

**CAPITAL AREA DISTRICT LIBRARIES  
BOARD MEETING**

5:30 PM, WEDNESDAY, FEBRUARY 26, 2025  
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 January 22, 2025](#) (enc – action)
- b. Approval of Closed Session Minutes February 19, 2025 (distributed separately)
- c. [Disbursements for January 2025](#) (enc – action)

CHAIRPERSON'S COMMENTS

PRESENTATION

- a. Executive Director's Annual Report

NEW BUSINESS

General

- a. Executive Director Upcoming Travel (distributed separately)
- b. [Strategic Planning – Special Meeting Dates](#) (enc – action)
- c. Legislative Update
- d. Community Contacts

Finance

- a. [January 2025 Financial Report](#) (enc – action)

DIRECTOR'S REPORT

PUBLIC, STAFF, AND BOARD MEMBER COMMENTS

ADJOURNMENT

**CAPITAL AREA DISTRICT LIBRARIES  
BOARD MEETING  
January 22, 2025**

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

**Members Absent:**

**Staff Present:** Janet Elliott, Jolee Hamlin, Julie Laxton, Jenny Marr, Miriam Mattison, Victoria Meadows, Michael Moore

**Others Present:** Randy Dykhuis

**CALL TO ORDER**

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

**ROLL CALL**

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

**COMMUNICATIONS**

Several cards were shared with the Board. The board received a card from CADL Aurelius staff thanking them for the “Love my Library” shirts; a card was shared from a Williamston patron with appreciation for the Williamston library and staff; and a card was shared from the new Dean of Libraries at MSU.

Executive Director Jenny Marr highlighted some comments made through marketing/social media. A regular on Facebook gave a special shoutout for CADL’s holiday events, the winner of the Friday Freebie drawing expressed her excitement, and a number of positive references to CADL’s programming and services have been made on community Facebook group posts.

**APPROVAL OF AGENDA**

Ashley Smith made a motion to move Finance items A, B, and C to the Consent Agenda. Quinn O’Donnell seconded the motion. The motion carried.

Quinn O’Donnell made a motion to approve the Agenda as amended. Ashley Smith seconded the motion. The motion carried.

**PUBLIC COMMENTS ON AGENDA ITEMS**

Public comments were heard.

**CONSENT AGENDA**

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

- a. Approval of Minutes December 18, 2024

This item was approved by consent.

- b. Disbursements for December 2024

This item was approved by consent.

## **CHAIRPERSON'S COMMENTS**

Brian Baer noted his excitement for the upcoming strategic planning.

## **NEW BUSINESS**

### **General**

- a. Strategic Planning Committee Appointments

Board Chair Brian Baer appointed Debora Bloomquist, Quinn O'Donnell, and Mark Stewart to serve as members of the Strategic Planning Committee.

- b. MMLC Board Representative

Capital Area District Libraries is a member of the Mideastern Michigan Library Cooperative (MMLC) and has a dedicated seat on the MMLC Board. A new CADL representative needs to be appointed, and Board members are reaching out to potential candidates.

- c. Legislative Update

The Freedom to Read bills did not pass in lame duck. MLA will schedule some meetings with new legislators to introduce themselves and talk about the issues affecting libraries. There are no current plans to reintroduce any legislation, but it is under discussion.

CADL is waiting to see what the legislature does about the minimum wage and earned time off legislation which would apply to CADL's Page employees. Currently, the new changes will take effect on February 21 unless the legislature amends the changes.

Executive Director Jenny Marr will travel with a delegation from the Library of Michigan to Washington D.C. for an annual advocacy day in March. Concerns being raised that affect CADL include federal eRate funding, IMLS grant funding, infrastructure spending, and intellectual freedom.

- d. Community Contacts

Sandy Drake attended Friends of the Library meetings in Mason, Webberville, Haslett, and Okemos.

### **Finance**

- a. Preliminary December 2024 Financial Report

There were no changes to the preliminary December 2024 Financial Report that was presented at the January 15 Committee of the Whole meeting.

This item was approved by consent.

- b. Boling Janitorial Contract Recommendation

It is recommended to approve the Executive Director to sign a 1-year contract extension for Boling Janitorial Services for 1/1/25-12/31/25.

This item was approved by consent.

c. Legal Services Renewal Recommendation

It is recommended that the Capital Area District Library continue to use the legal services of the law firm of Murphy and Spagnuolo. The budgeted amount for services rendered in 2025 is \$40,000.

This item was approved by consent.

## **DIRECTOR'S REPORT**

- CADL is one of 50 libraries nationwide to be selected to participate in a pilot program that will allow schools and libraries to use the E-rate program to fund cybersecurity infrastructure.
- Municipalities are responsible for ice and snow removal, and CADL's Operations Team helps supplement as needed.
- The middle staff elevator at CADL Downtown is currently out of order, and a part for repair is on order.
- Dansville Head Librarian, Lynn Harper, has turned in her notice. Her last day will be February 7, and the job will be posted soon.
- The City of Lansing HRCS grant application was submitted. \$20,000 was requested for contracting social services through Advent House. Grant awards won't be announced until July.
- MeLCat statistics for 2024 are now available: CADL was the #1 lender and the #2 borrower.
- Upcoming outreach events include PBS Kids Day with WKAR on January 25 and Wharton Center Family event on February 2.
- CADL's January/February program guide is available online, and the Yeti to Read: 2025 Winter Reading Challenge is underway.
- A group is using the Haslett meeting room for a discussion about school curriculum. Their use of the room complies with our meeting room use policy, and Executive Director Jenny Marr is planning to be present to provide staff support if needed.
- MCLS Executive Director, Scott Garrison, paid a visit and thanked CADL staff Heidi Butler and Sophie Steiner for their work with the Michigan Digital Preservation Network.
- The State Aid Survey is due February 1. The statistical report is submitted each year to be eligible for state aid and IMLS grants.
- The Stockbridge renovation will begin in March. Operations Director Michael Moore shared carpet and wood samples with the Board.
- The audit has begun; CADL is working with AHP (Andrew, Hooper, Pavlik) CPAs again this year.

- All CADL Branches were closed on Monday, January 20 for the MLK holiday.

### **PUBLIC, STAFF, AND BOARD MEMBER COMMENTS**

Debora Bloomquist asked if CADL would have a presence at the Women's Expo at the Lansing Center this year. CADL is not scheduled to be a part of the 2025 event.

### **ADJOURNMENT**

Sandy Drake made a motion to adjourn the meeting. Debora Bloomquist seconded the motion. The motion carried. The meeting adjourned at 6:02 pm.

02/04/2025

CHECK REGISTER FOR CAPITAL AREA DISTRICT LIBRARIES  
CHECK DATE 01/01/2025 - 01/31/2025

Check Date	Check	Vendor Name	Description	Amount
Bank MAIN MAIN C				
Check Type: EFT Tr				
01/03/2025	2504(E)	ACRISURE/44 NORTH	PRESCRIPTION CLAIMS	2,100.74
01/03/2025	2505(E)	BRIDGEALL LIBRARIES LIMITED	2025 COLLECTIONHQ SUB	25,553.00
01/03/2025	2506-9(E)	INGRAM LIBRARY SERVICES	BOOKS	3,563.49
01/03/2025	2510(E)	LAGARDA SECURITY	SECURITY SVCS W/E 12/15/24	2,758.14
01/03/2025	2511(E)	MAXOR PLUS	PRESCRIPTION CLAIMS	2,502.90
01/03/2025	2512(E)	MICHAEL MOORE	MILEAGE 12/2-12/27/24	469.27
01/03/2025	2513-14(E)	MIDWEST TAPE	BLURAYS,MUSIC,DVD,AUDIOBOOKS	7,681.30
01/03/2025	2515(E)	PENNER, JARED	10/24-12/24 CELL PHONE REIMBURSEMENT	45.00
01/03/2025	2516(E)	STAPLES ADVANTAGE	OFFICE SUPPLIES	737.55
01/03/2025	2517(E)	ACRISURE/44 NORTH	METLIFE 1/2025	1,795.78
01/03/2025	2518(E)	TASC	BENEFITS FUNDING	2,898.47
01/07/2025	2519(E)	BAKER & TAYLOR BOOKS	BOOKS	7,092.87
01/10/2025	2520(E)	ACRISURE/44 NORTH	PRESCRIPTION CLAIMS	3,197.65
01/10/2025	2521(E)	AMAZON	AMAZON INVOICES 2024	4,771.68
01/10/2025	2522(E)	BARNES & NOBLE	12/2024 MAGNOLIA	99.90
01/10/2025	2523(E)	CDW GOVERNMENT INC	NEW DIGITAL MARKETING TV REPLACEMENTS	799.00
01/10/2025	2524(E)	CENGAGE LEARNING INC/GALE	BOOKS	963.25
01/10/2025	2525-27(E)	INGRAM LIBRARY SERVICES	BOOKS	2,865.40
01/10/2025	2528(E)	KANOPY INC	12/2024 PLAY CREDITS	2,625.65
01/10/2025	2529(E)	LAGARDA SECURITY	SECURITY SVCS W/E 12/22/24	2,973.06
01/10/2025	2530(E)	MAXOR PLUS	PRESCRIPTION CLAIMS	1,184.13
01/10/2025	2531(E)	MICHIGAN FLEET FUELING SOLUTION	VEHICLE FUEL 12/15-12/31/24	628.55
01/10/2025	2532(E)	MIDWEST TAPE	DVD,AUDIOBOOKS,MUSIC	1,988.11
01/10/2025	2533(E)	OVERDRIVE INC	CONTENT PURCHASE	30,000.00
01/10/2025	2534(E)	PROQUEST LLC	2025 HISTORICAL NEWSPAPERS MICHIGAN RENEW	7,240.41
01/10/2025	2535(E)	SPRINGSHARE LLC	PATRON VERIFICATION SERVICES - 2024	857.70
01/10/2025	2536(E)	STAPLES ADVANTAGE	OFFICE SUPPLIES	734.69
01/10/2025	2537(E)	TASC	BENEFITS FUNDING	769.44
01/10/2025	2538(E)	THE LIBRARY NETWORK	DEEP FREEZE SUBSCRIPTION 10/1/2024-9/30/25	980.00
01/10/2025	2539(E)	BOARD OF WATER & LIGHT	401 11/5-12/10/24	10,819.71
01/10/2025	2540(E)	BOARD OF WATER & LIGHT	123 11/9-12/7/24	8,085.25
01/10/2025	2541(E)	BOARD OF WATER & LIGHT	427 1FL SIGN 11/9-12/9/24	79.03
01/10/2025	2542(E)	BOARD OF WATER & LIGHT	3500 108 11/9-12/7/24	1,417.07
01/10/2025	2543(E)	BOARD OF WATER & LIGHT	3500 1/2 11/8-12/6/24	119.24
01/10/2025	2544(E)	CONSUMERS ENERGY	201 11/12-12/11/24	548.63
01/10/2025	2545(E)	CONSUMERS ENERGY	4321 3 11/12-12/11/24	351.85
01/10/2025	2546(E)	CONSUMERS ENERGY	4321 4 11/9-12/11/24	251.98
01/10/2025	2547(E)	CONSUMERS ENERGY	4321 1 11/12-12/11/24	227.33
01/10/2025	2548(E)	CONSUMERS ENERGY	145 11/14-12/15/24	1,020.20
01/10/2025	2549(E)	CONSUMERS ENERGY	1379 11/14-12/15/24	199.76
01/10/2025	2550(E)	CONSUMERS ENERGY	401 11/9-12/12/24	20.38
01/10/2025	2551(E)	CONSUMERS ENERGY	427 11/9-12/12/24	18.00
01/10/2025	2552(E)	CONSUMERS ENERGY	4321 2 11/11-12/11/24	451.94
01/10/2025	2553(E)	CONSUMERS ENERGY	126 11/15-12/16/24	742.19
01/10/2025	2554(E)	CONSUMERS ENERGY	3500 107B 11/13-12/12/24	260.64
01/10/2025	2555(E)	CONSUMERS ENERGY	3500 109B 11/13-12/12/24	57.77
01/10/2025	2556(E)	MIDWEST TAPE	12/2024 DIGITAL CONTENT	37,702.18
01/17/2025	2557(E)	ACRISURE/44 NORTH	PRESCRIPTION CLAIMS	300.89
01/17/2025	2558(E)	AMAZON	AMAZON	3,900.66
01/17/2025	2559(E)	BAKER & TAYLOR BOOKS	BOOKS	8,319.84
01/17/2025	2560(E)	CENGAGE LEARNING INC/GALE	2025 GALE ANALYTICS 1ST QTR EXT, BOOKS	3,784.42
01/17/2025	2561(E)	CONSUMERS ENERGY	115 11/19-12/18/24	170.75
01/17/2025	2562(E)	DELTA DENTAL PLAN OF MICHIGAN	DENTAL PREMIUM 1/2025	228.15

01/17/2025	2563-64(E)	INGRAM LIBRARY SERVICES	BOOKS	1,962.29
01/17/2025	2565(E)	LAGARDA SECURITY	SECURITY SVCS W/E 12/30/2024	1,993.98
01/17/2025	2566(E)	MIDWEST TAPE	MUSIC,DVD	2,761.09
01/17/2025	2567(E)	STAPLES ADVANTAGE	OFFICE SUPPLIES	90.68
01/17/2025	2568(E)	SUSEELA EYAL	MILEAGE 12/3-12/26/24	28.34
01/17/2025	2569(E)	T-MOBILE	HOT SPOTS 11/21-12/20/24	4,938.22
01/17/2025	2570(E)	TASC	BENEFITS FUNDING	540.76
01/17/2025	2571(E)	CONSUMERS ENERGY	3500 109A 10/16-12/12/24	121.97
01/19/2025	2572-77(E)	RAMP BUSINESS CORPORATION	*SEE NEXT PAGE	33,823.35
01/31/2025	2578(E)	ABRAHAM WASHINGTON LLC	2/2025 PARKING	4,520.00
01/31/2025	2579(E)	AT&T	SERVICE 1/1-1/31/2025	24.00
01/31/2025	2580(E)	DELTA DENTAL PLAN OF MICHIGAN	12/2024 DENTAL CLAIMS	1,915.00
01/31/2025	2581(E)	DTE ENERGY	117 12/5/24-1/6/25	182.39
01/31/2025	2582-88(E)	INGRAM LIBRARY SERVICES	BOOKS	8,358.01
01/31/2025	2589(E)	LAGARDA SECURITY	SECURITY SVCS 12/31/2- 1/12/25	5,123.05
01/31/2025	2590(E)	MICHIGAN FLEET FUELING SOLUTION	VEHICLE FUEL 1/1-1/15/25	745.37
01/31/2025	2591(E)	MIDWEST TAPE	DVD,AUDIOBOOKS,MUSIC	2,235.34
01/31/2025	2592(E)	OVERDRIVE INC	CONTENT PURCHASE	30,000.00
01/31/2025	2593(E)	PHARMACY DATA MANAGEMENT INC.	PRESCRIPTION CLAIMS	4,612.12
01/31/2025	2594(E)	STAPLES ADVANTAGE	OFFICE SUPPLIES	535.47
01/31/2025	2595(E)	TASC	BENEFITS FUNDING	2,640.51
01/31/2025	2596(E)	VISION SERVICE PLAN	1/2025 VISION PREMIUM	910.72
01/31/2025	2597(E)	ACRISURE/44 NORTH	PRESCRIPTION CLAIMS	436.42
01/31/2025	2598(E)	ACRISURE/44 NORTH	2/2024 METLIFE	1,715.04
01/31/2025	2599(E)	GRANGER CONTAINER SERVICE INC	1/2025 TRASH SVC	259.65
01/31/2025	2600(E)	GRANGER CONTAINER SERVICE INC	1/2025 TRASH SVC	143.24
01/31/2025	2601(E)	GRANGER CONTAINER SERVICE INC	1/2025 TRASH SVC	91.00
01/31/2025	2602(E)	TASC	BENEFITS FUNDING	645.04
Total EFT Tran				310,308.04

Check Type: Paper

01/21/2025	56671	ADDIS ENTERPRISES LLC	2025 ENTERPRISES STAGING SITE FEE	120.00
01/21/2025	56672	AMANDA VORCE/PETTY CASH	SUPPLIES FOR PROGRAMS	140.43
01/21/2025	56673	BLACKSTONE PUBLISHING INC	AUDIOBOOKS	465.75
01/21/2025	56674	BLOOMFIELD TOWNSHIP PUBLIC LIBF	LOST BOOK 31160041452173	33.00
01/21/2025	56675	BOOKPAGE INC	2/2025-1/2026 SUBSCRIPTION	2,940.00
01/21/2025	56676	BRIDGMAN PUBLIC LIBRARY	LOST GRAPHIC NOVELS	99.93
01/21/2025	56677	CAPITAL AREA LITERACY COALITION	CADL CARES FUNDS FOR 2022, 2023 & 2024	3,200.00
01/21/2025	56678	CENTRAL BUSINESS SYSTEMS INC	12/2024 PRINT COLLECTIONS	1,153.43
01/21/2025	56679	CENTRAL SECURITY ALARM INC	BURG MONITORING 2/25-4/25	149.85
01/21/2025	56680	CHARLOTTE COMMUNITY LIBRARY	DAMAGED BOOK 180956	29.99
01/21/2025	56681	CITY OF DEARBORN	LOST BOOK 31206560	23.74
01/21/2025	56682	CITY OF LESLIE	W/S 10/1-12/31/24	182.30
01/21/2025	56683	COLLABORATIVE SUMMER LIBRARY PI	SRC 2025 SHIRT ORDER	2,958.01
01/21/2025	56684	EARL NICHOLSON	10/24-12/24 CELLPHONE REIMBURSEMENT	45.00
01/21/2025	56685	EATON RAPIDS PUBLIC LIBRARY	DAMAGED BOOK	16.95
01/21/2025	56686	ELAJ	12/2024 ADVERTISING	10.00
01/21/2025	56687	GERALD GRAY	10/24-12/24 CELLPHONE REIMBURSEMENT	45.00
01/21/2025	56688	GOODYEAR COMMERCIAL TIRE & SER	OIL/TIRE CHANGE VIN 5540,0816,1224	1,219.97
01/21/2025	56689	HEIDI BUTLER	REIMBURSEMENT-PHOTO FINISHING-LH PROJECT	60.00
01/21/2025	56690	HOLT LIONS CLUB	ANNUAL 2025 DUES-K WALTER	92.00
01/21/2025	56691	IMPACT SOLUTIONS	100 NAME TAGS WITH MAGNET BACKING	598.36
01/21/2025	56692	INGHAM COUNTY GENEALOGICAL SO	2025 ANNUAL DUES	20.00
01/21/2025	56693	INGHAM COUNTY TREASURER	AUCTION 2024 CHRGBKS,BRD REVIEW/TAX VALUE C	22,972.73
01/21/2025	56694	INNOVATIVE INTERFACES, INC.	SIERRA CORE BUNDLE,CLOUD HOSTING & SKYRIVE	156,400.97
01/21/2025	56695	JENNIFER DEGROAT/PETTY CASH	12/2024 PROGRAM SUPPLIES	70.74
01/21/2025	56696	JENNIFER HUSTON	MILEAGE 2/21-12/18/24	100.04
01/21/2025	56697	JESSICA M TROTTER	MILEAGE 8/27-12/18/24	89.71
01/21/2025	56698	JULIE CHRISINSKE/PETTY CASH	GINGERBREAD SUPPLIES,PIZZA	48.11
01/21/2025	56699	KARON WALTER/PETTY CASH	PJ SNACKS	12.93

01/21/2025	56700	KATHRYN SHAW	MILEAGE 12/19-12/26/24	4.96
01/21/2025	56701	KUHN, KATHIE	BOOK, CD, POSTER FOR LCL HX	45.00
01/21/2025	56702	LESLIE AREA CHAMBER COMMERCE	2025 MEMBERSHIP DUES	50.00
01/21/2025	56703	LOGISOFT COMPUTER PRODUCTS LL	12/1/2024 - 11/30/2025 3 10 PACKS	4,150.68
01/21/2025	56704	MARISELA GARZA	MILEAGE 11/14-12/16/24	49.38
01/21/2025	56705	MARK BUZZITTA	MILEAGE 12/4-12/12/24	75.71
01/21/2025	56706	MASON AREA CHAMBER OF COMMER	2025 MEMBERSHIP DUES H GOUPIL	125.00
01/21/2025	56707	MELISSA COLE/ PETTY CASH	PRGRAM SUPPLIES 1/16-9/13/24	207.40
01/21/2025	56708	MELISSA COLE/PETTY CASH	PROGRAM SUPPLIES, STAMPS	255.27
01/21/2025	56709	MICHIGAN MUNICIPAL RISK MANAGE	3RD INSTALL INS 8/18/24-8/18/25	16,185.25
01/21/2025	56710	MIDWEST ALARM SERVICES	2025 ALARMS/SERVICE FIRE & BURG SL & OK	1,476.00
01/21/2025	56711	MIRIAM MATTISON - PETTY CASH	BOOKMOBILE WASHES	9.00
01/21/2025	56712	MULTI-CULTURAL BOOKS & VIDEOS	BOOKS	651.13
01/21/2025	56713	MURPHY & SPAGNUOLO PC	12/2024 LEGAL SVCS	1,151.00
01/21/2025	56714	NORTHERN MICHIGAN UNIVERSITY	LOST BOOK 31854000455892	35.00
01/21/2025	56715	PLAYAWAY PRODUCTS LLC	AUDIOBOOKS	1,685.96
01/21/2025	56716	PUBLIC LIBRARIES OF SAGINAW	DAMAGED BOOK 31390008668871	10.49
01/21/2025	56717	R & D LANDSCAPE LLC	12/2024 SNOW/ICE REMOVAL	2,448.00
01/21/2025	56718	REICHSTETTER, JULIEANNE	REIMBURSE NON-RESIDENT FEE	50.00
01/21/2025	56719	RICOH USA INC	COPIES 3RD FL FINANCE AREA	66.77
01/21/2025	56720	ROSALIE MARSHALL	MILEAGE 8/26-11/14/24	84.89
01/21/2025	56721	SAI KRISHNAMURTHI	MILEAGE 11/21-12/19/24	12.73
01/21/2025	56722	SAVAGE, ANITA	MILEAGE 12/3-12/20/24	45.56
01/21/2025	56723	SCHOLASTIC INC	2025 BOOKFLIX SUBSCRIPTION	7,712.00
01/21/2025	56724	SHLB COALITION	SHLB MEMBERSHIP 2/1/25-1/31/26	500.00
01/21/2025	56725	SHOUTBOMB LLC	MESSAGING 1/1/25 - 12/31/25	6,594.00
01/21/2025	56726	SHUYLER CLARK	MILEAGE 11/15-12/19/24	79.33
01/21/2025	56727	SOUTHGATE VETERANS MEMORIAL LI	LOST DVD	16.99
01/21/2025	56728	STERLING HEIGHTS PUBLIC LIBRARY	LOST BOOK 31231008838132	36.99
01/21/2025	56729	SUSAN BISSONNETTE	BAKING CHIPS-PROGRAMMING	80.59
01/21/2025	56730	TECH LOGIC CORPORATION	EXPRESS CHECK SOFTWARE LICENSE 1/1-12/31/25	6,126.12
01/21/2025	56731	THOMAS MOORE - PETTY CASH	PROGRAM SUPPLIES	79.81
01/21/2025	56732	TOWNSQUARE MEDIA LANSING	12/2024 ADVERTISING	1,500.00
01/21/2025	56733	TRAVERSE AREA DISTRICT LIBRARY	LOST/DAMAGED ITEM 11111027629262	25.95
01/21/2025	56734	UAW LOCAL 2256	12/2024 UNION DUES	3,155.84
01/21/2025	56735	UNIQUE	12/2024 CHAT SERVICE, PLACEMENTS	1,770.70
01/21/2025	56736	VILLAGE OF DANSVILLE	SEWER 9/1-11/30/24	66.75
01/21/2025	56737	VILLAGE OF STOCKBRIDGE	200 9/23-12/19/24	201.01
01/21/2025	56738	WEBB, CHRISTINE	THE ART OF INSANITY PROGRAM	350.00
01/21/2025	56739	WILLIAMSTON COMMUNITY SCHOOL	10/24-12/24 CLEANING & UTILITES	4,523.25
01/21/2025	56740	WLAJ	12/2024 ADVERTISING	125.00
01/21/2025	56741	WLNS	12/2024 ADVERTISING	1,210.00
01/21/2025	56742	ZAYO GROUP LLC	1/1-3/31/25 WAN AND INTERNET	2,147.40
01/21/2025	56743	ZOOBEAN	BEANSTACK 3/9/25-3/8/26	5,907.30
Total Paper Cf				264,383.15
MAIN TOTALS:				
Total of 172 Check				574,691.19
Less 17 Void Check				0.00
Total of 155 Disbur				574,691.19



02/04/2025

CHECK REGISTER FOR CAPITAL AREA DISTRICT LIBRARIES  
CHECK DATE 01/01/2025 - 01/31/2025

Check Date	Check	Vendor Name	Description	Amount
01/19/2025	2573(E)	RAMP BUSINESS CORPORATION	YETI TO READ RACK CARD REORDER	194.58
			WATER COOLER 1/2025	95.00
			WATER COOLER 1/2025	15.00
			NO HEAT DOWNTOWN 12/3-12/6 LABOR	4,649.82
			1/1-2/28/25 QTRLY MAINT AGREEMENT	967.00
			12/1-12/31/24 QTRLY MAINT AGREEMENT	483.00
			5G HOTSPOTS FOR INTERNET BACKUP AT OUT COUNTY BRANCHES	1,085.00
			PEST CONTROL 1/3/25	83.00
			PEST CONTROL 1/3/25	68.00
			PEST CONTROL 1/7/25	64.00
			MOBILE BEACON PLANS FOR BRANCH BACKUPS	63.00
			MOBILE BEACON PLANS FOR BRANCH BACKUPS	840.00
			2025 ANNUAL DUES H BUTLER	31.00
			BOOKS	720.00
			2025 MI DEALS MEMBERSHIP	180.00
			W/S 10/15-11/15/24	85.86
			LOST BOOK BARCODE: 39015103467216	150.00
			TRASH SERVICE 1/1-3/31/25 SL	55.00
			TRASH SVC 1/1-3/31/25 DL	55.00
			DOWNPAYMNT PRG AT AU 7/30/2025	50.00
			RAINX, TIRE GUAGE	93.87
			SNOW SHOVEL	17.97
			CLAMP, CONNECTORS, CABLE TIES	16.34
			WINDSHIELD CLEANER	7.36
			ROCK SALT, LOCK	73.77
			SAFETY GLASSES, BUCKET, FOLDING KNIFE	50.85
			ICE MELT	21.94
			PICTURE BOOK NEIGHBORHOOD LABELS	116.60
			WE - BOOK EASELS	133.43
			DISC SLEEVES	551.18
			BATH TISSUE	87.99
			BATH TISSUE	35.75
			PAPER TOWEL	45.75
			BATH TISSUE, PAPER TOWEL, SOAP	390.26
			BATH TISSUE	35.75
			PAPER TOWEL, BATH TISSUE, SOAP	495.32
			TOWEL PAPER	35.50
			PAPER TOWEL	60.74
			12/2024 MAT SERVICE	571.55
			12/2024 JANITORIAL SVC	14,789.74
			1/2025 3 FXS DIGITAL PHONE LINES VIA IAD	73.31
			SMARTY ADDRESS VALIDATION API ACCESS	54.00
			MONTHLY WEBSITE HOSTING CHARGES	278.30
			SUBSCRIPTION 1/11/25-1/11/26	99.00
			1/6-2/5/25 MINECRAFT SERVER	29.94
			AMERICAN GIRL DOLL BLANKETS JAN 2025	110.92
			JANUARY 2025 FOOD FOR BOARD	42.96
			CARD SLEEVES	98.19
			SUBSCRIPTION 1/2-2/2/25	59.90
			PLAYAWAY RETURN POSTAGE	6.44
			12/24 CLOUD STORAGE	135.14
			NINTENDO SWITCH ONLINE FAMILY MEMBERSHIP	37.09
			2024 1099 NEC FILINGS	92.07

2024 1099 MISC FILINGS	69.99
12/2024 TEAMS PHONE AND PROOFPOINT	2,309.00
TEAMS PHONE AND PROOFPOINT MONTHLY CHARGES	2,305.75
MINIMUM WAGE LAWS TRAINING-J LAXTON	99.00
SEED DONATION SHIPPING COST	5.00
NEW READERS PRESS -- OKEMOS ESL PROJECT BOOKS	985.48
BOOKS	35.00
REGISTRATION VOICES FOR LIBRARIES CONFERENCE	89.00
12/2024 CASHBACK	(699.49)
REFUND SALES TAX	(24.41)
CREDIT MEMO GREEN LABEL PROTECTORS	(34.15)
	<u>33,823.35</u>

## **STRATEGIC PLANNING – SPECIAL MEETING DATES**

### **February 26, 2025**

**Recommendation** – Select dates for the Board Strategic Planning Focus Group and Strategic Planning Retreat.

**Background** – Upon completion of the Community Engagement Report, MCLS will convene three 90- minute focus groups to share the results of the data and engagement reports and seek feedback on which community aspirations the Library could take a lead in supporting, as well as brainstorming ideas for how the library can help to support those aspirations. One of the focus groups will be the Board of Trustees and it needs to happen during an open meeting. The Community Engagement Report will be done by the beginning of April with the focus groups to happen afterward in mid to late April. The board may choose to schedule a special meeting for the focus group or include it as part of the COW meeting on April 16 or the regular board meeting on April 23.

MCLS will facilitate a half day retreat in which the Strategic Planning Committee and the Board of Trustees will review the community input and use the SOAR methodology to develop the core values, vision, and key strategic priorities. This meeting should be 5 to 5 ½ hours and will be an open meeting. We generally schedule this meeting for 10 am-3 (3:30) pm with a 30- minute lunch provided by the library. This meeting should be at least three to four weeks after all community and staff engagement have been submitted in order to have time to theme, compile, and distribute the engagement report prior to the retreat. Based on the progressive timeline, MCLS is proposing either Friday, May 16 or Saturday, May 17, 10 am – 3 pm. If neither of these will work, the Board should find an alternate date further out.

BALANCE SHEET REPORT FOR CAPITAL AREA DISTRICT LIBRARIES  
Balance As of 01/31/2025

GL Number	Description	YTD Balance 01/31/2024	YTD Balance 01/31/2025
<b>Fund: 101 GENERAL FUND</b>			
<b>*** Assets ***</b>			
<b>Account Type: Cash</b>			
	CASH Cash in Tills-DTL Comp Center	11,858,729.22	13,624,739.13
	IMPREST CASH Williamston Imprest Cash	2,312.00	2,312.00
	INVESTMENTS Investments	4,394,754.82	4,540,859.82
	Cash	16,255,796.04	18,167,910.95
<b>Account Type: Other Assets</b>			
	ACCOUNTS RECEIVABLE Accounts Receivable	0.00	3,912.95
	INTEREST RECEIVABLE Interest Receivable	89,527.31	152,811.38
	PREPAID EXPENSE Prepaid Expenses-Overdrive Advantage	71,256.98	95,823.55
	TAXES RECEIVABLE Taxes Receivable	8,572,706.69	8,715,434.06
	Other Assets	8,733,490.98	8,967,981.94
	<b>Total Assets</b>	24,989,287.02	27,135,892.89
<b>*** Liabilities ***</b>			
<b>Account Type: Accounts Payable</b>			
	ACCOUNTS PAYABLE Accrued YE MERS Expense	142,153.95	417,185.79
	ACCRUED SALARIES PAYABLE STD PAYABLE - EMPLOYEE	50,038.02	5,029.08
	Accounts Payable	192,191.97	422,214.87
<b>Account Type: Liabilities-ST</b>			
	DEFERRED REVENUE Deferred Revenue - Taxes	8,572,706.69	8,715,434.06
	Liabilities-ST	8,572,706.69	8,715,434.06
	<b>Total Liabilities</b>	8,764,898.66	9,137,648.93
<b>*** Fund Equity ***</b>			
<b>Account Type: Unassigned</b>			
	FUND BALANCE AUTOMATION Fund Balance Automation	1,000,000.00	1,000,000.00
	FUND BALANCE CAPITAL PRO Fund Balance Capital Projects	1,543,999.66	2,249,999.66
	FUND BALANCE CONTINGENCY Fund Balance Contingency	6,315,399.10	5,342,849.10
	FUND BALANCE DONATIONS RE FUND BALANCE DONATION RES -	555,255.95	555,255.95
	FUND BALANCE DONATIONS UN FUND BALANCE DONATION UNRES	512,955.93	512,955.93
	FUND BALANCE OPERATIONS Fund Balance - Operations	499,000.00	715,550.00
	FUND BALANCE PENSION RESE Fund Balance- Pension Reserv	1,560,000.00	1,560,000.00
	FUND BALANCE UNDESIGNATED Fund Balance Undesignated	814,140.31	864,140.31
	Unassigned	12,800,750.95	12,800,750.95
	<b>Total Fund Equity</b>	12,800,750.95	12,800,750.95
<b>Total Fund 101 GENERAL FUND:</b>			
<b>TOTAL ASSETS</b>		24,989,287.02	27,135,892.89
<b>BEG. FUND BALANCE - 2024</b>		12,800,750.95	12,800,750.95
<b>+ NET OF REVENUES/EXPENDITURES - 2024</b>		0.00	1,277,339.19
<b>+ NET OF REVENUES &amp; EXPENDITURES</b>		0.00	0.00
<b>= ENDING FUND BALANCE</b>		12,800,750.95	14,078,090.14
<b>+ LIABILITIES</b>		8,764,898.66	9,137,648.93
<b>= TOTAL LIABILITIES AND FUND BALANCE</b>		21,565,649.61	23,215,739.07
<b>OUT OF BALANCE</b>		3,423,637.41	3,920,153.82

BOARD FS FOR CAPITAL AREA DISTRICT LIBRARIES

Balance As of 01/31/2025

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

GL Number	Description	Activity For 01/31/2025	YTD Balance 01/31/2025	2025 Amended Budget	% Bdg Used
<b>Fund: 101 GENERAL FUND</b>					
<b>Account Category: Revenues</b>					
MILLAGE INCOME					
402	Property Tax Revenue	5,368,565.94	5,368,565.94	14,006,000.00	38.33
404	Renaissance Zone Reimbursement			40,000.00	0.00
437	Industrial Facilities Tax			38,000.00	0.00
	MILLAGE INCOME	5,368,565.94	5,368,565.94	14,084,000.00	38.12
PENAL FINES					
658	Penal Fines Ingham County			120,000.00	0.00
659	Penal Fines Eaton County			7,500.00	0.00
	PENAL FINES	0.00	0.00	127,500.00	0.00
STATE AID					
410	PPT Reimbursement			140,000.00	0.00
553	State Aid Direct			125,000.00	0.00
554	State Aid Indirect			125,000.00	0.00
	STATE AID	0.00	0.00	390,000.00	0.00
LIBRARY FEES					
630	Printing Revenue	3,137.22	3,137.22	42,000.00	7.47
631	Non Resident Fees	3,000.00	3,000.00	26,000.00	11.54
	LIBRARY FEES	6,137.22	6,137.22	68,000.00	9.03
DONATIONS					
674	Donation Income-Friends/Restricted	4,323.00	4,323.00	11,000.00	39.30
677	Donation Income-Unrestricted	802.81	802.81	4,400.00	18.25
	DONATIONS	5,125.81	5,125.81	15,400.00	33.28
GRANTS					
540	Grants			7,500.00	0.00
543	Grants-MMLC			15,000.00	0.00
	GRANTS	0.00	0.00	22,500.00	0.00
OTHER INCOME					
542	MMLC Reimbursement			125,000.00	0.00
628	Universal Service Fund Income			8,000.00	0.00
632	Lost and Paid Books	2,800.41	2,800.41	30,000.00	9.33
665	Interest Income	43,148.00	43,148.00	300,000.00	14.38
673	Sale of Fixed Assets	600.00	600.00	5,000.00	12.00
675	Misc Income	907.05	907.05	9,000.00	10.08
682	Insurance Claim Income			1,000.00	0.00
	OTHER INCOME	47,455.46	47,455.46	478,000.00	9.93
DUE FROM FUND BALANCES					
966	Due from Pension Reserve			360,000.00	0.00
974	DUE FROM SBITA			102,000.00	0.00
	DUE FROM FUND BALANCES	0.00	0.00	462,000.00	0.00
	Revenues	5,427,284.43	5,427,284.43	15,647,400.00	34.68
<b>Account Category: Expenditures</b>					
SALARIES AND BENEFITS					
702	Salaries	532,810.86	532,810.86	7,350,000.00	7.25
714	Unemployment Insurance			1,000.00	0.00
715	FICA EMPLOYER SHARE	40,291.90	40,291.90	562,280.00	7.17
716	HEALTH INSURANCE	82,391.47	82,391.47	850,000.00	9.69
717	Life & Disability Insurance	402.93	402.93	6,000.00	6.72
718	Retirement	84,462.30	84,462.30	960,000.00	8.80
719	Prescription Expense	25,694.18	25,694.18	300,000.00	8.56
720	DENTAL INSURANCE	166.15	166.15	48,000.00	0.35
721	VISION INSURANCE	1,821.44	1,821.44	12,000.00	15.18
722	Workers Comp Insurance	14,701.00	14,701.00	34,000.00	43.24
724	Parking Main Library	9,040.00	9,040.00	54,500.00	16.59
	SALARIES AND BENEFITS	791,782.23	791,782.23	10,177,780.00	7.78
MATERIALS					
727	Books	63,960.87	63,960.87	1,061,780.00	6.02
728	Periodicals	32,797.98	32,797.98	34,560.00	94.90
729	DVD	11,855.51	11,855.51	222,700.00	5.32
730	Library of Things	2,784.30	2,784.30	52,500.00	5.30
731	Audiobooks	49,832.96	49,832.96	638,250.00	7.81
732	Music	1,647.12	1,647.12	41,440.00	3.97
733	Databases	81,920.08	81,920.08	100,530.00	81.49

BOARD FS FOR CAPITAL AREA DISTRICT LIBRARIES

Balance As of 01/31/2025

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

GL Number	Description	Activity For 01/31/2025	YTD Balance 01/31/2025	2025 Amended Budget	% Bdgt Used
<b>Fund: 101 GENERAL FUND</b>					
<b>Account Category: Expenditures</b>					
MATERIALS					
734	Subscription Services	74,154.63	74,154.63	105,010.00	70.62
735	Processing Supplies	2,005.07	2,005.07	31,100.00	6.45
736	Processing Fees	3,113.03	3,113.03	68,000.00	4.58
MATERIALS		324,071.55	324,071.55	2,355,870.00	13.76
SUPPLIES					
740	Office Supplies	3,565.58	3,565.58	85,000.00	4.19
741	Postage Expense	268.95	268.95	5,000.00	5.38
776	Janitorial Supplies	804.81	804.81	17,700.00	4.55
862	Gas-Delivery Vehicles	1,630.04	1,630.04	23,000.00	7.09
SUPPLIES		6,269.38	6,269.38	130,700.00	4.80
PROFESSIONAL SERVICES					
820	Membership Fees	9,888.64	9,888.64	25,780.00	38.36
CONTRACTUAL SERVICES					
822	Bank Fees & Services	1,276.52	1,276.52	16,000.00	7.98
824	Cooperative Membership Fee			125,000.00	0.00
825	Collection Agency Fees	(16.00)	(16.00)	6,500.00	0.25
826	Payroll & Print Service	6,481.00	6,481.00	46,000.00	14.09
827	Web Chat Service			11,000.00	0.00
828	Melcat Delivery Charges	23,668.55	23,668.55	51,000.00	46.41
829	Tutoring Services	2,250.00	2,250.00	3,000.00	75.00
831	Marketing	10,775.51	10,775.51	151,000.00	7.14
832	Programs	6,278.29	6,278.29	112,820.00	5.56
PROFESSIONAL SERVICES		60,602.51	60,602.51	583,100.00	10.39
GOVERNANCE					
805	Legal Services			40,000.00	0.00
806	Per Diem			10,000.00	0.00
807	Memberships - Board	13.17	13.17	1,250.00	1.05
808	Conferences - Board			10,000.00	0.00
809	Audit			22,000.00	0.00
GOVERNANCE		13.17	13.17	83,250.00	0.02
STAFF DEVELOPMENT					
810	Staff Training	676.96	676.96	39,250.00	1.72
811	Recruiting Expense			500.00	0.00
812	Hospitality			5,000.00	0.00
813	Employee Recognition			5,000.00	0.00
STAFF DEVELOPMENT		676.96	676.96	49,750.00	1.36
MAINTENANCE AND UTILITIES					
801	Custodial Services	13,649.56	13,649.56	237,970.00	5.74
SECURITY SERVICES					
802	SECURITY SERVICES	14,780.53	14,780.53	157,220.00	9.40
850	Telephone	1,717.31	1,717.31	22,260.00	7.71
864	Vehicle Maintenance - Delivery	1,316.65	1,316.65	10,000.00	13.17
922	Steam and Gas	8,493.98	8,493.98	110,300.00	7.70
923	Electricity	(925.65)	(925.65)	208,600.00	0.44
924	Water and Sewer	(131.05)	(131.05)	27,700.00	0.47
925	Trash	574.42	574.42	10,570.00	5.43
930	Building Maintenance	12,597.60	12,597.60	108,700.00	11.59
MAINTENANCE AND UTILITIES		52,073.35	52,073.35	893,320.00	5.83
OTHER EXPENSE					
861	Local Travel	475.16	475.16	15,000.00	3.17
955	Millage Income Refund			60,000.00	0.00
956	Property & Liability Insurance	41,436.52	41,436.52	68,000.00	60.94
957	Miscellaneous Expense	202.75	202.75	6,000.00	3.38
958	Sales/Use Tax			1,000.00	0.00
960	Donation Expense Restricted	4,871.64	4,871.64	2,070.00	235.34
961	Donation Expense Unrestricted	502.72	502.72	0.00	100.00
OTHER EXPENSE		47,488.79	47,488.79	152,070.00	31.23
TECHNOLOGY EXPENSES					
878	Firewall Upgrade Project			79,850.00	0.00
895	Internet Access	2,147.40	2,147.40	9,000.00	23.86
896	Internet Access - Hotspots	10,503.25	10,503.25	91,770.00	11.45
898	Computer System Services	5,799.89	5,799.89	34,350.00	16.88
905	Computer Software	46,196.75	46,196.75	75,000.00	61.60
906	Computer Hardware	162.02	162.02	51,500.00	0.31

BOARD FS FOR CAPITAL AREA DISTRICT LIBRARIES

Balance As of 01/31/2025

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

GL Number	Description	Activity For 01/31/2025	YTD Balance 01/31/2025	2025 Amended Budget	% Bdgt Used
<b>Fund: 101 GENERAL FUND</b>					
<b>Account Category: Expenditures</b>					
TECHNOLOGY EXPENSES					
907	III Software & Hardware Maintenance	148,535.07	148,535.07	168,040.00	88.39
911	Mobile Training Lab			51,000.00	0.00
	TECHNOLOGY EXPENSES	<u>213,344.38</u>	<u>213,344.38</u>	<u>560,510.00</u>	<u>38.06</u>
CAPITAL OUTLAY					
873	Building Upgrades			25,000.00	0.00
889	Okemos Renovation Project			10,000.00	0.00
914	HOLT REMODEL			100,000.00	0.00
915	STOCKBRIDGE REMODEL			125,000.00	0.00
916	PUBLIC COMPUTERS	1,700.00	1,700.00	0.00	100.00
929	SBITA/LEASE PRINCIPAL PAYMENTS			102,000.00	0.00
967	Outreach Projects	135.85	135.85	70,000.00	0.19
980	Staff Furn & Equipment	597.44	597.44	46,550.00	1.28
982	BUILDINGS			175,000.00	0.00
987	GRANT EXPENSES	8,375.00	8,375.00	7,500.00	111.67
	CAPITAL OUTLAY	<u>10,808.29</u>	<u>10,808.29</u>	<u>661,050.00</u>	<u>1.64</u>
	Expenditures	<u>1,507,130.61</u>	<u>1,507,130.61</u>	<u>15,647,400.00</u>	<u>9.63</u>
Fund 101 - GENERAL FUND:					
	TOTAL REVENUES	5,427,284.43	5,427,284.43	15,647,400.00	
	TOTAL EXPENDITURES	<u>1,507,130.61</u>	<u>1,507,130.61</u>	<u>15,647,400.00</u>	
	NET OF REVENUES & EXPENDITURES:	<u>3,920,153.82</u>	<u>3,920,153.82</u>	<u>0.00</u>	