

**CAPITAL AREA DISTRICT LIBRARIES
COMMITTEE OF THE WHOLE**



5:30 PM, WEDNESDAY, OCTOBER 15, 2025
BOARD ROOM
401 S CAPITOL AVE., LANSING, MI 48933
517-367-6300

Mission Statement:

Empowering our diverse communities to learn, imagine and connect.

AGENDA

1. Call to Order
2. Roll Call
3. Public Comments on Agenda Items
4. Agenda
5. [Memorandum for September 17, 2025](#) (enc)
6. Unfinished Business
7. General
 - a. Dr. L. Robert McConnell Staff Award Selection (distributed separately)
 - b. [2026 CADL Days Closed](#) (enc)
 - c. [2026 Board Meeting Dates](#) (enc)
8. Finance
 - a. [September 2025 Financial Report](#) (enc)
 - b. [3rd Quarter Budget Amendments](#) (enc)
 - c. [2026 Draft Budget Review](#) (enc)
9. Policies – No changes, for review only (enc)
 - a. [GOV 220 FOIA Policy](#)
 - b. [HUM 104 Equal Employment](#)
 - c. [HUM 302 SSN Privacy Policy](#)
10. Rise and Report

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

CAPITAL AREA DISTRICT LIBRARIES COMMITTEE OF THE WHOLE

September 17, 2025

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

Members Absent: Ashley Smith

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

Others Present: 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 – Absent with notice

Stewart – Present

Vandenboom – Present

Public Comments on Agenda Items

There were no public comments on agenda items.

Agenda

Debora Bloomquist made a motion to accept the agenda. Quinn O'Donnell seconded the motion. The motion carried.

Memorandum for June 18, 2025

The Memorandum for June 18, 2025, was received.

Unfinished Business

Executive Director Jenny Marr alerted the Board to the possibility of touring the new property after the Board Meeting on September 24.

On Tuesday, September 23, 2025, Executive Director Jenny Marr will present CADL's annual report and strategic plan to the Ingham County Board of Commissioners.

Board Chair Brian Baer reminded the Board that the September 24 Board Meeting will be taking place at the Okemos Branch.

General

a. McConnell Award Committee Appointment

The McConnell Awards were established by the CADL Board in 1998 in honor of Dr. L. Robert McConnell who was the first Chairperson of the CADL Board. Two awards are given annually, one for Innovation and the other for Customer (Patron) Service. Employees are nominated by their peers, and a subcommittee of the CADL Board, with input from the Director, recommends recipients from the nominated candidates.

Board Chair Brian Baer asked Board members to consider their interest in serving on this committee.

b. Executive Director Evaluation Committee Appointment

HUM 202 Evaluation of the Executive Director stipulates that the Chair of the CADL Board will appoint a three-person committee in September that is responsible for organizing and ensuring that the evaluation process is completed within the time frame indicated in the evaluation procedure.

Board Chair Brian Baer asked Board members to consider their interest in service on this committee.

c. SER 110 CADL Cares

Language in the policy regarding “Casual for a Cause Fridays” was removed as the updated dress code now allows employees to wear jeans all the time and not just as part of the Casual for a Cause initiative.

Finance

a. August 2025 Financial Report

Finance Director Miriam Mattison presented the August 2025 financial report to the Board.

b. Janitorial Service Contract Recommendation

It is recommended to approve the Executive Director to sign a 1-year contract extension for Boling Janitorial Services for 1/1/2026-12/31/2026.

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.

c. CLIR Grant Recommendation

It is recommended to 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.

Grant funds would allow the continuation of work begun in 2024 with support from the Library of Michigan's LSTA Grant (2024-2025) using an established vendor to digitize the remaining half of the collection. If awarded, the grant funding would commence on January 1, 2027.

Policies – No changes, for review only

- a. HUM 103 Travel Policy
- b. HUM 106 Service Club Membership
- c. HUM 107 Harassment Policy
- d. HUM 107A Sexual Assault Policy
- e. HUM 108 Nepotism Policy
- f. HUM 110 Worker's Compensation

The need for clarification in HUM 110 Worker's Compensation related to hospital names and necessity of forms was discussed. It was decided to add this policy to the agenda for the September 24, 2025 Board meeting so that updates can be approved.

Rise and Report

The meeting was adjourned at 5:48 p.m.

**CAPITAL AREA DISTRICT LIBRARIES
DAYS CLOSED FOR 2026
October 22, 2025**

Libraries and Administrative and Support Services Offices will be closed on the dates listed below.

Thursday, January 1, 2026	New Year's Day
Monday, January 19, 2026	Martin Luther King Day
Sunday, April 5, 2026	Easter Sunday
Saturday, May 23, 2026 Sunday, May 24, 2026 Monday, May 25, 2026	Memorial Day
Friday, June 19, 2026	Juneteenth
Friday, July 3, 2026 Saturday, July 4, 2026	Independence Day Observed Independence Day
Saturday, September 5, 2026 Sunday, September 6, 2026 Monday, September 7, 2026	Labor Day
Wednesday, November 11, 2026	CADL Conference
Thursday, November 26, 2026 Friday, November 27, 2026	Thanksgiving Day after Thanksgiving
Thursday, December 24, 2026 Friday, December 25, 2026	Christmas Eve Christmas Day
Thursday, December 31, 2026	New Year's Eve

The Downtown Lansing, Haslett, Holt, Okemos, and South Lansing Libraires are open on Sundays throughout the year. Stockbridge and Williamston are closed on Sundays in the summer starting May 24, 2026, the Sunday before Memorial Day. These libraries will reopen for Sundays after Labor Day, starting September 13, 2026.

2026 BOARD MEETING DATES
Capital Area District Library
401 S. Capitol Avenue
Lansing, MI 48933
517-367-6300

The Capital Area District Library Board will meet at 5:30 p.m. in the Third Floor Board Room of the Capital Area District Library, 401 S. Capitol, Lansing, MI 48933 on the following dates:

January 21, 2026 - Committee of the Whole
January 28, 2026 - Regular Board Meeting

February 18, 2026 - Committee of the Whole
February 25, 2026 - Regular Board Meeting

March 18, 2026 - Committee of the Whole
March 25, 2026 - Regular Board Meeting

April 15, 2026 - Committee of the Whole
April 22, 2026 - Regular Board Meeting

May 20, 2026 - Committee of the Whole
May 27, 2026 - Regular Board Meeting

June 17, 2026 - Committee of the Whole
June 24, 2026 - Regular Board Meeting

July 15, 2026 - Committee of the Whole
July 22, 2026 - Regular Board Meeting

August 19, 2026 - Committee of the Whole
August 26, 2026 - Regular Board Meeting

September 16, 2026 - Committee of the Whole
September 23, 2026 - Regular Board Meeting

October 14, 2026 - Committee of the Whole
October 21, 2026 - Regular Board Meeting
(MLA is Oct 28-30, 2026)

November 11, 2026 - Committee of the Whole
November 18, 2026 - Regular Board Meeting

December 9, 2026 – Committee of the Whole
December 16, 2026 - Regular Board Meeting

BALANCE SHEET REPORT FOR CAPITAL AREA DISTRICT LIBRARIES

Balance As Of 09/30/2025

YTD Balance

GL Number/Description	09/30/2025
Fund: 101 GENERAL FUND	
*** Assets ***	
Account Type: Cash	
CASH	12,777,547.37
IMPREST CASH	503.49
INVESTMENTS	4,673,666.84
Cash	<u>17,451,717.70</u>
Account Type: Other Assets	
ACCOUNTS RECEIVABLE	11,102.22
INTEREST RECEIVABLE	152,548.73
PREPAID EXPENSE	295,367.91
TAXES RECEIVABLE	1,120.83
Other Assets	<u>460,139.69</u>
Total Assets	<u>17,911,857.39</u>
*** Liabilities ***	
Account Type: Accounts Payable	
ACCOUNTS PAYABLE	408,571.95
ACCRUED SALARIES	2,397.48
Accounts Payable	<u>410,969.43</u>
Account Type: Liabilities-ST	
DEFERRED REVENUE	1,120.83
Liabilities-ST	<u>1,120.83</u>
Total Liabilities	<u>412,090.26</u>
*** Fund Equity ***	
Account Type: Unassigned	
FUND BALANCE AUTOMATION	1,000,000.00
FUND BALANCE CAPITAL PROJECTS	1,593,776.40
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	2,531,307.82
Unassigned	<u>14,018,152.82</u>

Total Fund Equity	14,018,152.82
Total Fund 101 GENERAL FUND:	
TOTAL ASSETS	<u>17,911,857.39</u>
BEG. FUND BALANCE	14,018,152.82
+ NET OF REVENUES & EXPENDITURES	0.00
= ENDING FUND BALANCE	14,018,152.82
+ LIABILITIES	<u>412,090.26</u>
= TOTAL LIABILITIES AND FUND BALANCE	14,430,243.08
OUT OF BALANCE	3,481,614.31

BOARD FS FOR CAPITAL AREA DISTRICT LIBRARIES

Balance As of 09/30/2025

*NOTE: Pct Budget does not reflect amounts encumbered.

GL Number	Description	Activity For 09/30/2025	YTD Balance 09/30/2025	2025 Amended Budget	% Bdg Used
Fund: 101 GENERAL FUND					
Account Category: Revenues					
MILLAGE INCOME					
402	Property Tax Revenue	576.53	14,002,614.87	14,006,000.00	99.98
404	Renaissance Zone Reimbursement		24,267.90	40,000.00	60.67
437	Industrial Facilities Tax		40,246.40	38,000.00	105.91
	MILLAGE INCOME	576.53	14,067,129.17	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	20,187.04	155,337.96	135,150.00	114.94
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	20,187.04	420,916.36	385,150.00	109.29
LIBRARY FEES					
630	Printing Revenue	6,036.94	43,393.46	42,000.00	103.32
631	Non Resident Fees		24,700.00	26,000.00	95.00
	LIBRARY FEES	9,886.94	68,093.46	68,000.00	100.14
DONATIONS					
674	Donation Income-Friends/Restricted	1,655.00	36,424.77	18,500.00	196.89
677	Donation Income-Unrestricted	359.94	25,363.97	24,400.00	103.95
	DONATIONS	2,014.94	61,788.74	42,900.00	144.03
GRANTS					
540	Grants		7,500.00	7,500.00	100.00
543	Grants-MMLC	15,000.00	15,000.00	15,000.00	100.00
550	Grants-LSTA		19,921.60	19,845.00	100.39
	GRANTS	15,000.00	42,421.60	42,345.00	100.18
OTHER INCOME					
542	MMLC Reimbursement	164,389.75	164,389.75	125,000.00	131.51
628	Universal Service Fund Income			8,000.00	0.00
632	Lost and Paid Books	3,744.71	28,928.17	30,000.00	96.43
665	Interest Income	71,701.11	535,947.59	380,000.00	141.04
667	RENT INCOME	8,770.85	8,770.85	0.00	100.00
673	Sale of Fixed Assets	100.00	1,640.18	5,000.00	32.80
675	Misc Income	841.84	9,512.89	9,000.00	105.70
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	249,548.26	753,945.72	561,000.00	134.39
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	297,213.71	15,653,730.04	15,670,895.00	99.89
Account Category: Expenditures					
SALARIES AND BENEFITS					
702	Salaries	541,295.22	5,048,363.59	7,350,000.00	68.69
714	Unemployment Insurance		(107.36)	1,000.00	10.74
715	FICA EMPLOYER SHARE	40,727.38	379,930.08	562,280.00	67.57
716	HEALTH INSURANCE	54,428.37	496,829.45	850,000.00	58.45
717	Life & Disability Insurance	404.26	3,607.75	6,000.00	60.13
718	Retirement	66,819.71	632,401.31	960,000.00	65.88
719	Prescription Expense	22,680.74	153,259.07	300,000.00	51.09
720	DENTAL INSURANCE	7,032.65	34,967.75	48,000.00	72.85
721	VISION INSURANCE	868.03	8,068.41	12,000.00	67.24
722	Workers Comp Insurance		38,757.50	38,800.00	99.89
724	Parking Main Library	4,520.00	45,226.85	54,500.00	82.99
	SALARIES AND BENEFITS	738,776.36	6,841,304.40	10,182,580.00	67.19
MATERIALS					
727	Books	71,827.29	732,161.06	1,061,780.00	68.96
728	Periodicals		34,884.82	34,560.00	100.94
729	DVD	20,208.63	148,181.08	222,700.00	66.54
730	Library of Things	1,454.89	32,026.39	52,500.00	61.00
731	Audiobooks	31,356.85	449,462.88	638,250.00	70.42

BOARD FS FOR CAPITAL AREA DISTRICT LIBRARIES

Balance As of 09/30/2025

*NOTE: Pct Budget does not reflect amounts encumbered.

GL Number	Description	Activity For 09/30/2025	YTD Balance 09/30/2025	2025 Amended Budget	% Bdg't Used
Fund: 101 GENERAL FUND					
Account Category: Expenditures					
MATERIALS					
732	Music	2,746.16	23,087.15	41,440.00	55.71
733	Databases		94,625.40	100,530.00	94.13
734	Subscription Services		74,306.60	105,010.00	70.76
735	Processing Supplies	156.99	20,448.28	31,100.00	65.75
736	Processing Fees	6,822.48	51,282.72	68,000.00	75.42
MATERIALS		134,573.29	1,660,466.38	2,355,870.00	70.48
SUPPLIES					
740	Office Supplies	5,090.48	58,704.35	85,000.00	69.06
741	Postage Expense	133.13	2,659.34	5,000.00	53.19
776	Janitorial Supplies	1,932.45	11,794.22	17,700.00	66.63
862	Gas-Delivery Vehicles	1,453.11	14,587.27	23,000.00	63.42
SUPPLIES		8,609.17	87,745.18	130,700.00	67.13
PROFESSIONAL SERVICES					
820	Membership Fees	825.43	21,030.52	25,780.00	81.58
822	CONTRACTUAL SERVICES	4,000.00	37,693.73	35,000.00	107.70
823	Bank Fees & Services	1,313.03	12,030.50	16,000.00	75.19
824	Cooperative Membership Fee	31,600.55	164,389.75	125,000.00	131.51
825	Collection Agency Fees	924.55	4,281.20	6,500.00	65.86
826	Payroll & Print Service	3,618.01	35,263.06	46,000.00	76.66
827	Web Chat Service	895.00	8,055.00	11,000.00	73.23
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	13,938.32	91,895.09	152,000.00	60.46
832	Programs	12,858.12	57,791.35	114,820.00	50.33
PROFESSIONAL SERVICES		69,973.01	483,104.37	586,100.00	82.43
GOVERNANCE					
805	Legal Services	3,479.00	17,553.00	40,000.00	43.88
806	Per Diem	210.00	2,130.00	10,000.00	21.30
807	Memberships - Board		77.34	1,250.00	6.19
808	Conferences - Board	950.00	950.00	10,000.00	9.50
809	Audit		21,100.00	22,000.00	95.91
GOVERNANCE		4,639.00	41,810.34	83,250.00	50.22
STAFF DEVELOPMENT					
810	Staff Training	10,327.50	19,146.39	39,250.00	48.78
811	Recruiting Expense			500.00	0.00
812	Hospitality		168.66	5,000.00	3.37
813	Employee Recognition		830.25	5,000.00	16.61
STAFF DEVELOPMENT		10,327.50	20,145.30	49,750.00	40.49
MAINTENANCE AND UTILITIES					
801	Custodial Services	15,241.33	163,562.38	237,970.00	68.73
802	SECURITY SERVICES	11,858.12	115,125.28	157,220.00	73.23
850	Telephone	1,717.74	15,553.05	22,260.00	69.87
864	Vehicle Maintenance - Delivery	345.92	5,535.22	10,000.00	55.35
922	Steam and Gas	556.33	74,148.50	110,300.00	67.22
923	Electricity	16,629.70	141,425.62	208,600.00	67.80
924	Water and Sewer	1,717.81	14,497.96	27,700.00	52.34
925	Trash	908.30	6,527.01	10,570.00	61.75
930	Building Maintenance	19,534.16	87,253.50	108,700.00	80.27
MAINTENANCE AND UTILITIES		68,509.41	623,628.52	893,320.00	69.81
OTHER EXPENSE					
861	Local Travel	829.70	9,830.96	15,000.00	65.54
955	Millage Income Refund		11,732.06	60,000.00	19.55
956	Property & Liability Insurance	816.00	64,076.52	68,000.00	94.23
957	Miscellaneous Expense	216.85	1,834.85	6,000.00	30.58
958	Sales/Use Tax		164.82	1,000.00	16.48
959	SPECIAL ASSESSMENT & PROPERTY TAX	532.54	532.54	0.00	100.00
960	Donation Expense Restricted	1,750.48	38,524.34	30,570.00	126.02
961	Donation Expense Unrestricted	172.97	15,009.92	15,000.00	100.07
OTHER EXPENSE		4,318.54	141,706.01	195,570.00	72.46
TECHNOLOGY EXPENSES					
878	Firewall Upgrade Project	60,537.50	81,275.06	79,850.00	101.78
895	Internet Access		6,442.20	9,000.00	71.58
896	Internet Access - Hotspots	17,582.87	60,256.03	91,770.00	65.66

BOARD FS FOR CAPITAL AREA DISTRICT LIBRARIES

Balance As of 09/30/2025

*NOTE: Pct Budget does not reflect amounts encumbered.

GL Number	Description	Activity For 09/30/2025	YTD Balance 09/30/2025	2025 Amended Budget	% Bdgt Used
Fund: 101 GENERAL FUND					
Account Category: Expenditures					
TECHNOLOGY EXPENSES					
898	Computer System Services	5,057.02	25,754.30	34,350.00	74.98
905	Computer Software	1,652.76	62,752.78	75,000.00	83.67
906	Computer Hardware	2,102.70	32,945.88	51,500.00	63.97
907	LIBRARY SYSTEMS SOFTWARE	2,209.42	164,069.26	168,040.00	97.64
911	Mobile Training Lab			51,000.00	0.00
TECHNOLOGY EXPENSES		89,142.27	433,495.51	560,510.00	77.34
CAPITAL OUTLAY					
873	Building Upgrades			25,000.00	0.00
889	Okemos Renovation Project		827.07	10,000.00	8.27
914	HOLT REMODEL			100,000.00	0.00
915	STOCKBRIDGE REMODEL		104,350.92	125,000.00	83.48
967	Outreach Projects	6,032.54	39,402.08	70,000.00	56.29
980	Staff Furn & Equipment	875.33	10,850.77	46,550.00	23.31
982	BUILDINGS	1,491,133.88	1,655,933.88	175,000.00	946.25
987	GRANT EXPENSES		27,345.00	27,345.00	100.00
CAPITAL OUTLAY		1,498,041.75	1,838,709.72	578,895.00	317.62
DEBT SERVICES					
929	SBITA/LEASE PRINCIPAL PAYMENTS			141,850.00	0.00
DEBT SERVICES		0.00	0.00	141,850.00	0.00
Expenditures		2,626,910.30	12,172,115.73	15,758,395.00	77.24
Fund 101 - GENERAL FUND:					
TOTAL REVENUES		297,213.71	15,653,730.04	15,670,895.00	99.89
TOTAL EXPENDITURES		2,626,910.30	12,172,115.73	15,758,395.00	77.24
NET OF REVENUES & EXPENDITURES:		(2,329,696.59)	3,481,614.31	(87,500.00)	

2025 3rd Qtr. Budget Adjustment Recommendations

	Original Budget	YTD Actual	Requested Adjustment	Revised Budget	
<u>Revenue</u>					
Millage Income					
404 -Renaissance Zone Reimbursement	40,000	24,268	(15,750)	24,250	Less than expected
Penal Fines					
658 - Penal Fines Ingham County	120,000	231,332	111,300	231,300	Higher than expected
State Aid					
410 - PPT Reimbursement	135,150	155,338	20,180	155,330	New SBTE Reimbursement
553 - State Aid Direct	125,000	132,789	7,780	132,780	Higher than expected
554 - State Aid Indirect	125,000	132,789	7,780	132,780	Higher than expected
Donations					
674 - Donation Income Restricted	18,500	36,425	18,000	36,500	Higher than expected
Other Income					
542 - MMLC Reimbursement	125,000	164,390	39,350	164,350	Agreement
665 - Interest Income	380,000	521,007	150,000	530,000	Higher than expected
667 - Rental Income	-	8,771	18,150	18,150	Not Budgeted
Total Revenue	505,000	694,167	356,790	861,790	
<u>Expenditures</u>					
Materials					
727 - Books	1,061,780	732,116	(30,000)	1,031,780	Transfer to Audiobooks
731 - Audiobooks	638,250	449,463	30,000	668,250	Transfer from Books
Professional Services					
824 - Cooperative Membership Fee	125,000	164,390	39,400	164,400	Agreement
Other Expenses					
959 - Special Assessment & Property Tax	-	533	600	600	Not Budgeted
960 - Donations Exp Restricted	30,570	38,427	18,000	48,570	Higher than expected
961 - Donations Exp Unrestricted	15,000	15,010	3,000	18,000	Higher than expected
Capital Outlay					
914 - Holt Remodel	100,000	-	(100,000)	-	Project not moving forward
982- Buildings	175,000	1,656,230	1,656,000	1,831,000	Previously approved by Board
Total Expenses (Under)/Over	2,145,600	3,056,168	1,617,000	3,762,600	

Requested (use)/return of Undesignated Fund Bal. (1,260,210)

Undesignated Fund Balance 1.1.25	2,160,785
1st Qtr. Adjustment	(156,700)
2nd Qtr. Adjustment	69,200
3rd Qtr. Adjustment	(1,260,210)
Transfer in from Capital Fund	1,656,223
4th Qtr. Adjustment	
Projected Fund Balance 12.31.25	<u><u>2,469,298</u></u>

BUDGET REPORT FOR CAPITAL AREA DISTRICT LIBRARIES

Calculations As of 12/31/2026

GL Number	Description	2025 Amended Budget	2025 Activity	2026 RECOMMENDED	2026 RECOMMENDED % Change
Fund: 101 GENERAL FUND					
Account Category: Estimated Revenues					
MILLAGE INCOME					
402	Property Tax Revenue	14,006,000	14,002,580	15,102,200	7.83
404	Renaissance Zone Reimbursemen	40,000	24,270	20,000	(50.00)
437	Industrial Facilities Tax	38,000	40,250	38,000	
	MILLAGE INCOME	14,084,000	14,067,100	15,160,200	7.64
STATE AID					
410	PPT Reimbursement	135,150	155,340	150,000	10.99
553	State Aid Direct	125,000	132,790	135,000	8.00
554	State Aid Indirect	125,000	132,790	135,000	8.00
	STATE AID	385,150	420,920	420,000	9.05
GRANTS					
540	Grants	7,500	7,500	15,000	100.00
543	Grants-MMLC	15,000	15,000		(100.00)
550	Grants-LSTA	19,850	19,920		(100.00)
	GRANTS	42,350	42,420	15,000	(64.58)
OTHER INCOME					
542	MMLC Reimbursement	125,000	125,390		(100.00)
628	Universal Service Fund Income	8,000			(100.00)
632	Lost and Paid Books	30,000	30,210	30,000	
665	Interest Income	380,000	533,250	400,000	5.26
667	RENT INCOME		8,700	56,000	
673	Sale of Fixed Assets	5,000	1,640	3,000	(40.00)
675	Misc Income	9,000	9,670	9,000	
680	Sponsorship Revenue	3,000	3,000		(100.00)
682	Insurance Claim Income	1,000	1,760	1,000	
	OTHER INCOME	561,000	754,390	499,000	(11.05)
LIBRARY FEES					
630	Printing Revenue	12,000	43,880	43,550	3.69
631	Non Resident Fees	5,000	24,850	20,000	(23.08)
	LIBRARY FEES	6,000	68,730	63,550	(6.54)
PENAL FINES					
658	Penal Fines Ingham County	120,000	231,330	200,000	66.67
659	Penal Fines Eaton County	7,500	8,100	8,000	6.67
	PENAL FINES	127,500	239,430	208,000	63.14
DONATIONS					
674	Donation Income-Friends/Res	18,500	36,430	19,000	2.70
677	Donation Income-Unrestricted	24,400	25,370	13,400	(45.08)
	DONATIONS	42,900	61,800	32,400	(24.48)
DUE FROM FUND BALANCES					
966	Due from Pension Reser	360,000		360,000	
	DUE FROM FUND BALANCES	360,000		360,000	0.00
	Estimated Revenues	15,670,900	15,654,790	16,758,150	6.94
Account Category: Appropriations					
SALARIES AND BENEFITS					
702	Salaries	7,350,000	5,048,360	7,610,000	3.54
714	Unemployment Insurance	1,000	(110)	3,000	200.00
715	FICA EMPLOYER SHARE	562,280	379,930	570,000	1.37
716	HEALTH INSURANCE	850,000	499,170	882,000	3.76
717	Life & Disability Insurance	6,000	3,610	6,000	
718	Retirement	960,000	632,400	995,000	3.65
719	Prescription Expense	300,000	153,260	300,000	
720	DENTAL INSURANCE	48,000	35,200	55,000	14.58
721	VISION INSURANCE	12,000	8,990	12,000	
722	Workers Comp Insurance	38,800	38,760	41,700	7.47
724	Parking Main Library	54,500	45,230	54,500	
	SALARIES AND BENEFITS	10,182,580	6,844,800	10,529,200	3.40
MATERIALS					
727	Books	1,061,780	733,160	1,109,000	4.45
728	Periodicals	34,560	66,870	43,050	24.57
729	DVD	222,700	152,430	222,000	(0.31)
730	Library of Things	52,500	32,020	54,500	3.81
731	Audiobooks	638,250	452,080	688,500	7.87

BUDGET REPORT FOR CAPITAL AREA DISTRICT LIBRARIES

Calculations As of 12/31/2026

GL Number	Description	2025 Amended Budget	2025 Activity	2026 RECOMMENDED	2026 RECOMMENDED % Change
Fund: 101 GENERAL FUND					
Account Category: Appropriations					
MATERIALS					
732	Music	41,440	23,610	34,500	(16.75)
733	Databases	100,530	94,630	110,000	9.42
734	Subscription Services	105,010	74,310	75,250	(28.34)
735	Processing Supplies	31,100	20,730	29,750	(4.34)
736	Processing Fees	68,000	52,170	89,000	30.88
868	Local History Collection			10,000	
MATERIALS		2,355,870	1,702,010	2,465,550	4.66
SUPPLIES					
740	Office Supplies	85,000	60,680	85,000	
741	Postage Expense	5,000	2,660	6,000	20.00
776	Janitorial Supplies	17,700	11,910	19,900	12.43
862	Gas-Delivery Vehicles	23,000	14,580	20,000	(13.04)
SUPPLIES		130,700	89,830	130,900	0.15
MAINTENANCE AND UTILITIES					
801	Custodial Services	237,970	163,560	244,580	2.78
802	SECURITY SERVICES	157,220	115,280	163,090	3.73
850	Telephone	22,260	7,240	22,410	0.67
864	Vehicle Maintenance - Deliver	10,000	5,540	10,000	
922	Steam and Gas	110,300	7,150	116,500	5.62
923	Electricity	208,600	141,120	219,600	5.27
924	Water and Sewer	27,700	14,410	26,400	(4.69)
925	Trash	10,570	7,170	9,790	(7.38)
930	Building Maintenance	108,700	89,040	141,580	30.25
MAINTENANCE AND UTILITIES		893,320	630,890	953,950	6.79
GOVERNANCE					
805	Legal Services	40,000	17,550	40,000	
806	Per Diem	10,000	2,130	10,000	
807	Memberships - Board	1,250	80	1,250	
808	Conferences - Board	7,000	950	7,000	(30.00)
809	Audit	21,000	21,100	28,000	27.27
GOVERNANCE		83,250	41,810	86,250	3.60
STAFF DEVELOPMENT					
810	Staff Training	5,250	20,190	58,250	48.41
811	Recruiting Expense	500		500	
812	Hospitality	5,000	170	5,000	
813	Employee Recognition	5,000	830	5,000	
STAFF DEVELOPMENT		49,750	21,190	68,750	38.19
PROFESSIONAL SERVICES					
820	Membership Fees	25,780	21,040	27,500	6.67
822	CONTRACTUAL SERVICES	35,000	37,690		(100.00)
823	Bank Fees & Services	16,000	12,030	18,000	12.50
824	Cooperative Membership Fee	125,000	164,390		(100.00)
825	Collection Agency Fees	6,500	4,280	6,000	(7.69)
826	Payroll & Print Service	46,000	35,260	50,000	8.70
827	Web Chat Service	11,000	8,060	11,000	
828	Melcat Delivery Charges	51,000	48,420	52,000	1.96
829	Tutoring Services	3,000	2,250	3,000	
831	Marketing	152,000	92,330	174,000	14.47
832	Programs	114,820	60,810	113,380	(1.25)
PROFESSIONAL SERVICES		586,100	486,560	454,880	(22.39)
OTHER EXPENSE					
861	Local Travel	15,000	9,830	20,000	33.33
955	Millage Income Refund	60,000	11,730	60,000	
956	Property & Liability Insuranc	68,000	64,080	75,000	10.29
957	Miscellaneous Expense	6,000	1,960	6,000	
958	Sales/Use Tax	1,000	160	1,000	
959	SPECIAL ASSESSMENT & PROPERTY		530	4,000	
960	Donation Expense Restricted	30,570	38,550	14,000	(54.20)
961	Donation Expense Unrestricted	15,000	15,530	7,500	(50.00)
OTHER EXPENSE		195,570	142,370	187,500	(4.13)
CAPITAL OUTLAY					
873	Building Upgrades	25,000		25,000	
889	Okemos Renovation Project	10,000	830		(100.00)

BUDGET REPORT FOR CAPITAL AREA DISTRICT LIBRARIES

Calculations As of 12/31/2026

GL Number	Description	2025 Amended Budget	2025 Activity	2026 RECOMMENDED	2026 RECOMMENDED % Change
Fund: 101 GENERAL FUND					
Account Category: Appropriations					
CAPITAL OUTLAY					
914	HOLT REMODEL	100,000			(100.00)
915	STOCKBRIDGE REMODEL	125,000	104,350		(100.00)
917	SECURITY CAMERAS			24,020	
967	Outreach Projects	70,000	39,400	70,500	0.71
980	Staff Furn & Equipment	46,550	10,850	26,500	(43.07)
982	BUILDINGS	175,000	1,656,230	200,000	14.29
987	GRANT EXPENSES	27,350	27,350	15,000	(45.16)
CAPITAL OUTLAY		578,900	1,839,010	361,020	(37.64)
TECHNOLOGY EXPENSES					
878	Firewall Upgrade Project	79,850	81,280		(100.00)
895	Internet Access	9,000	8,590	17,690	96.56
896	Internet Access - Hotspots	91,770	60,260	56,640	(38.28)
898	Computer System Services	34,350	25,750	74,270	116.22
905	Computer Software	75,000	63,490	94,200	25.60
906	Computer Hardware	51,500	32,950	51,700	0.39
907	LIBRARY SYSTEMS SOFTWARE	168,040	164,070	170,650	1.55
911	Mobile Training Lab	51,000			(100.00)
TECHNOLOGY EXPENSES		560,510	36,390	465,150	(17.01)
DEBT SERVICES					
929	SBITA/LEASE PRINCIPAL PAYMENT	141,850		255,000	79.77
DEBT SERVICES		141,850		255,000	79.77
DUE TO FUNDS					
969	DUE TO CAPITAL PROJECTS FUND			800,000	
DUE TO FUNDS				800,000	0.00
Appropriations		15,758,400	12,234,860	16,758,150	6.34
Fund 101 - GENERAL FUND:					
TOTAL ESTIMATED REVENUES		15,654,900	15,654,790	16,758,150	6.94
TOTAL APPROPRIATIONS		15,758,400	12,234,860	16,758,150	6.34
NET OF REVENUES & APPROPRIATIONS:		(87,000)	3,419,930	0	

GOV 220 FREEDOM OF INFORMATION ACT POLICY

July 20, 2022

Preamble: Statement of Principles

It is the policy of Capital Area District Libraries that all persons, except those incarcerated, consistent with the Michigan Freedom of Information Act (FOIA), are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and employees. The people shall be informed so that they fully participate in the democratic process.

CADL's policy with respect to FOIA requests is to comply with State law in all respects and to respond to FOIA requests in a consistent, fair, and even-handed manner regardless of who makes such a request.

CADL acknowledges that it has a legal obligation to disclose all nonexempt public records in its possession pursuant to a FOIA request. CADL acknowledges that sometimes it is necessary to invoke the exemptions identified under FOIA in order to protect the privacy of individuals.

CADL will protect the public's interest in disclosure, while balancing the requirement to withhold or redact portions of certain records. CADL's policy is to disclose public records consistent with and in compliance with State law.

The CADL Board has established the following written procedures and guidelines to implement the FOIA and created a written public summary of the specific procedures and guidelines relevant to the general public regarding how to submit written requests to the public body and explaining how to understand a public body's written responses, deposit requirements, fee calculations, and avenues for challenge and appeal. The written public summary has been written in a manner so as to be easily understood by the general public.

Section I: General Policies

The CADL Board, acting pursuant to the authority at MCL 15.236, designates the Executive Director as the FOIA Coordinator. They are authorized to designate other CADL staff to act on their behalf to accept and process written requests for CADL's public records and approve denials.

If a request for a public record is received by fax or email, the request is deemed to have been received on the following business day. If a request is sent by email and delivered to a CADL spam or junk-mail folder, the request is not deemed received until one day after the FOIA Coordinator first becomes aware of the request. The FOIA Coordinator shall note in the FOIA log both the date the request was delivered to the spam or junk-mail folder and the date the FOIA Coordinator became aware of the request.

The FOIA Coordinator shall review CADL spam and junk-mail folders on a regular basis, which shall be no less than once a month. The FOIA Coordinator shall work with CADL Information Technology staff to develop administrative rules for handling spam and junk-mail so as to protect CADL systems from computer attacks which may be imbedded in an electronic FOIA request.

The FOIA Coordinator may, in their discretion, implement administrative rules, consistent with State law and these Procedures and Guidelines to administer the acceptance and processing of FOIA requests.

CADL is not obligated to create a new public record or make a compilation or summary of information which does not already exist. Neither the FOIA Coordinator nor other CADL staff are obligated to provide answers to questions contained in requests for public records or regarding the content of the records themselves.

The FOIA Coordinator shall keep a copy of all written requests for public records received by CADL on file for a period of at least one year.

CADL will make this Procedures and Guidelines document and the Written Public Summary publicly available without charge. If it does not, CADL cannot require deposits or charge fees otherwise permitted under the FOIA until it is in compliance.

A copy of this Procedures and Guidelines document and CADL's Written Public Summary must be publicly available by providing free copies both in CADL's response to a written request and upon request by visitors at CADL libraries.

This Procedures and Guidelines document and CADL's Written Public Summary will be maintained on the CADL website at: www.cadl.org, so a link to those documents will be provided in lieu of providing paper copies of those documents.

Section 2: Requesting a Public Record

No specific form to submit a request for a public record is required.

Requests to inspect or obtain copies of public records prepared, owned, used, possessed or retained by CADL may be submitted in any form of writing (letter, fax, email, etc.), or by verbal request.

Verbal requests for records may be documented by CADL in writing.

If a person makes a verbal, non-written request for information believed to be available on CADL's website, where practicable and to the best ability of the employee receiving the request, that person shall be informed of the pertinent website address.

A request must sufficiently describe a public record so as to enable CADL personnel to identify and find the requested public record.

Written requests for public records may be submitted in person or by mail to any CADL library. Requests may also be submitted electronically by fax and email. Upon their receipt, requests for public records shall be promptly forwarded to the FOIA Coordinator for processing.

A person may request that public records be provided on non-paper physical media, emailed or other otherwise provided to him or her in digital form in lieu of paper copies. CADL will comply with the request only if it possesses the necessary technological capability to provide records in the requested non-paper physical media format.

A person may subscribe to future issues of public records that are created, issued or disseminated by CADL on a regular basis. A subscription is valid for up to 6 months and may be renewed by the subscriber.

A person serving a sentence of imprisonment in a local, state or federal correctional facility is not entitled to submit a request for a public record. The FOIA Coordinator will deny all such requests.

Section 3: Processing a Request

Unless otherwise agreed to in writing by the person making the request, CADL will issue a response within 5 business days of receipt of a FOIA request. If a request is received by fax, email or other electronic transmission, the request is deemed to have been received on the following business day.

CADL will respond to a request in one of the following ways:

- Grant the request.
- Issue a written notice denying the request.
- Grant the request in part and issue a written notice denying in part the request.
- Issue a notice indicating that due to the nature of the request CADL needs an additional 10 business days to respond for a total of no more than 15 business days. Only one such extension is permitted.
- Issue a written notice indicating that the public record requested is available at no charge on CADL's website.

When a request is granted:

If the request is granted, or granted in part, the FOIA Coordinator will require that payment be made in full for the allowable fees associated with responding to the request before the public record is made available.

The FOIA Coordinator shall provide a detailed itemization of the allowable costs incurred to process the request to the person making the request.

A copy of these Procedures and Guidelines and the Written Public Summary will be provided to the requestor free of charge with the response to a written request for public records, provided however, that because these Procedures and Guidelines, and the Written Public Summary are maintained on CADL's website at: www.cadl.org, a link to the Procedures and Guidelines and the Written Public Summary will be provided in lieu of providing paper copies of those documents.

If the cost of processing a FOIA request is \$50 or less, the requester will be notified of the amount due and where the documents can be obtained.

If the cost of processing a FOIA request is expected to exceed \$50 based on a good-faith calculation, or if the requestor has not paid in full for a previously granted request CADL will require a good-faith deposit pursuant to Section 4 of this policy before processing the request.

In making the request for a good-faith deposit the FOIA Coordinator shall provide the requestor with a detailed itemization of the allowable costs estimated to be incurred by CADL to process the request and also provide a best efforts estimate of a time frame it will take CADL to provide the records to the requestor. The best-efforts estimate shall be nonbinding on CADL but will be made in good faith and will strive to be reasonably accurate, given the nature of the request in the particular instance, so as to provide the requested records in a manner based on the public policy expressed by Section 1 of the FOIA.

When a request is denied or denied in part:

If the request is denied or denied in part, the FOIA Coordinator will issue a Notice of Denial which shall provide in the applicable circumstance:

- An explanation as to why a requested public record is exempt from disclosure; or
- A certificate that the requested record does not exist under the name or description provided by the requestor, or another name reasonably known to CADL; or
- An explanation or description of the public record or information within a public record that is separated or deleted from the public record; and
- An explanation of the person's right to submit an appeal of the denial to either the FOIA Coordinator or seek judicial review in the Ingham County Circuit Court;
- An explanation of the right to receive attorneys' fees, costs, and disbursements as well actual or compensatory damages, and punitive damages of \$1,000, should they prevail in Circuit Court.
- The Notice of Denial shall be signed by the FOIA Coordinator.

If a request does not sufficiently describe a public record, the FOIA Coordinator may, in lieu of issuing a Notice of Denial indicating that the request is deficient, seek clarification or amendment of the request by the person making the request. Any clarification or amendment will be considered a new request subject to the timelines described in this Section.

Requests to inspect public records:

CADL shall provide reasonable facilities and opportunities for persons to examine and inspect public records during normal business hours. The FOIA Coordinator is authorized to promulgate rules regulating the manner in which records may be viewed so as to protect CADL records from loss, alteration, mutilation or destruction and to prevent excessive interference with normal CADL operations.

Requests for certified copies:

The FOIA Coordinator shall, upon written request, furnish a certified copy of a public record at no additional cost to the person requesting the public record.

Section 4: Fee Deposits

If the fee estimate is expected to exceed \$50.00 based on a good-faith calculation, the requestor will be asked to provide a deposit not exceeding one-half of the total estimated fee.

If a request for public records is from a person who has not paid CADL in full for copies of public records made in fulfillment of a previously granted written request, the FOIA Coordinator will require

a deposit of 100% of the estimated processing fee before beginning to search for a public record for any subsequent written request by that person when all of the following conditions exist:

- The final fee for the prior written request is not more than 105% of the estimated fee;
- The public records made available contained the information sought in the prior written request and remain in CADL's possession;
- The public records were made available to the individual, subject to payment, within the time frame estimated by CADL to provide the records;
- Ninety (90) days have passed since the FOIA Coordinator notified the individual in writing that the public records were available for pickup or mailing;
- The individual is unable to show proof of prior payment to CADL; and
- The FOIA Coordinator has calculated a detailed itemization that is the basis for the current written request's increased estimated fee deposit.

The FOIA Coordinator will not require an increased estimated fee deposit if any of the following apply:

- The person making the request is able to show proof of prior payment in full to CADL;
- CADL is subsequently paid in full for the applicable prior written request; or
- Three hundred sixty five (365) days have passed since the person made the request for which full payment was not remitted to CADL.

Section 5: Calculation of Fees

A fee may be charged for the labor cost of copying/duplication.

A fee will **not** be charged for the labor cost of search, examination, review and the deletion and separation of exempt from nonexempt information **unless** failure to charge a fee would result in unreasonably high costs to CADL because of the nature of the request in the particular instance, and CADL specifically identifies the nature of the unreasonably high costs.

Costs for the search, examination review, and deletion and separation of exempt from non-exempt information are "unreasonably high" when they are excessive and beyond the normal or usual amount for those services (Attorney General Opinion 7083 of 2001) compared to the costs of CADL's usual FOIA requests, not compared to CADL's operating budget. (*Bloch v. Davison Community Schools*, Michigan Court of Appeals, Unpublished, April 26, 2011)

The following factors shall be used to determine an unreasonably high cost to CADL:

- Volume of the public record requested
- Amount of time spent to search for, examine, review and separate exempt from non-exempt information in the record requested.
- Whether the public records are from more than one CADL department or whether various CADL offices are necessary to respond to the request.
- The available staffing to respond to the request.
- Any other similar factors identified by the FOIA Coordinator in responding to the particular request.

The Michigan FOIA statute permits CADL to charge for the following costs associated with processing a request:

- Labor costs associated with copying or duplication, which includes making paper copies, making digital copies, or transferring digital public records to non-paper physical media or through the Internet.
- Labor costs associated with searching for, locating and examining a requested public record, when failure to charge a fee will result in unreasonably high costs to CADL.
- Labor costs associated with a review of a record to separate and delete information exempt from disclosure, when failure to charge a fee will result in unreasonably high costs to CADL.
- The cost of copying or duplication, not including labor, of paper copies of public records. This may include the cost for copies of records already on CADL's website if you ask CADL to make copies.
- The cost of computer discs, computer tapes or other digital or similar media when the requester asks for records in non-paper physical media. This may include the cost for copies of records already on CADL's website if you ask CADL to make copies.
- The cost to mail or send a public record to a requestor.

Labor costs will be calculated based on the following requirements:

- All labor costs will be estimated and charged in 15-minute increments, with all partial time increments rounded down. If the time involved is less than 15 minutes, there will be no charge.
- Labor costs will be charged at the hourly wage of the lowest-paid CADL employee capable of doing the work in the specific fee category, regardless of who actually performs work.
- Overtime wages will not be included in labor costs unless agreed to by the requestor.
- Contracted labor costs will be charged at the hourly rate of \$48.90 (6 times the state minimum hourly wage).

The cost to provide records on non-paper physical media when so requested will be based on the following requirements:

- Computer disks, computer tapes or other digital or similar media will be at the actual and most reasonably economical cost for the non-paper media.
- This cost will only be assessed if CADL has the technological capability necessary to provide the public record in the requested non-paper physical media format.
- CADL will procure any non-paper media and will not accept media from the requestor in order to ensure integrity of CADL's technology infrastructure.

The cost to provide paper copies of records will be based on the following requirements:

- Paper copies of public records made on standard letter (8 ½ x 11) or legal (8 ½ x 14) sized paper will not exceed \$.10 per sheet of paper. Copies for non-standard sized sheets of paper will reflect the actual cost of reproduction.
- CADL will provide records using double-sided printing, if it is cost-saving and available.

The cost to mail records to a requestor will be based on the following requirements:

- The actual cost to mail public records using a reasonably economical and justified means.
- CADL may charge for the least expensive form of postal delivery confirmation.
- No cost will be made for expedited shipping or insurance unless specified by the requestor.

If the FOIA Coordinator does not respond to a written request in a timely manner, CADL must:

- Reduce the labor costs by 5% for each day CADL exceeds the time permitted under FOIA up to a 50% maximum reduction, if **any** of the following applies:
 - CADL's late response was willful and intentional,
 - The written request conveyed a request for information within the first 250 words of the body of a letter facsimile, email or email attachment, or
 - The written request included the words, characters, or abbreviations for "freedom of information," "information," "FOIA," "copy" or a recognizable misspelling of such, or legal code reference to MCL 15. 231, et seq. or 1976 Public Act 442 on the front of an envelope or in the subject line of an email, letter or facsimile cover page.
- Fully note the charge reduction in the Detailed Itemization of Costs Form.

Section 6: Waiver of Fees

The cost of the search for and copying of a public record may be waived or reduced if in the sole judgment of the FOIA Coordinator a waiver or reduced fee is in the public interest because it can be considered as primarily benefitting the general public. The CADL Board may identify specific records or types of records it deems should be made available for no charge or at a reduced cost.

Section 7: Discounted Fees

Indigence

The FOIA Coordinator will discount the first \$20.00 of the processing fee for a request if the person requesting a public record submits an affidavit stating that they are:

- Indigent and receiving specific public assistance, or
- If not receiving public assistance, stating facts demonstrating an inability to pay because of indigence.

An individual is not eligible to receive the waiver if:

- The requestor has previously received discounted copies of public records from CADL twice during the calendar year; or
- The requestor requests information in connection with other persons who are offering or providing payment to make the request.

Nonprofit organization advocating for developmentally disabled or mentally ill individuals

The FOIA Coordinator will discount the first \$20.00 of the processing fee for a request from:

- A nonprofit organization formally designated by the state to carry out activities under subtitle C of the federal developmental disabilities assistance and bill of rights act of 2000, Public Law 106-402, and the protection and advocacy for individuals with mental illness act, Public Law 99-319, or their successors, if the request meets all of the following requirements:
 - Is made directly on behalf of the organization or its clients.
 - Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the mental health code, 1974 PA 258, MCL 330.1931.
 - Is accompanied by documentation of its designation by the state, if requested by the public body.

Section 8: Appeal of a Denial of a Public Record

When a requestor believes that all or a portion of a public record has not been disclosed or has been improperly exempted from disclosure, he or she may appeal to the CADL Board by filing an appeal of the denial with the office of the FOIA Coordinator.

The appeal must be in writing, specifically state the word "appeal" and identify the reason or reasons the requestor is seeking a reversal of the denial. The CADL Board is not considered to have received a written appeal until the first regularly scheduled CADL Board meeting following submission of the written appeal.

Within 10 business days of receiving the appeal the CADL Board will respond in writing by:

- Reversing the disclosure denial;
- Upholding the disclosure denial; or
- Reverse the disclosure denial in part and uphold the disclosure denial in part; or
- Under unusual circumstances, issue a notice extending for not more than 10 business days the period during which the CADL Board shall respond to the written appeal. The CADL Board shall not issue more than 1 notice of extension for a particular written appeal.

If the CADL Board fails to respond to a written appeal, or if the CADL Board upholds all or a portion of the disclosure denial that is the subject of the written appeal, the requesting person may seek judicial review of the nondisclosure by commencing a civil action in Circuit Court.

Whether or not a requestor submitted an appeal of a denial to the CADL Board, he or she may file a civil action in Ingham County Circuit Court within 180 days after CADL's final determination to deny the request.

If a court that determines a public record is not exempt from disclosure, it shall order CADL to cease withholding or to produce all or a portion of a public record wrongfully withheld, regardless of the location of the public record. Failure to comply with an order of the court may be punished as contempt of court.

If a person asserting the right to inspect, copy, or receive a copy of all or a portion of a public record prevails in such an action, the court shall award reasonable attorneys' fees, costs, and disbursements. If the person or CADL prevails in part, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements.

If the court determines that CADL has arbitrarily and capriciously violated this act by refusal or delay in disclosing or providing copies of a public record, the court shall order CADL to pay a civil fine of \$1,000.00, which shall be deposited into the general fund of the state treasury. The court shall award, in addition to any actual or compensatory damages, punitive damages in the amount of \$1,000.00 to the person seeking the right to inspect or receive a copy of a public record. The damages shall not be assessed against an individual, but shall be assessed against the next succeeding public body that is not an individual and that kept or maintained the public record as part of its public function.

Section 9: Appeal of an Excessive FOIA Processing Fee

"Fee" means the total fee or any component of the total fee calculated under section 4 of the FOIA, including any deposit.

If a requestor believes that the fee charged by CADL to process a FOIA request exceeds the amount permitted by state law or under this policy, he or she must first appeal to the CADL Board by submitting a written appeal for a fee reduction to the office of the FOIA Coordinator. The appeal must be in writing, specifically state the word "appeal" and identify how the required fee exceeds the amount permitted.

The CADL Board is not considered to have received a written appeal until the first regularly scheduled CADL Board meeting following submission of the written appeal.

Within 10 business days after receiving the appeal, the CADL Board will respond in writing by:

- Waiving the fee;
- Reducing the fee and issuing a written determination indicating the specific basis that supports the remaining fee;
- Upholding the fee and issuing a written determination indicating the specific basis that supports the required fee; or
- Issuing a notice detailing the reason or reasons for extending for not more than 10 business days the period during which the CADL Board will respond to the written appeal. The CADL Board shall not issue more than 1 notice of extension for a particular written appeal.

Where the CADL Board reduces or upholds the fee, the determination must include a certification from the CADL Board that the statements in the determination are accurate and that the reduced fee amount complies with its publicly available procedures and guidelines and Section 4 of the FOIA.

Within 45 days after receiving notice of the CADL Board's determination of an appeal, the requesting person may commence a civil action in Ingham County Circuit Court for a fee reduction. If a civil action is commenced against CADL for an excess fee, CADL is not obligated to complete the processing of the written request for the public record at issue until the court resolves the fee dispute.

An action shall not be filed in circuit court unless **one** of the following applies:

- The CADL does not provide for appeals of fees,
- The CADL Board failed to respond to a written appeal as required, or
- The CADL Board issued a determination to a written appeal.

If a court determines that CADL required a fee that exceeds the amount permitted under its publicly available procedures and guidelines or Section 4 of the FOIA, the court shall reduce the fee to a permissible amount. Failure to comply with an order of the court may be punished as contempt of court.

If the requesting person prevails in court by receiving a reduction of 50% or more of the total fee, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements. The award shall be assessed against the public body liable for damages.

If the court determines that CADL has arbitrarily and capriciously violated the FOIA by charging an excessive fee, the court shall order CADL to pay a civil fine of \$500.00, which shall be deposited in the general fund of the state treasury. The court may also award, in addition to any actual or compensatory damages, punitive damages in the amount of \$500.00 to the person seeking the fee reduction. The fine and any damages shall not be assessed against an individual, but shall be assessed against the next succeeding public body that is not an individual and that kept or maintained the public record as part of its public function.

Section 10: Conflict with Prior FOIA Policies and Procedures; Effective Date

To the extent that these Procedures and Guidelines conflict with previous FOIA policies promulgated by the CADL Board or the CADL Administration these Procedures and Guidelines are controlling. To the extent that any administrative rule promulgated by the FOIA Coordinator subsequent to the adoption of this resolution is found to be in conflict with any previous policy promulgated by the CADL Board or the CADL Administration, the administrative rule promulgated by the FOIA Coordinator is controlling.

To the extent that any provision of these Procedures and Guidelines or any administrative rule promulgated by the FOIA Coordinator pertaining to the release of public records is found to be in conflict with any State statute, the applicable statute shall control. The FOIA Coordinator is authorized to modify this policy and all previous policies adopted by the CADL Board or the CADL Administration, and to adopt such administrative rules as he or she may deem necessary, to facilitate

the legal review and processing of requests for public records made pursuant to Michigan's FOIA statute, provided that such modifications and rules are consistent with State law. The FOIA Coordinator shall inform the CADL Board of any change to these Policies and Guidelines.

These FOIA Policies and Guidelines become effective July 1, 2015.

Capital Area District Libraries (CADL)

Public Summary of FOIA Procedures and Guidelines

Consistent with the Michigan Freedom of Information Act (FOIA), Public Act 442 of 1976, the following is the Written Public Summary of CADL's FOIA Procedures and Guidelines relevant to the general public.

This is only a summary of CADL's FOIA Procedures and Guidelines. For more details and information, copies of CADL's FOIA Procedures and Guidelines are available at no charge at any CADL library and on the CADL website: www.cadl.org.

1. How do I submit a FOIA request to CADL?

- A request must sufficiently describe a public record so as to enable CADL to find it.
- Please include the words "FOIA" or "FOIA Request" in the request to assist CADL in providing a prompt response.
- Requests to inspect or obtain copies of public records prepared, owned, used, possessed or retained by CADL may be submitted in any form of writing (letter, fax, email, etc.), or by verbal request. Verbal requests may be documented by CADL in writing.
- Written requests may be delivered to **any CADL library** in person or by mail: 401 S. Capitol Ave. Lansing, MI 48933.
- Requests may be faxed to: 517-374-1068. To ensure a prompt response, faxed requests should contain the term "FOIA" or "FOIA Request" on the first/cover page.
- Requests may be emailed to FOIArequest@cadl.org. To ensure a prompt response, email requests should contain the term "FOIA" or "FOIA Request" in the subject line.

2. What kind of response can I expect to my request?

- Within 5 business days after receiving a FOIA request CADL will issue a response. If a request is received by fax or email, the request is deemed to have been received on the following business day. CADL will respond to your request in one of the following ways:
 -
 - Grant the request,
 - Issue a written notice denying the request,
 - Grant the request in part and issue a written notice denying in part the request,
 - Issue a notice indicating that due to the nature of the request CADL needs an additional 10 business days to respond, or
 - Issue a written notice indicating that the public record requested is available at no charge on CADL's website.
- If the request is granted, or granted in part, CADL will ask that payment be made for the allowable fees associated with responding to the request before the public record is made available.

- If the cost of processing the request is expected to exceed \$50, or if you have not paid for a previously granted request, CADL will require a deposit before processing the request.

3. What are CADL's deposit requirements?

- If CADL has made a good faith calculation that the total fee for processing the request will exceed \$50.00, it will require that you provide a deposit in the amount of 50% of the total estimated fee. When CADL requests the deposit, it will provide you a non-binding best efforts estimate of how long it will take to process the request after you have paid your deposit.
- If CADL receives a request from a person who has not paid CADL for copies of public records made in fulfillment of a previously granted written request, CADL will require a deposit of 100% of the estimated processing fee before it begins to search for the public record for any subsequent written request when all of the following conditions exist:
 - The final fee for the prior written request is not more than 105% of the estimated fee;
 - The public records made available contained the information sought in the prior written request and remain in CADL's possession;
 - The public records were made available to the individual, subject to payment, within the best effort time frame estimated by CADL to provide the records;
 - Ninety (90) days have passed since CADL notified the individual in writing that the public records were available for pickup or mailing;
 - The individual is unable to show proof of prior payment to CADL; and
 - CADL has calculated an estimated detailed itemization that is the basis for the current written request's increased fee deposit.
- CADL will not require the 100% estimated fee deposit if any of the following apply:
 - The person making the request is able to show proof of prior payment in full to the CADL;
 - CADL is subsequently paid in full for all applicable prior written requests; or
 - Three hundred sixty five (365) days have passed since the person made the request for which full payment was not remitted to CADL.

4. How does CADL calculate FOIA processing fees?

The Michigan FOIA statute permits CADL to charge for the following costs associated with processing a request:

- Labor costs associated with copying or duplication, which includes making paper copies, making digital copies, or transferring digital public records to non-paper physical media or through the Internet.
- Labor costs associated with searching for, locating and examining a requested public record, when failure to charge a fee will result in unreasonably high costs to the CADL.
- Labor costs associated with a review of a record to separate and delete information exempt from disclosure, when failure to charge a fee will result in unreasonably high costs to CADL.

- The cost of copying or duplication, not including labor, of paper copies of public records. This may include the cost for copies of records already on the library's website if you ask CADL to make copies.
- The cost of computer discs, computer tapes or other digital or similar media when the requester asks for records in non-paper physical media. This may include the cost for copies of records already on CADL's website if you ask CADL to make copies.
- The cost to mail or send a public record to a requestor.

Labor Costs

- All labor costs will be estimated and charged in 15-minute increments, with all partial time increments rounded down. If the time involved is less than 15 minutes, there will be no charge.
- Labor costs will be charged at the hourly wage of the lowest-paid CADL employee capable of doing the work in the specific fee category, regardless of who actually performs work.
- Overtime wages will not be included in labor costs unless agreed to by the requestor.
- Contracted labor costs will be charged at the hourly rate of \$48.90 (6 times the state minimum hourly wage)

A labor cost will not be charged for the search, examination, review and the deletion and separation of exempt from nonexempt information unless failure to charge a fee would result in unreasonably high costs to CADL. Costs are unreasonably high when they are excessive and beyond the normal or usual amount for those services compared to CADL's usual FOIA requests, because of the nature of the request in the particular instance. CADL must specifically identify the nature of the unreasonably high costs in writing.

Copying and Duplication

CADL must use the most economical method for making copies of public records, including using double-sided printing, if cost-saving and available.

Non-paper Copies on Physical Media

- The cost for records provided on non-paper physical media, such as computer discs, computer tapes or other digital or similar media will be at the actual and most reasonably economical cost for the non-paper media.
- This cost will be charged only if CADL has the technological capability necessary to provide the public record in the requested non-paper physical media format.

Paper Copies

- Paper copies of public records made on standard letter (8 ½ x 11) or legal (8 ½ x 14) sized paper will not exceed \$.10 per sheet of paper.

- Copies for non-standard sized sheets of paper will reflect the actual cost of reproduction.

Mailing Costs

- The cost to mail public records will use a reasonably economical and justified means.
- CADL may charge for the least expensive form of postal delivery confirmation.
- No cost will be made for expedited shipping or insurance unless you request it.

Waiver of Fees

The cost of the search for and copying of a public record may be waived or reduced if in the sole judgment of the FOIA Coordinator a waiver or reduced fee is in the public interest because it can be considered as primarily benefitting the general public. The CADL Board may identify specific records or types of records it deems should be made available for no charge or at a reduced cost.

5. How do I qualify for an indigence discount on the fee?

CADL will discount the first \$20.00 of fees for a request if you submit an affidavit stating that you are:

- Indigent and receiving specific public assistance; or
- If not receiving public assistance, stating facts demonstrating an inability to pay because of indigence.

You are **not** eligible to receive the \$20.00 discount if you:

- Have previously received discounted copies of public records from CADL twice during the calendar year; or
- Are requesting information on behalf of other persons who are offering or providing payment to you to make the request.

6. May a nonprofit organization receive a discount on the fee?

A nonprofit organization advocating for developmentally disabled or mentally ill individuals that is formally designated by the state to carry out activities under subtitle C of the federal developmental disabilities assistance and bill of rights act of 2000, Public Law 106-402, and the protection and advocacy for individuals with mental illness act, Public Law 99-319, may receive a \$20.00 discount if the request meets all of the following requirements in the Act:

- Is made directly on behalf of the organization or its clients.
- Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the mental health code, 1974 PA 258, MCL 330.1931.
- Is accompanied by documentation of its designation by the state, if requested by the public body.

7. How may I challenge the denial of a public record or an excessive fee?

Appeal of a Denial of a Public Record

If you believe that all or a portion of a public record has not been disclosed or has been improperly exempted from disclosure, you may appeal to the CADL Board by filing a written appeal of the denial with the FOIA Coordinator. The appeal must be in writing, specifically state the word “appeal,” and identify the reason or reasons you are seeking a reversal of the denial.

The CADL Board is not considered to have received a written appeal until the first regularly scheduled CADL Board meeting following submission of the written appeal. Within 10 business days of receiving the appeal the Board will respond in writing by:

- Reversing the disclosure denial;
- Upholding the disclosure denial; or
- Reverse the disclosure denial in part and uphold the disclosure denial in part.

Whether or not you submitted an appeal of a denial to the CADL Board, you may file a civil action in Ingham County Circuit Court within 180 days after the CADL’s final determination to deny your request. If you prevail in the civil action the court will award you reasonable attorneys’ fees, costs and disbursements. If the court determines that CADL acted arbitrarily and capriciously in refusing to disclose or provide a public record, the court shall award you damages in the amount of \$1,000.

Appeal of an Excess FOIA Processing Fee

If you believe that the fee charged by CADL to process your FOIA request exceeds the amount permitted by state law, you must first appeal to the CADL Board by filing a written appeal for a fee reduction to the FOIA Coordinator. The appeal must specifically state the word “appeal” and identify how the required fee exceeds the amount permitted.

The CADL Board is not considered to have received a written appeal until the first regularly scheduled CADL Board meeting following submission of the written appeal. Within 10 business days after receiving the appeal, the CADL Board will respond in writing by:

- Waiving the fee;
- Reducing the fee and issue a written determination indicating the specific basis that supports the remaining fee;
- Upholding the fee and issue a written determination indicating the specific basis that supports the required fee; or
- Issuing a notice detailing the reason or reasons for extending for not more than 10 business days the period during which the CADL Board will respond to the written appeal.

Within 45 days after receiving notice of the CADL Board’s determination of the processing fee appeal, you may commence a civil action in Ingham County Circuit Court for a fee reduction. If you prevail in the civil action by receiving a reduction of 50% or more of the total fee, the court may award all or appropriate amount of reasonable attorneys’ fees, costs and disbursements. If the court determines that CADL acted arbitrarily and capriciously by charging an excessive fee, court may also award you punitive damages in the amount of \$500.

Capital Area District Libraries (CADL)

Freedom of Information Act Request Detailed Cost Itemization

Freedom of Information Act Request Itemized Cost Worksheet

Date: _____ Prepared for _____ Date Request Received: _____

The following costs are being charged in compliance with Section 4 of the Michigan Freedom of Information Act, MCL 15.234, according to CADL's FOIA Policies and Guidelines.		
1. <u>Labor Cost for Copying / Duplication</u> This is the cost of labor directly associated with duplication of publication, including making paper copies, making digital copies, or transferring digital public records to be given to the requestor on non-paper physical media or through the Internet or other electronic means as stipulated by the requestor. This shall not be more than the hourly wage of CADL's lowest-paid employee capable of necessary duplication or publication in this particular instance, regardless of whether that person is available or who actually performs the labor. These costs will be estimated and charged in 15-minute time increments; all partial time increments must be rounded down. <i>If the number of minutes is less than one increment, there is no charge.</i> Hourly Wage Charged: \$ _____ Charge per increment: \$ _____ ☐ Overtime rate charged as stipulated by Requestor.	To figure the number of increments, take the <i>number of minutes</i>: _____, divide by 15-minute increments, and round down. Enter below: Number of increments x _____ =	1. Labor Cost \$ _____
2. <u>Labor Cost to Locate:</u> This is the cost of labor directly associated with the necessary searching for, locating, and examining public records in conjunction with receiving and fulfilling a granted written request. This fee is being charged because failure to do so will result in unreasonably high costs to CADL that is excessive and beyond the normal or usual amount for those services compared to CADL's usual FOIA requests, because of the nature of the request in this particular instance, specifically: _____ CADL will not charge more than the hourly wage of its lowest-paid employee capable of searching for, locating, and examining the public records in this particular instance, regardless of whether that person is available or who actually performs the labor. These costs will be estimated and charged in 15-minute time increments (must be 15-minutes or more); all partial time increments must be rounded down. <i>If the number of minutes is less than 15, there is no charge.</i> Hourly Wage Charged: \$ _____ Charge per increment: \$ _____ ☐ Overtime rate charged as stipulated by Requestor.	To figure the number of increments, take the <i>number of minutes</i>: _____, divide by 15-minute increments, and round down. Enter below: Number of increments x _____ =	2. Labor Cost \$ _____

3a. <u>Employee Labor Cost for Separating Exempt from Non-Exempt (Redacting):</u> <i>(Fill this out if using a CADL employee. If contracted, use No. 3b instead).</i> CADL will not charge for labor directly associated with redaction if it knows or has reason to know that it previously redacted the record in question and still has the redacted version in its possession. This fee is being charged because failure to do so will result in unreasonably high costs to CADL that is excessive and beyond the normal or usual amount for those services compared to CADL's usual FOIA requests, because of the nature of the request in this particular instance, specifically: _____ _____ _____ This is the cost of labor of a CADL employee, including necessary review, directly associated with separating and deleting exempt from nonexempt information. This shall not be more than the hourly wage of CADL's lowest-paid employee capable of separating and deleting exempt from nonexempt information in this particular instance, regardless of whether that person is available or who actually performs the labor. These costs will be estimated and charged in 15-minute time increments; all partial time increments must be rounded down. <i>If the number of minutes is less than 15, there is no charge.</i> Hourly Wage Charged: \$ _____ Charge per increment: \$ _____ ☐ Overtime rate charged as stipulated by Requestor.	To figure the number of increments, take the <i>number of minutes</i>: _____, divide by 15-minute increments, and round down. Enter below: Number of increments x _____ =	3a. Labor Cost \$ _____
3b. <u>Contracted Labor Cost for Separating Exempt from Non-Exempt (Redacting):</u> <i>(Fill this out if using a contractor, such as the attorney. If using in-house employee, use No. 3a instead.)</i> CADL will not charge for labor directly associated with redaction if it knows or has reason to know that it previously redacted the record in question and still has the redacted version in its possession. This fee is being charged because failure to do so will result in unreasonably high costs to CADL that are excessive and beyond the normal or usual amount for those services compared to CADL's usual FOIA requests, because of the nature of the request in this particular instance, specifically: _____ _____ _____ As CADL does not employ a person capable of separating exempt from non-exempt information in this particular instance, as determined by the FOIA Coordinator, this is the cost of labor of a contractor (i.e.: outside attorney), including necessary review, directly associated with separating and deleting exempt information from nonexempt information. This shall not exceed an amount equal to 6 times the state minimum hourly wage rate of \$8.15. Name of contracted person or firm: _____ These costs will be estimated and charged in 15-minute time increments; all partial time increments must be rounded down. <i>If the number of minutes is less than 15, there is no charge.</i> Hourly Cost Charged: \$ _____ Charge per increment: \$ _____	To figure the number of increments, take the <i>number of minutes</i>: _____, divide by 15-minute increments, and round down to: _____ increments. Enter below: Number of increments x _____ =	3b. Labor Cost \$ _____

4. Copying / Duplication Cost:

Copying costs may be charged if a copy of a public record is requested, or for the necessary copying of a record for inspection (for example, to allow for blacking out exempt information, to protect old or delicate original records, or because the original record is a digital file or database not available for public inspection).

No more than the actual cost of a sheet of paper, up to maximum 10 cents per sheet for:

- **Letter** (8 ½ x 11-inch, single and double-sided): **10 cents per sheet**
- **Legal** (8 ½ x 14-inch, single and double-sided): **10 cents per sheet**

No more than the actual cost of a sheet of paper for other paper sizes:

- **Other paper sizes** (single and double-sided): _____ cents / dollars per sheet

Actual and most reasonably economical cost of non-paper physical digital media:

- **Circle applicable:** Disc / Tape / Drive / Other Digital Medium **Cost per Item:** _____

The cost of paper copies **must** be calculated as a total cost per sheet of paper. The fee **cannot exceed** 10 cents per sheet of paper for copies of public records made on 8-1/2- by 11-inch paper or 8-1/2- by 14-inch paper. CADL must utilize the most economical means available for making copies of public records, including using double-sided printing, if cost saving and available.

Number of
Sheets:

x _____ = \$ _____
x _____ = \$ _____

x _____ = \$ _____

No. of Items:

x _____ = \$ _____

4. Total
Copy Cost
\$ _____

5. Mailing Cost:

CADL will charge the actual cost of mailing, if any, for sending records in a reasonably economical and justifiable manner. Delivery confirmation is not required.

- CADL **may** charge for the least expensive form of postal delivery confirmation.
- CADL **cannot** charge more for expedited shipping or insurance unless specifically requested by the requestor.*

Actual Cost of Envelope or Packaging: \$ _____

Actual Cost of Postage: \$ _____ per stamp
\$ _____ per pound
\$ _____ per package

Actual Cost (least expensive) Postal Delivery Confirmation: \$ _____

*Expedited Shipping or Insurance as Requested: \$ _____

Number of
Envelopes or
Packages:

x _____ = \$ _____

x _____ = \$ _____

x _____ = \$ _____

x _____ = \$ _____

x _____ = \$ _____

x _____ = \$ _____

5. Total
Mailing Cost
\$ _____

☐ * Requestor has requested expedited shipping or insurance

6a. Copying/Duplicating Cost for Records Already on CADL's Website:

If the public body has included the website address for a record in its written response to the requestor, and the requestor thereafter stipulates that the public record be provided to him or her in a paper format or non-paper physical digital media, the library will provide the public records in the specified format and may charge copying costs to provide those copies.

No more than the actual cost of a sheet of paper, up to maximum 10 cents per sheet for:

- **Letter** (8 ½ x 11-inch, single and double-sided): **10 cents per sheet**
- **Legal** (8 ½ x 14-inch, single and double-sided): **10 cents per sheet**

No more than the actual cost of a sheet of paper for other paper sizes:

- **Other paper sizes** (single and double-sided): _____ cents / dollars per sheet

Actual and most reasonably economical cost of non-paper physical digital media:

- **Circle applicable:** Disc / Tape / Drive / Other Digital Medium **Cost per Item:** _____

☐ Requestor has stipulated that some / all of the requested records that are already available on CADL's website be provided in a paper or non-paper physical digital medium.

Number of
Sheets:

Costs:

X	<u> </u>	=	\$	<u> </u>
X	<u> </u>	=	\$	<u> </u>

x	=	\$
----------	----------	-----------

No. of Items:

X	=	\$
----------	----------	-----------

6a. Web Copy Cost

\$

6b. Labor Cost for Copying/Duplicating Records Already on CADL's Website:

This shall not be more than the hourly wage of CADL's lowest-paid employee capable of necessary duplication or publication in this particular instance, regardless of whether that person is available or who actually performs the labor. These costs will be estimated and charged in **15-minute time increments**; all partial time increments must be rounded down. *If the number of minutes is less than 15, there is no charge.*

Hourly Wage Charged: \$

Charge per increment: \$

☐ Overtime rate charged as stipulated by Requestor

To figure the number of increments, take the *number of minutes*: _____, divide by 15-minute increments, and round down. Enter below:

Number of increments

6b. Web Labor Cost

x	=	\$
----------	----------	-----------

6c. Mailing Cost for Records Already on CADL's Website:

Actual Cost of Envelope or Packaging: \$_____

Actual Cost of Postage: \$_____ per stamp / per pound / per package

Actual Cost (least expensive) Postal Delivery Confirmation: \$ _____

*Expedited Shipping or Insurance as Requested: \$

☐ * Requestor has requested expedited shipping or insurance

Number:

Costs:

X	=	\$
----------	----------	-----------

X _____ **=** **\$** _____

X _____ = \$ _____

X _____	=	\$ _____
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6c. Web Mailing Cost

\$_____

Subtotal Fees Before Waivers, Discounts or Deposits: Estimated Time Frame to Provide Records: _____ (days or date) The time frame estimate is nonbinding upon CADL, but it is providing the estimate in good faith. Providing an estimated time frame does not relieve CADL from any of the other requirements of this act.	☐ Cost estimate ☐ Bill	1. Labor Cost for Copying: \$ _____ 2. Labor Cost to Locate: \$ _____ 3a. Labor Cost to Redact: \$ _____ 3b. Contract Labor Cost to Redact: \$ _____ 4. Copying/Duplication Cost: \$ _____ 5. Mailing Cost: \$ _____ 6a. Copying/Duplication of Records on Website: \$ _____ 6b. Labor Cost for Copying Records on Website: \$ _____ 6c. Mailing Costs for Records on Website: \$ _____ Subtotal Fees: \$ _____
Waiver: Public Interest A search for a public record may be conducted or copies of public records may be furnished without charge or at a reduced charge if CADL determines that a waiver or reduction of the fee is in the public interest because searching for or furnishing copies of the public record can be considered as primarily benefiting the general public. ☐ All fees are waived OR ☐ All fees are reduced by: _____ %	Subtotal Fees After Waiver:	\$ _____
Discount: Indigence A public record search must be made and a copy of a public record must be furnished without charge for the first \$20.00 of the fee for each request by an individual who is entitled to information under this act and who: 1) Submits an affidavit stating that the individual is indigent and receiving specific public assistance, OR 2) If not receiving public assistance, stating facts showing inability to pay the cost because of indigence. If a requestor is ineligible for the discount, the public body shall inform the requestor specifically of the reason for ineligibility in the public body's written response. An individual is ineligible for this fee reduction if ANY of the following apply: (i) The individual has previously received discounted copies of public records from the same public body twice during that calendar year, OR (ii) The individual requests the information in conjunction with outside parties who are offering or providing payment or other remuneration to the individual to make the request. A public body may require a statement by the requestor in the affidavit that the request is not being made in conjunction with outside parties in exchange for payment or other remuneration. ☐ Eligible for Indigence Discount	Subtotal Fees After Discount (subtract \$20):	\$ _____
Discount: Nonprofit Organization A public record search must be made and a copy of a public record must be furnished without charge for the first \$20.00 of the fee for each request by a nonprofit organization formally designated by the state to carry out activities under subtitle C of the federal Developmental Disabilities Assistance and Bill of Rights Act of 2000 and the federal Protection and Advocacy for Individuals with Mental Illness Act, if the request meets ALL of the following requirements: (i) Is made directly on behalf of the organization or its clients. (ii) Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the Michigan Mental Health Code, 1974 PA 258, MCL 330.1931. (iii) Is accompanied by documentation of its designation by the state, if requested by CADL. ☐ Eligible for Nonprofit Discount	Subtotal Fees After Discount (subtract \$20):	\$ _____

Deposit: Good Faith CADL may require a good-faith deposit before providing the public records to the requestor if the entire fee estimate or charge authorized under this section exceeds \$50.00, based on a good-faith calculation of the total fee. The deposit cannot exceed 1/2 of the total estimated fee. Percent of Deposit: _____%	Date Paid: _____	Deposit Amount Required: \$ _____
Deposit: Increased Deposit Due to Previous FOIA Fees Not Paid In Full After CADL has granted and fulfilled a written request from an individual under this act, if CADL has not been paid in full the total amount of fees for the copies of public records that CADL made available to the individual as a result of that written request, CADL may require an increased estimated fee deposit of up to 100% of the estimated fee before it begins a full public record search for any subsequent written request from that individual if ALL of the following apply: (a) The final fee for the prior written request was not more than 105% of the estimated fee. (b) The public records made available contained the information being sought in the prior written request and are still in CADL's possession. (c) The public records were made available to the individual, subject to payment, within the best effort estimated time frame given for the previous request. (d) Ninety (90) days have passed since CADL notified the individual in writing that the public records were available for pickup or mailing. (e) The individual is unable to show proof of prior payment to CADL. (f) CADL calculates a detailed itemization, as required under MCL 15.234 that is the basis for the current written request's increased estimated fee deposit. CADL can no longer require an increased estimated fee deposit from an individual if ANY of the following apply: (a) The individual is able to show proof of prior payment in full to CADL, OR (b) CADL is subsequently paid in full for the applicable prior written request, OR (c) Three hundred sixty-five (365) days have passed since the individual made the written request for which full payment was not remitted to CADL.	Date Paid: _____	Percent Deposit Required: _____% Deposit Required: \$ _____
Late Response Labor Costs Reduction If CADL does not respond to a written request in a timely manner as required under MCL 15.235(2), it must do the following: (a) Reduce the charges for labor costs otherwise permitted by 5% for each day CADL exceeds the time permitted for a response to the request, with a maximum 50% reduction, if EITHER of the following applies: (i) The late response was willful and intentional, OR (ii) The written request included language that conveyed a request for information within the first 250 words of the body of a letter, facsimile, electronic mail, or electronic mail attachment, or specifically included the words, characters, or abbreviations for "freedom of information," "information," "FOIA," "copy", or a recognizable misspelling of such, or appropriate legal code reference for this act, on the front of an envelope, or in the subject line of an electronic mail, letter, or facsimile cover page.	Number of Days Over Required Response Time: _____ Multiply by 5% _____ = Total Percent Reduction: _____	Total Labor Costs \$ _____ Minus Reduction \$ _____ = Reduced Total Labor Costs \$ _____
The Public Summary of CADL's FOIA Procedures and Guidelines is available free of charge from: Website: www.cadl.org Email: FOIArequest@cadl.org Phone: 517-367-6300 Address: 401 S. Capitol Ave. Lansing, MI 48933 Request Will Be Processed, But <u>Balance Must Be Paid Before</u> Copies May Be Picked Up, Delivered or Mailed	Date Paid: _____	Total Balance Due: \$ _____

(Form created by Michigan Townships Association, April 2015)

CAPITAL AREA DISTRICT LIBRARIES
HUM 104 Equal Employment
OCTOBER 18, 2023

1.0 PURPOSE

WHEREAS, Capital Area District Libraries is an Equal Opportunity Employer and thus, does not discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges or employment, or any matter directly or indirectly related to employment because of race, color, religion, national origin, ancestry, age, sex, height, weight, marital status, sexual orientation, ethnicity, gender identity or expression, physical or mental handicap or disability; and

WHEREAS, there is in Capital Area District Libraries district a diverse population made up of many cultures, races, creeds and people with different physical and mental characteristics; and

WHEREAS, Capital Area District Libraries desires to have a diverse staff to reflect the diversity of the community; and

THEREFORE, LET IT BE RESOLVED that Capital Area District Libraries is extending to all people the opportunity to fairly and openly compete for these employment opportunities; and

BE IT FURTHER RESOLVED that Capital Area District Libraries will make a special effort to assure that prospective employees have equal employment opportunities by advertising, posting and taking other steps, ordinary and extraordinary, to alert prospective employees to these employment opportunities.

2.0 GOALS

- 2.1 To improve staff diversity to reflect our diverse community
- 2.2 To take ordinary and extraordinary measures to encourage qualified minority applicants to apply for CADL positions
- 2.3 To hire qualified applicants while ensuring a fair and open posting procedure

3.0 PROCEDURES

- 3.1 The Human Resources Director will work to ensure that open positions are posted in a wide variety of locations to encourage a diverse applicant pool of candidates.
- 3.2 Job vacancies for all positions will be posted:
 - On the CADL website and CADL branch locations and headquarters.
 - On CADL Facebook and social media
 - On Indeed.com
 - With the Michigan Talent Bank

- With other local libraries
 - With local agencies who work with diverse populations
 - With local schools and school districts
 - With MSU Career Services
 - On Handshake when appropriate
 - With the Refugee Development Center
 - With community colleges from Ingham, Jackson and Calhoun Counties
 - With community centers
 - With cities and townships social media sites within our service area when available
 - Positions requiring an MLS degree may be posted on MICHLIB, WSU School of Information Job Postings, at regional library schools and on ALA Joblist and other online services.
 - And elsewhere when appropriate
- 3.3 The Executive Director, Managers and Supervisors are responsible for assuring that recruitment for vacancies is handled in a manner to attract a qualified, diverse applicant pool and that hiring decisions are based on job related factors.
- 3.4 Supervisors and the Executive Director or other members of the Management Team will determine which applicant to hire based on interview, reference background checks, and other relevant information.
- 3.5 All applications will be kept on file for 30 days and may be screened, during that time period, for any additional job vacancy which the applicant is qualified for. After 30 days, the applications will be destroyed. All applicants will be notified of such when applying.
- 3.6 The Human Resources Director will report to the Executive Director who shall in turn report to the Library Board on a quarterly basis the percentage of minority applicants and minority hires at CADL.
- 3.7 Information provided by applicants on their self-identification form will be maintained in an Excel spreadsheet. The Human Resources Director will periodically review recruitment methods to determine whether minority applicants are applying and being hired by CADL.

CAPITAL AREA DISTRICT LIBRARIES
HUM 302 SOCIAL SECURITY NUMBER
PRIVACY POLICY
JULY 20, 2022

This Policy provides for the confidentiality of social security numbers obtained by the Capital Area District Libraries in the ordinary course of business. "Social Security Number" means an individual's social security number or more than four sequential digits of that number. "Documents" means all documents regardless of form (i.e., paper, electronic, microfiche, etc.).

I. Access to Social Security Numbers

The Capital Area District Libraries restricts access to information or documents containing social security numbers to library staff members who have a legitimate library business reason to access such information or documents. The Human Resources Director is responsible for implementing this restriction through training and oversight procedures.

II. Prohibited Disclosures

Library staff members shall maintain the confidentiality of Library information and documents containing social security numbers. Library staff members shall not do any of the following with the social security number of any individual:

1. Publicly display the social security number. "Publicly display" means to exhibit, hold up, post, or make visible or set out for open view, including but not limited to, open view on a computer device, computer network, website, or other electronic medium or device, to members of the public or in a public manner.
2. Use the social security number as an individual's primary account number.
3. Visibly print the social security number on any identification badge, membership card, permit, or license.
4. Transmit or require an individual to transmit their social security number over the Internet or a computer system or network unless the connection is secure, or the transmission is encrypted.
5. Mail a document ("Mail" includes delivery by United States mail, staff delivery, or any other delivery service that does not require the signature of the recipient indicating actual receipt) containing an individual's social security number unless it falls within one of the following exceptions:
 - a. State or federal law, rule, regulation, or court order or rule authorizes, permits, or requires that the social security number appear in the document.
 - b. The document is sent as part of an application or enrollment process initiated by the individual.
 - c. The document is sent to establish, confirm the status of, service, amend, or terminate an account, contract, policy, or employee or health insurance benefit, or to confirm the accuracy of a social security number of an individual who has an account, contract, policy, or employee or health insurance benefit.
 - d. The document or information is a public record and is mailed in compliance with the freedom of information act, 1976 PA 442, MCL 15.231 to 15.246.

- e. The document or information is mailed by or at the request of an individual whose social security number appears in the document or information or at the request of his or her parent or legal guardian.
 - f. The document is mailed in a manner or for a purpose consistent with the federal Gramm-Leach-Bliley Act (GLB), federal Health Insurance Portability and Accountability Act (HIPAA), or the Michigan Insurance Code of 1956.
 - g. Any other exception specified in the Social Security Number Privacy Act (PA 454 of 2004), MCL 445.81 - 445.86.
6. Mail any document containing a social security number that is visible on or from outside the envelope or packaging for the document.

III. Authorized Uses

This Policy does not prohibit the use of social security numbers where the use is authorized or required by state or federal statute, rule, regulation, or court order or rule, or pursuant to legal discovery or process.

This Policy does not prohibit the administrative use of social security numbers in the ordinary course of business, by a person or a vendor or contractor of a person to do any of the following:

1. Verify an individual's identity, identify an individual, or accomplish another similar administrative purpose related to an existing or proposed account, transaction, product, service, or employment.
2. Investigate an individual's claim, credit, criminal, or driving history.
3. Detect, prevent, or deter identity theft or another crime
4. Lawfully pursue or enforce the Library's legal rights.
5. Provide or administer employee or health insurance or membership benefits, claims, or retirement programs.
6. Other exceptions that are approved by the Executive Director or HR Manager and that comply with state or federal law.

This Policy also does not prohibit the use of social security numbers for criminal investigation purposes or the provision of social security numbers to a Title IV-D agency (child support/support orders), law enforcement agency, court, or prosecutor as part of a criminal investigation or prosecution.

IV. Disposal of Social Security Numbers

Documents that contain social security numbers shall be properly destroyed when those documents no longer need to be retained pursuant to Library document retention policies. Paper documents containing social security numbers will be shredded. Electronic files containing social security numbers will be deleted and the recycle bin will be emptied.

V. Violations

Violations of this Policy may result in disciplinary action, up to and including dismissal. Individuals who violate this Policy may also be subject to the civil and criminal penalties provided for in the Michigan Social Security Number Privacy Act (PA 454 of 2004), MCL 445.81 - 445.86

VI. Questions

Questions regarding this Policy may be directed to the Human Resources Director.