

**CAPITAL AREA DISTRICT LIBRARIES  
BOARD MEETING**

5:30 PM, WEDNESDAY, SEPTEMBER 24, 2025  
CADL OKEMOS BRANCH  
4321 OKEMOS RD., OKEMOS, MI 48864  
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 August 20, 2025](#) (enc – action)
- b. Approval of Closed Session Minutes August 20, 2025 (distributed separately)
- c. [Disbursements for August 2025](#) (enc – action)

CHAIRPERSON'S COMMENTS

NEW BUSINESS

General

- a. [McConnell Award Committee Appointment](#) (enc)
- b. [Executive Director Evaluation Committee Appointment](#) (enc)
- c. [SER 110 CADL Cares](#) (enc – action)
- d. HUM 110 Worker's Compensation (distributed separately)
- e. Legislative Update
- f. Community Contacts

Finance

- a. [August 2025 Financial Report](#) (enc – action)
- b. [Janitorial Service Contract Recommendation](#) (enc – action)
- c. [CLIR Grant Recommendation](#) (enc – action)

DIRECTOR'S REPORT

PUBLIC, STAFF, AND BOARD MEMBER COMMENTS

ADJOURNMENT

# **CAPITAL AREA DISTRICT LIBRARIES BOARD MEETING**

August 20, 2025

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

**Members Absent:**

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

**Others Present:** DJ Bond, Lindsay Dangl

## **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

## **COMMUNICATIONS**

There were no communications to share.

## **APPROVAL OF AGENDA**

Brian Baer made a motion to add to the agenda between C and D under New Business, General a closed session with legal counsel to consider attorney client material exempt from disclosure pursuant to MCL 15.268(1)(h) and MCL 15.243(1)(g). Quinn O'Donnell seconded the motion. The motion carried.

Sandy Drake made a motion to approve the Agenda as amended. Debora Bloomquist seconded the motion. The motion carried.

## **PUBLIC COMMENTS ON AGENDA ITEMS**

There were no public comments on agenda items.

## **CONSENT AGENDA**

- a. Approval of Minutes July 23, 2025
- b. Approval of Closed Session Minutes July 23, 2025

- c. Approval of Special Meeting Minutes July 31, 2025
- d. Approval of Closed Session Minutes July 31, 2025
- e. Disbursements for July 2025

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

## **CHAIRPERSON'S COMMENTS**

Board Chair Brian Baer noted that he is looking forward to the new building and appreciates all the work of staff involved in making that happen. He also reminded everyone that the September Committee of the Whole meeting would take place in the Board Room at the Downtown Library and the September Board meeting will take place at the Okemos Library in the event room.

## **NEW BUSINESS**

### **General**

#### **a. Library Cooperative Membership**

Executive Director Jenny Marr presented a comparison of the two library cooperatives other than MMLC that border CADL's service area: Woodlands Library Cooperative and The Library Network (TLN). Of significant note were the differences in how the cooperatives handle invoicing and reimbursement of state aid as well as the services each cooperative offers. DJ Bond, Communications and Members Engagement Manager for TLN, joined the meeting virtually and answered questions related to reciprocal borrowing, board training, and class size of the libraries already in the cooperative.

Quinn O'Donnell made a motion for CADL to apply to join The Library Network (TLN) contingent on leaving MMLC by September 30, 2025. Mark Stewart seconded the motion. Board members discussed the cooperative options. The motion carried.

#### **b. GOV 202 Strategic Plan**

A final version of the CADL 2025-2030 Strategic Plan was included with Board meeting materials. Once approved, the strategic plan will be added to the CADL website along with related documents. Executive Director Jenny Marr noted that following approval, the implementation and management plans would also be created and presented to the Board no later than October.

Quinn O'Donnell made a motion to approve GOV 202 Strategic Plan 2025-2030 as presented. Mark Stewart seconded the motion. The motion carried.

#### **c. SER 103 Code of Conduct**

The policy was reformatted for improved readability, and language was amended to improve clarity and implementation. It has been reviewed by legal counsel.

The provision that patrons are not permitted to sleep in the library was discussed along with the safety concerns that inform the rule.

Mark Stewart made a motion to approve SER 103 Code of Conduct as presented. Sandy Drake seconded the motion.

### **CLOSED SESSION**

Mark Stewart made a motion for a closed session to be convened to consult with legal counsel to consider attorney client material exempt from disclosure pursuant to MCL 15.268 (1)(h) and MCL 15.243(1)(g) and that Lindsay Dangel, Jenny Marr, and Janet Elliott be invited to attend. Quinn O'Donnell seconded the motion. A roll call vote was held:

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

The Board moved into its closed session at 6:11 pm.

Julie Vandenboom made a motion to reconvene the open session. Ashley Smith seconded the motion. A roll call vote was held:

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

The agenda resumed at 6:40 pm.

d. MMLC Update

A settlement agreement between CADL and MMLC regarding a dispute of state aid payment in 2024 was presented to the Board.

Ashley Smith made a motion to approve the settlement agreement as presented. Julie Vandenboom seconded the motion. The Board discussed the conditions of CADL's Plan of Service with MMLC. The motion carried.

Quinn O'Donnell made a motion to amend the Agenda to add the item Appointment of Board Member to MMLC Board. Mark Stewart seconded the motion. The motion carried.

e. Appointment of Board Member to MMLC Board

Quinn O'Donnell made a motion to appoint Mark Stewart to be the CADL Board representative on the MMLC Board and to appoint Ashley Smith as an alternate. Ashley Smith seconded the motion. The motion carried.

f. Legislative Update

There was nothing new to report on legislative issues.

g. Community Contacts

Sandy Drake attended the Williamston Friends of the Library meeting and helped the Okemos and Aurelius Friends set up for their book sales.

Debora Bloomquist attended the CADL Annual Report presentations at Aurelius Township and Williamstown Township.

Quinn O'Donnell noted her appreciation for the CADL Bookmobile at the Child and Family Charities Backyard Backpack Bash event

## **Finance**

a. July 2025 Financial Report

Finance Director Miriam Mattison presented the July 2025 Financial Report.

Mark Stewart made a motion to accept the July 2025 Finance Report. Quinn O'Donnell seconded the motion. The motion carried.

b. Downtown & South Lansing LaGarda Security Recommendation

It is recommended to approve the Executive Director to sign a 1-year contract beginning January 1, 2026, with LaGarda Security to fulfill the required security guard services at the Downtown and South Lansing libraries.

As the result of an RFP process in January 2022, LaGarda Security was recommended and approved by the CADL Board in February 2022 and began providing security services for CADL that March. In July 2022, the CADL Board approved LaGarda Security for a 3-year contract beginning January 1, 2023, and ending December 31, 2025, with the option that in July 2025, staff would meet with the LaGarda Security leadership to determine whether to extend the contract further, evaluate CADL's security needs, or revisit the RFP process. As a result of that meeting, the recommendation is to approve a one-year extension of the contract and meet with LaGarda Security leadership in July 2026 to determine whether to extend the contract further.

Sandy Drake made a motion to approve the Downtown & South Lansing LaGarda Security recommendation. Debora Bloomquist seconded the motion. The motion carried.

c. Modified Firewall & MSSP Recommendation

It is recommended to purchase two Checkpoint 3970 gateways and enhanced managed security services from CyberForce|Q (CFQ) for a 3-year term not to exceed \$204,292.50.

CADL has been selected to participate in the E-rate Cybersecurity Pilot Program (CPP). As part of the program, an RFP process was conducted to purchase a refreshed, next generation enterprise firewall device and managed security services equivalent to or better than CADL's current solution. CFQ offered the most cost-efficient combined package of firewall hardware and managed security services.

Compared to the Firewall and Managed Security Services recommendation approved on July 23, 2025, this modified recommendation includes a 'high availability' configuration of firewall hardware (two devices instead of one). It also includes an optional component from CFQ's proposal to create, host, and manage a security information and event management (SIEM) system. Two other RFPs that were issued for cybersecurity products and services did not yield actionable bids, and this allowed consideration for allocating more of the CPP budget to the firewall and MSSP activities. Even with this increased spend, only half of the CPP budget will be used.

The CPP program provides a 90% subsidy of eligible costs, so of the estimated \$204,292.50 total 3-year cost of CFQ's proposal, CADL would expect to be reimbursed approximately \$183,863.25.

Quinn O'Donnell made a motion to approve the Modified Firewall & MSSP recommendation. Julie Vandenboom seconded the motion. The motion carried.

d. Resolution for Purchase

It is recommended to approve the Resolution for Purchase to comply with requirements stipulated by the title company.

Ashley Smith motioned: therefore, be it resolved that the CADL Board of Trustees consents to purchase the property located at 2175 University Park Dr., Okemos, MI 48864 as authorized with the terms set forth at the July 31, 2025 special meeting. Quinn O'Donnell seconded the motion. A roll call vote was held:

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

The motion carried.

e. 2024 Pension Actuarial Evaluation

Finance Director Miriam Mattison presented the 2024 Pension Actuarial Results. The actuarial funded ratio is 86%, which is approximately one percentage point higher than the previous year.

## **DIRECTOR'S REPORT**

- MLA's Annual Conference will take place in Lansing in October. Board members are invited to attend and encouraged to register early to take advantage of Early Bird Rates. CADL staff will be doing two presentations at the conference.
- The Haslett Beautification Association is receiving the Community Landscape and Beautification Award for work done at the Haslett Library. The award presentation will take place on August 28 at 11:00 am.
- Hours at the Stockbridge Library will be changing slightly beginning September 1 to allow for longer, more consistent evening hours during the week. Saturday hours will be shortened to accommodate the change.
- The Stockbridge Library renovation is almost complete. Once the final furniture is delivered, an event will be planned to celebrate the space.
- Annual Reports to municipalities have concluded, with the exception of the presentation to the Ingham County Board of Commissioners which will take place on September 23 at their regular meeting.
- The One Grand Read program is underway. Staff are working with Christian Cooper's agent to prepare for his visit. There are currently over 500 registered for his author talk on September 20.
- The 2025 Seed Library project was a huge success. The level of participation was especially exciting with all CADL branches participating and almost 15,000 packets of seeds being given out system wide.
- The September 24, 2025 CADL Board meeting will take place at the Okemos branch.
- CADL received a grant to pay for Able Eyes to do an update for the Okemos branch to account for recent renovations. Additional Able Eyes updates for other branches are being considered.

## **POLICIES – No changes, for review only**

- a. SER 101 Materials Selection
- b. SER 106 Arrangement of Materials
- c. SER 110 CADL Cares

Questions and potential updates for the CADL Cares and Arrangement of Materials policies were addressed.

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

Debora Bloomquist noted a suspicious email she received to her cadl.org email address. The IT Dept will investigate.

Quinn O'Donnell thanked Lindsay Dangi for all her work on CADL's behalf.

**ADJOURNMENT**

Debora Bloomquist made a motion to adjourn the meeting. Quinn O'Donnell seconded the motion. The motion carried. The meeting adjourned at 7:19 pm.



09/05/2025

## CHECK REGISTER FOR CAPITAL AREA DISTRICT LIBRARIES

CHECK DATE 08/01/2025 - 08/31/2025

Check Date	Check	Vendor Name	Description	Amount
Bank MAIN MAIN CASH				
Check Type: EFT Transfer MAIN				
08/01/2025	3278(E)	ABRAHAM WASHINGTON LLC	8/2025 PARKING	4,520.00
08/01/2025	3279(E)	ACRISURE/44 NORTH	MEDICAL CLAIMS	1,181.35
08/01/2025	3280(E)	ANDERSON, LINDSAY	MILEAGE 7/18-7/24/25	15.96
08/01/2025	3281-82(E)	BAKER & TAYLOR BOOKS	BOOKS	7,058.01
08/01/2025	3283(E)	BOYNTON FIRE SAFETY SERVICE LLC	SPECIAL HAZARD INSPECTION DTL	452.00
08/01/2025	3284(E)	CENGAGE LEARNING INC/GALE	BOOKS	1,972.98
08/01/2025	3285-3292(E)	INGRAM LIBRARY SERVICES	BOOKS	8,499.09
08/01/2025	3293(E)	IVERSON, NINA	GELATIN,SALT TAKE & MAKE PROG	8.17
08/01/2025	3294(E)	LAGARDA SECURITY	SECURITY SVCS W/E 7/13/25	3,066.44
08/01/2025	3295(E)	LAUREN CLARKE	MILEAGE 7/23/25	18.90
08/01/2025	3296(E)	MCBRIDE, BRIDIE	SUPPLIES STORYTIME & BUBBLE PARTY	60.89
08/01/2025	3297(E)	MIDWEST TAPE	DVD, MUSIC, AUDIOBOOKS	4,141.74
08/01/2025	3298(E)	OVERDRIVE INC	CONTENT PURCHASE	30,000.00
08/01/2025	3299(E)	STAPLES ADVANTAGE	OFFICE SUPPLIES	1,149.75
08/01/2025	3300(E)	TASC	BENEFIT FUNDING	365.20
08/01/2025	3301(E)	ACRISURE CYBER SERVICES, LLC DBA 7/2025 TEAMS VOICE SUPPORT		399.00
08/01/2025	3302(E)	ACRISURE CYBER SERVICES, LLC DBA 7/2025 TEAM PHONES, PROOFPOINT		1,913.25
08/08/2025	3303(E)	ACRISURE/44 NORTH	MEDICAL CLAIMS	1,092.96
08/08/2025	3304(E)	ALERUS FINANCIAL	7/2025 RETIREMENT CONTRIBUTIONS	21,275.34
08/08/2025	3305(E)	AMAZON	AMAZON INVOICES	3,758.04
08/08/2025	3306(E)	BOARD OF WATER & LIGHT	3500 1/2 6/8-7/7/25	128.02
08/08/2025	3307(E)	CONSUMERS ENERGY	4321 4 6/13-7/14/25	311.34
08/08/2025	3308-3313(E)	INGRAM LIBRARY SERVICES	BOOKS	6,724.78
08/08/2025	3314(E)	KANOPY INC	7/2025 PLAY CREDITS	2,695.35
08/08/2025	3315(E)	LAGARDA SECURITY	SECURITY SVCS W/E 7/20/25	3,066.44
08/08/2025	3316(E)	LAUREN CLARKE	MILEAGE 7/31/25	18.90
08/08/2025	3317(E)	MERS	7/2025 RETIREMENT CONTRIBUTIONS	89,140.42
08/08/2025	3318(E)	MICHIGAN FLEET FUELING SOLUTION: 7/15-7/31/25 VEHICLE FUEL		855.50
08/08/2025	3319(E)	MIDWEST COMMUNICATIONS	7/2025 PEOPLE BASED ADVERTISING	2,416.33
08/08/2025	3320(E)	MIDWEST TAPE	DVD, MUSIC, DIGITAL CONTENT	46,290.68
08/08/2025	3321(E)	MISSION SQUARE	7/2025 RETIREMENT CONTRIBUTIONS	511.44
08/08/2025	3322(E)	PHARMACY DATA MANAGEMENT INC. 7/16-7/31/25 PRESCRIPTION CLAIMS		7,514.92
08/08/2025	3323(E)	STAPLES ADVANTAGE	OFFICE,PROGRAM SUPPLIES	148.13
08/08/2025	3324(E)	SUSEELA EYAL	MILEAGE 6/17-7/21/25	35.98
08/08/2025	3325(E)	TASC	BENEFITS FUNDING	271.88
08/08/2025	3326(E)	BOARD OF WATER & LIGHT	123 6/8-7/7/25	13,469.57
08/08/2025	3327(E)	BOARD OF WATER & LIGHT	401 6/5-7/13/25	2,927.46
08/08/2025	3328(E)	BOARD OF WATER & LIGHT	427 1FL 6/8-7/9/25	71.85
08/08/2025	3329(E)	BOARD OF WATER & LIGHT	3500 108 6/7-7/7/25	1,474.48
08/08/2025	3330(E)	CONSUMERS ENERGY	4321 3 6/13-7/14/25	349.14
08/08/2025	3331(E)	CONSUMERS ENERGY	201 6/13-7/14/25	499.30
08/08/2025	3332(E)	CONSUMERS ENERGY	4321 1 6/13-7/14/25	676.23
08/08/2025	3333(E)	CONSUMERS ENERGY	4321 2 6/13-7/13/25	748.03
08/08/2025	3334(E)	MISSION SQUARE	7/2025 RETIREMENT CONTRIBUTIONS	2,758.80
08/08/2025	3335(E)	TASC	BENEFITS FUNDING	640.72
08/15/2025	3336(E)	BOLING JANITORIAL SERVICE INC	7/2025 JANITORIAL SVCS	15,101.98
08/15/2025	3337(E)	BS&A SOFTWARE, INC.	7/2025 CC FEES	298.81

08/15/2025	3338(E)	CONSUMERS ENERGY	3500 109B 6/14-7/16/25	18.00
08/15/2025	3339(E)	CONSUMERS ENERGY	3500 107B 6/14-7/15/25	18.00
08/15/2025	3340(E)	CONSUMERS ENERGY	3500 109A 6/14-7/16/25	18.00
08/15/2025	3341(E)	CONSUMERS ENERGY	401 6/13-7/15/25	18.90
08/15/2025	3342(E)	CONSUMERS ENERGY	427 6/13-7/15/25	18.00
08/15/2025	3343(E)	CONSUMERS ENERGY	1379 6/14-7/16/25	188.38
08/15/2025	3344(E)	CONSUMERS ENERGY	126 6/18-7/17/25	441.01
08/15/2025	3345(E)	CONSUMERS ENERGY	145 6/17-7/16/25	1,302.22
08/15/2025	3346(E)	DELTA DENTAL PLAN OF MICHIGAN	8/2025 DENTAL PREMIUM	231.66
08/15/2025	3347(E)	LAGARDA SECURITY	SECURITY SVCS W/E 7/27/25	3,066.44
08/15/2025	3348(E)	RECAST SOFTWARE INC	RIGHT CLICK TOOLS 9/29/25-9/28/26	1,975.43
08/15/2025	3349(E)	STAPLES ADVANTAGE	OFFICE, PROGRAM SUPPLIES	1,020.76
08/15/2025	3350-3355(E)	INGRAM LIBRARY SERVICES	BOOKS	5,451.38
08/15/2025	3356(E)	MIDWEST TAPE	DVD, MUSIC, AUDIOBOOKS	3,420.28
08/15/2025	3357(E)	T-MOBILE	HOT SPOTS 6/21-7/20/25	4,087.66
08/15/2025	3358(E)	TASC	BENEFITS FUNDING	240.48
08/19/2025	3359-3363(E)	RAMP BUSINESS CORPORATION	*See next Page	17,705.09
08/22/2025	3364(E)	ACRISURE/44 NORTH	8/2025 BUNDLE FEE, INT'L SCRIPTS	5,132.66
08/22/2025	3365(E)	AMAZON	AMAZON INVOICES	2,073.48
08/22/2025	3366(E)	BAKER & TAYLOR BOOKS	BOOKS	5,856.90
08/22/2025	3367(E)	BREAKOUT, INC	ESCAPE ROOM 2025 RENEWAL MAKERKIT	99.00
08/22/2025	3368(E)	CENGAGE LEARNING INC/GALE	BOOKS	268.71
08/22/2025	3369(E)	CHARTER TOWNSHIP OF MERIDIAN	4321 3/25-6/24/25	422.20
08/22/2025	3370(E)	CONSUMERS ENERGY	115 6/20-7/21/25	18.00
08/22/2025	3371-3380(E)	INGRAM LIBRARY SERVICES	BOOKS	9,618.24
08/22/2025	3381(E)	JULIE CHRISINSKE	REIMBURSEMENT FOR OUTREACH PRIZES	150.00
08/22/2025	3382(E)	LAGARDA SECURITY	SECURITY SVCS W/E 8/3/25	3,066.44
08/22/2025	3383(E)	LAUREN CLARKE	MILEAGE 8/7/25	7.98
08/22/2025	3384(E)	MICHIGAN FLEET FUELING SOLUTION:	VEHICLE FUEL 8/1-8/15/25	962.44
08/22/2025	3385(E)	MIDWEST TAPE	DVD, MUSIC, AUDIOBOOKS	1,548.46
08/22/2025	3386(E)	SOPHIE STEINER	JACK KEYSTONES	34.98
08/22/2025	3387(E)	STAPLES ADVANTAGE	OFFICE/PROGRAM SUPPLIES	216.81
08/22/2025	3388(E)	TASC	BENEFITS FUNDING	633.73
08/22/2025	3389(E)	TUTOR.COM INC	ANNUAL SUBSCRIPTION 10/25-9/26	3,000.00
08/22/2025	3390(E)	VISION SERVICE PLAN	8/2025 VISION PREMIUM	924.95
08/22/2025	3391(E)	ACRISURE/44 NORTH	MEDICAL CLAIMS	3,801.98
08/28/2025	3392(E)	ABRAHAM WASHINGTON LLC	9/2025 PARKING	4,520.00
08/28/2025	3393(E)	ACRISURE CYBER SERVICES, LLC DBA	8/2025 TEAMS, PROOFPOINT SUPPORT	2,322.00
08/28/2025	3394(E)	ACRISURE/44 NORTH	MEDICAL CLAIMS, 9/2025 METLIFE	6,833.65
08/28/2025	3395(E)	DTE ENERGY	117 7/8-8/5/25	478.20
08/28/2025	3396(E)	GRANGER CONTAINER SERVICE INC	8/2025 TRASH SVC	150.41
08/28/2025	3397-3408(E)	INGRAM LIBRARY SERVICES	BOOKS	11,568.55
08/28/2025	3409(E)	JULIE LAXTON	MILEAGE 6/27-8/25/25	367.85
08/28/2025	3410(E)	LAGARDA SECURITY	SECURITY SVCS W/E 8/10/25	3,066.44
08/28/2025	3411(E)	MIDWEST TAPE	DVD, MUSIC	1,557.89
08/28/2025	3412(E)	MIDWEST TAPE	Audiobooks	563.30
08/28/2025	3413(E)	MIDWEST TAPE	DVD	891.76
08/28/2025	3414(E)	PHARMACY DATA MANAGEMENT INC.	PRESCRIPTION CLAIMS 8/1-8/15/25	6,826.73
08/28/2025	3415(E)	PHYSICIANS HEALTH PLAN	9/2025 HEALTH INS PREMIUM	43,939.22
08/28/2025	3416(E)	STAPLES ADVANTAGE	OFFICE SUPPLIES	586.86
08/28/2025	3417(E)	TASC	BENEFITS FUNDING	829.08
08/28/2025	3418(E)	UNIQUE	7/2025 PLACEMENTS	493.45
08/28/2025	3419(E)	DELTA DENTAL PLAN OF MICHIGAN	7/2025 DENTAL CLAIMS	2,440.40
08/28/2025	3420(E)	GRANGER CONTAINER SERVICE INC	8/2025 TRASH SVC	285.62

08/28/2025	3421(E)	GRANGER CONTAINER SERVICE INC	8/2025 RECYCLING	91.00
08/28/2025	3422(E)	GRANGER CONTAINER SERVICE INC	8/2025 TRASH SVC	108.33
08/28/2025	3423(E)	AT&T	4 PHONE BOOKS 8/2025	24.00
08/28/2025	3424(E)	GRANGER CONTAINER SERVICE INC	7/2025 TRASH SVC	12.94
Total EFT Transfer:				455,111.88

Check Type: Paper Check MAIN

08/20/2025	57114	BARNES & NOBLE	BARNES NOBLE ADDITION BETTER LIVING THROUGH-	380.00
08/20/2025	57115	BIRKETT, DAVE	DETROIT LIONS: AN ILLUSTRATED TIMELINE AT WM 9	167.20
08/20/2025	57116	BLACKSTONE PUBLISHING INC	AUDIOBOOKS	351.33
08/20/2025	57117	BRODART CO.	BOOKS	125.82
08/20/2025	57118	CENTRAL BUSINESS SYSTEMS INC	PRINT COLLECTIONS/COPIES	1,442.76
08/20/2025	57119	CHERYL LINDEMANN	MILEAGE 6/24/25	26.95
08/20/2025	57120	CHICAGO DISTRIBUTION CENTER	BOOKS-PROFESSIONAL COLLECTION	225.53
08/20/2025	57121	CITY OF LANSING PARKING SERVICES	PARKING FOR VITA BUS	45.00
08/20/2025	57122	EAST LANSING PUBLIC LIBRARY	35935006053603 TITLE NATIVE NATIONS	20.90
08/20/2025	57123	EILX	7/2025 SRP METV ROTATOR ADS	195.00
08/20/2025	57124	ERSKINE, RONALD	WHEN MAYHEM CAME TO TOWN: A RURAL VETERIN/	50.00
08/20/2025	57125	GOODYEAR COMMERCIAL TIRE & SERI	REPAIR FLAT TIRE VIN 0816, OIL CHANGE VIN 1224	99.29
08/20/2025	57126	GRAND LEDGE AREA DISTRICT LIBRAR	I WALKED THE LINE	27.00
08/20/2025	57127	HAYES, SARAH ANN	STAMP CARVING SUPPLIES	109.00
08/20/2025	57128	HEIDI BUTLER	MILEAGE/PARKING 7/10-8/12/25	67.44
08/20/2025	57129	HOME DEPOT CREDIT SERVICES	MAINTENANCE SUPPLIES	209.40
08/20/2025	57130	HOWELL NATURE CENTER	BALANCE OF WILD SUPER POWERS PROGRAM	340.80
08/20/2025	57131	INFOUSA MARKETING INC	BOOKS	750.00
08/20/2025	57132	JACKSON DISTRICT LIBRARY	36177015677085 THE ART & SCIENCE OF RESPECT	29.99
08/20/2025	57133	JENNIFER DEGROAT	MILEAGE 4/25-6/4/25, TEACHER TRNG REIMB	156.74
08/20/2025	57134	KATHRYN SHAW	MILEAGE 6/5-7/31/25	42.84
08/20/2025	57135	KENT DISTRICT LIBRARY	31298038048628 THE TWIN THIEVES	18.73
08/20/2025	57136	LAURA BROWN	TISSUE PAPER FIREFLY PROGRAM	5.94
08/20/2025	57137	LENAWEE DISTRICT LIBRARY	NATIVE AMERICAN CRAFTS AND SKILLS	16.95
08/20/2025	57138	MARISELA GARZA	MILEAGE 1/6-6/24/25	131.67
08/20/2025	57139	MARK BUZZITTA	MILEAGE 7/9-7/25/25	85.68
08/20/2025	57140	MASON ROTARY	3 MONTH DUES APR25-JUN25 GOUPIL	230.00
08/20/2025	57141	MBELU, SHARRON DENISE	REFUND LOST BOOK TURBO	9.98
08/20/2025	57142	MICHIGAN MUNICIPAL RISK MANAGEM	1ST INSTALL INS 8/18/25-8/18/26	33,433.50
08/20/2025	57143	MIDEASTERN MICHIGAN LIBRARY COC	2ND STATE AID PAYMENT	67,241.38
08/20/2025	57144	MONROE COUNTY LIBRARY SYSTEM	LOST BOOKS	44.99
08/20/2025	57145	MURPHY & SPAGNUOLO PC	6/2025, 7/2025 LEGAL SVCS	6,062.50
08/20/2025	57146	MYERS PLUMBING & HEATING INC	EMERGENCY DRAIN CLEAN 3RD FLOOR DRAIN	500.00
08/20/2025	57147	NEWCOMBE, KATE	MULTIPLE RECEIPTS SRC GIFT CARD PRIZES	3,120.00
08/20/2025	57148	OTIS ELEVATOR COMPANY	DOCK ELEVATOR CONTRACT 9/1/25-8/31/26	6,060.36
08/20/2025	57149	PLAYAWAY PRODUCTS LLC	AUDIOBOOKS	4,330.37
08/20/2025	57150	RICOH USA INC	B/W & COLOR COPIES 3RD FLR	135.89
08/20/2025	57151	ROTARY CLUB OF LANSING	ROTARY QTR DUES	325.00
08/20/2025	57152	SUSAN BISSONNETTE	PROGRAM SUPPLIES	102.62
08/20/2025	57153	TECUMSEH DISTRICT LIBRARY	A GLORIOUS FREEDOM: OLDER WOMEN LEADING E	25.00
08/20/2025	57154	THE WM P FAUST PUBLIC LIBRARY OF	39063102588467 SUNSETS & SECOND CHANCES	12.99
08/20/2025	57155	TOWNSHIP OF LEROY	JOBR 7/22/25 33-43-08-90-050-205	146.39
08/20/2025	57156	TRAVERSE AREA DISTRICT LIBRARY	11111031847256 THE BODYGUARD UNIT	17.99
08/20/2025	57157	UAW LOCAL 2256	7/2025 UNION DUES	3,381.32
08/20/2025	57158	UNIQUE	7/2025 CHAT SERVICE, PLACEMENTS	1,305.05
08/20/2025	57159	WAYNE RICHARD POPE	BIRDS OF MICHIGAN AT OK 8-27-25	100.00
08/20/2025	57160	WEST BRANCH PUBLIC LIBRARY	34027000614357 THE SPINE OF THE CONTINENT	27.95

08/20/2025	57161	WILX	7/2025 ROTATOR ADS, STUDIO 10 SPOTS	850.00
08/20/2025	57162	WLAJ	7/2025 SRP ROTATOR ADS	100.00
08/20/2025	57163	WLNS	7/2025 SRP ADVERTISING ROTATOR ADS	1,000.00
Total Paper Check:				<u>133,685.24</u>
MAIN TOTALS:				
Total of 197 Checks:				588,797.12
Less 42 Void Checks:				0.00
Total of 155 Disbursements:				<u>588,797.12</u>

09/05/2025

## CHECK REGISTER FOR CAPITAL AREA DISTRICT LIBRARIES

CHECK DATE 08/01/2025 - 08/31/2025

Check Date	Check	Vendor Name	Description	Amount
Bank MAIN MAIN CASH				
Check Type: EFT Transfer MAIN				
08/19/2025	3359-3363(E)	RAMP BUSINESS CORPORATION	UPDATED HRS RACK CARD	374.99
			COOLER RENTAL, WATER DELIVERY DA	14.85
			8/2025 WATER COOLER RENTAL DTL	95.00
			WATER DELIVERY STK	16.25
			WATER DELIVERY LE	21.05
			WATER DELIVERY FO	7.85
			POST OFFICE BOX 8/1/25-7/31/26	114.00
			PEST CONTROL	71.00
			PEST CONTROL	66.00
			PEST CONTROL	86.00
			145 5/15-6/16/25	66.96
			7/2025 SUMMER READING 2025	225.00
			LEARNING TOYS	1,566.65
			ANNUAL DUES AUG25-JUL26	100.00
			FILTER, WASP SPRAY, FAN	131.92
			REPLACEMENT PARTS/SUPPLIES FOR DISC RESURF/	278.02
			LABELS, BOOKMARKS	435.99
			WE - BOOK ENDS	283.74
			14 DISC A/V CASES	1,492.72
			PAPER TOWEL	81.50
			BATH TISSUE, PAPER TOWEL	117.25
			PAPER TOWEL, BATH TISSUE, SOAP	426.01
			PAPER TOWEL, BATH TISSUE	81.50
			PAPER TOWEL, BATH TISSUE, SOAP	576.90
			SOAP	88.45
			BATH TISSUE, PAPER TOWEL	73.08
			7/2025 MAT SVC	556.61
			GIVEAWAY BOOKS FOR COMMUNITY EVENTS	343.99
			LOCAL HISTORY MAKER STATION ADOBE CREATIVE C	30.00
			8/2025 DIGITAL PHONE LINES AT DL	73.74
			INSTITUTIONAL MEMBERSHIP 10/25-9/26	1,410.00
			SRP GIFT CARDS	500.00
			SRP GIFT CARDS	500.00
			SRP GIFT CARDS	400.00
			SMARTY ADDRESS VALIDATION API ACCESS	54.00
			MONTHLY WEBSITE HOSTING CHARGES	311.70
			8/2025 OSTING MINECRAFT SERVER	29.94
			FOOD FOR JULY BOARD MEETING	46.66
			MI BROADBAND SUMMIT CONF-S KNOX SEPT25	80.00
			SUBSCRIPTION 8/2-9/2/25	59.90
			SUBSCRIPTION 8/15/25-8/14/26	468.00
			8/2025 MONTHLY ADVERTISING	260.00
			OGR BOOK CLUB KIT ITEM	39.95
			7/2025 CLOUD STORAGE	73.36
			2 NIGHTS LODGING C OJIEH DIGIPALOOZA	434.76
			2 NIGHTS LODGING M GARZA DIGIPALOOZA	521.16

WORKSHOP-J LAXTON 8/14/2025	99.00
ROUSSEAU CONFERENCE TRAVEL	277.36
J LAXTON MEMBERSHIP 10/25-9/26	200.00
ONE GRAND READ TSHIRTS	2,624.50
CADL TSHIRT GIVEAWAYS (STRATEGIC PLANNING)	84.80
52 GIFT CARDS FOR SRC BRANCH PRIZES	260.00
DIPPIN' DOTS AT FOSTER	258.24
KONA ICE AT AU 8-13-25	204.00
DUST COVER FOR EPSON EXPRESSION 13000XL	41.99
BLUEY MEET AND GREET AT SL 8-10-25	100.00
THERMAL PAPER FOR FOSTER SELF-CHECKOUT	113.95
DVDFAB VIDEO UTILITY SOFTWARE FOR LOCAL HIST	265.98
CUSTOM BOOK TOTE - LIBRARY CARD SIGN UP MON	500.00
7/2025 RAMP CASHBACK	(388.19)
CREDIT FOR TOYS NOT SHIPPED	(22.99)
	<hr/> 17,705.09

## **DR. L. ROBERT McCONNELL STAFF AWARDS**

The McConnell Award was initially discussed at the November 1998 CADL Board meeting. The award was named in honor of Dr. L. Robert McConnell who was the first Chairperson of the CADL Board.

The Board established two individual awards – one award was given for Innovation and the other for Customer (Patron) Service. Employees are nominated for one or the other.

**Innovation:** To recognize a staff contribution for the introduction of a new/innovative program service or approach, which can lead to a qualitative or quantitative improvement in CADL operations. Such innovations may be stimulated either by either identified needs or issues, or new opportunities.

**Customer (Patron) Service:** This award recognizes exemplary staff performance in either responding to identified patron needs or developing new approaches/services or tools which significantly enhance service to patrons. Award recipients may be those whose collective activities over time demonstrate attention to patrons, or individuals who implement a solution to an actual or anticipated customer need. This award is also given to staff who do not work directly with the public but provide superior service to other staff.

Employees are nominated for the award by their coworkers. A subcommittee of the CADL Board, with input from the Director, makes the selection from the nominated candidates. Members of the Management Team are not eligible to receive the award. All employees who are nominated receive a certificate. The winners receive a certificate and \$500. The certificates are handed out at the McConnell Award ceremony held during the CADL Conference.

### **Timeline:**

Mid-September – nominations are due

Late September to Early October – committee meets to determine recommended recipients

October Board Meeting – Board votes on recipients

Early November – recipients and nominees recognized at CADL Conference on November 11

**CAPITAL AREA DISTRICT LIBRARIES**  
**HUM 202 EVALUATION OF THE**  
**CAPITAL AREA DISTRICT LIBRARY EXECUTIVE DIRECTOR**  
NOVEMBER 15, 2023

**Procedure Overview**

The Capital Area District Libraries (CADL) Board is solely responsible for developing, implementing, and accomplishing the evaluation of the Executive Director of CADL. The annual evaluation process provides an opportunity for the Library Board and Executive Director to refresh or reach mutual goals for the upcoming year.

The Chair of the CADL Board will appoint a three-person committee in September responsible for organizing and ensuring that the evaluation process is completed within the time frame indicated in the evaluation procedure.

The committee is responsible for reviewing the evaluation process and documents each year. Any recommended changes will be brought to the Board and voted on at the December meeting for use in the next evaluation cycle.

The evaluation procedure and documents adopted in December will be used for the Executive Director's evaluation that takes place in March of the following year. The documents, if amended, will be distributed to the Executive Director shortly after the December meeting.

The evaluation process includes three parts:

1. The CADL Board will evaluate the Executive Director
2. The Library Director will complete a self-evaluation using the same evaluation document as the Board.
3. The Management Team and the Branch Heads will evaluate the Executive Director.  
The Management Team consists of:

Assistant Director  
Collection Development Director  
Finance Director  
Human Resources Director  
Marketing and Communication Director  
Technology Director  
Operations Director

CADL will use this procedure and accompanying forms to complete the Executive Director's evaluation.



## Evaluation Procedure

1. The evaluation committee will distribute the CADL Board Evaluation of the Executive Director document to the Library Board members at the February Library Board meeting. The Executive Director will receive a copy of the document in January so they can review and complete it by the February Board meeting when they present their report to the Library Board.
2. At the February Library Board meeting, the CADL Executive Director will provide the Board with a written and oral report including information regarding the status of CADL and informing the Board of their accomplishments in meeting the established goals of CADL. This report should include, but is not limited to, the following information:
  - Statistical Report: A year-end compilation of statistics provided by the Director in the monthly report. i.e., circulation figures, registered patrons, technical services, outreach attendance, Mobile Library stops and usage, data base use, electronic users, library program attendance, equal opportunity as it relates to staff composition.
  - Financial Report: The current status of the budget, correlating it to expenditures towards CADL goals as well as information on the grants applied for and received.
  - Community Relations Report: Meetings or interactions with local municipalities, governmental agencies, and the efforts/meetings with the Friends of the Library Groups. Some information on what has been done to build community support for CADL should also be included.
  - New Services, Technology Report: Any new services or technology developed or implemented during the year.
  - Goals: Goals that the Executive Director set at the beginning of the evaluation year as they pertain to the operation of CADL and how those goals were achieved and describe the goals set for the upcoming year.
  - Additional Information: Should include any additional information that the Director thinks the Board should know about that directly impacts their evaluation.
3. The day after the February Library Board meeting, the CADL Staff Evaluation of the Executive Director document will be distributed electronically to the Management Team and Branch Heads. The Executive Director will be provided with a copy of the evaluation; however, it is not necessary that they review and complete this evaluation by the March Board meeting when the evaluation will take place. The evaluation will be

created and conducted in such a way that the Management Team and Branch Head respondents are anonymous.

4. The CADL Board, Management Team and Branch Heads are encouraged to complete the evaluation within two weeks. If a Board or designated Staff member neglects to return the evaluation document by the deadline indicated, the process will begin without it, and it will not be included in the compilation.
5. The evaluation committee will compile the results from the CADL Board, Management Team, and Branch Heads evaluations. The evaluation committee will use the individual ratings by the Board members/staff to arrive at a consensus rating for the Director. Board members' comments will be given verbatim as part of the compiled evaluation and the comments will be labeled with the Board member's name. The compilation should be completed by the March Committee of the Whole meeting and distributed to the Board members and the Executive Director at that time. The Management Team and Branch Heads will not receive a compilation of their responses.
6. The evaluation of the Executive Director will take place at the March Board meeting, or Board meeting as mutually agreed between the Board and the Executive Director, with the entire Board present. The evaluation will take place in an open session unless the Director requests a closed session pursuant to the Open Meetings Act. A member of the evaluation committee will take the lead role in the evaluation discussions. They will review the results of the evaluations and the Director will have the opportunity to respond to the Board's/staff's evaluation at that time. The discussions will then be opened to all of the Board members.
7. The Executive Director, the Chair of the Library Board and the representatives from the evaluation committee will sign a document indicating that the evaluation took place.

# Capital Area District Library

## Executive Director's Evaluation

The Director's performance has been reviewed for the period January 1, 2023 through December 31, 2023. A compilation of the evaluation documents used are attached.

\_\_\_\_\_  
Executive Director

Date \_\_\_\_\_

\_\_\_\_\_  
Board Chairperson

Date \_\_\_\_\_

\_\_\_\_\_  
Evaluation Committee Rep.

Date \_\_\_\_\_

\_\_\_\_\_  
Evaluation Committee Rep.

Date \_\_\_\_\_

**CAPITAL AREA DISTRICT LIBRARIES**  
**SER 110 CADL CARES POLICY**  
~~AUGUST 16, 2023~~ **SEPTEMBER 24, 2025**

As a public service organization, CADL works to improve the lives in our communities by creating exceptional library service. CADL Cares is an effort to further this by coordinating staff volunteer efforts in addition to our regular outreach programs.

The CADL Cares Committee will consist of the Assistant Director, the Marketing Director and the Human Resources Director as well as at least two representatives from the branch libraries. The committee, along with the Executive Director, will be responsible for overseeing this policy.

~~The CADL Cares Committee will regularly coordinate a district-wide "Casual for a Cause Friday." Staff members who want to participate, and are scheduled to work, may donate \$1 and wear jeans to work. The money collected at each branch will be sent to the Finance Department who will donate it to a local organization that has a mission similar to CADL. The organization will be selected annually by the CADL Cares Committee with staff input.~~

The CADL Cares Committee will also select activities annually for staff to participate in which are either state-wide library initiatives or locally organized efforts to improve our community. Activities selected will be coordinated by CADL employees and promoted centrally by the Marketing Department on paid time.

The CADL Cares Committee may organize efforts outside of the library (walks, clean ups, Habitat for Humanity, etc.) for staff members to participate in. Any volunteer activities done outside the library must be completed on an employee's own time and not on work time.

## BALANCE SHEET REPORT FOR CAPITAL AREA DISTRICT LIBRARIES

Balance As Of 08/31/2025

YTD Balance

GL Number	08/31/2025
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## Fund: 101 GENERAL FUND

## \*\*\* Assets \*\*\*

## Account Type: Cash

CASH	15,174,728.02
IMPREST CASH	754.99
INVESTMENTS	4,657,526.40
Cash	<u>19,833,009.41</u>

## Account Type: Other Assets

ACCOUNTS RECEIVABLE	3,912.95
INTEREST RECEIVABLE	131,985.11
PREPAID EXPENSE	253,741.45
TAXES RECEIVABLE	17,447.36
Other Assets	<u>407,086.87</u>

Total Assets	<u>20,240,096.28</u>
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## \*\*\* Liabilities \*\*\*

## Account Type:

ACCOUNTS PAYABLE	391,834.34
ACCRUED SALARIES PAYABLE	1,350.86
Accounts Payable	<u>393,185.20</u>

## Account Type: Liabilities-ST

DEFERRED REVENUE	17,447.36
Liabilities-ST	<u>17,447.36</u>

Total Liabilities	<u>410,632.56</u>
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## \*\*\* Fund Equity \*\*\*

## Account Type: Unassigned

FUND BALANCE AUTOMATION	1,000,000.00
FUND BALANCE CAPITAL PRO	3,249,999.66
FUND BALANCE CONTINGENCY	5,342,849.10
FUND BALANCE DONATIONS RESTRICTED	564,191.29
FUND BALANCE DONATIONS UNRESTRICTED	460,478.21
FUND BALANCE OPERATIONS	965,550.00
FUND BALANCE PENSION RESERVE	1,560,000.00
FUND BALANCE UNDESIGNATED	875,084.56
Unassigned	<u>14,018,152.82</u>

Total Fund Equity	<u>14,018,152.82</u>
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Total Fund 101 GENERAL FUND:	
TOTAL ASSETS	<u>20,240,096.28</u>
BEG. FUND BALANCE	14,018,152.82
+ NET OF REVENUES & EXPENDITURES	0.00
= ENDING FUND BALANCE	14,018,152.82
+ LIABILITIES	<u>410,632.56</u>
= TOTAL LIABILITIES AND FUND BALANCE	14,428,785.38
OUT OF BALANCE	5,811,310.90

## BOARD FS FOR CAPITAL AREA DISTRICT LIBRARIES

Balance As of 08/31/2025

\*NOTE: Pct Budget does not reflect amounts encumbered.

GL Number	Description	Activity For 08/31/2025	YTD Balance 08/31/2025	2025 Amended Budget	% Bdgt Used
<b>Fund: 101 GENERAL FUND</b>					
<b>Account Category: Revenues</b>					
MILLAGE INCOME					
402	Property Tax Revenue	36,882.83	14,002,038.34	14,006,000.00	99.97
404	Renaissance Zone Reimbursement	24,267.90	24,267.90	40,000.00	60.67
437	Industrial Facilities Tax		40,246.40	38,000.00	105.91
	MILLAGE INCOME	61,150.73	14,066,552.64	14,084,000.00	99.88
PENAL FINES					
658	Penal Fines Ingham County		231,331.88	120,000.00	192.78
659	Penal Fines Eaton County		8,103.11	7,500.00	108.04
	PENAL FINES	0.00	239,434.99	127,500.00	187.79
STATE AID					
410	PPT Reimbursement		135,150.92	135,150.00	100.00
553	State Aid Direct		132,789.20	125,000.00	106.23
554	State Aid Indirect		132,789.20	125,000.00	106.23
	STATE AID	0.00	400,729.32	385,150.00	104.05
LIBRARY FEES					
630	Printing Revenue	4,732.75	37,356.52	42,000.00	88.94
631	Non Resident Fees	3,550.00	20,850.00	26,000.00	80.19
	LIBRARY FEES	8,282.75	58,206.52	68,000.00	85.60
DONATIONS					
674	Donation Income-Friends/Restricted	100.00	34,769.77	18,500.00	187.94
677	Donation Income-Unrestricted	498.98	25,004.03	24,400.00	102.48
	DONATIONS	598.98	59,773.80	42,900.00	139.33
GRANTS					
540	Grants		7,500.00	7,500.00	100.00
543	Grants-MMLC			15,000.00	0.00
550	Grants-LSTA		19,921.60	19,845.00	100.39
	GRANTS	0.00	27,421.60	42,345.00	64.76
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	3,284.39	25,183.46	30,000.00	83.94
665	Interest Income	43,805.94	464,246.48	380,000.00	122.17
673	Sale of Fixed Assets		1,540.18	5,000.00	30.80
675	Misc Income	2,294.29	8,671.05	9,000.00	96.35
680	Sponsorship Revenue		3,000.00	3,000.00	100.00
682	Insurance Claim Income		1,756.29	1,000.00	175.63
	OTHER INCOME	49,384.62	504,397.46	561,000.00	89.91
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	119,417.08	15,356,516.33	15,670,895.00	97.99
<b>Account Category: Expenditures</b>					
SALARIES AND BENEFITS					
702	Salaries	815,054.29	4,507,068.37	7,350,000.00	61.32
714	Unemployment Insurance		(107.36)	1,000.00	10.74
715	FICA EMPLOYER SHARE	61,287.92	339,202.70	562,280.00	60.33
716	HEALTH INSURANCE	49,114.52	442,401.08	850,000.00	52.05
717	Life & Disability Insurance	396.66	3,203.49	6,000.00	53.39
718	Retirement	85,209.21	565,581.60	960,000.00	58.91
719	Prescription Expense	19,513.30	130,578.33	300,000.00	43.53
720	DENTAL INSURANCE	168.66	27,935.10	48,000.00	58.20
721	VISION INSURANCE	924.95	7,200.38	12,000.00	60.00
722	Workers Comp Insurance		38,757.50	38,800.00	99.89
724	Parking Main Library	4,528.00	40,706.85	54,500.00	74.69
	SALARIES AND BENEFITS	1,036,197.51	6,102,528.04	10,182,580.00	59.93
MATERIALS					
727	Books	85,402.64	660,333.77	1,061,780.00	62.19
728	Periodicals		34,884.82	34,560.00	100.94
729	DVD	15,811.77	127,972.45	222,700.00	57.46
730	Library of Things	2,175.38	30,571.50	52,500.00	58.23
731	Audiobooks	54,050.68	418,106.03	638,250.00	65.51
732	Music	2,244.14	20,340.99	41,440.00	49.09

## BOARD FS FOR CAPITAL AREA DISTRICT LIBRARIES

Balance As of 08/31/2025

\*NOTE: Pct Budget does not reflect amounts encumbered.

GL Number	Description	Activity For 08/31/2025	YTD Balance 08/31/2025	2025 Amended Budget	% Bdg't Used
<b>Fund: 101 GENERAL FUND</b>					
<b>Account Category: Expenditures</b>					
<b>MATERIALS</b>					
733	Databases		94,625.40	100,530.00	94.13
734	Subscription Services		74,306.60	105,010.00	70.76
735	Processing Supplies	5,612.45	20,291.29	31,100.00	65.25
736	Processing Fees	6,012.96	44,460.24	68,000.00	65.38
<b>MATERIALS</b>		<b>171,310.02</b>	<b>1,525,893.09</b>	<b>2,355,870.00</b>	<b>64.77</b>
<b>SUPPLIES</b>					
740	Office Supplies	11,634.71	53,613.87	85,000.00	63.08
741	Postage Expense		2,526.21	5,000.00	50.52
776	Janitorial Supplies	519.62	9,861.77	17,700.00	55.72
862	Gas-Delivery Vehicles	1,695.76	13,134.16	23,000.00	57.11
<b>SUPPLIES</b>		<b>13,850.09</b>	<b>79,136.01</b>	<b>130,700.00</b>	<b>60.55</b>
<b>PROFESSIONAL SERVICES</b>					
820	Membership Fees	709.17	20,205.09	25,780.00	78.38
822	CONTRACTUAL SERVICES		33,693.73	35,000.00	96.27
823	Bank Fees & Services	1,174.51	10,717.47	16,000.00	66.98
824	Cooperative Membership Fee		132,789.20	125,000.00	106.23
825	Collection Agency Fees	949.00	3,356.65	6,500.00	51.64
826	Payroll & Print Service	4,748.79	31,645.05	46,000.00	68.79
827	Web Chat Service	895.00	7,160.00	11,000.00	65.09
828	Melcat Delivery Charges		48,424.17	51,000.00	94.95
829	Tutoring Services		2,250.00	3,000.00	75.00
831	Marketing	6,688.02	77,956.77	152,000.00	51.29
832	Programs	3,600.96	44,933.23	114,820.00	39.13
<b>PROFESSIONAL SERVICES</b>		<b>18,765.45</b>	<b>413,131.36</b>	<b>586,100.00</b>	<b>70.49</b>
<b>GOVERNANCE</b>					
805	Legal Services		14,074.00	40,000.00	35.19
806	Per Diem		1,920.00	10,000.00	19.20
807	Memberships - Board		77.34	1,250.00	6.19
808	Conferences - Board			10,000.00	0.00
809	Audit		21,100.00	22,000.00	95.91
<b>GOVERNANCE</b>		<b>0.00</b>	<b>37,171.34</b>	<b>83,250.00</b>	<b>44.65</b>
<b>STAFF DEVELOPMENT</b>					
810	Staff Training	2,159.38	8,818.89	39,250.00	22.47
811	Recruiting Expense			500.00	0.00
812	Hospitality		168.66	5,000.00	3.37
813	Employee Recognition	105.75	830.25	5,000.00	16.61
<b>STAFF DEVELOPMENT</b>		<b>2,265.13</b>	<b>9,817.80</b>	<b>49,750.00</b>	<b>19.73</b>
<b>MAINTENANCE AND UTILITIES</b>					
801	Custodial Services	20,591.06	148,321.05	237,970.00	62.33
802	SECURITY SERVICES	11,354.45	103,267.16	157,220.00	65.68
850	Telephone	1,813.68	13,835.31	22,260.00	62.15
864	Vehicle Maintenance - Delivery	182.48	5,189.30	10,000.00	51.89
922	Steam and Gas	772.07	73,592.17	110,300.00	66.72
923	Electricity	23,395.69	124,795.92	208,600.00	59.83
924	Water and Sewer	1,175.34	12,780.15	27,700.00	46.14
925	Trash	648.30	5,618.71	10,570.00	53.16
930	Building Maintenance	5,573.41	67,719.34	108,700.00	62.30
<b>MAINTENANCE AND UTILITIES</b>		<b>65,506.48</b>	<b>555,119.11</b>	<b>893,320.00</b>	<b>62.14</b>
<b>OTHER EXPENSE</b>					
861	Local Travel	1,191.29	9,001.26	15,000.00	60.01
955	Millage Income Refund	9,845.25	11,732.06	60,000.00	19.55
956	Property & Liability Insurance		63,260.52	68,000.00	93.03
957	Miscellaneous Expense	163.00	1,618.00	6,000.00	26.97
958	Sales/Use Tax		164.82	1,000.00	16.48
960	Donation Expense Restricted	1,907.01	36,773.86	30,570.00	120.29
961	Donation Expense Unrestricted	724.84	14,836.95	15,000.00	98.91
<b>OTHER EXPENSE</b>		<b>13,831.39</b>	<b>137,387.47</b>	<b>195,570.00</b>	<b>70.25</b>
<b>TECHNOLOGY EXPENSES</b>					
878	Firewall Upgrade Project	3,600.00	20,737.56	79,850.00	25.97
895	Internet Access		6,442.20	9,000.00	71.58
896	Internet Access - Hotspots	4,087.66	42,673.16	91,770.00	46.50
898	Computer System Services	390.42	20,697.28	34,350.00	60.25
905	Computer Software	1,635.06	61,100.02	75,000.00	81.47



## BOARD FS FOR CAPITAL AREA DISTRICT LIBRARIES

Balance As of 08/31/2025

\*NOTE: Pct Budget does not reflect amounts encumbered.

GL Number	Description	Activity For 08/31/2025	YTD Balance 08/31/2025	2025 Amended Budget	% Bdgt Used
<b>Fund: 101 GENERAL FUND</b>					
<b>Account Category: Expenditures</b>					
TECHNOLOGY EXPENSES					
906	Computer Hardware	1,340.92	30,843.18	51,500.00	59.89
907	III Software & Hardware Maintenance		161,859.84	168,040.00	96.32
911	Mobile Training Lab			51,000.00	0.00
	TECHNOLOGY EXPENSES	11,054.06	344,353.24	560,510.00	61.44
CAPITAL OUTLAY					
873	Building Upgrades			25,000.00	0.00
889	Okemos Renovation Project	719.09	827.07	10,000.00	8.27
914	HOLT REMODEL			100,000.00	0.00
915	STOCKBRIDGE REMODEL	6,213.00	104,350.92	125,000.00	83.48
967	Outreach Projects	2,575.11	33,369.54	70,000.00	47.67
980	Staff Furn & Equipment	2,595.76	9,975.44	46,550.00	21.43
982	BUILDINGS	164,800.00	164,800.00	175,000.00	94.17
987	GRANT EXPENSES		27,345.00	27,345.00	100.00
	CAPITAL OUTLAY	176,902.96	340,667.97	578,895.00	58.85
DEBT SERVICES					
929	SBITA/LEASE PRINCIPAL PAYMENTS			141,850.00	0.00
	DEBT SERVICES	0.00	0.00	141,850.00	0.00
	Expenditures	1,509,683.09	9,545,205.43	15,758,395.00	60.57
Fund 101 - GENERAL FUND:					
TOTAL REVENUES		119,417.08	15,356,516.33	15,670,895.00	97.99
TOTAL EXPENDITURES		1,509,683.09	9,545,205.43	15,758,395.00	60.57
NET OF REVENUES & EXPENDITURES:		(1,390,266.01)	5,811,310.90	(87,500.00)	

## **2026 Janitorial Service Contract Recommendation September 24, 2025**

### **RECOMMENDATION:**

Approve the Executive Director to sign a 1-year contract extension for Boling Janitorial Services for 1/1/26-12/31/26.

Boling Janitorial was selected as the vendor to provide services after a 2023 RFP process, and the CADL Board approved the Janitorial Service Recommendation in October 2023. That recommendation allotted for a contract extension pending services meet CADL's expectations, which they did in 2025. We recommend extending it for the 2026 calendar year.

### **BACKGROUND:**

CADL currently requires cleaning services for Dansville, Downtown, Foster, Holt, Leslie, Mason, Okemos, South Lansing, and Stockbridge. Boling Janitorial was selected through the RFP process in 2005, 2011, and 2023.

### **VENDOR HISTORY:**

Boling Janitorial is a 65+-year-old commercial cleaning company based in Lansing, MI, with a wide range of services, along with supplies for most of the cleaning and toiletry needs. In early 2021, Boling Janitorial underwent significant company and structural changes to its staffing.

Boling Janitorial maintains warehouse space in its facility to store CADL products, as most libraries have limited storage options, with Downtown being an exception. Their cleaning staff delivers the products these libraries require. We budget \$ 15,000-\$ 20,000 for cleaning supplies, which are not included in the cleaning service rates.

## **Digitizing Hidden Collections: Amplifying Unheard Voices CLIR Grant September 24, 2025**

### **RECOMMENDATION:**

Apply for a \$50,000 grant from the Council on Library and Information Resources (CLIR) in support of the continuing digitization of Local History's Stebbins Real Estate Collection "Standard Card Files" series. The grant application is due on October 20, 2025.

### **BACKGROUND:**

Forest Parke Library & Archives (Local History Collections) at CADL holds a unique resource in the Stebbins Real Estate Collection. This group of materials was compiled by the Stebbins family, who operated the Advance Realty Company in Lansing from the late 1920s to the early 1970s. They were involved heavily in the Greater Lansing Board of Realtors, local development, and other civic and business activities. This collection includes files for residential, commercial, and rural properties throughout the greater Lansing and Ingham County area. It has long been a well-known and popular resource in the community.

The Standard Card Files series of the collection contains a mix of typed and written index cards, written notes and drawings, newspaper clippings, photographs, negatives, correspondence, and even occasional house keys. There are some 300 boxes in this series, averaging about 175 addresses per box (52,500 estimated total). Currently, staff only can digitize individual addresses on demand for researchers, and not always to any consistent standard.

With grant funds, we will continue the work we began in 2024 with support from the Library of Michigan's LSTA Grant (2024-2025) using our established vendor to digitize the remaining half of the collection. We will also continue to apply our established appropriate digitization standards to every item in the collection. In addition to cataloging and hosting the digitized materials on Local History Online for public access, this collection will be shared online as part of Michigan Memories and the Digital Public Library of America (DPLA). All digital materials will be packaged for preservation as part of our membership in the Michigan Digital Preservation Network. If awarded, the grant funding would commence on January 1, 2027.

Since 2017 when detailed statistics began being collected, the Stebbins collection has represented 20% of our total reference requests. Our users for this collection are a mix of homeowners and property development groups who often must visit the library to view the collections in person, waiting for staff to digitize materials on demand. Similar to the Lansing City Assessor photograph collection that generated a 400% increase in photo requests once it was available, we expect this collection to be immensely popular when it is digitized and publicly available online.