

**CAPITAL AREA DISTRICT LIBRARIES
BOARD MEETING**

5:30 PM, WEDNESDAY, SEPTEMBER 23, 2026
BOARD ROOM
401 S CAPITOL AVE., LANSING, MI 48933
517-367-6300

Mission Statement:

Empowering our diverse communities to learn, imagine and connect.

AGENDA

CALL TO ORDER

ROLL CALL

COMMUNICATIONS

APPROVAL OF AGENDA (action)

PUBLIC COMMENTS ON AGENDA ITEMS

CONSENT AGENDA (action)

- a. [Approval of Minutes August 26, 2026](#) (enc – action)
- b. [Disbursements for August 2026](#) (enc – action)

CHAIRPERSON'S COMMENTS

NEW BUSINESS

General

- a. [Appoint McConnell Award Committee](#) (enc – chair action)
- b. [Appoint Director Evaluation Committee](#) (enc – chair action)
- c. Legislative Update
- d. Community Contacts

Finance

- a. [August 2026 Financial Report](#) (enc – action)

DIRECTOR'S REPORT

PUBLIC, STAFF, AND BOARD MEMBER COMMENTS

ADJOURNMENT



AURELIUS TOWNSHIP

Ingham County

1939 S. Aurelius Road • Mason, Michigan 48854-9729

(517) 628-2093 • Fax (517) 628-3989

Website: www.aureliustwp.org

September 9, 2026

Jenny Marr, Executive Director
Capital Area District Libraries (CADL)
401 S. Capitol Avenue
Lansing, MI 48933

RE: Rescission of 90-Day Termination Notice and Acceptance of Revised Addendum

Dear Ms. Marr and the CADL Board of Trustees,

Please be advised that at the regular meeting of the **Aurelius Township Board of Trustees held on September 8, 2026**, the Board voted to formally **cancel and rescind the 90-day contract termination letter** previously issued to the Capital Area District Libraries.

This action follows a successful mutual agreement regarding the **revised Addendum**, which resolves our recent operational and facility cost discussions. The Board appreciates the collaborative dialogue and the hard work of both sub-committees to reach a solution that ensures a fair partnership moving forward and keeps our local library branch open to serve the residents of Aurelius Township.

We value CADL's presence in our community and look forward to continuing our long-standing relationship under these updated terms.

Sincerely,

Aurelius Township Board of Trustees

DAVID DROSCHA

Supervisor

BETHANY WALTER

Clerk

MARNIE ANDERSON

Treasurer

GARY MALCANGI

Trustee

GORDON WALTZ

Trustee

CAPITAL AREA DISTRICT LIBRARIES
BOARD MEETING
AUGUST 26, 2026

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

Members Absent:

Staff Present: Katelyn Whiteman, Jolee Hamlin, Sheryl Knox, Julie Laxton, Miriam Mattison, Victoria Meadows, Michael Moore, Thais Rousseau, Jeff Antaya

Others Present: Lindsay Dangel

CALL TO ORDER

The Chairperson called the meeting to order at 5:37p.m.

ROLL CALL

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

COMMUNICATIONS

Received the Ingham County official canvass regarding the millage.

APPROVAL OF AGENDA

Ashley Smith made a motion to approve the agenda. Mark Stewart 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 July 22, 2026
This item was approved by consent.
- b. Disbursements for July 2026
This item was approved by consent.

CHAIRPERSON'S COMMENTS

Quinn O'Donnell congratulated Marketing and Communications Director Victoria Meadows on her new consulting business and wished her the best with her new endeavor. She also congratulated CADL staff and the marketing team on the passing of the millage.

NEW BUSINESS

General

a. Aurelius Township Agreement

Quinn O'Donnell presented the Aurelius Township Agreement.

She walked through each of the points on the document with the revised version of Addendum A. She restated that the agreement itself is perpetual, but the addendum is to be reviewed annually by both parties. Board members asked questions, and discussion was held regarding each to address concerns and provide clarity. Board members opened the discussion to staff who provided brief comments before the topic was closed.

Mark Stewart made a motion to approve the Aurelius Township Agreement as presented. Brian Baer seconded the motion. A roll call vote was held:

Baer – Yes

Bloomquist – No

Drake – Yes

O'Donnell – Yes

Smith – Yes

Stewart – Yes

Vandenboom – Yes

The motion carried.

b. Legislative Update

- Not currently in session, no updates.
- The State Librarian position was posted.
- Technology Director Sheryl Knox provided information and updates regarding E-Rate. For more information visit saveourerate.com.

c. Community Contacts

Sandy Drake attended Friends of the Library meetings at Williamston and Dansville.

Brian Baer attended the annual report at Bunker Hill Township.

Ashley Smith visited the South Lansing Library for the Preuss Pets program; she stated it was a very cool event and was well attended.

Debora Bloomquist attended the annual report visits at Leslie Township, Ingham Township, Village of Stockbridge. She stated how happy she is that CADL is doing the annual report visits and thinks this is a great way for the municipalities to hear what the libraries are doing for their communities.

Quinn O'Donnell attended a back-to-school backpack event and was happy to see CADL's presence there.

Finance

a. July 2026 Financial Report

Finance Director Miriam Mattison presented the July 2026 Financial Report.

Ashley Smith made a motion to accept the July 2026 Financial Report as presented. Sandy Drake seconded the motion. The motion carried.

b. L-4029 Approval

FD Mattison presented the L-4029 Approval.

She provided an overview of the document and what the millage will be with the Headley rollback.

Ashley Smith made a motion to approve L-4029 as presented. Debora Bloomquist seconded the motion. The motion carried.

c. Local History Center Tenant Lease Termination

FD Mattison presented the Local History Center Tenant Lease Termination.

The tenant at the LHC approached CADL and stated they would like to vacate the space. They are proposing to be out by September 1st 2026. Outlined in the document is a per diem rate in case they exceed that date, the outstanding utility bill amount they owe, and their remaining deposit. Legal Counsel Lindsay Dangl clarified certain points and went over a few details.

Brian Baer made a motion to approve the Local History Center Tenant Lease Termination. Mark Stewart seconded the motion. The motion carried.

d. Local History Center Grant Application

Assistant Director Jolee Hamlin presented the Local History Center Grant Application.

She provided the specifics of the grant including the amount, the matching funds required, and when it would be awarded. This grant would allow the LHC to digitize many more of the boxes of the Stebbins Collection.

Mark Stewart made a motion to approve the Grant Application. Sandy Drake seconded the motion. The motion carried.

DIRECTOR'S REPORT

- Regarding LHC and the Stebbins Collection.
 - LSTA Grant was awarded to CADL for \$25,000.
 - CADL LH has one outstanding grant application from the National Archives. We are waiting to hear if we will receive this.

- The Summer Reading Challenge is wrapping up. The primary goal was to increase registration by 10%, and it was increased by 13%; 900 more patrons registered this year. There was also a higher completion rate this year.
- Author Events coming up were noted:
 - One Grand Read, Sunday, September 27th at 2p.m. at the Kellogg Center. Check out onegrandread.com for more information. Many branches are doing a book club for the OGR book as well.
 - Michael Finkel author visit Sunday, October 11th at 2p.m. at the Broad Art Museum. The event is available to register for attendance on cadl.org. 55 people have registered so far.
- Local History Center is kicking off programming:
 - September 9th, History of MSU Basketball with Jack Ebling and Dave DeMarco
 - September 25th, MSU Museum Digitizing Saints' Rest
 - October 23rd, Gargoyles. Grotesques, Graveyards and Ghosts
 - Every Friday, Heritage Fiber Crafts
 - November 18th, Rosie the Riveter and Beyond: How Women Helped Win WWII
- Technical Services cataloged over 2,000 unique items and processed over 4,000 items in total this month.
- Technology Director Sheryl Knox is hosting a Cybersecurity exercise in September.
- The MLA Conference is October 28th- 30th in Novi, Board should notify ED Marr if they would like to attend.
- Leslie Library had a self-checkout station installed; they are the 8th branch of CADL to offer this feature.
- Two Annual Report visits remain, Wheatfield and White Oak Townships.

Board members briefly commented on the programs coming up and how they sounded great. Brian Baer stated he attended the MLA Conference last year and how great it was, and Board members should attend if they are able.

POLICIES – No changes, for review only

- a. SER 101 Materials Selection
- b. SER 102 Circulation Policy
- c. SER 106 Arrangement of Materials
- d. SER 110 CADL Cares

PUBLIC, STAFF, AND BOARD MEMBER COMMENTS

Public Comment: Ingham County resident, Amir B. He thanked the Board for having him at the meeting and for the opportunity to make a public comment. He stated he has been coming to CADL Libraries for 10 years, mostly Downtown and South Lansing. He said how great the staff at these branches are, including Branch Head Melissa Cole as well as the previous Branch Head. He also stated he heard that the Downtown branch might be moving locations, and he is hoping that CADL will continue to have a Downtown branch at the same location or even in the same general area. Amir briefly talked about Silver Bells and CADL's previous extended hours for the event. He finished his time by stating that the CADL system is phenomenal.

Marketing & Communications Director Victoria Meadows thanked everyone for her time here at CADL. She informed the Board that she will still be in the area and wants to stay connected to CADL. She also stated how lucky the library is to have the staff it does working for them.

Ashley Smith thanked MCD Meadows for all her work over the past 3 years, thanked staff for their work getting the millage passed, and thanked Amir B. for attending the meeting.

Quinn O'Donnell shared a story about a patron and their child when she was returning books to a branch; she overheard them chanting "I love books."

Debora Bloomquist stated that she has been hearing lots of great feedback on the 'I Love My Library' yard signs.

ADJOURNMENT

Ashley Smith made a motion to adjourn the meeting. Mark Stewart seconded the motion. The motion carried. The meeting adjourned at 6:22 p.m.

CHECK REGISTER FOR CAPITAL AREA DISTRICT LIBRARIES
CHECK DATE 08/01/2026 - 08/31/2026

Check Date	Check	Vendor Name	Description	Amount
Bank MAIN MAIN CASH				
Check Type: EFT Transfer MAIN				
08/06/2026	5403(E)	ACD.NET INC	03/26-06/26 DIGITAL PHONE LINES AT DL	246.75
08/06/2026	5404(E)	ACRISURE CYBER SERVICES, LLC DBA	8.2026 TEAMS VOICE SUPPORT	399.00
08/06/2026	5405(E)	ACRISURE/44 NORTH	MEDICAL CLAIMS	967.06
08/06/2026	5406-07(E)	AMAZON	*See Next Page	1,503.45
08/06/2026	5408(E)	BLACKSTONE PUBLISHING INC	AUDIOBOOKS	529.45
08/06/2026	5409(E)	BOLING JANITORIAL SERVICE INC	7/2026 JANITORIAL SVCS	15,240.11
08/06/2026	5410(E)	BOYNTON FIRE SAFETY SERVICE LLC	DTL SEMIANNUAL INSPECTION	520.00
08/06/2026	5411(E)	CENGAGE LEARNING INC/GALE	BOOKS	956.80
08/06/2026	5412(E)	DELTA DENTAL PLAN OF MICHIGAN	8/2026 DENTAL PREMIUM, PRIOR MTH ADJS	216.60
08/06/2026	5413-26(E)	INGRAM LIBRARY SERVICES	BOOKS	11,288.72
08/06/2026	5427(E)	KANOPY INC	7.2026 PLAY CREDITS	3,047.25
08/06/2026	5428(E)	MERS	7.2026 RETIREMENT CONTRIBUTIONS	128,135.61
08/06/2026	5429(E)	MICHIGAN FLEET FUELING SOLUTION	VEHICLE FUEL 7/16-7/31/26	1,368.89
08/06/2026	5430(E)	MIDWEST COMMUNICATIONS	7.2026 PEOPLE-BASED & DIGITAL CAMPAIGN	3,750.00
08/06/2026	5431(E)	MIDWEST TAPE	7.2026 DIGITAL CONTENT, DVD, MUSIC	48,974.80
08/06/2026	5432(E)	PHARMACY DATA MANAGEMENT INC.	PRESCRIPTION CLAIMS 7/16-8/31/26	8,300.13
08/06/2026	5433(E)	STAPLES ADVANTAGE	OFFICE SUPPLIES	1,672.27
08/06/2026	5434(E)	TASC	BENEFITS FUNDING	1,334.56
08/06/2026	5435(E)	UNIQUE	7.2026 CHAT SVC	895.00
08/06/2026	5436(E)	ZAYO EDUCATION, LLC	WAN & INTERNET 7/1/2026 - 9/30/26	3,340.20
08/06/2026	5437(E)	BOARD OF WATER & LIGHT	427 1FL 6/-7/9/26	76.30
08/06/2026	5438(E)	BOARD OF WATER & LIGHT	401 6/5-7/12/26	1,028.17
08/06/2026	5439(E)	BOARD OF WATER & LIGHT	3500 1/2 6/7-7/8/26	154.44
08/06/2026	5440(E)	BOARD OF WATER & LIGHT	3500 108 6/8-7/9/26	1,607.08
08/06/2026	5441(E)	CONSUMERS ENERGY	2175 130 6/10-7/8/26	60.14
08/06/2026	5442(E)	CONSUMERS ENERGY	2175 140 6/10-7/8/26	56.12
08/06/2026	5443(E)	CONSUMERS ENERGY	2175 150 6/10-7/8/26	352.52
08/06/2026	5444(E)	CONSUMERS ENERGY	2175 160 6/10-7/8/26	48.77
08/06/2026	5445(E)	CONSUMERS ENERGY	2175 170 6/10-7/8/26	147.31
08/06/2026	5446(E)	CONSUMERS ENERGY	2175 180 6/10-7/8/26	78.87
08/06/2026	5447(E)	CONSUMERS ENERGY	2175 120 6/12-7/12/26	50.50
08/06/2026	5448(E)	CONSUMERS ENERGY	201 6/15-7/13/26	451.87
08/06/2026	5449(E)	CONSUMERS ENERGY	4321 4 6/15-7/13/26	293.62
08/06/2026	5450(E)	CONSUMERS ENERGY	4321 1 6/15-7/13/26	549.82
08/06/2026	5451(E)	CONSUMERS ENERGY	4321 2 6/13-7/13/26	725.71
08/06/2026	5452(E)	CONSUMERS ENERGY	4321 3 6/15-7/13/26	255.20
08/06/2026	5453(E)	CONSUMERS ENERGY	1379 6/17-7/15/26	197.00
08/06/2026	5454(E)	CONSUMERS ENERGY	427 6/16-7/14/26	21.00
08/06/2026	5455(E)	CONSUMERS ENERGY	401 6/16-7/14/26	23.71
08/06/2026	5456(E)	CONSUMERS ENERGY	145 6/17-7/15/26	1,192.04
08/06/2026	5457(E)	EMPOWER RETIREMENT	7.2026 RETIREMENT CONTRIBUTIONS	25,142.25
08/06/2026	5458(E)	EMPOWER RETIREMENT	7.2026 RETIREMENT CONTRIBUTIONS	2,489.61
08/06/2026	5459(E)	EMPOWER RETIREMENT	7.2026 RETIREMENT CONTRIBUTIONS	433.05
08/06/2026	5460(E)	EMPOWER RETIREMENT	7.2026 RETIREMENT CONTRIBUTIONS	1,445.10
08/06/2026	5461(E)	EMPOWER RETIREMENT	7.2026 RETIREMENT CONTRIBUTIONS	806.40
08/06/2026	5462(E)	MCBRIDE, BRIDIE	ALA CONF 6/26-6/29/26	994.53
08/06/2026	5463(E)	MIRANDA, ELISHA	MILEAGE 5/18-6/26/26	94.11
08/06/2026	5464(E)	MISSION SQUARE	7.2026 RETIREMENT CONTRIBTIONS	4,225.32
08/06/2026	5465(E)	MISSION SQUARE	7.2026 RETIREMENT CONTRIBTIONS	794.40
08/13/2026	5466(E)	ACRISURE CYBER SERVICES, LLC DBA	8.2026 TEAMS PHONE LICENSING	1,221.00
08/13/2026	5467(E)	ACRISURE/44 NORTH	MEDICAL CLAIMS	1,214.85
08/13/2026	5468(E)	BS&A SOFTWARE, INC.	7.2026 CC FEES	358.45
08/13/2026	5469(E)	CDW GOVERNMENT INC	100 CDW DL HID DOOR ACCESS FOBS	622.00

08/13/2026	5470(E)	CONSUMERS ENERGY	3500 107b 6/16-7/15/26	21.00
08/13/2026	5471-80(E)	INGRAM LIBRARY SERVICES	BOOKS, OGR, LSTA BACKPACKS	9,393.75
08/13/2026	5481(E)	JAY HULL	MEIJER - SNACKS - POETS & COFFEE	44.99
08/13/2026	5482(E)	LAGARDA SECURITY	SECURITY SVCS W/E 8/9-26	4,010.04
08/13/2026	5483(E)	MICHAEL MOORE	MILEAGE 6/15-7/31/26	566.43
08/13/2026	5484(E)	MIDWEST TAPE	DVD	423.22
08/13/2026	5485(E)	OCLC INC	WEB DEWEY SUBSCRIPTION 6/1/26-5/31/27	391.13
08/13/2026	5486(E)	STAPLES ADVANTAGE	OFFICE SUPPLIES	625.92
08/13/2026	5487(E)	TASC	BENEFITS FUNDING	671.88
08/13/2026	5488(E)	UNIQUE	7.2026 PLACEMENTS	458.70
08/13/2026	5489(E)	VALERIE GUGALA	MOMENTS THAT MADE AMERICA 6-29-26	250.00
08/13/2026	5490(E)	CONSUMERS ENERGY	126 6/18-7/16/26	425.37
08/13/2026	5491(E)	CONSUMERS ENERGY	3500 109b 6/16-7/15/26	21.00
08/13/2026	5492(E)	CONSUMERS ENERGY	3500 109a 6/16-7/15/26	21.00
08/13/2026	5493(E)	CONSUMERS ENERGY	2175 100 6/22-7/20/26	21.90
08/13/2026	5494(E)	CONSUMERS ENERGY	2175 hse 6/22-7/20/26	208.65
08/13/2026	5495(E)	CONSUMERS ENERGY	115 6/20-7/21/26	21.00
08/13/2026	5496(E)	CHARTER TOWNSHIP OF MERIDIAN	2175 6/1-7/1/26	55.58
08/13/2026	5497(E)	T-MOBILE	HOTSPOTS 6/21-7/20/26	2,289.59
08/19/2026	5498-501(E)	RAMP BUSINESS CORPORATION	*See Next Page	14,346.55
08/20/2026	5502(E)	ACRISURE/44 NORTH	MEDICAL CLAIMS	599.38
08/20/2026	5503-05(E)	AMAZON	*See Next Page	2,843.65
08/20/2026	5506(E)	AT&T	4 PHONE BOOKS 8/2026	24.00
08/20/2026	5507(E)	BOYNTON FIRE SAFETY SERVICE LLC	DA FIRE EXT INSPECTION	60.00
08/20/2026	5508(E)	CHARTER TOWNSHIP OF MERIDIAN	4321 3/17-6/26/26	435.80
08/20/2026	5509(E)	DELAU FIRE & SAFETY INC	2715 FIRE MONITORING DIALER PER DELHI FIRE INS	1,400.00
08/20/2026	5510(E)	DELTA DENTAL PLAN OF MICHIGAN	7.2026 DENTAL CLAIMS	4,332.50
08/20/2026	5511-29(E)	INGRAM LIBRARY SERVICES	BOOKS	15,379.82
08/20/2026	5530(E)	IVERSON, NINA	REIMBURSEMENTS	39.73
08/20/2026	5531(E)	LAGARDA SECURITY	SECURITY SVCS W/E 8/2/26	4,010.04
08/20/2026	5532(E)	LAUREN CLARKE	MILEAGE 8/6/26	11.55
08/20/2026	5533(E)	MARISELA GARZA	MILEAGE 4/22-5/28/26	21.82
08/20/2026	5534(E)	MELISSA COLE	MILEAGE 6/2-8/6/26	102.72
08/20/2026	5535(E)	MELISSA CRAIN	MILEAGE 7/9-7/14/26, DRAWING PRIZES	142.08
08/20/2026	5536(E)	MICHIGAN FLEET FUELING SOLUTION	VEHICLE FUEL 8/1-8/15/26	950.22
08/20/2026	5537(E)	MIDWEST TAPE	DVD, MUSIC	5,394.52
08/20/2026	5538(E)	OVERDRIVE INC	CONTENT PURCHASE	30,000.00
08/20/2026	5539(E)	PHARMACY DATA MANAGEMENT INC.	PRESCRIPTION CLAIMS 8/1-8/15/26	7,762.80
08/20/2026	5540(E)	SAVAGE, ANITA	MILEAGE 7/1-7/30/26	28.88
08/20/2026	5541(E)	STAPLES ADVANTAGE	OFFICE SUPPLIES	1,963.06
08/20/2026	5542(E)	SUSEELA EYAL	MILEAGE 7/6-7/24/26	32.98
08/20/2026	5543(E)	TASC	BENEFITS FUNDING	743.18
08/20/2026	5544(E)	VISION SERVICE PLAN	8.2026 VISION PREMIUM	868.03
08/20/2026	5545(E)	WRITEWISE, INC	8.2026 STOP LOSS INS	632.00
08/27/2026	5546(E)	ACRISURE/44 NORTH	8.2026 BUNDLE FEE, INT'L PHARMACY	8,859.91
08/27/2026	5547(E)	ANDERSON, LINDSAY	PIZZA FOR END OF SRC STAFF PARTY	25.41
08/27/2026	5548(E)	BLACKSTONE PUBLISHING INC	AUDIOBOOKS	416.02
08/27/2026	5549(E)	BLUE CROSS BLUE SHIELD OF MICHIGAN	9.2026 HEALTH INS PREMIUM	48,327.31
08/27/2026	5550(E)	CENGAGE LEARNING INC/GALE	BOOKS	533.90
08/27/2026	5551(E)	CHRIS POTTS	FOOD & SUPPLIES - TASTE TEST CH	56.47
08/27/2026	5552(E)	CHRISTIE NIKOLOFF	MILEAGE 6/2-8/11/26	28.21
08/27/2026	5553(E)	DELHI CHARTER TOWNSHIP	2026 2ND QTR UTILITIES	3,057.88
08/27/2026	5554-66(E)	INGRAM LIBRARY SERVICES	BOOKS	14,145.11
08/27/2026	5567(E)	IPEARL INC	CASES FOR LENOVO CBS 2026	628.26
08/27/2026	5568(E)	JENNY MARR	MILEAGE 2/4-8/20/26	1,319.99
08/27/2026	5569(E)	JOLEE HAMLIN	MILEAGE 6/2-8/21/26	810.79
08/27/2026	5570(E)	LAGARDA SECURITY	SECURITY SVCS W/E 8/16/26	4,010.04
08/27/2026	5571(E)	LIBRARY IDEAS LLC	AUDIOBOOKS	56.66
08/27/2026	5572(E)	MCBRIDE, BRIDIE	STEAM GARDENING SUPPLIE	50.52
08/27/2026	5573(E)	MIDWEST TAPE	MUSIC, DVD	3,774.77

08/27/2026	5574(E)	MIRANDA, ELISHA	MILEAGE 7/1-7/29/26	96.67
08/27/2026	5575(E)	STAPLES ADVANTAGE	OFFICE SUPPLIES	1,604.51
08/27/2026	5576(E)	TASC	BENEFITS FUNDING	670.42
08/27/2026	5577(E)	GRANGER CONTAINER SERVICE INC	8.2026 TRASH SVC	154.56
08/27/2026	5578(E)	GRANGER CONTAINER SERVICE INC	8.2026 TRASH SVC	316.52
08/27/2026	5579(E)	GRANGER CONTAINER SERVICE INC	8.2026 RECYCLING SVC	91.00
08/27/2026	5580(E)	GRANGER CONTAINER SERVICE INC	8.2026 TRASH SVC	13.45
08/27/2026	5581(E)	GRANGER CONTAINER SERVICE INC	8.2026 TRASH SVC	140.05
08/27/2026	5582(E)	ABRAHAM WASHINGTON LLC	9/2026 PARKING	4,520.00
Total EFT Transfer:				485,652.80

Check Type: Paper Check MAIN

08/20/2026	57749	AMERICAS BEST FRISBEE DOG LLC	ZEKE AT CADL	1,200.00
08/20/2026	57750	AMY PIPER-DINGMAN	AMY PIPER AT MS	150.00
08/20/2026	57751	AURELIUS TOWNSHIP	4/2026-6/2026 CLEANING/UTILITIES	2,720.38
08/20/2026	57752	BARNES & NOBLE	BARNES & NOBLE SUMMER MAGAZINES	99.81
08/20/2026	57753	CENTER POINT LARGE PRINT	BOOKS	77.31
08/20/2026	57754	CENTRAL BUSINESS SYSTEMS INC	PRINT COLLECTIONS/COPIES DTL,SL	726.23
08/20/2026	57755	EILX	7.2026 METV ROTATORS	176.00
08/20/2026	57756	ERIC A STANTON	ALA CONF 6/26-6/30/26	1,375.05
08/20/2026	57757	GRAND LEDGE AREA DISTRICT LIBRAF	LOST BOOK	17.99
08/20/2026	57758	GRAND VALLEY STATE UNIVERSITY LIE	32260008620793 BURTON'S LEGAL THESAURUS	60.00
08/20/2026	57759	HEIDI BUTLER	MILEAGE 5/14-7/20/26	265.01
08/20/2026	57760	HOME DEPOT CREDIT SERVICES	GLASS CLEANER, SCOUR PADS, TOILET BRUSH	50.38
08/20/2026	57761	INFOUSA MARKETING INC	BOOKS	750.00
08/20/2026	57762	INGHAM COUNTY GENEALOGICAL SO	ANNUAL INDIVIDUAL DUES-J ANTAYA 2026	20.00
08/20/2026	57763	KAJEET	KAJEET HOTSPOTS AND PLANS AUG 2026 - JUL 2027	6,603.84
08/20/2026	57764	KATHRYN SHAW	MILEAGE 6/11-6/26/26	12.76
08/20/2026	57765	KOLK, BENJAMIN	FOLK SONGWRITING AT OK 9-12-26	600.00
08/20/2026	57766	LESLIE AREA CHAMBER COMMERCE	2026 MEMBERSHIP DUES	50.00
08/20/2026	57767	LIBRARIA	BOOKS	928.72
08/20/2026	57768	MARK BUZZITTA	MILEAGE 7/7-7/28/26	222.00
08/20/2026	57769	MARSHALL DISTRICT LIBRARY	LOST BOOK	14.42
08/20/2026	57770	MASON ROTARY	QUARTERLY DUES & MTG MEALS 4/06-6/06	230.00
08/20/2026	57771	MULTI-CULTURAL BOOKS & VIDEOS	BOOKS	873.66
08/20/2026	57772	MURPHY & SPAGNUOLO PC	7.2026 LEGAL SVCS	2,425.00
08/20/2026	57773	MYERS PLUMBING & HEATING INC	STORMWATER SUMP PUMP REPLACEMENT	24,110.00
08/20/2026	57774	PLAYAWAY PRODUCTS LLC	AUDIOBOOKS	125.38
08/20/2026	57775	RED BEAR BIKES LLC	REPLACE TUBE AND TIRE ON TURI BIKE	54.00
08/20/2026	57776	RICOH USA INC	7.2026 B/W & COLOR COPIES	141.87
08/20/2026	57777	SLOAN MUSEUM OF DISCOVERY	SLOAN MUSEUM OK - JULY 2026	233.00
08/20/2026	57778	UAW LOCAL 2256	7.2026 UNION DUES	4,816.31
08/20/2026	57779	WILLIAMSTON COMMUNITY SCHOOL	CLEANING/UTILITIES 04/26-06/26	4,523.25
08/20/2026	57780	WILX	7.2026 MORNING NEWS ROTATOR	800.00
08/20/2026	57781	WLAI	7.2026 ADS	145.00
08/20/2026	57782	WLNS	7.2026 ADS	2,180.00

Total Paper Check:

56,777.37

MAIN TOTALS:

Total of 156 Disbursements:

542,430.17

CHECK REGISTER FOR CAPITAL AREA DISTRICT LIBRARIES

CHECK DATE 08/01/2026 - 08/31/2026

Check Date	Check	Vendor Name	Description	Amount
Bank MAIN MAIN CASH				
Check Type: EFT Transfer MAIN				
08/06/2026	5406-07(E)	AMAZON	Praisebank Pink Origami Paper, 220pcs 6x6 inch, Doi	45.91
			YIHONG Clear Pantry Storage Organizer Bins, 10 Pac	114.96
			WoBiogHo 161 Pcs Shrink Plastic Keychain Making Ki	33.22
			500Pcs Summer Stickers Roll for Kids Holographic H	15.58
			Madisi Crayons Bulk Pack, Regular Size, 4 Colors, 250	75.96
			maxtek Dry Erase Markers - 6 Count Colorful Magneti	24.23
			Amazon Basics Reclosable Gallon Food Storage Bags	76.36
			FBLFOBELI Hard Case for Klein Tools ET310 AC Circu	174.74
			Smarties Candy Bulk Rolls Original Flavor, Gluten & V	38.82
			Eat Like a Greek: 100 Quick, Easy, Delicious Recipes	163.17
			Akro-Mils 30130 Heavy Duty Plastic Shelf Bins, 12"x 6"	32.40
			Ozium 8 Oz. Air Sanitizer & Odor Eliminator Spray	19.44
			30 Packs DIY Blank Kites for Kids, Bulk Kites for DIY D	47.98
			SMART&CASUAL Black Wrapping Paper 17.8" x 760" (	8.99
			4 oz Mason Jar with Airtight Lid, 20 Pack Wide Mouth S	27.88
			WACOM TABLET PENS	69.90
			CloroxPro Clorox EcoClean Disinfecting Wipes, 75 Co	19.99
			Play Platoon 6 Foot Play Parachute with 8 Handles, M	70.64
			24x30x1, Percisionaire Ez Flow li Front Panel Merv 4,	55.86
			The Lost Legend (Green Ember: Lost Tales 2)	138.19
			WaterWipes Sensitive+ Baby & Toddler Wipes, 3-In-1	23.86
			Stock Your Home 4 Lb Kraft Brown Paper Lunch Bags	9.99
			Clorox CloroxPro EcoClean Disinfecting Cleaner Refil	78.51
			Homrelax 512 Pcs Name Tag Stickers, 2"x 3", Colorf	22.88
			FelixKing Office Chair, Ergonomic Desk Chair Breathe	113.99
				1,503.45
08/19/2026	5498-501(E)	RAMP BUSINESS CO	WATER DELIVERY, 8.2026 RENTAL DA	30.25
			WATER DELIVERY STK	17.00
			8.2026 WATER COOLER RENTAL DTL	95.00
			WATER DELIVERY LE	15.25
			WATER DELIVERY FO	15.25
			PEST CONTROL	74.00
			PEST CONTROL	68.00
			PEST CONTROL	89.00
			PEST CONTROL	68.00
			PEST CONTROL	89.00
			145 5/15-6/15/26	87.76
			WKAR - SRC ADS	2,385.00
			FIND THE BULLDOG EVENT 7/31/2026	50.00
			28 BOX SEATS 8/22 GAME	336.00
			HOWELL NATURE CENTER AT AU 6-30	357.60
			HOWELL NATURE CENTER AT SL	366.40
			SURGE PROTECTOR	14.88
			JANITORIAL SUPPLIES	79.51
			WASP SPRAY	24.41
			PATCH CABLE	31.96
			HD LC AIR FILTERS & DL VAC FILTERS	106.88

			BROOM & DUSTPAN, CARPET SPOT REMOVER	27.45
			TS -- BOOK JACKET COVERS	118.62
			TS -- "NEW" LABELS	305.74
			7.2026 MAT SVC	479.19
			GIVEAWAY BOOKS FOR COMMUNITY EVENTS	382.22
			HOLT SIGNAGE PRINT AND INSTALL	1,719.41
			CREATIVE CLOUD PRO 7/22-8/21/26	34.99
			8.2026 DIGITAL PHONE LINES AT DL	53.05
			MINECRAFT SERVER 8/6-9/5/26	29.94
			SRC 2026 TREASURE CHEST PRIZES	320.89
			2025 SALES/USE TAX	177.55
			SUBSCRIPTION 8/2-9/2/26	59.90
			SUBSCRIPTION 8/15/26-8/14/27	468.00
			TONIES PURCHASE JULY 2026	2,364.00
			MINECRAFT TONIES JULY 2026	119.96
			7.2026 CLOUD STORAGE	107.13
			UPRLC CONFERENCE REGISTRATION	95.00
			MICHAEL FINKEL (AUTHOR VISIT) HOTEL	289.28
			DIPPIN' DOTS PART 2 SUMMER 2026	487.11
			BATH TISSUE, SOAP	159.95
			BATH TISSUE	143.00
			PULL TOWEL	183.00
			BATH TISSUE, PAPER TOWEL	54.54
			BATH TISSUE, PAPER TOWEL	111.65
			HAND SOAP	88.45
			PULL TOWEL, BATH TISSUE	117.25
			PULL TOWEL	45.75
			PULL TOWEL, BATH TISSUE, SOAP	429.71
			BATH TISSUE, PULL TOWEL, SOAP	457.15
			STORAGE CHARGES 6/20-7/19/26	3.38
			SOUTH SIDE COMMUNITY CENTER STORYWALK HOF	61.15
			STORAGE CONTAINERS	102.75
			PRINT TEST SL	1.00
			LHC WOOD FOR BASES AND SUP	177.79
			DA PICNIC TABLES	359.98
			FLY TRAYS, BUCKETS, BATTERIES	49.58
			PEOPLE COUNTER MOVE MISC SUPPLIES	52.33
			DA PICNIC TABLES-PROCESSING FEE	1.40
			7/2026 RAMP CASHBACK	(293.84)
				14,346.55
08/20/2026	5503-05(E)	AMAZON	Kirkland Signature Multi-Purpose Sterile Solution for /	23.69
			Amazon Basics Reclosable Gallon Food Storage Bags	114.89
			Supmedic Soft MaxTM Nitrile Exam Gloves Powder-Fr	32.22
			Rabbit Breeds: The Pocket Guide to 49 Essential Bree	122.40
			Regal Altair 13 in. x 13 in. x 11 in. Green Heavy-Duty 1	105.64
			Dell Wired Keyboard and Mouse - KM300C, Black	96.95
			Frontier Co-op Organic Catnip, 1-Pound Bulk	41.19
			4 Pack Video Surveillance Signs, 24hr Monitoring No	7.99
			Klein Tools 32303HD Impact Driver Set, 20-in-1 SAE I	60.30
			DEPSTECH Endoscope Camera with Light, Dual Lens	47.49
			56328C Lens - EE for Use with Elkay EZH2O and Hals	8.59
			Freshnaps Restaurant & Institutional Table Cleaning'	140.89
			The King Arthur Trilogy	43.44
			144 Pcs Bulk Animal Pun Bookmarks Bulk for Kids 2 x	71.34

Hebayy 600 Adorable Round Land Animal Stickers in	19.37
MNINEANDMORE 25 Pack Headphones Bulk for Schc	128.57
SMART&CASUAL 15" x 450" (37.5') Kraft Paper Roll fo	8.54
Astrobrights Color Cardstock, 65 lb Cover Weight, 8.5	17.62
Boyhood Resurrected: Igniting a Revival of Daring and	269.56
Ekkogo Acoustic Panels 12-Pack Soundproof Wall Pa	214.07
Fly on the Wall	87.05
Dovey Coe	54.71
tomtoc 13-14 Inch Protective Puffy Laptop Carrying B	118.33
98544C 56328C Water Sensor Kits for Elkay EZH2O a	39.99
Amazon Basics Disinfecting Wipes, Lemon & Fresh S	154.07
GoSports Sand Gel Weighted Base Filler for Indoor/O	149.92
WOD General Purpose ATG Tape, 1/2 inch x 36 yds. (5	32.80
PQRQP 3 IN 1 PROFESSIONAL WIRELESS LAVALIER M	48.51
Simgoing 2 Pcs Halloween Pumpkin Skeleton Plush P	149.09
100 Pack Small Paper Gift Bags with Handles, 5.25 x	30.79
S&S Worldwide Black Wiggly Eye Stickers. Self-Adhe	9.47
ZHIYE Party Balloons Assorted 8 Inch 100 pieces Brig	100.48
Something Corporate: A Year in the Life	12.75
playmeo Team-Building Games for Work - Connectile	77.68
Bankers Box 20-Pack Heavy-Duty File Storage Boxes,	93.12
The Dinner Party: A Pick Your Poison Adventure	110.14
	2,843.65

DR. L. ROBERT McCONNELL STAFF AWARDS

The McConnell Award was initially discussed at the November 1998 CADL Board meeting. The award was named in honor of Dr. L. Robert McConnell who was the first Chairperson of the CADL Board.

The Board established two individual awards – one award was given for Innovation and the other for Customer (Patron) Service. Employees may be nominated for either or both but can win only one.

Innovation: This award recognizes a staff contribution for the introduction of a new/ innovative program service or approach, which can lead to a qualitative or quantitative improvement in CADL operations. Such innovations may be stimulated either by either identified needs or issues, or new opportunities.

Customer (Patron) Service: This award recognizes exemplary staff performance in either responding to identified patron needs or developing new approaches/services or tools which significantly enhance service to patrons. Award recipients may be those whose collective activities over time demonstrate attention to patrons, or individuals who implement a solution to an actual or anticipated customer need. This award is also given to staff who do not work directly with the public but provide superior service to other staff.

Employees are nominated for the award by their coworkers. A subcommittee of the CADL Board, with input from the Director, makes the selection from the nominated candidates. Members of the Management Team are not eligible to receive the award. All employees who are nominated receive a certificate. The winners receive a certificate and \$500. The certificates are handed out at the McConnell Award ceremony held during the CADL Conference.

Timeline:

Mid-September – Nominations are due.

Late September to Early October – Committee meets to determine recommended recipients.

October Board Meeting – Board votes on recipients.

Early November – Recipients and nominees recognized at CADL Conference on November 11.

CAPITAL AREA DISTRICT LIBRARIES
HUM 202 EVALUATION OF THE
CAPITAL AREA DISTRICT LIBRARY EXECUTIVE DIRECTOR
NOVEMBER 15, 2023

Procedure Overview

The Capital Area District Libraries (CADL) Board is solely responsible for developing, implementing, and accomplishing the evaluation of the Executive Director of CADL. The annual evaluation process provides an opportunity for the Library Board and Executive Director to refresh or reach mutual goals for the upcoming year.

The Chair of the CADL Board will appoint a three-person committee in September responsible for organizing and ensuring that the evaluation process is completed within the time frame indicated in the evaluation procedure.

The committee is responsible for reviewing the evaluation process and documents each year. Any recommended changes will be brought to the Board and voted on at the December meeting for use in the next evaluation cycle.

The evaluation procedure and documents adopted in December will be used for the Executive Director's evaluation that takes place in March of the following year. The documents, if amended, will be distributed to the Executive Director shortly after the December meeting.

The evaluation process includes three parts:

1. The CADL Board will evaluate the Executive Director
2. The Library Director will complete a self-evaluation using the same evaluation document as the Board.
3. The Management Team and the Branch Heads will evaluate the Executive Director.
The Management Team consists of:

Assistant Director
Collection Development Director
Finance Director
Human Resources Director
Marketing and Communication Director
Technology Director
Operations Director

CADL will use this procedure and accompanying forms to complete the Executive Director's evaluation.

Evaluation Procedure

1. The evaluation committee will distribute the CADL Board Evaluation of the Executive Director document to the Library Board members at the February Library Board meeting. The Executive Director will receive a copy of the document in January so they can review and complete it by the February Board meeting when they present their report to the Library Board.
2. At the February Library Board meeting, the CADL Executive Director will provide the Board with a written and oral report including information regarding the status of CADL and informing the Board of their accomplishments in meeting the established goals of CADL. This report should include, but is not limited to, the following information:
 - Statistical Report: A year-end compilation of statistics provided by the Director in the monthly report. i.e., circulation figures, registered patrons, technical services, outreach attendance, Mobile Library stops and usage, data base use, electronic users, library program attendance, equal opportunity as it relates to staff composition.
 - Financial Report: The current status of the budget, correlating it to expenditures towards CADL goals as well as information on the grants applied for and received.
 - Community Relations Report: Meetings or interactions with local municipalities, governmental agencies, and the efforts/meetings with the Friends of the Library Groups. Some information on what has been done to build community support for CADL should also be included.
 - New Services, Technology Report: Any new services or technology developed or implemented during the year.
 - Goals: Goals that the Executive Director set at the beginning of the evaluation year as they pertain to the operation of CADL and how those goals were achieved and describe the goals set for the upcoming year.
 - Additional Information: Should include any additional information that the Director thinks the Board should know about that directly impacts their evaluation.
3. The day after the February Library Board meeting, the CADL Staff Evaluation of the Executive Director document will be distributed electronically to the Management Team and Branch Heads. The Executive Director will be provided with a copy of the evaluation; however, it is not necessary that they review and complete this evaluation by the March Board meeting when the evaluation will take place. The evaluation will be

created and conducted in such a way that the Management Team and Branch Head respondents are anonymous.

4. The CADL Board, Management Team and Branch Heads are encouraged to complete the evaluation within two weeks. If a Board or designated Staff member neglects to return the evaluation document by the deadline indicated, the process will begin without it, and it will not be included in the compilation.
5. The evaluation committee will compile the results from the CADL Board, Management Team, and Branch Heads evaluations. The evaluation committee will use the individual ratings by the Board members/staff to arrive at a consensus rating for the Director. Board members' comments will be given verbatim as part of the compiled evaluation and the comments will be labeled with the Board member's name. The compilation should be completed by the March Committee of the Whole meeting and distributed to the Board members and the Executive Director at that time. The Management Team and Branch Heads will not receive a compilation of their responses.
6. The evaluation of the Executive Director will take place at the March Board meeting, or Board meeting as mutually agreed between the Board and the Executive Director, with the entire Board present. The evaluation will take place in an open session unless the Director requests a closed session pursuant to the Open Meetings Act. A member of the evaluation committee will take the lead role in the evaluation discussions. They will review the results of the evaluations and the Director will have the opportunity to respond to the Board's/staff's evaluation at that time. The discussions will then be opened to all of the Board members.
7. The Executive Director, the Chair of the Library Board and the representatives from the evaluation committee will sign a document indicating that the evaluation took place.

Capital Area District Library

Executive Director's Evaluation

The Director's performance has been reviewed for the period January 1, 2026 through December 31, 2026. A compilation of the evaluation documents used are attached.

Executive Director

Date _____

Board Chairperson

Date _____

Evaluation Committee Rep.

Date _____

Evaluation Committee Rep.

Date _____

BALANCE SHEET REPORT FOR CAPITAL AREA DISTRICT LIBRARIES

Balance As of 08/31/2026

GL Number	Description	YTD Balance 08/31/2026
Fund: 101 GENERAL FUND		
*** Assets ***		
Account Type: Cash		
CASH		13,250,333.66
IMPREST CASH		200.00
INVESTMENTS		7,024,871.27
Cash		20,275,404.93
Account Type: Accounts Receivable		
ACCOUNTS RECEIVABLE		134,738.91
TAXES RECEIVABLE		423,995.48
INTEREST RECEIVABLE		145,049.54
Accounts Receivable		703,783.93
Account Type: Other Assets		
PREPAID EXPENSE		228,489.50
Other Assets		228,489.50
Total Assets		21,207,678.36
*** Liabilities ***		
Account Type: Accounts Payable		
ACCOUNTS PAYABLE		287,861.40
ACCRUED SALARIES PAYABLE		(245.09)
Accounts Payable		287,616.31
Account Type: Liabilities-ST		
DEFERRED REVENUE		433,470.15
Liabilities-ST		433,470.15
Account Type: Deferred Inflows		
DEFERRED REVENUE		131,393.18
Deferred Inflows		131,393.18
Total Liabilities		852,479.64
*** 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		21,207,678.36
BEG. FUND BALANCE		14,038,893.16
+ NET OF REVENUES & EXPENDITURES		0.00
= ENDING FUND BALANCE		14,038,893.16
+ LIABILITIES		852,479.64
= TOTAL LIABILITIES AND FUND BALANCE		14,891,372.80
OUT OF BALANCE		6,316,305.56

BOARD FS FOR CAPITAL AREA DISTRICT LIBRARIES

Balance As of 08/31/2026

*NOTE: Pct Budget does not reflect amounts encumbered.

GL Number	Description	Activity For 08/31/2026	YTD Balance 08/31/2026	2026 Amended Budget	% Bdgt Used
Fund: 101 GENERAL FUND					
Account Category: Revenues					
MILLAGE INCOME					
402	Property Tax Revenue	32,430.14	14,693,606.50	15,102,200.00	97.29
404	Renaissance Zone Reimbursement	4,885.81	4,885.81	20,000.00	24.43
437	Industrial Facilities Tax	0.00	37,712.21	38,000.00	99.24
	MILLAGE INCOME	37,315.95	14,736,204.52	15,160,200.00	97.20
PENAL FINES					
658	Penal Fines Ingham County	0.00	248,809.92	200,000.00	124.40
659	Penal Fines Eaton County	11,130.37	11,130.37	8,000.00	139.13
	PENAL FINES	11,130.37	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	6,355.67	44,976.27	43,550.00	103.28
631	Non Resident Fees	4,083.00	22,671.50	20,000.00	113.36
	LIBRARY FEES	10,438.67	67,647.77	63,550.00	106.45
DONATIONS					
674	Donation Income-Friends/Restricted	200.00	33,039.84	29,000.00	113.93
677	Donation Income-Unrestricted	344.72	19,107.44	28,400.00	67.28
	DONATIONS	544.72	52,147.28	57,400.00	90.85
GRANTS					
540	Grants	0.00	15,000.00	15,000.00	100.00
550	Grants-LSTA	2,994.78	2,994.78	3,000.00	99.83
	GRANTS	2,994.78	17,994.78	18,000.00	99.97
OTHER INCOME					
628	Universal Service Fund Income	0.00	(589.67)	0.00	100.00
632	Lost and Paid Books	3,508.88	27,092.47	30,000.00	90.31
665	Interest Income	46,338.28	384,957.10	400,000.00	96.24
667	RENT INCOME	0.00	37,589.36	56,000.00	67.12
673	Sale of Fixed Assets	100.00	300.00	3,000.00	10.00
675	Misc Income	971.94	15,223.81	9,000.00	169.15
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	50,919.10	467,573.07	502,000.00	93.14
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	113,343.59	16,040,801.89	16,789,150.00	95.54
Account Category: Expenditures					
SALARIES AND BENEFITS					
702	Salaries	556,517.69	4,704,535.00	7,610,000.00	61.82
714	Unemployment Insurance	0.00	0.00	3,000.00	0.00
715	FICA EMPLOYER SHARE	41,661.66	351,922.10	570,000.00	61.74
716	HEALTH INSURANCE	54,474.79	514,801.87	882,000.00	58.37
717	Life & Disability Insurance	396.66	3,607.94	6,000.00	60.13
718	Retirement	68,305.99	583,916.79	995,000.00	58.69
719	Prescription Expense	13,312.13	185,584.95	300,000.00	61.86
720	DENTAL INSURANCE	164.43	33,432.80	55,000.00	60.79
721	VISION INSURANCE	896.49	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	4,541.00	40,781.00	54,500.00	74.83
	SALARIES AND BENEFITS	740,270.84	6,463,101.43	10,529,200.00	61.38
MATERIALS					
727	Books	87,608.71	665,892.66	1,109,000.00	60.04
728	Periodicals	99.81	37,296.25	43,050.00	86.63
729	DVD	17,035.55	145,162.92	222,000.00	65.39
730	Library of Things	1,902.18	40,575.65	54,500.00	74.45
731	Audiobooks	55,530.43	448,915.31	688,500.00	65.20
732	Music	1,852.05	20,187.96	34,500.00	58.52
733	Databases	0.00	103,554.55	110,000.00	94.14

BOARD FS FOR CAPITAL AREA DISTRICT LIBRARIES

Balance As of 08/31/2026

*NOTE: Pct Budget does not reflect amounts encumbered.

GL Number	Description	Activity For 08/31/2026	YTD Balance 08/31/2026	2026 Amended Budget	% Bdgt Used
Fund: 101 GENERAL FUND					
Account Category: Expenditures					
MATERIALS					
734	Subscription Services	228.16	63,587.66	75,250.00	84.50
735	Processing Supplies	1,602.15	21,474.87	29,750.00	72.18
736	Processing Fees	6,457.01	48,513.78	89,000.00	54.51
868	Local History Collection	0.00	10,000.00	10,000.00	100.00
MATERIALS		172,316.05	1,605,161.61	2,465,550.00	65.10
SUPPLIES					
740	Office Supplies	5,391.27	52,916.37	85,000.00	62.25
741	Postage Expense	100.00	1,673.44	6,000.00	27.89
776	Janitorial Supplies	1,618.85	10,912.71	19,900.00	54.84
862	Gas-Delivery Vehicles	2,148.35	16,791.60	20,000.00	83.96
SUPPLIES		9,258.47	82,294.12	130,900.00	62.87
PROFESSIONAL SERVICES					
820	Membership Fees	125.00	18,823.62	27,500.00	68.45
822	CONTRACTUAL SERVICES	0.00	2,472.00	2,500.00	98.88
823	Bank Fees & Services	1,806.66	12,193.66	18,000.00	67.74
825	Collection Agency Fees	674.15	4,024.05	6,000.00	67.07
826	Payroll & Print Service	3,665.93	35,254.23	50,000.00	70.51
827	Web Chat Service	895.00	7,160.00	11,000.00	65.09
828	Melcat Delivery Charges	1,090.87	52,032.11	52,000.00	100.06
829	Tutoring Services	0.00	0.00	3,000.00	0.00
831	Marketing	11,944.56	103,106.00	174,000.00	59.26
832	Programs	7,193.16	57,526.13	116,380.00	49.43
PROFESSIONAL SERVICES		27,395.33	292,591.80	460,380.00	63.55
GOVERNANCE					
805	Legal Services	0.00	17,507.42	40,000.00	43.77
806	Per Diem	0.00	240.00	10,000.00	2.40
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		0.00	37,273.25	86,250.00	43.22
STAFF DEVELOPMENT					
810	Staff Training	172.68	29,969.60	58,250.00	51.45
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	336.00	1,123.56	5,000.00	22.47
STAFF DEVELOPMENT		508.68	31,149.99	68,750.00	45.31
MAINTENANCE AND UTILITIES					
801	Custodial Services	20,614.01	151,490.36	244,580.00	61.94
802	SECURITY SERVICES	16,139.69	133,842.52	163,090.00	82.07
850	Telephone	1,697.05	13,641.15	22,410.00	60.87
864	Vehicle Maintenance - Delivery	139.61	6,181.35	10,000.00	61.81
922	Steam and Gas	676.43	82,627.39	116,500.00	70.92
923	Electricity	24,980.76	131,166.42	219,600.00	59.73
924	Water and Sewer	1,246.10	13,303.97	26,400.00	50.39
925	Trash	715.58	6,214.31	9,790.00	63.48
930	Building Maintenance	1,568.67	47,932.29	141,580.00	33.86
MAINTENANCE AND UTILITIES		67,777.90	586,399.76	953,950.00	61.47
OTHER EXPENSE					
861	Local Travel	3,263.24	12,525.43	20,000.00	62.63
955	Millage Income Refund	0.00	1,303.23	60,000.00	2.17
956	Property & Liability Insurance	0.00	42,291.00	75,000.00	56.39
957	Miscellaneous Expense	167.50	1,928.10	6,000.00	32.14
958	Sales/Use Tax	177.55	177.55	1,000.00	17.76
959	SPECIAL ASSESSMENT & PROPERTY TAX	0.00	15,411.28	17,000.00	90.65
960	Donation Expense Restricted	884.09	23,734.16	24,000.00	98.89
961	Donation Expense Unrestricted	420.00	6,726.78	22,500.00	29.90
OTHER EXPENSE		4,912.38	104,097.53	225,500.00	46.16
TECHNOLOGY EXPENSES					
878	Firewall Upgrade Project	0.00	633.44	5,000.00	12.67
895	Internet Access	3,340.20	7,635.00	17,690.00	43.16
896	Internet Access - Hotspots	6,111.14	37,941.15	56,640.00	66.99
898	Computer System Services	111.87	50,049.03	74,270.00	67.39
905	Computer Software	737.24	78,700.42	94,200.00	83.55

BOARD FS FOR CAPITAL AREA DISTRICT LIBRARIES

Balance As of 08/31/2026

*NOTE: Pct Budget does not reflect amounts encumbered.

GL Number	Description	Activity For 08/31/2026	YTD Balance 08/31/2026	2026 Amended Budget	% Bdgt Used
Fund: 101 GENERAL FUND					
Account Category: Expenditures					
TECHNOLOGY EXPENSES					
906	Computer Hardware	2,181.95	17,515.33	51,700.00	33.88
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	12,482.40	358,175.36	521,150.00	68.73
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	254.14	27,070.58	70,500.00	38.40
980	Staff Furn & Equipment	1,322.52	8,187.45	26,500.00	30.90
982	BUILDINGS	1,400.00	87,189.34	295,238.00	29.53
987	GRANT EXPENSES	70.10	17,694.11	18,000.00	98.30
	CAPITAL OUTLAY	3,046.76	164,251.48	459,258.00	35.76
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	1,037,968.81	9,724,496.33	16,955,888.00	57.35
Fund 101 - GENERAL FUND:					
	TOTAL REVENUES	113,343.59	16,040,801.89	16,789,150.00	95.54
	TOTAL EXPENDITURES	1,037,968.81	9,724,496.33	16,955,888.00	57.35
	NET OF REVENUES & EXPENDITURES:	(924,625.22)	6,316,305.56	(166,738.00)	