



**CAPITAL AREA DISTRICT LIBRARIES
BOARD MEETING**

5:30 PM, WEDNESDAY, APRIL 23, 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 March 26, 2025](#) (enc – action)
- b. [Disbursements for March 2025](#) (enc – action)

CHAIRPERSON'S COMMENTS

PRESENTATION

- a. 2024 Audit Presentation

NEW BUSINESS

General

- a. 2024 Audit Acceptance (action)
- b. Election of Officers (action)
- c. [Resolution in Support of MeL and MeLCat](#) (enc – action)
- d. [HUM 23I Page Employee Manual](#) (enc – action)
- e. [HUM 24I Substitute Employees](#) (enc – action)
- f. [Grant Application Recommendation](#) (enc – action)
- g. Legislative Update
- h. Community Contacts

Finance

- a. [March 2025 Financial Report](#) (enc – action)

DIRECTOR'S REPORT

PUBLIC, STAFF, AND BOARD MEMBER COMMENTS

CLOSED SESSION

Closed session pursuant to MCL 15.268(1)(a) to consider personnel evaluation of Jenny Marr pursuant to her request.

ADJOURNMENT

CAPITAL AREA DISTRICT LIBRARIES
BOARD MEETING
March 26, 2025

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

Members Absent: Sandy Drake, Ashley Smith

Staff Present: Sandra Centeno, Janet Elliott, Jolee Hamlin, Jenny Marr, Miriam Mattison, Victoria Meadows, Diane Speerbrecker

Others Present: Randy Dykhuis

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 – Absent with notice
Stewart – Present
Vandenboom – Present

Brian Baer made a motion to approve the absence of Sandy Drake from the March 19, 2025 Committee of the Whole meeting and the absences of Sandy Drake and Ashley Smith from the March 26, 2025 Board meeting. Quinn O'Donnell seconded the motion. The motion carried.

COMMUNICATIONS

Executive Director Jenny Marr informed the Board of an appreciative email received regarding the March is Reading Month event hosted by the City of Lansing that CADL partnered in with the presence of the CADL Mobile Library.

APPROVAL OF AGENDA

Debora Bloomquist made a motion to approve the Agenda. Julie Vandenboom seconded the motion. The motion carried.

PUBLIC COMMENTS ON AGENDA ITEMS

There were no public comments on agenda items.

CONSENT AGENDA

Quinn O'Donnell made a motion to approve the Consent Agenda. Mark Stewart seconded the motion. The motion carried.

- a. Approval of Minutes February 26, 2025
This item was approved by consent.
- b. Disbursements for February 2025
This item was approved by consent.

PRESENTATION

- a. Executive Director's Annual Evaluation Report
Executive Director Jenny Marr presented the 2024 Executive Director's Report to the Board as part of her annual evaluation process. The presentation included reports on statistics, finances, community relations, new services, and technology as well as updates on goals and suggestions for the future.

CHAIRPERSON'S COMMENTS

Board Chair Brian Baer reminded Board members of the need to respect an appropriate flow with their communications. He also shared appreciation for WKAR's promotion of information with the public about CADL's strategic planning process.

NEW BUSINESS

General

- a. Appointment of Board Nomination Committee
Board Chair Brian Baer asked Board members to consider serving on the Board Nomination Committee and let him know if they are interested. If no one volunteers, Brian will appoint himself to serve in this capacity.
- b. Strategic Planning Board Focus Group Meeting Date 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.

Mark Stewart made a motion to hold a Special Meeting on April 29, 2025 at 5:30 pm for the Board Strategic Planning Focus Group. Julie Vandenboom seconded the motion. The motion carried.

- c. Legislative Update
The full impact of President Trump's Executive Order to eliminate the Institute of Museum and Library Services (IMLS) is waiting to be seen. Federal funding from IMLS is provided under Library Services and Technology Act (LSTA) legislation, and in Michigan, those funds support MeL and MeLCat. The loss of that funding will have a huge impact on the extent of resources libraries are able provide. The Board discussed possible ways to respond.

Representative Veronica Paiz reintroduced the Freedom to Read bills in the Michigan House.

- d. Community Contacts
Sandy Drake attended Friends of the Library meetings in Okemos, Haslett and Lansing and helped Okemos set up their Book Sale. For fun she went to the "Cops and Doughnuts" presentations at both Okemos and Leslie.

Debora Bloomquist also attended a "Cops and Doughnuts" program and noted that the presenter was a fabulous storyteller.

Julie Vandenboom reported on an email Board members received regarding safety concerns of a display at one of the branches which has since been mitigated.

Finance

a. February 2025 Financial Report

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

Mark Stewart made a motion to accept the February 2025 Financial Report. Debora Bloomquist seconded the motion. The motion carried.

b. Okemos Reading 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 in 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.

Quinn O'Donnell made a motion to approve the Okemos Reading Room Wall Project recommendation as presented. Mark Stewart seconded the motion. The motion carried.

c. Hotspot Services and Equipment Purchase

CADL conducted a "mini bid" process against the FY2025 MiSEN Internet Connectivity Solutions Multi-Award Agreement for hotspot devices and data plans. CADL solicited quotes and engaged the 5 vendors in the agreement on their ability to most cost-effectively achieve our goal of providing a fleet of 210 hotspots to CADL patrons. The most desirable way to proceed was to re-use existing devices and augment them with additional, new devices.

It is recommended to purchase hotspot equipment and data plans from T-Mobile for a 1-year term (7/1/2025 – 6/30/2026) for \$36,212.40. This includes purchasing 138 data plans for existing hotspot devices, as well as purchasing 72 additional, new devices and data plans. It is also recommended to authorize the Executive Director to sign purchase documents that include the completion of formal contract documents as a condition of the sale.

Julie Vandenboom made a motion to approve the Hotspot Services and Equipment Purchase. Mark Stewart seconded the motion. The motion carried.

DIRECTOR'S REPORT

- CADL has a number of timely programming options underway including March is Reading Month events, the Smitten with the Mitten series, and a Family History Series through the Leslie Branch.

- In solidarity with Board Member Sandy Drake and her family on the passing of her husband, CADL staff have been invited to wear MSU and Detroit Lions apparel to work on Friday as guests were invited to do the same at the visitation.

PUBLIC, STAFF, AND BOARD MEMBER COMMENTS

Public Comments were heard.

Mark Stewart and Brian Baer inquired about how CADL might pro-actively address the assault on IMLS. Suggestions included coordinating with other area libraries, adding notices to the CADL web pages related to MeL and MeLCat, and special messaging to patrons. It was recommended that legal council be asked for clarification on what actions are acceptable.

Mark Stewart highlighted the Community Book Swap taking place in Mason on March 29. Leftover children's books will be donated to the Lansing Women's and Children's Shelter, and Mark noted the shelter's need for a bookshelf to hold the books.

ADJOURNMENT

Debora Bloomquist made a motion to adjourn the meeting. Mark Stewart seconded the motion. The motion carried. The meeting adjourned at 7:02 pm.

04/02/2025

CHECK REGISTER FOR CAPITAL AREA DISTRICT LIBRARIES

CHECK DATE 03/01/2025 - 03/31/2025

Check Date	Check	Vendor Name	Description	Amount
Bank MAIN MAIN C				
Check Type: EFT Tr				
03/03/2025	2686(E)	ABRAHAM WASHINGTON LLC	3/2025 PARKING	4,520.00
03/03/2025	2687(E)	ACRISURE/44 NORTH	MEDICAL CLAIMS	260.00
03/03/2025	2688(E)	ALERUS FINANCIAL	1/2025 RETIREMENT CONTRIBUTION	7,050.00
03/03/2025	2689-2692(E)	INGRAM LIBRARY SERVICES	BOOKS	5,245.49
03/03/2025	2693(E)	LAGARDA SECURITY	SECURITY SVCS W/E 2/9/25	3,041.81
03/03/2025	2694(E)	MIDWEST TAPE	DVD,MUSIC,AUDIOBOOKS	1,952.40
03/03/2025	2695(E)	PHYSICIANS HEALTH PLAN	3/2025 HEALTH PREMIUM	43,770.08
03/03/2025	2696(E)	STAPLES ADVANTAGE	OFFICE, PROGRAM SUPPLIES	524.78
03/03/2025	2697(E)	ACRISURE/44 NORTH	3/2025 METLIFE	1,715.04
03/07/2025	2698(E)	ALERUS FINANCIAL	2/2025 RETIREMENT CONTRIBUTIONS	21,036.83
03/07/2025	2699-2700(E)	BAKER & TAYLOR BOOKS	BOOKS	16,821.19
03/07/2025	2701(E)	BOARD OF WATER & LIGHT	3500 108 1/6-2/6/25	1,438.45
03/07/2025	2702(E)	BOLING JANITORIAL SERVICE INC	2/2025 JANITORIAL SVCS	14,743.76
03/07/2025	2703(E)	CDW GOVERNMENT INC	LOCAL HISTORY SCANNERS	632.05
03/07/2025	2704(E)	CENGAGE LEARNING INC/GALE	BOOKS	527.97
03/07/2025	2705(E)	CONSUMERS ENERGY	4321 2 1/12-2/11/25	537.16
03/07/2025	2706-2708(E)	INGRAM LIBRARY SERVICES	BOOKS	3,049.66
03/07/2025	2709(E)	LAGARDA SECURITY	SECURITY SVCS W/E 2/16/25	2,875.55
03/07/2025	2710(E)	MERS	2/2025 RETIREMENT CONTRIBUTIONS	89,101.16
03/07/2025	2711(E)	MICHIGAN FLEET FUELING SOLUTION	VEHICLE FUEL 2/15-2/28/25	831.20
03/07/2025	2712(E)	MIDWEST TAPE	DVDS,BLURAYS,AUDIOBOOKS,MUSIC	3,421.69
03/07/2025	2713(E)	MISSION SQUARE	2/2025 RETIREMENT CONTRIBUTIONS	481.44
03/07/2025	2714(E)	STAPLES ADVANTAGE	OFFICE SUPPLIES	291.27
03/07/2025	2715(E)	TASC	BENEFITS FUNDING	2,452.45
03/07/2025	2716(E)	BOARD OF WATER & LIGHT	401 1/5-2/10/25	20,356.46
03/07/2025	2717(E)	BOARD OF WATER & LIGHT	123 1/5-2/5/25	8,633.76
03/07/2025	2718(E)	BOARD OF WATER & LIGHT	427 1FL 1/6-2/9/25	78.75
03/07/2025	2719(E)	BOARD OF WATER & LIGHT	3500 1/2 1/6-2/5/25	191.91
03/07/2025	2720(E)	CONSUMERS ENERGY	201 1/13-2/11/25	734.16
03/07/2025	2721(E)	CONSUMERS ENERGY	4321 3 1/13-2/11/25	487.15
03/07/2025	2722(E)	CONSUMERS ENERGY	4321 4 1/13-2/11/25	322.25
03/07/2025	2723(E)	CONSUMERS ENERGY	4321 1 1/13-2/11/25	253.92
03/07/2025	2724(E)	MISSION SQUARE	2/2025 RETIREMENT CONTRIBUTIONS	2,758.80
03/14/2025	2725(E)	ACRISURE/44 NORTH	MEDICAL CLAIMS	270.08
03/14/2025	2726(E)	AMAZON	AMAZON	4,744.23
03/14/2025	2727(E)	BAKER & TAYLOR BOOKS	BOOKS	6,582.05
03/14/2025	2728(E)	BOLING JANITORIAL SERVICE INC	JAN 2025 BOLING JANITORIAL BRANCH CLEANING	14,851.98
03/14/2025	2729(E)	CENGAGE LEARNING INC/GALE	BOOKS	474.59
03/14/2025	2730(E)	CONSUMERS ENERGY	3500 109A 1/14-2/12/25	111.58
03/14/2025	2731(E)	DELTA DENTAL PLAN OF MICHIGAN	3/2025 DENTAL PREMIUM	228.15
03/14/2025	2732-2736(E)	INGRAM LIBRARY SERVICES	BOOKS	5,939.72
03/14/2025	2737(E)	LAGARDA SECURITY	SECURITY SVCS W/E 2/23/25	3,066.44
03/14/2025	2738(E)	MICHAEL MOORE	MILEAGE 2/4-3/6/25	703.57
03/14/2025	2739(E)	MIDWEST TAPE	DVD,AUDIOBOOKS,MUSIC	2,114.71
03/14/2025	2740(E)	PHARMACY DATA MANAGEMENT INC.	2/2025 PRESCRIPTION CLAIMS	12,570.60
03/14/2025	2741(E)	STAPLES ADVANTAGE	OFFICE SUPPLIES	1,325.78
03/14/2025	2742(E)	T-MOBILE	1/21-2/20/25 HOTSPOTS	4,178.42
03/14/2025	2743(E)	TASC	BENEFITS FUNDING	860.45
03/14/2025	2744(E)	CONSUMERS ENERGY	1379 1/15-2/13/25	244.70
03/14/2025	2745(E)	CONSUMERS ENERGY	401 1/12-2/11/25	21.21
03/14/2025	2746(E)	CONSUMERS ENERGY	427 1/12-2/11/25	18.00
03/14/2025	2747(E)	CONSUMERS ENERGY	145 1/15-2/13/25	1,560.85
03/14/2025	2748(E)	CONSUMERS ENERGY	126 1/16-2/16/25	1,000.42

03/14/2025	2749(E)	CONSUMERS ENERGY	3500 109B 1/14-2/12/25	452.67
03/14/2025	2750(E)	CONSUMERS ENERGY	3500 107B 1/14-2/12/25	312.59
03/24/2025	2751(E)	ACRISURE/44 NORTH	MEDICAL CLAIMS	3,342.18
03/24/2025	2752(E)	AMAZON	AMAZON	1,821.13
03/24/2025	2753(E)	BAKER & TAYLOR BOOKS	BOOKS	4,701.97
03/24/2025	2754(E)	BELCHER, HENRY	MUSIC	30.00
03/24/2025	2755(E)	CENGAGE LEARNING INC/GALE	BOOKS	88.77
03/24/2025	2756(E)	CONSUMERS ENERGY	115 1/18-2/18/25	243.74
03/24/2025	2757(E)	LAGARDA SECURITY	SECURITY SVCS W/E 3/2/25	3,066.44
03/24/2025	2758(E)	MICHIGAN FLEET FUELING SOLUTION	3/1-3/15/25 VEHICLE FUEL	727.55
03/24/2025	2759(E)	MIDWEST TAPE	DVD,AUDIOBOOKS,MUSIC	4,143.37
03/24/2025	2760(E)	PHARMACY DATA MANAGEMENT INC.	PRESCRIPTION CLAIMS 3/1-3/15/25	4,897.22
03/24/2025	2761(E)	STAPLES ADVANTAGE	OFFICE SUPPLIES	813.47
03/24/2025	2762(E)	TASC	BENEFIT FUNDING	1,439.78
03/24/2025	2763(E)	VISION SERVICE PLAN	3/2025 VISION PREMIUM	910.72
03/24/2025	2764-2767(E)	INGRAM LIBRARY SERVICES	BOOKS	7,661.40
03/24/2025	2768(E)	INGRAM LIBRARY SERVICES	BOOKS	116.43
03/24/2025	2769(E)	TASC	BENEFITS FUNDING	74.00
03/28/2025	2770(E)	ABRAHAM WASHINGTON LLC	4/2025 PARKING	4,520.00
03/28/2025	2771(E)	ACRISURE/44 NORTH	2/2025 BUNDLE FEE,PHARMACY	3,017.25
03/28/2025	2772(E)	AT&T	4 PHONE BOOKS 3/2025	24.00
03/28/2025	2773(E)	BOYNTON FIRE SAFETY SERVICE LLC	FIRE EXT MAINT	230.00
03/28/2025	2774(E)	CHRISTIE NIKOLOFF	PARKING/MILEAGE 1/2-2/27/25	30.58
03/28/2025	2775(E)	DELTA DENTAL PLAN OF MICHIGAN	2/2025 DENTAL CLAIMS	4,360.60
03/28/2025	2776(E)	GERALD GRAY	CELLPHONE REIMBURSEMENT	90.00
03/28/2025	2777(E)	GRANGER CONTAINER SERVICE INC	3/2025 TRASH SVC	150.41
03/28/2025	2778-2780(E)	INGRAM LIBRARY SERVICES	BOOKS	5,072.36
03/28/2025	2781(E)	JULIE LAXTON	MILEAGE 12/20-3/20/25	321.30
03/28/2025	2782(E)	LAGARDA SECURITY	SECURITY SVCS W/E 3/9/25	3,035.65
03/28/2025	2783(E)	MIDWEST TAPE	2/2025 DIGITAL CONTENT,DVD,AUDIOBOOKS	41,477.82
03/28/2025	2784(E)	OVERDRIVE INC	CONTENT PURCHASE	30,000.00
03/28/2025	2785(E)	STAPLES ADVANTAGE	OFFICE SUPPLIES	1,511.92
03/28/2025	2786(E)	ACRISURE/44 NORTH	1/2025 BUNDLE FEE, PHARMACY	4,411.69
03/28/2025	2787(E)	ACRISURE/44 NORTH	3/2025 BUNDLE FEE, PHARMACY	5,875.64
03/28/2025	2788(E)	GRANGER CONTAINER SERVICE INC	3/2025 TRASH SVC	285.62
03/28/2025	2789(E)	GRANGER CONTAINER SERVICE INC	3/2025 TRASH SVC	91.00
03/28/2025	2790(E)	TASC	BENEFITS FUNDING	356.97
03/28/2025	2791(E)	TASC	BENEFITS FUNDING	163.35
03/31/2025	2792(E)	DTE ENERGY	117 2/4-3/5/25	181.07
03/31/2025	2793-2797(E)	RAMP BUSINESS CORPORATION	*See next page	29,146.78
Total EFT Transfer:				490,203.56

Check Type: Paper

03/19/2025	56791	ADVENT HOUSE MINISTRIES, INC	OUTREACH SVCS 1/1-6/30/25	8,736.00
03/19/2025	56792	ALLEGRA MARKETING PRINT MAIL	BROCHURE REPRINTS	2,299.48
03/19/2025	56793	ALPHA KAPPA ALPHA SORORITY, INC.	2024 PROGRAM GUIDE ADVERTISEMENT	100.00
03/19/2025	56794	ANDREWS HOOPER PAVLIK PLC	2024 AUDIT	12,000.00
03/19/2025	56795	AURELIUS TOWNSHIP	1/2025-3/2025 UTILITIES	3,451.20
03/19/2025	56796	BERRIEN SPRINGS COMMUNITY LIBR/	PERU	19.99
03/19/2025	56797	BETSIE VALLEY DISTRICT LIBRARY	ENTERTAINING / BY MARTHA STEWART	35.00
03/19/2025	56798	BLACKSTONE PUBLISHING INC	AUDIOBOOKS	1,054.10
03/19/2025	56799	CENTRAL BUSINESS SYSTEMS INC	PRINT COLLECTIONS/COPIES	1,162.09
03/19/2025	56800	CENTRAL SECURITY ALARM INC	MONITORING 4/25-6/25	245.85
03/19/2025	56801	CHERYL LINDEMANN	MILEAGE 2/18/25	14.91
03/19/2025	56802	CHESTERFIELD TOWNSHIP LIBRARY	ENGINEERING DESIGN WITH SOLIDWORKS 2012 AN	80.00
03/19/2025	56803	CHICAGO DISTRIBUTION CENTER	PROFESSIONAL BOOKS	89.09
03/19/2025	56804	CHRISTINA BEAIRD	FREE LAND FAMILY HISTORY VIRTUAL	200.00
03/19/2025	56805	CITY OF LANSING, PARKS AND RECRE	UTILITIES 12/1/24-2/28/25	685.00
03/19/2025	56806	COLLEGE FOR CREATIVE STUDIES LIB	AT THE BACK OF THE NORTH WIND	44.62
03/19/2025	56807	DENNIS,PAMELA	REFUND THE UNICORN SEASON	20.99

03/19/2025	56808	EILX	2/2025 METV ROTATOR ADS	100.00
03/19/2025	56809	ENVISIONWARE INC	PC RESERVATION AND LPT:ONE ANNUAL MAINTENA	2,461.16
03/19/2025	56810	FLAT ROCK PUBLIC LIBRARY	LOST BOOK	14.98
03/19/2025	56811	FRASER PUBLIC LIBRARY	TITLE: ENTERTAINING/BY STEWART, MARTHA	20.55
03/19/2025	56812	GABEL & SCHUBERT INC	DONOR TREE PLATE AND ENGRAVING	77.70
03/19/2025	56813	GOODYEAR COMMERCIAL TIRE & SER	FLAT TIRE VIN 1224	55.44
03/19/2025	56814	GRACE A DOW MEMORIAL LIBRARY	THE JERSEY STING	26.99
03/19/2025	56815	GROSSE POINTE PUBLIC LIBRARY	GOODBYE PARKINSON'S, HELLO LIFE	15.95
03/19/2025	56816	HEATHER GOUPIL	LUNCH FOR STAFF MTG	185.67
03/19/2025	56817	HILLSDALE COMMUNITY LIBRARY	ENTERTAINING BY MARTHA STEWART	33.00
03/19/2025	56818	HOME DEPOT CREDIT SERVICES	RAINX	37.96
03/19/2025	56819	JACKSON DISTRICT LIBRARY	36177012116699 PIRANHA [VIDEORECORDING]	35.24
03/19/2025	56820	JULIE CHRISINSKE/PETTY CASH	FOOD FOR PROGRAMS	94.65
03/19/2025	56821	KARON WALTER/PETTY CASH	PROGRAM SUPPLIES, PRIZES	65.56
03/19/2025	56822	KATHERINE R WILLSON	EXPLORING FAMILYSEARCH - VIRTUAL	200.00
03/19/2025	56823	KATHRYN SHAW	MILEAGE 1/9-2/28/25	54.81
03/19/2025	56824	KENT DISTRICT LIBRARY	31298031604559 RUNNING ON EMPTY NO MORE	17.95
03/19/2025	56825	LENAWEE DISTRICT LIBRARY	LOST BOOKS	51.95
03/19/2025	56826	LIBRARY DESIGN ASSOCIATES INC	WHITE SLIDER BLOCKS FOR BOOK STOPS	270.00
03/19/2025	56827	MARISELA GARZA	RECEIPT FOR BATTERY FOR ECLC FESTIVAL	10.99
03/19/2025	56828	MARK BUZZITTA	MILEAGE 1/17-2/18/25	54.60
03/19/2025	56829	MASON ROTARY	4TH QTR 2024 DUES & MEALS	215.00
03/19/2025	56830	MICHIGAN LIBRARY ASSOCIATION	MLA WEBINAR/CONFERENCE REGISTRATION	325.00
03/19/2025	56831	MIDWEST COMMUNICATIONS	2/2025 DISPLAY ADVERTISING	1,950.00
03/19/2025	56832	MONROE COUNTY LIBRARY SYSTEM	LOST BOOKS	72.95
03/19/2025	56833	MORTON TOWNSHIP LIBRARY	ENTERTAINING	39.95
03/19/2025	56834	MURPHY & SPAGNUOLO PC	2/2025 LEGAL SVCS	1,415.50
03/19/2025	56835	NCPH	INDIVIDUAL MEMBERSHIP-H BUTLER	84.00
03/19/2025	56836	NEW BUFFALO TOWNSHIP LIBRARY	DAMAGED DAWN OF WONDER	16.84
03/19/2025	56837	PETOSKEY DISTRICT LIBRARY	PLACES OF OUR PAST : OTSEGO COUNTY, MICHIGA	25.00
03/19/2025	56838	PLAYAWAY PRODUCTS LLC	FEB 2025 LAUNCHPAD REPLACEMENT	74.99
03/19/2025	56839	PRIEBE, MELISSA	MELISSA PRIEBE AUTHOR VISIT AT DL - MARCH 2025	150.00
03/19/2025	56840	PUBLIC LIBRARIES OF SAGINAW	31390012840227 THE BOOK ON RENTAL PROPERTY	24.99
03/19/2025	56841	R & D LANDSCAPE LLC	1/31-2/16/25 SNOW SERVICES	2,336.00
03/19/2025	56842	RICOH USA INC	COPIES 3RD FL	185.98
03/19/2025	56843	RUBINO, CELESTE	MILEAGE 3/16/25	4.34
03/19/2025	56844	SAVAGE, ANITA	MILEAGE 2/7-2/28/25	96.39
03/19/2025	56845	SCHINDLER ELEVATOR CORPORATION	3/1-5/31/25 MAINTENANCE CONTRACT	2,732.22
03/19/2025	56846	SEELYE GROUP LTD	STK RENO CARPET & INSTALLATION	12,500.00
03/19/2025	56847	SHUYLER CLARK	MILEAGE 1/4-2/26/25	99.82
03/19/2025	56848	SOUTH LANSING BUSINESS ASSOC	2025 MEMBERSHIP DUES MC	100.00
03/19/2025	56849	STERLING HEIGHTS PUBLIC LIBRARY	CARL JUNG : WOUNDED HEALER OF THE SOUL	36.95
03/19/2025	56850	THE POETRY ROOM	CADL CONTRIBUTION TO KARLA CORDERO FEATUR	500.00
03/19/2025	56851	THOMAS MOORE/PETTY CASH	PROGRAM SUPPLIES, OUTLET COVERS, SIDEWALK S	203.58
03/19/2025	56852	TRACY D HERRELL	BIGFOOT IN MICHIGAN VIRTUAL PROGRAM - APRIL 7	150.00
03/19/2025	56853	UAW LOCAL 2256	2/2025 UNION DUES	3,221.54
03/19/2025	56854	UNIQUE	2/2025 CHAT SERVICE, PLACEMENTS	1,388.45
03/19/2025	56855	VAN BUREN DISTRICT LIBRARY	REAL ESTATE ROOKIE	24.99
03/19/2025	56856	WILX	2/2025 STUDIO 10 SPOTS	350.00

Total Paper Check:

62,447.95

MAIN TOTALS:

Total of 178 Checks:	552,651.51
Less 19 Void Checks:	0.00
Total of 159 Disbursements:	552,651.51

04/02/2025

CHECK REGISTER FOR CAPITAL AREA DISTRICT LIBRARIES

CHECK DATE 03/01/2025 - 03/31/2025

Check Date	Check	Vendor Name	Description	Amount
03/31/2025	2793-2797(E)	RAMP BUSINESS CORPORATION	2/2025 MORNING NEWS ROTATOR ADS	250.00
			WATER DELIVER STK	16.25
			WATER DELIVERY LE	7.85
			WATER DELIVERY DA	0.25
			WATER DELIVERY FO	7.85
			3/2025 WATER DELIVERY DL	95.00
			2025 SUPPORT RETAINER FOR MICROSOFT 365	4,000.00
			PEST CONTROL	64.00
			PEST CONTROL	83.00
			COLOR CHANGING RUBBER DUCKS - 12 PC	165.60
			NICHECON 2025 REGISTRATION - C. TANG	49.00
			MOBILE BEACON HOTSPOT RENEWAL	3,360.00
			145 12/16/24-1/15/25	66.96
			WINTER READING CHALLENGE ADS	135.00
			WINTER READING CHALLENGE ADS	15.00
			WKAR - MARCH IS READING MONTH	135.00
			JM MLA ADVOCACY DAY - CONFERENCE REGISTRATION	25.00
			CABLE,SCRAPER,GOOF OFF	186.46
			TOGGLE SWITCHES	28.59
			PLIERS,FURN MOVER,GLOVES,SPACKLING,CEILING GRID	206.69
			FLOOD LIGHTS,BUSHINGS,FLEX CONDUIT	263.12
			WOOD SCREWS	2.76
			PLIERS,DROP CLOTH,TAPE, PUTTY KNIFE	173.35
			PLATFORM W/BUCKET	99.97
			CORNER BRACE,BUSHING,LATHE	25.99
			1/4' PAM BINDERS	139.00
			DONOR TREE LEAF ENGRAVING	105.00
			PAPER TOWEL	318.76
			BATH TISSUE	71.50
			PAPER TOWEL	45.75
			BATH TISSUE	35.75
			PAPER TOWEL, BATH TISSUE, SOAP	614.21
			SOAP	90.01
			BATH TISSUE	44.00
			PAPER TOWEL	45.75
			2/2025 CINTAS MATS	522.58
			408 TITLES IN CART - GIVEAWAY BOOKS	587.90
			BOOK DEPOT CART NEWCOMBEK	5,540.40
			3/2025 DIGITAL PHONE LINES	73.31
			CARDHOLDER SIGNUP POLICIES WEBINAR	47.40
			13 BOXES SHREDDING	39.00
			SMARTY ADDRESS VALIDATION API ACCESS	54.00
			MONTHLY WEBSITE HOSTING CHARGES	278.30
			CORNHOLE SUPPLIES 2025	139.71
			3/6-4/5/25 HOSTING MINECRAFT SERVER	29.94
			FEBRUARY FOOD FOR BOARD	42.96
			2024 SALES/USE TAX	164.82
			3/2-4/1/25 SUBSCRIPTION	59.90
			PLAYAWAY RETURN SHIPPING	6.15
			EXPRESS SHIPPING LOCAL HISTORY PROJECT	30.15
			2/2025 CLOUD STORAGE	163.46
			3/2025 TEAMS PHONE AND PROOFPOINT	2,322.00

VIN0816 DLV VS DEER REPAIRS DEDUCTIBLE AND CC FEE	255.00
60IN X 30IN FLIP TOP NESTING TABLES	4,776.00
STAFF REIMBURSED BOWLING EVENT	135.00
HOTEL RESERVATIONS MLA SPRING INSTITUTE JH	178.68
HOTEL RESERVATIONS MLA SPRING INSTITUTE JW	178.68
HOTEL RESERVATIONS MLA SPRING INSTITUTE CV	178.68
HOTEL RESERVATIONS MLA SPRING INSTITUTE EM	178.68
HOTEL RESERVATIONS MLA SPRING INSTITUTE LA	178.68
HOTEL RESERVATIONS MLA SPRING INSTITUTE BM	178.68
COSLA VOICES FOR LIBRARIES HOTEL	332.30
COSLA VOICES FOR LIBRARIES HOTEL	640.04
LONG TERM PARKING DTW - CONFERENCE TRAVEL	92.00
HOTEL FOR MLA BOARD TRAINING/MTG	194.25
20250220 MENARDS SALT FOR DL	103.92
STOCKBRIDGE RENOVATION	425.22
PLASTIC BINS	74.85
LIGHT BULBS	115.81
RAMP CASHBACK	(144.09)
	<hr/>
	29,146.78



Resolution to Support the Michigan Electronic Library (MeL) and MeLCat

Whereas, the Capital Area District Libraries (CADL) was among the founding group of MeLCat member libraries in 2005; and

Whereas, CADL is currently the largest lender and the second-largest borrower in the MeLCat network, having lent 44,616 items and borrowed 40,184 items in 2024 for a total of 84,800 transactions; and

Whereas, CADL's contributions to MeLCat have been significant over the past 10 years (FY 2015-2024), lending 462,023 items and borrowing 392,583 items, for a total of 854,606 transactions, with a cumulative total of over 1 million items loaned and borrowed over the full 20-year period; and

Whereas, the Michigan eLibrary (MeL) provides statewide access to a wealth of resources, including subscription magazines, newspapers, reference books, eBooks, and other eContent for all age groups, which contributed to Michigan residents accessing 19.2 million trusted articles and journals in 2024; and

Whereas, the MeLCat catalog offers statewide access to physical books and other materials from 435 public, academic, and school libraries across the state, with 1 million items loaned in 2024 alone; and

Whereas, the Michigan eLibrary's LearningExpress platform provides essential workforce development tools, including tests, tutorials, and preparation materials for K-16 students and job seekers across the state; and

Whereas, the Michigan eLibrary offers training and professional development for public, academic, and school librarians, enhancing community services through a broad range of library programming and community outreach efforts;

Whereas, MeLCat is a statewide service of the Library of Michigan, an agency of the Michigan Department of Education. MeLCat was made possible in part by the Institute of Museum and Library Services (IMLS) through the Library of Michigan.

Therefore, be it resolved that the Capital Area District Libraries (CADL) recognizes the Michigan eLibrary (MeL) and the MeLCat catalog as essential resources for our community and expresses our continued commitment to supporting and promoting these vital statewide services that enrich the lives of Michigan residents and contribute to the educational, informational, and cultural well-being of our communities.

Adopted this April 23, 2025 by the CADL Board of Trustees

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.

**Michigan Health Endowment Fund
2025 Behavioral Health Initiative
April 23, 2025**

RECOMMENDATION:

In coordination with CADL, Child and Family Charities submitted a concept paper for a grant through the Michigan Health Endowment Fund 2025 Behavioral Health Initiative. If the paper is accepted, we will be invited to apply for the grant. It is recommended that the Board issue a pre-approval to apply for the grant if the opportunity arises. The grant application is due on May 7, 2025.

BACKGROUND:

Child and Family Charities (CFC), in partnership with Capital Area District Libraries (CADL), proposes a two-year pilot project to embed a full-time social worker across three Lansing-based library branches (Downtown, South Lansing, Foster Center). The initiative addresses increasing behavioral health and social service needs among library patrons, particularly those impacted by homelessness, poverty, and trauma.

The social worker will implement the Trauma-Informed Library Transformation (TILT) framework, providing direct support services, staff training, and community programming. In addition to delivering evidence-based mental health education and harm reduction resources, the project will conduct a system-wide needs assessment across all 13 CADL branches, informing future expansion.

Goals & Outcomes:

- **Short-Term:** Improved access to mental health and community resources, increased self-sufficiency, and trauma-informed training for library staff.
- **Long-Term:** Full integration of trauma-informed practices system-wide, sustained social work staffing, and strengthened community partnerships.

Funding Request: \$300,000 over two years to support staffing, training, supervision, and operational needs.

Collaborators:

- **CFC:** Lead agency, employing and supervising the social worker, providing interns, and overseeing program evaluation and training.
- **CADL:** Hosting the social worker, supporting patron services, needs assessments, and long-term framework adoption.

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	