

**CAPITAL AREA DISTRICT LIBRARIES
BOARD MEETING**

5:30 PM, WEDNESDAY, OCTOBER 21, 2026
BOARD ROOM
401 S CAPITOL AVE., LANSING, MI 48933
517-367-6300

Mission Statement:

Empowering our diverse communities to learn, imagine and connect.

AGENDA

CALL TO ORDER

ROLL CALL

COMMUNICATIONS

APPROVAL OF AGENDA (action)

PUBLIC COMMENTS ON AGENDA ITEMS

CONSENT AGENDA (action)

- a. [Approval of Memorandum for September 16, 2026](#) (enc – action)
- b. [Approval of Minutes September 23, 2026](#) (enc – action)
- c. [Approval of Memorandum for October 14, 2026](#) (enc – action)
- d. [Disbursements for September 2026](#) (enc – action)

CHAIRPERSON'S COMMENTS

NEW BUSINESS

General

- a. [2027 Board Meeting Dates](#) (enc – action)
- b. [2027 CADL Closed Days](#) (enc – action)
- c. Dr. L. Robert McConnell Staff Award Selection (distributed separately – action)
- d. Legislative Update
- e. Community Contacts

Finance

- a. [September 2026 Financial Report](#) (enc – action)
- b. [Janitorial Service Contract Recommendation](#) (enc – action)
- c. [Downtown Lansing and South Lansing Libraries Security Service Contract Recommendation](#) (enc – action)

DIRECTOR'S REPORT

PUBLIC, STAFF, AND BOARD MEMBER COMMENTS

ADJOURNMENT

CAPITAL AREA DISTRICT LIBRARIES
COMMITTEE OF THE WHOLE
SEPTEMBER 16, 2026

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

Members Absent: Sandy Drake

Staff Present: Katelyn Whiteman, Julie Laxton, Jenny Marr, Jolee Hamlin, Miriam Mattison, Michael Moore, Thais Rousseau

Others Present: Lindsay Dangl

Call to Order

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

ROLL CALL

Baer – Present
Bloomquist – Present
Drake – Absent with notice
O'Donnell – Present
Smith – Present
Stewart – Present
Vandenboom – Present

Public Comments on Agenda Items

There were no public comments on agenda items.

Ashley Smith congratulated Quinn O'Donnell on being recognized in the Lansing Chamber's "10 Over the Next Ten" recently for her work in the community.

Agenda

There were no changes to the agenda.

Mark Stewart made a motion to approve the agenda. Julie Vandenboom seconded the motion. The motion carried.

Memorandum for May 20, 2026

The Memorandum for May 20, 2026, was received.

Unfinished Business

There was no unfinished business.

General

a. Appoint McConnell Award Committee

Quinn O'Donnell presented the Appoint McConnell Award Committee.

She provided an overview of what the Committee members' duties will be. She stated that Sandy Drake has expressed interest and opened the discussion for Board members.

Debora Bloomquist, Ashley Smith, Mark Stewart, and Julie Vandeenboom all expressed interest in joining.

b. Appoint Director Evaluation Committee

Quinn O'Donnell presented the Appoint Director Evaluation Committee.

She provided an overview of what the Committee members' duties will be. Brian Baer and Mark Stewart expressed interest in joining this Committee. One member is still needed, Board members to contact Quinn O'Donnell if any interest comes up.

Finance

a. Preliminary August 2026 Financial Report

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

b. MERS Actuarial Report

FD Mattison presented the MERS Actuarial Report.

She provided the Executive Summary of the report as well as some additional supporting information. She went over the funded ratio, the employees quoted rates from MERS, required contributions, and liability. A brief discussion was held regarding the funded ratio. Quinn O'Donnell thanked FD Mattison for her explanation, even though it is a complex topic, and making it easy for the Board to understand and discuss.

Policies – No changes, for review only

- a. HUM 103 Travel Policy
- b. HUM 106 Service Club Membership
- c. HUM 107 Harassment Policy
- d. HUM 107a Sexual Assault Policy
- e. HUM 108 Nepotism Policy
- f. HUM 110 Worker's Compensation

Mark Stewart asked if the Audit firm and Legal Counsel review these policies annually, to which both questions were answered yes.

No other questions or comments.

Closed Session

Mark Stewart made a motion for a closed session to be convened to consider material exempt from disclosure pursuant to MCL 15.268(h) and MCL 15.243(1)(g), and that Lindsay Dangl, Jenny Marr, and Jolee Hamlin are invited to attend. Brian Baer seconded the

motion.

A roll call vote was held:

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

The Board moved into its closed session at 5:54p.m.

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

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

The agenda resumed at 6:16p.m.

Rise and Report

The meeting was adjourned at 6:17p.m.

**CAPITAL AREA DISTRICT LIBRARIES
BOARD MEETING
SEPTEMBER 23, 2026**

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

Members Absent: Sandy Drake, Ashley Smith

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

Others Present: David McCarthy

CALL TO ORDER

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

ROLL CALL

Baer – Present
Bloomquist – Present
Drake – Absent with notice
O'Donnell – Present
Smith – Absent with notice
Stewart – Present
Vandenboom – Present

Julie Vandenboom made a motion to excuse Sandy Drake from the September 16, 2026, Committee of the Whole Meeting and to excuse Sandy Drake and Ashley Smith from the September 23, 2026, Board Meeting. Mark Stewart seconded the motion. The motion carried.

COMMUNICATIONS

Aurelius Township mailed a letter officially rescinding and cancelling the 90-day contract termination letter.

APPROVAL OF AGENDA

Mark Stewart made a motion to add the Approval of Closed Session Minutes September 16, 2026, to the Agenda and to move Finance item(s) A and the September 16, 2026, Closed Session Minutes to the Consent Agenda. Brian Baer seconded the motion. The motion carried.

Brian Baer made a motion to approve the agenda as amended. Debora Bloomquist seconded the motion. The motion carried.

PUBLIC COMMENTS ON AGENDA ITEMS

There were no public comments on agenda items.

CONSENT AGENDA

Brian Baer made a motion to approve the consent agenda. Julie Vandenboom seconded the motion. The motion carried.

- a. Approval of Minutes August 26, 2026

This item was approved by consent.

- b. Disbursements for August 2026

This item was approved by consent.

CHAIRPERSON'S COMMENTS

There were no Chairperson comments.

NEW BUSINESS

General

- a. Appoint McConnell Award Committee

Quinn O'Donnell presented the Appoint McConnell Award Committee.

She appointed Sandy Drake, Debora Bloomquist and Ashley Smith to the McConnell Award Committee. She thanked the appointed Board members for their upcoming work on this Committee.

- b. Appoint Director Evaluation Committee

Quinn O'Donnell presented the Appoint Director Evaluation Committee.

She appointed Mark Stewart, Brian Baer and Julie Vandenboom to the Director Evaluation Committee. She thanked the appointed Board members for their upcoming work on this Committee.

- c. Approval of Closed Session Minutes September 16, 2026

This item was approved by consent.

- d. Legislative Update

- Not much is happening legislatively, post summer and pre-election.
MLA is looking into updating the draft of the Freedom to Read bill, preparing for January in the case of resubmitting.

- e. Community Contacts

Debora Bloomquist attended the Aurelius Township Board of Trustees meeting and was pleased to see that the new water fountain has been installed.

Mark Stewart asked about the water quality, and a brief discussion was held.

Finance

- a. August Financial Report

There were no changes to the August 2026 Financial Report that was presented at the September 16, 2026, Committee of the Whole Meeting.

This item was approved by consent.

DIRECTOR'S REPORT

- Executive Director Jenny Marr attended the Upper Peninsula Region of Library Cooperation Conference (UPRLC) September 21-23, 2026. She was there representing CADL and was on a leadership panel.
- One Grand Read is this Sunday, September 27, 2026, at 2p.m. at Kellogg.
- There have been many events and programs leading up to OGR including Zeke the Wonderdog, Memoir Writing Workshop, as well as many branches hosting book clubs.
- Other upcoming events include an Author Visit at 2pm. on October 11th, 2026, at the MSU Broad Art Museum with Michael Finkel, registration is available on cadl.org
- The Haslett branch will be hosting Birds of Michiana: A Narrated Slide Show with Wayne Pope.
- America 250 programming will continue throughout the rest of the year.
- Local History Center updates:
 - Programs include Heritage Fiber Crafts, MSU Digitizing Saints' Rest, and many more to come.
 - They have received the digitization hub equipment and have started installing and training. Staff are excited to use the equipment to learn and prepare. Once they are comfortable with it, they will start promoting it for usage.
 - LHC staff and ED Marr are attending the Mid-Michigan Local History Conference in October at the Library of Michigan.
- With the fall season starting, there are many seasonal programs happening. See the full program guide on cadl.org.

PUBLIC, STAFF, AND BOARD MEMBER COMMENTS

Public Comment: David McCarthy spoke on the following topics, Forest Parke Library and the Clarence H. Rosa Building.

Board members thanked him for his comments.

ADJOURNMENT

Brian Baer made a motion to adjourn the meeting. Mark Stewart seconded the motion. The motion carried. The meeting adjourned at 5:48p.m.

CAPITAL AREA DISTRICT LIBRARIES
COMMITTEE OF THE WHOLE
OCTOBER 14, 2026

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

Members Absent:

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

Others Present: Lindsay Dangi

Call to Order

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

ROLL CALL

Baer – Present

Bloomquist – Present

Drake – Present

O'Donnell – Present

Smith – Present

Stewart – Present

Vandenboom – Present

Public Comments on Agenda Items

There were no public comments on agenda items.

Agenda

There were no changes to the agenda.

Ashley Smith made a motion to approve the agenda. Mark Stewart seconded the motion. The motion carried.

Quinn O'Donnell noted the new procedure for reviewing and approving minutes. Instead of memorandums and minutes appearing on the next respective meeting agenda, they will appear at the next scheduled meeting regardless of meeting type (COW, Regular, Special, etc.). This will help shorten the time for Board members between the meeting and the review of the proposed minutes.

Memorandum for September 16, 2026

The Memorandum for September 16, 2026, was received.

Review Minutes for September 23, 2026

The Minutes for September 23, 2026, were reviewed.

Unfinished Business

There was no unfinished business.

General

a. 2027 Board Meeting Dates

Executive Director Jenny Marr presented the 2027 Board Meeting Dates. Discussion about the dates followed, no changes proposed.

b. 2027 CADL Closed Days

ED Marr presented the 2027 CADL Closed Days. Marr noted where holidays fell on weekends and therefore had observed days scheduled during the week.

c. 2027 Budget Timeline and Proposed Special Meeting

ED Marr presented the 2027 Budget Timeline and Proposed Special Meeting. The Board members are available for the proposed special meeting date/time. Marr will follow the OMA procedures for posting a special meeting.

d. Dr. L. Robert McConnell Staff Award Selection

Ashley Smith presented the Dr. L. Robert McConnell Staff Award Selection on behalf of the committee.

Finance

a. Preliminary September 2026 Financial Report

Finance Director Miriam Mattison presented the preliminary financial report ending September 30, 2026, to the Board.

b. Janitorial Service Contract Recommendation

Operations Director Michael Moore presented the Janitorial Service Contract Recommendation.

c. Downtown Lansing and South Lansing Libraries Security Service Contract Recommendation

Operations Director Michael Moore presented the Downtown Lansing and South Lansing Libraries Security Service Contract Recommendation.

Policies – No changes, for review only

- a. GOV 202 Strategic Plan
- b. GOV 220A FOIA Policy
- c. GOV 220B FOIA Policy Procedures and Guidelines
- d. GOV 220C FOIA Policy Cost Itemization
- e. HUM 104 Equal Employment
- f. HUM 302 SSN Privacy Policy

Rise and Report

The meeting was adjourned at 5:54 p.m.

CHECK REGISTER FOR CAPITAL AREA DISTRICT LIBRARIES

CHECK DATE 09/01/2026 - 09/30/2026

Check Date	Check	Vendor Name	Description	Amount
Bank MAIN MAIN CASH				
Check Type: EFT Transfer MAIN				
09/03/2026	5583(E)	ACRISURE CYBER SERVICES, LLC DBA	9.2026 TEAMS VOICE SUPPORT	399.00
09/03/2026	5584(E)	ACRISURE/44 NORTH	9/2026 METLIFE, MEDICAL CLAIMS	4,678.74
09/03/2026	5585(E)	ALLEGRA MARKETING PRINT MAIL	ONE GRAND READ BOOKMARKS AND PROGRAM GUI	438.05
09/03/2026	5586-88(E)	AMAZON	*See Next Page	4,636.73
09/03/2026	5589(E)	BOARD OF WATER & LIGHT	123 6/8-7/9/26	3,290.42
09/03/2026	5590(E)	BOLING JANITORIAL SERVICE INC	8.2026 JANITORIAL SVCS	15,240.11
09/03/2026	5591(E)	DTE ENERGY	117 7/8-8/5/26	515.07
09/03/2026	5592-06(E)	INGRAM LIBRARY SERVICES	BOOKS	12,817.42
09/03/2026	5607(E)	JULIE LAXTON	MILEAGE 7/10-8/25/26	274.74
09/03/2026	5608(E)	KANOPY INC	8.2026 PLAY CREDITS	3,247.85
09/03/2026	5609(E)	LAGARDA SECURITY	SECURITY SVCS W/E 8/23/26	3,737.21
09/03/2026	5610(E)	LAUREN CLARKE	MILEAGE 8/18-8/19/26	57.46
09/03/2026	5611(E)	LIBRARYONE DIGITAL INC.	CONTENT CAFE 9/1/26-8/31/27	2,939.47
09/03/2026	5612(E)	MARISELA GARZA	ALA/ALSC MEMBERSHIP 8/26-7/27-LEADERSHIP	180.00
09/03/2026	5613(E)	MERS	8.2026 RETIREMENT CONTRIBUTIONS	95,942.45
09/03/2026	5614(E)	MICHIGAN FLEET FUELING SOLUTIONS	VEHICLE FUEL 8/15-8/31/26	1,198.13
09/03/2026	5615(E)	MIDWEST COMMUNICATIONS	8.2026 PEOPLE-BASED CAMPAIGN	3,750.00
09/03/2026	5616(E)	MIDWEST TAPE	8.2026 DIGITAL CONTENT, MUSIC, DVD	48,951.30
09/03/2026	5617(E)	PHARMACY DATA MANAGEMENT INC.	PRESCRIPTION CLAIMS 8/16-8/31/26	6,047.30
09/03/2026	5618(E)	ROBERT CHARTRAND	PROGRAM SNACKS, SUPPLIES	107.62
09/03/2026	5619(E)	STAPLES ADVANTAGE	OFFICE SUPPLIES	788.82
09/03/2026	5620(E)	TASC	BENEFIT FUNDING	713.06
09/03/2026	5621(E)	CONSUMERS ENERGY	2175 130 7/9-8/6/26	85.62
09/03/2026	5622(E)	CONSUMERS ENERGY	2175 140 7/9-8/6/26	56.34
09/03/2026	5623(E)	CONSUMERS ENERGY	2175 150 7/9-8/6/26	412.93
09/03/2026	5624(E)	CONSUMERS ENERGY	2175 160 7/9-8/6/26	45.54
09/03/2026	5625(E)	CONSUMERS ENERGY	2175 170 7/9-8/6/26	136.89
09/03/2026	5626(E)	CONSUMERS ENERGY	2175 180 7/9-8/6/26	76.68
09/03/2026	5627(E)	CONSUMERS ENERGY	2175 120 7/13-8/10/26	50.50
09/03/2026	5628(E)	CONSUMERS ENERGY	201 7/14-8/11/26	472.37
09/03/2026	5629(E)	CONSUMERS ENERGY	4321 4 7/14-8/11/26	305.95
09/03/2026	5630(E)	CONSUMERS ENERGY	4321 1 7/14-8/11/26	488.32
09/03/2026	5631(E)	CONSUMERS ENERGY	4321 2 7/14-8/11/26	676.16
09/03/2026	5632(E)	CONSUMERS ENERGY	4321 3 7/14-8/11/26	430.41
09/03/2026	5633(E)	EMPOWER RETIREMENT	8.2026 RETIREMENT CONTRIBUTIONS	782.72
09/03/2026	5634(E)	EMPOWER RETIREMENT	8.2026 RETIREMENT CONTRIBUTIONS	782.72
09/03/2026	5635(E)	EMPOWER RETIREMENT	8.2026 RETIREMENT CONTRIBUTIONS	144.35
09/03/2026	5636(E)	EMPOWER RETIREMENT	8.2026 RETIREMENT CONTRIBUTIONS	144.35
09/03/2026	5637(E)	EMPOWER RETIREMENT	8.2026 RETIREMENT CONTRIBUTIONS	481.70
09/03/2026	5638(E)	EMPOWER RETIREMENT	8.2026 RETIREMENT CONTRIBUTIONS	481.70
09/03/2026	5639(E)	EMPOWER RETIREMENT	8.2026 RETIREMENT CONTRIBUTIONS	268.80
09/03/2026	5640(E)	EMPOWER RETIREMENT	8.2026 RETIREMENT CONTRIBUTIONS	268.80
09/03/2026	5641(E)	EMPOWER RETIREMENT	8.2026 RETIREMENT CONTRIBUTIONS	8,543.61
09/03/2026	5642(E)	EMPOWER RETIREMENT	8.2026 RETIREMENT CONTRIBUTIONS	8,377.12
09/10/2026	5643(E)	ACRISURE/44 NORTH	MEDICAL CLAIMS	4,286.35
09/10/2026	5644-46(E)	AMAZON	*See Next Page	2,313.71
09/10/2026	5647(E)	CHARTER TOWNSHIP OF MERIDIAN	2175 7/1-8/3/26	55.58
09/10/2026	5648(E)	DELTA DENTAL PLAN OF MICHIGAN	9/2026 DENTAL PREMIUM	227.43
09/10/2026	5649-61(E)	INGRAM LIBRARY SERVICES	BOOKS	9,979.02
09/10/2026	5662(E)	JULIE LAXTON	MUFFINS FOR V MEADOWS SEND OFF	17.37
09/10/2026	5663(E)	LAGARDA SECURITY	SECURITY SVCS W/E 8/30/26 & 9/6/26	7,377.24

09/10/2026	5664(E)	MICHAEL MOORE	MILEAGE 8/1-9/3/26	429.55
09/10/2026	5665(E)	MIDWEST TAPE	DVD, MUSIC	3,389.57
09/10/2026	5666(E)	MISSION SQUARE	8.2026 RETIREMENT CONTRIBUTIONS	3,346.48
09/10/2026	5667(E)	STAPLES ADVANTAGE	OFFICE SUPPLIES	286.74
09/10/2026	5668(E)	T-MOBILE	HOTSPOTS 7/21-8/20/26	1,954.85
09/10/2026	5669(E)	TASC	BENEFITS FUNDING	774.18
09/10/2026	5670(E)	UNIQUE	8.2026 CHAT SVC, PLACEMENTS	1,569.15
09/10/2026	5671(E)	BOARD OF WATER & LIGHT	427 1FL 7/10-8/9/26	75.62
09/10/2026	5672(E)	BOARD OF WATER & LIGHT	401 7/5-8/11/26	1,038.22
09/10/2026	5673(E)	BOARD OF WATER & LIGHT	123 7/10-8/8/26	14,158.00
09/10/2026	5674(E)	BOARD OF WATER & LIGHT	3500 108 7/10-8/8/26	1,640.03
09/10/2026	5675(E)	BOARD OF WATER & LIGHT	3500 1/2 7/9-8/7/26	213.62
09/10/2026	5676(E)	CONSUMERS ENERGY	1379 7/16-8/13/26	206.43
09/10/2026	5677(E)	CONSUMERS ENERGY	126 7/17-8/16/26	400.32
09/10/2026	5678(E)	CONSUMERS ENERGY	145 7/16-8/13/26	1,244.66
09/10/2026	5679(E)	CONSUMERS ENERGY	3500 107b 7/16-8/13/26	21.00
09/10/2026	5680(E)	CONSUMERS ENERGY	427 7/15-8/13/26	21.00
09/10/2026	5681(E)	CONSUMERS ENERGY	401 7/15-8/12/26	23.70
09/10/2026	5682(E)	CONSUMERS ENERGY	3500 109b 7/16-8/13/26	21.00
09/10/2026	5683(E)	CONSUMERS ENERGY	3500 109a 7/16-8/13	21.00
09/10/2026	5684(E)	CONSUMERS ENERGY	2175 100 7/21-8/18/26	21.00
09/10/2026	5685(E)	CONSUMERS ENERGY	2175 hse 7/21-8/18/26	102.88
09/17/2026	5686(E)	ACRISURE CYBER SERVICES, LLC DBA	9.2026 TEAMS PHONE LIC	1,221.00
09/17/2026	5687(E)	ACRISURE/44 NORTH	9.2026 BUNDLE FEE, MEDICAL CLAIMS	3,941.22
09/17/2026	5688(E)	ALLEGRA MARKETING PRINT MAIL	ADDL OGR BOOKMARKS, PROGRAM GUIDES	2,322.25
09/17/2026	5689(E)	BOYNTON FIRE SAFETY SERVICE LLC	SL, OK FIRE ALARM INSPECTION, TESTING	2,975.00
09/17/2026	5690(E)	BREAKOUT, INC	BREAKOUT EDU RENEWAL AUG 2026	99.00
09/17/2026	5691(E)	BS&A SOFTWARE, INC.	8.2026 CC FEES	320.64
09/17/2026	5692(E)	CENGAGE LEARNING INC/GALE	BOOKS	441.90
09/17/2026	5693(E)	CONSUMERS ENERGY	115 7/22-8/18/26	21.00
09/17/2026	5694-03(E)	INGRAM LIBRARY SERVICES	BOOKS	8,163.54
09/17/2026	5704(E)	KATHERINE ZAYKO	MILEAGE 5/6-6/25/26	113.18
09/17/2026	5705(E)	LAGARDA SECURITY	SECURITY SVCS W/E 9/13/26	3,337.48
09/17/2026	5706(E)	MICHIGAN FLEET FUELING SOLUTIONS	VEHICLE FUEL 9/1-9/15/26	957.55
09/17/2026	5707(E)	MIDWEST TAPE	DVD	232.98
09/17/2026	5708(E)	ROBERT CHARTRAND	MILEAGE 6/3-6/22/26	87.29
09/17/2026	5709(E)	SAVAGE, ANITA	MILEAGE 8/4-8/27/26	55.33
09/17/2026	5710(E)	STAPLES ADVANTAGE	OFFICE SUPPLIES	2,117.72
09/17/2026	5711(E)	STEWART, MARK	BOARD STIPEND 4/13-8/26/26	360.00
09/17/2026	5712(E)	TASC	BENEFITS FUNDING	903.80
09/17/2026	5713(E)	TRANE U.S. INC	SERVICE 8/1-10/31/26	1,431.00
09/17/2026	5714(E)	VISION SERVICE PLAN	9.2026 VISION PREMIUM	896.49
09/17/2026	5715(E)	EMPOWER RETIREMENT	9.2026 RETIREMENT CONTRIBUTIONS	782.72
09/17/2026	5716(E)	EMPOWER RETIREMENT	9.2026 RETIREMENT CONTRIBUTIONS	144.35
09/17/2026	5717(E)	EMPOWER RETIREMENT	9.2026 RETIREMENT CONTRIBUTIONS	481.70
09/17/2026	5718(E)	EMPOWER RETIREMENT	9.2026 RETIREMENT CONTRIBUTIONS	268.80
09/17/2026	5719(E)	EMPOWER RETIREMENT	9.2026 RETIREMENT CONTRIBUTIONS	8,394.77
09/19/2026	5720-23(E)	RAMP BUSINESS CORPORATION	*See Next Page	13,332.36
09/24/2026	5724(E)	ABRAHAM WASHINGTON LLC	10/2026 PARKING	4,520.00
09/24/2026	5725(E)	ACRISURE/44 NORTH	8.2026 PLAN SVGS, INT'L PHARMACY, MED CLAIMS	11,507.12
09/24/2026	5726(E)	ADOBE SYSTEMS INCORPORATED	ADOBE CREATIVE CLOUD SUBS 2026/7	2,939.16
09/24/2026	5727-28(E)	AMAZON	*See Next Page	2,579.86
09/24/2026	5729(E)	AT&T	4 PHONE BOOKS 9/2026	24.00
09/24/2026	5730(E)	BEOTIS CREATIVE LLC	OGR AUTHOR EVENT SEPT 27 & 28, 2026	21,500.00
09/24/2026	5731(E)	DELTA DENTAL PLAN OF MICHIGAN	8.2026 DENTAL CLAIMS	5,625.00
09/24/2026	5732-39(E)	INGRAM LIBRARY SERVICES	BOOKS	8,376.84
09/24/2026	5740(E)	JACALYN MCDONALD	D&W BUTTER PROGRAM SUPPLY REIMBURSEMENT	32.54
09/24/2026	5741(E)	LAGARDA SECURITY	SECURITY SVCS W/E 9/20/26	3,787.97

09/24/2026	5742(E)	MIDWEST TAPE	DVD,MUSIC	4,693.31
09/24/2026	5743(E)	OVERDRIVE INC	CONTENT PURCHASE	30,000.00
09/24/2026	5744(E)	PHARMACY DATA MANAGEMENT INC.	PRESCRIPTION CLAIMS 9/1-9/15/26	9,638.05
09/24/2026	5745(E)	PROQUEST LLC	2027 LSJ MICROFILM	525.00
09/24/2026	5746(E)	QUILL CORPORATION	OFFICE SUPPLIES	63.21
09/24/2026	5747(E)	RECAST SOFTWARE INC	2026/7 RIGHT CLICK TOOLS RENEWAL	2,074.20
09/24/2026	5748(E)	STAPLES ADVANTAGE	OFFICE SUPPLIES	776.47
09/24/2026	5749(E)	TASC	BENFITS FUNDING	852.67
09/24/2026	5750(E)	BLUE CROSS BLUE SHIELD OF MICHIG	10.2026 HEALTH INS PREMIUM	48,553.67
09/24/2026	5751(E)	GRANGER CONTAINER SERVICE INC	9.2026 TRASH SVC	157.40
09/24/2026	5752(E)	GRANGER CONTAINER SERVICE INC	9.2026 TRASH SVC	322.34
09/24/2026	5753(E)	GRANGER CONTAINER SERVICE INC	9.2026 RECYCLING SVC	91.00
09/24/2026	5754(E)	GRANGER CONTAINER SERVICE INC	9.2026 TRASH SVC	13.45
09/24/2026	5755(E)	GRANGER CONTAINER SERVICE INC	9.2026 TRASH SVC	142.64
09/30/2026	5756(E)	DTE ENERGY	117 8/6-9/2/26	322.41
09/30/2026	5757(E)	EMPOWER RETIREMENT	9.2026 RETIREMENT CONTRIBUTIONS	782.72
09/30/2026	5758(E)	EMPOWER RETIREMENT	9.2026 RETIREMENT CONTRIBUTIONS	144.35
09/30/2026	5759(E)	EMPOWER RETIREMENT	9.2026 RETIREMENT CONTRIBUTIONS	323.18
09/30/2026	5760(E)	EMPOWER RETIREMENT	9.2026 RETIREMENT CONTRIBUTIONS	268.80
09/30/2026	5761(E)	EMPOWER RETIREMENT	9.2026 RETIREMENT CONTRIBUTIONS	7,923.09
09/30/2026	5762-63(E)	AMAZON	*See Next Page	1,850.39
Total EFT Transfer:				512,494.14

Check Type: Paper Check MAIN

09/18/2026	57783	A & L LOCKSMITH, LLC	NEW HALL KEYS	51.00
09/18/2026	57784	ANN ARBOR DISTRICT LIBRARY	THE CRASH	40.99
09/18/2026	57785	APPLE INC	3 IPADS,11", 128 GB MD3Y4LL/A GOV PRICING	1,287.00
09/18/2026	57786	AURELIUS TOWNSHIP	7/2026-9/2026 CLEANING/UTILITIES	2,315.35
09/18/2026	57787	BANISTER, CHAD	CHAD BANISTER AT HA 9-20-26	250.00
09/18/2026	57788	BARNES & NOBLE	FALL 2026 BARNES AND NOBLE MAGAZINES,BOOKS	1,188.53
09/18/2026	57789	BARNES, LILLIAN	MILEAGE/PARKING 8/31/26	42.22
09/18/2026	57790	BERGER, JONAH	JONAH BERGER DRUMMING	600.00
09/18/2026	57791	BRANCH DISTRICT LIBRARY	MYTHE DE SISYPHE	9.19
09/18/2026	57792	CADILLAC-WEXFORD COUNTY PUBLIC	33084106 WHEN YOU DISAPPEARED	15.95
09/18/2026	57793	CENTER POINT LARGE PRINT	BOOKS	177.39
09/18/2026	57794	CENTRAL BUSINESS SYSTEMS INC	PRINT COLLECTIONS/COPIES HO,OK,SL,3RD FL	1,487.11
09/18/2026	57795	CENTRAL SECURITY ALARM INC	FIRE & BURG MONITORING SVC 10/26-12/26	389.55
09/18/2026	57796	CHERYL LINDEMANN	MILEAGE 1/8/26-8/26/26	72.46
09/18/2026	57797	CLINTON TOWNSHIP PUBLIC LIBRARY	A FLAG FULL OF STARS	14.00
09/18/2026	57798	EAST LANSING PUBLIC LIBRARY	3 LOST BOOKS	27.72
09/18/2026	57799	EILX	8.2026 METV ROTATORS & BONUS SPOTS	176.00
09/18/2026	57800	GALL SEWING & VACUUM CENTERS	SEWING MACHINE REPAIR AUG 2026	149.90
09/18/2026	57801	GRACE A DOW MEMORIAL LIBRARY	LOST BOOKS	41.95
09/18/2026	57802	HASLETT PUBLIC SCHOOLS	UTILITIES/CLEANING 7/2026-9/2026	8,818.62
09/18/2026	57803	HILLSDALE COLLEGE MOSSEY LIBRARY	'E INTELLECTUAL LIFE	58.00
09/18/2026	57804	HOME DEPOT CREDIT SERVICES	PADLOCK,PAINT & CLEANING SUPPLIES,SAND	279.52
09/18/2026	57805	JACOBS, ALYSON	BUTTER MAKING AT WM	64.67
09/18/2026	57806	JNS RENTALS, LLC	FOAM PARTY AT FOSTER 8-8-26	350.00
09/18/2026	57807	LENAAWEE DISTRICT LIBRARY	RECONNECTING WITH....	17.95
09/18/2026	57808	LESLIE AREA HISTORICAL SOCIETY	BUSINESS ANNUAL DUES 7/2026 - 6/2027	30.00
09/18/2026	57809	LISKEY'S AUTO & TRUCK SERVICE INC	OIL CHANGE, TIRES	710.58
09/18/2026	57810	MARK BUZZITTA	MILEAGE 8/4-8/18/26	80.10
09/18/2026	57811	MICHIGAN LIBRARY ASSOCIATION	MLA CONF 17 PEOPLE	4,292.50
09/18/2026	57812	MIDWEST AIR FILTER, INC.	DL FALL POCKET FILTERS	877.40
09/18/2026	57813	MIDWEST COLLABORATIVE FOR LIBRA	FUEL SURCHARGE 6/1-8/31/26	1,090.87
09/18/2026	57814	NOTTAWA TOWNSHIP LIBRARY	T74644ZV060 HANK THE COW DOG	17.99
09/18/2026	57815	OTSEGO DISTRICT LIBRARY	MURDER, SHE WROTE	14.99
09/18/2026	57816	PLAYAWAY PRODUCTS LLC	SUMMER 2026 LAUNCHPAD REPLACEMENT	74.99

09/18/2026	57817	REED CITY AREA DISTRICT LIBRARY	921 MICHAELS	20.00
09/18/2026	57818	RICOH USA INC	8.2026 B/W & COLOR COPIES	229.07
09/18/2026	57819	ROCHESTER HILLS PUBLIC LIBRARY	THE SEVENTH WORLD	20.00
09/18/2026	57820	SCHINDLER ELEVATOR CORPORATION	PREVENTATIVE MAINT 9/1-11/30/26	2,952.19
09/18/2026	57821	SHUYLER CLARK	MILEAGE/PARKING 6/11-8/16/26	282.35
09/18/2026	57822	ST CLAIR COUNTY LIBRARY	33939010634285 CONSTRUCTION WATERPROOFING	93.00
09/18/2026	57823	STRICKLAND, DENNIS PAUL	PAUL STRICKLAND GHOST STORIES - FALL 2026	948.00
09/18/2026	57824	UAW LOCAL 2256	8.2026 UNION DUES	3,423.91
09/18/2026	57825	VILLAGE OF DANSVILLE	1379 9/1-11/30/26	69.00
09/18/2026	57826	WATERVLIET DISTRICT LIBRARY	QUOTATIONS FROM CHAIRMAN MAO	4.99
09/18/2026	57827	WAYNE RICHARD POPE	BIRDS OF MICHIGAN AT HA	150.00
09/18/2026	57828	WILX	8.2026 MORNING NEWS ROTATOR, STUDIO 10 ADS	1,124.00
09/18/2026	57829	WLAJ	8.2026 ADVERTISING	65.00
09/18/2026	57830	WLNS	8.2026 ADS	1,255.00
09/18/2026	57831	WSYM LANSING FOX47	8.2026 ILML ADS	1,340.00
Total Paper Check:				37,091.00
MAIN TOTALS:				
Total of 179 Disbursements:				549,585.14

CHECK REGISTER FOR CAPITAL AREA DISTRICT LIBRARIES

CHECK DATE 09/01/2026 - 09/30/2026

Check Date	Check	Vendor Name	Description	Amount
09/03/2026	5586-88(E)	AMAZON	LING RONG 2 Pack Camping Chairs for Adults, 450 LBS	89.99
			LiCB 20 Pack LR44 AG13 357 303 SR44 Battery 1.5V But	5.39
			Officemate 2-in-1 Heavy Duty Tape Dispenser - Fits 1 Inc	24.99
			Amazon Basics Reclosable Double Zipper Sandwich Sto	3.15
			Mr. Clean Magic Eraser Sponge, Bathroom Cleaner, Sho	19.65
			Domensi Toilet Plungers for Bathroom 20.5" x 4", Red, 6	41.99
			Koogel 3PCS Circle Paper Punch, Circle Hole Punch Diff	9.49
			TSSART Linen Hinging Tape - Self-Adhesive Hinging Tape	39.37
			ShyneK 3pcs Jewelry Making Plier Tools with Needle/Cha	54.78
			Gorilla Dual Temp Full Size Hot Glue Gun, Precision Noz	67.39
			EcoLaire Pillow Covers - Pillowcases Standard Size, Pac	50.00
			Febreze Air Mist, Air Freshener Spray, Odor Fighting Roo	31.44
			Hebayy 600 Adorable Round Marine Sea Animal Stickers	21.18
			DKENICOR 8-in-1 200LBS Collapsible Shopping Cart, Mi	149.99
			YEALINK BTH58 T5W HANDSET ACCS	218.00
			Crayola Washable Watercolor Paint Sets, Bulk Art Suppl	20.99
			Dianelhall Red and White Striped Party Favor Bags - 28 F	23.48
			7 Gallon 70 pcs Clear Trash Bags Strong Clear Garbage B	196.32
			SIGNAGE SUPPLIES	198.58
			Creaides 20pcs Jersey Wood DIY Crafts Cutouts Woode	437.99
			GAGANIU 500pcs Pipe Cleaners, Pipe Cleaners for Craft	17.08
			Glow Guards 13 Inch Horse Plush, Cute Knight Horse Sti	42.07
			tomtoc Laptop Shoulder Bag for 2026 14 Inch MacBook	989.93
			Rahhlizs 100 Pcs Cute Beads for Bracelets, Candy Assor	12.88
			MuseLuxe Air Dry Clay - 32 Colors Modeling Clay Kit with	7.99
			Anker USB A to USB C Cable, USB to USB C Cable	90.67
			Yealink MP58-WH-TEAMS-E2 - PoE - Android 13 OS - 7 in	580.00
			Chunful 2 Pack 4 Inch Acrylic Brochure Holders Clear Bu	77.56
			Green Thumb: A Novella	58.99
			13 Things Strong Kids Do: Think Big, Feel Good, Act Brav	85.38
			FelixKing Office Chair, Ergonomic Desk Chair Breathabl	239.98
			The Odyssey: The Official Screenplay	51.65
			180 Pack Small Seed Envelopes Resealable with Clear V	68.76
			PRSTINCOL 2370 Pcs Word Stickers for Journaling,40 St	239.68
			Phenol Free Thermal Paper 3 1/8" x 230' ft (Also BPA & B	213.15
			Contact Paper Clear, 17.5" x 5-Feet, Transparent Self Ad	35.26
			0.5mm Stretchy Bracelet String, QBJAYTY Clear Elastic E	16.97
			How to Welcome an Alien	67.72
			PRIMPKG Bubble Mailer Envelopes, 50 Pack Kraft Padde	36.85
				4,636.73

09/10/2026	5644-46(E) AMAZON	Aowplc Halloween Pumpkin Decorating Stickers - 16 Sh	50.40
		Bigelow Tea Collection, Variety Gift Box Sampler, 64 Tea	68.72
		Mr. Pen- Thumb Tack, 500 Pack, Silver, Flat Push Pins B	5.41
		Amazon Basics Dry-Erase Whiteboard Erasers with Soft	26.31
		MuseLuxe Air Dry Clay - 32 Colors Modeling Clay Kit with	70.73
		YOOPAI 3D Printer Nozzle Cleaning Kit, 3D Printer Clean	20.46
		eDesign Caution Automatic Door Sticker, Activate Switc	11.68
		Alvin & The Chipmunks - Greatest Hits - Still Squeaky Aft	51.51
		110Pcs Funny Meme Stickers Pack, Waterproof Vinyl, N	6.99
		VELCRO Brand Thin Clear Mounting Squares, 7/8 in, 150	12.64
		Henry Bukke's Best American Birch Paint Stir Sticks, 12 i	31.00
		Lockways Magnetic Dry Erase Board, 36 x 24 Inch Magne	31.24
		Taylors of Harrogate Assorted Tea Sampler Gift Box, 48c	10.75
		Amazon Basics Disinfecting Wipes, Lemon & Fresh Scer	58.84
		Lamosi 240 Pack Paper Cups 10 oz, Disposable Coffee C	24.99
		100PCS Bookish Stickers,Trendy Bookworm Book Lover	18.98
		Warasee Large Self-Adhesive Whiteboard Sticker: Cover	113.46
		2027 Wall Calendar - 2027 Calendar, Jan 2027 - Dec 20:	17.08
		Replacement L0H24A (L0H24-67901/67903) Maintenar	179.04
		MEEDEN Titanium White Acrylic Paint: 100ml/3.38oz, 2	94.99
		Cricut Portable Trimmer Cutting and Scoring Blades	16.77
		SUNNYCLUE 1 Box 300+Pcs DIY 10 Sets Solar System B	30.64
		Monoprice High Speed HDMI Extension Cable - 48Gbps,	138.21
		RED HEART Super Saver yarn, Saffron	37.36
		10 Inch Compostable Paper Plates?White 150 Pack?, 10	40.63
		BLUEAIR Blue Pure 311i Max Smart Air Purifier for Mediu	212.54
		The Keeper of Courage and Light	118.35
		HON Crio Ergonomic Office Chair, Office Desk Compute	294.30
		TOSHIBA Large Countertop Microwave Oven with Smart	189.99
		Crayola Construction Paper Bulk Pack (480 Sheets) - 10	17.75
		Sushret Cloud Wrist Rest Keyboard, Cloud Keyboard Wri	15.29
		BAINFE 500PCS Halloween Stickers for Kids, Stickers fo	287.20
		Naturelle #4 Maxi Pads, Unscented, 250/Carton	177.09
		98544C 56328C Water Sensor Kits for Elkay EZH2O and	(39.99)
		Naturelle #4 Maxi Pads, Unscented, 250/Carton	(95.00)
		Fly on the Wall	(32.64)
			2,313.71
09/19/2026	5720-23(E) RAMP	WATER DELIVERY, 9/2026 COOLER RENTAL	30.25
		WATER DELIVERY STK	11.75
		9.2026 WATER COOLER RENTAL DTL	95.00
		WATER DELIVERY LE	15.25
		20 BOOKS FOR IRRRC ONE BOOK PARTNERSHI	95.91
		PEST CONTROL	68.00
		PEST CONTROL	89.00

2025 SALES/USE TAX ERROR	178.30
145 6/15-7/15/26	88.72
MAINT VAN RADIO REPLACEMENT VIN 9439	1,570.00
2 SENSORY PANELS	678.87
KONA AT MASON	224.00
SURGER PROTECTOR,LIGHT BULBS	105.38
SHOP VAC, LINERS	99.97
RYOBO LEAF BLOWER	251.10
RYOBI CORDLESS VACUUM	219.00
SHOP VAC	79.00
SCREWS,WASHERS	8.97
SAW BLADE	54.55
PLASTIC ANCHORS	5.98
FILE FOLDERS, CASES	1,587.82
POSTAGE MACHINE RENTAL 9/3-12/2/26	209.85
SLATWALL SIGNAGE SUPPLIES	474.04
8.2026 MAT SVC	407.40
PIGEON COSTUME FOR NOV/LL	190.00
CREATIVE CLOUD 8/22-9/21/26	34.99
9.2026 3 FXS DIGITAL PHONE LINES VIA IAD	46.88
10 BOXES SHREDDING	30.00
PUBLIC FAX SERVICE 8/19/26-8/19/27	167.99
PUBLIC FAX SERVICE UPGRADE 8/20/26-8/20/27	182.00
WIPERS AND FLUID FOR SMALL VAN VIN 3213	47.26
BATTERY SUPPLIES	8.50
MINECRAFT SERVER 9/6-10/5/26	29.94
SSL CERTIFICATE SUBSCRIPTION 2026/7	1,536.00
FACEBOOK ADS 9/17-9/19	52.00
SUBSCRIPTION 9/2-10/2/26	59.90
8.2026 GLAM ADVERTISING	260.00
2026 GLAM ADVERTISING	260.00
SEEDS (FOR SEED LIBRARY PROGRAM)	128.62
8.2026 CLOUD STORAGE 2026	108.37
LESLIE SIGNAGE	94.26
SRC GIFT CARD	155.95
KONA AT AU 8-26	448.00
SUBSRIPTION RENEWAL 9/3/26-9/3/27	2,040.00
BATH TISSUE	38.08
PULL TOWEL, BATH TISSUE	326.00
PULL TOWEL, BATH TISSUE	129.58
PULL TOWEL, BATH TISSUE	117.25
PAPER TOWEL, BATH TISSUE	111.65
PAPER TOWEL	35.50
SHELF LINER INSERTS	68.70

		R2 STORAGE CHARGES	3.50
		STRAIGHT WALL TOTE: 2.8 GAL, 15 3/4 IN X	55.48
		WEBINAR-T ROUSSEAU	49.00
		WM BOTTLE FILLTER SENSOR REPLACEMENT PART	96.90
		FAMILY FOUR PACK DINO EXHIBIT TIX-SRC	50.00
		PUPPETRY WORKSHOP AT DELTA TWP DL 9/14	35.00
		8.2026 CASHBACK	(218.71)
		CREDIT SALES TAX LESLIE SIGNAGE	(5.34)
		CREDIT SHOP VAC	(89.00)
			13,332.36
09/24/2026	5727-28(E) AMAZON	Ghirardelli, Baking Chips Semi Sweet, 12 Ounce	37.55
		Amazon Basics 91% Isopropyl Alcohol First Aid Antisepti	41.16
		Bar Keepers Friend Cleanser & Polish: 15 OZ	8.10
		Halloween Decor Indoor, Halloween Decorations, Flame	200.83
		Jumbo Chunky Yarn for Hand Knitting - #10 Chunky Cher	34.53
		Amazon Basics Disinfecting Wipes, Lemon & Fresh Scer	154.07
		LINAYE 30 Sheets Fall Stickers for Kids 900Pcs Autumn I	16.68
		8GB Flash Drive 10 Pack Bulk USB Flash Drives, USB2.0	344.94
		J. J. Keller & Associates, Inc. 2026 Michigan and Federal	436.50
		Naturelle #4 Maxi Pads, Unscented, 250/Carton	90.95
		ChromaLabel Fluorescent Pink Dot Stickers, 1/2 Inch, 10	24.60
		5-Pack 3D Printer Parts Lubricant Optical Axis Grease G	9.49
		Amazon Basics Disinfecting Wipes, Lemon & Fresh Scer	10.17
		Scotch dry erase Thermal Laminating Pouches, 50-Pack	36.42
		20 Pack Canvases for Painting with 8x10, Painting Canva	90.00
		SmartSign 10 x 7 inch "Keep Our Lot Clean - No Littering	74.28
		5000Pcs Black + 5000Pcs White 2.6mm Loose Mini Fusi	9.69
		Ballucci 5-Tier File Organizer for Desk, Wooden Mail Sor	104.97
		Baysola Felt Bulletin Board Tiles, Cork Board Alternative	56.98
		FAAYUCK Scrapbook Paper Storage 12x12 Inch, 6 Pack	37.99
		Swiss Miss Milk Chocolate Hot Cocoa, Keurig Single-Ser	50.63
		Eliza: A Memoir of Love and Resistance	22.00
		Hershey's Assorted Chocolate Halloween Candy Bulk Va	638.78
		Bankers Box 20-Pack Heavy-Duty File Storage Boxes, Le	93.12
		Armed for Victory: Prayer Strategies That Unlock the End	47.17
		tomtoc 13-14 Inch Protective Puffy Laptop Carrying Bag	(37.99)
		tomtoc A33 Slim 13-14 Inch Laptop Shoulder Bag for Ma	(53.75)
			2,579.86
09/30/2026	5762-63(E) AMAZON	Kensington Blackbelt Rugged Case for Surface Pro 11/10	134.30
		YEEHAW 100 Sets - 2 oz Jello Shot Cups with Lids, Portic	216.95
		KEYYOOMY 80 CT Small White Paper Bags Party Favor B	34.17
		Soundcore by Anker Q20i Hybrid Active Noise Cancellin	65.73
		Africans Origins of the Major World Religions	15.94
		WALLHERO Corkboards for Wall, 59"x36" 15 Pack Cc	33.96

Snappy Butter Burst Popcorn Oil, Movie Theater Butter C	27.49
Smart Weigh Heavy-Duty Shipping Scale, 440 lb x 2 oz, V	58.99
Jetec 72 Set Holiday Snowflake Craft Kit, Felt DIY Winter	39.96
Amazon Basics Disposable Plastic To-Go Cups and Lids	27.95
EIHFHIE 15 Charts US History Posters for Classroom, 9 ›	12.90
US Citizenship Flash Cards 2026 with 128 Civics Questi	76.40
Aneken Coin Counter & Sorter for U.S. Coins, 3.5-Inch TI	109.99
Elmer's Magical Liquid, Slime Activator Solution, Update	107.34
Cobweb Duster with Extension Pole - 6 FT Lightweight St	60.30
Survival Scout: Lost in the Mountains	92.97
Introducing Ethics: A Beginner's Guide Through Six Majo	25.00
Swilsweep 60 Count Duster Refills Compatible with Swit	23.99
50 Sheet Black Cardstock 8.5x11",250gsm/92lb Cardstr	16.79
ZEAYEA 12.6 inch Gong Instrument, Chinese Traditional	17.98
WISYOK 180Pcs 6" Jumbo Craft Sticks, Rainbow	43.31
Doctor Who: Series Six, Part 1	4.95
OUTUXED 150pcs Brown Paper Bags, 8x4x10 Kraft Pape	26.39
Melissa & Doug Wooden Lift & See Peg Puzzle Early Lear	294.85
Alka-Seltzer Heartburn + Pain Effervescent Aspirin + Ant	32.59
The Pomegranate is a Grenade: Poems	91.45
Growing Up Amanda	121.77
Game On: A totally addictive M/M ice-hockey romance	35.98
	1,850.39

2027 BOARD MEETING DATES
Capital Area District Library
401 S. Capitol Avenue
Lansing, MI 48933
517-367-6300

The Capital Area District Library Board will meet at 5:30 p.m. in the Third-Floor Board Room of the Capital Area District Library, 401 S. Capitol, Lansing, MI 48933 on the following dates:

January 20, 2027 - Committee of the Whole
January 27, 2027 - Regular Board Meeting

February 17, 2027 - Committee of the Whole
February 24, 2027 - Regular Board Meeting

March 17, 2027 - Committee of the Whole
March 24, 2027 - Regular Board Meeting

April 14, 2027 - Committee of the Whole
April 21, 2027 - Regular Board Meeting

May 19, 2027 - Committee of the Whole
May 26, 2027 - Regular Board Meeting

June 16, 2027 - Committee of the Whole
June 23, 2027 - Regular Board Meeting

July 14, 2027 - Committee of the Whole
July 21, 2027 - Regular Board Meeting

August 18, 2027 - Committee of the Whole
August 25, 2027 - Regular Board Meeting

September 15, 2027 - Committee of the Whole
September 22, 2027 - Regular Board Meeting

October 13, 2027 - Committee of the Whole
October 27, 2027 - Regular Board Meeting

November 10, 2027 - Committee of the Whole
November 17, 2027 - Regular Board Meeting

December 8, 2027 – Committee of the Whole
December 15, 2027 - Regular Board Meeting

CAPITAL AREA DISTRICT LIBRARIES

DAYS CLOSED FOR 2027

October 21, 2026

Libraries and Administrative and Support Services Offices will be closed on the dates listed below.

Friday, January 1, 2027	New Year's Day
Monday, January 18, 2027	Martin Luther King Day
Sunday, March 28, 2027	Easter Sunday
Saturday, May 29, 2027	
Sunday, May 30, 2027	
Monday, May 31, 2027	Memorial Day
Friday, June 18, 2027	Juneteenth Observed
Saturday, June 19, 2027	Juneteenth
Sunday, July 4, 2027	Independence Day
Monday, July 5, 2027	Independence Day Observed
Saturday, September 4, 2027	
Sunday, September 5, 2027	
Monday, September 6, 2027	Labor Day
Thursday, November 11, 2027	CADL Conference
Thursday, November 25, 2027	Thanksgiving
Friday, November 26, 2027	Day after Thanksgiving
Thursday, December 23, 2027	Christmas Observed
Friday, December 24, 2027	Christmas Eve
Saturday, December 25, 2027	Christmas Day
Thursday, December 30, 2027	New Year's Observed
Friday, December 31, 2027	New Year's Eve

The Downtown Lansing, Haslett, Holt, Okemos, and South Lansing Libraires are open on Sundays throughout the year. Stockbridge and Williamston are closed on Sundays in the summer starting May 30, 2027, the Sunday before Memorial Day. These libraries will reopen for Sundays after Labor Day, starting September 12, 2027.

BALANCE SHEET REPORT FOR CAPITAL AREA DISTRICT LIBRARIES

Balance As of 09/30/2026

GL Number	Description	YTD Balance 09/30/2026
Fund: 101 GENERAL FUND		
*** Assets ***		
Account Type: Cash		
CASH		12,227,215.51
IMPREST CASH		200.00
INVESTMENTS		7,083,669.41
Cash		19,311,084.92
Account Type: Accounts Receivable		
ACCOUNTS RECEIVABLE		134,738.91
TAXES RECEIVABLE		413,910.30
INTEREST RECEIVABLE		104,420.20
Accounts Receivable		653,069.41
Account Type: Other Assets		
PREPAID EXPENSE		284,175.90
Other Assets		284,175.90
Total Assets		20,248,330.23
*** Liabilities ***		
Account Type: Accounts Payable		
ACCOUNTS PAYABLE		332,253.59
ACCRUED SALARIES PAYABLE		1,362.88
Accounts Payable		333,616.47
Account Type: Liabilities-ST		
DEFERRED REVENUE		429,689.20
Liabilities-ST		429,689.20
Account Type: Deferred Inflows		
DEFERRED REVENUE		131,393.18
Deferred Inflows		131,393.18
Total Liabilities		894,698.85
*** Fund Equity ***		
Account Type: Unassigned		
FUND BALANCE UNDESIGNATED		1,979,476.61
FUND BALANCE DONATIONS RE		228,322.73
FUND BALANCE DONATIONS UN		262,694.32
FUND BALANCE CAPITAL PRO		2,700,000.40
FUND BALANCE CONTINGENCY		5,342,849.10
FUND BALANCE AUTOMATION		1,000,000.00
FUND BALANCE OPERATIONS		965,550.00
FUND BALANCE PENSION RESE		1,560,000.00
Unassigned		14,038,893.16
Total Fund Equity		14,038,893.16
Total Fund 101 GENERAL FUND:		
TOTAL ASSETS		20,248,330.23
BEG. FUND BALANCE		14,038,893.16
+ NET OF REVENUES & EXPENDITURES		0.00
= ENDING FUND BALANCE		14,038,893.16
+ LIABILITIES		894,698.85
= TOTAL LIABILITIES AND FUND BALANCE		14,933,592.01
OUT OF BALANCE		5,314,738.22

BOARD FS FOR CAPITAL AREA DISTRICT LIBRARIES

Balance As of 09/30/2026

*NOTE: Pct Budget does not reflect amounts encumbered.

GL Number	Description	Activity For 09/30/2026	YTD Balance 09/30/2026	2026 Amended Budget	% Bdgt Used
Fund: 101 GENERAL FUND					
Account Category: Revenues					
MILLAGE INCOME					
402	Property Tax Revenue	10,085.18	14,703,691.68	15,102,200.00	97.36
404	Renaissance Zone Reimbursement	0.00	4,885.81	20,000.00	24.43
437	Industrial Facilities Tax	0.00	37,712.21	38,000.00	99.24
	MILLAGE INCOME	10,085.18	14,746,289.70	15,160,200.00	97.27
PENAL FINES					
658	Penal Fines Ingham County	0.00	248,809.92	200,000.00	124.40
659	Penal Fines Eaton County	0.00	11,130.37	8,000.00	139.13
	PENAL FINES	0.00	259,940.29	208,000.00	124.97
STATE AID					
410	PPT Reimbursement	0.00	173,581.82	150,000.00	115.72
553	State Aid Direct	0.00	132,856.18	135,000.00	98.41
554	State Aid Indirect	0.00	132,856.18	135,000.00	98.41
	STATE AID	0.00	439,294.18	420,000.00	104.59
LIBRARY FEES					
630	Printing Revenue	5,872.19	50,848.46	43,550.00	116.76
631	Non Resident Fees	3,950.00	26,621.50	20,000.00	133.11
	LIBRARY FEES	9,822.19	77,469.96	63,550.00	121.90
DONATIONS					
674	Donation Income-Friends/Restricted	2,401.63	35,441.47	29,000.00	122.21
677	Donation Income-Unrestricted	569.69	19,677.13	28,400.00	69.29
	DONATIONS	2,971.32	55,118.60	57,400.00	96.03
GRANTS					
540	Grants	0.00	15,000.00	15,000.00	100.00
550	Grants-LSTA	0.00	2,994.78	3,000.00	99.83
	GRANTS	0.00	17,994.78	18,000.00	99.97
OTHER INCOME					
628	Universal Service Fund Income	1,260.85	671.18	0.00	100.00
632	Lost and Paid Books	3,470.62	30,563.09	30,000.00	101.88
665	Interest Income	43,266.95	428,224.05	400,000.00	107.06
667	RENT INCOME	0.00	37,589.36	56,000.00	67.12
673	Sale of Fixed Assets	0.00	300.00	3,000.00	10.00
675	Misc Income	2,306.01	17,529.82	9,000.00	194.78
680	Sponsorship Revenue	0.00	3,000.00	3,000.00	100.00
682	Insurance Claim Income	0.00	0.00	1,000.00	0.00
	OTHER INCOME	50,304.43	517,877.50	502,000.00	103.16
DUE FROM FUND BALANCES					
966	Due from Pension Reserve	0.00	0.00	360,000.00	0.00
	DUE FROM FUND BALANCES	0.00	0.00	360,000.00	0.00
	Revenues	73,183.12	16,113,985.01	16,789,150.00	95.98
Account Category: Expenditures					
SALARIES AND BENEFITS					
702	Salaries	554,576.85	5,259,111.85	7,610,000.00	69.11
714	Unemployment Insurance	0.00	0.00	3,000.00	0.00
715	FICA EMPLOYER SHARE	41,534.95	393,457.05	570,000.00	69.03
716	HEALTH INSURANCE	56,426.59	571,228.46	882,000.00	64.77
717	Life & Disability Insurance	0.00	3,607.94	6,000.00	60.13
718	Retirement	67,467.23	651,384.02	995,000.00	65.47
719	Prescription Expense	24,329.81	209,914.76	300,000.00	69.97
720	DENTAL INSURANCE	5,789.43	39,222.23	55,000.00	71.31
721	VISION INSURANCE	0.00	8,196.48	12,000.00	68.30
722	Workers Comp Insurance	0.00	36,322.50	41,700.00	87.10
724	Parking Main Library	4,568.60	45,349.60	54,500.00	83.21
	SALARIES AND BENEFITS	754,693.46	7,217,794.89	10,529,200.00	68.55
MATERIALS					
727	Books	70,340.49	736,233.15	1,109,000.00	66.39
728	Periodicals	127.91	37,424.16	43,050.00	86.93
729	DVD	12,068.61	157,231.53	222,000.00	70.83
730	Library of Things	353.01	40,928.66	54,500.00	75.10
731	Audiobooks	53,447.00	502,362.31	688,500.00	72.96
732	Music	2,182.43	22,370.39	34,500.00	64.84
733	Databases	0.00	103,554.55	110,000.00	94.14

BOARD FS FOR CAPITAL AREA DISTRICT LIBRARIES

Balance As of 09/30/2026

*NOTE: Pct Budget does not reflect amounts encumbered.

GL Number	Description	Activity For 09/30/2026	YTD Balance 09/30/2026	2026 Amended Budget	% Bdgt Used
Fund: 101 GENERAL FUND					
Account Category: Expenditures					
MATERIALS					
734	Subscription Services	979.82	64,567.48	75,250.00	85.80
735	Processing Supplies	1,659.44	23,134.31	29,750.00	77.76
736	Processing Fees	4,795.61	53,309.39	89,000.00	59.90
868	Local History Collection	0.00	10,000.00	10,000.00	100.00
MATERIALS		145,954.32	1,751,115.93	2,465,550.00	71.02
SUPPLIES					
740	Office Supplies	6,385.89	59,302.26	85,000.00	69.77
741	Postage Expense	200.00	1,873.44	6,000.00	31.22
776	Janitorial Supplies	798.33	11,711.04	19,900.00	58.85
862	Gas-Delivery Vehicles	2,392.82	19,184.42	20,000.00	95.92
SUPPLIES		9,777.04	92,071.16	130,900.00	70.34
PROFESSIONAL SERVICES					
820	Membership Fees	316.20	19,139.82	27,500.00	69.60
822	CONTRACTUAL SERVICES	0.00	2,472.00	2,500.00	98.88
823	Bank Fees & Services	1,142.05	13,335.71	18,000.00	74.09
825	Collection Agency Fees	0.00	4,024.05	6,000.00	67.07
826	Payroll & Print Service	3,800.63	39,054.86	50,000.00	78.11
827	Web Chat Service	895.00	8,055.00	11,000.00	73.23
828	Melcat Delivery Charges	0.00	52,032.11	52,000.00	100.00
829	Tutoring Services	0.00	0.00	3,000.00	0.00
831	Marketing	10,921.48	114,027.48	174,000.00	65.53
832	Programs	28,528.02	86,054.15	116,380.00	73.94
PROFESSIONAL SERVICES		45,603.38	338,195.18	460,380.00	73.46
GOVERNANCE					
805	Legal Services	1,950.00	19,457.42	40,000.00	48.64
806	Per Diem	360.00	600.00	10,000.00	6.00
807	Memberships - Board	0.00	75.83	1,250.00	6.07
808	Conferences - Board	0.00	0.00	7,000.00	0.00
809	Audit	0.00	19,450.00	28,000.00	69.46
GOVERNANCE		2,310.00	39,583.25	86,250.00	45.89
STAFF DEVELOPMENT					
810	Staff Training	4,794.80	34,764.40	58,250.00	59.68
811	Recruiting Expense	0.00	0.00	500.00	0.00
812	Hospitality	0.00	56.83	5,000.00	1.14
813	Employee Recognition	17.37	1,140.93	5,000.00	22.82
STAFF DEVELOPMENT		4,812.17	35,962.16	68,750.00	52.31
MAINTENANCE AND UTILITIES					
801	Custodial Services	16,507.07	167,997.43	244,580.00	68.69
802	SECURITY SERVICES	14,519.88	148,362.40	163,090.00	90.97
850	Telephone	1,690.88	15,332.03	22,410.00	68.42
864	Vehicle Maintenance - Delivery	2,196.73	8,378.08	10,000.00	83.78
922	Steam and Gas	665.52	83,292.91	116,500.00	71.50
923	Electricity	19,529.29	150,695.71	219,600.00	68.62
924	Water and Sewer	1,405.55	14,709.52	26,400.00	55.72
925	Trash	876.83	7,091.14	9,790.00	72.43
930	Building Maintenance	9,756.97	57,689.26	141,580.00	40.75
MAINTENANCE AND UTILITIES		67,148.72	653,548.48	953,950.00	68.51
OTHER EXPENSE					
861	Local Travel	1,469.73	13,995.16	20,000.00	69.98
955	Millage Income Refund	12,042.90	13,346.13	60,000.00	22.24
956	Property & Liability Insurance	22,405.24	64,696.24	75,000.00	86.26
957	Miscellaneous Expense	186.75	2,114.85	6,000.00	35.25
958	Sales/Use Tax	178.30	355.85	1,000.00	35.59
959	SPECIAL ASSESSMENT & PROPERTY TAX	0.00	15,411.28	17,000.00	90.65
960	Donation Expense Restricted	2,025.46	25,759.62	24,000.00	107.33
961	Donation Expense Unrestricted	0.00	6,726.78	22,500.00	29.90
OTHER EXPENSE		38,308.38	142,405.91	225,500.00	63.15
TECHNOLOGY EXPENSES					
878	Firewall Upgrade Project	0.00	633.44	5,000.00	12.67
895	Internet Access	0.00	7,635.00	17,690.00	43.16
896	Internet Access - Hotspots	1,838.53	39,779.68	56,640.00	70.23
898	Computer System Services	3.50	50,052.53	74,270.00	67.39
905	Computer Software	1,540.26	80,240.68	94,200.00	85.18

BOARD FS FOR CAPITAL AREA DISTRICT LIBRARIES

Balance As of 09/30/2026

*NOTE: Pct Budget does not reflect amounts encumbered.

GL Number	Description	Activity For 09/30/2026	YTD Balance 09/30/2026	2026 Amended Budget	% Bdgt Used
Fund: 101 GENERAL FUND					
Account Category: Expenditures					
TECHNOLOGY EXPENSES					
906	Computer Hardware	317.25	17,832.58	51,700.00	34.49
907	LIBRARY SYSTEMS SOFTWARE	0.00	165,700.99	170,650.00	97.10
911	Mobile Training Lab	0.00	0.00	51,000.00	0.00
	TECHNOLOGY EXPENSES	3,699.54	361,874.90	521,150.00	69.44
CAPITAL OUTLAY					
873	Building Upgrades	0.00	24,110.00	25,000.00	96.44
917	SECURITY CAMERAS	0.00	0.00	24,020.00	0.00
967	Outreach Projects	256.93	27,327.51	70,500.00	38.76
980	Staff Furn & Equipment	2,125.99	10,313.44	26,500.00	38.92
982	BUILDINGS	60.53	87,249.87	295,238.00	29.55
987	GRANT EXPENSES	0.00	17,694.11	18,000.00	98.30
	CAPITAL OUTLAY	2,443.45	166,694.93	459,258.00	36.30
DEBT SERVICES					
929	SBITA/LEASE PRINCIPAL PAYMENTS	0.00	0.00	255,000.00	0.00
	DEBT SERVICES	0.00	0.00	255,000.00	0.00
DUE TO FUNDS					
969	DUE TO CAPITAL PROJECTS FUND	0.00	0.00	800,000.00	0.00
	DUE TO FUNDS	0.00	0.00	800,000.00	0.00
	Expenditures	1,074,750.46	10,799,246.79	16,955,888.00	63.69
Fund 101 - GENERAL FUND:					
	TOTAL REVENUES	73,183.12	16,113,985.01	16,789,150.00	95.98
	TOTAL EXPENDITURES	1,074,750.46	10,799,246.79	16,955,888.00	63.69
	NET OF REVENUES & EXPENDITURES:	(1,001,567.34)	5,314,738.22	(166,738.00)	

2027 Janitorial Service Contract Recommendation October 21, 2026

RECOMMENDATION:

Approve the Executive Director to sign a 1-year contract extension for Boling Janitorial Services for 1/1/27-12/31/27.

Boling Janitorial was selected as the winning bid after a 2023 Janitorial Services RFP process, and the CADL Board approved the Janitorial Service Recommendation in October 2023. That recommendation allotted for a contract extension pending services meeting CADL's expectations, which they did in 2025 and 2026. We recommend extending it for the 2027 calendar year.

2027 calendar-year pricing will increase by 3% over 2026 to \$15,439.81 per month for the nine CADL libraries served.

BACKGROUND:

CADL currently requires cleaning services for Dansville, Downtown, Foster, Holt, Leslie, Mason, Okemos, South Lansing, and Stockbridge. Boling Janitorial was selected through the RFP process in 2005, 2011, and 2023.

VENDOR HISTORY:

Boling Janitorial is a 65+-year-old commercial cleaning company based in Lansing, MI, offering a wide range of services, along with supplies for most cleaning and toiletry needs. In early 2021, Boling Janitorial underwent significant company and structural changes to its staffing.

Boling Janitorial maintains warehouse space in its facility to store CADL products, as most libraries have limited storage options, with Downtown being an exception. Their cleaning staff delivers the products these libraries require. We budget \$ 15,000-\$ 20,000 for cleaning supplies, which are not included in the cleaning service rates.

**Downtown & South Lansing LaGarda Security
I-Year Contract Extension Recommendation
October 21, 2026**

BACKGROUND:

The CADL Board approved LaGarda Security for a 3-year contract in July 2022, beginning January 1, 2023, and ending December 31, 2025, with the option to meet with LaGarda Security leadership to determine whether to extend the contract, evaluate our security needs, or revisit the RFP process.

In January 2026, a second security guard was assigned to Downtown for a trial period to assist with afternoon coverage due to numerous incidents on the 2nd floor; because the program proved successful and incidents decreased, it continued through all of 2026 and is budgeted in the proposed 2027 budget.

The contract will not be signed until the 2027 budget is approved.

VENDOR RECOMMENDATION:

Approve the Executive Director to sign a 1-year contract beginning January 1, 2027, with LaGarda Security to fulfill the security guard services at the Downtown and South Lansing libraries.

The estimated 1-year contract extension is as follows:

	Annual Estimate	Budget
2022	\$164,824	
2023	\$170,345	
2024	\$175,793	
2025	\$181,314	
2026	\$186,835*	
2027	\$214,602	

* **Actual \$208,522 with additional Downtown Guard**

In mid-2027, we will meet with LaGarda Security leadership to determine whether to extend the contract, evaluate our security needs, or revisit the RFP process.

VENDOR BACKGROUND (from February 16, 2022, Board Recommendation):

LaGarda Security is a family-owned, woman-owned business with its corporate office in Burton, Michigan. They have been servicing clients for over 30 years and are the largest and oldest Michigan-based security company in the State.

LaGarda Security also prides itself on staffing and retention with excellent benefits and rigorous training programs, so employees are capable and able to handle a wide array of situations. In addition, they provide adequate supervision by trained management professionals. This helps them ensure top-quality employees who take pride in their jobs and care for any situation they face.

LaGarda Security provides security services to multiple sites in Lansing, including all McLaren properties, some credit unions, and some residential properties. They have floater officers who work part-time to fill in as needed and are cross trained to perform at any site. Additionally, they have operational personnel in Lansing who step in as needed and work closely with their 24-hour command center to ensure all posts are covered, and guards have support.