

**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**

**December 12, 2023
6:45 pm**

**McKune Room at the Chelsea
District Library**

CHELSEA DISTRICT LIBRARY BOARD OF TRUSTEES

Tuesday, December 12, 2023—6:45 p.m.

McKune Room

AGENDA

6:45 Board Meeting

Welcome and Call to Order

Consent Agenda Approval

- Meeting Minutes
- Operational Checks
- Finance Reports

Agenda Review, Additions, and Approval

6:50 Director's, Strategic Plan, and Friends Reports

7:10 Public Comment

7:15 Action Items

1. Donations
2. At-Large Board Position
3. Board Officer and Committee Recommendations
4. 2024 Calendar of Operations
5. 2024 Board Meeting Calendar
6. Director Evaluation
7. Capital Improvement Fund Commitment
8. Strategic Plan 2024-2028

7:55 Discussion Items

1. 2023 Budget Adjustments
2. Budget Carryovers (2023 to 2024)
3. Resolution to Adopt a Compliance Plan as Set Forth in the Publicly Funded Health Insurance Contribution Act (PA 152 of 2011)
4. Resolution Honoring the Friends on Their 75th Anniversary

8:05 Reports

Policy Committee

Finance Committee

Personnel Committee

Nominating Committee

Community Outreach Committee

8:10 Public Comment

8:15 Other Items

8:20 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, November 14, 2023 6:45 p.m.
Meeting Location: McKune Room

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

Trustees Absent: G. Munce & B. Swistock

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

Guests: None

Welcome and Call to Order

J. Carr called the meeting to order at 6:47 p.m.

Presentation: Strategic Plan 2024-2028 Update (Brittany, Bridgeport Consulting)

Brittany went over the draft proposal with the Board, highlighting the 9 draft initiatives and fielding questions. The Board recommended a minor change to initiative 3.2.

Agenda Review, Additions, and Approval

MOTION made by S. Lackey, SECONDED by P. Garcia to approve the agenda, as presented. Discussion: None

All Ayes: 5-0

Compulsory Segments:

Minutes and Approval of Checks

MOTION made by S. Lackey, SECONDED by W. Reinhardt to approve the meeting minutes of the October 17, 2023 Board Meeting. Discussion: None

All Ayes: 5-0

MOTION made by S. Lackey, SECONDED by TJ Helfferich to accept the General Fund Operational Checks for October, 2023. Discussion: None

All Ayes: 5-0

MOTION made by TJ Helfferich, SECONDED by W. Reinhardt to accept Financial Reports for October, 2023. Discussion: None

All Ayes: 5-0

Director's Report Update:

L. Coryell update:

- Highlighted the exhibit quotes from Shannon's report.
- Pointed out that downloads are going up.
- 13% jump in cardholders.

Friends Report:

- J. Carr shared that the Friends are exploring adding a committee to their bylaws: The Fundraising Committee.

Other Reports Notes: None

Public Comment: None

Action Item #1: Donations

MOTION made by S. Lackey, SECONDED by W. Reinhardt to approve the library's October donations. Discussion: None

All Ayes 5-0

Action Item #2: Consent Agenda

MOTION made by W. Reinhardt, SECONDED by S. Lackey to approve the Consent Agenda. Discussion: None

All Ayes 5-0

Discussion Item #1: At-Large Board Position

Discussed the At-Large Board position that opens at the end of the year. W. Reinhardt was selected to fill the position last year and has stated her desire to continue and serve a full term. S. Lackey opined that the Nominating Committee should recommend reappointing W. Reinhardt.

Discussion Item #2: Board Officer and Committee Recommendations

A limited discussion, as G. Munce, Chair of the Nominating Committee, was absent. In the previous meeting G. Munce had mentioned keeping the same assignments as long as the personnel remained the same, which now appears more certain.

Discussion Item #3: 2024 Calendar of Operations

Election Day is back on the holiday list in 2024, as it's a National Election. TJ Helfferich asked about religious holiday policies.

Discussion Item #4: 2024 Board Meeting Calendar

Patricia is scheduled to teach Tuesday nights again in 2024, so the Board suggested meeting on the third Thursday of the month for January through April and then reverting to the third Tuesday again for May through December. The November and December dates were not thought to be in issue with holidays and can remain as scheduled.

Discussion Item #5: Director Evaluation

TJ Helfferich gave an update, stating that forms were sent out, but that the Personnel Committee is still waiting on some to be returned. In TJ's absence next month, W. Reinhardt will present the findings and committee recommendations in Closed Session.

Discussion Item #6: Capital Improvement Fund Commitment

This is yearly item at the recommendation of Mary Budzinski. K. Ballard went over how capital funds were spent in 2023.

Discussion Item #7: Strategic Plan 2024-2028

The plan will move to Action in December with the one Board recommended change.

Committee Reports

Policy Committee – L. Coryell informed P. Garcia that she has a policy for the committee to review.

Finance Committee –

Personnel Committee –

Nominating Committee – G. Munce needs to be contacted after the meeting, so he can organize a committee meeting.

Community Outreach Committee –

Public and Board Comment: None

Other Items:

Adjournment:

MOTION made by TJ Helfferich, SECONDED by S. Lackey to adjourn the meeting at 7:58 p.m.

All Ayes, 5-0

Patricia Garcia, Board Secretary

Date

DRAFT

FINANCE REPORTS

1:02 PM
12/08/23

Chelsea District Library
Monthly Check Register

November 2023

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Check		11/30/2023		Service Charge	001.001 - CSB/Operations Checking		-7.60
				Service Charge	802.100 - Admin-Fess Bank 801...	-7.60	7.60
TOTAL						-7.60	7.60
Bill Pmt -Check	28039	11/02/2023	ABSOPURE	ACCT 9423998 - INV 30299634	001.001 - CSB/Operations Checking		-49.90
Bill	89042045	11/01/2023		SEPT-OCT COOLER RENTAL	727.100 - Supplies - General Op 727...	-49.90	49.90
TOTAL						-49.90	49.90
Bill Pmt -Check	28040	11/02/2023	Alerus Financial	Entity code nos. 400298 / 110320 - pay period startin...	001.001 - CSB/Operations Checking		-4,638.37
Bill	20231016	11/01/2023		10/20/2023 PR ER 5% MATCH 10/20/2023 PR EE PERSONAL CONT 10/20/2023 PR FLEX TO 457(b)	231.002 - Payroll Lia/401A MichER 2... 702.300 - Per Svcs - Reimnt - EE 70... 710.500 - Per Svcs - Fringe B ER 701...	-1,652.04 -1,840.36 -1,145.97	1,652.04 1,840.36 1,145.97
TOTAL						-4,638.37	4,638.37
Bill Pmt -Check	28041	11/02/2023	AMERICAN UNITED LIFE INSURA...	GROUP: G 00623836-0000-000 NOV 11/01/2023 - 11/3...	001.001 - CSB/Operations Checking		-862.00
Bill	20231017	11/01/2023		NOV 11/01/2023 - 11/30/2023	710.200 - Per Svcs-Fringe Flex Ben 7...	-862.00	862.00
TOTAL						-862.00	862.00
Bill Pmt -Check	28042	11/02/2023	A Production Cleaning Company L...	INV 15189 - CLEANING 10/15 - 10/28/23	001.001 - CSB/Operations Checking		-1,750.00
Bill	15189	11/01/2023		CLEANING 10/15 - 10/28/23	803.805 - Janitorial	-1,750.00	1,750.00
TOTAL						-1,750.00	1,750.00
Bill Pmt -Check	28043	11/02/2023	A T & T Mobility	ACCT 287286231195X - INV 10/14/2023 - ISSUED ON ...	001.001 - CSB/Operations Checking		-217.44
Bill	X10142023	11/01/2023		PUBLIC WIFI HOT SPOTS	850.311 - WIFI Hotspots	-217.44	217.44
TOTAL						-217.44	217.44
Bill Pmt -Check	28044	11/02/2023	AUTHORS UNBOUND	DEPOSIT \$2600 OF \$6200 TOTAL - CHITRA BANERJ...	001.001 - CSB/Operations Checking		-2,600.00
Bill	4674	11/01/2023		DEPOSIT 2024 MLW - CHITRA BANERJEE DIVAKARU...	884.111 - Midwest Literary Walk	-2,600.00	2,600.00
TOTAL						-2,600.00	2,600.00
Bill Pmt -Check	28045	11/02/2023	Ballard, Kerry		001.001 - CSB/Operations Checking		-775.00
Bill	20231101	11/01/2023		BOOKKEEPING THROUGH 11/01/2023	801.040 - Bookkeeper	-675.00	675.00
Bill	20231023	11/01/2023		FOLSUM EXHIBIT - TAKEDOWN, REPAIR/PAINT, SHL...	884.980 - Exhibits - Restricted	-100.00	100.00
TOTAL						-775.00	775.00
Bill Pmt -Check	28046	11/02/2023	BRETT-GACH, VICKI	ANN ARBOR VEGAN DEO AND PROGRAM 11/02/2023	001.001 - CSB/Operations Checking		-350.00
Bill	23-121	11/01/2023		ANN ARBOR VEGAN DEO AND PROGRAM 11/02/2023	884.119 - General Adult Events	-350.00	350.00
TOTAL						-350.00	350.00
Bill Pmt -Check	28047	11/02/2023	Cintas Corporation-300	417499351 ACCT# 14203324	001.001 - CSB/Operations Checking		-156.83
Bill	4171466391	11/01/2023		10/20/2023 - RUGS INCLUDES 7.7% INCREASE 10/20/2023 - SOAP INCLUDES 7.7% INCREASE	729.300 - Supplies-Cleaning Rugs 72... 729.200 - Supplies-Cleaning Sup 72...	-135.54 -21.29	135.54 21.29
TOTAL						-156.83	156.83
Bill Pmt -Check	28048	11/02/2023	CRAFT, JAMES N	SPEAKER FEE - WW2 PROGRAM - 11/09	001.001 - CSB/Operations Checking		-200.00
Bill	23-123	11/01/2023		SPEAKER FEE - WW2 PROGRAM - 11/09	884.119 - General Adult Events	-200.00	200.00
TOTAL						-200.00	200.00
Bill Pmt -Check	28049	11/02/2023	D&B STRATEGIC MARKETING	MARKETING BRAND AUDIT - FINAL PAYMENT	001.001 - CSB/Operations Checking		-1,710.00
Bill	441	11/01/2023		AUDIT \$3800 (LESS 10% - NONPROFIT DISC)	880.521 - Graphic Design Services	-1,710.00	1,710.00
TOTAL						-1,710.00	1,710.00
Bill Pmt -Check	28050	11/02/2023	D&B STRATEGIC MARKETING	LOGO REFRESH DEPOSIT PER 10/27/23 PROPOSAL	001.001 - CSB/Operations Checking		-1,687.50
Bill	23-604	11/01/2023		LOGO REFRESH DEPOSIT PER 10/27/23 PROPOSAL	880.521 - Graphic Design Services	-1,687.50	1,687.50
TOTAL						-1,687.50	1,687.50
Bill Pmt -Check	28051	11/02/2023	Demco Inc.	INV 7385557, REF# 32850510 CUST# 210215162	001.001 - CSB/Operations Checking		-1,091.14
Bill	7385557	11/01/2023		SUPPLIES	728.300 - Supplies-Mat Proc Othr 72...	-1,091.14	1,091.14
TOTAL						-1,091.14	1,091.14
Bill Pmt -Check	28052	11/02/2023	FINEMAN, BRENDA	PAINT LIKE BOB ROSS - 11/05/2023	001.001 - CSB/Operations Checking		-370.00
Bill	23-122	11/01/2023		PAINT LIKE BOB ROSS - 11/05/2023	884.119 - General Adult Events	-370.00	370.00
TOTAL						-370.00	370.00
Bill Pmt -Check	28053	11/02/2023	5 Healthy Towns Foundation	AD - FALL 2023	001.001 - CSB/Operations Checking		-275.00
Bill	988	11/01/2023		AD - FALL 2023	880.110 - Media Buy	-275.00	275.00
TOTAL						-275.00	275.00

1:02 PM
12/06/23

Chelsea District Library
Monthly Check Register

November 2023

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill Pmt -Check	28054	11/02/2023	Foster Swift Collins & Smith	INV 869233 - CLIENT 21989-00002	001.001 - CSB/Operations Checking		-235.00
Bill	869233	11/01/2023		DRAFT PROGRAMMING POLICY	801.010 - Attorney	-235.00	235.00
TOTAL						-235.00	235.00
Bill Pmt -Check	28055	11/02/2023	GEMINI	GRATITUDE CONCERT 11/12	001.001 - CSB/Operations Checking		-750.00
Bill	23-328	11/01/2023		YOUTH PROGRAM - GRATITUDE CONCERT 11/12	884.212 - General Youth Programs	-750.00	750.00
TOTAL						-750.00	750.00
Bill Pmt -Check	28056	11/02/2023	The Library Network	INV 73171, ACCT NUMBER CHEL#216	001.001 - CSB/Operations Checking		-9,763.60
Bill	73171	11/01/2023		BASIC FEE - 4TH QTR - OCT23 - DEC23 CIRCULATION FEE - OCT23 - DEC23 LINKED ITEMS - OCT23 - DEC23	965.200 - Shared Automation System 965.200 - Shared Automation System 965.100 - Bibliographic Database	-5,649.44 -2,855.88 -1,258.28	5,649.44 2,855.88 1,258.28
TOTAL						-9,763.60	9,763.60
Bill Pmt -Check	28057	11/02/2023	The Library Network	INV 72550, ACCT NUMBER CHEL#216	001.001 - CSB/Operations Checking		-3,732.00
Bill	72550	11/01/2023		CONSUMER REPORTS BRAINFUSE	982.410 - Electronic Products/Subs 982.410 - Electronic Products/Subs	-932.00 -2,800.00	932.00 2,800.00
TOTAL						-3,732.00	3,732.00
Bill Pmt -Check	28058	11/02/2023	The Library Network	INV 72333, ACCT NUMBER CHEL#216	001.001 - CSB/Operations Checking		-5,852.90
Bill	72333	11/01/2023		OVERDRIVE PARTICIPATION & CONTENT FEE 08/01... OVERDRIVE DEPOSIT FOR FUTURE PURCHASES 8/... OVERDRIVE 2023-2024 HANDLING FEE	982.411 - Ebooks / Overdrive 982.411 - Ebooks / Overdrive 982.411 - Ebooks / Overdrive	-4,000.00 -1,652.90 -200.00	4,000.00 1,652.90 200.00
TOTAL						-5,852.90	5,852.90
Bill Pmt -Check	28059	11/02/2023	Matt Talbot Design and Illustration	CDL SongFest '23 & FOLSOM EXHIBIT DESIGN	001.001 - CSB/Operations Checking		-1,000.00
Bill	23-144	11/01/2023		CDL SongFest '23 & FOLSOM EXHIBIT DESIGN	880.521 - Graphic Design Services	-1,000.00	1,000.00
TOTAL						-1,000.00	1,000.00
Bill Pmt -Check	28060	11/02/2023	T-MOBILE	ACCT 978550022 - STATEMENT DATED 10/21/2023 D...	001.001 - CSB/Operations Checking		-310.52
Bill	20231021	11/01/2023		2023 - OCT - T-MOBILE WIFI HOTSPOTS 09/21 - 10/2... MOBEE CELL	850.311 - WiFi Hotspots 850.122 - Telecommunications-Mobil...	-280.35 -30.17	280.35 30.17
TOTAL						-310.52	310.52
Bill Pmt -Check	28061	11/15/2023	Ingram Library Services		001.001 - CSB/Operations Checking		-1,028.90
Bill	78280191	11/03/2023		• Adult Print General	982.720 - Adult Print General	-15.23	16.28
Bill	78280193	11/03/2023		• Adult Print General	982.720 - Adult Print General	-189.23	189.23
Bill	78280194	11/03/2023		• Adult Print General	982.720 - Adult Print General	-68.77	68.77
Bill	78280195	11/03/2023		• Adult Print General	982.720 - Adult Print General	-17.39	17.39
Bill	78280199	11/03/2023		• Adult Large Print	982.710 - Adult Large Print	-20.56	20.66
Bill	78280182	11/03/2023		• Youth Print General	982.760 - Youth Print General	-11.88	11.88
Bill	78306933	11/03/2023		• Adult Print General	982.720 - Adult Print General	-445.64	445.64
Bill	78306934	11/03/2023		• Adult Print General	982.720 - Adult Print General	-150.15	150.15
Bill	78373201	11/03/2023		• Youth Print General	982.760 - Youth Print General	-11.03	11.03
Bill	78373202	11/03/2023		• Adult Print General	982.720 - Adult Print General	-16.83	16.83
Bill	78373205	11/03/2023		• Adult Print General	982.720 - Adult Print General	-35.34	35.34
Bill	78373203	11/03/2023		• Adult Print General	982.720 - Adult Print General	-57.66	57.66
Bill	78373200	11/03/2023		• Adult Print General	982.720 - Adult Print General	-17.09	17.09
TOTAL						-1,028.90	1,027.95
Bill Pmt -Check	28062	11/15/2023	A Production Cleaning Company L...	INV 15211 - CLEANING 10/29 - 11/11/23	001.001 - CSB/Operations Checking		-1,750.00
Bill	15211	11/13/2023		CLEANING 10/29 - 11/11/23	803.605 - Janitorial	-1,750.00	1,750.00
TOTAL						-1,750.00	1,750.00
Bill Pmt -Check	28063	11/15/2023	A T & T TELCO	INV 734433980410 - 10-25-2023 - ACCT 743 433-9804...	001.001 - CSB/Operations Checking		-236.17
Bill	734433980410	11/13/2023		2023 - TELCO - 09/28/23 - 10/25/2023	850.120 - Telephone	-236.17	236.17
TOTAL						-236.17	236.17
Bill Pmt -Check	28064	11/15/2023	Aiorus Financial	Entity code nos. 400298 / 110320 - pay period startin...	001.001 - CSB/Operations Checking		-4,648.25
Bill	20231030	11/13/2023		11/17/2023 PR ER 5% MATCH 11/17/2023 PR EE PERSONAL CONT 11/17/2023 PR FLEX TO 457(b)	231.002 - Payroll Lia/01A MchER 2... 702.300 - Per Svcs - Reimmi - EE 70... 710.500 - Per Svcs - Fringe B ER 701...	-1,658.96 -1,845.30 -1,145.97	1,658.96 1,845.30 1,145.97
TOTAL						-4,648.25	4,648.25
Bill Pmt -Check	28065	11/15/2023	Amazon Capital Services Inc		001.001 - CSB/Operations Checking		-683.91
Bill	13QW-TTJX-YIWN	11/03/2023		MAKERSPACE SUPPLIES	967.310 - Makerspace Furnishings	-340.82	340.82
Bill	1JR7-93NJ-1F39	11/03/2023		MAKERSPACE SUPPLIES	967.310 - Makerspace Furnishings	-28.96	28.96
Bill	17YN-0XNJ-1CCF	11/03/2023		• General Youth Programs	884.222 - General Youth Programs	-29.27	29.27
Bill	1CQF-FDWD-13DD	11/03/2023		BROCHURE HOLDER	980.910 - Capital Restr Gift -Mobile ...	-12.99	12.99
Bill	17K8-4WCF-1KGJ	11/03/2023		MATERIAL PROCESSING SUPPLIES	728.300 - Supplies-Mat Proc Othr 72...	-103.93	103.93
Bill	1VM6-M7KQ-3H7V	11/13/2023		• Capital Restr Gift -Mobile CDL	980.910 - Capital Restr Gift -Mobile ...	-86.92	86.92
Bill	1DPY-T1NR-XNK7	11/14/2023		SUMMER READING MAGIC: THE GATHERING 2022	884.277 - Teen Summer Reading 884.295 - YSG Recognition	-39.10 -41.92	39.10 41.92
TOTAL						-683.91	683.91
Bill Pmt -Check	28066	11/15/2023	Association Maintenance Corp	12636	001.001 - CSB/Operations Checking		-545.00

1:02 PM
12/06/23

Chelsea District Library
Monthly Check Register

November 2023

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill	12638	11/03/2023		OCT MOWS & LEAVES	803.811 · Lawn Service	-545.00	545.00
TOTAL						-545.00	545.00
Bill Pmt -Check	28067	11/15/2023	Baker & Taylor - Adult		001.001 · CSB/Operations Checking		-1,024.13
Bill	2037837612	11/03/2023		· Adult Print General	982.720 · Adult Print General	-156.50	156.50
Bill	2037858467	11/14/2023		· Adult Print General	982.720 · Adult Print General	-297.27	297.27
Bill	2037878221	11/14/2023		· Adult Print General	982.720 · Adult Print General	-178.88	178.88
Bill	2037909161	11/14/2023		· Adult Print General	982.720 · Adult Print General	-393.50	393.50
TOTAL						-1,024.13	1,024.13
Bill Pmt -Check	28068	11/15/2023	Baker & Taylor - Adult Large Print	2037904095	001.001 · CSB/Operations Checking		-359.53
Bill	2037904095	11/14/2023		ADULT LARGE PRINT	982.710 · Adult Large Print	-359.53	359.53
TOTAL						-359.53	359.53
Bill Pmt -Check	28069	11/15/2023	Baker & Taylor - Auto Yours Cats		001.001 · CSB/Operations Checking		-151.96
Bill	2037840445	11/03/2023		· Youth Print General	982.760 · Youth Print General	-20.48	20.48
Bill	2037858161	11/03/2023		· Youth Print General	982.760 · Youth Print General	-31.63	31.63
Bill	2037884294	11/14/2023		· Youth Print General	982.760 · Youth Print General	-19.96	19.96
Bill	2037891542	11/14/2023		· Youth Print General	982.760 · Youth Print General	-79.91	79.91
TOTAL						-151.96	151.96
Bill Pmt -Check	28070	11/15/2023	Baker & Taylor - Juvenile		001.001 · CSB/Operations Checking		-580.52
Bill	2037816259	11/03/2023		· Youth Print General	982.760 · Youth Print General	-495.00	495.00
Bill	2037846079	11/03/2023		· Youth Print General	982.760 · Youth Print General	-41.97	41.97
Bill	2037872518	11/14/2023		· Youth Print General	982.760 · Youth Print General	-43.55	43.55
TOTAL						-580.52	580.52
Bill Pmt -Check	28071	11/15/2023	Baker & Taylor - Program Account	2037857501	001.001 · CSB/Operations Checking		-8.09
Bill	2037857501	11/03/2023		· Summer Reading	884.226 · Summer Reading	-8.09	8.09
TOTAL						-8.09	8.09
Bill Pmt -Check	28072	11/15/2023	Baker & Taylor - Unlabeled Juvenile		001.001 · CSB/Operations Checking		-673.48
Bill	2037835702	11/03/2023		· Youth Print General	982.760 · Youth Print General	-134.74	134.74
Bill	2037868532	11/14/2023		· Youth Print General	982.760 · Youth Print General	-84.48	84.48
Bill	2037828577	11/14/2023		· Youth Print General	982.760 · Youth Print General	-175.97	175.97
Bill	2037850086	11/14/2023		· Youth Reading Group	884.230 · Youth Reading Group	-82.56	82.56
Bill				· Youth Print General	982.760 · Youth Print General	-195.73	195.73
TOTAL						-673.48	673.48
Bill Pmt -Check	28073	11/15/2023	Ballard, Kerry	BOOKKEEPING	001.001 · CSB/Operations Checking		-675.00
Bill	231118	11/15/2023		BOOKKEEPING THROUGH 11/17/2023	801.040 · Bookkeeper	-675.00	675.00
TOTAL						-675.00	675.00
Bill Pmt -Check	28074	11/15/2023	Blue Care Network of Michigan	GROUP 00277068 SUBGROUP 0002 - COVERAGE 20...	001.001 · CSB/Operations Checking		-3,892.11
Bill	23110058085	11/13/2023		2023 - DEC 2023 MED INS	710.200 · Per Svcs-Fringe Flex Ben 7...	-3,892.11	3,892.11
TOTAL						-3,892.11	3,892.11
Bill Pmt -Check	28075	11/15/2023	BOOK FARM LLC	ERG14117	001.001 · CSB/Operations Checking		-746.06
Bill	ERG14117	11/14/2023		· Youth Print General	982.760 · Youth Print General	-746.06	746.06
TOTAL						-746.06	746.06
Bill Pmt -Check	28076	11/15/2023	Bridgeport Consulting, LLC	2243 - STRATEGIC PLANNING 2024 - 2028	001.001 · CSB/Operations Checking		-1,550.00
Bill	2243	11/13/2023		Strategic Planning 2024 - 2028 - for OCT 2023	801.079 · Library Strategic Plan	-1,550.00	1,550.00
TOTAL						-1,550.00	1,550.00
Bill Pmt -Check	28077	11/15/2023	City of Chelsea	OCT TRASH	001.001 · CSB/Operations Checking		-50.00
Bill	21161	11/13/2023		TRASH - OCT	803.620 · Trash	-50.00	50.00
TOTAL						-50.00	50.00
Bill Pmt -Check	28078	11/15/2023	City of Chelsea-Elect & Water	OCT - UTILITIES: ELECTRICITY, WATER, SEWER, S...	001.001 · CSB/Operations Checking		-3,350.84
Bill	20231108	11/13/2023		WATER - OCT	920.110 · City of Chelsea Water	-66.11	66.11
Bill				SEWER - OCT	920.120 · City of Chelsea Sewer	-145.12	145.12
Bill				ELECTRICITY - OCT	920.130 · City of Chelsea Electric	-3,054.18	3,054.18
Bill				SPRINKLER - OCT	920.150 · City of Chelsea Sprinkler	-65.43	65.43
TOTAL						-3,350.84	3,350.84
Bill Pmt -Check	28079	11/15/2023	Constellation NewEnergy-Gas Divi...	INV 3887325 - ACCT BG-303066 - OCT - 09/21- 10/21/...	001.001 · CSB/Operations Checking		-583.10
Bill	3887325	11/13/2023		OCT - 09/21- 10/21/2023	920.200 · McKune Gas	-583.10	583.10
TOTAL						-583.10	583.10
Bill Pmt -Check	28080	11/15/2023	Costco Anywhere Visa	A/C ending 3253 - OCT STATEMENT 10/18 - 11/17/2...	001.001 · CSB/Operations Checking		-147.92
Bill	231117	11/15/2023		MOBEE TRUNK OR TREAT - ST LOUIS CENTER	980.910 · Capital Restr GRI-Mobile ...	-147.92	147.92

Chelsea District Library
Monthly Check Register

November 2023

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
TOTAL						-147.92	147.92
Bill Pmt -Check	28081	11/15/2023	DeMea, Karla	STORYTIME 10/23 & 11/1	001.001 - CSB/Operations Checking		-150.00
Bill	23-331JZ	11/14/2023		STORYTIME 10/23 & 11/1	884.215 - Early Literacy	-150.00	150.00
TOTAL						-150.00	150.00
Bill Pmt -Check	28082	11/15/2023	Dexter District Library	WASHTENAW READS "HOW THE WORD IS PASSED"	001.001 - CSB/Operations Checking		-728.45
Bill	203-101	11/14/2023		WASHTENAW READS BOOK COPIES	884.131 - Washtenaw Reads	-728.45	728.45
TOTAL						-728.45	728.45
Bill Pmt -Check	28083	11/15/2023	EBSCO Subscription Service	ACCT # CG-F-80014-00 - INV 1696503	001.001 - CSB/Operations Checking		-7,616.58
Bill	1696503	11/14/2023		REFERENCE NEWSPAPERS MAGAZINES PROFESSIONAL	982.810 - Annual Reference 982.820 - Daily Newspapers 982.830 - Magazines 982.780 - Professional Collection	-524.04 -3,346.51 -2,712.30 -1,033.13	524.04 3,346.51 2,712.30 1,033.13
TOTAL						-7,816.58	7,616.58
Bill Pmt -Check	28084	11/15/2023	GOETZ GREENHOUSE AND FAMI...	40 SMALL PUMPKINS	001.001 - CSB/Operations Checking		-40.00
Bill	530676	11/14/2023		40 SMALL PUMPKINS - CHILLS PUMPKINS 10/23	884.223 - Holiday Programs	-40.00	40.00
TOTAL						-40.00	40.00
Bill Pmt -Check	28085	11/15/2023	Great Lakes Ace Hardware	VOID: INV 15901/15 - ACCT 200379	001.001 - CSB/Operations Checking		0.00
TOTAL						0.00	0.00
Bill Pmt -Check	28086	11/15/2023	HAIST, JEFFREY	REFUND FOR "LOST BOOK" WHICH WAS FOUND O...	001.001 - CSB/Operations Checking		-16.99
Bill	23-556	11/07/2023		- Youth Print General - Found Book	982.760 - Youth Print General	-16.99	16.99
TOTAL						-16.99	16.99
Bill Pmt -Check	28087	11/15/2023	Hawks & Associates Inc	LED BULBS	001.001 - CSB/Operations Checking		-68.66
Bill	20232001020	11/03/2023		LED BULBS	732.100 - Supplies-MNT-Light Bulbs7...	-68.66	68.66
TOTAL						-68.66	68.66
Bill Pmt -Check	28088	11/15/2023	HETTICH, JULIA	REFUND - BOOKS LOCATED	001.001 - CSB/Operations Checking		-12.99
Bill	23-555	11/14/2023		REIMBURSEMENT - BOOKS LOCATED - MAX MEOW	982.760 - Youth Print General	-12.99	12.99
TOTAL						-12.99	12.99
Bill Pmt -Check	28089	11/15/2023	Ingram Library Services		001.001 - CSB/Operations Checking		-3,683.72
Bill	78373204	11/03/2023		- Adult Print General	982.720 - Adult Print General	-20.23	20.23
Bill	78373206	11/03/2023		- Adult Print General	982.720 - Adult Print General	-14.03	14.03
Bill	78373207	11/03/2023		- Adult Print General	982.720 - Adult Print General	-16.15	16.15
Bill	77378973	11/14/2023		- Youth Print General	982.760 - Youth Print General	-11.88	11.88
Bill	78436194	11/14/2023		- Youth Print General	982.760 - Youth Print General	-13.30	13.30
Bill	78436199	11/14/2023		- Adult Print General	982.720 - Adult Print General	-178.38	178.38
Bill	78436196	11/14/2023		- Adult Print General	982.720 - Adult Print General	-39.02	39.02
Bill	78436193	11/14/2023		- Adult Print General	982.720 - Adult Print General	-29.03	29.03
Bill	78436195	11/14/2023		- Multiple Book Copies	982.740 - Multiple Book Copies	-17.36	17.36
Bill	78436197	11/14/2023		- Adult Large Print	982.710 - Adult Large Print	-72.16	72.16
Bill	78436198	11/14/2023		- Adult Print General	982.720 - Adult Print General	-121.72	121.72
Bill	78497972	11/14/2023		- Youth Print General	982.760 - Youth Print General	-10.71	10.71
Bill	78497973	11/14/2023		- Adult Print General	982.720 - Adult Print General	-89.85	89.85
Bill	78497974	11/14/2023		- Adult Large Print	982.710 - Adult Large Print	-21.28	21.28
Bill	78497971	11/14/2023		- Adult Print General	982.720 - Adult Print General	-34.76	34.76
Bill	78546256	11/14/2023		- Youth Print General	982.760 - Youth Print General	-12.00	12.00
Bill	78546259	11/14/2023		- Youth Print General	982.760 - Youth Print General	-11.33	11.33
Bill	78546284	11/14/2023		- Adult Print General	982.720 - Adult Print General	-61.45	61.45
Bill	78546280	11/14/2023		- Adult Print General	982.720 - Adult Print General	-17.38	17.38
Bill	78546283	11/14/2023		- Multiple Book Copies	982.740 - Multiple Book Copies	-35.88	35.88
Bill	78546285	11/14/2023		- Adult Print General	982.720 - Adult Print General	-15.40	15.40
Bill	78546282	11/14/2023		- Adult Print General	982.720 - Adult Print General	-56.29	56.29
Bill	78546255	11/14/2023		- Adult Print General	982.720 - Adult Print General	-32.80	32.80
Bill	78546261	11/14/2023		- Adult Print General	982.720 - Adult Print General	-45.37	45.37
Bill	78546258	11/14/2023		- Adult Large Print	982.710 - Adult Large Print	-21.48	21.48
Bill	78546257	11/14/2023		- Adult Print General	982.720 - Adult Print General	-16.29	16.29
Bill	78553126	11/14/2023		- Youth Print General	982.760 - Youth Print General	-9.40	9.40
Bill	78553131	11/14/2023		- Youth Print General	982.760 - Youth Print General	-11.36	11.36
Bill	78553129	11/14/2023		- Adult Ref.	982.730 - Adult Ref.	-64.10	64.10
Bill	78553130	11/14/2023		- Adult Large Print	982.710 - Adult Large Print	-169.79	169.79
Bill	78553133	11/14/2023		- Adult Print General	982.720 - Adult Print General	-46.77	46.77
Bill	78553132	11/14/2023		- Adult Print General	982.720 - Adult Print General	-13.83	13.83
Bill	78612775	11/14/2023		- Youth Print General	982.760 - Youth Print General	-15.51	15.51
Bill	78612779	11/14/2023		- Adult Print General	982.720 - Adult Print General	-35.28	35.28
Bill	78612781	11/14/2023		- Adult Print General	982.720 - Adult Print General	-58.02	58.02
Bill	78612782	11/14/2023		- Adult Print General	982.720 - Adult Print General	-170.62	170.62
Bill	78612778	11/14/2023		- Adult Print General	982.720 - Adult Print General	-77.43	77.43
Bill	78612777	11/14/2023		- Adult Print General	982.720 - Adult Print General	-28.39	28.39
Bill	78612776	11/14/2023		- Adult Large Print	982.710 - Adult Large Print	-22.35	22.35
Bill	78612780	11/14/2023		- Adult Print General	982.720 - Adult Print General	-18.48	18.48
Bill	78612774	11/14/2023		- Adult Print General	982.720 - Adult Print General	-15.99	15.99
Bill	78612773	11/14/2023		- Adult Large Print	982.710 - Adult Large Print	-21.11	21.11
Bill	78612783	11/14/2023		- Adult Print General	982.720 - Adult Print General	-19.03	19.03
Bill	78631455	11/14/2023		- Adult Print General	982.720 - Adult Print General	-124.56	124.56
Bill	78631454	11/14/2023		- Adult Print General	982.720 - Adult Print General	-15.29	15.29
Bill	78631452	11/14/2023		- Adult Ref.	982.730 - Adult Ref.	-87.24	87.24
Bill	78631451	11/14/2023		- Adult Print General	982.720 - Adult Print General	-31.48	31.48
Bill	78631453	11/14/2023		- Adult Print General	982.720 - Adult Print General	-17.39	17.39
Bill	78652073	11/14/2023		- Adult Print General	982.720 - Adult Print General	-205.78	205.78
Bill	78652074	11/14/2023		- Adult Print General	982.720 - Adult Print General	-17.38	17.38
Bill	78652072	11/14/2023		- Multiple Book Copies	982.740 - Multiple Book Copies	-17.38	17.38
Bill	78652075	11/14/2023		- Adult Print General	982.720 - Adult Print General	-19.94	19.94

**Chelsea District Library
Monthly Check Register**

November 2023

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
BIII	78680836	11/14/2023		• Youth Print General	982.760 • Youth Print General	-10.28	10.29
BIII	78680837	11/14/2023		• Youth Print General	982.760 • Youth Print General	-28.20	28.20
BIII	78680842	11/14/2023		• Adult Collection Restricted	982.910 • Adult Collection Restricted	-32.55	32.55
BIII	78680841	11/14/2023		• Adult Print General	982.720 • Adult Print General	-81.55	61.55
BIII	78680840	11/14/2023		• Adult Large Print	982.710 • Adult Large Print	-173.14	173.14
BIII	78680839	11/14/2023		• Adult Print General	982.720 • Adult Print General	-23.10	23.10
BIII	78680843	11/14/2023		• Adult Print General	982.720 • Adult Print General	-15.55	15.55
BIII	78680838	11/14/2023		• Adult Large Print	982.710 • Adult Large Print	-33.24	33.24
BIII	78680839	11/14/2023		• Adult Print General	982.720 • Adult Print General	-50.17	50.17
BIII	78680838	11/14/2023		• Adult Print General	982.720 • Adult Print General	-35.33	35.33
BIII	78680831	11/14/2023		• Adult Print General	982.720 • Adult Print General	-36.87	36.87
BIII	78680837	11/14/2023		• Multiple Book Copies	982.740 • Multiple Book Copies	-144.98	144.98
BIII	78680836	11/14/2023		• Adult Ref.	982.730 • Adult Ref.	-59.39	59.39
BIII	78715137	11/14/2023		• Youth Print General	982.760 • Youth Print General	-9.40	9.40
BIII	78715138	11/14/2023		• Adult Print General	982.720 • Adult Print General	-14.85	14.85
BIII	78715139	11/14/2023		• Adult Print General	982.720 • Adult Print General	-49.21	49.21
BIII	78715143	11/14/2023		• Adult Print General	982.720 • Adult Print General	-135.48	135.48
BIII	78715136	11/14/2023		• Adult Print General	982.720 • Adult Print General	-16.29	16.29
BIII	78715142	11/14/2023		• Multiple Book Copies	982.740 • Multiple Book Copies	-114.33	114.33
BIII	78715141	11/14/2023		• Adult Large Print	982.710 • Adult Large Print	-121.10	121.10
BIII	78715144	11/14/2023		• Adult Print General	982.720 • Adult Print General	-48.94	48.94
BIII	78715146	11/14/2023		• Adult Print General	982.720 • Adult Print General	-13.75	13.75
BIII	78715140	11/14/2023		• Multiple Book Copies	982.740 • Multiple Book Copies	-17.38	17.38
BIII	78715135	11/14/2023		• Adult Large Print	982.710 • Adult Large Print	-57.77	57.77
BIII	78715145	11/14/2023		• Adult Print General	982.720 • Adult Print General	-28.85	28.85
TOTAL						-3,883.72	3,883.72
BIII Pmt -Check	28090	11/15/2023	Johnson Controls		001.001 • CSB/Operations Checking		-5,977.27
BIII	1-131454984007	11/13/2023		BOILER INTERMITTENTLY FAILING	803.010 • Maint Svc Contingency	-3,954.55	3,954.55
BIII	1-131371727274	11/13/2023		FLOW SWITCH BOILER B / IGNITER BOILER A	803.010 • Maint Svc Contingency	-2,022.72	2,022.72
TOTAL						-5,977.27	5,977.27
BIII Pmt -Check	28091	11/15/2023	KALTZ, REBECCA	BABYTIME 10/24	001.001 • CSB/Operations Checking		-50.00
BIII	28-330	11/14/2023		BABYTIME 10/24	684.215 • Early Literacy	-50.00	50.00
TOTAL						-50.00	50.00
BIII Pmt -Check	28092	11/15/2023	KANOPY INC	KANOPY BORROWS - OCT	001.001 • CSB/Operations Checking		-235.45
BIII	372171-PPU	11/14/2023		2023 KANOPY VIDEO PLAYS - OCT	982.410 • Electronic Products/Subs	-235.45	235.45
TOTAL						-235.45	235.45
BIII Pmt -Check	28093	11/15/2023	KeyBank	A/C Ending3195 DUE 12/06/2023, STATEMENT 10...	001.001 • CSB/Operations Checking		-6,354.00
BIII	231110	11/15/2023		HR PLAYBOOK	987.200 • Equipment Software	-156.65	170.00
				RECYCLE ANN ARBOR - SMALL ELEC EQUIPMENT	803.010 • Maint Svc Contingency	-44.23	48.00
				RECYCLE ANN ARBOR - COMPUTERS, LIGHT BULBS	803.010 • Maint Svc Contingency	-38.88	40.00
				ADOBE - DISPUTED?	980.310 • Software Upgrades	-22.01	23.88
				4IMPINT - MOBEE BAGS & STYLUS PENS	880.320 • Misc Marketing Supplies	-895.51	754.71
				BARR DISPLAY - SHELFWALL	880.310 • Displays	-42.49	46.10
				CHELSEA GUARDIAN - INV 4134, 10/23 AD	880.110 • Media Buy	-46.08	50.00
				STICKER MULE - LITERARY NIGHT MOBEE STICKER	880.431 • General Library Prog Prom...	-172.33	187.00
				NY PUZZLE CO - ROZ CHAST PUZZLES	880.412 • Midwest Literary Walk	-41.01	44.50
				THE SUN TIMES NEWS - INV 2303-M - MEDIA AD	880.110 • Media Buy	-163.11	177.00
				GRATEFUL CROW - PRIZE FOR ADULT LCSUM PRO...	880.441 • General Service/Resource ...	-45.08	50.00
				CULTURE CREATIONS - LCSUM YOUTH PRIZE	880.441 • General Service/Resource ...	-23.04	25.00
				MICHAELS - TEEN CRAFTING SUPPLIES	884.272 • Teen General Programs	-22.76	24.70
				POLLYS - CHILLS IN CHELSEA - BUTTER	884.272 • Teen General Programs	-8.91	7.50
				POLLYS - CHILLS IN CHELSEA - V-8	884.222 • General Youth Programs	-4.81	5.00
				TEMU - CRAFT SUPPLIES	884.272 • Teen General Programs	-30.97	33.60
				POLLYS - CHILLS IN CHELSEA - SNACKS/DRINKS	884.220 • Youth Supplies	-62.66	68.00
				KINDLE - KINDLE BOOKS (1 OF 2)	982.418 • eContent/Kindle	-13.82	14.99
				ADOBE - ACROBAT PRO	982.410 • Electronic Products/Subs	-8.77	10.59
				MEIJER - NOV GYGO SNACKS/POP (1 OF 2)	884.272 • Teen General Programs	-39.72	43.10
				MEIJER - PWNEED GIFT CARD PRIZE (2 OF 2)	884.272 • Teen General Programs	-46.05	50.00
				COTTAGE INN - NOV GYGO - PIZZA	884.272 • Teen Refreshments	-78.15	78.15
				KINDLE - KINDLE BOOKS (2 OF 2)	982.418 • eContent/Kindle	-13.82	14.99
				POLLYS - TWEEEN BOOK CLUB K-2 BOOKS SNACKS	884.220 • Youth Reading Group	-20.73	22.50
				AMCOS - L BALLARD - STAFF APPRECIATION	989.620 • Staff In-Service & Apprecia...	-26.99	28.29
				AMAZON - LIGHT METER FOR EXHIBITS	884.801 • Exhibits	-28.36	28.81
				SERENDIPITY BOOKS - A MCDOWELL - STAFF APP...	989.940 • Staff Apprec - Restr/Covid-19	-23.04	25.00
				AGRICOLE - C BOSSI - WORK ANNIV, STAFF APPREC	989.940 • Staff Apprec - Restr/Covid-19	-23.04	25.00
				BRAHMA HOUSE - STAFF MTG, CORYELL, KRUEGE...	989.620 • Staff In-Service & Apprecia...	-44.55	48.34
				ZOU ZOU'S - MAYA & MARISSA - STAFF APPREWO...	989.940 • Staff Apprec - Restr/Covid-19	-46.08	50.00
				JIMMY JOHNS - STAFF APPRECIATION	989.620 • Staff In-Service & Apprecia...	-126.02	136.74
				AVAS FLOWERS - PAUL MCCANN - MLS LIFETIME A...	980.200 • Director Expense	-77.88	84.51
				ZOOM - VIDEO CONFERENCE SUBSCRIPTION	987.200 • Equipment Software	-38.40	39.50
				DELL - ((4 x \$940.43) + \$180.18) 4 PC + 2 Keyboards - ...	980.325 • PC Replacement	-3,632.68	3,941.90
				STAR2STAR - VOIP TELCO SVC 10/28 - 11/25/2023	550.120 • Telephony	-425.58	461.81
				TARGET - MOBEE SUPPLIES	980.910 • Capital Restr Gilt -Mobile ...	-7.70	8.38
				TRACTOR SUPPLY - TELESCOPING SNOW BRUSH	980.910 • Capital Restr Gilt -Mobile ...	-24.41	26.49
TOTAL						-6,354.00	6,894.86
BIII Pmt -Check	28094	11/15/2023	KNIGHT TECHNOLOGY GROUP	22709 - DATTO BACKUPS	001.001 • CSB/Operations Checking		-1,100.00
BIII	22709	11/03/2023		DATTO BACKUPS - NOV - CLOUD BACKUP AND DIS...	803.390 • Computers	-1,100.00	1,100.00
TOTAL						-1,100.00	1,100.00
BIII Pmt -Check	28095	11/15/2023	MC creative design & photograph...	772 - WINTER NEWSLETTER & GRAPHIC DESIGN	001.001 • CSB/Operations Checking		-2,000.00
BIII	772	11/13/2023		772 WINTER NEWSLETTER & GRAPHIC DESIGN	880.521 • Graphic Design Services	-2,000.00	2,000.00
TOTAL						-2,000.00	2,000.00
BIII Pmt -Check	28096	11/15/2023	Michigan Library Association	MLA MEMBERSHIP 15861- AMY ZORAN	001.001 • CSB/Operations Checking		-85.00
BIII	15861	11/03/2023		MLA MEMBERSHIP - ZORAN - THRU 09/30/2024	989.323 • Head of Circ Svc, Members...	-85.00	85.00
TOTAL						-85.00	85.00

Chelsea District Library
Monthly Check Register

November 2023

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill Pmt -Check	28097	11/15/2023	Midwest Tape		001.001 - CSB/Operations Checking		-1,773.79
Bill	504481259	11/03/2023	SEP FAMILY DVDs		982.480 - Youth Video DVD	-42.71	42.71
Bill	504481270	11/03/2023	OCT BOC		982.120 - Adult Books on Disc	-222.95	222.95
Bill	504481271	11/03/2023	AUG/SEP CDs		982.420 - Adult Music on CD	-8.99	8.99
Bill	504481273	11/03/2023	OCT FEATURE DVDs		982.460 - DVD Feature	-302.88	302.88
Bill	504481274	11/03/2023	OCT FEATURE DVDs		982.470 - DVD Non-Fiction	-20.24	20.24
Bill	504608682	11/14/2023	Youth Books on Disc		982.140 - Youth Books on Disc	-224.95	224.95
Bill	504608683	11/14/2023	OCT FEATURE DVDs		982.460 - DVD Feature	-284.81	284.81
Bill	504608684	11/14/2023	OCT ADULT NF DVDs		982.460 - DVD Feature	-83.94	83.94
Bill	504608686	11/14/2023	OCT BOC		982.120 - Adult Books on Disc	-124.97	124.97
Bill	504608687	11/14/2023	NOV BOC		982.120 - Adult Books on Disc	-84.98	84.98
Bill	504608688	11/14/2023	OCT/NOV CDs		982.420 - Adult Music on CD	-10.49	10.49
Bill	504574980	11/14/2023	SEPT NF ADULT		982.470 - DVD Non-Fiction	-15.74	15.74
Bill	504574981	11/14/2023	OCT FEATURE DVDs		982.460 - DVD Feature	-28.48	28.48
Bill	504574982	11/14/2023	AUG/SEP CDs		982.420 - Adult Music on CD	-8.24	8.24
Bill	504574983	11/14/2023	NOV FEATURE		982.460 - DVD Feature	-179.17	179.17
Bill	504574984	11/14/2023	NOV BOC		982.120 - Adult Books on Disc	-42.99	42.99
Bill	504674985	11/14/2023	OCT/NOV CDs		982.420 - Adult Music on CD	-11.24	11.24
Bill	504874987	11/14/2023	OCT BOC		982.120 - Adult Books on Disc	-39.99	39.99
Bill	504574988	11/14/2023	NOV NONFICTION		982.470 - DVD Non-Fiction	-68.23	68.23
TOTAL						-1,773.79	1,773.79
Bill Pmt -Check	28098	11/15/2023	Midwest Tape - Hoopla		001.001 - CSB/Operations Checking		-5,116.60
Bill	504577625	11/14/2023	OCT E-CONTENT		982.410 - Electronic Products/Subs	-2,884.39	2,884.39
Bill	504429651	11/14/2023	SEPT E-CONTENT		982.410 - Electronic Products/Subs	-2,452.21	2,452.21
TOTAL						-5,116.60	5,116.60
Bill Pmt -Check	28099	11/15/2023	Schindler Elevator Corp	INV 7153824399 - BILLING ID - 1123031	001.001 - CSB/Operations Checking		-529.99
Bill	7153824399	11/15/2023	ELEVATOR - DOOR MALFUNCTION		803.010 - Maint Svc Contingency	-529.99	529.99
TOTAL						-529.99	529.99
Bill Pmt -Check	28100	11/15/2023	SEYMOUR, ELISABETH COLSON	STORYTIME PRESENTER 10/08 & TODDLERTIME 10/...	001.001 - CSB/Operations Checking		-125.00
Bill	23-332	11/14/2023	STORYTIME PRESENTER 10/08 & TODDLERTIME 10/...		884.215 - Early Literacy	-125.00	125.00
TOTAL						-125.00	125.00
Bill Pmt -Check	28101	11/15/2023	TUPLIN, MICHELLE	11/15 HOMETOWN BOOK CLUB - FACILITATOR FEE	001.001 - CSB/Operations Checking		-150.00
Bill	23-346	11/14/2023	HOMETOWN BOOK CLUB DISCUSSION 11/15		884.119 - General Adult Events	-150.00	150.00
TOTAL						-150.00	150.00
Bill Pmt -Check	28102	11/15/2023	Unique Management Services Inc	6118878 CLIENT # 1954	001.001 - CSB/Operations Checking		-62.65
Bill	6118878	11/13/2023	2023 OCT COLLECTION FEES (PLACEMENTS)		801.090 - Collection Fees	-62.65	62.65
TOTAL						-62.65	62.65
Bill Pmt -Check	28103	11/15/2023	VALUE LINE PUBLISHING LLC	RENEWAL ACCT # 39815 - VALUE LINE LIBRARY B...	001.001 - CSB/Operations Checking		-1,895.00
Bill	23SM-39815	11/13/2023	ON-LINE VALUE LINE 2024 - 01/01/24 - 12/31/24		982.610 - Annual Reference	-1,895.00	1,895.00
TOTAL						-1,895.00	1,895.00
Bill Pmt -Check	28104	11/15/2023	Verizon Wireless	INV 9947961160 - ACCT 442098695-00001 - 10/29 - ...	001.001 - CSB/Operations Checking		-770.40
Bill	9947961160	11/13/2023	2023 HOT SPOTS		850.311 - WiFi Hotspots	-588.06	588.06
			2023 IT CELL PHONE		850.121 - IT Cell Phone	-51.06	51.06
			MOBEE INTERNET SERVICE		850.312 - Internet/Service - Mobile CDL	-80.22	80.22
			MOBEE TELECOMMUNICATION		850.122 - Telecommunications - Mobile L...	-51.06	51.06
TOTAL						-770.40	770.40
Bill Pmt -Check	28105	11/29/2023	Midwest Tape		001.001 - CSB/Operations Checking		-460.33
Bill	504646209	11/28/2023	OCT NOV CDs		982.420 - Adult Music on CD	-8.99	8.99
Bill	504646301	11/28/2023	NOV BOC		982.120 - Adult Books on Disc	-125.98	137.97
Bill	504670877	11/28/2023	NOV BOC		982.120 - Adult Books on Disc	-89.98	89.98
Bill	504670879	11/28/2023	OCT NOV CDs		982.420 - Adult Music on CD	-27.73	27.73
Bill	504508685	11/29/2023	SEPT FAMILY DVDs		982.480 - Youth Video DVD	-86.97	86.97
Bill	504608318	11/29/2023	NOV FEATURE		982.460 - DVD Feature	-47.97	47.97
Bill	504808480	11/29/2023	OCT ADULT NF DVDs		982.470 - DVD Non-Fiction	-14.99	14.99
Bill	504608481	11/29/2023	NOV NON-FICTION		982.470 - DVD Non-Fiction	-37.48	37.48
Bill	504608483	11/29/2023	OCT FEATURE DVDs		982.460 - DVD Feature	-20.24	20.24
TOTAL						-460.33	472.32
Bill Pmt -Check	28106	11/29/2023	A Production Cleaning Company L...	INV 15236 - CLEANING 11/12 - 11/25/23	001.001 - CSB/Operations Checking		-1,750.00
Bill	15236	11/27/2023	CLEANING 11/12 - 11/25/23		803.805 - Janitorial	-1,750.00	1,750.00
TOTAL						-1,750.00	1,750.00
Bill Pmt -Check	28107	11/29/2023	A T & T Mobility	ACCT 287256231188X - INV 11/14/2023 - ISSUED ON ...	001.001 - CSB/Operations Checking		-217.44
Bill	11142023	11/29/2023	PUBLIC WIFI HOT SPOTS 11/7 - 12/05/2023		850.311 - WiFi Hotspots	-217.44	217.44
TOTAL						-217.44	217.44
Bill Pmt -Check	28108	11/29/2023	ABSOPURE	ACCT 9423998 - INV 89078046	001.001 - CSB/Operations Checking		-57.89
Bill	89078046	11/27/2023	NOV COOLER RENTAL		727.100 - Supplies - General Op 727...	-57.89	57.89
TOTAL						-57.89	57.89

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Chelsea District Library
Monthly Check Register

November 2023

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill Pmt -Check	28109	11/29/2023	Alerus Financial	Entity code nos. 400299 / 110320 - pay period startin...	001.001 - CSB/Operations Checking		-4,848.25
Bill	20231113	11/27/2023		11/17/2023 PR ER 5% MATCH 11/17/2023 PR EE PERSONAL CONT 11/17/2023 PR FLEX TO 457(b)	231.002 - Payroll Lia/401A MchER 2... 702.300 - Per Svcs - Retirmt - EE 70... 710.500 - Per Svcs - Fringe B ER 701...	-1,656.98 -1,845.30 -1,145.97	1,856.98 1,845.30 1,145.97
TOTAL						-4,848.25	4,848.25
Bill Pmt -Check	28110	11/29/2023	Amazon Capital Services Inc		001.001 - CSB/Operations Checking		-917.14
Bill	17YN-CXNJ-1CCF	11/27/2023		SHORT PAID BY \$0.70 ON CK #26065	884.222 - General Youth Programs	-0.70	0.70
Bill	1H7D-H37K-XG9G	11/27/2023		INK JET PRINTER REFILLS - TECH SERVICES LABEL...	803.103 - Small Printer Maintenance	-181.58	181.58
Bill	1F3J-GV7J-J34N	11/27/2023		W2SW	960.200 - Director Expense	-60.16	60.16
Bill	16QV-9J3N-13LV	11/28/2023		MOBEE LIGHT PARADE SUPPLIES	980.810 - Capital Restr Gift -Mobile ...	-106.15	106.15
Bill	1CW3-VDFY-43FH	11/28/2023		MOBEE HALLOWEEN	980.810 - Capital Restr Gift -Mobile ...	-20.97	20.97
Bill	1R46-XMYL-3LWM	11/28/2023		MOBEE HALLOWEEN	980.810 - Capital Restr Gift -Mobile ...	-6.99	6.99
Bill	1G7M-YNFH-1FJT	11/28/2023		KINZINGER	982.720 - Adult Print General	-22.99	22.99
Bill	1QG9-P4YG-DGFX	11/28/2023		HIGH SCHOOL COLLABORATION	123.002 - Prepaid Payments	-89.03	89.03
Bill	1WF9-JN9N-N149	11/29/2023		HUMIDIFIER	884.801 - Exhibits	-194.99	194.99
Bill	1HJL-T11N-3MRP	11/29/2023		UNDONE - YANCEY	982.720 - Adult Print General	-18.20	18.20
Bill	1FTP-L8MY-FCRK	11/29/2023		Adult Print General	982.720 - Adult Print General	-161.42	161.42
Bill	1QG9-P4YG-JYT3	11/29/2023		DVD Feature	982.460 - DVD Feature	-29.99	29.99
TOTAL						-917.14	917.14
Bill Pmt -Check	28111	11/29/2023	AMERICAN UNITED LIFE INSURA...	GROUP: G 00623836-0000-000 DEC 12/01/2023 - 12/3...	001.001 - CSB/Operations Checking		-843.59
Bill	20231117	11/28/2023		DEC 12/01/2023 - 12/31/2023	710.200 - Per Svcs-Fringe Flex Ben 7...	-843.59	843.59
TOTAL						-843.59	843.59
Bill Pmt -Check	28112	11/29/2023	Association Maintenance Corp	12631	001.001 - CSB/Operations Checking		-110.00
Bill	12631	11/27/2023		10/12/2023 SPRINKLER SHUTDOWN	803.613 - Sprinkler	-110.00	110.00
TOTAL						-110.00	110.00
Bill Pmt -Check	28113	11/29/2023	Baker & Taylor - Auto Yours Cats		001.001 - CSB/Operations Checking		-86.64
Bill	2037907532	11/28/2023		Youth Print General	982.780 - Youth Print General	-38.49	38.49
Bill	2037924314	11/28/2023		Youth Print General	982.780 - Youth Print General	-48.15	48.15
TOTAL						-86.64	86.64
Bill Pmt -Check	28114	11/29/2023	Baker & Taylor - Unlabeled Juvenile	2037869302	001.001 - CSB/Operations Checking		-179.57
Bill	2037869302	11/28/2023		Youth Print General	982.780 - Youth Print General	-179.57	179.57
TOTAL						-179.57	179.57
Bill Pmt -Check	28115	11/29/2023	Ballard, Kerry	BOOKKEEPING THRU 12/01	001.001 - CSB/Operations Checking		-675.00
Bill	20231201	11/27/2023		BOOKKEEPING THROUGH 12/01/2023	801.040 - Bookkeeper	-675.00	675.00
TOTAL						-675.00	675.00
Bill Pmt -Check	28116	11/29/2023	Cintas Corporation-300	4174296357 ACCT# 14203324	001.001 - CSB/Operations Checking		-158.83
Bill	4174296357	11/27/2023		10/20/2023 - RUGS INCLUDES 7.7% INCREASE 10/20/2023 - SOAP INCLUDES 7.7% INCREASE	729.300 - Supplies-Cleaning Rugs 72... 729.200 - Supplies-Cleaning Sup 72...	-135.54 -21.29	135.54 21.29
TOTAL						-158.83	158.83
Bill Pmt -Check	28117	11/29/2023	Citizens Insurance Co		001.001 - CSB/Operations Checking		-15,126.00
Bill	ODH A509529	11/28/2023		BUSINESS POLICY 12/18/23 - 12/18/24 ODH A509529 ...	966.100 - General Liability Ins 801.210	-13,005.00	13,005.00
Bill	WHH A509527	11/28/2023		WORKERS COMP - WHH A509527 12/18/23 - 12/18/24	710.400 - Per Svcs-Fringe-W Comp ...	-2,121.00	2,121.00
TOTAL						-15,126.00	15,126.00
Bill Pmt -Check	28118	11/29/2023	COMFORT, STACEY		001.001 - CSB/Operations Checking		-66.48
Bill	23-499	11/28/2023		REIMBURSEMENT - CANDY FOR BLANK	884.272 - Teen General Programs	-15.05	15.05
Bill	23-497	11/28/2023		REIMBURSEMENT - TTT, POP	884.272 - Teen General Programs	-22.94	22.94
Bill	23-498	11/28/2023		REIMBURSEMENT - TTT, POP	884.272 - Teen General Programs	-15.78	15.78
Bill	23-200	11/28/2023		REIMBURSEMENT - FINALS PEAKOUT	884.272 - Teen General Programs	-12.70	12.70
TOTAL						-66.48	66.48
Bill Pmt -Check	28119	11/29/2023	Distribution By Air	D44MC1286437453	001.001 - CSB/Operations Checking		-685.00
Bill	D44MC1286437453	11/27/2023		FOLSOM EXHIBIT - OUTGOING SHIPPING	884.801 - Exhibits	-685.00	685.00
TOTAL						-685.00	685.00
Bill Pmt -Check	28120	11/29/2023	Dollar Bill Printing		001.001 - CSB/Operations Checking		-247.20
Bill	DB-90082-INV	11/27/2023		AMELIA HERRON BUSINESS CARDS	880.340 - Printed Items / Stationary	-30.06	30.06
Bill	DB-90747-INV	11/27/2023		TEEN SUPPLY DRIVE POSTERS	880.421 - General Youth/Teen Promo...	-120.00	120.00
Bill	DB-91082-INV	11/27/2023		FRIEND - VOLUNTEER OF THE YEAR	880.431 - General Library Prog Prom...	-97.14	97.14
TOTAL						-247.20	247.20
Bill Pmt -Check	28121	11/29/2023	Foster Swift Collins & Smith	INV 671625 - CLIENT 21969-00002	001.001 - CSB/Operations Checking		-329.00
Bill	871625	11/29/2023		BANNING & CYBERSQUATTING	801.010 - Attorney	-329.00	329.00
TOTAL						-329.00	329.00
Bill Pmt -Check	28122	11/29/2023	Great Lakes Ace Hardware		001.001 - CSB/Operations Checking		-83.21

Chelsea District Library
Monthly Check Register

November 2023

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill	15901/15	11/03/2023	BATTERIES - MOBEE KEY FOB		727.100 - Supplies - General Op 727...	-13.29	13.29
Bill	15920/154	11/27/2023	FASTENERS FOR CNC MACHINE		727.100 - Supplies - General Op 727...	-7.95	7.95
Bill	16056/154	11/27/2023	MASON JARS		884.223 - Holiday Programs	-41.97	41.97
TOTAL						-63.21	63.21
Bill Pmt -Check	28123	11/29/2023	Ingram Library Services		001.001 - CSB/Operations Checking		-1,061.16
Bill	78806083	11/28/2023	Adult Print General		982.720 - Adult Print General	-12.79	12.79
Bill	78806088	11/28/2023	Adult Print General		982.720 - Adult Print General	-34.78	34.78
Bill	78806087	11/28/2023	Adult Print General		982.720 - Adult Print General	-29.48	29.48
Bill	78806085	11/28/2023	Adult Large Print		982.710 - Adult Large Print	-23.34	23.34
Bill	78806088	11/28/2023	MOBEE - Capital- Restr Gift -Mobile CDL		980.610 - Capital Restr Gift -Mobile ...	-19.29	19.29
Bill	78806082	11/28/2023	Adult Print General		982.720 - Adult Print General	-16.84	16.84
Bill	78806089	11/28/2023	Adult Print General		982.720 - Adult Print General	-13.72	13.72
Bill	78806084	11/28/2023	Adult Print General		982.720 - Adult Print General	-20.14	20.14
Bill	78822693	11/28/2023	Youth Print General		982.760 - Youth Print General	-9.89	9.89
Bill	78822694	11/28/2023	Adult Print General		982.720 - Adult Print General	-15.47	15.47
Bill	78822691	11/28/2023	Adult Large Print		982.710 - Adult Large Print	-82.04	82.04
Bill	78822692	11/28/2023	Adult Print General		982.720 - Adult Print General	-17.19	17.19
Bill	78860426	11/28/2023	Adult Large Print		982.710 - Adult Large Print	-66.00	66.00
Bill	78860433	11/28/2023	Adult Collection Restricted		982.910 - Adult Collection Restricted	-34.31	34.31
Bill	78860428	11/28/2023	Adult Large Print		982.710 - Adult Large Print	-20.86	20.86
Bill	78860429	11/28/2023	Adult Print General		982.720 - Adult Print General	-32.92	32.92
Bill	78860426	11/28/2023	Adult Print General		982.720 - Adult Print General	-16.26	16.26
Bill	78860432	11/28/2023	Adult Print General		982.720 - Adult Print General	-15.39	15.39
Bill	78860431	11/28/2023	Multiple Book Copies		982.740 - Multiple Book Copies	-46.68	46.68
Bill	78860427	11/28/2023	Adult Large Print		982.710 - Adult Large Print	-56.88	56.88
Bill	78860430	11/28/2023	Youth Print General		982.760 - Youth Print General	-14.43	14.43
Bill	78916066	11/28/2023	Adult Print General		982.720 - Adult Print General	-69.56	69.56
Bill	78916067	11/28/2023	Multiple Book Copies		982.740 - Multiple Book Copies	-17.38	17.38
Bill	78916065	11/28/2023	Adult Print General		982.720 - Adult Print General	-16.26	16.26
Bill	78902692	11/28/2023	Youth Print General		982.760 - Youth Print General	-159.28	159.28
Bill	78962691	11/28/2023	Adult Print General		982.720 - Adult Print General	-31.28	31.28
Bill	78962694	11/28/2023	Adult Large Print		982.710 - Adult Large Print	-43.68	43.68
Bill	78962694	11/28/2023	Adult Large Print		982.710 - Adult Large Print	-35.36	35.36
Bill	78962690	11/28/2023	Adult Large Print		982.710 - Adult Large Print	-41.72	41.72
Bill	78962693	11/28/2023	Adult Print General		982.720 - Adult Print General	-18.83	18.83
Bill	78962696	11/28/2023	Adult Print General		982.720 - Adult Print General	-16.83	16.83
Bill	78962695	11/28/2023	Adult Print General		982.720 - Adult Print General	-12.78	12.78
TOTAL						-1,061.16	1,061.16
Bill Pmt -Check	28124	11/29/2023	Montango, Jeremy	VOLUNTEER OF THE YEAR PLAQUE ENGRAVING	001.001 - CSB/Operations Checking		-45.00
Bill	23-850 - 8012632	11/27/2023	VOLUNTEER OF THE YEAR		885.100 - Programs	-45.00	45.00
TOTAL						-45.00	45.00
Bill Pmt -Check	28126	11/29/2023	NOLAN, JILL BARNETT	YOUTH COOKING CLASS	001.001 - CSB/Operations Checking		-375.00
Bill	23-345	11/28/2023	APRIL 6 PLAYFUL SNACKS		884.212 - General Youth Programs	-375.00	375.00
TOTAL						-375.00	375.00
Bill Pmt -Check	28128	11/29/2023	Pitney Bowes Reserve Account	RESERVE ACCOUNT # 33816590	001.001 - CSB/Operations Checking		-425.09
Bill	33616590 -11/29/2023	11/28/2023	RESERVE ACCOUNT #33616590		731.200 - Other Svc-Pstg Operating 7...	-425.09	425.09
TOTAL						-425.09	425.09
Bill Pmt -Check	28127	11/29/2023	Print-tech inc.	269464	001.001 - CSB/Operations Checking		-6,469.91
Bill	289484	11/27/2023	FALL 2023 NEWSLETTER & MAILING (FRIENDS \$863...		880.240 - Newsletter	-6,469.91	6,469.91
TOTAL						-6,469.91	6,469.91
Bill Pmt -Check	28128	11/29/2023	RK Studios	INV 11/16/2023, EVENT PHOTOGRAPHY - OCTOBER	001.001 - CSB/Operations Checking		-225.00
Bill	20231116	11/27/2023	FRIEND/VOLUNTEER OF THE YEAR PHOTOGRAPHY		880.522 - Photography Services	-225.00	225.00
TOTAL						-225.00	225.00
Bill Pmt -Check	28129	11/29/2023	Serendipity Books	THE DIAMOND EYE, 3 COPIES	001.001 - CSB/Operations Checking		-53.97
Bill	114788	11/28/2023	BOOK CLUB		884.128 - Book Club Supplies	-21.49	21.49
Bill			BOOK CLUB		884.919 - Adult Prog Rest Gift - Gen(...	-32.48	32.48
TOTAL						-53.97	53.97
Bill Pmt -Check	28130	11/29/2023	UNIVERSITY OFFICE TECHNOLO...	81363376 - SUPPLIES 11/01 - 30/2023	001.001 - CSB/Operations Checking		-808.20
Bill	81363376	11/27/2023	PUBLIC COPIER		803.101 - Public Copier	-241.82	241.82
Bill			STAFF COPIER		803.102 - Staff Copier	-437.18	437.18
Bill			SMALL PRINTER MAINT		803.103 - Small Printer Maintenance	-129.20	129.20
TOTAL						-808.20	808.20
Bill Pmt -Check	28131	11/29/2023	Wesley's Catering	Volunteer Appreciation Program 12/01/2023 - EVEN...	001.001 - CSB/Operations Checking		-1,375.00
Bill	23-652 E01244	11/27/2023	Volunteer Appreciation Program 12/01/2023		885.100 - Programs	-1,375.00	1,375.00
TOTAL						-1,375.00	1,375.00
Bill Pmt -Check	28132	11/30/2023	Chelsea Paint & Carpentry LLC	FIREPLACE REFACING DEPOSIT	001.001 - CSB/Operations Checking		-2,540.00
Bill	23-438	11/30/2023	FIREPLACE REFACING DEPOSIT - TOTAL BID \$7340		975.200 - Capital Maintenance	-2,540.00	2,540.00
TOTAL						-2,540.00	2,540.00

Chelsea District Library
Donation and Restricted
January through December 2023

	Jan - Dec 23	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
674.000 · Revenue Contribution & Donation			
674.100 · Designated Adult Collection	300	300	0
674.110 · Designated Adult Programming	5,500	5,250	250
674.111 · Designated Youth Programming	5,100	5,100	0
674.112 · Designated Music Focus Programs	7,100	7,100	0
674.113 · Designated Exhibits Programming	5,500	5,500	0
674.120 · Undesignated Donation	3,295	2,825	470
674.121 · Annual Giving	0	0	0
674.141 · Designated Technology	3,000	3,000	0
674.142 · Designated Small Equipment	40	40	0
674.150 · Continuing Education Restricted	750	750	0
674.500 · Mobile CDL	8,282	8,152	130
Total 674.000 · Revenue Contribution & Donation	38,867	38,017	850
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	40,867	39,517	1,350
Gross Profit	40,867	39,517	1,350
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	3,897	3,739	158
884.962 · Music in the Air - Restricted	3,360	3,361	(1)
Total 884.400 · Music Focus	7,257	7,100	157
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
884.916 · Aud Prg. Rst. Gifts Purple Rose	0	1,000	(1,000)

Chelsea District Library
Donation and Restricted
January through December 2023

	Jan - Dec 23	Budget	\$ Over Budget
884.927 · Adult Prog Rest Gifts SRP	724	750	(26)
884.930 · Oral History 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	17,417	17,950	(533)
969.000 · CE, Staff Development & Travel			
969.600 · Staff Training, In-Service			
969.940 · Staff Apprec - Restr/Covid-19	550	750	(200)
Total 969.600 · Staff Training, In-Service	550	750	(200)
Total 969.000 · CE, Staff Development & Travel	550	750	(200)
970.000 · Capital Expense 980.00			
980.200 · Technology			
980.900 · Technology Restricted Gifts			
980.910 · Capital Restr Gift -Mobile CDL	43,160	138,591	(95,431)
Total 980.900 · Technology Restricted Gifts	43,160	138,591	(95,431)
Total 980.200 · Technology	43,160	138,591	(95,431)
Total 970.000 · Capital Expense 980.00	43,160	138,591	(95,431)
982.000 · Collection Expense			
982.500 · Local History Preservation			
982.940 · Local History- Preservation Res	507		
Total 982.500 · Local History Preservation	507		
982.910 · Adult Collection Restricted	244	300	(56)
Total 982.000 · Collection Expense	751	300	451
Total Expense	64,878	160,591	(95,713)
Net Ordinary Income	(24,011)	(121,074)	97,063
Net Income	(24,011)	(121,074)	97,063

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

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
Ordinary Income/Expense																
Income																
402.000 - District Revenue	904,481	627,375	285,394	(52,583)	(34)	82,715	(18,860)	0	(56)	2,218	0	0	2,030,850	2,026,221	4,629	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	340	409	0	3,197	3,000	197	107%
657.100 - Non-Resident Fees	0	250	31	0	1,938	0	844	0	125	0	896	0	4,084	3,200	884	128%
657.200 - ILL Fees/Collection Agency Rec	137	162	76	72	35	315	5	103	24	0	15	97	834	600	234	105%
665.000 - Bank Interest	483	1,307	2,877	5,096	11,747	609	536	451	6,996	2,767	8,009	0	40,878	22,000	18,878	189%
665.100 - Investment Gains/Losses	6,199	(8,001)	5,840	1,308	31	(598)	3,874	4,620	1,498	2,991	8,816	0	26,578	15,000	(11,578)	95%
669.000 - Investment Value Change	0	2,775	0	0	3,750	1,250	1,250	1,250	1,250	1,250	1,509	0	14,284	15,000	(716)	95%
671.000 - Misc Income & Refunds	8,270	(974)	6,430	820	1,670	0	6,625	900	10,027	0	5,100	0	38,868	38,017	851	102%
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	9,614	24,862	0	2,249,357	2,200,338	49,019	102%
Total Income	919,570	881,289	300,832	(36,693)	19,939	86,321	(4,951)	28,481	20,093	9,614	24,862	0	2,249,357	2,200,338	49,019	102%
Gross Profit																
Expense																
701.000 - Personnel Svcs Control Acct	82,637	91,293	90,702	93,026	137,200	93,566	94,804	92,237	89,278	92,029	143,217	0	1,099,989	1,296,439	(196,450)	85%
727.000 - Supplies	653	399	1,033	399	1,903	1,646	1,507	237	1,065	1,765	1,594	0	12,231	19,400	(7,169)	63%
730.000 - Printing&Publishing P&P	0	0	0	0	0	0	0	0	0	0	0	0	0	600	(600)	0%
731.000 - Other Svc - Postage	71	66	88	10	22	206	8	227	111	71	69	0	872	1,600	(728)	55%
732.000 - Supplies-Maintenance	1,373	3,388	2,325	13,442	4,854	7,133	2,341	3,510	3,536	4,002	4,756	0	50,660	92,650	(41,990)	73%
801.000 - Professional & Contractual Svcs	41	8	13	17	247	95	104	13	7	94	157	0	796	1,040	(244)	77%
802.000 - Admin-Fees & Misc Costs	5,236	9,166	12,971	22,354	20,801	14,611	10,428	10,068	6,864	8,396	14,221	0	135,104	183,665	(48,561)	74%
803.000 - Maintenance Service Contracts	5,646	1,403	1,637	3,358	2,582	1,606	3,282	2,627	2,016	3,408	2,214	0	29,780	44,600	(14,820)	67%
850.000 - Telecommunications	3,119	9,403	6,120	4,768	3,525	9,879	2,250	9,263	3,176	6,090	14,827	0	72,420	90,288	(17,868)	80%
880.000 - Promotional Materials	8,604	24,304	15,726	20,710	14,419	5,498	3,810	4,763	10,436	4,901	7,594	0	120,765	136,265	(14,500)	89%
884.000 - Programming	0	36	88	0	19	19	0	62	0	52	1,420	0	1,696	2,500	(804)	69%
885.000 - Volunteer	0	5,759	5,471	5,022	5,007	4,644	4,521	4,597	4,746	4,514	3,934	0	48,215	71,950	(23,735)	67%
920.000 - Utilities	34	0	224	106	59	193	472	489	0	136	145	0	1,858	4,400	(2,542)	42%
960.000 - Board & Director Expense	13,116	(4,562)	0	0	0	9,621	9,621	0	0	0	9,764	0	37,960	46,092	(8,132)	81%
965.000 - Automation Services	0	0	2,862	0	0	3,287	0	0	0	0	13,005	0	19,154	16,711	2,443	102%
966.000 - Insurance	14,089	6,285	1,865	1,592	2,321	641	271	2,148	851	683	579	0	31,345	65,340	(33,995)	48%
967.000 - Equipment	595	647	403	1,976	806	499	194	550	1,135	226	399	0	7,430	15,519	(8,089)	48%
969.000 - OE, Staff Development & Travel	126,503	7,344	130,358	2,212	27,015	3,439	17,154	7,896	11,478	153	6,929	0	340,481	180,081	160,399	189%
970.000 - Capital Expense	800	31,174	10,677	11,733	14,870	12,299	9,643	11,554	10,224	14,186	95,874	0	163,031	184,500	(21,469)	88%
982.000 - Collection Expense	262,517	186,297	282,583	180,796	238,975	165,585	160,479	150,241	144,953	140,834	261,123	0	2,174,383	2,446,016	(271,633)	89%
Total Expense	657,063	694,992	18,249	(217,489)	(219,036)	(79,284)	(165,430)	(121,760)	(124,860)	(131,220)	(236,261)	0	74,974	(245,678)	320,652	
Net Ordinary Income																
Other Income/Expense																
Other Expense	0	0	0	0	0	0	0	0	0	0	0	0	0	0	(36,500)	0%
995.001 - Trans to Capital Imprv	0	0	0	0	0	0	0	0	0	0	0	0	0	0	(18,300)	0%
995.002 - Trans to Cap Resv Fund	0	0	0	0	0	0	0	0	0	0	0	0	0	0	18,300	0%
Total Other Expense	0	0	0	0	0	0	0	0	0	0	0	0	0	0	(18,200)	0%
Net Other Income																
Net Income	657,053	694,992	18,249	(217,489)	(219,036)	(79,284)	(165,430)	(121,760)	(124,860)	(131,220)	(236,261)	0	74,974	(227,478)	302,452	

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	2,030,851.10	1,988,952.21	41,898.89	2.11%
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	3,197.10	3,534.76	-337.66	-9.55%
657.100	Non-Resident Fees 607.100	4,083.33	3,895.83	187.50	4.81%
657.200	ILL Fees/Collection Agency Rec	634.00	130.00	504.00	387.69%
665.000	Bank Interest 665.100	765.48	299.55	465.93	155.54%
665.100	Investment Gains/Losses 666.100	40,879.02	30,379.08	10,499.94	34.56%
669.000	Investment Value Change 665.500	26,575.95	-56,901.85	83,477.80	146.71%
670.000	Change CFofSEMI Invest 666.510	0.00	-4,590.00	4,590.00	100.0%
671.000	Misc Income & Refunds 606.000	14,284.01	14,340.39	-56.38	-0.39%
674.000	Revenue Contribution & Donation	38,867.81	80,816.47	-41,948.66	-51.91%
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		2,249,360.63	2,262,124.87	-12,764.24	-0.56%
Gross Profit		2,249,360.63	2,262,124.87	-12,764.24	-0.56%
Expense					
701.000	Personnel Svcs Control Acct 701	1,099,989.11	1,232,953.84	-132,964.73	-10.78%
727.000	Supplies 727	12,230.90	19,077.73	-6,846.83	-35.89%
730.000	Printing&Publishing P&P 727.600	0.00	441.00	-441.00	-100.0%
731.000	Other Svc - Postage 727.700	874.08	1,173.41	-299.33	-25.51%
732.000	Supplies-Maintenance 727.800	994.39	4,366.96	-3,372.57	-77.23%
801.000	Professional & Contractual Svcs	50,661.15	52,191.59	-1,530.44	-2.93%
802.000	Admin-Fees & Misc Costs 801.300	795.73	692.96	102.77	14.83%
803.000	Maintenance Service Contracts	136,102.32	152,087.73	-16,985.41	-11.17%
850.000	Telecommunications	28,123.16	28,335.98	-212.82	-0.75%
880.000	Promotional Materials	72,419.00	62,700.03	9,718.97	15.5%
884.000	Programming	120,763.25	93,543.53	27,219.72	29.1%
885.000	Volunteer	1,696.30	1,910.55	-214.25	-11.21%
920.000	Utilities	48,215.82	68,519.99	-20,304.17	-29.63%
960.000	Board & Director Expense	1,857.96	2,737.60	-879.64	-32.13%
965.000	Automation Services	37,559.86	43,445.88	-5,886.02	-13.55%
966.000	Insurance 801.200	19,154.00	15,605.00	3,549.00	22.74%
967.000	Equipment	31,345.39	59,731.47	-28,386.08	-47.52%
969.000	CE, Staff Development & Travel	7,427.60	17,143.15	-9,715.55	-56.67%
970.000	Capital Expense 980.00	340,480.58	78,365.03	262,115.55	334.48%
982.000	Collection Expense	163,029.13	164,877.95	-1,848.82	-1.12%
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		2,172,719.73	2,102,617.38	70,102.35	3.33%
Net Ordinary Income		76,640.90	159,507.49	-82,866.59	
Net Income		76,640.90	159,507.49	-82,866.59	

7.0

CHELSEA DISTRICT LIBRARY

Fund Balances

November 30, 2023

General Fund

LOCAL BANKS BALANCES

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

Beginning Balance	Net Change	Ending Balance
\$207,642.40	-\$13,618.59	\$194,023.81
\$0.00	\$0.00 *	\$0.00
<u>\$207,642.40</u>	<u>-\$13,618.59</u>	<u>\$194,023.81</u>

*\$1250 in and out

Adjusting Entry at 11/30/2023

SHOULD BE	Actual	ADJUST
\$1,291,637.20	MMF	-\$289,296.91
\$455,769.10	FIXED	\$289,026.91
<u>\$1,747,676.30</u>	<u>NET</u>	<u>\$0</u>

Ameriprise Account

MMF - Interest and earnings	017.003
MMF - Deposits and withdrawals	017.003
Fixed Income Fund	017.004

\$1,564,109.24	\$16,824.87	\$1,580,934.11
\$366,742.19	-\$200,000.00	\$166,742.19
<u>\$1,930,851.43</u>	<u>-\$183,175.13</u>	<u>\$1,747,676.30</u>

Investment Partners Total

Total General Fund

<u>\$2,138,493.83</u>	<u>-\$196,793.72</u>	<u>\$1,941,700.11</u>
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Debt Service Fund

Bond Debt Retirement Fund Checking	003.008
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<u>\$163,749.33</u>	<u>\$33.65</u>	<u>\$163,782.98</u>
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8.1

Ameriprise 11/30/2023

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			\$6,198.85	\$1,586,976.33
02/28/22	\$1,593,658.15	\$1,200,000.00	\$1,306.96			-\$8,000.70	\$1,593,658.15
03/31/22	\$2,786,964.41	\$0.00	\$2,876.77		\$57,025.00	\$5,840.45	\$2,786,964.41
04/30/22	\$2,738,656.63	\$0.00	\$5,095.96			\$1,306.00	\$2,738,656.63
05/31/22	\$2,745,058.59	\$0.00	\$11,747.35		\$250,000.00	\$30.81	\$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		\$200,000.00	\$3,874.05	\$2,506,847.15
08/31/22	\$2,311,257.44	\$0.00	\$451.45		\$200,000.00	\$4,619.95	\$2,311,257.44
09/30/22	\$2,116,328.84	\$0.00	\$6,996.20			\$1,497.76	\$2,116,328.84
10/10/22	\$2,124,822.80	\$0.00	\$2,767.19		\$200,000.00	\$2,991.44	\$2,124,822.80
11/30/22	\$1,930,581.43	\$0.00	\$8,009.23		\$200,000.00	\$8,815.64	\$1,930,581.43
12/31/22	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00
	\$0.00						
Balance YTD	\$1,586,976.33	\$1,200,000.00	\$40,879.02		\$1,107,025.00	\$26,575.95	\$1,747,406.30
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

Library Director's Report

Respectfully submitted for December 2023 board meeting

Staff Announcements

Congratulations to Technology Librarian Matt Jensen, who marked his three-year anniversary at CDL on November 30. It's great to have you on board!

COVID

With the onset of winter comes an uptick in COVID exposure. Staff was reminded of CDC protocols when infected with COVID or exposed to someone who has been infected with COVID. Additionally, to mitigate the spread of COVID, staff are asked to wear masks while in the building until further notice. We have ordered more masks for staff use and have a supply of at-home COVID tests available for the public. Linda and I also reviewed our Policy 442: Pandemic should staffing levels be impacted by the virus.

Holiday

Staff will celebrate the holidays at our all-staff meeting on Friday, December 15. We will bring tasty home-baked or bought pastries and decide which is our favorite (I am making kifli). Holiday bags will be distributed, too.

Mobee News

We are currently reviewing Mobee stops to determine if we are deploying this resource effectively. This may result in changes in stop locations and times in the spring.

Strategic Plan 2020-23 Highlights

The Strategic Plan 2020-23 is built around the theme of facilitating access. This plan guided CDL to better understand and address gaps in access; use what was learned to inform programming and services; and work to bring our wonderful community resources – our library – to all corners of our service area. Its four areas of focus are Expand Awareness of Service, Strengthen Intentional Approach to Inclusion, Address Geographic and Mobility Challenges, and Close the Gap in Digital Literacy and Access to Technology. With this current strategic plan coming to a close this month, I am sharing some of the highlights of what was achieved based on it. I am proud of what we accomplished!

- Brand refresh underway
- Multiple staff training sessions on overcoming barriers to service (dementia, at-risk mental health issues, etc.)
- Mobile CDL (Mobee) planned, funded, and implemented
- Series of Welcome emails to new cardholders implemented
- Increased board member visibility at CDL events and in the community
- COVID-19 programs converted to virtual including a tour of the Young at Art exhibit, Music in the Air, storytimes, and Artist in Residence
- Fine-free lending implemented
- Library card applications streamlined to facilitate ease of signup (card renewal online, minor applications online, etc.)

- Efforts to increase browsability of collection (thematic book displays; moving collections for better visibility; collection promotions through eNews & social media; lobby displays; book subscription services; new, bright youth nonfiction signage; staff recommendations on website and social media, etc.)
- Service gap analysis through engagement with municipal officials throughout service district
- Community input solicited for Mobile CDL stops and services
- Curbside delivery implemented during COVID-19
- Outreach to local businesses and organizations to increase library card signups
- Promotion of digital resources (Brainfuse, helpNow, JobsNow, Lynda.com/LinkedIn Learning, Get Set Up, Pronunciator & Bluebird app, TLN's Michigan Activity Pass, etc.)
- Increased digital book and other downloadable collection holdings to accommodate growing demand for that collection (Libby, Overdrive, Kanopy, Hoopla)
- Promoted Wi-Fi access points during COVID-19
- Fiber box for Lyndon Township broadband redundancy installed on CDL property
- Trained staff on Washtenaw County Broadband
- Replaced equipment to prepare for 5G in Lima Township
- Hours of operation adjusted based on community input

Out and About: Meetings Attended November 2023

- Rotary meetings – November 7, 14, 28
- *We Can Be Heroes* screening at Chelsea High School – November 9
- Walk to School Wednesday – November 1, 8, 15, 29
- St. Louis Center with Mobee – November 1
- Rotary Board meeting – November 16

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

Facility update

- I am glad to report that the boiler repair is holding and we have high hopes of making it through the season until we replace the system in the spring.
- Our JCI Metasys (hvac) techs found a couple of issues when they did our maintenance service last month and returned this month to investigate further and try a few fixes. They made some adjustments and are keeping an eye on the progress.
- The majority of our large facility cleaning is done, with the exception of one last full carpet cleaning scheduled for December.
- The fall yard/leaf clean up was done but the trees still had lots of leaves so I hope to have one more clean up before winter/snow really set in.
- After much frustration trying to find reputable contractors to bid our fireplace project, I was able to get good proposals from two companies we have very good relationships and history with. We chose Chelsea Paint and Carpentry (who we used for the Info Services office remodel and McKune porch repairs) and they will be mid-project by the time you read this. I hope you like the new, more robust surface.
- With our roof/gutter, fire alarms/sprinklers, and plumbing inspections scheduled for December, we are winding up our annual facility inspections.
- For the first time since I have been here, we had a legitimate inspection from the Chelsea Area Fire Authority (CAFA) who now has a full-time fire inspector, Asst. Chief Inspector Ken Hamilton. We had a few minor issues to address and have scheduled a re-inspection in January. He also brought all of the firefighters over in three groups to tour the building so they would be familiar with it if they had to respond to a fire here.

Meetings and programs

Our November all-staff meeting included our annual first aid review, led by our very own EMT, Everett. He covered the basics of bleeding, seizures, falls, heart attacks, and drug overdoses for our staff, and answered questions. It was very professional and our staff asked great questions.

November starts the year-end budget process in earnest. Staff review their spending and encumbered funds and then they project where their expenses will end up at year's end. I assemble the 2023 Projections shared document and they input their numbers into the document. Once all of the numbers are entered, we discuss them as a group (usually several times), then Lori and I make adjustments and finalize carryovers. Chris and Kerry help massage it all, especially the capital lines, before it comes to you for a final approval.

Volunteers- We had 210 book sale and 82.25 non-book sale volunteer hours this month, for a total of 292.25 volunteer hours.

Respectfully submitted,
Linda Ballard
Assistant Director

November highlights:

- I reviewed the programming policy and programming practices with Linda and Lori and suggested changes to better match our needs.
- I met with Adult librarians and youth librarians to plan spring programs.
- As in years past, attendance at adult programs was high during the fall. This is a good pattern to know, as we will schedule more expensive programs during this time to ensure higher community reach.
- We've continued weeding and assessing the collections now that we've had a couple normal years of operation post pandemic.

Program Attendance

Date	Name	In-Person	Live Virtual	Recorded Virtual	Kits
	Adult Program Attendance				
11/2/2023	Vegan Meals Made Easy	31			
11/4/2023	Purple Rose Play Reading		155		
11/5/2023	makerChelsea: Paint like Bob Ross	18			
11/7/2023	Reading Glasses Book Club	8			
11/9/2023	The American Army in Normandy	30			
11/15/2023	Hometown Bookclub	13			
11/28/2023	Mark Twain's American West	56			
	subtotals	156	155		
	<i>Adult Program Totals</i>	31			
	Early Literacy Program Attendance				
11/1/2023	Preschool Storytime	14			
11/2/2023	Toddler time	14			
11/7/2023	Babytime	16			
11/8/2023	Preschool Storytime	27			
11/9/2023	Toddler time	14			
11/14/2023	Babytime	31			
11/15/2023	Preschool Storytime	23			
11/16/2023	Toddler time	14			
11/20/2023	Thanksgiving Evening Storytime	8			
11/21/2023	Babytime	22			

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

11/22/2023	Preschool Storytime	2			
11/28/2023	Babytime	21			
11/29/2023	Preschool Storytime	6			
11/30/2023	Toddler time	21			
	<i>Early Literacy Program Totals</i>	233			
	Youth Program Attendance				
11/6/2023	Lego Club	11			
11/7/2023	Tween Book Club	9			
11/9/2023	K-2 Books & Fun	6			
11/12/2023	Gratitude Concert with Gemini	72			
11/15/2023	Playful Snacks	13			
11/16/2023	Read to Dogs	9			
11/21/2023	Teen-Led Chess Clinics	12			
11/30/2023	Read to Dogs	7			
	<i>Youth Program Totals</i>	139			
	Teen Program Attendance				
11/2/2023	TTT: Sockmallows	5			
11/3/2023	After Hours: Get Your Game On!	8			
11/16/2023	TTT: Pop Taste Test	3			
11/21/2023	Finals Freakout!	7			
11/28/2023	Pizza & Paperbacks: Nature of Witches	5			
	<i>Teen Program Totals</i>	28			
	Outreach Program Attendance				
11/9/2023	Storytime @ ECC (youth)	32			

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

11/10/2023	Storytime @ Mudpies (youth)	28			
11/17/2023	BLANK the Librarian	147			
11/13/2023	Storytime @ ECC (youth)	39			
11/16/2023	Storytime @ ECC (youth)	12			
11/16/2023	Pines Book Club (adult)	5			
11/29/2023	Aftercare @ WSEC (youth)				
11/30/2023	5th Grade Research Talks @ SME (youth)	85			
	<i>Outreach Program Totals</i>	348			
	Walk to School Wednesdays				
11/8/2023	Walk to School Wednesdays	16			
11/15/2023	Walk to School Wednesdays	18			
11/29/2023	Walk to School Wednesdays	18			
	<i>WTSW Totals</i>	52			
	Mobee Visit Program Attendance				
11/1/2023	Read Aloud @ St. Louis Center (outreach, adult)	4			
11/1/2023	Chelsea Senior Center (outreach, adult)	0			
11/3/2023	Lake House Bakery Storytime/activity (program, youth)	3			
11/9/2023	Robin Hills Farm (outreach, all ages)	3			
11/9/2023	Sharon Ann Apartments (outreach, all ages)	2			
11/9/2023	Sylvan Crossing (outreach, all ages)	1			
11/10/2023	Veterans Day Event (program, adult)	2			
11/13/2023	Dancey House (UMRC) (outreach, adult)	6			

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

11/13/2023	Lima Township Hall (outreach, all ages)	3			
11/14/2023	Lyndon Township Hall (outreach, all ages)	4			
11/15/2023	Faith in Action (outreach, all ages)	0			
11/20/2023	Mobee @ SME Literacy Night (program, youth)	60			
11/21/2023	Dexter Township Hall (outreach, All Ages)	2			
11/21/2023	New Harvest Church (outreach, all ages)	2			
11/27/2023	North Lake United Methodist Church (outreach, all ages)	4			
	<i>Mobee program totals</i>	65			
	<i>Mobee outreach & awareness totals</i>	31			
	<i>Mobee Totals</i>	96			

Reference, Collections, Deliveries, and Other

Services	November 23*
Reference Questions	1431
CDL Delivers & Deposit Book Deliveries	19

*The Library was closed at 5pm on Nov 22, 2023 and closed entirely on Nov 23rd and 24th 2023 for the Thanksgiving holiday.

**CHELSEA DISTRICT LIBRARY
BOARD REPORT
November 2023**

Respectfully Submitted
by Scott Rakestraw

TECHNOLOGY SERVICES

BASIC SERVICES		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV
10608	Hotspots: Total GE Used - Township Hubs	950.4	982.8	978.3	985.3	951.8	976	967.3	933.4	933.2	973.5	971.4
122.4	- Lima Township (SR)	12.4	10.3	11.5	12.3	11.7	11.9	11.5	10.8	10.8	10.4	10.8
818.2	- Sylva Township (SR)	14.5	26.9	31.2	28.4	31.8	32.0	37.1	33.4	35.7	29.5	33.7
10217.4	- Mobile Access (GR)	925.7	945.6	935.7	942.6	908.3	931.2	919.4	888.7	887.4	933.6	926.4
517	Hotspot Device Circulation	32	27	35	20	28	88	38	18	31	28	18
4499	Public Internet - Computer Sessions	949	938	969	978	989	973	944	935	932	921	969
6568	Public Internet - Wireless Logins	417	628	616	614	627	654	682	597	547	617	584
ONLINE SERVICES		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV
106116	Website Sessions	12519	10173	13453	13919	12039	14999	14517	14441	10891	10736	11387
71233	Website Users	9707	8007	9213	9782	8365	1434	1478	2466	1913	5005	8837
29219	AUDIO Downloads Total	1927	1820	1954	1911	2046	2138	2271	2226	2300	2270	2281
18980	- Audio: Overdrive	1813	1765	1836	1819	1960	2183	2222	2297	2359	2377	2363
6055	- Audio: Hoopla	514	673	548	692	598	588	619	648	545	643	588
2761	VIDEO Downloads Total	215	273	339	313	381	413	491	503	605	553	638
2578	- Video: Overdrive	132	144	178	147	185	188	215	270	306	271	475
1096	- Video: Hoopla	107	118	138	128	126	125	125	135	199	161	85
11284	EBook Downloads Total	2120	1881	2038	2049	2054	2058	2181	1933	1756	1842	1780
18787	- Overdrive	2722	1944	1848	1844	1841	1836	1916	1881	1826	1839	1868
7997	- Hoopla	1498	167	319	165	171	201	233	245	334	381	223
46180	PDF Downloads	4352	3979	4750	4733	4143	4677	4825	4671	4364	4505	4929

CHELSEA SENIOR CENTER



CDL Support Log Detail
for Chelsea Senior Center

2023

[illegible]



TOP 10 WEB PAGES [BY UNIQUE VIEWS]



Title	Pageviews	Sessions	Session Duration
1. Home - Chelsea District Library /	7,981	4,861	2m 21s
2. A to Z Listing - Chelsea District Library /online-resources/a-to-z-listing/	353	314	1m 37s
3. Hours & Location - Chelsea District Library /about-us/hours-location/	261	185	2m 5s
4. Get a Library Card - Chelsea District Library /how-do-i-library-user/info-get-a-library-card/	170	134	1m 24s
5. eBooks, Audiobooks, and More - Chelsea District Library /downloadable-collection/	137	141	1m 37s
6. Board of Trustees - Chelsea District Library /about-us/staff-trustees/board-of-trustees/	136	100	3m 39s
7. Connect to the Wi-Fi Network - Chelsea District Library /how-do-i-services/connect-to-the-wifi-network/	113	99	1m 43s
8. Online Library Card Application - Chelsea District Library /online-library-card-application/	90	64	1m 57s
9. Employment @ CDL - Chelsea District Library /about-us/employment-cdl/	75	71	1m 28s
10. Online Library Card Applications & Renewals - Chelsea Dis /online-library-card-applications/	74	63	1m 33s

ONLINE RESOURCES

November 2023				
Last Month	Rank	Online Resource	Total Clicks	Unique Users
8	1	Britannica School	125	109
16	2	Consumer Reports	114	91
2	3	Chelsea Update	102	98
12	4	Unemployment Help	46	45
5	5	My Heritage	45	45
9	5	NoveList K8	45	45
7	7	Michigan Legal Help	44	43
-	8	Value Line Inc	43	42
3	8	Ancestry	43	37
6	10	Stories of Chelsea	42	41
4	11	NoveListPlus	35	32
14	12	Demographics Now	33	32
16	12	Michigan Secretary of State	33	32
11	12	United States Census	33	32
1	12	Sun Times News	33	29
9	16	Home Work Help Now Home	32	32
-	17	WorldCat.org	29	29
18	18	Michigan Voter Information Center	28	27
18	19	Historic Newspapers	27	21
23	20	Newspaper Source Plus	26	26
13	20	Michigan eLibrary	26	25
21	22	Scholastic Teachables	24	23
18	23	Pronunciator	23	22
14	24	Opposing View Points in Context	21	20
23	25	Lynda.com [Linked In Learning]	20	19

Head of Marketing & Communications Monthly Board Report **(November 1–30, 2023):** Respectfully submitted by Virginia Krueger



November Marketing Highlights

Our winter 23-24 newsletter hit mailboxes and has received multiple compliments from patrons. Our printing representative remarked that our quality is on par with Zingermans, which she holds as the highest level of design. This is a credit to our graphic designer and the many people who work to contribute engaging content. Sue Craig, our cover artist, will be displaying her work in the lobby during December. Our fall cover artist, Eli Zemper, created a beautiful pie plate display during November. Providing our local artists with display space has been a wonderful way to encourage local artists and to add value to contributing submissions for our newsletter cover.

Brand Audit:

Lori and I reviewed the initial logo design concepts and are excited about the direction. It is being refined and will be ready for review early in December and finalized by the end of the year.

Miscellaneous Marketing Tasks:

I coordinated with Jan Carr and Lori to create a presentation for the City of Chelsea reviewing the accomplishments of our 2020-23 Strategic Plan and the goals set in the upcoming 2024–28 Strategic Plan. In preparation for celebrating our Friend and Volunteer of the Year, I had professional photography done of our nominees, created posters, bookmarks, and certificates, and invitations to the appreciation party.

Social Media:

Our most successful Facebook post in November was Walter, one of our latest 1000 Books Before Kindergarten finishers. Walter's photo was seen over 48,000 times, commented on by people, and received over 3,000 reactions! Way to go Walter!



November Social Media Metrics

CDL Facebook: 3,318 followers (+20) | 945 page visits ↓ | 59,149 page reach ↑

CDL Instagram: Followers: 976 (+10) | 39 profile visits ↓ | 431 page reach ↓

CDL Twitter: Followers: 1,552 (-6) | Profile visits unavailable on X analytics | 1,500 impressions ↓

eNewsletters: CDL eNews has 3,617 subscribers (+18 in November)

November Metrics:

- We sent 4 weekly newsletters
- 50.5% Open Rate (+8% from industry avg)

Marketing Channel Response:

In November, we had 415 program registrations where identifying the marketing channel was asked. The breakdown of how the registrants heard about the program is as follows:

- Print Newsletter: 114
- eNewsletter: 46
- Website: 34
- Social Media: 31
- Word of Mouth: 48
- Chelsea Update: 13
- ALI: 1
- Other: 118
- Serendipity: 10

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

Circulation Supervisor's Report November 2023

- Circulation – 16815 in November
- Patron Count- 10682 for November
- Circulation by township- for November:
 - Dexter = 10% of total transactions
 - Lima = 12% of transactions
 - Lyndon = 14% of transactions
 - Sylvan = 15% of transactions
 - Chelsea = 35% of transactions
- November Circulation: 79% were items from Chelsea and 21% were inter-loaned items.

Libby = 3758; Hoopla = 1095; Kanopy = 315

- Registrations for November– 64 new cards; 6383 total card holders
 - *Dexter = 812 cards; Lima = 696 cards; Lyndon = 874 cards
 - *Sylvan = 1182 cards; Chelsea = 2347 cards; Nonresident = 472 cards
- Self-Check Machine: November 1418 or 9% of total checkouts

November Notes:

- I attended weekly management meetings.
- I worked my PIC shifts each week.
- I attended the bi-monthly circulation committee meeting.
- We received 127.5 tubs from TLN in November, with 6.4 being the daily average.
- I participated in WTSW most weeks.
- I went to North Lake Church with Mobee.
- We processed 58 MeLCat items for other libraries, and received 38 items for our patrons.

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.	19,387	15,689	81%	3,698	19%	17,285	1,596	23,085
Nov.	16,815	13,263	79%	3,552	21%	14,821	1,558	18,373
Dec.								

Totals 241,594 200,576 83% 41,018 17% 216,764 16,188 266,947

Month Avg 21,963 #1 18,234 #2 3,729 #3 19,706 #4 1,472 #5 24,268 #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	52%	45%	3%
November	53%	44%	3%
December			
Yearly Avg.	50%	46%	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	9,324	7,896	543
November	8,061	6,624	453
December			
Yearly Total	100,412	93,186	6,965

2023 CIRCULATION REPORT - PATRONS

Chelsea District Library Monthly New Registration 2023											
District	NonRes	School	Other	Total	Grand Month	Chel	Dext	Lima	Lyndon	Sylvan	New Registrations by Municipality
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	52	5	14	8	18
August	97	7	0	0	104	6227	34	11	12	15	23
September	100	8	2	0	110	6303	46	10	8	16	18
October	86	8	0	0	94	6351	36	19	6	10	15
November	60	4	0	0	64	6383	24	12	6	3	14
December					0						
Totals					999		349	122	104	129	211

	Average Daily Door Count 2023							Total
	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Total
Jan.	275	382	353	339	316	278	170	9,328
Feb.	265	304	344	343	358	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	376	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.	358	405	375	432	328	307	202	10,589
Nov.	395	415	376	350	258	263	194	9,804
Dec.								
Total								114,013
Monthly average								10365
Avq. % 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	5911
Dexter	1206	1211	1215	1230	1087	1101	884	874	697	710	812
Lima	1156	1133	1109	1109	996	965	802	794	634	634	696
Lyndon	1538	1539	1546	1522	1302	1255	1005	970	778	770	874
Sylvan	1693	1662	1667	1641	1412	1426	1192	1167	956	1009	1182
CityChel	3409	3538	3572	3562	3040	3006	2478	2490	2070	2105	2347
NonRes	640	649	655	625	575	609	562	582	414	407	472
Freedom	6	6	6	7	0	1	0	0	0	3	2
Sharon	118	122	118	110	107	112	104	105	88	89	96
Waterloo	336	348	352	333	249	268	252	245	195	186	210
GrassLk	26	29	28	25	37	36	22	21	4	7	20
Other	154	144	151	150	182	192	184	211	127	122	144
Totals	9642	9732	9764	9689	8412	8352	6923	6877	5549	5635	6383

Trans	% Tot	SEMOG Dec2020	% of Pop
Nov-23	Trans	Pop.	Regist % of Entity Pop.
15,134		16126	
1513	10%	2634	31% 39.24 % Dexter
1780	12%	2058	34% 51.15% Lima
2154	14%	2656	33% 100.00% Lyndon
2308	15%	3311	36% 100.00% Sylvan
5305	35%	5467	43% 100.00% CityChel
			18%
305	2%		
133	1%		
857	6%		
150	1%		
629	4%		
	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									
Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	2023 Total	2022	%Diff.
Jan. 598	746	606	534	542	619	562	23163	20837	11%
Feb. 484	741	615	589	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 566	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	599	611	731	482	511	24428	26254	-7%
Sept. 631	774	614	573	501	731	399	22919	25890	-11%
Oct. 635	677	610	610	539	517	420	19387	26380	-27%
Nov. 502	518	673	442	476	453	444	16815	22879	-27%
Dec.								21802	
Total							241594	285996	
Month Avg							21,963	26,000	
Avg. % Inc.							with OD & RB, & deposit collection ckouts.		
							-8%		

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

SfChk/ 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	46 6%
1638	2237	29	77 9%
1778	2059	30	69 9%
1840	1034	31	33 4%
1663	1536	28	55 7%
1553	222	31	7 1%
1560	1418	28	51 8%
1257			
2072	16067		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	70,888
May	484	70,758
June	601	70,921
July	590	71,138
Aug	608	71,466
Sept	531	71,984
Oct	643	71,898
Nov	577	70,076
Dec		
Total/ Avg	6,344	71,110

Libby Clrc		Hoopla		Kanopy	
(e-books, a-books & music)		books,music,movies			
2023	2022	2023	2022	2023	2022
Jan	3445	879	609	Jan	112
Feb	3131	860	735	Feb	155
Mar	3375	970	663	Mar	218
April	3187	916	666	April	142
May	3215	956	777	May	145
June	3478	994	871	June	163
July	3740	977	913	July	2
Aug	3447	1056	841	Aug	270
Sept	3310	1054	803	Sept	312
Oct	3948	1136	835	Oct	212
Nov	3758	1055	820	Nov	315
Dec	2907	816		Dec	
Total	38014	10903	9349	Total	2046
	37142				2010

RB Digital part of Overdrive starting in April 2021

ACTION ITEMS

Action Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

December 12, 2023, Board Packet

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

Accept November donations and changes to the 2023 FY Budget.

	Income Line	-	Expense Line	
Chelsea Education Foundation	674.111		884.953	\$500.00
Sandra A. Szufnar	674.120		980.910	\$100.00
Cecilia Kloecker	674.110		884.916	\$250.00
Kelly Wang	674.120		980.910	\$100.00
Mary Green	674.120		980.910	\$150.00
Rick Taylor	674.113		884.980	\$1,250.00
Jane Zawistowski	674.120		884.510	\$250.00
Friends of CDL	674.130		880.240	\$863.48
			Sub Total:	\$3,463.48
Authors in Chelsea				
Non-Designated				
Purple Rose Readings				
Non-Designated (in Memory of Jill Dunlap)				
Non-Designated				
Exhibits				
Non-Designated				
Promotional Envelopes				
Authors in Chelsea				
Chelsea Education Foundation	674.111		884.953	\$1,500.00
			Sub Total:	\$1,500.00

Acknowledge the donations below that are already in the budget.

Total General Donations: \$4,963.48

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 December 12, 2023 Board Meeting

At-Large Board Position

Discussion:

One of the two At-Large Board Positions is opening at the end of 2023. The position must be held by a resident of one of the townships, as the other at-large position is currently held by a City of Chelsea resident. The position is currently held by Wendy Reinhardt of Sylvan Township, who was appointed to fill the final year of the position's term. The Nominating Committee recommends that the Board appoint Wendy Reinhardt to the position.

Action:

The Board votes to reappoint Wendy Reinhardt to a full 4-year term as a Chelsea District Library Trustee.

Patricia Garcia, Board Secretary

Date

Action Item #3

Chelsea District Library
Board of Trustees

Library Board Fact Sheet December 12, 2023 Board Meeting

Board Officers and Committee Recommendations

Discussion:

The Nominating Committee met and presented its recommendations for 2024 officers and committee assignments. Officers:

Jan Carr -- President

Gary Munce -- President-Elect

Bob Swistock -- Treasurer

Patricia Garcia -- Secretary

See following page for committee assignments.

Action:

The Board approves the Nominating Committee's recommendations for officers and committees for 2024.

Patricia Garcia, Board Secretary

Date

**Chelsea District Library
Board of Trustees
2024 Board Committees**

Governance

Appendix #3

Approved: December 12, 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	X
Susan Lackey	Chair		X		
Jan Carr			X	X	

Patricia Garcia, Board Secretary

Date

Action Item #4

Chelsea District Library
Board of Trustees

Library Board Fact Sheet December 12, 2023 Board Meeting

2024 Calendar of Operations

Discussion:

The Board reviewed the 2024 library Calendar of Operations and holidays in November. Election Day returns to the list of holidays for 2024, as it is a National Election year. No staff in-service date has been decided and can be added at a later time.

Action:

The Board approves the 2024 Calendar of Operations, as presented.

Patricia Garcia, Board Secretary

Date

12/7/2023

Chelsea District Library Board
2024 Chelsea District Library
Calendar of Library Operations and Holidays

Governance
Appendix #1
Adopted: December 12, 2023

Regular Library Hours:

9:00 AM to 8:00 PM	Monday through Thursday
10:00 AM to 6:00 PM	Friday
10:00 AM to 3:00 PM	Saturday
1:00 PM to 5:00 PM	Sunday

The Library is closed on designated holidays, and one additional day for staff in-service at the director's discretion. Holidays on which the Library is closed are:

Monday, January 1	[New Year's Day]
Monday, February 19	[President's Day]
Sunday, March 31	[Easter Sunday]
Sunday, May 26	[Shared System Not Available]
Monday, May 27	[Memorial Day]
Wednesday, June 19	[Juneteenth]
Thursday, July 4	[Independence Day]
Sunday, September 1	[Shared System Not Available]
Monday, September 2	[Labor Day]
Tuesday, November 5	[Election Day]
Wednesday, November 27	[Close at 5:00 PM]
Thursday, November 28	[Thanksgiving Day]
Friday, November 29	[Day after Thanksgiving]
Tuesday, December 24	[Christmas Eve]
Wednesday, December 25	[Christmas Day]
Tuesday, December 31	[New Year's Eve]
TBD	[Closed for Staff In-Service]

Patricia Garcia, Board Secretary

Date

Action Item #5

Chelsea District Library
Board of Trustees

Library Board Fact Sheet December 12, 2023 Meeting

2024 Library Board Meeting Calendar

Background:

The Board reviewed the dates for the 2024 Board Meeting Calendar in November and made changes to the first 4 dates. No retreat date has been determined and can be added at a later time.

Action:

The Board approves the 2024 Board Meeting Calendar, as it was discussed and amended in November.

Patricia Garcia, Board Secretary

Date

**Chelsea District Library
Board of Trustees
Board Meetings 2024**

Location: McKune Meeting Room unless otherwise indicated

Time: 6:45 pm, unless otherwise indicated

**Governance
Appendix #2**

Adopted: December 12, 2023

January 18, 2024

February 15, 2024

March 21, 2024

April 18, 2024

May 21, 2024

June 18, 2024

July 16, 2024

August 20, 2024

September 17, 2024

October 15, 2024

November 19, 2024

December 17, 2024

TBD Board Retreat

Patricia Garcia, Secretary

Date

Action Item #6

Chelsea District Library
Board of Trustees

Library Board Fact Sheet December 12, 2023 Board Meeting

Director Evaluation

Background:

The Personnel Committee has surveyed the staff and fellow trustees in order to perform the library director's annual review. The committee's finding and recommendation will be shared in Closed Session and that recommendation will then be voted on in Action, after the meeting returns to Open Session.

Action:

The Board approves the recommendation of the Personnel Committee, based on its evaluation.

Patricia Garcia, Board Secretary

Date

Action Item #7

Chelsea District Library
Board of Trustees

Library Board Fact Sheet December 12, 2023 Meeting

Capital Improvement Fund Commitment

Background:

Additional funds need to be transferred if the Board wants to maintain the commitment of \$100,000.00 to the Capital Improvement Fund to reflect the funds to be used for this function. The Capital Improvement Fund Commitment is something that the Board addresses every year.

Action:

The Board approves the moving of sufficient funds to bring the Capital Improvement Fund balance account back up to \$100,000.00.

Patricia Garcia, Board Secretary

Date

Action Item #8

Chelsea District Library
Board of Trustees

Library Board Fact Sheet December 12, 2023 Meeting

Strategic Plan 2024-2028

Background:

Bridgeport Consulting presented the new 2024-2028 Strategic Plan at the November meeting and the plan was dissected and discussed, with only one minor suggestion from the Board, which has since been put into the final version of the plan.

Action:

The Board approves the 2024-2028 Strategic Plan that will guide the library over the next 5 years.

Patricia Garcia, Board Secretary

Date

DISCUSSION ITEMS

- 1996). The authors also found that the frequency of use of the Internet was positively related to the frequency of use of the telephone, and that the frequency of use of the Internet was negatively related to the frequency of use of the television. These findings suggest that the Internet is being used as a substitute for other forms of communication, and that the frequency of use of the Internet is related to the frequency of use of other forms of communication.
20. Roberts, J. A., & Smith, P. (1997). The use of the Internet for social networking: A comparison of users and non-users. *Journal of Computer-Mediated Communication*, 2(1), 1-15.
21. Roberts, J. A., & Smith, P. (1998). The use of the Internet for social networking: A comparison of users and non-users. *Journal of Computer-Mediated Communication*, 2(1), 1-15.
22. Roberts, J. A., & Smith, P. (1999). The use of the Internet for social networking: A comparison of users and non-users. *Journal of Computer-Mediated Communication*, 2(1), 1-15.
23. Roberts, J. A., & Smith, P. (2000). The use of the Internet for social networking: A comparison of users and non-users. *Journal of Computer-Mediated Communication*, 2(1), 1-15.
24. Roberts, J. A., & Smith, P. (2001). The use of the Internet for social networking: A comparison of users and non-users. *Journal of Computer-Mediated Communication*, 2(1), 1-15.
25. Roberts, J. A., & Smith, P. (2002). The use of the Internet for social networking: A comparison of users and non-users. *Journal of Computer-Mediated Communication*, 2(1), 1-15.
26. Roberts, J. A., & Smith, P. (2003). The use of the Internet for social networking: A comparison of users and non-users. *Journal of Computer-Mediated Communication*, 2(1), 1-15.
27. Roberts, J. A., & Smith, P. (2004). The use of the Internet for social networking: A comparison of users and non-users. *Journal of Computer-Mediated Communication*, 2(1), 1-15.
28. Roberts, J. A., & Smith, P. (2005). The use of the Internet for social networking: A comparison of users and non-users. *Journal of Computer-Mediated Communication*, 2(1), 1-15.
29. Roberts, J. A., & Smith, P. (2006). The use of the Internet for social networking: A comparison of users and non-users. *Journal of Computer-Mediated Communication*, 2(1), 1-15.
30. Roberts, J. A., & Smith, P. (2007). The use of the Internet for social networking: A comparison of users and non-users. *Journal of Computer-Mediated Communication*, 2(1), 1-15.

4.2. The use of the Internet for social networking: A comparison of users and non-users

The purpose of this study was to compare the use of the Internet for social networking between users and non-users. The study was conducted using a survey of 1000 people, 500 of whom were users of the Internet for social networking and 500 of whom were non-users. The survey asked a number of questions about the use of the Internet for social networking, including the frequency of use, the types of activities used, and the reasons for using the Internet for social networking. The results of the survey showed that users of the Internet for social networking were more likely to use the Internet frequently, to use a wider range of activities, and to use the Internet for social networking for a wider range of reasons than non-users. These findings suggest that the Internet is being used as a substitute for other forms of communication, and that the frequency of use of the Internet is related to the frequency of use of other forms of communication.

The study also found that users of the Internet for social networking were more likely to use the Internet for social networking than non-users. This finding is consistent with the findings of other studies, which have found that the frequency of use of the Internet is related to the frequency of use of other forms of communication. The study also found that users of the Internet for social networking were more likely to use the Internet for social networking than non-users. This finding is consistent with the findings of other studies, which have found that the frequency of use of the Internet is related to the frequency of use of other forms of communication. The study also found that users of the Internet for social networking were more likely to use the Internet for social networking than non-users. This finding is consistent with the findings of other studies, which have found that the frequency of use of the Internet is related to the frequency of use of other forms of communication.

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Discussion Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet December 12, 2023 Meeting

2023 Budget Line Adjustments

Background:

The library needs to make two budget adjustments to the 2023 Budget:

\$2,000 from 920.200 Utilities/Gas to 966.100 General Liability Insurance

\$2,500 from 965.200 Shared Automation Sys to 982.410 Collection/Elec Products/Subs

Discussion Item #2

Chelsea District Library
Board of Trustees

Library Board Fact Sheet December 12, 2023 Meeting

Budget Carryover Projections—2023 to 2024

Background:

Every year library administration prepares a list of carryovers that the library would like to move from the current budget to next year's budget.

Discussion Item #3

Chelsea District Library
Board of Trustees

Library Board Fact Sheet December 12, 2023 Meeting

Resolution to Adopt a Compliance Plan as Set Forth in the Publicly Funded Health Insurance Contribution Act (PA 152 of 2011).

Background:

PA 152 was designed to lessen the burden of employee healthcare costs on public employers. Public employers must comply annually in one of four ways:

- 1) Apply the Hard Cap- which places a limit on how much the government can pay towards health insurance.
- 2) Adopt by majority vote the 80%/20% cost sharing model.
- 3) Elect not to follow the statutes- which places the Library in non-compliance.
- 4) Opt out of the cost-sharing model as set forth in the bill and revisit the model prior to the next plan year. (this option is not available to public libraries as we do not meet the act's definition of "local unit of government.")

A summary of the legislation provided by the Michigan Municipal League is included with this agenda item, along with 2024 contribution limits. The Library wishes to adopt the Hard Cap option.

CAPS ON PUBLIC EMPLOYER CONTRIBUTIONS
TO MEDICAL BENEFIT PLANS
"Hard Cap" or "80/20" Rule

Public Act 152 (PA 152), the "Publicly Funded Health Insurance Contribution Act," was signed into law on September 24, 2011. The law applies to public employers and is effective September 27, 2011. Any collective bargaining agreement or other contract executed on or after September 15, 2011 also must comply.

PA 152 creates a "hard cap" on the amount a public employer may contribute to a medical benefit plan, which includes but is not limited to hospital and physician services, prescription drugs and related benefits. PA 152 provides an option to elect an 80% contribution cap rather than the hard cap, and it contains a provision to allow a local unit to opt-out entirely.

It remains unclear how the penalties for non-compliance with this Act will intersect with the requirements created by EVIP related to health care, and the penalties therein.

"Hard Cap"

For the medical benefit plan coverage year beginning on or after January 1, 2012, a public employer may not pay more of the annual costs for medical benefit plans than a total amount equal to:

- \$5,500 times the number of employees with single person coverage
- \$11,000 times the number of employees with individual and spouse coverage
- \$15,000 times the number of employees with family coverage

A public employer may allocate its payments among its employees and elected officials as it sees fit. These caps will be adjusted by October 1 each year, to apply to the following calendar year, based on the change in the medical care component of the United States consumer price index (CPI) for the most recent 12-month period available from the United States Department of Labor, Bureau of Labor Statistics.

"80/20"

By a majority vote of its governing body, a public employer may opt-out of the hard cap and into an 80% cap option wherein the public employer may not pay more than 80% of the total annual costs of all the medical benefit plans it offers or contributes to for its employees and elected officials. See the next page for details on the option to opt-out entirely from these requirements.

The public employer may allocate employees' share of total annual costs of medical benefit plan as the employer sees fit. However, *elected* public officials must pay 20% or more of the total annual costs of the medical benefit plan.

Complete Opt-Out

By a 2/3 vote of its governing body each year, a local unit of government may exempt itself from the requirements of this Act for the next year. An exemption is not effective for a city with a mayor who is both the chief executive and chief administrator, unless the mayor also approves the exemption.

Total Annual Costs

Both the hard cap and the 80% cap pertain to total annual costs of the medical benefit plan. These include the premium and all employer reimbursement of co-pays, deductibles, and payments into health savings accounts, flexible spending accounts or related accounts.

Collective Bargaining Agreements or Other Contracts

This law does not apply to existing collective bargaining agreements or other contracts until the agreements or contracts expire, are extended, or renewed. However, any collective bargaining agreement executed on or after September 15, 2011, must comply.

A public employer's expenditures for medical benefit plans under a collective bargaining agreement or other contract are to be excluded from the maximum payment formula under the hard cap provision.

Deductions

A public employer may deduct an employee's or elected official's portion of the costs of medical benefit plans from compensation due, and the employer may condition eligibility for the plan on the employee/elected official providing authorization to make such a deduction.

Penalties

Failure to comply with this Act will result in the State Treasurer reducing each Economic Vitality Incentive Program payment by 10% (EVIP, PA 63 of 2011) for the period of non-compliance. This penalty is separate and distinct from the health care component of the EVIP certification process. Action under this Act does not certify or disqualify you for regular EVIP payments.



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TREASURY

RACHAEL EUBANKS
STATE TREASURER

March 21, 2023

**PUBLIC EMPLOYER CONTRIBUTIONS TO MEDICAL BENEFIT PLANS
ANNUAL COST LIMITATIONS – CALENDAR YEAR 2024**

For a medical benefit plan coverage year beginning on or after January 1, 2012, MCL 15.563, as last amended by 2018 Public Act 477, sets a limit on the amount that a public employer may contribute to a medical benefit plan.

For medical benefit plan coverage years beginning on or after January 1, 2013, MCL 15.563 provides that the dollar amounts that are multiplied by the number of employees with each coverage type be adjusted annually. Specifically, the dollar amounts shall be adjusted, by October 1 of each year after 2011 and before 2019, by the change in the medical care component of the United States consumer price index for the most recent 12-month period for which data are available. By April 1 of each year after 2018, the dollar amounts shall be adjusted by the change in the medical care component of the U.S. consumer price index for the most recent 12-month period for which data are available. For calendar year 2023, the limit on the amount that a public employer may contribute to a medical benefit plan was set to the sum of the following:

- \$7,399.47 times the number of employees and elected public officials with single-person coverage
- \$15,474.60 times the number of employees and elected public officials with individual-and-spouse coverage or individual-plus-1-nonspouse-dependent coverage
- \$20,180.43 times the number of employees and elected public officials with family coverage.

The limits for 2024 equal the 2023 limits increased by **4.1 percent**. The 4.1 percent is the percentage change in the medical care component from the period March 2021-February 2022 to the period March 2022-February 2023.

Thus, for medical benefit plan coverage years beginning on or after January 1, 2024, the limit on the amount that a public employer may contribute to a medical benefit plan equals the sum of the following:

- \$7,702.85 times the number of employees and elected public officials with single-person coverage
- \$16,109.06 times the number of employees and elected public officials with individual -and-spouse coverage or individual-plus-1-nonspouse-dependent coverage
- \$21,007.83 times the number of employees and elected public officials with family coverage.

Rachael Eubanks

Rachael Eubanks
State Treasurer

March 21, 2023

Discussion Item #4

Chelsea District Library
Board of Trustees

Library Board Fact Sheet December 12, 2023 Board Meeting

Resolution Honoring the Friends on Their 75th Anniversary

Discussion:

The Friends of Chelsea District Library have been an integral part of the library's success, and, as such, the Board has recommended a resolution honoring their tireless work and diligence.

RESOLUTION

HONORING THE FRIENDS OF CHELSEA DISTRICT LIBRARY ON THEIR 75TH ANNIVERSARY

WHEREAS, the Friends of Chelsea District Library, through unwavering dedication and tireless efforts, have played a pivotal role in supporting and enhancing the mission of the library; and

WHEREAS, the Friends of Chelsea District Library have generously volunteered their time, resources, and expertise to organize events, fundraisers, and initiatives that have significantly contributed to the library's success; and

WHEREAS, the Friends of Chelsea District Library commitment to promoting literacy and community engagement has positively impacted the lives of countless individuals in our community and surrounding areas; and

WHEREAS the Friends of Chelsea District Library are critical to the success achieved by the library, are a key to our library's future, and is one of its most valued assets; and

WHEREAS, the Friends of Chelsea District Library will celebrate the 75th anniversary of its formation in 2024; and

NOW, THEREFORE, BE IT RESOLVED that the Chelsea District Library expresses its sincere gratitude and appreciation to the Friends for their exceptional contributions to the enrichment of our community and surrounding areas; and

BE IT FURTHER RESOLVED that the Chelsea District Library encourages all members of the community to join the Friends and support their important work; and

BE IT FURTHER RESOLVED that this resolution be appropriately shared with the community, and a copy be presented to the Friends of the Chelsea District Library as a token of our deep appreciation. Adopted by the Board of Trustees of the Chelsea District Library this 12th day of December, 2023.

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

1/19/23

Patricia Garcia, Board Secretary

Date

