

**CAPITAL AREA DISTRICT LIBRARIES
BOARD MEETING**

5:30 PM, WEDNESDAY, NOVEMBER 19, 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 October 22, 2025](#) (enc – action)
- b. [Disbursements for October 2025](#) (enc – action)

CHAIRPERSON'S COMMENTS

NEW BUSINESS

General

- a. [HUM 221 Non-Union Administrative Employee Policy Manual](#) (enc – action)
- b. Legislative Update
- c. Community Contacts

Finance

- a. [October 2025 Financial Report](#) (enc – action)
- b. [CADL 2026 Budget](#) (enc - action)
- c. [RFP Local History Center Shelving](#) (enc - action)
- d. [NHPRC Grant Application](#) (enc – action)
- e. [City of Lansing HRCS Contract](#) (enc – action)

DIRECTOR'S REPORT

PUBLIC, STAFF, AND BOARD MEMBER COMMENTS

ADJOURNMENT

**CAPITAL AREA DISTRICT LIBRARIES
BOARD MEETING
October 22, 2025**

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

Members Absent: Brian Baer

Staff Present: Jeff Antaya, Jolee Hamlin, Julie Laxton, Jenny Marr, Miriam Mattison, Victoria Meadows, Michael Moore

Others Present: 2 members of the public noted

CALL TO ORDER

The Vice-Chairperson called the meeting to order at 5:30 p.m.

ROLL CALL

Baer – Absent with notice
Bloomquist – Present
Drake – Present
O'Donnell – Present
Smith – Present
Stewart – Present
Vandenberg – Present

COMMUNICATIONS

None

APPROVAL OF AGENDA

Julie Vandenberg motioned to approve Brian Baer's absence. Mark Stewart seconded the motion. Motion carried.

Ashley Smith made a motion to move General items b, c, & d and Finance items a & b to the Consent Agenda. Debora Bloomquist seconded the motion. The motion carried.

Mark Stewart made a motion to approve the Agenda as amended. Ashley Smith 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 September 24, 2025
- b. Disbursements for September 2025

Ashley Smith made a motion to approve the Consent Agenda. Debora Bloomquist seconded the motion. The motion carried.

CHAIRPERSON'S COMMENTS

None

PRESENTATION

a. Strategic Plan Implementation – Jenny Marr

Marr gave an overview of the implementation and measurement plans developed thus far for the Strategic Plan.

NEW BUSINESS

General

a. Dr. L. Robert McConnell Staff Award Selection

Recommendation: Award the 2025 Dr. L. Robert McConnell Staff Award for Customer Service to John Takis, Library Assistant at the Mason Library, and the Award for Innovation to Sophie Steiner, Systems Administrator.

Background: Each year, the Capital Area District Libraries' Board recognizes staff members who have demonstrated an exceptional ability to provide customer service or who have developed an innovative approach to improving library services or operations. Customer service includes both public service to patrons and support services to staff. Recipients receive a recognition certificate and a monetary award of \$500 each.

Other Customer Service nominees included:

- Betty Juntunen – Library Assistant at the Webberville Library
- Charlie Woodside, Library Assistant at the Lansing Libraries/Downtown Lansing
- Courtney Tang – Digital Literacy Specialist
- Denelle Hobbs- Community Outreach Clerk
- DiAnne Warfield, Library Assistant at the Holt Library
- Joye Judy -Library Assistant at the Leslie Branch
- Kat Van Halst, Public Service Librarian at the Holt Library
- Meccah Martin – Library Assistant at the Lansing Libraries – South Lansing Branch
- Melissa Crain, Public Service Librarian at the Williamston Library
- Michele Mudar- Library Clerk at the Meridian Libraries – Okemos Branch
- Quinn Harrison – Library Assistant at the Lansing Libraries – South Lansing Branch
- Sai Krishnamurthi- Head of Circulation at the Okemos Library
- Samantha Johns – Library Clerk at the Lansing Libraries- Downtown Branch
- Sandra Centeno – Library Clerk at the Lansing Libraries – South Lansing Branch
- Saturn Kardell-Moon-Library Assistant at the Lansing Libraries – Downtown and South Lansing Branches
- Shuyler Clark – Library Clerk at the Aurelius Library

- Sarah Shevrovich - Library Clerk at the Lansing Libraries – Downtown and South Lansing Branches

Other Innovation nominees included:

- Andrew Mattes- Library Assistant at the Lansing Libraries – Downtown Branch
- Anita Savage – Public Service Librarian at the Lansing Libraries – Downtown Branch
- Bridie McBride, Public Service Librarian at the Meridian Libraries/Haslett Branch
- Cassie Veselovsky, Head of Public Service at the Lansing Libraries/Foster Branch
- Jay Hull- Public Services Librarian at the Meridian Libraries- Okemos Branch
- Kate Newcombe – Youth Services Specialist
- Ren Newman – Library Assistant at the Lansing Libraries- Downtown Branch
- Sachiko Robison, Library Clerk at the Holt Library
- Sarah Lehman, Library Assistant at the Aurelius Library

Board discussed quality of candidates and interest in repeat nominees.

Sandy Drake made a motion to approve the recommended McConnell award recipients. Ashley Smith seconded the motion. The motion carried.

b) 2026 CADL Days Closed

An overview was given of the designated holidays/closures for 2026.

This item was approved by consent.

c) 2026 Board Meeting Dates

An overview of the proposed 2026 Board Meeting dates was given.

This item was approved by consent.

d) HUM 104 Equal Employment Opportunity

There was a proposed change to the policy which changes the reporting frequency to the board from quarterly to annual.

This item was approved by consent.

e) Legislative Update

FY26 Michigan Budget Update from the Library of Michigan

Thanks to the hard work of the library community, the Library of Michigan staff, MDE legislative liaisons and leadership, and MLA and their lobbyist, the Library of Michigan and Michigan libraries appear to have fared well overall in the FY25/26 budget. The budget is in the process of being sent to the Governor for signing.

Highlights include:

- Amidst cuts elsewhere in the state's budget, State Aid to public libraries remained flat
- LSTA (IMLS) allotted funding was approved for expenditure
- Library of Michigan did not lose any positions
- Funding for MeL increased around 100K
- The budget includes a one-time additional 900K for MeL

Reductions include:

- Renaissance Zone Reimbursements were reduced by around 370K
- Funding for the Michigan Poet Laureate program was eliminated
- Library of Michigan General Fund Operations were reduced by 50K

f) Community Contacts

Sandy Drake attended Friends of the Library meetings at Haslett, Webberville, Okemos, and Mason. She also visited: two Edmund Fitzgerald events, Leslie event, the speaker had done dives, Okemos event speaker talked about Edmund Fitzgerald and Gordon Lightfoot and song (he also played songs), Okemos author visit, and visited Stockbridge to review ribbon lightening. Debora Bloomquist also attended the Okemos Edmund Fitzgerald event.

Finance

a. September 2025 Financial Report

There were no changes to the September 2025 Financial Report presented at the Committee of the Whole meeting on October 15, 2025.

This item was approved by consent.

b. 3rd Quarter Budget Amendments

There were no changes to the 3rd Quarter Budget Amendments presented at the Committee of the Whole meeting on October 15, 2025.

This item was approved by consent.

c. 2026 Draft Budget Review

No questions from the board. The public hearing for the budget is scheduled for November 12, 2025 at 5:30 pm.

No action required.

DIRECTOR'S REPORT

- CADL Con 2025 will be held in-person on Tuesday, November 11 at CADL Downtown!

General Information

In-person full day will run 8:30 am-4:30 pm

Morning Refreshments will include coffee, cider, donuts, fruit, and string cheese.

Lunch will be a box lunch from Panera Bread with a sandwich or salad, chips and cookie.

Afternoon Snacks will also be provided.

Timeline

8-8:30am	Check in
8:45-9:30am	Jenny/Strategic Plan/ library trends/ CADL support
9:30-10:45am	Exhibit Hall
11am-12pm	Awards
12:15-1pm	Lunch
1-2pm	Birds of a Feather
2-3pm	Meet Your Peers
3-4:30pm	Rapid Book Talk, Trivia, Fun
All day	Quiet space/passive programming

Schedule Overview

Opening remarks will be on the 1st floor Downtown followed by Table Talks/Exhibit Hall.

Awards presentation and remarks from Dr. McConnell will be from 11 am -12 pm followed by lunch.

After lunch there will be opportunities to discuss various topics with fellow staff members.

The last hour or so will be fun activities including trivia.

- MLA Conference is next week October 29-31. Marr gave an overview of some of the schedule and staff presentations.
- Downtown Library: the hot water heater has retired. It lasted 17 years (2 years past standard). The replacement cost is \$3700. There is approximately a 2-week lead time, so hopefully we will have it installed by the end of October/early November.
- The new building at 2175 University Park Drive is being officially named the Local History Center. Work continues on some repairs to flooring and other minor improvements. The big project is sourcing shelving and planning the layout.
- Stockbridge – Save the date for Wednesday, December 3rd for a ribbon cutting for the renovation. Plans are in progress so stay tuned for more details. It'll be in the evening and we'll have activities planned to coincide.
- CADL has a lot of fall/seasonal programming scheduled, including crafts, take & makes, events:
- Webberville Boofest Thu Oct 23 2025 at 06:00 pm to 07:30 pm. The Webberville District Boosters will have trunk or treating and games, the Webberville Lions Club will be cooking up hotdogs and crafts from the Village Crafters. At 7pm, don't miss the library's annual costume contest presided over by Webberville's Citizen of the Year, Josh Depue! Awards will be handed out to Best Overall, Best Animal, Best TV/Media Character and "Out of the Box" for most creative. In case of nice weather, Boofest will be held outside the library. In case of rain, cold or both, Boofest will be held at the school.

- Cart-or-Treat & Pumpkin Decorating Show off your Halloween costume, decorate a small Styrofoam pumpkin, and trick-or-treat from our decorated book carts! CADL Haslett Sun, Oct. 26, 2:30-4 p.m.
- Little Boo Bash Calling all boos and ghouls! Float over to the library for a not-too scary Halloween party with spooktacular stories, activities, and games. Costumes encouraged! CADL Williamston Thu, Oct 30, 10:30-11:15 a.m.

PUBLIC, STAFF, AND BOARD MEMBER COMMENTS

Public comment. Eliza Rice expressed concerns regarding use of the facility. Asked questions about security at the libraries and Downtown Lansing Library. She was referred to Executive Director Marr to speak after the meeting.

Mark Stewart reported that he has been called for jury duty for the week of November 10.

ADJOURNMENT

Ashley Smith made a motion to adjourn the meeting. Debora Bloomquist seconded the motion. The motion carried. The meeting adjourned at 6:05 pm.

CHECK REGISTER FOR CAPITAL AREA DISTRICT LIBRARIES
CHECK DATE 10/01/2025 - 10/31/2025

Check Date	Check	Vendor Name	Description	Amount
Bank MAIN MAIN CASH				
Check Type: EFT Transfer MAIN				
10/03/2025	3571(E)	ACRISURE/44 NORTH	MEDICAL CLAIMS	1,245.16
10/03/2025	3572(E)	ALLEGRA MARKETING PRINT M	YOUR CARD BROCHURE,OGR,DIGITAL SVC	5,298.20
10/03/2025	3573(E)	ANDERSON, LINDSAY	STAFF MEETING SNACKS	11.97
10/03/2025	3574(E)	BOYNTON FIRE SAFETY SERV	FIRE EXT INSPECT & RECHARGE DA	486.00
10/03/2025	3575(E)	CONSUMERS ENERGY	2175 170 9/5-9/8/25	5.70
10/03/2025	3576(E)	CYBERFORCE Q LLC	FIREWALL REFRESH PER CYBERSECURIT	60,537.50
10/03/2025	3577-89(E)	INGRAM LIBRARY SERVICES	BOOKS	13,276.01
10/03/2025	3590(E)	IVERSON, NINA	PROGRAM EXPENSE REIMBURSEMENT	27.03
10/03/2025	3591(E)	LAGARDA SECURITY	SECURITY SVCS W/E 9/14/25	3,047.96
10/03/2025	3592(E)	MCBRIDE, BRIDIE	FOOD FOR PROGRAMS	38.60
10/03/2025	3593(E)	MICHAEL MOORE	MILEAGE 7/17-9/30/25	484.89
10/03/2025	3594(E)	MICHIGAN FLEET FUELING SOL	VEHICLE FUEL 9/16-9/30	678.71
10/03/2025	3595(E)	MIDWEST COMMUNICATIONS	9/2025 ADVERTISING	3,541.00
10/03/2025	3596(E)	MIDWEST TAPE	DVD,MUSIC,AUDIOBOOKS	4,543.95
10/03/2025	3597(E)	OCLC INC	CAPIRA MOBILE APP RENEWAL 2025-26	4,859.11
10/03/2025	3598(E)	STAPLES ADVANTAGE	OFFICE SUPPLIES	1,323.07
10/03/2025	3599(E)	CONSUMERS ENERGY	2175 140 9/5-9/8/25	7.51
10/03/2025	3600(E)	CONSUMERS ENERGY	2175 160 9/5-9/8/25	4.51
10/03/2025	3601(E)	CONSUMERS ENERGY	2175 180 9/5-9/8/25	4.30
10/03/2025	3602(E)	CONSUMERS ENERGY	2175 130 9/5-9/8/25	7.70
10/03/2025	3603(E)	CONSUMERS ENERGY	2175 150 9/5-9/8/25	12.70
10/03/2025	3605(E)	TASC	BENEFITS FUNDING	317.14
10/10/2025	3606(E)	ACRISURE CYBER SERVICES, L	10/2025 TEAMS PHONE AND PROOFPOINT	2,331.75
10/10/2025	3607(E)	ACRISURE/44 NORTH	MEDICAL CLAIMS	1,095.29
10/10/2025	3608(E)	ALERUS FINANCIAL	9/2025 RETIREMENT CONTRIBUTIONS	21,076.38
10/10/2025	3609(E)	BAKER & TAYLOR BOOKS	BOOKS	621.28
10/10/2025	3610(E)	BOARD OF WATER & LIGHT	123 8/9-9/6/25	10,769.68
10/10/2025	3611(E)	BOLING JANITORIAL SERVICE I	9/2025 JANITORIAL SVCS	13,593.75
10/10/2025	3612(E)	BOYNTON FIRE SAFETY SERV	FIRE EXTINGUISHER INPECTION, RECHAR	2,804.00
10/10/2025	3613-14(E)	CENGAGE LEARNING INC/GALE	BOOKS	1,456.94
10/10/2025	3615(E)	CONSUMERS ENERGY	427 8/14-9/11/25	18.00
10/10/2025	3616(E)	CYBERFORCE Q LLC	CF Q GOVSOC,FIREWALL MGMT SERVICES	18,672.00
10/10/2025	3617-27(E)	INGRAM LIBRARY SERVICES	BOOKS	10,301.58
10/10/2025	3628(E)	KANOPY INC	9/2025 PLAY CREDITS	2,761.65
10/10/2025	3629(E)	LAGARDA SECURITY	SECURITY SVCS W/E 9/21/25	3,066.44
10/10/2025	3630(E)	LAUREN CLARKE	MILEAGE 9/11/25	15.96
10/10/2025	3631(E)	MERS	9/2025 RETIREMENT CONTRIBUTIONS	89,684.91
10/10/2025	3632(E)	MIDWEST TAPE	DVD,MUSIC,AUDIOBOOKS	6,187.11
10/10/2025	3633(E)	PHARMACY DATA MANAGEMEN	PRESCRIPTION CLAIMS 9/16-9/30/25	11,660.39
10/10/2025	3634(E)	SPRINGSHARE LLC	SPRINGSHARE PATRON VERIFICATION SEI	585.60
10/10/2025	3635(E)	STAPLES ADVANTAGE	OFFICE SUPPLIES	514.86
10/10/2025	3636(E)	TASC	BENEFITS FUNDING	1,370.35
10/10/2025	3637(E)	UNIQUE	9/2025 CHAT SERVICE,PLACEMENTS	1,513.55
10/10/2025	3638(E)	BOARD OF WATER & LIGHT	401 8/5-9/9/25	989.18
10/10/2025	3639(E)	BOARD OF WATER & LIGHT	427 1FL 8/9-9/9/25	73.06
10/10/2025	3640(E)	BOARD OF WATER & LIGHT	3500 1/2 8/8-9/6/25	157.74
10/10/2025	3641(E)	BOARD OF WATER & LIGHT	3500 108 8/8-9/6/25	1,256.77
10/10/2025	3642(E)	CONSUMERS ENERGY	2175 120 9/5-9/10/25	41.90
10/10/2025	3643(E)	CONSUMERS ENERGY	4321 3 8/13-9/11/25	264.86
10/10/2025	3644(E)	CONSUMERS ENERGY	4321 1 8/13-9/11/25	400.56
10/10/2025	3645(E)	CONSUMERS ENERGY	4321 4 8/13-9/11/25	318.51
10/10/2025	3646(E)	CONSUMERS ENERGY	201 8/13-9/11/25	301.91
10/10/2025	3647(E)	CONSUMERS ENERGY	401 8/14-9/11/25	18.00
10/10/2025	3648(E)	CONSUMERS ENERGY	1379 8/15-9/15/25	156.79
10/10/2025	3649(E)	CONSUMERS ENERGY	145 8/15-9/15/25	929.69
10/10/2025	3650(E)	CONSUMERS ENERGY	3500 107B 8/15-9/15/25	18.00
10/10/2025	3651(E)	CONSUMERS ENERGY	126 8/18-9/16/25	244.28

10/10/2025	3652(E)	CONSUMERS ENERGY	3500 109B 8/15-9/15/25	18.00
10/10/2025	3653(E)	CONSUMERS ENERGY	3500 109A 8/15-9/15/25	18.00
10/17/2025	3654(E)	ACRISURE/44 NORTH	MEDICAL CLAIMS	2,883.79
10/17/2025	3655(E)	AMAZON	AMAZON INVOICES	4,685.22
10/17/2025	3656(E)	BS&A SOFTWARE, INC.	9/2025 CC FEES	347.71
10/17/2025	3657(E)	CANTON PUBLIC LIBRARY	THE OFFICIAL GUIDE TO APA STYLE	35.99
10/17/2025	3658(E)	CONSUMERS ENERGY	115 8/20-9/19/25	18.00
10/17/2025	3659(E)	DELTA DENTAL PLAN OF MICH	10/2025 DENTAL PREMIUM	231.66
10/17/2025	3660(E)	HEATHER GOUPIL	PIZZA TASTE OFF, PUMPKINS	81.58
10/17/2025	3661-70(E)	INGRAM LIBRARY SERVICES	BOOKS	11,552.64
10/17/2025	3671(E)	JANET ELLIOT	MILEAGE 4/29-9/22/25	31.98
10/17/2025	3672(E)	JAY HULL	FOOD FOR PROGRAMS	22.63
10/17/2025	3673(E)	LAGARDA SECURITY	SECURITY SVCS W/E 9/28/25	3,060.28
10/17/2025	3674(E)	MIDWEST TAPE	DVD,MUSIC,AUDIOBOOKS,9/25 DIGITAL CO	46,951.50
10/17/2025	3675(E)	MISSION SQUARE	9/2025 RETIREMENT CONTRIBUTIONS	3,270.24
10/17/2025	3676(E)	OVERDRIVE INC	CONTENT PURCHASE	30,000.00
10/17/2025	3677(E)	STAPLES ADVANTAGE	OFFICE SUPPLIES	271.34
10/17/2025	3678(E)	T-MOBILE	HOTSPOTS 8/21-9/20/25	6,695.19
10/17/2025	3679(E)	TASC	BENEFITS FUNDING	335.75
10/17/2025	3680(E)	VESELOVSKY, HELEN (CASSIE)	REIMBURSEMENT FOR TOM & MARY'S PRC	100.00
10/17/2025	3681(E)	CONSUMERS ENERGY	4321 2 8/12-9/11/25	669.68
10/17/2025	3682(E)	CONSUMERS ENERGY	2175 100 9/5-9/18/25	8.40
10/19/2025	3683(E)	GANNETT MICHIGAN LOCALIQ	CC FEE FOR ORIG NOTICE ORDER	3.83
10/19/2025	3684-89(E)	RAMP BUSINESS CORPORATIO	*SEE NEXT PAGE	18,691.67
10/24/2025	3690(E)	ACRISURE/44 NORTH	10/2025 BUNDLE FEE, INT'L SCRIPTS,COST	9,341.61
10/24/2025	3691(E)	BOYNTON FIRE SAFETY SERV	FIRE ALARM INSPECTION	585.00
10/24/2025	3692(E)	CHARTER TOWNSHIP OF MERI	2175 9/6-9/26/25	24.00
10/24/2025	3693(E)	DELHI CHARTER TOWNSHIP	UTILITIES 4/1-6/30/25	3,419.98
10/24/2025	3694-3706(E)	INGRAM LIBRARY SERVICES	BOOKS	10,241.85
10/24/2025	3707(E)	IVERSON, NINA	PROGRAM SUPPLIES REIMBURSEMENT	20.83
10/24/2025	3708(E)	LAGARDA SECURITY	SECURITY SVCS W/E 10/5/25	3,054.12
10/24/2025	3709(E)	LAUREN CLARKE	MILEAGE 10/9/25	17.36
10/24/2025	3710(E)	MICHIGAN FLEET FUELING SOL	VEHICLE FUEL 10/1-10/15/25	780.21
10/24/2025	3711(E)	MIDWEST TAPE	DVD, MUSIC, AUDIOBOOKS	6,182.58
10/24/2025	3712(E)	PHARMACY DATA MANAGEMEN	PRESCRIPTION CLAIMS 10/1-10/15/25	3,408.26
10/24/2025	3713(E)	PHYSICIANS HEALTH PLAN	11/2025 HLTH INS PREMIUM	45,730.13
10/24/2025	3714(E)	STAPLES ADVANTAGE	OFFICE SUPPLIES	1,955.10
10/24/2025	3715(E)	TASC	BENEFITS FUNDING	662.92
10/24/2025	3716(E)	VISION SERVICE PLAN	10/2025 VISION PREMIUM	924.95
10/31/2025	3717(E)	ABRAHAM WASHINGTON LLC	11/2025 PARKING	4,520.00
10/31/2025	3718(E)	ACRISURE/44 NORTH	MEDICAL CLAIMS	1,210.82
10/31/2025	3719(E)	AT&T	4 PHONE BOOKS 10/2025	24.00
10/31/2025	3720(E)	BAKER & TAYLOR BOOKS	BOOKS	213.52
10/31/2025	3721(E)	BOLING JANITORIAL SERVICE I	10/2025 JANITORIAL SVC	14,432.56
10/31/2025	3722(E)	CENGAGE LEARNING INC/GALE	BOOKS	195.97
10/31/2025	3723(E)	CONSUMERS ENERGY	2175 HSE 9/5-9/18/25	43.16
10/31/2025	3724(E)	DELTA DENTAL PLAN OF MICH	9/2025 DENTAL CLAIMS	2,247.50
10/31/2025	3725(E)	DTE ENERGY	117 9/5-10/3/25	235.96
10/31/2025	3726(E)	GRANGER CONTAINER SERVIC	10/2025 TRASH SVC	648.30
10/31/2025	3727-48(E)	INGRAM LIBRARY SERVICES	BOOKS	15,740.02
10/31/2025	3749(E)	JULIE CHRISINSKE	MILEAGE 4/28-8/13/25	159.88
10/31/2025	3750(E)	LAGARDA SECURITY	SECURITY SVCS W/E 10/12/25	3,066.44
10/31/2025	3751(E)	MELISSA COLE	RECEIPT REIMBURSEMENTS - MEIJER	46.10
10/31/2025	3752(E)	MIDWEST TAPE	DVD, MUSIC, AUDIOBOOKS	6,769.24
10/31/2025	3753(E)	STAPLES ADVANTAGE	OFFICE,PROGRAM SUPPLIES	1,710.78
10/31/2025	3754(E)	CONSUMERS ENERGY	2175 140 9/9-10/7/25	53.32
10/31/2025	3755(E)	CONSUMERS ENERGY	2175 180 9/9-10/7/25	34.06
10/31/2025	3756(E)	CONSUMERS ENERGY	2175 160 9/9-10/7/25	30.44
10/31/2025	3757(E)	CONSUMERS ENERGY	2175 150 9/9-10/7/25	107.47
10/31/2025	3758(E)	CONSUMERS ENERGY	2175 170 9/9-10/7/25	70.31
10/31/2025	3759(E)	CONSUMERS ENERGY	2175 130 9/9-10/7/25	54.10
10/31/2025	3760(E)	TASC	BENEFITS FUNDING	239.32
Total EFT Transfer:				573,218.69

Check Type: Paper Check MAIN

10/20/2025	57207	A & L LOCKSMITH, LLC	5 KEYS	16.25
10/20/2025	57208	BARYAMES CLEANERS INC	DRY CLEANING	214.97
10/20/2025	57209	BLACKSTONE PUBLISHING INC	AUDIOBOOKS	895.72
10/20/2025	57210	BRODART CO.	BOOKS	129.09
10/20/2025	57211	CAZ PRODUCTIONS, LLC	HALLOWEEN BRAIN BREAK	2,380.00
10/20/2025	57212	CENTRAL BUSINESS SYSTEMS	PRINT COLLECTIONS/COPIES	1,057.36
10/20/2025	57213	CENTRAL SECURITY ALARM INC	BURG MONITORING 11/2025-1/2026	149.85
10/20/2025	57214	CHERYL LINDEMANN	MILEAGE 9/17/25	17.15
10/20/2025	57215	CITY OF LESLIE	201 7/1-9/30/25	189.94
10/20/2025	57216	COURTNEY TANG	MILEAGE 8/7-9/25/25	48.30
10/20/2025	57217	EILX	9/2025 ADS	200.00
10/20/2025	57218	ERIC A STANTON	PROGRAM SNACKS & SUPPLIES	46.78
10/20/2025	57219	FLAT OUT GRAPHICS	TSHIRTS	256.75
10/20/2025	57220	GOODYEAR COMMERCIAL TIRE	OIL CHANGES	155.91
10/20/2025	57221	HOME DEPOT CREDIT SERVICE	CONCRETE, SMOKE ALARMS, OUTLETS	197.15
10/20/2025	57222	JENNIFER DEGROAT	REIMBURSEMENT FOR PUMPKINS	43.78
10/20/2025	57223	JOYE JUDY	PROGRAMMING SUPPLIES	23.25
10/20/2025	57224	KATHRYN SHAW	MILEAGE 8/7-9/24/25	34.02
10/20/2025	57225	MASON LION'S CLUB	ANNUAL DUES 10-25 - 9-26 -- H. GOUPIL	75.00
10/20/2025	57226	MASON ROTARY	ROTARY DUES 7/2025-9/2025	259.00
10/20/2025	57227	MELISSA COOKE	LANSING HOOPS AT WE - 10-23-25	225.00
10/20/2025	57228	MICHIGAN LIBRARY ASSOCIATION	MIRS SUBSCRIPTION 10/25-9/26	500.00
10/20/2025	57229	MICHIGAN MUNICIPAL RISK MANAGEMENT	2ND INSTALL INS 8/18/25-8/18/26	16,716.75
10/20/2025	57230	MICHIGAN ORAL HISTORY ASSOCIATION	MEMBERSHIP 11/2025-12/31/26	50.00
10/20/2025	57231	MICHIGAN WILDFLOWER FARM	SEEDS	326.50
10/20/2025	57232	MIDWEST AIR FILTER, INC.	2025 MIDWEST FALL AIR FILTER ORDER	932.89
10/20/2025	57233	MIDWEST COLLABORATIVE FOUNDATION	STRATEGIC PLAN 2025	4,000.00
10/20/2025	57234	MURPHY & SPAGNUOLO PC	9/2025 LEGAL SVCS	1,347.50
10/20/2025	57235	PLAYAWAY PRODUCTS LLC	AUDIOBOOKS	2,153.33
10/20/2025	57236	RICOH USA INC	COPIES 3RD FL 9/5-10/4/25	271.63
10/20/2025	57237	SAI KRISHNAMURTHI	MILEAGE 4/15-9/8/25, DIWALI SUPPLIES	325.17
10/20/2025	57238	SAVAGE, ANITA	MILEAGE 8/27-9/17/25	59.29
10/20/2025	57239	SCHINDLER ELEVATOR CORPORATION	QRTLY MAINT 9/1-11/30/25	2,837.01
10/20/2025	57240	SHUYLER CLARK	MILEAGE 6/25-9/13/25	99.54
10/20/2025	57241	STEWART, MARK	BOARD STIPEND 7/21-9/24/25	210.00
10/20/2025	57242	STOCKBRIDGE COMMUNITY NEIGHBORHOOD	ST HOURS CHANGE ADS	155.00
10/20/2025	57243	SUSAN BISSONNETTE	FOOD FOR PROGRAMS	178.60
10/20/2025	57244	THAIS ROUSSEAU	TRAVEL EXPENSES FOR ASPEN CON-OCT	918.45
10/20/2025	57245	UAW LOCAL 2256	9/2025 UNION DUES	3,638.85
10/20/2025	57246	VILLAGE OF DANSVILLE	W/S 6/1-8/31/25	68.25
10/20/2025	57247	VILLAGE OF STOCKBRIDGE	200 6/18-9/24/25	216.50
10/20/2025	57248	WAYNE RICHARD POPE	SMARTPHONE PHOTOGRAPHY CLASSES A	500.00
10/20/2025	57249	WEATHER SHIELD ROOFING SERVICES	2025 MAX LIFE ROOF CARE - DL 1-YEAR PL	10,995.00
10/20/2025	57250	WILX	9/2025 MORNING NEWS ROTATOR ADS	850.00
10/20/2025	57251	WLAJ	9/2025 ROTATOR ADS	100.00
10/20/2025	57252	WT COX INFORMATION SERVICES	2026 PERIODICAL RENEWALS	31,995.68
10/20/2025	57253	ZAYO GROUP LLC	10/1-12/31/25 WAN AND INTERNET	2,147.40

Total Paper Check:

88,208.61

MAIN TOTALS:

Total of 236 Checks:

661,427.30

1 **CAPITAL AREA DISTRICT LIBRARIES**
2 **HUM 221 Non-Union Administrative Employees**
3 **Policy Manual**
4 ~~JULY 23, 2025~~, **NOVEMBER 19, 2025**

5
6 **Welcome**

7
8 Welcome to Capital Area District Libraries! We are the 5th largest public library serving more
9 than 230,000 people in Michigan.

10
11 Capital Area District Libraries was created when the Ingham County Board of Commissioners
12 entered into a District Library Agreement with the City of Lansing March 10, 1997 to establish
13 a District Library pursuant to the District Library Establishment Act, 1989 PA 24. The major
14 source of funding for Capital Area District Libraries is a millage approved by voters.

15
16 The Capital Area District Libraries' Board of Trustees ("Board") has seven members. Five (5)
17 members are appointed by the Ingham County Board of Commissioners, and two (2) members
18 are appointed by the City of Lansing.

19
20 The Board is the body legally responsible for performing the duties assigned to it by state and
21 local laws. The Board determines how the revenue of the Library will be spent. In addition,
22 the Board appoints the Capital Area District Libraries Executive Director ("Director"),
23 establishes all Capital Area District Libraries' (CADL) policies, and is authorized to contract for
24 Library services in and outside of Ingham County.
25

Purpose and Intent

The purpose of this Policy Manual is to provide a general reference of the policies Capital Area District Libraries adheres to and a general outline of the benefits CADL has to offer. THIS IS NOT A CONTRACT. Nothing in this Manual is or should be construed as a binding term or condition of employment.

All Managerial non-union administrative employees (NUA employees) of CADL serve at the will of CADL and can be terminated at any time upon the recommendation of CADL's Executive Director and within the sole discretion of a majority of the Board of Trustees of CADL.

The following NUA employees of CADL are not in managerial positions (Administrative Assistant; Accounting/Finance Assistant; Purchasing Assistant; Human Resources Assistant; Office Clerk), serve at the will of CADL, and can be terminated at any time within the sole discretion of the Executive Director.

This Manual constitutes the employment policies of CADL, and it shall not be altered or amended without the concurrence of the majority of the Board of Trustees of CADL. The Board of Trustees reserves the right to unilaterally change CADL's personnel policies within its sole discretion.

This Manual supersedes all prior manuals as well as employment relationships, whether oral or written, between CADL and NUA Employees. Previous manuals and employment relationships, if any, whether oral or written, are canceled.

No Employee and/or Board Member and/or agent of Capital Area District Libraries is authorized to make an oral representation or promise to an NUA Employee which changes the policies set forth in the NUA Employee Manual. Oral expressions or promises made to an NUA Employee shall not be interpreted to create a contractual relationship between an NUA Employee of CADL and CADL, nor shall such communications alter the "at will" employment conditions of CADL. No other statement in this manual shall be construed in any manner to alter the "at will" status of NUA Employees of CADL.

Employment Policies

At-Will Status

As previously indicated, all managerial non-union administrative employees of CADL serve at the will of CADL and can be terminated at any time upon the recommendation of CADL's Executive Director and within the sole discretion of a majority of the Board of Trustees of CADL. NUA employees of CADL not in managerial positions (Administrative Assistant; Accounting/Finance Assistant; Purchasing Assistant; Human Resources Assistant; Office Clerk) serve at the will of CADL and can be terminated at any time within the sole discretion of the Executive Director.

Professional Membership

Managerial NUA Employees are encouraged to join and participate in professional organizations. CADL will pay membership fees up to a total of \$250.00 per year per NUA Employee subject to the approval of the Executive Director. Participation on work time in any organization's events/meetings, etc. must be approved in advance by the Executive Director. Time off to participate will be given at the sole discretion of the Executive Director or designee.

All other NUA staff members are encouraged to join and participate in professional organizations. In order to help achieve this goal, at the request of the employee, the Employer will pay for the basic membership fee for the employee to join the Michigan Library Association or other association approved for that employee in advance by the Executive Director or designee.

Graduate Degrees

CADL encourages NUA Management staff members to obtain a graduate library degree from a school approved by the American Library Association or a graduate business degree from an accredited school of higher education by providing financial support.

Individuals who would like to receive financial support for these programs must submit a proposal to the Executive Director prior to enrolling. The Executive Director's decision to approve financial support will be based on the courses showing a direct benefit to the Employer and on available funds. Financial support will be limited to the amount of tuition not including application, registration, or activity fees. Payment will be limited to \$2,500 per employee per year.

Payment will be based on the successful completion of the classes. Employees must receive a "B" (3.0 on a 4.0 scale) or better, or a satisfactory or passing grade in the event that no letter grade is available for the course, to receive any payments.

103 Class attendance and homework must be completed on the employee's own time and not
104 during work hours.

105
106 Employees who leave their employment with the Employer (whether by voluntary or
107 involuntary separation/termination) within two years of completing the classes must agree to
108 reimburse the Employer for 50% of the amount paid by the Employer for those classes.

109
110 An NUA Management staff member who utilizes the tuition benefit stated in this paragraph will
111 still be considered to be an "at will" employee. The conferring of said tuition benefit shall in no
112 way alter the "at will" status of the employee.

Salary and Benefits

All new Managerial NUA Employees negotiate their pay rate at the time of hire. All other NUA Employees are subject to the CADL NUA Employee pay scale. See Appendix B.

NON-UNION ADMINISTRATIVE EMPLOYEES MERIT PAY PLAN

The goals of CADL's Non-Union Administrative (NUA) Merit Pay Plan are the following:

1. Recognize and reward degrees of performance by Non-Union Administrative employees
2. Support and contribute to the accomplishments of organizational goals
3. Provide for flexibility in the context of department/library needs
4. Promote fairness

Under this plan, NUA employees will be given the opportunity to enhance their pay by up to 5% annually based on their completion of job duties and behavior goals set by their supervisor.

In January of each year, the NUA employee will work with their supervisor to set performance goals for the year. These goals may be modified or changed during the year if necessary.

In December of each year, the NUA employee and their supervisor will meet to review the goals and the employee's performance during the year. Based on this information, the supervisor will determine the merit increase for the employee from 0 – 5%.

January 1st – NUA employee's pay increase takes effect

Merit pay increases will be added to the NUA employee's base salary until the salary reaches the ceiling of the authorized salary range for that position. Any merit pay increase that exceeds the salary range ceiling will be paid in the form of a lump sum and not be included in the base salary.

Probationary NUA employees will continue to be evaluated at 3 months and 6 months (non-professional) and 6 months and 1 year (professional) during their 1st year.

Probationary NUA employees who have not been employed a full year will receive a merit increase based on their performance, however, their probationary status will be considered.

EXCEPTIONS – THE EXECUTIVE DIRECTOR HAS DISCRETION TO AUTHORIZE RAISES ABOVE 5% WHEN NECESSARY TO MAINTAIN

INTERNAL PAY EQUITY AND MARKET COMPETITIVENESS UP TO THE AMOUNT BUDGETED ANNUALLY BY THE BOARD FOR SALARIES FOR EACH YEAR AND WITHIN THE NUA SALARY RANGE ESTABLISHED BY THE BOARD. IF THE CORRECTION OF A PAY INEQUITY WOULD REQUIRE AN AMOUNT OVER THE BUDGETED AMOUNT OR THE SALARY RANGE, THE EXECUTIVE DIRECTOR SHALL BRING SUCH POTENTIAL PAY INEQUITIES TO THE BOARD OF TRUSTEES AND THE BOARD MAY APPROVE COMPENSATION ADJUSTMENTS AS THE BOARD DEEMS NECESSARY TO RECOGNIZE EMPLOYEE LOYALTY AND EXPERIENCE, ENSURE FAIRNESS ACROSS THE WORKFORCE, AND SUPPORT THE CADL'S ABILITY TO ATTRACT AND RETAIN QUALIFIED PERSONNEL.

Executive Director's Merit Pay Enhancement – At the sole discretion of the Executive Director, a NUA employee may be given a merit pay lump sum bonus up to an additional 3% annually. The money will not be included in the employee's base salary. The amount of the payment is based on the employee's performance including special assignments and additional responsibilities. The Merit Pay enhancement is not guaranteed year to year.

Vacation and Personal Leave

NUA Employees are eligible to accrue vacation time. Full-time NUA employees accrue vacation at the completion of each pay period when 80.0 hours of time is recorded on the time record including holiday time, vacation time, medical time, compensatory time and hours worked. Part-time NUA employees accrue pro-rated vacation at the completion of each pay period when twice the number of hours they are regularly scheduled to work in a week, are recorded on their time card as paid time including holiday time, vacation time, personal time, sick time and hours worked.

Managers accrue twenty (20) days of vacation per year. All other NUA Employees accrue based on the following scale:

First year	3.0770 hours per pay period up to 10 days per year
Second year	3.3847 hours per pay period up to 11 days per year
Third year	3.6924 hours per pay period up to 12 days per year
Fourth year	4.0000 hours per pay period up to 13 days per year
Fifth	4.6154 hours per pay period up to 15 days per year
Sixth year	4.9231 hours per pay period up to 16 days per year
Seventh year	5.2308 hours per pay period up to 17 days per year
Eighth year	5.5385 hours per pay period up to 18 days per year
Ninth year	5.8462 hours per pay period up to 19 days per year
Tenth year	6.1539 hours per pay period up to 20 days per year

All full-time NUA Employees receive sixteen (16) hours of personal leave annually on January 1st. New NUA Employees who begin working after July 1st will receive eight (8) hours for their first year and sixteen (16) every year thereafter. All part-time NUA employees will receive a prorated amount based on their regularly scheduled hours.

Accumulation of vacation for full-time NUA employees is limited to 240 hours. This amount is prorated for part-time employees. When this limit is reached, the NUA Employee will stop accruing vacation time. (Under special circumstances, the Executive Director may allow an NUA Employee to accrue additional time.) Vacation cannot be used without advanced approval by the NUA Employee's supervisor.

Vacation and personal leave cannot be used in less than fifteen (15) minute segments.

Vacation and personal leave will not be allowed in advance of being earned or in anticipation of future medical leave credit.

Upon resignation or dismissal, accrued vacation up to five weeks (200 hours) will be paid in to NUA Employees who have completed their initial probationary period. This amount is prorated for part-time employees.

Medical "Sick" Leave

Medical Leave is a means of insuring that an eligible NUA Employee will not suffer loss of income in the event of personal illness or the illness of the NUA Employees' spouse, children, parents, or persons for whose financial or physical care the NUA Employee has been principally responsible. Medical leave may also be used for visits to physicians, dentists, counselors, therapists, etc. by the NUA Employee or by those mentioned above.

All full-time NUA Employees earn medical leave credit at a rate of 4.0 hours at the completion of each pay period when 80 hours of time is recorded including holiday time, vacation time, medical time, compensatory time and hours worked. All parttime NUA employees accrue medical leave on a prorated basis.

Medical leave credit for full-time employees may be accumulated to a maximum of 130 days (1040 hours). This amount is prorated for part-time employees.

Medical leave credit may not be used in less than 15-minute segments.

Full-time NUA Employees having over 240 hours of unused medical leave may convert up to a maximum of 80 hours of medical leave into vacation leave at the rate of 16 medical hours to 8 vacation hours as long as their medical hours do not fall below a total of 240 hours. Part-time employees are eligible to convert hours on a prorated basis.

Medical leave will not be allowed in advance of being earned or in anticipation of future medical leave credit. If an NUA Employee does not have sufficient medical leave credit to cover a period of absence due to illness or injury, the time will be charged against vacation time and personal leave credits, until these are exhausted.

Upon resignation, dismissal or retirement from service all medical leave credit shall be canceled and shall not be reinstated or paid for.

Family Medical Leave

The Family Medical Leave Act (FMLA) provides up to 12 weeks of unpaid leave to “eligible” NUA Employees for certain family and medical reasons. NUA Employees are eligible if they have worked for at least one year and for 1,250 hours over the previous 12 months.

Unpaid leave may be granted for any of the following reasons:

1. The birth of the NUA Employee’s child and to care for the newborn child
2. Placement with the NUA Employee of a child for adoption or foster care
3. To care for the NUA Employees’ spouse, son, daughter, or parent with a serious health condition
4. Because the NUA Employee has a serious health condition that makes the NUA Employee unable to perform the functions of the NUA Employee’s job.

Detailed information regarding a leave of absence under the Family Medical Leave Act is available from the Human Resources Office.

Unpaid Leaves of Absence

An unpaid leave of absence is defined as authorized absence from work for a specific period of time. During this time, an NUA Employee is not on pay status, but retains the right to a job when he/she returns. An unpaid leave of absence is granted at the sole discretion of the Executive Director and is usually granted in response to unusual circumstances. It is not a fringe benefit to which any employee is entitled. Any accrued vacation or personal leave time, or sick time cannot be used during any unpaid leave of absence. Any request for an unpaid leave of absence must be submitted, in writing, to the Executive Director at the earliest possible time.

If necessary, the NUA Employee may pay the entire cost of his/her health insurance coverage while on a leave of absence up to a period of eighteen months. Payment for each month’s coverage must be received by the 25th of the preceding month. No vacation time, sick leave or retirement credit is earned during a leave of absence without pay.

Bereavement Leave

Full-time NUA Employees shall be allowed five days leave with pay for absence due to the death of the employees legally married spouse, domestic partner, child, stepchild, parent, stepparent, or a legal guardian.

A full-time employee shall be allowed up to two (2) working days pay for absence due to the death of the employee's sister, brother, uncle, aunt, grandparent, or grandchild, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, legally married spouse's or domestic partner's grandparent, niece, nephew, niece in law or nephew in law. Part-time NUA employees receive this benefit on a prorated basis. Additional time may be taken from accumulated sick, personal or vacation time, if needed.

Upon request, days off may be granted by the NUA Employee's supervisor in the case of the death of other family members or persons for whom financial or physical care the NUA Employee has been principally responsible. This time may be taken from accumulated sick, personal or vacation time.

Holidays

The following are authorized paid holidays for NUA Employees:

New Year's Day	Thanksgiving Day
Martin Luther King Day	The Day After Thanksgiving
Memorial Day	Christmas Eve
Juneteenth	Christmas Day
Independence Day (July 4 th)	New Year's Eve
Labor Day	

Part-time NUA employees receive Holiday pay on a prorated basis.

Benefits

Medical Benefits

CADL will participate in the Ingham County Health Coalition Committee which researches ways to reduce health care cost and to avoid and reduce potential copays for both CADL and NUA employees.

CADL will select and provide a health plan offered through the Health Coalition. In the event that the Health Coalition, provides options of health plans, CADL will maintain the current plan or provide another health plan offered through the Health Coalition. CADL reserves the right to take advantage of any supplemental benefit offered through the Health Coalition which may lower the cost of the premiums.

CADL will offer the prescription drug plan offered through the Health Coalition. In the event, that the Health Coalition, provides options of prescription drug plans, CADL will maintain the current plan or provide another prescription drug plan offered through the Health Coalition. CADL reserves the right to take advantage of any supplemental benefit offered through the Health Coalition which may lower the cost of the premiums.

All non-union administrative employees will be required to pay the cost of their health insurance premiums above the annual caps set by the state for public employees. The money will be automatically deducted through payroll deduction.

An employee who is eligible for medical/hospitalization insurance via another source and who executes an affidavit to that effect may elect not to be covered by the medical insurance provided under this Article. The decision to waive coverage shall be made once per calendar year. A waiver agreement drafted by CADL shall be executed by the employee. In the event the employee elects to forego medical insurance, CADL shall pay an amount based upon the coverage to which the employee is otherwise eligible at the time of election (full family, two-person, single subscriber) directly to the employee as a taxable compensation.

The amounts payable, based on applicable coverage shall be as follows:

Full Family	=	\$100 per month
2-Person	=	\$100 per month
Single	=	\$100 per month

NUA employees losing medical coverage from another source shall notify the Human Resources Department immediately so that the employee and dependents, where appropriate, can be re-enrolled in a health care plan beginning the first day of the month following the loss of alternate coverage.

Dental Benefits

CADL shall provide dental insurance for regular full-time NUA employees and their legal dependents on the first of the month following their date of hire. The coverage is as follows:

<u>Class I Benefits</u>	<u>Insurance Pays</u> (Usual, Customary and Reasonable Fees)	<u>Employee or Patient Pays</u>
Diagnostic	100%	-0-
Preventative	100%	-0-
Emergency Palliative	100%	-0-
<u>Class II Benefits</u>	<u>Insurance Pays</u> (Usual, Customary and Reasonable Fees)	<u>Employee or Patient Pays</u>
Radiographs	50%	50%
Oral Surgery	50%	50%
Restoration	50%	50%
Periodontics	50%	50%
Endodontics	50%	50%
<u>Class III Benefits</u>	<u>Insurance Pays</u> (Usual, Customary and Reasonable Fees)	<u>Employee or Patient Pays</u>
Bridges, Partial And Dentures	50%	50%
<u>Class IV Benefits</u>	<u>Insurance Pays</u>	<u>Employee or Patient Pays</u>
Orthodontics	50%	50%

Payment under this provision is limited to one thousand dollars (\$1,000) maximum per person per contract for Class I, Class II and Class III Benefits. Payment for Class IV Benefits will not exceed a lifetime maximum of \$1,000 per eligible person. Employees must contribute \$1 per month for the dental benefit.

358 **Vision Benefits**

359
360 CADL shall provide vision insurance to regular full-time NUA employees and their legal
361 dependents on the first of the month following their date of hire. The coverage is as follows:
362

363 **Standard Eye Examination and Glasses**

- 364
- | | |
|--------------------|--|
| - Eye Examination | Once each 12 months from last date of service.
Examination covered in full less \$10.00 co-pay. |
| - Spectacle Lenses | 1 each 24 months from last date of service |
| - Frames | 1 each 24 months from last date of service |

365
366 There is a \$25.00 co-pay for lenses and/or frames.
367

- 368 - Contact Lenses – Eye examination covered less \$10.00 co-pay.
369 Elective Maximum allowance of \$105.00
370
371 Medically Necessary Covered in full under certain conditions.
372

373 **Life Insurance**

374
375 CADL shall provide life insurance coverage in the amount of \$20,000.00, for regular full-time
376 NUA employees effective the first day of the month following the date of hire.
377

378 NUA employees may have the option to purchase, at their expense, additional life
379 insurance coverage in amounts and for the cost as allowable and determined by the
380 carrier and Employer. The total cost of such optional coverage shall be paid for by the
381 employee through payroll deduction. The above is contingent upon the carrier
382 accepting and approving any such additional coverage and complying with CADL's
383 requirements.
384

385 **Disability Insurance**

386
387 CADL will provide a short-term disability plan as follows for regular full-time NUA employees.
388

- 389 (A) Upon proper medical determination for disability due to a non-work related illness
390 or injury. The disability carrier will provide fifty (50%) of the NUA employees' gross
391 salary to a maximum of \$1,300 per month to age 65. See the UNUM Disability Plan
392 Document for more information.
393

- (B) The disability payments shall not commence until the completion of a ninety (90) calendar day elimination period after sustaining the non-work related illness or injury.
- (C) A regular full-time employee may use sick time accumulations during the ninety (90) calendar day elimination period and also may use vacation and compensatory time accumulations. If the employee's total accumulation exceeds ninety (90) calendar days, the short-term disability payment shall commence on the 91st day, at the option of the employee, with the remaining accumulations to stay on record.
- (D) Benefits, such as but not limited to, health insurance, life insurance, dental insurance, shall cease while the employee is being paid disability payments. NUA employees on disability may, however, pay group rates for hospitalization/medical coverage for a maximum of one hundred four (104) weeks.
- (E) "Disability" shall be defined through CADL's disability carrier's contract.

Medical Expense Reimbursement Account

All regular NUA employees are eligible to participate in a Medical Expense Reimbursement account. During open enrollment period, NUA employees can reduce pre-tax compensation by up to the maximum allowed by law, per year and use the money to pay for qualifying medical care expenses incurred by the employee or dependents during the plan year.

Dependent Care Account

All regular NUA employees are eligible to participate in a Dependent Care Reimbursement Account. NUA employees can reduce pre-tax compensation up to the maximum allowed by law per year and use the money to pay for qualifying dependent care expenses during the plan year.

Direct Deposit

All NUA employees must participate in direct deposit or must sign up for the Chase Visa card through our payroll provider.

Retirement

All eligible NUA employees will participate in the Municipal Employees Retirement System (MERS) non-union defined benefit plan.

CADL and NUA employees shall abide by all the terms and conditions of that plan set forth below.

CADL will contribute 18% of the employees' gross salary to the MERS defined benefit plan and NUA employees will be responsible for the remainder through payroll deduction. The amount of the NUA employee's contribution will be set annually based on plan performance and will take effect on January 1st of each year.

Beginning on January 1, 2020, the NUA defined benefit plan for employees is as follows:

B-2, V-6, FAC5 w/ F55/I5, E2
(Please see MERS Handbook for complete details and for information pertaining to previous plan details.)

NUA employees in the defined benefit plan will be subject to fully vesting after 6 years and eligibility requirements outlined in the plan.

All eligible NUA employees who enroll in the MERS defined benefit plan hereby authorize CADL to make the appropriate payroll deduction for the employee's percentage amount of the Defined Benefit plan as calculated by MERS.

All Technical, Clerical and Para-professional NUA employees who work 80 HOURS per month and all Professional NUA employees who work 40 HOURS per month qualify for retirement benefits.*

All unused and accumulated vacation time will be paid to any full-time NUA employee up to 200 hours, or 5 weeks, upon their retirement. All unused and accumulated vacation time will be paid to any part-time NUA employees at a pro-rated basis up to 200 hours, or 5 weeks, upon their retirement. All unused and accumulated sick and personal leave will be forfeited by the employee upon their retirement.

Upon retirement, any person covered under this agreement, whether such person was hired through Ingham County, the Lansing School District, or directly with CADL, shall not be entitled to any health benefits from CADL or any other benefits from CADL.

*Part-time NUA employees are excluded from MERS DB eligibility.

Deferred Compensation

All NUA employees (both full and part-time) are eligible to participate in the MERS Supplemental Savings/Deferred Compensation Plan according to the terms and conditions of the Plan.

Beginning on July 1, 2025, all existing part-time NUA employees will automatically receive the following amounts deposited into their Plan accounts:

January 1st of each year - \$75 will be deposited

July 1st of each year - \$75 will be deposited

For all part-time NUA employees hired after July 1, 2025, each such employee will receive the \$75 deposited at the next interval (January or July) following their date of hire.

Upon termination of any NUA employee's employment (both full and part-time), the employee will be eligible to receive any monies in their Plan account according to the terms and conditions of the Plan.

Employer's Right to Change and/or Modify Benefits

CADL retains the right to unilaterally change the method of providing, including changing carriers, and funding the benefits herein. The benefits provided shall meet the minimum requirements set forth in this Article. CADL may elect to provide benefits in excess of the minimum listed in this Article. Providing such benefits in excess of the required minimums shall not become a term and condition of employment, and CADL is free to unilaterally change these benefits to those benefits minimally required.

CADL reserves the right to establish a self-insurance program which will provide substantially the same or equivalent benefits insofar as is possible except as to the administration of such insurance. The Library may change carriers and/or plans provided the new plan provides the same or substantially equivalent benefits in so far as is possible.

All insurance premiums shall be paid by CADL commencing at the time of the next regular payment made in accordance with CADL's procedures following the month of employment. NUA Employees who are laid off or go on an unpaid leave of absence shall assume full cost of such premiums commencing the first full month following their layoff or commencing their leave of absence.

NUA Human Resources Policies and Procedures

NUA employees must abide by the human resources policy and procedure manual which is located on the staff intranet.

BALANCE SHEET REPORT FOR CAPITAL AREA DISTRICT LIBRARIES

Balance As Of 10/31/2025

YTD Balance

GL Number	Description	10/31/2025
Fund: 101 GENERAL FUND		
*** Assets ***		
Account Type: Cash		
CASH		12,002,662.45
IMPREST CASH		503.49
INVESTMENTS		4,391,275.91
Cash		<u>16,394,441.85</u>
Account Type: Other Assets		
ACCOUNTS RECEIVABLE		7,074.94
INTEREST RECEIVABLE		122,330.22
PREPAID EXPENSE		292,369.62
TAXES RECEIVABLE		1,109.87
Other Assets		<u>422,884.65</u>
Total Assets		<u>16,817,326.50</u>
*** Liabilities ***		
Account Type: Accounts Payable		
ACCOUNTS PAYABLE		272,456.58
ACCRUED SALARIES PAYABLE		2,240.60
Accounts Payable		<u>274,697.18</u>
Account Type: Liabilities-ST		
DEFERRED REVENUE		10,584.54
Liabilities-ST		<u>10,584.54</u>
Total Liabilities		<u>285,281.72</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	16,817,326.50
BEG. FUND BALANCE	<u>14,018,152.82</u>
+ NET OF REVENUES & EXPENDITURES	0.00
= ENDING FUND BALANCE	14,018,152.82
+ LIABILITIES	<u>285,281.72</u>
= TOTAL LIABILITIES AND FUND BALANCE	14,303,434.54
OUT OF BALANCE	2,513,891.96

BOARD FS FOR CAPITAL AREA DISTRICT LIBRARIES

Balance As of 10/31/2025

*NOTE: Pct Budget does not reflect amounts encumbered.

GL Number	Description	Activity For 10/31/2025	YTD Balance 10/31/2025	2025 Amended Budget	% Bdgt Used
Fund: 101 GENERAL FUND					
Account Category: Revenues					
MILLAGE INCOME					
402	Property Tax Revenue	10.96	14,002,625.83	14,006,000.00	99.98
404	Renaissance Zone Reimbursement		24,267.90	24,250.00	100.07
437	Industrial Facilities Tax		40,246.40	38,000.00	105.91
	MILLAGE INCOME	10.96	14,067,140.13	14,068,250.00	99.99
PENAL FINES					
658	Penal Fines Ingham County		231,331.88	231,300.00	100.01
659	Penal Fines Eaton County		8,103.11	7,500.00	108.04
	PENAL FINES	0.00	239,434.99	238,800.00	100.27
STATE AID					
410	PPT Reimbursement		155,337.96	155,330.00	100.01
553	State Aid Direct		132,789.20	132,780.00	100.01
554	State Aid Indirect		132,789.20	132,780.00	100.01
	STATE AID	0.00	420,916.36	420,890.00	100.01
LIBRARY FEES					
630	Printing Revenue	4,318.46	47,711.92	42,000.00	113.60
631	Non Resident Fees	3,700.00	28,400.00	26,000.00	109.23
	LIBRARY FEES	8,018.46	76,111.92	68,000.00	111.93
DONATIONS					
674	Donation Income-Friends/Restricted	1,237.33	37,662.10	36,500.00	103.18
677	Donation Income-Unrestricted	3,288.45	28,652.42	24,400.00	117.43
	DONATIONS	4,525.78	66,314.52	60,900.00	108.89
GRANTS					
540	Grants		7,500.00	7,500.00	100.00
543	Grants-MMLC		15,000.00	15,000.00	100.00
550	Grants-LSTA		19,921.60	19,845.00	100.39
	GRANTS	0.00	42,421.60	42,345.00	100.18
OTHER INCOME					
542	MMLC Reimbursement		164,389.75	164,350.00	100.02
628	Universal Service Fund Income	14,966.66	14,966.66	8,000.00	187.08
632	Lost and Paid Books	3,490.69	32,418.86	30,000.00	108.06
665	Interest Income	45,660.41	581,608.00	530,000.00	109.74
667	RENT INCOME	4,698.67	13,469.52	18,150.00	74.21
673	Sale of Fixed Assets	97.52	1,737.70	5,000.00	34.75
675	Misc Income	1,217.92	10,730.81	9,000.00	119.23
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	70,131.87	824,077.59	768,500.00	107.23
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	82,687.07	15,736,417.11	16,027,685.00	98.18
Account Category: Expenditures					
SALARIES AND BENEFITS					
702	Salaries	541,606.83	5,589,970.42	7,350,000.00	76.05
714	Unemployment Insurance		(107.36)	1,000.00	10.74
715	FICA EMPLOYER SHARE	40,765.12	420,695.20	562,280.00	74.82
716	HEALTH INSURANCE	50,690.52	547,519.97	850,000.00	64.41
717	Life & Disability Insurance	400.46	4,008.21	6,000.00	66.80
718	Retirement	66,826.63	699,227.94	960,000.00	72.84
719	Prescription Expense	12,705.97	165,965.04	300,000.00	55.32
720	DENTAL INSURANCE	168.66	35,136.41	48,000.00	73.20
721	VISION INSURANCE	924.95	8,993.36	12,000.00	74.94
722	Workers Comp Insurance		38,757.50	38,800.00	99.89
724	Parking Main Library	4,540.00	49,766.85	54,500.00	91.32
	SALARIES AND BENEFITS	718,629.14	7,559,933.54	10,182,580.00	74.24
MATERIALS					
727	Books	84,778.79	821,870.79	1,031,780.00	79.66
728	Periodicals		34,884.82	34,560.00	100.94
729	DVD	18,677.36	166,858.44	222,700.00	74.93
730	Library of Things	1,805.90	33,832.29	52,500.00	64.44
731	Audiobooks	84,613.48	536,503.29	668,250.00	80.28

BOARD FS FOR CAPITAL AREA DISTRICT LIBRARIES

Balance As of 10/31/2025

*NOTE: Pct Budget does not reflect amounts encumbered.

GL Number	Description	Activity For 10/31/2025	YTD Balance 10/31/2025	2025 Amended Budget	% Bdg't Used
Fund: 101 GENERAL FUND					
Account Category: Expenditures					
MATERIALS					
732	Music	2,979.56	26,066.71	41,440.00	62.90
733	Databases		94,625.40	100,530.00	94.13
734	Subscription Services		74,306.60	105,010.00	70.76
735	Processing Supplies	896.22	21,344.50	31,100.00	68.63
736	Processing Fees	5,826.89	57,109.61	68,000.00	83.98
MATERIALS		199,578.20	1,867,402.45	2,355,870.00	79.27
SUPPLIES					
740	Office Supplies	5,006.47	63,710.82	85,000.00	74.95
741	Postage Expense		2,659.34	5,000.00	53.19
776	Janitorial Supplies	1,065.37	12,859.59	17,700.00	72.65
862	Gas-Delivery Vehicles	1,838.39	16,425.66	23,000.00	71.42
SUPPLIES		7,910.23	95,655.41	130,700.00	73.19
PROFESSIONAL SERVICES					
820	Membership Fees	350.89	21,381.41	25,780.00	82.94
822	CONTRACTUAL SERVICES		37,693.73	35,000.00	107.70
823	Bank Fees & Services	1,327.05	13,357.55	16,000.00	83.48
824	Cooperative Membership Fee		164,389.75	164,400.00	99.99
825	Collection Agency Fees		4,281.20	6,500.00	65.86
826	Payroll & Print Service	3,239.26	38,502.32	46,000.00	83.70
827	Web Chat Service		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	12,468.72	104,363.81	152,000.00	68.66
832	Programs	5,688.02	63,479.37	114,820.00	55.29
PROFESSIONAL SERVICES		23,073.94	506,178.31	625,500.00	80.92
GOVERNANCE					
805	Legal Services	1,347.50	18,900.50	40,000.00	47.25
806	Per Diem		2,130.00	10,000.00	21.30
807	Memberships - Board		77.34	1,250.00	6.19
808	Conferences - Board		950.00	10,000.00	9.50
809	Audit	120.43	21,220.43	22,000.00	96.46
GOVERNANCE		1,467.93	43,278.27	83,250.00	51.99
STAFF DEVELOPMENT					
810	Staff Training	7,588.73	26,735.12	39,250.00	68.11
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		7,588.73	27,734.03	49,750.00	55.75
MAINTENANCE AND UTILITIES					
801	Custodial Services	15,159.65	178,722.03	237,970.00	75.10
802	SECURITY SERVICES	15,341.13	130,466.41	157,220.00	82.98
850	Telephone	1,715.85	17,268.90	22,260.00	77.58
864	Vehicle Maintenance - Delivery		5,535.22	10,000.00	55.35
922	Steam and Gas	12,753.13	86,901.63	110,300.00	78.79
923	Electricity	8,662.82	150,088.44	208,600.00	71.95
924	Water and Sewer	2,729.80	17,227.76	27,700.00	62.19
925	Trash	704.17	7,231.18	10,570.00	68.41
930	Building Maintenance	4,078.17	91,331.67	108,700.00	84.02
MAINTENANCE AND UTILITIES		61,144.72	684,773.24	893,320.00	76.65
OTHER EXPENSE					
861	Local Travel	864.95	10,695.91	15,000.00	71.31
955	Millage Income Refund	4,962.27	16,694.33	60,000.00	27.82
956	Property & Liability Insurance		64,076.52	68,000.00	94.23
957	Miscellaneous Expense	227.45	2,062.30	6,000.00	34.37
958	Sales/Use Tax		164.82	1,000.00	16.48
959	SPECIAL ASSESSMENT & PROPERTY TAX		532.54	600.00	88.76
960	Donation Expense Restricted	5,363.10	43,887.44	48,570.00	90.36
961	Donation Expense Unrestricted	731.92	15,741.84	18,000.00	87.45
OTHER EXPENSE		12,149.69	153,855.70	217,170.00	70.85
TECHNOLOGY EXPENSES					
878	Firewall Upgrade Project		81,275.06	79,850.00	101.78
895	Internet Access	2,147.40	8,589.60	9,000.00	95.44
896	Internet Access - Hotspots	1,800.00	62,056.03	91,770.00	67.62

BOARD FS FOR CAPITAL AREA DISTRICT LIBRARIES

Balance As of 10/31/2025

*NOTE: Pct Budget does not reflect amounts encumbered.

GL Number	Description	Activity For 10/31/2025	YTD Balance 10/31/2025	2025 Amended Budget	% Bdgt Used
Fund: 101 GENERAL FUND					
Account Category: Expenditures					
TECHNOLOGY EXPENSES					
898	Computer System Services	394.51	26,148.81	34,350.00	76.12
905	Computer Software	2,617.66	65,370.44	75,000.00	87.16
906	Computer Hardware	1,670.99	34,616.87	51,500.00	67.22
907	LIBRARY SYSTEMS SOFTWARE		164,069.26	168,040.00	97.64
911	Mobile Training Lab			51,000.00	0.00
	TECHNOLOGY EXPENSES	8,630.56	442,126.07	560,510.00	78.88
CAPITAL OUTLAY					
873	Building Upgrades			25,000.00	0.00
889	Okemos Renovation Project		827.07	10,000.00	8.27
915	STOCKBRIDGE REMODEL		104,350.92	125,000.00	83.48
967	Outreach Projects	1,320.00	40,722.08	70,000.00	58.17
980	Staff Furn & Equipment	515.67	11,366.44	46,550.00	24.42
982	BUILDINGS	1,042.74	1,656,976.62	1,831,000.00	90.50
987	GRANT EXPENSES		27,345.00	27,345.00	100.00
	CAPITAL OUTLAY	2,878.41	1,841,588.13	2,134,895.00	86.26
DEBT SERVICES					
929	SBITA/LEASE PRINCIPAL PAYMENTS			141,850.00	0.00
	DEBT SERVICES	0.00	0.00	141,850.00	0.00
	Expenditures	1,043,051.55	13,222,525.15	17,375,395.00	76.10
Fund 101 - GENERAL FUND:					
TOTAL REVENUES		82,687.07	15,736,417.11	16,027,685.00	98.18
TOTAL EXPENDITURES		1,043,051.55	13,222,525.15	17,375,395.00	76.10
NET OF REVENUES & EXPENDITURES:		(960,364.48)	2,513,891.96	(1,347,710.00)	

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: 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	

**Local History Center Shelving
Board Recommendation
November 19, 2025**

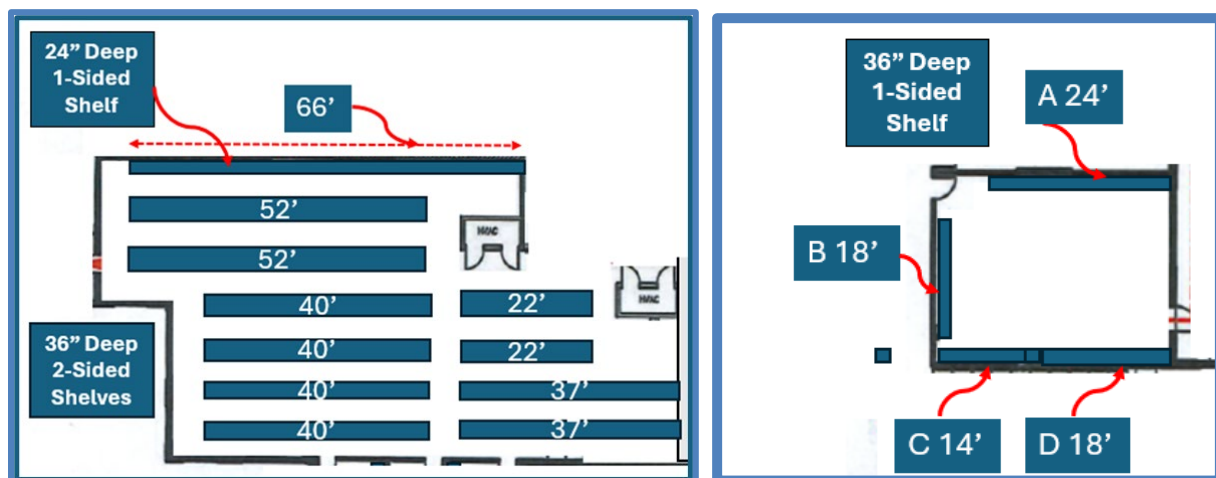
VENDOR RECOMMENDATION:

Approve DBI as the selected vendor to provide adjustable steel shelving for record and archival storage at the Local History Center for \$72,615.65. Funds are budgeted in the 2025 budget, and delivery of materials is by the end of the year.

REQUEST FOR PROPOSAL:

In October 2025, a Request for Proposal was publicly posted on CADL.org in response to the need for new adjustable steel shelving for record and archival storage at the Local History Center. The following specifications were provided:

- Free-standing shelving with footplates for floor mounting.
- Minimum 1500 lbs. per shelf weight capacity.
- Starter and Adder type shelving preferred over double-stacked uprights
- Unassembled
- Preferred boltless assembly
- One-piece and painted steel uprights with cross braces.
- Easy to move snap-in or lock-in shelf beams or decking.
- Supported solid or ventilated metal shelving- NO WOOD
- Preferred painted steel color gray, black, white, or tan (additional colors may be acceptable depending on product availability- all uprights and beams painted the same color.)
- Can be delivered boxed by section or open stock- note materials will be inspected at time of delivery.
- Price quotations are to include all shelving-related parts and shipping to the LHC location, including lift-gate service. The LHC location does not have a receiving dock.
- Shelving linear and width requirements were also provided in the layouts below. Shelving cannot exceed 72 inches in height due to the current ceiling height of under 10 feet.



Installation was not specified in the RFP due to the other needs that may arise during the shelving installation, along with the final layout, which may need to be adjusted depending on the arrangement of the collection.

BID TABULATION:

Vendor	Bid	Includes
Uline (online)	\$56,212.78	Specified shelving and lift-gate delivery
Global Industrial (online)	\$65,503.05	Specified shelving and lift-gate delivery
Tennsco (online catalog)	\$142,476.00	Specified shelving, however, cannot be purchased directly and must be obtained through their dealer network.
DBI	\$72,615.65	Tennsco shelving, warehouse delivery & inspection, and inside delivery at the site
Library Design Associates	\$89,925.00	Tennsco shelving, warehouse delivery & inspection, inside delivery at the site, including installation.
Library Design Associates	\$80,140.00	Tennsco shelving, warehouse delivery & inspection, lift-gate delivery

- Online vendors Uline and Global Industrial offer the same experience for selecting shelving, ordering, and lift-gate delivery to the site, as specified in the RFP.
- Tennsco is an online vendor specializing in metal storage solutions. In the process of obtaining a quote from their online catalog, it was discovered that they only sell through their dealer network. They provided DBI and LDA as local dealers, both of which are current CADL vendors. They were contacted and provided with the RFP to bid, which both submitted Tennsco shelving bids.
- DBI added the benefit of warehouse receiving and inspection, and site delivery to the inside of the building.
- LDA added the same benefits, plus installation of the shelving. LDA also provided a bid with only the shelving and lift-gate delivery to the site, as specified in the RFP.

DBI is recommended for this bid:

- Their bid is within the middle of the received bids.
- This order will be nearly 25,000 lbs., and they added the benefit of inside delivery, along with receiving at their warehouse and inspection before redelivery to the site.
- They are a current CADL vendor and a local Lansing area business.

VENDOR BACKGROUND:

DBI creates thoughtful, functional work environments that support productivity, collaboration, and well-being. For over four decades, we have partnered with businesses across Mid-Michigan to design workspaces that bring out the best in their teams. Our expertise spans office furniture, architectural interiors, and workspace planning, ensuring that every detail works seamlessly for your organization.

DBI is a preferred Haworth dealer that has been the State of Michigan MiDEAL contract-awarded vendor for over a decade. CADL has partnered with DBI on numerous office-related projects over the years, including, most recently, the 2022 IT Renovation, and they are a current vendor for office supplies.

Bulk

Bulk Storage Rack

1 Unique Tapered Finger Design

Superior beams lock into the uprights on 2" centers and hold up to 4,150 lbs., when weight is evenly distributed.

2 Reinforced Uprights

Uprights are pre-welded for strength and will support up to 17,000 lbs.

3 Z-Profile & Channel Beams

Specially formed beams add strength at the front and rear of shelf edges.

4 Three Decking Options

Choice of corrugated steel, particleboard or flat wire decking.

5 Easy Assembly

Bulk storage units go together fast and easy. Beams simply slide into place.

6 Various Sizes Available

Construct units from four widths, four depths and seven heights.

7 Durable Finish

Painted with a tough, long lasting epoxy finish.



Intended for hand loading only.



Available Colors



Sand (SND) Light Grey (LGY) Medium Grey (MGY)

Digitizing the Stebbins Real Estate Collection

November 19, 2025

RECOMMENDATION:

Approve Capital Area District Library's application for and continued pursuit of the National Archives and Records Administration (NARA) National Historical Publications and Records Commission (NRPRC) grant for \$142,848. Funds would be used to continue digitization of Local History's Stebbins Real Estate Collection "Standard Card Files." The grant opportunity became available with an application due date November 5, 2025.

BACKGROUND:

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

The Standard Card Files series of the collection contains typed and written index cards, written notes, drawings, newspaper clippings, photographs, negatives, correspondence, and even occasional house keys. The series includes approximately 300 boxes, averaging about 175 addresses per box (52,500 total). Currently, staff can digitize individual addresses only on demand for researchers with inconsistent standards.

Funding will allow us to continue progress begun in 2024 with support from the Library of Michigan's LSTA Grant (2024-2025). We will work with an established vendor to digitize the remaining half of the collection. Digitization standards will be applied to the entire collection. We will catalog and host the digitized materials on Local History Online for public access and will share resources more broadly with Michigan Memories and the Digital Public Library of America (DPLA). Materials will be packaged for preservation as part of membership in the Michigan Digital Preservation Network. If awarded, funding would commence after July 1, 2026.

Since 2017, content pertaining to the Stebbins collection has represented 20% of our total reference requests. Collection users include homeowners and property developers who often must visit the library in-person and wait for staff to digitize materials on demand. Experience has shown that high interest collections may reflect as much as a 400% increase in use once available and accessible digitally. We expect the same for the Stebbins Collection.

CONTRACT BETWEEN THE CITY OF LANSING

AND

CAPITAL AREA DISTIRICT LIBRARY – DIRECT SOCIAL SERVICES

THIS CONTRACT, by and between the **CITY OF LANSING**, a municipal corporation, organized and existing under the laws of the State of Michigan, through its Human Relations and Community Services Department, hereinafter called the "**HRCS**", and the **CAPITOL AREA DISTIRICT LIBRARY – DIRECT SOCIAL SERVICES**, a nonprofit organization, organized and existing under the laws of the State of Michigan, hereinafter called the "Contractor".

WHEREAS, the City of Lansing, through the HRCS, desires to engage the Contractor to perform certain services and activities for the benefit of residents of the City Lansing; and

WHEREAS, the Contractor agrees to perform such services and activities in a lawful, satisfactory, and proper manner and in accordance with all policies, procedures, and requirements prescribed by the HRCS, and/or updated during the performance of the contract.

NOW, THEREFORE, the City of Lansing and the Contractor do mutually agree that the Contractor shall meet and perform the agreed upon "Scope of Work," as described in the Program Goals, Program Objectives, and Program Outcomes of Part I of this agreement; the reporting requirements within the stated Time of Performance and for the Compensation, as also provided in Part I of this agreement; and comply with the terms and conditions in PART II of this agreement, all as follows:

PART I - Scope of Work

1. Program Goals

- A. Provide a consistent advocacy presence at CADL Downtown and South Lansing branches so that we may engage with individuals experiencing homelessness or resource management challenges and guide them towards basic needs, resources such as food, shelter, hygiene, as well as referral assistance to supportive services and benefits assistance.

2. Program Objectives

- A. 30 City of Lansing residents experiencing homelessness or other resource challenges will engage with staff or advocates.
- B. 30 City of Lansing residents who are engaged with the outreach team will enroll in street outreach programming to receive further support and referral for services.

3. Program Outcomes

- A. Pursuant to Objective 2A above,
80% (24/30) Of individuals will be provided with or directed towards basic needs

resources (e.g. food, water, clothing, hygiene items); assisted/directed towards job, transportation, or health services; or directed to safe shelters/temporary living accommodations. Outreach Team members self-report on a monthly basis to CADL staff utilizing a data reporting form that includes information on number of engagements, level of engagement, materials stability status, and resource provided/referred. We will utilize this reporting to identify unique and reoccurring engagements.

- B. Pursuant to Objective 2B above, **50% (15/30)** Of individuals will be given follow-up services and on-going support from the street outreach programming for things like permanent housing assistance, benefits assistance and other supportive services. Outreach Team members self-report monthly to CADL staff utilizing the data reporting form which will include a place to indicate their enrollment in the program.

4. Time of Performance

- A. On **July 1, 2025**, the Contractor shall commence performance of services required under this Contract.
- B. Contractor shall continue to perform such services and activities until expiration of this Contract on **June 30, 2026**, unless otherwise terminated pursuant to the terms of this agreement.

5. Compensation, Method of Payment and Reporting.

- A. As full and complete compensation for the Contractor's satisfactory performance under and completion of this Contract, the City of Lansing hereby agrees to pay the Contractor up to the amount of **FIFTEEN THOUSAND AND 00/100 (\$15,000) DOLLARS** from City of Lansing General Funds.
- B. It is expressly understood by and between the City of Lansing and the Contractor that in no event shall the total compensation and reimbursement, if any, to be paid to the Contractor, exceed the maximum sum of **FIFTEEN THOUSAND AND 00/100 (\$15,000) DOLLARS** from the City of Lansing General Funds.
- C. The services funded under this Contract shall be provided exclusively for the benefit of residents of the City of Lansing.
- D. The Contractor agrees to provide any additional money, services and/or physical resources beyond the City grant award, which may be required to complete its performance of this Contract, in accordance with the budget limitations set forth in the Budget Sheets of this Contract. Such additional funds are not reimbursable by the City.
- E. Funds received under this Contract shall be used solely for the purposes of performing the Program Goals and Objectives as described herein, and shall not be used to supplant Contractor's preexisting costs or replace Contractor's existing funding for operational expenses not otherwise associated with the Program Goals and Objectives.

- F. The Contractor agrees to expend the City grant funds on a reimbursable basis, or as mutually agreeable between the Contractor, HRCS, and the Finance Department. Funds will be issued in two payments for the City grant award as follows:
1. The first payment, which will be half of the grant award, will occur when:
 - a. there is a fully executed contract approved by the required City Departments, and
 - b. all current Contractor governance documents and previous year quarterly reports, if any, have been submitted and are deemed acceptable by HRCS.
 2. The second payment will occur when the Contractor submits complete and accurate 1st and 2nd quarterly reports for the current grant to HRCS.
- G. The Contractor shall agree to regularly attend agency cluster meetings, as determined by the HRCS, and participate in working sessions or activities related to any goals, as determined by cluster members.
- H. The Contractor agrees to comply with reporting requirements by submitting the following reports to HRCS by the 20th of the month following the reporting period. If the 20th falls on a weekend or holiday, the report is due the following business day:

Quarterly Program Management Report (4)

Reporting period: July - September
Due Date: October 20

Reporting period: October - December
Due Date: January 20

Reporting period: January - March
Due Date: April 20

Reporting period: April - June
Due Date: July 20

New Contracts will not be issued until all previous year reports have been submitted. Quarterly reports are due once a signed contract is provided to the Contractor.

PART II - General Terms and Conditions

1. Continued Funding. The City makes no implied or explicit guarantee, offer or representation of future funding from the City beyond the termination of this Contract. This Contract may be terminated prior to the end of the term of the Contract, pursuant to the terms and conditions set forth in Part II, Section 25.
2. Certifications. The Contractor certifies that it shall comply with all City of Lansing ordinances, regulations, and policies already in place or may be amended during the performance of the contract.

The Contractor certifies that all information provided pursuant to obtaining this Contract is true and complete.

The Contractor also certifies that it is a private nonprofit organization as defined in section 501(c)(3) of the Internal Revenue Code of 1986, or is a tax-exempt entity, or is a tax-exempt governmental entity or authority, registered with the Michigan Licensing and Regulatory Affairs (LARA), if applicable, and authorized to operate in Michigan.

Contractors who are out-of-state incorporated non-profits, certify that they qualify as a foreign business in Michigan. These Contractors also certify that they filed an Application for Certificate of Authority to Transact Business in Michigan with the Michigan Department of Licensing and Regulatory Affairs (LARA).

3. Independent Contractor. Nothing contained in this Contract is intended to, or shall be construed in any manner, as creating or establishing the relationship of employer/employee between the parties. The Contractor shall at all times remain an Independent Contractor with respect to the services to be performed under this Contract. The City shall be exempt from payment of all Unemployment Compensation, FICA, retirement, life and/or Medical Insurance and Worker's Compensation Insurance.
4. Bonus and Commission. The Contractor shall not pay any bonus or commission for the purpose of obtaining the City's approval of the Application for this Contract or any other approval or concurrence required by the City or its designee to complete the work financed in whole or in part by this Contract.
5. Donation and Fees. Donations and fees which are received by the Contractor in connection with provision of services with this Contract are required to be included in its quarterly financial reports in a balance sheet and operating statement presentation showing disposition of such donations and fees.
6. Contract Modifications. Any amendment to this Contract must mutually agreed upon by the parties and incorporated into written amendments to this Contract after approval by the City. The Contractor must obtain prior written approval of the Human Relations and Community Services Director for any contract amendments, including, but not limited to, changes to the Scope of Work, as provided in Part I of this agreement, and in the authorized budget, referenced as PART III in this contract, for the expenditure of funds.

7. Finance Procedures

- A. Agencies must have in place generally accepted accounting practices through the agency's internal structure or through services provided by an outside accountant or accounting firm.
- B. Suspension of Funding. The City, in its sole discretion, has the authority to suspend, reduce or disallow any payment(s) of funds, temporarily or permanently, in whole or in part, to the Contractor upon written notice to the Contractor when in the opinion of the City, if there is a reasonable likelihood that funds may be misused, misappropriated, or spent for an ineligible purpose as defined within this Contract. Please refer to Termination; sections 24 and 25 of this agreement.
 - i. Any unearned payments under this Contract may be suspended by the City upon the Contractor's refusal to accept and comply with any additional conditions or requirements of the City of Lansing. Conditions or requirements may include, but are not limited to, changes in HRCS policy or City Ordinance, etc.
 - ii. Any unearned payments under this Contract may be suspended or reduced if the funding sources for this Contract are reduced or suspended or terminated for any reason.
 - iii. Failure to comply with HRCS reporting requirements, as established by HRCS Reporting includes, but not limited to:
 - 1. Timely submission of quarterly reports.
 - 2. Timely submission of any requested agency documents.
 - 3. Timely approval of any request for in-person review and any necessary documents by HRCS personnel.
 - iv. Any new conflicts of interest that arise throughout the duration of the contract, or the failure to report any conflicts of interest at the commencement of the contract.

8. Return of Funds Provided. If the Human Relations and Community Services Director determines that the Contract proceeds will not or cannot be used for the purpose described herein, the Contractor shall, upon request, return to the City any unexpended funds of the Contract in the Contractor's possession, or control will revert to the City, and the Contractor shall have no further interest, right or claim thereto. The funds shall be returned within 30 calendar days.

9. Reports and Information.

- A. Financial Records and Reports. The Contractor agrees to make and maintain adequate financial records in a form satisfactory to the City. Such financial records, reports, and supporting documents shall reflect all costs and expenses incurred in performing this Contract and records of the use of all consideration received pursuant to this Contract. Financial records and reports of the Contractor shall conform with Generally Accepted Accounting Principles (GAAP) and HRCS Reporting Forms to be made available to the

Contractor by the City.

- B. General Operational Information. The Contractor shall provide written reports to the City as may be required by HRCS. Such written reports shall include, but shall not be limited to, the description of all services which have been rendered pursuant to this Contract, under the time frame specified by HRCS. Failure of the Contractor to submit reports within 45 days, shall be considered a material breach of this Contract.
- C. Administrative Practices and Policies. The Contractor shall submit the following to the City of Lansing for review by June 30th prior to the execution of this Contract: the most recent annual financial audit, Form 990, or financial statement as prepared by an external accounting firm or CPA, and the updated Conflict of Interest form. In addition, the Contractor shall, upon request, make available for review by June 30th prior to the execution of this Contract, "Administrative Policies and Procedures" that shall include, but not be limited to a statement detailing employment, salary, wage rates, working hours, holidays, and fringe benefits (health, hospitalization, retirement, etc.).
- D. Equal Employment Opportunity Provisions.
- i. The Contractor agrees to comply with all City, State, and Federal laws regarding nondiscrimination, including, without limitation, Chapter 1-302.1 of the Lansing City Charter and the Lansing Human Rights Ordinance. The Contractor agrees that it will ensure that no person or group engaged in the conduct of official business or seeking to do business arising from this Contract is discriminated against because of race, creed, political orientation, color, national origin, marital status, sex, age, handicap or for any cause not reasonably related to the accomplishment of a legitimate governmental purpose.
 - ii. The Contractor further agrees that all subcontractors or other Contracts entered into pursuant this contract shall obligate any beneficiary of this contract to adhere to the same equal opportunity provisions noted above. The contractor and its subcontractors agree to provide equal employment opportunity pursuant to all state and federal laws including the Americans with Disability Act and to provide proof to the City as requested by the HRCS pursuant to Sections 206.20 and 206.21 of the Codified Ordinances of the City of Lansing.
 - iii. Upon the City's request, the Contractor shall maintain and submit any reports pertaining to illegal discrimination charges, to HRCS.
- E. Cultural Competency. The Contractor shall commit to fostering, cultivating, and preserving a culture of diversity, equity, inclusion, and belonging. In the performance of this Contract, Contractor agrees to provide equal access and meaningful services for persons with diverse cultural backgrounds and limited English proficiency. This includes, but is not limited to, the Contractor providing interpreters for limited or no English proficiency individuals and sign language interpreters for the deaf or the hard-of-hearing. Contractor will also provide staff orientation, training, and support for

cultural competency.

Additionally, Contractor assures that its staff will proactively monitor clients to identify those with literacy challenges. Staff shall read all documents used by the Contractor to such clients to assure they comprehend the content.

Contractor's staff shall also identify and provide support for mobility issues encountered by its clients.

10. Eligible Costs of the Contractor and Reversion of Assets. Under this Contract, all costs incurred, and expenditures made pursuant to this Contract shall be fully documented and shall be in conformance with any limitations or exclusions of applicable federal, State, and local laws, rules, regulations, and conditions mandated by the City of Lansing.

In the absence of a written amendment extending time of performance, or use of unexpended dollars, all proceeds not expended within the time of performance specified in Part I Section 4 of this Contract, shall be returned to the City of Lansing within thirty days of this Contract's end date.

11. Records and Documentation.

- A. Establishment and Maintenance of Records. The Contractor shall establish and maintain all records concerning any matter covered by this Contract which, from time to time, may be requested or monitored by the City.
- B. Unless otherwise expressly authorized by the City, the Contractor shall maintain all records related to this Contract, including financial records and accounts for a period of five (5) years after receipt of final payment made under this Contract.
- C. If any litigation, claim, or audit concerning matters relating to this Contract is started before the expiration of the five-year period, the records shall be retained by the Contractor until all litigation, claim, or audit findings involving the records have been resolved.
- D. Financial Solvency. Contractor shall furnish the City with proof of financial solvency and with immediate notice of any change in its financial position that materially affects Contractor's solvency or its ability to continue its operations at any time during the term of this Contract.

12. Audits and Inspections.

At any time during normal business hours and as often as the City may deem necessary, the Contractor shall:

- A. Make available to the City all checks, payrolls, time records, invoices, Contracts vouchers, orders and other data, information, and material concerning any matter covered by this Contract; and

- B. Permit the City to audit, examine, excerpt, or transcribe all checks, vouchers, orders or other data, information and material concerning any matter covered by this Contract; and
- C. Allow the City to review documents that are considered as backup to the operation of the Contractor, regardless of funding source, to verify all costs listed in the "Estimated Cost" column of this Contract's budget section; and
- D. Make available to the City documentation supporting service reports.

13. Conflict of Interest. The Contractor shall establish safeguards to prohibit conflicts of interest as defined by subparagraphs A through C of this paragraph 13 of Part II below, including submitting a Conflict-of-Interest certification annually to HRCS as requested, on forms to be provided by HRCS. If a conflict of interest exists, HRCS will direct the Contractor to file the appropriate disclosures.

Definition: A Conflict of Interest occurs when a City officer, employee, or volunteer who exercises any function or responsibility in connection with the administration of this Contract, or member of their immediate family, may derive any income, interest, or benefit, directly or indirectly, during the performance of this Contract,

- A. Benefit includes the receipt, directly or indirectly, of any payment, gift, grant, pass through to another, forbearance, service, good, real property, personal property, or any other right, title, or interest of value.
- B. "Immediate family" means a child of an individual, a spouse of an individual, or an individual claimed by that individual or individual's spouse as a dependent under the Internal Revenue Code, or the parents, parents-in-law, brothers, sisters, sisters-in-law, brothers-in-law, stepparents, stepbrothers, or stepsisters of an individual.
- C. Contractor covenants that no conflict of interest exists and no person having any conflicting interest in this Contract shall be employed by the Contractor for the purpose of performing the services and activities set forth in the Scope of Services section of this Contract or fulfilling the terms, conditions, obligations, covenants, Contracts, or stipulations of this Contract.

14. Change of Status. Contractor shall notify the City immediately in writing when any of the following events occurs: (a) loss of Contractor's accreditation or change in accreditation standing; (b) loss of Contractor's insurance; (c) unfavorable financial audit of the Contractor; (d) notification or information that Contractor is or has been the subject of an investigation by a federal, state, or local government agency or department; (e) commencement of litigation of which the Contractor is a party; (f) loss of applicable State of Michigan license of Contractor or sanction of license; (g) conflict of interest between Contractor and City; or (h) changes in Contractor's legal status or organizational structure.

15. Assignment and Transfer of Interest: Subcontracting.

1. The Contractor shall not assign, pledge, or transfer, whether by assignment or novation, any interest in this Contract.
 2. The Contractor shall not subcontract any performance or portion thereof pursuant to this Contract without the prior written consent of the City.
 3. Any claims for money due or to become due to the Contractor from the City pursuant to this Contract may be assigned or transferred to a bank, trust company, or other financial institution without such written consent.
 4. The Contractor, however, shall promptly notify the City of such monetary assignment or transfer.
16. Lobbying and Political Activities. None of the money, compensation, reimbursement, funds, property or services provided, directly or indirectly, under, by, or pursuant to this Contract shall be used for any partisan political activity or to further the election or defeat of any candidate for any public office, or propaganda designed to support or defeat any legislation pending before the Congress of the United States, the Michigan State Legislature, or the City Council of the City of Lansing.
17. "Save Harmless" Clause. The Contractor shall indemnify and save harmless the City against any and all damages including property damage or injury or death to any person or persons, including the property and employees or agents of the City of Lansing, resulting from the performance of this Contract. The Contractor shall defend, indemnify and save harmless the City of Lansing from any and all claims, demands, suits, liabilities, and/or payments, actions, or proceedings of any kind or nature, including workers compensation claims, of or by anyone whomsoever, in any way resulting from or arising out of the operations in connection with this Contract, including the operating of subcontractors and the acts or omissions of employees or agents of the Contractor or its subcontractors. The insurance coverage specified herein constitutes the minimum insurance requirements and shall in no way lessen or limit the liability of the Contractor under the terms and conditions of this Contract. The Contractor shall procure and maintain, at Contractor's own cost and expense, any additional kinds and amounts of insurance that, in Contractor's own judgment, may be necessary for the Contractor's protection in performing the obligations under this Contract.
18. Civil Rights.
- A. Contractor agrees that it will not discriminate as to provision of services pursuant to this Contract or as to hiring or terms or conditions of employment and comply with all City, State, and Federal laws regarding nondiscrimination, including, without limitation, Chapter 1-302.1 of the Lansing City Charter and the Lansing Human Rights Ordinance. The Contractor agrees that it will ensure that no person or group engaged in the conduct of official business or seeking to do business arising from this Contract is discriminated against because of race, creed, political orientation, color, national origin, marital status, sex, age, handicap or for any cause not reasonably related to the accomplishment of a legitimate governmental purpose. Additionally, Contractor agrees that it will comply with the requirements promulgated by the Michigan Civil Rights Commission and that it will establish written personnel rules, guidelines, practices, and terms and conditions of employment. Contractor shall provide a copy of its personnel policies to the City upon

request. A violation of this provision shall be a material breach of the Contract.

- B. The Contractor shall, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants shall receive consideration for employment without regard to race, creed, political orientation, color, national origin, marital status, sex, age, handicap or for any cause not reasonably related to the accomplishment of a legitimate governmental purpose.
- C. The Contractor shall send to the City and to each labor union or representative of workers with which the Contractor has a collective bargaining Contract or other Contract or understanding, a notice advising the labor union or workers' representative of the Contractor's commitments under this nondiscrimination clause and shall post copies of the notice in conspicuous places available to employees and applicants for employment under this Contract.
- D. In the event of the Contractor's noncompliance with the nondiscrimination clauses of this Contract or with any such rules, regulations, or orders, this Contract may be canceled, terminated, or suspended in whole or in part.

- 19. Compliance with the Law. In performing the services, terms, conditions, obligations, and activities required under this Contract, the Contractor shall comply with all applicable federal, State, and local laws including, but not limited to, the Architectural Barrier Act of 1968 (Barrier Free Design Act)(20 USC 293, as amended by 29 USC 706) and where applicable in relation to construction activities, the Davis-Bacon Act, as amended (40 USC 276a-5); Copeland Anti Kick-Back Act (18 USC 874 as supplemented by 29 CFR, Part 3) and Federal Fair Labor Standards provision as amended (52 Stat. 1060; USCA 201 et seq, 40 USC 327, 333, 5 USC 1332-15) Section 2 of the Act of June 13, 1934, as amended (40 USC 276c).
- 20. City Charter. It is clearly understood that nothing contained in this Contract shall deprive the City of any rights that it may exercise by virtue of the provisions of the Charter of the City of Lansing.
- 21. Severability of Provisions. If any clause, section, provision, or part of this Contract is held invalid, the remainder of this Contract will remain in full force and effect.
- 22. Waiver. The failure of the City to demand compliance with any term of this Contract, or to take action when this Contract is breached in any way, shall not be considered a waiver of that Contractual requirement thereafter nor the City's right of action for the breach of that term.
- 23. Insurance and Bonds. In addition to any other insurance and bonding requirements of this Contract, the Contractor shall maintain insurance coverage in the amount of \$500,000 for property damage, and \$1,000,000 for aggregate damage. Insurance coverage includes, but not limited to, general liability, workers compensation, and unemployment compensation that meet State of Michigan statutory requirements.
- 24. Contractor's Failure of Performance.

- A. The failure of the Contractor to provide any work or services required by this Contract in a satisfactory and timely manner shall be a material breach of this Contract.
- (1) The City, in its sole discretion, shall determine whether the work is satisfactorily and timely completed.
 - (2) In the event the City determines the work or services provided pursuant to this Contract have not been performed in a timely or satisfactory manner, the City shall notify the Contractor and allow Contractor ten (10) days to cure or provide a corrective action plan for curing any such failure.
 - (3) The City may take any other action permitted by law or this Contract, including but not limited to termination, or reduction in compensation, to the Contractor.
- B. Reduction of Compensation by the City of Lansing. In the event the Contractor fails to perform, in a timely and proper manner, any of the services or activities required under this Contract, the City may, in its sole discretion, reduce or modify the compensation payable hereunder to the Contractor in a manner which appropriately reflects the reduction or diminution of services or activities provided.
- C. Termination by the City of Lansing.
- (1) In the event the Contractor fails to fulfill in a timely and proper manner, any of the terms, conditions, or obligations of this Contract, or if the Contractor violates any of the terms or conditions of this Contract, the City may terminate this Contract.
 - (2) In the event this Contract is terminated:
 - (a) All data, documents, drawings, maps, models, photographs, reports, studies, and surveys which have been or were prepared by the Contractor with City funds pursuant to this Contract, become the property of the City of Lansing; and
 - (b) The Contractor shall receive just and equitable compensation for any work which the Contractor satisfactorily completed pursuant to this Contract prior to the date of termination.
 - (3) It is agreed that nothing contained herein shall:
 - (a) Deprive the City of any additional rights or remedies, either at law or equity or under the terms, conditions, obligations, covenants, Contracts, and stipulations of this Contract, which it may assert against the Contractor upon Contractor's failure to fulfill any of the terms, conditions, obligations, covenants, or stipulations of this Contract; or
 - (b) Relieve the Contractor of any liability to the City for any damages sustained

by the City as a result of a breach of Contract by the Contractor; and if it sustains such damages, the City may withhold as a set-off any payments due the Contractor until such time as an exact amount of damages sustained by the City is determined.

25. Termination with or without Cause. The City or Contractor may, upon thirty (30) days written notice to the other party, with or without cause, terminate this Contract and all the obligations hereunder. Please reference Termination; sections 24 and 25 of this agreement. The right may be exercised regardless of whether the City or the Contractor is in default of any condition or obligation under this Contract. Once written notice of termination has been provided, the City shall not be obligated to provide any funding beyond that required to reimburse Contractor for expenses legitimately incurred as a result of its obligations under this Contract prior to the date of termination. However, if the Contractor is in violation of any terms or conditions of the Contract, payment may be withheld based on the discretion of the HRCS
26. Disclosure of Confidential Material. All reports, data, information, statements, forecasts, records, assembled, constructed or prepared, pursuant to, or as a consequence of this Contract, are subject to all federal and Michigan laws and regulations governing the disclosure of "public, client and medical, or other records", subject to exemptions from disclosure under circumstances expressly authorized by law.
27. Merger Clause. This Contract supersedes any prior discussions, negotiations, contracts, and understanding. This Contract represents the entire contract and its terms and cannot be modified, amended, or waived in whole or in part without the prior written consent of the City.
28. City Department or Office. It is agreed by the parties hereto that the HRCS shall be responsible for the administration of this Contract on behalf of the City, provided, however, that administration for this Contract may be transferred to any other office or department of the City by the Mayor of the City of Lansing.
29. Choice of Law. This Agreement shall be construed in accordance with Michigan law. All actions arising from this Agreement shall be brought in a state court of competent jurisdiction in Ingham County, Michigan, or in the Federal Courts in the Western District of Michigan, Southern Division.
30. Notice Provision. Any notice, demand, request, or other instrument, which may be or is required to be given under this Contract, shall be either personally delivered or sent by United States mail, certified, return receipt requested, postage prepaid and shall be addressed as follows:

Human Relations and Community Services
City of Lansing
124 W. Michigan Avenue, 4th Floor
Lansing, MI 48933
31. Criminal Background Screening Contractor expressly understands and agrees that a duty is hereby created under this Contract that requires Contractor to provide ongoing disclosure

throughout the term of this Contract as provided for herein relative to national criminal background screening requirements contained herein.

- A. Contractor shall perform national criminal background checks on all its employees, agents, independent contractors, subcontractors, and volunteers who will be working under this Contract.
- B. Contractor shall not permit any person subject to the background screening requirement referenced in paragraph A. above to work under this Contract who does not meet the criminal background screening requirements set forth by the Contractors agency policies.
- C. Contractor shall maintain copies of the results of the criminal background checks required by this Contract for the term of this Contract and promptly forward copies of same to the City, upon its request.
- D. City may terminate this Contract immediately, with Notice provided to Contractor, for a violation related to Contractor's failure to perform the criminal background checks on individuals referenced in paragraph A. working under this Contract. City may also terminate this Contract immediately, with Notice provided to Contractor, for a violation related to Contractor's failure to use best efforts to ensure that its approved subcontractors working under this Contract have had the required national criminal background checks performed prior to performing any services under this Contract. Contractor will not be subject to immediate termination in the event a violation occurs which City determines is outside the reasonable control of Contractor and Contractor has demonstrated to City compliance with the requirements of this Contract.

PART III

CITY OF LANSING TOTAL

CONTRACT BUDGET

CONTRACT PERIOD: 7/01/2025 to 6/30/2026

AGENCY NAME: CAPITAL AREA DISTRICT LIBRARY – DIRECT SOCIAL SERVICES

COST CATEGORY	ESTIMATED COST OF PROJECT	CITY OF LANSING SHARE
(1) PERSONNEL	\$13,027	\$0
(2) FRINGE BENEFITS	\$3,908	\$0
(3) OTHER OPERATING EXPENSES	\$22,472	\$15,000
TOTALS:	\$39,407	\$15,000

CITY OF LANSING

CONTRACT PERIOD 7/01/2025 to 6/30/2026

BUDGET JUSTIFICATION
FOR CONTRACTED PROJECT

AGENCY NAME: CAPITAL AREA DISTRICT LIBRARY – DIRECT SOCIAL SERVICES

COST CATEGORY	DESCRIPTION OF ITEM Example: Executive Admin Tech (\$20/hr. 8hrs/week x 52 weeks)	AMOUNT OR VALUE OF ITEM
PERSONNEL:		\$0
FRINGE BENEFITS		\$0
OPERATING EXPENSES	Outreach Team – \$28/hr. X 12 hrs. wk. x 52 weeks = \$17,472	\$15,000
TOTAL PROJECT EXPENSES:		\$15,000

CITY OF LANSING

SOURCES OF FUNDS

CONTRACT PERIOD 7/01/2025 to 6/30/2026

AGENCY NAME: CAPITAL AREA DISTIRICT LIBRARY – DIRECT SOCIAL SERVICES

List all sources of funds that are part of the total estimated cost of this project. List all sources of funds for the total agency budget. List cash contributions only for Total Project and Total Agency amounts.

SOURCE	TOTAL PROJECT AMOUNT
1. City of Lansing	\$15,000
2. Capitol Area District Libraries	\$24,407
3. Organization	\$0
4. Organization	\$0
5. Organization	\$0
TOTALS:	\$39,407

IN WITNESS WHEREOF, the CITY OF LANSING and CAPITAL AREA DISTRICT LIBRARY have executed this contract as of the date of the City Clerk signature (“Execution Date”).

**CITY OF LANSING, a Michigan Municipal Corporation.
Andy Schor, MAYOR City of Lansing**

Signature

Date

Christopher Swope, CITY CLERK

Signature

Date

**CAPITAL AREA DISTRICT LIBRARY,
Printed Name: Jennifer M. Marr, Executive Director**

Signature

Date

**CITY OF LANSING,
Kimberly A. Coleman, HRCS Director**

Signature

Date

City of Lansing, CITY ATTORNEY as to form only

Signature

Date

**City of Lansing, FINANCE Department
Account #: 101.833730.960383**

Signature

Date