

## **CAPITAL AREA DISTRICT LIBRARIES BOARD MEETING**

5:30 PM, WEDNESDAY, JUNE 25, 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 May 28, 2025](#) (enc – action)
- b. [Disbursements for May 2025](#) (enc – action)

CHAIRPERSON'S COMMENTS

NEW BUSINESS

### General

- a. [SER 102 Circulation Policy](#) (enc – action)
- b. [SER 105 Internet Access](#) (enc – action)
- c. [SER 105B Wireless Access Policy](#) (enc – action)
- d. [SER 107 Meeting Rooms Policy](#) (enc – action)
- e. [HUM 112 Inclement Weather Closing Policy](#) (enc – action)
- f. [MMLC Membership](#) (enc - action)
- g. Legislative Update
- h. Community Contacts

### Finance

- a. [May 2025 Financial Report](#) (enc – action)
- b. [2025 Tax Rate Request – L-4029](#) (enc – action)

DIRECTOR'S REPORT

PUBLIC, STAFF, AND BOARD MEMBER COMMENTS

ADJOURNMENT

**CAPITAL AREA DISTRICT LIBRARIES**  
**BOARD MEETING**  
May 28, 2025

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

**Members Absent:**

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

**Others Present:**

**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

Quinn O'Donnell made a motion to approve the absences of Brian Baer and Ashley Smith from the May 21, 2025 Committee of the Whole meeting. Debora Bloomquist seconded the motion. The motion carried.

**COMMUNICATIONS**

Vevay Township is hosting a ribbon cutting ceremony on Thursday, June 12 to celebrate the renovation of Vevay Township Community Park. An invitation for the event was shared with the Board.

State Representative Julie Brixie sent a note thanking Executive Director Jenny Marr for her visit during MLA Advocacy Day and assuring continued support for legislation supporting libraries.

**APPROVAL OF AGENDA**

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

Sandy Drake made a motion to approve the Agenda as amended. Quinn O'Donnell seconded the motion. The motion carried.

## **PUBLIC COMMENTS ON AGENDA ITEMS**

There were no public comments on agenda items.

## **CONSENT AGENDA**

Ashley Smith made a motion to approve the Consent Agenda. Sandy Drake seconded the motion. The motion carried.

- a. Approval of Minutes April 23, 2025  
This item was approved by consent.
- b. Approval of Closed Session Minutes April 23, 2025  
This item was approved by consent.
- c. Approval of Special Meeting Minutes April 29, 2025  
This item was approved by consent.
- d. Approval of Special Meeting Minutes May 16, 2025  
This item was approved by consent.
- e. Disbursements for April 2025  
This item was approved by consent.

## **CHAIRPERSON'S COMMENTS**

Board Chair Brian Baer noted that he would like to consider having one of the fall board meetings "on the road" at one of the branches.

## **PRESENTATION**

- a. Introduction of New Dansville Head  
Executive Director Jenny Marr introduced Lauren Clarke, new Head Librarian at the Dansville Branch as of May 5. Lauren shared her experience as a CADL employee for the past 10 years in various roles and noted that she is already in the full swing of things at Dansville as they gear up for summer reading.
- b. Summer Reading Challenge 2025  
Marketing & Communications Director Victoria Meadows and Assistant Director Jolee Hamlin provided an overview of the 2025 Summer Reading Challenge. Promotional materials were shared with the Board along with programming highlights and an explanation of changes to the registration and prize levels being implemented this year.

## **NEW BUSINESS**

### **General**

- a. June, July, August Meeting Date Recommendation  
During the summer months, the Board considers combining the Committee of the Whole and Board meetings into one meeting per month.

Quinn O'Donnell made a motion to hold two meetings in June as previously approved and to combine the Committee of the Whole and Board meetings into one meeting on July 23 and August 20. Ashley Smith seconded the motion. The motion carried.

b. Silver Bells Discussion

The Board discussed costs and benefits of CADL's participation in the Lansing Silver Bells Electric Light Parade.

c. Legislative Update

MLA Advocacy Day took place on Wednesday, April 30, and Executive Director Jenny Marr met with five Michigan legislators. Senator Sam Singh held a Community Conversation at the Williamston branch the following week.

At the Federal level, hotspots are being pulled out of the eRate program, and CADL sent a letter to legislators in response.

The Dignity Equity Act has been canceled by the Trump administration. The MITTEN Grant is part of that. The ALA and states are challenging this decision.

The Institute of Museum and Library Services (IMLS) has seen partial restoration of operations following a federal court ruling mandating the reinstatement of employees and grant programs. Legal battles will continue to shape IMLS's future, and continued advocacy is needed.

d. Community Contacts

Sandy Drake attended the Dansville Friends monthly meeting, the Haslett Friends annual meeting and the CADL All Friends meeting as well as the CADL annual report presentation at the Meridian Township meeting on May 20. She also attended the Mac Bridge program at Okemos and the Grand Hotel program at Leslie.

Debora Bloomquist attended the CADL annual report presentation at the City of Williamston meeting on May 27.

## **Finance**

a. April 2025 Financial Report

There were no changes to the April 2025 Financial Report that was presented at the May 21, 2025 Committee of the Whole meeting.

This item was approved by consent.

b. Annual Investment Report

There were no changes to CADL's Investment Portfolio as presented at the May 21, 2025 Committee of the Whole meeting.

This item was approved by consent.

c. First Quarter Budget Amendment

Recommended revisions to the 2025 budget combined to a use of \$151,850 from the Undesignated Fund Balance.

This item was approved by consent.

d. Fund Balance Allocation Recommendation

Recommended allocations include leaving Pension Fund at its current level and bolstering Capital Projects and Operations by moving funds from the Undesignated Fund.

This item was approved by consent.

e. FIN 101 Financial Policies

Recommended revisions 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.

Mark Stewart made a motion to approve the changes to FIN 101 as proposed. Julie Vandenoorn seconded the motion. The motion carried.

## **DIRECTOR'S REPORT**

- The Stockbridge branch temporarily closed on April 21 to begin renovations and reopened on May 12. Construction work is done, and delivery of new furniture is forthcoming. Once updates are complete, an open house event will be scheduled.
- The strategic planning process continues. Board and Committee members participated in a retreat on May 16, and the staff operational retreat will take place on June 4.
- CADL Annual Report presentations will be taking place at municipality meetings over the next few months
- As part of staff Health and Wellbeing initiatives, staff had the option of participating in a May Movement Challenge and can receive a \$5 discount on registration to participate on CADL's Team in the Ele's Race 5K on July 19.
- The Lansing Regional Chamber of Commerce and LEAP released the State of the Lansing Region 2025 report.
- The CADL Summer Programming Guide is available online.
- WKAR will be holding Summer Library Pop-up events at several CADL branches in June, July, and August.
- Staff at CADL Mason enjoyed helping a newlywed couple take photos in the library after getting married at the courthouse. The Mason Library was chosen as it was a place the bride loved to come to as a child.
- All CADL Branches were closed Saturday, May 24-Monday, May 26 for the Memorial Day holiday.
- There were system-wide problems with internet services over the Memorial Day weekend. The problem, which was ultimately discovered to be outside CADL's control, was finally resolved by the vendor on Tuesday.

- The public elevator at the Downtown Lansing branch is out of order and awaiting service.
- Executive Director Jenny Marr will be out of the office the week of June 9.

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

Sandy Drake informed the Board that the Okemos Friends are having a book sale on June 7-8.

### **ADJOURNMENT**

Quinn O'Donnell made a motion to adjourn the meeting. Debora Bloomquist seconded the motion. The motion carried. The meeting adjourned at 6:40 pm.

CHECK REGISTER FOR CAPITAL AREA DISTRICT LIBRARIES  
CHECK DATE 05/01/2025 - 05/31/2025

Check Date	Check	Vendor Name	Description	Amount
<b>Bank MAIN MAIN CASH</b>				
<b>Check Type: EFT Transfer MAIN</b>				
05/02/2025	2908(E)	ACRISURE/44 NORTH	MEDICAL CLAIMS	1,162.71
05/02/2025	2909(E)	BAKER & TAYLOR BOOKS	BOOKS	10,731.95
05/02/2025	2910(E)	CENGAGE LEARNING INC/GALE	BOOKS	393.09
05/02/2025	2911-2915(E)	INGRAM LIBRARY SERVICES	BOOKS	5,049.79
05/02/2025	2916(E)	LAGARDA SECURITY	SECURITY SVCS W/E 4/13/25	3,066.44
05/02/2025	2917(E)	MIDWEST TAPE	DVD, MUSIC, AUDIOBOOKS	2,607.39
05/02/2025	2918(E)	OVERDRIVE INC	CONTENT PURCHASE	30,000.00
05/02/2025	2919(E)	STAPLES ADVANTAGE	OFFICE SUPPLIES	434.80
05/02/2025	2920(E)	TASC	BENEFITS FUNDING	1,905.76
05/02/2025	2921(E)	ACRISURE/44 NORTH	4/2025 BUNDLE FEE,PHARMACY	3,197.74
05/02/2025	2922(E)	ACRISURE/44 NORTH	5/2025 METLIFE	1,517.29
05/09/2025	2923(E)	ACRISURE/44 NORTH	MEDICAL CLAIMS	6,880.14
05/09/2025	2924(E)	ALERUS FINANCIAL	4/2025 RETIREMENT CONTRIBUTIONS	21,169.69
05/09/2025	2925(E)	AMAZON	AMAZON INVOICES	4,281.58
05/09/2025	2926(E)	ANDERSON, LINDSAY	MILEAGE 4/17/25	21.49
05/09/2025	2927(E)	BOARD OF WATER & LIGHT	123 3/7-4/6/25	10,427.50
05/09/2025	2928(E)	BS&A SOFTWARE, INC.	4/2025 CC FEES	47.05
05/09/2025	2929(E)	CONSUMERS ENERGY	401 3/13-4/14/25	21.89
05/09/2025	2930(E)	HELEN C. VESELOVSKY	SPRING INSTITUTE MILEAGE	88.20
05/09/2025	2931(E)	IMPACT SOLUTIONS	RAISING READER BACKPACKS	627.73
05/09/2025	2932-2935(E)	INGRAM LIBRARY SERVICES	BOOKS	4,673.96
05/09/2025	2936(E)	KANOPY INC	4/2025 PLAY CREDITS	2,420.80
05/09/2025	2937(E)	LAGARDA SECURITY	SECURITY SVCS W/E 4/20/25	2,930.97
05/09/2025	2938(E)	MERS	4/2025 RETIREMENT CONTRIBUTIONS	88,325.85
05/09/2025	2939(E)	MIDWEST COMMUNICATIONS	4/2025 ADVERTISING	2,416.33
05/09/2025	2940(E)	MIDWEST TAPE	MUSIC, DVD, AUDIOBOOKS, 4/2025 DIGITAL CONTI	44,436.04
05/09/2025	2941(E)	MISSION SQUARE	4/2025 RETIREMENT CONTRIBUTIONS	511.44
05/09/2025	2942(E)	PHARMACY DATA MANAGEMENT INC.	4/16-4/30 PRESCRIPTION CLAIMS	8,151.76
05/09/2025	2943(E)	STAPLES ADVANTAGE	OFFICE SUPPLIES	481.36
05/09/2025	2944(E)	SUSELA EYAL	MILEAGE 3/18-4/10/25	42.42
05/09/2025	2945(E)	TASC	BENEFITS FUNDING	1,115.90
05/09/2025	2946(E)	WARREN, PAULA K.	PAULA STUART-WARRENT VIRUTAL DL PGM ON 3	500.00
05/09/2025	2947(E)	BOARD OF WATER & LIGHT	427 1FL SIGN 3/9-4/9/25	74.42
05/09/2025	2948(E)	BOARD OF WATER & LIGHT	401 3/5-4/9/25	11,011.17
05/09/2025	2949(E)	BOARD OF WATER & LIGHT	3500 1/2 3/8-4/6/25	172.16
05/09/2025	2950(E)	BOARD OF WATER & LIGHT	3500 108 3/8-4/6/25	1,127.66
05/09/2025	2951(E)	CONSUMERS ENERGY	4321 3 3/13-4/13/25	324.64
05/09/2025	2952(E)	CONSUMERS ENERGY	4321 2 3/10-4/13/25	549.36
05/09/2025	2953(E)	CONSUMERS ENERGY	4321 1 3/13-4/13/25	278.69
05/09/2025	2954(E)	CONSUMERS ENERGY	4321 4 3/13-4/13/25	308.06
05/09/2025	2955(E)	CONSUMERS ENERGY	201 3/13-4/13/25	506.46
05/09/2025	2956(E)	CONSUMERS ENERGY	1379 3/17-4/15/25	183.72
05/09/2025	2957(E)	CONSUMERS ENERGY	427 3/13-4/14/25	18.00
05/09/2025	2958(E)	CONSUMERS ENERGY	145 3/17-4/15/25	941.08
05/09/2025	2959(E)	MISSION SQUARE	4/2025 RETIREMENT CONTRIBUTIONS	2,758.80
05/16/2025	2960(E)	ACRISURE/44 NORTH	MEDICAL CLAIMS	815.15
05/16/2025	2961(E)	BAKER & TAYLOR BOOKS	BOOKS	11,113.97
05/16/2025	2962(E)	BOLING JANITORIAL SERVICE INC	4/2025 CUSTODIAL SVCS	15,101.98
05/16/2025	2963(E)	CENGAGE LEARNING INC/GALE	BOOKS	437.45
05/16/2025	2964(E)	CONSUMERS ENERGY	3500 107B 3/14-4/16/25	85.03
05/16/2025	2965(E)	DELTA DENTAL PLAN OF MICHIGAN	5/2025 DENTAL PREMIUM	214.11
05/16/2025	2966-2970(E)	INGRAM LIBRARY SERVICES	BOOKS	6,117.78
05/16/2025	2971(E)	JENNY MARR	MILEAGE 2/17-3/28/25	225.68
05/16/2025	2972(E)	JOLEE HAMLIN	MILEAGE 1/16-4/14/25	445.34
05/16/2025	2973(E)	LAGARDA SECURITY	SECURITY SVCS W/E 4/27/25	3,066.44
05/16/2025	2974(E)	MICHAEL MOORE	MILEAGE 4/18-5/18/25	835.80
05/16/2025	2975(E)	MIDWEST TAPE	DVD, MUSIC, AUDIOBOOKS	2,848.02
05/16/2025	2976(E)	STAPLES ADVANTAGE	OFFICE SUPPLIES	1,922.98
05/16/2025	2977(E)	T-MOBILE	HOTSPOTS 3/21-4/20/25	3,970.87
05/16/2025	2978(E)	TASC	BENEFITS FUNDING	507.18
05/16/2025	2979(E)	ACRISURE/44 NORTH	5/2025 BUNDLE FEE/PRESCRIPTIONS	2,748.30
05/16/2025	2980(E)	CONSUMERS ENERGY	126 3/18-4/16/25	614.00
05/16/2025	2981(E)	CONSUMERS ENERGY	3500 109A 3/14-4/16/25	283.74
05/16/2025	2982(E)	CONSUMERS ENERGY	3500 109B 3/14-4/16/25	103.50
05/19/2025	3005-3011(E)	RAMP BUSINESS CORPORATION	*See next page	19,698.19

05/23/2025	2983(E)	ACRISURE/44 NORTH	MEDICAL CLAIMS	1,093.18
05/23/2025	2984(E)	AMAZON	AMAZON INVOICES	4,486.65
05/23/2025	2985(E)	CHARTER TOWNSHIP OF MERIDIAN	4321 12/18/24-3/25/25	271.10
05/23/2025	2986(E)	CHRISTIE NIKOLOFF	MILEAGE/PARKING 3/4-4/30/25	41.93
05/23/2025	2987(E)	CONSUMERS ENERGY	115 3/20-4/21/25	115.15
05/23/2025	2988(E)	DELTA NETWORK SERVICES LLC	DATA CENTER CORE SWITCH - E-RATE 2025	11,222.82
05/23/2025	2989-2996(E)	INGRAM LIBRARY SERVICES	BOOKS	8,802.46
05/23/2025	2997(E)	LAGARDA SECURITY	SECURITY SVCS W/E 5/4/25	2,869.40
05/23/2025	2998(E)	LAUREN CLARKE	MILEAGE 4/21-4/30/25, 5/7-5/9/25	67.62
05/23/2025	2999(E)	MICHIGAN FLEET FUELING SOLUTIONS LL	4/15-5/15/25 VEHICLE FUEL	1,598.95
05/23/2025	3000(E)	MIDWEST TAPE	MUSIC, DVD, AUDIOBOOKS	3,296.28
05/23/2025	3001(E)	PHARMACY DATA MANAGEMENT INC.	PRESCRIPTION CLAIMS	7,104.58
05/23/2025	3002(E)	STAPLES ADVANTAGE	OFFICE SUPPLIES	869.18
05/23/2025	3003(E)	TASC	BENEFITS FUNDING	2,454.61
05/23/2025	3004(E)	VISION SERVICE PLAN	5/2025 VISION PREMIUM	853.80
05/30/2025	3012(E)	ABRAHAM WASHINGTON LLC	6/2025 PARKING	4,520.00
05/30/2025	3013(E)	ACRISURE/44 NORTH	MEDICAL CLAIMS	683.13
05/30/2025	3014(E)	AT&T	4 PHONE BOOKS 5/2025	24.00
05/30/2025	3015-3016(E)	BAKER & TAYLOR BOOKS	BOOKS	11,509.65
05/30/2025	3017(E)	CENGAGE LEARNING INC/GALE	BOOKS	128.76
05/30/2025	3018(E)	DELTA DENTAL PLAN OF MICHIGAN	4/2025 DENTAL CLAIMS	5,429.70
05/30/2025	3019(E)	DELTA NETWORK SERVICES LLC	EXTREME IQ LICENSING 8/21/25-8/22/28	12,540.00
05/30/2025	3020(E)	DTE ENERGY	117 4/4-5/5/25	180.81
05/30/2025	3021(E)	GRANGER CONTAINER SERVICE INC	5/2025 TRASH SVC	12.94
05/30/2025	3022-3026(E)	INGRAM LIBRARY SERVICES	BOOKS	5,453.25
05/30/2025	3027(E)	JANET ELLIOT	MILEAGE 1/10-4/23/25	66.07
05/30/2025	3028(E)	LAGARDA SECURITY	SECURITY SVCS W/E 5/11/25	3,017.18
05/30/2025	3029(E)	MIDWEST TAPE	AUDIOBOOKS, DVDS, MUSIC	6,034.65
05/30/2025	3030(E)	PHYSICIANS HEALTH PLAN	6/2025 HEALTH PREMIUM	43,362.84
05/30/2025	3031(E)	STAPLES ADVANTAGE	OFFICE SUPPLIES	1,871.63
05/30/2025	3032(E)	SUSEELA EYAL	MILEAGE 4/15-5/8/25	45.22
05/30/2025	3033(E)	TASC	BENEFITS FUNDING	381.39
05/30/2025	3034(E)	ACRISURE/44 NORTH	6/2025 METLIFE	1,614.29
05/30/2025	3035(E)	GRANGER CONTAINER SERVICE INC	5/2025 TRASH SVCS	285.62
05/30/2025	3036(E)	GRANGER CONTAINER SERVICE INC	5/2025 TRASH SVC	150.41
05/30/2025	3037(E)	GRANGER CONTAINER SERVICE INC	5/2025 TRASH SVC	91.00
05/30/2025	3038(E)	GRANGER CONTAINER SERVICE INC	5/2025 TRASH SVC	108.33
Total EFT Transfer:				491,707.37

#### Check Type: Paper Check MAIN

05/05/2025	56924	MICHAEL V FORNES	MACKINAC BRIDGE/GRAND HOTEL PROGRAMS A1	600.00
05/20/2025	56925	AASLH	MEMBERSHIP 7/1/25-6/30/26	322.00
05/20/2025	56926	ALLEGRA MARKETING PRINT MAIL	LOT BROCHURE	853.90
05/20/2025	56927	ALPINE CROSSING FAMILY FARM, LLC	ALPINE FAMILY FARMS AT WM AND ST	405.00
05/20/2025	56928	AMERICAN LIBRARY ASSOCIATION	TRUSTEE MEMBERSHIP ALA 2/1/25-1/31/26	70.00
05/20/2025	56929	ANGELLE PINE	SPRING INSTITUTE MILEAGE/DINNER	115.65
05/20/2025	56930	ANNELISE GORDON	MILEAGE 2/28-4/4/25	146.79
05/20/2025	56931	BARYAMES CLEANERS INC	DRY CLEANING	186.57
05/20/2025	56932	BAYSCAN TECHNOLOGIES	BOOK RFID TAGS	2,897.50
05/20/2025	56933	BENTON HARBOR PUBLIC LIBRARY	THE 48 LAWS OF POWER	26.00
05/20/2025	56934	BLACKSTONE PUBLISHING INC	AUDIOBOOKS	258.54
05/20/2025	56935	BLOOMFIELD TOWNSHIP PUBLIC LIBRARY	THE ACCIDENTAL SUPERPOWER	27.00
05/20/2025	56936	CENTRAL BUSINESS SYSTEMS INC	PRINT COLLECTIONS/COPIES SL, OK, DTL	1,204.97
05/20/2025	56937	CHICAGO DISTRIBUTION CENTER	BOOKS-PROFESSIONAL COLLECTION	73.46
05/20/2025	56938	CITY OF LANSING PARKING SERVICES	PARKING FEE FOR VITA BUS	45.00
05/20/2025	56939	CITY OF LANSING, PARKS AND RECREATI	UTILITIES 12/1/24-2/28/25	685.00
05/20/2025	56940	DECAIRE, GERALD EUGENE	MARVEL COMIC ARTIST	1,275.00
05/20/2025	56941	EAST LANSING PUBLIC LIBRARY	35935004471146 HOLLY	28.79
05/20/2025	56942	EILX	4/2025 METV ROTATOR ADS	200.00
05/20/2025	56943	FURMAN, OLIVIA	BLACK QUILT-MAKING AND AFROFUTURISMS AT S	400.00
05/20/2025	56944	GRANT, TERRI	MILEAGE BEANSTACK TRAINING	12.74
05/20/2025	56945	HAWORTH, INC	2025 OKEMOS MEETING ROOM	16,326.75
05/20/2025	56946	HEATHER GOUPIL/PETTY CASH	PARKING, POSTAGE, PROGRAM SUPPLIES	89.70
05/20/2025	56947	HOME DEPOT CREDIT SERVICES	QWIK CAP, FLEXSPOUT	31.79
			12-PK LUNA CEILING TILES FOR ST	423.80
			GAP FILLER, COUPLING	20.94
			TOGGLE BOLT	8.48
			PLYWOOD,WASHERS,LATHE	62.33
			2025 WM EVENT ROOM BASE CABINET PROJECT	879.52
				1,426.86
05/20/2025	56948	INGHAM COUNTY TREASURER	BOARD REVIEW TAXABLE CHANGES	1,553.21
05/20/2025	56949	JESSICA M TROTTER	MILEAGE 2/18-4/28/25	90.30



05/20/2025	56950	JULIE CHRISINSKE	MILEAGE 1/7-4/21/25	94.64
05/20/2025	56951	KARON WALTER/PETTY CASH	PROGRAM SUPPLIES	58.55
05/20/2025	56952	KATHRYN SHAW	MILEAGE 3/6-4/29/25	39.48
05/20/2025	56953	KLEYN, TIMOTHY	GRILLED CHEESE, YES PLEASE AUTHOR	200.00
05/20/2025	56954	LANSINGS EASTSIDE NEIGHBORHOOD ORGA	2025 VENDOR BOOTH FEE	40.00
05/20/2025	56955	MACDONALD BROADCASTING	AARON ROBERTSON VISIT ADVERTISING - POWEI	1,345.00
05/20/2025	56956	MASON ROTARY	3RD QUARTER JAN-MAR 2025 DUES-H GOUPIL	259.00
05/20/2025	56957	MCBRIDE, BRIDIE	SRING INSTITUTE MEAL	18.55
05/20/2025	56958	MICHIGAN AVIAN EXPERIENCE	MICHIGAN AVIAN EXPERIENCE AT LE - 6-18-25	315.00
05/20/2025	56959	MIDWEST COLLABORATIVE FOR LIBRARY S	7/1/25-6/30/26 TALK SUBSCRIPTION	1,236.00
05/20/2025	56960	MURPHY & SPAGNUOLO PC	4/2025 LEGAL SVCS	2,009.00
05/20/2025	56961	MYERS PLUMBING & HEATING INC	2025 DL MAR-APR MYERS SEWER LIFT STATION S	2,045.00
			2025 DL BACKFLOW TEST- MYERS PLUMBING	500.00
				<hr/> 2,545.00
05/20/2025	56962	ONATE, GUSTAVO URIEL AYALA	PAPEL PICADO POSTCARDS	50.00
05/20/2025	56963	PLAYAWAY PRODUCTS LLC	AUDIOBOOKS	147.23
05/20/2025	56964	R.A. DINKEL & ASSOCIATES INC.	ICE CREAM POP STRESS - SUMMER READING 202	3,960.00
05/20/2025	56965	RICOH USA INC	B/W & COLOR COPIES 4/5-5/4/25	165.63
05/20/2025	56966	SALINE DISTRICT LIBRARY	34604911749546 AN INCURABLE CASE OF LOVE	9.99
05/20/2025	56967	SEELYE GROUP LTD	STOCKBRIDGE RENO CARPET & INSTALLATION	7,782.00
05/20/2025	56968	SWANK MOTION PICTURES, INC.	ANNUAL LICENSE 3/25-2/26	419.00
05/20/2025	56969	THOMAS MOORE - PETTY CASH	PIZZA, SUPPLIES PROGRAMS	161.01
05/20/2025	56970	THOMAS MOORE/PETTY CASH	PROGRAM SUPPLIES	193.89
05/20/2025	56971	TOWNSHIP OF LEROY	4/1/24-3/31/25 CUSTODIAL SVCS	2,700.00
05/20/2025	56972	TRANE U.S. INC	EMERGENCY DL AHU1 RETURN AIR FAN MOTOR F	17,034.00
05/20/2025	56973	UAW LOCAL 2256	4/2025 UNION DUES	3,188.27
05/20/2025	56974	UNIQUE	4/2025 CHAT SERVICE, PLACEMENTS	1,242.50
05/20/2025	56975	WILLIAMSTON AREA BEAUTIFICATION FUN	1/2 SPONSORSHIP-CONCERT IN THE PARK 6/12	250.00
05/20/2025	56976	WILX	4/2025 ROTATOR ADS	500.00
				<hr/> 75,284.47
Total Paper Check:				
MAIN TOTALS:				
Total of 184 Checks:				566,991.84
Less 28 Void Checks:				-
Total of 156 Disbursements:				<hr/> 566,991.84

CHECK REGISTER FOR CAPITAL AREA DISTRICT LIBRARIES  
CHECK DATE 05/01/2025 - 05/31/2025

Check Date	Check	Vendor Name	Description	Amount
05/19/2025	3005-3011(E)	RAMP BUSINESS CORPORA	LOCAL HISTORY MAKER STATION ADOBE CREATI	31.80
			WM SRC RACK CARD	346.98
			WATER DELIVERY FO	7.85
			5/205 WATER COOLER RENTAL DTL	95.00
			WATER DELIVERY STK	24.25
			WATER DELIVERY LE	21.05
			SHIPPING FOR INGRAM RETURN	14.68
			SHIPPING FOR INGRAM RETURN	14.68
			GIFT CARDS	90.00
			PEST CONTROL	68.00
			PEST CONTROL	71.00
			PEST CONTROL	66.00
			PEST CONTROL	86.00
			FEBREEZE QUILL APRIL 2025	54.00
			JUNETEENTH 300-PIECE VALUE PACK NT-6623	186.90
			FOOD FOR STRATEGIC PLAN RETREAT	327.69
			REFRESHMENTS FOR STRATEGIC PLANNING RET	44.92
			145 2/14-3/14/25	85.86
			AARON ROBERTSON ADVERTISING - WKAR	900.00
			THE OTHER GUINNESS GIRL : A QUESTION OF HO	150.00
			FACILITIES TECH JOB POSTING	109.49
			FACILITIES TECH JOB POSTING	40.51
			CONCRETE PATCH, POWER STRIP	41.26
			DIMMER,TAPING KNIVES,HOLE COVER, SHEET RO	107.08
			OUTLETS,WIRE NUTES, JACK, SANDING SCREEN	82.62
			LATHE,CABLE JACK	73.69
			SURGE PROTECTORS,LIGHT BULBS	124.21
			PADLOCK,RISERS,SCREWDRIVER,CEMENT	167.26
			HOOKS,CEMENT	67.82
			STRAPS	3.96
			BROOM, TOOL HOLDER,SCREWS,POWER STRIP	116.18
			MICROWAVE	89.00
			RYOBI PART	24.97
			FIRE EXT BLANKET,HOOD, CARPET TRIM	89.78
			2/3-5/2/25 POSTAGE METER	194.30
			2/3-5/2/25 POSTAGE METER	0.10
			POSTAGE METER 5/3-8/2/25	194.40
			BEE GIFT PACK GIVEAWAYS - 2500	1,720.00
			DEMCO FLEXPLORE TABLE RECTANGLE	1,263.97
			BATH TISSUE	71.50
			PAPER TOWEL	45.75
			PAPER TOWEL,BATH TISSUE,SOAP	344.51
			BATH TISSUE, PAPER TOWEL, SOAP	667.00
			PAPER TOWEL	45.75
			PAPER TOWEL	45.75
			4/2025 MAT SVC	522.58
			REPLACEMENT LIGHT TENT	69.95
			LP AND BOOK GIVEAWAYS	2,232.21
			SPINE LABELS AND PRINTER RESIN	1,231.09
			LAMINATING ROLL FILM SKU 3125702	386.00
			5/2025 DIGITAL PHONE LINES AT DL	73.32
			SMARTY ADDRESS VALIDATION API ACCESS	54.00
			MONTHLY WEBSITE HOSTING CHARGES	311.70
			MONTHLY WEBSITE HOSTING CHARGES	311.70
			20250510 AUTOZONE DELIVERY TRUCK BATTERY	161.99

5/6-6/5/25 MINECRAFT SERVER	29.94
CANDY SRP PRIZES	1,916.58
FOOD FOR MARCH BOARD MEETING	78.83
5/2-6/2/25 PREMIUM	59.90
DRINKS FOR STRATEGIC PLAN RETREAT	26.79
PAPER PRODUCTS FOR BOARD FOCUS GROUP	20.47
4/2025 CLOUD STORAGE	65.87
LABEL PROOF	5.25
SRC RACK CARD LABEL	220.43
5/2025 PROOFPOINT & TEAMS PHONE	2,322.00
BOOKS	100.23
STICKER SAMPLES	5.30
SRC STICKERS	277.50
BOOKS	692.01
FOOD FOR BOARD FOCUS GROUP MTG	65.98
BLIND REPAIR PARTS	33.77
REFRESHMENTS FOR STRATEGIC PLANNING RET	49.83
MENARDS SHED FOR STOCKBRIDGE	499.00
STOCKBRIDGE RENOVATION SUPPLIES	29.72
BATTERIES, SMOKE DETECTOR	178.35
RAMP CASHBACK	(523.07)
CREDIT BOOKS	(5.10)
TAX CREDIT ADOBE	(1.80)
CREDIT S TRAP, COVERS, LATHE,WIRE	(209.71)
CREDIT HOOK	(11.94)
	<hr/>
	19,698.19

**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 18<sup>th</sup> 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.~~ **5. 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~~ **BELIEVES** an item has been returned, **ITS STATUS WILL BE UPDATED TO “CLAIMS RETURNED” IN THE PATRON ACCOUNT AND** 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 ~~eClaims~~ ~~Returned~~ items. The patron will be responsible for additional ~~eClaims~~ ~~Returned~~ items. Patrons cannot use a ~~eClaims~~ ~~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,

281 Associate Director, or the Executive Director may interpret these rules and  
282 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.
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 45-30 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. **LIBRARY MEETING ROOMS ARE A LIMITED FORUM.** Rooms are available to non-profit organizations **OR GROUPS** for educational, cultural and civic purposes **ONLY. PERMITTED USES INCLUDE, BUT ARE NOT LIMITED TO, NONPROFIT MEETINGS OPEN TO THE PUBLIC, EDUCATIONAL PRESENTATIONS, LECTURES, OR WORKSHOPS, AND CIVIC GROUP OR COMMUNITY ORGANIZATION GATHERINGS.** Profit making organizations may use the rooms on a limited basis for meetings or training sessions. Programs involving the sale, advertisement or promotion of commercial services are prohibited.
5. **USES WHICH FALL OUTSIDE THE LIBRARY'S INTENDED PUBLIC, EDUCATIONAL, AND CIVIC PURPOSE ARE PROHIBITED. THIS INCLUDES, BUT IS NOT LIMITED TO:**
  - **PRIVATE SOCIAL EVENTS SUCH AS BIRTHDAY PARTIES, BABY OR**

**BRIDAL SHOWERS, WEDDINGS, AND SIMILAR PERSONAL CELEBRATIONS.**

- **PROGRAMS INVOLVING THE SALE, ADVERTISEMENT OR PROMOTION OF COMMERCIAL SERVICES.** ~~The sale of any goods must be approved in advance by the head librarian. The library is not responsible for any merchandise and library staff members will not assist with the sale.~~
- **ANY USE WHICH VIOLATES LOCAL, STATE, OR FEDERAL LAW.**

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 PERMISSIBLE.** 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 AND PROGRAMS,** Rooms may be reserved no more than three months in advance ~~and may be limited to two times per month per group, individual or organization.~~ **EACH BRANCH MAY HAVE LIMITS ON FREQUENCY OF USE.** Exceptions will be considered upon receipt of a written request. If cancellation of the event/program is necessary, please notify the library no later than 48 hours in advance of the event/program. Future use of the room may be restricted **AFTER TWO "NO SHOWS."** ~~If contact is not made.~~
16. Occasionally situations arise when exceptions need to be made for unusual circumstances. In those cases, the Executive Director or designee may authorize exceptions as needed. CADL has 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. **THE EDUCATIONAL, CULTURAL, AND/OR CIVIC PURPOSE OF THE USE IS:**

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.

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

Signature of applicant: \_\_\_\_\_

Name (please print or type): \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

E-mail address/Alternate contact: \_\_\_\_\_

**FOR INTERNAL USE ONLY**

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

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**CAPITAL AREA DISTRICT LIBRARIES**  
**HUM 112 INCLEMENT WEATHER CLOSING POLICY**  
~~DECEMBER 20, 2017~~ **JUNE 25, 2025**

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~~ **ASSISTANT DIRECTOR** shall make the determination. If the ~~Senior Associate Director of Public Service~~ **ASSISTANT DIRECTOR** is also unavailable, the ~~Associate Director of Collection Services~~ **COLLECTION DEVELOPMENT DIRECTOR** shall make the determination.

The Executive Director shall contact all of her or his **THEIR** 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~~ **ASSISTANT DIRECTOR**.

## **MMLC Membership**

June 25, 2025

### **BACKGROUND:**

To utilize State Aid funds, libraries in Michigan are required to belong to a library cooperative. Capital Area District Libraries is a member of the Mideastern Michigan Library Cooperative (MMLC). The following information comes from the MMLC website (<https://mmlc.info>):

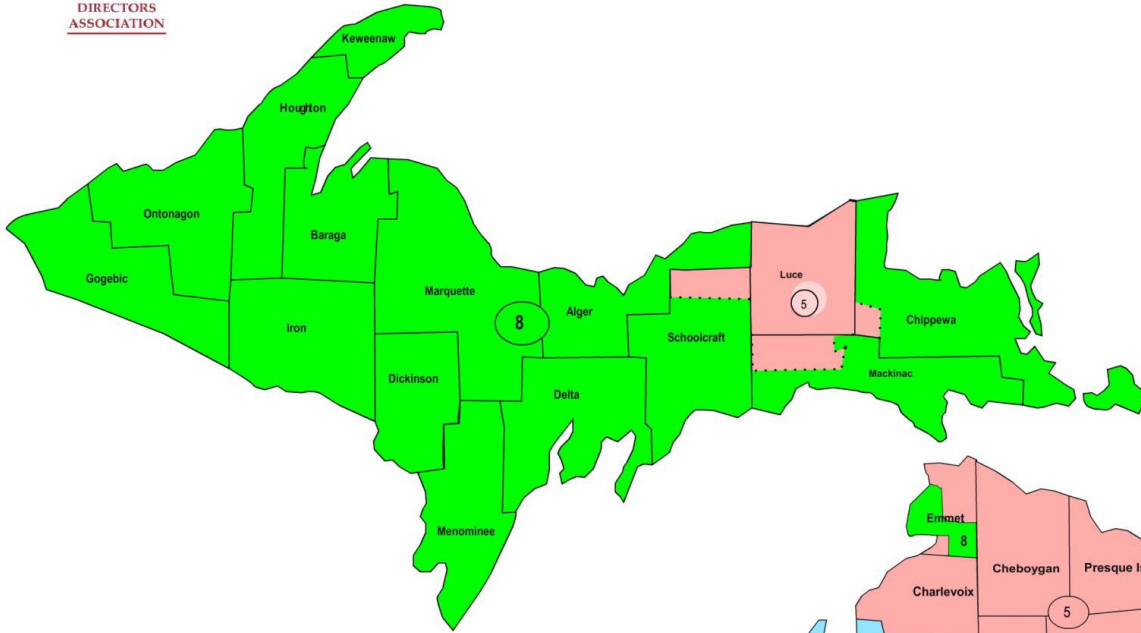
Mideastern Michigan Library Cooperative (MMLC) is a non-profit governmental organization consisting of 26 public, academic, school and special libraries located in the ten county area (Bay, Clare, Genesee, Ingham, Isabella, Midland, Lapeer, northern Oakland, Saginaw, Shiawassee) of the Central Lower Peninsula of Michigan. MMLC is one of eleven library cooperatives funded by the State of Michigan.

Mideastern Michigan Library Board has powers which relate to the functioning of the Cooperative Library and the management and control of the Cooperative Library's funds and property. The Board is composed of 9 members, representing public libraries, and 1 non-voting member, representing academic/school/special libraries. As a Class 6 library with a population over 200,000, CADL has a dedicated seat on the MMLC board. Currently, this seat is vacant.

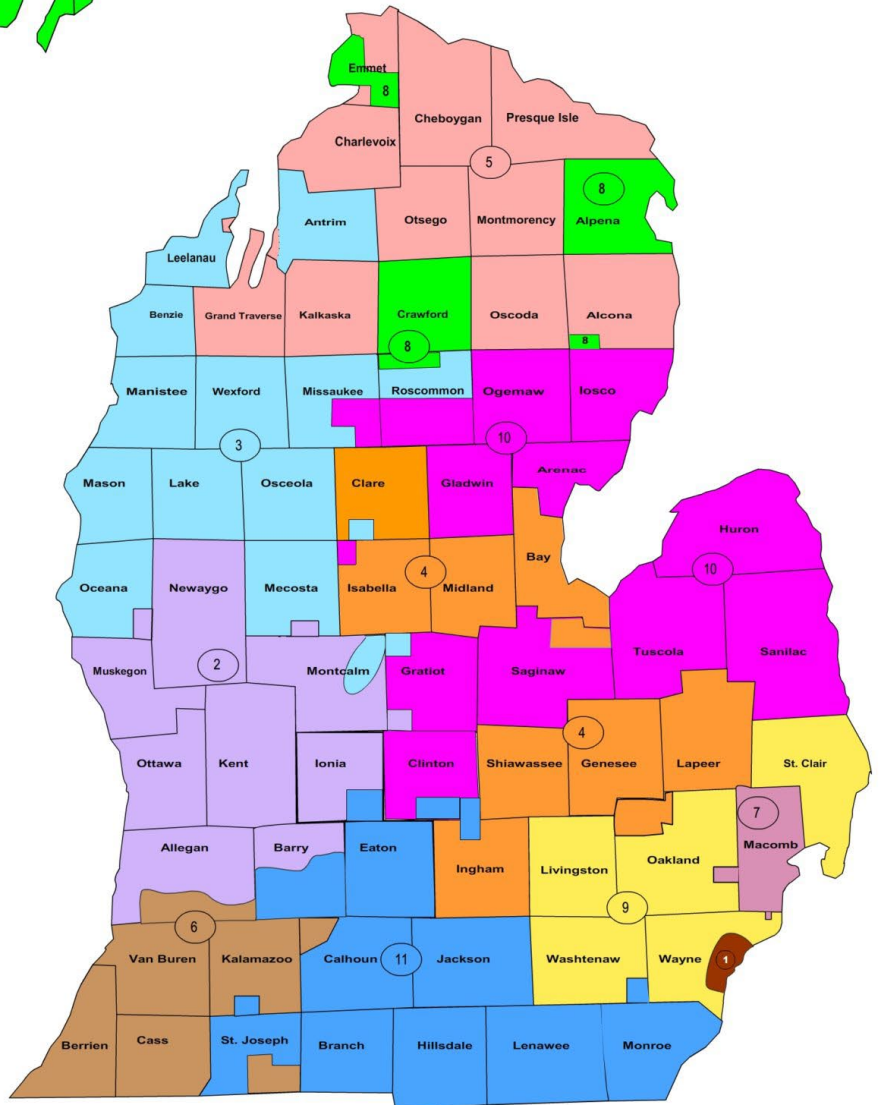
There are 11 library cooperatives in Michigan (please see attached map). CADL also shares a geographic boundary with the Woodlands Library Cooperative to the south and The Library Network (TLN) to the east. It is not a requirement to belong to a cooperative that is contiguous to the library service area. For more information, visit the Library Cooperatives of Michigan website (<https://micoops.info>).



# Michigan Library Cooperatives



- |    |  |  |
|----|--|--|
| 1  | Detroit Library Cooperative<br>Detroit, MI 48202           | <a href="http://detroitpubliclibrary.org">detroitpubliclibrary.org</a><br>(313) 481-1300 |
| 2  | Lakeland Library Cooperative<br>Grand Rapids, MI 49534     | <a href="http://www.lcoop.org">www.lcoop.org</a><br>(616) 559-5253                       |
| 3  | Mid-Michigan Library League<br>Cadillac, MI 49601          | <a href="http://www.mml.org">www.mml.org</a><br>(231) 775-3037                           |
| 4  | Midwestern Michigan Library Cooperative<br>Flint, MI 48502 | <a href="http://www.mmlc.info">www.mmlc.info</a><br>(810) 232-7119                       |
| 5  | Northland Library Cooperative<br>Alpena, MI 49707          | <a href="http://www.nlc.lib.mi.us">www.nlc.lib.mi.us</a><br>(231) 855-2206               |
| 6  | Southwest Michigan Library Cooperative<br>Otsego, MI 49078 | <a href="http://smllc.cooperative.com/">smllc.cooperative.com/</a><br>(269) 694-9690     |
| 7  | Suburban Library Cooperative<br>Sterling Heights, MI 48313 | <a href="http://www.libcoop.net">www.libcoop.net</a><br>(586) 685-5750                   |
| 8  | Superiorland Library Cooperative<br>Marquette, MI 49855    | <a href="http://joomla.uproc.lib.mi.us">joomla.uproc.lib.mi.us</a><br>(906) 228-7697     |
| 9  | The Library Network<br>Novi, MI 48375                      | <a href="http://www.tln.lib.mi.us">www.tln.lib.mi.us</a><br>(248) 536-3100               |
| 10 | White Pine Library Cooperative<br>Saginaw, MI 48602        | <a href="http://www.wplc.org">www.wplc.org</a><br>(989) 793-7126                         |
| 11 | Woodlands Library Cooperative<br>Albion, MI 49224          | <a href="http://www.woodlands.lib.mi.us">www.woodlands.lib.mi.us</a><br>(517) 629-9469   |





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
<b>Fund: 101 GENERAL FUND</b>					
<b>Account Category: Revenues</b>					
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
<b>Account Category: Expenditures</b>					
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.

		Activity For	YTD Balance	2025	
GL Number	Description	05/31/2025	05/31/2025	Amended Budget	% Bdgt 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
<b>Fund: 101 GENERAL FUND</b>					
<b>Account Category: Expenditures</b>					
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 Personal 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 MCL Sec 211.119. The following tax rates have been authorized for levy on the 2025 tax roll.

[illegible]

Telephone Number

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	

Rate and NH Over ONLY

**For Principal Residence, Qualified**

Aug., qualified for first and industrial Personal

For Commercial Personal

For all Other		
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**\*\* IMPORTANT:** See instructions on page 2 regarding where to find the mileage 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.