

CAPITAL AREA DISTRICT LIBRARIES
COMMITTEE OF THE WHOLE
5:30 PM, WEDNESDAY, JANUARY 21, 2026
BOARD ROOM
401 S CAPITOL AVE., LANSING, MI 48933
517-367-6300

Mission Statement:

Empowering our diverse communities to learn, imagine and connect.

AGENDA

1. Call to Order
2. Roll Call
3. Public Comments on Agenda Items
4. Agenda
5. [Memorandum for December 10, 2025](#) (enc)
6. Unfinished Business
7. General
 - a. [GOV 103 Bylaws – Meeting Per Diem Discussion](#) (enc)
8. Finance
 - a. [December 2025 Financial Report \(unaudited\)](#) (enc)
 - b. [America 250 Grant Application](#) (enc)
 - c. [2026 E-rate Network Services RFP](#) (enc)
9. Policies – No changes, for review only (enc)
 - a. [GOV 101 Establishment Agreement](#)
 - b. [GOV 102 Mission Statement](#)
 - c. [GOV 103 Bylaws](#)
 - d. [GOV 104 Board Code of Ethics](#)
 - e. [GOV 105 CADL Board Attendance Policy](#)
 - f. [GOV 203 COW Rules of Order](#)
 - g. [GOV 213 Public Participation](#)
 - h. [GOV 106 Records Retention Policy](#)
10. Rise and Report

For mobility, visual, hearing, or other assistance, please call 517-367-6312. Requests need to be made at least two weeks before a scheduled event.

CAPITAL AREA DISTRICT LIBRARIES COMMITTEE OF THE WHOLE

December 10, 2025

Members Present: Brian Baer, Debora Bloomquist, Ashley Smith, Mark Stewart, Julie Vandenboom

Members Absent: Sandy Drake, Quinn O'Donnell

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

Others Present: Lindsay Dangl

Call to Order

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

Roll Call

Baer – Present

Bloomquist – Present

Drake – Absent with notice

O'Donnell – Absent with notice

Smith - Present

Stewart – Present

Vandenboom – Present

Public Comments on Agenda Items

There were no public comments on agenda items.

Agenda

Debora Bloomquist made a motion to approve the Agenda as amended. Mark Stewart seconded the motion. The motion carried.

Memorandum for November 12, 2025

The Memorandum for November 12, 2025, was received.

Unfinished Business

There was no unfinished business.

General

a. Director Evaluation Committee Report

The Committee met; change to evaluation form is to say that it is online and to clarify the 1-5 ranking.

b. Operational Update – Lansing Libraries

Executive Director Jenny Marr reported that on January 5, 2026 the Downtown Branch hours will change with the library closing at 7 pm (instead of 8 pm) Monday – Thursday.

This will match the existing closing time on Friday and Saturday. She also reported that a second security guard will be on duty from 2-7 pm M-F and on weekends starting on that date. This small adjustment will help shift resources to the busiest hours of the day.

Finance

a. November 2025 Financial Report

Finance Director Miriam Mattison presented the November 2025 Financial Report.

b. December 2025 Budget Amendment

Finance Director Miriam Mattison presented the proposed amendment to the CADL 2025 budget.

c. Legal Services Renewal Recommendation

It is recommended that the Capital Area District Libraries continue to use the legal services of the law firm Murphy and Spagnuolo. The budgeted amount for services rendered in 2026 is \$40,000.

Policies – No changes, for review only

- a. HUM 211 UAW Contract (HEAD)
- b. HUM 212 UAW Contract (MID)
- c. HUM 213 UAW Contract (TECH)
- d. HUM 231 Page Employee Manual

Closed Session

Julie Vandenboom made a motion for a closed session to be convened to consider material exempt from disclosure pursuant to MCL 15.268(h) and MCL 15.243(1)(g), and that Lindsay Dangl, Jenny Marr, and Jolee Hamlin be invited to attend. Mark Stewart seconded the motion. A roll call vote was held:

Baer – Yes

Bloomquist – Yes

Drake – Absent

O'Donnell – Absent

Smith – Yes

Stewart – Yes

Vandenboom – Yes

The Board moved into its closed session at 5:46 p.m.

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

Baer – Yes

Bloomquist – Yes

Drake – Absent

O'Donnell – Absent

Smith – Yes

Stewart – Yes

Vandenboom – Yes

The agenda resumed at 6:10 p.m.

Rise and Report

The meeting was adjourned at 6:11 p.m.

GOV 103 Bylaws
Meeting Per Diem Discussion
January 26, 2026

BACKGROUND:

Excerpt from the Bylaws:

ARTICLE II
MEMBERSHIP AND VOTE

Section 2. Board members shall serve without compensation but they shall be reimbursed at a per diem of \$30.00 per meeting with a maximum of 52 meetings per year, plus the option of submitting for mileage reimbursement at the maximum rate allowed by the Internal Revenue Service and other necessary expenses incurred in the performance of official Board duties.

DISCUSSION:

There have been some questions about what qualifies as a “meeting” for purposes of reimbursement. It is requested that the Board discuss the intent and add clarifying language to the Bylaws. The Board may want to consider, particularly as we begin implementing a new strategic plan, what new opportunities and obligations may arise moving forward that may qualify for reimbursement.

01/16/2026

BALANCE SHEET REPORT FOR CAPITAL AREA DISTRICT LIBRARIES

Balance As Of 12/31/2025

PRELIMINARY

YTD Balance

GL Number	Description	12/31/2025
Fund: 101 GENERAL FUND		
*** Assets ***		
Account Type: Cash		
CASH		9,738,061.27
IMPREST CASH		412.00
INVESTMENTS		4,442,294.65
Cash		<u>14,180,767.92</u>
Account Type: Other Assets		
ACCOUNTS RECEIVABLE		6,722.94
INTEREST RECEIVABLE		105,667.04
PREPAID EXPENSE		810,621.61
TAXES RECEIVABLE		14,706,788.85
Other Assets		<u>15,629,800.44</u>
Total Assets		<u>29,810,568.36</u>
*** Liabilities ***		
Account Type: Accounts Payable		
ACCOUNTS PAYABLE		175,304.48
ACCRUED SALARIES PAYABLE		296,447.77
Accounts Payable		<u>471,752.25</u>
Account Type: Liabilities-ST		
DEFERRED REVENUE		15,169,674.67
Liabilities-ST		<u>15,169,674.67</u>
Total Liabilities		<u>15,641,426.92</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		<u>14,018,152.82</u>
Total Fund 101 GENERAL FUND:		
TOTAL ASSETS		<u>29,810,568.36</u>
BEG. FUND BALANCE		14,018,152.82
+ NET OF REVENUES & EXPENDITURES		0.00
= ENDING FUND BALANCE		14,018,152.82
+ LIABILITIES		<u>15,641,426.92</u>
= TOTAL LIABILITIES AND FUND BALANCE		29,659,579.74
OUT OF BALANCE		150,988.62

BOARD FS FOR CAPITAL AREA DISTRICT LIBRARIES

Balance As of 12/31/2025

GL Number	Description	Activity For 12/31/2025	YTD Balance 12/31/2025	2025 Amended Budget	% Bdgt Used
Fund: 101 GENERAL FUND					
Account Category: Revenues					
MILLAGE INCOME					
402	Property Tax Revenue	390.91	14,006,280.48	14,005,885.00	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	390.91	14,070,794.78	14,068,135.00	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	4,115.46	57,301.48	53,000.00	108.12
631	Non Resident Fees	3,450.00	35,235.00	31,000.00	113.66
	LIBRARY FEES	7,565.46	92,536.48	84,000.00	110.16
DONATIONS					
674	Donation Income-Friends/Restricted	60.92	46,935.19	46,500.00	100.94
677	Donation Income-Unrestricted	2,009.77	31,759.69	29,400.00	108.03
	DONATIONS	2,070.69	78,694.88	75,900.00	103.68
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	14,000.00	106.90
632	Lost and Paid Books	2,042.74	37,224.69	30,000.00	124.08
665	Interest Income	46,735.03	665,072.35	630,000.00	105.57
667	RENT INCOME		18,168.19	18,150.00	100.10
673	Sale of Fixed Assets	300.00	2,037.70	1,700.00	119.86
675	Misc Income	1,131.19	13,085.67	9,000.00	145.40
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	50,208.96	919,701.30	871,200.00	105.57
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	60,236.02	15,864,500.39	16,161,270.00	98.16
Account Category: Expenditures					
SALARIES AND BENEFITS					
702	Salaries	811,868.00	6,947,648.52	7,350,000.00	94.53
714	Unemployment Insurance		(107.36)	1,000.00	10.74
715	FICA EMPLOYER SHARE	60,945.34	522,742.26	562,280.00	92.97
716	HEALTH INSURANCE	13,821.86	614,045.78	850,000.00	72.24
717	Life & Disability Insurance		4,401.07	6,000.00	73.35
718	Retirement	84,370.93	850,323.90	960,000.00	88.58
719	Prescription Expense	7,415.57	193,635.41	300,000.00	64.55
720	DENTAL INSURANCE	8,096.81	48,353.04	50,000.00	96.71
721	VISION INSURANCE	868.03	10,757.88	12,000.00	89.65
722	Workers Comp Insurance		38,757.50	38,800.00	99.89
724	Parking Main Library	8.00	54,303.36	54,500.00	99.64
	SALARIES AND BENEFITS	987,394.54	9,284,861.36	10,184,580.00	91.17
MATERIALS					
727	Books	81,370.54	988,675.54	1,031,780.00	95.82
728	Periodicals	17.98	34,902.80	34,885.00	100.05
729	DVD	15,949.57	201,659.32	222,700.00	90.55
730	Library of Things	7,193.46	46,019.68	52,500.00	87.66
731	Audiobooks	63,987.87	654,810.77	668,250.00	97.99

BOARD FS FOR CAPITAL AREA DISTRICT LIBRARIES

Balance As of 12/31/2025

GL Number	Description	Activity For 12/31/2025	YTD Balance 12/31/2025	2025 Amended Budget	% Bdg't Used
Fund: 101 GENERAL FUND					
Account Category: Expenditures					
MATERIALS					
732	Music	2,898.98	31,867.18	41,440.00	76.90
733	Databases	190.66	96,574.89	100,530.00	96.07
734	Subscription Services		74,306.60	105,010.00	70.76
735	Processing Supplies	2,914.66	25,089.34	28,775.00	87.19
736	Processing Fees	5,712.08	69,544.85	70,000.00	99.35
MATERIALS		180,235.80	2,223,450.97	2,355,870.00	94.38
SUPPLIES					
740	Office Supplies	7,053.21	79,454.18	85,000.00	93.48
741	Postage Expense		2,659.34	5,000.00	53.19
776	Janitorial Supplies	1,201.66	15,482.63	17,700.00	87.47
862	Gas-Delivery Vehicles	1,446.62	19,439.73	23,000.00	84.52
SUPPLIES		9,701.49	117,035.88	130,700.00	89.55
PROFESSIONAL SERVICES					
820	Membership Fees	(269.50)	21,408.91	25,780.00	83.04
822	CONTRACTUAL SERVICES		37,693.73	37,700.00	99.98
823	Bank Fees & Services	1,545.17	17,087.68	18,000.00	94.93
824	Cooperative Membership Fee		164,389.75	164,400.00	99.99
825	Collection Agency Fees	1,362.20	6,081.25	6,500.00	93.56
826	Payroll & Print Service	3,633.86	45,917.75	47,500.00	96.67
827	Web Chat Service	1,790.00	10,740.00	11,000.00	97.64
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	10,343.06	119,470.92	152,000.00	78.60
832	Programs	3,254.08	69,857.46	114,820.00	60.84
PROFESSIONAL SERVICES		21,658.87	543,321.62	631,700.00	86.01
GOVERNANCE					
805	Legal Services	2,768.50	22,712.00	40,000.00	56.78
806	Per Diem	4,830.00	6,960.00	10,000.00	69.60
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
GOVERNANCE		7,598.50	51,919.77	83,250.00	62.37
STAFF DEVELOPMENT					
810	Staff Training	394.81	28,659.99	39,250.00	73.02
811	Recruiting Expense			500.00	0.00
812	Hospitality		168.66	5,000.00	3.37
813	Employee Recognition	3,362.00	4,192.25	5,000.00	83.85
STAFF DEVELOPMENT		3,756.81	33,020.90	49,750.00	66.37
MAINTENANCE AND UTILITIES					
801	Custodial Services	21,665.54	226,335.82	237,970.00	95.11
802	SECURITY SERVICES	13,206.96	154,541.37	157,220.00	98.30
850	Telephone	1,717.85	20,704.60	22,260.00	93.01
864	Vehicle Maintenance - Delivery	20.00	5,555.22	10,000.00	55.55
922	Steam and Gas	16,675.37	110,884.91	110,300.00	100.53
923	Electricity	16,093.92	184,390.15	208,600.00	88.39
924	Water and Sewer	2,209.59	21,209.10	27,700.00	76.57
925	Trash	908.30	8,787.78	10,570.00	83.14
930	Building Maintenance	(3,118.18)	93,604.06	108,700.00	86.11
MAINTENANCE AND UTILITIES		69,379.35	826,013.01	893,320.00	92.47
OTHER EXPENSE					
861	Local Travel	3,481.65	14,673.02	15,000.00	97.82
955	Millage Income Refund		19,619.93	60,000.00	32.70
956	Property & Liability Insurance		64,076.52	68,000.00	94.23
957	Miscellaneous Expense	181.15	2,413.05	6,000.00	40.22
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	3,930.38	49,552.54	58,570.00	84.60
961	Donation Expense Unrestricted	456.75	16,570.77	23,000.00	72.05
OTHER EXPENSE		8,049.93	167,603.19	232,170.00	72.19
TECHNOLOGY EXPENSES					
878	Firewall Upgrade Project		81,275.06	81,350.00	99.91
895	Internet Access		8,589.60	9,000.00	95.44
896	Internet Access - Hotspots	10,346.76	79,644.60	91,770.00	86.79

BOARD FS FOR CAPITAL AREA DISTRICT LIBRARIES

Balance As of 12/31/2025

GL Number	Description	Activity For 12/31/2025	YTD Balance 12/31/2025	2025 Amended Budget	% Bdgt Used
Fund: 101 GENERAL FUND					
Account Category: Expenditures					
TECHNOLOGY EXPENSES					
898	Computer System Services	4,497.86	31,041.03	34,350.00	90.37
905	Computer Software	1,309.50	68,858.13	75,000.00	91.81
906	Computer Hardware	1,987.78	48,657.97	51,500.00	94.48
907	LIBRARY SYSTEMS SOFTWARE	506.40	164,575.66	168,040.00	97.94
911	Mobile Training Lab			51,000.00	0.00
	TECHNOLOGY EXPENSES	18,648.30	482,642.05	562,010.00	85.88
CAPITAL OUTLAY					
873	Building Upgrades	17,034.00	20,704.00	25,000.00	82.82
889	Okemos Renovation Project		827.07	1,000.00	82.71
915	STOCKBRIDGE REMODEL		104,350.92	125,000.00	83.48
967	Outreach Projects	6,901.95	60,849.19	70,000.00	86.93
980	Staff Furn & Equipment	482.93	19,424.01	46,550.00	41.73
982	BUILDINGS	38,665.97	1,735,142.83	1,831,000.00	94.76
987	GRANT EXPENSES	3,985.00	42,345.00	42,345.00	100.00
	CAPITAL OUTLAY	67,069.85	1,983,643.02	2,140,895.00	92.65
DEBT SERVICES					
929	SBITA/LEASE PRINCIPAL PAYMENTS			141,850.00	0.00
	DEBT SERVICES	0.00	0.00	141,850.00	0.00
	Expenditures	1,373,493.44	15,713,511.77	17,406,095.00	90.28
Fund 101 - GENERAL FUND:					
	TOTAL REVENUES	60,236.02	15,864,500.39	16,161,270.00	98.16
	TOTAL EXPENDITURES	1,373,493.44	15,713,511.77	17,406,095.00	90.28
	NET OF REVENUES & EXPENDITURES:	(1,313,257.42)	150,988.62	(1,244,825.00)	

America 250MI Grant Proposal

January 21, 2026

RECOMMENDATION:

Apply for a \$46,875 grant from the American250MI Committee. If awarded, 30% matching funds are required, which totals \$14,062.50. Of that amount, \$11,500 already is budgeted. A balance of \$2,912.50 would remain. A budget adjustment would be required to meet this matching condition. A budget amendment will not be requested unless we are awarded funding.

BACKGROUND:

The America 250 commission is a bipartisan effort to plan, coordinate and support events throughout American's Semiquincentennial. At both a national level and by directing resources such as toolkits, infrastructure and finance to states, events and programs are being supported.

CADL will pursue grant funding offered through America 250MI, the State of Michigan's committee. The committee has themes which also are aligned with federal efforts: Unfinished Revolutions; Power of Place; We the People; American Experiment' and Doing History. If awarded funding, the monies would be utilized to digitize and to process the Stebbins Real Estate Collection and to offer an array of events highlighting Michigan America 250 themes.

The Stebbins Real Estate Collection was compiled by the Stebbins family, who operated the Advance Realty Company in Lansing from the late 1920s to the early 1970s. They were involved heavily in the Greater Lansing Board of Realtors, local development, and civic activities. This popular collection includes files for properties throughout greater Lansing and Ingham County. Its Standard Card Files collection contains 300 boxes which are typed and written index cards, notes, drawings, clippings, photographs, negatives, letters, and even occasional house keys.

Programmatically, CADL will offer an array of events highlighting America 250MI themes. Our first year-long reading challenge will be themed, *America 250: Decades Reading Challenge*. Further programming will raise awareness of Michigan's unique and diverse cultural heritage and will build on the national American Field Trip program. Through these opportunities, the community will connect raw data of the past to the lived experiences of today.

E-rate Network Services Recommendation January 21, 2026

Background: CADL has posted an RFP and filed an E-rate 470 form seeking proposals from qualified E-rate service providers for wide area network (WAN) services and broadband Internet access connecting all CADL facilities in Ingham County, Michigan. The solution must deliver reliable, scalable connectivity and responsive support under a single contract. This includes connectivity for the Local History Center. We are also seeking quotes and contractual terms that consider additional facility moves or adds and would make E-rate support for such moves and adds possible.

The due date for proposals is January 21, 2026. Depending on the proposals received, it is possible that we will complete our evaluation and bring a recommendation to be distributed and considered at the January 28, 2026 Board meeting.

Timely completion of procurement and contractual negotiations is desirable so that the Local History Center can be fully ready for public access as soon as possible.

DISTRICT LIBRARY AGREEMENT

THIS DISTRICT LIBRARY AGREEMENT ("Agreement") is entered into as of the 10th day of March, 1997, by and between the County of Ingham ("County") and the City of Lansing ("City"), pursuant to the District Library Establishment Act, 1989 PA 24, as the same may be amended from time to time, (the "Act"); and

WHEREAS, the County and the City desire to establish a District Library to provide adequate library services to the residents within certain territories covered by the County and the City as described in the Agreement (the "District"); and

WHEREAS, the governing boards of the County and the City (collectively "Participating Municipalities" and each a "Participating Municipality"), have adopted resolutions determining that it is in the best interest of the residents of the District that a District Library be established and approving this Agreement;

NOW, THEREFORE, based upon the above premises and in consideration of the terms, conditions and covenants hereinafter set forth, the parties agree as follows:

1. DISTRICT LIBRARY ESTABLISHED; POWERS

Subject to the provisions of paragraph 2 below, the County and the City establish a District Library pursuant to the Act, to be known as "The Capital Area District Library" (hereinafter "District

Library"), having all of the powers granted to district libraries by the Act.

2. EFFECTIVE DATE OF ESTABLISHMENT

The effective date of the District Library's establishment (the "Establishment Date") shall be the date upon which the State Librarian for the State of Michigan finally approves this Agreement pursuant to Section 5 of the Act.

3. TERRITORY

The territory of the District Library shall include the geographical boundaries of the City of Lansing and the County of Ingham, including the geographical boundaries of all municipalities within Ingham County not otherwise excluded from the District, excluding (1) those portions of Locke and White Oak Township presently within the existing Fowlerville District Library, (2) the geographical boundaries of any municipalities within Ingham County that operate a public library recognized by the legislative council as lawfully established for purposes of the distribution of state aid and penal fines whose governing body has not approved the establishment of the District Library, and (3) if the Agreement is amended pursuant to section 9(A) of this agreement on or before May 15, 1997, the jurisdictional boundaries of the municipality initiating the amendment, as defined in that section.

4. LIBRARY BOARD; APPOINTMENT; TERM; VACANCIES

Pursuant to Section 9 of the Act, there shall be appointed a

Library Board consisting of seven (7) members who shall hold office until their successors are appointed. An individual appointed as a library board member shall be a qualified elector of the participating municipality that appoints the member on the date that the appointment is made. A candidate for appointment to the library board shall be a resident of the Library District. The Library Board shall be appointed following the approval of this Agreement by the State Librarian.

Subject to the aforestated limitations, residents of the City of Lansing and Lansing Township shall be represented by four board members, of whom two shall be appointed by the City of Lansing, and two shall be appointed by Ingham County. Ingham County shall appoint the remaining three board members, of which two shall be residents of Ingham County not residing in the City of Lansing or Lansing Township, and with the third appointment being a Meridian Township resident so long as Meridian Township remains in the Library District. At least one of the County's appointments shall be a City of Lansing resident.

Every municipality within the District may recommend board member appointments to the County. The makeup of the District Library Board may be revised through an amendment of the Agreement, due to changes in the participation of municipalities and changes in population. The parties agree to make their respective appointments to the Library Board no later than thirty (30) days

after each party's governing body approves this Agreement by resolution, or thirty (30) days after the approval of the Agreement by the State Librarian, whichever is later.

Board appointments by the County shall be staggered so that the term of two appointments expire in one year; the term of one appointment expires in two years; the term of one appointment expires in three years; and the term of one appointment expires in four years.

Board appointments by the City shall be staggered so that the term of one appointment expires in one year; and the term of one appointment expires in two years.

Subsequent to the initial appointments made above, all appointments shall be for four year terms.

Pursuant to section 8(2) of the act, being MCL 397.178(2), the office of a board member becomes vacant when the incumbent dies, resigns, is convicted of a felony, is removed by the governor pursuant to section 10 of article 5 of the state constitution of 1963, or ceases to be a resident of the district. If a vacancy occurs on the Library Board at any time, any such vacancy shall be filled for the balance of the unexpired term by the Participating Municipality making the original appointment to the vacant position.

5. FUNDING OF DISTRICT LIBRARY

The fiscal year of the District Library shall be the calendar

year, beginning January 1 and ending December 31 of that year. The Ingham County Library Board and the Lansing School District will continue to provide library services to their residents through December 31, 1997, unless an earlier date is agreed upon by the District Library. The funds necessary for the operation of the District Library shall be derived from the following sources:

a. Except as provided in Subsection 5.b, below, all of the property-tax-derived funds necessary for the operation of the District Library shall be supplied by a district-wide tax levied by the District Library on the taxable property in the District as authorized by the electors of the District, and neither the School District nor the City nor the County are, or shall be, required to appropriate or contribute any funds for the operation of the District Library.

b. The County and the City may assist the District in organizing and establishing the District, however the County and the City shall be reimbursed by the District for these expenses.

6. TRANSFER OF ASSETS BY COUNTY: REVERSION

No later than January 1, 1998, assuming the approval a district wide library tax ("Favorable Millage Vote"), the County will offer to transfer to the District Library the ownership and/or use of the monies, tangible and intangible personal property being

used by the County in connection with its public library and operations, and the County and the District Library may enter into implementing agreements to effect these transfers, as follows:

- a. All monies then maintained in the Library Fund of the County, less any accrued liabilities to the respective library accounts, shall be disbursed and paid over to the District Library. In addition, the County shall, from time to time, transfer to the District Library any refunds, penal fines, state aid payments or other funds which come into the County's possession and which relate to their respective public library operations for the period prior to the Establishment Date, to the extent that these funds relate to the provision of library services to County residents by the District Library.
- b. All of the tangible and intangible personal property then in use in connection with the operation of the County Library System including but not limited to books, periodicals, audio and video tapes, other magnetic media, fixtures, equipment, computer software and supplies, shall be transferred to the District Library by the delivery of all legal documents necessary to transfer this property.
- c. All County contracts relating to the public library operations, such as leases of real or personal property,

contracts with municipalities for facilities, shall be assigned to the District Library.

- d. The use of the Ingham County library building and land at 706 Curtis Street, Mason, Michigan, shall be offered to be leased to the District Library for use in the Library system for the sum of \$1.00 per year, for a term of fifty (50) years, with payments due for the full term of the lease due and payable at the inception of the lease, and subject to the ability of the County to terminate the lease in the event that the building is no longer used for Library purposes.

7. CURRENT LIBRARY EMPLOYEES OF COUNTY; COMPENSATION OF DISTRICT LIBRARY EMPLOYEES

Commencing the day after a Favorable Millage Vote (as defined in paragraph 6.) the District Library may interview each qualified employee of the County who is assigned to the public library operations of the County to the extent that positions are to be funded within the District Library. This Agreement shall not be construed as a promise or guarantee that any County employee will be offered employment with the District Library or that compensation levels within the District Library will be similar to compensation levels with the library operation of the County.

District Library employee position descriptions, compensation and benefits, including any retirement benefits, shall be

established by the District Library.

8. TERMINATION

- a. This Agreement shall terminate and the District Library shall be abolished effective December 1, 1997 unless before November 15, 1997, a Favorable Millage Vote of at least 0.5 mils occurs.
- b. For the purposes of Section 4(2) of the Act, in the event of termination pursuant to this Paragraph, public library services to all residents of the district shall continue in the form and status as of the day before the Establishment Date; the Operating Agreement shall automatically terminate by virtue of failure of the conditions set forth in this paragraph; and the parties shall be left to their rights and remedies under the Act with respect to the continuation of the providing of library services to District residents subsequent to the date of termination.

9 AMENDMENTS

(A) Revision of District Territory before May 15, 1997 - This Agreement shall be deemed automatically amended to eliminate the jurisdictional boundaries of any municipality within the District, other than the City or the County in its entirety, upon the occurrence of the following events on or before May 15, 1997:

- (1) A municipality within the District seeking to be removed

from the District, hereinafter the "initiating municipality," shall either:

- (a) have entered into an agreement for library services for the residents of the initiating municipality with another public library recognized by the legislative council as legally established for the distribution of penal fines; or
 - (b) have established a public library recognized by the legislative council as legally established for the distribution of penal fines;
- (2) The initiating municipality shall have received from the Library of Michigan a letter recognizing the agreement for library services or the separately established public library; and
- (3) The Library of Michigan shall have issued a letter from the State Librarian approving and acknowledging the amendment to this Agreement.
- (4) The initiating municipality shall have entered into an agreement with the Ingham County Library Board that provides for an agreeable date when the provision of alternate library services to the initiating municipality's residents will be implemented, as well as any other necessary matters. However, such an agreement may only require the Ingham County Library Board to

continue to provide library service to the residents of the initiating municipality as long as the Ingham County Library Board receives the state aid and penal fines distributed by the legislative council for providing library services to the initiating municipality's residents.

The County and the City hereby expressly agree that, so long as the conditions described above have been met, no further action will be required of the governing bodies of either, or the Board of the District Library to amend this Agreement to eliminate the jurisdictional boundaries of the initiating municipality from the territory of the District Library. The amendment provisions contained in this subsection shall not be construed as a limitation upon the parties' ability to amend this Agreement pursuant to section 9(B) of this Agreement.

(B) All other Amendments to the Agreement - With the exception of the amendment provisions of section 9(A), this Agreement shall be amended only upon the approval of the legislative bodies of the County and the City, the approval of the State Librarian, and the approval of at least two thirds (2/3) of the Participating Municipalities of this Agreement.

10. OPTION FOR OTHER MUNICIPALITIES TO BECOME A PARTICIPANT

Notwithstanding section 25(1) of the Act, being MCL

397.195(1), which is not applicable to this agreement, if another municipality desires to become a party to this Agreement after the Establishment Date, the municipality may join the District Library as a "Participating Municipality". To request to become a Participating Municipality, a municipality must send a certified copy of a resolution from the municipality's legislative body requesting to become a Participating Municipality to both the Chairperson of the Ingham County Board of Commissioners, and the Mayor of the City of Lansing. The municipality will become a Participating Municipality if the request is approved by the District Board and the legislative bodies of the County of Ingham and the City of Lansing, and this Agreement is amended pursuant to section 9(B) of this Agreement.

Only Participating Municipalities may withdraw from the District, subject to the withdrawal provisions of this agreement, and applicable state laws.

11. WITHDRAWAL

Participating Municipalities may withdraw from the District Library, subject to the requirements of this section, causing their territory to be excluded from the District. Any Participating Municipality withdrawing from the District must, prior to withdrawing from the District, provide to the Library of Michigan a plan to continue public library service for all residents of the withdrawing Participating Municipality, which is approved by the

State Librarian.

Withdrawing municipalities will remain subject to any millage(s) imposed while in the district, for the duration of the millage(s), and library services attributable to these millage(s) will be provided to the residents of the withdrawing municipality for the duration of the millage(s).

Subject to the provisions for termination of this Agreement as set forth elsewhere in this Agreement, neither the County nor the City shall have the power to withdraw from this Agreement prior to five (5) years after the Establishment Date. Pursuant to section 4(1)(e), being MCL 397.174(1)(e), no participating municipality may withdraw from the District earlier than one year from the effective date of this Agreement.

Participating Municipalities other than the City or the County may withdraw from the District, subject to the other requirements in this section, by the following methods:

(1) On or before January 1, 2000, the withdrawing participating municipality must pass a resolution withdrawing from the District Library, citing the section of this Agreement relied upon for the withdrawal, and deliver it to the legislative bodies of each participating municipality, along with a copy of the approval of the State Librarian of the withdrawing participating municipality's plan for continuing library services for their residents. A withdrawal under this subsection will become effective

on May 1, 2000.

(2) After January 1, 2000, the withdrawing participating municipality must pass a resolution withdrawing from the District Library, citing the section of this Agreement relied upon for the withdrawal, and deliver it to the legislative bodies of each participating municipality. A withdrawal under this subsection will become effective one year from the date when all participating municipalities have received the resolution to withdraw, along with a copy of the approval of the State Librarian of the withdrawing participating municipality's plan for continuing library services for their residents.

12. REVERSION OF PROPERTY DUE TO TERMINATION OR WITHDRAWAL

If a Participating Municipality withdraws from the District, the identifiable depreciated assets which the municipality brought into the District, upon joining the District, will be returned to the withdrawing municipality.

Upon Dissolution or Termination of the agreement, the identifiable depreciated assets which were brought into the District upon joining the District will be returned to each municipality. The remaining assets, net of liabilities, will be distributed to any successor organization(s) to the extent that they serve the District territory, as agreed by the legislative bodies of the County and the City, or upon a failure of the City and the County to enter into an Agreement providing for such a

distribution within six months of the dissolution or termination of the District, the remaining assets will be distributed to the County and the City based upon the their State Equalized Values at the time of the dissolution or termination.

13. GOVERNING LAW

This Agreement is subject to the laws of the State of Michigan. If any provision of this Agreement is held to be contrary to these laws, the remaining provisions shall continue in full force and effect and the legislative bodies of the participating municipalities shall take any necessary action to amend this Agreement to ensure the continued operation of the District Library.

14. CAPTIONS

Paragraph titles or captions contained in this Agreement are inserted only as a matter of convenience and for reference and in no way define, limit, extend or describe the scope of the Agreement in the intent of any provisions hereof.

15. DISTRICT LIBRARY EMPLOYEE STATUS

It is understood and agreed that no agent, servant or employee of the District Library or any of its subcontractors shall under any circumstances be deemed an agent, servant or employee of any Participating Municipality.

16. NO THIRD PARTY BENEFICIARIES

The provisions of this Agreement are not intended to, nor

shall they be construed to, create third party beneficiary rights in any person, entity or firm.

17. TERMINATION FOR DEFAULT

Any Participating Municipality may terminate this Agreement due to the Default of another Participating Municipality. Default shall be defined as a material breach of this Agreement. Prior to termination under this section, the non-defaulting Participating Municipality shall serve a written "Notice of Default" on the party claimed to be in default (the "Defaulting Party") and on all Participating Municipalities setting forth any claimed breaches and providing a ninety (90) day period (the "Cure Period") within which the Defaulting Party shall have a right to cure any breach. The Cure Period shall begin when the "Notice of Default" is served upon the Defaulting Municipality's legislative body.

If, within the Cure Period, the Defaulting Party shall cure the claimed breach(es) set forth in the Notice of Default, then, in such event, the Notice of Default shall be null and void.

If the Defaulting Party shall not cure all breaches set forth in the Notice of Default within the Cure Period, then, in such event, at the option of the majority of the non-defaulting Participating Municipalities, this Agreement shall terminate and assets shall be distributed in accordance with Section 12 of this Agreement.

The provisions of this Paragraph are not intended to abrogate,

nullify or waive any rights or remedies any party may have under law or equity, including the right of any Participating Municipality to seek relief in the form of specific enforcement or injunction.

18. COMPENSATION

Compensation of District Library Board must comply with the requirements of the section 12 (2) of the act, being MCL 397.182(2).

19. NOTICES AND ADDRESSES

All notices required to be given under this Agreement shall be given by certified or registered mail, addressed to the proper party to the following addresses, or at such other address as may be subsequently given pursuant to this Paragraph and shall be deemed given when deposited in the U. S. Mail, postage prepaid.

IF TO CITY:

Mayor
City of Lansing
9th Floor, City Hall
Lansing, MI 48933

IF TO COUNTY:

Chairperson
Ingham County Board of
Commissioners
P.O. Box 319
Mason, MI 48854

IN WITNESS WHEREOF, the parties have signed this Agreement
on the date first above written.

WITNESS:

Jeff M. Kaelin

Araceli Aron

THE COUNTY OF INGHAM

By: Mark Greener
MARK GREENER, CHAIRPERSON
COUNTY BOARD OF COMMISSIONERS

By: Mike Bryant
MIKE BRYANTON, COUNTY CLERK

WITNESS:

Delphine C. Rogers
David C. Hollister

THE CITY OF LANSING

By: David C. Hollister
DAVID C. HOLLISTER, MAYOR

By: Marilynn Slade
MARILYNN SLADE, CITY CLERK
Deputy City Clerk

Approved as to form:

James Sniertka
JAMES SNIERTKA
Lansing City Attorney

Certification as to availability
of funds:

Robert Swanson
ROBERT SWANSON, Finance Director
City of Lansing

and

COHL, STOKER & TOSKEY, P.C.

Jeffrey M. Kaelin
JEFFREY M. KAELIN
Ingham County Attorney
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DISTRICT LIBRARY AGREEMENT AMENDMENT

This Amendment Agreement entered into this 9th day of November, 1999, by and between the County of Ingham, the City of Lansing, the Capital Area District Library, the Charter Township of Delhi, the Charter Township of Meridian, and the City of Williamston.

WITNESSETH:

WHEREAS, the County of Ingham and the City of Lansing entered into an agreement, dated March 10, 1997, establishing the Capital Area District Library; and

WHEREAS, Paragraph 10 of the District Library Agreement provided an option for other municipalities to become a "Participating Municipality"; and

WHEREAS, the Charter Township of Delhi, the Charter Township of Meridian, and the City of Williamston have followed the contractual procedure requesting to become Participating Municipalities; and

WHEREAS, the County of Ingham, the City of Lansing, and the Capital Area District Library Board have approved amending the District Library Agreement to provide such municipalities with "participating municipality" status.

NOW, THEREFORE, for and in consideration of the mutual covenants herein contained it is hereby agreed that the District Library Agreement for the Capital Area District Library is hereby amended as follows:

1. Paragraph 1 of the District Library Agreement is hereby amended to read as follows:

1. **DISTRICT LIBRARY ESTABLISHED; POWERS**

Subject to the provisions in paragraph 2 below, the County and the City of Lansing establish a District Library pursuant to the Act, to be known as "The Capital Area District Library" (hereinafter "District Library"), having all of the powers granted to district libraries by the Act. Effective upon the execution of this District Library Agreement Amendment, "Participating Municipalities" shall include the County of Ingham, the City of Lansing, the Charter Township of Delhi, the Charter Township of Meridian, and City of Williamston, and each shall have all rights to under the Act and District Library Agreement provided for the Participating Municipalities.

2. Paragraph 19 of the District Library Agreement is hereby amended to read as follows:

19. NOTICES AND ADDRESSES

All notices required to be given under this Agreement shall be given by certified or registered mail, addressed to the proper party to the following addresses, or at such other address as may be subsequently given pursuant to this Paragraph and shall be deemed given when deposited in the U.S. Mail, postage prepaid.

IF TO THE CITY OF LANSING:

Mayor
City of Lansing
9th Floor, City Hall
Lansing, MI 48933

IF TO THE COUNTY OF INGHAM:

Chairperson
Ingham County Board of Commissioners
P.O. Box 319
Mason, MI 48854

IF TO THE CHARTER TOWNSHIP
OF DELHI:

Township Supervisor
2074 Aurelius Road
Holt, MI 48842-6320

IF TO THE CHARTER TOWNSHIP
OF MERIDIAN:

Township Supervisor
5151 Marsh Road
Okemos, MI 48864-1198

IF TO THE CITY OF WILLIAMSON:

Mayor
161 E. Grand River Avenue
Williamston, MI 48895

3. The balance of the District Library Agreement between the parties shall remain in full force and effect for the duration of the contract term.

WITNESS:

Reuben Bennett

Reuben Bennett

THE COUNTY OF INGHAM

By: *Paul C. Pratt*

Paul C. Pratt, Chairperson
County Board of Commissioners

By: *Mike Bryanton*

Mike Bryanton, County Clerk

Josephine C. Rogers

Nancy Squier

Susan J. Hill

Susan J. Hill

Wendy Thelen

Barbara Prater

Teresa A. Bragg

Paul Cassidy

THE CITY OF LANSING

By: David C. Hollister
David C. Hollister, Mayor

By: Marilynn Stade
City Clerk

CAPITAL AREA DISTRICT LIBRARY

By: Joan Trezise

By: Lin (Whitfield)

THE CHARTER TOWNSHIP OF DELHI

By: Harry R. Ammon
Harry R. Ammon, Supervisor

By: Evan Hope
Evan Hope, Clerk

THE CHARTER TOWNSHIP OF MERIDIAN

By: Bruce A. Little
Bruce A. Little, Supervisor

By: Mary M. G. Helmbrecht
Mary M. G. Helmbrecht, Clerk

THE CITY OF WILLIAMSTON

Slendia S. Jeffery

By: Jan 3 Mayor

Slendia S. Jeffery

By: Alan M. Doley Clerk

APPROVED AS TO FORM:

James Smierka
James Smierka
Lansing City Attorney

Certification as to availability of funds:

Robert Swanson
for Robert Swanson, Finance Director
City of Lansing

and

COHL, STOKER & TOSKEY, P.C.

David G. Stoker
David G. Stoker
Ingham County Attorney

CAPITAL AREA DISTRICT LIBRARIES
GOV 102: MISSION STATEMENT
July 17, 2013

Empowering our diverse communities to learn, imagine and connect.

CAPITAL AREA DISTRICT LIBRARIES
GOV 103 BYLAWS
MARCH 20, 2024

ARTICLE I
NAME, AUTHORITY AND PURPOSE

Section 1. The Capital Area District Library Board, is established and defined under 1989 PA 24 as amended, being MCL 397.171 et seq. and 1988 PA 265, as amended, being MCL 397.281 et seq.

ARTICLE II
MEMBERSHIP AND VOTE

Section 1. The Capital Area District Library Board, the “Board”, consists of seven members. Five members are appointed by the Ingham County Commission and two are appointed by the City of Lansing. Except for the first Board members, Board members shall serve terms of four years each. Terms of office shall start on April 16 and end on April 15. A member appointed to fill an unexpired term shall serve only for the balance of the unexpired term unless reappointed to a full term. A member shall serve until the appointment and qualification of a successor.

Section 2. Board members shall serve without compensation but they shall be reimbursed at a per diem of \$30.00 per meeting with a maximum of 52 meetings per year, plus the option of submitting for mileage reimbursement at the maximum rate allowed by the Internal Revenue Service and other necessary expenses incurred in the performance of official Board duties.

ARTICLE III
DUTIES AND POWERS OF THE LIBRARY BOARD

Section 1. The Library Board shall have the following powers and duties:

- (a) Establish and maintain a public library system for the district.
- (b) Establish policies by which the District library shall be administered.
- (c) Appoint and remove its officers.
- (d) Employ a Library Director and subordinate staff and set their duties and compensation.
- (e) Purchase, lease or otherwise acquire, supervise and control real and personal property.
- (f) Contract library related services from or provide these services to a library or municipality within or outside the district.
- (g) Adopt bylaws and regulations governing the actions of the Board and the District Library.
- (h) Propose and levy a tax upon approval of the electors for support of the District Library.
- (i) Borrow money, issue bonds, and accept gifts and grants.
- (j) Adopt an annual budget for the operation and maintenance of the District Library.

- (k) Employ an attorney, certified public accountant, and other professional persons.
- (l) Do any other thing necessary for conducting the business of the District Library.

ARTICLE IV

DUTIES AND POWERS OF THE OFFICERS OF THE BOARD

Section 1. CHAIRPERSON: The Chairperson shall preside at all meetings and shall set the agenda for these meetings. The Chairperson may appoint committees as the Board establishes and shall serve as an ex-officio member of all committees. The Chairperson shall sign with the Secretary, in the name of the Capital Area District Library, all contracts and legal documents authorized by the Board.

Section 2. VICE-CHAIRPERSON: The Vice-Chairperson shall assume the duties of the Chairperson when the Chairperson is absent.

Section 3. SECRETARY: The Secretary shall keep and administer minutes of all meetings of the Board, including closed meetings. The Secretary shall sign with the Chairperson, in the name of the Capital Area District Library, all contracts and legal documents authorized by the Board. The Secretary shall notify the City of Lansing or Ingham County, as appropriate, when there is a vacancy on the Board.

Section 4. TREASURER: The Treasurer shall assure the receipt, investment, payment, and audit of all funds which the Board is legally entitled to receive and expend.

Section 5. NOMINATION OF OFFICERS: The Board Chairperson will appoint a Nomination Committee of three members at the March meeting.

Section 6. ELECTION OF OFFICERS: Officers shall be nominated and elected by a majority vote of those Board members present and voting, which shall be the first regular meeting after April 15th of each year. The term of office for Board officers shall be one year. A vacancy for an unexpired term shall be filled at the first regularly scheduled Board meeting following notice of the vacancy.

Section 7. EXECUTIVE COMMITTEE: The Executive Committee will include the Board Chairperson, Board Treasurer, and one member of the Board to be appointed by the Board Chairperson with the approval of the Board.

ARTICLE V

FINANCIAL DISBURSEMENT RESPONSIBILITY

Section 1. The District Library shall have custody of all District Library funds and shall draw checks against these funds upon the authorization of the Director consistent with the budget approved by the Board. All District Library expenditures and receipts shall be accounted for by the District Library. The District Library shall be audited annually by a certified public accounting firm, and a report made to the Board.

ARTICLE VI

MEETINGS, QUORUM AND VOTING REQUIREMENTS

Section 1. The Board shall hold regular meetings at dates, times, and places as designated by the Library Board. The agenda and accompanying information for a meeting shall be established by the Chairperson and the Library Director and shall be emailed to all Board members at least five days before the meeting. Email is the preferred method for distributing the agenda and accompanying information, but a board member may ask to receive the information by mail. Public notice of regular, special and committee meetings shall be given as required by law.

Section 2. A quorum for the transaction of business shall consist of four of the seven members of the Board.

Section 3. A majority vote of those present is required to act on any matter.

Section 4. The annual meeting shall be the first meeting after April 15th each year and shall be held in conjunction with the regular meeting. Election of officers will take place at the annual meeting.

Section 5. Special Board meetings, including work sessions, may be called by the Chairperson or at the request of two members of the Board. Board members shall be notified at least 18 hours prior to any special meeting. The general purpose of the meeting shall be stated in the notice.

Section 6. Members of the public may address the Board at any of its regular meetings and "Public Comment on Agenda Items" shall be listed on the agenda immediately following "Approval of the Agenda" and a second "Public Comment" for those wishing to address the Board on any topic will be listed immediately following the Director's Report, or at a time designated by the presiding officer. Individuals may speak for not more than three (3) minutes. Extensions of these times may be approved by a vote of the Board. When arranged at least one week in advance, public comment may be scheduled as a special order of business on the agenda. The maximum times listed above also apply to the special order.

Section 7. All meetings of the Board shall be conducted under the requirements of 1976 PA 267, as amended, being MCL 15.261 et seq., the "Open Meetings Act".

ARTICLE VII

PARLIAMENTARY AUTHORITY AND ORDER OF BUSINESS

Section 1. Robert's Rules of Order, revised, shall be the authority for conducting all meetings of the Capital Area District Library Board.

Section 2. The order of business shall be, but is not necessarily limited to, the following:

- (a) Call to Order
- (b) Roll Call
- (c) Communications

- (d) Public Comments on Agenda Items
- (e) Consent Agenda
- (f) Chairperson's Comments
- (g) Committee Reports
- (h) Old Business
- (i) New Business
- (j) Director's Report
- (k) Public Comments
- (l) Board Members' Comments
- (m) Adjournment

ARTICLE VIII

INDEMNIFICATION

Section I. Each individual who is presently or was a trustee, board member, past director, officer, employee or designated agent of the Capital Area District Library (including the personal representatives and estate of such individual) shall by right be indemnified by the Capital Area District Library, to the full extent permitted or authorized by the law of the State of Michigan, as amended, against any liability, cost, payment or expenses, including reasonable attorney fees, and amounts paid in settlement actually and reasonably incurred by the individual in connection with the action or suit asserted against such individual or paid or incurred by such individual in said individual's capacity as a director, officer, employee, or designated agent, if the individual acted in good faith and in a manner the individual reasonably believed to be in or not opposed to the best interests of the Capital Area District Library. Any individual who has been found liable to the Capital Area District Library for a claim, issue, suit, or matter shall not be entitled to the benefit of indemnification.

ARTICLE IX

AMENDMENT OF BYLAWS

Section I. These Bylaws may be amended at any regular meeting of the Board, at which a quorum is present, by a majority vote of the members provided written notice containing the text of the proposed amendment was presented at the previous Board meeting.

CAPITAL AREA DISTRICT LIBRARIES
GOV 104: LIBRARY BOARD CODE OF ETHICS*
December 18, 2002

"Government is a trust, and the officers of government are trustees; and both the trust and trustees are created for the benefit of the people." So postulated Henry Clay in 1829 in a speech in Kentucky.

Trustees in the capacity of trust upon them, shall observe ethical standards with absolute truth, integrity, and honor.

Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the situation.

It is incumbent upon any trustee to disqualify himself-herself immediately whenever the appearance of a conflict of interest exists.

Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the board even if they personally disagree.

A trustee must respect the confidential nature of library business while being aware and in compliance with applicable laws governing freedom of information.

Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals.

Trustees who accept library board responsibilities are expected to perform all the functions of library trustees.

*Adopted by the Michigan Library Association Executive Board June 19, 1989.

CAPITAL AREA DISTRICT LIBRARIES
GOV 105 BOARD ATTENDANCE POLICY
MARCH 20, 2024

Purpose

This policy is intended to support full contribution of all Board members. As a public body, Capital Area District Library must conduct business at meetings and as such needs consistent Board member attendance to function effectively. Members are expected to demonstrate their commitment to Capital Area District Libraries by dependable attendance at meetings of the Board or committee(s) except when prevented by unforeseeable events.

Definition

A Board member will be considered to have an attendance problem if they have:

- 1) Two consecutive unexcused absences from a regular meeting, or
- 2) Three consecutive excused absences, or
- 3) Missed a total of four meetings in a 12-month period.

An unexcused absence means the member did not communicate ahead and notify the Administrative Assistant, Library Director or Board Chair of their impending absence.

Absent Members

At a meeting where a member is absent, the Board will vote to determine whether the absence is excused or unexcused. This will take place following roll call. The status of the absence will be noted in the minutes.

Electronic Attendance

A Board member, after notifying the Library Executive Director or Board Chair of an absence, may request in advance to attend the meeting electronically. A Board member may only attend electronically by means that allow for two-way communication if such attendance is permitted by the Open Meetings Act, as now existing or hereinafter amended, such as if their in-person absence is due to military duty or a qualified disability which requires reasonable accommodation under the ADA. Each member of the board attending the meeting remotely must make a public announcement at the outset of the meeting that the member is attending the meeting remotely. These announcements must be recorded in the meeting minutes. Members who qualify to attend a meeting electronically are permitted to participate in and vote on business before the Library Board to the extent permitted by the Open Meetings Act. If it is known in advance that a Board member will be attending electronically, notice of their electronic attendance and their CADL email shall be posted publicly in advance of the meeting.

Inclement Weather

A meeting may be canceled if weather conditions exist that make it difficult and potentially dangerous for travel. The Board Chair will consult with other Board members and the Executive Director in determining whether to cancel the meeting. In the event that the CADL system is closed, the meeting will automatically be canceled.

If a meeting is canceled, it will not count towards the missed meeting limits under the definition of an attendance problem.

Board Response

If a Board attendance problem exists regarding a member, the Board Chair will promptly contact the member to discuss the problem. The member's response will be shared with the full Board at the next Board meeting. If necessary, the Board Chair will then contact the governing body that appointed the Board member to discuss options.

CAPITAL AREA DISTRICT LIBRARIES
GOV 203 COMMITTEE OF THE WHOLE
RULES OF ORDER*
July 20, 2022

1. The Board Chairperson presides at the Committee of the Whole meetings.
2. Members may discuss an item without limitation except that no member can speak the second time to the same question as long as a member who has not spoken desires the floor.
3. The only motions that are in order are to amend and to "rise and report" (adjourn).
4. When the board has finished amending the proposition under consideration, without further motion the chairperson announces that, "The board, acting as a committee of the whole, has had such subject under consideration, and has made certain amendments," which they then report. The subject will then come before the board at its next regular board meeting as if reported by a committee.
5. If the committee of the whole has failed to come to a conclusion, the chairperson announces that "The board, acting as a committee of the whole has had such subject under consideration and has come to no conclusion thereon."
6. When the committee of the whole is through with the consideration of the subject referred to it, or if it wishes to adjourn a motion is made that "the committee rise and report," etc., specifying the result of its proceedings. The motion to "rise" is equivalent to the motion to adjourn at a board meeting, and is always in order (except while voting or when another member has the floor), and is undebatable and cannot be amended.
7. The secretary should keep a memorandum of the proceedings while acting as if in committee of the whole, but it should not be entered in the minutes, being only for temporary use. The chairman's report to the board should be entered in the minutes, as it belongs to the assembly's proceedings.

*From Roberts Rules of Order

CAPITAL AREA DISTRICT LIBRARIES
GOV 213 PUBLIC PARTICIPATION
MARCH 20, 2024

To the extent required by the Open Meetings Act and its bylaws, members of the public may address the Board at any of its regular meetings and “Public Comment on Agenda Items” shall be listed on the agenda immediately following “Approval of the Agenda” and a second “Public Comment” for those wishing to address the Board on any topic will be listed immediately following the Director’s Report, or at a time designated by the Presiding Officer.

1. Members of the public who wish to address the Board must state their names and places of residence.
2. Each person may speak for a maximum of three minutes. Extensions of these times may be approved by a vote of the Board.
3. Each person may speak only once per meeting. Extensions of these times may be approved by a vote of the Board.
4. Speakers will be acknowledged by and address all remarks to the Board Chairperson.
5. Board members are not required to respond to public comments at the time the comments are made.

CAPITAL AREA DISTRICT LIBRARIES
GOV 106 RECORDS RETENTION POLICY
August 17, 2022

CADL creates and maintains various records in different formats in the course of its operations. In order to comply with its legal obligations, CADL will manage and dispose of its public records pursuant to this Records Retention Policy that identifies how long records must be kept to satisfy administrative, legal, fiscal and historical needs. This policy identifies when records may be destroyed and when they can be sent to the State Archives of Michigan for permanent preservation. Records cannot be destroyed unless their disposition is authorized by this policy. The Executive Director or their designee shall be responsible for the proper storage, retention, and disposal of records in accordance with this policy. The Executive Director is responsible for ensuring that relevant staff are aware of the record retention requirements and follow them.

Records that are listed on this schedule may be exempt from public disclosure, in accordance with the provisions of the Freedom of Information Act and/or the Library Privacy Act. The Capital Area District Library will manage, store, retain, and dispose of its records in accordance with the General Schedule #17 – Public Libraries (GS #17), developed by the Michigan Department of History, Arts and Libraries/Records Management Services and approved by the State Administrative Board. After the period of time specified in GS #17, CADL may destroy the record. In addition, CADL will use General Schedule 1 (GS#1) to define non-record materials. Non-record materials may be disposed of when they have served their intended purpose. Records that are not listed on the General Schedules cannot be destroyed without the authorization of an approved agency-specific schedule.

CADL acknowledges records can exist in a wide variety of formats, including paper, maps, photographs, digital images, e-mail and chat messages, databases, social media posts, etc. The retention periods listed on General Schedule #17 do not specify the format that the record may exist in because each government agency following the schedule may choose to retain its records using different recording media and formats. CADL will evaluate the title and description of a record rather than the format or media in which it exists when determining the period of record retention. CADL will comply with Michigan law, including but not limited to, the Records Reproduction Act and guidance from the Records Management Services regarding preservation of public records.

Should GS #17 and/or GS #1 be revised or amended, the Capital Area District Library will adapt its procedures to remain in compliance.

STATE OF MICHIGAN
RECORDS RETENTION AND DISPOSAL SCHEDULE
GENERAL SCHEDULE #17 - PUBLIC LIBRARIES

Item #	Series Title	Series Description	Total Retention	Approval Date
17.001 -	Bylaws	Bylaws state the purpose of the library, establish the structure and responsibilities of the board, and state the manner in which the library will meet its regulatory requirements and achieve best practice standards. Bylaws are created and amended by the board. These records are preserved permanently to document the institutional memory of the library.	RETAIN UNTIL: Permanent	1/18/2005
17.002 -	Policies, Procedures, and Directives	Policies may include statements on hours of operation, rules and regulations for the reading rooms, gifts and donations, human resource management, and other administrative matters. They may govern the use of patron cards, loan periods for various materials, fines and other charges, collection development, reference services, access to the Internet and other library equipment. Personnel policies may include job descriptions and requirements, as well as policies concerning leave, appropriate behavior, evaluation, and benefits. Policies may also document how the library will comply with statutory regulations, such as the Americans with Disabilities Act, the Freedom of Information Act, and the Library Privacy Act, and laws governing employment, environmental health, fiscal accountability, and civil rights. This series does not include policies that are not reviewed by the board. These records are preserved permanently to document the institutional memory of the library.	RETAIN UNTIL: Permanent	1/18/2005
17.003 -	Annual Reports	These records document the library's services and finances over the previous year. They are presented to the board for review and approval. They may include narrative and statistical reports summarizing circulation, interlibrary loan (ILL), finances, programming, and other major issues facing the library over the year. These records may include audits, circulation, administrative, and financial reports. These records are preserved permanently to document the institutional memory of the library.	RETAIN UNTIL: Permanent	1/18/2005

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Item #	Series Title	Series Description	Total Retention	Approval Date
17.004 -	Meeting Records--Open Session	Meeting records document all matters brought before the board at meetings. Board records document all changes to policies, board resolutions, millage proposals, and board correspondence. They include agendas, minutes, and supporting documentation. Supporting documents may include copies of the Librarian/Director's report, monthly financial/Treasurer's reports, circulation reports, budgets, financial audits, committee reports and minutes, library flyers, newspaper clippings, or publicity materials concerning the library. This series does not include meeting notices, bulletins, or documentation of meeting related expenditures. If audio and/or video recordings of the meeting are transcribed, the recordings can be destroyed once the minutes are approved. These records are preserved permanently to document the institutional memory of the library.	RETAIN UNTIL: Permanent	1/18/2005
17.005 -	Meeting Records--Closed Session	These records consist of minutes taken during a closed session, including any audio or visual recordings.	RETAIN UNTIL: Meeting minutes are approved PLUS: 1 year and 1 day THEN: Destroy	1/18/2005
17.006 -	Administration - General Correspondence	General correspondence does not pertain to a specific project or case, and it is often organized chronologically or by correspondent's name. General correspondence may include referral correspondence. If the correspondence does pertain to a specific project or case, it should be filed with that project or case file. General correspondence may exist in a variety of formats, including memos, letters, notes and electronic mail messages. This series also includes automated or manual tools that index and/or track when correspondence was received, the topic of the correspondence, who is responsible for responding to the correspondence, and when the correspondence is considered closed for further action. Correspondence concerning transient and non-substantive matters can be discarded when it is no longer of use for reference.	RETAIN UNTIL: Sent/received PLUS: 2 years THEN: Destroy	1/18/2005
17.007 -	Director/Assistant Director's Reports	These monthly reports to the board summarize current issues facing the library. They are both narrative and statistical, and include information received from department managers. A copy of the report is included in board meeting records.	RETAIN UNTIL: Report is created PLUS: 7 years THEN: Destroy	1/18/2005

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Item #	Series Title	Series Description	Total Retention	Approval Date
17.008 -	Administrative Subject Files	These records are used to support administrative analysis, program and project planning, procedure development, and programmatic activities for a library. Subject files are generally organized alphabetically by topic. Document types may include periodic activity reports (narrative and statistical), special reports, topical correspondence, research materials, project planning notes, organizational charts, agency descriptions, etc. Subject files do NOT include files related to individual program activities, human resources files, and accounting records. For topics of continuing interest, files may be segmented into annual files.	RETAIN UNTIL: Topic is no longer of interest for ongoing administration PLUS: 5 years THEN: Destroy	1/18/2005
17.009 -	Meeting Records-Internal Staff	These records may include meeting minutes, agendas, and distribution materials related to staff meetings consisting of members that are entirely or primarily internal to the library.	RETAIN UNTIL: Meeting is held PLUS: 2 years THEN: Destroy	1/18/2005
17.010 -	Planners/Calendars	These may be electronic or manual planners and calendars that are used to track an individual staff member's work-related meetings, assignments, and tasks.	RETAIN UNTIL: Event takes place PLUS: 2 years THEN: Destroy	1/18/2005
17.011A -	Donor File--Monetary Donations	This file contains information about donors of monetary contributions to the library. These donations may be used for construction, equipment, special projects, library programs, etc. Information in the file may include the donor name, contact information, and the amount of money donated. This file may include receipts for donations, letters of acknowledgment, and supporting documentation.	RETAIN UNTIL: Donation is acknowledged PLUS: 7 years THEN: Destroy	1/18/2005
17.011B -	Donor File--Property Donations	This file contains information about donors of property (such as furniture, computers, etc.) to the library. Donors of popular or used books are usually not included in the files. Information in the file may include the donor name, contact information, and an inventory of the item(s). This file may include receipts for donations, letters of acknowledgment, and supporting documentation.	RETAIN UNTIL: Item is no longer in the library's possession THEN: Destroy	1/18/2005
17.012 -	Friends of the Library Files	These organizations support library services and fund raising. Library files concerning these organizations may contain lists of current officers and members, informational reports from the Friends group, meeting minutes, copies of the group's 501c3 status documentation, by-laws, correspondence, and information about fundraising projects.	RETAIN UNTIL: Topic is no longer of interest for ongoing administration THEN: Destroy	1/18/2005

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Item #	Series Title	Series Description	Total Retention	Approval Date
17.013 -	Annual Report to the Library of Michigan	This statistical report is submitted to the Library of Michigan annually, and describes the governing structure of the library, its size, the population of the area served, hours of operation, circulation, holdings by type of material, number of users, the volume of reference queries, computer usage statistics, budgetary information, sources of library income, and expenditures.	RETAIN UNTIL: Report is created PLUS: 10 years THEN: These records may be destroyed, but libraries are encouraged to retain them permanently to document their institutional memory	1/18/2005
17.014 -	Grant Files	These files document grants from the Library Services and Construction Act (LSCA), Library Services Technology Act (LSTA), Reed Act, the Gates Foundation, Universal Service Fund, and any others. The files may include planning session documents, meeting notes, the grant application, contracts with builders, files from construction, and final reports.	RETAIN UNTIL: Grant expires, plus any additional time that is required by the granting institution THEN: Destroy	1/18/2005
17.015 -	Millage Records	These records document efforts by the library to generate revenue through millage increases. They may include ballot proposals, legal correspondence, tallies of previous votes, vote projections, publicity materials, and flyers. Related records include resolutions by the board to request millage increases and legal opinions on the ballot proposal.	RETAIN UNTIL: Millage vote is certified PLUS: 6 years THEN: Destroy	1/18/2005
17.016 -	Accident Reports/Claims	The Personal Injury/Property Damage Claim/Incident Report gives details about any unexpected incidents on the library premises. It lists the location, witnesses, person injured, type of injury or property damage, and actions to prevent reoccurrence. The reports are reviewed and signed by relevant administrators. These files may include related information, such as witness statements, medical information, legal counsel, or subsequent claims.	RETAIN UNTIL: Claim is filed PLUS: 7 years THEN: Destroy	1/18/2005
17.017 -	Patron Disciplinary Files	These files document patrons who have received disciplinary action or prohibitory sanctions. They are organized by patron name, and consist of letters sent to patrons describing the unacceptable activity and the prohibitions on patron privileges. They may also contain correspondence with public safety or patron guardians.	RETAIN UNTIL: Date of the last incident involving the patron PLUS: 5 years THEN: Destroy	1/18/2005
17.018A -	Strategic Planning--Development Documentation	These documents are used to outline the mission and long-term goals for the library. A consultant, management team, staff, board, and/or community members may prepare plans.	RETAIN UNTIL: Subsequent plan is approved by the library board THEN: Destroy	1/18/2005

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Item #	Series Title	Series Description	Total Retention	Approval Date
17.018B -	Strategic Planning--Final Approved Plan	This is the final version of the strategic plan that is approved by the library board.	RETAIN UNTIL: Permanent	1/18/2005
17.019 -	Freedom of Information Act (FOIA) Records	This file will document any requests for information or public records maintained by the library. They may include requests for information, correspondence, a copy of the information released, and billing information.	RETAIN UNTIL: Request is fulfilled PLUS: 1 year THEN: Destroy	1/18/2005
17.020 -	Final Annual Budget	The budget forecasts income and allocates expenditures for the next fiscal year. Revenue sources may include governmental entities, grants, fees, fines, sales, and service provision. Expenditures may include payroll, facilities, electronic equipment, collection development, supplies and other maintenance costs. These records are presented to the board for approval, and official copies are generally kept in board meeting packets. If the final version is not kept in the board packet, the copy maintained by the finance staff should be kept permanently.	RETAIN UNTIL: Final version is approved PLUS: 10 years THEN: Destroy	1/18/2005
17.021 -	Budget Documentation	These records are used to prepare the library's budget. The files may include planning materials, such as current budget and financial reports, projections of revenue, expenses (materials, services, marketing, IT), and fixed costs, and requests by each department for funding. The draft budget is sent to the board for approval and may be kept with the board meeting records.	RETAIN UNTIL: Final version is approved PLUS: 5 years THEN: Destroy	1/18/2005
17.022 -	Annual Financial Report/Audit	These records document the library's financial condition and evaluate the accounting practices of the previous year. The annual financial report may include a balance sheet of assets and liabilities, an income and expense statement, and notes explaining any discrepancies. Michigan law (P.A. 2 of 1968 and amendments M.C.L. 141.421 et al.) requires any local government agency that serves more than 4,000 residents to have an annual audit. An audit is conducted by an outside accounting firm and includes comments on the library's accounting practices. These records are presented to the board for approval, and official copies are generally kept in board meeting packets. If the final version is not kept in the board packet, the copy maintained by the finance staff should be kept permanently.	RETAIN UNTIL: Final version is submitted to the library board PLUS: 10 years THEN: Destroy	1/18/2005
17.023 -	Monthly Financial Reports	These statistical reports list the income and expenses for library operations. They may itemize income streams and expenses such as state aid, millage, investment income, cash receipts, fixed costs, payroll, and purchases. These record may be created in electronic accounting systems and consist of balance sheets or profit/loss versus budget reports. A copy is kept with board meeting records.	RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy	1/18/2005

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Item #	Series Title	Series Description	Total Retention	Approval Date
17.024 -	Accounts Payable/Receivable	Accounts payable lists money owed by the library and accounts receivable lists money owed to the library from the time from inception to resolution. Accounts payable may include purchase of equipment, supplies, insurance, contract services, performances, and obligations from standing orders that have not yet been paid. Accounts receivable may include payments due to the library from governmental entities or from grantors among others. These records may be generated manually or they may be maintained using electronic accounting software.	RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy	1/18/2005
17.025 -	Journal Entries/General Ledger	Revenue and expenditures are entered into the journal from source documents such as cash receipts, invoices, deposit slips, and checks. They are then arranged by account numbers in the general ledger. Electronic accounting systems automatically post entries into accounts. Separate journals and ledgers may be generated manually or may be part of an electronic accounting system.	RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy	1/18/2005
17.026 -	Balance Sheet	This record reports all financial liabilities and assets of the library at any given time. It may include income and expenses, as well as assets and liabilities in current accounts.	RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy	1/18/2005
17.027 -	Deposit Slips and Cancelled Checks	Deposit slips record money deposited in specific bank accounts; cancelled checks record payments made.	RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy	1/18/2005
17.028 -	Invoices	These documents accompany the exchange of goods and services between customers and vendors. They may list the items and price of goods and services purchased or sold by the library. They are source documents for journal entries/general ledgers and accounts payable/receivable records.	RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy	1/18/2005
17.029 -	Purchase/Order Records	This file documents the ordering of goods that are not added to the library's collection, such as monographs, serial publications and recordings. The file may include purchase requisitions, purchase orders, and packing slips. These records are source documents for the journal/general ledger, and accounts payable ledger. Records of a purchase are usually compared to invoices and are filed with packing slips and payment records.	RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy	1/18/2005
17.030 -	Sales Records	These records document sales, and may identify the item sold, price, and name of purchaser. It does not include cash register receipts.	RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy	1/18/2005

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Item #	Series Title	Series Description	Total Retention	Approval Date
17.031 -	Cash Receipts	This file contains cash register totals that are tallied by the day or week. These receipts are entered into a cash receipts record that may separate receipts into various accounts such as audio-video rentals, fines, sales of items, lost books, donations, photocopies, fax, or miscellaneous. These records may include cash register tapes, cash box tallies, cash journals, or cash accounts in electronic accounting systems.	RETAIN UNTIL: Fiscal year ends PLUS: 6 years THEN: Destroy	1/18/2005
17.032 -	Petty Cash Vouchers	Vouchers authorize expenditures from cash registers drawers or petty cash boxes. Vouchers are used to reconcile the daily cash count with the cash receipts.	RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy	1/18/2005
17.033 -	Bank Statements and Reconciliations	These records list all transfers of money through a given bank account. For each bank account held by the library, the bank provides a statement listing all deposits and withdrawals made during the previous calendar month. Attached to the statement is a reconciliation form which the library uses to compare their drafts, transfers, withdrawals, and deposit records with those on the bank statement.	RETAIN UNTIL: Fiscal year ends PLUS: 6 years THEN: Destroy	1/18/2005
17.034 -	Contracts	This record series consists of any original contracts that document agreements between the library and vendors or customers. It may also include contracts with Internet service providers, other agencies, library cooperatives or consortiums, as well as depository agreements with governmental entities. Contract files also document equipment and professional service contracts for elevators, wireless phones, copiers and microfilm reader/printers, and legal, security, and janitorial services. Contracts may be filed with supporting documents pertaining to the contract, and amendments to the contract.	RETAIN UNTIL: Contract expires PLUS: 6 years THEN: Destroy	1/18/2005
17.035 -	Leases	This file contains any leases for library buildings.	RETAIN UNTIL: Lease expires PLUS: 6 years THEN: Destroy	1/18/2005
17.036 -	Legal Opinions	These files consist of correspondence with the law firm that provides legal counsel to the library.	RETAIN UNTIL: Permanent	1/18/2005
17.037 -	Litigation Files	These files document any litigation to which the library is a party. They may include depositions, transcripts, decisions, correspondence, data, exhibits, research materials, reports, press releases, media clippings, etc.	RETAIN UNTIL: Case is closed PLUS: 5 years THEN: Destroy	1/18/2005

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Item #	Series Title	Series Description	Total Retention	Approval Date
17.038 -	Annual Inventory and Depreciation Schedules	This record is a list of all major library property and its book value. Library policy determines the value at which property must be included on an inventory. The cost of these items is then distributed across the useful life of the property. Governmental Standards Accounting Board (GASB) Statement 34 (1999) requires that library property be inventoried and listed on a depreciation schedule. This includes circulating and non-circulating collections, furniture, computers, vehicles, and office equipment. The report is used as a source document for the annual financial report. Items remain on the inventory until their active life has elapsed.	RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy	1/18/2005
17.039 -	State Tax Returns	These statements report the taxes collected on sale of items and for rent or use of library facilities and equipment. The library may submit sales and use tax statements to the State of Michigan annually.	RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy	1/18/2005
17.040 -	Payroll Deduction/Liability Records	These records document payment of financial liabilities for monies withheld from employee wages. The records may include the quarterly form 941 to pay the Internal Revenue Service for taxes withheld, coupons accompanying the quarterly transfer of state withholding taxes, unemployment wage detail reports and the quarterly report, as well as any records of charitable contributions deducted from payroll. It also includes documentation of employer contributions to employee insurance.	RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy	1/18/2005
17.041 -	Insurance	These files contain any insurance policies that the library has purchased or records of any claims against those policies. Policies may cover library contents, library vehicles, general liability, directors' and officers' liability, insurance against business interruption, and failure of information systems.	RETAIN UNTIL: Policy expires PLUS: 6 years THEN: Destroy	1/18/2005
17.042 -	Bids Not Awarded	This file consists of formal bid packets submitted in response to a request by the library. When the library selects one provider for goods and services, other formal bids are retained as evidence supporting the final choice and as reference.	RETAIN UNTIL: Bid is awarded to another vendor PLUS: 7 years THEN: Destroy	1/18/2005
17.043 -	W-2 Forms	This form documents the annual gross wages, federal, state, Medicare, and local taxes withheld for the purpose of reporting income taxes. One copy is retained and duplicates of these forms are given to employees.	RETAIN UNTIL: Fiscal year ends PLUS: 6 years THEN: Destroy	1/18/2005
17.044 -	Employer Contributions to Retirement Accounts	These records are used to calculate and document library payments to employee retirement plans. Files may contain forms that are used to report gross wages and hours for each employee, the invoice for the employer contribution, and documentation of the transfer of funds.	RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy	1/18/2005

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Item #	Series Title	Series Description	Total Retention	Approval Date
17.045 -	Payroll Summaries	Payroll summaries tally the gross pay and all deductions for every employee by the month, year, or pay period. The records may be created manually, by a payroll service, or using an electronic accounting system. They do not include employee names, but may organize information according to department or job status. Payroll summaries are source documents for monthly and annual financial reports.	RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy	1/18/2005
17.046 -	Blueprints/Building Plans	Plans and blueprints give specific construction details for existing buildings, later improvements, asbestos abatement, or new construction. They are kept for on-going reference, maintenance, or renovation. If the library sells the property, the new owner should be given these documents.	RETAIN UNTIL: Permanent	1/18/2005
17.047 -	Licenses and Permits	This file contains legally required permits and licenses for regular operation of the library facilities and services, as well as construction. It includes a sales and use tax license and any building and elevator permits.	RETAIN UNTIL: License/permit expires PLUS: 1 year THEN: Destroy	1/18/2005
17.048 -	Inspection Reports	Government officials who have inspected the library facilities generate these reports. Governmental regulations require regular inspections by fire and elevator inspectors. Inspection records from renovation projects, asbestos abatement projects, and any legally mandated projects should include supporting documentation.	RETAIN UNTIL: Superseded or equipment/building is not owned by the library THEN: Destroy	1/18/2005
17.049 -	Hazardous Material Safety Data Sheets	Federal law [OSHA 29 CFR 1910.1200.g] requires that employers provide Material Safety Data Sheets to staff regarding any hazardous material on the premises. These sheets includes information on product manufacturer, composition, physical and chemical properties, identification of hazards, fire hazard, accidental release measures, handling and storage, first aid measures, toxicology, ecological information, disposal and transport considerations, as well as any regulatory information. These records are maintained where they are readily available by employees working with or near the materials.	RETAIN UNTIL: Hazardous material being used or stored is on library property PLUS: 30 years THEN: Destroy	1/18/2005
17.050 -	Security Log	The log consists of reports regarding unusual incidents occurring on library property. This log may include or refer to videotaped or eye witness accounts, descriptions of damage or injury, dates, times, and nature of the incidents, along with other pertinent information. Files may also address further investigations or court proceedings.	RETAIN UNTIL: Incident occurs PLUS: 3 years THEN: Destroy	1/18/2005
17.051 -	Surveillance Video	These are video recordings of activity taking place on library property.	RETAIN UNTIL: Recording is created PLUS: 7 days THEN: Destroy	3/16/2021

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Item #	Series Title	Series Description	Total Retention	Approval Date
17.052 -	Vehicle Files	These files record financial and maintenance information about individual vehicles in the library fleet. The records are arranged according to vehicle and include the title and maintenance records. They may include insurance documents, and fuel/use records.	RETAIN UNTIL: Vehicle is no longer owned THEN: Destroy	1/18/2005
17.053 -	Payroll Records	Payroll records document the gross pay and all deductions for each employee for every pay period. These records may list the hours worked, pay rate, all deductions (withholding taxes, FICA, Medicare, insurance premiums, charitable contributions, and retirement benefits), and any miscellaneous adjustments. These records are source documents for payroll summaries and may be required to calculate retirement benefits. A copy of these records is often included on the payroll check stub. These records may be created manually, in an electronic payroll system, or by a payroll service.	RETAIN UNTIL: Individual is no longer employed by the library PLUS: 40 years THEN: Destroy	1/18/2005
17.054 -	Personnel Files	These files are maintained for each employee and contain records that document all human resource related transactions that occurred during the employee's period of active employment. They are used to record employee performance and remuneration, maintain current contact information, and keep track of employee benefits (including retirement).	This series is subdivided to distinguish those documents requiring different retention periods.	1/18/2005
17.054A -	Personnel Files-Retirement, Leave, and Life Insurance Records	Retirement records document the eligibility for and determination of retirement benefits. These files include membership applications, notice by the employee of the qualifying event, application to receive retirement benefits, any change of name or address forms, and changes in designated beneficiaries forms. Leave records document any intervals in which the employee was not accruing retirement benefits. They may include the employee's request for a leave, any supporting documents, and managerial decisions. Life insurance files include enrollment and beneficiary forms for life and accidental death insurance plans.	RETAIN UNTIL: Individual is no longer employed by the library PLUS: 40 years THEN: Destroy	1/18/2005

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Item #	Series Title	Series Description	Total Retention	Approval Date
17.054B -	Personnel Files-Application, Hiring, Salary, and Position	These records document the qualifications possessed by the employee to carry out their duties. It includes resumes, letters of reference and/or a signed release for reference, transcripts, required licenses, notes and ratings from the job interview, the official letter of hire stating position and salary, performance evaluations, any changes to the position and rate of pay for the employee, any disciplinary reviews and outcomes, and requests for change in position. If a union contract states that specific documents in these files should be retained for a shorter period of time, then the library should follow the retention period that is agreed to in the contract.	RETAIN UNTIL: Individual is no longer employed by the library PLUS: 7 years THEN: Destroy	1/18/2005
17.054C -	Personnel Files-Withholding Forms	These files consist of signed federal, state, and local tax withholding forms that are filed with the respective government agencies. They may also include forms authorizing savings plans or pledged donations.	RETAIN UNTIL: Superseded PLUS: 6 years THEN: Destroy	1/18/2005
17.054D -	Personnel Files-Health Plans	These files include applications for employee benefits, such as health, dental, vision, long-term disability, accident, and flexible benefit plans.	RETAIN UNTIL: Superseded PLUS: 1 year THEN: Destroy	1/18/2005
17.054E -	Personnel Files-Union Membership	These files include all records about the employee's union membership. They may contain membership application forms, authorization for payroll deductions for union dues, and requests for non-union status.	RETAIN UNTIL: Superseded or employment ends THEN: Destroy	1/18/2005
17.054F -	Personnel Files-Electronic Funds Transfer	This file includes signed applications and authorization for any funds to be transferred electronically from payroll accounts.	RETAIN UNTIL: Superseded, voided or employment ends PLUS: 1 year THEN: Destroy	1/18/2005
17.055 -	I-9 File	Federal Form I-9 includes verification by employers of identity and immigration status of all new employees. Federal Code 8 CFR 274A.2 (1998)	RETAIN UNTIL: Date of hire PLUS: 3 years THEN: Destroy or RETAIN UNTIL: Date of termination PLUS: 1 year THEN: Destroy NOTE: Whichever is later applies	1/18/2005
17.056 -	Staff Work Schedules	These records consist of schedules of employee hours in order to provide library services during hours of operation. They may list the days of the month, the name of employees and hours of work.	RETAIN UNTIL: Pay period ends PLUS: 2 years THEN: Destroy	1/18/2005

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Item #	Series Title	Series Description	Total Retention	Approval Date
17.057 -	Time and Attendance	Time cards, timesheets, etc. and are used to document the attendance and hours worked by date and time. The records may be signed by the employee. They are usually organized chronologically by pay period and then by name.	RETAIN UNTIL: Pay period ends PLUS: 7 years THEN: Destroy	1/18/2005
17.058 -	Vacation and Sick Leave Calculator and Report	These records are used to determine the amount of vacation and sick time available to each employee according to the hours worked in the pay period	RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy	1/18/2005
17.059 -	Time Off/Vacation Requests	These forms document requests for time off. They may include the date of request and the dates of requested absence. They do not include documentation of extended leave without pay, which are kept in the personnel file.	RETAIN UNTIL: Fiscal year ends PLUS: 1 year THEN: Destroy	1/18/2005
17.060 -	Employee Injury Records-Exposure	These files consist of any reports of accident or injury involving exposure to toxic substances or blood-borne pathogens. These files are maintained separately from the personnel file. These files may include incident reports, medical reports, responses by supervisors and management, requests for medical leave, insurance forms, applications for continuation of insurance, and any supporting medical documentation. Access to these files is governed by OSHA 29CFR 1910.1020(d)(1)(i).	RETAIN UNTIL: Individual is no longer employed by the library PLUS: 30 years THEN: Destroy	1/18/2005
17.061 -	Employee Injury Records-Non-exposure	These files consist of any reports of accidents or injuries involving the employee. Libraries are not required to make annual reports to OSHA, but must report any incident in which more than three employees are injured (29 CFR 1904.2). Records of injuries are kept separate from the personnel file. These files may include incident reports, medical reports, responses by supervisors and management, requests for medical leave, insurance forms, application for continuation of insurance, and any supporting medical documentation. OSHA requires any information pertaining to job-related illness and injury to be kept on file for five years after the end of the fiscal year in which the event occurred.	RETAIN UNTIL: Individual is no longer employed by the library PLUS: 7 years THEN: Destroy	1/18/2005
17.062 -	Grievances	These files document employee grievances against the library and the resolution of the grievance. It includes written grievances sent to the Human Relations Director, the response of the Director, correspondence, summary sheets, legal documents, and employee history information.	RETAIN UNTIL: Grievance is closed PLUS: 7 years THEN: Destroy	1/18/2005
17.063 -	Union Contract Negotiation Files	This file documents the negotiations and resulting contract with employee labor unions and is used for referral in subsequent negotiations. It may include the following: salary and benefit schedules, ground rules proposals and counter proposals, secondary negotiations, meeting minutes or notes, any agreements, draft contracts with changes, and the final contract.	RETAIN UNTIL: Contract expires PLUS: 3 years THEN: Destroy	1/18/2005

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Item #	Series Title	Series Description	Total Retention	Approval Date
17.064 -	Staff Newsletter	Internal newsletters communicate new policies and procedures and relate important news to employees. They are used to disseminate information and promote staff cohesion.	RETAIN UNTIL: No longer needed for reference THEN: These records may be destroyed, but libraries are encouraged to retain them permanently to document their history	1/18/2005
17.065 -	Job Applications-Not Interviewed/Not Hired	These files, from individual applicants who were not interviewed, may include resumes, applications, and supporting documents.	RETAIN UNTIL: Received PLUS: 1 year THEN: Destroy	1/18/2005
17.066 -	Job Applications-Interviewed/Not Hired	These files, from individual applicants who were interviewed, but not hired, may include resumes, applications, and supporting documents.	RETAIN UNTIL: Received PLUS: 2 years THEN: Destroy	1/18/2005
17.067 -	Workers Disability Compensation Files	These files document any claims made for workers disability compensation benefits. They may consist of a copy of the report of the incident/injury made by the employee (original is sent to the insurer) and a copy of all reports from the occupational health center. Any litigation is kept in a separate file.	RETAIN UNTIL: Claim is settled PLUS: 10 years THEN: Destroy	1/18/2005
17.068 -	Job Descriptions	These records document job classification systems and positions. They may include research, surveys, or reviews done to create job descriptions, as well as job classifications and selection criteria. Job descriptions may include a summary of responsibilities, functions, applicant requirements, and salary and benefit classifications. Job descriptions are filed alphabetically by position title in a separate file.	RETAIN UNTIL: Superseded THEN: Destroy	1/18/2005
17.069 -	Volunteer/Subsidized Employee Personnel Files	These files document volunteers or subsidized workers. They may identify assignment locations, hours worked, background checks, and training related to the job. Records may include an application, signed forms authorizing the releases of employee information, correspondence with program officers, timesheets and schedules.	RETAIN UNTIL: Individual is no longer participating in the program and working at the library THEN: Destroy	1/18/2005
17.070 -	Continuing Education	These records document on-going training of librarians, which is required by state law as a condition of receiving state aid. The file consists of certificates of completion for accredited programs.	RETAIN UNTIL: Individual is no longer employed by the library THEN: Destroy	1/18/2005

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Item #	Series Title	Series Description	Total Retention	Approval Date
17.071 -	User Accounts	These accounts give library staff access to employee e-mail, calendars, and file space on a library server. The file may include names, titles, locations, and phone numbers.	RETAIN UNTIL: Individual is no longer employed by the library THEN: Destroy	1/18/2005
17.072 -	Electronic Equipment Inventory	This inventory lists each computer, software license, and peripheral equipment used by library patrons and staff. The inventory may identify the model number, manufacturer, location, inventory numbers, type of user, date of purchase, peripherals, software licenses, IP addresses and allocations assigned to each device.	RETAIN UNTIL: Equipment is no longer in use THEN: Destroy	1/18/2005
17.073 -	Network Drop Map/Schematic	This schematic indicates how various computer terminals are connected. It often consists of a floor plan depicting the location of terminal access boxes and the network lines connecting them.	RETAIN UNTIL: Superseded or obsolete THEN: Destroy	1/18/2005
17.074 -	Integrated Library System (ILS)	The ILS manages circulation and ordering records. It consists of a database of bibliographic/holdings, patron registrations, and acquisition/purchasing systems. It may be accessible over the internet or just to internal users	RETAIN UNTIL: Superseded THEN: Destroy	1/18/2005
17.075 -	Back-Up Tapes	These duplicate tapes of library servers prevent loss of essential library information. The back-up tapes are often labeled according to server and date. They are written over on a regular schedule, according to library policy.	RETAIN UNTIL: Superseded THEN: Destroy	1/18/2005
17.076 -	Software Guides	These files consist of software and equipment installation, operation, and trouble-shooting information.	RETAIN UNTIL: Equipment or software is no longer in use THEN: Destroy	1/18/2005
17.077 -	Web/Intranet Files	These files document library intranet and internet sites. These files may include a site map, a list of content on the sites, and who is responsible for the content of the site.	RETAIN UNTIL: Superseded THEN: Destroy	1/18/2005
17.078 -	Web Server and Routers	These files document equipment used for the maintenance of the website. The files may identify the date of purchase, serial and model numbers, the speed of the connecting cables, and the capacity of the equipment.	RETAIN UNTIL: Equipment is no longer in use THEN: Destroy	1/18/2005
17.079 -	Library/Cooperative Website	Library websites may include information about hours, library events and classes, links to popular reference resources, and provide a gateway to the catalog. Cooperative websites may include information about the location, hours and services. The website also serves as a gateway to member library websites and online catalogs. The website may also provide links to online library sources.	RETAIN UNTIL: Superseded THEN: Destroy	1/18/2005

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Item #	Series Title	Series Description	Total Retention	Approval Date
17.080 -	Order Records	These records document acquisitions to the library collections and track new acquisitions. The order forms may include short bibliographic information, the person who selected or ordered the item, the source of funding, the number of copies ordered, the estimated cost of the order, the vendor, the date received, the invoice number, date, amount, and the date the invoice is paid. The records may include order lists, acquisition records, printouts of online purchase, and electronic ordering data on the ILS.	RETAIN UNTIL: Order is received PLUS: 7 years THEN: Destroy	1/18/2005
17.081 -	Magazine Order Records	These records list magazine subscriptions whether ordered separately or through a subscription service. It may list the titles of current subscriptions, renewal dates and expected dates for new issues. This information may be kept in lists, spreadsheets, or vendor order records.	RETAIN UNTIL: Subscription ends THEN: Destroy	1/18/2005
17.082 -	Memorials Book Donations	These files document memorial money donated to the library. Information may include the donor name and contact information, an inventory of the items purchased with the funds, and the name of the person memorialized. Large financial gifts usually include a letter of acknowledgement.	RETAIN UNTIL: Item is deaccessioned THEN: Destroy	1/18/2005
17.083 -	Shelf List	The shelf list consists of catalog cards for each item in the library collection. The list may identify the item by its call number, title, cost, ISBN, date acquired, and Library of Congress Subject Headings. ACT = until item is deaccessioned.	RETAIN UNTIL: Item is deaccessioned THEN: Destroy	1/18/2005
17.084 -	Circulation Cards	These cards document which items are borrowed, when they are due, and who has borrowed them. The card for books may include the author, title, call number, date due, and patron card number. Cards for video checkout may include the name, address and phone number of the patron, and a responsibility statement to be signed and dated by the borrower. Cards are removed from the item when it is borrowed and are retained at the library.	RETAIN UNTIL: Item is deaccessioned, and all relevant fines are paid or are written off, per library policy THEN: Destroy	1/18/2005
17.085 -	Bibliographic Records	These records contain the basic information about each title in the library collection. These records may have been created in house (for local publications or AV materials), or may have been acquired from a vendor or Online Computer Library Center (OCLC). Once acquired, they are maintained in a card catalog system or electronically in an integrated library system (ILS). They contain highly structured Machine Readable Catalog (MARC) information including, title, author, publisher, copyright dates, subject headings, content notes, Library of Congress numbers, ISBN, Dewey numbers, barcode numbers, and the location of copies held by the library.	RETAIN UNTIL: Item is deaccessioned THEN: Destroy	1/18/2005

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Item #	Series Title	Series Description	Total Retention	Approval Date
17.086 -	Item Level Record	These records document each individual copy of any title within the collection. The record consists of all bibliographic information, plus the copy number, location, and availability. If it is maintained in the ILS it may also include links to patron information about the current and last patron who borrowed the item. However, libraries are encouraged to only retain information about the current circulation transaction. When the library possesses only a single copy, the bibliographic record may also serve as the item level record.	RETAIN UNTIL: Item is deaccessioned THEN: Destroy	1/18/2005
17.087 -	Authority Files	These files promote consistency of identifying names and subjects according to established rules in bibliographic records. Libraries may purchase authority files from a vendor. They are deleted from an ILS when there is no longer an item to which it can refer (blind reference).	RETAIN UNTIL: File no longer references an item in the collection THEN: Destroy	1/18/2005
17.088 -	Patron Registration Forms	Patron registration cards contain identifying information for each individual who may withdraw materials from the library collection. Many libraries have separate forms for adults and youth. All cards are signed by adults and may list the adult's name, address, telephone, birth date, gender, drivers' license number, contact information, and a signed statement of responsibility for any library materials borrowed. Youth cards include identifying information for the youth. Borrowing privileges may extend for indefinite or limited periods of time. Libraries are encouraged to establish an expiration date for borrowing privileges (that may be renewed) and to arrange patron registration records according to these dates to facilitate weeding. Registration forms are kept until all fines have been paid and all items returned.	RETAIN UNTIL: Account is closed per library policy THEN: Destroy	1/18/2005
17.089 -	Patron Database	Identifying information from the patron registration forms, including a card number, is entered into the ILS for purposes of identifying which patrons have borrowed which items. In addition, patron records identify the items currently borrowed, fines, holds, and any interlibrary loans.	RETAIN UNTIL: Card expires without renewal and all items are returned and fines paid, per library policy THEN: Destroy	1/18/2005
17.090 -	Internet Use Agreements	These documents are signed by patrons who agree to abide by the library's internet usage policies. The agreements may include a date, name, signature, birth date, and contact information. A parent's signature may be required for minors. The forms may indicate if the patron will have access to the filtered or unfiltered terminals. Libraries are encouraged to arrange youth agreements by birth date and adult agreements alphabetically.	RETAIN UNTIL: Account is closed per library policy THEN: Destroy	1/18/2005

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Item #	Series Title	Series Description	Total Retention	Approval Date
17.091 -	Computer Use Schedules	These sign-up lists for use of computer terminals may include a name, start time, and the computer assigned. Libraries are encouraged to erase the electronic log of web sites visited by each patron when the patron logs off the computer.	RETAIN UNTIL: End of the business day THEN: Destroy	1/18/2005
17.092 -	Overdue Notices	These notices are sent to patrons to remind them to return borrowed items including videos, print materials, or interlibrary loan items. Notices may be generated manually or automatically by the ILS.	RETAIN UNTIL: Fines are paid or are written off, per library policy THEN: Destroy	1/18/2005
17.093 -	Overdue/Fine Records	These records document all items that are currently overdue and the notification of patrons of overdue materials. They are created when the items become overdue. If the fine is not paid, patron contact information may be turned over to the police or a collection agency.	RETAIN UNTIL: Item is returned or until fines are paid or are written off, per library policy THEN: Destroy	1/18/2005
17.094 -	Interlibrary Loan Records	These records track the request and return of library items exchanged under cooperative, consortium, Online Computer Library Catalog (OCLC) or InMICH agreements. The requests may be made manually, but are generally made and filled through databases. No patron information is included in these requests. Patron information is found in the requesting library's patron database as ILL requests and/or material checked out on item level records. Records of lent items are noted on the item level records as checked out to the library. All of these records indicate when and where the item was sent, when it is due back, and when it was returned. Records are kept until monthly statistics are created.	RETAIN UNTIL: Item is received by the sender and monthly statistics are compiled THEN: Destroy	1/18/2005
17.095 -	Monthly Circulation Reports	These detailed reports summarize acquisition, interlibrary loan activity and circulation by type of material and/or Dewey Decimal number. They may include the number of new orders placed, received, processed (by the types of materials), and cataloged. ILL statistics list exchanges made through various union catalog services such as InMICH and OCLC. A copy of this report may be submitted to the board each month and filed with the board meeting records.	RETAIN UNTIL: End of the month PLUS: 5 years THEN: Destroy	1/18/2005
17.096 -	Reference Statistics	These records document the number of reference inquiries and may include online queries. They generally do not count simple policy or directional questions. These statistics may be reported to the board or they may be incorporated into other reports.	RETAIN UNTIL: No longer of use to the library THEN: Destroy	1/18/2005

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Item #	Series Title	Series Description	Total Retention	Approval Date
17.097 -	Publicity, Design, and Production Requests	These records document requests for marketing or publicity materials. Documents may include the originating location, staff, and date. The documents may also describe the event to be publicized, a description of the work product needed, and the number of copies. These records may track when the work is completed and sent to the person requesting the job.	RETAIN UNTIL: Request is completed PLUS: 1 year THEN: Destroy	1/18/2005
17.098 -	Publicity and Programming Files	These files provide information about specific library programs or events. These files may contain a copy of materials developed for publicity and programming, attendance sheets, and evaluation forms. They may also include any contracts or purchase orders for the event, the number and distribution sites of publicity materials, and schedules. Files documenting performances may include promotional literature, printouts from performer websites, press releases, notes, permission to photograph forms signed by attendees, any donation requests, correspondence, and flyers. A copy of any performer contract may be kept in contract files. These files may include subject files about performers in general, copies of flyers or other promotional ephemera. Select promotional materials may be kept permanently, in accordance with item #103.	RETAIN UNTIL: Project is completed PLUS: 3 years THEN: Destroy	1/18/2005
17.099 -	Mailing Lists	This list is used to distribute information and announcements to targeted groups of patrons and/or supporters. The list may include names, addresses, e-mail addresses, phone numbers, and other demographic information.	RETAIN UNTIL: Information about individuals or organizations who need to remain on the list is no longer current. Retain the list while it is relevant to current activities. THEN: Destroy	1/18/2005
17.100 -	Photographs	These digital and paper images of library events are kept to document library activities and/or to accompany press releases. A clearance signed by the subject of the image to reproduce the image should be kept with the photograph.	RETAIN UNTIL: No longer needed for reference THEN: These records may be destroyed, but libraries are encouraged to retain them permanently to document their history	1/18/2005

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Item #	Series Title	Series Description	Total Retention	Approval Date
17.101 -	Contest Entry Forms	These forms are used to award prizes for contests. They may include names, contact information, school, grade, and age. They may accompany original art or writing samples.	RETAIN UNTIL: Contest winner is determined PLUS: 1 month THEN: Destroy	1/18/2005
17.102 -	Exhibit Files	These records describe a library exhibit and document which items were used to create it. The files may include photographs of the exhibit, lists of materials used, any loan agreements for the exhibit materials, and dates the exhibit was shown.	RETAIN UNTIL: Exhibit closes PLUS: 3 years THEN: Destroy	1/18/2005
17.103 -	Library Publicity and Historical Files	These records document the history of the library and any community libraries that merged to form the existing library. These files may contain scrapbooks, photographs, newspaper clippings, memorabilia, and flyers from various events.	RETAIN UNTIL: Permanent	1/18/2005
17.104 -	Library Newsletters	These publications are created to inform the public and staff of events, policies, and other matters of interest to the library. They may include programming calendars, updates on electronic resources, or changes in library policies. They are useful for creating and preserving library cohesion and institutional memory.	RETAIN UNTIL: Permanent	1/18/2005
17.105 -	Press Releases	These records may contain documentation pertaining to the development of a press release. Files may include work requests, drafts, approved distribution lists, topical indexes, and official press releases. Only the official press release and related topical indexes need to be retained permanently. The remaining documents should be retained in accordance with item #98.	RETAIN UNTIL: No longer needed for reference THEN: These records may be destroyed, but libraries are encouraged to retain them permanently to document their history	1/18/2005
17.106 -	Donor Files	These files document the donation of materials to the collection. They may include a signed deed of gift, any correspondence pertaining to the donation, a list of the contents of the collection, and donor contact information.	RETAIN UNTIL: Permanent	1/18/2005
17.107 -	Accession Records	These records document the transfer of legal and physical custody of materials (photographs, documents, objects, printed materials, furniture, etc.) to the local history collection. It may include the date of transfer, name of and brief biographical information about the donor/creator, a brief description of the extent and contents of each box/container, documentation transferring intellectual property rights to the library, the accession number of the collection, information about the acquisition price and existence of copies, any restrictions on use of the collection, notes, and the date that a letter of acknowledgement was sent.	RETAIN UNTIL: Permanent	1/18/2005

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Item #	Series Title	Series Description	Total Retention	Approval Date
17.108 -	Processing Files	These files contain information about what is retained or deaccessioned during the processing of each collection that has been accessioned.	RETAIN UNTIL: Permanent	1/18/2005
17.109 -	Finding Aids	These access tools constitute the official inventory and description of a processed collection. They are used to facilitate research and include the title of the collection, span dates, size/extent of the collection, a brief description of the collection and history of or biographical notes about the creator. Where relevant, they also include a content list of items within the collection.	RETAIN UNTIL: Collection is deaccessioned THEN: Destroy	1/18/2005
17.110 -	Plan of Service	The plan identifies the services that are offered by the cooperative, and the manner in which member libraries are represented on the cooperative's board and council. It also outlines the structure and responsibilities of the cooperative board, cooperative council, and all member libraries. Member libraries approve the plan.	RETAIN UNTIL: Permanent	1/18/2005
17.111 -	Council Meeting Records	The council consists of all member libraries. The meeting records document all matters brought before the council. Records may include an agenda, treasurer's report, minutes, and any committee reports. They also include any supporting documents relating to agenda items.	RETAIN UNTIL: Permanent	1/18/2005
17.112 -	Membership Lists	These lists contain contact information for member libraries. These may include public, school, academic, and special use libraries. The lists are used to facilitate administration and communication within the cooperative. These lists may be available on the cooperative's website.	RETAIN UNTIL: Information about individuals or organizations who need to remain on the list is no longer current. Retain the list while it is relevant to current activities. THEN: Destroy	1/18/2005
17.113 -	Online Union Catalogs	Cooperatives may provide online access to the combined catalogs of member libraries.	RETAIN UNTIL: Catalog is no longer accessed THEN: Destroy	1/18/2005
17.114 -	Interlibrary Loan (ILL) Records	These records track requests to borrow or lend items through a service administered by the cooperative. These records document three types of ILL activity: a member library borrowing materials from another member library; a request from a member library that is not available within the cooperative; and a request to borrow material held by a member library.	This series is subdivided to distinguish those documents requiring different retention periods.	1/18/2005

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Item #	Series Title	Series Description	Total Retention	Approval Date
17.114A -	ILL Requests by Member Libraries--Filled Within the Cooperative	These electronic records are created and stored only in the cooperative's union catalog and interlibrary loan automation system. Requesting libraries identify the item requested, find the member libraries that hold the item, and input a string of holding libraries by code number. The system automatically completes the request.	RETAIN UNTIL: Loaned item is returned THEN: Destroy	1/18/2005
17.114B -	ILL Requests by Member Libraries--Not Filled Within the Cooperative	These records consist of printouts of request screens from the Online Computer Library Catalog's (OCLC) ILL system. These screens list the code for all participating OCLC libraries that hold the item. It may also include the request date, OCLC transaction number, bibliographic information, requesting library, and any terms of lending. Cooperative staff enters the codes of five libraries that possess the item and the computer system contacts these libraries sequentially until a loan is secured. The computer system records then indicate where the item was borrowed and when it is due back. The computer system includes fields for all items shipped, unfilled requests, conditional loans, renewal requests, and returns. Library staff checks these fields to process requests and record any information about the request on the printout. Printed copies of these transactions are kept in an active file until the item is returned, plus an additional month in an inactive file.	RETAIN UNTIL: Loaned item is returned PLUS: 1 month THEN: Destroy	1/18/2005
17.114C -	Interlibrary Loan Requests from Non-Member Libraries	These requests are received in the pending data file of the OCLC ILL system. They list the requesting library, title and other bibliographic information, as well as any notes regarding the request. This form is printed and a lending library is sought through the cooperative's ILL system. Member libraries holding the item are entered, and the ILL system automates the request. The printout of the item, with the lending library code, is kept by the cooperative in a loan file. If the request cannot be filled within the cooperative, a note is attached in the reply stating the reason why the item is not currently available.	RETAIN UNTIL: Loaned item is returned PLUS: 1 month THEN: Destroy	1/18/2005
17.115 -	Log of ILL Requests by Member Libraries	This document lists the OCLC transaction number, code of the borrowing library, date shipped, place shipped from and to, the title, and the date it was returned for all requests by member libraries. This log is a source document for monthly statistics.	RETAIN UNTIL: Request is received PLUS: 1 year THEN: Destroy	1/18/2005
17.116 -	Log of Interlibrary Loan Requests from Non-Member Libraries	This log lists the OCLC transaction number, code of the borrowing library, date shipped, place shipped from and to, the title, and the date it was returned. If the request cannot be filled, the reason is noted. This log is a source document for monthly statistics.	RETAIN UNTIL: Request is received PLUS: 1 year THEN: Destroy	1/18/2005

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Item #	Series Title	Series Description	Total Retention	Approval Date
17.117 -	Monthly ILL Transactions-Borrowing Statistics	These reports summarize the number of items borrowed by member libraries. They list the number of books, photocopies, other media materials, and totals for each month. They also summarize the lending source, the items unfilled, and the completed requests during the current fiscal year. A copy of this report is submitted to the board each month and is filed with the board packet.	RETAIN UNTIL: End of the month PLUS: 1 year THEN: Destroy	1/18/2005
17.118 -	Monthly Statistics on Items Lent by Member Libraries	These detailed reports summarize the number of requests shipped from individual member libraries. It may also include the total requests shipped, unfilled requests, and total requests. This document lists the total items requested and shipped by month through OCLC and the cooperative's ILL system. A copy of this report is submitted to the board each month and is filed with the board packet.	RETAIN UNTIL: End of the month PLUS: 5 years THEN: Destroy	1/18/2005
17.119 -	Interlibrary Loan Reference Codes	These documents list ILL codes for member libraries in order to facilitate ILL requests. The lists may include OCLC and cooperative codes, codes and or e-mail addresses of member libraries that participate the rapid journal article transmission service. Other documents may specify the policies of various libraries regarding the loan of materials such as reference books, audio, CDs, video, etc.	RETAIN UNTIL: No longer of use to the program THEN: Destroy	1/18/2005
17.120 -	16 mm Film Collection Records	This file contains the current list of 16 mm films available for circulation. Libraries interested in borrowing a film contact the cooperative by phone or e-mail and the cooperative sends the film by courier. The lending records for films are may identify the name and number of the borrowing library, and the date they are checked out. Items can also be reserved if they are currently checked out. When the films are returned, the title is checked in.	RETAIN UNTIL: No longer of useful for reference THEN: Destroy	1/18/2005
17.121 -	Rotating Video Collection Inventory	These records document cooperative-owned videos. Boxed collections of videos rotate from library to library on a monthly basis. Each box contains a copy of the box inventory listing the title, rating, price, length, and if it is in color. When the box is returned, all items are checked, broken items are replaced, and the inventory is updated. Replacements are made from extra copies of videos kept in the cooperative. Video collection records may include a full inventory of all videos owned by the cooperative, an inventory of all extra videos kept as replacements, an official copy of the inventory of each box, and a copy of the inventory kept in the box. A rotation schedule for boxes is revised annually, presented to board and kept in board packet.	RETAIN UNTIL: No longer of useful for reference THEN: Destroy	1/18/2005

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Item #	Series Title	Series Description	Total Retention	Approval Date
17.122 -	Film/Video Circulation Summary	This monthly report lists the number of 16 mm films and other videos circulated from the cooperative holding by member libraries. The 16 mm film collection and the rotating video collection are the only circulating items owned and maintained by the cooperative	RETAIN UNTIL: End of the month PLUS: 5 years THEN: Destroy	1/18/2005
17.123 -	Document Delivery Service Forms	These forms document ILL items that are in transit. The forms list all libraries on courier routes and hub connections with other cooperative, school district, and private courier services. The form stating the destination is attached to each ILL item. The forms do not include any information about the item.	RETAIN UNTIL: Item is delivered THEN: Destroy	1/18/2005
17.124 -	Delivery Schedule	These records list the courier routes, stops, and times for each delivery route and the day of the week. The courier does not carry a manifest of ILL items while in transit. The delivery schedule is revised as needed.	RETAIN UNTIL: Superseded THEN: Destroy	1/18/2005
17.125 -	Training and Workshop Records	These files include materials used to teach workshops such as handouts, electronic presentations, and other documents created by cooperative training staff. They may also include preparation files or subject files, and information about workshop leaders and their offerings, but do not include contracts.	RETAIN UNTIL: Training is discontinued PLUS: 3 years THEN: Destroy	1/18/2005
17.126 -	Workshop Calendars and Flyers	These materials publicize workshop offerings and are mailed statewide to participants of previous workshops. They are also mailed electronically to all cooperative directors and are posted on the cooperative website. Flyers may include titles, dates, times, locations, course descriptions, presenter information, general information, and registration forms.	RETAIN UNTIL: Superseded THEN: Destroy	1/18/2005
17.127 -	Workshop Authorization Form	This form authorizes individuals who are not employees of member libraries to attend cooperative workshops. The form may include registrant information and their patron status at a member library. The director of the member library will sign them.	RETAIN UNTIL: Patron completes workshop THEN: Destroy	1/18/2005
17.128 -	Registration Forms	These forms accompany payments for workshops, and are used when applying for Continuing Education Units (CEUs). The forms and a photocopy of the payment are used to compare attendance and fees received. The forms may include names, contact information, and library membership.	RETAIN UNTIL: Attendee completes workshop THEN: Destroy	1/18/2005
17.129 -	Workshop Statistics	This summary of training room events may include workshop titles, dates, CEUs granted, number of attendees, revenue received, expenses and the net income. Attendance and income/expense/net profit is totaled monthly and annually according to the cooperative's fiscal year.	RETAIN UNTIL: End of reporting period PLUS: 3 years THEN: Destroy	1/18/2005

STATE OF MICHIGAN
RECORDS RETENTION AND DISPOSAL SCHEDULE
GENERAL SCHEDULE #17 - PUBLIC LIBRARIES

Item #	Series Title	Series Description	Total Retention	Approval Date
17.130 -	Proposals for New Services	Proposals may include planning documents, a description of the new service, date the policy was established, and costs for the service. Proposals are presented to member libraries at council meetings.	RETAIN UNTIL: Introduction of new service is completed THEN: Destroy	1/18/2005