Chelsea District Library
Board of Trustees

Agenda and Information Packet

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

October 15, 2024
10:00 am

Farmers & Merchants Room
at Chelsea State Bank
305 S. Main St.

CHELSEA DISTRICT LIBRARY BOARD OF TRUSTEES
Tuesday, October 15, 2024—10:00 a.m.
Farmer's & Merchant's Room, Chelsea State Bank 305 S. Main St.

AGENDA

10:00 Board Meeting
Welcome and Call to Order
Consent Agenda Approval
- Meeting Minutes
- Operational Checks
- Finance Reports

Agenda Review, Additions, and Approval

10:10 Director's, Strategic Plan, and Friends Reports

10:20 Public Comment

10:25 Action Items
1. Donations
2. Expiring Trustee Term

10:35 Discussion Items
1. 2024 Budget Adjustments

10:45 Reports
Policy Committee
Finance Committee
Personnel Committee
Nominating Committee
Community Outreach Committee

10:50 Communications

10:55 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 Regular Meeting

Tuesday, September 17, 2024 6:45 p.m.
Meeting Location: McKune Room

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

Trustees Absent: TJ Helfferich

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

Guests: None

.

Welcome and Call to Order
J. Carr called the meeting to order at 6:45 p.m.

Consent Agenda
MOTION made by W. Reinhardt, SECONDED by B. Swistock to approve the Consent Agenda with the August minutes and financials. Discussion: None

All Ayes: 6-0

Agenda Review, Additions, and Approval
MOTION made by S. Lackey, SECONDED by G. Munce to approve the agenda, as amended. Discussion: L. Coryell adds Discussion Item #3 Resolution to Build Mobee Garage.

All Ayes: 6-0

Presentation: Garage Blueprints/Planning by Jess Spike (Construction Design Services)
Jess shared his vision for the Mobee Garage project.

- Tree removal gets complicated because of city ordinance.
- Will need to clear Planning Commission and City Council in October.
- After those hurdles he can apply for a Building Permit. Hoping to break ground in early November and complete project by mid-January.

Director's Report Update:

L. Coryell update:

- Have hosted 5 libraries, who've come to see Mobee. Special Ops is giving us hardware as thanks for the advertising.
- Shuffled Marketing and Tech offices.
- Matt has moved from the IE office to the Information Services office.
- Jim Abbott is in Chelsea for Artist in Residence tomorrow. David Schaible will be introducing him at the evening event.
- Library IQ has been a tremendous tool and examples are present in Shannon's report.
- G. Munce inquired about the library's disaster recovery plan for IT. L. Coryell will discuss with Scott. L. Ballard pointed out the current plan involves TLN.

Friends Report Update:

- Friends are donating $5,000 to the Mobee Garage.
- August book sale set Friends' sale record.
- Have their new book sale banner.

Public Comment: G. Munce spoke about the importance of the senior millage on the November ballot for Washtenaw County.

Action Item #1: Donations

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

All Ayes 6-0

Action Item #2: 2025 Budget Approval

MOTION made by S. Lackey, SECONDED by G. Munce to approve the library's 2025 Budget. Discussion: None

P. Garcia read a Roll Call Vote: G. Munce – Aye, B. Swistock – Aye, J. Carr – Aye, S. Lackey – Aye, W. Reinhardt – Aye, P. Garcia – Aye.

All Ayes 6-0

Action Item #3 Chelsea District Library & Friends Memorandum of Understanding

MOTION made by B. Swistock, SECONDED by W. Reinhardt to allow Director L. Coryell to sign a Memorandum of Understanding with the Friends. Discussion: Changed "adopts" to "approves authoring Library Director to enter into a."

All Ayes 6-0

Action Item #4: Policies 211 Borrower Registration and 431 Library Relations and Media Policy
MOTION made by S. Lackey, SECONDED by W. Reinhardt to approve the two policies, 211 and 431. Discussion: Board chose the version with "redacted," but changed to language to "may be redacted."

All Ayes 6-0

Action Item #5: Agenda Items
MOTION made by W. Reinhardt, SECONDED by B. Swistock to approve the proposed changes to the monthly meeting agenda. Discussion: None

All Ayes 6-0

Discussion Item #1: Expiring Trustee Term
At-Large Trustee TJ Helfferich's term is ending at the end of 2024. She has agreed to serve another term and the Board will reappoint her in October.

Discussion Item #2: Audit RFPs
B. Swistock walked the Board through the Finance Committee's meeting on choosing an auditor, the process, and the RFPs the library received. The Committee liked multiple proposals, but ultimately recommended staying with Yeo & Yeo for 2024 and 2025, with an option for 2026.

L. Coryell asked that this Discussion move to Action, so that she can let the competing firms know of our decision.
MOTION made by S. Lackey, SECONDED by W. Reinhardt to move Discussion #2 Audit RFPs to Action #2 Audit Contract 2024-2026.

All Ayes 6-0

Action Item #6: Audit Contract 2024-2026
MOTION made by B. Swistock, SECONDED by P. Garcia to extend the audit contract with Yeo & Yeo for 2024 and 2025, with the option for 2026. Discussion: B. Swistock read the contract offer amounts for the competing firms and commented that he thought the Finance Committee acted admirably.

All Ayes 6-0

Discussion Item #3: Garage Build Plan
L. Coryell expressed that she'd like this to move to Action tonight, so that the project can begin as soon as possible. Also discussed how important it is to keep Mobee

protected from the elements and that we have the money in the budget to do the build this year.

L. Coryell asks for a resolution to approve the build of a garage for Mobee, not to exceed $140K, and highlights that the firm being used is local and offering multiple discounts, and that there's a need to get the project done in a timely matter in order to protect a valuable asset.
MOTION made by W. Reinhardt, SECONDED by S. Lackey to move Discussion #3 Garage Build Plan to Action #7 Garage Build Plan.

All Ayes 6-0

Action Item #7: Garage Build Plan
MOTION made by S. Lackey, SECONDED by W. Reinhardt to authorize the library administration to enter into a contract with Construction Design Services, not to exceed $140K. Discussion: None

All Ayes 6-0

Committee Reports

Policy Committee –

Finance Committee – Fixed Asset and Fund Balance policies are being worked on.

Personnel Committee –

Nominating Committee –

Community Outreach Committee –

Public and Board Comment: None

Other Items: None

Adjournment:
MOTION made by B. Swistock, SECONDED by G. Munce to adjourn the meeting at 8:14 p.m.

All Ayes, 6-0

Patricia Garcia, Board Secretary

Date

FINANCE REPORTS

Chelsea District Library
Monthly Check Register
September 2024

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amo...
Check		**09/30/2024**		**Service Charge**	**001.001 · CSB/Operations Checking**		**-6.00**
				Service Charge	802.100 · Admin-Fees Bank 80...	-6.00	6.00
TOTAL						-6.00	6.00
Bill Pmt -Check	**28802**	**09/05/2024**	**Amazon Capital Services Inc**		**001.001 · CSB/Operations Checking**		**-2,010.64**
Bill	1TVX-GDQY-3TTN	08/27/2024		VIDEOGAMES	982.490 · Videogames	-44.54	47.29
				TEEN PROGRAMS	884.272 · Teen General Programs	-117.19	124.42
Bill	1V7L-PFHW-4WJX	08/27/2024		SUPPLIES FOR YOUTH PROGRAMS	884.222 · General Youth Programs	-77.23	77.23
Bill	1QFC-JTLM-6P9N	08/27/2024		HOTSPOT BATTERIES	967.135 · WiFi Hotspots	-101.94	101.94
Bill	1HJW-RC9X-7JDD	08/27/2024		BULLETIN BOARD CUTOUTS FOR YOUTH AREA	884.222 · General Youth Programs	-62.96	62.96
Bill	1M7W-9476-66KV	08/27/2024		LEATHER JOURNAL	884.222 · General Youth Programs	-19.99	19.99
Bill	1CJ3-3MX3-CCP4	08/27/2024		COMPUTER EQUIPMENT	967.120 · Computers	-277.28	277.28
Bill	1M7W-9476-6T36	08/27/2024		SUPPLIES	884.602 · Technology Programs - Su...	-130.93	130.93
Bill	17JV-1J74-169P	08/27/2024		NEW MARKETING PC	967.120 · Computers	-191.98	191.98
Bill	11YL-Y1RQ-9JHM	08/27/2024		SRP - THANK YOU CARDS TO DONORS AND SPO...	884.226 · Summer Reading	-14.99	14.99
Bill	1KCR-7LNV-GN4Q	08/27/2024		MOBEE - 2 PATRON REQUESTED BOOKS	982.761 · Mobile CDL - Youth	-24.32	24.32
Bill	1JCT-CNL7-RJJX	08/27/2024		MOBEE - PARADE	880.436 · Mobile Promotions	-366.35	366.35
Bill	1CXX-W7X3-4DHT	08/27/2024		MOBEE - PARADE	880.436 · Mobile Promotions	-179.85	179.85
Bill	11TK-Y3W4-DNKR	08/27/2024		TP	729.100 · Supplies-Cleaning-Paper ...	-159.04	159.04
				COMMERIAL TOILET SEATS	732.300 · Supplies-MNT-General 7...	-116.78	116.78
Bill	1PCG-Y4HQ-7WXT	08/27/2024		POPCORN BAGS FOR SPORTS MOVIE	884.222 · General Youth Programs	-14.99	14.99
				BOOK - IRREVERSIBLE DAMAGE	982.720 · Adult Print General	-14.99	14.99
Bill	1LR6-D3LM-9W6X	08/30/2024		TECH PROGRAM SUPPLIES	884.602 · Technology Programs - Su...	-56.31	56.31
Bill	1417-WQVP-4T9K	09/04/2024		CORNHOLE BAGS	982.430 · Non-Traditional Collections	-19.99	19.99
Bill	1C9M-WLVH-6D1R	09/04/2024		DAHLONEGA ASSIGNMENT - PATRON REQUEST	982.720 · Adult Print General	-18.99	18.99
TOTAL						-2,010.64	2,020.62
Bill Pmt -Check	**28803**	**09/05/2024**	**Baker & Taylor - Auto Yours Cats**		**001.001 · CSB/Operations Checking**		**-127.22**
Bill	2038437563	08/27/2024		· Youth Print General	982.760 · Youth Print General	-11.36	20.64
Bill	2038461785	08/27/2024		· Youth Print General	982.760 · Youth Print General	-115.86	115.86
TOTAL						-127.22	136.50
Bill Pmt -Check	**28804**	**09/05/2024**	**Mid-America Arts Alliance**	**THE PERFECT SHOT - FINAL PAYMENT - SEE HE...**	**001.001 · CSB/Operations Checking**		**-3,030.00**
Bill	BK-061678	09/04/2024		THE PERFECT SHOT - 09/06/24	884.980 · Exhibits - Restricted	-3,030.00	4,612.50
TOTAL						-3,030.00	4,612.50
Bill Pmt -Check	**28805**	**09/05/2024**	**12 ACRE STUDIO**	**LIBRARY CARD REDESIGN**	**001.001 · CSB/Operations Checking**		**-656.25**
Bill	20240921	08/27/2024		LIBRARY CARD REDESIGN	880.441 · General Service/Resource...	-656.25	656.25
TOTAL						-656.25	656.25
Bill Pmt -Check	**28806**	**09/05/2024**	**5 Healthy Towns Foundation**	**AD - FALL 2024**	**001.001 · CSB/Operations Checking**		**-400.00**

Chelsea District Library
Monthly Check Register
September 2024

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amo...
Bill	1091	08/27/2024		AD - FALL 2024	880.110 · Media Buy	-400.00	400.00
TOTAL						-400.00	400.00
Bill Pmt -Check	**28807**	**09/05/2024**	**A Production Cleaning Company ...**	**INV 15793 - CLEANING 08/18 - 08/31/24**	**001.001 · CSB/Operations Checking**		**-1,750.00**
Bill	15793	08/31/2024		CLEANING 08/18 - 08/31/24	803.605 · Janitorial	-1,750.00	1,750.00
TOTAL						-1,750.00	1,750.00
Bill Pmt -Check	**28808**	**09/05/2024**	**A T & T TELCO**	**INV 734433980407 - 08/25/2024 - ACCT 743 433-98...**	**001.001 · CSB/Operations Checking**		**-205.89**
Bill	743433980408	09/05/2024		2023 - TELCO - LAND LINES - 07/26 - 08/25/24	850.120 · Telephone	-205.89	205.89
TOTAL						-205.89	205.89
Bill Pmt -Check	**28809**	**09/05/2024**	**ABSOPURE**		**001.001 · CSB/Operations Checking**		**-39.41**
Bill	30930630	09/03/2024		SEPT COOLER RENTAL	727.100 · Supplies - General Op 72...	-3.99	3.99
Bill	89422561	09/03/2024		SEPT BOTTLED WATER	727.100 · Supplies - General Op 72...	-35.42	35.42
TOTAL						-39.41	39.41
Bill Pmt -Check	**28810**	**09/05/2024**	**Alerus Financial**	**Entity code nos. 400298 / 110320 - pay period starti...**	**001.001 · CSB/Operations Checking**		**-5,059.87**
Bill	20240819	09/04/2024		08/19/24 - 09/01/24 -PAID 09/06/24 - PR ER 5% MAT...	231.002 · Payroll Lia/401A MichER ...	-1,621.87	1,621.87
				08/19/24 - 09/01/24 -PAID 09/06/24 - PR EE PERSO...	702.300 · Per Svcs - Retrmnt - EE 7...	-2,197.75	2,197.75
				08/19/24 - 09/01/24 -PAID 09/06/24 - PR FLEX TO 45...	710.500 · Per Svcs - Fringe B ER 70...	-1,240.25	1,240.25
TOTAL						-5,059.87	5,059.87
Bill Pmt -Check	**28811**	**09/05/2024**	**AMERICAN UNITED LIFE INSUR...**	**GROUP: G 00623836-0000-000 SEP 09/01/2024 - 09/...**	**001.001 · CSB/Operations Checking**		**-872.55**
Bill	20240901	08/27/2024		SEP 09/01/2024 - 09/31/2024	710.200 · Per Svcs-Fringe Flex Ben ...	-872.55	872.55
TOTAL						-872.55	872.55
Bill Pmt -Check	**28812**	**09/05/2024**	**Ann Arbor Observer**	**30705**	**001.001 · CSB/Operations Checking**		**-870.30**
Bill	30705	08/27/2024		PERFECT SHOT / JIM ABBOTT	880.110 · Media Buy	-870.30	870.30
TOTAL						-870.30	870.30
Bill Pmt -Check	**28813**	**09/05/2024**	**Ann Arbor Symphony Orchestra**	**09/14/2024 Kinderconcert, Acct #43207**	**001.001 · CSB/Operations Checking**		**-160.00**
Bill	72	08/27/2024		2024 - 09/14/2024 Kinderconcert	884.215 · Early Literacy	-160.00	160.00
TOTAL						-160.00	160.00
Bill Pmt -Check	**28814**	**09/05/2024**	**Association Maintenance Corp**	**12968**	**001.001 · CSB/Operations Checking**		**-520.00**

Chelsea District Library
Monthly Check Register
September 2024

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amo...
Bill	12968	09/03/2024		AUG MOWS	803.611 · Lawn Service	-520.00	520.00
TOTAL						-520.00	520.00
Bill Pmt -Check	**28815**	**09/05/2024**	**Baker & Taylor - Adult**		**001.001 · CSB/Operations Checking**		**-419.61**
Bill	2038470342	08/27/2024		2024 · Adult Print General	982.720 · Adult Print General	-265.15	265.15
Bill	2038483296	08/27/2024		2024 · Adult Print General	982.720 · Adult Print General	-154.46	154.46
TOTAL						-419.61	419.61
Bill Pmt -Check	**28816**	**09/05/2024**	**Baker & Taylor - Entertainment A...**	**NS24080131**	**001.001 · CSB/Operations Checking**		**-653.40**
Bill	NS24080131	08/27/2024		TITLE SOURCE 360 - FOR COLLECTION DEVELOP...	982.750 · Professional Collection	-653.40	653.40
TOTAL						-653.40	653.40
Bill Pmt -Check	**28817**	**09/05/2024**	**Baker & Taylor - Juvenile**		**001.001 · CSB/Operations Checking**		**-641.01**
Bill	2038413347	08/27/2024		· Youth Print General	982.760 · Youth Print General	-52.46	52.46
Bill	2038453419	08/27/2024		· Youth Print General	982.760 · Youth Print General	-86.36	86.36
Bill	2038458967	08/27/2024		· Youth Print General	982.760 · Youth Print General	-186.85	186.85
Bill	2038477700	08/27/2024		· Youth Print General	982.760 · Youth Print General	-84.48	84.48
Bill	2038481570	08/27/2024		· Youth Print General	982.760 · Youth Print General	-203.09	203.09
Bill	2038484290	08/27/2024		· Youth Print General	982.760 · Youth Print General	-27.77	27.77
TOTAL						-641.01	641.01
Bill Pmt -Check	**28818**	**09/05/2024**	**Baker & Taylor - Unlabeled Juven...**		**001.001 · CSB/Operations Checking**		**-413.07**
Bill	2038426569	08/27/2024		2024 · Youth Print General	982.760 · Youth Print General	-134.39	134.39
Bill	2038426724	08/27/2024		2024 · Youth Print General	982.760 · Youth Print General	-100.51	100.51
Bill	2038436090	08/27/2024		2024 · Youth Print General	982.760 · Youth Print General	-178.17	178.17
TOTAL						-413.07	413.07
Bill Pmt -Check	**28819**	**09/05/2024**	**Ballard, Kerry**		**001.001 · CSB/Operations Checking**		**-790.00**
Bill	20240906	09/04/2024		BOOKKEEPING - THROUGH 09/06/24	801.040 · Bookkeeper	-640.00	640.00
Bill	20240905	09/05/2024		PERFECT SHOT SETUP	884.801 · Exhibits	-150.00	150.00
TOTAL						-790.00	790.00
Bill Pmt -Check	**28820**	**09/05/2024**	**Ballard, Linda P.**	**REIMBURSEMENT - FALL CANDY - VOLUNTEERS**	**001.001 · CSB/Operations Checking**		**-34.40**
Bill	24-2125-LB	09/03/2024		FALL CANDY - VOLUNTEERS	885.200 · Supplies	-34.40	34.40
TOTAL						-34.40	34.40
Bill Pmt -Check	**28821**	**09/05/2024**	**Bandyke, Martin**		**001.001 · CSB/Operations Checking**		**-4,000.00**
Bill	24-3598-SP	09/04/2024		4 PROGRAM SERIES - FILMS WITH DISCUSSIONS	884.510 · Artist in Residence	-800.00	800.00

Chelsea District Library
Monthly Check Register
September 2024

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amo...
Bill	24-3595-SP	09/04/2024		MUSIC AND MOVIES - 09/11, 10/30, 11/06, 11/13/2024	884.119 · General Adult Events	-3,200.00	3,200.00
TOTAL						-4,000.00	4,000.00
Bill Pmt -Check	**28822**	**09/05/2024**	**CHELSEA SCHOOL DISTRICT - F...**	**FUEL - 07/01/24 - 07/31/24**	**001.001 · CSB/Operations Checking**		**-98.96**
Bill	20240824	09/04/2024		JULY FUEL MOBEE	732.400 · Mobile CDL	-98.96	98.96
TOTAL						-98.96	98.96
Bill Pmt -Check	**28823**	**09/05/2024**	**Cintas Corporation-300**	**4203729846 ACCT# 14203324**	**001.001 · CSB/Operations Checking**		**-161.84**
Bill	4203729846	08/31/2024		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	**28824**	**09/05/2024**	**Demco Inc.**	**INV 7522445, REF# 42320196 CUST# 210215162**	**001.001 · CSB/Operations Checking**		**-144.03**
Bill	7522445	08/27/2024		BOOKMARKS	728.300 · Supplies-Matl Proc Othr 7...	-144.03	144.03
TOTAL						-144.03	144.03
Bill Pmt -Check	**28825**	**09/05/2024**	**EXECUTIVE SPEAKERS BUREAU**	**JIM ABBOT - ARTIST IN RESIDENCE - PMT 2 OF 2 ...**	**001.001 · CSB/Operations Checking**		**-8,750.00**
Bill	CS-9591	08/27/2024		JIM ABBOT - ARTIST IN RESIDENCE - PMT 2 OF 2 -...	884.510 · Artist in Residence	-8,750.00	8,750.00
TOTAL						-8,750.00	8,750.00
Bill Pmt -Check	**28826**	**09/05/2024**	**Foresight Group**	**220243011**	**001.001 · CSB/Operations Checking**		**-1,401.28**
Bill	220243011	08/27/2024		PERFECT SHOT ENTRANCE BANNERS	880.311 · Exhibits	-1,401.28	1,401.28
TOTAL						-1,401.28	1,401.28
Bill Pmt -Check	**28827**	**09/05/2024**	**Great Lakes Ace Hardware**	**INV 17272/154 - ACCT 200379**	**001.001 · CSB/Operations Checking**		**-31.32**
Bill	17272/154	08/30/2024		TOOLS - CATS PAW AND LEVER	732.300 · Supplies-MNT-General 7...	-27.53	27.53
				BRAD NAILS FOR PANELS	884.801 · Exhibits	-3.79	3.79
TOTAL						-31.32	31.32
Bill Pmt -Check	**28828**	**09/05/2024**	**Ingram Library Services**		**001.001 · CSB/Operations Checking**		**-1,710.90**
Bill	82350756A	08/30/2024		· Adult Print General	982.720 · Adult Print General	-73.30	73.30
Bill	82350756B	08/30/2024		· Adult Print General	982.720 · Adult Print General	-113.33	113.33
Bill	82370514B	08/30/2024		· Adult Print General	982.720 · Adult Print General	-48.05	48.05
Bill	82370514A	08/30/2024		· Adult Print General	982.720 · Adult Print General	-129.08	129.08
Bill	83038391	08/30/2024		· Youth Reading Group	884.230 · Youth Reading Group	-63.70	63.70
Bill	83038390	08/30/2024		· Teen General Programs	884.272 · Teen General Programs	-84.35	84.35
Bill	83066760	08/30/2024		· Youth Print General	982.760 · Youth Print General	-72.02	72.02
Bill	83140189	08/30/2024		· Youth Print General	982.760 · Youth Print General	-14.63	14.63

Chelsea District Library
Monthly Check Register
September 2024

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amo...
Bill	83140200	08/30/2024		· Adult Print General	982.720 · Adult Print General	-82.41	82.41
Bill	83140197	08/30/2024		· Adult Print General	982.720 · Adult Print General	-53.51	53.51
Bill	83140201	08/30/2024		· Adult Print General	982.720 · Adult Print General	-16.28	16.28
Bill	83140198	08/30/2024		· Adult Print General	982.720 · Adult Print General	-12.79	12.79
Bill	83161603	08/30/2024		· Multiple Book Copies	982.740 · Multiple Book Copies	-34.22	34.22
Bill	83161604	08/30/2024		· Multiple Book Copies	982.740 · Multiple Book Copies	-19.25	19.25
Bill	83161602	08/30/2024		· Adult Print General	982.720 · Adult Print General	-20.10	20.10
Bill	83161601	08/30/2024		· Adult Print General	982.720 · Adult Print General	-36.13	36.13
Bill	83185983	08/30/2024		· Adult Print General	982.720 · Adult Print General	-18.49	18.49
Bill	83185985	08/30/2024		· Adult Print General	982.720 · Adult Print General	-36.85	36.85
Bill	83185984	08/30/2024		· Adult Print General	982.720 · Adult Print General	-33.66	33.66
Bill	83185986	08/30/2024		· Adult Print General	982.720 · Adult Print General	-14.63	14.63
Bill	83185987	08/30/2024		· Multiple Book Copies	982.740 · Multiple Book Copies	-16.63	16.63
Bill	83271502	08/30/2024		· Adult Large Print	982.710 · Adult Large Print	-104.53	104.53
Bill	83271494	08/30/2024		· Adult Print General	982.720 · Adult Print General	-39.16	39.16
Bill	83271501	08/30/2024		· Multiple Book Copies	982.740 · Multiple Book Copies	-34.58	34.58
Bill	83271496	08/30/2024		· Adult Print General	982.720 · Adult Print General	-32.52	32.52
Bill	83271495	08/30/2024		· Adult Print General	982.720 · Adult Print General	-62.92	62.92
Bill	83271500	08/30/2024		· Adult Print General	982.720 · Adult Print General	-17.39	17.39
Bill	83271499	08/30/2024		· Multiple Book Copies	982.740 · Multiple Book Copies	-17.39	17.39
Bill	83271503	08/30/2024		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-8.87	8.87
Bill	83271498	08/30/2024		· Adult Print General	982.720 · Adult Print General	-36.63	36.63
Bill	83271497	08/30/2024		· Adult Print General	982.720 · Adult Print General	-33.68	33.68
Bill	83271504	08/30/2024		· Adult Print General	982.720 · Adult Print General	-16.50	16.50
Bill	83343467	08/30/2024		· Adult Print General	982.720 · Adult Print General	-18.30	18.30
Bill	83343465	08/30/2024		· Adult Print General	982.720 · Adult Print General	-17.36	17.36
Bill	83343466	08/30/2024		· Adult Print General	982.720 · Adult Print General	-16.09	16.09
Bill	83343464	08/30/2024		· Adult Large Print	982.710 · Adult Large Print	-24.58	24.58
Bill	83343468	08/30/2024		· Adult Ref.	982.730 · Adult Ref.	-16.85	16.85
Bill	82305678	08/27/2024		· Adult Print General - was 987.720 changed 09/10 pe...	884.226 · Summer Reading	-220.14	220.14
TOTAL						-1,710.90	1,710.90
Bill Pmt -Check	**28829**	**09/05/2024**	**KANOPY INC**	**KANOPY BORROWS - AUG**	**001.001 · CSB/Operations Checking**		**-189.55**
Bill	413669-PPU	09/03/2024		KANOPY VIDEO PLAYS - AUG	982.410 · Electronic Products/Subs	-189.55	189.55
TOTAL						-189.55	189.55
Bill Pmt -Check	**28830**	**09/05/2024**	**Lucas Holdings LLC**	**70411**	**001.001 · CSB/Operations Checking**		**-765.00**
Bill	70411	08/30/2024		PRINTED ITEMS	880.340 · Printed Items / Stationary	-765.00	765.00
TOTAL						-765.00	765.00
Bill Pmt -Check	**28831**	**09/05/2024**	**Matt Talbot Design and Illustration**	**LOGO/PROMO DESIGN CDL SONGFEST - PERFEC...**	**001.001 · CSB/Operations Checking**		**-1,600.00**
Bill	24-4051-VK	08/30/2024		PERFECT SHOT / JIM ABBOTT	880.521 · Graphic Design Services	-1,000.00	1,000.00
				LOGO / PROMO DESIGN	880.435 · CDL Songfest	-600.00	600.00
TOTAL						-1,600.00	1,600.00
Bill Pmt -Check	**28832**	**09/05/2024**	**Midwest Tape**		**001.001 · CSB/Operations Checking**		**-1,238.50**

Chelsea District Library
Monthly Check Register
September 2024

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amo...
Bill	505862049	08/30/2024		AUG BOC	982.120 · Adult Books on Disc	-44.99	44.99
Bill	505889856	08/30/2024		AUG ADULT FEATURE DVDs	982.460 · DVD Feature	-127.47	127.47
Bill	505889857	08/30/2024		JUL ADULT FEATURE DVDs	982.460 · DVD Feature	-38.98	38.98
Bill	505927050	08/30/2024		AUG BOC	982.120 · Adult Books on Disc	-42.99	42.99
Bill	505927054	08/30/2024		JUL BOC	982.120 · Adult Books on Disc	-42.99	42.99
Bill	505956349	09/03/2024		AUG ADULT FEATURE DVDs	982.460 · DVD Feature	-44.24	44.24
Bill	505960121	09/03/2024		SEPT ADULT NF DVDs	982.470 · DVD Non-Fiction	-100.44	100.44
Bill	505830324	09/04/2024		AUG NON-FICTION ADULT FEATURE DVDs	982.470 · DVD Non-Fiction	-59.97	59.97
Bill	505830325	09/04/2024		JUL ADULT FEATURE DVDs	982.460 · DVD Feature	-18.74	18.74
Bill	505830326	09/04/2024		AUG ADULT FEATURE DVDs	982.460 · DVD Feature	-165.65	165.65
Bill	505862047	09/04/2024		AUG ADULT FEATURE DVDs	982.460 · DVD Feature	-294.63	294.63
Bill	505862048	09/04/2024		JUL ADULT FEATURE DVDs	982.460 · DVD Feature	-31.49	31.49
Bill	505862311	09/04/2024		AUG NON-FICTION ADULT FEATURE DVDs	982.470 · DVD Non-Fiction	-46.48	46.48
Bill	505927051	09/04/2024		AUG ADULT FEATURE DVDs	982.460 · DVD Feature	-139.45	139.45
Bill	505960122	09/04/2024		SEP BOC	982.120 · Adult Books on Disc	-39.99	39.99
TOTAL						-1,238.50	1,238.50
Bill Pmt -Check	**28833**	**09/05/2024**	**Midwest Tape - Hoopla**	**505983950 - AUGUST BORROWS**	**001.001 · CSB/Operations Checking**		**-3,052.61**
Bill	505983950	09/03/2024		AUGUST BORROWS - E-CONTENT	982.410 · Electronic Products/Subs	-3,052.61	3,052.61
TOTAL						-3,052.61	3,052.61
Bill Pmt -Check	**28834**	**09/05/2024**	**Oriental Trading Co. Inc.**	**732354578-01 - CUST # 86894549**	**001.001 · CSB/Operations Checking**		**-62.09**
Bill	732354578-01	09/04/2024		ST LOUIS CTR CRAFTS	884.700 · Mobile CDL Programming	-62.09	62.09
TOTAL						-62.09	62.09
Bill Pmt -Check	**28835**	**09/05/2024**	**Pitney Bowes**	**ACCT # 0010280651 - INV 3319559724 - RENTAL 07...**	**001.001 · CSB/Operations Checking**		**-63.72**
Bill	3319559724	09/04/2024		RENTAL 07/16 - 10/15/24	731.200 · Other Svc-Pstg Operatng ...	-63.72	63.72
TOTAL						-63.72	63.72
Bill Pmt -Check	**28836**	**09/05/2024**	**Print-tech Inc.**	**274013**	**001.001 · CSB/Operations Checking**		**-4,929.77**
Bill	274013	08/30/2024		FALL 2024 NEWSLETTER	880.240 · Newletter	-4,929.77	4,929.77
TOTAL						-4,929.77	4,929.77
Bill Pmt -Check	**28837**	**09/05/2024**	**RAMSDELL, MIKE**	**09/11 & 18 - SET APART - JIM ABBOTT - MUSIC & ...**	**001.001 · CSB/Operations Checking**		**-5,000.00**
Bill	24-3596-SP	08/30/2024		JIM ABBOTT - MOVIE	884.119 · General Adult Events	-2,500.00	2,500.00
				JIM ABBOTT - MOVIE	884.801 · Exhibits	-2,500.00	2,500.00
TOTAL						-5,000.00	5,000.00
Bill Pmt -Check	**28838**	**09/05/2024**	**Scholastic Library Publishing**	**INV 61457104 - CUST # 2178738**	**001.001 · CSB/Operations Checking**		**-47.52**
Bill	61487104	08/30/2024		BOOK - MOSTLY TRUE ADVENTURES OF HOME	884.230 · Youth Reading Group	-47.52	47.52

Chelsea District Library
Monthly Check Register
September 2024

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amo...
TOTAL						-47.52	47.52
Bill Pmt -Check	**28839**	**09/05/2024**	**SMART BUSINESS SOURCE**	**WO-222938-1**	**001.001 · CSB/Operations Checking**		**-292.54**
Bill	WO-222938-1	09/05/2024		GENERAL SUPPLIES	727.100 · Supplies - General Op 72...	-292.54	292.54
TOTAL						-292.54	292.54
Bill Pmt -Check	**28840**	**09/05/2024**	**T-MOBILE**	**ACCT 975550022 - STATEMENT DATED 08/22/2024 ...**	**001.001 · CSB/Operations Checking**		**-448.24**
Bill	20240822	09/03/2024		2024 - 07/21 - 08/20/2024- T-MOBILE WIFI HOTSPOTS	850.311 · WiFi Hotspots	-268.73	268.73
				MOBEE CELL	850.122 · Telecommunications -Mob...	-179.51	179.51
TOTAL						-448.24	448.24
Bill Pmt -Check	**28841**	**09/05/2024**	**The Library Network**	**INV 74322, ACCT NUMBER CHEL#216 - OVERDRI...**	**001.001 · CSB/Operations Checking**		**-6,358.19**
Bill	74322	08/30/2024		OVERDRIVE PLATFORM AND CONTENT FEE 08/01...	982.411 · Ebooks / Overdrive	-4,000.00	4,000.00
				OVERDRIVE DOWNLAD DESTINATION CONTENT ...	982.411 · Ebooks / Overdrive	-2,158.19	2,158.19
				OVERDRIVE 2024-2025 HANDLING FEE	982.411 · Ebooks / Overdrive	-200.00	200.00
TOTAL						-6,358.19	6,358.19
Bill Pmt -Check	**28842**	**09/05/2024**	**Zoran, Amy**	**ZORAN CARDS - REIMBURSEMENT - LEADERSHI...**	**001.001 · CSB/Operations Checking**		**-141.57**
Bill	20240820	08/30/2024		LEADERSHIP ACADEMY MILEAGE REIMBURSEME...	969.123 · Circulation Services Travel	-141.57	141.57
TOTAL						-141.57	141.57
Bill Pmt -Check	**28843**	**09/19/2024**	**A Production Cleaning Company ...**	**INV 15816 - CLEANING 09/01 - 09/14/24**	**001.001 · CSB/Operations Checking**		**-1,750.00**
Bill	15816	09/17/2024		CLEANING 09/01 - 09/14/24	803.605 · Janitorial	-1,750.00	1,750.00
TOTAL						-1,750.00	1,750.00
Bill Pmt -Check	**28844**	**09/19/2024**	**A T & T Mobility**	**ACCT 287286231198X - INV 09142024 - ISSUED ON ...**	**001.001 · CSB/Operations Checking**		**-214.94**
Bill	09142024	09/19/2024		PUBLIC WIFI HOT SPOTS 09/07 - 10/06/2024	850.311 · WiFi Hotspots	-214.94	214.94
TOTAL						-214.94	214.94
Bill Pmt -Check	**28845**	**09/19/2024**	**Alerus Financial**	**Entity code nos. 400298 / 110320 - pay period starti...**	**001.001 · CSB/Operations Checking**		**-5,156.01**
Bill	20240902	09/17/2024		09/02/24 - 09/15/24 -PAID 09/20/24 - PR ER 5% MAT...	231.002 · Payroll Lia/401A MtchER ...	-1,658.95	1,658.95
				09/02/24 - 09/15/24 -PAID 09/20/24 - PR EE PERSO...	702.300 · Per Svcs - Retrmnt - EE 7...	-2,256.81	2,256.81
				09/02/24 - 09/15/24 -PAID 09/20/24 - PR FLEX TO 45...	710.500 · Per Svcs - Fringe B ER 70...	-1,240.25	1,240.25
TOTAL						-5,156.01	5,156.01
Bill Pmt -Check	**28846**	**09/19/2024**	**Amazon Capital Services Inc**		**001.001 · CSB/Operations Checking**		**-2,117.15**

Chelsea District Library
Monthly Check Register
September 2024

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amo...
Bill	1PHJ-TW3H-F4WK	09/17/2024		PAID LATE - STAPLED BEHIND ANOTHER INVOICE	884.272 · Teen General Programs	-11.93	11.93
Bill	1D9Q-9DNL-971J	09/17/2024		CREDIT ENTERED INCORRECTLY, $18.99 INSTEA...	884.272 · Teen General Programs	-0.10	0.10
Bill	1RXP-TK3L-6M33	09/17/2024		THE PERFECT SHOT SUPPLIES - PENNANTS	884.801 · Exhibits	-74.80	74.80
Bill	11WQ-P641-XCNH	09/17/2024		SONGFEST 2024 CDs	982.420 · Adult Music on CD	-45.06	45.06
Bill	1HYF-9T99-4641	09/17/2024	Amazon Capital Services Inc	1HYF-9T99-4641 - ACCT# A164OE23DGU99A	202.001 · Accounts Payable	0.00	-38.53
Bill	1TXK-LCGH-7GND	09/17/2024		EXHIBIT HAT DISPLAYS	884.801 · Exhibits	-83.96	83.96
Bill	1DWT-WJLK-DWF6	09/17/2024		THE DREAM HOME - TM LOGAN	982.720 · Adult Print General	-17.80	17.80
Bill	193H-6DWW-D6M7	09/17/2024		EXHIBIT - BASEBALLS	884.801 · Exhibits	-244.95	244.95
Bill	1Y6M-6WHX-K9RL	09/17/2024		METAL DETECTOR BAG	982.430 · Non-Traditional Collections	-21.49	21.49
Bill	1679-3XF7-NCMR	09/17/2024		CARDBOARD STANDEE ORGANIZER	884.222 · General Youth Programs	-55.99	55.99
Bill	16FV-CKW4-THMC	09/17/2024		PAINT	884.227 · Outreach	-11.20	11.20
				PAINT	982.760 · Youth Print General	-21.68	21.68
Bill	1WGQ-JDRR-1RDV	09/17/2024		TECH PROGRAM SUPPLIES	884.602 · Technology Programs - Su...	-80.95	80.95
Bill	1RTH-LMCQ-L93W	09/17/2024		TECH PROGRAM SUPPLIES	727.100 · Supplies - General Op 72...	-37.56	37.56
				CLEANING SUPPLIES	729.200 · Supplies-Cleaning Sup 7...	-37.64	37.64
				LED LIGHT BULBS	732.100 · Supplies-MNT-Light Bulbs...	-74.95	74.95
Bill	1LDY-L96K-97TN	09/18/2024		SUPPLIES	884.602 · Technology Programs - Su...	-43.99	43.99
				BOBA PEARLS	884.272 · Teen General Programs	-24.95	24.95
Bill	11W3-CYW4-NRMM	09/19/2024		TV REPLACEMENT	980.500 · MOBILE CDL	-1,228.15	1,228.15
TOTAL						-2,117.15	2,078.62
Bill Pmt -Check	28847	09/19/2024	Baker & Taylor - Adult	2038517696	001.001 · CSB/Operations Checking		-162.83
Bill	2038517696	09/17/2024		2024 · Adult Print General	982.720 · Adult Print General	-162.83	162.83
TOTAL						-162.83	162.83
Bill Pmt -Check	28848	09/19/2024	Ballard, Kerry	BOOKKEEPING THRU 09/20	001.001 · CSB/Operations Checking		-640.00
Bill	20240920	09/17/2024		BOOKKEEPING THRU 09/20	884.801 · Exhibits	-640.00	640.00
TOTAL						-640.00	640.00
Bill Pmt -Check	28849	09/19/2024	Ballard, Linda P.	REIMBURSEMENT - TOOLS	001.001 · CSB/Operations Checking		-20.96
Bill	24-2133-LB	09/17/2024		WIRE WHEEL, MULTIMETER	732.300 · Supplies-MNT-General 7...	-20.96	20.96
TOTAL						-20.96	20.96
Bill Pmt -Check	28850	09/19/2024	Blue Care Network of Michigan	GROUP 00277068 SUBGROUP 0002 - COVERAGE ...	001.001 · CSB/Operations Checking		-4,649.47
Bill	242500045509	09/17/2024		2024 - OCT 10/01 - 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	28851	09/19/2024	Chelsea House Victorian Inn	SPLC91724	001.001 · CSB/Operations Checking		-360.00
Bill	SPLC91724	09/17/2024		JIM ABBOTT HOTEL	884.510 · Artist In Residence	-360.00	360.00
TOTAL						-360.00	360.00
Bill Pmt -Check	28852	09/19/2024	City of Chelsea	21631 - TRASH - AUG	001.001 · CSB/Operations Checking		-50.00

Chelsea District Library
Monthly Check Register
September 2024

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amo...
Bill	21631	09/17/2024		21525 - TRASH - AUG	803.620 · Trash	-50.00	50.00
TOTAL						-50.00	50.00
Bill Pmt -Check	**28853**	**09/19/2024**	**City of Chelsea-Elect & Water**	**AUG - UTILITIES: ELECTRICITY, WATER, SEWER, ...**	**001.001 · CSB/Operations Checking**		**-5,971.42**
Bill	24-2132-LB	09/17/2024		WATER - AUG	920.110 · City of Chelsea Water	-59.67	59.67
				SEWER - AUG	920.120 · City of Chelsea Sewer	-137.68	137.68
				ELECTRICITY - AUG	920.130 · City of Chelsea Electric	-5,514.76	5,514.76
				SPRINKLER - AUG	920.150 · City of Chelsea Sprinkler	-259.31	259.31
TOTAL						-5,971.42	5,971.42
Bill Pmt -Check	**28854**	**09/19/2024**	**COMFORT, STACEY**		**001.001 · CSB/Operations Checking**		**-135.82**
Bill	24-3602-SC	09/17/2024		NUMAZU DELIGHTS - NOV	884.272 · Teen General Programs	-34.77	34.77
Bill	24-3601-SC	09/17/2024		MOCHI - FRUIT	884.272 · Teen General Programs	-51.05	51.05
Bill	24-2137-LB	09/19/2024		AUG - SEP MEMBERSHIP STIPEND	969.620 · Staff In-Service & Appreci...	-50.00	50.00
TOTAL						-135.82	135.82
Bill Pmt -Check	**28855**	**09/19/2024**	**Costco Anywhere Visa**	**ACCT ENDING 3253 08/17/24 - 09/17/2024 DUE 10...**	**001.001 · CSB/Operations Checking**		**-250.72**
Bill	20241014	09/19/2024		PAPER TOWELS	729.100 · Supplies-Cleaning-Paper ...	-39.78	39.78
				BATTERIES	727.100 · Supplies - General Op 72...	-15.99	15.99
				COPY PAPER	727.100 · Supplies - General Op 72...	-194.95	194.95
TOTAL						-250.72	250.72
Bill Pmt -Check	**28856**	**09/19/2024**	**Dollar Bill Printing**	**DB-97023-INV**	**001.001 · CSB/Operations Checking**		**-157.54**
Bill	DB-97023-INV	09/18/2024		BUSINESS CARDS	880.340 · Printed Items / Stationary	-157.54	157.54
TOTAL						-157.54	157.54
Bill Pmt -Check	**28857**	**09/19/2024**	**Envisionware Inc**	**INV-US-72544 - PO 24-7073-SWR**	**001.001 · CSB/Operations Checking**		**-575.00**
Bill	INV-US-72544	09/18/2024		SOFTWARE MAINTENANCE, PUBLIC SERVICE RE...	803.390 · Computers	-575.00	575.00
TOTAL						-575.00	575.00
Bill Pmt -Check	**28858**	**09/19/2024**	**Foster Swift Collins & Smith**	**INV 894347 - CLIENT 21969-00002**	**001.001 · CSB/Operations Checking**		**-49.00**
Bill	894347	09/18/2024		CARD POLICY	801.010 · Attorney	-49.00	49.00
TOTAL						-49.00	49.00
Bill Pmt -Check	**28859**	**09/19/2024**	**Great Lakes Ace Hardware**	**INV 17311/154 - ACCT 200379**	**001.001 · CSB/Operations Checking**		**-22.35**
Bill	17311/154	09/18/2024		GLUE FOR EXHIBIT WALLS	884.801 · Exhibits	-22.35	22.35

Chelsea District Library
Monthly Check Register
September 2024

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amo...
TOTAL						-22.35	22.35
Bill Pmt -Check	28860	09/19/2024	Ingram Library Services		001.001 · CSB/Operations Checking		-2,436.01
Bill	83427181	09/18/2024		· Adult Print General	982.720 · Adult Print General	-32.04	32.04
Bill	83427185	09/18/2024		· Adult Print General	982.720 · Adult Print General	-16.49	16.49
Bill	83427180	09/18/2024		· Adult Large Print	982.710 · Adult Large Print	-22.10	22.10
Bill	83427182	09/18/2024		· Adult Print General	982.720 · Adult Print General	-16.84	16.84
Bill	83427183	09/18/2024		· Adult Print General	982.720 · Adult Print General	-20.14	20.14
Bill	83427184	09/18/2024		· Adult Print General	982.720 · Adult Print General	-36.57	36.57
Bill	83567390	09/18/2024		· Adult Print General	982.720 · Adult Print General	-37.52	37.52
Bill	83567392	09/18/2024		· Adult Print General	982.720 · Adult Print General	-348.96	348.96
Bill	83567391	09/18/2024		· Adult Ref.	982.730 · Adult Ref.	-26.55	26.55
Bill	83567385	09/18/2024		· Adult Print General	982.720 · Adult Print General	-25.64	25.64
Bill	83567386	09/18/2024		· Adult Print General	982.720 · Adult Print General	-17.39	17.39
Bill	83567388	09/18/2024		· Adult Print General	982.720 · Adult Print General	-92.26	92.26
Bill	83567389	09/18/2024		· Adult Print General	982.720 · Adult Print General	-32.58	32.58
Bill	83567384	09/18/2024		· Adult Print General	982.720 · Adult Print General	-17.63	17.63
Bill	83567387	09/18/2024		· Adult Print General	982.720 · Adult Print General	-20.39	20.39
Bill	83635932	09/18/2024		· Multiple Book Copies	982.740 · Multiple Book Copies	-11.97	11.97
Bill	83635930	09/18/2024		· Adult Large Print	982.710 · Adult Large Print	-79.92	79.92
Bill	83635931	09/18/2024		· Adult Print General	982.720 · Adult Print General	-27.24	27.24
Bill	83635928	09/18/2024		· Adult Print General	982.720 · Adult Print General	-13.30	13.30
Bill	83635933	09/18/2024		· Adult Print General	982.720 · Adult Print General	-24.19	24.19
Bill	83635929	09/18/2024		· Multiple Book Copies	982.740 · Multiple Book Copies	-11.55	11.55
Bill	83595601	09/18/2024		· Adult Print General	982.720 · Adult Print General	-400.55	400.55
Bill	83595599	09/18/2024		· Adult Ref.	982.730 · Adult Ref.	-68.39	68.39
Bill	83595595	09/18/2024		· Adult Print General	982.720 · Adult Print General	-18.99	18.99
Bill	83595598	09/18/2024		· Multiple Book Copies	982.740 · Multiple Book Copies	-17.39	17.39
Bill	83595596	09/18/2024		· Adult Print General	982.720 · Adult Print General	-35.05	35.05
Bill	83595597	09/18/2024		· Adult Print General	982.720 · Adult Print General	-20.14	20.14
Bill	83595600	09/18/2024		· Multiple Book Copies	982.740 · Multiple Book Copies	-49.96	49.96
Bill	83595602	09/18/2024		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-16.83	16.83
Bill	83595594	09/18/2024		· Adult Large Print	982.710 · Adult Large Print	-21.48	21.48
Bill	83627471	09/18/2024		· Adult Print General	982.720 · Adult Print General	-93.87	93.87
Bill	83627472	09/18/2024		· Adult Print General	982.720 · Adult Print General	-211.10	211.10
Bill	83627468	09/18/2024		· Adult Print General	982.720 · Adult Print General	-33.06	33.06
Bill	83627466	09/18/2024		· Adult Print General	982.720 · Adult Print General	-24.24	24.24
Bill	83627470	09/18/2024		· Adult Print General	982.720 · Adult Print General	-52.02	52.02
Bill	83627469	09/18/2024		· Adult Print General	982.720 · Adult Print General	-34.76	34.76
Bill	83627467	09/18/2024		· Adult Print General	982.720 · Adult Print General	-67.77	67.77
Bill	83667968	09/18/2024		· Multiple Book Copies	982.740 · Multiple Book Copies	-17.39	17.39
Bill	83707947	09/18/2024		· Adult Print General	982.720 · Adult Print General	-111.47	111.47
Bill	83707948	09/18/2024		· Adult Print General	982.720 · Adult Print General	-35.45	35.45
Bill	83707944	09/18/2024		· Adult Print General	982.720 · Adult Print General	-15.73	15.73
Bill	83707943	09/18/2024		· Adult Print General	982.720 · Adult Print General	-17.38	17.38
Bill	83707945	09/18/2024		· Adult Print General	982.720 · Adult Print General	-14.65	14.65
Bill	83730799	09/18/2024		· Adult Print General	982.720 · Adult Print General	-28.64	28.64
Bill	83730801	09/18/2024		· Adult Print General	982.720 · Adult Print General	-47.71	47.71
Bill	83730802	09/18/2024		· Adult Print General	982.720 · Adult Print General	-15.94	15.94
Bill	83730800	09/18/2024		· Adult Print General	982.720 · Adult Print General	-34.78	34.78
TOTAL						-2,436.01	2,436.01
Bill Pmt -Check	28861	09/19/2024	Jaco Electric LLC	2821	001.001 · CSB/Operations Checking		-646.10

Chelsea District Library
Monthly Check Register
September 2024

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amo...
Bill	2821	09/18/2024		INSTALL REPLACEMENT BOLLARDS	803.010 · Maint Svc Contingency	-646.10	646.10
TOTAL						-646.10	646.10
Bill Pmt -Check	**28862**	**09/19/2024**	**KeyBank**	**A/C Ending .....3195 DUE 10/06/2024 $5220.83**	**001.001 · CSB/Operations Checking**		**-5,220.83**
Bill	20241006	09/18/2024		CHELSEA WELLNESS CENTER - HEALTH STIPEND	969.620 · Staff In-Service & Appreci...	-175.00	175.00
				ZORO - ELECTRONIC FLUSH VALVES X 2	732.300 · Supplies-MNT-General 7...	-385.82	385.82
				DELTA - LMCC AIRFARE (CONFERENCE)	969.341 · PR & Dev Coordinator Me...	-388.95	388.95
				GREAT LAKES ACE - TAPE MEASURE	732.400 · Mobile CDL	-14.83	14.83
				TIMBERTOWN SPONSORSHIP	960.200 · Director Expense	-250.00	250.00
				SIGNS IN A DAY - FRIENDS (WILL REIMBURSE)	880.320 · Misc Marketing Supplies	-113.00	113.00
				CHELSEA GUARDIAN - ADVERTISING	880.110 · Media Buy	-50.00	50.00
				SIGNS IN A DAY - EXHIBIT VINYL AND INSTALLATI...	884.980 · Exhibits - Restricted	-362.00	362.00
				COTTAGE INN - PIZZA FOR PROGRAM	884.222 · General Youth Programs	-169.60	169.60
				CLEARY'S - STAFF SRP GIFT CARD	884.127 · SRP Supplies	-50.00	50.00
				BAMBU LAB - TECH PROGRAM SUPPLIES - FILAM...	884.602 · Technology Programs - Su...	-254.30	254.30
				JETS - PROGRAM FOOD	884.222 · General Youth Programs	-249.41	249.41
				SMOKEY HILL DESIGN - HISTORIC SCAVENGER H...	884.222 · General Youth Programs	-84.61	84.61
				ORIENTAL TRADING - ST LOUIS CENTER SUPPLIES	884.700 · Mobile CDL Programming	-62.09	62.09
				OPEN AI/CHAT GPT - SUBSCRIPTION - was 884.20...	884.602 · Technology Programs - Su...	-20.00	20.00
				APPLE - SRP MUSIC SUBSCRIPTION	884.226 · Summer Reading	-10.99	10.99
				SMOKEHOUSE 52 - PERSONNEL DISCUSSION	969.620 · Staff In-Service & Appreci...	-43.92	43.92
				BUSCH'S - COMMUNITY PICNIC SUPPLIES	969.200 · Trustees Travel	-174.20	174.20
				DELTA - LMCC TRAVEL - LIBRARY MARKETING AN...	969.110 · Director Travel	-388.95	388.95
				AMIGOS LIBRARY SERVICES - LMCC REGISTRATI...	969.110 · Director Travel	-499.00	499.00
				CLEARY'S - PRE FINANCE BUDGET HEARING PRE...	969.620 · Staff In-Service & Appreci...	-70.16	70.16
				LOS TRES AMIGOS - MKT ASST DISCUSSION - KR...	969.620 · Staff In-Service & Appreci...	-45.06	45.06
				MAMA'S MERCANTILE - CSC CONTRACT DISCUSS...	969.620 · Staff In-Service & Appreci...	-68.18	68.18
				POLLY'S - FAIR PARADE CANDY	880.436 · Mobile Promotions	-140.78	140.78
				SMOKEHOUSE 52 - CSC DISCUSSION - KRUEGER ...	969.620 · Staff In-Service & Appreci...	-55.13	55.13
				MERCARI - EXHIBIT SUPPLIES PENNANTS	884.980 · Exhibits - Restricted	-37.57	37.57
				COTTAGE INN - STAFF APPRECIATION PRE-HOLI...	969.620 · Staff In-Service & Appreci...	-105.10	105.10
				GRATEFUL CROW - CHAMBER RELATIONS/ABBO...	960.000 · Board & Director Expense	-175.92	175.92
				BRUEGGERS BAGELS - EXHIBIT PRE-OPENING	884.801 · Exhibits	-74.97	74.97
				ZOOM - VIDEO CONFERENCING SOFTWARE APP -...	967.200 · Equipment Software	-39.50	39.50
				STAR2STAR - VOIP SERVICE, 08/26 - 09-25/2024	850.120 · Telephone	-468.62	468.62
				GO DADDY - DOMAIN REGISTRATION, MY-CDL.ORG	803.395 · Website Hosting & Service	-23.17	23.17
				PLAYBOOK BUILDER - HR SOFTWARE	967.200 · Equipment Software	-170.00	170.00
TOTAL						-5,220.83	5,220.83
Bill Pmt -Check	**28863**	**09/19/2024**	**Midwest Collaborative for Library...**	**AR-131896 - ACCT# 1181500 - MCLS WORKSHOP**	**001.001 · CSB/Operations Checking**		**-80.00**
Bill	AR-131896	09/18/2024		MCLS Workshop	969.145 · Workshops	-80.00	80.00
TOTAL						-80.00	80.00
Bill Pmt -Check	**28864**	**09/19/2024**	**Midwest Tape**		**001.001 · CSB/Operations Checking**		**-611.52**
Bill	505927052	09/18/2024		AUG DVDs	982.480 · Youth Video DVD	-119.19	119.19
Bill	505927053	09/18/2024		YOUTH PLAYAWAYS SPRING/SUMMER	982.140 · Youth Books on Disc	-107.98	107.98
Bill	505956348	09/18/2024		YOUTH PLAYAWAYS SPRING/SUMMER	982.140 · Youth Books on Disc	-55.99	55.99

Chelsea District Library
Monthly Check Register
September 2024

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amo...
Bill	505960120	09/18/2024		AUG DVDs	982.480 · Youth Video DVD	-29.23	29.23
Bill	505996549	09/18/2024		SEP BOCs	982.120 · Adult Books on Disc	-90.98	90.98
Bill	505996652	09/18/2024		SEP ADULT FEATURE DVDs	982.460 · DVD Feature	-147.68	147.68
Bill	506028117	09/18/2024		SEP BOC	982.120 · Adult Books on Disc	-34.99	34.99
Bill	506028119	09/18/2024		AUG/SEP CDs	982.420 · Adult Music on CD	-25.48	25.48
TOTAL						-611.52	611.52
Bill Pmt -Check	**28865**	**09/19/2024**	**RAMM-PELTS, MARGUERITE**	**PROGRAM 10/16/2024**	**001.001 · CSB/Operations Checking**		**-150.00**
Bill	24-3600-SC	09/18/2024		INKTOBER TEEN PROGRAM	884.264 · Teen General Programs	-150.00	150.00
TOTAL						-150.00	150.00
Bill Pmt -Check	**28866**	**09/19/2024**	**SCOTT, CRYSTAL**	**SCUPLTURE WALK VIRTUAL TOUR**	**001.001 · CSB/Operations Checking**		**-100.00**
Bill	SP917SW	09/18/2024		SCUPLTURE WALK VIRTUAL TOUR (2 x $50 EA)	884.119 · General Adult Events	-100.00	100.00
TOTAL						-100.00	100.00
Bill Pmt -Check	**28867**	**09/19/2024**	**Serendipity Books**	**JIM ABBOTT - BOOKS FOR PROGRAM AND SIGNI...**	**001.001 · CSB/Operations Checking**		**-243.00**
Bill	122861	09/18/2024		JIM ABBOTT BOOKS x 15 COPIES	884.801 · Exhibits	-243.00	243.00
TOTAL						-243.00	243.00
Bill Pmt -Check	**28868**	**09/19/2024**	**Underground Printing**	**997318**	**001.001 · CSB/Operations Checking**		**-1,194.50**
Bill	997318	09/18/2024		CDL SONGFEST T-SHIRTS	880.435 · CDL Songfest	-1,194.50	1,194.50
TOTAL						-1,194.50	1,194.50
Bill Pmt -Check	**28869**	**09/19/2024**	**Unique Management Services Inc**	**6130169 CLIENT # 1954 - 2024 AUG - COLLECTION...**	**001.001 · CSB/Operations Checking**		**-53.70**
Bill	6130169	09/18/2024		2024 AUG - COLLECTION FEES (PLACEMENTS)	801.090 · Collection Fees	-53.70	53.70
TOTAL						-53.70	53.70
Bill Pmt -Check	**28870**	**09/19/2024**	**UNIVERSITY OFFICE TECHNOLO...**	**82938562 - ACCT #1624667 - SITE 5597587**	**001.001 · CSB/Operations Checking**		**-767.20**
Bill	83013773	09/19/2024		COPIER LEASE 09/01 - 09/30/2024	803.101 · Public Copier	-241.82	241.82
				COPIER LEASE 09/01 - 09/30/2024	803.102 · Staff Copier	-437.18	437.18
				COPIER LEASE 09/01 - 09/30/2024	803.103 · Small Printer Maintenance	-88.20	88.20
TOTAL						-767.20	767.20
Bill Pmt -Check	**28871**	**09/19/2024**	**Verizon Wireless**	**INV 9972564401 - ACCT 442098695-00001 - 07/29 ...**	**001.001 · CSB/Operations Checking**		**-851.86**
Bill	9972564401	09/18/2024		HOT SPOTS - 07/29 - 08/28/2024	850.311 · WiFi Hotspots	-720.58	720.58
				IT CELL PHONE - 07/29 - 08/28/2024	850.121 · IT Cell Phone	-51.06	51.06
				MOBEE WIFI + HOTSPOT - 07/29 - 08/28/2024	850.312 · Internet/Service - Mobile C...	-80.22	80.22

Chelsea District Library
Monthly Check Register
September 2024

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amo...
TOTAL						-851.86	851.86
Bill Pmt -Check	**28872**	**09/19/2024**	**Zoran, Amy**	**TRAVEL REIMBURSEMENT - CIRC MEETING**	**001.001 · CSB/Operations Checking**		**-75.51**
Bill	20240912	09/18/2024		MILEAGE REIMBURSEMENT	969.123 · Circulation Services Travel	-75.51	75.51
TOTAL						-75.51	75.51

Chelsea District Library
Donation and Restricted
January through September 2024

	Jan - Sep 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	5,060	0
674.111 · Designated Youth Programming	5,000	4,750	250
674.112 · Designated Music Focus Programs	3,000	3,000	0
674.113 · Designated Exhibits Programming	3,000	3,000	0
674.120 · Undesignated Donation	12,598	12,423	175
674.141 · Designated Technology	3,000	3,000	0
674.150 · Continuing Education Restricted	750	750	0
Total 674.000 · Revenue Contribution & Donation	37,608	37,183	425
675.000 · Private Grant Sources			
675.400 · Chelsea Ed Foundation	232	232	0
Total 675.000 · Private Grant Sources	232	232	0
Total Income	37,840	37,415	425
Gross Profit	37,840	37,415	425
Expense			
850.000 · Telecommunications			
850.900 · Telecom-Restricted Gifts			
850.910 · WiFi Hot Spots - Restricted	3,000	3,000	0
Total 850.900 · Telecom-Restricted Gifts	3,000	3,000	0
Total 850.000 · Telecommunications	3,000	3,000	0
884.000 · Programming			
884.130 · Washtenaw Reads			
884.940 · Washtenaw Reads Restricted Gift	0	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	789	500
Total 884.400 · Music Focus	1,289	1,789	(500)
884.500 · Artist In Residence			
884.970 · Artist in Resdience Restricted	484	1,000	(516)
Total 884.500 · Artist In Residence	484	1,000	(516)
884.910 · Adult Programming Restricted			
884.911 · Adult Prog Rest Gifts MWest LW	1,500	1,500	0
884.916 · Aud Prg. Rst. Gifts Purple Rose	1,500	1,000	500
884.927 · Adult Prog Rest Gifts SRP	1,236	750	486

Chelsea District Library
Donation and Restricted
January through September 2024

	Jan - Sep 24	Budget	$ Over Budget
Total 884.910 · Adult Programming Restricted	4,236	3,250	986
884.920 · Youth Programming Restricted			
884.926 · Youth Prog Rest Gifts SRP	2,709	3,000	(291)
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	3,232	(291)
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	8,950	11,301	(2,351)
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	73	50	23
982.920 · Youth Collection Restricted	5,141	5,150	(9)
Total 982.000 · Collection Expense	5,214	5,200	14
Total Expense	17,494	20,251	(2,757)
Net Ordinary Income	20,346	17,164	3,182
Net Income	20,346	17,164	3,182

10:39 AM
10/04/24
Accrual Basis

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	TOTAL Jan - Sep 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	71,766	2,282,141	2,180,986	101,155	105%
540.100 · State Aid	0	55,832	0	8,119	0	0	8,339	0	0	72,290	74,000	(1,710)	98%
574.100 · Penal Fines	0	0	0	0	0	0	0	14,574	0	14,574	16,000	(1,426)	91%
645.100 · Copiers & Printers	0	424	374	518	359	431	519	343	498	3,466	3,000	466	116%
657.100 · Non-Resident Fees 607.100	(16)	1,188	0	0	0	0	906	125	781	2,984	3,500	(516)	85%
657.200 · ILL Fees/Collection Agency Rec	0	132	15	30	30	0	150	0	120	477	200	277	239%
665.000 · Bank Interest 665.100	105	164	205	174	142	117	82	42	36	1,067			
665.100 · Investment Gains/Losses 666.100	1,973	1,686	1,729	6,266	9,822	6,205	11,604	9,426	7,199	55,910	14,784	41,126	378%
669.000 · Investment Value Change 665.500	517	(2,039)	(1,849)	(5,262)	(630)	2,365	6,079	6,936	3,062	9,179			
671.000 · Misc Income & Refunds 606.000	0	2,500	1,250	1,250	1,245	0	2,500	0	2,500	11,245	15,000	(3,755)	75%
674.000 · Revenue Contribution & Donation	16,350	1,240	6,250	800	0	6,080	30	758	6,100	37,608	37,183	425	101%
675.000 · Private Grant Sources	232	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	8,400	(8,400)	0%
Total Income	1,118,021	716,752	362,712	15,835	10,775	112,603	30,209	32,204	92,062	2,491,173	2,353,285	137,888	106%
Gross Profit	1,118,021	716,752	362,712	15,835	10,775	112,603	30,209	32,204	92,062	2,491,173	2,353,285	137,888	106%
Expense													
701.000 · Personnel Svcs Control Acct 701	79,536	97,433	96,755	99,175	141,771	97,227	98,427	97,852	95,361	903,537	1,281,617	(378,080)	71%
727.000 · Supplies 727	468	1,287	779	1,956	842	607	834	956	1,232	8,961	16,362	(7,401)	55%
730.000 · Printing&Publishing P&P 727.600	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	336	1,500	(1,164)	22%
732.000 · Supplies-Maintenance 727.800	39	52	790	122	428	267	209	199	596	2,702	2,750	(48)	98%
758.000 · FUEL - DIESEL	0	0	0	0	0	0	0	0	0	0	750	(750)	0%
801.000 · Professional & Contractual Svcs	6,464	4,218	4,250	18,590	6,226	3,008	1,829	7,421	10,146	62,152	114,735	(52,583)	54%
802.000 · Admin-Fees & Misc Costs 801.300	11	123	25	11	23	3	167	6	123	492	890	(398)	55%
803.000 · Maintenance Service Contracts	6,014	7,651	18,470	11,226	15,780	9,760	9,613	10,191	5,817	94,522	196,921	(102,399)	48%
850.000 · Telecommunications	(17)	4,954	3,829	1,436	2,802	2,165	3,672	2,148	2,190	23,179	48,980	(25,801)	47%
880.000 · Promotional Materials	4,020	11,008	6,147	9,365	3,490	7,768	3,122	17,388	4,661	66,969	79,700	(12,731)	84%
884.000 · Programming	19,698	44,354	5,220	5,764	12,730	10,018	4,027	17,154	13,242	132,207	151,927	(19,720)	87%
885.000 · Volunteer	0	0	54	163	78	0	0	50	34	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	5,813	41,821	68,850	(27,029)	61%
960.000 · Board & Director Expense	47	14	317	225	177	597	1,434	35	426	3,272	3,500	(228)	93%
965.000 · Automation Services	3,495	9,764	0	9,764	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	5,872	19,632	(13,760)	30%
967.000 · Equipment	6,902	3,943	9,441	1,547	2,636	380	2,489	(12)	(1,991)	25,335	45,200	(19,865)	56%
969.000 · CE, Staff Development & Travel	1,271	2,957	1,114	697	3,874	1,976	738	2,361	2,219	17,207	34,701	(17,494)	50%
970.000 · Capital Expense 980.00	0	11,998	8,749	0	6,204	19,315	86,814	1,735	3,428	138,243	311,064	(172,821)	44%
982.000 · Collection Expense	3,729	36,049	8,781	10,784	15,805	10,231	13,623	20,878	6,990	126,870	201,377	(74,507)	63%
Total Expense	134,484	240,454	172,197	178,486	217,224	167,839	232,282	183,762	150,351	1,677,079	2,633,161	(956,082)	64%
Net Ordinary Income	983,537	476,298	190,515	(162,651)	(206,449)	(55,236)	(202,073)	(151,558)	(58,289)	814,094	(279,876)	1,093,970	
Other Income/Expense													
Other Expense													
995.001 · Trans to Capital Imprv 999.001	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	200,000	(200,000)	0%
Total Other Expense	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	(253,500)	253,500	0%
Net Income	983,537	476,298	190,515	(162,651)	(206,449)	(55,236)	(202,073)	(151,558)	(58,289)	814,094	(533,376)	1,347,470	

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

	Jan - Sep 24	Jan - Sep 23	$ Change	% Change
Ordinary Income/Expense				
Income				
402.000 · District Revenue 402	2,282,141.19	2,028,632.66	253,508.53	12.5%
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	3,464.90	2,447.85	1,017.05	41.55%
657.100 · Non-Resident Fees 607.100	2,984.37	3,187.50	-203.13	-6.37%
657.200 · ILL Fees/Collection Agency Rec	477.00	522.00	-45.00	-8.62%
665.000 · Bank Interest 665.100	1,066.94	706.20	360.74	51.08%
665.100 · Investment Gains/Losses 666.100	55,909.99	30,102.60	25,807.39	85.73%
669.000 · Investment Value Change 665.500	9,179.40	14,768.87	-5,589.47	-37.85%
671.000 · Misc Income & Refunds 606.000	11,245.19	12,422.20	-1,177.01	-9.48%
674.000 · Revenue Contribution & Donation	37,608.32	33,767.81	3,840.51	11.37%
675.000 · Private Grant Sources				
675.400 · Chelsea Ed Foundation	232.05	2,000.00	-1,767.95	-88.4%
Total 675.000 · Private Grant Sources	232.05	2,000.00	-1,767.95	-88.4%
Total Income	2,491,173.12	2,215,780.52	275,392.60	12.43%
Gross Profit	2,491,173.12	2,215,780.52	275,392.60	12.43%
Expense				
701.000 · Personnel Svcs Control Acct 701	903,536.98	865,639.72	37,897.26	4.38%
727.000 · Supplies 727	8,960.35	8,871.96	88.39	1.0%
731.000 · Other Svc - Postage 727.700	335.41	311.54	23.87	7.66%
732.000 · Supplies-Maintenance 727.800	2,701.03	854.92	1,846.11	215.94%
801.000 · Professional & Contractual Svcs	62,153.18	41,903.15	20,250.03	48.33%
802.000 · Admin-Fees & Misc Costs 801.300	491.74	544.35	-52.61	-9.67%
803.000 · Maintenance Service Contracts	94,522.59	113,352.42	-18,829.83	-16.61%
850.000 · Telecommunications	23,177.08	24,418.47	-1,241.39	-5.08%
880.000 · Promotional Materials	66,969.40	51,502.00	15,467.40	30.03%
884.000 · Programming	132,207.71	108,268.10	23,939.61	22.11%
885.000 · Volunteer	379.73	224.33	155.40	69.27%
920.000 · Utilities	41,820.84	39,767.78	2,053.06	5.16%
960.000 · Board & Director Expense	3,271.47	1,577.11	1,694.36	107.43%
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	25,335.71	27,768.49	-2,432.78	-8.76%
969.000 · CE, Staff Development & Travel	17,207.30	6,802.41	10,404.89	152.96%
970.000 · Capital Expense 980.00	138,242.91	333,398.39	-195,155.48	-58.54%
982.000 · Collection Expense	126,870.04	112,969.32	13,900.72	12.31%
Total Expense	1,677,077.67	1,773,116.27	-96,038.60	-5.42%
Net Ordinary Income	814,095.45	442,664.25	371,431.20	83.91%
Net Income	814,095.45	442,664.25	371,431.20	83.91%

7.0

CHELSEA DISTRICT LIBRARY

Fund Balances
September 30, 2024

		Beginning Balance	Net Change	Ending Balance
General Fund				
LOCAL BANKS BALANCES				
Checking Account/ Chelsea State Bank	001.001	$120,307.28	$107,219.35	$227,526.63
Paypal Account	003.002	$250.00	-$250.00	$0.00
Cash on Hand		$120,557.28	**$106,969.35**	**$227,526.63**
Ameriprise Account				
MMF - Interest and earnings	017.003	$1,644,371.28	$10,260.98	$1,654,632.26
MMF - Deposits and withdrawls	017.003	$700,000.00	-$200,000.00	$500,000.00
Fixed Income Fund	017.004	$166,742.19	$0.00	$166,742.19
Investment Partners Total		**$2,511,113.47**	**-$189,739.02**	**$2,321,374.45**
Total General Fund		**$2,631,670.75**	**-$82,769.67**	**$2,548,901.08**
Debt Service Fund	**Final interest**		$15.19	
Bond Debt Retirement Fund Checking	003.008	**$71,750.94**	**-$71,766.13**	**$0.00**

Transferred to Operating account - Bond Debt account closed.

8.1

Ameriprise **09/30/2024**

Account no. 0000-4823-9221-4

GL ACCOUNTS - 017.003, 017.004, 666.100, 666.500

	Beginning Balance	Transfers from operating account	Interest	Change in Value	Transfers to operating account	Ending balance*
12/31/23						$1,756,285.06
01/31/24	$1,756,285.06	$0.00	$1,973.36	$516.95	$0.00	$1,758,775.37
02/29/24	$1,758,775.37	$700,000.00	$1,685.54	-$2,038.70	$0.00	$2,458,422.21
03/31/24	$2,458,422.21	$0.00	$1,728.84	-$1,848.88	$0.00	$2,458,302.17
04/30/24	$2,458,302.17	$0.00	$6,266.06	-$5,262.43	$0.00	$2,459,305.80
05/31/24	$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	$2,511,113.47	$0.00	$7,199.07	$3,081.91	$200,000.00	$2,321,394.45
10/31/24						$0.00
11/30/24						$0.00
12/31/24						$0.00
Balance YTD		$700,000.00	$55,909.99	$9,199.40	$200,000.00	
	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 October 2024 board meeting

Staff Announcements
<u>Staff Work Anniversaries</u>
September sees valued staff marking their work anniversaries:

- Assistant Director Linda Ballard, 29 years (!!!) on September 18
- Library Assistant Samantha Banda, one year on September 5
- Library Aide Julie Pecka, nine years on September 15
- Head of Circulation Amy Zoran, twelve years on September 27
- Head of Technology Scott Rakestraw, five years on September 30

PLA Survey 2024 Staff Survey
I completed and submitted the PLA Staff this month. The purpose of the survey is to "(u)nderstand the library staff roles and representation, hiring and retention practices, and goals and activities aimed at creating a welcoming environment for staff and community members of all backgrounds and abilities in public libraries nationwide."

We will consult survey results to inform our strategic plan goal of succession planning as well as how to remain vital and necessary to our community. The survey questions provided food for thought. Linda and I have already brainstormed ideas to increase representation amongst staff and be more welcoming to visitors of all backgrounds.

Debt Account
With the payoff of the building bond, our debt account at Chelsea State Bank is no longer needed. Kerry I took the steps to close this account this month. One less bank statement to print!

Juvenile Playaway Collection
At a previous board meeting, I was asked to provide more information on the youth playaway collection. Specifically, did the collection circulate? What is the rationale for designating funds to continue to build this collection? Using Library IQ software, Head of Information Services Shannon Powers completed the report addressing these questions that follow this report.

Strategic Plan 2024-28 Progress in September 2024
1.1 Provide a welcoming place for all

- Hosted Jim Abbott at CHS with an emphasis that physical challenges do nor prohibit success.
- Board approved changes to Library Card registration policy allowing more documents to be acceptable as proof of address. Expanded policy to include student and tribal ID cards as picture ID.

1.2 Elevate the library as a location for community building

- Opened *The Perfect Shot* exhibition in McKune Room

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

- Partnered with Chelsea High School in successful Jim Abbott outreach event with students

2.1 Plan for staff succession & cultivate future library leaders

- Katie Hepler joined Marketing & Outreach team

Out and About: Meetings Attended September 2024
Orion Library meet and greet with Mobee – September 5
Meeting with Terris Ahrens(Chelsea Chamber) & Lorna Tackwell (Boosters) to strategize marketing of Abbott visit – September 6
Ann Feeney Awards – September 11
Jim Abbott at Chelsea High School – September 18
Chelsea Area Chamber Board meeting – September 19
Rotary board meeting – September 22
Rotary meeting – September 24
Walk to School Wednesday – September 25

Chelsea District Library
Assistant Director's Report
September 2024

Facility update

- The boiler project progressed on schedule through the first three weeks of this month, with the install basically completed by September 20th. The Lochinvar rep was then scheduled for early October to do an initial start-up. If all goes well, our controls and mechanical techs will be scheduled to do the safety checks and make sure Metasys is re-connected correctly. Then chemicals are added back into the system (some are lost when the system is drained for install), and finally, the insurance and State inspections are done. Johnson Controls will do a final walkthrough with me and provide us with the operating, maintenance, and warranty documentation. I expect final payment to be made by the end of October.
- Mobee garage- we now have the combined preliminary and final site plans and met the September deadline for the October city planning meeting on the 15th.
- The new bollard lights are in place and look very nice. They also give off more light than the old ones and I am in the process of ordering one more so we have three matching lights along that section of the sidewalk.
- The elevator had its first inspection since COVID and the phone connection was found to be in need of repair. Schindler came out and fixed it when they did their regular service, so our certificate is renewed through June 2026.
- *Looking ahead*- we will have regular, full carpet and window cleanings in October.

Meetings and HR issues

Our September all staff meeting was devoted to department time. We try to do that every other month so the circ, marketing, and information services departments have time to meet all together to review department specific policies and procedures.

Lori and I spent many hours this month reviewing our pay ranges in preparation for the new FLSA and minimum range changes that will happen in February 2025. We consulted with the Michigan Municipal League to help us better understand the changes and our options to meeting the new requirements.

Volunteers

Book sale volunteers provided 201 hours of service this month and our non-book sale volunteers gave 54.25, for a total of 255.25 hours.

Respectfully submitted,
Linda Ballard, Assistant Director

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

September Highlights:

- In September, we brought Inspirational Speaker and former MLB player Jim Abbott to Chelsea. Abbott visited the high school where he gave a presentation to the entire freshman class. His powerful speech included three themes: creativity, accountability, and perseverance. The same evening, Abbott was interviewed by documentary film maker Mike Ramsdell for an event open to the public. This interview resulted in moving stories and drew people from all over Chelsea and Southeast Michigan.
- Prior to Abbott's visit, we screened the documentary Set Apart: A Jim Abbott story and had radio host Martin Bandyke and the documentary director Mike Ramsdell discuss the film and answer audience questions. It was a great lead up to the big event.
- I met with the South Meadows principal and the CSD choir teacher to discuss bringing Joy Jan Jones to Chelsea during the Fall of 2025. Both were very excited and eager to participate.
- I met with Sara Cummings from the Chelsea Chamber Players to discuss our partner Family Concert in the spring.
- Newsletter content for winter programming was due in September. Librarians worked hard and turned in excellent program ideas.
- Jessica Zubik created the Historic Chelsea Scavenger Hunt, a passive youth program that teaches kids about the history of our town.
- We continued to plan and prep for Song Fest with Gary Louris in October.

Program Attendance

Date	Name	In-Person	Live Virtual	Recorded Virtual	Kits
	Adult Program Attendance				
9/3/2024	Reading Glasses	12			
9/8/2024	Sculpture Walk	8			
9/10/2024	History Book Club Pt 1	6			
9/11/2024	Books & Banter	8			
9/11/2024	Music & Movies with Martin Bandyke	26			
9/14/2024	Purple Rose Zoom Play Reading		77		
9/17/2024	History Book Club Pt 2	3			
9/18/2024	Triumph Over Adversity: Reflections with Jim Abbott	170			
9/24/2024	Amateur Radio 101	11			
9/24/2024	History Book Club pt 3	3			

9/27/2024	Only Murders in the Library Pt. 2	40			
		253	77		
	Adult Program Totals	*356*			
	Early Literacy Program Attendance				
9/10/2024	Babytime	32			
9/11/2024	Preschool Storytime	11			
9/12/2024	Toddlertime	36			
9/17/2024	Babytime	14			
9/18/2024	Preschool Storytime	2			
9/19/2024	Toddlertime	41			
9/24/2024	Babytime	31			
9/25/2024	Preschool Storytime	2			
9/26/2024	Toddlertime	32			
	Early Literacy Program Totals	201			
	Youth Program Attendance				
9/9-10/27	Historic Chelsea Scavenger Hunt	10			
9/9/2024	Lego Club	15			
9/10/2024	Chess Clinics	15			
9/12/2024	Read to the Library Dog	6			
9/14/2024	KinderConcert	47			
9/16/2024	Youth Creativity Zine	8			
9/17/2024	Chess Clinics	12			
9/23/2024	Movie Monday: Air Bud	0			
9/24/2024	Chess Clinics	14			
	Youth Program Totals	117			
	Teen Program Attendance				
9/6/2024	PWNED Teen Gaming Club	9			
9/13/2024	Mochi Mangafternoon	7			
	Teen Program Totals	16			
	Walk to School Wednesdays				
9/4/2024	Walk to School Wednesday	15			
9/11/2024	Walk to School Wednesday	16			

9/18/2024	Walk to School Wednesday	15
9/25/2024	Walk to School Wednesday	17
	WtS Wednesdays Totals	63

	Outreach Program Attendance				
9/12/2024	Storytime @ Mudpies (youth)	29			
9/18/2024	Mobee After Care	24			
9/18/2024	Jim Abbott visit to high school	220			
9/19/2024	Pines Book Club (adult)	8			
9/23/2024	ECC Storytime (youth)	52			
9/26/2024	ECC Storytime (youth)	14			
	Outreach Program Totals	347			

	~~**Mobee Visit Program Attendance**~~		
9/4/2024	St. Louis Center Read Aloud	19	
9/4/2024	Chelsea Hospital	0	
9/4/2024	Pines	10	
9/9/2024	Lima Township Hall	3	
9/9/2024	Dancey House (UMRC)	12	
9/10/2024	Lyndon Township Hall	1	
9/12/2024	Sylvan Crossing	15	
9/17/2024	Dexter Township Hall	*2*	
9/21/2024	Pierce Lake Youth Soccer	*40*	
9/23/2024	North Lake United Methodist	*3*	
9/23/2024	Silver Maples	*10*	
	Mobee Totals	*115*	

Ingenuity Engine

Number of Appointments & Tours	28
~~Number of attendees at appointments & tours~~	~~34~~
Number of Unique Users	27

Reference & Deliveries

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

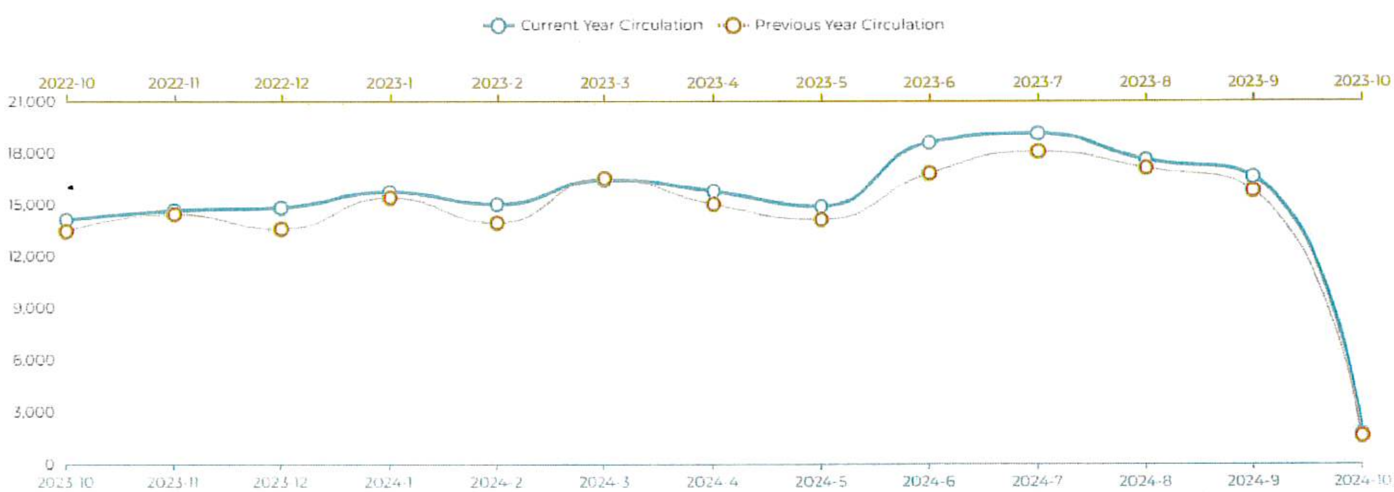
Services	Sept 24*
Reference Questions	1486
CDL Delivers & Deposit Book Deliveries	14

*The Library was closed on Sept 1st for the Labor Day holiday

Collection Stats

Over the last twelve month period:

- **Circulation of print & physical AV items in the adult collections has increased 4%.** DVDs and Book on CDs decreased circulation by 15-25%, while print items increased by 1.5-7%
- **Circulation of print & physical AV items in the teen collections has increased 1.7%.** This increase largely comes from the 22% increase in circulation of the Manga collection. The teen fiction, teen non-fiction, teen graphics, and teen BOCD collection circulation all decreased.
- **Circulation of print & physical AV items in the teen collections has increased 4.95%.** DVD circulation has declined, but Book on CD and Playaway collection circulation remains steady.

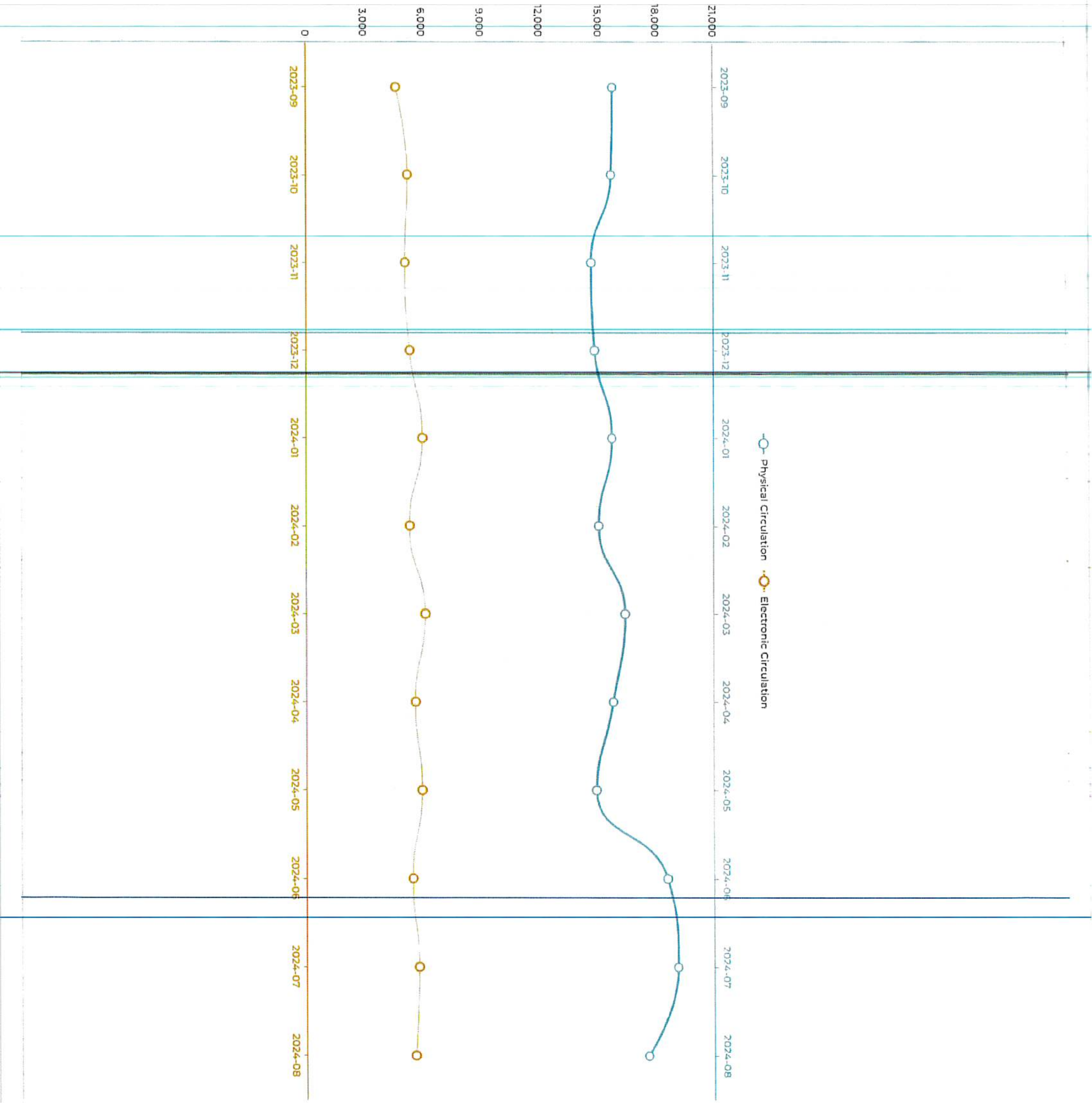


Ebook and Eaudiobook circulation remained steady across the last 12 months and is still about 25% of our overall collection circulation. Print and other physical item circulation increased over the summer months (typical during the Summer Reading Program in June and July).

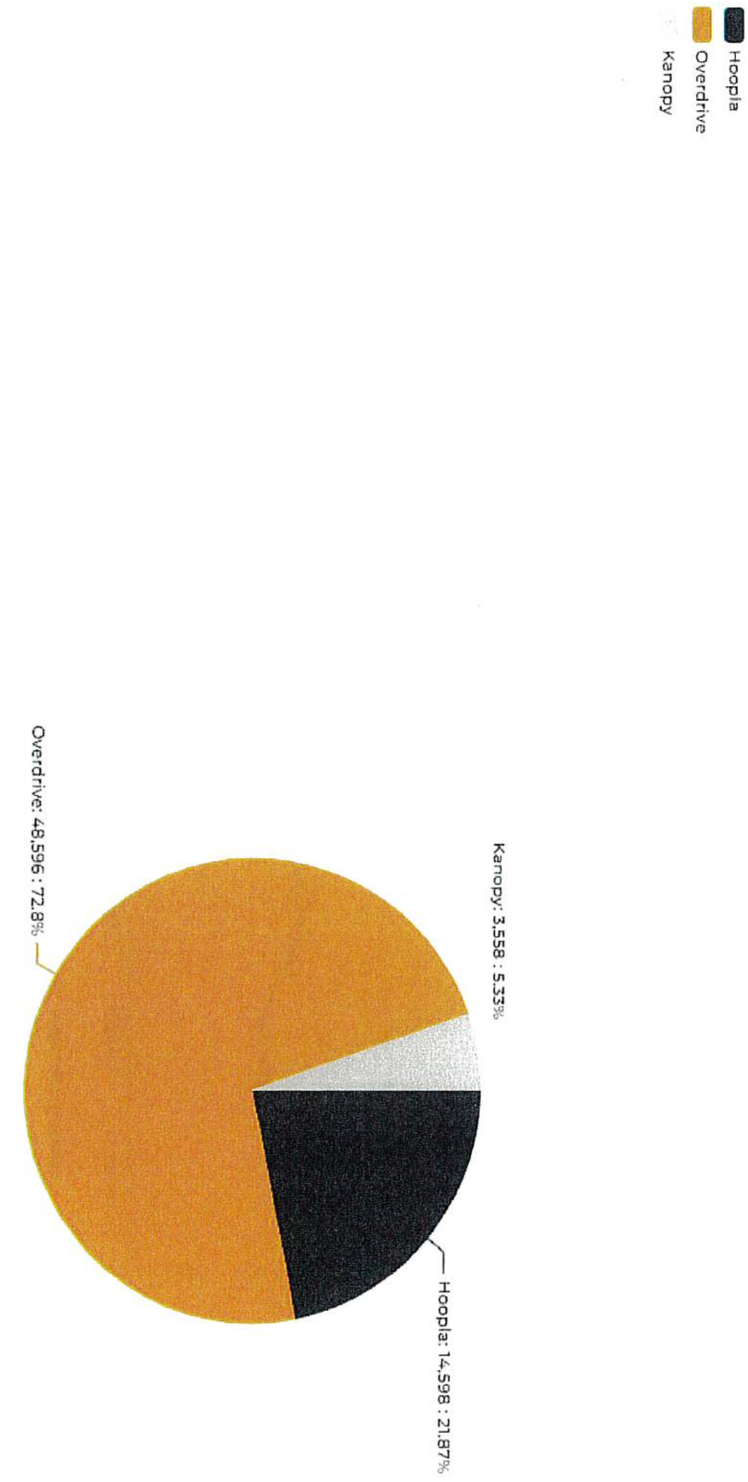
Constraints on hoopla borrows due to budgeting may prevent increases in ebook and audiobook circulation; however, as seen in the second chart below, Libby (Overdrive) remains the most popular platform for borrowing digital materials.

Print and physical items are the most cost-effective for libraries, but patrons expectations mean that we cannot forgo purchasing digital items despite the heavy cost.

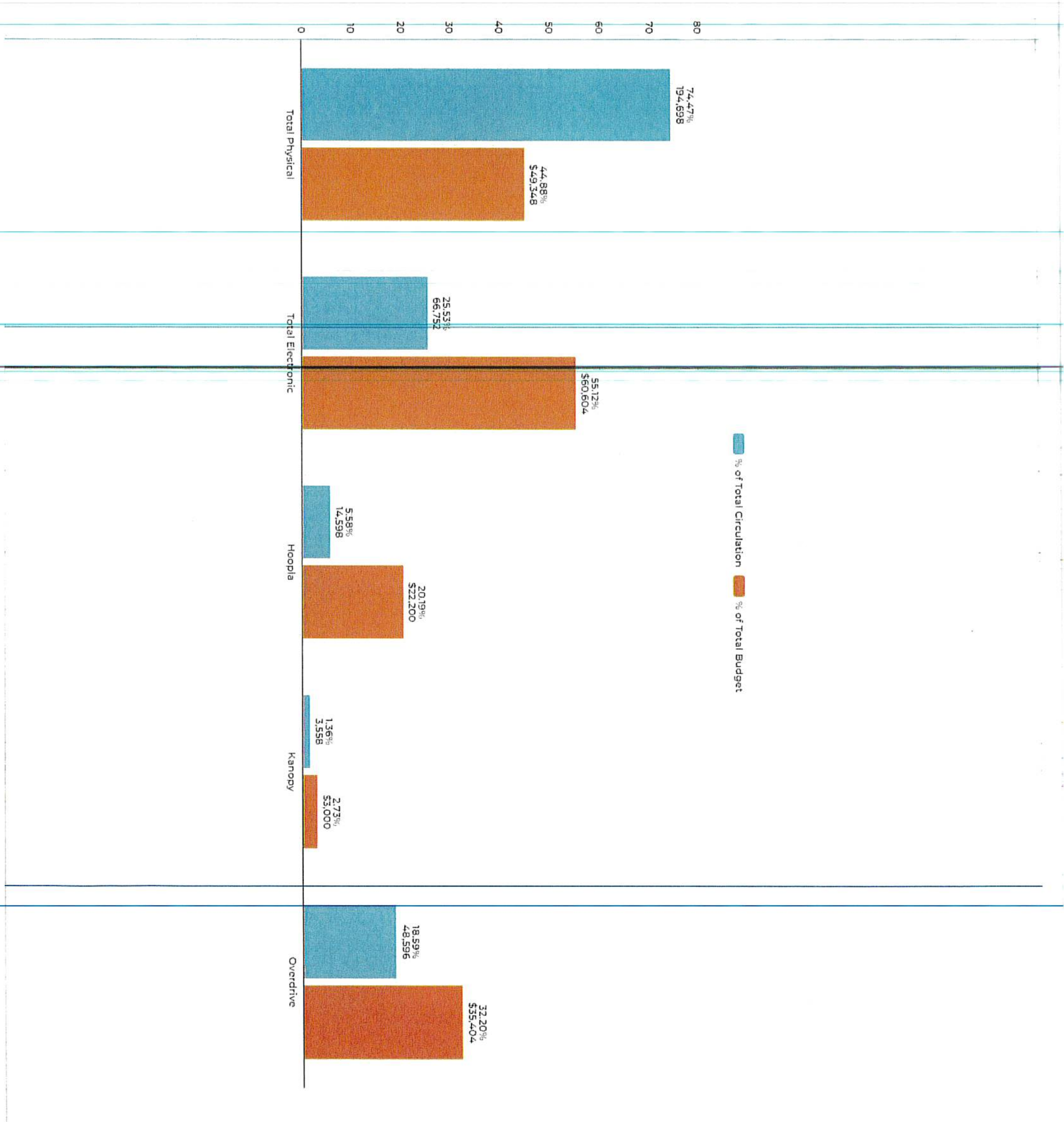
Information Services Report: September 2024
Shannon Powers, Head of Information Services



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



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

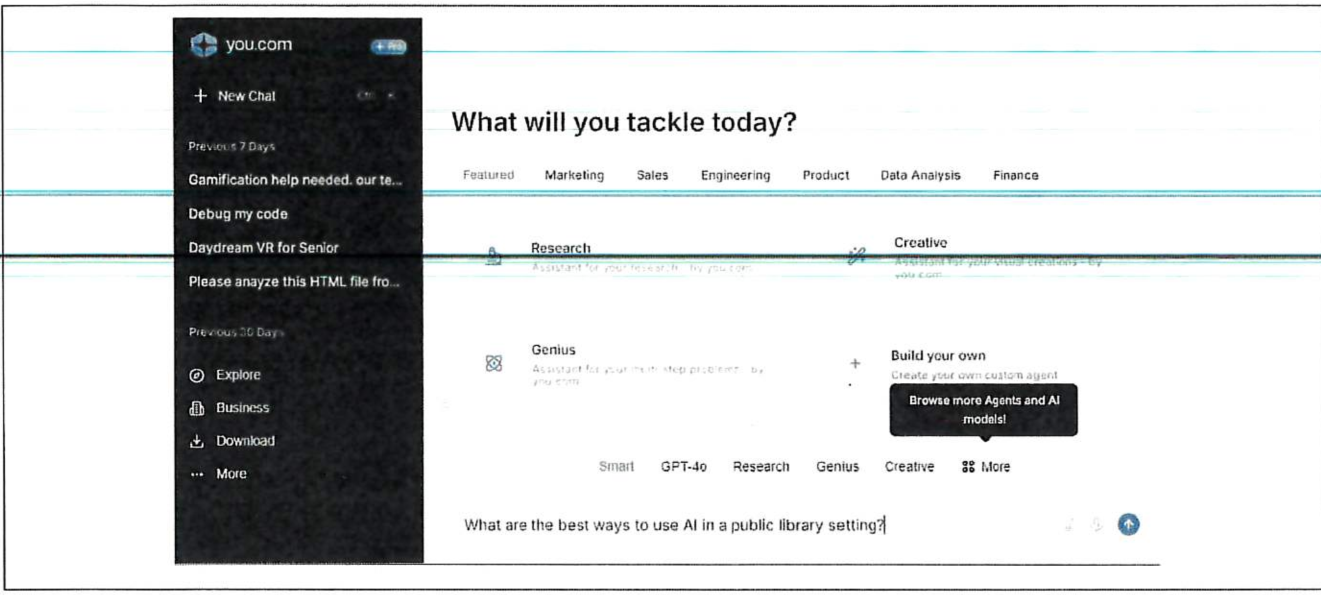


Information Technology

CHELSEA DISTRICT LIBRARY
BOARD REPORT
September 2024

Respectfully Submitted
by Scott Rakestraw

TECH NOTES



CDL Testing YOU.com Pro

CDL Reference Staff is currently testing You.com.

The service is not currently available for the public due to privacy concerns. The Information Services Department wanted to test various AI solutions and explore the ways AI might enhance learning, discovery and problem solving.

You.com is a favorite for academic researchers. The Pro version provides ready access to the latest AI models including ChatGPT, Claude and others.

GENIUS mode functions like a personal assistant while CREATIVE mode offers a variety of ways to explore your inner artist.

Our personal favorite is RESEARCH mode which provides a deep dive with properly and fully sourced results.

A free version of YOU.com is available to all with easy registration. You can try all modes and all AI models, with some limits on use.

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

SEPTEMBER 2024

	Incidents	163
Mgmt Time	23	14.11%
Network	41	25.15%
Sysadmin	21	12.88%
Hardware	2	1.23%
Support	76	46.63%

Overall Weekly Average	
8.91	
Summary	**Total Hours**
2022	394.00
2023	368.50
2024	365.50

Total Hours	Date	OnSite Hours	OffSite Hours	CDL Tech	Brief Description
52.75	Sept	47.75	5		

TECHNOLOGY SERVICES

	DATA SERVICES	APR	MAY	JUN	JUL	AUG	SEP
9327.8	Hotspots: Total GB Used - Township Halls	1017	1036.1	1043.8	1029.7	1042.2	1051.7
125.2	-- Lima Township (GB)	13.9	14.4	13.7	14.1	13.3	14.7
349.7	-- Sylvan Township (GB)	36.7	37.5	39.8	41.3	40.7	44.6
8852.9	-- Mobile Beacon (GB)	966.4	984.2	990.3	974.3	988.2	992.4
188	Hotspot Devices Circulated	18	23	24	22	24	23
3741	Public Internet - Computer Sessions	389	393	462	496	430	453
4160	Public Internet - Wireless Logins	397	439	486	511	447	507

	ONLINE SERVICES	APR	MAY	JUN	JUL	AUG	SEP
139471	Website Sessions	20375	12292	15661	15641	13295	13193
67667	Website Users	7746	6406	8246	7511	6846	6972
23558	AUDIO Downloads Total	2529	2741	2539	2757	2677	2524
16155	-- Audio: Overdrive	1730	1864	1717	1924	1821	1725
7403	-- Audio: Hoopla	799	877	822	833	856	799
3944	VIDEO Downloads Total	582	476	369	343	447	298
2618	-- Video: Kanopy	391	351	233	216	295	163
1326	-- Video: Hoopla	191	125	136	127	152	135
18027	EBook Downloads Total	2092	2023	1947	2047	1963	1802
15981	-- Ebook: Overdrive	1843	1771	1729	1808	1773	1619
2046	-- Ebook: Hoopla	249	252	218	239	190	183
45529	TOTAL Downloads	5203	5240	4855	5147	5087	4624

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

September Highlights:

Katie Hepler joined the Marketing and Outreach team on September 16. She has held meetings with all of the department heads to familiarize herself with library operations and strategic priorities. So far, she has taken over creation and distribution of CDL's weekly eNews, which goes out every Friday, as well as creation of some of our social media content publicizing current and upcoming programming. She will continue to take on more marketing tasks and responsibilities as she gets up to speed. She is learning quickly and I am so excited to have her on the team!

On September 18, Chelsea District Library welcomed famed MLB pitcher Jim Abbott to Chelsea for an afternoon assembly with Chelsea High School students and a public evening event. During the afternoon at the high school, Jim presented to approximately 225 students.

He invited a student from the audience to come on stage with him to demonstrate how he learned to throw and catch having been born without a right hand. He went on to speak on three themes: creativity, accountability, and trust, using stories from his school days and MLB career. The students were engaged and asked great questions. Jim validated their ideas, complimented their generation for being more accepting of differences than what he grew up with, and spoke of their potential for leadership.

The evening event was attended by approximately 170 people and featured an interview with Mike Ramsdell, the director of *Set Apart: The Jim Abbott Story*. Mike grew up in Flint and knew Jim's family, which gave a personal tone to the interview that was truly special. Jim emphasized that we are all responsible for performing to the best of the ability that we have been given. He recalled that his dad always told him that "Whatever had been taken from [him] would be given back twice in return." They talked about the importance of family and told stories of Jim's school and professional careers. These stories ranged from Jim's time playing in Cuba in front of Fidel Castro, to his no-hitter in NY, to the story of Jim's daughter asking "if he liked his little hand" in a preschool classroom.

And his answer to that preschool question – "Yes, it is part of who I am, and it has taken me places I never dreamed that I would go."

Website Redesign:

Weblinx provided training on the editing side of the new website. I have successfully been able to add and edit content. The entire staff and board are invited to check out the new site and have been emailed the URL and feedback form. Thanks to all who have already reviewed it. We plan to launch by the end of October.

Mobile CDL:

I went on nine Mobee stops as I began the work of meeting with stop partners and experimenting with what is successful for our bookmobile outreach. A couple of highlights included:

Thursday, Sep. 5: Staff from Orion Township Library visited Mobee as they researched adding a bookmobile to their library services.

Wednesday, Sep. 18: CSD Aftercare visits resumed with Jessica and Everett

Saturday, Sep. 21: Circ superstar Christin joined me at the Pierce Lake Soccer fields where we had 40 visitors with two new cards issued and many checkouts. This was well received by Chelsea School District and we will attend more in the spring season. Additionally, it led to us setting up a Mobee stop for the October 26 flag football games at the football stadium.

Saturday, Sep. 29: Everett and I attended the Military Legends Car Show at the arctic Coliseum in support of a nonprofit One Stop Veterans. We hosted kids' crafts at this outreach event. It gave us the opportunity to talk about CDL, veteran library cards, and sharing veteran stories on StoriesofChelsea.org.

What is coming up next month? We will be participating in four local trunk or treat events and a Sharon Ann Apartment food truck event in October!

Social Media:

September Social Media Metrics

CDL Facebook: 3,630 followers (+17) | 1,300 page visits ↑ | 28,800 page reach ↑ | 4.5% engagement rate

CDL Instagram: Followers: 1,047 (+9) | 42 profile visits ↓ | 876 page reach ↑ | 4.8% engagement rate

September's Facebook results benefitted from paid advertising for the Jim Abbott event. A $30 advertisement yielded 22 program attendees (out of 104 people who completed surveys). Social media was the second highest form of promotion identified as how the guest heard about the event.

eNewsletters: CDL eNews has 3,840 subscribers (+79 in September)
September Metrics:

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

September Marketing Channel Response:
In September, we had 329 program registrations where identifying the marketing channel was asked. The breakdown of how the registrants heard about the program is as follows:

- Print Newsletter: 49
- eNewsletter: 67
- Website: 39
- Word of Mouth: 70
- ALI: 2

- Social Media: 41
- Other/blanks: 57
- Local paper/Chelsea Update: 20

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

Other miscellaneous duties:

- Received print materials for CDL Song Fest promotion
- Created and scheduled CDL Song Fest advertising
- Met with Lindsey Dahl to arrange a display of her artwork in November
- Met with Holly Bulko about a winter display of her artwork
- Staffed Walk to School Wednesdays on Sep. 11 and 25
- Met with a representative of Patron Point to review platforms for library communications

Circulation Supervisor's Report
September 2024

- Circulation – 19616 in September

- Patron Count- 10367 for September

- Circulation by township- for September:
  - o Dexter = 10% of total transactions
  - o Lima = 11% of transactions
  - o Lyndon =13% of transactions
  - o Sylvan = 20% of transactions
  - o Chelsea = 34% of transactions

- September Circulation: 84% were items from Chelsea and 16% were inter-loaned items.

  Libby = 3909 ; Hoopla = 1181 Kanopy = 163

- Registrations for September – 93 new cards; 6874 total card holders
  *Dexter = 883 cards; Lima = 737 cards; Lyndon = 934 cards
  *Sylvan = 1296 cards; Chelsea = 2518 cards; Nonresident = 506 cards

- Self-Check Machine: September 1618 or 8% of total checkouts

September Notes:

- I attended weekly management meetings.
- I worked my PIC shifts each week.
- I participated in WTSW most weeks.
- We received 144 tubs from TLN in September, with 7.2 being the daily average.
- We processed 46 MeLCat items for other libraries, and received 29 items for our patrons.
- We had 1432 unique patrons at the library.
- I attended the TLN Circulation meeting in Westland.
- I submitted an article for the newsletter.
- I attended Leadership Academy via Zoom where I learned about library budgeting.
- I held a department meeting with the library assistants.
- I held a department meeting with the library aides.
- I attended the monthly SASUG meeting.
- Sam celebrated her first year as a library assistant and Julie celebrated nine years of service as a library aide.
- I celebrated my 12th year in the circulation department.
- I assembled the sleeves for the Song Fest coasters.

Respectfully submitted,
Amy Zoran
Head of Circulation

ACTION ITEMS

Action Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet
October 15, 2024, Board Packet

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

Accept September donations and changes to the 2024 FY Budget.

		Income Line -	Expense Line	
Nancy Hopkins	Non-Designated (In Memory of Michael Tarasow)	674.120	975.100	$100.00

Sub Total: $100.00

Acknowledge the donations below that are already in the budget.

Friends of CDL	Exhibits	674.113	884.980	$3,000.00
Friends of CDL	WiFi Hotspots	674.141	850.910	$3,000.00

Sub Total: $6,000.00

Total General Donations: $6,100.00

Acknowledge the donations below toward the CDL Endowment.

Patricia Garcia, Board Secretary

Date

Action Item #2

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

October 15, 2024 Meeting

Expiring Trustee Term

Background:
In September, the Board discussed the lone expiring term this year. It's an At-Large position, held by TJ Helfferich, who has expressed her desire to return to the Board for another term.

Action:
The Chelsea District Library Board of Trustees reappoints TJ Helfferich for another term, running from 2025-2028.

______________________________________ ____________________

Patricia Garcia, Board Secretary Date

DISCUSSION ITEMS

Discussion Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

October 15, 2024 Board Meeting

2024 Budget Adjustments

Discussion:
We have three adjustments in the 2024 budget that require board approval:

1. Remove $3,000.00 Budget from line 803.101 Public Copier and $5,400.00 Budget from line 803.102 Staff Copier. These funds are for copier lease payments that are now in line 967.400 Capital Outlay – Lease Equip GASB87.

2. Move $15,000.00 Budget from line 801.042 Financial Services to line 975.100 Capital Improvement to help fund the Mobee garage.

3. Move $30,000.00 Budget from line 884.700 Mobee Programming to 975.100 Capital Improvement to help fund the Mobee garage.

COMMITTEE INFO & MINUTES

Chelsea District Library
Board of Trustees
2024 Board Committees

Governance
Appendix #3
Approved: December 12, 2023

	Community Outreach Committee	Personnel Committee	Finance Committee	Policy Committee	Nominating Committee
TJ Helfferich		Chair			X
~~Bob Swistock~~		X	Chair		
Gary Munce	X				Chair
Patricia Garcia	X			Chair	
Wendy Reinhardt		X		X	X
Susan Lackey	Chair		X		
Jan Carr			X	X	

Patricia Garcia   12-12-23

Patricia Garcia, Board Secretary   Date