

CAPITAL AREA DISTRICT LIBRARIES
COMMITTEE OF THE WHOLE
5:30 PM, WEDNESDAY, APRIL 15, 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 March 18, 2026](#) (enc)
6. Unfinished Business
7. Presentation: 2025 Audit, AHP (distributed separately)
8. General
 - a. Millage Ballot Language (distributed separately)
9. Finance
 - a. [March 2026 Financial Report](#) (enc)
 - b. [2026 Fund Balance Reallocation](#) (enc)
 - c. [MI Class Resolution](#) (enc)
 - d. [REL 107A Art Collection](#) (enc)
10. Policies – No changes, for review only (enc)
 - a. [HUM 102 Technology Policy](#)
 - b. [SER 104 Privacy Policy](#)
 - c. [SER 104A Privacy Statement](#)
 - d. [SER 105 Internet Access](#)
 - e. [SER 105A Computer Use Policy](#)
 - f. [SER 105B Wireless Access Policy](#)
 - g. [SER 111 Use of Photographic Images](#)
 - h. [SER 205 Social Media 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**

March 18, 2026

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

Members Absent: Ashley Smith

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

Others Present: David Klevorn

Call to Order

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

ROLL CALL

Baer – Present

Bloomquist – Present

Drake – Present

O'Donnell – Present

Smith – Absent with Notice

Stewart – Present

Vandenboom – Present

Public Comments on Agenda Items

There were no public comments on agenda items.

Agenda

There were no changes to the agenda.

Debora Bloomquist made a motion to approve the agenda. Sandy Drake seconded the motion. The motion carried.

Memorandum for February 18, 2026

The Memorandum for February 18, 2026, was received.

Unfinished Business

There was no unfinished business.

General

a. SER 102 Circulation Policy (enc)

Executive Director Jenny Marr presented the SER 102 Circulation Policy.

A discussion was held regarding proposing a new section to reciprocal borrowing with TLN Libraries. Collections Development Director Thais Rousseau provided additional clarity on the topic.

b. SER 105B Wireless Access Policy (enc)

Technology Director Sheryl Knox and ED Marr presented SER 105B Wireless Access Policy.

A discussion was held regarding a revision to this policy to remove a section no longer applicable regarding hotspots and erate as well as the addition of a section regarding Edu roam. Board members asked questions regarding the wording of new sections.

c. 2026 Millage

ED Jenny Marr presented the 2026 Millage plan.

A discussion was held regarding the plan for the upcoming Millage renewal and ballot. The Board agreed with the library staff's current trajectory on this.

d. Nominating Committee (enc)

Chairperson Brian Baer presented the topic of the Nominating Committee.

A discussion was held regarding the formation of the Committee. Brian Baer stated they would need 3 Board members to join; Debora Bloomquist volunteered; two members are still needed.

Finance

a. Preliminary February 2026 Financial Report

Finance Director Miriam Mattison presented the preliminary financial report ending February 28, 2026, to the Board.

b. FIN 102 Investment Policy (enc)

FD Mattison presented the FIN 102 Investment Policy.

A brief discussion was held regarding a revision of this policy. FD Mattison discussed this new language with Legal Counsel Lindsay Dangl, who approved it. A brief discussion was held regarding MI Class, GovMIC, diversification, and gained interest.

c. First Quarter Budget Amendments (enc)

FD Mattison presented the First Quarter Budget Amendments.

d. Local History Moving RFP

ED Marr presented the Local History Moving RFP.

Services required for moving items from the Downtown building to the new Local

History Center building. Unsure if costs will be over the threshold and require a Board vote, RFP is open now for bidding and final numbers and offers to be presented at the Board Meeting.

e. Local History Center HVAC RFP

Operations Director Micheal Moore presented the Local History Center HVAC RFP.

Services required to replace at least 3 HVAC units in the new Local History Center building. Discussion was held regarding bids from the RFP.

f. Leslie Community Grant (enc)

ED Marr presented the Leslie Community Grant.

Small grant requiring no matching funds. Leslie Branch Head, Jeff Antaya, would use these funds to replace a gaming system that was previously offered but stolen from the library.

LSTA Grant

ED Marr gave a brief overview of the LSTA Grant.

Library of Michigan grant opportunity, LSTA grant money. Up to \$1,500 for kits which are circulated at branches. To be presented at the Board meeting next week, no matching funds are required.

Policies – No changes, for review only

- a. HUM 102A Employee Use of Social Media
- b. HUM 241 Substitute Employees
- c. HUM 251 Temporary Employees
- d. HUM 301 Student Intern Policy
- e. REL 105 Volunteers
- f. REL 107 Gifts and Donations
- g. SER 301 Forest Parke Library

Sandy Drake mentioned the 301 Forest Parke Library Policy and how this policy needed to be reviewed and updated. ED Marr said the plan was to wait until after the move to update the policy.

Closed Session

Quinn O'Donnell 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 Jenny Marr, Miriam Mattison, David Klevorn, Jennifer DeGroat, Micheal Moore, Jolee Hamlin, and Katelyn Whiteman be invited to attend. Mark Stewart seconded the motion.

A roll call vote was held:

- Baer – Yes
- Bloomquist – Yes
- Drake – Yes
- O'Donnell – Yes

Smith – Absent
Stewart – Yes
Vandenboom – Yes

The Board moved into its closed session at 6:08 p.m.

Quinn O'Donnell made a motion to reconvene the open session. Debora Bloomquist seconded the motion. A roll call vote was held:

Baer – Yes
Bloomquist – Yes
Drake – Yes
O'Donnell – Yes
Smith – Absent
Stewart – Yes
Vandenboom – Yes

The agenda resumed at 6:45p.m.

Rise and Report

The meeting was adjourned at 6:46p.m.

04/10/2026

BALANCE SHEET REPORT FOR CAPITAL AREA DISTRICT LIBRARIES

Balance As Of 03/31/2026

YTD Balance

GL Number - Description 03/31/2026

Fund: 101 GENERAL FUND

*** Assets ***

Account Type: Cash

CASH Cash in Tills 18,096,843.39

IMPREST CASH 412.00

INVESTMENTS 4,469,778.47

Cash 22,567,033.86

Account Type: Accounts Receivable

LEASE RECEIVABLE 72,708.23

Accounts Receivable 72,708.23

Account Type: Other Assets

ACCOUNTS RECEIVABLE 63,999.89

INTEREST RECEIVABLE 120,253.15

PREPAID EXPENSE 84,803.47

TAXES RECEIVABLE 3,276,439.63

Other Assets 3,545,496.14

Total Assets 26,185,238.23

*** Liabilities ***

Account Type: Accounts Payable

ACCOUNTS PAYABLE 291,588.64

ACCRUED SALARIES PAYABLE 3,692.56

Accounts Payable 295,281.20

Account Type: Liabilities-ST

DEFERRED REVENUE 3,285,914.30

Liabilities-ST 3,285,914.30

Account Type: Deferred Inflows

UNAVAILABLE REVENUE 131,393.18

Deferred Inflows 131,393.18

Total Liabilities 3,712,588.68

*** 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	563,748.05
FUND BALANCE DONATIONS UNRESTRICTED	470,623.99
FUND BALANCE OPERATIONS	965,550.00
FUND BALANCE PENSION RESERVE	1,200,000.00
FUND BALANCE UNDESIGNATED	2,902,345.62
Unassigned	<u>14,038,893.16</u>

Total Fund Equity 14,038,893.16

Total Fund 101 GENERAL FUND:

TOTAL ASSETS	<u>26,185,238.23</u>
BEG. FUND BALANCE	14,038,893.16
+ NET OF REVENUES & EXPENDITURES	0.00
= ENDING FUND BALANCE	14,038,893.16
+ LIABILITIES	<u>3,712,588.68</u>
= TOTAL LIABILITIES AND FUND BALANCE	17,751,481.84
OUT OF BALANCE	8,433,756.39

BOARD FS FOR CAPITAL AREA DISTRICT LIBRARIES

Balance As of 03/31/2026

*NOTE: Pct Budget does not reflect amounts encumbered.

GL Number	Description	Activity For 03/31/2026	YTD Balance 03/31/2026	2026 Amended Budget	% Bdgt Used
Fund: 101 GENERAL FUND					
Account Category: Revenues					
MILLAGE INCOME					
402	Property Tax Revenue	1,592,187.30	11,846,048.16	15,102,200.00	78.44
404	Renaissance Zone Reimbursement			20,000.00	0.00
437	Industrial Facilities Tax	34,133.09	37,712.21	38,000.00	99.24
	MILLAGE INCOME	<u>1,626,320.39</u>	<u>11,883,760.37</u>	<u>15,160,200.00</u>	<u>78.39</u>
PENAL FINES					
658	Penal Fines Ingham County			200,000.00	0.00
659	Penal Fines Eaton County			8,000.00	0.00
	PENAL FINES	<u>0.00</u>	<u>0.00</u>	<u>208,000.00</u>	<u>0.00</u>
STATE AID					
410	PPT Reimbursement	150,833.10	150,833.10	150,000.00	100.56
553	State Aid Direct			135,000.00	0.00
554	State Aid Indirect			135,000.00	0.00
	STATE AID	<u>150,833.10</u>	<u>150,833.10</u>	<u>420,000.00</u>	<u>35.91</u>
LIBRARY FEES					
630	Printing Revenue	6,836.80	15,840.36	43,550.00	36.37
631	Non Resident Fees	2,050.00	7,201.00	20,000.00	36.01
	LIBRARY FEES	<u>8,886.80</u>	<u>23,041.36</u>	<u>63,550.00</u>	<u>36.26</u>
DONATIONS					
674	Donation Income-Friends/Restricted	819.67	21,502.30	19,000.00	113.17
677	Donation Income-Unrestricted	5,789.77	16,826.34	13,400.00	125.57
	DONATIONS	<u>6,609.44</u>	<u>38,328.64</u>	<u>32,400.00</u>	<u>118.30</u>
GRANTS					
540	Grants		15,000.00	15,000.00	100.00
	GRANTS	<u>0.00</u>	<u>15,000.00</u>	<u>15,000.00</u>	<u>100.00</u>
OTHER INCOME					
632	Lost and Paid Books	3,386.59	11,098.69	30,000.00	37.00
665	Interest Income	62,005.67	134,689.67	400,000.00	33.67
667	RENT INCOME	4,698.67	18,794.68	56,000.00	33.56
673	Sale of Fixed Assets		100.00	3,000.00	3.33
675	Misc Income	1,245.34	3,377.48	9,000.00	37.53
682	Insurance Claim Income			1,000.00	0.00
	OTHER INCOME	<u>71,336.27</u>	<u>168,060.52</u>	<u>499,000.00</u>	<u>33.68</u>
DUE FROM FUND BALANCES					
966	Due from Pension Reserve			360,000.00	0.00
	DUE FROM FUND BALANCES	<u>0.00</u>	<u>0.00</u>	<u>360,000.00</u>	<u>0.00</u>
	Revenues	<u>1,863,986.00</u>	<u>12,279,023.99</u>	<u>16,758,150.00</u>	<u>73.27</u>
Account Category: Expenditures					
SALARIES AND BENEFITS					
702	Salaries	570,207.29	1,624,112.51	7,610,000.00	21.34
714	Unemployment Insurance			3,000.00	0.00
715	FICA EMPLOYER SHARE	42,666.75	121,391.42	570,000.00	21.30
716	HEALTH INSURANCE	60,769.90	228,629.23	882,000.00	25.92
717	Life & Disability Insurance	404.26	1,617.04	6,000.00	26.95
718	Retirement	70,890.51	215,178.49	995,000.00	21.63
719	Prescription Expense	11,518.85	76,335.10	300,000.00	25.45
720	DENTAL INSURANCE	4,280.76	13,379.69	55,000.00	24.33
721	VISION INSURANCE		2,774.85	12,000.00	23.12
722	Workers Comp Insurance		16,830.50	41,700.00	40.36
724	Parking Main Library	4,520.00	18,094.00	54,500.00	33.20
	SALARIES AND BENEFITS	<u>765,258.32</u>	<u>2,318,342.83</u>	<u>10,529,200.00</u>	<u>22.02</u>
MATERIALS					
727	Books	83,613.96	231,647.03	1,109,000.00	20.89
728	Periodicals		34,877.43	43,050.00	81.02
729	DVD	19,479.11	62,228.71	222,000.00	28.03
730	Library of Things	4,029.33	9,127.61	54,500.00	16.75
731	Audiobooks	57,167.86	158,793.49	688,500.00	23.06
732	Music	3,250.16	8,412.61	34,500.00	24.38
733	Databases		102,798.01	110,000.00	93.45
734	Subscription Services		62,510.50	75,250.00	83.07
735	Processing Supplies	5,295.52	12,688.07	29,750.00	42.65
736	Processing Fees	6,184.87	17,377.32	89,000.00	19.53

BOARD FS FOR CAPITAL AREA DISTRICT LIBRARIES

Balance As of 03/31/2026

*NOTE: Pct Budget does not reflect amounts encumbered.

GL Number	Description	Activity For 03/31/2026	YTD Balance 03/31/2026	2026 Amended Budget	% Bdgt Used
Fund: 101 GENERAL FUND					
Account Category: Expenditures					
MATERIALS					
868	Local History Collection			10,000.00	0.00
MATERIALS		179,020.81	700,460.78	2,465,550.00	28.41
SUPPLIES					
740	Office Supplies	5,578.82	17,921.33	85,000.00	21.08
741	Postage Expense	100.00	505.16	6,000.00	8.42
776	Janitorial Supplies	1,385.14	3,803.82	19,900.00	19.11
862	Gas-Delivery Vehicles	2,258.82	5,408.31	20,000.00	27.04
SUPPLIES		9,322.78	27,638.62	130,900.00	21.11
PROFESSIONAL SERVICES					
820	Membership Fees	219.90	11,311.63	27,500.00	41.13
822	CONTRACTUAL SERVICES	1,236.00	2,472.00	2,500.00	98.88
823	Bank Fees & Services	1,430.13	4,617.26	18,000.00	25.65
825	Collection Agency Fees	493.45	1,626.30	6,000.00	27.11
826	Payroll & Print Service	3,503.56	14,694.60	50,000.00	29.39
827	web Chat Service	895.00	2,685.00	11,000.00	24.41
828	Melcat Delivery Charges		24,755.62	52,000.00	47.61
829	Tutoring Services			3,000.00	0.00
831	Marketing	5,581.56	27,656.12	174,000.00	15.89
832	Programs	8,385.27	21,552.35	113,380.00	19.01
PROFESSIONAL SERVICES		21,744.87	111,370.88	457,380.00	24.35
GOVERNANCE					
805	Legal Services	1,898.00	2,898.00	40,000.00	7.25
806	Per Diem	240.00	240.00	10,000.00	2.40
807	Memberships - Board		75.83	1,250.00	6.07
808	Conferences - Board			7,000.00	0.00
809	Audit	9,000.00	13,000.00	28,000.00	46.43
GOVERNANCE		11,138.00	16,213.83	86,250.00	18.80
STAFF DEVELOPMENT					
810	Staff Training	5,849.36	10,175.37	58,250.00	17.47
811	Recruiting Expense			500.00	0.00
812	Hospitality			5,000.00	0.00
813	Employee Recognition			5,000.00	0.00
STAFF DEVELOPMENT		5,849.36	10,175.37	68,750.00	14.80
MAINTENANCE AND UTILITIES					
801	Custodial Services	19,443.97	52,708.88	244,580.00	21.55
802	SECURITY SERVICES	16,066.65	49,214.77	163,090.00	30.18
850	Telephone	1,644.00	5,121.35	22,410.00	22.85
864	Vehicle Maintenance - Delivery	3,888.71	5,338.36	10,000.00	53.38
922	Steam and Gas	17,616.28	45,358.73	116,500.00	38.93
923	Electricity	14,242.57	34,128.65	219,600.00	15.54
924	Water and Sewer	2,439.01	4,853.90	26,400.00	18.39
925	Trash	820.57	2,163.24	9,790.00	22.10
930	Building Maintenance	5,369.44	33,101.16	141,580.00	23.38
MAINTENANCE AND UTILITIES		81,531.20	231,989.04	953,950.00	24.32
OTHER EXPENSE					
861	Local Travel	1,688.24	2,473.06	20,000.00	12.37
955	Millage Income Refund		926.35	60,000.00	1.54
956	Property & Liability Insurance		46,210.00	75,000.00	61.61
957	Miscellaneous Expense	185.00	545.00	6,000.00	9.08
958	Sales/Use Tax			1,000.00	0.00
959	SPECIAL ASSESSMENT & PROPERTY TAX		15,411.28	17,000.00	90.65
960	Donation Expense Restricted	3,328.44	11,410.74	14,000.00	81.51
961	Donation Expense Unrestricted	26.28	609.26	7,500.00	8.12
OTHER EXPENSE		5,227.96	77,585.69	200,500.00	38.70
TECHNOLOGY EXPENSES					
878	Firewall Upgrade Project		633.44	5,000.00	12.67
895	Internet Access		2,147.40	17,690.00	12.14
896	Internet Access - Hotspots	2,098.32	22,618.83	56,640.00	39.93
898	Computer System Services	24,027.49	48,344.18	74,270.00	65.09
905	Computer Software	3,631.09	66,642.62	94,200.00	70.75
906	Computer Hardware	52.47	10,169.94	51,700.00	19.67
907	LIBRARY SYSTEMS SOFTWARE	9,996.81	165,367.39	170,650.00	96.90
911	Mobile Training Lab			51,000.00	0.00

BOARD FS FOR CAPITAL AREA DISTRICT LIBRARIES

Balance As of 03/31/2026

*NOTE: Pct Budget does not reflect amounts encumbered.

GL Number	Description	Activity For 03/31/2026	YTD Balance 03/31/2026	2026 Amended Budget	% Bdgt Used
Fund: 101 GENERAL FUND					
Account Category: Expenditures					
TECHNOLOGY EXPENSES					
	TECHNOLOGY EXPENSES	39,806.18	315,923.80	521,150.00	60.62
CAPITAL OUTLAY					
873	Building Upgrades			25,000.00	0.00
917	SECURITY CAMERAS			24,020.00	0.00
967	Outreach Projects	635.81	6,219.06	70,500.00	8.82
980	Staff Furn & Equipment	857.81	5,989.34	26,500.00	22.60
982	BUILDINGS	6,070.73	8,358.36	295,238.00	2.83
987	GRANT EXPENSES	7,500.00	15,000.00	15,000.00	100.00
	CAPITAL OUTLAY	15,064.35	35,566.76	456,258.00	7.80
DEBT SERVICES					
929	SBITA/LEASE PRINCIPAL PAYMENTS			255,000.00	0.00
	DEBT SERVICES	0.00	0.00	255,000.00	0.00
DUE TO FUNDS					
969	DUE TO CAPITAL PROJECTS FUND			800,000.00	0.00
	DUE TO FUNDS	0.00	0.00	800,000.00	0.00
	Expenditures	1,133,963.83	3,845,267.60	16,924,888.00	22.72
Fund 101 - GENERAL FUND:					
	TOTAL REVENUES	1,863,986.00	12,279,023.99	16,758,150.00	73.27
	TOTAL EXPENDITURES	1,133,963.83	3,845,267.60	16,924,888.00	22.72
	NET OF REVENUES & EXPENDITURES:	730,022.17	8,433,756.39	(166,738.00)	

CADL 2026 Fund Balance Reallocation Options

	Jan, 2026	Proposed Use for 2026 Budget	2026 Amendments	Revised Total	Possible Reallocation of Undesignated	Ending Balance for 2026
Undesignated	\$ 2,902,346		\$ (166,738)	\$ 2,735,608	\$ (1,466,224)	\$ 1,269,384
Donations	\$ 1,034,372			\$ 1,034,372	\$ -	\$ 1,034,372
Capital Projects	\$ 1,593,776	\$ 800,000		\$ 2,393,776	\$ 1,106,224	\$ 3,500,000
Automation	\$ 1,000,000			\$ 1,000,000		\$ 1,000,000
Operations	\$ 965,550			\$ 965,550		\$ 965,550
Pension Fund	\$ 1,200,000	\$ (360,000)		\$ 840,000	\$ 360,000	\$ 1,200,000
Contingency	\$ 5,342,849			\$ 5,342,849		\$ 5,342,849
Total Reserves	\$ 14,038,893	\$ 440,000	\$ (166,738)	\$ 14,312,155	\$ -	\$ 14,312,155

What is Michigan CLASS?

Michigan Cooperative Liquid Assets Securities System (Michigan CLASS) is a local government investment pool that prioritizes safety, liquidity, convenience, and competitive yield. Since 1991, Michigan CLASS has sought to provide Michigan public agencies with a safe and competitive investment alternative. Michigan CLASS invests only in instruments applicable to State of Michigan laws governing investment options for public agencies. Funds of the Participants are invested in prime or high-grade, short-term fixed income instruments selected with the goal of providing program safety, liquidity, and competitive yields as further defined by the Board's Investment Policy. Both Michigan CLASS portfolios are rated 'AAA' by a nationally recognized statistical rating organization.

Who oversees and manages Michigan CLASS?

Investments made on behalf of the Participants are subject to the overall direction of the Michigan CLASS Board of Trustees, which consists of up to thirteen Trustees elected by the Participants. The Board of Trustees approves the program's investment parameters that must also fall within the investment stipulations mandated under Michigan statute for the investment of surplus funds of the Participants. The Board of Trustees has entered into an investment advisory agreement with Public Trust Advisors, LLC. Public Trust is responsible to the Board for all program investment and administrative activities and services provided on behalf of the Participants.

How can you participate in Michigan CLASS?

Enrolling in Michigan CLASS is simple. After reading the Participation Agreement and Information Statement (available at www.michiganclass.org), follow these steps:

- 1 Submit your entity's investment policy to the program administrator for review.
- 2 Adopt the Participation Agreement by Board resolution.
- 3 Complete the Michigan CLASS Trust Registration.
- 4 Submit the above documents to Michigan CLASS Client Services.
- 5 After we review and approve the above documents, you will receive confirmation that you have been accepted as a Michigan CLASS Participant.

MICHIGAN CLASS FEATURES

As a Michigan CLASS Participant, you have access to many convenient features:

- Same-day cash liquidity in Prime Fund (3:00 p.m. ET cut-off)
- Contributions by wire or ACH
- Secure online access for transactions and account statements
- Professionally managed since 1991
- Competitive daily yields
- Unlimited subaccounts
- No minimum investment requirements
- Dividends accrue daily
- No transaction fees*
- Audited annually by an independent auditing firm**
- Direct investment of state and federal payments
- Dedicated client service representatives available via email, phone, or fax on any business day

*You may incur fees associated with wires and/or ACH transactions by your bank, but there will be no transaction fees charged from Michigan CLASS for such transactions. **External audits may not catch all instances of accounting errors and do not provide an absolute guarantee of accuracy.



What are the objectives of Michigan CLASS?

Safety

The primary investment objective of Michigan CLASS is the safety of public funds. The Michigan CLASS portfolios are professionally managed by a team of investment professionals who are solely focused on the management of public funds nationwide. Michigan CLASS has earned S&P Global Ratings' highest money market rating, 'AAAm.' Michigan CLASS Enhanced Cash is rated 'AAAf'/'S1' by Fitch. The custodian for Michigan CLASS is Fifth Third Bank, N.A.

Liquidity

When you invest with Michigan CLASS, you have access to your funds on any business day. You must notify Michigan CLASS of your funds transaction requests by 3:00 p.m. ET. By offering daily liquidity, we provide you with the flexibility you need to meet your daily cash needs. Michigan CLASS Enhanced Cash is a variable NAV fund that provides next-day liquidity.

Convenience

To make cash management simple and efficient, Michigan CLASS includes many features that make it easy to access account information and simplify record keeping. Transactions are conducted via the Michigan CLASS Online Transaction Portal at www.michiganclass.org and may be entered at any time - up to 365 days in advance.

Our dedicated Client Service team is available to assist

with any matters related to the administration of your account and can be reached by email at clientservices@michiganclass.org, by phone at (855) 382-0496, by fax at (855) 381-0496 or via the Michigan CLASS Online Transaction Portal at www.michiganclass.org.

Flexibility

Participants may establish multiple Michigan CLASS accounts to track and parallel their own internal fund accounting structures. You will receive an email notification when your comprehensive monthly statement is available online; statements show your transaction activity, dividend postings, and yield summaries. These statements have been specifically designed to facilitate public sector fund accounting and to establish a clear accounting and audit trail for your investment records.

Competitive Returns

The Michigan CLASS philosophy has always been to prioritize competitive yields while adhering to all objectives of safety and liquidity. Our portfolio managers are professionals with experience in public funds management. Michigan CLASS maintains a low management fee structure to help facilitate a competitive yield on the investment portfolios.

Legality

Michigan CLASS invests only in investments legally permitted under Michigan state law.

Have Questions? Contact us or visit www.michiganclass.org for more information.



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Capital Area District Library

RESOLUTION TO APPROVE THE ADDITION OF MICHIGAN COOPERATIVE LIQUID ASSETS SECURITIES SYSTEM AS AN APPROVED INVESTMENT OPTION

WHEREAS, the Michigan Cooperative Liquid Assets Securities System (Michigan CLASS) is compliant with Public Act 20, and;

WHEREAS, the Michigan CLASS Board of Trustees oversees the pool and directs the pool administrator, Public Trust Advisors, to emphasize safety, liquidity, and convenience while providing diversification of investments and the advantage of a competitive return, and;

WHEREAS, Michigan CLASS investments are fully compliant with all appropriate Michigan investment laws, and;

WHEREAS, Michigan CLASS has over 900 funded participants ranging from the very large to the very small, with nearly \$5.5 billion in shares outstanding, and;

WHEREAS, this investment has no restrictions regarding withdrawals or contributions, affording the library the ability to use Michigan CLASS as it best suits our individual needs.

NOW THEREFORE BE IT HEREBY RESOLVED that the Capital Area District Library approves the Michigan Class Investment Pool as an authorized Investment institution and authorizes the Executive Director to complete the necessary paperwork to enroll in the pool.

1 **CAPITAL AREA DISTRICT LIBRARIES**

2 **REL 107a ART COLLECTION**

3 ~~March 18, 2015~~ APRIL 22, 2026

4
5 Capital Area District Libraries will develop a collection of literary art for children that
6 will be used to promote books and reading. Artwork may include fine art prints related
7 to reading or libraries, book illustration art, book cover art, or statuary depicting
8 reading or learning. All artwork will support the mission of the library as a statement to
9 support reading or literature.

10
11 ~~Gift funds donated for "general library purposes" will be used to purchase items for this~~
12 ~~collection. The total amount spent in any year will be limited to \$3,000, or half of the~~
13 ~~general purpose funds, whichever is less.~~

14
15 Other types of art work may be purchased by the library using gift funds or funds from
16 other sources. Special consideration will be given to works by local artists that are
17 available at local art fairs and art shows.

18
19 If gift funds are donated expressly to purchase art for the library, the Executive Director
20 or designee will work with the donor to assist in the selection of art that will most
21 appropriately fit within these guidelines.

22
23 All donations of artwork are covered by the guidelines set forth in REL 107 Gifts and
24 Donations.

25
26 Artwork that is no longer needed by the library may be disposed or salvaged according
27 to guidelines listed in FIN 211 Fixed Asset Disposal.

28

CAPITAL AREA DISTRICT LIBRARIES
HUM 102 TECHNOLOGY POLICY
SEPTEMBER 19, 2018

1. Purpose

Capital Area District Libraries (CADL) provides technology (computing devices, software, and accounts) for its employees for authorized business purposes. These technologies include, but are not limited to, computers, laptops, and mobile devices that provide email, instant messaging, calendar functions, file creation, storage and sharing, web browsing, timekeeping, library management systems, and numerous specialized functions relevant to specific job duties.

2. Expectations

All library employees receive CADL accounts and access to devices and software relevant to their job duties as part of their employment at CADL. CADL considers email an official communication medium and, as such, relies on it to deliver important information in a timely and efficient manner. Employees are expected to read their e-mail each day they are scheduled to work. Other software use may be required in procedures developed for various job duties.

3. Use Outside Work Hours, Off Site, and/or On Personal Devices

Some library technologies are available for use outside work hours, off library property, and/or on devices not owned by CADL. Such use is allowed for convenience and efficiency in enabling library business and subject to limitations defined in specific procedures. The provisions of this policy apply to such use.

4. Personal Use

Occasional personal use of library technology is allowed, provided such use occurs on the employees' own time, does not interfere or compromise normal business or network operations, and complies with all other aspects of this policy.

5. Privacy

E-mail and other electronic communications such as instant messaging are public records subject to the provisions of the Freedom of Information Act. CADL provides no assurances of privacy for electronic correspondence, whether business or personal in nature. As government employees we need to be mindful of the responsibility imposed by public scrutiny and public accountability.

6. Security

Controlled access is important to the integrity of our technology environment. Users shall not leave logged-in devices unattended. Users shall not share passwords with others nor write them down nor display them. Users will observe rules for password creation and change them when requested.

7. Restrictions

- 7.1. CADL's technology systems may not be used to transmit any form of discriminatory actions, words, jokes, or comments based on an individual's gender identity or expression, sexual orientation, race, ethnicity, age, religion, weight or any other legally protected characteristic. Infractions must be reported to one's supervisor or the Human Resources Director.
- 7.2. CADL's technology systems may not be used to transmit any content which would be in violation of federal, state, or local law, ordinance or regulation; or in violation of the terms of the collective bargaining agreement.
- 7.3. Limits on system functions such as individual message and mailbox sizes may be imposed to maintain system efficiency.

7.4. All accounts and access to the CADL technology environment will be de-activated when an employee leaves.

8. Inappropriate Use

In accordance with this policy CADL reserves the right to examine the content associated with any CADL account upon allegations of abuse being reported to the Executive Director. Employees who violate this policy will be subject to disciplinary action.

CAPITAL AREA DISTRICT LIBRARIES
SER 104 PRIVACY POLICY
JANUARY 20, 2021

I. Background

The American Library Association's Code of Ethics states, "Librarians must protect each user's right to privacy with respect to information sought or received, and materials consulted, borrowed, or acquired."

The Library Privacy Act, PA 455 of 1982 as last amended, says "a library or an employee or agent of a library shall not release or disclose a library record or portion of a library record to a person without the written consent of the person liable for payment for or return of the materials identified in that library record, unless 1 of the following exceptions applies":

- 1) "A court has orderd the release or disclosure after giving the affected library notice of the request and an opportunity to be heard on the request."
- 2) "the library or an employee or agent of the library may report information about the delinquent account of a patron who obtains materials from the library to a collection agency under contract with the library."
- 3) "the library or an employee or agent of the library may disclose library records to another library or library cooperative for the purpose of conducting interlibrary loans".

A library record is defined as "a document, record, or other method of storing information retained by a library that contains information that personally identifies a library patron, including the patron's name, address, or telephone number or that identifies a person as having requested or obtained specific materials from a library."

A library record specifically does not include nonidentifying material that may be retained for the purpose of studying or evaluating the circulation of library materials in general or recorded video surveillance images made solely for security purposes that do not include images of any activity or any other document or record that identifies a person as having requested or lawfully obtained specific services, materials, or information resources from a library.

2. Basic Policy

It is the policy of Capital Area District Libraries to preserve the confidentiality of the registration, circulation and other library usage records of its patrons to the fullest extent reasonably possible under the law. Library staff members and staff of library vendors may only access library patron records when needed for work related purposes. Any personal use of such information is expressly prohibited.

Library staff and staff of library vendors will not release any library records to any person other than the person named on the record unless either (i) the

library has received written permission of the patron, (ii) the written permission of the person liable for payment for or return of the materials identified in that library record, or (iii) the disclosure is permitted by law.

For patrons with amounts due of \$40 or more and exceeding 60 days, contact information will be released to a collection agency for follow-up within the sole discretion of CADL.

3. Radio Frequency Identification Privacy Policy

Capital Area District Libraries supports the following privacy principles for the use of Radio Frequency Identification (RFID).

- a. Notice and full disclosure as to the use, terms of use, and any change in the terms of use for data collected via RFID will be given to library patrons.
- b. No personal information will be encoded on RFID tags. These tags will only contain the 14 digit barcode for library materials.
- c. Only library staff members will have access to the database needed to interpret the RFID tag.
- d. Capital Area District Libraries will comply with relevant federal, state, and local laws as well as industry best practices and policies in the use of RFID tags.
- e. CADL will ensure that these four principles are verifiable by an independent audit.

4. Freedom of Information Act

Library records are exempt from disclosure under the Michigan Freedom of Information Act, 1976 Public Act 442, MCL 15.231-15.246.

5. Subpoenas and Court Orders

Any library staff member receiving a verbal request, a subpoena or court order to release any library records should refer the request to the Executive Director or designee immediately.

The Executive Director or designee will review the request and consult with the library's attorney to determine if such process, order, or subpoena is allowable in accordance with applicable law.

6. Search Warrants

A search warrant is a court order issued by a judge or magistrate. It can be federal, state or local. Unlike subpoenas, in which there is always time to contact an attorney, search warrants are immediately executable. Library staff will request a brief delay to call the Executive director and library attorney.

7. Gag Orders

A gag order may accompany a search warrant. A gag order means that no person or institution served with the warrant can disclose (except to their supervisor, department head, or other person in the chain of command) that the

warrant has been served or that records have been produced pursuant to the warrant. The library and its staff must comply with this order. No information can be disclosed to any other party, including the patron whose records are the subject of the search warrant.

The gag order does not change a Library's right to legal representation during the search. Staff members will still contact their supervisors, department heads, or Executive Director, or other necessary person in the chain of command. The Library will still seek legal advice concerning the warrant and request that the library's legal counsel be present during the actual search and execution of the warrant. The officer may or may not agree to the request because, legally, the search may begin immediately.

CAPITAL AREA DISTRICT LIBRARIES
SER 104a PRIVACY STATEMENT
JULY 20, 2022

Capital Area District Libraries is committed to protecting its patrons' privacy to the maximum extent reasonably possible and in accordance with all applicable laws. For additional information, please consult our Privacy Policy, SER 104.

1. WHAT KIND OF INFORMATION DOES THE LIBRARY KEEP ABOUT ITS PATRONS?

The library keeps the mailing addresses, telephone numbers, drivers' license numbers, and e-mail address of its patrons for purposes including, but not limited to, sending them hold notices, overdue notices, bills for lost materials, notices about library events and services, and library programs. If the patron is under age 18, the library also keeps the same information about the parent or legal guardian. Depending on the location, the library may also have video surveillance images.

2. HOW DOES THE LIBRARY PROTECT PATRON CONFIDENTIALITY?

Unless authorized by law, statute or court order, or as necessary for interlibrary loan or collections, the library does not give out information about patron records, including any records which would personally identify a library patron, what titles a library patron has checked out or put on hold or about the number or the titles of overdue items in the patron's account, except to the cardholder and to those for whom the cardholder has signed a prior release. The library may disclose or use documents or other information (including video surveillance) only if there is no specific information from which a patron could be personally identified as having obtained specific services, materials, or information resources from the library.

3. IN WHAT OTHER WAYS DOES THE LIBRARY PROTECT ITS PATRONS' PRIVACY?

A patron's library record contains information on items currently checked out or on hold for that patron, overdue or lost materials, unpaid fines or fees, and paid fines and fees. Except for Books by Mail, the library does not keep a history of what a patron has checked out after the books and materials are returned, unless specifically requested by the patron via the "Reading History" feature of the patron's online account. However, the nature of computerized systems means that it is possible to determine who last checked out a particular item and titles of items for which a library user has paid charges or fines. The library will not disclose this information to third parties except stated as above.

Patrons may choose to use "Reading History," which maintains a list of titles checked out by a patron. This feature is voluntary and cannot be enabled by

anyone other than the patron using their personal sign-in. Staff members do not have access to the patron's reading history. The patron can delete any or all items from the reading history at any time and can turn off the feature at any time.

4. WHAT ABOUT THIRD-PARTY VENDORS AND CONTENT PROVIDERS?

CADL partners with a variety of companies to provide services and content (for example, ebooks through Overdrive). Library users are encouraged to read the privacy policies of the individual companies as CADL cannot be responsible for the privacy policies of third-party vendors. CADL maintains [links to those privacy policies](#) on its website.

5. HOW ABOUT RADIO FREQUENCY IDENTIFICATION?

Capital Area District Libraries complies with relevant federal, state, and local laws as well as industry best practices and policies in the use of RFID tags. No personal information is encoded on RFID tags. These tags only contain the 14 digit barcode used for library materials. Only library staff members have access to the database needed to interpret the RFID tag.

6. WHAT ABOUT COMPUTER USE?

The library's computers are programmed to delete the history of a patron's Internet use and information searches when a patron completes a session by logging off the computer, although, like any other information deleted from a computer, it remains on the library's hard drives until that data is overwritten by another user at some future time. This information is not disclosed to third parties, except as stated above.

7. WHAT ABOUT VIDEO SURVEILLANCE CAMERAS?

Video surveillance cameras are used at some branches of Capital Area District Libraries to enhance the safety and security of library users, staff and property. The Michigan Library Privacy Acts states that a library record does not include "recorded video surveillance images made solely for security purposes that do not include images of any activity or any other document or record that identifies a person as having requested or lawfully obtained specific services, materials, or information resources from a library." The video surveillance cameras at CADL are not kept private and may be disclosed to third parties, such as law enforcement, if necessary.

8. WHAT HAPPENS TO PAPER LIBRARY CARD APPLICATIONS?

Library card applications completed and submitted prior to January 1, 2011 are retained for a period of seven (7) years and then destroyed. They are stored in an area accessible only to authorized CADL staff members.

Library card applications completed and submitted after January 1, 2011 are digitized and the paper applications are destroyed after three (3) months. Paper applications are stored in an area accessible only to authorized CADL staff members. Digital files are stored on a secure server and are accessible to a limited number of authorized CADL staff members.

9. WHAT HAPPENS TO OTHER PAPER RECORDS?

Paper records containing personal identifying information related to holds, computer use, and reference questions are shredded daily.

10. HOW DOES THE LIBRARY PROTECT ELECTRONICALLY STORED PATRON INFORMATION?

CADL has numerous safeguards in place to prevent anyone except authorized staff from accessing patron information. These include network security with appropriate firewall protections, system logins and individual staff authorizations with passwords that are changed on a regular schedule, and policies and training to educate staff about their roles and responsibilities.

11. WHAT ABOUT E-MAIL?

The Library has no way of ensuring the privacy of the patron's e-mail to others while using library computers or networks. However, e-mails that patrons send to the library are treated in a confidential manner with the same safeguards as other electronically stored information.

12. DOES THE LIBRARY EVER RELEASE INFORMATION ABOUT PATRONS?

The kind of information that the library maintains is limited as described in the previous answers. That limited information will be released to the following persons after they show proper identification:

- The library card holder will always be able to access his or her own information and can authorize others to access it.
- Law enforcement personnel and/or public safety personnel with a court order, subpoena or search warrant can obtain that information. In such cases the Executive Director or other designated staff member will be contacted, and legal counsel consulted when possible.
- Parents who have signed their child's library card application, and who have listed themselves on library release forms can access information about their children.
- For patrons with amounts due of \$40 or more and exceeding 60 days, contact information will be released to a collection agency for follow-up within the sole discretion of CADL.

CAPITAL AREA DISTRICT LIBRARIES
SER 105 INTERNET ACCESS POLICY
JUNE 25, 2025

1. Philosophy

In keeping with the library's mission of providing user-friendly technology linking its libraries and communities to the world, Capital Area District Libraries makes the Internet available to the public in all of its libraries as an informational, educational and recreational resource.

2. Internet Content

The Internet, as an information resource, enables libraries to provide information beyond the confines of their own collections. It allows access to ideas, information, and commentary from around the globe. Currently, however, the Internet is an unregulated medium. As such, while it offers access to a wealth of material that is personally, professionally and culturally enriching to individuals of all ages, it also enables access to some material that may be out of date, inaccurate and offensive. Capital Area District Libraries is not responsible for the content of information accessed or selected.

The Library strives to maintain a computing environment that promotes access to a wide variety of electronic information in an array of formats; however, the Library makes no guarantee that all Internet content and services will function on its equipment.

The Library may limit customer access to Internet functions, which it determines to be inconsistent with its mission and goals or consume more resources than the benefit derived in support of the mission and goals.

3. Privacy

It is the policy of Capital Area District Libraries to preserve the confidentiality of library usage records of its patrons in accordance with the Library Privacy Act as last amended. See the SER 104 Privacy Policy.

The Library makes no representations regarding the privacy of information sent over the Internet including e-mail, chat, or instant messenger. Those transmissions are not secure against interception and may be monitored by a third party.

4. Technology Protection Measure

It is Capital Area District Libraries' policy to comply with the requirements of the Children's Internet Protection Act (CIPA) (47 USC § 254 and 20 USC § 9134) and the June 23, 2003 United States Supreme Court decision relating thereto, as well as provisions in the Michigan Library Privacy Act regarding restriction of Internet access to minors (MCL 397.606).

CADL uses a technology protection measure (or "Internet filter") to restrict access to Internet sites that contain adult content (nudity and graphical depictions of sexual activity). The filter is designed to not block sex education or health sites.

On patron computers, reservation software is used to restrict minors under the age of 18 to filtered Internet access only. The same software also allows adults to turn off filters without staff intervention. In some libraries, groups of computers that are primarily used by children have been designated as always filtered.

Wireless Internet in library facilities and via borrowed mobile hotspots is filtered.

5. Filtering Guidelines

CADL uses the requirements of CIPA and Michigan law to determine what the filter should block. CADL uses the least restrictive blocking categories provided by the filter vendor that by their definitions appear to include prohibited content. Content to be blocked includes obscenity as defined in 18 USC § 1460, child pornography as defined in 18 USC § 2256, and sexual content harmful to minors as defined in 47 USC § 254 and 20 USC § 9134.

It is CADL's intent not to block sites that address sexuality and the human body in an educational, historical, or medical context.

6. Parental Guidance

Parents and guardians need to be aware that the filter is not totally effective and the Library cannot assure that a child will not purposefully or inadvertently access inappropriate materials. The Library does not filter the content of email, chat rooms, social media, online games, or other forms of direct electronic communication and cannot therefore assure the safety and security of minors using these functions. The Library also cannot protect against their children's unauthorized access to computer resources, including "hacking," and other unlawful online activities, nor can it protect against unauthorized disclosure, use, and dissemination of personal identification information regarding their children if their children provide it while using the Internet.

Parents need to be actively interested in and responsible for supervision of their children's use of the Internet and other electronic resources. Parents are encouraged to discuss the use of the Internet and family values with their children.

7. Complaints and Penalties

If a user feels that a web site is being blocked or allowed inappropriately by a filter, they may request that it be reviewed by library staff. A decision and any necessary action will be made by the Executive Director or designee.

Inappropriate use of library computers may result in the loss of library computer network privileges and suspension of library services.

8. Obscenity / Child Pornography, and Related Issues

All of the above shall be defined and governed by reference to applicable local, state, and federal statutes, regulations, ordinances, and case law, as amended.

CAPITAL AREA DISTRICT LIBRARIES
SER 105A COMPUTER USE POLICY
MARCH 14, 2018

This Computer Use Policy is designed to provide all members of the public with fair, equitable access to computer services at all locations.

1. Sign Up - Patrons may sign up for an available computer either at the computer or at a Computer Sign up Station. If all computers are busy, patrons may reserve the next available computer at a Computer Sign up Station or seek staff assistance at a Service Desk.
2. Library Cards - A current, unexpired CADL library card is required to sign up for or use a computer. Temporary trial cards do not allow computer access. Patrons who have been referred to the collection agency will have computer access suspended until all charges related to the collection agency referral have been paid in full.

Library patrons must use their own library card to sign up for or reserve a computer. Patrons using another person's library card (with or without permission) will be suspended according to SER 103 Code of Conduct guidelines. Library cards are used to verify the age of the individual for filtering purposes and to track an individual's daily computer time.

In order to protect the owner's rights, cards that are used by persons other than the owner will be invalidated until the owner is able to show identification.

3. People without Library Cards - People without library cards may use an Express Computer or obtain a guest pass from a service desk.
4. Time Limits – Library cardholders receive up to 180 minutes per day across all CADL locations. The initial time limit may be either 30 or 60 minutes depending on the location. If no one is waiting, computer time may be extended up to the user's daily maximum. Those without eligible library cards may request a guest pass. Guest passes are allotted 30 minutes per day. The Library does not guarantee a specific amount of time for computer use.
5. Express Computers - Some libraries have computers that are designated as Express Computers. These computers are available on a walk-up basis for people who want to use the Internet for a brief period of time. These computers have a time limit of 15 minutes and may not be reserved. Library cards are not needed for these computers. Repeat use of Express Computers may be limited to ensure equitable access.

6. Specific Use Computers - Some libraries have computers that are designated for specific purposes such as microfilm viewing. Time limits on these computers vary from location to location.
7. Filtering - Some computers, those in children's areas for example, may be designated as always filtered. Other computers may be filtered or not depending on the age of the library cardholder. See SER 105 Internet Access Policy.
8. Privacy - The Computer Signup System tracks the amount of computer time that an individual uses during the day. It does not track the sites that a person visits. All personally identifiable reservation information is removed from the Computer Signup System at the end of each day.
9. Closing - Computers and printers shut down 10 minutes before the library closes.
10. Library Use - Library staff may reserve computers for classes, staff training, or special programs.
11. Headphones - Personal headphones are permitted but the volume must be kept low so as not to disturb others.
12. Multiple Users - Only one person may use a workstation except where parents or caregivers assist their child. Staff members, at their discretion, may approve or disapprove requests for multiple users.
13. Printing - The printing charge is 15 cents per page for black and white printing and 50 cents per page for color printing. Patrons are responsible for using print preview to determine the number of pages in the file before printing. Patrons will be charged for all pages printed whether they take them or not. Patrons may not use their own paper.
14. Saving Files and Documents - Patrons who wish to keep a permanent record of their work need to save files and documents on their own portable media. Library computers do not allow users to permanently save documents or personal files to the hard drive.
15. Disclaimer - Patrons use library computer hardware and software at their own risk. The Library is not responsible for equipment malfunction, loss of data, any damages to the user's disks, data, or electronic transactions of any type. The Library is not responsible for the loss of any portable media.
16. Staff Assistance – Staff members are available to provide limited assistance with the library's digital collections, library software and library equipment. Users who need comprehensive training on library software or digital collections should

attend the Library's free computer classes or request an appointment at a particular branch.

17. Illegal and Unacceptable Uses - Patrons may use library computers only for legal uses. Examples of unacceptable uses include but are not limited to the following:
 - Attempting to crash, degrade performance, or gain unauthorized access to computer systems and networks.
 - Damaging equipment, software, or data belonging to the Library or other users.
 - Using the Internet for malicious purposes such as intentionally propagating a virus.
 - Sending unsolicited advertising.
 - Attempting to gain or gaining access to another person's files or authorization codes.
 - Using another person's identification, bar code or pin number, with or without permission.
 - Using, disclosing, or disseminating personal identification information regarding minors without parental permission.
 - Displaying obscene material, child pornography, or sexual content that might be harmful to minors.
 - Harassing other users with messages, prints, or images.
 - Libeling, slandering, or maliciously offending other users.
 - Violating copyright laws or software licensing agreements.
 - Violating federal, state, or local laws, regulations, or ordinances.
18. Exceptions - Staff members may make exceptions to this policy for unusual circumstances.
19. Obscenity/Child Pornography, and Related Issues - All of the above shall be defined and governed by reference to applicable local, state, and federal statutes, regulations, ordinances, and case law, as amended.
20. Compliance - Failure to comply with this policy or with library staff directions may result in restriction or termination of the user's library privileges and may result in prosecution under local, state, or federal laws.

Any person denied access to the Library or its services may appeal the denial to the Executive Director. If the appeal is not resolved by the Executive Director, it may be submitted in writing to the Library Board.

The Library Board will provide the person with an opportunity to be heard before deciding the appeal.

CAPITAL AREA DISTRICT LIBRARIES
SER 105B WIRELESS ACCESS POLICY
MARCH 25, 2026

Capital Area District Libraries provides wireless access to the Internet in various ways. This policy explains the scope of and governs those various modes.

A. Policy Applicable to All Modes of Wireless Access

1. Disclaimer – Users access the wireless Internet at their own risk. The Library is not responsible for equipment malfunction, loss of data, or for any damages to the user's equipment, disks, data, or electronic transactions of any type. Users are responsible for and strongly encouraged to use appropriate and up-to-date security software on their equipment to prevent the infection and spread of computer viruses, Trojans, and other malware.
2. Illegal and Unacceptable Uses – Patrons may access the wireless Internet only for legal uses. Examples of unacceptable uses include but are not limited to the following:
 - Attempting to crash, degrade performance, or gain unauthorized access to computer systems and networks.
 - Damaging equipment, software, or data belonging to the Library or other users.
 - Using the Internet for malicious purposes such as intentionally propagating a virus.
 - Sending unsolicited advertising.
 - Attempting to gain or gaining access to another person's files or authorization codes.
 - Using another person's identification, bar code or pin number, with or without permission.
 - Using, disclosing, or disseminating personal identification information regarding minors without parental permission.
 - Displaying obscene material, child pornography, or sexual content that might be harmful to minors.
 - Harassing other users with messages, prints, or images.
 - Libeling, slandering, or maliciously offending other users.
 - Violating copyright laws or software licensing agreements.
 - Violating federal, state, or local laws, regulations, or ordinances.
3. Staff Assistance – The wireless service has been designed to be easily accessed by a wide range of equipment. Staff will provide the information necessary for users to access the wireless network, and provide assistance in searching and using the library's online information resources.
4. Compliance – Failure to comply with this policy or with library staff directions may result in restriction or termination of the user's library privileges and may result in prosecution under local, state, or federal laws.

Any person denied access to the Library or its services may appeal the denial to the Executive Director. If the appeal is not resolved by the Executive Director, it may be submitted in writing to the Library Board. The Library Board will provide the person with an opportunity to be heard before deciding the appeal.

B. Policy Applicable to CADL Wireless Service at Library Facilities

The Library makes wireless Internet available to visitors at each of its facilities on the following terms.

1. Authentication – A library card is not required. Accessing or using the library’s wireless network constitutes acceptance of and agreement to comply with the terms of use outlined in this policy. Users may authenticate with eduroam credentials or authenticate anonymously by accepting the terms of use.
2. Encryption -- The Library’s wireless network services do not encrypt or secure data transfers beyond whatever encryption is provided by the web site or network service accessed by the user. The user accepts the risks and implications of the privacy and security measures employed (or not employed) by the web sites and network services they use.
3. Available Network Services – The wireless service is designed to allow access to standard Internet functions—web sites, email, and FTP. At the sole discretion of the library, software that uses non-standard ports or that poses security risks may be blocked.
4. Devices – The wireless service is designed for use with devices that use standard 802.11 protocols and have a standard web browser. Not all equipment will be compatible. Other devices may or may not work and are not explicitly supported.
5. Sound – Users may not play sound through speakers on their equipment. Personal headphones are permitted, but the volume must be kept low so as not to disturb others. Headphones may be purchased at the library.
6. Bandwidth Limitations – Network bandwidth is shared among many functions and the level of bandwidth available for wireless service is limited. The library does not guarantee any particular level of service.
7. Content Filtering – The wireless service is always filtered in accordance with SER 105 Internet Access Policy. If a user of the wireless service over the age of 18 wants to access content blocked by the filter, they may instead use one of the library’s unfiltered computers.
8. Location of Service – The wireless service originates within the library building, but may not be evenly available everywhere within the library. It may also extend beyond the walls of the library. The Library does not guarantee any particular signal level inside or outside the library. Accessing the service beyond the library walls and

property is acceptable, as long as the user agrees to and abides by the Terms of Use outlined in this policy.

9. Electrical Power – The library does not guarantee convenient access to electrical power plugs, so users should plan to use battery power with their devices. To the extent that electrical power plugs are available, users may connect their computer equipment to them, provided they do so in a safe manner that does not interfere with the ability of others to use the library. Users may not unplug any existing equipment, stretch cords across walkways, nor may they move furniture or sit on floors in such a way as to block or impede aisles or walkways.
10. Privacy – The Library does not track personally identifiable information in connection with the use of its wireless network, nor does it record the web sites visited by users. However, certain information necessary to provide the service (which might include, but is not limited to, the MAC address of the user’s equipment’s network interface, the IP address assigned to the user’s equipment, and dates and times of use) is retained in various system logs for several weeks. This information is available only to a few staff and is not shared unless required by law.

C. Policy Applicable to Borrowed Mobile Hotspot Use

The Library loans devices (mobile hotspots) that provide wireless Internet access to Wi-Fi capable devices.

1. Authentication – Hotspots are loaned to members in good standing under various loan programs tailored to target audiences. The person who checks out the hotspot is responsible for all uses of the device.
2. Available Network Services – The Internet service on the hotspots is provided by third party cellular network providers. The Library does not restrict what services or ports are available as part of the vendors’ standard service, nor does the Library guarantee any particular services or ports will be available.
3. Devices – The wireless service is designed for use with devices that use standard 802.11 protocols. Not all equipment will be compatible. Other devices may or may not work and are not explicitly supported. Hotspots can support multiple device connections simultaneously.
4. Bandwidth Limitations – The speed and performance of Internet service on the hotspots will vary based on the strength and quality of the cellular signal available on the vendor’s network at the time and location of use. There is no cap on data usage. The cellular network provider actively manages its network resources and may slow down an individual connection when network congestion is present. Network service on the loaned device will be suspended when it becomes overdue.
5. Content Filtering the internet service on the hotspots may or may not be filtered, depending on the loan program and target audience. Filtered hotspots are labeled as

such. Adults are advised to supervise minors whom they allow to connect to hotspots. It is the sole responsibility of a minor's parent or guardian to decide what their child can and cannot access online. CADL is not responsible for the content accessed.

6. Location of Service – The Internet service on the hotspots is provided by a third-party cellular network provider with coverage and availability throughout Ingham County. However, coverage is not guaranteed.
7. Privacy – The Library does not track the use of the Internet on the hotspots. A link to the privacy policy of the cellular network provider is available on the library's web site.

CAPITAL AREA DISTRICT LIBRARIES
SER III USE OF PHOTOGRAPHIC IMAGES CONSENT POLICY
JUNE 21, 2023

Attendance at Capital Area District Libraries programs or events constitutes consent for adults and their minor children to be photographed, filmed and/or recorded.

1. The following disclaimer details the scope of the policy and will be posted at all entrances to CADL libraries.

Photos and videos that appear on the Capital Area District Libraries website and promotional materials may be obtained at public programs, events, and library spaces. By your presence at CADL properties and programs, you consent for yourself and any minor children in your custody to be photographed, filmed and/or otherwise recorded by CADL and/or its staff. Your entry and presence constitutes your consent to such CADL photography, filming and/or recording including consent to any use of any recorded images in any and all media in perpetuity and for any purpose. All photography, filming and/or recording by CADL will be done in reliance on this consent given by entering this area, and if you do not agree or consent then you should avoid appearing in the areas or contact CADL staff before any programs or events to express your wishes. If you do not want us to use a photo or video of you or your child, please tell the CADL library staff member coordinating the event PRIOR to the program.

Any images taken by CADL and/or CADL staff may be used in print and/or electronic marketing for CADL. Photos, images and videos submitted by members of the public for online galleries or contests may also be used by CADL for any purpose including promotional purposes. All such members of the public must obtain consent from individuals documented in any such photos, images, and/or video. To ensure the privacy of individuals and children, images will not be identified using full names or personal identifying information without written approval from the photographed subject, parent or guardian.

2. The following language will be included in event guides and on the CADL website.

Attendance at Capital Area District Libraries programs, events or library spaces constitutes consent to be photographed by CADL and these images could be used by CADL for any and all library purposes. To opt out, please talk to a CADL staff member before any events.

CAPITAL AREA DISTRICT LIBRARIES
SER 205 SOCIAL MEDIA POLICY
APRIL 17, 2024

PHILOSOPHY & PURPOSE

Capital Area District Libraries (CADL) wish to encourage dialogue and new learning opportunities within the community it serves while remaining a relevant information source for the community through the use of various web tools.

To this end, CADL has established social media sites to inform library users about library programs, events (including those co-sponsored with other organizations), materials, and to encourage dialogue and the exchange of information and knowledge between users and library staff about these programs, events and materials.

The library's social media sites are not intended to be traditional public forums for the general exchange of ideas and viewpoints, but instead a limited forum for discussing library programs, events, and materials. Courts have recognized that libraries are limited public forums and as such, are only obligated to allow the public to exercise rights that fit with the purposes of the library. All postings related to library programs, events, and materials are permitted, except as otherwise stated in this policy. All other posts are prohibited.

This policy governs the use of social media when interacting with CADL's social media sites. "Social media" for purposes of this policy broadly means all forms of communicating, creating, or posting information, content, or materials on the internet, all websites, listservs, applications, virtual communities, or similar platforms that enable users to create and share content, participate in any kind of social exchange of ideas, networking, or collaboration, or participate in an online community. This includes, but is not limited to any forum for online publication and commentary, any website, or any other online platform that facilitates activities such as professional or social networking, online community, posting commentary or opinions and sharing pictures, audio, video, or other content (e.g. blogs, wikis, chat rooms, message boards, listservs, TikTok, Facebook, LinkedIn, Yelp, YouTube, Twitter, Instagram, Flickr, Reddit, Twitch, and Pinterest).

I. PUBLIC USE

CADL's social media sites are not a public forum and are monitored and managed by CADL staff. Users may report concerns. Administrators will respond to those concerns as soon as possible.

Members of the public choosing to use and/or interact with CADL's social media sites are bound by this Social Media Policy, the CADL Code of Conduct, and all other library policies. Any posts or other interactions on CADL's social media sites which violates the Code of Conduct or any other library policy will be deleted or removed by CADL. This includes, but is not limited to, any behavior or posts that could be reasonably construed as containing threatening, intimidating, hostile, obscene, harassing, or abusive content or language. Individuals are fully responsible for libelous or defamatory comments. No harassing, stalking, abusive, or unlawful behavior will be tolerated. Individuals who violate CADL's policies may be banned from CADL's social media sites and/or facilities and authorities may be contacted. Any person

denied access to CADL social media sites under this policy may appeal the denial using the procedure set forth in SER 103.

The Library is not responsible for or liable for the content of postings by members of the public or other third parties on any Library sponsored social media site, and all postings, unless specifically designated otherwise, do not reflect opinions or positions of Capital Area District Libraries, its employees, or Board of Trustees.

The Library is not responsible for or liable for any actions taken by any social media site which may have its own terms of service, privacy, acceptable behavior, and stated consequences for violating those terms of service.

Any content which does not discuss CADL programs, events, and materials will be removed. All users are advised this means CADL will remove posts or comments used for campaigns, non-library political purposes, religious purposes, commercial purposes, or for soliciting funds.

By posting on the Library's social media sites, users give the Library permission to use their name, profile picture, and the content of any posting or comment they make without any compensation to the individual who made the post or liability on the part of the Library. This permission ends only if the user who made the post deletes his or her post.