Chelsea District Library
Board of Trustees

Agenda and Information Packet

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

September 17, 2024
6:45 pm

McKune Room at the Chelsea District Library

CHELSEA DISTRICT LIBRARY BOARD OF TRUSTEES
Tuesday, September 17, 2024—6:45 p.m.
McKune Room

AGENDA

6:45 Board Meeting
Welcome and Call to Order
Consent Agenda Approval
- Hearing & Meeting Minutes
- Operational Checks
- Finance Reports

Agenda Review, Additions, and Approval

6:50 Presentation: Garage Blueprints by Jess Spike (Construction Design Services, Inc.)

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

7:30 Public Comment

7:35 Action Items
1. Donations
2. 2025 Budget Approval
3. Chelsea District Library & Friends Memorandum of Understanding
4. Policies: 211 Borrower Registration and 431 Library Relations and Media Policy
5. Agenda Items

7:50 Discussion Items
1. Expiring Terms
2. Audit RFPs

8:00 Reports
Policy Committee
Finance Committee
Personnel Committee
Nominating Committee
Community Outreach Committee

8:05 Public Comment

8:10 Other Items

8:15 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 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.

Revised July 16, 2024

Chelsea District Library Board of Trustees
Minutes of Budget Hearing Meeting

Tuesday, August 20, 2024 6:45pm
Meeting Location: McKune Room

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

Trustees Absent: P. Garcia, TJ Helfferich, & W. Reinhardt.

Staff: Director L. Coryell, Asst. Director L. Ballard, C. Berggren, V. Krueger, K. Ballard & S. Powers, S. Rakestraw, and A. Zoran via Zoom.

Guests: Eric Mills

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Budget Hearing
J. Carr called the meeting to order at 6:44 p.m.

Board Review of 2025 Budget:

L. Coryell begins with the Summery page and walks the Board through the entire proposed 2025 Budget, section by section, highlighting the lines that a significant change.

- The Board agrees to approve the annual $15,000 to the Chelsea DDA as part of the Budget.
- S. Powers runs down the lineup for the 2025 Midwest Lit Walk.
- L. Coryell fields Board questions.

Public Comment: Mr. Mills asks how to best utilize the library for his wife, who is homebound. The Board gives him lots of suggestions.

Adjournment:
MOTION made by S. Lackey, SECONDED by G. Munce to adjourn the meeting at 7:27 p.m.

All Ayes, 4-0

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Patricia Garcia, Board Secretary Date

Chelsea District Library Board of Trustees
Minutes of Regular Meeting

Tuesday, August 20, 2024 directly following the Budget Hearing Meeting
Meeting Location: McKune Room

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

Trustees Absent: P. Garcia, TJ Helfferich, & W. Reinhardt.

Staff: Director L. Coryell, Asst. Director L. Ballard, C. Berggren, K. Ballard & S. Powers, and A. Zoran via Zoom.

Guests: None

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Welcome and Call to Order
J. Carr called the meeting to order at 7:27 p.m.

Consent Agenda
MOTION made by S. Lackey, SECONDED by G. Munce to approve the Consent Agenda with the July minutes and financials. Discussion: None

All Ayes: 4-0

Agenda Review, Additions, and Approval
MOTION made by B. Swistock, SECONDED by G. Munce to approve the agenda, as amended. Discussion: L. Coryell adds an update on the Request for Reconsideration, which she'll deliver as part of her Director's Update.

All Ayes: 4-0

Director's Report Update:
L. Coryell update:

- Shared the letter that was sent as reply for the Request for Reconsideration and that it was signed for as received.
- There are two policies that will need updating relative to the Request for Reconsideration process.
- Shared the information for Board compensation. Twenty libraries responded: 15 don't pay their Board members, three pay the requisite $30, and two pay more, but are not district libraries.
- The Annual Report is out and it is fantastic!

- Sick Time Act being looked at, but shouldn't affect us.
- Minimum raise increases, likewise are being monitored, but shouldn't affect us anytime soon.
- Discussed the research on non-resident card fees that the Board had asked for. G. Munce asked about demographics of library card holders.
- L. Ballard reported on the Mobee garage project, which is primarily being funded by the leftover amount in the debt retirement fund. G. Munce asked about the specifics of the garage. The hope is to bring project manager, Jeff Spike, to a future meeting.
- The sports photography exhibit, The Perfect Shot, arrives from Texas tomorrow.
- Reminder that the Jim Abbott Artist in Residence event is September 18 at the high school auditorium.

Friends Report Update:

- Discussing what to do with $15,000 donation.
- New member chair: Sudha Myers.
- New sale banner and library cart.

Public Comment: None

Action Item #1: Donations

MOTION made by S. Lackey, SECONDED by B. Swistock to approve the July donations. Discussion: None

All Ayes 4-0

Action Item #2: Remaining Debt Service Funds

MOTION made by B. Swistock, SECONDED by G. Munce to approve the distribution of these funds into the Budget. Discussion: None

All Ayes 4-0

Discussion Item #1: Chelsea District Library & Friends Memorandum of Understanding

Minor changes made at the top of second page. Will move to Action in September.

Discussion Item #2: Policies 211 Borrower Registration and 431 Library Relations and Media Policy

Went over both policies. J. Carr brought up that Federal ID, Student ID, and Tribal ID have been added as acceptable for state voter registration and should maybe also be added to 211 Borrower Registration. B. Swistock also questioned the wisdom of using banking info to show residency.

Discussion Item #3: Agenda Items
Discussed dropping the second Public Comment and changing Other Items to Communications. Will move to Action next month.

Committee Reports

Policy Committee –

Finance Committee – B. Swistock included two meeting's minutes in packet.

Personnel Committee –

Nominating Committee –

Community Outreach Committee –

Public and Board Comment: None

Other Items:

- B. Swistock, in cahoots with Dick Dice, presented L. Coryell with a tube of lipstick for her pig kissing event later in the week.

Adjournment:
MOTION made by G. Munce, SECONDED by B. Swistock to adjourn the meeting at 8:15 p.m.

All Ayes, 4-0

Patricia Garcia, Board Secretary

Date

FINANCE REPORTS

Chelsea District Library
Monthly Check Register
July through August 2024

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amo...
Check		**07/31/2024**		**Service Charge**	**001.001 · CSB/Operations Checking**		**-8.00**
				Service Charge	802.100 · Admin-Fees Bank 80...	-8.00	8.00
TOTAL						-8.00	8.00
Check		**08/31/2024**		**Service Charge**	**001.001 · CSB/Operations Checking**		**-5.60**
				Service Charge	802.100 · Admin-Fees Bank 80...	-5.60	5.60
TOTAL						-5.60	5.60
Bill Pmt -Check	**28675**	**07/09/2024**	**A Production Cleaning Company ...**	**INV 15657 - CLEANING 06/23 - 07/06/24**	**001.001 · CSB/Operations Checking**		**-1,750.00**
Bill	15657	07/09/2024		CLEANING 06/23 - 07/06/24	803.605 · Janitorial	-1,750.00	1,750.00
TOTAL						-1,750.00	1,750.00
Bill Pmt -Check	**28676**	**07/09/2024**	**A T & T TELCO**	**INV 734433980405 - 06/25/2024 - ACCT 743 433-98...**	**001.001 · CSB/Operations Checking**		**-206.83**
Bill	734433980406	07/09/2024		2023 - TELCO - LAND LINES - 06/26 - 06/25/24	850.120 · Telephone	-206.83	206.83
TOTAL						-206.83	206.83
Bill Pmt -Check	**28677**	**07/09/2024**	**ABSOPURE**		**001.001 · CSB/Operations Checking**		**-47.90**
Bill	30822378	07/09/2024		COOLER RENTAL JULY - 06/26 - 07/23/24	727.100 · Supplies - General Op 72...	-3.99	3.99
Bill	89351485	07/09/2024		WATER JULY - 06/26 - 07/23/24	727.100 · Supplies - General Op 72...	-43.91	43.91
TOTAL						-47.90	47.90
Bill Pmt -Check	**28678**	**07/09/2024**	**Alerus Financial**	**Entity code nos. 400298 / 110320 - pay period starti...**	**001.001 · CSB/Operations Checking**		**-5,727.52**
Bill	20240624	07/09/2024		06/24/24 - 07/07/24 -PAID 07/12/24 - PR ER 5% MAT...	231.002 · Payroll Lia/401A MtchER ...	-1,706.28	1,706.28
				06/24/24 - 07/07/24 -PAID 07/12/24 - PR EE PERSO...	702.300 · Per Svcs - Retrmnt - EE 7...	-2,686.23	2,686.23
				06/24/24 - 07/07/24 -PAID 07/12/24 - PR FLEX TO 45...	710.500 · Per Svcs - Fringe B ER 70...	-1,335.01	1,335.01
TOTAL						-5,727.52	5,727.52
Bill Pmt -Check	**28679**	**07/09/2024**	**Amazon Capital Services Inc**		**001.001 · CSB/Operations Checking**		**-430.69**
Bill	1N6H-G77P-GPWM	07/09/2024		AMAZON 300S OPPOSING OPINIONS TITLES	982.720 · Adult Print General	-19.43	19.43
Bill	1FVY-GFM6-KQRD	07/09/2024		GP HARDROLL PAPER TOWELS	729.100 · Supplies-Cleaning-Paper ...	-289.68	289.68
				3PC BLACK ACRYLIC SHEETS	880.435 · CDL Songfest	-121.58	121.58
TOTAL						-430.69	430.69
Bill Pmt -Check	**28680**	**07/09/2024**	**AMERICAN UNITED LIFE INSUR...**	**GROUP: G 00623836-0000-000 JULY 07/01/2024 - 0...**	**001.001 · CSB/Operations Checking**		**-870.22**
Bill	20240701	07/09/2024		JULY 07/01/2024 - 07/31/2024	710.200 · Per Svcs-Fringe Flex Ben ...	-870.22	870.22

Chelsea District Library
Monthly Check Register
July through August 2024

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amo...
TOTAL						-870.22	870.22
Bill Pmt -Check	**28681**	**07/09/2024**	**Association Maintenance Corp**	**12908**	**001.001 · CSB/Operations Checking**		**-520.00**
Bill	12908	07/09/2024		JUNE MOWS	803.611 · Lawn Service	-520.00	520.00
TOTAL						-520.00	520.00
Bill Pmt -Check	**28682**	**07/09/2024**	**Baker & Taylor - Adult**	**2038345287**	**001.001 · CSB/Operations Checking**		**-129.37**
Bill	2038345287	07/09/2024		2024 · Adult Print General	982.720 · Adult Print General	-129.37	129.37
TOTAL						-129.37	129.37
Bill Pmt -Check	**28683**	**07/09/2024**	**Baker & Taylor - Juvenile**	**2038353470**	**001.001 · CSB/Operations Checking**		**-48.88**
Bill	2038353470	07/09/2024		· Youth Print General	982.760 · Youth Print General	-48.88	48.88
TOTAL						-48.88	48.88
Bill Pmt -Check	**28684**	**07/09/2024**	**Baker & Taylor - Program Account**	**2038357851**	**001.001 · CSB/Operations Checking**		**-59.29**
Bill	2038357851	07/09/2024		· Summer Reading	884.226 · Summer Reading	-59.29	59.29
TOTAL						-59.29	59.29
Bill Pmt -Check	**28685**	**07/09/2024**	**Baker & Taylor - Unlabeled Adult**	**2038390432 - ACCT 20645 L434603 2 B00000**	**001.001 · CSB/Operations Checking**		**-17.81**
Bill	2038390432	07/09/2024		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-17.81	17.81
TOTAL						-17.81	17.81
Bill Pmt -Check	**28686**	**07/09/2024**	**Baker & Taylor - Unlabeled Juven...**	**2038358413**	**001.001 · CSB/Operations Checking**		**-185.37**
Bill	2038358413	07/09/2024		2024 · Youth Print General	982.760 · Youth Print General	-185.37	185.37
TOTAL						-185.37	185.37
Bill Pmt -Check	**28687**	**07/09/2024**	**Ballard, Kerry**	**BOOKKEEPING -**	**001.001 · CSB/Operations Checking**		**-640.00**
Bill	20240712	07/09/2024		BOOKKEEPING - THROUGH 07/12	801.040 · Bookkeeper	-640.00	640.00
TOTAL						-640.00	640.00
Bill Pmt -Check	**28688**	**07/09/2024**	**Brainfuse Inc.**	**2012698 - ANNUAL JOB NOW SUBSCRIPTION**	**001.001 · CSB/Operations Checking**		**-1,250.00**
Bill	2012698	07/09/2024		ONLINE CAREER ASSISTANCE - JOB NOW, 08/01/...	982.410 · Electronic Products/Subs	-1,250.00	1,250.00
TOTAL						-1,250.00	1,250.00

Chelsea District Library
Monthly Check Register
July through August 2024

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amo...
Bill Pmt -Check	**28689**	**07/09/2024**	**CHELSEA SCHOOL DISTRICT - F...**	**FUEL - 04/01/24 - 05/31/24**	**001.001 · CSB/Operations Checking**		**-96.86**
Bill	20240625	07/09/2024		APRIL FUEL MOBEE	732.400 · Mobile CDL	-31.80	31.80
				MAY FUEL MOBEE	732.400 · Mobile CDL	-65.06	65.06
TOTAL						-96.86	96.86
Bill Pmt -Check	**28690**	**07/09/2024**	**Cintas Corporation-300**	**4198002940 ACCT# 14203324**	**001.001 · CSB/Operations Checking**		**-161.84**
Bill	4198002940	07/09/2024		RUGS	729.300 · Supplies-Cleaning Rugs 7...	-139.87	139.87
				CLEANING SUPPLIES/SOAP	729.200 · Supplies-Cleaning Sup 7...	-21.97	21.97
TOTAL						-161.84	161.84
Bill Pmt -Check	**28691**	**07/09/2024**	**City of Berkley**	**LOST BOOK - HORSE**	**001.001 · CSB/Operations Checking**		**-30.00**
Bill	6126818	07/09/2024		LOST BOOK - HORSE - - PAID CASH AT CDL	982.720 · Adult Print General	-30.00	30.00
TOTAL						-30.00	30.00
Bill Pmt -Check	**28692**	**07/09/2024**	**City of Chelsea-Elect & Water**	**JUNE - UTILITIES: ELECTRICITY, WATER, SEWER,...**	**001.001 · CSB/Operations Checking**		**-5,065.71**
Bill	24-2101-LB	07/09/2024		WATER - JUNE	920.110 · City of Chelsea Water	-59.67	59.67
				SEWER - JUNE	920.120 · City of Chelsea Sewer	-137.68	137.68
				ELECTRICITY - JUNE	920.130 · City of Chelsea Electric	-4,718.53	4,718.53
				SPRINKLER - JUNE	920.150 · City of Chelsea Sprinkler	-149.83	149.83
TOTAL						-5,065.71	5,065.71
Bill Pmt -Check	**28693**	**07/09/2024**	**Ingram Library Services**		**001.001 · CSB/Operations Checking**		**-2,481.38**
Bill	82392767	07/09/2024		· Multiple Book Copies	982.740 · Multiple Book Copies	-17.36	17.36
Bill	82392766	07/09/2024		· Adult Collection Restricted	982.910 · Adult Collection Restricted	-36.96	36.96
Bill	82392763	07/09/2024		· Adult Print General	982.720 · Adult Print General	-120.63	120.63
Bill	82392769	07/09/2024		· Adult Print General	982.720 · Adult Print General	-33.28	33.28
Bill	82392760	07/09/2024		· Adult Print General	982.720 · Adult Print General	-16.26	16.26
Bill	82392768	07/09/2024		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-69.33	69.33
Bill	82392770	07/09/2024		· Adult Print General	982.720 · Adult Print General	-19.80	19.80
Bill	82392764	07/09/2024		· Adult Print General	982.720 · Adult Print General	-51.03	51.03
Bill	82392765	07/09/2024		· Adult Print General	982.720 · Adult Print General	-34.22	34.22
Bill	82392761	07/09/2024		· Adult Print General	982.720 · Adult Print General	-14.63	14.63
Bill	82392759	07/09/2024		· Adult Large Print	982.710 · Adult Large Print	-19.61	19.61
Bill	82392762	07/09/2024		· Adult Print General	982.720 · Adult Print General	-20.14	20.14
Bill	82410581	07/09/2024		· Adult Print General	982.720 · Adult Print General	-15.95	15.95
Bill	82410580	07/09/2024		· Adult Large Print	982.710 · Adult Large Print	-23.59	23.59
Bill	82475821	07/09/2024		· Adult Print General	982.720 · Adult Print General	-242.29	242.29
Bill	82475824	07/09/2024		· Adult Print General	982.720 · Adult Print General	-33.28	33.28
Bill	82475820	07/09/2024		· Adult Print General	982.720 · Adult Print General	-15.71	15.71
Bill	82475822	07/09/2024		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-51.62	51.62
Bill	82475823	07/09/2024		· Adult Print General	982.720 · Adult Print General	-34.46	34.46
Bill	82475819	07/09/2024		· Adult Large Print	982.710 · Adult Large Print	-44.20	44.20
Bill	82493814	07/09/2024		· Adult Print General	982.720 · Adult Print General	-44.13	44.13
Bill	82493811	07/09/2024		· Adult Print General	982.720 · Adult Print General	-86.40	86.40
Bill	82493810	07/09/2024		· Adult Large Print	982.710 · Adult Large Print	-66.55	66.55

Chelsea District Library
Monthly Check Register
July through August 2024

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amo...
Bill	82493815	07/09/2024		· Adult Print General	982.720 · Adult Print General	-13.21	13.21
Bill	82493812	07/09/2024		· Adult Print General	982.720 · Adult Print General	-17.39	17.39
Bill	82493813	07/09/2024		· Adult Print General	982.720 · Adult Print General	-15.16	15.16
Bill	82502722	07/09/2024		· Adult Large Print	982.710 · Adult Large Print	-31.05	31.05
Bill	82502726	07/09/2024		· Adult Print General	982.720 · Adult Print General	-91.14	91.14
Bill	82502725	07/09/2024		· Adult Print General	982.720 · Adult Print General	-26.39	26.39
Bill	82502724	07/09/2024		· Multiple Book Copies	982.740 · Multiple Book Copies	-17.38	17.38
Bill	82502728	07/09/2024		· Adult Print General	982.720 · Adult Print General	-13.83	13.83
Bill	82502727	07/09/2024		· Adult Print General	982.720 · Adult Print General	-32.45	32.45
Bill	82502723	07/09/2024		· Adult Print General	982.720 · Adult Print General	-28.52	28.52
Bill	82532076	07/09/2024		· Adult Print General	982.720 · Adult Print General	-48.82	48.82
Bill	82532079	07/09/2024		· Adult Print General	982.720 · Adult Print General	-17.88	17.88
Bill	82532078	07/09/2024		· Adult Print General	982.720 · Adult Print General	-89.91	89.91
Bill	82532074	07/09/2024		· Adult Large Print	982.710 · Adult Large Print	-73.92	73.92
Bill	82532075	07/09/2024		· Adult Print General	982.720 · Adult Print General	-16.84	16.84
Bill	82532077	07/09/2024		· Adult Print General	982.720 · Adult Print General	-43.03	43.03
Bill	82570337	07/09/2024		· Adult Print General	982.720 · Adult Print General	-66.26	66.26
Bill	82570340	07/09/2024		· Adult Print General	982.720 · Adult Print General	-314.34	314.34
Bill	82570339	07/09/2024		· Adult Print General	982.720 · Adult Print General	-78.93	78.93
Bill	82570335	07/09/2024		· Adult Print General	982.720 · Adult Print General	-16.29	16.29
Bill	82570338	07/09/2024		· Adult Print General	982.720 · Adult Print General	-18.49	18.49
Bill	82570341	07/09/2024		· Adult Ref.	982.730 · Adult Ref.	-29.95	29.95
Bill	82570336	07/09/2024		· Adult Print General	982.720 · Adult Print General	-17.39	17.39
Bill	82589832	07/09/2024		· Adult Print General	982.720 · Adult Print General	-51.61	51.61
Bill	82589831	07/09/2024		· Adult Print General	982.720 · Adult Print General	-13.41	13.41
Bill	82589830	07/09/2024		· Adult Print General	982.720 · Adult Print General	-18.77	18.77
Bill	82589837	07/09/2024		· Adult Print General	982.720 · Adult Print General	-81.79	81.79
Bill	82589836	07/09/2024		· Adult Print General	982.720 · Adult Print General	-14.65	14.65
Bill	82589834	07/09/2024		· Adult Print General	982.720 · Adult Print General	-17.39	17.39
Bill	82589835	07/09/2024		· Adult Print General	982.720 · Adult Print General	-16.83	16.83
Bill	82589833	07/09/2024		· Adult Large Print	982.710 · Adult Large Print	-36.93	36.93
TOTAL						-2,481.38	2,481.38
Bill Pmt -Check	**28694**	**07/09/2024**	**KANOPY INC**	**KANOPY BORROWS - JUNE**	**001.001 · CSB/Operations Checking**		**-204.00**
Bill	405445-PPU	07/09/2024		KANOPY VIDEO PLAYS - JUNE	982.410 · Electronic Products/Subs	-204.00	204.00
TOTAL						-204.00	204.00
Bill Pmt -Check	**28695**	**07/09/2024**	**KNIGHT TECHNOLOGY GROUP**	**24253**	**001.001 · CSB/Operations Checking**		**-1,130.00**
Bill	24253	07/09/2024		DATTO CLOUD BACKUP + GOOGLE RECOVERY - ...	803.390 · Computers	-1,130.00	1,130.00
TOTAL						-1,130.00	1,130.00
Bill Pmt -Check	**28696**	**07/09/2024**	**LINKEDIN CORP**	**CUST # 291227 - INV 10112391456 - 5 CONCURRE...**	**001.001 · CSB/Operations Checking**		**-2,500.00**
Bill	10112391456	07/09/2024		LINKED-IN LEARNING	982.410 · Electronic Products/Subs	-2,500.00	2,500.00
TOTAL						-2,500.00	2,500.00
Bill Pmt -Check	**28697**	**07/09/2024**	**Michigan Municipal League-Unemp**	**2024 2ND QUARTER - DUE 07/25/2024**	**001.001 · CSB/Operations Checking**		**-33.20**

Chelsea District Library
Monthly Check Register
July through August 2024

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amo...
Bill	2024 2ND QTR	07/09/2024		2024 2ND QUARTER - UNEMPLOYMENT INSURAN...	710.300 · Per Svcs-Fringe-Unemp ...	-33.20	33.20
TOTAL						-33.20	33.20
Bill Pmt -Check	**28698**	**07/09/2024**	**Midwest Tape**		**001.001 · CSB/Operations Checking**		**-849.86**
Bill	505638114	07/09/2024		JUNE BOCs	982.120 · Adult Books on Disc	-34.99	34.99
Bill	505638117	07/09/2024		JUN/JUL CDs	982.420 · Adult Music on CD	-33.72	33.72
Bill	505670515	07/09/2024		FEB/MAR CDs	982.420 · Adult Music on CD	-8.99	8.99
Bill	505670516	07/09/2024		JUNE ADULT NF DVDs	982.470 · DVD Non-Fiction	-14.99	14.99
Bill	505670517	07/09/2024		JUNE BOCs	982.120 · Adult Books on Disc	-42.99	42.99
Bill	505670518	07/09/2024		MAY BOCs	982.120 · Adult Books on Disc	-44.99	44.99
Bill	505670519	07/09/2024		MAY BOCs	982.120 · Adult Books on Disc	-47.99	47.99
Bill	505670520	07/09/2024		JULY ADULT FEATURE DVDs	982.460 · DVD Feature	-88.45	88.45
Bill	505670521	07/09/2024		JULY ADULT NF DVDs	982.470 · DVD Non-Fiction	-50.22	50.22
Bill	505670522	07/09/2024		JUN/JUL CDs	982.420 · Adult Music on CD	-11.99	11.99
Bill	505704301	07/09/2024		JULY BOCs	982.120 · Adult Books on Disc	-127.97	127.97
Bill	505704302	07/09/2024		JUL ADULT FEATURE DVDs	982.470 · DVD Non-Fiction	-307.34	307.34
Bill	505704303	07/09/2024		JUL ADULT FEATURE DVDs	982.470 · DVD Non-Fiction	-26.24	26.24
Bill	505704305	07/09/2024		JUN/JUL CDs	982.420 · Adult Music on CD	-8.99	8.99
TOTAL						-849.86	849.86
Bill Pmt -Check	**28699**	**07/09/2024**	**Midwest Tape - Hoopla**	**505701700**	**001.001 · CSB/Operations Checking**		**-2,982.05**
Bill	505701700	07/09/2024		JUNE HOOPLA BORROWS	982.410 · Electronic Products/Subs	-2,982.05	2,982.05
TOTAL						-2,982.05	2,982.05
Bill Pmt -Check	**28700**	**07/09/2024**	**Schindler Elevator Corp**	**INV 8106633037 - BILLING ID - 1123031**	**001.001 · CSB/Operations Checking**		**-2,498.28**
Bill	8106633037	07/09/2024		07/01/2024 - 06/30/2025 MAINTENANCE AGREEMENT	803.630 · Elevator	-2,498.28	2,498.28
TOTAL						-2,498.28	2,498.28
Bill Pmt -Check	**28701**	**07/09/2024**	**T-MOBILE**	**ACCT 975550022 - STATEMENT DATED 06/21/2024 ...**	**001.001 · CSB/Operations Checking**		**-501.72**
Bill	20240621	07/09/2024		2024 - JUNE - T-MOBILE WIFI HOTSPOTS	850.311 · WiFi Hotspots	-322.21	322.21
				MOBEE CELL	850.122 · Telecommunications -Mob...	-179.51	179.51
TOTAL						-501.72	501.72
Bill Pmt -Check	**28702**	**07/09/2024**	**The Library Network**	**INV 74112, ACCT NUMBER CHEL#216 - Q2 INTER...**	**001.001 · CSB/Operations Checking**		**-1,404.14**
Bill	74112	07/09/2024		Q2 INTERNET 150MB + FIBER MAY/JUN/JUL 24	850.310 · Internet	-1,404.14	1,404.14
TOTAL						-1,404.14	1,404.14
Bill Pmt -Check	**28703**	**07/09/2024**	**THE WOODHILL GROUP, LLC**	**BOARD PRESENTATION**	**001.001 · CSB/Operations Checking**		**-966.30**
Bill	2241	07/09/2024		BOARD	960.100 · Board Expenses	-966.30	966.30

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Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amo...
TOTAL						-966.30	966.30
Bill Pmt -Check	**28704**	**07/09/2024**	**Unique Management Services Inc**	**6127917 CLIENT # 1954 - 2024 JUNE - COLLECTIO...**	**001.001 · CSB/Operations Checking**		**-44.75**
Bill	6127917	07/09/2024		2024 JUNE - COLLECTION FEES (PLACEMENTS)	801.090 · Collection Fees	-44.75	44.75
TOTAL						-44.75	44.75
Bill Pmt -Check	**28705**	**07/09/2024**	**Verizon Wireless**	**INV 9967740174 - ACCT 442098695-00001 - 05/29 ...**	**001.001 · CSB/Operations Checking**		**-873.16**
Bill	9967740174	07/09/2024		HOT SPOTS - 05/29 - 06/28/2024	850.311 · WiFi Hotspots	-741.88	741.88
				IT CELL PHONE - 05/29 - 06/28/2024	850.121 · IT Cell Phone	-51.06	51.06
				MOBEE WIFI + HOTSPOT - 05/29 - 06/28/2024	850.312 · Internet/Service - Mobile C...	-80.22	80.22
TOTAL						-873.16	873.16
Bill Pmt -Check	**28706**	**07/09/2024**	**Zoran, Amy**	**ZORAN CARDS - 7**	**001.001 · CSB/Operations Checking**		**-35.00**
Bill	24-6061	07/09/2024		ZORAN CARDS	727.100 · Supplies - General Op 72...	-35.00	35.00
TOTAL						-35.00	35.00
Bill Pmt -Check	**28707**	**07/09/2024**	**Zubik, Jessica**	**REIMBURSEMENT - MEIJER - YOUTH PROGRAM...**	**001.001 · CSB/Operations Checking**		**-55.10**
Bill	24-5387-JZ	07/09/2024		REIMBURSEMENT - BLUEY PARTY FILM - 6/27/24	884.226 · Summer Reading	-55.10	55.10
TOTAL						-55.10	55.10
Bill Pmt -Check	**28708**	**07/11/2024**	**MC creative design & photograph...**		**001.001 · CSB/Operations Checking**		**-1,000.00**
Bill	803	07/11/2024		MUSIC IN THE AIR, MORTGAGE BURNING	880.522 · Photography Services	-600.00	600.00
Bill	804	07/11/2024		SUMMER READING KICK-OFF PHOTOGRAPHY	880.522 · Photography Services	-400.00	400.00
TOTAL						-1,000.00	1,000.00
Bill Pmt -Check	**28709**	**07/11/2024**	**Blue Care Network of Michigan**	**GROUP 00277068 SUBGROUP 0002 - COVERAGE ...**	**001.001 · CSB/Operations Checking**		**-4,649.47**
Bill	241910039917	07/11/2024		2024 - AUG 08/01 - 31/2024 - MED INS	710.200 · Per Svcs-Fringe Flex Ben ...	-4,649.47	4,649.47
TOTAL						-4,649.47	4,649.47
Bill Pmt -Check	**28710**	**07/11/2024**	**KeyBank**	**A/C Ending .....3195 DUE 08/06/2024 $8456.70**	**001.001 · CSB/Operations Checking**		**-8,456.70**
Bill	20240806	07/11/2024		WYANDOTTE ELECTRIC - BOLLARD REPLACEME...	975.200 · Capital Maintenance	-1,799.26	1,799.26
				WYANDOTTE ELECTRIC - BOLLARD REPLACEME...	967.330 · Equipment - non-Computer	-1,061.56	1,061.56
				CHELSEA WELLNESS - JULY STAFF STIPENDS	969.620 · Staff In-Service & Appreci...	-150.00	150.00
				PLAYBOOKBUILDER - JULY SUBSCRIPTION	967.200 · Equipment Software	-170.00	170.00
				META - MITA ADVERTISING - FB	880.434 · Music in the Air	-11.47	11.47
				THE SUN TIMES - PRINT ADS - CHELSEA GRADS	880.110 · Media Buy	-44.25	44.25
				THE SUN TIMES -	880.110 · Media Buy	-298.00	298.00
				DOLLAR BILL PRINTING - RESOURCE PROMOTION	880.441 · General Service/Resource...	-88.00	88.00
				FORESIGHT - TEST SWATCH FOR EVENT BANNE...	880.441 · General Service/Resource...	-51.69	51.69

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				STICKER MULE - CDL SONGFEST	880.435 · CDL Songfest	-82.00	82.00
				CHELSEA GUARDIAN -	880.110 · Media Buy	-50.00	50.00
				GFS - SUMMER READING	884.226 · Summer Reading	-101.36	101.36
				COTTAGE INN - SRP, PIZZA	884.926 · Youth Prog Rest Gifts SRP	-209.24	209.24
				BAMBU LAB - MAKERSPACE EQUIPMENT ($1524.73)	980.110 · Capital Equipment Makers...	-1,299.00	1,299.00
				BAMBU LAB - MAKERSPACE PROGRAMMING SUP...	884.602 · Technology Programs - Su...	-225.73	225.73
				MICHAELS - TEEN PROGRAMS	884.272 · Teen General Programs	-17.79	17.79
				KROGER - SRP	884.277 · Teen Summer Reading	-11.37	11.37
				MARSHALLS - TEEN ADVISORY BOARD, YSG ($16....	884.265 · YSG Recognition	-9.53	9.53
				MARSHALLS - TEEN SRP ($16.51)	884.277 · Teen Summer Reading	-6.98	6.98
				EBAY - SRP PRIZE - 8/1 was 982.460, DVD, AMERI...	982.460 · DVD Feature	-28.50	28.50
				TARGET - SRP PRIZE CARD ($110.00)	884.277 · Teen Summer Reading	-100.00	100.00
				TARGET - CANDY BALL PRIZE ($110.00)	884.277 · Teen Summer Reading	-10.00	10.00
				ACME TOOLS - WRENCH SET	732.400 · Mobile CDL	-53.78	53.78
				DOLLAR TREE - LEGOS, BALLOONS ($32.30)	884.226 · Summer Reading	-12.92	12.92
				DOLLAR TREE - DIAMOND PAINTING, CANDY ($32...	884.270 · Teen Supplies	-19.38	19.38
				MICHAELS - PUNCH NEEDLE TOOL	884.272 · Teen General Programs	-5.93	5.93
				CVS CHELSEA PHARMACY - 8/1 - photos with a cou...	884.265 · YSG Recognition	-0.53	0.53
				MEIJER - SUPPLIES (TAX ON THIS CHARGE IS $0....	884.272 · Teen General Programs	-9.31	9.31
				DOLLAR TREE - DIG IN SUPPLIES ($26.25)	884.226 · Summer Reading	-11.25	11.25
				DOLLAR TREE - TEEN FINALE SUPPLIES ($26.25)	884.272 · Teen General Programs	-15.00	15.00
				MEIJER - was 884.272, corrected 08/20/24 per SP	884.226 · Summer Reading	-47.68	47.68
				BRUEGGER'S BAGELS - BOARD RETREAT	960.200 · Director Expense	-83.95	83.95
				BUSCH'S - BOARD RETREAT	960.200 · Director Expense	-156.21	156.21
				CLEARY'S - CORYELL, POWERS, KRUEGER - DEP...	969.620 · Staff In-Service & Appreci...	-31.30	31.30
				COTTAGE INN - W2SW PARTY SUPPLIES	960.200 · Director Expense	-227.27	227.27
				CLEARY'S - CORYELL, BALLARD - DEPT STAFFIN...	969.620 · Staff In-Service & Appreci...	-47.08	47.08
				SMOKEHOUSE - CORYELL AND	969.620 · Staff In-Service & Appreci...	-59.48	59.48
				LOS TRES AMIGOS - POWERS, BALLARD, CORYE...	969.620 · Staff In-Service & Appreci...	-46.93	46.93
				LOS TRES AMIGOS - M JACQUES, WORK ANNIV ($...	969.940 · Staff Apprec - Restricted	-25.00	25.00
				SERENDIPITY BOOKS - GIFT CARD	969.940 · Staff Apprec - Restricted	-25.00	25.00
				ZOU ZOU'S - JEAN PIERCE, WORK ANNIV	969.940 · Staff Apprec - Restricted	-25.00	25.00
				ZOOM - MONTHLY VIDEO CONF SUBSCRIPTION 0...	967.200 · Equipment Software	-39.50	39.50
				STAR2STAR - TELEPHONE VOIP, 06/26 - 0725/24	850.120 · Telephone	-470.47	470.47
				EIG CONSTANT CONTACT - SOFTWARE FOR EMA...	967.200 · Equipment Software	-1,218.00	1,218.00
TOTAL						-8,456.70	8,456.70
Bill Pmt -Check	**28711**	**07/16/2024**	**ZVARA, CAMERON**	**07/24/2024 SUMMER READING FINALE PERFORM...**	**001.001 · CSB/Operations Checking**		**-525.00**
Bill	24-3588-JZ	07/12/2024		07/24/2024 SUMMER READING FINALE PERFORMA...	884.926 · Youth Prog Rest Gifts SRP	-525.00	525.00
TOTAL						-525.00	525.00
Bill Pmt -Check	**28713**	**07/23/2024**	**A Production Cleaning Company ...**	**INV 15684 - CLEANING 07/07 - 07/20/24**	**001.001 · CSB/Operations Checking**		**-1,750.00**
Bill	15684	07/22/2024		CLEANING 07/07 - 07/20/24	803.605 · Janitorial	-1,750.00	1,750.00
TOTAL						-1,750.00	1,750.00
Bill Pmt -Check	**28714**	**07/23/2024**	**A T & T Mobility**	**ACCT 287286231198X - INV 07142024 - ISSUED ON ...**	**001.001 · CSB/Operations Checking**		**-215.20**
Bill	07142024	07/22/2024		PUBLIC WIFI HOT SPOTS 07/07 - 08/06/2024	850.311 · WiFi Hotspots	-215.20	215.20

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TOTAL						-215.20	215.20
Bill Pmt -Check	**28715**	**07/23/2024**	**Alerus Financial**	**Entity code nos. 400298 / 110320 - pay period starti...**	**001.001 · CSB/Operations Checking**		**-5,727.52**
Bill	20240708	07/23/2024		07/08/24 - 07/21/24 -PAID 07/26/24 - PR ER 5% MAT...	231.002 · Payroll Lia/401A MtchER ...	-1,706.28	1,706.28
				07/08/24 - 07/21/24 -PAID 07/26/24 - PR EE PERSO...	702.300 · Per Svcs - Retrmnt - EE 7...	-2,686.23	2,686.23
				07/08/24 - 07/21/24 -PAID 07/26/24 - PR FLEX TO 45...	710.500 · Per Svcs - Fringe B ER 70...	-1,335.01	1,335.01
TOTAL						-5,727.52	5,727.52
Bill Pmt -Check	**28716**	**07/23/2024**	**Amazon Capital Services Inc**		**001.001 · CSB/Operations Checking**		**-998.08**
Bill	1JJ9-P61W-14Y1	07/11/2024		CAMPING/HIKING PLAY SET	884.222 · General Youth Programs	-39.20	61.28
				SRP	884.226 · Summer Reading	-66.54	104.03
Bill	1HDK-TV1R-11M4	07/11/2024		VIDEO GAMES	982.490 · Videogames	-112.00	112.00
Bill	1YPH-KNHV-7W9D	07/11/2024		VIDEO GAMES	982.490 · Videogames	-39.99	39.99
Bill	1PHP-Y9H3-HY4V	07/11/2024		VIDEO GAMES	982.490 · Videogames	-29.99	29.99
Bill	1W36-N4L1-Q9WY	07/11/2024		XACTO MAT, D&D Handbook	884.272 · Teen General Programs	-35.09	35.09
				TEEN SRP	884.277 · Teen Summer Reading	-139.27	139.27
				MY LITTLE PONY	982.490 · Videogames	-18.65	18.65
Bill	1Y97-PCTM-3K4W	07/12/2024		SUPPLIES - MOBEE	884.700 · Mobile CDL Programming	-23.53	23.53
Bill	1NH6-Y1VV-XTQT	07/12/2024		KN95 MASKS	727.100 · Supplies - General Op 72...	-43.68	43.68
				REPLACEMENT TOILET SEAT	732.300 · Supplies-MNT-General 7...	-58.39	58.39
Bill	1CJT-RCVM-6PNR	07/22/2024		SUMMER READING SUPPLIES	884.226 · Summer Reading	-103.49	103.49
Bill	1XHW-1YFX-L4Q7	07/22/2024		SUMMER READING SUPPLIES	884.226 · Summer Reading	-56.24	56.24
Bill	1M6J-M9RR-47F1	07/22/2024		SUMMER READING SUPPLIES	884.226 · Summer Reading	-8.99	8.99
				TEEN SUMMER READING SUPPLIES	884.277 · Teen Summer Reading	-23.88	23.88
Bill	131N-7QYJ-YY6Q	07/23/2024		· Adult Supplies	884.120 · Adult Supplies	-69.08	69.08
Bill	14FP-M3KF-YLVR	07/23/2024		· Adult Supplies	884.120 · Adult Supplies	-14.99	14.99
Bill	1LV3-WQNM-1P3M	07/23/2024		· Supplies-Cleaning Sup	729.200 · Supplies-Cleaning Sup 7...	-99.49	99.49
Bill	1TXT-GQCV-Q7K4	07/23/2024		· Adult Print General	982.720 · Adult Print General	-15.59	15.59
TOTAL						-998.08	1,057.65
Bill Pmt -Check	**28717**	**07/23/2024**	**American Library Association Me...**	**DIRECTOR - PLA & ALA MEMBERSHIP #1026039, ...**	**001.001 · CSB/Operations Checking**		**-247.00**
Bill	1026039	07/23/2024		DIRECTOR - PLA & ALA MEMBERSHIP #1026039, 1...	969.310 · Director Memberships	-247.00	247.00
TOTAL						-247.00	247.00
Bill Pmt -Check	**28718**	**07/23/2024**	**AMERICAN UNITED LIFE INSUR...**	**GROUP: G 00623836-0000-000 AUG 08/01/2024 - 08...**	**001.001 · CSB/Operations Checking**		**-881.12**
Bill	20240717	07/22/2024		AUG 08/01/2024 - 08/31/2024	710.200 · Per Svcs-Fringe Flex Ben ...	-881.12	881.12
TOTAL						-881.12	881.12
Bill Pmt -Check	**28719**	**07/23/2024**	**ASSA ABLOY Entrance Systems**	**ACCT 481635 INV SEI 1759542 FRONT DOOR CON...**	**001.001 · CSB/Operations Checking**		**-682.79**
Bill	SEI 1759542	07/12/2024		FRONT DOOR CONTROL SWITCH REPAIR	803.640 · Doors	-682.79	682.79
TOTAL						-682.79	682.79

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Bill Pmt -Check	**28720**	**07/23/2024**	**Baker & Taylor - Auto Yours Cats**		**001.001 · CSB/Operations Checking**		**-73.54**
Bill	2038358426	07/22/2024		· Youth Print General	982.760 · Youth Print General	-21.54	21.54
Bill	2038370857	07/22/2024		· Youth Print General	982.760 · Youth Print General	-22.08	22.08
Bill	2038398912	07/23/2024		· Youth Print General	982.760 · Youth Print General	-29.92	29.92
TOTAL						-73.54	73.54
Bill Pmt -Check	**28721**	**07/23/2024**	**Baker & Taylor - Juvenile**	**2038375153**	**001.001 · CSB/Operations Checking**		**-14.64**
Bill	2038375153	07/23/2024		· Youth Print General	982.760 · Youth Print General	-14.64	14.64
TOTAL						-14.64	14.64
Bill Pmt -Check	**28722**	**07/23/2024**	**Baker & Taylor - Program Account**	**2038390767**	**001.001 · CSB/Operations Checking**		**-48.98**
Bill	2038390767	07/22/2024		· Story Book Trail	884.251 · Story Book Trail	-48.98	48.98
TOTAL						-48.98	48.98
Bill Pmt -Check	**28723**	**07/23/2024**	**Baker & Taylor - Unlabeled Juven...**	**2038362407**	**001.001 · CSB/Operations Checking**		**-114.48**
Bill	2038362407	07/22/2024		2024 · Youth Print General	982.760 · Youth Print General	-114.48	114.48
TOTAL						-114.48	114.48
Bill Pmt -Check	**28724**	**07/23/2024**	**Ballard, Kerry**	**BOOKKEEPING -**	**001.001 · CSB/Operations Checking**		**-640.00**
Bill	20240726	07/23/2024		BOOKKEEPING - THROUGH 07/26	801.040 · Bookkeeper	-640.00	640.00
TOTAL						-640.00	640.00
Bill Pmt -Check	**28725**	**07/23/2024**	**Chelsea Update**	**BUDGET HEARING NOTICE**	**001.001 · CSB/Operations Checking**		**-75.00**
Bill	20240721	07/23/2024		BUDGET HEARING NOTICE - 2025	880.110 · Media Buy	-75.00	75.00
TOTAL						-75.00	75.00
Bill Pmt -Check	**28726**	**07/23/2024**	**City of Chelsea**		**001.001 · CSB/Operations Checking**		**-121.00**
Bill	21515	07/12/2024		6 YD DUMPSTER	969.620 · Staff In-Service & Appreci...	-81.00	81.00
Bill	21525	07/12/2024		21525 - TRASH - JUNE	803.620 · Trash	-40.00	40.00
TOTAL						-121.00	121.00
Bill Pmt -Check	**28727**	**07/23/2024**	**Constellation NewEnergy-Gas Di...**	**INV 4080666 - ACCT BG-303066 - JUN - 05/21 - 06/2...**	**001.001 · CSB/Operations Checking**		**-218.34**
Bill	4080666	07/12/2024		JUN - 05/21 - 06/21/2024	920.200 · McKune Gas	-218.34	218.34
TOTAL						-218.34	218.34

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Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amo...
Bill Pmt -Check	**28728**	**07/23/2024**	**Costco Anywhere Visa**	**000111817926867 ACCT ENDING 3253 06/17/21-07/...**	**001.001 · CSB/Operations Checking**		**-119.97**
Bill	20240814	07/22/2024		Annual COSTCO Membership-2 cards 07/01/24 -06/30...	727.100 · Supplies - General Op 72...	-119.97	120.00
TOTAL						-119.97	120.00
Bill Pmt -Check	**28729**	**07/23/2024**	**EBSCO Publishing**	**2500148 - SUPPLEMENTAL INVOICE TO 1696503**	**001.001 · CSB/Operations Checking**		**-6.59**
Bill	2500148	07/22/2024		SUPPLEMENTAL INVOICE TO 1696503	982.630 · Magazines	-6.59	6.59
TOTAL						-6.59	6.59
Bill Pmt -Check	**28730**	**07/23/2024**	**HOPKINS, GABRIELLE H.**	**REIMBURSEMENT - NOTARY EXPENSES**	**001.001 · CSB/Operations Checking**		**-105.74**
Bill	24-3590-GH	07/23/2024		REIMBURSEMENT - NOTARY EXPENSES	801.045 · NOTARY CERTIFICATION	-105.74	105.74
TOTAL						-105.74	105.74
Bill Pmt -Check	**28731**	**07/23/2024**	**Ingram Library Services**		**001.001 · CSB/Operations Checking**		**-2,922.97**
Bill	82624801	07/22/2024		· Adult Large Print	982.710 · Adult Large Print	-44.00	44.00
Bill	82624799	07/22/2024		· Adult Print General	982.720 · Adult Print General	-34.77	34.77
Bill	82624794	07/22/2024		· Adult Large Print	982.710 · Adult Large Print	-22.96	22.96
Bill	82624803	07/22/2024		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-19.25	19.25
Bill	82624800	07/22/2024		· Adult Print General	982.720 · Adult Print General	-64.57	64.57
Bill	82624795	07/22/2024		· Adult Print General	982.720 · Adult Print General	-16.28	16.28
Bill	82624802	07/22/2024		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-31.64	31.64
Bill	82624797	07/22/2024		· Adult Print General	982.720 · Adult Print General	-16.83	16.83
Bill	82624798	07/22/2024		· Adult Print General	982.720 · Adult Print General	-16.84	16.84
Bill	82624796	07/22/2024		· Adult Print General	982.720 · Adult Print General	-16.28	16.28
Bill	82662548	07/22/2024		· Adult Print General	982.720 · Adult Print General	-306.55	306.55
Bill	82662547	07/22/2024		· Adult Print General	982.720 · Adult Print General	-36.15	36.15
Bill	82662546	07/22/2024		· Adult Print General	982.720 · Adult Print General	-34.21	34.21
Bill	82683013	07/22/2024		· Adult Print General	982.720 · Adult Print General	-32.57	32.57
Bill	82683012	07/22/2024		· Adult Print General	982.720 · Adult Print General	-17.39	17.39
Bill	82683014	07/22/2024		· Adult Print General	982.720 · Adult Print General	-33.48	33.48
Bill	82683011	07/22/2024		· Adult Print General	982.720 · Adult Print General	-20.85	20.85
Bill	82683016	07/22/2024		· Adult Print General	982.720 · Adult Print General	-17.19	17.19
Bill	82683015	07/22/2024		· Adult Print General	982.720 · Adult Print General	-14.66	14.66
Bill	82699499	07/22/2024		· Book Club Supplies	884.128 · Book Club Supplies	-742.64	742.64
Bill	82699500	07/22/2024		· Book Club Supplies	982.721 · Mobile CDL - Adult	-36.04	36.04
Bill	82699504	07/22/2024		· Adult Print General	982.720 · Adult Print General	-34.22	34.22
Bill	82699505	07/22/2024		· Adult Print General	982.720 · Adult Print General	-18.29	18.29
Bill	82699501	07/22/2024		· Adult Large Print	982.710 · Adult Large Print	-59.06	59.06
Bill	82699506	07/22/2024		· Adult Print General	982.720 · Adult Print General	-34.78	34.78
Bill	82699507	07/22/2024		· Adult Ref.	982.730 · Adult Ref.	-14.45	14.45
Bill	82699502	07/22/2024		· Adult Print General	982.720 · Adult Print General	-50.80	50.80
Bill	82699503	07/22/2024		· Adult Print General	982.720 · Adult Print General	-16.29	16.29
Bill	82717154	07/22/2024		· Adult Print General	982.720 · Adult Print General	-63.36	63.36
Bill	82717156	07/22/2024		· Adult Print General	982.720 · Adult Print General	-109.34	109.34
Bill	82717150	07/22/2024		· Adult Print General	982.720 · Adult Print General	-34.21	34.21
Bill	82717157	07/22/2024		· Adult Print General	982.720 · Adult Print General	-63.46	63.46
Bill	82717153	07/22/2024		· Adult Print General	982.720 · Adult Print General	-30.24	30.24
Bill	82717149	07/22/2024		· Adult Large Print	982.710 · Adult Large Print	-22.10	22.10

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Bill	82717151	07/22/2024		· Adult Print General	982.720 · Adult Print General	-17.39	17.39
Bill	82717155	07/22/2024		· Multiple Book Copies	982.740 · Multiple Book Copies	-89.12	89.12
Bill	82717152	07/22/2024		· Adult Print General	982.720 · Adult Print General	-15.90	15.90
Bill	82739049	07/22/2024		· Adult Print General	982.720 · Adult Print General	-17.39	17.39
Bill	82739050	07/22/2024		· Adult Print General	982.720 · Adult Print General	-14.03	14.03
Bill	82739052	07/22/2024		· Adult Print General	982.720 · Adult Print General	-36.22	36.22
Bill	82739051	07/22/2024		· Adult Print General	982.720 · Adult Print General	-23.72	23.72
Bill	82739048	07/22/2024		· Adult Print General	982.720 · Adult Print General	-16.51	16.51
Bill	82809034	07/23/2024		· Adult Print General	982.720 · Adult Print General	-40.28	40.28
Bill	82809038	07/23/2024		· Adult Print General	982.720 · Adult Print General	-78.41	78.41
Bill	82809036	07/23/2024		· Adult Print General	982.720 · Adult Print General	-87.48	87.48
Bill	82809033	07/23/2024		· Adult Large Print	982.710 · Adult Large Print	-15.89	15.89
Bill	82809035	07/23/2024		· Adult Print General	982.720 · Adult Print General	-31.42	31.42
Bill	82809037	07/23/2024		· Adult Print General	982.720 · Adult Print General	-27.05	27.05
Bill	82809039	07/23/2024		· Adult Print General	982.720 · Adult Print General	-77.02	77.02
Bill	80809040	07/23/2024		· Adult Print General	982.720 · Adult Print General	-17.18	17.18
Bill	82683017	07/23/2024		· Youth Print General	982.760 · Youth Print General	-172.74	172.74
Bill	82699498	07/23/2024		· Summer Reading	884.226 · Summer Reading	-19.47	19.47
TOTAL						-2,922.97	2,922.97
Bill Pmt -Check	**28732**	**07/23/2024**	**KEOWN, RACHEL**		**001.001 · CSB/Operations Checking**		**-274.60**
Bill	24-3591-LEB	07/23/2024		· General Adult Programs -	884.126 · General Adult Programs	-74.60	74.60
Bill	24-3592-LB	07/23/2024		· General Adult Programs -	884.119 · General Adult Events	-200.00	200.00
TOTAL						-274.60	274.60
Bill Pmt -Check	**28733**	**07/23/2024**	**LAW, CHRISTINE M.**	**LAW - YOGA STORYTIME - 08/01/24**	**001.001 · CSB/Operations Checking**		**-100.00**
Bill	24-3589-JZ	07/22/2024		LAW - YOGA STORYTIME - 08/01/24	884.926 · Youth Prog Rest Gifts SRP	-100.00	100.00
TOTAL						-100.00	100.00
Bill Pmt -Check	**28734**	**07/23/2024**	**LIBRARY IDEAS LLC**	**112943**	**001.001 · CSB/Operations Checking**		**-527.52**
Bill	112943	07/12/2024		VOX BOOKS - SUMMER ORDER	982.485 · Playaway Views	-527.52	527.52
TOTAL						-527.52	527.52
Bill Pmt -Check	**28735**	**07/23/2024**	**Michigan Chamber of Commerce**	**88512 - CUST 604135**	**001.001 · CSB/Operations Checking**		**-48.50**
Bill	88512	07/23/2024		Labor Law Posters/ MI & Fed	727.100 · Supplies - General Op 72...	-48.50	48.50
TOTAL						-48.50	48.50
Bill Pmt -Check	**28736**	**07/23/2024**	**Midwest Tape**		**001.001 · CSB/Operations Checking**		**-372.84**
Bill	505735444	07/22/2024		JULY ADULT NF DVDs	982.470 · DVD Non-Fiction	-86.21	86.21
Bill	505735446	07/22/2024		JUN ADULT FEATURE DVDs	982.460 · DVD Feature	-14.99	14.99
Bill	505735447	07/22/2024		JULY ADULT FEATURE DVDs	982.460 · DVD Feature	-105.71	105.71
Bill	505766678	07/22/2024		JULY ADULT NF DVDs	982.470 · DVD Non-Fiction	-44.98	44.98
Bill	505766679	07/22/2024		JUN/JULY CDs	982.420 · Adult Music on CD	-23.98	23.98

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Bill	505767731	07/22/2024		JULY BOC	982.120 · Adult Books on Disc	-96.97	96.97
TOTAL						-372.84	372.84
Bill Pmt -Check	**28737**	**07/23/2024**	**Postmaster**	**POSTAGE - FALL NEWSLETTER MAILING**	**001.001 · CSB/Operations Checking**		**-1,300.00**
Bill	24-4038-VK	07/23/2024		FALL NEWSLETTER MAILING	880.230 · Newsletter Postage	-1,300.00	1,300.00
TOTAL						-1,300.00	1,300.00
Bill Pmt -Check	**28738**	**07/23/2024**	**Scholastic Library Publishing**	**INV 61272728 - CUST # 2178738**	**001.001 · CSB/Operations Checking**		**-807.15**
Bill	61272728	07/11/2024		SRP PRIZE BOOKS	884.226 · Summer Reading	-807.15	807.15
TOTAL						-807.15	807.15
Bill Pmt -Check	**28739**	**07/23/2024**	**SPRINGFIELD TOWNSHIP LIBRA...**	**DAMAGED BOOK REPLACEMENT - SEE INV. #1, 0...**	**001.001 · CSB/Operations Checking**		**-33.00**
Bill	24-3404-GH	07/12/2024		DAMAGED BOOK REPLACEMENT - SEE INV. #1, 06...	982.710 · Adult Large Print	-33.00	33.00
TOTAL						-33.00	33.00
Bill Pmt -Check	**28740**	**07/23/2024**	**TEL Systems**	**INV 20180, CUST NO. CDL002**	**001.001 · CSB/Operations Checking**		**-475.00**
Bill	20180	07/22/2024		FIRMWARE UPDATE	803.340 · A/V Equipment	-475.00	475.00
TOTAL						-475.00	475.00
Bill Pmt -Check	**28741**	**07/23/2024**	**UNIVERSITY OFFICE TECHNOLO...**	**82824776 - ACCT #1624667 - SITE 5597587**	**001.001 · CSB/Operations Checking**		**-767.20**
Bill	82824776	07/12/2024		COPIER LEASE 07/01 - 07/31/2024	803.101 · Public Copier	-241.82	241.82
				COPIER LEASE 07/01 - 07/31/2024	803.102 · Staff Copier	-437.18	437.18
				COPIER LEASE 07/01 - 07/31/2024	803.103 · Small Printer Maintenance	-88.20	88.20
TOTAL						-767.20	767.20
Bill Pmt -Check	**28742**	**08/08/2024**	**A Production Cleaning Company ...**	**INV 15716 - CLEANING 07/21 - 08/03/24**	**001.001 · CSB/Operations Checking**		**-1,750.00**
Bill	15716	08/05/2024		CLEANING 07/21 - 08/03/24	803.605 · Janitorial	-1,750.00	1,750.00
TOTAL						-1,750.00	1,750.00
Bill Pmt -Check	**28743**	**08/08/2024**	**A T & T TELCO**	**INV 734433980407 - 07/25/2024 - ACCT 743 433-98...**	**001.001 · CSB/Operations Checking**		**-205.16**
Bill	734433980407	08/08/2024		2023 - TELCO - LAND LINES - 06/26 - 07/25/24	850.120 · Telephone	-205.16	205.16
TOTAL						-205.16	205.16
Bill Pmt -Check	**28744**	**08/08/2024**	**ABSOPURE**		**001.001 · CSB/Operations Checking**		**-47.90**
Bill	9423998	08/05/2024		WATER JULY - 07/24 - 07/30/24	727.100 · Supplies - General Op 72...	-43.91	43.91

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Bill	30880904	08/05/2024		JULY COOLER RENTAL	727.100 · Supplies - General Op 72...	-3.99	3.99
TOTAL						-47.90	47.90
Bill Pmt -Check	**28745**	**08/08/2024**	**Alerus Financial**	**Entity code nos. 400298 / 110320 - pay period starti...**	**001.001 · CSB/Operations Checking**		**-5,733.22**
Bill	20240722	08/01/2024		07/22/24 - 08/04/24 -PAID 08/09/24 - PR ER 5% MAT...	231.002 · Payroll Lia/401A MtchER ...	-1,709.13	1,709.13
				07/22/24 - 08/04/24 -PAID 08/09/24 - PR EE PERSO...	702.300 · Per Svcs - Retrmnt - EE 7...	-2,689.08	2,689.08
				07/22/24 - 08/04/24 -PAID 08/09/24 - PR FLEX TO 45...	710.500 · Per Svcs - Fringe B ER 70...	-1,335.01	1,335.01
TOTAL						-5,733.22	5,733.22
Bill Pmt -Check	**28746**	**08/08/2024**	**Amazon Capital Services Inc**		**001.001 · CSB/Operations Checking**		**-2,652.47**
Bill	1L3V-KCRY-YNGH	08/01/2024		BANKERS BOXES for HISTORICAL	982.510 · Local History Preservation	-34.74	43.73
Bill	1PM1-YFR6-L7JY	08/04/2024		VIDEOGAMES	982.490 · Videogames	-468.95	468.95
Bill	1KGQ-FX3X-6YWJ	08/05/2024		· Outreach	884.227 · Outreach	-76.99	76.99
Bill	1XPW-PP69-7TK7	08/05/2024		BULLETIN BOARD DECORATIONS	884.222 · General Youth Programs	-15.96	15.96
				PICTURE BOOKS	982.760 · Youth Print General	-39.98	39.98
Bill	1NJL-KN79-PYN4	08/08/2024		SYSTEM UPGRADES 2024	980.325 · PC Replacement	-1,734.77	1,734.77
Bill	1KGQ-FX3X-4F9L	08/08/2024		HARD DRIVES	967.120 · Computers	-129.72	129.72
				RECHARGEABLE BATTERIES	967.135 · WiFi Hotspots	-31.38	31.38
Bill	1KCR-FTGT-YNPD	08/08/2024		VIDEOGAMES	982.490 · Videogames	-119.98	119.98
TOTAL						-2,652.47	2,661.46
Bill Pmt -Check	**28747**	**08/08/2024**	**ASSA ABLOY Entrance Systems**	**ACCT 481635 INV SEI 1762647 BOTTOM ROLLER ...**	**001.001 · CSB/Operations Checking**		**-140.12**
Bill	SEI 1762647	08/05/2024		BOTTOM ROLLER REPLACED ON FRONT DOOR	803.010 · Maint Svc Contingency	-140.12	140.12
TOTAL						-140.12	140.12
Bill Pmt -Check	**28748**	**08/08/2024**	**Association Maintenance Corp**	**12930**	**001.001 · CSB/Operations Checking**		**-520.00**
Bill	12930	08/05/2024		JULY MOWS	803.611 · Lawn Service	-520.00	520.00
TOTAL						-520.00	520.00
Bill Pmt -Check	**28749**	**08/08/2024**	**AUTHORS UNBOUND**	**INVOICE 6087 DEPOSIT - MLW 2024 - ANGIE KIM**	**001.001 · CSB/Operations Checking**		**-3,850.00**
Bill	6084	08/05/2024		INVOICE 6087 DEPOSIT - MLW 2024 - ANGIE KIM - ...	123.002 · Prepaid Payments	-3,850.00	3,850.00
TOTAL						-3,850.00	3,850.00
Bill Pmt -Check	**28750**	**08/08/2024**	**Baker & Taylor - Adult**		**001.001 · CSB/Operations Checking**		**-739.33**
Bill	2038374610	08/05/2024		2024 · Adult Print General	982.720 · Adult Print General	-229.63	229.63
Bill	2038389297	08/05/2024		2024 · Adult Print General	982.720 · Adult Print General	-193.82	193.82
Bill	2038413170	08/05/2024		2024 · Adult Print General	982.720 · Adult Print General	-315.88	315.88
TOTAL						-739.33	739.33

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Bill Pmt -Check	**28751**	**08/08/2024**	**Baker & Taylor - Auto Yours Cats**	**2038415959**	**001.001 · CSB/Operations Checking**		**-82.33**
Bill	2038415959	08/05/2024		· Youth Print General	982.760 · Youth Print General	-82.33	82.33
TOTAL						-82.33	82.33
Bill Pmt -Check	**28752**	**08/08/2024**	**Baker & Taylor - Juvenile**		**001.001 · CSB/Operations Checking**		**-727.80**
Bill	2038430600	08/05/2024		· Youth Print General	982.760 · Youth Print General	-181.53	181.53
Bill	2038392700	08/05/2024		· Youth Print General	982.760 · Youth Print General	-224.75	224.75
Bill	2038399772	08/05/2024		· Youth Print General - was 982.760, changed 09/06 b...	982.920 · Youth Collection Restricted	-321.52	321.52
TOTAL						-727.80	727.80
Bill Pmt -Check	**28753**	**08/08/2024**	**Baker & Taylor - Unlabeled Juven...**		**001.001 · CSB/Operations Checking**		**-435.07**
Bill	2038395693	08/05/2024		2024 · Youth Print General	982.760 · Youth Print General	-101.96	101.96
Bill	2038409866	08/05/2024		2024 · Youth Print General	982.760 · Youth Print General	-278.91	278.91
Bill	2038387102	08/05/2024		· Youth Print General - was 982.760, changed 09/06 b...	982.920 · Youth Collection Restricted	-54.20	54.20
TOTAL						-435.07	435.07
Bill Pmt -Check	**28754**	**08/08/2024**	**Ballard, Kerry**	**BOOKKEEPING -**	**001.001 · CSB/Operations Checking**		**-640.00**
Bill	20240809	08/01/2024		BOOKKEEPING - THROUGH 08/09	801.040 · Bookkeeper	-640.00	640.00
TOTAL						-640.00	640.00
Bill Pmt -Check	**28755**	**08/08/2024**	**COMFORT, STACEY**	**JUNE & JULY - HEALTH CLUB STIPEND (2 x $25/M...**	**001.001 · CSB/Operations Checking**		**-50.00**
Bill	24-2114-LB	08/05/2024		JUNE & JULY - HEALTH CLUB STIPEND (2 x $25/MO)	969.620 · Staff In-Service & Appreci...	-50.00	50.00
TOTAL						-50.00	50.00
Bill Pmt -Check	**28756**	**08/08/2024**	**CONSTRUCTION DESIGN SERVI...**	**8140 - GARAGE CONSTRUCTION MANAGEMENT - ...**	**001.001 · CSB/Operations Checking**		**-1,000.00**
Bill	8140	08/01/2024		GARAGE CONSTRUCTION MANAGEMENT - PMT 1 ...	801.905 · Prof Restricted Gifts 801.9...	-1,000.00	1,000.00
TOTAL						-1,000.00	1,000.00
Bill Pmt -Check	**28757**	**08/08/2024**	**Coryell, Lori**	**WELLNESS BENEFIT - JAN - JUNE (6 MO x $25/MO)**	**001.001 · CSB/Operations Checking**		**-150.00**
Bill	24-1018-LC	08/05/2024		2024 REIMBURSEMENT - WELLNESS BENEFIT - JA...	969.620 · Staff In-Service & Appreci...	-150.00	150.00
TOTAL						-150.00	150.00
Bill Pmt -Check	**28758**	**08/08/2024**	**Dollar Bill Printing**		**001.001 · CSB/Operations Checking**		**-133.74**
Bill	DB-96048-INV	08/01/2024		PRINTED NAME BADGES	880.340 · Printed Items / Stationary	-44.82	44.82
Bill	DB-96230-INV	08/01/2024		POSTERS	880.420 · Youth / Teen Promotion	-31.83	31.83
Bill	DB-96238-INV	08/01/2024		MEL BOOKMARKS	728.300 · Supplies-Matl Proc Othr 7...	-57.09	57.09

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TOTAL						-133.74	133.74
Bill Pmt -Check	**28759**	**08/08/2024**	**Great Lakes Ace Hardware**	**INV 17079/154 - ACCT 200379**	**001.001 · CSB/Operations Checking**		**-7.64**
Bill	17079/154	08/04/2024		EXPANDING BOLTS FOR SIGNS	732.300 · Supplies-MNT-General 7...	-2.50	7.64
				SELF TAPPING SCREWS FOR SHELVING (RETUR...	732.300 · Supplies-MNT-General 7...	-5.14	15.67
TOTAL						-7.64	23.31
Bill Pmt -Check	**28760**	**08/08/2024**	**Ingram Library Services**		**001.001 · CSB/Operations Checking**		**-879.52**
Bill	82150299	08/05/2024		· Adult Large Print	982.710 · Adult Large Print	-104.33	105.47
Bill	82766958	08/05/2024		· Summer Reading	884.226 · Summer Reading	-47.35	47.35
Bill	82851837	08/05/2024		· Summer Reading	884.226 · Summer Reading	-289.25	289.25
Bill	82851844	08/05/2024		· Adult Print General	982.720 · Adult Print General	-165.09	165.09
Bill	82851842	08/05/2024		· Adult Print General	982.720 · Adult Print General	-31.42	31.42
Bill	82851841	08/05/2024		· Adult Print General	982.720 · Adult Print General	-17.39	17.39
Bill	82851845	08/05/2024		· Adult Print General	982.720 · Adult Print General	-39.41	39.41
Bill	82851846	08/05/2024		· Multiple Book Copies	982.740 · Multiple Book Copies	-17.19	17.19
Bill	82851838	08/05/2024		· Adult Print General	982.720 · Adult Print General	-12.43	12.43
Bill	82851840	08/05/2024		· Adult Print General	982.720 · Adult Print General	-13.41	13.41
Bill	82851839	08/05/2024		· Adult Print General	982.720 · Adult Print General	-20.14	20.14
Bill	82851843	08/05/2024		· Multiple Book Copies	982.740 · Multiple Book Copies	-15.73	15.73
Bill	82874067	08/05/2024		· Adult Print General	982.720 · Adult Print General	-17.36	17.36
Bill	82874066	08/05/2024		· Adult Print General	982.720 · Adult Print General	-17.39	17.39
Bill	82874065	08/05/2024		· Adult Print General	982.720 · Adult Print General	-20.14	20.14
Bill	82874069	08/05/2024		· Adult Print General	982.720 · Adult Print General	-32.72	32.72
Bill	82874068	08/05/2024		· Multiple Book Copies	982.740 · Multiple Book Copies	-18.77	18.77
TOTAL						-879.52	880.66
Bill Pmt -Check	**28761**	**08/08/2024**	**KANOPY INC**	**KANOPY BORROWS - JULY**	**001.001 · CSB/Operations Checking**		**-187.85**
Bill	409088 - PPU	08/05/2024		KANOPY VIDEO PLAYS - JULY	982.410 · Electronic Products/Subs	-187.85	187.85
TOTAL						-187.85	187.85
Bill Pmt -Check	**28762**	**08/08/2024**	**KNIGHT TECHNOLOGY GROUP**	**24430**	**001.001 · CSB/Operations Checking**		**-1,130.00**
Bill	24430	08/05/2024		DATTO CLOUD BACKUP + GOOGLE RECOVERY - ...	803.390 · Computers	-1,130.00	1,130.00
TOTAL						-1,130.00	1,130.00
Bill Pmt -Check	**28763**	**08/08/2024**	**MC creative design & photograph...**	**806**	**001.001 · CSB/Operations Checking**		**-1,800.00**
Bill	806	08/08/2024		PO 24-4003, FALL NEWSLETTER	880.521 · Graphic Design Services	-1,800.00	1,800.00
TOTAL						-1,800.00	1,800.00
Bill Pmt -Check	**28764**	**08/08/2024**	**Michigan Library Association**	**19060 - MLA 2024 CONFERENCE**	**001.001 · CSB/Operations Checking**		**-300.00**

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Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amo...
Bill	19060	08/01/2024		2024 MLA CONFERENCE	969.123 · Circulation Services Travel	-300.00	300.00
TOTAL						-300.00	300.00
Bill Pmt -Check	**28765**	**08/08/2024**	**Midwest Tape**		**001.001 · CSB/Operations Checking**		**-320.67**
Bill	505803307	08/04/2024		AUG BOC	982.120 · Adult Books on Disc	-34.99	34.99
Bill	505479313	08/05/2024		APRIL/MAY NF ADULT DVDs	982.470 · DVD Non-Fiction	-44.98	44.98
Bill	505803304	08/05/2024		JULY NF ADULT DVDs	982.470 · DVD Non-Fiction	-22.49	22.49
Bill	505803306	08/05/2024		JULY ADULT FEATURE DVDs	982.460 · DVD Feature	-110.23	110.23
Bill	505803710	08/05/2024		AUG ADULT FEATURE DVDs	982.460 · DVD Feature	-107.98	107.98
TOTAL						-320.67	320.67
Bill Pmt -Check	**28766**	**08/08/2024**	**Midwest Tape - Hoopla**	**505842679 - JULY BORROWS**	**001.001 · CSB/Operations Checking**		**-2,976.80**
Bill	505842679	08/05/2024		505842679 - JULY BORROWS	982.410 · Electronic Products/Subs	-2,976.80	2,976.80
TOTAL						-2,976.80	2,976.80
Bill Pmt -Check	**28767**	**08/08/2024**	**OverDrive**	**CUST # 1576-1014, INV CD0157624157544 E-CONT...**	**001.001 · CSB/Operations Checking**		**-565.95**
Bill	CD0157624157544	08/05/2024		2024 - MLW FOR LIBBY	884.111 · Midwest Literary Walk	-565.95	565.95
TOTAL						-565.95	565.95
Bill Pmt -Check	**28768**	**08/08/2024**	**Petty Cash-**	**PETTY CASH - 04/30 - 07/30/2024**	**001.001 · CSB/Operations Checking**		**-171.30**
Bill	20240730	08/01/2024		05/09/24 - VIRGINIA - CHELSEA BAKERY - DONUTS...	960.200 · Director Expense	-21.85	21.85
				05/14/24 - CHRIS - ZORAN CARDS - THANK YOU N...	727.100 · Supplies - General Op 72...	-10.00	10.00
				05/31/24 - LORI - ACE HARDWARE - MUSIC IN THE ...	884.962 · Music in the Air - Restricted	-4.99	4.99
				06/07/24 - JESSICA - PERKY PANTRY, ICE - SRP	884.226 · Summer Reading	-7.98	7.98
				06/12/24 - LINDA - POLLY'S - FREEZER BAG	727.100 · Supplies - General Op 72...	-5.99	5.99
				06/20/24 - LINDA - CVS - VOLUNTEER CANDY	885.200 · Supplies	-18.00	18.00
				07/03/24 - LINDA - POLLY'S - DISH SOAP AND SPO...	727.100 · Supplies - General Op 72...	-8.95	8.95
				07/12/24 - LINDA - CVS - VOLUNTEER CANDY	885.200 · Supplies	-32.16	32.16
				07/18/24 - LORI - COURTYARD CAFE - CHAMBER L...	960.200 · Director Expense	-6.00	6.00
				07/19/24 - SHANNON - CHELSEA BAKERY - STAFF ...	969.620 · Staff In-Service & Appreci...	-38.00	38.00
				07/24/24 - CHRIS - USPS - CERTIFIED LETTER	731.200 · Other Svc-Pstg Operatng ...	-9.96	9.96
				07/30/24 - LORI - CULVER'S - ROTARY LUNCH	960.200 · Director Expense	-7.42	7.42
TOTAL						-171.30	171.30
Bill Pmt -Check	**28769**	**08/08/2024**	**Rotary Club of Chelsea**	**ROTARY - 621412**	**001.001 · CSB/Operations Checking**		**-261.00**
Bill	0621412	08/08/2024		MEMBERSHIP FEES	969.510 · Institutional Member Rotary	-261.00	261.00
TOTAL						-261.00	261.00
Bill Pmt -Check	**28770**	**08/08/2024**	**SMART BUSINESS SOURCE**	**WO-218829-1**	**001.001 · CSB/Operations Checking**		**-106.28**
Bill	WO-218829-1	08/01/2024		GENERAL SUPPLIES	727.100 · Supplies - General Op 72...	-106.28	106.28

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Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amo...
TOTAL						-106.28	106.28
Bill Pmt -Check	**28771**	**08/08/2024**	**T-MOBILE**	**ACCT 975550022 - STATEMENT DATED 07/21/2024 ...**	**001.001 · CSB/Operations Checking**		**-501.80**
Bill	2040721	08/08/2024		2024 - JULY - T-MOBILE WIFI HOTSPOTS	850.311 · WiFi Hotspots	-347.03	347.03
				MOBEE CELL	850.122 · Telecommunications -Mob...	-154.77	154.77
TOTAL						-501.80	501.80
Bill Pmt -Check	**28772**	**08/08/2024**	**THE BALLOONEY BIN**	**BINVOICE FROM BALLON TWISTER FOR WHERE'...**	**001.001 · CSB/Operations Checking**		**-100.00**
Bill	24-3594-AH	08/05/2024		· Youth Prog Rest Gifts SRP	884.926 · Youth Prog Rest Gifts SRP	-100.00	100.00
TOTAL						-100.00	100.00
Bill Pmt -Check	**28773**	**08/08/2024**	**THRIVING MINDS BEHAVIORAL ...**	**PRESENTER FOR 08/05/24 PARENTING CONNECT...**	**001.001 · CSB/Operations Checking**		**-125.00**
Bill	24-3593-jz	08/05/2024		08/05/24 PARENTING CONNECTIONS	884.213 · Parenting Programs	-125.00	125.00
TOTAL						-125.00	125.00
Bill Pmt -Check	**28774**	**08/08/2024**	**Verizon Wireless**	**INV 9970165950 - ACCT 442098695-00001 - 06/29 ...**	**001.001 · CSB/Operations Checking**		**-753.72**
Bill	9970165950	08/08/2024		HOT SPOTS - 06/29 - 07/28/2024	850.311 · WiFi Hotspots	-622.44	622.44
				IT CELL PHONE - 06/29 - 07/28/2024	850.121 · IT Cell Phone	-51.06	51.06
				MOBEE WIFI + HOTSPOT - 06/29 - 07/28/2024	850.312 · Internet/Service - Mobile C...	-80.22	80.22
TOTAL						-753.72	753.72
Bill Pmt -Check	**28775**	**08/08/2024**	**WEBLINX INC**	**CUSTOM WEBSITE DESIGN $17820.00. PMT 3 OF ...**	**001.001 · CSB/Operations Checking**		**-4,455.00**
Bill	34073	08/01/2024		PMT 3 OF 4 - WEBSITE BUILD	801.071 · Website Development	-4,455.00	4,455.00
TOTAL						-4,455.00	4,455.00
Bill Pmt -Check	**28776**	**08/20/2024**	**A Production Cleaning Company ...**	**INV 15752 - CLEANING 08/04 - 08/17/24**	**001.001 · CSB/Operations Checking**		**-1,750.00**
Bill	15752	08/19/2024		CLEANING 08/04 - 08/17/24	803.605 · Janitorial	-1,750.00	1,750.00
TOTAL						-1,750.00	1,750.00
Bill Pmt -Check	**28777**	**08/20/2024**	**A T & T Mobility**	**ACCT 287286231198X - INV 08142024 - ISSUED ON ...**	**001.001 · CSB/Operations Checking**		**-215.15**
Bill	08142024	08/19/2024		PUBLIC WIFI HOT SPOTS 08/07 - 09/06/2024	850.311 · WiFi Hotspots	-215.15	215.15
TOTAL						-215.15	215.15
Bill Pmt -Check	**28778**	**08/20/2024**	**Alerus Financial**	**Entity code nos. 400298 / 110320 - pay period starti...**	**001.001 · CSB/Operations Checking**		**-5,733.22**
Bill	2040805	08/19/2024		08/05/24 - 08/18/24 -PAID 08/23/24 - PR ER 5% MAT...	231.002 · Payroll Lia/401A MtchER ...	-1,709.13	1,709.13
				08/05/24 - 08/18/24 -PAID 08/23/24 - PR EE PERSO...	702.300 · Per Svcs - Retrmnt - EE 7...	-2,689.08	2,689.08

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Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amo...
				08/05/24 - 08/18/24 -PAID 08/23/24 - PR FLEX TO 45...	710.500 · Per Svcs - Fringe B ER 70...	-1,335.01	1,335.01
TOTAL						-5,733.22	5,733.22
Bill Pmt -Check	**28779**	**08/20/2024**	**Baker & Taylor - Adult**		**001.001 · CSB/Operations Checking**		**-179.06**
Bill	2038419226	08/13/2024		2024 · Adult Print General	982.720 · Adult Print General	-60.22	60.22
Bill	2038439415	08/13/2024		2024 · Adult Print General	982.720 · Adult Print General	-118.84	118.84
TOTAL						-179.06	179.06
Bill Pmt -Check	**28780**	**08/20/2024**	**Ballard, Kerry**	**BOOKKEEPING -**	**001.001 · CSB/Operations Checking**		**-640.00**
Bill	2040822	08/19/2024		BOOKKEEPING - THROUGH 08/22	801.040 · Bookkeeper	-640.00	640.00
TOTAL						-640.00	640.00
Bill Pmt -Check	**28781**	**08/20/2024**	**Blue Care Network of Michigan**	**GROUP 00277068 SUBGROUP 0002 - COVERAGE ...**	**001.001 · CSB/Operations Checking**		**-4,649.47**
Bill	242220042088	08/19/2024		2024 - SEP 09/01 - 30/2024 - MED INS	710.200 · Per Svcs-Fringe Flex Ben ...	-4,649.47	4,649.47
TOTAL						-4,649.47	4,649.47
Bill Pmt -Check	**28782**	**08/20/2024**	**Cintas Corporation-300**	**4200872324 ACCT# 14203324**	**001.001 · CSB/Operations Checking**		**-126.44**
Bill	4200872324	08/13/2024		RUGS	729.300 · Supplies-Cleaning Rugs 7...	-107.47	107.47
				CLEANING SUPPLIES/SOAP	729.200 · Supplies-Cleaning Sup 7...	-18.97	18.97
TOTAL						-126.44	126.44
Bill Pmt -Check	**28783**	**08/20/2024**	**City of Chelsea**	**21576 - TRASH - JULY**	**001.001 · CSB/Operations Checking**		**-50.00**
Bill	21576	08/19/2024		21525 - TRASH - JUNE	803.620 · Trash	-50.00	50.00
TOTAL						-50.00	50.00
Bill Pmt -Check	**28784**	**08/20/2024**	**City of Chelsea-Elect & Water**	**JULY - UTILITIES: ELECTRICITY, WATER, SEWER,...**	**001.001 · CSB/Operations Checking**		**-5,904.15**
Bill	20240808	08/19/2024		WATER - JULY	920.110 · City of Chelsea Water	-78.99	78.99
				SEWER - JULY	920.120 · City of Chelsea Sewer	-160.00	160.00
				ELECTRICITY - JULY	920.130 · City of Chelsea Electric	-5,438.05	5,438.05
				SPRINKLER - JULY	920.150 · City of Chelsea Sprinkler	-227.11	227.11
TOTAL						-5,904.15	5,904.15
Bill Pmt -Check	**28785**	**08/20/2024**	**Constellation NewEnergy-Gas Di...**	**INV 4102602 - ACCT BG-303066 - JULY - 06/22 - 07/...**	**001.001 · CSB/Operations Checking**		**-25.09**
Bill	4102602	08/19/2024		JULY - 06/22 - 07/18/2024	920.200 · McKune Gas	-25.09	25.09
TOTAL						-25.09	25.09

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Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amo...
Bill Pmt -Check	**28786**	**08/20/2024**	**Costco Anywhere Visa**	**ACCT ENDING 3253 07/17/24 - 08/16/2024 DUE 09/...**	**001.001 · CSB/Operations Checking**		**-21.08**
Bill	20240914	08/19/2024		PAPER TOWELS	729.100 · Supplies-Cleaning-Paper ...	-21.08	21.08
TOTAL						-21.08	21.08
Bill Pmt -Check	**28787**	**08/20/2024**	**Dollar Bill Printing**	**DB-96305-INV**	**001.001 · CSB/Operations Checking**		**-255.80**
Bill	DB-96305-INV	08/13/2024		ANNUAL REPORT	880.210 · Annual Report	-255.80	255.80
TOTAL						-255.80	255.80
Bill Pmt -Check	**28788**	**08/20/2024**	**Envisionware Inc**	**INV-US-72091 - PO 24-7064-SWR**	**001.001 · CSB/Operations Checking**		**-1,579.46**
Bill	INV-US-72091	08/19/2024		PUBLIC ACCESS/SELF CHECK/ SELF CHECK SOF...	803.390 · Computers	-1,579.46	1,579.46
TOTAL						-1,579.46	1,579.46
Bill Pmt -Check	**28789**	**08/20/2024**	**K-Sun Corp.**	**SINV0121082**	**001.001 · CSB/Operations Checking**		**-114.31**
Bill	SINV0121082	08/19/2024		LABEL TAPE - B ON W AND B ON Y	728.300 · Supplies-Matl Proc Othr 7...	-114.31	114.31
TOTAL						-114.31	114.31
Bill Pmt -Check	**28790**	**08/20/2024**	**KeyBank**	**A/C Ending .....3195 DUE 09/06/2024 $5078.07**	**001.001 · CSB/Operations Checking**		**-5,078.07**
Bill	20240906	08/19/2024		MICHIGAN CHAMBER OF COMMERCE - EMPLOYM...	982.750 · Professional Collection	-167.48	199.00
				MICHIGAN CHAMBER OF COMMERCE - MANDATO...	969.610 · Workshops	-41.25	49.00
				CHELSEA WELLNESS CENTER - HEALTH STIPEND	969.620 · Staff In-Service & Appreci...	-126.25	150.00
				PLAYBOOK BUILDER - HR SUPPORT	967.200 · Equipment Software	-143.08	170.00
				THE SUN TIMES - PRINT ADS	880.110 · Media Buy	-282.15	335.25
				BRITTEN - BANNERS	880.431 · General Library Prog Pro...	-420.81	500.00
				STICKER MULE - SONGFEST	880.435 · CDL Songfest	-64.80	77.00
				AFP LIBRARY MARKETING - DALLAS - CONF	969.143 · Other Staff Travel	-419.96	499.00
				AFP LIBRARY MARKETING - DALLAS - CONF REG -...	969.110 · Director Travel	-125.40	149.00
				CHICAGO BOOKS & JOURNALS - LIBRARY CARD ...	880.431 · General Library Prog Pro...	-20.22	24.03
				4IMPRINT - LIBRARY CARD SIGNUP PROMO ITEMS	880.441 · General Service/Resource...	-1,234.13	1,466.37
				THE SUN TIMES - BUDGET HEARING NOTICE	880.110 · Media Buy	-190.71	226.60
				GRAND TRAV RESORT - MLA HOTEL DEPOSIT	969.123 · Circulation Services Travel	-184.32	219.00
				COTTAGE INN PIZZA - was 884.277, corrected per S...	884.277 · Teen Summer Reading	-58.07	69.00
				MENARDS - INGENUITY ENGINE - DIG IN, PERCY S...	884.226 · Summer Reading	-31.50	37.42
				GARDEN MILL - SRP PRIZE GIFT CARD	884.127 · SRP Supplies	-42.08	50.00
				GRATEFUL CROW - SRP PRIZE GIFT CARD	884.127 · SRP Supplies	-42.08	50.00
				CLEARYS - SRP PRIZE GIFT CARD	884.127 · SRP Supplies	-42.08	50.00
				AGRICOLE - SRP PRIZE GIFT CARD	884.127 · SRP Supplies	-42.08	50.00
				COMMON GRILL - SRP PRIZE GIFT CARD	884.127 · SRP Supplies	-42.08	50.00
				WASHTENAW CTY PARKS - SRP PRIZE GIFT CARD	884.226 · Summer Reading	-84.17	100.00
				SLUMBERKINS - SPECIAL NEEDS COLLECTION	982.765 · Youth/Teen Special Need...	-54.13	64.32
				MICHAELS -	884.226 · Summer Reading	-40.45	48.07
				GFS STORE - SRP FINALE - POPSICLES	884.226 · Summer Reading	-40.33	47.92
				MEIJER - SUMMER READING SNACKS	884.261 · Teen Summer Reading	-92.62	110.05
				COTTAGE INN PIZZA - PIZZA	884.277 · Teen Summer Reading	-213.72	253.93
				POLLY'S - ICY SPRINGS	884.265 · YSG Recognition	-6.31	7.50
				SPAD'S TWISTER - ICE CREAM	884.265 · YSG Recognition	-68.48	81.37

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				CHATGPT - was 982.730 corrected SP 8/20 - for IE	982.730 · Adult Ref.	-16.83	20.00
				MEIJER - REFRESHMENTS	884.121 · Refreshments	-29.67	35.25
				ROBIN HILLS - was 884.127 corrected 08/20 per SP - ...	884.700 · Mobile CDL Programming	-33.67	40.00
				CLEARYS - PREBOARD MEETING, L BALLARD & C...	969.620 · Staff In-Service & Appreci...	-36.94	43.89
				CHAR'LATTE COFFEE - DETROIT BOOK FEST - ST...	969.620 · Staff In-Service & Appreci...	-11.67	13.86
				VIVIO'S DETROIT - DETROIT BOOK FEST - LUNCH	969.620 · Staff In-Service & Appreci...	-67.09	79.72
				ABOS - BOOKMOBILE ASSN - MOBEE MEMBERSHIP	969.590 · Institutional Memberships-...	-33.67	40.00
				THOMPSON'S PIZZA - PRELIM MEETING FOR MOB...	969.620 · Staff In-Service & Appreci...	-28.14	33.44
				CHELSEA BAKERY - STAFF MEETING	969.620 · Staff In-Service & Appreci...	-49.23	58.50
				GO DADDY - STORIES OF CHELSEA WEBSITE	803.395 · Website Hosting & Service	-19.50	23.17
				ZOOM - MONTHLY VIDEO CONF SUBSCRIPTION 0...	967.200 · Equipment Software	-33.25	39.50
				STAR2STAR - VOIP TELCO - 7/26 - 8/25/24	850.120 · Telephone	-397.67	472.51
TOTAL						-5,078.07	6,033.67
Bill Pmt -Check	**28791**	**08/20/2024**	**Michigan Library Association**	**19127 - AMY ZORAN - MEMBERSHIP**	**001.001 · CSB/Operations Checking**		**-85.00**
Bill	19127	08/13/2024		AMY ZORAN - MEMBERSHIP 10/01/240-09/30/25	969.323 · Head of Circ Svc. Member...	-85.00	85.00
TOTAL						-85.00	85.00
Bill Pmt -Check	**28792**	**08/20/2024**	**Midwest Tape**		**001.001 · CSB/Operations Checking**		**-657.30**
Bill	505547285	08/13/2024		14 FAMILY DVDs	982.480 · Youth Video DVD	-50.99	50.99
Bill	505767732	08/13/2024		YOUTH PLAYAWAYS SPRING/SUMMER	982.140 · Youth Books on Disc	-175.97	175.97
Bill	505803309	08/13/2024		YOUTH PLAYAWAYS SPRING/SUMMER	982.140 · Youth Books on Disc	-111.98	111.98
Bill	505862312	08/13/2024		YOUTH PLAYAWAYS SPRING/SUMMER	982.140 · Youth Books on Disc	-103.98	103.98
Bill	505803305	08/13/2024		10 FAMILY DVDs	982.480 · Youth Video DVD	-62.97	62.97
Bill	505670524	08/13/2024		10 FAMILY DVDs	982.480 · Youth Video DVD	-14.23	14.23
Bill	505704304	08/13/2024		10 FAMILY DVDs	982.480 · Youth Video DVD	-62.20	62.20
Bill	505830322	08/13/2024		AUG BOC	982.120 · Adult Books on Disc	-74.98	74.98
TOTAL						-657.30	657.30
Bill Pmt -Check	**28793**	**08/20/2024**	**Pitney Bowes**	**ACCT # 0010280651 - INV 1025809478 - INK**	**001.001 · CSB/Operations Checking**		**-127.80**
Bill	1025809478	08/19/2024		INK	731.200 · Other Svc-Pstg Operatng ...	-127.80	127.80
TOTAL						-127.80	127.80
Bill Pmt -Check	**28794**	**08/20/2024**	**Print-tech Inc.**		**001.001 · CSB/Operations Checking**		**-1,270.80**
Bill	273922	08/13/2024		SONGFEST CARD	880.340 · Printed Items / Stationary	-165.43	165.43
Bill	273920	08/20/2024		PERFECT SHOT POSTERS AND BANNER	880.311 · Exhibits	-807.35	807.35
Bill	273921	08/20/2024		JIM ABBOTT POSTERS AND CARDS	880.411 · General Adult Promotion	-298.02	298.02
TOTAL						-1,270.80	1,270.80
Bill Pmt -Check	**28795**	**08/20/2024**	**Purple Rose Theatre Company Inc**	**PLAYBILL - 20240813**	**001.001 · CSB/Operations Checking**		**-300.00**
Bill	PO 24-4044-VK	08/13/2024		2024 · Purple Rose Playbill	880.110 · Media Buy	-300.00	300.00
TOTAL						-300.00	300.00

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Bill Pmt -Check	**28796**	**08/20/2024**	**Great Lakes Ace Hardware**	**INV 17181/154 - ACCT 200379**	**001.001 · CSB/Operations Checking**		**-47.49**
Bill	17181/154	08/19/2024		45 GAL TRASH BIN FOR IE	732.300 · Supplies-MNT-General 7...	-47.49	47.49
TOTAL						-47.49	47.49
Bill Pmt -Check	**28797**	**08/20/2024**	**Ingram Library Services**		**001.001 · CSB/Operations Checking**		**-2,760.16**
Bill	82894843	08/13/2024		· Adult Print General	982.720 · Adult Print General	-14.65	14.65
Bill	82894839	08/13/2024		· Adult Large Print	982.710 · Adult Large Print	-23.34	23.34
Bill	82894841	08/13/2024		· Adult Print General	982.720 · Adult Print General	-17.39	17.39
Bill	82894840	08/13/2024		· Adult Print General	982.720 · Adult Print General	-17.39	17.39
Bill	82894844	08/13/2024		· Adult Print General	982.720 · Adult Print General	-14.46	14.46
Bill	82894842	08/13/2024		· Adult Print General	982.720 · Adult Print General	-25.29	25.29
Bill	82936123	08/13/2024		· Adult Print General	982.720 · Adult Print General	-80.22	80.22
Bill	82936120	08/13/2024		· Adult Print General	982.720 · Adult Print General	-14.03	14.03
Bill	82936119	08/13/2024		· Adult Print General	982.720 · Adult Print General	-17.78	17.78
Bill	82936122	08/13/2024		· Adult Print General	982.720 · Adult Print General	-27.88	27.88
Bill	82936121	08/13/2024		· Adult Print General	982.720 · Adult Print General	-33.12	33.12
Bill	82936124	08/13/2024		· Youth Print General	982.760 · Youth Print General	-665.41	665.41
Bill	82959143	08/13/2024		· Adult Print General	982.720 · Adult Print General	-34.77	34.77
Bill	82959141	08/13/2024		· Adult Print General	982.720 · Adult Print General	-34.77	34.77
Bill	82959145	08/13/2024		· Adult Print General	982.720 · Adult Print General	-93.70	93.70
Bill	82959144	08/13/2024		· Multiple Book Copies	982.740 · Multiple Book Copies	-15.73	15.73
Bill	82959139	08/13/2024		· Adult Print General	982.720 · Adult Print General	-12.43	12.43
Bill	82959138	08/13/2024		· Adult Large Print	982.710 · Adult Large Print	-46.06	46.06
Bill	82959142	08/13/2024		· Adult Print General	982.720 · Adult Print General	-64.06	64.06
Bill	82959140	08/13/2024		· Adult Print General	982.720 · Adult Print General	-18.49	18.49
Bill	82959146	08/13/2024		· Youth Print General	982.760 · Youth Print General	-11.68	11.68
Bill	82980202	08/13/2024		· Adult Print General	982.720 · Adult Print General	-83.51	83.51
Bill	82980199	08/13/2024		· Adult Print General	982.720 · Adult Print General	-35.88	35.88
Bill	82980200	08/13/2024		· Adult Print General	982.720 · Adult Print General	-64.59	64.59
Bill	82980201	08/13/2024		· Adult Print General	982.720 · Adult Print General	-24.72	24.72
Bill	82980206	08/13/2024		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-17.19	17.19
Bill	82980198	08/13/2024		· Adult Print General	982.720 · Adult Print General	-15.73	15.73
Bill	82980204	08/13/2024		· Adult Print General	982.720 · Adult Print General	-35.50	35.50
Bill	82980203	08/13/2024		· Adult Print General	982.720 · Adult Print General	-16.84	16.84
Bill	82980205	08/13/2024		· Adult Print General	982.720 · Adult Print General	-16.29	16.29
Bill	83016385	08/13/2024		· Adult Print General	982.720 · Adult Print General	-15.89	15.89
Bill	83016390	08/13/2024		· Adult Print General	982.720 · Adult Print General	-28.80	28.80
Bill	83016388	08/13/2024		· Adult Print General	982.720 · Adult Print General	-30.32	30.32
Bill	83016386	08/13/2024		· Adult Print General	982.720 · Adult Print General	-16.83	16.83
Bill	83016389	08/13/2024		· Youth Print General	982.760 · Youth Print General	-12.98	12.98
Bill	83016387	08/13/2024		· Youth Print General	982.760 · Youth Print General	-14.96	14.96
Bill	83038397	08/13/2024		· Multiple Book Copies	982.740 · Multiple Book Copies	-17.39	17.39
Bill	83038398	08/13/2024		· Adult Print General	982.720 · Adult Print General	-78.08	78.08
Bill	83038401	08/13/2024		· Adult Print General	982.720 · Adult Print General	-19.25	19.25
Bill	83038395	08/13/2024		· Adult Print General	982.720 · Adult Print General	-17.39	17.39
Bill	83038400	08/13/2024		· Adult Print General	982.720 · Adult Print General	-151.65	151.65
Bill	83038394	08/13/2024		· Adult Print General	982.720 · Adult Print General	-48.87	48.87
Bill	83038396	08/13/2024		· Adult Print General	982.720 · Adult Print General	-13.54	13.54
Bill	83038399	08/13/2024		· Adult Print General	982.720 · Adult Print General	-60.24	60.24
Bill	83038393	08/13/2024		· Adult Print General	982.720 · Adult Print General	-17.38	17.38
Bill	83038392	08/13/2024		· Adult Large Print	982.710 · Adult Large Print	-22.10	22.10
Bill	83059444	08/13/2024		· Adult Print General	982.720 · Adult Print General	-101.03	101.03

Chelsea District Library
Monthly Check Register
July through August 2024

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amo...
Bill	83059443	08/13/2024		· Adult Print General	982.720 · Adult Print General	-66.23	66.23
Bill	83059440	08/13/2024		· Adult Print General	982.720 · Adult Print General	-21.79	21.79
Bill	83059442	08/13/2024		· Adult Print General	982.720 · Adult Print General	-17.39	17.39
Bill	83059439	08/13/2024		· Adult Print General	982.720 · Adult Print General	-19.02	19.02
Bill	83059446	08/13/2024		· Multiple Book Copies	982.740 · Multiple Book Copies	-50.22	50.22
Bill	83059441	08/13/2024		· Adult Print General	982.720 · Adult Print General	-20.14	20.14
Bill	83059445	08/13/2024		· Adult Print General	982.720 · Adult Print General	-31.06	31.06
Bill	83059438	08/13/2024		· Adult Print General	982.720 · Adult Print General	-17.09	17.09
Bill	83066762	08/13/2024		· Adult Print General	982.720 · Adult Print General	-17.88	17.88
Bill	83066758	08/13/2024		· Adult Print General	982.720 · Adult Print General	-77.68	77.68
Bill	83066756	08/13/2024		· Multiple Book Copies	982.740 · Multiple Book Copies	-17.36	17.36
Bill	83066761	08/13/2024		· Adult Print General	982.720 · Adult Print General	-16.31	16.31
Bill	83066759	08/13/2024		· Adult Print General	982.720 · Adult Print General	-14.03	14.03
Bill	83066757	08/13/2024		· Adult Print General	982.720 · Adult Print General	-15.90	15.90
Bill	83066755	08/13/2024		· Adult Print General	982.720 · Adult Print General	-12.42	12.42
Bill	83078389	08/13/2024		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-15.95	15.95
Bill	83078388	08/13/2024		· Adult Print General	982.720 · Adult Print General	-39.59	39.59
Bill	83078387	08/13/2024		· Adult Print General	982.720 · Adult Print General	-16.84	16.84
Bill	83078386	08/13/2024		· Adult Print General	982.720 · Adult Print General	-13.66	13.66
TOTAL						-2,760.16	2,760.16
Bill Pmt -Check	**28798**	**08/20/2024**	**Schindler Elevator Corp**	**INV 7153989869 - BILLING ID - 1123031**	**001.001 · CSB/Operations Checking**		**-730.57**
Bill	7153989869	08/19/2024		ELEVATOR STUCK OPEN	803.010 · Maint Svc Contingency	-730.57	730.57
TOTAL						-730.57	730.57
Bill Pmt -Check	**28799**	**08/20/2024**	**THE WOODHILL GROUP, LLC**	**3-YEAR AGREEMENT APPORTIONMENT QUESTIO...**	**001.001 · CSB/Operations Checking**		**-225.00**
Bill	2291	08/13/2024		COST DISTRIBUTION QUESTIONS	801.020 · Auditor	-225.00	225.00
TOTAL						-225.00	225.00
Bill Pmt -Check	**28800**	**08/20/2024**	**Unique Management Services Inc**	**6129060 CLIENT # 1954 - 2024 JULY - COLLECTIO...**	**001.001 · CSB/Operations Checking**		**-71.60**
Bill	6129060	08/13/2024		2024 JULY - COLLECTION FEES (PLACEMENTS)	801.090 · Collection Fees	-71.60	71.60
TOTAL						-71.60	71.60
Bill Pmt -Check	**28801**	**08/20/2024**	**UNIVERSITY OFFICE TECHNOLO...**	**82938562 - ACCT #1624667 - SITE 5597587**	**001.001 · CSB/Operations Checking**		**-767.20**
Bill	82938562	08/19/2024		COPIER LEASE 07/01 - 07/31/2024	803.101 · Public Copier	-241.82	241.82
				COPIER LEASE 07/01 - 07/31/2024	803.102 · Staff Copier	-437.18	437.18
				COPIER LEASE 07/01 - 07/31/2024	803.103 · Small Printer Maintenance	-88.20	88.20
TOTAL						-767.20	767.20

Chelsea District Library
Donation and Restricted
January through August 2024

	Jan - Aug 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	5,060	5,030	30
674.111 · Designated Youth Programming	5,000	4,250	750
674.112 · Designated Music Focus Programs	3,000	3,000	0
674.113 · Designated Exhibits Programming	0	3,000	(3,000)
674.120 · Undesignated Donation	12,498	12,165	333
674.141 · Designated Technology	0	3,000	(3,000)
674.150 · Continuing Education Restricted	750	750	0
Total 674.000 · Revenue Contribution & Donation	31,508	36,395	(4,887)
675.000 · Private Grant Sources			
675.400 · Chelsea Ed Foundation	232	232	0
Total 675.000 · Private Grant Sources	232	232	0
Total Income	31,740	36,627	(4,887)
Gross Profit	31,740	36,627	(4,887)
Expense			
801.000 · Professional & Contractual Svcs			
801.900 · Prof Svcs Restricted Gifts			
801.905 · Prof Restricted Gifts 801.900	1,000		
Total 801.900 · Prof Svcs Restricted Gifts	1,000		
Total 801.000 · Professional & Contractual Svcs	1,000		
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	0	0
Total 884.130 · Washtenaw Reads	0	0	0
884.210 · Youth Speakers			
884.211 · Authors in Chelsea			
884.921 · Youth Prog Rest Gifts Authors	0	2,000	(2,000)
Total 884.211 · Authors in Chelsea	0	2,000	(2,000)
Total 884.210 · Youth Speakers	0	2,000	(2,000)
884.400 · Music Focus			
884.961 · Songfest - Restricted Gift	0	1,000	(1,000)
884.962 · Music in the Air - Restricted	1,289	2,000	(711)
Total 884.400 · Music Focus	1,289	3,000	(1,711)
884.500 · Artist In Residence			
884.970 · Artist in Resdience Restricted	484	1,000	(516)

Chelsea District Library
Donation and Restricted
January through August 2024

	Jan - Aug 24	Budget	$ Over Budget
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	1,500	0
884.916 · Aud Prg. Rst. Gifts Purple Rose	1,500	1,000	500
884.927 · Adult Prog Rest Gifts SRP	750	750	0
Total 884.910 · Adult Programming Restricted	3,750	3,250	500
884.920 · Youth Programming Restricted			
884.926 · Youth Prog Rest Gifts SRP	2,709	2,500	209
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	2,941	2,732	209
884.990 · Technology Programs			
884.992 · Techology Prog Res Gifts	0	30	(30)
Total 884.990 · Technology Programs	0	30	(30)
Total 884.000 · Programming	8,464	12,012	(3,548)
969.000 · CE, Staff Development & Travel			
969.600 · Staff Training, In-Service			
969.940 · Staff Apprec - Restricted	330	750	(420)
Total 969.600 · Staff Training, In-Service	330	750	(420)
Total 969.000 · CE, Staff Development & Travel	330	750	(420)
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	37	50	(13)
982.920 · Youth Collection Restricted	5,141	5,150	(9)
Total 982.000 · Collection Expense	5,178	5,200	(22)
Total Expense	17,972	20,962	(2,990)
Net Ordinary Income	13,768	15,665	(1,897)
Net Income	13,768	15,665	(1,897)

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

	Jan 24	Feb 24	Mar 24	Apr 24	May 24	Jun 24	Jul 24	Aug 24	Sep 24	Oct 24	Nov 24	Dec 24	TOTAL 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)	97,405	0	0	0	0	0	0	2,210,375	2,180,986	29,389	101%
540.100 · State Aid	0	55,832	0	8,119	0	0	8,339	0	0	0	0	0	72,290	74,000	(1,710)	98%
574.100 · Penal Fines	0	0	0	0	0	0	0	14,574	0	0	0	0	14,574	16,000	(1,426)	91%
645.100 · Copiers & Printers	0	424	374	518	359	431	519	343	0	0	0	0	2,968	3,000	(32)	99%
657.100 · Non-Resident Fees 607.100	(16)	1,188	0	0	0	0	906	125	0	0	0	0	2,203	3,500	(1,297)	63%
657.200 · ILL Fees/Collection Agency Rec	0	132	15	30	30	0	150	0	0	0	0	0	357	200	157	179%
665.000 · Bank Interest 665.100	105	164	205	174	142	117	82	42	0	0	0	0	1,031			
665.100 · Investment Gains/Losses 666.100	1,973	1,686	1,729	6,266	9,822	6,205	11,604	9,426	0	0	0	0	48,711	14,784	33,927	329%
669.000 · Investment Value Change 665.500	517	(2,039)	(1,849)	(5,262)	(630)	2,365	6,079	6,936	0	0	0	0	6,117			
671.000 · Misc Income & Refunds 606.000	0	2,500	1,250	1,250	1,245	0	2,500	0	0	0	0	0	8,745	15,000	(6,255)	58%
674.000 · Revenue Contribution & Donation	16,350	1,240	6,250	800	0	6,080	30	758	0	0	0	0	31,508	36,395	(4,887)	87%
675.000 · Private Grant Sources	232	0	0	0	0	0	0	0	0	0	0	0	232	232	0	100%
691.000 · Other Fin Source - Lease GASB87	0	0	0	0	0	0	0	0	0	0	0	0	0	8,400	(8,400)	0%
Total Income	1,118,021	716,752	362,712	15,835	10,775	112,603	30,209	32,204	0	0	0	0	2,399,111	2,352,497	46,614	102%
Gross Profit	1,118,021	716,752	362,712	15,835	10,775	112,603	30,209	32,204	0	0	0	0	2,399,111	2,352,497	46,614	102%
Expense																
701.000 · Personnel Svcs Control Acct 701	79,536	97,433	96,755	99,175	141,771	97,227	98,427	97,852	45,431	0	0	0	853,607	1,331,617	(478,010)	64%
727.000 · Supplies 727	468	1,287	779	1,956	842	607	834	956	332	0	0	0	8,061	16,362	(8,301)	49%
730.000 · Printing&Publishing P&P 727.600	0	0	0	0	0	0	0	0	0	0	0	0	0	600	(600)	0%
731.000 · Other Svc - Postage 727.700	0	0	64	0	70	0	0	138	64	0	0	0	336	1,500	(1,164)	22%
732.000 · Supplies-Maintenance 727.800	39	52	790	122	428	267	209	199	99	0	0	0	2,205	3,500	(1,295)	63%
801.000 · Professional & Contractual Svcs	6,464	4,218	4,250	18,590	6,226	14,827	1,829	7,421	848	0	0	0	64,673	124,735	(60,062)	52%
802.000 · Admin-Fees & Misc Costs 801.300	11	123	25	11	23	3	167	6	0	0	0	0	369	890	(521)	41%
803.000 · Maintenance Service Contracts	6,014	7,651	18,470	11,226	15,780	9,760	9,613	10,191	520	0	0	0	89,225	202,799	(113,574)	44%
850.000 · Telecommunications	(17)	4,954	3,829	1,436	2,802	2,165	3,672	2,148	654	0	0	0	21,643	48,980	(27,337)	44%
880.000 · Promotional Materials	4,020	11,008	6,147	9,365	3,490	7,768	3,122	17,388	0	0	0	0	62,308	78,850	(16,542)	79%
884.000 · Programming	19,698	44,354	5,220	5,764	12,735	10,018	4,027	16,914	9,232	0	0	0	127,962	198,467	(70,505)	64%
885.000 · Volunteer	0	0	54	163	78	0	0	50	34	0	0	0	379	2,500	(2,121)	15%
920.000 · Utilities	2,807	4,649	4,473	4,061	4,288	4,517	5,284	5,929	0	0	0	0	36,008	68,850	(32,842)	52%
960.000 · Board & Director Expense	47	14	317	225	177	597	1,434	35	0	0	0	0	2,846	3,500	(654)	81%
965.000 · Automation Services	3,495	9,764	0	9,764	0	0	0	0	0	0	0	0	23,023	49,605	(26,582)	46%
966.000 · Insurance 801.200	0	0	2,939	3,600	0	0	0	(667)	0	0	0	0	5,872	19,632	(13,760)	30%
967.000 · Equipment	6,902	3,943	9,441	1,547	2,636	380	2,489	942	0	0	0	0	28,280	47,200	(18,920)	60%
969.000 · CE, Staff Development & Travel	1,271	2,957	1,114	697	3,874	1,976	738	2,361	0	0	0	0	14,988	38,101	(23,113)	39%
970.000 · Capital Expense 980.00	0	11,998	8,749	0	6,204	7,495	86,814	781	0	0	0	0	122,041	256,823	(134,782)	48%
982.000 · Collection Expense	3,729	36,049	8,781	10,784	15,800	10,231	13,623	21,119	4,222	0	0	0	124,338	201,622	(77,284)	62%
Total Expense	134,484	240,454	172,197	178,486	217,224	167,838	232,282	183,763	61,436	0	0	0	1,588,164	2,696,133	(1,107,969)	59%
Net Ordinary Income	983,537	476,298	190,515	(162,651)	(206,449)	(55,235)	(202,073)	(151,559)	(61,436)	0	0	0	810,947	(343,636)	1,154,583	
Other Income/Expense																
Other Expense																
995.001 · Trans to Capital Imprv 999.001	0	0	0	0	0	0	0	0	0	0	0	0	0	53,500	(53,500)	0%
995.002 · Trans to Cap Resv Fund 999.002	0	0	0	0	0	0	0	0	0	0	0	0	0	200,000	(200,000)	0%
Total Other Expense	0	0	0	0	0	0	0	0	0	0	0	0	0	253,500	(253,500)	0%
Net Other Income	0	0	0	0	0	0	0	0	0	0	0	0	0	(253,500)	253,500	0%
Net Income	983,537	476,298	190,515	(162,651)	(206,449)	(55,235)	(202,073)	(151,559)	(61,436)	0	0	0	810,947	(597,136)	1,408,083	

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

	Jan - Aug 24	Jan - Aug 23	$ Change	% Change
Ordinary Income/Expense				
Income				
402.000 · District Revenue 402	2,210,375.06	2,028,688.36	181,686.70	8.96%
540.100 · State Aid	72,289.85	74,477.37	-2,187.52	-2.94%
574.100 · Penal Fines	14,573.92	12,745.46	1,828.46	14.35%
645.100 · Copiers & Printers	2,967.35	2,240.55	726.80	32.44%
657.100 · Non-Resident Fees 607.100	2,203.12	3,062.50	-859.38	-28.06%
657.200 · ILL Fees/Collection Agency Rec	357.00	522.00	-165.00	-31.61%
665.000 · Bank Interest 665.100	1,031.39	660.26	371.13	56.21%
665.100 · Investment Gains/Losses 666.100	48,710.92	23,106.40	25,604.52	110.81%
669.000 · Investment Value Change 665.500	6,117.49	13,271.11	-7,153.62	-53.9%
671.000 · Misc Income & Refunds 606.000	8,745.19	11,172.20	-2,427.01	-21.72%
674.000 · Revenue Contribution & Donation	31,508.32	23,741.25	7,767.07	32.72%
675.000 · Private Grant Sources	232.05	2,000.00	-1,767.95	-88.4%
Total Income	2,399,111.66	2,195,687.46	203,424.20	9.27%
Gross Profit	2,399,111.66	2,195,687.46	203,424.20	9.27%
Expense				
701.000 · Personnel Svcs Control Acct 701	808,175.83	776,361.90	31,813.93	4.1%
727.000 · Supplies 727	7,728.58	7,777.44	-48.86	-0.63%
731.000 · Other Svc - Postage 727.700	271.69	311.54	-39.85	-12.79%
732.000 · Supplies-Maintenance 727.800	2,105.51	743.71	1,361.80	183.11%
801.000 · Professional & Contractual Svcs	63,826.86	38,367.52	25,459.34	66.36%
802.000 · Admin-Fees & Misc Costs 801.300	369.17	537.15	-167.98	-31.27%
803.000 · Maintenance Service Contracts	88,705.29	106,488.74	-17,783.45	-16.7%
850.000 · Telecommunications	20,987.53	22,402.55	-1,415.02	-6.32%
880.000 · Promotional Materials	62,308.43	48,325.83	13,982.60	28.93%
884.000 · Programming	118,730.92	97,832.36	20,898.56	21.36%
885.000 · Volunteer	345.33	224.33	121.00	53.94%
920.000 · Utilities	36,007.80	35,021.66	986.14	2.82%
960.000 · Board & Director Expense	2,845.55	1,577.11	1,268.44	80.43%
965.000 · Automation Services	23,022.20	28,792.81	-5,770.61	-20.04%
966.000 · Insurance 801.200	5,872.00	6,149.00	-277.00	-4.51%
967.000 · Equipment	28,279.81	26,917.25	1,362.56	5.06%
969.000 · CE, Staff Development & Travel	14,988.14	5,667.87	9,320.27	164.44%
970.000 · Capital Expense 980.00	122,041.58	321,920.21	-199,878.63	-62.09%
982.000 · Collection Expense	120,115.62	102,745.20	17,370.42	16.91%
Total Expense	1,526,727.84	1,628,164.18	-101,436.34	-6.23%
Net Ordinary Income	872,383.82	567,523.28	304,860.54	
Net Income	**872,383.82**	**567,523.28**	**304,860.54**	

7.0

CHELSEA DISTRICT LIBRARY

Fund Balances

July 31, 2024

		Beginning Balance	Net Change	Ending Balance
General Fund				
LOCAL BANKS BALANCES				
Checking Account/ Chelsea State Bank	001.001	$256,381.58	-$136,074.30	$120,307.28
Paypal Account	003.002	$0.00	$257.94	$257.94
Cash on Hand		$256,381.58	**-$135,816.36**	**$120,565.22**
Ameriprise Account				
MMF - Interest and earnings	017.003	$1,628,009.03	$16,362.25	$1,644,371.28
MMF - Deposits and withdrawls	017.003	$700,000.00	$0.00	$700,000.00
Fixed Income Fund	017.004	$166,742.19	$0.00	$166,742.19
Investment Partners Total		**$2,494,751.22**	**$16,362.25**	**$2,511,113.47**
Total General Fund		**$2,751,132.80**	**-$119,454.11**	**$2,631,678.69**
Debt Service Fund				
Bond Debt Retirement Fund Checking	003.008	**$71,750.94**	**$15.19**	**$71,766.13**

8.1

Ameriprise 08/31/2024

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	**$2,468,497.85**	**$0.00**	**$6,205.19**	**$2,364.75**	**$0.00**	**$2,477,067.79**
07/31/24	**$2,477,067.79**	**$0.00**	**$11,604.40**	**$6,079.03**	**$0.00**	**$2,494,751.22**
08/31/24	**$2,494,751.22**	**$0.00**	**$9,425.85**	**$6,936.40**	**$0.00**	**$2,511,113.47**
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**	**$48,710.92**	**$6,117.49**	**$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 September 2024 board meeting

Staff Announcements

Departmental Changes

Due to the positive impact of Mobee on CDL and the community as well as our desire to cultivate more community awareness and partnerships, the CDL Marketing Department has expanded to include Outreach. Effective in August, Virginia Krueger became the Head of Marketing & Outreach. Everett Mayes will now report to her as Outreach & Technology Specialist, and Katie Hepler was recently hired as a part-time Marketing Assistant. Katie brings impressive marketing skills as well as many community connections to her new role.

Staff Work Anniversaries

As if August wasn't momentous enough for Virginia, she also celebrated her six-year work anniversary on August 17. She has had quite the career trajectory here at CDL, from part-time Marketing Assistant to her new role as Head of Marketing & Outreach! We are very lucky and grateful to work with her!

CommUNITY Picnic & TimberTown Rebuild

CDL and the Chelsea Area Chamber of Commerce presented the second annual CommUNITY picnic on Saturday, August 10 at TimberTown. Volunteers from the park rebuild along with other folks interested in getting to know one another gathered over pizza and other treats to connect with each other. It was a very successful day with approximately 40 people participating.

I am proud of the many staffers who volunteered during the TimberTown rebuild. It is heartening to see our collective dedication to the community. And the park is FABULOUS!

Bench Donation

Carolyn McNagy, owner of Bumble's Dry Goods, is donating a beautiful Tree Bench from Cricket Forge to be placed under the library portico. This donation is in memory of Fritz Wagner, who she says was a kind and wonderful landlord. We will keep the board posted on any dedication ceremony down the line.

Walk to School Wednesday

It's that time of year! Walk to School Wednesday begins on September 11. Generous and early-rising staff and intrepid volunteers will walk students to South Meadows Elementary and Beach Middle Schools. The herds depart at 7:30am. If you are caffeinated and happen to be up with the birds some Wednesday, please consider joining us. We walk in all kinds of weather, but the company is good and it's a terrific ebay to start your day!

Jim Abbott

Legendary baseball pitcher Jim Abbott visits Chelsea, courtesy of CDL, on Wednesday, September 18. He will meet with Chelsea High freshmen in the afternoon. At 7pm, he will be onstage in the CHS auditorium with documentary filmmaker Mike Ramsdell for an engaging evening of dialogue, stories, and inspiration. This event is free and open to the public. Spread the word!

The Perfect Shot: Walter Ioose, Jr., and the Art of Sports Photography
This extraordinary exhibit of sports photography is on display in the McKune Room through October 20. It takes visitors through some of the most inspiring moments in sports history and highlights the craft and talent that transformed these moments into art. The exhibit features athletes as diverse as Muhammad Ali, Michael Jordan, Arnold Palmer, Tiger Woods, Serena Williams, and many more.

Be sure to access the digital recording of Martin Bandyke on your phone through the QR code provided at the start of the exhibit. He does an exceptional job of providing depth to the stunning photographs. A big thanks to our Friends for their support of this exhibit.

Song Fest 2024
Mark your calendars for Friday, October 18 for the annual CDL Song Fest. This year we are pleased to host a visit with Gary Louris of the legendary alt country band The Jayhawks. WEMU's Jeremy Baldwin of the Roots Music Project will interview Louris who will follow that with an acoustic performance. We are delighted to host this event at the Pasture Barn at Robin Hills Farm at 7pm. The event is free and first come, first seated. And thanks again to our Friends for making this event happen!

Strategic Plan 2024-28 Progress in August 2024
1.2Elevate the library as a location for community building
- Partnered with Chelsea Area Chamber to host Community Picnic

1.3 Be the go-to resource in the district for information access and validity
- Scott started AI Friday emails

1.4 Get the word out about the great things happening at CDL
- Marketing department expanded to include outreach responsibilities and activities
- Marketing Assistant position created
- Everett Mayes moved to Marketing & Outreach department

2.1 Plan for staff succession & cultivate future library leaders
- Amy Zoran continued to attend Leadership Academy
- Virginia Krueger registered for National Library Marketing & Communications conference

2.3 Improve data used to evaluate library services and communicate value
- Implemented Library IQ to analyze collection usage
- Shannon Powers consolidated data on summer reading performance from past years

Out and About: Meetings Attended August 2024
Rotary meetings – August 6, 13, 20 & 27
Rotary board meeting – August 29
Library of Michigan Directors meeting via Zoom - August 9
TimberTown Community Picnic – August 10
Meeting with Jennifer Smith at Chelsea Senior Center re: outreach position – August 21
Julie Depner's farewell at Silver Maples – August 22
Pig kissing at Chelsea Fair – August 23
Chelsea Fair with Rotary – August 24

Chelsea District Library
Assistant Director's Report
August 2024

Facility update

- The boiler project is underway. I had a planning meeting with Marta and Derek from JCI to set the project schedule, which will begin on Sept. 3rd. By the time you read this, the old boilers should be removed and the new boilers in place. The bulk of the project is in the reconnection, which involves sheet metal work and drilling through two cinder block walls to vent the system out the north side of the building. Then comes the testing and calibration on Metasys. We will meet weekly via Zoom between now and the end of September to review progress and discuss any issues.
- The Mobee garage project is also progressing. Our construction manager, Jess Spike, has met with Scott McElrath to develop construction drawings for our amended site plan and a preliminary design. We will have seen both by the time of this meeting and are on track to meet the September deadline for the October city planning meeting.
- The replacement of the bollard lights hit a small snag when it was discovered that the base plates aren't the same as the old models. Our electrician will modify them and finish the installation in early September.
- Routine lawn fertilization was done this month, as well as perimeter pest control.

Meetings and HR issues

Our representative from MERS (Municipal Employees' Retirement System)was the guest speaker at our all-staff meeting this month. She reviewed our products and the importance of contributing to retirement funds.

I sat in on interviews for the new part-time Marketing Assistant position. We had three promising candidates, interviewed two of them, and hired Katie Hepler , who will start mid-September.

Volunteers

Book sale volunteers provided 243 hours of service this month and our non-book sale volunteers gave 90.75 in August, for a total of 33.75 hours. Additionally, our YSG had 130.25 hrs in July that were unreported that month. We had two volunteers respond to my call for help with weeding and they are doing a great job! They are also tidying up the Fairy Garden and making sure the brush gets to the curb when it is supposed to. I hope you will take a few minutes to notice how nice our planting beds look due to their efforts.

Respectfully submitted,
Linda Ballard, Assistant Director

August Highlights:

- In August our Technology Librarian, Matt Jensen, went on temporary leave. Despite not having one of our best customer service staff members, we've managed to continue offering makerspace services. Amelia Herron and Stacey Comfort have stepped into the role and are working hard to learn more about the equipment and services we offer.
- The final week of August was spent preparing this year's exhibition, The Perfect Shot, for the public. Catherine Sossi and Martha Jacques did an excellent job condition reporting and designing the layout of the exhibit, and our department had ample help from Virginia Krueger, Kerry Ballard, and Chris Berggren hanging the photos, installing the vinyl lettering
- Librarians were trained on LibraryIQ in early August and used the weeding tool and report builder to improve collection maintenance. Catherine Sossi and Laura Brown both weeded sections of their collections as a result of the findings.
- In August I began planning our winter Community Read with Paul McCann from the Dexter District Library and Michelle Tuplin from Serendipity Books. It will be a fun replacement for the now-defunct Washtenaw Reads.
- Librarians met to discuss winter programming this month. In addition to internal planning meetings, I also met with Shawn Personke and Penny Olsen who've requested the library host a series of community workshops in conjunction with the Timber Town Reimagined project's plan to revitalize the Pathway to Renewal. We will host 4-8 workshops throughout winter and spring as a result.
- I met with Marijo Grogan to discuss a partnership with the Discovery Center this spring on an initiative called The Wise Tree Project. We will likely host a nature-based writing workshop and help organize a forest walk.
- August was also the build week for Timber Town Reimagined. Staff members were allowed to participate, and many librarians signed up to help.
- August saw our 2nd annual Community Picnic in partnership with the Chelsea Area Chamber of Commerce. The event was lovely, with pizza heavily discounted from our local pizzerias and prizes provided by Chamber businesses.

Program Attendance

Date	Name	In-Person	Live Virtual	Recorded Virtual	Kits
	Adult Program Attendance				
8/6/2024	Reading Glasses	5			
8/8/2024	Mocktails in the Reading Garden	13			

8/10//2024	Community Picnic at Timbertown Park	40			
8/14/2024	Books & Banter	8			
		66			
	Adult Program Totals				
	Early Literacy Program Attendance				
8/1/2024	Thrilling Thursday Yoga Storytime	44			
8/6/2024	Babytime	34			
8/13/2024	Babytime	28			
	Early Literacy Program Totals	106			
	Youth Program Attendance				
8/5/2024	Parenting Connections Back-to-School Success		30		
8/6/2024	Chess Clinics	12			
8/13/2024	Chess Clinics	15			
7/19/2024	Read to the Library Dog	10			
8/20/2024	Chess Clinics	10			
8/27/2024	Chess Clinics	15			
		62	30		
	Youth Program Totals	92			
	Outreach Program Attendance				
8/8/2024	ECC Storytime (youth)	17			
8/8/2024	Silver Maples Book Club (adult)	6			
8/12//2024	Brio Living Health Fair (adult)	40			
8/15/2024	Pines Book Club (adult)	8			
8/21//2024	School Open Houses (youth)	270			
8/22/2024	Storytime @ Mudpies (youth)	27			
8/23/2024	Spelling Bee @ Glazier (adult)	8			
	Outreach Program Totals	376			
	Mobee Visit Program Attendance				
8/2/2024	Lake House Bakery Storytime/activity	0			
8/6/2024	Sylvan Township Hall	1			

8/7/2024	St. Louis Center Read Aloud	10			
8/7/2024	Chelsea Hospital	0			
8/7/2024	Pines	8			
8/8/2024	Sylvan Crossing	7			
8/8/2024	Robin Hills Farm	2			
8/8/2024	Sharon Ann Apartments	0			
8/12/2024	Dancey House (UMRC)	4			
8/12/2024	St. Barnabas Church	0			
8/12/2024	Lima Township Hall	0			
8/13/2024	Lyndon Township Hall	0			
8/20/2024	Dexter Township Hall	*0*			
8/20/2024	New Harvest Church	*0*			
8/26/2024	North Lake United Methodist	*0*			
8/26/2024	Silver Maples	*0*			
	Mobee Totals	*32*			

Ingenuity Engine

Number of Appointments & Tours	32
Number of attendees at appointments & tours	47
Number of Unique Users	30

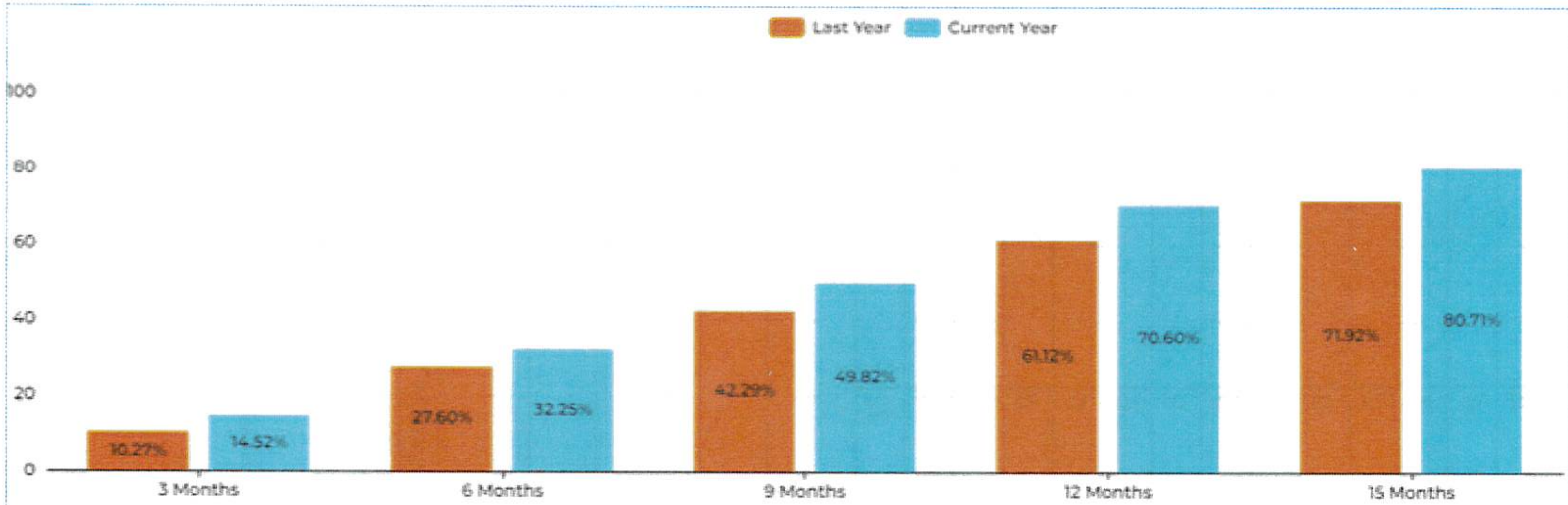
Reference & Deliveries

Services	August 24*
Reference Questions	1519
CDL Delivers & Deposit Book Deliveries	16

*The Library closed early on Aug 21 at 5:45 pm due to a water issue in the City that caused CDL to not have running water.

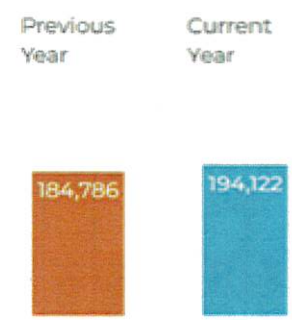
Collection Stats

Our new item collections, defined as collections of books and other materials purchased within the last six months, have increased utilization compared to the same 12-month period last year. This suggests that librarians are selections that appeal to our community. See chart on next page. For our overall library circulation, we were once again higher than last year, with over 17,500 checkouts this month, and over 194,100 for the past 12 months.



Total Circulation	All		
All Age Groups	**Current Year**	**Previous Year**	**% change**
Fiction	126,850	122,485	3.56
Non-Fiction	51,458	49,633	3.68
Other	15,814	12,668	24.83
Total	194,122	184,786	5.05

Circulation From Location Trends



Our top 5 highest BISAC categories across the last twelve months are:

1. Juvenile Fiction
2. Adult Fiction
3. Juvenile Nonfiction
4. Comics & Graphic Novels
5. Young Adult

BISAC is a classification system that assigns subject headings to books. This statistic means that the above categories are the most popular in our collection.

Within our collection of adult material, the following BISAC categories are the most popular:

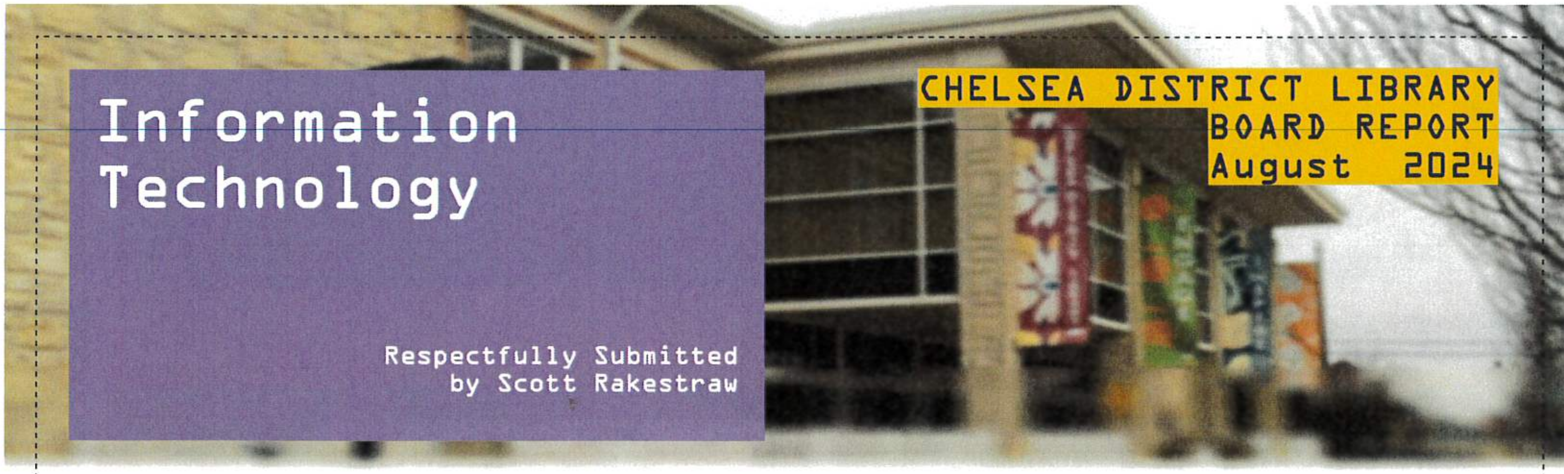
1. Fiction
2. Biography
3. History
4. Cooking
5. Self-Help

WIthin our teen collection:

1. Fiction
2. Comics & Graphics
3. Games
4. Study Aids
5. Cooking

Within our juvenile collection:

1. Fiction
2. Nonfiction (in general)
3. Comics & Graphics
4. Humor
5. Games



Information Technology

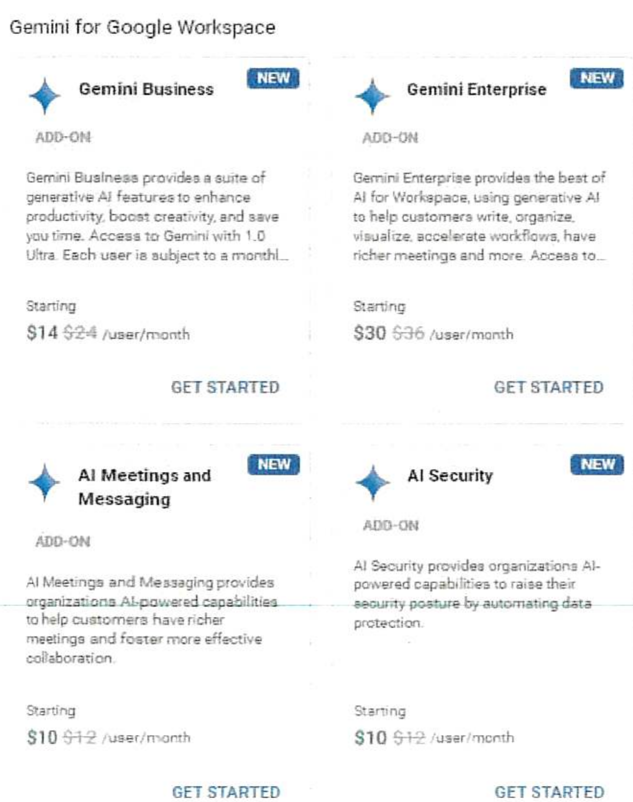
CHELSEA DISTRICT LIBRARY
BOARD REPORT
August 2024

Respectfully Submitted
by Scott Rakestraw

TECH NOTES

Google Launches "Gemini AI for Workspace

With very little fan-fare, Google quietly released access to the AI product known as "Gemini" to users (like the library) on the Workspace Platform. Starting at $14 a month, PER USER, organizations can tap into Google's artificial intelligence platform.



CDL Staff is currently evaluating a number of AI platforms for suitability in the library. The number one concern of course is patron privacy. We' actively looking at ways to leverage these technologies and maintain privacy.

We are currently looking at pro level services by

- ChatGPT.com
- YOU.COM
- Perplexity.AI

Each tool has advantages and limitations.

Are you a Comcast subscriber? If so, you can a get one year of PERPELITY.ai for free.

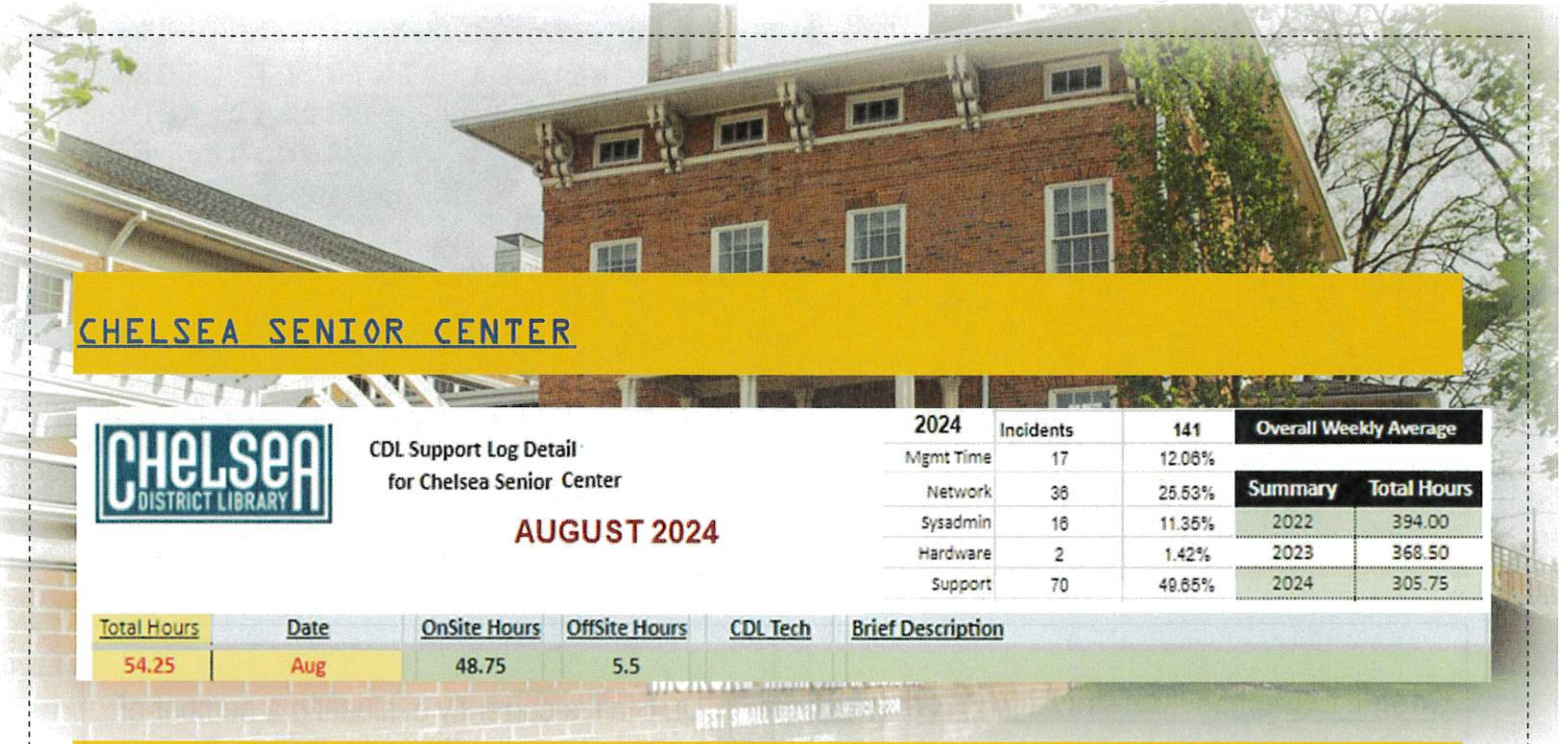
https://www.engadget.com/ai/comcast-xfinity-customers-can-get-a-year-of-perplexity-pro-ai-for-free

Use your Comcast Account login here to see if this offer is available to you:

https://www.xfinity.com/rewards

Check out our Facebook Group for Washtenaw Public Service Workers:

https://chelseadistrictlibrary.org/techtalk



CHELSEA SENIOR CENTER

CHELSEA DISTRICT LIBRARY

CDL Support Log Detail
for Chelsea Senior Center

AUGUST 2024

2024	Incidents	141
Mgmt Time	17	12.06%
Network	36	25.53%
Sysadmin	16	11.35%
Hardware	2	1.42%
Support	70	49.65%

Overall Weekly Average

Summary	Total Hours
2022	394.00
2023	368.50
2024	305.75

Total Hours	Date	OnSite Hours	OffSite Hours	CDL Tech	Brief Description
54.25	Aug	48.75	5.5		

TECHNOLOGY SERVICES

	DATA SERVICES	JUN	JUL	AUG
8276.1	Hotspots: Total GB Used - Township Halls	1043.8	1029.7	1042.2
110.5	-- Lima Township (GB)	13.7	14.1	13.3
305.1	-- Sylvan Township (GB)	39.8	41.3	40.7
7860.5	-- Mobile Beacon (GB)	990.3	974.3	988.2
165	Hotspot Devices Circulated	24	22	24
3288	Public Internet - Computer Sessions	462	496	430
3653	Public Internet - Wireless Logins	486	511	447

	ONLINE SERVICES	JUN	JUL	AUG
126278	Website Sessions	15661	15641	13295
60695	Website Users	8246	7511	6846
21034	AUDIO Downloads Total	2539	2757	2677
14430	-- Audio: Overdrive	1717	1924	1821
6604	-- Audio: Hoopla	822	833	856
3646	VIDEO Downloads Total	369	343	447
2455	-- Video: Kanopy	233	216	295
1191	-- Video: Hoopla	136	127	152
16225	EBook Downloads Total	1947	2047	1963
14362	-- Ebook: Overdrive	1729	1808	1773
1863	-- Ebook: Hoopla	218	239	190
40905	TOTAL Downloads	4855	5147	5087

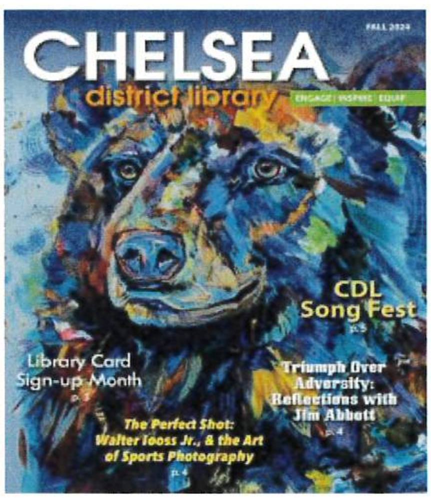
Head of Marketing & Outreach Monthly Board Report
(August 1–31, 2024): Respectfully submitted by Virginia Krueger

August Highlights:

The highlight of August was interviewing and selecting CDL's new marketing assistant. We had six applicants, interviewed two great candidates, and selected Katie Hepler. Katie is a local resident with experience on both the Chelsea Education Foundation board and Chelsea Schools PTA. In addition to having a good local network of contacts, she brings a professional background in PR and marketing. She starts September 16, and I am excited to welcome her onto the marketing & outreach team.

I also moved offices and started in my new role overseeing outreach and Mobile CDL, so I spent much time reviewing the schedule, reaching out to our stop partners, and developing goals and plans for the upcoming months. Additionally, Lori and I met with Jennifer Smith and Gary Munce to review Everett's technology outreach at Chelsea Senior Center.

And, of course, the fall newsletter hit mailboxes in mid-August. This quarter's cover features the artwork of Lindsey Dahl and highlights the many events happening at the library in the coming months.



Website Redesign:

The revised beta version of the new website was received and reviewed by a group of staff and board members. Next up is finishing up usability/functionality edits and getting trained on content editing.

Social Media:

August Social Media Metrics

CDL Facebook: 3,613 followers (+17) | 1,100 page visits ↓ | 11,300 page reach ↓ | 9.7% engagement rate

CDL Instagram: Followers: 1,038 (+7) | 46 profile visits ↓ | 468 page reach ↓ | 9.8% engagement rate

According to the 2024 Hootsuite report on engagement rates by industry, our platforms are performing quite well. A good engagement rate is typically 1–5%. On the CDL pages, photos generate the highest engagement.

eNewsletters: CDL eNews has 3,761 subscribers (+2 in August)

August Metrics:

- We sent five weekly newsletters (49.2% open rate)

August Marketing Channel Response:

In August, we had 88 program registrations where identifying the marketing channel was asked. The breakdown of how the registrants heard about the program is as follows:

- Print Newsletter: 16
- eNewsletter: 16
- Website: 10
- Word of Mouth: 4

- Social Media: 15
- Other/blanks: 22
- Local paper/Chelsea Update: 5

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

Other miscellaneous duties:

- Received print materials for The Perfect Shot and Jim Abbott's event
- Received Perfect Shot banners
- Trained on the use of our new collecction analytic softwater, Library IQ
- Discussed branding and planned marketing of this winter's community read with Shannon
- Coordinated with Shannon and met with representatives from Chelsea Parks and Timbertown Reimagined to host community art workshops to assist with the renovation of the Pathway to Renewal
- Attended the 2025 Board Budget Hearing
- Watched a Local IQ webinar to better understand changes to Google and Meta advertising, including the use of AI in online ads.
- Attended an online summit hosted by the Association of Library Professionals regarding neutrality in public libraries
- Worked with Shannon on Mobee at the Brio Wellness Fair
- Coordinated with Lori and Shannon on finalizing the event details for Jim Abbott's visit to Chelsea

Circulation Supervisor's Report
August 2024

'

- Circulation – 20983 in August

- Patron Count- 10847 for August

- Circulation by township- for August:
  - Dexter = 11% of total transactions
  - Lima = 11% of transactions
  - Lyndon =12% of transactions
  - Sylvan = 20% of transactions
  - Chelsea = 34% of transactions

- August Circulation: 85% were items from Chelsea and 15% were inter-loaned items.

  Libby = 4099 ; Hoopla = 1263 Kanopy = 295

- Registrations for August – 87 new cards; 6788 total card holders
  *Dexter = 871 cards; Lima = 733 cards; Lyndon = 917 cards
  *Sylvan = 1280 cards; Chelsea = 2490 cards; Nonresident = 497 cards

- Self-Check Machine: August 1379 or 6% of total checkouts

August Notes:

- I attended weekly management meetings.
- I worked my PIC shifts each week.
- We received 143.5 tubs from TLN in August, with 6.5 being the daily average.
- We processed 42 MeLCat items for other libraries, and received 40 items for our patrons.
- We had 1524 unique patrons at the library.
- I attended Leadership Academy in Grand Rapids where we talked about staff coaching & legal issues in libraries.
- I went to North Lake United Methodist Church on Mobee.
- I participated in the Chelsea Fair parade
- I represented CDL at a Zoom TLN/SAS meeting & reported back to Lori so she could vote.
- I volunteered at Timbertown.
- I attended the August Board meeting virtually.

Respectfully submitted,
Amy Zoran
Head of Circulation

ACTION ITEMS

Action Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet
September 17, 2024, Board Packet

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

Accept July donations and changes to the 2024 FY Budget.

		Income Line -	Expense Line	
Jane Zawistowski	Non-Designated	674.120	975.100	$257.94
Chelsea Masonic Lodge (Olive Lodge #156)	Summer Reading Program	674.111	884.926	$500.00

Sub Total: $757.94

Acknowledge the donations below that are already in the budget.

Sub Total: $00.00

Total General Donations: $757.94

Acknowledge the donations below toward the CDL Endowment.

Patricia Garcia, Board Secretary

Date

Action Item #2

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

September 17 2024 Meeting

2025 CDL Budget Approval

Background:
The Budget Hearing took place at the beginning of the August Board Meeting, in which the board was walked through the library's 2025 Budget Draft, section by section.

Action:
The Chelsea District Library Board of Trustees approves the library's 2025 Budget.

________________________________ ________________

Patricia Garcia, Board Secretary Date

Resolution No. 2024-9-17 @ 1.882
Chelsea District Library
2025 Budget

WHEREAS, The Library Director has prepared and submitted to the Library Board the proposed budgets for calendar year 2025; and

WHEREAS, the Library Board has advertised the proposed millage rates in The Sun Times News on **Wednesday, July 24, 2024** and held the public hearing on the budget and the proposed millage rates pursuant to Section 16 of the Uniform Budgeting and Accounting Act (Truth in Budgeting) on **Tuesday, August 20, 2024**; and

WHEREAS, the Library Board has reviewed the proposed tax rates and budgets.

NOW THEREFORE BE IT RESOLVED, the Chelsea District Library Board of Trustees adopts the 2025 budget as follows:

General Fund

Expenses	**FY 2025 Budget**
Personnel Expenses	1,377,309
Supplies	23,550
Professional Services	118,152
Maintenance Services Contracts	186,860
Telecommunications	46,420
Promotional Materials	85,750
Programming Expenses	151,650
Volunteer	2,600
Utilities	69,950
Board Expenses	3,500
Automation Services	51,968
Insurance	23,218
Equipment	60,453
Staff Dev. & Travel	26,321
Capital Expenses	55,000
Collection Expenses	275,350
Capital Reserve Fund	46,800
Total Operating Expenses:	**$ 2,604,851**

Be it further resolved that the revenues, other incomes, debits and fees are estimates as follows:

General Fund		**2025**
District Revenue		2,403,201
Other Government Income		102,000
Fees		8,600
Interest and Dividends		72,800
Contributions, Donations & Grants		18,250
CSC Tech Support		15,000
Sub-Total	**$**	**2,619,851**
DDA TIFA Tax Capture	**$**	**(15,000)**
Total Income	**$**	**2,604,851**
From Capital Improvement Fund	**$**	**-**
From Capital Reserve Fund	**$**	**-**
Total Income incl Capital Funds & Fund Bal	**$**	**2,604,851**

Be it further resolved, that the Library Director is authorized to approve transfers of budgetary funds within an expense line, but any increases to the expense lines must be authorized by the Library board.

Be it further resolved, the following property tax revenues and tax rates be authorized and that the City of Chelsea, Dexter, Lima, Lyndon and Sylvan Township Treasurers are ordered to levy such funds on behalf of the Chelsea District Library.

	Rate	**Estimated Revenue**
Operating Millage	1.8820	2,403,201
Total Millage	**1.8820**	**2,403,201**

I, Patricia Garcia, hereby certify the above Resolution No. 2024-9-17 was duly approved by the Chelsea District Library Board of Trustees assembled at a regular meeting held **September 17, 2024**

Patricia Garcia, Secretary
Chelsea District Library Board

Michigan Department of Treasury
614 (Rev. 02-24)

ORIGINAL TO: County Clerk(s)
COPY TO: Equalization Department(s)
COPY TO: Each township or city clerk

L-4029

2024 Tax Rate Request (This form must be completed and submitted on or before September 30, 2024)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

Carefully read the instructions on page 2.

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.

County(ies) Where the Local Government Unit Levies Taxes	2024 Taxable Value of ALL Properties in the Unit as of 5-28-2024
Washtenaw County	**1,276,940,223**
Local Government Unit Requesting Millage Levy **Chelsea District Library**	For LOCAL School Districts: 2024 Taxable Value excluding Principal Residence, Qualified Agricutlural, Qualified Forest, Industrial Personal and Commercial Personal Properties.

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2024 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election Charter, etc.	(5) ** 2023 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2024 Current Year "Headlee" Millage Reduction Fraction	(7) 2024 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
Voted	Operate	8/2019	1.9231	1.8887	0.9968	1.8826	1.000	1.8826	0.000	1.8826	12/2029

Prepared by	Telephone Number	Title of Preparer	Date
Lori Coryell	**(734) 475-8732**	**Director**	**09/17/2024**

CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

	Signature	Print Name	Date
☐ Clerk ☒ Secretary		**Patricia Garcia**	**09/17/2024**
☐ Chairperson ☒ President		**Janice L. Carr**	**09/17/2024**

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2024 for instructions on completing this section.	
Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate
For Principal Residence, Qualified Ag., Qualified Forest and Industrial Personal	
For Commercial Personal	
For all Other	

** Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.*

** **IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

Instructions For Completing
Form 614 (L-4029) *2024 Tax Rate Request,*
Millage Request Report To County Board Of Commissioners

These instructions are provided under MCL Sections 211.24e (truth in taxation), 211.34 (truth in county equalization and truth in assessing), 211.34d (Headlee), and 211.36 and 211.37 (apportionment).

Column 1: Source. Enter the source of each millage. For example, allocated millage, separate millage limitations voted, charter, approved extra-voted millage, public act number, etc. Do not include taxes levied on the Industrial Facilities Tax Roll.

Column 2: Purpose of millage. Examples are: operating, debt service, special assessments, school enhancement millage, sinking fund millage, etc. A local school district must separately list operating millages by whether they are levied against ALL PROPERTIES in the school district or against the NON-HOME group of properties. (See State Tax Commission Bulletin 2 of 2024 for more explanation.) A local school district may use the following abbreviations when completing Column 2: "Operating ALL" and "Operating NON-HOME". "Operating ALL" is short for "Operating millage to be levied on ALL PROPERTIES in the local school district" such as Supplemental (Hold Harmless) Millages and Building and Site Sinking Fund Millages. "Operating NON-HOME" is short for "Operating millage to be levied on ALL PROPERTIES <u>EXCLUDING</u> PRINCIPAL RESIDENCE, QUALIFIED AGRICULTURAL, QUALIFIED FOREST AND INDUSTRIAL PERSONAL PROPERTIES in the local school district" such as the 18 mills in a district which does not levy a Supplemental (Hold Harmless) Millage.

Column 3: Date of Election. Enter the month and year of the election for each millage authorized by direct voter approval.

Column 4: Millage Authorized. List the allocated rate, charter aggregate rate, extra-voted authorized before 1979, each separate rate authorized by voters after 1978, debt service rate, etc. (This rate is the rate before any reductions.)

Column 5: 2023 Millage Rate Permanently Reduced by MCL 211.34d ("Headlee") Rollback. Starting with taxes levied in 1994, the "Headlee" rollback permanently reduces the maximum rate or rates authorized by law or charter. The **<u>2023</u>** permanently reduced rate can be found in column 7 of the **<u>2023</u>** Form L-4029. For operating millage approved by the voters after April 30, 2023, enter the millage approved by the voters. For debt service or special assessments not subject to a millage reduction fraction, enter "NA" signifying "not applicable."

Column 6: Current Year Millage Reduction Fraction. List the millage reduction fraction certified by the county treasurer for the current year as calculated on Form 2166 (L-4034), *2024 Millage Reduction Fraction Calculations Worksheet.* The millage reduction fraction shall be rounded to four (4) decimal places. The current year millage reduction fraction shall not exceed 1.0000 for 2024 and future years. This prevents any increase or "roll up" of millage rates. Use 1.0000 for new millage approved by the voters after April 30, 2024. For debt service or special assessments not subject to a millage reduction fraction, enter 1.0000.

Column 7: 2024 Millage Rate Permanently Reduced by MCL 211.34d ("Headlee") Rollback. The number in column 7 is found by multiplying column 5 by column 6 on this 2024 Form L-4029. This rate must be rounded DOWN to 4 decimal places. (See STC Bulletin No. 11 of 1999, Supplemented by Letter of 6/7/2000.) For debt service or special assessments not subject to a millage reduction fraction, enter "NA" signifying "not applicable."

Column 8: Section 211.34 Millage Rollback Fraction (Truth in Assessing or Truth in Equalization). List the millage rollback fraction for 2024 for each millage which is an operating rate. Round this millage rollback fraction to 4 decimal places. Use 1.0000 for school districts, for special assessments and for bonded debt retirement levies. For counties, villages and authorities, enter the Truth in Equalization Rollback Fraction calulated on STC Form L-4034 as TOTAL TAXABLE VALUE BASED ON CEV FOR ALL CLASSES/TOTAL TAXABLE VALUE BASED ON SEV FOR ALL CLASSES. Use 1.0000 for an authority located in more than one county. For further information, see State Tax Commission Bulletin 2 of 2024. For townships and cities, enter the Truth in Assessing Rollback Fraction calculated on STC Form L-4034 as TOTAL TAXABLE VALUE BASED ON ASSESSED VALUE FOR ALL CLASSES/TOTAL TAXABLE VALUE BASED ON SEV FOR ALL CLASSES. The Section 211.34 Millage Rollback Fraction shall not exceed 1.0000.

Column 9: Maximum Allowable Millage Levy. Multiply column 7 (2024 Millage Rate Permanently Reduced by MCL 211.34d) by column 8 (Section 211.34 millage rollback fraction). Round the rate DOWN to 4 decimal places. (See STC Bulletin No. 11 of 1999, Supplemented by Letter of 6/7/2000.) For debt service or special assessments not subject to a millage reduction fraction, enter millage from Column 4.

Column 10/Column 11: Millage Requested to be Levied. Enter the tax rate approved by the unit of local government provided that the rate does not exceed the maximum allowable millage levy (column 9). A millage rate that exceeds the base tax rate (Truth in Taxation) cannot be requested unless the requirements of MCL 211.24e have been met. For further information, see State Tax Commission Bulletin 2 of 2024. A LOCAL School District which levies a Supplemental (Hold Harmless) Millage shall not levy a Supplemental Millage in excess of that allowed by MCL 380.1211(3). Please see the memo to assessors dated October 26, 2004, regarding the change in the collection date of certain county taxes.

Column 12: Expiration Date of Millage. Enter the month and year on which the millage will expire.

Action Item #3

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

September 17 2024 Meeting

Chelsea District Library & Friends Memorandum of Understanding

Background:
Chelsea District Library's administrators believe it would be beneficial to create a Memorandum of Understanding that lays out the relationship between the library and the Friends of CDL and shared the proposed memorandum with the Board in August.

Action:
The Chelsea District Library Board of Trustees adopts the Chelsea District Library & Friends Memorandum of Understanding.

___________________________________ ____________________

Patricia Garcia, Board Secretary Date

Memorandum of Understanding
Between the Chelsea District Library
and the
Friends of the Chelsea District Library

The following constitutes a Memorandum of Understanding (MOU) between the Chelsea District Library (Library) and the Friends of the Chelsea District Library (Friends), a nonprofit organization in the State of Michigan. The MOU is retroactive and will stand until and unless it is modified by mutual agreement of the Library Board of Trustees and the Friends Board.

The Library's mission is to engage, inspire and equip through evolving services and resources.

The main objectives of the Friends are to:

- provide financial assistance for special library programs and supplement the purchase of necessary materials and equipment;
- increase the visibility of the Library in the community;
- provide volunteer aid to the library; and
- recognize and appreciate the work of our library staff.

The Library agrees to provide:

- public acknowledgement of the Friends' contribution in promotional materials.
- space within the Library facility and on the Library's mobile outreach vehicle (Mobee) for Friends membership brochures and promotional materials.
- reasonable amount of free printing as determined by Library management for Friends operational purposes.
- a link to the Friends website on the library's website.
- use of the McKune Room or the large study room for up to two hours for monthly meetings. Additional time may be allocated upon request by the Friends and approval by Library management.
- space in the Library facility for materials donation collection, storage, sorting, and sales.
- permission for Library staff to collect financial donations and other Friends income during regular open hours.
- withdrawn Library collection materials, which the Friends may sell, donate to other organizations, or discard.
- donated books and other materials if the Library determines them to be a surplus.
- a monthly report to the Friends from Library management.
- a non-voting member of the Library's management to attend Friends monthly board meetings when possible.
- use of the Library's recycling dumpster for discarded Friends items.

The Friends agree:

- to remain a Michigan non-profit corporation in good standing and an eligible tax-exempt organization pursuant to Section 501(c)(3) of the Internal Revenue Code.
- to remain in compliance with Michigan's Non-Profit Corporation Act and any subsequent amendments.

- that monies raised through its fundraising activities will be spent for Library programs, resources, and services and Friends operational expenses.
- that its programs and events shall be consistent with the needs and objectives of the Library.
- that the Library has final say in accepting or declining any and all gifts made to the Library through the Friends.
- to publicly support the Library and its policies.
- to engage in advocacy efforts on behalf of the Library under the guidance of the Library management.
- to include a member from Library management as a non-voting presence at all Friends meetings and allow time on the agenda for a library report.
- that members of the Friends, while working on Library property, will be identified both as a Friend and Library volunteer and are subject to all Library policies related to its volunteers.
- that if the Friends cease to actively fundraise and promote the Library, they will dissolve the Friends nonprofit organization and all assets will transfer to the Library provided the Library at that time qualifies as an organization exempt from federal income tax under the Internal Revenue Code, or to such organizations organized and operated exclusively for educational, charitable, or public welfare purposes that at that time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code. In the event that the Library does not qualify as an organization exempt from federal income tax under the Internal revenue Code, proceeds shall be distributed as the Board of the Friends shall determine.
- That in the event of the Friends dissolution, there is no prohibition for the establishment of a new Friends group at any point in the future.

____

For Chelsea District Library Date

____

For Friends of the Chelsea District Library Date

Action Item #4

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

September 17 2024 Meeting

Policies: 211 Borrowers Registration & 431 Library Relations and Media Policy

Background:
The library and the Policy Committee presented revisions to Policy 211 Borrowers Registration and created a new Policy 431 Library Relations and Media Policy, which were reviewed by the Board in August.

Action:
The Chelsea District Library Board of Trustees approves the two policies.

________________________________ ________________

Patricia Garcia, Board Secretary Date

Chelsea District Library
Policy and Procedure

Policy Section: 2. Circulation
Board Approval Date: November 18, 2003
Board Revision Date: July 20, 2004
Board Revision Date: May 16, 2006
Board Revision Date: October 20, 2015
Board Revision Date: October 17, 2017
Board Revision Date: September 17, 2024

Subject: <u>211 Borrower Registration</u>

<u>Background:</u>
Chelsea District Library serves the residents of the City of Chelsea, the townships of Lyndon and Sylvan, and the townships of Dexter and Lima not located within the Dexter Library District. It is supported predominantly by local property tax revenues from residents of the Chelsea District Library service area. Borrowing privileges are extended to residents of the district~~,~~ and, for a fee, to non-residents.

<u>Policy:</u>
1. All property owners and renters in the Chelsea District Library service area are eligible for resident borrowing cards. All members of the household are also considered eligible.

2. People who are employed in the Chelsea Library District, but who do not reside in the district, may get a library card at no cost if they provide the library with confirmation of employment on company letterhead signed and dated by their supervisor. A paper or digital paystub which provides the potential patron's name and a current (w/i 30 days) date, as well as the business name is also acceptable.

3. Persons residing outside of the Chelsea District Library service area (but not living or owning property in another TLN library area) may obtain a library card for an annual,semi-annual, or quarterly fee. In some cases, fees are waived. See Non-Resident Fee policy for complete non-resident information.

4. To receive a library card, applicants must complete a registration application, which requires picture ID **and** proof of residency. If the picture ID presented is not one of the options on the list below with a current address, we must have proof of residency as well. The ID# is recorded on the patron record but only used as a unique identifier. The completed application is the property of the library.

Other acceptable forms of picture ID (either digital or physical):

- Current government-issued identification card
- Current tribal identification card
- Current student identification card

Acceptable proof of residency documents (either digital or physical):

- Any current utility bill (electricity, gas, garbage, water, sewer, cable, internet, or telephone
- Current bank/financial statement
- Current vehicle registration,
- Current lease or rental agreement showing name and residence address
- Current property tax receipt or property deed

5. Parents or guardians may register their children under 18 for borrowing privileges if the parent or guardian agrees to assume financial responsibilities for materials borrowed and fines owed by the minor.

6. Library cards must be presented to check out items or to use library computers. Exceptions may be granted on a limited basis and at the discretion of the library staff but only with acceptable picture ID.

7. Any person who knowingly provides falsified identification in applying for a library card is subject to revocation of their library card.

8. A resident's library card is not transferable. A library card is subject to confiscation if misused.

9. Library cards are valid for one year. Renewal of library privileges requires current proof of residency. Renewal for non-resident employers/employees also requires official re-confirmation of employment. Renewal for non-residents requires payment of fee at time of renewal. All existing fines & fees on the patrons and minor children's accounts must be paid-off at the time of renewal.

10. As long as the Chelsea District Library is a member of the Southeast Michigan Library Cooperative, The Library Network (TLN), the library will support their policies and procedures. One of these policies is that a valid phone **and/or** email address is required.

____________________________ ____________________________

Patricia Garcia, Board Secretary Date

Chelsea District Library
Policy and Procedure

Policy Section: 2. Circulation
Board Approval Date: November 18, 2003
Board Revision Date: July 20, 2004
Board Revision Date: May 16, 2006
Board Revision Date: October 20, 2015
Board Revision Date: October 17, 2017
Board Revision Date: September 17, 2024

Subject: 211 Borrower Registration

Background:
Chelsea District Library serves the residents of the City of Chelsea, the townships of Lyndon and Sylvan, and the townships of Dexter and Lima not located within the Dexter Library District. It is supported predominantly by local property tax revenues from residents of the Chelsea District Library service area. Borrowing privileges are extended to residents of the district~~,~~ and, for a fee, to non-residents.

Policy:
1. All property owners and renters in the Chelsea District Library service area are eligible for resident borrowing cards. All members of the household are also considered eligible.

2. People who are employed in the Chelsea Library District, but who do not reside in the district, may get a library card at no cost if they provide the library with confirmation of employment on company letterhead signed and dated by their supervisor. A paper or digital paystub which provides the potential patron's name and a current (w/i 30 days) date, as well as the business name is also acceptable.

3. Persons residing outside of the Chelsea District Library service area (but not living or owning property in another TLN library area) may obtain a library card for an annual,semi-annual, or quarterly fee. In some cases, fees are waived. See Non-Resident Fee policy for complete non-resident information.

4. To receive a library card, applicants must complete a registration application, which requires picture ID **and** proof of residency. If the picture ID presented is not one of the options on the list below with a current address, we must have proof of residency as well. The ID# is recorded on the patron record but only used as a unique identifier. The completed application is the property of the library.

Other acceptable forms of picture ID (either digital or physical):

- Current government-issued identification card
- Current tribal identification card
- Current student identification card

Acceptable proof of residency documents (either digital or physical):

- Any current utility bill (electricity, gas, garbage, water, sewer, cable, internet, or telephone
- Current bank/financial statement - non-pertinent information redacted
- Current vehicle registration,
- Current lease or rental agreement showing name and residence address
- Current property tax receipt or property deed

5. Parents or guardians may register their children under 18 for borrowing privileges if the parent or guardian agrees to assume financial responsibilities for materials borrowed and fines owed by the minor.

6. Library cards must be presented to check out items or to use library computers. Exceptions may be granted on a limited basis and at the discretion of the library staff but only with acceptable picture ID.

7. Any person who knowingly provides falsified identification in applying for a library card is subject to revocation of their library card.

8. A resident's library card is not transferable. A library card is subject to confiscation if misused.

9. Library cards are valid for one year. Renewal of library privileges requires current proof of residency. Renewal for non-resident employers/employees also requires official re-confirmation of employment. Renewal for non-residents requires payment of fee at time of renewal. All existing fines & fees on the patrons and minor children's accounts must be paid-off at the time of renewal.

10. As long as the Chelsea District Library is a member of the Southeast Michigan Library Cooperative, The Library Network (TLN), the library will support their policies and procedures. One of these policies is that a valid phone **and/or** email address is required.

____________________________ ____________________________

Patricia Garcia, Board Secretary Date

Chelsea District Library
Policy & Procedures
Policy Section: 3. Facility, Equipment & Communication

Board Approval Date: September 17, 2024

Policy: 431 Library Public Relations and Media Policy

Background:
The Chelsea District Library seeks opportunities to notify the media about library achievements, awards, accomplishments, and innovations. This policy is developed to ensure uniformity and continuity of the messages disseminated from the library. It facilitates communication with the media and others within the library's service area.

Newsletters, brochures, press releases, social media postings, and other promotional materials shall be produced and distributed through approved channels. All such materials shall originate with the Head of Marketing and Communications with the approval of the Library Director.

Policy: This policy ensures uniformity and continuity of messages disseminated from the library and provides guidance to library staff, board members, volunteers, and Friends regarding who may respond in a crisis situation.

Procedure:

1. Media
   Contact with the media in a community is essential to promoting the library. While staff and trustees may represent the library in the community, the Library Director, Board President, Assistant Director, and Head of Marketing and Communications or other designee delegated by the Library Director will act as the library's official spokesperson in matters of a sensitive or controversial nature.

   Individual staff may not speak to the public or media on behalf of the library unless authorized to do so.

   Instances where staff may be authorized to speak to the media on behalf of the library fall into the area of operational inquiries:
   - Answering a reference question or providing materials from the library collections
   - Talking about a particular program, exhibit, service, or resource for which the library employee is responsible

   All other media inquiries should be directed to the Library Director or designee, or the Board President. If these contact persons are unavailable to take requests, library staff will take a message from the media and convey it to a contact person at the earliest convenience.

2. Crisis Communication
In the case of media interest in controversial, negative, or crisis issues, every effort should be made to contact the Library Director. In the Library Director's absence, notify the Director's designee or the Board President immediately. The Library Director in coordination with the Head of Marketing and Communications will prepare an informed statement which can be given when questions arise about a sensitive or controversial issue.

3. Public Records Requests
Requests from the media for public records should be handled promptly in accordance with the library's Policy 140: Freedom of Information Compliance. All public records requests should be forwarded to the Library Director. When there are questions about whether the information requested can be released, the Library Director will consult with the library's attorney.

4. Photography/Film
The First Amendment to the United States Constitution affirms the right of people to access public buildings, record and photograph public buildings, and observe and record public officials completing their duties. However, photographers/videographers exercising this First Amendment right cannot interfere with the work of the public employee, nor may they violate patron privacy. Photographers/videographers exercising this First Amendment right must also do so in accordance with the library's Policy 430: Patron Behavior.

5. Personal Opinion
When speaking to the public or the media about the library, library trustees, designated staff, volunteers, and Friends should be careful to define when their remarks represent personal opinion. It should be clearly stated and understood that they do not represent the library at that time.

Patricia Garcia, Board Secretary | Date

Action Item #5

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

September 17 2024 Meeting

Agenda Items

Background:
The Board discussed changes to the regular Board Agenda in August, which include only having a single Public Comment (the one that currently appears first) and to change the name of Other Items (right before Adjournment) to Communications.

Action:
The Chelsea District Library Board of Trustees approves these changes to the Agenda.

_______________________________________ ___________________

Patricia Garcia, Board Secretary Date

DISCUSSION ITEMS

Discussion Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

September 17, 2024 Board Meeting

Expiring Terms

Discussion:
Two trustees have terms that expire at the end of 2024 and the library would like to retain both on the Board.

Discussion Item #2

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

September 17, 2024 Board Meeting

Audit RFPs

Discussion:
The RFP deadline for prospective auditors has passed and the Finance Committee met last week to discuss the proposals and have a recommendation for the Board.

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

Patricia Garcia, Board Secretary

12-12-23

Date