

**CAPITAL AREA DISTRICT LIBRARIES  
BOARD MEETING**

5:30 PM, WEDNESDAY, NOVEMBER 18, 2020

VIRTUAL

+1 517-317-8953, Conference ID: 756 336 251#  
517-367-6300



Capital Area  
District Libraries

**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 October 21, 2020 (enc – action)
3. Disbursements for October 2020 (enc – action)

CHAIRPERSON'S COMMENTS

NEW BUSINESS

General

1. HUM 202 Evaluation of Executive Director (enc – action)
2. South Lansing Library Update
3. Legislative Update
4. Community Contacts

Finance

1. October 2020 Financial Report (enc – action)
2. 2021 Draft Budget Review (enc)
3. New Banking Institutions (enc – action)

DIRECTOR'S REPORT

POLICIES – No changes, for review only (enc)

1. HUM 105 Employee Recognition Policy
2. HUM 201 Director Succession Policy
3. HUM 202A Director Evaluation Board Form
4. HUM 202B Director Evaluation Staff Form

PUBLIC, STAFF, AND BOARD MEMBER COMMENTS

ADJOURNMENT

**CAPITAL AREA DISTRICT LIBRARIES  
BOARD MEETING  
October 21, 2020**

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

**Members Absent:**

**Staff Present:** Scott Duimstra, Jolee Hamlin, Chelsea Koenigsknecht, Julie Laxton, Thais Rousseau, Pat Taylor

**Others Present:**

**CALL TO ORDER**

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

**ROLL CALL**

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

**COMMUNICATIONS**

There are no communications.

**PUBLIC COMMENTS ON AGENDA ITEMS**

There are no public comments on agenda items.

**CONSENT AGENDA**

1. Approval of Agenda

Jeff Croff made a motion to add the temporary closing recommendation of the Holt-Delhi and Aurelius Libraries recommendation and a South Lansing Library update under New Business and to move new items 4-5 and finance items 1-2 to the consent agenda. Jeff Croff seconded the motion. The motion carried.

Margaret Bossenbery made a motion to approve the consent agenda as amended. Jeff Croff seconded the motion. The motion carried.

2. Approval of Minutes September 16, 2020

The minutes of September 16, 2020 were approved by consent.

3. Disbursements for September 2020

The disbursements for September 2020 were approved by consent.

## **CHAIRPERSON'S COMMENTS**

This week is “National Friends of the Libraries Week” and Sally mailed each Friends group a letter to build connection between the groups and the Board. Sandy Drake will serve as the Board liaison with the Friends group.

## **NEW BUSINESS**

### **General**

1. Appoint Executive Director Evaluation Committee

Board Chair Sally Trout appointed the following members to the Executive Director Evaluation Committee:

- Committee Chair: Margaret Bossenbery
- Sandy Drake
- Vern Johnson

2. Dr. L. Robert McConnell Staff Award Selection

Debora Bloomquist made a motion to approve the Dr. L. Robert McConnell Staff Award recipients; Betsy Hull and Christine Martin-Resotko. Margaret Bossenbery seconded the motion. The motion carried. Other nominees included Jill Abood, Cassidy Gould, Kate Newcombe, Heather Goupil, Lindsay Anderson, Melissa Crain, Lynn Harper, Hanna Sherman, Thalyta Still, Sarah Van Acker, and Cassidy Veselovsky.

3. Ratify All Actions Taken Remotely

Jeff Croff made a motion to ratify all action that are taken remotely. Sandy Drake seconded the motion. The motion carried.

4. 2021 Board Meeting Dates

The 2021 Board Meeting Dates was approved by consent.

5. 2021 CADL Days Closed

The 2021 CADL Days Closed was approved by consent.

6. Holt-Delhi and Aurelius Libraries Temporary Closure Recommendation

Vern Johnson made a motion to approve the Holt-Delhi and Aurelius Libraries Temporary Closure Recommendation. Margaret Bossenbery seconded the motion. The motion carried.

The Holt-Delhi and Aurelius Libraries will be closed on Tuesday, November 3 due to elections. These library buildings are polling locations.

7. South Lansing Library Update

Scott Duimstra provided the Board with a South Lansing Library location update.

8. Legislative Update

There were no legislative updates.

9. Community Contacts

There were no community contacts.

## **Finance**

1. September 2020 Financial Report

The September 2020 Financial Report was approved by consent.

2. LSTA Improving Access to Information Grant iPads Recommendation

The LSTA Improving Access to Information Grand iPads Recommendation was approved by consent.

## **DIRECTOR'S REPORT**

- October 18 – 24 is “National Friends of the Library Week”. CADL sent personalized thank you notes to each of our Friends groups.
- CADL Conference is on Wednesday, November 11. It will be virtual and go from 8:15 AM - 12 PM. Dr. McConnell will attend in-person for the McConnell Awards. Sally Trout will also be there for the “Welcome from the Board”. Staff will be attending either from home or at their library.
- The Mason Library renovation has been broken up into Part 1 and Part 2 due to budgeting for the project. \$175,000 still needs to be raised for Part 2 of the project.
- CADL is expanding the Student Success Initiative with the Lansing School District, Leslie Public Schools, Holt Public Schools and Mason Public Schools joining the program. We’ve also been promoting Tutor.com to students, parents and schools.
- Access to public computers is going very well. We’ve had about 56 appointments during the week of October 19.
- For the Holiday candy for staff, we won’t be able to have Board members deliver candy to each branch and department. Instead, we’ll send individually wrapped candy to each staff member with a note from the Library Board to each branch and department. Also, there will be no Holiday dinner before the December Board meeting.

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

There are no public, staff or Board member comments.

## **ADJOURNMENT**

DeYeya Jones made a motion to adjourn the meeting. Jeff Croff seconded the motion. The motion carried. The meeting was adjourned at 6:35 p.m.

CAPITAL AREA DISTRICT LIBRARY DISBURSEMENTS				
October 1 through October 31, 2020				
Check No.	Payment Date	Payee	Amount	Description
000000051632	10/20/2020	AMERICAN LIBRARY ASSOCIATION	406.52	Materials
000000051633	10/20/2020	AT & T LONG DISTANCE	17.58	Telephone
000000051634	10/20/2020	AVENTRIC TECHNOLOGIES	119.00	Building maintenance-DTL
000000051635	10/20/2020	ALERUS FINANCIAL	14,176.64	Retirement
000000051636	10/20/2020	ALBERT ABBOTT	45.00	Phone reimb-3rd qtr20
000000051637	10/20/2020	A & D AUTO & BODY REPAIR	1,205.78	Vehicle repair-BKM
000000051638	10/20/2020	SYNCB/AMAZON	9,232.84	Various charged products/services
000000051639	10/20/2020	A & L LOCKSMITH, LLC	10.40	Building maintenance
000000051644	10/20/2020	BAKER & TAYLOR BOOKS	61,521.49	Materials
000000051645	10/20/2020	JEAN BOLLEY/PETTY CASH	41.99	Library petty cash replenishment
000000051646	10/20/2020	BRD PRINTING INC.	530.00	Marketing-signs
000000051647	10/20/2020	BOYNTON FIRE SAFETY SERVICE	1,802.00	Building maintenance-DTL
000000051648	10/20/2020	BOLING JANITORIAL SERVICE INC	6,546.60	Custodial service-Sep20
000000051649	10/20/2020	BAYSCAN TECHNOLOGIES	3,280.00	RFID tags
000000051650	10/20/2020	HEIDI BUTLER	15.99	Patron refund
000000051651	10/20/2020	SUSAN BISSONNETTE	112.48	Donation expense, Program-OK
000000051652	10/20/2020	BELLEVILLE AREA DISTRICT LIBRARY	19.99	Lost & Paid materials
000000051653	10/20/2020	BRODART CO.	28.82	Offices supplies-DTL
000000051654	10/20/2020	CCI SOUTH INC	262.50	Building upgrades
000000051655	10/20/2020	CENTRAL BUSINESS SYSTEMS INC	247.00	Equipment leases-3rd qtr 2020
000000051656	10/20/2020	THE CHRONICLE NEWSPAPER INC	575.00	Marketing-ads
000000051657	10/20/2020	CAPITAL AREA CLEANING SUPPLY	1,112.66	Janitorial supplies-Sep20
000000051658	10/20/2020	CENTRAL SECURITY ALARM INC	117.00	Building maint-DTL 4th qtr2020
000000051659	10/20/2020	MELISSA COLE	63.13	donation expense DTL, SL
000000051660	10/20/2020	CCI SOLUTIONS	312.72	Processing supplies
000000051661	10/20/2020	CATALYST TECHNOLOGY GROUP INC	750.00	Computer software-Proof Point Sep20
000000051662	10/20/2020	CLINTON TOWNSHIP PUBLIC LIBRARY	160.00	Lost & Paid materials
000000051663	10/20/2020	DEMCO	956.99	Donation expense-HA
000000051664	10/20/2020	RYAN DONAHUE	45.00	Phone reimb-3rd qtr20
000000051665	10/20/2020	DTE ENERGY	157.24	Utilities
000000051666	10/20/2020	ANNESCIA DILLARD	8.99	Patron refund
000000051667	10/20/2020	DBI BUSINESS INTERIORS	251.45	Office supplies-Sep20
000000051668	10/20/2020	VILLAGE OF DANSVILLE	63.00	Utilities
000000051669	10/20/2020	ELM USA INC	284.90	Processing supplies
000000051670	10/20/2020	EXTERIORS OF LANSING INC	297.00	Building upgrades
000000051671	10/20/2020	FP MAILING SOLUTIONS	156.00	Postage
000000051672	10/20/2020	CHASE CARD SERVICES	14,380.22	Various charged products/services
000000051673	10/20/2020	VIVA FRISELL	180.00	Custodial service-Sep20
000000051674	10/20/2020	GAYLORD BROS., INC.	38.52	Supplies-BKM
000000051675	10/20/2020	GRAND LEDGE AREA DISTRICT LIBRARY	14.99	Lost & Paid materials

000000051676	10/20/2020	GALE	733.35	Materials
000000051677	10/20/2020	HILLSDALE COMMUNITY LIBRARY	11.00	Lost & Paid materials
000000051678	10/20/2020	HOWELL CARNEGIE DISTRICT LIBRARY	27.00	Lost & Paid materials
000000051679	10/20/2020	BETSY HULL/PETTY CASH	195.98	Library petty cash replenishment
000000051680	10/20/2020	BETSY HULL	500.00	McConnell Award 2020
000000051681	10/20/2020	HASLETT PUBLIC SCHOOLS	12,670.74	Utilities/Cleaning 2nd & 3rd qtrs 2020
000000051682	10/20/2020	HOME DEPOT CREDIT SERVICES	459.08	Building maintenance
000000051683	10/20/2020	HEALTHY & FIT MAGAZINE	650.00	Marketing-ads
000000051684	10/20/2020	HOUGHTON LAKE PUBLIC LIBRARY	17.00	Lost & Paid materials
000000051685	10/20/2020	INGHAM COUNTY TREASURER	1,701.54	Millage income refund
000000051686	10/20/2020	INGRAM LIBRARY SERVICES	254.98	Materials
000000051687	10/20/2020	IPEARL INC	646.28	Library of Things
000000051688	10/20/2020	IMPRESSION 5 SCIENCE CENTER	109.35	Marketing-giveaways
000000051689	10/20/2020	JACKSON DISTRICT LIBRARY	3.99	Lost & Paid materials
000000051690	10/20/2020	CHARLOTTE KRAJNIAK	41.40	Local travel
000000051691	10/20/2020	DENISE KELLY VOICE-OVERS INC	50.00	Marketing-ads
000000051692	10/20/2020	KANOPY INC	1,947.00	DVD streaming service-Sep20
000000051693	10/20/2020	MICHIGAN FLEET FUELING SOLUTIONS LLC	476.90	Gas for vehicles
000000051694	10/20/2020	CITY OF LANSING	500.00	Utilities-FO
000000051695	10/20/2020	THE LIBRARY NETWORK	1,330.00	Deep Freeze licenses
000000051696	10/20/2020	LITCHFIELD DISTRICT LIBRARY	25.00	Lost & Paid materials
000000051697	10/20/2020	LISKEY'S AUTO & TRUCK SERVICE INC	589.56	Vehicle repair/maintenance
000000051698	10/20/2020	LANSING CITY TREASURER	342.64	Building upgrades
000000051701	10/20/2020	MIDWEST TAPE	48,827.50	Materials, Hoopla Sep20
000000051702	10/20/2020	MICHIGAN LIBRARY ASSOCIATION	148.75	Memberships
000000051703	10/20/2020	MICHAEL ALEX MOSSEY LIBRARY	39.00	Lost & Paid materials
000000051704	10/20/2020	M3 GROUP INC	400.00	Marketing-ads
000000051705	10/20/2020	MYERS PLUMBING & HEATING INC	273.00	Building maintenance
000000051706	10/20/2020	MACDONALD BROADCASTING	350.00	Marketing-ads
000000051707	10/20/2020	MIDWEST COMMUNICATIONS	384.00	Marketing-ads
000000051708	10/20/2020	MICHAEL MOORE	302.51	Local travel
000000051709	10/20/2020	JOHN DAVID MCCARTHY	15.63	Patron refund
000000051710	10/20/2020	MURPHY & SPAGNUOLO PC	937.00	Legal fees-Sep20
000000051711	10/20/2020	MICHIGAN STATE UNIVERSITY	150.00	Lost & Paid materials
000000051712	10/20/2020	JAMES MACLEAN	113.16	Local travel
000000051713	10/20/2020	EARL NICHOLSON	45.00	Phone reimb-3rd qtr20
000000051714	10/20/2020	OVERDRIVE INC	20,000.00	Prepaid expense-Overdrive
000000051715	10/20/2020	PAST PERFECT SOFTWARE INC	327.00	Computer software
000000051716	10/20/2020	MICHAEL PALMER	45.00	Phone reimb-3rd qtr20
000000051717	10/20/2020	DUSTIN PARI	250.00	Program-Central
000000051718	10/20/2020	PRIDE SOURCE MEDIA GROUP	325.00	Marketing-ads
000000051719	10/20/2020	RECORDED BOOKS, INC	944.20	Materials
000000051720	10/20/2020	CHRISTINE MARTIN-RESOTKO	500.00	McConnell Award 2020
000000051721	10/20/2020	RICOH USA INC	43.88	Copier lease

000000051722	10/20/2020	VILLAGE OF STOCKBRIDGE	171.83	Utilities
000000051723	10/20/2020	STAPLES ADVANTAGE	5,547.01	Office supplies-Sep/Oct20
000000051724	10/20/2020	TOM SHILTS	73.98	Furn & Equipment-OK
000000051725	10/20/2020	ST CHARLES DISTRICT LIBRARY	14.95	Lost & Paid materials
000000051726	10/20/2020	SHELBY TOWNSHIP LIBRARY	5.00	Lost & Paid materials
000000051727	10/20/2020	SHROYER'S TOWING, INC	175.00	Vehicle repair
000000051728	10/20/2020	SIENA HEIGHTS UNIVERSITY LIBRARY	100.00	Lost & Paid materials
000000051729	10/20/2020	SOUTHGATE VETERANS MEMORIAL LIBRA	24.95	Lost & Paid materials
000000051730	10/20/2020	TOWNSQUARE MEDIA LANSING	650.00	Marketing-ads
000000051731	10/20/2020	TECUMSEH DISTRICT LIBRARY	45.00	Lost & Paid materials
000000051732	10/20/2020	TUTOR.COM INC	15,255.00	Tutoring services, Prepaid exp 2021
000000051733	10/20/2020	TRANE U.S. INC	1,068.00	Qtrly maintenance contract HVAC
000000051734	10/20/2020	DAVE TRUMPIE	164.00	Marketing-ads
000000051735	10/20/2020	UPS	16.10	Postage
000000051736	10/20/2020	UNUM LIFE INSURANCE CO OF AMERICA	536.38	Employee insurance
000000051737	10/20/2020	UNUM LIFE INSURANCE CO OF AMERICA	1,882.92	Employee insurance
000000051738	10/20/2020	UAW LOCAL 2256	3,131.34	Union Dues-Sep20
000000051739	10/20/2020	VANTAGE TRANSFER AGENT	3,493.38	Employee deferred compensation-Sep20
000000051740	10/20/2020	HELEN C. VESELOVSKY	74.75	Local travel
000000051741	10/20/2020	WLAJ	705.00	Marketing-ads
000000051742	10/20/2020	Void		
000000051743	10/20/2020	WATERLOGIC INC	270.00	Miscellaneous expense
000000051744	10/20/2020	LAUREN WARSHAW	420.00	Program-OK
000000051745	10/20/2020	KARON WALTER/PETTY CASH	184.81	Library petty cash replenishment
000000051746	10/20/2020	WILLIAMSTON COMMUNITY SCHOOLS	4,523.25	Utilities
000000051747	10/20/2020	WEATHER SHIELD ROOFING SYSTEMS	670.70	Building maintenance-DTL
000000051748	10/20/2020	WATER STORE INC	7.00	Miscellaneous expense
000000051749	10/20/2020	GOODYEAR COMMERCIAL TIRE & SERVICE	2,445.37	6 tires & brakes delivery vehicle
000000051750	10/20/2020	JAMES WHITE LIBRARY	20.00	Lost & Paid materials
000000051751	10/20/2020	WILX	550.00	Marketing-ads
000000051752	10/20/2020	YPSILANTI DISTRICT LIBRARY	79.95	Lost & Paid materials
000000051753	10/21/2020	WWSJ-1580	420.00	Marketing-ads
000000051754	10/21/2020	WILX	1,444.10	Marketing-ads
000000051755	10/22/2020	SANDRA DRAKE	330.00	Per diem
000000051756	10/22/2020	DEYEYA E JONES	300.00	Per diem
ACH		MERS	54,807.85	Retirement-Sep20
ACH		44 NORTH	8,099.92	Employee insurance, Prescription expense
ACH		ABRAHAM WASHINGTON LLC	3,362.00	Parking
ACH		BOARD OF WATER & LIGHT	14,441.43	Utilities
ACH		MARGARET BOSSENBERRY	300.00	Per Diem
ACH		CONSUMERS ENERGY	2,704.35	Utilities
ACH		DELTA DENTAL	3,878.45	Dental insurance
ACH		DK SECURITY	13,564.36	Security services
ACH		FLAGPOLES ETC	618.00	deposit-bldg maintenance-DL

ACH		FRONTIER	628.87	Telephone
ACH		GRANGER	585.01	Trash service
ACH		LIBRARY JOURNAL	1,156.00	Staff training workshops
ACH		MAXOR	14,736.34	Prescription expense
ACH		OCLC	3,975.00	Capira database
ACH		PHYSICIANS HEALTH PLAN	49,286.28	Employee insurance-Nov20
ACH		RX REINS LLC	4,176.00	Stop loss premiums
ACH		T-MOBILE	2,547.84	Internet access
ACH		TASC	17,231.87	Employee Flex accounts
ACH		TOTAL SOLUTIONS	6,835.29	Rethink the linc
ACH		VISION SERVICE PLAN	848.16	Vision insurance
		PAYCHEX PAYROLL October 2, 2020	195,386.31	Salaries
			1,598.34	Payroll services
			16,204.72	FICA Employer Share
		PAYCHEX PAYROLL October 16, 2020	196,131.73	Salaries
			1,483.54	Payroll services
			16,219.30	FICA Employer Share
		PAYCHEX PAYROLL October 30, 2020	197,369.19	Salaries
			1,485.36	Payroll services
			16,304.64	FICA Employer Share
			<b>1,108,016.77</b>	



**HUM 202 EVALUATION OF THE  
CAPITAL AREA DISTRICT LIBRARY EXECUTIVE DIRECTOR**  
~~NOVEMBER 21, 2018~~  
**NOVEMBER 18, 2020**

**Procedure Overview**

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

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

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

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

The evaluation process includes three parts:

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

The Management Team consists of:

Senior Associate Director  
Associate Director  
Finance Director  
Human Resources Director  
Marketing and Communication Director  
Technology Director

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

## Evaluation Procedure

1. The evaluation committee will distribute the CADL Board Evaluation of the Executive Director document to the Library Board members at the February Library Board meeting. The Executive Director will receive a copy of the document in January so she/he can review and complete it by the February Board meeting when he/she presents her/his report to the Library Board.
2. At the February Library Board meeting, the CADL Executive Director will provide the Board with a written and oral report including information regarding the status of CADL and informing them of her/his accomplishments in meeting the established goals of CADL. This report should include, but is not limited to, the following information;
  - Statistical Report: Should include a year-end compilation of statistics provided by the Director in the monthly report. i.e. circulation figures, registered patrons, technical services, outreach attendance, Mobile Library stops and usage, data base use, electronic users, library program attendance, equal opportunity as it relates to staff composition
  - Financial Report: Should include the current status of the budget, correlating it to expenditures towards CADL goals as well as information on the grants applied for and received.
  - Community Relations Report: Should include information on meetings or interactions with local municipalities, governmental agencies, and the efforts/meetings with the Friends of the Library Groups. Some information on what has been done to build community support for CADL should also be included.
  - New Services, Technology Report: Should include any new services or technology developed or implemented during the year.
  - Goals: Should include the goals that the Executive Director set for her/him at the beginning of the evaluation year as they pertain to the operation of CADL and how those goals were achieved and describe the goals set for the upcoming year.
  - Additional Information: Should include any additional information that the Director thinks the Board should know about that directly impacts her/his evaluation.
3. The day after the February Library Board meeting, the CADL Staff Evaluation of the Executive Director document will be distributed to the Management Team and Branch Heads. Included with the evaluation document will be a pre-paid envelope, addressed to a member of the evaluation committee. Neither the envelope nor the document will include any identifying information. The return address will reflect the address of the

evaluation committee member who is designated to collect and collate the documents. The Executive Director will be provided with a copy of the evaluation document however, it is not necessary that she/he reviews and completes this document by the March Board meeting when the evaluation will take place.

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

# Capital Area District Library

## Executive Director's Evaluation

The Director's performance has been reviewed for the period January 1, ~~2020~~ 2019 through December 31, ~~2020~~ 2019. A compilation of the evaluation documents used are attached.

\_\_\_\_\_  
Executive Director

Date \_\_\_\_\_

\_\_\_\_\_  
Board Chairperson

Date \_\_\_\_\_

\_\_\_\_\_  
Evaluation Committee Rep.

Date \_\_\_\_\_

\_\_\_\_\_  
Evaluation Committee Rep.

Date \_\_\_\_\_

11/6/2020

Capital Area District Library  
Balance Sheet  
10/31/2020  
UNAUDITED

**ASSETS**

	Current Year	Previous Year
Current Assets:		
Cash	6,812,589.99	5,741,973.05
Imprest Cash	2,612.00	2,612.00
Investments	5,725,910.09	5,987,172.42
Prepaid Expenses	115,616.42	180,187.06
Accounts Receivable	2,769.96	300.01
Taxes Receivable	0.00	0.00
Total Current Assets	<u>12,659,498.46</u>	<u>11,912,244.54</u>
Total Assets	<u><u>12,659,498.46</u></u>	<u><u>11,912,244.54</u></u>

**LIABILITIES AND FUND BALANCE**

Current Liabilities:		
Accounts Payable	53.00	4,100.43
Accrued Salaries Payable	0.00	0.00
Accrued Employee Benefits Payable	63,110.65	39,959.17
Materials Payable	0.00	10.53
Deferred Revenue	0.00	46,420.03
Total Current Liabilities	<u>63,163.65</u>	<u>90,490.16</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	2,821,041.37	2,399,147.89
Total Unapplied Fund Balance	<u>(12,596,334.81)</u>	<u>(11,821,754.38)</u>
Total Liabilities and Fund Balance	<u><u>12,659,498.46</u></u>	<u><u>11,912,244.54</u></u>

11/6/2020

Capital Area District Library  
Statement of Revenue and Expenditures  
Fiscal Year Ending December 31, 2020  
10/31/2020  
Unaudited

Revenues  
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	Current Month	Year to Date	2020 Budget	%
<hr/>				
Millage Income				
-----				
Property Tax Revenue	(2,762.94)	10,848,125.47	10,795,000.00	100.49
Renaissance Zone Reimbursment	0.00	61,802.34	60,000.00	103.00
Industrial Facilities Tax	0.00	63,646.63	63,000.00	101.03
Total Tax Revenue	(2,762.94)	10,973,574.44	10,918,000.00	100.51
<hr/>				
Penal Fines				
-----				
Penal Fines Ingham County	23,206.40	320,124.98	388,000.00	82.51
Penal Fines Eaton County	0.00	7,788.52	12,000.00	64.90
Total Penal Fines	23,206.40	327,913.50	400,000.00	81.98
<hr/>				
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
<hr/>				
Library Fees				
-----				
Overdue Fines	1,064.17	43,511.08	140,000.00	31.08
Non Resident Fees	425.00	10,682.07	29,000.00	36.83
Printing Revenue	0.00	14,856.00	56,000.00	26.53
Total Library Fees	1,489.17	69,049.15	225,000.00	30.69
<hr/>				
Donations / Grants:				
-----				
Donation Income Restricted	2,326.00	33,543.89	90,000.00	37.27
Donation Income Unrestricted	3,925.00	24,070.43	16,000.00	150.44
Grants	9,500.00	20,850.00	61,500.00	33.90
Total Donations	15,751.00	78,464.32	167,500.00	46.84
<hr/>				
Other Income				
-----				
Interest Income	1,830.45	124,875.83	185,000.00	67.50

MMLC Reimbursement	0.00	95,614.05	95,000.00	100.65
Lost and Paid Books	1,058.28	12,033.76	25,000.00	48.14
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	36.55	3,964.03	5,000.00	79.28
Universal Service Fund Income	0.00	0.00	165,800.00	0.00
Total Miscellaneous Income	2,925.28	246,523.88	488,800.00	50.43
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	40,608.91	12,039,666.04	13,344,800.00	90.22

## Expenditures

	Current Month	Year to Date	2020 Budget	%
<hr/>				
Salaries and Benefits				
<hr/>				
Salaries	660,471.85	4,790,550.67	6,187,000.00	77.43
Unemployment Insurance	0.00	0.00	5,150.00	0.00
FICA	45,052.34	342,661.89	473,100.00	72.43
Health Insurance	40,567.65	524,996.30	633,000.00	82.94
Prescription Expense	20,872.91	161,409.73	188,150.00	85.79
Dental Insurance	3,791.50	26,077.24	57,747.00	45.16
Vision Insurance	848.16	8,290.08	12,490.00	66.37
Life & Disability Insurance	424.11	3,863.18	4,540.00	85.09
Retirement	44,250.33	402,096.62	536,000.00	75.02
Workers Comp Insurance	0.00	18,528.00	19,500.00	95.02
Parking Main Library	3,362.00	43,657.59	49,596.00	88.03
Total Salaries and Benefits	819,640.85	6,322,131.30	8,166,273.00	77.42
<hr/>				
Materials				
<hr/>				
Books	89,977.50	611,943.54	923,456.00	66.27
Periodicals	0.00	60,447.69	62,019.00	97.47
DVD	16,343.40	188,005.41	233,644.00	80.47
Library of Things	1,022.23	22,297.28	50,750.00	43.94
Audiobooks	31,568.59	270,053.91	417,688.00	64.65
Music	6,665.02	38,409.17	64,098.00	59.92
Processing Supplies	4,418.52	13,486.86	26,500.00	50.89
OCLC	6,555.32	65,780.33	89,850.00	73.21
Database Subscriptions	0.00	61,710.42	63,350.00	97.41
Databases	0.00	89,413.06	89,415.00	100.00
Total Materials	156,550.58	1,421,547.67	2,020,770.00	70.35
<hr/>				
Supplies				
<hr/>				
Office Supplies	7,496.29	48,510.07	98,650.00	49.17
Postage Expense	172.10	10,110.83	11,000.00	91.92
Gas Delivery Vehicles	371.79	5,331.10	15,836.00	33.66
Gas Bookmobile	105.11	1,598.98	6,304.00	25.36
Janitorial Supplies	1,112.66	6,619.99	20,587.00	32.16
Total Supplies	9,257.95	72,170.97	152,377.00	47.36



## Professional Services

Membership Fees	293.65	13,713.09	20,850.00	65.77
Collection Agency Fees	0.00	1,084.05	4,850.00	22.35
Web Chat Service	0.00	7,160.00	11,070.00	64.68
Payroll & Print Service	4,567.24	29,957.15	36,951.00	81.07
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
Tutoring Services	3,813.75	3,813.75	3,806.00	100.20
Marketing	15,340.73	168,883.76	288,944.00	58.45
Bank Fees & Services	839.53	9,428.20	16,913.00	55.75
Cooperative Membership Fee	0.00	95,614.05	95,000.00	100.65
Total Professional Services	24,854.90	355,194.62	520,884.00	68.19

## Governance

Per Diem	930.00	1,200.00	10,000.00	12.00
Memberships	0.00	288.00	1,161.00	24.81
Conferences	0.00	30.00	10,250.00	0.29
Legal Services	937.00	11,356.00	49,200.00	23.08
Audit	0.00	12,500.00	12,500.00	100.00
Total Governance	1,867.00	25,374.00	83,111.00	30.53

## Staff Development

Recruiting Expense	0.00	0.00	1,025.00	0.00
Staff Training	2,504.00	19,665.82	45,000.00	43.70
Hospitality	0.00	890.46	3,147.00	28.30
Employee Recognition	1,549.50	3,227.56	7,855.00	41.09
Total Staff Development	4,053.50	23,783.84	57,027.00	41.71

## Maintenance and Utilities

Telephone	2,587.44	25,783.51	30,000.00	85.95
Steam and Gas	5,013.59	66,223.85	92,752.00	71.40
Electricity	20,590.74	120,111.22	183,664.00	65.40
Water and Sewer	1,564.11	14,015.41	24,282.00	57.72
Trash	585.01	4,110.06	6,980.00	58.88
Custodial Services	14,816.34	89,755.50	197,436.00	45.46
Security Services	13,564.36	63,345.49	140,000.00	45.25
Building Maintenance	4,864.06	40,133.14	66,000.00	60.81
Vehicle Maintenance	4,415.71	11,080.03	18,000.00	61.56
Total Maint. and Utilities	68,001.36	434,558.21	759,114.00	57.25

## Other Expenses

-----				
Millage Income Refund	1,701.54	5,349.60	32,800.00	16.31
Property & Liability Insurance	(6,894.00)	63,588.75	68,000.00	93.51
Donation Expense Restricted	930.10	23,122.77	195,000.00	11.86
Donation Expense Unrestricted	90.00	4,929.38	16,000.00	30.81
Miscellaneous	265.00	1,592.12	5,912.00	26.93
Sales/Use Tax	0.00	145.80	1,230.00	11.85
Local Travel	531.82	4,493.90	10,558.00	42.56
Total Other Expenses	(3,375.54)	103,222.32	329,500.00	31.33

## Technology Expenses

-----				
Internet Access	2,547.84	26,749.82	51,390.00	52.05
Computer Software	9,051.08	57,934.69	77,629.00	74.63
Computer Hardware	2,026.63	8,944.65	81,405.00	10.99
III Software & Hardware Maintenance	0.00	101,255.36	101,380.00	99.88
Computer System Services	409.92	8,381.57	29,940.00	27.99
Rethink The Linc	835.29	44,752.87	45,000.00	99.45
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	14,870.76	405,606.39	706,244.00	57.43

## Capital Outlay

-----				
Staff Furn & Equipment	1,813.96	8,153.46	30,000.00	27.18
Building Upgrades	3,912.62	19,298.80	32,000.00	60.31
Public Service Grant Projects	0.00	1,453.89	8,800.00	16.52
Outreach Projects	62.70	26,129.20	63,700.00	41.02
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	5,789.28	55,035.35	549,500.00	10.02

Total Operating Expenditures	1,101,510.64	9,218,624.67	13,344,800.00	69.08
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Unapplied Fund Balance-Budget  
Net Income(Loss)

(1,060,901.73)	2,821,041.37	0.00
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**CAPITAL AREA DISTRICT LIBRARY**  
**Draft 2021 Budget**  
**Nov 18th, 2020**

**A. INCOME**

	Current Approved Budget 2020	YTD Spending Sept, 2020	Proposed 2021 Budget	% change	Comments
<b>Tax Revenue</b>					
Millage Income	\$10,795,000	\$10,850,888	\$11,225,000	3.98%	3.66% increase in TV + \$45K increase from Delhi DDA
Ren Zone Reimbursement	\$60,000	\$61,802	\$62,000	3.33%	Based on 2020 actual
Industrial Facilities Tax	\$63,000	\$63,647	\$63,000	0.00%	Based on \$81M TV from Cty
<b>Total Tax Revenue</b>	<b>\$10,918,000</b>	<b>\$10,976,337</b>	<b>\$11,350,000</b>	<b>3.96%</b>	

**Penal Fines**

Ingham County Penal Fines	\$388,000	\$296,918	\$360,000	-7.22%	based on actual 1st qtr results
Eaton County Penal Fines	\$12,000	\$7,789	\$10,000	-16.67%	"
<b>Total Penal Fines</b>	<b>\$400,000</b>	<b>\$304,707</b>	<b>\$370,000</b>	<b>-7.50%</b>	

**State Aid**

State Aid Direct	\$95,000	\$95,614	\$102,500	7.89%	8% increase in SOM budget
State Aid Indirect	\$95,000	\$95,614	\$102,500	7.89%	"
PPT Reimbursement from LCSA	\$153,000	\$152,913	\$173,000	13.07%	Based on TV from CTY Equalization Office
<b>Total State Aid</b>	<b>\$343,000</b>	<b>\$344,141</b>	<b>\$378,000</b>	<b>10.20%</b>	

**Library Fees:**

Overdue Fines	\$140,000	\$42,447	\$0	-100.00%	Fines eliminated during COVID
Non Resident Fee	\$29,000	\$10,257	\$25,000	-13.79%	Lower due to COVID
Printing Revenue	\$56,000	\$14,856	\$14,000	-75.00%	Reduced 75% due to COVID services reduction
<b>Total Library Fees</b>	<b>\$225,000</b>	<b>\$67,560</b>	<b>\$39,000</b>	<b>-82.67%</b>	

**Donations:**

Other - Restricted	\$90,000	\$31,218	\$90,000	0.00%	Includes 30K from Mason Friends for project
Unrestricted	\$16,000	\$20,145	\$16,000	0.00%	
MMLC grants	\$61,500	\$11,350	\$3,000	0.00%	Grant funding much lower
<b>Total Donations</b>	<b>\$167,500</b>	<b>\$62,713</b>	<b>\$109,000</b>	<b>-34.93%</b>	

**Miscellaneous Income**

Interest Income	\$185,000	\$123,045	\$60,000	-67.57%	Fed Funds rate at .05%
Co-op Reimbursement	\$95,000	\$95,614	\$102,500	7.89%	Based on state aid amount
Lost/Paid Materials	\$25,000	\$10,975	\$18,000	-28.00%	Reduced based on 2020 actual after reopening to public
Sale of Fixed Assets	\$8,000	\$6,336	\$0	0.00%	
Miscellaneous Income	\$5,000	\$3,927	\$2,500	-50.00%	Lower based on reduced sales
Sponsorship Revenue	\$5,000	\$3,700	\$0	0.00%	
Due from USF (Projects)	\$165,800		\$9,055	-94.54%	Cyberforce and Checkpoint
<b>Total Miscellaneous</b>	<b>\$488,800</b>	<b>\$243,597</b>	<b>\$192,055</b>	<b>-60.71%</b>	

<b>Total Operating Revenues</b>	<b>\$12,542,300</b>	<b>\$11,999,055</b>	<b>\$12,438,055</b>	<b>-0.83%</b>	
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**Due from Funds**

Due from Pension Reserve	\$120,000		\$120,000	0.00%	
Due from Undesignated	\$93,500				
Due from restricted donations	\$105,000		\$105,000		DART funds for Mason
Due from Automation Fund	\$0		\$148,000		Covers most IT projects
Due from Operations Fund	\$484,000		\$405,000	-16.32%	Covers all Facilities projects
<b>Total Due from Funds</b>	<b>\$802,500</b>	<b>\$0</b>	<b>\$778,000</b>	<b>-3.05%</b>	

<b>TOTAL REVENUES</b>	<b>\$13,344,800</b>	<b>\$11,999,055</b>	<b>\$13,216,055</b>	<b>-0.96%</b>	
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Current Approved Budget 2020	YTD Spending Sept, 2020	Proposed 2021 Budget	% change	Comments
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## B. EXPENDITURES

### Salaries and Benefits

Salaries	\$6,187,000	\$4,130,079	\$6,284,000	1.57%	Some positions deferred or absorbed in 2021
Unemployment Expense	\$5,150	\$0.00	\$5,150	0.00%	
FICA Employer Share	\$473,100	\$297,610	\$480,500	1.56%	In conjunction with labor
Medical Insurance	\$633,000	\$484,429	\$665,000	5.06%	Includes PHP rates + projected claims
Prescription Coverage	\$188,150	\$140,537	\$195,000	3.64%	Expected costs based on 2 years actual history
Dental Insurance	\$57,747	\$22,285	\$59,000	2.17%	
Vision Insurance	\$12,490	\$7,442	\$12,802	2.50%	
Employee Life & Disability	\$4,540	\$3,439	\$4,654	2.50%	
Retirement	\$536,000	\$357,846	\$563,000	5.04%	Based on 2020 MERS AAV report + supplemental pmts
Workers Comp Insurance	\$19,500	\$18,528	\$18,500	-5.13%	Decreased due to reduced mod factor
Parking	\$49,596	\$40,295	\$41,000	-17.33%	Spaces reduced by 10
<b>Total Salaries</b>	<b>\$8,166,273</b>	<b>\$5,502,490</b>	<b>\$8,328,606</b>	<b>1.99%</b>	
<b>% of total Expense</b>	<b>61.19%</b>		<b>63.02%</b>		

### Materials

Books	\$923,456	\$521,966	\$901,955	-2.33%	Per Thais detailed budget
Magazines	\$62,019	\$60,447	\$61,587	-0.70%	"
DVD	\$233,644	\$171,662	\$276,113	18.18%	"
Audio	\$417,688	\$238,485	\$417,574	-0.03%	"
Music	\$64,098	\$31,744	\$56,044	-12.57%	"
Databases	\$89,415	\$89,413	\$99,479	11.26%	"
Library of Things	\$50,750	\$21,275	\$42,500	-16.26%	"
Subscription Services	\$63,350	\$61,710	\$91,358	44.21%	Includes Skyriver cataloging
Supplies	\$26,500	\$9,068	\$24,250	-8.49%	
Processing Fees	\$89,850	\$59,225	\$61,650	-31.39%	Excludes Skyriver Cataloging
<b>Total Materials</b>	<b>\$2,020,770</b>	<b>\$1,264,995</b>	<b>\$2,032,510</b>	<b>0.58%</b>	Physical = 45%, Digital = 55%
Prior Year Carry Over					
<b>Total Matis w/ carryover</b>	<b>\$2,020,770</b>	<b>\$1,264,995</b>	<b>\$2,032,510</b>	<b>0.58%</b>	
<b>% of total Expense</b>	<b>15.14%</b>		<b>15.38%</b>		

### Supplies

Office Supplies	\$98,650	\$41,013	\$103,600	5.02%	\$20K COVID, \$12K curbside + reduced resellable supplies
Postage	\$11,000	\$9,939	\$11,200	1.82%	Small increase expected
Gas	\$15,836	\$4,959	\$16,000	1.04%	Small increase expected
Gas, Mobile Library	\$6,304	\$1,494	\$6,400	1.52%	Small increase expected
Janitorial Supplies	\$20,587	\$5,507	\$21,102	2.50%	
<b>Total Supplies</b>	<b>\$152,377</b>	<b>\$62,912</b>	<b>\$158,302</b>	<b>3.89%</b>	
	<b>1.14%</b>		<b>1.20%</b>		

### Professional Services

Membership Fees	\$20,850	\$13,419	\$21,500	3.12%	Per Jolee's budget
Collection Agency Fees	\$4,850	\$1,084	\$2,425	-50.00%	50% reduction due to fines elimination
Web Chat Service	\$11,070	\$7,160	\$11,070	0.00%	Based on \$895 per month
Payroll & Print Services	\$36,951	\$25,390	\$37,875	2.50%	
Melcat Delivery Services	\$37,000	\$18,268	\$37,000	0.00%	No contract change for 2021
Authority Control	\$5,500	\$7,273	\$0	-100.00%	
Tutoring Services	\$3,806	\$0	\$15,500	307.25%	Full year expense in 2021
Marketing - Promotion	\$288,944	\$153,543	\$228,000	-21.09%	\$20K reduction in general, \$40K in programming
Bank Fees & Services	\$16,913	\$8,589	\$13,000	-23.14%	Lower due to reduced activity
Cooperative Fees	\$95,000	\$95,614	\$102,500	7.89%	In conjunction with state aid
<b>Total Prof Services</b>	<b>\$520,884</b>	<b>\$330,340</b>	<b>\$468,870</b>	<b>-9.99%</b>	
	<b>3.90%</b>		<b>3.55%</b>		

	Current Approved Budget 2020	YTD Spending Sept, 2020	Proposed 2021 Budget	% change	Comments
<b>Governance</b>					
Per Diem	\$10,000	\$270	\$10,000	0.00%	No Change
Memberships	\$1,161	\$288	\$1,190	2.50%	
Conferences	\$10,250	\$30	\$10,250	0.00%	
Legal Services	\$49,200	\$10,419	\$50,430	2.50%	
Audit	\$12,500	\$12,500	\$12,800	2.40%	Per Audit Contract
<b>Total Governance</b>	<b>\$83,111</b>	<b>\$23,507</b>	<b>\$84,670</b>	<b>1.88%</b>	
	<b>0.62%</b>		<b>0.64%</b>		
<b>Staff Development</b>					
Recruiting Expense	\$1,025	\$0	\$1,051	2.50%	
Staff Training	\$45,000	\$17,162	\$30,500	-32.22%	Reduced due to COVID
Hospitality	\$3,147	\$890	\$3,428	8.93%	
Recognition	\$7,855	\$1,678	\$8,051	2.50%	
<b>Total Staff Development</b>	<b>\$57,027</b>	<b>\$19,730</b>	<b>\$43,030</b>	<b>-24.54%</b>	
	<b>0.43%</b>		<b>0.33%</b>		
<b>Maintenance and Utilities</b>					
Telephone	\$30,000	\$23,196	\$32,500	8.33%	ATT line rates higher by 15%
Steam & Gas	\$92,752	\$61,210	\$96,375	3.91%	BWL rate increase of 3.9%
Electricity	\$183,664	\$99,520	\$190,969	3.98%	BWL rate increase of 3.9%
Water & Sewer	\$24,282	\$12,451	\$25,000	2.96%	
Trash	\$6,980	\$3,525	\$7,200	3.15%	
Custodial Services	\$197,436	\$74,939	\$202,372	2.50%	
Security Services	\$140,000	\$49,781	\$123,000	-12.14%	No security at HAS
Building Maintenance	\$66,000	\$35,269	\$69,672	5.56%	Per Operations Director
Equip Vehicle Repair & Maint	\$18,000	\$6,664	\$18,500	2.78%	
<b>Total Maint and Utilities</b>	<b>\$759,114</b>	<b>\$366,555</b>	<b>\$765,588</b>	<b>0.85%</b>	
	<b>5.69%</b>		<b>5.79%</b>		
<b>Other Expenses</b>					
Millage Income Refund	\$32,800	\$3,648	\$34,000	3.66%	
Property & Liability Insurance	\$68,000	\$70,483	\$70,000	2.94%	Based on new contracted rates with vendors
Donations - Restricted	\$195,000	\$22,193	\$195,000	0.00%	Includes \$135K for Mason Project
Donations - Unrestricted	\$16,000	\$4,839	\$16,000	0.00%	
Miscellaneous	\$5,912	\$1,327	\$6,060	2.50%	
Sales/Use Tax	\$1,230	\$146	\$1,157	-5.93%	
Local Travel	\$10,558	\$3,962	\$10,558	0.00%	
<b>Total Other Expenses</b>	<b>\$329,500</b>	<b>\$106,598</b>	<b>\$332,775</b>	<b>0.99%</b>	
	<b>2.47%</b>		<b>2.52%</b>		

	Current Approved Budget 2020	YTD Spending Sept, 2020	Proposed 2021 Budget	% change	Comments
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#### Technology

Internet Access	\$51,390	\$24,202	\$71,995	40.10%	Large increase in internet service for LOT hotspots
Software	\$77,629	\$48,884	\$58,288	-24.91%	Per IT Director's detailed budget
Hardware	\$81,405	\$6,918	\$24,305	-70.14%	Significant reduction from 2020
III Hardware & Software	\$101,380	\$101,255	\$106,077	4.63%	Includes Shoutbomb and cloud backup subscription
Computer System Svcs	\$29,940	\$7,971	\$35,640	19.04%	Includes website consulting and security audit
Rethink the Link	\$45,000	\$43,918	\$0	-100.00%	
Member Experience Improvements	\$36,500	\$6,440	\$12,400	-66.03%	Member Registration improvements
Firewall Refresh	\$84,000	\$50,520	\$0		
Wired LAN Upgrade	\$135,000	\$91,600	\$0		
LH Desktops & Scanner	\$9,000	\$9,026	\$0		
VOIP Phone Project	\$0	\$0	\$85,000	0.00%	New system wide phone service for all locations
Digital Sign Replacement	\$10,000	\$0	\$10,000	0.00%	Carryover project from 2020
People Counter Replacements	\$15,000	\$0	\$15,000	0.00%	Carryover project from 2020
Offsite Backup Refresh	\$30,000	\$0	\$30,000	0.00%	Carryover project from 2020
Staff Laptops	\$0	\$0	\$45,000	0.00%	30 new devices for staff to allow add'l work flexibility
<b>Total Technology</b>	<b>\$706,244</b>	<b>\$390,734</b>	<b>\$493,705</b>	<b>-30.09%</b>	
	5.29%		3.74%		

#### Capital Outlay

Equipment & Furniture	\$30,000	\$6,339	\$24,000	-20.00%	Includes MFP leases
Building Upgrades	\$32,000	\$15,386	\$18,000	-43.75%	See detailed list from MM
Public Service Grant Projects	\$8,800	\$1,454	\$0	-100.00%	Cancelled for 2021
Outreach Projects	\$63,700	\$26,067	\$51,000	-19.94%	Per Jolee's budget request
HVAC Upgrades DTL	\$0	\$0	\$30,000	0.00%	Air dampers and perimeter heaters
New Delivery Vehicle	\$0	\$0	\$60,000	0.00%	To replace 6 year old vehicle
Replace Penthouse / Chiller Roof	\$60,000	\$0	\$150,000	0.00%	Two roofs need to be upgraded at DTL / HQ
IT Renovation Project	\$100,000	\$0	\$100,000		Rollover project from 2020
Mason Renovation Project	\$75,000	\$0	\$75,000	0.00%	Rollover project from 2020
White House Parking Project	\$180,000	\$0	\$0		On Hold
<b>Total Capital Outlay</b>	<b>\$549,500</b>	<b>\$49,246</b>	<b>\$508,000</b>	<b>-7.55%</b>	
	4.12%		3.84%		
<b>TOTAL</b>	<b>\$13,344,800</b>	<b>\$8,117,107</b>	<b>\$13,216,055</b>	<b>-0.96%</b>	

(Over) / Under Budget

\$0

\$0

#### TOTAL PROJECTED FUND BALANCES AT YEAR END

	Balance as of Jan 1, 2021	Proposed Reductions 2021	Proposed Additions 2021	Balance as of Dec 31, 2021	
<b>Restricted Funds:</b>					
Undesignated	\$814,793			\$814,793	
Donations	\$586,813	(\$105,000)		\$481,813	
Pension Reserve	\$1,200,000	(\$120,000)		\$1,080,000	
Capital Improvements	\$500,000			\$500,000	
Contingency	\$5,190,687			\$5,190,687	
Automation	\$500,000	(\$148,000)		\$352,000	
Operations Fund	\$499,000	(\$405,000)		\$94,000	
<b>TOTALS</b>	<b>\$9,291,293</b>	<b>-\$778,000</b>	<b>\$0</b>	<b>\$8,513,293</b>	

## New Banking Institutions

Nov 18th, 2020

### **Recommendation:**

Authorize the Finance Director to open new accounts at the Credit Unions listed below to provide either basic services to local branches or investment options to the CADL Business Office.

### **Background:**

All institutions listed below have a 5-star rating from Bauer Financial Ratings as required by our Investment Policy, FIN 102. Each has a physical location in the State of Michigan as required by PA 20 of 1989 and delivers investment returns that are above the national average.

Institution	HQ Located	Star Rating	Purpose
Case Credit Union	Lansing, MI	5 star	CD Investment
LAFCU	Lansing, MI	5 star	CD Investment
Michigan Schools and Govt Credit Union	Clinton Township, MI	5 star	CD Investment
Michigan State University Credit Union	East Lansing, MI	5 star	Branch Banking Services

We are planning to move banking services for several branches, including Okemos, Haslett, Foster, and the South Lansing library to MSUFCU.

The authorized signers on any newly opened account would be the same as all existing accounts:

- 1) Executive Director
- 2) Associate Director of Public Services
- 3) Finance Director

## **HUM 105 Employee Recognition**

### **August 16, 2015**

1. Service Awards – The CADL Board will recognize employees' years of service in five year increments at the CADL Conference. Employees reaching 5 years of service, 10 years of service, 15 years of service, 20 years of service, etc. will be recognized with a CADL Service pin AND a \$50 gift certificate.

Years of service will be counted beginning with CADL inception on January 1, 1998 and can be either part-time or full-time years.

2. Retirement – Upon retirement, any employee who has worked for CADL for at least ten (10) years shall receive a retirement celebration. The celebration will be paid for by the library at the discretion of the Executive Director.
3. McConnell Award – Each year the CADL Board will select up to two employees to receive the Dr. L. Robert McConnell Staff Award. One award recognizes exceptional customer service and the other award recognizes innovation by the employee. Employees are nominated by their coworkers to receive the award. Managers are not eligible. The employees selected will receive the award and a check for \$500 at a ceremony in their honor.
4. Director's Award – Employees who make a significant contribution to CADL may be recognized by the library Director with a \$100 gift card any time during the year. The employee's contribution will also be featured on the Linc.



## **HUM 201 DIRECTOR SUCCESSION POLICY NOVEMBER 15, 2017**

Succession planning includes planning for contingencies, preparing existing staff to move into vacant positions, and specific procedures to follow in the event of a temporary absence or permanent vacancy.

### **Authority**

The Capital Area District Libraries Board is responsible for employing the Executive Director. Specific terms for the Executive Director's employment, termination, and resignation are given in the Executive Director's employment contract.

### **Position Requirements**

In order to qualify for Public Library State Aid, CADL must employ an Executive Director with a Librarian's Permanent Professional Certificate. This certificate is granted to a person who has the following qualifications:

- A bachelor's degree from a college or university accredited by a regional accrediting body, and
- A master's degree or its equivalent from a library school accredited by the American Library Association, and
- Following completion of the educational requirements, 4 years of satisfactory professional experience in a library or libraries approved by the Library of Michigan.

### **Documentation**

Documentation of the current policies, procedures, and the status of current projects is needed to ensure a smooth transition. The Executive Director is responsible for keeping all library documentation up to date. Written documentation for strategic plans, policies, and procedures will be created and revised as appropriate. This documentation will be given to the Library Board for discussion, review and approval on a scheduled basis. The HR Director will ensure that job descriptions for all managers and staff members are kept up to date. Managers will prepare written monthly reports of their activities.

### **Development**

Library Managers will be encouraged to participate in leadership training offered by library associations, educational institutions, and other organizations. Library Managers will be encouraged to develop new skills and to take on new responsibilities leading to expanded leadership positions. The Executive Director is responsible for encouraging managers to stay aware of new trends and developments. The Executive Director will encourage Library Managers who do not have an MLS to obtain one. Library Managers are eligible to apply for tuition reimbursement according to the Library's policy.

### Temporary Absences

During the absence of the Executive Director, the Senior Associate Director is authorized to sign checks, purchase requisitions, letters of hire, leave requests, vacation requests, banning letters and other administrative paperwork that the Executive Director is authorized to sign.

In the absence of both the Executive Director and Senior Associate Director, administrative decisions regarding implementation of existing policies and procedures are the responsibility of staff members in the following order:

Associate Director  
Finance Director  
Technology Director  
Downtown Lansing Library Head  
Downtown Lansing Library Supervising Librarian

### Emergency Replacement of the Executive Director

In the event of a sudden loss of the Executive Director, the procedures will be as follows:

1. The Library Board Chair will call a special meeting of the Library Board.
2. The Library Board will designate one staff person to be Interim Executive Director. That person shall carry out the duties and responsibilities of the Executive Director and be paid a commensurate salary.

### Procedure to Replace the Executive Director

When a vacancy is declared, either through sudden loss including termination or through a planned departure such as resignation or retirement, the process to replace the Executive Director will be as follows:

1. The Board Chair will appoint a Search Committee composed of three board members, the HR Director, and two staff members. The Search Committee will:
  - review the job description and propose any changes to the Library Board,
  - develop a profile for desired qualifications,
  - establish a hiring schedule,
  - identify other relevant information needed for the process.
2. The position and job description will be posted internally, on the Linc, for two weeks. During this time, only applications from current employees who are qualified will be accepted.

3. The Search Committee will review the internal applications, check references, qualifications, and other background information and select the most qualified candidates to be interviewed by the Library Board.
4. If no internal candidate is found, the search committee will decide whether to post the position externally or use an executive search firm to assist the hiring process.
5. The Search Committee will determine where and when the position is advertised. It is recommended that the search be conducted on a national basis with position notices posted on list-serves such as Publib-L, Michlib-L, etc. Advertisements may also be posted on the CADL, MLA and American Libraries web sites. Minimum requirements for the position will be included in the position announcement.
6. The Search Committee will review the applications, check references, qualifications, and other background information and select the most qualified candidates to be interviewed by the Library Board. The process will be designed to ensure that there are at least three finalists for the position.
7. Interviews with the Library Board will be held at posted meetings that are open to the public. The interview schedule will include an opportunity for the candidate to meet and talk with library staff. In addition the candidate will be offered an opportunity to visit some of CADL's branches.
8. The Library Board will select the new Executive Director. The Chair of the Library Board and the Library's Attorney will negotiate the conditions of employment with the candidate and prepare an employment contract subject to the approval of the Library Board.
9. If necessary, the Library Board will designate an Interim Director to serve for the time between the final date of employment of the current Executive Director and the beginning date of the new Executive Director. That person shall carry out the duties and responsibilities of the Executive Director and be paid a commensurate salary.

Resources:

1. Hiring a Library Director: Steps for Library Board Members - Tennessee
2. Employing a New Library Director - Washington State

## Capitol Area District Library Board Evaluation of Executive Director

This assessment tool is designed to help the Library Board and the Executive Director focus on the particular strengths and challenges of the Executive Director's performance. Each participant has a different and valuable perspective that can inform the other and lead to increased understanding and a more effective performance for both. This can be the basis for a dialogue that will build a stronger partnership between the Board and Executive Director.

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

How well do you feel the CADL Executive Director carries out the following? Before rating consider your knowledge of these factors. Please mark the appropriate response for each of the following statements using this scale:

5 = Excellent, 4= Good, 3 = Fair, 2 = Poor, 1 = Very Poor, N = No opportunity to observe

(NOTE: If you use a rating of 1 or 2, we request comment or explanation; comments are appreciated on ratings of 3, 4, and 5. Use a separate sheet of paper if you need more room.)

### ADMINISTRATIVE SKILLS

▼ STATEMENT	RESPONSE ►	5	4	3	2	1	N
1. Evaluates problems and issues objectively and makes timely informed decisions							
2. Establishes goals that are realistic and appropriate for the resources available							
3. Works with the staff, Finance Committee, and the Board in preparing a balanced budget; sees that CADL operates within budget guidelines							
4. Maintains official records and documents, and ensures compliance with federal, state, and local regulations and reporting requirements							
5. Pursues grant proposals and other sources of new funding for the library							
6. Directs the maintenance of the library building and grounds and recommends future space and equipment needs							
7. Negotiates contracts and agreements that are consistently beneficial for CADL							
8. Communicates information regarding current and new services to the public							

**COMMENTS:**

### BOARD RELATIONSHIP

▼ STATEMENT	RESPONSE ►	5	4	3	2	1	N
1. Keeps the Board informed and up-to-date on important factors that influence the condition of CADL							
2. Is receptive to Board members' ideas and suggestions							
3. Makes sound recommendations for Board action							
4. Demonstrates appropriate and timely execution of Board decisions							
5. Communicates with the Board when goals of CADL need to be adjusted							

**COMMENTS:**

### COMMUNITY RELATIONS

▼ STATEMENT	RESPONSE ►	5	4	3	2	1	N
1. Serves as an effective spokesperson for CADL by communicating with legislators, local governmental leaders, and organizations to enhance and promote library services							
2. Maintains constructive relationships with members of the local media							

**COMMENTS:**

### INITIATIVE AND LEADERSHIP

▼ STATEMENT	RESPONSE ►	5	4	3	2	1	N
1. Maintains an adequate knowledge of current state of the art library technological developments							
2. Ensures that CADL has adequate technology resources							
3. Seeks advice and consultation on goals, programs, plans, and procedures							

**COMMENTS:**

**INTERPERSONAL SKILLS**

▼ STATEMENT	RESPONSE ►	5	4	3	2	1	N
1. Represents the library in a positive and professional manner							
2. Actively promotes the library to the public							
3. Accepts public criticism and responds accordingly							
4. Provides support for the work of the Friends of the Library groups							

**COMMENTS:****PERSONNEL MANAGEMENT**

▼ STATEMENT	RESPONSE ►	5	4	3	2	1	N
1. Recruits and hires competent staff members							
2. Places adequate emphasis on EOE/Affirmative Action in CADL's hiring process							

**COMMENTS:****PERSONAL AND PROFESSIONAL ATTRIBUTES**

▼ STATEMENT	RESPONSE ►	5	4	3	2	1	N
1. Speaks and writes effectively							
2. Holds membership and/or leadership positions in professional organizations and associations							
3. Participates in workshops and conferences							

**COMMENTS:**

## **OVERALL PERFORMANCE**

1. What do you regard as the strengths of the Executive Director?
  
  
  
  
  
  
  
  
  
  
2. What do you think of the initiatives that were taken to strengthen the library this year?
  
  
  
  
  
  
  
  
  
  
3. How could the performance of the Executive Director be improved?
  
  
  
  
  
  
  
  
  
  
4. What has been the Executive Director's most significant achievement(s) in the last year?
  
  
  
  
  
  
  
  
  
  
5. What goals might you suggest for next year?

Additional comments:

## Capitol Area District Library Staff Evaluation of Library Executive Director

This assessment tool is designed to help the Management Team and Branch Heads to focus on the strengths and challenges of the Executive Director's performance. It will provide the Executive Director with information that will help lead to increased understanding and a more effective performance for both the Executive Director and the Staff. It is not designed to be a tool to vent frustrations, nor is it a mechanism to relate a particular grievance that would be more appropriately handled in other ways.

How well do you think the CADL Executive Director carries out the following? Please mark the appropriate response for each of the following statements using this scale:

5 = Excellent, 4= Good, 3 = Fair, 2 = Poor, 1 = Very Poor, N = No opportunity to observe

(NOTE: If you use a rating of 1 or 2, we request comment or explanation; comments are appreciated on ratings of 3, 4, and 5. Use a separate sheet of paper if you need more room.)

▼ STATEMENT	RESPONSE ►	5	4	3	2	1	N
The Executive Director keeps all staff informed of the goals, policies, activities, etc. of CADL							
The Executive Director is well organized and does work in a timely manner.							
The Executive Director listens to and considers suggestions from staff on new programs, services or materials and is willing to suggest/present staff recommendations to the Board.							
The Executive Director conducts staff meetings on a regular basis.							
The Executive Director recognizes the staff for their efforts and accomplishments.							
The Executive Director supports staff development and educational opportunities.							
The Executive Director shows respect to the staff.							
The Executive Director displays skills in tact, diplomacy, and competence in maintaining a positive relationship with the public and staff.							
The Executive Director maintains open communication with staff.							
The Executive Director ensures that regular performance evaluations are held and documented.							
The Executive Director assists the branch heads in promotion of their libraries with community and local leaders.							



## **OVERALL PERFORMANCE**

1. What do you regard as the strengths of the Executive Director?
  
  
  
  
  
  
  
  
  
  
2. What do you think of the initiatives that were taken to strengthen the library this year?
  
  
  
  
  
  
  
  
  
  
3. How could the performance of the Executive Director be improved?
  
  
  
  
  
  
  
  
  
  
4. What has been the Director's most significant achievement(s) in the last year?
  
  
  
  
  
  
  
  
  
  
5. What goals might you suggest for next year?

Additional comments:

Please return the completed evaluation document in the envelope provided. Do not include any identifying information.