

CAPITAL AREA DISTRICT LIBRARIES BOARD MEETING

5:30 PM, WEDNESDAY, MAY 19, 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 April 21, 2021 (enc – action)
3. Disbursements for April 2021 (enc – action)

CHAIRPERSON'S COMMENTS

NEW BUSINESS

General

1. 2020 Audit Report Presentation – Nathan Baldermann, Rehmann (distributed separately - action)
2. Inclusivity Workgroup Update
3. July 5, 2021 Closing Recommendation (enc – action)
4. SER 102 Circulation Policy (enc – action)
5. Legislative Update
6. Community Contacts

Finance

1. April 2021 Financial Report (enc – action)
2. Integrated Library System (ILS) Server Proposal (enc – action)

DIRECTOR'S REPORT

PUBLIC, STAFF, AND BOARD MEMBER COMMENTS

ADJOURNMENT

CAPITAL AREA DISTRICT LIBRARIES BOARD MEETING

April 21, 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

Bossenbery – Present

Croff – Present (departed at 6:30 p.m.)

Drake – Present

Johnson – Present

Jones – Present

Trout – Present

Margaret Bossenbery made a motion to excuse the absence of Vern Johnson on April 14, 2021. Jeff Croff seconded the motion. The motion carried.

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 Finance items 1-3 to the consent agenda. Vern Johnson seconded the motion. The motion carried.

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

2. Approval of Minutes March 17, 2021

The minutes of March 17, 2021 was approved by consent.

3. Disbursements for March 2021

The disbursements for March 2021 were approved by consent.

CHAIRPERSON'S COMMENTS

- Board Chair Sally Trout wants to host an ongoing diversity series for our Board beginning in July.
- Margaret Bossenbery congratulated Pat Taylor and Chelsea Koenigsknecht on their work anniversaries.

NEW BUSINESS

General

1. Election of Officers

Sally Trout appointed the following Board members:

- Sally Trout – Board Chair
- Jeff Croff – Vice Chair
- DeYeya Jones – Secretary
- Vern Johnson – Treasurer

Sandy Drake made a motion to approve the slate of officers. Margaret Bossenbery seconded the motion. The motion carried.

2. Fine Free Recommendation

Debora Bloomquist made a motion to approve the Fine Free Recommendation. Jeff Croff seconded the motion. Yes (5): Bloomquist, Croff, Drake, Johnson, Jones; No (2): Bossenbery, Trout. The motion carried.

3. Legislative Update

House Bill 4530 to 4533 would amend different acts to move the date of the primary election in Michigan from August to June and remove the May regular election date. The bills would take effect January 1, 2023.

4. Community Contacts

Sandy Drake attended the Friends of the Haslett Library Friends meeting.

Finance

1. March 2021 Financial Report

This item was approved by consent.

2. Delivery Vehicle Purchase Recommendation

This item was approved by consent.

3. IT Renovation Architect Recommendation

This item was approved by consent.

DIRECTOR'S REPORT

- MLA's Advocacy Day took place on Tuesday, April 30. Executive Director Duimstra met virtually with Rep. Sarah Antony and Sen. Curtis Hertel, Jr. to thank them for their support of State Aid to Libraries and to explain the impact CADL has made on our members' lives during the pandemic.
- Several CADL branches are partnering with the Greater Lansing Food Bank to distribute weekend packs of food for families. The packs will consist of 2-days' worth of nonperishable food.
- CADL's plan to begin offering in-person browsing on Monday, May 3 has been delayed due to the current surge of COVID-19 cases in Ingham County. A new date will be determined once the cases begin to decline.
- Foster Head Librarian, Melissa Cole, and Executive Director Duimstra met with the Lansing Parks Department staff to discuss having the Foster Labs space included on the Foster Library Agreement. This would allow CADL to use E-Rate funds for internet and WIFI in the space.

CLOSED SESSION

The Board went into Closed Executive Session as allowed under the Open Meetings Act. PA 127 of 1976 as last amended, to discuss Scott Duimstra's evaluation. A roll call vote was held:

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

Sandy Drake made a motion to move the Board into a closed session. Margaret Bossenbery seconded the motion. The motion carried. The Board went into its closed session at 6:40 p.m.

Margaret Bossenbery made a motion to move the Board out of its closed session. Vern Johnson seconded the motion. The motion carried.

The Board returned from its closed session at 6:57 p.m.

PUBLIC, STAFF, AND BOARD MEMBER COMMENTS

There were no public, staff, or Board member comments.

ADJOURNMENT

Margaret Bossenbery made a motion to adjourn the meeting. Vern Johnson seconded the motion. The motion carried. The meeting was adjourned at 7:01 p.m.

CAPITAL AREA DISTRICT LIBRARY DISBURSEMENTS				
April 1 through April 30, 2021				
Check No.	Payment Date	Remit To	Payment Amt.	
000000052233	4/21/2021	AMERICAN LIBRARY ASSOCIATION	156.27	Materials
000000052234	4/21/2021	AMERICAN LIBRARY ASSOCIATION	513.00	Memberships
000000052235	4/21/2021	AT & T LONG DISTANCE	27.87	Telephone
000000052236	4/21/2021	ADRIAN DISTRICT LIBRARY	31.95	Lost & Paid materials
000000052237	4/21/2021	ALERUS FINANCIAL	14,671.93	Retirement, Deferred Compensation Mar21
000000052238	4/21/2021	ALBERT ABBOTT	45.00	Phone reimbursement 1st qtr21
000000052239	4/21/2021	MICHAEL B ABBOTTS	200.00	Marketing
000000052240	4/21/2021	SYNCB/AMAZON	4,898.18	Various charged products/services
000000052245	4/21/2021	BAKER & TAYLOR BOOKS	55,989.65	Materials
000000052246	4/21/2021	CUMMINS SALES AND SERVICE	1,051.30	annual generator maintenance 2020/21
000000052247	4/21/2021	BOLING JANITORIAL SERVICE INC	7,549.20	Custodial services-Mar21
000000052248	4/21/2021	BAYSCAN TECHNOLOGIES	2,322.00	RFID tags
000000052249	4/21/2021	BUCHANAN DISTRICT LIBRARY	14.00	Lost & Paid materials
000000052250	4/21/2021	BOOK DEPOT	1,636.93	Summer Reading challenge
000000052251	4/21/2021	HEIDI BUTLER	326.32	Local history maps, mileage
000000052252	4/21/2021	BRODART CO.	596.68	Furn & Equip -FO
000000052253	4/21/2021	BLACKSTONE AUDIO INC	119.44	Materials
000000052254	4/21/2021	CENTRAL BUSINESS SYSTEMS INC	1,094.91	copier lease, print management
000000052255	4/21/2021	CINTAS CORPORATION #725	667.55	Mat service-Mar21
000000052256	4/21/2021	THE CHRONICLE NEWSPAPER INC	525.00	Marketing-ads
000000052257	4/21/2021	CAPITAL AREA CLEANING SUPPLY	1,193.03	Janitorial supplies-Mar21
000000052258	4/21/2021	CENTRAL SECURITY ALARM INC	117.00	Building maintenance-DL
000000052259	4/21/2021	JULIE CHRISINSKE/PETTY CASH	74.70	Library petty cash replenishment
000000052260	4/21/2021	CATALYST TECHNOLOGY GROUP INC	750.00	Computer software-Proof Point Mar21
000000052261	4/21/2021	DEMCO	1,224.03	Book trucks-FO
000000052262	4/21/2021	RYAN DONAHUE	45.00	Phone reimbursement 1st qtr21
000000052263	4/21/2021	DOWAGIAC DISTRICT LIBRARY	10.00	Lost & Paid materials
000000052264	4/21/2021	DTE ENERGY	154.65	Utilities
000000052265	4/21/2021	DBI BUSINESS INTERIORS	590.23	Office supplies-Mar21
000000052266	4/21/2021	VILLAGE OF DANSVILLE	63.00	Utilities
000000052267	4/21/2021	R.A. DINKEL & ASSOCIATES INC.	750.00	Supplies-face masks
000000052268	4/21/2021	SUSEELA EYAL	96.60	Local travel
000000052269	4/21/2021	FP MAILING SOLUTIONS	156.00	Postage
000000052270	4/21/2021	CHASE CARD SERVICES	5,909.35	Various charged products/services
000000052271	4/21/2021	GAYLORD BROS., INC.	144.46	Supplies-Outreach
000000052272	4/21/2021	SUZIN GREENWAY	50.00	Programs-ST
000000052273	4/21/2021	CENGAGE LEARNING INC/GALE	597.85	Materials
000000052274	4/21/2021	HILLSDALE COMMUNITY LIBRARY	53.00	Lost & Paid materials

000000052275	4/21/2021	HASLETT PUBLIC SCHOOLS	8,754.12	Cleaning & Utilities 1st qtr 21
000000052276	4/21/2021	HAMBURG TOWNSHIP LIBRARY	43.70	Lost & Paid materials
000000052277	4/21/2021	JOLEE HAMLIN	45.00	Programs-Central
000000052278	4/21/2021	HOME DEPOT CREDIT SERVICES	425.81	Building maintenance Mar21
000000052279	4/21/2021	SUNITA BALARAM HABERLEIN	25.00	Patron refund
000000052281	4/21/2021	INGRAM LIBRARY SERVICES	1,106.84	Materials
000000052282	4/21/2021	IMPACT SOLUTIONS	570.76	Processing supplies-backpacks
000000052284	4/21/2021	DENISE KELLY VOICE-OVERS INC	25.00	Marketing
000000052285	4/21/2021	SEOUNG KIM	54.49	Local travel
000000052286	4/21/2021	KENT DISTRICT LIBRARY	39.99	Lost & Paid materials
000000052287	4/21/2021	MICHIGAN FLEET FUELING SOLUTIONS LLC	2,358.17	Gas for vehicles-6 weeks
000000052288	4/21/2021	CITY OF LANSING	500.00	Utilities-1st qtr21-FO
000000052289	4/21/2021	CITY OF LESLIE	112.61	Utilities
000000052290	4/21/2021	LENAWEE DISTRICT LIBRARY	32.95	Lost & Paid materials
000000052291	4/21/2021	LAWTON PUBLIC LIBRARY	57.90	Lost & Paid materials
000000052292	4/21/2021	LISKEY'S AUTO & TRUCK SERVICE INC	944.30	Vehicle repair
000000052295	4/21/2021	MIDWEST TAPE	50,118.70	Materials, Hoopla Mar21
000000052296	4/21/2021	MULTI-CULTURAL BOOKS & VIDEOS	1,008.55	Materials
000000052297	4/21/2021	AMANDA VORCE/PETTY CASH	76.97	Library petty cash replenishment
000000052298	4/21/2021	MOTION MARKETING & MEDIA INC	400.00	Marketing-ads
000000052300	4/21/2021	THOMAS MOORE/PETTY CASH	165.12	Library petty cash replenishment
000000052301	4/21/2021	MAYVILLE DISTRICT LIBRARY	22.90	Lost & Paid materials
000000052302	4/21/2021	MIDWEST COMMUNICATIONS	468.00	Marketing-ads
000000052303	4/21/2021	MICHAEL MOORE	533.68	Local travel
000000052304	4/21/2021	MURPHY & SPAGNUOLO PC	1,605.00	Legal fees
000000052305	4/21/2021	JAMES MACLEAN	54.88	Local travel
000000052306	4/21/2021	MIDEASTERN MICHIGAN LIBRARY COOP	250.00	Program-Central
000000052307	4/21/2021	CHARTER TOWNSHIP OF MERIDIAN	840.00	Marketing-ads
000000052308	4/21/2021	NILES DISTRICT LIBRARY	14.95	Lost & Paid materials
000000052309	4/21/2021	EARL NICHOLSON	45.00	Phone reimbursement 1st qtr21
000000052310	4/21/2021	CHRISTIE NIKOLOFF	14.56	Local travel
000000052311	4/21/2021	OVERDRIVE INC	40,000.00	Prepaid expense-Overdrive
000000052312	4/21/2021	OUTFRONT	1,050.00	Marketing-ads
000000052313	4/21/2021	MICHAEL PALMER	45.00	Phone reimbursement 1st qtr21
000000052314	4/21/2021	RICOH USA INC	127.25	Copier lease-Mar21
000000052315	4/21/2021	ROSE PEST SOLUTIONS	1,251.00	Building maintenance
000000052316	4/21/2021	ROTARY CLUB OF LANSING	250.00	Memberships
000000052317	4/21/2021	VILLAGE OF STOCKBRIDGE	178.52	Utilities
000000052318	4/21/2021	STAPLES ADVANTAGE	5,659.45	Office supplies - Mar/Apr
000000052319	4/21/2021	SCHOLASTIC INC	998.78	Outreach projects
000000052321	4/21/2021	SWANK MOTION PICTURES, INC.	250.00	Programs-Central
000000052322	4/21/2021	SWEET ENCOUNTER BAKERY LLC	750.00	Programs-Central

000000052323	4/21/2021	TOWNSQUARE MEDIA LANSING	2,000.00	Marketing-ads
000000052324	4/21/2021	TRANE U.S. INC	751.00	Building maintenance
000000052325	4/21/2021	USA TODAY NETWORK	450.00	Marketing-ads
000000052326	4/21/2021	PROQUEST LLC	2,507.15	Databases-Midwest Newstream 2021
000000052327	4/21/2021	UNUM LIFE INSURANCE CO OF AMERICA	545.52	Employee insurance
000000052328	4/21/2021	UNUM LIFE INSURANCE CO OF AMERICA	1,935.84	Employee insurance
000000052329	4/21/2021	UAW LOCAL 2256	3,132.51	Union dues-Mar21
000000052330	4/21/2021	UNIQUE	895.00	Chat service
000000052331	4/21/2021	VANTAGE TRANSFER AGENT	3,390.97	Deferred Compensation Mar21
000000052332	4/21/2021	VAN BUREN DISTRICT LIBRARY	32.00	Lost & Paid materials
000000052333	4/21/2021	WLAJ	452.00	Marketing-ads
000000052334	4/21/2021	WSYM LANSING FOX47	890.00	Marketing-ads
000000052335	4/21/2021	WWSJ-1580	350.00	Marketing-ads
000000052336	4/21/2021	THE WM P FAUST PUBLIC LIBRARY OF WESTLA	10.99	Lost & Paid materials
000000052337	4/21/2021	WLNS	1,311.75	Marketing-ads
000000052338	4/21/2021	LAUREN WARSHAW	450.00	Program-OK
000000052339	4/21/2021	WILLIAMSTON COMMUNITY SCHOOLS	4,523.25	Cleaning & Utilities 1st qtr 21-WM
000000052340	4/21/2021	WEATHER SHIELD ROOFING SYSTEMS INC	319.57	Building maintenance-DL
000000052341	4/21/2021	WATER STORE INC	226.50	Miscellaneous expense
000000052342	4/21/2021	GOODYEAR COMMERCIAL TIRE & SERVICE CEN	2,169.76	Vehicle repair/maintenance
000000052343	4/21/2021	WILX	2,940.00	Marketing-ads
000000052344	4/21/2021	ZEE THE COOK LLC	300.00	Programs-Central
ACH		MERS	56,726.75	Retirement Mar21
ACH		ATT	1,258.19	Telephone
ACH		BOARD OF WATER & LIGHT	15,572.42	Utilities
ACH		CONSUMERS ENERGY	3,751.25	Utilities
ACH		DELTA DENTAL PLAN OF MICHIGAN	5,085.30	Dental Insurance
ACH		FRONTIER	644.43	Telephone
ACH		GRANGER	351.51	Trash service
ACH		TASC	2,270.77	Flex-Health spending account
ACH		T-MOBILE	3,667.16	Hot spot internet access
ACH		VERIZON	76.02	Internet access
ACH		VISION SERVICE PLAN	820.80	Vision Insurance
ACH		ABRAHAM WASHINGTON	3,362.00	Parking-DL
ACH		DK SECURITY	7,051.11	Security services-DL, SL
ACH		44 North	16,797.53	Health Insurance
ACH		MAXOR	11,195.13	Prescription expense
ACH		PHYSICIANS HEALTH PLAN	40,899.12	Health Insurance-May21
ACH		branch replenishments	100.00	Branch bank accts
		PAYCHEX PAYROLL April 02, 2021	195,575.22	Salaries
			1,118.32	Payroll services
			16,281.23	FICA Employer Share

		PAYCHEX PAYROLL April 16, 2021	201,238.77	Salaries
			1,280.60	Payroll services
			16,677.74	FICA Employer Share
		PAYCHEX PAYROLL April 30, 2021	201,898.72	Salaries
			1,155.28	Payroll services
			16,747.26	FICA Employer Share
			\$1,076,877.47	

July 5 Library Closing Recommendation

May 19, 2021

Recommendation:

Close all CADL locations on **Monday, July 5th**

Background:

All CADL libraries will be closed on Sunday, July 4 in observance of Independence Day.

Per Article 23.03 of our contract: ***Should a holiday fall on Sunday, the Employer will designate Monday or another day as the holiday.***

We are proposing CADL libraries be closed Monday, July 5, which is the observed Federal Holiday for July 4th.

SER 102 CIRCULATION POLICY MAY 19, 2021

I. Mission Statement –

Mission Statement:

Empowering our diverse communities to learn, imagine and connect.

2. Philosophy –Capital Area District Libraries subscribes to the American Library Association Code of Ethics, the Library Bill of Rights, and the American Library Association’s Freedom to Read Statement and associated policies.

The following policies are intended to give all members of the public equal and fair access to the library’s collections. The library provides open access to all materials and services of the library.

Library policies are covered by the Elliott-Larsen Civil Rights Act, PA 453 of 1976 as last amended which recognizes the opportunity to obtain public service “without discrimination because of religion, race, color, national origin, age, sex, height, weight, familial status, or marital status” as a civil right. CADL is also committed to providing public service without discrimination based on gender identity or expression or sexual orientation.

“Parents or legal guardians – and only parents or legal guardians – have the right and the responsibility to restrict the access of their children – and only their children – to library resources. Parents or legal guardians who do not want their children to have access to certain library services, materials, or facilities, should so advise their children. Librarians and governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child. Librarians and governing bodies have a public and professional obligation to provide equal access to all library resources for all library users.” (ALA’s Free Access to Libraries for Minors: an Interpretation of the Library Bill of Rights).

3. Library Cards – Library patrons must have a Capital Area District Libraries card to check out materials and use public computers. Library patrons must use their personal Capital Area District Libraries card to sign up for CADL public access computers. Only individuals and organizations with full-service Capital Area District Libraries cards may reserve meeting room space in CADL libraries.

Library Cards are not required to enter the library, use library materials in the library, attend programs and events, or use the “Express” computers.

- 3.1 Full-Service Library Card – A full-service Library Card may be issued for a period of four years at no charge to the following types of users:

- Residents: Any person who lives (and continues to live) within the Capital Area District Libraries service area.
- Property Owners: Any person who owns (and continues to own) property within the Capital Area District Libraries service area.
- Resident Businesses and Institutions: Businesses and Institutions located within Capital Area District Libraries service area are eligible for one card per business or organization. Applications from Businesses and Institutions must be approved by the Associate Director or Designee.
- Library Employees: Employees of Capital Area District Libraries are eligible for a library card at no charge until their employment is terminated.

3.2 Youth One Card – A Youth One Card may be issued to children under 18 years of age who are able to provide their name, home address, telephone number, and date of birth. Youth (Resident) and Youth One Cards are issued for a period of four years or until one month after the patron's 18th birthday, whichever comes first. If there is a question as to whether the information on the application is accurate, staff members may request identification. The Youth One Card may be used to check out one book or one magazine. Youth One Cards do provide access to CADL's digital collections. A-V material is not included. when the book or magazine is returned, the child may borrow another book or magazine. a youth one card may be issued if the child does not have a library card or if the child's library card is expired. Youth One Cards may be used for in library computer access. **YOUTH ONE CARDS ARE NOT ISSUED OR RENEWED FOR MEMBERS WITH STUDENT SUCCESS CARDS.**

3.3 Student Success Card – Student Success cards are issued by special arrangement with school districts who have agreed to share public directory information and signed a memorandum of understanding participating in the Student Success Initiative. All agreed upon students in the district will be issued a Student Success card, even if they already have a CADL card of any type or status. Parents and legal guardians may choose to opt their student out. The Student Success card may be a library-issued card, or use a student ID or other identifying number, based on the memorandum of understanding. The Student Success card may be used to check out three items, including books, magazines, and audiobooks. ~~When an item is returned, another item may be checked out.~~ Music CDs, DVDs, BluRays, and Library of Things items are not included. It also provides access to digital collections and library public computers. ~~Overdue fines will be waived.~~ Parents or legal guardians are responsible for returning items.

3.4 Temporary Digital Library Card – New library users may register online for a temporary digital library card that allows access to designated online services. Patrons with a temporary digital card may not check out physical items, use MeLCat, use public computers, reserve meeting rooms, or place holds on more than 3 CADL items. The holder of a temporary card must visit the library or renew online within 21 days of the date of the online application, with photo identification and proof of current addresses, to get a regular full-service library card. New paid memberships must be obtained by visiting the library. Digital

library cards not converted to full-service library cards within 21 days will be cancelled, including any holds placed with the digital card.

- 3.5 Memberships – People who do not qualify for a regular library card may purchase an Individual Library Membership for a non-refundable yearly fee of \$50 or \$75 for a Parent/Child Membership, or a non-refundable 6-month fee of \$25 for an individual or \$37.50 for a parent/child membership. An individual membership qualifies the person for an individual full-service library card. The Parent/Child Membership qualifies one adult for a full-service library card as well as individual full-service library cards for each child under 18 years of age and for whom the adult is the parent or legal guardian. All cards issued as part of a Parent/Child Membership will have the same expiration date as that of the first card in the Parent/Child Membership.

Full-service membership entitles library patrons to borrow all materials and use all services subject to the same rules and regulations as ~~regular~~ **RESIDENT** full-service card holders.

Other Requirements

- Applicants under the age of 18: For applicants under the age of eighteen (18), a parent or legal guardian must be present with the applicant, present valid picture identification as outlined below, and sign the application. Parents or guardians are responsible for all items checked out on their children's cards.
 - New Card Applications - Outstanding Charges for Minor Children: Individuals who are applying for a new library card and who are the signing parent for a child who owes \$10.00 or more must reduce the amount owed by the child to less than \$10.00 in order to be eligible for a new library card.
- 3.6 Library Card Renewals – Outstanding Charges: Individuals with charges/fines of \$10.00 or more on their account must pay the charges/fines down to less than \$10.00 in order to renew their library card. In addition, individuals who are the signing parent for a child who owes \$10.00 or more must reduce the amount owed by the child to less than \$10.00 in order to be eligible to renew their own library card.

Patrons may request a one-time 21-day extension if their library card is expired or close to expiring.

- 3.7 Identification – Applicants for library cards must show picture identification or an **OFFICIAL BIRTH CERTIFICATE COPY WITH SEAL**, proof of current residential address, and provide their date of birth. Applicants may be required to provide proof of date of birth. For applicants under the age of eighteen (18), a parent or legal guardian must be present with the applicant and present picture identification. When the library card expires, borrowers will be asked to provide identification to verify their address. The Library may, at any time before the

expiration date, require that current address identification be shown; so borrowers should bring identification in addition to their library card.

- 3.8 Lost Cards – In the event of a lost or stolen card, the patron is responsible for notifying the Library immediately. The library assumes that the person using a library card is the owner of that card or has the permission of the owner to use the card.

Until the Library is notified of a lost or stolen card, a library card is valid and its owner is responsible for all use of the card and for any lost or overdue materials and fees incurred. In case of children under age 18, the parent or legal guardian who signed the library card application is the responsible party.

In order to obtain a replacement library card, patrons must produce identification.

- 3.9 Borrowing Materials – Library users must present their library cards at time of check out. Adults who have forgotten their library card may check out materials by presenting photo identification, except for items in the Library of Things collection. For items in the Library of Things collection, adults must present their library card and valid photo ID.

Children who do not have their library card may not check out materials, except as noted in a memorandum of understanding for Student Success cards, **WHEN THEY MUST BE ABLE TO PROVIDE THE INFORMATION IDENTIFYING THEIR SCHOOL ACCOUNT.**

ALL ITEMS ARE DUE ON THE SPECIFIED DUE DATE.

PATRONS BORROW AND USE AUDIOVISUAL MATERIALS AT THEIR OWN RISK. CAPITAL AREA DISTRICT LIBRARIES IS NOT RESPONSIBLE FOR PATRON AUDIOVISUAL EQUIPMENT MALFUNCTION OR DAMAGE.

- 3.10 User Agreement – By signing a library card application, patrons acknowledge that they are subject to the circulation policies, procedures and rules of Capital Area District Libraries. Library staff members and Library Board members are subject to all provisions of this circulation policy.

Overdue Fines — Overdue fines will be charged as follows:

FORMAT	FINES PER DAY	MAX. FINE
DVDs/BluRays/VHS	\$.20	\$6
New DVDs/BluRays	\$1	\$6
Books	\$.20	\$6
Music CDs	\$.20	\$6
Audiobooks	\$.20	\$6

Magazines	\$.20	\$6
Library of Things (Value under \$40)	\$1	\$20
Library of Things (Value \$40 – \$100)	\$2.50	\$50
Library of Things (Value over \$100)	\$5	\$100
Library of Things Jr.	\$.20	\$6

borrowed through MeLCat by CADL patrons incur the same overdue fines as the corresponding formats of CADL items.

All items are due on the specified due date.

Patrons borrow and use audiovisual materials at their own risk. Capital Area District Libraries is not responsible for patron audiovisual equipment malfunction or damage.

4. **Revocation of Privileges – PATRONS WHO HAVE AN ITEM 10 OR MORE DAYS OVERDUE WILL HAVE THEIR BORROWING PRIVILEGES FOR ALL PHYSICAL MATERIALS SUSPENDED UNTIL THE ITEM IS RETURNED, THE CHARGE FOR THE LOST MATERIAL IS PAID, OR THE AMOUNT DUE ON THE PATRON'S RECORD IS LESS THAN \$10.**

Patrons who have accumulated \$10.00 or more in fees, fines, or charges for lost materials will have their borrowing privileges for all **PHYSICAL** materials suspended until the amount due on their account is less than \$10.00. Patrons who have been referred to the collection agency will have their borrowing privileges and public computer access suspended until all charges related to the collection agency referral have been paid in full, even if their account balance is less than \$10.00.

Borrowing of physical items may be suspended when items on loan to a patron have been returned with evidence of pests that are known to be damaging to library materials or that can result in pest infestations in library facilities, including, but not limited to: roaches, silver fish, some types of beetles and bed bugs. Suspension of borrowing privileges will be lifted after the patron presents proof of treatment by a licensed pest control company. Patrons may be asked to return items to a staffed desk for six months following treatment. Borrowing of digital items may not be affected.

5. **Lost and Damaged Materials** – For lost materials or materials damaged beyond use, patrons will be charged the current list price and a \$5.00 processing fee. Damaged materials may include items returned with evidence of pest infestation as described under 4. *Revocation of Privileges*.

If the item is out of print or no longer available, patrons will be charged a default price based on the average list price for that type of material. Charges for damaged or missing materials and/or containers will be set by the Executive Director. This policy will apply to all materials including materials borrowed from another library via MeLCat or through interlibrary loan.

6. Claims Returned Items – When a patron claims an item has been returned, a search will be initiated for the item. It is expected that the patron will continue to look for the material while the library searches for it. ~~Fines, if any, will no longer accrue and~~ Notices will not be sent. If the item is not located within 6 months, it will be declared lost. The library will assume responsibility for two claims returned items. The patron will be responsible for additional claims returned items. Patrons cannot use a claims returned on an item in the Library of Things collection.
8. Billed Items – Based on the library's Code of Conduct policy, failure to return CADL property constitutes larceny, and CADL has the right to report these matters to the appropriate authorities. Failure to return CADL property or to pay late fees and replacement costs may result in criminal charges.
9. Collection Agency – Patrons with amounts due of \$40 or more and exceeding 60 days will be referred to a collection agency within the sole discretion of CADL.
10. Bankruptcy – Capital Area District Libraries will comply with Discharge of Debtor orders from bankruptcy courts where CADL has been listed as a creditor. Patrons who have filed for bankruptcy listing CADL as a creditor and who have received a Discharge of Debtor order must provide a copy of the Discharge of Debtor order to CADL. After being presented with the Discharge of Debtor order, outstanding balances for damaged or unreturned materials will be removed from the patron's account and the accounts of minor children for whom they are the signing parent, provided the charges were incurred prior to the date of the bankruptcy filing. ~~Outstanding balances due to overdue fines will not be removed from a patron's account pursuant to 11 U.S.C. §523(a)(7).~~
11. Procedures – The Executive Director may establish any procedures needed to implement this policy.
12. Extenuating Circumstances – Occasionally situations arise when exceptions need to be made for unusual circumstances. In those cases the Head Librarian, Associate Director, or the Executive Director may interpret these rules and authorize exceptions as needed.

5/7/2021

Capital Area District Library
Balance Sheet
4/30/2021
UNAUDITED

ASSETS

	Current Year	Previous Year
Current Assets:		
Cash	11,636,536.57	10,893,061.26
Imprest Cash	2,612.00	2,612.00
Investments	5,497,962.76	5,681,029.91
Prepaid Expenses	31,082.56	24,092.30
Accounts Receivable	4,677.54	6,154.53
Taxes Receivable	1,366,126.32	1,105,670.25
Interest Receivable	0.00	0.00
Total Current Assets	18,538,997.75	17,712,620.25
Total Assets	18,538,997.75	17,712,620.25

LIABILITIES AND FUND BALANCE

Current Liabilities:		
Accounts Payable	3,347.02	14,180.38
Accrued Salaries Payable	0.00	0.00
Accrued Employee Benefits Payable	57,390.49	44,134.99
Deferred Revenue	1,366,126.32	1,111,881.49
Total Current Liabilities	1,426,863.83	1,170,196.86
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	6,577,845.24	6,767,129.95
Total Unapplied Fund Balance	17,112,133.92	16,542,423.39
Total Liabilities and Fund Balance	18,538,997.75	17,712,620.25

5/7/2021

Capital Area District Library
Statement of Revenue and Expenditures
Fiscal Year Ending December 31, 2021
4/30/2021
Unaudited

Revenues

	Current Month	Year to Date	2021 Budget	%
Millage Income -----				
Property Tax Revenue	230,996.69	9,943,162.96	11,225,000.00	88.58
Renaissance Zone Reimbursement	0.00	0.00	62,000.00	0.00
Industrial Facilities Tax	32.99	40,710.69	63,000.00	64.62
Total Tax Revenue	231,029.68	9,983,873.65	11,350,000.00	87.96
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
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	0.00	162,581.31	173,000.00	93.98
Total State Aid	0.00	162,581.31	378,000.00	43.01
Library Fees -----				
Overdue Fines	417.81	2,740.84	0.00	0.00
Non Resident Fees	475.00	1,475.00	25,000.00	5.90
Printing Revenue	1,089.23	2,832.76	14,000.00	20.23
Total Library Fees	1,982.04	7,048.60	39,000.00	18.07
Donations / Grants: -----				
Donation Income Restricted	0.00	3,721.75	60,000.00	6.20
Donation Income Unrestricted	200.00	14,055.08	16,000.00	87.84
Grants	9,733.33	25,418.35	33,000.00	77.03
Total Donations	9,933.33	43,195.18	109,000.00	39.63
Other Income -----				
Interest Income	2,532.60	17,627.51	60,000.00	29.38

MMLC Reimbursement	0.00	0.00	102,500.00	0.00
Lost and Paid Books	1,486.03	5,846.05	18,000.00	32.48
Sponsorship Revenue	0.00	0.00	0.00	0.00
Misc Income	113.25	323.45	2,500.00	12.94
Universal Service Fund Income	0.00	0.00	9,055.00	0.00
Total Miscellaneous Income	4,131.88	23,797.01	192,055.00	12.39
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	247,076.93	10,220,495.75	13,285,055.00	76.93

Expenditures

	Current Month	Year to Date	2021 Budget	%
Salaries and Benefits				
Salaries	671,470.56	1,854,109.96	6,284,000.00	29.51
Unemployment Insurance	0.00	0.00	5,150.00	0.00
FICA Employer Share	49,287.36	123,872.35	480,500.00	25.78
Health Insurance	39,283.49	200,400.72	667,250.00	30.03
Prescription Expense	14,045.42	41,642.78	195,000.00	21.36
Dental Insurance	5,014.00	12,068.52	59,000.00	20.46
Vision Insurance	820.80	3,324.24	12,802.00	25.97
Life & Disability Insurance	1,520.01	2,357.19	4,654.00	50.65
Retirement	44,484.03	121,120.93	563,000.00	21.51
Workers Comp Insurance	(5.00)	12,876.25	18,500.00	69.60
Parking Main Library	3,362.00	16,810.00	41,000.00	41.00
Total Salaries and Benefits	829,282.67	2,388,582.94	8,330,856.00	28.67
Materials				
Books	84,973.47	275,478.22	901,955.00	30.54
Periodicals	0.00	29,342.78	61,587.00	47.64
DVD	16,377.15	77,295.56	276,113.00	27.99
Library of Things	1,310.07	7,010.88	47,350.00	14.81
Audiobooks	30,007.14	110,844.49	417,574.00	26.54
Music	3,420.98	8,879.10	56,044.00	15.84
Processing Supplies	2,910.77	5,285.66	24,250.00	21.80
Processing Fees	6,080.87	17,985.13	61,650.00	29.17
Subscription Services	0.00	73,366.11	91,358.00	80.31
Databases	2,507.15	94,316.06	99,479.00	94.81
Total Materials	147,587.60	699,803.99	2,037,360.00	34.35
Supplies				
Office Supplies	7,435.71	23,175.91	106,000.00	21.86
Postage Expense	156.00	1,340.24	11,200.00	11.97
Gas Delivery Vehicles	1,793.96	3,765.05	16,000.00	23.53
Gas Bookmobile	564.21	1,192.11	6,400.00	18.63
Janitorial Supplies	1,193.03	1,363.64	21,102.00	6.46
Total Supplies	11,142.91	30,836.95	160,702.00	19.19

Professional Services

Membership Fees	994.90	3,396.40	21,500.00	15.80
Collection Agency Fees	0.00	0.00	2,425.00	0.00
Web Chat Service	895.00	2,685.00	11,070.00	24.25
Payroll & Print Service	3,634.20	13,060.13	37,875.00	34.48
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	17,698.65	59,533.88	228,000.00	26.11
Bank Fees & Services	919.22	3,537.28	13,000.00	27.21
Cooperative Membership Fee	0.00	0.00	102,500.00	0.00
Total Professional Services	24,141.97	112,434.06	468,870.00	23.98

Governance

Per Diem	0.00	270.00	10,000.00	2.70
Memberships	288.00	288.00	1,190.00	24.20
Conferences	0.00	0.00	10,250.00	0.00
Legal Services	1,605.00	3,167.00	50,430.00	6.28
Audit	0.00	9,800.00	13,000.00	75.38
Total Governance	1,893.00	13,525.00	84,870.00	15.94

Staff Development

Recruiting Expense	0.00	0.00	1,050.00	0.00
Staff Training	49.00	1,125.00	30,500.00	3.69
Hospitality	142.04	224.24	3,428.00	6.54
Employee Recognition	211.90	423.80	8,051.00	5.26
Total Staff Development	402.94	1,773.04	43,029.00	4.12

Maintenance and Utilities

Telephone	2,851.98	8,711.36	32,500.00	26.80
Steam and Gas	10,146.23	47,291.03	96,375.00	49.07
Electricity	13,814.65	32,753.69	190,969.00	17.15
Water and Sewer	1,640.69	6,463.45	25,000.00	25.85
Trash	351.51	1,440.81	7,200.00	20.01
Custodial Services	16,241.99	31,360.64	202,372.00	15.50
Security Services	7,051.11	25,658.70	123,000.00	20.86
Building Maintenance	3,752.91	18,715.24	69,672.00	26.86
Vehicle Maintenance	3,172.61	4,237.21	18,500.00	22.90
Total Maint. and Utilities	59,023.68	176,632.13	765,588.00	23.07

Other Expenses

Millage Income Refund	0.00	1,215.57	34,000.00	3.58
Property & Liability Insurance	0.00	33,519.75	70,000.00	47.89
Donation Expense Restricted	286.13	682.59	165,000.00	0.41
Donation Expense Unrestricted	600.00	1,375.00	16,000.00	8.59
Miscellaneous	41.50	604.04	6,060.00	9.97
Sales/Use Tax	0.00	69.44	1,157.00	6.00
Local Travel	780.53	1,118.62	10,558.00	10.59
Total Other Expenses	1,708.16	38,585.01	302,775.00	12.74

Technology Expenses

Internet Access	3,743.18	24,060.74	71,995.00	33.42
Computer Software	914.84	25,901.28	78,138.00	33.15
Computer Hardware	147.69	1,034.74	39,305.00	2.63
III Software & Hardware Maintenance	0.00	101,938.63	106,827.00	95.42
Computer System Services	1,043.68	6,415.32	39,640.00	16.18
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	5,849.39	159,350.71	548,305.00	29.06

Capital Outlay

Staff Furn & Equipment	4,676.16	6,374.99	47,500.00	13.42
Building Upgrades	96.00	935.53	23,000.00	4.07
Public Service Grant Projects	0.00	6,168.00	6,200.00	99.48
Outreach Projects	2,635.71	7,648.16	51,000.00	15.00
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	7,407.87	21,126.68	542,700.00	3.89

Total Operating Expenditures	1,088,440.19	3,642,650.51	13,285,055.00	27.42
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Unapplied Fund Balance-Budget
Net Income(Loss)

(841,363.26)	6,577,845.24	0.00
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Integrated Library System (ILS) Server Proposal

May 19, 2021

Recommendation: Negotiate a 3-5-year contract for cloud hosting services from Innovative Interfaces, Inc. for our Sierra integrated library system (ILS) not to exceed \$22,500 for year one hosting fees, 3.5% annual increases, and a \$9,000 one-time migration service fee. The cloud hosting solution bundles hardware, operating system, data backup and secure network infrastructure that is scalable, reliable, secure, monitored, supported, and maintained specifically for the Sierra ILS software. It is a sole source purchase. In addition, to fund the expected current year cost of this proposal, complete a budget adjustment to record \$16,500 in revenue from the Automation Fund and the offsetting expense to the Computer System Services budget line item.

Background: Almost exactly 5 years ago, the Board considered and approved a recommendation to purchase new server hardware, migration services, and “turnkey” hardware and operating system support for our Sierra ILS. This has been a periodic expense throughout the life of our system. Hardware for this always-on, critical system wears out and needs to be refreshed. At the time, we also evaluated whether to instead migrate to servers hosted in the cloud (i.e. in a secure data center accessed over the Internet) and maintained by Innovative, but decided that the service was not a good match for us at that time.

It is again time to replace our server hardware. Two recent events bring this to the front burner. First, the failure of one of our servers in March resulted in a 5-day outage. While Innovative did fulfill their turnkey support agreement and provided replacement hardware adequate to restore service, it does not change the need to refresh the system with new hardware. This experience also underlined for us the length of time required to recover from a failure of physical servers. Second, Innovative has announced that they are discontinuing the turnkey support option for on-premise servers. Innovative is requiring current turnkey support customers to either use their hosting service or get support for “software-only”, meaning the customer is fully responsible for maintaining the hardware and operating system environment, while Innovative supports only the Sierra software itself.

The two options are:

Option one: Procure hardware, hardware warranties, operating system software (Red Hat Enterprise Linux), and Red Hat administration expertise to replace our on-premise servers and assume full responsibility for maintaining the hardware and operating system environment. We would pay Innovative Interfaces a one-time fee for data migration services to the new hardware, an annual fee for software maintenance and support for the Sierra software, as well as continue our current annual subscription to cloud backup services.

Option two: Do not replace our local, on-premise servers, but instead migrate to a hosted version of Sierra. We would pay Innovative Interfaces a one-time fee for data migration services to the hosting service, an annual fee for hosting services, and an annual fee for software maintenance and support for the Sierra software. We would discontinue our annual subscription to cloud backup services because that function is included in the hosting service.

Discussion: The total annualized cost over 3 years of each option are comparable. Because of significant up-front investment in hardware, Option 1 has a higher year 1 cost with smaller ongoing costs in year 2 and 3, while Option 2 has consistent annual fees.

The notable advantages of moving to a hosted implementation are

- A better disaster recovery posture. This critical system would no longer reside in our data center, but rather in the highly redundant, physically secure Amazon cloud. In the event of physical failure in the cloud infrastructure, the time to restore our system elsewhere in the Amazon cloud infrastructure would be measured in hours instead of days.
- Avoiding the need to assume direct responsibility for the hardware and operating system. This would be a new burden on our department as we have no expertise in administering Red Hat Enterprise Linux. It would be a risk for the organization as we come up to speed or an expense as we hire outside expertise.

We have investigated potential disadvantages of the hosted solution and concluded the following:

- While a cloud hosted server means a higher dependence on Internet connectivity for access to our primary business system, we do enjoy very reliable Internet and plenty of bandwidth. Since we last evaluated this in 2016, we have quintupled our Internet bandwidth.
- Innovative has sufficient options for securing data transmissions between our network and the cloud hosted servers to protect data privacy and system access. Innovative has made significant improvements in this area since we last evaluated the service.
- We already depend on Innovative support personnel and processes for critical support. This will deepen that dependence, but we are confident in our ability to effectively manage our support relationship.
- Migrating our Sierra system to the cloud will be a large, complicated project because so many other services and systems integrate with it, but other customers have paved the way and we will benefit from their experience. The short-term pain will be worth the effort.