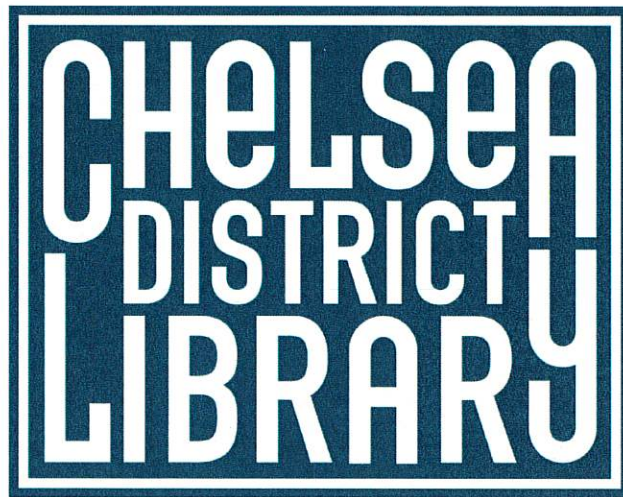


**Chelsea District Library
Board of Trustees**

Agenda and Information Packet



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

**June 18, 2024
6:45 pm**

**McKune Room at the Chelsea
District Library**

CHELSEA DISTRICT LIBRARY BOARD OF TRUSTEES

Tuesday, June 18, 2024—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 Presentation: Shannon Powers on Collection Development

7:20 Director's, Strategic Plan, and Friends Reports

7:30 Public Comment

7:35 Action Items

1. Policy Update: 310 Request for Reconsiderations of Library Materials or Programs

7:45 Discussion Items

1. Agenda Public Participations Guidelines
2. Agenda Bylaws

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**

Thursday, May 30, 2024 9:00 a.m.
Meeting Location: McKune Room

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

Trustees Absent: None

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

Guests: None

Welcome and Call to Order

J. Carr called the meeting to order at 9:00 a.m.

Consent Agenda

MOTION made by TJ Helfferich, SECONDED by B. Swistock to approve the Consent Agenda with the April minutes and financials. Discussion: None

All Ayes: 7-0

Agenda Review, Additions, and Approval

MOTION made by B. Swistock, SECONDED by W. Reinhardt to approve the agenda, as presented. Discussion: None

All Ayes: 7-0

Director's Report Update:

L. Coryell update:

- This Saturday is the 75th anniversary of the Friends in Chelsea, the 25th anniversary of the district library formation, and the Music in the Air program.

Friends Report Update:

- Book sale is on June 8 and Friend's jewelry sale is on June 20.

Public Comment: None

Action Item #1: Donations

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

All Ayes 7-0

Discussion Item #1: Budget Adjustments

The library is moving money within the budget to different rollup lines because of the 2023 audit (and to stay ahead of the 2024 audit), which requires Board approval.

MOTION made by W. Reinhardt, SECONDED by S. Lackey to move Discussion Item #1 to Action Item #2. Discussion: None

All Ayes 7-0

Action Item #2: Budget Adjustments

MOTION made by P. Garcia, SECONDED by S. Lackey to approve the library's budget adjustments. Discussion: None

All Ayes 7-0

Discussion Item #2: Policy 310 Update

Several small changes to Policy 310: Request for Reconsideration of Library Materials or Programs were recommended due to suggestions from a webinar seminar. There was a discussion about the best way to word the proposed changes. The changes will be made and the updated policy will come back as an Action Item in June.

Committee Reports

Policy Committee –

Finance Committee –

Personnel Committee –

Nominating Committee –

Community Outreach Committee –

Public and Board Comment: G. Munce announced that Lyndon Township and the ACD will split the cost of the wrap for the new box in the library lawn that houses the Lyndon broadband wiring.

Other Items:

- J. Carr asked about attendance at the next two board meetings.
- There was a question about the last time a trustee pay raise was enacted.

Adjournment:

MOTION made by W. Reinhardt, SECONDED by TJ Helfferich to adjourn the meeting at 9:36 a.m.

All Ayes, 7-0

Patricia Garcia, Board Secretary

Date

FINANCE REPORTS

10:41 AM
08/13/24

Chelsea District Library
Monthly Check Register

May 2024

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill Pmt -Check		05/15/2024	Ann Arbor Symphony Orchestra	QuickBooks generated zero amount transaction for ...	001.001 - CSB/Operations Checking		0.00
TOTAL						0.00	0.00
Check		05/31/2024		Service Charge	001.001 - CSB/Operations Checking		-3.40
				Service Charge	802.100 - Admin-Fees Bank 801...	-3.40	3.40
TOTAL						-3.40	3.40
Bill Pmt -Check	28500	05/01/2024	A Production Cleaning Company I...	INV 15521 - CLEANING 04/14 - 27/24	001.001 - CSB/Operations Checking		-1,750.00
Bill	15521	04/28/2024		CLEANING 04/14 - 27/24	803.805 - Janitorial	-1,750.00	1,750.00
TOTAL						-1,750.00	1,750.00
Bill Pmt -Check	28501	05/01/2024	A T & T Mobility	ACCT 287286231198X - INV 04142024 - ISSUED ON 0...	001.001 - CSB/Operations Checking		-217.44
Bill	04142024	04/26/2024		PUBLIC WIFI HOT SPOTS 04/07 - 05/06/2024	850.311 - WIFI Hotspots	-217.44	217.44
TOTAL						-217.44	217.44
Bill Pmt -Check	28502	05/01/2024	Alerus Financial	Entity code nos. 400298 / 110320 - pay period startin...	001.001 - CSB/Operations Checking		-5,562.14
Bill	20240415	05/02/2024		04/15/24 - 04/28/24 -PAID 05/03/24 - PR ER 5% MATCH 04/15/24 - 04/28/24 -PAID 05/03/24 - PR EE PERSONA... 04/15/24 - 04/28/24 -PAID 05/03/24 - PR FLEX TO 457(b)	231.002 - Payroll Lia/401A MichER 2... 702.300 - Per Svcs - Retmnt - EE 70... 710.500 - Per Svcs - Fringe B ER 701...	-1,821.37 -2,805.76 -1,335.01	1,821.37 2,805.76 1,335.01
TOTAL						-5,562.14	5,562.14
Bill Pmt -Check	28503	05/01/2024	Amazon Capital Services Inc		001.001 - CSB/Operations Checking		-596.35
Bill	1DVH-LN8D-WPR3	04/30/2024		ROZ CHAST BOOK CLUB BOOKS	884.131 - Washtenaw Reads	-208.06	206.06
Bill	1FHX-NM4N-8DKP	04/30/2024		OUTDOOR BOOK CLUB BOOKS - SPRING	884.128 - General Adult Programs	-70.50	70.50
Bill	17YL-WZDR-NPNT	04/30/2024		GARAGE - REPLACEMENT SLIDE SCANNER	982.430 - Non-Traditional Collections	-178.99	178.99
Bill	1NXH-7X3M-FVHN	04/30/2024		SUMMER READING PROGRAM	884.226 - Summer Reading	-140.80	140.80
TOTAL						-596.35	596.35
Bill Pmt -Check	28504	05/01/2024	AMERICAN UNITED LIFE INSURA...	GROUP: G 00823836-0000-000 MAY 05/01/2024 - 05/3...	001.001 - CSB/Operations Checking		-838.11
Bill	20240417	04/26/2024		MAY 05/01/2024 - 05/31/2024	710.200 - Per Svcs-Fringe Flex Ben 7...	-838.11	838.11
TOTAL						-838.11	838.11
Bill Pmt -Check	28505	05/01/2024	Baker & Taylor - Adult		001.001 - CSB/Operations Checking		-190.86
Bill	2038200020	05/02/2024		2024 - Adult Print General	982.720 - Adult Print General	-123.62	123.62
Bill	2038223785	05/02/2024		2024 - Adult Print General	982.720 - Adult Print General	-67.24	67.24
TOTAL						-190.86	190.86
Bill Pmt -Check	28506	05/01/2024	Baker & Taylor - Auto Yours Cats	2038220433	001.001 - CSB/Operations Checking		-33.66
Bill	2038220433	05/02/2024		Youth Print General	982.780 - Youth Print General	-33.66	33.66
TOTAL						-33.66	33.66
Bill Pmt -Check	28507	05/01/2024	Baker & Taylor - Juvenile	2038214919	001.001 - CSB/Operations Checking		-205.55
Bill	2038214919	05/02/2024		Youth Print General	982.780 - Youth Print General	-205.55	205.55
TOTAL						-205.55	205.55
Bill Pmt -Check	28508	05/01/2024	Baker & Taylor - Unlabeled Juvenile		001.001 - CSB/Operations Checking		-447.43
Bill	2038181766	05/02/2024		2024 - Youth Print General	982.760 - Youth Print General	-82.05	82.05
Bill	2038183907	05/02/2024		2024 - Youth Print General	982.760 - Youth Print General	-53.01	53.01
Bill	2038193579	05/02/2024		2024 - Youth Print General	982.760 - Youth Print General	-116.43	116.43
Bill	2038202294	05/02/2024		2024 - Youth Print General	982.760 - Youth Print General	-195.94	195.94
TOTAL						-447.43	447.43
Bill Pmt -Check	28509	05/01/2024	Ballard, Kerry	BOOKKEEPING THRU 05/02/24	001.001 - CSB/Operations Checking		-640.00
Bill	20240503	04/26/2024		BOOKKEEPING THRU 05/02/24	801.040 - Bookkeeper	-640.00	640.00
TOTAL						-640.00	640.00
Bill Pmt -Check	28510	05/01/2024	FRAZIER, TIFFANY	2024 MIDWEST LIT WALK VENUE FEE - TOTAL PAY...	001.001 - CSB/Operations Checking		-515.00
Bill	24-3458-SP	04/29/2024		2024 MIDWEST LIT WALK VENUE FEE - REPLACES ...	884.111 - Midwest Literary Walk	-515.00	515.00
TOTAL						-515.00	515.00
Bill Pmt -Check	28511	05/01/2024	Graphic Sciences, Inc.	INV 7248 - ACCT 0009251	001.001 - CSB/Operations Checking		-240.73
Bill	7248	04/30/2024		DIGITIZATION - SUN TIMES AND CHELSEA GUARDI...	982.840 - Chelsea Standard filming	-240.73	240.73
TOTAL						-240.73	240.73
Bill Pmt -Check	28512	05/01/2024	Great Lakes Ace Hardware		001.001 - CSB/Operations Checking		-62.39
Bill	16734/154	05/02/2024		ZIP TIES, MISC FASTENERS	732.300 - Supplies-MNT-General 7...	-16.27	16.27
Bill	16726/154	05/02/2024		PAINT, DUCT TAPE, UTIL BLADES, GLUE	732.300 - Supplies-MNT-General 7...	-46.12	46.12
TOTAL						-62.39	62.39
Bill Pmt -Check	28513	05/01/2024	Ingram Library Services		001.001 - CSB/Operations Checking		-2,939.35

Chelsea District Library
Monthly Check Register

May 2024

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
BIII	81257754	04/30/2024		• Adult Print General	982.720 • Adult Print General	-161.99	161.96
BIII	81257753	04/30/2024		• Adult Print General	982.720 • Adult Print General	-32.82	32.82
BIII	81257755	04/30/2024		• Adult Print General	982.720 • Adult Print General	-17.80	17.80
BIII	81365562	04/30/2024		• Youth Print General	982.760 • Youth Print General	-8.43	8.43
BIII	81365557	04/30/2024		• Adult Large Print	982.710 • Adult Large Print	-57.61	57.61
BIII	81365559	04/30/2024		• Adult Print General	982.720 • Adult Print General	-103.77	108.77
BIII	81365558	04/30/2024		• Adult Print General	982.720 • Adult Print General	-71.75	71.75
BIII	81365555	04/30/2024		• Multiple Book Copies	982.740 • Multiple Book Copies	-13.41	13.41
BIII	81365553	04/30/2024		• Adult Print General	982.720 • Adult Print General	-35.87	35.87
BIII	81365561	04/30/2024		• Multiple Book Copies	982.740 • Multiple Book Copies	-33.58	36.58
BIII	81365563	04/30/2024		• Adult Print General	982.720 • Adult Print General	-20.65	20.65
BIII	81365560	04/30/2024		• Adult Print General	982.720 • Adult Print General	-20.49	20.49
BIII	81365562	04/30/2024		• Adult Large Print	982.710 • Adult Large Print	-23.14	23.14
BIII	81365554	04/30/2024		• Adult Print General	982.720 • Adult Print General	-17.39	17.39
BIII	81365558	04/30/2024		• Adult Print General	982.720 • Adult Print General	-16.29	16.29
BIII	81366811	04/30/2024		• SRP Supplies	884.127 • SRP Supplies	-79.19	79.19
BIII	81366816	04/30/2024		• Adult Print General	982.720 • Adult Print General	-220.56	200.56
BIII	81366815	04/30/2024		• Adult Print General	982.720 • Adult Print General	-17.39	17.39
BIII	81366814	04/30/2024		• Adult Print General	982.720 • Adult Print General	-16.28	16.28
BIII	81366812	04/30/2024		• Adult Print General	982.720 • Adult Print General	-17.64	17.64
BIII	81366813	04/30/2024		• Adult Print General	982.720 • Adult Print General	-17.39	17.39
BIII	81366817	04/30/2024		• Adult Print General	982.720 • Adult Print General	-14.03	14.03
BIII	81366816	04/30/2024		• Multiple Book Copies	982.740 • Multiple Book Copies	-17.39	17.39
BIII	81366819	04/30/2024		• Adult Print General	982.720 • Adult Print General	-17.39	17.39
BIII	81366824	04/30/2024		• Adult Print General	982.720 • Adult Print General	-31.66	31.66
BIII	81366822	04/30/2024		• Adult Large Print	982.710 • Adult Large Print	-35.20	35.20
BIII	81366825	04/30/2024		• Adult Print General	982.720 • Adult Print General	-16.50	16.50
BIII	81366820	04/30/2024		• Adult Print General	982.720 • Adult Print General	-20.39	20.39
BIII	81366821	04/30/2024		• Adult Print General	982.720 • Adult Print General	-18.84	18.84
BIII	81366823	04/30/2024		• Adult Print General	982.720 • Adult Print General	-15.74	15.74
BIII	81407748	04/30/2024		• Adult Print General	982.720 • Adult Print General	-20.14	20.14
BIII	81407748	04/30/2024		• Adult Print General	982.720 • Adult Print General	-120.82	120.82
BIII	81407749	04/30/2024		• Adult Print General	982.720 • Adult Print General	-29.98	29.98
BIII	81407745	04/30/2024		• Adult Print General	982.720 • Adult Print General	-30.31	30.31
BIII	81407750	04/30/2024		• Adult Print General	982.720 • Adult Print General	-14.45	14.45
BIII	81407747	04/30/2024		• Multiple Book Copies	982.740 • Multiple Book Copies	-16.29	16.29
BIII	81407741	04/30/2024		• Adult Print General	982.720 • Adult Print General	-36.68	36.68
BIII	81407743	04/30/2024		• Adult Print General	982.720 • Adult Print General	-19.04	19.04
BIII	81407742	04/30/2024		• Adult Print General	982.720 • Adult Print General	-17.39	17.39
BIII	81407744	04/30/2024		• Adult Large Print	982.710 • Adult Large Print	-46.88	46.88
BIII	81426572	04/30/2024		• Youth Print General	982.760 • Youth Print General	-10.31	10.31
BIII	81426574	04/30/2024		• Adult Print General	982.720 • Adult Print General	-34.92	34.92
BIII	81426577	04/30/2024		• Adult Large Print	982.710 • Adult Large Print	-35.89	35.89
BIII	81426573	04/30/2024		• Multiple Book Copies	982.740 • Multiple Book Copies	-15.64	16.64
BIII	81426569	04/30/2024		• Adult Large Print	982.710 • Adult Large Print	-60.10	60.10
BIII	81426570	04/30/2024		• Adult Print General	982.720 • Adult Print General	-16.28	16.28
BIII	81426571	04/30/2024		• Adult Print General	982.720 • Adult Print General	-25.84	25.64
BIII	81426576	04/30/2024		• Adult Large Print	982.710 • Adult Large Print	-17.55	17.55
BIII	81426567	04/30/2024		• Adult Print General	982.720 • Adult Print General	-36.49	36.49
BIII	81426568	04/30/2024		• Adult Print General	982.720 • Adult Print General	-16.29	16.29
BIII	81426575	04/30/2024		• Adult Print General	982.720 • Adult Print General	-16.09	16.09
BIII	81436354	04/30/2024		• Adult Print General	982.720 • Adult Print General	-36.59	36.59
BIII	81436355	04/30/2024		• Adult Print General	982.720 • Adult Print General	-20.83	20.83
BIII	81463657	04/30/2024		• Youth Print General	982.760 • Youth Print General	-30.12	30.12
BIII	81483656	04/30/2024		• Youth Print General	982.760 • Youth Print General	-45.81	45.81
BIII	81471035	04/30/2024		• Adult Print General	982.720 • Adult Print General	-34.76	34.76
BIII	81471033	04/30/2024		• Adult Print General	982.720 • Adult Print General	-16.28	16.28
BIII	81471037	04/30/2024		• Adult Print General	982.720 • Adult Print General	-45.45	45.45
BIII	81471034	04/30/2024		• Adult Large Print	982.710 • Adult Large Print	-61.28	61.28
BIII	81471036	04/30/2024		• Youth Print General	982.760 • Youth Print General	-11.89	11.89
BIII	81492873	04/30/2024		• SRP Supplies	884.127 • SRP Supplies	-83.53	83.53
BIII	81513365	04/30/2024		• Youth Print General	982.760 • Youth Print General	-86.52	86.52
BIII	81513363	04/30/2024		• Adult Print General	982.720 • Adult Print General	-78.46	78.43
BIII	81613360	04/30/2024		• Adult Print General	982.720 • Adult Print General	-17.38	17.38
BIII	81513362	04/30/2024		• Multiple Book Copies	982.740 • Multiple Book Copies	-17.39	17.39
BIII	81513358	04/30/2024		• Adult Print General	982.720 • Adult Print General	-32.91	32.91
BIII	81513359	04/30/2024		• Adult Print General	982.720 • Adult Print General	-17.39	17.39
BIII	81513356	04/30/2024		• Adult Print General	982.720 • Adult Print General	-17.38	17.38
BIII	81513357	04/30/2024		• Adult Print General	982.720 • Adult Print General	-17.38	17.38
BIII	81513364	04/30/2024		• Adult Print General	982.720 • Adult Print General	-17.39	17.39
BIII	81513361	04/30/2024		• Adult Print General	982.720 • Adult Print General	-25.84	25.84
BIII	81557717	04/30/2024		• SRP Supplies	884.127 • SRP Supplies	-51.69	51.69
BIII	81557718	04/30/2024		• Mobile CDL • Adult	982.721 • Mobile CDL • Adult	-62.70	62.70
BIII	81575900	04/30/2024		• Adult Print General	982.720 • Adult Print General	-79.42	79.42
BIII	81575895	04/30/2024		• Adult Print General	982.720 • Adult Print General	-38.42	38.42
BIII	81575899	04/30/2024		• Adult Print General	982.720 • Adult Print General	-33.11	33.11
BIII	81575894	04/30/2024		• Adult Print General	982.720 • Adult Print General	-15.27	15.27
BIII	81575898	04/30/2024		• Adult Large Print	982.710 • Adult Large Print	-82.18	82.18
BIII	81575897	04/30/2024		• Adult Print General	982.720 • Adult Print General	-15.74	15.74
BIII	81575898	04/30/2024		• Adult Print General	982.720 • Adult Print General	-17.93	17.93
BIII	81598361	04/30/2024		• SRP Supplies	884.127 • SRP Supplies	-15.95	15.95
TOTAL						-2,839.35	2,939.35
BIII Pmt -Check	28514	05/01/2024	KNIGHT TECHNOLOGY GROUP	23890 - DATTO BACKUP + 10 GOOGLE CLOUD ACC...	001.001 • CSB/Operations Checking		-1,130.00
BIII	23890	05/01/2024		MAY - DATTO BACKUP + 10 GOOGLE CLOUD ACCO...	803.390 • Computers	-1,130.00	1,130.00
TOTAL						-1,130.00	1,130.00
BIII Pmt -Check	28515	05/01/2024	Midwest Tape		001.001 • CSB/Operations Checking		-475.81
BIII	505311789	04/30/2024		APRIL BOC	982.120 • Adult Books on Disc	-97.98	97.95
BIII	505314120	04/30/2024		FEB/MAR CDs	982.420 • Adult Music on CD	-11.24	11.24
BIII	505339846	04/30/2024		APR/MAY CDs	982.420 • Adult Music on CD	-20.99	20.99
BIII	505377070	04/30/2024		APRIL BOC	982.120 • Adult Books on Disc	-39.99	39.99
BIII	505377071	04/30/2024		APR/MAY CDs	982.420 • Adult Music on CD	-11.24	11.24
BIII	505377073	04/30/2024		MAY BOC	982.120 • Adult Books on Disc	-34.99	34.99
BIII	505246471	05/01/2024		APRIL FEATURE ADULT DVDs	982.460 • DVD Feature	-62.22	62.22
BIII	505311788	05/01/2024		APRIL FEATURE ADULT DVDs	982.460 • DVD Feature	-29.98	29.98
BIII	505339845	05/01/2024		APRIL FEATURE ADULT DVDs	982.460 • DVD Feature	-61.47	61.47
BIII	505376939	05/01/2024		APRIL FEATURE ADULT DVDs	982.460 • DVD Feature	-105.71	105.71
TOTAL						-475.81	475.81
BIII Pmt -Check	28516	05/01/2024	Petty Cash-	PETTY CASH - 01/01/24 - 04/29/24	001.001 • CSB/Operations Checking		-144.64
BIII	24-6038	05/02/2024		01/02/24 - AMY- ZORAN CARDS - CARDS	727.100 • Supplies-General Op 727...	-20.00	20.00
				01/05/24 - LINDA - CHELSEA TRANSFER STATION - ...	732.100 • Supplies-MNT-Light Bulbs...	-10.00	10.00
				01/25/24 - EVERETT - BLUE BEACON CAR WASH - M...	732.300 • Supplies-MNT-General 7...	-43.80	43.80

Chelsea District Library
Monthly Check Register

May 2024

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
				01/25/24 - LINDA - CVS - VOL CANDY	885.200 - Supplies	-7.98	7.98
				01/26/24 - CHRIS - USPS - POSTAGE	731.200 - Other Svc-Pstg Operating 7...	-1.87	1.87
				02/05/24 - CHRIS - CITY OF CHELSEA - TAX THAT IS ...	871.200 - MISC INCOME OR REFUND	-4.81	4.81
				02/06/24 - EVERETT - MERCEDES BENZ - MOBEE C...	987.170 - Mobile CDL Hardware/Devl...	-20.13	20.13
				02/06/24 - CATHERINE - UPS - PACKAGE SHIPPING	982.620 - Daily Newspapers	-15.11	15.11
				02/27/24 - AMY - USPS - POSTAGE	731.200 - Other Svc-Pstg Operating 7...	-4.62	4.62
				02/28/24 - LINDA - POLLY'S - DISH SOAP	729.200 - Supplies-Cleaning Sup 72...	-2.97	2.97
				04/09/24 - LORI - AMAZON - CARD FOR AMY	727.100 - Supplies - General Op 727...	-6.35	6.35
				04/22/24 - JESSICA - POLLY'S - PROGRAM SNACK	884.222 - General Youth Programs	-7.00	7.00
TOTAL						-144.84	144.84
Bill Pmt -Check	28517	05/01/2024	T-MOBILE	ACCT 975550022 - STATEMENT DATED 04/21/2024 D...	001.001 - CSB/Operations Checking		-470.97
Bill	2024-0421	05/02/2024		2024 - APR - T-MOBILE WIFI HOTSPOTS	850.311 - WiFi Hotspots	-291.46	291.46
				MOBEE CELL	850.122 - Telecommunications -Mobil...	-179.51	179.51
TOTAL						-470.97	470.97
Bill Pmt -Check	28518	05/01/2024	The Library Network	INV 73922, ACCT NUMBER CHEL#216 - SWANK MO...	001.001 - CSB/Operations Checking		-512.00
Bill	73922	04/30/2024		SWANK MOVIE LICENSE	884.300 - Site License Movies	-512.00	512.00
TOTAL						-512.00	512.00
Bill Pmt -Check	28519	05/01/2024	Zoran, Amy	VOID: ZORAN CARDS - 6	001.001 - CSB/Operations Checking		0.00
TOTAL						0.00	0.00
Bill Pmt -Check	28520	05/01/2024	Zubik, Jessica	REIMBURSEMENT - SHARPIES FOR YOUTH PROGR...	001.001 - CSB/Operations Checking		-21.19
Bill	24-3558-JZ	04/30/2024		REIMBURSEMENT - SHARPIES FOR YOUTH PROGR...	884.222 - General Youth Programs	-21.19	21.19
TOTAL						-21.19	21.19
Bill Pmt -Check	28521	05/01/2024	Zoran, Amy		001.001 - CSB/Operations Checking		-97.00
Bill	20240430	05/01/2024		REIMBURSEMENT - LEADERSHIP ACADEMY, 04/29-...	989.123 - Circulation Services Travel	-97.00	97.00
Bill	24-6037	05/02/2024		ZORAN CARDS	727.100 - Supplies - General Op 727...	-90.00	90.00
TOTAL						-97.00	97.00
Bill Pmt -Check	28522	05/01/2024	THE WOODHILL GROUP, LLC	2023 AUDIT PREP	001.001 - CSB/Operations Checking		-2,203.80
Bill	2200	05/01/2024		AUDIT PREP CONSULTANT - MAR	801.020 - Auditor	-2,203.80	2,203.80
TOTAL						-2,203.80	2,203.80
Bill Pmt -Check	28523	05/02/2024	Brown, Laura	REIMBURSEMENT FOR LSTA 2024 BY STATE OF MI...	001.001 - CSB/Operations Checking		-1,600.00
Bill	LSTA FY2024	05/02/2024		REIMBURSEMENT - CONF - STATE STIPEND DEP 'S...	999.120 - Information Services	-1,600.00	1,600.00
TOTAL						-1,600.00	1,600.00
Bill Pmt -Check	28524	05/02/2024	Chelsea House Victorian Inn	Q7436J53 - MLW - 04/18 - 20/24 TAX EXEMPT	001.001 - CSB/Operations Checking		-777.00
Bill	24-3594-SP	05/02/2024		2024 MIDWEST LIT WALK - CHELSEA LODGING	884.111 - Midwest Literary Walk	-777.00	777.00
TOTAL						-777.00	777.00
Bill Pmt -Check	28525	05/02/2024	COMFORT, STACEY	REIMBURSEMENT - APR REC CENTER MEMBERSHIP	001.001 - CSB/Operations Checking		-25.00
Bill	24-2059-LB	05/02/2024		APR REC CENTER MEMBERSHIP	989.620 - Staff In-Service & Apprecia...	-25.00	25.00
TOTAL						-25.00	25.00
Bill Pmt -Check	28526	05/02/2024	Midwest Tape - Hoopla	HOOPLA BORROWS FOR APRIL	001.001 - CSB/Operations Checking		-2,981.68
Bill	505411725	05/02/2024		HOOPLA BORROWS FOR APRIL	982.410 - Electronic Products/Subs	-2,981.68	2,981.68
TOTAL						-2,981.68	2,981.68
Bill Pmt -Check	28527	05/02/2024	Powers, Shannon H	REFRESHMENTS FOR MLW	001.001 - CSB/Operations Checking		-28.88
Bill	24-3562-SP	05/02/2024		REFRESHMENTS	884.121 - Refreshments	-28.88	28.88
TOTAL						-28.88	28.88
Bill Pmt -Check	28528	05/02/2024	Serendipity Books	DISCUSSION LEADER 04/20/24: WADE ROUSE (SHI...	001.001 - CSB/Operations Checking		-600.00
Bill	24-3561-SP	05/02/2024		DISCUSSION LEADER 04/20/24: WADE ROUSE (SHIP...	884.111 - Midwest Literary Walk	-600.00	600.00
TOTAL						-600.00	600.00
Bill Pmt -Check	28529	05/02/2024	WILSON, KATHERINE	PRESENTER - HOW TO RESEARCH YOUR FAMILY T...	001.001 - CSB/Operations Checking		-175.00
Bill	24-3561-SP	05/02/2024		05/09/24 - PRESENTER - HOW TO RESEARCH YOUR...	884.119 - General Adult Events	-175.00	175.00
TOTAL						-175.00	175.00
Bill Pmt -Check	28530	05/15/2024	City of Chelsea	BANNERS AND POSTERS - SRP	001.001 - CSB/Operations Checking		-100.00
Bill	24-4030-VK	05/13/2024		BANNERS - SRP	880.130 - Signs/Banners/Posters	-100.00	100.00
TOTAL						-100.00	100.00
Bill Pmt -Check	28531	05/15/2024	A Production Cleaning Company L...	INV 15540 - CLEANING 04/28 - 05/10/24	001.001 - CSB/Operations Checking		-1,750.00
Bill	15540	05/13/2024		CLEANING 04/28 - 05/10/24	803.605 - Janitorial	-1,750.00	1,750.00

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Chelsea District Library
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Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
TOTAL						-1,750.00	1,750.00
Bill Pmt -Check	28532	05/15/2024	ASSOPURE		001.001 - CSB/Operations Checking		-71.88
Bill	89260889	05/14/2024		05/08/24 DELIVERY - BOTTLED WATER	727.100 - Supplies - General Op 727...	-67.89	67.89
Bill	30733348	05/14/2024		COOLER RENTAL 05/01 - 28/24	727.100 - Supplies - General Op 727...	-3.99	3.99
TOTAL						-71.88	71.88
Bill Pmt -Check	28533	05/15/2024	ADOBE, INC.	ACCT # FE06CC7FCC033962021A - CREATIVE CLOU...	001.001 - CSB/Operations Checking		-683.84
Bill	2752448050	05/13/2024		2024 - ACROBAT PRO, CREATIVE CLOUD, 05/01/24 - ...	967.200 - Equipment Software	-683.84	683.84
TOTAL						-683.84	683.84
Bill Pmt -Check	28534	05/15/2024	Alerus Financial	Entity code nos. 400298 / 110320 - pay period startin...	001.001 - CSB/Operations Checking		-5,582.28
Bill	2040420	05/14/2024		04/29/24 - 05/12/24 -PAID 05/17/24 - PR ER 5% MATCH	231.002 - Payroll Lia/401A MichER 2...	-1,621.49	1,621.49
				04/29/24 - 05/12/24 -PAID 05/17/24 - PR EE PERSONA...	702.300 - Per Svcs - Retmnt - EE 70...	-2,605.76	2,605.76
				04/29/24 - 05/12/24 -PAID 05/17/24 - PR FLEX TO 457(b)	710.600 - Per Svcs - Fringe B ER 701...	-1,335.01	1,335.01
TOTAL						-5,582.28	5,582.28
Bill Pmt -Check	28535	05/15/2024	ALL AROUND MOVING AND STOR...	MOVING PIANO	001.001 - CSB/Operations Checking		-1,750.00
Bill	24-3574-SP	05/14/2024		MOVING PIANO	884.412 - Music in the Air	-1,750.00	1,750.00
TOTAL						-1,750.00	1,750.00
Bill Pmt -Check	28536	05/15/2024	Amazon Capital Services Inc		001.001 - CSB/Operations Checking		-2,538.97
Bill	1DDN-X1PF-WRP1	05/13/2024		MAKERSPACE - BASSWOOD SHEETS	884.802 - Technology Programs - Su...	-155.94	155.94
Bill	1R3R-NTYL-FLQ7	05/13/2024		MAKERSPACE - SUPPLIES	884.802 - Technology Programs - Su...	-382.89	382.89
				MAKERSPACE - EQUIPMENT	967.500 - Makerspace Equipment	-801.96	801.96
Bill	1PTR-FGNY-1GFN	05/13/2024		OUTDOOR BOOK CLUB BOOKS	884.126 - General Adult Programs	-70.50	70.50
Bill	1LNC-1NH9-RJFM	05/13/2024		• General Adult Programs	884.126 - General Adult Programs	-40.34	40.34
				• Non-Traditional Collections	982.430 - Non-Traditional Collections	-81.66	81.66
Bill	14YR-NRNI-C31F	05/13/2024		• Teen General Programs	884.272 - Teen General Programs	-49.00	49.00
				• Teen Summer Reading	884.277 - Teen Summer Reading	-136.89	136.89
Bill	1GVR-074C-164W	05/13/2024		• Teen General Programs	884.272 - Teen General Programs	-103.43	103.43
Bill	1MXW-QIKRK-4RT8	05/14/2024		VIDEOGAMES	982.490 - Videogames	-619.48	619.48
Bill	10QQ-KJ99-1RVJ	05/14/2024		WINEGLASS STORAGE BOXES	727.100 - Supplies - General Op 727...	-53.97	53.97
Bill	1VLP-F7D7-WYDJ	05/14/2024		CATERING SUPPLIES STORAGE BOXES	727.100 - Supplies - General Op 727...	-282.94	282.94
TOTAL						-2,538.97	2,538.97
Bill Pmt -Check	28537	05/15/2024	ASSA ABLOY Entrance Systems	ACCT 481635 INV SCI 76900 THRU 05/31/2025	001.001 - CSB/Operations Checking		-789.53
Bill	SCI 76900	05/14/2024		2024 - 2025 ANNUAL MAINTANCE AGREEMENT CON...	803.940 - Doors	-789.53	789.53
TOTAL						-789.53	789.53
Bill Pmt -Check	28538	05/15/2024	Association Maintenance Corp		001.001 - CSB/Operations Checking		-2,115.00
Bill	12830	05/13/2024		SPRING CLEAN UP 04/19	803.611 - Lawn Service	-975.00	975.00
Bill	12834	05/13/2024		MULCH AND INSTALLATION	803.611 - Lawn Service	-1,140.00	1,140.00
TOTAL						-2,115.00	2,115.00
Bill Pmt -Check	28539	05/15/2024	Baker & Taylor - Adult Reference	2038232363	001.001 - CSB/Operations Checking		-100.20
Bill	2038232363	05/13/2024		- Adult Ref.	982.730 - Adult Ref.	-100.20	100.20
TOTAL						-100.20	100.20
Bill Pmt -Check	28540	05/15/2024	Baker & Taylor - Auto Yours Cats	2038244914	001.001 - CSB/Operations Checking		-87.58
Bill	2038244914	05/13/2024		- Youth Print General	982.760 - Youth Print General	-87.58	87.58
TOTAL						-87.58	87.58
Bill Pmt -Check	28541	05/15/2024	Baker & Taylor - Juvenile		001.001 - CSB/Operations Checking		-432.46
Bill	2038232284	06/13/2024		- Youth Print General	982.760 - Youth Print General	-42.28	42.28
Bill	2038236556	05/13/2024		- Youth Print General	982.760 - Youth Print General	-303.40	303.40
Bill	2038239488	05/13/2024		- Youth Print General	982.760 - Youth Print General	-86.78	86.78
TOTAL						-432.46	432.46
Bill Pmt -Check	28542	05/15/2024	Baker & Taylor - Unlabeled Juvenile	2038226374	001.001 - CSB/Operations Checking		-22.40
Bill	2038226374	05/13/2024		2024 - Youth Print General	982.760 - Youth Print General	-22.40	22.40
TOTAL						-22.40	22.40
Bill Pmt -Check	28543	05/15/2024	Ballard, Kerry	BOOKKEEPING THRU 05/17/24	001.001 - CSB/Operations Checking		-640.00
Bill	20240516	05/14/2024		BOOKKEEPING THRU 05/17/24	801.040 - Bookkeeper	-640.00	640.00
TOTAL						-640.00	640.00
Bill Pmt -Check	28544	05/15/2024	Blue Care Network of Michigan	GROUP 00277068 SUBGROUP 0002 - COVERAGE 20...	001.001 - CSB/Operations Checking		-4,649.47
Bill	241280048593	05/13/2024		2024 - JUNE 06/01 - 30/2024 - MED INS	710.200 - Per Svcs-Fringe Flex Ben 7...	-4,649.47	4,649.47
TOTAL						-4,649.47	4,649.47
Bill Pmt -Check	28546	05/15/2024	Brown, Laura	REIMBURSEMENT - DEMCO STICKER	001.001 - CSB/Operations Checking		-30.00
Bill	24-3588-SP	05/13/2024		REIMBURSEMENT - STICKER POSTER FROM PLA	884.126 - General Adult Programs	-30.00	30.00

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Chelsea District Library
Monthly Check Register

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Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
TOTAL						-30.00	30.00
Bill Pmt -Check	28546	05/15/2024	CHELSEA SCHOOL DISTRICT - F...		001.001 - CSB/Operations Checking		-146.66
Bill	20240229	05/14/2024		JANUARY USE BILLED IN FEB	732.400 - Mobile CDL	-76.08	75.08
Bill	20240331	05/14/2024		FEBRUARY USE BILLED IN MAR	732.400 - Mobile CDL	-71.58	71.58
TOTAL						-146.66	146.66
Bill Pmt -Check	28547	05/16/2024	Cintas Corporation-300	4192298261 ACCT# 14203324	001.001 - CSB/Operations Checking		-139.87
Bill	4192298261	05/13/2024		RUGS - PRICE INCREASE AS OF 02/2024	729.300 - Supplies-Cleaning Rugs 72...	-139.87	139.87
TOTAL						-139.87	139.87
Bill Pmt -Check	28548	05/15/2024	Cintas Fire Protection	INV 0D26643552 - FIRE EXTINGUISHER INSPECTION	001.001 - CSB/Operations Checking		-518.18
Bill	0D26643552	05/13/2024		FIRE EXTINGUISHER INSPECTION	803.780 - Fire Ext/Emerg Lights	-518.18	518.18
TOTAL						-518.18	518.18
Bill Pmt -Check	28549	05/15/2024	City of Berkley	BOOK CLUB BOOK "DIAMOND EYE" - LOST BOOK	001.001 - CSB/Operations Checking		-29.99
Bill	24-3557-gh	05/02/2024		BOOK CLUB BOOK "DIAMOND EYE" - LOST BOOK	982.710 - Adult Large Print	-29.99	29.99
TOTAL						-29.99	29.99
Bill Pmt -Check	28550	05/15/2024	City of Chelsea	21429 - TRASH, APR	001.001 - CSB/Operations Checking		-50.00
Bill	21429	05/13/2024		APR 2024 -TRASH	803.820 - Trash	-50.00	50.00
TOTAL						-50.00	50.00
Bill Pmt -Check	28551	05/15/2024	City of Chelsea-Elect & Water	APR - UTILITIES: ELECTRICITY, WATER, SEWER, S...	001.001 - CSB/Operations Checking		-3,157.56
Bill	20240603	05/13/2024		WATER - APR	920.110 - City of Chelsea Water	-66.11	66.11
				SEWER - APR	920.120 - City of Chelsea Sewer	-145.12	145.12
				ELECTRICITY - APR	920.130 - City of Chelsea Electric	-2,918.86	2,918.86
				SPRINKLER - APR	920.150 - City of Chelsea Sprinkler	-27.47	27.47
TOTAL						-3,157.56	3,157.56
Bill Pmt -Check	28552	05/15/2024	COMFORT, MARK	DUNGEON MASTER - TEEN D&D 06/18, 06/25, 07/02/24	001.001 - CSB/Operations Checking		-300.00
Bill	24-3571-SC	05/14/2024		TEEN D&D 06/18, 06/25, 07/02/24	884.261 - Teen Summer Reading	-300.00	300.00
TOTAL						-300.00	300.00
Bill Pmt -Check	28553	05/15/2024	COMFORT, STACEY		001.001 - CSB/Operations Checking		-73.95
Bill	24-3559-SC	05/13/2024		- Teen General Programs	884.272 - Teen General Programs	-30.00	30.00
Bill	24-3567-SC	05/13/2024		- Teen General Programs	884.276 - Teen Refreshments	-43.95	43.95
TOTAL						-73.95	73.95
Bill Pmt -Check	28554	05/15/2024	Constellation NewEnergy-Gas Divl...	INV 4028116- ACCT BG-303066 - APR - 03/21 - 04/18/...	001.001 - CSB/Operations Checking		-1,130.50
Bill	4028116	05/13/2024		APR - 03/21 - 04/18/2024	920.200 - McKune Gas	-1,130.50	1,130.50
TOTAL						-1,130.50	1,130.50
Bill Pmt -Check	28555	05/15/2024	DeMea, Karla	PRESCHOOL 04/24, EARLY LIT 05/08	001.001 - CSB/Operations Checking		-300.00
Bill	24-3565-JZ	05/13/2024		PRESCHOOL 04/24, EARLY LIT 05/08	884.215 - Early Literacy	-300.00	300.00
TOTAL						-300.00	300.00
Bill Pmt -Check	28556	05/15/2024	Dollar Bill Printing		001.001 - CSB/Operations Checking		-132.42
Bill	DB-93570-INV	05/13/2024		NAME TAGS - FRIENDS WILL REIMBURSE	880.340 - Printed Items / Stationary	-14.94	14.94
Bill	DB-94448-INV	05/13/2024		MIA - POSTERS	880.434 - Music in the Air	-117.48	117.48
TOTAL						-132.42	132.42
Bill Pmt -Check	28557	05/15/2024	ELM USA Inc	67218 - COMPOUND	001.001 - CSB/Operations Checking		-79.95
Bill	67218	05/13/2024		POLISHING COMPOUND	728.400 - Supplies-Repairs 727.340	-79.95	79.95
TOTAL						-79.95	79.95
Bill Pmt -Check	28558	05/15/2024	Glacopuzzi, Jacopo	Music in the Air 2024 - \$2500.00 BALANCE DUE 06/0...	001.001 - CSB/Operations Checking		-2,500.00
Bill	24-3275-SP	05/14/2024		Music in the Air 2024 - \$2500.00 BALANCE DUE 06/01/...	884.412 - Music in the Air	-2,500.00	2,500.00
TOTAL						-2,500.00	2,500.00
Bill Pmt -Check	28559	05/15/2024	Great Lakes Ace Hardware		001.001 - CSB/Operations Checking		-27.29
Bill	16797/154	05/13/2024		ELECTRICAL PLUGS	732.300 - Supplies-MNT-General 7...	-9.48	9.48
Bill	16761/154	05/16/2024		MAKERSPACE - LASER REPAIR	987.500 - Makerspace Equipment	-17.81	17.81
TOTAL						-27.29	27.29
Bill Pmt -Check	28560	05/15/2024	Ingram Library Services		001.001 - CSB/Operations Checking		-2,390.29
Bill	81682284	05/13/2024		- Adult Print General	982.720 - Adult Print General	-19.62	19.62
Bill	81682270	05/13/2024		- Adult Print General	982.720 - Adult Print General	-126.46	126.46
Bill	81682265	05/13/2024		- Adult Print General	982.720 - Adult Print General	-34.60	34.60
Bill	81682267	05/13/2024		- Adult Print General	982.720 - Adult Print General	-42.49	42.49
Bill	81682269	05/13/2024		- Multiple Book Copies	982.740 - Multiple Book Copies	-17.39	17.39
Bill	81682262	05/13/2024		- Adult Print General	982.720 - Adult Print General	-18.49	18.49

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Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
BIII	81682263	05/13/2024		Adult Large Print	982.710 Adult Large Print	-79.92	79.92
BIII	81682268	05/13/2024		Adult Print General	982.720 Adult Print General	-17.38	17.38
BIII	81682268	05/13/2024		Youth Print General	982.760 Youth Print General	-10.31	10.31
BIII	81705538	05/13/2024		Youth Print General	982.760 Youth Print General	-127.25	127.25
BIII	81705537	05/13/2024		Adult Print General	982.720 Adult Print General	-87.00	87.00
BIII	81705535	05/13/2024		Adult Large Print	982.710 Adult Large Print	-37.21	37.21
BIII	81619955	05/13/2024		Youth Print General	982.760 Youth Print General	-12.17	12.17
BIII	81619958	05/13/2024		Adult Print General	982.720 Adult Print General	-19.25	19.25
BIII	81619952	05/13/2024		Adult Print General	982.720 Adult Print General	-32.58	32.58
BIII	81619954	05/13/2024		Adult Print General	982.720 Adult Print General	-19.83	19.83
BIII	81619958	05/13/2024		Adult Print General	982.720 Adult Print General	-81.93	81.93
BIII	81619953	05/13/2024		Adult Print General	982.720 Adult Print General	-36.18	36.18
BIII	81619950	05/13/2024		Adult Print General	982.720 Adult Print General	-19.02	19.02
BIII	81619957	05/13/2024		Multiple Book Copies	982.740 Multiple Book Copies	-133.26	133.26
BIII	81619951	05/13/2024		Adult Large Print	982.710 Adult Large Print	-43.21	43.21
BIII	81619958	05/13/2024		Adult Large Print	982.710 Adult Large Print	-21.90	21.90
BIII	81638568	05/13/2024		Adult Print General	982.720 Adult Print General	-20.14	20.14
BIII	81638567	05/13/2024		Adult Print General	982.720 Adult Print General	-33.67	33.67
BIII	81638569	05/13/2024		Adult Print General	982.720 Adult Print General	-34.21	34.21
BIII	81638568	05/13/2024		Adult Print General	982.720 Adult Print General	-17.39	17.39
BIII	81638570	05/13/2024		Adult Print General	982.720 Adult Print General	-17.39	17.39
BIII	81744113	05/13/2024		Adult Print General	982.720 Adult Print General	-17.08	17.08
BIII	81744117	05/13/2024		Adult Print General	982.720 Adult Print General	-46.85	46.85
BIII	81744118	05/13/2024		Adult Print General	982.720 Adult Print General	-51.51	51.51
BIII	81744116	05/13/2024		Adult Print General	982.720 Adult Print General	-86.92	86.92
BIII	81744120	05/13/2024		Adult Print General	982.720 Adult Print General	-176.10	176.10
BIII	81744122	05/13/2024		Adult Print General	982.720 Adult Print General	-32.68	32.68
BIII	81744114	05/13/2024		Adult Print General	982.720 Adult Print General	-38.15	38.15
BIII	81744115	05/13/2024		Adult Print General	982.720 Adult Print General	-16.84	16.84
BIII	81744121	05/13/2024		Youth Print General	982.760 Youth Print General	-34.63	34.63
BIII	81744119	05/13/2024		Youth Print General	982.760 Youth Print General	-14.03	14.03
BIII	81785000	05/13/2024		Adult Print General	982.720 Adult Print General	-16.29	16.29
BIII	81785002	05/13/2024		Multiple Book Copies	982.740 Multiple Book Copies	-42.27	42.27
BIII	81784999	05/13/2024		Adult Print General	982.720 Adult Print General	-36.42	36.42
BIII	81785003	05/13/2024		Adult Print General	982.720 Adult Print General	-46.46	46.46
BIII	81784998	05/13/2024		Adult Print General	982.720 Adult Print General	-17.39	17.39
BIII	81785005	05/13/2024		Adult Ref.	982.730 Adult Ref.	-115.63	115.63
BIII	81785001	05/13/2024		Adult Print General	982.720 Adult Print General	-37.52	37.52
BIII	81794997	05/13/2024		Adult Large Print	982.710 Adult Large Print	-23.34	23.34
BIII	81793500	05/13/2024		SRP Supplies	884.127 SRP Supplies	-14.25	14.25
BIII	81812283	05/13/2024		Mobile CDL - Adult	982.721 Mobile CDL - Adult	-153.91	153.91
BIII	81812278	05/13/2024		Adult Print General	982.720 Adult Print General	-36.97	36.97
BIII	81812275	05/13/2024		Adult Print General	982.720 Adult Print General	-17.75	17.75
BIII	81812279	05/13/2024		Adult Print General	982.720 Adult Print General	-37.28	37.28
BIII	81812281	05/13/2024		Adult Print General	982.720 Adult Print General	-17.39	17.39
BIII	81812282	05/13/2024		Adult Ref.	982.730 Adult Ref.	-28.38	28.38
BIII	81812280	05/13/2024		Adult Print General	982.720 Adult Print General	-33.66	33.66
BIII	81812276	05/13/2024		Adult Large Print	982.710 Adult Large Print	-22.10	22.10
BIII	81812277	05/13/2024		Adult Print General	982.720 Adult Print General	-13.42	13.42
TOTAL						-2,390.29	2,390.29

BIII Pmt -Check	28561	05/15/2024	KANOPY INC	KANOPY BORROWS - APR	001.001 CSB/Operations Checking		-237.15
BIII	397903-PPU	05/13/2024		KANOPY VIDEO PLAYS - APR	982.410 Electronic Products/Subs	-237.15	237.15
TOTAL						-237.15	237.15

BIII Pmt -Check	28562	05/15/2024	KeyBank	A/C Ending3195 DUE 06/06/2024 \$5569.14	001.001 CSB/Operations Checking		-5,569.14
BIII	20240509	05/14/2024		PROLIGHTING - LIGHT BULBS, LED, 4-PIN RETROFIT	732.100 Supplies-MNT-Light Bulbs?...	-129.70	148.94
				POLLYS - VOL CANDY	885.200 Supplies	-28.39	32.57
				LOS TRES AMIGOS - LUNCH FOR VOLS, MLA FURNI...	885.200 Supplies	-32.45	37.23
				PLAYBOOKBUILDER - MAY SUBSCRIPTION	987.200 Equipment Software	-146.02	170.00
				CHELSEA WELLNESS - MAY STAFF STIPENDS	989.620 Staff In-Service & Apprecia...	-152.36	175.00
				VISATPRINT - MOBEE DRIVEWAY BANNER	880.436 Mobile Promotions	-203.70	233.97
				NINA HERRST PHOTOGRAPHY - MLW PHOTOGRAP...	880.522 Photography Services	-261.18	300.00
				META PLATFORMS - MLW FB ADS	880.412 Midwest Literary Walk	-26.11	30.00
				SERENDIPITY BOOKS - MLW GIFT CARDS	880.412 Midwest Literary Walk	-87.05	100.00
				SMOKEHOUSE 52 - MEAL, ROZ CHAST	880.412 Midwest Literary Walk	-44.75	51.40
				CHELSEA VILLAGE FLOWERS - BALLOONS, MLW	880.412 Midwest Literary Walk	-27.43	31.60
				CHELSEA GUARDIAN - ADVERTISING, MLW	880.110 Media Buy	-45.53	50.00
				META PLATFORMS - ADVERTISING MLW	880.412 Midwest Literary Walk	-3.47	4.00
				ZOU ZOU'S - MEALS, MLW	884.111 Midwest Literary Walk	-80.94	70.00
				POLLYS - REFRESHMENTS, MLW	884.111 Midwest Literary Walk	-16.38	21.10
				SERENDIPITY BOOKS - SEE CREDIT BELOW	884.111 Midwest Literary Walk	-224.20	257.52
				COMMON GRILL - MLW AUTHOR DINNER (\$543.13 + ...	884.111 Midwest Literary Walk	-143.07	184.34
				COMMON GRILL - MLW AUTHOR DINNER (\$543.13 + ...	884.911 Adult Prog Rest Gifts MWe...	-329.79	378.90
				GOTTAGE INN PIZZA - MLW MEALS	884.111 Midwest Literary Walk	-60.21	68.15
				GOLDEN LIMOUSINE - TRANSPORT TO/FROM AIRP...	884.111 Midwest Literary Walk	-176.47	202.70
				GOLDEN LIMOUSINE - TRANSPORT TO/FROM AIRP...	884.111 Midwest Literary Walk	-176.47	202.70
				GOLDEN LIMOUSINE - TRANSPORT TO/FROM AIRP...	884.111 Midwest Literary Walk	-168.89	191.70
				GOLDEN LIMOUSINE - TRANSPORT TO/FROM AIRP...	884.111 Midwest Literary Walk	-168.89	191.70
				KAILIE COLEMAN BOOKS - TWO TITLES	982.760 Youth Print General	-37.61	43.20
				UNIVERSAL YUMS - TREATS, SRP	884.277 Teen Summer Reading	-52.51	60.30
				DIRECT FLORAL - HOLIDAY GREENS CONTAINERS ...	884.128 General Adult Programs	-96.80	111.25
				DIRECT FLORAL - HOLIDAY GREENS CONTAINERS ...	884.128 General Adult Programs	-19.54	22.44
				CVS - TEEN, REFRESHMENTS	884.276 Teen Refreshments	-15.67	18.00
				DOLLAR TREE - TEEN, GENERAL PROGRAMS	884.272 Teen General Programs	-20.76	23.85
				LOWES - GENERAL YOUTH PROGRAMS - was 884.2...	884.222 General Youth Programs	-31.34	36.00
				GFS - SUPPLIES AND REFRESHMENTS (\$40.65)	884.222 General Youth Programs	-25.82	29.88
				GFS - SUPPLIES AND REFRESHMENTS (\$40.65)	884.222 General Youth Programs	-4.56	10.89
				CRUNCHYROLL - TEEN GENERAL PROGRAMS	884.272 Teen General Programs	-8.98	7.99
				AMAZON - BIRTHRIGHT OUTLAW, PATRON REQUEST	882.460 DVD Feature	-20.44	23.49
				NEW HUA XING ASIA MARKET - TEEN REFRESHME...	884.276 Teen Refreshments	-56.15	84.49
				PRETTY LINKS - WEBSITE UTILITY	803.395 Website Hosting & Service	-129.72	149.00
				PRIME VIDEO -	960.200 Director Expense	-5.87	6.74
				PRIME VIDEO - SEE CREDIT BELOW	960.200 Director Expense	-8.70	9.99
				BUSCH'S - RECEPTION SUPPLIES, MLW	884.970 Artist in Residence Restricted	-28.87	34.31
				CLEARY'S - ANNIVERSARY DETAILS DISCUSSION, KR...	960.200 Director Expense	-49.55	56.90
				WHOLEFOODS - RECEPTION SUPPLIES, ARTIST IN ...	884.970 Artist in Residence Restricted	-31.60	36.29
				WHOLEFOODS - RECEPTION SUPPLIES, ARTIST IN ...	884.970 Artist in Residence Restricted	-4.53	7.49
				AMAZON PRIME -	960.200 Director Expense	-128.28	147.34
				CLEARY'S - PREBOARD AUDIT DISCUSSION, WL. B...	989.620 Staff In-Service & Apprecia...	-49.28	56.60
				WHOLEFOODS - RECEPTION SUPPLIES, ARTIST IN ...	884.970 Artist in Residence Restricted	-61.68	70.85
				SMOKEHOUSE 52 - MEAL, AIR, R CHAST, + VOLUNT...	884.970 Artist in Residence Restricted	-189.23	217.35
				ACE BARNES HARDWARE - AIR RECEPTION SUPPLI...	884.970 Artist in Residence Restricted	-8.20	10.58
				PRIME VIDEO CHANNELS -	960.200 Director Expense	-7.84	8.99
				LOS TRES AMIGOS - JOB DESCRIPTION DISCUSSIO...	989.620 Staff In-Service & Apprecia...	-36.51	41.94
				CLEARY'S - PROGRAM DISCUSSION, POWERS & D...	960.200 Director Expense	-55.39	63.63

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Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
				LOS TRES AMIGOS - INSERVICE	889.820 - Staff In-Service & Apprecia...	-31.03	35.84
				ZOOM - MONTHLY VIDEO CONF SUBSCRIPTION 04/...	987.200 - Equipment Software	-34.39	39.50
				ZOOM - RENEWAL, ZOOM PRO FOR PUB PROGRA...	987.200 - Equipment Software	-195.77	224.85
				AUTOZONE - MOBBE	732.400 - Mobile CDL	-5.82	8.35
				STAR2STAR - VOIP SERVICE 04/28 - 05/25/24	850.120 - Telephone	-411.48	472.82
				PADDLE - IFix APP, 5/30/24 - 05/26/25	967.200 - Equipment Software	-81.38	104.94
				AT&T TELEPHONE - 03/26 - 04/24/24, \$205.45 - \$34.1...	850.120 - Telephone	-208.59	239.53
				AT&T TELEPHONE - 02/28 - 03/25/24, (\$898.44)	850.120 - Telephone	-181.74	208.74
				AT&T TELEPHONE - 01/28 - 02/25/24, (\$898.44)	850.120 - Telephone	-188.84	218.90
				AT&T TELEPHONE - 12/24/23 - 01/25/24, (\$898.44)	850.120 - Telephone	-203.05	233.22
				FAST SPRING (COLIBRI) - WORD PRESS PLUGIN, 05...	803.395 - Website Hosting & Service	-73.05	83.95
				GODADDY.COM - WEBSITE HOSTING	803.395 - Website Hosting & Service	-40.33	48.34
TOTAL						-5,589.14	6,389.61
Bill Pmt -Check	28563	05/15/2024	KNIGHT TECHNOLOGY GROUP	23985	001.001 - CSB/Operations Checking		-760.00
Bill	23985	05/13/2024		Sentinel One Anti-Virus program 1 year x 19 licenses @ ...	987.200 - Equipment Software	-760.00	760.00
TOTAL						-760.00	760.00
Bill Pmt -Check	28564	05/15/2024	LAW, CHRISTINE M.	LAW - YOGA STORYTIME - 05/01/24 - ADDRESS CO...	001.001 - CSB/Operations Checking		-100.00
Bill	24-3585-JZ	05/13/2024		LAW - YOGA STORYTIME - 05/01/24	884.215 - Early Literacy	-100.00	100.00
TOTAL						-100.00	100.00
Bill Pmt -Check	28565	05/15/2024	MC creative design & photograph...		001.001 - CSB/Operations Checking		-2,276.25
Bill	798	05/14/2024		MIDDLE SCHOOL PHOTO SHOOT - SUMMER NEWS...	880.522 - Photography Services	-250.00	250.00
Bill	797	05/14/2024		MUSIC IN THE AIR POSTERS	880.434 - Music in the Air	-226.25	226.25
Bill	798	05/14/2024		SUMMER NEWSLETTER	880.521 - Graphic Design Services	-1,800.00	1,800.00
TOTAL						-2,276.25	2,276.25
Bill Pmt -Check	28566	05/15/2024	Michigan Library Association	18234 - INSTITUTIONAL MEMBERSHIP	001.001 - CSB/Operations Checking		-1,638.00
Bill	18234	05/13/2024		INSTITUTIONAL MEMBERSHIP THROUGH 08/30/2025	989.550 - Institutional Member MLA	-1,638.00	1,638.00
TOTAL						-1,638.00	1,638.00
Bill Pmt -Check	28567	05/15/2024	Midwest Tape		001.001 - CSB/Operations Checking		-589.19
Bill	505413834	05/14/2024		APRIL/MAY CDs	982.420 - Adult Music on CD	-20.23	20.23
Bill	505442081	05/14/2024		APRIL/MAY CDs	982.420 - Adult Music on CD	-45.71	45.71
Bill	505442083	05/14/2024		MAY BOC	982.120 - Adult Books on Disc	-44.99	44.99
Bill	505441079	05/15/2024		APR/MAY NF ADULT DVDs	982.470 - DVD Non-Fiction	-142.43	142.43
Bill	505413836	05/15/2024		MAY FEATURE ADULT DVDs	982.480 - DVD Feature	-71.97	71.97
Bill	505442080	05/15/2024		MAY FEATURE ADULT DVDs	982.480 - DVD Feature	-263.86	263.86
TOTAL						-589.19	589.19
Bill Pmt -Check	28568	05/15/2024	NEWMAYER, ROBERT KYLE	240601 - TUNING ON 06/01/2024	001.001 - CSB/Operations Checking		-300.00
Bill	240601	05/14/2024		TUNING X 2 ON 06/01/2024	884.412 - Music in the Air	-300.00	300.00
TOTAL						-300.00	300.00
Bill Pmt -Check	28569	05/15/2024	Serendipity Books	884.111 MIDWEST LIT WALK	001.001 - CSB/Operations Checking		-218.64
Bill	119357	05/13/2024		BOOKS, CAN'T WE TALK..., GOING TO TOWN..., I M...	884.111 - Midwest Literary Walk	-218.64	218.64
TOTAL						-218.64	218.64
Bill Pmt -Check	28570	05/15/2024	SMART BUSINESS SOURCE	WO-210894-1 ACCT 501301	001.001 - CSB/Operations Checking		-128.77
Bill	WO-210894-1	05/14/2024		GENERAL SUPPLIES	727.100 - Supplies - General Op 727...	-84.24	84.24
				PAPER PRODUCTS - TISSUES	729.100 - Supplies-Cleaning-Paper 7...	-44.53	44.53
TOTAL						-128.77	128.77
Bill Pmt -Check	28571	05/15/2024	THEATRICA GLADIATORIA	SWORDS IN STORYTELLING - TEEN SRP - 07/11/24	001.001 - CSB/Operations Checking		-375.00
Bill	24-3570-SC	05/14/2024		SWORDS IN STORYTELLING - TEEN SRP - 07/11/24	884.281 - Teen Summer Reading	-375.00	375.00
TOTAL						-375.00	375.00
Bill Pmt -Check	28572	05/15/2024	TIFFANY'S GARDEN LLC	SNOW REMOVAL CONTRACT - INV 8373	001.001 - CSB/Operations Checking		-165.00
Bill	8373	05/13/2024		2024 - Snow 03/22	803.612 - Snow	-165.00	165.00
TOTAL						-165.00	165.00
Bill Pmt -Check	28573	05/15/2024	Unique Management Services Inc	6125711 CLIENT # 1954 - 2024 APR - COLLECTION F...	001.001 - CSB/Operations Checking		-107.40
Bill	6125711	05/13/2024		2024 APR COLLECTION FEES (PLACEMENTS)	801.980 - Collection Fees	-107.40	107.40
TOTAL						-107.40	107.40
Bill Pmt -Check	28574	05/15/2024	Verizon Wireless	INV 9962784458 - ACCT 442098895-00001 - 04/29 - ...	001.001 - CSB/Operations Checking		-742.16
Bill	9962784458	05/13/2024		HOT SPOTS - 04/29 - 05/28/2024	850.311 - WiFi Hotspots	-610.88	610.88
				IT CELL PHONE - 04/29 - 05/28/2024	850.121 - IT Cell Phone	-51.06	51.06
				MOBBE WIFI + HOTSPOT - 04/29 - 05/28/2024	850.312 - Internet/Service - Mobile CDL	-80.22	80.22
TOTAL						-742.16	742.16
Bill Pmt -Check	28575	05/15/2024	WILBERT, CHRISTINA	REIMBURSEMENT FOR LOST BOOK - NIGHT OF TH...	001.001 - CSB/Operations Checking		-6.99
Bill	24-5017-AZ	05/13/2024		REIMBURSEMENT FOR LOST BOOK - LOCATED	882.760 - Youth Print General	-6.99	6.99
TOTAL						-6.99	6.99

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Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill Pmt -Check	28576	05/15/2024	WILDESIGN, LLC.	861	001.001 · CSB/Operations Checking		-240.00
Bill	861	05/13/2024		MOBEE PROMOTION	880.436 · Mobile Promotions	-240.00	240.00
TOTAL						-240.00	240.00
Bill Pmt -Check	28577	05/15/2024	YEO & YEO	INV 594563 - CLIENT - 081130350 - FINAL 2023 AU...	001.001 · CSB/Operations Checking		-1,500.00
Bill	594563	05/13/2024		FINAL BILLING FOR AUDIT FYE 12/31/2023	801.020 · Auditor	-1,500.00	1,500.00
TOTAL						-1,500.00	1,500.00
Bill Pmt -Check	28578	05/15/2024	Zoran, Amy	ZORAN CARDS - 3	001.001 · CSB/Operations Checking		-15.00
Bill	24-3575-SP	05/14/2024		ZORAN CARDS FOR MLW - TY FOR VENUES	727.100 · Supplies - General Op 727...	-15.00	15.00
TOTAL						-15.00	15.00
Bill Pmt -Check	28579	05/29/2024	A Production Cleaning Company i...	INV 15569 - CLEANING 05/11 - 05/25/24	001.001 · CSB/Operations Checking		-1,750.00
Bill	15569	05/28/2024		CLEANING 05/11 - 05/25/24	803.605 · Janitorial	-1,750.00	1,750.00
TOTAL						-1,750.00	1,750.00
Bill Pmt -Check	28580	05/29/2024	A T & T Mobility	ACCT 287286231198X - INV 05142024 - ISSUED ON 0...	001.001 · CSB/Operations Checking		-217.44
Bill	X05142024	05/24/2024		PUBLIC WIFI HOT SPOTS 05/07 - 05/09/2024	850.311 · WiFi Hotspots	-217.44	217.44
TOTAL						-217.44	217.44
Bill Pmt -Check	28581	05/29/2024	Alerus Financial	Entity code nos. 400298 / 110320 - pay period startin...	001.001 · CSB/Operations Checking		-5,592.26
Bill	20240513	05/24/2024		05/13/24 - 05/26/24 -PAID 05/31/24 - PR ER 5% MATCH 05/13/24 - 05/26/24 -PAID 05/31/24 - PR EE PERSONA... 05/13/24 - 05/26/24 -PAID 05/31/24 - PR FLEX TO 457(b)	231.002 · Payroll Lia/401A MichER 2... 702.300 · Per Svcs - Retirmtl - EE 70... 710.800 · Per Svcs - Fringe B ER 701...	-1,621.49 -2,805.76 -1,335.01	1,621.49 2,805.76 1,335.01
TOTAL						-5,592.26	5,592.26
Bill Pmt -Check	28582	05/29/2024	Amazon Capital Services Inc		001.001 · CSB/Operations Checking		-818.21
Bill	1JRG-KRKY-FXJF	05/18/2024		10' X 20' EVENT TENT	967.330 · Equipment - non-Computer	-354.86	354.86
Bill	1KNN-V4HT-364T	05/24/2024		REPLACE LOBBY DISPLAY: NAS MEMORY	967.120 · Computers	-174.88	174.88
Bill	1WHV-KYWL-GGY3	05/28/2024		PAPERCLIPS	884.126 · General Adult Programs	-4.99	4.99
Bill	1YNG-7GNN-KJHH	05/28/2024		SRP SUPPLIES	884.226 · Summer Reading	-119.98	119.98
Bill	1WVV-YMLT-PTJ3	05/28/2024		· Teen General Programs	884.272 · Teen General Programs	-9.99	9.99
Bill	11PK-9JJW-T7PD	05/28/2024		SRP SUPPLIES	884.226 · Summer Reading	-54.62	54.62
Bill	18Q3-R8H4-H0C7	05/28/2024		NATURE PRINT PAPER	884.227 · Outreach	-37.98	37.98
Bill	1HFT-H8DN-8L17	05/28/2024		THE ALL AMERICAN - WOMEN BASEBALL ATHLETE ...	882.720 · Adult Print General	-6.99	6.99
Bill				PAPER CUTTER	884.222 · General Youth Programs	-11.99	11.99
Bill				· Teen General Programs	884.272 · Teen General Programs	-41.83	41.83
TOTAL						-818.21	818.21
Bill Pmt -Check	28583	05/29/2024	AMERICAN UNITED LIFE INSURA...	GROUP: G 00623836-0000-000 JUNE 05/01/2024 - 06/...	001.001 · CSB/Operations Checking		-877.00
Bill	20240517	05/28/2024		JUNE 06/01/2024 - 06/30/2024	710.200 · Per Svcs-Fringe Flex Ben 7...	-877.00	877.00
TOTAL						-877.00	877.00
Bill Pmt -Check	28584	05/29/2024	Baker & Taylor - Adult		001.001 · CSB/Operations Checking		-170.61
Bill	2038249395	05/26/2024		2024 · Adult Print General	982.720 · Adult Print General	-51.23	51.23
Bill	2038262226	05/26/2024		2024 · Adult Print General	982.720 · Adult Print General	-119.38	119.38
TOTAL						-170.61	170.61
Bill Pmt -Check	28585	05/29/2024	Baker & Taylor - Adult Reference	2038258047	001.001 · CSB/Operations Checking		-32.19
Bill	2038258047	05/28/2024		· Adult Ref.	982.730 · Adult Ref.	-32.19	32.19
TOTAL						-32.19	32.19
Bill Pmt -Check	28586	05/29/2024	Baker & Taylor - Auto Yours Cals		001.001 · CSB/Operations Checking		-83.79
Bill	2038264930	05/26/2024		· Youth Print General	952.760 · Youth Print General	-46.17	46.17
Bill	2038289456	05/26/2024		· Youth Print General	952.760 · Youth Print General	-37.62	37.62
TOTAL						-83.79	83.79
Bill Pmt -Check	28587	05/29/2024	Baker & Taylor - Juvenile		001.001 · CSB/Operations Checking		-176.78
Bill	2038265827	05/26/2024		· Youth Print General	982.760 · Youth Print General	-143.38	143.38
Bill	2038288649	05/26/2024		· Youth Print General	982.760 · Youth Print General	-33.40	33.40
TOTAL						-176.78	176.78
Bill Pmt -Check	28588	05/29/2024	Baker & Taylor - Unlabeled Juvenile		001.001 · CSB/Operations Checking		-892.82
Bill	2038244917	05/26/2024		2024 · Youth Print General	982.760 · Youth Print General	-187.83	187.83
Bill	2038269622	05/26/2024		2024 · Youth Print General	982.760 · Youth Print General	-178.84	178.84
Bill	2038272416	05/26/2024		2024 · Youth Print General	982.760 · Youth Print General	-451.65	451.65
Bill	2038294534	05/26/2024		2024 · Youth Print General	982.760 · Youth Print General	-76.50	76.50
TOTAL						-892.82	892.82
Bill Pmt -Check	28589	05/29/2024	Ballard, Kerry	BOOKKEEPING THRU 05/31/24	001.001 · CSB/Operations Checking		-640.00
Bill	20240531	05/28/2024		BOOKKEEPING THRU 05/31/24	801.040 · Bookkeeper	-640.00	640.00
TOTAL						-640.00	640.00

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Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill Pmt -Check	28590	05/29/2024	Ballard, Linda P.		001.001 - CSB/Operations Checking		-74.59
Bill	24-2073-LB	05/24/2024		NON-DUMPSTER ITEMS TO DUMP	969.820 - Staff In-Service & Apprecia...	-35.00	35.00
Bill	24-2078-LB	05/28/2024		COSTCO PAPER SUPPLIES	729.100 - Supplies-Cleaning-Paper 7...	-39.69	39.69
TOTAL						-74.59	74.59
Bill Pmt -Check	28591	05/29/2024	COLLABORATIVE SUMMER LIBR...	Woo299917	001.001 - CSB/Operations Checking		-1,241.12
Bill	Woo299917	05/28/2024		SRP - INCENTIVE BAGS	884.127 - SRP Supplies	-250.00	250.00
				TEEN SRP - VOLUNTEER SHIRTS	884.226 - Summer Reading	-841.12	841.12
				CSLP SHIPPING	884.226 - Summer Reading	-150.00	150.00
TOTAL						-1,241.12	1,241.12
Bill Pmt -Check	28592	05/29/2024	Costco Anywhere Visa	A/C ending 3253 - MAY STATEMENT 04/17 - 05/16/2...	001.001 - CSB/Operations Checking		-116.82
Bill	20240814	05/24/2024		ARTIST IN RESIDENCE RECEPTION	884.970 - Artist in Residence Restricted	-106.83	106.83
				COSTCO - AIR FRESHNER	727.100 - Supplies - General Op 727...	-9.99	9.99
TOTAL						-116.82	116.82
Bill Pmt -Check	28593	05/29/2024	CRILLEY, MARK	DRAWING WORKSHOP 06/26/24	001.001 - CSB/Operations Checking		-350.00
Bill	24-3577-AH	05/28/2024		DRAWING WORKSHOP 06/26/24	884.026 - Youth Prog Rest Gifts SRP	-350.00	350.00
TOTAL						-350.00	350.00
Bill Pmt -Check	28594	05/29/2024	Dexter District Library	1/2 OF BOOK PAGE SUBSCRIPTION (SPLIT WITH D...	001.001 - CSB/Operations Checking		-207.00
Bill	2024-101	05/28/2024		1/2 OF BOOK PAGE SUBSCRIPTION	982.620 - Daily Newspapers	-207.00	207.00
TOTAL						-207.00	207.00
Bill Pmt -Check	28595	05/29/2024	INFLATE YOUR PARTY, LLC	BOUNCE HOUSE SRP KICKOFF 06/07/24	001.001 - CSB/Operations Checking		-230.00
Bill	20240607	05/28/2024		BOUNCE HOUSE SRP KICKOFF 06/07/24	884.226 - Summer Reading	-230.00	230.00
TOTAL						-230.00	230.00
Bill Pmt -Check	28596	05/29/2024	Ingram Library Services		001.001 - CSB/Operations Checking		-2,818.65
Bill	81785004	05/29/2024		- Youth Print General	982.760 - Youth Print General	-11.88	11.88
Bill	81852023	05/29/2024		- Adult Print General	982.720 - Adult Print General	-38.83	38.83
Bill	81852020	05/29/2024		- Adult Print General	982.720 - Adult Print General	-14.04	14.04
Bill	81852028	05/29/2024		- Adult Print General	982.720 - Adult Print General	-17.19	17.19
Bill	81862021	05/29/2024		- Adult Large Print	982.710 - Adult Large Print	-21.48	21.48
Bill	81852025	05/29/2024		- Adult Print General	982.720 - Adult Print General	-16.84	16.84
Bill	81852026	05/29/2024		- Adult Print General	982.720 - Adult Print General	-16.84	16.84
Bill	81852022	05/29/2024		- Adult Print General	982.720 - Adult Print General	-33.64	33.64
Bill	81852029	05/29/2024		- Adult Print General	982.720 - Adult Print General	-18.80	18.80
Bill	81852024	05/29/2024		- Adult Print General	982.720 - Adult Print General	-11.88	11.88
Bill	81852027	05/29/2024		- Youth Print General	982.760 - Youth Print General	-70.19	70.19
Bill	81876373	05/29/2024		- Adult Print General	982.720 - Adult Print General	-46.63	46.63
Bill	81876372	05/29/2024		- Adult Print General	982.720 - Adult Print General	-16.84	16.84
Bill	81876374	05/29/2024		- Adult Print General	982.720 - Adult Print General	-17.36	17.36
Bill	81876375	05/29/2024		- Youth Print General	982.760 - Youth Print General	-11.33	11.33
Bill	81889197	05/29/2024		- Youth Print General	982.760 - Youth Print General	-421.14	421.14
Bill	81889198	05/29/2024		- Adult Print General	982.720 - Adult Print General	-35.20	35.20
Bill	81889199	05/29/2024		- Adult Print General	982.720 - Adult Print General	-16.28	16.28
Bill	81920179	05/29/2024		- Adult Print General	982.720 - Adult Print General	-352.70	352.70
Bill	81920178	05/29/2024		- Multiple Book Copies	982.740 - Multiple Book Copies	-52.17	52.17
Bill	81920180	05/29/2024		- Adult Print General	982.720 - Adult Print General	-18.49	18.49
Bill	81959194	05/29/2024		- Youth Print General	982.760 - Youth Print General	-57.28	57.28
Bill	81959195	05/29/2024		- Adult Print General	982.720 - Adult Print General	-22.89	22.89
Bill	81959199	05/29/2024		- Adult Large Print	982.710 - Adult Large Print	-43.17	43.17
Bill	81959192	05/29/2024		- Adult Print General	982.720 - Adult Print General	-33.95	33.95
Bill	81959196	05/29/2024		- Adult Print General	982.720 - Adult Print General	-33.88	33.88
Bill	81959191	05/29/2024		- Adult Print General	982.720 - Adult Print General	-11.88	11.88
Bill	81959198	05/29/2024		- Multiple Book Copies	982.740 - Multiple Book Copies	-34.76	34.76
Bill	81959199	05/29/2024		- Adult Print General	982.720 - Adult Print General	-82.98	82.98
Bill	81959193	05/29/2024		- Multiple Book Copies	982.740 - Multiple Book Copies	-17.38	17.38
Bill	81959190	05/29/2024		- Multiple Book Copies	982.740 - Multiple Book Copies	-17.38	17.38
Bill	81987813	05/29/2024		- Youth Print General	982.760 - Youth Print General	-61.88	61.88
Bill	81987812	05/29/2024		- Youth Print General	982.760 - Youth Print General	-45.74	45.74
Bill	81987816	05/29/2024		- Mobile CDL - Adult	982.721 - Mobile CDL - Adult	-18.63	18.63
Bill	81987811	05/29/2024		- Multiple Book Copies	982.740 - Multiple Book Copies	-17.39	17.39
Bill	81987815	05/29/2024		- Adult Print General	982.720 - Adult Print General	-17.19	17.19
Bill	81987814	05/29/2024		- Multiple Book Copies	982.740 - Multiple Book Copies	-13.83	13.83
Bill	81987817	05/29/2024		- Adult Print General	982.720 - Adult Print General	-30.40	30.40
Bill	82001523	05/29/2024		- Youth Print General	982.760 - Youth Print General	-10.31	10.31
Bill	82001525	05/29/2024		- Mobile CDL - Adult	982.721 - Mobile CDL - Adult	-349.48	349.48
Bill	82001521	05/29/2024		- Adult Print General	982.720 - Adult Print General	-18.29	18.29
Bill	82001524	05/29/2024		- Adult Print General	982.720 - Adult Print General	-16.29	16.29
Bill	82001522	05/29/2024		- Adult Print General	982.720 - Adult Print General	-16.84	16.84
Bill	82024591	05/29/2024		- Mobile CDL - Adult	982.721 - Mobile CDL - Adult	-19.84	19.84
Bill	82024590	05/29/2024		- SRP Supplies	884.127 - SRP Supplies	-22.64	22.64
Bill	82024592	05/29/2024		- Mobile CDL - Adult	982.721 - Mobile CDL - Adult	-33.00	33.00
Bill	82024595	05/29/2024		- Youth Print General	982.760 - Youth Print General	-23.21	23.21
Bill	82024599	05/29/2024		- Adult Print General	982.720 - Adult Print General	-335.84	335.84
Bill	82024596	05/29/2024		- Adult Print General	982.720 - Adult Print General	-34.23	34.23
Bill	82024593	05/29/2024		- Adult Print General	982.720 - Adult Print General	-25.84	25.84
Bill	82024598	05/29/2024		- Multiple Book Copies	982.740 - Multiple Book Copies	-36.98	36.98
Bill	82024594	05/29/2024		- Adult Print General	982.720 - Adult Print General	-12.43	12.43
Bill	82024597	05/29/2024		- Adult Print General	982.720 - Adult Print General	-34.77	34.77
Bill	81959187	05/29/2024		- Mobile CDL - Adult	982.721 - Mobile CDL - Adult	-34.77	34.77
TOTAL						-2,818.65	2,818.65
Bill Pmt -Check	28597	05/29/2024	Johnson Controls		001.001 - CSB/Operations Checking		-3,976.20
Bill	1-132969276042	05/24/2024		HVAC MAINTAINANCE AGREEMENT 08/01/2024 - 05/...	803.220 - HVAC Temp Controls	-3,074.00	3,074.00
Bill	1-133042272025	05/24/2024		GAS LEAK ISSUE - BOILER A - REGULATOR	803.010 - Maint Svc Contingency	-902.20	902.20
TOTAL						-3,976.20	3,976.20

10:41 AM
06/13/24

Chelsea District Library
Monthly Check Register

May 2024

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill Pmt -Check	28598	05/29/2024	LIBRARY IDEAS LLC		001.001 - CSB/Operations Checking		-1,382.09
Bill	104334	05/29/2024		VOX BOOKS	982.485 - Playaway Views	-827.32	827.32
Bill	110594	05/29/2024		VOX BOOKS	982.485 - Playaway Views	-510.81	510.81
Bill	105073	05/29/2024		VOX BOOKS	982.485 - Playaway Views	-43.96	43.96
TOTAL						-1,382.09	1,382.09
Bill Pmt -Check	28599	05/29/2024	LYRASIS	ONE YEAR ACCESS - 07/01/2024 - 06/30/2025	001.001 - CSB/Operations Checking		-1,950.00
Bill	0820117-IN	05/24/2024		IS DEPT WEBSITE APP (formerly BiblioBoard Creator ...	803.395 - Website Hosting & Service	-1,950.00	1,950.00
TOTAL						-1,950.00	1,950.00
Bill Pmt -Check	28600	05/29/2024	Michigan Municipal League	LIMITED BCBSM OR UNEMPLOYMENT ONLY 07/01/...	001.001 - CSB/Operations Checking		-200.00
Bill	1128	05/28/2024		LIMITED BCBSM OR UNEMPLOYMENT ONLY 07/01/2...	969.530 - Institutional Member MML	-200.00	200.00
TOTAL						-200.00	200.00
Bill Pmt -Check	28601	05/29/2024	Midwest Tape		001.001 - CSB/Operations Checking		-213.42
Bill	505479314	05/28/2024		APR/MAY CDs	982.420 - Adult Music on CD	-44.97	44.97
Bill	505479316	05/28/2024		MAY BOC	982.120 - Adult Books on Disc	-59.98	59.98
Bill	505504305	05/28/2024		APR/MAY CDs	982.420 - Adult Music on CD	-25.48	25.48
Bill	505504308	05/28/2024		JUNE BOC	982.120 - Adult Books on Disc	-42.99	42.99
TOTAL						-213.42	213.42
Bill Pmt -Check	28602	05/29/2024	Pitney Bowes	ACCT # 0010280651 - INV 3319170470 - 2ND QTR, 04/...	001.001 - CSB/Operations Checking		-63.72
Bill	3319170470	05/28/2024		2ND QTR, 04/16/24 - 07/15/24, LEASE PMT	731.200 - Other Svc-Pstg Operatng 7...	-63.72	63.72
TOTAL						-63.72	63.72
Bill Pmt -Check	28603	05/29/2024	SAFEWAY SHREDDING	INV 148959	001.001 - CSB/Operations Checking		-539.95
Bill	148959	05/24/2024		SHREDDING SERVICE - 60 BOXES	801.079 - Library Strategic Plan	-539.95	539.95
TOTAL						-539.95	539.95
Bill Pmt -Check	28604	05/29/2024	Schindler Elevator Corp		001.001 - CSB/Operations Checking		-6,743.45
Bill	7153834499	05/24/2024		ELEVATOR NOT RESPONDING FROM BASEMENT/O...	803.010 - Maint Svc Contingency	-539.45	539.45
Bill	7100559355	05/24/2024		ELEVATOR BUTTON UPGRADE - DONE 05/24/2024	975.200 - Capital Maintenance	-6,204.00	6,204.00
TOTAL						-6,743.45	6,743.45
Bill Pmt -Check	28605	05/29/2024	The Library Network	INV 73995, ACCT NUMBER CHEL#216 - DATABASE ...	001.001 - CSB/Operations Checking		-1,105.37
Bill	73995	05/28/2024		DATABASE SUBSCRIPTION, OVERDRIVE MAGS, 04/...	982.413 - Emags	-1,105.37	1,105.37
TOTAL						-1,105.37	1,105.37
Bill Pmt -Check	28606	05/29/2024	THE WOODHILL GROUP, LLC	2023 AUDIT PREP - BOARD PRESENTATION	001.001 - CSB/Operations Checking		-56.25
Bill	2219	05/24/2024		AUDIT PREP CONSULTANT - APR	960.100 - Board Expenses	-56.25	56.25
TOTAL						-56.25	56.25
Bill Pmt -Check	28607	05/29/2024	UNIVERSITY OFFICE TECHNOLO...	82596591 - ACCT #1624667 - SITE 5597587	001.001 - CSB/Operations Checking		-767.20
Bill	82596591	05/24/2024		COPIER LEASE 05/01 - 05/31/2024	803.101 - Public Copier	-241.82	241.82
				COPIER LEASE 05/01 - 05/31/2024	803.102 - Staff Copier	-437.18	437.18
				COPIER LEASE 05/01 - 05/31/2024	803.103 - Small Printer Maintenance	-88.20	88.20
TOTAL						-767.20	767.20
Bill Pmt -Check	28608	05/29/2024	Washenaw County Treasurer	CUSTOMER #5401, INV 20241403 - 04/24 BOARD OF ...	001.001 - CSB/Operations Checking		-193.07
Bill	20241403	05/28/2024		04/24 BOARD OF REVIEW - LYNDON	402.500 - Lyndon Township	-8.89	8.89
				04/24 BOARD OF REVIEW - SYLVAN	402.600 - Sylvan Township	-174.29	174.29
				04/24 BOARD OF REVIEW - CITY	402.700 - City Taxes	-5.43	5.43
				04/24 BOARD OF REVIEW - DEXTER	402.300 - Dexter Township	-8.46	8.46
TOTAL						-193.07	193.07
Bill Pmt -Check	28609	05/29/2024	Zou Zou's	SRP PRIZES - 200 \$3 GIFT CARDS	001.001 - CSB/Operations Checking		-600.00
Bill	ASRP24CDL	05/28/2024		SRP PRIZES - 200 \$3 GIFT CARDS	884.127 - SRP Supplies	-600.00	600.00
TOTAL						-600.00	600.00
Bill Pmt -Check	28610	05/29/2024	LESLIE SCIENCE CENTER	VOID: 06/12/2024 - Nature's Nightlife - Live animal sh...	001.001 - CSB/Operations Checking		0.00
TOTAL						0.00	0.00
Bill Pmt -Check	28611	05/31/2024	LESLIE SCIENCE CENTER	VOID: 06/12/2024 - Nature's Nightlife - Live animal sh...	001.001 - CSB/Operations Checking		0.00
TOTAL						0.00	0.00
Bill Pmt -Check	28612	05/31/2024	LESLIE SCIENCE CENTER	06/12/2024 - Nature's Nightlife - Live animal show	001.001 - CSB/Operations Checking		-472.10
Bill	0240612	05/29/2024		SRP - 06/12/2024 - Nature's Nightlife - Live animal show	884.926 - Youth Prog Rest Gifts SRP	-472.10	472.10
TOTAL						-472.10	472.10

Chelsea District Library
Donation and Restricted
January through May 2024

	Jan - May 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	12,115	75
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	42,565	(17,925)
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	42,797	(17,925)
Gross Profit	24,872	42,797	(17,925)
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	484	1,000	(516)
Total 884.500 · Artist In Residence	484	1,000	(516)
884.910 · Adult Programming Restricted			
884.911 · Adult Prog Rest Gifts MWest LW	1,500	2,500	(1,000)
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 May 2024

	Jan - May 24	Budget	\$ Over Budget
Total 884.910 · Adult Programming Restricted	2,250	5,250	(3,000)
884.920 · Youth Programming Restricted			
884.926 · Youth Prog Rest Gifts SRP	822	4,000	(3,178)
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	1,054	4,232	(3,178)
Total 884.000 · Programming	3,788	18,232	(14,444)
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	7,132	27,182	(20,050)
Net Ordinary Income	17,740	15,615	2,125
Net Income	17,740	15,615	2,125

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	402	1,098,860	655,625	354,738	3,940	(193)	94,580	0	0	0	0	0	0	0	0	0	0	2,207,550	2,180,986	26,564	101%									
540.100 - State Aid		0	55,832	0	8,119	0	0	0	0	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	0	0	0	0	16,000	(16,000)	0%									
645.100 - Copiers & Printers		0	424	374	518	359	431	0	0	0	0	0	0	0	0	0	0	2,106	3,000	(894)	70%									
657.100 - Non-Resident Fees 607.100		(16)	1,188	0	0	0	0	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	0	0	0	0	207	200	7	104%									
665.000 - Bank Interest 665.100		105	184	205	174	142	0	0	0	0	0	0	0	0	0	0	0	790												
665.100 - Investment Gains/Losses 666.100		1,973	1,686	1,729	6,266	9,822	0	0	0	0	0	0	0	0	0	0	0	21,476	14,784	6,692	145%									
669.000 - Investment Value Change 665.500		517	(2,039)	(1,849)	(5,262)	(630)	0	0	0	0	0	0	0	0	0	0	0	(9,263)												
671.000 - Misc Income & Refunds 606.000		0	2,500	1,250	1,250	1,245	0	0	0	0	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	1,245	0	0	0	0	0	0	0	0	0	0	0	24,640	42,565	(17,925)	58%									
675.000 - Private Grant Sources		232	0	0	0	0	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	0	0	0	0	8,400	(8,400)	0%									
Total Income		1,118,021	716,752	362,712	15,835	10,775	95,011	0	0	0	0	0	0	0	0	0	0	2,319,106	2,358,667	(39,561)	98%									
Gross Profit		1,118,021	716,752	362,712	15,835	10,775	95,011	0	0	0	0	0	0	0	0	0	0	2,319,106	2,358,667	(39,561)	98%									
Expense																														
701.000 - Personnel Svcs Control Acct 701		79,536	97,433	96,755	99,175	141,771	51,191	0	0	0	0	0	0	0	0	0	0	565,861	1,331,617	(765,756)	42%									
727.000 - Supplies	727	468	1,287	779	1,966	842	351	0	0	0	0	0	0	0	0	0	0	5,683	16,362	(10,679)	35%									
730.000 - Printing&Publishing P&P 727.600		0	0	0	0	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	70	0	0	0	0	0	0	0	0	0	0	0	134	1,500	(1,366)	9%									
732.000 - Supplies-Maintenance	727.900	39	52	790	122	428	248	0	0	0	0	0	0	0	0	0	0	1,679	3,500	(1,821)	48%									
801.000 - Professional & Contractual Svcs		6,464	4,218	4,250	18,590	6,226	2,312	0	0	0	0	0	0	0	0	0	0	42,060	124,735	(82,675)	34%									
802.000 - Admin-Fees & Misc Costs 801.300		11	123	25	11	23	0	0	0	0	0	0	0	0	0	0	0	193	890	(697)	22%									
803.000 - Maintenance Service Contracts		6,014	7,651	18,470	11,226	15,780	6,079	0	0	0	0	0	0	0	0	0	0	65,220	202,799	(137,579)	32%									
850.000 - Telecommunications		(17)	4,954	3,829	1,436	2,802	1,964	0	0	0	0	0	0	0	0	0	0	14,968	48,980	(34,012)	31%									
880.000 - Promotional Materials		4,020	11,008	6,147	9,365	3,490	7,768	0	0	0	0	0	0	0	0	0	0	41,798	78,850	(37,052)	53%									
884.000 - Programming		19,698	44,364	5,220	5,764	12,735	3,060	0	0	0	0	0	0	0	0	0	0	90,831	204,637	(113,806)	44%									
885.000 - Volunteer		0	0	54	163	78	0	0	0	0	0	0	0	0	0	0	0	295	2,500	(2,205)	12%									
920.000 - Utilities		2,807	4,649	4,473	4,081	4,288	4,477	0	0	0	0	0	0	0	0	0	0	24,755	68,850	(44,095)	36%									
960.000 - Board & Director Expense		47	14	317	225	177	597	0	0	0	0	0	0	0	0	0	0	1,377	3,500	(2,123)	39%									
965.000 - Automation Services		3,495	9,764	0	9,764	0	0	0	0	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	0	0	0	0	6,539	19,632	(13,093)	33%									
967.000 - Equipment		6,902	3,943	9,441	1,547	2,636	380	0	0	0	0	0	0	0	0	0	0	24,849	47,200	(22,351)	53%									
969.000 - CE, Staff Development & Travel		1,271	2,957	1,114	697	3,874	1,570	0	0	0	0	0	0	0	0	0	0	11,483	38,101	(26,618)	30%									
970.000 - Capital Expense 980.00		0	11,998	8,749	0	6,204	7,495	0	0	0	0	0	0	0	0	0	0	34,446	256,823	(222,377)	13%									
982.000 - Collection Expense		3,729	36,049	8,781	10,784	15,800	3,640	0	0	0	0	0	0	0	0	0	0	78,783	201,622	(122,839)	39%									
Total Expense		134,464	240,454	172,197	178,486	217,224	91,132	0	0	0	0	0	0	0	0	0	0	1,033,977	2,702,303	(1,668,326)	38%									
Net Ordinary Income		983,537	476,298	190,515	(162,651)	(206,449)	3,879	0	0	0	0	0	0	0	0	0	0	1,285,129	(343,636)	1,628,765										
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	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	0	0	0	0	200,900	(200,900)	0%									
Total Other Expense		0	0	0	0	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	0	0	0	0	(253,500)	253,500	0%									
Net Income		983,537	476,298	190,515	(162,651)	(206,449)	3,879	0	0	0	0	0	0	0	0	0	0	1,285,129	(597,136)	1,882,265										

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

		Jan - Dec 24	Jan - Dec 23	\$ Change	% Change
Ordinary Income/Expense					
Income					
402.000 · District Revenue	402	2,207,550.03	2,038,527.69	169,022.34	8.29%
540.100 · State Aid		63,951.33	74,477.37	-10,526.04	-14.13%
574.100 · Penal Fines		0.00	12,745.46	-12,745.46	-100.0%
645.100 · Copiers & Printers		2,106.05	3,903.50	-1,797.45	-46.05%
657.100 · Non-Resident Fees 607.100		1,171.87	4,083.33	-2,911.46	-71.3%
657.200 · ILL Fees/Collection Agency Rec		207.00	634.00	-427.00	-67.35%
665.000 · Bank Interest 665.100		790.57	799.78	-9.21	-1.15%
665.100 · Investment Gains/Losses 666.100		21,475.48	41,131.89	-19,656.41	-47.79%
669.000 · Investment Value Change 665.500		-9,262.69	35,201.84	-44,464.53	-126.31%
670.000 · Change CFofSEMI Invest 666.510		0.00	4,002.00	-4,002.00	-100.0%
671.000 · Misc Income & Refunds 606.000		6,245.19	9,961.30	-3,716.11	-37.31%
674.000 · Revenue Contribution & Donation		24,640.38	42,664.41	-18,024.03	-42.25%
675.000 · Private Grant Sources		232.05	2,000.00	-1,767.95	-88.4%
Total Income		2,319,107.26	2,270,132.57	48,974.69	2.16%
Gross Profit		2,319,107.26	2,270,132.57	48,974.69	2.16%
Expense					
701.000 · Personnel Svcs Control Acct 701		565,861.15	1,221,778.47	-655,917.32	-53.69%
727.000 · Supplies 727		5,682.45	13,600.65	-7,918.20	-58.22%
731.000 · Other Svc - Postage 727.700		133.93	928.25	-794.32	-85.57%
732.000 · Supplies-Maintenance 727.800		1,677.88	1,214.87	463.01	38.11%
801.000 · Professional & Contractual Svcs		42,061.01	53,161.54	-11,100.53	-20.88%
802.000 · Admin-Fees & Misc Costs 801.300		193.11	880.04	-686.93	-78.06%
803.000 · Maintenance Service Contracts		65,220.03	141,765.54	-76,545.51	-53.99%
850.000 · Telecommunications		14,966.57	33,880.71	-18,914.14	-55.83%
880.000 · Promotional Materials		41,798.14	74,900.30	-33,102.16	-44.2%
884.000 · Programming		90,831.77	125,052.99	-34,221.22	-27.37%
885.000 · Volunteer		295.17	2,482.56	-2,187.39	-88.11%
920.000 · Utilities		24,755.04	53,705.81	-28,950.77	-53.91%
960.000 · Board & Director Expense		1,376.55	2,316.00	-939.45	-40.56%
965.000 · Automation Services		23,022.20	38,909.21	-15,887.01	-40.83%
966.000 · Insurance 801.200		6,539.00	20,299.00	-13,760.00	-67.79%
967.000 · Equipment		24,848.95	39,737.18	-14,888.23	-37.47%
969.000 · CE, Staff Development & Travel		11,483.37	11,159.61	323.76	2.9%
970.000 · Capital Expense 980.00		34,446.41	345,356.10	-310,909.69	-90.03%
982.000 · Collection Expense		78,782.57	178,426.71	-99,644.14	-55.85%
991.004 · Debt Principal - Leases GASB87		0.00	7,226.00	-7,226.00	-100.0%
994.000 · Debt Interest - GASB87		0.00	922.00	-922.00	-100.0%
Total Expense		1,033,975.30	2,367,703.54	-1,333,728.24	-56.33%
Net Ordinary Income		1,285,131.96	-97,570.97	1,382,702.93	
Other Income/Expense					
Other Income					
691.450 · OTHER FIN SOURCE - GASB96		0.00	16,888.00	-16,888.00	-100.0%
Total Other Income		0.00	16,888.00	-16,888.00	-100.0%
Other Expense					
967.450 · CAPITAL OUTLAY - GASB96		0.00	16,888.00	-16,888.00	-100.0%
Total Other Expense		0.00	16,888.00	-16,888.00	-100.0%
Net Other Income		0.00	0.00	0.00	0.0%
Net Income		1,285,131.96	-97,570.97	1,382,702.93	

7.0

CHELSEA DISTRICT LIBRARY

Fund Balances

May 31, 2024

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
\$764,817.38	-\$189,250.17	\$575,567.21
\$0.00	\$0.00	\$0.00
<u>\$764,817.38</u>	<u>-\$189,250.17</u>	<u>\$575,567.21</u>

Ameriprise Account

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

\$1,592,563.61	\$9,192.05	\$1,601,755.66
\$700,000.00	\$0.00	\$700,000.00
\$166,742.19	\$0.00	\$166,742.19
<u>\$2,459,305.80</u>	<u>\$9,192.05</u>	<u>\$2,468,497.85</u>

Investment Partners Total

Total General Fund

<u>\$3,224,123.18</u>	<u>-\$180,058.12</u>	<u>\$3,044,065.06</u>
-----------------------	----------------------	-----------------------

Debt Service Fund

Bond Debt Retirement Fund Checking	003.008
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<u>\$71,705.87</u>	<u>\$15.18</u>	<u>\$71,721.05</u>
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8.1

Ameriprise 05/31/2024

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	\$2,459,305.80	\$0.00	\$9,821.68	-\$629.63	\$0.00	\$2,468,497.85
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	\$21,475.48	-\$9,262.69	\$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 June 2024 board meeting

Staff Announcements

Library Aide Mary Tobin retired from CDL. She will be missed! We will post for a replacement soon.

Utility Box Artwork

The wrapping of the utility boxes on our lawn on the Orchard Street side of our building looks even better than anticipated! They have already created lots of interest and delight. A big thanks to Virginia who helped steer the project to completion, John Pappas for producing the artwork from Mobee images, and Upper Level Graphics who produced and installed the wraps (major respect to the installers for their craft, precision, and patience with this project!).

Staff In-Service Day

The annual Staff In-Service Day was held on Friday, May 17. We accomplished a lot! Trish Cortes from Washtenaw County Community Mental Health presented on the CARES teams that travel throughout the county to address those in crisis. She dispelled some myths about those who suffer from mental health challenges as well as provided advice and information to help us address those in need.

The rest of the day was spent bringing order to our physical spaces to create a library facility that is more functional and efficient. To that end, we sent 80 boxes of documents to be shredded, recycled mounds of paperwork and broken equipment and supplies, and organized our spaces.

Circulation staff also carved out some time to meet as a team (a near impossibility when the library is open) to get everyone updated and on the same page regarding policies and procedures.

16 staff members completed our feedback survey for the day. That feedback was overwhelmingly positive.

- 15/16 respondents rated the morning presentation about mental health resources as either a 4 or 5.
- 11/16 respondents rated the group cleaning project either a 4 or 5.
- Amy hit it out of the park with her Circ Staff training session with all respondents rating that as a 4 or 5
- Highlights included multiple comments about enjoying working with staff members from other departments, the satisfaction of the well-organized spaces when we were finished, and the positive attitudes and good humor our team brought to the job.

- Suggestions included more team building opportunities, more variety in the balance between projects and learning opportunities, and offering quick fun games/activities to break up the day.

TLN RFID Project

On May 30, the TLN board discussed and approved an RFID proposal to unify the Shared Automated System libraries (including CDL) through uniformly tagging all materials in the collections throughout the shared system. What does this mean for CDL? Most of our collection is already appropriately RFID-tagged. TLN will pay for the tags as our collection grows going forward as well as the supply to retroactively tag the small number of items here that are not appropriately tagged.

Strategic Plan 2024-28 Progress in May 2024

Theme

- 2024 All staff in-service day focused on decluttering the library to create more efficient and effective spaces
- 1.1 Provide a welcoming place for all
 - Hosted St. Louis Center reception and display of ceramic arts by residents
 - 1.2 Elevate the library as a location for community building
 - See 1.1 above
 - 1.4 Get the word out about the great things happening at CDL
 - Chelsea Update published four consecutive Sunday articles about library history, district formation, bond payoff, and Music in the Air celebration. All got good engagement and evoked positive comments on social media.
 - 2.2 Green the library
 - Found potential source to upcycle old library banners into tote bags
 - 2.3 Improve data used to evaluate library services & communicate value
 - Evaluated Library IQ to help collection development and gather demographic data with usage statistics of our library district
 - 3.2 Explore the viability of expanding library space
 - In-service day cleanup of the basement will allow for evaluation of space for possible future expansion

Out and About: Meetings Attended May 2024

- Rotary meetings – May 7, 14, 21 & 28
- Walk to School Wednesdays – May 1, 8, 15, 22 & 29
- Chelsea Family & Friends Wellness Coalition – May 2
- Rotary board meeting – May 8
- TLN Shared Automation System RFID Meeting – May 22

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

Facility update

- Boiler project update- I am still waiting on a revised quote from Johnson Controls. After reviewing it with them, there were several items that could be removed and should reduce the quote considerably. I hope to have it by the time you read this. Our one remaining working boiler has now also been turned off due to a faulty gas regulator valve, which I chose not to repair considering we won't need the heat and new boilers are pending.
- HVAC-a regular maintenance service was done this month on both the mechanical and controls.
- Sprinklers have still not been turned on due to a cracked backflow device. It was repaired and then the sprinkler guy came the day the box wraps were being done, so it has been rescheduled for the second week of June. Luckily, we have had plenty of rain to keep the lawn and plants healthy.
- The elevator button replacement has been completed.
- Fire extinguishers were tested and Kleinschmidt looked at our flat roofs to determine a replacement schedule. They say to plan it in the next couple of years.

Meetings and programs

Our annual In-service was very successful this year. We started the day with a presentation from CARES, a Washtenaw County Community Mental Health initiative that came about due to the passage of the public safety millage in January 2019. Those funds have increased access to mental health and substance use services in the county, and we felt it was important for our staff to know what services are available. Then we broke up into teams and spent several hours organizing and cleaning our service areas and basement; so all areas could be used more efficiently. We recycled what we could and threw out items that could not be recycled. We also offered the Friends many items that no longer have use to us but we thought the public might buy to support the library. They will organize the sale of those items at a future book sale.

The 2025 budget first draft is complete and we will have had our first meeting with the finance committee by the time I write this. No further meetings are necessary and drafts will be distributed to the board at the July board meeting.

Volunteers

Book sale volunteers gave us 213 hours of service this month and our non-book sale volunteers will be reported next month.

Respectfully submitted,
Linda Ballard, Assistant Director

May Highlights

- May included preparations for Summer Reading. This consisted of final adjustments to challenges, collecting grand prizes, and preparing for the SRP Kickoff.
- I also attended the May Board retreat, and learned a good deal from the finance presentation.

Program Attendance

Date	Name	In-Person	Live Virtual	Recorded Virtual	Kits
	Adult Program Attendance				
5/7/2024	Reading Glasses Book Club	6			
5/7/2024	Meditation Club	11			
5/8/2024	Books & Banter	12			
5/9/2024	How to Begin Researching Your Family Tree	10			
5/11/2024	Purple Rose Reading		75		
5/15/2024	Medicare 101	5			
5/18/2024	Outdoor Book Club	11			
5/21/2024	Football A to Z with ALI	21	1		
		76	76		
	<i>Adult Program Totals</i>	152			
	Early Literacy Program Attendance				
5/1/2024	Yoga Storytime	24			
5/2/2024	Toddler time	23			
5/7/2024	Babytime	10			
5/8/2024	Preschool Storytime	23			
5/9/2024	Toddler time	30			
5/14/2024	Babytime	14			
5/15/2024	Preschool Storytime	18			
5/16/2024	Toddler time	30			
5/21/2024	Babytime	15			
5/22/2024	Preschool Storytime	24			
5/23/2024	Toddler time	38			
	<i>Early Literacy Program Totals</i>	196			

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

	Youth Program Attendance				
5/1/2024	Family DnD	11			
5/6/2024	Lego Club	17			
5/8/2024	Family DnD	10			
5/9/2024	K-2 Books and Fun	3			
5/11/2024	KinderConcert	14			
5/14/2024	Chess Clinics w/ Chase	10			
5/14/2024	Tween Book Club	7			
5/15/2024	Family DnD	11			
5/16/2024	READ to Library Dogs	13			
5/20/2024	Youth Creativity Zine	13			
	<i>Youth Program Totals</i>	104			
	Teen Program Attendance				
5/2/2024	TTT: Splatterpaint Creations	2			
5/5/2024	PWNED Teen Gaming Club	3			
5/10/2024	Mangafternoon	14			
5/16/2024	TTT: Steampunkery	6			
5/24/2024	Pizza & Paperbacks AFTER HOURS: Twilight Night	6			
5/31/2024	YSG Orientation	18			
	<i>Teen Program Totals</i>	49			
	Outreach Program Attendance				
5/1/2024	St. Louis Center Read Aloud (adult)	25			
5/4/2024	Free Comic Book Day (all ages)	50			
5/16/2024	Pines Book Club (adult)	7			
5/22/2024	Mobee @ After Care	20			
5/21/2024	Storytime @ ECC	30			
5/21/2024	Storytime @ Mudpies	27			
5/23/2024	Storytime @ Astor Daycare	8			
5/28/2024	SRP classroom visits @ SME	150			
5/29/2024	SRP classroom visits @ SME	320			
5/31/2024	SRP classroom visits @NCE	503			
5/31/2024	Ice Cream Social	100			
	<i>Outreach Program Totals</i>	1240			

	Walk to School Wednesdays				
5/1/2024	Walk to School Wednesdays	16			
5/8/2024	Walk to School Wednesdays	15			
5/15/2024	Walk to School Wednesdays	17			
5/29/2024	Walk to School Wednesdays	15			
	<i>WTSW Totals</i>	63			
	Mobee Visit Program Attendance				
5/1/2024	Pines	4			
5/1/2024	Chelsea Hospital (outreach, all ages)	1			
5/4/2024	Fix the Dang Roads Mobee visit	37			
5/7/2024	Sylvan Township Hall	2			
5/9/2024	Sylvan Crossing (outreach, all ages)	2			
5/9/2024	Robin Hills Farm (outreach, all ages)	0			
5/9/2024	Sharon Ann Apartments (outreach, all ages)	0			
5/13/2024	Dancey House (UMRC) (outreach, adult) Canceled-staff illness	4			
5/13/2024	St. Barnabas Church (outreach, all ages)	0			
5/13/2024	Lima Township Hall (outreach, all ages)	0			
5/14/2024	Lyndon Township Hall (outreach, all ages)	0			
5/21/2024	New Harvest Church	0			
5/21/2024	Dexter Township	4			
	<i>Mobee Totals</i>	54			

Reference, Collections, Deliveries, and Other

Services	April 24
Reference Questions	2402
CDL Delivers & Deposit Book Deliveries	22

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

*The Chelsea District Library was closed on 5/17 for Staff In-Service. The Chelsea District Library was closed on 5/26 and 5/27 for Shared System Maintenance and the Memorial Day holiday.

Information Technology

Respectfully Submitted
by Scott Rakestraw

CHELSEA DISTRICT LIBRARY
BOARD REPORT
May 2024

TECH NOTES

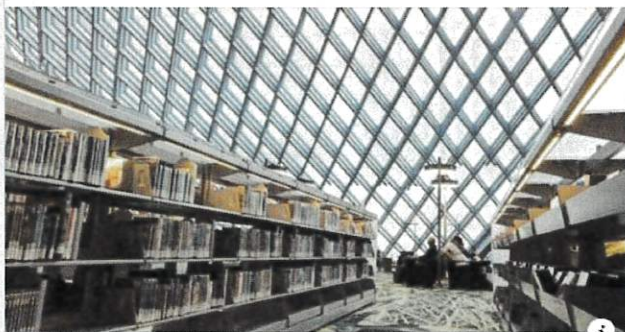


Washtenaw Public Service Tech Talk



Scott Rakestraw
May 30 at 9:09 AM

Educational resources continue to be prime targets for criminal enterprises. This time, the Seattle Public Library was the target.



SEATTLETIMES.COM

Seattle Public Library remains partly offline since ransomware event

The Seattle Public Library's online services were partly available Wednesday morning after they...

The Seattle Public Library computer systems were taken offline this past month by ransomware. No word yet on whether patron data was compromised.

At CDL, we use a 'shared-system' provided by The Library Network. Even if our own internal systems came under attack, it's unlikely our patron data would be at risk from ransomware.

Additionally, we take a multi-layer approach to security which includes off-site, cloud encrypted backups and 'best in-class' threat detection software.

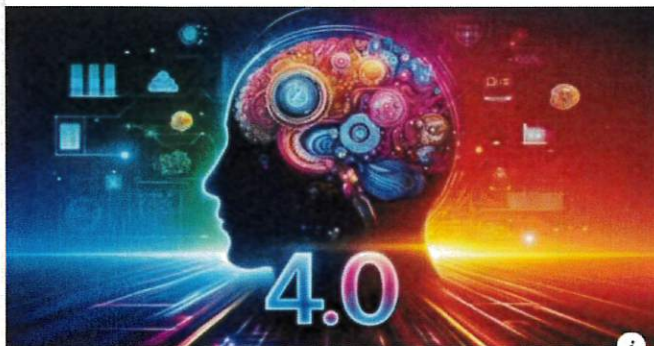
No computer network is 100% secure but we maintain an active security program and provide regular communication and security training for staff.



Scott Rakestraw
May 15 at 7:35 PM

Chat GPT4o is free.

See linked demo video of new "human friendly" features in comments.



RISKHEDGE.COM

OpenAI's new ChatGPT can "see," "hear," and "speak"

You now have no excuse not to use AI...

Keeping an Eye on "AI"

Major AI developments this past month include major feature upgrades for ChatpGPT, Google Gemini, and Microsoft Co-Pilot.

The "free" level of services provided by OpenAI's ChatGPT now include the ability to process images, speak and hear.

"AI systems took 20 years to reach human-level abilities in handwriting recognition. It took less than a year to hit that milestone for language comprehension."

<https://chelseadistrictlibrary.org/techtalk>

CHELSEA SENIOR CENTER



CDL Support Log Detail for
Chelsea Senior Center

MAY 2024

Summary	Total Hours
2022	394.00
2023	368.50
2024	179.25

Total Hours	Date	OnSite Hours	OffSite Hours
21.75	May	15.25	6.5

TECHNOLOGY SERVICES

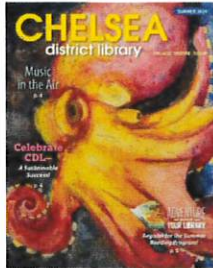
DATA SERVICES		JAN	FEB	MAR	APR	MAY
5160.4	Hotspots: Total GB Used - Township Halls	1037.8	1045.3	1024.2	1017	1036.1
69.4	-- Lima Township (GB)	13.4	14.8	12.9	13.9	14.4
183.3	-- Sylvan Township (GB)	35.7	34.9	38.5	36.7	37.5
4907.7	-- Mobile Beacon (GB)	988.7	995.6	972.8	966.4	984.2
95	Hotspot Devices Circulated	18	16	20	18	23
1900	Public Internet - Computer Sessions	354	373	391	389	393
2209	Public Internet - Wireless Logins	486	465	422	397	439

ONLINE SERVICES		JAN	FEB	MAR	APR	MAY
81681	Website Sessions	14976	14639	19399	20375	12292
38092	Website Users	7614	8631	7695	7746	6406
13061	AUDIO Downloads Total	2667	2430	2694	2529	2741
8968	-- Audio: Overdrive	1871	1677	1826	1730	1864
4093	-- Audio: Hoopla	796	753	868	799	877
2487	VIDEO Downloads Total	451	449	529	582	476
1711	-- Video: Kanopy	326	300	343	391	351
776	-- Video: Hoopla	125	149	186	191	125
10268	EBook Downloads Total	2023	1935	2195	2092	2023
9052	-- Ebook: Overdrive	1784	1727	1927	1843	1771
1216	-- Ebook: Hoopla	239	208	268	249	252
25816	TOTAL Downloads	5141	4814	5418	5203	5240

Head of Marketing & Communications Monthly Board Report

(May 1–31, 2024): Respectfully submitted by Virginia Krueger

May Marketing Highlights:



Our summer newsletter hit mailboxes in May. The artwork featured is a watercolor painting by Beach Middle School student Abigail Riley. It is a jam-packed edition with information about our bond payoff, celebration of the library district's 25th anniversary, the 75th anniversary of the Friends, Music in the Air, and all of the Summer Reading Program festivities. The newsletter was mailed to 9,931 homes with an additional 500 copies that we distribute around town and throughout the library.

Website Redesign:

Coding was completed on our beta site and Weblinx is uploading content in preparation for our testing and evaluation.

Social Media:



May Social Media Metrics

CDL Facebook: 3,573 followers (+101) | 1,200 page visits (no change) | 12,800 page reach ↓ | 9.3% engagement rate

CDL Instagram: Followers: 1,025 (+13) | 31 profile visits ↓ | 444 page reach ↓ | 6.9% engagement rate

eNewsletters: CDL eNews has 3,717 subscribers (+28 in May)

May Metrics:

- We sent five weekly newsletters (50.4% open rate)

May Marketing Channel Response:

In May, we had 245 program registrations where identifying the marketing channel was asked. The breakdown of how the registrants heard about the program is as follows:

- Print Newsletter: 43
- eNewsletter: 32
- Website: 31
- Word of Mouth: 44
- Local paper/Chelsea Update: 9
- Social Media: 10
- Other/blanks: 66 (this is mostly Purple Rose promotion)
- All: 8

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

Other miscellaneous duties:

- Worked Lyndon Township's Fix the Dang Roads event on Mobee with Shannon. We interacted with about 40 visitors and signed several people up for library cards. We will continue to pursue events like this. Distributed newsletters to local government officials, to the local schools, and throughout the business district (with the help of staff!)
- Assisted the Friends with plans for their 75th anniversary
- Designed and ordered banners for the new event tent
- Finalized design of the utility box wraps
- Coordinated with Lindsey Dahl for cover art for the fall 2024 newsletter.
- Coordinated with Kathy Siler of ALS Active for an ALS awareness month display.
- New building banners were installed to help coordinate the Mobee graphics with the library building.
- Attended a Canva Work Redesign online seminar to learn the new graphic design and workflow efficiencies of the platform.
- Attended Library IQ demonstration with Amy & Shannon to learn about the uses of this software to analyse library usage and demographic capability.
- Attended the CDL Board retreat to learn more about library funding and budgeting. This was immensely helpful as I prepare the 2023 annual report.

Circulation Supervisor's Report May 2024

- Circulation – 19206 in May
- Patron Count- 10121 for May
- Circulation by township- for May:
 - Dexter = 12% of total transactions
 - Lima = 12% of transactions
 - Lyndon = 11% of transactions
 - Sylvan = 16% of transactions
 - Chelsea = 35% of transactions
- May Circulation: 85% were items from Chelsea and 15% were inter-loaned items.

Libby = 4321 ; Hoopla = 1334 Kanopy = 351
- Registrations for May– 78 new cards; 6680 total card holders
 - *Dexter = 860 cards; Lima = 717 cards; Lyndon = 905 cards
 - *Sylvan = 1255 cards; Chelsea = 2460 cards; Nonresident = 483 cards
- Self-Check Machine: May 609 or 3% of total checkouts *

May Notes:

- I attended weekly management meetings.
- I worked my PIC shifts each week.
- I participated in WTSW each week.
- We received 124.5 tubs from TLN in May, with 5.9 being the daily average.
- We processed 38 MeLCat items for other libraries, and received 44 items for our patrons.
- We had 1333 unique visitors to the library.
- I attended a Zoom TLN Circulation meeting.
- I sat in on a Library IQ demo with Shannon & Virginia.
- I attended a Zoom session at MLA Leadership Academy. The focus was advocacy.
- I participated in an organizing session during our In-Service
- I facilitated a circulation assistant library card review session at our In-Service.
- I came to the library to empty the drop on the 26 & 27th when we were closed.

Respectfully submitted,
Amy Zoran
Head of Circulation

* The self check machine was shut down for about two weeks for repairs during May.

ACTION ITEMS

Action Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet June 18, 2024 Board Meeting

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

Discussion:

Several small changes have been recommended by the Policy Committee regarding 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.

Action:

The Board approves the recommended updates to Policy 310: Request for Reconsideration of Library Materials or Programs.

Patricia Garcia, Board Secretary

Date

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

Revision Date: June 18, 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.

Residents living in the Chelsea District Library service area or active cardholders who work or live in the library district 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, residents living in the Chelsea District Library service area or active cardholders who work or live in the library district 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 remain following formal reconsideration shall be ineligible for subsequent review on the same grounds for a period of 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.

Patricia Garcia
Library Board Secretary

Date

Chelsea District Library
Policy and Procedure

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

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Formal reconsideration of materials and programs is a time- and staff-intensive process. Items and programs that remain following formal reconsideration shall be ineligible for subsequent review on the same grounds for a period of 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.

Patricia Garcia
Library Board Secretary

Date

DISCUSSION ITEMS

Discussion Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet June 18, 2024 Board Meeting

Agenda Public Participation Guidelines

Discussion:

An update of the Public Participation guidelines, outlined in detail on the back of the agenda each month, to be consistent with the Board's intentions.

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 contact the Board President or Library Director at least five days in advance of the Board meeting to ask to be placed on the agenda. The Board President or 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.
- **Without prior arrangement**, you may address the Board during the agenda item listed as “Public Comment.”
 - Individuals who are addressing the Board at a Board meeting must state their name, **where they live**, and the name of the organization or group they are representing, if that is the case.
 - **Multiple speakers on the same topic are encouraged to designate a single spokesperson to represent their group.**
 - **In order to establish responsible limitations to ensure that all individuals who desire to speak can do so in a timely manner, a time limit is imposed on each speaker, not to exceed three minutes. At the discretion of the President of the Board, a shorter time limit may be imposed in order to facilitate the participation of all those who wish to speak.**
 - **No member of the public may comment a second time until all those who wish to speak have been heard once.**
- **Signs, posters, banners, flags, and other forms of non-verbal expression must not disrupt or otherwise interfere with conducting Board business.**

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

Discussion Item #2

Chelsea District Library
Board of Trustees

Library Board Fact Sheet June 18, 2024 Board Meeting

Agenda Bylaws

Discussion:

A discussion to reestablish the Communications section of the monthly packet, which the trustees had previously asked to eliminate.

Changes to bylaws resulting from these changes – (future agenda format will mirror these changes)

ARTICLE VI Section 5 The following items constitute the minimum agenda for regular meetings

Call to order and attendance

Consent agenda approval – minutes, operational checks, financial reports

Agenda review, additions, approval

Presentations

Communications

Public Comment

Library Director's report, strategic plan, and Friends report and questions from the Board

Action Items

Discussion Items

Committee Reports

Other Items

Adjournment

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

