

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**

**October 17, 2023
6:45 pm**

**McKune Room at the Chelsea
District Library**

CHELSEA DISTRICT LIBRARY BOARD OF TRUSTEES

Tuesday, October 17, 2023—6:45 p.m.

McKune Room

AGENDA

6:45 Board Meeting

Welcome and Call to Order

Agenda Review, Additions, and Approval

6:50 Presentation: Brand Audit, presented by Virginia Krueger

7:00 Compulsory Segments

Board Meeting Minutes Approval – September 19, 2023

Approval of the September Operational Checks

Approval of September Financial Reports

Director's and Friends Reports

7:20 Public Comment

7:25 Action Items

1. Donations
2. Consent Agenda

7:35 Discussion Items

1. Policy 108 from Employee Handbook

7:50 Reports

Policy Committee

Finance Committee

Personnel Committee

Nominating Committee

Community Outreach Committee

7:55 Public Comment

8:00 Other Items

8:05 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, September 19, 2023 6:45 p.m.
Meeting Location: McKune Room

Trustees in Attendance: J. Carr, G. Munce, B. Swistock, P. Garcia, & S. Lackey

Trustees Absent: TJ Helfferich & W. Reinhardt.

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

Guests: Brittany Galisdorfer

Welcome and Call to Order

J. Carr called the meeting to order at 6:48 p.m.

Agenda Review, Additions, and Approval

MOTION made by S. Lackey, SECONDED by G. Munce to approve the agenda, as amended. Discussion: Lori asked that Discussion Item #2 be struck from this month's agenda, due to Linda's absence.

All Ayes: 5-0

Presentation: Strategic Plan Update (Brittany from Bridgeport Consulting)

Brittany reported that the pen to paper part of the Strategic Plan has begun, so she wanted to touch base with the Board and update and inform them what is going on.

- Community was engaged over the summer through various means:
 - Poster papers with questions located in the library lobby.
 - Library website, eNews, newsletter, and Mobee visits.
 - Through the Friends of CDL, who surveyed library partners.
- Went over Community Engagement Process Overview.
- Brittany shared an overview of the draft initiatives.
- Wrapped up the discussion and asked for Board thoughts and questions.

Compulsory Segments:

Minutes and Approval of Checks

MOTION made by S. Lackey, SECONDED by B. Swistock to approve the Budget Hearing minutes of the August 15, 2023 Board Meeting. Discussion: None

All Ayes: 5-0

MOTION made by S. Lackey, SECONDED by B. Swistock to approve the regular meeting minutes of the August 15, 2023 Board Meeting. Discussion: None

All Ayes: 5-0

MOTION made by B. Swistock, SECONDED by P. Garcia to accept the General Fund Operational Checks for August, 2023. Discussion: None

All Ayes: 5-0

MOTION made by S. Lackey, SECONDED by P. Garcia to accept Financial Reports for August, 2023. Discussion: None

All Ayes: 5-0

Director's Report Update:

L. Coryell update:

- Song Fest is this coming Saturday, hopes to see some Trustees there.
- Lori will be out of the building on vacation from Sept. 25-Oct. 9.
- Mobee is doing extremely well during its scheduled stops.
- A shout out is given to Virginia for the Song Fest banners and other Song Fest related bling.

Friends Report:

- Made good money at the Culver's Friends Night event.
- Approved an additional \$2K in funds this year for the library.
- Moved monthly meeting start time from 6pm to 5pm.
- Have decided upon a Friend of the Year, but that info remains classified.

Other Reports Notes: None

Public Comment: None

Action Item #1: Donations

MOTION made by S. Lackey, SECONDED by B. Swistock to approve the library's August donations. Discussion: None

All Ayes 5-0

Action Item #2: 2024 Budget Approval

MOTION made by B. Swistock, SECONDED by S. Lackey to approve the library's 2024 Budget. Discussion: None

Roll call vote administered by P. Garcia: J. Carr – Aye, G. Munce – Aye, B. Swistock – Aye, S. Lackey – Aye, and P. Garcia – Aye. Passed 5-0.

Discussion Item #1: Public Comment

The Board discussed possible changes to the agenda going forward, including eliminating one of the two Public Comments and making the Compulsory Segment a Consent Agenda.

Committee Reports

Policy Committee –

Finance Committee –

Personnel Committee – J. Carr mentions that Personnel and Nominating will need to meet in the coming months.

Nominating Committee –

Community Outreach Committee – There will be an Outreach Committee meeting before the October Board Meeting.

Public and Board Comment: None

Other Items: G. Munce read the Lyndon Township Board Resolution giving the library extra broadband capabilities from their broadband initiative. J. Carr will assist G. Munce in crafting a Board thank you to the township.

Adjournment:

MOTION made by S. Lackey, SECONDED by B. Swistock to adjourn the meeting at 8:24 p.m.

All Ayes, 5-0

Patricia Garcia, Board Secretary

Date

FINANCE REPORTS

THE MAYNARD ENCOUNTER

THE MAYNARD ENCOUNTER

Chelsea District Library
Monthly Check Register
September 2023

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amo...
Check		09/30/2023		Service Charge	001.001 • CSB/Operations Checking		-7.20
				Service Charge	802.100 • Admin-Fees Bank 80...	-7.20	7.20
TOTAL						-7.20	7.20
Bill Pmt -Check	27889	09/06/2023	A Production Cleaning Company ...	INV 15093 - CLEANING 08/20 - 09/02/23	001.001 • CSB/Operations Checking		-1,750.00
Bill	15093	09/05/2023		CLEANING 08/20 - 09/02/23	803.605 • Janitorial	-1,750.00	1,750.00
TOTAL						-1,750.00	1,750.00
Bill Pmt -Check	27890	09/06/2023	ABSOPURE	VOID: ACCT 9423998 - INV 88972813	001.001 • CSB/Operations Checking		0.00
TOTAL						0.00	0.00
Bill Pmt -Check	27891	09/06/2023	Alerus Financial	Entity code nos. 400298 / 110320 - pay period starti...	001.001 • CSB/Operations Checking		-4,489.51
Bill	20230821	09/05/2023		09/08/2023 PR ER 5% MATCH	231.002 • Payroll Lia/401A MitchER ...	-1,554.71	1,554.71
				09/08/2023 PR EE PERSONAL CONT	702.300 • Per Svcs - Retirmt - EE 7...	-1,788.83	1,788.83
				09/08/2023 PR FLEX TO 457(b)	710.500 • Per Svcs - Fringe B ER 70...	-1,145.97	1,145.97
TOTAL						-4,489.51	4,489.51
Bill Pmt -Check	27892	09/06/2023	Amazon Capital Services Inc		001.001 • CSB/Operations Checking		-1,904.88
Bill	1JV4-7Y9X-V4VN	09/05/2023		• Teen General Programs	884.272 • Teen General Programs	-73.07	73.07
				• YSG Recognition	884.286 • YSG Recognition	-21.93	21.93
				• Videogames	982.490 • Videogames	-750.93	856.27
				• Multiple Book Copies	982.740 • Multiple Book Copies	-78.78	78.78
				• Supplies-Cleaning Sup SEE CRM 13R4-4QGK-PY4Q	729.200 • Supplies-Cleaning Sup 7...	-221.37	221.37
				• General Adult Programs	884.126 • General Adult Programs	-156.59	156.59
				• Makerspace Furnishings	967.310 • Makerspace Furnishings	-431.56	431.56
				MOBEE MOUSE	967.120 • Computers	-19.99	19.99
				FOAM FLOOR TILES	884.222 • General Youth Programs	-63.12	63.12
				TURING, BATTIS, ROBLOX	982.760 • Youth Print General	-34.08	34.08
				UKELE TUNER	982.430 • Non-Traditional Collections	-13.89	13.89
				BOOKS	982.760 • Youth Print General	-39.57	39.57
TOTAL						-1,904.88	2,010.22
Bill Pmt -Check	27893	09/06/2023	Association Maintenance Corp	12585	001.001 • CSB/Operations Checking		-690.00
Bill	12585	09/05/2023		LAWN - AUG MOWS & WEED	803.611 • Lawn Service	-690.00	690.00
TOTAL						-690.00	690.00
Bill Pmt -Check	27894	09/06/2023	Baker & Taylor - Adult	2037673565	001.001 • CSB/Operations Checking		-46.38
Bill	2037673565	09/06/2023		2023 - ADULT PRINT GENERAL	982.720 • Adult Print General	-46.38	46.38

Chelsea District Library
Monthly Check Register
September 2023

5:44 PM
10/10/23

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amo...
TOTAL						-46.38	46.38
Bill Pmt -Check	27895	09/06/2023	Baker & Taylor - Auto Yours Cats	2037700771	001.001 - CSB/Operations Checking		-155.33
Bill	2037700771	09/06/2023		· Youth Print General	982.760 · Youth Print General	-155.33	155.33
TOTAL						-155.33	155.33
Bill Pmt -Check	27896	09/06/2023	Baker & Taylor - Juvenile		001.001 - CSB/Operations Checking		-254.10
Bill	2037669280	09/06/2023		· Youth Print General	982.760 · Youth Print General	-101.70	101.70
Bill	2037718660	09/06/2023		· Youth Print General	982.760 · Youth Print General	-152.40	152.40
TOTAL						-254.10	254.10
Bill Pmt -Check	27897	09/06/2023	Baker & Taylor - Unlabeled Juven...		001.001 - CSB/Operations Checking		-860.00
Bill	2037708259	09/06/2023		· Youth Print General	982.760 · Youth Print General	-180.00	180.00
Bill	2037709814	09/06/2023		· Youth Print General	982.760 · Youth Print General	-102.68	102.68
Bill	2037710930	09/06/2023		· Youth Print General	982.760 · Youth Print General	-288.20	288.20
Bill	2037712821	09/06/2023		· Youth Print General	982.760 · Youth Print General	-309.12	309.12
TOTAL						-860.00	860.00
Bill Pmt -Check	27898	09/06/2023	Ballard, Kerry	BOOKKEEPING THROUGH 09/07	001.001 - CSB/Operations Checking		-750.00
Bill	20230907	09/05/2023		BOOKKEEPING THROUGH 09/07/23 EXHIBIT ASSEMBLY	801.040 · Bookkeeper 884.801 · Exhibits	-675.00 -75.00	675.00 75.00
TOTAL						-750.00	750.00
Bill Pmt -Check	27899	09/06/2023	Ballard, Linda P.	REIMBURSEMENT - HANDRAIL REPAIR, MCKUNE	001.001 - CSB/Operations Checking		-13.99
Bill	23-495	09/06/2023		PLASTIC WOOD	732.300 · Supplies-MNT-General 7...	-13.99	13.99
TOTAL						-13.99	13.99
Bill Pmt -Check	27900	09/06/2023	Bandyke, Martin	SongFest 2023 FOLSOM REDEMPTION TOURS	001.001 - CSB/Operations Checking		-800.00
Bill	23-335SP	09/06/2023		SongFest 2023 TOURS	884.801 · Exhibits	-800.00	800.00
TOTAL						-800.00	800.00
Bill Pmt -Check	27901	09/06/2023	BEAN, CHUCK	SONGFEST INTERVIEW AND PODCAST	001.001 - CSB/Operations Checking		-150.00
Bill	23-191	09/05/2023		TEEN SONGFEST INTERVIEW AND PODCAST	884.264 · Teen General Programs	-150.00	150.00
TOTAL						-150.00	150.00
Bill Pmt -Check	27902	09/06/2023	CARTER GIRL MUSIC	FINAL PAYMENT - DEPOSIT (\$2250 + \$30) PAID 01/...	001.001 - CSB/Operations Checking		-3,250.00

10/10/23

Chelsea District Library

Monthly Check Register

September 2023

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amo...
Bill	23-426	09/06/2023		SONGFEST 2023 - CARLENE CARTER FEE	884.981 · Songfest - Restricted Gift	-1,000.00	1,000.00
				SONGFEST 2023 - CARLENE CARTER FEE	884.411 · Songfest	-2,250.00	2,250.00
TOTAL						-3,250.00	3,250.00
Bill Pmt -Check	27903	09/06/2023	Cintas Corporation-300	4165853912 ACCT# 14203324	001.001 · CSB/Operations Checking		-156.83
Bill	4165853912	09/05/2023		08/25/2023 - RUGS INCLUDES 7.7% INCREASE	729.300 · Supplies-Cleaning Rugs 7...	-135.54	135.54
				08/25/2023 - SOAP INCLUDES 7.7% INCREASE	729.200 · Supplies-Cleaning Sup 7...	-21.29	21.29
TOTAL						-156.83	156.83
Bill Pmt -Check	27904	09/06/2023	COOPER, AMY	SONGFEST PHOTOGRAPHY	001.001 · CSB/Operations Checking		-300.00
Bill	23-190	09/05/2023		TEEN SONGFEST PHOTOGRAPHY	884.284 · Teen General Programs	-300.00	300.00
TOTAL						-300.00	300.00
Bill Pmt -Check	27905	09/06/2023	Ingram Library Services		001.001 · CSB/Operations Checking		-2,626.27
Bill	77187606	09/06/2023		· Youth Print General	982.760 · Youth Print General	-33.96	33.96
Bill	77289708	09/06/2023		· Adult Print General	982.720 · Adult Print General	-58.87	58.87
Bill	77289707	09/06/2023		· Adult Large Print	982.710 · Adult Large Print	-66.38	66.38
Bill	77289702	09/06/2023		· Adult Print General	982.720 · Adult Print General	-16.29	16.29
Bill	77289706	09/06/2023		· Adult Collection Restricted	982.910 · Adult Collection Restricted	-11.55	11.55
Bill	77289709	09/06/2023		· Adult Print General	982.720 · Adult Print General	-15.95	15.95
Bill	77289701	09/06/2023		· Adult Large Print	982.710 · Adult Large Print	-23.59	23.59
Bill	77289703	09/06/2023		· Adult Large Print	982.710 · Adult Large Print	-36.08	36.08
Bill	77289703	09/06/2023		· Youth Print General	982.760 · Youth Print General	-29.71	29.71
Bill	77289710	09/06/2023		· Youth Print General	982.760 · Youth Print General	-19.61	19.61
Bill	77289705	09/06/2023		· Capital Restr Gift-Mobile CDL	980.910 · Capital Restr Gift-Mobile ...	-11.86	11.86
Bill	77289704	09/06/2023		· Adult Print General	982.720 · Adult Print General	-187.41	187.41
Bill	77329207	09/06/2023		· Adult Print General	982.720 · Adult Print General	-16.63	16.63
Bill	77329211	09/06/2023		· Adult Large Print	982.710 · Adult Large Print	-22.10	22.10
Bill	77329208	09/06/2023		· Adult Print General	982.720 · Adult Print General	-19.94	19.94
Bill	77329210	09/06/2023		· Youth Print General	982.760 · Youth Print General	-12.23	12.23
Bill	77329214	09/06/2023		· Multiple Book Copies	982.740 · Multiple Book Copies	-69.36	69.36
Bill	77329213	09/06/2023		· Adult Print General	982.720 · Adult Print General	-358.95	358.95
Bill	77329212	09/06/2023		· Adult Print General	982.720 · Adult Print General	-15.74	15.74
Bill	77329216	09/06/2023		· Youth Print General	982.720 · Adult Print General	-32.73	32.73
Bill	77329215	09/06/2023		· Teen General Programs	982.760 · Youth Print General	-21.79	21.79
Bill	77357586	09/06/2023		· Youth Print General	884.272 · Teen General Programs	-32.40	32.40
Bill	77357587	09/06/2023		· Adult Print General	982.760 · Youth Print General	-14.85	14.85
Bill	77367051	09/06/2023		· Multiple Book Copies	982.720 · Adult Print General	-51.05	51.05
Bill	77367050	09/06/2023		· Adult Print General	982.740 · Multiple Book Copies	-16.84	16.84
Bill	77367049	09/06/2023		· Adult Print General	982.720 · Adult Print General	-30.18	30.18
Bill	77376972	09/06/2023		· Adult Print General	982.720 · Adult Print General	-397.65	397.65
Bill	77378971	09/06/2023		· Adult Print General	982.720 · Adult Print General	-32.58	32.58
Bill	77378974	09/06/2023		· Adult Print General	982.720 · Adult Print General	-16.83	16.83
Bill	77461261	09/06/2023		· Adult Print General	982.720 · Adult Print General	-71.19	71.19
Bill	77461262	09/06/2023		· Multiple Book Copies	982.740 · Multiple Book Copies	-16.83	16.83
Bill	77461265	09/06/2023		· Adult Print General	982.720 · Adult Print General	-33.83	33.83
Bill	77461263	09/06/2023		· Adult Print General	982.720 · Adult Print General	-14.03	14.03
Bill	77461264	09/06/2023		· Youth Print General	982.760 · Youth Print General	-23.21	23.21

Chelsea District Library
Monthly Check Register
September 2023

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill	77487095	09/06/2023		· Adult Print General	982.720 · Adult Print General	-403.22	403.22
Bill	77487096	09/06/2023		· Adult Print General	982.720 · Adult Print General	-13.39	13.39
Bill	77487093	09/06/2023		· Adult Print General	982.720 · Adult Print General	-16.54	16.54
Bill	77487094	09/06/2023		· Adult Print General	982.720 · Adult Print General	-67.81	67.81
Bill	77487092	09/06/2023		· Adult Print General	982.720 · Adult Print General	-51.82	51.82
Bill	77487097	09/06/2023		· Adult Large Print	982.710 · Adult Large Print	-44.42	44.42
Bill	77513157	09/06/2023		· Adult Print General	982.720 · Adult Print General	-47.79	47.79
Bill	77513180	09/06/2023		· Adult Print General	982.720 · Adult Print General	-13.74	13.74
Bill	77513158	09/06/2023		· Youth Print General	982.760 · Youth Print General	-122.75	122.75
Bill	77515159	09/06/2023		· Youth Print General	982.760 · Youth Print General	-12.59	12.59
TOTAL						-2,826.27	2,826.27
Bill Pmt -Check	27906	09/06/2023	KNIGHT TECHNOLOGY GROUP		001.001 · CSB/Operations Checking		-2,025.00
Bill	22273	09/05/2023		FIREWALL INSTALLATION: SERVER OS UPGRADE	980.322 · Network Equipment	-925.00	925.00
Bill	22331	09/06/2023		DATTO BACKUPS - SEPT - CLOUD BACKUP AND D...	803.390 · Computers	-1,100.00	1,100.00
TOTAL						-2,025.00	2,025.00
Bill Pmt -Check	27907	09/06/2023	Midwest Tape		001.001 · CSB/Operations Checking		-917.56
Bill	504068435	09/05/2023		JULY NF DVDs	982.470 · DVD Non-Fiction	-20.24	20.24
Bill	504117885	09/05/2023		JULY NF DVDs	982.470 · DVD Non-Fiction	-16.49	16.49
Bill	504117886	09/05/2023		JULY FEATURE DVDs	982.460 · DVD Feature	-58.48	58.48
Bill	504150761	09/05/2023		AUG ADULT FEATURE DVDs	982.460 · DVD Feature	-269.88	269.88
Bill	504150762	09/05/2023		AUG NF DVDs	982.470 · DVD Non-Fiction	-15.74	15.74
Bill	504179086	09/05/2023		AUG FEATURE DVDs	982.460 · DVD Feature	-191.90	191.90
Bill	504179088	09/05/2023		AUG NF DVDs	982.460 · DVD Feature	-77.96	77.96
Bill	504183410	09/05/2023		FAMILY DVDs	982.480 · Youth Video DVD	-52.48	52.48
Bill	504213816	09/05/2023		AUG ADULT FEATURE DVDs	982.460 · DVD Feature	-152.93	152.93
Bill	504213818	09/05/2023		JULY FEATURE DVDs	982.460 · DVD Feature	-18.74	18.74
Bill	504068434	09/05/2023		JULY FEATURE DVDs	982.460 · DVD Feature	-42.72	42.72
TOTAL						-917.56	917.56
Bill Pmt -Check	27908	09/06/2023	SMART BUSINESS SOURCE		001.001 · CSB/Operations Checking		-88.23
Bill	WO-185592-1	09/05/2023		GENERAL SUPPLIES	727.100 · Supplies - General Op	-88.23	88.23
TOTAL						-88.23	88.23
Bill Pmt -Check	27909	09/06/2023	T-MOBILE		001.001 · CSB/Operations Checking		-280.35
Bill	20230822	09/06/2023		ACCT 975550022 - STATEMENT DATED 08/22/2023 ...	850.311 · WIFI Hotspots	-280.35	280.35
TOTAL						-280.35	280.35
Bill Pmt -Check	27910	09/06/2023	U S Bank		001.001 · CSB/Operations Checking		-500.00
Bill	7039036	09/05/2023		ACCT 7039036 INV 803466700 8/1/2023 - 7/31/2024	801.042 · Financial Services	-500.00	500.00
TOTAL						-500.00	500.00

Chelsea District Library
Monthly Check Register
September 2023

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amo...
Bill Pmt -Check	27911	09/06/2023	Verizon Wireless	INV 9943109315 - ACCT 442098895-00001 - 08/29 - ...	001.001 · CSB/Operations Checking		-838.06
Bill	9943109315	09/06/2023		2023 HOT SPOTS 08/29 - 09/28/2023	850.311 · WiFi Hotspots	-655.88	655.88
				2023 IT CELL PHONE 08/29 - 09/28/2023	850.121 · IT Cell Phone	-51.06	51.06
				MOBEE INTERNET SERVICE 08/29 - 09/28/2023	850.312 · Internet/Service - Mobile C...	-80.06	80.06
				MOBEE TELECOMMUNICATION 08/29 - 09/28/2023	850.122 · Telecommunications -Mob...	-51.06	51.06
TOTAL						-838.06	838.06
Bill Pmt -Check	27912	09/06/2023	Zoran, Amy	ZORAN CARDS	001.001 · CSB/Operations Checking		-30.00
Bill	23-563	09/05/2023		ZORAN CARDS	727.100 · Supplies - General Op 72...	-30.00	30.00
TOTAL						-30.00	30.00
Bill Pmt -Check	27913	09/22/2023	SEYMOUR, ELISABETH COLSON	YOUTH PROGRAM PRESENTER FOR ST TRAININ...	001.001 · CSB/Operations Checking		-50.00
Bill	23-317.JZ	09/22/2023		STORY TIME TRAINING 08/30	884.215 · Early Literacy	-50.00	50.00
TOTAL						-50.00	50.00
Bill Pmt -Check	27914	09/21/2023	A Production Cleaning Company ...	INV 15117 - CLEANING 09/03 - 09/16/23	001.001 · CSB/Operations Checking		-1,750.00
Bill	15117	09/14/2023		CLEANING 09/03 - 09/16/23	803.605 · Janitorial	-1,750.00	1,750.00
TOTAL						-1,750.00	1,750.00
Bill Pmt -Check	27915	09/21/2023	A T & T TELCO	INV 734433980405 - 08-25-2023 - ACCT 743 433-98...	001.001 · CSB/Operations Checking		-218.16
Bill	734433980408	09/14/2023		2023 - TELCO - 07/26/23 - 09/25/2023	850.120 · Telephone	-218.16	218.16
TOTAL						-218.16	218.16
Bill Pmt -Check	27916	09/21/2023	Alerus Financial	Entity code nos. 400298 / 110329 - pay period starti...	001.001 · CSB/Operations Checking		-4,489.51
Bill	20230904	09/21/2023		09/22/2023 PR ER 5% MATCH	231.002 · Payroll Lia/401A MitchER ...	-1,554.71	1,554.71
				09/22/2023 PR EE PERSONAL CONT	702.300 · Per Svcs - Reimnt - EE 7...	-1,788.83	1,788.83
				09/22/2023 PR FLEX TO 457(b)	710.500 · Per Svcs - Fringe B ER 70...	-1,145.97	1,145.97
TOTAL						-4,489.51	4,489.51
Bill Pmt -Check	27917	09/21/2023	Amazon Capital Services Inc	WEIGHTS FOR MOBEE AWNING	001.001 · CSB/Operations Checking		-394.73
Bill	1JT9-TN3C-MDXR	09/21/2023		FAIR PARADE CANDY	980.910 · Capital Restr Gift -Mobile ...	-23.85	23.85
Bill	11L1-LHR9-LCPV	09/21/2023		· General Youth Programs	980.910 · Capital Restr Gift -Mobile ...	-68.70	68.70
Bill	1XHK-3FYN-7C17	09/21/2023		· Teen General Programs	884.222 · General Youth Programs	-44.88	44.88
				· Youth Print General	884.272 · Teen General Programs	-14.99	14.99
				· Book Club Supplies	982.760 · Youth Print General	-7.76	7.76
Bill	1HH4-7RLW-4P1R	09/21/2023		JOHNNY CASH	884.128 · Book Club Supplies	-83.55	83.55
Bill	11PJ-H1V6-LFTH	09/21/2023		WHAT THE FIREFLIES KNEW	880.311 · Exhibits	-30.27	30.27
					982.720 · Adult Print General	-17.44	17.44

Chelsea District Library
Monthly Check Register
September 2023

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amo...
Bill	1YVP-HYXH-MWQ3	09/21/2023		· YSG Recognition	884.265 · YSG Recognition	-44.86	44.86
Bill	19Y9-TPWQ-66JL	09/21/2023		· Teen General Programs	884.272 · Teen General Programs	-32.22	32.22
				· Youth Print General	982.760 · Youth Print General	-26.21	26.21
TOTAL						-394.73	394.73
Bill Pmt -Check	27918	09/21/2023	Ann Arbor Observer	28891	001.001 · CSB/Operations Checking		-870.30
Bill	28891	09/14/2023		SONGFEST AND FOLSOM	880.110 · Media Buy	-870.30	870.30
TOTAL						-870.30	870.30
Bill Pmt -Check	27919	09/21/2023	Association Maintenance Corp	12544	001.001 · CSB/Operations Checking		-1,057.50
Bill	12544	08/08/2023		LAWN - JULY MOWS & WEEDING	803.611 · Lawn Service	-1,057.50	1,057.50
TOTAL						-1,057.50	1,057.50
Bill Pmt -Check	27920	09/21/2023	Baker & Taylor - Adult		001.001 · CSB/Operations Checking		-362.94
Bill	2037680812	09/21/2023		2023 - ADULT PRINT GENERAL	982.720 · Adult Print General	-84.55	84.55
Bill	2037736691	09/21/2023		2023 - ADULT PRINT GENERAL	982.720 · Adult Print General	-159.10	159.10
Bill	2037713985	09/21/2023		2023 - ADULT PRINT GENERAL	982.720 · Adult Print General	-119.29	119.29
TOTAL						-362.94	362.94
Bill Pmt -Check	27921	09/21/2023	Baker & Taylor - Adult Reference		001.001 · CSB/Operations Checking		-39.08
Bill	2037678519	09/21/2023		2023 - ADULT REFERENCE	982.730 · Adult Ref.	-20.44	20.44
Bill	2037718810	09/21/2023		2023 - ADULT REFERENCE	982.730 · Adult Ref.	-18.64	18.64
TOTAL						-39.08	39.08
Bill Pmt -Check	27922	09/21/2023	Baker & Taylor - Auto Yours Cats		001.001 · CSB/Operations Checking		-270.23
Bill	2037726007	09/21/2023		· Youth Print General	982.760 · Youth Print General	-35.57	35.57
Bill	2037738666	09/21/2023		· Youth Print General	982.760 · Youth Print General	-89.55	89.55
Bill	2037749529	09/21/2023		· Youth Print General	982.760 · Youth Print General	-145.11	145.11
TOTAL						-270.23	270.23
Bill Pmt -Check	27923	09/21/2023	Baker & Taylor - Entertainment A...	NS23080145	001.001 · CSB/Operations Checking		-653.40
Bill	NS23080145	09/21/2023		TITLE SOURCE 360	982.410 · Electronic Products/Subs	-653.40	653.40
TOTAL						-653.40	653.40
Bill Pmt -Check	27924	09/21/2023	Baker & Taylor - Juvenile		001.001 · CSB/Operations Checking		-57.18
Bill	2037714057	09/21/2023		· Youth Print General	982.760 · Youth Print General	-14.64	14.64
Bill	2037740268	09/21/2023		· Youth Print General	982.760 · Youth Print General	-42.54	42.54

Chelsea District Library
Monthly Check Register
September 2023

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amo...
TOTAL						-57.18	57.18
Bill Pmt -Check	27925	09/21/2023	Baker & Taylor - Unlabeled Juven...		001.001 · CSB/Operations Checking		-318.30
Bill	2037737420	09/21/2023		· Youth Print General	982.760 · Youth Print General	-80.45	80.45
Bill	2037761493	09/21/2023		· Youth Print General	982.760 · Youth Print General	-237.85	237.85
TOTAL						-318.30	318.30
Bill Pmt -Check	27926	09/21/2023	BALDWIN, JEREMY	SONGFEST CONVERSATION MODERATOR	001.001 · CSB/Operations Checking		-400.00
Bill	23-430	09/21/2023		CONVERSATION MODERATOR	884.411 · Songfest	-400.00	400.00
TOTAL						-400.00	400.00
Bill Pmt -Check	27927	09/21/2023	Ballard, Kerry	BOOKKEEPING THROUGH 09/22	001.001 · CSB/Operations Checking		-675.00
Bill	20230922	09/17/2023		BOOKKEEPING THROUGH 09/22/23	801.040 · Bookkeeper	-675.00	675.00
TOTAL						-675.00	675.00
Bill Pmt -Check	27928	09/21/2023	Bandyke, Martin	SongFest 2023 FOLSOM REDEMPTION TOUR reco...	001.001 · CSB/Operations Checking		-500.00
Bill	23-288	09/14/2023		SongFest 2023 TOURS	884.801 · Exhibits	-500.00	500.00
TOTAL						-500.00	500.00
Bill Pmt -Check	27929	09/21/2023	BIEBER, SAMANTHA	CROCHET - 3 PENGUIN PRIZES	001.001 · CSB/Operations Checking		-60.00
Bill	23-120	09/14/2023		CROCHET - 3 PENGUIN PRIZES	884.126 · General Adult Programs	-60.00	60.00
TOTAL						-60.00	60.00
Bill Pmt -Check	27930	09/21/2023	Blue Care Network of Michigan	GROUP 00277068 SUBGROUP 0002 - COVERAGE ...	001.001 · CSB/Operations Checking		-3,892.11
Bill	232510036808	09/17/2023		2023 - OCT 2023 MED INS	710.200 · Per Svcs-Fringe Flex Ben ...	-3,892.11	3,892.11
TOTAL						-3,892.11	3,892.11
Bill Pmt -Check	27931	09/21/2023	Bridgeport Consulting, LLC	2197 - STRATEGIC PLANNING	001.001 · CSB/Operations Checking		-1,300.00
Bill	2197	09/17/2023		Strategic Planning 2024 - 2028 - AUG 2023	801.079 · Library Strategic Plan	-1,300.00	1,300.00
TOTAL						-1,300.00	1,300.00
Bill Pmt -Check	27932	09/21/2023	CARTER GIRL MUSIC	SONGFEST - TRAEEL STIPEND	001.001 · CSB/Operations Checking		-800.00
Bill	23-428	09/21/2023		SONGFEST 2023 - CARLENE CARTER TRAVEL STL...	884.411 · Songfest	-800.00	800.00
TOTAL						-800.00	800.00

Chelsea District Library
Monthly Check Register
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Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amo...
Bill Pmt -Check	27933	09/21/2023	Chelsea Community Ed	ENROLLMENT IN BROCHURE ADVERTISING	001.001 · CSB/Operations Checking		-385.00
Bill	20230907	09/17/2023		ENROLLMENT IN BROCHURE ADVERTISING	880.110 · Media Buy	-385.00	385.00
TOTAL						-385.00	385.00
Bill Pmt -Check	27934	09/21/2023	City of Chelsea	AUG TRASH	001.001 · CSB/Operations Checking		-50.00
Bill	21070	09/17/2023		AUG TRASH	803.620 · Trash	-50.00	50.00
TOTAL						-50.00	50.00
Bill Pmt -Check	27935	09/21/2023	City of Chelsea-Elect & Water	AUG ELECTRICITY	001.001 · CSB/Operations Checking		-4,718.94
Bill	20230908	09/17/2023		WATER - AUG SEWER - AUG ELECTRICITY - AUG SPRINKLER - AUG	920.110 · City of Chelsea Water 920.120 · City of Chelsea Sewer 920.130 · City of Chelsea Electric 920.150 · City of Chelsea Sprinkler	-72.55 -152.56 -4,092.84 -400.99	72.55 152.56 4,092.84 400.99
TOTAL						-4,718.94	4,718.94
Bill Pmt -Check	27936	09/21/2023	Constellation NewEnergy-Gas Di...	INV 3839737 - ACCT BG-303066 - AUG - 07/21-08/2...	001.001 · CSB/Operations Checking		-27.18
Bill	3839737	09/17/2023		AUG - 07/21-08/21/2023	920.200 · McKune Gas	-27.18	27.18
TOTAL						-27.18	27.18
Bill Pmt -Check	27937	09/21/2023	Costco Anywhere Visa	A/C ending 3253 - AUG STATEMENT 08/17 - 09/16/...	001.001 · CSB/Operations Checking		-56.07
Bill	20320231014	09/21/2023		PAPER TOWELS AA BATTERIES	729.100 · Supplies-Cleaning-Paper ... 727.100 · Supplies - General Op 72...	-39.58 -16.49	39.58 16.49
TOTAL						-56.07	56.07
Bill Pmt -Check	27938	09/21/2023	Demco Inc.	INV 7358420, REF# 32430231 CUST# 210215162	001.001 · CSB/Operations Checking		-612.05
Bill	7358420	09/17/2023		BOOKMARKS BOOK TAPE	728.300 · Supplies-Mat Proc Othr 7... 728.400 · Supplies-Repairs 727.3...	-480.18 -131.87	480.18 131.87
TOTAL						-612.05	612.05
Bill Pmt -Check	27939	09/21/2023	Dollar Bill Printing	DB-88690-INV	001.001 · CSB/Operations Checking		-43.93
Bill	DB-88690-INV	09/17/2023		· General Youth/Teen Promotion	880.421 · General Youth/Teen Prom...	-43.93	43.93
TOTAL						-43.93	43.93
Bill Pmt -Check	27940	09/21/2023	EVANS, CLAIRE	ZOOM PRESENTATION ABOUT JAMES HERRIOT	001.001 · CSB/Operations Checking		-275.00
Bill	23-306	09/21/2023		2023 009/20/2023 JAMES HERRIOT PRESENTATIO...	884.119 · General Adult Events	-275.00	275.00

Chelsea District Library
Monthly Check Register

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Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amo...
TOTAL							
Bill Pmt -Check	27941	09/21/2023	Great Lakes Ace Hardware	INV 15682/15 - ACCT 200379	001.001 · CSB/Operations Checking		
Bill	15682/15	09/21/2023		PAINT AND PAINT TRAYS	880.311 · Exhibits	-275.00	275.00
TOTAL							
Bill Pmt -Check	27942	09/21/2023	Ingram Library Services		001.001 · CSB/Operations Checking		
Bill	77487098	09/21/2023		· Youth Print General	982.760 · Youth Print General	-21.98	21.98
Bill	77589121	09/21/2023		· Adult Print General	982.720 · Adult Print General	-122.28	122.28
Bill	77589119	09/21/2023		· Adult Print General	982.720 · Adult Print General	-199.42	199.42
Bill	77589120	09/21/2023		· Adult Print General	982.720 · Adult Print General	-20.14	20.14
Bill	77589126	09/21/2023		· Adult Print General	982.720 · Adult Print General	-15.39	15.39
Bill	77589122	09/21/2023		· Adult Print General	982.720 · Adult Print General	-16.28	16.28
Bill	77589118	09/21/2023		· Adult Print General	982.720 · Adult Print General	-16.54	16.54
Bill	77589125	09/21/2023		· Adult Print General	982.720 · Adult Print General	-17.60	17.60
Bill	77589124	09/21/2023		· Youth Print General	982.760 · Youth Print General	-19.00	19.00
Bill	77589123	09/21/2023		· Youth Print General	982.760 · Youth Print General	-11.80	11.80
Bill	77618408	09/21/2023		· Adult Large Print	982.710 · Adult Large Print	-24.38	24.38
Bill	77618406	09/21/2023		· Adult Print General	982.720 · Adult Print General	-13.41	13.41
Bill	77642634	09/21/2023		· Adult Print General	982.720 · Adult Print General	-19.39	19.39
Bill	77642633	09/21/2023		· Adult Large Print	982.720 · Adult Print General	-26.37	26.37
Bill	77642635	09/21/2023		· Adult Print General	982.710 · Adult Large Print	-17.64	17.64
Bill	77642638	09/21/2023		· Adult Print General	982.720 · Adult Print General	-17.39	17.39
Bill	77642636	09/21/2023		· Youth Print General	982.720 · Adult Print General	-22.69	22.69
Bill	77642637	09/21/2023		· Youth Print General	982.760 · Youth Print General	-190.51	190.51
Bill	77654190	09/21/2023		· Adult Print General	982.760 · Youth Print General	-10.99	10.99
Bill	77654189	09/21/2023		· Adult Large Print	982.720 · Adult Print General	-34.92	34.92
Bill	77654193	09/21/2023		· Adult Large Print	982.710 · Adult Large Print	-134.37	134.37
Bill	77654191	09/21/2023		· Youth Print General	982.710 · Adult Large Print	-35.19	35.19
Bill	77654192	09/21/2023		· Youth Print General	982.760 · Youth Print General	-62.25	62.25
Bill	77665196	09/21/2023		· Adult Print General	982.760 · Youth Print General	-36.16	36.16
Bill	77665197	09/21/2023		· Youth Print General	982.720 · Adult Print General	-14.63	14.63
Bill	77716349	09/21/2023		· Adult Print General	982.720 · Youth Print General	-169.57	169.57
Bill	77716351	09/21/2023		· Adult Print General	982.720 · Adult Print General	-53.37	53.37
Bill	77716347	09/21/2023		· Adult Print General	982.720 · Adult Print General	-36.34	36.34
Bill	77716345	09/21/2023		· Adult Print General	982.720 · Adult Print General	-17.39	17.39
Bill	77716346	09/21/2023		· Adult Print General	982.720 · Adult Print General	-17.08	17.08
Bill	77716348	09/21/2023		· Adult Print General	982.720 · Adult Print General	-45.96	45.96
Bill	77716350	09/21/2023		· Adult Print General	982.720 · Adult Print General	-18.57	18.57
TOTAL							
Bill Pmt -Check	27943	09/21/2023	Johnson Controls	ACCT 1348743 - 1-131145307501	001.001 · CSB/Operations Checking	-1,495.50	1,495.50
Bill	1-131145307501	09/17/2023		MCKUNE EAST (IN BASEMENT) AC REPLACED	975.200 · Capital Maintenance	-9,871.46	9,871.46
TOTAL							
Bill Pmt -Check	27944	09/21/2023	KeyBank	A/C Ending3195 DUE 10/06/2023, STATEMENT ...	001.001 · CSB/Operations Checking	-9,871.46	9,871.46
TOTAL							

Chelsea District Library
Monthly Check Register
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Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amo...
Bill	20231006	09/21/2023		HR PLAYBOOK PROLIGHTING - 11W LED 4-PIN BULBS THE LIBRARY STORE - RETURN SHIPPING EVENTBRITE - SUN TIMES NEWS BREAKFAST CHELSEA GUARDIAN - SONGFEST ADVERTISING SIGNS IN 1 DAY - SONGFEST BANNER CHELSEA GUARDIAN - SRP ADVERTISING SIGNS IN 1 DAY - EXHIBIT VINYL SIGN ALA - BOOKMARKS FOR LIBRARY SIGN-UP MONTH JETS PIZZA - POWER OUTAGE PIZZA LUNCH JETS PIZZA - YOUTH PROGRAM TEMU - YOUTH PROGRAM MIKE'S DELI - ASRP STAFF PRIZE MIKE'S DELI - ASRP STAFF PRIZE MICHAELS - HTV VINYL FOR DRILL TEAM SHIRTS ADOBE - ACROBAT PRO THREADSY.COM - PARADE DRILL TEAM SHIRTS ... KROGERS - MOBBEE RIBBON CUTTING SUPPLIES THREADSY.COM - MOBBEE SUPPLIES FOR FAIR PA... LOS TRES AMIGOS - WORK LUNCH MEETING BUILDG COMPTERS - LAPTOP KEYBOARD RE... ABOS - BOOKMOBILE CONF REGISTRATION REI CO-OP - MOBBEE TOOLS DELTA - CONF TRAVEL EVERETT ZOOM - VIDEO CONF/MTG SOFTWARE PRUSA RESEARCH - 3D PRINTING SUPPLIES PRUSA - FOREIGN TRANSACTION FEE (CZE) MONOPRICE.COM - MOBBEE CABLE HOME DEPOT - TIRE INFLATOR STAR2STAR - PHONE VOIP/AUGUST GODADDY.COM - WEBSITE HOSTING & SVCS	987.200 · Equipment Software 732.100 · Supplies-MNT-Light Bulbs... 880.310 · Displays 880.120 · Misc Advertising 880.110 · Media Buy 880.435 · CDL Songfest 880.423 · Summer Reading Program 880.311 · Exhibits 728.400 · Supplies-Repairs 989.620 · Staff In-Service & Appreci... 884.222 · General Youth Programs 884.265 · YSG Recognition 884.126 · General Adult Programs 884.126 · General Adult Programs 980.910 · Capital Restr Gift-Mobile ... 982.410 · Electronic Products/Subs 980.910 · Capital Restr Gift-Mobile ... 980.910 · Capital Restr Gift-Mobile ... 989.620 · Staff In-Service & Appreci... 967.120 · Computers 980.910 · Capital Restr Gift-Mobile ... 987.170 · Mobile CDL Hardware/Dev... 989.124 · Technology Services Travel 987.200 · Equipment Software 987.310 · Makerspace Furnishings 987.310 · Makerspace Furnishings 980.910 · Capital Restr Gift-Mobile ... 980.910 · Capital Restr Gift-Mobile ... 880.120 · Telephone 803.395 · Website Hosting & Service	-169.94 -97.19 -49.27 -19.99 -49.98 -137.95 -49.98 -711.72 -28.42 -92.38 -269.71 -47.51 -24.99 -24.99 -78.15 -10.59 -134.99 -39.94 -68.42 -64.99 -129.95 -474.81 -95.31 -501.90 -39.48 -58.42 -1.75 -11.99 -147.28 -461.73 -23.16	170.00 97.22 49.28 20.00 50.00 138.00 50.00 712.00 28.43 92.42 289.82 47.53 25.00 25.00 79.18 10.59 135.04 39.96 68.45 65.02 130.00 475.00 95.35 502.10 39.50 58.44 1.75 11.99 147.34 461.91 23.17
TOTAL						-4,117.88	4,119.49
Bill	27945	09/21/2023	LAW, CHRISTINE M.	LAW - YOGA - 10/04/23	001.001 · CSB/Operations Checking		-100.00
Bill	23-318JZ	09/21/2023		2023 YOGA 10/04/23	884.215 · Early Literacy	-100.00	100.00
TOTAL						-100.00	100.00
Bill	27946	09/21/2023	LIBRARY IDEAS LLC	101724	001.001 · CSB/Operations Checking		-559.64
Bill	101724	09/21/2023		VOX BOOKS	982.485 · Playaway Views	-559.64	559.64
TOTAL						-559.64	559.64
Bill	27947	09/21/2023	Midwest Tape		001.001 · CSB/Operations Checking		-703.85
Bill	504179087	09/21/2023		YOUTH PLAYAWAYS	982.140 · Youth Books on Disc	-411.18	429.92
Bill	504213819	09/21/2023		YOUTH PLAYAWAYS	982.140 · Youth Books on Disc	-47.99	47.99
Bill	504214570	09/21/2023		AUG SEP CDs	982.420 · Adult Music on CD	-11.99	11.99
Bill	504248132	09/21/2023		YOUTH PLAYAWAYS	982.140 · Youth Books on Disc	-134.97	134.97
Bill	504218134	09/21/2023		AUG BOC	982.120 · Adult Books on Disc	-84.98	84.98
Bill	504248136	09/21/2023		AUG SEP CDs	982.420 · Adult Music on CD	-12.74	12.74

5:44 PM
10/10/23

Chelsea District Library
Monthly Check Register
September 2023

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amo...
TOTAL						-703.85	722.59
Bill Pmt -Check	27948	09/21/2023	Print-tech Inc.	267945	001.001 - CSB/Operations Checking		-327.39
Bill	267945	09/17/2023		SONGFEST FOLSOM REDEMPTION POSTERS	880.435 - CDL Songfest 880.311 - Exhibits	-169.70 -157.69	169.70 157.69
TOTAL						-327.39	327.39
Bill Pmt -Check	27949	09/21/2023	ROBIN HILLS FARM	INVOICE 9-23-23, DATED 09/18/2023 - FACILITY FE...	001.001 - CSB/Operations Checking		-3,000.00
Bill	9-23-23SONGFEST	09/21/2023		SONGFEST FACILITY FEE	884.961 - Songfest - Restricted Gift	-3,000.00	3,000.00
TOTAL						-3,000.00	3,000.00
Bill Pmt -Check	27950	09/21/2023	Schindler Elevator Corp	INV 7153788266 - BILLING ID - 1123031	001.001 - CSB/Operations Checking		-733.31
Bill	7153788266	09/17/2023		ELEVATOR - DOOR STUCK AFTER POWER OUTA...	803.010 - Maint Svc Contingency	-733.31	733.31
TOTAL						-733.31	733.31
Bill Pmt -Check	27951	09/21/2023	Scholastic Library Publishing	INV 50905239 - CUST # 2178738	001.001 - CSB/Operations Checking		-204.57
Bill	50905239	09/21/2023		Outreach Youth Prog Rest Gifts Genl	884.227 - Outreach 884.922 - Youth Prog Rest Gifts Genl	-4.57 -200.00	4.57 200.00
TOTAL						-204.57	204.57
Bill Pmt -Check	27952	09/21/2023	SEYMOUR, ELISABETH COLSON	VOID: YOUTH PRESENTER FOR STORYTIME TRAI...	001.001 - CSB/Operations Checking		0.00
TOTAL						0.00	0.00
Bill Pmt -Check	27953	09/21/2023	Unique Management Services Inc	6116718 CLIENT # 1954	001.001 - CSB/Operations Checking		-44.75
Bill	6116718	09/17/2023		2023 AUG COLLECTION FEES (PLACEMENTS)	801.090 - Collection Fees	-44.75	44.75
TOTAL						-44.75	44.75
Bill Pmt -Check	27954	09/21/2023	Washtenaw County Treasurer	CUSTOMER #5401, INV 20231442	001.001 - CSB/Operations Checking		-55.70
Bill	20231442	09/21/2023		2023 07/23 BOARD OF REVIEW - LYNDON 2023 07/23 BOARD OF REVIEW - CITY	402.500 - Lyndon Township 402.700 - City Taxes	-53.72 -1.98	288.72 9.90
TOTAL						-55.70	278.62
Bill Pmt -Check	27955	09/22/2023	A T & T Mobility	ACCT 287286231198X - INV 09142023 - ISSUED ON ...	001.001 - CSB/Operations Checking		-217.44
Bill	09142023	09/22/2023		PUBLIC WIFI HOT SPOTS 09/07 - 10/06/2023	850.311 - WIFI Hotspots	-217.44	217.44
TOTAL						-217.44	217.44

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Monthly Check Register
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Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amo...
Bill Pmt -Check	27956	09/22/2023	UNIVERSITY OFFICE TECHNOLO...	80863327	001.001 - CSB/Operations Checking		-767.20
Bill	80863327	09/22/2023	PUBLIC COPIER STAFF COPIER SMALL PRINTER MAINT		803.101 - Public Copier 803.102 - Staff Copier 803.103 - Small Printer Maintenance	-241.82 -437.16 -88.22	241.82 437.16 88.22
TOTAL						-767.20	767.20

Chelsea District Library

Donation and Restricted

January through September 2023

	Jan - Sep 23	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
674.000 · Revenue Contribution & Donation			
674.100 · Designated Adult Collection	300	250	50
674.101 · Designated Youth Collection	3,000		
674.110 · Designated Adult Programming	5,250	5,250	0
674.111 · Designated Youth Programming	5,100	5,100	0
674.112 · Designated Music Focus Programs	5,100	5,100	0
674.113 · Designated Exhibits Programming	4,250	5,500	(1,250)
674.120 · Undesignated Donation	1,695	1,625	70
674.121 · Annual Giving	0	0	0
674.141 · Designated Technology	0	3,000	(3,000)
674.142 · Designated Small Equipment	40	40	0
674.150 · Continuing Education Restricted	750	750	0
674.500 · Mobile CDL	8,282	5,625	2,657
Total 674.000 · Revenue Contribution & Donation	33,767	32,240	1,527
675.000 · Private Grant Sources			
675.400 · Chelsea Ed Foundation	2,000	1,500	500
Total 675.000 · Private Grant Sources	2,000	1,500	500
Total Income	35,767	33,740	2,027
Gross Profit	35,767	33,740	2,027
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	2,000	2,000	0
Total 884.211 · Authors in Chelsea	2,000	2,000	0
Total 884.210 · Youth Speakers	2,000	2,000	0
884.400 · Music Focus			
884.961 · Songfest - Restricted Gift	4,000	3,500	500
884.962 · Music in the Air - Restricted	3,360	4,100	(740)
Total 884.400 · Music Focus	7,360	7,600	(240)
884.500 · Artist In Residence			
884.970 · Artist in Residence Restricted	1,000	1,000	0
Total 884.500 · Artist In Residence	1,000	1,000	0
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	1,500	1,500	0

Chelsea District Library
Donation and Restricted
January through September 2023

	Jan - Sep 23	Budget	\$ Over Budget
884.916 · Aud Prg. Rst. Gifts Purple Rose	0	1,000	(1,000)
884.927 · Adult Prog Rest Gifts SRP	724	750	(26)
884.930 · Oral Hlstory Restricted Gift	0	0	0
Total 884.910 · Adult Programming Restricted	2,224	3,250	(1,026)
884.920 · Youth Programming Restricted			
884.922 · Youth Prog Rest Gifts Genl	175	200	(25)
884.926 · Youth Prog Rest Gifts SRP	2,900	2,900	0
884.950 · Youth Programming Restricted Gr			
884.953 · Youth Prog Rest Chelsea Ed Foun	1,861	1,500	361
Total 884.950 · Youth Programming Restricted Gr	1,861	1,500	361
Total 884.920 · Youth Programming Restricted	4,936	4,600	336
Total 884.000 · Programming	17,520	18,450	(930)
969.000 · CE, Staff Development & Travel			
969.600 · Staff Training, In-Service			
969.940 · Staff Apprec - Restr/Covid-19	325	750	(425)
Total 969.600 · Staff Training, In-Service	325	750	(425)
Total 969.000 · CE, Staff Development & Travel	325	750	(425)
970.000 · Capital Expense 980.00			
980.200 · Technology			
980.900 · Technology Restricted Gifts			
980.910 · Capital Restr Gift -Mobile CDL	37,156	136,064	(98,908)
Total 980.900 · Technology Restricted Gifts	37,156	136,064	(98,908)
Total 980.200 · Technology	37,156	136,064	(98,908)
Total 970.000 · Capital Expense 980.00	37,156	136,064	(98,908)
982.000 · Collection Expense			
982.500 · Local History Preservation			
982.940 · Local History- Preservation Res	205		
Total 982.500 · Local History Preservation	205		
982.910 · Adult Collection Restricted	100	250	(150)
Total 982.000 · Collection Expense	305	250	55
Total Expense	58,306	158,514	(100,208)
Net Ordinary Income	(22,539)	(124,774)	102,235
Net Income	(22,539)	(124,774)	102,235

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

Ordinary Income/Expense	TOTAL															
	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																
402.000 - District Revenue	904,481	827,375	285,394	(52,583)	(34)	82,715	(18,660)	0	(56)	0	0	0	2,028,632	2,026,221	2,411	100%
540.100 - State Aid	0	58,122	0	8,119	2	0	0	8,234	0	0	0	0	74,477	70,800	3,677	105%
574.100 - Penal Fines	0	0	0	0	0	0	0	12,745	0	0	0	0	12,745	20,000	(7,255)	64%
645.100 - Copiers & Printers	0	258	159	442	472	277	422	211	207	0	0	0	2,448	3,000	(552)	82%
657.100 - Non-Resident Fees	0	250	31	0	1,938	0	844	0	125	0	0	0	3,188	3,200	(12)	100%
657.200 - ILL Fees/Collection Agency Rec	137	162	76	72	48	63	55	46	46	0	0	0	705	600	(78)	87%
665.000 - Investment Income, Int	483	1,307	2,877	5,096	11,747	609	536	451	6,996	0	0	0	30,102	22,000	8,102	137%
665.100 - Investment Gains/Losses	6,199	(8,001)	5,840	1,306	31	(598)	3,874	4,620	1,498	0	0	0	14,763	15,000	(237)	77%
669.000 - Investment Value Change	0	2,775	0	0	3,750	1,250	1,250	1,250	1,250	0	0	0	11,525	15,000	(3,475)	77%
671.000 - Misc Income & Refunds	8,270	(974)	6,430	820	1,670	0	6,625	900	10,027	0	0	0	33,768	32,240	1,528	105%
674.000 - Revenue Contribution & Donation	0	0	0	0	0	2,000	0	0	0	0	0	0	2,000	1,500	500	133%
675.000 - Private Grant Sources	919,570	881,289	300,832	(36,693)	19,939	86,321	(4,951)	28,481	20,093	0	0	0	2,214,881	2,194,561	20,320	101%
Total Income	919,570	881,289	300,832	(36,693)	19,939	86,321	(4,951)	28,481	20,093	0	0	0	2,214,881	2,194,561	20,320	101%
Gross Profit																
Expense																
701.000 - Personnel Svcs Control Acct 701	82,637	91,293	90,702	93,026	137,200	93,566	94,804	92,237	89,278	44,167	0	0	908,910	1,296,439	(387,529)	70%
727.000 - Supplies	653	399	1,033	399	1,903	1,646	1,507	237	1,095	203	0	0	9,075	19,400	(10,325)	47%
730.000 - Printing&Publishing P&P 727.600	0	0	0	0	0	0	0	0	0	0	0	0	0	600	(600)	0%
731.000 - Other Svc - Postage	71	66	0	71	38	(7)	71	0	0	0	0	0	310	1,600	(1,290)	19%
732.000 - Supplies-Maintenance	0	184	88	10	22	85	8	178	111	0	0	0	686	1,366	(680)	50%
801.000 - Professional & Contractual Svcs	1,373	3,388	2,325	13,442	4,854	7,133	2,341	3,510	3,536	859	0	0	42,761	82,650	(39,889)	52%
802.000 - Admin-Fees & Misc Costs 801.300	41	8	13	17	247	95	104	13	7	62	0	0	607	1,040	(433)	58%
803.000 - Maintenance Service Contracts	5,236	9,166	12,971	22,354	20,801	14,611	10,426	10,068	6,864	3,055	0	0	115,552	183,665	(68,113)	63%
850.000 - Telecommunications	5,646	1,403	1,637	3,358	2,582	1,606	3,282	2,627	2,016	448	0	0	24,605	44,600	(19,995)	55%
880.000 - Promotional Materials	3,119	9,403	6,120	4,768	3,525	9,879	2,250	12,623	2,727	3,181	0	0	57,595	90,288	(32,693)	64%
884.000 - Programming	8,604	24,304	15,726	20,710	14,419	5,498	3,810	4,763	10,868	2,475	0	0	111,177	133,065	(21,888)	84%
885.000 - Volunteer	0	36	88	0	19	19	0	62	0	0	0	0	224	2,500	(2,276)	9%
920.000 - Utilities	0	5,759	5,471	5,022	5,007	4,644	4,521	4,597	4,746	0	0	0	39,767	71,950	(32,183)	55%
960.000 - Board & Director Expense	34	0	224	106	59	193	472	489	0	0	0	0	1,577	4,400	(2,823)	36%
965.000 - Automation Services	13,116	(4,562)	0	0	0	9,621	9,621	0	0	0	0	0	27,796	46,092	(18,296)	60%
966.000 - Insurance 801.200	0	0	2,862	0	3,287	0	0	0	0	0	0	0	6,149	18,711	(12,562)	33%
967.000 - Equipment	14,069	6,285	1,885	1,592	2,321	641	271	4,806	947	0	0	0	32,837	65,340	(32,503)	50%
969.000 - CE, Staff Development & Travel	595	647	403	1,976	806	499	194	510	660	176	0	0	6,466	14,519	(8,053)	45%
970.000 - Capital Expense 980.00	126,503	7,344	130,358	2,212	27,015	3,560	17,154	1,968	11,858	15	0	0	327,987	177,564	150,423	185%
982.000 - Collection Expense	800	31,174	10,677	11,733	14,870	12,296	9,643	11,554	10,242	8,352	0	0	121,341	184,450	(63,109)	66%
Total Expense	262,517	186,297	282,583	180,796	238,975	165,585	160,479	150,242	144,955	62,993	0	0	1,835,422	2,440,239	(604,817)	75%
Net Ordinary Income	657,053	694,992	18,249	(217,489)	(219,036)	(79,264)	(165,430)	(121,761)	(124,862)	(62,993)	0	0	379,459	(245,678)	625,137	
Other Income/Expense																
Other Expense	0	0	0	0	0	0	0	0	0	0	0	0	0	(36,500)	36,500	0%
995.001 - Trans to Capital Imprvr 999.001	0	0	0	0	0	0	0	0	0	0	0	0	0	18,300	(18,300)	0%
995.002 - 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	(18,200)	18,200	0%
Net Other Income	0	0	0	0	0	0	0	0	0	0	0	0	0	(18,200)	18,200	0%
Net Income	657,053	694,992	18,249	(217,489)	(219,036)	(79,264)	(165,430)	(121,761)	(124,862)	(62,993)	0	0	379,459	(227,478)	606,937	

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	2,028,632.66	1,988,952.21	39,680.45	2.0%
540.100 · State Aid		74,477.37	73,138.71	1,338.66	1.83%
574.100 · Penal Fines		12,745.46	15,220.72	-2,475.26	-16.26%
645.100 · Copiers & Printers		2,447.85	3,534.76	-1,086.91	-30.75%
657.100 · Non-Resident Fees	607.100	3,187.50	3,895.83	-708.33	-18.18%
657.200 · ILL Fees/Collection Agency Rec		522.00	130.00	392.00	301.54%
665.000 · Investment Income, Int	665.100	706.20	299.55	406.65	135.75%
665.100 · Investment Gains/Losses	666.100	30,102.60	30,379.08	-276.48	-0.91%
669.000 · Investment Value Change	665.500	14,768.87	-56,901.85	71,670.72	125.96%
670.000 · Change CFofSEMI Invest	666.510	0.00	-4,590.00	4,590.00	100.0%
671.000 · Misc Income & Refunds	606.000	11,525.00	14,340.39	-2,815.39	-19.63%
674.000 · Revenue Contribution & Donation		33,767.81	80,816.47	-47,048.66	-58.22%
675.000 · Private Grant Sources		2,000.00	74,900.00	-72,900.00	-97.33%
691.000 · Other Fin Source - Lease GASB87		0.00	38,009.00	-38,009.00	-100.0%
Total Income		2,214,883.32	2,262,124.87	-47,241.55	-2.09%
Gross Profit		2,214,883.32	2,262,124.87	-47,241.55	-2.09%
Expense					
701.000 · Personnel Svcs Control Acct	701	908,909.18	1,232,953.84	-324,044.66	-26.28%
727.000 · Supplies	727	9,074.69	19,077.73	-10,003.04	-52.43%
730.000 · Printing&Publishing P&P	727.600	0.00	441.00	-441.00	-100.0%
731.000 · Other Svc - Postage	727.700	311.54	1,173.41	-861.87	-73.45%
732.000 · Supplies-Maintenance	727.800	683.71	4,366.96	-3,683.25	-84.34%
801.000 · Professional & Contractual Svcs		42,762.09	52,191.59	-9,429.50	-18.07%
802.000 · Admin-Fees & Misc Costs	801.300	606.28	692.96	-86.68	-12.51%
803.000 · Maintenance Service Contracts		115,550.42	152,087.73	-36,537.31	-24.02%
850.000 · Telecommunications		24,604.65	28,335.98	-3,731.33	-13.17%
880.000 · Promotional Materials		57,593.55	62,700.03	-5,106.48	-8.14%
884.000 · Programming		111,175.32	93,543.53	17,631.79	18.85%
885.000 · Volunteer		224.33	1,910.55	-1,686.22	-88.26%
920.000 · Utilities		39,767.78	68,519.99	-28,752.21	-41.96%
960.000 · Board & Director Expense		1,577.11	2,737.60	-1,160.49	-42.39%
965.000 · Automation Services		27,796.26	43,445.88	-15,649.62	-36.02%
966.000 · Insurance	801.200	6,149.00	15,605.00	-9,456.00	-60.6%
967.000 · Equipment		32,836.40	59,731.47	-26,895.07	-45.03%
969.000 · CE, Staff Development & Travel		6,462.91	17,143.15	-10,680.24	-62.3%
970.000 · Capital Expense	980.00	327,985.84	78,365.03	249,620.81	318.54%
982.000 · Collection Expense		121,339.23	164,877.95	-43,538.72	-26.41%
991.004 · Debt Principal - Leases GASB87		0.00	2,453.00	-2,453.00	-100.0%
994.000 · Debt Interest - GASB87		0.00	263.00	-263.00	-100.0%
Total Expense		1,835,410.29	2,102,617.38	-267,207.09	-12.71%
Net Ordinary Income		379,473.03	159,507.49	219,965.54	137.9%
Net Income		379,473.03	159,507.49	219,965.54	137.9%

7.0

CHELSEA DISTRICT LIBRARY

Fund Balances

9/31/2023

General Fund

LOCAL BANKS BALANCES

Checking Account/ Chelsea State Bank	001.001
Paypal Account	003.002
Cash on Hand	

Ameriprise Account

Fixed Income Fund	017.003
Money Market Fund	017.004

Investment Partners Total

Total General Fund

Debt Service Fund

Bond Debt Retirement Fund Checking	003.008
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Beginning Balance	Net Change	Ending Balance
\$279,161.85	-\$130,543.47	\$148,618.38
\$625.00	\$1,450.00	\$2,075.00
<u>\$279,786.85</u>	<u>-\$129,093.47</u>	<u>\$150,693.38</u>
\$1,549,856.65	\$8,493.96	\$1,558,350.61
\$566,472.19	\$0.00	\$566,472.19
<u>\$2,116,328.84</u>	<u>\$8,493.96</u>	<u>\$2,124,822.80</u>
<u>\$2,396,115.69</u>	<u>-\$120,599.51</u>	<u>\$2,275,516.18</u>
<u>\$170,645.91</u>	<u>\$35.48</u>	<u>\$170,681.39</u>

8.1

Ameriprise 09/30/2023

Account no. 0000-4823-9221-4

GL ACCOUNTS - 017.003, 017.004, 666.100, 666.500

	Beginning Balance	Transfers from operating account	Interest	Fees	Withdrawal	Change in Value	Ending balance*
12/31/22							
01/31/22	\$1,586,976.33	\$0.00	\$482.97				\$1,586,976.33
02/28/22	\$1,593,658.15	\$1,200,000.00	\$1,306.96			\$6,198.85	\$1,593,658.15
03/31/22	\$2,786,964.41	\$0.00	\$2,876.77		\$57,025.00	-\$8,000.70	\$2,786,964.41
04/30/22	\$2,738,656.63	\$0.00	\$5,095.96			\$5,840.45	\$2,738,656.63
05/31/22	\$2,745,058.59	\$0.00	\$11,747.35	\$0.00	\$250,000.00	\$1,306.00	\$2,745,058.59
06/30/22	\$2,506,836.75	\$0.00	\$608.70			-\$598.30	\$2,506,836.75
07/31/22	\$2,506,847.15	\$0.00	\$536.24	\$12.00	\$200,000.00	\$3,874.05	\$2,311,257.44
08/31/22	\$2,311,257.44	\$0.00	\$451.45	\$0.00	\$200,000.00	\$4,619.95	\$2,116,328.84
09/30/22	\$2,116,328.84	\$0.00	\$6,996.20			\$1,497.76	\$2,124,822.80
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
Balance YTD	\$1,586,976.33	\$1,200,000.00	\$30,102.60		\$707,025.00	\$14,768.87	\$2,124,822.80
YTD 017.003 + 017.004		(+) = in.	YTD 665.100		to operating account	YTD 669.000	017.003+017.004

*Should match Ameriprise Statement

\$57,025.00 from MMIF matched with donations and budgeted amounts for final Mobile CDL payment.

* \$12.00 Shows as transaction fee for T-Bill purchases. Does not impact the account.

** Transfers of funds - done in early July and late August. August transfer was due for Sept. Moved early due to Labor Day Holiday.

DIRECTOR'S REPORT

THE UNIVERSITY OF CHICAGO
CHICAGO, ILLINOIS
1960

THE UNIVERSITY OF CHICAGO
CHICAGO, ILLINOIS
1960

Library Director's Report

Respectfully submitted for October 2023 board meeting

Staff Announcements

We have a new Youth Librarian! Former librarian substitute Amelia Herron joined our ranks this week. Amelia also worked as an intern here at CDL. They have also worked at the Dexter District Library as a youth librarian and at the Manchester District Library in circulation and as a youth librarian. While at Manchester, they designed and ran the summer reading program. Please join me in welcoming them to CDL!

Staff Work Anniversaries

September saw much to celebrate work anniversary-wise here at CDL.

Assistant Director Linds Ballard celebrated her **28-year** anniversary on September 18. Head of Technology Scott Rakestraw marked four years of service here on September 30. Head of Circulation Amy Zoran has worked at CDL for eleven years as of September 27 – and we are so grateful she has stepped up to more responsibilities in the Circulation Department. Finally, Library Aide Julie Pecka celebrated seven years on September 15. Each and everyone of you is valued and celebrated!

Strategic Plan – 2024-2029

A draft of the plan has been developed and is currently being reviewed. This plan will be presented at the board's November meeting.

Lake Trust Credit Union

We are very grateful to Lake Trust Credit Union whose staff gave up their holiday on October 9 to perform works of service here at CDL. These volunteers were able to clear out lots of the computer debris from the basement as well as work on cleaning the well below the front entrance of the library. And they left us with a \$1,000 donation to boot! Thank you, Lake Trust Credit Union!

Cash Exhibit Closing Soon

1968: A Folsom Redemption closes on October 20. If you know anyone who hasn't seen it, please spread the word!

CDL Song Fest

Song Fest was a tremendously successful day for CDL! 46 people attended the Teen Song Fest Showcase, and 150 people came to hear Carlene Carter perform at Robin Hills Farm.

Out and About: Meetings Attended September 2023

- Rotary meetings – September 5, 12 & 19
- Walk to School Wednesday – September 6, 13 & 20
- With Mobee at St. Louis Center – September 6
- Ann Feeney Awards – September 20
- Meet with Suzanne Morrison, Hatch Stamping – September 22
- CDL Song Fest – September 23

**Chelsea District Library
Assistant Director's Report
September 2023**

Facility update

- One of our two commercial boilers was serviced this month to bring it into State compliance but it is not online and won't be for this heating season. We have two for redundancy but each is large enough to heat the building on their own. With the system scheduled to be replaced next year, we won't spend the money to repair it. Zach also did our fall maintenance to get the system ready for the heating season.
- Back to Nature was out this month to apply our second to last round of organic fertilizer. The liquid aeration will happen in October along with the last fertilizer, and that will finish our lawn maintenance for this season.
- The elevator doors got stuck open in the basement twice this month so Schindler was out to service them. Seems to have resolved the issue.
- One of our exterior McKune flood lights had gone bad so Hawks & Associates was out with a new LED panel and installed it for us.
- We had Jaco Electric out this month to repair one of the bollard lights that run along the sidewalk we share with Merkels. Jeff also looked at our drop room and will give us an estimate for wiring the light to be an emergency light so it stays on all the time. We have put a camera in that space so circ staff who empty the drops on days we are closed (holidays, emergencies, etc) can monitor how full the bins are and determine when they need to come in to empty them. The current light is on our master timer and doesn't stay on into the evening, making it impossible to see the drop after hours. Keeping the light on is a more cost effective solution than wiring a light switch.

Meetings and programs

Song Fest was amazing again this year! I thought the interview with Carlene Carter was great and even though I was not familiar with her music, I really enjoyed her performance. I heard many positive comments about both from attendees also, several regarding how much they preferred the Robin Hills venue over past locations.

Our September all-staff meeting was dedicated to department time but before we did that, we had the opportunity to celebrate Jen Thompson's big 5-0! Her husband had contacted us to ask if he could bring treats and involve us because Jen talks about how much she likes working here 😊 It was a great way to start the day.

Volunteers- We had 189 book sale and 99.25 non-book sale volunteer hours this month, for a total of 274.25 volunteer hours.

Respectfully submitted,
Linda Ballard
Assistant Director

September kicked off the Folsom Redemption Exhibit, and September 23rd was Song Fest! This year's Song Fest was one of the most enjoyable I've experienced. Comment cards revealed unanimously positive feedback and experiences. September was also the first month of regular Mobee stops. Attendance is light, but the reactions we're receiving, often times from people who were not previously patrons, have been overwhelmingly positive and meaningful.

- The Mobee stop at the St. Louis Center took place in early September and was especially gratifying. Residents toured Mobee, selected a book from the Free Little Library, and listened to a story. The numbers weren't high (9) but this was definitely a case of quality over quantity, given the impact made.
- Medicare 101, a presentation that cost the library nothing, was especially well attended this fall, and has adult librarians looking for more educational presentations in that vein.
- I attended a conference in Ann Arbor, Public Librarianship in Contentious Times, that included resources for challenges to programs, services, and book bans. It also covered First Amendment Rights, freedom of information, and where libraries intersect.
- Youth librarians and I interviewed candidates for Sarah's replacement, and I was pleased to offer a position to current substitute librarian and former intern Amelia Herron. She will begin in October.
- I've continued to sit in on strategic planning meetings and have been grateful to see this action in progress.
- Shawn Sinacola at Chelsea High School and I discussed incorporating Washtenaw Reads and the Midwest Literary Walk into her advanced students curriculum.
- I met with Michelle from the Chelsea School District to discuss implementing the SORA app for students, a project we've long been hoping to achieve.

Program Attendance

Date	Name	In-Person	Live Virtual	Recorded Virtual	Kits
	Adult Program Attendance				
9/5/2023	Reading Glasses Book Club	8			
9/9/2023	Purple Rose Play Reading		100		
9/13/2023	Medicare 101	28			
9/14/2023	Outdoor Book Club (Mobee tie-in with RHF visit)	4			
9/20/2023	James Herriot Revealed		12		
9/23/2023	Songfest Docent-led Tours	30			

Information Services Report: September 2023
Shannon Powers, Head of Information Services

9/23/2023	Songfest Interview and Concert	150			
	subtotals	220	112		
	<i>Adult Program Totals</i>	398			
	Early Literacy Program Attendance				
9/12/2023	Babytime	35			
9/13/2023	Preschool Storytime	8			
9/14/2023	Toddler time	22			
9/19/2023	Babytime	28			
9/20/2023	Preschool Storytime	7			
9/21/2023	Toddler time	13			
9/26/2023	Babytime	19			
9/27/2023	Preschool Storytime	14			
9/28/2023	Toddler time	18			
	<i>Early Literacy Program Totals</i>	164			
	Youth Program Attendance				
9/9/2023	KinderConcert	63			
9/11/2023	Lego Club	17			
9/19/2023	Chess Clinics	10			
9/19/2023	Tween Book Club	8			
9/21/2023	Read to Dogs	5			
9/26/2023	Chess Clinics	13			
9/27/2023	K-2 Books and Fun	5			
	<i>Youth Program Totals</i>	121			
	Teen Program Attendance				
9/1/2023	PWNED Teen Gaming Club (cancelled)				
9/7/2023	DOUBLE That Thursday Thing: I'm MEEEEELLLTING	2			
9/7/2023	DOUBLE That Thursday Thing: I'm	9			

	MEEEEELLLLTING				
9/22/2023	PWNED Teen Gaming Club (rescheduled)	3			
9/23/2023	Teen SongFest Showcase	46			
9/26/2023	Pizza & Paperbacks: Blade of Secrets	3			
9/27/2023	Teen Embroidered Bookmarks	7			
	<i>Teen Program Totals</i>	70			
	Outreach Program Attendance				
9/7/2023	Storytime @ ECC (youth)	27			
9/7/2023	Storytime @ Mudpies (youth)	24			
9/21/2023	Pines Book Club (adult)	8			
9/22/2023	Storytime @ ECC (youth)	12			
9/27/2023	Aftercare @ WSEC (youth)	30			
	<i>Outreach Program Totals</i>	101			
	Walk to School Wednesdays				
9/13/2023	Walk to School Wednesdays	17			
9/20/2023	Walk to School Wednesdays	17			
9/27/2023	Walk to School Wednesdays	17			
	<i>WTSW Totals</i>	51			
	Mobee Visit Program Attendance				
8/1/2023	Lake House Bakery Storytime/activity (program, youth)	11			
9/5/2023	Sylvan Township Hall (outreach, All Ages)	5			
9/6/2023	Chelsea Senior Center (outreach, adult)	0			
9/6/2023	Read Aloud @ St. Louis Center (program, adult)	9			
9/7/2023	Culver's "Library Night" (program, All	41			

Information Services Report: September 2023
Shannon Powers, Head of Information Services

	ages)				
9/11/2023	Dancey House (UMRC) (outreach, adult)	5			
9/11/2023	Lima Township Hall (outreach, all ages)	5			
9/12/2023	Lyndon Township Hall (outreach, all ages)	4			
9/14/2023	Robin Hills Farm (outreach, all ages)	2			
9/14/2023	Sharon Ann Apartments (outreach, all ages)	4			
9/14/2023	Sylvan Crossing (outreach, all ages)	3			
9/19/2023	Dexter Township Hall (outreach, All Ages)	0			
9/19/2023	New Harvest Church (outreach, all ages)	2			
9/20/2023	Faith in Action (outreach, all ages)	2			
9/25/2023	Silver Maples (outreach, adult)	10			
9/25/2023	Silver Meadows (outreach, adult)	15			
9/25/2023	North Lake United Methodist Church (outreach, all ages)	6			
	<i>Mobee program totals</i>	61			
	<i>Mobee outreach & awareness totals</i>	63			
	<i>Mobee Totals</i>	124			

Reference, Collections, Deliveries, and Other

Services	September 23*
Reference Questions	1457
CDL Delivers & Deposit Book Deliveries	19

- The Library (City of Chelsea) experienced a power outage 9/1. Library was closed 9/3 and 9/4 for Shared System Maintenance and Labor Day.

Information Technology

Respectfully Submitted
by Scott Rakestraw

CHELSEA DISTRICT LIBRARY
BOARD REPORT
September 2023

TECHNOLOGY UPDATE

October 6, 2023

On Sunday, October 1, 2023, all library websites went offline. Our service provider was updating the firmware on their storage system when **"a range of freak and unexpected things happened"** knocking out their Dallas based data center. For us, the outage only lasted three days. For staff and patrons, those were three very long days indeed.

If asked, any IT professional will likely tell you that selecting a web hosting company is often a matter of choosing the lesser of evils. As far as service goes, this company has been in the industry for over 20 years. They are a top-tier, high capacity service provider. Until now, we have not had an outage of any real significance in my time at CDL.



Scott Rakestraw
Head of Technology

In any event, after recovery, the most important aspect of a technology system failure is what you learn from the experience. In the past, our online policies have been locked on simple backup and recovery. Moving forward, the management team will be developing an online strategy focused specifically on continuity of operations. Our web site is far too important to our patrons and to our service plan to lose access for days due to 'freak and unexpected things'.

We have contracted with an additional service provider (who has a data center located in a second region) for web hosting. We will leverage these two providers to insure that patrons and staff will always have access to our vital online assets.

Please feel free to contact me directly if you have any concerns or questions about the outage, our recovery process and our plans to move forward.

Respectfully Submitted,

- Scott Rakestraw

- October 1 2023 – 17:44 UTC – vCenter repair is in progress and once vCenter is restored we will be able to start recovering affected VMs

We have run into a serious problem with one of our VMware vSAN distributed storage clusters at our Dallas location. We will fully investigate the matter and put together a Reason For Outage (RFO) report once everything is fully resolved **but it looks like a range of freak and unexpected events happened at the same time** to result in the failure. Up until this point we have been running vSAN for many years with great performance and pretty much 100% uptime.

TECHNOLOGY SERVICES

DATA SERVICES		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
8745.1	Hotspots: Total GB Used - Township Halls	939.4	952.8	975.8	953.3	931.8	976	957.7	1033.4	991.9
101.7	-- Linn Township (GB)	17.4	10.1	11.1	17.3	10.7	11.9	11.7	11.4	9.8
287	-- Sylvan Township (GB)	34.3	25.3	31.6	28.4	26.8	31.5	37.1	33.4	35.7
8336.4	-- Mobile Broadband (GB)	917.7	917.4	917.7	917.6	914.3	932.3	915.5	988.6	946.4
271	Hotspot Devices Circulated	22	27	33	20	23	38	38	39	31
3711	Public Internet - Computer Sessions	265	338	469	428	389	422	444	493	362
5382	Public Internet - Wireless Logins	412	624	648	614	629	654	663	597	541
ONLINE SERVICES		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
117081	Website Sessions	11579	10170	13443	11919	12019	10939	14317	10490	10191
58797	Website Users	6747	5807	6313	5753	5063	7484	7478	7069	5463
18494	AUDIO Downloads Total	1927	1820	1754	1911	2048	2128	2271	2235	2200
13620	-- Audio: Libby	1413	1144	1405	1419	1490	1500	1607	1597	1506
5074	-- Audio: Hoopla	514	472	549	492	558	588	619	638	644
3020	VIDEO Downloads Total	219	273	356	370	281	313	440	408	455
1851	-- Video: Kanopy	112	155	218	142	145	188	315	270	310
1169	-- Video: Hoopla	107	118	138	128	136	125	125	138	159
44955	EBook Downloads Total	5055	4556	4993	5646	6726	5394	5582	5080	6703
42720	-- Libby	4835	4368	4750	4451	4593	4998	5343	4843	4517
1835	-- Hoopla	198	187	203	195	133	201	235	240	134
66067	TOTAL Downloads	7199	6649	7300	6827	7095	7640	8191	7777	7574

CHELSEA SENIOR CENTER



CDL Support Log Detail for Chelsea Senior Center

2023

Date/Time	Date	OnSite Hours	OffSite Hours	CDL Tech	Work Description
	9/1/2023	2.5		Overett	Examined all monthly vital statistics reports for a large scale
	9/5/2023	0.5		Perotti	Revised policies for 10% grant funding and updated
	9/6/2023	2.5		Overett	Adjusted policies for 10% grant funding and updated
	9/7/2023	2.5		Overett	Adjusted policies for 10% grant funding and updated
	9/12/2023	4		Overett	Adjusted policies for 10% grant funding and updated
	9/13/2023	4		Perotti	Adjusted policies for 10% grant funding and updated
	9/14/2023	4.75		Perotti	Adjusted policies for 10% grant funding and updated
	9/21/2023	4		Perotti	Adjusted policies for 10% grant funding and updated
	9/26/2023	4		Perotti	Adjusted policies for 10% grant funding and updated
	9/27/2023	5		Perotti	Adjusted policies for 10% grant funding and updated
Services performed this month were of a routine, maintenance and support variety. - Scott					



TOP 10 WEB PAGES [BY UNIQUE VIEWS]



	<u>Views</u>	<u>Users</u>	<u>Views per user</u>
1 Home - Chelsea District Library	6,141	2,834	2.17
2 Song Fest 2023 - Chelsea District Library	2,460	80	30.75
3 Hours & Location - Chelsea District Library	308	206	1.50
4 Get a Library Card - Chelsea District Library	294	174	1.69
5 Board of Trustees - Chelsea District Library	263	148	1.79
6 eBooks, Audiobooks, and More - Chelsea District Library	162	100	1.62
7 A to Z Listing - Chelsea District Library	137	93	1.47
8 Online Library Card Application - Chelsea District Library	130	93	1.37
9 Employment @ CDL - Chelsea District Library	122	86	1.42
10 Chelsea District Library	120	72	1.67

ONLINE RESOURCES

September 2023				
Last Month	Rank	Online Resource	Total Clicks	Unique Users
1	1	Sun Times News	107	107
2	2	Chelsea Update	54	54
3	3	Michigan Legal Help	39	39
4	4	Ancestry	32	28
5	5	Home Work Help Now Home	28	28
5	5	NoveListPlus	28	24
7	7	Demographics Now	25	23
8	8	Michigan eLibrary	24	24
7	8	NoveList K8	24	24
8	8	My Heritage	24	23
18	8	Scholastic Teachables	24	22
23	8	Consumer Reports	24	20
12	13	Newspaper Source Plus	22	19
21	14	WorldCat.org	21	21
24	14	United States Census	21	20
12	14	Historic Newspapers	21	18
21	17	Opposing View Points in Context	20	20
16	17	Stories of Chelsea	20	20
19	19	Britannica School	18	18
19	20	Adult Learning Center	17	17
11	20	Michigan Voter Information Center	17	17
15	22	Michigan Secretary of State	16	16
12	22	Pronunciator	16	16
16	22	Unemployment Help	16	16
25	25	Lynda.com [Linked In Learning]	9	9

Head of Marketing & Communications Monthly Board Report

(September 1–30, 2023): Respectfully submitted by Virginia Krueger

September Marketing Highlights

September marked the opening of *1968: A Folsom Redemption* and the 6th annual CDL Song Fest. CDL Song Fest is one of the annual events where an effort is made to bring visitors in from outside our library district. This is a value we bring the community, as it elevates the exposure of Chelsea and its businesses. Of respondents to our Song Fest evaluation cards, approximately 50% of attendees came from outside our service district. Song Fest was universally well received, with 100% of respondents saying they would attend again.



- *1968: A Folsom Redemption* reviews:
 - "Greate exhibit, loved it all!"
 - "Love these exhibits so much. to be able to walk down the street from our home and have access to these is amazing. Thank you"
 - "Super exhibit—Glad you guys were able to snag this along the way. well laid out and easy to follow. Awesome job!"
 - "Wonderful! My father was a huge fan of Johnny cash. when I heard this exhibit was coming. I put it on the calendar."
- CDL Song Fest reviews:
 - "Fantastic interview. concert was fantastic too! great venue"
 - "This is wonderful"
 - "Photo exhibit was great (at the library). Carlene and interviewer were great speakers. Venue and tech/sound worked very well. Good organization--kudos!!!"
 - "Great space & vibe. Carlene was funny & wonderful. Bar was great, way to go CDL. You're pretty great."

Both the exhibition and Song Fest receive additional promotional and advertising efforts. And both continue to show the importance of marketing across multiple channels. Song Fest respondents found out about the event in the following ways (in descending order): Word of Mouth, CDL Website, Social Media, CDL Print Newsletter, Local Paper, and eNews

Quarterly Print Newsletter

I received all submissions and coordinated with the Friends of CDL for a year-end fundraising campaign. Submissions were reviewed and organized into a design/layout package. The first draft will be reviewed in October and will hit mailboxes in November.

Brand Audit:

D&B Marketing presented the findings of their brand audit to Shannon, Lori, and me. I will present these findings along with feedback from our strategic plan surveys to the CDL management team and board in October.

Other Miscellaneous Tasks:

- Promoted and participated in the kickoff of Chelsea's Walk to School Wednesday program - where we have had at least 17 walkers each week.
- Attended CCF's Ann Feeney award ceremony
- Installed Library Card Sign-up Month banners
- Created welcome packets for new card registrations on Mobee.
- Attended AI in digital marketing webinar hosted by Local IQ

Social Media:

X (formerly known as Twitter) continues to evolve and no longer is connected to Constant Contact for distribution of eNewsletters. Its connection to Hootsuite is also diminished in ability to tag other entities. As ease of use and followers decrease, I am evaluating pausing our use of the platform. Time/resources may be better spent on alternate platforms.

September Social Media Metrics

CDL Facebook: 3,255 followers (+48) | 1,545 page visits ↓ | 20,313 page reach ↑

CDL Instagram: Followers: 949 (+22) | 79 profile visits ↓ | 597 page reach ↓

CDL Twitter: Followers: 1,553 (-4) | *Profile visits unavailable on X analytics* | 2,295 impressions ↑

Paid Advertising: \$3 Meta ad for Song Fest - paid reach was 518, paid impressions were 704

eNewsletters: CDL eNews has 3,558 subscribers (+40 in September)

August Metrics:

- We sent 4 weekly newsletters
- 51% Open Rate (+11.6% from industry avg)

Marketing Channel Response:

In September we had 203 program registrations where identifying the marketing channel was asked. The breakdown of how the registrants heard about the program is as follows:

- | | |
|------------------------|----------------------|
| • Print Newsletter: 39 | • Local newspaper: 2 |
| • eNewsletter: 23 | • Word of Mouth: 29 |
| • Website: 28 | • Chelsea Update: 9 |
| • Social Media: 7 | • Other: |

Note: Drop-in Programs are not included in response statistics, as this data is not collected.

Circulation Supervisor's Report September 2023

- Circulation – 22919 in September
- Patron Count- 9566 for September
- Circulation by township- for September:
 - Dexter = 9% of total transactions
 - Lima = 10% of transactions
 - Lyndon = 16% of transactions
 - Sylvan = 17% of transactions
 - Chelsea = 34% of transactions
- September Circulation: 84% were items from Chelsea and 16% were inter-loaned items.

Libby = 3310; Hoopla = 1064; Kanopy = 312
- Registrations for September– 110 new cards; 6303 total card holders
 - *Dexter = 789 cards; Lima = 697 cards; Lyndon = 869 cards
 - *Sylvan = 1163 cards; Chelsea = 2316 cards; Nonresident = 469 cards
- Self-Check Machine: September 1536 or 7% of total checkouts

September Notes:

- I attended weekly management meetings.
- September is Library Card Sign-up Month. We collected the applications for an adult & youth drawing.
- I worked my PIC shifts each week.
- Marissa continued to work 10 hours as a reference intern.
- We received 117 tubs from TLN in September, with 5.85 being the daily average.
- I attended the monthly SASUG meeting.
- Samantha Banda started training on September 6th as our 9th circulation assistant.
- Julie Pecka celebrated her 8th anniversary at CDL and I prepared her review.
- I celebrated 11 years at CDL on September 27th.

Respectfully submitted,
Amy Zoran
Head of Circulation

Item Circulation 2023

2023

	All items circled at Chel inc: eitems & at other TLN	Only Chel items circled at Chel inc: eitems	% of Chel items circled at Chel	Other items circled at Chel	% other items circled at Chel	All Chel Items charged/ renewed anywhere in system	Chel items circled other libraries	Total: All Chel items circled + TLN items + eitems
Jan.	23,163	19,016	82%	4,147	18%	20,561	1,545	27,310
Feb.	21,387	17,421	81%	3,966	19%	18,815	1,394	22,781
March	24,340	20,177	83%	4,163	17%	21,754	1,577	21,752
April	22,148	18,517	84%	3,631	16%	19,923	1,406	25,779
May	21,095	17,447	83%	3,648	17%	18,749	1,302	24,563
June	23,965	20,699	86%	3,266	14%	21,970	1,271	27,231
July	21,947	18,310	83%	3,637	17%	19,855	1,545	23,522
August	24,428	20,689	85%	3,739	15%	22,218	1,529	28,167
Sept.	22,919	19,348	84%	3,571	16%	20,813	1,465	24,384
Oct.								
Nov.								
Dec.								
Totals	205,392	171,624	84%	33,768	16%	184,658	13,034	225,489

Mnth Avg	22,821	19,069	#1	3,752	#3	20,518	1,448	25,054
		#2				#4	#5	#6

2023 Circulation by Department - Percentage			
	Adult	Youth	Teen
January	53%	44%	3%
February	52%	45%	3%
March	50%	47%	3%
April	50%	46%	4%
May	52%	44%	4%
June	45%	51%	4%
July	46%	50%	4%
August	50%	47%	3%
September	50%	47%	3%
October			
November			
December			
Yearly Avg.	50%	47%	3%

2023 Circulation by Department - Total Checkouts			
	Adult	Youth	Teen
January	9,868	8,220	638
February	8,844	7,745	566
March	9,862	9,281	614
April	8,872	8,309	628
May	8,758	7,411	588
June	8,708	9,808	739
July	9,404	10,172	874
August	9,609	9,264	758
September	9,102	8,456	564
October			
November			
December			
Yearly Total	83,027	78,666	5,969

Chelsea District Library
2023

Average Daily Circulation									
Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	2023 Total	2022	%Diff.
Jan. 598	746	606	534	542	619	562	23163	20837	11%
Feb. 464	741	615	569	520	717	522	21387	20678	3%
March 673	702	711	716	524	616	510	24340	23746	3%
April 659	690	646	575	647	541	448	22148	23181	-4%
May 666	542	647	582	434	574	407	21095	22134	-5%
June 636	796	655	641	7367	581	424	23965	24979	-4%
July 693	547	582	567	549	414	570	21947	27236	-19%
August 706	772	589	611	731	482	511	24428	26254	-7%
Sept. 631	774	614	573	501	731	399	22919	25890	-11%
Oct.								26380	
Nov.								22879	
Dec.								21802	
Total							205392	285996	
Month Avg							22,821	31,777	
Avg. % Inc.									-4%

with OD & RB, & deposit collection ckouts.

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

SifChk/ Check-outs only			
2022 Totals	2023 Total	Days	% per DayChkOuts
829	1596	29	55 7%
978	1386	27	51 6%
1109	1704	31	55 7%
1034	1527	30	51 7%
1173	1348	29	48 8%
1638	2237	29	77 9%
1778	2059	30	69 9%
1640	1034	31	33 4%
1663	1536	28	54 7%
1553			
1560			
1257			
2072	14427		7%

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

2023	Items Added	Total Items
Jan	654	70,902
Feb	532	71,096
Mar	688	71,103
April	436	70,868
May	484	70,758
June	801	70,821
July	590	71,138
Aug	608	71,466
Sept	531	71,984
Oct		
Nov		
Dec		
Total/ Avg	5,124	71,137

Libby Clrc		Hoopla		Kanopy	
(e-books, a-books & music)		books,music,movies			
2023	2022	2023	2022	2023	2022
Jan 3445	3065	Jan 879	609	Jan 112	71
Feb 3131	2795	Feb 860	735	Feb 155	101
Mar 3375	3037	Mar 970	663	Mar 218	193
April 3167	2862	April 916	566	April 142	104
May 3215	3046	May 956	777	May 145	143
June 3478	3305	June 994	871	June 163	147
July 3740	3399	July 977	913	July 2	295
Aug 3447	3462	Aug 1056	841	Aug 270	167
Sept 3310	3104	Sept 1064	803	Sept 312	167
Oct	3154	Oct	835	Oct	229
Nov	3006	Nov	820	Nov	256
Dec	2907	Dec	816	Dec	137
Total	37142	Total	9349	Total	1519
20308		8672		2010	

RB Digital part of Overdrive starting in April 2021

2023 CIRCULATION REPORT - PATRONS

Chelsea District Library
Monthly New Registration 2023

District NonRes School Other Total Grand Total
by Municipality
Lima Lyndon Sylvan

	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
January	78	11	0	0	89	5718	22	10	7	15	25
February	79	6	0	1	86	5783	22	8	10	16	24
March	87	4	0	0	91	5867	45	14	4	8	14
April	68	4	0	2	74	5933	28	4	11	11	17
May	72	2	0	3	77	6003	20	13	10	10	19
June	110	17	0	2	129	6091	40	16	16	17	24
July	79	2	0	0	81	6148	32	5	14	8	18
August	97	7	0	0	104	6227	34	11	12	15	23
September	100	6	2	0	110	6303	46	10	8	16	18
October					0						
November					0						
December					0						
Totals					841		289	91	92	116	182

Average Daily Door Count 2023											
	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Total			
Jan.	275	392	353	339	316	278	170	9,328			
Feb.	265	394	344	343	368	378	224	9,257			
March	354	396	407	389	278	277	240	10,435			
April	365	378	419	296	309	278	163	9,669			
May	296	378	378	393	264	293	117	9,551			
June	375	461	475	548	464	354	166	12,379			
July	430	340	527	586	431	325	166	12,142			
August	398	426	424	393	379	335	170	11,344			
Sept.	293	434	393	400	275	294	150	9,515			
Oct.											
Nov.											
Dec.											
Total								93,620			
Monthly average								10402			
Avg. % Increase											

Trans	% Tot	SEMCOG Dec2020	% of Pop	Regist	% of Enlity Pop.
Aug-23	Trans	Pop.	16126	16126	
18,067		16126		16126	
1867	9%	2634	30%	38.34%	Dexter
1831	10%	2058	34%	51.15%	Lima
2829	16%	2656	32%	100.00%	Lyndon
3101	17%	3311	35%	100.00%	Sylvan
6174	34%	5467	42%	100.00%	CityChel
			19%		
457	3%				
274	2%				
893	5%				
120	0%				
721	4%				
	99%				

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

Registered Card Holders											
	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
District	9002	9083	9109	9054	7837	7753	6361	6295	5135	5228	5767
Dexter	1206	1211	1215	1230	1087	1101	884	874	697	710	784
Lima	1156	1133	1109	1109	996	965	802	794	634	634	692
Lyndon	1538	1539	1546	1522	1302	1255	1005	970	778	770	857
Sylvan	1693	1662	1667	1641	1412	1426	1192	1167	956	1008	1150
CityChel	3409	3538	3572	3582	3040	3006	2478	2490	2070	2105	2284
NonRes	640	649	655	625	575	609	562	582	414	407	460
Freedom	6	6	6	7	0	1	0	0	0	3	2
Sharon	118	122	118	110	107	112	104	105	88	89	95
Waterloo	336	348	352	333	249	268	252	245	195	186	209
GrassLk	26	29	28	25	37	36	22	21	4	7	14
Other	154	144	151	150	182	192	184	211	127	122	140
Totals	9642	9732	9764	9689	8412	8362	6923	6877	5549	5635	6227

ACTION ITEMS

THE UNIVERSITY OF CHICAGO

LIBRARY

540 EAST 58TH STREET

CHICAGO, ILL. 60637

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Action Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet
October 17, 2023, Board Packet

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

Accept September donations and changes to the 2023 FY Budget.

		<u>Income Line</u>	-	<u>Expense Line</u>
Beach Middle School Book Club	Adult Collection (In Memory of Judy Armstrong)	674.100		982.910
St. Barnabas Episcopal Church	Mobile CDL	674.500		980.910
Richard Taylor	Exhibits	674.113		884.980
Rick Busby	Non-Designated	674.120		884.411

Sub Total: \$4,026.56

Acknowledge the donations below that are already in the budget.

Friends of CDL	Song Fest	674.112		884.961
Friends of CDL	Music in the Air	674.112		884.962
Friends of CDL	Artists in Residence	674.110		884.970
Friends of CDL	WiFi Hotspots	674.141		850.910

Sub Total: \$6,000.00

Total General Donations: \$10,026.56

Acknowledge the donations below toward the CDL Endowment.

Patricia Garcia, Board Secretary

Date

Action Item #2

Chelsea District Library
Board of Trustees

Library Board Fact Sheet October 17, 2023 Meeting

Consent Agenda

Background:

The Board discussed possible changes to the meeting Agenda in September.

Action:

The Chelsea District Library Board of Trustees agrees to move to a Consent Agenda to include meeting minutes, monthly operational checks, and monthly financial reports, and to move the Consent Agenda Approval directly following the Agenda Approval. Trustees wishing to discuss an individual part of the Consent Agenda must state their desire to do so prior to Agenda Approval.

Patricia Garcia, Board Secretary

Date

DISCUSSION ITEMS



Discussion Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet October 17, 2023 Board Meeting

Employee Handbook Policy 108: Paid Time Off

Discussion:

Recent issues with PTO bank balances have necessitated a review and change to Employee Handbook Policy 108: Paid Time Off.

SUBJECT: 108. PAID TIME OFF

A. Definitions

1. Eligible employee is defined as a regularly scheduled full-time or part-time employee as defined in Policy No. 310, Employee Classifications. *Substitutes* and *temporary employees* (also defined in Policy No. 310) are not eligible to receive PTO hours. Time missed from work for these employees is without pay.
2. An anniversary date is the date on which the employee begins working for the Library. The anniversary date remains constant during the employee's tenure of employment with the Library; it does not change, even in the event of a promotion or movement to another job classification.
3. A service year is a one-year period of time that begins on the employee's first day of employment with the Library. An employee begins a new service year on each subsequent annual anniversary date as defined in section A2 of this policy.

B. Policy Overview and Purpose Statement

1. Time off from work is important to maintain good health so as to consistently sustain our goal of the highest level of service to our patrons. It is the policy of Chelsea District Library to provide eligible employees with paid time off (PTO) to be used when the employee misses work for any reason, including vacation, sickness, and personal time. It is expected that employees will responsibly manage their bank of earned PTO hours throughout the year to allow for *expected* and *unexpected* absences.
2. In circumstances where an employee needs to take time off that will exceed the amount of paid time off allowed during a service year as defined in this policy, Chelsea District Library also provides an employee the opportunity to request time off without pay (TOWP).
3. The purpose of this policy is to describe the amounts of paid time off granted to employees and how employees can accumulate and utilize banked PTO hours, and to provide a general description of the processes for requesting and approving TOWP, as described in Section D.

C. Accumulation and Use of PTO Hours

1. All eligible employees earn PTO hours based on the following schedule:

SCHEDULE OF PAID TIME OFF

YEARS OF SERVICE	RATE OF PTO	MAXIMUM ALLOWABLE BANKED PTO HOURS PER YEAR	MAXIMUM ALLOWABLE BANKED PTO HOURS TOTAL
1st	1 PTO Hr. For Each 16.2 Hours Paid	80	80
2nd-5th	1 PTO Hr. For Each 12.3 Hours Paid	40 per yr	240
6th-10th	1 PTO Hr. For Each 10 Hours Paid	40 or total bank max	312
11+	1 PTO Hr. For Each 8.4 Hours Paid	40 or total bank max	368

2. After the 90-day introductory period, the employee may use only those PTO hours that have been earned and banked(accumulated). Each year, employees may only use what they accrue during their service year. Any exceptions will be at the director's discretion.
3. An employee should submit PTO requests as far in advance as possible.
4. In situations **where** requests for use of PTO time are made in advance, the supervisor will consider the request on a case-by-case basis. Factors that may be considered in approving or denying a request for use of PTO time are:
 - a. necessity
 - b. length of service of the employee
 - c. length or amount of PTO time being requested
 - d. amount and frequency of PTO time used previous to the time being requested
 - e. other approved requests for PTO time during the same period
 - g. effect the time off would have on scheduling needs and business operations.

5. Eligible employees can bank PTO hours subject to the maximums listed in the schedule on page 2 of this policy. Eligible part-time employees' maximums will be prorated based on the number of hours per week the employee works. An employee's bank cannot exceed this maximum. *Employees are encouraged to monitor their banked PTO hours and adjust their time off accordingly.* An employee must either use time or forfeit future earned PTO time until the bank balance is reduced below the maximum. Situations may arise that require a reduction in an employee's PTO bank that can't be achieved by using the time. This can be done through a payroll pay-out, the frequency and amount of which will be at the director's discretion.
6. An employee who terminates by death, retirement, or voluntary termination will receive payment for accumulated, unused PTO hours. PTO accumulation will be prorated to the date of termination. Such PTO hours, up to the maximum, will be paid at the employee's rate of pay at the time of termination. If the employee terminates prior to completing 90 days of service, they are not eligible for PTO payout. Employees who are discharged or who fail to provide two-week notice of their voluntary termination will not be eligible to receive payment for the unused PTO hours.
7. Salaried employees use PTO time in whole day increments only.
8. Hourly employees use PTO time in one-quarter (1/4) hour increments.
9. PTO requests exceeding two weeks in length require the additional approval of the library director.
10. If a holiday falls during an employee's scheduled and approved PTO day, that day is not charged against the employee's PTO time.
11. Hourly employees do not accrue PTO on paid holiday hours unless the holiday falls on their regularly scheduled work day.
12. Employees on an approved leave of absence for any reason do not earn PTO time during the leave.
13. Employees must use all banked PTO time before submitting a request for time without pay.
14. A previously approved PTO request will be revoked if PTO is exhausted. A Personal Leave of Absence may not be granted for this purpose. A request for TOWP may be submitted in this situation. See Section D.
15. The *accrual* of PTO as described in this policy does not apply to the director. That PTO is determined each year as part of the director's performance evaluation and then placed into his/her PTO bank in a lump sum. The *allowed bank maximums* do apply to the director.

COMMITTEE INFO & MINUTES

THE UNIVERSITY OF CHICAGO
LIBRARY
1207 EAST 58TH STREET
CHICAGO, ILL. 60637
U.S.A.

**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

1/19/23

Patricia Garcia, Board Secretary

Date

