

**CAPITAL AREA DISTRICT LIBRARIES
BOARD MEETING**

5:30 PM, WEDNESDAY, MARCH 25, 2026
LOCAL HISTORY CENTER
2175 UNIVERSITY PARK DRIVE, OKEMOS, MI 48864
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 February 25, 2026](#) (enc – action)
- b. [Disbursements for February 2026](#) (enc – action)

CHAIRPERSON'S COMMENTS

NEW BUSINESS

General

- a. [Aurelius Township Agreement Proposal](#) (enc – action)
- b. [SER 102 Circulation Policy](#) (enc – action)
- c. [SER105B Wireless Access Policy](#) (enc – action)
- d. [Appointment of Board Nomination Committee](#) (enc – chair action)
- e. Legislative Update
- f. Community Contacts

Finance

- a. [February 2026 Financial Report](#) (enc – action)
- b. [FIN 102 Investment Policy](#) (enc – action)
- c. [First Quarter Budget Amendments](#) (enc - action)
- d. Local History Moving RFP (distributed separately)
- e. [Local History Center HVAC RFP](#) (enc - action)
- f. [Leslie Community Grant](#) (enc – action)
- g. [LSTA Grant](#) (enc – action)

DIRECTOR'S REPORT

PUBLIC, STAFF, AND BOARD MEMBER COMMENTS

CLOSED SESSION

Closed session pursuant to MCL 15.268(1)(a) to consider personnel evaluation of Jenny Marr pursuant to her request.

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**

February 25, 2026

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

Members Absent:

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

Others Present:

CALL TO ORDER

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

ROLL CALL

Baer – Present
Bloomquist – Present
Drake – Present
O’Donnell – Present
Smith – Present
Stewart – Present
Vandenboom – Present

Debora Bloomquist made a motion to excuse Mark Stewart from the February 18, 2026, Committee of the Whole Meeting. Ashley Smith seconded the motion. The motion carried.

COMMUNICATIONS

Executive Director Jenny Marr mentioned that CADL received a communication on Brownfield hearings from Lansing regarding construction Downtown, as well as other municipalities in our service area.

A brief discussion was held, and Board members asked questions regarding logistics of the project.

APPROVAL OF AGENDA

Ashley Smith made a motion to move Finance item A to the Consent Agenda. Quinn O’Donnell seconded the motion. The motion carried.

Ashley Smith made a motion to approve the agenda as amended. Julie Vandenboom seconded the motion. The motion carried.

PUBLIC COMMENTS ON AGENDA ITEMS

There were no public comments on agenda items.

CONSENT AGENDA

Quinn O’Donnell made a motion to approve the consent agenda. Mark Stewart seconded the motion. The motion carried.

- a. Approval of Minutes January 28, 2026
This item was approved by consent.
- b. Approval of Closed Session Minutes February 18, 2026
This item was approved by consent.
- c. Disbursements for January 2026
This item was approved by consent.

CHAIRPERSON'S COMMENTS

Brian Baer discussed funds available to the Board for educational experiences. He asked that Board members brainstorm ideas for who they would like to present. He mentioned a previous speaker who presented on diversity for the Board.

PRESENTATION

- a. Executive Director's Annual Evaluation Report - Jenny Marr
 - Executive Director Jenny Marr gave a presentation on her Annual Evaluation Report.
 - 2025 year in review. CADL showed stable engagement in a shifting environment.
 - 5% growth in full access cardholders.
 - Strategic plan was completed.
 - CADL switched vendors for printed books due to the previous vendor going out of business. ED Marr discussed supply chain issues with shipments as well as increased costs due to inflation.
 - Digital circulation is up 6.5%. Library visits have increased 2%. Online Presence has increased with many patrons using the app and website.
 - CADL was a top lender on MelCat in 2025.
 - Diversity audit displays 35% diverse titles, exceeding 25% organizational target.
 - The employee turnover rate was down at the end of 2025 from 2024.
 - ED Marr discussed the purchase of the Local History Center building, the Stockbridge renovation completion, and the addition of a meeting room to the Okemos branch.
 - ED Marr's main goal this year is the Strategic Plan implementation she presented to the Board in January.

Brian Baer asked questions regarding increases in certain statistics. ED Marr and Technology Director Sheryl Know provided insight on the topic.

Quinn O'Donnell reminded everyone about the form due for the Director's evaluation.

NEW BUSINESS

General

- a. GOV 103 Bylaws

A discussion was held regarding per diem and compensation regarding this policy and potential changes made to the bylaws. Board members discussed how additional meetings would factor into this, the new mileage system, previous per diem, and when the implementation of this change in policy would go into effect. ED Marr stated that a form could be created specifically for the Board for mileage.

Mark Stewart made a motion to accept amended GOV 103 Bylaws. Ashley Smith seconded the motion. Six yes, one no. The motion carried.

b. Legislative Update

- The Governor's Budget came out and the State Aid for Libraries is flat, as it has been for the past 8 years.
- ED Marr met with Governor's aides through her work with MLA. A discussion was held regarding the education budget, including for after school program money which public libraries may be able to apply for. Most expenditures go to ISDs.
- The State of the State Governor's address is tonight at 7:00 p.m. ED Marr is curious to see what she has to say regarding literacy.

c. Community Contacts

Sandy Drake attended Friends of the Library meetings at Haslett, Aurelius, Okemos, and Dansville. As well as the Meridian joint Board and Commission meeting with Meridian Branch Head, Tom Moore, where they both spoke.

Debora Bloomquist attended Friends meetings with Sandy Drake and ED Marr's MOU presentation.

Brian Baer attended a Mid-Michigan Environmental Council event at the Broad Art Museum regarding the Big Read.

Finance

a. January 2026 Financial Report

There were no changes to the January 2026 Financial Report that was presented at the February 18 Committee of the Whole Meeting.

This item was approved by consent.

DIRECTOR'S REPORT

- The annual State Aid survey was turned into the Library of Michigan on time.
- ED Marr was invited to the Parchment Community Library on February 16 for a program. She spoke on book banning in Michigan after a viewing of the documentary *The Librarians*. She stated there was a lot of support from this community for libraries.
- On Valentines Day, a CADL Cares event was held; CADL staff handed out food with the Greater Lansing Food Bank at a local church.

PUBLIC, STAFF, AND BOARD MEMBER COMMENTS

Public Comment: Community member Mariah A. addressed the board on the topic of posting flyers at the branches.

Debora Bloomquist thanked Leslie Library Head, Jeff Antaya, for coming to the meeting.

Sandy Drake asked ED Marr to update the Board on the One Grand Read Committee.

Debora Bloomquist shared some final comments regarding the GOV 103 bylaws change.

Brian Baer asked if any Board members would be opposed to having the March Board meeting at the Local History Center. No one opposed, and logistical questions were answered.

ADJOURNMENT

Quinn O'Donnell made a motion to adjourn the meeting. Mark Stewart seconded the motion. The motion carried. The meeting adjourned at 6:34 pm.

CHECK REGISTER FOR CAPITAL AREA DISTRICT LIBRARIES
CHECK DATE 02/01/2026 - 02/28/2026

Check Date	Check	Vendor Name	Description	Amount
Bank MAIN MAIN CASH				
Check Type: EFT Transfer MAIN				
02/05/2026	4292(E)	ACRISURE/44 NORTH	MEDICAL CLAIMS	105.22
02/05/2026	4293-95(E)	AMAZON	Program Supplies, Lables, Laptop Stand,Books	5,131.93
02/05/2026	4296(E)	ANDERSON, LINDSAY	MILEAGE 1/8-1/28/26	46.55
02/05/2026	4297(E)	BOLING JANITORIAL SERVICE INC	1/2026 JANITORIAL SVC	14,990.11
02/05/2026	4298(E)	DELAU FIRE & SAFETY INC	2026 DELAU FIRE MONITORING FOR LHC	780.00
02/05/2026	4299(E)	DELTA DENTAL PLAN OF MICHIGAN	2/2026 DENTAL PREMIUM	231.04
02/05/2026	4300(E)	KANOPY INC	1/2026 PLAY CREDITS	3,279.30
02/05/2026	4301(E)	LAGARDA SECURITY	SECURITY SVCS W/E 2/1/26	3,673.76
02/05/2026	4302(E)	LAWN STARS GROUP LLC	SNOW & ICE MGMT 1/14-1/23/26	2,900.00
02/05/2026	4303(E)	MERS	1/2026 RETIREMENT CONTRIBUTIONS	127,980.35
02/05/2026	4304(E)	MICHIGAN FLEET FUELING SOLUTION	VEHICLE FUEL 1/16-1/31/26	789.17
02/05/2026	4305(E)	MIDWEST COMMUNICATIONS	1/2026 DISPLAY ADS	1,500.00
02/05/2026	4306(E)	MIDWEST TAPE	1/2026 DIGITAL CONTENT,MUSIC,DVDS	51,773.76
02/05/2026	4307(E)	MISSION SQUARE	1/2026 RETIREMENT CONTRIBUTIONS	4,919.17
02/05/2026	4308(E)	OVERDRIVE INC	CONTENT PURCHASE	30,000.00
02/05/2026	4309(E)	PHARMACY DATA MANAGEMENT INC.	1/16-1/31/26 PRESCRIPTION CLAIMS	10,655.12
02/05/2026	4310(E)	STAPLES ADVANTAGE	OFFICE SUPPLIES	1,377.09
02/05/2026	4311(E)	TASC	BENEFITS FUNDING	622.74
02/05/2026	4312(E)	ALERUS FINANCIAL	1/2026 RETIREMENT CONTRIBUTIONS	25,809.40
02/05/2026	4313(E)	ALERUS FINANCIAL	1/2026 RETIREMENT CONTRIBUTIONS	2,842.26
02/05/2026	4314(E)	ALERUS FINANCIAL	1/2026 RETIREMENT CONTRIBUTIONS	2,607.88
02/05/2026	4315(E)	BLUE CROSS BLUE SHIELD OF MICHIC	1/2026 HLTH INS PREMIUM	50,421.12
02/05/2026	4316(E)	BLUE CROSS BLUE SHIELD OF MICHIC	2/2026 HLTH INS PREMIUM	51,269.96
02/05/2026	4317(E)	BOARD OF WATER & LIGHT	401 12/5-1/11/26	17,200.51
02/05/2026	4318(E)	CONSUMERS ENERGY	2175 130 12/9-1/8/26	227.70
02/05/2026	4319(E)	BOARD OF WATER & LIGHT	123 12/8-1/8/26	8,785.03
02/05/2026	4320(E)	CONSUMERS ENERGY	2175 170 12/9-18/26	75.89
02/05/2026	4321(E)	BOARD OF WATER & LIGHT	427 1FL 12/8-1/9/26	83.23
02/05/2026	4322(E)	CONSUMERS ENERGY	2175 160 12/9/25-1/8/26	31.09
02/05/2026	4323(E)	BOARD OF WATER & LIGHT	3500 1/2 12/7-1/8/26	177.30
02/05/2026	4324(E)	CONSUMERS ENERGY	2175 150 12/9-1/8/26	380.89
02/05/2026	4325(E)	BOARD OF WATER & LIGHT	3500 108 12/8-1/8/26	1,346.72
02/05/2026	4326(E)	CONSUMERS ENERGY	2175 180 12/9-1/8/26	28.58
02/10/2026	4327(E)	CONSUMERS ENERGY	2175 140 12/9-1/8/26	207.18
02/10/2026	4328(E)	CONSUMERS ENERGY	2175 120 12/11-1/11/26	349.37
02/10/2026	4329(E)	CONSUMERS ENERGY	201 12/12-1/12/26	721.50
02/10/2026	4330(E)	CONSUMERS ENERGY	4321 1 12/12-1/12/26	184.67
02/10/2026	4331(E)	CONSUMERS ENERGY	4321 3 12/12-1/13/26	562.55
02/10/2026	4332(E)	CONSUMERS ENERGY	4321 4 12/12-1/12/26	275.33
02/10/2026	4333(E)	CONSUMERS ENERGY	4321 2 12/12-1/12/26	552.83
02/10/2026	4334(E)	CONSUMERS ENERGY	427 12/12-1/12/26	21.00
02/10/2026	4335(E)	CONSUMERS ENERGY	145 12/15-1/14/26	1,206.12
02/10/2026	4336(E)	CONSUMERS ENERGY	1379 12/15-1/14/26	243.74
02/10/2026	4337(E)	CONSUMERS ENERGY	401 12/12-1/12/26	21.00
02/10/2026	4338-51(E)	INGRAM LIBRARY SERVICES	BOOKS	11,438.79
02/12/2026	4352(E)	ACRISURE CYBER SERVICES, LLC DBA	2/2026 TEAMS VOICE SUPPORT,PHONE	1,620.00
02/12/2026	4353(E)	ALLEGRA MARKETING PRINT MAIL	BROCHURES	2,430.30
02/12/2026	4354(E)	BOYNTON FIRE SAFETY SERVICE LLC	3RD FLOOR EMERGENCY LEAKING 4" FIRE PIPING F	2,320.00
02/12/2026	4355(E)	BS&A SOFTWARE, INC.	1/2026 CC FEES	131.47
02/12/2026	4356(E)	CHARTER TOWNSHIP OF MERIDIAN	2175 12/10-1/7/26	54.22
02/12/2026	4357(E)	CHRIS POTTS	COOKIES FOR PROGRAM	36.08
02/12/2026	4358(E)	DELHI CHARTER TOWNSHIP	2025 4TH QTR UTILITIES	3,933.57
02/12/2026	4359(E)	ENVISIONWARE INC	MOBILE PRINT FOR 13 BRANCHES 3/1/26-2/28/27	7,848.75

02/12/2026	4360-70(E)	INGRAM LIBRARY SERVICES	BOOKS	8,249.30
02/12/2026	4371(E)	LAGARDA SECURITY	SECURITY SVCS W/E 2/8/26	3,737.21
02/12/2026	4372(E)	LAWN STARS GROUP LLC	SNOW & ICE MGMT 1/26-1/29/26	1,092.00
02/12/2026	4373(E)	MELISSA CRAIN	COOKIES FOR PROGRAM	24.35
02/12/2026	4374(E)	MICHAEL MOORE	MILEAGE 1/6-2/5/26	425.07
02/12/2026	4375(E)	STAPLES ADVANTAGE	OFFICE SUPPLIES	1,916.89
02/12/2026	4376(E)	T-MOBILE	HOTSPOTS 12/21/25-1/20/26	2,140.15
02/12/2026	4377(E)	TASC	BENEFITS FUNDING	849.17
02/12/2026	4378(E)	UNIQUE	1/2026 CHAT SERVICE,PLACEMENTS	1,325.90
02/12/2026	4379(E)	WILSON, AMELIA	MILEAGE 1/3-1/31/26	120.35
02/12/2026	4380(E)	CONSUMERS ENERGY	3500 109B 12/14-1/14/26	275.91
02/12/2026	4381(E)	CONSUMERS ENERGY	2175 HSE 12/18-1/20/26	371.38
02/12/2026	4382(E)	CONSUMERS ENERGY	2175 100 12/18-1/20/26	50.00
02/12/2026	4383(E)	CONSUMERS ENERGY	126 12/16-1/15/26	937.89
02/12/2026	4384(E)	CONSUMERS ENERGY	3500 107B 12/14-1/14/26	404.25
02/12/2026	4392(E)	ACRISURE/44 NORTH	MEDICAL CLAIMS, BUNDLE FEE, PLAN SVGS	38,635.52
02/12/2026	4393-94(E)	AMAZON	PROGRAM SUPPLIES,BOOKS	1,838.28
02/12/2026	4395(E)	BAKER & TAYLOR BOOKS	BOOKS	27.20
02/12/2026	4396(E)	CENGAGE LEARNING INC/GALE	BOOKS	1,063.53
02/12/2026	4397(E)	CONSUMERS ENERGY	115 12/18-1/20/26	267.12
02/12/2026	4398-409(E)	INGRAM LIBRARY SERVICES	BOOKS	10,971.76
02/12/2026	4410(E)	LAGARDA SECURITY	SECURITY SVCS W/E 2/15/26	3,997.35
02/12/2026	4411(E)	LAUREN CLARKE	MILEAGE 2/4-2/12/26	35.67
02/12/2026	4412(E)	LAWN STARS GROUP LLC	SNOW & ICE MGMT 2/2-2/7/26	1,410.00
02/12/2026	4413(E)	MICHIGAN FLEET FUELING SOLUTION	VEHICLE FUEL 2/1-2/15/26	799.53
02/12/2026	4414(E)	MIDWEST TAPE	DVD,MUSIC,AUDIOBOOKS	4,932.01
02/12/2026	4415(E)	OVERDRIVE INC	CONTENT PURCHASE	30,000.00
02/12/2026	4416(E)	PHARMACY DATA MANAGEMENT INC.	PRESCRIPTION CLAIMS 2/1-2/15/26	6,478.59
02/12/2026	4417(E)	PROQUEST LLC	2026 ANCESTRY SUBSCRIP,MIDWEST NEWSSTREAM	12,510.38
02/12/2026	4418(E)	STAPLES ADVANTAGE	OFFICE SUPPLIES	1,072.53
02/12/2026	4419(E)	TASC	BENEFITS FUNDING	1,588.65
02/12/2026	4420(E)	VISION SERVICE PLAN	2/2026 VISION PREMIUM	924.95
02/12/2026	4421(E)	WRITEWISE, INC	2/2026 GAP COVERAGE PREMIUM	808.96
02/19/2026	4385-90(E)	RAMP BUSINESS CORPORATION	*See Next Page	22,160.01
02/19/2026	4391(E)	CONSUMERS ENERGY	3500 109A 12/14-1/14/26	114.80
02/26/2026	4422(E)	ABRAHAM WASHINGTON LLC	3/2026 PARKING	4,520.00
02/26/2026	4423(E)	ACP ENTERTAINMENT	DEPOSIT TRAIN PROGRAM WE 12/12/26	1,122.50
02/26/2026	4424(E)	ACRISURE/44 NORTH	3/2026 METLIFE, MEDICAL CLAIMS	12,206.89
02/26/2026	4425-27(E)	AMAZON	PROGRAM SUPPLIES, BOOKS	1,923.85
02/26/2026	4428(E)	AT&T	4 PHONEBOOKS 2/2026	24.00
02/26/2026	4429(E)	CHARTER TOWNSHIP OF MERIDIAN	4321 9/25-12/29/25	277.90
02/26/2026	4430(E)	DTE ENERGY	117 1/7-2/3/26	173.86
02/26/2026	4431(E)	GRANGER CONTAINER SERVICE INC	2/2026 TRASH SVC	150.41
02/26/2026	4432-50(E)	INGRAM LIBRARY SERVICES	BOOKS	13,814.53
02/26/2026	4451(E)	LAGARDA SECURITY	SECURITY SVCS W/E 2/22/26	4,010.04
02/26/2026	4452(E)	MIDWEST TAPE	MUSIC,DVDS	8,559.55
02/26/2026	4453(E)	PHARMACY DATA MANAGEMENT INC.	CLAIM FEE FOR WRITEWISE 1/1-2/15/26 INVOICING	396.00
02/26/2026	4454(E)	STAPLES ADVANTAGE	OFFICE SUPPLIES	578.51
02/26/2026	4455(E)	TASC	BENEFITS FUNDING	644.77
02/26/2026	4456(E)	GRANGER CONTAINER SERVICE INC	2/2026 TRASH SVC	285.62
02/26/2026	4457(E)	GRANGER CONTAINER SERVICE INC	2/2026 TRASH SVC	91.00
02/26/2026	4458(E)	GRANGER CONTAINER SERVICE INC	2/2026 TRASH SVC	154.36
02/26/2026	4459-60(E)	AMAZON	PROGRAM SUPPLIES, BINS, COFFEE CUPS, BOOKS	1,591.82
02/26/2026	4461(E)	ANDREWS HOOPER PAVLIK PLC	2025 AUDIT SERVICES	4,000.00
02/26/2026	4462(E)	DELTA DENTAL PLAN OF MICHIGAN	1/2026 DENTAL CLAIMS	4,073.20
02/26/2026	4463(E)	FP MAILING SOLUTIONS	POSTAGE METER REFILL	200.00
02/26/2026	4464(E)	GRANGER CONTAINER SERVICE INC	2/2026 TRASH SVC	12.94
Total EFT Transfer:				676,569.75

Check Type: Paper Check MAIN

02/19/2026	57432	ABDO PUBLISHING COMPANY, INC	BOOKS	298.55
02/19/2026	57433	ACTRACE, LLC	BOOKS	1,269.00
02/19/2026	57434	AMERICAN LIBRARY ASSOCIATION	2026 MEMBERSHIP DUES D BLOOMQUIST	70.00
02/19/2026	57435	BENZONIA PUBLIC LIBRARY	The sisters of Sugarcreek	35.99
02/19/2026	57436	BLACK SEEDS ART & WELLNESS, LLC	QUILTMAKER, STORYTELLER, MEMORY KEEPER AT S	400.00
02/19/2026	57437	BLACKSTONE PUBLISHING INC	AUDIOBOOKS	417.49
02/19/2026	57438	CENTRAL BUSINESS SYSTEMS INC	BYPASS COPIES 2025, PRINT COLLECTIONS/COPIES	1,266.35
02/19/2026	57439	CENTRAL SECURITY ALARM INC	2 MOTION DETECTORS INSTALL,MONITORING LHC	509.85
02/19/2026	57440	CHRISTINE GRIFFIN	SOCK KNITTING CLASS SUPPLIES	88.07
02/19/2026	57441	CITY OF BERKLEY: BERKLEY PUBLIC LI	Kim Possible	28.99
02/19/2026	57442	CITY OF EAST LANSING	BALANCE FOR ROOM RENTAL; ECLC EVENT	270.00
02/19/2026	57443	CLARKSTON INDEPENDENCE DISTRIC	Abaddon's Gate	42.00
02/19/2026	57444	EILX	1/2026 METV ROTATOR ADS & BONUS SPOTS	176.00
02/19/2026	57445	GINGER OGILVIE	GENEALOGY 101 (VIRTUAL) 3-7-26	200.00
02/19/2026	57446	GOLDENROD MUSIC	BOOKS	40.47
02/19/2026	57447	GOODYEAR COMMERCIAL TIRE & SER	TIRE ROT&BAL, OIL CHG, VIN 9439,0816,5540,1089	1,449.65
02/19/2026	57448	HASLETT PUBLIC SCHOOLS	UTILITIES/CLEANING 1/2026-3/2026	8,625.12
02/19/2026	57449	HISTORIC VOICES, LLC	FOUNDING MOTHERS (VIRTUAL 3-3-26)	250.00
02/19/2026	57450	HOLT LIONS CLUB	2026 DUES K WALTER	92.00
02/19/2026	57451	HOME DEPOT CREDIT SERVICES	LHC REFRIGERATOR,SALT,DOOR CLOSERS,TILE	1,231.23
02/19/2026	57452	INFOUSA MARKETING INC	REFERENCE SOLUTIONS 1/15/26-1/14/27	17,000.00
02/19/2026	57453	INGHAM COUNTY TREASURER	BOARD REVIEW TAXABLE CHANGES	926.35
02/19/2026	57454	JOHNSON, SARAH WASSBERG	FOOD HISTORIAN (2 VIRTUAL PROGRAMS JAN/FEB 2	500.00
02/19/2026	57455	KHALID EL-HAKIM ENTERPRISES	BLACK HISTORY 101 MOBILE MUSUEM - FEB 28	3,500.00
02/19/2026	57456	LARRY CUSHION TROPHIES & ENGRA	COMMEMORATIVE PLAQUES - HASLETT	45.00
02/19/2026	57457	LEELANAU PRESS	BOOKS	32.00
02/19/2026	57458	LENAWEE DISTRICT LIBRARY	The girl who was taken	23.95
02/19/2026	57459	MARSHALL DISTRICT LIBRARY	The Celestine Prophecy	17.95
02/19/2026	57460	MASON COUNTY DISTRICT LIBRARY	Courage the cowardly dog DVD	10.00
02/19/2026	57461	MASON ROTARY	QUARTERLY DUES OCT-DEC25	215.00
02/19/2026	57462	MICHIGAN LIBRARY ASSOCIATION	SPRING INSTITUTE 1 DAY L CLARKE	200.00
02/19/2026	57463	MILAN PUBLIC LIBRARY	Barak Obama	10.95
02/19/2026	57464	MILLINGTON ARBELA DISTRICT LIBRAI	Seventh Son by Orson Scott Card	17.95
02/19/2026	57465	MIRANDA, ELISHA	REIMBURSE AIRFARE E MIRANDA, A SAVAGE PLA CC	629.79
02/19/2026	57466	MONROE COUNTY LIBRARY SYSTEM	35001440096862 Pat Sloan's tantalizing table toppe	26.99
02/19/2026	57467	MULTI-CULTURAL BOOKS & VIDEOS	BOOKS	470.81
02/19/2026	57468	MURPHY & SPAGNUOLO PC	1/2026 LEGAL SVCS	1,000.00
02/19/2026	57469	NCPH	ANNUAL DUES 4/26-3/27 H BUTLER	84.00
02/19/2026	57470	PLAYAWAY PRODUCTS LLC	AUDIOBOOKS,LAUNCHPAD REPLACEMENTS	209.82
02/19/2026	57471	POTTERVILLE-BENTON TOWNSHIP DI	The Housemaid's Secret	13.00
02/19/2026	57472	PUBLIC LIBRARIES OF SAGINAW	31390016295360 Courage the cowardly dog	19.99
02/19/2026	57473	R & D LANDSCAPE LLC	SNOW & ICE MGMT 1/2026	3,147.68
02/19/2026	57474	RAWSON MEMORIAL DISTRICT LIBRAF	Pilgrims Progress by John Bunyan	17.95
02/19/2026	57475	RICOH USA INC	1/2026 B/W & COLOR COPIES 3RD FLR	164.30
02/19/2026	57476	ROTARY CLUB OF LANSING	1/2026-3/2026 QTR DUES	325.00
02/19/2026	57477	SAVAGE, ANITA	REIMBURSE PROGRAM SUPPLIES	16.95
02/19/2026	57478	SCHINDLER ELEVATOR CORPORATION	MAINT SVC 3/1-5/31/26	2,837.01
02/19/2026	57479	SCHOLASTIC INC	BOOKFLIX SUBSCRIPTION 1/1/26-12/31/26	7,866.00
02/19/2026	57480	SOUTH LANSING BUSINESS ASSOC	2026 MEMBERSHIP DUES M COLE	115.00
02/19/2026	57481	STRICKLAND, DENNIS PAUL	SHAMROCKS 3-13-26 AT AU	549.00
02/19/2026	57482	SWANK MOTION PICTURES, INC.	LICENSE FOR 6 BRANCHES 3/1/26-2/28/27	3,264.00
02/19/2026	57483	UAW LOCAL 2256	1/2026 UNION DUES	5,128.02
02/19/2026	57484	WILX	1/2026 ROTATOR ADS	500.00
02/19/2026	57485	WLNS	1/2026 ADS	1,000.00
Total Paper Check:				66,645.22

MAIN TOTALS:

Total of 227 Checks:

743,214.97

CHECK REGISTER FOR CAPITAL AREA DISTRICT LIBRARIES

CHECK DATE 02/01/2026 - 02/28/2026

Check Date	Check	Vendor Name	Description	Amount
02/19/2026	4385-90(E)	RAMP BUSINESS CORPOR	ANNUAL DUES 2/26-1/27-H GOUPIL	125.00
			WATER DELIVERY STK	17.00
			WATER DELIVERY LE	15.25
			WATER DELIVERY FO	8.25
			WATER DELIVER DA	15.25
			WATER DELIVERY/RENTAL DA	23.25
			WATER COOLER RENTAL 2/2026	95.00
			DL EMERGENCY STEAM LEAK REPAIR	3,041.37
			MAGNET BUTTON SETS	465.39
			PEST CONTROL	71.00
			2/2026-1/2027 SUBSCRIPTION	3,060.00
			ANNUAL DUES-K HORAN-LOCAL HISTORY	31.00
			MEMBERSHIP 2/26-12/31/2026-H BUTLER	35.00
			145 11/14-12/15/25	87.76
			REGISTRATION FEE - FIND THE YETI	25.00
			HEAVY-DUTY ALL-IN-ONE KITCHEN # DG128	1,608.85
			LANSING MAKERS NETWORK PASSES 2026	2,520.00
			CONF APR 2026	475.00
			2026 ANNUAL DUES-K WALTER	150.00
			WORKSHOP-H BUTLER MAR 6 2026	49.00
			CONF MAR 28-29, 2026-J HAMLIN	129.00
			DOOR HANDLE, PUSH BROOM	46.94
			LHC BEAM SECURE	74.87
			LHC ELECTRICAL SUPPLIES	157.17
			GLOVES, PICT HANGERS, MULT-TOOL	69.80
			LHC TABLETOP LAMINATE	532.75
			WALL PATCH,PAINT,LOCK,MAT	176.19
			PAINT SUPPLIES	68.64
			STAIN, PAINT BRUSH, SANDING BLOCK	44.41
			POSTBASE LABELS	70.50
			WE - BOOK-ENDS AGAIN	79.72
			BOOK SUPPORTS	3,166.38
			BALANCE OF WE - BOOK-ENDS AGAIN	0.94
			TS -- COLOR-TINTED LABEL PROTECTORS FOR PBN	81.63
			CSLP 2026 ORDER	594.28
			1/2026 MAT SERVICE	536.69
			PADDINGTON BEAR COSTUME	270.00
			BOOKS	1,145.76
			LH DISPLAY - IRISH DANCE COMPANY	31.68
			1/22-2/21/26 LOH CREATIVE CLOUD	30.00
			2/2026 DIGITAL PHONE LINES AT DL	73.82
			PAYMENT FOR PAGES BEYOND MONTHLY PLAN	34.99
			HOSTING CHARGES	311.70
			2/6-3/5/26 HOSTING MINECRAFT SERVER	29.94
			PATTENGILL YEARBOOKS	27.98
			PICTURE - 1975 LANSING (MI) LAURELS SOFTBALL TEAM (3062599	18.98
			SPRING MGFOA SEMINAR	150.00
			SUBSCRIPTION 2/2-3/2/26	59.90
			1/2026 CLOUD STORAGE	87.07

BLANKS FOR "STAFF PICK" LABELS	29.27
OL1930WR - 1" X 0.5" LABELS - REMOVABLE	20.89
RESTROOM SIGNAGE - ST	104.49
MMOORE SHIRT ORDER PLACED ON RAMP-WAITING FOR CREDIT	82.68
2026 ANNUAL SUBSCRIPTION	144.00
BATH TISSUE	19.04
BATH TISSUE, PAPER TOWEL, SOAP	207.26
PULL TOWEL, BATH TISSUE, SOAP	393.96
PULL TOWEL, BATH TISSUE	81.50
BATH TISSUE, PULL TOWEL	167.65
ONE-MONTH SUBSCRIPTION	9.99
RA BOOKMARK GIVEAWAY TEST RUN	52.18
SEED SHARING RACK CARD	1.38
ON ORDER BOOKMARK	127.48
BLK HST BOOKMARKS	971.36
SIGNAGE SUPPLIES	55.16
BOOKS	55.64
TOOLS AND MAINTENANCE SUPPLIES	175.37
1/2026 RAMP CASHBACK	(320.25)
CREDIT LHC ELECTRICAL SUPPLIES	(142.20)
CREDIT LOCK&DOOR LEVER	(96.94)
	<u>22,160.01</u>

Aurelius Township Proposed Agreement Addendum
March 25, 2026

BACKGROUND:

Aurelius Township has submitted a revised addendum and suggested changes to the Agreement between CADL and Aurelius Township. The changes pertain to maintenance costs at the CADL – Aurelius Branch. Per the agreement, changes to the Agreement need to be approved by both the CADL Library Board of Trustees and the Aurelius Township Board of Trustees.

The following attachments show the original agreement first followed by the proposal sent by Aurelius Township for review.

CAPITAL AREA DISTRICT LIBRARY

LIBRARY AGREEMENT

THIS AGREEMENT, made and entered into this 1st day of January, 1998, by and between the CAPITAL AREA DISTRICT LIBRARY BOARD, "CADL" AND AURELIUS TOWNSHIP "Municipality".

THE PARTIES RECOGNIZE THAT CADL has available certain library services and that the Municipality wishes to utilize those library services for the benefit of its residents.

THE PARTIES AGREE, as follows:

FIRST: A library shall be established and operated by the CADL within the territorial limits of the Municipality which shall be know as the Aurelius Library, the "Community Library".

SECOND: CADL shall provide the Community Library with a Head Librarian and any additional staff which CADL believes the Community Library requires. CADL shall be solely responsible for selecting, appointing, supervising, and paying the Community Library's staff.

THIRD: The Community Library shall be open to the public at least 25 hours per week, excluding holidays. The times that the library is open shall be determined exclusively by the CADL.

FOURTH: CADL shall provide a collection of books and other materials for the Community Library, all of which shall remain the permanent property of CADL. It shall be CADL's exclusive responsibility to select, order, catalog, process, and discard books and other materials for the Community Library

FIFTH: It shall be CADL's exclusive responsibility to establish policies, rules, and regulations governing the Community Library. CADL shall provide the Municipality with copies of proposed policies, rules, and regulations which might be applicable to the operation of the Community Library. CADL shall provide the Municipality with a financial report for the six month period ending June 30th and December 31st each year.

SIXTH: The Municipality, at its sole expense, shall provide quarters, suitable to CADL, for the Community Library, on the ground floor of a building, which meets all federal, state, and local laws, ordinances, regulations, and codes, including handicapper accessibility. The Municipality shall be responsible for maintaining the building and its associated plumbing, electrical, heating, and air-conditioning systems in good working order. The Municipality shall also maintain the exterior of the building including landscape maintenance and snow removal.

SEVENTH: CADL shall be responsible for the Community Library's utilities including telephone, gas, electricity, water, and sewer, and trash removal. CADL shall also be responsible for customary custodial maintenance. CADL shall either pay for these separately metered services directly or reimburse the Municipality for these services using a formula that is agreeable to both parties. CADL shall be responsible for the costs of installing telephone lines, computer cables, and for any changes to the electrical system needed for additional equipment. Any changes to the building shall be approved in advance by the Municipality.

EIGHTH: The Municipality shall retain ownership of all Community Library furniture and equipment that it currently owns and shall maintain that furniture and equipment for Community Library use. An inventory of furniture and equipment owned by the Municipality is attached to this contract. The Municipality shall be responsible for repair and replacement of this furniture. Property owned by CADL and placed in the Community Library shall remain the permanent property of CADL.

NINTH: The Municipality shall, at its own expense, protect, defend, indemnify and save harmless the CADL Board, CADL, and their employees, and agents from all claims, damages, lawsuits, costs and expenses including, but not limited to, loss or damage to CADL's property incurred as a direct or indirect result of any activities, omissions, errors or negligence of the Municipality or its agents and employees.

The Municipality's indemnification responsibilities under this section shall include damages, costs and expenses in excess of those paid out on behalf of or reimbursed to the CADL Board, CADL, and their employees, and agents by the insurance coverage maintained by the Municipality pursuant to the requirements of this agreement.

CADL shall, at its own expense, protect, defend, indemnify and save harmless the Municipality, its Board and its employees and agents, from all claims, damages, lawsuits, costs and expenses, including, but not limited to, loss or damage to the Municipality's property incurred as a direct or indirect result of any activities, omissions, errors or negligence of CADL or its agents and employees. CADL's indemnification

responsibilities under this section shall include, but not be limited to, damages, costs and expenses in excess of those paid out on behalf of or reimbursed to the Municipality and its agents, servants and employees by the insurance coverage maintained by CADL pursuant to the requirements of this Agreement. Each party shall assume the sole responsibility for risk of loss to its property during the terms of this Agreement, except as provided above.

TENTH: Each party shall procure and pay the premium on and keep and maintain during the term of this Agreement adequate personal injury and property damage insurance covering injuries, death and property damage arising out of their respective duties and obligations under this Agreement.

ELEVENTH: The Municipality shall assume the sole responsibility for the risk of loss to its property during the terms of this agreement.

TWELFTH: This Agreement shall become effective on the date on which it is signed by all the authorized representatives of both parties and remain in effect until terminated by either or both parties.

THIRTEENTH: Either party may terminate this Agreement by giving at least ninety (90) days written notice to the other party.

FOURTEENTH: No failure or delay on the part of either party to this Agreement in exercising any right, power, or privilege shall operate as a waiver, nor shall a single or partial exercise of any right, power, or privilege preclude any other or further exercises of any other right, power or privilege.

FIFTEENTH: Modifications, amendments, or waivers of any provision of this Agreement shall be effective only by the written mutual consent of the parties.

SIXTEENTH: If any provision of this Agreement is determined to be invalid, the remainder of this Agreement shall not be affected, except where the invalidity of a provision would result in the illegality or unenforceability of this Agreement.

SEVENTEENTH: The persons signing on behalf of the parties certify by their signatures that they are authorized to sign this Agreement on behalf of the parties and that this Agreement has been authorized by the parties.

WITNESSING THIS DOCUMENT, the authorized representatives of the parties have signed this Agreement on the day and year above written.

WITNESSED:

CAPITAL AREA DISTRICT LIBRARY

_____ Date

By: L. Robert McConnell

Name: L. Robert McConnell

Title: Chairperson

MUNICIPALITY

Carilyn Slusser _____ Date

By: Larry Silsby

Name: Larry Silsby

Title: Supervisor

Carilyn Slusser _____ Date

By: Donna Lawson

Name: Donna Lawson

Title: Clerk

**CAPITAL AREA DISTRICT LIBRARY
LIBRARY AGREEMENT WITH AURELIUS TOWNSHIP
ADDENDUM A**

CADL shall pay for the following maintenance services:

1. Trash Removal at \$6.00 per month.
2. Electrical Services at 29% of the total cost of heating and lighting the building and lighting the parking lot.
3. Custodial Services at \$20.00 per hour for 2.5 hours per week. Custodial services include cleaning, equipment, and all supplies.

Aurelius Township will bill the Capital Area District Library quarterly and provide copies of all electrical bills.

Rates will be reviewed annually and revised as needed.

CAPITAL AREA DISTRICT LIBRARY

LIBRARY AGREEMENT

THIS AGREEMENT, made and entered into this _____ day of _____ 2026, by and between the CAPITAL AREA DISTRICT LIBRARY BOARD, "CADL" AND AURELIUS TOWNSHIP "Municipality".

THE PARTIES RECOGNIZE THAT CADL has available certain library services and that the Municipality wishes to utilize those library services for the benefit of its residents.

THE PARTIES AGREE, as follows:

FIRST: A library shall be established and operated by the CADL within the territorial limits of the Municipality which shall be ~~known~~ **known** as the Aurelius Library, the "Community Library".

SECOND: CADL shall provide the Community Library with a Head Librarian and any additional staff which CADL believes the Community Library requires. CADL shall be solely responsible for selecting, appointing, supervising, and paying the Community Library's staff.

THIRD: The Community Library shall be open to the public at least 25 hours per week, excluding holidays. The times that the library is open shall be determined exclusively by the CADL.

FOURTH: CADL shall provide a collection of books and other materials for the Community Library, all of which shall remain the permanent property of CADL. It shall be CADL's exclusive responsibility to select, order, catalog, process, and discard books and other materials for the Community Library.

FIFTH: It shall be CADL's exclusive responsibility to establish policies, rules, and regulations governing the Community Library. CADL shall provide the Municipality with copies of proposed policies, rules, and regulations which might be applicable to the operation of the Community Library. CADL shall provide the Municipality with a financial report for the six month period ending June 30th and December 31st each year.

SIXTH: The Municipality, at its sole expense, shall provide quarters, suitable to CADL, for the Community Library, on the ground floor of a building, which meets all federal,

state, and local laws, ordinances, regulations, and codes, including handicapper accessibility. The Municipality shall be responsible for maintaining the building and its associated plumbing, electrical, heating, and air-conditioning systems in good working order. The Municipality shall also maintain the exterior of the building including landscape maintenance, ~~and snow removal.~~

SEVENTH: CADL shall be responsible for the Community Library's utilities including telephone, gas, electricity, water, ~~and sewer,~~ snow removal and salting, and trash removal. CADL shall also be responsible for customary custodial maintenance. CADL shall either pay for these separately metered services directly or reimburse the Municipality for these services using a formula that is agreeable to both parties. CADL shall be responsible for the costs of installing telephone lines, computer cables, and for any changes to the electrical system needed for additional equipment. Any changes to the building shall be approved in advance by the Municipality.

EIGHTH: The Municipality shall retain ownership of all Community Library furniture and equipment that it currently owns and shall maintain that furniture and equipment for Community Library use. ~~An inventory of furniture and equipment owned by the Municipality is attached to this contract.~~ The Municipality shall be responsible for repair and replacement of this furniture. Property owned by CADL and placed in the Community Library shall remain the permanent property of CADL.

NINTH: The Municipality shall, at its own expense, protect, defend, indemnify and save harmless the CADL Board, CADL, and their employees, and agents from all claims, damages, lawsuits, costs and expenses including, but not limited to, loss or damage to CADL's property incurred as a direct or indirect result of any activities, omissions, errors or negligence of the Municipality or its agents and employees. The Municipality's indemnification responsibilities under this section shall include damages, costs and expenses in excess of those paid out on behalf of or reimbursed to the CADL Board, CADL, and their employees, and agents by the insurance coverage maintained by the Municipality pursuant to the requirements of this agreement. CADL shall, at its own expense, protect, defend, indemnify and save harmless the Municipality, its Board and its employees and agents, from all claims, damages, lawsuits, costs and expenses, including, but not limited to, loss or damage to the Municipality's property incurred as a direct or indirect result of any activities, omissions, errors or negligence of CADL or its agents and employees. CADL's indemnification responsibilities under this section shall include, but not be limited to, damages, costs and expenses in excess of those paid out on behalf of or reimbursed to the Municipality and its agents, servants and employees by the insurance coverage maintained by CADL pursuant to the requirements of this Agreement. Each party shall assume the sole responsibility for risk of loss to its property during the terms of this Agreement, except as provided above.

TENTH: ~~Each~~ party shall procure and pay the premium on and keep and maintain during the term of this Agreement adequate personal injury and property damage insurance covering injuries, death and property damage arising out of their respective duties and obligations under this Agreement.

ELEVENTH: The Municipality shall assume the sole responsibility for the risk of loss to its property during the terms of this agreement.

TWELFTH: This Agreement shall become effective on the date on which it is signed by all the authorized representatives of both parties and remain in effect until terminated by either or both parties.

THIRTEENTH: Either party may terminate this Agreement ~~be~~ **by** giving at least ninety (90) days written notice to the other party.

FOURTEENTH: No failure or delay on the part of either party to this Agreement in exercising any right, power, or privilege shall operate as a waiver, nor shall a single or partial exercise of any right, power, or privilege preclude any other or further exercises of any other right, power or privilege.

FIFTEENTH: Modifications, amendments, or waivers of any provision of this Agreement shall be effective only by the written mutual consent of the parties.

SIXTEENTH: If any provision of this Agreement is determined to be invalid, the remainder of this Agreement shall not be affected, except where the invalidity of a provision would result in the illegality or ~~unenforceability~~ **unenforceability** of this Agreement.

SEVENTEENTH: The persons signing on behalf of the parties certify by their signatures that they are authorized to sign this Agreement on behalf of the parties and that this Agreement has been authorized by the parties.

WITNESSING THIS DOCUMENT, the authorized representatives of the parties have signed this Agreement on the day and year above written.

WITNESSED:

CAPITAL AREA DISTRICT LIBRARY

_____ Date: By: _____

Name:

Title:

MUNICIPALITY

_____ Date: By: _____

Name:

Title: Supervisor

_____ Date: By: _____

Name:

Title: Clerk

CAPITAL AREA DISTRICT LIBRARY
LIBRARY AGREEMENT WITH AURELIUS TOWNSHIP
ADDENDUM B

CADL shall pay for the following maintenance services:

1. Trash Removal at \$100.00 per month.
2. Electrical Services at 43% of the total cost of heating and lighting the building and lighting the parking lot.
3. Custodial Services at \$375.00 per month. Custodial services include cleaning, equipment, and all supplies.
4. Water cooler at \$20 per month.
5. Snow removal and Salting at 18% of total cost of plowing and salting the parking lot.

Aurelius Township will bill the Capital Area District Library quarterly and provide copies of all electrical bills and snow removal/salting bills.

Rates will be reviewed annually and revised as needed.

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

1
2
3
4
5
6 I. Mission Statement –

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

7
8
9
10
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 18th 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.

1 **CAPITAL AREA DISTRICT LIBRARIES**
2 **SER 105B WIRELESS ACCESS POLICY**
3 ~~**JUNE 25, 2025**~~
4 **MARCH 25, 2026**
5

6 Capital Area District Libraries provides wireless access to the Internet in various ways.
7 This policy explains the scope of and governs those various modes.
8

9 **A. Policy Applicable to All Modes of Wireless Access**

- 10 1. Disclaimer – Users access the wireless Internet at their own risk. The Library is not
11 responsible for equipment malfunction, loss of data, or for any damages to the user's
12 equipment, disks, data, or electronic transactions of any type. Users are responsible
13 for and strongly encouraged to use appropriate and up-to-date security software on
14 their equipment to prevent the infection and spread of computer viruses, Trojans,
15 and other malware.
16
- 17 2. Illegal and Unacceptable Uses – Patrons may access the wireless Internet only for
18 legal uses. Examples of unacceptable uses include but are not limited to the
19 following:
20 ▪ Attempting to crash, degrade performance, or gain unauthorized access to
21 computer systems and networks.
22 ▪ Damaging equipment, software, or data belonging to the Library or other users.
23 ▪ Using the Internet for malicious purposes such as intentionally propagating a
24 virus.
25 ▪ Sending unsolicited advertising.
26 ▪ Attempting to gain or gaining access to another person's files or authorization
27 codes.
28 ▪ Using another person's identification, bar code or pin number, with or without
29 permission.
30 ▪ Using, disclosing, or disseminating personal identification information regarding
31 minors without parental permission.
32 ▪ Displaying obscene material, child pornography, or sexual content that might be
33 harmful to minors.
34 ▪ Harassing other users with messages, prints, or images.
35 ▪ Libeling, slandering, or maliciously offending other users.
36 ▪ Violating copyright laws or software licensing agreements.
37 ▪ Violating federal, state, or local laws, regulations, or ordinances.
38
- 39 3. Staff Assistance – The wireless service has been designed to be easily accessed by a
40 wide range of equipment. Staff will provide the information necessary for users to
41 access the wireless network, and provide assistance in searching and using the
42 library's online information resources.
43
- 44 4. Compliance – Failure to comply with this policy or with library staff directions may
45 result in restriction or termination of the user's library privileges and may result in
46 prosecution under local, state, or federal laws.

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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.~~
ACCESSING OR USING THE LIBRARY’S WIRELESS NETWORK CONSTITUTES ACCEPTANCE OF AND AGREEMENT TO COMPLY WITH THE TERMS OF USE OUTLINED IN THIS POLICY. USERS MAY AUTHENTICATE WITH EDUROAM CREDENTIALS OR AUTHENTICATE ANONYMOUSLY BY ACCEPTING THE TERMS OF USE.
2. Encryption -- The Library’s wireless network services do not encrypt or secure data transfers beyond whatever encryption is provided by the web site or network service accessed by the user. The user accepts the risks and implications of the privacy and security measures employed (or not employed) by the web sites and network services they use.
3. Available Network Services – The wireless service is designed to allow access to standard Internet functions—web sites, email, and FTP. At the sole discretion of the library, software that uses non-standard ports or that poses security risks may be blocked.
4. Devices – The wireless service is designed for use with devices that use standard 802.11 protocols and have a standard web browser. Not all equipment will be compatible. Other devices may or may not work and are not explicitly supported.
5. Sound – Users may not play sound through speakers on their equipment. Personal headphones are permitted, but the volume must be kept low so as not to disturb others. Headphones may be purchased at the library.
6. Bandwidth Limitations – Network bandwidth is shared among many functions and the level of bandwidth available for wireless service is limited. The library does not guarantee any particular level of service.
7. Content Filtering – The wireless service is always filtered in accordance with SER 105 Internet Access Policy. If a user of the wireless service over the age of 18 wants to access content blocked by the filter, they may instead use one of the library’s unfiltered computers.

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

C. Policy Applicable to Borrowed Mobile Hotspot Use

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

1. Authentication – Hotspots are loaned to members in good standing under various loan programs tailored to target audiences. The person who checks out the hotspot is responsible for all uses of the device.
- ~~2. Financial subsidy – The Library may receive funding from the Universal Service Fund’s E-rate Program to subsidize the purchase of hotspot devices and service. E-rate supported equipment and services are intended to be used by patrons who do not have sufficient access to the Internet. By borrowing a mobile hotspot, patrons confirm that their use of the hotspot will be integral, immediate, and proximate to the provision of library services to library patrons.~~
3. Available Network Services – The Internet service on the hotspots is provided by third party cellular network providers. The Library does not restrict what services or ports are available as part of the vendors’ standard service, nor does the Library guarantee any particular services or ports will be available.

- 138 4. Devices – The wireless service is designed for use with devices that use standard
139 802.11 protocols. Not all equipment will be compatible. Other devices may or may
140 not work and are not explicitly supported. Hotspots can support multiple device
141 connections simultaneously.
142
- 143 5. Bandwidth Limitations – The speed and performance of Internet service on the
144 hotspots will vary based on the strength and quality of the cellular signal available on
145 the vendor’s network at the time and location of use. ~~The hotspots are~~
146 ~~provisioned with 4G service and there is no cap on total bandwidth.~~
147 **THERE IS NO CAP ON DATA USAGE.** The cellular network provider
148 actively manages its network resources and may slow down an individual connection
149 when network congestion is present. Network service on the loaned device will be
150 suspended when it becomes overdue.
151
- 152 6. Content Filtering – ~~The wireless service on borrowed hotspots is filtered in~~
153 ~~accordance with SER 105 Internet Access Policy.~~ **THE INTERNET**
154 **SERVICE ON THE HOTSPOTS MAY OR MAY NOT BE FILTERED,**
155 **DEPENDING ON THE LOAN PROGRAM AND TARGET AUDIENCE.**
156 **FILTERED HOTSPOTS ARE LABELED AS SUCH. ADULTS ARE**
157 **ADVISED TO SUPERVISE MINORS WHOM THEY ALLOW TO**
158 **CONNECT TO UNFILTERED HOTSPOTS. IT IS THE SOLE**
159 **RESPONSIBILITY OF A MINOR’S PARENT OR GUARDIAN TO**
160 **DECIDE WHAT THEIR CHILD CAN AND CANNOT ACCESS**
161 **ONLINE. CADL IS NOT RESPONSIBLE FOR THE CONTENT**
162 **ACCESSED.**
163
- 164 7. Location of Service – The Internet service on the hotspots is provided by a third
165 party cellular network provider with coverage and availability throughout Ingham
166 County. However, coverage is not guaranteed. ~~An up-to-date coverage map is~~
167 ~~available via the library’s web site.~~
168
- 169 8. Privacy – The Library does not track the use of the Internet on the hotspots. A link
170 to the privacy policy of the cellular network provider is available on the library’s web
171 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
Fund: 101 GENERAL FUND					
Account Category: Revenues					
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>
Account Category: Expenditures					
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
Fund: 101 GENERAL FUND					
Account Category: Expenditures					
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
Fund: 101 GENERAL FUND					
Account Category: Expenditures					
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:**

87
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.

98
99

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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106

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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113

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	
<u>Revenue</u>					
Total Revenue	-	-	-	-	
<u>Expenditures</u>					
Professional Services					
822 - Contractual Services	-	1,236	2,500	2,500	Advent House Grant services
Other Expenses					
989 - Special Assessments & Property Tax	4,000	15,411	13,000	17,000	Tax not anticipated
Technology Expenses					
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
Capital Projects					
982 - Buildings	200,000	2367.91	95,238	295,238	Budget Roll forward 2025 - LHC
Total Expenses (Under)/Over	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

**Local History Center HVAC Updates
Board Recommendation
March 25, 2026**

VENDOR RECOMMENDATION:

Approve Myers Plumbing & Heating as the selected vendor to provide and install three furnaces and air conditioning units at the Local History Center for \$40,271. Funds are budgeted for this project in the 2026 budget, and the delivery and installation of equipment are scheduled to be completed by the end of June.

REQUEST FOR PROPOSAL:

In March 2026, a Request for Proposal was publicly posted on CADL.org to replace three failed furnaces and AC units at the Local History Center. The following specifications were provided:

- Replace Furnace and AC Units #1, #7, and #8 with comparable equipment
- Reuse existing ducting and venting where applicable
- Inspect the power source to gauge if it is reusable
- Inspect copper lines to gauge if reusable, all original 1997 installations.
- Removal and disposal of old equipment; there may be a discussion about saving functional components at the time of demolition with the CADL representative.
- Work to be done to the current state and local building codes, with all proper permits and supplies by the bidder. The bidder is responsible for compliance with work only on the three units being replaced.

BID TABULATION:

Vendor	Bid	Parts & Permits / Labor	Manufacturer
Myers	\$40,271	\$28,271 / \$12,000	Rheem
T-Mechanical	\$59,795	\$48,815 / \$10,980	Trane
T.H. Eifert	\$116,420	\$61,110 / \$55,320	Not Provided

Myers is recommended for this bid:

- Their bid is the lowest of the three received bids.
- They are a current and long-time CADL vendor working mainly with plumbing and steam-related systems at the Downtown Lansing Library.
- They are a local Lansing area business.

VENDOR BACKGROUND:

- Myers Plumbing & Heating has been serving the Mid-Michigan area for over 20 years. They employ only qualified plumbers, pipefitters and service technicians through the United Association of Plumbers, Pipefitters, Service Technicians, Steam Fitters and Sprinkler Fitters. They are a UA Star Certified Service Company recognized by the Mechanical Service Contractors of America, assuring our customers of the highest skills, levels of training, and quality they deserve.

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 1st, 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.

LSTA Public Library Services Grant Proposal
March 25, 2026

RECOMMENDATION:

Apply for one or more grants up to \$1,500 from the Library of Michigan Public Library Services program. The grant period is from mid-April to August, with expenditures completed by July. Funding is by reimbursement only, no matching funds required. A budget amendment will not be requested unless we are awarded funding.

BACKGROUND:

This LSTA grant program is designed to support public library programming in the areas of literacy, digital access, and/or local history. For 2026, the grant program will fund kits that circulate to the public. Some examples are family literacy outreach backpacks, robotics or electronics kits, digital conversion kits, laptops or family oral history kits. Materials are for circulating to the public but may be used in demonstrations when not in circulation. Funding will be from \$500 to \$1,500 per location, meaning CADL is eligible to apply for multiple branches if needed.