CAPITAL AREA DISTRICT LIBRARIES
BOARD MEETING
5:30 PM, WEDNESDAY, OCTOBER 22, 2025
BOARD ROOM
401 S CAPITOL AVE., LANSING, MI 48933
517-367-6300

Mission Statement:
Empowering our diverse communities to learn, imagine and connect.

AGENDA

CALL TO ORDER

ROLL CALL

COMMUNICATIONS

APPROVAL OF AGENDA (action)

PUBLIC COMMENTS ON AGENDA ITEMS

CONSENT AGENDA (action)

a. Approval of Minutes September 24, 2025 (enc – action)
b. Disbursements for September 2025 (enc – action)

CHAIRPERSON'S COMMENTS

PRESENTATION

a. Strategic Plan Implementation – Jenny Marr

NEW BUSINESS

<u>General</u>

a. Dr. L. Robert McConnell Award Selection (distributed separately)
b. 2026 CADL Days Closed (enc - action)
c. 2026 Board Meeting Dates (enc – action)
d. HUM 104 Equal Employment (enc – action)
e. Legislative Update
f. Community Contacts

<u>Finance</u>

a. September 2025 Financial Report (enc – action)
b. 3rd Quarter Budget Amendments (enc – action)
c. 2026 Draft Budget Review (enc)

DIRECTOR'S REPORT

PUBLIC, STAFF, AND BOARD MEMBER COMMENTS

ADJOURNMENT

CAPITAL AREA DISTRICT LIBRARIES
BOARD MEETING
September 24, 2025

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

Members Absent:

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

Others Present:

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

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

COMMUNICATIONS
Notice regarding a public hearing for the Village of Webberville was shared with the Board. The public hearing is related to a request for tax exemption for industrial facilities. Executive Director Jenny Marr said she would reach out to determine whether this would have an impact on CADL.

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

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

PUBLIC COMMENTS ON AGENDA ITEMS
There were no public comments on agenda items.

CONSENT AGENDA
a. Approval of Minutes August 20, 2025
b. Approval of Closed Session Minutes August 20, 2025

c. Disbursements for August 2025

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

CHAIRPERSON'S COMMENTS

Board Chair Brian Baer thanked everyone involved in the success of the One Grand Read author event, noting the positive collaboration observed between partnering organizations to put on such a smooth event.

The Board Chair also expressed appreciation to Okemos staff for setting up to host the Board meeting and noted his intention to have meetings at branch locations once or twice a year moving forward.

NEW BUSINESS

General

a. McConnell Award Committee Appointment
The McConnell Awards were established by the CADL Board in1998 in honor of Dr. L. Robert McConell 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 appointed Sandy Drake, Ashley Smith, and Mark Stewart to serve as the 2025 McConnell Award 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 appointed Debora Bloomquist, Quinn O'Donnell, and Julie Vandenboom to the Executive Director Evaluation 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.

This item was approved by consent.

d. HUM 110 Worker's Compensation
Language in the policy was amended to account for changes to names of health systems and clarify flexibility regarding timeline for acquiring necessary forms.

Quinn O'Donnell made a motion to approve the changes to HUM 110. Mark Stewart seconded the motion. The motion carried.

e. Legislative Update
IMLS funding has been added to the budget at the federal level with hopes that it will pass. At the state level, efforts are being made to ensure line items are included in the budget to receive federal funding should it be approved.

MeLCat is looking for ways to mitigate impacts from a potential government shut down.

The State Aid Survey opens on October 1.

The FCC has a meeting coming up regarding The Schools, Health & Libraries Broadband (SHLB) Coalition. CADL negotiated directly with our vendor to mitigate issues that would result in the discontinuation of E-rate funding.

f. Community Contacts
Sandy Drake attended Friends of the Library meetings at Leslie, Dansville, and Haslett, and she helped the Friends group hand out free books to kids at the Leslie Fall Festival.

Debora Bloomquist and Quinn O'Donnell attended the Ingham County Board of Commissioners meeting on September 23 where Executive Director Jenny Marr presented the CADL Annual Report and Strategic Plan.

A number of Board members also attended the One Grand Read author event with Christian Cooper. Among those in attendance were Brian Baer, Debora Bloomquist, Sandy Drake, and Quinn O'Donnell.

Finance

a. August 2025 Financial Report
There were no changes to the August 2025 Financial Report presented at the Committee of the Whole meeting on September 17, 2025.

This item was approved by consent.

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.

This item was approved by consent.

c. <u>CLIR Grant Recommendation</u>

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.

This item was approved by consent.

DIRECTOR'S REPORT

- Board members were reminded to take a look at the renovated space at Okemos and invited to tour the new building following the meeting.
- The community partnership resulting in the One Grand Read event with author Christian Cooper went well, with 550 in attendance and over 200 books being sold.
- MMLC and TLN have both filed their paperwork with the Library of Michigan, and all steps for compliance in transferring cooperatives have been completed. CADL is already receiving excellent service from TLN with their provision of welcome bags for CADL staff and discounts on services CADL was looking for.
- Operations staff are becoming acquainted with the new building at 2175 University Park Drive and assessing the updates that need to be made prior to moving in.
- Local History Librarian Heidi Butler was appointed as the Central Region Representative for the Michigan Digital Preservation Network, the statewide member network focused on preserving cultural, collective, institutional content that was created in a digital medium.
- A representative for the nationwide SHLB coalition was at a conference in Michigan, and Technology Director Sheryl Knox took him on a tour of the Leslie branch. The visit was highlighted in their nationwide newsletter and CADL Leslie is now being used as an example for their work at the national level.
- Almost 50 CADL staff members got their flu and/or covid vaccinations at the annual clinic made available to staff. This year the vaccinations were provided at two locations: Downtown and Okemos.
- Executive Director Jenny Marr presented CADL's Annual Report and Strategic Plan to the Ingham County Board of Commissioners on September 23.
- There are a number of upcoming community engagement events taking place across CADL including an author visit with Edward "Carlos" Fuentes and programming around the Edmund Fitzgerald investigation.
- The September-October programming guide is available online with information on a lot of fall-themed programming system-wide. The CADL website now includes an archive of past program guide for reference.
- Administrative Assistant Janet Elliott has accepted a new position at another organization, and her last day at CADL will be October 10.

PUBLIC, STAFF, AND BOARD MEMBER COMMENTS

Administrative Assistant Janet Elliott expressed her appreciation for the Board and noted how much she enjoyed working with them during her time at CADL.

Board members expressed appreciation for Janet's kindness, professionalism, and attention to detail and noted that she will be greatly missed.

ADJOURNMENT

Debora Bloomquist made a motion to adjourn the meeting. Quinn O'Donnell seconded the motion. The motion carried. The meeting adjourned at 5:59 pm.

10/07/2025 CHECK REGISTER FOR CAPITAL AREA DISTRICT LIBRARIES
CHECK DATE 09/01/2025 - 09/30/2025

Check Date	Check	Vendor Name	Description	Amount
Bank MAIN MAIN CASH				
Check Type: EFT Transfer MAIN				
09/04/2025	3425(E)	ACRISURE/44 NORTH	MEDICAL CLAIMS	988.72
09/04/2025	3426(E)	AMAZON	AMAZON	5,366.80
09/04/2025	3427(E)	BOLING JANITORIAL SERVICE I	8/2025 JANITORIAL SVC	15,101.98
09/04/2025	3428(E)	CFCOOPER CORP.	ONE GRAND READ AUTHOR VISIT 9/20/25	8,500.00
09/04/2025	3429(E)	CONSUMERS ENERGY	4321 4 7/15-8/12/25	297.83
09/04/2025	3430-42(E)	INGRAM LIBRARY SERVICES	BOOKS	14,746.05
09/04/2025	3443(E)	JENNY MARR	CONFERENCE MILEAGE 5/22-6/13/25	568.40
09/04/2025	3444(E)	LAGARDA SECURITY	SECURITY SVCS W/E 8/17/25	3,066.44
09/04/2025	3445(E)	LIZABETH DESMET	SUMMER 2025 MUSIC CLASSES AT SL/DL	390.00
09/04/2025	3446(E)	MIDWEST COMMUNICATIONS	8/2025 PEOPLE BASED ADVERTISING	3,541.33
09/04/2025	3447(E)	MIDWEST TAPE	DVD, AUDIOBOOKS	2,847.24
09/04/2025	3448(E)	MIDWEST TAPE	DVD	92.69
09/04/2025	3449(E)	MIDWEST TAPE	music	386.54
09/04/2025	3450(E)	OVERDRIVE INC	CONTENT PURCHASE	30,000.00
09/04/2025	3451(E)	PHARMACY DATA MANAGEMEN	PRESCRIPTION CLAIMS 8/16-8/31/25	11,267.89
09/04/2025	3452(E)	RAMP BUSINESS CORPORATIO	RFID TAGS	4,457.50
09/04/2025	3453(E)	STAPLES ADVANTAGE	OFFICE SUPPLIES	1,656.84
09/04/2025	3454(E)	CONSUMERS ENERGY	4321 1 7/15-8/12/25	618.29
09/04/2025	3455(E)	CONSUMERS ENERGY	4321 3 7/15-8/12/25	389.43
09/04/2025	3456(E)	CONSUMERS ENERGY	201 7/15-8/12/25	439.79
09/12/2025	3457(E)	ACRISURE/44 NORTH	MEDICAL CLAIMS	1,364.46
09/12/2025	3458(E)	ALERUS FINANCIAL	8/2025 RETIREMENT CONTRIBUTIONS	31,449.05
09/12/2025	3459(E)	ANDERSON, LINDSAY	SPRAY PAINT, SNACKS, PIZZA	68.73
09/12/2025	3460(E)	BOARD OF WATER & LIGHT	3500 108 7/7-8/8/25	1,484.75
09/12/2025	3461(E)	CONSUMERS ENERGY	4321 2 7/13-8/12/25	748.61
09/12/2025	3462(E)	DELTA DENTAL PLAN OF MICHI	9/2025 DENTAL PREMIUMS	217.62
09/12/2025	3463-73(E)	INGRAM LIBRARY SERVICES	BOOKS	14,475.07
09/12/2025	3474(E)	KANOPY INC	8/2025 PLAY CREDITS	3,087.20
09/12/2025	3475(E)	LAGARDA SECURITY	SECURITY SVCS W/E 8/24/25	2,746.25
09/12/2025	3476(E)	LIBRARY DESIGN ASSOCIATES	20250617 LDA ST RENO SEATING	6,213.00
09/12/2025	3477(E)	MCBRIDE, BRIDIE	SRC PRIZES - CADL T-SHIRT - DUIT TUIT	79.14
09/12/2025	3478(E)	MERS	8/2025 RETIREMENT CONTRIBUTIONS	119,440.28
09/12/2025	3479(E)	MIDWEST TAPE	DVD, AUDIOBOOKS, MUSIC	3,953.87
09/12/2025	3480(E)	MISSION SQUARE	8/2025 RETIREMENT CONTRIBUTIONS	4,905.36
09/12/2025	3481(E)	OJIEH, CHANELLE	TRAVEL EXPENSES-DIGIPALOOZA CONF-AUG 25	49.00
09/12/2025	3482(E)	ROBERT CHARTRAND	PROGRAM SUPPLIES	284.12
09/12/2025	3483(E)	STAPLES ADVANTAGE	OFFICE SUPPLIES	1,227.19
09/12/2025	3484(E)	TASC	BENEFITS FUNDING	445.87
09/12/2025	3485(E)	UNIQUE	8/2025 CHAT SVC, PLACEMENTS	1,374.55
09/19/2025	3486-90(E)	RAMP BUSINESS CORPORATIO	*SEE NEXT PAGE	21,944.58
09/19/2025	3491(E)	TASC	BENEFITS FUNDING	213.39
09/19/2025	3492(E)	ACRISURE CYBER SERVICES, L	9/2025 TEAMS PHONE AND PROOFPOINT	2,335.00
09/19/2025	3493(E)	ACRISURE/44 NORTH	9/2025 BUNDLE FEE, MEDICAL CLAIMS	2,452.32
09/19/2025	3494(E)	ALBERT ABBOTT	7/2024 CELLPHN & OVERPYMNT REIMBURSEMENT	50.61
09/19/2025	3495(E)	ANDERSON, LINDSAY	MILEAGE 9/11/25	24.78
09/19/2025	3496(E)	BS&A SOFTWARE, INC.	8/2025 CC FEES	263.62
09/19/2025	3497(E)	CHRISTIE NIKOLOFF	MILEAGE 7/1-8/28/25	27.16
09/19/2025	3498(E)	CONSUMERS ENERGY	115 7/22-8/19/25	18.00
09/19/2025	3499-509(E)	INGRAM LIBRARY SERVICES	BOOKS	10,046.05
09/19/2025	3510(E)	LAGARDA SECURITY	SECURITY SVCS W/E 9/7/25	2,413.74
09/19/2025	3511(E)	LAUREN CLARKE	MILEAGE 8/19/25	8.26
09/19/2025	3512(E)	MICHIGAN FLEET FUELING SOL	8/16-8/31 VEHICLE FUEL	733.32
09/19/2025	3513(E)	MIDWEST TAPE	8/2025 DIGITAL CONTENT, DVD, AUDIOBOOKS, MUSIC	47,046.60
09/19/2025	3514(E)	OVERDRIVE INC	CONTENT PURCHASE	30,000.00
09/19/2025	3515(E)	PHARMACY DATA MANAGEMEN	PRESCRIPTION CLAIMS 9/1-9/15/25	11,020.35
09/19/2025	3516(E)	ROBERT CHARTRAND	PROGRAM SUPPLIES, CANOPY WEIGHTS	69.91
09/19/2025	3517(E)	STAPLES ADVANTAGE	OFFICE SUPPLIES	714.23
09/19/2025	3518(E)	TASC	BENEFITS FUNDING	256.95

09/19/2025	3519(E)	VISION SERVICE PLAN	9/2025 VISION PREMIUM	868.03	
09/19/2025	3520(E)	BOARD OF WATER & LIGHT	401 7/5-8/11/25	1,269.32	
09/19/2025	3521(E)	BOARD OF WATER & LIGHT	123 7/8-8/8/25	13,454.75	
09/19/2025	3522(E)	BOARD OF WATER & LIGHT	427 1FL 7/8-8/9/25	73.20	
09/19/2025	3523(E)	BOARD OF WATER & LIGHT	3500 1/2 7/8-8/7/25	157.99	
09/19/2025	3524(E)	CONSUMERS ENERGY	1379 7/1-8/14/25	186.28	
09/19/2025	3525(E)	CONSUMERS ENERGY	401 7/16-8/13/25	18.00	
09/19/2025	3526(E)	CONSUMERS ENERGY	427 7/16-8/13/25	18.00	
09/19/2025	3527(E)	CONSUMERS ENERGY	145 7/16-8/14/25	1,249.45	
09/19/2025	3528(E)	CONSUMERS ENERGY	3500 107B 7/16-8/14/25	18.00	
09/19/2025	3529(E)	CONSUMERS ENERGY	126 7/18-8/17/25	447.33	
09/19/2025	3530(E)	CONSUMERS ENERGY	3500 109B 7/17-8/14/25	18.00	
09/19/2025	3531(E)	CONSUMERS ENERGY	3500 109A 7/14-8/14/25	18.00	
09/19/2025	3532(E)	T-MOBILE	7/21-8/20/25 HOTSPOTS	10,887.68	
09/25/2025	3533(E)	ABRAHAM WASHINGTON LLC	10/2025 PARKING	4,520.00	
09/25/2025	3534(E)	ACRISURE/44 NORTH	10/2025 METLIFE, MEDICAL CLAIMS	7,092.02	
09/25/2025	3535(E)	ADOBE SYSTEMS INCORPORAT	ADOBE CREATIVE CLOUD RENEWAL 9/25-9/26	2,519.28	
09/25/2025	3536(E)	ANNELISE GORDON	PIZZA FOR CHESS TOURNAMENT	100.19	
09/25/2025	3537-38(E)	BAKER & TAYLOR BOOKS	BOOKS	3,688.32	
09/25/2025	3539(E)	CDW GOVERNMENT INC	WM NEW COMPUTER MODULE	1,986.77	
09/25/2025	3540(E)	DELTA NETWORK SERVICES LL	DATA CENTER CORE SWITCH - E-RATE 2025	3,600.00	
09/25/2025	3541-48(E)	INGRAM LIBRARY SERVICES	BOOKS	7,910.77	
09/25/2025	3549(E)	JACALYN MCDONALD	MILEAGE 7/22-9/16/25	10.50	
09/25/2025	3550(E)	JAY HULL	POETS & COFFEE,LITTLE CEASAR'S - BOOK CLUB	35.37	
09/25/2025	3551(E)	JEFF ANTAYA	STRETCH CANVAS 8X10 PDQ	45.00	
09/25/2025	3552(E)	JOLEE HAMLIN	MILEAGE 4/21-8/7/25	484.68	
09/25/2025	3553(E)	LAGARDA SECURITY	SECURITY SVCS W/E 8/31/25	2,475.32	
09/25/2025	3554(E)	MARISELA GARZA	MEALS AND TOLL RD FEES-DIGIPALOOZA CONF	16.32	
09/25/2025	3555(E)	MICHIGAN FLEET FUELING SOL	VEHICLE FUEL 9/1-9/15/25	774.40	
09/25/2025	3556(E)	MIDWEST TAPE	DVD	257.19	
09/25/2025	3557(E)	PHYSICIANS HEALTH PLAN	10/2025 HEALTH PREMIUM	48,497.47	
09/25/2025	3558(E)	PROQUEST LLC	2026 LSJ MICROFILM	525.00	
09/25/2025	3559(E)	STAPLES ADVANTAGE	OFFICE SUPPLIES	2,394.61	
09/25/2025	3560(E)	SUSEELA EYAL	MILEAGE 7/28-9/5/25	39.06	
09/25/2025	3561(E)	TASC	BENEFITS FUNDING	893.85	
09/25/2025	3562(E)	AT&T	4 PHONEBOOKS 9/2025	24.00	
09/25/2025	3563(E)	GRANGER CONTAINER SERVIC	9/2025 TRASH SVC	12.94	
09/25/2025	3564(E)	GRANGER CONTAINER SERVIC	9/2025 TRASH SVC	150.41	
09/25/2025	3565(E)	GRANGER CONTAINER SERVIC	9/2025 TRASH SVC	285.62	
09/25/2025	3566(E)	GRANGER CONTAINER SERVIC	9/2025 TRASH SVC	108.33	
09/25/2025	3567(E)	GRANGER CONTAINER SERVIC	9/2025 RECYCLING	91.00	
09/30/2025	3568(E)	AMAZON	AMAZON INVOICES	7,626.18	
09/30/2025	3569(E)	DELTA DENTAL PLAN OF MICHI	8/2025 DENTAL CLAIMS	4,631.53	
09/30/2025	3570(E)	DTE ENERGY	117 8/6-9/4/25	427.24	
09/30/2025	3604(E)	TASC	BENEFITS FUNDING	20.00	
Total EFT Transfer:				557,904.15	

Check Type: Paper Check MAIN

09/11/2025	57164	INGHAM COUNTY DRAIN COMM	2175 UNIVERSITY PAYOFF SMITH DRAIN SP ASSESS	2,473.55	
09/11/2025	57165	INTERNAL REVENUE SERVICE	38-3358109, 6/30/25, FORM #720	142.50	
09/11/2025	57166	MIDEASTERN MICHIGAN LIBRA	STATE AID SETTLEMENT	31,600.55	
09/19/2025	57167	A & L LOCKSMITH, LLC	LOH DOOR KEYS, MASON SPARE KEYS	58.45	
09/19/2025	57168	ALPINE CROSSING FAMILY FAR	FALL FESTIVAL AT FO 9-27-25	135.00	
09/19/2025	57169	AURELIUS TOWNSHIP	7/2025-9/2025 UTILITIES/CUSTODIAL	2,378.60	
09/19/2025	57170	BAY COUNTY LIBRARY SYSTEM	LOST BOOK	18.99	
09/19/2025	57171	BLACKSTONE PUBLISHING INC	AUDIOBOOKS	279.90	
09/19/2025	57172	BRODART CO.	BOOKS	271.67	
09/19/2025	57173	CENTRAL BUSINESS SYSTEMS	PRINT COLLECTIONS/COPIES OK, SL, HO	1,011.83	
09/19/2025	57174	CENTRAL SECURITY ALARM IN	FIRE MONITORING 10/2025-12/2025	269.70	
09/19/2025	57175	COLE, RODNEY	RODNEY COLE AT WE 9-18-25	200.00	
09/19/2025	57176	DOWLING PUBLIC LIBRARY	ONE FOR THE RECORD	21.95	
09/19/2025	57177	DUIT TUIT CONN	LANSING SHIRT	16.00	V
09/19/2025	57178	EATON RAPIDS PUBLIC LIBRAR	THE ORCHID THIEF	18.00	
09/19/2025	57179	EILX	SUMMER READING ADS 8/2025	140.00	
09/19/2025	57180	HASLETT PUBLIC SCHOOLS	UTILITIES/CLEANING 7/2025-9/2025	8,818.62	

09/19/2025	57181	HOME DEPOT CREDIT SERVICE	JIGSAW BLADE, CARPET CLEANER, LOH BLD SUPPLIES	320.41	
09/19/2025	57182	INGHAM COUNTY TREASURER	BOARD REVIEW TAXABLE CHANGES	9,698.86	
09/19/2025	57183	JAMES MACLEAN	DRIVER'S LICENSE RENEWAL	35.00	
09/19/2025	57184	LANSING COMMUNITY COLLEG	LOST BOOK	90.00	
09/19/2025	57185	MACDONALD BROADCASTING	6/2023 WHZZ SRP ADS	95.00	
09/19/2025	57186	MARK BUZZITTA	MILEAGE 8/5-8/27/25	123.26	
09/19/2025	57187	MICHAEL V FORNES	EDMUND FITZGERARD THE STORIES THE SONG AT OK 1	400.00	
09/19/2025	57188	MICHIGAN LIBRARY ASSOCIATI	2025 MLA CONFERENCE REGISTRATION AND MEMBERS	10,880.00	
09/19/2025	57189	MICHIGAN MUNICIPAL LEAGUE	MEMBERSHIP FEE 7/1-6/30/26	225.00	
09/19/2025	57190	MICHIGAN MUNICIPAL RISK MA	AMENDMENT #1 2175 UNIVERSITY	2,448.00	
09/19/2025	57191	MILAN PUBLIC LIBRARY	LOST BOOKS	44.00	
09/19/2025	57192	MIXTER, RICHARD	EDMUND FITZGERARD PGM AT LE, AU AND SL - OCT 202	900.00	
09/19/2025	57193	MURPHY & SPAGNUOLO PC	8/2025 LEGAL SVCS	3,479.00	
09/19/2025	57194	OAKLAND UNIVERSITY	THE RATIONALIZING VOTER	90.00	
09/19/2025	57195	POTTER PARK ZOOLOGICAL SC	ZEVENT- COMMUNITY PARTNER FEE	80.00	
09/19/2025	57196	RAUCHHOLZ MEMORIAL LIBRAI	A BLACK AND WHITE NIGHT LIVE 38621000234475	15.00	
09/19/2025	57197	RICOH USA INC	B/W & COLOR COPIES 3RD FLR	123.89	
09/19/2025	57198	SANDHYA SREE ATHMAKURI	NAATYA DANCE & STORYTELLING	150.00	
09/19/2025	57199	SAVAGE, ANITA	MILEAGE 6/26-7/22/25	26.67	
09/19/2025	57200	SOUTH LANSING KIWANIS	DUES 10/1/25-9/30/26	180.00	
09/19/2025	57201	TRUE LEAF MARKET	SEE PACKETS	301.52	V
09/19/2025	57202	UAW LOCAL 2256	8/2025 UNION DUES	5,059.13	
09/19/2025	57203	VICKSBURG DISTRICT LIBRARY	LOST DVD	10.00	
09/19/2025	57204	WILX	8/2025 ADS	1,200.00	
09/19/2025	57205	WLAJ	8/2025 ADS	100.00	
09/19/2025	57206	WLNS	8/2025 ADS	600.00	
Total Paper Check:				84,530.05	

MAIN TOTALS:	
Total of 190 Checks:	642,434.20
Less 46 Void Checks:	317.52
Total of 144 Disbursements:	642,116.68

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	Independence Day Observed
Saturday, July 4, 2026	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	Thanksgiving
Friday, November 27, 2026	Day after Thanksgiving
Thursday, December 24, 2026	Christmas Eve
Friday, December 25, 2026	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

November 18, 2026 - Regular Board Meeting

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

CAPITAL AREA DISTRICT LIBRARIES
HUM 104 Equal Employment
OCTOBER ~~18~~ 22~~,~~ ~~2023~~ 2025

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~~ **AN ANNUAL BASIS AS PART OF THEIR EVALUATION REPORT PER HUM 202** 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.

BALANCE SHEET REPORT FOR CAPITAL AREA DISTRICT LIBRARIES

Balance As Of 09/30/2025

GL Number/Description	YTD Balance 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	17,451,717.70
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	460,139.69
Total Assets	17,911,857.39
*** Liabilities ***	
Account Type: Accounts Payable	
ACCOUNTS PAYABLE	408,571.95
ACCRUED SALARIES	2,397.48
Accounts Payable	410,969.43
Account Type: Liabilities-ST	
DEFERRED REVENUE	1,120.83
Liabilities-ST	1,120.83
Total Liabilities	412,090.26
*** 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	14,018,152.82

Total Fund Equity	14,018,152.82
Total Fund 101 GENERAL FUND:	
TOTAL ASSETS	17,911,857.39
BEG. FUND BALANCE	14,018,152.82
+ NET OF REVENUES & EXPENDITURES	0.00
= ENDING FUND BALANCE	14,018,152.82
+ LIABILITIES	412,090.26
= 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	% Bdgt 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	3,850.00	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

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					
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	
Revenue					
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	231300	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	
Expenditures					
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	2,469,298

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	164,390		(100.00)
628	Universal Service Fund Income	8,000			(100.00)
632	Lost and Paid Books	30,000	29,210	30,000	
665	Interest Income	380,000	535,950	400,000	5.26
667	RENT INCOME		8,770	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	42,000	43,880	43,550	3.69
631	Non Resident Fees	26,000	24,850	20,000	(23.08)
LIBRARY FEES		68,000	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/Restr	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 Reserve	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	118,280	163,090	3.73
850	Telephone	22,260	17,240	22,410	0.67
864	Vehicle Maintenance - Deliver	10,000	5,540	10,000	
922	Steam and Gas	110,300	74,150	116,500	5.62
923	Electricity	208,600	141,420	219,600	5.27
924	Water and Sewer	27,700	14,490	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	10,000	950	7,000	(30.00)
809	Audit	22,000	21,100	28,000	27.27
GOVERNANCE		83,250	41,810	86,250	3.60
STAFF DEVELOPMENT					
810	Staff Training	39,250	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	436,390	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		15,670,900	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:		(87,500)	3,419,930	0	