as well as Staff to reach out if they have any questions.

PRESENTATION

- a. Summer Reading Challenge – Jolee Hamlin, Victoria Meadows
- Victoria Meadows
 - Theme: Unearth a Story
 - Promoting the Story Seekers Passport challenge which encourages patrons to visit all 13 branches. Lots of great prizes for patrons as well as new sponsors like WLNS, support from WKAR, and sponsorship from MSUFCU
 - The marketing team is providing lots of information to the community regarding all aspects of the program.
 - Jolee Hamlin
 - Provided the Board with tote bags filled with all the Summer Reading Challenge prizes and other related items including:
 - Reading Logs (New streamlined version which makes processing easier for staff with a universal approach. Teen, adult, and children all in one), Rack Card, Story Seekers Passport, Dinosaur stress toy, CADL branded notebook with sticky notes.
 - The Grand Prize is a dinosaur experience at the Dow Gardens, which includes transportation and lunch for 4 people.
 - Provided an overview of Summer Reading as a whole, what the program is all about, big picture, this year the focus is getting people engaged, singing up and participating.
 - Summer Reading Challenge and the America 250 Program are running simultaneously
 - Operations Director Michael Moore commented on the branches and how they are preparing for Summer Reading. Doing such a great job on art and decorations, he encouraged board members to visit all the branches to see their hard work.
 - Ashley Smith thanked staff for all their work on this program and stated how excited she is to participate with her children.
 - Quinn O'Donnell stated how excited she was for the Story Seekers Passport idea.
- b. Millage Information – David Klevorn
- Restated how library staff cannot use public resources to promote the millage, presented factual information versus advocacy, and how rules vary for Board members.
 - No mass communications withing 60 days of voting, Executive Director Jenny Marr to do lots of media interviews in the next upcoming weeks.
 - Reminded board members not to claim mileage if they are attending events to promote millage.

NEW BUSINESS

General

a. Committee Appointments as Needed

Quinn O'Donnell presented the Committee Appointments as Needed.

Gave a brief overview of what was discussed on this topic at last week's Committee of the Whole Meeting. Brian Baer is interested in taking Quinn O'Donnell's place on Finance Committee and Julie Vandenboom stated she would be interested in taking Ashley Smith's place on the Committee but needs to check some things first. Mark Stewart, Brian Baer, and Ashley Smith are the current Committee members.

b. June, July, August Meeting Date Recommendations

ED Marr presented the June, July, and August Meeting Date Recommendations.

The Board discussed potential dates and conflicts as well as logistics for meetings being held at alternate locations.

Ashley Smith made a motion to approve the meeting dates as stated, June 17th at the Local History Center, July 22nd, and August 26th, locations to be determined for July and August dates. Brian Baer seconded the motion. Motion carried.

c. SER 301 Forest Parke Library

ED Marr presented SER 301 Forest Parke Library.

Provided an overview of what was discussed regarding this topic at last week's Committee of the Whole Meeting. Brian Baer asked a question about the section being removed.

Ashley Smith made a motion to approve the revisions to this policy. Julie Vandenboom seconded the motion. Motion carried.

d. SER 101 Materials Selection

ED Marr presented the SER 101 Material Selection.

She provided an overview of what was discussed regarding this topic at last week's Committee of the Whole Meeting.

Ashley Smith made a motion to approve the revisions to this policy. Brian Baer seconded the motion. Motion carried.

e. Motion to Update Policies with Local History Center

ED Marr presented Legal Counsel Lindsay Dangel's Motion to Update Policies with Local History Center.

This topic was discussed at last week's Committee of the Whole Meeting, regarding allowing edits to various other policies that might mention outdated references to the

Local History collection such as the Forest Parke Library. This motion would allow the staff to edit policies as they come up for this specific reason.

Brian Baer made a motion to approve the language as stated in the document Motion to Update Policies with Local History Center. Ashley Smith seconded the motion. Motion carried.

f. Legislative Update

- House quickly approved a package of bills that all have to do with property tax. It is currently in the Senate. MLA opposing and Michigan Municipal League also opposing.
- MLA Advocacy Day was April 18th; ED Marr spoke with various legislators.
- CADL hosted Senator Sam Singh at Williamston, and ED Marr gave him the budget request for increased State Aid for Libraries and comments regarding election date changes since she did not speak with him on MLA Advocacy Day.
- Julie Brixton came to the Local History Center for the Ribbon Cutting event.

g. Community Contacts

Sandy Drake attended Friends of the Library meetings at Leslie and Dansville. All the Friends groups are excited to get the “I Love My Library” signs.

All Board members attended the Local History Center Open House and Ribbon Cutting. Debora Bloomquist stated Quinn O’Donnell did a good job in her first Official outing as Board Chair.

Finance

a. April 2026 Financial Report

There were no changes to the April 2026 Financial Report that was presented at the May 20 Committee of the Whole Meeting.

This item was approved by consent.

b. MI Digitization Hub Development Proposal

ED Marr presented the MI Digitization Hub Development Proposal.

After discussing this topic further with the Library or Michigan ED Marr provided further information on the subject as well as answers to questions Board members asked at the previous meeting. This is not a finalized decision, still more information to be exchanged, but board members expressed their interest in pursuing this further.

Brian Baer motioned to approve CADL to express interest to the Library of Michigan in moving forward with this topic. Julie Vandenboom seconded the motion. Motion carried.

c. LSTA Improving Access to Information Grant

ED Marr presented the LSTA Improving Access to information Grant.

This grant would be used to digitize the Stebbins collection; there are no matching funds required.

Sandy Drake made a motion to approve the use of grant funds pending CADL is awarded the grant. Debora Bloomquist seconded the motion. Motion carried.

DIRECTOR'S REPORT

- Local History Center Open House and Ribbon Cutting event on May 19th around 80 people attended. Staff heard lots of positive feedback from the community.
- MLA Think Space, May 14th and 15th, ED Marr to share PowerPoint presentation with the Board, the theme was sustaining your team.
- May 17th ED Marr attended Williamston Theatre's Bad Books production. Crissie from the East Lansing Public Library and another person from MLA attended. They all did a Q and A about banned books.
- Annual Report visits, almost done with schedule, starting those in June, ED Marr to send this to Board members so they can sign up
- CADL is a part of a pilot program, Next Chapter Library Internship Program, to get high schoolers exposed to Libraries as a career path, kick off at Clinton Macomb Library, 9 weeks 15 hours a week paid internship.
- Summer hours, Stockbridge and Williamston are closed on Sundays throughout the Summer post Memorial Day
- CADL is developing an AI policy. We're doing a pilot program in the fall for AI for patrons to anonymously try out AI and could potentially use this as a teaching tool, safe way to experiment with AI without any hazards, staff to test first then potentially patrons.
- Kent District Library at the end of April was the victim of a ransomware attack. Do not have very many details of the situation. Bolstering security and sending reminders to staff to be careful. Management and IT staff will be doing an exercise to work out potential scenarios and responses.
- Media Interview for ED Marr: Morning Blend with Fox 47 tomorrow morning, talking to LSJ next week, on Friday doing a radio interview, other press releases to come.
- Buzz with Buzzita, new content videos CADL creates, putting these out through our various channels first one to come next week.
- Huge Shipment of I LOVE MY LIBRARY signs to LHC, sending these out to branches tomorrow.
- Summer Reading Kickoff events will be starting on June 5.
- Program guide for Summer to come out this week.

PUBLIC, STAFF, AND BOARD MEMBER COMMENTS

There were no comments from the public, staff, or Board members.

ADJOURNMENT

Ashley Smith made a motion to adjourn the meeting. Debora Bloomquist seconded the motion. The motion carried. The meeting adjourned at 6:26p.m.

CHECK REGISTER FOR CAPITAL AREA DISTRICT LIBRARIES
CHECK DATE 05/01/2026 - 05/31/2026

Check Date	Check	Vendor Name	Description	Amount
Bank MAIN MAIN CASH				
Check Type: EFT Transfer MAIN				
05/01/2026	4816(E)	ABRAHAM WASHINGTON LLC	5/2026 PARKING	4,520.00
05/01/2026	4817(E)	ACRISURE/44 NORTH	4/2026 BUNDLE FEE, 3/2026 SVGS, INT'L PH	26,212.27
05/01/2026	4818-20(E)	AMAZON	*See next page	2,186.12
05/01/2026	4821(E)	BOYNTON FIRE SAFETY SERVI	JOCKEY PUMP SERVICE CALL	160.00
05/01/2026	4822(E)	CENGAGE LEARNING INC/GALE	BOOKS	506.20
05/01/2026	4823-39(E)	INGRAM LIBRARY SERVICES	BOOKS	14,530.27
05/01/2026	4840(E)	LAGARDA SECURITY	SECURITY SVCS W/E 4/26/26	4,124.25
05/01/2026	4841(E)	MIDWEST TAPE	DVD,AUDIOBOOKS,MUSIC	3,566.98
05/01/2026	4842(E)	SAVAGE, ANITA	PLA CONF TRAVEL REIMBURSEMENT	282.15
05/01/2026	4843(E)	STAPLES ADVANTAGE	OFFICE SUPPLIES	783.81
05/01/2026	4844(E)	TASC	BENEFITS FUNDING	1,431.88
05/01/2026	4845(E)	TRANE U.S. INC	LHC INSPECT AND PRESSURE TESTING	1,552.50
05/07/2026	4846(E)	ACRISURE CYBER SERVICES, L	5.2026 TEAMS VOICE SUPPORT	399.00
05/07/2026	4847(E)	ACRISURE/44 NORTH	MEDICAL CLAIMS	4,197.66
05/07/2026	4848-50(E)	AMAZON	*See next page	1,466.92
05/07/2026	4851(E)	BOLING JANITORIAL SERVICE I	4.2026 JANITORIAL SVC	15,490.11
05/07/2026	4852(E)	DELTA NETWORK SERVICES LI	EXTREME IQ LICENSING FOR WIRED SWIT	8,900.10
05/07/2026	4853-69(E)	INGRAM LIBRARY SERVICES	BOOKS	14,154.15
05/07/2026	4870(E)	JENNIFER DEGROAT	MILEAGE/PARKING 2/5-4/23/26	133.22
05/07/2026	4871(E)	JULIE LAXTON	MILEAGE 4/8-4/30/26	283.26
05/07/2026	4872(E)	KANOPY INC	4.2026 PLAY CREDITS	2,974.15
05/07/2026	4873(E)	LAGARDA SECURITY	SECURITY SVCS W/E 5/3/26	3,991.01
05/07/2026	4874(E)	MCBRIDE, BRIDIE	MILEAGE 1/21-4/21/26	221.49
05/07/2026	4875(E)	MICHIGAN FLEET FUELING SOL	VEHICLE FUEL 4/16-4/30/26	1,252.33
05/07/2026	4876(E)	MIDWEST COMMUNICATIONS	4.2026 PEOPLE BASED DIGITAL CAMPAIGN	3,750.00
05/07/2026	4877(E)	MIDWEST TAPE	4.2026 DIGITAL CONTENT,AUDIOBOOKS,D	48,659.01
05/07/2026	4878(E)	PHARMACY DATA MANAGEMEN	4/16-4/30/26 PRESCRIPTION CLAIMS	7,125.54
05/07/2026	4879(E)	SAVAGE, ANITA	MILEAGE 3/3-4/9/26	40.53
05/07/2026	4880(E)	STAPLES ADVANTAGE	OFFICE SUPPLIES	1,794.00
05/07/2026	4881(E)	BOARD OF WATER & LIGHT	427 1FL 3/8-4/9/26	79.36
05/07/2026	4882(E)	BOARD OF WATER & LIGHT	123 3/9-4/6/26	10,711.41
05/07/2026	4883(E)	BOARD OF WATER & LIGHT	401 3/5-4/9/26	15,219.76
05/07/2026	4884(E)	BOARD OF WATER & LIGHT	3500 1/2 3/8-4/5/26	152.99
05/07/2026	4885(E)	BOARD OF WATER & LIGHT	3500 108 3/8-4/6/26	1,243.24
05/07/2026	4886(E)	CONSUMERS ENERGY	2175 130 3/10-4/9/26	131.49
05/07/2026	4887(E)	CONSUMERS ENERGY	2175 140 3/10-4/9/26	159.29
05/07/2026	4888(E)	CONSUMERS ENERGY	2175 150 3/10-4/9/26	298.11
05/07/2026	4889(E)	CONSUMERS ENERGY	2175 160 3/10-4/9/26	32.01
05/07/2026	4890(E)	CONSUMERS ENERGY	2175 170 3/10-4/9/26	87.28
05/07/2026	4891(E)	CONSUMERS ENERGY	2175 180 3/10-4/9/26	37.24
05/07/2026	4892(E)	CONSUMERS ENERGY	2175 120 3/12-4/13/26	325.03
05/07/2026	4893(E)	CONSUMERS ENERGY	201 3/13-4/14/26	517.44
05/07/2026	4894(E)	CONSUMERS ENERGY	4321 4 3/13-4/14/26	300.49
05/07/2026	4895(E)	CONSUMERS ENERGY	4321 1 3/13-4/14/26	217.88
05/07/2026	4896(E)	CONSUMERS ENERGY	4321 3 3/13-4/14/26	363.90
05/07/2026	4897(E)	CONSUMERS ENERGY	4321 2 3/10-4/14/26	643.99
05/07/2026	4898(E)	DELTA DENTAL PLAN OF MICH	5/2026 DENTAL PREMIUM	231.04
05/07/2026	4899(E)	EMPOWER RETIREMENT	4.2026 RETIREMENT CONTRIBUTIONS	1,837.57
05/07/2026	4900(E)	EMPOWER RETIREMENT	4.2026 RETIREMENT CONTRIBUTIONS	288.70
05/07/2026	4901(E)	EMPOWER RETIREMENT	4.2026 RETIREMENT CONTRIBUTIONS	963.40
05/07/2026	4902(E)	EMPOWER RETIREMENT	4.2026 RETIREMENT CONTRIBUTIONS	537.60
05/07/2026	4903(E)	EMPOWER RETIREMENT	4.2026 RETIREMENT CONTRIBUTIONS	17,274.34
05/07/2026	4904(E)	MERS	4.2026 RETIREMENT CONTRIBUIONS	97,201.58
05/07/2026	4905(E)	TASC	BENEFITS FUNDING	816.96
05/14/2026	4906(E)	ACRISURE CYBER SERVICES, L	5.2026 PHONE PLAN	1,221.00
05/14/2026	4907(E)	ACRISURE/44 NORTH	MEDICAL CLAIMS	2,317.81

05/14/2026	4908(E)	ANDERSON, LINDSAY	HALLMARK CARD FOR STAFF	2.99
05/14/2026	4909(E)	BS&A SOFTWARE, INC.	4.2026 CC FEES	301.85
05/14/2026	4910(E)	CAPITAL CITY FILM FESTIVAL	CCFF GENERAL ADMIN PASSES (6)	300.00
05/14/2026	4911(E)	CHARTER TOWNSHIP OF MERI	2175 3/2-3/30/26	55.58
05/14/2026	4912-26(E)	INGRAM LIBRARY SERVICES	BOOKS	12,438.61
05/14/2026	4927(E)	KATHERINE ZAYKO	MILEAGE 1/7-2/25/26	86.35
05/14/2026	4928(E)	LAGARDA SECURITY	SECURITY SVCS W/E 5/10/26	3,914.87
05/14/2026	4929(E)	MICHAEL MOORE	MILEAGE 4/7-5/7/26	423.40
05/14/2026	4930(E)	MIDWEST TAPE	DVD, MUSIC	1,800.77
05/14/2026	4931(E)	MISSION SQUARE	4.2026 RETIREMENT CONTRIBUTIONS	3,346.48
05/14/2026	4932(E)	SHERRI MCCONNELL	MILEAGE 1/14-2/5/26	21.00
05/14/2026	4933(E)	STAPLES ADVANTAGE	OFFICE SUPPLIES	461.21
05/14/2026	4934(E)	T-MOBILE	HOTSPOTS 3/21-4/20/26	2,036.21
05/14/2026	4935(E)	TASC	BENEFITS FUNDING	1,570.96
05/14/2026	4936(E)	UNIQUE	4.2026 CHAT SVC, PLACEMENTS	1,256.40
05/14/2026	4937(E)	CONSUMERS ENERGY	1379 3/17-4/16/26	192.28
05/14/2026	4938(E)	CONSUMERS ENERGY	145 3/17-4/16/26	982.47
05/14/2026	4939(E)	CONSUMERS ENERGY	427 3/14-4/14/26	21.00
05/14/2026	4940(E)	CONSUMERS ENERGY	401 3/13-4/14/26	23.78
05/14/2026	4941(E)	CONSUMERS ENERGY	126 3/18-4/19/26	606.87
05/14/2026	4942(E)	CONSUMERS ENERGY	3500 107b 3/17-4/15/26	146.57
05/14/2026	4943(E)	CONSUMERS ENERGY	3500 109b 3/17-4/15/26	95.41
05/14/2026	4944(E)	CONSUMERS ENERGY	3500 109a 3/17-4/15/26	158.65
05/14/2026	4945(E)	CONSUMERS ENERGY	2175 100 3/20-4/21/26	54.48
05/14/2026	4946(E)	CONSUMERS ENERGY	2175 HSE 3/20-4/21/26	146.43
05/22/2026	4947-51(E)	RAMP BUSINESS CORPORATIO	*See next page	23,116.88
05/21/2026	4952(E)	ACRISURE/44 NORTH	5.2026 BUNDLE FEE, INT'L RX CLAIMS	6,914.08
05/21/2026	4953-55(E)	AMAZON	*See next page	4,011.48
05/21/2026	4956(E)	CHARTER TOWNSHIP OF MERI	4321 12/29/25-3/17/26	435.80
05/21/2026	4957(E)	CONSUMERS ENERGY	115 3/20-4/21/26	125.18
05/21/2026	4958(E)	DELAU FIRE & SAFETY INC	2175 LHC FIRE SYSTEM FIRE CODE UPDAT	13,550.00
05/21/2026	4959(E)	DELHI CHARTER TOWNSHIP	2026 1ST QTR UTILITIES	4,449.07
05/21/2026	4960-80(E)	INGRAM LIBRARY SERVICES	BOOKS	14,205.83
05/21/2026	4981(E)	IVERSON, NINA	PROGRAM SUPPLIES,MILEAGE 4/20/26	90.55
05/21/2026	4982(E)	JAY HULL	MEIJER - POETS & COFFEE - FOOD	9.49
05/21/2026	4983(E)	LAGARDA SECURITY	SECURITY SVCS W/E 5/17/26	3,965.63
05/21/2026	4984(E)	MICHIGAN FLEET FUELING SOL	VEHICLE FUEL 5/1-5/15/26	1,251.08
05/21/2026	4985(E)	MIDWEST TAPE	MUSIC, DVD, AUDIOBOOKS	2,379.80
05/21/2026	4986(E)	MML WORKERS' COMPENSATI	W/C 7/1/26-7/1/27	30,220.00
05/21/2026	4987(E)	PHARMACY DATA MANAGEMEN	5/1-5/15/26 PRESCRIPTION CLAIMS	6,387.34
05/21/2026	4988(E)	STAPLES ADVANTAGE	OFFICE SUPPLIES	1,184.09
05/21/2026	4989(E)	SUSEELA EYAL	MILEAGE 3/12-4/15/26	53.87
05/21/2026	4990(E)	TASC	BENEFITS FUNDING	978.21
05/21/2026	4991(E)	VISION SERVICE PLAN	5/2026 VISION PREMIUM	910.72
05/21/2026	4992(E)	WRITEWISE, INC	RX STOP LOSS INSURANCE	1,017.78
05/28/2026	4993(E)	ABRAHAM WASHINGTON LLC	6/2026 PARKING	4,520.00
05/28/2026	4994(E)	ACRISURE/44 NORTH	MEDICAL CLAIMS	1,383.55
05/28/2026	4995(E)	AT&T	4 PHONE BOOKS 5/2026	24.00
05/28/2026	4996(E)	BLACKSTONE PUBLISHING INC	AUDIOBOOKS	380.50
05/28/2026	4997(E)	BLUE CROSS BLUE SHIELD OF	6/2026 HLTH INS PREMIUM	50,845.54
05/28/2026	4998(E)	CENGAGE LEARNING INC/GALE	BOOKS	1,057.13
05/28/2026	4999(E)	DELTA DENTAL PLAN OF MICH	4.2026 DENTAL CLAIMS	6,289.06
05/28/2026	5000(E)	GRANGER CONTAINER SERVIC	5.2026 TRASH SVC	715.58
05/28/2026	5001-13(E)	INGRAM LIBRARY SERVICES	BOOKS	12,562.00
05/28/2026	5014(E)	LAGARDA SECURITY	SECURITY SVCS W/E 5/24/26	3,077.33
05/28/2026	5015(E)	OVERDRIVE INC	CONTENT PURCHASE	30,000.00
05/28/2026	5016(E)	STAPLES ADVANTAGE	OFFICE SUPPLIES	3,104.96
05/28/2026	5017(E)	TASC	BENEFITS FUNDING	1,325.14
05/28/2026	5018(E)	ACRISURE/44 NORTH	MEDICAL CLAIMS	4,151.16

Total EFT Transfer:

593,037.27

Check Type: Paper Check MAIN

05/20/2026	57589	A & L LOCKSMITH, LLC	KEYS	483.50
05/20/2026	57590	AASLH	ANNUAL DUES 7/26-6/27	322.00
05/20/2026	57591	ALPINE CROSSING FAMILY FAF	ALPINE CROSSINGS AT ST/LE - SUMMER 2	360.00
05/20/2026	57592	AURELIUS TOWNSHIP	1/2026-3/2026 CLEANING/UTILITIES	3,785.89
05/20/2026	57593	BARNES & NOBLE	BOOKS	97.82
05/20/2026	57594	BLACKSTONE PUBLISHING INC	AUDIOBOOKS	347.93
05/20/2026	57595	BOOK FARM LLC	BIG BOOKS	118.76
05/20/2026	57596	BRIGHT STAR CHILDREN'S THE	BRIGHT STAR THEATER AT CADL - JUNE 2	1,645.00
05/20/2026	57597	CENTRAL BUSINESS SYSTEMS	PRINT COLLECTIONS/COPIES HO,SL, DTL	1,030.43
05/20/2026	57598	CENTRAL SECURITY ALARM IN	DL BURG MONITORING 5/1-8/1/2026	149.85
05/20/2026	57599	CHRISTOPHER LEMMON	TRAVEL FOR IUG CONFERENCE 4/16/2026	1,248.86
05/20/2026	57600	CITY OF LANSING, PARKS AND	UTILITIES 3/1-5/31/2026	685.00
05/20/2026	57601	CLINTON MACOMB PUBLIC LIB	33409008187415 ODD HOURS	9.95
05/20/2026	57602	COSTUME SPECIALISTS INC.	ELEPHANT AND PIGGIE COSTUMES	380.00
05/20/2026	57603	EILX	4.2026 ROTATOR ADS	176.00
05/20/2026	57604	ERIC A STANTON	MEIJER - FILM MOVEMENT - SNACKS	50.97
05/20/2026	57605	FISH WINDOW CLEANING	SL, DL SPRING WINDOW CLEANING	695.00
05/20/2026	57606	FRANKLIN, EMALÉE	MILEAGE 4/23-4/24/26	14.50
05/20/2026	57607	GRAND LEDGE AREA DISTRICT	AKAGAMI NO SHIRAYUKIHIME	9.99
05/20/2026	57608	HASLETT PUBLIC SCHOOLS	UTILITIES/CLEANING 4/2026-6/2026	8,818.62
05/20/2026	57609	HAYES, SARAH ANN	MEIJER - THIRD SPACE - REFRESHMENTS	27.22
05/20/2026	57610	HEIDI BUTLER	MILEAGE/PARKING 3/18-5/8/26	209.16
05/20/2026	57611	HOME DEPOT CREDIT SERVICE	PADLOCK,FOAM,TRIM LINE,PAVERS	165.68
05/20/2026	57612	IMPRESSION 5 SCIENCE CENT	IMPRESSION 5 LOT PASSES 2026	5,400.00
05/20/2026	57613	JACKSON COLLEGE	LOST BOOKS	47.94
05/20/2026	57614	JEFF WAWRZASZEK	READING MAGIC SHOW	475.00
05/20/2026	57615	LEE, HANA	MILEAGE 3/19-4/20/26	189.23
05/20/2026	57616	LIZABETH DESMET	TEACHER LIZ AT DL/SL JAN-MAY 2026	675.00
05/20/2026	57617	MARK BUZZITTA	MILEAGE 4/2-4/24/26	170.81
05/20/2026	57618	MASON ROTARY	QUARTERLY DUES-H GOUPIL JAN26-MAR2	259.00
05/20/2026	57619	MICHIGAN LIBRARY ASSOCIATI	2026 LEADERSHIP ACADEMY-CLARKE,SUS	2,890.00
05/20/2026	57620	MIDWEST COLLABORATIVE FO	HURON MDPN MEMBERSHIP 7/1/26-6/30/27	670.00
05/20/2026	57621	MONROE COUNTY LIBRARY SY	LOST BOOKS	40.99
05/20/2026	57622	MURPHY & SPAGNUOLO PC	4/2026 LEGAL SVCS	3,020.00
05/20/2026	57623	PETER WHITE PUBLIC LIBRARY	DOUBLE PLATINUM / ROSS, DIANA	29.95
05/20/2026	57624	R & D LANDSCAPE LLC	LHC LANDSCAPING SPRING CLEAN UP	4,682.78
05/20/2026	57625	RICOH USA INC	4.2026 B/W & COLOR COPIES 3RD FLR AD	94.95
05/20/2026	57626	ROTARY CLUB OF LANSING	ROTARY QTR DUES	325.00
05/20/2026	57627	SAI KRISHNAMURTHI	MILEAGE 4/13-4/27/26	17.54
05/20/2026	57628	SCHINDLER ELEVATOR CORPC	MAINT AGREEMENT, PARTS	3,375.08
05/20/2026	57629	SCOTT, ELLSWORTH	HISTORY PROGRAM	400.00
05/20/2026	57630	SUSAN BISSONNETTE	FOOD FOR PROGRAMS,MILEAGE	277.04
05/20/2026	57631	TALEWISE LLC	SCIENCE HEROES AT LE 6-17-26	425.00
05/20/2026	57632	UAW LOCAL 2256	4/2026 UNION DUES	3,494.50
05/20/2026	57633	VALKEMA, RIKKI	MILEAGE 4/24/26	7.25
05/20/2026	57634	VANWERT, NANCY	HYGGEE CLUB SUPPLIES	17.57
05/20/2026	57635	WILLIAMSTON AREA BEAUTIFIC	CONCERT-1/2 SPONSORSHIP-JUNE 11	250.00
05/20/2026	57636	WILX	4/2026 MORNING ROTATOR	800.00
05/20/2026	57637	WLAJ	2/2026, 4/2026 ADS	180.00
05/20/2026	57638	WLNS	4.2026 ADS	1,420.00

Total Paper Check:

50,466.76

MAIN TOTALS:

Total of 165 Disbursements:

643,504.03

CHECK REGISTER FOR CAPITAL AREA DISTRICT LIBRARIES

CHECK DATE 05/01/2026 - 05/31/2026

RAMP/AMAZON PAYMENTS

Check Date	Check	Vendor Name	Description	Amount
05/01/2026	4818-20(E)	AMAZON	100#4 9.5x14.5 Kraft Paper Bubble Padded En	113.31
			Freshnaps Restaurant & Institutional Table Cle	73.85
			DIYMAG Magnetic Hooks, 30lbs+ Magnet Hool	88.23
			Amazon Basics Hand Sanitizer, Original Scent,	62.04
			KOAMLY 3 inch Plant Nursery pots Number of	18.59
			Amazon Basics Disposable Plastic To-Go Cup:	3.87
			Tosnail 150 Pack Blank Wine Corks Straight C	142.98
			AmazingSpark 24 Pack Crown Coloring Crafts	136.45
			GUSTO [100 Count] Jumbo 6 Inch Wooden Mu	51.94
			Madagascar [Blu-ray]	136.55
			Sesame Street: Elmo's Music Magic	12.99
			Little Bellies Organic Apple & Cinnamon Puffs	22.32
			HACRAHO PET Washi Tape, 3 Rolls Wide Cle	13.29
			UPINS Dianosaur Stickers for Kids, 14 Differer	14.47
			Scotch Thermal Laminating Pouches, 200 Cou	23.99
			GHS Strings - 5-String Banjo Strings - Phospho	57.94
			BRAIDOL 2025 Upgraded Wireless HDMI Tran	67.99
			RACETOP 100 Pcs Kraft Shopping Bags 10x5.	24.99
			In Powder Blue	106.07
			The Hour of Magic (Geronimo Stilton and the K	16.99
			Freshnaps Restaurant & Institutional Table Cle	55.91
			HP 648A Magenta Toner Cartridge Works Co	296.04
			Oxford Blank Index Cards, 3" x 5", White, 100/l	23.20
			Containlol 15 Pieces Moveable Shelf Label Hol	31.90
			Deekin Rubber Ducks 2 Inch Animal Party Fav	129.89
			Cute Triceratops Dinosaur Rubber Stamp for S	78.67
			Amazon Basics Strong Adhesive Heavy-Duty C	11.11
			Hoosier Hill Farm Alum Granulated Pickle Pow	47.76
			Dum Dums Original Mix 400 ct. Bag - All-Time	28.95
			JOYIN Dinosaur Toys with Activity Play Mat & S	24.49
			DIYSELF 50 PCS Exacto Knife Blades, High C	5.98
			Apache 300 Pack Laminating Pouches 5 mil, H	32.83
			15Ft Long Extension Cord, Surge Protector Po	100.96
			Dixie To Go Paper Coffee Cups With Lids, 12 c	32.37
			PB2 Pure Peanut Butter Powder - [2 lb/32 oz J	18.49
			Amazon Basics 48-Pack AA Alkaline High-Perf	14.97
			YEEHAW 100 Sets - 2 oz Jello Shot Cups with	7.29
			AmazingSpark 24 Pack Crown Coloring Crafts	56.46
				2,186.12
05/07/2026	4848-50(E)	AMAZON	Eureka Dinosaur Take A Bite Out of A Good B	78.90
			Veil Volume 3: Graceful White	88.13
			Reli. Brown Paper Bags 500 Count Paper Lu	36.49
			Rubbermaid Commercial Products Wastebask	55.92
			Red Hound Auto Entry Door Holder Catch Coa	50.67
			Shuttle Art 14 Colors Washable Paint for Kids,	42.74
			400 Sheets Tissue Paper, 20 Colors 10" X 14"	9.99
			96 Piece Glow in Dark Mini Dinosaur Toy Set(2	107.75
			MyArTool 3 Way Corner Rounder Punch, 4mm	7.59
			Mandala Crafts Clear Plastic Lacing Cord - 2.5l	42.62

Badia Ground Sage, 12 oz - Earthy, Aromatic F	38.98
OVENTE Electric Kettle, 1.7L Fast Boiling Wat	17.99
ChildFun 24 PCS Party Favors for Kids,3D Ani	22.79
Jadaol Cat 6 Ethernet Cable 50 ft, 10Gbps Sup	39.60
Rosmonde Large Size 22"x28" Poster Boards,	74.37
Amazon Basics Facial Tissue, 2-Ply, 160 Tissu	50.43
IVANKY 8K Mini DisplayPort to DisplayPort 1.4	73.59
McCormick Culinary Caribbean Jerk Seasoning	16.27
NICECHEF 30PCS Large White Scallop Shells	47.46
Softsoap Liquid Hand Soap, Fresh Breeze - 7.5	29.46
RILIDRI 5-Inch Swivel Caster Wheels, 7/16-Inc	231.62
QLLY Adjustable Square Table Leg, 24-40 inch	63.49
SMART&CASUAL Brown Wrapping Paper Roll	15.98
EasyKeys CompX Timberline 100TA / 100T Re	55.43
KEY-BAK SECURIT Heavy Duty Retractable K	25.98
BROTHERS (CHINESE EDITION)	33.06
CWZY Pug Plush Toy 16" Hilarious Stuffed Ani	24.99
Blyhix 2026 New Dinosaur Skeleton Costume,	74.94
JOYIN 50PCS DINOSAUR STAMPS FOR KID:	9.34
PARTY SOLIDS PINK NAPKINS DISPOSABLE	14.74
Red Hound Auto Entry Door Holder Catch Coa	(14.39)
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	1,466.92

05/21/2026 4953-55(E) AMAZON

1InTheOffice File Folders, Plastic, Assorted Co	22.42
Tulip One-Step Tie-Dye Party Kit, Set of 123	62.73
Aowplc 100 Pcs Cute Dinosaur Stickers Pack	78.26
HTVRONT Heat Resistant Gloves for Sublimat	5.96
TANSTRIDER Collapsible Foldable Wagon, Fc	153.44
52 PCS Dinosaur Alphabet Learning Toys for T	451.23
60 Pcs Rhythm Sticks for Kids Bulk, Wood Mus	30.39
Fellowes Bankers Box 20-Pack R-Kive Heavy I	183.58
QLLY Adjustable Square Table Leg, 24-40 inch	126.98
The Missing Sister	73.85
Wmbzvh 31.5in Dinosaur Skeleton Plush Costu	146.16
LEGO Jurassic World Little Eatie T Rex Toy - I	174.82
12 Pack 4 oz Small Plastic Containers with Lid	9.59
100 Pack Small American Flags on Stick, 4x6 I	24.99
Maydahui 12 PCS Retractable Dinosaur Gel Pe	394.58
The Miseducation of Caroline Bingley: A Sapph	22.78
MixPeak 100-Pack 2.4 mm Ball Chain with Cor	52.72
30 Packs Bulk Backpack Dinosaur Animal Fidd	130.43
ZURU Smashers Dino Island Egg	25.94
Eagle Claw Lake & Stream Mono Line, Clear, 3	18.81
VICROIC 24 PCS Dinosaur Fossil Skeletons, A	44.62
Reli. Brown Paper Bags 500 Count Paper Lu	25.99
MY MIRONNEY Rectangle Self-Stick Furniture S	6.83
1 Gram (Pack of 24) Single Use Super Glue All	112.17
Chell Clear Contact Paper Roll for Books, 17.5	5.99
Waytiffer 9" Pie Pans (30pack) - Disposable Al	23.17
Amazon Basics Disinfecting Wipes, Lemon & F	154.07
Joyful Stories of Teaching and Learning: Recla	166.99
Mr. Pen- Open Jump Rings Set, 1014 pcs, Silv	23.02
Fun Express 2" x 6" Bulk 48 Pieces Glow-in-Th	128.72
Big Blue: Michigan's Dominant 2026 Champion	30.34
28 Weeks Later (Full Screen Version)	360.05

Fresh Products Super Sorb Instant Absorbent (194.42
Do A Dot Art! Markers 6-Pack Rainbow Washa	17.98
Heavy Duty Packing Tape Gun for 2" Width Ta	17.98
BCW Comic Dividers - 25 Pack Archival Polye	64.17
What is Your Dinosaur Name Game, Game Siç	41.27
770301 Key 5 Pack Paper Towel Dispenser Ke	94.40
SIGNAGE SUPPLIES - HO	317.23
JCBIZ 2PCS 16MM CYLINDER PLUNGER LO	(7.59)
	<hr/>
	4,011.48

05/22/2026	4947-51(E) RAMP BUSINESS C	WATER DELIVERY, 5/2026 RENTAL DA	37.25
		5/2026 WATER COOLER RENTAL DL	95.00
		WATER DELIVERY STK	17.00
		PLATFORM LADDER LHC	824.22
		SHIPPING FOR INGRAM RETURN	24.78
		20260320 MASON CANINE INSPECTION	465.00
		PEST CONTROL	74.00
		PEST CONTROL	68.00
		PEST CONTROL	89.00
		DINOSAUR MATERIALS	75.08
		145 2/13-3/16/26	87.76
		PROGRAM REGISTRATIONS	80.00
		SOCKETS	65.91
		TABLE FASTNERS	12.63
		OUTLET BOX, WALL PLATES, MOUSE TRAP	137.59
		ELECTRICAL SUPPLIES	105.46
		GAS CAN, RYOBI SUPPLIES	57.91
		HOOKS, WOOD SCREWS	13.64
		LAWN MOWER	468.00
		CORDMATE, WALL MOUONT SWITCH	38.58
		WASP SPRAY,LOCK	51.69
		RYOBI BATTERIES	296.10
		MOUSETRAPS, BRACE, GAP FILLER	27.24
		FIRE BLANKET	27.67
		FIRE BLANKET, WATERING HOSE	274.83
		BALL CAPS	3,412.25
		BOOKS	383.58
		BOOKS	423.42
		EXCHANGE RATE & TRANSACTION FEE FO	18.95
		3/2026 MAT SVC	566.09
		4/2026 MAT SERVICE	533.25
		DINOSAUR ITEMS	285.00
		LH CREATIVE CLOUD 4/22-5/21/26	34.99
		297-1000 - 2.25" PINBACK BUTTON SET	222.06
		ALA 2026 ANNUAL CONFERENCE	1,800.00
		2026 SRING RECORD SHREDDING	30.00
		FAX.PLUS ONLINE FAXING CREDIT	99.99
		WEB HOSTING 4/17-5/17/26	311.70
		WEB HOSTING 5/17-6/17/26	311.70
		MINECRAFT SERVER 5/6-6/5/26	29.94
		SRC PRIZES, LHC OPEN HOUSE	2,196.52
		1910 POSTCARD	14.00
		SUBSCRIPTION 5/2-6/2/26	59.90
		4.2026 CLOUD STORAGE	89.24
		TRAIN TICKET B MCBRIDE	101.00

TRAIN TICKET A BOURGEOIS	87.00
TRAIN TICKET E STANTON	87.00
FF PRIZE - APR 28, 2026	12.72
I LOVE MY LIBRARY STICKERS	969.82
I LOVE MY LIBRARY STICKERS	690.00
WORDPRESS BUSINESS 6/10/26 - 6/10/27	300.00
PAPER TOWEL, BATH TISSUE	355.85
PULL TOWEL	45.75
PULL TOWEL	45.75
BATH TISSUE, PAPER TOWEL, HAND SOAP	256.71
PAPER TOWEL, HAND SOAP	225.70
PULL TOWEL, BATH TISSUE	381.75
HAND SOAP	93.71
BATH TISSUE	143.00
HOTSPOT CASES MAY 2026	599.40
SUMMER READING RACK CARDS	792.45
ILML YARD SIGNS	3,145.21
BOOK	24.00
MLA THINKSPACE TRAVEL	235.15
PARKING	15.00
PARKING MWIF TRAINING	24.00
20260504 MENARDS SHED LHC	325.40
LHC BLINDS AND TAPE	42.03
2 MIRRORS AND TP	130.93
4/2026 RAMP CASHBACK	(308.74)
CREDIT SOCKET	(26.97)
CREDIT OUTLET BOX	(12.94)
SALES TAX CREDIT	(0.72)
	<hr/>
	23,116.88

1 **CAPITAL AREA DISTRICT LIBRARIES**
2 **SER 103a UNATTENDED CHILDREN**
3 **AUGUST 16, 2023 – June 17, 2026**
4

5 Capital Area District Libraries endeavors to provide a welcoming environment for
6 patrons of all ages. ~~In order to share this environment with each other,~~ All library
7 patrons, INCLUDING CHILDREN, ~~need to~~ MUST follow the Library Code of Conduct
8 established by the Library Board of Trustees and posted in each library building and on
9 the Library web site, www.cadl.org.

10
11 Capital Area District Libraries PROVIDES RESOURCES AND MATERIALS FOR
12 YOUTH AND ENCOURAGES ~~wants~~ children to use its facilities and services. Young
13 children in the library should always be accompanied by a parent/guardian or ~~assigned~~
14 caregiver. ~~Parents should be advised that~~ The library is a public place and unattended
15 children are POTENTIALLY vulnerable.

16
17 ~~The safety of children left alone in a library building is a serious concern of the library~~
18 ~~staff.~~ The responsibility for the safety and behavior of children in the library rests SOLELY
19 with the parent/caregiver. Library employees ARE NOT ~~cannot be~~ responsible for
20 children who are unattended. ~~or demonstrating inappropriate behavior.~~

21
22 The following guidelines will be followed concerning the care and behavior of young
23 library users:
24

25 Children aged EIGHT ~~seven~~ or younger must have a parent/caregiver in the immediate
26 vicinity of and in visual contact with the child. The ~~assigned~~ caregiver must be a- ABLE
27 AND WILLING TO BE responsible FOR THE CHILD, THEY MUST BE ~~person~~, at least
28 THIRTEEN ~~twelve~~ years old, and must carry emergency contact information Of a
29 minor. An exception MAY ~~would~~ be children attending a library program without a
30 parent/caregiver in the room. The parent/caregiver is expected to remain in the library
31 building and immediately TO join the child at the end of the program.

32
33 If a child ~~in this age group~~ violates the Library Code of Conduct, the child and the
34 parent/caregiver will be informed of the policy. If misuse persists, the family may be
35 asked to leave the library.
36

37 If a child in this age group is found unattended, library staff will attempt to locate the
38 parent/caregiver in the library and inform ~~him/her~~ THEM of the policy. If the
39 parent/caregiver cannot be found, or if the child is left unattended again, the police
40 WILL ~~may~~ be called for assistance.

41
42 Children aged ~~eight~~ NINE and older may use the library on their own. However,
43 parents are still responsible for the actions and the well-being of their child(ren).
44 ~~Unattended children are welcome to use the library.~~ If they are disruptive OR
45 VIOLATE THE CODE OF CONDUCT, ~~to patrons or staff,~~ they may be asked to leave.
46

47 ~~If a~~ A child in this age group ~~is not able to~~ CANNOT leave the library without an adult
48 ~~due to~~ IF inclement weather IS INCLLEMENT, IF it IS being after dark, or IF other
49 extenuating circumstances EXISTS. IN THESE CASES, a staff member will call the child's
50 parent/legal guardian or emergency contact. If ~~they~~ THE PARENT/LEGAL GUARDIAN
51 cannot be reached, the police may be called for assistance. All children should have the
52 telephone number of someone who can assist them in an emergency.

53

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

56

57 Closing Time: Youth aged 15 and under who do not have transportation home at
58 closing time will be asked for telephone numbers of people who can pick them up at the
59 library. If transportation is not available within 15 minutes of closing, the police may be
60 called for assistance. A minimum of two staff members must stay with the youth if it is
61 after closing. STAFF ARE NOT PERMITTED TO PROVIDE TRANSPORTATION OF A
62 CHILD HOME.

63

64 Penalties: Patrons who do not adhere to this policy will be asked to leave the library.
65 Repeat offenders may be denied access to the library for longer periods of time. See
66 Library Code of Conduct (SER 103).

POLICY TO BE STRUCK IN ITS ENTIRETY

**~~CAPITAL AREA DISTRICT LIBRARIES~~
~~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.)

POLICY TO BE STRUCK IN ITS ENTIRETY

CAPITAL AREA DISTRICT LIBRARIES

SER 103c CODE OF CONDUCT

SUSPENSION GUIDELINES

AUGUST 16, 2023

GUIDELINES

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

Patrons who repeatedly do not follow 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 103 Code of Conduct and SER 103d Code of Conduct Penalties)

PROCEDURES

1. General

- All Library staff members need to wear their ID badge when working with the public. 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. The person in charge of the area may seek assistance from security when 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 and ask individuals to refrain from prohibited behavior. If appropriate, give the patron a copy of the Code of Conduct.
- If the individual(s) persist in prohibited behavior, proceed to suspensions below.

3. Suspensions For repetitive 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), if needed.
- 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 when a photograph is needed for security or identification purposes. Photos from surveillance cameras may also be used for security or identification purposes.)

- Security cameras have been installed in some libraries. 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 may summon a police officer and report the incident to appropriate authorities.

4. Reporting

- Staff members need to give a detailed report of the incident, including a photograph if available, to the Branch Library Head.
- The Library Head will create the Security Incident Report Form, and will verify and approve the suspension period. If the suspension period is one month or longer, the Executive Director or their designee will send communication to the patron explaining the ban terms. 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.
- For serious incidents involving arrest or injury, a copy of the Security Incident Report Form must be created immediately and given to the Executive Director or their designee. This information is needed in order to respond appropriately to staff and public concerns. All staff members involved will write a detailed account of the incident for inclusion in the report.
- Library Heads may maintain a local file of branch-related incident reports. (Photographs may also be available in a work area that is limited to staff only.)

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 and information may be needed. 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 the integrated library system.

6. Law Enforcement

- Call the police when needed. Be prepared with a thorough description of the incident, subject(s) involved, and location of the offender when police arrive. Library staff should not provide any information obtained through library records, in accordance with the Michigan Library Privacy Act (MCL 397.601 et seq). Requests for library records should be directed to the Executive Director.
- 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

- ~~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 record and their library card will be invalidated for that time period.~~
- ~~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 criminal offenders. Staff members are authorized to meet with police or testify on work time as needed.~~

1 **CAPITAL AREA DISTRICT LIBRARIES**
2 **SER 103d CODE OF CONDUCT**
3 **PENALTIES**

4 AUGUST 16, 2023-JUNE 17, 2026
5

6 THE CAPITAL AREA DISTRICT LIBRARIES' CODE OF CONDUCT EXISTS TO
7 ENSURE THAT LIBRARY FACILITIES REMAIN SAFE, CLEAN, AND ACCESSIBLE,
8 AND THAT ALL PATRONS ARE ABLE TO USE LIBRARY RESOURCES WITHOUT
9 UNREASONABLE INTERFERENCE. THESE RULES ARE INTENDED TO REGULATE
10 BEHAVIOR THAT DISRUPTS LIBRARY OPERATIONS, THREATENS THE SAFETY OR
11 PROPERTY OF THE LIBRARY OR OTHERS, OR OTHERWISE PREVENTS
12 EQUITABLE ACCESS TO LIBRARY SERVICES. PATRONS WHO VIOLATE THESE
13 RULES MAY BE ASKED BY STAFF TO STOP THE BEHAVIOR, LEAVE FOR THE DAY,
14 OR BE SUBJECT TO LONGER-TERM RESTRICTIONS AS OUTLINED BELOW.

15 ~~Any person who does not adhere to Capital Area District Libraries' Code of Conduct~~
16 ~~(SER 103) may be denied access to the library and to library services by the Branch~~
17 ~~Head or designee upon notice for a period commensurate with the infraction. ANY~~
18 PERSON WHO DOES NOT ADHERE TO CAPITAL AREA DISTRICT LIBRARIES'
19 CODE OF CONDUCT (SER 103) MAY BE DENIED ACCESS TO THE LIBRARY AND
20 TO LIBRARY SERVICES BY THE EXECUTIVE DIRECTOR OR THE ASSISTANT
21 DIRECTOR OR DESIGNEE UPON NOTICE FOR A PERIOD COMMENSURATE
22 WITH THE INFRACTION. ~~Below are the suggested range of penalties to be considered~~
23 ~~by library staff; the actual penalty imposed for a violation shall be determined by library~~
24 ~~staff based on the individual circumstances of the violation.~~
25

26 THE EXECUTIVE DIRECTOR OR THE ASSISTANT DIRECTOR WILL DETERMINE IN
27 THEIR DISCRETION THE APPROPRIATE BAN ON A CASE-BY-CASE BASIS. IN
28 MAKING THIS DETERMINATION, THE EXECUTIVE DIRECTOR OR THE
29 ASSISTANT DIRECTOR MUST CONSIDER, BUT IS NOT REQUIRED TO GIVE
30 EQUAL WEIGHT TO, EACH OF THE FOLLOWING:

- 31 - THE ACTUAL BEHAVIOR OF THE PATRON,
- 32 - WHETHER THERE IS ANY DISPUTE THAT THE CONDUCT ACTUALLY
33 OCCURRED,
- 34 - THE PATRON'S EXPLANATION FOR THE BEHAVIOR (IF ONE IS
35 PROVIDED),
- 36 - WHETHER THIS IS A FIRST INSTANCE OF IMPROPER BEHAVIOR,
- 37 - WHETHER THERE HAVE BEEN PRIOR ATTEMPTS TO RESOLVE THE ISSUE
38 WITH THE PATRON,
- 39 - THE TYPE AND SEVERITY OF THE BEHAVIOR,
- 40 - THE NATURE, DURATION, AND SEVERITY OF THE RISK TO OTHERS,
- 41 - THE NATURE OF THE THREAT,
- 42 - WHETHER THE POLICE WERE INVOLVED,
- 43 - WHETHER THERE WERE ANY INJURIES OR THERE WAS A PROBABILITY
44 THAT POTENTIAL INJURY WOULD OCCUR,
- 45 - PRIOR BANS FOR THE SAME OR DIFFERENT OFFENSES,
- 46 - WHETHER THE INDIVIDUAL HAS A KNOWN MEDICALLY DOCUMENTED
47 DISABILITY THAT ATTRIBUTED TO THE BEHAVIOR, AND
- 48 - ANY OTHER FACTOR RELEVANT ABOUT THE SITUATION.

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AFTER CONSIDERING THE ABOVE FACTORS, THE EXECUTIVE DIRECTOR OR THE ASSISTANT DIRECTOR WILL DETERMINE WHETHER IT IS APPROPRIATE TO PROVIDE A WRITTEN WARNING TO THE PATRON OR TO PROCEED WITH A BAN FROM USING THE LIBRARY, AND IF SO, THE DURATION OF SUCH BAN. WARNINGS OR BANS ARE NOT TO BE USED AS PUNISHMENT FOR CONDUCT, BUT RATHER MUST BE USED ONLY WHEN APPROPRIATE TO ENSURE THE SAFETY OF OR LIBRARY ACCESS FOR OTHER PATRONS AND THE ORDERLY OPERATION OF LIBRARY SERVICES. THE EXECUTIVE DIRECTOR OR THE ASSISTANT DIRECTOR MUST ENSURE THAT ADEQUATE DOCUMENTATION IS IN A FILE TO SUPPORT THE DECISION THAT A CAUSE FOR SUSPENSION HAS BEEN IDENTIFIED AND CAREFULLY INVESTIGATED, AND THAT ACTION IS WARRANTED.

THE FOLLOWING MAY BE USED AS GUIDANCE FOR COMMON BEHAVIORS:

I. One Day - Up to One Month

- Fail to follow the Computer Use Policy (SER 105A) including but not limited to using a library card that is not their own to reserve or use a CADL computer.
- Use tobacco, tobacco products, MARIJUANA and/or other burnable products, INCLUDING ELECTRONIC CIGARETTES AND VAPE PENS. ~~as described under no. 1 in the Code of Conduct (SER 103).~~
- Consume EAT food ~~except in connection with events sponsored through the Library or in approved locations~~ OUTSIDE OF DESIGNATED SPACES OR TIMES. Covered beverages may be consumed in designated areas.
- Sleep ~~for extended periods of time.~~
- ~~Interfere with library patrons' or staff's use of the facilities by jeopardizing their health and cleanliness because of~~ EXPOSE OTHERS TO PESTS (SUCH AS fleas, lice, OR bed bugs), OR TO BLOOD, FECES, OR OTHER BIOHAZARDS, Urine or feces on themselves or their belongings. ~~Emission of strong odors must not interfere with others' use of the library.~~ BRINGING BED BUGS OR OTHER PESTS INTO LIBRARY FACILITIES THROUGH RETURNED ITEMS OR ON CLOTHING OR POSSESSIONS MAY RESULT IN A REQUEST FOR PROOF OF TREATMENT BEFORE ADMITTANCE TO LIBRARY FACILITIES IS GRANTED.
- BE IN LIBRARY WITHOUT ~~Adequate clothing coverage for hygiene and safety purposes is required, including shoes, SHIRT, or PANTS/SKIRT/SKORTS. another footwear.~~
- LITTER TRASH OUTSIDE OF RECEPTABLES.
- PUT FEET ON TABLE OR CHAIRS.
- ~~Bringing bed bugs or other pests into library facilities through returned items or on clothing or possessions may result in a request for proof of treatment before admittance to library facilities is granted.~~
- Use BIKES, ~~roller blades, roller skates, skateboards,~~ scooters, ROLLER SKATES, ETC. ON LIBRARY PROPERTY OR BRINGING BICYCLES, SCOOTERS OR LARGE CARTS ~~or other wheeled devices~~ INSIDE THE in the library ~~or on library property.~~
- Solicit or ~~panhandle~~ BEG FROM STAFF OR OTHER library patrons ~~in the library or on library property.~~

- 98 ▪ ~~Bring animals into the library except service dogs or animals.~~
- 99
- 100 2. One Week - Up to Three Months
- 101 ▪ ~~Fail to follow IGNORE library procedures when instructed to do so by library~~
- 102 OR REASONABLE staff INSTRUCTIONS.
- 103 ▪ ~~Unreasonable Use of restroom facilities~~ BATHROOMS FOR UNINTENDED
- 104 PURPOSES SUCH AS ~~including but not limited to smoking, bathing, OR shaving,~~
- 105 laundrying clothes, ~~clogging plumbing or looking into an area designed to provide~~
- 106 privacy to a person using the area.
- 107 ▪ BRING ANIMALS INTO THE BUILDING (OTHER THAN SERVICE ANIMALS
- 108 AS DEFINED BY STATE OR FEDERAL ADA).
- 109 ▪ ~~Disturb others~~ ENGAGING IN BEHAVIOR WHICH IS OTHERWISE
- 110 REASONABLY EXPECTED TO DISTRUB OTHERS INCLUDING, BUT NOT
- 111 LIMITED TO: ~~by behaving in a rowdy manner; staring at or following another~~
- 112 person ~~around the building; playing or using audio~~ AN AUDIBLE DEVICE ~~or~~
- 113 ~~other electronic equipment so that others can hear it; singing or talking loudly~~
- 114 MAKING LOUD NOISES OR SCREAMING/YELLING; using OBSCENE, profane
- 115 or abusive language OR GESTURES; DISTURBING OTHERS BY RUNNING,
- 116 JUMPING, THROWING ITEMS, ETC.; DISPLAYING MATERIALS OR MAKING
- 117 VERBAL COMMENTS OR GESTURES THAT MIGHT REASONABLY BE
- 118 EXPECTED TO INTIMIDATE OR HARRASS OTHERS. ~~or behaving in any way~~
- 119 ~~that is intimidating, hostile, offensive, physical or verbally abusive, or that~~
- 120 ~~adversely impacts a person's use of the Library or the work of library~~
- 121
- 122 ▪ IMPEDING STAFF FROM PERFORMING THEIR DUTIES
- 123
- 124 ▪ LEAVING PERSONAL PROPERTY UNATTENDED.
- 125
- 126
- 127 3. Up to One Year
- 128 ▪ Use library computers OR OTHER DEVICES IN ANY MANNER NOT
- 129 ALLOWED UNDER ~~for unacceptable uses as listed in paragraph 17 of CADL'S~~
- 130 SER 105A Computer Use Policy. This includes displaying obscene materials or
- 131 sexual content that might be harmful to minors. See SER 105A Computer Use
- 132 Policy for definitions.
- 133 ▪ PERSISTENTLY FOLLOW, WATCH OR OTHERWISE ENGAGE ANOTHER
- 134 PERSON AFTER BEING ASKED TO STOP.
- 135 ▪ BLOCK ENTRANCES, EXITS, AISLES, OR ACCESS TO LIBRARY RESOURCES
- 136 ▪ ~~Possess, consume or be under the influence of any intoxicant or any~~ BE
- 137 NOTICEABLY INTOXICATED OR IN POSSESION OF INTOXICANTS OR
- 138 controlled substanceS ~~(except as may be authorized by prescription).~~
- 139 ▪ ~~Vomit due to inebriation.~~ MANAGE THEIR BODY IN A WAY WHICH MAY
- 140 PUT THEMSELVES OR OTHER PEOPLE AT RISK OF HARM OR INFECTIOUS
- 141 DISEASE.
- 142 ▪ ENGAGE IN PUBLIC NUDITY, EXCEPT FOR PERSONS WHO ARE
- 143 BREASTFEEDING.
- 144 ▪ Enter DESIGNATED "staff only" areaS ~~or enter~~ or remain in the library after
- 145 closing hours OR DURING EVACUATION ORDERS.

- 146 ▪ CIRCULATING PETITIONS, DISTRIBUTING LITERATURE OR LEAFLETS OR
147 MAKING APPEALS TO THE PUBLIC ON LIBRARY PROPERTY WITHOUT
148 FIRST OBTAINING PERMISSION FROM STAFF.
149 ▪ LEAVING CHILDREN UNATTENDED IN AN INAPPROPRIATE MANNER
150 (SEE SER 103A UNATTENDED CHILDREN).
151

152 4. Up to Five Years

- 153 ▪ Threaten, HARASS, INTIMIDATE or menace library patrons or staff members.
154 Police will be notified.
155 ▪ TAKE OR REMOVE THE PROPERTY OF CADL OR OTHERS WITHOUT
156 PERMISSION.
157 ▪ Deface, ~~mar~~ MARK ON, ~~or~~ destroy, OR OTHERWISE MUTILATE library
158 ~~property or materials or property owned by others.~~ Police will be notified.
159 ▪ ~~Indecent exposure.~~ ENGAGE IN SEXUAL ACTS. Police will be notified.
160 ▪ Refuse or fail to leave the library facilities after having been requested to do so
161 for violating Rules of Conduct. Police will be notified.
162 ▪ Intentionally EXPOSE OTHERS TO BLOOD, FECES OR OTHER
163 BIOHAZARDS. ~~soil library property or the property of others by urinating or~~
164 ~~defecating.~~
165 ▪ ~~Remove or attempt to remove materials from the library without checking them~~
166 ~~out according to standard library procedures. Unauthorized removal of CADL~~
167 ~~property or failure to return CADL property constitutes larceny and may result~~
168 ~~in criminal charges.~~
169

170 5. Up to Ten Years

- 171 ▪ Use library computers OR OTHER DEVICES to display child pornography. See
172 SER105A Computer Use Policy for definitions.
173 ▪ ~~Touch library patrons or staff members in an aggressive or inappropriate~~
174 ~~manner.~~ ASSAULT OR PHYSICALLY FIGHT ANYONE; TOUCHING LIBRARY
175 PATRONS OR STAFF MEMBERS WITHOUT CONSENT. Police will be notified.
176 ▪ Violate any city ordinance, state or federal law (i.e. fighting, sexually abusive,
177 vandalizing, INTERFERING WITH FIRE ALARMS, threatening, etc.). Police will
178 be notified.
179 ▪ CARRY OR BRANDISH WEAPONS ON LIBRARY PROPERTY (UNLESS
180 OTHERWISE ALLOWED BY LAW).
181

182 6. Extension of Original Ban

- 183 ▪ Returning to the library while a suspension is still in effect may result in up to
184 one year added to original suspension.
185

186 THE ABOVE ARE ONLY GUIDELINES, AND THE EXECUTIVE DIRECTOR OR THE
187 ASSISTANT DIRECTOR MAY IMPOSE WHATEVER WARNING OR BAN IS
188 APPROPRIATE FOR THE CIRCUMSTANCES.
189

190 IF AN INDIVIDUAL IS BANNED FROM THE LIBRARY FOR A PERIOD OF ONE
191 MONTH OR LONGER, THE INDIVIDUAL SHALL BE PROVIDED WITH WRITTEN
192 NOTICE OF THE BAN. THE BAN MAY BE SENT TO THE INDIVIDUAL BY FIRST
193 CLASS MAIL OR HAND DELIVERED TO THE PATRON. THE WRITTEN NOTICE
194 MUST INCLUDED THE BASIS FOR THE PROPOSED ACTION AND DESCRIBE THE

195 PROPOSED SANCTION. FOR AN INDIVIDUAL TO REQUEST A HEARING TO
196 APPEAL OR TO CONTEST A BAN, THE WRITTEN NOTICE ALSO MUST INCLUDE
197 THE NAME, ADDRESS, AND TELEPHONE NUMBER OF THE INDIVIDUAL. IN SOME
198 CIRCUMSTANCES, AN IMMEDIATE BAN MAY BE REQUIRED. IF SO, THE PATRON
199 MUST BE GIVEN VERBAL NOTICE AT THE TIME THE BAN IS IMPOSED AND
200 WRITTEN NOTICE MUST FOLLOW AS SOON AS POSSIBLE.

201
202 ANY PERSON DENIED ACCESS TO THE LIBRARY OR ITS SERVICES MAY REQUEST
203 A MODIFICATION OF THE DENIAL FROM THE EXECUTIVE DIRECTOR. THE
204 EXECUTIVE DIRECTOR MAY REVERSE OR CONSIDER A REDUCTION OR
205 SUSPENSION OF THE INDIVIDUAL'S BAN BASED ON THE ENTIRETY OF
206 CIRCUMSTANCES.

207
208 IF THE APPEAL IS NOT RESOLVED BY THE EXECUTIVE DIRECTOR, A WRITTEN
209 APPEAL MAY BE SUBMITTED TO THE LIBRARY BOARD. THE LIBRARY BOARD
210 WILL PROVIDE THE PERSON WITH THE OPPORTUNITY TO BE HEARD AND
211 EXPLAIN THEIR VERSION OF EVENTS AND BE PERMITTED TO PRESENT
212 DOCUMENTS OR OTHER INFORMATION (INCLUDING INFORMATION THAT
213 THE ISSUES HAVE BEEN RESOLVED OR PRESENTING ANY OPTIONS TO
214 MITIGATE THE PROBLEMS). THE PATRON SHALL HAVE THE ABILITY TO HAVE
215 AN ATTORNEY PRESENT. IF ANY INFORMATION IS PRESENTED TO THE BOARD
216 IT MUST BE CONSIDERED. THE EXECUTIVE DIRECTOR OR THE ASSISTANT
217 DIRECTOR WHO IMPOSED THE BAN MUST PRESENT IN WRITING OR IN
218 PERSON AN ACCOUNT OF THE FACTORS CONSIDERED AND WHY THE BAN
219 WAS IMPOSED. THE BOARD'S DETERMINATION IS FINAL AND BINDING.

220
221 CADL WILL COOPERATE WITH AUTHORITIES TO THE EXTENT PERMISSIBLE BY
222 LAW IN THE INVESTIGATION AND PROSECUTION OF ANY CRIMINAL
223 OFFENSES.

POLICY TO BE STRUCK IN ITS ENTIRETY

**~~CAPITAL AREA DISTRICT LIBRARIES
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.~~

BALANCE SHEET REPORT FOR CAPITAL AREA DISTRICT LIBRARIES
Balance As of 05/31/2026

GL Number	Description	YTD Balance 05/31/2026
Fund: 101 GENERAL FUND		
*** Assets ***		
Account Type: Cash		
	CASH	17,263,733.27
	IMPREST CASH	412.00
	INVESTMENTS	5,479,602.36
	Cash	22,743,747.63
Account Type: Accounts Receivable		
	ACCOUNTS RECEIVABLE	136,004.12
	TAXES RECEIVABLE	1,130,712.10
	INTEREST RECEIVABLE	130,139.29
	Accounts Receivable	1,396,855.51
Account Type: Other Assets		
	PREPAID EXPENSE	74,470.60
	Other Assets	74,470.60
Total Assets		24,215,073.74
*** Liabilities ***		
Account Type: Accounts Payable		
	ACCOUNTS PAYABLE	270,220.34
	ACCRUED SALARIES PAYABLE	(332.71)
	Accounts Payable	269,887.63
Account Type: Liabilities-ST		
	DEFERRED REVENUE	1,140,186.77
	Liabilities-ST	1,140,186.77
Account Type: Deferred Inflows		
	DEFERRED REVENUE	131,393.18
	Deferred Inflows	131,393.18
Total Liabilities		1,541,467.58
*** Fund Equity ***		
Account Type: Unassigned		
	FUND BALANCE UNDESIGNATED	1,436,121.62
	FUND BALANCE DONATIONS RE	563,748.05
	FUND BALANCE DONATIONS UN	470,623.99
	FUND BALANCE CAPITAL PRO	2,700,000.40
	FUND BALANCE CONTINGENCY	5,342,849.10
	FUND BALANCE AUTOMATION	1,000,000.00
	FUND BALANCE OPERATIONS	965,550.00
	FUND BALANCE PENSION RESE	1,560,000.00
	Unassigned	14,038,893.16
Total Fund Equity		14,038,893.16
Total Fund 101 GENERAL FUND:		
TOTAL ASSETS		24,215,073.74
BEG. FUND BALANCE		14,038,893.16
+ NET OF REVENUES & EXPENDITURES		0.00
= ENDING FUND BALANCE		14,038,893.16
+ LIABILITIES		1,541,467.58
= TOTAL LIABILITIES AND FUND BALANCE		15,580,360.74
OUT OF BALANCE		8,634,713.00

BOARD FS FOR CAPITAL AREA DISTRICT LIBRARIES

Balance As of 05/31/2026

*NOTE: Pct Budget does not reflect amounts encumbered.

GL Number	Description	Activity For 05/31/2026	YTD Balance 05/31/2026	2026 Amended Budget	% Bdgt Used
Fund: 101 GENERAL FUND					
Account Category: Revenues					
MILLAGE INCOME					
402	Property Tax Revenue	1,884,796.31	13,991,775.69	15,102,200.00	92.65
404	Renaissance Zone Reimbursement			20,000.00	0.00
437	Industrial Facilities Tax		37,712.21	38,000.00	99.24
	MILLAGE INCOME	1,884,796.31	14,029,487.90	15,160,200.00	92.54
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	22,748.72	173,581.82	150,000.00	115.72
553	State Aid Direct		65,525.82	135,000.00	48.54
554	State Aid Indirect		65,525.82	135,000.00	48.54
	STATE AID	22,748.72	304,633.46	420,000.00	72.53
LIBRARY FEES					
630	Printing Revenue	5,847.35	27,326.60	43,550.00	62.75
631	Non Resident Fees	2,125.00	11,351.00	20,000.00	56.76
	LIBRARY FEES	7,972.35	38,677.60	63,550.00	60.86
DONATIONS					
674	Donation Income-Friends/Restricted	2,930.00	28,792.70	19,000.00	151.54
677	Donation Income-Unrestricted	56.85	17,456.84	13,400.00	130.27
	DONATIONS	2,986.85	46,249.54	32,400.00	142.75
GRANTS					
540	Grants		15,000.00	15,000.00	100.00
	GRANTS	0.00	15,000.00	15,000.00	100.00
OTHER INCOME					
632	Lost and Paid Books	3,110.32	17,003.47	30,000.00	56.68
665	Interest Income	48,024.06	229,717.07	400,000.00	57.43
667	RENT INCOME	4,698.67	28,192.02	56,000.00	50.34
673	Sale of Fixed Assets		200.00	3,000.00	6.67
675	Misc Income	1,259.16	8,473.18	9,000.00	94.15
682	Insurance Claim Income			1,000.00	0.00
	OTHER INCOME	57,092.21	283,585.74	499,000.00	56.83
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	1,975,596.44	14,717,634.24	16,758,150.00	87.82
Account Category: Expenditures					
SALARIES AND BENEFITS					
702	Salaries	564,594.51	2,758,774.50	7,610,000.00	36.25
714	Unemployment Insurance			3,000.00	0.00
715	FICA EMPLOYER SHARE	42,246.40	206,293.89	570,000.00	36.19
716	HEALTH INSURANCE	55,879.24	351,267.00	882,000.00	39.83
717	Life & Disability Insurance	400.46	2,417.96	6,000.00	40.30
718	Retirement	68,539.99	352,938.91	995,000.00	35.47
719	Prescription Expense	16,396.28	118,325.11	300,000.00	39.44
720	DENTAL INSURANCE	10,473.30	24,023.64	55,000.00	43.68
721	VISION INSURANCE	910.72	5,521.24	12,000.00	46.01
722	Workers Comp Insurance	15,110.00	36,322.50	41,700.00	87.10
724	Parking Main Library	4,540.00	27,181.00	54,500.00	49.87
	SALARIES AND BENEFITS	779,090.90	3,883,065.75	10,529,200.00	36.88
MATERIALS					
727	Books	84,241.16	406,242.98	1,109,000.00	36.63
728	Periodicals		34,959.26	43,050.00	81.21
729	DVD	15,293.32	97,731.67	222,000.00	44.02
730	Library of Things	1,930.25	20,511.43	54,500.00	37.64
731	Audiobooks	55,698.51	269,113.52	688,500.00	39.09
732	Music	2,556.51	13,802.82	34,500.00	40.01
733	Databases	120.00	102,918.01	110,000.00	93.56
734	Subscription Services		63,009.50	75,250.00	83.73
735	Processing Supplies	1,369.65	14,461.07	29,750.00	48.61
736	Processing Fees	5,390.06	29,784.71	89,000.00	33.47

BOARD FS FOR CAPITAL AREA DISTRICT LIBRARIES

Balance As of 05/31/2026

*NOTE: Pct Budget does not reflect amounts encumbered.

GL Number	Description	Activity For 05/31/2026	YTD Balance 05/31/2026	2026 Amended Budget	% Bdgt Used
Fund: 101 GENERAL FUND					
Account Category: Expenditures					
MATERIALS					
868	Local History Collection			10,000.00	0.00
MATERIALS		166,599.46	1,052,534.97	2,465,550.00	42.69
SUPPLIES					
740	Office Supplies	8,276.46	33,062.92	85,000.00	38.90
741	Postage Expense	400.00	1,129.94	6,000.00	18.83
776	Janitorial Supplies	1,393.45	6,266.83	19,900.00	31.49
862	Gas-Delivery Vehicles	2,250.63	10,058.14	20,000.00	50.29
SUPPLIES		12,320.54	50,517.83	130,900.00	38.59
PROFESSIONAL SERVICES					
820	Membership Fees	5,057.24	17,683.12	27,500.00	64.30
822	CONTRACTUAL SERVICES		2,472.00	2,500.00	98.88
823	Bank Fees & Services	1,320.65	7,214.34	18,000.00	40.08
825	Collection Agency Fees	778.40	2,404.70	6,000.00	40.08
826	Payroll & Print Service	3,760.74	22,769.98	50,000.00	45.54
827	web Chat Service	895.00	4,475.00	11,000.00	40.68
828	Melcat Delivery Charges		24,755.62	52,000.00	47.61
829	Tutoring Services			3,000.00	0.00
831	Marketing	14,851.32	50,146.45	174,000.00	28.82
832	Programs	8,683.40	33,869.73	113,380.00	29.87
PROFESSIONAL SERVICES		35,346.75	165,790.94	457,380.00	36.25
GOVERNANCE					
805	Legal Services	3,020.00	9,663.00	40,000.00	24.16
806	Per Diem		240.00	10,000.00	2.40
807	Memberships - Board		75.83	1,250.00	6.07
808	Conferences - Board			7,000.00	0.00
809	Audit		13,000.00	28,000.00	46.43
GOVERNANCE		3,020.00	22,978.83	86,250.00	26.64
STAFF DEVELOPMENT					
810	Staff Training	1,972.24	20,859.14	58,250.00	35.81
811	Recruiting Expense			500.00	0.00
812	Hospitality	33.95	33.95	5,000.00	0.68
813	Employee Recognition		787.56	5,000.00	15.75
STAFF DEVELOPMENT		2,006.19	21,680.65	68,750.00	31.54
MAINTENANCE AND UTILITIES					
801	Custodial Services	21,639.36	91,061.60	244,580.00	37.23
802	SECURITY SERVICES	14,777.60	83,687.26	163,090.00	51.31
850	Telephone	1,644.00	8,409.35	22,410.00	37.52
864	Vehicle Maintenance - Delivery	36.28	5,443.38	10,000.00	54.43
922	Steam and Gas	11,444.95	76,990.42	116,500.00	66.09
923	Electricity	21,598.67	73,622.99	219,600.00	33.53
924	Water and Sewer	1,432.23	8,985.87	26,400.00	34.04
925	Trash	865.58	3,772.89	9,790.00	38.54
930	Building Maintenance	5,303.89	39,021.46	141,580.00	27.56
MAINTENANCE AND UTILITIES		78,742.56	390,995.22	953,950.00	40.99
OTHER EXPENSE					
861	Local Travel	1,665.77	5,522.43	20,000.00	27.61
955	Millage Income Refund		1,303.23	60,000.00	2.17
956	Property & Liability Insurance		46,210.00	75,000.00	61.61
957	Miscellaneous Expense	249.75	964.50	6,000.00	16.08
958	Sales/Use Tax			1,000.00	0.00
959	SPECIAL ASSESSMENT & PROPERTY TAX		15,411.28	17,000.00	90.65
960	Donation Expense Restricted	2,727.42	14,642.43	14,000.00	104.59
961	Donation Expense Unrestricted	638.49	5,984.80	7,500.00	79.80
OTHER EXPENSE		5,281.43	90,038.67	200,500.00	44.91
TECHNOLOGY EXPENSES					
878	Firewall Upgrade Project		633.44	5,000.00	12.67
895	Internet Access		4,294.80	17,690.00	24.28
896	Internet Access - Hotspots	2,036.21	24,655.04	56,640.00	43.53
898	Computer System Services	406.79	49,151.91	74,270.00	66.18
905	Computer Software	284.72	76,205.25	94,200.00	80.90
906	Computer Hardware	189.17	11,397.28	51,700.00	22.05
907	LIBRARY SYSTEMS SOFTWARE		165,367.39	170,650.00	96.90
911	Mobile Training Lab			51,000.00	0.00

BOARD FS FOR CAPITAL AREA DISTRICT LIBRARIES

Balance As of 05/31/2026

*NOTE: Pct Budget does not reflect amounts encumbered.

GL Number	Description	Activity For 05/31/2026	YTD Balance 05/31/2026	2026 Amended Budget	% Bdgt Used
Fund: 101 GENERAL FUND					
Account Category: Expenditures					
TECHNOLOGY EXPENSES					
	TECHNOLOGY EXPENSES	2,916.89	331,705.11	521,150.00	63.65
CAPITAL OUTLAY					
873	Building Upgrades			25,000.00	0.00
917	SECURITY CAMERAS			24,020.00	0.00
967	Outreach Projects	3,115.76	9,701.13	70,500.00	13.76
980	Staff Furn & Equipment	412.86	7,508.74	26,500.00	28.33
982	BUILDINGS	20,601.11	41,403.40	295,238.00	14.02
987	GRANT EXPENSES		15,000.00	15,000.00	100.00
	CAPITAL OUTLAY	24,129.73	73,613.27	456,258.00	16.13
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	1,109,454.45	6,082,921.24	16,924,888.00	35.94
Fund 101 - GENERAL FUND:					
	TOTAL REVENUES	1,975,596.44	14,717,634.24	16,758,150.00	87.82
	TOTAL EXPENDITURES	1,109,454.45	6,082,921.24	16,924,888.00	35.94
	NET OF REVENUES & EXPENDITURES:	866,141.99	8,634,713.00	(166,738.00)	

**GOV 201 SERVICES, FACILITIES,
FURNITURE AND EQUIPMENT
MARCH 16, 2022**

Capital Area District Libraries provides staffing, materials, and services for local libraries. CADL pays for the cost of operating and cleaning the facility and also provides central support services including administration; financial services; acquisitions, cataloging, and processing materials; computer support, public relations, and printing.

Services: The level of staffing, materials, and services provided at each library is within CADL's sole discretion and is reflective of the following:

- Need as shown by circulation, reference, program attendance or other factors.
- Income from the service area including millage, penal fines and state aid, and donations.
- Facilities provided by the local community.
- Population of the service area.
- Special interests expressed by library patrons or area residents

All circulating materials owned by CADL may be borrowed through Intralibrary Loan and thus made available at all local libraries. Some libraries may have special collections and services that are not duplicated at other libraries. One example is the Local History Collection at the Downtown Lansing Library.

Facilities: Local municipalities provide the facilities to house the local library. The facilities must meet state and federal guidelines and be acceptable to CADL.

Special Services: Special services such as a needs assessment study, planning for a new library, etc. may also be provided to local communities upon request as resources permit.

CADL will also provide support to local municipalities where possible through planning, grant writing, fund raising, and assistance with local bond issues or millage campaigns.

Furniture and Equipment: Furniture owned by the local municipality remains the property of the local municipality. Furniture and equipment owned by CADL remains the property of CADL.

CADL is responsible for providing equipment for local libraries such as computers, cash registers, copiers, fax machines, audio-visual equipment, etc.

For existing branches, whether remodeling in place or moving to a new location, CADL is responsible for providing furniture and equipment for library staff and patrons, furniture and equipment for new services or materials, and shelving. Further CADL, with board approval and in its sole discretion, may choose to provide floor coverings (e.g., carpet, tile, or vinyl), paint, window coverings (e.g., blinds, film or draperies), lighting upgrades to existing fixtures, or electrical and data components to the extent it allows CADL to maintain or enhance current and future equipment and services. Needs will be prioritized based on service requirements and available funds.

CAPITAL AREA DISTRICT LIBRARIES
HUM 112 INCLEMENT WEATHER CLOSING POLICY
JUNE 25, 2025

Capital Area District Libraries (CADL) may close when weather conditions exist making it difficult and potentially dangerous to travel. The primary factor of any decision will be the safety of the staff and patrons. However, maximum effort will be made to maintain regular library hours. Due to inclement weather, the entire CADL system or individual branches may close as deemed necessary.

The Executive Director of CADL shall have the discretion to close the library when dangerous travel conditions exist based on the criteria mentioned above. If the Executive Director is unavailable, the Assistant Director shall make the determination. If the Assistant Director is also unavailable, the Collection Development Director shall make the determination.

The Executive Director shall contact all of their direct reports to provide notice about CADL being closed. All of the Executive Director's direct reports shall in turn contact all of their direct reports to provide notice. This process shall continue until every CADL employee has been contacted. The Marketing Department shall also provide notice to the public about the closure. The Information Technology Department shall post notice of the closure on CADL's website.

If CADL is closed based on a decision by the Executive Director, all employees shall be paid as if it were a regular work day.

If CADL remains open during inclement weather employees may leave early or not come to work because of hazardous weather conditions, if approved by their supervisors. CADL employees must use their own leave time to cover any hours that they are absent during their scheduled shifts.

Any CADL branch that does not have enough employees to operate due to absences because of weather conditions may close. Closures of this nature must be approved by the Executive Director or the Assistant Director.

CAPITAL AREA DISTRICT LIBRARIES
HUM 305 PANDEMIC RESPONSE PLAN
AUGUST 18, 2021

The Capital Area District Libraries (CADL) is committed to the health and safety of its employees, patrons, and the general community. CADL adopts this plan to prepare for and respond to a threat of influenza or other pandemic that causes serious widespread illness.

CADL will follow CDC recommendations, other official health guidance, and government directives. For staff, the Library may need to frequently change its policy to stay up to date.

The purpose of this plan is to address the following issues related to pandemics:

- Focus staff attention on maintaining good health and preventing the transmission of infectious disease.
- Establish criteria for closing the library, suspending programs, and restricting access to the facilities.
- Establish contingency plans to maintain services during times of significant and sustained worker absenteeism.
- Establish partnerships with other community organizations to provide mutual support and maintenance of essential services during a pandemic.

The Management Team will:

- Monitor issues and information related to pandemics to keep this plan up to date.
- Recommend any changes to the plan as circumstances warrant and modify current CADL procedures as needed.
- Communicate with public health agencies, emergency responders and others regarding the plan, and understand their capabilities should an outbreak occur.
- Attend training/seminars about pandemic outbreaks in order to remain current about the pandemic threat in our community.
- Implement this plan when and how Management deems necessary.
- Develop a plan to continue operations at each location with the least possible number of staff on site.
- Develop a training plan and ensure that all employees are adequately trained on pandemic emergency procedures and the prevention of illness.
- Encourage all employees to be up to date on vaccinations.
- Ensure that CADL facilities are operating in compliance with Federal, State, and local regulations, laws, and emergency orders.
- Communicate with the public concerning library closures.

- Develop a plan to provide information services for the public in the event of a library closure.

Preparation

CADL will maintain a list of contacts in the health profession to provide consultation and advice regarding this plan and its implementation.

CADL will provide information to all employees regarding recommended practices to reduce the spread of the infection. CADL will also develop a list of recommended infection control supplies (hand soaps, tissues, and so on) and ensure that each location has an adequate supply and ensure that staff are trained in the appropriate use of infection control supplies.

The Executive Director shall develop a plan to keep employees informed of developments as they occur, including those employees who remain at home.

Should a Pandemic Occur

Should a pandemic occur, CADL will, after consultation with knowledgeable health officials, implement the following steps, as deemed necessary:

- Encourage customers and potential customers to use other locations and/or services.
- Contact key vendors to determine the extent to which the outbreak will affect their operations and thus our ability to perform our daily functions.
- The Management Team will monitor staffing levels at all locations and assist supervisors in finding ways to maintain critical operations in light of any staffing shortage.
- Depending on the number of staff members available, non-essential activities may be suspended in order to cover the most critical functions. Some staff members may be temporarily reassigned to other duties, responsibilities, and/or locations.
- Follow CDC recommendations, other official health guidance, and government directives. For staff the Library may need to frequently change its policy to stay up to date. Following such guidance, the Library may require employees to wear a face mask, face covering, or other personal protective equipment. The Library will have non-medical grade face masks and other non-medical grade personal protection equipment available for employee use.

CAPITAL AREA DISTRICT LIBRARIES
REL 102 NEW LIBRARY BRANCHES
JULY 13, 2016

1. Purpose

When Capital Area District Libraries (CADL) was formed in 1998, agreements were made between ten individual municipalities (Aurelius Township, Charter Township of Delhi, Ingham Township, City of Lansing, Leroy Township, City of Leslie, City of Mason, Charter Township of Meridian, City of Williamston, and Stockbridge Township) and CADL for library buildings-for their respective communities.

This policy outlines the responsibilities of CADL and a municipality (not listed above) which requests a new branch to be located within its borders.

2. Responsibilities of the Local Municipality

- 2.1 The Municipality will be responsible for providing the following:
 - a. Costs related to the facility including, but not limited to, land acquisition, engineering, site preparation, construction, landscaping, etc.
- 2.2 The municipality will maintain ownership for the items purchased with their funds as listed above.
- 2.3 The facilities must meet local, state, and federal guidelines and be acceptable to CADL.

3. Shared Responsibilities

- 3.1 The municipality and Capital Area District Libraries will share responsibility for the following:
 - a. All costs for furniture and shelving
 - b. Planning services specifically agreed to in advance by the library and the municipality such as a needs assessment study, site plans, or preliminary architectural drawings.

4. Responsibilities of the Capital Area District Library

- 4.1 Capital Area District Libraries may be responsible for providing the following.
 - a. All library materials including books, DVDs, blurays, books on CD, music CD's or other library materials.
 - b. Network services, including CADL wide area network connectivity, wired and wireless local area networks within the building, internet access, and all equipment and internal cabling necessary to support those services.

- c. Public access computers and devices for accessing the Internet, subscription resources and educational and productivity software.
 - d. Licensing, software and equipment to use all of the centralized business systems used by CADL to conduct its business.
 - e. Collection security system and/or video surveillance system, if needed.
 - f. Building alarm system if required to protect the contents of the building.
 - g. Telephone system including building cabling.
 - h. Internal facility items such as staff microwave, refrigerator, vacuum sweeper, etc.
 - i. ADA and low vision equipment if needed.
- 4.2 Capital Area District Libraries will maintain ownership of the items purchased with their funds as listed above.

CAPITAL AREA DISTRICT LIBRARIES
REL 201: MILLAGE SUPPORT
JANUARY 17, 2009

I. General Rules Regarding Use of Public Funds

- I.1 Influencing Elections - Public funds cannot be expended to influence the outcome of an election. OAG 1987-88 No. 6423, p 33 (Feb 24, 1987)
- I.2 Fair and Objective Information - Public funds may be used, however, to inform electors in a fair and objective manner of the facts surrounding a millage proposal. OAG 1987-88 No 6531, P. 367 (Aug 8, 1988)

2. Pamphlets/Written Materials

- 2.1 The Library may expend funds for the preparation, printing, and distribution of pamphlets or other written materials which inform the electors in a "fair and objective" manner of the facts surrounding the millage proposal. Information may include (but is not limited to):
 - rate and term of millage
 - the amount of additional taxes paid by an average homeowner
 - the amount of additional revenue that will be generated for the library by the millage objective information on current library operations such as budget, hours of operation, staffing etc.
 - objective information on the projected new services, books, staffing, etc. that will be provided by the millage revenues.
- 2.2 The Library may not expend funds for the preparation, printing, and distribution of pamphlets or other materials which advocate a vote in favor of a millage proposal. Printed information will not:
 - urge voters to "Vote Yes"
 - contain campaign slogans such as "Support your Library", "Your Library Needs Your Vote", etc.
 - seek to influence voters by providing information other than objective information.

3. Library Employees

- 3.1 Employees may not engage in campaign activities when the employee is being compensated for the performance of duties as a public employee. OAG 1987-88 No 6423, p 33 (Feb 24, 1987). Employees may, however, be involved in the preparation of fair and objective materials or meetings designed to disseminate fair and objective information on the millage.

3.2 On off-hours (i.e. when employees are not being compensated for performance of public duties), employees may engage in political activities including support or opposition to a ballot proposition. MCLA 15.404.

4. Library Board Members

4.1 Library board members may not campaign at meetings of the library board or public body or when otherwise acting in their official capacity; like employees they may participate in the dissemination of fair and objective information.

4.2 As private individuals, Library board members may campaign on their own time unless it interferes with their official duties and responsibilities.

4.3 When speaking to community groups for the purpose of campaigning (rather than providing fair and objective information), the board member should make clear that they are acting as private citizens and not as library representatives.

5. Public Buildings/Equipment/E-mail

5.1 Library buildings, equipment, and e-mail may be used in connection with the preparation and dissemination of fair and objective information on a millage proposal.

5.2 Library buildings, equipment, and e-mail may NOT be used to attempt to influence the outcome of an election. According to OAG 1987-88 No 6423 (Feb 24, 1987), the library may not:

- rent or lease its facilities to a campaign committee.
- give or loan paper, duplicating equipment, printing supplies, etc. to a campaign committee.
- provide or loan secretarial or computer services to a campaign committee or provide registered voter lists, labels, etc.
- use public funds, public vehicles, gasoline, etc. in advocacy for or against a ballot issue.
- solicit volunteers during business hours.
- use telephones to solicit private individuals or businesses in advocacy for or against a ballot proposal.

CAPITAL AREA DISTRICT LIBRARIES
REL 202 SUPPORT FOR BUILDING PROJECTS
DECEMBER 17, 2014

1. Purpose

- 1.1 Capital Area District Libraries cooperates with all governmental units in making library materials and services available to the public in the buildings provided by the various governments.

2. Planning

- 2.1 CADL staff will work with local governmental units to plan new buildings or expansions of existing buildings. CADL staff will advise planners, architects, governmental staff, and elected officials of library needs and building requirements.
- 2.2 When evaluating library facility needs, CADL staff will apply recognized state and national guidelines and standards.
- 2.3 CADL may pay a portion of initial planning studies related to the building project.
- 2.4 Funding for library projects will be evaluated each year as part of the annual budgeting process. Specific funding commitments will be limited to the current fiscal year, unless renewed in the next fiscal year.

3. Level of Service

- 3.1 CADL staff will work with local governmental units to provide desired changes within CADL budget constraints and business plan goals. CADL must balance the needs of the whole system while considering the desires of individual libraries.
- 3.2 The level of services to be provided including open hours, personnel, computer equipment, materials, etc. will be determined using the guidelines in GOV 201 Services, Facilities, Furniture, and Equipment. Once details of the building project are known, CADL staff will prepare a proposal outlining the level of service that CADL will provide in the new facility as funds become available.

4. Fund Raising

- 4.1 CADL staff members may assist the local unit of government with grant writing and fund raising activities as approved by the Executive Director.

5. Bond Issue

- 5.1 CADL is a governmental entity and, as such, cannot take a position supporting or opposing a local bond issue or other ballot proposal. (See REL 201 Millage Support.)
- 5.2 CADL may provide access to information provided by the local unit of government including such items as building plans, building designs, site plans, cost estimates, etc. as approved by the Executive Director.
- 5.3 CADL staff may prepare and print a FAQ (Frequently Asked Questions) sheet to assist staff members to answer questions from the public.
- 5.4 CADL staff may also prepare and distribute factual materials as approved by the Executive Director and within budget limitations.

Related Policies

GOV 201 Services, Facilities, Furniture, and Equipment
REL 102 New Library Facilities

CAPITAL AREA DISTRICT LIBRARIES
SER 107 MEETING ROOM POLICY
JUNE 25, 2025

This policy provides rules and processes which govern the use by outside groups of library spaces and meeting rooms. The purpose of library meeting space being made available for public use is to provide a service and community resource which is available equitably to CADL cardholders for educational, cultural, and civic gatherings.

1. Library meeting rooms may be reserved for the use of organizations and groups from the community which agree to abide by the following guidelines and which file an "Application for Use of Meeting Rooms." Only individuals or businesses with a current full-service adult or business Capital Area District Libraries card may reserve meeting room space on behalf of an organization or group.
2. To ensure full consideration of a meeting room request, groups shall fill out an application at least 48 hours prior to use. When submitting an application, the representative from the group must produce their current full-service Capital Area District Libraries card which must be in good standing. An application is good for a year. Additional date requests for the room also require 48 hours notification. Applicants will be notified within 48 hours if their date(s) cannot be accommodated.
3. Rooms may only be booked for use during regular library hours. Reservations are available on a first-come, first-served basis. Rooms shall be vacated at least 30 minutes prior to the closing of the facility. The space will be available to the reserving group for the requested and confirmed time only. Changes must be approved in advance for consideration. Last-minute change requests may not be accommodated.
4. Library meeting rooms are a limited forum. Rooms are available to nonprofit organizations or groups for educational, cultural and civic purposes only. Permitted uses include, but are not limited to, nonprofit meetings open to the public, educational presentations, lectures, or workshops, and civic group or community organization gatherings.
5. Uses which fall outside the Library's intended public, education, and civic purpose are prohibited. This includes, but is not limited to:
 - Private social events such as birthday parties, baby or bridal showers, weddings, and similar personal celebrations.
 - Programs involving the sale, advertisement, or promotion of commercial services.
 - Any use which violates local, state, or federal law.
6. Admission fees may not be charged, and monetary donations may not be solicited or collected at any event.
7. The CADL cardholder must secure all necessary performance licenses if showing a film, videotape, presenting musical performances, or using a computer program and must agree to indemnify the library for any damages incurred because of their failure to do so.

8. A portable projector is available to check out at South Lansing, Haslett, Okemos and Downtown Lansing Libraries for in-meeting room use. See application for details.
9. Programs and exhibits may not disrupt library operations or the use of the library by others. Persons in the room are subject to all library rules and regulations and all applicable local, state, and federal laws and regulations, including fire codes. All groups using a room must be under adequate adult supervision with an adult in attendance at all times.
10. Light refreshments may be served. Meals, catering, or hot meal service are not permissible. The group must provide its own equipment for serving. Alcoholic beverages may not be served. The group must agree to indemnify and hold the library harmless for any damages incurred in connection with the group's serving of light refreshments. No food or beverages are allowed in the Downtown Lansing Library auditorium.
11. Room set-up is the responsibility of the applicant. Interior surfaces may not be defaced by use of inappropriate materials such as tacks or tape. The room, furniture and equipment must be returned to their original condition after use. The CADL cardholder reserving the room will be billed for any damage they cause to the room, furniture, or equipment. The library assumes no responsibility for materials on display or left in the building by users. The CADL cardholder is responsible for supervision and security.
12. The CADL cardholder reserving the room shall sign a written document agreeing to indemnify and hold harmless Capital Area District Libraries, its agents and representatives, from any suits, actions, claims or demands arising out of any injuries or damages sustained by any person as result of the use of the room, its furnishings or equipment.
13. By applying for use of a room the sponsoring group acknowledges that its activity is not sponsored by the Capital Area District Libraries and agrees that it will not identify Capital Area District Libraries as a sponsor in any literature or publicity. Any publicity intended for the public must contain the following disclaimer: "This presentation is not sponsored by Capital Area District Libraries." Any publicity materials that include the library's name or logo, must be approved prior to use by the Marketing and Communications department of Capital Area District Libraries.
14. The Library, in its sole discretion, reserves the right to withdraw permission for the use of any room. If the library withdraws permission, notice will be given to the applicant within a reasonable time. Library activities have priority over those of any other institution or organization.
15. Library events and programs take precedence over outside events or organization use. To accommodate library events and programs, rooms may be reserved no more than three months in advance. Each branch may have limits on frequency of use. Exceptions will be considered upon receipt of a written request. If cancellation of the event/program is necessary, please notify the library no later than 48 hours in advance of the event/program. Future use of the room may be restricted after two "no shows."
16. Occasionally situations arise when exceptions need to be made for unusual circumstances. In those cases, the Executive Director or designee may authorize exceptions as needed. CADL has the right to limit the use of meeting rooms based on demand.

**CAPITAL AREA DISTRICT LIBRARIES
MEETING ROOM APPLICATION**

1. Name of Organization: _____
2. Full name of CADL cardholder seeking application for group: _____
3. Library card number of applicant: _____
4. Room requested: _____
5. Meeting date(s): _____
6. Time – beginning and ending: _____
7. The educational, cultural, and/or civic purpose of the use is:

8. Will participants pay to attend the event? Yes _____ No _____
9. Approximate number present: Children _____ Adults _____
10. The applicant, who will be in charge of the event, is 18 years of age or over.
11. The applicant represents that they have authority to sign this application on behalf of the organization listed in paragraph 1, above, and to bind the organization to the terms and conditions governing the use of the facility.
12. The applicant holds a current full-service Capital Area District Libraries card in their name. The card must be in good standing at the time of room use.
13. The following is available for checkout for in-meeting room use.

Digital Projector Kit (includes cords and adapters to support HDMI input; no external sound system; see instructions for details)

Do you wish to check out the kit? Yes _____ No _____

If yes, do you need staff technical assistance? Yes _____ No _____

Staff technical assistance is available by scheduling an appointment in advance. Contact the head librarian for an appointment.

- 14. They agree that they will be responsible to Capital Area District Libraries for use and care of library property. They further agree that the activities will conform to those stated in this application.
- 15. Applicant agrees to include the following disclaimer on promotional material intended for the public: "This presentation is not sponsored by Capital Area District Libraries."
- 16. In consideration for the use of Capital Area District Libraries facilities, they agree for themselves and on behalf of the organization to release and indemnify and hold harmless Capital Area District Libraries, its officers, agents, and employees against any and all loss, damage, and for any liability that may be suffered or incurred by the library, its officers, agents and employees, caused by, arising out of, or in any way connected with the use by the undersigned of Capital Area District Libraries facility. The undersigned warrants and represent that it has the authority and permission to enter into this agreement for and on behalf of the organization and its individual members.
- 17. The applicant has read 'SER 107 Meeting Room Policy', adopted June 25, 2025 and agrees to adhere to its entirety.

Signature of applicant: _____

Name (please print or type): _____

Address: _____

Telephone number: _____

E-mail address/Alternate contact: _____

FOR INTERNAL USE ONLY

- VERIFIED CARD STATUS
- APPROVED
- PLACED EVENT ON INTERNAL CALENDAR
- ROOM RESERVED

SIGNATURE _____

DATE _____

CAPITAL AREA DISTRICT LIBRARIES
SER 204 ACCESSIBILITY POLICY
JUNE 20, 2018

Policy Statement

Capital Area District Libraries is committed to creating an environment where people with disabilities are treated with respect and provided with independent access to all collections and services. To do so, Capital Area District Libraries will strive to comply with all ADA policies, provide reasonable accommodations, utilize adaptive technology whenever possible, and offer assistance as needed. Whenever appropriate, CADL will consider accessibility issues when revising library policies and procedures.

1. Physical Access

- 1.1 CADL will make every reasonable effort to comply with ADA guidelines at all existing locations. Any new construction or renovation will be in compliance with barrier free designs. New furniture purchases will take into account the needs of people with physical challenges.
- 1.2 CADL will provide independent access for patrons to print and audiovisual materials whenever possible. Where access is limited, staff assistance is available upon request.

2. Adaptive Technology

- 2.1 CADL will make its web site accessible by meeting WCAG 2.0 Level AA standards whenever possible. When not possible, alternative modes of access will be noted.
- 2.2 CADL staff will monitor advances in adaptive technologies.

3. Programs and Services

- 3.1 All users must pay for all photocopying and printing from computers. Staff will provide assistance to users with disabilities.
- 3.2 CADL will provide a sign language interpreter for all CADL programs upon request. Requests must be made to the local library at least three days before the scheduled program.
- 3.3 CADL will provide assistance by appointment to facilitate the use of adaptive technologies.
- 3.4 Reference service is available by telephone and in person. Requests for special assistance will be accommodated.

4. Staff Training

- 4.1 CADL will appoint an ADA liaison who will work with a committee of CADL staff to communicate information to staff and coordinate services.
- 4.2 CADL will provide ongoing staff training on accessibility issues.

5. Accommodation Requests

- 5.1 Patrons may make requests for accommodation at any branch.
- 5.2 When appropriate, staff may refer patrons to other branches or community organizations for assistance.

6. Public Awareness

- 6.1 Brochures and other informational tools will be employed to alert patrons to the resources available to the public. Information about services will be made available on the CADL website.
- 6.2 Service organizations will be provided with information about CADL services for patrons with disabilities.