

**CAPITAL AREA DISTRICT LIBRARIES  
BOARD MEETING**

5:30 PM, WEDNESDAY, DECEMBER 17, 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 November 19, 2025](#) (enc)
- b. Approval of Closed Session Minutes November 12, 2025 (distributed separately)
- c. Approval of Closed Session Minutes December 10, 2025 (distributed separately)
- d. [Disbursements for November 2025](#) (enc)

CHAIRPERSON'S COMMENTS

NEW BUSINESS

General

- a. [HUM 202a Director Evaluation Board Form](#) (enc – action)
- b. [HUM 202b Director Evaluation Staff Form](#) (enc - action)
- c. Legislative Update
- d. Community Contacts

Finance

- a. [November 2025 Financial Report](#) (enc - action)
- b. [December 2025 Budget Amendment](#) (enc - action)
- c. [Legal Services Renewal Recommendation](#) (enc - action)

DIRECTOR'S REPORT

PUBLIC, STAFF, AND BOARD MEMBER COMMENTS

ADJOURNMENT

# **CAPITAL AREA DISTRICT LIBRARIES BOARD MEETING**

November 19, 2025

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

**Members Absent:**

**Staff Present:** Jolee Hamlin, Julie Laxton, Sheryl Knox, Jenny Marr, Victoria Meadows, Michael Moore, Thais Rousseau

**Others Present:** Lindsay Dangi

## **CALL TO ORDER**

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

## **ROLL CALL**

Baer – Present

Bloomquist – Present

Drake – Present

O'Donnell – Present

Smith – Present

Stewart – Present

Vandenboom – Present

## **COMMUNICATIONS**

None

## **APPROVAL OF AGENDA**

Quinn O'Donnell made a motion to approve the agenda as amended - moving Finance items A,C, and D to the Consent Agenda and to move the October 22 minutes to New Business. Mark Stewart 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 October 22, 2025
- b. Disbursements for October 2025

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

## **CHAIRPERSON'S COMMENTS**

Brian Baer reiterated thanks for all the hard work at CADL Con.

## **NEW BUSINESS**

### **General**

- a. Approval of Minutes October 22, 2025. Sandy Drake corrected minutes under Community Contacts to “and visited Stockbridge” removing a reference to review ribbon lighting.

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

- b. HUM 221 Non-Union Administrative Employee Policy Manual

Language was discussed. Debora Bloomquist asked to add in the additional language “job duties as well as agreed upon written performance and behavior goals” to line 134.

Debora Bloomquist made a motion to approve the presented changes with the additional line to HUM 221. Quinn O'Donnell seconded the motion. The motion carried.

- c. Legislative Update

Executive Director Jenny Marr shared that MLA delivered a petition to the Governor and the legislature asking them to support the freedom to read and funding for libraries. Over 4300 signatures were collected and she participated in a press conference on October 29 at the beginning of the MLA Annual Conference.

ED Marr was invited to join a panel discussion with AG Dana Nessel in Grand Rapids on November 13. The purpose was to discuss the IMLS lawsuit the AG office was part of as well as other legal issues that public libraries are facing. The KDL Director, MLA Director, State Librarian, and Lakeland Cooperative Director were also on the panel with AG Nessel and the attorney leading the IMLS suit.

ED Marr was invited through her role in MLA to work with the Governor's office on their new literacy initiative. After an initial meeting with the Senior Literacy Advisor to the Governor, she has been invited to the Michigan Literacy Summit taking place in SE Michigan on December 15.

- d. Community Contacts

Sandy Drake attended the Leslie, Haslett, and Okemos Friends meetings, helped Webberville & Stockbridge set up for silent auction, and helped Haslett with their book sale. Attended the MLA Annual Conference.

Debora Bloomquist and Brian Baer also attended the MLA Annual Conference.

## Finance

a. October 2025 Financial Report

There were no changes to the October 2025 Financial Report presented at the Committee of the Whole meeting on November 12, 2025.

This item was approved by consent.

b. CADL 2026 Budget

There were no changes to the 2026 budget presented at the public budget hearing on November 12, 2025.

Mark Stewart made a motion to approve the CADL 2026 budget. Quinn O'Donnell seconded the motion. A roll call vote was held:

Baer – Yes

Bloomquist – Yes

Drake – Yes

O'Donnell – Yes

Smith - Yes

Stewart – Yes

Vandenboom – Yes

The motion carried.

c. RFP Local History Shelving

An RFP for purchasing shelving for the Local History Center. The recommended vendor is DBI which included inside delivery.

This item was approved by consent.

d. NHPRC Grant Application

A grant that the Local History team is applying for.

This item was approved by consent.

e. City of Lansing HRCS Contract

Executive Director Jenny Marr gave an overview of the contract.

Debora Bloomquist made a motion to approve the City of Lansing HRCS Contract. Mark Stewart seconded the motion. The motion carried.

## **DIRECTOR'S REPORT**

Executive Director Jenny Marr gave an overview of the following items:

- Request to the Board to update their shirt sizes to Julie Laxton and to sign the cards for the branches for the annual CADL shirts.
- MLA Annual Conference
- CADL Con wrap-up, surveys for staff
- Holt Parking Lot – construction update
- Silver Bells – early closing for Downtown Branch at 4 pm
- Thanksgiving Holiday Closure (Thursday & Friday, 11/27 & 11/28)
- Stockbridge Branch Ribbon Cutting on December 3 at 6:30 pm, open house begins at 6 pm
- Marr attending MLA quarterly board meeting and MLA ThinkSpace Conference (12/4-12/5) in Midland. The theme this year is “Sustaining Well-being Across the Library Team.”

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

Drake commented on how amazed she was at all the staff and marketing are doing.

Baer commented he is on committee re: housing pod sites that the City of Lansing HRCS is driving.

Bloomquist commented that she enjoyed all food and snacks at CADL Con. She sent an email to former Administrative Assistant for all her work. She brought up Aurelius train event, in partnership with Mason, encouraging board members to attend. Thanked marketing for cute event tickets which were created.

Baer wished all Happy Thanksgiving and safe holiday travels.

## **ADJOURNMENT**

Quinn O'Donnell made a motion to adjourn the meeting. Mark Stewart seconded the motion. The motion carried. The meeting adjourned at 6:05 pm.

## CHECK REGISTER FOR CAPITAL AREA DISTRICT LIBRARIES

CHECK DATE 11/01/2025 - 11/30/2025

Check Date	Check	Vendor Name	Description	Amount
Bank MAIN MAIN CASH				
Check Type: EFT Transfer MAIN				
11/06/2025	3761(E)	ACRISURE/44 NORTH	MEDICAL CLAIMS	1,936.21
11/06/2025	3762(E)	ALLEGRA MARKETING PRINT MAIL	TABLECLOTHS,BOOKMARKS,BROCHURES	9,062.40
11/06/2025	3763(E)	AMAZON	AMAZON INVOICES	4,655.50
11/06/2025	3764(E)	BOYNTON FIRE SAFETY SERVICE LLC	2025 OKEMOS FIRE SYSTEM REPAIRS	450.00
11/06/2025	3765(E)	DELHI CHARTER TOWNSHIP	UTILITIES 7/1-9/30/25	4,365.37
11/06/2025	3766(E)	EBSCO INFORMATION SERVICES	NOVELIST SELECT & CONSUMER REPORTS 12/1/25-	15,111.00
11/06/2025	3767-82(E)	INGRAM LIBRARY SERVICES	BOOKS	9,122.39
11/06/2025	3783(E)	KANOPY INC	10/2025 PLAY CREDITS	2,886.60
11/06/2025	3784(E)	LAGARDA SECURITY	SECURITY SVCS W/E 10/19/25	3,060.28
11/06/2025	3785(E)	LAUREN CLARKE	MILEAGE 10/21/25,PARKING	45.80
11/06/2025	3786(E)	MCBRIDE, BRIDIE	PROGRAM SNACKS	90.96
11/06/2025	3787(E)	MICHIGAN FLEET FUELING SOLUTION	VEHICLE FUEL 10/15-10/31/25	1,058.18
11/06/2025	3788(E)	MIDWEST TAPE	AUDIOBOOKS, DVD, MUSIC	3,618.22
11/06/2025	3789(E)	MISSION SQUARE	10/2025 RETIREMENT CONTRIBUTIONS	3,270.24
11/06/2025	3790(E)	OVERDRIVE INC	CONTENT PURCHASE	30,000.00
11/06/2025	3791(E)	PHARMACY DATA MANAGEMENT INC.	PRESCRIPTION CLAIMS 10/16-10/31/25	9,934.49
11/06/2025	3792(E)	SHERYL KNOX	ANCHORNETS CONFERENCE TRAVEL - PLANE AND I	431.97
11/06/2025	3793(E)	STAPLES ADVANTAGE	OFFICE SUPPLIES	1,245.92
11/06/2025	3794(E)	SUSEELA EYAL	MILEAGE 9/8-10/21/25	39.83
11/06/2025	3795(E)	ALERUS FINANCIAL	10/2025 RETIREMENT CONTRIBUTIONS	17,447.14
11/06/2025	3796(E)	ALERUS FINANCIAL	10/2025 RETIREMENT CONTRIBUTIONS	1,944.23
11/06/2025	3797(E)	ALERUS FINANCIAL	10/2025 RETIREMENT CONTRIBUTIONS	1,672.34
11/06/2025	3798(E)	BOARD OF WATER & LIGHT	427 1FL 9/7-10/9/25	75.29
11/06/2025	3799(E)	BOARD OF WATER & LIGHT	123 9/7-10/6/25	10,194.39
11/06/2025	3800(E)	BOARD OF WATER & LIGHT	401 9/5-10/9/25	1,023.64
11/06/2025	3801(E)	BOARD OF WATER & LIGHT	3500 1/2 9/7-10/6/25	178.81
11/06/2025	3802(E)	BOARD OF WATER & LIGHT	3500 108 9/6-10/6/25	1,248.75
11/06/2025	3803(E)	CONSUMERS ENERGY	4321 4 9/12-10/13/25	267.73
11/06/2025	3804(E)	CONSUMERS ENERGY	4321 3 9/12-10/13/25	198.59
11/06/2025	3805(E)	CONSUMERS ENERGY	201 9/12-10/13/25	289.62
11/06/2025	3806(E)	CONSUMERS ENERGY	4321 1 9/12-10/13/25	477.76
11/06/2025	3807(E)	CONSUMERS ENERGY	4321 2 9/12-10/13/25	530.98
11/06/2025	3808(E)	CONSUMERS ENERGY	2175 120 9/11-10/9/25	100.40
11/06/2025	3809(E)	MERS	10/2025 RETIREMENT CONTRIBUTIONS	89,699.81
11/14/2025	3810(E)	ACRISURE CYBER SERVICES, LLC DBA	11/2025 TEAMS VOICE SUPPORT,PROOFPOINT	2,331.75
11/14/2025	3811(E)	ACRISURE/44 NORTH	MEDICAL CLAIMS	867.55
11/14/2025	3812(E)	BOYNTON FIRE SAFETY SERVICE LLC	FIRE INSPECTION BATTERIES AND STROBE REPLACI	710.00
11/14/2025	3813(E)	BS&A SOFTWARE, INC.	10/2025 CC FEES	296.78
11/14/2025	3814(E)	CDW GOVERNMENT INC	SURFACE PRO FOR FACILITIES DIRECTOR - MIDEAL	2,349.21
11/14/2025	3815(E)	CHICAGO DISTRIBUTION CENTER	BOOKS-PROFESSIONAL COLLECTION	225.53
11/14/2025	3816(E)	CHRISTIE NIKOLOFF	MILEAGE 9/4-10/23/25	26.04
11/14/2025	3817(E)	DELTA DENTAL PLAN OF MICHIGAN	11/2025 DENTAL PREMIUM	228.15
11/14/2025	3818-38(E)	INGRAM LIBRARY SERVICES	BOOKS	15,782.32
11/14/2025	3839(E)	JENNIFER DEGROAT	MLA CONF PARKING/LUNCH	128.42
11/14/2025	3840(E)	LAGARDA SECURITY	SECURITY SVCS W/E 10/26/25	3,060.28
11/14/2025	3841(E)	MIDWEST COMMUNICATIONS	10/2025 DISPLAY ADVERTISING	1,500.00
11/14/2025	3842(E)	MIDWEST TAPE	10/2025 DIGITAL CONTENT,DVD,MUSIC,AUDIOBO	50,592.87
11/14/2025	3843(E)	STAPLES ADVANTAGE	OFFICE SUPPLIES	2,323.16
11/14/2025	3844(E)	UNIQUE	10/2025 CHAT SERVICE,PLACEMENTS	1,332.85
11/14/2025	3845(E)	CONSUMERS ENERGY	427 9/12-10/13/25	18.00
11/14/2025	3846(E)	CONSUMERS ENERGY	401 9/12-10/13	18.00
11/14/2025	3847(E)	CONSUMERS ENERGY	145 9/16-10/15/25	811.74
11/14/2025	3848(E)	CONSUMERS ENERGY	1379 9/16-10/15/25	142.85

11/14/2025	3849(E)	CONSUMERS ENERGY	3500 107B 9/16-10/14/25	18.00
11/14/2025	3850(E)	CONSUMERS ENERGY	126 9/17-10/15/25	260.51
11/14/2025	3851(E)	CONSUMERS ENERGY	3500 109B 9/16-10/14/25	18.00
11/14/2025	3852(E)	CONSUMERS ENERGY	3500 109A 9/16-10/14/25	18.00
11/14/2025	3853(E)	CONSUMERS ENERGY	2175 HSE 9/19-10/20/25	111.56
11/14/2025	3854(E)	CONSUMERS ENERGY	2175 100 9/19-10/20/25	43.88
11/14/2025	3855(E)	T-MOBILE	MOBILE HOTSPOTS 9/21-10/20/25	7,241.81
11/20/2025	3856-61(E)	RAMP BUSINESS CORPORATION	*SEE NEXT PAGE	49,159.57
11/20/2025	3862(E)	ACRISURE/44 NORTH	MEDICAL CLAIMS	1,601.88
11/20/2025	3863(E)	ALLEGRA MARKETING PRINT MAIL	BRANDED TABLE CLOTH SHIPPING	64.18
11/20/2025	3864(E)	AMAZON	AMAZON INVOICES	5,820.41
11/20/2025	3865(E)	ANDERSON, LINDSAY	MILEAGE 11/11/25,CRAFT SUPPLY REIMB	89.23
11/20/2025	3866(E)	BOYNTON FIRE SAFETY SERVICE LLC	FIRE SYSTEM REPAIRS #2 BASEMENT PUMP RELATEI	800.00
11/20/2025	3867(E)	CENGAGE LEARNING INC/GALE	BOOKS	249.85
11/20/2025	3868(E)	CONSUMERS ENERGY	115 9/20-10/20/25	18.00
11/20/2025	3869(E)	DICTATION SALES & SERVICE INC.	SCANNING 33 BOXES	11,015.00
11/20/2025	3870(E)	HEATHER GOUPIL	10/29/25 MLA PARKING	15.00
11/20/2025	3871-82(E)	INGRAM LIBRARY SERVICES	BOOKS	9,198.87
11/20/2025	3883(E)	INTELLETO TECHNOLOGIES INC	HR RFID READER/WRITER	7,990.00
11/20/2025	3884(E)	JAY HULL	STEM SUPPLIES, DOUGHNUTS	34.57
11/20/2025	3885(E)	JULIE LAXTON	MILEAGE 8/27-11/10/25	318.85
11/20/2025	3886(E)	LAGARDA SECURITY	SECURITY SVCS W/E 11/2/25,11/9/25	6,066.55
11/20/2025	3887(E)	LAWN STARS GROUP LLC	11/10/25 SALTING	158.00
11/20/2025	3888(E)	MICHIGAN FLEET FUELING SOLUTION	VEHICLE FUEL 11/1-11/15/25	872.16
11/20/2025	3889(E)	MIDWEST TAPE	AUDIOBOOKS, DVD, MUSIC	6,648.55
11/20/2025	3890(E)	PHARMACY DATA MANAGEMENT INC.	PRESCRIPTION CLAIMS 11/1-11/15/25	6,216.27
11/20/2025	3891(E)	SHERYL KNOX	SHLB CONFERENCE EXPENSES	414.74
11/20/2025	3892(E)	STAPLES ADVANTAGE	OFFICE SUPPLIES	654.41
11/20/2025	3893(E)	TASC	BENEFITS FUNDING	1,265.96
11/20/2025	3894(E)	VISION SERVICE PLAN	11/2025 PREMIUM	896.49
11/20/2025	3895(E)	WILSON, AMELIA	MILEAGE 10/27/25	23.24
11/28/2025	3896(E)	ABRAHAM WASHINGTON LLC	12/2025 PARKING	4,520.00
11/28/2025	3897(E)	ACRISURE/44 NORTH	11/2025 BUNDLE FEE, INT'L SCRIPTS,COST SVGS	12,005.02
11/28/2025	3898(E)	AMAZON	AMAZON INVOICES	4,724.94
11/28/2025	3899(E)	AT&T	4 PHONE BOOKS 11/2025	24.00
11/28/2025	3900(E)	BOYNTON FIRE SAFETY SERVICE LLC	ANNUAL EMER LIGHTS & EXTINGUISHER INSPECT	380.00
11/28/2025	3901-13(E)	INGRAM LIBRARY SERVICES	BOOKS	12,514.18
11/28/2025	3914(E)	JULIE CHRISINSKE	MEAL, PARKING MLA CONF 10/29-10/31/25	70.00
11/28/2025	3915(E)	LAGARDA SECURITY	SECURITY SVCS W/E 11/16/25	2,740.09
11/28/2025	3916(E)	MARTIN, MECCA	MEAL MLA CONF 10/29/25	18.96
11/28/2025	3917(E)	MIDWEST TAPE	AUDIOBOOKS, DVD, MUSIC	3,123.90
11/28/2025	3918(E)	PHYSICIANS HEALTH PLAN	12/2025 HLTH INS PREMIUM	44,915.65
11/28/2025	3919(E)	SPRINGSHARE LLC	2026 PATRON POINT SUBSCRIPTION	13,352.00
11/28/2025	3920(E)	STAPLES ADVANTAGE	OFFICE, PROGRAM SUPPLIES	1,214.89
11/28/2025	3921(E)	SUSEELA EYAL	MILEAGE 10/24-11/13/25	55.41
11/28/2025	3922(E)	WRITEWISE, INC	DEP AGGREGATE STOP LOSS COV 1/1-12/31/2026	808.83
11/28/2025	3923(E)	CHARTER TOWNSHIP OF MERIDIAN	4321 6/24-9/25/25	422.20
11/28/2025	3924(E)	DTE ENERGY	117 10/4-11/3/25	171.92
11/28/2025	3925(E)	GRANGER CONTAINER SERVICE INC	11/2025 TRASH SVC	150.41
11/28/2025	3926(E)	GRANGER CONTAINER SERVICE INC	11/2025 TRASH SVC	285.62
11/28/2025	3927(E)	GRANGER CONTAINER SERVICE INC	11/2025 TRASH SVC	91.00
11/28/2025	3928(E)	GRANGER CONTAINER SERVICE INC	11/2025 TRASH SVC	12.94
11/28/2025	3929(E)	GRANGER CONTAINER SERVICE INC	11/2025 TRASH SVC	108.33
11/28/2025	3930(E)	DELTA DENTAL PLAN OF MICHIGAN	DENTAL CLAIMS	4,955.67
Total EFT Transfer:				532,449.84

## Check Type: Paper Check MAIN

11/20/2025	57254	ANN ARBOR DISTRICT LIBRARY	LOST BOOK	12.99
11/20/2025	57255	BAILEY, KATIE	MLA MEALS & PARKING-10/29/25	39.38
11/20/2025	57256	BARBARA BULL	BOOKS	25.17
11/20/2025	57257	BLACKSTONE PUBLISHING INC	AUDIOBOOKS	257.15
11/20/2025	57258	CENTRAL BUSINESS SYSTEMS INC	PRINT COLLECTIONS/COPIES SL, OK, HO	1,085.43
11/20/2025	57259	CHARLOTTE COMMUNITY LIBRARY	LOST BOOK	44.97
11/20/2025	57260	CHRISTINE MARTIN-RESOTKO	MILEAGE 10/3-11/11/25	20.04
11/20/2025	57261	CREATIVE WELLNESS	MASSAGE CHAIRS CADL CON	660.00
11/20/2025	57262	DALMAN, MONTANA	MILEAGE 11/11/25	33.32
11/20/2025	57263	DBI BUSINESS INTERIORS	50% DOWN SHELIVING BID	36,307.83
11/20/2025	57264	DELTA TOWNSHIP DISTRICT LIBRARY	LOST BOOK	24.95
11/20/2025	57265	EAST LANSING PUBLIC LIBRARY	LOST BOOK	49.88
11/20/2025	57266	EILX	10/2025 METV ROTATOR ADS	200.00
11/20/2025	57267	ESCANABA PUBLIC LIBRARY	LOST BOOK	35.00
11/20/2025	57268	FARNUM, BETH HALE	BETH FARNUM (MUSIC WITH MISS BETH) AT LE - FAL	240.00
11/20/2025	57269	FRESH TRACKS INC	CARPET AND SEATING CLEANING	2,919.00
11/20/2025	57270	GANNETT MICHIGAN LOCALIQ	PUBLIC HEARING NOTICE	116.60
11/20/2025	57271	GRANT, TERRI	MILEAGE 11/11/25	21.00
11/20/2025	57272	GREY HOUSE PUBLISHING INC	WEISS RATINGS SUB 12/1-11/30/26	5,995.00
11/20/2025	57273	HOME DEPOT CREDIT SERVICES	MEZZ, TS PLUMBING SUPPLIES	354.77
11/20/2025	57274	INGHAM COUNTY TREASURER	BOARD REVIEW TAXABLE CHANGES	4,962.27
11/20/2025	57275	INGHAM COUNTY TREASURER	WINTER 2025 TAX COLLECTION BOND	1,734.86
11/20/2025	57276	JACKSON DISTRICT LIBRARY	LOST BOOK	10.00
11/20/2025	57277	KARDELL-MOON, SATURN	PARKING OUTREACH	8.51
11/20/2025	57278	KENT DISTRICT LIBRARY	LOST BOOK	116.22
11/20/2025	57279	LAPEER DISTRICT LIBRARY	LOST BOOK	14.65
11/20/2025	57280	LEHMAN, SARAH	MILEAGE MLA CONF 10/31/25	9.66
11/20/2025	57281	LENAWEE DISTRICT LIBRARY	LOST BOOK	7.99
11/20/2025	57282	LIZABETH DESMET	TEACHER LIZ AT LANSING LIBRARIES - FALL 2025	455.00
11/20/2025	57283	MARK BUZZITTA	MILEAGE 9/11-10/31/25, PROG. DONUTS/CIDER	403.12
11/20/2025	57284	MASON COUNTY DISTRICT LIBRARY	LOST BOOK	20.00
11/20/2025	57285	MCFETTERS, KRISTIN	MILEAGE 11/11/25	11.90
11/20/2025	57286	MELVINDALE PUBLIC LIBRARY	LOST BOOK	40.00
11/20/2025	57287	MICHELL FILIPIAK	SOUND BOWLS - CADL CON	175.00
11/20/2025	57288	MIHALIK, KATHRYN	MILEAGE 11/11/25	11.48
11/20/2025	57289	MIRANDA, ELISHA	MILEAGE 7/17-10/29/25	153.58
11/20/2025	57290	MONROE COUNTY LIBRARY SYSTEM	LOST BOOK	7.99
11/20/2025	57291	MUDAR, MICHELE	MILEAGE 11/11/25	11.20
11/20/2025	57292	MURPHY & SPAGNUOLO PC	10/2025 LEGAL SVCS	1,043.00
11/20/2025	57293	NUNN, JOSIE	MLA LUNCH REIMBURSEMENT 10/29/25	23.76
11/20/2025	57294	PETER WHITE PUBLIC LIBRARY	LOST BOOK	26.95
11/20/2025	57295	PINCKNEY COMMUNITY PUBLIC LIBRARY	LOST BOOK	15.00
11/20/2025	57296	PLAYAWAY PRODUCTS LLC	AUDIOBOOKS	60.79
11/20/2025	57297	POP-ITY POPCORN CO LLC	(4 CASES) 24 INDIVIDUAL BAGS POPCORN	168.00
11/20/2025	57298	PUBLIC LIBRARIES OF SAGINAW	LOST BOOK	16.95
11/20/2025	57299	READING COMMUNITY LIBRARY	LOST BOOK	6.99
11/20/2025	57300	REDFORD TOWNSHIP DISTRICT LIBRARY	LOST BOOK	26.99
11/20/2025	57301	RICOH USA INC	COPIES 3RD FL 10/5-11/4/25	161.53
11/20/2025	57302	ROSALIE MARSHALL	MLA TRAVEL EXPENSES 10-30-2025	60.36
11/20/2025	57303	ROTARY CLUB OF LANSING	ROTARY QTR DUES	325.00
11/20/2025	57304	SAI KRISHNAMURTHI	MILEAGE 9/12-11/12/25	85.56
11/20/2025	57305	SAVAGE, ANITA	MILEAGE 9/23-10/14/25	33.53
11/20/2025	57306	SCHINDLER ELEVATOR CORPORATION	QTRLY MAINT 12/1/25-2/28/26	2,837.01
11/20/2025	57307	SNYDER, CRISSA L.	MEIJER - FLOWERS FOR FLORAL ARRANGING	73.86
11/20/2025	57308	SWAN, CHARLIE	MILEAGE/PARKING MLA 10/30/25, 11/11/25	58.26
11/20/2025	57309	TEKONSHA TOWNSHIP LIBRARY	LOST BOOK	14.99
11/20/2025	57310	UAW LOCAL 2256	10/2025 UNION DUES	3,527.63
11/20/2025	57311	UNIVERSITY OF DETROIT MERCY LIBRARY	LOST BOOK	80.00
11/20/2025	57312	UNIVERSITY OF MICHIGAN-DEARBORN	FROM PLAN TO PLANET 39076005557629	90.00



11/20/2025	57313	VANDERMOLLEN, TAMMY	MILEAGE 11/11/25	32.90
11/20/2025	57314	VANWERT, NANCY	MILEAGE 11/11/25	20.02
11/20/2025	57315	WHITE PIGEON TOWNSHIP LIBRARY	LOST BOOK	13.99
11/20/2025	57316	WILLIAMSTON COMMUNITY SCHOOLS	7/2025-9/2025 UTILITIES	4,523.25
11/20/2025	57317	WILX	10/2025 ADS	850.00
11/20/2025	57318	WLAJ	10/2025 ROTATOR ADS	100.00
11/20/2025	57319	WLNS	10/2025 ROTATOR ADS	1,000.00
11/20/2025	57320	WORLD BOOK INC	BOOKS	299.00

Total Paper Check:

72,171.23

MAIN TOTALS:

Total of 237 Checks:

604,621.07

Total of 174 Disbursements:

604,621.07

## CHECK REGISTER FOR CAPITAL AREA DISTRICT LIBRARIES

CHECK DATE 11/01/2025 - 11/30/2025

Check Date	Check	Vendor Name	Description	Amount
11/20/2025	3856-61(E)	RAMP BUSINESS CORP.	WATER DELIVERY, 11/2025 RENTAL DA	22.85
			WATER COOLER REPAIR DT	45.00
			WATER DELIVERY LE	14.45
			WATER DELIVERY STK	21.25
			11/2025 COOLER RENTAL DTL	95.00
			WATER DELIVERY FO	7.85
			9/1-11/30/25 CONTRACT SERVICE	1,450.00
			20250929 TRANE LHC HVAC INSPECTION	1,145.09
			202510 DL CANINE INSPECTION	465.00
			PEST CONTROL	71.00
			PEST CONTROL	66.00
			PEST CONTROL	71.00
			PEST CONTROL	86.00
			CADL CON BOX LUNCH ORDER	1,996.60
			SUBSCRIPTION 12/15/25-12/14/26	1,596.00
			MOBILE BEACON RENEWALS AND SERVICE DATE SYI	940.00
			MOBILE BEACON HOTSPOTS OCTOBER 2025 ORDEF	11,945.52
			145 8/15-9/15/25	67.91
			RAMP CARD-PARKING FOR MLA CONFERENCE	45.00
			HOWELL NATURE CENTER - DEPOSIT AU	41.00
			HOWELL NATURE CENTER - DEPOSIT SL	40.00
			HOWELL NATURE CENTER - DEPOSIT DA	38.00
			HOWELL NATURE CENTER - DEPOSIT LE	41.00
			VCT ADHESIVE AND SHELF LAYOUT MATERIALS	71.66
			HOOKS	22.00
			HEAT GUN	99.00
			DEWALT CASES FOR BUTTON MAKERS	203.55
			EXT CORD, WALLPLT,GLOVES	100.70
			CONCRETE PATCH, OUTLET EXT	49.43
			ANCHOR, UTILITY KNIFE, SNOW BRUSH	38.43
			POSTAGE METER RENTAL 11/3/25-2/2/26	194.40
			1000555 HIGH FIVE HIGHLIGHTER	1,320.00
			GIVEAWAYS - FALL 2025	2,800.00
			2000 BOOK MAGNETS WITH CADL LOGO	862.16
			PLAY CASTLE, ACTIVITY TABLE	4,021.51
			"ESPANOL" AND "NEW" LABELS	79.56
			10/2025 MAT SVC	727.09
			BUILDING READERS - BOOK DEPOT 3500 BOOKS	5,158.05
			LOCAL HISTORY MAKER STATION ADOBE CREATIVE C	30.00
			25" X 200', 5 MIL, 1 ROLL SKU 3125901	1,110.25
			11/2025 DIGITAL PHONE LINES	73.85
			6 BOXES SHREDDING	18.00
			SMARTY ADDRESS VALIDATION API ACCESS	54.00
			FAX.PLUS ANNUAL SUBSCRIPTION FOR ADMIN OFFI	167.99
			MONTHLY WEBSITE HOSTING CHARGES	311.70
			MONTHLY WEBSITE HOSTING CHARGES	311.70
			11/6-12/5 MINECRAFT SERVER	29.94
			WILDCARD SSL CERT 11/13/25-8/25/26	804.23
			RR TRAIN TUNNEL POSTCARD	44.99
			HOTEL PICTURES	19.99

BALANCE HOTEL PICTURES	5.99
FILM REEL	21.82
ORDER FOR NOV BOARD MEETING	24.38
M365 APPS LICENSES FOR STAFF 10/25-9/26	1,890.00
AZURE ACTIVE DIRECTORY 11/2025-10/2026	67.46
11/2-12/2/25 SUBSCRIPTION	59.90
10/2025CLOUD STORAGE	82.81
SHEET OL1930FP (FL. PINK) 1X.5" LABEL	46.41
CADL TOTE BAGS	2,500.00
BATH TISSUE, PAPER TOWEL, HAND SOAP	409.10
BATH TISSUE	76.15
HAND SOAP	90.01
PAPER TOWEL, SOAP	134.20
BATH TISSUE, PAPER TOWEL	73.58
PAPER TOWEL	45.75
BATH TISSUE, PAPER TOWEL	117.25
BATH TISSUE	19.04
PAPER TOWEL, BATH TISSUE	81.50
PAPER TOWEL, BATH TISSUE, SOAP	701.10
PAPER TOWEL, BATH TISSUE	300.25
HAND SOAP	88.45
1 MOS. SUBSCRIPTION FOR TRIVIA PLATFORM	8.99
HOTSPOT CASES OCTOBER 2025	1,215.00
BOOK	20.90
1 LICENSE 11/2025-10/2026	95.40
KOREAN BOOK TITLES	2,017.00
RECEIPT FOR FOOD ITEMS-CADL CON 2025	63.14
20251024 MENARDS HEATERS MS AND DL	152.78
10/2025 RAMP CASHBACK	(284.49)
	<hr/>
	49,159.57

# Capitol Area District Library Board Evaluation of Executive Director

**This form is to be filled out using the supplied online form.**

This assessment tool is designed to help the Library Board and the Executive Director focus on the particular strengths and challenges of the Executive Director's performance. Each participant has a different and valuable perspective that can inform the other and lead to increased understanding and a more effective performance for both. This can be the basis for a dialogue that will build a stronger partnership between the Board and Executive Director.

How well do you feel the CADL Executive Director carries out the following? Before rating consider your knowledge of these factors. Please mark the appropriate response for each of the following statements using this scale:

5 = Excellent, 4= Good, 3 = Fair, 2 = Poor, 1 = Very Poor, N = No opportunity to observe

(NOTE: If you use a rating of 1 or 2, we request comment or explanation; comments are appreciated on ratings of 3, 4, and 5. Use a separate sheet of paper if you need more room.)

## ADMINISTRATIVE SKILLS

▼ STATEMENT	RESPONSE ►	5	4	3	2	1	N
1. Evaluates problems and issues objectively and makes timely informed decisions							
2. Establishes goals that are realistic and appropriate for the resources available							
3. Works with the staff, Finance Committee, and the Board in preparing a balanced budget; sees that CADL operates within budget guidelines							
4. Maintains official records and documents, and ensures compliance with federal, state, and local regulations and reporting requirements							
5. Pursues grant proposals and other sources of new funding for the library							
6. Directs the maintenance of the library building and grounds and recommends future space and equipment needs							
7. Negotiates contracts and agreements that are consistently beneficial for CADL							
8. Communicates information regarding current and new services to the public							

**COMMENTS:**

## BOARD RELATIONSHIP

▼STATEMENT	RESPONSE ►	5	4	3	2	1	N
1. Keeps the Board informed and up-to-date on important factors that influence the condition of CADL							
2. Is receptive to Board members' ideas and suggestions							
3. Makes sound recommendations for Board action							
4. Demonstrates appropriate and timely execution of Board decisions							
5. Communicates with the Board when goals of CADL need to be adjusted							

**COMMENTS:**

#### **COMMUNITY RELATIONS**

▼STATEMENT	RESPONSE ►	5	4	3	2	1	N
1. Serves as an effective spokesperson for CADL by communicating with legislators, local governmental leaders, and organizations to enhance and promote library services							
2. Maintains constructive relationships with members of the local media							

**COMMENTS:**

#### **INITIATIVE AND LEADERSHIP**

▼STATEMENT	RESPONSE ►	5	4	3	2	1	N
1. Maintains an adequate knowledge of current state of the art library technological developments							
2. Ensures that CADL has adequate technology resources							
3. Seeks advice and consultation on goals, programs, plans, and procedures							

**COMMENTS:**

#### **INTERPERSONAL SKILLS**

▼STATEMENT	RESPONSE ►	5	4	3	2	1	N
1. Represents the library in a positive and professional manner							
2. Actively promotes the library to the public							
3. Accepts public criticism and responds accordingly							
4. Provides support for the work of the Friends of the Library groups							

**COMMENTS:**

### **PERSONNEL MANAGEMENT**

▼STATEMENT	RESPONSE ►	5	4	3	2	1	N
1. Recruits and hires competent staff members							
2. Places adequate emphasis on EOE/Affirmative Action in CADL's hiring process							

**COMMENTS:**

### **PERSONAL AND PROFESSIONAL ATTRIBUTES**

▼STATEMENT	RESPONSE ►	5	4	3	2	1	N
1. Speaks and writes effectively							
2. Holds membership and/or leadership positions in professional organizations and associations							
3. Participates in workshops and conferences							

**COMMENTS:**

### **OVERALL PERFORMANCE**

1. What do you regard as the strengths of the Executive Director?
  
  
  
  
  
  
  
  
  
  
2. What do you think of the initiatives that were taken to strengthen the library this year?
  
  
  
  
  
  
  
  
  
  
3. How could the performance of the Executive Director be improved?
  
  
  
  
  
  
  
  
  
  
4. What has been the Executive Director's most significant achievement(s) in the last year?
  
  
  
  
  
  
  
  
  
  
5. What goals might you suggest for next year?

Additional comments:

## Capitol Area District Library Staff Evaluation of Library Executive Director

**This form is to be filled out using the supplied online form. The form will be set so that it does not automatically collect any data such as name or email.**

This assessment tool is designed to help the Management Team and Branch Heads to focus on the strengths and challenges of the Executive Director's performance. It will provide the Executive Director with information that will help lead to increased understanding and a more effective performance for both the Executive Director and the Staff. It is not designed to be a tool to vent frustrations, nor is it a mechanism to relate a particular grievance that would be more appropriately handled in other ways.

How well do you think the CADL Executive Director carries out the following? Please mark the appropriate response for each of the following statements using this scale:

5 = Excellent, 4= Good, 3 = Fair, 2 = Poor, 1 = Very Poor, N = No opportunity to observe

(NOTE: If you use a rating of 1 or 2, we request comment or explanation; comments are appreciated on ratings of 3, 4, and 5. Use a separate sheet of paper if you need more room.)

▼ STATEMENT	RESPONSE ►	5	4	3	2	1	N
The Executive Director keeps all staff informed of the goals, policies, activities, etc. of CADL							
The Executive Director is well organized and does work in a timely manner.							
The Executive Director listens to and considers suggestions from staff on new programs, services or materials and is willing to suggest/present staff recommendations to the Board.							
The Executive Director conducts staff meetings on a regular basis.							
The Executive Director recognizes the staff for their efforts and accomplishments.							
The Executive Director supports staff development and educational opportunities.							
The Executive Director shows respect to the staff.							
The Executive Director displays skills in tact, diplomacy, and competence in maintaining a positive relationship with the public and staff.							
The Executive Director maintains open communication with staff.							
The Executive Director ensures that regular performance evaluations are held and documented.							
The Executive Director assists the branch heads in promotion							



of their libraries with community and local leaders.							
--	--	--	--	--	--	--	--

**OVERALL PERFORMANCE**

1. What do you regard as the strengths of the Executive Director?
2. What do you think of the initiatives that were taken to strengthen the library this year?
3. How could the performance of the Executive Director be improved?
4. What has been the Director’s most significant achievement(s) in the last year?
5. What goals might you suggest for next year?

Additional comments:

Please return the completed evaluation document in the envelope provided. Do not include any identifying information.

## BALANCE SHEET REPORT FOR CAPITAL AREA DISTRICT LIBRARIES

Balance As Of 11/30/2025

YTD Balance

GL Number

11/30/2025

## Fund: 101 GENERAL FUND

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

Account Type: Cash

CASH

10,922,875.77

IMPREST CASH

503.49

INVESTMENTS

4,396,178.31

Cash

15,319,557.57

Account Type: Other Assets

ACCOUNTS RECEIVABLE

6,722.94

INTEREST RECEIVABLE

127,859.27

PREPAID EXPENSE

362,990.99

Other Assets

497,573.20

Total Assets

15,817,130.77

## \*\*\* Liabilities \*\*\*

Account Type: Accounts Payable

ACCOUNTS PAYABLE

321,857.51

ACCRUED SALARIES PAYABLE

3,399.73

Accounts Payable

325,257.24

Account Type: Liabilities-ST

DEFERRED REVENUE

9,474.67

Liabilities-ST

9,474.67

Total Liabilities

334,731.91

## \*\*\* Fund Equity \*\*\*

Account Type: Unassigned

FUND BALANCE AUTOMATION

1,000,000.00

FUND BALANCE CAPITAL PROJECTS

1,593,776.40

FUND BALANCE CONTINGENCY

5,342,849.10

FUND BALANCE DONATIONS RESTRICTED

564,191.29

FUND BALANCE DONATIONS UNRESTRICTED

460,478.21

FUND BALANCE OPERATIONS

965,550.00

FUND BALANCE PENSION RESERVE

1,560,000.00

FUND BALANCE UNDESIGNATED

2,531,307.82

Unassigned

14,018,152.82

Total Fund Equity

14,018,152.82

Total Fund 101 GENERAL FUND:

TOTAL ASSETS

15,817,130.77

BEG. FUND BALANCE

14,018,152.82

+ NET OF REVENUES &amp; EXPENDITURES

0.00

= ENDING FUND BALANCE

14,018,152.82

+ LIABILITIES

334,731.91

= TOTAL LIABILITIES AND FUND BALANCE

14,352,884.73

OUT OF BALANCE

1,464,246.04

## BOARD FS FOR CAPITAL AREA DISTRICT LIBRARIES

Balance As of 11/30/2025

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

GL Number	Description	Activity For 11/30/2025	YTD Balance 11/30/2025	2025 Amended Budget	% Bdgt Used
<b>Fund: 101 GENERAL FUND</b>					
<b>Account Category: Revenues</b>					
MILLAGE INCOME					
402	Property Tax Revenue	3,263.74	14,005,889.57	14,006,000.00	100.00
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	3,263.74	14,070,403.87	14,068,250.00	100.02
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	5,445.15	53,186.02	42,000.00	126.63
631	Non Resident Fees	3,385.00	31,785.00	26,000.00	122.25
	LIBRARY FEES	8,830.15	84,971.02	68,000.00	124.96
DONATIONS					
674	Donation Income-Friends/Restricted	9,212.17	46,874.27	36,500.00	128.42
677	Donation Income-Unrestricted	1,097.50	29,749.92	24,400.00	121.93
	DONATIONS	10,309.67	76,624.19	60,900.00	125.82
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	8,000.00	187.08
632	Lost and Paid Books	2,763.09	35,181.95	30,000.00	117.27
665	Interest Income	36,729.32	618,337.32	530,000.00	116.67
667	RENT INCOME	4,698.67	18,168.19	18,150.00	100.10
673	Sale of Fixed Assets		1,737.70	5,000.00	34.75
675	Misc Income	1,222.42	11,954.48	9,000.00	132.83
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	45,413.50	869,492.34	768,500.00	113.14
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	67,817.06	15,804,264.37	16,027,685.00	98.61
<b>Account Category: Expenditures</b>					
SALARIES AND BENEFITS					
702	Salaries	545,810.10	6,135,780.52	7,350,000.00	83.48
714	Unemployment Insurance		(107.36)	1,000.00	10.74
715	FICA EMPLOYER SHARE	41,101.72	461,796.92	562,280.00	82.13
716	HEALTH INSURANCE	52,703.95	600,223.92	850,000.00	70.61
717	Life & Disability Insurance	392.86	4,401.07	6,000.00	73.35
718	Retirement	66,725.03	765,952.97	960,000.00	79.79
719	Prescription Expense	20,254.80	186,219.84	300,000.00	62.07
720	DENTAL INSURANCE	5,119.82	40,256.23	48,000.00	83.87
721	VISION INSURANCE	896.49	9,889.85	12,000.00	82.42
722	Workers Comp Insurance		38,757.50	38,800.00	99.89
724	Parking Main Library	4,528.51	54,295.36	54,500.00	99.62
	SALARIES AND BENEFITS	737,533.28	8,297,466.82	10,182,580.00	81.49
MATERIALS					
727	Books	85,434.21	907,305.00	1,031,780.00	87.94
728	Periodicals		34,884.82	34,560.00	100.94
729	DVD	18,851.31	185,709.75	222,700.00	83.39
730	Library of Things	4,993.93	38,826.22	52,500.00	73.95
731	Audiobooks	54,319.61	590,822.90	668,250.00	88.41

## BOARD FS FOR CAPITAL AREA DISTRICT LIBRARIES

Balance As of 11/30/2025

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

GL Number	Description	Activity For 11/30/2025	YTD Balance 11/30/2025	2025 Amended Budget	% Bdg't Used
<b>Fund: 101 GENERAL FUND</b>					
<b>Account Category: Expenditures</b>					
<b>MATERIALS</b>					
732	Music	2,901.49	28,968.20	41,440.00	69.90
733	Databases	1,758.83	96,384.23	100,530.00	95.88
734	Subscription Services		74,306.60	105,010.00	70.76
735	Processing Supplies	830.18	22,174.68	31,100.00	71.30
736	Processing Fees	6,723.16	63,832.77	68,000.00	93.87
<b>MATERIALS</b>		<b>175,812.72</b>	<b>2,043,215.17</b>	<b>2,355,870.00</b>	<b>86.73</b>
<b>SUPPLIES</b>					
740	Office Supplies	8,690.15	72,400.97	85,000.00	85.18
741	Postage Expense		2,659.34	5,000.00	53.19
776	Janitorial Supplies	1,421.38	14,280.97	17,700.00	80.68
862	Gas-Delivery Vehicles	1,567.45	17,993.11	23,000.00	78.23
<b>SUPPLIES</b>		<b>11,678.98</b>	<b>107,334.39</b>	<b>130,700.00</b>	<b>82.12</b>
<b>PROFESSIONAL SERVICES</b>					
820	Membership Fees	297.00	21,678.41	25,780.00	84.09
822	CONTRACTUAL SERVICES		37,693.73	35,000.00	107.70
823	Bank Fees & Services	2,184.96	15,542.51	16,000.00	97.14
824	Cooperative Membership Fee		164,389.75	164,400.00	99.99
825	Collection Agency Fees	437.85	4,719.05	6,500.00	72.60
826	Payroll & Print Service	3,781.57	42,283.89	46,000.00	91.92
827	Web Chat Service	895.00	8,950.00	11,000.00	81.36
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	4,764.05	109,127.86	152,000.00	71.79
832	Programs	3,124.01	66,603.38	114,820.00	58.01
<b>PROFESSIONAL SERVICES</b>		<b>15,484.44</b>	<b>521,662.75</b>	<b>625,500.00</b>	<b>83.40</b>
<b>GOVERNANCE</b>					
805	Legal Services	1,043.00	19,943.50	40,000.00	49.86
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		21,220.43	22,000.00	96.46
<b>GOVERNANCE</b>		<b>1,043.00</b>	<b>44,321.27</b>	<b>83,250.00</b>	<b>53.24</b>
<b>STAFF DEVELOPMENT</b>					
810	Staff Training	1,530.06	28,265.18	39,250.00	72.01
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
<b>STAFF DEVELOPMENT</b>		<b>1,530.06</b>	<b>29,264.09</b>	<b>49,750.00</b>	<b>58.82</b>
<b>MAINTENANCE AND UTILITIES</b>					
801	Custodial Services	25,948.25	204,670.28	237,970.00	86.01
802	SECURITY SERVICES	10,868.00	141,334.41	157,220.00	89.90
850	Telephone	1,717.85	18,986.75	22,260.00	85.30
864	Vehicle Maintenance - Delivery		5,535.22	10,000.00	55.35
922	Steam and Gas	7,307.91	94,209.54	110,300.00	85.41
923	Electricity	18,207.79	168,296.23	208,600.00	80.68
924	Water and Sewer	1,771.75	18,999.51	27,700.00	68.59
925	Trash	648.30	7,879.48	10,570.00	74.55
930	Building Maintenance	5,390.57	96,722.24	108,700.00	88.98
<b>MAINTENANCE AND UTILITIES</b>		<b>71,860.42</b>	<b>756,633.66</b>	<b>893,320.00</b>	<b>84.70</b>
<b>OTHER EXPENSE</b>					
861	Local Travel	495.46	11,191.37	15,000.00	74.61
955	Millage Income Refund	2,925.60	19,619.93	60,000.00	32.70
956	Property & Liability Insurance		64,076.52	68,000.00	94.23
957	Miscellaneous Expense	169.60	2,231.90	6,000.00	37.20
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	1,734.72	45,622.16	48,570.00	93.93
961	Donation Expense Unrestricted	372.18	16,114.02	18,000.00	89.52
<b>OTHER EXPENSE</b>		<b>5,697.56</b>	<b>159,553.26</b>	<b>217,170.00</b>	<b>73.47</b>
<b>TECHNOLOGY EXPENSES</b>					
878	Firewall Upgrade Project		81,275.06	79,850.00	101.78
895	Internet Access		8,589.60	9,000.00	95.44
896	Internet Access - Hotspots	7,241.81	69,297.84	91,770.00	75.51

## BOARD FS FOR CAPITAL AREA DISTRICT LIBRARIES

Balance As of 11/30/2025

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

GL Number	Description	Activity For 11/30/2025	YTD Balance 11/30/2025	2025 Amended Budget	% Bdgt Used
<b>Fund: 101 GENERAL FUND</b>					
<b>Account Category: Expenditures</b>					
TECHNOLOGY EXPENSES					
898	Computer System Services	394.36	26,543.17	34,350.00	77.27
905	Computer Software	2,178.19	67,548.63	75,000.00	90.06
906	Computer Hardware	12,053.32	46,670.19	51,500.00	90.62
907	LIBRARY SYSTEMS SOFTWARE		164,069.26	168,040.00	97.64
911	Mobile Training Lab			51,000.00	0.00
	TECHNOLOGY EXPENSES	21,867.68	463,993.75	560,510.00	82.78
CAPITAL OUTLAY					
873	Building Upgrades	3,670.00	3,670.00	25,000.00	14.68
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	13,225.16	53,947.24	70,000.00	77.07
980	Staff Furn & Equipment	7,574.64	18,941.08	46,550.00	40.69
982	BUILDINGS	39,500.24	1,696,476.86	1,831,000.00	92.65
987	GRANT EXPENSES	11,015.00	38,360.00	27,345.00	140.28
	CAPITAL OUTLAY	74,985.04	1,916,573.17	2,134,895.00	89.77
DEBT SERVICES					
929	SBITA/LEASE PRINCIPAL PAYMENTS			141,850.00	0.00
	DEBT SERVICES	0.00	0.00	141,850.00	0.00
	Expenditures	1,117,493.18	14,340,018.33	17,375,395.00	82.53
Fund 101 - GENERAL FUND:					
TOTAL REVENUES		67,817.06	15,804,264.37	16,027,685.00	98.61
TOTAL EXPENDITURES		1,117,493.18	14,340,018.33	17,375,395.00	82.53
NET OF REVENUES & EXPENDITURES:		(1,049,676.12)	1,464,246.04	(1,347,710.00)	

## 2025 4th Qtr. Budget Adjustment Recommendations

	Original Budget	YTD Actual	Requested Adjustment	Revised Budget	
<b><u>Revenue</u></b>					
<b>Millage Income</b>					
402 - Property Tax Revenue	14,006,000	14,005,890	(115)	14,005,885	Less than expected
<b>Library Fees</b>					
630 - Printing Revenue	42,000	53,186	11,000	53,000	Higher than expected
631 - Non Resident Fees	26,000	31,785	5,000	31,000	Higher than expected
<b>Donations</b>					
674 - Donation Income Restricted	36,500	46,874	10,000	46,500	Higher than expected
677 - Donation Income Unrestricted	24,400	29,750	5,000	29,400	Higher than expected
<b>Other Income</b>					
628 - Universal Service Fund	8,000	14,967	6,000	14,000	Higher than expected
665 - Interest Income	530,000	618,337	100,000	630,000	Higher than expected
673 - Sale of Fixed Assets	5,000	1,738	(3,300)	1,700	Less than expected
<b>Total Revenue</b>	<b>543,000</b>	<b>635,042</b>	<b>133,585</b>	<b>676,585</b>	
<b><u>Expenditures</u></b>					
<b>Salaries and Benefits</b>					
720 - Dental Insurance	48,000	40,256	2,000	50,000	Higher than expected
<b>Materials</b>					
728 - Periodicals	34,560	34,885	325	34,885	Transfer from Processing Supplies
735 - Processing Supplies	31,100	22,175	(2,325)	28,775	Transfer to Processing Fees/Periodicals
736 - Processing Fees	68,000	62,718	2,000	70,000	Transfer from Processing Supplies
<b>Professional Services</b>					
822 - Contractual Services	35,000	37,694	2,700	37,700	Strategic Plan
823 - Bank Fee & Services	16,000	15,543	2,000	18,000	Higher than expected
826 - Payroll & Print Services	46,000	42,204	1,500	47,500	Higher than expected
<b>Other Expenses</b>					
960 - Donations Exp Restricted	48,570	45,622	10,000	58,570	Higher than expected
961 - Donations Exp Unrestricted	18,000	16,114	5,000	23,000	Higher than expected
<b>Technology Expenses</b>					
878 - Firewall upgrade Project	79,850	81,275	1,500	81,350	Higher than expected
<b>Capital Outlay</b>					
889 - Okemos Renovation Project	10,000	827	(9,000)	1,000	Project covered by the Friends
987 - Grant Expense	27,345	37,360	15,000	42,345	MMLC grant used by Local History
<b>Total Expenses (Under)/Over</b>	<b>462,425</b>	<b>436,673</b>	<b>30,700</b>	<b>493,125</b>	

Requested (use)/return of Undesignated Fund Bal.	<u>102,885</u>
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Undesignated Fund Balance 1.1.25	2,160,785
1st Qtr. Adjustment	(156,700)
2nd Qtr. Adjustment	69,200
3rd Qtr. Adjustment	(1,260,210)
Transfer in from Capital Fund	1,656,223
4th Qtr. Adjustment	102,885
Projected Fund Balance 12.31.25	<u>2,572,183</u>

## **LEGAL SERVICES RENEWAL**

### **December 17, 2025**

**Recommendation** – The Capital Area District Library continues to use the legal services of the law firm of Murphy and Spagnuolo. The budgeted amount for services rendered in 2026 is \$40,000.

**Background** – Lindsay Dangl of Murphy and Spagnuolo, PC has represented the Capital Area District Library since 2020.

Ms. Dangl has experience with a variety of legal issues including family law, workers' compensation, insurance defense litigation, municipal law, and civil litigation. Ms. Dangl received her undergraduate degree from James Madison College at Michigan State University and her Juris Doctor from the Michigan State University College of Law.

The attorneys at Murphy and Spagnuolo, PC have represented and counseled the library successfully on labor related issues, municipality library service agreements, tax capture legislation, vendor service agreements, and a litany of other legal matters for over 20 years.