

**CAPITAL AREA DISTRICT LIBRARIES
BOARD MEETING**

5:30 PM, WEDNESDAY, FEBRUARY 17, 2021

VIRTUAL

+1 517-317-8953, Conference ID: 685 947 429#



Mission Statement:

Empowering our diverse communities to learn, imagine and connect.

AGENDA

CALL TO ORDER

ROLL CALL

COMMUNICATIONS

PUBLIC COMMENTS ON AGENDA ITEMS

CONSENT AGENDA

1. Approval of Agenda (enc – action)
2. Approval of Minutes January 20, 2021 (enc – action)
3. Disbursements for January 2021 (enc – action)

CHAIRPERSON'S COMMENTS

PRESENTATION

1. Executive Director's Annual Report – Scott Duimstra

NEW BUSINESS

General

1. MERS Addendum (action)
2. SER 103 Code of Conduct (enc – action)
3. SER 105 Internet Access Policy (enc – action)
4. Legislative Update
5. Community Contacts

Finance

1. Unaudited Final December 2020 Financial Report (enc – action)
2. January 2021 Financial Report (enc – action)
3. February 2021 Budget Revisions (enc – action)

DIRECTOR'S REPORT

PUBLIC, STAFF, AND BOARD MEMBER COMMENTS

ADJOURNMENT

CAPITAL AREA DISTRICT LIBRARIES BOARD MEETING

January 20, 2021

Members Present: Debora Bloomquist, Margaret Bossenbery, Jeff Croff, Sandy Drake, Vern Johnson, DeYeya Jones, Sally Trout

Members Absent:

Staff Present: Scott Duimstra, Jolee Hamlin, Emily Heverly, Sheryl Knox, Chelsea Koenigsknecht, Julie Laxton, Michael Moore, Tom Moore, Thais Rousseau, Trent Smiley, Pat Taylor, Amanda Vorce

Others Present:

CALL TO ORDER

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

ROLL CALL

Bloomquist – Present, Dialing in from Okemos, Meridian Township, Ingham County, Michigan

Bossenbery – Present, Dialing in from City of Lansing, Ingham County, Michigan

Croff – Present, Dialing in from City of Lansing, Ingham County, Michigan

Drake – Present, Dialing in from Haslett, Meridian Township, Ingham County, Michigan

Johnson – Present, Dialing in from City of Lansing, Ingham County, Michigan

Jones – Present, Dialing in from City of Lansing, Ingham County, Michigan

Trout – Present, Dialing in from Mason, Alaiedon Township, Ingham County, Michigan

COMMUNICATIONS

There were no communications.

PUBLIC COMMENTS ON AGENDA ITEMS

There were no public comments on agenda items.

CONSENT AGENDA

1. Approval of Agenda

Vern Johnson made a motion to move New Business General two - three, and Finance items one to the consent agenda. Margaret Bossenbery seconded the motion. The motion carried.

Margaret Bossenbery made a motion to approve the consent agenda as amended. Sandy Drake seconded the motion. The motion carried.

2. Approval of Minutes December 16, 2020

The minutes of December 16, 2020 was approved by consent.

3. Disbursements for December 2020

The disbursements for December 2020 were approved by consent.

CHAIRPERSON'S COMMENTS

Board Chair Sally Trout celebrated the country's inauguration day.

NEW BUSINESS

General

1. Introduction of New Staff Members – Tom Moore, *Haslett Head Librarian*; Amanda Vorce, *Webberville Head Librarian*

Executive Director Scott Duimstra introduced new staff members Tom Moore, *Haslett Head Librarian*, and Amanda Vorce, *Webberville Head Librarian*.

2. SER 104 Privacy Policy

SER 104 Privacy Policy was approved by consent.

3. SER 104A Privacy Statement

SER 104A Privacy Statement was approved by consent.

4. Legislative Update

There were no legislative updates.

5. Community Contacts

Sandy Drake attended the Okemos and Haslett Friends' Groups meeting. The Okemos Friends Group has been purchasing lunch for the Okemos Library staff once per week and she is going to share this information with the other branch Friends' groups.

Finance

1. Preliminary December 2020 Financial Report

The Preliminary December 2020 Financial Report was approved by consent.

DIRECTOR'S REPORT

- Through CADLCares, which focuses on special partnerships that support education, health and services for low-income residents, CADL was able to partner with the Greater Lansing Foodbank. Together, \$1,180 was raised for the foodbank.
- The Okemos Branch partnered with Cristo Rey Community Center for a cold-weather clothing drive where they received 240 donations of hats, mittens and scarves that will be distributed through Cristo Rey.
- At the Leslie Branch, library assistant Desiree Smith had her first book-a-librarian appointment where she created a virtual appointment through Microsoft Teams with a patron. Together they browsed the shelves using the camera on an iPad. The patron loved it so much that she checked out 40 books. There were so many good title suggestions.
- Executive Director Duimstra attended the Friends of the Okemos Library meeting on January 14 to talk about how CADL adapted services in 2020 to meet the needs of members in Meridian Township.

- 9 schools in the Ingham Intermediate School District are now participating in the Student Success Initiative. Students can check out library materials and use digital services by logging in with their student ID or school login. In 2021, CADL will partner with schools in Dansville, Leslie, Stockbridge and Webberville to provide extended loan WIFI hotspots to high-need students.
- In 2020, CADL's digital collection of eBooks, digital audiobooks, movies and music had an annual circulation of just over 700,000. That's a 20% increase from 2019.
- The South Lansing lease was finalized, and the length of the lease is from January 1, 2022 through December 31, 2026.
- Access to CADL's public computers began on Wednesday, January 20.
- The Annual Report presentation will occur at the February 17 Board meeting. CADL staff will also reach out to municipalities to see about the opportunity to present the annual report at one of their virtual meetings.

PUBLIC, STAFF, AND BOARD MEMBER COMMENTS

Margaret Bossenbery asked how many staff members were working in the library buildings versus working at home. A discussion was held.

ADJOURNMENT

Margaret Bossenbery made a motion to adjourn the meeting. Sandy Drake seconded the motion. The motion carried. The meeting was adjourned at 6:23 p.m.

CAPITAL AREA DISTRICT LIBRARY DISBURSEMENTS				
January 1 through January 31, 2021				
Check No.	Payment Date	Remit To	Payment Amt.	
000000051949	1/21/2021	AMERICAN LIBRARY ASSOCIATION	149.97	Materials
000000051950	1/21/2021	AT & T LONG DISTANCE	14.83	Telephone
000000051951	1/21/2021	JILL ABOOD	28.98	Marketing Programs
000000051952	1/21/2021	ABLE CONCRETE INC	74.00	Building maintenance
000000051953	1/21/2021	ALERUS FINANCIAL	14,240.71	Retirement, Deferred Compensation Dec20
000000051954	1/21/2021	ALBERT ABBOTT	45.00	Phone reimbursement-4th qtr
000000051955	1/21/2021	APPLE INC	16,115.00	ipads (35), apps for grant project
000000051956	1/21/2021	LINDSAY ANDERSON	88.00	Programs-MS
000000051957	1/21/2021	SYNCB/AMAZON	2,654.83	Various charged products/services
000000051961	1/21/2021	BAKER & TAYLOR BOOKS	46,935.65	Materials
000000051962	1/21/2021	MELISSA COLE/PETTY CASH	49.39	Library petty cash replenishment-FO
000000051963	1/21/2021	UNEMPLOYMENT INSURANCE AGENCY	1,079.16	Unemployment insurance
000000051964	1/21/2021	BOLING JANITORIAL SERVICE INC	7,835.80	Custodial service-Dec20
000000051965	1/21/2021	BARYAMES CLEANERS INC	85.88	Marketing-misc
000000051966	1/21/2021	HEATHER GOUPIL/PETTY CASH	153.00	Library petty cash replenishment
000000051967	1/21/2021	BRIDGEALL LIBRARIES LIMITED	24,336.00	Collection subscription 2021
000000051968	1/21/2021	BOOK DEPOT	1,055.79	Outreach projects-Building Readers
000000051969	1/21/2021	B & H PHOTO-VIDEO	3,478.37	Library of Things
000000051970	1/21/2021	BLACKSTONE AUDIO INC	181.20	Materials
000000051971	1/21/2021	CCI SOUTH INC	157.50	Building upgrades
000000051972	1/21/2021	CENTRAL BUSINESS SYSTEMS INC	648.71	Equipment lease-SL, print service
000000051973	1/21/2021	CINTAS CORPORATION #725	610.51	Mat service-Dec20
000000051974	1/21/2021	CAPITAL AREA CLEANING SUPPLY	503.06	Janitorial supplies-Dec20
000000051975	1/21/2021	CENTRAL SECURITY ALARM INC	117.00	Building maintenance-DL
000000051976	1/21/2021	JULIE CHRISINSKE	45.08	Local travel
000000051977	1/21/2021	JULIE CHRISINSKE/PETTY CASH	71.67	Library petty cash replenishment
000000051978	1/21/2021	CATALYST TECHNOLOGY GROUP INC	812.50	Computer software-Proof Point Dec20
000000051979	1/21/2021	MELISSA COLE/PETTY CASH	172.63	Library petty cash replenishment-SL
000000051980	1/21/2021	MELISSA COLE/ PETTY CASH	59.99	Library petty cash replenishment-DL
000000051981	1/21/2021	DEMCO	110.33	Processing supplies
000000051982	1/21/2021	JENNIFER DEGROAT/PETTY CASH	72.48	Library petty cash replenishment
000000051983	1/21/2021	RYAN DONAHUE	45.00	Phone reimbursement-4th qtr
000000051984	1/21/2021	DTE ENERGY	160.78	Utilities
000000051985	1/21/2021	DBI BUSINESS INTERIORS	566.20	Office supplies-Dec20
000000051986	1/21/2021	DELL MARKETING, L.P.	9,735.51	Computer hardware
000000051987	1/21/2021	EDUCATIONAL DEVELOPMENT CORPOR	14.99	Materials

000000051988	1/21/2021	FP MAILING SOLUTIONS	156.00	Postage
000000051989	1/21/2021	CHASE CARD SERVICES	10,312.31	Various charged products/services
000000051990	1/21/2021	GAYLORD BROS., INC.	1,150.00	Office supplies-Outreach
000000051991	1/21/2021	HEATHER GOUPIL	16.73	Local travel
000000051992	1/21/2021	CENGAGE LEARNING INC/GALE	11,925.02	Analytics on Demand subscription 2021
000000051993	1/21/2021	HOLT PUBLIC SCHOOLS	2,000.00	Author visit sponsorship
000000051994	1/21/2021	BETSY HULL/PETTY CASH	106.84	Library petty cash replenishment
000000051995	1/21/2021	JOLEE HAMLIN	85.52	Local travel, Program
000000051996	1/21/2021	HOME DEPOT CREDIT SERVICES	void	
000000051997	1/21/2021	HEALTHY & FIT MAGAZINE	325.00	Marketing-ads
000000051998	1/21/2021	LYNN HARPER/PETTY CASH	18.87	Library petty cash replenishment
000000051999	1/21/2021	HENDERSON GLASS INC	2,951.70	Replace DTL glass window
000000052000	1/21/2021	INGRAM LIBRARY SERVICES	1,117.01	Programs-Central, WE, Outreach projects
000000052001	1/21/2021	IMICHIGAN PRODUCTIONS INC	750.00	Marketing-ads
000000052002	1/21/2021	IMPACT SOLUTIONS	597.51	Outreach projects-Building Readers
000000052003	1/21/2021	JACKSON DISTRICT LIBRARY	24.99	Lost & Paid materials
000000052004	1/21/2021	BEVERLY JENKINS	450.00	Program
000000052005	1/21/2021	JONESVILLE DISTRICT LIBRARY	14.99	Lost & Paid materials
000000052006	1/21/2021	CHARLOTTE KRAJNIAK	55.20	Local travel
000000052007	1/21/2021	KANOPY INC	2,543.00	DVD streaming service-Dec20
000000052008	1/21/2021	SOUTH LANSING KIWANIS	112.50	Membership-SL
000000052009	1/21/2021	MICHIGAN FLEET FUELING SOLUTIONS L	1,144.50	Gas for vehicles
000000052010	1/21/2021	LINKEDIN CORPORATION	20,000.00	Lynda Library Subscription 2021
000000052012	1/21/2021	MIDWEST TAPE	39,830.06	Materials, Hoopla Dec20
000000052013	1/21/2021	MASON AREA CHAMBER OF COMMERCE	100.00	Membership
000000052014	1/21/2021	AMANDA VORCE/PETTY CASH	143.02	Library petty cash replenishment
000000052015	1/21/2021	MOTION MARKETING & MEDIA INC	400.00	Marketing-ads
000000052016	1/21/2021	MYERS PLUMBING & HEATING INC	773.50	Building maintenance
000000052017	1/21/2021	MIDWEST COMMUNICATIONS	360.00	Marketing-ads
000000052018	1/21/2021	MASON COUNTY DISTRICT LIBRARY	15.00	Lost & Paid materials
000000052019	1/21/2021	SHERRI MCCONNELL/PETTY CASH	67.93	Library petty cash replenishment
000000052020	1/21/2021	MURPHY & SPAGNUOLO PC	462.00	Legal fees-Dec20
000000052021	1/21/2021	JAMES MACLEAN	67.28	Local travel
000000052022	1/21/2021	DAWN NEWTON	150.00	Program
000000052023	1/21/2021	EARL NICHOLSON	45.00	Phone reimbursement-4th qtr
000000052024	1/21/2021	CHRISTIE NIKOLOFF	17.71	Local travel
000000052025	1/21/2021	OVERDRIVE INC	24,000.00	Prepaid expense-Overdrive
000000052026	1/21/2021	PRONUNCIATOR LLC	5,971.00	Databases 2021
000000052027	1/21/2021	MICHAEL PALMER	45.00	Phone reimbursement-4th qtr
000000052028	1/21/2021	ROCHESTER HILLS PUBLIC LIBRARY	45.94	Lost & Paid materials

000000052029	1/21/2021	RICOH USA INC	16.55	Copier lease-Dec20
000000052030	1/21/2021	ROSE PEST SOLUTIONS	101.00	Building maintenance
000000052031	1/21/2021	VILLAGE OF STOCKBRIDGE	161.34	Utilities
000000052032	1/21/2021	STAPLES ADVANTAGE	4,859.58	Office supplies - Dec/Jan
000000052033	1/21/2021	SCHOLASTIC LIBRARY PUBLISHING	7,268.00	Book Flix subscription
000000052034	1/21/2021	SHOUTBOMB LLC	6,751.32	Ill software/hardware 2021
000000052035	1/21/2021	SKYLINE OUTDOOR ADVERTISING	2,125.00	Outreach projects-Storywalks
000000052036	1/21/2021	SCHOOL SPECIALTY INC.	307.73	Library of Things
000000052037	1/21/2021	TOWNSQUARE MEDIA LANSING	750.00	Marketing-ads
000000052038	1/21/2021	TRAVERSE AREA DISTRICT LIBRARY	18.99	Lost & Paid materials
000000052039	1/21/2021	PATRON POINT INC	12,900.00	Subscription service 2021
000000052040	1/21/2021	USA TODAY NETWORK	44.00	Miscellaneous expense
000000052041	1/21/2021	PROQUEST LLC	8,602.39	Ancestry , periodicals 2021
000000052042	1/21/2021	UPS	8.25	Postage
000000052043	1/21/2021	UNUM LIFE INSURANCE CO OF AMERICA	536.38	Employee insurance
000000052044	1/21/2021	UNUM LIFE INSURANCE CO OF AMERICA	1,294.24	Employee insurance
000000052045	1/21/2021	UAW LOCAL 2256	3,112.09	Union dues-Dec20
000000052046	1/21/2021	UNIQUE	895.00	Chat service-Dec20
000000052047	1/21/2021	VANTAGE TRANSFER AGENT	3,338.10	Retirement, Deferred Compensation Dec20
000000052048	1/21/2021	WLAJ	350.00	Marketing-ads
000000052049	1/21/2021	WSYM LANSING FOX47	242.50	Marketing-ads
000000052050	1/21/2021	WLNS	200.00	Marketing-ads
000000052051	1/21/2021	KARON WALTER/PETTY CASH	15.98	Library petty cash replenishment
000000052052	1/21/2021	WILLIAMSTON COMMUNITY SCHOOLS	4,523.25	Custodial, Utilities 4th qtr 2020
000000052053	1/21/2021	WILX	58.20	Marketing-ads
000000052054	1/21/2021	HOME DEPOT CREDIT SERVICES	257.35	Building maintenance-Dec20
		MERS	55,045.22	Retirement-Dec20
ACH		44 North	13,273.04	Employee insurance, Prescription expense
ACH		ABRAHAM WASHINGTON	3,362.00	Parking Jan21
ACH		ATT	\$1,215.08	Telephone
ACH		BOARD OF WATER & LIGHT	7,326.17	Utilities
ACH		CONSUMERS ENERGY	18,906.06	Utilities
ACH		DELTA DENTAL PLAN OF MICHIGAN	1,945.90	Dental insurance
ACH		DK SECURITY	5,800.47	Security services
ACH		FRONTIER	630.33	Telephone
ACH		GRANGER	351.51	Trash service
ACH		MAXOR	11,371.06	Prescription expense
ACH		PHYSICIANS HEALTH PLAN	44,122.94	Employee Health Insurance
ACH		TASC	3,747.96	Employee Flex accounts
ACH		T-MOBILE	2,284.17	Internet access

ACH		TOTAL SOLUTIONS	2,500.00	Computer System Services
ACH		VERIZON	76.02	Internet access
ACH		VISION SERVICE PLAN	848.16	Vision insurance
ACH		branches replenishments	250.00	branch accts
		PAYCHEX PAYROLL January 08, 2021	237,625.79	Salaries
			3,360.51	Payroll services
			19,504.60	FICA Employer Share
		PAYCHEX PAYROLL January 22, 2021	207,595.88	Salaries
			1,308.55	Payroll services
			13,887.41	FICA Employer Share
			975,932.70	

SER 103 CODE OF CONDUCT

~~August 15, 2018~~

February 17, 2021

Rules and Regulations

To ~~maintain pleasant facilities~~ **ENSURE A SAFE AND WELCOMING ENVIRONMENT** for all library patrons at all library locations, the CADL Board of Trustees has adopted the following Code of Conduct. **BY ENFORCING THE RULES AND REGULATIONS LISTED BELOW, CADL SEEKS TO ENSURE ALL PERSONS MAY ENJOY EQUAL AND OPEN ACCESS TO ALL LIBRARY FACILITIES AND RESOURCES.**

1. Tobacco, tobacco products and/or other burnable products may not be used in the library or on library property. This includes no smoking, chewing, rolling or display of tobacco, other burnable products or electronic cigarettes. Library property includes parking lots and private sidewalks, but not public sidewalks alongside a roadway. If a library is located in a shared facility, the rules adopted by the owner of the shared facility apply.
2. Library patrons may not possess, consume or be under the influence of any intoxicant or any controlled substance (except as may be authorized by prescription).
3. All weapons are banned from Library premises to the fullest extent permitted by law.
4. Patrons may not disturb others in any manner. ~~Patrons may not behave~~ **EXAMPLES OF SUCH BEHAVIOR INCLUDE BEHAVING** in a rowdy manner, ~~stare~~ **STARING** at another person ~~with the intent to menace or intimidate~~, **following** another person about the building, **playing OR USING** audio **OR OTHER ELECTRONIC** equipment so that others can hear it, **singing OR talking** loudly, ~~use~~ **USING** profane or abusive language, **OR BEHAVING IN ANY WAY THAT IS INTIMIDATING, HOSTILE, OFFENSIVE, PHYSICAL OR VERBALLY ABUSIVE, OR ADVERSELY IMPACTS A PERSON'S USE OF THE LIBRARY OR THE WORK OF LIBRARY STAFF.** ~~or behave in any manner that can reasonably be expected to disturb others.~~
5. Patrons may not display materials or make verbal comments or gestures that might reasonably be expected to offend or harass others.
6. Patrons ~~need to~~ **MUST** be respectful of library furnishings including library equipment and materials. Users may not deface, mark on, or mutilate any library furnishings, materials or equipment.
7. Users shall not remove or attempt to remove any library materials without first checking them out. Unauthorized removal of CADL property or failure to return CADL property constitutes larceny, and CADL has the right to report these matters to the appropriate authorities. Failure to return CADL property or to pay late fees and replacements costs may result in criminal charges.
8. ~~Shoes (or other footwear), shirts, pants, shorts or skirts are required at all times for hygiene and safety purposes.~~ **ADEQUATE CLOTHING COVERING THE UPPER AND LOWER BODY IS REQUIRED IN ADDITION TO SHOES OR OTHER FOOTWEAR FOR HYGIENE AND SAFETY PURPOSES.**

9. Patrons may not jeopardize the health and cleanliness of other patrons, library staff, library materials and library facilities by having fleas, lice, bed bugs, urine or feces on themselves or their possessions.
10. ~~Clear water in a covered container is permitted except at computer workstations. Other~~ **COVERED** beverages and food may only be possessed and consumed in connection with events sponsored by the Library if approved by the Head Librarian or designee. **DESIGNATED AREAS. FOOD MAY ONLY BE POSSESSED AND CONSUMED IN CONNECTION WITH EVENTS SPONSORED BY THE LIBRARY OR IF APPROVED BY THE HEAD LIBRARIAN OR DESIGNEE.**
11. Cell phone users need to turn ringers ~~and the “push-to-talk” feature to “silent”~~ when they enter the library. Patrons may use cell phones in the library as long as they do not disturb others. Patrons may be asked to move to the lobby or stairwell (if available) if their conversations are disruptive to others.
12. ~~Patrons may not sleep in the library.~~ **SLEEPING FOR AN EXTENDED PERIOD OF TIME (LONGER THAN 30 MINUTES) IS NOT ALLOWED.**
13. ~~Patrons may not use restroom facilities for washing or drying clothes, bathing, shaving, or any other purpose that might reasonably be considered inappropriate.~~ **UNREASONABLE USE OF RESTROOMS IS NOT ALLOWED, INCLUDING, BUT NOT LIMITED TO, SMOKING, BATHING, SHAVING, LAUNDERING CLOTHES, SOLICITING, CLOGGING PLUMBING, OR LOOKING INTO AN AREA DESIGNED TO PROVIDE PRIVACY TO A PERSON USING THE AREA.**
14. ~~Patrons may not disturb library patrons and staff, interfere with other library patrons' or staff members' use of the facilities through extremely poor personal hygiene.~~ **PEOPLE MAY NOT WEAR OR EMIT STRONG, PERVASIVE ODORS THAT UNREASONABLY INTERFERE WITH LIBRARY USERS AND STAFF COMFORT, SAFETY OR USE OF THE LIBRARY.**
15. People may not use roller blades, roller skates, ~~or skateboards,~~ **SCOOTERS, OR ANY SIMILAR WHEELED DEVICES** on library property. **BIKES AND SCOOTERS MUST BE PARKED AT RACKS OR DESIGNATED AREAS SO AS THEY DO NOT OBSTRUCT ENTRANCES AND EXITS.**
16. People may not solicit or **PANHANDLE** ~~or beg library patrons in the library or on library property in a way that is disturbing to library patrons or interferes with library patrons' access to the library and its materials.~~
17. People may not circulate petitions, distribute literature or leaflets, or make appeals to the public (**“SPEECH ACTIVITIES”**) inside the library **BUILDING OR IN ANY LIBRARY PARKING LOT** ~~or on library grounds~~ without first obtaining permission from **THE EXECUTIVE DIRECTOR OR HEAD LIBRARIAN**. The appropriate library staff may designate an area or areas where such activity is permissible subject to reasonable time, place and manner restrictions, in accordance with applicable law. **SPEECH ACTIVITIES ARE PERMITTED ON THE SIDEWALKS OUTSIDE THE LIBRARY SUBJECT TO THE RESTRICTIONS IN THIS PARAGRAPH. NO SPEECH ACTIVITIES may be made or done in such a way that it (1) BLOCKS THE ENTRANCE/ACCESS**

TO THE LIBRARY, ITS GROUNDS, PARKING LOT, OR BOOK DROP, (2) COMPROMISES PATRON SAFETY, (3) DAMAGES LIBRARY GROUNDS, OR (4) OTHERWISE interferes with a library patron's access to **OR USE OF** the library and its materials in a quiet and respectful atmosphere. **NO TABLES, CHAIRS, STANDS, DISPLAY RACKS, SHELTERS, AWNINGS, OR OTHER STRUCTURES MAY BE SET UP INSIDE THE LIBRARY OR ON LIBRARY GROUNDS WITHOUT FIRST OBTAINING PERMISSION FROM THE EXECUTIVE DIRECTOR OR HEAD LIBRARIAN.**

18. Only animals needed for library programs and service animals are allowed in the library.
19. Patrons may not enter an area that is designated "Staff Only". Except for library programs, patrons may not remain in the Library after closing time or after a request to leave, including emergencies and evacuation drills.
20. Patrons must follow library procedures when instructed to do so by library staff.
21. Patrons must provide identification when requested by library staff.
22. Patrons may not violate any local ordinance, state or federal law.

Penalties

Any person who violates these rules and regulations may be denied access to the library and to library services by the Branch Head or designee upon notice for a period commensurate with the infraction. Library employees will contact the police when necessary.

Appeal

Any person denied access to the Library or its services may appeal the denial to the Executive Director. If the appeal is not resolved by the Executive Director, it may be submitted in writing to the Library Board. The Library Board will provide the person with an opportunity to be heard before deciding the appeal.

SER 105 INTERNET ACCESS POLICY

~~April 22, 2015~~

FEBRUARY 17, 2021

1. Philosophy

In keeping with the library's mission of providing user-friendly technology linking its libraries and communities to the world, Capital Area District Libraries makes the Internet available to the public in all of its libraries as an informational, educational and recreational resource.

2. Internet Content

The Internet, as an information resource, enables libraries to provide information beyond the confines of their own collections. It allows access to ideas, information, and commentary from around the globe. Currently, however, the Internet is an unregulated medium. As such, while it offers access to a wealth of material that is personally, professionally and culturally enriching to individuals of all ages, it also enables access to some material that may be out of date, inaccurate and offensive. Capital Area District Libraries is not responsible for the content of information accessed or selected.

The Library strives to maintain a computing environment that promotes access to a wide variety of electronic information in an array of formats; however, the Library makes no guarantee that all Internet content and services will function on its equipment.

The Library may limit customer access to Internet functions, which it determines to be inconsistent with its mission and goals or consume more resources than the benefit derived in support of the mission and goals.

3. Privacy

It is the policy of Capital Area District Libraries to preserve the confidentiality of library usage records of its patrons in accordance with the Library Privacy Act as last amended. ~~Unless ordered by a court after giving the library notice of the request and an opportunity to be heard on the request, a library or an employee or agent of a library shall not release or disclose a library record or portion of a library record to a person without the written consent of the person identified in the library record or that person's parent or legal guardian.~~ See the SER 104 Privacy Policy.

The Library makes no representations regarding the privacy of information sent over the Internet including e-mail, chat, or instant messenger. Those transmissions are not secure against interception and may be monitored by a third party.

4. Technology Protection Measure

It is Capital Area District Libraries' policy to comply with the requirements of the Children's Internet Protection Act (CIPA) (47 USC § 254 and 20 USC § 9134) and the June 23, 2003 United States Supreme Court decision relating thereto, as well as provisions in the Michigan Library Privacy Act regarding restriction of Internet access to minors (MCL 397.606).

CADL uses a technology protection measure (or "Internet filter") to restrict access to Internet sites that contain adult content (nudity and graphical depictions of sexual activity). The filter is designed to not block sex education or health sites.

Reservation software is used to restrict minors under the age of 18 to filtered Internet access only. The same software also allows adults to turn off filters without staff intervention.

In some libraries, groups of computers that are primarily used by children have been designated as always filtered.

5. Filtering Guidelines

CADL uses the requirements of CIPA and Michigan law to determine what the filter should block. CADL uses the least restrictive blocking categories provided by the filter vendor that by their definitions appear to include prohibited content. Content to be blocked includes obscenity as defined in 18 USC § 1460, child pornography as defined in 18 USC § 2256, and sexual content harmful to minors as defined in 47 USC § 254 and 20 USC § 9134.

It is CADL's intent not to block sites that address sexuality and the human body in an educational, historical, or medical context.

6. Parental Guidance

Parents and guardians need to be aware that the filter is not totally effective and the Library cannot assure that a child will not purposefully or inadvertently access inappropriate materials. Although the Library blocks access to unmoderated chat web sites, it does not filter the content of email, chat rooms, or other forms of direct electronic communication and cannot therefore assure the safety and security of minors using these functions. The Library also cannot protect against their children's unauthorized access to computer resources, including "hacking," and other unlawful online activities, nor can it protect against unauthorized disclosure, use, and dissemination of personal identification information regarding their children if their children provide it while using the Internet.

Parents need to be actively interested in and responsible for supervision of their children's use of the Internet and other electronic resources. Parents are encouraged to discuss the use of the Internet and family values with their children.

7. Complaints and Penalties

If a user feels that a web site is being blocked or allowed inappropriately by the filter, s/he may request that it be reviewed by library staff. A decision and any necessary action will be made by the Executive Director or designee.

Inappropriate use of library computers may result in the loss of library computer network privileges and suspension of library services.

8. Obscenity / Child Pornography, and Related Issues

All of the above shall be defined and governed by reference to applicable local, state, and federal statutes, regulations, ordinances, and case law, as amended.

1/25/2021

Capital Area District Library
Balance Sheet
12/31/2020
UNAUDITED

ASSETS

	Current Year	Previous Year
Current Assets:		
Cash	5,750,563.52	4,407,844.30
Imprest Cash	2,612.00	2,612.00
Investments	5,488,313.44	6,020,168.92
Prepaid Expenses	356,625.76	292,030.90
Accounts Receivable	23,209.87	13,398.33
Taxes Receivable	10,782,472.00	10,386,468.76
Interest Receivable	0.00	0.00
Total Current Assets	22,403,796.59	21,122,523.21
Total Assets	22,403,796.59	21,122,523.21

LIABILITIES AND FUND BALANCE

Current Liabilities:		
Accounts Payable	227,889.85	179,420.39
Accrued Salaries Payable	199,144.21	164,907.15
Accrued Employee Benefits Payable	92,473.68	75,901.83
Materials Payable	0.00	0.00
Deferred Revenue	11,350,000.17	10,927,000.40
Total Current Liabilities	11,869,507.91	11,347,229.77
Fund Balance:		
Fund Balance Undesignated	1,489,150.36	976,264.04
Fund Balance Donations Restricted	320,395.07	291,935.90
Fund Balance Donations Unrestricted	196,061.25	71,599.79
Fund Balance Capital Projects	499,999.66	499,999.66
Fund Balance Contingency	5,190,687.10	5,190,687.10
Fund Balance Automation	500,000.00	500,000.00
Fund Balance Operations	499,000.00	1,405,000.00
Fund Balance Pension Reserve	1,080,000.00	487,120.00
Profit (loss) for period	758,995.24	352,686.95
Total Unapplied Fund Balance	(10,534,288.68)	(9,775,293.44)
Total Liabilities and Fund Balance	22,403,796.59	21,122,523.21

2/9/2021

Capital Area District Library
Statement of Revenue and Expenditures
Fiscal Year Ending December 31, 2020
12/31/2020
Unaudited

Revenues

	Current Month	Year to Date	2020 Budget	%
Millage Income				

Property Tax Revenue	574.38	10,848,724.08	10,795,000.00	100.50
Renaissance Zone Reimbursment	0.00	61,802.34	60,000.00	103.00
Industrial Facilities Tax	0.00	63,646.63	63,000.00	101.03
Total Tax Revenue	574.38	10,974,173.05	10,918,000.00	100.51
Penal Fines				

Penal Fines Ingham County	0.00	320,124.98	388,000.00	82.51
Penal Fines Eaton County	0.00	7,788.52	12,000.00	64.90
Total Penal Fines	0.00	327,913.50	400,000.00	81.98
State Aid				

State Aid Direct	0.00	95,614.05	95,000.00	100.65
State Aid Indirect	0.00	95,614.05	95,000.00	100.65
PPT Reimbursement	0.00	152,912.65	153,000.00	99.94
Total State Aid	0.00	344,140.75	343,000.00	100.33
Library Fees				

Overdue Fines	766.77	44,938.55	140,000.00	32.10
Non Resident Fees	550.00	11,432.07	29,000.00	39.42
Printing Revenue	(830.41)	14,025.59	56,000.00	25.05
Total Library Fees	486.36	70,396.21	225,000.00	31.29
Donations / Grants:				

Donation Income Restricted	1,362.97	34,906.86	90,000.00	38.79
Donation Income Unrestricted	8,949.13	33,269.56	16,000.00	207.93
Grants	19,361.41	40,211.41	61,500.00	65.38
Total Donations	29,673.51	108,387.83	167,500.00	64.71
Other Income				

Interest Income	10,692.19	148,153.91	185,000.00	80.08

MMLC Reimbursement	0.00	95,614.05	95,000.00	100.65
Lost and Paid Books	1,447.87	13,890.82	25,000.00	55.56
Sponsorship Revenue	0.00	3,700.00	5,000.00	74.00
Sale of Fixed Assets	0.00	6,336.21	8,000.00	79.20
Misc Income	2.00	3,966.03	5,000.00	79.32
Universal Service Fund Income	0.00	14,896.94	165,800.00	8.98
Total Miscellaneous Income	12,142.06	286,557.96	488,800.00	58.62
Due From Fund Balances				

Due from Pension Reserve	0.00	0.00	120,000.00	0.00
Due From Undesignated Fund Balan	0.00	0.00	93,500.00	0.00
Due From Operations Fund	0.00	0.00	484,000.00	0.00
Due from Donation Balance	0.00	0.00	105,000.00	0.00
Total Due From Funds	0.00	0.00	802,500.00	0.00
TOTAL OPERATING REVENUE	42,876.31	12,111,569.30	13,344,800.00	90.76

Expenditures

	Current Month	Year to Date	2020 Budget	%
<hr/>				
Salaries and Benefits				
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Salaries	636,081.32	5,866,017.11	6,187,000.00	94.81
Unemployment Insurance	1,079.16	1,079.16	5,150.00	20.95
FICA	45,884.16	418,691.87	473,100.00	88.50
Health Insurance	2,414.76	571,662.79	633,000.00	90.31
Prescription Expense	11,571.93	187,173.45	188,150.00	99.48
Dental Insurance	3,799.05	34,622.73	57,747.00	59.96
Vision Insurance	848.16	9,986.40	12,490.00	79.96
Life & Disability Insurance	(400.90)	3,745.02	4,540.00	82.49
Retirement	104,247.73	560,311.23	536,000.00	104.54
Workers Comp Insurance	0.00	18,872.00	19,500.00	96.78
Parking Main Library	3.00	47,022.59	49,596.00	94.81
Total Salaries and Benefits	805,528.37	7,719,184.35	8,166,273.00	94.53
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Materials				
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Books	124,357.35	835,044.12	923,456.00	90.43
Periodicals	0.00	60,750.94	62,019.00	97.96
DVD	25,892.78	228,685.14	233,644.00	97.88
Library of Things	7,357.06	30,487.46	50,750.00	60.07
Audiobooks	67,117.18	374,977.82	417,688.00	89.77
Music	6,368.34	48,289.72	64,098.00	75.34
Processing Supplies	2,410.98	16,510.81	26,500.00	62.30
Subscription Services	6,794.11	78,620.00	89,850.00	87.50
Processing Fees	0.00	61,710.42	63,350.00	97.41
Databases	0.00	89,413.06	89,415.00	100.00
Total Materials	240,297.80	1,824,489.49	2,020,770.00	90.29
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Supplies				
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Office Supplies	12,112.88	66,043.55	98,650.00	66.95
Postage Expense	524.20	10,635.03	11,000.00	96.68
Gas Delivery Vehicles	1,641.35	7,865.13	15,836.00	49.67
Gas Bookmobile	460.65	2,378.67	6,304.00	37.73
Janitorial Supplies	1,247.57	9,082.18	20,587.00	44.12
Total Supplies	15,986.65	96,004.56	152,377.00	63.00

Professional Services

Membership Fees	285.00	15,661.84	20,850.00	75.12
Collection Agency Fees	0.00	1,084.05	4,850.00	22.35
Web Chat Service	1,790.00	10,740.00	11,070.00	97.02
Payroll & Print Service	2,779.16	35,173.35	36,951.00	95.19
Melcat Delivery Charges	18,780.11	37,047.94	37,000.00	100.13
Authority Control	0.00	7,272.74	5,500.00	132.23
Tutoring Services	0.00	3,813.75	3,806.00	100.20
Marketing	22,834.52	207,186.73	288,944.00	71.70
Bank Fees & Services	1,145.29	11,408.32	16,913.00	67.45
Cooperative Membership Fee	0.00	95,614.05	95,000.00	100.65
Total Professional Services	47,614.08	425,002.77	520,884.00	81.59

Governance

Per Diem	2,670.00	4,230.00	10,000.00	42.30
Memberships	0.00	288.00	1,161.00	24.81
Conferences	0.00	30.00	10,250.00	0.29
Legal Services	2,229.00	15,368.00	49,200.00	31.24
Audit	0.00	12,500.00	12,500.00	100.00
Total Governance	4,899.00	32,416.00	83,111.00	39.00

Staff Development

Recruiting Expense	0.00	0.00	1,025.00	0.00
Staff Training	288.39	21,785.27	45,000.00	48.41
Hospitality	1,131.88	2,092.58	3,147.00	66.49
Employee Recognition	15.00	5,351.56	7,855.00	68.13
Total Staff Development	1,435.27	29,229.41	57,027.00	51.26

Maintenance and Utilities

Telephone	5,068.21	33,788.75	30,000.00	112.63
Steam and Gas	18,736.08	85,473.70	92,752.00	92.15
Electricity	24,929.97	156,744.37	183,664.00	85.34
Water and Sewer	3,934.60	18,863.18	24,282.00	77.68
Trash	890.27	5,597.37	6,980.00	80.19
Custodial Services	28,062.79	126,080.46	197,436.00	63.86
Security Services	10,297.15	80,356.02	140,000.00	57.40
Building Maintenance	13,836.53	59,512.21	66,000.00	90.17
Vehicle Maintenance	2,489.83	13,569.86	18,000.00	75.39
Total Maint. and Utilities	108,245.43	579,985.92	759,114.00	76.40

Other Expenses

Millage Income Refund	0.00	5,491.47	32,800.00	16.74
Property & Liability Insurance	0.00	65,110.50	68,000.00	95.75
Donation Expense Restricted	1,311.85	25,410.62	195,000.00	13.03
Donation Expense Unrestricted	1,981.51	8,122.70	16,000.00	50.77
Miscellaneous	124.00	2,128.12	5,912.00	36.00
Sales/Use Tax	422.02	567.82	1,230.00	46.16
Local Travel	554.60	5,101.46	10,558.00	48.32
Total Other Expenses	4,393.98	111,932.69	329,500.00	33.97

Technology Expenses

Internet Access	7,624.23	36,805.42	51,390.00	71.62
Computer Software	1,957.40	62,233.65	77,629.00	80.17
Computer Hardware	21,267.20	33,202.13	81,405.00	40.79
III Software & Hardware Maintenance	0.00	101,255.36	101,380.00	99.88
Computer System Services	4,808.27	13,598.91	29,940.00	45.42
Rethink The Linc	0.00	44,752.87	45,000.00	99.45
Member Experience Improvements	0.00	6,440.00	36,500.00	17.64
Firewall Upgrade Project	688.00	51,208.47	84,000.00	60.96
Wired LAN Upgrade	0.00	91,600.00	135,000.00	67.85
Local History Hardware	0.00	9,026.96	9,000.00	100.30
Digital Signage Upgrade	0.00	0.00	10,000.00	0.00
People Counter Replacements	0.00	0.00	15,000.00	0.00
Offsite Backup Refresh	0.00	0.00	30,000.00	0.00
Total Technology Expenses	36,345.10	450,123.77	706,244.00	63.73

Capital Outlay

Staff Furn & Equipment	3,168.20	12,944.59	30,000.00	43.15
Building Upgrades	157.50	29,985.30	32,000.00	93.70
Public Service Grant Projects	0.00	1,453.89	8,800.00	16.52
Outreach Projects	11,649.49	39,474.82	63,700.00	61.97
Chiller Roof Replacement	0.00	0.00	60,000.00	0.00
IT Renovation Project	346.50	346.50	100,000.00	0.35
Mason Renovation Project	0.00	0.00	75,000.00	0.00
White House Parking Project	0.00	0.00	180,000.00	0.00
Total Capital Outlay	15,321.69	84,205.10	549,500.00	15.32

Total Operating Expenditures	1,280,067.37	11,352,574.06	13,344,800.00	85.07
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Unapplied Fund Balance-Budget
Net Income(Loss)

(1,237,191.06)	758,995.24	0.00
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2/5/2021

Capital Area District Library
Balance Sheet
1/31/2021
UNAUDITED

ASSETS

	Current Year	Previous Year
Current Assets:		
Cash	8,280,537.99	7,531,838.69
Imprest Cash	2,612.00	2,612.00
Investments	5,488,445.08	6,020,168.92
Prepaid Expenses	25,856.30	44,298.15
Accounts Receivable	36,506.37	13,398.33
Taxes Receivable	7,364,430.00	6,215,842.05
Total Current Assets	<u>21,198,387.74</u>	<u>19,828,158.14</u>
Total Assets	<u><u>21,198,387.74</u></u>	<u><u>19,828,158.14</u></u>

LIABILITIES AND FUND BALANCE

Current Liabilities:		
Accounts Payable	9,018.84	46,494.08
Accrued Employee Benefits Payable	97,137.53	56,117.96
Materials Payable	0.00	0.00
Deferred Revenue	7,931,958.17	6,756,373.69
Total Current Liabilities	<u>8,038,114.54</u>	<u>6,858,985.73</u>
Fund Balance:		
Fund Balance Undesignated	2,248,145.60	1,588,673.46
Fund Balance Donations Restricted	320,395.07	415,898.83
Fund Balance Donations Unrestricted	196,061.25	170,914.39
Fund Balance Capital Projects	499,999.66	499,999.66
Fund Balance Contingency	5,190,687.10	5,190,687.10
Fund Balance Automation	500,000.00	500,000.00
Fund Balance Operations	499,000.00	983,000.00
Fund Balance Pension Reserve	1,080,000.00	426,120.00
Profit (loss) for period	2,625,984.52	3,193,878.97
Total Unapplied Fund Balance	<u>(13,160,273.20)</u>	<u>(12,969,172.41)</u>
Total Liabilities and Fund Balance	<u><u>21,198,387.74</u></u>	<u><u>19,828,158.14</u></u>

2/5/2021

Capital Area District Library
Statement of Revenue and Expenditures
Fiscal Year Ending December 31, 2021
1/31/2021
Unaudited

Revenues

	Current Month	Year to Date	2021 Budget	%
Millage Income				

Property Tax Revenue	3,407,255.33	3,407,255.33	11,225,000.00	30.35
Renaissance Zone Reimbursment	0.00	0.00	62,000.00	0.00
Industrial Facilities Tax	10,786.56	10,786.56	63,000.00	17.12
Total Tax Revenue	3,418,041.89	3,418,041.89	11,350,000.00	30.11
Penal Fines				

Penal Fines Ingham County	0.00	0.00	360,000.00	0.00
Penal Fines Eaton County	0.00	0.00	10,000.00	0.00
Total Penal Fines	0.00	0.00	370,000.00	0.00
State Aid				

State Aid Direct	0.00	0.00	102,500.00	0.00
State Aid Indirect	0.00	0.00	102,500.00	0.00
PPT Reimbursement	0.00	0.00	173,000.00	0.00
Total State Aid	0.00	0.00	378,000.00	0.00
Library Fees				

Overdue Fines	696.78	696.78	0.00	0.00
Non Resident Fees	175.00	175.00	25,000.00	0.70
Printing Revenue	0.00	0.00	14,000.00	0.00
Total Library Fees	871.78	871.78	39,000.00	2.24
Donations / Grants:				

Donation Income Restricted	300.00	300.00	60,000.00	0.50
Donation Income Unrestricted	12,171.15	12,171.15	16,000.00	76.07
Grants	15,000.00	15,000.00	18,000.00	83.33
Total Donations	27,471.15	27,471.15	94,000.00	29.22
Other Income				

Interest Income	1,502.57	1,502.57	60,000.00	2.50

MMLC Reimbursement	0.00	0.00	102,500.00	0.00
Lost and Paid Books	1,353.20	1,353.20	18,000.00	7.52
Sponsorship Revenue	0.00	0.00	0.00	0.00
Misc Income	84.90	84.90	2,500.00	3.40
Universal Service Fund Income	0.00	0.00	9,055.00	0.00
Total Miscellaneous Income	2,940.67	2,940.67	192,055.00	1.53
Due From Fund Balances				

Due from Pension Reserve	0.00	0.00	120,000.00	0.00
Due From Undesignated Fund Balan	0.00	0.00	0.00	0.00
Due From Automation Fund	0.00	0.00	133,000.00	0.00
Due From Operations Fund	0.00	0.00	405,000.00	0.00
Due from Donation Balance	0.00	0.00	105,000.00	0.00
Total Due From Funds	0.00	0.00	763,000.00	0.00
TOTAL OPERATING REVENUE	3,449,325.49	3,449,325.49	13,186,055.00	26.16

Expenditures

	Current Month	Year to Date	2021 Budget	%
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Salaries and Benefits				
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Salaries	296,970.91	296,970.91	6,284,000.00	4.73
Unemployment Insurance	0.00	0.00	5,150.00	0.00
FICA	18,157.49	18,157.49	480,500.00	3.78
Health Insurance	35,650.43	35,650.43	665,000.00	5.36
Prescription Expense	10,192.42	10,192.42	195,000.00	5.23
Dental Insurance	143.80	143.80	59,000.00	0.24
Vision Insurance	848.16	848.16	12,802.00	6.63
Life & Disability Insurance	279.06	279.06	4,654.00	6.00
Retirement	(15,394.15)	(15,394.15)	563,000.00	-2.73
Workers Comp Insurance	4,293.75	4,293.75	18,500.00	23.21
Parking Main Library	3,362.00	3,362.00	41,000.00	8.20
Total Salaries and Benefits	354,503.87	354,503.87	8,328,606.00	4.26
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Materials				
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Books	33,259.20	33,259.20	901,955.00	3.69
Periodicals	29,342.78	29,342.78	61,587.00	47.64
DVD	33,214.46	33,214.46	276,113.00	12.03
Library of Things	0.00	0.00	42,500.00	0.00
Audiobooks	20,111.47	20,111.47	417,574.00	4.82
Music	409.93	409.93	56,044.00	0.73
Processing Supplies	730.70	730.70	24,250.00	3.01
Subscription Services	73,355.92	73,355.92	61,650.00	118.99
Database Subscriptions	0.00	0.00	91,358.00	0.00
Databases	68,718.91	68,718.91	99,479.00	69.08
Total Materials	259,143.37	259,143.37	2,032,510.00	12.75
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Supplies				
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Office Supplies	3,486.04	3,486.04	103,600.00	3.36
Postage Expense	156.00	156.00	11,200.00	1.39
Gas Delivery Vehicles	0.00	0.00	16,000.00	0.00
Gas Bookmobile	0.00	0.00	6,400.00	0.00
Janitorial Supplies	0.00	0.00	21,102.00	0.00
Total Supplies	3,642.04	3,642.04	158,302.00	2.30

Professional Services

Membership Fees	718.50	718.50	21,500.00	3.34
Collection Agency Fees	0.00	0.00	2,425.00	0.00
Web Chat Service	0.00	0.00	11,070.00	0.00
Payroll & Print Service	4,568.15	4,568.15	37,875.00	12.06
Melcat Delivery Charges	18,780.12	18,780.12	37,000.00	50.76
Tutoring Services	11,441.25	11,441.25	15,500.00	73.81
Marketing	11,696.49	11,696.49	228,000.00	5.13
Bank Fees & Services	782.71	782.71	13,000.00	6.02
Cooperative Membership Fee	0.00	0.00	102,500.00	0.00
Total Professional Services	47,987.22	47,987.22	468,870.00	10.23

Governance

Per Diem	0.00	0.00	10,000.00	0.00
Memberships	0.00	0.00	1,190.00	0.00
Conferences	0.00	0.00	10,250.00	0.00
Legal Services	0.00	0.00	50,430.00	0.00
Audit	0.00	0.00	12,800.00	0.00
Total Governance	0.00	0.00	84,670.00	0.00

Staff Development

Recruiting Expense	0.00	0.00	1,050.00	0.00
Staff Training	325.00	325.00	30,500.00	1.07
Hospitality	82.20	82.20	3,428.00	2.40
Employee Recognition	0.00	0.00	8,051.00	0.00
Total Staff Development	407.20	407.20	43,029.00	0.95

Maintenance and Utilities

Telephone	630.33	630.33	32,500.00	1.94
Steam and Gas	0.00	0.00	96,375.00	0.00
Electricity	0.00	0.00	190,969.00	0.00
Water and Sewer	0.00	0.00	25,000.00	0.00
Trash	0.00	0.00	7,200.00	0.00
Custodial Services	0.00	0.00	202,372.00	0.00
Security Services	1,937.03	1,937.03	123,000.00	1.57
Building Maintenance	3,359.49	3,359.49	69,672.00	4.82
Vehicle Maintenance	0.00	0.00	18,500.00	0.00
Total Maint. and Utilities	5,926.85	5,926.85	765,588.00	0.77

Other Expenses

Millage Income Refund	0.00	0.00	34,000.00	0.00
Property & Liability Insurance	19,458.00	19,458.00	70,000.00	27.80
Donation Expense Restricted	0.00	0.00	165,000.00	0.00
Donation Expense Unrestricted	250.00	250.00	16,000.00	1.56
Miscellaneous	0.00	0.00	6,060.00	0.00
Sales/Use Tax	0.00	0.00	1,157.00	0.00
Local Travel	0.00	0.00	10,558.00	0.00
Total Other Expenses	19,708.00	19,708.00	302,775.00	6.51

Technology Expenses

Internet Access	7,560.61	7,560.61	71,995.00	10.50
Computer Software	16,127.90	16,127.90	58,288.00	27.67
Computer Hardware	0.00	0.00	24,305.00	0.00
III Software & Hardware Maintenance	101,938.63	101,938.63	106,077.00	96.10
Computer System Services	4,528.43	4,528.43	35,640.00	12.71
Member Experience Improvements	0.00	0.00	12,400.00	0.00
VOIP Phone Project	0.00	0.00	85,000.00	0.00
Digital Signage Upgrade	0.00	0.00	10,000.00	0.00
People Counter Replacements	0.00	0.00	15,000.00	0.00
Offsite Backup Refresh	0.00	0.00	30,000.00	0.00
Staff Laptop Computers	0.00	0.00	45,000.00	0.00
Total Technology Expenses	130,155.57	130,155.57	493,705.00	26.36

Capital Outlay

Staff Furn & Equipment	82.75	82.75	24,000.00	0.34
Building Upgrades	0.00	0.00	18,000.00	0.00
Outreach Projects	1,784.10	1,784.10	51,000.00	3.50
HVAC Upgrades	0.00	0.00	30,000.00	0.00
New Delivery Vehicle	0.00	0.00	60,000.00	0.00
Chiller Roof Replacement	0.00	0.00	150,000.00	0.00
IT Renovation Project	0.00	0.00	100,000.00	0.00
Mason Renovation Project	0.00	0.00	75,000.00	0.00
Total Capital Outlay	1,866.85	1,866.85	508,000.00	0.37

Total Operating Expenditures	823,340.97	823,340.97	13,186,055.00	6.24
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Unapplied Fund Balance-Budget
Net Income(Loss)

2,625,984.52	2,625,984.52	0.00
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CAPITAL AREA DISTRICT LIBRARY
Budget Revisions
Feb 17th, 2021

A. INCOME

	Current Approved Budget 2021	Budget Revision Feb, 2021	Revised 2021 Budget	% change	Comments
Tax Revenue					
Millage Income	\$11,225,000		\$11,225,000	0.00%	
Ren Zone Reimbursement	\$62,000		\$62,000	0.00%	
Industrial Facilities Tax	\$63,000		\$63,000	0.00%	
Total Tax Revenue	\$11,350,000	\$0	\$11,350,000	0.00%	
Penal Fines					
Ingham County Penal Fines	\$360,000		\$360,000	0.00%	
Eaton County Penal Fines	\$10,000		\$10,000	0.00%	
Total Penal Fines	\$370,000	\$0	\$370,000	0.00%	
State Aid					
State Aid Direct	\$102,500		\$102,500	0.00%	
State Aid Indirect	\$102,500		\$102,500	0.00%	
PPT Reimbursement from LCSA	\$173,000		\$173,000	0.00%	
Total State Aid	\$378,000	\$0	\$378,000	0.00%	
Library Fees:					
Overdue Fines	\$0		\$0	0.00%	
Non Resident Fee	\$25,000		\$25,000	0.00%	
Printing Revenue	\$14,000		\$14,000	0.00%	
Total Library Fees	\$39,000	\$0	\$39,000	0.00%	
Donations:					
Other - Restricted	\$60,000		\$60,000	0.00%	
Unrestricted	\$16,000		\$16,000	0.00%	
MMLC grants	\$18,000	\$15,000	\$33,000	0.00%	Carryover grant funds not spent in 2020
Total Donations	\$94,000	\$15,000	\$109,000	15.96%	
Miscellaneous Income					
Interest Income	\$60,000		\$60,000	0.00%	
Co-op Reimbursement	\$102,500		\$102,500	0.00%	
Lost/Paid Materials	\$18,000		\$18,000	0.00%	
Sale of Fixed Assets	\$0		\$0	0.00%	
Miscellaneous Income	\$2,500		\$2,500	0.00%	
Sponsorship Revenue	\$0		\$0	0.00%	
Due from USF (Projects)	\$9,055		\$9,055	0.00%	
Total Miscellaneous	\$192,055	\$0	\$192,055	0.00%	
Total Operating Revenues	\$12,423,055	\$15,000	\$12,438,055	0.12%	
Due from Funds					
Due from Pension Reserve	\$120,000		\$120,000	0.00%	
Due from Undesignated		\$84,000	\$84,000		Funds required to cover costs of carryover projects
Due from restricted donations	\$105,000		\$105,000		
Due from Automation Fund	\$133,000		\$133,000		
Due from Operations Fund	\$405,000		\$405,000	0.00%	
Total Due from Funds	\$763,000	\$84,000	\$847,000	11.01%	
TOTAL REVENUES	\$13,186,055	\$99,000	\$13,285,055	0.75%	

Current Approved Budget 2021	Budget Revision Feb, 2021	Revised 2021 Budget	% change	Comments
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B. EXPENDITURES

Salaries and Benefits

Salaries	\$6,284,000		\$6,284,000	0.00%	
Unemployment Expense	\$5,150		\$5,150	0.00%	
FICA Employer Share	\$480,500		\$480,500	0.00%	
Medical Insurance	\$665,000	\$2,250	\$667,250	0.34%	EAP program for 2021
Prescription Coverage	\$195,000		\$195,000	0.00%	
Dental Insurance	\$59,000		\$59,000	0.00%	
Vision Insurance	\$12,802		\$12,802	0.00%	
Employee Life & Disability	\$4,654		\$4,654	0.00%	
Retirement	\$563,000		\$563,000	0.00%	
Workers Comp Insurance	\$18,500		\$18,500	0.00%	
Parking	\$41,000		\$41,000	0.00%	
Total Salaries	\$8,328,606	\$2,250	\$8,330,856	0.03%	
% of total Expense	63.16%		62.71%		

Materials

Books	\$901,955		\$901,955	0.00%	
Magazines	\$61,587		\$61,587	0.00%	
DVD	\$276,113		\$276,113	0.00%	
Audio	\$417,574		\$417,574	0.00%	
Music	\$56,044		\$56,044	0.00%	
Databases	\$99,479		\$99,479	0.00%	
Library of Things	\$42,500	\$4,850	\$47,350	11.41%	Chromebooks and photoboxes from 2020
Subscription Services	\$91,358		\$91,358	0.00%	
Supplies	\$24,250		\$24,250	0.00%	
Processing Fees	\$61,650		\$61,650	0.00%	
Total Materials	\$2,032,510	\$4,850	\$2,037,360	0.24%	
Prior Year Carry Over					
Total Matls w/ carryover	\$2,032,510	\$4,850	\$2,037,360	0.24%	
% of total Expense	15.41%		15.34%		

Supplies

Office Supplies	\$103,600	\$2,400	\$106,000	2.32%	Funds from CARES for PPE
Postage	\$11,200		\$11,200	0.00%	
Gas	\$16,000		\$16,000	0.00%	
Gas, Mobile Library	\$6,400		\$6,400	0.00%	
Janitorial Supplies	\$21,101		\$21,101	0.00%	
Total Supplies	\$158,301	\$2,400	\$160,701	1.52%	
	1.20%		1.21%		

Professional Services

Membership Fees	\$21,500		\$21,500	0.00%	
Collection Agency Fees	\$2,425		\$2,425	0.00%	
Web Chat Service	\$11,070		\$11,070	0.00%	
Payroll & Print Services	\$37,875		\$37,875	0.00%	
Melcat Delivery Services	\$37,000		\$37,000	0.00%	
Tutoring Services	\$15,500		\$15,500	0.00%	
Marketing - Promotion	\$228,000		\$228,000	0.00%	
Bank Fees & Services	\$13,000		\$13,000	0.00%	
Cooperative Fees	\$102,500		\$102,500	0.00%	
Total Prof Services	\$468,870	\$0	\$468,870	0.00%	
	3.56%		3.53%		

	Current Approved Budget 2021	Budget Revision Feb, 2021	Revised 2021 Budget	% change	Comments
Governance					
Per Diem	\$10,000		\$10,000	0.00%	
Memberships	\$1,190		\$1,190	0.00%	
Conferences	\$10,250		\$10,250	0.00%	
Legal Services	\$50,430		\$50,430	0.00%	
Audit	\$12,800	\$200	\$13,000	1.56%	Total for 2020 audit work
Total Governance	\$84,670	\$200	\$84,870	0.24%	
	0.64%		0.64%		
Staff Development					
Recruiting Expense	\$1,051		\$1,051	0.00%	
Staff Training	\$30,500		\$30,500	0.00%	
Hospitality	\$3,428		\$3,428	0.00%	
Recognition	\$8,051		\$8,051	0.00%	
Total Staff Development	\$43,030	\$0	\$43,030	0.00%	
	0.33%		0.32%		
Maintenance and Utilities					
Telephone	\$32,500		\$32,500	0.00%	
Steam & Gas	\$96,375		\$96,375	0.00%	
Electricity	\$190,969		\$190,969	0.00%	
Water & Sewer	\$25,000		\$25,000	0.00%	
Trash	\$7,200		\$7,200	0.00%	
Custodial Services	\$202,372		\$202,372	0.00%	
Security Services	\$123,000		\$123,000	0.00%	
Building Maintenance	\$69,672		\$69,672	0.00%	
Equip Vehicle Repair & Maint	\$18,500		\$18,500	0.00%	
Total Maint and Utilities	\$765,588	\$0	\$765,588	0.00%	
	5.81%		5.76%		
Other Expenses					
Millage Income Refund	\$34,000		\$34,000	0.00%	
Property & Liability Insurance	\$70,000		\$70,000	0.00%	
Donations - Restricted	\$165,000		\$165,000	0.00%	
Donations - Unrestricted	\$16,000		\$16,000	0.00%	
Miscellaneous	\$6,060		\$6,060	0.00%	
Sales/Use Tax	\$1,157		\$1,157	0.00%	
Local Travel	\$10,558		\$10,558	0.00%	
Total Other Expenses	\$302,775	\$0	\$302,775	0.00%	
	2.30%		2.28%		

	Current Approved Budget 2021	Budget Revision Feb, 2021	Revised 2021 Budget	% change	Comments
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Technology

Internet Access	\$71,995		\$71,995	0.00%	
Software	\$58,288	\$19,850	\$78,138	34.06%	Sage-\$6K,EFT-\$3.5, Win Lic - \$5K, Ipad apps - \$5.6K
Hardware	\$24,305	\$15,000	\$39,305	61.72%	\$4K - Stk, \$3K - LAN, \$8K - MFP - OK & DL, \$10.5 Ipads
III Hardware & Software	\$106,077	\$750	\$106,827	0.71%	Shoutbomb cost increase
Computer System Svcs	\$35,640	\$4,000	\$39,640	11.22%	Offsite Sage hosting fee
Member Experience Improvements	\$12,400		\$12,400	0.00%	
VOIP Phone Project	\$85,000		\$85,000	0.00%	
Wired LAN Upgrade	\$0	\$15,000	\$15,000	0.00%	Cabling for 2020 project not completed
Digital Sign Replacement	\$10,000		\$10,000	0.00%	
People Counter Replacements	\$15,000		\$15,000	0.00%	
Offsite Backup Refresh	\$30,000		\$30,000	0.00%	
Staff Laptops	\$45,000		\$45,000	0.00%	
Total Technology	\$493,705	\$54,600	\$548,305	11.06%	
	3.74%		4.13%		

Capital Outlay

Equipment & Furniture	\$24,000	\$23,500	\$47,500	97.92%	\$10K ea - Fo & Ho, \$500 Stk rack, \$3K - Cases for Ipad
Building Upgrades	\$18,000	\$5,000	\$23,000	27.78%	Scripps grant for DTL stage
Public Service Grant Projects	\$0	\$6,200	\$6,200	0.00%	Carryover DTL First floor project
Outreach Projects	\$51,000		\$51,000	0.00%	
HVAC Upgrades DTL	\$30,000		\$30,000	0.00%	
New Delivery Vehicle	\$60,000		\$60,000	0.00%	
Replace Penthouse / Chiller Roof	\$150,000		\$150,000	0.00%	
IT Renovation Project	\$100,000		\$100,000		
Mason Renovation Project	\$75,000		\$75,000	0.00%	
Total Capital Outlay	\$508,000	\$34,700	\$542,700	6.83%	
	3.85%		4.09%		
TOTAL	\$13,186,055	\$99,000	\$13,285,055	0.75%	

(Over) / Under Budget

\$0

\$0

TOTAL PROJECTED FUND BALANCES AT YEAR END

	Balance as of Jan 1, 2021	Proposed Reductions 2021	Proposed Additions 2021	Balance as of Dec 31, 2021	
Restricted Funds:					
Undesignated	\$2,248,146	(\$2,164,146)		\$84,000	
Donations	\$516,456		\$105,000	\$621,456	
Pension Reserve	\$1,080,000			\$1,080,000	
Capital Projects	\$500,000		\$500,000	\$1,000,000	
Contingency	\$5,190,687		\$1,059,146	\$6,249,833	
Automation	\$500,000		\$500,000	\$1,000,000	
Operations Fund	\$499,000			\$499,000	
TOTALS	\$10,534,289	-\$2,164,146	\$2,164,146	\$10,534,289	