

**CAPITAL AREA DISTRICT LIBRARIES
BOARD MEETING**

5:30 PM, WEDNESDAY, APRIL 21, 2021
GALLERY SPACES A, B, & C
401 S CAPITOL AVE., LANSING, MI 48933
517-367-6300



Mission Statement:

Empowering our diverse communities to learn, imagine and connect.

AGENDA

CALL TO ORDER

ROLL CALL

COMMUNICATIONS

PUBLIC COMMENTS ON AGENDA ITEMS

CONSENT AGENDA

1. Approval of Agenda (enc – action)
2. Approval of Minutes March 17, 2021 (enc – action)
3. Disbursements for March 2021 (enc – action)

CHAIRPERSON'S COMMENTS

NEW BUSINESS

General

1. Election of Officers (action)
2. Fine Free Recommendation (enc – action)
3. Legislative Update
4. Community Contacts

Finance

1. March 2021 Financial Report (enc – action)
2. Delivery Vehicle Purchase Recommendation (enc – action)
3. IT Renovation Architect Recommendation (enc – action)

DIRECTOR'S REPORT

EXECUTIVE DIRECTOR ANNUAL REVIEW

PUBLIC, STAFF, AND BOARD MEMBER COMMENTS

ADJOURNMENT

CAPITAL AREA DISTRICT LIBRARIES BOARD MEETING

March 17, 2021

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

Members Absent:

Staff Present: Scott Duimstra, Jolee Hamlin, Sheryl Knox, Chelsea Koenigsknecht, Julie Laxton, 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, Ingham County, Michigan

COMMUNICATIONS

There were no communications.

PUBLIC COMMENTS ON AGENDA ITEMS

There were no public comments on agenda items.

CONSENT AGENDA

1. Approval of Agenda

Jeff Croff made a motion to move SER 201 Library Programs and the February 2021 Financial Report to the consent agenda, and to move the Executive Director Evaluation to next month's Board meeting. Margaret Bossenbery seconded the motion. The motion carried.

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

2. Approval of Minutes February 17, 2021

The minutes of February 17, 2021 were approved by consent.

3. Disbursements for February 2021

The disbursements for February 2021 were approved by consent.

CHAIRPERSON'S COMMENTS

Sally Trout checked out books that that were recommended on our platforms and she really enjoyed them.

PRESENTATION

1. CADL's Digital Collections: Growth and Challenges – Thais Rousseau, *Collection Development Director*

Thais Rousseau presented about the growth and challenges of CADL's digital collection.

NEW BUSINESS

General

1. Appointment of Board Nomination Committee

Board Chair, Sally Trout, appointed the following Board members to the Board Nomination Committee:

- Sandy Drake, Committee Chair
- Margaret Bossenbery
- Debora Bloomquist

2. SER 201 Library Programs

SER 201 Library Programs was approved by consent.

3. Legislative Update

There's legislation titled "Build America's Libraries Act" that was introduced in the U.S. Senate and moving to the House. The amount that would go to Michigan libraries is estimated to be \$135 million and could be used to address facility needs.

4. Community Contacts

The Haslett Library Friends Group will be donating money to the library to purchase snacks for the Haslett staff. The idea stemmed from the Okemos Library Friends Group. Over the years, the Haslett Friends Group has purchased birthday books in honor of the staff members. The Okemos Library Friends Group has piggy backed off that idea.

Finance

1. February 2021 Financial Report

The February 2021 Financial Report was approved by consent.

DIRECTOR'S REPORT

- The H.E.A.T. (Holt Equity and Access Team) event co-hosted by CADL where students had a virtual visit with authors Kwame Alexander and Nikki Grimes had over 1,900 attendees. CADL received a lot of praise during and after the event.
- Director Duimstra shared images of Haslett Branch's stained-glass windows project where tissue paper provided by members was used to create popular Children's literature characters like Curious George and Pete the Cat.

- Each year the Leslie community hosts a “Great Backyard Bird Count”. Due to the pandemic, this year's event was different. Tammy VanderMolen and Desiree Smith at the Leslie Branch create a Take and Make craft on how to build a birdhouse and information on how to participate in the bird count.
- The Williamston Branch partnered with the Williamston Sunrise Rotary to help promote the vaccine effort in their area. Staff gave away stickers that carry a positive vaccine message.
- The Student Success WIFI Hotspots were distributed to Dansville Community Schools, Leslie Public Schools, Stockbridge Community Schools and Webberville Community Schools. These hotspots will go to 12 students identified as high need at each school system and will be used through the remainder of the school year. We will follow-up with each student to see what impact the WIFI hotspots made on the student's schoolwork.
- The 2020 Annual Report presentations will be done in May and June. We will be contacting each municipality to see if they'll be meeting in-person or virtually.
- The Michigan Library Association's Advocacy Day is Thursday, April 22. This event will be held virtually through Zoom.

PUBLIC, STAFF, AND BOARD MEMBER COMMENTS

- Director Duimstra informed the board that the fine free recommendation would be on the agenda in April.
- Chelsea Koenigsknecht will renew the ALA memberships for Margaret Bossenbery and Debora Bloomquist.

EXECUTIVE DIRECTOR'S EVALUATION

The Executive Director's Evaluation has been tabled until next month.

ADJOURNMENT

Sandy Drake made a motion to adjourn the meeting. Debora Bloomquist seconded the motion. The motion carried. The meeting was adjourned at 6:42 p.m.

CAPITAL AREA DISTRICT LIBRARY DISBURSEMENTS				
March 1 through March 31, 2021				
Check No.	Payment Date	Remit To	Payment Amt.	
000000052148	3/19/2021	AMERICAN LIBRARY ASSOCIATION	162.47	Materials
000000052149	3/19/2021	ABLE CONCRETE INC	983.75	Snow plowing
000000052150	3/19/2021	AURELIUS TOWNSHIP	2,819.13	Utilities, Custodial service -1st qtr 21
000000052151	3/19/2021	ALMA COLLEGE LIBRARY	73.00	Lost & Paid
000000052152	3/19/2021	ALERUS FINANCIAL	14,583.94	Retirement, Deferred Compensation Feb21
000000052153	3/19/2021	ALLEGRA	1,644.44	Marketing-brochures
000000052154	3/19/2021	MICHAEL B ABBOTTS	300.00	Marketing-misc
000000052155	3/19/2021	SYNCB/AMAZON	2,699.70	Various charged products/services
000000052159	3/19/2021	BAKER & TAYLOR BOOKS	46,625.20	Materials
000000052160	3/19/2021	CUMMINS SALES AND SERVICE	1,058.00	Bldg maintenance-generator repair
000000052161	3/19/2021	BOLING JANITORIAL SERVICE INC	6,288.60	Custodial services-Feb21
000000052162	3/19/2021	BRIGGS PUBLIC LIBRARY	16.95	Lost & Paid
000000052163	3/19/2021	BLACKSTONE AUDIO INC	99.00	Materials
000000052164	3/19/2021	CINTAS CORPORATION #725	511.75	Mat service-Feb21
000000052165	3/19/2021	THE CHRONICLE NEWSPAPER INC	325.00	Marketing-ads
000000052166	3/19/2021	CAPITAL AREA CLEANING SUPPLY	170.61	Janitorial supplies-Feb21
000000052167	3/19/2021	CENTRAL SECURITY ALARM INC	66.00	Building maintenance-HA
000000052168	3/19/2021	JULIE CHRISINSKE/PETTY CASH	78.46	Library petty cash replenishment
000000052169	3/19/2021	CASS DISTRICT LIBRARY	54.95	Lost & Paid
000000052170	3/19/2021	CATALYST TECHNOLOGY GROUP INC	750.00	Computer software-Proof Point Feb21
000000052171	3/19/2021	DEMCO	758.54	Staff furn & equip-HA, processing supplies
000000052172	3/19/2021	DTE ENERGY	164.27	Utilities
000000052173	3/19/2021	DBI BUSINESS INTERIORS	107.25	Office supplies-Feb21
000000052174	3/19/2021	DELL MARKETING, L.P.	81.00	Computer hardware
000000052175	3/19/2021	FLESCHER MEMORIAL LIBRARY	11.00	Lost & Paid
000000052176	3/19/2021	CHASE CARD SERVICES	10,385.54	Various charged products/services
000000052177	3/19/2021	GALL SEWING & VACUUM CENTERS	500.00	Library of Things
000000052178	3/19/2021	PATTY GAMIN	11.09	Local travel
000000052179	3/19/2021	CENGAGE LEARNING INC/GALE	236.72	Materials
000000052180	3/19/2021	BETSY HULL/PETTY CASH	120.63	Library petty cash replenishment
000000052181	3/19/2021	JOLEE HAMLIN	75.00	Program-central, staff training
000000052182	3/19/2021	HOME DEPOT CREDIT SERVICES	482.38	Building maintenance Feb21
000000052183	3/19/2021	HEALTHY & FIT MAGAZINE	325.00	Marketing-ads
000000052184	3/19/2021	HELPNET	1,500.00	Employee Assistance Program
000000052187	3/19/2021	INGRAM LIBRARY SERVICES	2,737.18	Materials, Program-Central
000000052188	3/19/2021	JACKSON DISTRICT LIBRARY	48.89	Lost & Paid
000000052189	3/19/2021	CHARLOTTE KRAJNIAK	58.24	Local travel
000000052190	3/19/2021	KEEP FAMILY HISTORY SERVICES	50.00	Program-donation expense
000000052191	3/19/2021	MICHIGAN FLEET FUELING SOLUTIONS LLC	1,500.89	Gas for vehicles

000000052192	3/19/2021	CHRISTOPHER LEMMON	75.00	Staff training-IT
000000052193	3/19/2021	LIBRARY IDEAS LLC	41.95	Materials
000000052194	3/19/2021	SEAN LYONS	44.46	Local travel
000000052195	3/19/2021	LISKEY'S AUTO & TRUCK SERVICE INC	971.03	Vehicle repair/maintenance
000000052196	3/19/2021	CITY OF LANSING, C.A.R.T.	104.00	Trash service
000000052198	3/19/2021	MIDWEST TAPE	43,494.26	Materials, Hoopla Feb21
000000052199	3/19/2021	MIDWEST COLLABORATIVE FOR LIBRARY S	59.00	Staff training
000000052200	3/19/2021	MOTION MARKETING & MEDIA INC	400.00	Marketing-ads
000000052201	3/19/2021	MYERS PLUMBING & HEATING INC	227.50	Building maintenance
000000052202	3/19/2021	MICHIGAN TECHNOLOGICAL UNIVERSITY	76.41	Lost & Paid
000000052203	3/19/2021	MIDWEST COMMUNICATIONS	374.40	Marketing-ads
000000052204	3/19/2021	SHERRI MCCONNELL/PETTY CASH	82.49	Library petty cash replenishment
000000052205	3/19/2021	MURPHY & SPAGNUOLO PC	1,188.00	Legal fees-Feb21
000000052206	3/19/2021	CHARTER TOWNSHIP OF MERIDIAN	88.96	Millage income refund
000000052207	3/19/2021	OTSEGO COUNTY LIBRARY	13.95	Lost & Paid
000000052208	3/19/2021	OVERDRIVE INC	20,000.00	Prepaid expense-Overdrive
000000052209	3/19/2021	OTSEGO DISTRICT LIBRARY	14.70	Lost & Paid
000000052210	3/19/2021	OUTFRONT	1,050.00	Marketing-ads
000000052211	3/19/2021	PAST PERFECT SOFTWARE INC	432.00	Computer software renewal
000000052212	3/19/2021	RICOH USA INC	52.70	Copier lease-Feb21
000000052213	3/19/2021	ROSE PEST SOLUTIONS	101.00	Building maintenance
000000052214	3/19/2021	STAPLES ADVANTAGE	5,399.23	Office supplies - Feb/Mar
000000052215	3/19/2021	SCHINDLER ELEVATOR CORPORATION	2,225.28	Bldg maintenance-2nd qtr 2021
000000052216	3/19/2021	STOCKBRIDGE HIGH SCHOOL	70.00	Marketing-ads
000000052217	3/19/2021	SALEM SOUTH LYON DISTRICT LIBRARY	12.99	Lost & Paid
000000052218	3/19/2021	STOCKBRIDGE COMMUNITY NEWS	90.00	Marketing-ads
000000052219	3/19/2021	TRANE U.S. INC	1,893.00	HVAC maintenance
000000052220	3/19/2021	UPS	28.24	Postage
000000052221	3/19/2021	UNUM LIFE INSURANCE CO OF AMERICA	572.80	Employee insurance
000000052222	3/19/2021	UNUM LIFE INSURANCE CO OF AMERICA	1,294.24	Employee insurance
000000052223	3/19/2021	UAW LOCAL 2256	3,142.41	Union dues-Feb21
000000052224	3/19/2021	UNIQUE	895.00	Chat service
000000052225	3/19/2021	VANTAGE TRANSFER AGENT	3,377.27	Deferred Compensation Feb21
000000052226	3/19/2021	WLAJ	628.00	Marketing-ads
000000052227	3/19/2021	WAYNE STATE UNIVERSITY	65.00	Lost & Paid
000000052228	3/19/2021	WLNS	585.00	Marketing-ads
000000052229	3/19/2021	HUNG WU	129.50	Program-donation expense
000000052230	3/19/2021	WATER STORE INC	12.75	Miscellaneous expense
000000052231	3/19/2021	WILX	2,240.00	Marketing-ads
000000052232	3/19/2021	ZEE THE COOK LLC	300.00	Program-Central
ACH		MERS	56,731.25	Retirement Feb21
ACH		ACCIDENT FUND	4,293.75	Workers Comp
ACH		ATT	1,392.08	Telephone

ACH		BOARD OF WATER & LIGHT	32,425.73	Utilities(two months)
ACH		MARGARET BOSSENBERRY	270.00	Per diem
ACH		CONSUMERS ENERGY	5,253.25	Utilities
ACH		DELTA DENTAL PLAN OF MICHIGAN	6,843.22	Dental Insurance
ACH		FP MAILING	1,000.00	Postage meter refill
ACH		FRONTIER	640.42	Telephone
ACH		GRANGER	351.51	Trash service
ACH		GREAT AMERICAN INSURANCE	12,540.00	Liability insurance
ACH		TASC	2,673.02	Flex-Health spending account
ACH		T-MOBILE	3,202.25	Hot spot internet access
ACH		VERIZON	76.08	Internet access
ACH		VISION SERVICE PLAN	834.48	Vision Insurance
ACH		ABRAHAM WASHINGTON	3,362.00	Parking-DL
ACH		DK SECURITY	10,260.12	Security services-DL, SL
ACH		44 North	6,454.70	Health Insurance
ACH		MAXOR	12,431.73	Prescription expense
ACH		PHYSICIANS HEALTH PLAN	42,786.00	Health Insurance-Apr21
ACH		Branch replenishments	150.00	Branch bank accts
		PAYCHEX PAYROLL March 05, 2021	189,621.10	Salaries
			1,241.20	Payroll services
			15,968.36	FICA Employer Share
		PAYCHEX PAYROLL March 19, 2021	197,615.75	Salaries
			1,132.18	Payroll services
			16,391.50	FICA Employer Share
			\$816,258.77	

Proposal for Changes to Circulation Policy and Procedures – Fine Free

April 21, 2021

Recommendation

- Beginning May 20, 2021, no longer charge overdue fines.
- Continue to bill for items that are lost, damaged or not returned past 30 days.
- Waive current fines except for charges related to billed items and collection agency referral fees.
- Set accounts to be blocked from checking out items after an item is overdue for 10 days.

Background

In October 2011, we came to the Board with the recommendation to charge overdue fines for all items primarily based on the three reasons below:

- 1) Fines are a way to provide an incentive for members to return their materials on time.
- 2) Fines are a way to generate revenue for CADL.
- 3) A majority of other Class 6 libraries in Michigan were charging overdue fines.

Many things have changed in the almost 10 years since that proposal. Below are how each of the three reasons above have changed and why CADL should become fine free:

- 1) For creating an incentive to return items in a timely manner, we now have a better way to get items back on time that doesn't monetarily penalize individuals who are already paying for library services through their tax dollars. We can change settings in our circulation system so that an account is "blocked" from checking items out if an item is 10 days or more overdue. Libraries like Kalamazoo Public Library and San Francisco Public Library have found that this change has led to items being returned more quickly than when fines were charged.
- 2) In 2013, our first full year of charging overdue fines, our members paid \$245,000 in fines. Since that time, we've also seen a shift in how our members use our collections. Our digital collections have grown in size and use, which has led to a steady decline in fine revenue. In 2016, the amount of fines paid decreased to \$222,000 and then to \$157,000 in 2019. This erosion shows the shift in the use of our collections.

Along with the continued loss in revenue, we have seen that, for some, fines are a minor inconvenience, but for others, fines lock them out of checking out items due to their inability to pay the charges on their account. Currently, about 17% of our regular members are blocked from using their library cards due to fines of \$10 or more. We have lost these patrons due to charges on their accounts for items they've already returned. Yet, they continue to pay for library services through their tax dollars. Past programs like "Read Off Fines" were very popular with children getting their fine amounts lowered. But, in looking at accounts with fines, only 23% of those are children's accounts. In most families, the parent checks out the materials for the family and, in turn, incurs the overdue fines on their account. We've also matched Social Vulnerability Index data with maps of households with over \$10 in fines (p.10). The areas with the highest vulnerability are also

the areas with very high numbers of households with fines. By going fine free, we could ensure that children, adults and families in these households can use the library without fear of losing their access to our collections.

Along with moving to no longer charging overdue fines, we would like to recommend the waiving of past fines that are not billed items or collection agency referral fees. This will allow us to reengage with those individuals and families that have left the library due to fines. For our 2021 budget and beyond, we have reduced our expenses to cover the loss in revenue from fines and will continue to do so because we feel so strongly that equitable access to library services is what our communities pay for and what they need.

One area related to revenues and expenses that wasn't known at the time of the original recommendation was the staff time needed for handling fines and payments. The average time for discussing fines and payments with our members is around 5 minutes. In 2019, there were 24,399 in-person transactions for fine payments at our libraries. Based on the average pay of clerks or library assistants who handled these transactions, the cost was \$1.24 per transaction. So, the total cost for handling fines in 2019 was \$30,255 in staff time. If we were to free up that staff time by not having fine negotiations and payments with our members, we could focus on more positive services like the continuation and expansion of curbside pickup and Grab & Go.

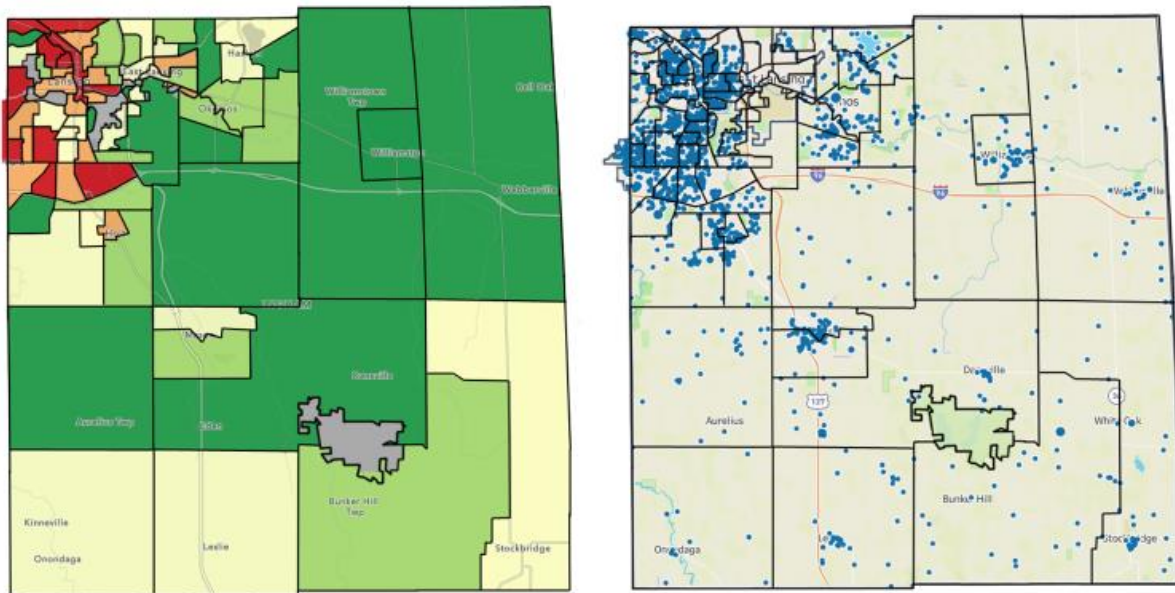
- 3) About 15% of libraries in Michigan have moved to fine free and many others are in the process of doing so. In the original fine proposal, we cited other Class 6 libraries in Michigan, like Grand Rapids Public Library, Kent District Library, Kalamazoo Public Library and Detroit Public Library as charging overdue fines. Each of these Class 6 libraries are now fine free. Along with this, the American Library Association passed a "Resolution on Monetary Library Fines as a Form of Social Inequality" (p.11-12) encouraging public libraries to stop charging overdue fines and look at more equitable ways to get items returned.

Our public service staff and Management Team feel strongly that we should join other Michigan libraries and go fine free as a library system. By doing so, we can follow our organizational values of open access and empowering our communities and our Strategic Plan objective of developing CADL as a place of inclusion and social equity. Fines tend to penalize more vulnerable individuals and families because it turns library service into being available for those who can afford to pay their fines. By going fine free and waiving past fines, we can ensure, going forward, that our libraries will be accessible for all members regardless of income. As we've shown, we have the tools to get items returned in a timely manner that doesn't involve fines and we will plan in the future for how to decrease our expenses to account for this loss in revenue.

Timeline

April 14 & 21, 2021 – Present Fine Free Proposal to the Board. Board votes on the proposal at the April 21 meeting.

May 12 & 19, 2021 – If Fine Free Proposal is approved, present changes to SER 102 Circulation Policy.



Legend

CDC Social Vulnerability Index 2018 - USA - Overall SVI - Tracts

RPL_THEMES





Resolution on Monetary Library Fines as a Form of Social Inequity

Whereas monetary fines present an economic barrier to access of library materials and services;

Whereas there is mounting evidence that indicates eliminating fines increases library card adoption and library usage;

Whereas monetary fines create a barrier in public relations, and absorb valuable staff time applying, collecting, and managing dues;

Whereas the first policy objective listed in ALA Policy B.8.10 (Library Services to the Poor) as approved by ALA Council on January 28, 2019, states that the American Library Association shall implement these objectives by "Promoting the removal of barriers to library and information services, particularly fees, and overdue charges";

Whereas ALA Policy B.4.2 (Free Access to Information) "asserts that the charging of fees and levies for information services, including those services utilizing the latest information technology, is discriminatory in publicly supported institutions providing library and information services";

Whereas in Economic Barriers to Information Access, An Interpretation of the Library Bill of Rights, ALA states "All library policies and procedures, particularly those involving fines, fees, or other user charges, should be scrutinized for potential barriers to access;

Whereas libraries will need to take determined and pragmatic action to dismantle practices of collecting monetary fines

Whereas libraries of all types are responsive to bodies, be they school districts, boards of trustees, college and university administration, or government entities and therefore need to be able to make the case to those bodies about eliminating fines; and

Whereas monetary fines ultimately do not serve the core mission of the modern library; now, therefore, be it

Resolved, that the American Library Association (ALA), on behalf of its members

1. adds a statement to the Policy Manual that establishes that “The American Library Association asserts that imposition of monetary library fines creates a barrier to the provision of library and information services.”;
2. urges libraries to scrutinize their practices of imposing fines on library patrons and actively move towards eliminating them; and
3. urges governing bodies of libraries to strengthen funding support for libraries so they are not dependent on monetary fines as a necessary source of revenue.
4. establish a working group to develop information resources, including strategies and tips, for libraries interested in abolishing fines, with a report due to Council at the 2019 Annual Conference

Adopted by the Council of the American Library Association
Monday, January 28, 2019, in Seattle, WA

A handwritten signature in cursive script, appearing to read "Mary W. Ghikas".

Mary W. Ghikas, Executive Director
and Secretary of the ALA Council

4/9/2021

Capital Area District Library
Balance Sheet
3/31/2021
UNAUDITED

ASSETS

	Current Year	Previous Year
Current Assets:		
Cash	12,454,663.00	11,592,394.97
Imprest Cash	2,612.00	2,612.00
Investments	5,497,831.81	5,681,029.91
Prepaid Expenses	22,025.78	37,317.93
Accounts Receivable	17,067.54	6,154.53
Taxes Receivable	1,597,156.00	1,171,886.25
Total Current Assets	19,591,356.13	18,491,395.59
Total Assets	19,591,356.13	18,491,395.59

LIABILITIES AND FUND BALANCE

Current Liabilities:		
Accounts Payable	3,347.02	66,282.38
Accrued Salaries Payable	0.00	0.00
Accrued Employee Benefits Payable	37,355.93	43,841.38
Deferred Revenue	1,597,156.00	1,178,097.49
Total Current Liabilities	1,637,858.95	1,288,221.25
Fund Balance:		
Fund Balance Undesignated	83,999.60	1,588,673.46
Fund Balance Donations Restricted	425,395.07	415,898.83
Fund Balance Donations Unrestricted	196,061.25	170,914.39
Fund Balance Capital Projects	999,999.66	499,999.66
Fund Balance Contingency	6,249,833.10	5,190,687.10
Fund Balance Automation	1,000,000.00	500,000.00
Fund Balance Operations	499,000.00	983,000.00
Fund Balance Pension Reserve	1,080,000.00	426,120.00
Profit (loss) for period	7,419,208.50	7,427,880.90
Total Unapplied Fund Balance	(17,953,497.18)	(17,203,174.34)
Total Liabilities and Fund Balance	19,591,356.13	18,491,395.59

4/9/2021

Capital Area District Library
Statement of Revenue and Expenditures
Fiscal Year Ending December 31, 2021
3/31/2021
Unaudited

Revenues

	Current Month	Year to Date	2021 Budget	%
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Millage Income				

Property Tax Revenue	2,405,244.55	9,712,166.27	11,225,000.00	86.52
Renaissance Zone Reimbursment	0.00	0.00	62,000.00	0.00
Industrial Facilities Tax	29,539.03	40,677.70	63,000.00	64.57
Total Tax Revenue	2,434,783.58	9,752,843.97	11,350,000.00	85.93
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Penal Fines				

Penal Fines Ingham County	0.00	0.00	360,000.00	0.00
Penal Fines Eaton County	0.00	0.00	10,000.00	0.00
Total Penal Fines	0.00	0.00	370,000.00	0.00
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State Aid				

State Aid Direct	0.00	0.00	102,500.00	0.00
State Aid Indirect	0.00	0.00	102,500.00	0.00
PPT Reimbursement	162,581.31	162,581.31	173,000.00	93.98
Total State Aid	162,581.31	162,581.31	378,000.00	43.01
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Library Fees				

Overdue Fines	895.93	2,323.03	0.00	0.00
Non Resident Fees	375.00	1,000.00	25,000.00	4.00
Printing Revenue	778.00	1,743.53	14,000.00	12.45
Total Library Fees	2,048.93	5,066.56	39,000.00	12.99
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Donations / Grants:				

Donation Income Restricted	3,421.75	3,721.75	60,000.00	6.20
Donation Income Unrestricted	857.93	13,855.08	16,000.00	86.59
Grants	0.00	15,685.02	33,000.00	47.53
Total Donations	4,279.68	33,261.85	109,000.00	30.52
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Other Income				

Interest Income	11,783.41	15,094.91	60,000.00	25.16

MMLC Reimbursement	0.00	0.00	102,500.00	0.00
Lost and Paid Books	1,715.58	4,360.02	18,000.00	24.22
Sponsorship Revenue	0.00	0.00	0.00	0.00
Misc Income	82.30	210.20	2,500.00	8.41
Universal Service Fund Income	0.00	0.00	9,055.00	0.00
Total Miscellaneous Income	13,581.29	19,665.13	192,055.00	10.24
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	84,000.00	0.00
Due From Automation Fund	0.00	0.00	133,000.00	0.00
Due From Operations Fund	0.00	0.00	405,000.00	0.00
Due from Donation Balance	0.00	0.00	105,000.00	0.00
Total Due From Funds	0.00	0.00	847,000.00	0.00
TOTAL OPERATING REVENUE	2,617,274.79	9,973,418.82	13,285,055.00	75.07

Expenditures

	Current Month	Year to Date	2021 Budget	%
<hr/>				
Salaries and Benefits				
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Salaries	442,055.10	1,182,639.40	6,284,000.00	18.82
Unemployment Insurance	0.00	0.00	5,150.00	0.00
FICA Employer Share	26,005.38	74,584.99	480,500.00	15.52
Health Insurance	39,623.20	161,117.23	667,250.00	24.15
Prescription Expense	13,082.27	27,597.36	195,000.00	14.15
Dental Insurance	6,766.92	7,054.52	59,000.00	11.96
Vision Insurance	834.48	2,503.44	12,802.00	19.56
Life & Disability Insurance	279.06	837.18	4,654.00	17.99
Retirement	44,484.65	76,636.90	563,000.00	13.61
Workers Comp Insurance	4,293.75	12,881.25	18,500.00	69.63
Parking Main Library	3,362.00	13,448.00	41,000.00	32.80
Total Salaries and Benefits	580,786.81	1,559,300.27	8,330,856.00	18.72
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Materials				
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Books	77,072.35	190,504.75	901,955.00	21.12
Periodicals	0.00	29,342.78	61,587.00	47.64
DVD	13,037.95	60,918.41	276,113.00	22.06
Library of Things	677.84	5,700.81	47,350.00	12.04
Audiobooks	29,845.98	80,837.35	417,574.00	19.36
Music	2,315.52	5,458.12	56,044.00	9.74
Processing Supplies	1,418.04	2,374.89	24,250.00	9.79
Processing Fees	4,669.44	11,904.26	61,650.00	19.31
Subscription Services	0.00	73,366.11	91,358.00	80.31
Databases	0.00	91,808.91	99,479.00	92.29
Total Materials	129,037.12	552,216.39	2,037,360.00	27.10
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Supplies				
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Office Supplies	4,608.87	15,740.20	106,000.00	14.85
Postage Expense	1,028.24	1,184.24	11,200.00	10.57
Gas Delivery Vehicles	1,163.64	1,971.09	16,000.00	12.32
Gas Bookmobile	337.25	627.90	6,400.00	9.81
Janitorial Supplies	170.61	170.61	21,102.00	0.81
Total Supplies	7,308.61	19,694.04	160,702.00	12.26

Professional Services

Membership Fees	1,299.00	2,401.50	21,500.00	11.17
Collection Agency Fees	0.00	0.00	2,425.00	0.00
Web Chat Service	895.00	1,790.00	11,070.00	16.17
Payroll & Print Service	2,373.38	9,425.93	37,875.00	24.89
Melcat Delivery Charges	0.00	18,780.12	37,000.00	50.76
Tutoring Services	0.00	11,441.25	15,500.00	73.81
Marketing	13,882.29	41,835.23	228,000.00	18.35
Bank Fees & Services	899.69	2,618.06	13,000.00	20.14
Cooperative Membership Fee	0.00	0.00	102,500.00	0.00
Total Professional Services	19,349.36	88,292.09	468,870.00	18.83

Governance

Per Diem	270.00	270.00	10,000.00	2.70
Memberships	0.00	0.00	1,190.00	0.00
Conferences	0.00	0.00	10,250.00	0.00
Legal Services	1,188.00	1,562.00	50,430.00	3.10
Audit	0.00	9,800.00	13,000.00	75.38
Total Governance	1,458.00	11,632.00	84,870.00	13.71

Staff Development

Recruiting Expense	0.00	0.00	1,050.00	0.00
Staff Training	652.00	1,076.00	30,500.00	3.53
Hospitality	0.00	82.20	3,428.00	2.40
Employee Recognition	0.00	211.90	8,051.00	2.63
Total Staff Development	652.00	1,370.10	43,029.00	3.18

Maintenance and Utilities

Telephone	2,682.91	5,859.38	32,500.00	18.03
Steam and Gas	25,270.91	37,144.80	96,375.00	38.54
Electricity	11,119.82	18,939.04	190,969.00	9.92
Water and Sewer	3,143.75	4,822.76	25,000.00	19.29
Trash	515.51	1,089.30	7,200.00	15.13
Custodial Services	7,850.35	15,118.65	202,372.00	7.47
Security Services	10,260.12	18,607.59	123,000.00	15.13
Building Maintenance	7,086.42	14,962.33	69,672.00	21.48
Vehicle Maintenance	990.91	1,064.60	18,500.00	5.75
Total Maint. and Utilities	68,920.70	117,608.45	765,588.00	15.36

Other Expenses

Millage Income Refund	88.96	1,215.57	34,000.00	3.58
Property & Liability Insurance	12,540.00	33,519.75	70,000.00	47.89
Donation Expense Restricted	130.71	396.46	165,000.00	0.24
Donation Expense Unrestricted	300.00	775.00	16,000.00	4.84
Miscellaneous	48.75	562.54	6,060.00	9.28
Sales/Use Tax	69.44	69.44	1,157.00	6.00
Local Travel	113.79	338.09	10,558.00	3.20
Total Other Expenses	13,291.65	36,876.85	302,775.00	12.18

Technology Expenses

Internet Access	3,278.33	20,317.56	71,995.00	28.22
Computer Software	1,929.90	24,986.44	78,138.00	31.98
Computer Hardware	81.00	887.05	39,305.00	2.26
III Software & Hardware Maint	0.00	101,938.63	106,827.00	95.42
Computer System Services	421.65	5,371.64	39,640.00	13.55
Member Experience Improvements	0.00	0.00	12,400.00	0.00
VOIP Phone Project	0.00	0.00	85,000.00	0.00
Wired LAN Upgrade	0.00	0.00	15,000.00	0.00
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
Staff Laptop Computers	0.00	0.00	45,000.00	0.00
Total Technology Expenses	5,710.88	153,501.32	548,305.00	28.00

Capital Outlay

Staff Furn & Equipment	708.36	1,698.83	47,500.00	3.58
Building Upgrades	0.00	839.53	23,000.00	3.65
Public Service Grant Projects	0.00	6,168.00	6,200.00	99.48
Outreach Projects	2,078.35	5,012.45	51,000.00	9.83
HVAC Upgrades	0.00	0.00	30,000.00	0.00
New Delivery Vehicle	0.00	0.00	60,000.00	0.00
Chiller Roof Replacement	0.00	0.00	150,000.00	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
Total Capital Outlay	2,786.71	13,718.81	542,700.00	2.53

Total Operating Expenditures	829,301.84	2,554,210.32	13,285,055.00	19.23
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Unapplied Fund Balance-Budget
Net Income(Loss)

1,787,972.95	7,419,208.50	0.00
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Delivery Vehicle Purchase
April 21, 2021

Recommendation:

Approve the purchase of a new delivery vehicle for \$58,303.42 from Lafontaine Ford of Lansing. Pricing for this vehicle will be provided through State of Michigan contract number 071B7700183. There is currently \$60,000 in the budget to fund this purchase. This new vehicle will be like our bread truck style inner-city delivery truck, allowing for greater delivery flexibility and more space as the Library of Things collection grows.

Background:

This vehicle is being custom-built on a 2022 Ford E-450 stripped chassis. It is replacing the 2014 Ford E-350 cutaway vehicle purchased in 2014 with over 136,000 miles and will be used to run our outer-city delivery route. Some of the other features are listed below:

- It has a new premium rated 7.3 L, V-8 engine with a six-speed automatic transmission with overdrive.
- Dual rear wheels for added stability.
- Custom-designed body to accommodate our delivery needs, including shelving, interior lighting, and ventilation.
- Safety features include a backup camera, non-skid aluminum tread plate overlay, and electronic backup alarm.
- The manufacturer's warranty for the powertrain and roadside assistance is 60 months or 60,000 miles.

Lafontaine Ford is a local dealer located on Cedar Street in Lansing. This dealer is being recommended for the following reasons:

- 1) They can obtain pricing based on State of Michigan program pricing. This pricing is estimated to be \$4,700 lower than retail.
- 2) They can provide local service on the vehicle and have facilities to accommodate heavy trucks.
- 3) Ford has an excellent reputation for providing dependable commercial vehicles, the vehicle body manufacturer Morgan/Olson has many satisfied customers using their body on a Ford E-450 chassis. The Capital Area District Libraries has been using this manufacturer's body on several of its delivery vehicles and has proven highly durable.

**Downtown Lansing 3rd Floor IT Renovation Recommendation
April 21, 2021**

RECOMMENDATION:

Approve Roger L. Donaldson as the selected architect to provide architectural and engineering services required to generate construction bid documents for the renovation of the IT workspace and update lighting and replacement of the ceiling in the 3rd Floor hallway, stock room, and workroom. The total proposed cost for all work included in the bid document was \$10,152.

BACKGROUND:

This renovation project was budgeted for the spring of 2020, but due to Covid-19 restrictions and the library closure, the project was moved to the 2021 budget year. Roger L. Donaldson is a local architect who came highly recommended by the previous architect, Pete Holz, with Rockwood Design, who provided similar services for the past 10-years. In reviewing received documents from the three bidders, Roger L. Donaldson provides all requested services at the lowest bid.

They are being recommended for the following reasons:

- 1) They were the low bidder on this project.
- 2) They are a local architect.
- 3) They were personally recommended by the retiring architect that has worked with Admin Floor remodels.

The bid tabulations are below:

Vendor	Total
Roger L Donaldson, AIA P.L.C. Architect	\$10,152
Dangerous Architects	\$12,885
RAM Construction DLZ Architecture	\$25,200