



**CAPITAL AREA DISTRICT LIBRARIES**  
**COMMITTEE OF THE WHOLE**  
5:30 PM, WEDNESDAY, MARCH 18, 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 February 18, 2026 \(enc\)](#)
6. Unfinished Business
7. General
  - a. [SER 102 Circulation Policy \(enc\)](#)
  - b. [SER 105B Wireless Access Policy \(enc\)](#)
  - c. 2026 Millage
  - d. [Nominating Committee \(enc\)](#)
8. Finance
  - a. [February 2026 Financial Report \(enc\)](#)
  - b. [FIN 102 Investment Policy \(enc\)](#)
  - c. [First Quarter Budget Amendments \(enc\)](#)
  - d. Local History Moving RFP
  - e. Local History Center HVAC RFP
  - f. [Leslie Community Grant \(enc\)](#)
9. Policies – No changes, for review only (enc)
  - 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](#)

10. Closed Session to consider material exempt from disclosure pursuant to MCL 15.268(h) and MCL 15.243(1)(g).

## 11. 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**  
February 18, 2026

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

**Members Absent:** Mark Stewart

**Staff Present:** Katelyn Whiteman, Sheryl Knox, Julie Laxton, Jenny Marr, Miriam Mattison, Victoria Meadows, Michael Moore

**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 – Present

Stewart – Absent with Notice

Vandenboom – Present

**Public Comments on Agenda Items**

There were no public comments on agenda items.

**Agenda**

There were no changes to the agenda

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

**Memorandum for January 21, 2026**

The Memorandum for January 21, 2026, was received.

**Unfinished Business**

There was no unfinished business.

## **General**

### a. GOV 103 Bylaws – Meeting Per Diem Discussion

Legal counsel Lindsay Dangl presented new language for the policy. A discussion was held on the difference between per diem for Board meetings and Committee Meetings of the Board versus reimbursement for “necessary expenses” when attending other events. The Board asked questions regarding mapping mileage and different options available for this.

## **Finance**

### a. Preliminary January 2026 Financial Report

Finance Director Miriam Mattison presented the preliminary financial report ending January 31, 2026, to the Board.

## **Policies – No changes, for review only**

- a. REL 103 Media Relations
- b. SER 108 Exhibits, Displays and Distribution of Material
- c. SER 109 Sale of Items
- d. SER 201 Library Programs
- e. SER 202 Outreach Services
- f. SER 203 Interlibrary Loan
- g. SER 206 Library Card Application Retention Policy

No comments or questions on policies.

## **Closed Session**

Ashley Smith made a motion for a closed session to be convened to consult with legal counsel to consider attorney client material exempt from disclosure pursuant to MCL 15.268(h) and MCL 15.243(1)(g), and that Lindsay Dangl, Jenny Marr, Miriam Mattison and Katelyn Whiteman be invited to attend. Julie Vandenboom seconded the motion. A roll call vote was held:

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

The Board moved into its closed session at 5:49 p.m.

Quinn O’Donnell made a motion to reconvene the open session. Ashley Smith seconded the motion. A roll call vote was held:

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

The agenda resumed at 6:11 p.m.

**Rise and Report**

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

**CAPITAL AREA DISTRICT LIBRARIES**  
**SER 102 CIRCULATION POLICY**  
~~**JUNE 25, 2025**~~  
**MARCH 25, 2026**

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6 I. Mission Statement –

**Mission Statement:**  
Empowering our diverse communities to learn, imagine and connect.

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11  
12 2. Philosophy –Capital Area District Libraries subscribes to the American Library  
13 Association Code of Ethics, the Library Bill of Rights, and the American Library  
14 Association’s Freedom to Read Statement and associated policies.

15  
16 The following policies are intended to give all members of the public equal and fair  
17 access to the library’s collections. The library provides open access to all  
18 materials and services of the library.

19  
20 Library policies are covered by the Elliott-Larsen Civil Rights Act, PA 453 of 1976  
21 as last amended which recognizes the opportunity to obtain public service  
22 “without discrimination because of religion, race, color, national origin, age, sex,  
23 height, weight, familial status, or marital status” as a civil right. CADL is also  
24 committed to providing public service without discrimination based on gender  
25 identity or expression or sexual orientation.

26  
27 3. Access to Materials

28 CADL and its board considers reading, listening, and viewing library materials to  
29 be individual, private matters and believes that full, confidential, and unrestricted  
30 access to information is essential for all patrons to exercise their constitutional  
31 rights. CADL will not, either directly or indirectly, ban or censor any material. The  
32 presence of an item in the library does not indicate any endorsement of its content  
33 by CADL.

34  
35 CADL affirms, adopts, and will act consistent with the American Library  
36 Association’s Library Bill of rights, the Freedom to Read Statement, and the  
37 Freedom to View statement. Consistent with the American Library Association,  
38 CADL adopts and will abide by the following:

39  
40 “The mission, goals, and objectives of libraries cannot authorize libraries and their  
41 governing bodies to assume, abrogate, or overrule the rights and responsibilities of  
42 parents and guardians. As “Libraries: an American value” states, “we affirm the  
43 responsibility and the right of all parents and guardians to guide their own  
44 children’s use of the library and its resources and services.

45  
46 Libraries and their governing bodies cannot assume the role of parents or the  
47 functions of parental authority in the private relationship between parent and child.

48 Libraries and their governing bodies shall ensure that only parents and guardians  
49 have the right and the responsibility to determine their children’s—and only their  
50 children’s—access to library resources. Parents and guardians who do not want  
51 their children to have access to specific library services, materials, or facilities  
52 should so advise their own children. Libraries and library governing bodies should  
53 not use rating systems to inhibit a minor’s access to materials.

54  
55 Libraries and their governing bodies have a legal and professional obligation to  
56 ensure that all members of the communities they serve have free and equitable  
57 access to a diverse range of library resources and services that is inclusive,  
58 regardless of content, approach, or format. This principle of library service applies  
59 equally to all users, minors as well as adults. Lack of access to information can be  
60 harmful to minors. Libraries and their governing bodies must uphold this principle  
61 in order to provide adequate and effective service to minors.”

62 (Access to Library Resources and Services for Minors: An Interpretation of the  
63 Library Bill of Rights. Adopted June 30, 1972, by the ALA Council; amended July 1,  
64 1981; July 3, 1991; June 30, 2004; July 2, 2008 *under previous name* “Free Access to  
65 Libraries for Minors”; July 1, 2014; and June 25, 2019.)

66  
67 4. Library Cards – Library patrons must have a Capital Area District Libraries card to  
68 check out materials and use public computers. Library patrons must use their  
69 personal Capital Area District Libraries card to sign up for CADL public access  
70 computers. Only individuals and organizations with full-service Capital Area  
71 District Libraries cards may reserve meeting room space in CADL libraries.

72  
73 Library Cards are not required to enter the library, use library materials in the  
74 library, attend programs and events, or use the Guest Pass computers.

75  
76 4.1 Full-Service Library Card – A full-service Library Card may be issued for a period  
77 of four years at no charge to the following types of users:

- 78  
79     ▪ Residents: Any person who lives (and continues to live) within the Capital Area  
80 District Libraries service area.  
81     ▪ Property Owners: Any person who owns (and continues to own) property  
82 within the Capital Area District Libraries service area.  
83     ▪ Resident Businesses and Institutions: Businesses and Institutions located within  
84 Capital Area District Libraries service area are eligible for one card per  
85 business or organization. Applications from Businesses and Institutions must  
86 be approved by the Collection Development Director or Designee.  
87     ▪ Library Employees: Employees of Capital Area District Libraries are eligible for  
88 a library card at no charge until their employment is terminated.

89  
90 4.2 Youth One Card – A Youth One Card may be issued to children under 18 years  
91 of age who are able to provide their name, home address, telephone number, and  
92 date of birth. Youth (Resident) and Youth One Cards are issued for a period of  
93 four years or until one month after the patron’s 18<sup>th</sup> birthday, whichever comes  
94 first. If there is a question as to whether the information on the application is

95 accurate, staff members may request identification. The Youth One Card may be  
96 used to check out one book or one magazine. Youth One Cards do provide  
97 access to CADL's digital collections. A-V material is not included. When the book  
98 or magazine is returned, the child may borrow another book or magazine. a  
99 Youth One card may be issued if the child does not have a library card or if the  
100 child's library card is expired. Youth One Cards may be used for in library  
101 computer access. Youth One Cards are not issued or renewed for members with  
102 Student Success cards.

103  
104 4.3 Student Success Card – Student Success cards are issued by special arrangement  
105 with school districts who have agreed to share public directory information and  
106 signed a memorandum of understanding participating in the Student Success  
107 Initiative. All agreed upon students in the district will be issued a Student Success  
108 card, even if they already have a CADL card of any type or status. Parents and  
109 legal guardians may choose to opt their student out. The Student Success card may  
110 be a library-issued card, or use a student ID or other identifying number, based on  
111 the memorandum of understanding. The Student Success card may be used to  
112 check out five items, including books, magazines, and audiobooks. Music CDs,  
113 DVDs, BluRays, and Library of Things items are not included. It also provides  
114 access to digital collections and library public computers. Parents or legal guardians  
115 are responsible for returning items.

116  
117 4.4 Temporary Digital Library Card – New library users may register online for a  
118 temporary digital library card that allows access to designated online services.  
119 Patrons with a temporary digital card may not check out physical items, use  
120 MeLCat, use public computers, reserve meeting rooms, or place holds on more  
121 than 3 CADL items. The holder of a temporary card must visit the library or  
122 verify online within 21 days of the date of the online application, with photo  
123 identification and proof of current addresses, to get a regular full-service library  
124 card. New paid non-resident memberships must be obtained by visiting the  
125 library. Digital library cards not converted to full-service library cards within 21  
126 days will be cancelled, including any holds placed with the digital card.

127  
128 4.5 **THE LIBRARY NETWORK (TLN) RECIPROCAL BORROWING –**  
129 **LIBRARY USERS WHO ARE VALID MEMBERS OF OTHER TLN**  
130 **LIBRARIES THAT OFFER RECIPROCAL BORROWING MAY BE**  
131 **ISSUED AN ACCOUNT FOR ONE YEAR ALLOWING THEM TO**  
132 **BORROW CADL REGULAR DEMAND ITEMS INCLUDING BOOKS,**  
133 **AUDIOBOOKS, MUSIC CDS, BLURAYS AND DVDS. HIGH**  
134 **DEMAND, LIBRARY OF THINGS AND DIGITAL ITEMS ARE NOT**  
135 **INCLUDED. NEW USERS ARE REQUIRED TO PRESENT THEIR**  
136 **HOME LIBRARY CARD IN ADDITION TO IDENTIFICATION AS**  
137 **DESCRIBED BELOW. TLN RECIPROCAL BORROWERS USE THEIR**  
138 **HOME LIBRARY CARD TO CHECK OUT.**

139  
140 4.6 Memberships – People who do not qualify for a regular library card may purchase  
141 an Individual Library Membership for a non-refundable yearly fee of \$50 or \$75 for

142 a Parent/Child Membership, or a non-refundable 6-month fee of \$25 for an  
143 individual or \$37.50 for a parent/child membership. An individual membership  
144 qualifies the person for an individual full-service library card. The Parent/Child  
145 Membership qualifies one adult for a full-service library card as well as individual  
146 full-service library cards for each child under 18 years of age and for whom the  
147 adult is the parent or legal guardian. All cards issued as part of a Parent/Child  
148 Membership will have the same expiration date as that of the first card in the  
149 Parent/Child Membership.

150

151 Full-service membership entitles library patrons to borrow all materials and use all  
152 services subject to the same rules and regulations as resident full-service card  
153 holders.

154

155 Other Requirements

156

- 157 ▪ Applicants under the age of 18: For applicants under the age of eighteen (18), a  
158 parent or legal guardian must be present with the applicant, present valid  
159 picture identification as outlined below, and sign the application. Parents or  
160 guardians are responsible for all items checked out on their children's cards.
- 161 ▪ New Card Applications - Outstanding Charges for Minor Children: Individuals  
162 who are applying for a new library card and who are the signing parent for a  
163 child who owes \$10.00 or more must reduce the amount owed by the child to  
164 less than \$10.00 in order to be eligible for a new library card.

165

166 4.7 Library Card Renewals – Outstanding Charges: Individuals with charges/fines of  
167 \$10.00 or more on their account must pay the charges/fines down to less than  
168 \$10.00 in order to renew their library card. In addition, individuals who are the  
169 signing parent for a child who owes \$10.00 or more must reduce the amount  
170 owed by the child to less than \$10.00 in order to be eligible to renew their own  
171 library card.

172

173 Patrons may request a one-time 21-day extension if their library card is expired or  
174 close to expiring.

175

176 4.8 Identification – Applicants for library cards must show picture identification or an  
177 official birth certificate copy with seal, proof of current residential address, and  
178 provide their date of birth. Applicants may be required to provide proof of date  
179 of birth. For applicants under the age of eighteen (18), a parent or legal guardian  
180 must be present with the applicant and present picture identification. When the  
181 library card expires, borrowers will be asked to verify their address. The Library  
182 may, at any time before the expiration date, require that current address  
183 identification be shown; so borrowers should bring identification in addition to  
184 their library card. The library may confirm identity and/or address using a  
185 commercial address verification service in lieu of requesting identification and/or  
186 proof of address for online registrations and renewals.

187

188 4.9 Lost Cards – In the event of a lost or stolen card, the patron is responsible for  
189 notifying the Library immediately. The library assumes that the person using a  
190 library card is the owner of that card or has the permission of the owner to use  
191 the card.  
192  
193 Until the Library is notified of a lost or stolen card, a library card is valid and its  
194 owner is responsible for all use of the card and for any lost or overdue materials  
195 and fees incurred. In case of children under age 18, the parent or legal guardian  
196 who signed the library card application is the responsible party.  
197  
198 In order to obtain a replacement library card, patrons must produce identification.  
199

200 4.10 Borrowing Materials – Library users must present their library cards at time of  
201 check out. Adults who have forgotten their library card may check out materials  
202 by presenting photo identification, except for items in the Library of Things  
203 collection. For items in the Library of Things collection, adults must present their  
204 library card and valid government-issued photo ID.  
205  
206 Children who do not have their library card may not check out materials, except  
207 as noted in a memorandum of understanding for Student Success cards, when they  
208 must be able to provide the information identifying their school account.  
209  
210 All items are due on the specified due date.  
211  
212 Patrons borrow and use audiovisual materials at their own risk. Capital Area  
213 District Libraries is not responsible for patron audiovisual equipment malfunction  
214 or damage.  
215

216 4.11 User Agreement – By signing a library card application, patrons acknowledge that  
217 they are subject to the circulation policies, procedures and rules of Capital Area  
218 District Libraries. Library staff members and Library Board members are subject  
219 to all provisions of this circulation policy.  
220

221 5. Revocation of Privileges – Patrons who have an item 10 or more days overdue will  
222 have borrowing privileges for all physical materials suspended until the item is  
223 returned, the charge for the lost material is paid, or the amount due on the  
224 patron’s record is less than \$10.  
225  
226 Patrons who have accumulated \$10.00 or more in fees or charges for lost  
227 materials will have their borrowing privileges for all physical materials suspended  
228 until the amount due on their account is less than \$10.00. Patrons who have been  
229 referred to the collection agency will have their borrowing privileges suspended  
230 until all charges related to the collection agency referral have been paid in full, even  
231 if their account balance is less than \$10.00.  
232  
233 Borrowing of physical items may be suspended when items on loan to a patron  
234 have been returned with evidence of pests that are known to be damaging to

235 library materials or that can result in pest infestations in library facilities, including,  
 236 but not limited to: roaches, silver fish, some types of beetles and bed bugs.  
 237 Suspension of borrowing privileges will be lifted after the patron presents proof of  
 238 treatment by a licensed pest control company. Patrons may be asked to return  
 239 items to a staffed desk for six months following treatment. Borrowing of digital  
 240 items may not be affected.  
 241

242 6. Lost and Damaged Materials – For lost materials or materials damaged beyond  
 243 use, patrons will be charged the current list price and a \$5.00 processing fee.  
 244 Damaged materials may include items returned with evidence of pest infestation as  
 245 described under 5. *Revocation of Privileges*.  
 246

247 If the item is out of print or no longer available, patrons will be charged a default  
 248 price based on the average list price for that type of material. Charges for damaged  
 249 or missing materials and/or containers will be set by the Executive Director. This  
 250 policy will apply to all materials including materials borrowed from another library  
 251 via MeLCat or through interlibrary loan.  
 252

253 7. “Claims Returned” Items – When a patron believes an item has been returned, its  
 254 status will be updated to “Claims Returned” in the patron account, and a search  
 255 will be initiated for the item. It is expected that the patron will continue to look  
 256 for the material while the library searches for it. Notices will not be sent. If the  
 257 item is not located within 6 months, it will be declared lost. The library will  
 258 assume responsibility for two Claims Returned items. The patron will be  
 259 responsible for additional Claims Returned items. Patrons cannot use a Claims  
 260 Returned on an item in the Library of Things collection.  
 261

262 8. Billed Items – Based on the library’s Code of Conduct policy, failure to return  
 263 CADL property constitutes larceny, and CADL has the right to report these  
 264 matters to the appropriate authorities. Failure to return CADL property or to  
 265 pay replacement costs may result in criminal charges.  
 266

267 9. Collection Agency – Patrons with amounts due of \$40 or more and exceeding 60  
 268 days will be referred to a collection agency within the sole discretion of CADL.  
 269

270 10. Bankruptcy –Capital Area District Libraries will comply with Discharge of Debtor  
 271 orders from bankruptcy courts where CADL has been listed as a creditor. Patrons  
 272 who have filed for bankruptcy listing CADL as a creditor and who have received a  
 273 Discharge of Debtor order must provide a copy of the Discharge of Debtor order  
 274 to CADL. After being presented with the Discharge of Debtor order, outstanding  
 275 balances for damaged or unreturned materials will be removed from the patron’s  
 276 account and the accounts of minor children for whom they are the signing parent,  
 277 provided the charges were incurred prior to the date of the bankruptcy filing.  
 278

279 11. Procedures – The Executive Director may establish any procedures needed to  
 280 implement this policy.  
 281

282 12. Extenuating Circumstances – Occasionally situations arise when exceptions need  
283 to be made for unusual circumstances. In those cases the Head Librarian,  
284 Associate Director, or the Executive Director may interpret these rules and  
285 authorize exceptions as needed.



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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. ~~Users must agree to the Terms of Use outlined in this policy before being authenticated to use the wireless network.~~ **USERS MAY AUTHENTICATE WITH EDUROAM CREDENTIALS OR ANONYMOUSLY BY ACCEPTING THESE 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

93 beyond the walls of the library. The Library does not guarantee any particular signal  
94 level inside or outside the library. Accessing the service beyond the library walls and  
95 property is acceptable, as long as the user agrees to and abides by the Terms of Use  
96 outlined in this policy.

- 97
- 98 9. Electrical Power – The library does not guarantee convenient access to electrical  
99 power plugs, so users should plan to use battery power with their devices. To the  
100 extent that electrical power plugs are available, users may connect their computer  
101 equipment to them, provided they do so in a safe manner that does not interfere  
102 with the ability of others to use the library. Users may not unplug any existing  
103 equipment, stretch cords across walkways, nor may they move furniture or sit on  
104 floors in such a way as to block or impede aisles or walkways.
- 105
- 106 10. Privacy – The Library does not track personally identifiable information in  
107 connection with the use of its wireless network, nor does it record the web sites  
108 visited by users. However, certain information necessary to provide the service  
109 (which might include, but is not limited to, the MAC address of the user’s  
110 equipment’s network interface, the IP address assigned to the user’s equipment, and  
111 dates and times of use) is retained in various system logs for several weeks. This  
112 information is available only to a few staff and is not shared unless required by law.

### 113

### 114 **C. Policy Applicable to Borrowed Mobile Hotspot Use**

115 The Library loans devices (mobile hotspots) that provide wireless Internet access to  
116 WiFi capable devices.

- 117
- 118 1. Authentication – Hotspots are loaned to members in good standing under various  
119 loan programs tailored to target audiences. The person who checks out the hotspot  
120 is responsible for all uses of the device.
- 121
- 122 ~~2. Financial subsidy – The Library may receive funding from the Universal  
123 Service Fund’s E-rate Program to subsidize the purchase of hotspot  
124 devices and service. E-rate supported equipment and services are  
125 intended to be used by patrons who do not have sufficient access to the  
126 Internet. By borrowing a mobile hotspot, patrons confirm that their use  
127 of the hotspot will be integral, immediate, and proximate to the provision  
128 of library services to library patrons.~~
- 129
- 130 3. Available Network Services – The Internet service on the hotspots is provided by  
131 third party cellular network providers. The Library does not restrict what services  
132 or ports are available as part of the vendors’ standard service, nor does the Library  
133 guarantee any particular services or ports will be available.
- 134
- 135 4. Devices – The wireless service is designed for use with devices that use standard  
136 802.11 protocols. Not all equipment will be compatible. Other devices may or may  
137 not work and are not explicitly supported. Hotspots can support multiple device  
138 connections simultaneously.

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5. 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. ~~The hotspots are provisioned with 4G service and there is no cap on total bandwidth.~~ **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.
  
6. Content Filtering – ~~The wireless service on borrowed hotspots is filtered in accordance with SER 105 Internet Access Policy.~~ **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 UNFILTERED HOTSPOTS. CADL IS NOT RESPONSIBLE FOR THE CONTENT ACCESSED.**
  
7. 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. ~~An up to date coverage map is available via the library’s web site.~~
  
8. 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**  
**GOV 103 BYLAWS**  
MARCH 25, 2026

**Excerpt from Bylaws:**

**ARTICLE IV**  
**DUTIES AND POWERS OF THE OFFICERS OF THE BOARD**

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

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

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

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

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

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

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

03/12/2026

BALANCE SHEET REPORT FOR CAPITAL AREA DISTRICT LIBRARIES  
Balance As Of 02/28/2026

YTD Balance

GL Number	Description	02/28/2026
Fund: 101 GENERAL FUND		
*** Assets ***		
Account Type: Cash		
CASH		17,404,059.64
IMPREST CASH		412.00
INVESTMENTS		4,451,376.49
Cash		<u>21,855,848.13</u>
Account Type: Other Assets		
ACCOUNTS RECEIVABLE		97,932.44
INTEREST RECEIVABLE		115,229.04
PREPAID EXPENSE		(150,249.09)
TAXES RECEIVABLE		4,902,760.02
Other Assets		<u>4,965,672.41</u>
Total Assets		<u>26,821,520.54</u>
*** Liabilities ***		
Account Type: Accounts Payable		
ACCOUNTS PAYABLE		309,156.02
ACCRUED SALARIES PAYABLE		(235,978.73)
Accounts Payable		<u>73,177.29</u>
Account Type: Liabilities-ST		
DEFERRED REVENUE		4,912,234.69
Liabilities-ST		<u>4,912,234.69</u>
Total Liabilities		<u>4,985,411.98</u>
*** Fund Equity ***		
Account Type: Unassigned		
FUND BALANCE AUTOMATION		1,000,000.00
FUND BALANCE CAPITAL PRO		1,593,776.40
FUND BALANCE CONTINGENCY		5,342,849.10
FUND BALANCE DONATIONS RE		563,748.05
FUND BALANCE DONATIONS UN		470,623.99
FUND BALANCE OPERATIONS		965,550.00
FUND BALANCE PENSION		1,200,000.00
FUND BALANCE UNDESIGNATED		3,005,757.79
Unassigned		<u>14,142,305.33</u>
Total Fund Equity		<u>14,142,305.33</u>
Total Fund 101 GENERAL FUND:		
TOTAL ASSETS		<u>26,821,520.54</u>
BEG. FUND BALANCE		14,142,305.33
+ NET OF REVENUES & EXPENDITURES		0.00
= ENDING FUND BALANCE		14,142,305.33
+ LIABILITIES		<u>4,985,411.98</u>
= TOTAL LIABILITIES AND FUND BALANCE		<u>19,127,717.31</u>
OUT OF BALANCE		7,693,803.23

BOARD FS FOR CAPITAL AREA DISTRICT LIBRARIES

Balance As of 02/28/2026

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

GL Number	Description	Activity For 02/28/2026	YTD Balance 02/28/2026	2026 Amended Budget	% Bdgt Used
<b>Fund: 101 GENERAL FUND</b>					
<b>Account Category: Revenues</b>					
MILLAGE INCOME					
402	Property Tax Revenue	5,010,662.98	10,253,860.86	15,102,200.00	67.90
404	Renaissance Zone Reimbursement			20,000.00	0.00
437	Industrial Facilities Tax	3,579.12	3,579.12	38,000.00	9.42
MILLAGE INCOME		<u>5,014,242.10</u>	<u>10,257,439.98</u>	<u>15,160,200.00</u>	<u>67.66</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			150,000.00	0.00
553	State Aid Direct			135,000.00	0.00
554	State Aid Indirect			135,000.00	0.00
STATE AID		<u>0.00</u>	<u>0.00</u>	<u>420,000.00</u>	<u>0.00</u>
LIBRARY FEES					
630	Printing Revenue	4,422.81	9,003.56	43,550.00	20.67
631	Non Resident Fees	2,175.00	5,151.00	20,000.00	25.76
LIBRARY FEES		<u>6,597.81</u>	<u>14,154.56</u>	<u>63,550.00</u>	<u>22.27</u>
DONATIONS					
674	Donation Income-Friends/Restricted	18,374.65	20,682.63	19,000.00	108.86
677	Donation Income-Unrestricted	258.34	11,036.57	13,400.00	82.36
DONATIONS		<u>18,632.99</u>	<u>31,719.20</u>	<u>32,400.00</u>	<u>97.90</u>
GRANTS					
540	Grants	7,500.00	15,000.00	15,000.00	100.00
GRANTS		<u>7,500.00</u>	<u>15,000.00</u>	<u>15,000.00</u>	<u>100.00</u>
OTHER INCOME					
632	Lost and Paid Books	4,094.82	7,712.10	30,000.00	25.71
665	Interest Income	38,333.35	72,684.00	400,000.00	18.17
667	RENT INCOME	4,698.67	14,096.01	56,000.00	25.17
673	Sale of Fixed Assets		100.00	3,000.00	3.33
675	Misc Income	1,127.14	2,132.14	9,000.00	23.69
682	Insurance Claim Income			1,000.00	0.00
OTHER INCOME		<u>48,253.98</u>	<u>96,724.25</u>	<u>499,000.00</u>	<u>19.38</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>5,095,226.88</u>	<u>10,415,037.99</u>	<u>16,758,150.00</u>	<u>62.15</u>
<b>Account Category: Expenditures</b>					
SALARIES AND BENEFITS					
702	Salaries	570,592.78	1,053,905.22	7,610,000.00	13.85
714	Unemployment Insurance			3,000.00	0.00
715	FICA EMPLOYER SHARE	42,696.12	78,724.67	570,000.00	13.81
716	HEALTH INSURANCE	63,352.29	167,859.33	882,000.00	19.03
717	Life & Disability Insurance	808.52	1,212.78	6,000.00	20.21
718	Retirement	67,198.78	144,287.98	995,000.00	14.50
719	Prescription Expense	38,970.20	70,567.24	300,000.00	23.52
720	DENTAL INSURANCE	6,333.98	9,098.93	55,000.00	16.54
721	VISION INSURANCE	1,849.90	2,774.85	12,000.00	23.12
722	Workers Comp Insurance		16,830.50	41,700.00	40.36
724	Parking Main Library	4,525.00	13,574.00	54,500.00	24.91
SALARIES AND BENEFITS		<u>796,327.57</u>	<u>1,558,835.50</u>	<u>10,529,200.00</u>	<u>14.80</u>
MATERIALS					
727	Books	77,959.31	148,033.07	1,109,000.00	13.35
728	Periodicals		34,877.43	43,050.00	81.02
729	DVD	20,043.48	42,749.60	222,000.00	19.26
730	Library of Things	5,098.28	5,098.28	54,500.00	9.35
731	Audiobooks	49,119.87	101,625.63	688,500.00	14.76
732	Music	2,384.66	5,162.45	34,500.00	14.96
733	Databases	20,376.38	102,798.01	110,000.00	93.45
734	Subscription Services	350.00	62,510.50	75,250.00	83.07
735	Processing Supplies	1,190.29	7,392.55	29,750.00	24.85
736	Processing Fees	6,162.88	11,192.45	89,000.00	12.58

BOARD FS FOR CAPITAL AREA DISTRICT LIBRARIES

Balance As of 02/28/2026

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

GL Number	Description	Activity For 02/28/2026	YTD Balance 02/28/2026	2026 Amended Budget	% Bdgt Used
<b>Fund: 101 GENERAL FUND</b>					
<b>Account Category: Expenditures</b>					
MATERIALS					
868	Local History Collection			10,000.00	0.00
MATERIALS		182,685.15	521,439.97	2,465,550.00	21.15
SUPPLIES					
740	Office Supplies	5,710.56	12,342.51	85,000.00	14.52
741	Postage Expense	270.50	405.16	6,000.00	6.75
776	Janitorial Supplies	1,244.26	2,418.68	19,900.00	12.15
862	Gas-Delivery Vehicles	1,590.96	3,149.49	20,000.00	15.75
SUPPLIES		8,816.28	18,315.84	130,900.00	13.99
PROFESSIONAL SERVICES					
820	Membership Fees	408.58	11,091.73	27,500.00	40.33
822	CONTRACTUAL SERVICES		1,236.00	0.00	100.00
823	Bank Fees & Services	1,030.10	3,187.13	18,000.00	17.71
825	Collection Agency Fees	701.95	1,132.85	6,000.00	18.88
826	Payroll & Print Service	3,541.27	11,191.04	50,000.00	22.38
827	web Chat Service	895.00	1,790.00	11,000.00	16.27
828	Melcat Delivery Charges		24,755.62	52,000.00	47.61
829	Tutoring Services			3,000.00	0.00
831	Marketing	7,941.40	22,074.56	174,000.00	12.69
832	Programs	10,270.89	13,167.08	113,380.00	11.61
PROFESSIONAL SERVICES		24,789.19	89,626.01	454,880.00	19.70
GOVERNANCE					
805	Legal Services	1,000.00	1,000.00	40,000.00	2.50
806	Per Diem			10,000.00	0.00
807	Memberships - Board	70.00	75.83	1,250.00	6.07
808	Conferences - Board			7,000.00	0.00
809	Audit	4,000.00	4,000.00	28,000.00	14.29
GOVERNANCE		5,070.00	5,075.83	86,250.00	5.89
STAFF DEVELOPMENT					
810	Staff Training	1,583.79	4,326.01	58,250.00	7.43
811	Recruiting Expense			500.00	0.00
812	Hospitality			5,000.00	0.00
813	Employee Recognition			5,000.00	0.00
STAFF DEVELOPMENT		1,583.79	4,326.01	68,750.00	6.29
MAINTENANCE AND UTILITIES					
801	Custodial Services	19,763.11	33,264.91	244,580.00	13.60
802	SECURITY SERVICES	15,385.16	33,148.12	163,090.00	20.33
850	Telephone	1,717.82	3,477.35	22,410.00	15.52
864	Vehicle Maintenance - Delivery	126.35	1,449.65	10,000.00	14.50
922	Steam and Gas	21,470.31	27,742.45	116,500.00	23.81
923	Electricity	18,479.51	19,886.08	219,600.00	9.06
924	Water and Sewer	2,856.82	2,414.89	26,400.00	9.15
925	Trash	722.27	1,342.67	9,790.00	13.71
930	Building Maintenance	8,914.21	27,731.72	141,580.00	19.59
MAINTENANCE AND UTILITIES		89,435.56	150,457.84	953,950.00	15.77
OTHER EXPENSE					
861	Local Travel	87.96	784.82	20,000.00	3.92
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	171.00	360.00	6,000.00	6.00
958	Sales/Use Tax			1,000.00	0.00
959	SPECIAL ASSESSMENT & PROPERTY TAX		15,411.28	4,000.00	385.28
960	Donation Expense Restricted	3,964.84	8,082.30	14,000.00	57.73
961	Donation Expense Unrestricted	431.02	582.98	7,500.00	7.77
OTHER EXPENSE		4,654.82	72,357.73	187,500.00	38.59
TECHNOLOGY EXPENSES					
878	Firewall Upgrade Project		4,813.44	0.00	100.00
895	Internet Access		2,147.40	17,690.00	12.14
896	Internet Access - Hotspots	8,005.85	20,520.51	56,640.00	36.23
898	Computer System Services	390.55	24,316.69	74,270.00	32.74
905	Computer Software	184.83	63,011.53	94,200.00	66.89
906	Computer Hardware	8,102.45	10,117.47	51,700.00	19.57
907	LIBRARY SYSTEMS SOFTWARE		155,370.58	170,650.00	91.05

BOARD FS FOR CAPITAL AREA DISTRICT LIBRARIES

Balance As of 02/28/2026

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

GL Number	Description	Activity For 02/28/2026	YTD Balance 02/28/2026	2026 Amended Budget	% Bdgt Used
<b>Fund: 101 GENERAL FUND</b>					
<b>Account Category: Expenditures</b>					
TECHNOLOGY EXPENSES					
	TECHNOLOGY EXPENSES	16,683.68	280,297.62	465,150.00	60.26
CAPITAL OUTLAY					
873	Building Upgrades			25,000.00	0.00
917	SECURITY CAMERAS			24,020.00	0.00
967	Outreach Projects	1,517.21	5,583.25	70,500.00	7.92
980	Staff Furn & Equipment	3,746.33	5,131.53	26,500.00	19.36
982	BUILDINGS	2,287.63	2,287.63	200,000.00	1.14
987	GRANT EXPENSES		7,500.00	15,000.00	50.00
	CAPITAL OUTLAY	<u>7,551.17</u>	<u>20,502.41</u>	<u>361,020.00</u>	<u>5.68</u>
DEBT SERVICES					
929	SBITA/LEASE PRINCIPAL PAYMENTS			255,000.00	0.00
	DEBT SERVICES	<u>0.00</u>	<u>0.00</u>	<u>255,000.00</u>	<u>0.00</u>
DUE TO FUNDS					
969	DUE TO CAPITAL PROJECTS FUND			800,000.00	0.00
	DUE TO FUNDS	<u>0.00</u>	<u>0.00</u>	<u>800,000.00</u>	<u>0.00</u>
	Expenditures	<u>1,137,597.21</u>	<u>2,721,234.76</u>	<u>16,758,150.00</u>	<u>16.24</u>
Fund 101 - GENERAL FUND:					
	TOTAL REVENUES	5,095,226.88	10,415,037.99	16,758,150.00	62.15
	TOTAL EXPENDITURES	1,137,597.21	2,721,234.76	16,758,150.00	16.24
	NET OF REVENUES & EXPENDITURES:	<u>3,957,629.67</u>	<u>7,693,803.23</u>	<u>0.00</u>	

1 **CAPITAL AREA DISTRICT LIBRARIES**

2 **FIN 102: INVESTMENT POLICY**

3 ~~JUNE 20, 2018~~

4 **MARCH 25, 2026**

5  
6 **Scope of Policy:**

7  
8 The Capital Area District Library derives its authority from 1989 P.A. 24, as last amended,  
9 the District Library Establishment Act, to establish the financial policies it deems appropriate  
10 to conduct its business.

11  
12 It is the policy of The Capital Area District Library to invest its funds in a manner which will  
13 provide the highest investment return with the maximum security while meeting the daily cash  
14 flow needs of The Capital Area District Library and comply with all state statutes governing the  
15 investment of public funds.

16  
17 This investment policy applies to all financial assets of The Capital Area District Library. These  
18 assets are accounted for in the various funds of The Capital Area District Library and include  
19 the general fund, capital project funds, and any new fund established by The Capital Area District  
20 Library.

21  
22 **Objectives:**

23  
24 The primary objectives, in priority order, of The Capital Area District Library's  
25 investment activities shall be:

26  
27 Safety- Safety of principal is the foremost objective of the investment program.  
28 Investments shall be undertaken in a manner that seeks to insure the preservation of  
29 capital in the overall portfolio.

30  
31 Diversification- The investments will be diversified by security type and institution in  
32 order that potential losses on individual securities do not exceed the income generated  
33 from the remainder of the portfolio.

34  
35 Liquidity- The investment portfolio shall remain sufficiently liquid to meet all  
36 operating requirements that may be reasonably anticipated.

37  
38 Return On Investment- The investment portfolio shall be designed with the objective of  
39 obtaining a rate of return throughout the budgetary and economic cycles, taking into  
40 account the investment risk constraints and the cash flow characteristics of the  
41 portfolio.

42  
43 **Delegation of Authority to Invest:**

44  
45 The Finance Director is authorized to invest surplus funds as authorized by PA 20 of 1943,  
46 titled Investment of Funds of Political Subdivisions.

48 All investments must be approved by the Executive Director, or the Director's designee prior  
49 to execution.  
50 The Finance Director, with approval of the Executive Director, may execute investment  
51 transactions through a qualified broker, dealer or financial institution.  
52

53 **Allowed Investments:**

54  
55 US Treasury Notes, Bills, or Bonds  
56 Treasury STRIPS (Separate Trading of Registered Interest and Principal Securities)  
57 Treasury Inflation Protected Securities (TIPS)  
58 US government agency obligations  
59 Certificates of Deposit (CD's)  
60 Savings Accounts  
61 Commercial Paper  
62 Investment Pools  
63

64 **DIVERSIFICATION:**

65  
66 The Finance Director shall diversify the use of investment instruments to avoid incurring  
67 unreasonable risks incurred by over investment in specific instruments, institutions, or  
68 maturities **TO AVOID UNREASONABLE RISK TO THE INVESTMENTS.**  
69

70 ~~With the exception of U.S. Treasury Securities, no more than 60% of the total investment~~  
71 ~~portfolio will be invested in a single security type and no more than 25% may be invested~~  
72 ~~with a single financial institution.~~  
73

74 To reduce interest rate risk, no investment maturity shall exceed 5 years in length.  
75

76 **Qualified Institutions:**

77  
78 Certificates of Deposit and Savings accounts at banking institutions must have a principal or  
79 branch office in Michigan and have earned a four star or higher rating from both Bauer  
80 Financial and Bankrate.com. These ratings shall be monitored quarterly.  
81

82 The Finance Director shall maintain a list of financial institutions authorized to provide  
83 investment services. In addition, a list of all broker/dealers selected by credit worthiness who  
84 are authorized to provide investment services in the State of Michigan will be maintained.  
85

86 **Management Responsibility:**

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88 Management responsibility for the investment program is hereby delegated to the: Finance  
89 Director who shall establish written procedures and internal controls for the operation of the  
90 investment program consistent with this investment policy. Procedures should include references  
91 to: safekeeping, delivery vs. payment, investment accounting, repurchase agreements, wire  
92 transfer agreements, collateral/depository agreements and banking service contracts.  
93

94 No person may engage in an investment transaction except as provided under the terms of this  
95 policy and the procedures established by the Finance Director. The Executive Director shall be

96 responsible for all transactions undertaken and shall establish a system of controls to regulate the  
97 activities of subordinate officials.

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**INVESTMENT POLICY REVIEW:**

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Before executing an order to purchase or trade the funds of The Capital Area District Library, the financial intermediary, broker, or dealer shall be provided with a copy of the Investment Policy and shall acknowledge receipt of the Policy and agree to comply with the terms of the Policy regarding buying or selling of securities by signing the attached form.

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**SAFEKEEPING AND CUSTODY:**

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All security transactions, and financial institution deposits, entered into by The Capital Area District Library shall be on a cash (or delivery vs. payment) basis. Securities may be held by a third party custodian designated by the Finance Director and evidenced by safekeeping receipts as determined by the Finance Director.

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**PRUDENCE:**

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Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

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**ETHICS AND CONFLICTS OF INTEREST:**

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CADL Board members and staff involved in the investment process shall refrain from personal business activity that could conflict with proper execution and management of the investment program, or which could impair their ability to make impartial investment decisions. CADL officers shall disclose any material financial interest in financial institutions that conduct business with the organization, and they shall further disclose any large personal financial or investment positions that could be related to the performance of the investment portfolio. CADL officers shall refrain from undertaking personal investment transactions with the same individual with which business is conducted on behalf of the organization.

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**PERFORMANCE EVALUATION AND REPORTING:**

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The Finance Director shall produce and present to the board of trustees an annual report of all investments in the organization portfolio. The report shall include the amount of the investment, the institution, maturity date, interest rate, insured level, and financial strength star rating as determined by Bauer Financial. This report shall be made in February of each year after the close of the financial books from the prior year.

## 2026 1st Qtr. Budget Adjustment Recommendations

	Original Budget	YTD Actual	Requested Adjustment	Revised Budget	
<b><u>Revenue</u></b>					
<b>Total Revenue</b>	-	-	-	-	
<b><u>Expenditures</u></b>					
<b>Professional Services</b>					
822 - Contractual Services	-	1,236	2,500	2,500	Advent House Grant services
<b>Other Expenses</b>					
989 - Special Assessments & Property Tax	4,000	15,411	13,000	17,000	Tax not anticipated
<b>Technology Expenses</b>					
878 - Firewall Upgrade Project	0	4,813	5,000	5,000	Budget Roll forward 2025
911 - Mobile Training Lab	0	0	51,000	51,000	Budget Roll forward 2025
<b>Capital Projects</b>					
982 - Buildings	200,000	2367.91	95,238	295,238	Budget Roll forward 2025 - LHC
<b>Total Expenses (Under)/Over</b>	204,000	23,829	166,738	370,738	

**Requested (use)/return of Undesignated Fund Bal.** (166,738)

Undesignated Fund Balance 1.1.26	3,005,758
1st Qtr. Adjustment	(166,738)
2nd Qtr. Adjustment	
3rd Qtr. Adjustment	
4th Qtr. Adjustment	
Projected Fund Balance 12.31.26	2,839,020

Leslie Community Grant Proposal  
March 25, 2026

RECOMMENDATION:

Apply for a \$959 Leslie Community Grant from the Len Charitable Fund to Benefit the Leslie Community by the deadline of April 1<sup>st</sup>, 2026. No matching funds are required for CADL.

BACKGROUND:

The *Len Charitable Fund to Benefit the Leslie Community* was established by former Leslie residents and philanthropists Leonard and Marion Len to benefit local Leslie projects and programs. Since 2012, the fund has granted more than \$98,000 for local Leslie projects and programs.

CADL will pursue grant funding offered through the Capital Region Community Foundation, which manages the grant process for the *Len Charitable Fund to Benefit the Leslie Community*. If awarded funding, the monies would be utilized to purchase a Nintendo Switch 2, multi-player games, and accessories for after-school gaming events at the Leslie Library.

Because of its proximity to Woodworth Elementary School and Leslie Middle School, the Leslie Library offers a wide variety of events and activities for many young patrons visiting the library after their school day. Activities and events encourage young patrons to use the library in a positive way and build relationships with staff. Gaming is an activity that encourages social learning, critical thinking, and problem solving. If awarded funding, the Leslie Library will leverage the benefits of gaming to offer weekly gaming programs that will engage young patrons.

**CAPITAL AREA DISTRICT LIBRARIES**  
**HUM 102A - Employee Use of Social Media**  
MARCH 20, 2024

**INTRODUCTION**

CADL recognizes that internet-provided social media can be a highly effective tool for sharing ideas and exchanging information. To this end, CADL has established social media sites to inform Library users about Library programs, events (including those co-sponsored with other organizations), and materials, and to encourage dialogue and the exchange of information and knowledge between users and Library staff about these programs, events, and materials. However, CADL seeks to ensure that its social media use promotes and maintains the integrity of CADL's brand identity while minimizing legal risks. CADL therefore establishes the following rules and guidelines for employees communicating via social media. CADL has the right to monitor employee social media use. Violation of this policy may lead to disciplinary action, up to and including termination of employment.

**I. WHAT IS SOCIAL MEDIA?**

“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).

**II. CONFIDENTIALITY**

CADL employees are bound by the Library Privacy Protection Act and other laws which are in place to ensure patron privacy. Library staff must adhere to the privacy laws and protect patron privacy and confidentiality at all times.

**III. PERSONAL SOCIAL MEDIA USAGE**

Employee use of social media cannot hinder CADL's ability to efficiently provide library services to the public. Unless approved by their supervisor to use personal social media within their job duties for a purpose to benefit the library employees may not use personal social media during their work hours. Such approval is within the supervisor's sole discretion to be determined on a case by case basis.

When using social media, employees remain subject to all CADL policies. Employees are prohibited from posting content on social media that could reasonably be construed as

harassing, bullying, discriminatory, retaliatory, libelous, hostile, obscene, or abusive towards CADL, its patrons, and its employees or otherwise would be in violation of CADL workplace policies against harassment or assault. This includes that employees are prohibited from posting on social media any form of discriminatory action, 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.

Employees are prohibited from taking any action on social media which violates local, state, or federal law.

Employees are prohibited from intentionally or maliciously making false statements regarding CADL, other employees, and/or CADL's services.

If an employee is speaking about a Library related issue for any reason, the employee must identify clearly and prominently that they are speaking as an individual and not on behalf of CADL and that the views are the employee's own views/opinions and are not necessarily those of CADL. Employees are prohibited from using any CADL intellectual property including, but not limited to photographs, videos, graphics, logos, and programming titles.

#### **IV. AUTHORITY FOR WORK-RELATED SOCIAL MEDIA USE**

CADL's Online Content Coordinator or Marketing and Communications Director can directly publish or comment via social media using the CADL name and logo, as outlined in the job descriptions for these positions. All other employees must obtain permission from the Marketing and Communications Director before publishing or commenting via social media on behalf of CADL or using the CADL name and logo. Employees must be aware that information they display or comments they make on library social media sites may be viewed by other users as representing official library sponsored information or comments.

Staff members who wish to contribute content (e.g., writing blog posts, Facebook posts, etc.) should initially contact the Marketing and Communications Director. A discussion about objectives and goals will determine whether 1.) The situation is appropriate for authorizing the staff member to post using the CADL name and logo or 2.) The situation is best suited to submit content for the Marketing and Communications Department to post on behalf of the staff member. Staff members who are authorized to post content on branch specific social media accounts may do so without advanced approval from the Marketing and Communications Department.

CADL recognizes the value that employees can derive from exchanging information with other library professionals through listservs, message boards, etc. All employees must obtain permission from their individual supervisor before participating in social media sites for work-related reasons. If the employee wishes to use the CADL name, logo, or other intellectual property, they must obtain express permission from the Marketing and Communications Director.

Employees using social media for work-related purposes are bound by all CADL workplace policies. Employees may not post content that discriminates based on gender-identity or expression, sexual orientation, race ethnicity, age, religion, weight, or any other legally protected characteristic. Employees may not post any content that could reasonably be construed as harassing, bullying, discriminatory, retaliatory, libelous, hostile, obscene, or abusive.

## **V. RESPONDING TO SOCIAL MEDIA COMMENTS**

CADL encourages thoughtful and respectful engagement in its social media communities regarding the limited subjects of CADL programs, events, and materials.

Marketing and Communications Department staff are expected to proactively monitor and assess commentary about CADL in the digital ecosystem. However, negative comments may go undetected. Employees must immediately notify Marketing and Communications Department staff or a member of the Management Team of any negative social media comments posted in any of CADL's social media communities or in non-CADL communication channels which target CADL, CADL staff, or CADL social media community users.

When comments are removed, CADL will post a statement acknowledging the removal and reasons for removing the comment(s), which will include a link to CADL's social media community guidelines. Marketing and Communications staff will inform the Library Director of removed comments.

In instances when a social media community user is believed to have violated CADL's social media community guidelines in a manner consistent with banning the user, Marketing and Communications staff will provide the Library Director with a detailed incident report. The Library Director will make decisions related to banning users from CADL social media channels. If a user is banned from a CADL social media channel, the user will be informed of the reasons they were banned and the term of the ban.

## **VI. PROTECTED CONDUCT**

The First Amendment provides protections regarding a public employee's right to make certain statements in their individual capacity. Not all statements are protected by the First Amendment and each situation will be evaluated on a case-by-case basis.

CADL respects employees' rights to communicate on their own (or other employees') behalf concerning terms and conditions of employment. Nothing in this policy is intended to interfere with rights afforded to employees under federal and state laws including the National Labor Relations Act.

**CAPITAL AREA DISTRICT LIBRARIES**  
**HUM 241 SUBSTITUTE EMPLOYEES**  
APRIL 23, 2025

1. Purpose Of Substitute Employees - Substitute employees are used to cover positions when regular staff members are absent because of illness, vacation or other approved leave. Substitutes are also used to cover positions while regular staff members attend continuing education programs or prepare for library programs.
2. Qualifications, Hiring, Termination - The qualifications and requirements for substitute employees are the same as those for regular personnel in equivalent positions. The same hiring procedures will be used for substitute employees as for regular personnel. Substitute employees may be terminated at will at the discretion of the Executive Director. Those wishing to terminate employment with Capital Area District Libraries should notify the Executive Director in writing at least two weeks in advance.
3. Wages - The hourly rate for substitute employees will be set by the Board. For substitute library assistants and substitute library clerks the hourly rate is minimum wage or 85% of the current pay rate for those positions (whichever is greater). Substitute employees will be paid their regular hourly rate for mandatory meetings and training sessions. There is no pay for meal breaks.
4. Earned Sick Time – Substitute employees earn one (1) hour of Earned Sick Time for every 30 hours of work. This time can be used to cover a scheduled shift when the substitute is not able to work due to sickness or other qualified reason listed in the HR policy Manual/Earned Sick Time. Substitute employees are subject to all other terms and condition of CADL’s Earned Sick Time Policy as detailed in HUM 231.
5. Hours of Work - There are NO guaranteed hours. Substitute employees will cover only assigned hours and should under no circumstances work more than 28 hours per week. MLS Librarians may not work more than 9 four hour days per month. Other substitutes may not work more than 9 eight hour days per month. The minimum number of hours a substitute can work is 2 hours. Substitute employees who work four hours or more will be entitled to a 15-minute break.
6. Benefits, Credit for Length of Service - Substitute employees are not eligible for benefits and are not covered by the Personnel Manual or the Union contract. If a substitute employee becomes a regular employee, time served as a substitute employee will not apply in determining length of service.
7. Scheduling - Library Heads or Department Supervisors may schedule substitute employees as needed according to budget guidelines.
8. Travel Time and Mileage - Substitute employees are not paid for time spent traveling to their work assignment nor are they reimbursed for commuter mileage. Regular library employees who substitute at locations other than their assigned location are not paid for time spent traveling to the substitute location. They are reimbursed for

the mileage from their home to the substitute location minus their regular commuting mileage from home to work. If the difference is a negative number, the employee is not reimbursed.

**CAPITAL AREA DISTRICT LIBRARIES**  
**HUM 251 TEMPORARY EMPLOYEES**  
March 18, 2015

**1. Purpose of Temporary Employees**

- 1.1 Temporary employees are used to carry out special projects. Temporary employees are also used to cover regular positions that are temporarily unfilled.

**2. Qualifications, Hiring, Termination**

- 2.1 The qualifications and requirements for temporary employees are the same as those for regular personnel in equivalent positions. The same hiring procedures will be used for temporary employees as for regular personnel.
- 2.2 Temporary employees may be terminated at will at the discretion of the Executive Director. Those wishing to terminate employment with Capital Area District Libraries should notify the Executive Director in writing at least two weeks in advance.
- 2.3 Temporary employees may only work for a six month time period.

**3. Wages**

- 3.1 The hourly rates for temporary employees is determined at the time of hire but may not exceed the pay rate for regular personnel in equivalent positions.

**4. Hours of Work**

- 4.1 There are NO guaranteed hours. Temporary employees will cover only assigned hours and should under no circumstances work more than 40 hours per week.

**5. Benefits, Credit for Length of Service**

- 5.1 Temporary employees are not eligible for benefits and are not covered by the Personnel Manual or Union contract. If a temporary employee becomes a regular employee, time served as a temporary employee will not apply in determining length of service.

**6. Scheduling**

- 6.1 Library Heads or Department Supervisors may schedule temporary employees as needed according to budget guidelines.

## **CAPITAL AREA DISTRICT LIBRARIES HUM 301 STUDENT INTERN POLICY**

March 20, 2019

Capital Area District Libraries welcomes requests from students in Masters of Library Science (MLS) and equivalent programs who would like to gain experience or fulfill course requirements by working as an unpaid volunteer at one of our locations.

The person may perform work normally performed by our librarians for a limited time – usually the length of school term. The person will not replace current employees or do work outside basic entry level librarianship.

Any MLS student who would like to become a student intern must complete a Volunteer Application Form. If appropriate, the Human Resources Department will arrange for staff members to interview the candidate and check references. Once this process is completed, the applicant will be notified whether or not their application has been accepted. The Human Resources Department will maintain a file of accepted applications.

Student interns are not considered employees of The Capital Area District Libraries. They receive no pay or benefits for their work.

Each Library Head is responsible for the scheduling and training of their student intern. Scheduling is based on the needs of the library and is done at the sole discretion of the Library Head or Administrative Staff.

Library Heads are responsible for assigning student interns specific tasks.

Student interns are not covered under the Workers Compensation Policy of CADL. If a volunteer is injured while performing volunteer work for the library, 9-1-1 should be called for an emergency vehicle to transport the injured person to the closest medical care facility.

**CAPITAL AREA DISTRICT LIBRARIES**  
**REL 105 VOLUNTEERS**  
March 15, 2017

The Capital Area District Libraries welcomes requests from community members who want to volunteer in community libraries. Volunteers are needed on a year-round basis to perform a variety of tasks.

Volunteers are people who work in the library on a regular basis without pay or benefits. Volunteers may include library friends, community members, boy scouts, girl scouts, honor society members, community mental health clients, people receiving job training from Michigan Works and other agencies, etc.

Community organizations that wish to provide their clients with job experience at CADL need to provide a written statement detailing their responsibilities for screening, training, and supervising those clients. That information needs to be approved by the Human Resources Director before clients may start working at a library.

Any community member who would like to volunteer on a regular basis (and who is not covered by an agreement with a community organization as described above) must fill out a Volunteer Application Form and a Volunteer Waiver. The supervisor will meet with the potential volunteer and send their completed application to the Human Resources Department. The Human Resources Department will perform a background check and will contact the applicant's references. Volunteers who are under the age of 18 and who volunteer on a regular basis must have a valid work permit.

Each supervisor is responsible for the scheduling and training of their volunteers. Scheduling is based on the needs of the library and is done at the sole discretion of the supervisor. The supervisor may end a volunteer's service at any time and for any reason. Supervisors will report the number of hours worked by each volunteer as part of their monthly statistical report.

Supervisors are responsible for assigning volunteers specific tasks. Volunteers may act as greeters, read stories to children, shelve materials, dust shelves, etc. Volunteers may do work that is assigned to library pages but will not normally do work that is performed by other staff. While working, volunteers will wear a badge identifying them as a library volunteer.

Volunteers are not covered under the Workers Compensation Policy of CADL. If a volunteer is injured while performing volunteer work for the library, 9-1-1 should be called for an emergency vehicle to transport the injured person to the closest medical care facility.

CADL will recognize all volunteers who work 10 hours or more during the year for their contributions annually during National Library Week.

# **CAPITAL AREA DISTRICT LIBRARIES**

## **REL 107 GIFTS AND DONATIONS**

March 18, 2015

### **I. Philosophy**

- 1.1 Capital Area District Libraries actively develops and uses supplemental funding sources to help finance enhanced collections, new technologies, expanded or renovated facilities, enriched library programming, and innovative demonstration projects.
- 1.2 These supplemental funding sources include: individual or corporate gifts given directly to the library; funds from local library trusts, foundations, or endowments; funds raised by Library Friends; and grant awards from state and federal governments or private foundations.
- 1.3 Although supplemental funding may play a key role in supporting library services it cannot replace public funds which support basic public library service.
- 1.4 Supplemental funding will always be used in accordance with the Library's mission, values, goals, and policies.
- 1.5 Library Friends play a significant role in providing supplemental funding for library services.

### **2. General**

- 2.1 Capital Area District Libraries welcomes gifts of money, securities, library materials, equipment, furnishing, services, and other items that assist in the provision of library service to the community in accordance with the Library's mission, values, goals, and policies. Major charge cards are also accepted.
- 2.2 Donors may designate their gift to any valid need of the library. These donations will be used for the purposes identified. Any funds in excess of the amount needed will be used for general library purposes. Gifts made for other purposes need to be approved in advance by the Executive Director in consultation with the Library Board.
- 2.3 Capital Area District Libraries reserves the right to refuse any gifts within its discretion that may not be in keeping with its mission, values, goals, and policies.

### 3. Donor Recognition

- 3.1 The Library values and respects its donors. The purpose of the recognition program is to thank donors, to encourage others to give, and to build healthy long-term relationships between the Library and its donors. Every effort will be made to ensure that recognition is timely, meaningful to the donor, appropriate and equitable. Recognition of donors will be bestowed in accordance with established guidelines.
- 3.2 Donations of money and in-kind gifts (except for used books and other library materials) will be recognized by a personalized thank you letter.
- 3.3 Donations made to branch libraries will be recognized on the Donor Plaque at that location.
- 3.4 All donations will be recognized on the Donor Tree at the Downtown Lansing Library according to the following categories:

<u>Amount</u>	<u>Category Name</u>
\$1,000 to \$2,499	Bronze Leaf
\$2,500 to \$4,999	Silver Leaf
\$5,000 to \$9,999	Gold Leaf
\$10,000 to \$24,999	Double Gold Leaf
\$25,000+	Foundation Stone

Pledges may be recognized for the full amount at the time of the pledge.

For the purposes of the donor wall, gifts will be cumulative, starting from the time that a donor database was initiated.

In kind gifts will be recognized at the level designated above and may also be noted as 'in kind'.

Donations given in memory of an individual that accumulate to reach or exceed a Donor Tree level may be acknowledged in the name of the person being memorialized.

Estate gifts may be acknowledged at the time of the receipt of the bequest and may also be noted as 'the estate of.....'.

- 3.5 Donations may be recognized in print material such as newsletters and annual reports.
- 3.6 The Library may consider individual plaques for substantial donations at the discretion of the Executive Director.

- 3.7 Standard bookplates designed by the Library will be placed in solicited and unsolicited books upon request. A special identification bookplate may be made for memorial gifts and major collection donations.
- 3.8 From time to time the Library Board may approve specific naming opportunities associated with major gifts to the Library (valued at \$10,000 or more). Naming opportunities related to buildings and furnishings are the responsibility of the local municipality (see 5.0 below).

#### **4. Donor Information**

- 4.1 All records pertaining to established and potential donors will be kept confidential to the extent allowed by law.
- 4.2 Donors who wish to remain anonymous will be listed as 'Anonymous' on recognition plaques and in library publications.

#### **5. Library Materials**

- 5.1 Gifts of library materials and donations of money or financial assets toward the purchase of materials are accepted only with the explicit understanding that the materials become the exclusive property of Capital Area District Libraries.
- 5.2 Most gifts of library materials are donated to Library Friends groups for resale. Donated materials are only added to CADL's collection if they meet the selection guidelines described in the SER 101 Materials Selection Policy.
- 5.3 The Library will, if requested, provide a written acknowledgment of the receipt of gifts, but in accordance with income tax regulations will leave the determination of a value of the donation to the donor.
- 5.4 Donated funds will only be used to purchase library materials that meet the selection guidelines described in the Materials Selection Policy. The donor, or in the case of memorial money, the family, may be consulted for suggestions or recommendations.
- 5.5 The Library has the sole right to determine how materials are cataloged, labeled, displayed, housed, and otherwise treated.
- 5.6 Materials may be assigned initially to the branch of the donor's choice but may be moved to another location depending upon library needs.
- 5.7 All materials must be available for system wide use as described in the Circulation Policy.

## **6. Real Estate and Personal Property**

- 6.1 The library will accept gifts of real property that support the mission of the library. Such offers will be handled by the Executive Director, who, with the Library Board, will determine the suitability of the gift and work out terms of acceptance that are compatible with library policies, the donor's intent, and applicable laws.
- 6.2 In-kind donations of such as works of art, furniture, equipment, special collections and real property valued at less than \$10,000 will be handled by the Executive Director. In-kind donations valued at \$10,000 or more shall be referred to the Library Board for acceptance. Acceptance of the gift is effective upon delivery.
- 6.3 The Library will only accept gifts that are in usable physical condition. Because of wear, theft and mutilation, the permanence of gifts cannot be guaranteed.
- 6.4 The Library will, if requested, provide a written acknowledgment of the receipt of gifts, but in accordance with income tax regulations will leave the determination of a value of the donation to the donor.
- 6.5 When a gift is no longer desired by the Library it will be disposed of in a manner that best benefits the Library. See FIN 211 Fixed Asset Disposal Policy.
- 6.6 Once a gift is accepted by the library it will not be returned.

## **7. Special Purpose Donations**

- 7.1 The library will accept funds donated for specific purposes that support the mission of the library. Such offers will be handled by the Executive Director, who, with the Library Board, will determine the suitability of the gift and work out terms of acceptance that are compatible with library policies, the donor's intent, and applicable laws.
- 7.2 Donors of funds may suggest specific furniture, equipment, or art work, as well as subjects or titles of collection materials to be acquired with their donation but the Library reserves the right of final selection.

## **8. Corporate Partnership & Sponsorship Policy**

- 8.1 A Corporate Partnership is a documented commercial agreement between Capital Area District Libraries and an outside organization, designed to benefit both parties.
- 8.2 A Corporate Sponsorship is a mutually beneficial agreement between Capital Area District Libraries and an outside organization, wherein an external party

- contributes funds, goods or services to the Library in return for recognition, acknowledgement or other promotional considerations.
- 8.3 Only organizations and arrangements deemed appropriate and compatible with the policies, mission, philosophy and priorities of the Library will be considered for potential partnerships or sponsorships. The Library's reputation must be considered in any agreement.
  - 8.4 Any program undertaken by the Library and any of its partners must respect the Library's commitment to intellectual freedom. Partners cannot influence the selection of materials, nor require explicit endorsement of products or services.
  - 8.5 Partnership agreements which are valued at \$10,000 or less shall be approved by the Executive Director and reported to the Library Board. Partnership agreements which are valued at \$10,000 or more shall be presented to the Library Board for approval.
  - 8.6 Recognition of the partnership or sponsorship and ongoing support will be handled by Capital Area District Libraries staff, in accordance with guidelines set by the Library Board. (See section 3 above.)
  - 8.7 The parameters of any exclusivity agreement shall clearly define the nature, extent and duration of the exclusivity.
  - 8.8 Library reserves the right to terminate an existing partnership if the partner uses Capital Area District Libraries' name outside the parameters of the partnership association, without prior consent; or if the partner develops a public image inappropriate to the Library's service and philosophy.
  - 8.9 Should there be a change in ownership or name or both of a partner during the term of the agreement, Capital Area District Libraries reserves the right to cancel the agreement if the new organization fails to meet any of the principles or conditions outlined in this policy, or in the contractual agreement.

**CAPITAL AREA DISTRICT LIBRARIES  
SER 301 FOREST PARKE LIBRARY AND ARCHIVES**

APRIL 20, 2022

**I. Materials Collection**

**I.1 GENERAL**

I.1.1 The Forest Parke Library and Archives in the basement of the Capital Area District Libraries' Downtown Lansing Library, named for donor and long-time library patron Forest Parke, serves as steward and primary repository for CADL's special historical collections. Most holdings are related to the history of Ingham County.

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

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

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

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

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

**2. Staffing**

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

### **3. Open Hours**

- 3.1 The Forest Parke Library & Archives 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 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 only when a library staff member is present. No member of the public is allowed to be in the room 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.

#### **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. In circumstances when a patron is unable to travel to Downtown Lansing, and with the approval of the Local History Specialist, a small quantity of materials may be placed at a public service desk at any CADL branch location for a limited duration. A patron must leave a driver's license or state id with branch staff and may then access the materials under supervision of the branch staff within their facility.
- 4.3.3 Patrons need to handle items very gently and carefully. Patrons may not fold, write on, or otherwise damage the items. Advice on handling materials will be given to those new

to primary source or rare book research.

- 4.3.4 Handling of fragile materials will be done by Local History staff for a patron. If materials are too fragile, Local History staff will make their best attempt to provide surrogates or references to similar material, but this may not always be possible.
- 4.3.5 Some CADL branch locations hold their own Local History materials. Use of and access to these materials is at the discretion of the branch head, with guidance from the Local History Specialist as needed.

#### 4.4 Notes, Copying, and Recording

- 4.4.1 Scanners, audio recorders and cameras of any type may be used in the Forest Parke Library and Archives with prior approval of the Local History Specialist or their designee. Use of personal equipment may not cause damage to Local History materials.
- 4.4.2 Capital Area District Libraries follows the copyright law of the United States (Title 17, U.S. Code) that governs the making of photocopies or other reproductions of copyrighted material. Copies, print or digital, may be made only when staff time permits. Fees may apply.
- 4.4.3 At the discretion of the Head of Community Outreach, the Local History Specialist or their designee, high resolution reproductions may be made for patrons based on item condition, availability, and staffing.
- 4.4.4 Capital Area District Libraries makes no representation that it is the owner of the copyright in any unpublished manuscript. It is the responsibility of the researcher to obtain permission to publish from the owner of the copyright.

### 5. **Research/Reference Requests**

- 5.1 Local History staff will answer reference questions of a factual nature. Questions that require more in-depth research will be handled only as staff, volunteers, time, and resources allow. The Local History Specialist will determine when appropriate charges may apply for this research.
- 5.2 Local History staff will maintain statistics on reference requests to aid in prioritizing future processing and acquisitions efforts. These records will be kept confidential. See [SER 104 privacy policy](#).

### 6. **Digital Images and Reproductions**

- 6.1 The Local History Room's Digital History Station allows for digitizing Local History material as needed for research purposes. Patrons may also digitize their own material, including but not limited to photographs, slides, negatives, audio, and video recordings.

Guidelines for use of the digital history station are available from the Local History Specialist.

- 6.2 Local History staff may provide copies of digital images as time allows. Patrons may request images through CADL's Local History Online site, via email, phone, or in person, and images may be sent by email or saved to a patron's own USB drive or disk. Flash drives and blank disks are available for sale at the library's service desks.
- 6.3 A Capital Area District Libraries watermark may be added to all digital images and documents.
- 6.4 All personal reuse of digital images (such as posting to social media sites or printing in a family letter) must include a link or citation back to the original resources or collection in Local History Online or CADL. The Local History Specialist will provide instructions for formatting citations and links. See section 4.4.4 regarding patron copyright responsibilities.
- 6.5 Reproductions for commercial use are subject to approval by the Head of Community Outreach or the Local History Specialist. Fees may apply.
- 6.6 Researchers are asked to donate a copy of any completed published item or share a link to any online use of Local History materials.

## **7. Use of the Forest Parke Library & Archives for Meetings**

- 7.1 The Forest Parke Library & Archives may be used for library functions subject to the approval of the Head of Community Outreach or his/her designee. Guidelines for the use and maintenance of the room are available from the Local History Specialist.

## **8. Penalties**

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

## **9. Gifts and Donations**

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