

**CAPITAL AREA DISTRICT LIBRARIES
BOARD MEETING**

5:30 PM, WEDNESDAY, DECEMBER 20, 2023
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

PUBLIC COMMENTS ON AGENDA ITEMS

CONSENT AGENDA

- a. Approval of Agenda (enc – action)
- b. Approval of Minutes November 15, 2023 (enc – action)
- c. Approval of Minutes December 4, 2023 (enc – action)
- d. Disbursements for November 2023 (enc – action)

CHAIRPERSON'S COMMENTS

NEW BUSINESS

General

- a. Commendation Letter for Bri Slocum Recommendation (enc – action)
- b. Legislative Update
- c. Community Contacts

Finance

- a. November 2023 Financial Report (enc – action)
- b. December 2023 Budget Adjustments (enc – action)
- c. Legal Services Renewal Recommendation (enc – action)
- d. 2024 Pay Increase for Library Page Employees Recommendation (enc – action)
- e. HUM 221 Non-Union Administrative Employee Policy Manual (enc – action)
- f. City of Lansing HRCS Grant Recommendation (enc – action)

DIRECTOR'S REPORT

PUBLIC, STAFF, AND BOARD MEMBER COMMENTS

ADJOURNMENT

CAPITAL AREA DISTRICT LIBRARIES
BOARD MEETING
November 15, 2023

Members Present: Brian Baer, Debora Bloomquist, Quinn Clifton-O'Donnell, Sandy Drake, DeYeya Jones, Ashley Smith, Chris Waltz

Members Absent:

Staff Present: Janet Elliott, Jolee Hamlin, Julie Laxton, Sheryl Knox (6:02pm), Victoria Meadows, Miriam Mattison, Sophie Steiner, Thais Rousseau

Others Present: David Klevorn

CALL TO ORDER

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

ROLL CALL

Baer – Present
Bloomquist – Present
Clifton-O'Donnell – Present
Drake – Present
Jones – Present
Smith - Present
Waltz – Present

COMMUNICATIONS

There were no communications. Board Chair DeYeya Jones welcomed new board member Ashley Smith, and brief introductions were shared.

PUBLIC COMMENTS ON AGENDA ITEMS

Debora Bloomquist made a motion to add the item “Executive Director Search Team Conversation” to the agenda under General item D. Chris Waltz seconded the motion. The motion carried.

CONSENT AGENDA

- a. Approval of Agenda
Chris Waltz made a motion to approve the consent agenda. Quinn Clifton-O'Donnell seconded the motion. The motion carried.
- b. Approval of Minutes October 18, 2023
This item was approved by consent.
- c. Disbursements for October 2023
This item was approved by consent.

PUBLIC HEARING

a. Public Hearing on CADL 2024 Budget

The Board voted to begin the Public Hearing at 5:34 pm.

Baer – Aye

Bloomquist – Aye

Clifton-O'Donnell – Aye

Drake – Aye

Jones – Aye

Smith – Aye

Waltz – Aye

There were no public comments on the 2024 CADL Budget. The Board closed the Public Hearing at 5:35 pm.

CHAIRPERSON'S COMMENTS

DeYeya Jones explained his absence from the October 18 Board Meeting.

PRESENTATION

a. NUA MERS Presentation – Miriam Mattison, Finance Director

- b. Finance Director Miriam Mattison presented information on retirement options for the NUA (non-union administrative staff) group. She reviewed the recommendations approved in 2019, clarified the current situation, and shared two options for addressing the concerns along with the pros and cons of each.

NEW BUSINESS

General

a. HUM 202 Director Evaluation Policy

Language in the policy was altered to provide clarity and reduce redundancy.

Chris Waltz made a motion to approve the HUM 202 Director Evaluation Policy. Quinn Clifton-O'Donnell seconded the motion. The motion carried.

b. Glenn & Trish Granger Foundation Grant Application

It is recommended to apply for a \$75,000 grant to the Glenn & Trish Granger Family Foundation in support of the Mason Library Renovation and to submit the grant application to meet the November 15, 2023 semi-annual deadline.

The grant request is for \$75,000; \$60K of which is earmarked for interior costs and \$15K of which is earmarked for exterior costs. CADL has no financial obligations as part of this grant application.

Quinn Clifton-O'Donnell made a motion to approve submission of the Glenn & Trish Granger Family Foundation Grant application. Brian Baer seconded the motion. The motion carried.

c. Legislative Update

MLA is providing a workshop on the Freedom to Read Act due to concerns on how it might impact a library's ability to weed collections.

d. Community Contacts

Sandy Drake attended the Leslie, Lansing, Mason, Stockbridge and Dansville Friends meetings. She helped with the Haslett Friends booksale, and she helped Stockbridge set up for their silent auction. In addition, she attended CADL Conference as well as author visits by Rod Sadler at Leslie and John Robinson at Stockbridge.

e. Executive Director Search Team Conversation

Quinn Clifton-O'Donnell made a motion to add closed session to the agenda. Chris Waltz seconded the motion. The motion carried.

The Board went into Closed Executive Session to consult with legal counsel to consider attorney client material exempt from disclosure pursuant to MCL 15.268(l)(h). A roll call vote was held:

Baer – Yes

Bloomquist – Yes

Clifton-O'Donnell – Yes

Drake – Yes

Jones – Yes

Smith – Yes

Waltz – Yes

Quinn Clifton-O'Donnell made a motion to move the Board into a closed session. Brian Baer seconded the motion. The motion carried. The Board went into its closed session at 6:15 pm.

Brian Baer made a motion to move the Board out of its closed session. Quinn Clifton-O'Donnell seconded the motion. The motion carried. The Board moved out of its closed session at 6:30 pm.

Finance

a. October 2023 Financial Report

Finance Director Miriam Mattison presented the October 2023 Financial Report to the Board.

Chris Waltz made a motion to approve the finance report. Brian Baer seconded the motion. The motion carried.

b. November 2023 Budget Revision

Finance Director Miriam Mattison explained recommended revisions to the 2023 budget which combined to a \$188,300 total requested return to the Undesignated Fund Balance.

Chris Waltz made a motion to approve the November 2023 Budget Revision. Quinn Clifton-O'Donnell seconded the motion. The motion carried.

c. CADL 2024 Budget

Finance Director Miriam Mattison presented the 2024 Budget, noting that no changes were made to the draft presented in October.

Chris Waltz made a motion to approve the CADL 2024 Budget. Debora Bloomquist seconded the motion. The motion carried.

d. Parking Space Recommendation

It is recommended that Capital Area District Library enter a new contract with Abraham Washington, LLC to lease 60 parking spaces at the 418 S. Washington Avenue location for a ten-year period. The monthly rate for each spot will be \$75.33 and will remain the same over the life of the contract. This will permit part-time staff currently parking at the 427 S. Capitol property to move to the gated lot and allow all Downtown CADL staff to park in the same lot.

Per FIN 105 Purchasing Policy, new service contracts with a commitment greater than \$50,000 annually must undergo legal counsel evaluation, which has been successfully completed.

Brian Baer made a motion to approve the Parking Space Recommendation. Sandy Drake seconded the motion. The motion carried.

e. Janitorial Agreement Contract Recommendation

It is recommended to approve the Boling Janitorial Services contract at \$179,109 for 1/2/24-12/31/24.

Boling Janitorial was selected as the vendor to provide services after an RFP process and was approved by the CADL Board in October 2023. Per FIN 105 Purchasing Policy, new service contracts with a commitment greater than \$50,000 annually must undergo legal counsel evaluation, which has been successfully completed.

Quinn Clifton-O'Donnell made a motion to approve the Janitorial Agreement Contract Recommendation. Sandy Drake seconded the motion. The motion carried.

f. Server Cluster and SAN Storage Purchase

It is recommended to purchase (1) Dell Unity XT 380 Hybrid storage area network (SAN) with (7) 1.6TB SSD drives and (8) 4TB NL-SAS drives, (3) Dell PowerEdge R650xs servers, 5 years of software maintenance, support and 24x7 onsite warranties,

and implementation services for \$67,967.62 from Avalon Technologies, Inc. via Midwestern Higher Education Compact (MHEC) contract pricing. MHEC is a competitively bid contract vehicle from which CADL is eligible to purchase.

The current hardware hosting CADL's virtualized server platform and almost all of the on-premises servers have performed well and been highly reliable; however, it is currently beyond warranty and end of life. The recommended hardware would meet current needs with sufficient room to grow if needed.

Chris Waltz made a motion to approve the Server Cluster and SAN Storage Purchase. Sandy Drake seconded the motion. The motion carried.

g. NUA MERS Recommendation

It is recommended to reopen the DB plan for the NUA group to new and existing professional staff.

Changes include the following:

1. Open the DB plan for new and existing professional staff.
2. Bring new and existing professional staff in at the date of hire.
3. Bring the DC assets over into the DB plan.
4. Employee contribution rate will be calculated by MERS and estimated to be 4.07% as of January 1, 2024.
5. Continue the contributions from the Pension Reserve Fund each year during the budget process.
6. Evaluate the status of the pension results annual.

This allows CADL to maintain benefits that were promised to staff. The changes will give the same pension benefits to ALL professional staff and fix the inequity that currently exists. It will stabilize rates for the participants in the plan, while keeping the cap with CADL and stabilizing CADL's payments.

Chris Waltz made a motion to accept the recommendation as presented. Quinn Clifton-O'Donnell seconded the motion. The motion carried.

DIRECTORS REPORT

- Interim Executive Director Jolee Hamlin welcomed Ashley Smith to the board. She met with Ashely earlier in the week and will have an orientation meeting with her at the end of the month. Tours of the library branches will be scheduled after that, and board members are welcome to accompany her.
- CADL Conference went well, including Mr. McConnell's speech and great sessions for all in attendance. Jolee thanked everyone who was able to attend and praised staff for all their work making it happen.
- The first Library Card Challenge competition took place in 2019, and this year, Stockbridge Library was awarded the trophy at CADL Conference in recognition of their 7.4% increase in registered patrons. The Circ Active award went to Dansville Library for an increase of almost 2%. Foster Library placed second in both categories.

- Outcome on the application for a MI Community Center Grant through the Michigan Department of Labor and Economic Opportunity for the Mason Library Renovation has been delayed. Applicants were given the opportunity to contribute additional letters of support, and 18 additional letters of support were added to CADL's application.
- An infographic is being created for use by the City of Mason in their capital campaign fundraising efforts related to the Mason Library Renovation.
- Local artist Marissa Tawney Thaler is creating murals on the walls of the Children's Room at the Mason Library.
- The Lansing Libraries partnered with the Early Childhood Literacy Coalition to provide a series of grant-funded Scholastic Family Literacy Workshops. The workshops lasted over three weeks and included information, dinner and interactive stations for both parents and children. Future workshops will take place at the Meridian and Dansville Libraries.
- There is a potential opportunity to talk with City of Lansing and learn more about their plans to move City Hall into the Old Mason Temple with the hope of exploring the possibility of CADL being part of the conversation.
- City Pulse Top of the Town 2023 included several CADL nominees and winners. Haslett and Downtown were both nominated for Best Library with Downtown winning the category. Miss Cassie, Miss Kate and Jill Abood were all nominated for Best Librarian, and Miss Kate Newcomb won.

POLICIES – No changes, for review only

- a. HUM 105 Employee Recognition Policy
- b. HUM 201 Director Succession Policy
- c. HUM 202a Director Evaluation Board Form
- d. HUM 202b Director Evaluation Staff Form

PUBLIC, STAFF, AND BOARD MEMBER COMMENTS

Jolee Hamlin shared a message from building security that there were reports of shots fired in the area and asked those in attendance to be mindful when leaving.

ADJOURNMENT

Sandy Drake made a motion to adjourn the meeting. Debora Bloomquist seconded the motion. The motion carried. The meeting was adjourned at 7:15 p.m.

**CAPITAL AREA DISTRICT LIBRARIES
BOARD MEETING
December 4, 2023**

Members Present: Brian Baer, Debora Bloomquist, Quinn Clifton-O'Donnell, Sandy Drake, DeYeya Jones, Ashley Smith, Chris Waltz

Members Absent:

Staff Present: Jill Abood, Mark Buzzitta, Sandra Centeno, Julie Chrisinske, Janet Elliott, Mari Garza, Jessica Goodrich, Annie Gordon, Cassidy Gould, Heather Goupil, Jolee Hamlin, Lynn Harper, Jennifer Huston, Sheryl Knox, Julie Laxton, Miriam Mattison, Sherri McConnell, Victoria Meadows, Thomas Moore, Tracy Placeway, Thais Rousseau, Diane Speerbrecker, Sophie Steiner, Jessica Trotter, DiAnne Warfield,

Others Present: Marge Bossenbery, Amy Churchill, Jenny Marr, Angelo Moreno, Sally Trout

MEET & GREET

Attendees chatted informally with Executive Director candidate finalists.

CALL TO ORDER

The Chairperson called the meeting to order at 5:32 p.m.

ROLL CALL

Baer – Present
Bloomquist – Present
Clifton-O'Donnell – Present
Drake – Present
Jones - Present
Smith - Present
Waltz – Present

APPROVAL OF AGENDA

Brian Baer made a motion to approve the agenda. Quinn Clifton-O'Donnell seconded the motion. The motion carried.

PUBLIC COMMENTS ON AGENDA ITEMS

There were no public comments on agenda items.

NEW BUSINESS

- a. Second Interview with Executive Director candidate finalists
Board Chair DeYeya Jones welcomed everyone in attendance. Executive Director candidate finalists Amy Churchill, Jolee Hamlin and Jenny Marr introduced themselves.

Board Vice Chair Brian Baer asked the candidates a series of questions in a debate-style format. The candidates took turns answering questions related to general library services, staff management, union negotiations, future planning, leadership and collaboration.

b. Closed Session pursuant to MCL 15.268(f)

The Board requested a closed session to review and consider the contents of candidate applications for employment pursuant to MCL 15.268(f). A roll call vote was held:

Baer – Yes

Bloomquist – Yes

Clifton-O'Donnell – Yes

Drake – Yes

Jones – Yes

Smith – Yes

Waltz – Yes

Chris Waltz made a motion to move the Board into a closed session. Deb Bloomquist seconded the motion. The motion carried. The Board went into its closed session at 6:45 pm.

Chris Waltz made a motion to move the Board out of its closed session. Debora Bloomquist seconded the motion. The motion carried. The Board moved out of its closed session at 8:03 pm.

c. Discuss and Deliberate Executive Director candidate finalists

There was no public discussion or deliberation of Executive Director candidate finalists.

PUBLIC, STAFF, AND BOARD MEMBER COMMENTS

Cassidy Gould noted that it would be helpful for staff at CADL and the Marketing Department to have a statement from the Board regarding their decision to communicate to the community.

Debora Bloomquist thanked staff for their help with the interview process.

ADJOURNMENT

Quinn Clifton-O'Donnell made a motion to adjourn the meeting. Sandy Drake seconded the motion. The motion carried. The meeting was adjourned at 8:07 pm.

Capital Area District Library
From Payment Date

[11/1/2023] To [11/31/2023]

Check No.	Date	Remit To	Payment Amt.	Description
55570	11/20/2023	AMERICAN LIBRARY ASSOCIATION	317.00	2024 Membership
55571	11/20/2023	ZAYO GROUP LLC	2,316.00	10/1-12/31/23 Service
55572	11/20/2023	ADRIAN DISTRICT LIBRARY	15.00	Lost Book
55573	11/20/2023	ALBERT ABBOTT	61.83	Shredding reimbursement
55574	11/20/2023	MICHAEL B ABBOTTS	40.00	11/2023 Podcast
55575	11/20/2023	ADVENT HOUSE MINISTRIES, INC	8,736.00	Outreach Staffing Services
55576	11/20/2023	A+ TECHNOLOGY & SECURITY SOLUTIONS,	1,709.70	Axis Store REorter Licenses 2023/2024
55577	11/20/2023	ACCIDENT FUND	1,513.00	2022 Audit
55579	11/20/2023	BAKER & TAYLOR BOOKS	20,172.19	Books
55580	11/20/2023	BOLING JANITORIAL SERVICE INC	14,489.74	10/2023 Janitorial Svcs
55581	11/20/2023	MARK BUZZITTA	123.60	Mileage
55582	11/20/2023	BARYAMES CLEANERS INC	153.12	Tablecloth dry cleaning
55583	11/20/2023	BAY COUNTY LIBRARY SYSTEM	16.00	Lost Book
55584	11/20/2023	HEATHER GOUPIL/PETTY CASH	139.95	Petty cash program purchases
55585	11/20/2023	BOOK DEPOT	5,595.26	Books
55586	11/20/2023	BRODART CO.	16.81	Books
55587	11/20/2023	BLACKSTONE PUBLISHING INC	1,067.98	Books
55588	11/20/2023	CITY PULSE	320.00	Web Ads
55589	11/20/2023	CENTRAL BUSINESS SYSTEMS INC	1,179.36	Leases/Copies 10/2023
55590	11/20/2023	CHIPPEWA RIVER DISTRICT LIBRARY	7.99	Lost Book
55591	11/20/2023	JULIE CHRISINSKE/PETTY CASH	92.64	Petty cash program purchases
55592	11/20/2023	MELISSA COLE	683.86	Mileage, staff party reimbursement
55593	11/20/2023	CASS DISTRICT LIBRARY	59.99	Lost Book
55594	11/20/2023	CHICAGO DISTRIBUTION CENTER	137.12	Books
55595	11/20/2023	ROBERT CHARTRAND	244.21	Mileage
55596	11/20/2023	MELISSA COLE/ PETTY CASH	201.66	Petty cash program purchases
55597	11/20/2023	DELHI CHARTER TOWNSHIP	3,050.08	3rd Qtr utilities
55598	11/20/2023	DELL MARKETING, L.P.	6,270.00	30 Dell Thunderbolt Docks
55599	11/20/2023	EAST LANSING PUBLIC LIBRARY	29.99	Lost Book
55600	11/20/2023	ELAJ	450.00	10/2023 Rotator schedule ads
55601	11/20/2023	EILX	450.00	Me TV ads 10/2023
55602	11/20/2023	EDWARDS SIGN & SCREEN PRINTING, INC	3,990.00	Graphic Wraps Adult & Kids VAns
55603	11/20/2023	JANET ELLIOT	80.00	CADL Con Reimbursements
55604	11/20/2023	FISH WINDOW CLEANING	695.00	DTL Window Washing
55605	11/20/2023	FRESH TRACKS INC	2,810.00	Carpet Cleaning
55606	11/20/2023	MARISELA GARZA	90.48	Mileage
55607	11/20/2023	GRANGER CONTAINER SERVICE INC	46.39	Landfill service
55608	11/20/2023	CENGAGE LEARNING INC/GALE	830.12	Library Materials
55609	11/20/2023	GILX	100.00	Antenna TV ads 11/2023
55610	11/20/2023	CHRISTINE GRIFFIN	120.52	Mileage
55611	11/20/2023	GEORGE HUBBARD	225.00	Santa Claus 12/11/23
55612	11/20/2023	HOME DEPOT CREDIT SERVICES	108.92	Building maintenance supplies
55613	11/20/2023	JAY HULL	128.75	Mileage
55614	11/20/2023	LYNN HARPER	275.81	Mileage
55615	11/20/2023	IPEARL INC	449.13	Chromebook cases
55616	11/20/2023	IMPRESSION 5 SCIENCE CENTER	2,000.00	9 Library Access Passes
55617	11/20/2023	JACKSON DISTRICT LIBRARY	19.95	Lost Book
55618	11/20/2023	SAI KRISHNAMURTHI	50.83	Mileage
55619	11/20/2023	KANOPY INC	2,185.35	11/2023 Play credits
55620	11/20/2023	KOIOS, LLC	7,108.00	Tier 5 Ads 2024
55621	11/20/2023	MICHIGAN FLEET FUELING SOLUTIONS LLC	2,379.07	Vehicle Fuel 11/2023
55622	11/20/2023	THE LIBRARY NETWORK	1,372.00	Deepfreeze Enterprise License 2023/2024
55623	11/20/2023	MING A. LOUIE	600.00	Cooking w/Ming
55624	11/20/2023	LIBRARY IDEAS LLC	1,949.03	Audiobooks
55625	11/20/2023	LAGARDA SECURITY	11,234.47	11/2023 Security Svcs
55626	11/20/2023	CHRISTOPHER LOCKE	100.00	Kellogg's Story
55627	11/20/2023	LISKEY'S AUTO & TRUCK SERVICE INC	501.42	Vehicle Service
55629	11/20/2023	MIDWEST TAPE	54,205.75	Library Materials
55630	11/20/2023	JACALYN MCDONALD	37.99	Mileage
55631	11/20/2023	WKAR/BROADCASTING SERVICES	563.73	10/2023 Que Onda, Curious About Careers
55632	11/20/2023	MICHAEL MOORE	357.04	Mileage
55633	11/20/2023	MIRIAM MATTISON - PETTY CASH	149.65	Petty cash
55634	11/20/2023	VICTORIA MEADOWS	229.69	Mileage
55635	11/20/2023	MICHIGAN MUNICIPAL RISK MANAGEMENT /	16,144.50	Insurance premium
55636	11/20/2023	OVERDRIVE INC	40,000.00	Content purchase
55637	11/20/2023	CHRIS POTTS	104.32	Mileage
55638	11/20/2023	POP-ITY POPCORN CO LLC	150.95	Popcorn CADL Con
55639	11/20/2023	RICOH USA INC	84.41	Admin copier
55640	11/20/2023	QUINN REDICK	403.03	Mileage, Conference Reimbursement

55641	11/20/2023	STAPLES ADVANTAGE	3,511.62	Office Supplies
55642	11/20/2023	TOM SHILTS	6.75	Mileage
55643	11/20/2023	ERIC A STANTON	117.81	Mileage
55644	11/20/2023	KATHRYN SHAW	31.51	Mileage
55645	11/20/2023	TECRE CO INC	53.87	Button maker supplies
55646	11/20/2023	MARISSA TAWNEY THALER	295.00	Mason Mural painting down payment
55647	11/20/2023	UAW LOCAL 2256	3,241.19	Union dues
55648	11/20/2023	UNIQUE	1,402.35	10/2023 Chat Service, Placements
55649	11/20/2023	KARON WALTER/PETTY CASH	71.88	Petty cash program purchases
55650	11/20/2023	PETER WHITE PUBLIC LIBRARY	24.99	Lost Book
55651	11/20/2023	WILX	525.00	11/2023 Game of the week
ACH	11/30/2023	RAMP BUSINESS CORPORATION	21,130.78	*SEE PAGE 13
ACH	11/8/2023	UNUM LIFE INSURANCE CO OF AMERICA	788.22	Employee Life
ACH	11/8/2023	TASC	548.75	Benefits funding
ACH	11/8/2023	44 NORTH	1,785.76	Prescription claims
ACH	11/8/2023	ALERUS FINANCIAL	23,902.66	Retirement Contributions
ACH	11/8/2023	MAXOR PLUS	3,913.32	Prescription claims
ACH	11/8/2023	MISSION SQUARE	2,543.36	Retirement Contributions
ACH	11/8/2023	MISSION SQUARE	210.00	Retirement Contributions
ACH	11/8/2023	MERS	74,808.59	Retirement Contributions
ACH	11/8/2023	UNUM LIFE INSURANCE CO OF AMERICA	539.35	Employee LTD
ACH	11/8/2023	UNUM LIFE INSURANCE CO OF AMERICA	301.82	Employer Life
ACH	11/8/2023	CONSUMERS ENERGY	275.54	4321 4 9/12-10/15
ACH	11/8/2023	CONSUMERS ENERGY	465.29	4321 1 9/14-10/15
ACH	11/8/2023	CONSUMERS ENERGY	310.06	201 9/14-10/15
ACH	11/8/2023	CONSUMERS ENERGY	227.39	4321 3 9/14-10/15
ACH	11/8/2023	BOARD OF WATER & LIGHT	1,895.78	401 9/5-10/13
ACH	11/8/2023	BOARD OF WATER & LIGHT	8,358.28	123 9/10-10/9
ACH	11/8/2023	TASC	20.00	Benefits funding
ACH	11/8/2023	44 NORTH	4,047.65	Prescription claims
ACH	11/8/2023	MAXOR PLUS	895.55	Prescription claims
ACH	11/8/2023	ABRAHAM WASHINGTON LLC	3,620.00	11/2023 Parking
ACH	11/8/2023	RONDA NYSTROM	300.00	10/7o-10/20 10 hrs
ACH	11/8/2023	RONDA NYSTROM	682.50	10/21-11/3 22.75 hrs
ACH	11/8/2023	CONSUMERS ENERGY	121.89	1379 9/18-10/17
ACH	11/8/2023	CONSUMERS ENERGY	18.53	401 9/14-10/13
ACH	11/8/2023	CONSUMERS ENERGY	16.00	427 9/14-10/13
ACH	11/8/2023	CONSUMERS ENERGY	495.35	145 9/18-10/17
ACH	11/8/2023	CONSUMERS ENERGY	291.22	126 9/19-10/18
ACH	11/8/2023	CONSUMERS ENERGY	21.03	3500 107B 9/15-10/16
ACH	11/8/2023	CONSUMERS ENERGY	29.41	3500 109b 9/15-10/16
ACH	11/8/2023	DELTA DENTAL PLAN OF MICHIGAN	228.15	11/2023 Dental Premium
ACH	11/8/2023	T-MOBILE	5,609.85	Hotspots 9/21-10/20
ACH	11/8/2023	VERIZON WIRELESS	15.24	9/24-10/23
ACH	11/8/2023	BOARD OF WATER & LIGHT	126.38	3500 1/2 9/9-10/9
ACH	11/8/2023	BOARD OF WATER & LIGHT	1,464.44	3500 108 9/10-10/9
ACH	11/8/2023	MAXOR PLUS	3,046.72	Prescription claims
ACH	11/8/2023	CONSUMERS ENERGY	32.88	115 9/21-10/20
ACH	11/30/2023	RAMP BUSINESS CORPORATION	18,379.20	*SEE PAGE 13
ACH	11/8/2023	VISION SERVICE PLAN	924.95	Vision Premium
ACH	11/8/2023	CHARTER TOWNSHIP OF MERIDIAN	391.50	4321 6/26-9/27/23
ACH	11/8/2023	CONSUMERS ENERGY	447.12	4321 2 9/12-10/15/23
ACH	11/8/2023	44 NORTH	220.00	Prescription claims
ACH	11/8/2023	44 NORTH	653.73	Prescription claims
ACH	11/8/2023	MAXOR PLUS	3,767.37	Prescription claims
ACH	11/8/2023	PHYSICIANS HEALTH PLAN	46,595.39	Health Insurance Premium
ACH	11/8/2023	RONDA NYSTROM	630.00	11/4-11/17 21 hrs
ACH	11/8/2023	RAMP BUSINESS CORPORATION	6,310.96	*SEE PAGE 13
ACH	11/8/2023	GRANGER CONTAINER SERVICE INC	35.88	Trash Service
ACH	11/8/2023	GRANGER CONTAINER SERVICE INC	91.00	Trash Service
ACH	11/8/2023	GRANGER CONTAINER SERVICE INC	324.99	Trash Service
ACH	11/8/2023	GRANGER CONTAINER SERVICE INC	138.24	Trash Service
ACH	11/8/2023	GRANGER CONTAINER SERVICE INC	246.24	Trash Service
ACH	11/8/2023	AT & T LONG DISTANCE	24.00	Phone 10/2-11/1
ACH	11/8/2023	DELTA DENTAL PLAN OF MICHIGAN	4,161.80	Dental Claims
ACH	11/8/2023	DTE ENERGY	133.15	117 10/5-11/2
ACH	11/30/2023	KATHERINE ZAYKO	105.00	Mileage
ACH	11/30/2023	ABRAHAM WASHINGTON LLC	4,520.00	12/2023 Parking
ACH	11/30/2023	MAXOR PLUS	2,853.67	Prescription claims
ACH	11/30/2023	44 NORTH	2,902.74	Prescription claims
ACH	11/30/2023	44 NORTH	6,737.81	11/2023 Bundle Fee
ACH	11/30/2023	BRIAN BAER	360.00	Board Stipend
ACH	11/30/2023	MISSION SQUARE	210.00	11/2023 Retirement Contributions

ACH	11/30/2023	MISSION SQUARE	2,543.36	11/2023 Retirement Contributions
ACH	11/30/2023	TASC	147.40	Benefits funding
ACH	11/30/2023	TASC	360.23	Benefits funding
			<u>498,126.82</u>	

**Capital Area District Library
Ramp Breakdown**

credit card purchase	Tracy Placeway Ingram Library Service	4,429.83
credit card purchase	Tracy Placeway Capital Area Cleaning Supply	91.70
credit card purchase	Miriam Mattison City Of Mason	48.06
credit card purchase	Jolee Hamlin Maritz Global Events	1,041.00
credit card purchase	Hannah Reilly GBC	(13.53)
credit card purchase	Miriam Mattison Otc Brands Inc	397.60
credit card purchase	Hannah Reilly UPS	13.87
credit card purchase	Michael Moore SmartSign	123.25
credit card purchase	Miriam Mattison TechSoup	15.00
credit card purchase	Miriam Mattison TechSoup	165.00
credit card purchase	Miriam Mattison TechSoup	165.00
credit card purchase	Miriam Mattison TechSoup	165.00
credit card purchase	Miriam Mattison TechSoup	165.00
credit card purchase	Miriam Mattison TechSoup	165.00
credit card purchase	Miriam Mattison TechSoup	165.00
credit card purchase	Miriam Mattison TechSoup	165.00
credit card purchase	Miriam Mattison TechSoup	165.00
credit card purchase	Tracy Placeway Capital Area Cleaning Supply	45.75
credit card purchase	Miriam Mattison tonies	143.92
credit card purchase	Tracy Placeway Sage	220.40
credit card purchase	Miriam Mattison Gaylord Bros Inc	302.87
credit card purchase	Janet Elliott Strange Matter Coffee	224.00
credit card purchase	Janet Elliott Kroger	24.78
credit card purchase	Sheryl Knox SimplyBook.me	59.90
credit card purchase	Janet Elliott Costco	90.86
credit card purchase	Miriam Mattison Demco, Inc.	1,333.20
credit card purchase	Michael Moore The Home Depot	10.18
credit card purchase	Jolee Hamlin Embassy Suites Dwtwn	516.22
credit card purchase	Janet Elliott Walmart	46.68
credit card purchase	Tracy Placeway Capital Area Cleaning Supply	300.25
credit card purchase	Janet Elliott Lansing Parks & Recreation	241.00
credit card purchase	Tracy Placeway Audioboom	9.99
credit card purchase	Tracy Placeway Capital Area Cleaning Supply	141.49
credit card purchase	Victoria Meadows Facebook Ads	49.26
credit card purchase	Miriam Mattison MGFOA	130.00
credit card purchase	Tracy Placeway The Water Store	95.00
credit card purchase	Tracy Placeway Ingram Library Service	2,684.42
credit card purchase	Tracy Placeway Ingram Library Service	4,600.69
credit card purchase	Tracy Placeway Hosting Enterprises	374.51
credit card purchase	Sheryl Knox Wasabi Technologies	89.90
credit card purchase	Tracy Placeway Acapulco Mexican Grill	984.60
credit card purchase	Michael Moore The Home Depot	18.36
credit card purchase	Tracy Placeway The Water Store	28.75
credit card purchase	Hannah Reilly Sp American Button M	71.71

credit card purchase	Tracy Placeway Rose Pest Solutions	68.00
credit card purchase	Miriam Mattison Demco, Inc.	101.40
credit card purchase	Miriam Mattison Otc Brands Inc	38.95
credit card purchase	Michael Moore Ace Hardware	9.99
credit card purchase	Victoria Meadows Facebook Ads	18.25
credit card purchase	Sheryl Knox Bisecthost Bisecthost	29.94
credit card purchase	Tracy Placeway The Local Moms Net	260.00
credit card purchase	Tracy Placeway Capital Area Cleaning Supply	59.99
credit card purchase	Tracy Placeway Cintas	471.88
credit card purchase	Cashback	(398.09)
credit card purchase	Miriam Mattison Demco, Inc.	112.06
credit card purchase	Tracy Placeway Capital Area Cleaning Supply	52.13
credit card purchase	Tracy Placeway Mobile Beacon	1,344.75
credit card purchase	Tracy Placeway Mobile Beacon	1,344.75
credit card purchase	Tracy Placeway Mobile Beacon	1,344.75
credit card purchase	Tracy Placeway Mobile Beacon	1,344.75
credit card purchase	Tracy Placeway Mobile Beacon	1,344.75
credit card purchase	Tracy Placeway Mobile Beacon	1,344.75
credit card purchase	Tracy Placeway Mobile Beacon	1,344.75
credit card purchase	Tracy Placeway Mobile Beacon	122.25
credit card purchase	Tracy Placeway Mobile Beacon	1,344.75
credit card purchase	Sheryl Knox DigiCert, Inc.	916.00
credit card purchase	Janet Elliott Kroger	101.34
credit card purchase	Janet Elliott Costco	42.97
credit card purchase	Michael Moore The Home Depot	39.94
credit card purchase	Michael Moore The Home Depot	6.98
credit card purchase	Tracy Placeway Ingram Library Service	3,308.24
credit card purchase	Tracy Placeway Ingram Library Service	256.65
credit card purchase	Tracy Placeway Capital Area Cleaning Supply	87.63
credit card purchase	Tracy Placeway Capital Area Cleaning Supply	51.24
credit card purchase	Tracy Placeway Rose Pest Solutions	61.00
credit card purchase	Tracy Placeway Rose Pest Solutions	80.00
credit card purchase	Janet Elliott Costco	66.92
credit card purchase	Sheryl Knox Microsoft Store	72.00
credit card purchase	Tracy Placeway The Water Store	7.50
credit card purchase	Tracy Placeway Capital Area Cleaning Supply	645.55
credit card purchase	Tracy Placeway Mason Area Chamber of Commerce	125.00
credit card purchase	Jolee Hamlin American Library Association	71.10
credit card purchase	Janet Elliott Jimmy John's	49.95
credit card purchase	Hannah Reilly UPS	45.81
credit card purchase	Hannah Reilly UPS	45.81
credit card purchase	Hannah Reilly UPS	45.81
credit card purchase	Miriam Mattison ACD	73.24
credit card purchase	Tracy Placeway The Water Store	13.75
credit card purchase	Tracy Placeway Ingram Library Service	5,541.22
credit card purchase	Janet Elliott Jimmy John's	26.57

credit card purchase	Sheryl Knox Smarty	54.00
credit card purchase	Linda Bissell BUILDING STORIES	48.00
credit card purchase	Linda Bissell amirisu kurumi	37.56
credit card purchase	Janet Elliott Jimmy John's	58.14
credit card purchase	Sheryl Knox Liquid Web	275.30
credit card purchase	Tracy Placeway Capital Area Cleaning Supply	45.75
		<hr/>
		<u>45,820.94</u>

**Recommendation for a Letter of Commendation for Bri Slocum
December 20, 2023**

Recommendation:

A recommendation is made that the Capital Area District Libraries' Board of Trustees write a Letter of Commendation on behalf of security guard Bri Slocum.

Background:

On the evening of Monday, November 27, 2023, a man was shot in the South Lansing Library parking lot. He entered the library requesting assistance, at which point he immediately fell to the ground in a state of distress. Bri Slocum showed remarkable presence of mind in her actions throughout the ordeal, which included her administering CPR for several minutes attempting to save his life. A recommendation is being made for the CADL Board of Trustees to write a Letter of Commendation on behalf of Bri Slocum in recognition of her heroism.

12/6/2023

Capital Area District Library
Balance Sheet
11/30/2023
UNAUDITED

ASSETS

	11/1/2023	11/1/2022
Current Assets:		
Cash	9,603,124.56	10,086,463.26
Imprest Cash	2,612.00	2,612.00
Investments	4,378,109.05	3,290,829.39
Prepaid Expenses	394,675.41	183,506.99
Accounts Receivable	8,071.46	34,000.00
Taxes Receivable	0.00	0.00
Interest Receivable	66,336.61	0.00
Total Current Assets	14,452,929.09	13,597,411.64
Total Assets	14,452,929.09	13,597,411.64

LIABILITIES AND FUND BALANCE

Current Liabilities:		
Accounts Payable	280,472.78	59,398.75
Accrued Salaries Payable	0.00	0.00
Accrued Employee Benefits Payable	45,847.80	32,738.28
Materials Payable	0.00	0.00
Deferred Revenue	0.00	0.00
Total Current Liabilities	326,320.58	92,137.03
Fund Balance:		
Fund Balance Undesignated	526,107.95	2,110,566.14
Fund Balance Donations Restricted	333,152.13	313,310.34
Fund Balance Donations Unrestricted	286,284.82	207,799.67
Fund Balance Capital Projects	1,599,999.66	909,499.66
Fund Balance Contingency	6,315,399.10	6,249,833.10
Fund Balance Automation	1,000,000.00	850,500.00
Fund Balance Operations	499,000.00	94,000.00
Fund Balance Pension Reserve	1,560,000.00	960,000.00
Profit (loss) for period	2,006,664.85	1,809,765.70
Total Unapplied Fund Balance	14,126,608.51	13,505,274.61
Total Liabilities and Fund Balance	14,452,929.09	13,597,411.64

12/6/2023

Capital Area District Library
Statement of Revenue and Expenditures
Fiscal Year Ending December 31, 2023
11/30/2023
Unaudited

Revenues

	Current Month	Year to Date	2023 Budget	%
Millage Income -----				
Property Tax Revenue	178.50	12,201,314.19	12,201,100.00	100.00
Renaissance Zone Reimbursement	0.00	65,262.33	65,000.00	100.40
Industrial Facilities Tax	0.00	39,759.94	39,000.00	101.95
Total Tax Revenue	178.50	12,306,336.46	12,305,100.00	100.01
Penal Fines -----				
Penal Fines Ingham County	0.00	171,657.64	171,650.00	100.00
Penal Fines Eaton County	0.00	8,082.48	8,000.00	101.03
Total Penal Fines	0.00	179,740.12	179,650.00	100.05
State Aid -----				
State Aid Direct	0.00	123,945.45	123,000.00	100.77
State Aid Indirect	0.00	123,945.45	123,000.00	100.77
PPT Reimbursement	0.00	112,441.15	112,400.00	100.04
Total State Aid	0.00	360,332.05	358,400.00	100.54
Library Fees -----				
Non Resident Fees	3,175.00	29,716.46	25,000.00	118.87
Printing Revenue	3,861.32	42,773.40	40,000.00	106.93
Total Library Fees	7,036.32	72,489.86	65,000.00	111.52
Donations -----				
Donation Income Restricted	1,047.20	45,185.75	30,000.00	150.62
Donation Income Unrestricted	266.00	10,914.27	16,000.00	68.21
Total Donations	1,313.20	56,100.02	46,000.00	121.96
Grants -----				
Grants	0.00	7,600.00	7,600.00	100.00
Grants MMLC	0.00	15,000.00	15,000.00	100.00
Grants ECF	(34,000.00)	114,056.48	147,700.00	77.22
Grants Capital Region Comm Found	0.00	0.00	0.00	0.00
Total Grants	(34,000.00)	136,656.48	170,300.00	80.24

Other Income

Interest Income	45,345.17	587,373.73	542,000.00	108.37
MMLC Reimbursement	0.00	123,945.45	123,900.00	100.04
Lost and Paid Books	1,888.86	28,607.49	24,000.00	119.20
Sale of Fixed Assets	7,140.00	13,265.90	6,000.00	221.10
Sponsorship Revenue	0.00	4,032.46	4,000.00	100.81
Fundraising Income	3.00	(2,398.90)	(2,400.00)	99.95
Misc Income	1,118.54	15,042.84	13,000.00	115.71
Universal Service Fund Income	24,141.13	25,320.37	1,055.00	2400.04
INSURANCE CLAIM INCOME	0.00	16,523.37	16,500.00	100.14
Total Other Income	79,636.70	811,712.71	728,055.00	111.49

Due From Fund Balances

Due to/ from Pension Reserve	240,000.00	240,000.00	240,000.00	100.00
Due to/From Undesignated Fund Bal	(487,000.00)	(487,000.00)	(188,300.00)	258.63
Due to/From Capital Projects Fund	115,000.00	115,000.00	182,900.00	62.88
Due to/from Donation Balance	0.00	0.00	270,000.00	0.00
Due to/From Automation Fund	0.00	0.00	0.00	0.00
Due to/From Operations Fund	132,000.00	132,000.00	132,444.00	99.66
Total Due From Funds	0.00	0.00	637,044.00	0.00

TOTAL OPERATING REVENUE	54,164.72	13,923,367.70	14,489,549.00	96.09
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Expenditures

	Current Month	Year to Date	2023 Budget	%
Salaries and Benefits				
Salaries	488,122.98	5,636,464.33	6,690,000.00	84.25
Unemployment Insurance	0.00	0.00	3,000.00	0.00
FICA Employer Share	36,294.54	419,582.86	511,500.00	82.03
Health Insurance	43,745.59	507,132.57	682,000.00	74.36
Prescription Expense	16,015.05	197,752.22	235,000.00	84.15
Dental Insurance	4,327.95	42,657.67	50,000.00	85.32
Vision Insurance	924.95	10,650.43	11,000.00	96.82
Life & Disability Insurance	301.82	2,996.18	4,000.00	74.90
Retirement	58,458.13	597,561.00	749,500.00	79.73
Workers Comp Insurance	0.00	28,042.95	28,500.00	98.40
Parking Main Library	8,389.40	44,820.40	45,000.00	99.60
Total Salaries and Benefits	656,580.41	7,487,660.61	9,009,500.00	83.11
Materials				
Books	81,579.51	819,121.73	977,432.00	83.80
Periodicals	0.00	35,848.46	41,575.00	86.23
DVD	18,770.29	147,975.45	235,013.00	62.96
Library of Things	12,882.86	38,265.85	55,000.00	69.57
Audiobooks	79,377.35	478,857.15	468,680.00	102.17
Music	4,773.91	31,342.89	40,744.00	76.93
Processing Supplies	2,252.58	26,460.00	28,800.00	91.88
Processing Fees	3,630.64	52,955.48	70,000.00	75.65
Subscription Services	0.00	83,898.16	99,864.00	84.01
Databases	0.00	94,107.98	102,411.00	91.89
Total Materials	203,267.14	1,808,833.15	2,119,519.00	85.34
Supplies				
Office Supplies	5,165.79	85,094.17	94,000.00	90.53
Postage Expense	14.87	607.68	2,000.00	30.38
Gas Delivery Vehicles	1,265.68	15,238.61	20,000.00	76.19
Gas Bookmobile	813.12	7,006.36	10,000.00	70.06
Janitorial Supplies	1,521.48	14,095.17	15,000.00	93.97
Total Supplies	8,780.94	122,041.99	141,000.00	86.55
Professional Services				
Membership Fees	122.50	15,451.54	25,000.00	61.81
Collection Agency Fees	507.35	4,788.55	6,000.00	79.81
Web Chat Service	895.00	8,950.00	10,750.00	83.26
Payroll & Print Service	3,066.91	42,829.55	47,500.00	90.17
Melcat Delivery Charges	0.00	44,573.04	49,000.00	90.97
Tutoring Services	0.00	12,172.85	15,500.00	78.53
Marketing - Promotional	9,994.46	246,556.21	275,200.00	89.59
Bank Fees & Services	1,204.08	11,371.17	13,000.00	87.47
Cooperative Membership Fee	0.00	123,945.45	123,950.00	100.00
Total Professional Services	15,790.30	510,638.36	565,900.00	90.23

Governance

Per Diem	1,440.00	4,350.00	10,000.00	43.50
Memberships	0.00	0.00	1,250.00	0.00
Conferences	0.00	2,425.40	4,000.00	60.64
Legal Services	1,261.00	23,179.50	35,430.00	65.42
Audit	0.00	16,000.00	16,500.00	96.97
Total Governance	2,701.00	45,954.90	67,180.00	68.41

Staff Development

Recruiting Expense	108.09	602.09	1,000.00	60.21
Staff Training	2,516.52	19,293.98	25,000.00	77.18
Hospitality	2,158.62	4,139.32	5,000.00	82.79
Employee Recognition	0.00	1,782.92	5,000.00	35.66
Total Staff Development	4,783.23	25,818.31	36,000.00	71.72

Maintenance and Utilities

Telephone	97.24	17,437.03	30,000.00	58.12
Steam and Gas	1,857.40	64,008.67	105,000.00	60.96
Electricity	12,553.55	142,375.23	195,000.00	73.01
Water and Sewer	1,443.35	16,523.41	23,000.00	71.84
Trash	886.11	7,559.02	8,000.00	94.49
Custodial Services	15,561.62	205,121.55	210,500.00	97.44
Security Services	9,979.13	127,365.58	171,000.00	74.48
Building Maintenance	2,761.12	99,979.21	125,000.00	79.98
Vehicle Maintenance	834.00	12,648.47	19,000.00	66.57
Total Maint. and Utilities	45,973.52	693,018.17	886,500.00	78.17

Other Expenses

Millage Income Refund	1,487.87	108,776.93	107,500.00	101.19
Property & Liability Insurance	(568.00)	74,066.40	77,000.00	96.19
Donation Expense Restricted	2,799.76	149,030.78	195,000.00	76.43
Donation Expense Unrestricted	1,437.99	5,081.69	20,000.00	25.41
Miscellaneous	145.00	3,736.21	6,500.00	57.48
Sales/Use Tax	0.00	329.70	1,200.00	27.48
Local Travel	609.82	11,625.46	12,000.00	96.88
Total Other Expenses	5,912.44	352,647.17	419,200.00	84.12

Technology Expenses

Internet Access	0.00	9,182.85	10,000.00	91.83
Internet Access Hotspots	19,350.09	76,712.01	95,600.00	80.24
Computer Software	2,249.63	62,585.06	89,900.00	69.62
Computer Hardware	102.96	5,734.49	36,000.00	15.93
III Software & Hardware Maintenance	0.00	127,428.63	128,000.00	99.55
Computer System Services	4,539.90	47,495.75	62,300.00	76.24
VOIP Phone Project	0.00	10,251.83	16,500.00	62.13
Wired LAN Upgrade	0.00	0.00	0.00	0.00
Discovery Layer	0.00	16,000.00	16,000.00	100.00
Printers/RFID/FaxCopyScan Project	0.00	5,945.04	37,500.00	15.85
Replace Analog Cameras Project	0.00	0.00	0.00	0.00
Server Hardware & Licensing Change	24,476.83	24,476.83	59,500.00	41.14
Offsite Backup Refresh	0.00	0.00	0.00	0.00
Staff Laptop Computers	6,270.00	130,441.28	151,250.00	86.24
Total Technology Expenses	56,989.41	516,253.77	702,550.00	73.48

Capital Outlay

Staff Furn & Equipment	1,340.55	13,679.07	35,000.00	39.08
Building Upgrades	0.00	3,906.00	6,000.00	65.10
Public Service Grant Projects	0.00	0.00	0.00	0.00
GRANT EXPENSES	0.00	82,500.00	82,500.00	100.00
Outreach Projects	6,974.52	45,384.00	50,000.00	90.77
New Delivery Vehicle	0.00	0.00	0.00	0.00
DTL Roof & HVAC Repairs	0.00	0.00	0.00	0.00
Outreach Vehicles	0.00	80,077.00	81,000.00	98.86
ECF Projects	0.00	0.00	87,700.00	0.00
IT Renovation Project	0.00	0.00	0.00	0.00
Foster Renovation Project	0.00	89,067.95	125,000.00	71.25
Mason Renovation Project	295.00	39,222.40	75,000.00	52.30
Total Capital Outlay	8,610.07	353,836.42	542,200.00	65.26
Total Operating Expenditures	1,009,388.46	11,916,702.85	14,489,549.00	82.24
Unapplied Fund Balance-Budget				
Net Income(Loss)	(955,223.74)	2,006,664.85	0.00	

2023 Budget Adjustment Recommendations

Grants

Grants ECF	(33,700)
Total Grants	<u>(33,700)</u>

Other Income

Interest Income	36,900
USF Income	23,300
Total Other Income	<u>60,200</u>

Total Revenue (Under)/Over	26,500
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Expenditures

Salaries and Benefits

Vision Insurance	1,000
Total Salaries and Benefits	<u>1,000</u>

Materials

Audiobooks	45,000
DVD	(35,000)
Library of Things	(5,000)
Music	(5,000)
Total Materials	<u>-</u>

Maintencnce and Utilities

Trash	500
Custodial Services	20,000
Total Maint. and Utilities	<u>20,500</u>

Other Expenses

Millage Income Refund	2,000
Local Travel	3,000
Total Other Expenses	<u>5,000</u>

Total Expenses (Under)/Over	26,500
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Requested Return to Undesignated Fund Bal.	<u><u>-</u></u>
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LEGAL SERVICES RENEWAL

December 20, 2023

Recommendation – 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 2024 is \$40,000.

Background – Lindsay Dangl of Murphy and Spagnuolo, PC has represented the Capital Area District Library since 2020.

Ms. Dangl has experience with a variety of legal issues including family law, workers' compensation, insurance defense litigation, municipal law, and civil litigation. Ms. Dangl received her undergraduate degree from James Madison College at Michigan State University and her Juris Doctor from the Michigan State University College of Law.

The attorneys at Murphy and Spagnuolo, PC have represented and counseled the library successfully on labor related issues, municipality library service agreements, tax capture legislation, vendor service agreements, and a litany of other legal matters for the past 20 years.

Pay Increases for Page Employees

December 20, 2023

Recommendation: Effective January 1, 2024, Library Page employees receive an increase of 3% to their hourly wage. Currently pages make \$10.37 per hour and would be paid \$10.68 per hour in 2024.

Background: Minimum wage in Michigan is currently \$10.10 per hour but will increase to \$10.33 per hour on January 1, 2024. The Michigan Supreme Court still has not decided about the increase to the minimum wage to \$12 (Improved Workforce Opportunity Wage Act) which was set to go into effect in 2022. A ballot proposal (Raise the Wage) to raise Michigan's minimum wage to \$15 per hour incrementally by 2027 is also before the courts who will decide whether it will be on the November 2024 ballot.

Page employees are an important and valuable part of the CADL system. The total additional cost in 2024 including payroll taxes and W/C will be approximately \$11,880 and is included in the 2024 budget.

HUM 221 Non-Union Administrative Employees Policy Manual

~~December 21, 2022~~
DECEMBER 20, 2023

Welcome

Welcome to Capital Area District Libraries! We are the 5th largest public library serving more than 230,000 people in Michigan.

Capital Area District Libraries was created when the Ingham County Board of Commissioners entered into a District Library Agreement with the City of Lansing March 10, 1997 to establish a District Library pursuant to the District Library Establishment Act, 1989 PA 24. The major source of funding for Capital Area District Libraries is a millage approved by voters.

The Capital Area District Libraries' Board of Trustees ("Board") has seven members. Five (5) members are appointed by the Ingham County Board of Commissioners and two (2) members are appointed by the City of Lansing.

The Board is the body legally responsible for performing the duties assigned to it by state and local laws. The Board determines how the revenue of the Library will be spent. In addition, the Board appoints the Capital Area District Libraries Executive Director ("Director"), establishes all Capital Area District Libraries' (CADL) policies, and is authorized to contract for Library services in and outside of Ingham County.

Purpose and Intent

The purpose of this Policy Manual is to provide a general reference of the policies Capital Area District Libraries adheres to and a general outline of the benefits CADL has to offer. THIS IS NOT A CONTRACT. Nothing in this Manual is or should be construed as a binding term or condition of employment.

All Managerial non-union administrative employees (NUA employees) of CADL serve at the will of CADL and can be terminated at any time upon the recommendation of CADL's Executive Director and within the sole discretion of a majority of the Board of Trustees of CADL.

The following NUA employees of CADL are not in managerial positions (Administrative Assistant; Accounting/Finance Assistant; Purchasing Assistant; Human Resources Assistant; Office Clerk), serve at the will of CADL, and can be terminated at any time within the sole discretion of the Executive Director.

This Manual constitutes the employment policies of CADL, and it shall not be altered or amended without the concurrence of the majority of the Board of Trustees of CADL. The Board of Trustees reserves the right to unilaterally change CADL's personnel policies within its sole discretion.

This Manual supersedes all prior manuals as well as employment relationships, whether oral or written, between CADL and NUA Employees. Previous manuals and employment relationships, if any, whether oral or written, are canceled.

No Employee and/or Board Member and/or agent of Capital Area District Libraries is authorized to make an oral representation or promise to an NUA Employee which changes the policies set forth in the NUA Employee Manual. Oral expressions or promises made to an NUA Employee shall not be interpreted to create a contractual relationship between an NUA Employee of CADL and CADL, nor shall such communications alter the "at will" employment conditions of CADL. No other statement in this manual shall be construed in any manner to alter the "at will" status of NUA Employees of CADL.

Employment Policies

At-Will Status

As previously indicated, all managerial non-union administrative employees of CADL serve at the will of CADL and can be terminated at any time upon the recommendation of CADL's Executive Director and within the sole discretion of a majority of the Board of Trustees of CADL. NUA employees of CADL not in managerial positions (Administrative Assistant; Accounting/Finance Assistant; Purchasing Assistant; Human Resources Assistant; Office Clerk) serve at the will of CADL and can be terminated at any time within the sole discretion of the Executive Director.

Professional Membership

Managerial NUA Employees are encouraged to join and participate in professional organizations. CADL will pay membership fees up to a total of \$250.00 per year per NUA Employee subject to the approval of the Executive Director. Participation on work time in any organization's events/meetings, etc. must be approved in advance by the Executive Director. Time off to participate will be given at the sole discretion of the Executive Director or designee.

All other NUA staff members are encouraged to join and participate in professional organizations. In order to help achieve this goal, at the request of the employee, the Employer will pay for the basic membership fee for the employee to join the Michigan Library Association or other association approved for that employee in advance by the Executive Director or designee.

Graduate Degrees

CADL encourages NUA Management staff members to obtain a graduate library degree from a school approved by the American Library Association or a graduate business degree from an accredited school of higher education by providing financial support.

Individuals who would like to receive financial support for these programs must submit a proposal to the Executive Director prior to enrolling. The Executive Director's decision to approve financial support will be based on the courses showing a direct benefit to the Employer and on available funds. Financial support will be limited to the amount of tuition not including application, registration, or activity fees. Payment will be limited to \$2,500 per employee per year.

Payment will be based on the successful completion of the classes. Employees must receive a "B" (3.0 on a 4.0 scale) or better, or a satisfactory or passing grade in the event that no letter grade is available for the course, to receive any payments.

Class attendance and homework must be completed on the employee's own time and not during work hours.

Employees who leave their employment with the Employer (whether by voluntary or involuntary separation/termination) within two years of completing the classes must agree to reimburse the Employer for 50% of the amount paid by the Employer for those classes.

An NUA Management staff member who utilizes the tuition benefit stated in this paragraph will still be considered to be an "at will" employee. The conferring of said tuition benefit shall in no way alter the "at will" status of the employee.

Salary and Benefits

All new Managerial NUA Employees negotiate their pay rate at the time of hire. All other NUA Employees are subject to the CADL NUA Employee pay scale. See Appendix B.

NON-UNION ADMINISTRATIVE EMPLOYEES MERIT PAY PLAN

The goals of CADL's Non-Union Administrative (NUA) Merit Pay Plan are the following:

1. Recognize and reward degrees of performance by Non-Union Administrative employees
2. Support and contribute to the accomplishments of organizational goals
3. Provide for flexibility in the context of department/library needs
4. Promote fairness

Under this plan, NUA employees will be given the opportunity to enhance their pay by up to 5% annually based on their completion of job duties and behavior goals set by their supervisor.

In January of each year, the NUA employee will work with their supervisor to set performance goals for the year. These goals may be modified or changed during the year if necessary.

In December of each year, the NUA employee and their supervisor will meet to review the goals and the employee's performance during the year. Based on this information, the supervisor will determine the merit increase for the employee from 0 – 5%.

January 1st – NUA employee's pay increase takes effect

Merit pay increases will be added to the NUA employee's base salary until the salary reaches the ceiling of the authorized salary range for that position. Any merit pay increase that exceeds the salary range ceiling will be paid in the form of a lump sum and not be included in the base salary.

Probationary NUA employees will continue to be evaluated at 3 months and 6 months (non-professional) and 6 months and 1 year (professional) during their 1st year.

Probationary NUA employees who have not been employed a full year will receive a merit increase based on their performance, however, their probationary status will be considered.

Executive Director's Merit Pay Enhancement – At the sole discretion of the Executive Director, a NUA employee may be given a merit pay lump sum bonus up to an additional 3% annually. The money will not be included in the employee's base salary. The amount of the payment is based on the employee's performance including special assignments and additional responsibilities. The Merit Pay enhancement is not guaranteed year to year.

Vacation and Personal Leave

NUA Employees are eligible to accrue vacation time. Full-time NUA employees accrue vacation at the completion of each pay period when 80.0 hours of time is recorded on the time record including holiday time, vacation time, medical time, compensatory time and hours worked. Part-time NUA employees accrue pro-rated vacation at the completion of each pay period when twice the number of hours they are regularly scheduled to work in a week, are recorded on their time card as paid time including holiday time, vacation time, personal time, sick time and hours worked.

Managers accrue twenty (20) days of vacation per year. All other NUA Employees accrue based on the following scale:

First year	3.0770 hours per pay period up to 10 days per year
Second year	3.3847 hours per pay period up to 11 days per year
Third year	3.6924 hours per pay period up to 12 days per year
Fourth year	4.0000 hours per pay period up to 13 days per year
Fifth	4.6154 hours per pay period up to 15 days per year
Sixth year	4.9231 hours per pay period up to 16 days per year
Seventh year	5.2308 hours per pay period up to 17 days per year
Eighth year	5.5385 hours per pay period up to 18 days per year
Ninth year	5.8462 hours per pay period up to 19 days per year
Tenth year	6.1539 hours per pay period up to 20 days per year

All full-time NUA Employees receive sixteen (16) hours of personal leave annually on January 1st. New NUA Employees who begin working after July 1st will receive eight (8) hours for their first year and sixteen (16) every year thereafter. All part-time NUA employees will receive a prorated amount based on their regularly scheduled hours.

Accumulation of vacation for full-time NUA employees is limited to 240 hours. This amount is prorated for part-time employees. When this limit is reached, the NUA Employee will stop accruing vacation time. (Under special circumstances, the Executive Director may allow an NUA Employee to accrue additional time.)

Vacation cannot be used without advanced approval by the NUA Employee's supervisor.

Vacation and personal leave cannot be used in less than fifteen (15) minute segments.

Vacation and personal leave will not be allowed in advance of being earned or in anticipation of future medical leave credit.

Upon resignation or dismissal, accrued vacation up to five weeks (200 hours) will be paid in to NUA Employees who have completed their initial probationary period. This amount is prorated for part-time employees.

Medical "Sick" Leave

Medical Leave is a means of insuring that an eligible NUA Employee will not suffer loss of income in the event of personal illness or the illness of the NUA Employees' spouse, children, parents, or persons for whose financial or physical care the NUA Employee has been principally responsible. Medical leave may also be used for visits to physicians, dentist, counselors, therapists, etc. by the NUA Employee or by those mentioned above.

All full-time NUA Employees earn medical leave credit at a rate of 4.0 hours at the completion of each pay period when 80 hours of time is recorded including holiday time, vacation time, medical time, compensatory time and hours worked. All parttime NUA employees accrue medical leave on a prorated basis.

Medical leave credit for full-time employees may be accumulated to a maximum of 130 days (1040 hours). This amount is prorated for part-time employees.

Medical leave credit may not be used in less than 15-minute segments.

Full-time NUA Employees having over 240 hours of unused medical leave may convert up to a maximum of 80 hours of medical leave into vacation leave at the rate of 16 medical hours to 8 vacation hours as long as their medical hours do not fall below a total of 240 hours. Part-time employees are eligible to convert hours on a prorated basis.

Medical leave will not be allowed in advance of being earned or in anticipation of future medical leave credit. If an NUA Employee does not have sufficient medical leave credit to cover a period of absence due to illness or injury, the time will be charged against vacation time and personal leave credits, until these are exhausted.

Upon resignation, dismissal or retirement from service all medical leave credit shall be canceled and shall not be reinstated or paid for.

Family Medical Leave

The Family Medical Leave Act (FMLA) provides up to 12 weeks of unpaid leave to “eligible” NUA Employees for certain family and medical reasons. NUA Employees are eligible if they have worked for at least one year and for 1,250 hours over the previous 12 months.

Unpaid leave may be granted for any of the following reasons:

1. The birth of the NUA Employee’s child and to care for the newborn child
2. Placement with the NUA Employee of a child for adoption or foster care
3. To care for the NUA Employees’ spouse, son, daughter, or parent with a serious health condition
4. Because the NUA Employee has a serious health condition that makes the NUA Employee unable to perform the functions of the NUA Employee’s job.

Detailed information regarding a leave of absence under the Family Medical Leave Act is available from the Human Resources Office.

Unpaid Leaves of Absence

An unpaid leave of absence is defined as authorized absence from work for a specific period of time. During this time, an NUA Employee is not on pay status, but retains the right to a job when he/she returns. An unpaid leave of absence is granted at the sole discretion of the Executive Director and is usually granted in response to unusual circumstances. It is not a fringe benefit to which any employee is entitled. Any accrued vacation or personal leave time, or sick time cannot be used during any unpaid leave of absence. Any request for an unpaid leave of absence must be submitted, in writing, to the Executive Director at the earliest possible time.

If necessary, the NUA Employee may pay the entire cost of his/her health insurance coverage while on a leave of absence up to a period of eighteen months. Payment for each month’s coverage must be received by the 25th of the preceding month. No vacation time, sick leave or retirement credit is earned during a leave of absence without pay.

Bereavement Leave

Full-time NUA Employees shall be allowed five days leave with pay for absence due to the death of the employees legally married spouse, domestic partner, child, stepchild, parent, stepparent, or a legal guardian.

A full-time employee shall be allowed up to two (2) working days pay for absence due to the death of the employee's sister, brother, uncle, aunt, grandparent, or grandchild, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, legally married spouse's or domestic partner's grandparent, niece, nephew, niece in law or nephew in law. Part-time NUA employees receive this benefit on a prorated basis. Additional time may be taken from accumulated sick, personal or vacation time, if needed.

Upon request, days off may be granted by the NUA Employee's supervisor in the case of the death of other family members or persons for whom financial or physical care the NUA Employee has been principally responsible. This time may be taken from accumulated sick, personal or vacation time.

Holidays

The following are authorized paid holidays for NUA Employees:

New Year's Day	Thanksgiving Day
Martin Luther King Day	The Day After Thanksgiving
Memorial Day	Christmas Eve
Juneteenth	Christmas Day
Independence Day (July 4 th)	New Year's Eve
Labor Day	

Part-time NUA employees receive Holiday pay on a prorated basis.

Benefits

Medical Benefits

CADL will participate in the Ingham County Health Coalition Committee which researches ways to reduce health care cost and to avoid and reduce potential copays for both CADL and NUA employees.

CADL will select and provide a health plan offered through the Health Coalition. In the event that the Health Coalition, provides options of health plans, CADL will maintain the current plan or provide another health plan offered through the Health Coalition. CADL reserves the right to take advantage of any supplemental benefit offered through the Health Coalition which may lower the cost of the premiums.

CADL will offer the prescription drug plan offered through the Health Coalition. In the event, that the Health Coalition, provides options of prescription drug plans, CADL will maintain the current plan or provide another prescription drug plan offered through the Health Coalition. CADL reserves the right to take advantage of any supplemental benefit offered through the Health Coalition which may lower the cost of the premiums.

All non-union administrative employees will be required to pay the cost of their health insurance premiums above the annual caps set by the state for public employees. The money will be automatically deducted through payroll deduction.

An employee who is eligible for medical/hospitalization insurance via another source and who executes an affidavit to that effect may elect not to be covered by the medical insurance provided under this Article. The decision to waive coverage shall be made once per calendar year. A waiver agreement drafted by CADL shall be executed by the employee. In the event the employee elects to forego medical insurance, CADL shall pay an amount based upon the coverage to which the employee is otherwise eligible at the time of election (full family, two-person, single subscriber) directly to the employee as a taxable compensation.

The amounts payable, based on applicable coverage shall be as follows:

Full Family	=	\$100 per month
2-Person	=	\$100 per month
Single	=	\$100 per month

NUA employees losing medical coverage from another source shall notify the Human Resources Department immediately so that the employee and dependents, where appropriate, can be re-enrolled in a health care plan beginning the first day of the month following the loss of alternate coverage.

Dental Benefits

CADL shall provide dental insurance for regular full-time NUA employees and their legal dependents on the first of the month following their date of hire. The coverage is as follows:

<u>Class I Benefits</u>	<u>Insurance Pays</u> (Usual, Customary and Reasonable Fees)	<u>Employee or Patient Pays</u>
Diagnostic	100%	-0-
Preventative	100%	-0-
Emergency Palliative	100%	-0-
<u>Class II Benefits</u>	<u>Insurance Pays</u> (Usual, Customary and Reasonable Fees)	<u>Employee or Patient Pays</u>
Radiographs	50%	50%
Oral Surgery	50%	50%
Restoration	50%	50%
Periodontics	50%	50%
Endodontics	50%	50%
<u>Class III Benefits</u>	<u>Insurance Pays</u> (Usual, Customary and Reasonable Fees)	<u>Employee or Patient Pays</u>
Bridges, Partial And Dentures	50%	50%
<u>Class IV Benefits</u>	<u>Insurance Pays</u>	<u>Employee or Patient Pays</u>
Orthodontics	50%	50%

Payment under this provision is limited to one thousand dollars (\$1,000) maximum per person per contract for Class I, Class II and Class III Benefits. Payment for Class IV

Benefits will not exceed a lifetime maximum of \$1,000 per eligible person. Employees must contribute \$1 per month for the dental benefit.

Vision Benefits

CADL shall provide vision insurance to regular full-time NUA employees and their legal dependents on the first of the month following their date of hire. The coverage is as follows:

Standard Eye Examination and Glasses

- | | |
|--------------------|--|
| - Eye Examination | Once each 12 months from last date of service.
Examination covered in full less \$10.00 co-pay. |
| - Spectacle Lenses | 1 each 24 months from last date of service |
| - Frames | 1 each 24 months from last date of service |

There is a \$25.00 co-pay for lenses and/or frames.

- | | |
|--------------------------------|---|
| - Contact Lenses –
Elective | Eye examination covered less \$10.00 co-pay.
Maximum allowance of \$105.00 |
| Medically Necessary | Covered in full under certain conditions. |

Life Insurance

CADL shall provide life insurance coverage in the amount of \$20,000.00, for regular full-time NUA employees effective the first day of the month following the date of hire.

NUA employees may have the option to purchase, at their expense, additional life insurance coverage in amounts and for the cost as allowable and determined by the carrier and Employer. The total cost of such optional coverage shall be paid for by the employee through payroll deduction. The above is contingent upon the carrier accepting and approving any such additional coverage and complying with CADL's requirements.

Disability Insurance

CADL will provide a short-term disability plan as follows for regular full-time NUA employees.

- (A) Upon proper medical determination for disability due to a non-work related illness or injury. The disability carrier will provide fifty (50%) of the NUA employees' gross salary to a maximum of \$1,300 per month to age 65. See the UNUM Disability Plan Document for more information.
- (B) The disability payments shall not commence until the completion of a ninety (90) calendar day elimination period after sustaining the non-work related illness or injury.
- (C) A regular full-time employee may use sick time accumulations during the ninety (90) calendar day elimination period and also may use vacation and compensatory time accumulations. If the employee's total accumulation exceeds ninety (90) calendar days, the short-term disability payment shall commence on the 91st day, at the option of the employee, with the remaining accumulations to stay on record.
- (D) Benefits, such as but not limited to, health insurance, life insurance, dental insurance, shall cease while the employee is being paid disability payments. NUA employees on disability may, however, pay group rates for hospitalization/medical coverage for a maximum of one hundred four (104) weeks.
- (E) "Disability" shall be defined through CADL's disability carrier's contract.

Medical Expense Reimbursement Account

All regular NUA employees are eligible to participate in a Medical Expense Reimbursement account. During open enrollment period, NUA employees can reduce pre-tax compensation by up to the maximum allowed by law, per year and use the money to pay for qualifying medical care expenses incurred by the employee or dependents during the plan year.

Dependent Care Account

All regular NUA employees are eligible to participate in a Dependent Care Reimbursement Account. NUA employees can reduce pre-tax compensation up to the maximum allowed by law per year and use the money to pay for qualifying dependent care expenses during the plan year.

Direct Deposit

All NUA employees must participate in direct deposit or must sign up for the Chase Visa card through our payroll provider.

Retirement

All **ELIGIBLE** NUA employees ~~hired on or after November 20, 2019~~ will participate in the **MUNICIPAL EMPLOYEES RETIREMENT SYSTEM** (MERS) nonunion defined contribution **BENEFIT** plan.

~~CADL will contribute 8% of the NUA employee's salary to the MERS defined contribution plan on behalf of the employee.~~

~~NUA employees in the defined contribution plan will be subject to all vesting and eligibility requirements outlined in the plan document and will be fully vested after 6 years.~~

~~NUA employees hired on or before November 20, 2019 shall be covered by the Municipal Employees Retirement System (MERS) non-union defined benefit plan.~~
CADL and NUA employees shall abide by all the terms and conditions of that plan set forth below.

CADL will contribute 18% of the employees' gross salary to the MERS defined benefit plan and NUA employees will be responsible for the remainder through payroll deduction. The amount of the NUA employee's contribution will be set annually based on plan performance and will take effect on January 1st of each year.

Beginning on January 1, 2020, the NUA defined benefit plan for employees ~~hired prior to November 20, 2019~~ is as follows;

B-2, V-6, FAC5 w/ F55/15, E2
(Please see MERS Handbook for complete details **AND FOR
INFORMATION PERTAINING TO PREVIOUS PLAN DETAILS.**)

NUA employees in the Defined Benefit plan will be subject to all **FULLY** vesting **AFTER 6 YEARS** and eligibility requirements outlined in the plan.

All eligible NUA employees who enroll in the MERS Defined Benefit plan hereby authorize CADL to make the appropriate payroll deduction for the employee's percentage amount of the Defined Benefit plan as calculated by MERS.

All Technical, Clerical and Para-professional NUA employees who work 10 eight-hour days per month and all Professional NUA employees who work 10 four-hour days per month qualify for retirement benefits.

All unused and accumulated vacation time will be paid to any full-time **NUA** employee **UP TO 200 HOURS, OR 5 WEEKS**, upon their retirement. **ALL UNUSED AND ACCUMULATED VACATION TIME WILL BE PAID TO ANY PART-TIME NUA**

EMPLOYEE AT A PRO-RATED BASIS UP TO 200 HOURS, OR 5 WEEKS, UPON THEIR RETIREMENT. All unused and accumulated sick **AND PERSONAL** leave and ~~part-time paid-time-off~~, will be forfeited by the employee upon their retirement.

Upon retirement, any person covered under this agreement, whether such person was hired through Ingham County, the Lansing School District, or directly with CADL, shall not be entitled to any health benefits from CADL or any other benefits from CADL.

Employer's Right to Change and/or Modify Benefits

CADL retains the right to unilaterally change the method of providing, including changing carriers, and funding the benefits herein. The benefits provided shall meet the minimum requirements set forth in this Article. CADL may elect to provide benefits in excess of the minimum listed in this Article. Providing such benefits in excess of the required minimums shall not become a term and condition of employment, and CADL is free to unilaterally change these benefits to those benefits minimally required.

CADL reserves the right to establish a self-insurance program which will provide substantially the same or equivalent benefits insofar as is possible except as to the administration of such insurance. The Library may change carriers and/or plans provided the new plan provides the same or substantially equivalent benefits in so far as is possible.

All insurance premiums shall be paid by CADL commencing at the time of the next regular payment made in accordance with CADL's procedures following the month of employment. NUA Employees who are laid off or go on an unpaid leave of absence shall assume full cost of such premiums commencing the first full month following their layoff or commencing their leave of absence.

NUA Human Resources Policies and Procedures

NUA employees must abide by the human resources policy and procedure manual which is located on the staff intranet.

**City of Lansing Human Relations & Community Services Direct Social Services
Grant Proposal for 2024-2025
December 20, 2023**

RECOMMENDATION:

Apply for a \$20,000 grant to the City of Lansing's Human Relations & Community Services Commission for support of the *Advent House Ministry "Street Outreach Direct Social Services at the Library Project."*

BACKGROUND:

The Direct Social Services at the Library Project will provide homeless and vulnerable populations with supplies such as food, water, hygiene items, and access to shelter, as well as support and assistance seeking benefits. The funding offers salaries to our partner organization, Advent House Ministries' (AHM) Street Outreach Direct Social Services team. The ultimate goal is getting individuals into more stable situations, thereby benefiting our Lansing community by meeting the basic needs of a vulnerable population and reducing the amount of homeless or housing insecure individuals.

These funds would provide a continuation of an existing grant-funded project and further an established partnership between CADL Downtown, CADL South Lansing, and AHM. The project offers a consistent advocacy presence of AHM staff regularly at both CADL Downtown and South Lansing. We are able to advertise this service to our community, so that we may reach people in need who may not regularly visit the library. Furthermore, AHM's trained and experienced staff will support the library's continuous effort to provide service to the entire community and connect it to needed resources.

The grant application opens December 11, 2023 and closes January 11, 2024.