Chelsea District Library
Board of Trustees

Agenda and Information Packet

CHELSEA DISTRICT LIBRARY
BEST SMALL LIBRARY IN AMERICA

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

February 23, 2023
6:45 pm

McKune Room at the Chelsea District Library

CHELSEA DISTRICT LIBRARY BOARD OF TRUSTEES
Thursday, February 23, 2023—6:45 p.m.
McKune Room

AGENDA

6:45 Board Meeting
Welcome and Call to Order
Swearing in of Trustees
Agenda Review, Additions, and Approval

6:50 Compulsory Segments
Board Meeting Minutes Approval – January 19, 2023
Approval of the January Operational Checks
Approval of January Financial Reports
Director's Report & Friends Report

7:10 Public Comment

7:15 Action Items
1. Donations

7:20 Discussion Items
1. Mobile CDL
2. Strategic Plan 2024-2028

7:45 Reports
Policy Committee
Finance Committee
Personnel Committee
Nominating Committee
Community Outreach Committee

7:50 Public Comment/Other Items

8:00 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 Regular Meeting

Tuesday, January 19, 2023 6:45pm
Meeting Location: McKune Room

Trustees in Attendance: J. Carr, G. Munce, P. Garcia, TJ Helfferich, S. Lackey, & W. Reinhardt.

Absent: B. Swistock

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

Guests: None

Welcome and Call to Order
J. Carr called the meeting to order at 6:45 p.m.

Chris conducted the swearing in of the 2023 Board and the trustees signed their Oath of Office forms.

Agenda Review, Additions, and Approval
MOTION made by S. Lackey, SECONDED by TJ Helfferich to approve the agenda, as presented. Discussion: None

All Ayes: 6-0

Compulsory Segments:
Minutes and Approval of Checks
MOTION made by W. Reinhardt, SECONDED by TJ Helfferich to approve the minutes of the December 13, 2022 Board Meeting, as amended. Discussion: TJ asked that the Nay votes be clearly stated as such.

All Ayes: 6-0

MOTION made by TJ Helfferich, SECONDED by P. Garcia to approve the Closed Session minutes of the December 13, 2022 Board Meeting. Discussion: None

All Ayes: 6-0

MOTION made by S. Lackey, SECONDED by G. Munce to accept the General Fund Operational Checks for December, 2022. Discussion: None

All Ayes: 6-0

MOTION made by TJ Helfferich, SECONDED by S. Lackey to accept Financial Reports for December, 2022. Discussion: None

All Ayes: 6-0

Director's Report Update:

L. Coryell update:

- Completed the State Aid Report and submitted on behalf of the library.
- Virginia was recognized as the new Head of Marketing.
- 4th Grade Project exhibit coming up. The crates arrived yesterday and the walls are going up in McKune tomorrow. Lori gave Jessica a shout out for her outstanding work locally on the 4th Grade Project.

Friends Report:

- Friends met last week and the Annual Meeting is January 28.
- 2023 Budget was approved.
- 97 paid members and 68 ornaments sold.
- Jan reported that the December book sale made north of $900.

Other Reports Notes: None

Public Comment: Virginia took a moment to thank the Board for their support and enthusiasm concerning her marketing promotion. She also shared a little bit of her background with both marketing and the library.

Action Item #1: Donations

MOTION made by TJ Helfferich, SECONDED by W. Reinhardt to approve the library's December donations and changes to the 2022 budget. Discussion: None

All Ayes 6-0

Action Item #2: Resolution to Adopt Cost Model as Set Forth in the Publicly Funded Health Insurance Contribution Act

MOTION made by S. Lackey, SECONDED by W. Reinhardt to adopt the library's hard cap option resolution to stay in compliance of PA 152 of 2011 for 2023. Discussion: none

All Ayes 6-0

Action Item #3: 2023 Board Committees
MOTION made by S. Lackey, SECONDED by TJ Helfferich to approve the 2023 Board Committees roster, as presented. Discussion: None

All Ayes 6-0

Action Item #4: Amended Budget Carryovers
MOTION made by S. Lackey, SECONDED by TJ Helfferich to approve the updated 2022 to 2023 budget carryovers. Discussion: Lori said the updates were primarily due to taking in December's donations and adding $ into the budget for the next Strategic Plan. Susan asked about what sized contract needs Board approval and was told the Bridgeport Strategic Plan will need approval.

All Ayes 6-0

Discussion Item #1: Mobile CDL

- The library's bookmobile continues to be built and will be delivered in April. Linda and Kerry will travel to Maryland and fully inspect the vehicle before the final payment and delivery arrangements are made.
- Lori shared the design of the vehicle wrap.
- Librarians are currently ordering inventory for the vehicle.
- Everett will play a large role in Mobile CDL.
- The Community Outreach Committee has been a tremendous help and will continue to be.
- Virginia shared that she's looked into Mobile CDL jigsaw puzzles as a marketing tool to promote the vehicle.
- Gary announced that Mobile CDL will also be featured at the Sounds & Sights Classic Car Show.

Discussion Item #2: 2022 Budget Line Adjustments
Some of the library's initial estimates were off and, as a result, some money needs to be moved within the 2022 Budget. Lori and Linda discussed these changes and the reasons. Because of the need to finalize the 2022 Budget, the Board was encouraged to move this item to Action.

MOTION made by G. Munce, SECONDED by S. Lackey to move Discussion Item #2 to Action Item #5. Discussion: None

All Ayes 6-0

Action Item #5: 2022 Budget Line Adjustments
MOTION made by TJ Helfferich, SECONDED by S. Lackey to approve the budget line adjustments to the library's 2022 Budget. Discussion: None

All Ayes 6-0

Discussion Item #3: Staff In-Service
Lori talked about the Staff In-Service plan and that the library wishes to have it on Friday, May 12, 2023. She also stated that in order to have the In-Service closing date publicized in the Spring Newsletter, the date will need to be approved in January.

MOTION made by TJ Helfferich, SECONDED by W. Reinhardt to move Discussion Item #3 to Action Item #6. Discussion: None

All Ayes 6-0

Action Item #6: Staff In-Service
MOTION made by S. Lackey, SECONDED by P. Garcia to approve the library's proposed Staff In-Service date of Friday, May 12, 2023. Discussion: None

All Ayes 6-0

Committee Reports

Policy Committee –

Finance Committee –

Personnel Committee –

Nominating Committee –

Community Outreach Committee – Gary shared that the committee has engaged in discussion about the number of hours and number of stops that Mobile CDL will be on the road per week. Staff are engaging with other libraries that already utilize a similar vehicle.

Public and Board Comment: None

Other Items:

- Gary discussed municipality reporting and that he'd like to make sure each of the municipalities are receiving the same information.
- Jan brought up the possibility of moving to a consent agenda for compulsory segments going forward, which would allow the Board to pass all of those compulsory segments in a single vote. Question of whether it's permitted under the bylaws needs further examination.
- Gary brought up moving to fully electronic packets for Board Meeting. Patricia shared that she uses an app called Good Notes to organize her packet.

Adjournment:

MOTION made by S. Lackey, SECONDED by TJ Helfferich to adjourn the meeting at 8:06 p.m.

All Ayes, 6-0

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Patricia Garcia, Board Secretary Date

FINANCE REPORTS

Chelsea District Library
Monthly Check Register
January 2023

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amo...
Check		01/31/2023		Service Charge	001.001 · CSB/Operations Checking		-10.80
				Service Charge	802.100 · Admin Fees Bank 80...	-10.80	10.80
TOTAL						-10.80	10.80
Bill Pmt -Check	WIRE FEE	01/31/2023	Chelsea State Bank	WIRE TRANS FEE FOR ARTIST	001.001 · CSB/Operations Checking		-30.00
Bill	WIRE TRAN 20230131	01/31/2023		WIRE TRANSFER FEE	802.100 · Admin Fees Bank 80...	-30.00	30.00
TOTAL						-30.00	30.00
Bill Pmt -Check	27259	01/11/2023	A Production Cleaning Company ...		001.001 · CSB/Operations Checking		-1,750.00
Bill	14588-2022	01/10/2023		2022 CLEANING 12/25 - 12/31/2022 - PO22-628	803.605 · Janitorial	-875.00	875.00
Bill	14588-2023	01/10/2023		2023 CLEANING 01/01 - 01/07/23 - PO23-051	803.605 · Janitorial	-875.00	875.00
TOTAL						-1,750.00	1,750.00
Bill Pmt -Check	27260	01/11/2023	Alerus Financial	Entity code nos. 400280 / 110320 - pay period starti...	001.001 · CSB/Operations Checking		-4,157.41
Bill	20221228	01/10/2023		2022/23 - 01/13/2023 PR ER 5% MATCH	231.002 · Payroll Lia/401A MichER	-1,379.36	1,379.36
				2022/23 - 01/13/2023 PR EE PERSONAL CONT	702.300 · Per Svcs - Retirmnt - EE 7...	-1,784.38	1,784.38
				2022/23 - 01/13/2023 PR FLEX TO 457(b)	710.500 · Per Svcs - Fringe B ER 70...	-993.66	993.66
TOTAL						-4,157.41	4,157.41
Bill Pmt -Check	27261	01/11/2023	Amazon Capital Services Inc		001.001 · CSB/Operations Checking		-203.25
Bill	1WN1-GNMF-4GCQ	01/09/2023		2022 FACE MASKS	727.100 · Supplies - General Op 72...	-55.96	55.96
Bill	14D4-MKG6-8HVH	01/10/2023		2023 - GLASS MUG - HRCN PRIZE (SEE PO 22-601...	884.126 · General Adult Programs	-9.99	9.99
Bill	1VP4-DPFF-CVWN	01/10/2023		2023 - HOT COCOA PACKETS	884.126 · General Adult Programs	-137.30	137.30
TOTAL						-203.25	203.25
Bill Pmt -Check	27262	01/11/2023	American Library Association Me...		001.001 · CSB/Operations Checking		-310.00
Bill	2160249 - 2023	01/10/2023		2023 - ALA MEMBERSHIP - SHANNON POWERS - #...	968.320 · Information Services	-155.00	155.00
Bill	2128955-2022	01/10/2023		2023 - ALA MEMBERSHIP - #2128955, JESSICA ZUB...	968.320 · Information Services	-155.00	155.00
TOTAL						-310.00	310.00
Bill Pmt -Check	27263	01/11/2023	Ann Arbor Symphony Orchestra	01/14/2023 Kinderconcert, Acct #43207	001.001 · CSB/Operations Checking		-160.00
Bill	PO 23-101JZ	01/10/2023		2023 01/14/2023 Kinderconcert	564.215 · Early Literacy	-160.00	160.00
TOTAL						-160.00	160.00
Bill Pmt -Check	27264	01/11/2023	Baker & Taylor - Auto Yours Cats		001.001 · CSB/Operations Checking		-190.01
Bill	2037201993	01/06/2023		2022 YOUTH PRINT GENERAL	982.760 · Youth Print General	-73.48	73.48

Chelsea District Library
Monthly Check Register
January 2023

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amo...
Bill	2037215542	01/08/2023		2022 YOUTH PRINT GENERAL	982.760 · Youth Print General	-116.52	116.52
TOTAL						-190.01	190.01
Bill Pmt -Check	**27265**	**01/11/2023**	**Ballard, Kerry**	**BOOKKEEPING THROUGH 01/12/2023**	**001.001 · CSB/Operations Checking**		**-500.00**
Bill	20230112	01/10/2023		2023 BOOKKEEPING THROUGH 01/12/23	801.040 · Bookkeeper	-500.00	500.00
TOTAL						-500.00	500.00
Bill Pmt -Check	**27266**	**01/11/2023**	**BROYLES, SHARON**	**CHILDREN'S MUSIC & MOVEMENT PROGRAM 12/...**	**001.001 · CSB/Operations Checking**		**-10.00**
Bill	PO 23-124SP	01/11/2023		2022 CORRECT CONTRACT DISCREPENCY	884.215 · Early Literacy	-10.00	10.00
TOTAL						-10.00	10.00
Bill Pmt -Check	**27267**	**01/11/2023**	**City of Chelsea**	**DEC TRASH**	**001.001 · CSB/Operations Checking**		**-50.00**
Bill	20712	01/11/2023		2022 DEC TRASH	803.620 · Trash	-50.00	50.00
TOTAL						-50.00	50.00
Bill Pmt -Check	**27268**	**01/11/2023**	**City of Chelsea-Elect & Water**	**2022 ELEC/WATER/SEWER DEC 11/30 - 12/29/2022...**	**001.001 · CSB/Operations Checking**		**-3,895.74**
Bill	20230106	01/10/2023		2022 DEC 11/30 - 12/29/2022 WATER	920.110 · City of Chelsea Water	-59.67	59.67
				2022 DEC 11/30 - 12/29/2022 SEWER	920.120 · City of Chelsea Sewer	-137.68	137.68
				2022 DEC 11/30 - 12/29/2022 ELECTRICITY	920.130 · City of Chelsea Electric	-3,670.92	3,670.92
				2022 DEC 11/30 - 12/29/2022 SPRINKLER	920.150 · City of Chelsea Sprinkler	-27.47	27.47
TOTAL						-3,895.74	3,895.74
Bill Pmt -Check	**27269**	**01/11/2023**	**COMFORT, MARK**	**DUNGEON MASTER - FAMILY D&D 12/14/22, 01/25/...**	**001.001 · CSB/Operations Checking**		**-350.00**
Bill	PO 23-133	01/11/2023		2023 FAMILY D&D DUNGEON MASTER	884.264 · Teen General Programs	-350.00	350.00
TOTAL						-350.00	350.00
Bill Pmt -Check	**27270**	**01/11/2023**	**Coryell, Lori**	**2022 REIMBURSEMENT - STAFF APPRECIATION - ...**	**001.001 · CSB/Operations Checking**		**-57.89**
Bill	PO 22-512	01/10/2023		2022 REIMBURSEMENT - STAFF APPRECIATION - ...	969.620 · Staff In-Service & Appreci...	-57.89	57.89
TOTAL						-57.89	57.89
Bill Pmt -Check	**27271**	**01/11/2023**	**Findaway World, LLC**	**415187**	**001.001 · CSB/Operations Checking**		**-795.95**
Bill	415187	01/08/2023		2022 WONDERBOOKS	982.485 · Playaway Views	-795.95	795.95
TOTAL						-795.95	795.95
Bill Pmt -Check	**27272**	**01/11/2023**	**FRISS, ANNA**	**MLW INTERVIEWER, $50 BY 12/23 AND $200 for IN...**	**001.001 · CSB/Operations Checking**		**-250.00**

Chelsea District Library
Monthly Check Register
January 2023

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amo...
Bill	PO 23-131	01/11/2023		2023 MLW INTERVIEWER FEE	884.111 · Midwest Library Walk	-250.00	250.00
TOTAL						-250.00	250.00
Bill Pmt -Check	27273	01/11/2023	FUN EXPRESS	INV 722014149-01- ACCT 783724	001.001 · CSB/Operations Checking		-111.77
Bill	722014149-01	01/08/2023		2022 WINTER CRAFTS - changed 01/12/23 was 884...	884.922 · Youth Prog Rest Gifts Gen	-111.77	111.77
TOTAL						-111.77	111.77
Bill Pmt -Check	27274	01/11/2023	Ingram Library Services		001.001 · CSB/Operations Checking		-1,094.78
Bill	72678249	01/11/2023		2023 CHELSEA EDUCATION FOUNDATION - YOUT...	884.953 · Youth Prog Rest Chelsea ...	-375.60	375.60
Bill	72956834	01/11/2023		2023 CHELSEA EDUCATION FOUNDATION - YOUT...	884.953 · Youth Prog Rest Chelsea ...	-650.00	650.00
Bill	73069513	01/11/2023		2023 CHELSEA EDUCATION FOUNDATION - YOUT...	884.953 · Youth Prog Rest Chelsea ...	-19.78	19.78
Bill	73324439	01/11/2023		2023 CHELSEA EDUCATION FOUNDATION - YOUT...	884.953 · Youth Prog Rest Chelsea ...	-49.40	49.40
TOTAL						-1,094.78	1,094.78
Bill Pmt -Check	27275	01/11/2023	INK FRENZY	FLEECE JACKETS	001.001 · CSB/Operations Checking		-1,761.00
Bill	1004068	01/10/2023		2022 STAFF APPRECIATION - FLEECE JACKETS	966.620 · Staff In Service & Appreci...	-1,761.00	1,761.00
TOTAL						-1,761.00	1,761.00
Bill Pmt -Check	27276	01/11/2023	Johnson Controls		001.001 · CSB/Operations Checking		-15,523.29
Bill	1-125106885553	01/10/2023		2023 METASYS - HVAC	967.200 · Equipment Software	-13,637.54	13,637.54
Bill	1-128823455552	01/10/2023		2022 BOILER B RELIEF VALVE REPLACMENT	993.010 · Maint Svc Contingency	-1,885.75	1,885.75
TOTAL						-15,523.29	15,523.29
Bill Pmt -Check	27277	01/11/2023	KANOPY INC	KANOPY BORROWS - DECEMBER	001.001 · CSB/Operations Checking		-170.85
Bill	329752-PPU	01/11/2023		2022 KANOPY VIDEO PLAYS - DEC	952.410 · Electronic Products/Subs	-170.85	170.85
TOTAL						-170.85	170.85
Bill Pmt -Check	27278	01/11/2023	KeyBank	A/C Ending .....3195 DUE 02/06/2023, STATEMENT ...	001.001 · CSB/Operations Checking		-2,554.02
Bill	20230110	01/10/2023		2023 HR PLAYBOOK	967.200 · Equipment Software	-157.54	170.00
				2022 MIKE'S DELI - 15 SANDWICHES - TY FOR CIT...	890.320 · Misc Marketing Supplies	-107.73	116.25
				2022 POLLY'S - FOOD - TY FOR CITY CREWS	890.320 · Misc Marketing Supplies	-23.17	24.88
				2022 FAST SPRING KREATURA - LAYER SLIDER P...	890.510 · General Purchased Servic...	-22.60	24.38
				2022 STAPLES - (TOTAL $190.46) - PAPER	880.330 · Paper	-83.83	90.47
				2022 STAPLES - (TOTAL $190.46) - DRIVE	880.320 · Misc Marketing Supplies	-92.66	99.99
				2022 NAMIFY - NAME TAGS	880.340 · Printed Items / Stationary	-23.64	25.50
				2022 CANVA CASHBACK - RESEARCH	880.443 · Digital Collection	-60.86	65.67
				2022 SIGNS IN 1 DAY - BANNERS	890.411 · General Acct. Promotion	-166.81	180.00
				2023 SMS, TABLE COVERS NOW - BRANDED TABL...	890.431 · General Library Prog Pro...	-300.42	324.18
				2023 ADOBE - STOCK IMAGES	880.510 · General Purchased Servic...	-27.78	29.99
				2022 MATTER HACKERS - 3D PRINTER SUPPLIES	967.310 · Makerspace Furnishings	-176.42	190.38

Chelsea District Library
Monthly Check Register
January 2023

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amo...
				2022 ZOOM - INV 181240217 - REMOTE CONF SOF...	967.200 · Equipment Software	-36.61	39.50
				2022 STAR2STAR - VOIP	850.120 · Telephone	-429.77	463.76
				2022 ZOU ZOU'S - JORDAN BATTAGLIA - STAFF A...	969.940 · Staff Apprec - Restr/Covid...	-23.17	25.00
				2022 CLEARY'S - JENNIE MEDEIROS - STAFF APP...	969.940 · Staff Apprec - Restr/Covid...	-23.17	25.00
				2022 DOLLAR TREE - HOLIDAY SUPPLIES - STAFF ...	969.620 · Staff In-Service & Appreci...	-41.75	45.05
				2022 ACE HARDWARE - LIGHTS & BATTERIES - W...	960.200 · Director Expense	-17.75	19.16
				2022 TASTY BAKERY - STAFF APPRECIATION HOL...	969.620 · Staff In-Service & Appreci...	-86.18	93.00
				2022 TASTY BAKERY - STAFF APPRECIATION HOL...	969.620 · Staff In-Service & Appreci...	-38.92	42.00
				2022 AGRICOLE - CATHERINE SOSSI - STAFF APP...	969.940 · Staff Apprec - Restr/Covid...	-23.17	25.00
				2022 SHOKEHOUSE - MEETING - DEXTER LIBRAR...	960.200 · Director Expense	-55.61	60.01
				2022 MIKES DELI - JENSEN, BEIBER - STAFF APP, ...	969.940 · Staff Apprec - Restr/Covid...	-46.33	50.00
				2022 GRATEFUL CROW - L. BALLARD - PERSONN...	969.620 · Staff In-Service & Appreci...	-81.47	87.92
				2022 SEGA TOYS - PLANETARIUM	982.430 · Non-Traditional Collections	-265.97	287.00
				2022 AMAZON - $25 GIFT CARD - HRCN PRIZE	884.921 · Youth Prog Rest Gifts Aut...	-23.17	25.00
				2023 TARGET - TTT ICHIGO NO HI SUPPLIES (JAP...	884.276 · Teen Refreshments	-24.87	26.83
				2023 MEIJER - TTT ICHIGO NO HI SUPPLIES (JAPA...	884.276 · Teen Refreshments	-30.44	32.85
				2023 DOLLAR TREE - CHEL 4GP FRAMES	884.801 · Exhibits	-19.69	21.25
				2023 POLLY'S - SNACKS - YOUTH PROGRAM	884.222 · General Youth Programs	-35.14	37.92
				2022 SEGA - FOREIGN TRANSACTION FEE	982.430 · Non-Traditional Collections	-7.98	8.61
TOTAL						-2,554.62	2,756.65
Bill Pmt -Check	**27279**	**01/11/2023**	**KNIGHT TECHNOLOGY GROUP**	**20812 - DATTO BACKUPS**	**001.001 · CSB/Operations Checking**		**-1,100.00**
Bill	20812	01/08/2023		2023 DATTO BACKUPS 01/01 - 31/23 CLOUD BAC...	803.390 · Computers	-1,100.00	1,100.00
TOTAL						-1,100.00	1,100.00
Bill Pmt -Check	**27280**	**01/11/2023**	**Koepping, Luna Marie Elizabeth**	**12/30/2022 - MOBILE CDL DESIGNS & ASSETS**	**001.001 · CSB/Operations Checking**		**-600.00**
Bill	PO 22-513	01/10/2023		2022 ADDITIONAL GRAPHIC DEISGN WORK ON VE...	980.910 · Capital Restr Gift -Mobile ...	-600.00	600.00
TOTAL						-600.00	600.00
Bill Pmt -Check	**27281**	**01/11/2023**	**LAW, CHRISTINE M.**	**LAW YoGA 01/18/23**	**001.001 · CSB/Operations Checking**		**-100.00**
Bill	PO 23-132	01/11/2023		2023 YOGA STORYTIME 01/18/23	884.212 · General Youth Programs	-100.00	100.00
TOTAL						-100.00	100.00
Bill Pmt -Check	**27282**	**01/11/2023**	**LEWIS, GWENDOLYN**	**YOUTH SPEAKER - CORETTA SCOTT KING 01/16/23**	**001.001 · CSB/Operations Checking**		**-375.00**
Bill	PO 23-130JZ	01/11/2023		2023 YOUTH SPEAKER - CORETTA SCOTT KING 0...	884.212 · General Youth Programs	-375.00	375.00
TOTAL						-375.00	375.00
Bill Pmt -Check	**27283**	**01/11/2023**	**MC creative design & photograph...**	**688**	**001.001 · CSB/Operations Checking**		**-525.00**
Bill	688	01/08/2023		2022 - EDITING PHOTOS	880.521 · Graphic Design Services	-225.00	225.00
				2022 - NEW EMPLOYEE & COMEDY NIGHT	880.320 · Misc Marketing Supplies	-300.00	300.00
TOTAL						-525.00	525.00

Chelsea District Library
Monthly Check Register
January 2023

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amo...
Bill Pmt -Check	**27284**	**01/11/2023**	**Michigan Library Association**		**001.001 · CSB/Operations Checking**		**-285.00**
Bill	13487	01/10/2023		2023 MEMBERSHIP RENEWAL - LINDA BALLARD #...	909.311 · Assistant Director	-85.00	85.00
Bill	13506	01/10/2023		2023 MEMBERSHIP RENEWAL - TRYNTJE HELFFE...	969.403 · Trustees Memberships	-50.00	50.00
Bill	13507	01/10/2023		2023 MEMBERSHIP RENEWAL - SUSAN LACKEY #...	969.403 · Trustees Memberships	-50.00	50.00
Bill	13508	01/10/2023		2023 MEMBERSHIP RENEWAL - JANICE CARR #10...	969.403 · Trustees Memberships	-50.00	50.00
Bill	13509	01/10/2023		2023 MEMBERSHIP RENEWAL - GARY MUNCE #1...	969.403 · Trustees Memberships	-50.00	50.00
TOTAL						-285.00	285.00
Bill Pmt -Check	**27285**	**01/11/2023**	**Michigan Municipal League-Unemp**	**2022 4TH QUARTER - DUE 01/25/2023**	**001.001 · CSB/Operations Checking**		**-15.57**
Bill	4TH QTR	01/10/2023		2022 4TH QUARTER - UNEMPLOYMENT INSURANCE	710.300 · Per Svcs-Fringe-Unemp ...	-15.57	15.57
TOTAL						-15.57	15.57
Bill Pmt -Check	**27286**	**01/11/2023**	**Midwest Tape**		**001.001 · CSB/Operations Checking**		**-41.23**
Bill	503129207	01/09/2023		2023 - NOV ADULT DVDs	982.450 · DVD Feature	-18.74	18.74
Bill	503129206	01/09/2023		2023 - NOV ADULT NF	982.470 · DVD Non-Fiction	-22.49	22.49
TOTAL						-41.23	41.23
Bill Pmt -Check	**27287**	**01/11/2023**	**Midwest Tape - Hoopla**	**DEC HOOPLA BORROWS**	**001.001 · CSB/Operations Checking**		**-1,697.97**
Bill	503175506	01/11/2023		2022 - DEC HOOPLA BORROWS	982.410 · Electronic Products/Subs	-1,697.97	1,697.97
TOTAL						-1,697.97	1,697.97
Bill Pmt -Check	**27288**	**01/11/2023**	**Mobile Beacon**	**1 year Unlimited Data 25 Hotspots 01/15/23 to 01/14...**	**001.001 · CSB/Operations Checking**		**-3,000.00**
Bill	PO 23-502 -SR	01/10/2023		2023 - FAITH IN ACTION - 1 year Unlimited Data 25 H...	850.910 · WiFi Hot Spots - Restricted	-3,000.00	3,000.00
TOTAL						-3,000.00	3,000.00
Bill Pmt -Check	**27289**	**01/11/2023**	**Pikk Services LLC**	**ANNUAL FIRE ALARM MONITORING CONTRACT**	**001.001 · CSB/Operations Checking**		**-324.00**
Bill	11083	01/10/2023		2023 Alarm System Feb 2023 to Jan 2024	803.410 · Security	-324.00	324.00
TOTAL						-324.00	324.00
Bill Pmt -Check	**27290**	**01/11/2023**	**Pitney Bowes**	**INV 1022219439 - ACCT #0010280651 - RENTAL**	**001.001 · CSB/Operations Checking**		**-71.25**
Bill	1022219438	01/10/2023		2023 PITNEY BOWES METER RENTAL 01/18 - 04/1	731.200 · Other Svc-Bldg Operating	-71.25	71.25
TOTAL						-71.25	71.25
Bill Pmt -Check	**27291**	**01/11/2023**	**ROSE, BRIAN**	**PRESENTATION - MOVIE MUSICALS, 01/11/2023**	**001.001 · CSB/Operations Checking**		**-300.00**
Bill	PO 23-116LB	01/08/2023		2023 PRESENTATION - MOVIE MUSICALS 01/11/2...	884.119 · General Adult Events	-300.00	300.00

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Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amo...
TOTAL						-300.00	300.00
Bill Pmt -Check	**27292**	**01/11/2023**	**T-MOBILE**	**ACCT 975550022 - STATEMENT DATED 12/22/2022 ...**	**001.001 · CSB/Operations Checking**		**-306.70**
Bill	2022-12-22	01/08/2023		2022 - T-MOBILE WIFI HOTSPOTS 11/21 - 12/20/2022	850.311 · WiFi Hotspots	-306.70	306.70
TOTAL						-306.70	306.70
Bill Pmt -Check	**27293**	**01/11/2023**	**The Library Network**	**INV 71402, ACCT NUMBER CHEL#216**	**001.001 · CSB/Operations Checking**		**-3,495.00**
Bill	71402	01/08/2023		2023 - ANNUAL DELIVERY CHARGES 10/01/22 - 09...	965.400 · Delivery	-3,495.00	3,495.00
TOTAL						-3,495.00	3,495.00
Bill Pmt -Check	**27294**	**01/11/2023**	**TIFFANY'S GARDEN LLC**	**SNOW REMOVAL CONTRACT - INV 7332**	**001.001 · CSB/Operations Checking**		**-585.00**
Bill	7332	01/10/2023		2022 DEC SNOW REMOVAL	803.612 · Snow	-585.00	585.00
TOTAL						-585.00	585.00
Bill Pmt -Check	**27295**	**01/11/2023**	**Unique Management Services Inc**	**6108447**	**001.001 · CSB/Operations Checking**		**-53.70**
Bill	6108447	01/10/2023		2022 DEC COLLECTION FEES (PLACEMENTS)	801.090 · Collection Fees	-53.70	53.70
TOTAL						-53.70	53.70
Bill Pmt -Check	**27296**	**01/11/2023**	**Verizon Wireless**	**INV 9924037806 - ACCT 442098695-00001 - 12/29 - ...**	**001.001 · CSB/Operations Checking**		**-776.98**
Bill	9924037806	01/11/2023		2023 HOT SPOTS 12/29 - 01/28/2023	850.311 · WiFi Hotspots	-725.91	725.91
				2023 IT CELL PHONE 12/29 - 01/28/2023	850.121 · IT Cell Phone	-51.07	51.07
TOTAL						-776.98	776.98
Bill Pmt -Check	**27297**	**01/11/2023**	**Washtenaw County Treasurer**	**CUSTOMER #5401, INV 11527**	**001.001 · CSB/Operations Checking**		**-197.34**
Bill	11527	01/10/2023		2022 CHARGEBACK	402.500 · Lyndon Township	-197.34	197.34
TOTAL						-197.34	197.34
Bill Pmt -Check	**27298**	**01/12/2023**	**Blue Care Network of Michigan**	**GROUP 00277068 SUBGROUP 0002 - COVERAGE ...**	**001.001 · CSB/Operations Checking**		**-3,895.18**
Bill	230110052504	01/12/2023		2023 - FEB 2023 MED INS	710.200 · Per Svcs-Fringe Flex Ben ...	-3,895.18	3,895.18
TOTAL						-3,895.18	3,895.18
Bill Pmt -Check	**27299**	**01/24/2023**	**Amazon Capital Services Inc**		**001.001 · CSB/Operations Checking**		**-551.44**
Bill	1DG7-NRD4-GPMJ	01/19/2023		2023 - MULTIPLE COPIES	884.272 · Teen General Programs	-79.95	79.95
Bill	19W4-1LYG-K9XX	01/19/2023		2023 - SNACKS	884.276 · Teen Refreshments	-50.25	50.25
				2023 - TOOLS AND COMMAND VARIETY PACK	884.272 · Teen General Programs	-47.59	47.59
Bill	1GRC-WNRY-MX4N	01/19/2023		2023 - MOUSE + OUTREACH TRAVEL BOX	967.120 · Computers	-122.38	122.38

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Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amo...
Bill	1XCK-6MQW-4WYX	01/24/2023		2023 - TRASH LINERS	729.200 · Supplies-Cleaning Sup · 7...	-173.48	226.88
Bill	1HWV KLGY 3L3T	01/24/2023		2023 - TRASH LINERS	729.200 · Supplies-Cleaning Sup · 7...	-74.78	74.78
TOTAL						-551.44	801.83
Bill Pmt -Check	**27300**	**01/24/2023**	**A Production Cleaning Company ...**	**CLEANING 01/08 - 01/21/23**	**001.001 · CSB/Operations Checking**		**-1,750.00**
Bill	14519	01/24/2023		2023 CLEANING 01/08 - 01/21/23	803.605 · Janitorial	-1,750.00	1,750.00
TOTAL						-1,750.00	1,750.00
Bill Pmt -Check	**27301**	**01/24/2023**	**A T & T Mobility**	**ACCT 287286231198X - INV 01142023 PRINTED ON...**	**001.001 · CSB/Operations Checking**		**-217.44**
Bill	x01142023	01/19/2023		2023 - 01/07 - 02/06/2023	850.311 · WiFi Hotspots	-217.44	217.44
TOTAL						-217.44	217.44
Bill Pmt -Check	**27302**	**01/24/2023**	**A T & T TELCO**	**INV 734433980412 - 12/25/2022 - ACCT 743 433-980...**	**001.001 · CSB/Operations Checking**		**-190.32**
Bill	734433980412	01/19/2023		2023 December 2022 · TELCO · 12/09/22 - 01/08/202...	850.120 · Telephone	-190.32	190.32
TOTAL						-190.32	190.32
Bill Pmt -Check	**27303**	**01/24/2023**	**ABSOPURE**	**ACCT 9423998 - INV 59926033**	**001.001 · CSB/Operations Checking**		**-3.99**
Bill	59926033	01/24/2023		2023 - WATER COOLER RENTAL	727.100 · Supplies - General Op · 72...	-3.99	3.99
TOTAL						-3.99	3.99
Bill Pmt -Check	**27304**	**01/24/2023**	**Alerus Financial**	**Entity code nos. 400298 / 110320 - pay period starti...**	**001.001 · CSB/Operations Checking**		**-4,447.94**
Bill	20230109	01/24/2023		2023 - 01/27/2023 PR · ER 5% MATCH	231.002 · Payroll Liab/401A MichER ...	-1,515.28	1,515.28
				2023 - 01/27/2023 PR · EE PERSONAL CONT	702.300 · Per Svcs · Retrmnt · EE 7...	-1,786.69	1,786.69
				2023 - 01/27/2023 PR FLEX TO 457(b)	710.300 · Per Svcs · Fringe B ER 70...	-1,145.97	1,145.97
TOTAL						-4,447.94	4,447.94
Bill Pmt -Check	**27305**	**01/24/2023**	**Baker & Taylor - Adult**	**2037173528**	**001.001 · CSB/Operations Checking**		**-17.79**
Bill	2037173528	01/13/2023		ADULT ACCT	982.720 · Adult Print General	-17.79	17.79
TOTAL						-17.79	17.79
Bill Pmt -Check	**27306**	**01/24/2023**	**Ballard, Kerry**	**BOOKKEEPING THROUGH 01/28/2023**	**001.001 · CSB/Operations Checking**		**-600.00**
Bill	20230126	01/24/2023		2023 BOOKKEEPING THROUGH 01/28/23	801.040 · Bookkeeper	-600.00	600.00
TOTAL						-600.00	600.00
Bill Pmt -Check	**27307**	**01/24/2023**	**Chelsea Update**	**ANNUAL STATEMENT - DATED 01/11/2023**	**001.001 · CSB/Operations Checking**		**-1,900.00**

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Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amo...
Bill	20230111	01/19/2023		2023 - ANNUAL MEDIA BUY - ADVERTISEMENTS	880.110 · Media Buy	-1,400.00	1,400.00
				2023 - SPONSORSHIP	880.140 · Sponsorships	-500.00	500.00
TOTAL						-1,900.00	1,900.00
Bill Pmt -Check	**27308**	**01/24/2023**	**Cintas Corporation-300**	**4143430769 ACCT# 14203324**	**001.001 · CSB/Operations Checking**		**-145.61**
Bill	4143430769	01/19/2023		2023 - RUGS 01/13/2023	729.300 · Supplies-Cleaning Rugs 7...	-125.84	125.84
				2023 - SOAP 01/13/2023	729.200 · Supplies-Cleaning Sup 7...	-19.77	19.77
TOTAL						-145.61	145.61
Bill Pmt -Check	**27309**	**01/24/2023**	**Constellation NewEnergy-Gas Di...**	**INV 3652804 - ACCT BG-303066 - 2022 DEC - 11/2...**	**001.001 · CSB/Operations Checking**		**-1,550.46**
Bill	3652804	01/19/2023		2022 DEC - 11/22 - 12/20/2022	920.200 · McKune Gas	-1,550.46	1,550.46
TOTAL						-1,550.46	1,550.46
Bill Pmt -Check	**27310**	**01/24/2023**	**Costco Anywhere Visa**	**A/C ending 3253 - DEC STATEMENT 12/17 - 01/17/23**	**001.001 · CSB/Operations Checking**		**-158.99**
Bill	3253	01/19/2023		2023 - MICROWAVE	967.330 · Equipment - non-Computer	-158.99	158.99
TOTAL						-158.99	158.99
Bill Pmt -Check	**27311**	**01/24/2023**	**Demco Inc.**	**INV 7243168, REF# 23630041 CUST# 210215162**	**001.001 · CSB/Operations Checking**		**-33.63**
Bill	7243168	01/24/2023		2023 - BOARD MEMBER NAMEPLATES	960.100 · Board Expenses	-33.63	33.63
TOTAL						-33.63	33.63
Bill Pmt -Check	**27312**	**01/24/2023**	**Dollar Bill Printing**	**DB-84588-INV**	**001.001 · CSB/Operations Checking**		**-101.34**
Bill	DB-84588-INV	01/19/2023		2023 - FOURTH GRADE PROJECT EXHIBIT INVITA...	880.311 · Exhibits	-101.34	101.34
TOTAL						-101.34	101.34
Bill Pmt -Check	**27313**	**01/24/2023**	**Ingram Library Services**	**73732978**	**001.001 · CSB/Operations Checking**		**-179.81**
Bill	73732978	01/19/2023		2023 - ADULT PRINT GENERAL	982.720 · Adult Print General	-179.81	179.81
TOTAL						-179.81	179.81
Bill Pmt -Check	**27314**	**01/24/2023**	**Jaco Electric LLC**	**VOID: 2312 - ELECTRIC REPAIR**	**001.001 · CSB/Operations Checking**		**0.00**
TOTAL						0.00	0.00
Bill Pmt -Check	**27315**	**01/24/2023**	**Lucas Holdings LLC**	**68209**	**001.001 · CSB/Operations Checking**		**-763.47**
Bill	68209	01/19/2023		Library Cards	880.340 · Printed Items / Stationary	-763.47	763.47

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Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amo...
TOTAL						-763.47	763.47
Bill Pmt -Check	**27316**	**01/24/2023**	**MATTERHACKERS**	**MH220896**	**001.001 · CSB/Operations Checking**		**-2,721.60**
Bill	MH220895	01/19/2023		2022 · CNC MACHINE + ACCESSORIES	907.310 · Makerspace Furnishings	2,721.60	2,721.60
TOTAL						-2,721.60	2,721.60
Bill Pmt -Check	**27317**	**01/24/2023**	**Midwest Tape**		**001.001 · CSB/Operations Checking**		**-561.26**
Bill	503129204	01/18/2023		2023 - OCT/NOV CDs	982.420 · Adult Music on CD	-21.73	21.73
Bill	503187321	01/18/2023		2023 - AUG/SEP CDs	982.420 · Adult Music on CD	-12.74	12.74
Bill	503187322	01/18/2023		2023 - OCT/NOV CDs	982.420 · Adult Music on CD	-11.99	11.99
Bill	503213537	01/24/2023		2023 - DEC BOC	982.120 · Adult Books on Disc	-164.95	164.95
Bill	503243276	01/24/2023		2023 - DEC BOC	982.120 · Adult Books on Disc	-232.94	232.94
Bill	503243273	01/24/2023		2023 - DEC/JAN CDs	982.420 · Adult Music on CD	-116.91	116.91
TOTAL						-561.26	561.26
Bill Pmt -Check	**27318**	**01/24/2023**	**SMART BUSINESS SOURCE**	**WO-161514-1**	**001.001 · CSB/Operations Checking**		**-252.34**
Bill	WO-161514-1	01/24/2023		GENERAL SUPPLIES	727.100 · Supplies - General Op - 72...	-23.25	23.25
				PAPER PRODUCTS	728.100 · Supplies-Cleaning-Paper	-229.09	229.09
TOTAL						-252.34	252.34
Bill Pmt -Check	**27319**	**01/24/2023**	**UNIVERSITY OFFICE TECHNOLO...**	**INV 78720067 - ACCT# 1624667 - CONTRACT # 500...**	**001.001 · CSB/Operations Checking**		**-806.87**
Bill	78720067	01/18/2023		2023 - PUBLIC COPIER 01/01 - 01/31/2023	803.101 · Public Copier	-241.82	241.82
				2023 - STAFF COPIER 01/01 - 01/31/2023	803.102 · Staff Copier	-437.18	437.18
				2023 - SMALL PRINTER MAINTENANCE 01/01 - 01/3...	803.103 · Small Printer Maintenance	-127.87	127.87
TOTAL						-806.87	806.87
Bill Pmt -Check	**27320**	**01/24/2023**	**Unum Life Insurance Co.**	**POLICY 04073470012 - FEB 2023, STATEMENT DA...**	**001.001 · CSB/Operations Checking**		**-868.96**
Bill	20230110	01/24/2023		2023 Premium FEB	719.200 · Per Svcs-Fringe-Flex Ben ...	868.96	868.96
TOTAL						-868.96	868.96
Bill Pmt -Check	**27321**	**01/25/2023**	**The Library Network**		**001.001 · CSB/Operations Checking**		**-11,082.64**
Bill	71483	01/19/2023		2023 - 2022 4TH QTR FIBER/CIRCUIT/150MB	850.310 · Internet	-1,461.41	1,461.41
Bill	71552	01/24/2023		2023 - 2023 1ST QTR - BASIC FEE AND CIRCULAT...	965.200 · Shared Automation System	-8,405.41	8,405.41
				2023 - 2023 1ST QTR - LINKED CHARGES	965.100 · Bibliographic Databases	-1,215.82	1,215.82
TOTAL						-11,082.64	11,082.64
Bill Pmt -Check	**WIRE 230131**	**01/31/2023**	**NEW FRONTIER TOURING**	**WIRE TRANSFER FOR ARTIST - CARLENE CARTER**	**001.001 · CSB/Operations Checking**		**-2,280.00**
Bill	WIRE TRANS 202301...	01/31/2023		2023 SONGFEST - ARTIST - CARLENE CARTER	884.411 · Songfest	2,280.00	2,280.00

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Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amo...
TOTAL						-2,280.00	2,280.00

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List of Checks for Board Approval
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Date	Num	Name	Memo	Amount
701.000 · Personnel Svcs Control Acct 701				
702.100 · Personnel Services Wages701.100				
710.500 · Per Svcs - Fringe B ER 701.120				
01/01/2023	APAccrue 1R		27260 - ALERUS	-491.83
01/10/2023	PR 20230113		RETIREMENT - Employer Contribution to retirement accounts	-383.66
01/10/2023	20221226	Alerus Financial	2022/23 - 01/13/2023 PR FLEX TO 457(b)	383.66
01/24/2023	PR 20230127		RETIREMENT - Employer Contribution to retirement accounts	-1,145.97
01/24/2023	20230109	Alerus Financial	2023 - 01/27/2023 PR FLEX TO 457(b)	1,145.97
Total 710.500 · Per Svcs - Fringe B ER 701.120				-491.83
702.100 · Personnel Services Wages701.100 - Other				
01/01/2023	PRAccrue 1R		Reverse of GJE PRAccrue 1 -- Accrue 6/14 of 01/13/2023 Pay...	-22,329.99
01/10/2023	PR 20230113		WAGES	52,103.29
01/24/2023	PR 20230127		WAGES	43,393.00
Total 702.100 · Personnel Services Wages701.100 - Other				73,166.30
Total 702.100 · Personnel Services Wages701.100				72,674.47
702.300 · Per Svcs - Retrmnt - EE 701.110				
01/01/2023	APAccrue 1R		27260 - ALERUS	-897.23
01/10/2023	PR 20230113		RETIREMENT PICK UP - Defcmp 2-457 EE457(b)	-1,794.39
01/10/2023	20221226	Alerus Financial	2022/23 - 01/13/2023 PR EE PERSONAL CONT	1,794.39
01/24/2023	PR 20230127		RETIREMENT PICK UP - Defcmp 2-457 EE457(b)	-1,798.69
01/24/2023	20230109	Alerus Financial	2023 - 01/27/2023 PR EE PERSONAL CONT	1,798.69
Total 702.300 · Per Svcs - Retrmnt - EE 701.110				-897.23
710.000 · Per Svcs-Fringe B- 401A 701.115				
01/10/2023	PR 20230113		401 A MATCHING - Mers ER	1,379.36
01/24/2023	PR 20230127		401 A MATCHING - Mers ER	1,515.29
Total 710.000 · Per Svcs-Fringe B- 401A 701.115				2,894.65
710.100 · Per Svcs-Fringe - FICA 701.200				
01/01/2023	PRAccrue 1R		Accrue 6/14 of 01/13/2023 Payroll - FICA - $3,813.24	-1,634.25
01/10/2023	PR 20230113		FICA EMPLOYER (FICA ER + MED ER)	3,813.24
01/24/2023	PR 20230127		FICA EMPLOYER (FICA ER + MED ER)	3,125.95
Total 710.100 · Per Svcs-Fringe - FICA 701.200				5,304.94
710.200 · Per Svcs-Fringe Flex Ben 701.30				
01/01/2023	PRAccrue 1R		Accrue 6/14 of 01/13/2023 Payroll - Fringe Benefits - 401A - $...	-591.15
01/10/2023	PR 20230113		Dep Life (CA & DL & HI) - (Additional Life Ins + Dependant Lif...	-10.60
01/10/2023	PR 20230113		Health Insurance - (Medical Insurance)	-1,798.36
01/12/2023	230110052504	Blue Care Network of Michigan	2023 - FEB 2023 MED INS	3,895.18
01/24/2023	PR 20230127		Dep Life (CA & DL & HI) - (Additional Life Ins + Dependant Lif...	-10.60
01/24/2023	PR 20230127		Health Insurance - (Medical Insurance)	-1,796.36
01/24/2023	20230110	Unum Life Insurance Co.	2023 Premium FEB	668.86

Chelsea District Library
List of Checks for Board Approval
January 2023

Date	Num	Name	Memo	Amount
Total 710.200 · Per Svcs-Fringe Flex Ben 701.30				558.97
710.300 · Per Svcs-Fringe-Unemp 701.400				
01/01/2023	APAccrue 1R		27285 - MICHIGAN MUNICIPAL LEAGUE - 4TH QTR UNEM...	-15.57
01/10/2023	PR 20230113		MICHIGAN SUI - HEARTLAND BEGAN 03/26/21	0.00
01/10/2023	4TH QTR	Michigan Municipal League-Unemp	2022 4TH QUARTER - UNEMPLOYMENT INSURANCE	15.57
01/24/2023	PR 20230127		MICHIGAN SUI - HEARTLAND BEGAN 03/26/21	0.00
Total 710.300 · Per Svcs-Fringe-Unemp 701.400				0.00
Total 701.000 · Personnel Svcs Control Acct 701				80,535.83
727.000 · Supplies 727				
727.100 · Supplies - General Op 727.200				
01/01/2023	APAccrue 1R		27261 - AMAZON - FACEMASKS	-55.96
01/08/2023	1WN1-GNMP-49CQ	Amazon Capital Services Inc	2022 FACE MASKS	55.96
01/24/2023	59826033	ABSOPURE	2023 - WATER COOLER RENTAL	3.99
01/24/2023	WO-161514-1	SMART BUSINESS SOURCE	GENERAL SUPPLIES	23.25
Total 727.100 · Supplies - General Op 727.200				27.24
729.000 · Supplies-Cleaning				
729.100 · Supplies-Cleaning-Paper 727.510				
01/24/2023	WO-161514-1	SMART BUSINESS SOURCE	PAPER PRODUCTS	229.09
Total 729.100 · Supplies-Cleaning-Paper 727.510				229.09
729.200 · Supplies-Cleaning Sup 727.520				
01/19/2023	4143430769	Cintas Corporation-300	2023 - SOAP 01/13/2023	19.77
01/24/2023	1XCK-6MQW-4WYX	Amazon Capital Services Inc	2023 - TRASH LINERS	226.88
01/24/2023	1HWV-KLGY-6L3T	Amazon Capital Services Inc	2023 - TRASH LINERS	74.78
01/24/2023	11H7-NQTD-6CR3	Amazon Capital Services Inc	TRASH LINERS - DAMAGED IN SHIPPING	-50.39
Total 729.200 · Supplies-Cleaning Sup 727.520				271.04
729.300 · Supplies-Cleaning Rugs 727.530				
01/19/2023	4143430769	Cintas Corporation-300	2023 - RUGS 01/13/2023	125.84
Total 729.300 · Supplies-Cleaning Rugs 727.530				125.84
Total 729.000 · Supplies-Cleaning				625.97
Total 727.000 · Supplies 727				653.21
731.000 · Other Svc - Postage 727.700				
731.200 · Other Svc-Pstg Operating 727.72				
01/10/2023	1022219439	Pitney Bowes	2023 PITNEY BOWES METER RENTAL 01/16 - 04/15/2023	71.25
Total 731.200 · Other Svc-Pstg Operating 727.72				71.25
Total 731.000 · Other Svc - Postage 727.700				71.25

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Date	Num	Name	Memo	Amount
801.000 · Professional & Contractual Svcs				
801.040 · Bookkeeper				
01/10/2023	20230112	Ballard, Kerry	2023 BOOKKEEPING THROUGH 01/12/23	500.00
01/24/2023	20230126	Ballard, Kerry	2023 BOOKKEEPING THROUGH 01/26/23	500.00
Total 801.040 · Bookkeeper				1,000.00
801.041 · Payroll Services				
01/10/2023	PR 20230113		PAYROLL PREPARATION	180.34
01/24/2023	PR 20230127		PAYROLL PREPARATION	192.94
Total 801.041 · Payrol Services				373.28
801.090 · Collection Fees				
01/01/2023	APAccrue 1R		27295 · UNIQUE · COLLECTION AGENCY FEES	-53.70
01/10/2023	6108447	Unique Management Services Inc	2022 DEC COLLECTION FEES (PLACEMENTS)	53.70
Total 801.090 · Collection Fees				0.00
Total 801.000 · Professional & Contractual Svcs				1,373.28
802.000 · Admin-Fees & Misc Costs 801.300				
802.100 · Admin-Fees Bank 801.310				
01/31/2023	WIRE TRAN 20230131	Chelsea State Bank	WIRE TRANSFER FEE	30.00
01/31/2023			Service Charge	10.60
Total 802.100 · Admin-Fees Bank 801.310				40.60
802.200 · Admin-Fees Investment 801.315				
01/31/2023	INV 230131		Investment fees	
Total 802.200 · Admin-Fees Investment 801.315				0.00
Total 802.000 · Admin-Fees & Misc Costs 801.300				40.60
803.000 · Maintenance Service Contracts				
803.010 · Maint Svc Contingency				
01/01/2023	APAccrue 1R		27276 · JOHNSON CONTROLS · BOILER B RELIEF VALVE	-1,885.75
01/10/2023	1-126623455562	Johnson Controls	2022 BOILER B RELIEF VALVE REPLACMENT	1,885.75
01/24/2023	2312	Jaco Electric LLC	TIMER FOR BOLLARD LIGHTS	380.00
Total 803.010 · Maint Svc Contingency				380.00
803.100 · Copier				
803.101 · Public Copier				
01/19/2023	78720067	UNIVERSITY OFFICE TECHNOLOGI...	2023 · PUBLIC COPIER 01/01 - 01/31/2023	241.82
Total 803.101 · Public Copier				241.82
803.102 · Staff Copier				
01/19/2023	78720067	UNIVERSITY OFFICE TECHNOLOGI...	2023 · STAFF COPIER 01/01 - 01/31/2023	437.18

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Date	Num	Name	Memo	Amount
Total 803.102 · Staff Copier				437.18
803.103 · Small Printer Maintenance				
01/19/2023	78720067	UNIVERSITY OFFICE TECHNOLOGI...	2023 - SMALL PRINTER MAINTENANCE 01/01 - 01/31/2023	127.67
Total 803.103 · Small Printer Maintenance				127.67
Total 803.100 · Copier				806.67
803.300 · Technology				
803.390 · Computers				
01/08/2023	20812	KNIGHT TECHNOLOGY GROUP	2023 DATTO BACKUPS 01/01 - 31/23 CLOUD BACKUP > D...	1,100.00
Total 803.390 · Computers				1,100.00
Total 803.300 · Technology				1,100.00
803.400 · Alarm Monitoring				
803.410 · Security				
01/10/2023	11083	Pikk Services LLC	2023 Alarm System Feb 2023 to Jan 2024	324.00
Total 803.410 · Security				324.00
Total 803.400 · Alarm Monitoring				324.00
803.600 · Building Maintenance				
803.605 · Janitorial				
01/01/2023	APAccrue 1R		27259 - A PRODUCTION	-875.00
01/10/2023	14588-2022	A Production Cleaning Company Inc.	2022 CLEANING 12/25 - 12/31/2022 - PO22-626	875.00
01/10/2023	14588-2023	A Production Cleaning Company Inc.	2023 CLEANING 01/01 - 01/07/23 - PO23-051	875.00
01/24/2023	14619	A Production Cleaning Company Inc.	2023 CLEANING 01/08 - 01/21/23	1,750.00
Total 803.605 · Janitorial				2,625.00
803.610 · Lawn/Snow Service				
803.612 · Snow				
01/01/2023	APAccrue 1R		27294 - TIFFANY'S GARDEN LLC - SNOW REMOVAL - DEC	-585.00
01/10/2023	7332	TIFFANY'S GARDEN LLC	2022 DEC SNOW REMOVAL	585.00
Total 803.612 · Snow				0.00
Total 803.610 · Lawn/Snow Service				0.00
803.620 · Trash				
01/01/2023	APAccrue 1R		27267 - CITY OF CHELSEA - TRASH	-50.00
01/11/2023	20712	City of Chelsea	2022 DEC TRASH	50.00
Total 803.620 · Trash				0.00
Total 803.600 · Building Maintenance				2,625.00

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Date	Num	Name	Memo	Amount
Total 903.000 · Maintenance Service Contracts				5,235.67
850.000 · Telecommunications				
850.100 · Local & Long Distance Charges				
850.120 · Telephone				
01/01/2023	APAccrue 1R		27278 - KEYBANK - STAR2STAR - VOIP	-463.76
01/10/2023	20230110	KeyBank	2022 STAR2STAR - VOIP	463.76
01/19/2023	734433980412	A T & T TELCO	2023 December 2022 - TELCO - 12/09/22 - 01/08/2023 - NE...	190.32
Total 850.120 · Telephone				190.32
850.121 · IT Cell Phone				
01/11/2023	9924037808	Verizon Wireless	2023 IT CELL PHONE 12/29 - 01/28/2023	51.07
Total 850.121 · IT Cell Phone				51.07
Total 850.100 · Local & Long Distance Charges				241.39
850.300 · TLN Internet Service				
850.310 · Internet				
01/19/2023	71493	The Library Network	2023 - 2022 4TH QTR FIBER/CIRCUIT/150MB	1,461.41
Total 850.310 · Internet				1,461.41
850.311 · WIFI Hotspots				
01/01/2023	APAccrue 1R		27292 - T-MOBILE - WIFI HOTSPOTS - DEC	-306.70
01/08/2023	2022 12 22	T-MOBILE	2022 - T-MOBILE WIFI HOTSPOTS 11/21 - 12/20/2022	306.70
01/11/2023	9924037806	Verizon Wireless	2023 HOT SPOTS 12/29 - 01/28/2023	725.91
01/19/2023	x01142023	A T & T Mobility	2023 - 01/07 - 02/06/2023	217.44
Total 850.311 · WIFI Hotspots				943.35
Total 850.300 · TLN Internet Service				2,404.76
850.900 · Telecom-Restricted Gifts				
850.910 · WIFI Hot Spots - Restricted				
01/10/2023	PO 23-802 -SR	Mobile Beacon	2023 - FAITH IN ACTION - 1 year Unlimited Data 25 Hotspots...	3,000.00
Total 850.910 · WIFI Hot Spots - Restricted				3,000.00
Total 850.900 · Telecom-Restricted Gifts				3,000.00
Total 850.000 · Telecommunications				5,646.15
880.000 · Promotional Materials				
880.100 · Advertising				
880.110 · Media Buy				
01/19/2023	20230111	Chelsea Update	2023 - ANNUAL MEDIA BUY - ADVERTISEMENTS	1,400.00
Total 880.110 · Media Buy				1,400.00
880.140 · Sponsorships				

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01/19/2023	20230111	Chelsea Update	2023 - SPONSORSHIP	500.00
Total 880.140 · Sponsorships				500.00
Total 880.100 · Advertising				1,900.00
880.300 · Marketing Supplies				
880.311 · Exhibits				
01/19/2023	DB-84588-INV	Dollar Bill Printing	2023 - FOURTH GRADE PROJECT EXHIBIT INVITATIONS	101.34
Total 880.311 · Exhibits				101.34
880.320 · Misc Marketing Supplies				
01/01/2023	APAccrue 1R		27278 - KEYBANK - MIKE'S DELI - SANDWICHES FOR CIT...	-116.25
01/01/2023	APAccrue 1R		27278 - KEYBANK - POLLYS - FOOD FOR CITY WORKERS ...	-24.98
01/01/2023	APAccrue 1R		27278 - KEYBANK - STAPLES - HARD DRIVE	-99.99
01/01/2023	APAccrue 1R		27283 - MC CREATIVE - NEW EMPOLYEE PHOTOS & COM...	-300.00
01/08/2023	688	MC creative design & photography LLC	2022 - NEW EMPLOYEE & COMEDY NIGHT	300.00
01/10/2023	20230110	KeyBank	2022 MIKE'S DELI - 15 SANDWICHES - TY FOR CITY CRE...	116.25
01/10/2023	20230110	KeyBank	2022 POLLY'S - FOOD - TY FOR CITY CREWS	24.98
01/10/2023	20230110	KeyBank	2022 STAPLES - (TOTAL $190.46) - DRIVE	99.99
Total 880.320 · Misc Marketing Supplies				0.00
880.330 · Paper				
01/01/2023	APAccrue 1R		27278 - KEYBANK - STAPLES - PAPER	-90.47
01/10/2023	20230110	KeyBank	2022 STAPLES - (TOTAL $190.46) - PAPER	90.47
Total 880.330 · Paper				0.00
880.340 · Printed Items / Stationary				
01/01/2023	APAccrue 1R		27278 - KEYBANK - NAMIFY - NAMETAGS	-25.50
01/10/2023	20230110	KeyBank	2022 NAMIFY - NAME TAGS	25.50
01/19/2023	68209	Lucas Holdings LLC	Library Cards	763.47
Total 880.340 · Printed Items / Stationary				763.47
Total 880.300 · Marketing Supplies				864.81
880.400 · Program Promotion				
880.410 · Adult Program Promotion				
880.411 · General Adult Promotion				
01/01/2023	APAccrue 1R		27278 - KEYBANK - SIGNS IN 1 DAY	-180.00
01/10/2023	20230110	KeyBank	2022 SIGNS IN 1 DAY - BANNERS	180.00
Total 880.411 · General Adult Promotion				0.00
Total 880.410 · Adult Program Promotion				0.00
880.430 · Library Program Promotion				
880.431 · General Library Prog Promotion				

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01/10/2023	20230110	KeyBank	2023 SM3. TABLE COVERS NOW - BRANDED TABLE COV...	324.18
Total 880.431 · General Library Prog Promotion				324.18
Total 880.430 · Library Program Promotion				324.18
880.440 · Service / Resource Promotion				
880.443 · Digital Collection				
01/01/2023	APAccrue 1R		27278 · KEYBANK · CANVA CASHBACK - RESEARCH	-65.67
01/01/2023	APAccrue 1R		27278 · KEYBANK - CREDIT - SEE NOV STMT	119.40
01/10/2023	20230110	KeyBank	2022 CANVA · CREDIT FOR CHARGE FROM DECEMBER S...	-119.40
01/10/2023	20230110	KeyBank	2022 CANVA CASHBACK - RESEARCH	65.67
Total 880.443 · Digital Collection				0.00
Total 880.440 · Service / Resource Promotion				0.00
Total 880.400 · Program Promotion				324.18
880.500 · Purchased Services				
880.510 · General Purchased Services				
01/01/2023	APAccrue 1R		27278 · KEYBANK · FA KREATUREA - LAYERING MACHINE	-24.38
01/01/2023	APAccrue 1R		27278 - KEYBANK - GEN PURCHASE · TAX REFUND	1.38
01/10/2023	20230110	KeyBank	2022 FAST SPRING KREATURA - LAYER SLIDER PLUG-IN ...	24.38
01/10/2023	20230110	KeyBank	2023 ADOBE · STOCK IMAGES	29.99
01/10/2023	20230110	KeyBank	2022 FAST SPRING KREATUREA - TAX REFUND	-1.38
Total 880.510 · General Purchased Services				29.99
880.520 · Professional Services				
880.521 · Graphic Design Services				
01/01/2023	APAccrue 1R		27283 - MC CREATIVE · EDITING PHOTOS	-225.00
01/06/2023	668	MC creative design & photography LLC	2022 - EDITING PHOTOS	225.00
Total 880.521 · Graphic Design Services				0.00
Total 880.520 · Professional Services				0.00
Total 880.500 · Purchased Services				29.99
Total 880.000 · Promotional Materials				3,118.98
884.000 · Programming				
884.110 · Programs - Adult				
884.111 · Midwest Literary Walk				
01/11/2023	PO 23-131	FRISS, ANNA	2023 MLW INTERVIEWER FEE	250.00
Total 884.111 · Midwest Literary Walk				250.00
884.119 · General Adult Events				
01/08/2023	PO 23-115LB	ROSE, BRIAN	2023 PRESENTATION · MOVIE MUSICALS, 01/11/2023	300.00

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Total 884.119 · General Adult Events				300.00
Total 884.110 · Programs - Adult				550.00
884.120 · Adult Supplies				
884.126 · General Adult Programs				
01/10/2023	14D4-MKQ6-9HVH	Amazon Capital Services Inc	2023 - GLASS MUG - HRCN PRIZE (SEE PO 22-501CS)	9.99
01/10/2023	1VP4-DPPF-CVWN	Amazon Capital Services Inc	2023 - HOT COCOA PACKETS	137.30
Total 884.126 · General Adult Programs				147.29
Total 884.120 · Adult Supplies				147.29
884.210 · Youth Speakers				
884.211 · Authors in Chelsea				
884.921 · Youth Prog Rest Gifts Authors				
01/10/2023	20230110	KeyBank	2022 AMAZON - $25 GIFT CARD - HRCN PRIZE	25.00
Total 884.921 · Youth Prog Rest Gifts Authors				25.00
884.211 · Authors in Chelsea - Other				
01/01/2023	PPD 221004		10/04/2022 - CHECK #27022 - AUTHORS UNBOUIND - AUT...	3,250.00
Total 884.211 · Authors in Chelsea - Other				3,250.00
Total 884.211 · Authors in Chelsea				3,275.00
884.212 · General Youth Programs				
01/11/2023	PO 23-132	LAW, CHRISTINE M.	2023 YOGA STORYTIME 01/18/23	100.00
01/11/2023	PO 23-130JZ	LEWIS, GWENDOLYN	2023 YOUTH SPEAKER - CORETTA SCOTT KING 01/16/23	375.00
Total 884.212 · General Youth Programs				475.00
884.215 · Early Literacy				
01/01/2023	APAccrue 1R		27266 - BROYLES, SHARON - PRESENTER	-10.00
01/10/2023	PO 23-101JZ	Ann Arbor Symphony Orchestra	2023 01/14/2023 Kinderconcert	160.00
01/11/2023	PO 23-124SP	BROYLES, SHARON	2022 CORRECT CONTRACT DISCREPENCY	10.00
Total 884.215 · Early Literacy				160.00
Total 884.210 · Youth Speakers				3,910.00
884.220 · Youth Supplies				
884.222 · General Youth Programs				
01/10/2023	20230110	KeyBank	2023 POLLY'S - SNACKS - YOUTH PROGRAM	37.92
Total 884.222 · General Youth Programs				37.92
Total 884.220 · Youth Supplies				37.92
884.260 · Teen Programs				
884.264 · Teen General Programs				

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01/11/2023	PO 23 133	COMFORT, MARK	2023 FAMILY D&D DUNGEON MASTER	350.00
Total 884.284 · Teen General Programs				350.00
Total 884.260 · Teen Programs				350.00
884.270 · Teen Supplies				
884.272 · Teen General Programs				
01/19/2023	1DG7-NRD4-GPMJ	Amazon Capital Services Inc	2023 - MULTIPLE COPIES	79.95
01/19/2023	19W4-1LYG K9XX	Amazon Capital Services Inc	2023 - TOOLS AND COMMAND VARIETY PACK	47.59
Total 884.272 · Teen General Programs				127.54
884.276 · Teen Refreshments				
01/10/2023	20230110	KeyBank	2023 TARGET - TTT ICHIGO NO HI SUPPLIES (JAPANESE ...	26.83
01/10/2023	20230110	KeyBank	2023 MEIJER - TTT ICHIGO NO HI SUPPLIES (JAPANESE ...	32.85
01/19/2023	19W4-1LYG-K9XX	Amazon Capital Services Inc	2023 - SNACKS	50.25
Total 884.276 · Teen Refreshments				109.93
Total 884.270 · Teen Supplies				237.47
884.400 · Music Focus				
884.411 · Songfest				
01/31/2023	WIRE TRANS 20230...	NEW FRONTIER TOURING	2023 SONGFEST - ARTIST - CARLENE CARTER	2,280.00
Total 884.411 · Songfest				2,280.00
Total 884.400 · Music Focus				2,280.00
884.800 · Exhibits				
884.801 · Exhibits				
01/10/2023	20230110	KeyBank	2023 DOLLAR TREE - CHEL 4GP FRAMES	21.25
Total 884.801 · Exhibits				21.25
Total 884.800 · Exhibits				21.25
884.920 · Youth Programming Restricted				
884.922 · Youth Prog Rest Gifts Genl				
01/01/2023	APAccrue 1R		27273 - FUN EXPRESS - WINTER CRAFTS	-111.77
01/01/2023	APAccrue 1R		27278 - KEYBANK - AMAZON, GIFT CARD - PRIZE - was 88...	-25.00
01/06/2023	722014149-01	FUN EXPRESS	2022 WINTER CRAFTS - changed 01/12/23 was 884.921 per...	111.77
Total 884.922 · Youth Prog Rest Gifts Genl				-25.00
884.950 · Youth Programming Restricted Gr				
884.953 · Youth Prog Rest Chelsea Ed Foun				
01/11/2023	72978249	Ingram Library Services	2023 CHELSEA EDUCATION FOUNDATION - YOUTH PROG	375.60
01/11/2023	72958601	Ingram Library Services	2023 CHELSEA EDUCATION FOUNDATION - YOUTH PROG	650.00
01/11/2023	73069513	Ingram Library Services	2023 CHELSEA EDUCATION FOUNDATION - YOUTH PROG	19.78

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01/11/2023	73324409	Ingram Library Services	2023 CHELSEA EDUCATION FOUNDATION - YOUTH PROG	49.40
Total 884.953 · Youth Prog Rest Chelsea Ed Foun				1,094.78
Total 884.950 · Youth Programming Restricted Gr				1,094.78
Total 884.920 · Youth Programming Restricted				1,069.78
Total 884.000 · Programming				8,603.71
920.000 · Utilities				
920.110 · City of Chelsea Water				
01/01/2023	APAccrue 1R		27268 - CITY OF CHELSEA - ELEC, WATER, SEWER	-59.67
01/10/2023	20230106	City of Chelsea-Elect & Water	2022 DEC 11/30 - 12/29/2022 WATER	59.67
Total 920.110 · City of Chelsea Water				0.00
920.120 · City of Chelsea Sewer				
01/01/2023	APAccrue 1R		27268 - CITY OF CHELSEA - ELEC, WATER, SEWER	-137.68
01/10/2023	20230106	City of Chelsea-Elect & Water	2022 DEC 11/30 - 12/29/2022 SEWER	137.68
Total 920.120 · City of Chelsea Sewer				0.00
920.130 · City of Chelsea Electric				
01/01/2023	APAccrue 1R		27268 - CITY OF CHELSEA - ELEC, WATER, SEWER	-3,670.92
01/10/2023	20230106	City of Chelsea-Elect & Water	2022 DEC 11/30 - 12/29/2022 ELECTRICITY	3,670.92
Total 920.130 · City of Chelsea Electric				0.00
920.150 · City of Chelsea Sprinkler				
01/01/2023	APAccrue 1R		27268 - CITY OF CHELSEA - ELEC, WATER, SEWER	-27.47
01/10/2023	20230106	City of Chelsea-Elect & Water	2022 DEC 11/30 - 12/29/2022 SPRINKLER	27.47
Total 920.150 · City of Chelsea Sprinkler				0.00
920.200 · McKune Gas				
01/01/2023	APAccrue 2R		27309 - CONSTELLATION ENERGY - MCKUNE GAS	-1,550.46
01/19/2023	3652804	Constellation NewEnergy-Gas Division...	2022 DEC - 11/22 - 12/20/2022	1,550.46
Total 920.200 · McKune Gas				0.00
Total 920.000 · Utilities				0.00
960.000 · Board & Director Expense				
960.100 · Board Expenses				
01/24/2023	7243168	Demco Inc.	2023 - BOARD MEMBER NAMEPLATES	33.63
Total 960.100 · Board Expenses				33.63
960.200 · Director Expense				
01/01/2023	APAccrue 1R		27278 - KEYBANK - ACE HARDWARE - LIGHTS & BATTERI...	-19.16
01/01/2023	APAccrue 1R		27278 - KEYBANK - SMOKEHOUSE 52 - MEETING MCCANN	-60.01

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01/10/2023	20230110	KeyBank	2022 ACE HARDWARE - LIGHTS & BATTERIES - W2SW W...	18.16
01/10/2023	20230110	KeyBank	2022 SMOKEHOUSE - MEETING - DEXTER LIBRARY, MCC...	60.01
Total 960.200 · Director Expense				0.00
Total 960.000 · Board & Director Expense				33.63
965.000 · Automation Services				
965.100 · Bibliographic Database				
01/24/2023	71552	The Library Network	2023 - 2023 1ST QTR - LINKED CHARGES	1,215.82
Total 965.100 · Bibliographic Database				1,215.82
965.200 · Shared Automation System				
01/24/2023	71552	The Library Network	2023 - 2023 1ST QTR - BASIC FEE AND CIRCULATION CH...	8,405.41
Total 965.200 · Shared Automation System				8,405.41
965.400 · Delivery				
01/08/2023	71402	The Library Network	2023 - ANNUAL DELIVERY CHARGES 10/01/22 - 09/30/23	3,495.00
Total 965.400 · Delivery				3,495.00
Total 965.000 · Automation Services				13,116.23
967.000 · Equipment				
967.100 · Equipment Hardware				
967.120 · Computers				
01/19/2023	1GRC-WNRY-MX4N	Amazon Capital Services Inc	2023 - MOUSE + OUTREACH TRAVEL BOX	122.38
Total 967.120 · Computers				122.38
Total 967.100 · Equipment Hardware				122.38
967.200 · Equipment Software				
01/01/2023	APAccrue 1R		27278 - KEYBANK - ZOOM	-39.50
01/10/2023	1-126105385553	Johnson Controls	2023 - METASYS - HVAC	13,537.54
01/10/2023	20230110	KeyBank	2023 HR PLAYBOOK	170.00
01/10/2023	20230110	KeyBank	2022 ZOOM - INV 181240217 - REMOTE CONF SOFTWARE	39.50
Total 967.200 · Equipment Software				13,807.54
967.300 · Equipment Furniture & Fixtures				
967.310 · Makerspace Furnishings				
01/01/2023	APAccrue 1R		27278 - KEYBANK - MATTER HACKERS - 3D PRINTER SUP...	-190.38
01/01/2023	APAccrue 1R		27278 - KEYBANK - MAKERSPACE - CREDIT - DISPUTED	78.88
01/01/2023	APAccrue 1R		27278 - KEYBANK - MAKERSPACE - CREDIT - FTF FOR DI...	2.37
01/01/2023	APAccrue 2R		27318 - MATTERHACKERS - CNC MACHINE FOR MAKERS...	-2,721.60
01/10/2023	20230110	KeyBank	2022 MATTER HACKERS - 3D PRINTER SUPPLIES	190.38
01/10/2023	20230110	KeyBank	2022 AB * cosnow NICOSIA, GBT - REFUNDED	-78.88
01/10/2023	20230110	KeyBank	2022 FOREIGN TRANSACTION FEE - REFUNDED SEE AB *	-2.37

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01/19/2023	MH220896	MATTERHACKERS	2022 - CNC MACHINE + ACCESSORIES	2,721.60
Total 967.310 · Makerspace Furnishings				0.00
967.330 · Equipment - non-Computer				
01/19/2023	3253	Costco Anywhere Visa	2023 - MICROWAVE	158.99
Total 967.330 · Equipment - non-Computer				158.99
Total 967.300 · Equipment Furniture & Fixtures				158.99
Total 967.000 · Equipment				14,088.91
969.000 · CE, Staff Development & Travel				
969.300 · Memberships				
969.301 · Staff Memberships				
969.311 · Assistant Director				
01/10/2023	13487	Michigan Library Association	2023 MEMBERSHIP RENEWAL - LINDA BALLARD #7905 - ...	85.00
Total 969.311 · Assistant Director				85.00
969.320 · Information Services				
01/10/2023	2150246 - 2023	American Library Association Member...	2023 - ALA MEMBERSHIP - SHANNON POWERS - #215024...	155.00
01/10/2023	2129855-2023	American Library Association Member...	2023 - ALA MEMBERSHIP - #2129855, JESSICA ZUBIK 02/0...	155.00
Total 969.320 · Information Services				310.00
Total 969.301 · Staff Memberships				395.00
969.400 · Trustees Memberships				
01/10/2023	13506	Michigan Library Association	2023 MEMBERSHIP RENEWAL - TRYNTJE HELFFERICH, ...	50.00
01/10/2023	13507	Michigan Library Association	2023 MEMBERSHIP RENEWAL - SUSAN LACKEY #10986 - ...	50.00
01/10/2023	13505	Michigan Library Association	2023 MEMBERSHIP RENEWAL - JANICE CARR #10532 - T...	50.00
01/10/2023	13509	Michigan Library Association	2023 MEMBERSHIP RENEWAL - GARY MUNCE #11673 - T...	50.00
Total 969.400 · Trustees Memberships				200.00
Total 969.300 · Memberships				595.00
969.600 · Staff Training, In-Service				
969.620 · Staff In-Service & Appreciation				
01/01/2023	APAccrue 1R		27270 - CORYELL - REIMBURSEMENT - STAFF IN-SVC APP	-57.89
01/01/2023	APAccrue 1R		27275 - INK FRENZY - FLEECE JACKETS FOR STAFF	-1,761.00
01/01/2023	APAccrue 1R		27278 - KEYBANK - DOLLAR TREE - HOLIDAY SUPPLIES	-45.05
01/01/2023	APAccrue 1R		27278 - KEYBANK - TASTY BAKERY - IN-SERVICE	-93.00
01/01/2023	APAccrue 1R		27278 - KEYBANK - TASTY BAKERY - IN-SERVICE	-42.00
01/01/2023	APAccrue 1R		27278 - KEYBANK - GRATEFUL CROW - STAFF IN-SERV	-87.92
01/10/2023	PO 22-512	Coryell, Lori	2022 REIMBURSEMENT - STAFF APPRECIATION - MEDRO...	57.89
01/10/2023	1004066	INK FRENZY	2022 STAFF APPRECIATION - FLEECE JACKETS	1,761.00
01/10/2023	20230110	KeyBank	2022 DOLLAR TREE - HOLIDAY SUPPLIES - STAFF APPRE...	45.05
01/10/2023	20230110	KeyBank	2022 TASTY BAKERY - STAFF APPRECIATION HOLIDAY - ...	93.00

Chelsea District Library
List of Checks for Board Approval
January 2023

Date	Num	Name	Memo	Amount
01/10/2023	20230110	KeyBank	2022 TASTY BAKERY - STAFF APPRECIATION HOLIDAY	42.00
01/10/2023	20230110	KeyBank	2022 GRATEFUL CROW - L. BALLARD - PERSONNEL & ST...	87.92
Total 969.620 · Staff In-Service & Appreciation				0.00
969.940 · Staff Apprec - Restr/Covid-19				
01/01/2023	APAccrue 1R		27278 - KEYBANK - ZOU ZOU'S - STAFF APP	-25.00
01/01/2023	APAccrue 1R		27278 - KEYBANK - CLEARY'S - STAFF APP	-25.00
01/01/2023	APAccrue 1R		27278 - KEYBANK - AGRICOLE - STAFF APPREC	-25.00
01/01/2023	APAccrue 1R		27278 - KEYBANK - MIKE'S DELI - STAFF APP	50.00
01/10/2023	20230110	KeyBank	2022 ZOU ZOU'S - JORDAN BATTAGLIA - STAFF APPRECI...	25.00
01/10/2023	20230110	KeyBank	2022 CLEARY'S - JENNIE MEDEIROS - STAFF APPRECIAT...	25.00
01/10/2023	20230110	KeyBank	2022 AGRICOLE - CATHERINE SOSSI - STAFF APPRECIA...	25.00
01/10/2023	20230110	KeyBank	2022 MIKES DELI - JENSEN, BEIBER - STAFF APP, ANNIV...	50.00
Total 969.940 · Staff Apprec - Restr/Covid-19				0.00
Total 969.600 · Staff Training, In-Service				0.00
Total 969.000 · CE, Staff Development & Travel				595.00
970.000 · Capital Expense 980.00				
980.200 · Technology				
980.900 · Technology Restricted Gifts				
980.910 · Capital Restr Gift -Mobile CDL				
01/01/2023	APAccrue 1R		27290 - KEOPPING - VEHICLE WRAP DESIGN	-600.00
01/10/2023	PO 22-513	Koepping, Lura Marie Elizabeth	2022 ADDITIONAL GRAPHIC DEISGN WORK ON VEHICLE ...	600.00
Total 980.910 · Capital Restr Gift -Mobile CDL				0.00
Total 980.900 · Technology Restricted Gifts				0.00
Total 980.200 · Technology				0.00
980.600 · MOBILE CDL				
01/01/2023	TECHOP 01R		Reverse of GJE TECHOP 01 -- MOVE FROM CAPITAL EXPE...	128,502.81
Total 980.600 · MOBILE CDL				128,502.81
Total 970.000 · Capital Expense 980.00				128,502.81
982.000 · Collection Expense				
982.100 · Audio Books				
982.120 · Adult Books on Disc				
01/24/2023	503213537	Midwest Tape	2023 - DEC BOC	164.95
01/24/2023	503243275	Midwest Tape	2023 - DEC BOC	232.94
Total 982.120 · Adult Books on Disc				397.89
Total 982.100 · Audio Books				397.89
982.400 · Non Print				

Chelsea District Library
List of Checks for Board Approval
January 2023

Date	Num	Name	Memo	Amount
982.410 · Electronic Products/Subs				
01/01/2023	APAccrue 1R		27277 - KANOPY - VIDEO PLAYS	-170.85
01/01/2023	APAccrue 1R		27287 - HOOPLA BORROWS - DEC	-1,697.97
01/11/2023	328752-PPU	KANOPY INC	2022 KANOPY VIDEO PLAYS - DEC	170.85
01/11/2023	503175508	Midwest Tape - Hoopla	2022 - DEC HOOPLA BORROWS	1,697.97
Total 982.410 · Electronic Products/Subs				0.00
982.420 · Adult Music on CD				
01/19/2023	503128204	Midwest Tape	2023 - OCT/NOV CDs	21.73
01/19/2023	503187321	Midwest Tape	2023 - AUG/SEP CDs	12.74
01/19/2023	503187322	Midwest Tape	2023 - OCT/NOV CDs	11.99
01/24/2023	503243273	Midwest Tape	2023 - DEC/JAN CDs	116.91
Total 982.420 · Adult Music on CD				163.37
982.430 · Non-Traditional Collections				
01/01/2023	APAccrue 1R		27278 - KEYBANK - SEGA TOYS - PLANETARIUM	-287.00
01/01/2023	APAccrue 1R		27278 - KEYBANK - SEGA - FOREIGN TRANS FEE	-8.61
01/10/2023	20230110	KeyBank	2022 SEGA TOYS - PLANETARIUM	287.00
01/10/2023	20230110	KeyBank	2022 SEGA - FOREIGN TRANSACTION FEE	8.61
Total 982.430 · Non-Traditional Collections				0.00
982.460 · DVD Feature				
01/08/2023	503128207	Midwest Tape	2023 - NOV ADULT DVDs	18.74
Total 982.460 · DVD Feature				18.74
982.470 · DVD Non-Fiction				
01/08/2023	503128206	Midwest Tape	2023 - NOV ADULT NF	22.49
Total 982.470 · DVD Non-Fiction				22.49
982.485 · Playaway Views				
01/01/2023	APAccrue 1R		27271 - FINDAWAY WORLD, LLC - VIEWS	-795.95
01/08/2023	415187	Findaway World, LLC	2022 WONDERBOOKS	795.95
Total 982.485 · Playaway Views				0.00
Total 982.400 · Non Print				204.60
982.700 · Print				
982.705 · Adult Print				
982.720 · Adult Print General				
01/19/2023	2037173528	Baker & Taylor - Adult	ADULT ACCT	17.79
01/19/2023	73732978	Ingram Library Services	2023 - ADULT PRINT GENERAL	179.81
Total 982.720 · Adult Print General				197.60
Total 982.705 · Adult Print				197.60

Chelsea District Library
List of Checks for Board Approval
January 2023

Date	Num	Name	Memo	Amount
982.755 · Youth Print				
982.760 · Youth Print General				
01/01/2023	APAccrue 1R		27264 - BAKER & TAYLOR - BOOKS	-73.49
01/01/2023	APAccrue 1R		27264 - BAKER & TAYLOR - BOOKS	-116.52
01/08/2023	2037201886	Baker & Taylor - Auto Yours Cats	2022 YOUTH PRINT GENERAL	73.49
01/08/2023	2037215542	Baker & Taylor - Auto Yours Cats	2022 YOUTH PRINT GENERAL	116.52
Total 982.760 · Youth Print General				0.00
Total 982.755 · Youth Print				0.00
Total 982.700 · Print				197.60
Total 982.000 · Collection Expense				800.09
TOTAL				260,415.35

Chelsea District Library
Donation and Restricted
January 2023

	Jan 23	Budget	$ Over Budget
Ordinary Income/Expense			
Income			
674.000 · Revenue Contribution & Donation			
674.110 · Designated Adult Programming	0	5,250	(5,250)
674.111 · Designated Youth Programming	0	4,500	(4,500)
674.112 · Designated Music Focus Programs	2,000	4,500	(2,500)
674.113 · Designated Exhibits Programming	0	3,000	(3,000)
674.120 · Undesignated Donation	20		
674.121 · Annual Giving	1,250	15,000	(13,750)
674.141 · Designated Technology	0	3,000	(3,000)
674.150 · Continuing Education Restricted	0	750	(750)
674.500 · Mobile CDL	5,000		
Total 674.000 · Revenue Contribution & Donation	8,270	36,000	(27,730)
675.000 · Private Grant Sources			
675.400 · Chelsea Ed Foundation	0	1,500	(1,500)
Total 675.000 · Private Grant Sources	0	1,500	(1,500)
Total Income	8,270	37,500	(29,230)
Gross Profit	8,270	37,500	(29,230)
Expense			
850.000 · Telecommunications			
850.900 · Telecom-Restricted Gifts			
850.910 · WIFI Hot Spots - Restricted	3,000	3,000	0
Total 850.900 · Telecom-Restricted Gifts	3,000	3,000	0
Total 850.000 · Telecommunications	3,000	3,000	0
884.000 · Programming			
884.210 · Youth Speakers			
884.211 · Authors in Chelsea			
884.921 · Youth Prog Rest Gifts Authors	25	2,000	(1,975)
Total 884.211 · Authors in Chelsea	25	2,000	(1,975)
Total 884.210 · Youth Speakers	25	2,000	(1,975)
884.400 · Music Focus			
884.981 · Songfest - Restricted Gift	0	3,500	(3,500)
884.982 · Music in the Air - Restricted	0	1,000	(1,000)
Total 884.400 · Music Focus	0	4,500	(4,500)
884.500 · Artist In Residence			
884.970 · Artist In Residence Restricted	0	1,000	(1,000)
Total 884.500 · Artist In Residence	0	1,000	(1,000)
884.910 · Adult Programming Restricted			
884.911 · Adult Prog Rest Gifts MWest LW	0	0	0
884.912 · Adult Prog Rest Gifts General	0	0	0
884.914 · Adult Prog Rest - Korner Stage	0	1,500	(1,500)
884.916 · Aud Prg. Rst. Gifts Purple Rose	0	1,000	(1,000)
884.927 · Adult Prog Rest Gifts SRP	0	750	(750)
884.930 · Oral History Restricted Gift	0	0	0

Chelsea District Library
Donation and Restricted
January 2023

	Jan 23	Budget	$ Over Budget
Total 884.910 · Adult Programming Restricted	0	3,250	(3,250)
884.920 · Youth Programming Restricted			
884.922 · Youth Prog Rest Gifts Genl	(25)	0	(25)
884.926 · Youth Prog Rest Gifts SRP	0	2,500	(2,500)
884.950 · Youth Programming Restricted Gr			
884.953 · Youth Prog Rest Chelsea Ed Foun	1,095	1,500	(405)
Total 884.950 · Youth Programming Restricted Gr	1,095	1,500	(405)
Total 884.920 · Youth Programming Restricted	1,070	4,000	(2,930)
Total 884.000 · Programming	1,095	14,750	(13,655)
969.000 · CE, Staff Development & Travel			
969.600 · Staff Training, In-Service			
969.940 · Staff Apprec - Restr/Covid-19	0	750	(750)
Total 969.600 · Staff Training, In-Service	0	750	(750)
Total 969.000 · CE, Staff Development & Travel	0	750	(750)
970.000 · Capital Expense 980.00			
980.200 · Technology			
980.900 · Technology Restricted Gifts			
980.910 · Capital Restr Gift -Mobile CDL	0	129,314	(129,314)
Total 980.900 · Technology Restricted Gifts	0	129,314	(129,314)
Total 980.200 · Technology	0	129,314	(129,314)
Total 970.000 · Capital Expense 980.00	0	129,314	(129,314)
Total Expense	4,095	147,814	(143,719)
Net Ordinary Income	4,175	(110,314)	114,489
Net Income	4,175	(110,314)	114,489

Chelsea District Library
Donation and Restricted
January 2023

	Jan 23	Budget	$ Over Budget
Ordinary Income/Expense			
Income			
674.000 · Revenue Contribution & Donation			
674.110 · Designated Adult Programming	0	5,250	(5,250)
674.111 · Designated Youth Programming	0	4,500	(4,500)
674.112 · Designated Music Focus Programs	2,000	4,500	(2,500)
674.113 · Designated Exhibits Programming	0	3,000	(3,000)
674.120 · Undesignated Donation	20		
674.121 · Annual Giving	1,250	15,000	(13,750)
674.141 · Designated Technology	0	3,000	(3,000)
674.150 · Continuing Education Restricted	0	750	(750)
674.500 · Mobile CDL	5,000		
Total 674.000 · Revenue Contribution & Donation	8,270	36,000	(27,730)
675.000 · Private Grant Sources			
675.400 · Chelsea Ed Foundation	0	1,500	(1,500)
Total 675.000 · Private Grant Sources	0	1,500	(1,500)
Total Income	8,270	37,500	(29,230)
Gross Profit	8,270	37,500	(29,230)
Expense			
850.000 · Telecommunications			
850.900 · Telecom-Restricted Gifts			
850.910 · WIFI Hot Spots - Restricted	3,000	3,000	0
Total 850.900 · Telecom-Restricted Gifts	3,000	3,000	0
Total 850.000 · Telecommunications	3,000	3,000	0
884.000 · Programming			
884.210 · Youth Speakers			
884.211 · Authors in Chelsea			
884.921 · Youth Prog Rest Gifts Authors	25	2,000	(1,975)
Total 884.211 · Authors in Chelsea	25	2,000	(1,975)
Total 884.210 · Youth Speakers	25	2,000	(1,975)
884.400 · Music Focus			
884.961 · Songfest - Restricted Gift	0	3,500	(3,500)
884.962 · Music in the Air - Restricted	0	1,000	(1,000)
Total 884.400 · Music Focus	0	4,500	(4,500)
884.500 · Artist in Residence			
884.970 · Artist in Residence Restricted	0	1,000	(1,000)
Total 884.500 · Artist in Residence	0	1,000	(1,000)
884.910 · Adult Programming Restricted			
884.911 · Adult Prog Rest Gifts MWest LW	0	0	0
884.912 · Adult Prog Rest Gifts General	0	0	0
884.914 · Adult Prog Rest - Korner Stage	0	1,500	(1,500)
884.916 · Aud Prg. Rst. Gifts Purple Rose	0	1,000	(1,000)
884.927 · Adult Prog Rest Gifts SRP	0	750	(750)
884.930 · Oral History Restricted Gift	0	0	0

Chelsea District Library
Donation and Restricted
January 2023

	Jan 23	Budget	$ Over Budget
Total 884.910 · Adult Programming Restricted	0	3,250	(3,250)
884.920 · Youth Programming Restricted			
884.922 · Youth Prog Rest Gifts Genl	(25)	0	(25)
884.926 · Youth Prog Rest Gifts SRP	0	2,500	(2,500)
884.950 · Youth Programming Restricted Gr			
884.953 · Youth Prog Rest Chelsea Ed Foun	1,095	1,500	(405)
Total 884.950 · Youth Programming Restricted Gr	1,095	1,500	(405)
Total 884.920 · Youth Programming Restricted	1,070	4,000	(2,930)
Total 884.000 · Programming	1,095	14,750	(13,655)
969.000 · CE, Staff Development & Travel			
969.600 · Staff Training, In-Service			
969.940 · Staff Apprec - Restr/Covid-19	0	750	(750)
Total 969.600 · Staff Training, In-Service	0	750	(750)
Total 969.000 · CE, Staff Development & Travel	0	750	(750)
970.000 · Capital Expense 980.00			
980.200 · Technology			
980.900 · Technology Restricted Gifts			
980.910 · Capital Restr Gift -Mobile CDL	0	129,314	(129,314)
Total 980.900 · Technology Restricted Gifts	0	129,314	(129,314)
Total 980.200 · Technology	0	129,314	(129,314)
Total 970.000 · Capital Expense 980.00	0	129,314	(129,314)
Total Expense	4,095	147,814	(143,719)
Net Ordinary Income	4,175	(110,314)	114,489
Net Income	4,175	(110,314)	114,489

03/13/23
Accrual Basis

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

	Jan 23	Feb 23	Mar 23	Apr 23	May 23	Jun 23	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Jan - Dec 23	Budget	$ Over Budget	% of Budget
Income/Expense																
Income																
402.300 · District Revenue 402	904,491	370,240	0	0	0	0	0	0	0	0	0	0	1,275,728	2,020,221	(745,492)	63%
540.100 · State Aid	0	0	0	0	0	0	0	0	0	0	0	0	0	70,800	(70,800)	0%
574.100 · Penal Fines	0	0	0	0	0	0	0	0	0	0	0	0	0	20,000	(20,000)	0%
645.100 · Copiers & Printers	0	136	0	0	0	0	0	0	0	0	0	0	136	3,000	(2,865)	5%
657.100 · Non-Resident Fees 607.100	0	250	0	0	0	0	0	0	0	0	0	0	250	3,200	(2,950)	8%
657.200 · ILL Fees/Collection Agency Rec	0	15	0	0	0	0	0	0	0	0	0	0	15	600	(585)	3%
665.000 · Investment Income, Int 665.100	137	0	0	0	0	0	0	0	0	0	0	0	137			
665.100 · Investment Gains/Losses 666.100	463	0	0	0	0	0	0	0	0	0	0	0	463	22,000	(21,517)	2%
669.500 · Investment Value Change 665.500	6,199	0	0	0	0	0	0	0	0	0	0	0	6,199			
674.000 · Revenue Contribution & Donation	8,270	0	0	0	0	0	0	0	0	0	0	0	8,270	36,000	(27,730)	23%
675.200 · Private Grant Sources	0	0	0	0	0	0	0	0	0	0	0	0	0	1,500	(1,500)	0%
Total Income	919,670	370,640	0	0	0	0	0	0	0	0	0	0	1,290,219	2,198,321	(908,102)	59%
Gross Profit	919,670	370,640	0	0	0	0	0	0	0	0	0	0	1,290,219	2,198,321	(908,102)	59%
Expense																
701.300 · Personnel Svcs Contrib Acct 701	50,536	6,825	0	0	0	0	0	0	0	0	0	0	57,361	1,326,439	(1,269,078)	4%
727.300 · Supplies 727	653	7	0	0	0	0	0	0	0	0	0	0	660	19,400	(18,740)	3%
730.300 · Printing&Publishing P&P 727.800	0	0	0	0	0	0	0	0	0	0	0	0	0	600	(600)	0%
731.300 · Other Svc - Postage 727.703	71	66	0	0	0	0	0	0	0	0	0	0	137	1,600	(1,463)	9%
732.300 · Supplies-Maintenance 727.400	0	70	0	0	0	0	0	0	0	0	0	0	70	1,365	(1,295)	5%
801.300 · Professional & Contractual Svcs	1,873	200	0	0	0	0	0	0	0	0	0	0	2,073	82,850	(80,777)	3%
802.300 · Admin-Fees & Misc Costs 801.303	41	0	0	0	0	0	0	0	0	0	0	0	41	1,040	(999)	4%
803.300 · Maintenance Service Contracts	6,231	2,932	0	0	0	0	0	0	0	0	0	0	9,163	183,585	(174,422)	5%
850.300 · Telecommunications	6,616	993	0	0	0	0	0	0	0	0	0	0	7,242	44,800	(37,558)	16%
880.300 · Promotional Materials	3,119	2,097	0	0	0	0	0	0	0	0	0	0	5,216	89,288	(84,072)	6%
884.500 · Programming	8,604	4,707	0	0	0	0	0	0	0	0	0	0	13,311	129,365	(116,054)	10%
885.000 · Volunteer	0	35	0	0	0	0	0	0	0	0	0	0	35	2,500	(2,465)	1%
920.000 · Utilities	0	0	0	0	0	0	0	0	0	0	0	0	0	71,850	(71,850)	0%
960.000 · Board & Director Expense	34	0	0	0	0	0	0	0	0	0	0	0	34	4,400	(4,366)	1%
965.000 · Automation Services	13,119	0	0	0	0	0	0	0	0	0	0	0	13,119	45,892	(32,773)	29%
966.000 · Insurance 801.200	0	0	0	0	0	0	0	0	0	0	0	0	0	18,711	(18,711)	0%
967.000 · Equipment	14,088	3,814	0	0	0	0	0	0	0	0	0	0	17,903	65,300	(47,397)	27%
968.000 · CE, Staff Development & Travel	395	242	0	0	0	0	0	0	0	0	0	0	637	14,519	(13,882)	4%
970.000 · Capital Expense 900.00	125,903	0	0	0	0	0	0	0	0	0	0	0	125,903	170,814	(44,911)	74%
982.000 · Collection Expense	808	28,318	0	0	0	0	0	0	0	0	0	0	29,119	183,700	(154,581)	16%
Total Expense	280,416	32,751	0	0	0	0	0	0	0	0	0	0	312,967	2,429,959	(2,116,992)	13%
Net Ordinary Income	639,154	343,887	0	0	0	0	0	0	0	0	0	0	983,221	(245,678)	1,227,899	(400%)
Other Income/Expense																
Other Expense																
995.301 · Trans to Capital Imprv 999.001	0	0	0	0	0	0	0	0	0	0	0	0	0	(36,500)	36,500	0%
995.302 · Trans to Cap Resv Fund 999.002	0	0	0	0	0	0	0	0	0	0	0	0	0	18,200	(18,200)	0%
Total Other Expense	0	0	0	0	0	0	0	0	0	0	0	0	0	(18,300)	18,300	0%
Net Other Income	0	0	0	0	0	0	0	0	0	0	0	0	0	18,300	(18,300)	0%
Net Income	639,154	343,887	0	0	0	0	0	0	0	0	0	0	983,221	(227,478)	1,209,699	(432%)

Chelsea District Library
Profit & Loss Prev Year Comparison
January through December 2023

	Jan - Dec 23	Jan - Dec 22	$ Change	% Change
Ordinary Income/Expense				
Income				
402.000 · District Revenue 402	1,279,729.35	1,988,952.21	-709,222.86	-35.66%
540.100 · State Aid	0.00	73,138.71	-73,138.71	-100.0%
574.100 · Penal Fines	0.00	15,220.72	-15,220.72	-100.0%
645.100 · Copiers & Printers	134.80	3,534.76	-3,399.96	-96.19%
657.100 · Non-Resident Fees 607.100	250.00	3,895.83	-3,645.83	-93.58%
657.200 · ILL Fees/Collection Agency Rec	15.00	130.00	-115.00	-88.46%
665.000 · Investment Income, Int 665.100	137.45	299.55	-162.10	-54.12%
665.100 · Investment Gains/Losses 666.100	482.97	30,379.08	-29,896.11	-98.41%
669.000 · Investment Value Change 665.500	6,198.85	-56,901.85	63,100.70	110.89%
674.000 · Revenue Contribution & Donation	8,296.25	95,191.47	-86,895.22	-91.29%
675.000 · Private Grant Sources	0.00	74,900.00	-74,900.00	-100.0%
Total Income	1,295,244.67	2,228,740.48	-933,495.81	-41.88%
Gross Profit	1,295,244.67	2,228,740.48	-933,495.81	-41.88%
Expense				
701.000 · Personnel Svcs Control Acct 701	87,360.59	1,235,054.52	-1,147,693.93	-92.93%
727.000 · Supplies 727	660.36	19,077.73	-18,417.37	-96.54%
730.000 · Printing&Publishing P&P 727.600	0.00	441.00	-441.00	-100.0%
731.000 · Other Svc - Postage 727.700	137.64	1,173.41	-1,035.77	-88.27%
732.000 · Supplies-Maintenance 727.800	69.93	4,366.96	-4,297.03	-98.4%
801.000 · Professional & Contractual Svcs	1,873.28	52,191.59	-50,318.31	-96.41%
802.000 · Admin-Fees & Misc Costs 801.300	40.60	692.96	-652.36	-94.14%
803.000 · Maintenance Service Contracts	9,167.98	154,803.73	-145,635.75	-94.08%
850.000 · Telecommunications	6,612.25	28,335.98	-21,723.73	-76.67%
880.000 · Promotional Materials	6,216.47	62,700.03	-56,483.56	-90.09%
884.000 · Programming	13,310.32	93,543.53	-80,233.21	-85.77%
885.000 · Volunteer	35.99	1,910.55	-1,874.56	-98.12%
920.000 · Utilities	0.00	68,519.99	-68,519.99	-100.0%
960.000 · Board & Director Expense	33.63	2,737.60	-2,703.97	-98.77%
965.000 · Automation Services	13,116.23	43,445.88	-30,329.65	-69.81%
966.000 · Insurance 801.200	0.00	15,605.00	-15,605.00	-100.0%
967.000 · Equipment	17,903.37	21,722.47	-3,819.10	-17.58%
969.000 · CE, Staff Development & Travel	836.50	17,143.15	-16,306.65	-95.12%
970.000 · Capital Expense 980.00	126,502.81	78,365.03	48,137.78	61.43%
982.000 · Collection Expense	29,119.19	164,877.95	-135,758.76	-82.34%
Total Expense	312,997.14	2,066,709.06	-1,753,711.92	-84.86%
Net Ordinary Income	982,247.53	162,031.42	820,216.11	506.21%
Net Income	**982,247.53**	**162,031.42**	**820,216.11**	**506.21%**

7.0

CHELSEA DISTRICT LIBRARY

Fund Balances

January 31, 2023

		Beginning Balance	Net Change	Ending Balance
General Fund				
LOCAL BANKS BALANCES				
Checking Account/ Chelsea State Bank	001.00[illegible]	$209,247.91	$710,673.52	$919,921.43
Paypal Account	003.002	$25.00	$25.00	$25.00
Cash on Hand		$209,272.91	**$710,698.52**	**$919,946.43**
Ameriprise Account				
Fixed Income Fund	017.005	$1,513,479.14	$6,681.82	$1,520,160.96
Money Market Fund	017.004	$73,497.19	$0.00	$73,497.19
Investment Partners Total		**$1,586,976.33**	**$6,681.82**	**$1,593,658.15**
Total General Fund		**$1,796,249.24**	**$717,380.34**	**$2,513,604.58**
Debt Service Fund				
Bond Debt Retirement Fund Checking	003.008	**$210,700.39**	**$256,144.79**	**$466,845.18**

8.1

Ameriprise 01/01/2023

Account no. 0000-4823-9221-4

GL ACCOUNTS - 017.003, 017.004, 666.100, 666.500

	Beginning Balance	Transfers into operating account	Interest	Fees	Withdrawl	Change in Value	Ending balance*
12/31/22							**$1,586,976.33**
01/31/22	**$1,586,976.33**	**$0.00**	**$482.97**			**$6,198.85**	**$1,593,658.15**
02/28/22	$0.00	$700,000.00	$0.00			$0.00	$0.00
03/31/22	$0.00	$0.00	$0.00			$0.00	$0.00
04/30/22	$0.00	$0.00	$0.00			$0.00	$0.00
05/31/22	$0.00	$0.00	$0.00		$0.00	$0.00	$0.00
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
10/10/22	$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
	$0.00						
Balance YTD	**$1,593,658.15**	**$700,000.00**	**$482.97**	**$0.00**	**$0.00**	**$6,198.85**	**$2,300,339.97**
	017.003 + 017.004	(+) = in. (-) = out.	665.100			669.000	017.003+017.004

*Should match Ameriprise Statement

DIRECTOR'S REPORT

Library Director's Report
Respectfully submitted for February 2023 board meeting

Staff Announcements

January Work Anniversaries

Administrative Assistant Chris Berggren, six years on January 3
Technology Specialist Everett Mayes, one year on January 4
Library Assistant Jennifer Thompson, on year on January 11

Congratulations to you all! CDL is a better place because of you.

State Aid

I filed the FY2021/2022 Annual Report/State Aid Application in January. This report/application provides a detailed snapshot of the reporting year and requests data on hours of service, operating income and expenditures, collections, services, circulation and reference transactions, interlibrary loans, technology, salary and benefit information, and millage and trustee information. It's a 38-page document that is quite arduous to complete (staff hears LOTS of heavy sighing coming from my office in December and January as I work on State Aid!) . I owe a debt of gratitude every year to Amy, Scott, and Shannon who assist me with gathering this data. I could not do it without them!

The process results in our annual state aid payments which have provided more than $40,000 in combined income over the past three years.

The State Aid to Public Libraries Act (Act 89 of 1977) was enacted in 1977 and funding for public libraries was set at $0.50/capita. The total amount of State Aid to Public Libraries in FY2023 is $15,567,700 with a per capita breakdown of $0.503478.

Fourth Grade Project

The national touring exhibition, *The Fourth Grade Project*, is currently on display in the McKune Room. We will host it through March 16. Over the past decade, acclaimed artist Judy Gelles interviewed and photographed more than 300 fourth-grade students from a wide range of economic and cultural backgrounds in China, England, India, Israel, Italy, Nicaragua, St. Lucia, South Africa, Dubai, South Korea, and multiple areas of the United States. She asked all of the students the same three questions: Who do you live with? What do you wish for? What do you worry about? Their varied stories, collected in the exhibition *The Fourth Grade Project*, touch on the human condition and urgent social issues. On display are sixty photographs with stories that capture a variety of societal issues, such as violence, immigration, global hunger, and the impact of the media and popular culture. More than that, the students' perspectives reveal common human experiences including the impact of family and friends, our desire for acceptance, and an enduring hope that we will grow to make our community and world a better place.

We are fortunate to work with a school district that is open to collaboration. Thanks to the leadership of Principal Battaglia, we were able to create our own local Fourth Grade

Project with portraits and responses of students at South Meadows Elementary School. Thanks to Youth Services Librarian Jessica Zubik for creating and coordinating this local community project.

Since it opened on February 1, the response to it has been overwhelmingly positive. Our community is embracing this exercise in understanding and empathy.

Upcoming Exhibits
We have booked more national touring exhibits for CDL through 2028! Here's what is on tap:

1968: A Folsom Redemption (9/1 – 10/20,2023)
The '60s Through the Eyes of a Revolutionary, by John "Hoppy" Hopkins (9/1– 10/20/2024)
Hemingway in Comics (9/1– 10/20/25)
Backstage Hollywood: The Photographs of Bob Willoughby (9/1– 10/20/2026)
Shutter and Sound: The Jazz Photography of Bob Willoughby (9/1 – 10/20/2027)
Portraits of Dementia (9/1 – 10/5/2028)

More information on these exhibitions may be found on the shared google drive here.

Out and About: Meetings Attended January 2023

- Friends meeting – January 10
- Friends annual meeting – January 28
- Walk to School Wednesdays – January 4, 11, 18
- Rotary meetings – January 10, 17, 24
- Rotary leadership meeting – January 11
- Chelsea Area Chamber Citizen of the Year and Lifetime Achievement Committee – January 11
- Chelsea Education Foundation grant scoring – January 26
- Meeting with Paul McCann, Dexter District Library Director & Josie Parker, former AADL Director – January 30

Chelsea District Library
Assistant Director's Report
January 2023

Facility update

- The LED lighting project took another turn when the contractor came out to bring some new bulbs for the portico and McKune porch fixtures. The bulbs he brought did not work in the fixtures and actually blew the circuit when put in. They will need to do some investigation into why that happened and that will require another trip. The main lighting controller also decided to act up in the past few weeks so I had the contractor take a look at it while he was here with his electrician. It is as old as the building and had stopped turning on the bollard lights that run along the border with Merkels. They were not able to determine a specific issue, other than age, and suggested we install a separate digital controller for the bollards. I also called our regular electrician to take a look and he agreed with their assessment but suggested a simpler, manual controller which I had him install. The bollards are now functioning correctly once again.
- Johnson Controls was out this month to upgrade Metasys (the control software for the hvac system). It took the better part of two days. The tech found a valve leaking on the chilled water actuators and will do that repair when the parts are available in Feb.
- Fireplace- the wood veneer panels that line both sides of the fireplace have started to delaminate after 16 years. I have contracted three companies to assess the issue and give us quotes on fixing it.

Looking forward, I am getting quotes to turn one of the two main Ingenuity Engine (IE) doors into a french style door where the top half will open; put a window into the IE office door; and secure a new contract for our elevator service. Our current contract with Schindler expires at the end of June.

Staffing
Elaine Medrow left our staff this month and she will be missed. We are thrilled, however, that Virginia agreed to act as interim Head of Marketing for a few months. If both parties feel that it is a good fit after this initial period, we will make the position permanent. We have every confidence that we can convince her to stay on in this new role :)

Budget
Work continued towards finalizing the 2022 budget projections, as well as checking over the 2023 budget numbers for accuracy. Both seem as they should be.

Volunteers- in December we had 224 book sale volunteer hours and 64 non-book sale hours, for a total of 288 volunteer hours. A good start to the new year.

Respectfully submitted,
Linda Ballard
Assistant Director

January opened slow as always, but reference transactions increased as the month continued and patrons returned from vacations. Program attendance also picked back up, and we were able to use a good portion of the month for planning purposes.

- Sarah Bernhardt joined the Information Services Department and her training began in earnest. Sarah has already proven to be a wonderful asset to the team in just one short month.
- The Information Services team met to discuss Mobile CDL collections. Using diagrams of the shelving space inside the vehicle, we determined where each collection would be shelved and how many items should be purchased in advance of the vehicle arriving.
- The Fourth Grade Project committee continued work on preparing for the exhibit and its complimentary displays and events.
- Amy Zoran and I met twice throughout the month to discuss the impending arrival of the Mobile CDL vehicle and the resultant cataloging and circulation needs.
- Martha Jacques , Lori Coryell , and I worked to condition report and prepare the Fourth Grade Project materials for display. Kerry Ballard and Virginia Krueger also assisted with installation by installing cleats and vinyl lettering. The entire exhibit was a wonderful example of interdepartmental teamwork. It really turned out beautifully.
- Librarians began ordering again as the new fiscal year began.
- Youth and adult librarians met to plan for summer programming and summer reading.
- I met with Jeff Holden to discuss summer reading sponsorship opportunities. Culvers has agreed to proven frozen custard at this year's summer reading kickoff. I also reached out to donors and sponsors from years past to see if they would be willing to participate once more.
- Youth librarians met to plan for Authors in Chelsea. All three authors have been secured. Librarians are now working with the schools to finalize classroom visits.
- Virginia Krueger and I met to plan the marketing strategy for Authors in Chelsea and Midwest Literary Walk.

Program Attendance

Date	Name	In-Person	Live Virtual	Recorded Virtual	Kits
	Adult Program Attendance				
1/3/2023	Reading Glasses Book Club	8			
1/10/2023	Hello, Bookstore	27	7	5	
1/11/2023	A History of the Movie Musical		20		
1/18/2023	Preventing Fraud	13			

1/19/2023	Pines Book Club	10			
	Adult Program Totals	*58*	*27*	*5*	
	Early Literacy Program Attendance				
1/10/2023	Babytime	4			
1/12/2023	Toddlertime	26			
1/17/2023	Babytime	2			
1/18/2023	Yoga Storytime	34			
1/19/2023	Toddlertime	22			
1/31/2023	Babytime	8			
	Early Literacy Program Totals	*96*			
	Youth Program Attendance				
1/5/2023	Read to Library Dog	9			
1/10/2023	Tween Book Club	8			
1/11/2023	Silly Songs with Sharon	59			
1/11/2023	After school science and snacks	17			
1/14/2023	KinderConcert	46			
1/16/2023	Storyteller Gwendolyn Lewis as Coretta Scott King	65			
1/20/2023	READ to Library Dog	5			
1/11/2023	Walk to School Wednesday	8			
1/18/2023	Walk to School Wednesday	10			
1/25/2023	Walk to School Wednesday	8			
	Youth Program Totals	*235*			
	Teen Program Attendance				
1/5/2023	TTT: Ichigo No Hi	3			
1/13/2023	PWNED Teen Gaming Club	9			
1/19/2023	TTT: Tech Take Apart	4			
1/24/2023	Pizza & Paperbacks: Hold Me Closer, Necormancer by Lish McBride	3			
	Teen Program Totals	*19*			
	Outreach Program Attendance				
1/13/2023	Glazier Spelling Bee	12			
1/20/2023	BLANK the Librarian	25			

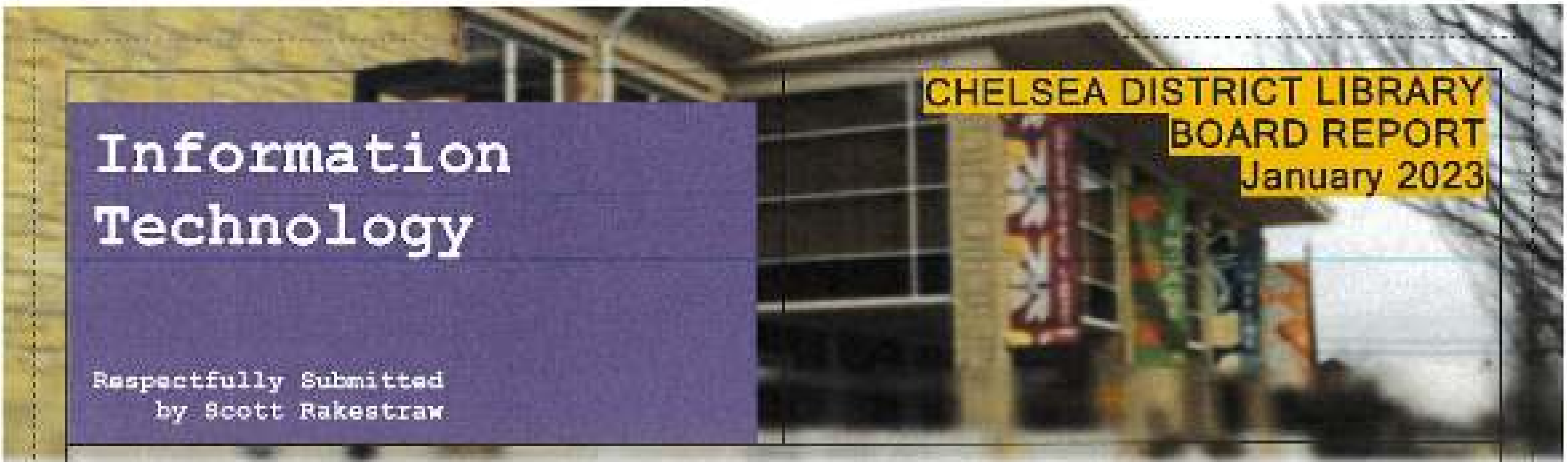
1/24/2023	Storytime at ECC	33			
1/27/2023	Storytime at ECC	19			
1/27/2023	Storytime at ECC	14			
1/31/2023	STUMP the Librarian	89			
	Outreach Program Totals	*192*			

Reference, Collections, Deliveries, and Other

Services	January 23
Reference Questions	1468
CDL Delivers & Deposit Book Deliveries	16^
OCLC Interlibrary Loan	0*

^Delivery has declined as some of our regular CDL Delivers patrons have moved locations or passed. Gabrielle Hopkins will be more actively advertising the service in the new year to make sure we are reaching patrons who need it.

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



CHELSEA DISTRICT LIBRARY
BOARD REPORT
January 2023

Information Technology

Respectfully Submitted
by Scott Rakestraw

TECHNOLOGY SERVICES

	DATA SERVICES	JAN
999.4	Hotspots: Total GB Used - Township Halls	999.4
12.4	-- Lima Township (GB)	12.4
34.3	-- Sylvan Township (GB)	34.3
952.7	-- Mobile Beacon (GB)	952.7
22	Hotspot Devices Circulated	22
366	Public Internet - Computer Sessions	366
468	Public Internet - Wireless Logins	468

	ONLINE SERVICES	JAN
14519	Website Sessions	14519
6747	Website Users	6747
2173	AUDIO Downloads Total	2173
1413	-- Audio: Libby	1413
760	-- Audio: Hoopla	760
315	VIDEO Downloads Total	315
112	-- Video: Kanopy	112
203	-- Video: Hoopla	203
5134	EBook Downloads Total	5134
4855	-- Video: Libby	4855
279	-- Video: Hoopla	279
7622	TOTAL Downloads	7622

CHELSEA SENIOR CENTER

Total Hours	Date	OnSite Hours	OffSite Hours	CDL Tech	Brief Description
35	JAN	31	4		
	1/3/2023	4		Everett	Swapped front desk pc, network tracing
	1/4/2023		2	Scott	Scheduling/Planning
	1/5/2023	4		Everett	Updated servers and inventory list
	1/9/2023	3		Everett	Reinstalled OS on Suzy computer, inventory, updated servers
	1/11/2023		2	Scott	Domain Renewal Research
	1/12/2023	4		Everett	Installed VPN on Jan's computer inventory
	1/16/2023	4		Everett	Assisted with member's email issue, inventory, diag on Suzy's computer
	1/19/2023	4		Everett	Inventory, MS administration, [illegible] network setup
	1/23/2023	4		Everett	Created account on server for Suzy, external access for server administration, inventory
	1/31/2023	4		Everett	Added email account to Outlook, troubleshooting on Suzy, helping member with email support

WEB SITE STATS

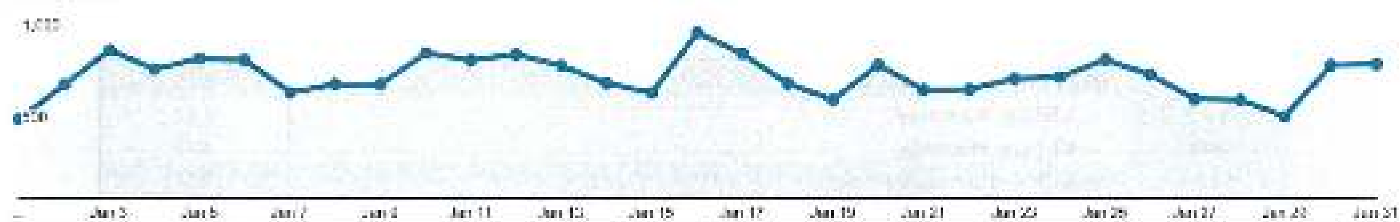
Analytics

All accounts > Chelsea District Library

All Web Site Data

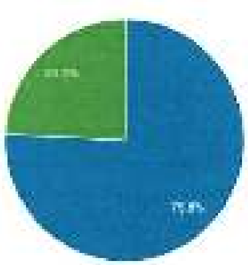
Jan 1, 2023 - Jan 31, 2023

Pages

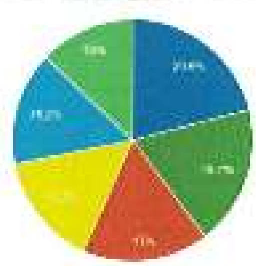


Pageviews	Unique Pageviews	Avg. Time on Page	Bounce Rate	% Exit
20,450	8,754	00:00:45	6.46%	35.06%

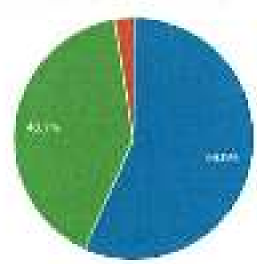
New Visitor · Returning Visitor



Age		
1.	35-44	20.59%
2.	55-64	18.71%
3.	45-54	17.02%
4.	25-34	15.16%
5.	65+	15.10%
6.	18-24	13.02%



Device Category		
1.	desktop	56.63%
2.	mobile	40.68%
3.	tablet	2.70%

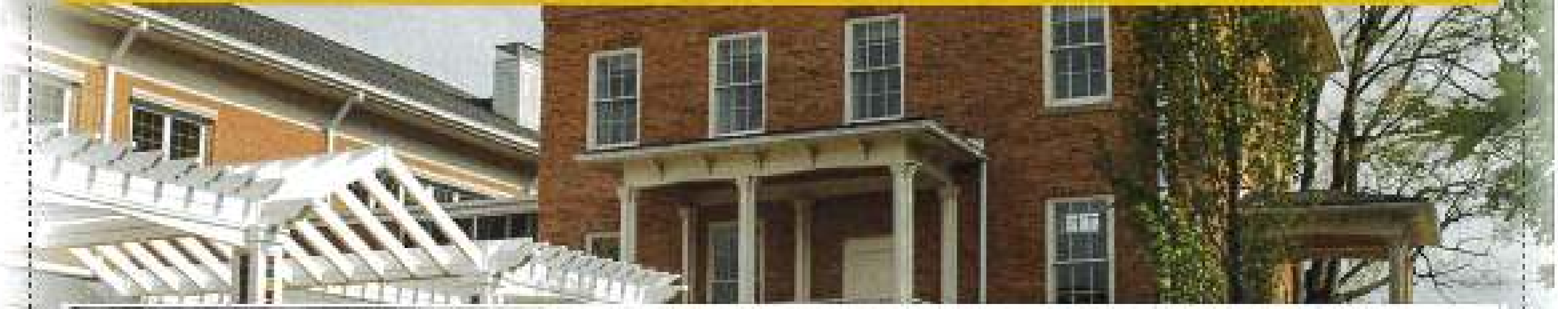


TOP 10 WEB PAGES [BY UNIQUE VIEWS]

Site Kit   Traffic   Content

Title	Pageviews	Unique Pageviews	Bounce Rate	Session Duration
1. Home - Chelsea District Library /	10,246	5,282	7.09%	1m 26s
2. Hours & Location - Chelsea District Library /about-us/hours-location/	626	216	1.12%	34s
3. Get a Library Card - Chelsea District Library /how-do-i/library-user-info/get-a-library-card/	497	172	19.67%	52s
4. Board of Trustees - Chelsea District Library /about-us/staff-trustees/board-of-trustees/	422	141	0%	1m 51s
5. Connect to the Wi-Fi Network - Chelsea District Library /how-do-i/services/connect-to-the-wifi-network/	332	136	6.45%	6s
6. eBooks, Audiobooks, and More - Chelsea District Library /downloadable-collection/	271	127	9.52%	1m 21s
7. Employment @ CDL - Chelsea District Library /about-us/employment-cdl/	209	99	0%	13s
8. Online Library Card Application - Chelsea District Library /online-library-card-application/	194	85	0%	3m 54s
9. Who We Are - Chelsea District Library /about-us/who-we-are/	155	67	20%	1m 15s
10. StoryBook Trail - Chelsea District Library /storybook-trail/	148	65	0%	39s

ONLINE RESOURCES



Last Month	Rank	January 2023 Online Resource	Total Clicks	Unique Users
3	1	Chelsea Update	116	111
5	2	Consumer Reports	47	35
7	3	Ancestry	40	34
13	4	Historic Newspapers	37	14
6	5	NoveList K8	34	34
4	6	Stories of Chelsea	33	32
17	7	My Heritage	31	23
9	8	Michigan eLibrary	30	29
11	8	Home Work Help Now	30	27
2	10	Sun Times News	28	23
22	11	WorldCat.org	24	24
9	12	Michigan Legal Help	21	21
13	12	Adult Learning Center	21	20
16	14	NoveListPlus	20	18
25	15	United States Census	19	19
19	15	Pronunciator	19	18
18	17	Michigan Voter Information Center	18	18
19	17	Newspaper Source Plus	18	17
7	19	Demographics Now	17	17
19	19	Unemployment Help	17	17
13	21	Scholastic Teachables	15	15
1	21	Britannica School	15	14
12	23	Michigan Secretary of State	14	14
22	24	Opposing View Points in Context	13	13
22	25	Lynda.com [Linked In Learning]	12	10

INGENUITY ENGINE ROOM

Matt Jensen
Technology Specialist

We had 60+ visitors in the lab.

The majority of those were for projects or project consultations, but some were tours as well.

We had two tours of the space from Chelsea Schools with dozens of 6th grade students (not included in the 60+ number).

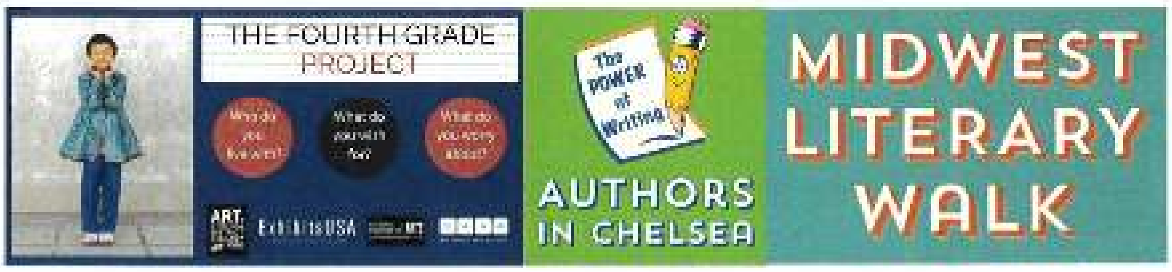
Planned and hosted a Hand-Sewing tutorial class with the Friends Lake Board and members. This will repeat every month for the next several months.

Stacey & Matt are working to deploy new CNC Router which should be up and operational in February.

Interim Head of Marketing Monthly Board Report (January 1–31, 2023):

Respectfully submitted by Virginia Krueger

In January I started the interim Head of Marketing position. I am encouraged and grateful for the support of the staff and board as I wrap my arms around this expanded role. This month involved learning the basics of the budgeting and accounting procedures, ensuring that the necessary promotional pieces for the Fourth Grade Project were complete in time for our February 1 opening, helping with setup of the exhibit, finalizing the design and content for the spring quarterly print newsletter, and preparing for the promotion of our two signature spring events, Authors in Chelsea and Midwest Literary Walk.

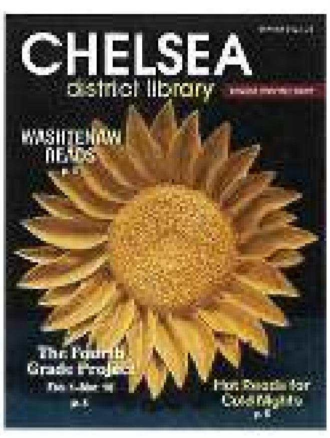


I also spent time establishing the relationships with our print and graphic design contacts. I connected with two graphic designers who worked on previous Song Fest and exhibit design development and will be working with them for Midwest Literary Walk, the 1968 Folsom Prison Redemption exhibition, and 2023 Song Fest graphics in the coming months.

Mobile CDL Update

I coordinated with the graphic designer and TechOps to finalize the Mobile CDL wrap design for production. Planning continues for how to bring the vehicle into library services and what the ribbon cutting and pilot stops will look like. These plans will be communicated in the summer newsletter, and with a dedicated marketing campaign.

Quarterly Print Newsletter



The quarterly print newsletter remains one of the most successful marketing channels for bringing patrons to our programs. This month I had to take over in the middle of the design process and this resulted in a few changes to the layout and prioritization of content. Our designer was supportive and made the adaptations to keep us on schedule for a mid-February distribution.

Additionally, Lori and I met with the printer and reviewed several different paper options to address rising costs. We selected a new paper that will reduce the printing costs by over $1,000 per quarter. The paper we selected will have more of a matte finish, but will maintain the professional quality that our patrons are accustomed to.

Looking forward to future newsletters, I reached out to local artist Sue Craig to use a McKune in winter painting on the Winter 23-24 newsletter cover with an accompanying lobby display of her work. This was very popular when we did this with Janet Alford, and I look forward to celebrating Sue's beautiful work.

Social Media:

Social media has taken a bit of a backburner in the last month as I focused on getting up to speed. Engagement should increase in the coming months as we add the upcoming author event posts.

January Social Media Metrics
CDL Facebook:
3,226 followers (+39) | 323 page visits ↑ | 6,559 page reach ↓
CDL Instagram:
Followers: 771 (+1) | 26 profile visits ↓ | 367 page reach ↓
CDL Twitter:
Followers: 1,570 (-3) | 13 profile visits ↓ | 1,538 impressions ↓
Paid Advertising:
No Paid Advertising

eNewsletters: CDL eNews has 3,373 subscribers (+24)

I spent some time analyzing the recent open and click rates on the weekly enews to determine the best content and headlines to continue its success in 2023. With Shannon & Lori's agreement, I will be piloting additional collection promotion in response to this analysis.

January Metrics:

- We sent 4 weekly newsletters
- 52% Open Rate (+13% from industry avg)

Marketing Channel Response:

In January, we had 117 program registrations. The breakdown of how the registrants heard about the program is as follows:

- Print Newsletter -34
- eNewsletter - 31
- Website - 10
- Social Media - 9
- Chelsea Update - 4
- Word of Mouth 7
- Other - 4
- Serendipity Books - 4
- ALI -1
- Did Not Respond - 13

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

Other miscellaneous duties:

- I serve on the board and marketing committees of Main Street Park Alliance and Chelsea Soccer Club, as well as a parent representative on the Chelsea School District District Curriculum Committee. Participation in local organizations has helped create a network of local professionals who are helpful as I develop in my new role.
- I created bookmarks and sent information and promotional materials to the office of Sue Jacobs and CHS economics teacher Matt Pedlow to help promote the new resource Value Line for investors.

Circulation Supervisor's Report
January 2022

- Circulation – 23163 in January;
- Patron Count- 9328 for January;
- Circulation by township- for January:
  - Dexter = 11% of total transactions
  - Lima = 10% of transactions
  - Lyndon =13% of transactions
  - Sylvan = 17% of transactions
  - Chelsea = 36% of transactions
- January Circulation: 78% were items from Chelsea and 22% were inter-loaned items.

  Libby = 3445 in January; Hoopla = 879; Kanopy = 112 in January.
- Registrations for January– 89 new cards; 5718 total card holders
  *Dexter = 720 cards; Lima =640 cards; Lyndon = 785 cards
  *Sylvan = 1035 cards; Chelsea = 2121 cards; Nonresident = 417 cards
- Self-Check Machine: January 1596 or 7% of total checkouts

January Notes:

- I attended weekly management meetings.
- I worked my PIC shifts each week.
- I assisted with Walk to School Wednesday each week.
- We received 143 tubs from TLN in January , with 6 being the daily average.
- I prepared & gave two 90-day reviews and gave one regular review.
- April & Marissa have successfully completed their 90-day training period.
- April & Marissa attended CARL training via Zoom through TLN.

Respectfully submitted,
Amy Zoran
Head of Circulation

2022 CIRCULATION REPORT - PATRONS

Chelsea District Library
Monthly New Registration 2023

New Regisitrations by Municipality

	District	NonRes	School	Other	Total Month	Grand Total	Chel	Dext	Lima	Lyndon	Sylvan
January	78	11	0	0	89	5718	22	10	7	15	25
February					0						
March					0						
April					0						
May					0						
June					0						
July					0						
August					0						
September					0						
October					0						
November					0						
December					0						
Totals					89		22	10	7	15	25

Average Daily Door Count 2022

	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Total
Jan.	275	382	353	339	316	278	170	9,328
Feb.								
March								
April								
May								
June								
July								
August								
Sept.								
Oct.								
Nov.								
Dec.								
Total								9,328
Monthly average								9328
Avg. % increase								

Registered Card Holders

	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
District	9002	9083	9109	9064	7837	7753	6361	6295	5135	5228	
Dexter	1206	1211	1215	1230	1087	1101	884	874	697	710	
Lima	1156	1133	1109	1109	996	965	802	794	634	634	
Lyndon	1538	1539	1546	1522	1302	1255	1005	970	778	770	
Sylvan	1693	1662	1667	1641	1412	1426	1192	1167	956	1009	
CityChel	3409	3538	3572	3562	3040	3006	2478	2490	2070	2105	
NonRes	640	649	655	625	575	609	562	582	414	407	
Freedor	6	6	6	7	0	1	0	0	0	3	
Sharon	118	122	118	110	107	112	104	105	88	89	
Waterlo	336	348	352	333	249	268	252	245	195	186	
GrassLl	26	29	28	25	37	36	22	21	4	7	
Other	154	144	151	150	182	192	184	211	127	122	
Totals	9642	9732	9764	9689	8412	8362	6923	6877	5549	5635	

	Trans Jan-23	% Tot Trans	SEMCOG Dec2020 Pop.	% of Pop Regist	% of Entity Pop.	
District	18,670		16126			
Dexter	2049	11%	2634	0%	39.34%	Dexter
Lima	1945	10%	2058	0%	51.15%	Lima
Lyndon	2408	13%	2656	0%	100.00%	Lyndon
Sylvan	3105	17%	3311	0%	100.00%	Sylvan
CityChel	6652	36%	5467	0%	100.00%	CityChel
NonRes				0%		
Freedor	390	2%				
Sharon	403	2%				
Waterlo	993	5%				
GrassLl	56	0%				
Other	669	4%				
Totals		100%				

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

Chelsea District Library
2023

	Average Daily Circulation							2023		
	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Total	2022	%Diff.
Jan.	598	746	606	534	542	619	562	23163	20837	11%
Feb.									20678	
March									23746	
April									23181	
May									22134	
June									24979	
July									27236	
August									26254	
Sept.									25890	
Oct.									26380	
Nov.									22879	
Dec.									21802	
Total								23163	285996	
Mnth Avg								*23,163*	*285,996*	
Avg.% Inc.								with OD & RB, & deposit collection ckouts.		11%

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

2022	SlfChk/ Check-outs only			
Totals	2023 Total	Days	Per Day	% ChkOuts
829	1596	29	55	8%
978				
1109				
1034				
1173				
1638				
1778				
1640				
1663				
1553				
1560				
1257				
2072	1596			8%

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

2023	Items Added	Total Items
Jan	654	70,902
Feb		
Mar		
April		
May		
June		
July		
Aug		
Sept		
Oct		
Nov		
Dec		
Total/ Avg	654	70,902

RB Digital Circ (e-magazines)			Libby Circ (e-books, a-books & music)			Hoopla books,music,movies			Kanopy		
		2021		2023	2022		2023	2022		2023	2022
Jan	[redacted]	634	Jan	3445	3065	Jan	879	609	Jan	112	71
Feb	[redacted]	606	Feb		2795	Feb		735	Feb		101
Mar	[redacted]	644	Mar		3037	Mar		663	Mar		193
April	[redacted]	[redacted]	April		2862	April		666	April		104
May	[redacted]	[redacted]	May		3046	May		777	May		143
June	[redacted]	[redacted]	June		3305	June		871	June		147
July	[redacted]	[redacted]	July		3399	July		913	July		295
Aug	[redacted]	[redacted]	Aug		3462	Aug		841	Aug		167
Sept	[redacted]	[redacted]	Sept		3104	Sept		803	Sept		167
Oct	[redacted]	[redacted]	Oct		3154	Oct		835	Oct		229
Nov	[redacted]	[redacted]	Nov		3006	Nov		820	Nov		256
Dec	[redacted]	[redacted]	Dec		2907	Dec		816	Dec		137
Total	0	1884	**Total**	3445	37142	**Total**	879	9349	**Total**	112	2010

RB Digital part of Overdrive starting in April 2021

Item Circulation 2022

2023

	All Items circed at Chel inc: eitems & at other TLN	Only Chel items circed at Chel inc: eitems	% of Chel items circed at Chel	Other Items circed at Chel	% other Items circed at Chel	All Chel items charged/ renewed anywhere in system	Chel items circed other libaries	Total: All Chel items circed + TLN items + eitems
Jan.	23,163	19,016	82%	4,147	18%	20,561	1,545	27,310
Feb.								
March								
April								
May								
June								
July								
August								
Sept.								
Oct.								
Nov.								
Dec.								
Totals	**23,163**	**19,016**	**82%**	**4,147**	**18%**	**20,561**	**1,545**	**27,310**
Mnth Avg	*23,163* #1	*19,016* #2		*4,147*	#3	*20,561* #4	*1,545* #5	*27,310* #6

2023 Circulation by Department - Percentage

	Adult	Youth	Teen
January	53%	44%	3%
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			
Yearly Avg.	53%	44%	3%

2023 Circulation by Department - Total Checkouts

	Adult	Youth	Teen
January	9,868	8,220	638
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			
Yearly Total	9,868	8,220	638

ACTION ITEMS

Action Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

February 23, 2023, Board Packet

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

Accept January donations and changes to the 2023 FY Budget.

		Income Line -	Expense Line	
Chelsea Rotary Foundation	Mobile CDL (for CD/DVD)	674.500	980.910	$5,000.00
Georgia & James Bohne	Non-Designated (in memory of Leola Brennan)	674.120	980.910	$20.00

Sub Total: $5,020.00

Acknowledge the donations below that are already in the budget.

Michael Kunkel & Henry Cox	Music in the Air	674.112	884.962	$2,000.00

Sub Total: $2,000.00

Total General Donations: $7,020.00

Acknowledge the donations below toward the CDL Endowment.

Patricia Garcia, Board Secretary

Date

DISCUSSION ITEMS

Discussion Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet
February 23, 2023 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
February 23, 2023 Meeting

Strategic Plan 2024-2028

Background:
Board discussion on Bridgeport Consulting's 2024-28 Strategic Plan proposal for Chelsea District Library.

COMMITTEE INFO & MINUTES

Chelsea District Library
Board of Trustees
2023 Board Committees

Governance
Appendix #3
Approved: January 19, 2023

	Community Outreach Committee	Personnel Committee	Finance Committee	Policy Committee	Nominating Committee
TJ Helfferich		Chair			X
Bob Swistock		X	Chair		
Gary Munce	X				Chair
Patricia Garcia	X			Chair	
Wendy Reinhardt		X		X	
Susan Lackey	Chair		X		
Jan Carr			X	X	X

Patricia Garcia

Patricia Garcia, Board Secretary

1/19/23

Date