

**CAPITAL AREA DISTRICT LIBRARIES
BOARD MEETING**

5:30 PM, WEDNESDAY, JANUARY 20, 2021

VIRTUAL

+517-317-8953, Conference ID: 300 639 099#

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 December 16, 2020 (enc – action)
3. Disbursements for December 2020 (enc – action)

CHAIRPERSON'S COMMENTS

NEW BUSINESS

General

1. Introduction of New Staff Members – Tom Moore, *Haslett Head Librarian*;
Amanda Vorce, *Webberville Head Librarian*
2. SER 104 Privacy Policy (enc – action)
3. SER 104A Privacy Statement (enc – action)
4. Legislative Update
5. Community Contacts

Finance

1. Preliminary December 2020 Financial Report (enc – action)

DIRECTOR'S REPORT

PUBLIC, STAFF, AND BOARD MEMBER COMMENTS

ADJOURNMENT

CAPITAL AREA DISTRICT LIBRARIES

Board Meeting

December 16, 2020

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

Members Absent:

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

Others Present:

CALL TO ORDER

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

ROLL CALL

Bloomquist – Present, Dialing in from Okemos, Meridian Township, Ingham County, Michigan

Bossenbery – Present, Dialing in from City of Lansing, Ingham County, Michigan

Croff – Present, Dialing in from City of Lansing, Ingham County, Michigan

Drake – Present, Dialing in from Haslett, Meridian Township, Ingham County, Michigan

Johnson – Present, Dialing in from City of Lansing, Ingham County, Michigan

Jones – Present, Dialing in from City of Lansing, Ingham County, Michigan

Trout – Present, Dialing in from Mason, Alaiedon Township, Michigan

COMMUNICATIONS

There are no communications.

PUBLIC COMMENTS ON AGENDA ITEMS

There are no public comments on agenda items.

CONSENT AGENDA

1. Approval of Agenda

Vern Johnson made a motion to move Finance items one and three to the consent agenda. Jeff Croff seconded the motion. The motion carried.

Margaret Bossenbery made a motion to add the Library Page Salary Recommendation to the agenda under Finance. Vern Johnson seconded the motion.

Vern Johnson made a motion to approve the consent agenda as amended. Sandy Drake seconded the motion. The motion carried.

2. Approval of Minutes November 18, 2020

The minutes of November 18, 2020 were approved by consent.

3. Disbursements for November 2020

The disbursements of November 2020 were approved by consent.

CHAIRPERSON'S COMMENTS

Board Chair Sally Trout appreciated Margaret Bossenbery's idea of sending holiday emails to our branches and departments. The CADL staff appreciated it.

NEW BUSINESS

General

1. South Lansing Library Update

Executive Director Scott Duimstra provided the Board with an update of the South Lansing Library.

2. Legislative Update

There were no legislative updates.

3. Community Contacts

- Sandy Drake has received emails of confirmation from all but three Friends Groups.
- Debora Bloomquist attended the Aurelius Library Christmas reindeer drive-thru. The Aurelius Library hosted a used book bag sale and it proved to be a profitable event. Patrons signed up for a pickup time and provided their desired genre. Then they picked up their used books during their contactless pickup time.

Finance

1. November 2020 Financial Report

The November 2020 Financial Report was approved by consent.

2. 2021 CADL Draft Budget

3. Attorney Contract Renewal

The Attorney Contract Renewal was approved by consent.

4. Library Page Salary Recommendation

Margaret Bossenbery made a recommendation to approve the Library Page Salary Recommendation. Vern Johnson seconded the motion. The motion carried.

DIRECTOR'S REPORT

- Jean Bolley's last day is December 30. She did not want a virtual retirement party, so CADL will be having a small event during Scott's all staff update on Teams on Monday, December 21.
- Melissa Cole will become the Head Librarian at the Foster Library. She will be the Head at all three Lansing Libraries. Cassie Veselovsky will be the Head of Public Service at Foster where she'll continue the fantastic storytimes that Jean had in place.
- There has not been an announcement regarding the MLK Luncheon for 2021.

- The City of Lansing is converting the one-way streets in Downtown Lansing to two-way streets in 2021. This will affect the drive-up book drop on Capitol Avenue. CADL will reach out to the City of Lansing to see what options are for the book drop.
- The Aurelius Branch had a drive-thru reindeer event with over 300 cars and 125 Contactless Pickup appointments for books from the Friends book sale, holiday crafts and holds. It was a safe and very popular event.
- On Christmas Eve on WFMK 99.1 FM from 7 PM – midnight, they will play Cassie Veselovsky's reading of *Twas the Night Before Christmas* every hour. Governor Whitmer recorded a special message that will play with the reading.
- Executive Director Duimstra shared a card that he received from a staff member. It showcased the great work staff are doing, but also the difficult feelings they go through providing services where they don't have direct contact with our members.
- Executive Director Duimstra ended his report by sharing images of CADL branches who had an ugly sweater competition along with a wonderful story from a member about the impact of library services on their family during this difficult time.

PUBLIC, STAFF, AND BOARD MEMBER COMMENTS

There were no public, staff or Board member comments.

ADJOURNMENT

Sandy Drake made a motion to adjourn the meeting. Vern Johnson seconded the motion. The motion carried. The meeting was adjourned at 6:09 p.m.

CAPITAL AREA DISTRICT LIBRARY DISBURSEMENTS
December 1 through December 31, 2020

Check No.	Payment Date	Payee	Amount	Description
000000051858	12/4/2020	DAVID ALDRICH	900.00	Program-Central
000000051859	12/4/2020	CAPITAL AREA DISTRICT LIBRARY	400.00	new branch accts
000000051860	12/21/2020	AMERICAN LIBRARY ASSOCIATION	64.19	Materials
000000051861	12/21/2020	AMERICAN LIBRARY ASSOCIATION	295.00	Memberships
000000051862	12/21/2020	AT & T LONG DISTANCE	14.67	Telephone
000000051863	12/21/2020	AURELIUS TOWNSHIP	1,908.78	Utilities, cleaning-4th qtr20
000000051864	12/21/2020	ZAYO GROUP LLC	2,332.43	Internet access
000000051865	12/21/2020	ALERUS FINANCIAL	14,225.90	Retirement, Deferred Compensation Nov20
000000051866	12/21/2020	ALLEGRA	4,205.74	Outreach projects-calendars
000000051867	12/21/2020	A & D AUTO & BODY REPAIR	2,489.83	Vehicle repair-BKM
000000051868	12/21/2020	SYNCB/AMAZON	7,220.48	Various charged products/services
000000051871	12/21/2020	BAKER & TAYLOR BOOKS	51,590.71	Materials, databases 2021
000000051872	12/21/2020	BLOOMFIELD TOWNSHIP PUBLIC LIBRARY	17.00	Lost & Paid materials
000000051873	12/21/2020	BOLING JANITORIAL SERVICE INC	7,222.80	Custodial service-Nov20
000000051874	12/21/2020	BLACKSTONE AUDIO INC	1,088.58	Materials
000000051875	12/21/2020	CENTRAL BUSINESS SYSTEMS INC	635.87	Equipment lease, print management
000000051876	12/21/2020	CINTAS CORPORATION #725	522.44	Mat service-Nov20
000000051877	12/21/2020	CAPITAL AREA CLEANING SUPPLY	744.51	Janitorial supplies-Nov20
000000051878	12/21/2020	CENTRAL SECURITY ALARM INC	66.00	Building maintenance-HA
000000051879	12/21/2020	CADILLAC-WEXFORD COUNTY PUBLIC LIBF	7.95	Lost & Paid materials
000000051880	12/21/2020	CATALYST TECHNOLOGY GROUP INC	747.50	Computer software-Proof Point Nov20
000000051881	12/21/2020	BEVIN COHEN	114.00	Marketing
000000051882	12/21/2020	MELISSA COLE/ PETTY CASH	199.03	Library petty cash replenishment
000000051883	12/21/2020	DEMCO	272.20	Proc supplies, Furn & equip-WE
000000051884	12/21/2020	DATAQUEST, INC	157.50	Computer software
000000051885	12/21/2020	DTE ENERGY	163.39	Utilities
000000051886	12/21/2020	DBI BUSINESS INTERIORS	627.80	Office supplies-Nov20
000000051887	12/21/2020	EDUCATIONAL DEVELOPMENT CORPORAT	446.77	Materials
000000051888	12/21/2020	CHASE CARD SERVICES	6,838.79	Various charged products/services
000000051889	12/21/2020	GAYLORD BROS., INC.	185.68	Supplies-Outreach
000000051890	12/21/2020	ANNELISE GORDON	26.28	Local travel
000000051891	12/21/2020	GALE	585.41	Materials
000000051892	12/21/2020	HASLETT PUBLIC SCHOOLS	8,625.12	Cleaning/Utilities-4th qtr20
000000051893	12/21/2020	HOME DEPOT CREDIT SERVICES	610.26	Building maintenance
000000051894	12/21/2020	HEALTHY & FIT MAGAZINE	650.00	Marketing-ads
000000051895	12/21/2020	HARBOR SPRINGS LIBRARY	19.99	Lost & Paid materials
000000051896	12/21/2020	INGRAM LIBRARY SERVICES	726.32	Program-WE
000000051897	12/21/2020	INNOVATIVE INTERFACES, INC.	95,187.31	III software & hardware maintenance 2021
000000051898	12/21/2020	DENISE KELLY VOICE-OVERS INC	175.00	Marketing-ads
000000051899	12/21/2020	KANOPY INC	2,039.00	DVD streaming service-Nov20
000000051900	12/21/2020	KANOPY INC	30,200.00	DVD streaming service-prepaid 2021
000000051901	12/21/2020	KOIOS, LLC	6,902.00	Marketing consultant 2021
000000051902	12/21/2020	JEFF ANTAYA/PETTY CASH	97.77	Library petty cash replenishment
000000051903	12/21/2020	MICHIGAN FLEET FUELING SOLUTIONS LLC	947.50	Gas for vehicles
000000051904	12/21/2020	LIBRARY IDEAS LLC	4,464.50	Materials
000000051905	12/21/2020	LENAAWEE DISTRICT LIBRARY	25.95	Lost & Paid materials
000000051906	12/21/2020	LIBRARY DESIGN ASSOCIATES INC	2,364.00	Library shelving
000000051907	12/21/2020	CITY OF LANSING, C.A.R.T.	104.00	Trash service
000000051910	12/21/2020	MIDWEST TAPE	44,466.99	Materials, Hoopla Nov20
000000051911	12/21/2020	MIDWEST COLLABORATIVE FOR LIBRARY S	37,909.23	DES Jul20-Jun21, membership, staff training
000000051912	12/21/2020	M3 GROUP INC	400.00	Marketing-ads
000000051913	12/21/2020	THOMAS MOORE/PETTY CASH	178.37	Library petty cash replenishment
000000051914	12/21/2020	MIDWEST COMMUNICATIONS	618.00	Marketing-ads
000000051915	12/21/2020	MOBILE BEACON	8,165.00	Hotspots/Internet access
000000051916	12/21/2020	MICHAEL MOORE	258.81	Local travel
000000051917	12/21/2020	THOMAS MOORE	99.98	reimbursement - furn & equip HA
000000051918	12/21/2020	MURPHY & SPAGNUOLO PC	1,767.00	Legal fees
000000051919	12/21/2020	MIDWEST AIR FILTER, INC.	649.50	Building maintenance
000000051920	12/21/2020	NICHE ACADEMY	4,200.00	Online training service 2021
000000051921	12/21/2020	NILES DISTRICT LIBRARY	11.00	Lost & Paid materials
000000051922	12/21/2020	OVERDRIVE INC	60,000.00	Prepaid expense-Overdrive

000000051923	12/21/2020	PRINTING CONCEPTS LLC	3,315.00	Student success cards
000000051924	12/21/2020	RAWSON MEMORIAL DISTRICT LIBRARY	15.00	Lost & Paid materials
000000051925	12/21/2020	RICOH USA INC	19.49	Copier lease
000000051926	12/21/2020	ROSE PEST SOLUTIONS	426.00	Building maintenance
000000051927	12/21/2020	STAPLES ADVANTAGE	5,442.87	Office supplies-Nov20
000000051928	12/21/2020	SCHINDLER ELEVATOR CORPORATION	6,622.28	Staff elevator doors closures
000000051929	12/21/2020	SOUTHFIELD PUBLIC LIBRARY	69.00	Lost & Paid materials
000000051930	12/21/2020	SKYLINE OUTDOOR ADVERTISING	3,321.00	Outreach projects-Storywalks
000000051931	12/21/2020	PATRICK TAYLOR/PETTY CASH	189.24	Library petty cash replenishment
000000051932	12/21/2020	TECH LOGIC CORPORATION	5,668.00	CirclT software 2021
000000051933	12/21/2020	PROQUEST LLC	7,377.00	database 2021
000000051934	12/21/2020	UNUM LIFE INSURANCE CO OF AMERICA	536.38	Employee insurance
000000051935	12/21/2020	UNUM LIFE INSURANCE CO OF AMERICA	1,255.28	Employee insurance
000000051936	12/21/2020	UAW LOCAL 2256	3,123.55	Union dues-Nov20
000000051937	12/21/2020	UNIQUE INTEGRATED COMMUNICATIONS	895.00	Chat service-Nov20
000000051938	12/21/2020	VANTAGE TRANSFER AGENT	3,338.10	Retirement, Deferred Compensation Nov20
000000051939	12/21/2020	WLAJ	1,655.00	Marketing-ads
000000051940	12/21/2020	WSYM LANSING FOX47	107.50	Marketing-ads
000000051941	12/21/2020	WWSJ-1580	420.00	Marketing-ads
000000051942	12/21/2020	WLNS	1,152.11	Marketing-ads
000000051943	12/21/2020	WATER STORE INC	14.00	Miscellaneous expense
000000051944	12/21/2020	WILX	4,020.94	Marketing-ads
000000051945	12/22/2021	DEBORA BLOOMQUIST	780.00	Per diem
000000051946	12/21/2020	SANDRA DRAKE	120.00	Per diem
000000051947	12/21/2020	VERN JOHNSON	540.00	Per diem
000000051948	12/21/2020	SALLY TROUT	1,110.00	Per diem
		MERS	69,882.98	Retirement-Oct20
		MERS	55,021.66	Retirement-Nov20
ACH		44 North	8,437.15	Employee insurance, Prescription expense
ACH		ATT	\$1,215.08	Telephone
ACH		BOARD OF WATER & LIGHT	24,171.83	Utilities
ACH		MARGARET BOSSENBERY	120.00	Per diem
ACH		CONSUMERS ENERGY	2,957.08	Utilities
ACH		DELTA DENTAL PLAN OF MICHIGAN	2,150.55	Dental insurance
ACH		DK SECURITY	6,433.71	Security services
ACH		FLAGPOLES	618.00	Building maintenance
ACH		FP MAILING	500.00	Postage
ACH		FRONTIER	628.85	Telephone
ACH		GRANGER	351.51	Trash service
ACH		GREAT AMERICAN INS	12,564.00	Property & Liability Insurance/prepaid
ACH		MAXOR	13,045.14	Prescription expense
ACH		RX REINS LLC	3,750.00	Prescription expense/prepaid
ACH		TASC	9,236.93	Employee Flex accounts
ACH		T-MOBILE	2,175.18	Internet access
ACH		VERIZON	152.04	Internet access
ACH		VISION SERVICE PLAN	848.16	Vision insurance
ACH		branches replenishments	375.00	branch acct
		PAYCHEX PAYROLL December 11, 2020	194,504.44	Salaries
			1,277.74	Payroll services
			15,270.04	FICA Employer Share
		PAYCHEX PAYROLL December 24, 2020	197,080.14	Salaries
			1,141.42	Payroll services
			15,379.57	FICA Employer Share
			1,109,000.77	

SER 104 PRIVACY POLICY

~~April 19, 2017~~

January 20, 2021

I. Background

The American Library Association's Code of Ethics states, "Librarians must protect each user's right to privacy with respect to information sought or received, and materials consulted, borrowed, or acquired."

The Library Privacy Act, PA 455 of 1982 as last amended, says that a Library employee ~~"shall not release or disclose a library record or portion of a library record to any person without the written consent of the person liable for payment for or return of the materials identified in that library record,~~
"A LIBRARY OR AN EMPLOYEE OR AGENT OF A LIBRARY SHALL NOT RELEASE OR DISCLOSE A LIBRARY RECORD OR PORTION OF A LIBRARY RECORD TO A PERSON WITHOUT THE WRITTEN CONSENT OF THE PERSON LIABLE FOR PAYMENT FOR OR RETURN OF THE MATERIALS IDENTIFIED IN THAT LIBRARY RECORD, UNLESS 1 OF THE FOLLOWING EXCEPTIONS APPLIES":

- 1) **"A COURT HAS ORDERD THE RELEASE OR DISCLOSURE AFTER GIVING THE AFFECTED LIBRARY NOTICE OF THE REQUEST AND AN OPPORTUNITY TO BE HEARD ON THE REQUEST."**
- 2) **"THE LIBRARY OR AN EMPLOYEE OR AGENT OF THE LIBRARY MAY REPORT INFORMATION ABOUT THE DELINQUENT ACCOUNT OF A PATRON WHO OBTAINS MATERIALS FROM THE LIBRARY TO A COLLECTION AGENCY UNDER CONTRACT WITH THE LIBRARY."**
- 3) **"THE LIBRARY OR AN EMPLOYEE OR AGENT OF THE LIBRARY MAY DISCLOSE LIBRARY RECORDS TO ANOTHER LIBRARY OR LIBRARY COOPERATIVE FOR THE PURPOSE OF CONDUCTING INTERLIBRARY LOANS".**

A library record is defined as "a document, record, or other method of storing information retained by a library that contains information that personally identifies a library patron, including the patron's name, address, or telephone number or that identifies a person as having requested or obtained specific materials from a library."

A LIBRARY RECORD SPECIFICALLY DOES NOT INCLUDE NONIDENTIFYING MATERIAL THAT MAY BE RETAINED FOR

THE PURPOSE OF STUDYING OR EVALUATING THE CIRCULATION OF LIBRARY MATERIALS IN GENERAL OR RECORDED VIDEO SURVEILLANCE IMAGES MADE SOLELY FOR SECURITY PURPOSES THAT DO NOT INCLUDE IMAGES OF ANY ACTIVITY OR ANY OTHER DOCUMENT OR RECORD THAT IDENTIFIES A PERSON AS HAVING REQUESTED OR LAWFULLY OBTAINED SPECIFIC SERVICES, MATERIALS, OR INFORMATION RESOURCES FROM A LIBRARY.

2. Basic Policy

It is the policy of Capital Area District Libraries to preserve the confidentiality of the registration, circulation and other library usage records of its patrons to the fullest extent ~~permitted~~ **REASONABLY POSSIBLE by law UNDER THE LAW**. Library staff members and staff of library vendors may only access library patron records when needed for work related purposes. Any personal use of such information is expressly prohibited.

Library staff and staff of library vendors will not release any library records to any person other than the person named on the record unless **EITHER (i)** the library has received written permission of the patron, **(ii)** the written permission of the person liable for payment for or return of the materials identified in that library record, ~~a court order, or a search warrant (see section 5).~~ **OR (iii) THE DISCLOSURE IS PERMITTED BY LAW.**

For patrons with amounts due of \$40 or more and exceeding 60 days, contact information will be released to a collection agency for follow-up within the sole discretion of CADL.

3. Radio Frequency Identification Privacy Policy

Capital Area District Libraries supports the following privacy principles for the use of Radio Frequency Identification (RFID).

- a. Notice and full disclosure as to the use, terms of use, and any change in the terms of use for data collected via RFID will be given to library patrons.
- b. No personal information will be encoded on RFID tags. These tags will only contain the 14 digit barcode for library materials.
- c. Only library staff members will have access to the database needed to interpret the RFID tag.
- d. Capital Area District Libraries will comply with relevant federal, state, and local laws as well as industry best practices and policies in the use of RFID tags.
- e. CADL will ensure that these four principles are verifiable by an independent audit.

4. Freedom of Information Act

Library records are exempt from disclosure under the Michigan Freedom of Information Act, 1976 Public Act 442, MCL 15.231-15.246.

5. Subpoenas and Court Orders

Any library staff member receiving a verbal request, a subpoena or court order to release any library records should refer the request to the Executive Director or designee immediately.

The Executive Director or designee will review the request and consult with the library's attorney to determine if such process, order, or subpoena is allowable in accordance with ~~section 3 of Act 455 above.~~ **APPLICABLE LAW.**

6. Search Warrants

A search warrant is a court order issued by a judge or magistrate. It can be federal, state or local. Unlike subpoenas, in which there is always time to contact an attorney, search warrants are immediately executable. Library staff will request a brief delay to call the Executive director and library attorney.

7. Gag Orders

A gag order may accompany a search warrant. A gag order means that no person or institution served with the warrant can disclose (except to their supervisor, department head, or other person in the chain of command) that the warrant has been served or that records have been produced pursuant to the warrant. The library and its staff must comply with this order. No information can be disclosed to any other party, including the patron whose records are the subject of the search warrant.

The gag order does not change a Library's right to legal representation during the search. Staff members will still contact their supervisors, department heads, or Executive Director, or other necessary person in the chain of command. The Library will still seek legal advice concerning the warrant and request that the library's legal counsel be present during the actual search and execution of the warrant. The officer may or may not agree to the request because, legally, the search may begin immediately.

SER 104a PRIVACY STATEMENT

~~April 22, 2015~~
January 20, 2021

Capital Area District Libraries is committed to protecting its patrons' privacy to the maximum extent reasonably possible and in accordance with all applicable laws. For additional information, please consult our Privacy Policy, SER 104.

1. WHAT KIND OF INFORMATION DOES THE LIBRARY KEEP ABOUT ITS PATRONS?

The library keeps the mailing addresses, telephone numbers, drivers' license numbers, and e-mail address of its patrons for purposes including, but not limited to, sending them hold notices, overdue notices, bills for lost materials, notices about library events and services, and library programs. If the patron is under age 18, the library also keeps the same information about the parent or legal guardian. **DEPENDING ON THE LOCATION, THE LIBRARY MAY ALSO HAVE VIDEO SURVEILLANCE IMAGES.**

2. HOW DOES THE LIBRARY PROTECT PATRON CONFIDENTIALITY?

Unless required ~~AUTHORIZED~~ by law, **STATUTE** or court order, **OR AS NECESSARY FOR INTERLIBRARY LOAN OR COLLECTIONS**, the library does not give out information about patron records, including any records which would personally identify a library patron, what titles a library patron has checked out or put on hold or about the number or the titles of overdue items in the patron's account, except to the cardholder and to those for whom the cardholder has signed a prior release. The library may disclose or use documents or other information **(INCLUDING VIDEO SURVEILLANCE)** only if there is no **SPECIFIC** information from which a patron could be personally identified **AS HAVING OBTAINED SPECIFIC SERVICES, MATERIALS, OR INFORMATION RESOURCES FROM THE LIBRARY.**

3. IN WHAT OTHER WAYS DOES THE LIBRARY PROTECT ITS PATRONS' PRIVACY?

A patron's library record contains information on items currently checked out or on hold for that patron, overdue or lost materials, unpaid fines or fees, and paid fines and fees. Except for Books by Mail, the library does not keep a history of what a patron has checked out after the books and materials are returned, unless specifically requested by the patron via the "Reading History" feature of the patron's online account. However, the nature of computerized systems means that it is possible to determine who last checked out a particular item and titles of items for which a library user has paid charges or fines. The library will not disclose this information to third parties **EXCEPT STATED AS ABOVE** ~~unless required to do so by law or court order.~~

Patrons may choose to use “Reading History,” which maintains a list of titles checked out by a patron. This feature is voluntary and cannot be enabled by anyone other than the patron using his/her personal sign-in. Staff members do not have access to the patron’s reading history. The patron can delete any or all items from the reading history at any time and can turn off the feature at any time.

4. WHAT ABOUT THIRD-PARTY VENDORS AND CONTENT PROVIDERS?

CADL partners with a variety of companies to provide services and content (for example, ebooks through Overdrive). Library users are encouraged to read the privacy policies of the individual companies as CADL cannot be responsible for the privacy policies of third-party vendors. CADL maintains [links to those privacy policies](#) on its website.

5. HOW ABOUT RADIO FREQUENCY IDENTIFICATION?

Capital Area District Libraries complies with relevant federal, state, and local laws as well as industry best practices and policies in the use of RFID tags. No personal information is encoded on RFID tags. These tags only contain the 14 digit barcode used for library materials. Only library staff members have access to the database needed to interpret the RFID tag.

6. WHAT ABOUT COMPUTER USE?

The library’s computers are programmed to delete the history of a patron’s Internet use and information searches when a patron completes a session by logging off the computer, although, like any other information deleted from a computer, it remains on the library’s hard drives until that data is overwritten by another user at some future time. This information is not disclosed to third parties, **EXCEPT AS STATED ABOVE** ~~unless required by law or court order.~~

7. WHAT ABOUT VIDEO SURVEILLANCE CAMERAS?

Video surveillance cameras are used at some branches of Capital Area District Libraries to enhance the safety and security of library users, staff and property. ~~CADL does not treat video surveillance footage as a “library record” within the purview of the Michigan Library Privacy Act.~~ **THE MICHIGAN LIBRARY PRIVACY ACTS STATES THAT A LIBRARY RECORD DOES NOT INCLUDE “RECORDED VIDEO SURVEILLANCE IMAGES MADE SOLELY FOR SECURITY PURPOSES THAT DO NOT INCLUDE IMAGES OF ANY ACTIVITY OR ANY OTHER DOCUMENT OR RECORD THAT IDENTIFIES A PERSON AS HAVING REQUESTED OR LAWFULLY OBTAINED SPECIFIC SERVICES, MATERIALS, OR INFORMATION RESOURCES FROM A LIBRARY.”** The video

surveillance cameras at **CADL** are not kept private and may be disclosed to third parties, such as law enforcement, if necessary.

8. WHAT HAPPENS TO PAPER LIBRARY CARD APPLICATIONS?

Library card applications completed and submitted prior to January 1, 2011 are retained for a period of seven (7) years and then destroyed. They are stored in an area accessible only to authorized CADL staff members.

Library card applications completed and submitted after January 1, 2011 are digitized and the paper applications are destroyed after three (3) months. Paper applications are stored in an area accessible only to authorized CADL staff members. Digital files are stored on a secure server and are accessible to a limited number of authorized CADL staff members.

9. WHAT HAPPENS TO OTHER PAPER RECORDS?

Paper records containing personal identifying information related to holds, computer use, and reference questions are shredded daily.

10. HOW DOES THE LIBRARY PROTECT ELECTRONICALLY STORED PATRON INFORMATION?

CADL has numerous safeguards in place to prevent anyone except authorized staff from accessing patron information. These include network security with appropriate firewall protections, system logins and individual staff authorizations with passwords that are changed on a regular schedule, and policies and training to educate staff about their roles and responsibilities.

11. WHAT ABOUT E-MAIL?

The Library has no way of ensuring the privacy of the patron's e-mail to others while using library computers or networks. However, e-mails that patrons send to the library are treated in a confidential manner with the same safeguards as other electronically stored information.

12. DOES THE LIBRARY EVER RELEASE INFORMATION ABOUT PATRONS?

The kind of information that the library maintains is limited as described in the previous answers. That limited information will be released to the following persons after they show proper identification:

- The library card holder will always be able to access his or her own information, and can authorize others to access it.
- Law enforcement personnel **AND/OR PUBLIC SAFETY PERSONNEL** with a court order, subpoena or search warrant can obtain that information. ~~The Library will consult with its legal counsel to ensure that the document is proper.~~

Public safety personnel in a time of an emergency that requires an immediate decision such as, for example, a lost or missing child. In such cases the Executive Director or other designated staff member will be contacted, and legal counsel consulted when possible.

- Parents who have signed their child's library card application, and who have listed themselves on library release forms can access information about their children.
- For patrons with amounts due of \$40 or more and exceeding 60 days, contact information will be released to a collection agency for follow-up within the sole discretion of CADL.

~~13. HOW DOES THE PATRIOT ACT AFFECT THIS POLICY?~~

~~The Patriot Act has made it easier for certain law enforcement personnel to obtain court orders, subpoenas, and search warrants. If you have questions about your legal rights under the act, please consult an attorney.~~

~~14. WHAT ABOUT THE 'GAG' CLAUSE OF THE PATRIOT ACT?~~

~~It is true that under some circumstances the Patriot Act prohibits the library staff from informing a patron, the media, co-workers, or other government officials if information about that patron is obtained under the Patriot Act. Patriot Act requests can be reported to the library's Executive Director and to the library's legal counsel. If you have questions about your legal rights under the act, please consult an attorney.~~

1/8/2021

Capital Area District Library
Balance Sheet
12/31/2020
UNAUDITED

ASSETS

	Current Year	Previous Year
Current Assets:		
Cash	5,750,928.37	4,407,844.30
Imprest Cash	2,612.00	2,612.00
Investments	5,488,313.44	6,020,168.92
Prepaid Expenses	332,625.76	292,030.90
Accounts Receivable	2,769.96	13,398.33
Taxes Receivable	0.00	10,386,468.76
Total Current Assets	11,577,249.53	21,122,523.21
Total Assets	11,577,249.53	21,122,523.21

LIABILITIES AND FUND BALANCE

Current Liabilities:		
Accounts Payable	0.00	179,420.39
Accrued Salaries Payable	199,144.21	164,907.15
Accrued Employee Benefits Payable	69,411.17	75,901.83
Materials Payable	0.00	0.00
Deferred Revenue	567,528.17	10,927,000.40
Total Current Liabilities	836,083.55	11,347,229.77
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	965,872.54	352,686.95
Total Unapplied Fund Balance	(10,741,165.98)	(9,775,293.44)
Total Liabilities and Fund Balance	11,577,249.53	21,122,523.21

1/8/2021

Capital Area District Library
Statement of Revenue and Expenditures
Fiscal Year Ending December 31, 2020
12/31/2020
Unaudited

Revenues

	Current Month	Year to Date	2020 Budget	%
Millage Income				

Property Tax Revenue	574.38	10,848,724.08	10,795,000.00	100.50
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	574.38	10,974,173.05	10,918,000.00	100.51
Penal Fines				

Penal Fines Ingham County	0.00	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	0.00	327,913.50	400,000.00	81.98
State Aid				

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

Overdue Fines	766.77	44,938.55	140,000.00	32.10
Non Resident Fees	550.00	11,432.07	29,000.00	39.42
Printing Revenue	702.59	15,558.59	56,000.00	27.78
Total Library Fees	2,019.36	71,929.21	225,000.00	31.97
Donations / Grants:				

Donation Income Restricted	763.42	34,307.31	90,000.00	38.12
Donation Income Unrestricted	8,949.13	33,269.56	16,000.00	207.93
Grants	6,971.41	27,821.41	61,500.00	45.24
Total Donations	16,683.96	95,398.28	167,500.00	56.95
Other Income				

Interest Income	10,692.19	148,153.91	185,000.00	80.08

MMLC Reimbursement	0.00	95,614.05	95,000.00	100.65
Lost and Paid Books	1,559.78	14,002.73	25,000.00	56.01
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	2.00	3,966.03	5,000.00	79.32
Universal Service Fund Income	0.00	14,896.94	165,800.00	8.98
Total Miscellaneous Income	12,253.97	286,669.87	488,800.00	58.65
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	31,531.67	12,100,224.66	13,344,800.00	90.67

Expenditures

	Current Month	Year to Date	2020 Budget	%
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Salaries and Benefits				
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Salaries	636,081.32	5,866,017.11	6,187,000.00	94.81
Unemployment Insurance	0.00	0.00	5,150.00	0.00
FICA	45,884.16	418,691.87	473,100.00	88.50
Health Insurance	(3,371.24)	565,876.79	633,000.00	89.40
Prescription Expense	10,134.06	185,735.58	188,150.00	98.72
Dental Insurance	2,073.25	32,896.93	57,747.00	56.97
Vision Insurance	848.16	9,986.40	12,490.00	79.96
Life & Disability Insurance	282.74	4,428.66	4,540.00	97.55
Retirement	59,812.28	515,875.78	536,000.00	96.25
Workers Comp Insurance	0.00	18,872.00	19,500.00	96.78
Parking Main Library	0.00	47,019.59	49,596.00	94.81
Total Salaries and Benefits	751,744.73	7,665,400.71	8,166,273.00	93.87
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Materials				
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Books	85,856.01	796,542.78	923,456.00	86.26
Periodicals	0.00	60,750.94	62,019.00	97.96
DVD	14,988.37	217,780.73	233,644.00	93.21
Library of Things	2,905.68	26,036.08	50,750.00	51.30
Audiobooks	49,889.62	357,750.26	417,688.00	85.65
Music	3,844.43	45,765.81	64,098.00	71.40
Processing Supplies	2,206.66	16,306.49	26,500.00	61.53
Subscription Services	4,621.68	76,447.57	89,850.00	85.08
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	164,312.45	1,748,504.14	2,020,770.00	86.53
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Supplies				
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Office Supplies	9,427.00	63,357.67	98,650.00	64.22
Postage Expense	515.95	10,626.78	11,000.00	96.61
Gas Delivery Vehicles	775.75	6,999.53	15,836.00	44.20
Gas Bookmobile	181.75	2,099.77	6,304.00	33.31
Janitorial Supplies	744.51	8,579.12	20,587.00	41.67
Total Supplies	11,644.96	91,662.87	152,377.00	60.16

Professional Services

Membership Fees	285.00	15,661.84	20,850.00	75.12
Collection Agency Fees	0.00	1,084.05	4,850.00	22.35
Web Chat Service	895.00	9,845.00	11,070.00	88.93
Payroll & Print Service	2,579.16	34,973.35	36,951.00	94.65
Melcat Delivery Charges	18,780.11	37,047.94	37,000.00	100.13
Authority Control	0.00	7,272.74	5,500.00	132.23
Tutoring Services	0.00	3,813.75	3,806.00	100.20
Marketing	15,660.46	200,012.67	288,944.00	69.22
Bank Fees & Services	827.44	11,090.47	16,913.00	65.57
Cooperative Membership Fee	0.00	95,614.05	95,000.00	100.65
Total Professional Services	39,027.17	416,415.86	520,884.00	79.94

Governance

Per Diem	2,670.00	4,230.00	10,000.00	42.30
Memberships	0.00	288.00	1,161.00	24.81
Conferences	0.00	30.00	10,250.00	0.29
Legal Services	1,767.00	14,906.00	49,200.00	30.30
Audit	0.00	12,500.00	12,500.00	100.00
Total Governance	4,437.00	31,954.00	83,111.00	38.45

Staff Development

Recruiting Expense	0.00	0.00	1,025.00	0.00
Staff Training	224.52	21,721.40	45,000.00	48.27
Hospitality	10.00	970.70	3,147.00	30.85
Employee Recognition	0.00	5,336.56	7,855.00	67.94
Total Staff Development	234.52	28,028.66	57,027.00	49.15

Maintenance and Utilities

Telephone	2,591.59	31,312.13	30,000.00	104.37
Steam and Gas	16,052.27	82,789.89	92,752.00	89.26
Electricity	13,147.79	144,962.19	183,664.00	78.93
Water and Sewer	2,729.13	17,657.71	24,282.00	72.72
Trash	515.51	5,222.61	6,980.00	74.82
Custodial Services	13,568.24	111,585.91	197,436.00	56.52
Security Services	6,433.71	76,492.58	140,000.00	54.64
Building Maintenance	9,190.07	54,865.75	66,000.00	83.13
Vehicle Maintenance	2,489.83	13,569.86	18,000.00	75.39
Total Maint. and Utilities	66,718.14	538,458.63	759,114.00	70.93

Other Expenses

Millage Income Refund	0.00	5,491.47	32,800.00	16.74
Property & Liability Insurance	0.00	65,110.50	68,000.00	95.75
Donation Expense Restricted	44.98	24,143.75	195,000.00	12.38
Donation Expense Unrestricted	1,779.00	7,920.19	16,000.00	49.50
Miscellaneous	80.00	2,084.12	5,912.00	35.25
Sales/Use Tax	0.00	145.80	1,230.00	11.85
Local Travel	285.09	4,831.95	10,558.00	45.77
Total Other Expenses	2,189.07	109,727.78	329,500.00	33.30

Technology Expenses

Internet Access	5,340.06	34,521.25	51,390.00	67.18
Computer Software	1,144.90	61,421.15	77,629.00	79.12
Computer Hardware	155.16	12,090.09	81,405.00	14.85
III Software & Hardware Maintenance	0.00	101,255.36	101,380.00	99.88
Computer System Services	4,391.03	13,181.67	29,940.00	44.03
Rethink The Linc	0.00	44,752.87	45,000.00	99.45
Member Experience Improvements	0.00	6,440.00	36,500.00	17.64
Firewall Upgrade Project	688.00	51,208.47	84,000.00	60.96
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	11,719.15	425,497.82	706,244.00	60.25

Capital Outlay

Staff Furn & Equipment	2,502.59	12,278.98	30,000.00	40.93
Building Upgrades	0.00	29,827.80	32,000.00	93.21
Public Service Grant Projects	0.00	1,453.89	8,800.00	16.52
Outreach Projects	6,969.15	34,794.48	63,700.00	54.62
Chiller Roof Replacement	0.00	0.00	60,000.00	0.00
IT Renovation Project	346.50	346.50	100,000.00	0.35
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	9,818.24	78,701.65	549,500.00	14.32

Total Operating Expenditures	1,061,845.43	11,134,352.12	13,344,800.00	83.44
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Unapplied Fund Balance-Budget
Net Income(Loss)

(1,030,313.76)	965,872.54	0.00
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