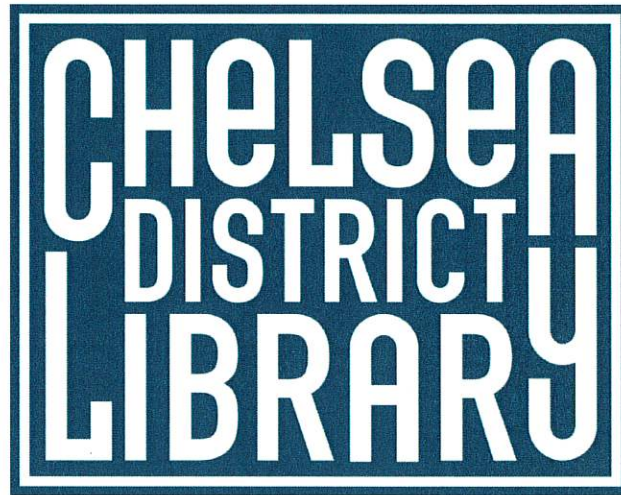


Chelsea District Library Board of Trustees

Agenda and Information Packet



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

**May 30, 2024
9:00 am**

**McKune Room at the Chelsea
District Library**

CHELSEA DISTRICT LIBRARY BOARD OF TRUSTEES

Thursday, May 30, 2024—9:00 a.m.

McKune Room

AGENDA

9:00 Board Meeting

Welcome and Call to Order

Consent Agenda Approval

- Meeting Minutes
- Operational Checks
- Finance Reports

Agenda Review, Additions, and Approval

9:05 Director's, Strategic Plan, and Friends Reports

9:10 Public Comment

9:15 Action Items

1. Donations

9:20 Discussion Items

1. Budget Adjustments
2. Policy Update: 310 Request for Reconsideration of Library Materials or Programs

9:25 Reports

Policy Committee

Finance Committee

Personnel Committee

Nominating Committee

Community Outreach Committee

9:30 Public Comment

9:35 Other Items

9:40 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**

Thursday, April 18, 2024 6:45 p.m.
Meeting Location: McKune Room

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

Trustees Absent: TJ Helfferich

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

Guests: Alan Panter (via Zoom)

Welcome and Call to Order

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

Consent Agenda

MOTION made by W. Reinhardt, SECONDED by G. Munce to approve the Consent Agenda with the March minutes and financials. Discussion: None

All Ayes: 6-0

Agenda Review, Additions, and Approval

MOTION made by S. Lackey, SECONDED by G. Munce to approve the agenda, as amended. Discussion: L. Coryell and P. Garcia requested that a Discussion Item be added for a new policy concerning the Library Public Relations and Media Policy.

All Ayes: 6-0

Presentation: Yeo & Yeo 2023 Audit (Presented by Alan Panter)

- Alan Panter reported that the audit went very smoothly and thanked K. Ballard for his tireless work.
- A brief overview of the audit revealed a clean, unmodified opinion, which is the best opinion possible.
- Went over the Balance Sheet: Fund Balance went down because of purchase of bookmobile (Capital Outlay).
- Went over Expenditure Graphs

- Governance Letter included notes that budget amendments need to happen before the end of December.

Director's Report Update:

L. Coryell update:

- G. Munce will be representing the Board at the Midwest Literary Walk.
- S. Powers will present on Collection Development at the June Board Meeting.

Friends Report Update:

- J. Carr reported that again over \$900 was made at the book sale, and noted, that perhaps this is the new norm.
- L. Coryell thanked the Friends for the wonderful Staff Appreciation Luncheon, noting how much the staff looks forward to the event each year.
- Friends will be honoring their 75th anniversary on June 1 in the Reading Garden.

Public Comment: None

Action Item #1: Donations

MOTION made by S. Lackey, SECONDED by W. Reinhardt to approve the library's March donations. Discussion: G. Munce reiterated how important the Friends' contributions are to what the library is able to do.

All Ayes 6-0

Discussion Item #1: New Public Relations and Media Policy

Involves making public statements for the library and the channels in which information is publicly shared.

Committee Reports

Policy Committee –

Finance Committee –

Personnel Committee –

Nominating Committee –

Community Outreach Committee –

Public and Board Comment: G. Munce thanked the library once more for housing the Lyndon broadband box in the lawn along Orchard St. and pointed out that the library is receiving additional broadband capabilities, too, and that perhaps that such be noted in the library's Technology Plan 2024-2029.

Other Items:

- L. Ballard went over the recent Facility Compliancy Report.
- J. Carr shared some ideas from the State of Michigan Friends meeting she attended in Lansing.

Adjournment:

MOTION made by B. Swistock, SECONDED by S. Lackey to adjourn the meeting at 7:50 p.m.

All Ayes, 6-0

Patricia Garcia, Board Secretary

Date

FINANCE REPORTS

Chelsea District Library
Monthly Check Register

April 2024

2:47 PM
05/21/24

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amo...
Check		04/30/2024		Service Charge	001.001 • CSB/Operations Checking		-10.80
				Service Charge	802.100 • Admin-Fees Bank 80...	-10.80	10.80
TOTAL						-10.80	10.80
Bill Pmt -Check	28424	04/03/2024	Great Lakes Ace Hardware	INV 16593/154 - ACCT 200379	001.001 • CSB/Operations Checking		-57.50
Bill	16593-154	03/29/2024		FAERIE GARDEN STRUCTURES PAINT	732.300 • Supplies-MNT-General 7...	-57.50	67.17
TOTAL						-57.50	67.17
Bill Pmt -Check	28425	04/03/2024	The Library Network		001.001 • CSB/Operations Checking		-11,980.53
Bill	73730	03/29/2024		INTERNET JAN - MAR 2024	850.310 • Internet	-1,169.97	1,404.14
Bill	73785	04/01/2024		Envisionware PC/Princhi/LPTOne: 01/01/24 - 12/31/25	967.200 • Equipment Software	-1,046.96	1,046.96
Bill	73824	04/03/2024		SAS - BASIC FEE - APR - JUN 2024	965.200 • Shared Automation System	-5,649.44	5,649.44
				SAS - CIRCULATION CHARGES - APR - JUN 2024	965.200 • Shared Automation System	-2,855.88	2,855.88
				SAS - ITEM LINKED CHARGES - APR - JUN 2024	965.100 • Bibliographic Database	-1,258.28	1,258.28
TOTAL						-11,980.53	12,214.70
Bill Pmt -Check	28426	04/03/2024	12 ACRE STUDIO	INV 670 - GRAPHIC DESIGN WORK	001.001 • CSB/Operations Checking		-2,250.00
Bill	670	04/03/2024		DESIGN WORK - MEETINGS, BUILDING, LAMPOSTS	880.521 • Graphic Design Services	-2,250.00	2,250.00
TOTAL						-2,250.00	2,250.00
Bill Pmt -Check	28427	04/03/2024	A Production Cleaning Company ...	INV 15463 - CLEANING 03/17 - 30/24	001.001 • CSB/Operations Checking		-1,750.00
Bill	15463	04/01/2024		CLEANING 03/17 - 30/24	803.605 • Janitorial	-1,750.00	1,750.00
TOTAL						-1,750.00	1,750.00
Bill Pmt -Check	28428	04/03/2024	A T & T Mobility	ACCT 287286231198X - INV 03142024 - ISSUED ON ...	001.001 • CSB/Operations Checking		-217.44
Bill	X03142024	03/29/2024		PUBLIC WIFI HOT SPOTS 03/07 - 04/06/2024	850.311 • WIFI Hotspots	-217.44	217.44
TOTAL						-217.44	217.44
Bill Pmt -Check	28429	04/03/2024	Alerus Financial	Entity code nos. 400298 / 110320 - pay period starti...	001.001 • CSB/Operations Checking		-5,646.53
Bill	20240318	04/01/2024		03/18/24 - 03/31/24 -PAID 04/05/24 - PR ER 5% MAT...	231.002 • Payroll Lia/401A MchER ...	-1,661.30	1,661.30
				03/18/24 - 03/31/24 -PAID 04/05/24 - PR EE PERSO...	702.300 • Per Svcs - Retmnt - EE 7...	-2,650.22	2,650.22
				03/18/24 - 03/31/24 -PAID 04/05/24 - PR FLEX TO 45...	710.500 • Per Svcs - Fringe B ER 70...	-1,335.01	1,335.01
TOTAL						-5,646.53	5,646.53
Bill Pmt -Check	28430	04/03/2024	Amazon Capital Services Inc		001.001 • CSB/Operations Checking		-315.09
Bill	1Q1V-NNLC-TWWW	03/29/2024		LOCAL AUTHOR - DEATHWIND	982.720 • Adult Print General	-12.99	12.99

Chelsea District Library
Monthly Check Register

April 2024

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05/21/24

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amo...
Bill	1XX1-JPXF-RWJ4	03/29/2024		GSMR CASE, CANDY	884.272 · Teen General Programs	-63.89	63.89
				VIDEOGAMES	982.490 · Videogames	-61.72	61.72
Bill	1696-LLQ-H41X	03/29/2024		ROLL PAPER TOWELS	729.100 · Supplies-Cleaning-Paper ...	-148.98	148.98
				DISINFECTANT WIPES	729.200 · Supplies-Cleaning Sup 7...	-27.51	27.51
TOTAL						-315.09	315.09
Bill Pmt -Check	28431	04/03/2024	American Library Association Me...	GABRIELLE HOPKINS - ALA MEMBERSHIP #20720...	001.001 · CSB/Operations Checking		-162.00
Bill	2072090	04/01/2024		2024 - ALA MEMBERSHIP - HOPKINS - TO 05/31/2025	969.320 · Information Services	-162.00	162.00
TOTAL						-162.00	162.00
Bill Pmt -Check	28432	04/03/2024	AMERICAN UNITED LIFE INSUR...	GROUP: G 00623836-0000-000 APR 04/01/2024 - 04...	001.001 · CSB/Operations Checking		-847.67
Bill	20240319	03/29/2024		APR 04/01/2024 - 04/30/2024	710.200 · Per Svcs-Fringe Flex Ben ...	-847.67	847.67
TOTAL						-847.67	847.67
Bill Pmt -Check	28433	04/03/2024	Baker & Taylor - Adult		001.001 · CSB/Operations Checking		-199.85
Bill	2038159304	03/29/2024		2024 · Adult Print General	982.720 · Adult Print General	-84.63	84.63
Bill	2038182683	04/03/2024		2024 · Adult Print General	982.720 · Adult Print General	-115.22	115.22
TOTAL						-199.85	199.85
Bill Pmt -Check	28434	04/03/2024	Baker & Taylor - Auto Yours Cats		001.001 · CSB/Operations Checking		-110.31
Bill	2038146789	03/29/2024		· Youth Print General	982.760 · Youth Print General	-35.34	35.34
Bill	2038168972	04/03/2024		· Youth Print General	982.760 · Youth Print General	-74.97	74.97
TOTAL						-110.31	110.31
Bill Pmt -Check	28435	04/03/2024	Baker & Taylor - Juvenile	2038168992	001.001 · CSB/Operations Checking		-194.86
Bill	2038166992	04/03/2024		· Youth Print General	982.760 · Youth Print General	-194.86	194.86
TOTAL						-194.86	194.86
Bill Pmt -Check	28436	04/03/2024	Baker & Taylor - Unlabeled Juven...		001.001 · CSB/Operations Checking		-639.47
Bill	2038172934	04/03/2024		2024 · Youth Print General	982.760 · Youth Print General	-354.67	354.67
Bill	2038173147	04/03/2024		2024 · Youth Print General	982.760 · Youth Print General	-284.80	284.80
TOTAL						-639.47	639.47
Bill Pmt -Check	28437	04/03/2024	Ballard, Kerry	BOOKKEEPING THRU 04/05/21	001.001 · CSB/Operations Checking		-640.00
Bill	20240405	04/01/2024		BOOKKEEPING THRU 04/05/24	801.040 · Bookkeeper	-640.00	640.00
TOTAL						-640.00	640.00

Chelsea District Library
Monthly Check Register

April 2024

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Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amo...
Bill Pmt -Check	28438	04/03/2024	Ballard, Linda P.		REIMBURSEMENT - FAERIE HOUSE PAINT - LOWES 001.001 - CSB/Operations Checking		-25.31
Bill	24-2040-LB	03/29/2024			FAERIE HOUSE PAINT - LOWES 732.300 - Supplies-MNT-General 7...	-25.31	25.31
TOTAL						-25.31	25.31
Bill Pmt -Check	28439	04/03/2024	Bibliotheca, LLC		INV-US72654 - ANNUAL RFID CONV 04/15/24 - 04/1... 001.001 - CSB/Operations Checking		-410.00
Bill	INV-US72654	03/29/2024			ANNUAL RFID CONV 04/15/24 - 04/13/2025 803.390 - Computers	-410.00	410.00
TOTAL						-410.00	410.00
Bill Pmt -Check	28440	04/03/2024	Chelsea House Victorian Inn		AUTHORS IN CHELSEA LODGING - 03/19 - 03/20/2... 001.001 - CSB/Operations Checking		-500.00
Bill	7982ANQ5	04/01/2024			2024 AUTHORS IN CHELSEA LODGING 884.228 - Authors in Chelsea	-500.00	500.00
TOTAL						-500.00	500.00
Bill Pmt -Check	28441	04/03/2024	Chelsea Lumber Company		INV 255569 - CUST #1084 001.001 - CSB/Operations Checking		-10.00
Bill	255569	03/29/2024			MISC PAINT - FAERIE HOUSES 732.300 - Supplies-MNT-General 7...	-10.00	10.00
TOTAL						-10.00	10.00
Bill Pmt -Check	28442	04/03/2024	Citizens Insurance Co		COMMERCIAL AUTO POLICY AWH J38007 - ACCT... 001.001 - CSB/Operations Checking		-3,600.00
Bill	AWH J380075	04/01/2024			COMMERCIAL AUTO POLICY AWH J38007 966.300 - Mobile CDL Ins-Auto	-3,600.00	3,600.00
TOTAL						-3,600.00	3,600.00
Bill Pmt -Check	28443	04/03/2024	COMFORT, STACEY		001.001 - CSB/Operations Checking		-77.80
Bill	24-2045-LB	04/01/2024			MARCH REC CENTER MEMBERSHIP 969.620 - Staff In-Service & Appreci...	-25.00	25.00
Bill	20240315	03/29/2024			TRAVEL - TLN YOUTH COMMITTEE - was 969.120, ... 969.144 - Committee Meetings	-52.80	52.80
TOTAL						-77.80	77.80
Bill Pmt -Check	28444	04/03/2024	COMMUNICO LLC		SOFTWARE AND SERVICE - ANNUAL FEES - SOF... 001.001 - CSB/Operations Checking		-7,476.00
Bill	12267	03/29/2024			ANNUAL FEES - RESERVE SOFTWARE - 5/10/24 - ... 967.200 - Equipment Software	-2,243.00	2,243.00
					ANNUAL FEES - ATTEND SOFTWARE - 5/10/24 - 05... 967.200 - Equipment Software	-2,243.00	2,243.00
					ANNUAL FEES - COMMUNICO BASE - 5/10/24 - 05/0... 967.200 - Equipment Software	-2,990.00	2,990.00
TOTAL						-7,476.00	7,476.00
Bill Pmt -Check	28445	04/03/2024	Dollar Bill Printing		001.001 - CSB/Operations Checking		-258.18
Bill	DV-93169-INV	03/29/2024			NAME BADGES 880.340 - Printed Items / Stationary	-218.70	218.70
Bill	DB-93328-INV	03/29/2024			BUSINESS CARDS - ZUBICK 880.340 - Printed Items / Stationary	-39.48	39.48

Chelsea District Library
Monthly Check Register
April 2024

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Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amo...
TOTAL						-258.18	258.18
Bill Pmt-Check	28446	04/03/2024	First Congregational United Chur...	4/19-20 VENUE CHARGE \$225 - 2 OF 2 PAYMENTS ...	001.001 - CSB/Operations Checking		-112.50
Bill	24-3545-SP	03/29/2024		4/19-20/2024 VENUE CHARGE \$225 - 2 OF 2 PAYM...	884.111 - Midwest Literary Walk	-112.50	112.50
TOTAL						-112.50	112.50
Bill Pmt-Check	28447	04/03/2024	First United Methodist Church	DEPOSIT - MIDWEST LIT WALK VENUE	001.001 - CSB/Operations Checking		-225.00
Bill	24-3544-SP	03/29/2024		2024 MIDWEST LITWALK SPACE	884.111 - Midwest Literary Walk	-225.00	225.00
TOTAL						-225.00	225.00
Bill Pmt-Check	28448	04/03/2024	Foster Swift Collins & Smith	INV 881047 - CLIENT 21969-00002	001.001 - CSB/Operations Checking		-220.50
Bill	881047	03/29/2024		FOIA	801.010 - Attorney	-220.50	220.50
TOTAL						-220.50	220.50
Bill Pmt-Check	28449	04/03/2024	GEMINI	DANCING OFF THE PAGE - POETRY - 04/09/2024	001.001 - CSB/Operations Checking		-300.00
Bill	24-3553-SP	04/02/2024		DANCING OFF THE PAGE - POETRY MONTH - 04/0...	884.119 - General Adult Events	-300.00	300.00
TOTAL						-300.00	300.00
Bill Pmt-Check	28450	04/03/2024	HERRON, A	MLA SPRING INSTITUTE	001.001 - CSB/Operations Checking		-283.05
Bill	20240308	03/29/2024		MLA SPRING INSTITUTE	969.120 - Information Services	-283.05	283.05
TOTAL						-283.05	283.05
Bill Pmt-Check	28451	04/03/2024	Ingram Library Services		001.001 - CSB/Operations Checking		-3,671.87
Bill	80977469	03/29/2024		· Youth Print General	982.760 - Youth Print General	-34.40	34.40
Bill	80997800	03/29/2024		· SRP Supplies	884.127 - SRP Supplies	-650.00	650.00
				· Adult Prog Rest Gifts SRP	884.927 - Adult Prog Rest Gifts SRP	-182.49	182.49
Bill	81006512	03/29/2024		· Youth Print General	982.760 - Youth Print General	-17.75	17.75
Bill	81022563	03/29/2024		· Multiple Book Copies	982.740 - Multiple Book Copies	-164.61	164.61
Bill	81022565	03/29/2024		· Adult Print General	982.720 - Adult Print General	-51.85	51.85
Bill	51022562	03/29/2024		· Adult Print General	982.720 - Adult Print General	-17.39	17.39
Bill	81022561	03/29/2024		· Adult Print General	982.720 - Adult Print General	-33.37	33.37
Bill	81022564	03/29/2024		· Adult Large Print	982.710 - Adult Large Print	-32.56	32.56
Bill	81022566	03/29/2024		· Adult Prog Rest Gifts SRP	884.927 - Adult Prog Rest Gifts SRP	-485.97	485.97
Bill	81022567	03/29/2024		· Adult Print General	982.720 - Adult Print General	-16.83	16.83
Bill	81022568	03/29/2024		· Adult Print General	982.720 - Adult Print General	-17.39	17.39
Bill	81040420	03/29/2024		· Youth Print General	982.760 - Youth Print General	-12.44	12.44
Bill	81040421	03/29/2024		· Adult Print General	982.720 - Adult Print General	-367.48	367.48
Bill	81040422	03/29/2024		· Adult Print General	982.720 - Adult Print General	-15.74	15.74
Bill	81040423	03/29/2024		· Adult Large Print	982.710 - Adult Large Print	-21.28	21.28
Bill	81055293	03/29/2024		· Adult Prog Rest Gifts SRP	884.927 - Adult Prog Rest Gifts SRP	-64.90	64.90
Bill	81066636	03/29/2024		· SRP Supplies · SRP Supplies	884.127 - SRP Supplies	-63.61	63.61

Chelsea District Library
Monthly Check Register

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05/21/24

April 2024

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amo...
Bill	81090746	03/29/2024		Adult Prog Rest Gifts SRP	884.927 · Adult Prog Rest Gifts SRP	-16.64	16.64
Bill	81090747	03/29/2024		Youth Print General	982.760 · Youth Print General	-11.88	11.88
Bill	81090750	03/29/2024		Adult Large Print	982.710 · Adult Large Print	-21.48	21.48
Bill	81090749	03/29/2024		Adult Print General	982.720 · Adult Print General	-19.45	19.45
Bill	81090745	03/29/2024		Adult Print General	982.720 · Adult Print General	-31.48	31.48
Bill	81090748	03/29/2024		Adult Print General	982.720 · Adult Print General	-20.39	20.39
Bill	81099215	03/29/2024		Adult Large Print	982.720 · Adult Large Print	-18.49	18.49
Bill	81110436	03/29/2024		Adult Print General	982.710 · Adult Large Print	-76.25	76.25
Bill	81110438	03/29/2024		Adult Print General	982.720 · Adult Print General	-19.03	19.03
Bill	81110439	03/29/2024		Adult Print General	982.720 · Adult Print General	-16.83	16.83
Bill	81110437	03/29/2024		Youth Print General	982.720 · Adult Print General	-17.39	17.39
Bill	81110435	04/01/2024		SRP Supplies	982.760 · Youth Print General	-11.88	11.88
Bill	88115427	04/01/2024		Adult Print General	884.127 · SRP Supplies	-15.94	15.94
Bill	81154428	04/01/2024		Adult Print General	982.720 · Adult Print General	-29.95	29.95
Bill	81154430	04/01/2024		Adult Print General	982.720 · Adult Print General	-293.71	293.71
Bill	81154422	04/01/2024		Adult Print General	982.720 · Adult Print General	-61.65	61.65
Bill	81154426	04/01/2024		Adult Large Print	982.720 · Adult Print General	-34.18	34.18
Bill	81154425	04/01/2024		Adult Print General	982.720 · Adult Print General	-17.08	17.08
Bill	81154423	04/01/2024		Adult Print General	982.710 · Adult Large Print	-40.48	40.48
Bill	81154431	04/01/2024		Adult Print General	982.720 · Adult Print General	-18.77	18.77
Bill	81177706	04/01/2024		SRP Supplies	982.720 · Adult Print General	-21.24	21.24
Bill	81198413	04/01/2024		Adult Print General	982.720 · Adult Print General	-15.74	15.74
Bill	81198415	04/01/2024		Adult Print General	982.720 · Adult Print General	-17.60	17.60
Bill	81198414	04/01/2024		Youth Print General	982.720 · Adult Print General	-72.08	72.08
Bill	81154424	04/03/2024		Youth Print General	884.127 · SRP Supplies	-107.73	107.73
Bill	81219207	04/03/2024		Adult Print General	982.720 · Adult Print General	-45.43	45.43
Bill	91219210	04/03/2024		Adult Print General	982.760 · Youth Print General	-17.39	17.39
Bill	91219206	04/03/2024		Adult Print General	982.720 · Adult Print General	-15.74	15.74
Bill	91219209	04/03/2024		Adult Print General	982.720 · Adult Print General	-11.31	11.31
Bill	81219208	04/03/2024		Adult Print General	982.760 · Youth Print General	-11.89	11.89
TOTAL						-3,671.87	3,671.87
Bill Pmt -Check	28452	04/03/2024	Johnson Controls	ACCT 1348743 - 1-32445287369	001.001 · CSB/Operations Checking	-9,571.00	-9,571.00
Bill	1-132445287369	03/29/2024		HVAC MAINTAINANCE AGREEMENT 04/2024 - 03/2...	803.210 · HVAC MA	-9,571.00	9,571.00
TOTAL						-9,571.00	9,571.00
Bill Pmt -Check	28453	04/03/2024	KANOPY INC	KANOPY BORROWS - MAR	001.001 · CSB/Operations Checking	-244.80	-244.80
Bill	393640-PPU	04/01/2024		KANOPY VIDEO PLAYS - MAR	982.410 · Electronic Products/Subs	-244.80	244.80
TOTAL						-244.80	244.80
Bill Pmt -Check	28454	04/03/2024	KNIGHT TECHNOLOGY GROUP	NETWORK SOFTWARE UPGRADE: VMWARE 8.0 +...	001.001 · CSB/Operations Checking	-1,407.50	-1,407.50
Bill	23611	03/29/2024		APR - DATTO BACKUP + 10 GOOGLE CLOUD ACC...	980.322 · Network Equipment	-277.50	277.50
Bill	23688	04/03/2024			803.390 · Computers	-1,130.00	1,130.00

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TOTAL						-1,407.50	1,407.50
Bill Pmt -Check	28455	04/03/2024	MERIT NETWORK, INC.	INV 15746 - MERIT MEMBER CONF 2024	001.001 - CSB/Operations Checking		-250.00
Bill	15746	03/29/2024		MMC 2024 REGISTRATION - was 969,124, changed ...	969.145 - Workshops	-250.00	250.00
TOTAL						-250.00	250.00
Bill Pmt -Check	28456	04/03/2024	Midwest Tape		001.001 - CSB/Operations Checking		-818.62
Bill	505153419	03/29/2024		MAR FEATURE, TV, FOREIGN DVDs	982.460 - DVD Feature	-209.91	209.91
Bill	505181776	03/29/2024		MAR ADULT NF DVDs	982.470 - DVD Non-Fiction	-20.99	20.99
Bill	505181777	03/29/2024		MAR FEATURE, TV, FOREIGN DVDs	982.460 - DVD Feature	-72.71	72.71
Bill	505214562	03/29/2024		FEB/MAR CDs	982.420 - Adult Music on CD	-75.70	75.70
Bill	505214564	03/29/2024		MAR BOC	982.120 - Adult Books on Disc	-79.98	79.98
Bill	505214565	03/29/2024		MAR FEATURE, TV, FOREIGN DVDs	982.460 - DVD Feature	-44.98	44.98
Bill	505214566	03/29/2024		MAR ADULT NF DVDs	982.470 - DVD Non-Fiction	-22.49	22.49
Bill	505214567	03/29/2024		APR FEATURE ADULT DVDs	982.460 - DVD Feature	-49.48	49.48
Bill	505214568	03/29/2024		APR BOC	982.120 - Adult Books on Disc	-42.99	42.99
Bill	505243026	04/01/2024		FEB/MAR BOC	982.420 - Adult Music on CD	-23.98	23.98
Bill	505243025	04/02/2024		MAR FEATURE, TV, FOREIGN DVDs	982.460 - DVD Feature	-14.99	14.99
Bill	505243028	04/02/2024		MAR FEATURE, TV, FOREIGN DVDs	982.460 - DVD Feature	-160.42	160.42
TOTAL						-818.62	818.62
Bill Pmt -Check	28457	04/03/2024	Midwest Tape - Hoopla	505271644 - MAR BORROWS	001.001 - CSB/Operations Checking		-3,226.16
Bill	505271644	04/02/2024		MARCH BORROWS	982.410 - Electronic Products/Subs	-3,226.16	3,226.16
TOTAL						-3,226.16	3,226.16
Bill Pmt -Check	28458	04/03/2024	Print-tech Inc.	271458	001.001 - CSB/Operations Checking		-483.37
Bill	271458	03/29/2024		MLW BROCHURE	880.412 - Midwest Literary Walk	-483.37	483.37
TOTAL						-483.37	483.37
Bill Pmt -Check	28459	04/03/2024	Serendipity Books		001.001 - CSB/Operations Checking		-367.18
Bill	118703	04/01/2024		AUTHORS IN CHELSEA	884.228 - Authors in Chelsea	-28.76	28.76
Bill	118711	04/01/2024		AUTHORS IN CHELSEA	884.228 - Authors in Chelsea	-188.42	188.42
Bill	24-3554-CS	04/02/2024		DISCUSSION LEADER 04/17/24: CHITRA BANJERE...	884.119 - General Adult Events	-150.00	150.00
TOTAL						-367.18	367.18
Bill Pmt -Check	28460	04/03/2024	T-MOBILE	ACCT 975550022 - STATEMENT DATED 03/21/2024 ..	001.001 - CSB/Operations Checking		-501.77
Bill	20240321	03/29/2024		2024 - MAR - T-MOBILE WIFI HOTSPOTS	850.311 - WiFi Hotspots	-322.26	322.26
				MOBEE CELL	850.122 - Telecommunications -Mob...	-179.51	179.51
TOTAL						-501.77	501.77

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Bill Pmt -Check	28461	04/03/2024	THRIVING MINDS BEHAVIORAL ...	PRESENTER FOR 04/15/24 PARENTING CONNECT...	001.001 · CSB/Operations Checking		-125.00
Bill	215	04/01/2024		04/15/24 PARENTING CONNECTIONS	884.213 · Parenting Programs	-125.00	125.00
TOTAL						-125.00	125.00
Bill Pmt -Check	28462	04/03/2024	UNIVERSITY OFFICE TECHNOLO...	82203968 - PERSONAL PROPERTY TAX	001.001 · CSB/Operations Checking		-350.97
Bill	82203968	03/29/2024		2023 PROPERTY TAX, WASHTENAW CO. + CHELSEA	803.101 · Public Copier	-116.99	116.99
				2023 PROPERTY TAX, WASHTENAW CO. + CHELSEA	803.102 · Staff Copier	-116.99	116.99
				2023 PROPERTY TAX, WASHTENAW CO. + CHELSEA	803.103 · Small Printer Maintenance	-116.99	116.99
TOTAL						-350.97	350.97
Bill Pmt -Check	28463	04/03/2024	VENUE 320	VOID: 2024 MIDWEST LIT WALK VENUE FEE - TOT...	001.001 · CSB/Operations Checking		0.00
TOTAL						0.00	0.00
Bill Pmt -Check	28464	04/03/2024	Whitmarsh, Susan	MEDITATION CLUB	001.001 · CSB/Operations Checking		-400.00
Bill	24-3555-CS	04/02/2024		MEDITATION CLUB - 04/16, 04/30, 5/7/24	884.119 · General Adult Events	-400.00	400.00
TOTAL						-400.00	400.00
Bill Pmt -Check	28465	04/03/2024	Zubik, Jessica	REIMBURSEMENT - VRABEL LUNCH AT ZOU ZOU'S	001.001 · CSB/Operations Checking		-20.77
Bill	24-3546-JZ	03/29/2024		REIMBURSEMENT - AIC LUNCH	884.228 · Authors in Chelsea	-20.77	20.77
TOTAL						-20.77	20.77
Bill Pmt -Check	28466	04/17/2024	A Production Cleaning Company ...		001.001 · CSB/Operations Checking		-3,150.00
Bill	15493	04/15/2024		CLEANING 03/31 - 4/13/24	803.605 · Janitorial	-1,750.00	1,750.00
Bill	15504	04/16/2024		WINDOWS 4/15/24	803.605 · Janitorial	-1,400.00	1,400.00
TOTAL						-3,150.00	3,150.00
Bill Pmt -Check	28467	04/17/2024	ABSOPURE	ACCT 9423998 - INV 89246054	001.001 · CSB/Operations Checking		-38.40
Bill	89246054	04/15/2024		4/8 DELIVERY - BOTTLED WATER	727.100 · Supplies - General Op	-38.40	38.40
TOTAL						-38.40	38.40
Bill Pmt -Check	28468	04/17/2024	Alerus Financial	Entity code nos. 400298 / 110320 - pay period starti...	001.001 · CSB/Operations Checking		-5,646.53
Bill	20240401	04/16/2024		04/01/24 - 04/14/24 -PAID 04/19/24 - PR ER 5% MAT...	231.002 · Payroll Lia/401A MchER ...	-1,661.30	1,661.30
				04/01/24 - 04/14/24 -PAID 04/19/24 - PR EE PERSE...	702.300 · Per Svcs - Retmnt - EE 7...	-2,650.22	2,650.22
				04/01/24 - 04/14/24 -PAID 04/19/24 - PR FLEX TO 45...	710.500 · Per Svcs - Fringe B ER 70...	-1,335.01	1,335.01
TOTAL						-5,646.53	5,646.53

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Bill Pmt -Check	28469	04/17/2024	Amazon Capital Services Inc		001.001 · CSB/Operations Checking		-675.12
Bill	1W6X-WFJK-PWDM	04/15/2024		WHITE BOARD SUPPLIES	884.126 · General Adult Programs	-16.98	16.98
Bill	1F7Y-HLGT-CWK3	04/15/2024		FROG AND TOAD PLUSHIES	884.226 · Summer Reading	-54.49	54.49
Bill	1YKX-MF71-KTHL	04/15/2024		PUSH BEAR DOLL	982.765 · Youth/Teen Special Need...	-25.99	25.99
Bill	1CNN-3XNF-31GG	04/15/2024		AUTISM BOOKS	982.760 · Youth Print General	-89.82	89.82
Bill	1X36-V9G1-717L	04/15/2024		DICE & BAGS	884.272 · Teen General Programs	-32.67	32.93
Bill	1HVQ-CVHW-HQ7C	04/15/2024		DOLHOUSE COMPONENTS	884.277 · Teen Summer Reading	-81.26	81.90
Bill	1VR1-QHH9-9JXY	04/17/2024		CHOCOLATE	980.200 · Director Expense	-149.22	149.22
Bill	16KG-CGXH-QDVV	04/17/2024		TEEN PROGRAMS -	884.272 · Teen General Programs	-122.79	122.79
TOTAL				12 PAK LED SHORT NECK SNIFL BULBS	732.100 · Supplies-MNT-Light Bulbs...	-69.95	69.95
				4 PAK 2' LED T8 + TUBE	732.100 · Supplies-MNT-Light Bulbs...	-51.95	51.95
						-675.12	676.02
Bill Pmt -Check	28470	04/17/2024	American Library Association Me...		001.001 · CSB/Operations Checking		-282.00
Bill	1016882	04/16/2024		2024 · ALA MEMBERSHIP · BALLARD · TO 05/31/2025	989.311 · Assistant Director	-120.00	120.00
Bill	2258711	04/16/2024		2024 · ALA MEMBERSHIP · BALLARD · TO 05/31/2025	989.320 · Information Services	-162.00	162.00
TOTAL						-282.00	282.00
Bill Pmt -Check	28471	04/17/2024	Ann Arbor Observer	29932	001.001 · CSB/Operations Checking		-482.40
Bill	29932	04/15/2024		MLW ADVERTS	880.110 · Media Buy	-482.40	482.40
TOTAL						-482.40	482.40
Bill Pmt -Check	28472	04/17/2024	AUTHORS UNBOUND		001.001 · CSB/Operations Checking		-1,121.20
Bill	5646	04/17/2024		TRAVEL - WADE ROUSEVIOLA SHIPMENT - FOR ...	001.001 · CSB/Operations Checking	-1,121.20	1,121.20
TOTAL				TRAVEL - MLW - WADE ROUSEVIOLA SHIPMAN - ...	884.911 · Adult Prog Rest Gifts MW...	-1,121.20	1,121.20
Bill Pmt -Check	28473	04/17/2024	Baker & Taylor - Auto Yours Cats	2038190017	001.001 · CSB/Operations Checking		-73.23
Bill	2038190017	04/15/2024		· Youth Print General	982.760 · Youth Print General	-73.23	73.23
TOTAL						-73.23	73.23
Bill Pmt -Check	28474	04/17/2024	Baker & Taylor - Juvenile		001.001 · CSB/Operations Checking		-656.24
Bill	2038185702	04/15/2024		· Youth Print General	982.760 · Youth Print General	-279.52	279.52
Bill	2038186068	04/15/2024		· Youth Print General	982.760 · Youth Print General	-157.99	157.99
Bill	2038197889	04/15/2024		· Youth Print General	982.760 · Youth Print General	-218.73	218.73
TOTAL						-656.24	656.24
Bill Pmt -Check	28475	04/17/2024	Ballard, Kerry	BOOKKEEPING THRU 04/19/21	001.001 · CSB/Operations Checking		-640.00
Bill	20240419	04/16/2024		BOOKKEEPING THRU 04/19/24	801.040 · Bookkeeper	-640.00	640.00

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TOTAL						-640.00	640.00
Bill Pmt -Check	28476	04/17/2024	Blue Care Network of Michigan	GROUP 00277068 SUBGROUP 0002 - COVERAGE ...	001.001 - CSB/Operations Checking		-4,649.47
Bill	241000041368	04/15/2024		2024 - MAY 05/01 - 31/2024 - MED INS	710.200 - Per Svcs-Fringe Flex Ben ...	-4,649.47	4,649.47
TOTAL						-4,649.47	4,649.47
Bill Pmt -Check	28477	04/17/2024	Budget Library Supplies	20817	001.001 - CSB/Operations Checking		-1,798.00
Bill	20817	04/15/2024		Single CD & DVD Cases	728.200 - Supplies-Matl Proc Case 7...	-1,798.00	1,798.00
TOTAL						-1,798.00	1,798.00
Bill Pmt -Check	28478	04/17/2024	Chelsea Community Education	ENROLLMENT IN BROCHURE ADVERTISING - WIN...	001.001 - CSB/Operations Checking		-385.00
Bill	24-4025-wk	04/15/2024		ENROLLMENT IN BROCHURE ADVERTISING - WIN...	880.110 - Media Buy	-385.00	385.00
TOTAL						-385.00	385.00
Bill Pmt -Check	28479	04/17/2024	Cintas Corporation-300	4189434087 ACCT# 14203324	001.001 - CSB/Operations Checking		-161.84
Bill	4189434087	04/15/2024		RUGS - PRICE INCREASE AS OF 02/2024	729.300 - Supplies-Cleaning Rugs 7...	-139.87	139.87
				SOAP - PRICE INCREASE AS OF 02/2024	729.200 - Supplies-Cleaning Sup 7...	-21.97	21.97
TOTAL						-161.84	161.84
Bill Pmt -Check	28480	04/17/2024	Cintas Fire Protection	5 YEAR SPRINKLER INTERNAL, 5 YEAR HYDRO - ...	001.001 - CSB/Operations Checking		-2,159.51
Bill	0D26094805	04/15/2024		5 YEAR SPRINKLER INTERNAL, 5 YEAR HYDRO - ...	803.010 - Maint Svc Contingency	-2,159.51	2,159.51
TOTAL						-2,159.51	2,159.51
Bill Pmt -Check	28481	04/17/2024	City of Chelsea	21375 - TRASH, MAR	001.001 - CSB/Operations Checking		-40.00
Bill	21375	04/15/2024		MAR 2024 - TRASH	803.620 - Trash	-40.00	40.00
TOTAL						-40.00	40.00
Bill Pmt -Check	28482	04/17/2024	City of Chelsea-Elect & Water	MAR - UTILITIES: ELECTRICITY, WATER, SEWER, ...	001.001 - CSB/Operations Checking		-2,851.58
Bill	20240404	04/15/2024		WATER - MAR	920.110 - City of Chelsea Water	-59.67	59.67
				SEWER - MAR	920.120 - City of Chelsea Sewer	-137.68	137.68
				ELECTRICITY - MAR	920.130 - City of Chelsea Electric	-2,626.76	2,626.76
				SPRINKLER - MAR	920.150 - City of Chelsea Sprinkler	-27.47	27.47
TOTAL						-2,851.58	2,851.58
Bill Pmt -Check	28483	04/17/2024	Constellation NewEnergy-Gas Di...	INV 4005370 - ACCT BG-303066 - MAR - 02/21 - 03/...	001.001 - CSB/Operations Checking		-1,209.35

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Bill	4005970	04/15/2024		MAR - 02/21 - 03/20/2024	920.200 · McKune Gas	-1,209.35	1,209.35
TOTAL						-1,209.35	1,209.35
Bill Pmt -Check	28484	04/17/2024	Foresight Group	217072011	001.001 · CSB/Operations Checking	-1,462.58	-1,462.58
Bill	217072011	04/15/2024		EASTSIDE ENTRANCE BANNER	880.441 · General Service/Resource...	-1,462.58	1,462.58
TOTAL						-1,462.58	1,462.58
Bill Pmt -Check	28485	04/17/2024	Ingram Library Services		001.001 · CSB/Operations Checking	-813.84	-813.84
Bill	81243418	04/15/2024		· Adult Print General	982.720 · Adult Print General	-16.50	16.50
Bill	81243415	04/15/2024		· Adult Print General	982.720 · Adult Print General	-190.99	190.99
Bill	81243414	04/15/2024		· Adult Print General	982.720 · Adult Print General	-59.94	59.94
Bill	81243412	04/15/2024		· Adult Large Print	982.710 · Adult Large Print	-56.94	56.94
Bill	81243417	04/15/2024		· Adult Large Print	982.710 · Adult Large Print	-91.40	91.40
Bill	81243413	04/15/2024		· Adult Print General	982.720 · Adult Print General	-45.36	45.36
Bill	81243419	04/15/2024		· Adult Print General	982.720 · Adult Print General	-13.74	13.74
Bill	81243408	04/15/2024		· Adult Print General	982.720 · Adult Print General	-16.54	16.54
Bill	81243409	04/15/2024		· Adult Print General	982.720 · Adult Print General	-17.64	17.64
Bill	81243416	04/15/2024		· Adult Print General	982.720 · Adult Print General	-26.10	26.10
Bill	81243411	04/15/2024		· Adult Print General	982.720 · Adult Print General	-16.28	16.28
Bill	81243410	04/15/2024		· Adult Print General	982.720 · Adult Print General	-16.53	16.53
Bill	81281516	04/15/2024		· Adult Print General	982.720 · Adult Print General	-34.23	34.23
Bill	81281517	04/15/2024		· Adult Print General	982.720 · Adult Print General	-34.77	34.77
Bill	81281519	04/15/2024		· Adult Large Print	982.710 · Adult Large Print	-30.79	30.79
Bill	81281518	04/15/2024		· Youth Print General	982.760 · Youth Print General	-113.66	113.66
Bill	81281515	04/15/2024		SRP	884.127 · SRP Supplies	-32.43	32.43
TOTAL						-813.84	813.84
Bill Pmt -Check	28486	04/17/2024	KeyBank	A/C Ending3195 DUE 05/06/2024 \$5784.21	001.001 · CSB/Operations Checking	-5,784.21	-5,784.21
Bill	20240506	04/16/2024		NATIONAL VOLUNTEER SUPPLIES	885.200 · Supplies	-154.71	163.22
				PLAYBOOK BUILDER, HR PLAYBOOK	987.200 · Equipment Software	-181.14	170.00
				HEALTH - MARCH MEMBERSHIPS STIPEND	989.620 · Staff In-Service & Appreci...	-185.89	175.00
				HOOTSUITE - INITIAL BILLING	880.220 · Misc Publications	-563.05	594.00
				FACEBOOK · A/C ADVERTISING	880.422 · Authors in Chelsea	-28.46	30.00
				NINA HERRST PHOTOGRAPHY LLC, A/C	880.522 · Photography Services	-473.93	500.00
				THE SUN TIMES, AD X 2 A/C	880.110 · Media Buy	-297.17	313.50
				CHELSEA VILLAGE FLOWER, A/C BALLOONS	880.422 · Authors in Chelsea	-12.05	12.72
				NINA HERRST PHOTOGRAPHY LLC, MLW - DEPO...	880.522 · Photography Services	-284.36	300.00
				4IMPINT, MLW - NOTEBOOK AND PEN SET	880.412 · Midwest Literary Walk	-522.68	551.43
				META - FB, A/C FB ADVERTISING	880.422 · Authors in Chelsea	-13.27	14.00
				CHELSEA GUARDIAN, MLW ADVERTISING	880.110 · Media Buy	-47.39	50.00
				CHELSEA CHAMBER, BREAKFAST	980.200 · Director Expense	-28.45	30.00
				PAPERLESS POST, MLW E-VITE FOR RECEPTION	880.412 · Midwest Literary Walk	-56.87	60.00
				THE SUN TIMES, MLW ADVERTISING	880.110 · Media Buy	-148.57	156.75
				MEIJER, REFRESHMENTS - ONLY MURDERS IN T...	884.121 · Refreshments	-67.47	71.18
				DELTA HOTELS, MUSKEGON CONVENTION - 3/7 ...	989.120 · Information Services	-162.42	171.35
				SKYBOUND, GAME DECKS	884.272 · Teen General Programs	-40.73	42.96
				WASHTENAW COUNTY PARKS AND REC, SRP PR...	884.127 · SRP Supplies	-47.39	50.00
				ALPHABRODER, A/C - T-SHIRTS	880.422 · Authors in Chelsea	-66.35	70.00

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				ALPHABRODER, AIC - T-SHIRTS	884.272 · Teen General Programs	-52.05	54.91
				POLLYS, SNACKS - TWEEEN BOOK CLUB	884.230 · Youth Reading Group	-20.75	21.90
				POLLYS, GENERAL YOUTH PROGRAMS	884.212 · General Youth Programs	-29.55	31.18
				COMMON GRILL, AUTHORS IN CHELSEA	884.211 · Authors in Chelsea	-311.07	328.18
				GOLDEN LIMOUSINE, AIC - AUTHOR TRANSPORT ...	884.228 · Authors in Chelsea	-192.13	202.70
				GOLDEN LIMOUSINE, AIC - AUTHOR TRANSPORT ...	884.228 · Authors in Chelsea	-130.56	137.74
				TEMU, SRP (TOTAL \$63.02)	884.272 · Teen General Programs	-16.41	17.31
				MEIJER, TEEN REFRESHMENTS	884.277 · Teen Summer Reading	-43.32	45.71
				MENARDS, TEEN REFRESHMENTS	884.276 · Teen Refreshments	-11.20	11.82
				MENARDS, SRP (TOTAL \$28.26)	884.261 · Teen Summer Reading	-9.84	10.38
				CRUNCHROLL, MEMBERSHIP - ANIME STREAMING	884.272 · Teen General Programs	-7.57	7.98
				EXPRESSIONS VINYL, TEEN SUMMER READING	884.277 · Teen Summer Reading	-36.11	38.08
				COMMON SENSE MEDIA, BOOK REVIEW SUBSCRIP...	882.410 · Electronic Products/Subs	-37.90	39.99
				MAGNOLIA JOURNAL, QUARTERLY MAGAZINE - A...	882.630 · Magazines	-23.70	25.00
				AMAZON VIDEO, \$9.99, \$3.74, \$6.99, \$5.99 (TOTAL ...	960.200 · Director Expense	-25.32	26.71
				ACCO BRANDS, LAMINATOR FILM	727.100 · Supplies - General Op 72...	-11.66	12.30
				ACCO BRANDS, LAMINATOR FILM	727.100 · Supplies - General Op 72...	-220.68	232.82
				COMMON GRILL, PRE-BOARD MTG - AI PRESENT...	969.620 · Staff In-Service & Apprec...	-117.31	123.76
				AGRICOLE, L BROWN, G HOPKINS - WORK ANNIV...	969.940 · Staff Apprec - Restricted	-47.39	50.00
				CHELSEA CHAMBER, 2024 MEMBERSHIP DUES	969.540 · Institutional Member Cha...	-94.78	100.00
				VALJANT, WORKING AMERICA EXHIBIT COMMITTEE...	960.200 · Director Expense	-43.01	45.38
				VIMEO, WEBSITE HOSTING AND SVCS - VIDEO H...	803.395 · Website Hosting & Service	-79.62	84.00
				ZOOM, VIDEO CONF SOFTWARE - 03/24 - 04/24/2024	967.200 · Equipment Software	-37.45	39.50
				STAR2STAR, VOIP - PHONE SVC 03/26 - 04/25/2024	850.120 · Telephone	-451.09	475.90
				ROCHEN WEB HOSTING, SVC 04/01/2024 - 03/31/2...	803.395 · Website Hosting & Service	-363.53	383.52
				ROCHEN WEB HOSTING, LOCATED IN LONDON, U...	803.395 · Website Hosting & Service	-10.91	11.51
TOTAL						-5,784.21	6,102.29
Bill Pmt -Check	28487	04/17/2024	Michigan Municipal League-Unemp	2024 1ST QUARTER - DUE 04/25/2024	001.001 · CSB/Operations Checking	-113.46	-113.46
Bill	24-6031	04/16/2024		2024 1ST QUARTER - UNEMPLOYMENT INSURANCE	710.300 · Per Svcs-Fringe-Unemp ...	-113.46	113.46
TOTAL						-113.46	113.46
Bill Pmt -Check	28488	04/17/2024	Midwest Tape		001.001 · CSB/Operations Checking	-136.96	-136.96
Bill	505246472	04/16/2024		FEB/MAR CDs	982.420 · Adult Music on CD	-8.99	8.99
Bill	505246474	04/16/2024		APRIL BOC	982.120 · Adult Books on Disc	-127.97	127.97
TOTAL						-136.96	136.96
Bill Pmt -Check	28489	04/17/2024	Postmaster	POSTAGE - SUMMER NEWSLETTER MAILING	001.001 · CSB/Operations Checking	-1,300.00	-1,300.00
Bill	24-4024-VK	04/15/2024		SUMMER NEWSLETTER MAILING	880.230 · Newsletter Postage	-1,300.00	1,300.00
TOTAL						-1,300.00	1,300.00
Bill Pmt -Check	28490	04/17/2024	Print-tech Inc.		001.001 · CSB/Operations Checking	-982.26	-982.26
Bill	271346	04/15/2024		MLW ADHESIVE VINYL DATE STICKERS, BANNERS	880.412 · Midwest Literary Walk	-168.84	168.84
Bill	271496	04/15/2024		MLW POSTERS	880.412 · Midwest Literary Walk	-204.33	204.33

Chelsea District Library
Monthly Check Register
April 2024

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amo...
Bill	271634	04/15/2024		AVENUE BANNERS - NEW BRANDING	880.130 · Signs/Banners/Posters	-609.09	609.09
TOTAL						-982.26	982.26
Bill Pmt -Check	28491	04/17/2024	RK Studios	INV 04/16/2024, EVENT PHOTOGRAPHY - MARCH	001.001 · CSB/Operations Checking		-150.00
Bill	24-4026-VK	04/17/2024		STAFF AND SMALLER GROUP PHOTOS	880.522 · Photography Services	-150.00	150.00
TOTAL						-150.00	150.00
Bill Pmt -Check	28492	04/17/2024	SenSource	59179 - PSP & VEA CORE SOFTWARE AND ONE S...	001.001 · CSB/Operations Checking		-291.00
Bill	59179	04/15/2024		People Counter Annual 06/30/24 - 06/29/25	987.200 · Equipment Software	-291.00	291.00
TOTAL						-291.00	291.00
Bill Pmt -Check	28493	04/17/2024	SILVERIO, LUZ	1 REPLACES CHECK 1432	001.001 · CSB/Operations Checking		-41.60
Bill	REPLACES 1432	04/17/2024		REPLACE CHECK 1432 11/16/2001 - SEE CHECK # ...	257.001 · Accrued Wages & Taxes	-41.60	41.60
TOTAL						-41.60	41.60
Bill Pmt -Check	28494	04/17/2024	Unique Management Services Inc	6124573 CLIENT # 1954 - 2024 MAR - COLLECTIO...	001.001 · CSB/Operations Checking		-53.70
Bill	6124573	04/15/2024		2024 MAR COLLECTION FEES (PLACEMENTS)	801.090 · Collection Fees	-53.70	53.70
TOTAL						-53.70	53.70
Bill Pmt -Check	28495	04/17/2024	UNIVERSITY OFFICE TECHNOLO...	82377936 - ACCT #1624667 - SITE 5597587	001.001 · CSB/Operations Checking		-767.20
Bill	82377936	04/15/2024		COPIER LEASE 04/01 - 04/30/2024 COPIER LEASE 04/01 - 04/30/2024 COPIER LEASE 04/01 - 04/30/2024	803.101 · Public Copier 803.102 · Staff Copier 803.103 · Small Printer Maintenance	-241.82 -437.18 -88.20	241.82 437.18 88.20
TOTAL						-767.20	767.20
Bill Pmt -Check	28496	04/17/2024	Verizon Wireless	INV 9960292862 - ACCT 442098695-00001 - 02/29 ...	001.001 · CSB/Operations Checking		-742.17
Bill	9960292862	04/15/2024		HOT SPOTS - 02/29 - 03-28/2024 IT CELL PHONE - 02/29 - 03-28/2024 MOBEE WIFI + HOTSPOT - 02/29 - 03-28/2024	850.311 · WIFI Hotspots 850.121 · IT Cell Phone 850.312 · Internet/Service - Mobile C...	-610.89 -51.06 -80.22	610.89 51.06 80.22
TOTAL						-742.17	742.17
Bill Pmt -Check	28497	04/17/2024	WEELINX INC	CUSTOM WEBSITE DESIGN \$17820.00. PMT 2 OF ...	001.001 · CSB/Operations Checking		-4,455.00
Bill	33675	04/15/2024		PMT 2 OF 4 - GRAPHIC PHASE	801.071 · Website Development	-4,455.00	4,455.00
TOTAL						-4,455.00	4,455.00
Bill Pmt -Check	28498	04/17/2024	YEO & YEO	INV 590952CLIENT - 081130350	001.001 · CSB/Operations Checking		-11,750.62

Chelsea District Library
Monthly Check Register

2:47 PM
05/21/24

April 2024

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amo...
Bill	590952	04/15/2024		PROGRESS BILLING FOR AUDIT FYE 12/31/2023	801.020 · Auditor	-11,750.62	11,750.62
TOTAL						-11,750.62	11,750.62
Bill Pmt -Check	28499	04/17/2024	Zubik, Jessica	REIMBURSEMENT - PLA CONFERENCE, COLUMB...	001.001 · CSB/Operations Checking		-1,212.93
Bill	04/05/24	04/15/2024		REIMBURSEMENT - PLA CONFERENCE, COLUMB...	969.120 · Information Services	-1,212.93	1,212.93
TOTAL						-1,212.93	1,212.93

Chelsea District Library Donation and Restricted

January through April 2024

	Jan - Apr 24	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
674.000 · Revenue Contribution & Donation			
674.100 · Designated Adult Collection	50	50	0
674.101 · Designated Youth Collection	5,150	5,150	0
674.110 · Designated Adult Programming	2,000	7,000	(5,000)
674.111 · Designated Youth Programming	3,500	7,750	(4,250)
674.112 · Designated Music Focus Programs	1,000	3,000	(2,000)
674.113 · Designated Exhibits Programming	0	3,000	(3,000)
674.120 · Undesignated Donation	12,190	11,515	675
674.141 · Designated Technology	0	3,000	(3,000)
674.150 · Continuing Education Restricted	750	1,500	(750)
Total 674.000 · Revenue Contribution & Donation	24,640	41,965	(17,325)
675.000 · Private Grant Sources			
675.400 · Chelsea Ed Foundation	232	232	0
Total 675.000 · Private Grant Sources	232	232	0
Total Income	24,872	42,197	(17,325)
Gross Profit	24,872	42,197	(17,325)
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			
884.130 · Washtenaw Reads			
884.940 · Washtenaw Reads Restricted Gift	0	750	(750)
Total 884.130 · Washtenaw Reads	0	750	(750)
884.210 · Youth Speakers			
884.211 · Authors in Chelsea			
884.921 · Youth Prog Rest Gifts Authors	0	4,000	(4,000)
Total 884.211 · Authors in Chelsea	0	4,000	(4,000)
Total 884.210 · Youth Speakers	0	4,000	(4,000)
884.400 · Music Focus			
884.961 · Songfest - Restricted Gift	0	1,000	(1,000)
884.962 · Music in the Air - Restricted	0	2,000	(2,000)
Total 884.400 · Music Focus	0	3,000	(3,000)
884.500 · Artist In Residence			
884.970 · Artist In Residence Restricted	0	1,000	(1,000)
Total 884.500 · Artist In Residence	0	1,000	(1,000)
884.910 · Adult Programming Restricted			
884.911 · Adult Prog Rest Gifts MWest LW	1,121	2,500	(1,379)
884.916 · Aud Prg. Rst. Gifts Purple Rose	0	2,000	(2,000)
884.927 · Adult Prog Rest Gifts SRP	750	750	0

Chelsea District Library
Donation and Restricted
January through April 2024

	Jan - Apr 24	Budget	\$ Over Budget
Total 884.910 · Adult Programming Restricted	1,871	5,250	(3,379)
884.920 · Youth Programming Restricted			
884.926 · Youth Prog Rest Gifts SRP	0	4,000	(4,000)
884.950 · Youth Programming Restricted Gr			
884.953 · Youth Prog Rest Chelsea Ed Foun	232	232	0
Total 884.950 · Youth Programming Restricted Gr	232	232	0
Total 884.920 · Youth Programming Restricted	232	4,232	(4,000)
Total 884.000 · Programming	2,103	18,232	(16,129)
969.000 · CE, Staff Development & Travel			
969.600 · Staff Training, In-Service			
969.940 · Staff Apprec - Restricted	205	750	(545)
Total 969.600 · Staff Training, In-Service	205	750	(545)
Total 969.000 · CE, Staff Development & Travel	205	750	(545)
970.000 · Capital Expense 980.00			
980.200 · Technology			
980.900 · Technology Restricted Gifts			
980.910 · Capital Restr Gift -Mobile CDL	0	0	0
Total 980.900 · Technology Restricted Gifts	0	0	0
Total 980.200 · Technology	0	0	0
Total 970.000 · Capital Expense 980.00	0	0	0
982.000 · Collection Expense			
982.910 · Adult Collection Restricted	0	50	(50)
982.920 · Youth Collection Restricted	139	5,150	(5,011)
Total 982.000 · Collection Expense	139	5,200	(5,061)
Total Expense	5,447	27,182	(21,735)
Net Ordinary Income	19,425	15,015	4,410
Net Income	19,425	15,015	4,410

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

															TOTAL	
	Jan 24	Feb 24	Mar '24	Apr 24	May 24	Jun 24	Jul 24	Aug 24	Sep 24	Oct 24	Nov 24	Dec 24	Jan - Dec 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense																
Income																
402.000 · District Revenue	1,098,860	655,625	354,738	3,940	0	0	0	0	0	0	0	0	2,113,163	2,180,986	(67,823)	97%
540.100 · State Aid	0	55,832	0	8,119	0	0	0	0	0	0	0	0	63,951	74,000	(10,049)	86%
574.100 · Penal Fines	0	0	0	0	0	0	0	0	0	0	0	0	0	16,000	(16,000)	0%
645.100 · Copiers & Printers	0	424	374	518	359	0	0	0	0	0	0	0	1,675	3,000	(1,325)	56%
657.100 · Non-Resident Fees 607.100	(16)	1,188	0	0	0	0	0	0	0	0	0	0	1,172	3,500	(2,328)	33%
657.200 · ILL Fees/Collection Agency Rec	0	132	15	30	30	0	0	0	0	0	0	0	207	200	7	104%
665.000 · Bank Interest 665.100	105	164	205	174	0	0	0	0	0	0	0	0	648			
665.100 · Investment Gains/Losses 666.100	1,973	1,686	1,729	6,266	0	0	0	0	0	0	0	0	11,654	14,784	(3,130)	79%
669.000 · Investment Value Change 665.500	517	(2,039)	(1,849)	(5,262)	0	0	0	0	0	0	0	0	(8,633)			
671.000 · Misc Income & Refunds 606.000	0	2,500	1,250	1,250	1,245	0	0	0	0	0	0	0	6,245	15,000	(8,755)	42%
674.000 · Revenue Contribution & Donation	16,350	1,240	6,250	800	0	0	0	0	0	0	0	0	24,840	41,965	(17,325)	59%
675.000 · Private Grant Sources	232	0	0	0	0	0	0	0	0	0	0	0	232	232	0	100%
691.000 · Other Fin Source - Lease GASB87	0	0	0	0	0	0	0	0	0	0	0	0	0	8,400	(8,400)	0%
Total Income	1,118,021	716,752	362,712	15,835	1,634	0	0	0	0	0	0	0	2,214,954	2,358,067	(143,113)	94%
Gross Profit	1,118,021	716,752	362,712	15,835	1,634	0	0	0	0	0	0	0	2,214,954	2,358,067	(143,113)	94%
Expense																
701.000 · Personnel Svcs Control Acct 701	79,536	97,433	96,755	99,175	95,120	0	0	0	0	0	0	0	468,019	1,331,617	(863,598)	35%
727.000 · Supplies	468	1,287	779	1,956	792	0	0	0	0	0	0	0	5,282	16,362	(11,080)	32%
730.000 · Printing&Publishing P&P 727.600	0	0	0	0	0	0	0	0	0	0	0	0	0	600	(600)	0%
731.000 · Other Svc - Postage 727.700	0	0	64	0	6	0	0	0	0	0	0	0	70	1,500	(1,430)	5%
732.000 · Supplies-Maintenance 727.800	39	52	790	122	428	0	0	0	0	0	0	0	1,431	3,500	(2,069)	41%
801.000 · Professional & Contractual Svcs	6,464	4,218	4,250	18,590	4,853	0	0	0	0	0	0	0	38,375	133,735	(95,360)	29%
802.000 · Admin-Fees & Misc Costs 801.300	11	123	25	11	0	0	0	0	0	0	0	0	170	890	(720)	19%
803.000 · Maintenance Service Contracts	6,014	7,651	18,192	11,226	6,797	0	0	0	0	0	0	0	49,880	202,521	(152,641)	25%
850.000 · Telecommunications	(17)	4,954	3,829	1,436	2,584	0	0	0	0	0	0	0	12,786	48,980	(36,194)	26%
880.000 · Promotional Materials	4,020	11,008	6,147	9,365	3,490	0	0	0	0	0	0	0	34,030	78,600	(44,570)	43%
884.000 · Programming	19,698	44,354	5,220	5,764	9,431	0	0	0	0	0	0	0	84,467	204,587	(120,120)	41%
885.000 · Volunteer	0	0	54	163	78	0	0	0	0	0	0	0	295	2,500	(2,205)	12%
920.000 · Utilities	2,807	4,649	4,473	4,061	4,288	0	0	0	0	0	0	0	20,278	68,850	(48,572)	29%
960.000 · Board & Director Expense	47	14	317	225	275	0	0	0	0	0	0	0	878	3,500	(2,622)	25%
965.000 · Automation Services	3,495	9,764	0	9,764	0	0	0	0	0	0	0	0	23,023	49,605	(26,582)	46%
966.000 · Insurance 801.200	0	0	2,939	3,600	0	0	0	0	0	0	0	0	6,539	19,632	(13,093)	33%
967.000 · Equipment	6,902	3,943	9,441	1,547	2,461	0	0	0	0	0	0	0	24,294	50,800	(26,506)	48%
969.000 · CE, Staff Development & Travel	1,271	2,957	1,114	697	3,639	0	0	0	0	0	0	0	9,678	29,101	(19,423)	33%
970.000 · Capital Expense 980.00	0	11,998	9,027	0	0	0	0	0	0	0	0	0	21,025	253,500	(232,475)	8%
982.000 · Collection Expense	3,729	36,049	8,781	10,784	8,734	0	0	0	0	0	0	0	68,077	201,622	(133,545)	34%
Total Expense	134,484	240,454	172,197	178,486	142,976	0	0	0	0	0	0	0	868,597	2,702,002	(1,833,406)	32%
Net Ordinary Income	983,537	476,298	190,515	(162,651)	(141,342)	0	0	0	0	0	0	0	1,346,357	(343,935)	1,690,292	
Other Income/Expense																
Other Expense																
995.001 · Trans to Capital Imprv 999.001	0	0	0	0	0	0	0	0	0	0	0	0	0	53,500	(53,500)	0%
995.002 · Trans to Cap Resv Fund 999.002	0	0	0	0	0	0	0	0	0	0	0	0	0	200,000	(200,000)	0%
Total Other Expense	0	0	0	0	0	0	0	0	0	0	0	0	0	253,500	(253,500)	0%
Net Other Income	0	0	0	0	0	0	0	0	0	0	0	0	0	(253,500)	253,500	0%
Net Income	983,537	476,298	190,515	(162,651)	(141,342)	0	0	0	0	0	0	0	1,346,357	(597,435)	1,943,792	

Chelsea District Library
Profit & Loss Prev Year Comparison
January through April 2024

		Jan - Apr 24	Jan - Apr 23	\$ Change	% Change	
Ordinary Income/Expense						
Income						
402.000 · District Revenue	402	2,113,162.94	1,964,666.87	148,496.07	7.56%	
540.100 · State Aid		63,951.33	66,241.46	-2,290.13	-3.46%	
645.100 · Copiers & Printers		1,316.55	858.25	458.30	53.4%	
657.100 · Non-Resident Fees 607.100		1,171.87	281.25	890.62	316.67%	
657.200 · ILL Fees/Collection Agency Rec		177.00	75.00	102.00	136.0%	
665.000 · Bank Interest 665.100		648.52	447.30	201.22	44.99%	
665.100 · Investment Gains/Losses 666.100		11,653.80	9,762.66	1,891.14	19.37%	
669.000 · Investment Value Change 665.500		-8,633.06	5,344.60	-13,977.66	-261.53%	*
671.000 · Misc Income & Refunds 606.000		5,000.00	3,672.20	1,327.80	36.16%	
674.000 · Revenue Contribution & Donation		24,640.38	14,546.25	10,094.13	69.39%	
675.000 · Private Grant Sources		232.05	0.00	232.05	100.0%	
Total Income		2,213,321.38	2,065,895.84	147,425.54	7.14%	
Gross Profit		2,213,321.38	2,065,895.84	147,425.54	7.14%	
Expense						
701.000 · Personnel Svcs Control Acct 701		372,898.74	358,555.00	14,343.74	4.0%	
727.000 · Supplies 727		4,489.67	2,484.25	2,005.42	80.73%	
731.000 · Other Svc - Postage 727.700		63.72	208.89	-145.17	-69.5%	
732.000 · Supplies-Maintenance 727.800		1,002.24	281.02	721.22	256.64%	
801.000 · Professional & Contractual Svcs		33,522.76	20,529.11	12,993.65	63.29%	
802.000 · Admin-Fees & Misc Costs 801.300		169.71	78.46	91.25	116.3%	
803.000 · Maintenance Service Contracts		43,083.68	50,009.55	-6,925.87	-13.85%	
850.000 · Telecommunications		10,201.29	12,505.20	-2,303.91	-18.42%	
880.000 · Promotional Materials		30,540.21	23,409.79	7,130.42	30.46%	
884.000 · Programming		75,036.77	69,343.09	5,693.68	8.21%	
885.000 · Volunteer		217.39	124.38	93.01	74.78%	
920.000 · Utilities		15,989.92	16,252.42	-262.50	-1.62%	
960.000 · Board & Director Expense		602.45	363.41	239.04	65.78%	
965.000 · Automation Services		23,022.20	9,550.35	13,471.85	141.06%	
966.000 · Insurance 801.200		6,539.00	2,862.00	3,677.00	128.48%	
967.000 · Equipment		21,833.38	22,111.13	-277.75	-1.26%	
969.000 · CE, Staff Development & Travel		6,038.89	3,620.06	2,418.83	66.82%	
970.000 · Capital Expense 980.00		21,024.50	266,415.89	-245,391.39	-92.11%	
982.000 · Collection Expense		59,342.76	54,383.10	4,959.66	9.12%	
Total Expense		725,619.28	913,087.10	-187,467.82	-20.53%	
Net Ordinary Income		1,487,702.10	1,152,808.74	334,893.36	29.05%	
Net Income		1,487,702.10	1,152,808.74	334,893.36	29.05%	

Note: 23 totals are for the entire year. 24 totals are for the first 1/3 of 2024.

* 669.000 - Investment value is falling because bonds purchased in previous years (at lower % rates of returns) would be worth less if redeemed now (sold early). This is not a material concern because CDL has no need or intention to settle the bond at any time other than the bond's full maturity date.

When settled at the BMD, CDL receives exactly what the bond was originally purchased for and loses nothing.

7.0

CHELSEA DISTRICT LIBRARY

Fund Balances

April 30, 2024

		Beginning Balance	Net Change	Ending Balance
General Fund				
LOCAL BANKS BALANCES				
Checking Account/ Chelsea State Bank	001.001	\$956,298.44	-\$191,481.06	\$764,817.38
Paypal Account	003.002	\$0.00	\$0.00	\$0.00
Cash on Hand		<u>\$956,298.44</u>	<u>-\$191,481.06</u>	<u>\$764,817.38</u>
Ameriprise Account				
MMF - Interest and earnings	017.003	\$1,591,559.98	\$1,003.63	\$1,592,563.61
MMF - Deposits and withdrawals	017.003	\$700,000.00	\$0.00	\$700,000.00
Fixed Income Fund	017.004	\$166,742.19	\$0.00	\$166,742.19
Investment Partners Total		<u>\$2,458,302.17</u>	<u>\$1,003.63</u>	<u>\$2,459,305.80</u>
Total General Fund				
		<u>\$3,414,600.61</u>	<u>-\$190,477.43</u>	<u>\$3,224,123.18</u>
Debt Service Fund				
Bond Debt Retirement Fund Checking	003.008	<u>\$725,273.47</u>	<u>-\$653,567.60</u>	<u>\$71,705.87</u>

8.1

Ameriprise 04/30/2024

Account no. 0000-4823-9221-4

GL ACCOUNTS - 017.003, 017.004, 666.100, 666.500

	Beginning Balance	Transfers from operating account	Interest	Change in Value	Transfers to operating account	Ending balance*
12/31/23						\$1,756,285.06
01/31/24	\$1,756,285.06	\$0.00	\$1,973.36	\$516.95	\$0.00	\$1,758,775.37
02/29/24	\$1,758,775.37	\$700,000.00	\$1,685.54	-\$2,038.70	\$0.00	\$2,458,422.21
03/31/24	\$2,458,422.21	\$0.00	\$1,728.84	-\$1,848.88	\$0.00	\$2,458,302.17
04/30/24	\$2,458,302.17	\$0.00	\$6,266.06	-\$5,262.43	\$0.00	\$2,459,305.80
05/31/24						\$0.00
06/30/24						\$0.00
07/31/24						\$0.00
08/31/24						\$0.00
09/30/24						\$0.00
10/31/24						\$0.00
11/30/24						\$0.00
12/31/24						\$0.00
Balance YTD		\$700,000.00	\$11,653.80	-\$8,633.06	\$0.00	
	YTD 017.003 + 017.004	(+) = in.	YTD 665.100	YTD 669.000	to operating account	017.003+017.004

*Should match Ameriprise Statement

DIRECTOR'S REPORT

Library Director's Report

Respectfully submitted for May 2024 board meeting

Staff Announcements

Two stellar staff marked their work anniversaries this month:

Head of Information Services Shannon Powers, eight years on April 18

Library Assistant Beth Easterwood, 20 years (!!!!!) on April 26

Bond Payoff

We made the final payment on the bond debt on April 29! Wahoo!

New Overtime Rule

On April 23, the U.S. Department of Labor announced a final rule relative to exemptions from overtime pay as part of the Fair Labor Standards Act (FLSA). The FLSA sets the thresholds for white collar exemptions to overtime requirements. Effective July 1, 2024 the threshold will increase from \$35,568 to \$43,888. As of January 1, 2025, the annual salary threshold will rise to \$58,656.

Currently, all professional staff meet the \$43,888 threshold. However, on January 1, 2025, our librarians will no longer be exempt from overtime. We are currently putting measures in place to accommodate the ruling.

Workplace Perception Survey

The University of Michigan-Dearborn's Office of Engagement and Impact, iLabs, is conducting a survey to better understand library and TLN employees' views of the workplace. The survey link was shared with all staff. According to the project manager, "(f)indings from this important study will be used to help TLN create programming and services in the future to address areas of concern and support better work environments for library employees." Results will be shared with you as soon as they are available.

Strategic Plan 2024-28 Progress in April 2024

1.1 Provide a welcoming place for all

- Hosted MLW authors with diverse perspectives and backgrounds

1.2 Elevate the library as a location for community building

- Hosted Michigan Read-in event with Serendipity Books

1.4 Get the word out about the great things happening at CDL

- Updated Chamber members at quarterly breakfast about outreach efforts to schools with AiC and community with MLW

2.1 Plan for staff succession and cultivate future library leaders

- Jessica Zubik and Laura Brown attended PLA for professional development
- Amy Zoran begins attending Library of Michigan's Leadership Academy

2.2 Green the library

- Replaced eastside entrance banners with product using half the vinyl material of previous banners
- Exploring Library Marketing and Communications Conference's recommended pro-bono resource for campaign consulting

Out and About: Meetings Attended April 2024

- Rotary meetings – April 2, 16 & 23
- Walk to School Wednesdays – April 3, 10 & 24
- Juror, Sculpture Walk – April 4
- Chelsea Area Chamber Ambassadors meeting – April 10
- Library of Michigan Directors' meeting – April 12
- Chelsea Area Chamber board meeting – April 18
- Midwest Lit Walk – April 20
- "How to Pick Your Policy: Creating a Digital Preservation Policy" – April 30

**Chelsea District Library
Assistant Director's Report
April 2024**

Facility update

- Boiler project update- I have received a quote from Robertson Morrison and am waiting on a revised quote from Johnson Controls. Hope to have a decision by early June.
- HVAC- replaced the Return Fan motor. Thought we might make it until next year but it had other ideas. We also had a quarterly planned maintenance service, including a filter change.
- Sprinkler should be turned on by the time you read this. Had enough rain this spring to delay them a few weeks.
- Bi-annual window cleaning was completed this month. Will be done again in October.
- The elevator button replacement is scheduled for May 24, 2024.

Meetings and programs

The Circ and Info Services departments met separately this month due to scheduling issues but our whole staff did not meet as a group. We will meet in May for our annual In-service.

Our blood drive was successful this month and we will have another one in August.

The 2025 budget is progressing well. All of the numbers are in and we continue to discuss and finalize them in our weekly meetings. We don't anticipate needing the three scheduled finance committee meetings in June. Drafts are distributed to the board at the July board meeting.

We celebrated National Library Week in April with another amazing lunch gifted to staff by the Friends. It was pretty well unanimous that they outdid themselves this year! We also celebrated our wonderful volunteers during National Volunteer Week in April. We encourage our staff to thank the volunteers as they come in during the week and it is fun to sit in my office and listen to them express enthusiastic gratitude to our volunteers.

One of our premier programs, the Midwest Lit Walk, also took place in April and it was, IMHO, one of the best we've had. Despite my best efforts, I had not read the book by Chitra Banerjee Divakaruni but still found her presentation very interesting and enjoyable. And I always enjoy watching the audiences' reactions to these authors that they love meeting and listening to.

Volunteers

Book sale volunteers gave us 181 hours of service this month and our non-book sale volunteers gave 130.50 hours, for a total of 311.50 volunteer hours in April.

Respectfully submitted,
Linda Ballard, Assistant Director

April Highlights

- April is, of course, our annual Midwest Literary Walk! This year's walk was uniquely full of laughter. We chose authors with humorous or uplifting content after a few years of very serious content. It was a nice change, and attendance increased from 2023.
- Lit Walk included a visit to the Chelsea High School and to the Chelsea Senior Center with Roz Chast. The attendees were thrilled. All 28 students had their books signed, and engagement from the students during the presentation was high.
- Throughout April I worked on the 2025 budget, researching and requesting funding for each of my lines.
- In April Lori and I met with a patron named Tom Drinkwater who has volunteered to lead a history book club for the library. We believe this book club will offer a great option for male readers and other readers who are less interested in our current book club picks.
- April included a visit to the Rochester Hills library to tour their makerspace. I gleaned information about organizing and staffing the space, while Stacey Comfort and Matt Jensen enjoyed learning about the equipment. We even received an excellent recommendation for a new 3D printer to replace our existing damaged machine.
- Stacey Comfort hosted another Teen Job Fair, with 65 attendees and lots of social media buzz!
- Librarians met in April to discuss Mobee and the falling attendance throughout the cooler months. We suggested a seasonal schedule and ways to increase the success of certain stops.

Program Attendance

Date	Name	In-Person	Live Virtual	Recorded Virtual	Kits
	Adult Program Attendance				
4/2/2024	Reading Glasses Book Club	11			
4/9/2024	Musical Poetry	24			
4/10/2024	Books & Banter	12			
4/16/2024	Library Read-In	5			
4/16/2024	Meditation Club	18			
4/17/2024	Hometown Book Club	15			
4/19/2024	Roz Chast talk at Senior Center	16			
4/20/2024	Midwest Literary Walk	490			
4/22/2024	Examining Climate Change in Michigan	15			
4/23/2024	Meditation Club	14			

Information Services Report: April 2024
Shannon Powers, Head of Information Services

4/30/2024	Meditation Club	15			
4/30/2024	makerChelsea: Beaded Embroidery	19			
	<i>Adult Program Totals</i>	654			
	Early Literacy Program Attendance				
4/2/2024	Babytime	9			
4/4/2024	Ballet Storytime	98			
4/9/2024	Babytime	9			
4/10/2024	Preschool Storytime	12			
4/11/2024	Toddler time	26			
4/16/2024	Babytime	15			
4/17/2024	Preschool Storytime	16			
4/18/2024	Toddler time	38			
4/23/2024	Babytime	8			
4/24/2024	Preschool Storytime	16			
4/25/2024	Toddler time	38			
4/30/2024	Babytime	8			
	<i>Early Literacy Program Totals</i>	293			
	Youth Program Attendance				
4/1/2024	Lego Club	15			
4/8/2024	Youth Creativity Zine	12			
4/15/2024	Parenting Connections: Toddlers and Testing Limits	5			
4/16/2024	Chess Clinics w/ Chase	12			
4/17/2024	Family DnD	11			
4/18/2024	READ to Library Dogs	9			
4/22/2024	Earth Day Explorers	14			
4/24/2024	Family DnD	11			
	<i>Youth Program Totals</i>	96			
	Teen Program Attendance				
4/4/2024	TTT: Pop Tarts Taste Test & No Sew Stuffed Pop Tarts	2			
4/5/2024	PWNED Teen Gaming Club	12			
4/11/2024	TTT: Blackout & Found Poetry	1			
4/19/2024	Roz Chast talk at High School	30			

Information Services Report: April 2024
Shannon Powers, Head of Information Services

4/27/2024	Teen Job Fair	65			
	<i>Teen Program Totals</i>	80			
	Outreach Program Attendance				
4/3/2024	St. Louis Center Read Aloud (adult)	15			
4/5/2024	Solar Eclipse glasses giveaway (all ages)	235			
4/11/2024	Silver Maples Book Club (adult)	11			
4/18/2024	Pines Book Club (adult)	8			
4/18/2024	Storytime @ Mudpies	27			
4/24/2024	Mobee @ After Care	21			
4/25/2024	Storytime @ ECC	26			
3/15/2024	Storytime @ ECC	28			
4/26/2024	Storytime @ ECC (2 sessions)	43			
4/26/2024	BLANK the Librarian (teen)	215			
	<i>Outreach Program Totals</i>	629			
	Walk to School Wednesdays				
4/3/2024	Walk to School Wednesdays	14			
4/10/2024	Walk to School Wednesdays	15			
4/24/2024	Walk to School Wednesdays	9			
	<i>WTSW Totals</i>	38			
	Mobee Visit Program Attendance				
4/2/2024	Sylvan Township Hall	1			
4/3/2024	Pines	6			
4/4/2024	Chelsea Hospital	0			
4/5/2024	Lake House Bakery Storytime/activity	1			
4/8/2024	Dancey House (UMRC) (outreach, adult)	8			
4/8/2024	St. Barnabas Church (outreach, all ages)	4			
4/8/2024	Lima Township Hall (outreach, all ages)	1			
4/9/2024	Lyndon Township Hall (outreach, all ages)	0			
4/11/2024	Robin Hills Farm (outreach, all	0			

	ages)				
4/11/2024	Sharon Ann Apartments (outreach, all ages)	0			
4/16/2024	New Harvest Church	0			
4/16/2024	Dexter Township	1			
4/22/2024	North Lake United Methodist Church (outreach, all ages)	1			
4/22/2024	Silver Meadows (outreach, adult)	5			
4/22/2024	Silver Maples (outreach, adult)	7			
	<i>Mobee Totals</i>	34			

Ingenuity Engine

Program Stats

Date	Program	Attendance
4/9/2024	Tuesdays in the Engine -Sewing Machines	4
4/27/2024	Be Ingenious Workshop Series: Laser Cutter	1

One-One Appointment Stats

Number of Appointments & Tours	40
Number of attendees at appointments & tours	52
Number of Unique Users	31

Reference, Collections, Deliveries, and Other

Services	April 24
Reference Questions	2589
CDL Delivers & Deposit Book Deliveries	22

Information Services Report: April 2024
Shannon Powers, Head of Information Services

*The Chelsea District Library was closed on March 31 for the Easter holiday.

Information Technology

Respectfully Submitted
by Scott Rakestraw

CHELSEA DISTRICT LIBRARY
BOARD REPORT
May 2024

TECH NOTES

MALWARE ALERT



Washtenaw Public Service Tech Talk

Scott Rakestraw
April 22 at 9:16 PM

For those who build and manage systems, we must strive to understand the mind of those who would exploit our systems.

The attacker is exploiting a property of GitHub: comments to a particular repo can contain files, and those files will be associated with the project in the URL. What this means is that someone can upload malware and "attach" it to a legitimate and trusted project.
- Bruce Schneier



SLEEPINGCOMPUTER.COM

GitHub comments abused to push malware via Microsoft repo URLs

A GitHub flaw, or possibly a design decision, is being abused by threat actors to distribute mal...

Like

Send

Scott Rakestraw

Bruce Explains...

<https://www.schneier.com/...using-legitimate-github-urls...>



SCHNEIER.COM

Using Legitimate GitHub URLs for Malware - Schneier on Security

Scott Rakestraw

More on the attacker mindset: Palo Alto Exploited/Patched (mostly)

<https://www.darkreading.com/...palo-alto-exploited-patched...>



DARKREADING.COM

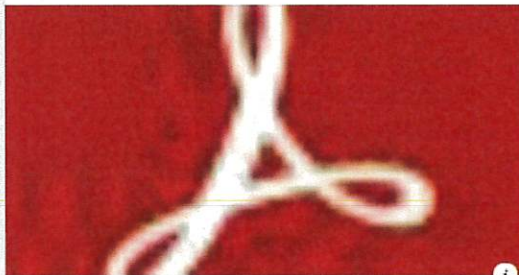
Evil XDR: Researcher Turns Palo Alto Software Into Perfect Malware

<https://chelseadistrictlibrary.org/techtalk>

Recent security experts report that two major service providers have been compromised by bad actors. Although **the library does NOT use GitHub or Palo Alto** currently, the danger is real: one day our services could be disrupted due to a *security lapse by a trusted vendor*.

Scott Rakestraw
March 25

Without Advanced Permission, Adobe Adds "AI" Features to Acrobat/Reader :



HELPXADOB.COM

Turn off the generative AI features

Acrobat's generative AI features are currently in beta. AI Assistant and Generative summary are...

Scott Rakestraw

Author

Here's the Adobe link describing the AI features:

<https://www.adobe.com/acrobat/generative-ai/pdf.html>



ADOBE.COM

Generative AI document & PDF tool | Adobe Acrobat

Keeping an Eye on "AI"

Adobe announced the **Acrobat Reader** will enable AI features "ON" by default *opening the software and our [patron] data to privacy concerns*. We are **NOT** vulnerable here YET, but *we will continue to monitor this development*.

CHELSEA SENIOR CENTER



CDL Support Log Detail for Chelsea Senior Center

APRIL 2024

Summary	Total Hours
2022	394.00
2023	368.50
2024	149.50

Total Hours	Date	OnSite Hours	OffSite Hours
33.5	April	31.5	2

TECHNOLOGY SERVICES

DATA SERVICES		JAN	FEB	MAR	APR
4124.3	Hotspots: Total GB Used - Township Halls	1037.8	1045.3	1024.2	1017
55	-- Lima Township (GB)	13.4	14.8	12.9	13.9
145.8	-- Sylvan Township (GB)	35.7	34.9	38.5	36.7
3923.5	-- Mobile Beacon (GB)	988.7	995.6	972.8	966.4
72	Hotspot Devices Circulated	18	16	20	18
1507	Public Internet - Computer Sessions	354	373	391	389
1770	Public Internet - Wireless Logins	486	465	422	397

ONLINE SERVICES		JAN	FEB	MAR	APR
69389	Website Sessions	14976	14639	19399	20375
31686	Website Users	7614	8631	7695	7746
10320	AUDIO Downloads Total	2667	2430	2694	2529
7104	-- Audio: Overdrive	1871	1677	1826	1730
3216	-- Audio: Hoopla	796	753	868	799
2011	VIDEO Downloads Total	451	449	529	582
1360	-- Video: Kanopy	326	300	343	391
651	-- Video: Hoopla	125	149	186	191
8245	EBook Downloads Total	2023	1935	2195	2092
7281	-- Ebook: Overdrive	1784	1727	1927	1843
964	-- Ebook: Hoopla	239	208	268	249
20576	TOTAL Downloads	5141	4814	5418	5203

Head of Marketing & Communications Monthly Board Report
(April 1–30, 2024): Respectfully submitted by Virginia Krueger

April Marketing Highlights:

MIDWEST LITERARY WALK



April was highlighted by CDL's 16th annual Midwest Literary Walk on Saturday, April 20. This annual event brings three renowned authors to downtown Chelsea for author talks, Q&A sessions, and book signings. Serendipity Books was the official bookseller at the event and owner Michelle Tuplin interviewed two of the three authors. Roz Chast, memoirist and cartoonist, opened the day at Main Street Church to a standing-room-only audience. Due to a last-minute injury that restricted travel, CDL staff & Tuplin pivoted and conducted an interview via Zoom with award-winning author and poet Chitra Banerjee Divakaruni to a live audience of over 100 people. The day wrapped up with Michigan Notable Author and Memoirist Wade Rouse, who also writes under the pen name Viola Shipman. Rouse delighted the 150+ audience with his warm and open reflections on writing, publishing, and life. Our audience size increased in 2024 from 2023, which was encouraging, as our partnerships changed without the

involvement of Rich & Karen Fahle and Literati bookstore. The audience comments were overwhelmingly positive:

“Fun! My first exposure to Roz. What a quirky delight!”

“Incredibly inspiring, even on Zoom. Michelle was awesome too.”

“Wow! What a lovely, kind, and touching author/talk. I was equal parts laughter and tears! I loved them all, but Wade is something very special.”

“Loved it! I was laughing so much I was crying a little!”

Website Redesign:

Weblinx continued coding the new demo website. This coding will take approximately ten weeks. We will do the initial beta testing internally, make necessary adjustments, and then engage with a larger group of staff, board, and select members of the public for further feedback. The design is coded mobile-first, will be ADA and WCAG compliant, and prioritizes the most used services and resources at the library.

Social Media:



April Social Media Metrics

CDL Facebook: 3,544 followers (+72) | 1,600 page visits ↑ | 37.1K page reach ↓ | 2.6% engagement rate

CDL Instagram: Followers: 1,021 (+9) | 63 profile visits ↓ | 537 page reach ↑ | 39.6% engagement rate

eNewsletters: CDL eNews has 3,707 subscribers (+18 in April) and Midwest Literary Walk has 513 (+2) subscribers

Our emailed newsletters continue to outperform industry averages and contribute positively to program attendance.

April Metrics:

- We sent five weekly newsletters (51% open rate) & five Lit Walk newsletters message (59% open rate)

April Marketing Channel Response:

In April, we had 233 program registrations where identifying the marketing channel was asked. The breakdown of how the registrants heard about the program is as follows:

- Print Newsletter: 87
- Website: 29
- eNewsletter: 28
- Word of Mouth: 32

- Local paper/Chelsea Update: 4
- Social Media: 13
- Other/blanks: 31
- Serendipity Books: 9

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

Other miscellaneous duties:

- Proofread and edited Summer Newsletter content to prepare for print. The newsletter will mail on May 21.
- Coordinated with Jan to create a board presentation about the bond payoff and summer library events.
- Coordinated/Planned graphics and promotion of bond payoff celebration and Music in the Air
- Planned for annual in-service day basement clean-up
- Filled in for Mobee stops in Dexter and Lima townships
- Worked with Lori and 12 Acre Studio to prepare designs for the utility box public art project
- Met with Dollar Bill Printing to review and plan for new business cards for staff and board
- Developed 2025 promotional budget
- Reviewed potential lobby and wayfinding electronic signage for 2025
- Coordinated with Eli Zemper of Curiouser Clay and Linda for St. Louis Center art installation and reception in the CDL Reading Garden.
- Unfortunately, of the 334 entries from across the country, we were not selected as a winner for ALA's 2024 PR Xchange awards
- Created Summer Reading Program book labels and prize coupons
- Worked with Wildesign to create Mobee coloring sheets for the Lyndon Township Fix the Dang Roads event.
- Assisted Gary Zenz with the Friends of CDL 75th anniversary presentation
- Reached out to 5HT about a potential feature article about Jim Abbott's visit in the Fall/Winter edition of Connected
- Helped with Lit Walk reception at the Merkel home
- Designed and ordered Mobee flag to help with visibility at stops where the vehicle cannot be seen from the road.
- Updated the Summer Reading Program webpage

Circulation Supervisor's Report April 2024

- Circulation – 19578 in April
- Patron Count- 10668 for April
- Circulation by township- for April:
 - Dexter = 11% of total transactions
 - Lima = 11% of transactions
 - Lyndon = 12% of transactions
 - Sylvan = 15% of transactions
 - Chelsea = 36% of transactions
- April Circulation: 83% were items from Chelsea and 17% were inter-loaned items.

Libby = 3961 ; Hoopla = 1318 Kanopy = 391

- Registrations for April– 61 new cards; 6637 total card holders
 - *Dexter = 851 cards; Lima = 716 cards; Lyndon = 901 cards
 - *Sylvan = 1244 cards; Chelsea = 2445 cards; Nonresident = 480 cards
- Self-Check Machine: April 1552 or 9% of total checkouts

April Notes:

- I attended weekly management meetings.
- I worked my PIC shifts each week.
- We received 138 tubs from TLN in April, with 6.3 being the daily average.
- I participated in WTSW each week.
- We processed 55 MeLCat items for other libraries, and received 54 items for our patrons.
- We had 1365 unique visitors to the library.
- Kim L. and Brandy N continued training as assistants - they are doing wonderful.
- I held an assistant and an aide meeting.
- I attended the monthly SASUG meeting via Zoom.
- I went out on a Mobee stop with Everett to the North Lake Methodist Church.
- Beth Easterwood celebrated her 20th work anniversary at CDL!
- I attended my first sessions of MLA Leadership Academy in Lansing.

Respectfully submitted,
Amy Zoran
Head of Circulation

ACTION ITEMS

Action Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet May 30, 2024, Board Packet

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

Accept April donations and changes to the 2024 FY Budget.

		<u>Income Line - Expense Line</u>	
Mary Green	Non-Designated (In Memory of Sally Dickinson)	674.120	884.412 \$50.00
CFSEM	Non-Designated	674.120	880.521 \$250.00
		<u>Sub Total: \$300.00</u>	

Acknowledge the donations below that are already in the budget.

Sub Total: \$0.00

Total General Donations: \$300.00

Acknowledge the donations below toward the CDL Endowment.

Patricia Garcia, Board Secretary

Date

DISCUSSION ITEMS

Discussion Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet May 30, 2024 Board Meeting

Budget Adjustments

Discussion:

There is some money moving between rollup lines, which requires Board approval.

- \$2,000 from 967.100 (Kindles) to 980.201 (new line for Cap. Tech/Kindles), plus \$2,200 already spent in 967.100 to 980.201
 - \$277.50 from 980.322 to 803.350 (Expense from Equipment to Maintenance)
 - \$1,600 from 967.500 Makerspace Equipment to 980.110 (new line for Cap. Furn/Equip/Makerspace)
 - \$9,000 from 801.079 (Strategic Plan Professional Services) to 969.620 (Staff In-Service/Apprec.)
-

Discussion Item #2

Chelsea District Library
Board of Trustees

Library Board Fact Sheet May 30, 2024 Board Meeting

Policy Update: 310 Request for Reconsideration of Library Materials or Programs

Discussion:

There are several small changes that the Policy Committee is recommending to Policy 310 Request for Reconsideration of Library Materials or Programs, which include adding that the requests must come from patrons living in the Chelsea District Library service area, as well as when items are eligible for review a second time.

Chelsea District Library Policy and Procedure

Policy Section: **3. Collections & Services**

Board Approval Date: December 17, 1991

Revision Date: Oct.17, 2006, March 18, 2014

Revision Date: January 18, 2022

Revision Date: March 21, 2024

Subject: **310 Request for Reconsideration of Library Materials or Programs**

Background:

It is the objective of the Chelsea District Library to provide materials and programs from all possible media for the enlightenment of the community, the advancement of knowledge, and the pleasure of recreation.

Chelsea District Library fully endorses the principles documented in the Library Bill of Rights and the Freedom to Read Statement of the American Library Association. Materials and programs available through the library present a diversity of viewpoints, enabling citizens to make the informed choices necessary in a democracy. The library also selects a wide variety of library materials and programs that satisfy the diverse interests of our community.

Policy:

The library upholds the right of the individual to secure its resources and attend programs, even though the content may be controversial, unorthodox, or unacceptable to some. The library's varied collection is available to all; however, it is not expected that all of the collection will appeal to everyone. Likewise, the library's programs are varied and available to all; however, they are not expected to appeal to everyone. The library recognizes that any given item or program may offend a patron. The library will not force a patron to use a particular item or attend a particular program; conversely, the patron should not deny the right of others access to library items or attend programs. Parents are solely responsible for what their children access at the library.

Patrons **living in the Chelsea District Library service area** who wish to request the withdrawal or reclassification of materials currently owned by the library are encouraged to discuss their concerns with a library manager or its director. Likewise, patrons **living in the Chelsea District Library service area** who wish to express concerns about programs that do not meet the library mission are encouraged to discuss their concerns with a library manager or its director. If the patron is not satisfied with the response to their request, the manager or director will provide the patron with information on the reconsideration process and either the Request for Reconsideration of Materials Form or the Request for Reconsideration of a Library Program Form to initiate formal reconsideration of the library resource or program.

Items and programs that are not removed after formal reconsideration will not be eligible

for another review for five years.

Withdrawn books are donated to the Friends of the Chelsea District Library for book sales. The proceeds from such sales are used for the benefit of the library; books that are not sold will be disposed of at the discretion of the Friends.

COMMITTEE INFO & MINUTES

**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

12-12-23

Patricia Garcia, Board Secretary

Date

