

CAPITAL AREA DISTRICT LIBRARIES
COMMITTEE OF THE WHOLE
5:30 PM, WEDNESDAY SEPTEMBER, 16, 2026
BOARD ROOM
401 S CAPITOL AVE., LANSING, MI 48933
517-367-6300

Mission Statement:

Empowering our diverse communities to learn, imagine and connect.

AGENDA

1. Call to Order
2. Roll Call
3. Public Comments on Agenda Items
4. Agenda
5. [Memorandum for May 20, 2026](#) (enc)
6. Unfinished Business
7. General
 - a. [Appoint McConnell Award Committee](#) (enc)
 - b. [Appoint Director Evaluation Committee](#) (enc)
8. Finance
 - a. [August 2026 Financial Report](#) (enc)
 - b. MERS Actuarial Report (distributed separately)
9. Policies – No changes, for review only (enc)
 - c. [HUM 103 Travel Policy](#)
 - d. [HUM 106 Service Club Membership](#)
 - e. [HUM 107 Harassment Policy](#)
 - f. [HUM 107A Sexual Assault Policy](#)
 - g. [HUM 108 Nepotism Policy](#)
 - h. [HUM 110 Worker's Compensation](#)
10. Closed Session to consider material exempt from disclosure pursuant to MCL 15.268(h) and MCL 15.243(l)(g)
11. Rise and Report

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

CAPITAL AREA DISTRICT LIBRARIES
COMMITTEE OF THE WHOLE
May 20, 2026

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

Members Absent: Sandy Drake

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

Others Present: Lindsay Dangi

Call to Order

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

ROLL CALL

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

Public Comments on Agenda Items

There were no public comments on agenda items.

Agenda

There were no changes to the agenda.

Brian Baer made a motion to approve the agenda. Mark Stewart seconded the motion. The motion carried.

Memorandum for April 15, 2026

The Memorandum for April 15, 2026, was received.

Unfinished Business

There was no unfinished business.

General

a. Committee Appointments as Needed

Board Chairperson Quinn O'Donnell presented the Committee Appointments as needed.

Quinn O'Donnell is stepping down from her role on the Finance Committee. Ashley Smith also is interested in stepping down if someone else would fill her role on the Committee. A brief discussion was held in which Board members discussed their interest and were told to contact Quinn O'Donnell to discuss the topic further.

b. June, July, and August Meeting Date Recommendations

Executive Director Jenny Marr presented the June, July, and August Meeting Date Recommendations.

A discussion was held regarding condensing the COW and regular Board meetings into one meeting date for each of the summer months. Board members discussed their availability and what dates would work best. Quinn O'Donnell brought up the possibility of doing these meetings at different branches, and logistics for this were briefly discussed.

c. SER 301 Forest Parke Library

ED Marr presented the SER 301 Forest Parke Library.

A discussion was held regarding updating this policy to reflect the new name and location of the Local History Center. Additionally, recommendations were made to remove a portion regarding staffing and to rephrase a section referencing the way the collection will be displayed. As the collection is now housed in its own building, the latter section became obsolete.

d. SER 101 Materials Selection

ED Marr presented the SER 101 Materials Selection.

This policy references the Local History collection being located at the Downtown Lansing branch, which needs to be updated to reflect its new location, the Local History Center. This spurred a discussion regarding various other policies that might mention outdated references to the Local History collection such as the Forest Parke Library. ED Marr and Legal Counsel Lindsay Dangl suggested the Board could do a blanket motion at the next Board meeting that allows the staff to edit policies as they come up for this specific reason.

Finance

a. Preliminary April 2026 Financial Report

Finance Director Miriam Mattison presented the preliminary financial report ending April 30, 2026, to the Board.

b. MI Digitization Hub Development Proposal

ED Marr presented the MI Digitization Hub Development Proposal.

ED Marr informed the Board that the Library of Michigan is creating digitization hubs throughout the State. They are interested in housing equipment at the Local History

Center and making it one of these hubs. ED Marr discussed logistics for this with the Board and informed them of questions she still has that she plans to ask. Board members discussed and asked a few questions; overall, they are interested in exploring it further. ED Marr will get clarification on details regarding this subject and provide updates at next week's Board meeting.

Policies – No changes, for review only

- a. FIN 101 Financial Policies
- b. FIN 102 Investments
- c. FIN 104 Purchasing Card Policy
- d. FIN 105 Purchasing Policy
- e. FIN 107 Library Lost and Found Policy
- f. FIN 108 Fund Balance Policy
- g. FIN 109 Grant Administration Policy
- h. FIN 202 Conflict of Interest
- i. FIN 211 Fixed Asset Disposal
- j. FIN 212 Asset Capitalization

Rise and Report

The meeting was adjourned at 5:50p.m.

DR. L. ROBERT McCONNELL STAFF AWARDS

The McConnell Award was initially discussed at the November 1998 CADL Board meeting. The award was named in honor of Dr. L. Robert McConnell who was the first Chairperson of the CADL Board.

The Board established two individual awards – one award was given for Innovation and the other for Customer (Patron) Service. Employees may be nominated for either or both but can win only one.

Innovation: This award recognizes a staff contribution for the introduction of a new/ innovative program service or approach, which can lead to a qualitative or quantitative improvement in CADL operations. Such innovations may come about due to either existing needs or issues, or new opportunities.

Customer (Patron) Service: This award recognizes exemplary staff performance in either responding to identified patron needs or developing new approaches/services or tools which significantly enhance service to patrons. Award recipients may be those whose collective activities over time demonstrate attention to patrons, or individuals who implement a solution to an actual or anticipated customer need. This award is also given to staff who do not work directly with the public but provide superior service to other staff.

Employees are nominated for the award by their coworkers. A subcommittee of the CADL Board, with input from the Director, makes the selection from the nominated candidates. Members of the Management Team are not eligible to receive the award. All employees who are nominated receive a certificate. The winners receive a certificate and \$500. The certificates are handed out at the McConnell Award ceremony held during the CADL Conference.

Timeline:

Mid-September – Nominations are due.

Late September to Early October – Committee meets to determine recommended recipients.

October Board Meeting – Board votes on recipients.

Early November – Recipients and nominees are recognized at CADL Conference on November 11.

CAPITAL AREA DISTRICT LIBRARIES
HUM 202 EVALUATION OF THE
CAPITAL AREA DISTRICT LIBRARY EXECUTIVE DIRECTOR
NOVEMBER 15, 2023

Procedure Overview

The Capital Area District Libraries (CADL) Board is solely responsible for developing, implementing, and accomplishing the evaluation of the Executive Director of CADL. The annual evaluation process provides an opportunity for the Library Board and Executive Director to refresh or reach mutual goals for the upcoming year.

The Chair of the CADL Board will appoint a three-person committee in September responsible for organizing and ensuring that the evaluation process is completed within the time frame indicated in the evaluation procedure.

The committee is responsible for reviewing the evaluation process and documents each year. Any recommended changes will be brought to the Board and voted on at the December meeting for use in the next evaluation cycle.

The evaluation procedure and documents adopted in December will be used for the Executive Director's evaluation that takes place in March of the following year. The documents, if amended, will be distributed to the Executive Director shortly after the December meeting.

The evaluation process includes three parts:

1. The CADL Board will evaluate the Executive Director
2. The Library Director will complete a self-evaluation using the same evaluation document as the Board.
3. The Management Team and the Branch Heads will evaluate the Executive Director.
The Management Team consists of:

Assistant Director
Collection Development Director
Finance Director
Human Resources Director
Marketing and Communication Director
Technology Director
Operations Director

CADL will use this procedure and accompanying forms to complete the Executive Director's evaluation.

Evaluation Procedure

1. The evaluation committee will distribute the CADL Board Evaluation of the Executive Director document to the Library Board members at the February Library Board meeting. The Executive Director will receive a copy of the document in January so they can review and complete it by the February Board meeting when they present their report to the Library Board.
2. At the February Library Board meeting, the CADL Executive Director will provide the Board with a written and oral report including information regarding the status of CADL and informing the Board of their accomplishments in meeting the established goals of CADL. This report should include, but is not limited to, the following information:
 - Statistical Report: A year-end compilation of statistics provided by the Director in the monthly report. i.e., circulation figures, registered patrons, technical services, outreach attendance, Mobile Library stops and usage, data base use, electronic users, library program attendance, equal opportunity as it relates to staff composition.
 - Financial Report: The current status of the budget, correlating it to expenditures towards CADL goals as well as information on the grants applied for and received.
 - Community Relations Report: Meetings or interactions with local municipalities, governmental agencies, and the efforts/meetings with the Friends of the Library Groups. Some information on what has been done to build community support for CADL should also be included.
 - New Services, Technology Report: Any new services or technology developed or implemented during the year.
 - Goals: Goals that the Executive Director set at the beginning of the evaluation year as they pertain to the operation of CADL and how those goals were achieved and describe the goals set for the upcoming year.
 - Additional Information: Should include any additional information that the Director thinks the Board should know about that directly impacts their evaluation.
3. The day after the February Library Board meeting, the CADL Staff Evaluation of the Executive Director document will be distributed electronically to the Management Team and Branch Heads. The Executive Director will be provided with a copy of the evaluation; however, it is not necessary that they review and complete this evaluation by the March Board meeting when the evaluation will take place. The evaluation will be

created and conducted in such a way that the Management Team and Branch Head respondents are anonymous.

4. The CADL Board, Management Team and Branch Heads are encouraged to complete the evaluation within two weeks. If a Board or designated Staff member neglects to return the evaluation document by the deadline indicated, the process will begin without it, and it will not be included in the compilation.
5. The evaluation committee will compile the results from the CADL Board, Management Team, and Branch Heads evaluations. The evaluation committee will use the individual ratings by the Board members/staff to arrive at a consensus rating for the Director. Board members' comments will be given verbatim as part of the compiled evaluation and the comments will be labeled with the Board member's name. The compilation should be completed by the March Committee of the Whole meeting and distributed to the Board members and the Executive Director at that time. The Management Team and Branch Heads will not receive a compilation of their responses.
6. The evaluation of the Executive Director will take place at the March Board meeting, or Board meeting as mutually agreed between the Board and the Executive Director, with the entire Board present. The evaluation will take place in an open session unless the Director requests a closed session pursuant to the Open Meetings Act. A member of the evaluation committee will take the lead role in the evaluation discussions. They will review the results of the evaluations and the Director will have the opportunity to respond to the Board's/staff's evaluation at that time. The discussions will then be opened to all of the Board members.
7. The Executive Director, the Chair of the Library Board and the representatives from the evaluation committee will sign a document indicating that the evaluation took place.

Capital Area District Library

Executive Director's Evaluation

The Director's performance has been reviewed for the period January 1, 2026 through December 31, 2026. A compilation of the evaluation documents used are attached.

Executive Director

Date _____

Board Chairperson

Date _____

Evaluation Committee Rep.

Date _____

Evaluation Committee Rep.

Date _____

BALANCE SHEET REPORT FOR CAPITAL AREA DISTRICT LIBRARIES

Balance As of 08/31/2026

GL Number	Description	YTD Balance 08/31/2026
Fund: 101 GENERAL FUND		
*** Assets ***		
Account Type: Cash		
CASH		13,250,333.66
IMPREST CASH		200.00
INVESTMENTS		7,024,871.27
Cash		20,275,404.93
Account Type: Accounts Receivable		
ACCOUNTS RECEIVABLE		134,738.91
TAXES RECEIVABLE		423,995.48
INTEREST RECEIVABLE		145,049.54
Accounts Receivable		703,783.93
Account Type: Other Assets		
PREPAID EXPENSE		228,489.50
Other Assets		228,489.50
Total Assets		21,207,678.36
*** Liabilities ***		
Account Type: Accounts Payable		
ACCOUNTS PAYABLE		287,861.40
ACCRUED SALARIES PAYABLE		(245.09)
Accounts Payable		287,616.31
Account Type: Liabilities-ST		
DEFERRED REVENUE		433,470.15
Liabilities-ST		433,470.15
Account Type: Deferred Inflows		
DEFERRED REVENUE		131,393.18
Deferred Inflows		131,393.18
Total Liabilities		852,479.64
*** Fund Equity ***		
Account Type: Unassigned		
FUND BALANCE UNDESIGNATED		1,979,476.61
FUND BALANCE DONATIONS RE		228,322.73
FUND BALANCE DONATIONS UN		262,694.32
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		21,207,678.36
BEG. FUND BALANCE		14,038,893.16
+ NET OF REVENUES & EXPENDITURES		0.00
= ENDING FUND BALANCE		14,038,893.16
+ LIABILITIES		852,479.64
= TOTAL LIABILITIES AND FUND BALANCE		14,891,372.80
OUT OF BALANCE		6,316,305.56

BOARD FS FOR CAPITAL AREA DISTRICT LIBRARIES

Balance As of 08/31/2026

*NOTE: Pct Budget does not reflect amounts encumbered.

GL Number	Description	Activity For 08/31/2026	YTD Balance 08/31/2026	2026 Amended Budget	% Bdgt Used
Fund: 101 GENERAL FUND					
Account Category: Revenues					
MILLAGE INCOME					
402	Property Tax Revenue	32,430.14	14,693,606.50	15,102,200.00	97.29
404	Renaissance Zone Reimbursement	4,885.81	4,885.81	20,000.00	24.43
437	Industrial Facilities Tax	0.00	37,712.21	38,000.00	99.24
	MILLAGE INCOME	37,315.95	14,736,204.52	15,160,200.00	97.20
PENAL FINES					
658	Penal Fines Ingham County	0.00	248,809.92	200,000.00	124.40
659	Penal Fines Eaton County	11,130.37	11,130.37	8,000.00	139.13
	PENAL FINES	11,130.37	259,940.29	208,000.00	124.97
STATE AID					
410	PPT Reimbursement	0.00	173,581.82	150,000.00	115.72
553	State Aid Direct	0.00	132,856.18	135,000.00	98.41
554	State Aid Indirect	0.00	132,856.18	135,000.00	98.41
	STATE AID	0.00	439,294.18	420,000.00	104.59
LIBRARY FEES					
630	Printing Revenue	6,355.67	44,976.27	43,550.00	103.28
631	Non Resident Fees	4,083.00	22,671.50	20,000.00	113.36
	LIBRARY FEES	10,438.67	67,647.77	63,550.00	106.45
DONATIONS					
674	Donation Income-Friends/Restricted	200.00	33,039.84	29,000.00	113.93
677	Donation Income-Unrestricted	344.72	19,107.44	28,400.00	67.28
	DONATIONS	544.72	52,147.28	57,400.00	90.85
GRANTS					
540	Grants	0.00	15,000.00	15,000.00	100.00
550	Grants-LSTA	2,994.78	2,994.78	3,000.00	99.83
	GRANTS	2,994.78	17,994.78	18,000.00	99.97
OTHER INCOME					
628	Universal Service Fund Income	0.00	(589.67)	0.00	100.00
632	Lost and Paid Books	3,508.88	27,092.47	30,000.00	90.31
665	Interest Income	46,338.28	384,957.10	400,000.00	96.24
667	RENT INCOME	0.00	37,589.36	56,000.00	67.12
673	Sale of Fixed Assets	100.00	300.00	3,000.00	10.00
675	Misc Income	971.94	15,223.81	9,000.00	169.15
680	Sponsorship Revenue	0.00	3,000.00	3,000.00	100.00
682	Insurance Claim Income	0.00	0.00	1,000.00	0.00
	OTHER INCOME	50,919.10	467,573.07	502,000.00	93.14
DUE FROM FUND BALANCES					
966	Due from Pension Reserve	0.00	0.00	360,000.00	0.00
	DUE FROM FUND BALANCES	0.00	0.00	360,000.00	0.00
	Revenues	113,343.59	16,040,801.89	16,789,150.00	95.54
Account Category: Expenditures					
SALARIES AND BENEFITS					
702	Salaries	556,517.69	4,704,535.00	7,610,000.00	61.82
714	Unemployment Insurance	0.00	0.00	3,000.00	0.00
715	FICA EMPLOYER SHARE	41,661.66	351,922.10	570,000.00	61.74
716	HEALTH INSURANCE	54,474.79	514,801.87	882,000.00	58.37
717	Life & Disability Insurance	396.66	3,607.94	6,000.00	60.13
718	Retirement	68,305.99	583,916.79	995,000.00	58.69
719	Prescription Expense	13,312.13	185,584.95	300,000.00	61.86
720	DENTAL INSURANCE	164.43	33,432.80	55,000.00	60.79
721	VISION INSURANCE	896.49	8,196.48	12,000.00	68.30
722	Workers Comp Insurance	0.00	36,322.50	41,700.00	87.10
724	Parking Main Library	4,541.00	40,781.00	54,500.00	74.83
	SALARIES AND BENEFITS	740,270.84	6,463,101.43	10,529,200.00	61.38
MATERIALS					
727	Books	87,608.71	665,892.66	1,109,000.00	60.04
728	Periodicals	99.81	37,296.25	43,050.00	86.63
729	DVD	17,035.55	145,162.92	222,000.00	65.39
730	Library of Things	1,902.18	40,575.65	54,500.00	74.45
731	Audiobooks	55,530.43	448,915.31	688,500.00	65.20
732	Music	1,852.05	20,187.96	34,500.00	58.52
733	Databases	0.00	103,554.55	110,000.00	94.14

BOARD FS FOR CAPITAL AREA DISTRICT LIBRARIES

Balance As of 08/31/2026

*NOTE: Pct Budget does not reflect amounts encumbered.

GL Number	Description	Activity For 08/31/2026	YTD Balance 08/31/2026	2026 Amended Budget	% Bdgt Used
Fund: 101 GENERAL FUND					
Account Category: Expenditures					
MATERIALS					
734	Subscription Services	228.16	63,587.66	75,250.00	84.50
735	Processing Supplies	1,602.15	21,474.87	29,750.00	72.18
736	Processing Fees	6,457.01	48,513.78	89,000.00	54.51
868	Local History Collection	0.00	10,000.00	10,000.00	100.00
MATERIALS		172,316.05	1,605,161.61	2,465,550.00	65.10
SUPPLIES					
740	Office Supplies	5,391.27	52,916.37	85,000.00	62.25
741	Postage Expense	100.00	1,673.44	6,000.00	27.89
776	Janitorial Supplies	1,618.85	10,912.71	19,900.00	54.84
862	Gas-Delivery Vehicles	2,148.35	16,791.60	20,000.00	83.96
SUPPLIES		9,258.47	82,294.12	130,900.00	62.87
PROFESSIONAL SERVICES					
820	Membership Fees	125.00	18,823.62	27,500.00	68.45
822	CONTRACTUAL SERVICES	0.00	2,472.00	2,500.00	98.88
823	Bank Fees & Services	1,806.66	12,193.66	18,000.00	67.74
825	Collection Agency Fees	674.15	4,024.05	6,000.00	67.07
826	Payroll & Print Service	3,665.93	35,254.23	50,000.00	70.51
827	Web Chat Service	895.00	7,160.00	11,000.00	65.09
828	Melcat Delivery Charges	1,090.87	52,032.11	52,000.00	100.06
829	Tutoring Services	0.00	0.00	3,000.00	0.00
831	Marketing	11,944.56	103,106.00	174,000.00	59.26
832	Programs	7,193.16	57,526.13	116,380.00	49.43
PROFESSIONAL SERVICES		27,395.33	292,591.80	460,380.00	63.55
GOVERNANCE					
805	Legal Services	0.00	17,507.42	40,000.00	43.77
806	Per Diem	0.00	240.00	10,000.00	2.40
807	Memberships - Board	0.00	75.83	1,250.00	6.07
808	Conferences - Board	0.00	0.00	7,000.00	0.00
809	Audit	0.00	19,450.00	28,000.00	69.46
GOVERNANCE		0.00	37,273.25	86,250.00	43.22
STAFF DEVELOPMENT					
810	Staff Training	172.68	29,969.60	58,250.00	51.45
811	Recruiting Expense	0.00	0.00	500.00	0.00
812	Hospitality	0.00	56.83	5,000.00	1.14
813	Employee Recognition	336.00	1,123.56	5,000.00	22.47
STAFF DEVELOPMENT		508.68	31,149.99	68,750.00	45.31
MAINTENANCE AND UTILITIES					
801	Custodial Services	20,614.01	151,490.36	244,580.00	61.94
802	SECURITY SERVICES	16,139.69	133,842.52	163,090.00	82.07
850	Telephone	1,697.05	13,641.15	22,410.00	60.87
864	Vehicle Maintenance - Delivery	139.61	6,181.35	10,000.00	61.81
922	Steam and Gas	676.43	82,627.39	116,500.00	70.92
923	Electricity	24,980.76	131,166.42	219,600.00	59.73
924	Water and Sewer	1,246.10	13,303.97	26,400.00	50.39
925	Trash	715.58	6,214.31	9,790.00	63.48
930	Building Maintenance	1,568.67	47,932.29	141,580.00	33.86
MAINTENANCE AND UTILITIES		67,777.90	586,399.76	953,950.00	61.47
OTHER EXPENSE					
861	Local Travel	3,263.24	12,525.43	20,000.00	62.63
955	Millage Income Refund	0.00	1,303.23	60,000.00	2.17
956	Property & Liability Insurance	0.00	42,291.00	75,000.00	56.39
957	Miscellaneous Expense	167.50	1,928.10	6,000.00	32.14
958	Sales/Use Tax	177.55	177.55	1,000.00	17.76
959	SPECIAL ASSESSMENT & PROPERTY TAX	0.00	15,411.28	17,000.00	90.65
960	Donation Expense Restricted	884.09	23,734.16	24,000.00	98.89
961	Donation Expense Unrestricted	420.00	6,726.78	22,500.00	29.90
OTHER EXPENSE		4,912.38	104,097.53	225,500.00	46.16
TECHNOLOGY EXPENSES					
878	Firewall Upgrade Project	0.00	633.44	5,000.00	12.67
895	Internet Access	3,340.20	7,635.00	17,690.00	43.16
896	Internet Access - Hotspots	6,111.14	37,941.15	56,640.00	66.99
898	Computer System Services	111.87	50,049.03	74,270.00	67.39
905	Computer Software	737.24	78,700.42	94,200.00	83.55

BOARD FS FOR CAPITAL AREA DISTRICT LIBRARIES

Balance As of 08/31/2026

*NOTE: Pct Budget does not reflect amounts encumbered.

GL Number	Description	Activity For 08/31/2026	YTD Balance 08/31/2026	2026 Amended Budget	% Bdgt Used
Fund: 101 GENERAL FUND					
Account Category: Expenditures					
TECHNOLOGY EXPENSES					
906	Computer Hardware	2,181.95	17,515.33	51,700.00	33.88
907	LIBRARY SYSTEMS SOFTWARE	0.00	165,700.99	170,650.00	97.10
911	Mobile Training Lab	0.00	0.00	51,000.00	0.00
	TECHNOLOGY EXPENSES	12,482.40	358,175.36	521,150.00	68.73
CAPITAL OUTLAY					
873	Building Upgrades	0.00	24,110.00	25,000.00	96.44
917	SECURITY CAMERAS	0.00	0.00	24,020.00	0.00
967	Outreach Projects	254.14	27,070.58	70,500.00	38.40
980	Staff Furn & Equipment	1,322.52	8,187.45	26,500.00	30.90
982	BUILDINGS	1,400.00	87,189.34	295,238.00	29.53
987	GRANT EXPENSES	70.10	17,694.11	18,000.00	98.30
	CAPITAL OUTLAY	3,046.76	164,251.48	459,258.00	35.76
DEBT SERVICES					
929	SBITA/LEASE PRINCIPAL PAYMENTS	0.00	0.00	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	0.00	0.00	800,000.00	0.00
	DUE TO FUNDS	0.00	0.00	800,000.00	0.00
	Expenditures	1,037,968.81	9,724,496.33	16,955,888.00	57.35
Fund 101 - GENERAL FUND:					
	TOTAL REVENUES	113,343.59	16,040,801.89	16,789,150.00	95.54
	TOTAL EXPENDITURES	1,037,968.81	9,724,496.33	16,955,888.00	57.35
	NET OF REVENUES & EXPENDITURES:	(924,625.22)	6,316,305.56	(166,738.00)	

CAPITAL AREA DISTRICT LIBRARIES

HUM 103 Travel Policy

SEPTEMBER 20, 2023

I. Purpose

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

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

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

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

2. General Guidelines

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

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

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

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

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

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

Reimbursable Expenses

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

Non-Reimbursable Expenses

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

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

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

3. Ground Transportation

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

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

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

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

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

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

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

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

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

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

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

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

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

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

4. Meals

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

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

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

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

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

5. Lodging & Air Travel Guidelines

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

5.1 Lodging

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

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

5.2 Air Travel Guidelines

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

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

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

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

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

6. Personal Travel

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

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

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

CAPITAL AREA DISTRICT LIBRARIES
HUM 106 SERVICE CLUB MEMBERSHIP
SEPTEMBER 20, 2023

Professional staff members are encouraged to participate in community service clubs, organizations or groups located within the library service area. These organizations give employees an opportunity to make a positive contribution to the community and give the library a greater visibility in the community.

Membership is voluntary.

Membership fees and meal costs may be reimbursed up to \$1000 per year for Management Staff and \$500 per year for other employees. Any donations, costs for fundraising activities, or costs in excess of \$500 are the employee's individual responsibility.

Active participation in the organization is a requirement. Library staff members will share information with each other and use the information gathered to develop library services targeted at specific community needs.

In general, no more than one staff member should join any one community organization except for organizations such as the League of Woman Voters, AAUW, etc. which covers a broad geographical area.

Some organizations such as the Chamber of Commerce, Economic Club, MABA, etc. offer membership to organizations, not to individuals. Those organizations are not covered by this policy.

Applications for membership in service clubs need to be approved by an employee's supervisor and by the Executive Director or the Assistant Director.

CAPITAL AREA DISTRICT LIBRARIES HUM 107 HARASSMENT POLICY

November 15, 2017

Capital Area District Libraries prohibits harassment of any employee. CADL is committed to providing a work environment that is free from any form of discriminatory actions, words, jokes, or comments based on an individual's gender identity or expression, sexual orientation, race, ethnicity, age, religion, weight or any other legally protected characteristic. CADL is further committed to its employees that CADL will not tolerate a hostile work environment.

Any employee who feels subjected to discrimination, harassment or a hostile work environment based on their gender identity or expression, sexual orientation, race, ethnic, age, religion, weight or any other legally protected characteristic is required to immediately report it to their supervisor or the Human Resources Director. At any time, complaints may also be directed to the CADL Executive Director and/or the CADL Board. All complaints will be taken seriously and will be investigated. If the complaint is found to have merit, disciplinary action will be taken against the offending employee. Within the sole discretion of CADL and depending on the severity of the misconduct, the employee may be disciplined up to and including discharge.

If the harasser is a non-employee (e.g. library patron, repairperson), the same reporting process should be followed. If the complaint has merit and within the sole discretion of CADL, CADL may suspend the person's right to use or visit our facilities or, if necessary, pursue available legal options.

Complaints of this nature will be maintained in confidence and information disclosed only to the extent necessary to complete the investigation and determine the appropriate resolution.

CADL prohibits any retaliation against an employee who makes a good faith complaint or participates in an investigation under this policy.

Signature

Date

Please print name

CAPITAL AREA DISTRICT LIBRARIES
HUM 107(a) SEXUAL ASSAULT
October 17, 2018

CADL is committed to creating a community free from violence. Sexual assault, as defined by State and Federal laws, will not be tolerated at CADL.

The Criminal Sexual Conduct Statutes of Michigan define sexual assault as a crime involving forced or coerced *sexual penetration* (first and third degree) or *sexual contact* (second and fourth degree).

CADL recognizes the necessity of a community which is open and intellectually stimulating, where diversity of ideas is valued, and every person's safety, dignity, and autonomy is respected regardless of gender identity or expression, sexual orientation, race, ethnicity, age, religion, weight, or any other legally protected characteristic.

Any employee who feels subjected to sexual assault or the threat thereof is required to immediately report it to their supervisor or the Human Resources Director. At any time such reports may also be directed to the CADL Executive Director and/or a member of the CADL Board. All reports will be taken seriously and will be investigated.

CADL prohibits any retaliation against an employee who makes a good faith complaint or participates in an investigation under this policy.

CADL will protect the privacy of individuals involved in such a report to the extent permitted by law and CADL's policies and procedures. However, it should be recognized that an investigation may involve interviews with a number of persons to inquire if they have relevant evidence, and extremely sensitive information may be gathered. While such information is considered confidential, CADL policy may also require the disclosure of certain information during or following an investigation. CADL may also be required, depending on the applicable laws, to disclose such reports to the appropriate legal authorities. If the report has merit, disciplinary action will be taken against the offending employee. Within the sole discretion of CADL and depending on the severity of the misconduct, the offending employee may be disciplined up to and including discharge.

If the accused is a non-employee (e.g. library patron, repairperson), the same reporting process should be followed. If the complaint has merit and within the sole discretion of CADL, CADL may suspend the person's right to use or visit our facilities or, if necessary, pursue available legal options.

Nothing in this policy is meant to prohibit, prevent, or discourage an individual from reporting actual or suspected criminal activity including sexual assault to the appropriate legal authority.

CAPITAL AREA DISTRICT LIBRARIES
HUM 108 NEPOTISM POLICY
SEPTEMBER 20, 2023

The Capital Area District Libraries (CADL) follows a policy of equal opportunity in employment. This Nepotism Policy helps to accomplish this purpose and avoid any potential problems with discrimination, favoritism, and conflict of interest in the hiring process.

Immediate relatives of members of the CADL Board are not eligible for employment with CADL, except those employed prior to the appointment of the Member to the Board.

Immediate relatives of the Executive Director are not eligible for employment with CADL, except those employed prior to the hiring or promotion of the Executive Director.

Immediate relatives of other CADL employees may be employed, provided they:

1. do not have a supervisory and/or subordinate relationship,
2. are not employed in the same department or building. The administrative offices are considered a separate building for the purposes of this policy.
3. disclose their familial relationship with CADL employees on their application form,
4. compete openly with all other applicants,
5. are not interviewed by an immediate relative, and
6. are not given special consideration during the course of employment.

Employees will not be promoted, transferred or reassigned if such action would lead to a breach of this policy. If, in the opinion of the Executive Director, the marriage of two employees creates a conflict with this policy, one of the employees will be transferred to an equivalent position at the earliest practicable time.

Upon specific request, this policy may be waived, at the discretion of the CADL Board by an affirmative majority vote.

Definition: Immediate relatives are defined as spouse, natural, adopted and foster children, parents, grandparents, brothers, sisters, half-brothers and sisters, grandchildren, aunts, uncles, nieces, nephews, first-cousins, and persons married to them.

CAPITAL AREA DISTRICT LIBRARIES

HUM 110 WORKERS COMPENSATION

SEPTEMBER 24, 2025

- The Human Resources Department will be responsible for the administration of the Workers Compensation Program.
 - Employees are responsible for reporting every work-related injury or illness immediately to their supervisor, regardless of the severity,
 - 9-1-1- should be called immediately If the employee's illness/injury is life-threatening and the employee should be transported to the nearest emergency room. A supervisor in doubt about the severity of the illness/injury should also call 9-1-1- if they believe the employee needs immediate attention.
 - If the illness/injury is not life threatening and occurs between 8:00 am – 5:00 pm Monday through Friday, then the employee should go to UMH-Sparrow Occupational Health Services or UMH-Sparrow Urgent Care. They may also go to Work Health Occupational Medical Center. The supervisor must complete the "Authorization to Treat" form and the employee must sign it. If the illness/injury is not life threatening and occurs after 5:00 pm or on a holiday or weekend, the employee can go to either UM Health-Sparrow Lansing Hospital or McLaren Emergency Room. They must have the "Authorization to Treat" form. If an injury is so urgent that the employee cannot obtain the form beforehand, the Executive Director or Human Resources Director may approve an exception when justified by the circumstances.
- The employee's immediate supervisor is responsible for notifying the Human Resources Director immediately and completing an "Employers Basic Report of Injury" as quickly as possible after the illness/injury occurred. The form must be completed even if the employee did not seek treatment. The Human Resources Director must be notified if the employee went home or is off work due to the illness/injury.
- If the worker's compensation claim is approved, the benefits the employee receives depends on the employee's compensation at the time of illness/injury and the duration of the illness/injury.
 - If the work-related illness/injury lasts less than 7 days, the covered benefit is limited to medical expenses. Lost wages from the first 7 days are not

reimbursed, however an employee may use sick, vacation or personal leave in accordance with CADL policy to cover these days.

- If the work-related illness/injury lasts more than 7 days but less than 14 days, the covered benefit includes medical expenses. Lost wage reimbursement begins on the 8th day the employee is off work.
- If the work- related illness/injury lasts 14 days or longer, the covered benefits include related medical expenses. Lost wages are reimbursed from the date of the initial injury.
- Any employee off work due to a work-related illness/injury can record paid time for re-checks by their workers compensation physician, however, additional visits including, physical therapy or other medical treatments directed by the physician must be done on the employee's own time.
- If an employee is off work due to a work-related illness/injury AND is receiving lost wage reimbursements from the workers compensation carrier, the employee may use up to 2 days of sick time per pay period to supplement their workers compensation payments. Employees who want to exercise this option must contact the Human Resources Office and make such request in writing.
- If the employee is off work due to a work-related illness/injury AND is given work restrictions by their physician, the employee may request a temporary light-duty assignment so that they may continue working instead of receiving workers compensation benefits. An employee who makes such request will be reviewed on a case-by-case basis and any decision regarding whether to allow or to continue such light duty will be made at the sole discretion of the Employer.