

**Chelsea District Library  
Board of Trustees**

**Agenda and Information Packet**



**CHELSEA DISTRICT LIBRARY**  
BEST SMALL LIBRARY IN AMERICA

**Serving Dexter, Lima, Lyndon & Sylvania  
Townships and the City of Chelsea**

**June 21, 2022  
6:45 pm**

**McKune Room at the Chelsea  
District Library**



**CHELSEA DISTRICT LIBRARY BOARD OF TRUSTEES**  
**Tuesday, June 21, 2022—6:45 p.m.**  
**McKune Room**

**AGENDA**

- 6:45 Board Meeting**  
Welcome and Call to Order  
Agenda Review, Additions, and Approval
- 6:50 Presentation: Audit of 2021 by Yeo & Yeo**
- 7:20 Compulsory Segments**  
Board Meeting Minutes Approval – May 17, 2022  
Approval of the May Operational Checks  
Approval of May Financial Reports  
Director’s Report & Friends Report
- 7:45 Public Comment**
- 7:50 Action Items**
1. Donations
  2. 2022 Budget Adjustment
- 8:05 Discussion Items**
1. Mobile CDL
  2. Salary Survey Recommendations on Ranges
  3. 2021 Audit
- 8:20 Reports**  
Policy Committee  
Finance Committee  
Personnel Committee  
Nominating Committee  
Community Outreach Committee
- 8:25 Public Comment**
- 8:30 Other Items**
- 8:35 Adjournment**

## **Public Participation**

Meetings held by the Chelsea District Library are for the purpose of conducting library business. A Chelsea District Library meeting is not a “public meeting.” It is a “meeting held in public.” The difference between these two types of meetings is that a public meeting is usually designed for the free flow of information among all in attendance, whereas a meeting held in public is for observation and “Public Input” at specific times on the agenda.

## **Public Participation at Open Meetings**

Meetings held by the Chelsea District Library are for the purpose of conducting library business. Public input is allowed during set times of these meetings and for specific amounts of time.

There are two ways to participate in a Board meeting:

- You may call the Board President or Library Director at least five days in advance of the Board meeting and ask to be placed on the agenda. The Board President or the Library Director shall use their discretion in accepting these requests. The Board decides what agenda items are to be discussed when they formally adopt the agenda at the start of their meeting. Once approved, you will be allowed to make your presentation to the Board.
- You may address the Board during agenda items listed as “Comments from the Public.”

Individuals who are addressing the Board at a Board Meeting must state their name and the name of the organization or group they are representing, if that is the case.

Board members may question speakers, but the Board will not enter into debate or conversation during this portion of the meeting. In general, issues are referred to the Director for investigation, study and recommendation, designation as a future agenda item, or answered through written communication.

**Chelsea District Library Board of Trustees  
Minutes of Board Meeting**

Tuesday, May 17, 2022 6:45pm  
Meeting Location: McKune Room

**Trustees in Attendance:** J. Carr, S. Lackey, A. Merkel, P. Garcia, G. Munce, & C. Taylor.

**Absent:** TJ Helfferich

**Staff:** Director L. Coryell, Assistant Director L. Ballard, V. Krueger, & C. Berggren.

**Guests:** None

**Welcome and Call to Order**

J. Carr called the meeting to order at 6:45 p.m.

**Agenda Review, Additions, and Approval**

MOTION made by C. Taylor, SECONDED by S. Lackey to approve the agenda, as submitted. Discussion: None

All Ayes: 6-0

**Compulsory Segments:**

**Minutes and Approval of Checks**

MOTION made by G. Munce, SECONDED by C. Taylor to approve the minutes of the April 19, 2022 Board Meeting. Discussion: None

All Ayes: 6-0

MOTION made by S. Lackey, SECONDED by C. Taylor to accept the General Fund Operational Checks for April, 2022. Discussion: None

All Ayes: 6-0

MOTION made by A. Merkel, SECONDED by S. Lackey to accept Financial Reports for April, 2022. Discussion: None

All Ayes: 6-0

## **Director's Report Update:**

### **L. Coryell update:**

- There are some significant staffing changes that will be announced to staff at this Friday's all-staff meeting. Martha will take over as the new Technical Services Assistant (Lucie's former position); Amy will become the new Circ Supervisor when Terri retires later this year and has already begun training for the position; Jordan will move to replace Amy as the Lead Circ Clerk (Leslie's former position); and the library is currently in the process of hiring a Circ Library Assistant.
- The audit has been completed, so now we're waiting for a report and then we need to schedule a Finance Committee Meeting with the auditors. The audit will be presented at the June Board Meeting and will need to be discussed and approved at that meeting, as well, as it needs to be filed with the State by June 30.
- The Conflict of Interest Statement that the Board asked to have prepared for trustees to sign is ready for the Policy Committee to review and add to the Ethnics Statement for Public Library Trustees policy.

### **Friends Report:**

- The Friends Jewelry Sale is slated for June 2 and June 16, though there will likely be a third date added for the fall.
- The rolling computer cart for the book sales is a huge hit among the Friends.

Other Reports Notes: None

**Public Comment:** None

### **Action Item #1: Donations**

MOTION made by S. Lackey, SECONDED by C. Taylor to approve the library's April donations. Discussion: None.

All Ayes 6-0

### **Discussion Item #1: Mobile CDL**

Lori announced that the attorney had vetted the contract that the Community Outreach Committee negotiated with TOSV and made two suggestions: 1. To make the timeline more specific, and 2. To change the governing laws of the document from Maryland law to Michigan law. TOSV accommodated us by making both of these changes in the contract. Also, TOSV had an available 6-cylinder vehicle that was available, and so we upgraded to reserve it. With the additional add-ons of skylights, external monitor, and

bus door, the total comes to \$253, 005.61, which is slightly above the 250K the board approved at the prior meeting.

MOTION made by S. Lackey, SECONDED by C. Taylor to move Discussion Item #1 to Action Item #2, for the director to enter into contract for the \$253,005.61 amount and make required deposits to reserve the library's new bookmobile. Discussion: None.

All Ayes 6-0

**Action Item #2: Mobile CDL/TOSV Contract**

MOTION made by S. Lackey, SECONDED by C. Taylor to accept the negotiated contract with TOSV in the amount of \$253,005.61 for CDL's bookmobile and to authorize Lori to make the necessary deposits to secure the vehicle. Discussion: None.

Roll-Call Vote: Patricia—Aye, Gary—Aye, Charlie—Aye, Jan—Aye, Susan—Aye, and Anne—Aye.

All Ayes 6-0

**Presentation: Small Donation Campaign for Mobile CDL by Virginia Krueger**

The campaign was first mentioned in the spring newsletter and a follow-up article with accompanying artwork is present in the upcoming newsletter. A new website for Mobile CDL is due to launch soon, as well. The goal of the Small Donation Campaign for Mobile CDL is to raise 10% of the vehicle cost, or \$25,000. The campaign has been dubbed, "Gifts That Go Places," and it will officially stretch from the June 10 SRP kickoff through September 15. There will be a Mobile CDL presence at the SRP kickoff with games and activities to get the public involved and there will be a lobby presence, as well, during the summer months. Virginia noted that the library views this as a golden opportunity to engage with the community. This campaign will include a social media aspect and an online survey, so that patrons can share where they think the vehicle should go. The donors will be thanked in the 2023 winter newsletter.

- Patricia brought up the idea of encouraging Facebook Fundraisers.

**Committee Reports**

**Policy Committee –**

**Finance Committee –**

**Personnel Committee –**

**Nominating Committee –**

**Community Outreach Committee –**

**Public and Board Comment:** None

**Other Items:** Gary will be at the Friday all-staff meeting to share his Washtenaw broadband presentation.

**Adjournment:**

MOTION made by A. Merkel, SECONDED by C. Taylor to adjourn the meeting at 7:36 p.m.

All Ayes 6-0

\_\_\_\_\_  
Anne Merkel, Board Secretary

\_\_\_\_\_  
Date



# **FINANCE REPORTS**



06/15/22

**Chelsea District Library**  
**List of Checks for Board Approval**  
**May 2022**

Date	Num	Name	Memo	Amount
<b>701 - Personnel Expenses</b>				
<b>701.100 - Wages</b>				
<b>701.120 - Retirement Pick up ER</b>				
05/02/2022	220418	Alerus Financial	2022 - 05/06/2022 FLEX TO 457(b)	1,294.81
05/03/2022	PR 20220508		RETIREMENT - Employer Contribution to retirement accounts	-1,294.81
05/17/2022	PR 20220520		RETIREMENT - Employer Contribution to retirement accounts	-1,294.81
05/18/2022	22020502	Alerus Financial	2022 - 05/20/2022 FLEX TO 457(b)	1,294.81
05/31/2022	220518	Alerus Financial	2022 - 06/03/2022 FLEX TO 457(b)	1,294.81
Total 701.120 - Retirement Pick up ER				1,294.81
<b>701.100 - Wages - Other</b>				
05/03/2022	PR 20220506		WAGES	43,205.31
05/17/2022	PR 20220520		WAGES	40,997.44
Total 701.100 - Wages - Other				84,202.75
<b>Total 701.100 - Wages</b>				
				85,497.56
<b>701.110 - Retirement-Contributions - EE</b>				
05/02/2022	220418	Alerus Financial	2022 - 05/06/2022 PR EE PERSONAL CONT	2,461.12
05/03/2022	PR 20220508		RETIREMENT PICK UP - Defcmp 2-457 EE457(b)	-2,461.12
05/17/2022	PR 20220520		RETIREMENT PICK UP - Defcmp 2-457 EE457(b)	-2,461.12
05/18/2022	22020502	Alerus Financial	2022 - 05/20/2022 PR EE PERSONAL CONT	2,461.12
05/31/2022	220518	Alerus Financial	2022 - 06/03/2022 PR EE PERSONAL CONT	2,461.12
Total 701.110 - Retirement-Contributions - EE				2,461.12
<b>701.115 - 401A Retirement Matching</b>				
05/03/2022	PR 20220508		401 A MATCHING - Mers ER	1,482.48
05/17/2022	PR 20220520		401 A MATCHING - Mers ER	1,482.48
Total 701.115 - 401A Retirement Matching				2,964.96
<b>701.200 - FICA</b>				
05/03/2022	PR 20220508		FICA EMPLOYER (FICA ER + MED ER)	3,166.24
05/17/2022	PR 20220520		FICA EMPLOYER (FICA ER + MED ER)	2,997.33
Total 701.200 - FICA				6,163.57
<b>701.300 - Flex Benefits</b>				
05/03/2022	PR 20220508		Dep Life (CA & DL & HI) - (Additional Life Ins + Dependant Life Ins)	-8.28
05/03/2022	PR 20220508		Health Insurance - (Medical Insurance)	-1,637.51
05/17/2022	PR 20220520		Dep Life (CA & DL & HI) - (Additional Life Ins + Dependant Life Ins)	-8.28
05/17/2022	PR 20220520		Health Insurance - (Medical Insurance)	-1,637.51
05/17/2022	22130039214	Blue Care Network of Michigan	2022 - JUN 2022 MED INS + RETRO MAYES	5,703.86
05/17/2022	20220510	Unum Life Insurance Co.	2022 Premium JUN	941.04
Total 701.300 - Flex Benefits				3,353.32
<b>701.400 - Unemployment</b>				
05/03/2022	PR 20220508		MICHIGAN SUI - HEARTLAND BEGAN 03/26/21	0.00
05/17/2022	PR 20220520		MICHIGAN SUI - HEARTLAND BEGAN 03/26/21	0.00
Total 701.400 - Unemployment				0.00
Total 701 - Personnel Expenses				100,440.53
<b>727 - Supplies</b>				
<b>727.200 - General Operations</b>				
05/03/2022	59333124	ABSOPURE	2022 - BOTTLED WATER COOLER RENTAL	12.00
05/18/2022	WO-137282-1	SMART BUSINESS SOURCE	GENERAL SUPPLIES	18.96
05/31/2022	88394370	ABSOPURE	2022 - BOTTLED WATER	32.00
05/31/2022	WO-139057-1	SMART BUSINESS SOURCE	GENERAL SUPPLIES	177.52
Total 727.200 - General Operations				238.48
<b>727.300 - Material Processing</b>				
<b>727.320 - Matl Processing Cases</b>				
05/11/2022			L/D SUPPLIES/MATERIALS	-12.00
Total 727.320 - Matl Processing Cases				-12.00
<b>727.340 - Repairs</b>				
05/13/2022	1CLQ-QHTT-4VLV	Amazon Capital Services Inc	REPAIRS	32.06
Total 727.340 - Repairs				32.06
Total 727.300 - Material Processing				20.06
<b>727.500 - Cleaning</b>				
<b>727.510 - Cleaning Paper Products</b>				

06/15/22

**Chelsea District Library**  
**List of Checks for Board Approval**  
**May 2022**

Date	Num	Name	Memo	Amount
05/18/2022	WO-137282-1	SMART BUSINESS SOURCE	CLEANING PAPER PRODUCTS	174.58
Total 727.510 · Cleaning Paper Products				174.58
727.520 · Cleaning Supplies				
05/09/2022	4118669099	Cintas Corporation-300	SOAP	28.14
Total 727.520 · Cleaning Supplies				28.14
727.530 · Cleaning Rugs				
05/09/2022	4118669099	Cintas Corporation-300	RUGS	125.84
Total 727.530 · Cleaning Rugs				125.84
Total 727.500 · Cleaning				328.58
Total 727 · Supples				587.10
<b>801 · Professional Services</b>				
<b>801.010 · Attorney</b>				
05/18/2022	832265	Foster Swift Collins & Smith	INV 823735 - EMAIL POLICY AND BOOKMOBILE CONTRACT	495.00
Total 801.010 · Attorney				495.00
<b>801.040 · Bookkeeper</b>				
05/03/2022	220506	Ballard, Kerry	BOOKKEEPING THROUGH 05/06/2022	350.00
05/18/2022	20220519	Ballard, Kerry	BOOKKEEPING THROUGH 05/19/2022	350.00
Total 801.040 · Bookkeeper				700.00
<b>801.041 · Payroll Services</b>				
05/03/2022	PR 20220506		PAYROLL PREPARATION	174.77
05/17/2022	PR 20220520		PAYROLL PREPARATION	162.07
Total 801.041 · Payroll Services				336.84
<b>801.071 · Website Development</b>				
05/18/2022	20200606	KeyBank	2022 PRETTY LINKS - WEBSITE DEVELOPMENT - ANNUAL SUBSCRIPT...	149.00
05/18/2022	20200606	KeyBank	2022 MLW DOMAIN NAME REGISTRATION - GODADDY.COM	42.34
Total 801.071 · Website Development				191.34
<b>801.300 · Banking Fees</b>				
<b>801.310 · Bank Fees</b>				
05/31/2022			Service Charge	8.20
Total 801.310 · Bank Fees				8.20
<b>801.315 · Investment Fees</b>				
05/31/2022	INV 220531		Investment fees	
Total 801.315 · Investment Fees				0.00
<b>801.300 · Banking Fees - Other</b>				
05/20/2022	PP TR 0525		PROCESSING FEES FOR TRANSFER PP TO CSB AT 05/25/2022	10.11
Total 801.300 · Banking Fees - Other				10.11
Total 801.300 · Banking Fees				18.31
Total 801 · Professional Services				1,741.49
<b>803 · Maintenance Service Contracts</b>				
<b>803.010 · Maint Svc Contingency</b>				
05/13/2022	26355	Ken Cook's Plumbing and Heatin...	TOILETS, SINK, SPIGOT ASSESS	1,131.00
05/13/2022	127A	Chelsea Paint & Carpentry LLC	TEENSPACE CEILING ACCESS AND REPAIR	2,310.00
05/17/2022	1-117848456351	Johnson Controls	BOILER PUMP ISSUE	1,761.23
Total 803.010 · Maint Svc Contingency				5,202.23
<b>803.100 · Copier</b>				
<b>803.101 · Public Copier</b>				
05/31/2022	5020238649	Wells Fargo Bank, NA	2022 - 05/14 - 06/13/2022 Copier Printer Maintenance - MAY	279.44
Total 803.101 · Public Copier				279.44
<b>803.102 · Staff Copier</b>				
05/31/2022	5020238649	Wells Fargo Bank, NA	2022 - 05/14 - 06/13/2022 Copier Printer Maintenance - MAY	625.82
Total 803.102 · Staff Copier				625.82
<b>803.103 · Small Printer Maintenance</b>				
05/31/2022	5020238649	Wells Fargo Bank, NA	2022 - 05/14 - 06/13/2022 Copier Printer Maintenance - MAY	375.68

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**Chelsea District Library**  
**List of Checks for Board Approval**  
**May 2022**

Date	Num	Name	Memo	Amount
Total 803.103 - Small Printer Maintenance				375.68
Total 803.100 - Copier				1,280.94
803.300 - Technology				
803.390 - Computers				
05/09/2022	19315	KNIGHT TECHNOLOGY GROUP	2022 DATTO BACKUPS 05/01/2022 - changed from 967.200 6/9 per SR	1,100.00
Total 803.390 - Computers				1,100.00
Total 803.300 - Technology				1,100.00
803.600 - Building Maintenance				
803.605 - Janitorial				
05/13/2022	13911	A Production Cleaning Company ...	CLEANING 05/01 - 14/2022	1,750.00
05/13/2022	13908	A Production Cleaning Company ...	CLEANING 04/17 - 30/2022	1,750.00
05/31/2022	13948	A Production Cleaning Company ...	CLEANING 05/15 - 28/2022	1,750.00
05/31/2022	13947	A Production Cleaning Company ...	CARPET CLEANING 05/21/2022	400.00
Total 803.605 - Janitorial				5,650.00
803.610 - Lawn/Snow Service				
803.611 - Lawn Service				
05/03/2022	12178	Association Maintenance Corp	12178 - SPRING CLEAN AND RIVER ROCK	605.00
Total 803.611 - Lawn Service				605.00
Total 803.610 - Lawn/Snow Service				605.00
803.620 - Trash				
05/17/2022	20369	City of Chelsea	TRASH - APR	50.00
Total 803.620 - Trash				50.00
803.640 - Doors				
05/17/2022	SCI 68513	ASSA ABLOY Entrance Systems	ANNUAL MA 06/01/22-05/31/23	652.50
Total 803.640 - Doors				652.50
803.760 - Fire Ext/Emerg Lights				
05/31/2022	0D26611485	Cintas Fire Protection	2022 ANNUAL INSPECTION	522.37
Total 803.760 - Fire Ext/Emerg Lights				522.37
Total 803.800 - Building Maintenance				7,479.87
Total 803 - Maintenance Service Contracts				15,063.04
850 - Telecommunications				
850.100 - Local & Long Distance Charges				
850.120 - Telephone				
05/13/2022	734433980404 - 04 -	A T & T TELCO	2022 TELCO - 03/26 - 04/25/2022	183.69
05/18/2022	20200606	KeyBank	2022 PHONE SYSTEM VOIP - STAR2STAR	386.49
05/31/2022	734433980405	A T & T TELCO	2022 TELCO - 04/26 - 05/25/2022	182.88
Total 850.120 - Telephone				753.06
850.121 - IT Cell Phone				
05/09/2022	9905225513	Verizon Wireless	2022 IT CELL PHONE 04/29 - 05/28/2022	51.13
Total 850.121 - IT Cell Phone				51.13
Total 850.100 - Local & Long Distance Charges				804.19
850.300 - TLN Internet Service				
850.311 - WiFi Hotspots				
05/09/2022	9905225513	Verizon Wireless	2022 HOT SPOTS 04/29 - 05/28/2022	613.55
05/31/2022	x50142022	A T & T Mobility	2022 - 05/07 - 06/06/2022	191.20
05/31/2022	975550022-05-21-2022	T-MOBILE	2022 - T-MOBILE HOTSPOTS 04/21 - 05 /20/2022	311.50
Total 850.311 - WiFi Hotspots				1,116.25
Total 850.300 - TLN Internet Service				1,116.25
Total 850 - Telecommunications				1,920.44
880 - Promotional Materials				
880.100 - Advertising				
880.110 - Media Buy				
05/17/2022	3776	Chelsea Guardian	2022 - SRP AD, 1/8 PAGE, 05/13/2022	50.00
Total 880.110 - Media Buy				50.00

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**Chelsea District Library**  
**List of Checks for Board Approval**  
**May 2022**

Date	Num	Name	Memo	Amount
Total 880.100 - Advertising				50.00
<b>880.200 - Publications</b>				
<b>880.220 - Misc Publications</b>				
05/31/2022	262445	Print-tech Inc.	2022 CORRECTION TO FILE	22.95
Total 880.220 - Misc Publications				22.95
<b>880.230 - Newsletter Postage</b>				
05/03/2022	PO 22-175EM	Postmaster	NEWSLETTER POSTAGE SUMMER 2022	1,000.00
Total 880.230 - Newsletter Postage				1,000.00
<b>880.240 - Newsletter</b>				
05/31/2022	262445	Print-tech Inc.	2022 SUMMER NEWSLETTER	4,485.02
05/31/2022	262445	Print-tech Inc.	2022 MAILING SERVICES - SUMMER NEWSLETTER	487.16
Total 880.240 - Newsletter				4,972.18
Total 880.200 - Publications				5,995.13
<b>880.300 - Marketing Supplies</b>				
<b>880.310 - Displays</b>				
05/18/2022	20200606	KeyBank	2022 EARTH DAY - PUZZLE YOU - ELK PUZZLE PRIZE	49.98
05/18/2022	20200606	KeyBank	2022 NATIONAL VOLUNTEER WEEK - STAPLES - DISPLAY POSTER	36.00
Total 880.310 - Displays				85.98
<b>880.320 - Misc Marketing Supplies</b>				
05/18/2022	20200606	KeyBank	2022 MLW - STAPLES - DIRECTIONAL SIGNS	64.00
05/31/2022	42885	Chelsea Print & Graphics	"SUGGEST A TITLE" PADS	62.00
Total 880.320 - Misc Marketing Supplies				126.00
<b>880.340 - Printed Items / Stationary</b>				
05/18/2022	262501	Print-tech Inc.	2022 CDL DELIVERS	338.39
Total 880.340 - Printed Items / Stationary				338.39
<b>880.350 - Misc Postage</b>				
05/18/2022	20200606	KeyBank	2022 MLW - USPS - STAMPS FOR POSTCARDS	80.00
Total 880.350 - Misc Postage				80.00
Total 880.300 - Marketing Supplies				630.37
<b>880.400 - Program Promotion</b>				
<b>880.410 - Adult Program Promotion</b>				
<b>880.411 - General Adult Promotion</b>				
05/03/2022	DB-79508-INV	Dollar Bill Printing	MLW EVALUATIONS	97.55
05/03/2022	20220429	RK Studios	RECEPTION	125.00
05/18/2022	20200606	KeyBank	2022 FACEBOOK AD	15.00
Total 880.411 - General Adult Promotion				237.55
<b>880.412 - Midwest Literary Walk</b>				
05/18/2022	20200606	KeyBank	2022 ELK SIGNS - SIGNS BY TOMORROW	45.80
05/18/2022	20200606	KeyBank	2022 MLW - STAPLES - POSTERS AND SIGNS	60.00
05/18/2022	20200606	KeyBank	2022 MLW - LOWE'S - OUTDOOR VELCRO	10.58
05/18/2022	20200606	KeyBank	2022 MLW - FACEBOOK - ADS	10.00
Total 880.412 - Midwest Literary Walk				126.16
Total 880.410 - Adult Program Promotion				363.71
<b>880.420 - Youth / Teen Promotion</b>				
<b>880.421 - General Youth/Teen Promotion</b>				
05/03/2022	12690-R	The Sun Times	SPORT PORT AD - STUDENT CREATED	149.00
05/03/2022	20220429	RK Studios	AT CHS CLASSES	125.00
Total 880.421 - General Youth/Teen Promotion				274.00
<b>880.423 - Summer Reading Program</b>				
05/17/2022	DB-79813-INV	Dollar Bill Printing	SRP BOOKWORKS	61.70
Total 880.423 - Summer Reading Program				61.70
Total 880.420 - Youth / Teen Promotion				335.70
<b>880.430 - Library Program Promotion</b>				
<b>880.431 - General Library Prog Promotion</b>				
05/18/2022	20200606	KeyBank	2022 MLW - BUMBLE'S - GIFT CARD PRIZE	25.00

06/15/22

**Chelsea District Library**  
**List of Checks for Board Approval**  
**May 2022**

Date	Num	Name	Memo	Amount
Total 880.431 · General Library Prog Promotion				25.00
<b>880.434 · Music in the Air</b>				
05/03/2022	3754	Chelsea Guardian	2022 - MIA AD, 1/8 PAGE, 04/22/2022	50.00
05/17/2022	26306	Ann Arbor Observer	MIA - COMMUNITY GUIDE	150.00
05/17/2022	DB-79809-INV	Dollar Bill Printing	MIA POSTERS	33.20
05/17/2022	DB-79910-INV	Dollar Bill Printing	MIA POSTERS	134.67
05/18/2022	20200608	KeyBank	2022 MIA - STAPLES - LARGE POSTERS	62.00
Total 880.434 · Music in the Air				429.87
Total 880.430 · Library Program Promotion				454.87
<b>880.440 · Service / Resource Promotion</b>				
<b>880.443 · Digital Collection</b>				
05/31/2022	0650	MC creative design & photograp...	STOCK IMAGES	5.98
Total 880.443 · Digital Collection				5.98
Total 880.440 · Service / Resource Promotion				5.98
Total 880.400 · Program Promotion				1,160.26
<b>880.500 · Purchased Services</b>				
<b>880.510 · General Purchased Services</b>				
05/18/2022	20200606	KeyBank	2022 ADOBE IMAGES - STOCK IMAGES	29.99
05/31/2022	0649	MC creative design & photograp ...	0649 - MOBILE CDL LOGO	500.00
Total 880.510 · General Purchased Services				529.99
<b>880.520 · Professional Services</b>				
<b>880.521 · Graphic Design Services</b>				
05/31/2022	0650	MC creative design & photograp...	2022 SUMMER NEWSLETTER	1,600.00
Total 880.521 · Graphic Design Services				1,600.00
Total 880.520 · Professional Services				1,600.00
Total 880.500 · Purchased Services				2,129.99
<b>880.900 · Promotional Restricted Gifts</b>				
05/18/2022	20200606	KeyBank	2022 DISPLAY ZGO - COLLECTION DROP BOX ON A PEDESTAL	297.84
Total 880.900 · Promotional Restricted Gifts				297.84
Total 880 · Promotional Materials				10,263.59
<b>884 · Programming</b>				
<b>884.110 · Adult Speakers</b>				
<b>884.111 · Midwest Literary Walk</b>				
05/03/2022	17H6-FMYG-3HRC	Amazon Capital Services Inc	VINYL TABLE CLOTHS AND SKIRTING - MLW	72.68
05/03/2022	1N41-1NKK-33FC	Amazon Capital Services Inc	MASKS AND READING LIGHTS	47.33
05/03/2022	22-150SP	Chelsea House Victorian Inn	2022 MLW Accommodations - split \$112.59 from 884.111 on 06/09 per SP	183.61
05/18/2022	20200606	KeyBank	2022 MLW - ZOU ZOU'S - MEALS	42.45
05/18/2022	20200606	KeyBank	2022 MLW - POLLY'S - WATER	93.60
05/18/2022	20200606	KeyBank	2022 MLW - BILLY COLLIN'S DINNER	20.00
05/18/2022	20200606	KeyBank	2022 MLW - PANERA - BILLY COLLINS AT SERENDIPTY BREAKFAST	150.13
05/18/2022	20200606	KeyBank	2022 MLW - GOLDEN LIMOUSINE - AIRPORT TRANSPORTATION	193.25
05/18/2022	20200606	KeyBank	2022 MLW - GOLDEN LIMOUSINE - AIRPORT TRANSPORTATION	591.50
05/18/2022	20200606	KeyBank	2022 MLW - GIFT CARD SURVEY DRAWING - SERENDIPTY BOOKS	50.00
05/18/2022	20200606	KeyBank	2022 MLW - SIGNS BY TOMORROW - LAWN SIGNS & TIME PANELS - ch...	489.75
05/18/2022	20200606	KeyBank	2022 MLW - 2 DON WINSLOW BOOKS, SIGNED - SERENDIPTY BOOKS	61.46
Total 884.111 · Midwest Literary Walk				1,995.76
<b>884.114 · Comedy Showcase</b>				
05/31/2022	20220609	A2 Aviary LLC	06/09 Komer Stage Performance	1,500.00
Total 884.114 · Comedy Showcase				1,500.00
<b>884.119 · General Adult Events</b>				
05/19/2022	PO 22-151	ADULT LEARNERS INSTITUTE	KALAMAZOO GIRLS WW2 PROGRAM - 05/01/2022	350.00
Total 884.119 · General Adult Events				350.00
Total 884.110 · Adult Speakers				3,845.76
<b>884.120 · Adult Supplies</b>				
<b>884.126 · General Adult Programs</b>				
05/03/2022	16NT-C1G4-DC3L	Amazon Capital Services Inc	GENERAL ADULT PROGRAMMING - CALLIGRAPHY	71.61
05/18/2022	20200606	KeyBank	2022 ETSY - GNOME PATTERN FOR MAKERCHELSEA	12.00
05/31/2022	11XD-KH9R-7C6G	Amazon Capital Services Inc	OUTDOOR BOOK CLUB SUMMER READING	112.90

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Total 884.126 · General Adult Programs				196.51
884.127 · SRP Supplies				
05/18/2022	20200606	KeyBank	2022 CULVERS - SRP GRAND PRIZES - 6 x \$50 GIFT CERTIFICATES	300.00
Total 884.127 · SRP Supplies				300.00
Total 884.120 · Adult Supplies				496.51
884.210 · Youth Speakers				
884.215 · Early Literacy				
05/31/2022	147178	Ann Arbor Symphony Orchestra	06/18/2022 Kinderconcert	150.00
Total 884.215 · Early Literacy				150.00
Total 884.210 · Youth Speakers				150.00
884.220 · Youth Supplies				
884.226 · Summer Reading				
05/18/2022	20200606	KeyBank	2022 SRP - CLOWNFISH, SEAHORSE - STICKERS	84.90
05/19/2022	1KHM-FT3V-G4F9	Amazon Capital Services Inc	SUMMER READING	220.90
Total 884.226 · Summer Reading				305.80
Total 884.220 · Youth Supplies				305.80
884.260 · Teen Speakers				
884.264 · Teen General Programs				
05/03/2022	PO 22-078SC	LORAND, SUSIE	BRIDGERTON DANCE PROGRAM - MUSICIAN	100.00
05/09/2022	PO 22-079SC	BURDICK, JOSHUA TOM	BRIDGERTON DANCE PROGRAM - MUSICIAN	100.00
Total 884.264 · Teen General Programs				200.00
Total 884.260 · Teen Speakers				200.00
884.270 · Teen Supplies				
884.272 · Teen General Programs				
05/03/2022	1WJR-NHCC-YV19	Amazon Capital Services Inc	TEEN PROGRAMMING	18.38
05/13/2022	1CLQ-QHTT-4VLV	Amazon Capital Services Inc	TEEN GENERAL PROGRAMMING	108.16
05/18/2022	20200606	KeyBank	2022 VANDAL EYE - SPAD'S TWISTER - GIFT CARD	25.00
05/18/2022	PO 22-080	COMFORT, STACEY	REIMBURSEMENT TTT WEIRD FRUIT TASTE TEST PROGRAM	49.26
05/19/2022	1KHM-FT3V-G4F9	Amazon Capital Services Inc	TEEN GENERAL PROGRAMMING	50.16
05/31/2022	59517059	Ingram Library Services	TEEN GENERAL PROGRAMMING	12.37
Total 884.272 · Teen General Programs				263.33
884.276 · Teen Refreshments				
05/18/2022	20200606	KeyBank	2022 TEEN PROGRAMS - COTTAGE INN - PIZZA	32.41
Total 884.276 · Teen Refreshments				32.41
884.277 · Teen Summer Reading				
05/18/2022	20200606	KeyBank	2022 SRP - DOLLAR TREE - CRAFT SUPPLIES	58.98
05/19/2022	1KHM-FT3V-G4F9	Amazon Capital Services Inc	TEEN SUMMER READING	219.90
Total 884.277 · Teen Summer Reading				276.88
Total 884.270 · Teen Supplies				572.62
884.400 · Music Focus				
884.412 · Music in the Air				
05/31/2022	PO 22-084SP	First United Methodist Church	2022 MIA REHERSAL SPACE/PIANO	100.00
Total 884.412 · Music in the Air				100.00
884.962 · Music in the Air - Restricted				
05/19/2022	PO 22-270	King's Keyboard House	2022 Music in the Air Concert	1,050.00
05/31/2022	PO 22-153SP	HINZ, STEVE	STIPEND FOR ORGANIZING PIANO DELIVERY AND TUNING	200.00
Total 884.962 · Music in the Air - Restricted				1,250.00
Total 884.400 · Music Focus				1,350.00
884.500 · Artist in Residence				
884.510 · Artist in Residence				
05/18/2022	20200606	KeyBank	2022 AIR - SERENDIPITY BOOKS	11.66
Total 884.510 · Artist in Residence				11.66
884.970 · Artist in Residence Restricted				
05/18/2022	20200606	KeyBank	2022 AIR RECEPTION SUPPLIES - TOTAL WINE	145.89
05/18/2022	20200606	KeyBank	2022 AIR RECEPTION SUPPLIES - ACE HARDWARE	45.54
05/18/2022	20200606	KeyBank	2022 AIR RECEPTION SUPPLIES - ACE HARDWARE	24.42



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05/18/2022	20200606	KeyBank	2022 AIR RECEPTION SUPPLIES - WHOLE FOODS	35.53
05/18/2022	20200606	KeyBank	2022 AIR RECEPTION SUPPLIES - CHELSEA VILLAGE FLOWERS	103.88
05/18/2022	20200606	KeyBank	2022 AIR BILLY COLLINS, LUNCH - GRATEFUL CROW	150.70
05/18/2022	20200606	KeyBank	2022 AIR RECEPTION SUPPLIES - BUSCH'S	47.79
05/18/2022	20200606	KeyBank	**** INCORRECT AMOUNT S/B \$11.40 - 2022 AIR RECEPTION SUPPLIES...	13.11
05/18/2022	20200606	KeyBank	2022 AIR BILLY COLLINS & SPONSORS, DINNER - COMMON GRILL	160.83
05/18/2022	20200606	KeyBank	2022 AIR, BILLY COLLINS LUNCH - GRATEFUL CROW	94.38
05/18/2022	20200606	KeyBank	2022 AIR, BILLY COLLINS, PRESENTATION SUPPLIES - DOLLAR TREE	5.30
Total 884.970 · Artist in Residence Restricted				827.37
Total 884.500 · Artist in Residence				839.03
<b>884.910 · Adult Programming Restricted</b>				
<b>884.911 · Adult Prog Rest Gifts Comedy Sh</b>				
05/31/2022	PO 22-131	ZVARA, CAMERON	06/30/2022 SUMMER PERFORMANCE	475.00
Total 884.911 · Adult Prog Rest Gifts Comedy Sh				475.00
<b>884.914 · Adult Prog Rest Gifts MWest LW</b>				
05/03/2022	22-150SP	Chelsea House Victorian Inn	2022 MLW Accommodations - split \$112.59 from 884.111 on 06/09 per SP	112.59
Total 884.914 · Adult Prog Rest Gifts MWest LW				112.59
Total 884.910 · Adult Programming Restricted				587.59
<b>884.920 · Youth Programming Restricted</b>				
<b>884.921 · Youth Prog Rest Gifts Genl</b>				
05/19/2022	1KHM-FT3V-G4F9	Amazon Capital Services Inc	AVERY LABELS	28.47
05/31/2022	22085ED	Donnell, Edith	BARN SANCTUARY EVENT FOOD	29.35
Total 884.921 · Youth Prog Rest Gifts Genl				57.82
<b>884.923 · Youth Prog Rest Gifts SRP</b>				
05/03/2022	1W9F-HFFL-DKRG	Amazon Capital Services Inc	YOUTH PROGRAMMING	62.02
05/03/2022	1WJR-NHCC-YV19	Amazon Capital Services Inc	YOUTH PROGRAMMING	139.40
05/18/2022	20200606	KeyBank	2022 SRP - DOLLAR TREE - KICKOFF CRAFTS	54.33
05/18/2022	20220810	LOYD, RONALD T.	06/10/2022 SRP KICKOFF - BUBBLEMAN RON PROGRAM	340.00
05/31/2022	22-087ED	Absolutely Baffling Magic	2022 SRP 07/27	575.00
05/31/2022	10877	Dynamic West School Assemblie...	07/08 SRP - STEEL DRUM PERFORMANCE	395.00
05/31/2022	647841	Howell Nature Center	06/22 HNC Program - \$400 + Mileage \$23.52, less \$50 deposit = \$373.52	373.52
Total 884.923 · Youth Prog Rest Gifts SRP				1,939.27
Total 884.920 · Youth Programming Restricted				1,997.09
Total 884 · Programming				10,344.40
<b>920 · Utilities</b>				
<b>920.110 · City of Chelsea Water</b>				
05/09/2022	220505	City of Chelsea-Elect & Water	2022 APR 03/31 - 04/28/2022 WATER	66.11
Total 920.110 · City of Chelsea Water				66.11
<b>920.120 · City of Chelsea Sewer</b>				
05/09/2022	220505	City of Chelsea-Elect & Water	2022 APR 03/31 - 04/28/2022 SEWER	145.12
Total 920.120 · City of Chelsea Sewer				145.12
<b>920.130 · City of Chelsea Electric</b>				
05/09/2022	220505	City of Chelsea-Elect & Water	2022 APR 03/31 - 04/28/2022 ELECTRICITY	3,735.56
Total 920.130 · City of Chelsea Electric				3,735.56
<b>920.150 · City of Chelsea Sprinkler</b>				
05/09/2022	220505	City of Chelsea-Elect & Water	2022 APR 03/31 - 04/28/2022 SPRINKLER	33.91
Total 920.150 · City of Chelsea Sprinkler				33.91
<b>920.200 · McKune Gas</b>				
05/17/2022	3471773	Constellation NewEnergy-Gas Di...	2022 APR - 03/24 - 04/21/2022	1,304.62
Total 920.200 · McKune Gas				1,304.62
Total 920 · Utilities				5,285.32
<b>960 · Board &amp; Director Expense</b>				
<b>960.200 · Director Expense</b>				
05/18/2022	20200606	KeyBank	2022 ROTARY MTG 04/12/22 - ARCTIC BREAKAWAY	22.53
05/18/2022	20200606	KeyBank	2022 MEETING W/LPB RE 2023 BUDGET - LOS TRES AMIGOS	23.58
05/18/2022	20200606	KeyBank	2022 LANCASTER, ANNUAL REVIEW - SMOKEHOUSE 52	39.84
05/18/2022	20200606	KeyBank	2022 ROTARY LUNCH - ARTIC BREAKAWAY	19.89

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Total 960.200 - Director Expense				105.84
Total 960 - Board & Director Expense				105.84
<b>967 - Equipment</b>				
<b>967.100 - Equipment Hardware</b>				
<b>967.120 - Computers</b>				
05/18/2022	20200606	KeyBank	2022 COLIBRI SOFTWARE - FAST SPRING - ANNUAL SUB THRU 05/04/2...	104.94
Total 967.120 - Computers				104.94
<b>967.135 - WiFi Hotspots</b>				
05/31/2022	1MLN-J7N4-N9HW	Amazon Capital Services Inc	PUBLIC WIFI BATTERIES	66.45
Total 967.135 - WiFi Hotspots				66.45
<b>967.100 - Equipment Hardware - Other</b>				
05/31/2022	1MLN-J7N4-N9HW	Amazon Capital Services Inc	COMPUTER HARDWARE - 850 mAh BATTERIES	18.99
05/31/2022	1MLN-J7N4-N9HW	Amazon Capital Services Inc	COMPUTER HARDWARE - 2,000 mAh BATTERIES	15.54
Total 967.100 - Equipment Hardware - Other				32.53
Total 967.100 - Equipment Hardware				203.92
<b>967.200 - Equipment Software</b>				
05/09/2022	19398	KNIGHT TECHNOLOGY GROUP	SENTINAL VIRUS PROTECTION - 19 LICENSES @ \$60 - 5/1/22 - 4/30/23	760.00
05/18/2022	20200606	KeyBank	2022 HR PLAYBOOK	170.00
05/18/2022	20200606	KeyBank	2022 ZOOM - SOFTWARE	264.35
Total 967.200 - Equipment Software				1,194.35
<b>967.300 - Equipment Furniture &amp; Fixtures</b>				
<b>967.330 - Equipment - non-Computer</b>				
05/31/2022	27206	SENSORY EDGE	FLOWER AND BEES MAGNETIC BOARD	404.96
Total 967.330 - Equipment - non-Computer				404.96
Total 967.300 - Equipment Furniture & Fixtures				404.96
Total 967 - Equipment				1,803.23
<b>969 - Continuing Education Expenses</b>				
<b>969.001 - Travel</b>				
<b>969.100 - Staff Travel</b>				
<b>969.124 - Technology Services Travel</b>				
05/18/2022	20200606	KeyBank	2022 MERIT NETWORK - IT WORKSHOP	178.00
Total 969.124 - Technology Services Travel				178.00
Total 969.100 - Staff Travel				178.00
Total 969.001 - Travel				178.00
<b>969.300 - Memberships</b>				
<b>969.320 - Information Services</b>				
05/18/2022	2258711	American Library Association Me...	2022 - ALA MEMBERSHIPS - S. COMFORT	150.00
05/31/2022	2268089	American Library Association Me...	2022 - ALA MEMBERSHIPS - C. SOSSI	150.00
Total 969.320 - Information Services				300.00
<b>969.500 - Institutional Membership</b>				
<b>969.530 - Institutional Member MML</b>				
05/18/2022	36186-522	Michigan Municipal League	LIMITED BCBSM OR UNEMPLOYMENT ONLY 07/01/2022 - 06/30/2023	200.00
Total 969.530 - Institutional Member MML				200.00
<b>969.550 - Institutional Member MLA</b>				
05/18/2022	12062	Michigan Library Association	MEMBERSHIP RENEWAL - CDL - MEMBER #1433 07/01/2022 - 06/30/2023	1,271.79
Total 969.550 - Institutional Member MLA				1,271.79
Total 969.500 - Institutional Membership				1,471.79
Total 969.300 - Memberships				1,771.79
<b>969.600 - Staff Training</b>				
<b>969.940 - Staff Apprec - Restr/Covid-19</b>				
05/18/2022	20200606	KeyBank	2022 STAFF APPRECIATION "TERRI DAY" - POLLY'S	75.32
05/18/2022	20200606	KeyBank	2022 POWERS, STAFF APPRECIATION - SERENDIPITY BOOKS	25.00
05/18/2022	20200606	KeyBank	2022 L BROWN, ANNIVERSARY, STAFF APPRECIATION - MIKE'S DELI	25.00
05/18/2022	20200606	KeyBank	2022 BETH E., ANNIVERSARY, STAFF APPRECIATION - CLEARY'S PUB	25.00
05/19/2022	20220614	Costco Anywhere Visa	2022 BETH G. - STAFF APPRECIATION - WORK ANNIVERSARY	25.00

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Total 969,940 · Staff Apprec - Restr/Covid-19				175.32
Total 969,600 · Staff Training				175.32
Total 969 · Continuing Education Expenses				2,125.11
<b>980 · Capital Expense</b>				
<b>980.300 · Computer Upgrades</b>				
<b>980.320 · Hardware Upgrades</b>				
<b>980.326 · Audio/Video/Sound Equipment</b>				
05/31/2022	CW79024	CTS Companies	PAGING	407.94
Total 980.326 · Audio/Video/Sound Equipment				407.94
Total 980.320 · Hardware Upgrades				407.94
Total 980.300 · Computer Upgrades				407.94
<b>980.910 · Capital Restricted Gift</b>				
05/18/2022	WIRE	TECHOPS SPECIALITY VEHIC...	CDL MOBILE - DOWN PAYMENT	126,502.81
Total 980.910 · Capital Restricted Gift				126,502.81
Total 980 · Capital Expense				126,910.75
<b>982 · Collection Expense</b>				
<b>982.100 · Audio Books</b>				
<b>982.120 · Adult Books on Disc</b>				
05/03/2022	510984398	Midwest Tape	APR BOC	179.95
05/03/2022	501964643	Midwest Tape	MAR BOC	39.99
05/03/2022	501988259	Midwest Tape	MAY BOC	36.99
05/03/2022	502029576	Midwest Tape	MAY BOC	119.97
05/03/2022	502029580	Midwest Tape	APR BOC	39.99
05/17/2022	502061671	Midwest Tape	MAY BOC	119.97
05/31/2022	502095601	Midwest Tape	APR BOC	39.99
05/31/2022	502095602	Midwest Tape	MAY BOC	39.99
Total 982.120 · Adult Books on Disc				616.84
Total 982.100 · Audio Books				616.84
<b>982.400 · Non Print</b>				
<b>982.410 · Electronic Products/Subs</b>				
05/03/2022	502048275	Midwest Tape - Hoopla	DIGITAL CONTENT	1,380.91
05/31/2022	2053	BiblioLabs LLC	Biblioboard Creator Service 7/1/22 to 6/30/23 Renewal	1,950.00
05/31/2022	25906	Pronunciator	2022 Pronunciator Annual Library Subscript 07/01/22 to 06/30/2023	850.00
Total 982.410 · Electronic Products/Subs				4,180.91
<b>982.412 · EBooks/Overdrive Advantage</b>				
05/31/2022	CD0157622150122	OverDrive	2022 - E-CONTENT - LIBBY/OVERDRIVE	17,000.00
Total 982.412 · EBooks/Overdrive Advantage				17,000.00
<b>982.414 · eBooks / Schools</b>				
05/31/2022	CD0157622150122	OverDrive	2022 - E-CONTENT - LIBBY/OVERDRIVE - ADVANTAGE	2,000.00
Total 982.414 · eBooks / Schools				2,000.00
<b>982.420 · Adult Music on CD</b>				
05/03/2022	501989650	Midwest Tape	FEB/MAR CDs	11.24
05/17/2022	502061673	Midwest Tape	APR/MAY CDs	87.67
05/31/2022	502029578	Midwest Tape	APR/MAY CDs	96.88
05/31/2022	502090109	Midwest Tape	APR/MAY CDs	22.48
Total 982.420 · Adult Music on CD				218.05
<b>982.460 · DVD Feature</b>				
05/03/2022	501984640	Midwest Tape	ADULT FEATURE DVDs	33.73
05/03/2022	501984642	Midwest Tape	APR ADULT FEATURE	528.49
05/03/2022	501986257	Midwest Tape	APR ADULT FEATURE	415.27
05/17/2022	502061675	Midwest Tape	APR ADULT FEATURE	50.21
05/31/2022	591733050	Midwest Tape	DID NOT RECEIVE BOOK - NO PACKING SLIP - SEE CRM 501785429	14.99
05/31/2022	502029575	Midwest Tape	APR ADULT FEATURE	77.20
05/31/2022	502090108	Midwest Tape	APR ADULT FEATURE	45.73
Total 982.460 · DVD Feature				1,165.62
<b>982.470 · DVD Non-Fiction</b>				
05/03/2022	501984641	Midwest Tape	ADULT NF DVDs	37.48
05/03/2022	501986258	Midwest Tape	ADULT NF DVDs	18.74
05/11/2022			L/D DVD NON-FICTION	-8.99
05/17/2022	502061672	Midwest Tape	APR NF ADULT	12.74

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05/31/2022	502029577	Midwest Tape	APR ADULT NF	92.20
05/31/2022	502090107	Midwest Tape	APR NF FEATURE	37.48
Total 982.470 · DVD Non-Fiction				189.65
<b>982.480 · Youth Video DVD</b>				
05/03/2022	501937843	Midwest Tape	FAMILY & ANIME DVDs	7.49
Total 982.480 · Youth Video DVD				7.49
<b>982.485 · Playaway Views</b>				
05/18/2022	385796	Findaway World, LLC	20 x \$5, AC POWER ADAPTERS	100.00
05/18/2022	89157	LIBRARY IDEAS LLC	VOX BOOKS - ENGLISH TITLES, 5 - BILINGUAL SPANISH/ENGLISH, 3	350.60
Total 982.485 · Playaway Views				450.60
<b>982.490 · Videogames</b>				
05/11/2022			L/D VIDO GAMES	-25.00
Total 982.490 · Videogames				-25.00
Total 982.400 · Non Print				25,187.32
<b>982.600 · Periodical &amp; Newspapers</b>				
<b>982.620 · Daily Newspapers</b>				
05/18/2022	20200606	KeyBank	2022 ANN ARBOR OBSERVER - ANNUAL SUBSCRIPTION 2/10/22 - 03/02...	233.48
Total 982.620 · Daily Newspapers				233.48
<b>982.630 · Magazines</b>				
05/18/2022	20200606	KeyBank	2022 MAGNOLIA JOURNAL - QUARTERLY SUBSCRIPTION	20.00
Total 982.630 · Magazines				20.00
<b>982.640 · Chelsea Standard filming</b>				
05/17/2022	3759	Graphic Sciences, Inc.	DIGITIZATION - SUN (2021)	270.37
Total 982.640 · Chelsea Standard filming				270.37
Total 982.600 · Periodical & Newspapers				523.85
<b>982.700 · Print</b>				
<b>982.705 · Adult Print</b>				
<b>982.710 · Adult Large Print</b>				
05/02/2022	58907525	Ingram Library Services	ADULT PRINT LARGE	35.00
05/02/2022	58930411	Ingram Library Services	ADULT PRINT LARGE	39.21
05/02/2022	59004048	Ingram Library Services	ADULT PRINT LARGE	18.16
05/02/2022	59055655	Ingram Library Services	ADULT PRINT LARGE	21.26
05/02/2022	59071241	Ingram Library Services	ADULT PRINT LARGE	34.31
05/02/2022	59107102	Ingram Library Services	ADULT PRINT LARGE	16.74
05/02/2022	59107097	Ingram Library Services	ADULT PRINT LARGE	20.90
05/13/2022	59266079	Ingram Library Services	ADULT PRINT LARGE	33.43
05/17/2022	59373080	Ingram Library Services	ADULT PRINT LARGE	66.31
05/17/2022	59383350	Ingram Library Services	ADULT PRINT LARGE	20.99
05/17/2022	59383354	Ingram Library Services	ADULT PRINT LARGE	41.93
05/19/2022	59178676	Ingram Library Services	ADULT PRINT LARGE	21.27
05/31/2022	59433216	Ingram Library Services	ADULT PRINT LARGE	21.27
05/31/2022	59529512	Ingram Library Services	ADULT PRINT LARGE	30.35
Total 982.710 · Adult Large Print				421.13
<b>982.720 · Adult Print General</b>				
05/02/2022	58796589	Ingram Library Services	ADULT PRINT GENERAL	82.51
05/02/2022	58796592	Ingram Library Services	ADULT PRINT GENERAL	32.17
05/02/2022	58796591	Ingram Library Services	ADULT PRINT GENERAL	16.84
05/02/2022	58796588	Ingram Library Services	ADULT PRINT GENERAL	14.09
05/02/2022	58796593	Ingram Library Services	ADULT PRINT GENERAL	10.60
05/02/2022	58907526	Ingram Library Services	ADULT PRINT GENERAL	16.50
05/02/2022	58930412	Ingram Library Services	ADULT PRINT GENERAL	16.28
05/02/2022	58930418	Ingram Library Services	ADULT PRINT GENERAL	49.36
05/02/2022	58930415	Ingram Library Services	ADULT PRINT GENERAL	16.83
05/02/2022	59004052	Ingram Library Services	ADULT PRINT GENERAL	16.83
05/02/2022	59004054	Ingram Library Services	ADULT PRINT GENERAL	49.00
05/02/2022	59004051	Ingram Library Services	ADULT PRINT GENERAL	14.83
05/02/2022	59004049	Ingram Library Services	ADULT PRINT GENERAL	31.47
05/02/2022	59004056	Ingram Library Services	ADULT PRINT GENERAL	31.07
05/02/2022	59004055	Ingram Library Services	ADULT PRINT GENERAL	12.38
05/02/2022	59055680	Ingram Library Services	ADULT PRINT GENERAL	15.40
05/02/2022	59055659	Ingram Library Services	ADULT PRINT GENERAL	15.94
05/02/2022	59055656	Ingram Library Services	ADULT PRINT GENERAL	51.57
05/02/2022	59055661	Ingram Library Services	ADULT PRINT GENERAL	14.85
05/02/2022	59055658	Ingram Library Services	ADULT PRINT GENERAL	586.00

**Chelsea District Library**  
**List of Checks for Board Approval**  
**May 2022**

06/15/22

Date	Num	Name	Memo	Amount
05/02/2022	59071424	Ingram Library Services	ADULT PRINT GENERAL	11.76
05/02/2022	59071239	Ingram Library Services	ADULT PRINT GENERAL	30.67
05/02/2022	59071240	Ingram Library Services	ADULT PRINT GENERAL	15.94
05/02/2022	59083353	Ingram Library Services	ADULT PRINT GENERAL	14.82
05/02/2022	59083350	Ingram Library Services	ADULT PRINT GENERAL	16.08
05/02/2022	59083352	Ingram Library Services	ADULT PRINT GENERAL	19.25
05/02/2022	59083351	Ingram Library Services	ADULT PRINT GENERAL	16.09
05/02/2022	59107100	Ingram Library Services	ADULT PRINT GENERAL	304.18
05/02/2022	59107098	Ingram Library Services	ADULT PRINT GENERAL	33.06
05/02/2022	59107101	Ingram Library Services	ADULT PRINT GENERAL	80.15
05/02/2022	59107103	Ingram Library Services	ADULT PRINT GENERAL	14.30
05/02/2022	59130172	Ingram Library Services	ADULT PRINT GENERAL	32.18
05/02/2022	59130171	Ingram Library Services	ADULT PRINT GENERAL	17.18
05/02/2022	59130170	Ingram Library Services	ADULT PRINT GENERAL	15.73
05/02/2022	59140159	Ingram Library Services	ADULT PRINT GENERAL	197.93
05/02/2022	59159616	Ingram Library Services	ADULT PRINT GENERAL	15.54
05/02/2022	59159614	Ingram Library Services	ADULT PRINT GENERAL	34.77
05/03/2022	2036657518	Baker & Taylor - Adult	ADULT ACCT	9.53
05/13/2022	2036669499	Baker & Taylor - Adult	ADULT ACCT	135.76
05/13/2022	59254285	Ingram Library Services	ADULT PRINT GENERAL	58.56
05/13/2022	59254266	Ingram Library Services	ADULT PRINT GENERAL	15.54
05/13/2022	59306105	Ingram Library Services	ADULT PRINT GENERAL	32.56
05/13/2022	59306102	Ingram Library Services	ADULT PRINT GENERAL	32.60
05/13/2022	59306108	Ingram Library Services	ADULT PRINT GENERAL	32.76
05/13/2022	59306107	Ingram Library Services	ADULT PRINT GENERAL	16.38
05/13/2022	59306104	Ingram Library Services	ADULT PRINT GENERAL	16.16
05/13/2022	59306109	Ingram Library Services	ADULT PRINT GENERAL	14.85
05/17/2022	59335426	Ingram Library Services	ADULT PRINT GENERAL	20.24
05/17/2022	59335425	Ingram Library Services	ADULT PRINT GENERAL	16.72
05/17/2022	59373079	Ingram Library Services	ADULT PRINT GENERAL	12.31
05/17/2022	59373081	Ingram Library Services	ADULT PRINT GENERAL	17.35
05/17/2022	59383355	Ingram Library Services	ADULT PRINT GENERAL	60.64
05/17/2022	59383351	Ingram Library Services	ADULT PRINT GENERAL	16.17
05/17/2022	59383356	Ingram Library Services	ADULT PRINT GENERAL	14.73
05/17/2022	59383352	Ingram Library Services	ADULT PRINT GENERAL	17.26
05/17/2022	59383358	Ingram Library Services	ADULT PRINT GENERAL	13.61
05/17/2022	2036718983	Baker & Taylor - Adult	ADULT ACCT	80.28
05/19/2022	2036691510	Baker & Taylor - Adult	ADULT ACCT	15.99
05/19/2022	59178681	Ingram Library Services	ADULT PRINT GENERAL	16.64
05/19/2022	59178679	Ingram Library Services	ADULT PRINT GENERAL	16.09
05/19/2022	59178675	Ingram Library Services	ADULT PRINT GENERAL	11.94
05/19/2022	59178680	Ingram Library Services	ADULT PRINT GENERAL	15.54
05/19/2022	59209476	Ingram Library Services	ADULT PRINT GENERAL	14.64
05/19/2022	59209478	Ingram Library Services	ADULT PRINT GENERAL	15.51
05/19/2022	59209474	Ingram Library Services	ADULT PRINT GENERAL	15.71
05/19/2022	59209479	Ingram Library Services	ADULT PRINT GENERAL	7.42
05/19/2022	59231746	Ingram Library Services	ADULT PRINT GENERAL	27.75
05/19/2022	59231747	Ingram Library Services	ADULT PRINT GENERAL	15.73
05/31/2022	11C4-LGQY-DXDH	Amazon Capital Services Inc	THE CURFEW	16.02
05/31/2022	58581235	Ingram Library Services	ADULT PRINT GENERAL	-15.39
05/31/2022	58147398	Ingram Library Services	ADULT PRINT GENERAL	18.26
05/31/2022	58648758	Ingram Library Services	ADULT PRINT GENERAL	15.24
05/31/2022	58712818	Ingram Library Services	ADULT PRINT GENERAL	-19.94
05/31/2022	59078118	Ingram Library Services	ADULT PRINT GENERAL - SEE 57929177 - DEFECTIVE	-15.19
05/31/2022	59078119	Ingram Library Services	ADULT PRINT GENERAL - SEE 58697984 - SHORTAGE	-14.42
05/31/2022	59433217	Ingram Library Services	ADULT PRINT GENERAL	17.49
05/31/2022	59433219	Ingram Library Services	ADULT PRINT GENERAL	17.46
05/31/2022	59433218	Ingram Library Services	ADULT PRINT GENERAL	32.21
05/31/2022	59461647	Ingram Library Services	ADULT PRINT GENERAL	18.87
05/31/2022	59461646	Ingram Library Services	ADULT PRINT GENERAL	38.39
05/31/2022	59482796	Ingram Library Services	ADULT PRINT GENERAL	303.17
05/31/2022	59482795	Ingram Library Services	ADULT PRINT GENERAL	69.06
05/31/2022	59529516	Ingram Library Services	ADULT PRINT GENERAL	14.84
05/31/2022	59529513	Ingram Library Services	ADULT PRINT GENERAL	17.56
05/31/2022	59536426	Ingram Library Services	ADULT PRINT GENERAL	173.42
05/31/2022	59536425	Ingram Library Services	ADULT PRINT GENERAL	12.93
05/31/2022	59536422	Ingram Library Services	ADULT PRINT GENERAL	16.41
05/31/2022	59546785	Ingram Library Services	ADULT PRINT GENERAL - SEE SEE 57862090 - DEFECTIVE	-16.29
05/31/2022	59554752	Ingram Library Services	ADULT PRINT GENERAL	15.84
05/31/2022	59554753	Ingram Library Services	ADULT PRINT GENERAL	16.39

Total 982.720 · Adult Print General 3,502.85

982.730 · Adult Ref.

05/17/2022	2036712882	Baker & Taylor - Adult Reference	ADULT ACCT	26.02
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Total 982.730 · Adult Ref. 26.02

982.740 · Multiple Book Copies

06/15/22

**Chelsea District Library**  
**List of Checks for Board Approval**  
**May 2022**

Date	Num	Name	Memo	Amount
05/02/2022	59107099	Ingram Library Services	MULTIPLE	96.53
05/02/2022	59159817	Ingram Library Services	MULTIPLE	65.87
05/17/2022	59383353	Ingram Library Services	MULTIPLE	17.81
Total 982.740 · Multiple Book Copies				180.21
Total 982.705 · Adult Print				4,130.21
982.755 · Youth Print				
982.760 · Youth Print General				
05/02/2022	58796590	Ingram Library Services	YOUTH PRINT GENERAL	198.19
05/02/2022	58907524	Ingram Library Services	YOUTH PRINT GENERAL	19.79
05/02/2022	58907523	Ingram Library Services	YOUTH PRINT GENERAL	10.49
05/03/2022	133Y-MGXJ-QKFG	Amazon Capital Services Inc	YOUTH PRINT GENERAL	84.03
05/03/2022	DIR10000129	Usborne & Kane Miller Books	BOOKS FOR COLLECTION	59.99
05/11/2022			L/D Y/T PRINT	-6.00
05/13/2022	1CQ3-16WY-J7M4	Amazon Capital Services Inc	TEEN PROGRAMMING	46.38
05/13/2022	ERG12909-1	BOOK FARM LLC	BOOKS - FOR COLLECTION - 41 NEW J NONFICTION	62.85
05/13/2022	59286080	Ingram Library Services	YOUTH PRINT GENERAL	54.05
05/17/2022	59254264	Ingram Library Services	YOUTH PRINT GENERAL	23.58
05/18/2022	2036681072	Baker & Taylor - Auto Yours Cats	2022 YOUTH PRINT GENERAL	105.18
05/18/2022	2036705727	Baker & Taylor - Auto Yours Cats	2022 YOUTH PRINT GENERAL	66.68
05/18/2022	2036686593	Baker & Taylor - Unlabeled Juve...	2022 UNLABELED JUVENILE	91.60
05/18/2022	2036702079	Baker & Taylor - Unlabeled Juve...	2022 UNLABELED JUVENILE	94.23
05/18/2022	59178682	Ingram Library Services	YOUTH PRINT GENERAL	235.22
05/18/2022	59178677	Ingram Library Services	YOUTH PRINT GENERAL	11.59
05/18/2022	59209475	Ingram Library Services	YOUTH PRINT GENERAL	12.43
05/18/2022	59209477	Ingram Library Services	YOUTH PRINT GENERAL	21.71
05/18/2022	59209480	Ingram Library Services	YOUTH PRINT GENERAL	9.88
05/18/2022	59231748	Ingram Library Services	YOUTH PRINT GENERAL	69.63
05/18/2022	59308108	Ingram Library Services	YOUTH PRINT GENERAL	10.88
05/18/2022	59308103	Ingram Library Services	YOUTH PRINT GENERAL	11.71
05/19/2022	59071238	Ingram Library Services	YOUTH PRINT GENERAL	36.21
05/19/2022	59071237	Ingram Library Services	YOUTH PRINT GENERAL	20.98
05/19/2022	59083349	Ingram Library Services	YOUTH PRINT GENERAL	16.06
05/19/2022	59130168	Ingram Library Services	YOUTH PRINT GENERAL	12.44
05/19/2022	59130169	Ingram Library Services	YOUTH PRINT GENERAL	34.26
05/19/2022	59159813	Ingram Library Services	YOUTH PRINT GENERAL	11.79
05/19/2022	59159815	Ingram Library Services	YOUTH PRINT GENERAL	41.89
05/19/2022	59140158	Ingram Library Services	YOUTH PRINT GENERAL	17.38
05/19/2022	59195491	Ingram Library Services	YOUTH PRINT GENERAL	52.82
05/19/2022	59195490	Ingram Library Services	YOUTH PRINT GENERAL	14.43
05/31/2022	194L-PRCG-LJLG	Amazon Capital Services Inc	THE OVERNIGHT GUEST	12.49
05/31/2022	2036714590	Baker & Taylor - Unlabeled Juve...	2022 UNLABELED JUVENILE	108.07
05/31/2022	58733587-1	Ingram Library Services	YOUTH PRINT GENERAL - SEE CRM 59249700 (-\$3.84) - SHORTAGE	0.00
05/31/2022	59249700	Ingram Library Services	YOUTH PRINT GENERAL - SEE 58733587 - SHORTAGE	-3.84
05/31/2022	59383357	Ingram Library Services	YOUTH PRINT GENERAL	11.41
05/31/2022	59335427	Ingram Library Services	YOUTH PRINT GENERAL	9.23
05/31/2022	59335428	Ingram Library Services	YOUTH PRINT GENERAL	15.06
05/31/2022	59433220	Ingram Library Services	YOUTH PRINT GENERAL	11.81
05/31/2022	59461849	Ingram Library Services	YOUTH PRINT GENERAL	13.10
05/31/2022	59461848	Ingram Library Services	YOUTH PRINT GENERAL	20.11
05/31/2022	59529514	Ingram Library Services	YOUTH PRINT GENERAL	36.53
05/31/2022	59529515	Ingram Library Services	YOUTH PRINT GENERAL	22.30
05/31/2022	59536424	Ingram Library Services	YOUTH PRINT GENERAL	22.42
05/31/2022	59536421	Ingram Library Services	YOUTH PRINT GENERAL	12.01
05/31/2022	59554751	Ingram Library Services	YOUTH PRINT GENERAL	12.13
05/31/2022	PO 22-037	GUEST, JENNIFER	REIMBURSEMENT - MATERIALS LOCATED - 39216008182468 - DELAYE...	9.99
Total 982.760 · Youth Print General				1,863.17
Total 982.755 · Youth Print				1,863.17
Total 982.700 · Print				5,993.38
Total 982 · Collection Expense				32,321.39
<b>TOTAL</b>				<b>308,912.23</b>

# Chelsea District Library Donation and Restricted

January through May 2022

	Jan - May 22	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>674 · Contribution &amp; Donation</b>			
674.100 · Designated Adult Collection	40	40	0
674.110 · Designated Adult Programming	8,300	8,300	0
674.111 · Designated Youth Programming	5,950	7,450	(1,500)
674.112 · Designated Music Focus Programs	2,100	2,100	0
674.120 · Undesignated Donation	2,690	2,560	130
674.121 · Annual Giving	5,625	15,000	(9,375)
674.141 · Designated Technology	0	3,000	(3,000)
674.150 · Continuing Education Restricted	725	725	0
<b>Total 674 · Contribution &amp; Donation</b>	25,430	39,175	(13,745)
<b>675 · Private Grant Sources</b>			
675.100 · Community Found Southeast MI	0	7,500	(7,500)
675.400 · Chelsea Ed Foundation	0	1,000	(1,000)
<b>Total 675 · Private Grant Sources</b>	0	8,500	(8,500)
<b>Total Income</b>	25,430	47,675	(22,245)
<b>Gross Profit</b>	25,430	47,675	(22,245)
<b>Expense</b>			
<b>803 · Maintenance Service Contracts</b>			
803.900 · Maint Service Contacts Restrict	0	0	0
<b>Total 803 · Maintenance Service Contracts</b>	0	0	0
<b>850 · Telecommunications</b>			
850.300 · TLN Internet Service			
850.910 · WIFI Hot Spots - Restricted	3,000	3,000	0
<b>Total 850.300 · TLN Internet Service</b>	3,000	3,000	0
<b>Total 850 · Telecommunications</b>	3,000	3,000	0
<b>880 · Promotional Materials</b>			
880.900 · Promotional Restricted Gifts	298		
<b>Total 880 · Promotional Materials</b>	298		
<b>884 · Programming</b>			
884.210 · Youth Speakers			
884.211 · Authors in Chelsea			
884.922 · Youth Prog Rest Gifts Authors	2,000	2,000	0
884.953 · Youth Prog Rest Chelsea Ed Foun	1,500	1,000	500
<b>Total 884.211 · Authors in Chelsea</b>	3,500	3,000	500
<b>Total 884.210 · Youth Speakers</b>	3,500	3,000	500
884.400 · Music Focus			
884.962 · Music in the Air - Restricted	5,250	5,388	(138)
<b>Total 884.400 · Music Focus</b>	5,250	5,388	(138)
884.500 · Artist In Residence			
884.970 · Artist In Residence Restricted	1,118	3,500	(2,382)
<b>Total 884.500 · Artist In Residence</b>	1,118	3,500	(2,382)
884.910 · Adult Programming Restricted			

**Chelsea District Library**  
**Donation and Restricted**  
 January through May 2022

	<u>Jan - May 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>
884.911 · Adult Prog Rest Gifts Comedy Sh	475	1,500	(1,025)
884.914 · Adult Prog Rest Gifts MWest LW	4,300	4,300	0
884.915 · Aud Prg. Rst. Gifts Purple Rose	0	1,000	(1,000)
<b>Total 884.910 · Adult Programming Restricted</b>	<b>4,775</b>	<b>6,800</b>	<b>(2,025)</b>
884.920 · Youth Programming Restricted			
884.921 · Youth Prog Rest Gifts Genl	276	1,500	(1,224)
884.923 · Youth Prog Rest Gifts SRP	2,039	3,950	(1,911)
<b>Total 884.920 · Youth Programming Restricted</b>	<b>2,315</b>	<b>5,450</b>	<b>(3,135)</b>
<b>Total 884 · Programming</b>	<b>16,958</b>	<b>24,138</b>	<b>(7,180)</b>
969 · Continuing Education Expenses			
969.600 · Staff Training			
969.940 · Staff Apprec - Restr/Covid-19	350	725	(375)
<b>Total 969.600 · Staff Training</b>	<b>350</b>	<b>725</b>	<b>(375)</b>
<b>Total 969 · Continuing Education Expenses</b>	<b>350</b>	<b>725</b>	<b>(375)</b>
980 · Capital Expense			
980.910 · Capital Restricted Gift	126,503	7,998	118,505
<b>Total 980 · Capital Expense</b>	<b>126,503</b>	<b>7,998</b>	<b>118,505</b>
982 · Collection Expense			
982.400 · Non Print			
982.930 · Non Print Restricted gifts			
982.932 · Electronic Products/Sub Restr G	0		
<b>Total 982.930 · Non Print Restricted gifts</b>	<b>0</b>		
<b>Total 982.400 · Non Print</b>	<b>0</b>		
982.910 · Adult Collection Restricted	31	90	(59)
982.920 · Youth Collection Restricted	0	40	(40)
<b>Total 982 · Collection Expense</b>	<b>31</b>	<b>130</b>	<b>(99)</b>
<b>Total Expense</b>	<b>147,140</b>	<b>35,991</b>	<b>111,149</b>
<b>Net Ordinary Income</b>	<b>(121,710)</b>	<b>11,684</b>	<b>(133,394)</b>
<b>Net Income</b>	<b>(121,710)</b>	<b>11,684</b>	<b>(133,394)</b>



Chelsea District Library  
Performance to Budget  
Current Month and Year to Date

	TOTAL									
	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jan - Dec 22	Budget	\$ Over Budget	% of Budget	
<b>Ordinary Income/Expense</b>										
<b>Income</b>										
402 · District Revenue	796,508	995,920	41,695	62,978	10,280	2,006,682	1,934,733	71,949	104%	
501.001 · Grants	0	0	0	0	0	0	1,000	(1,000)	0%	
540.100 · State Aid	0	0	57,264	7,869	26	65,159	67,000	(1,841)	97%	
574.100 · Penal Fines	0	0	0	0	0	0	7,000	(7,000)	0%	
606.000 · Misc Income & Refunds	0	0	0	0	0	104	3,000	(594)	80%	
607.100 · Non-Resident Fees	0	125	250	0	31	2,406	600	(600)	0%	
607.200 · ILL Fees	0	0	0	0	0	0	600	(600)	0%	
645.100 · Copiers & Printers	0	345	111	239	318	1,370	4,500	(3,130)	30%	
655.100 · Circulation Fines	0	0	0	0	0	30				
665.100 · Interest	25	26	37	32	26	146				
666.100 · Investment Earnings	8	11	2,262	2,376	9,393	14,050	30,000	(15,950)	47%	
666.500 · Investment Change in Value	(8,359)	(4,694)	(14,039)	(8,563)	876	(34,779)				
674 · Contribution & Donation	4,025	360	13,090	5,210	2,968	27,449	39,200	(11,751)	70%	
675 · Private Grant Sources	0	0	0	0	0	0	8,500	(8,500)	0%	
<b>Total Income</b>	<b>792,207</b>	<b>992,093</b>	<b>100,670</b>	<b>70,141</b>	<b>23,918</b>	<b>2,082,617</b>	<b>2,095,533</b>	<b>(12,916)</b>	<b>99%</b>	
<b>Gross Profit</b>	<b>792,207</b>	<b>992,093</b>	<b>100,670</b>	<b>70,141</b>	<b>23,918</b>	<b>2,082,617</b>	<b>2,095,533</b>	<b>(12,916)</b>	<b>99%</b>	
<b>Expense</b>										
701 · Personnel Expenses	82,536	93,254	94,493	86,983	100,441	515,012	1,265,279	(750,267)	41%	
727 · Supplies	1,413	585	878	1,372	587	11,589	32,935	(21,346)	35%	
801 · Professional Services	1,353	1,460	19,099	6,267	1,741	32,120	59,980	(27,860)	54%	
803 · Maintenance Service Contracts	7,628	12,718	20,327	7,236	15,063	79,014	174,555	(95,541)	45%	
850 · Telecommunications	1,954	4,964	3,457	1,862	1,920	15,169	43,350	(28,181)	35%	
880 · Promotional Materials	1,760	11,150	3,109	2,583	10,264	32,947	72,840	(39,893)	45%	
884 · Programming	7,371	7,774	10,819	25,164	10,344	65,998	127,285	(61,287)	52%	
885 · Volunteer	0	0	25	13	0	38	2,500	(2,462)	2%	
920 · Utilities	0	6,240	5,634	5,407	5,285	27,875	62,000	(34,125)	45%	
960 · Board & Director Expense	0	212	136	47	106	795	3,800	(3,005)	21%	
965 · Automation Services	13,850	0	0	9,411	0	23,261	43,827	(20,566)	53%	
967 · Equipment	274	1,798	2,777	614	1,803	7,939	39,450	(31,511)	20%	
969 · Continuing Education Expenses	720	2,992	701	4,293	2,125	11,331	26,598	(15,267)	43%	
980 · Capital Expense	0	0	5,500	2,517	126,911	136,225	77,798	58,427	175%	
982 · Collection Expense	6,684	6,510	12,697	9,347	32,321	72,079	181,630	(109,551)	40%	
<b>Total Expense</b>	<b>125,543</b>	<b>149,657</b>	<b>179,652</b>	<b>163,116</b>	<b>308,911</b>	<b>1,031,392</b>	<b>2,213,827</b>	<b>(1,182,435)</b>	<b>47%</b>	
<b>Net Ordinary Income</b>	<b>666,664</b>	<b>842,436</b>	<b>(78,982)</b>	<b>(92,975)</b>	<b>(284,993)</b>	<b>1,051,225</b>	<b>(118,294)</b>	<b>1,169,519</b>		
<b>Other Income/Expense</b>										
Other Expense										
999.001 · Transfer to Capital Improvement	0	0	0	0	0	0	59,300	(59,300)	0%	
999.002 · Transfer to Capital Reserve Fun	0	0	0	0	0	0	5,000	(5,000)	0%	
999.025 · Carry from General Fund	0	0	0	0	0	0	20,946	(20,946)	0%	
<b>Total Other Expense</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>85,246</b>	<b>(85,246)</b>	<b>0%</b>	
<b>Net Other Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(85,246)</b>	<b>85,246</b>	<b>0%</b>	
<b>Net Ordinary Income</b>	<b>666,664</b>	<b>842,436</b>	<b>(78,982)</b>	<b>(92,975)</b>	<b>(284,993)</b>	<b>1,051,225</b>	<b>(203,540)</b>	<b>1,254,765</b>		

**Chelsea District Library**  
**Profit & Loss Prev Year Comparison**  
 January through December 2022

	Jan - Dec 22	Jan - Dec 21	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
402 · District Revenue	2,006,682.90	1,829,073.81	177,609.09	9.71%
540.100 · State Aid	65,158.82	76,359.64	-11,200.82	-14.67%
574.100 · Penal Fines	0.00	20,478.87	-20,478.87	-100.0%
606.000 · Misc Income & Refunds	103.75	107.00	-3.25	-3.04%
607.100 · Non-Resident Fees	2,406.25	2,968.75	-562.50	-18.95%
645.100 · Copiers & Printers	1,368.95	1,639.03	-270.08	-16.48%
655.100 · Circulation Fines	30.00	100.10	-70.10	-70.03%
665.100 · Interest	146.45	284.94	-138.49	-48.6%
666.100 · Investment Earnings	14,049.42	32,792.14	-18,742.72	-57.16%
666.500 · Investment Change in Value	-34,779.85	-32,277.45	-2,502.40	-7.75%
666.510 · Change in Community Foundation	0.00	4,090.00	-4,090.00	-100.0%
674 · Contribution & Donation	27,449.18	12,424.03	15,025.15	120.94%
<b>Total Income</b>	<b>2,082,615.87</b>	<b>1,948,040.86</b>	<b>134,575.01</b>	<b>6.91%</b>
<b>Gross Profit</b>	<b>2,082,615.87</b>	<b>1,948,040.86</b>	<b>134,575.01</b>	<b>6.91%</b>
<b>Expense</b>				
66900 · Reconciliation Discrepancies	0.00	0.00	0.00	0.0%
701 · Personnel Expenses	515,010.60	1,145,150.74	-630,140.14	-55.03%
727 · Supplies	11,588.77	23,143.95	-11,555.18	-49.93%
801 · Professional Services	32,120.84	53,788.89	-21,668.05	-40.28%
803 · Maintenance Service Contracts	79,014.22	138,207.32	-59,193.10	-42.83%
850 · Telecommunications	15,169.94	32,789.37	-17,619.43	-53.74%
880 · Promotional Materials	32,946.57	68,574.93	-35,628.36	-51.96%
884 · Programming	65,997.50	70,013.38	-4,015.88	-5.74%
885 · Volunteer	37.94	2,887.49	-2,849.55	-98.69%
920 · Utilities	27,875.63	59,405.96	-31,530.33	-53.08%
960 · Board & Director Expense	794.26	1,737.64	-943.38	-54.29%
965 · Automation Services	23,261.03	40,939.14	-17,678.11	-43.18%
967 · Equipment	7,938.70	30,667.93	-22,729.23	-74.11%
969 · Continuing Education Expenses	11,330.52	10,090.04	1,240.48	12.29%
980 · Capital Expense	136,224.28	58,520.06	77,704.22	132.78%
982 · Collection Expense	72,079.73	184,665.53	-112,585.80	-60.97%
<b>Total Expense</b>	<b>1,031,390.53</b>	<b>1,920,582.37</b>	<b>-889,191.84</b>	<b>-46.3%</b>
<b>Net Ordinary Income</b>	<b>1,051,225.34</b>	<b>27,458.49</b>	<b>1,023,766.85</b>	<b>3,728.42%</b>
<b>Net Income</b>	<b>1,051,225.34</b>	<b>27,458.49</b>	<b>1,023,766.85</b>	<b>3,728.42%</b>

7.0

**CHELSEA DISTRICT LIBRARY**

Fund Balances

May 31, 2022

	Beginning Balance	Net Change	Ending Balance
<b>General Fund</b>			
<b>LOCAL BANKS BALANCES</b>			
Checking Account/ Chelsea State Bank 001.001	\$718,102.82	-\$138,701.60 *	\$579,401.22
Paypal Account 003.002	\$50.00	\$248.17	\$248.17
Cash on Hand	<u>\$718,152.82</u>	<u>-\$138,453.43</u>	<u>\$579,649.39</u>
<b>Ameriprise Account</b>			
Fixed Income Fund 017.003	\$1,509,002.35	\$10,269.13 **	\$1,519,271.48
Money Market Fund 017.004	\$800,000.00	-\$126,502.81	\$673,497.19
<b>Investment Partners Total</b>	<u>\$2,309,002.35</u>	<u>-\$116,233.68</u>	<u>\$2,192,768.67 ^</u>
<b>Total General Fund</b>	<u>\$3,027,155.17</u>	<u>-\$254,687.11</u>	<u>\$2,772,418.06</u>
<b>Debt Service Fund</b>			
Bond Debt Retirement Fund Checking 003.008	<u>\$195,975.67</u>	<u>\$3,139.60</u>	<u>\$199,115.27</u>

8.1

Ameriprise 05/31/2022

Account no. 0000-4823-9221-4

GL ACCOUNTS - 017.003, 017.004, 666.100, 666.500

	Beginning Balance	Transfers in or out operating account	Interest	Fees	Withdrawal	Change in Value	Ending balance*
12/31/21							\$1,640,001.91 **
01/31/22	\$1,640,001.91	\$0.00	\$7.54			-\$8,358.80	\$1,631,650.65
02/28/22	\$1,631,650.65	\$700,000.00	\$10.82			-\$4,694.35	\$2,326,967.12
03/31/22	\$2,326,967.12	\$0.00	\$2,262.02			-\$14,039.05	\$2,315,190.09 *
04/30/22	\$2,315,190.09	\$0.00	\$2,375.56			-\$8,563.30	\$2,309,002.35
05/31/22	\$2,309,002.35	\$0.00	\$9,393.48		-\$126,502.81	\$875.65	\$2,445,774.29
06/30/22	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00
07/31/22	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00
08/31/22	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00
09/30/22	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00
01/10/22	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00
11/30/22	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00
12/31/22	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00
<b>Balance YTD</b>	<b>\$1,640,001.91</b>	<b>\$700,000.00</b>	<b>\$14,049.42</b>	<b>\$0.00</b>	<b>-\$126,502.81</b>	<b>-\$34,779.85</b>	<b>\$2,192,768.67</b>

017.003 + 017.004

666.500

666.100

017.003 + 017.004

(+) = in. (-) = out.

\*\* Includes \$100,000 remainder from 2021 - In 2021 CDL transferred \$700,000 in and transferred out \$500,000.

\*Should match Ameriprise Statement

8.2																		
Ameriprise Money Market	GL 017.003																	
		Beginning Balance	Deposit/transfer in	Interest	Fees	Withdrawal	Change in Value	Ending balance										
12/31/21								100,000.00										
01/31/22		100,000.00	0.00	0.00	0.00	0.00	0.00	100,000.00										
02/28/22		100,000.00	700,000.00	0.00	0.00	0.00	0.00	800,000.00										
03/31/22		800,000.00	0.00	0.00	0.00	0.00	0.00	800,000.00										
04/30/22		800,000.00	0.00	0.00	0.00	0.00	0.00	800,000.00										
05/31/22		800,000.00	0.00	0.00	0.00	126,502.81	0.00	673,497.19										
06/30/22		0.00	0.00	0.00	0.00	0.00	0.00	0.00										
07/31/22		0.00	0.00	0.00	0.00	0.00	0.00	0.00										
08/31/22		0.00	0.00	0.00	0.00	0.00	0.00	0.00										
09/30/22		0.00	0.00	0.00	0.00	0.00	0.00	0.00										
01/10/22		0.00	0.00	0.00	0.00	0.00	0.00	0.00										
11/30/22		0.00	0.00	0.00	0.00	0.00	0.00	0.00										
12/31/22		0.00	0.00	0.00	0.00	0.00	0.00	0.00										
		0.00		0.00	0.00	0.00	0.00	0.00										
Funds not needed for operations, moved to the Money Market Fund in the spring. When operating capital is needed, usually in the late summer or fall, funds will be transferred back to OC.																		



# **DIRECTOR'S REPORT**





## **Library Director's Report** **Respectfully submitted for June 2022 board meeting**

### **Staff Announcements**

#### Work Anniversaries

- Library Assistance Beth Easterwood, 18 years on April 26
- Library Assistant Beth Goodgall, four years on April 5
- Head of Information Services Shannon Powers, six years on April 18

#### Staffing Updates

Terri Lancaster will retire as Head of Circulation on September 30. While we are sad to see her go, we are so happy for her as she embarks on the next chapter of her life. Happily, too, we needed to look no further than the circulation team to find the perfect person to replace her – Amy Zoran!

Martha Jacques is in training to take over the reins as Technology Specialist in the Information Services Department. And we have a new staffer in circulation! Jeni McFarland joined our team as a library assistant in early June.

### **T-Mobile Grant**

In late May, we received word that we were selected to receive a T-Mobile Hometown Grant for \$47,400 for our Mobile CDL project! The T-Mobile review team was “impressed by (our) project’s potential impact in the community and the thoughtful planning and feasibility of the project.” We learned about the grant opportunity from Ruth Ryan and Ted Graham. We are grateful, too, to Gary Munce for his hard work making that connection for us and for his assistance on the grant application. It truly was a community effort!

### **Walk to School Wednesdays**

It has been such a pleasure to walk South Meadows students to school on Wednesday mornings again! The Walk has been an opportunity to develop one-on-one relationships with students, and our hope is that we develop library supporters long into the future through those relationships. I think it’s working! W2SW averages eight to ten dedicated walkers a week, and we have seen those students come into the library, become active in our programs, and get library cards. Our last walk for the school year is June 8. I know I speak for Amy, Terri, Christin, Virginia, and Everett when I say we will miss getting up early to walk those awesome kids to school. We have surprises planned for that last walk, and we know we will see those kids throughout the summer.

### **CDL in Safety Town**

Our library will be featured as a building in Chelsea’s Safety Town! Safety Town is a week-long program that provides Young 5 and Kindergarten children information about different aspects of safety — such as traffic, fire, and electrical. It is currently undergoing a transformation with Chelsea High School students hard at work creating building fronts of prominent Chelsea locations for the program. Safety Town will be set up at WSEC. We have been invited to the ribbon cutting ceremony at 2:30 PM on June 20. I plan on attending.

**Out and About: Meetings Attended May 2022**

Chelsea Area Chamber Annual Meeting and Awards (May 18)

Rotary meetings (May 24, 31)

**Chelsea District Library  
Assistant Director's Report  
May 2022**

**Facility update**

- Johnson Controls replaced one of the two condenser motors. It was a big job that took three days to complete. Other motor is showing wear but we will be able to wait on its replacement.
- Have quotes for repair and replacement of one of the two boiler pumps. Thought repair would be cheaper but not the case. Will schedule replacement for June/July.
- Still waiting for concrete work to be scheduled by Dexter Block.
- Our regular plumber from Cook's Plumbing left for a new job so we are behind schedule for the front spigot repair. I am in touch with them regularly so this won't fall through the cracks.
- Had Kleinschmidt out to inspect our flat roofs (we have two- one over study rooms and one over the connector) to determine if we needed capital money in the 2023 budget for their maintenance. The verdict was not yet; they are showing appropriate wear for their age but we probably have a few more years of life. This is good as roofing materials, like many other things, have gone sky high and it is in our best interest to wait.
- Cintas was here to do the annual inspection of our fire extinguishers and Exit lights. One light would not come on in battery mode (in case of a power outage) so I will schedule the electrician to take a look.
- Replacement of columns McKune porch is tentatively scheduled for this summer but painting contractor is running behind so may not be able to it until fall.
- Teenspace ceiling- no update; JCI still monitoring leak.

**Staffing/Training**

Our all-staff meeting this month included an update by Gary Munce on the broadband issues in Washtenaw County. Staff very much appreciated his report and insights. We also had a staff update, reviewing the many changes coming about due to Terri's impending retirement.

**Budget-** we are on track with our 2023 budget prep and will have a balanced budget to present to the finance committee by the time you read this.

**Volunteers-** in May we had 165.5 book sale volunteer hours and 57.75 non-book sale hours, for a total of 223.25 volunteer hours. Expect an up-tick next month when Summer Reading kicks off!

Respectfully submitted

Linda Ballard

Assistant Director



May was another busy month preparing for library programs. Much of our time and effort went into finalizing details for the Summer Reading Program, and for readying ourselves for Music in the Air. Other highlights included:

- In May we hosted Month of Bridgerton, a series of hands-on programs for adults and teens that included English Country Line dancing, tea tasting, calligraphy, and charcuterie. The programs proved very popular and it was all around fun.
- May also included fun early Literacy programs such as Bob-a-loo, Kinderconcert, and the Barn Sanctuary book signing at Serendipity. As COVID fears ease, it's been a pleasure to see young families returning to events.
- May was our first time trying out the new partnership we have with the Chelsea Adult Learners Institute. The program was wonderful, with over 60 attendees and plenty of enthusiasm.
- Sixth graders returned to the library for another visit. Kids completed a book scavenger hunt, learned about SRP, made a craft in the Ingenuity Engine, and learned about how to find exciting books online and at the library.
- In partnership with Secret Crisis Comics, we handed out dozens of comic books for kids and teens in honor of Free Comic Book Day

#### Program Planning

- Librarians met to continue work on the Summer Reading Program. The online challenges were finalized, prizes were purchased, paper logs printed. Youth librarians met to discuss plans for the SRP kickoff and assign responsibilities. School visits began to promote this year's program to the kids and teachers.

#### Program Attendance

Date	Program	In-Person	Live	Recorded	Kits
<b>Adult Programs</b>					
5/3	Reading Glasses Book Club	6			
5/1	Kalamazoo Girls	70			
5/4	English Country Line Dancing	10			
5/11	Charitable Giving	8			
5/12	Calligraphy	16			
5/18	Eat Like a Bridgerton	25			
5/24	Tea Tasting	22			
5/21	Purple Rose Reading		95		
<i>Adult Program Totals</i>		157	95		0

<b>Early Literacy</b>					
5/11, 5/18, 5/25	Storytime	18, 6, 15			
5/2	Lego Club	22			
5/14	Kinderconcert	25			
<i>Early Literacy Totals</i>		86			
<b>Youth Programs</b>					
5/12, 5/26	READ to the Library Dog	6, 13			
5/7	Bob-a-Loo	37			
5/10	Tween Book Club	2			
5/18	After School Science Snacks		7		
5/19	Welcome Back to Summer Reading	5			
5/21	Barn Sanctuary Reading	45			
<i>Youth Program Totals</i>		108	7		0
<b>Teen Programs</b>					
5/24	Teen Book Club: Some Girls Do	2			
5/13	PWNED Gaming Club	6			
5/5, 5/19	That Thursday Thing	4, 6			
<i>Teen Program Totals</i>		18	0	0	0
<b>Awareness and Outreach</b>					
5/25	6th Grade Visit to CDL	70			
5/26	Visit to 6th Grade	90			
5/4, 5/11, 5/18, 5/25	Walk to School Wednesdays	7, 8, 8, 7			
<i>Awareness and Outreach Program Totals</i>		190	0	0	0

**Reference, Collections, Deliveries, and Other**

Services	May 2022
Reference Questions	1123
Homebound & Deposit Book Deliveries	22
OCLC Interlibrary Loan	0*

\*with the launch of Melcat, we will largely discontinue OCLC Interlibrary Loans and no longer report beginning June 2022.

# Information Technology News

Respectfully Submitted  
by Scott Rakestraw

## Ingenuity Engine Room

<u>Engenuity Engine Room Activity</u>	<u>128</u>
Computer Help	12
Laser Cutter	18
Digital Transfer Station	4
Vinyl Cutter	6
Sewing/Community Quilt	12
Individual Projects	9
Home School	7
<u>Tours</u>	
6th Grade	60



## STATS

# OFF THE CHARTS!

### ONLINE DATABASES

Last Month	Rank	Site	Total Clicks	Unique Users
5	1	Sun Times News	61	51
3	2	NoveList K8	51	50
8	3	Chelsea Update	49	41
11	4	Michigan Legal Help	46	46
3	5	Consumer Reports	41	35
8	6	NoveListPlus	40	38
12	7	My Heritage	36	25
2	8	Ancestry	35	31
10	8	Opposing View Points in Context	31	30
1	10	Home Work Help Now Home	29	29
12	11	Stories of Chelsea	27	25
19	11	Historic Newspapers	27	16
6	13	Michigan eLibrary	26	26
12	14	Demographics Now	24	20
7	15	Britannica School	23	23
24	16	Newspaper Source Plus	21	17
21	17	Michigan Secretary of State	19	19
15	17	United States Census	19	19
22	19	Michigan Voter Information Center	18	17
20	20	WorldCat.org	17	16
17	20	Scholastic Teachables	16	16
25	22	Pronunciator	16	15
22	23	Adult Learning Center	15	15
15	24	Unemployment Help	14	14
-	25	Lynda.com [Linked In Learning]	13	11



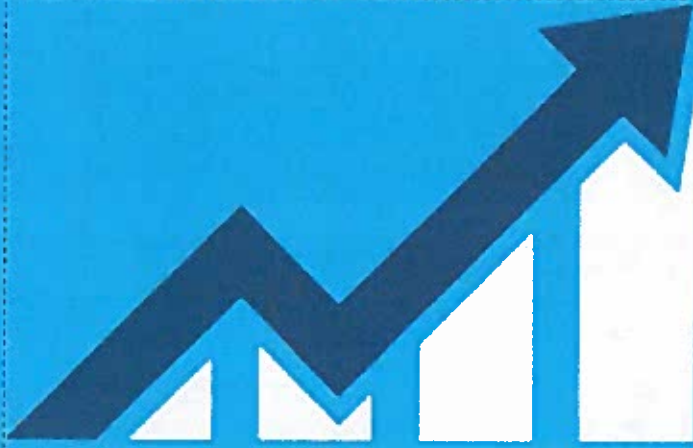


# OFF THE CHARTS!

## DATA SERVICES

DATA SERVICES		JAN	FEB	MAR	APR	MAY
4780.2	Hotspots: Total GB Used - Township Halls	992.6	1020.4	903.4	954.7	909.1
51.9	-- Lima Township (GB)	11.2	9.4	10.3	10.7	10.3
132.3	-- Sylvan Township (GB)	33.7	22.7	28.4	24.6	22.9
4596	-- Mobile Beacon (GB)	947.7	988.3	864.7	919.4	875.9
159	Hotspot Devices Circulated	42	26	31	29	31
1662	Public Internet - Computer Sessions	288	285	384	372	333
2096	Public Internet - Wireless Logins	414	404	429	412	437

ONLINE SERVICES		JAN	FEB	MAR	APR	MAY
54818	Website Sessions	11836	10663	10762	10302	11255
26399	Website Users	5817	5119	5270	5009	5184
8483	AUDIO Downloads Total	1681	1525	1705	1767	1805
6488	-- Audio: Overdrive	1298	1106	1298	1368	1418
1995	-- Audio: Hoopla	383	419	407	399	387
649	VIDEO Downloads Total	156	119	131	119	124
2	-- Video: Overdrive	1	1	0	0	0
647	-- Video: Hoopla	155	118	131	119	124
8213	EBook Downloads Total	1727	1660	1617	1599	1610
7658	-- Video: Overdrive	1590	1572	1487	1493	1516
536	-- Video: Hoopla	137	88	111	106	94
17345	TOTAL Downloads	3564	3304	3453	3485	3539



# OFF THE CHARTS!

## CHELSEA Senior Center

27	Total Hours	24	3
	Date	On Site	Off Site
	5/2	4	2
	5/3	1	
	5/5	3	
	5/6	1	
	5/9	4	
	5/12	3	
	5/13	1	1
	5/16	3	
	5/23	4	
	5/26	2	
	5/31	4	

CDL is on staff at the center:

- Monday 11a-3pm
- Thursday 11a-3pm

Other times are reserved for projects and special needs cases as they arise.

## **Communications Coordinator Monthly Board Report (May 1–31, 2022):**

Respectfully submitted by Virginia Krueger



The summer newsletter hit mailboxes in the middle of May, and with that kicked off the communications of CDL's newest initiative, Mobile CDL. I was busy behind the scenes working with Scott to launch a new webpage, [mobilecdl.org](http://mobilecdl.org), where we will provide project updates over the next 12 months. I also researched online fundraising platforms to implement a small donor campaign and presented the Gifts That Go Places campaign to the library board and staff. We ultimately decided to collect donations in-person in the lobby and online through PayPal. There is access to the fundraiser on the webpage and we will be promoting it at the Summer Reading Program Kickoff and throughout the summer with community outreach and online promotion via website, eNews, and social media. Our goal is to reach \$25,000 in donations.

### **Social Media:**



Social media is part of the library's branding and outreach. In spite of fewer posts than in previous months with the promotion of Midwest Lit Walk, we still increased followers on all of the library's channels in May. I coordinated with Shannon to update CDL's social media guidelines in hopes of increasing participation among the IS team. This will increase the variety of content shared on our channels and keep things fresh and engaging. We

will be testing some of these new guidelines throughout the summer months and revisiting them in the fall.

### **May Social Media Metrics**

#### **CDL Facebook**

2,908 followers (+8) | 278 page visits ↓ | 6,242 page reach ↓

#### **CDL Instagram:**

Followers: 609 (+11) | 31 profile visits ↓ | 320 page reach ↓

### CDL Twitter:

Followers: 1,604 (+2) | 85 profile visits ↓ | 3,050 Impressions ↑

### Paid Advertising:

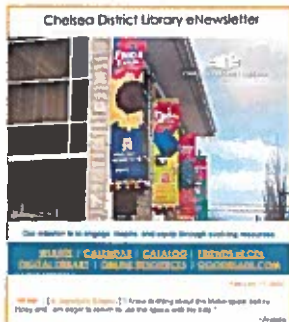
None

### Program Registrations:

22 registrants identified social media as the way they heard about the event (19 on Facebook, 3 on Instagram)

*\*Note: drop-in programs are not included in registration statistics because we do not capture that data.*

**eNewsletters: CDL eNews has 3,147 subscribers (+15)**



### May Metrics:

- We sent 4 weekly newsletters
- **50.5% Open Rate (+15% from industry avg)**
- 86 program registrants identified the eNews as the marketing channel where they heard about the event.

### Other miscellaneous duties:

- I coordinated with Lori, Shannon, and Stacey to plan and recruit teen performers for the 2022 Song Fest.
- Created slides and social media posts to recognize the sponsors and donors for the 2022 Summer Reading Program
- Created and sent the invitation for the Music in the Air garden reception
- Wrote the press release to promote Music in the Air
- Met with Terri and Amy to gain a better understanding of MelCat and how to communicate this collection to the public
- Coordinated with Elaine and Lori to plan for giveaways related to Mobile CDL at the Summer Reading Program kickoff

## May 1–31, 2022 Board Report: Marketing, Creative and Graphics Asset Manager

Marketing tasks transitioned from the Midwest Literary Walk wrap-up to the Music in the Air promotions, followed by Summer Reading Program promotions. In addition, the Chamber recognized the library at their annual meeting and awarded CDL the Non-Profit of the Year. To celebrate, I created a new graphic using the Paige Turner cartoon. I suggested a campaign encouraging the Friends of the Library, Library Board, staff, and patrons attend the celebration. I created a new graphic, posted it on social media channels, and shared it with the Chamber to get the word out. It was also published in the Chelsea Update. I created more “I love my library” stickers to wear at the event and attended the event at Robin Hills Farm.



I created print ads promoting the Summer Reading Program, congratulating the graduating Class of 2022, and Music in the Air published in local newspapers.

I worked with the Management team to finalize the Marketing Department budget for 2023, researching pricing forecasts for advertising, paper, banners, and general marketing materials, which are increasing at an alarming rate.



### Mobile CDL:

The month of May also brought numerous marketing promotions for the Mobile CDL: “Bee a Part of It” fundraising campaign. I ordered the donation box and created two signs for the donation box and stand which will be located in the library lobby. I created a new graphic for the website landing page, and I designed and commissioned the fabrication of bee branded stickers, van-shaped keychains, drawstring bags, and rack cards.

These items required individual designs specifically made for each element. On the rack card, I created new icons to represent the array of services that could be offered through Mobile CDL. I also created a new t-shirt design to promote the fundraising effort with the enthusiasm and help of Terri Lancaster and ordered the shirts for staff. More than 4,700 items were produced utilizing six different vendors.

### Summer Reading Program (SRP):

I designed a custom bookmark and had them printed for the promotion of the SRP. I submitted the paperwork to install the large banner at Freer Road (on the fence) and delivered the SRP light pole banners to the City to have them installed throughout Chelsea.



**Community Art Quilt:**

I updated the community quilt landing page on the art website after creating a summer version of the mascot, Stitch, updating the image with a suitable summer hat. I created a "last call" marketing campaign designing images and social media posts to remind the public to turn in their quilt blocks by the end of the month.



**Music in the Air (MITA):**

I designed a new, large banner that was fabricated and installed (with Kerry's help) on the McKune porch to promote the event to people passing by on Main Street. I created an email signature graphic with a link to the MITA landing page for staff to add to their email. I updated survey cards with a new logo and printed and cut the cards. I created tabloid and large poster artwork, had them printed, and distributed the posters. I designed a MITA postcard, had them printed, distributed them to several businesses, and displayed them in the library. I customized 200 of the postcards for the Chelsea Senior Center and Silver Maples to promote special performances by Maddalena and Gary M. at each venue and delivered the cards to each location.

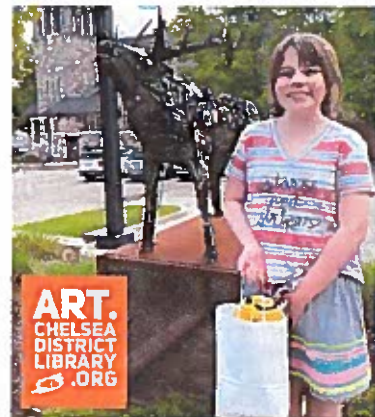
**Song Fest:**

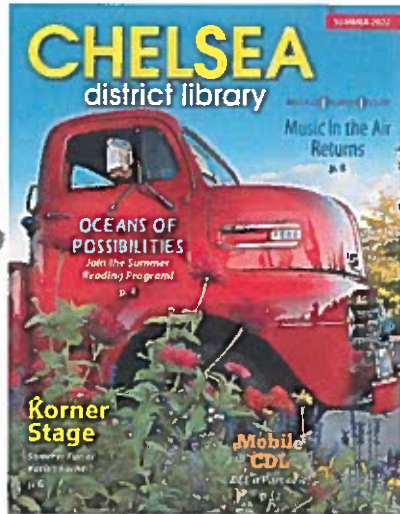
Work for Song Fest began by reaching out to the library's contact for Tommy Stinson to connect with photographers and collect concert photographs. I received permission to use the images to create new artwork with graphic designer Luna Koepping to establish the visual brand for the concert promotions.



The Find 5 Items in the *Elk Bugling* sculpture contest wrapped up in May. I created three new videos to promote the contest and posted them on social media channels. I received entries on paper slips in the library, through a QR code on lawn signs by the sculpture, through a form on the art website, and through social media posts. I randomly selected the winners, worked with library staff to award their prizes and shared the winners on the library's social media channels connecting with a large number of followers.

Val, winner of the gift card said: "Wow, that's fantastic! My kids always "pet" the elk when we come into the library. :) They helped me identify parts for the contest."





#### **Summer newsletter:**

The artwork files were finalized and sent to the printer at the beginning of May and were printed and then shipped in mid-May. I dropped off newsletters to several local businesses in and around Chelsea and created the web-friendly digital version of the summer newsletter. I posted the digital version to four different locations on two library websites and updated the art website with new information about the classic car group and the photographer featured on the cover. I created additional digital marketing graphic assets for the Teen programs featured in the newsletter used on library monitors and to promote the programs in Chelsea Update.

#### **Miscellaneous publications in addition to significant library program promotions:**

I worked on several printed pieces to create new artwork, update existing files, or reprint forms using several different printers. CDL Delivers brochures were updated and printed, "Suggest a Title" forms were reprinted, and a new MelCat bookmark for the Circulation Department was designed and printed.

Zoom still proves to be a good way to expand my knowledge by attending small, free webinars. I attended a social media marketing brainstorming session with other library marketers sponsored by a Michigan library marketing group. I also attended two online webinars: "Using Videos for Promotions" and "Six Steps to a Video Marketing Strategy."

Respectfully submitted,  
Elaine Medrow, Creative and Graphics Asset Manager





## Circulation Supervisor's Report MAY 2022

- Circulation – 22,134 in MAY;
- Patron Count- 8,967 for MAY;
- Circulation by township- for MAY:
  - Dexter = 11% of total transactions
  - Lima = 12% of transactions
  - Lyndon =12% of transactions
  - Sylvan = 19% of transactions
  - Chelsea = 35% of transactions
- MAY Circulation: 81% were items from Chelsea and 19% were inter-loaned items.  
  
Libby = 3046 in MAY; Hoopla = 777; Kanopy = 143 in MAY.
- Registrations for MAY– 72 new cards; 5418 total card holders
  - \*Dexter = 663 cards; Lima = 598 cards; Lyndon = 733 cards
  - \*Sylvan = 926 cards; Chelsea = 1983 cards; Nonresident = 389 cards
- Self-Check Machine: MAY 1173 or 5% of total checkouts

### MAY Notes:

- Attended weekly management meetings.
- Attended the awards banquet for the Chamber –Best Non-Profit award at Robin Hills Farm.
- Attended the monthly staff meeting.
- Worked my PIC shifts each week.
- Jean, Amy & I attended a 3 hour MeLCat training session in preparation of us going live sometime in June. This was a 1 on 1 training with the MeLCat trainer so we were able to ask more questions and get more detail on the process.
- We received 107 tubs from TLN in May, with 5 being the daily average.
- Amy Doma, one of the 6<sup>th</sup> teachers at Beach Middle School, did a follow up visit to the library with her students. It was great to see the kids back in the library using the cards they signed up for back in February & March.
- Amy, Beth G & Martha participated in a 3 hour “ZingTrain” – The Art of Giving Great Service. Circ staff will be reviewing the training guide at our next staff meeting.

Respectfully submitted,  
Terri Lancaster  
Head of Circulation

Chelsea District Library  
2022

		Average Daily Circulation							2022		2021		%Diff.	
	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Total		Total				
Jan.	615	503	524	523	698	515	431	20837	14244	46%				
Feb.	878	1094	801	788	825	582	536	20678	13797	50%				
March	623	716	600	677	627	496	500	23746	14126	68%				
April	649	727	570	494	642	570	371	23181	11424	103%				
May	607	704	617	484	470	637	393	22134	11557	92%				
June									15396					
July									27391					
August									24072					
Sept.									24077					
Oct.									24457					
Nov.									23334					
Dec.									20002					
<b>Total</b>								<b>110576</b>	<b>223877</b>					
<b>Month Avg</b>								<b>22,115</b>	<b>18,656</b>					

Avg. % Inc.

with OD & RB, & deposit collection ckouts.

72%

These figures represent all materials charged, renewed, or routed out, not just ours & include eitems & deposit collections

2022	Items Added	Total Items
Jan	993	71,216
Feb	447	71,323
Mar	566	71,718
April	604	72,032
May	458	71,593
<b>Total/Avg</b>	<b>3,068</b>	<b>71,576</b>

2021 Totals		2022 Total		SifChk/ Check-outs only %	
				Days	Per DayChkOuts
	0	829	29	29	4%
	0	978	25	39	5%
	0	1109	30	37	5%
	0	1034	29	36	4%
	0	1173	29	40	5%
	0	0	0		
	0	0	0		
	0	0	0		
	0	0	0		
	0	0	0		
	0	0	0		
	0	0	0		
<b>2072</b>	<b>5123</b>				<b>5%</b>

This is based on actual checkouts, Libby, Kanopy & Hoopla are done

2022	Items Added	Total Items	RB Digital Circ (e-magazines)		Libby Circ (e-books, a-books & music)		Hoopla books,music,movies		Kanopy	
			2021	2022	2021	2022	2021	2022	2021	2022
Jan	993	71,216	634	3065	3107	609	790	71	81	
Feb	447	71,323	606	2795	2893	735	724	101	75	
Mar	566	71,718	644	3037	3196	663	725	193	130	
April	604	72,032		2862	2912	666	837	104	95	
May	458	71,593		3046	3084	777	687	143	138	
June					2926		649		184	
July					2799		668		95	
Aug					2993		747		88	
Sept					2885		638		94	
Oct					2902		656		94	
Nov					2861		638		84	
Dec					2837		662		82	
<b>Total</b>	<b>3,068</b>	<b>71,576</b>	<b>0</b>	<b>1884</b>	<b>35395</b>	<b>3450</b>	<b>8421</b>	<b>612</b>	<b>1240</b>	

RB Digital part of Overdrive starting in April 2021

2021 CIRCULATION REPORT - PATRONS

Chelsea District Library  
Monthly New Registration 2022

District	NonRes	School	Other	New Registrations by Municipality														
				Jan.	Feb.	March	April	May	June	July	August	Sept.	Oct.	Nov.	Dec.			
January	81	6	0	2	89	5435	32	11	13	16	10							
February	117	6	0	1	124	5391	43	9	19	17	30							
March	139	10	1	1	151	5531	68	6	14	23	28							
April	62	9	0	1	72	5418	28	5	7	9	14							
May	73	5	0	0	78	5292	23	5	10	16	19							
June					0													
July					0													
August					0													
September					0													
October					0													
November					0													
December					0													
<b>Totals</b>					<b>514</b>		<b>194</b>	<b>36</b>	<b>63</b>	<b>81</b>	<b>101</b>							

	Average Daily Door Count 2022							Total
	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	
Jan.	273	282	257	254	302	240	169	7,380
Feb.	341	365	331	287	280	319	194	7,506
March	326	330	362	431	329	267	182	9,598
April	303	323	325	319	282	270	61	8,324
May	279	354	333	320	262	288	136	8,967
June								
July								
August								
Sept.								
Oct.								
Nov.								
Dec.								
<b>Total</b>								<b>41,775</b>
<b>Monthly average</b>								<b>8355</b>
<b>Avg. % Increase</b>								

Registered Card Holders

District	Registered Card Holders											
	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	
District	9147	9002	9083	9109	9064	7837	7753	6361	6295	5135	4903	
Dexter	1222	1206	1211	1215	1230	1087	1101	884	874	697	663	
Lima	1174	1156	1133	1109	1109	996	965	802	794	634	598	
Lyndon	1579	1538	1539	1546	1522	1302	1255	1005	970	778	733	
Sylvan	1786	1693	1662	1667	1641	1412	1426	1192	1167	956	926	
CityChel	3366	3409	3538	3572	3562	3040	3006	2478	2490	2070	1983	
NonRes	744	640	649	655	625	575	609	562	582	414	389	
Freedon	7	6	6	6	7	0	1	0	0	0	0	
Sharon	141	118	122	118	110	107	112	104	105	88	84	
Waterlo	365	336	348	352	333	249	268	252	245	195	181	
GrassLI	15	26	29	28	25	37	36	22	21	4	4	
Other	216	154	144	151	150	182	192	184	211	127	120	
<b>Totals</b>	<b>9891</b>	<b>9642</b>	<b>9732</b>	<b>9764</b>	<b>9689</b>	<b>8412</b>	<b>8362</b>	<b>6923</b>	<b>6877</b>	<b>5549</b>	<b>5292</b>	

Trans	% Tot	SEMCOG Dec2020		% of Pop
		Pop.	Regist % of Entity Pop.	
May-22	Trans	16,702	16126	
1860	11%	2634	25%	39.34% Dexter
2086	12%	2058	29%	51.15% Lima
2059	12%	2656	28%	100.00% Lyndon
3124	19%	3311	28%	100.00% Sylvan
5821	35%	5467	36%	100.00% CityChel
340	2%			
246	1%			
556	3%			
8	0%			
602	4%			
	100%			

These are actual checkout #'s, there is no way to get the breakdown to add download #'s.

Item Circulation 2021

2022

	All items circled at Chel inc: eitems & at other TLN	Only Chel items circled at Chel inc: eitems	% of Chel items circled at Chel	Other items circled at Chel	% other items circled at Chel	All Chel items charged/ renewed anywhere in system	Chel items circled other libraries	Total: All Chel items circled + TLN items + eitems
Jan.	19,149	14,997	78%	4,152	22%	16,685	1,688	20,837
Feb.	17,661	13,819	78%	3,842	22%	16,506	2,687	20,678
March	22,370	17,924	80%	4,446	20%	19,300	1,376	23,746
April	21,638	17,700	82%	3,938	18%	19,243	1,543	23,181
May	20,704	16,819	81%	3,885	19%	18,249	1,430	22,134
June				0			0	
July				0			0	
August				0			0	
Sept.				0			0	
Oct.				0			0	
Nov.				0			0	
Dec.				0			0	
<b>Totals</b>	<b>101,522</b>	<b>81,259</b>	<b>80%</b>	<b>20,263</b>	<b>20%</b>	<b>89,983</b>	<b>8,724</b>	<b>110,576</b>
<b>Mnth Avg</b>	<b>20,304</b> #1	<b>16,252</b> #2		<b>4,053</b> #3		<b>17,997</b> #4	<b>1,745</b> #5	<b>22,115</b> #6

	Adult	Youth	Teen
January	56%	40%	4%
February	55%	41%	4%
March	51%	45%	4%
April	52%	45%	3%
May	52%	44%	4%
June			
July			
August			
September			
October			
November			
December			
<b>Yearly Avg.</b>	<b>53%</b>	<b>43%</b>	<b>4%</b>

	Adult	Youth	Teen
January	8,620	6,189	554
February	7,633	5,779	604
March	9,300	8,337	762
April	9,055	7,671	571
May	8,790	7,311	630
June			
July			
August			
September			
October			
November			
December			
<b>Yearly Total</b>	<b>43,398</b>	<b>35,287</b>	<b>3,121</b>

# **ACTION ITEMS**



# Action Item #1

Chelsea District Library  
Board of Trustees

## Library Board Fact Sheet

June 21, 2022, Board Packet

880.900 Promotional Restricted  
884.900 Programming Restricted  
967.900 Equipment Restricted  
980.900 Capital Restricted  
982.900 Collection Restricted

### Accept May donations and changes to the 2022 FY Budget.

	<u>Income Line -</u>	<u>Expense Line</u>
Circ Donations	674.120	980.910 \$110.01
Anonymous	674.120	969.620 \$20.00
		<u>Sub Total: \$130.01</u>

### Accept May Mobile CDL donations and changes to the 2022 FY Budget

Stacey Comfort	674.500	980.910 \$25.00
Virginia Krueger		\$15.00
Kelly Bitters		\$100.00
Susan Lackey		\$50.00
		<u>Sub Total: \$190.00</u>

### Acknowledge the donations below that are already in the budget.

Friends of CDL	674.110	884.911 \$1,500.00
		<u>Sub Total: \$1,500.00</u>

### Total General Donations: \$1,820.01

### Acknowledge the donations below toward the CDL Endowment.

\_\_\_\_\_  
Anne Merkel, Board Secretary

\_\_\_\_\_  
Date





## Action Item #2

Chelsea District Library  
Board of Trustees

### Library Board Fact Sheet June 21, 2022 Meeting

#### 2022 Budget Adjustment

**Background:**

The library is moving funds from two different lines to cover the fee for the Metasys upgrade and from one line to cover Mobile CDL T-shirts. The funds moved are as follows:

\$3,300.00 from 803.340 A/V Equipment to 980.310 Software Upgrades

\$2,200.00 from 803.220 HVAC Temp Controls to 980.310 Software Upgrades

\$350.00 from 752.030 ILL/MelCat Supplies to 969.620 Staff In-Service & Appreciation

**Action:**

Board approval for the 2022 budget adjustments to cover the library's Metasys upgrade Mobile CDL T-shirts.

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Anne Merkel, Board Secretary

---

Date



# **DISCUSSION ITEMS**



# **Discussion Item #1**

Chelsea District Library  
Board of Trustees

**Library Board Fact Sheet**  
June 21, 2022 Meeting

## **Mobile CDL**

### **Background:**

The library and the board continue to take steps for the purchase of a bookmobile. The bookmobile is a major part of the current strategic plan.



## **Discussion Item #2**

Chelsea District Library  
Board of Trustees

**Library Board Fact Sheet**  
June 21, 2022 Meeting

### **Salary Survey Recommendation on Ranges**

**Background:**

One of the recommendations of last year's salary survey was to move the range for each position yearly by factoring in one of the cost-of-living adjustments.





## **Discussion Item #3**

Chelsea District Library  
Board of Trustees

### **Library Board Fact Sheet** June 21, 2022 Board Meeting

#### **2021 Audit Approval**

**Discussion:**

The Chelsea District Library Board of Trustees must approve the presented 2021 Audit performed by Yeo & Yeo, which was presented at this meeting. This item will need to be moved to Action this month.



**COMMITTEE**

**INFO &**

**MINUTES**



**Chelsea District Library  
Board of Trustees  
2022 Board Committees**

Governance  
Appendix #3

Approved: January 18, 2022

	Community Outreach Committee	Personnel Committee	Finance Committee	Policy Committee	Nominating Committee
<b>TJ Helfferich</b>			X		X
<b>Anne Merkel</b>	X	X		Chair	
<b>Gary Munce</b>	Chair		X		
<b>Patricia Garcia</b>				X	X
<b>Charlie Taylor</b>	X	Chair		X	
<b>Susan Lackey</b>			Chair		X
<b>Jan Carr</b>		X			Chair

Anne Merkel

\_\_\_\_\_  
Anne Merkel, Board Secretary

1-18-22

\_\_\_\_\_  
Date

