

CAPITAL AREA DISTRICT LIBRARIES

BOARD MEETING

5:30 PM, WEDNESDAY, SEPTEMBER 16, 2020

VIRTUAL

+1 517-317-8953, Conference ID: 811 425 530#

517-367-6300



Mission Statement:

Empowering our diverse communities to learn, imagine and connect.

AGENDA

CALL TO ORDER

ROLL CALL

COMMUNICATIONS

PUBLIC COMMENTS ON AGENDA ITEMS

CONSENT AGENDA

1. Approval of Agenda (enc – action)
2. Approval of Minutes August 19, 2020 (enc – action)
3. Disbursements for August 2020 (enc – action)

CHAIRPERSON'S COMMENTS

NEW BUSINESS

General

1. Appoint the McConnell Award Committee (action)
2. Executive Director's Contract Renewal (action)
3. Legislative Update
4. Community Contacts

Finance

1. August 2020 Financial Report (enc – action)
2. 2021 Millage Rate Approval (enc – action)
3. Downtown Lansing Library Parking Agreement Renewal (enc – action)
4. September 2020 Budget Revision (enc – action)
5. Tutor.com Recommendation (enc – action)
6. Mason Boiler Asset Transfer Recommendation (enc – action)

DIRECTOR'S REPORT

POLICIES – No changes, for review only (enc)

1. HUM 103 Travel Policy
2. HUM 106 Service Club Membership
3. HUM 107 Harassment Policy
4. HUM 108 Nepotism Policy
5. HUM 110 Worker's Compensation

PUBLIC, STAFF, AND BOARD MEMBER COMMENTS

ADJOURNMENT

CAPITAL AREA DISTRICT LIBRARIES BOARD MEETING

5:30 PM, WEDNESDAY, AUGUST 19, 2020

Members Present: Margaret Bossenbery, Sandy Drake, Vern Johnson, DeYeya Jones

Members Absent: Debora Bloomquist, Jeff Croff

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

Others Present: Lindsay Dangl

CALL TO ORDER

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

ROLL CALL

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

DeYeya Jones made a motion to excuse the absence of Jeff Croff and Debora Bloomquist. Margaret Bossenbery seconded the motion. The motion carried.

COMMUNICATIONS

There are no communications.

PUBLIC COMMENTS ON AGENDA ITEMS

There are no public comments on agenda items.

CONSENT AGENDA

1. Approval of Agenda
Margaret Bossenbery made a motion to approve the consent agenda. Vern Johnson seconded the motion. The motion carried.
2. Approval of Minutes July 15, 2020
The minutes of July 15, 2020 were approved by consent.
3. Disbursements for July 2020
The disbursements for July 2020 were approved by consent.

CHAIRPERSON'S COMMENTS

Board members Debora Bloomquist had a procedure and it is recovering well. After she is released from the hospital, she will be staying at her daughter's house.

NEW BUSINESS

General

1. Temporary Adjustments to SER 102 Circulation Policy

Temporary adjustments to SER 102 Circulation Policy were made to create an environment that is reasonably safe for our patrons and staff during this season of Covid-19. This includes temporary changes to digital library cards, borrowing materials and overdue fines.

Margaret Bossenbery made a motion to approve the temporary adjustments to SER 102 Circulation Policy. Vern Johnson seconded the motion. The motion carried.

2. SER 201 Library Programs and Events

Changes to SER 201 Library Program and Events states that patrons in attendance of library hosted programs, held both in person and virtually, whether at the library or other venues, must adhere to the Library Code of Conduct (See SER 103 Code of Conduct).

Vern Johnson made a motion to approve SER 201 Library Programs and Events. Margaret Bossenbery seconded the motion. The motion carried.

3. Legislative Update

There are no legislative updates.

4. Community Contacts

There are no community contacts.

Finance

1. July 2020 Financial Report

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

2. FIN 104 Credit Card Policy

Margaret Bossenbery made a motion to approve the FIN 104 Credit Card Policy. Vern Johnson seconded the motion. The motion carried.

3. Mason Boiler Asset Transfer Recommendation

Discussion was held and this topic will be placed on the September 2020 Board agenda.

4. 2020 Painting and Repair of Downtown Lansing Library Overhang Canopy Recommendation

It is recommended to approve The Large Corporation as the selected vendor to perform repair and paint work as part of the remaining Downtown Lansing Library overhang canopy project. The total proposed cost for all work included in the bid document was \$10,272.

Margaret Bossenbery made a motion to approve the 2020 Painting and Repair of Downtown Lansing Library Overhang Canopy Recommendation. Vern Johnson seconded the motion. The motion carried.

5. 2019 Pension Executive Summary

Finance Director Pat Taylor provided the Board with the 2019 pension executive summary.

DIRECTOR'S REPORT

- The SR participant numbers were fantastic. So far, there are 4,264 readers, 732 reader completions, and 4.1 million minutes read.
- There were 510 requests within the first 10 days of CADL's Grab and Go service.
- StoryWalks are open. Leroy Township has a new Storywalk. A big thank you to Amanda Vorce and Jim MacLean for their work on this StoryWalk.
- CADL has received a record number of applicants for our open positions. The hiring and training processes for new staff are taking place via Teams.
- The Diversity, Inclusion and Equity Committee has been established with 14 staff members.
- The CADL Conference will take place virtually via Teams on Wednesday, November 11 and the McConnell Award nominations have begun. The Board will establish the McConnell Award Committee at the September Board meeting.
- Before COVID-19, CADL applied for an inclusive internship through the Public Library Association (PLA). We were awarded the grant for the internship and one of our libraries would work with a local student to become a paid intern at the library for the summer. The intent of the internship is to introduce them to working in a library. This internship/grant has been postponed but we were awarded it for 2021. Melissa Cole will be working with Lansing Schools to bring in the intern for the South Lansing and Downtown Lansing libraries. The grant is \$3,500 for the summer internship.
- The September Board meeting will be held on September 16.

POLICIES – No changes, for review only (enc)

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

PUBLIC, STAFF, AND BOARD MEMBER COMMENTS

Margaret Bossenbery asked for an update regarding the South Lansing Library lease negotiation.

ADJOURNMENT

Margaret Bossenbery made a motion to adjourn the meeting. Vern seconded the motion. The motion carried. The meeting was adjourned at 6:54 p.m.

CAPITAL AREA DISTRICT LIBRARY DISBURSEMENTS				
August 1 through August 31, 2020				
Check No.	Payment Date	Payee	Amount	Description
000000051460	8/20/2020	AMERICAN LIBRARY ASSOCIATION	176.97	Materials
000000051461	8/20/2020	AMERICAN LIBRARY ASSOCIATION	225.00	Memberships
000000051462	8/20/2020	AT & T LONG DISTANCE	29.27	Telephone
000000051463	8/20/2020	ALERUS FINANCIAL	14,147.55	Retirement
000000051464	8/20/2020	ALBERT ABBOTT	45.00	Phone reimbursement 1st qtr 20
000000051465	8/20/2020	SYNCB/AMAZON	3,948.85	Various charged products/services
000000051471	8/20/2020	BAKER & TAYLOR BOOKS	92,579.08	Materials
000000051472	8/20/2020	BOYNTON FIRE SAFETY SERVICE	271.00	Building maintenance - FO, SL
000000051473	8/20/2020	BOLING JANITORIAL SERVICE INC	7,330.20	Custodial service-Jul20
000000051474	8/20/2020	HEATHER GOUPIL/PETTY CASH	152.51	Library petty cash replenishment
000000051475	8/20/2020	CENTRAL BUSINESS SYSTEMS INC	80.00	Print service-SL
000000051476	8/20/2020	CINTAS CORPORATION #725	249.92	Mat service -Jul20
000000051477	8/20/2020	THE CHRONICLE NEWSPAPER INC	350.00	Marketing-ads
000000051478	8/20/2020	CAPITAL AREA CLEANING SUPPLY	327.84	Janitorial supplies-Jul20
000000051479	8/20/2020	CENTRAL SECURITY ALARM INC	66.00	Building maintenance - HA
000000051480	8/20/2020	CHARLOTTE COMMUNITY LIBRARY	21.75	Lost & Paid materials
000000051481	8/20/2020	CHIPPEWA RIVER DISTRICT LIBRARY	7.99	Lost & Paid materials
000000051482	8/20/2020	JULIE CHRISINSKE/PETTY CASH	53.98	Library petty cash replenishment
000000051483	8/20/2020	CCI SOLUTIONS	1,524.56	Processing supplies
000000051484	8/20/2020	CATALYST TECHNOLOGY GROUP INC	747.50	Computer software
000000051485	8/20/2020	DEMCO	126.55	Furn & Equip-OK, Processing supplies
000000051486	8/20/2020	RYAN DONAHUE	45.00	Phone reimbursement 1st qtr 20
000000051487	8/20/2020	DTE ENERGY	339.62	Utilities
000000051488	8/20/2020	LUKAS JAMES DARTON	102.25	Patron refund
000000051489	8/20/2020	DBI BUSINESS INTERIORS	224.84	Office supplies-Jul20
000000051490	8/20/2020	DELHI CHARTER TOWNSHIP	2,978.26	Utilities-2nd qtr 20
000000051491	8/20/2020	ENVISIONWARE INC	1,450.00	Computer software
000000051492	8/20/2020	FISH WINDOW CLEANING	100.00	Custodial service-SL
000000051493	8/20/2020	CHASE CARD SERVICES	7,202.07	Various charged products/services
000000051494	8/20/2020	VIVA FRISSELL	180.00	Custodial service-Jul20
000000051495	8/20/2020	GAYLORD BROS., INC.	492.65	Office supplies-Outreach
000000051496	8/20/2020	GALE	1,721.85	Materials
000000051497	8/20/2020	HEALTHY & FIT MAGAZINE	325.00	Marketing-ads
000000051498	8/20/2020	DOROTHY HULL LIBRARY	13.25	Lost & Paid materials
000000051499	8/20/2020	INGRAM LIBRARY SERVICES	1,835.44	Outreach projects, donation expense MS
000000051500	8/20/2020	INFOBASE	139.05	Materials-DVD
000000051501	8/20/2020	INNOVATIVE INTERFACES, INC.	4,704.82	Ill software-Cloud back-up
000000051502	8/20/2020	DENISE KELLY VOICE-OVERS INC	25.00	Marketing-ads
000000051503	8/20/2020	MICHIGAN FLEET FUELING SOLUTIONS LLC	1,001.13	Gas for vehicles
000000051504	8/20/2020	LENAAWEE DISTRICT LIBRARY	13.95	Lost & Paid materials
000000051505	8/20/2020	LIBRARY DESIGN ASSOCIATES INC	1,110.75	Furn & Equip-Outreach
000000051506	8/20/2020	LYMAN & SHEETS INSURANCE	10,461.00	Property & Liability Insurance
000000051509	8/20/2020	MIDWEST TAPE	59,538.81	Materials, Hoopla Jul20
000000051510	8/20/2020	MERIDIAN AREA BUSINESS ASSOCIATION	150.00	Memberships
000000051511	8/20/2020	MIDWEST COLLABORATIVE FOR LIBRARY SERVICES	22,854.54	Skyriver Jul20-Jun21
000000051512	8/20/2020	AMANDA VORCE/PETTY CASH	30.00	Library petty cash replenishment
000000051513	8/20/2020	M3 GROUP INC	800.00	Marketing-ads
000000051514	8/20/2020	THOMAS MOORE/PETTY CASH	197.97	Library petty cash replenishment
000000051515	8/20/2020	MADISON HEIGHTS PUBLIC LIBRARY	15.00	Lost & Paid materials
000000051516	8/20/2020	MIDWEST COMMUNICATIONS	127.50	Marketing-ads
000000051517	8/20/2020	MICHAEL MOORE	318.32	Local travel
000000051518	8/20/2020	MURPHY & SPAGNUOLO PC	1,452.50	Legal fees-Jul20
000000051519	8/20/2020	EARL NICHOLSON	45.00	Phone reimbursement 1st qtr 20
000000051520	8/20/2020	OCLC INC	336.62	WebDewey
000000051521	8/20/2020	OVERDRIVE INC	20,000.00	Prepaid expense-Overdrive
000000051522	8/20/2020	OTSEGO DISTRICT LIBRARY	16.99	Lost & Paid materials
000000051523	8/20/2020	MICHAEL PALMER	45.00	Phone reimbursement 1st qtr 20
000000051524	8/20/2020	PRECISION DATA PRODUCTS	209.70	Computer software
000000051525	8/20/2020	RECORDED BOOKS, INC	510.25	Materials
000000051526	8/20/2020	RICOH USA INC	43.88	copier lease
000000051527	8/20/2020	ROSE PEST SOLUTIONS	48.00	Building maintenance
000000051528	8/20/2020	STAPLES ADVANTAGE	4,762.01	Office supplies-Jul/Aug20
000000051529	8/20/2020	SEHI COMPUTER PRODUCTS INC	871.42	Library of Things
000000051530	8/20/2020	SALINE DISTRICT LIBRARY	16.95	Lost & Paid materials
000000051531	8/20/2020	TOWNSQUARE MEDIA LANSING	2,153.00	Marketing-ads
000000051532	8/20/2020	DAVE TRUMPIE	173.00	Marketing-brochures
000000051533	8/20/2020	UNUM LIFE INSURANCE CO OF AMERICA	513.09	Employee insurance
000000051534	8/20/2020	UNUM LIFE INSURANCE CO OF AMERICA	1,247.24	Employee insurance
000000051535	8/20/2020	UAW LOCAL 2256	3,251.65	Union dues-Jul20
000000051536	8/20/2020	UNIQUE INTEGRATED COMMUNICATIONS	895.00	Chat service-Jul20

000000051537	8/20/2020	VANTAGE TRANSFER AGENT	3,582.26	Retirement-Jul20
000000051538	8/20/2020	WSYM LANSING FOX47	300.00	Marketing-ads
000000051539	8/20/2020	WWSJ-1580	420.00	Marketing-ads
000000051540	8/20/2020	WATERLOGIC INC	135.00	Miscellaneous expense-MS
000000051541	8/20/2020	WATER STORE INC	7.00	Miscellaneous expense-ST
000000051542	8/20/2020	WILX	500.00	Marketing-ads
000000051543	8/20/2020	YPSILANTI DISTRICT LIBRARY	19.97	Lost & Paid materials
ACH		MERS	55,750.81	Retirement-Jul20
ACH		44 NORTH	17,704.06	Employee insurance, Prescription expense
ACH		ABRAHAM WASHINGTON LLC	4,100.43	Parking-Aug20
ACH		ACCIDENT FUND	4,293.75	Workers Compensation
ACH		BOARD OF WATER & LIGHT	12,673.31	Utilities
ACH		CONSUMERS ENERGY	2,834.91	Utilities
ACH		DELTA DENTAL	3,123.00	Dental insurance
ACH		DK SECURITY	7,010.18	Security services
ACH		FRONTIER	606.40	Telephone
ACH		GRANGER	351.51	Trash service
ACH		MAXOR	8,627.06	Prescription expense
ACH		PHYSICIANS HEALTH PLAN	48,293.20	Employee insurance-Aug20
ACH		POSTAGE	3,000.00	Postage meter refill
ACH		T-MOBILE	1,807.12	Internet access
ACH		TOTAL SOLUTIONS	3,425.63	Rethink the linc
ACH		VSP	807.12	Vision insurance
		PAYCHEX PAYROLL August 7, 2020	199,417.43	Salaries
			1,219.30	Payroll services
			13,493.32	FICA Employer Share
		PAYCHEX PAYROLL August 21, 2020	201,126.34	Salaries
			1,096.74	Payroll services
			14,858.78	FICA Employer Share
			888,135.52	

9/8/2020

Capital Area District Library
Balance Sheet
8/31/2020
UNAUDITED

ASSETS

	Current Year	Previous Year
Current Assets:		
Cash	8,558,301.01	7,373,335.69
Imprest Cash	2,612.00	2,612.00
Investments	5,715,486.63	5,969,585.55
Prepaid Expenses	118,903.30	140,231.79
Accounts Receivable	98,384.01	816.94
Taxes Receivable	50,103.98	60,289.68
Interest Receivable	0.00	0.00
Total Current Assets	<u>14,543,790.93</u>	<u>13,546,871.65</u>
Total Assets	<u><u>14,543,790.93</u></u>	<u><u>13,546,871.65</u></u>

LIABILITIES AND FUND BALANCE

Current Liabilities:		
Accounts Payable	0.00	0.00
Accrued Employee Benefits Payable	58,367.57	40,127.38
Materials Payable	0.00	10.53
Deferred Revenue	47,315.22	60,289.68
Total Current Liabilities	<u>105,682.79</u>	<u>100,427.59</u>
Fund Balance:		
Fund Balance Undesignated	814,793.46	976,264.04
Fund Balance Donations Restricted	415,898.83	291,935.90
Fund Balance Donations Unrestricted	170,914.39	71,599.79
Fund Balance Capital Projects	499,999.66	499,999.66
Fund Balance Contingency	5,190,687.10	5,190,687.10
Fund Balance Automation	500,000.00	500,000.00
Fund Balance Operations	983,000.00	1,405,000.00
Fund Balance Pension Reserve	1,200,000.00	487,120.00
Profit (loss) for period	4,662,814.70	4,023,837.57
Total Unapplied Fund Balance	<u>(14,438,108.14)</u>	<u>(13,446,444.06)</u>
Total Liabilities and Fund Balance	<u><u>14,543,790.93</u></u>	<u><u>13,546,871.65</u></u>

9/8/2020

Capital Area District Library
Statement of Revenue and Expenditures
Fiscal Year Ending December 31, 2020
8/31/2020
Unaudited

Revenues

	Current Month	Year to Date	2020 Budget	%
Millage Income				

Property Tax Revenue	4,145.60	10,855,254.68	10,795,000.00	100.56
Renaissance Zone Reimbursment	0.00	0.00	60,000.00	0.00
Industrial Facilities Tax	0.00	51,411.69	63,000.00	81.61
Total Tax Revenue	4,145.60	10,906,666.37	10,918,000.00	99.90
Penal Fines				

Penal Fines Ingham County	0.00	296,918.58	388,000.00	76.53
Penal Fines Eaton County	0.00	7,788.52	12,000.00	64.90
Total Penal Fines	0.00	304,707.10	400,000.00	76.18
State Aid				

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

Overdue Fines	3,226.01	41,240.53	140,000.00	29.46
Non Resident Fees	450.00	9,732.07	29,000.00	33.56
Printing Revenue	751.65	14,839.00	56,000.00	26.50
Total Library Fees	4,427.66	65,811.60	225,000.00	29.25
Donations / Grants:				

Donation Income Restricted	0.00	30,049.40	90,000.00	33.39
Donation Income Unrestricted	35.25	19,615.04	16,000.00	122.59
Grants	11,350.00	11,350.00	9,000.00	126.11
Total Donations	11,385.25	61,014.44	115,000.00	53.06
Other Income				

Interest Income	3,247.05	111,277.16	185,000.00	60.15

MMLC Reimbursement	95,614.05	95,614.05	95,000.00	100.65
Lost and Paid Books	2,539.77	9,463.43	25,000.00	37.85
Sponsorship Revenue	0.00	3,700.00	5,000.00	74.00
Sale of Fixed Assets	0.00	6,336.21	8,000.00	79.20
Misc Income	26.95	3,911.04	5,000.00	78.22
Universal Service Fund Income	0.00	0.00	165,800.00	0.00
Total Miscellaneous Income	101,427.82	230,301.89	488,800.00	47.12
Due From Fund Balances				

Due from Pension Reserve	0.00	0.00	120,000.00	0.00
Due From Undesignated Fund Balan	0.00	0.00	93,500.00	0.00
Due From Operations Fund	0.00	0.00	484,000.00	0.00
Due from Donation Balance	0.00	0.00	105,000.00	0.00
Total Due From Funds	0.00	0.00	802,500.00	0.00
TOTAL OPERATING REVENUE	121,386.33	11,912,642.15	13,292,300.00	89.62

Expenditures

	Current Month	Year to Date	2020 Budget	%
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Salaries and Benefits				
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Salaries	446,540.38	3,692,659.08	6,187,000.00	59.68
Unemployment Insurance	0.00	0.00	5,150.00	0.00
FICA	28,352.09	266,767.97	473,100.00	56.39
Health Insurance	51,857.74	430,516.66	633,000.00	68.01
Prescription Expense	7,009.25	121,065.04	188,150.00	64.34
Dental Insurance	3,047.70	18,456.69	57,747.00	31.96
Vision Insurance	807.12	6,621.12	12,490.00	53.01
Life & Disability Insurance	279.04	3,160.03	4,540.00	69.60
Retirement	44,724.65	313,408.92	536,000.00	58.47
Workers Comp Insurance	4,293.75	18,528.00	19,500.00	95.02
Parking Main Library	4,100.43	32,833.16	49,596.00	66.20
Total Salaries and Benefits	591,012.15	4,904,016.67	8,166,273.00	60.05
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Materials				
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Books	115,929.55	445,308.83	923,456.00	48.22
Periodicals	6.00	60,399.48	62,019.00	97.39
DVD	21,553.74	132,883.14	233,644.00	56.87
Library of Things	(5,831.40)	20,841.65	50,750.00	41.07
Audiobooks	30,726.10	225,718.96	417,688.00	54.04
Music	5,123.57	27,737.66	64,098.00	43.27
Processing Supplies	2,425.20	8,027.74	26,500.00	30.29
OCLC	21,224.56	53,186.60	89,850.00	59.19
Database Subscriptions	336.62	61,710.42	63,350.00	97.41
Databases	0.00	88,948.06	89,415.00	99.48
Total Materials	191,493.94	1,124,762.54	2,020,770.00	55.66
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Supplies				
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Office Supplies	5,934.33	35,936.34	90,000.00	39.93
Postage Expense	3,084.00	9,939.23	11,000.00	90.36
Gas Delivery Vehicles	713.25	3,912.16	15,836.00	24.70
Gas Bookmobile	287.88	1,107.53	6,304.00	17.57
Janitorial Supplies	327.84	4,343.00	20,587.00	21.10
Total Supplies	10,347.30	55,238.26	143,727.00	38.43

Professional Services

Membership Fees	375.00	12,232.69	20,850.00	58.67
Collection Agency Fees	0.00	1,084.05	4,850.00	22.35
Web Chat Service	895.00	6,265.00	11,070.00	56.59
Payroll & Print Service	2,396.04	23,018.15	36,951.00	62.29
Melcat Delivery Charges	0.00	18,267.83	37,000.00	49.37
Authority Control	0.00	7,272.74	5,500.00	132.23
Marketing	9,982.15	138,382.86	286,250.00	48.34
Bank Fees & Services	1,225.41	7,580.44	16,913.00	44.82
Cooperative Membership Fee	0.00	95,614.05	95,000.00	100.65
Total Professional Services	14,873.60	309,717.81	514,384.00	60.21

Governance

Per Diem	0.00	270.00	10,000.00	2.70
Memberships	0.00	288.00	1,161.00	24.81
Conferences	0.00	30.00	10,250.00	0.29
Legal Services	1,452.50	9,458.00	49,200.00	19.22
Audit	0.00	12,500.00	12,500.00	100.00
Total Governance	1,452.50	22,546.00	83,111.00	27.13

Staff Development

Recruiting Expense	0.00	0.00	1,025.00	0.00
Staff Training	68.00	16,538.07	45,000.00	36.75
Hospitality	86.92	821.61	3,147.00	26.11
Employee Recognition	40.49	906.11	7,855.00	11.54
Total Staff Development	195.41	18,265.79	57,027.00	32.03

Maintenance and Utilities

Telephone	2,118.43	19,185.86	30,000.00	63.95
Steam and Gas	567.48	60,888.18	92,752.00	65.65
Electricity	16,418.26	84,958.04	183,664.00	46.26
Water and Sewer	1,413.97	11,780.69	24,282.00	48.52
Trash	373.54	3,009.54	6,980.00	43.12
Custodial Services	7,860.12	66,424.26	197,436.00	33.64
Security Services	7,010.18	46,448.83	140,000.00	33.18
Building Maintenance	695.59	30,266.08	66,000.00	45.86
Vehicle Maintenance	0.00	4,350.29	18,000.00	24.17
Total Maint. and Utilities	36,457.57	327,311.77	759,114.00	43.12

Other Expenses

Millage Income Refund	0.00	3,233.50	32,800.00	9.86
Property & Liability Insurance	10,461.00	56,424.00	68,000.00	82.98
Donation Expense Restricted	(1,157.55)	18,112.18	195,000.00	9.29
Donation Expense Unrestricted	(1,032.97)	4,797.65	16,000.00	29.99
Miscellaneous	142.00	1,284.12	5,912.00	21.72
Sales/Use Tax	0.00	145.80	1,230.00	11.85
Local Travel	323.84	3,695.73	10,558.00	35.00
Total Other Expenses	8,736.32	87,692.98	329,500.00	26.61

Technology Expenses

Internet Access	8,644.60	17,227.72	43,140.00	39.93
Computer Software	2,338.54	39,246.81	63,629.00	61.68
Computer Hardware	209.70	3,452.39	66,305.00	5.21
III Software & Hardware Maintenance	4,704.82	101,255.36	101,380.00	99.88
Computer System Services	407.05	7,562.64	29,940.00	25.26
Rethink The Linc	3,425.63	44,496.95	45,000.00	98.88
Member Experience Improvements	0.00	6,440.00	36,500.00	17.64
Firewall Upgrade Project	0.00	50,520.47	84,000.00	60.14
Wired LAN Upgrade	0.00	91,600.00	135,000.00	67.85
Local History Hardware	0.00	9,026.96	9,000.00	100.30
Digital Signage Upgrade	0.00	0.00	10,000.00	0.00
People Counter Replacements	0.00	0.00	15,000.00	0.00
Offsite Backup Refresh	0.00	0.00	30,000.00	0.00
Total Technology Expenses	19,730.34	370,829.30	668,894.00	55.44

Capital Outlay

Staff Furn & Equipment	2,000.52	5,804.03	30,000.00	19.35
Building Upgrades	0.00	5,111.18	32,000.00	15.97
Public Service Grant Projects	592.53	1,453.89	8,800.00	16.52
Outreach Projects	4,224.75	17,077.23	63,700.00	26.81
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	6,817.80	29,446.33	549,500.00	5.36

Total Operating Expenditures	881,116.93	7,249,827.45	13,292,300.00	54.54
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Unapplied Fund Balance-Budget
Net Income(Loss)

(759,730.60)	4,662,814.70	0.00
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Carefully read the instructions on page 2

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies

This form is issued under authority of MCL Sections 211.24e

\$7,356,975,799

For LOCAL School Districts: 2020 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties.

N/A

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2020 tax roll.

[illegible]

Date
09/16/2020

CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2020 for instructions on completing this section.

09/16/2020

9/16/2020

* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate, but not larger than the rate in column 9.

**** IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5)

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2020 for instructions on completing this section.	
Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate
For Principal Residence, Qualified Ag, Qualified Forest and Industrial Personal	
For Commercial Personal	
For all Other	

Carefully read the instructions on page 2

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies

County(ies) Where the Local Government Unit Levies Taxes

2020 Taxable Value of All Properties in the Unit as of 5-26-2020

Eaton

\$49,485,227

Local Government Unit Requesting Millage Levy

For LOCAL School Districts: 2020 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties.

Capital Area District Library

N/A

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2020 tax roll.

[illegible]

Prepared by
Patrick R Taylor

Telephone Number
(517) 367-6377

Title of Preparer
Finance Director

Date
09/16/2020

CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

380.1211(3).

Clerk

Signature

Print Name _____

Date _____

☒ Secretary

1001

DeYeya Jones

09/16/2020

X	Chairperson
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Signature

Print Name _____

Date

☐ President

--	--

Sally Trout

0707/91/6

* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

****IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5)

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2020 for instructions on completing this section.	
Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate
For Principal Residence, Qualified Ag, Qualified Forest and Industrial Personal	
For Commercial Personal	
For all Other	

TRUTH IN TAXATION (P.A. 5 OF 1982, 211.24E M.C.L.)

Unit of Local Government Capital Area District Library Tax Year 2020

Base Tax Rate Fraction (BTRF)

Please complete the following information:

- | | Yes | No |
|-------------------------------------------------------------------------------------------------------------------------------|---------------|---------------|
| 1. Taxing unit is increasing property taxes for current year. | <u> </u> | <u>X</u> |
| 2. Taxing unit published the notice of increased property tax as required in subsection (6). | <u> </u> | <u>X</u> |
| 3. Taxing unit used the computed BTRF for the purpose of not increasing property taxes. | <u> </u> | <u>X</u> |
| 4. Taxing unit reduced the current levy without using the computed BTRF. | <u> </u> | <u>X</u> |
| 5. Taxing unit has recorded their intent to either increase or decrease property tax revenues by resolution or board minutes. | <u>X</u> | <u> </u> |

As the duly authorized representative of this taxing unit, we hereby certify to the best of our knowledge that the requirements of P.A. 5 of 1982 Truth In Taxation have been addressed.

Dated this 16th day of Sept 2020

Signature and Title of Secretary or Clerk

Signature and Title of Chairman, President, Mayor or Supervisor

Truth In Budgeting Act

- | | Yes | No |
|-----------------------------------------------------------------------------------|----------|---------------|
| Taxing unit complied with Section 16 of the Uniform Budgeting and Accounting Act. | <u>X</u> | <u> </u> |

As the duly authorized representative of this taxing unit, we hereby certify to the best of our knowledge that the requirements of Section 16 of the Uniform Budgeting and Accounting Act have been addressed.

Dated this 16th day of Sept 2020

Signature and Title of Secretary or Clerk

Signature and Title of Chairman, President Mayor or Supervisor

Please complete and return with the Form L-4029 for your unit.

DRAFT
PARKING SPACE AGREEMENT

THIS AGREEMENT is made and entered this 1ST day of October, 2020 between ABRAHAM WASHINGTON, LLC of 431 S. Capitol Avenue, Lansing, MI 48933 ("Licensor") and Capital Area District Library of 401 South Capitol Avenue, Lansing, MI 48933 ("CADL"). Both parties agree that this parking space agreement supersedes any and all previous parking space agreements and/or amendments and that all previous agreements shall become null and void upon acceptance of this agreement with no further recourse on either party.

1. Licensor agrees to provide to CADL for the use of CADL's employees, ~~50~~ **40** parking spaces (and associated electronic gate entry passes) located at 414 S. Washington Avenue, Lansing, Michigan (the "Parking Lot"), commencing October 1, ~~2010~~ **2020** and ending September 30, ~~2020~~ **2025** (the "License Term"). Subject to the terms set forth herein, including but not limited to the public use provisions in paragraph 10, these ~~50~~ **40** parking spaces shall be available 24 hours per day, 7 days per week.
2. The Licensor and Licensee shall each have the right to terminate the lease with a ~~2~~ **1** year written notice for any reason any time AFTER the initial ~~2~~ **1** year term with no further cost, expense, or claim for or by either party.
3. In the event the Capital Area District Library's operational millage, which currently funds operations through Dec, ~~2018~~ **2022**, should fail at any time after this date causing the cease of library operations, this contract will become null and void with no further cost, expense, or claim to or against CADL.
4. During the License Term Licensor shall also provide 8 additional electronic gate passes for use by CADL board attendees to access the Parking Lot between the hours of 5:00 p.m. and 12:00 midnight, Monday through Friday only. At no time shall more than ~~50~~ **40** vehicles affiliated with CADL be parked in the Parking Lot.
5. CADL agrees to pay, in consideration of the use of the Parking Lot as provided herein, ~~total rent for the License Term of \$524,364.00 (the "License Fees")~~, **fees** to be paid in monthly installments as defined below, in advance, on the first day of each month during the License Term to Licensor or its agents by mail or in person at the address noted in paragraph 19 below, or as may be provided from time to time. In the event any installment is not timely tendered and not received by the 7th day of the month upon which it is due, CADL shall pay to Licensor a late fee of \$200 to help defray the additional costs to Licensor resulting from such late payment.

October 1, 2020 thru September 30, 2021	-	\$3,362.00 per month
October 1, 2021 thru September 30, 2022	-	\$3,446.00 per month
October 1, 2022 thru September 30, 2023	-	\$3,532.00 per month
October 1, 2023 thru September 30, 2024	-	\$3,620.00 per month
October 1, 2024 thru September 30, 2025	-	\$3,710.00 per month

6. Licensors will provide CADL 50 40 electronic gate passes for CADL's employees and 8 electronic gate passes for CADL's Board Meeting Attendees.
7. ~~CADL shall, monthly, advise Licensors as to all persons that have been assigned a gate pass by CADL, and the make, model and license plate number for each person's automobile.~~
8. CADL affirms its understanding that Licensors does not furnish attendants for the parking of automobiles or security for the Parking Lot.
9. Licensors is responsible for the ongoing maintenance of the parking lot, lighting fixtures, and timely replacement of burned out bulbs. Licensors is also responsible for snow plowing and salting the lot when snow accumulation is greater than 2 inches. In addition, Licensors is responsible for the upkeep and continued operation of the entrance and exit gates.
10. Licensors also agrees to cause all the gates to be automatically opened from 7:00 AM on Saturdays and remain open until 7:00 PM on Sundays. During this 36 hour time period each weekend, CADL'S 50 40 parking spaces will be available for the public to use and at no charge to the public. The Licensors may, at his own discretion, elect to allow access to the lot between 6:00 PM and 6:00 AM, Monday – Friday, at which time the 50 40 parking spaces otherwise to be made available to CADL will be made available for public use at no charge to the public.
11. Licensors is not responsible for items left in any vehicle parked in the parking lot or to damage caused to any vehicle unless the damage is caused by the negligence of Licensors. CADL agrees to indemnify and hold Licensors, its members, successors and assigns, harmless from any and all claims, demands and liability for any and all loss, damage, injury, costs, attorney's fees, or other casualty to person or property, caused by, arising from, or resulting from CADL's, its employees, agents, independent contractors, patrons and Board Members negligence. Licensors agrees to indemnify and hold CADL, its Board Members, successors and assigns, harmless from any and all claims, demands and liability for any and all loss, damage, injury, costs, attorney fees, or other casualty to person or property caused by, arising from, or resulting from Licensors's, its employees, agents or contractor's negligence.
12. Licensors, following 5 days notice to CADL, may close the entire Parking Lot with CADL's approval, which shall not be unreasonably withheld, on a weekend (not to exceed 2 weekends per calendar year) or a portion of the lot during any weekday for purposes of maintenance and repair.
13. Licensors shall not be liable to CADL for the non-accessibility of the Parking Lot if caused by extreme weather conditions or governmental actions.
14. The parking privileges provided by this Agreement are not to specific "reserved" spaces.
15. There will be a \$25.00 replacement fee to be paid by CADL for any lost or destroyed electronic gate pass. Any electronic gate pass that fails due to normal wear and tear will be replaced by the licensors at no cost to the licensee.

16. CADL will use and occupy the Parking Lot for vehicular parking only, in a careful, safe and proper manner, and will not permit any waste or nuisance thereon. Vehicles which are too large to fit within any parking space line or cause a material interference with vehicular parking in adjacent spaces are prohibited.
17. CADL shall comply with and obey all laws, ordinances, rules, regulations, and requirements in the City of Lansing and State of Michigan so far as such laws, ordinances, rules, regulations and requirements effect the use and occupancy of the parking lot. CADL shall not issue any electronic gate cards or otherwise assign, in whole or part, this Agreement to any person that is not an employee or board attendee of CADL. Licensor may assign its rights and obligations provided by this Agreement, and upon doing so shall have no further obligation to CADL but Licensor's assignee will be responsible for all the terms, conditions and obligations of this Agreement.
18. If CADL defaults in the payment required by ,Section 4 hereof when due to Licensor, and if said default continues for 7 days after written notice of default is mailed to CADL by Licensor, or, if CADL defaults with regard to any of the other covenant or condition of this Agreement and such default continues for 14 days after written notice to CADL by Licensor without correction, Licensor may terminate this Agreement by giving CADL written notice of such termination and said termination shall thereupon become effective immediately. Licensor shall have, in addition to the right of termination, any other right or remedy available to Licensor on account of any default by CADL, either in law or in equity, including, the collection of the unpaid balance of the full amount of the License Fee established in paragraph 4 of this Agreement.
19. This Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of Michigan and any action arising out of this Agreement shall be brought in the Ingham County Circuit Court or the State of Michigan District Court located in the City of Lansing.
20. Any notice required or permitted under this Agreement shall be deemed sufficiently given or served if sent by hand delivery or by U.S. Certified Mail - Return Receipt Requested, addressed as follows:

If to Licensor: Abraham
 Washington, LLC
 431 S. Capitol
 Lansing, MI 48933

If to CADL: Finance Director

 401 South Capitol Avenue

 Lansing, Michigan 48933

21. Licensor and CADL shall have the right from time to time to change the place notices to be given under this paragraph by written notice thereof to the other party. The contact person for Licensor is Charles J. Abraham, (517) 484-3800; and the contact person for CADL is Pat Taylor (517) 367-6337.

22. The failure of either party to this Agreement to insist upon the performance of any of its terms and conditions, or the waiver of any breach of any of the terms and conditions of this Agreement, shall not be construed as thereafter waiving any such terms and conditions, but they shall continue and remain in full force and effect as if no forbearance or waiver had occurred.
23. This Agreement shall constitute the entire Agreement between the parties. Any prior understanding or representation of any kind proceeding the date of this Agreement shall not be binding upon either party except to the extent incorporated in this Agreement.
24. Any modification of this Agreement or additional obligation assumed by either party in connection with this Agreement shall be binding only if evidenced in a writing signed by an authorized representative of each party.
25. Licensor agrees that it has and shall maintain premise liability insurance on the Parking Lot in the amount of \$1,000,000.00, and will continue to carry such insurance throughout the term of this Agreement. Licensor agrees to provide notification to licensee within 30 days if this liability insurance is cancelled for any reason.

IT IS THEREFORE SO AGREED.

ABRAHAM WASHINGTON, LLC

By: _____
Charles J. Abraham
Its: Member
Dated: _____

CAPITAL AREA DISTRICT LIBRARY

By: _____
Sally Trout
Its: Board Chair
Dated: _____

By: _____
Deyeya Jones
Its: Board Secretary
Dated: _____

Budget Revision
2020 Grant Funding
Sept 16th, 2020

Recommendation: Record \$52,500 in expected grant revenue. These funds will be used to cover costs for COVID related programs, PPE, and Technology for patrons and staff.

Background: These budget revisions are being completed to record the revenue received for various grants for which we have been approved. A breakdown of all funds, either received, or expected is below.

- 1) MMLC Supplemental Grant - \$11,600 (Received in 2019)
- 2) MMLC Programming Grant - \$6,500 (Approved Sept, 2020)
- 3) CARES Grant - \$9,400 (Approved July 30, 2020)
- 4) LSTA Grant - \$25,000 – (Approved Sept, 2020)

These funds will be budgeted to the following accounts:

<u>Account #</u>	<u>Expense</u>	<u>Revenue</u>
678000 – Grants		\$52,500
726010 – Supplies	\$8,650	
984200 – Internet Access	\$8,250	
984500 – Hardware	\$15,100	
984450 – Software	\$14,000	
818025 – Central Programs	\$6,500	

Tutor.com Service
September 16, 2020

Recommendation: Purchase an annual contract for tutor.com to begin access in October 2020 for the cost the total cost of \$15,225, of which \$3,806 would be paid from 2020 funds and \$11,419 would be paid from FY2021 funds. A budget adjustment would be made, moving \$15,225 from Programming to Professional Services, with a new subcategory of Tutoring Service. Programming funds are available because of the decreased opportunity for physical programs due to the global pandemic. This contract would include seven (7) contiguous hours of live tutoring access 361 days of the year.

Background: As students of all ages and their parents settle into a routine of online learning, many are facing a need for extra help in navigating the new, largely digital landscape in their education. According to a Gallup Poll, 50% of parents worry that the pandemic will have a negative effect on their child's education and learning. An increasing number of people are taking advantage of tutoring services as school buildings are closed due to the coronavirus. Many seek free tutoring options. The decision to provide private, fee-based tutors with subject expertise to learners is an access barrier for people facing financial distress. Socioeconomic circumstances surrounding the opportunities available to learners produce another divider between information 'haves and have-nots.' Several school districts offer some form of tutoring; however, limitations such as daytime hours only or a finite number of requests allowed per pupil are in place. Additionally, frequently the tutoring services are provided by teachers whose time already is stretched thin in this new environment. Tutoring services offered locally do not have the robust background check system in place that a virtual environment demands and that tutor.com offers. At the same time, local options do not deliver the breadth of experience in a virtual environment that tutor.com bring both academically and logistically.

Under the current circumstances, tutor.com provides a practical and beneficial tutoring option and service for CADL customers. The package provides key assistance in both the tutoring environment generally and the online tutoring atmosphere specifically. Significant attributes of tutor.com include:

- Access to 3,700 tutors who have passed a six-point background check;
- An average wait time of less than a minute to connect with a 1-on-1, anonymous tutor;
- Over 100 subjects covered through topical experts;
- A record of success which includes 2,800 libraries offering the service nationwide, statewide contracts in South Carolina, Alaska, Montana, and Alabama and a contract with the Department of Defense for military family access;
- Hiring of only 1.1% of the highly vetted applicant pool;
- A 24/7 drop-off review package for writing assignments, resume related requests, and math problems with an average turn-around time of 129 minutes and a guaranteed turn around time of 12 hours;
- Practice tests for SAT/ACT, GRE, LSAT, ASVAB and many other standardized tests and a video lesson series with hundreds of proprietary training sessions;
- Online learning for K-12th grade, college students, adult learners and job seekers;
- A robust digital classroom experience including two-way audio, interactive whiteboards, graphing calculators and many other features;
- Substantial backend support providing marketing materials, training, and data analysis.

Asset Transfer Recommendation

Mason Boiler

August 19th, 2020

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

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

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

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

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

HUM 103 Travel Policy

September 18, 2019

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 travel 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. A completed, signed form may be reimbursed from petty cash for amounts less than \$10.00.

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
- Business telephone calls
- Registration fees, if the purpose of travel is attendance at conferences or official meetings
- Taxis, including reasonable tips
- Toll charges, parking fees, ferry fees, bridge, road, and tunnel fees
- Transportation for meals/lodging (when the traveler's location is such that suitable meals and/or lodging cannot be obtained within reasonable proximity of the traveler's location), to/from terminals.

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.

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, he/she 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. If the distance is a negative number (it's shorter to go from Mason to Lansing) then the employee would not be eligible for mileage. CADL does not pay mileage for an employee to drive to a location that is shorter than the distance they normally travel to work.

If an employee normally drives 10 miles to work every day and attends a meeting that is 5 miles from their home then they are not eligible for mileage. If the meeting was 15 miles from their home then they would be eligible for 5 miles of reimbursement.

In more complicated examples, employees who have to travel to several locations, would subtract their normal mileage from home to work and back from the total mileage they drove that day from home to various locations and back. They would be paid for any additional mileage.

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 dine in the same reasonable manner as they would at home. Travelers will be reimbursed the cost of meals, plus a 15% gratuity when on overnight business trips. Travelers on trips of more than 6 hours duration will be reimbursed for meals if their travel coincides with a regular mealtime.

Per Diem - The maximum per diem expense limit for all meals is \$50. This amount can be used to cover one meal, two meals or three meals per day. When meals are included in the price of the conference or event, the per diem will be reduced \$10 for breakfast, \$15 for lunch, and \$25 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

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.

Capital Area District Libraries will pay for room and applicable taxes. Charges for parking and business telephone calls will also be reimbursed. No other charges will be accepted.

Payment - Where possible, expenses for lodging will be charged to CADL's corporate travel card. If authorized to do so, the traveler may charge expenses for lodging to their personal credit card and submit that expense for reimbursement.

6. Air Travel Guidelines

Reservations - Once travel has been authorized, employees may make their own air travel reservations. They need to obtain the least expensive fares by:

- 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,
- using non-refundable fares when cost effective,
- using carriers with whom there is a lower contract fare,
- accepting travel on smaller “commuter” aircraft if on less costly itinerary, and
- 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

Frequent Flyer Credits - Employees may accrue any frequent flyer program credits that result from their travel.

Payment - Where possible, expenses for air travel will be charged to CADL's corporate travel card. If authorized to do so, the traveler may charge expenses for air travel to their personal credit card and submit that expense for reimbursement.

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.

7. 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 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.

HUM 106 Service Club Membership

November 18, 2015

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 \$500 per year per employee. 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. However, more than one employee may join organizations such as the League of Woman Voters, AAUW, etc. which include members from a broad geographical area.

Some organizations such as the Chamber of Commerce, Economic Club, MABA, etc. offer membership to other 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 Associate Director.

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

HUM 108 NEPOTISM POLICY

November 18, 2015

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 vote of at least five (5) Board Members.

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.

HUM 110 Workers Compensation

June 17, 2009

- 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 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 Sparrow Hospital or Ingham Regional Emergency rooms. They must have the "Authorization to Treat" form.
- 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.