

CAPITAL AREA DISTRICT LIBRARIES
COMMITTEE OF THE WHOLE
5:30 PM, WEDNESDAY, JUNE 18, 2025
BOARD ROOM
401 S CAPITOL AVE., LANSING, MI 48933
517-367-6300

Mission Statement:

Empowering our diverse communities to learn, imagine and connect.

AGENDA

1. Call to Order
2. Roll Call
3. Public Comments on Agenda Items
4. Agenda
5. [Memorandum for May 21, 2025](#) (enc)
6. Unfinished Business
7. General
 - a. [SER 102 Circulation Policy](#) (enc)
 - b. [SER 105 Internet Access](#) (enc)
 - c. [SER 105B Wireless Access Policy](#) (enc)
 - d. [SER 107 Meeting Rooms Policy](#) (enc)
8. Finance
 - a. [May 2025 Financial Report](#) (enc)
 - b. [2025 Tax Rate Request – L-4029](#) (enc)
9. Policies – No changes, for review only (enc)
 - a. [GOV 201 Services, Facilities](#)
 - b. [HUM 112 Inclement Weather Closing Policy](#)
 - c. [HUM 305 Pandemic Response Plan](#)
 - d. [REL 102 New Library Branches](#)
 - e. [REL 201 Millage Support](#)
 - f. [REL 202 Building Projects](#)
 - g. [SER 204 Accessibility Policy](#)
10. Closed Session to consider material exempt from disclosure pursuant to MCL 15.268(h) and MCL 15.243(1)(g).
11. Rise and Report

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

CAPITAL AREA DISTRICT LIBRARIES COMMITTEE OF THE WHOLE

May 21, 2025

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

Members Absent: Brian Baer, Ashley Smith

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

Others Present: David Klevorn

Call to Order

Vice Chair Quinn O'Donnell called the meeting to order at 5:30 pm.

Roll Call

Baer – Absent with notice

Bloomquist – Present

Drake – Present

O'Donnell – Present

Smith – Absent with notice

Stewart – Present

Vandenboom – Present

Public Comments on Agenda Items

There were no public comments on agenda items.

Agenda

There were no changes to the agenda.

Memorandum for April 16, 2025

The Memorandum for April 16, 2025, was received.

Unfinished Business

There was no unfinished business.

General

a. June, July, and August Meeting Date Recommendation

During the summer months of June, July, and August, the Board considers combining the Committee of the Whole and Board meetings into one meeting per month. The Board discussed options for these months in 2025.

Finance

- a. April 2025 Financial Report
Finance Director Miriam Mattison presented the April 2025 financial report to the Board.
- b. Annual Investment Report
Finance Director Miriam Mattison presented the Capital Area District Library's Investment Portfolio as of April 30, 2025.
- c. First Quarter Budget Amendment
Finance Director Miriam Mattison explained recommended revisions to the 2025 budget which combined to a use of \$151,850 from the Undesignated Fund Balance.
- d. Fund Balance Allocation Recommendation
Finance Director Miriam Mattison shared fund balance reallocation options. Recommended allocations include leaving the Pension Fund at its current level and bolstering Capital Projects and Operations by moving funds from the Undesignated Fund.
- e. FIN 101 Financial Policies
Recommended revisions to FIN 101 Financial Policies include changes to petty cash and bank accounts at the branch level as well as language updates to bring the policy in line with current practices and systems.

Policies – No changes, for review only

- a. FIN 102 Investments
- b. FIN 104 Purchasing Card Policy
- c. FIN 105 Purchasing Policy
- d. FIN 107 Library Lost and Found Policy
- e. FIN 108 Fund Balance Policy
- f. FIN 109 Grant Administration Policy
- g. FIN 202 Conflict of Interest Policy
- h. FIN 211 Fixed Asset Disposal
- i. FIN 212 Asset Capitalization

The Board discussed financial policy language and directives related to investment preferences.

Rise and Report

The meeting was adjourned at 6:30 p.m.

CAPITAL AREA DISTRICT LIBRARIES
SER 102 CIRCULATION POLICY
~~OCTOBER 19, 2022~~ **JUNE 25, 2025**

I. Mission Statement –

Mission Statement:

Empowering our diverse communities to learn, imagine and connect.

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

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

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

3. Access to Materials

CADL and its board considers reading, listening, and viewing library materials to be individual, private matters and believes that full, confidential, and unrestricted access to information is essential for all patrons to exercise their constitutional rights. CADL will not, either directly or indirectly, ban or censor any material. The presence of an item in the library does not indicate any endorsement of its content by CADL.

CADL affirms, adopts, and will act consistent with the American Library Association’s Library Bill of rights, the Freedom to Read Statement, and the Freedom to View statement. Consistent with the American Library Association, CADL adopts and will abide by the following:

“The mission, goals, and objectives of libraries cannot authorize libraries and their governing bodies to assume, abrogate, or overrule the rights and responsibilities of parents and guardians. As “Libraries: an American value” states, “we affirm the responsibility and the right of all parents and guardians to guide their own children’s use of the library and its resources and services.

Libraries and their governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child. Libraries and their governing bodies shall ensure that only parents and guardians

have the right and the responsibility to determine their children's—and only their children's—access to library resources. Parents and guardians who do not want their children to have access to specific library services, materials, or facilities should so advise their own children. Libraries and library governing bodies should not use rating systems to inhibit a minor's access to materials.

Libraries and their governing bodies have a legal and professional obligation to ensure that all members of the communities they serve have free and equitable access to a diverse range of library resources and services that is inclusive, regardless of content, approach, or format. This principle of library service applies equally to all users, minors as well as adults. Lack of access to information can be harmful to minors. Libraries and their governing bodies must uphold this principle in order to provide adequate and effective service to minors.”

(Access to Library Resources and Services for Minors: An Interpretation of the Library Bill of Rights. Adopted June 30, 1972, by the ALA Council; amended July 1, 1981; July 3, 1991; June 30, 2004; July 2, 2008 *under previous name* “Free Access to Libraries for Minors”; July 1, 2014; and June 25, 2019.)

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

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

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

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

- 4.2 Youth One Card – A Youth One Card may be issued to children under 18 years of age who are able to provide their name, home address, telephone number, and date of birth. Youth (Resident) and Youth One Cards are issued for a period of four years or until one month after the patron's 18th birthday, whichever comes

first. If there is a question as to whether the information on the application is accurate, staff members may request identification. The Youth One Card may be used to check out one book or one magazine. Youth One Cards do provide access to CADL's digital collections. A-V material is not included. When the book or magazine is returned, the child may borrow another book or magazine. a Youth One card may be issued if the child does not have a library card or if the child's library card is expired. Youth One Cards may be used for in library computer access. Youth One Cards are not issued or renewed for members with Student Success cards.

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

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

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

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

Other Requirements

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

- 4.6 Library Card Renewals – Outstanding Charges: Individuals with charges/fines of \$10.00 or more on their account must pay the charges/fines down to less than \$10.00 in order to renew their library card. In addition, individuals who are the signing parent for a child who owes \$10.00 or more must reduce the amount owed by the child to less than \$10.00 in order to be eligible to renew their own library card.

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

- 4.7 Identification – Applicants for library cards must show picture identification or an official birth certificate copy with seal, proof of current residential address, and provide their date of birth. Applicants may be required to provide proof of date of birth. For applicants under the age of eighteen (18), a parent or legal guardian must be present with the applicant and present picture identification. When the library card expires, borrowers will be asked to verify their address. The Library may, at any time before the expiration date, require that current address identification be shown; so borrowers should bring identification in addition to their library card. The library may confirm identity and/or address using a commercial address verification service in lieu of requesting identification and/or proof of address for online registrations and renewals.

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

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

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

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

Children who do not have their library card may not check out materials, except as noted in a memorandum of understanding for Student Success cards, when they must be able to provide the information identifying their school account.

All items are due on the specified due date.

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

~~The Library has received funding from the federal Emergency Connectivity Fund (ECF) to purchase devices and internet hotspots to loan to patrons. ECF supported equipment and services are intended to be used by patrons who do not otherwise have sufficient access to the internet. When patrons borrow these supported materials, they confirm that they would not otherwise have sufficient access.~~

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

5. Revocation of Privileges – Patrons who have an item 10 or more days overdue will have borrowing privileges for all physical materials suspended until the item is returned, the charge for the lost material is paid, or the amount due on the patron's record is less than \$10.

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

Borrowing of physical items may be suspended when items on loan to a patron have been returned with evidence of pests that are known to be damaging to library materials or that can result in pest infestations in library facilities, including, but not limited to: roaches, silver fish, some types of beetles and bed bugs. Suspension of borrowing privileges will be lifted after the patron presents proof of

treatment by a licensed pest control company. Patrons may be asked to return items to a staffed desk for six months following treatment. Borrowing of digital items may not be affected.

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

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

7. Claims Returned Items – When a patron claims an item has been returned, a search will be initiated for the item. It is expected that the patron will continue to look for the material while the library searches for it. Notices will not be sent. If the item is not located within 6 months, it will be declared lost. The library will assume responsibility for two claims returned items. The patron will be responsible for additional claims returned items. Patrons cannot use a claims returned on an item in the Library of Things collection.

8. Billed Items – Based on the library's Code of Conduct policy, failure to return CADL property constitutes larceny, and CADL has the right to report these matters to the appropriate authorities. Failure to return CADL property or to pay late fees and replacement costs may result in criminal charges.

9. Collection Agency – Patrons with amounts due of \$40 or more and exceeding 60 days will be referred to a collection agency within the sole discretion of CADL.

10. Bankruptcy – Capital Area District Libraries will comply with Discharge of Debtor orders from bankruptcy courts where CADL has been listed as a creditor. Patrons who have filed for bankruptcy listing CADL as a creditor and who have received a Discharge of Debtor order must provide a copy of the Discharge of Debtor order to CADL. After being presented with the Discharge of Debtor order, outstanding balances for damaged or unreturned materials will be removed from the patron's account and the accounts of minor children for whom they are the signing parent, provided the charges were incurred prior to the date of the bankruptcy filing.

11. Procedures – The Executive Director may establish any procedures needed to implement this policy.

12. Extenuating Circumstances – Occasionally situations arise when exceptions need to be made for unusual circumstances. In those cases the Head Librarian, Associate Director, or the Executive Director may interpret these rules and authorize exceptions as needed.

CAPITAL AREA DISTRICT LIBRARIES
SER 105 INTERNET ACCESS POLICY
~~FEBRUARY 17, 2021~~ **JUNE 25, 2025**

1. Philosophy

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

2. Internet Content

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

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

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

3. Privacy

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

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

4. Technology Protection Measure

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

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

ON PATRON COMPUTERS, reservation software is used to restrict minors under the age of 18 to filtered Internet access only. The same software also allows adults to turn off filters without staff intervention. In some libraries, groups of computers that are primarily used by children have been designated as always filtered.

WIRELESS INTERNET IN LIBRARY FACILITIES AND VIA BORROWED MOBILE HOTSPOTS IS FILTERED.

5. Filtering Guidelines

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

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

6. Parental Guidance

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

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

7. Complaints and Penalties

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

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

8. Obscenity / Child Pornography, and Related Issues

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

CAPITAL AREA DISTRICT LIBRARIES
SER 105B WIRELESS ACCESS POLICY
~~July 20, 2022~~ **JUNE 25, 2025**

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

A. Policy Applicable to All Modes of Wireless Access

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

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

B. Policy Applicable to CADL Wireless Service at Library Facilities

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

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

93
94 9. Electrical Power – The library does not guarantee convenient access to electrical
95 power plugs, so users should plan to use battery power with their devices. To the
96 extent that electrical power plugs are available, users may connect their computer
97 equipment to them, provided they do so in a safe manner that does not interfere
98 with the ability of others to use the library. Users may not unplug any existing
99 equipment, stretch cords across walkways, nor may they move furniture or sit on
100 floors in such a way as to block or impede aisles or walkways.

101
102 10. Privacy – The Library does not track personally identifiable information in
103 connection with the use of its wireless network, nor does it record the web sites
104 visited by users. However, certain information necessary to provide the service
105 (which might include, but is not limited to, the MAC address of the user's
106 equipment's network interface, the IP address assigned to the user's equipment, and
107 dates and times of use) is retained in various system logs for several weeks. This
108 information is available only to a few staff and is not shared unless required by law.
109

110 C. Policy Applicable to Borrowed Mobile Hotspot Use

111 The Library loans devices (mobile hotspots) that provide wireless Internet access to
112 WiFi capable devices.
113

114 1. Authentication – Hotspots are loaned to members in good standing under various
115 loan programs tailored to target audiences. The person who checks out the hotspot
116 is responsible for all uses of the device.
117

118 2. Financial subsidy – ~~the library has received funding from the federal~~
119 ~~emergency connectivity fund (ECF) to purchase hotspot devices and~~
120 ~~service. ECF supported equipment and services are intended to be used~~
121 ~~by patrons who do not otherwise have sufficient access to the internet.~~
122 ~~Borrowers of hotspots confirm that they would not otherwise have~~
123 ~~sufficient access. THE LIBRARY MAY RECEIVE FUNDING FROM THE~~
124 ~~UNIVERSAL SERVICE FUND'S E-RATE PROGRAM TO SUBSIDIZE~~
125 ~~THE PURCHASE OF HOTSPOT DEVICES AND SERVICE. E-RATE~~
126 ~~SUPPORTED EQUIPMENT AND SERVICES ARE INTENDED TO BE~~
127 ~~USED BY PATRONS WHO DO NOT HAVE SUFFICIENT ACCESS TO~~
128 ~~THE INTERNET. BY BORROWING A MOBILE HOTSPOT, PATRONS~~
129 ~~CONFIRM THAT THEIR USE OF THE HOTSPOT WILL BE INTEGRAL,~~
130 ~~IMMEDIATE, AND PROXIMATE TO THE PROVISION OF LIBRARY~~
131 ~~SERVICES TO LIBRARY PATRONS.~~
132

133 3. Available Network Services – The Internet service on the hotspots is provided by
134 third party cellular network providers. The Library does not restrict what services
135 or ports are available as part of the vendors' standard service, nor does the Library
136 guarantee any particular services or ports will be available.
137

- 138 4. Devices – The wireless service is designed for use with devices that use standard
139 802.11 protocols. Not all equipment will be compatible. Other devices may or may
140 not work and are not explicitly supported. Hotspots can support multiple device
141 connections simultaneously.
- 142
- 143 5. Bandwidth Limitations – The speed and performance of Internet service on the
144 hotspots will vary based on the strength and quality of the cellular signal available on
145 the vendor’s network at the time and location of use. The hotspots are provisioned
146 with 4G service and there is no cap on total bandwidth. The cellular network
147 provider actively manages its network resources and may slow down an individual
148 connection when network congestion is present. Network service on the loaned
149 device will be suspended when it becomes overdue.
- 150
- 151 6. Content Filtering – ~~The Internet service on the hotspots may or may not be~~
152 ~~filtered, depending on the loan program and target audience. hotspots~~
153 ~~loaned to youth are filtered. Adults are advised to supervise minors~~
154 ~~whom they allow to connect to unfiltered hotspots. CADL is not~~
155 ~~responsible for the content accessed. THE WIRELESS SERVICE ON~~
156 ~~BORROWED HOTSPOTS IS FILTERED IN ACCORDANCE WITH SER~~
157 ~~I05 INTERNET ACCESS POLICY.~~
- 158
- 159 7. Location of Service – The Internet service on the hotspots is provided by a third
160 party cellular network provider with coverage and availability throughout Ingham
161 County. However, coverage is not guaranteed. An up to date coverage map is
162 available via the library’s web site.
- 163
- 164 8. Privacy – The Library does not track the use of the Internet on the hotspots. A link
165 to the privacy policy of the cellular network provider is available on the library’s web
166 site.

CAPITAL AREA DISTRICT LIBRARIES

SER 107 MEETING ROOM POLICY

February 27, 2023 JUNE 25, 2025

THIS POLICY PROVIDES RULES AND PROCESSES WHICH GOVERN THE USE BY OUTSIDE GROUPS OF LIBRARY SPACES AND MEETING ROOMS. THE PURPOSE OF LIBRARY MEETING SPACE BEING MADE AVAILABLE FOR PUBLIC USE IS TO PROVIDE A SERVICE AND COMMUNITY RESOURCE WHICH IS AVAILABLE EQUITABLY TO CADL CARDHOLDERS FOR EDUCATIONAL, CULTURAL AND CIVIC GATHERINGS.

1. Library meeting rooms may be reserved for the use of organizations and groups from the community which agree to abide by the following guidelines and which file an "Application for Use of Meeting Rooms." Only individuals or businesses with a current full-service adult or business Capital Area District Libraries card may reserve meeting room space **ON BEHALF OF AN ORGANIZATION OR GROUP.**
2. **TO ENSURE FULL CONSIDERATION OF A MEETING ROOM REQUEST,** Groups ~~wishing to use a meeting room~~ shall fill out an application at least 48 hours prior to use. When submitting an application, the representative from the group must produce their current full-service Capital Area District Libraries card which must be in good standing. **AN APPLICATION IS GOOD FOR A YEAR. ADDITIONAL DATE REQUESTS FOR THE ROOM ALSO REQUIRE 48 HOURS NOTIFICATION.** Applicants will be notified within 48 hours if their date(s) cannot be accommodated. **MEETING SPACES ARE NOT AVAILABLE FOR PRIVATE OR STRICTLY SOCIAL USES.**
3. Rooms may only be booked for use during regular library hours. **RESERVATIONS ARE AVAILABLE ON A FIRST COME, FIRST SERVED BASIS.** Rooms shall be vacated at least 15-30 minutes prior to the closing of the facility. **THE SPACE WILL BE AVAILABLE TO THE RESERVING GROUP FOR THE REQUESTED AND CONFIRMED TIME ONLY. CHANGES MUST BE APPROVED IN ADVANCE FOR CONSIDERATION. LAST MINUTE CHANGE REQUESTS MAY NOT BE ACCOMMODATED.**
4. Rooms are available to non-profit organizations **OR GROUPS** for educational, cultural and civic purposes. Profit making organizations may use the rooms on a limited basis for meetings or **INTERNAL** training sessions. ~~Programs involving the sale, advertisement or promotion of commercial services are prohibited.~~
5. **PROGRAMS INVOLVING THE SALE, ADVERTISEMENT OR PROMOTION OF COMMERCIAL SERVICES ARE PROHIBITED.** ~~The sale of any goods must be approved in advance by the head librarian~~ **IS NOT ALLOWED.** ~~The library is not responsible for any merchandise and library staff members will not assist with the sale.~~
6. Admission fees may not be charged, and monetary donations may not be solicited or collected at any event.

7. The CADL cardholder must secure all necessary performance licenses if showing a film, videotape, presenting musical performances, or using a computer program and must agree to indemnify the library for any damages incurred because of their failure to do so.
8. A portable projector is available to check out at South Lansing, Haslett, Okemos and Downtown Lansing Libraries for in-meeting room use. See application for details.
9. Programs and exhibits may not disrupt **LIBRARY OPERATIONS OR** the use of the library by others. Persons in the room are subject to all library rules and regulations **AND ALL APPLICABLE LOCAL, STATE, AND FEDERAL LAWS AND REGULATIONS, INCLUDING FIRE CODES.** All groups using a room must be under adequate adult supervision with an adult in attendance at all times.
10. Light refreshments may be served. **MEALS, CATERING, OR HOT MEAL SERVICE ARE NOT PERMISSABLE.** The group must provide its own equipment for serving and preparation. Alcoholic beverages may not be served. ~~No food or beverages are allowed in the Downtown Lansing Library auditorium.~~ The group must agree to indemnify and hold the library harmless for any damages incurred in connection with the group's serving and preparing of light refreshments. **NO FOOD OR BEVERAGES ARE ALLOWED IN THE DOWNTOWN LANSING LIBRARY AUDITORIUM.**
11. Room set-up is the responsibility of the applicant. Interior surfaces may not be defaced by use of inappropriate materials such as tacks or tape. The room, furniture and equipment must be returned to their original condition after use. The CADL cardholder reserving the room will be billed for any damage they cause to the room, furniture, or equipment. The library assumes no responsibility for materials on display or left in the building by users. The CADL cardholder is responsible for supervision and security.
12. The CADL cardholder reserving the room shall sign a written document agreeing to indemnify and hold harmless Capital Area District Libraries, its agents and representatives, from any suits, actions, claims or demands arising out of any injuries or damages sustained by any person as result of the use of the room, its furnishings or equipment.
13. By applying for use of a room the sponsoring group acknowledges that its activity is not sponsored by the Capital Area District Libraries and agrees that it will not identify Capital Area District Libraries as a sponsor in any literature or publicity. Any publicity intended for the public must contain the following disclaimer: "This presentation is not sponsored by Capital Area District Libraries." Any publicity materials that include the library's name or logo, must be approved prior to use by the Marketing and Communications department of Capital Area District Libraries.
14. The Library, in its sole discretion, reserves the right to withdraw permission for the use of any room. If the library withdraws permission, notice will be given to the applicant within a reasonable time. Library activities have priority over those of any other institution or organization.
15. **LIBRARY EVENTS AND PROGRAMS TAKE PRECEDENCE OVER OUTSIDE EVENTS OR ORGANIZATION USE. TO ACCOMMODATE LIBRARY EVENTS**

96 **AND PROGRAMS,** Rooms may be reserved no more than three months in advance and may
97 ~~be limited to two times per month per group, individual or organization.~~ **EACH BRANCH**
98 **MAY HAVE LIMITS ON FREQUENCY OF USE.** Exceptions will be considered upon
99 receipt of a written request. If cancellation of the event/program is necessary, please notify the
100 library no later than 48 hours in advance of the event/program. Future use of the room may be
101 restricted **AFTER REPETITIVE “NO SHOWS.”** ~~If contact is not made.~~
102

- 103 16. Occasionally situations arise when exceptions need to be made for unusual circumstances. In
104 those cases, the Executive Director or designee may authorize exceptions as needed. CADL has
105 the right to limit the use of meeting rooms based on demand.

**CAPITAL AREA DISTRICT LIBRARIES
MEETING ROOM APPLICATION**

1. Name of Organization: _____

2. Full name of CADL cardholder seeking application for group: _____

3. Library card number of applicant: _____

4. Room requested: _____

5. Meeting date(s): _____

6. Time – beginning and ending: _____

7. Purpose of use: _____

8. Will participants pay to attend the event? Yes _____ No _____

~~9. The following items will be sold:~~ _____

9. ~~10.~~ Approximate number present: Children _____ Adults _____

10. ~~11.~~ The applicant, who will be in charge of the event, is 18 years of age or over.

11. ~~12.~~ The applicant represents that they have authority to sign this application on behalf of the organization listed in paragraph 1, above, and to bind the organization to the terms and conditions governing the use of the facility.

12. ~~13.~~ The applicant holds a current full-service Capital Area District Libraries card in their name. The card must be in good standing at the time of room use.

13. ~~14.~~ The following is available for checkout for in-meeting room use.

Digital Projector Kit (includes cords and adapters to support HDMI input; no external sound system; see instructions for details)

Do you wish to check out the kit? Yes _____ No _____

If yes, do you need staff technical assistance? Yes _____ No _____

Staff technical assistance is available by scheduling an appointment in advance. Contact the head librarian for an appointment.

- 150 14. 15. They agree that they will be responsible to Capital Area District Libraries for use and care of
151 library property. They further agree that the activities will conform to those stated in this
152 application.
153
154 15. 16. Applicant agrees to include the following disclaimer on promotional material intended for the
155 public: "This presentation is not sponsored by Capital Area District Libraries."
156
157 16. 17. In consideration for the use of Capital Area District Libraries facilities, they agree for
158 themselves and on behalf of the organization to release and indemnify and hold harmless Capital
159 Area District Libraries, its officers, agents, and employees against any and all loss, damage, and for
160 any liability that may be suffered or incurred by the library, its officers, agents and employees,
161 caused by, arising out of, or in any way connected with the use by the undersigned of Capital Area
162 District Libraries facility. The undersigned warrants and represent that it has the authority and
163 permission to enter into this agreement for and on behalf of the organization and its individual
164 members.
165
166 17. 18. The applicant has read 'SER 107 Meeting Room Policy', adopted February 27, 2023
167 **JUNE 25, 2025** and agrees to ~~obey each rule~~ **ADHERE TO ITS ENTIRETY.**
168

169 Signature of applicant: _____
170

171 Name (please print or type): _____
172

173 Address: _____
174

175 Telephone number: _____
176

177 E-mail address/Alternate contact: _____
178
179
180

FOR INTERNAL USE ONLY

- ☐ VERIFIED CARD STATUS
☐ APPROVED
☐ PLACED EVENT ON INTERNAL CALENDAR
☐ **ROOM RESERVED**

SIGNATURE _____

DATE _____

06/11/2025

BALANCE SHEET REPORT FOR CAPITAL AREA DISTRICT LIBRARIES

Balance As Of 05/31/2025

GL Number	Description	YTD Balance 05/31/2024	YTD Balance 05/31/2025
Fund: 101 GENERAL FUND			
*** Assets ***			
Account Type: Cash			
CASH Cash in Tills		15,470,770.71	17,776,033.45
IMPREST CASH		2,312.00	2,233.31
INVESTMENTS		4,455,648.37	4,606,141.93
Cash		19,928,731.08	22,384,408.69
Account Type: Other Assets			
ACCOUNTS RECEIVABLE		0.00	3,912.95
INTEREST RECEIVABLE		93,109.74	144,912.46
PREPAID EXPENSE		33,372.97	29,198.84
TAXES RECEIVABLE		649,909.87	751,547.30
Other Assets		776,392.58	929,571.55
Total Assets		20,705,123.66	23,313,980.24
*** Liabilities ***			
Account Type: Accounts Payable			
ACCOUNTS PAYABLE		330,333.31	321,665.69
ACCRUED SALARIES PAYABLE STD PAYABLE - EMPLOYEE		3,121.32	(1,344.36)
Accounts Payable		333,454.63	320,321.33
Account Type: Liabilities-ST			
DEFERRED REVENUE Deferred Revenue - Taxes		649,909.87	751,547.30
Liabilities-ST		649,909.87	751,547.30
Total Liabilities		983,364.50	1,071,868.63
*** Fund Equity ***			
Account Type: Unassigned			
FUND BALANCE AUTOMATION		1,000,000.00	1,000,000.00
FUND BALANCE CAPITAL PRO		2,299,999.66	3,249,999.66
FUND BALANCE CONTINGENCY		5,342,849.10	5,342,849.10
FUND BALANCE DONATIONS RE FUND BALANCE DONATION RES - AST		555,255.95	528,491.29
FUND BALANCE DONATIONS UN FUND BALANCE DONATION UNRES - LANS		512,955.93	460,478.21
FUND BALANCE OPERATIONS		715,550.00	965,550.00
FUND BALANCE PENSION RESERVE		1,560,000.00	1,560,000.00
FUND BALANCE UNDESIGNATED		814,140.31	910,784.56
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		20,705,123.66	23,313,980.24
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		983,364.50	1,071,868.63
= TOTAL LIABILITIES AND FUND BALANCE		13,784,115.45	15,090,021.45
OUT OF BALANCE		6,921,008.21	8,223,958.79

BOARD FS FOR CAPITAL AREA DISTRICT LIBRARIES

Balance As of 05/31/2025

*NOTE: Pct Budget does not reflect amounts encumbered.

GL Number	Description	Activity For 05/31/2025	YTD Balance 05/31/2025	2025 Amended Budget	% Bdg Used
Fund: 101 GENERAL FUND					
Account Category: Revenues					
MILLAGE INCOME					
402	Property Tax Revenue	2,297.63	13,292,206.30	14,006,000.00	94.90
404	Renaissance Zone Reimbursement			40,000.00	0.00
437	Industrial Facilities Tax		40,246.40	38,000.00	105.91
	MILLAGE INCOME	2,297.63	13,332,452.70	14,084,000.00	94.66
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	135,150.00	100.00
553	State Aid Direct		65,547.82	125,000.00	52.44
554	State Aid Indirect		65,547.82	125,000.00	52.44
	STATE AID	0.00	266,246.56	385,150.00	69.13
LIBRARY FEES					
630	Printing Revenue	5,314.29	23,170.66	42,000.00	55.17
631	Non Resident Fees	1,525.00	10,375.00	26,000.00	39.90
	LIBRARY FEES	6,839.29	33,545.66	68,000.00	49.33
DONATIONS					
674	Donation Income-Friends/Restricted	8,927.41	18,240.04	11,000.00	165.82
677	Donation Income-Unrestricted	739.40	23,750.32	24,400.00	97.34
	DONATIONS	9,666.81	41,990.36	35,400.00	118.62
GRANTS					
540	Grants		7,500.00	7,500.00	100.00
543	Grants-MMLC			15,000.00	0.00
550	Grants-LSTA		19,845.00	19,845.00	100.00
	GRANTS	0.00	27,345.00	42,345.00	64.58
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	3,214.29	14,193.42	30,000.00	47.31
665	Interest Income	61,829.54	287,573.95	300,000.00	95.86
673	Sale of Fixed Assets		1,540.18	5,000.00	30.80
675	Misc Income	609.30	4,930.02	9,000.00	54.78
680	Sponsorship Revenue	3,000.00	3,000.00	0.00	100.00
682	Insurance Claim Income			1,000.00	0.00
	OTHER INCOME	68,653.13	311,237.57	478,000.00	65.11
DUE FROM FUND BALANCES					
966	Due from Pension Reserve			360,000.00	0.00
	DUE FROM FUND BALANCES	0.00	0.00	360,000.00	0.00
	Revenues	87,456.86	14,012,817.85	15,580,395.00	89.94
Account Category: Expenditures					
SALARIES AND BENEFITS					
702	Salaries	535,413.44	2,615,411.41	7,350,000.00	35.58
714	Unemployment Insurance			1,000.00	0.00
715	FICA EMPLOYER SHARE	40,297.40	196,932.00	562,280.00	35.02
716	HEALTH INSURANCE	53,334.14	293,307.35	850,000.00	34.51
717	Life & Disability Insurance	396.66	1,994.51	6,000.00	33.24
718	Retirement	66,461.19	339,748.00	960,000.00	35.39
719	Prescription Expense	13,853.32	81,004.11	300,000.00	27.00
720	DENTAL INSURANCE	3,255.11	22,150.46	48,000.00	46.15
721	VISION INSURANCE	882.26	5,364.71	12,000.00	44.71
722	Workers Comp Insurance		21,927.00	34,000.00	64.49
724	Parking Main Library	4,520.00	27,133.80	54,500.00	49.79
	SALARIES AND BENEFITS	718,413.52	3,604,973.35	10,177,780.00	35.42
MATERIALS					
727	Books	91,059.06	413,682.38	1,061,780.00	38.96
728	Periodicals		32,797.98	34,560.00	94.90
729	DVD	20,959.65	79,470.08	222,700.00	35.68
730	Library of Things	1,646.05	19,207.67	52,500.00	36.59
731	Audiobooks	49,582.17	253,764.57	638,250.00	39.76
732	Music	3,405.04	11,919.16	41,440.00	28.76

BOARD FS FOR CAPITAL AREA DISTRICT LIBRARIES

Balance As of 05/31/2025

*NOTE: Pct Budget does not reflect amounts encumbered.

GL Number	Description	Activity For 05/31/2025	YTD Balance 05/31/2025	2025 Amended Budget	% Bdg Used
Fund: 101 GENERAL FUND					
Account Category: Expenditures					
MATERIALS					
733	Databases	618.00	94,625.40	100,530.00	94.13
734	Subscription Services		74,085.08	105,010.00	70.55
735	Processing Supplies	6,386.09	12,289.27	31,100.00	39.52
736	Processing Fees	6,953.83	26,525.48	68,000.00	39.01
MATERIALS		180,609.89	1,018,367.07	2,355,870.00	43.23
SUPPLIES					
740	Office Supplies	9,486.62	28,962.72	85,000.00	34.07
741	Postage Expense	29.36	2,349.71	5,000.00	46.99
776	Janitorial Supplies	1,682.85	6,514.76	17,700.00	36.81
862	Gas-Delivery Vehicles	1,635.98	8,157.31	23,000.00	35.47
SUPPLIES		12,834.81	45,984.50	130,700.00	35.18
PROFESSIONAL SERVICES					
820	Membership Fees	461.00	18,156.04	25,780.00	70.43
822	CONTRACTUAL SERVICES	354.48	1,676.93	35,000.00	4.79
823	Bank Fees & Services	1,329.80	6,852.89	16,000.00	42.83
824	Cooperative Membership Fee		65,547.82	125,000.00	52.44
825	Collection Agency Fees	234.85	2,093.60	6,500.00	32.21
826	Payroll & Print Service	3,368.83	20,181.31	46,000.00	43.87
827	Web Chat Service	895.00	4,475.00	11,000.00	40.68
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	7,374.94	41,620.24	151,000.00	27.56
832	Programs	4,351.00	25,487.52	112,820.00	22.59
PROFESSIONAL SERVICES		18,369.90	212,009.90	583,100.00	36.36
GOVERNANCE					
805	Legal Services		7,546.00	40,000.00	18.87
806	Per Diem		330.00	10,000.00	3.30
807	Memberships - Board		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		0.00	19,953.34	83,250.00	23.97
STAFF DEVELOPMENT					
810	Staff Training	92.74	5,440.33	39,250.00	13.86
811	Recruiting Expense			500.00	0.00
812	Hospitality	94.75	168.66	5,000.00	3.37
813	Employee Recognition			5,000.00	0.00
STAFF DEVELOPMENT		187.49	5,608.99	49,750.00	11.27
MAINTENANCE AND UTILITIES					
801	Custodial Services	23,328.39	92,277.28	237,970.00	38.78
802	SECURITY SERVICES	14,235.71	65,421.04	157,220.00	41.61
850	Telephone	1,717.32	8,586.57	22,260.00	38.57
864	Vehicle Maintenance - Delivery	161.99	2,111.66	10,000.00	21.12
922	Steam and Gas	6,080.44	67,032.14	110,300.00	60.77
923	Electricity	19,153.83	65,340.37	208,600.00	31.32
924	Water and Sewer	2,307.76	8,478.76	27,700.00	30.61
925	Trash	668.63	3,413.81	10,570.00	32.30
930	Building Maintenance	5,601.32	48,511.38	108,700.00	44.63
MAINTENANCE AND UTILITIES		73,255.39	361,173.01	893,320.00	40.43
OTHER EXPENSE					
861	Local Travel	472.21	5,471.76	15,000.00	36.48
955	Millage Income Refund		1,886.81	60,000.00	3.14
956	Property & Liability Insurance		40,971.52	68,000.00	60.25
957	Miscellaneous Expense	184.20	1,111.00	6,000.00	18.52
958	Sales/Use Tax		164.82	1,000.00	16.48
960	Donation Expense Restricted	11,147.31	24,240.54	22,070.00	109.83
961	Donation Expense Unrestricted	6,440.05	13,547.03	10,000.00	135.47
OTHER EXPENSE		18,243.77	87,393.48	182,070.00	48.00
TECHNOLOGY EXPENSES					
878	Firewall Upgrade Project	2,088.96	11,982.71	79,850.00	15.01
895	Internet Access		4,294.80	9,000.00	47.72
896	Internet Access - Hotspots	3,970.87	30,568.31	91,770.00	33.31
898	Computer System Services	381.62	14,210.08	34,350.00	41.37
905	Computer Software	874.04	52,774.39	75,000.00	70.37

BOARD FS FOR CAPITAL AREA DISTRICT LIBRARIES

Balance As of 05/31/2025

*NOTE: Pct Budget does not reflect amounts encumbered.

GL Number	Description	Activity For 05/31/2025	YTD Balance 05/31/2025	2025 Amended Budget	% Bdgt Used
Fund: 101 GENERAL FUND					
Account Category: Expenditures					
TECHNOLOGY EXPENSES					
906	Computer Hardware	39.08	20,195.80	51,500.00	39.22
907	III Software & Hardware Maintenance		161,422.74	168,040.00	96.06
911	Mobile Training Lab			51,000.00	0.00
	TECHNOLOGY EXPENSES	7,354.57	295,448.83	560,510.00	52.71
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	48,970.41	86,683.15	125,000.00	69.35
967	Outreach Projects	9,048.17	18,454.11	70,000.00	26.36
980	Staff Furn & Equipment	959.17	5,464.33	46,550.00	11.74
982	BUILDINGS			175,000.00	0.00
987	GRANT EXPENSES		27,345.00	27,345.00	100.00
	CAPITAL OUTLAY	58,977.75	137,946.59	578,895.00	23.83
DEBT SERVICES					
929	SBITA/LEASE PRINCIPAL PAYMENTS			141,850.00	0.00
	DEBT SERVICES	0.00	0.00	141,850.00	0.00
	Expenditures	1,088,247.09	5,788,859.06	15,737,095.00	36.78
Fund 101 - GENERAL FUND:					
	TOTAL REVENUES	87,456.86	14,012,817.85	15,580,395.00	89.94
	TOTAL EXPENDITURES	1,088,247.09	5,788,859.06	15,737,095.00	36.78
	NET OF REVENUES & EXPENDITURES:	(1,000,790.23)	8,223,958.79	(156,700.00)	

Carefully read the instructions on page 2.

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory. Penalty applies.

Ingham and Eaton \$9,764,401,972

Capital Area District Library

Personal and Commercial Properties.

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCCL Sec 211.119. The following tax rates have been authorized for levy on the 2025 tax roll.

[illegible]

Prepared by	Telephone Number	Title of Preparer	Date

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2025 for instructions on completing this section.	
Total School District Operating	

<input type="checkbox"/>	Clerk	Signature	Print Name	Date
<input checked="" type="checkbox"/>	Secretary		Debora Bloomquist	
<input checked="" type="checkbox"/>	Chairperson	Signature	Print Name	Date
<input type="checkbox"/>	President		Brian Baer	

* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

**** IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

**Instructions For Completing
Form 614 (L-4029) 2025 Tax Rate Request,
Millage Request Report To County Board Of Commissioners**

These instructions are provided under MCL Sections 211.24e (truth in taxation), 211.34 (truth in county equalization and truth in assessing), 211.34d (Headlee), and 211.36 and 211.37 (apportionment).

Column 1: Source. Enter the source of each millage. For example, allocated millage, separate millage limitations voted, charter, approved extra-voted millage, public act number, etc. Do not include taxes levied on the Industrial Facilities Tax Roll.

Column 2: Purpose of millage. Examples are: operating, debt service, special assessments, school enhancement millage, sinking fund millage, etc. A local school district must separately list operating millages by whether they are levied against ALL PROPERTIES in the school district or against the NON-HOME group of properties. (See State Tax Commission Bulletin 2 of 2025 for more explanation.) A local school district may use the following abbreviations when completing Column 2: "Operating ALL" and "Operating NON-HOME". "Operating ALL" is short for "Operating millage to be levied on ALL PROPERTIES in the local school district" such as Supplemental (Hold Harmless) Millages and Building and Site Sinking Fund Millages. "Operating NON-HOME" is short for "Operating millage to be levied on ALL PROPERTIES EXCLUDING PRINCIPAL RESIDENCE, QUALIFIED AGRICULTURAL, QUALIFIED FOREST AND INDUSTRIAL PERSONAL PROPERTIES in the local school district" such as the 18 mills in a district which does not levy a Supplemental (Hold Harmless) Millage.

Column 3: Date of Election. Enter the month and year of the election for each millage authorized by direct voter approval.

Column 4: Millage Authorized. List the allocated rate, charter aggregate rate, extra-voted authorized before 1979, each separate rate authorized by voters after 1978, debt service rate, etc. (This rate is the rate before any reductions.)

Column 5: 2024 Millage Rate Permanently Reduced by MCL 211.34d ("Headlee") Rollback. Starting with taxes levied in 1994, the "Headlee" rollback permanently reduces the maximum rate or rates authorized by law or charter. The 2024 permanently reduced rate can be found in column 7 of the 2024 Form L-4029. For operating millage approved by the voters after April 30, 2024, enter the millage approved by the voters. For debt service or special assessments not subject to a millage reduction fraction, enter "NA" signifying "not applicable."

Column 6: Current Year Millage Reduction Fraction. List the millage reduction fraction certified by the county treasurer for the current year as calculated on Form 2166 (L-4034), *2025 Millage Reduction Fraction Calculations Worksheet*. The millage reduction fraction shall be rounded to four (4) decimal places. The current year millage reduction fraction shall not exceed 1.0000 for 2025 and future years. This prevents any increase or "roll up" of millage rates. Use

1.0000 for new millage approved by the voters after April 30, 2025. For debt service or special assessments not subject to a millage reduction fraction, enter 1.0000.

Column 7: 2025 Millage Rate Permanently Reduced by MCL 211.34d ("Headlee") Rollback. The number in column 7 is found by multiplying column 5 by column 6 on this 2025 Form L-4029. This rate must be rounded DOWN to 4 decimal places. (See STC Bulletin No. 11 of 1999, Supplemented by Letter of 6/7/2000.) For debt service or special assessments not subject to a millage reduction fraction, enter "NA" signifying "not applicable."

Column 8: Section 211.34 Millage Rollback Fraction (Truth in Assessing or Truth in Equalization). List the millage rollback fraction for 2025 for each millage which is an operating rate. Round this millage rollback fraction to 4 decimal places. Use 1.0000 for school districts, for special assessments and for bonded debt retirement levies. For counties, villages and authorities, enter the Truth in Equalization Rollback Fraction calculated on STC Form L-4034 as TOTAL TAXABLE VALUE BASED ON CEV FOR ALL CLASSES/TOTAL TAXABLE VALUE BASED ON SEV FOR ALL CLASSES. Use 1.0000 for an authority located in more than one county. For further information, see State Tax Commission Bulletin 2 of 2025. For townships and cities, enter the Truth in Assessing Rollback Fraction calculated on STC Form L-4034 as TOTAL TAXABLE VALUE BASED ON ASSESSED VALUE FOR ALL CLASSES/TOTAL TAXABLE VALUE BASED ON SEV FOR ALL CLASSES. The Section 211.34 Millage Rollback Fraction shall not exceed 1.0000.

Column 9: Maximum Allowable Millage Levy. Multiply column 7 (2025 Millage Rate Permanently Reduced by MCL 211.34d) by column 8 (Section 211.34 millage rollback fraction). Round the rate DOWN to 4 decimal places. (See STC Bulletin No. 11 of 1999, Supplemented by Letter of 6/7/2000.) For debt service or special assessments not subject to a millage reduction fraction, enter millage from Column 4.

Column 10/Column 11: Millage Requested to be Levied. Enter the tax rate approved by the unit of local government provided that the rate does not exceed the maximum allowable millage levy (column 9). A millage rate that exceeds the base tax rate (Truth in Taxation) cannot be requested unless the requirements of MCL 211.24e have been met. For further information, see State Tax Commission Bulletin 2 of 2025. A LOCAL School District which levies a Supplemental (Hold Harmless) Millage shall not levy a Supplemental Millage in excess of that allowed by MCL 380.1211(3). Please see the memo to assessors dated October 26, 2004, regarding the change in the collection date of certain county taxes.

Column 12: Expiration Date of Millage. Enter the month and year on which the millage will expire.

CAPITAL AREA DISTRICT LIBRARIES
GOV 201 SERVICES, FACILITIES, FURNITURE AND EQUIPMENT
MARCH 16, 2022

Capital Area District Libraries provides staffing, materials, and services for local libraries. CADL pays for the cost of operating and cleaning the facility and also provides central support services including administration; financial services; acquisitions, cataloging, and processing materials; computer support, public relations, and printing.

Services: The level of staffing, materials, and services provided at each library is within CADL's sole discretion and is reflective of the following:

- Need as shown by circulation, reference, program attendance or other factors.
- Income from the service area including millage, penal fines and state aid, and donations.
- Facilities provided by the local community.
- Population of the service area.
- Special interests expressed by library patrons or area residents

All circulating materials owned by CADL may be borrowed through Intralibrary Loan and thus made available at all local libraries. Some libraries may have special collections and services that are not duplicated at other libraries. One example is the Local History Collection at the Downtown Lansing Library.

Facilities: Local municipalities provide the facilities to house the local library. The facilities must meet state and federal guidelines and be acceptable to CADL.

Special Services: Special services such as a needs assessment study, planning for a new library, etc. may also be provided to local communities upon request as resources permit.

CADL will also provide support to local municipalities where possible through planning, grant writing, fund raising, and assistance with local bond issues or millage campaigns.

Furniture and Equipment: Furniture owned by the local municipality remains the property of the local municipality. Furniture and equipment owned by CADL remains the property of CADL.

CADL is responsible for providing equipment for local libraries such as computers, cash registers, copiers, fax machines, audio-visual equipment, etc.

For existing branches, whether remodeling in place or moving to a new location, CADL is responsible for providing furniture and equipment for library staff and patrons, furniture and equipment for new services or materials, and shelving. Further CADL, with board approval and in its sole discretion, may choose to provide floor coverings (e.g., carpet, tile, or vinyl), paint, window coverings (e.g., blinds, film or draperies), lighting upgrades to existing fixtures, or electrical and data components to the extent it allows CADL to maintain or enhance current and future equipment and services. Needs will be prioritized based on service requirements and available funds.

CAPITAL AREA DISTRICT LIBRARIES
HUM 112 INCLEMENT WEATHER CLOSING POLICY
DECEMBER 20, 2017

Capital Area District Libraries (CADL) may close when weather conditions exist making it difficult and potentially dangerous to travel. The primary factor of any decision will be the safety of the staff and patrons. However, maximum effort will be made to maintain regular library hours. Due to inclement weather, the entire CADL system or individual branches may close as deemed necessary.

The Executive Director of CADL shall have the discretion to close the library when dangerous travel conditions exist based on the criteria mentioned above. If the Executive Director is unavailable, the Senior Associate Director of Public Service shall make the determination. If the Senior Associate Director of Public Service is also unavailable, the Associate Director of Collection Services shall make the determination.

The Executive Director shall contact all of her or his direct reports to provide notice about CADL being closed. All of the Executive Director's direct reports shall in turn contact all of their direct reports to provide notice. This process shall continue until every CADL employee has been contacted. The Marketing Department shall also provide notice to the public about the closure. The Information Technology Department shall post notice of the closure on CADL's website.

If CADL is closed based on a decision by the Executive Director, all employees shall be paid as if it were a regular work day.

If CADL remains open during inclement weather employees may leave early or not come to work because of hazardous weather conditions, if approved by their supervisors. CADL employees must use their own leave time to cover any hours that they are absent during their scheduled shifts.

Any CADL branch that does not have enough employees to operate due to absences because of weather conditions may close. Closures of this nature must be approved by the Executive Director or the Senior Associate Director of Public Service.

CAPITAL AREA DISTRICT LIBRARIES
HUM 305 PANDEMIC RESPONSE PLAN
AUGUST 18, 2021

The Capital Area District Libraries (CADL) is committed to the health and safety of its employees, patrons, and the general community. CADL adopts this plan to prepare for and respond to a threat of influenza or other pandemic that causes serious widespread illness.

CADL will follow CDC recommendations, other official health guidance, and government directives. For staff, the Library may need to frequently change its policy to stay up to date.

The purpose of this plan is to address the following issues related to pandemics:

- Focus staff attention on maintaining good health and preventing the transmission of infectious disease.
- Establish criteria for closing the library, suspending programs, and restricting access to the facilities.
- Establish contingency plans to maintain services during times of significant and sustained worker absenteeism.
- Establish partnerships with other community organizations to provide mutual support and maintenance of essential services during a pandemic.

The Management Team will:

- Monitor issues and information related to pandemics to keep this plan up to date.
- Recommend any changes to the plan as circumstances warrant and modify current CADL procedures as needed.
- Communicate with public health agencies, emergency responders and others regarding the plan, and understand their capabilities should an outbreak occur.
- Attend training/seminars about pandemic outbreaks in order to remain current about the pandemic threat in our community.
- Implement this plan when and how Management deems necessary.
- Develop a plan to continue operations at each location with the least possible number of staff on site.
- Develop a training plan and ensure that all employees are adequately trained on pandemic emergency procedures and the prevention of illness.
- Encourage all employees to be up to date on vaccinations.
- Ensure that CADL facilities are operating in compliance with Federal, State, and local regulations, laws, and emergency orders.
- Communicate with the public concerning library closures.

- Develop a plan to provide information services for the public in the event of a library closure.

Preparation

CADL will maintain a list of contacts in the health profession to provide consultation and advice regarding this plan and its implementation.

CADL will provide information to all employees regarding recommended practices to reduce the spread of the infection. CADL will also develop a list of recommended infection control supplies (hand soaps, tissues, and so on) and ensure that each location has an adequate supply and ensure that staff are trained in the appropriate use of infection control supplies.

The Executive Director shall develop a plan to keep employees informed of developments as they occur, including those employees who remain at home.

Should a Pandemic Occur

Should a pandemic occur, CADL will, after consultation with knowledgeable health officials, implement the following steps, as deemed necessary:

- Encourage customers and potential customers to use other locations and/or services.
- Contact key vendors to determine the extent to which the outbreak will affect their operations and thus our ability to perform our daily functions.
- The Management Team will monitor staffing levels at all locations and assist supervisors in finding ways to maintain critical operations in light of any staffing shortage.
- Depending on the number of staff members available, non-essential activities may be suspended in order to cover the most critical functions. Some staff members may be temporarily reassigned to other duties, responsibilities, and/or locations.
- Follow CDC recommendations, other official health guidance, and government directives. For staff the Library may need to frequently change its policy to stay up to date. Following such guidance, the Library may require employees to wear a face mask, face covering, or other personal protective equipment. The Library will have non-medical grade face masks and other non-medical grade personal protection equipment available for employee use.

CAPITAL AREA DISTRICT LIBRARIES
REL 102 NEW LIBRARY BRANCHES
JULY 13, 2016

I. Purpose

When Capital Area District Libraries (CADL) was formed in 1998, agreements were made between ten individual municipalities (Aurelius Township, Charter Township of Delhi, Ingham Township, City of Lansing, Leroy Township, City of Leslie, City of Mason, Charter Township of Meridian, City of Williamston, and Stockbridge Township) and CADL for library buildings-for their respective communities.

This policy outlines the responsibilities of CADL and a municipality (not listed above) which requests a new branch to be located within its borders.

2. Responsibilities of the Local Municipality

- 2.1 The Municipality will be responsible for providing the following:
 - a. Costs related to the facility including, but not limited to, land acquisition, engineering, site preparation, construction, landscaping, etc.
- 2.2 The municipality will maintain ownership for the items purchased with their funds as listed above.
- 2.3 The facilities must meet local, state, and federal guidelines and be acceptable to CADL.

3. Shared Responsibilities

- 3.1 The municipality and Capital Area District Libraries will share responsibility for the following:
 - a. All costs for furniture and shelving
 - b. Planning services specifically agreed to in advance by the library and the municipality such as a needs assessment study, site plans, or preliminary architectural drawings.

4. Responsibilities of the Capital Area District Library

- 4.1 Capital Area District Libraries may be responsible for providing the following.
 - a. All library materials including books, DVDs, blurays, books on CD, music CD's or other library materials.
 - b. Network services, including CADL wide area network connectivity, wired and wireless local area networks within the building, internet access, and all equipment and internal cabling necessary to support those services.

- c. Public access computers and devices for accessing the Internet, subscription resources and educational and productivity software.
 - d. Licensing, software and equipment to use all of the centralized business systems used by CADL to conduct its business.
 - e. Collection security system and/or video surveillance system, if needed.
 - f. Building alarm system if required to protect the contents of the building.
 - g. Telephone system including building cabling.
 - h. Internal facility items such as staff microwave, refrigerator, vacuum sweeper, etc.
 - i. ADA and low vision equipment if needed.
- 4.2 Capital Area District Libraries will maintain ownership of the items purchased with their funds as listed above.

CAPITAL AREA DISTRICT LIBRARIES
REL 201: MILLAGE SUPPORT
JANUARY 17, 2009

I. General Rules Regarding Use of Public Funds

- I.1 Influencing Elections - Public funds cannot be expended to influence the outcome of an election. OAG 1987-88 No. 6423, p 33 (Feb 24, 1987)
- I.2 Fair and Objective Information - Public funds may be used, however, to inform electors in a fair and objective manner of the facts surrounding a millage proposal. OAG 1987-88 No 6531, P. 367 (Aug 8, 1988)

2. Pamphlets/Written Materials

- 2.1 The Library may expend funds for the preparation, printing, and distribution of pamphlets or other written materials which inform the electors in a "fair and objective" manner of the facts surrounding the millage proposal. Information may include (but is not limited to):
- rate and term of millage
 - the amount of additional taxes paid by an average homeowner
 - the amount of additional revenue that will be generated for the library by the millage objective information on current library operations such as budget, hours of operation, staffing etc.
 - objective information on the projected new services, books, staffing, etc. that will be provided by the millage revenues.
- 2.2 The Library may not expend funds for the preparation, printing, and distribution of pamphlets or other materials which advocate a vote in favor of a millage proposal. Printed information will not:
- urge voters to "Vote Yes"
 - contain campaign slogans such as "Support your Library", "Your Library Needs Your Vote", etc.
 - seek to influence voters by providing information other than objective information.

3. Library Employees

- 3.1 Employees may not engage in campaign activities when the employee is being compensated for the performance of duties as a public employee. OAG 1987-88 No 6423, p 33 (Feb 24, 1987). Employees may, however, be involved in the preparation of fair and objective materials or meetings designed to disseminate fair and objective information on the millage.

- 3.2 On off-hours (i.e. when employees are not being compensated for performance of public duties), employees may engage in political activities including support or opposition to a ballot proposition. MCLA 15.404.

4. Library Board Members

- 4.1 Library board members may not campaign at meetings of the library board or public body or when otherwise acting in their official capacity; like employees they may participate in the dissemination of fair and objective information.
- 4.2 As private individuals, Library board members may campaign on their own time unless it interferes with their official duties and responsibilities.
- 4.3 When speaking to community groups for the purpose of campaigning (rather than providing fair and objective information), the board member should make clear that they are acting as private citizens and not as library representatives.

5. Public Buildings/Equipment/E-mail

- 5.1 Library buildings, equipment, and e-mail may be used in connection with the preparation and dissemination of fair and objective information on a millage proposal.
- 5.2 Library buildings, equipment, and e-mail may NOT be used to attempt to influence the outcome of an election. According to OAG 1987-88 No 6423 (Feb 24, 1987), the library may not:
- rent or lease its facilities to a campaign committee.
 - give or loan paper, duplicating equipment, printing supplies, etc. to a campaign committee.
 - provide or loan secretarial or computer services to a campaign committee or provide registered voter lists, labels, etc.
 - use public funds, public vehicles, gasoline, etc. in advocacy for or against a ballot issue.
 - solicit volunteers during business hours.
 - use telephones to solicit private individuals or businesses in advocacy for or against a ballot proposal.

CAPITAL AREA DISTRICT LIBRARIES
REL 202 SUPPORT FOR BUILDING PROJECTS
DECEMBER 17, 2014

1. Purpose

- 1.1 Capital Area District Libraries cooperates with all governmental units in making library materials and services available to the public in the buildings provided by the various governments.

2. Planning

- 2.1 CADL staff will work with local governmental units to plan new buildings or expansions of existing buildings. CADL staff will advise planners, architects, governmental staff, and elected officials of library needs and building requirements.
- 2.2 When evaluating library facility needs, CADL staff will apply recognized state and national guidelines and standards.
- 2.3 CADL may pay a portion of initial planning studies related to the building project.
- 2.4 Funding for library projects will be evaluated each year as part of the annual budgeting process. Specific funding commitments will be limited to the current fiscal year, unless renewed in the next fiscal year.

3. Level of Service

- 3.1 CADL staff will work with local governmental units to provide desired changes within CADL budget constraints and business plan goals. CADL must balance the needs of the whole system while considering the desires of individual libraries.
- 3.2 The level of services to be provided including open hours, personnel, computer equipment, materials, etc. will be determined using the guidelines in GOV 201 Services, Facilities, Furniture, and Equipment. Once details of the building project are known, CADL staff will prepare a proposal outlining the level of service that CADL will provide in the new facility as funds become available.

4. Fund Raising

- 4.1 CADL staff members may assist the local unit of government with grant writing and fund raising activities as approved by the Executive Director.

5. Bond Issue

- 5.1 CADL is a governmental entity and, as such, cannot take a position supporting or opposing a local bond issue or other ballot proposal. (See REL 201 Millage Support.)
- 5.2 CADL may provide access to information provided by the local unit of government including such items as building plans, building designs, site plans, cost estimates, etc. as approved by the Executive Director.
- 5.3 CADL staff may prepare and print a FAQ (Frequently Asked Questions) sheet to assist staff members to answer questions from the public.
- 5.4 CADL staff may also prepare and distribute factual materials as approved by the Executive Director and within budget limitations.

Related Policies

GOV 201	Services, Facilities, Furniture, and Equipment
REL 102	New Library Facilities

CAPITAL AREA DISTRICT LIBRARIES
SER 204 ACCESSIBILITY POLICY
JUNE 20, 2018

Policy Statement

Capital Area District Libraries is committed to creating an environment where people with disabilities are treated with respect and provided with independent access to all collections and services. To do so, Capital Area District Libraries will strive to comply with all ADA policies, provide reasonable accommodations, utilize adaptive technology whenever possible, and offer assistance as needed. Whenever appropriate, CADL will consider accessibility issues when revising library policies and procedures.

1. Physical Access

- 1.1 CADL will make every reasonable effort to comply with ADA guidelines at all existing locations. Any new construction or renovation will be in compliance with barrier free designs. New furniture purchases will take into account the needs of people with physical challenges.
- 1.2 CADL will provide independent access for patrons to print and audiovisual materials whenever possible. Where access is limited, staff assistance is available upon request.

2. Adaptive Technology

- 2.1 CADL will make its web site accessible by meeting WCAG 2.0 Level AA standards whenever possible. When not possible, alternative modes of access will be noted.
- 2.2 CADL staff will monitor advances in adaptive technologies.

3. Programs and Services

- 3.1 All users must pay for all photocopying and printing from computers. Staff will provide assistance to users with disabilities.
- 3.2 CADL will provide a sign language interpreter for all CADL programs upon request. Requests must be made to the local library at least three days before the scheduled program.
- 3.3 CADL will provide assistance by appointment to facilitate the use of adaptive technologies.
- 3.4 Reference service is available by telephone and in person. Requests for special assistance will be accommodated.

4. Staff Training

4.1 CADL will appoint an ADA liaison who will work with a committee of CADL staff to communicate information to staff and coordinate services.

4.2 CADL will provide ongoing staff training on accessibility issues.

5. Accommodation Requests

5.1 Patrons may make requests for accommodation at any branch.

5.2 When appropriate, staff may refer patrons to other branches or community organizations for assistance.

6. Public Awareness

6.1 Brochures and other informational tools will be employed to alert patrons to the resources available to the public. Information about services will be made available on the CADL website.

6.2 Service organizations will be provided with information about CADL services for patrons with disabilities.