

**CAPITAL AREA DISTRICT LIBRARIES  
BOARD MEETING**

5:30 PM, WEDNESDAY, FEBRUARY 25, 2026  
BOARD ROOM  
401 S CAPITOL AVE., LANSING, MI 48933  
517-367-6300

**Mission Statement:**

Empowering our diverse communities to learn, imagine and connect.

**AGENDA**

CALL TO ORDER

ROLL CALL

COMMUNICATIONS

APPROVAL OF AGENDA (action)

PUBLIC COMMENTS ON AGENDA ITEMS

CONSENT AGENDA (action)

- a. [Approval of Minutes January 28, 2026](#) (enc – action)
- b. Approval of Closed Session Minutes February 18, 2026 (distributed separately)
- c. [Disbursements for January 2026](#) (enc – action)

CHAIRPERSON'S COMMENTS

PRESENTATION

- a. Executive Director's Annual Evaluation Report - Jenny Marr

NEW BUSINESS

General

- a. [GOV 103 Bylaws](#) (enc – action)
- b. Legislative Update
- c. Community Contacts

Finance

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

DIRECTOR'S REPORT

PUBLIC, STAFF, AND BOARD MEMBER COMMENTS

March Board Meetings:

Committee of the Whole, March 18, 2026: Downtown Lansing

Regular Board Meeting: March 25, 2026: Local History Center

ADJOURNMENT

**CAPITAL AREA DISTRICT LIBRARIES  
BOARD MEETING**

January 28, 2026

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

**Members Absent:**

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

**Others Present:**

**CALL TO ORDER**

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

**ROLL CALL**

Baer – Present  
Bloomquist – Present  
Drake – Present  
O'Donnell – Present  
Smith – Present  
Stewart – Present  
Vandenboom – Present

Ashley Smith made a motion to excuse Julie Vandenboom from the January 21, 2026, COW meeting. Quinn O'Donnell seconded the motion. Motion carried.

**COMMUNICATIONS**

Thank you, card, from Aurelius branch for CADL shirts.

**APPROVAL OF AGENDA**

Ashley Smith made a motion to move Finance item A to the Consent Agenda. Quinn O'Donnell seconded the motion. The motion carried.

**PUBLIC COMMENTS ON AGENDA ITEMS**

There were no public comments on agenda items.

**CONSENT AGENDA**

Mark Stewart made a motion to approve the consent agenda. Julie Vandenboom seconded the motion. The motion carried.

- a. Approval of Minutes December 17, 2025  
This item was approved by consent.
  
- b. Disbursements for December 2025  
This item was approved by consent.

**CHAIRPERSON'S COMMENTS**

Brian Baer thanked everyone for coming and traveling in the cold weather.

## **PRESENTATION**

- a. Strategic Planning – Implementation Plan, Jenny Marr
  - Executive Director Jenny Marr gave a presentation on the 2026 implementation of the Strategic Plan which covers 2026-2030.
  - ED Marr gave an overview of the following 4 key focus areas along with goals and objectives for each:
    - Grow Community Relationships
    - Improve Facilities
    - Align Internal Operations
    - Strengthen User Experience
  - ED Marr emphasized the importance of tying things to CADL’s mission, vision and values as well as getting feedback from the community, staff, board, and partners that is beneficial for all parties.
  - Board members asked questions about logistics for the Strategic Plan process
  - Board requests that ED Marr plans to provide them with an official update on the implementation progress of the Strategic Plan in June 2026

## **NEW BUSINESS**

### **General**

- a. Legislative Update
  - Congress put appropriations in budget and increased budget for IMLS
  - The Governor State of the State address is on February 25, 2026, ED Marr is expecting her to speak on literacy
  - ED Marr to meet with the senior literacy advisor for the Governor through her work with MLA
  - March is reading month and communities are encouraging government officials to go to their local libraries. CADL is welcoming theirs with a specialized reading list.
- b. Community Contacts

Sandy Drake attended Friends of the Library meetings at Webberville, Haslett and Okemos.

### **Finance**

- a. Preliminary December 2025 Financial Report (unaudited)

There were no changes to the preliminary December 2025 Financial Report that was presented at the January 21 Committee of the Whole meeting.

This item was approved by consent.

- b. America 250 Grant Application

The board discussed the application and cost of the grant for CADL. ED Marr asked questions regarding the budget, and Assistant Director Jolee Hamlin provided an overview with clarification.

Quinn O’Donnell made a motion to approve the use of grant funds pending CADL is awarded the grant. Mark Stewart seconded the motion. Motion carried.

c. 2026 E-rate Network Services Recommendation

Technology Director Sheryl Knox gave an overview of her E-rate Network Services Recommendation. There were two bids; Zayo Education and Zayo Group. TD Knox recommended CADL to accept the Zayo Education bid due to various factors such as cost and flexibility on additional equipment.

Quinn O'Donnell made a motion to approve TD Knox's recommendation of Zayo Education. Mark Stewart seconded the motion. Motion carried.

## **DIRECTOR'S REPORT**

- All CADL Branches were closed on Monday, January 19 for the MLK holiday.
- State librarian Randy Riley passed away this month. ED Marr attended his memorial at the Library of Michigan. Michelle Bradley is his interim for the first 6 months of the year, and David Votta will be the interim for the second 6 months, a permanent replacement to be announced by the end of 2026.
- Building updates; Monday the 26 the Aurelius branch had a pipe burst. Operations director Micheal Moore shut off the water and cleaned up the excess; there is no permanent damage. The Williamston branch was closed one day last week due to an external pipe bursting outside the library; there was no damage to the library.
- America 250 packet was given to board for a look at events throughout the year for this program.
- America 250 reading challenge spans entire year, 25 books over the eras, reading lists from the decades for all ages is on the website.
- One Grand Read for next year, narrowed down to 3 titles, to be decided next week
- East Lansing has officially posted for their open director position.
- Local History Center had more shelving delivered; operations teams unloaded it, to be assembled, planning to start moving unprocessed materials to new building in February, ribbon cutting tentatively in April.
- New resources, Wall Street Journal and New York Times.

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

Brian Baer told everyone to travel home safely.

There were no public comments.

## **ADJOURNMENT**

Debora Bloomquist made a motion to adjourn the meeting. Quinn O'Donnell seconded the motion. The motion carried. The meeting adjourned at 6:48 pm.

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

| Check Date                    | Check      | Vendor Name                      | Description                          | Amount    |
|-------------------------------|------------|----------------------------------|--------------------------------------|-----------|
| Bank MAIN MAIN CASH           |            |                                  |                                      |           |
| Check Type: EFT Transfer MAIN |            |                                  |                                      |           |
| 01/02/2026                    | 4123(E)    | CONSUMERS ENERGY                 | 2175 170 11/7-12/8/25                | 58.88     |
| 01/02/2026                    | 4124(E)    | CONSUMERS ENERGY                 | 2175 150 11/7-12/8/25                | 338.35    |
| 01/02/2026                    | 4125(E)    | CONSUMERS ENERGY                 | 2175 180 11/7-12/8/25                | 29.39     |
| 01/02/2026                    | 4126(E)    | CONSUMERS ENERGY                 | 2175 140 11/7-12/8/25                | 226.94    |
| 01/02/2026                    | 4127(E)    | CONSUMERS ENERGY                 | 2175 130 11/7-12/8/25                | 191.15    |
| 01/02/2026                    | 4128(E)    | CONSUMERS ENERGY                 | 2175 160 11/7-12/8/25                | 31.01     |
| 01/02/2026                    | 4129(E)    | CONSUMERS ENERGY                 | 2175 120 11/12-12/10/25              | 190.00    |
| 01/02/2026                    | 4130(E)    | TASC                             | BENEFITS FUNDING                     | 146.84    |
| 01/02/2026                    | 4131(E)    | TASC                             | BENEFITS FUNDING                     | 745.21    |
| 01/08/2026                    | 4132(E)    | ACRISURE/44 NORTH                | 1/2026 METLIFE, MEDICAL CLAIMS       | 9,927.15  |
| 01/08/2026                    | 4133-35(E) | AMAZON                           | BOOKS, PROGRAM SUPPLIES, OFFICE SUP  | 4,152.53  |
| 01/08/2026                    | 4136(E)    | DELTA DENTAL PLAN OF MICHIGAN    | 1/2026 DENTAL PREMIUMS               | 234.55    |
| 01/08/2026                    | 4137(E)    | DOW JONES & COMPANY, INC.        | 2026 DIGITAL WALL STREET JOURNAL SUB | 2,000.00  |
| 01/08/2026                    | 4138-62(E) | INGRAM LIBRARY SERVICES          | BOOKS                                | 20,138.45 |
| 01/08/2026                    | 4163(E)    | JENNIFER DEGROAT                 | GINGERBREAD 2025 REIMBURSEMENT       | 11.92     |
| 01/08/2026                    | 4164(E)    | JULIE CHRISINSKE                 | MILEAGE 12/16/25                     | 28.14     |
| 01/08/2026                    | 4165(E)    | KANOPY INC                       | 12/2025 PLAY CREDITS                 | 2,921.45  |
| 01/08/2026                    | 4166(E)    | LAGARDA SECURITY                 | SECURITY SVCS 12/25/25-1/4/26        | 2,050.45  |
| 01/08/2026                    | 4167(E)    | LAWN STARS GROUP LLC             | 12/26-12/30/25 SNOW & ICE MGMT       | 1,303.00  |
| 01/08/2026                    | 4168(E)    | MICHAEL MOORE                    | MILEAGE 12/8-13/20/25                | 235.97    |
| 01/08/2026                    | 4169(E)    | MICHIGAN FLEET FUELING SOLUTIONS | VEHICLE FUEL 12/16-12/31/25          | 607.48    |
| 01/08/2026                    | 4170(E)    | MIDWEST TAPE                     | 12/2025 DIGITAL CONTENT,DVD,MUSIC    | 45,685.70 |
| 01/08/2026                    | 4171(E)    | NEW YORK TIMES                   | 12/15/25-12/14/26 NYT DIGITAL SUB    | 4,576.00  |
| 01/08/2026                    | 4172(E)    | PROQUEST LLC                     | 2026 HISTORICAL NEWSPAPERS           | 7,493.82  |
| 01/08/2026                    | 4173(E)    | SPRINGSHARE LLC                  | PATRON VERIFY SVCS - 10/25-12/25     | 506.40    |
| 01/08/2026                    | 4174(E)    | STAPLES ADVANTAGE                | OFFICE SUPPLIES                      | 140.25    |
| 01/08/2026                    | 4175(E)    | T-MOBILE                         | HOTSPOTS 11/21-12/20/25              | 3,178.60  |
| 01/08/2026                    | 4176(E)    | TASC                             | BENEFITS FUNDING                     | 1,241.30  |
| 01/08/2026                    | 4177(E)    | UNIQUE                           | 12/2025 2025 CHAT SVC, PLACEMENTS    | 1,680.35  |
| 01/08/2026                    | 4178(E)    | BOARD OF WATER & LIGHT           | 427 1FL 11/9-12/9/25                 | 80.92     |
| 01/08/2026                    | 4179(E)    | BOARD OF WATER & LIGHT           | 123 11/9-12/7/25                     | 8,009.56  |
| 01/08/2026                    | 4180(E)    | BOARD OF WATER & LIGHT           | 401 11/5-12/10/25                    | 11,937.53 |
| 01/08/2026                    | 4181(E)    | BOARD OF WATER & LIGHT           | 3500 108 11/9-12/7/25                | 1,173.82  |
| 01/08/2026                    | 4182(E)    | BOARD OF WATER & LIGHT           | 3500 1/2 11/8-12/6/25                | 167.33    |
| 01/08/2026                    | 4183(E)    | CONSUMERS ENERGY                 | 201 11/13-12/11/25                   | 573.45    |
| 01/08/2026                    | 4184(E)    | CONSUMERS ENERGY                 | 4321 1 11/13-12/11/25                | 241.04    |
| 01/08/2026                    | 4185(E)    | CONSUMERS ENERGY                 | 4321 3 11/13-12/11/25                | 339.88    |
| 01/08/2026                    | 4186(E)    | CONSUMERS ENERGY                 | 4321 2 11/13-12/11/25                | 546.69    |
| 01/08/2026                    | 4187(E)    | CONSUMERS ENERGY                 | 4321 4 11/13-12/11/25                | 307.89    |
| 01/08/2026                    | 4188(E)    | CONSUMERS ENERGY                 | 145 11/17-12/14/25                   | 1,045.81  |
| 01/08/2026                    | 4189(E)    | CONSUMERS ENERGY                 | 401 11/13-12/12/25                   | 21.00     |
| 01/08/2026                    | 4190(E)    | CONSUMERS ENERGY                 | 427 11/13-12/12/25                   | 21.00     |
| 01/08/2026                    | 4191(E)    | CONSUMERS ENERGY                 | 1379 11/17-12/14/25                  | 215.67    |
| 01/08/2026                    | 4192(E)    | CONSUMERS ENERGY                 | 3500 109B 11/14-12/13/25             | 257.74    |
| 01/08/2026                    | 4193(E)    | CONSUMERS ENERGY                 | 3500 109A 11/14-12/13/25             | 199.51    |
| 01/08/2026                    | 4194(E)    | CONSUMERS ENERGY                 | 3500 107B 11/14-12/13/25             | 255.10    |
| 01/08/2026                    | 4195(E)    | CONSUMERS ENERGY                 | 126 11/18-12/15/25                   | 849.09    |
| 01/08/2026                    | 4196(E)    | CONSUMERS ENERGY                 | 2175 100 11/20-12/17/25              | 154.78    |
| 01/08/2026                    | 4197(E)    | CONSUMERS ENERGY                 | 2175 HSE 11/20-12/17/25              | 304.66    |
| 01/08/2026                    | 4198(E)    | ALERUS FINANCIAL                 | 1/2026 RETIREMENT CONTRIBUTIONS      | 7,575.00  |
| 01/08/2026                    | 4199(E)    | CHARTER TOWNSHIP OF MERIDIAN     | 2175 11/4-12/10/25                   | 129.77    |
| 01/15/2026                    | 4200(E)    | ACRISURE/44 NORTH                | MEDICAL CLAIMS                       | 3,428.06  |
| 01/15/2026                    | 4201-02(E) | AMAZON                           | BOOKS, PROGRAM SUPPLIES, OFFICE SUP  | 1,708.00  |
| 01/15/2026                    | 4203(E)    | BOLING JANITORIAL SERVICE INC    | 12/2025 JANITORIAL SVCS              | 14,432.56 |
| 01/15/2026                    | 4204(E)    | BOYNTON FIRE SAFETY SERVICE LLC  | SPECIAL HAZARD INSPECTION            | 1,000.00  |
| 01/15/2026                    | 4205(E)    | BS&A SOFTWARE, INC.              | 12/2025 CC FEES                      | 228.22    |
| 01/15/2026                    | 4206(E)    | CHRISTIE NIKOLOFF                | MILEAGE 11/4-12/18/25                | 21.00     |
| 01/15/2026                    | 4207(E)    | CONSUMERS ENERGY                 | 115 11/20-12/17/25                   | 217.26    |
| 01/15/2026                    | 4208-19(E) | INGRAM LIBRARY SERVICES          | BOOKS                                | 11,872.47 |

|                     |            |                               |                                      |                   |
|---------------------|------------|-------------------------------|--------------------------------------|-------------------|
| 01/15/2026          | 4220(E)    | JENNIFER DEGROAT              | STEM SUPPLIES REIMBURSEMENT          | 3.78              |
| 01/15/2026          | 4221(E)    | LAGARDA SECURITY              | SECURITY SVCS W/E 1/11/26            | 3,051.95          |
| 01/15/2026          | 4222(E)    | LAWN STARS GROUP LLC          | 12/31/25 SNOW & ICE MGMT             | 884.00            |
| 01/15/2026          | 4223(E)    | MARISELA GARZA                | MILEAGE 9/11-12/11/25                | 88.90             |
| 01/15/2026          | 4224(E)    | MIDWEST COMMUNICATIONS        | 12/2025 DISPLAY ADVERTISING          | 1,500.00          |
| 01/15/2026          | 4225(E)    | MIDWEST TAPE                  | DVD                                  | 563.40            |
| 01/15/2026          | 4226(E)    | SPRINGSHARE LLC               | LIBCAL SUBSCRIPTION JAN-DEC 2026     | 2,677.00          |
| 01/15/2026          | 4227(E)    | STAPLES ADVANTAGE             | OFFICE SUPPLIES                      | 566.79            |
| 01/15/2026          | 4228(E)    | SUSEELA EYAL                  | MILEAGE 11/17-12/22/25               | 39.76             |
| 01/15/2026          | 4229(E)    | TASC                          | BENEFITS FUNDING                     | 1,833.00          |
| 01/15/2026          | 4230(E)    | WILSON, AMELIA                | MILEAGE 11/29-12/27/25               | 69.72             |
| 01/19/2026          | 4231(E)    | AMERICAN LIBRARY ASSOCIATION  | MYCHAL THREETS POSTERS-1/BRANCH      | 245.66            |
| 01/19/2026          | 4232-36(E) | RAMP BUSINESS CORPORATION     | *SEE NEXT PAGE                       | 20,813.33         |
| 01/22/2026          | 4237(E)    | ACRISURE CYBER SERVICES, LLC  | 1/2026 TEAMS VOICE SUPPORT,PHONE LIC | 1,620.00          |
| 01/22/2026          | 4238(E)    | ACRISURE/44 NORTH             | MEDICAL CLAIMS                       | 5,048.69          |
| 01/22/2026          | 4239(E)    | AT&T                          | 4 PHONEBOOKS 1/2026                  | 24.00             |
| 01/22/2026          | 4240(E)    | DELTA DENTAL PLAN OF MICHIGAN | 12/2025 DENTAL CLAIMS                | 4,835.20          |
| 01/22/2026          | 4241-49(E) | INGRAM LIBRARY SERVICES       | BOOKS                                | 8,765.46          |
| 01/22/2026          | 4250(E)    | LAGARDA SECURITY              | SECURITY SVCS W/E 1/18/26            | 3,749.90          |
| 01/22/2026          | 4251(E)    | LAUREN CLARKE                 | MILEAGE 1/14/26                      | 16.82             |
| 01/22/2026          | 4252(E)    | LAWN STARS GROUP LLC          | ICE & SNOW MGMT 1/8-1/11/26          | 601.00            |
| 01/22/2026          | 4253(E)    | MCBRIDE, BRIDIE               | HOT CHOCOLATE FOR PROGRAMS           | 130.82            |
| 01/22/2026          | 4254(E)    | MICHIGAN FLEET FUELING SOLUTI | VEHICLE FUEL 1/1-1/15/26             | 769.36            |
| 01/22/2026          | 4255(E)    | MIDWEST TAPE                  | MUSIC,AUDIOBOOKS,DVD                 | 2,170.90          |
| 01/22/2026          | 4256(E)    | OVERDRIVE INC                 | CONTENT PURCHASE                     | 30,000.00         |
| 01/22/2026          | 4257(E)    | PHARMACY DATA MANAGEMENT IN   | PRESCRIPTION CLAIMS 12/16/25-1/15/26 | 6,911.79          |
| 01/22/2026          | 4258(E)    | STAPLES ADVANTAGE             | OFFICE SUPPLIES                      | 316.92            |
| 01/22/2026          | 4259(E)    | TASC                          | BENEFITS FUNDING                     | 1,185.20          |
| 01/22/2026          | 4260(E)    | VISION SERVICE PLAN           | 1/2026 VISION PREMIUMS               | 924.95            |
| 01/29/2026          | 4261(E)    | ABRAHAM WASHINGTON LLC        | 2/2026 PARKING                       | 4,520.00          |
| 01/29/2026          | 4262(E)    | ACRISURE/44 NORTH             | 2/2026 METLIFE, MEDICAL CLAIMS       | 2,551.03          |
| 01/29/2026          | 4263-64(E) | AMAZON                        | BOOKS, PROGRAM SUPPLIES, OFFICE SUP  | 1,167.49          |
| 01/29/2026          | 4265(E)    | DTE ENERGY                    | 115 12/5/25-1/6/26                   | 194.34            |
| 01/29/2026          | 4266(E)    | GEOACL LLC DBA RAINBOW SECUI  | PROOFPOINT LICENSING 3YR FOR CYBER   | 28,764.00         |
| 01/29/2026          | 4267-75(E) | INGRAM LIBRARY SERVICES       | BOOKS                                | 6,704.59          |
| 01/29/2026          | 4276(E)    | JAY HULL                      | PROGRAM FOOD, PARKING                | 24.94             |
| 01/29/2026          | 4277(E)    | LAGARDA SECURITY              | SECURITY SVCS W/E 1/25/26            | 3,400.93          |
| 01/29/2026          | 4278(E)    | LINKEDIN CORPORATION          | LEARNING SUB 1/16/26-1/15/27         | 20,000.00         |
| 01/29/2026          | 4279-80(E) | MIDWEST TAPE                  | DVD, MUSIC, AUDIOBOOKS               | 15,755.46         |
| 01/29/2026          | 4281(E)    | PHYSICIANS HEALTH PLAN        | ASSESSMENT FEE                       | 4.80              |
| 01/29/2026          | 4282(E)    | ROBERT CHARTRAND              | PLANE TICKETS PLA CONF               | 298.97            |
| 01/29/2026          | 4283(E)    | STAPLES ADVANTAGE             | OFFICE SUPPLIES                      | 571.58            |
| 01/29/2026          | 4284(E)    | TASC                          | BENEFITS FUNDING                     | 420.00            |
| 01/29/2026          | 4285(E)    | WRITEWISE, INC                | 1/2026 GAP COVERAGE PREMIUM          | 808.83            |
| 01/29/2026          | 4286(E)    | ZAYO GROUP LLC                | WAN AND INTERNET 1/1-1/31/26         | 2,147.40          |
| 01/31/2026          | 4287(E)    | GRANGER CONTAINER SERVICE IN  | 1/2026 TRASH SVC                     | 150.41            |
| 01/31/2026          | 4288(E)    | GRANGER CONTAINER SERVICE IN  | 1/2026 TRASH SVC                     | 285.62            |
| 01/31/2026          | 4289(E)    | GRANGER CONTAINER SERVICE IN  | 1/2026 TRASH SVC                     | 91.00             |
| 01/31/2026          | 4290(E)    | GRANGER CONTAINER SERVICE IN  | 1/2026 TRASH SVC                     | 12.94             |
| 01/31/2026          | 4291(E)    | GRANGER CONTAINER SERVICE IN  | 1/2026 TRASH SVC                     | 108.33            |
| Total EFT Transfer: |            |                               |                                      | <u>364,777.05</u> |

Check Type: Paper Check MAIN

|            |       |                               |                                  |           |
|------------|-------|-------------------------------|----------------------------------|-----------|
| 01/20/2026 | 57388 | ADVENT HOUSE MINISTRIES, INC  | OUTREACH SERVICES 1/1-6/30/26    | 8,736.00  |
| 01/20/2026 | 57389 | ALAIEDON TOWNSHIP TREASURER   | 33-06-06-04-202-006 2025 WINTER  | 15,411.28 |
| 01/20/2026 | 57390 | BARNES & NOBLE                | 10 COPIES MAGNOLIA WITH COUPON   | 89.91     |
| 01/20/2026 | 57391 | BLACKSTONE PUBLISHING INC     | AUDIOBOOKS                       | 701.63    |
| 01/20/2026 | 57392 | CAMDEN TOWNSHIP LIBRARY       | LOST BOOK                        | 10.00     |
| 01/20/2026 | 57393 | CENTRAL BUSINESS SYSTEMS INC  | COPIER RENTAL,PRINT COLLECTIONS  | 1,132.94  |
| 01/20/2026 | 57394 | CENTRAL SECURITY ALARM INC    | 2/26-4/26 DL BURGLAR MONITORING  | 149.85    |
| 01/20/2026 | 57395 | CITY OF LANSING, PARKS AND RE | UTILITIES 6/1/25-2/28/26         | 2,055.00  |
| 01/20/2026 | 57396 | CITY OF LESLIE                | 201 10/1-12/30/25                | 188.03    |
| 01/20/2026 | 57397 | CITY OF MASON                 | STREET SIGN                      | 525.00    |
| 01/20/2026 | 57398 | EAST LANSING PUBLIC LIBRARY   | LOST BOOK                        | 55.47     |
| 01/20/2026 | 57399 | EILX                          | 12/2025 ROTATOR ADS              | 400.00    |
| 01/20/2026 | 57400 | ENVISIONWARE INC              | MAINT. AND LIC. 4/1/26 - 3/31/27 | 2,584.47  |

|                    |       |                                 |                                      |                  |
|--------------------|-------|---------------------------------|--------------------------------------|------------------|
| 01/20/2026         | 57401 | ERIC A STANTON                  | FILM MOVEMENT - SNACKS               | 30.22            |
| 01/20/2026         | 57402 | HOME DEPOT CREDIT SERVICES      | LOCTITE,LIQUID NAIL,PAINT,RAINX,SALT | 757.95           |
| 01/20/2026         | 57403 | JAMES MACLEAN                   | MILEAGE 9/25-12/23/25                | 50.12            |
| 01/20/2026         | 57404 | KALAMAZOO PUBLIC LIBRARY        | LOST BOOK                            | 13.00            |
| 01/20/2026         | 57405 | KATHRYN SHAW                    | MILEAGE 10/1-12/19/25                | 44.73            |
| 01/20/2026         | 57406 | LAURA BROWN                     | VALENTINE SUPPLIES                   | 14.98            |
| 01/20/2026         | 57407 | LOUTIT DISTRICT LIBRARY         | LOST BOOK                            | 53.95            |
| 01/20/2026         | 57408 | MICHIGAN ARCHIVAL ASSOCIATION   | 2026 DUES H BUTLER                   | 31.00            |
| 01/20/2026         | 57409 | MICHIGAN MUNICIPAL RISK MANAGE  | 3RD INSTALL INS 8/18/25-8/18/26      | 16,716.75        |
| 01/20/2026         | 57410 | MURPHY & SPAGNUOLO PC           | 12/2025 LEGAL SVCS                   | 1,421.00         |
| 01/20/2026         | 57411 | PETER WHITE PUBLIC LIBRARY      | LOST BOOK                            | 21.95            |
| 01/20/2026         | 57412 | R & D LANDSCAPE LLC             | 12/2025 SNOW SVCS                    | 3,122.96         |
| 01/20/2026         | 57413 | RICOH USA INC                   | 12/2025 B/W & COLOR COPIES 3RD FLR   | 50.98            |
| 01/20/2026         | 57414 | ROCHESTER HILLS PUBLIC LIBRARY  | LOST BOOK                            | 59.94            |
| 01/20/2026         | 57415 | RODRIGUEZ, ABIGALE              | MILEAGE 12/10-12/26/25               | 97.86            |
| 01/20/2026         | 57416 | SAGINAW CHIPPEWA TRIBAL LIBRARY | 34051100119901 The Cherokee          | 31.32            |
| 01/20/2026         | 57417 | SCHINDLER ELEVATOR CORPORATION  | FRONT ELEVATOR ENTRAPMENT (9/24/25)  | 487.18           |
| 01/20/2026         | 57418 | SHLB COALITION                  | ANNUAL MEMBERSHIP 2/1/26-1/31/27     | 500.00           |
| 01/20/2026         | 57419 | SHUYLER CLARK                   | MILEAGE 12/8-12/29/25                | 58.80            |
| 01/20/2026         | 57420 | SMITH IMAGING SOLUTIONS         | POWER SUPPLY UNIT FOR SCANPRO 3000   | 73.00            |
| 01/20/2026         | 57421 | SOUTHFIELD PUBLIC LIBRARY       | LOST BOOK                            | 130.00           |
| 01/20/2026         | 57422 | TECUMSEH DISTRICT LIBRARY       | LOST BOOK                            | 30.00            |
| 01/20/2026         | 57423 | TSAI FONG BOOKS                 | BOOKS                                | 1,011.67         |
| 01/20/2026         | 57424 | VILLAGE OF DANSVILLE            | 1379 9/1-11/30/25                    | 68.25            |
| 01/20/2026         | 57425 | VILLAGE OF STOCKBRIDGE          | 200 9/24-12/29/25                    | 237.82           |
| 01/20/2026         | 57426 | WILLIAMSTON COMMUNITY SCHOOL    | 10/25-12/25 CLEANING/UTILITIES       | 4,523.25         |
| 01/20/2026         | 57427 | WILX                            | 12/2025 STUDIO 10 SPOTS              | 350.00           |
| 01/20/2026         | 57428 | WLAJ                            | ROTATOR ADS 12/2025                  | 100.00           |
| 01/20/2026         | 57429 | WLNS                            | 12/2025 ROTATOR ADS                  | 800.00           |
| 01/20/2026         | 57430 | WORLD BOOK INC                  | BOOKS                                | 5,396.00         |
| 01/20/2026         | 57431 | ZOOBEAN                         | BEANSTACK SUB 3/9/26/-3/8/27         | 5,907.30         |
| Total Paper Check: |       |                                 |                                      | <u>74,231.56</u> |

MAIN TOTALS:

|                             |                   |
|-----------------------------|-------------------|
| Total of 153 Checks:        | 439,008.61        |
| Less 1 Void Checks:         | 31.00             |
| Total of 152 Disbursements: | <u>438,977.61</u> |

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

| Check Date | Check      | Vendor Name             | Description                                     | Amount   |
|------------|------------|-------------------------|---|----------|
| 01/19/2026 | 4232-36(E) | RAMP BUSINESS CORPORATI | 1/2026 COOLER RENTAL DA                         | 15.00    |
|            |            |                         | WATER DELIVERY DA                               | 14.45    |
|            |            |                         | WATER DELIVERY STK                              | 21.25    |
|            |            |                         | WATER DELIVERY LE                               | 14.45    |
|            |            |                         | 1/2026 WATER COOLER RENTAL DTL                  | 95.00    |
|            |            |                         | 12/1-12/31/25 CONTRACT SERVICES                 | 483.33   |
|            |            |                         | 1/1-2/28/26 SUPP. CONTROLS                      | 966.67   |
|            |            |                         | PEST CONTROL                                    | 66.00    |
|            |            |                         | PEST CONTROL                                    | 86.00    |
|            |            |                         | NET INCLUSION 2026 CONFERENCE FEE               | 454.75   |
|            |            |                         | 2026 DUES H BUTLER                              | 31.00    |
|            |            |                         | 145 10/15-11/14/25                              | 87.76    |
|            |            |                         | 39015108600704 ANTI-OPPRESSIVE                  | 150.00   |
|            |            |                         | 2026 PLAYSPACE REFRESH                          | 149.45   |
|            |            |                         | CEILING TILE, POLE, LIQUID NAIL                 | 164.58   |
|            |            |                         | LEVEL, CIRCSAW                                  | 215.94   |
|            |            |                         | BATH TISSUE,GLOVES,DOOR KNOB,PAIL               | 182.26   |
|            |            |                         | PADLOCK   | 14.25    |
|            |            |                         | DISC RESURFACING SUPPLIES                       | 255.40   |
|            |            |                         | 2000 STRESS RELIEF BOOKS WITH CADL LOGO         | 2,900.00 |
|            |            |                         | ACRYLIC SLATWALL HOLDER - ST SIGNAGE UPDATE     | 14.00    |
|            |            |                         | DEMCO® EZ TAPE APPLICATOR                       | 124.20   |
|            |            |                         | BOOK EASELS, WHITE, SMALL & LARGE, 15 EACH HTTP | 107.79   |
|            |            |                         | UNEARTH A STORY SUPPLIES                        | 488.87   |
|            |            |                         | 14-DISC A/V CASES                               | 2,464.00 |
|            |            |                         | 11/2025 MAT SVC                                 | 506.94   |
|            |            |                         | 12/2025 MAT SVC                                 | 616.73   |
|            |            |                         | SPINE LABELS AND PRINTER RESIN                  | 1,305.02 |
|            |            |                         | 12/2025 LH SUBSCRIPTION                         | 30.00    |
|            |            |                         | ADDIS ENTERPRISES STAGING SITE FEE 2026         | 120.00   |
|            |            |                         | 1/2026 DIGITAL PHONE LINES AT DL                | 73.83    |
|            |            |                         | MONTHLY HOSTING CHARGES                         | 311.70   |
|            |            |                         | SUBSCRIPTION 1/11/26-1/11/27                    | 129.00   |
|            |            |                         | 1/2026 MINECRAFT SERVER                         | 29.94    |
|            |            |                         | FLIP TOP CASES,LABEL HOLDERS                    | 2,042.86 |
|            |            |                         | PERSONAL PURCHASE BY JHAMLIN                    | 166.00   |
|            |            |                         | CONFERENCE REGISTRATION A SAVAGE                | 364.00   |
|            |            |                         | CONFERENCE REGISTRATION E MIRANDA               | 364.00   |
|            |            |                         | CONFERENCE REGISTRATION R CHARTRAND             | 364.00   |
|            |            |                         | 1/2026 SUBSCRIPTION                             | 59.90    |
|            |            |                         | TS PLAYAWAY RETURN POSTAGE                      | 13.16    |
|            |            |                         | 12/2025 CLOUD STORAGE                           | 86.16    |
|            |            |                         | NINTENDO SWITCH ONLINE FAMILY MEMBERSHIP 2026   | 37.09    |
|            |            |                         | 2025 1099-NEC FILINGS                           | 83.43    |
|            |            |                         | 2025 1099-MISC FILING                           | 29.99    |
|            |            |                         | PAPER TOWEL, BATH TISSUE                        | 81.50    |
|            |            |                         | BATH TISSUE                                     | 71.50    |
|            |            |                         | BATH TISSUE                                     | 35.75    |
|            |            |                         | BATH TISSUE                                     | 38.08    |
|            |            |                         | PAPER TOWEL, BATH TISSUE                        | 813.55   |
|            |            |                         | PAPER TOWEL, HAND SOAP                          | 60.74    |
|            |            |                         | MAGNET GIVEAWAYS - BRANCH HRS                   | 1,193.89 |
|            |            |                         | NEW AT CADL BOOKMARK                            | 158.33   |
|            |            |                         | PFA ITEMS & HRS RACK CARDS                      | 741.57   |
|            |            |                         | 2026 SECURITY & FIRE MONITORING OK & SL         | 1,476.00 |
|            |            |                         | EARLY CHILDHD LIT COALITION EVNT 3/15/26        | 90.00    |
|            |            |                         | J LAXTON- 2026 DUES                             | 185.00   |
|            |            |                         | PRINTER PARTS                                   | 53.93    |
|            |            |                         | 4 PACK XL BREAD TRAY PART: XL2926               | 119.90   |

|                       |           |
|-----------------------|-----------|
| LOCK FOR BOOK DROP    | 15.49     |
| 12/2025 RAMP CASHBACK | (480.18)  |
| CREDIT CEILING TILE   | (127.96)  |
| SALES TAX CREDIT      | (13.91)   |
|                       | <hr/>     |
|                       | 20,813.33 |



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

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

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

- 55  
56 (a) Establish and maintain a public library system for the district.  
57 (b) Establish policies by which the District library shall be administered.  
58 (c) Appoint and remove its officers.  
59 (d) Employ a Library Director and subordinate staff and set their duties and  
60 compensation.  
61 (e) Purchase, lease or otherwise acquire, supervise and control real and personal  
62 property.  
63 (f) Contract library related services from or provide these services to a library  
64 or municipality within or outside the district.  
65 (g) Adopt bylaws and regulations governing the actions of the Board and the  
66 District Library.  
67 (h) Propose and levy a tax upon approval of the electors for support of the  
68 District Library.  
69 (i) Borrow money, issue bonds, and accept gifts and grants.  
70 (j) Adopt an annual budget for the operation and maintenance of the District  
71 Library.  
72 (k) Employ an attorney, certified public accountant, and other professional  
73 persons.  
74 (l) Do any other thing necessary for conducting the business of the District  
75 Library.  
76

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

80 **Section 1. CHAIRPERSON:** The Chairperson shall preside at all meetings and shall set  
81 the agenda for these meetings. The Chairperson may appoint committees as the Board  
82 establishes and shall serve as an ex-officio member of all committees. The Chairperson shall  
83 sign with the Secretary, in the name of the Capital Area District Library, all contracts and  
84 legal documents authorized by the Board.  
85

86 **Section 2. VICE-CHAIRPERSON:** The Vice-Chairperson shall assume the duties of the  
87 Chairperson when the Chairperson is absent.  
88

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

95 **Section 4.** TREASURER: The Treasurer shall assure the receipt, investment, payment,  
96 and audit of all funds which the Board is legally entitled to receive and expend.  
97

98 **Section 5.** NOMINATION OF OFFICERS: The Board Chairperson will appoint a  
99 Nomination Committee of three members at the March meeting.  
100

101 **Section 6.** ELECTION OF OFFICERS: Officers shall be nominated and elected by a  
102 majority vote of those Board members present and voting, which shall be the first regular  
103 meeting after April 15th of each year. The term of office for Board officers shall be one  
104 year. A vacancy for an unexpired term shall be filled at the first regularly scheduled Board  
105 meeting following notice of the vacancy.  
106

107 **Section 7.** EXECUTIVE COMMITTEE: The Executive Committee will include the Board  
108 Chairperson, Board Treasurer, and one member of the Board to be appointed by the Board  
109 Chairperson with the approval of the Board.  
110

111 **ARTICLE V**  
112 **FINANCIAL DISBURSEMENT RESPONSIBILITY**  
113

114 **Section 1.** The District Library shall have custody of all District Library funds and shall  
115 draw checks against these funds upon the authorization of the Director consistent with the  
116 budget approved by the Board. All District Library expenditures and receipts shall be  
117 accounted for by the District Library. The District Library shall be audited annually by a  
118 certified public accounting firm, and a report made to the Board.  
119

120  
121 **ARTICLE VI**  
122 **MEETINGS, QUORUM AND VOTING REQUIREMENTS**  
123

124 **Section 1.** The Board shall hold regular meetings at dates, times, and places as  
125 designated by the Library Board. The agenda and accompanying information for a meeting  
126 shall be established by the Chairperson and the Library Director and shall be emailed to all  
127 Board members at least five days before the meeting. Email is the preferred method for  
128 distributing the agenda and accompanying information, but a board member may ask to  
129 receive the information by mail. Public notice of regular, special and committee meetings  
130 shall be given as required by law.  
131

132 **Section 2.** A quorum for the transaction of business shall consist of four of the seven  
133 members of the Board.  
134

135 **Section 3.** A majority vote of those present is required to act on any matter.  
136

137 **Section 4.** The annual meeting shall be the first meeting after April 15th each year and  
138 shall be held in conjunction with the regular meeting. Election of officers will take place at  
139 the annual meeting.  
140

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

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

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

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

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

160  
161 **Section 1.** Robert's Rules of Order, revised, shall be the authority for conducting all  
162 meetings of the Capital Area District Library Board.  
163

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

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

181  
182 **Section 1.** Each individual who is presently or was a trustee, board member, past  
183 director, officer, employee or designated agent of the Capital Area District Library (including  
184 the personal representatives and estate of such individual) shall by right be indemnified by  
185 the Capital Area District Library, to the full extent permitted or authorized by the law of the  
186 State of Michigan, as amended, against any liability, cost, payment or expenses, including  
187 reasonable attorney fees, and amounts paid in settlement actually and reasonably incurred by  
188 the individual in connection with the action or suit asserted against such individual or paid or  
189 incurred by such individual in said individual's capacity as a director, officer, employee, or  
190 designated agent, if the individual acted in good faith and in a manner the individual

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

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

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

02/13/2026

BALANCE SHEET REPORT FOR CAPITAL AREA DISTRICT LIBRARIES

Balance As Of 01/31/2026

YTD Balance

GL Number

01/31/2026

Fund: 101 GENERAL FUND

\*\*\* Assets \*\*\*

Account Type: Cash

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

Account Type: Other Assets

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

|              |                      |
|--------------|----------------------|
| Total Assets | <u>28,177,587.64</u> |
|--------------|----------------------|

\*\*\* Liabilities \*\*\*

Account Type: Accounts Payable

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

Account Type: Liabilities

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

|                   |                      |
|-------------------|----------------------|
| Total Liabilities | <u>10,385,494.68</u> |
|-------------------|----------------------|

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

Account Type: Unassigned

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

|                   |                      |
|-------------------|----------------------|
| Total Fund Equity | <u>14,018,152.82</u> |
|-------------------|----------------------|

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

BOARD FS FOR CAPITAL AREA DISTRICT LIBRARIES

Balance As of 01/31/2026

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

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

BOARD FS FOR CAPITAL AREA DISTRICT LIBRARIES

Balance As of 01/31/2026

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

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

BOARD FS FOR CAPITAL AREA DISTRICT LIBRARIES

Balance As of 01/31/2026

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