

**CAPITAL AREA DISTRICT LIBRARIES
BOARD MEETING**

5:30 PM, WEDNESDAY, MAY 28, 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 April 23, 2025](#) (enc – action)
- b. Approval of Closed Session Minutes April 23, 2025 (distributed separately)
- c. [Approval of Special Meeting Minutes April 29, 2025](#) (enc – action)
- d. [Approval of Special Meeting Minutes May 16, 2025](#) (enc – action)
- e. [Disbursements for April 2025](#) (enc – action)

CHAIRPERSON'S COMMENTS

PRESENTATION

- a. Introduction of New Dansville Head – Lauren Clarke
- b. Summer Reading Challenge 2025 – Jolee Hamlin, Victoria Meadows

NEW BUSINESS

General

- a. [June, July, August Meeting Date Recommendation](#) (enc – action)
- b. Silver Bells Discussion
- c. Legislative Update
- d. Community Contacts

Finance

- a. [April 2025 Financial Report](#) (enc – action)
- b. [Annual Investment Report](#) (enc – action)
- c. [First Quarter Budget Amendment](#) (enc – action)
- d. [Fund Balance Allocation Recommendation](#) (enc – action)
- e. [FIN 101 Financial Policies](#) (enc – action)

DIRECTOR'S REPORT

PUBLIC, STAFF, AND BOARD MEMBER COMMENTS

ADJOURNMENT

CAPITAL AREA DISTRICT LIBRARIES BOARD MEETING

April 23, 2025

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

Members Absent:

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

Others Present: Lindsay Dangl, Kate Farwell (virtually via Teams), Jamie Rabe (virtually via Teams)

CALL TO ORDER

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

ROLL CALL

Baer – Present

Bloomquist – Present

Drake – Present

O'Donnell – Present

Smith – Present

Stewart – Present

Vandenboom – Present

Brian Baer made a motion to approve the absence of Quinn O'Donnell from the April 16, 2025 Committee of the Whole meeting. Julie Vandenboom seconded the motion. The motion carried.

COMMUNICATIONS

Wilson Talent Center students sent thank you notes for HR Director Julie Laxton's help with mock interviews.

The Refugee Development Center sent a postcard thanking Jill Abood and CADL's Outreach team for working with citizenship students.

The City of Mason is hosting an Arbor Day celebration on Friday, April 25. A flyer for the event was shared with the Board.

APPROVAL OF AGENDA

Quinn O'Donnell made a motion to move General items C, D and E and Finance item A to the Consent Agenda. Ashley Smith seconded the motion. The motion carried.

Ashley Smith made a motion to approve the Agenda as amended. Mark Stewart seconded the motion. Debora Bloomquist abstained. The motion carried.

PUBLIC COMMENTS ON AGENDA ITEMS

There were no public comments on agenda items.

CONSENT AGENDA

Mark Stewart made a motion to approve the Consent Agenda. Sandy Drake seconded the motion. Debora Bloomquist abstained. The motion carried.

a. Approval of Minutes March 26, 2025

This item was approved by consent.

b. Disbursements for March 2025

This item was approved by consent.

CHAIRPERSON'S COMMENTS

Board Chair Brian Baer noted that to keep in accordance with bylaws, he appointed Julie Vandenboom, Debora Bloomquist, and Mark Stewart to serve as the Board Nomination Committee, and he thanked them for serving in that capacity.

The Board Chair also thanked Julie Laxton for helping provide salary information for their use as part of negotiations.

Finally, Board Chair Brian Baer stated that he was making changes to the appointments for the Building Committee. Debora Bloomquist will be coming off of that committee, and he is appointing Julie Vandenboom to serve on the committee.

PRESENTATION

a. 2024 Audit Presentation

Jamie Rabe and Kate Farwell presented the 2024 Audit Report.

NEW BUSINESS

General

a. 2024 Audit Acceptance

Mark Stewart made a motion to accept the 2024 Audit as presented. Quinn O'Donnell seconded the motion. The motion carried.

b. Election of Officers

On behalf of the Board Nomination Committee, Julie Vandenboom presented the following slate for nomination as officers of the Capital Area District Libraries Board of Trustees:

- Chairperson – Brian Baer
- Vice Chairperson – Quinn O'Donnell
- Treasurer - Mark Stewart
- Secretary - Debora Bloomquist

Sandy Drake made a motion to approve the slate of officers as offered. Ashley Smith seconded the motion. The motion carried.

c. Resolution in Support of MeL and MeLCat

It is 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 education, informational, and cultural well-being of our communities.

This item was approved by consent.

d. HUM 231 Page Employee Manual

Language was added to the policy to account for earned sick time benefits for page employees.

This item was approved by consent.

e. HUM 241 Substitute Employees

Language was added to the policy to update for standard rates of pay and to clarify earned sick time benefits for substitute employees.

This item was approved by consent.

f. Grant Application 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.

Debora Bloomquist made a motion to approve the recommendation as presented. Mark Stewart seconded the motion. Quinn O'Donnell abstained since the grant would benefit her place of employment. The motion carried.

g. Legislative Update

MLA Advocacy Day is Wednesday, April 30. Executive Director Jenny Marr and Lansing Head Librarian Melissa Cole will be attending and meeting with legislators. All are invited to the open celebration on the Capital lawn from 12:15-1:00 pm.

The US Supreme Court just heard arguments for two cases related to libraries. The MI Attorney General is part of the first which is a lawsuit about IMLS. They are trying to get a Temporary Restraining Order to pause actions until the case is decided.

Another US Supreme Court case involves parents who are suing their school district over the right to opt out of having LGBTQ books in the classroom for religious reasons. A ruling isn't expected until June.

h. Community Contacts

Sandy Drake helped the Haslett Friends group with their book sale.

An MSU journalism student contacted Brian Baer and Quinn O'Donnell to request interviews for a class project.

Debora Bloomquist attended the presentation by Michigan Notables author Aaron Robertson. She praised the presentation in spite of low attendance.

Finance

a. March 2025 Financial Report

There were no changes to the March 2025 Financial Report that was presented at the April 16, 2025 Committee of the Whole meeting.

This item was approved by consent.

DIRECTOR'S REPORT

- Lauren Clark will be starting as the new Head Librarian at Dansville on May 5.
- Four CADL staff members were nominated for the 2025 City Pulse Top of the Town: Mark Buzzitta, Heather Goupil and Cassie Veselovsky in the librarian category, and Rissa Groves in the artist category.
- Seed Libraries are open from April-May at all CADL locations while supplies last. This year's focus is on the Three Sisters seeds (corn, beans, squash), and the 2025 One Seed, One State selection is the "Little Finger" Carrot.
- Bee Wildflower Give Aways
- The Stockbridge Branch temporarily closed on April 21 to begin renovations with an anticipated reopening in mid-May.
- The City of Lansing is replacing a water main on Capitol Avenue next to the library. A temporary closure of the Downtown Branch may be needed if they shut the water off during open hours.
- All CADL Branches were closed on Sunday, April 20 for the Easter holiday.
- Strategic Planning is on track; survey responses are coming in and focus groups will be taking place in the next week.
- MLA Spring Institute for Youth Services was April 10-11 in Frankenmuth. Ten CADL employees attended.
- Executive Director Jenny Marr will attend MLA ThinkSpace in Mackinac later in May.
- Annual Report presentations are being scheduled with municipalities.
- The Leslie Library dug up a time capsule that was buried in 2000. It included a variety of fun library and community related items.
- The passing of CADL's first Executive Director Sue Hill was acknowledged with sadness.

PUBLIC, STAFF, AND BOARD MEMBER COMMENTS

Julie Vandenkoorn wished Janet Elliott a Happy Administrative Professionals Day.

Quinn O'Donnell thanked Miriam Mattison and her team for all their work on the audit.

Debora Bloomquist asked for information about an author visit event with poet Carla Cordero.

Debora Bloomquist expressed disappointment that she didn't get signed up for MLA Advocacy Day soon enough. She suggested CADL purchase a block of tickets next year and offer them to staff as a way to encourage advocacy.

CLOSED SESSION

Quinn O'Donnell made a motion for a closed session to be convened pursuant to MCL 15.268(1)(a) to consider the personnel evaluation of Jenny Marr pursuant to her request and that Jenny Marr and Lindsay Dangl be invited to attend. Mark Stewart seconded the motion. A roll call vote was held:

Baer - Yes
Bloomquist- Yes
Drake - Yes
O'Donnell - Yes
Smith - Yes
Stewart - Yes
Vandenkoorn - Yes

The Board moved into its closed session at 6:29 pm.

Ashley Smith made a motion to reconvene the open session. Quinn O'Donnell seconded the motion. A roll call vote was held:

Baer - Yes
Bloomquist - Yes
Drake - Yes
O'Donnell - Yes
Smith - Yes
Stewart - Yes
Vandenkoorn - Yes

The agenda was resumed at 7:49 pm.

Ashley Smith made a motion to add the item Salary Increase for Jenny Marr to the Agenda. Mark Stewart seconded the motion. The motion carried.

Quinn O'Donnell made a motion to raise Jenny Marr's salary by \$3,700 annually retroactive to January 1, 2025. Ashley Smith seconded the motion. There was discussion, and the motion carried.

ADJOURNMENT

Quinn O'Donnell made a motion to adjourn the meeting. Julie Vandenboom seconded the motion. The motion carried. The meeting adjourned at 7:53 pm.

CAPITAL AREA DISTRICT LIBRARIES SPECIAL BOARD MEETING

April 29, 2025

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

Members Absent:

Staff Present: Janet Elliott, Jolee Hamlin, Thais Rousseau

Others Present: Jan Davidson

CALL TO ORDER

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

ROLL CALL

Baer – Present

Bloomquist – Present

Drake – Present

O'Donnell – Present

Smith – Present

Stewart – Present

Vandenboom – Present

Debora Bloomquist attended the meeting virtually via Teams due to a medical condition. During roll call she stated that she was attending from Williamston, Michigan.

APPROVAL OF AGENDA

Quinn O'Donnell made a motion to approve the Agenda. Ashley Smith seconded the motion. The motion carried.

PUBLIC COMMENTS ON AGENDA ITEMS

There were no public comments on agenda items.

STRATEGIC PLANNING BOARD FOCUS GROUP

a. Welcome & Overview

Jan Davidson introduced herself and MCLS, the organization overseeing the strategic planning process. Those in attendance shared introductions and established norms for the focus group.

b. Overview of Community Engagement Report

Jan Davidson provided a brief overview of the strategic planning process and explained how the information was collected for the Community Engagement Report.

c. Reflection on Library's Role in Aspirations & Concerns

Board members shared initial impressions of the report, and contemplated the Library's role in the community aspiration themes from the engagement report.

d. Reflection & Discussion

Board members reflected on the library's role in responding to the aspirations and concerns noted in the Community Engagement Report. Reflections included articulating what the Library is currently doing, looking at how the Library might enhance or improve, and exploring what the Library might do that is new or unique.

e. Wrap Up & Next Steps

Board members provided feedback on their top priorities as Board members from their reflections.

The Board will have a strategic planning retreat with the rest of the Strategic Planning Committee on May 16, and an operational retreat with key staff will take place on June 4. The goal is to have a draft of the Strategic plan presented to the Board in July.

PUBLIC, STAFF, AND BOARD MEMBER COMMENTS

Debora Bloomquist thanked Jan Davidson and her team for the work they did collecting information.

ADJOURNMENT

Quinn O'Donnell made a motion to adjourn the meeting. Ashley Smith seconded the motion. The motion carried. The meeting adjourned at 7:02 pm.

CAPITAL AREA DISTRICT LIBRARIES SPECIAL BOARD MEETING

May 16, 2025

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

Members Absent:

Staff Present: Heidi Butler, Melissa Cole, Janet Elliott, Heather Goupil, Jolee Hamlin, Sheryl Knox, Julie Laxton, Jenny Marr, Victoria Meadows, Michael Moore, Tom Moore, Thais Rousseau

Others Present: Jan Davidson

CALL TO ORDER

The Chairperson called the meeting to order at 10:01 a.m.

ROLL CALL

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

APPROVAL OF AGENDA

Quinn O'Donnell 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.

STRATEGIC PLANNING COMMITTEE & BOARD RETREAT

Executive Director Jenny Marr welcomed everyone in attendance. Jan Davidson, Strategic Planning Consultant from MCLS, led an ice breaker activity and reviewed norms for the retreat.

Through small group and whole group activities, attendees reflected on information from the Community Survey as well as data comparisons with other libraries in the state and country. Topics of reflection included CADL's Mission, Strengths and Core Values, Visioning, and Opportunities. The group refined their reflections to produce four key strategic focus areas around which the strategic plan will be built.

An operational retreat with key staff will take place on June 4. The goal is to have a draft of the Strategic plan presented to the Board in July.

PUBLIC, STAFF, AND BOARD MEMBER COMMENTS

There were no public, staff or board member comments.

ADJOURNMENT

Quinn O'Donnell made a motion to adjourn the meeting. Mark Stewart seconded the motion. The motion carried. The meeting adjourned at 3:04 pm.

05/01/2025

CHECK REGISTER FOR CAPITAL AREA DISTRICT LIBRARIES
CHECK DATE 04/01/2025 - 04/30/2025

Check Date	Check	Vendor Name	Description	Amount
Bank MAIN MAIN CASH				
Check Type: EFT Transfer MAIN				
04/04/2025	2798(E)	ACRISURE/44 NORTH	MEDICAL CLAIMS	17,076.66
04/04/2025	2799(E)	ALERUS FINANCIAL	3/2025 RETIREMENT CONTRIBUTIONS	21,120.10
04/04/2025	2800(E)	BAKER & TAYLOR BOOKS	BOOKS	7,239.09
04/04/2025	2801(E)	BS&A SOFTWARE, INC.	S700 STRIPE HUBS	750.00
04/04/2025	2802(E)	CENGAGE LEARNING INC/GALE	BOOKS	359.70
04/04/2025	2803-2808(E)	INGRAM LIBRARY SERVICES	BOOKS	7,842.28
04/04/2025	2809(E)	KATHERINE ZAYKO	MILEAGE 1/8-1/30/25	63.63
04/04/2025	2810(E)	LAGARDA SECURITY	SECURITY SVCS W/E 3/16/25	2,758.56
04/04/2025	2811(E)	MERS	3/2025 RETIREMENT CONTRIBUTIONS	88,103.78
04/04/2025	2812(E)	MIDWEST TAPE	DVD,MUSIC,AUDIOBOOKS	2,726.02
04/04/2025	2813(E)	MISSION SQUARE	3/2025 RETIREMENT CONTRIBUTIONS	511.44
04/04/2025	2814(E)	PHARMACY DATA MANAGEMENT INC.	PRESCRIPTION CLAIMS	5,614.12
04/04/2025	2815(E)	PHYSICIANS HEALTH PLAN	4/2025 HEALTH PREMIUM	43,362.84
04/04/2025	2816(E)	STAPLES ADVANTAGE	OFFICE, PROGRAM SUPPLIES	1,347.21
04/04/2025	2817(E)	SUSEELA EYAL	MILEAGE 2/18-3/13/25	49.28
04/04/2025	2818(E)	TASC	BENEFITS FUNDING	1,976.76
04/04/2025	2819(E)	ACRISURE/44 NORTH	MEDICAL CLAIMS	2,014.65
04/04/2025	2820(E)	MISSION SQUARE	3/2025 RETIREMENT CONTRIBUTIONS	2,758.80
04/11/2025	2821(E)	ACRISURE/44 NORTH	MEDICAL CLAIMS	868.32
04/11/2025	2822(E)	BOLING JANITORIAL SERVICE INC	3/2025 JANITORIAL SVCS	14,851.98
04/11/2025	2823(E)	BS&A SOFTWARE, INC.	S700 TERMINAL	5,250.00
04/11/2025	2824(E)	CASSIDY GOULD	MILEAGE 1/21-3/25/25	52.29
04/11/2025	2825(E)	DICTATION SALES & SERVICE INC.	SCANNING 9 BOXES	3,095.00
04/11/2025	2826-2829(E)	INGRAM LIBRARY SERVICES	BOOKS, AARON ROBERTSON BOOKS FOR MNB TOUF	5,948.65
04/11/2025	2830(E)	KANOPY INC	2/2025 PLAY CREDITS	2,645.20
04/11/2025	2831(E)	KANOPY INC	3/2025 PLAY CREDITS	2,669.00
04/11/2025	2832(E)	LAGARDA SECURITY	SECURITY SVCS W/E 3/23/25	2,967.92
04/11/2025	2833(E)	MICHIGAN FLEET FUELING SOLUTION:	VEHICLE FUEL 3/16-3/31/25	827.44
04/11/2025	2834(E)	MIDWEST TAPE	DVD,MUSIC,AUDIOBOOKS	3,728.77
04/11/2025	2835(E)	STAPLES ADVANTAGE	OFFICE SUPPLIES	637.90
04/11/2025	2836(E)	AMAZON	AMAZON	3,479.70
04/11/2025	2837(E)	BOARD OF WATER & LIGHT	401 2/5-3/11/25	16,351.46
04/11/2025	2838(E)	BOARD OF WATER & LIGHT	427 1FL SIGN 2/7-3/9/25	76.65
04/11/2025	2839(E)	BOARD OF WATER & LIGHT	123 2/6-3/6/25	8,296.52
04/11/2025	2840(E)	BOARD OF WATER & LIGHT	3500 1/2 2/6-3/7/25	153.16
04/11/2025	2841(E)	BOARD OF WATER & LIGHT	3500 108 2/7-3/8/25	1,339.18
04/11/2025	2842(E)	CONSUMERS ENERGY	3500 109A 2/13-3/13/25	230.25
04/11/2025	2843(E)	CONSUMERS ENERGY	4321 1 2/11-3/12/25	265.23
04/11/2025	2844(E)	CONSUMERS ENERGY	145 2/14-3/16/25	1,149.47
04/11/2025	2845(E)	CONSUMERS ENERGY	4321 4 2/12-3/12/25	294.82
04/11/2025	2846(E)	CONSUMERS ENERGY	3500 107B 2/13-3/13/25	195.97
04/11/2025	2847(E)	CONSUMERS ENERGY	4321 3 2/12-3/12/25	413.87
04/11/2025	2848(E)	CONSUMERS ENERGY	1379 2/14-3/16/25	207.98
04/11/2025	2849(E)	CONSUMERS ENERGY	126 2/17-3/17/25	737.60
04/11/2025	2850(E)	CONSUMERS ENERGY	4321 2 2/10-3/12/25	498.63
04/11/2025	2851(E)	CONSUMERS ENERGY	401 2/12-3/12/25	20.35
04/11/2025	2852(E)	CONSUMERS ENERGY	201 2/12-3/12/25	594.71
04/11/2025	2853(E)	CONSUMERS ENERGY	3500 109B 2/13-3/13/25	215.66
04/11/2025	2854(E)	CONSUMERS ENERGY	427 2/12-3/12/25	18.00
04/11/2025	2855(E)	TASC	BENEFITS FUNDING	359.06
04/11/2025	2856(E)	TASC	BENEFITS FUNDING	1,052.89
04/18/2025	2857(E)	ACRISURE/44 NORTH	MEDICAL CLAIMS	6,147.00
04/18/2025	2858(E)	AMAZON	AMAZON ORDERS	3,935.34
04/18/2025	2859-2860(E)	BAKER & TAYLOR BOOKS	BOOKS	15,829.84
04/18/2025	2861(E)	CENGAGE LEARNING INC/GALE	BOOKS	318.73
04/18/2025	2862(E)	CONSUMERS ENERGY	115 2/19-3/19/25	130.60
04/18/2025	2863(E)	DELTA DENTAL PLAN OF MICHIGAN	4/2025 DENTAL PREMIUM	224.64
04/18/2025	2864(E)	FP MAILING SOLUTIONS	LOAD POSTAGE	2,000.00
04/18/2025	2865-2868(E)	INGRAM LIBRARY SERVICES	BOOKS	4,895.60

04/18/2025	2869(E)	LAGARDA SECURITY	SECURITY SVCS W/E 3/30/25	3,066.44
04/18/2025	2870(E)	MICHAEL MOORE	MILEAGE 3/9-4/16/25	574.63
04/18/2025	2871(E)	MICHIGAN FLEET FUELING SOLUTION:	VEHICLE FUEL 4/1-4/15/25	930.73
04/18/2025	2872(E)	MIDWEST TAPE	3/2025 DIGITAL CONTENT,DVD,MUSIC,AUDIOBOOK:	49,751.08
04/18/2025	2873(E)	MML WORKERS' COMPENSATION FUN	PAYROLL AUDIT 8/18/23-6/30/24	7,226.00
04/18/2025	2874(E)	STAPLES ADVANTAGE	OFFICE SUPPLIES	974.38
04/18/2025	2875(E)	T-MOBILE	HOTSPOTS 2/21-3/20/25	4,155.77
04/18/2025	2876(E)	TASC	BENEFITS FUNDING	1,000.24
04/18/2025	2877(E)	UPS	SERVICE FEE	5.00
04/18/2025	2878(E)	ACRISURE/44 NORTH	4/2025 METLIFE	1,662.79
04/19/2025	2879-2884(E)	RAMP BUSINESS CORPORATION	*See next page	35,159.68
04/25/2025	2885(E)	ABRAHAM WASHINGTON LLC	5/2025 PARKING	4,520.00
04/25/2025	2886(E)	ANDERSON, LINDSAY	MILEAGE,MEAL SPRING INSTITUTE 4/11/25	133.74
04/25/2025	2887(E)	AT&T	4 PHONE BOOKS 4/2025	24.00
04/25/2025	2888(E)	CDW GOVERNMENT INC	LOCAL HISTORY SCANNERS	1,480.18
04/25/2025	2889-2893(E)	INGRAM LIBRARY SERVICES	BOOKS	5,492.89
04/25/2025	2894(E)	LAGARDA SECURITY	SECURITY SVCS W/E 4/6/25	3,066.44
04/25/2025	2895(E)	LIBRARY DESIGN ASSOCIATES INC	LIBRARY DESIGN ST RENO INV 1	22,500.00
04/25/2025	2896(E)	MIDWEST TAPE	DVD,MUSIC,AUDIOBOOKS	3,456.65
04/25/2025	2897(E)	PHARMACY DATA MANAGEMENT INC.	4/1-4/15/25 PRESCRIPTION CLAIMS	5,436.76
04/25/2025	2898(E)	PHYSICIANS HEALTH PLAN	5/2025 HEALTH PREMIUM	43,362.84
04/25/2025	2899(E)	STAPLES ADVANTAGE	OFFICE SUPPLIES	1,058.23
04/25/2025	2900(E)	VISION SERVICE PLAN	4/2025 VISION PREMIUM	896.49
04/25/2025	2901(E)	ACRISURE/44 NORTH	MEDICAL CLAIMS	1,532.75
04/25/2025	2902(E)	TASC	BENEFITS FUNDING	502.95
04/30/2025	2903(E)	DELTA DENTAL PLAN OF MICHIGAN	3/2025 DENTAL CLAIMS	3,277.50
04/30/2025	2904(E)	DTE ENERGY	117 3/6-4/3/25	133.51
04/30/2025	2905(E)	GRANGER CONTAINER SERVICE INC	4/2025 TRASH SVC	150.41
04/30/2025	2906(E)	GRANGER CONTAINER SERVICE INC	4/2025 TRASH SVC	285.62
04/30/2025	2907(E)	GRANGER CONTAINER SERVICE INC	4/2025 TRASH SVC	91.00
Total EFT Transfer:				520,559.00

Check Type: Paper Check MAIN

04/04/2025	56857	FIRST NATIONAL BANK OF AMERICA	OPEN 36 MONTH CD	260,000.00
04/04/2025	56858	IMPRESSION 5 SCIENCE CENTER	IMPRESSION 5 2025 PASSES	3,600.00
04/21/2025	56859	A & L LOCKSMITH, LLC	30 KEYS	106.40
04/21/2025	56860	ALBION DISTRICT LIBRARY	RABBITS FOR DUMMIES	16.99
04/21/2025	56861	ALLEGRA MARKETING PRINT MAIL	BECOME A MEMBER BROCHURE PRINTING	1,304.49
04/21/2025	56862	AVALON TECHNOLOGIES INC	AVALON PROFESSIONAL SERVICES - 10 HOURS	2,750.00
04/21/2025	56863	BLACKSTONE PUBLISHING INC	AUDIOBOOKS	755.63
04/21/2025	56864	BRANDON TOWNSHIP PUBLIC LIBRAR	BLACK AND BLUE	20.00
04/21/2025	56865	CANTON PUBLIC LIBRARY	THE VERITABLE KEY OF SOLOMON	69.00
04/21/2025	56866	CENTRAL BUSINESS SYSTEMS INC	2 COPIERS, PRINT COLLECTIONS/COPIES	7,703.32
04/21/2025	56867	CENTRAL SECURITY ALARM INC	4/2025 BURG MONITORING DL	149.85
04/21/2025	56868	CHERYL LINDEMANN	MILEAGE 4/9/25	45.22
04/21/2025	56869	CHICAGO DISTRIBUTION CENTER	BOOKS - PROFESSIONAL COLLECTION	194.54
04/21/2025	56870	CHRISTA SCHECK	MILEAGE 4/11/25	30.10
04/21/2025	56871	CITY OF LANSING PARKING SERVICES	PARKING FOR VITA BUS	45.00
04/21/2025	56872	CITY OF LANSING, PARKS AND RECRE/	UTILITIES 3/1-5/31/25	685.00
04/21/2025	56873	CITY OF LESLIE	201 1/1-3/31/25	182.09
04/21/2025	56874	COLON TOWNSHIP LIBRARY	THE BOOK ON MANAGING RENTAL PROPERTIES	29.99
04/21/2025	56875	CUMMINS SALES AND SERVICE	DL GEN SERVICE CONTRACT	680.21
04/21/2025	56876	EILX	3/2025 ROTATOR ADS	300.00
04/21/2025	56877	GALESBURG CHARLESTON MEMORIAL	"PERU," BY JANET HEISEY	27.99
04/21/2025	56878	HASLETT PUBLIC SCHOOLS	UTILITIES/JANITORAL 1/2025-3/2025	8,689.62
04/21/2025	56879	HOME DEPOT CREDIT SERVICES	GLOVES, LIGHTS, PANEL, FIBERBOARD,PLAYSAND	115.51
04/21/2025	56880	JACALYN MCDONALD	MILEAGE 1/14-3/25/25	11.20
04/21/2025	56881	JACKSON DISTRICT LIBRARY	LOST BOOKS	38.55
04/21/2025	56882	JENNIFER DEGROAT	MILEAGE 1/7-3/11/25	114.74
04/21/2025	56883	JESSICA WRIGHT	MILEAGE, MEAL SPRING INSTITUTE 4/11/25	68.49
04/21/2025	56884	JULIE CHRISINSKE/PETTY CASH	PROGRAM SUPPLIES	62.82
04/21/2025	56885	KARON WALTER	REIMBURSEMENT FOR KNIT/CROCHET PROGRAMS 20	208.15
04/21/2025	56886	KENT DISTRICT LIBRARY	THE POWER OF CHARACTER IN LEADERSHIP 312980	10.19
04/21/2025	56887	LAUREN CLARKE	MILAGE 3/24/25	3.36
04/21/2025	56888	LIZABETH DESMET	SPRING MUSIC CLASSES AT DL AND SL	390.00
04/21/2025	56889	MACDONALD BROADCASTING	SMITTEN WITH THE MITTEN RADIO ADS	1,818.00
04/21/2025	56890	MARK BUZZITTA	MILEAGE 3/12-3/23/25	63.84

04/21/2025	56891	MCBRIDE, BRIDIE	REIMBURSEMENT FOR FABRIC	88.16
04/21/2025	56892	MELISSA CRAIN	MILEAGE 2/24-3/13/25	26.53
04/21/2025	56893	MICHIGAN LIBRARY ASSOCIATION	ANNUAL MEMBERSHIP 7/1/25-6/30/26	10,025.00
04/21/2025	56894	MICHIGAN TECHNOLOGICAL UNIVERSITY	LOST BOOKS	53.68
04/21/2025	56895	MIDEASTERN MICHIGAN LIBRARY COC	1ST PAYMENT STATE AID	65,547.82
04/21/2025	56896	MIDWEST COLLABORATIVE FOR LIBRARIES	HURON MDPN MEMBERSHIP 7/1/25-6/30/26	550.00
04/21/2025	56897	MIDWEST COMMUNICATIONS	3/2025 ADVERTISING	1,950.00
04/21/2025	56898	MULTI-CULTURAL BOOKS & VIDEOS	BOOKS	584.14
04/21/2025	56899	MURPHY & SPAGNUOLO PC	3/2025 LEGAL SVCS	1,867.50
04/21/2025	56900	MUSIC MANOR	BANJO REPAIR, POWER SUPPLY	134.98
04/21/2025	56901	PLAYAWAY PRODUCTS LLC	AUDIOBOOKS	3,061.31
04/21/2025	56902	POTTER PARK ZOOLOGICAL SOCIETY	ZOO DAYS VENDOR FEE	80.00
04/21/2025	56903	R & D LANDSCAPE LLC	DE-ICE LOTS/DRIVES	202.00
04/21/2025	56904	READING COMMUNITY LIBRARY	THE KILLING GAME	7.99
04/21/2025	56905	RICOH USA INC	3/2025 COPIES 3RD FL	98.09
04/21/2025	56906	ROTARY CLUB OF LANSING	ROTARY CLUB QTR MEMBERSHIP DUES 11990741	300.00
04/21/2025	56907	SAI KRISHNAMURTHI	MILEAGE 1/3-4/8/25	47.88
04/21/2025	56908	SEHI COMPUTER PRODUCTS INC	EPSON EXPRESSION 13000XL SCANNER, HP PRINTER	5,538.70
04/21/2025	56909	SHELBY TOWNSHIP LIBRARY	AGE MATTERS	24.99
04/21/2025	56910	SHROYER TOWING	20250303 GMC SONOMA TOW	165.00
04/21/2025	56911	SHUYLER CLARK	MILEAGE 3/10-4/12/25	122.57
04/21/2025	56912	STEWART, MARK	BOARD STIPEND 1/15-3/26/25	330.00
04/21/2025	56913	THOMAS MOORE - PETTY CASH	PROGRAM SUPPLIES	185.94
04/21/2025	56914	TIPTOP ENTERTAINMENT LLC	JOEL TACEY AT DANSVILLE ELEMENTARY - MAY 2025	650.00
04/21/2025	56915	TOWNSHIP OF LEROY	33-43-08-95-000-035 QPS MI HOLDING 2023 RETURN	333.60
04/21/2025	56916	UAW LOCAL 2256	3/2025 UNION DUES	3,185.08
04/21/2025	56917	UNIQUE	3/2025 CHAT SERVICE, PLACEMENTS	1,555.25
04/21/2025	56918	VILLAGE OF DANSVILLE	W/S 12/1-2/28/25	66.75
04/21/2025	56919	VILLAGE OF STOCKBRIDGE	W/S 12/19/24-3/24/25	205.04
04/21/2025	56920	WESTERN MICHIGAN UNIVERSITY	CARL JUNG AND MAXIMUS THE CONFESSOR	75.00
04/21/2025	56921	WILLIAMSTON COMMUNITY SCHOOLS	UTILITIES/CLEANING JAN-MAR 2025	4,523.25
04/21/2025	56922	WILX	3/2025 ROTATOR ADS, STUDIO 10 SPOTS	1,450.00
04/21/2025	56923	ZAYO GROUP LLC	4/1-6/30/25 WAN AND INTERNET 2025	2,147.40
Total Paper Check:				395,473.94
MAIN TOTALS:				
Total of 177 Checks:				916,032.94
Less 21 Void Checks:				0.00
Total of 156 Disbursements:				916,032.94

05/01/2025

CHECK REGISTER FOR CAPITAL AREA DISTRICT LIBRARIES
CHECK DATE 04/01/2025 - 04/30/2025

Check Date	Check	Vendor Name	Description	Amount
Bank MAIN MAIN C				
Check Type: EFT Tr				
04/19/2025	2879-2884(E)	RAMP BUSINESS CORPORATION	HOURS RACK CARDS	366.99
			RACK CARDS (PFA AND SSI)	553.29
			SRC 2025 PRINTABLES	1,970.10
			SUMMER READING RACK CARD AND STICKER REORI	1,148.98
			WATER, WATER DELIVERY DA	29.45
			WATER DELIVERY LE	21.05
			WATER DELIVERY STK	16.25
			FILTER SERVICE CHARGE-DL	45.00
			4/2025 WATER COOLER RENTAL DT	95.00
			WATER DELIVERY DA	22.85
			WATER DELIVERY STK	16.25
			WATER DELIVERY LE	14.45
			2/1-4/30/25 QTRLY SVC	1,284.00
			QRTLY MAINT 3/1-5/31/25	1,450.00
			MOBILE BEACON HOTSPOTS APRIL 2025	7,716.50
			PEST CONTROL SVCS	66.00
			PEST CONTROL SVCS	86.00
			III SOFTWARE ESCROW 5/3/25-5/2/26	395.00
			145 1/15-2/14/25	66.96
			WKAR - MARCH IS READING MONTH	450.00
			WKAR - MARCH IS READING MONTH	610.00
			REGISTRATION FEE - SPRING FLING 2025	50.00
			TRASH SVC 4/1-6/30/25	55.00
			TRASH SVC 4/1-6/30/25	55.00
			KNEELING PAD, DOLLY	19.96
			SPONGE RUBBER FOAM TAPE	25.98
			GLOVES, SPLICING PACK	34.95
			SCREWS,CABLE TIES, COUPLERS,CABLE	194.99
			WOODFILL,PICTURE HANGERS,SCREWS	34.37
			PAINTBRUSH PENS - SUMMER READING 2025 PRIZE	1,092.00
			DEPOSIT BOOKS	319.61
			LABELS, BOOKMARKS,DIVIDERS,TABLES	6,813.33
			"NOT RATED" AND "NEW" STICKERS	75.44
			SIGNS,DIVIDERS,SIGN BASE	97.79
			14 DISC A/V CASES	1,250.02
			PAPER TOWEL	45.75
			MULTIFOLD TOWEL	35.50
			SOAP	90.01
			PAPER TOWEL, BATH TISSUE	300.25
			BATH TISSUE	123.49
			PAPER TOWEL, BATH TISSUE SOAP	648.45
			BATH TISSUE	117.25
			BATH TISSUE	81.50
			BATH TISSUE	44.00
			FOAM SOAP	90.01
			3/2025 MAT SERVICE	545.70
			GOPROS 2025	2,219.34
			ANNUAL MEMBERSHIP 3/25/25 - 3/24/26	104.94
			4/2025 DIGITAL PHONE LINES AT DL	73.32
			ANNUAL DUES-J HAMLIN, ALA, PLA, CORE	280.00
			1024209-JT 2025	277.00
			PROG SNACKS; RECEIPT DATED 4/14/2025	31.54
			SMARTY ADDRESS VALIDATION API ACCESS	54.00
			4/2025 BISECT HOSTING MINECRAFT SERVER	29.94

REGISTRATION M GARZA, C OJIEH	598.00
6 X 9 CANVAS DROP CLOTH, 56510	70.53
MARCH FOOD FOR BOARD	34.87
APRIL COW BOARD FOOD	22.68
MUSIC	60.00
4/1-5/1/25 SUBSCRIPTION	59.90
STRATEGIC PLAN INTERVIEW COFFEE	10.75
REFRESHMENTS FOR STRATEGIC PLANNING PUBLIC	63.16
WASABI CLOUD STORAGE	180.94
VENDOR FEE	50.00
BLANK "HOLIDAY" LABELS	28.73
4/2025 TEAMS PHONE AND PROOFPOINT	2,318.75
NEWSPAPERS.COM PUBLISHER EXTRA 6 MONTH	74.90
8MM FILM PROJECT	392.60
CD	19.57
BOOKS	19.45
"OKEMOS" AND "LANSING" LOCATION LABELS	667.00
RECORDS & CDS	349.00
DINNER, MLA SPRING INSTITUTE 4/11/2025	17.88
VEHICLE SUPPORT LEGS	77.00
HOTEL AUTHOR A ROBERTSON	122.21
3/2025 RAMP CASHBACK	(438.46)
CREDIT SUMMER READING PRINTABLES	(684.10)
CREDIT SRC RACK CARD AND STICKERS	(690.23)
	<hr/>
	35,159.68

June, July, and August Board Meeting Dates

May 28, 2025

Recommendation:

During the summer months of June, July, and August, the Board has previously approved combining the Committee of the Whole and Board meetings into one meeting per month. For 2025, it is recommended to keep both June dates and chose one date for July and August.

June 18 and 25, 2025

July 16 or 23, 2025

August 20 or 27, 2025

05/15/2025

BALANCE SHEET REPORT FOR CAPITAL AREA DISTRICT LIBRARIES

Balance As Of 04/30/2025

	YTD Balance	YTD Balance
GL Number	04/30/2024	04/30/2025
Fund: 101 GENERAL FUND		
*** Assets ***		
Account Type: Cash		
CASH	16,684,658.56	18,787,362.87
IMPREST CASH	2,312.00	2,312.00
INVESTMENTS	4,412,954.81	4,605,398.83
Cash	21,099,925.37	23,395,073.70
Account Type: Other Assets		
ACCOUNTS RECEIVABLE	0.00	3,912.95
INTEREST RECEIVABLE	123,191.25	134,659.10
PREPAID EXPENSE	39,886.58	58,967.83
TAXES RECEIVABLE	880,166.23	753,844.93
Other Assets	1,043,244.06	951,384.81
Total Assets	22,143,169.43	24,346,458.51
*** Liabilities ***		
Account Type: Accounts Payable		
ACCOUNTS PAYABLE	431,655.41	347,812.85
ACCRUED SALARIES PAYABLE STD PAYABLE - EMPLOYEE	53,909.30	1,898.89
Accounts Payable	485,564.71	349,711.74
Account Type: Liabilities-ST		
DEFERRED REVENUE	880,166.23	753,844.93
Liabilities-ST	880,166.23	753,844.93
Total Liabilities	1,365,730.94	1,103,556.67
*** Fund Equity ***		
Account Type: Unassigned		
FUND BALANCE AUTOMATION	1,000,000.00	1,000,000.00
FUND BALANCE CAPITAL PROJECTS	2,299,999.66	2,249,999.66
FUND BALANCE CONTINGENCY	5,342,849.10	5,342,849.10
FUND BALANCE DONATIONS RE FUND BALANCE DONATION RESTRICTED	555,255.95	528,491.29
FUND BALANCE DONATIONS UN FUND BALANCE DONATION UNRESTRICTED	512,955.93	460,478.21
FUND BALANCE OPERATIONS	715,550.00	715,550.00
FUND BALANCE PENSION RESERVE	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	22,143,169.43	24,346,458.51
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	1,365,730.94	1,103,556.67
= TOTAL LIABILITIES AND FUND BALANCE	14,166,481.89	15,121,709.49
OUT OF BALANCE	7,976,687.54	9,224,749.02

BOARD FS FOR CAPITAL AREA DISTRICT LIBRARIES

Balance As of 04/30/2025

*NOTE: Pct Budget does not reflect amounts encumbered.

GL Number	Description	Activity For 04/30/2025	YTD Balance 04/30/2025	2025 Amended Budget	% Bdgt Used
Fund: 101 GENERAL FUND					
Account Category: Revenues					
MILLAGE INCOME					
402	Property Tax Revenue	1,643,573.20	13,289,908.67	14,006,000.00	94.89
404	Renaissance Zone Reimbursement			40,000.00	0.00
437	Industrial Facilities Tax		40,246.40	38,000.00	105.91
	MILLAGE INCOME	1,643,573.20	13,330,155.07	14,084,000.00	94.65
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	140,000.00	96.54
553	State Aid Direct	65,547.82	65,547.82	125,000.00	52.44
554	State Aid Indirect	65,547.82	65,547.82	125,000.00	52.44
	STATE AID	131,095.64	266,246.56	390,000.00	68.27
LIBRARY FEES					
630	Printing Revenue	4,275.34	17,856.37	42,000.00	42.52
631	Non Resident Fees	2,375.00	8,850.00	26,000.00	34.04
	LIBRARY FEES	6,650.34	26,706.37	68,000.00	39.27
DONATIONS					
674	Donation Income-Friends/Restricted	1,829.88	9,312.63	11,000.00	84.66
677	Donation Income-Unrestricted	1,483.59	23,010.92	4,400.00	522.98
	DONATIONS	3,313.47	32,323.55	15,400.00	209.89
GRANTS					
540	Grants		7,500.00	7,500.00	100.00
543	Grants-MMLC			15,000.00	0.00
550	Grants-LSTA	3,095.00	19,845.00	0.00	100.00
	GRANTS	3,095.00	27,345.00	22,500.00	121.53
OTHER INCOME					
542	MMLC Reimbursement			125,000.00	0.00
628	Universal Service Fund Income			8,000.00	0.00
632	Lost and Paid Books	2,601.46	10,979.13	30,000.00	36.60
665	Interest Income	58,667.87	225,744.41	300,000.00	75.25
673	Sale of Fixed Assets	640.18	1,540.18	5,000.00	30.80
675	Misc Income	758.76	4,320.72	9,000.00	48.01
682	Insurance Claim Income			1,000.00	0.00
	OTHER INCOME	62,668.27	242,584.44	478,000.00	50.75
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	1,850,395.92	13,925,360.99	15,647,400.00	88.99
Account Category: Expenditures					
SALARIES AND BENEFITS					
702	Salaries	535,128.42	2,079,997.97	7,350,000.00	28.30
714	Unemployment Insurance			1,000.00	0.00
715	FICA EMPLOYER SHARE	40,275.56	156,634.60	562,280.00	27.86
716	HEALTH INSURANCE	95,150.62	239,973.21	850,000.00	28.23
717	Life & Disability Insurance	389.06	1,597.85	6,000.00	26.63
718	Retirement	66,138.70	273,286.81	960,000.00	28.47
719	Prescription Expense	9,877.41	67,150.79	300,000.00	22.38
720	DENTAL INSURANCE	5,593.34	18,895.35	48,000.00	39.37
721	VISION INSURANCE	1,750.29	4,482.45	12,000.00	37.35
722	Workers Comp Insurance		21,927.00	34,000.00	64.49
724	Parking Main Library	4,529.82	22,613.80	54,500.00	41.49
	SALARIES AND BENEFITS	758,833.22	2,886,559.83	10,177,780.00	28.36
MATERIALS					
727	Books	81,500.42	322,623.32	1,061,780.00	30.39
728	Periodicals		32,797.98	34,560.00	94.90
729	DVD	16,756.06	58,510.43	222,700.00	26.27
730	Library of Things	6,339.55	17,561.62	52,500.00	33.45
731	Audiobooks	57,105.22	204,182.40	638,250.00	31.99
732	Music	2,737.02	8,514.12	41,440.00	20.55

BOARD FS FOR CAPITAL AREA DISTRICT LIBRARIES

Balance As of 04/30/2025

*NOTE: Pct Budget does not reflect amounts encumbered.

GL Number	Description	Activity For 04/30/2025	YTD Balance 04/30/2025	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	(69.55)	74,085.08	105,010.00	70.55
735	Processing Supplies	1,789.16	5,903.18	31,100.00	18.98
736	Processing Fees	5,476.19	19,571.65	68,000.00	28.78
MATERIALS		171,634.07	837,757.18	2,355,870.00	35.56
SUPPLIES					
740	Office Supplies	4,750.27	19,476.10	85,000.00	22.91
741	Postage Expense	2,015.10	2,320.35	5,000.00	46.41
776	Janitorial Supplies	1,566.46	4,831.91	17,700.00	27.30
862	Gas-Delivery Vehicles	1,763.03	6,521.33	23,000.00	28.35
SUPPLIES		10,094.86	33,149.69	130,700.00	25.36
PROFESSIONAL SERVICES					
820	Membership Fees	5,846.50	17,695.04	25,780.00	68.64
822	CONTRACTUAL SERVICES	86.45	1,322.45	35,000.00	3.78
823	Bank Fees & Services	1,822.92	5,523.09	16,000.00	34.52
824	Cooperative Membership Fee	65,547.82	65,547.82	125,000.00	52.44
825	Collection Agency Fees	305.50	1,858.75	6,500.00	28.60
826	Payroll & Print Service	3,878.08	16,812.48	46,000.00	36.55
827	Web Chat Service	895.00	3,580.00	11,000.00	32.55
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	10,076.44	34,245.30	151,000.00	22.68
832	Programs	4,055.96	21,136.52	112,820.00	18.73
PROFESSIONAL SERVICES		92,514.67	193,640.00	583,100.00	33.21
GOVERNANCE					
805	Legal Services	3,876.50	7,546.00	40,000.00	18.87
806	Per Diem		330.00	10,000.00	3.30
807	Memberships - Board	64.17	77.34	1,250.00	6.19
808	Conferences - Board			10,000.00	0.00
809	Audit		12,000.00	22,000.00	54.55
GOVERNANCE		3,940.67	19,953.34	83,250.00	23.97
STAFF DEVELOPMENT					
810	Staff Training	930.49	5,347.59	39,250.00	13.62
811	Recruiting Expense			500.00	0.00
812	Hospitality		73.91	5,000.00	1.48
813	Employee Recognition			5,000.00	0.00
STAFF DEVELOPMENT		930.49	5,421.50	49,750.00	10.90
MAINTENANCE AND UTILITIES					
801	Custodial Services	15,624.56	68,948.89	237,970.00	28.97
802	SECURITY SERVICES	12,280.14	51,185.33	157,220.00	32.56
850	Telephone	1,717.32	6,869.25	22,260.00	30.86
864	Vehicle Maintenance - Delivery	119.62	1,949.67	10,000.00	19.50
922	Steam and Gas	12,100.54	60,951.70	110,300.00	55.26
923	Electricity	13,810.53	46,186.54	208,600.00	22.14
924	Water and Sewer	1,725.63	6,171.00	27,700.00	22.28
925	Trash	527.03	2,745.18	10,570.00	25.97
930	Building Maintenance	21,946.93	42,910.06	108,700.00	39.48
MAINTENANCE AND UTILITIES		79,852.30	287,917.62	893,320.00	32.23
OTHER EXPENSE					
861	Local Travel	2,717.68	4,999.55	15,000.00	33.33
955	Millage Income Refund	1,553.21	1,886.81	60,000.00	3.14
956	Property & Liability Insurance		40,971.52	68,000.00	60.25
957	Miscellaneous Expense	156.40	926.80	6,000.00	15.45
958	Sales/Use Tax		164.82	1,000.00	16.48
960	Donation Expense Restricted	1,298.00	13,093.23	2,070.00	632.52
961	Donation Expense Unrestricted	404.13	7,106.98	0.00	100.00
OTHER EXPENSE		6,129.42	69,149.71	152,070.00	45.47
TECHNOLOGY EXPENSES					
878	Firewall Upgrade Project	9,893.75	9,893.75	79,850.00	12.39
895	Internet Access	2,147.40	4,294.80	9,000.00	47.72
896	Internet Access - Hotspots	8,555.77	26,597.44	91,770.00	28.98
898	Computer System Services	3,308.51	13,828.46	34,350.00	40.26
905	Computer Software	934.29	51,900.35	75,000.00	69.20

BOARD FS FOR CAPITAL AREA DISTRICT LIBRARIES

Balance As of 04/30/2025

*NOTE: Pct Budget does not reflect amounts encumbered.

GL Number	Description	Activity For 04/30/2025	YTD Balance 04/30/2025	2025 Amended Budget	% Bdgt Used
Fund: 101 GENERAL FUND					
Account Category: Expenditures					
TECHNOLOGY EXPENSES					
906	Computer Hardware	9,940.93	20,156.72	51,500.00	39.14
907	III Software & Hardware Maintenance		161,422.74	168,040.00	96.06
911	Mobile Training Lab			51,000.00	0.00
	TECHNOLOGY EXPENSES	34,780.65	288,094.26	560,510.00	51.40
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	23,672.70	37,712.74	125,000.00	30.17
967	Outreach Projects	2,068.60	9,405.94	70,000.00	13.44
980	Staff Furn & Equipment	1,866.37	4,505.16	46,550.00	9.68
982	BUILDINGS			175,000.00	0.00
987	GRANT EXPENSES		27,345.00	7,500.00	364.60
	CAPITAL OUTLAY	27,607.67	78,968.84	559,050.00	14.13
DEBT SERVICES					
929	SBITA/LEASE PRINCIPAL PAYMENTS			102,000.00	0.00
	DEBT SERVICES	0.00	0.00	102,000.00	0.00
	Expenditures	1,186,318.02	4,700,611.97	15,647,400.00	30.04
Fund 101 - GENERAL FUND:					
TOTAL REVENUES		1,850,395.92	13,925,360.99	15,647,400.00	88.99
TOTAL EXPENDITURES		1,186,318.02	4,700,611.97	15,647,400.00	30.04
NET OF REVENUES & EXPENDITURES:		664,077.90	9,224,749.02	0.00	

Capital Area District Library Investment Portfolio

As Of April 30, 2025

<u>CD Investment #</u>	<u>Maturity Date</u>	<u>Term</u>	<u>Bank</u>	<u>Amount</u>	<u>Rate</u>	<u>Annual Interest</u>	<u>Star Rating</u>
1	3/10/2030	60 month	Dart	\$265,335	3.00%	\$7,960	4
2	4/4/2028	36 Month	FNBA	\$260,000	4.04%	\$10,504	4
3	12/18/2028	60 month	MSUFCU	\$336,411	4.35%	\$14,634	4
4	12/18/2029	60 month	MSUFCU	\$316,478	3.65%	\$11,551	4
5	10/3/2025	30 month	PFCU	\$318,987	4.35%	\$13,876	5
6	7/31/2027	48 Month	LAFCU	\$258,588	3.70%	\$9,568	5
Total CD Return:				\$1,755,799	3.88%	\$68,093	

<u>Pool Investment #</u>	<u>Maturity Date</u>	<u>Term</u>	<u>Institution</u>	<u>Amount</u>	<u>Rate</u>	<u>Annual Interest</u>
1	7/14/2025	6 Month	MILAF	\$1,500,000	4.39%	\$65,850
2	10/31/2025	9 Month	MILAF	\$1,250,000	4.39%	\$54,875
3	N/A		MILAF	\$202,025	4.35%	\$8,788
Total Investment Pool Return:				\$2,952,025	4.39%	\$129,513

Total Portfolio Return: **\$4,707,824** **4.20%** **\$197,606**

2025 1st Qtr. Budget Adjustment Recommendations

	Original Budget	YTD Actual	Requested Adjustment	Revised Budget	
<u>Revenue</u>					
State Aid					
410 - PPT Reimbursement	140,000	135,151	(4,850)	135,150	Lower than expected
Donations					
677 - Donation Income Unrestricted	4,400	23,011	20,000	24,400	Okemos Donations
Grants					
550 - Grants LSTA	-	19,845	19,845	19,845	LSTA grant not budgeted
Due From Fund Balances					
974 - Due from SBITA	102,000	-	(102,000)	-	Correct accounting
Total Revenue	<u>102,000</u>	<u>19,845</u>	<u>(62,155)</u>	<u>39,845</u>	

<u>Expenditures</u>					
Other Expenses					
960 - Donation Exp Restricted	2,070	12,991	20,000	22,070	Higher than expected
961 - Donations Exp Unrestricted	-	7,107	10,000	10,000	Higher than expected
Capital Outlay					
987 - Grant Expense	7,500	27,345	19,845	27,345	LSTA Grant not budgeted
Debt Services					
929 - SBITA/Lease Principal Payments	102,000	0	39,850	141,850	Higher than budgeted
Total Expenses (Under)/Over	<u>111,570</u>	<u>47,443</u>	<u>89,695</u>	<u>201,265</u>	

Requested (use)/return of Undesignated Fund Bal.	<u><u>(151,850)</u></u>
---	-------------------------

Undesignated Fund Balance 1.1.25	2,160,785
1st Qtr Adjustment	(151,850)
2nd Qtr Adjustment	
3rd Qtr Adjustment	
4th Qtr Adjustment	
Projected Fund Balance 12.31.25	<u>2,008,935</u>

CADL 2025 Fund Balance Reallocation Options

		Jan, 2025	Proposed Use for 2025 Budget	2025 Amendments	Revised Total	Possible Reallocation of Undesignated	
Undesignated	\$	2,160,785		\$ (151,850)	\$ 2,008,935	\$ (1,250,000)	\$ 758,935
Donations	\$	988,970			\$ 988,970	\$ -	\$ 988,970
Capital Projects	\$	2,250,000			\$ 2,250,000	\$ 1,000,000	\$ 3,250,000
Automation	\$	1,000,000			\$ 1,000,000		\$ 1,000,000
Operations	\$	715,550			\$ 715,550	\$ 250,000	\$ 965,550
Pension Fund	\$	1,560,000	\$ (360,000)		\$ 1,200,000	*	\$ 1,200,000
Contingency	\$	5,342,849			\$ 5,342,849		\$ 5,342,849
Total Reserves	\$	14,018,153	\$ (360,000)	\$ (151,850)	\$ 13,506,303	\$ -	\$ 13,506,303

* \$360,000 fund balance for Pension surplus from the 2024 budget was suggested to stay in the Pension Fund account.

CAPITAL AREA DISTRICT LIBRARIES
FIN 101 FINANCIAL POLICIES
~~JUNE 21, 2023~~ **MAY 28, 2025**

Budget

The Executive Director prepares the budget for presentation to the Library Board.

The proposed budget includes income, expenses, and surplus or deficit from the last completed fiscal year, the present fiscal year, and the future fiscal year.

The budget is adopted by the Library Board before the start of the fiscal year.

The budget is adopted by category totals for all categories.

Cash

Cash income is controlled by a cash **DRAWER AND ACCOUNTING SYSTEM** register.

Receipts are **OFFERED** issued to the payer for all cash collections ~~other than mail receipts~~.

Proper security of cash receipts is maintained from **THE** time of receipt until funds are deposited.

Cash receipts are deposited at least once a month or whenever cash on hand exceeds **\$150** ~~\$250~~.

Cashing of checks out of currency receipts is prohibited.

Petty Cash

There will be a petty cash fund ~~at each library and~~ at Administration. Administration will **ALSO** have a petty cash checking account. Petty cash will be limited to \$500 at Administration. ; ~~\$200 at the Downtown Lansing, Okemos, South Lansing, Haslett, Holt, and Mason Branches, and \$100 at all other branches.~~

~~The Library Head is responsible for handling petty cash funds at the branch and t~~The Finance Director handles petty cash funds for **ADMINISTRATION** Headquarters.

Petty cash funds are kept separate from other cash income or expenditure accounts.

Petty cash payments are limited to \$75 per transaction.

Petty cash is reconciled before each petty cash replenishment by the ~~Library Head/~~ Finance Director.

Receipts or vouchers are required for all petty cash payments.

Cashing of checks out of petty cash is prohibited.

MISCELLANEOUS REIMBURSEMENT

ALL MISCELLANEOUS STAFF PURCHASES WILL BE REIMBURSED THROUGH ACCOUNTS PAYABLE. STAFF WILL SUBMIT A MISCELLANEOUS REIMBURSEMENT FORM TO ACCOUNTS PAYABLE ALONG WITH MATCHING RECEIPTS. ACCOUNTS PAYABLE WILL ISSUE AN ACH PAYMENT OR CHECK TO THE EMPLOYEE. ACH'S WILL BE ISSUED WEEKLY, AND CHECKS WILL BE ISSUED MONTHLY AROUND THE 20TH OF EACH MONTH.

Bank Accounts and Investments

Funds will be deposited in banks insured by the FDIC or NCUA. ~~A local checking account will be established for each branch to use to deposit income. A main checking account will be set up for the library's general fund.~~

Funds in excess of those needed for normal operations are invested in interest bearing accounts, certificates of deposit, or securities.

Surplus funds are invested according to PA 20, 1943 as last amended.

Surplus funds may be invested by the Finance Director in Certificates of Deposit at banking institutions that have a principal office or branch office in Michigan and that have a four star or higher rating from both Bauer Financial and Bankrate.com. The Finance Director is authorized to open financial accounts at those institutions. These accounts and investments must be approved by the Executive Director or Assistant Director.

All other investments are authorized by the Finance Director or Executive Director and Board Chairperson or Board Treasurer.

Securities are protected by leaving them on deposit with the bank.

Records are maintained detailing date of acquisition, purchase cost, physical location of item, interest/dividend/income rates, and accrual/receipt dates.

Revenue and Receivables

All revenues, including rental fees, are deposited intact.

Deposits are made at least once each month.

Cash income is not used for petty cash expenditures.

Clear and separate accounting records are kept for the receipt of tax funds, special purpose funds, and other monies.

Payments for library goods or services returned from our bank for any reason will be assessed a \$25 fee.

Restitution for returned checks must be made with cash, cashier's check, or money order.

Expenditures

Vendor's original invoices are required for all disbursements.

All disbursements are made by check, petty cash, purchasing card, or approved EFT or ACH transaction.

Checks from the Library's main account must be stamped by the Executive Director or Assistant Director. This stamp should contain the signatures of the treasurer and Executive Director or the treasurer and Assistant Director and be locked in a secure area when not in use.

Checks transferring funds from local library deposit accounts to the Library's main account must be signed by the Executive Director or Assistant Director.

The transfer of funds via ACH from one library account to another library account must be approved by the Executive Director or Assistant Director.

All disbursements from the main checking account and petty cash are reviewed by the Board after payment has been made.

~~All bank accounts are reconciled promptly at the end of each month by the Finance Director.~~

Total expenditures may not exceed total appropriations.

Electronic Payment of Invoices

Electronic payment of invoices may be authorized by the Finance Director and approved by the Executive Director.

These charges will be recorded as an expense at the time they are incurred and reconciled to the bank statement each month by the Staff Accountant.

The bank statement reconciliation will be reviewed and approved each month by the Finance Director.

Payroll

Electronic time cards must be submitted by all employees. Supervisors and/or management review all time cards thoroughly and approve them before they are processed.

Payroll **STUBS** ~~checks~~ contain details of gross pay and deductions.

Paychecks are direct deposited. Employees may view their check stub online.

139 **Property, Equipment, and Capital Expenditures**

140 Detailed records are maintained for fixed assets.

141
142 Wherever practical, equipment is tagged with metal tags or otherwise labeled with
143 identification.

144
145 Equipment is inventoried and detail records are adjusted annually.

146
147 **Tax Abatement Proposals (Brownfield, DDA, TIFA, etc.)**

148 The Finance Director will review all tax abatement proposals.

149
150 Any proposals that have a projected tax loss greater than \$250,000 over the life of the contract
151 or that are significant for other reasons will be presented to the Library Board.

152
153 Capital Area District Library will exempt itself from tax capture for all newly created
154 Downtown Development Authorities, Historic Neighborhood Tax Increment Finance
155 Authorities, Local Development Authorities, and Tax Increment Finance Authorities. A
156 resolution for each proposal will be adopted and filed with the clerk of each municipality
157 proposing to create the authority.

158
159 All other proposals will be filed.

160
161 **Taxing Authorities and Millage Capture**

162 With the initial passage of Public Acts 505 – 510 of 2016, further amended by The Recodified
163 Tax Increment Financing Act (Public Act 57 of 2018), Capital Area District Library millages
164 levied after December 31, 2016 are automatically exempt from capture from Downtown
165 Development Authorities, Local Development Financing Authorities, Water Resource
166 Improvement Tax Authorities, Tax Increment Finance Authorities, Corridor Improvement
167 Authorities and Historical Neighborhood Tax Increment Finance Authorities unless there is an
168 agreement between the library board and taxing authority detailing the terms of the capture
169 and a resolution by the Authority to opt in. If funds from CADL's millage are captured without
170 an agreement and resolution in place, the following process will be followed:

- 171
172 1. Municipality treasurer will receive an email and certified letter from the Finance
173 Director and Executive Director explaining that the funds were captured in violation
174 of the law and need to be refunded.
175
176 2. If the funds are not refunded within 30 days, the matter will be forwarded to Legal
177 Counsel to take the appropriate steps to recover the funds that have been illegally
178 captured.

179
180 **Accounting**

181 Funds are accounted for using a modified accrual basis.

182
183 The state standard chart of accounts is used to record income and expenditures.

185 Financial reports are prepared monthly and reviewed at board meetings.

186

187 **Audit**

188 Funds are audited annually by a CPA according to generally accepted accounting principles.

189

190 **Insurance**

191 Minimum levels of coverage are established for all exposures.

192

193 Adequate insurance is maintained for worker's compensation, general liability, and physical
194 damage.

195

196 Personnel in a position of trust (the Executive Director, Finance Director, and Staff Accountant)
197 are covered by employee dishonesty insurance at a minimum level of \$300,000.

198