

**CAPITAL AREA DISTRICT LIBRARIES  
BOARD MEETING**

5:30 PM, WEDNESDAY, MAY 20, 2020

VIRTUAL MEETING

+1 517-317-8953, Conference ID: 220 181 475#



**Mission Statement:**

Empowering our diverse communities to learn, imagine and connect.

**AGENDA**

CALL TO ORDER

ROLL CALL

COMMUNICATIONS

PUBLIC COMMENTS ON AGENDA ITEMS

CONSENT AGENDA

1. Approval of Agenda (enc – action)
2. Approval of Minutes April 22, 2020 (enc – action)
3. Disbursements for April 2020 (enc – action)

CHAIRPERSON'S COMMENTS

NEW BUSINESS

General

1. 2019 Audit Report Presentation – Nathan Baldermann, Rehman (action)
2. Election of Officers (Action)
3. SER 103F Code of Conduct Social Distancing Policy (enc – action)
4. Legislative Update
5. Community Contacts

Finance

1. April 2020 Financial Report (enc – action)
2. RB Digital Recommendation (enc – action)

DIRECTOR'S REPORT

PUBLIC, STAFF, AND BOARD MEMBER COMMENTS

EXECUTIVE DIRECTOR'S EVALUATION

ADJOURNMENT

# **CAPITAL AREA DISTRICT LIBRARIES BOARD MEETING**

April 15, 2020

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

**Members Absent:** Sally Trout

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

**Others Present:** Lindsay Dangl

## **CALL TO ORDER**

The Chairperson called the meeting to order at 5:35 p.m.

## **ROLL CALL**

Bloomquist – Present

Bossenbery – Present

Croff – Present

Drake – Present

Johnson – Present

Jones – Present

Trout – Absent

Jeff Croff made a motion to excuse the absence of Sally Trout. Vern Johnson seconded the motion. Yes (6): Bloomquist, Bossenbery, Croff, Drake, Johnson, Jones No: (0), Absent (1): Trout. The motion carried.

## **COMMUNICATION**

There are no communications.

## **PUBLIC COMMENT ON AGENDA ITEMS**

There are no public comments on agenda items.

## **CONSENT AGENDA**

### **I. Approval of Agenda**

Margaret Bossenbery made a motion to remove General item I from the agenda and to replace it with Election of Officers. Vern Johnson seconded the motion. Yes (6): Bloomquist, Bossenbery, Croff, Drake, Johnson, Jones No: (0), Absent (1): Trout. The motion carried. This motion was withdrawn by Margaret Bossenbery.

Jeff Croff made a motion to move General item one and Finance items one through five to the consent agenda. Vern Johnson seconded the motion. Yes (6): Bloomquist,

Bossenbery, Croff, Drake, Johnson, Jones No: (0), Absent (1): Trout. The motion carried.

Margaret Bossenbery made a motion to approve the agenda as amended. Vern Johnson seconded the motion. Yes (6): Bloomquist, Bossenbery, Croff, Drake, Johnson, Jones No: (0), Absent (1): Trout. The motion carried.

2. Approval of Minutes February 19, 2020

The minutes of February 19, 2020 were approved by consent.

3. Disbursements for March 2020

The disbursements of March 2020 were approved by consent.

## **CHAIRPERSON'S COMMENTS**

Board Chair Debora Bloomquist appointed herself to the Nomination Committee and has unofficially appointed the following board members to the following positions:

- Sally Trout – Board Chair
- Jeff Croff - Vice Chair
- Vern Johnson - Treasurer
- DeYeya Jones - Secretary

The election of officers will take place at CADL's next meeting in May.

Debora Bloomquist thanked CADL's management team and employees for keeping CADL's presence viable during this closure. Our digital presence is very much appreciated.

## **NEW BUSINESS**

### **General**

1. Appointment of Board Nomination Committee

The appointment of Board Nomination Committee was approved by consent.

2. Read Off Fines Recommendation

It is recommended to incorporate read off fines into the Summer Reading Program by providing a coupon for up to \$5 off fines for all children and teens participating in the program as a "level" prize. Implementing this will help the Read Off Fines program reach a larger audience. Additionally, it is recommended to provide \$1 coupons for all children and teens who attend Summer Food events at a library location and participate in the day's Summer Reading activity.

Jeff Croff made a motion to approve the Read Off Fines recommendation. DeYeya Jones seconded the motion. Yes (6): Bloomquist, Bossenbery, Croff, Drake, Johnson, Jones No: (0), Absent (1): Trout. The motion carried.

### **Finance**

1. March 2020 Financial Report

The March 2020 Financial Report was approved by consent.

2. FIN 104 Credit Card Policy  
The FIN 104 Credit Card Policy was approved by consent.
3. FIN 105 Purchasing Policy  
The FIN 105 Purchasing Policy was approved by consent.
4. E-Rate Firewall Refresh and Security Services Recommendation  
The E-Rate Firewall Refresh and Security Services Recommendation was approved by consent.
5. E-Rate Wired Network Switch Replacement Recommendation  
The E-Rate Wired Network Switch Replacement Recommendation was approved by consent.
6. Lynda.com/LinkedIn Learning Recommendation  
It is recommended to re-subscribe to Lynda.com/LinkedIn Learning due to the current pandemic crisis and “Stay Home, Stay Safe” order. Online learning content is more important than ever. It will demonstrate the library is relevant and sensitive to the unique learning needs that social distancing and school closures have created. The cost for a 9-month subscription for the remainder of the year is \$15,000. No budget adjustment is required to make this purchase.

Vern Johnson made a motion to approve the Lynda.com/LinkedIn Learning Recommendation. Jeff Croff seconded the motion. Yes (6): Bloomquist, Bossenbery, Croff, Drake, Johnson, Jones No: (0), Absent (1): Trout. The motion carried.

## **PUBLIC, STAFF, AND BOARD MEMBER COMMENTS**

There are no public, staff or Board member comments.

## **ADJOURNMENT**

Margaret Bossenbery made a motion to adjourn the meeting. Vern Johnson seconded the motion. Yes (6): Bloomquist, Bossenbery, Croff, Drake, Johnson, Jones No: (0), Absent (1): Trout. The motion carried. The Board meeting was adjourned at 5:57 p.m.

**CAPITAL AREA DISTRICT LIBRARY DISBURSEMENTS**  
**April 1 through April 30, 2020**

Check No.	Payment Date	Payee	Check Amount	Description
000000051192	4/20/2020	ALERUS FINANCIAL	14,242.22	Retirement
000000051193	4/20/2020	A & D AUTO & BODY REPAIR	980.13	Vehicle repair-BKM
000000051194	4/20/2020	SYNCB/AMAZON	344.17	Various charged products/services
000000051195	4/20/2020	BRD PRINTING INC.	610.54	Marketing-brochures
000000051196	4/20/2020	BOLING JANITORIAL SERVICE INC	6,821.10	Custodial services-Mar20
000000051197	4/20/2020	BARYAMES CLEANERS INC	108.16	Marketing-misc
000000051198	4/20/2020	BOOK DEPOT	4,462.67	Outreach projects
000000051199	4/20/2020	CENTRAL BUSINESS SYSTEMS INC	261.10	Copier lease
000000051200	4/20/2020	CINTAS CORPORATION #725	378.05	Mat service-Mar20
000000051201	4/20/2020	CAPITAL AREA CLEANING SUPPLY	1,615.64	Janitorial supplies-Mar20
000000051202	4/20/2020	CENTRAL SECURITY ALARM INC	117.00	Building maintenance-qtrly
000000051203	4/20/2020	CATALYST TECHNOLOGY GROUP INC	650.00	Computer software
000000051204	4/20/2020	DTE ENERGY	100.10	Utilities
000000051205	4/20/2020	DOOR PRO LLC	3,460.00	Building maintenance-DL
000000051206	4/20/2020	DBI BUSINESS INTERIORS	697.49	Office supplies-Mar20
000000051207	4/20/2020	VILLAGE OF DANSVILLE	63.00	Utilities
000000051208	4/20/2020	R.A. DINKEL & ASSOCIATES INC.	2,064.71	Office supplies-resellable
000000051209	4/20/2020	DELTA DENTAL PLAN OF MICHIGAN	1,769.85	Employee insurance
000000051210	4/20/2020	44 NORTH	9,813.54	Insurance health claims
000000051211	4/20/2020	FP MAILING SOLUTIONS	156.00	Postage
000000051212	4/20/2020	CHASE CARD SERVICES	7,007.14	Various charged products/services
000000051213	4/20/2020	FRESH TRACKS INC	10,072.00	Carpet/Furniture cleaning
000000051214	4/20/2020	BETSY HULL	169.18	Donation expense, Program
000000051215	4/20/2020	HOME DEPOT CREDIT SERVICES	335.48	Building maintenance
000000051216	4/20/2020	IMPACT SOLUTIONS	2,625.00	Marketing-giveaways
000000051217	4/20/2020	IRON MOUNTAIN INTELLECTUAL PROPEI	315.00	Property & Liability insurance
000000051218	4/20/2020	JAMF SOFTWARE LLC	5,200.00	Computer software
000000051219	4/20/2020	DENISE KELLY VOICE-OVERS INC	75.00	Marketing-ads
000000051220	4/20/2020	KANOPY INC	2,489.00	DVD streaming service-Mar20
000000051221	4/20/2020	MICHIGAN FLEET FUELING SOLUTIONS L	628.78	Gas for vehicles
000000051222	4/20/2020	LINKEDIN CORPORATION	15,000.00	Databases
000000051223	4/20/2020	MIDWEST TAPE	38,369.85	Hoopla
000000051224	4/20/2020	MICHIGAN LIBRARY ASSOCIATION	85.00	Memberships
000000051225	4/20/2020	WKAR/BROADCASTING SERVICES	1,600.00	Marketing-ads
000000051226	4/20/2020	M3 GROUP INC	400.00	Marketing-ads
000000051227	4/20/2020	CITY OF MASON	2,145.12	Millage income refund

000000051228	4/20/2020	MACDONALD BROADCASTING	1,272.00	Marketing-ads
000000051229	4/20/2020	MURPHY & SPAGNUOLO PC	1,002.00	Legal fees-Mar20
000000051230	4/20/2020	OVERDRIVE INC	20,000.00	Prepaid expense-Overdrive
000000051231	4/20/2020	PLYMOUTH ROCKET INC	475.00	Computer software
000000051232	4/20/2020	PRIDE SOURCE MEDIA GROUP	325.00	Marketing-ads
000000051233	4/20/2020	RICOH USA INC	47.39	Copier lease
000000051234	4/20/2020	ROSE PEST SOLUTIONS	48.00	Building maintenance
000000051235	4/20/2020	STAPLES ADVANTAGE	273.98	Office supplies-Mar20
000000051236	4/20/2020	SPARTAN WATER & COFFEE SERVICE	113.52	Miscellaneous expense-resellable
000000051237	4/20/2020	TOWNSQUARE MEDIA LANSING	5,474.00	Marketing-ads
000000051238	4/20/2020	TRANE U.S. INC	991.00	Building maintenance
000000051239	4/20/2020	UNUM LIFE INSURANCE CO OF AMERICA	496.34	Employee insurance
000000051240	4/20/2020	UNUM LIFE INSURANCE CO OF AMERICA	1,260.12	Employee insurance
000000051241	4/20/2020	UAW LOCAL 2256	3,363.90	Union dues-Mar20
000000051242	4/20/2020	UNIQUE MANAGEMENT SERVICES INC	227.70	Collection agency fees-Mar20
000000051243	4/20/2020	UNIQUE INTEGRATED COMMUNICATIONS	895.00	Chat service-Mar20
000000051244	4/20/2020	VANTAGE TRANSFER AGENT	3,565.86	Employee retirement
000000051245	4/20/2020	WLAJ	780.00	Marketing-ads
000000051246	4/20/2020	WSYM LANSING FOX47	1,385.00	Marketing-ads
000000051247	4/20/2020	WWSJ-1580	420.00	Marketing-ads
000000051248	4/20/2020	WATERLOGIC INC	270.00	Miscellaneous expense
000000051249	4/20/2020	WILX	1,500.00	Marketing-ads
ACH		VISION SERVICE PLAN	834.48	Employee insurance
ACH		CONSUMERS ENERGY	3,963.17	Utilities
ACH		FRONTIER	623.41	Telephone
ACH		DELTA DENTAL PLAN OF MICHIGAN	1,769.85	Employee insurance
ACH		BOARD OF WATER & LIGHT	31,917.29	Utilities
ACH		GRANGER	255.42	Trash service
ACH		TASC	2899.89	Prescription expense
ACH		ABRAHAM WASHINGTON LLC	4,100.43	Parking
ACH		DK SECURITY	3,514.60	Security services
ACH		MAXOR	18,188.93	Prescription expense
ACH		PHYSICIANS HEALTH PLAN	103,788.82	Employee insurance-Apr & May20
ACH		TOTAL SOLUTIONS INCORPORATED	25,300.88	Rethink the linc
		MERS Mar20	54,654.23	Retirement
		PAYCHEX PAYROLL Apr 3, 2020	196,681.83	Salaries
			1,238.06	Payroll services
			16,295.46	FICA Employer Share
		PAYCHEX PAYROLL Apr 17, 2020	202,983.54	Salaries

1,164.57	Payroll services
16,724.80	FICA Employer Share
<b>866,317.49</b>	

## SER 103f SOCIAL DISTANCING POLICY TO RESPOND TO COVID-19 PANDEMIC

May 20, 2020

Capital Area District Libraries endeavors to provide a welcoming environment for patrons of all ages. CADL seeks to provide the public access to information at its facilities but also to create an environment that is reasonably safe for our patrons and staff. While CADL cannot guarantee prevention of infection transmission, it is our intention to permit access to the library facilities and library materials while still complying with all applicable Executive Orders, CDC guidelines, and other reasonable recommendations to prevent transmission of COVID-19 and look out for the safety of our patrons and staff. All patrons are expected to act in a peaceful and orderly manner, complying with the restrictions stated herein.

This Social Distancing Policy supercedes any portions of the Library Code of Conduct or any other Library policy which contradicts its terms. This Social Distancing Policy is intended to be temporary to reasonably respond to the COVID-19 pandemic.

**Social Distancing Requirements: These provisions temporarily suspend, supplement, and replace any contradictory statements in Policy SER 103.**

As CADL begins to reopen its services to the public, this will be done gradually through varying levels of service so as to allow the most access to library services while following all applicable Executive Orders. These levels of service will consist of curbside or door pickup of library materials, limiting the number of people in our buildings at a time and finally regular services and hours with some social distancing guidelines in place.

While in the Library, all patrons and employees are to maintain a distance of at least six feet from one another to the maximum extent possible. Any individual able to medically tolerate a face covering must wear a covering over his or her nose and mouth—such as a homemade mask, scarf, bandana, or handkerchief—when in the library.

Patrons are expected to follow recommendations for good hygiene including frequent and thorough handwashing and covering of the nose and mouth if you cough or sneeze.

At each level of service, even though CADL is open to the public, anyone who is experiencing any symptoms indicative of COVID-19 including, but not limited to a new cough and/or a fever, or anyone who has had contact with a person with a confirmed diagnosis of COVID-19, for the safety of all others on the premises is not permitted to enter the Library branch until cleared by a medical professional to do so. Anyone entering the premises who displays such symptoms may be asked to leave the library.

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

the seriousness of the potential spread of COVID-19, even a second violation will not be tolerated. See Library Code of Conduct.

**Vulnerable Populations:** CADL will make reasonable efforts to accommodate access to the library for vulnerable populations to COVID-19 including people over 60, pregnant women, and those with chronic conditions like heart disease, diabetes, and lung disease, which will be based upon the directions of government leaders and CDC recommendations as the situation evolves.

**Children/Minors:** These provisions temporarily suspend and replace any contradictory statements in Policy SER 103a. Capital Area District Libraries wants children to use its facilities and services. Young children in the library should always be accompanied by a parent/guardian or assigned caregiver. Parents should be advised that the library is a public place and unattended children are vulnerable. The safety of children left alone in a library building is a serious concern of the library staff. The responsibility for the safety and behavior of children in the library rests with the parent/caregiver and not with library personnel. Library employees cannot be responsible for children who are unattended or demonstrating inappropriate behavior.

In order to ensure social distancing requirements herein are followed by the youth using the library, the following guidelines will be followed concerning the care and behavior of young library users:

Children under age 13 must have a parent/adult caregiver (over age 18) in the immediate vicinity of and in visual contact with the child. The assigned caregiver must be a responsible person and must carry emergency contact information. If a child in this age group violates the Library Code of Conduct or any other library policy, the child and the parent/caregiver will be informed of the rules. If inappropriate behavior continues, both the child and the parent/adult caregiver will be asked to leave the library. If a child in this age group is found unattended, library staff will attempt to locate the parent/caregiver in the library and inform him/her of the rules. If the parent/caregiver cannot be found, or if the child is found unattended again, the police may be called for assistance.

Children age 13 and older may use the library on their own. However, parents/guardians/caregivers are still responsible for the actions and the well-being of their child(ren). Unattended children age 13 and older are welcome to use the library so long as they comply with this and all other library policies. If a child in this age group violates the Library Code of Conduct or any other library policy, the child will be informed of the rules. If inappropriate behavior continues, the child will be asked to leave the library. All children should have the telephone number of someone who can assist them in an emergency. If a child in this age group is not able to leave the library without an adult (due to inclement weather or after dark, for example), a staff member will call the child's parent/legal guardian or emergency contact. If they cannot be reached, the police may be called for assistance.

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

Penalties: Patrons who do not adhere to this policy will be asked to leave the library. Repeat offenders may be denied access to the library for longer periods of time. Due to the seriousness of the potential spread of COVID-19, even a second violation will not be tolerated. See Library Code of Conduct.

5/8/2020

Capital Area District Library  
Balance Sheet  
4/30/2020  
UNAUDITED

**ASSETS**

	Current Year	Previous Year
Current Assets:		
Cash	10,893,061.26	9,454,014.54
Imprest Cash	2,612.00	2,612.00
Investments	5,681,029.91	6,444,725.67
Prepaid Expenses	24,092.30	40,361.52
Accounts Receivable	6,154.53	262.37
Taxes Receivable	1,105,670.25	726,689.73
Interest Receivable	0.00	10,055.06
Total Current Assets	17,712,620.25	16,678,720.89
Total Assets	17,712,620.25	16,678,720.89

**LIABILITIES AND FUND BALANCE**

Current Liabilities:		
Accounts Payable	14,180.38	2,145.00
Accrued Employee Benefits Payable	44,134.99	40,770.37
Materials Payable	0.00	10.53
Deferred Revenue	1,111,881.49	726,689.73
Total Current Liabilities	1,170,196.86	769,615.63
Fund Balance:		
Fund Balance Undesignated	814,793.46	976,264.04
Fund Balance Donations Restricted	415,898.83	291,935.90
Fund Balance Donations Unrestricted	170,914.39	71,599.79
Fund Balance Capital Projects	499,999.66	499,999.66
Fund Balance Contingency	5,190,687.10	5,190,687.10
Fund Balance Automation	500,000.00	500,000.00
Fund Balance Operations	983,000.00	1,405,000.00
Fund Balance Pension Reserve	1,200,000.00	487,120.00
Profit (loss) for period	6,767,129.95	6,486,498.77
Total Unapplied Fund Balance	(16,542,423.39)	(15,909,105.26)
Total Liabilities and Fund Balance	17,712,620.25	16,678,720.89

5/11/2020

Capital Area District Library  
Statement of Revenue and Expenditures  
Fiscal Year Ending December 31, 2020  
4/30/2020  
Unaudited

Revenues  
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	Current Month	Year to Date	2020 Budget	%
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Millage Income				
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Property Tax Revenue	66,215.73	9,798,943.36	10,795,000.00	90.77
Renaissance Zone Reimbursment	0.00	0.00	60,000.00	0.00
Industrial Facilities Tax	0.00	48,010.76	63,000.00	76.21
Total Tax Revenue	66,215.73	9,846,954.12	10,918,000.00	90.19
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Penal Fines				
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Penal Fines Ingham County	0.00	0.00	388,000.00	0.00
Penal Fines Eaton County	0.00	0.00	12,000.00	0.00
Total Penal Fines	0.00	0.00	400,000.00	0.00
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State Aid				
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State Aid Direct	47,400.37	47,400.37	95,000.00	49.90
State Aid Indirect	47,400.37	47,400.37	95,000.00	49.90
PPT Reimbursement	0.00	152,912.65	153,000.00	99.94
Total State Aid	94,800.74	247,713.39	343,000.00	72.22
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Library Fees				
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Overdue Fines	611.09	33,339.39	140,000.00	23.81
Non Resident Fees	700.00	8,257.07	29,000.00	28.47
Printing Revenue	0.00	14,066.40	56,000.00	25.12
Total Library Fees	1,311.09	55,662.86	225,000.00	24.74
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Donations / Grants:				
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Donation Income Restricted	0.00	21,500.79	90,000.00	23.89
Donation Income Unrestricted	310.00	15,346.20	16,000.00	95.91
MMLC Grants	0.00	0.00	9,000.00	0.00
Total Donations	310.00	36,846.99	115,000.00	32.04
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Other Income				
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Interest Income	4,790.02	63,140.77	185,000.00	34.13

MMLC Reimbursement	0.00	0.00	95,000.00	0.00
Lost and Paid Books	350.27	5,175.41	25,000.00	20.70
Sponsorship Revenue	0.00	0.00	5,000.00	0.00
Sale of Fixed Assets	0.00	6,336.21	8,000.00	79.20
Misc Income	0.00	1,475.68	5,000.00	29.51
Universal Service Fund Income	0.00	0.00	165,800.00	0.00
Total Miscellaneous Income	5,140.29	76,128.07	488,800.00	15.57
Due From Fund Balances				
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Due from Pension Reserve	0.00	0.00	120,000.00	0.00
Due From Undesignated Fund Balan	0.00	0.00	93,500.00	0.00
Due From Operations Fund	0.00	0.00	484,000.00	0.00
Due from Donation Balance	0.00	0.00	105,000.00	0.00
Total Due From Funds	0.00	0.00	802,500.00	0.00
TOTAL OPERATING REVENUE	167,777.85	10,263,305.43	13,292,300.00	77.21

## Expenditures

	Current Month	Year to Date	2020 Budget	%
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Salaries and Benefits				
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Salaries	446,634.27	1,679,656.95	6,187,000.00	27.15
Unemployment Insurance	0.00	0.00	5,150.00	0.00
FICA	33,020.28	124,057.13	473,100.00	26.22
Health Insurance	50,389.19	234,893.43	633,000.00	37.11
Prescription Expense	18,859.70	69,596.98	188,150.00	36.99
Dental Insurance	3,463.40	12,970.44	57,747.00	22.46
Vision Insurance	834.48	3,310.56	12,490.00	26.51
Life & Disability Insurance	291.92	1,184.83	4,540.00	26.10
Retirement	44,032.03	125,051.51	536,000.00	23.33
Workers Comp Insurance	0.00	9,489.50	19,500.00	48.66
Parking Main Library	4,100.43	16,431.72	49,596.00	33.13
Total Salaries and Benefits	601,625.70	2,276,643.05	8,166,273.00	27.88
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Materials				
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Books	31,331.15	194,520.92	923,456.00	21.06
Periodicals	(217.64)	50,440.14	62,019.00	81.33
DVD	11,250.44	54,815.12	233,644.00	23.46
Library of Things	383.10	9,612.05	50,750.00	18.94
Audiobooks	29,061.09	94,084.31	417,688.00	22.53
Music	2,611.35	13,386.43	64,098.00	20.88
Processing Supplies	0.00	5,225.59	26,500.00	19.72
OCLC	0.00	24,039.34	89,850.00	26.75
Database Subscriptions	0.00	61,373.80	63,350.00	96.88
Databases	15,000.00	88,948.06	89,415.00	99.48
Total Materials	89,419.49	596,445.76	2,020,770.00	29.52
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Supplies				
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Office Supplies	3,175.91	16,021.65	90,000.00	17.80
Postage Expense	156.00	3,332.78	11,000.00	30.30
Gas Delivery Vehicles	628.78	2,761.22	15,836.00	17.44
Gas Bookmobile	0.00	684.59	6,304.00	10.86
Janitorial Supplies	1,615.64	3,539.02	20,587.00	17.19
Total Supplies	5,576.33	26,339.26	143,727.00	18.33

## Professional Services

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Membership Fees	85.00	2,254.00	20,850.00	10.81
Collection Agency Fees	227.70	1,084.05	4,850.00	22.35
Web Chat Service	895.00	2,685.00	11,070.00	24.25
Payroll & Print Service	2,402.63	12,422.86	36,951.00	33.62
Melcat Delivery Charges	0.00	18,267.83	37,000.00	49.37
Authority Control	0.00	0.00	5,500.00	0.00
Marketing	18,695.90	85,110.35	286,250.00	29.73
Bank Fees & Services	1,106.56	3,837.59	16,913.00	22.69
Cooperative Membership Fee	0.00	0.00	95,000.00	0.00
Total Professional Services	23,412.79	125,661.68	514,384.00	24.43

## Governance

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Per Diem	0.00	0.00	10,000.00	0.00
Memberships	0.00	288.00	1,161.00	24.81
Conferences	0.00	30.00	10,250.00	0.29
Legal Services	1,002.00	4,453.00	49,200.00	9.05
Audit	0.00	9,400.00	12,500.00	75.20
Total Governance	1,002.00	14,171.00	83,111.00	17.05

## Staff Development

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Recruiting Expense	0.00	0.00	1,025.00	0.00
Staff Training	(325.00)	15,604.53	45,000.00	34.68
Hospitality	60.95	734.69	3,147.00	23.35
Employee Recognition	0.00	414.28	7,855.00	5.27
Total Staff Development	(264.05)	16,753.50	57,027.00	29.38

## Maintenance and Utilities

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Telephone	1,788.80	8,691.19	30,000.00	28.97
Steam and Gas	22,952.46	42,062.50	92,752.00	45.35
Electricity	10,245.77	32,472.01	183,664.00	17.68
Water and Sewer	2,998.59	6,980.44	24,282.00	28.75
Trash	255.42	1,353.24	6,980.00	19.39
Custodial Services	17,271.15	40,898.42	197,436.00	20.71
Security Services	3,514.60	28,035.35	140,000.00	20.03
Building Maintenance	4,866.28	20,039.71	66,000.00	30.36
Vehicle Maintenance	980.13	2,714.89	18,000.00	15.08
Total Maint. and Utilities	64,873.20	183,247.75	759,114.00	24.14

## Other Expenses

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Millage Income Refund	2,145.12	3,225.55	32,800.00	9.83
Property & Liability Insurance	315.00	33,949.00	68,000.00	49.93
Donation Expense Restricted	0.00	14,270.87	195,000.00	7.32
Donation Expense Unrestricted	151.11	4,377.65	16,000.00	27.36
Miscellaneous	383.52	958.37	5,912.00	16.21
Sales/Use Tax	0.00	0.00	1,230.00	0.00
Local Travel	0.00	2,180.20	10,558.00	20.65
Total Other Expenses	2,994.75	58,961.64	329,500.00	17.89

## Technology Expenses

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Internet Access	76.02	11,552.86	43,140.00	26.78
Computer Software	6,636.80	28,273.46	63,629.00	44.43
Computer Hardware	0.00	3,214.71	66,305.00	4.85
III Software & Hardware Maintenance	0.00	96,550.54	101,380.00	95.24
Computer System Services	404.65	1,331.04	29,940.00	4.45
Rethink The Linc	25,300.88	28,990.88	45,000.00	64.42
Member Experience Improvements	0.00	6,440.00	36,500.00	17.64
Firewall Upgrade Project	0.00	0.00	84,000.00	0.00
Wired LAN Upgrade	0.00	0.00	135,000.00	0.00
Local History Hardware	0.00	9,026.96	9,000.00	100.30
Digital Signage Upgrade	0.00	0.00	10,000.00	0.00
People Counter Replacements	0.00	0.00	15,000.00	0.00
Offsite Backup Refresh	0.00	0.00	30,000.00	0.00
Total Technology Expenses	32,418.35	185,380.45	668,894.00	27.71

## Capital Outlay

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Staff Furn & Equipment	370.48	2,640.94	30,000.00	8.80
Building Upgrades	94.69	213.69	32,000.00	0.67
Public Service Grant Projects	0.00	861.36	8,800.00	9.79
Outreach Projects	7,005.07	8,855.40	63,700.00	13.90
Chiller Roof Replacement	0.00	0.00	60,000.00	0.00
IT Renovation Project	0.00	0.00	100,000.00	0.00
Mason Renovation Project	0.00	0.00	75,000.00	0.00
White House Parking Project	0.00	0.00	180,000.00	0.00
Total Capital Outlay	7,470.24	12,571.39	549,500.00	2.29

Total Operating Expenditures	828,528.80	3,496,175.48	13,292,300.00	26.30
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Unapplied Fund Balance-Budget  
Net Income(Loss)

(660,750.95)	6,767,129.95	0.00
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## **RBDigital Audiobooks**

**May 20, 2020**

**Recommendation:** Add the RBDigital unlimited audiobook collection to Capital Area District Libraries RBDigital platform. The annual subscription cost is \$27,000. The cost with a launch date of June 1, 2020 running through June 30, 2021 (13 months) is \$29,250. This does not require an adjustment to the materials budget. Funds currently budgeted for digital audiobooks should cover the cost of this year's portion of the expense. The digital materials budget will continue to be tracked closely along with use in this unprecedented year in case adjustments must be made to specific format budgets in the fall but the total materials budget will not need to be adjusted.

**Background:** CADL has offered digital magazines through Recorded Books since 2013, first as Zinio, then under the RBDigital brand. Public interest and use of the magazine collection has increased recently, with an 84% increase in use last year compared to 2018.

The past couple of years RBDigital has been making a move toward a more unlimited subscription model for digital content. This means libraries pay a flat fee for a large collection and it is available for unlimited, simultaneous use. The proposal made by RBDigital included adding the full collection of magazines, currently over 3,200 titles in 17 languages, for the same price CADL has been paying for 100 magazine subscriptions plus a platform fee, if we add unlimited audiobooks.

Recorded Books is known primarily as an audiobook publisher. The RBDigital unlimited audiobook collection has more than 40,000 unlimited access titles from Recorded Books, Tantor, HighBridge, Christian Audio and Gildan Media. New titles from these imprints are added to the unlimited audiobook collection on publication date, with the exception of Recorded Books, which has a 6-12 month window when new titles must be purchased under a one copy/one user model. After the window titles are added to the unlimited collection. Many Recorded Books digital audiobook titles are available exclusively through their platform, including some very popular titles like *Outlander* and C. J. Box's Joe Pickett series.

In the past the cost for the unlimited audiobook collection has been prohibitive, especially in light of the popularity of CADL's current audiobook vendors. Current pricing if we add the collection now in addition to unlimited magazines is very competitive.

Adding the RBDigital unlimited audiobook collection provides an important and popular collection that can be highlighted and promoted even if budget constraints prevent us from making the increases to the digital materials budget seen the past several years.