

**CAPITAL AREA DISTRICT LIBRARIES  
BOARD MEETING**

5:30 PM, WEDNESDAY, MARCH 26, 2025  
BOARD ROOM  
401 S CAPITOL AVE., LANSING, MI 48933  
517-367-6300

**Mission Statement:**

Empowering our diverse communities to learn, imagine and connect.

**AGENDA**

CALL TO ORDER

ROLL CALL

COMMUNICATIONS

APPROVAL OF AGENDA (action)

PUBLIC COMMENTS ON AGENDA ITEMS

CONSENT AGENDA (action)

- a. [Approval of Minutes February 26, 2025](#) (enc – action)
- b. [Disbursements for February 2025](#) (enc – action)

PRESENTATION

- a. Executive Director's Annual Evaluation Report (distributed separately)

CHAIRPERSON'S COMMENTS

NEW BUSINESS

General

- a. [Appointment of Board Nomination Committee](#) (enc – chair action)
- b. [Strategic Planning Board Focus Group Meeting Date Recommendation](#) (enc - action)
- c. Legislative Update
- d. Community Contacts

Finance

- a. [February 2025 Financial Report](#) (enc – action)
- b. [Okemos Meeting Room Wall Project](#) (enc – action)
- c. Hotspot Services and Equipment Purchase (distributed separately)

DIRECTOR'S REPORT

PUBLIC, STAFF, AND BOARD MEMBER COMMENTS

ADJOURNMENT

**CAPITAL AREA DISTRICT LIBRARIES**  
**BOARD MEETING**  
February 26, 2025

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

**Members Absent:**

**Staff Present:** Janet Elliott, Sheryl Knox, Julie Laxton, Miriam Mattison, Victoria Meadows, Michael Moore, Thais Rousseau

**Others Present:** Sarah Himes Greer

**CALL TO ORDER**

The Chairperson called the meeting to order at 5:31 p.m.

**ROLL CALL**

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

**COMMUNICATIONS**

There were no communications.

**APPROVAL OF AGENDA**

Quinn O'Donnell made a motion to table the Executive Director's Annual Report, to add General item E as an action item to adjust the Executive Director Evaluation Timeline, and to move Finance item A to the Consent Agenda. Ashley Smith seconded the motion. The motion carried.

Sandy Drake made a motion to approve the Agenda as amended. Mark Stewart seconded the motion. The motion carried.

**PUBLIC COMMENTS ON AGENDA ITEMS**

There were no public comments.

**CONSENT AGENDA**

Debora Bloomquist made a motion to approve the Consent Agenda with the amendment to the January 22, 2025 minutes of removing the word "annual" from the description of the advocacy conference mentioned in the Legislative Update. Sandy Drake seconded the motion. The motion carried.

- a. Approval of Minutes January 22, 2025  
This item was approved by consent.
- b. Approval of Closed Session Minutes February 19, 2025

This item was approved by consent.

c. Disbursements for January 2025

This item was approved by consent.

## **CHAIRPERSON'S COMMENTS**

Board Chair Brian Baer thanked everyone for coming and congratulated Operations Director Michael Moore on his 5 year anniversary with CADL.

## **PRESENTATION**

a. Executive Director's Annual Report

This item was tabled in light of Executive Director Jenny Marr's absence.

## **NEW BUSINESS**

### **General**

a. Executive Director Upcoming Travel

Clarification on the process for approval of Executive Director travel is ongoing, and the Board was asked to consider action on two trips that will take place in March. Executive Director Jenny Marr is scheduled to attend COSLA Voices for Libraries in Washington DC on March 4-8 and the MLA Board Meeting in Midland, Michigan on March 13-14.

Ashley Smith made a motion to approve Executive Director Jenny Marr's travel expenses to attend COSLA Voices for Libraries in Washington DC on March 4-8 and the MLA Board Meeting in Midland, Michigan on March 13-14. Mark Stewart seconded the motion. Six Board members were in favor of this motion, and one Board member opposed this motion. The motion carried.

b. Strategic Planning – Special Meeting Dates

It is recommended to hold Special Meetings of the CADL Board of Trustees in April and May to accommodate attendance of the full board at a Board Strategic Planning Focus Group and the Strategic Planning Retreat.

Julie Vandeenboom made a motion to hold a special meeting for the Board Strategic Planning Focus Group at 5:30 pm on Tuesday, April 15 or Tuesday, April 22 pending MCLS availability. Debora Bloomquist seconded the motion. The motion carried.

Quinn O'Donnell made a motion to hold a special meeting for the Strategic Planning Retreat on Friday, May 16, 2025 from 10 am – 3 pm. Mark Stewart seconded the motion. The motion carried.

c. Legislative Update

State legislation went into effect of Friday, February 21 raising minimum wage to \$12.48 an hour and requiring earned time off of 1 hour of sick time for every 30 hours of work. These changes impact CADL's Page employees. Information regarding the changes was communicated to page employees, and the HR Department is working with CADL's payroll provider to implement the changes.

d. Community Contacts

Sandy Drake attended Friends of the Library meetings in Okemos, Haslett, Leslie, and Williamston as well as a farewell party for Head Librarian Lynn Harper which was put on by the Dansville Friends group.

Brian Baer attended the Stockbridge Township Council meeting on February 17 along with Jenny Marr, Michael Moore, and Head Librarian Sherri McConnell. They presented the Stockbridge Library annual report and provided an update on the Stockbridge Library renovation.

e. Executive Director Evaluation Timeline

Quinn O'Donnell made a motion to adjust the timeline of Jenny Marr's Executive Director Evaluation by pushing all dates back by one month beginning with the Executive Director's Annual Report now being slated for March rather than February. Ashley Smith seconded the motion. The motion carried.

## **Finance**

a. January 2025 Financial Report

There were no changes to the January 2025 Financial Report that was presented at the February 19 Committee of the Whole meeting.

This item was approved by consent.

## **DIRECTOR'S REPORT**

Collection Development Director Thais Rousseau highlighted some of the important work being done at CADL this past month:

- Supervisor Roundtable Training on keys for success for middle managers is being developed.
- CADL's public service values and expectations are being updated with exercises focused on good customer service related to safety and empathy.
- A catalog update is underway that will make the home page more accessible for people who use assistive technology.
- The Reader's Advisory Team had a Black History Month list published in the Lansing State Journal on February 11 with a Women's History Month list to be published in March.
- The Finance Department has been hard at work preparing for the annual audit, and the auditors have been on site this week.
- The Human Resources Department has been implementing the changes to minimum wage and sick time accumulation for Pages as well as ongoing support of hiring, onboarding and training processes.
- The spring program and services guide is being finalized and will be published shortly. Programs will include March is Reading Month events, Smitten with the Mitten/Michigan themed events and author visits as well as the popular Family History/Genealogy series.
- The Strategic Planning Steering Committee will meet this coming Monday, March 3 for an overview of and to begin planning for the community engagement piece of the process.
- The January 2025 Director's Report included a new section for branch impact stories with a number of touching stories highlighting the meaningful work taking place.

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

Michael Moore noted the positive reception received at the Stockbridge Township Council meeting. As part of the renovation, they are paying for painting, and that work will begin in March. As a result, the Stockbridge Library will be closed March 2-3 and March 9-10. An additional 2-3 week closure is anticipated for late April/early May to complete the renovation.

Debora Bloomquist highlighted several items from the January 2025 Director's Report. She thanked the Management Team for accompanying Julie Vandenboom on her CADL branch tours and gave a shout outs to Amanda Vorce and Michael Moore. She also asked for clarification on the author visits and picture book neighborhoods that were mentioned in the report.

Julie Vandenboom thanked the Management Team for accompanying her on tours of the CADL libraries, noting that it was eye-opening and that she appreciated learning about each of the branches.

### **ADJOURNMENT**

Quinn O'Donnell made a motion to adjourn the meeting. Sandy Drake seconded the motion. The motion carried. The meeting adjourned at 6:15 pm.

CHECK REGISTER FOR CAPITAL AREA DISTRICT LIBRARIES  
CHECK DATE 02/01/2025 - 02/28/2025

| Check Date     | Check        | Vendor Name                | Description                          | Amount     |
|----------------|--------------|----------------------------|--------------------------------------|------------|
| Bank MAIN MAIL |              |                            |                                      |            |
| Check Type: EF |              |                            |                                      |            |
| 02/07/2025     | 2603(E)      | ACRISURE/44 NORTH          | MEDICAL CLAIMS                       | 330.00     |
| 02/07/2025     | 2604(E)      | ALERUS FINANCIAL           | 1/2025 RETIREMENT CONTRIBUTION       | 31,568.50  |
| 02/07/2025     | 2605(E)      | AMAZON                     | AMAZON                               | 2,463.64   |
| 02/07/2025     | 2606(E)      | BOARD OF WATER & LIGHT     | 3500 1/2 12/7-1/5/25                 | 289.20     |
| 02/07/2025     | 2607(E)      | CONSUMERS ENERGY           | 427 12/13-1/11/25                    | 18.00      |
| 02/07/2025     | 2608-2610(E) | INGRAM LIBRARY SERVICES    | BOOKS                                | 3,948.20   |
| 02/07/2025     | 2611(E)      | LAGARDA SECURITY           | SECURITY SVCS W/E 1/19/25            | 2,672.36   |
| 02/07/2025     | 2612(E)      | MERS                       | 1/2025 RETIREMENT CONTRIBUTION       | 118,502.70 |
| 02/07/2025     | 2613(E)      | MIDWEST TAPE               | AUDIOBOOKS,DVD,MUSIC,1/25 DIGITAL CO | 46,887.68  |
| 02/07/2025     | 2614(E)      | MISSION SQUARE             | 1/2025 RETIREMENT CONTRIBUTION       | 672.41     |
| 02/07/2025     | 2615(E)      | PHARMACY DATA MANAGEMEN    | PRESCRIPTION CLAIMS                  | 6,152.23   |
| 02/07/2025     | 2616(E)      | PHYSICIANS HEALTH PLAN     | 2/2025 HEALTH PREMIUM                | 43,767.68  |
| 02/07/2025     | 2617(E)      | STAPLES ADVANTAGE          | OFFICE SUPPLIES                      | 1,756.29   |
| 02/07/2025     | 2618(E)      | BOARD OF WATER & LIGHT     | 427 12/8-1/9/25                      | 78.60      |
| 02/07/2025     | 2619(E)      | CONSUMERS ENERGY           | 401 12/13-1/11/25                    | 20.40      |
| 02/07/2025     | 2620(E)      | MISSION SQUARE             | 1/2025 RETIREMENT CONTRIBUTION       | 3,933.50   |
| 02/07/2025     | 2621(E)      | BOARD OF WATER & LIGHT     | 3500 108 12/1-1/5/25                 | 1,264.94   |
| 02/07/2025     | 2622(E)      | CONSUMERS ENERGY           | 1379 12/16-1/14/25                   | 224.77     |
| 02/07/2025     | 2623(E)      | BOARD OF WATER & LIGHT     | 401 12/5-1/8/25                      | 15,311.70  |
| 02/07/2025     | 2624(E)      | CONSUMERS ENERGY           | 4321 4 12/12-1/12/25                 | 320.10     |
| 02/07/2025     | 2625(E)      | BOARD OF WATER & LIGHT     | 123 12/8-1/4/25                      | 7,736.06   |
| 02/07/2025     | 2626(E)      | CONSUMERS ENERGY           | 4321 1 12/12-1/12/25                 | 238.15     |
| 02/07/2025     | 2627(E)      | CONSUMERS ENERGY           | 4321 2 12/12-1/11/25                 | 511.91     |
| 02/07/2025     | 2628(E)      | CONSUMERS ENERGY           | 201 12/12-1/12/25                    | 702.61     |
| 02/07/2025     | 2629(E)      | CONSUMERS ENERGY           | 4321 3 12/12-1/12/25                 | 443.32     |
| 02/14/2025     | 2630(E)      | ACRISURE/44 NORTH          | MEDICAL CLAIM                        | 10.00      |
| 02/14/2025     | 2631-33(E)   | BAKER & TAYLOR BOOKS       | BOOKS                                | 27,726.54  |
| 02/14/2025     | 2634(E)      | CENGAGE LEARNING INC/GALE  | BOOKS                                | 1,421.12   |
| 02/14/2025     | 2635(E)      | CONSUMERS ENERGY           | 3500 107B 12/13-1/13/25              | 289.06     |
| 02/14/2025     | 2636-38(E)   | INGRAM LIBRARY SERVICES    | BOOKS                                | 5,252.15   |
| 02/14/2025     | 2639(E)      | KANOPY INC                 | 1/2025 PLAY CREDITS                  | 2,807.55   |
| 02/14/2025     | 2640(E)      | LAGARDA SECURITY           | SECURITY SVCS W/E 1/26/25            | 2,561.52   |
| 02/14/2025     | 2641(E)      | MICHIGAN FLEET FUELING SOL | VEHICLE FUEL 1/15-1/31/25            | 884.67     |
| 02/14/2025     | 2642(E)      | MIDWEST TAPE               | DVD,MUSIC,AUDIOBOOKS                 | 1,910.25   |
| 02/14/2025     | 2643(E)      | STAPLES ADVANTAGE          | OFFICE, PROGRAM SUPPLIES             | 769.22     |
| 02/14/2025     | 2644(E)      | T-MOBILE                   | HOTSPOTS 12/21/24-1/20/25            | 4,449.47   |
| 02/14/2025     | 2645(E)      | TASC                       | BENEFITS FUNDING                     | 1,200.71   |
| 02/14/2025     | 2646(E)      | CONSUMERS ENERGY           | 145 12/16-1/14/25                    | 1,432.53   |
| 02/14/2025     | 2647(E)      | CONSUMERS ENERGY           | 3500 109B 12/13-1/13/25              | 319.52     |
| 02/14/2025     | 2648(E)      | CONSUMERS ENERGY           | 126 12/17-1/15/25                    | 845.04     |
| 02/14/2025     | 2649(E)      | CONSUMERS ENERGY           | 3500 109A 12/13-1/13/25              | 194.81     |
| 02/14/2025     | 2650(E)      | DELTA DENTAL PLAN OF MICH  | 2/2025 DENTAL PREMIUM                | 228.15     |
| 02/19/2025     | 2651-54(E)   | RAMP BUSINESS CORPORATIO   | *See next page                       | 9,149.89   |
| 02/21/2025     | 2655(E)      | ANDERSON, LINDSAY          | MILEAGE 1/9-1/16/25                  | 33.25      |
| 02/21/2025     | 2656(E)      | BAKER & TAYLOR BOOKS       | BOOKS                                | 1,858.40   |
| 02/21/2025     | 2657(E)      | BOYNTON FIRE SAFETY SERV   | SPECIAL HAZARD INSPECTION/BATTERY    | 522.00     |
| 02/21/2025     | 2658(E)      | CENGAGE LEARNING INC/GALE  | BOOKS                                | 147.15     |
| 02/21/2025     | 2659(E)      | CONSUMERS ENERGY           | 115 12/19-1/17/25                    | 210.45     |
| 02/21/2025     | 2660(E)      | DELHI CHARTER TOWNSHIP     | 4TH QTR 2024 UTILITIES               | 3,630.00   |
| 02/21/2025     | 2661-4(E)    | INGRAM LIBRARY SERVICES    | BOOKS                                | 4,908.11   |
| 02/21/2025     | 2665(E)      | LAGARDA SECURITY           | SECURITY SVCS W/E 2/2/25             | 2,991.49   |
| 02/21/2025     | 2666(E)      | MICHAEL MOORE              | MILEAGE 1/2-1/30/25                  | 421.19     |
| 02/21/2025     | 2667(E)      | MICHIGAN FLEET FUELING SOL | VEHICLE FUEL 2/1-2/15/25             | 742.07     |
| 02/21/2025     | 2668(E)      | OVERDRIVE INC              | CONTENT PURCHASE                     | 30,000.00  |
| 02/21/2025     | 2669(E)      | PROQUEST LLC               | 2025 ANCESTRY RENEWAL,MIDWEST NEW    | 12,087.32  |

CHECK REGISTER FOR CAPITAL AREA DISTRICT LIBRARIES

CHECK DATE 02/01/2025 - 02/28/2025

| Check Date | Check   | Vendor Name               | Description                  | Amount     |
|------------|---------|---------------------------|------------------------------|------------|
| 02/21/2025 | 2670(E) | STAPLES ADVANTAGE         | OFFICE SUPPLIES              | 1,662.08   |
| 02/21/2025 | 2671(E) | SUSEELA EYAL              | MILEAGE 1/14-2/13/25         | 45.50      |
| 02/21/2025 | 2672(E) | TASC                      | BENEFITS FUNDING             | 281.66     |
| 02/21/2025 | 2673(E) | VISION SERVICE PLAN       | 2/2025 VISION PREMIUM        | 910.72     |
| 02/21/2025 | 2674(E) | MIDWEST TAPE              | BLURAYS,AUDIOBOOKS,MUSIC,DVD | 1,284.23   |
| 02/28/2025 | 2675(E) | AT&T                      | 4 PHONE BOOKS 2/2025         | 24.00      |
| 02/28/2025 | 2676(E) | CHARTER TOWNSHIP OF MERI  | W/S 9/23-12/18/24            | 271.10     |
| 02/28/2025 | 2677(E) | DELTA DENTAL PLAN OF MICH | 1/2025 DENTAL CLAIMS         | 5,164.46   |
| 02/28/2025 | 2678(E) | GRANGER CONTAINER SERVIC  | 2/2025 TRASH SVC             | 259.65     |
| 02/28/2025 | 2679(E) | GRANGER CONTAINER SERVIC  | 2/2025 TRASH SVC             | 143.24     |
| 02/28/2025 | 2680(E) | GRANGER CONTAINER SERVIC  | 2/1-4/30/25 TRASH SVC        | 324.99     |
| 02/28/2025 | 2681(E) | GRANGER CONTAINER SERVIC  | 2/2025 TRASH SVC             | 91.00      |
| 02/28/2025 | 2682(E) | GRANGER CONTAINER SERVIC  | 2/1-4/30/25 TRASH SVC        | 37.82      |
| 02/28/2025 | 2683(E) | TASC                      | BENEFITS FUNDING             | 1,159.46   |
| 02/28/2025 | 2684(E) | DTE ENERGY                | 117 1/7-2/3/25               | 168.13     |
| 02/28/2025 | 2685(E) | AMAZON                    | AMAZON                       | 2,632.28   |
| Total EFT  |         |                           |                              | 423,278.90 |

Check Type: Pay

|            |       |                             |   |           |
|------------|-------|-----------------------------|---|-----------|
| 02/20/2025 | 56744 | CITY OF WARREN              | THE BEST OF HORACE SILVER               | 18.98     |
| 02/20/2025 | 56745 | VAN BUREN DISTRICT LIBRARY  | LOST BOOK-THE GHOST AND THE GOTH        | 19.99     |
| 02/20/2025 | 56746 | UNIQUE                      | 1/2025 PLACEMENTS, CHAT SERVICE         | 1,374.55  |
| 02/20/2025 | 56747 | UAW LOCAL 2256              | 1/2025 UNION DUES                       | 4,621.11  |
| 02/20/2025 | 56748 | TRAVERSE AREA DISTRICT LIB  | LOST/DAMAGED ITEM 11111028831230        | 14.99     |
| 02/20/2025 | 56749 | SALINE DISTRICT LIBRARY     | 34604910233021 TITLE: CITY OF GOD       | 15.00     |
| 02/20/2025 | 56750 | SWANK MOTION PICTURES, INC  | SITE LICENSES 3/2025-2/2026             | 4,557.00  |
| 02/20/2025 | 56751 | R & D LANDSCAPE LLC         | 1/2025 SNOW/ICE REMOVAL                 | 3,414.00  |
| 02/20/2025 | 56752 | ORION TOWNSHIP PUBLIC LIB   | 33763002380438-TRUMP : THINK LIKE A BIL | 9.99      |
| 02/20/2025 | 56753 | MURPHY & SPAGNUOLO PC       | 1/2025 LEGAL SVCS                       | 2,254.00  |
| 02/20/2025 | 56754 | THOMAS MOORE - PETTY CASI   | PROGRAM SUPPLIES                        | 190.04    |
| 02/20/2025 | 56755 | MCBAIN COMMUNITY LIBRARY    | MISSING BOOK: TITLE: ENTERTAINING, AU   | 25.00     |
| 02/20/2025 | 56756 | MASON COUNTY DISTRICT LIB   | LOST BOOKS                              | 26.00     |
| 02/20/2025 | 56757 | MONROE COUNTY LIBRARY SY    | LOST BOOKS                              | 51.99     |
| 02/20/2025 | 56758 | MYERS PLUMBING & HEATING    | DRAIN CLEAN SERVICE                     | 275.00    |
| 02/20/2025 | 56759 | MULTI-CULTURAL BOOKS & VIE  | BOOKS                                   | 529.35    |
| 02/20/2025 | 56760 | MICHIGAN LIBRARY ASSOCIATI  | 8 CONFERENCE REGISTRATIONS              | 1,800.00  |
| 02/20/2025 | 56761 | LAWTON PUBLIC LIBRARY       | THE SUMMER KITCHEN                      | 32.99     |
| 02/20/2025 | 56762 | LANSING MAKERS NETWORK      | LMN PASSES FOR 2025                     | 2,249.96  |
| 02/20/2025 | 56763 | LINKEDIN CORPORATION        | 2025 LINKEDIN LEARNING SUBSCRIPTION     | 20,000.00 |
| 02/20/2025 | 56764 | KENT DISTRICT LIBRARY       | BRAIN ENERGY / 31298036076522           | 28.95     |
| 02/20/2025 | 56765 | JANIA TAYLOR                | WOMEN IN MAGIC/KIDS MAGIC SHOW AT A     | 800.00    |
| 02/20/2025 | 56766 | JACKSON DISTRICT LIBRARY    | LOST BOOKS                              | 46.49     |
| 02/20/2025 | 56767 | INGHAM COUNTY               | UNITY IN THE COMMUNITY 2025             | 40.00     |
| 02/20/2025 | 56768 | INFOUSA MARKETING INC       | 2025 REFERENCE SOLUTIONS SUBSCRIPT      | 17,000.00 |
| 02/20/2025 | 56769 | HOLT ALLIANCE               | 2025 MEMBER SHIP DUES K WALTER          | 150.00    |
| 02/20/2025 | 56770 | HOMER PUBLIC LIBRARY        | THE SECRET EXPLORERS AND THE COME       | 12.00     |
| 02/20/2025 | 56771 | FRESH TRACKS INC            | CARPET CLEANING SL                      | 750.00    |
| 02/20/2025 | 56772 | PLAYAWAY PRODUCTS LLC       | LAUNCHPAD ORDERS                        | 4,200.92  |
| 02/20/2025 | 56773 | ELLIOTT FOOD EQUIPMENT LL   | LOT 3 SHELF CART                        | 260.00    |
| 02/20/2025 | 56774 | LAUREN CLARKE               | MILEAGE 1/16/25                         | 20.72     |
| 02/20/2025 | 56775 | CLARKSTON INDEPENDENCE C    | MACGYVER. THE COMPLETE FOURTH SEA       | 24.99     |
| 02/20/2025 | 56776 | JULIE CHRISINSKE/PETTY CASI | COMPETITION BOOKS, PROG SUPPLIES        | 59.99     |
| 02/20/2025 | 56777 | CENTRAL BUSINESS SYSTEMS    | PRINT COLLECTIONS/COPIES                | 1,047.37  |
| 02/20/2025 | 56778 | COSTUME SPECIALISTS INC.    | PICKUP & SHIPMENT OF COSTUMES           | 980.00    |
| 02/20/2025 | 56779 | BYWATER SOLUTIONS, LLC      | 2025 ASPEN DISCOVERY HOSTING AND SL     | 16,000.00 |
| 02/20/2025 | 56780 | BUCHANAN DISTRICT LIBRARY   | LOST BOOK-ESSENTIAL ELEMENTS 2000 F     | 15.00     |
| 02/20/2025 | 56781 | BALDWIN PUBLIC LIBRARY      | LOST BOOK-CRITIQUE OF PURE REASON       | 51.00     |

CHECK REGISTER FOR CAPITAL AREA DISTRICT LIBRARIES

CHECK DATE 02/01/2025 - 02/28/2025

| Check Date                  | Check | Vendor Name                 | Description                        | Amount     |
|-----------------------------|-------|-----------------------------|------------------------------------|------------|
| 02/20/2025                  | 56782 | ADRIAN DISTRICT LIBRARY     | LOST BOOK-FAR MORE TERRIBLE FOR WC | 11.95      |
| 02/20/2025                  | 56783 | ANN ARBOR DISTRICT LIBRARY  | LOST BOOK-THINK AND GROW RICH      | 10.00      |
| 02/20/2025                  | 56784 | AURELIUS TOWNSHIP           | 2024 4TH QTR UTILITIES             | 1,834.88   |
| 02/20/2025                  | 56785 | HOME DEPOT CREDIT SERVICE   | SALT,LIGHTBULBS,ROCK SALT          | 151.52     |
| 02/20/2025                  | 56786 | DICTATION SALES & SERVICE I | SCANNING, DIGITIZING MATERIAL      | 16,750.00  |
| 02/20/2025                  | 56787 | NEWCOMBE, KATE              | REFRESHMENTS ECLC MEETING          | 23.07      |
| 02/20/2025                  | 56788 | LISA MORRIS                 | CYPTIDS AND COMICS AT HO 3-1-25    | 200.00     |
| 02/20/2025                  | 56789 | KUHN, KATHIE                | BOOK, CD, POSTER FOR LCL HX        | 45.00      |
| 02/20/2025                  | 56790 | JOHNSON, SARAH WASSBERG     | MAC AND CHEESE/HOT CHOCOLATE VIRTU | 500.00     |
| Total Paper                 |       |                             |                                    | 102,493.79 |
| MAIN TOTALS:                |       |                             |                                    |            |
| Total of 130 Checks:        |       |                             |                                    | 525,772.69 |
| Less 12 Void Checks:        |       |                             |                                    | 0.00       |
| Total of 118 Disbursements: |       |                             |                                    | 525,772.69 |



CHECK REGISTER FOR CAPITAL AREA DISTRICT LIBRARIES  
CHECK DATE 02/01/2025 - 02/28/2025

| Check Date | Check   | Vendor Name                 | Description                                | Amount          |
|------------|---------|-----------------------------|--|-----------------|
| 02/19/2025 | 2651-54 | E RAMP BUSINESS CORPORATION | SSI RACK CARD                              | 349.99          |
|            |         |                             | WATER DELIVERY STK                         | 16.10           |
|            |         |                             | WATER DELIVERY STK                         | 21.25           |
|            |         |                             | WATER DELIVERY LE                          | 21.05           |
|            |         |                             | WATER DELIVERY FO                          | 14.45           |
|            |         |                             | 2/2025 WATER COOLER RENTAL DT              | 95.00           |
|            |         |                             | 2/2025 WATER COOLER RENTAL DA              | 15.00           |
|            |         |                             | SPEC LIC ST 1/8/25-2/28/25                 | 67.00           |
|            |         |                             | PEST CONTROL                               | 83.00           |
|            |         |                             | PEST CONTROL                               | 68.00           |
|            |         |                             | PEST CONTROL                               | 64.00           |
|            |         |                             | ABOMINABLE AT NCG - SAT FEB 15, 2025       | 400.00          |
|            |         |                             | W/S 11/15-12/16/24                         | 66.96           |
|            |         |                             | WINTER READING CHALLENGE ADS               | 530.00          |
|            |         |                             | WINTER READING CHALLENGE ADS               | 450.00          |
|            |         |                             | HEATERS FOR BOARDROOM                      | 222.91          |
|            |         |                             | BUCKET,SAND NIFTY NABBER, SALT             | 92.05           |
|            |         |                             | GUMOUT,PROPANE,DRY LUBE,SCRAPER            | 55.40           |
|            |         |                             | GLOVES,SCREWDRIVER SET,PLIERS              | 64.94           |
|            |         |                             | SUPERGLUE                                  | 32.52           |
|            |         |                             | SOAP, PAPER TOWEL, BATH TISSUE             | 169.95          |
|            |         |                             | BATH TISSUE                                | 22.00           |
|            |         |                             | PULL TOWEL, BATH TISSUE, SOAP              | 655.65          |
|            |         |                             | PULL TOWELS, BATH TISSUE                   | 67.75           |
|            |         |                             | 1/2025 MAT SERVICE                         | 522.58          |
|            |         |                             | TRIAL CAMERA FOR LH/LOT PROJECT            | 32.99           |
|            |         |                             | 2/2025 3 FXS DIGITAL PHONE LINES VIA IAD   | 73.31           |
|            |         |                             | 16 BOXES SHREDDING                         | 48.00           |
|            |         |                             | SMARTY ADDRESS VALIDATION API ACCESS       | 54.00           |
|            |         |                             | MONTHLY WEBSITE HOSTING CHARGES            | 278.30          |
|            |         |                             | MINECRAFT HOSTING 2/6-3/5/25               | 29.94           |
|            |         |                             | WINTER READING 2025 CANDY/GUM REORDER      | 201.94          |
|            |         |                             | WINTER READING 2025 CANDY REORDER 2-6-25   | 200.94          |
|            |         |                             | BOOKS                                      | 36.46           |
|            |         |                             | 4 1926 PHOTOS                              | 67.61           |
|            |         |                             | ECLC EVENT POSTERS                         | 46.58           |
|            |         |                             | SPRING SEMINAR                             | 140.00          |
|            |         |                             | "LANSING" LABELS                           | 591.91          |
|            |         |                             | SIMPLYBOOK 2/2-3/2/25                      | 59.90           |
|            |         |                             | PUBLIC WEB BROWSER 3/3/25-3/2/27           | 250.00          |
|            |         |                             | POSTAGE FOR PLAYAWAY RETURN                | 6.34            |
|            |         |                             | 1/2025 WASABI CLOUD STORAGE                | 160.59          |
|            |         |                             | ARTIST PRO PLAN 1/21/25-1/21/26            | 144.00          |
|            |         |                             | REFILE 1099 ERRORS                         | 16.99           |
|            |         |                             | BLANK LABELS FOR IN-HOUSE "HOLIDAY" LABELS | 12.97           |
|            |         |                             | TEAMS PHONE AND PROOFPOINT MONTHLY CHARGES | 2,315.50        |
|            |         |                             | YEARBOOKS                                  | 41.08           |
|            |         |                             | AIRFARE FOR CONFERENCE TRAVEL              | 488.96          |
|            |         |                             | SOW TRUE SEEDS DONATION SHIPPING COST      | 8.00            |
|            |         |                             | BASIC CLASSROOM KIT (20 FOLDScope)         | 50.19           |
|            |         |                             | EDITING TOOL SUBSCRIPTION 2/13/25-2/13/26  | 144.00          |
|            |         |                             | RAMP CASHBACK                              | (370.21)        |
|            |         |                             | RAMP CASHBACK 12/19-12/31/24               | (145.62)        |
|            |         |                             | CREDIT BOOKS                               | (2.33)          |
|            |         |                             |  | <u>9,149.89</u> |

**CAPITAL AREA DISTRICT LIBRARIES**  
**GOV 103 BYLAWS**  
**MARCH 20, 2024**

**Excerpt from Bylaws:**

**ARTICLE IV**  
**DUTIES AND POWERS OF THE OFFICERS OF THE BOARD**

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

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

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

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

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

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

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

## **STRATEGIC PLANNING – SPECIAL MEETING DATES**

### **March 26, 2025**

**Recommendation** – It is recommended to hold a Special Meeting of the CADL Board of Trustees on April 29, 2025 at 5:30 pm to accommodate attendance of the full board at a Board Strategic Planning Focus Group. This meeting will be in place of the previously approved dates of April 15 or 22 for the Board Focus Group meeting.

**Background** – Upon completion of the Community Engagement Report, MCLS will convene three 90- minute focus groups to share the results of the data and engagement reports and seek feedback on which community aspirations the Library could take a lead in supporting, as well as brainstorming ideas for how the library can help to support those aspirations. One of the focus groups will be the Board of Trustees and it needs to happen during an open meeting. The Community Engagement Report will be done by the beginning of April with the focus groups to happen afterward in mid to late April.

MCLS will facilitate a half day retreat in which the Strategic Planning Committee and the Board of Trustees will review the community input and use the SOAR methodology to develop the core values, vision, and key strategic priorities. This meeting should be 5 to 5 ½ hours and will be an open meeting. We generally schedule this meeting for 10 am-3 (3:30) pm with a 30-minute lunch provided by the library. This meeting was previously approved to take place on Friday, May 16, 2025.

## BALANCE SHEET REPORT FOR CAPITAL AREA DISTRICT LIBRARIES

Balance As of 02/28/2025

| GL Number                                    | Description | YTD Balance<br>02/29/2024 | YTD Balance<br>02/28/2025 |
|--|-------------|---------------------------|---------------------------|
| <b>Fund: 101 GENERAL FUND</b>                |             |                           |                           |
| <b>*** Assets ***</b>                        |             |                           |                           |
| <b>Account Type: Cash</b>                    |             |                           |                           |
| CASH   |             | 15,370,025.55             | 16,846,921.56             |
| IMPREST CASH                                 |             | 2,312.00                  | 2,312.00                  |
| INVESTMENTS                                  |             | 4,395,789.54              | 4,589,198.17              |
| Cash   |             | 19,768,127.09             | 21,438,431.73             |
| <b>Account Type: Other Assets</b>            |             |                           |                           |
| ACCOUNTS RECEIVABLE                          |             | 0.00                      | 3,912.95                  |
| INTEREST RECEIVABLE                          |             | 89,527.31                 | 114,483.14                |
| PREPAID EXPENSE                              |             | 278,022.88                | 87,284.78                 |
| TAXES RECEIVABLE                             |             | 3,923,185.20              | 4,526,523.15              |
| Other Assets                                 |             | 4,290,735.39              | 4,732,204.02              |
| <b>Total Assets</b>                          |             | <b>24,058,862.48</b>      | <b>26,170,635.75</b>      |
| <b>*** Liabilities ***</b>                   |             |                           |                           |
| <b>Account Type: Accounts Payable</b>        |             |                           |                           |
| ACCOUNTS PAYABLE                             |             | 211,381.64                | 389,993.12                |
| ACCRUED SALARIES PAYABLE                     |             | 1,997.40                  | 65,643.23                 |
| Accounts Payable                             |             | 213,379.04                | 455,636.35                |
| <b>Account Type: Liabilities-ST</b>          |             |                           |                           |
| DEFERRED REVENUE                             |             | 3,923,185.20              | 4,526,523.15              |
| Liabilities-ST                               |             | 3,923,185.20              | 4,526,523.15              |
| <b>Total Liabilities</b>                     |             | <b>4,136,564.24</b>       | <b>4,982,159.50</b>       |
| <b>*** Fund Equity ***</b>                   |             |                           |                           |
| <b>Account Type: Unassigned</b>              |             |                           |                           |
| FUND BALANCE AUTOMATION                      |             | 1,000,000.00              | 1,000,000.00              |
| FUND BALANCE CAPITAL PROJECTS                |             | 1,543,999.66              | 2,249,999.66              |
| FUND BALANCE CONTINGENCY                     |             | 6,315,399.10              | 5,342,849.10              |
| FUND BALANCE DONATIONS RESTRICTED            |             | 555,255.95                | 555,255.95                |
| FUND BALANCE DONATIONS UNRESTRICTED          |             | 512,955.93                | 512,955.93                |
| FUND BALANCE OPERATIONS                      |             | 499,000.00                | 715,550.00                |
| FUND BALANCE PENSION RESERVE                 |             | 1,560,000.00              | 1,560,000.00              |
| FUND BALANCE UNDESIGNATED                    |             | 814,140.31                | 864,140.31                |
| Unassigned                                   |             | 12,800,750.95             | 12,800,750.95             |
| <b>Total Fund Equity</b>                     |             | <b>12,800,750.95</b>      | <b>12,800,750.95</b>      |
| <b>Total Fund 101 GENERAL FUND:</b>          |             |                           |                           |
| <b>TOTAL ASSETS</b>                          |             | <b>24,058,862.48</b>      | <b>26,170,635.75</b>      |
| <b>BEG. FUND BALANCE - 2024</b>              |             | <b>12,800,750.95</b>      | <b>12,800,750.95</b>      |
| <b>+ NET OF REVENUES/EXPENDITURES - 2024</b> |             | <b>0.00</b>               | <b>1,217,401.87</b>       |
| <b>+ NET OF REVENUES &amp; EXPENDITURES</b>  |             | <b>0.00</b>               | <b>0.00</b>               |
| <b>= ENDING FUND BALANCE</b>                 |             | <b>12,800,750.95</b>      | <b>14,018,152.82</b>      |
| <b>+ LIABILITIES</b>                         |             | <b>4,136,564.24</b>       | <b>4,982,159.50</b>       |
| <b>= TOTAL LIABILITIES AND FUND BALANCE</b>  |             | <b>16,937,315.19</b>      | <b>19,000,312.32</b>      |
| <b>OUT OF BALANCE</b>                        |             | <b>7,121,547.29</b>       | <b>7,170,323.43</b>       |

## BOARD FS FOR CAPITAL AREA DISTRICT LIBRARIES

Balance As of 02/28/2025

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

| GL Number                             | Description                        | Activity For<br>02/28/2025 | YTD Balance<br>02/28/2025 | 2025<br>Amended<br>Budget | % Bdg't<br>Used |
|---------------------------------------|------------------------------------|----------------------------|---------------------------|---------------------------|-----------------|
| <b>Fund: 101 GENERAL FUND</b>         |                                    |                            |                           |                           |                 |
| <b>Account Category: Revenues</b>     |                                    |                            |                           |                           |                 |
| MILLAGE INCOME                        |                                    |                            |                           |                           |                 |
| 402                                   | Property Tax Revenue               | 4,188,910.91               | 9,557,476.85              | 14,006,000.00             | 68.24           |
| 404                                   | Renaissance Zone Reimbursement     |                            |                           | 40,000.00                 | 0.00            |
| 437                                   | Industrial Facilities Tax          |                            |                           | 38,000.00                 | 0.00            |
|                                       | MILLAGE INCOME                     | 4,188,910.91               | 9,557,476.85              | 14,084,000.00             | 67.86           |
| PENAL FINES                           |                                    |                            |                           |                           |                 |
| 658                                   | Penal Fines Ingham County          |                            |                           | 120,000.00                | 0.00            |
| 659                                   | Penal Fines Eaton County           |                            |                           | 7,500.00                  | 0.00            |
|                                       | PENAL FINES                        | 0.00                       | 0.00                      | 127,500.00                | 0.00            |
| STATE AID                             |                                    |                            |                           |                           |                 |
| 410                                   | PPT Reimbursement                  |                            |                           | 140,000.00                | 0.00            |
| 553                                   | State Aid Direct                   |                            |                           | 125,000.00                | 0.00            |
| 554                                   | State Aid Indirect                 |                            |                           | 125,000.00                | 0.00            |
|                                       | STATE AID                          | 0.00                       | 0.00                      | 390,000.00                | 0.00            |
| LIBRARY FEES                          |                                    |                            |                           |                           |                 |
| 630                                   | Printing Revenue                   | 5,234.41                   | 8,371.63                  | 42,000.00                 | 19.93           |
| 631                                   | Non Resident Fees                  | 1,325.00                   | 4,325.00                  | 26,000.00                 | 16.63           |
|                                       | LIBRARY FEES                       | 6,559.41                   | 12,696.63                 | 68,000.00                 | 18.67           |
| DONATIONS                             |                                    |                            |                           |                           |                 |
| 674                                   | Donation Income-Friends/Restricted | 2,159.75                   | 6,482.75                  | 11,000.00                 | 58.93           |
| 677                                   | Donation Income-Unrestricted       | 20,136.39                  | 20,939.20                 | 4,400.00                  | 475.89          |
|                                       | DONATIONS                          | 22,296.14                  | 27,421.95                 | 15,400.00                 | 178.06          |
| GRANTS                                |                                    |                            |                           |                           |                 |
| 540                                   | Grants                             | 7,500.00                   | 7,500.00                  | 7,500.00                  | 100.00          |
| 543                                   | Grants-MMLC                        |                            |                           | 15,000.00                 | 0.00            |
|                                       | GRANTS                             | 7,500.00                   | 7,500.00                  | 22,500.00                 | 33.33           |
| OTHER INCOME                          |                                    |                            |                           |                           |                 |
| 542                                   | MMLC Reimbursement                 |                            |                           | 125,000.00                | 0.00            |
| 628                                   | Universal Service Fund Income      |                            |                           | 8,000.00                  | 0.00            |
| 632                                   | Lost and Paid Books                | 2,396.84                   | 5,197.25                  | 30,000.00                 | 17.32           |
| 665                                   | Interest Income                    | 47,659.15                  | 90,807.15                 | 300,000.00                | 30.27           |
| 673                                   | Sale of Fixed Assets               | 300.00                     | 900.00                    | 5,000.00                  | 18.00           |
| 675                                   | Misc Income                        | 520.64                     | 1,427.69                  | 9,000.00                  | 15.86           |
| 682                                   | Insurance Claim Income             |                            |                           | 1,000.00                  | 0.00            |
|                                       | OTHER INCOME                       | 50,876.63                  | 98,332.09                 | 478,000.00                | 20.57           |
| DUE FROM FUND BALANCES                |                                    |                            |                           |                           |                 |
| 966                                   | Due from Pension Reserve           |                            |                           | 360,000.00                | 0.00            |
| 974                                   | DUE FROM SBITA                     |                            |                           | 102,000.00                | 0.00            |
|                                       | DUE FROM FUND BALANCES             | 0.00                       | 0.00                      | 462,000.00                | 0.00            |
|                                       | Revenues                           | 4,276,143.09               | 9,703,427.52              | 15,647,400.00             | 62.01           |
| <b>Account Category: Expenditures</b> |                                    |                            |                           |                           |                 |
| SALARIES AND BENEFITS                 |                                    |                            |                           |                           |                 |
| 702                                   | Salaries                           | 533,379.72                 | 1,066,190.58              | 7,350,000.00              | 14.51           |
| 714                                   | Unemployment Insurance             |                            |                           | 1,000.00                  | 0.00            |
| 715                                   | FICA EMPLOYER SHARE                | 40,120.99                  | 80,412.89                 | 562,280.00                | 14.30           |
| 716                                   | HEALTH INSURANCE                   | 40,266.07                  | 122,657.54                | 850,000.00                | 14.43           |
| 717                                   | Life & Disability Insurance        | 805.86                     | 1,208.79                  | 6,000.00                  | 20.15           |
| 718                                   | Retirement                         | 73,660.28                  | 158,122.58                | 960,000.00                | 16.47           |
| 719                                   | Prescription Expense               |                            | 25,694.18                 | 300,000.00                | 8.56            |
| 720                                   | DENTAL INSURANCE                   | 9,919.36                   | 10,085.51                 | 48,000.00                 | 21.01           |
| 721                                   | VISION INSURANCE                   | 910.72                     | 2,732.16                  | 12,000.00                 | 22.77           |
| 722                                   | Workers Comp Insurance             |                            | 14,701.00                 | 34,000.00                 | 43.24           |
| 724                                   | Parking Main Library               | 4,520.00                   | 13,560.00                 | 54,500.00                 | 24.88           |
|                                       | SALARIES AND BENEFITS              | 703,583.00                 | 1,495,365.23              | 10,177,780.00             | 14.69           |
| MATERIALS                             |                                    |                            |                           |                           |                 |
| 727                                   | Books                              | 88,099.32                  | 152,060.19                | 1,061,780.00              | 14.32           |
| 728                                   | Periodicals                        |                            | 32,797.98                 | 34,560.00                 | 94.90           |
| 729                                   | DVD                                | 12,512.83                  | 24,368.34                 | 222,700.00                | 10.94           |
| 730                                   | Library of Things                  | 4,200.92                   | 6,985.22                  | 52,500.00                 | 13.31           |
| 731                                   | Audiobooks                         | 46,659.06                  | 96,492.02                 | 638,250.00                | 15.12           |
| 732                                   | Music                              | 1,648.86                   | 3,295.98                  | 41,440.00                 | 7.95            |
| 733                                   | Databases                          | 12,087.32                  | 94,007.40                 | 100,530.00                | 93.51           |

## BOARD FS FOR CAPITAL AREA DISTRICT LIBRARIES

Balance As of 02/28/2025

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

| GL Number                             | Description                    | Activity For<br>02/28/2025 | YTD Balance<br>02/28/2025 | 2025<br>Amended<br>Budget | % Bdg't<br>Used |
|---------------------------------------|--------------------------------|----------------------------|---------------------------|---------------------------|-----------------|
| <b>Fund: 101 GENERAL FUND</b>         |                                |                            |                           |                           |                 |
| <b>Account Category: Expenditures</b> |                                |                            |                           |                           |                 |
| <b>MATERIALS</b>                      |                                |                            |                           |                           |                 |
| 734                                   | Subscription Services          |                            | 74,154.63                 | 105,010.00                | 70.62           |
| 735                                   | Processing Supplies            | 493.30                     | 2,498.37                  | 31,100.00                 | 8.03            |
| 736                                   | Processing Fees                | 5,048.55                   | 8,161.58                  | 68,000.00                 | 12.00           |
| <b>MATERIALS</b>                      |                                | <b>170,750.16</b>          | <b>494,821.71</b>         | <b>2,355,870.00</b>       | <b>21.00</b>    |
| <b>SUPPLIES</b>                       |                                |                            |                           |                           |                 |
| 740                                   | Office Supplies                | 5,037.02                   | 8,602.60                  | 85,000.00                 | 10.12           |
| 741                                   | Postage Expense                | 6.15                       | 275.10                    | 5,000.00                  | 5.50            |
| 776                                   | Janitorial Supplies            | 1,195.16                   | 1,999.97                  | 17,700.00                 | 11.30           |
| 862                                   | Gas-Delivery Vehicles          | 1,573.27                   | 3,203.31                  | 23,000.00                 | 13.93           |
| <b>SUPPLIES</b>                       |                                | <b>7,811.60</b>            | <b>14,080.98</b>          | <b>130,700.00</b>         | <b>10.77</b>    |
| <b>PROFESSIONAL SERVICES</b>          |                                |                            |                           |                           |                 |
| 820                                   | Membership Fees                | 1,029.00                   | 10,917.64                 | 25,780.00                 | 42.35           |
| 822                                   | CONTRACTUAL SERVICES           |                            |                           | 35,000.00                 | 0.00            |
| 823                                   | Bank Fees & Services           | 1,217.58                   | 2,494.10                  | 16,000.00                 | 15.59           |
| 824                                   | Cooperative Membership Fee     |                            |                           | 125,000.00                | 0.00            |
| 825                                   | Collection Agency Fees         | 957.00                     | 941.00                    | 6,500.00                  | 14.48           |
| 826                                   | Payroll & Print Service        | 3,081.58                   | 9,562.58                  | 46,000.00                 | 20.79           |
| 827                                   | Web Chat Service               | 895.00                     | 1,790.00                  | 11,000.00                 | 16.27           |
| 828                                   | Melcat Delivery Charges        |                            | 23,668.55                 | 51,000.00                 | 46.41           |
| 829                                   | Tutoring Services              |                            | 2,250.00                  | 3,000.00                  | 75.00           |
| 831                                   | Marketing                      | 3,208.61                   | 13,984.12                 | 151,000.00                | 9.26            |
| 832                                   | Programs                       | 7,317.79                   | 13,596.08                 | 112,820.00                | 12.05           |
| <b>PROFESSIONAL SERVICES</b>          |                                | <b>17,706.56</b>           | <b>79,204.07</b>          | <b>583,100.00</b>         | <b>13.58</b>    |
| <b>GOVERNANCE</b>                     |                                |                            |                           |                           |                 |
| 805                                   | Legal Services                 | 1,415.50                   | 3,669.50                  | 40,000.00                 | 9.17            |
| 806                                   | Per Diem                       |                            |                           | 10,000.00                 | 0.00            |
| 807                                   | Memberships - Board            |                            | 13.17                     | 1,250.00                  | 1.05            |
| 808                                   | Conferences - Board            |                            |                           | 10,000.00                 | 0.00            |
| 809                                   | Audit                          |                            |                           | 22,000.00                 | 0.00            |
| <b>GOVERNANCE</b>                     |                                | <b>1,415.50</b>            | <b>3,682.67</b>           | <b>83,250.00</b>          | <b>4.42</b>     |
| <b>STAFF DEVELOPMENT</b>              |                                |                            |                           |                           |                 |
| 810                                   | Staff Training                 | 2,012.40                   | 2,712.43                  | 39,250.00                 | 6.91            |
| 811                                   | Recruiting Expense             |                            |                           | 500.00                    | 0.00            |
| 812                                   | Hospitality                    |                            |                           | 5,000.00                  | 0.00            |
| 813                                   | Employee Recognition           |                            |                           | 5,000.00                  | 0.00            |
| <b>STAFF DEVELOPMENT</b>              |                                | <b>2,012.40</b>            | <b>2,712.43</b>           | <b>49,750.00</b>          | <b>5.45</b>     |
| <b>MAINTENANCE AND UTILITIES</b>      |                                |                            |                           |                           |                 |
| 801                                   | Custodial Services             | 15,266.34                  | 28,915.90                 | 237,970.00                | 12.15           |
| 802                                   | SECURITY SERVICES              | 12,230.09                  | 27,010.62                 | 157,220.00                | 17.18           |
| 850                                   | Telephone                      | 1,717.31                   | 3,434.62                  | 22,260.00                 | 15.43           |
| 864                                   | Vehicle Maintenance - Delivery | 55.44                      | 1,372.09                  | 10,000.00                 | 13.72           |
| 922                                   | Steam and Gas                  | 22,527.08                  | 31,021.06                 | 110,300.00                | 28.12           |
| 923                                   | Electricity                    | 13,377.89                  | 12,452.24                 | 208,600.00                | 5.97            |
| 924                                   | Water and Sewer                | 2,285.95                   | 2,154.90                  | 27,700.00                 | 7.78            |
| 925                                   | Trash                          | 856.70                     | 1,431.12                  | 10,570.00                 | 13.54           |
| 930                                   | Building Maintenance           | 5,805.04                   | 18,402.64                 | 108,700.00                | 16.93           |
| <b>MAINTENANCE AND UTILITIES</b>      |                                | <b>74,121.84</b>           | <b>126,195.19</b>         | <b>893,320.00</b>         | <b>14.13</b>    |
| <b>OTHER EXPENSE</b>                  |                                |                            |                           |                           |                 |
| 861                                   | Local Travel                   | 749.07                     | 1,224.23                  | 15,000.00                 | 8.16            |
| 955                                   | Millage Income Refund          |                            |                           | 60,000.00                 | 0.00            |
| 956                                   | Property & Liability Insurance | (465.00)                   | 40,971.52                 | 68,000.00                 | 60.25           |
| 957                                   | Miscellaneous Expense          | 247.20                     | 449.95                    | 6,000.00                  | 7.50            |
| 958                                   | Sales/Use Tax                  | 164.82                     | 164.82                    | 1,000.00                  | 16.48           |
| 960                                   | Donation Expense Restricted    | 5,938.25                   | 10,809.89                 | 2,070.00                  | 522.22          |
| 961                                   | Donation Expense Unrestricted  | 6,270.26                   | 6,772.98                  | 0.00                      | 100.00          |
| <b>OTHER EXPENSE</b>                  |                                | <b>12,904.60</b>           | <b>60,393.39</b>          | <b>152,070.00</b>         | <b>39.71</b>    |
| <b>TECHNOLOGY EXPENSES</b>            |                                |                            |                           |                           |                 |
| 878                                   | Firewall Upgrade Project       |                            |                           | 79,850.00                 | 0.00            |
| 895                                   | Internet Access                |                            | 2,147.40                  | 9,000.00                  | 23.86           |
| 896                                   | Internet Access - Hotspots     | 7,538.42                   | 18,041.67                 | 91,770.00                 | 19.66           |
| 898                                   | Computer System Services       | 441.76                     | 6,241.65                  | 34,350.00                 | 18.17           |
| 905                                   | Computer Software              | 3,579.42                   | 49,776.17                 | 75,000.00                 | 66.37           |
| 906                                   | Computer Hardware              | 119.98                     | 282.00                    | 51,500.00                 | 0.55            |

## BOARD FS FOR CAPITAL AREA DISTRICT LIBRARIES

Balance As of 02/28/2025

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

| GL Number                             | Description                         | Activity For<br>02/28/2025 | YTD Balance<br>02/28/2025 | 2025<br>Amended<br>Budget | % Bdgt<br>Used |
|---------------------------------------|-------------------------------------|----------------------------|---------------------------|---------------------------|----------------|
| <b>Fund: 101 GENERAL FUND</b>         |                                     |                            |                           |                           |                |
| <b>Account Category: Expenditures</b> |                                     |                            |                           |                           |                |
| TECHNOLOGY EXPENSES                   |                                     |                            |                           |                           |                |
| 907                                   | III Software & Hardware Maintenance | 12,887.67                  | 161,422.74                | 168,040.00                | 96.06          |
| 911                                   | Mobile Training Lab                 |                            |                           | 51,000.00                 | 0.00           |
| TECHNOLOGY EXPENSES                   |                                     | 24,567.25                  | 237,911.63                | 560,510.00                | 42.45          |
| CAPITAL OUTLAY                        |                                     |                            |                           |                           |                |
| 873                                   | Building Upgrades                   |                            |                           | 25,000.00                 | 0.00           |
| 889                                   | Okemos Renovation Project           |                            |                           | 10,000.00                 | 0.00           |
| 914                                   | HOLT REMODEL                        |                            |                           | 100,000.00                | 0.00           |
| 915                                   | STOCKBRIDGE REMODEL                 |                            |                           | 125,000.00                | 0.00           |
| 916                                   | PUBLIC COMPUTERS                    | (1,700.00)                 |                           | 0.00                      | 0.00           |
| 929                                   | SBITA/LEASE PRINCIPAL PAYMENTS      |                            |                           | 102,000.00                | 0.00           |
| 967                                   | Outreach Projects                   | 147.30                     | 283.15                    | 70,000.00                 | 0.40           |
| 980                                   | Staff Furn & Equipment              | 1,106.20                   | 1,703.64                  | 46,550.00                 | 3.66           |
| 982                                   | BUILDINGS                           |                            |                           | 175,000.00                | 0.00           |
| 987                                   | GRANT EXPENSES                      | 8,375.00                   | 16,750.00                 | 7,500.00                  | 223.33         |
| CAPITAL OUTLAY                        |                                     | 7,928.50                   | 18,736.79                 | 661,050.00                | 2.83           |
| Expenditures                          |                                     | 1,022,801.41               | 2,533,104.09              | 15,647,400.00             | 16.19          |
| Fund 101 - GENERAL FUND:              |                                     |                            |                           |                           |                |
| TOTAL REVENUES                        |                                     | 4,276,143.09               | 9,703,427.52              | 15,647,400.00             | 62.01          |
| TOTAL EXPENDITURES                    |                                     | 1,022,801.41               | 2,533,104.09              | 15,647,400.00             | 16.19          |
| NET OF REVENUES & EXPENDITURES:       |                                     | 3,253,341.68               | 7,170,323.43              | 0.00                      |                |

# Okemos Meeting Room Wall Project Recommendation March 26, 2025

## RECOMMENDATION:

Approve DBI to install a modular wall in the former Okemos computer area. This installation will create an additional meeting space for the staff and patrons.

The total project cost is estimated at \$20,295, including a 5% contingency. The Friends of the Okemos Library have approved up to \$10,000 toward the project. Okemos donated funds, and CADL budgeted furniture and equipment funds will cover the remaining balance.

This installation will include a 21'x9' wall of modular panels consisting of 2/3 glass (top) and 1/3 solid panel (bottom). It will also include a 40-inch sliding door on the room's interior.

Existing furniture will furnish the new meeting space, with computers and computer desks moving to the main library floor and two study tables in the new room. A digital presentation screen will also be installed.

## BACKGROUND:

As the current Okemos Library grew and absorbed space after other tenants moved out, this space was originally an enclosed room with a door. CADL removed the wall to open the area for a larger computer space, which is no longer necessary based on usage. However, the need for more meeting space has increased.

We first requested two quotes from builders to reinstall a permanent wall where the previous wall was located. However, when reviewing the proposal with Meridian Township, they required architectural and engineered drawings and permits to install a permanent wall, which would have doubled the project's cost. Using Haworth modular wall panels eliminates thousands of dollars in added expenses, and the Township approved the modular panels.

## ESTIMATED BUDGET BREAKDOWN:

| Okemos Library Project Budget        |                 |
|--------------------------------------|-----------------|
| <b>DBI</b>                           |                 |
| Modular Wall Panels/Parts            | \$13,084        |
| Installation                         | \$2,320         |
| Travel & Transportation Charges      | \$400           |
| Design                               | \$524           |
| <b>Screen</b>                        |                 |
| Screen, Wall Mount, Connections Est. | \$3000          |
| 5% Contingency:                      | \$967           |
| <b>Total Costs</b>                   | <b>\$20,295</b> |

## ESTIMATED FUNDING BREAKDOWN:

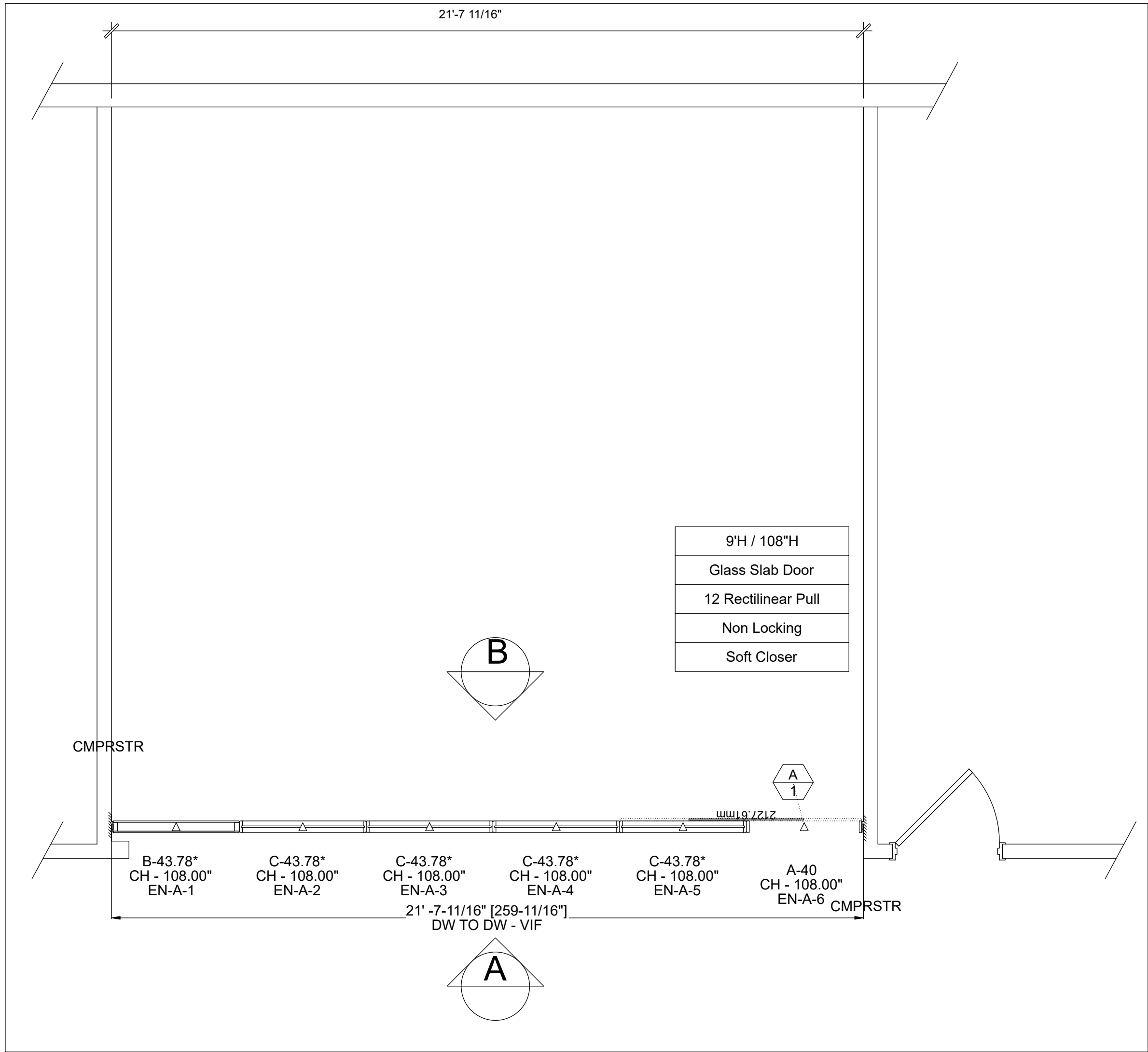
| Okemos Library Project Funding   |                 |
|----------------------------------|-----------------|
| <b>Restricted Donations</b>      |                 |
| Friends of the Okemos Library    | \$10,000        |
| Okemos Donated Funds             | \$7,000         |
| CADL F&E Budgeted Funds          | \$3,295         |
| <b>Projected Funding Sources</b> |                 |
|                                  | <b>\$20,295</b> |

## VENDOR BACKGROUND:

DBI holds the State of Michigan Contract for Haworth, which allows us to save 55% off the list price for the wall panels.

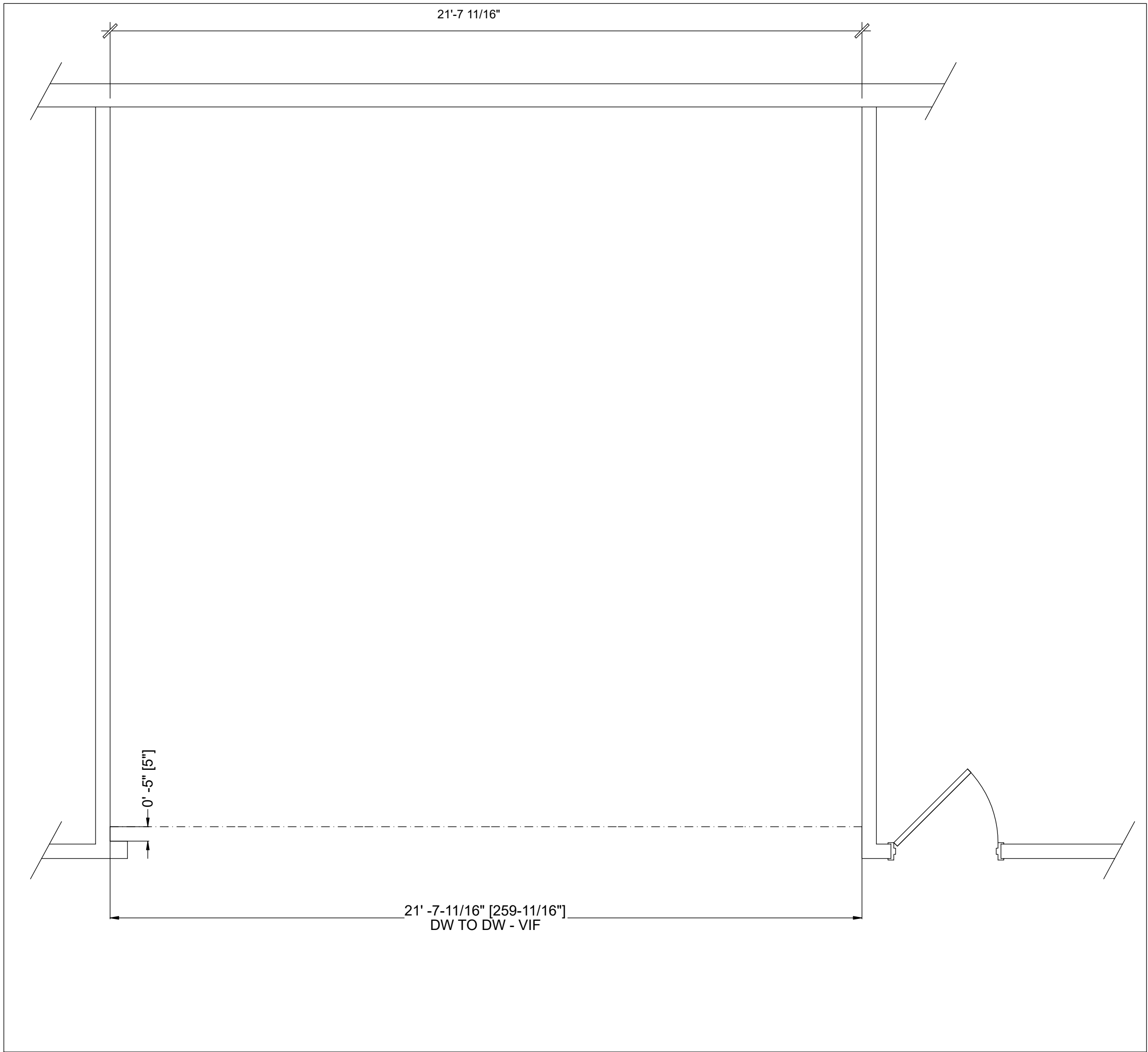
At DBI, we hold ourselves to the highest standard of reputational excellence. We believe that reputational excellence is not just a goal but deeply ingrained in our DNA. We strive to be recognized as the leader in our industry, known for our exceptional customer service, superior products, and innovative solutions.





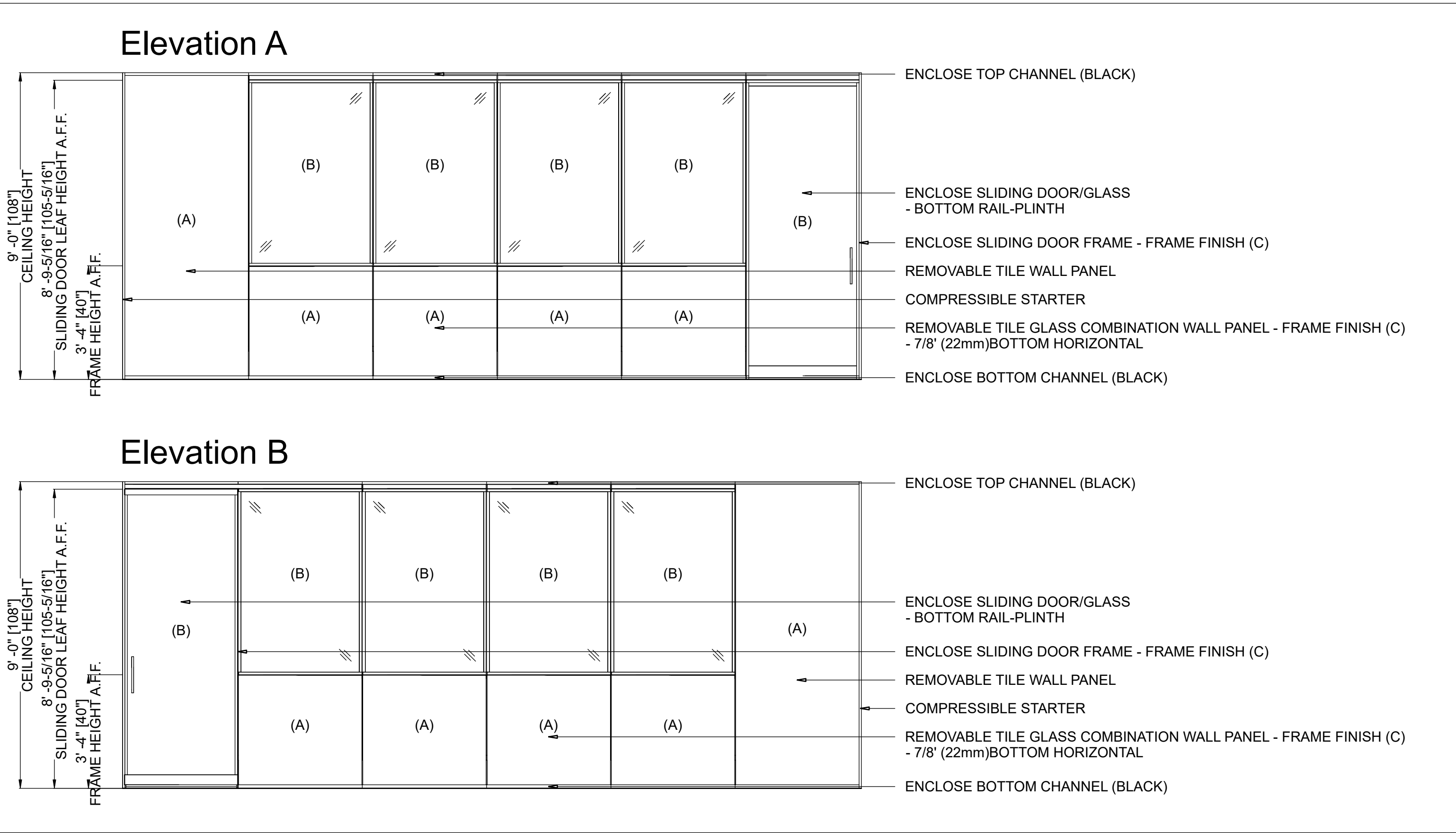
PANEL LAYOUT A

3/8" = 1'



CENTERLINE LAYOUT A

3/8" = 1'



ELEVATION A

3/8" = 1'

GENERAL NOTES

1. DO NOT SCALE DRAWING.
2. DRAWING AND MATERIAL PRESENTED IS THE PROPERTY OF HAWORTH AND MAY NOT BE DUPLICATED, USED OR DISCLOSED WITHOUT THE WRITTEN CONSENT OF HAWORTH.
3. VERIFY ALL DIMENSIONS ON SITE AND REPORT ANY DISCREPANCIES TO HAWORTH.
4. THIS DRAWING TO BE READ IN CONJUNCTION WITH ELECTRICAL AND MECHANICAL DRAWINGS. REPORT ANY DISCREPANCIES OR CONFLICTS TO HAWORTH FOR CLARIFICATION.
5. BUILDING DETAILS SHOWN REFLECT THE CEILING, FLOOR AND WALL CONNECTIONS SPECIFIED. THESE DETAILS ARE AFFECTED BY SPECIFIC REQUIREMENTS OF THE AUTHORITIES HAVING JURISDICTION (AHJ). IT SHALL BE THE RESPONSIBILITY OF THE PROFESSIONAL OF RECORD/OWNER TO VERIFY THE REQUIREMENTS OF THE AHJ PRIOR TO FINALIZING THE ORDER AND TO ADVISE OF NECESSARY CHANGES IN WRITING, NOTING THE SPECIFIC REQUIREMENTS. IT SHALL BE THE RESPONSIBILITY OF THE PRIME CONTRACTOR TO ENSURE ADDITIONAL INSTALLATION MATERIALS ARE PROVIDED AND INSTALLED TO MEET SUCH REQUIREMENTS.
6. LIFESPACE ERA PRODUCT THICKNESS: 58mm(2-1/4"); ENCLOSE/ENCLOSE FRAMELESS GLASS PRODUCT THICKNESS: 102mm(4")
7. PRODUCT DIMENSIONS SHOWN ARE NOMINAL. STANDARD MANUFACTURING TOLERANCES SHALL APPLY.
8. WALL STARTERS TO BE MECHANICALLY FASTENED TO THE BASE BUILDING ON CORNICE RAIL CONDITION.
9. ALL SATIN ETCH/ETCH FRIT GLASS TO BE PLACED ETCH SIDE TOWARDS THE INSIDE OF THE ROOM. ALL TEXTURED GLASS TO BE PLACED TEXTURED SIDE TOWARDS THE OUTSIDE OF ROOM.
10. PRODUCTION WILL NOT BEGIN UNTIL ORDER IS RECEIVED AND APPROVAL DRAWING SETS AND REQUIRED SITE DIMENSIONS ARE SIGNED OFF.
11. HAWORTH RESERVES THE RIGHT TO CHANGE PRODUCT SECTION DETAILS WITHOUT NOTICE.
12. CONFIGURATION OF THE ENCLOSE MOVABLE WALL SYSTEM WITH RESPECT TO THE ATTACHMENT OF FURNITURE COMPONENTS USING THE INTEGRAL SLOT FEATURE SHALL COMPLY WITH HAWORTH'S PUBLISHED PRODUCT RULES AND ANY REQUIREMENTS OF THE ADOPTED BUILDING CODES AS INTERPRETED BY THE AUTHORITY HAVING JURISDICTION. THE PROFESSIONAL OF RECORD AND/OR OWNER TAKE RESPONSIBILITY TO ENSURE THAT ANY CHANGES MADE TO THE LAYOUT, AS WELL AS TYPES OF SLOT MOUNTED FURNITURE, WILL FOLLOW ESTABLISHED PRODUCT RULES AND GUIDELINES TO ENSURE PRODUCT SAFETY. IN ALL CASES, HAWORTH RECOMMENDS THAT WALLS WITH FURNITURE COMPONENTS ATTACHED ARE Laterally Braced, BASED ON RECOMMENDED DESIGN/DETAILS FROM THE ENGINEER OF RECORD.

REVISIONS

REV. NOTES DATE

SITE SURVEY

SIGNATURE PRINT NAME DATE

CLIENT APPROVAL

- ☐ APPROVED DRAWING PACKAGE
- ☐ APPROVED, AS NOTED
- ☐ REVISED, RESUBMIT

AUTHORIZED SIGNING OFFICER DATE

THIS DRAWING REPRESENTS OUR INTERPRETATION OF THE DESIGN INTENT AND WILL BE USED FOR THE PURPOSE OF CREATING A DETAILED PRODUCT SPECIFICATION FILE (BIF). THE DETAILS AND SCOPE IN THESE DRAWINGS REPRESENT THE PRODUCT THAT WILL BE DELIVERED TO SITE. ALL ADDITIONS, CHANGES, OR DEVIATIONS FROM THE APPROVAL DRAWING WILL BE REGARDED AS A CHANGE ORDER AND PROCESSED ACCORDINGLY. APPROVAL OF THIS DRAWING PACKAGE IS ONE OF THE CONDITIONS PRECEDENT TO THE COMMENCEMENT OF GENERATING A PROJECT SET.

| AREA | ZONE |
|------|------|
|      |      |

PROJECT  
Capital Area District Library

LOCATION

SITE ADDRESS

DRAWING TITLE  
OVERALL LAYOUT / FLOOR

|                      |                  |
|----------------------|------------------|
| PROJECT NO.:         | START DATE:      |
| SALES REP.:          | DESIGNER:        |
| PROJECT COORDINATOR: | PROJECT MANAGER: |
| TICKET NO.:          | SHEET NO:        |
|                      | ID 1/2           |

| DOOR SCHEDULE |             |            |     |       |                      |                |                  |                     |               |       |            |            |           |         |                       |             |      |             |              |           |            |        |                    |           |                  |             |                        |              |      |                      |              |                 | ABBREVIATION LEGEND |                |                |          |              |                   |           |             |             |            |        |             |      |             |
|---------------|-------------|------------|-----|-------|----------------------|----------------|------------------|---------------------|---------------|-------|------------|------------|-----------|---------|-----------------------|-------------|------|-------------|--------------|-----------|------------|--------|--------------------|-----------|------------------|-------------|------------------------|--------------|------|----------------------|--------------|-----------------|---------------------|----------------|----------------|----------|--------------|-------------------|-----------|-------------|-------------|------------|--------|-------------|------|-------------|
| IND TAG       | TYPE        | HANDEDNESS | QTY | WIDTH | ACTIVE CLEAR OPENING | CEILING HEIGHT | DETAIL REFERENCE | ELEVATION REFERENCE | FRAME         |       |            |            |           |         | DOOR LEAF             |             |      |             |              |           | HARDWARE   |        |                    |           |                  |             |                        |              |      |                      | MISC.        |                 |                     |                |                | REMARKS  |              |                   |           |             |             |            |        |             |      |             |
|               |             |            |     |       |                      |                |                  |                     | CONFIGURATION | COLOR | RANGE NOTE | RANGE DOWN | RANGE UP  | TRANSOM | TRANSOM HEIGHT A.F.F. | JAMB STRIKE | TYPE | FRIT FINISH | LOCKSET PREP | PULL PREP | SURF COLOR | PLINTH | BOTTOM RAIL HEIGHT | DROP SEAL | DROP SEAL FINISH | HINGE COLOR | TOP LIGHT BLOCK FINISH | HARDWARE SET | SHIP | LOCKSET MANUFACTURER | LOCKSET TYPE | ACTIVE FUNCTION | HANDLE STYLE        | LOCKSET FINISH | LOCKSET HEIGHT |          | LOCKSET CORE | PULL MANUFACTURER | PULL TYPE | PULL FINISH | PULL HEIGHT | SOFT CLOSE | CLOSER | BYPASS SEAL | STOP | STOP FINISH |
| A             | ENC SLIDING | LHR        | 1   | 3'-4" | -                    | 9'-0"          | -                | -                   | SGL           | C     | -          | -0'-0-3/4" | 0'-1-1/4" | -       | -                     | NO_STRK     | GLZ  | -           | -            | FACTORY   | B          | PLINTH | 0'-3-1/2"          | -         | -                | -           | -                      | 1            | YES  | -                    | -            | -               | -                   | -              | JKCSTNGS       | RCTLR_12 | TR_LE        | 3'-4"             | CLS2      | -           | -           | -          | -      | -           | -    | -           |
|               |             |            |     |       |                      |                |                  |                     |               |       |            |            |           |         |                       |             |      |             |              |           |            |        |                    |           |                  |             |                        |              |      |                      |              |                 |                     |                |                |          |              |                   |           |             |             |            |        |             |      |             |

|          |                        |
|----------|------------------------|
| 167      | Enclose @              |
| CLS2     | Soft Closer(120kg)     |
| FPREPSH  | Factory Prep/Ship Pull |
| GLZ      | Glass                  |
| JKCSTNGS | J&K Castings           |
| LHR      | Left Hand Reverse      |
| PLINTH   | Plinth                 |
| RCTLR_12 | RCTLR 7/8 T 12L x 12OC |
| SGL      | Single                 |

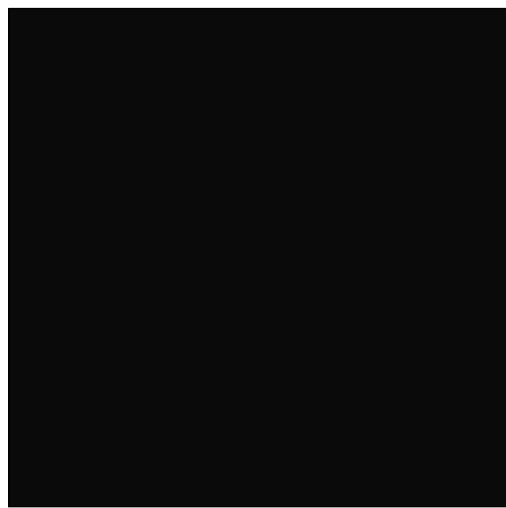
|          |                        |
|----------|------------------------|
| 167      | Enclose @              |
| CLS2     | Soft Closer(120kg)     |
| FPREPSH  | Factory Prep/Ship Pull |
| GLZ      | Glass                  |
| JKCSTNGS | J&K Castings           |
| LHR      | Left Hand Reverse      |
| PLINTH   | Plinth                 |
| RCTLR_12 | RCTLR 7/8 T 12L x 12OC |
| SGL      | Single                 |

| PROJECT NOTES  |   |
|--|---|
| ENCLOSE CEILING HIGH STANDING DETAIL   |   |
| CEILING HEIGHT   | : 108" [2,743.2 mm]   |
| CEILING TYPE   | : 1" T-BAR AND FLUSH TEGULAR TILE CLIP  |
| STANDING DETAIL  | : CEILING HIGH  |
| LATERAL BRACING  | : LATERAL BRACING NOT SPECIFIED   |
| LATERAL BRACING  | : LATERAL BRACING FLOOR ONLY  |
| FLOOR DETAIL   | : CARPET  |
| REVEALS  | : PITCH (TEXTURED), GRADE A - TR-0TF  |
| GLAZING BEADS  | : PITCH (TEXTURED), GRADE A - TR-0TF  |
| CEILING HEIGHT TOLERANCES  |   |
| PRODUCT WILL BE PRODUCED TO FIT CEILING HEIGHT NOTED ABOVE.<br>NOTE: WALL HEIGHTS AVAILABLE IN 1/8" (3.175MM) INCREMENTS. REFER TO VERTICAL ADJUSTMENT RANGES IN TABLE BELOW.<br>ALL VERTICAL PRODUCT DIMENSIONS REFERENCING FINISH FLOOR ARE CAPABLE OF A VARIATION OF:<br>RANGE DOWNRANGE UPWARD |   |
| <ul style="list-style-type: none"><li>ENCLOSE PANELS: -0.75"(-19 MM) 1.75"(44 MM)</li><li>ENCLOSE DOORS: REFERENCE DOOR SCHEDULE</li></ul>   |   |
| FINISH SUMMARY   |   |
| WallCover<br>A Makenzie Birch, GRADE B   | Z3-MKB  |
| Glass<br>B Clear Tempered - 10MM, GRADE C  | ,1G-03C   |
| Trim / Powdercoat<br>C Metallic Silver, GRADE B  | ,TR-0LE   |
| ENCLOSE PARTITION LEGEND   |   |
| T-XXX<br>42.00<br>EN-XX-XXX<br>SIDE A<br>▲<br>SIDE B   | PANEL TYPE ID<br>TRUE PANEL SIZE (IMPERIAL)<br>PRODUCT TYPE/ZONE/PANEL ID<br>NOTE: ALL EXISTING PANELS ARE INDICATED WITH AN<br>"(E)" AT THE END OF THE LABEL LOCATION NUMBER<br>i.e. EN-A-94 (E) \ EXISTING<br>i.e. EN-AD-1 \ NEW PRODUCT<br>"OS" ON FRAMELESS ENCLOSE INDICATES OVERSIZED HORIZONTALS |
| X<br>A-B   | HARDWARE SET LABEL ID (SUPPLIED BY HAWORTH)<br>X PANEL TYPE ID<br>A ACTIVE HARDWARE SET ID<br>B INACTIVE HARDWARE SET ID<br>(IF APPLICABLE)   |
| X<br>A-B   | SHADED LOWER SECTION INDICATES DOOR<br>LOCKSET OR PULL SUPPLIED BY OTHERS   |
| REMOVABLE TILE SOLID WALL PANEL 4" (101.6mm) Product Depth   |   |
| REMOVABLE TILE GLASS/SOLID WALL PANEL 4" (101.6mm) Product Depth   |   |
| SINGLE SLIDING GLASS SLAB DOOR 4" (101.6mm) Product Depth  |   |
| LINEAL FOOTAGE LEGEND  |   |
| Enclose  | 21' -7-11/16"   |

## TRIM FINISHES



TRIM  
Metallic Silver  
GRADE B  
,TR-0LE



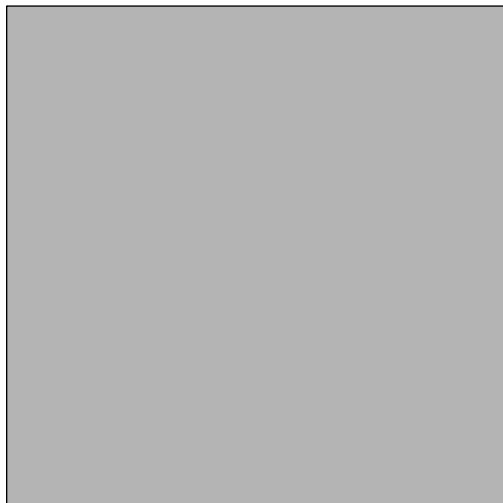
REVEALS  
Pitch (Textured)  
GRADE A  
,TR-0TF

## HARDWARE / ACCESSORIES



Door Rectilinear Pull  
12"L

## GLASS / WALL COVERING FINISHES



GLASS FRONTS  
Clear Tempered - 10MM  
GRADE C  
,1G-03C



TILES  
Makenzie Birch  
GRADE B  
Z3-MKB

## RENDERINGS



### PROJECT LEGEND

HAWORTH

DBI

We Do Office

10 SMED LANE S.E.  
CALGARY, ALBERTA CANADA T2C 4T5  
TEL (403) 203-6000 FAX (403) 203-6001

GENERAL NOTES

1. DO NOT SCALE DRAWING.

2. DRAWING AND MATERIAL PRESENTED IS THE PROPERTY OF HAWORTH AND MAY NOT BE DUPLICATED, USED OR DISCLOSED WITHOUT THE WRITTEN CONSENT OF HAWORTH.

3. VERIFY ALL DIMENSIONS ON SITE AND REPORT ANY DISCREPANCIES TO HAWORTH.

4. THIS DRAWING TO BE READ IN CONJUNCTION WITH ELECTRICAL AND MECHANICAL DRAWINGS. REPORT ANY DISCREPANCIES OR CONFLICTS TO HAWORTH FOR CLARIFICATION.

5. BUILDING DETAILS SHOWN REFLECT THE CEILING, FLOOR AND WALL CONNECTIONS SPECIFIED. THESE DETAILS ARE AFFECTED BY SPECIFIC REQUIREMENTS OF THE AUTHORITIES HAVING JURISDICTION (AHJ). IT SHALL BE THE RESPONSIBILITY OF THE PROFESSIONAL OF RECORD/OWNER TO VERIFY THE REQUIREMENTS OF THE AHJ PRIOR TO FINALIZING THE ORDER AND TO ADVISE OF NECESSARY CHANGES IN WRITING, NOTING THE SPECIFIC REQUIREMENTS. IT SHALL BE THE RESPONSIBILITY OF THE PRIME CONTRACTOR TO ENSURE ADDITIONAL INSTALLATION MATERIALS ARE PROVIDED AND INSTALLED TO MEET SUCH REQUIREMENTS.

6. LIFESPACE ERA PRODUCT THICKNESS: 58mm(2-1/4"); ENCLOSE/ENCLOSE FRAMELESS GLASS PRODUCT THICKNESS: 102mm(4")

7. PRODUCT DIMENSIONS SHOWN ARE NOMINAL. STANDARD MANUFACTURING TOLERANCES SHALL APPLY.

8. WALL STARTERS TO BE MECHANICALLY FASTENED TO THE BASE BUILDING ON CORNICE RAIL CONDITION.

9. ALL SATIN ETCH/ETCH FRIT GLASS TO BE PLACED ETCH SIDE TOWARDS THE INSIDE OF THE ROOM. ALL TEXTURED GLASS TO BE PLACED TEXTURED SIDE TOWARDS THE OUTSIDE OF ROOM.

10. PRODUCTION WILL NOT BEGIN UNTIL ORDER IS RECEIVED AND APPROVAL DRAWING SETS AND REQUIRED SITE DIMENSIONS ARE SIGNED OFF.

11. HAWORTH RESERVES THE RIGHT TO CHANGE PRODUCT SECTION DETAILS WITHOUT NOTICE.

12. CONFIGURATION OF THE ENCLOSE MOVABLE WALL SYSTEM WITH RESPECT TO THE ATTACHMENT OF FURNITURE COMPONENTS USING THE INTEGRAL SLOT FEATURE SHALL COMPLY WITH HAWORTH'S PUBLISHED PRODUCT RULES AND ANY REQUIREMENTS OF THE ADOPTED BUILDING CODES AS INTERPRETED BY THE AUTHORITY HAVING JURISDICTION. THE PROFESSIONAL OF RECORD AND/OR OWNER TAKE RESPONSIBILITY TO ENSURE THAT ANY CHANGES MADE TO THE LAYOUT, AS WELL AS TYPES OF SLOT MOUNTED FURNITURE, WILL FOLLOW ESTABLISHED PRODUCT RULES AND GUIDELINES TO ENSURE PRODUCT SAFETY. IN ALL CASES, HAWORTH RECOMMENDS THAT WALLS WITH FURNITURE COMPONENTS ATTACHED ARE LATERALLY BRACED, BASED ON RECOMMENDED DESIGN/DETAILS FROM THE ENGINEER OF RECORD.

REVISIONS

REV. NO.

NOTES

DATE

SITE SURVEY

SIGNATURE

PRINT NAME

DATE

CLIENT APPROVAL

☐ APPROVED DRAWING PACKAGE

☐ APPROVED, AS NOTED

☐ REVISED, RESUBMIT

AUTHORIZED SIGNING OFFICER

DATE

AREA

ZONE

PROJECT

Capital Area District Library

LOCATION

SITE ADDRESS

DRAWING TITLE

PROJECT LEGENDS

PROJECT NO.:

START DATE:

SALES REP.:

DESIGNER:

K-MB

PROJECT COORDINATOR:

PROJECT MANAGER:

TICKET NO.:

SHEET NO.:

ID 2/2

18

PRINT

3/4/2025