

CAPITAL AREA DISTRICT LIBRARIES BOARD MEETING

5:30 PM, WEDNESDAY, MAY 27, 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

CALL TO ORDER

ROLL CALL

COMMUNICATIONS

APPROVAL OF AGENDA (action)

PUBLIC COMMENTS ON AGENDA ITEMS

CONSENT AGENDA (action)

- a. [Approval of Minutes April 22, 2026](#) (enc – action)
- b. [Disbursements for April 2026](#) (enc – action)

CHAIRPERSON'S COMMENTS

PRESENTATIONS

- a. Summer Reading Challenge – Jolee Hamlin, Victoria Meadows
- b. Millage Information – David Klevorn (handout)

NEW BUSINESS

General

- a. Committee Appointments as Needed (Chair - action)
- b. [June, July, August Meeting Date Recommendations](#) (enc – action)
- c. [SER 301 Forest Parke Library](#) (enc – action)
- d. [SER 101 Materials Selection](#) (enc – action)
- e. [Motion to Update Policies with Local History Center](#) (enc – action)
- f. Legislative Update
- g. Community Contacts

Finance

- a. [April 2026 Financial Report](#) (enc – action)
- b. [MI Digitization Hub Development Proposal](#) (enc – action)
- c. [LSTA Improving Access to Information Grant](#) (enc – action)

DIRECTOR'S REPORT

PUBLIC, STAFF, AND BOARD MEMBER COMMENTS

ADJOURNMENT



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
BOARD MEETING**

April 22, 2026

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

Members Absent: Ashley Smith

Staff Present: Katelyn Whiteman, Jenny Marr, Miriam Mattison, Victoria Meadows, Sheryl Knox, Thais Rousseau, Jolee Hamlin, Jennifer Degroat, Jeff Antaya

Others Present: Lindsay Dangl

CALL TO ORDER

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

ROLL CALL

Baer – Present
Bloomquist – Present
Drake – Present
O’Donnell – Present
Smith –Absent with Notice
Stewart – Present
Vandenboom – Present

Quinn O’Donnell made a motion to excuse Ashley Smith from the April 22, 2026, Board meeting. Mark Stewart seconded the motion. Motion carried.

COMMUNICATIONS

Executive Director Jenny Marr informed the Board of a communication received from the team of auditors from AHP.

APPROVAL OF AGENDA

Quinn O’Donnell made a motion to move General item(s) C, D and Finance item(s) A to the Consent Agenda. Debora Bloomquist seconded the motion. Motion carried.

Quinn O’Donnell made a motion to move General item A before the Public Hearing. Mark Stewart seconded the motion. Motion carried.

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

PUBLIC COMMENTS ON AGENDA ITEMS

There were no public comments on agenda items.

CONSENT AGENDA

Debora Bloomquist made a motion to approve the consent agenda. Quinn O'Donnell seconded the motion. The motion carried.

- a. Approval of Minutes March 25, 2026
This item was approved by consent.
- b. Approval of Closed Session Minutes March 18, 2026
This item was approved by consent.
- c. Approval of Closed Session Minutes March 25, 2026
This item was approved by consent.
- d. Disbursements for March 2026
This item was approved by consent.

CHAIRPERSON'S COMMENTS

Brian Baer thanked everyone for their support this last year and a half in his role as Board Chair. He looks forward to whoever the new Chair may be. He also thanked library staff who worked on the recent Local History Center move for all their hard work.

PUBLIC HEARING – CADL 2026 MILLAGE BALLOT LANGUAGE

Quinn O'Donnell made a motion for a public hearing to be convened for the CADL 2026 Millage Ballot Language. 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 Board moved into its public hearing at 5:36p.m.

- a. Presentation of CADL 2026 Millage Ballot Language
 - Executive Director Jenny Marr presented the CADL 2026 Millage Ballot Language
 - August 4th primary ballot
 - Legal counsel Lindsay Dangi made brief comments
- b. Public Comments on CADL 2026 Millage Ballot Language
There were no public comments.

Quinn O'Donnell made a motion to reconvene the regular session. Sandy Drake 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 5:38p.m.

NEW BUSINESS

General

a. Resolution for Proposed Millage Rate

Moved on the agenda prior to the public hearing.

Quinn O'Donnell made a motion to approve the Resolution for Proposed Millage Rate.

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 motion carried.

b. Resolution Approving Ballot Proposal Language

Julie Vandenboom made a motion to approve the Resolution Approving Ballot Proposal Language. 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 motion carried.

c. REL 107A Art Collection

This item was approved by consent.

d. 2025 Audit Acceptance

This item was approved by consent.

e. Election of Officers

Sandy Drake presented the Election of Officers.

Quinn O'Donnell for Board Chair.

Ashley Smith for Vice Chair.

Debora Bloomquist for Secretary.

Mark Stewart for Treasurer.

Debora Bloomquist made a motion to approve the Election of Officers. 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 motion carried.

Brian Baer congratulated Board members on their new roles in Officer positions. Sandy Drake thanked Brian Baer for all his work as Chair for the past year and a half.

Debora Bloomquist stated the Selection Committee prepared for the event where a Board member whose term is up this year is not reappointed to the Board, and they are in an Officer Position.

f. Update from Committee Considering Aurelius Contract Amendment

Debora Bloomquist provided an update for the Committee tasked with the Aurelius Contract Amendment.

The Committee held a meeting amongst themselves. Debora Bloomquist stated Finance Director Miriam Mattison and Operations Director Michael Moore came prepared with copious amounts of useful information and thanked them for their work in acquiring it. The Committee was also in contact with Legal Counsel Lindsay Dangl and directed her to gather more information on this subject. Debora Bloomquist stated she found the meeting very productive; Mark Stewart agreed and stated they were on the right track.

The Board requested another update from the Committee at the May 27, 2026, Board meeting.

g. Legislative update

- MLA advocacy day is April 28, 2026. ED Marr is on a panel and meeting with various legislators. CADL's Book mobile will also be there all day outside the Capitol building.

- The Federal Administration dropped the appeal for IMLS.
- Budget is in process; House is looking to keep State aid budget flat while Senate wants to increase it.

h. Community Contacts

Sandy Drake attended Friends of the Library meetings at Holt, Haslett, Webberville, and Okemos. She also attended an author visit at Leslie about Michigan foods.

Debora Bloomquist visited Holt and Webberville as well as the Nomination Committee meeting and the Evaluation Committee meeting. She also had her reappointment interview with the County.

Brian Baer attended a Capital City Film Fest event as well as an author visit at the Okemos branch.

Finance

a. March 2026 Financial Report

There were no changes to the March 2026 Financial Report that was presented at the April 15 Committee of the Whole Meeting.

This item was approved by consent.

b. 2026 Fund Balance Reallocation

There were no changes to the 2026 Fund Balance Reallocation that was presented at the April 15 Committee of the Whole meeting.

Sandy Drake made a motion to approve the 2026 Fund Balance Reallocation. 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 motion carried

c. MI Class Resolution

ED Marr gave a brief overview of what was discussed regarding this topic at the April 15 Committee of the Whole Meeting.

Quinn O'Donnell made a motion to approve the MI Class Resolution. 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 motion carried.

DIRECTOR'S REPORT

- ED Marr discussed the ribbon cutting event for the new Local History Center building; she's hoping to see lots of staff and community members attend the event. Invitations are to be sent to all municipalities.
- ED Marr discussed the LHC buildings hours as well as appointment set up and drop-in hours.
- ED Marr stated the LHC move went well, lasted 3 days. All items have been moved from Downtown and are in the new building. ED Marr thanked everyone involved for all their hard work.
- ED Marr informed the Board that they came in under budget for the move.
- Webberville parking lot is under construction, construction crew hit a fiber cable so the internet is currently down, IT has a hotspot so staff can perform core duties while wireless internet is down, ticket has been taken out with Zayo.
- One Grand Read September 27th at 2pm at Kellogg Center. *Theres Always This Year: On Basketball and Ascension* by Hanif Abdurraqib, CADL is very excited and continuing to work with East Lansing Public Library and MSU.
- National Library week is this week, theme was finding your joy, yesterday April 21, 2026, was National Library Workers Day. Management staff purchased cupcakes and stickers that were distributed to all branches and staff.
- ED Marr did a media interview with WILX to promote National Library Week.
- Williamston theatre production *Bad Books*, MLA advocacy hour ED Marr was a part of a panel with the playwright, actors, and the Director. Production is going through April and May, and she suggested Board members go see the play and support the theatre.

PUBLIC, STAFF, AND BOARD MEMBER COMMENTS

Quinn O'Donnell congratulated staff on the Local History Center move and hopes things continue to go well with the new location.

Julie Vandenboom thanked Brian Baer for his leadership as Board Chair and Debora Bloomquist agreed with the sentiment.

ADJOURNMENT

Quinn O'Donnell made a motion to adjourn the meeting. Mark Stewart seconded the motion. The motion carried. The meeting adjourned at 5:59p.m.

CHECK REGISTER FOR CAPITAL AREA DISTRICT LIBRARIES
CHECK DATE 04/01/2026 - 04/30/2026

Check Date	Check	Vendor Name	Description	Amount
Bank MAIN MAIN CASH				
Check Type: EFT Transfer MAIN				
04/02/2026	4634(E)	ACRISURE CYBER SERVICES, L	4.2026 TEAMS VOICE SUPPORT	399.00
04/02/2026	4635(E)	ACRISURE/44 NORTH	MEDICAL CLAIMS	4,025.75
04/02/2026	4636(E)	ALLEGRA MARKETING PRINT M	LHC HALF WALL SIGN	388.95
04/02/2026	4637(E)	BOLING JANITORIAL SERVICE I	SALTY CARPET CLEANING,3/2026 JANITORIAL S	15,215.11
04/02/2026	4638(E)	CONSUMERS ENERGY	2175 120 2/11-3/11/26	185.30
04/02/2026	4639(E)	CONSUMERS ENERGY	2175 130 2/9-3/9/26	192.55
04/02/2026	4640(E)	CONSUMERS ENERGY	2175 140 2/9-3/9/26	307.90
04/02/2026	4641(E)	CONSUMERS ENERGY	2175 150 2/9-3/9/26	319.14
04/02/2026	4642(E)	CONSUMERS ENERGY	2175 160 2/9-3/9/26	31.52
04/02/2026	4643(E)	CONSUMERS ENERGY	2175 170 2/9-3/9/26	126.56
04/02/2026	4644(E)	CONSUMERS ENERGY	2175 180 2/9-3/9/26	35.10
04/02/2026	4645(E)	EMPOWER RETIREMENT	2/2026 RETIREMENT CONTRIBUTIONS	1,838.85
04/02/2026	4646(E)	EMPOWER RETIREMENT	2/2026 RETIREMENT CONTRIBUTIONS	17,288.26
04/02/2026	4647(E)	EMPOWER RETIREMENT	2/2026 HLTH SVGS CONTRIBUTION	288.70
04/02/2026	4648(E)	EMPOWER RETIREMENT	2/2026 HLTH SVGS CONTRIBUTION	963.40
04/02/2026	4649(E)	EMPOWER RETIREMENT	2/2026 HLTH SVGS CONTRIBUTION	537.60
04/02/2026	4650(E)	LAGARDA SECURITY	SECURITY SVCS W/E 3/29/26	3,933.91
04/02/2026	4651(E)	MELISSA COLE	COPY KEYS FOR DL DRAWERS	20.93
04/02/2026	4652(E)	MICHIGAN FLEET FUELING SOL	VEHICLE FUEL 3/16-3/31/26	1,370.43
04/02/2026	4653(E)	MIDWEST TAPE	3/2026 DIGITAL CONTENT	48,280.97
04/02/2026	4654(E)	MIDWEST TAPE	AUDIOBOOKS, EBOOKS BUNDLE	439.01
04/02/2026	4655(E)	STAPLES ADVANTAGE	OFFICE SUPPLIES	552.80
04/02/2026	4656(E)	STEWART, MARK	BOARD STIPEND 1/21-3/25/26	240.00
04/02/2026	4657(E)	TASC	BENEFITS FUNDING	1,694.69
04/02/2026	4658-59(E)	AMAZON	*See next Page	1,146.41
04/09/2026	4660-75(E)	INGRAM LIBRARY SERVICES	BOOKS	10,191.14
04/09/2026	4676(E)	ACRISURE CYBER SERVICES, L	4.2026 TEAMS PHONE & VOICE	1,221.00
04/09/2026	4677(E)	ACRISURE/44 NORTH	MEDICAL CLAIMS	2,333.91
04/09/2026	4678-79(E)	AMAZON	*See next Page	1,187.59
04/09/2026	4680(E)	ANDERSON, LINDSAY	MILEAGE 3/12-3/2026	142.39
04/09/2026	4681(E)	CHARTER TOWNSHIP OF MERII	2175 1/7-3/2/26	111.16
04/09/2026	4682(E)	DELTA DENTAL PLAN OF MICH	4/2026 DENTAL PREMIUM	234.65
04/09/2026	4683(E)	JOLEE HAMLIN	MILEAGE AND MEALS HSM CONF	157.37
04/09/2026	4684(E)	JULIE LAXTON	MILEAGE 1/9-3/20/26	355.98
04/09/2026	4685(E)	KANOPY INC	3/2026 PLAY CREDITS	3,032.80
04/09/2026	4686(E)	LAGARDA SECURITY	SECURITY SVCS W/E 4/5/26	3,654.72
04/09/2026	4687(E)	LAUREN CLARKE	MILEAGE 03/19/26	85.55
04/09/2026	4688(E)	MELISSA CRAIN	MILEAGE 3/12-3/20/26	152.25
04/09/2026	4689(E)	MERS	3.2026 RETIREMENT CONRIBUTIONS	96,974.99
04/09/2026	4690(E)	MICHAEL MOORE	MILEAGE 3/12-4/6/26	298.12
04/09/2026	4691(E)	MIDWEST COMMUNICATIONS	3/2026 PEOPLE-BASED CAMPAIGN	2,875.00
04/09/2026	4692(E)	MIDWEST TAPE	DVD,AUDIOBOOKS,MUSIC	7,566.12
04/09/2026	4693(E)	MISSION SQUARE	3/2026 RETIREMENT CONTRIBUTIONS	3,346.48
04/09/2026	4694(E)	PHARMACY DATA MANAGEMEN	PRESCRIPTION CLAIMS 3/16-3/31/26	5,988.39
04/09/2026	4695(E)	SPRINGSHARE LLC	1/2026-3/2026 PATRON VERIFICATION SVCS	344.10
04/09/2026	4696(E)	STAPLES ADVANTAGE	OFFICE SUPPLIES	165.79
04/09/2026	4697(E)	SUSEELA EYAL	MILEAGE 1/7-3/9/26	53.72
04/09/2026	4698(E)	T-MOBILE	HOTSPOTS 2/21-3/20/26	2,748.84
04/09/2026	4699(E)	TASC	BENEFITS FUNDING	503.30
04/09/2026	4700(E)	UNIQUE	3.2026 CHAT SERVICE, PLACEMENTS	1,388.45
04/09/2026	4701(E)	BOARD OF WATER & LIGHT	123 2/8-3/8/26	8,035.29
04/09/2026	4702(E)	BOARD OF WATER & LIGHT	401 2/5-3/11/26	13,963.94
04/09/2026	4703(E)	BOARD OF WATER & LIGHT	427 1FL 2/8-3/9/26	78.64
04/09/2026	4704(E)	CONSUMERS ENERGY	4321 3 2/12-3/12/26	391.27
04/09/2026	4705(E)	CONSUMERS ENERGY	201 2/12-3/12/26	550.62
04/09/2026	4706(E)	CONSUMERS ENERGY	4321 4 2/12-3/12/26	271.82
04/09/2026	4707(E)	CONSUMERS ENERGY	4321 1 2/12-3/13/26	209.81
04/09/2026	4708(E)	CONSUMERS ENERGY	4321 2 2/11-3/12/26	546.87
04/09/2026	4709(E)	CONSUMERS ENERGY	145 2/16-3/16/26	1,045.15

04/09/2026	4710(E)	CONSUMERS ENERGY	401 2/12-3/12/26	22.82
04/09/2026	4711(E)	CONSUMERS ENERGY	427 2/12-3/13/26	21.00
04/09/2026	4712(E)	CONSUMERS ENERGY	1379 2/16-3/16/26	209.09
04/09/2026	4713(E)	EMPOWER RETIREMENT	3.2026 RETIREMENT CONTRIBUTIONS	1,837.57
04/09/2026	4714(E)	EMPOWER RETIREMENT	3.2026 HCSP CONTRIBUTIONS	288.70
04/09/2026	4715(E)	EMPOWER RETIREMENT	3.2026 HCSP CONTRIBUTIONS	963.40
04/09/2026	4716(E)	EMPOWER RETIREMENT	3.2026 HCSP CONTRIBUTIONS	537.60
04/09/2026	4717(E)	EMPOWER RETIREMENT	3.2026 RETIREMENT CONTRIBUTIONS	17,320.53
04/09/2026	4718-35(E)	INGRAM LIBRARY SERVICES	BOOKS	12,276.24
04/09/2026	4736(E)	CONSUMERS ENERGY	126 2/17-3/17/26	757.51
04/09/2026	4737(E)	CONSUMERS ENERGY	3500 107B 2/13-3/16/26	262.82
04/09/2026	4738(E)	CONSUMERS ENERGY	3500 109B 2/13-3/16/26	171.56
04/09/2026	4739(E)	CONSUMERS ENERGY	3500 109A 2/13-3/16/26	184.35
04/16/2026	4746(E)	ACRISURE/44 NORTH	MEDICAL CLAIMS	1,861.69
04/16/2026	4747(E)	BS&A SOFTWARE, INC.	3/2026 CC FEES	265.88
04/16/2026	4748(E)	CENGAGE LEARNING INC/GALE	BOOKS	682.43
04/16/2026	4749-60(E)	INGRAM LIBRARY SERVICES	BOOKS	10,992.62
04/16/2026	4761(E)	LAGARDA SECURITY	SECURITY SVCS W/E 4/12/26	3,959.28
04/16/2026	4762(E)	MIDWEST TAPE	DVD,AUDIOBOOKS,MUSIC	2,241.40
04/16/2026	4763(E)	MML WORKERS' COMPENSATIO	PR AUDIT 7/1/24-7/1/25	4,382.00
04/16/2026	4764(E)	OVERDRIVE INC	CONTENT PURCHASE	30,000.00
04/16/2026	4765(E)	STAPLES ADVANTAGE	OFFICE SUPPLIES	1,489.49
04/16/2026	4766(E)	THE LIBRARY NETWORK	2026 EMPATHY STUDIOS/HOMELESS LIBRARY S	499.00
04/16/2026	4767(E)	VISION SERVICE PLAN	4/2026 VISION PREMIUM	924.95
04/16/2026	4768(E)	WILSON, AMELIA	MILEAGE 2/28/26	24.07
04/16/2026	4769(E)	ZAYO GROUP LLC	WAN AND INTERNET 4/1-6/30/26	2,147.40
04/16/2026	4770(E)	TASC	BENEFITS FUNDING	1,711.60
04/16/2026	4771(E)	BOARD OF WATER & LIGHT	3500 1/2 2/7-3/7/26	326.76
04/16/2026	4772(E)	BOARD OF WATER & LIGHT	3500 108 2/8-3/8/26	1,230.79
04/16/2026	4773(E)	CONSUMERS ENERGY	2175 100 2/19-3/19/26	63.89
04/16/2026	4774(E)	CONSUMERS ENERGY	2175 HSE 2/19-3/19/26	226.90
04/16/2026	4775(E)	CONSUMERS ENERGY	115 2/19-3/19/26	173.40
04/20/2026	4740-44(E)	RAMP BUSINESS CORPORATIO	*See next Page	19,051.60
04/20/2026	4745(E)	TRANE U.S. INC	SVC AGREEMENT 2/1-4/30/26	1,362.00
04/23/2026	4776(E)	ACRISURE/44 NORTH	MEDICAL CLAIMS	3,616.31
04/23/2026	4777-79(E)	AMAZON	*See next Page	2,217.06
04/23/2026	4780(E)	AT&T	4 PHONE BOOKS 4/2026	24.00
04/23/2026	4781(E)	CHRIS POTTS	CHESSE TASTE TEST PROGRAM	72.42
04/23/2026	4782(E)	DELTA DENTAL PLAN OF MICH	3/2026 DENTAL CLAIMS	4,106.50
04/23/2026	4783(E)	HARRISON, QUINTYN	PAPER PLATES, CUTLERY	19.48
04/23/2026	4784-96(E)	INGRAM LIBRARY SERVICES	BOOKS	10,120.18
04/23/2026	4797(E)	JAY HULL	ITEMS FOR PROGRAMS	37.20
04/23/2026	4798(E)	JULIE LAXTON	STAFF CUPCAKES	239.76
04/23/2026	4799(E)	LAGARDA SECURITY	SECURITY SVCS W/E 4/19/26	3,965.63
04/23/2026	4800(E)	LAWN STARS GROUP LLC	SNOW & ICE MGMT 3/13-3/17/26	657.00
04/23/2026	4801(E)	M&M MOVING ND STORAGE	LHC MOVING SERVICES	7,961.00
04/23/2026	4802(E)	MICHIGAN FLEET FUELING SOL	VEHICLE FUEL 4/1-4/15/26	1,146.87
04/23/2026	4803(E)	MIDWEST TAPE	MUSIC, DVD	3,251.90
04/23/2026	4804(E)	PHARMACY DATA MANAGEMEN	PRESCRIPTION CLAIMS	5,327.07
04/23/2026	4805(E)	ROBERT CHARTRAND	PLA TRAVEL EXPENSES 3/31-4/5/26	436.76
04/23/2026	4806(E)	STAPLES ADVANTAGE	OFFICE SUPPLIES	301.60
04/23/2026	4807(E)	TASC	BENEFITS FUNDING	764.57
04/23/2026	4808(E)	WALKER, RJ	LANS POETRY FEST SPEAKER	300.00
04/30/2026	4809(E)	BLUE CROSS BLUE SHIELD OF	5/2026 HLTH INS PREMIUM	50,845.54
04/30/2026	4810(E)	DTE ENERGY	117 3/6-4/6/26	202.82
04/30/2026	4811(E)	GRANGER CONTAINER SERVIC	4/2026 TRASH SVC	316.52
04/30/2026	4812(E)	GRANGER CONTAINER SERVIC	4/2026 TRASH SVC	154.56
04/30/2026	4813(E)	GRANGER CONTAINER SERVIC	4/2026 RECYLCING SVC	91.00
04/30/2026	4814(E)	GRANGER CONTAINER SERVIC	4/2026 TRASH SVC	13.45
04/30/2026	4815(E)	GRANGER CONTAINER SERVIC	4/2026 TRASH SVC	140.05

Total EFT Transfer:

484,829.65

Check Type: Paper Check MAIN

04/01/2026	57535	MICHIGAN LIBRARY ASSOCIATI	CONFERENCE 11 PEOPLE	2,770.00
04/17/2026	57536	ADRIAN DISTRICT LIBRARY	LOST BOOKS	34.98

04/17/2026	57537	ALCONA COUNTY LIBRARY	LOST BOOKS	14.99
04/17/2026	57538	ALMA COLLEGE LIBRARY	LOST BOOKS	28.00
04/17/2026	57539	BARNES & NOBLE	BOOKS	108.09
04/17/2026	57540	BLACKSTONE PUBLISHING INC	AUDIOBOOKS	1,379.97
04/17/2026	57541	CENTRAL BUSINESS SYSTEMS	PRINT COLLECTIONS/COPIES DTL, SL, OK	1,826.89
04/17/2026	57542	CENTRAL SECURITY ALARM INC	BURG MONITORING FEE 5/26-7/26	149.85
04/17/2026	57543	CITY OF LANSING PARKING	SEIVITA MOBILE BUS PARKING 3/30/26	64.00
04/17/2026	57544	CITY OF LESLIE	201 1/1-3/30/26	189.80
04/17/2026	57545	CLARKSTON INDEPENDENCE C	LOST BOOKS	21.95
04/17/2026	57546	COURTNEY TANG	MILEAGE 1/5-3/23/26	76.20
04/17/2026	57547	DVORAK, MARK	AMERICAN FOLK SONGS AT HO/AU - MAY 3/4	800.00
04/17/2026	57548	EAST LANSING PUBLIC LIBRAR	LOST BOOKS	11.77
04/17/2026	57549	EILX	3.2026 METV ROTATOR ADS	176.00
04/17/2026	57550	FARNUM, BETH HALE	MUSIC WITH MISS BETH AT CADL LE - FEB-MAY	240.00
04/17/2026	57551	FRANKENMUTH HIGH SCHOOL	LOST BOOKS	6.99
04/17/2026	57552	GARDEN CITY PUBLIC LIBRARY	LOST BOOKS	14.00
04/17/2026	57553	GRAND RAPIDS PUBLIC LIBRAF	LOST BOOKS	15.95
04/17/2026	57554	HANNAH PENNER	MILEAGE 3/19/26	87.00
04/17/2026	57555	HOLT LIONS CLUB	2026 DUES K WALTER	92.00
04/17/2026	57556	HOME DEPOT CREDIT SERVICE	TOILET REPAIR SUPPLIES	261.32
04/17/2026	57557	INGHAM COUNTY TREASURER	BOARD REVIEW TAXABLE CHANGES	376.88
04/17/2026	57558	INTERLOCHEN PUBLIC LIBRAR	LOST BOOKS	20.95
04/17/2026	57559	KALAMAZOO PUBLIC LIBRARY	LOST BOOKS	19.95
04/17/2026	57560	KATHRYN SHAW	MILEAGE 1/7-3/11/26	42.78
04/17/2026	57561	LENAWEE DISTRICT LIBRARY	LOST BOOKS	27.98
04/17/2026	57562	LEROY COMMUNITY LIBRARY	LOST BOOKS	20.00
04/17/2026	57563	LIBRARIA	BOOKS	1,013.50
04/17/2026	57564	MARK BUZZITTA	MILEAGE 3/3-3/31/26	164.29
04/17/2026	57565	MIRANDA, ELISHA	MILEAGE 1/27-2/25/26, PLA CONFERENCE	488.98
04/17/2026	57566	MONTMORENCY COUNTY PUBL	LOST BOOKS	19.95
04/17/2026	57567	MURPHY & SPAGNUOLO PC	3/2026 LEGAL SVCS	3,745.00
04/17/2026	57568	MUSIC MANOR	GUITARS AND BANJO REPAIR	151.97
04/17/2026	57569	MYERS PLUMBING & HEATING I	STORM WATER PUMP DIAGNOSIS AND TEMP R	225.00
04/17/2026	57570	PETER WHITE PUBLIC LIBRARY	LOST BOOKS	25.00
04/17/2026	57571	PLAYAWAY PRODUCTS LLC	AUDIOBOOKS, LAUNCHPAD ORDERS	5,690.64
04/17/2026	57572	POTTER PARK ZOOLOGICAL SC	VENDOR BOOTH FEES	160.00
04/17/2026	57573	R & D LANDSCAPE LLC	SNOW & ICE MGMT 3/1/26	208.06
04/17/2026	57574	RICOH USA INC	3.2026 COPIES 3RD FLR ADMIN	70.90
04/17/2026	57575	ROCHESTER HILLS PUBLIC LIBI	LOST BOOKS	34.99
04/17/2026	57576	SAI KRISHNAMURTHI	MILEAGE 1/2-4/2/26	43.50
04/17/2026	57577	SEELYE GROUP LTD	WM SPRING CARPET CLEANING	690.00
04/17/2026	57578	SHERRI MCCONNELL	MILEAGE 1/14-2/5/26	21.00
04/17/2026	57579	SHUYLER CLARK	MILEAGE 1/2-4/4/26	133.26
04/17/2026	57580	SOUTHFIELD PUBLIC LIBRARY	LOST BOOKS	19.00
04/17/2026	57581	SOUTHGATE VETERANS MEMC	LOST BOOKS	13.99
04/17/2026	57582	TROY PUBLIC LIBRARY	LOST BOOKS	40.84
04/17/2026	57583	UAW LOCAL 2256	3/2026 UNION DUES	3,533.21
04/17/2026	57584	VERNON DISTRICT PUBLIC LIBF	LOST BOOKS	23.99
04/17/2026	57585	VILLAGE OF DANSVILLE	1379 12/1/25-02/28/26	68.25
04/17/2026	57586	VILLAGE OF STOCKBRIDGE	200 12/29/25-4/2/26	237.82
04/17/2026	57587	WILLIAMSTON COMMUNITY SCI	CLEANING/UTILITIES 1/26-3/26	4,523.25
04/17/2026	57588	WILX	3/2026 ROTATOR, STUDIO 10 ADS	1,424.00

Total Paper Check:

31,648.68

MAIN TOTALS:

Total of 173 Disbursements:

516,478.33

CHECK REGISTER FOR CAPITAL AREA DISTRICT LIBRARIES

CHECK DATE 04/01/2026 - 04/30/2026

RAMP/AMAZON PAYMENTS

Check Date	Check	Vendor Name	Description	Amount
Bank MAIN MAIN CASH				
Check Type: EFT Transfer MAIN				
04/02/2026	4658-59(E)	AMAZON	FAMILY 20 Pack 3.15 inch Terra Cotta Clay Flower Pots - Bi	17.99
			Amazon Grocery, All Purpose Flour, 5 Lb	168.08
			Reli. Compostable 33 Gallon Trash Bags 40 Count ASTI	57.28
			Boho Die Cut Border Trim Greenery Plant Bulletin Board Ju	74.42
			Hoolerry 16 Pcs Empty Plastic Sensory Bottles with Lids Re	32.82
			Elmer's All Purpose School Glue Sticks, Acid-Free and Was	21.78
			Mahatma Extra-Long-Grain Rice 2-Pound Rice Bag, Gluten	199.06
			Richard And The Guardians	62.26
			246 Pcs Bulletin Board Letters 4 Inch, Colorful Cutout Lett	46.13
			1/2in x 100ft Hook and Loop Roll Double-Sided Strips, Se	7.98
			belVita Bite Size Snacks Variety Pack, Blueberry, Chocolat	19.46
			1.5x1.5x48 Inch 304 Stainless Steel Wall Corner Guards (1	72.19
			PEIPU Nitrile Disposable Gloves??Large,100 Pack Powder	9.97
			Simetufy 36 Pack 8x10 Inch Canvas Boards for Painting, Bl	163.40
			Long Pile Faux Fur Faux Plush Muffler Scarf Dolls Jewelleri	26.78
			Frito-Lay Ultimate Snack Care Package, Variety Assortmen	25.99
			Rockville RLB40 Padded Travel Bag for (2) Chauvet or Ame	140.82
				<u>1,146.41</u>
04/09/2026	4678-79(E)	AMAZON	JMUQ 28 Strands Clay Beads Bracelet Making Kit, 28 Color	22.85
			MAQIHAN Pastel Crepe Paper Streamers - 6 Rolls 492ft Cr	5.99
			Food on the Rails: The Golden Era of Railroad Dining	139.33
			MNINEANDMORE 25 Pack Headphones Bulk for School Wi	105.97
			Pokanic Lunch Brown Paper [50 Bags] x [12.5 x 6 x 4 inch] #	9.68
			Moretoes 36" x 1,200"(100') Black Kraft Paper Roll for Bull	84.92
			Aleene's Felt and Foam Glue, Strong Bond Tacky Glue, Felt	48.29
			Amazon Basics Reclosable Gallon Food Storage Bags with	20.58
			4 Set Embossing Stylus Double End Tracing Dotting Tool, 2	32.48
			MEIJIA Portable All Weather IP67 Waterproof Protective He	179.94
			3M Strip Calk, 08578, 1 ft Strips, Black, Soft Butyl Rubber,	36.58
			4 Pack Hand Sanding Sponge Set -120 220 320 400 Grit- C	3.99
			Spectrum Essentials Organic Ground Flaxseed, Gluten Fre	12.39
			SocTone 2 Step Ladder, Folding Step Stool for Adults with l	40.62
			Anker Cable [2 Pack 3ft], USB A to USB C Cable for iPhone	84.30
			Back to The Roots Organic Seed Starting, Compressed Blo	21.98
			Amazon Basics Reclosable Quart Food Storage Bags with l	12.53
			RILIDRI 5-Inch Swivel Caster Wheels, 7/16-Inch Stem Dian	217.01
			SEWACC 1 Pair Plastic Ox Horn Bulls Horns Imitation Ox H	13.75
			REWKCY 32" Grabber Reacher Tool, 2-Pack Foldable Reac	16.13
			I'm a Manatee: I'm a Manatee	19.87
			Carson Dellosa One World 36pc Tropical Leaves Bulletin B	11.82
			VOISEN Paper Popcorn Bags,100 Pack 1oz Popcorn Bags l	46.59

1,187.59

04/20/2026	4740-44(E)	RAMP BUSINESS C	WATER DELIVERY LE	22.25
			WATER DELIVERY FO	15.25
			WATER DELIVERY, 4/2026 RENTAL DA	30.25
			4.2026 COOLER RENTAL DTL	95.00
			WATER DELIVERY STK	22.25
			WATER DELIVERY LE	15.25
			PEST CONTROL	71.00
			PEST CONTROL	68.00
			PEST CONTROL	89.00
			JUNETEENTH PONY BEAD BRACELET CRAFT KIT	54.95
			2" PREHISTORIC DINOSAUR 12 PC	142.78
			5/3/26-5/2/27 III SOFTWARE ESCROW	430.00
			ANNUAL VIRTUAL CONF-C TANG MAY 2026	49.00
			ANNUAL CONF-H BUTLER JUNE 15/16, 2026	135.00
			145 1/15-2/13/26	87.76
			TRASH SVC 4/1-6/30/26	55.00
			TRASH SVC 4/1-6/30/26	55.00
			SCRAPER AND BITS	80.76
			RAIN-X, BITS, BLADES	62.63
			TOILET & PARTS	202.13
			RECYCLE BAGTS, MOUSE TRAPS, NOZZLE	21.90
			TRUCK BED COATING, GLOVES, CARABINEER	49.31
			MOUSE TRAPS	20.91
			BITS	52.94
			STUD TAPE MEASURE	31.97
			3/16 ECLIP	5.34
			CARGO BAR, MOTOR TX, BRAKE CLEANER	68.74
			"NEW" LABELS	305.74
			DEMCO® BIN & BOOKTRUCK SIGN HOLDER	1,299.34
			J LAXTON - WORKSHOP 5/27/2026	40.00
			HAND PUPPETS	97.88
			CREATIVE CLOUD 3/22-4/21/26	30.00
			LOW TEMP LAMINATING FILM, GLOSS, 25X250	545.96
			2026 APPLE DEVELOPER PROGRAM 3/25/26-3/24/27	104.94
			2026 DUES J TROTTER	282.00
			ANNUAL DUES-J HAMLIN 6/26-5/27	297.00
			STICKERS	580.80
			4/6-5/5/259 MINECRAFT SERVER	29.94
			HOLT-2026-COSTCO-SPRING PROGRAM SNACKS	84.25
			HOTEL R CHARTRAND	937.13
			HOTEL A SAVAGE	915.60
			HOTEL E MIRANDA	915.60
			AG DOLL UNDERWEAR	37.39
			FOOD MARCH COW MEETING	26.28
			BOX LUNCH	13.29
			SUBSCRIPTION 4/2-5/2/26	59.90
			4.2026 GLAM ADVERTISING	260.00

3.2026 CLOUD STORAGE	90.79
1" X 0.5" LABELS - STANDARD WHITE MATTE	42.92
6 MO NEWSPAPERS.COM PUBLISHER EXTRA	74.90
SRC TEES	1,773.00
LH STICKERS - HONK IF YOU LOVE LANSING	224.00
PULL TOWEL, BATH TISSUE, SOAP	584.40
BATH TISSUE	71.50
PULL TOWEL, BATH TISSUE, SOAP	470.20
BATH TISSUE, PAPER TOWEL	73.58
BATH TISSUE, PAPER TOWEL	73.58
PULL TOWEL	45.75
PULL TOWEL	91.50
BATH TISSUE	19.04
PULL TOWEL, BATH TISSUE	254.50
BATH TISSUE	107.25
READERS ADVISORY RACK CARD	219.00
TUNERS AND BOOKS	170.96
M CRAIN HOTEL MLA SPRING CONF	387.04
M MCBRIDE HOTEL MLA CONF	387.04
MLA SPRING INSTITUTE HOTEL (ELISHA MIRANDA)	645.84
1 NIGHTS LODGING 3/27/2026-J HAMLIN	134.81
WOODWIND CUSTOM BOOKCASES	4,355.00
REFRESHMENTS MNB AUTHOR TOUR PRG	30.12
2 RUGS AND CLEANING TOTE	65.16
3/2026 RAMP CASHBACK	(228.79)
HAND PUPPETS REMOVE SHIPPING COST	(8.90)
	<hr/>
	19,051.60

04/23/2026	4777-79(E)	AMAZON	Phenol Free Thermal Paper 3 1/8" x 230' ft (Also BPA & BPS	71.24
			SHELF DIVIDERS - ST	63.90
			Eight Princesses and a Magic Mirror	19.79
			LEXIVON 1/2-Inch Drive Click Torque Wrench 25-250 Ft-Lt	153.85
			Amazon Brand - Presto! Ultra-Strong Premium Paper Towe	86.24
			Jeet & Fudge: Dance! Dance! Dance! (Jeet and Fudge, 6)	15.98
			Doping Brown Eva Foam Sheets roll, 6mm eva Craft Foam	30.92
			No Harm Done: Book 3 in Kurt Harm Thriller Series (Kurt H	88.91
			PUPPET FOR PENGUIN RAISING READERS BACKPACK	40.25
			TCL 75 Inch Class QM6K Series Mini LED QLED 4K HDR	803.28
			TP-Link AC600 USB WiFi Adapter for PC (Archer T2U Plus)-	57.45
			Apple Barrel Acrylic Paint in Assorted Colors (8 Ounce), 20	31.91
			Clorox ToiletWand Toilet Cleaner Refills, Toilet brush, Rain	34.90
			Tru-Ray Construction Paper, 10 Vibrant Colors, 9" x 12", 50	37.88
			JCBIZ 2PCS 16mm Cylinder Plunger Lock for Drawer Cabin	14.58
			24 Pcs Monarch Butterfly Decorations 4 Size Artificial Mon	47.62
			Sakura Gelly Roll Classic White 3 Pack, 05 Fine Pt., Opaqu	29.70
			GOYLSER Wall Mounted Folding Table Floating Desk for Sn	87.86
			Amazon Basics Rubber Bands, Office Supplies, Size 33 (3-	16.99
			Ever After (BD)	76.94
			24lb Premium Coated Inkjet Bond Paper, 24" x 150', 4 rolls	111.00

Pure Life Distilled Water, Kosher, 128 Fluid Ounce (Pack of 6)	27.98
SIUQ 400 Pack 3 oz Kraft Paper Cups, Disposable Bathroom	40.74
Phenol Free Thermal Paper 3 1/8" x 230' ft (Also BPA & BPS Free)	224.97
Kleenex Professional Facial Tissue, Bulk (21400), 2-Ply, White	51.61
XSEINO Baby Pink Large Felt Fabric 72" X 36 "(2 Square Yards)	24.32
BENFEI 2.5 Inch SATA to USB Tool Free External Hard Drive Enclosure	8.49
LEPRECHAUN LUCK: A WEE BOOK OF IRISH WISDOM	11.74
WESNOY 50G/0.11LB COTTON STUFFING FOR STUFFED ANIMALS	9.99
GOYLSER Wall Mounted Folding Table Floating Desk for Small Spaces	(41.99)
Storfiy Felt Wireless Microphone Case Compatible with JBL PartyBox	(18.99)
Carrying Case Travel Backpack Compatible with JBL PartyBox	(42.99)
	2,217.06

June, July, and August Board Meeting Dates

May 27, 2026

Recommendation:

During the summer months of June, July, and August, the Board has previously approved combining the Committee of the Whole and Board meetings into one meeting per month. For 2026, the scheduled meeting dates are currently:

June 17 and 24, 2026

July 15 and 22, 2026

August 19 and 26, 2026

1 **CAPITAL AREA DISTRICT LIBRARIES**
2 **~~SER 301 FOREST PARKE LIBRARY AND ARCHIVES~~**
3 **LOCAL HISTORY CENTER**
4 **~~APRIL 20, 2022-MAY 27,2026~~**
5

6 **I. Materials Collection**
7

8 **I.1 GENERAL**
9

10 I.1.1 ~~The Forest Parke Library and Archives in the basement of the Capital Area District~~
11 ~~Libraries' Downtown Lansing Library, named for donor and long-time library patron~~
12 ~~Forest Parke, THE CADL LOCAL HISTORY CENTER, LOCATED AT 2175~~
13 ~~UNIVERSITY PARK DRIVE, OKEMOS, MI, serves as steward and primary repository for~~
14 ~~CADL's special historical collections. Most holdings are related to the history of Ingham~~
15 ~~County.~~
16

17 I.1.2 This collection, much of which has been donated, contains many formats including, but
18 not limited to; books, manuscripts, photographs, maps, ephemera, architectural
19 drawings, film/video, audio, digital material, and three-dimensional objects.
20

21 **I.2 INCLUSION, REPRESENTATION, AND CENSORSHIP**
22

23 I.2.1 It is the intention of the ~~Forest Parke Library and archives~~ LOCAL HISTORY CENTER
24 to provide an honest, accurate, uncensored representation of the history of our entire
25 service community, with an emphasis on expanding and supporting documentation of
26 minority and marginalized groups, both currently active and those who may have come
27 and gone, who may have been overlooked in past collecting efforts. Local history staff
28 actively engage with diverse community groups and organizations to foster trust and
29 collaboration on the preservation of historical records.
30

31 I.2.2 Local History staff actively work to describe archival materials in an inclusive, harm-
32 reducing manner. Input from communities and individuals represented is actively sought
33 to ensure accuracy, fairness, and transparency. Materials that contain content or images
34 that are offensive, racist, or otherwise harmful may have a content notice included in
35 the description.
36

37 I.2.3 Local History staff will not censor, remove, manipulate, or otherwise alter content from
38 its historical collections in keeping with the society of American archivists' code of
39 ethics for archives.
40

41 **2. Staffing**
42

43 ~~2.1 The Forest Parke Library & Archives is staffed by the Local History Specialist and Local~~
44 ~~History Library Assistant. The Local History Specialist will supervise and train~~
45 ~~volunteers and interns. Volunteers and interns will be utilized in the Local History Room~~
46 ~~on an as-needed basis according to the REL 105 Volunteers Policy.~~

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3. Open Hours

3.1 The ~~Forest Parke Library & Archives~~ LOCAL HISTORY CENTER will be open to the public as staffing allows. Advance appointments may be required.

4. Access to and Use of the Collection

4.1 General

4.1.1 The rules for use of archival materials at the ~~Forest Parke Library & Archives~~ LOCAL HISTORY CENTER under section 4 have been established to provide the fullest possible access to collections while maintaining strict preservation standards and security of irreplaceable materials.

4.1.2 The public may use materials in the ~~Forest Parke Library & Archives~~ LOCAL HISTORY CENTER only when a library staff member is present. No member of the public is allowed to be in the ~~room~~ LOCAL HISTORY CENTER unsupervised.

4.1.3 Food and drinks are not allowed while using archival collections.

4.1.4 Children are welcome with a parent, guardian, or assigned caregiver present, following the guidelines in the SER 103a Unattended Children Policy.

4.2 Security

4.2.1 When asked, patrons must show a picture ID with a current address such as a driver's license or state identification, enter their name and address and CADL library card number if available on a registration form. Patron information will be kept confidential. See SER104 Privacy Policy.

4.2.2 ~~During Forest Parke Library & Archives open hours, only materials needed for research may be in the vicinity of the collections.~~ THE LOCAL HISTORY CENTER COLLECTIONS ARE NOT BROWSING COLLECTIONS. ACCESS IS LIMITED TO MATERIALS REQUESTED FOR RESEARCH ONLY AND WILL BE PROVIDED IN PUBLIC RESEARCH AREAS WITH STAFF SUPERVISION.

4.3 Use of Materials

4.3.1 Only Local History staff may retrieve materials from storage. Unprocessed materials may be accessed at the discretion of the Local History Specialist.

4.3.2 Local History materials are to be used in the ~~Forest Parke Library and Archives~~ LOCAL HISTORY CENTER. In circumstances when a patron is unable to travel to ~~Downtown~~

- 93 Lansing THE LOCAL HISTORY CENTER, and with the approval of the Local History
94 Specialist, a small quantity of materials may be placed at a public service desk at any
95 CADL branch location for a limited duration. A patron must leave a driver's license or
96 state id with branch staff and may then access the materials under supervision of the
97 branch staff within their facility.
98
- 99 4.3.3 Patrons need to handle items very gently and carefully. Patrons may not fold, write on,
100 or otherwise damage the items. Advice on handling materials will be given to those new
101 to primary source or rare book research.
102
- 103 4.3.4 Handling of fragile materials will be done by Local History staff for a patron. If materials
104 are too fragile, Local History staff will make their best attempt to provide surrogates or
105 references to similar material, but this may not always be possible.
106
- 107 4.3.5 Some CADL branch locations hold their own Local History materials. Use of and access
108 to these materials is at the discretion of the branch head, with guidance from the Local
109 History Specialist as needed.
110
111
- 112 4.4 Notes, Copying, and Recording
113
- 114 4.4.1 Scanners, audio recorders and cameras of any type may be used in the ~~Forest Parke-~~
115 ~~Library and Archives~~ LOCAL HISTORY CENTER with prior approval of the Local
116 History Specialist or their designee. Use of personal equipment may not cause damage
117 to Local History materials.
118
- 119 4.4.2 Capital Area District Libraries follows the copyright law of the United States (Title 17,
120 U.S. Code) that governs the making of photocopies or other reproductions of
121 copyrighted material. Copies, print or digital, may be made only when staff time permits.
122 Fees may apply.
123
- 124 4.4.3 At the discretion of the Head of Community Outreach, the Local History Specialist or
125 their designee, high resolution reproductions may be made for patrons based on item
126 condition, availability, and staffing.
127
- 128 4.4.4 Capital Area District Libraries makes no representation that it is the owner of the
129 copyright in any unpublished manuscript. It is the responsibility of the researcher to
130 obtain permission to publish from the owner of the copyright.
131
- 132 **5. Research/Reference Requests**
133
- 134 5.1 Local History staff will answer reference questions of a factual nature. Questions that
135 require more in-depth research will be handled only as staff, volunteers, time, and
136 resources allow. The Local History Specialist will determine when appropriate charges
137 may apply for this research.
138

139 5.2 Local History staff will maintain statistics on reference requests to aid in prioritizing
140 future processing and acquisitions efforts. These records will be kept confidential. See
141 SER 104 Privacy Policy.
142

143 **6. Digital Images and Reproductions** 144

145 6.1 The Local History Room’s Digital History Station allows for digitizing Local History
146 material as needed for research purposes. Patrons may also digitize their own material,
147 including but not limited to photographs, slides, negatives, audio, and video recordings.
148 Guidelines for use of the digital history station are available from the Local History
149 Specialist.
150

151 6.2 Local History staff may provide copies of digital images as time allows. Patrons may
152 request images through CADL’s Local History Online site, via email, phone, or in
153 person, and images may be sent by email or saved to a patron’s own USB drive or disk.
154 Flash drives and blank disks are available for sale at the library’s service desks.
155

156 6.3 A Capital Area District Libraries watermark may be added to all digital images and
157 documents.
158

159 6.4 All personal reuse of digital images (such as posting to social media sites or printing in a
160 family letter) must include a link or citation back to the original resources or collection
161 in Local History Online or CADL. The Local History Specialist will provide instructions
162 for formatting citations and links. See section 4.4.4 regarding patron copyright
163 responsibilities.
164

165 6.5 Reproductions for commercial use are subject to approval by the Head of Community
166 Outreach or the Local History Specialist. Fees may apply.
167

168 6.6 Researchers are asked to donate a copy of any completed published item or share a link
169 to any online use of Local History materials.
170

171 **7. ~~Use of the Forest Parke Library & Archives~~ LOCAL HISTORY CENTER for** 172 **Meetings** 173

174 7.1 The ~~Forest Parke Library & Archives~~ LOCAL HISTORY CENTER may be used for
175 library functions subject to the approval of the Head of Community Outreach or ~~his/her~~
176 THEIR designee. Guidelines for the use and maintenance of the room are available from
177 the Local History Specialist.
178

179 **8. Penalties** 180

181 8.1 Failure to comply with these rules will result in the denial of access to the collections.
182 Theft or mutilation of the holdings is a crime that will be prosecuted.
183

184 **9. Gifts and Donations**

185
186 9.1 Capital Area District Libraries encourages and welcomes monetary donations as well as
187 material donations pursuant with CADL's Materials Selection Policy. See SER 101
188 Materials Selection and REL 107 Gifts and Donations.

CAPITAL AREA DISTRICT LIBRARIES
SER 101 MATERIALS SELECTION POLICY
~~OCTOBER 19, 2022~~ MAY 27, 2026

I. Selection of Library Materials

I.1 Mission Statement

Empowering our diverse communities to learn, imagine and connect.

CADL achieves its mission by providing free and unrestricted access to informational, educational, cultural, and recreational library materials and services.

I.2 Purpose

CADL subscribes to the selection principles for books and other library resources contained in the Library Bill of Rights adopted by the American Library Association, and the Freedom to Read Statement endorsed by the American Library Association Council and the American Book Publisher's Council.

Written collection development guidelines enhance our service to patrons by:

- providing specific guidance for selection of library materials
- assigning the responsibility for selection
- determining levels of access for library materials
- providing criteria for accepting gift titles
- defining the basis for collection maintenance decisions

To implement these goals, CADL recognizes that American democracy functions only if the full range of human ideas is accessible to all people regardless of age, ethnic background, religious, or personal beliefs. Capital Area District Libraries will aim to provide a general collection of materials embracing a wide range of knowledge and recreation. The collection will include books, media, technology, and other items to aid in meeting the needs of its communities.

Thus the library collection, protected by the First Amendment and embodied in the Library Bill of Rights, is a marketplace of ideas which are contained in varied and divergent materials and formats.

I.3 Objectives Of Selection

The objectives of selection are to meet the educational, recreational and cultural needs of the library's service areas. All materials added to the collection shall be judged on the content as a whole, not by detached excerpts or portions thereof.

Demand and use are key factors in the development of the general collection, with due regard for variations in educational level, reading interest, and users' special needs. Every effort is made to represent all sides of controversial issues.

47 Materials will be selected on the basis of anticipated or expressed popular demand,
48 educational or literary merit, and/or cultural value.

49
50 Within the framework of these broad objectives, selection is based more specifically on
51 the particular needs and interests of the children and adults in the individual
52 communities the library serves. In order to determine these interests, periodically the
53 staff will analyze circulation and usage information which may include patron needs
54 assessment, focus groups, and community demographics.

55
56 I.4 Responsibility For Selection

57 Material selection is accomplished under the policies adopted by the Board. The
58 authority for selection of all print and non-print materials lies with the Executive
59 Director who may delegate the responsibility to staff members who are qualified by
60 education, training, or experience.

61
62 I.5 Selection Criteria

63 Selection is an interpretive process, involving knowledge of the materials in the
64 collection, an awareness of current materials available on the subject, use of reviews,
65 and recognition of the needs of the community. Materials will be selected by applying
66 the selection criteria herein. The Library recognizes the importance of both basic items
67 of permanent value and timely materials in which the public expresses interest. In
68 providing the latter, CADL may purchase materials in quantity for mass use.

69
70 It is not possible for any library to acquire all the materials that the public would need
71 or want. No single criterion is applicable to all selection decisions. Factors to be
72 considered in adding adult and children's materials to CADL's library collection include
73 the following:

- 74 ▪ Present and planned collection composition
- 75 ▪ Present and anticipated relevance to community needs and/or demand
- 76 ▪ Collection development objectives
- 77 ▪ Scarcity of material on the subject, both in the collection and in publication
- 78 generally
- 79 ▪ Reputation and significance of the author, title, subject, or publisher.
- 80 ▪ Materials by popular authors or creators
- 81 ▪ Currency and accuracy
- 82 ▪ Timeliness or permanence of the material
- 83 ▪ Intended audience
- 84 ▪ Literary significance and merit of subject, author, or title
- 85 ▪ Diversity of viewpoint
- 86 ▪ Quality and reliability of the information
- 87 ▪ Skill, competence, and purpose of the author
- 88 ▪ Effectiveness of the format in conveying information
- 89 ▪ Space and budget considerations
- 90 ▪ Availability of special materials in other library collections in the area
- 91 ▪ Attention from professional journals or other reliable reviewing sources
- 92 ▪ The anticipated long-term use for an item

- 93 ▪ The number of similar items already in the collection
- 94 ▪ Physical quality
- 95 ▪ Cost of material

96
97 All requests from patrons for specific titles or subjects will be considered. Materials
98 which are requested infrequently may be supplied through other means such as MeLCat.
99

100 Titles published by a small press or self-published by the author are subject to the same
101 selection criteria used for evaluating all items for the library's collection.
102

103 Selection of digital content can vary among the vendors who supply digital content to
104 the library. In instances when individual title selection is not available, selection of the
105 service will be based upon the reputation and overall content offerings of the vendor.
106

107 No materials shall be excluded because of the origin, background, race, nationality,
108 religion, or the political or social views of the author or anyone contributing to the
109 creation of the material.
110

111 Due to the unique nature and limited size and scope of the Library of Things collection,
112 application of selection criteria may vary from other parts of the collection. Factors
113 such as cost, circumstances of use and technical criteria may take precedence.
114

115 **I.6 Policy On Controversial Materials**

116 The Library recognizes that many materials are controversial and that any given item
117 may offend some patrons. Since the Library does not promote particular beliefs or
118 views, the collection inevitably will contain various positions, including unpopular or
119 unorthodox positions. The presence of an item in the library does not indicate any
120 endorsement of its content by the Library. Selection of materials will not be made on
121 the basis of anticipated approval or disapproval, but on principles stated in this
122 policy. Selections will be made solely on the merits of the work in relation to the
123 building of the collections and serving the interests of readers in the Library's service
124 area and not on the basis of any anticipated or actual approval or disapproval by
125 individuals or groups.
126

127 The Library distinguishes between materials that are controversial and those that may
128 be illegal such as materials which are obscene. CADL will abide by the Constitutions of
129 the United States, and the State of Michigan, the laws of the United States, State of
130 Michigan and the communities which the library serves. Compliance with these laws will
131 also guide staff in the selection of all materials.
132

133 CADL considers reading, listening, and viewing materials to be individual, private
134 matters and believes that full, confidential, and unrestricted access to information is
135 essential for all patrons to exercise their constitutional rights. Responsibility for
136 choosing what materials an individual will view, read, or consume rests with the
137 individual. Although the staff exercises professional judgment in the selection of all

138 materials, the responsibility for a minor child's use of library materials rests with their
139 parents and/or legal guardians as more fully set forth in SER 102.

140
141 1.7 Request for Re-evaluation of Library Materials

142 Patrons who wish to register a formal complaint about a particular item in the library,
143 may do so by submitting a "Request for Re-evaluation of Library Materials" form to
144 branch staff who will forward the request to the Selection Specialist. The Selection
145 Specialist will respond in writing.

146
147 Patrons who are not satisfied with the response may request that the Executive
148 Director review their request. The Executive Director or designee will respond in
149 writing.

150
151 Patrons who are still not satisfied with the response may request that the Board review
152 their request. The decision of the Board is final.

153
154 **2. Procedures for Selection of Library Materials**

155
156 2.1 Selection Aids

157 The primary sources of information about potential library materials are the lists,
158 selections and reviews found in library journals and authoritative online resources. The
159 Capital Area District Libraries' Librarians rely on such resources as Library Journal,
160 School Library Journal, Booklist, Publisher's Weekly, and Billboard to assist with
161 selecting print, electronic, and audio-visual materials. Other selection resources may be
162 used for specific subject areas, such as publishers' catalogs, popular periodicals, format
163 specific review periodicals, newspaper reviews, bibliographies and web-based review
164 sources.

165
166 2.2 Outside Recommendation Procedures

167 All requests from patrons or staff for specific materials, titles or subjects will be
168 seriously considered. A form is available for this purpose. All purchases will be within
169 the selection guidelines of Capital Area District Libraries' Materials Selection Policy.

170
171 2.3 Gifts

172 The Library will encourage and accept gifts with the explicit understanding that all
173 materials donated to CADL become the property of the library without restrictions.

174
175 The Library makes the final decision on the use, display, housing, withdrawal, and other
176 disposition of all donated materials. All materials, whether purchased or donated, may
177 be integrated into the CADL collection if they meet the selection criteria outlined in
178 this policy. Donations which cannot be added to the collection may be given to the
179 Friends of the Library for sale to the public.

180
181 The Library does not assess the value of donations for tax purposes. However, a form
182 can be completed by the library staff verifying the donation.

183

184 Gifts of money are accepted by Capital Area District Libraries. The materials acquired
185 with these funds must meet the selection guidelines. The donor, or in the case of
186 memorial money, the family, may be consulted for suggestions or recommendations of
187 purchased materials. Memorial gifts are acknowledged, and materials are identified with
188 a book plate.
189

190 2.4 Special Collections And Concerns

191 Specialized materials of limited community interest will not ordinarily be purchased.
192 Referral to MelCat or other library collections will be used to supply patrons with these
193 materials. Supplementary materials for students and information for specialists are
194 provided in a limited number of fields, but the library takes cognizance of and avoids
195 unnecessary duplication in subject areas which are the special prerogative of other
196 community resources.
197

198 2.5 Reference Collection

199 The Capital Area District Libraries' collection of reference books and databases
200 contains material representative of all fields of knowledge and both serve as the
201 foundation for our reference service. Special emphasis is placed upon a few particular
202 areas in response to strong usage and demand such as business-related information,
203 consumer health, demographics, literature, and multi-cultural materials. Currency of
204 materials is of primary concern in this collection, although much historical material is
205 also retained for balance and for retrospective searching.
206

207 2.6 Local History

208 Each branch of Capital Area District Libraries houses some local history material for
209 their area.
210

211 The Local History collection housed at the ~~Downtown Lansing Library~~ LOCAL
212 HISTORY CENTER serves as a major source of historical materials about Lansing and
213 Ingham County. The collection contains reference sources encompassing both
214 published and unpublished works, some of them rare, that record, interpret or portray
215 the history and development of the Greater Lansing community. Special attention has
216 been given to acquiring materials about the communities this library serves including
217 materials about the automobile industry, architectural and family histories, and some
218 materials about the tri-county region, surrounding communities, the Great Lakes, the
219 Old Northwest Territory, and selected works about Michigan as a territory and state.
220

221 This collection, much of which has been donated, contains books, pamphlets, reports,
222 documents, periodicals, maps, photographs, architectural drawings, archives,
223 manuscripts, and ephemera. All formats are represented – digital, microform, audio,
224 video, and a limited number of three-dimensional artifacts.
225
226
227
228
229

230 **3. Collection Maintenance: Evaluation and Review of Existing Materials**

231

232 3.1 Withdrawal Of Library Materials

233 Materials purchased and placed in the library collection may over time lose their value
234 to the collection and library users. CADL staff must consider CADL's Statement of
235 Purpose and these guidelines before withdrawing any material from the collection that is
236 not in poor physical condition or obviously out of date. Library materials need to be
237 continually evaluated for their usefulness and may be "de-selected" under the following
238 guidelines:

239

- 240 1. Materials are physically damaged or worn out.
- 241 2. Information contained in materials may be inaccurate or outdated.
- 242 3. Duplicate copies of titles may no longer be needed.
- 243 4. Materials have not circulated for a designated period of time.
- 244 5. Materials that have been superseded by a new edition or better work on the
245 same subject.
- 246 6. Physical limitations of space available.

247

248 All library materials withdrawn will be removed from the library's records and clearly
249 marked as withdrawn.

250

251 3.2 Replacement of Library Materials

252 Worn out or outdated materials may be replaced by new materials, either in the same
253 format or in a different format. Different titles may be substituted if exact replacement
254 is not possible. Not all withdrawn materials are replaced.

255

256 **4. Disposal of Withdrawn Materials**

257

258 4.1 Withdrawn materials will be disposed of as follows:

- 259 1. Inaccurate or Outdated Materials - These materials will be disposed of in a manner
260 that precludes their future use. They may be recycled, shredded, put in the garbage,
261 taken to a landfill, etc. Some items, such as newspapers, are recycled if possible.
262
- 263 2. Poor Physical Condition - Depending on the condition of the item, these materials
264 may be recycled, put in the garbage, sold, or donated to qualified organizations.
265 Materials damaged in the circulation process will become the property of the patron
266 if the patron pays for the item.
267
- 268 3. Duplicate copies of materials or materials that are not being used - Materials
269 withdrawn for these reasons may be sold, donated to qualified organizations or
270 recycled.

271

272 Withdrawn materials may be donated to Library Friends organizations for sale in
273 Friends Book Sales. They may also be donated to other libraries or to non-profit or
274 governmental organizations such as childcare centers, senior centers, detention facilities,
275 etc. Materials will not be donated to individuals or for-profit organizations.

**CAPITAL AREA DISTRICT LIBRARY
MOTION TO UPDATE POLICIES WITH LOCAL HISTORY CENTER**

I move that the Board determine and declare that any reference in Board policies, administrative guidelines, regulations, forms, manuals, procedures, resolutions, or other official Capital Area District Library documents to The Forest Parke Library and Archives be changed to the Local History Center.

I further move that all such references to the Forest Parke Library and Archives shall be interpreted as references to the Local History Center for all official purposes from the effective date of this action forward.

I further move that the Executive Director is authorized to make non-substantive administrative revisions to Board policies, administrative guidelines, regulations, forms, manuals, procedures, resolutions, or other official Capital Area District Library documents to replace references to the “Forest Parke Library and Archives” with the “Local History Center” whenever such references are identified, without the necessity of further Board action, provided that no substantive policy changes are made beyond the name substitution. This action is intended solely to implement and maintain consistent nomenclature throughout Capital Area District Library’s governing documents and shall not be construed as modifying any substantive rights, duties, authorities, or policy provisions.

VOTE:

Yeas: _____

Nays: _____

BALANCE SHEET REPORT FOR CAPITAL AREA DISTRICT LIBRARIES
Balance As of 04/30/2026

GL Number	Description	YTD Balance 04/30/2026
Fund: 101 GENERAL FUND		
*** Assets ***		
Account Type: Cash		
	CASH	17,484,401.69
	IMPREST CASH	412.00
	INVESTMENTS	4,474,359.05
	Cash	21,959,172.74
Account Type: Accounts Receivable		
	ACCOUNTS RECEIVABLE	136,356.12
	TAXES RECEIVABLE	3,015,508.41
	INTEREST RECEIVABLE	125,115.19
	Accounts Receivable	3,276,979.72
Account Type: Other Assets		
	PREPAID EXPENSE	70,931.32
	Other Assets	70,931.32
Total Assets		25,307,083.78
*** Liabilities ***		
Account Type: Accounts Payable		
	ACCOUNTS PAYABLE	342,250.81
	ACCRUED SALARIES PAYABLE	992.54
	Accounts Payable	343,243.35
Account Type: Liabilities-ST		
	DEFERRED REVENUE	3,024,983.08
	Liabilities-ST	3,024,983.08
Account Type: Deferred Inflows		
	DEFERRED REVENUE	131,393.18
	Deferred Inflows	131,393.18
Total Liabilities		3,499,619.61
*** Fund Equity ***		
Account Type: Unassigned		
	FUND BALANCE UNDESIGNATED	1,436,121.62
	FUND BALANCE DONATIONS RE	563,748.05
	FUND BALANCE DONATIONS UN	470,623.99
	FUND BALANCE CAPITAL PRO	2,700,000.40
	FUND BALANCE CONTINGENCY	5,342,849.10
	FUND BALANCE AUTOMATION	1,000,000.00
	FUND BALANCE OPERATIONS	965,550.00
	FUND BALANCE PENSION RESE	1,560,000.00
	Unassigned	14,038,893.16
Total Fund Equity		14,038,893.16
Total Fund 101 GENERAL FUND:		
TOTAL ASSETS		25,307,083.78
BEG. FUND BALANCE		14,038,893.16
+ NET OF REVENUES & EXPENDITURES		0.00
= ENDING FUND BALANCE		14,038,893.16
+ LIABILITIES		3,499,619.61
= TOTAL LIABILITIES AND FUND BALANCE		17,538,512.77
OUT OF BALANCE		7,768,571.01

BOARD FS FOR CAPITAL AREA DISTRICT LIBRARIES

Balance As of 04/30/2026

*NOTE: Pct Budget does not reflect amounts encumbered.

GL Number	Description	Activity For 04/30/2026	YTD Balance 04/30/2026	2026 Amended Budget	% Bdgt Used
Fund: 101 GENERAL FUND					
Account Category: Revenues					
MILLAGE INCOME					
402	Property Tax Revenue	260,931.22	12,106,979.38	15,102,200.00	80.17
404	Renaissance Zone Reimbursement			20,000.00	0.00
437	Industrial Facilities Tax		37,712.21	38,000.00	99.24
MILLAGE INCOME		260,931.22	12,144,691.59	15,160,200.00	80.11
PENAL FINES					
658	Penal Fines Ingham County			200,000.00	0.00
659	Penal Fines Eaton County			8,000.00	0.00
PENAL FINES		0.00	0.00	208,000.00	0.00
STATE AID					
410	PPT Reimbursement		150,833.10	150,000.00	100.56
553	State Aid Direct	65,525.82	65,525.82	135,000.00	48.54
554	State Aid Indirect	65,525.82	65,525.82	135,000.00	48.54
STATE AID		131,051.64	281,884.74	420,000.00	67.12
LIBRARY FEES					
630	Printing Revenue	5,638.89	21,479.25	43,550.00	49.32
631	Non Resident Fees	2,025.00	9,226.00	20,000.00	46.13
LIBRARY FEES		7,663.89	30,705.25	63,550.00	48.32
DONATIONS					
674	Donation Income-Friends/Restricted	4,360.40	25,862.70	19,000.00	136.12
677	Donation Income-Unrestricted	573.65	17,399.99	13,400.00	129.85
DONATIONS		4,934.05	43,262.69	32,400.00	133.53
GRANTS					
540	Grants		15,000.00	15,000.00	100.00
GRANTS		0.00	15,000.00	15,000.00	100.00
OTHER INCOME					
632	Lost and Paid Books	2,794.46	13,893.15	30,000.00	46.31
665	Interest Income	47,003.34	181,693.01	400,000.00	45.42
667	RENT INCOME	4,698.67	23,493.35	56,000.00	41.95
673	Sale of Fixed Assets	100.00	200.00	3,000.00	6.67
675	Misc Income	3,836.54	7,214.02	9,000.00	80.16
682	Insurance Claim Income			1,000.00	0.00
OTHER INCOME		58,433.01	226,493.53	499,000.00	45.39
DUE FROM FUND BALANCES					
966	Due from Pension Reserve			360,000.00	0.00
DUE FROM FUND BALANCES		0.00	0.00	360,000.00	0.00
Revenues		463,013.81	12,742,037.80	16,758,150.00	76.03
Account Category: Expenditures					
SALARIES AND BENEFITS					
702	Salaries	570,067.48	2,194,179.99	7,610,000.00	28.83
714	Unemployment Insurance			3,000.00	0.00
715	FICA EMPLOYER SHARE	42,656.07	164,047.49	570,000.00	28.78
716	HEALTH INSURANCE	66,758.53	295,387.76	882,000.00	33.49
717	Life & Disability Insurance	400.46	2,017.50	6,000.00	33.63
718	Retirement	69,220.43	284,398.92	995,000.00	28.58
719	Prescription Expense	25,593.73	101,928.83	300,000.00	33.98
720	DENTAL INSURANCE	170.65	13,550.34	55,000.00	24.64
721	VISION INSURANCE	1,835.67	4,610.52	12,000.00	38.42
722	Workers Comp Insurance	4,382.00	21,212.50	41,700.00	50.87
724	Parking Main Library	4,547.00	22,641.00	54,500.00	41.54
SALARIES AND BENEFITS		785,632.02	3,103,974.85	10,529,200.00	29.48
MATERIALS					
727	Books	90,354.79	322,001.82	1,109,000.00	29.04
728	Periodicals	81.83	34,959.26	43,050.00	81.21
729	DVD	20,209.64	82,438.35	222,000.00	37.13
730	Library of Things	9,453.57	18,581.18	54,500.00	34.09
731	Audiobooks	54,621.52	213,415.01	688,500.00	31.00
732	Music	2,833.70	11,246.31	34,500.00	32.60
733	Databases		102,798.01	110,000.00	93.45
734	Subscription Services	499.00	63,009.50	75,250.00	83.73
735	Processing Supplies	403.35	13,091.42	29,750.00	44.00
736	Processing Fees	7,017.33	24,394.65	89,000.00	27.41

BOARD FS FOR CAPITAL AREA DISTRICT LIBRARIES

Balance As of 04/30/2026

*NOTE: Pct Budget does not reflect amounts encumbered.

GL Number	Description	Activity For 04/30/2026	YTD Balance 04/30/2026	2026 Amended Budget	% Bdgt Used
Fund: 101 GENERAL FUND					
Account Category: Expenditures					
MATERIALS					
868	Local History Collection			10,000.00	0.00
MATERIALS		185,474.73	885,935.51	2,465,550.00	35.93
SUPPLIES					
740	Office Supplies	6,865.13	24,786.46	85,000.00	29.16
741	Postage Expense	224.78	729.94	6,000.00	12.17
776	Janitorial Supplies	1,069.56	4,873.38	19,900.00	24.49
862	Gas-Delivery Vehicles	2,399.20	7,807.51	20,000.00	39.04
SUPPLIES		10,558.67	38,197.29	130,900.00	29.18
PROFESSIONAL SERVICES					
820	Membership Fees	1,314.25	12,625.88	27,500.00	45.91
822	CONTRACTUAL SERVICES		2,472.00	2,500.00	98.88
823	Bank Fees & Services	1,276.43	5,893.69	18,000.00	32.74
825	Collection Agency Fees		1,626.30	6,000.00	27.11
826	Payroll & Print Service	4,314.64	19,009.24	50,000.00	38.02
827	web Chat Service	895.00	3,580.00	11,000.00	32.55
828	Melcat Delivery Charges		24,755.62	52,000.00	47.61
829	Tutoring Services			3,000.00	0.00
831	Marketing	7,639.01	35,295.13	174,000.00	20.28
832	Programs	3,633.98	25,186.33	113,380.00	22.21
PROFESSIONAL SERVICES		19,073.31	130,444.19	457,380.00	28.52
GOVERNANCE					
805	Legal Services	3,745.00	6,643.00	40,000.00	16.61
806	Per Diem		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		13,000.00	28,000.00	46.43
GOVERNANCE		3,745.00	19,958.83	86,250.00	23.14
STAFF DEVELOPMENT					
810	Staff Training	8,711.53	18,886.90	58,250.00	32.42
811	Recruiting Expense			500.00	0.00
812	Hospitality			5,000.00	0.00
813	Employee Recognition	787.56	787.56	5,000.00	15.75
STAFF DEVELOPMENT		9,499.09	19,674.46	68,750.00	28.62
MAINTENANCE AND UTILITIES					
801	Custodial Services	16,713.36	69,422.24	244,580.00	28.38
802	SECURITY SERVICES	19,694.89	68,909.66	163,090.00	42.25
850	Telephone	1,644.00	6,765.35	22,410.00	30.19
864	Vehicle Maintenance - Delivery	68.74	5,407.10	10,000.00	54.07
922	Steam and Gas	20,186.74	65,545.47	116,500.00	56.26
923	Electricity	17,895.67	52,024.32	219,600.00	23.69
924	Water and Sewer	2,699.74	7,553.64	26,400.00	28.61
925	Trash	744.07	2,907.31	9,790.00	29.70
930	Building Maintenance	616.41	33,717.57	141,580.00	23.82
MAINTENANCE AND UTILITIES		80,263.62	312,252.66	953,950.00	32.73
OTHER EXPENSE					
861	Local Travel	1,383.60	3,856.66	20,000.00	19.28
955	Millage Income Refund	376.88	1,303.23	60,000.00	2.17
956	Property & Liability Insurance		46,210.00	75,000.00	61.61
957	Miscellaneous Expense	169.75	714.75	6,000.00	11.91
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	504.27	11,915.01	14,000.00	85.11
961	Donation Expense Unrestricted	4,737.05	5,346.31	7,500.00	71.28
OTHER EXPENSE		7,171.55	84,757.24	200,500.00	42.27
TECHNOLOGY EXPENSES					
878	Firewall Upgrade Project		633.44	5,000.00	12.67
895	Internet Access	2,147.40	4,294.80	17,690.00	24.28
896	Internet Access - Hotspots		22,618.83	56,640.00	39.93
898	Computer System Services	400.94	48,745.12	74,270.00	65.63
905	Computer Software	9,277.91	75,920.53	94,200.00	80.60
906	Computer Hardware	1,038.17	11,208.11	51,700.00	21.68
907	LIBRARY SYSTEMS SOFTWARE		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 04/30/2026

*NOTE: Pct Budget does not reflect amounts encumbered.

GL Number	Description	Activity For 04/30/2026	YTD Balance 04/30/2026	2026 Amended Budget	% Bdgt Used
Fund: 101 GENERAL FUND					
Account Category: Expenditures					
TECHNOLOGY EXPENSES					
	TECHNOLOGY EXPENSES	12,864.42	328,788.22	521,150.00	63.09
CAPITAL OUTLAY					
873	Building Upgrades			25,000.00	0.00
917	SECURITY CAMERAS			24,020.00	0.00
967	Outreach Projects	366.31	6,585.37	70,500.00	9.34
980	Staff Furn & Equipment	1,106.54	7,095.88	26,500.00	26.78
982	BUILDINGS	12,443.93	20,802.29	295,238.00	7.05
987	GRANT EXPENSES		15,000.00	15,000.00	100.00
	CAPITAL OUTLAY	13,916.78	49,483.54	456,258.00	10.85
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	1,128,199.19	4,973,466.79	16,924,888.00	29.39
Fund 101 - GENERAL FUND:					
	TOTAL REVENUES	463,013.81	12,742,037.80	16,758,150.00	76.03
	TOTAL EXPENDITURES	1,128,199.19	4,973,466.79	16,924,888.00	29.39
	NET OF REVENUES & EXPENDITURES:	(665,185.38)	7,768,571.01	(166,738.00)	

MI Digitization Hub Development Plan May 27, 2026

RECOMMENDATION:

Express to the Library of Michigan that CADL is interested in serving as a Digitization Hub. Once final documents with expenditure numbers are sent to CADL, these would be presented to the Board for final approval.

BACKGROUND:

Overview from the Library of Michigan:

The Library of Michigan seeks to create a Digitization Hub Network with 3-6 regional digitization hubs located in strategically selected public libraries across the state. This initiative is designed to expand access to high-quality digitization services, preserve Michigan's cultural memory, and build sustainable capacity within local communities.

Each hub will be housed in a large, well-resourced public library with the physical space, staffing, and technical infrastructure necessary to support professional-grade digitization equipment. These hubs will serve as regional service centers, providing access to specialized tools for digitizing photographs, documents, audiovisual materials, and other historical resources that are often inaccessible to smaller institutions due to cost and expertise barriers.

Geographically distributed across Michigan, the network will ensure equitable access to digitization services for urban, suburban, and rural communities alike. By reducing geographic and financial barriers, the initiative will empower public libraries, historical societies, tribal organizations, and community groups to preserve and share their local histories.

In addition to providing equipment and space, each hub may offer training, technical assistance, and consultation services. A coordinated training program will build local expertise in digitization standards, metadata creation, digital preservation, and community-centered collection practices.

Equipment

The Library of Michigan will purchase and install equipment in Hub libraries. Specific equipment will be determined based on budget, goals of the project, and consultation with hub libraries. Maintenance contracts for the equipment and software will be the responsibility of the hubs.

Potential equipment selection is as follows:

- I2s Copibook OS A2
- Zeutschel Overhead Scanner
- Bookeye 5

Timeline

Purchase and installation of equipment in hub libraries would need to take place before the end of the Library of Michigan's fiscal year (September 30, 2026). Due to the lead time required for ordering and installation of the equipment, libraries would need to commit to serving as hubs by May 2026.

Requirements

Hubs would need to confirm CIPA compliance for fiscal years covered by grant funding (Library of Michigan FY26-27).

Hubs would need to record and provide data on usage statistics suitable for IMLS program reporting in October 2027.

Library of Michigan Improving Access to Information LSTA Grant
May 29, 2026

RECOMMENDATION:

Apply for a \$25,000 Federal LSTA grant from the Library of Michigan in support of the continued digitization of Local History's Stebbins Real Estate Collection "Standard Card Files" series. The grant application is due on May 29, 2026. No financial matching funds are required from CADL.

BACKGROUND:

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

The Standard Card Files series of the collection contains a mix of typed and written index cards, notes and drawings, newspaper clippings, photographs, negatives, correspondence, and even occasional house keys. There are approximately 300 boxes in this series, averaging about 175 addresses per box (52,500 estimated total). Thus far, we have only been able to digitize individual addresses on demand for researchers, and not always to any consistent standard. To date, with a combination of previous LSTA funding, CADL general funds, and a grant from a library network, we have completed digitization of 149 boxes. As of the application date, we have cataloged over 10,500 addresses for public access on Local History Online.

With grant funds, we will continue to work with an established vendor to digitize approximately 70 more boxes of the collection. We also will continue to apply consistent, appropriate digitization standards to every item in the collection. In addition to cataloging and hosting the digitized materials on Local History Online, this collection also will be shared online as part of Michigan Memories and the Digital Public Library of America (DPLA).

Since 2017 when detailed statistics began being collected, questions regarding the Stebbins collection have represented 20% of our total reference requests. Our collection users are a mix of homeowners and property development groups who often must visit the library to view the materials in person and wait for staff to digitize materials on demand. With more sustained effort to complete the collection processing and expanded marketing efforts, we expect these materials to be very popular.