

CAPITAL AREA DISTRICT LIBRARIES
COMMITTEE OF THE WHOLE
5:30 PM, WEDNESDAY, APRIL 16, 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

1. Call to Order
2. Roll Call
3. Public Comments on Agenda Items
4. Agenda
5. [Memorandum for March 19, 2025](#) (enc)
6. Unfinished Business
7. General
 - a. [HUM 231 Page Employee Manual](#) (enc)
 - b. [HUM 241 Substitute Employees](#) (enc)
 - c. Evaluation Committee Update
8. Finance
 - a. [March 2025 Financial Report](#) (enc)
9. Policies – No changes, for review only (enc)
 - a. [HUM 102 Technology Policy](#)
 - b. [SER 104 Privacy Policy](#)
 - c. [SER 104A Privacy Statement](#)
 - d. [SER 105 Internet Access](#)
 - e. [SER 105A Computer Use Policy](#)
 - f. [SER 105B Wireless Access Policy](#)
 - g. [SER 111 Use of Photographic Images](#)
 - h. [SER 205 Social Media Policy](#)
10. Rise and Report

For mobility, visual, hearing, or other assistance, please call 367-6312. Requests need to be made at least two weeks before a scheduled event.

CAPITAL AREA DISTRICT LIBRARIES COMMITTEE OF THE WHOLE

March 19, 2025

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

Members Absent: Sandy Drake

Staff Present: Janet Elliott, Jolee Hamlin, Sheryl Knox, Julie Laxton, Jenny Marr, Miriam Mattison, Victoria Meadows

Others Present: David Klevorn

Call to Order

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

Roll Call

Baer – Present

Bloomquist – Present

Drake – Absent with notice

O'Donnell – Present

Smith - Present

Stewart – Present

Vandenboom – Present

Public Comments on Agenda Items

There were no public comments on agenda items.

Agenda

There were no changes to the agenda.

Memorandum for February 19, 2025

The Memorandum for February 19, 2025, was received.

Unfinished Business

There was no unfinished business.

General

a. Strategic Planning Update

The process is underway for the creation of CADL's next strategic plan. The committee met at the beginning of March. One-on-one interviews, community conversations, and surveys will take place in the coming weeks. A page has been added to the CADL website for information related to the strategic planning process.

Finance

a. February 2025 Financial Report

Finance Director Miriam Mattison presented the February 2025 financial report to the Board.

b. HUM 241 Substitute Employees

Language was added to the policy to update for a standard rate of pay for substitute library assistants and substitute library clerks. Previously this was approved by the Board in a separate recommendation, and this update incorporates the information into the policy. Additional language still needs to be added to clarify earned sick time for substitute employees. Final updates to this policy will be voted on in April.

c. Okemos Meeting Room Wall Project

It is recommended to 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.

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 into the new room. A digital presentation screen will also be installed.

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.

d. Potential Hotspot Services and Equipment Purchase

In response to a new E-rate program to subsidize hotspot loaning for schools and libraries, the Michigan Statewide Education Network (Mi-SEN) conducted an RFP under the E-rate procurement guidelines and has published a Master Agreement for hotspot equipment and service plans. This agreement was made available to schools and libraries on March 7. On March 11, CADL staff solicited quotes and supporting documentation from all approved vendors on the agreement. Those responses are due March 20.

Preliminary analysis of the pricelist in the agreement shows promise that CADL could potentially save 25-30% of our current costs with T-Mobile. Staff will evaluate the details of the offerings and if it is favorable for CADL, a purchase recommendation will be brought to the March 26 Board meeting.

e. HUM 103 Travel Policy

The Finance Committee reviewed the Travel Policy at its March meeting. No changes to the policy are being recommended; however, the committee is recommending some new procedures to enhance transparency and record-keeping for travel done by the Executive Director and Board Members. A form will be created for submission and initial

approval. Per policy, the Executive Director must get this approval from the Treasurer, and Board Members must get this approval from the Board Chair. The Board fulfills the Executive Director's contractual travel approval process via approval of monthly disbursements. Additionally, the Board is kept informed of the Executive Director's travel in monthly Director Updates.

Debora Bloomquist requested a closed session in April to discuss the Executive Director's travel, specifically MLA (Michigan Library Association), and whether that travel is part of the Executive Director's role of promoting CADL and CADL's subsequent financial responsibility for that travel.

Policies – No changes, for review only

- a. HUM 102A Employee Use of Social Media
- b. HUM 251 Temporary Employees
- c. HUM 301 Student Intern Policy
- d. REL 105 Volunteers
- e. REL 107 Gifts and Donations
- f. REL 107A Art Collection
- g. SER 301 Forest Parke Library

Rise and Report

The meeting was adjourned at 6:12 p.m.

CAPITAL AREA DISTRICT LIBRARIES
HUM 231 NON-UNION PAGE POLICY MANUAL
~~DECEMBER 17, 2014~~ **APRIL 23, 2025**

Welcome

Welcome to Capital Area District Libraries! We are the 5th largest public library in Michigan.

Capital Area District Libraries was created when the Ingham County Board of Commissioners entered into a District Library Agreement with the City of Lansing March 10, 1997 to establish a District Library pursuant to the District Library Establishment Act, 1989 PA 24. The major source of funding for Capital Area District Libraries is a millage approved by voters.

Capital Area District Libraries' Board of Trustees ("Board") has seven members. Five (5) members are appointed by the Ingham County Board of Commissioners and two (2) members are appointed by the City of Lansing.

The Board is the body legally responsible for performing the duties assigned to it by state and local laws. The Board determines how the revenue of the Library will be spent. In addition, the Board appoints Capital Area District Libraries Executive Director ("Director"), establishes all Capital Area District Libraries' (CADL) policies, and is authorized to contract for Library services in and outside of Ingham County.

Purpose and Intent

The purpose of this Policy Manual is to provide a general reference of the policies Capital Area District Libraries adheres to and a general outline of the benefits CADL has to offer. THIS IS NOT A CONTRACT. Nothing in this Manual is or should be construed as a binding term or condition of employment.

All Non-Union Page employees (NUP Employees) of CADL serve at the will of CADL and can be terminated at any time within the sole discretion of the Executive Director of CADL.

This Manual constitutes the employment policies of CADL, and it shall not be altered or amended without the concurrence of the majority of the Board of Trustees of CADL. The Board of Trustees reserves the right to unilaterally change CADL's personnel policies within its sole discretion.

This Manual supersedes all prior manuals as well as employment relationships, whether oral or written, between CADL and the NUP Employees. Previous manuals and employment relationships, if any, whether oral or written, are canceled.

No employee and/or Board Member and/or agent of Capital Area District Libraries is authorized to make an oral representation or promise to an NUP Employee which changes the policies set forth in the Non-Union Page Employee Policy Manual. Oral expressions or promises made to an NUP Employee shall not be interpreted to create a contractual

relationship between an NUP Employee of CADL and CADL, nor shall such communications alter the "at will" employment conditions of CADL. No other statement in this manual shall be construed in any manner to alter the "at will" status of NUP Employees of CADL.

Employment Policies

At-Will Status

As previously indicated, all Non-Union Page employees of CADL serve at the will of CADL and can be terminated at any time within the sole discretion of the Executive Director of CADL.

Probationary Period

A probationary period provides both the NUP Employee and CADL the opportunity to evaluate the NUP Employees' performance. NUP Employees on probationary status are subject to the "at will" provisions of this manual.

All NUP Employees shall be on probation for six (6) months during which time their performance will be evaluated by their Supervisor at three (3) and six (6) months and then annually on January 1st thereafter.

Unsatisfactory Work Performance during Probationary Period

If an NUP Employee fails to achieve satisfactory work performance, their employment may be terminated; or the probationary period may be extended for a period of time (not to exceed six (6) months) as deemed appropriate by the Executive Director or designee.

If a new NUP Employee's probationary status is extended for any reason(s), they will not be eligible for any increase in compensation until the probationary status is completed.

All final decisions regarding probationary service shall be made by the NUP Employee's immediate supervisor and the Executive Director or designee.

Separation during the Probationary Period

An NUP Employee whose employment is terminated before the end of their probationary period and is later rehired by CADL, must begin a new probationary period upon rehire.

Probation as a Disciplinary Action

An NUP Employee who has completed their probationary period may also be placed on probationary status by the Executive Director or designee for any length of time because of problems with their work performance or other work related reasons deemed appropriate. During this period, the NUP Employees' performance will be monitored closely. There shall be a written evaluation by the NUP Employee's immediate supervisor which shall be discussed with the NUP Employee and submitted to the Human Resources office to be placed in the NUP

Employee's personnel file. The Executive Director or supervisor shall notify the NUP Employee of the conditions necessary to satisfactorily complete the probationary period. During this period, the NUP Employee is not entitled to any increase in compensation. This paragraph shall not alter the "at will" status of any NUP Employee.

Work Hour Guidelines

Pay Period/Work Week

The pay period covers two weeks. The work week for part-time Employees is any time less than forty hours per week. Each week begins on Saturday and ends on the following Friday. Hours of work are composed of mornings, afternoons, evenings and weekends depending on the needs of the organization.

Lateness

When an Employee is not able to report to work on time, it is the Employee's responsibility to notify their supervisor as soon as possible, but no later than within an hour of their normal starting time.

All non-professional Employees who are late to work (including arrival or returning from break or lunch) must make up this time or take paid time (if available to the Employee) in 15-minute increments. The Employee's immediate supervisor will schedule any "make up" time.

Absence

~~When any Employee is unable to report to work due to illness or personal emergency, it is the Employee's responsibility to notify his/her supervisor as soon as possible, but no later than within an hour of his/her normal starting time. Failure to do so, unless extenuating circumstances exist, may result in treating the absence as unexcused. Employees will not be paid for unexcused absences.~~

~~The supervisor may also permit the Employee to make up the time if the absence is excused. It is the responsibility of the Employee to establish or provide evidence of valid reasons for absence if requested.~~

EARNED SICK TIME (EST)

LIBRARY PAGE EMPLOYEES ACCRUE ONE (1) HOUR OF PAID EARNED SICK TIME FOR EVERY 30 HOURS WORKED. THIS TIME WILL BEGIN ACCRUING FEBRUARY 21, 2025 OR UPON COMMENCEMENT OF THE EMPLOYEE'S EMPLOYMENT, WHICHEVER IS LATER.

EMPLOYEES MAY USE THEIR EARNED SICK TIME (EST) TO COVER THEIR SCHEDULED SHIFT ABSENCES FOR THE FOLLOWING REASONS:

1. THE EMPLOYEE'S MENTAL OR PHYSICAL ILLNESS, INJURY, OR HEALTH CONDITION; MEDICAL DIAGNOSIS, CARE, OR TREATMENT OF THE EMPLOYEE'S MENTAL OR PHYSICAL ILLNESS, INJURY, OR HEALTH CONDITION; OR PREVENTATIVE MEDICAL CARE FOR THE EMPLOYEE.
2. THE EMPLOYEE'S FAMILY MEMBER'S MENTAL OR PHYSICAL ILLNESS, INJURY, OR HEALTH CONDITION; MEDICAL DIAGNOSIS, CARE, OR TREATMENT OF THE EMPLOYEE'S FAMILY MEMBER'S MENTAL OR PHYSICAL ILLNESS, INJURY, OR HEALTH CONDITION; OR PREVENTATIVE MEDICAL CARE FOR A FAMILY MEMBER OF THE EMPLOYEE.
3. IF THE EMPLOYEE OR THE EMPLOYEE'S FAMILY MEMBER IS A VICTIM OF DOMESTIC VIOLENCE OR SEXUAL ASSAULT, FOR MEDICAL CARE OR PSYCHOLOGICAL OR OTHER COUNSELING FOR PHYSICAL OR PSYCHOLOGICAL INJURY OR DISABILITY; TO OBTAIN SERVICES FROM A VICTIM SERVICES ORGANIZATION; TO RELOCATE DUE TO DOMESTIC VIOLENCE OR SEXUAL ASSAULT; TO OBTAIN LEGAL SERVICES; OR TO PARTICIPATE IN ANY CIVIL OR CRIMINAL PROCEEDINGS RELATED TO OR RESULTING FROM THE DOMESTIC VIOLENCE OR SEXUAL ASSAULT.
4. FOR MEETINGS AT A CHILD'S SCHOOL OR PLACE OF CARE RELATED TO THE CHILD'S HEALTH OR DISABILITY, OR THE EFFECTS OF DOMESTIC VIOLENCE OR SEXUAL ASSAULT ON THE CHILD; OR
5. FOR CLOSURE OF THE EMPLOYEE'S PLACE OF BUSINESS BY ORDER OF A PUBLIC OFFICIAL DUE TO A PUBLIC HEALTH EMERGENCY; FOR AN EMPLOYEE'S NEED TO CARE FOR A CHILD WHOSE SCHOOL OR PLACE OF CARE HAS BEEN CLOSED BY ORDER OF A PUBLIC OFFICIAL DUE TO A PUBLIC HEALTH EMERGENCY; OR WHEN IT HAS BEEN DETERMINED BY THE HEALTH AUTHORITIES HAVING JURISDICTION OR BY A HEALTH CARE PROVIDER THAT THE EMPLOYEE'S OR EMPLOYEE'S FAMILY MEMBER'S PRESENCE IN THE COMMUNITY WOULD JEOPARDIZE THE HEALTH OF OTHERS BECAUSE OF THE EMPLOYEE'S OR FAMILY MEMBER'S EXPOSURE TO A COMMUNICABLE DISEASE, WHETHER OR NOT THE EMPLOYEE OR FAMILY MEMBER HAS ACTUALLY CONTRACTED THE COMMUNICABLE DISEASE.

FOR PURPOSES OF THIS LEAVE, A FAMILY MEMBER ONLY INCLUDES A:

- I. BIOLOGICAL, ADOPTED, OR FOSTER CHILD, STEPCHILD, OR LEGAL WARD; A CHILD OF DOMESTIC PARTNER; OR A CHILD TO WHOM THE EMPLOYEE STANDS IN LOCO PARENTIS.

2. BIOLOGICAL PARENT, FOSTER PARENT, STEPPARENT, OR ADOPTIVE PARENT OR A LEGAL GUARDIAN OF AN EMPLOYEE OR AN EMPLOYEE'S SPOUSE OR DOMESTIC PARTNER OR A PERSON WHO STOOD IN LOCO PARENTIS WHEN THE EMPLOYEE WAS A MINOR CHILD.
3. GRANDPARENT.
4. GRANDCHILD.
5. BIOLOGICAL, FOSTER, OR ADOPTED SIBLING.
6. ANY OTHER INDIVIDUAL RELATED BY BLOOD OR AFFINITY WHOSE CLOSE ASSOCIATION WITH THE EMPLOYEE IS THE EQUIVALENT OF A FAMILY RELATIONSHIP.

EMPLOYEES MAY USE SICK TIME AS IT IS ACCRUED EXCEPT EMPLOYEES HIRED AFTER FEBRUARY 21, 2025 ARE REQUIRED TO WAIT 120 DAYS AFTER BEGINNING EMPLOYMENT BEFORE USING ACCRUED PAID EARNED SICK TIME.

USING EARNED SICK TIME

ALL EARNED SICK TIME REQUESTS ARE DONE THROUGH PAYCHEX USING THE "REQUEST TIME OFF" FEATURE.

IF YOUR NEED TO USE EARNED SICK TIME IS FORESEEABLE (EX: DOCTOR'S APPT), CADL REQUIRES ADVANCE NOTICE OF 7 DAYS BEFORE THE DATE IT WILL BE USED OR THE USE OF EARNED SICK TIME MAY BE DENIED.

IF YOUR NEED FOR USING THE EARNED SICK TIME IS NOT FORESEEABLE, CADL REQUIRES THE EMPLOYEE TO CONTACT THEIR SUPERVISOR AS SOON AS POSSIBLE, PREFERRABLY AT LEAST ONE HOUR PRIOR TO THE BEGINNING OF THE SCHEDULED SHIFT. IF YOU ARE WORKING AND MUST LEAVE BECAUSE OF AN UNFORESEEABLE USE OF EARNED SICK TIME, YOU MUST NOTIFY YOUR SUPERVISOR AS SOON AS POSSIBLE.

IF YOU HAVE THE EARNED SICK TIME ACCRUED TO COVER YOUR QUALIFYING TIME OFF THEN YOU MUST USE THE PAID EARNED SICK TIME BALANCE BEFORE THE TIME OFF BECOMES UNPAID. UNPAID LEAVES OF ABSENCE OF MORE THAN TWO WEEKS WILL REQUIRE APPROVAL BY THE LIBRARY DIRECTOR.

FOR EARNED SICK TIME OF MORE THAN 3 CONSECUTIVE DAYS, CADL MAY REQUIRE REASONABLE DOCUMENTATION THAT THE EARNED SICK TIME HAS BEEN USED FOR A PERMISSIBLE PURPOSE BE PROVIDED TO CADL WITHIN 15 DAYS OF A REQUEST BY CADL. DOCUMENTATION SHOULD NOT INCLUDE SPECIFIC DETAILS ABOUT ILLNESS OR INJURY, PARTICULARLY FOR PERSONAL HEALTH INFORMATION OR

INFORMATION ABOUT DOMESTIC VIOLENCE. CADL WILL PAY ALL REASONABLE AND NECESSARY OUT-OF-POCKET EXPENSES THE EMPLOYEE INCURS IN OBTAINING THE DOCUMENTATION.

EARNED SICK TIME WILL BE PAID AT A PAY RATE EQUAL TO YOUR NORMAL HOURLY WAGE. EARNED SICK TIME MAY BE USED IN 15-MINUTE INCREMENTS.

EMPLOYEES MAY USE EARNED SICK TIME AS IT IS ACCRUED UP TO A MAXIMUM USE OF 72 HOURS OF EARNED SICK TIME PER CALENDAR YEAR. ANY UNUSED TIME WILL REMAIN IN YOUR EARNED SICK TIME BANK AND CAN BE CARRIED OVER FROM YEAR TO YEAR. NO FINANCIAL OR OTHER REIMBURSEMENT WILL BE MADE TO AN EMPLOYEE FOR ACCRUED EARNED SICK TIME THAT WAS NOT USED UPON THE EMPLOYEE'S TERMINATION, RESIGNATION, RETIREMENT, OR OTHER SEPARATION FROM EMPLOYMENT.

Breaks and Lunch

Each Employee is allowed one fifteen (15) minute break for each four consecutive hours recorded on their time record. Normally, there will be one morning break and one afternoon break during an eight-hour day. Work breaks cannot be combined into one long break or combined with lunch breaks to extend the meal period. Work breaks do not accumulate if not taken.

If an Employee is scheduled to work eight (8) hours in one day and the placement of their lunch hour splits this time into a block of time more than four (4) hours and one less than four (4) hours they are still entitled to both of their breaks.

Every Employee is required to take a thirty (30) minute unpaid lunch/dinner break if they have worked the previous six (6) hours. Employees who are under the age of 18 must take a thirty (30) minute break if they have worked the previous five (5) hours. The break should be scheduled to provide sufficient office coverage.

Neither work breaks nor lunch breaks can be used at the beginning or end of the work period to shorten the workday.

Family Medical Leave

The Family Medical Leave Act (FMLA) provides up to 12 weeks of unpaid leave to "eligible" Employees for certain family and medical reasons. Employees are eligible if they have worked for at least one year and for 1,250 hours over the previous 12 months.

Unpaid leave may be granted for any of the following reasons:

1. The birth of the Employee's child and to care for the new born child
2. Placement with the Employee of a child for adoption or foster care

3. To care for the Employees' spouse, child, or parent with a serious health condition
4. Because the Employee has a serious health condition that makes the Employee unable to perform the functions of the Employee's job.

Detailed information regarding a leave of absence under the Family Medical Leave Act is available from the Human Resources Office.

Unpaid Leaves of Absence

An Unpaid Leave of absence is defined as authorized absence from work for a specific period of time. During this time, an NUP Employee is not on pay status, but retains the right to a job when they return. An unpaid leave of absence is granted at the sole discretion of the Executive Director and is usually granted in response to unusual circumstances. It is not a fringe benefit to which any employee is entitled. Any request for an unpaid leave of absence **OF TWO (2) WEEKS OR MORE MUST** be submitted, in writing, to the Executive Director at the earliest possible time **PRIOR TO THE LEAVE TAKING EFFECT.**

Salary and Benefits

Time Cards and Pay Days

All Employees must use the online timecard system to punch in and punch out. Each shift must be approved by the Employee and the Supervisor. The online timecard must record the time actually worked by the employee.

Pay Days

An Employee's paycheck covers an 80.0 hour period which ends one week before payday.

Pay increases for Non-Union Page Employees will be determined annually by the CADL Board. Any increase will take effect on January 1st of each year.

Pay Checks

All employees are required to sign up for direct deposit or a Chase Visa card provided to them by our Paychex payroll system.

NUP Policies

Dress Code

Each NUP employee must adhere to the public services dress code. ~~If approved by the branch library head, NUP employees may be allowed to wear jeans. All other aspects of the CADL dress code apply.~~

Each employee is also expected to wear a nametag at all times. The nametags are provided by CADL.

For all other H/R policies and procedures which apply, please see the attached H/R Policies and Procedures Manual.

NON-UNION PAGE EMPLOYEE ACKNOWLEDGMENT

I, _____, a NUP Employee of Capital Area District Libraries (CADL), have received and reviewed a copy of Capital Area District Libraries Non-Union Page Employee Policy Manual. I understand that the language in this Policy Manual does not create a contract between CADL and myself for employment or the providing of benefits.

I, _____, further understand that as a Non-Union Page Employee of CADL, I serve at the will of CADL and that I can be terminated at any time within the sole discretion of the Board of Trustees of CADL.

Dated: _____

CAPITAL AREA DISTRICT LIBRARIES
HUM 241 SUBSTITUTE EMPLOYEES
~~March 18, 2015~~ **APRIL 23, 2025**

1. Purpose Of Substitute Employees - Substitute employees are used to cover positions when regular staff members are absent because of illness, vacation or other approved leave. Substitutes are also used to cover positions while regular staff members attend continuing education programs or prepare for library programs.
2. Qualifications, Hiring, Termination - The qualifications and requirements for substitute employees are the same as those for regular personnel in equivalent positions. The same hiring procedures will be used for substitute employees as for regular personnel. Substitute employees may be terminated at will at the discretion of the Executive Director. Those wishing to terminate employment with Capital Area District Libraries should notify the Executive Director in writing at least two weeks in advance.
3. Wages - The hourly rate for substitute employees will be set by the Board. **FOR SUBSTITUTE LIBRARY ASSISTANTS AND SUBSTITUTE LIBRARY CLERKS THE HOURLY RATE IS MINIMUM WAGE OR 85% OF THE CURRENT PAY RATE FOR THOSE POSITIONS (WHICHEVER IS GREATER).** Substitute employees will be paid their regular hourly rate for mandatory meetings and training sessions. There is no pay for meal breaks.
4. **EARNED SICK TIME – SUBSTITUTE EMPLOYEES EARN ONE (1) HOUR OF EARNED SICK TIME FOR EVERY 30 HOURS OF WORK. THIS TIME CAN BE USED TO COVER A SCHEDULED SHIFT WHEN THE SUBSTITUTE IS NOT ABLE TO WORK DUE TO SICKNESS OR OTHER REASON LISTED IN THE HR POLICY MANUAL/EARNED SICK TIME. SUBSTITUTE EMPLOYEES ARE SUBJECT TO ALL OTHER TERMS AND CONDITIONS OF CADL’S EARNED SICK TIME POLICY AS DETAILED IN HUM 231.**
5. Hours of Work - There are NO guaranteed hours. Substitute employees will cover only assigned hours and should under no circumstances work more than 28 hours per week. MLS Librarians may not work more than 9 four hour days per month. Other substitutes may not work more than 9 eight hour days per month. The minimum number of hours a substitute can work is 2 hours. Substitute employees who work four hours or more will be entitled to a 15-minute break.
6. Benefits, Credit for Length of Service - Substitute employees are not eligible for benefits and are not covered by the Personnel Manual or the Union contract. If a substitute employee becomes a regular employee, time served as a substitute employee will not apply in determining length of service.
7. Scheduling - Library Heads or Department Supervisors may schedule substitute employees as needed according to budget guidelines.

49 8. Travel Time and Mileage - Substitute employees are not paid for time spent traveling
50 to their work assignment nor are they reimbursed for commuter mileage. Regular
51 library employees who substitute at locations other than their assigned location are
52 not paid for time spent traveling to the substitute location. They are reimbursed for
53 the mileage from their home to the substitute location minus their regular
54 commuting mileage from home to work. If the difference is a negative number, the
55 employee is not reimbursed.

BALANCE SHEET REPORT FOR CAPITAL AREA DISTRICT LIBRARIES

Balance As Of 03/31/2025

GL Number	Description	YTD Balance 03/31/2024	YTD Balance 03/31/2025
Fund: 101 GENERAL FUND			
*** Assets ***			
Account Type: Cash			
CASH		15,440,159.12	18,119,285.34
IMPREST CASH		2,312.00	2,312.00
INVESTMENTS		4,396,895.74	4,606,056.59
Cash		19,839,366.86	22,727,653.93
Account Type: Other Assets			
ACCOUNTS RECEIVABLE		0.00	3,912.95
INTEREST RECEIVABLE		111,969.94	124,736.50
PREPAID EXPENSE		38,871.41	73,086.52
TAXES RECEIVABLE		3,041,817.09	2,397,418.13
Other Assets		3,192,658.44	2,599,154.10
Total Assets		23,032,025.30	25,326,808.03
*** Liabilities ***			
Account Type:			
ACCOUNTS PAYABLE		257,797.81	365,857.57
ACCRUED SALARIES PAYABLE		43,107.75	61,540.36
Accounts Payable		300,905.56	427,397.93
Account Type: Liabilities-ST			
DEFERRED REVENUE		3,041,817.09	2,397,418.13
Liabilities-ST		3,041,817.09	2,397,418.13
Total Liabilities		3,342,722.65	2,824,816.06
*** Fund Equity ***			
Account Type: Unassigned			
FUND BALANCE AUTOMATION		1,000,000.00	1,000,000.00
FUND BALANCE CAPITAL PRO		2,299,999.66	2,249,999.66
FUND BALANCE CONTINGENCY		5,342,849.10	5,342,849.10
FUND BALANCE DONATIONS RE		555,255.95	528,491.29
FUND BALANCE DONATIONS UN		512,955.93	460,478.21
FUND BALANCE OPERATIONS		715,550.00	715,550.00
FUND BALANCE PENSION RESE		1,560,000.00	1,560,000.00
FUND BALANCE UNDESIGNATED		814,140.31	2,160,784.56
Unassigned		12,800,750.95	14,018,152.82
Total Fund Equity		12,800,750.95	14,018,152.82
Total Fund 101 GENERAL FUND:			
TOTAL ASSETS		23,032,025.30	25,326,808.03
BEG. FUND BALANCE		12,800,750.95	14,018,152.82
+ NET OF REVENUES & EXPENDITURES		0.00	0.00
= ENDING FUND BALANCE		12,800,750.95	14,018,152.82
+ LIABILITIES		3,342,722.65	2,824,816.06
= TOTAL LIABILITIES AND FUND BALANCE		16,143,473.60	16,842,968.88
OUT OF BALANCE		6,888,551.70	8,483,839.15

BOARD FS FOR CAPITAL AREA DISTRICT LIBRARIES

Balance As of 03/31/2025

*NOTE: Pct Budget does not reflect amounts encumbered.

GL Number	Description	Activity For 03/31/2025	YTD Balance 03/31/2025	2025 Amended Budget	% Bdg't Used
Fund: 101 GENERAL FUND					
Account Category: Revenues					
MILLAGE INCOME					
402	Property Tax Revenue	2,088,858.62	11,646,335.47	14,006,000.00	83.15
404	Renaissance Zone Reimbursement			40,000.00	0.00
437	Industrial Facilities Tax	40,246.40	40,246.40	38,000.00	105.91
	MILLAGE INCOME	2,129,105.02	11,686,581.87	14,084,000.00	82.98
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	135,150.92	135,150.92	140,000.00	96.54
553	State Aid Direct			125,000.00	0.00
554	State Aid Indirect			125,000.00	0.00
	STATE AID	135,150.92	135,150.92	390,000.00	34.65
LIBRARY FEES					
630	Printing Revenue	5,209.40	13,581.03	42,000.00	32.34
631	Non Resident Fees	2,150.00	6,475.00	26,000.00	24.90
	LIBRARY FEES	7,359.40	20,056.03	68,000.00	29.49
DONATIONS					
674	Donation Income-Friends/Restricted	1,000.00	7,482.75	11,000.00	68.03
677	Donation Income-Unrestricted	588.13	21,527.33	4,400.00	489.26
	DONATIONS	1,588.13	29,010.08	15,400.00	188.38
GRANTS					
540	Grants		7,500.00	7,500.00	100.00
543	Grants-MMLC			15,000.00	0.00
550	Grants-LSTA	16,750.00	16,750.00	0.00	100.00
	GRANTS	16,750.00	24,250.00	22,500.00	107.78
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	3,180.42	8,377.67	30,000.00	27.93
665	Interest Income	76,269.39	167,076.54	300,000.00	55.69
673	Sale of Fixed Assets		900.00	5,000.00	18.00
675	Misc Income	2,134.27	3,561.96	9,000.00	39.58
682	Insurance Claim Income			1,000.00	0.00
	OTHER INCOME	81,584.08	179,916.17	478,000.00	37.64
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	2,371,537.55	12,074,965.07	15,647,400.00	77.17
Account Category: Expenditures					
SALARIES AND BENEFITS					
702	Salaries	534,356.93	1,600,547.51	7,350,000.00	21.78
714	Unemployment Insurance			1,000.00	0.00
715	FICA EMPLOYER SHARE	40,205.51	120,618.40	562,280.00	21.45
716	HEALTH INSURANCE	22,165.05	144,822.59	850,000.00	17.04
717	Life & Disability Insurance		1,208.79	6,000.00	20.15
718	Retirement	65,920.18	224,042.76	960,000.00	23.34
719	Prescription Expense	31,579.20	57,273.38	300,000.00	19.09
720	DENTAL INSURANCE	3,216.50	13,302.01	48,000.00	27.71
721	VISION INSURANCE		2,732.16	12,000.00	22.77
722	Workers Comp Insurance	7,226.00	21,927.00	34,000.00	64.49
724	Parking Main Library	4,523.98	18,083.98	54,500.00	33.18
	SALARIES AND BENEFITS	709,193.35	2,204,558.58	10,177,780.00	21.66
MATERIALS					
727	Books	89,062.71	241,122.90	1,061,780.00	22.71
728	Periodicals		32,797.98	34,560.00	94.90
729	DVD	17,386.03	41,754.37	222,700.00	18.75
730	Library of Things	4,236.85	11,222.07	52,500.00	21.38
731	Audiobooks	50,585.16	147,077.18	638,250.00	23.04
732	Music	2,481.12	5,777.10	41,440.00	13.94

BOARD FS FOR CAPITAL AREA DISTRICT LIBRARIES

Balance As of 03/31/2025

*NOTE: Pct Budget does not reflect amounts encumbered.

GL Number	Description	Activity For 03/31/2025	YTD Balance 03/31/2025	2025 Amended Budget	% Bdg't Used
Fund: 101 GENERAL FUND					
Account Category: Expenditures					
MATERIALS					
733	Databases		94,007.40	100,530.00	93.51
734	Subscription Services		74,154.63	105,010.00	70.62
735	Processing Supplies	1,615.65	4,114.02	31,100.00	13.23
736	Processing Fees	5,933.88	14,095.46	68,000.00	20.73
	MATERIALS	171,301.40	666,123.11	2,355,870.00	28.28
SUPPLIES					
740	Office Supplies	6,123.23	14,725.83	85,000.00	17.32
741	Postage Expense	30.15	305.25	5,000.00	6.11
776	Janitorial Supplies	1,265.48	3,265.45	17,700.00	18.45
862	Gas-Delivery Vehicles	1,554.99	4,758.30	23,000.00	20.69
	SUPPLIES	8,973.85	23,054.83	130,700.00	17.64
PROFESSIONAL SERVICES					
820	Membership Fees	930.90	11,848.54	25,780.00	45.96
822	CONTRACTUAL SERVICES	1,236.00	1,236.00	35,000.00	3.53
823	Bank Fees & Services	1,206.07	3,700.17	16,000.00	23.13
824	Cooperative Membership Fee			125,000.00	0.00
825	Collection Agency Fees	612.25	1,553.25	6,500.00	23.90
826	Payroll & Print Service	3,371.82	12,934.40	46,000.00	28.12
827	Web Chat Service	895.00	2,685.00	11,000.00	24.41
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	9,834.74	24,168.86	151,000.00	16.01
832	Programs	3,484.48	17,080.56	112,820.00	15.14
	PROFESSIONAL SERVICES	21,571.26	101,125.33	583,100.00	17.34
GOVERNANCE					
805	Legal Services		3,669.50	40,000.00	9.17
806	Per Diem	330.00	330.00	10,000.00	3.30
807	Memberships - Board		13.17	1,250.00	1.05
808	Conferences - Board			10,000.00	0.00
809	Audit	12,000.00	12,000.00	22,000.00	54.55
	GOVERNANCE	12,330.00	16,012.67	83,250.00	19.23
STAFF DEVELOPMENT					
810	Staff Training	1,704.67	4,417.10	39,250.00	11.25
811	Recruiting Expense			500.00	0.00
812	Hospitality	73.91	73.91	5,000.00	1.48
813	Employee Recognition			5,000.00	0.00
	STAFF DEVELOPMENT	1,778.58	4,491.01	49,750.00	9.03
MAINTENANCE AND UTILITIES					
801	Custodial Services	24,408.43	53,324.33	237,970.00	22.41
802	SECURITY SERVICES	11,894.57	38,905.19	157,220.00	24.75
850	Telephone	1,717.31	5,151.93	22,260.00	23.14
864	Vehicle Maintenance - Delivery	457.96	1,830.05	10,000.00	18.30
922	Steam and Gas	17,830.10	48,851.16	110,300.00	44.29
923	Electricity	19,923.77	32,376.01	208,600.00	15.52
924	Water and Sewer	2,290.47	4,445.37	27,700.00	16.05
925	Trash	787.03	2,218.15	10,570.00	20.99
930	Building Maintenance	2,560.49	20,963.13	108,700.00	19.29
	MAINTENANCE AND UTILITIES	81,870.13	208,065.32	893,320.00	23.29
OTHER EXPENSE					
861	Local Travel	1,057.64	2,281.87	15,000.00	15.21
955	Millage Income Refund	333.60	333.60	60,000.00	0.56
956	Property & Liability Insurance		40,971.52	68,000.00	60.25
957	Miscellaneous Expense	320.45	770.40	6,000.00	12.84
958	Sales/Use Tax		164.82	1,000.00	16.48
960	Donation Expense Restricted	985.34	11,795.23	2,070.00	569.82
961	Donation Expense Unrestricted	(70.13)	6,702.85	0.00	100.00
	OTHER EXPENSE	2,626.90	63,020.29	152,070.00	41.44
TECHNOLOGY EXPENSES					
878	Firewall Upgrade Project			79,850.00	0.00
895	Internet Access		2,147.40	9,000.00	23.86
896	Internet Access - Hotspots		18,041.67	91,770.00	19.66
898	Computer System Services	4,278.30	10,519.95	34,350.00	30.63
905	Computer Software	1,189.89	50,966.06	75,000.00	67.95

BOARD FS FOR CAPITAL AREA DISTRICT LIBRARIES

Balance As of 03/31/2025

*NOTE: Pct Budget does not reflect amounts encumbered.

GL Number	Description	Activity For 03/31/2025	YTD Balance 03/31/2025	2025 Amended Budget	% Bdgt Used
Fund: 101 GENERAL FUND					
Account Category: Expenditures					
TECHNOLOGY EXPENSES					
906	Computer Hardware	9,933.79	10,215.79	51,500.00	19.84
907	III Software & Hardware Maintenance		161,422.74	168,040.00	96.06
911	Mobile Training Lab			51,000.00	0.00
	TECHNOLOGY EXPENSES	15,401.98	253,313.61	560,510.00	45.19
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	14,040.04	14,040.04	125,000.00	11.23
929	SBITA/LEASE PRINCIPAL PAYMENTS			102,000.00	0.00
967	Outreach Projects	7,054.19	7,337.34	70,000.00	10.48
980	Staff Furn & Equipment	935.15	2,638.79	46,550.00	5.67
982	BUILDINGS			175,000.00	0.00
987	GRANT EXPENSES	10,595.00	27,345.00	7,500.00	364.60
	CAPITAL OUTLAY	32,624.38	51,361.17	661,050.00	7.77
	Expenditures	1,057,671.83	3,591,125.92	15,647,400.00	22.95
Fund 101 - GENERAL FUND:					
TOTAL REVENUES		2,371,537.55	12,074,965.07	15,647,400.00	77.17
TOTAL EXPENDITURES		1,057,671.83	3,591,125.92	15,647,400.00	22.95
NET OF REVENUES & EXPENDITURES:		1,313,865.72	8,483,839.15	0.00	

CAPITAL AREA DISTRICT LIBRARIES
HUM 102 TECHNOLOGY POLICY
SEPTEMBER 19, 2018

1. Purpose

Capital Area District Libraries (CADL) provides technology (computing devices, software, and accounts) for its employees for authorized business purposes. These technologies include, but are not limited to, computers, laptops, and mobile devices that provide email, instant messaging, calendar functions, file creation, storage and sharing, web browsing, timekeeping, library management systems, and numerous specialized functions relevant to specific job duties.

2. Expectations

All library employees receive CADL accounts and access to devices and software relevant to their job duties as part of their employment at CADL. CADL considers email an official communication medium and, as such, relies on it to deliver important information in a timely and efficient manner. Employees are expected to read their e-mail each day they are scheduled to work. Other software use may be required in procedures developed for various job duties.

3. Use Outside Work Hours, Off Site, and/or On Personal Devices

Some library technologies are available for use outside work hours, off library property, and/or on devices not owned by CADL. Such use is allowed for convenience and efficiency in enabling library business and subject to limitations defined in specific procedures. The provisions of this policy apply to such use.

4. Personal Use

Occasional personal use of library technology is allowed, provided such use occurs on the employees' own time, does not interfere or compromise normal business or network operations, and complies with all other aspects of this policy.

5. Privacy

E-mail and other electronic communications such as instant messaging are public records subject to the provisions of the Freedom of Information Act. CADL provides no assurances of privacy for electronic correspondence, whether business or personal in nature. As government employees we need to be mindful of the responsibility imposed by public scrutiny and public accountability.

6. Security

Controlled access is important to the integrity of our technology environment. Users shall not leave logged-in devices unattended. Users shall not share passwords with others nor write them down nor display them. Users will observe rules for password creation and change them when requested.

7. Restrictions

- 7.1. CADL's technology systems may not be used to transmit any form of discriminatory actions, words, jokes, or comments based on an individual's gender identity or expression, sexual orientation, race, ethnicity, age, religion, weight or any other legally protected characteristic. Infractions must be reported to one's supervisor or the Human Resources Director.
- 7.2. CADL's technology systems may not be used to transmit any content which would be in violation of federal, state, or local law, ordinance or regulation; or in violation of the terms of the collective bargaining agreement.
- 7.3. Limits on system functions such as individual message and mailbox sizes may be imposed to maintain system efficiency.

7.4. All accounts and access to the CADL technology environment will be de-activated when an employee leaves.

8. Inappropriate Use

In accordance with this policy CADL reserves the right to examine the content associated with any CADL account upon allegations of abuse being reported to the Executive Director. Employees who violate this policy will be subject to disciplinary action.

CAPITAL AREA DISTRICT LIBRARIES
SER 104 PRIVACY POLICY
JANUARY 20, 2021

I. Background

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

The Library Privacy Act, PA 455 of 1982 as last amended, says "a library or an employee or agent of a library shall not release or disclose a library record or portion of a library record to a person without the written consent of the person liable for payment for or return of the materials identified in that library record, unless 1 of the following exceptions applies":

- 1) "A court has ordered the release or disclosure after giving the affected library notice of the request and an opportunity to be heard on the request."
- 2) "the library or an employee or agent of the library may report information about the delinquent account of a patron who obtains materials from the library to a collection agency under contract with the library."
- 3) "the library or an employee or agent of the library may disclose library records to another library or library cooperative for the purpose of conducting interlibrary loans".

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

A library record specifically does not include nonidentifying material that may be retained for the purpose of studying or evaluating the circulation of library materials in general or recorded video surveillance images made solely for security purposes that do not include images of any activity or any other document or record that identifies a person as having requested or lawfully obtained specific services, materials, or information resources from a library.

2. Basic Policy

It is the policy of Capital Area District Libraries to preserve the confidentiality of the registration, circulation and other library usage records of its patrons to the fullest extent reasonably possible under the law. Library staff members and staff of library vendors may only access library patron records when needed for work related purposes. Any personal use of such information is expressly prohibited.

Library staff and staff of library vendors will not release any library records to any person other than the person named on the record unless either (i) the

library has received written permission of the patron, (ii) the written permission of the person liable for payment for or return of the materials identified in that library record, or (iii) the disclosure is permitted by law.

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

3. Radio Frequency Identification Privacy Policy

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

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

4. Freedom of Information Act

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

5. Subpoenas and Court Orders

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

The Executive Director or designee will review the request and consult with the library's attorney to determine if such process, order, or subpoena is allowable in accordance with applicable law.

6. Search Warrants

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

7. Gag Orders

A gag order may accompany a search warrant. A gag order means that no person or institution served with the warrant can disclose (except to their supervisor, department head, or other person in the chain of command) that the

warrant has been served or that records have been produced pursuant to the warrant. The library and its staff must comply with this order. No information can be disclosed to any other party, including the patron whose records are the subject of the search warrant.

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

CAPITAL AREA DISTRICT LIBRARIES
SER 104a PRIVACY STATEMENT
JULY 20, 2022

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

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

The library keeps the mailing addresses, telephone numbers, drivers' license numbers, and e-mail address of its patrons for purposes including, but not limited to, sending them hold notices, overdue notices, bills for lost materials, notices about library events and services, and library programs. If the patron is under age 18, the library also keeps the same information about the parent or legal guardian. Depending on the location, the library may also have video surveillance images.

2. HOW DOES THE LIBRARY PROTECT PATRON CONFIDENTIALITY?

Unless authorized by law, statute or court order, or as necessary for interlibrary loan or collections, the library does not give out information about patron records, including any records which would personally identify a library patron, what titles a library patron has checked out or put on hold or about the number or the titles of overdue items in the patron's account, except to the cardholder and to those for whom the cardholder has signed a prior release. The library may disclose or use documents or other information (including video surveillance) only if there is no specific information from which a patron could be personally identified as having obtained specific services, materials, or information resources from the library.

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

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

Patrons may choose to use "Reading History," which maintains a list of titles checked out by a patron. This feature is voluntary and cannot be enabled by

anyone other than the patron using their personal sign-in. Staff members do not have access to the patron's reading history. The patron can delete any or all items from the reading history at any time and can turn off the feature at any time.

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

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

5. HOW ABOUT RADIO FREQUENCY IDENTIFICATION?

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

6. WHAT ABOUT COMPUTER USE?

The library's computers are programmed to delete the history of a patron's Internet use and information searches when a patron completes a session by logging off the computer, although, like any other information deleted from a computer, it remains on the library's hard drives until that data is overwritten by another user at some future time. This information is not disclosed to third parties, except as stated above.

7. WHAT ABOUT VIDEO SURVEILLANCE CAMERAS?

Video surveillance cameras are used at some branches of Capital Area District Libraries to enhance the safety and security of library users, staff and property. The Michigan Library Privacy Acts states that a library record does not include "recorded video surveillance images made solely for security purposes that do not include images of any activity or any other document or record that identifies a person as having requested or lawfully obtained specific services, materials, or information resources from a library." The video surveillance cameras at CADL are not kept private and may be disclosed to third parties, such as law enforcement, if necessary.

8. WHAT HAPPENS TO PAPER LIBRARY CARD APPLICATIONS?

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

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

9. WHAT HAPPENS TO OTHER PAPER RECORDS?

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

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

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

11. WHAT ABOUT E-MAIL?

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

12. DOES THE LIBRARY EVER RELEASE INFORMATION ABOUT PATRONS?

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

- The library card holder will always be able to access his or her own information and can authorize others to access it.
- Law enforcement personnel and/or public safety personnel with a court order, subpoena or search warrant can obtain that information. In such cases the Executive Director or other designated staff member will be contacted, and legal counsel consulted when possible.
- Parents who have signed their child's library card application, and who have listed themselves on library release forms can access information about their children.
- For patrons with amounts due of \$40 or more and exceeding 60 days, contact information will be released to a collection agency for follow-up within the sole discretion of CADL.

CAPITAL AREA DISTRICT LIBRARIES
SER 105 INTERNET ACCESS POLICY
FEBRUARY 17, 2021

1. Philosophy

In keeping with the library's mission of providing user-friendly technology linking its libraries and communities to the world, Capital Area District Libraries makes the Internet available to the public in all of its libraries as an informational, educational and recreational resource.

2. Internet Content

The Internet, as an information resource, enables libraries to provide information beyond the confines of their own collections. It allows access to ideas, information, and commentary from around the globe. Currently, however, the Internet is an unregulated medium. As such, while it offers access to a wealth of material that is personally, professionally and culturally enriching to individuals of all ages, it also enables access to some material that may be out of date, inaccurate and offensive. Capital Area District Libraries is not responsible for the content of information accessed or selected.

The Library strives to maintain a computing environment that promotes access to a wide variety of electronic information in an array of formats; however, the Library makes no guarantee that all Internet content and services will function on its equipment.

The Library may limit customer access to Internet functions, which it determines to be inconsistent with its mission and goals or consume more resources than the benefit derived in support of the mission and goals.

3. Privacy

It is the policy of Capital Area District Libraries to preserve the confidentiality of library usage records of its patrons in accordance with the Library Privacy Act as last amended. See the SER 104 Privacy Policy.

The Library makes no representations regarding the privacy of information sent over the Internet including e-mail, chat, or instant messenger. Those transmissions are not secure against interception and may be monitored by a third party.

4. Technology Protection Measure

It is Capital Area District Libraries' policy to comply with the requirements of the Children's Internet Protection Act (CIPA) (47 USC § 254 and 20 USC § 9134) and the June 23, 2003 United States Supreme Court decision relating thereto, as well as provisions in the Michigan Library Privacy Act regarding restriction of Internet access to minors (MCL 397.606).

CADL uses a technology protection measure (or "Internet filter") to restrict access to Internet sites that contain adult content (nudity and graphical depictions of sexual activity). The filter is designed to not block sex education or health sites.

Reservation software is used to restrict minors under the age of 18 to filtered Internet access only. The same software also allows adults to turn off filters without staff intervention.

In some libraries, groups of computers that are primarily used by children have been designated as always filtered.

5. Filtering Guidelines

CADL uses the requirements of CIPA and Michigan law to determine what the filter should block. CADL uses the least restrictive blocking categories provided by the filter vendor that by their definitions appear to include prohibited content. Content to be blocked includes obscenity as defined in 18 USC § 1460, child pornography as defined in 18 USC § 2256, and sexual content harmful to minors as defined in 47 USC § 254 and 20 USC § 9134.

It is CADL's intent not to block sites that address sexuality and the human body in an educational, historical, or medical context.

6. Parental Guidance

Parents and guardians need to be aware that the filter is not totally effective and the Library cannot assure that a child will not purposefully or inadvertently access inappropriate materials. Although the Library blocks access to unmoderated chat web sites, it does not filter the content of email, chat rooms, or other forms of direct electronic communication and cannot therefore assure the safety and security of minors using these functions. The Library also cannot protect against their children's unauthorized access to computer resources, including "hacking," and other unlawful online activities, nor can it protect against unauthorized disclosure, use, and dissemination of personal identification information regarding their children if their children provide it while using the Internet.

Parents need to be actively interested in and responsible for supervision of their children's use of the Internet and other electronic resources. Parents are encouraged to discuss the use of the Internet and family values with their children.

7. Complaints and Penalties

If a user feels that a web site is being blocked or allowed inappropriately by the filter, s/he may request that it be reviewed by library staff. A decision and any necessary action will be made by the Executive Director or designee.

Inappropriate use of library computers may result in the loss of library computer network privileges and suspension of library services.

8. Obscenity / Child Pornography, and Related Issues

All of the above shall be defined and governed by reference to applicable local, state, and federal statutes, regulations, ordinances, and case law, as amended.

CAPITAL AREA DISTRICT LIBRARIES
SER 105A COMPUTER USE POLICY
MARCH 14, 2018

This Computer Use Policy is designed to provide all members of the public with fair, equitable access to computer services at all locations.

1. Sign Up - Patrons may sign up for an available computer either at the computer or at a Computer Sign up Station. If all computers are busy, patrons may reserve the next available computer at a Computer Sign up Station or seek staff assistance at a Service Desk.
2. Library Cards - A current, unexpired CADL library card is required to sign up for or use a computer. Temporary trial cards do not allow computer access. Patrons who have been referred to the collection agency will have computer access suspended until all charges related to the collection agency referral have been paid in full.

Library patrons must use their own library card to sign up for or reserve a computer. Patrons using another person's library card (with or without permission) will be suspended according to SER 103 Code of Conduct guidelines. Library cards are used to verify the age of the individual for filtering purposes and to track an individual's daily computer time.

In order to protect the owner's rights, cards that are used by persons other than the owner will be invalidated until the owner is able to show identification.

3. People without Library Cards - People without library cards may use an Express Computer or obtain a guest pass from a service desk.
4. Time Limits – Library cardholders receive up to 180 minutes per day across all CADL locations. The initial time limit may be either 30 or 60 minutes depending on the location. If no one is waiting, computer time may be extended up to the user's daily maximum. Those without eligible library cards may request a guest pass. Guest passes are allotted 30 minutes per day. The Library does not guarantee a specific amount of time for computer use.
5. Express Computers - Some libraries have computers that are designated as Express Computers. These computers are available on a walk-up basis for people who want to use the Internet for a brief period of time. These computers have a time limit of 15 minutes and may not be reserved. Library cards are not needed for these computers. Repeat use of Express Computers may be limited to ensure equitable access.

6. Specific Use Computers - Some libraries have computers that are designated for specific purposes such as microfilm viewing. Time limits on these computers vary from location to location.
7. Filtering - Some computers, those in children's areas for example, may be designated as always filtered. Other computers may be filtered or not depending on the age of the library cardholder. See SER 105 Internet Access Policy.
8. Privacy - The Computer Signup System tracks the amount of computer time that an individual uses during the day. It does not track the sites that a person visits. All personally identifiable reservation information is removed from the Computer Signup System at the end of each day.
9. Closing - Computers and printers shut down 10 minutes before the library closes.
10. Library Use - Library staff may reserve computers for classes, staff training, or special programs.
11. Headphones - Personal headphones are permitted but the volume must be kept low so as not to disturb others.
12. Multiple Users - Only one person may use a workstation except where parents or caregivers assist their child. Staff members, at their discretion, may approve or disapprove requests for multiple users.
13. Printing - The printing charge is 15 cents per page for black and white printing and 50 cents per page for color printing. Patrons are responsible for using print preview to determine the number of pages in the file before printing. Patrons will be charged for all pages printed whether they take them or not. Patrons may not use their own paper.
14. Saving Files and Documents - Patrons who wish to keep a permanent record of their work need to save files and documents on their own portable media. Library computers do not allow users to permanently save documents or personal files to the hard drive.
15. Disclaimer - Patrons use library computer hardware and software at their own risk. The Library is not responsible for equipment malfunction, loss of data, any damages to the user's disks, data, or electronic transactions of any type. The Library is not responsible for the loss of any portable media.
16. Staff Assistance – Staff members are available to provide limited assistance with the library's digital collections, library software and library equipment. Users who need comprehensive training on library software or digital collections should

attend the Library's free computer classes or request an appointment at a particular branch.

17. Illegal and Unacceptable Uses - Patrons may use library computers only for legal uses. Examples of unacceptable uses include but are not limited to the following:
 - Attempting to crash, degrade performance, or gain unauthorized access to computer systems and networks.
 - Damaging equipment, software, or data belonging to the Library or other users.
 - Using the Internet for malicious purposes such as intentionally propagating a virus.
 - Sending unsolicited advertising.
 - Attempting to gain or gaining access to another person's files or authorization codes.
 - Using another person's identification, bar code or pin number, with or without permission.
 - Using, disclosing, or disseminating personal identification information regarding minors without parental permission.
 - Displaying obscene material, child pornography, or sexual content that might be harmful to minors.
 - Harassing other users with messages, prints, or images.
 - Libeling, slandering, or maliciously offending other users.
 - Violating copyright laws or software licensing agreements.
 - Violating federal, state, or local laws, regulations, or ordinances.
18. Exceptions - Staff members may make exceptions to this policy for unusual circumstances.
19. Obscenity/Child Pornography, and Related Issues - All of the above shall be defined and governed by reference to applicable local, state, and federal statutes, regulations, ordinances, and case law, as amended.
20. Compliance - Failure to comply with this policy or with library staff directions may result in restriction or termination of the user's library privileges and may result in prosecution under local, state, or federal laws.

Any person denied access to the Library or its services may appeal the denial to the Executive Director. If the appeal is not resolved by the Executive Director, it may be submitted in writing to the Library Board.

The Library Board will provide the person with an opportunity to be heard before deciding the appeal.

CAPITAL AREA DISTRICT LIBRARIES
SER I05B WIRELESS ACCESS POLICY
JULY 20, 2022

Capital Area District Libraries provides wireless access to the Internet in various ways. This policy explains the scope of and governs those various modes.

A. Policy Applicable to All Modes of Wireless Access

1. Disclaimer – Users access the wireless Internet at their own risk. The Library is not responsible for equipment malfunction, loss of data, or for any damages to the user's equipment, disks, data, or electronic transactions of any type. Users are responsible for and strongly encouraged to use appropriate and up-to-date security software on their equipment to prevent the infection and spread of computer viruses, Trojans, and other malware.
2. Illegal and Unacceptable Uses – Patrons may access the wireless Internet only for legal uses. Examples of unacceptable uses include but are not limited to the following:
 - Attempting to crash, degrade performance, or gain unauthorized access to computer systems and networks.
 - Damaging equipment, software, or data belonging to the Library or other users.
 - Using the Internet for malicious purposes such as intentionally propagating a virus.
 - Sending unsolicited advertising.
 - Attempting to gain or gaining access to another person's files or authorization codes.
 - Using another person's identification, bar code or pin number, with or without permission.
 - Using, disclosing, or disseminating personal identification information regarding minors without parental permission.
 - Displaying obscene material, child pornography, or sexual content that might be harmful to minors.
 - Harassing other users with messages, prints, or images.
 - Libeling, slandering, or maliciously offending other users.
 - Violating copyright laws or software licensing agreements.
 - Violating federal, state, or local laws, regulations, or ordinances.
3. Staff Assistance – The wireless service has been designed to be easily accessed by a wide range of equipment. Staff will provide the information necessary for users to access the wireless network, and provide assistance in searching and using the library's online information resources.
4. Compliance – Failure to comply with this policy or with library staff directions may result in restriction or termination of the user's library privileges and may result in prosecution under local, state, or federal laws.

Any person denied access to the Library or its services may appeal the denial to the Executive Director. If the appeal is not resolved by the Executive Director, it may be submitted in writing to the Library Board. The Library Board will provide the person with an opportunity to be heard before deciding the appeal.

B. Policy Applicable to CADL Wireless Service at Library Facilities

The Library makes wireless Internet available to visitors at each of its facilities on the following terms.

1. Authentication – A library card is not required. Users must agree to the Terms of Use outlined in this policy before being authenticated to use the wireless network.
2. Encryption -- The Library's wireless network services do not encrypt or secure data transfers beyond whatever encryption is provided by the web site or network service accessed by the user. The user accepts the risks and implications of the privacy and security measures employed (or not employed) by the web sites and network services s/he uses.
3. Available Network Services – The wireless service is designed to allow access to standard Internet functions—web sites, email, and FTP. At the sole discretion of the library, software that uses non-standard ports or that poses security risks may be blocked.
4. Devices – The wireless service is designed for use with devices that use standard 802.11 protocols and have a standard web browser. Not all equipment will be compatible. Other devices may or may not work and are not explicitly supported.
5. Sound – Users may not play sound through speakers on their equipment. Personal headphones are permitted, but the volume must be kept low so as not to disturb others. Headphones may be purchased at the library.
6. Bandwidth Limitations – Network bandwidth is shared among many functions and the level of bandwidth available for wireless service is limited. The library does not guarantee any particular level of service.
7. Content Filtering – The wireless service is always filtered in accordance with SER 105 Internet Access Policy. If a user of the wireless service over the age of 18 wants to access content blocked by the filter, they may instead use one of the library's unfiltered computers.
8. Location of Service – The wireless service originates within the library building, but may not be evenly available everywhere within the library. It may also extend beyond the walls of the library. The Library does not guarantee any particular signal level inside or outside the library. Accessing the service beyond the library walls and property is acceptable, as long as the user agrees to and abides by the Terms of Use outlined in this policy.

9. Electrical Power – The library does not guarantee convenient access to electrical power plugs, so users should plan to use battery power with their devices. To the extent that electrical power plugs are available, users may connect their computer equipment to them, provided they do so in a safe manner that does not interfere with the ability of others to use the library. Users may not unplug any existing equipment, stretch cords across walkways, nor may they move furniture or sit on floors in such a way as to block or impede aisles or walkways.
10. Privacy – The Library does not track personally identifiable information in connection with the use of its wireless network, nor does it record the web sites visited by users. However, certain information necessary to provide the service (which might include, but is not limited to, the MAC address of the user's equipment's network interface, the IP address assigned to the user's equipment, and dates and times of use) is retained in various system logs for several weeks. This information is available only to a few staff and is not shared unless required by law.

C. Policy Applicable to Borrowed Mobile Hotspot Use

The Library loans devices (mobile hotspots) that provide wireless Internet access to WiFi capable devices.

1. Authentication – Hotspots are loaned to members in good standing under various loan programs tailored to target audiences. The person who checks out the hotspot is responsible for all uses of the device.
2. Financial subsidy – the library has received funding from the federal emergency connectivity fund (ECF) to purchase hotspot devices and service. ECF supported equipment and services are intended to be used by patrons who do not otherwise have sufficient access to the internet. Borrowers of hotspots confirm that they would not otherwise have sufficient access.
3. Available Network Services – The Internet service on the hotspots is provided by third party cellular network providers. The Library does not restrict what services or ports are available as part of the vendors' standard service, nor does the Library guarantee any particular services or ports will be available.
4. Devices – The wireless service is designed for use with devices that use standard 802.11 protocols. Not all equipment will be compatible. Other devices may or may not work and are not explicitly supported. Hotspots can support multiple device connections simultaneously.
5. Bandwidth Limitations – The speed and performance of Internet service on the hotspots will vary based on the strength and quality of the cellular signal available on the vendor's network at the time and location of use. The hotspots are provisioned with 4G service and there is no cap on total bandwidth. The cellular network provider actively manages its network resources and may slow down an individual

connection when network congestion is present. Network service on the loaned device will be suspended when it becomes overdue.

6. Content Filtering – The Internet service on the hotspots may or may not be filtered, depending on the loan program and target audience. hotspots loaned to youth are filtered. Adults are advised to supervise minors whom they allow to connect to unfiltered hotspots. CADL is not responsible for the content accessed.
7. Location of Service – The Internet service on the hotspots is provided by a third party cellular network provider with coverage and availability throughout Ingham County. However, coverage is not guaranteed. An up to date coverage map is available via the library's web site.
8. Privacy – The Library does not track the use of the Internet on the hotspots. A link to the privacy policy of the cellular network provider is available on the library's web site.

CAPITAL AREA DISTRICT LIBRARIES
SER III USE OF PHOTOGRAPHIC IMAGES CONSENT POLICY
JUNE 21, 2023

Attendance at Capital Area District Libraries programs or events constitutes consent for adults and their minor children to be photographed, filmed and/or recorded.

1. The following disclaimer details the scope of the policy and will be posted at all entrances to CADL libraries.

Photos and videos that appear on the Capital Area District Libraries website and promotional materials may be obtained at public programs, events, and library spaces. By your presence at CADL properties and programs, you consent for yourself and any minor children in your custody to be photographed, filmed and/or otherwise recorded by CADL and/or its staff. Your entry and presence constitutes your consent to such CADL photography, filming and/or recording including consent to any use of any recorded images in any and all media in perpetuity and for any purpose. All photography, filming and/or recording by CADL will be done in reliance on this consent given by entering this area, and if you do not agree or consent then you should avoid appearing in the areas or contact CADL staff before any programs or events to express your wishes. If you do not want us to use a photo or video of you or your child, please tell the CADL library staff member coordinating the event PRIOR to the program.

Any images taken by CADL and/or CADL staff may be used in print and/or electronic marketing for CADL. Photos, images and videos submitted by members of the public for online galleries or contests may also be used by CADL for any purpose including promotional purposes. All such members of the public must obtain consent from individuals documented in any such photos, images, and/or video. To ensure the privacy of individuals and children, images will not be identified using full names or personal identifying information without written approval from the photographed subject, parent or guardian.

2. The following language will be included in event guides and on the CADL website.

Attendance at Capital Area District Libraries programs, events or library spaces constitutes consent to be photographed by CADL and these images could be used by CADL for any and all library purposes. To opt out, please talk to a CADL staff member before any events.

CAPITAL AREA DISTRICT LIBRARIES
SER 205 SOCIAL MEDIA POLICY
APRIL 17, 2024

PHILOSOPHY & PURPOSE

Capital Area District Libraries (CADL) wish to encourage dialogue and new learning opportunities within the community it serves while remaining a relevant information source for the community through the use of various web tools.

To this end, CADL has established social media sites to inform library users about library programs, events (including those co-sponsored with other organizations), materials, and to encourage dialogue and the exchange of information and knowledge between users and library staff about these programs, events and materials.

The library's social media sites are not intended to be traditional public forums for the general exchange of ideas and viewpoints, but instead a limited forum for discussing library programs, events, and materials. Courts have recognized that libraries are limited public forums and as such, are only obligated to allow the public to exercise rights that fit with the purposes of the library. All postings related to library programs, events, and materials are permitted, except as otherwise stated in this policy. All other posts are prohibited.

This policy governs the use of social media when interacting with CADL's social media sites. "Social media" for purposes of this policy broadly means all forms of communicating, creating, or posting information, content, or materials on the internet, all websites, listservs, applications, virtual communities, or similar platforms that enable users to create and share content, participate in any kind of social exchange of ideas, networking, or collaboration, or participate in an online community. This includes, but is not limited to any forum for online publication and commentary, any website, or any other online platform that facilitates activities such as professional or social networking, online community, posting commentary or opinions and sharing pictures, audio, video, or other content (e.g. blogs, wikis, chat rooms, message boards, listservs, TikTok, Facebook, LinkedIn, Yelp, YouTube, Twitter, Instagram, Flickr, Reddit, Twitch, and Pinterest).

I. PUBLIC USE

CADL's social media sites are not a public forum and are monitored and managed by CADL staff. Users may report concerns. Administrators will respond to those concerns as soon as possible.

Members of the public choosing to use and/or interact with CADL's social media sites are bound by this Social Media Policy, the CADL Code of Conduct, and all other library policies. Any posts or other interactions on CADL's social media sites which violates the Code of Conduct or any other library policy will be deleted or removed by CADL. This includes, but is not limited to, any behavior or posts that could be reasonably construed as containing threatening, intimidating, hostile, obscene, harassing, or abusive content or language. Individuals are fully responsible for libelous or defamatory comments. No harassing, stalking, abusive, or unlawful behavior will be tolerated. Individuals who violate CADL's policies may be banned from CADL's social media sites and/or facilities and authorities may be contacted. Any person

denied access to CADL social media sites under this policy may appeal the denial using the procedure set forth in SER 103.

The Library is not responsible for or liable for the content of postings by members of the public or other third parties on any Library sponsored social media site, and all postings, unless specifically designated otherwise, do not reflect opinions or positions of Capital Area District Libraries, its employees, or Board of Trustees.

The Library is not responsible for or liable for any actions taken by any social media site which may have its own terms of service, privacy, acceptable behavior, and stated consequences for violating those terms of service.

Any content which does not discuss CADL programs, events, and materials will be removed. All users are advised this means CADL will remove posts or comments used for campaigns, non-library political purposes, religious purposes, commercial purposes, or for soliciting funds.

By posting on the Library's social media sites, users give the Library permission to use their name, profile picture, and the content of any posting or comment they make without any compensation to the individual who made the post or liability on the part of the Library. This permission ends only if the user who made the post deletes his or her post.