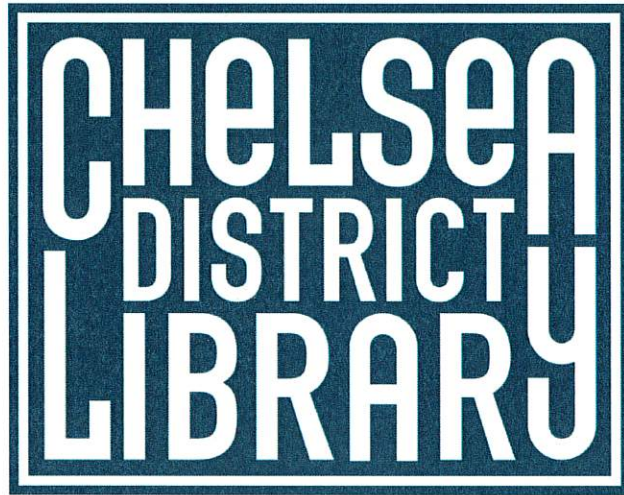


**Chelsea District Library
Board of Trustees**

Agenda and Information Packet



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

**November 18, 2024
10:00 am**

**McKune Room at the Chelsea
District Library**

CHELSEA DISTRICT LIBRARY BOARD OF TRUSTEES

Monday, November 18, 2024—10:00 a.m.

McKune Room

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

10:25 Public Comment

10:30 Action Items

1. Donations
2. 2024 Budget Adjustments

10:40 Discussion Items

1. Board Officer and Committee Recommendations
2. 2025 Calendar of Operations
3. 2025 Board Meeting Calendar
4. Capital Improvement Fund Commitment

11:00 Reports

Policy Committee

Finance Committee

Personnel Committee

Nominating Committee

Community Outreach Committee

11:05 Communications

11:10 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, October 15, 2024 10:00 a.m.
Meeting Location: Farmers & Merchants Room at CSB

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

Trustees Absent: P. Garcia

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

Guests: None

Welcome and Call to Order

J. Carr called the meeting to order at 10:00 a.m.

Consent Agenda

MOTION made by S. Lackey, SECONDED by B. Swistock to approve the Consent Agenda with the September minutes and financials. Discussion: None

All Ayes: 6-0

Agenda Review, Additions, and Approval

MOTION made by TJ Helfferich, SECONDED by W. Reinhardt to approve the agenda, as amended. Discussion: Discussion Item #2 Personnel Committee's Director Review Process was added.

All Ayes: 6-0

Director's Report Update:

L. Coryell update:

- Scott will be at the November meeting to discuss all things technology at the library, however Lori would like to have any specific questions to him by October 31.
- Song Fest was Friday and it was another well-attended and successful library program. Lori thanked the board members who made it to the event.
- Lots of pop-up Mobee stops scheduled this next month, including several Trunk-or-Treat events and a stop at the flag football championships at the high school.

- At the all-staff meeting on Friday, Virginia will be introducing staff to the new webpage.
- Reminder that the library is closed on Election Day.
- On Friday's, Scott has been sending out AI information and projects for staff.
- Lake Trust Credit Union sent volunteers and a donation check to the library on Monday.
- J. Carr asked Linda about the boiler replacement project. Linda reported that the boilers are up and running, though she's still waiting for the state inspector to schedule a visit.

Friends Report Update:

- Friends had a record book sale in September, though October was less (Jan thinks the farmers market moving locations might have contributed).
- Lori reported that she left the Friends the library's next wish list.
- The Library/Friends Letter of Understanding has been left with the Friends for signing.

Public Comment: None

Action Item #1: Donations

MOTION made by W. Reinhardt, SECONDED by B. Swistock to approve the September donations. Discussion: None

All Ayes 6-0

Action Item #2: Expiring Trustee Term

MOTION made by G. Munce, SECONDED by S. Lackey to reappoint TJ Helfferich to a new At-Large Trustee Term. Discussion: None

All Ayes 6-0

Discussion Item #1: 2024 Budget Adjustments

Lori explained the three moves and why each is necessary. J. Carr had a question about GASB87 and Kerry answered it and also explained that going forward the auditor wants all final budget changes for a fiscal year to occur before the end of December.

Discussion Item #2: Nominating Committee's Director Review Process

TJ Helfferich, as the Chair of the Personnel Committee, announced that forms will be coming out soon for the annual Director's Review, and that W. Reinhart had reformatted

the form, which has improved it greatly. Still a question on whether the review will move to Action in November or December.

Committee Reports

Policy Committee –

Finance Committee –

Personnel Committee –

Nominating Committee –

Community Outreach Committee –

Communications:

- TJ Helfferich asked about possibly moving the December meeting up to avoid the holidays interfering with a quorum and S. Lackey likewise asked whether the November meeting would need to be changed to accommodate the Chelsea Planning Commission meeting on the same evening. Much discussion followed at which point the November Board Meeting was rescheduled for Monday, November 18 at 10 a.m. and the December Board Meeting was rescheduled for Friday, December 13 at 10 a.m.
- G. Munce reminded trustees that the Nominating Committee will be forming the 2025 committees soon and that if anyone has a burning desire to be part of any particular committee, they should share that desire with either him or another member of the Nominating Committee.
- There was a short discussion about possible Mobee visits to Sharon Township and whether it makes sense to try to bring the community into the district library consortium.

Adjournment:

MOTION made by W. Reinhardt, SECONDED by B. Swistock to adjourn the meeting at 10:39 a.m.

All Ayes, 6-0

Patricia Garcia, Board Secretary

Date

FINANCE REPORTS

12:45 PM
11/14/24

Chelsea District Library
Monthly Check Register

October 2024

Type	Num	Date	Name	Memo	Account	Paid Amou...	Original Amo...
Check		10/31/2024		Service Charge	001.001 · CSB/Operations C...		-6.80
				Service Charge	802.100 · Admin-Fees Bank ...	-6.80	6.80
TOTAL						-6.80	6.80
Bill Pmt -Ch...	28873	10/03/2024	Amazon Capital Services Inc		001.001 · CSB/Operations C...		-96.15
Bill	1L94-TQ9K-YJQV	09/30/2024	TAGS		728.300 · Supplies-Matl Proc ...	-17.59	26.58
Bill	1FLK-MVKJ-DTFJ	09/30/2024	BATTERIES, PENS		727.100 · Supplies - General ...	-25.59	25.59
Bill	1MNQ-HRWR-JF...	10/03/2024	LAMINATED TAPE		987.500 · Makerspace Equipm...	-52.97	52.97
TOTAL						-96.15	105.14
Bill Pmt -Ch...	28874	10/03/2024	Postmaster	PERMIT #28 - WINTER NEWSLETTER MAIL...	001.001 · CSB/Operations C...		-1,200.00
Bill	24-4061-VK	09/30/2024		WINTER NEWSLETTER MAILING.	880.230 · Newsletter Postage	-1,200.00	1,200.00
TOTAL						-1,200.00	1,200.00
Bill Pmt -Ch...	28875	10/03/2024	A Production Cleaning Com...	INV 15839 - CLEANING 09/15 - 09/28/24	001.001 · CSB/Operations C...		-1,750.00
Bill	15839	09/30/2024		CLEANING 09/15 - 09/28/24	803.605 · Janitorial	-1,750.00	1,750.00
TOTAL						-1,750.00	1,750.00
Bill Pmt -Ch...	28876	10/03/2024	ABSOPURE		001.001 · CSB/Operations C...		-47.90
Bill	89456590	09/30/2024		OCT BOTTLED WATER	727.100 · Supplies - General ...	-43.91	43.91
Bill	30988222	09/30/2024		RENTAL 09/18/ - 10/15/2024	727.100 · Supplies - General ...	-3.99	3.99
TOTAL						-47.90	47.90
Bill Pmt -Ch...	28877	10/03/2024	Alerus Financial	Entity code nos. 400298 / 110320 - pay per...	001.001 · CSB/Operations C...		-5,172.95
Bill	20240916	10/01/2024		09/16/24 - 09/29/24 -PAID 10/04/24 - PR ER ...	231.002 · Payroll Lia/401A Ml...	-1,669.52	1,669.52
				09/16/24 - 09/29/24 -PAID 10/04/24 - PR EE ...	702.300 · Per Svcs - Retmnt ...	-2,263.18	2,263.18
				09/16/24 - 09/29/24 -PAID 10/04/24 - PR FLE...	710.500 · Per Svcs - Fringe B ...	-1,240.25	1,240.25
TOTAL						-5,172.95	5,172.95
Bill Pmt -Ch...	28878	10/03/2024	AMERICAN UNITED LIFE IN...	GROUP: G 00623836-0000-000 OCT 10/01/2...	001.001 · CSB/Operations C...		-874.63
Bill	24-2138-LB	09/30/2024		OCT 10/01/2024 - 10/31/2024	710.200 · Per Svcs-Fringe Fle...	-874.63	874.63
TOTAL						-874.63	874.63
Bill Pmt -Ch...	28879	10/03/2024	Ann Arbor Observer	30878	001.001 · CSB/Operations C...		-482.40
Bill	30878	09/30/2024		CDL SONGFEST	880.110 · Media Buy	-482.40	482.40
TOTAL						-482.40	482.40
Bill Pmt -Ch...	28880	10/03/2024	Association Maintenance C...	12992	001.001 · CSB/Operations C...		-390.00
Bill	12992	10/02/2024		SEPT MOWS	803.611 · Lawn Service	-390.00	390.00
TOTAL						-390.00	390.00
Bill Pmt -Ch...	28881	10/03/2024	Baker & Taylor - Adult	2038546469	001.001 · CSB/Operations C...		-155.00
Bill	2038546469	10/03/2024		2024 · Adult Print General	982.720 · Adult Print General	-155.00	155.00
TOTAL						-155.00	155.00
Bill Pmt -Ch...	28882	10/03/2024	Baker & Taylor - Auto Yours...		001.001 · CSB/Operations C...		-350.04
Bill	2038310668	10/03/2024		· Youth Print General	982.760 · Youth Print General	-67.45	67.45
Bill	2038336518	10/03/2024		· Youth Print General	982.760 · Youth Print General	-27.68	27.68
Bill	2038509390	10/03/2024		· Youth Print General	982.760 · Youth Print General	-121.53	121.53
Bill	2038527398	10/03/2024		· Youth Print General	982.760 · Youth Print General	-133.38	133.38
TOTAL						-350.04	350.04
Bill Pmt -Ch...	28883	10/03/2024	Baker & Taylor - Juvenile		001.001 · CSB/Operations C...		-131.68
Bill	2038498891	10/03/2024		· Youth Print General	982.760 · Youth Print General	-15.39	15.39
Bill	2038523201	10/03/2024		· Youth Print General	982.760 · Youth Print General	-26.29	26.29
Bill	2038330284	10/03/2024		· Youth Print General	982.760 · Youth Print General	-90.00	90.00
TOTAL						-131.68	131.68

**Chelsea District Library
Monthly Check Register**

October 2024

Type	Num	Date	Name	Memo	Account	Paid Amou...	Original Amo...
Bill Pmt -Ch...	28884	10/03/2024	Baker & Taylor - Program A...		001.001 · CSB/Operations C...		-81.74
Bill	2038321056	10/03/2024		· Summer Reading	884.226 · Summer Reading	-17.06	17.06
Bill	2038539805	10/03/2024		· Youth Reading Group	884.230 · Youth Reading Group	-64.68	64.68
TOTAL						-81.74	81.74
Bill Pmt -Ch...	28885	10/03/2024	Baker & Taylor - Unlabeled ...		001.001 · CSB/Operations C...		-328.89
Bill	2038328939	10/03/2024		2024 · Youth Print General	982.760 · Youth Print General	-174.20	174.20
Bill	2038333915	10/03/2024		2024 · Youth Print General	982.760 · Youth Print General	-154.69	154.69
TOTAL						-328.89	328.89
Bill Pmt -Ch...	28886	10/03/2024	BALDWIN, JEREMY	SONGFEST CONVERSATION MODERATOR	001.001 · CSB/Operations C...		-400.00
Bill	24-1025-LC	09/30/2024		COVERSATION MODERATOR	884.411 · Songfest	-400.00	400.00
TOTAL						-400.00	400.00
Bill Pmt -Ch...	28887	10/03/2024	Ballard, Kerry	BOOKKEEPING THRU 10/04/24	001.001 · CSB/Operations C...		-640.00
Bill	20241004	09/30/2024		BOOKKEEPING THRU 10/04/24	801.040 · Bookkeeper	-640.00	640.00
TOTAL						-640.00	640.00
Bill Pmt -Ch...	28888	10/03/2024	BOONE AND DARR	INVOICE 04678 \$908.92 LESS TAX \$10.42 =...	001.001 · CSB/Operations C...		-898.50
Bill	04678	10/03/2024		BACKFLOW INSPECTION AND REPAIR	803.710 · Backflow Connectio...	-898.50	898.50
TOTAL						-898.50	898.50
Bill Pmt -Ch...	28889	10/03/2024	Brown, Laura	REIMBURSEMENT - SNACKS - ONLY MUR...	001.001 · CSB/Operations C...		-93.94
Bill	24-3614-LB	10/03/2024		REIMBURSEMENT - SNACKS - ONLY MUR...	884.121 · Refreshments	-93.94	93.94
TOTAL						-93.94	93.94
Bill Pmt -Ch...	28890	10/03/2024	CHELSEA AREA PLAYERS	09/27/24 - ONLY MURDERS IN THE LIBRARY	001.001 · CSB/Operations C...		-200.00
Bill	24-3607-JZ	10/03/2024		09/27/24 - ONLY MURDERS IN THE LIBRARY	884.119 · General Adult Events	-200.00	200.00
TOTAL						-200.00	200.00
Bill Pmt -Ch...	28891	10/03/2024	Cintas Corporation-300	4206604222 ACCT# 14203324	001.001 · CSB/Operations C...		-161.84
Bill	4206604222	09/30/2024		RUGS CLEANING SUPPLIES/SOAP	729.300 · Supplies-Cleaning R... 729.200 · Supplies-Cleaning S...	-139.87 -21.97	139.87 21.97
TOTAL						-161.84	161.84
Bill Pmt -Ch...	28892	10/03/2024	CONSTRUCTION DESIGN S...	8165 - GARAGE CONSTRUCTION MANAGE...	001.001 · CSB/Operations C...		-8,000.00
Bill	8165	09/30/2024		GARAGE CONSTRUCTION MANAGEMENT ... PLAN COMMITTEE FEE REVIEW ESCROW	801.079 · Library Strategic Plan 801.079 · Library Strategic Plan 801.079 · Library Strategic Plan	-1,000.00 -4,000.00 -3,000.00	1,000.00 4,000.00 3,000.00
TOTAL						-8,000.00	8,000.00
Bill Pmt -Ch...	28893	10/03/2024	Demco Inc.		001.001 · CSB/Operations C...		-395.66
Bill	7540312	09/30/2024		BOOKMARKS, LABELS, TAPE, FILAMENT T...	728.300 · Supplies-Mat Proc ...	-268.40	268.40
Bill	7541825	10/01/2024		WINGS FOR CHRISTMAS LAMPOST	960.200 · Director Expense	-127.26	127.26
TOTAL						-395.66	395.66
Bill Pmt -Ch...	28894	10/03/2024	Detroit Historical Society	10/09/2024 - Speakers Bureau with Jeremy	001.001 · CSB/Operations C...		-275.00
Bill	11131782	10/03/2024		10/09/2024 - Speakers Bureau with Jeremy	884.119 · General Adult Events	-275.00	275.00
TOTAL						-275.00	275.00
Bill Pmt -Ch...	28895	10/03/2024	Dollar Bill Printing		001.001 · CSB/Operations C...		-209.25
Bill	97007	09/30/2024		6 STAFF NAMETAGS	880.340 · Printed Items / Stati...	-92.96	92.96
Bill	97315	09/30/2024		CDL SONGFEST	880.435 · CDL Songfest	-116.29	116.29
TOTAL						-209.25	209.25
Bill Pmt -Ch...	28896	10/03/2024	Foster Swift Collins & Smith	INV 895034 - CLIENT 21969-00002	001.001 · CSB/Operations C...		-367.50

12:45 PM
11/14/24

Chelsea District Library
Monthly Check Register
October 2024

Type	Num	Date	Name	Memo	Account	Paid Amou...	Original Amo...
Bill	895034	09/30/2024		CARD POLICY	801.010 · Attorney	-367.50	367.50
TOTAL						-367.50	367.50
Bill Pmt -Ch...	28897	10/03/2024	FUN EXPRESS	INV 73254488201 ACCT 783724	001.001 · CSB/Operations C...		-538.66
Bill	73254488201	10/03/2024		· Mobile Promotions · General Youth Programs · Outreach · Story Book Trail	880.436 · Mobile Promotions 884.222 · General Youth Prog... 884.227 · Outreach 884.251 · Story Book Trail	-273.31 -47.97 -84.84 -132.54	273.31 47.97 84.84 132.54
TOTAL						-538.66	538.66
Bill Pmt -Ch...	28898	10/03/2024	Ingram Library Services		001.001 · CSB/Operations C...		-2,938.19
Bill	83892054	10/03/2024		· Summer Reading	884.226 · Summer Reading	-11.14	11.14
Bill	83635927	10/03/2024		· Youth Print General	982.760 · Youth Print General	-34.65	34.65
Bill	83667969	10/03/2024		· Youth Print General	982.760 · Youth Print General	-72.98	72.98
Bill	83684079	10/03/2024		· Adult Print General	982.720 · Adult Print General	-20.14	20.14
Bill	83684078	10/03/2024		· Adult Print General	982.720 · Adult Print General	-45.18	45.18
Bill	83684081	10/03/2024		· Adult Print General	982.720 · Adult Print General	-90.23	90.23
Bill	83684084	10/03/2024		· Adult Print General	982.720 · Adult Print General	-18.57	18.57
Bill	83684082	10/03/2024		· Adult Large Print	982.710 · Adult Large Print	-59.06	59.06
Bill	83684080	10/03/2024		· Adult Print General	982.720 · Adult Print General	-34.73	34.73
Bill	83684085	10/03/2024		· Adult Print General	982.720 · Adult Print General	-41.94	41.94
Bill	83684086	10/03/2024		· Multiple Book Copies	982.740 · Multiple Book Copies	-33.00	33.00
Bill	83684083	10/03/2024		· Adult Print General	982.720 · Adult Print General	-15.54	15.54
Bill	83707946	10/03/2024		· Youth Print General	982.760 · Youth Print General	-64.34	64.34
Bill	83782372	10/03/2024		· Adult Print General	982.720 · Adult Print General	-31.48	31.48
Bill	83782370	10/03/2024		· Adult Print General	982.720 · Adult Print General	-17.38	17.38
Bill	83782371	10/03/2024		· Adult Print General	982.720 · Adult Print General	-35.03	35.03
Bill	83782377	10/03/2024		· Adult Print General	982.720 · Adult Print General	-46.22	46.22
Bill	83782374	10/03/2024		· Adult Large Print	982.710 · Adult Large Print	-23.34	23.34
Bill	83782376	10/03/2024		· Adult Print General	982.720 · Adult Print General	-39.75	39.75
Bill	83782375	10/03/2024		· Adult Print General	982.720 · Adult Print General	-16.69	16.69
Bill	83782373	10/03/2024		· Adult Print General	982.720 · Adult Print General	-37.52	37.52
Bill	83782369	10/03/2024		· Adult Print General	982.720 · Adult Print General	-17.08	17.08
Bill	83806490	10/03/2024		· Youth Print General	982.760 · Youth Print General	-402.69	402.69
Bill	83806489	10/03/2024		· Youth Print General	982.760 · Youth Print General	-165.29	165.29
Bill	83806488	10/03/2024		· Youth Print General	982.760 · Youth Print General	-497.05	497.05
Bill	83806491	10/03/2024		· Adult Print General	982.720 · Adult Print General	-138.49	138.49
Bill	83806487	10/03/2024		· Adult Print General	982.720 · Adult Print General	-29.08	29.08
Bill	83806485	10/03/2024		· Adult Print General	982.720 · Adult Print General	-20.39	20.39
Bill	83806486	10/03/2024		· Adult Print General	982.720 · Adult Print General	-18.01	18.01
Bill	83806492	10/03/2024		· Multiple Book Copies	982.740 · Multiple Book Copies	-32.44	32.44
Bill	83829332	10/03/2024		· Adult Print General	982.720 · Adult Print General	-39.34	39.34
Bill	83829336	10/03/2024		· Adult Print General	982.720 · Adult Print General	-16.63	16.63
Bill	83829335	10/03/2024		· Multiple Book Copies	982.740 · Multiple Book Copies	-16.83	16.83
Bill	83829337	10/03/2024		· Adult Print General	982.720 · Adult Print General	-16.09	16.09
Bill	83829334	10/03/2024		· Adult Large Print	982.710 · Adult Large Print	-21.48	21.48
Bill	83829333	10/03/2024		· Adult Print General	982.720 · Adult Print General	-16.83	16.83
Bill	83849956	10/03/2024		· Adult Print General	982.720 · Adult Print General	-19.61	19.61
Bill	83849957	10/03/2024		· Adult Print General	982.720 · Adult Print General	-39.18	39.18
Bill	83849958	10/03/2024		· Adult Print General	982.720 · Adult Print General	-17.38	17.38
Bill	83849961	10/03/2024		· Adult Print General	982.720 · Adult Print General	-16.63	16.63
Bill	83849959	10/03/2024		· Adult Print General	982.720 · Adult Print General	-16.09	16.09
Bill	83919944	10/03/2024		· Adult Print General	982.720 · Adult Print General	-15.19	15.19
Bill	83919951	10/03/2024		· Adult Print General	982.720 · Adult Print General	-32.97	32.97
Bill	83919946	10/03/2024		· Adult Print General	982.720 · Adult Print General	-17.39	17.39
Bill	83919947	10/03/2024		· Adult Print General	982.720 · Adult Print General	-38.63	38.63
Bill	83919943	10/03/2024		· Adult Print General	982.720 · Adult Print General	-37.60	37.60
Bill	83919949	10/03/2024		· Adult Print General	982.720 · Adult Print General	-125.82	125.82
Bill	83919950	10/03/2024		· Multiple Book Copies	982.740 · Multiple Book Copies	-15.95	15.95
Bill	83919941	10/03/2024		· Adult Print General	982.720 · Adult Print General	-17.08	17.08
Bill	83919942	10/03/2024		· Adult Large Print	982.710 · Adult Large Print	-33.69	33.69
Bill	83919945	10/03/2024		· Adult Print General	982.720 · Adult Print General	-20.14	20.14
Bill	83945421	10/03/2024		· Adult Print General	982.720 · Adult Print General	-28.04	28.04
Bill	83925420	10/03/2024		· Adult Print General	982.720 · Adult Print General	-12.79	12.79
Bill	83925425	10/03/2024		· Adult Print General	982.720 · Adult Print General	-22.72	22.72
Bill	83925419	10/03/2024		· Adult Print General	982.720 · Adult Print General	-14.63	14.63
Bill	83925423	10/03/2024		· Youth Print General	982.760 · Youth Print General	-52.59	52.59
Bill	83925424	10/03/2024		· Youth Print General	982.760 · Youth Print General	-46.59	46.59
Bill	83925422	10/03/2024		· Youth Print General	982.760 · Youth Print General	-22.86	22.86
Bill	83940729	10/03/2024		· Adult Large Print	982.710 · Adult Large Print	-22.10	22.10
Bill	83940730	10/03/2024		· Adult Print General	982.720 · Adult Print General	-16.09	16.09
TOTAL						-2,938.19	2,938.19
Bill Pmt -Ch...	28899	10/03/2024	K-Sun Corp.	SINV0125517	001.001 · CSB/Operations C...		-49.09
Bill	SINV0125517	09/30/2024		LABEL TAPE - BLK ON GRN	728.300 · Supplies-Matl Proc ...	-49.09	49.09
TOTAL						-49.09	49.09
Bill Pmt -Ch...	28900	10/03/2024	KANOPY INC	KANOPY BORROWS - SEP	001.001 · CSB/Operations C...		-163.20
Bill	418279-PPU	10/03/2024		KANOPY VIDEO PLAYS - SEP	982.410 · Electronic Products/...	-163.20	163.20

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Type	Num	Date	Name	Memo	Account	Paid Amou...	Original Amo...
TOTAL						-163.20	163.20
Bill Pmt -Ch...	28901	10/03/2024	KNIGHT TECHNOLOGY GR...	24805	001.001 · CSB/Operations C...		-1,130.00
Bill	24805	10/01/2024		DATTO CLOUD BACKUP + GOOGLE RECO...	803.390 · Computers	-1,130.00	1,130.00
TOTAL						-1,130.00	1,130.00
Bill Pmt -Ch...	28902	10/03/2024	LAW, CHRISTINE M.	LAW - FAMILY YOGA - 10/13/24	001.001 · CSB/Operations C...		-100.00
Bill	24-3808-JZ	10/03/2024		LAW - FAMILY YOGA - 10/13/24	884.212 · General Youth Prog...	-100.00	100.00
TOTAL						-100.00	100.00
Bill Pmt -Ch...	28903	10/03/2024	LOURIS, GARY	2ND PAYMENT + TRAVEL, DEPOSIT PAID ...	001.001 · CSB/Operations C...		-2,800.00
Bill	184973, 24-1026-LC	10/01/2024		CDL SONGFEST - FINAL PAYMENT	884.961 · Songfest - Restrict...	-1,000.00	1,000.00
				CDL SONGFEST - FINAL PAYMENT	884.411 · Songfest	-1,800.00	1,800.00
TOTAL						-2,800.00	2,800.00
Bill Pmt -Ch...	28904	10/03/2024	Midwest Tape		001.001 · CSB/Operations C...		-307.58
Bill	506056853	10/03/2024		AUG/SEP CDs	982.420 · Adult Music on CD	-89.17	89.17
Bill	506056855	10/03/2024		SEP BOC	982.120 · Adult Books on Disc	-82.98	82.98
Bill	506056858	10/03/2024		AUG BOC	982.120 · Adult Books on Disc	-39.99	39.99
Bill	506093444	10/03/2024		AUG/SEP CDs	982.420 · Adult Music on CD	-65.45	55.45
Bill	506093447	10/03/2024		OCT BOC	982.120 · Adult Books on Disc	-39.99	39.99
TOTAL						-307.58	307.58
Bill Pmt -Ch...	28905	10/03/2024	Midwest Tape - Hoopla	506125535 - CUST# 2000016156	001.001 · CSB/Operations C...		-2,882.55
Bill	506125535	10/03/2024		HOOPLA BORROW SEPT	982.410 · Electronic Products/...	-2,882.55	2,882.55
TOTAL						-2,882.55	2,882.55
Bill Pmt -Ch...	28906	10/03/2024	Postmaster	PERMIT FEE, PERMIT TYPE PI, PERMIT #2...	001.001 · CSB/Operations C...		-350.00
Bill	24-4060-VK	09/30/2024		PERMIT #28	880.350 · Misc Postage	-350.00	350.00
TOTAL						-350.00	350.00
Bill Pmt -Ch...	28907	10/03/2024	Proquest LLC	70846356 - ANCESTRY SUBSCRIPTION	001.001 · CSB/Operations C...		-1,619.43
Bill	70846356	10/03/2024		Ancestry Library 10/01/24 to 09/30/2025	982.410 · Electronic Products/...	-1,619.43	1,619.43
TOTAL						-1,619.43	1,619.43
Bill Pmt -Ch...	28908	10/03/2024	R. D. Kleinschmidt Inc.	INV 65509 - SEALED SEAMS AROUND DRA...	001.001 · CSB/Operations C...		-245.00
Bill	65509	09/30/2024		SEAL SEAMS AROUNDROOF DRAIN ABOV...	803.010 · Maint Svc Continge...	-245.00	245.00
TOTAL						-245.00	245.00
Bill Pmt -Ch...	28909	10/03/2024	RK Studios	INV 09/24/2024, EVENT PHOTOGRAPHY - J...	001.001 · CSB/Operations C...		-375.00
Bill	20240924	09/30/2024		JIM ABBOTT PHOTOGRAPHY ON 09/18	880.411 · General Adult Prom...	-375.00	375.00
TOTAL						-375.00	375.00
Bill Pmt -Ch...	28910	10/03/2024	T-MOBILE	ACCT 975550022 - STATEMENT DATED 09/...	001.001 · CSB/Operations C...		-495.15
Bill	20240921	10/01/2024		2024 - 08/21 - 09/20/2024- T-MOBILE WIFI H...	850.311 · WiFi Hotspots	-315.56	315.56
				MOBEE CELL	850.122 · Telecommunications...	-179.59	179.59
TOTAL						-495.15	495.15
Bill Pmt -Ch...	28911	10/03/2024	The Library Network	INV 74192, ACCT NUMBER CHEL#216	001.001 · CSB/Operations C...		-9,763.60
Bill	74192	10/01/2024		SHARED AUTOMATION 3RD QTR - BASIC F...	965.200 · Shared Automation ...	-5,649.44	5,649.44
				SHARED AUTOMATION 3RD QTR - CIRCUL...	965.200 · Shared Automation ...	-2,855.89	2,855.88
				SHARED AUTOMATION 3RD QTR - LINKED ...	965.100 · Bibliographic Datab...	-1,258.28	1,258.28
TOTAL						-9,763.60	9,763.60
Bill Pmt -Ch...	28912	10/03/2024	The Sun Times	09/18, 10/0, 10/09/24	001.001 · CSB/Operations C...		-388.50
Bill	20240923	09/30/2024		CDL SONGFEST ADVERTISING	880.110 · Media Buy	-388.50	388.50
TOTAL						-388.50	388.50

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Type	Num	Date	Name	Memo	Account	Paid Amou...	Original Amo...
Bill Pmt -Ch...	28913	10/03/2024	UNIVERSITY OFFICE TECH...	83053559 - ACCT #1624667 - SITE 5597587 ...	001.001 - CSB/Operations C...		-136.93
Bill	83053559	09/30/2024		COPIER LEASE TAX - LIEN DATE 12/31/23 COPIER LEASE TAX - LIEN DATE 12/31/23 COPIER LEASE TAX - LIEN DATE 12/31/23	803.101 - Public Copier 803.102 - Staff Copier 803.103 - Small Printer Mainte...	-45.65 -45.64 -45.64	45.65 45.64 45.64
TOTAL						-136.93	136.93
Bill Pmt -Ch...	28914	10/03/2024	KNIGHT TECHNOLOGY GR...	24605	001.001 - CSB/Operations C...		-1,130.00
Bill	24605	10/03/2024		DATTO CLOUD BACKUP + GOOGLE RECO...	803.390 - Computers	-1,130.00	1,130.00
TOTAL						-1,130.00	1,130.00
Bill Pmt -Ch...	28915	10/15/2024	Pitney Bowes Reserve Acco...	RESERVE ACCOUNT # 33616590	001.001 - CSB/Operations C...		-500.00
Bill	24-6084	10/15/2024		RESERVE ACCOUNT #33616590	731.200 - Other Svc-Pstg Ope...	-500.00	500.00
TOTAL						-500.00	500.00
Bill Pmt -Ch...	28916	10/17/2024	A Production Cleaning Com...	INV 15869 - CLEANING 09/29 - 10/11/24	001.001 - CSB/Operations C...		-1,750.00
Bill	15869	10/14/2024		CLEANING 09/29 - 10/11/24	803.605 - Janitorial	-1,750.00	1,750.00
TOTAL						-1,750.00	1,750.00
Bill Pmt -Ch...	28917	10/17/2024	A T & T TELCO	INV 734433980407 - 09/25/2024 - ACCT 74...	001.001 - CSB/Operations C...		-205.89
Bill	20240925	10/14/2024		2023 - TELCO - LAND LINES - 08/28 - 09/25...	850.120 - Telephone	-205.89	205.89
TOTAL						-205.89	205.89
Bill Pmt -Ch...	28918	10/17/2024	Alerus Financial	Enttly code nos. 400298 / 110320 - pay perli...	001.001 - CSB/Operations C...		-5,267.36
Bill	20240930	10/15/2024		09/30/24 - 10/12/24 -PAID 10/18/24 - PR ER ... 09/30/24 - 10/12/24 -PAID 10/18/24 - PR EE ... 09/30/24 - 10/12/24 -PAID 10/18/24 - PR FLE...	231.002 - Payroll Lia/401A Mt... 702.300 - Per Svcs - Retrmnt ... 710.500 - Per Svcs - Fringe B ...	-1,763.36 -2,263.75 -1,240.25	1,763.36 2,263.75 1,240.25
TOTAL						-5,267.36	5,267.36
Bill Pmt -Ch...	28919	10/17/2024	Amazon Capital Services Inc		001.001 - CSB/Operations C...		-800.01
Bill	1X67-CKXM-D3FX	10/14/2024		SHELVING AND DEHYDRATOR	967.500 - Makerspace Equipm...	-102.84	102.84
Bill	1QWY-3D3J-XW1W	10/14/2024		VARIOUS MAGNETS	884.222 - General Youth Prog...	-38.37	38.37
Bill	1HCM-LRXK-NDMJ	10/14/2024		VARIOUS MAGNETS	884.222 - General Youth Prog...	-17.98	17.99
Bill	19VJ-XPCF-6F9C	10/14/2024		VARIOUS MAGNETS	967.500 - Makerspace Equipm...	-193.48	193.48
Bill	1JCT-CNL7-6966	10/15/2024		HALLOWEEN CANDY	884.272 - Teen General Progr...	-85.24	55.24
Bill	1FLK-MV/KJ-F34N	10/16/2024		RESINS + SD CARD	884.602 - Technology Progra...	-93.33	93.33
Bill	19YY-D9PR-D1N4	10/16/2024		STORY BOOK TRAIL	884.251 - Story Book Trail	-45.00	45.00
Bill				LARGE FORMAT PRINthead	884.602 - Technology Progra...	-253.76	253.76
TOTAL						-800.01	800.01
Bill Pmt -Ch...	28920	10/17/2024	Baker & Taylor - Adult	2038583137	001.001 - CSB/Operations C...		-146.68
Bill	2038583137	10/16/2024		2024 - Adult Print General	982.720 - Adult Print General	-146.68	146.68
TOTAL						-146.68	146.68
Bill Pmt -Ch...	28921	10/17/2024	BALLARD, CLIF	BOOKKEEPING ASSISTANCE	001.001 - CSB/Operations C...		-67.50
Bill	24-6087	10/16/2024		ACH PROJECT - CIONTACT INFO ENTRY	801.040 - Bookkeeper	-67.50	67.50
TOTAL						-67.50	67.50
Bill Pmt -Ch...	28922	10/17/2024	Ballard, Kerry	BOOKKEEPING THRU 10/18/24	001.001 - CSB/Operations C...		-640.00
Bill	20241018	10/16/2024		BOOKKEEPING THRU 10/18/24	801.040 - Bookkeeper	-640.00	640.00
TOTAL						-640.00	640.00
Bill Pmt -Ch...	28923	10/17/2024	Ballard, Linda P.	REIMBURSEMENT - LOWES, BOARD FOR ...	001.001 - CSB/Operations C...		-34.94
Bill	24-1027-LC	10/16/2024		BOARD FOR MOBEE	884.700 - Mobile CDL Progra...	-34.94	34.94
TOTAL						-34.94	34.94
Bill Pmt -Ch...	28924	10/17/2024	Blue Care Network of Michl...	GROUP 00277068 SUBGROUP 0002 - COV...	001.001 - CSB/Operations C...		-3,767.61
Bill	242820069326	10/16/2024		2024 - NOV 11/01 - 30/2024 - MED INS	710.200 - Per Svcs-Fringe Fle...	-3,767.61	3,767.61

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TOTAL						-3,767.61	3,767.61
Bill Pmt -Ch...	28925	10/17/2024	City of Chelsea	21685 - TRASH - SEPT	001.001 - CSB/Operations C...		-40.00
Bill	21685	10/16/2024		21685 - TRASH - SEPT	803.620 - Trash	-40.00	40.00
TOTAL						-40.00	40.00
Bill Pmt -Ch...	28926	10/17/2024	City of Chelsea-Elect & Water	SEP - UTILITIES: ELECTRICITY, WATER, S...	001.001 - CSB/Operations C...		-5,300.84
Bill	20241004	10/16/2024		WATER - SEP SEWER - SEP ELECTRICITY - SEP SPRINKLER - SEP	920.110 - City of Chelsea Water 920.120 - City of Chelsea Sewer 920.130 - City of Chelsea Elec... 920.150 - City of Chelsea Spr...	-72.55 -152.56 -4,809.98 -265.75	72.55 152.56 4,809.98 265.75
TOTAL						-5,300.84	5,300.84
Bill Pmt -Ch...	28927	10/17/2024	COMFORT, STACEY	REIMBURSEMENT - TRAVEL - TLN PERFO...	001.001 - CSB/Operations C...		-99.16
Bill	20241011 - TRAVEL	10/16/2024		REIMBURSEMENT - TRAVEL - TLN PERFO...	969.820 - Staff In-Service & A...	-99.16	99.16
TOTAL						-99.16	99.16
Bill Pmt -Ch...	28928	10/17/2024	COOPER, AMY	SONGFEST PHOTOGRAPHY	001.001 - CSB/Operations C...		-300.00
Bill	24-3618-SC	10/16/2024		2024- -TEEN SONGFEST PHOTOGRAPHY	884.264 - Teen General Progr...	-300.00	300.00
TOTAL						-300.00	300.00
Bill Pmt -Ch...	28929	10/17/2024	Costco Anywhere Visa	VOID: ACCT ENDING 3253 09/17/24 - 10/1...	001.001 - CSB/Operations C...		0.00
TOTAL						0.00	0.00
Bill Pmt -Ch...	28930	10/17/2024	First United Methodist Chur...	ABBOTT - VENUE RENTAL	001.001 - CSB/Operations C...		-150.00
Bill	SP91124 - ABBOTT	10/16/2024		2024 ABBOTT VENUE RENTAL	884.119 - General Adult Events	-150.00	150.00
TOTAL						-150.00	150.00
Bill Pmt -Ch...	28931	10/17/2024	Great Lakes Ace Hardware	INV 17451/154 - ACCT 200379	001.001 - CSB/Operations C...		-6.82
Bill	17451/154	10/16/2024		APPLIANCE LIGHT BULB	732.100 - Supplies-MNT-Light ...	-6.82	6.82
TOTAL						-6.82	6.82
Bill Pmt -Ch...	28932	10/17/2024	HERRELL, TRACY	HALLOWEEN PROGRAM - 10/24/2024	001.001 - CSB/Operations C...		-200.00
Bill	24-3623-LB	10/16/2024		HALLOWEEN PROGRAM - 10/24/2024	884.119 - General Adult Events	-200.00	200.00
TOTAL						-200.00	200.00
Bill Pmt -Ch...	28933	10/17/2024	Ingram Library Services		001.001 - CSB/Operations C...		-785.36
Bill	83962439	10/16/2024		• Adult Print General	982.720 - Adult Print General	-13.83	13.83
Bill	83962436	10/16/2024		• Adult Print General	982.720 - Adult Print General	-18.49	18.49
Bill	83962437	10/16/2024		• Adult Large Print	982.710 - Adult Large Print	-22.10	22.10
Bill	83962440	10/16/2024		• Adult Print General	982.720 - Adult Print General	-16.50	16.50
Bill	83962438	10/16/2024		• Adult Print General	982.720 - Adult Print General	-16.09	16.09
Bill	83011182	10/16/2024		• Adult Large Print	982.710 - Adult Large Print	-22.35	22.35
Bill	84011184	10/16/2024		• Adult Print General	982.720 - Adult Print General	-31.14	31.14
Bill	84011183	10/16/2024		• Adult Print General	982.720 - Adult Print General	-16.14	16.14
Bill	84011185	10/16/2024		• Adult Print General	982.720 - Adult Print General	-16.83	16.83
Bill	84011186	10/16/2024		• Adult Print General	982.720 - Adult Print General	-26.53	26.53
Bill	84011187	10/16/2024		• Adult Print General	982.720 - Adult Print General	-15.94	15.94
Bill	84055583	10/16/2024		• Adult Print General	982.720 - Adult Print General	-17.39	17.39
Bill	84055581	10/16/2024		• Adult Print General	982.720 - Adult Print General	-19.59	19.59
Bill	84055582	10/16/2024		• Adult Print General	982.720 - Adult Print General	-20.22	20.22
Bill	84055580	10/16/2024		• Adult Large Print	982.710 - Adult Large Print	-24.83	24.83
Bill	84055584	10/16/2024		• Adult Print General	982.720 - Adult Print General	-18.29	18.29
Bill	84055585	10/16/2024		• Adult Print General	982.720 - Adult Print General	-14.85	14.85
Bill	84130095	10/16/2024		• Multiple Book Copies	982.740 - Multiple Book Copies	-121.08	121.08
Bill	84130101	10/16/2024		• Adult Print General	982.720 - Adult Print General	-16.70	16.70
Bill	84130097	10/16/2024		• Adult Large Print	982.710 - Adult Large Print	-74.95	74.95
Bill	84130099	10/16/2024		• Adult Print General	982.720 - Adult Print General	-40.27	40.27
Bill	98130096	10/16/2024		• Adult Large Print	982.710 - Adult Large Print	-36.96	36.96
Bill	84130103	10/16/2024		• Adult Print General	982.720 - Adult Print General	-19.25	19.25
Bill	84130098	10/16/2024		• Adult Print General	982.720 - Adult Print General	-96.28	96.28
Bill	84130100	10/16/2024		• Adult Print General	982.720 - Adult Print General	-32.28	32.28
Bill	84130102	10/16/2024		• Multiple Book Copies	982.740 - Multiple Book Copies	-16.50	16.50
TOTAL						-785.36	785.36
Bill Pmt -Ch...	28934	10/17/2024	Johnson Controls	ACCT 1348743 - 1-134448564363	001.001 - CSB/Operations C...		-991.32

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Bill	1-134448564363	10/16/2024		CHILLER VALVE ACTUATOR REPAIR	803.010 · Maint Svc Continge...	-991.32	991.32
TOTAL						-991.32	991.32
Bill Pmt -Ch...	28935	10/17/2024	KeyBank	A/C Ending3195 09/10 - 10/09/24 DU...	001.001 · CSB/Operations C...		-5,467.84
Bill	20241106	10/16/2024		CHELSEA WELLNESS CENTER - HEALTH ... PLAYBOOK BUILDER - HR SOFTWARE ABOS CONFERENCE LOWES - SILICONE CAULK SIGNS IN ONE DAY - SONGFEST, BANNER TLN - WORKSHOPS, TECHNOLOGY FORUM META PLATFORMS - MEDIA BUY, ABBOTT HOME DEPOT - WEATHER STRIPPING CLEARY'S PUB - KATIE TRAINING INTRO C... THE SUN TIMES - MEDIA BUY, ABBOT THE SUN TIMES - MEDIA BUY, ABBOT CHELSEA GUARDIAN - MEDIA BUY. 2 @ \$5... META - NFL/SONGFEST ORIENTAL TRADING - PEANUTS HALLOW... META - EARLY NFL, SONGFEST STAPLES - PAPER GREAT LAKE ACE - MOBEE, PRIMER AND ... META - EARLY NFL, SONGFEST PLASTICS PLUS - COUNTER TOP SIGN HO... AMAZON - KINDLE, E-BOOK ORDERING AC... BAMBU LAB - stacey - emailed 10/16 MAGAZINE ORDER - emailed 10/16 POLLYS - GREEN ROOM FRUIT, ABBOTT POLLYS - SNACKS, TwBC 9/24, Movie Mon... MENARDS - IE STORAGE CONTAINERS SALVATION ARMY - MISC SUPPLIES TEMU - CREEPY CANVASES CLEARY'S - L BALLARD, CORYELL - DISCU... MIKE'S DELI - SCOTT WORK ANNIIVERSARY ZOU ZOU'S - EXHIBITS AGRICOLE - BALLARD & SAMANTHA, WO... AGRICOLE - EXHIBIT SUPPLIES (\$50+\$48.2... AGRICOLE - EXHIBIT + TIP (\$50+\$48.20+\$9... COMMON GRILL - ABBOTT DINNER , SCHAL... CLEARY'S - PECKA, KRUEGER WORK ANNIV COMMON GRILL - KRUEGER ANNUAL REV... CLEARYS' - SONGFEST PLANNING, L&M C... MENARDS - ARCHIVAL DOCUMENT TEMP... MICHAEL'S, - MOBEE TRUNK OR TEAT MIKE'S DELI - ZORAN WORK ANNIV STAPLES - STORY BOOK TRAIL, INK COMMON GRILL - L BALLARD ANNUAL RE... KROGER - SONGFEST SUPPLIES FRI & SAT TOTAL WINE - ARTIST RIDER LOS TRES AMIGOS - COMMISSION MTG P... YOU.COM - TECH RESEARCH, AI SUBSCRI... ZOOM - VIDEO CONFERENCING SOFTWA... STAR2STAR - VOIP CLOUD SERVICE 9/26 ... MEIJER - CLEANER FOR MOBEE POLLYS - TEEN TREATS APPLE - BILL?	969.620 · Staff In-Service & A... 967.200 · Equipment Software 969.120 · Information Services 732.400 · Mobile CDL 880.435 · CDL Songfest 969.145 · Workshops 880.110 · Media Buy 732.400 · Mobile CDL 880.431 · General Library Pro... 880.110 · Media Buy 880.110 · Media Buy 880.110 · Media Buy 880.110 · Media Buy 880.436 · Mobile Promotions 880.110 · Media Buy 880.330 · Paper 732.400 · Mobile CDL 880.110 · Media Buy 880.320 · Misc Marketing Sup... 882.416 · eContent/Kindle 884.602 · Technology Progra... 982.720 · Adult Print General 884.126 · General Adult Progr... 884.222 · General Youth Prog... 884.602 · Technology Progra... 884.272 · Teen General Progr... 884.272 · Teen General Progr... 969.620 · Staff In-Service & A... 969.940 · Staff Apprec - Restri... 884.980 · Exhibits - Restricted 969.940 · Staff Apprec - Restri... 884.980 · Exhibits - Restricted 884.980 · Exhibits - Restricted 884.970 · Artist In Residence ... 969.940 · Staff Apprec - Restri... 969.620 · Staff In-Service & A... 884.411 · Songfest 727.100 · Supplies - General ... 880.436 · Mobile Promotions 969.940 · Staff Apprec - Restri... 884.251 · Story Book Trail 969.620 · Staff In-Service & A... 884.411 · Songfest 884.411 · Songfest 969.620 · Staff In-Service & A... 987.110 · Tech Research 967.200 · Equipment Software 850.120 · Telephone 732.400 · Mobile CDL 884.272 · Teen General Progr... 982.720 · Adult Print General	-174.16 -189.19 -547.40 -13.70 -146.31 -28.86 -29.65 -10.48 -45.16 -181.45 -597.39 -99.53 -4.91 -41.54 -2.92 -44.49 -17.92 -29.85 -103.75 -159.05 -291.02 -39.81 -19.61 -33.08 -100.05 -57.92 -37.35 -43.68 -24.89 -124.41 -49.77 -47.98 -4.31 -409.37 -49.77 -114.85 -82.45 -183.88 -102.17 -24.89 -119.60 -122.18 -117.09 -38.92 -30.33 -161.23 -39.31 -454.27 -9.90 -26.90 -10.94	175.00 170.00 550.00 13.76 147.00 29.00 30.00 10.53 45.38 182.31 600.23 100.00 4.92 41.74 2.93 44.70 18.01 30.00 104.24 200.00 292.41 40.00 19.71 33.24 100.52 58.19 37.52 43.89 25.00 125.00 50.00 48.20 4.32 411.32 50.00 115.40 82.84 184.76 102.66 25.00 120.17 122.76 117.65 37.09 30.48 162.00 39.50 466.48 9.95 27.02 10.99
TOTAL						-5,467.84	5,493.82
Bill Pmt -Ch...	28936	10/17/2024	Lakeshore	130110092524	001.001 · CSB/Operations C...		-67.63
Bill	130110092524	10/16/2024		MAGNETIC LETTERS	884.222 · General Youth Prog...	-67.63	67.63
TOTAL						-67.63	67.63
Bill Pmt -Ch...	28937	10/17/2024	LAW, CHRISTINE M.	LAW - YOGA - 02/07/24 - 28300 WAS ISSUE...	001.001 · CSB/Operations C...		-100.00
Bill	24-3517-JZ	02/06/2024		2024 YOGA 02/07/24 - THIS CHECK REPLA...	884.215 · Early Literacy	-100.00	100.00
TOTAL						-100.00	100.00
Bill Pmt -Ch...	28938	10/17/2024	Lyon Township Library	Lost Book - SEE -- 29216000135268 -- 39...	001.001 · CSB/Operations C...		-16.99
Bill	24-5028	10/16/2024		Lost Book	982.760 · Youth Print General	-16.99	16.99
TOTAL						-16.99	16.99
Bill Pmt -Ch...	28939	10/17/2024	Michigan Municipal League...	2024 3RD QUARTER - DUE 10/25/2024	001.001 · CSB/Operations C...		-11.95
Bill	20240930	10/16/2024		2024 3RD QUARTER - UNEMPLOYMENT IN...	710.300 · Per Svcs-Fringe-Un...	-11.95	11.95
TOTAL						-11.95	11.95
Bill Pmt -Ch...	28940	10/17/2024	Midwest Tape		001.001 · CSB/Operations C...		-301.91

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Type	Num	Date	Name	Memo	Account	Paid Amou...	Original Amo...
Bill	506056856	10/16/2024		SEPT ADULT FEATURE DVDs	982.460 · DVD Feature	-96.70	96.70
Bill	506056857	10/16/2024		AUG ADULT FEATURE DVDs	982.460 · DVD Feature	-74.24	74.24
Bill	506128535	10/16/2024		OCT BOC	982.120 · Adult Books on Disc	-42.99	42.99
Bill	506128537	10/16/2024		AUG BOC	982.120 · Adult Books on Disc	-44.99	44.99
Bill	560160753	10/16/2024		OCT BOC	982.120 · Adult Books on Disc	-42.99	42.99
TOTAL						-301.91	301.91
Bill Pmt -Ch...	28941	10/17/2024	PRODUCTION ASSETS LLC	2024 STAGE AT ROBIN HILLS FOR SONGF...	001.001 · CSB/Operations C...		-500.00
Bill	6	10/16/2024		2024 SONGFEST STAGE RENTAL	884.411 · Songfest	-500.00	500.00
TOTAL						-500.00	500.00
Bill Pmt -Ch...	28942	10/17/2024	ROSE, BRIAN	ZOOM PRESENTATION - MOVIE PROGRA...	001.001 · CSB/Operations C...		-300.00
Bill	24-3618-LB	10/16/2024		2024 PRESENTATION - MOVIE - HITCHCO...	684.119 · General Adult Events	-300.00	300.00
TOTAL						-300.00	300.00
Bill Pmt -Ch...	28943	10/17/2024	The Library Network		001.001 · CSB/Operations C...		-12,079.23
Bill	75178	10/16/2024		SHARED AUTOMATION 4TH QTR - BASIC F...	965.200 · Shared Automation ...	-5,868.81	5,868.81
				SHARED AUTOMATION 4TH QTR - CIRCUL...	965.200 · Shared Automation ...	-2,921.11	2,921.11
				SHARED AUTOMATION 4TH QTR - LINKED ...	965.100 · Bibliographic Datab...	-1,307.37	1,307.37
Bill	74452	10/16/2024		CIRCUIT SPEED 150M - JUL - SEPT 2024	850.310 · Internet	-1,078.88	1,078.88
				SHARED FIBER COST - JUL - SEPT 2024	850.310 · Internet	-38.95	38.95
				INTERNET SPEED 150M - JUL - SEPT 2024	850.310 · Internet	-296.31	296.31
Bill	75007	10/16/2024		DEEFPREEZE ENTERPRISE LICENSE REN...	965.310 · TLN Group Contracts	-352.80	352.80
				OPEN DNS FILTER SUPPORT, was 967.200...	965.320 · Content Filter Clients	-25.00	25.00
				OPEN DNS LICENSE SUBSCRIPTION, was ...	965.320 · Content Filter Clients	-200.00	200.00
TOTAL						-12,079.23	12,079.23
Bill Pmt -Ch...	28944	10/17/2024	TUPLIN, MICHELLE	HOMETOWN BOOK CLUB: WARRIOR GIRL...	001.001 · CSB/Operations C...		-150.00
Bill	24-3617-CS	10/16/2024		HOMETOWN BOOK CLUB: WARRIOR GIRL ...	884.119 · General Adult Events	-150.00	150.00
TOTAL						-150.00	150.00
Bill Pmt -Ch...	28945	10/17/2024	ULINE	ACCT # 17228457	001.001 · CSB/Operations C...		-70.79
Bill	183792260	10/16/2024		MARKETING SUPPLIES	880.320 · Misc Marketing Sup...	-70.79	70.79
TOTAL						-70.79	70.79
Bill Pmt -Ch...	28946	10/17/2024	Unique Management Servic...	6131293 CLIENT # 1954 - 2024 SEP - COLL...	001.001 · CSB/Operations C...		-62.62
Bill	6131293	10/16/2024		2024 SEP - COLLECTION FEES (PLACEME...	801.090 · Collection Fees	-62.62	62.62
TOTAL						-62.62	62.62
Bill Pmt -Ch...	28947	10/17/2024	UNIVERSITY OFFICE TECH...	8312169 - ACCT #1624667 - SITE 5597587 -	001.001 · CSB/Operations C...		-770.75
Bill	83121369	10/16/2024		PUBLIC COPIER 10/01 - 10/31/2024	803.101 · Public Copier	-241.82	241.82
				STAFF COPIER 10/01 - 10/31/2024	803.102 · Staff Copier	-437.18	437.18
				SMALL PRINTER MAINTENANCE 10/01 - 10/...	803.103 · Small Printer Mainte...	-91.75	91.75
TOTAL						-770.75	770.75
Bill Pmt -Ch...	28948	10/17/2024	Walled Lake City Library		001.001 · CSB/Operations C...		-15.98
Bill	24-5026	10/16/2024		Lost Book Paid at Chelsea - 2921600030619...	982.760 · Youth Print General	-9.99	9.99
Bill	24-5027	10/16/2024		Lost Book Paid at Chelsea - 2921600030619...	982.760 · Youth Print General	-5.99	5.99
TOTAL						-15.98	15.98
Bill Pmt -Ch...	28949	10/17/2024	WEBLINX INC	CUSTOM WEBSITE DESIGN \$17820.00, PM...	001.001 · CSB/Operations C...		-4,455.00
Bill	34283	10/16/2024		PMT 4 OF 4 - WEBSITE BUILD	801.071 · Website Development	-4,455.00	4,455.00
TOTAL						-4,455.00	4,455.00
Bill Pmt -Ch...	28950	10/17/2024	Costco Anywhere Visa		001.001 · CSB/Operations C...		-192.39
Bill	20241005	10/16/2024		VOLUNTEER CANDY	885.200 · Supplies	-35.36	35.36
Bill	24-1071-LC	10/17/2024		SONGFEST SUPPLIES	884.961 · Songfest - Restricta...	-37.09	37.09
Bill	COSTCO	10/17/2024		MOBEE TRUNK OR TREAT SUPPLIES	880.436 · Mobile Promotions	-119.94	119.94
TOTAL						-192.39	192.39
Bill Pmt -Ch...	28951	10/23/2024	A Production Cleaning Com...		001.001 · CSB/Operations C...		-2,700.00

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Type	Num	Date	Name	Memo	Account	Paid Amou...	Original Amo...
Bill	15870	10/23/2024		WINDOWS 10/08/24	803.605 · Janitorial	-1,400.00	1,400.00
Bill	15871	10/23/2024		CARPET CLEANING 10/05/24	803.605 · Janitorial	-1,300.00	1,300.00
TOTAL						-2,700.00	2,700.00
Bill Pmt -Ch...	28952	10/30/2024	Great Lakes Ace Hardware	INV 17461/154 - ACCT 200379	001.001 · CSB/Operations C...		-12.34
Bill	17461/154	10/29/2024		MOUNTING BENCH AND SIGNS	732.300 · Supplies-MNT-Gene...	-12.34	20.44
TOTAL						-12.34	20.44
Bill Pmt -Ch...	28953	10/30/2024	A Production Cleaning Com...	INV 15891	001.001 · CSB/Operations C...		-1,750.00
Bill	15891	10/28/2024		CLEANING 10/12-26/24	803.605 · Janitorial	-1,750.00	1,750.00
TOTAL						-1,750.00	1,750.00
Bill Pmt -Ch...	28954	10/30/2024	A T & T Mobility	ACCT 287286231198X - INV 10142024 - ISS...	001.001 · CSB/Operations C...		-216.19
Bill	10142024	10/28/2024		PUBLIC WIFI HOT SPOTS 10/07 - 11/06/2024	850.311 · WiFi Hotspots	-216.19	216.19
TOTAL						-216.19	216.19
Bill Pmt -Ch...	28955	10/30/2024	ABSOPURE	ACCT 9423998 - INV 89491275	001.001 · CSB/Operations C...		-52.40
Bill	89491275	10/28/2024		WATER AT 10/21	727.100 · Supplies - General ...	-52.40	52.40
TOTAL						-52.40	52.40
Bill Pmt -Ch...	28956	10/30/2024	Alerus Financial	Entity code nos. 400298 / 110320 - pay peri...	001.001 · CSB/Operations C...		-5,302.52
Bill	24-6093	10/29/2024		10/13/24 - 10/26/24 - PAID 11/01/24 - PR ER...	231.002 · Payroll Lia/401A Mt...	-1,768.33	1,768.33
				10/13/24 - 10/26/24 - PAID 11/01/24 - PR EE...	702.300 · Per Svcs - Retirment ...	-2,101.63	2,101.63
				10/13/24 - 10/26/24 - PAID 11/01/24 - PR FL...	710.500 · Per Svcs - Fringe B ...	-1,432.56	1,432.56
TOTAL						-5,302.52	5,302.52
Bill Pmt -Ch...	28957	10/30/2024	Amazon Capital Services Inc		001.001 · CSB/Operations C...		-483.62
Bill	1FTH-6JKV-4PKV	10/28/2024		LARGE FORMAT GAMES	982.430 · Non-Traditional Coll...	-97.16	97.16
Bill	1MCF-99TX-DNGY	10/28/2024		MONSTER MASKS	884.222 · General Youth Prog...	-11.99	11.99
Bill	1TXD-XRF1-P3TQ	10/28/2024		PETER CASE - MUSIC AND MOVIES WITH ...	884.126 · General Adult Progr...	-5.49	5.49
Bill	16KQ-VDHL-6DTM	10/28/2024		BOOKS	982.760 · Youth Print General	-28.62	28.62
Bill	1MVT-CJYN-3VTV	10/28/2024		A MAP TO THE SUN	982.760 · Youth Print General	-11.70	11.70
				TEEN SUPPLIES	884.272 · Teen General Progr...	-49.12	49.12
Bill	14L4-67GC-QKHK	10/29/2024		REFRESHMENTS	884.121 · Refreshments	-59.95	59.95
Bill	1CNM-L6NG-KT33	10/29/2024		BOOK - PATRON RECOMMENDATION	982.720 · Adult Print General	-15.99	15.99
Bill	19DQ-LFLX-1FPD	10/29/2024		DEMENTIA FRIENDLY BOOKS	982.810 · Adult Enhancement	-193.70	193.70
Bill	19TH-H6XT-6KP1	10/29/2024		CLICKER COUNTER - 2 PACK	884.700 · Mobile CDL Progra...	-9.90	9.90
TOTAL						-483.62	483.62
Bill Pmt -Ch...	28958	10/30/2024	American Library Associati...	ALA MEMBERSHIP #2010000, LAURA BR...	001.001 · CSB/Operations C...		-125.00
Bill	M2010000	10/29/2024		ALA MEMBERSHIP #2010000, LAURA BRO...	969.320 · Information Services	-125.00	125.00
TOTAL						-125.00	125.00
Bill Pmt -Ch...	28959	10/30/2024	AMERICAN UNITED LIFE IN...	GROUP: G 00623836-0000-000 - NOV11/01/...	001.001 · CSB/Operations C...		-878.50
Bill	20241101	10/28/2024		OCT 10/01/2024 - 10/31/2024	710.200 · Per Svcs-Fringe Fle...	-878.50	878.50
TOTAL						-878.50	878.50
Bill Pmt -Ch...	28960	10/30/2024	Baker & Taylor - Auto Yours...		001.001 · CSB/Operations C...		-264.81
Bill	2038562291	10/28/2024		· Youth Print General	982.760 · Youth Print General	-94.64	94.64
Bill	2038576277	10/28/2024		· Youth Print General	982.760 · Youth Print General	-73.95	73.95
Bill	2038599863	10/28/2024		· Youth Print General	982.760 · Youth Print General	-96.22	96.22
TOTAL						-264.81	264.81
Bill Pmt -Ch...	28961	10/30/2024	Baker & Taylor - Juvenile		001.001 · CSB/Operations C...		-340.83
Bill	2038602935	10/28/2024		· Youth Print General	982.760 · Youth Print General	-167.93	167.93
Bill	2038300758	10/29/2024		· Youth Print General	982.760 · Youth Print General	-172.90	172.90
TOTAL						-340.83	340.83
Bill Pmt -Ch...	28962	10/30/2024	Baker & Taylor - Unlabeled ...		001.001 · CSB/Operations C...		-157.28
Bill	2038566738	10/28/2024		2024 · Youth Print General	982.760 · Youth Print General	-70.33	70.33

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Bill	2038598384	10/28/2024		2024 - Youth Print General	982.760 - Youth Print General	-86.95	86.95
TOTAL						-157.28	157.28
Bill Pmt -Ch...	28963	10/30/2024	BALLARD, CLIF	BOOKKEEPING ASSISTANCE, ACH - EXHI...	001.001 - CSB/Operations C...		-172.50
Bill	20241028	10/29/2024		ACH PROJECT - CONTACT INFO ENTRY (9... EXHIBIT TAKEDOWN - VINYL REMOVAL (1...	801.040 - Bookkeeper 884.801 - Exhibits	-142.50 -30.00	142.50 30.00
TOTAL						-172.50	172.50
Bill Pmt -Ch...	28964	10/30/2024	Ballard, Kerry		001.001 - CSB/Operations C...		-715.00
Bill	20241031	10/29/2024		BOOKKEEPING THRU 10/31/24	801.040 - Bookkeeper	-640.00	640.00
Bill	20241030	10/29/2024		THE PERFECT SHOT TAKEDOWN AND SHL...	880.311 - Exhibits	-75.00	75.00
TOTAL						-715.00	715.00
Bill Pmt -Ch...	28965	10/30/2024	BRAGG, EDWARD & HELEN	REIMBURSEMENT OF 6 MONTHS NON RE...	001.001 - CSB/Operations C...		-62.50
Bill	24-5032-AZ	10/28/2024		REIMBURSEMENT OF 6 MONTHS NON RE...	657.100 - Non-Resident Fees ...	-62.50	62.50
TOTAL						-62.50	62.50
Bill Pmt -Ch...	28966	10/30/2024	CHELSEA SCHOOL DISTRI...		001.001 - CSB/Operations C...		-82.42
Bill	24-6091	10/29/2024		AUGUST FUEL MOBEE	758.100 - MOBILE CDL - FUEL	-36.29	36.29
Bill	24-6091	10/29/2024		SEPT FUEL MOBEE	732.400 - Mobile CDL	-26.13	26.13
TOTAL						-62.42	62.42
Bill Pmt -Ch...	28967	10/30/2024	Constellation NewEnergy-G...	VOID: INV 4147703 - ACCT BG-303066 - SE...	001.001 - CSB/Operations C...		0.00
TOTAL						0.00	0.00
Bill Pmt -Ch...	28968	10/30/2024	Damco Inc.	INV 7549034, REF# 42810395 001 CUST# 2...	001.001 - CSB/Operations C...		-161.11
Bill	7549034	10/30/2024		SLATWALL DISPLAY	880.320 - Misc Marketing Sup...	-161.11	161.11
TOTAL						-161.11	161.11
Bill Pmt -Ch...	28969	10/30/2024	DeMea, Karla	ST 10/2, 16, 23, 30 TT 10/31 ST= \$75 EA ...	001.001 - CSB/Operations C...		-350.00
Bill	24-3623-JZ	10/28/2024		1 @ \$50 + 4 @ \$75 = \$350, STORY TIME AN...	884.215 - Early Literacy	-350.00	350.00
TOTAL						-350.00	350.00
Bill Pmt -Ch...	28970	10/30/2024	Foster Swift Collins & Smith	INV 896834 - CLIENT 21969-00002	001.001 - CSB/Operations C...		-147.00
Bill	896834	10/29/2024		RESPONSE TO EMAIL	801.010 - Attorney	-147.00	147.00
TOTAL						-147.00	147.00
Bill Pmt -Ch...	28971	10/30/2024	H.V. Burton Company	REPLACEMENT CHEMICALS FOR NEW BO...	001.001 - CSB/Operations C...		-322.00
Bill	39336	10/29/2024		REPLACEMENT CHEMICALS FOR NEW BO...	803.010 - Maint Svc Continge...	-322.00	322.00
TOTAL						-322.00	322.00
Bill Pmt -Ch...	28972	10/30/2024	Ingram Library Services		001.001 - CSB/Operations C...		-852.18
Bill	83986095	10/29/2024		· Story Book Trail	884.251 - Story Book Trail	-32.97	32.97
Bill	83986094	10/29/2024		· Summer Reading	884.226 - Summer Reading	-6.04	6.04
Bill	84079001	10/29/2024		· Adult Print General	982.720 - Adult Print General	-57.73	57.73
Bill	84079003	10/29/2024		· Adult Print General	982.720 - Adult Print General	-44.21	44.21
Bill	84079002	10/29/2024		· Youth Print General	982.760 - Youth Print General	-20.81	20.81
Bill	84177840	10/29/2024		· Adult Print General	982.720 - Adult Print General	-337.18	337.18
Bill	84177841	10/29/2024		· Adult Print General	982.720 - Adult Print General	-18.98	18.98
Bill	84200820	10/29/2024		· Adult Print General	982.720 - Adult Print General	-17.55	17.55
Bill	84200919	10/29/2024		· Adult Print General	982.720 - Adult Print General	-282.66	282.66
Bill	84200921	10/29/2024		· Adult Print General	982.720 - Adult Print General	-34.05	34.05
TOTAL						-852.18	852.18
Bill Pmt -Ch...	28973	10/30/2024	Ken Cook's Plumbing and H...	39687 - YOUTH TOILET PLUGGED	001.001 - CSB/Operations C...		-170.00
Bill	39687	10/29/2024		YOUTH TOILET PLUGGED	803.010 - Maint Svc Continge...	-170.00	170.00
TOTAL						-170.00	170.00
Bill Pmt -Ch...	28974	10/30/2024	LAW, CHRISTINE M.	LAW - YOGA STORYTIME - 11/13/24	001.001 - CSB/Operations C...		-100.00

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Type	Num	Date	Name	Memo	Account	Paid Amou...	Original Amo...
Bill	24-3624-JZ	10/29/2024		LAW - YOGA STORYTIME - 11/13/24	884.212 · General Youth Prog...	-100.00	100.00
TOTAL						-100.00	100.00
Bill Pmt -Ch...	28975	10/30/2024	Midwest Tape		001.001 · CSB/Operations C...		-1,546.54
Bill	505996651	10/29/2024		AUG DVDs	982.480 · Youth Video DVD	-80.97	80.97
Bill	506028118	10/29/2024		SEPT ADULT FEATURE DVDs	982.460 · DVD Feature	-196.40	196.40
Bill	506031791	10/29/2024		AUG ADULT FEATURE DVDs	982.460 · DVD Feature	-44.24	44.24
Bill	506093446	10/29/2024		SEPT ADULT FEATURE DVDs	982.460 · DVD Feature	-42.73	42.73
Bill	506128534	10/29/2024		SEPT ADULT FEATURE DVDs	982.460 · DVD Feature	-18.74	18.74
Bill	506128536	10/29/2024		OCT ADULT FEATURE DVDs	982.460 · DVD Feature	-284.86	284.86
Bill	506128539	10/29/2024		OCT ADULT NON-FICTION DVDs	982.470 · DVD Non-Fiction	-47.97	47.97
Bill	506160750	10/29/2024		OCT ADULT NON-FICTION DVDs	982.470 · DVD Non-Fiction	-31.48	31.48
Bill	506160751	10/29/2024		MAY ADULT FEATURE DVDs	982.460 · DVD Feature	-26.99	26.99
Bill	506160752	10/29/2024		OCT ADULT FEATURE DVDs	982.460 · DVD Feature	-353.81	353.81
Bill	506160756	10/29/2024		AUG ADULT FEATURE DVDs	982.460 · DVD Feature	-22.49	22.49
Bill	506202234	10/29/2024		OCT BOC	982.120 · Adult Books on Disc	-49.99	49.99
Bill	506202236	10/29/2024		NOV BOC	982.120 · Adult Books on Disc	-129.97	129.97
Bill	506160755	10/29/2024		FALL FAMILY DVDs	982.480 · Youth Video DVD	-53.98	53.98
Bill	506202232	10/29/2024		OCT ADULT FEATURE DVDs	982.460 · DVD Feature	-49.48	49.48
Bill	506202233	10/29/2024		OCT ADULT FEATURE DVDs	982.460 · DVD Feature	-112.44	112.44
TOTAL						-1,546.54	1,546.54
Bill Pmt -Ch...	28976	10/30/2024	RK Studios	INV 10/11/2024, EVENT PHOTOGRAPHY - S...	001.001 · CSB/Operations C...		-300.00
Bill	20241021	10/29/2024		10/11/2024, EVENT PHOTOGRAPHY - SON...	880.435 · CDL Songfest	-300.00	300.00
TOTAL						-300.00	300.00
Bill Pmt -Ch...	28977	10/30/2024	SEHI COMPUTER PRODUC...	Meraki 4-year license 10/01/24 - 09/30/28	001.001 · CSB/Operations C...		-9,909.00
Bill	151340	10/29/2024		Meraki 4-year license for price of 3 years	803.350 · Network Equipment	-3,500.00	3,500.00
				Meraki 4-year license, 10/01/24 - 09/30/28, y...	123.002 · Prepaid Payments	-6,409.00	6,409.00
TOTAL						-9,909.00	9,909.00
Bill Pmt -Ch...	28978	10/30/2024	SMART BUSINESS SOURCE	WO-229486-1	001.001 · CSB/Operations C...		-226.43
Bill	WO-229486-1	10/29/2024		GENERAL SUPPLIES	727.100 · Supplies - General ...	-203.88	203.88
				TISSUE BOXES	729.100 · Supplies-Cleaning-P...	-22.55	22.55
TOTAL						-226.43	226.43
Bill Pmt -Ch...	28979	10/30/2024	Star2Star Communications	VOIP SERVICE ACCT 646103 - 10/26 - 11/25...	001.001 · CSB/Operations C...		-472.80
Bill	SUB01841184	10/29/2024		10/26 - 11/25/2024	850.120 · Telephone	-472.80	472.80
TOTAL						-472.80	472.80
Bill Pmt -Ch...	28980	10/30/2024	SWANK Movie Licensing USA	BO 2332618	001.001 · CSB/Operations C...		-300.00
Bill	BO 2332618	10/29/2024		PETER CASE: A MILLION MILES AWAY	884.300 · Site License Movies	-125.00	125.00
				THE STONES AND BRIAN JONES	884.300 · Site License Movies	-125.00	125.00
				DIGITIZATION FEE	884.300 · Site License Movies	-50.00	50.00
TOTAL						-300.00	300.00
Bill Pmt -Ch...	28981	10/30/2024	The Library Network	INV 74537, ACCT NUMBER CHEL#216	001.001 · CSB/Operations C...		-960.00
Bill	74537	10/29/2024		DATABASES AND SUBSCRIPTIONS, CONS...	982.410 · Electronic Products/...	-960.00	960.00
TOTAL						-960.00	960.00
Bill Pmt -Ch...	28982	10/30/2024	THRIVING MINDS BEHAVIO...	11/4 PARENTING CONNECTIONS: HAPPY ...	001.001 · CSB/Operations C...		-125.00
Bill	242	10/29/2024		11/04/24 PARENTING CONNECTIONS	884.213 · Parenting Programs	-125.00	125.00
TOTAL						-125.00	125.00
Bill Pmt -Ch...	28983	10/30/2024	Washtenaw County Treasurer	CUSTOMER #5401, INV 20241519 - 07/24 B...	001.001 · CSB/Operations C...		-1,200.27
Bill	20241519	10/29/2024		07/24 BOARD OF REVIEW - LYNDON	402.500 · Lyndon Township	-127.06	127.06
				07/24 BOARD OF REVIEW - SYLVAN	402.600 · Sylvan Township	-344.45	344.45
				07/24 BOARD OF REVIEW - CITY	402.700 · City Taxes	-96.34	96.34
				07/24 BOARD OF REVIEW - DEXTER	402.300 · Dexter Township	-632.42	632.42
TOTAL						-1,200.27	1,200.27
Bill Pmt -Ch...	28984	10/30/2024	White Lake Township Library	REFUND FOR ACCEPTED PAYMENT OF W...	001.001 · CSB/Operations C...		-10.00
Bill	24-5031	10/29/2024		DAMAGED BOOK	982.720 · Adult Print General	-10.00	10.00

12:45 PM
11/14/24

Chelsea District Library
Monthly Check Register

October 2024

Type	Num	Date	Name	Memo	Account	Paid Amou...	Original Amo...
TOTAL						-10.00	10.00
Bill Pmt -Ch...	28985	10/30/2024	Zoran, Amy	TRAVEL REIMBURSEMENT - LEADERSHIP...	001.001 - GSB/Operations C...		-300.16
Bill	20241018	10/29/2024		MILEAGE REIMBURSEMENT	969.123 - Circulation Services ...	-300.16	300.16
TOTAL						-300.16	300.16

Chelsea District Library

Donation and Restricted

January through October 2024

Ordinary Income/Expense

Income

674.000 · Revenue Contribution & Donation

674.100 · Designated Adult Collection	300	50	250
674.101 · Designated Youth Collection	5,200	5,150	50
674.110 · Designated Adult Programming	5,060	5,060	0
674.111 · Designated Youth Programming	5,200	4,750	450
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	14,402	12,723	1,679
674.141 · Designated Technology	3,000	3,000	0
674.143 · Designated Maintenance	100		
674.150 · Continuing Education Restricted	750	750	0

Total 674.000 · Revenue Contribution & Donation	40,012	37,483	2,529
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675.000 · Private Grant Sources

675.400 · Chelsea Ed Foundation	232	232	0
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Total 675.000 · Private Grant Sources	232	232	0
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Total Income

40,244	37,715	2,529
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Gross Profit

40,244	37,715	2,529
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Expense

850.000 · Telecommunications

850.900 · Telecom-Restricted Gifts

850.910 · WiFi Hot Spots - Restricted	3,000	3,000	0
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Total 850.900 · Telecom-Restricted Gifts	3,000	3,000	0
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Total 850.000 · Telecommunications	3,000	3,000	0
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884.000 · Programming

884.130 · Washtenaw Reads

884.940 · Washtenaw Reads Restricted Gift	0	0	0
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Total 884.130 · Washtenaw Reads	0	0	0
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884.210 · Youth Speakers

884.211 · Authors In Chelsea

884.921 · Youth Prog Rest Gifts Authors	0	2,000	(2,000)
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Total 884.211 · Authors In Chelsea	0	2,000	(2,000)
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Total 884.210 · Youth Speakers	0	2,000	(2,000)
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884.400 · Music Focus

884.960 · Sonic Sundays Restricted Gift	292		
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884.961 · Songfest - Restricted Gift	1,037	1,000	37
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884.962 · Music in the Air - Restricted	1,289	789	500
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Total 884.400 · Music Focus	2,618	1,789	829
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884.500 · Artist In Residence

884.970 · Artist in Residence Restricted	879	1,000	(121)
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Total 884.500 · Artist In Residence	879	1,000	(121)
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884.910 · Adult Programming Restricted

884.911 · Adult Prog Rest Gifts MWest LW	1,500	1,500	0
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Chelsea District Library
Donation and Restricted
January through October 2024

	Jan - Oct 24	Budget	\$ Over Budget
884.916 · Aud Prg. Rst. Gifts Purple Rose	1,000	1,000	0
884.927 · Adult Prog Rest Gifts SRP	750	750	0
Total 884.910 · Adult Programming Restricted	3,250	3,250	0
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	60	(60)
Total 884.990 · Technology Programs	0	60	(60)
Total 884.000 · Programming	9,688	11,331	(1,643)
969.000 · CE, Staff Development & Travel			
969.600 · Staff Training, In-Service			
969.940 · Staff Apprec - Restricted	480	750	(270)
Total 969.600 · Staff Training, In-Service	480	750	(270)
Total 969.000 · CE, Staff Development & Travel	480	750	(270)
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	18,382	20,281	(1,899)
Net Ordinary Income	21,862	17,434	4,428
Net Income	21,862	17,434	4,428

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	Jan - Oct 24	Budget	\$ Over Budget	% of Budget
y Income/Expense																
Income																
402.000 - District Revenue 402	1,088,860	655,625	354,738	3,940	(193)	97,405	0	0	71,766	(1,200)	0	0	2,280,941	2,180,986	99,955	105%
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	498	432	0	0	3,898	3,000	898	130%
657.100 - Non-Resident Fees 607.100	(16)	1,188	0	0	0	0	906	125	781	(93)	0	0	2,921	3,500	(579)	83%
657.200 - ILL Fees/Collection Agency Rec	0	132	15	30	30	0	150	0	120	58	(43)	0	492	200	292	246%
665.000 - Bank Interest 665.100	105	164	205	174	142	117	82	42	36	27	0	0	1,094	0	1,094	438%
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	8,796	0	0	64,706	14,784	49,922	438%
669.000 - Investment Value Change 665.500	517	(2,039)	(1,849)	(5,262)	(630)	2,365	6,079	6,936	3,062	(4,515)	0	0	4,664	15,000	(3,755)	75%
671.000 - Misc Income & Refunds 606.000	0	2,500	1,250	1,250	1,245	0	2,500	0	2,500	0	0	0	11,245	37,483	2,826	108%
674.000 - Revenue Contribution & Donation	16,350	1,240	6,250	800	0	6,080	30	758	6,100	2,403	298	0	40,309	232	0	100%
675.000 - Private Grant Sources	232	0	0	0	0	0	0	0	0	0	0	0	232	0	0	0%
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	92,062	5,938	255	0	2,497,366	2,353,585	143,781	106%
Gross Profit	1,118,021	716,752	362,712	15,835	10,775	112,603	30,209	32,204	92,062	5,938	255	0	2,497,366	2,353,585	143,781	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	147,346	51,653	0	1,102,536	1,331,617	(228,081)	83%
727.000 - Supplies 727	468	1,267	779	1,956	842	607	834	956	1,232	458	385	0	9,804	16,362	(6,558)	60%
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	500	0	0	836	1,500	(664)	56%
732.000 - Supplies-Maintenance 727.800	39	52	790	122	428	267	209	199	210	(392)	0	0	1,924	2,750	(826)	70%
758.000 - FUEL - DIESEL	0	0	0	0	0	0	0	0	0	526	0	0	526	750	(224)	70%
801.000 - Professional & Contractual Svcs	6,464	4,218	4,250	18,590	6,226	4,433	1,829	7,421	10,146	6,779	6,145	0	76,501	139,735	(63,234)	55%
802.000 - Admin-Fees & Misc Costs 801.300	11	123	25	11	23	3	167	6	123	27	0	0	519	890	(371)	58%
803.000 - Maintenance Service Contracts	6,014	7,651	17,782	11,517	15,780	9,760	10,831	10,191	6,203	15,543	2,940	0	114,212	202,521	(88,309)	56%
850.000 - Telecommunications	(17)	4,954	3,829	1,436	2,802	2,165	3,672	2,148	2,190	3,261	1,720	0	28,160	48,980	(20,820)	57%
880.000 - Promotional Materials	4,020	11,008	6,147	9,365	3,490	7,768	3,122	17,388	4,661	2,436	2,376	0	71,781	82,350	(10,569)	87%
884.000 - Programming	19,698	44,364	4,734	5,764	12,730	10,018	4,055	17,154	13,242	8,641	3,820	0	144,210	198,997	(54,787)	72%
885.000 - Volunteer	0	0	54	163	78	0	0	50	34	35	0	0	414	2,500	(2,086)	17%
920.000 - Utilities	2,807	4,649	4,473	4,061	4,288	4,517	5,284	5,929	5,971	5,301	4,834	0	52,114	68,850	(16,736)	76%
960.000 - Board & Director Expense	47	14	317	225	177	597	1,434	35	600	127	119	0	3,692	3,500	192	105%
965.000 - Automation Services	3,495	9,784	0	10,811	0	0	0	0	0	20,439	0	0	44,509	49,605	(5,096)	90%
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	10,129	210	2,636	380	1,271	(12)	(1,991)	721	330	0	24,519	47,200	(22,681)	52%
969.000 - CE, Staff Development & Travel	1,271	2,957	1,114	697	3,874	1,976	738	2,361	2,045	1,731	1,645	0	20,409	38,101	(17,692)	54%
970.000 - Capital Expense 980.00	0	11,998	8,749	0	6,204	17,890	86,814	1,735	3,428	0	0	0	136,818	311,164	(174,346)	44%
982.000 - Collection Expense	3,729	36,049	9,267	10,784	15,805	10,231	13,595	20,878	6,990	14,735	15,299	0	157,362	201,622	(44,260)	78%
Total Expense	134,484	240,454	172,197	178,487	217,224	167,839	232,282	183,762	150,509	228,214	91,266	0	1,996,718	2,769,226	(772,508)	72%
Net Ordinary Income	983,537	476,298	190,515	(162,652)	(206,449)	(55,236)	(202,073)	(151,558)	(58,447)	(222,276)	(91,011)	0	500,648	(669,141)	1,169,789	(75%)
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	(162,652)	(206,449)	(55,236)	(202,073)	(151,558)	(58,447)	(222,276)	(91,011)	0	500,648	(669,141)	1,169,789	(75%)

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

		<u>Jan - Oct 24</u>	<u>Jan - Oct 23</u>	<u>\$ Change</u>	<u>% Change</u>
Ordinary Income/Expense					
Income					
402.000 · District Revenue	402	2,280,940.92	2,030,851.10	250,089.82	12.32%
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		3,897.05	2,788.15	1,108.90	39.77%
657.100 · Non-Resident Fees 607.100		2,921.87	3,187.50	-265.63	-8.33%
657.200 · ILL Fees/Collection Agency Rec		535.00	537.00	-2.00	-0.37%
665.000 · Bank Interest 665.100		1,093.75	739.21	354.54	47.96%
665.100 · Investment Gains/Losses 666.100		64,705.80	32,869.79	31,836.01	96.86%
669.000 · Investment Value Change 665.500		4,664.22	17,760.31	-13,096.09	-73.74%
671.000 · Misc Income & Refunds 606.000		11,245.19	13,672.20	-2,427.01	-17.75%
674.000 · Revenue Contribution & Donation		40,011.80	33,767.81	6,243.99	18.49%
675.000 · Private Grant Sources		232.05	2,000.00	-1,767.95	-88.4%
Total Income		2,497,111.42	2,225,395.90	271,715.52	12.21%
Gross Profit		2,497,111.42	2,225,395.90	271,715.52	12.21%
Expense					
701.000 · Personnel Svcs Control Acct 701		1,050,882.55	957,669.01	93,213.54	9.73%
727.000 · Supplies	727	9,417.94	10,636.63	-1,218.69	-11.46%
731.000 · Other Svc - Postage	727.700	835.41	448.99	386.42	86.06%
732.000 · Supplies-Maintenance	727.800	1,923.51	925.73	997.78	107.78%
758.000 · FUEL - DIESEL		525.53	0.00	525.53	100.0%
801.000 · Professional & Contractual Svcs		70,357.64	45,904.98	24,452.66	53.27%
802.000 · Admin-Fees & Misc Costs 801.300		518.54	638.68	-120.14	-18.81%
803.000 · Maintenance Service Contracts		111,272.48	121,738.70	-10,466.22	-8.6%
850.000 · Telecommunications		26,437.73	27,827.38	-1,389.65	-4.99%
880.000 · Promotional Materials		69,405.66	57,591.54	11,814.12	20.51%
884.000 · Programming		140,390.98	113,169.59	27,221.39	24.05%
885.000 · Volunteer		415.09	276.30	138.79	50.23%
920.000 · Utilities		47,280.06	44,281.88	2,998.18	6.77%
960.000 · Board & Director Expense		3,572.93	1,713.29	1,859.64	108.54%
965.000 · Automation Services		44,507.85	29,145.61	15,362.24	52.71%
966.000 · Insurance 801.200		5,872.00	6,149.00	-277.00	-4.51%
967.000 · Equipment		24,188.04	28,098.73	-3,910.69	-13.92%
969.000 · CE, Staff Development & Travel		18,764.42	7,028.23	11,736.19	166.99%
970.000 · Capital Expense 980.00		136,817.91	333,551.71	-196,733.80	-58.98%
982.000 · Collection Expense		142,062.26	127,155.21	14,907.05	11.72%
Total Expense		1,905,448.53	1,913,951.19	-8,502.66	-0.44%
Net Ordinary Income		591,662.89	311,444.71	280,218.18	89.97%
Net Income		591,662.89	311,444.71	280,218.18	89.97%

7.0

CHELSEA DISTRICT LIBRARY

Fund Balances

September 30, 2024

General Fund

LOCAL BANKS BALANCES

Checking Account/ Chelsea State Bank	001.001	\$227,526.63	\$22,414.09	\$249,940.72
Paypal Account	003.002	\$0.00	\$153.48	\$153.48
Cash on Hand		\$227,526.63	\$22,567.57	\$250,094.20

Ameriprise Account

MMF - Interest and earnings	017.003	\$1,654,632.26	\$4,280.63	\$1,658,912.89
MMF - Deposits and withdrawals	017.003	\$500,000.00	-\$200,000.00	\$300,000.00
Fixed Income Fund	017.004	\$166,742.19	\$0.00	\$166,742.19
Investment Partners Total		\$2,321,374.45	-\$195,719.37	\$2,125,655.08

Total General Fund

		\$2,548,901.08	-\$173,151.80	\$2,375,749.28
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Debt Service Fund

Bond Debt Retirement Fund Checking	Final interest 003.008	\$0.00	\$0.00	\$0.00
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Transferred to Operating account - Bond Debt account closed.

8.1

Ameriprise 10/31/2024

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	\$2,511,113.47	\$0.00	\$7,199.07	\$3,061.91	\$200,000.00	\$2,321,374.45
10/31/24	\$2,321,394.45	\$0.00	\$8,795.81	-\$4,515.18	\$200,000.00	\$2,125,675.08
11/30/24						\$0.00
12/31/24						\$0.00
Balance YTD		\$700,000.00	\$64,705.80	\$4,664.22	\$400,000.00	
	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 November 2024 board meeting

Staff Announcements

Staff Work Anniversaries

Technology Librarian Extraordinaire Matt Jensen celebrates his four-year work anniversary on November 30. Congratulations, Matt!

Mobee at Community Trunk or Treats

Mobee visited four Trunk or Treats throughout the service area this month, engaging with 330 people! It was lots of fun for Martha, Virginia, and me as we meaningfully connected with costumed kids, adults, and families and spread the news about the good work happening with Mobee and at the library. Here are the details:

Revel Run	30 visitors
St. Louis Center	95 visitors
St. Mary's Church.....	175 visitors
Zion Lutheran Church....	30 visitors

Additionally, Virginia and co. parked Mobee on Orchard Street during Halloween evening trick or treating. They engaged with 140 kids!

New Community Social Worker

Emilee Fetters is the new Community Social Worker for the Chelsea area. Per the *Chelsea Update*, a fund was created six years ago with the Washtenaw Public Safety Millage from which the City of Chelsea set aside the funding that will pay Fetters for the two-year pilot project. Fetters will divide her time and office location among the Chelsea School District, Chelsea Senior Center, Chelsea Wellness Center, 5 Healthy Towns, Trinity Hospital, and the Chelsea District Library as well as working with Washtenaw County Community Mental Health.

Emilee stopped by the library this month to introduce herself to the staff in the building. She seems lovely! She will visit one of our all-staff meetings in the new year to talk about challenges we face and possible solutions and responses.

Library Closings

As an FYI, the library is closed the following days during the winter holiday season:

Thursday, November 28
Friday, November 29
Tuesday, December 24
Wednesday, December 25
Tuesday, December 31
Wednesday, January 1

Strategic Plan 2024-28 Progress in October 2024

1.2 Elevate the library as a location for community building

- Attended four trunk-or-treat events with Mobee, highlighting CDL's role as a community partner
- Hosted Teen Showcase for Song Fest where over 50 people gathered to celebrate local teen talent

1.3 Be the go-to resource in the district for information access and validity (including AI)

- Included AI article in the winter newsletter with link to LinkedIn Learning resource to learn more.
 - Distributed League of Women Voters 2024 Voting Guide in the library's vestibule.
- 1.4 Get the word out about the great things happening at CDL
- Coordinated with Chelsea Schools for Mobee event at Flag Football finale to engage with students and families
- 2.3 Improve data used to evaluate library services & communicate value
- Virginia worked with Library IQ to identify cardholder usage trends to develop marketing/outreach messages for low use cardholders.

Out and About: Meetings Attended October 2024

- Chelsea Area Chamber Board meeting – October 17
- Rotary board meeting – October 21
- Rotary meetings – October 15 & 22
- Walk to School Wednesday – October 2, 9, 23 & 30
- CDL Song Fest featuring Gary Louris – October 11
- Volunteer at Chamber's Backyard Beer Garden – October 12
- Trunk-or-treat at Revel Run – October 13
- Met with Dexter District Library Director Paul McCann – October 14
- Trunk-or-treat with Mobee at St. Louis Center – October 23
- Trunk-or-treat with Mobee at St. Mary's – October 25
- Trunk-or-treat with Mobee at Zion Lutheran Church – October 27
- Halloween on Mobee – October 31

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

October Highlights:



We hosted another successful **CDL Song Fest** in October with approximately 100 people in attendance for headliner Gary Louris at Robin Hills Farm. Our comment card data shows that the local print news and social media were the most effective marketing channels followed by the library's eNews and print newsletter. The audience attendance was split 55%/45% inside/outside the library district. This annual event is one of the ways we give back to the Chelsea community by bringing people into our town to support its local businesses.

Comments included:

- Gary...BIG DEAL! Nice catch!
- Lovely venue/setting Friendly, welcoming atmosphere
- Fantastic - thank you!
- Super fun, really great that you offer access to musicians at no charge. Really nice community event.

- Wonderful! CDL sponsors some great events. THANK YOU.
- What a lucky community we are!

The Perfect Shot closed on October 20, which involved changing over the building and avenue banners to our Engage, Inspire, Equip branded banners. Katie pulled the evaluation card data into SurveyMonkey for our analysis. Some highlights include:

- The exhibit was rated a "5" (excellent) by more than 75 percent of the respondents in Presentation, Content, Accessibility, and Relevance.
- People heard about the exhibit via all of our channels with the distribution fairly evenly spread out between the print and eNewsletters, word of mouth and the website. A special shout out to the Information Services and Circulation teams- several patrons said they checked out the exhibit after being told about it by CDL staff!
- Attendees were from all of our service areas with nearly 44 percent being from Chelsea.
- Some attendee comments:
 - "Great show of great photography. Some of the images reminded me of the good old days in the 60's and 70's. Thank you!"
 - "I always look forward to the Special Exhibits at CDL. They are amazing."
 - "It was interesting to see the full size photos reduced in size to produce the cover shots for SI. Both images would give a different feel."

Marketing Assistant Update:

Katie is learning quickly in her role as marketing assistant. She has successfully taken charge of the weekly eNewsletters and our social media posts. We are working together to plan marketing for the Teen Supply Drive in December and she took the lead crafting the press release and updating the print materials.

Website Redesign:

The final round of edits are being completed in early November and we plan to launch by the end of the month. This delay was unexpected, but will result in a better patron experience with the changes that the team suggested. Key improvements include a mobile-friendly design, streamlined library card application, ADA & WCAG 2 compliance, and improved CDL Garage promotion.

Mobile CDL:



I attended eight Mobee stops in October and continue to learn as I spend time with our staff and stop partners. Some highlights included four trunk or treat events and Chelsea's downtown trick-or-treating, an after-care visit with Jessica at Pierce Lake school, and a flag football Saturday. The public response to our Trunk or Treat events was extremely positive and gratitude was expressed at the library's support of these community-building events. This directly fulfills

eNewsletters: CDL eNews has 3,845 subscribers (+5 in October)

October Metrics:

We sent four weekly newsletters (51.5% open rate) our strategic plan initiative 1.2 elevating the library as a community building place.

Social Media:



October Social Media Metrics

CDL Facebook: 3,653 followers (+23) | 1,500 page visits ↑ | 18,400 page reach ↓ | 8.1% engagement rate

CDL Instagram: Followers: 1,058 (+11) | 74 profile visits ↑ | 779 page reach ↓ | 9.4% engagement rate

We used paid advertising on Facebook again in October for CDL Song Fest and The History of the Detroit Lions program. Of 28 completed Song Fest evaluations, eight identified social media as how they heard about the event., which was our 2nd highest marketing channel response. Four of seven attendees at the Detroit Lions program identified social media as the channel where they heard about the event. It is proving to be an effective method of reaching people who do not follow the traditional library marketing pieces.

October Marketing Channel Response:

In October, we had 163 program registrations where identifying the marketing channel was asked. The breakdown of how the registrants heard about the program is as follows:

- Print Newsletter: 52
- eNewsletter: 14
- Website: 10
- Word of Mouth: 12
- ALI: 12

- Serendipity Books: 7
- Social Media: 6
- Other/blanks: 42
- Local paper/Chelsea Update: 8

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

Other miscellaneous duties:

- Staffed several Walk to School Wednesdays
- Developed signage to promote paid online databases in second floor computing areas.
- Continued to edit the winter newsletter content
- Coordinated with Chelsea Senior Center to provide banners for their Veterans' Day events.
- Worked with MC Creative Design for branding of January's community read events.

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

Facility update

- The target date to close out the boiler project was October 31 and all work and inspections were done by October 23rd. By the time you read this, Johnson Controls will have returned for a final walkthrough with me and I should have the final request for payment, which I expect to be made mid-November.
- Mobee garage- even though we met the September deadline for the October city planning meeting, due to staffing issues in the planning office, our documents were not able to be reviewed in time to get on the agenda. We expect to be on the November 19th agenda and gain approval from City Council on November 25. Chelsea Area Construction Authority should issue the permits later that week and we are anticipating **breaking ground on Tuesday, December 3rd**.
- Regular, full carpet and window cleanings were done in October.
- Three local tree companies came out this month to assess our trees, in general, and the junipers along Merkel's specifically, which are in need of trimming. One of the companies suggested we fertilize several of the trees. Once quotes were in (\$600 to \$1250 for trimming), I asked our lawn company if they could do the trimming as part of the fall clean-up and they agreed. I will address the fertilization in the spring of next year after I solicit more quotes.

Meetings and HR issues

Our October all-staff meeting was spent reviewing our new website pre-launch. Staff were very impressed with the many updates and improvements planned, and offered some valuable suggestions. Our November meeting will be mainly for department time, with Lori and I doing updates on the minimum wage and FLSA changes coming in early 2025. As mentioned last month, Lori and I have spent many hours reviewing our pay ranges in preparation for the new FLSA and minimum range changes that will happen in January and February 2025. In addition to attending several webinars on these topics, we consulted with the Michigan Municipal League to help us better understand the changes and our options for meeting the new requirements. One option that we have been researching for a while is moving our timekeeping and scheduling processes from paper or spreadsheet to software made for these purposes. Several members of the management team are currently participating in software demos to that end.

Volunteers

Book sale volunteers provided 252 hours of service this month and our non-book sale volunteers gave 101.50, for a total of 353.50 hours.

Respectfully submitted,
Linda Ballard, Assistant Director

October Highlights:

- October wrapped up the Perfect Shot exhibit. Feedback for the exhibit was highly positive and seemed to draw new users into the building. Catherine Sossi and Martha Jacques dismantled and condition-reported the exhibit. The entire process was smooth and efficient.
- Halloween is always an enjoyable time around the library.
 - Not Too Scary Storybook Trail, an event where families with toddlers and preschoolers in Halloween costumes trick-or-treat along the half-mile-long trail Storybook Trail at Baker Woods Preserve, was more popular than ever, with nearly 130 attendees.
 - The community appreciated the long-standing tradition of offering a Halloween Costume Exchange once again: one patron enthusiastically thanked reference desk staff, telling us that her “grandson got [a costume], and he loves it SO MUCH.”
 - Youth librarians visited the preschools and elementary schools to read spooky stories during their festive parties.
- Mobee visited some extra fun stops this month, including joining Sharon Ann’s food truck stop, where families gathered around the parking lot for free dinner and library books.
- And of course, a big highlight of the month is Song Fest! We had another extremely successful year, with a great crowd of enthusiastic patrons joining us at Robin Hill Farms. The Teen Showcase on the Saturday after was successful once again, despite many of the teens from years prior graduating.

Program Attendance

Date	Name	In-Person	Live Virtual	Recorded Virtual	Kits
	Adult Program Attendance				
10/1/2024	Reading Glasses	8			
10/2/2024	Zoom: The Films of Alfred Hitchcock		15	2	
10/8/2024	History Book Club Pt 1	5			
10/9/2024	Books & Banter	8			
10/9/2024	The Detroit Lions and the Early NFL	5			
10/11/2024	Song Fest	100			
10/14/2024	Hometown Book Club	15			
10/15/2024	History Book Club Pt 2	5			
10/16/2024	Halloween: It's History and Origin	4			
10/22/2024	History Book Club pt 3	5			

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

10/23/2024	Common Problems with Landscape Conifer w/ ALI	35	8		
10/29/2024	Nov Reading Glasses	7			
10/30/2024	Martin Bandyke film discussion	11			
		206	23	2	
	<i>Adult Program Totals</i>	229			
	Early Literacy Program Attendance				
10/1/2024	Babytime	29			
10/2/2024	Preschool Storytime	9			
10/3/2024	Toddler time	35			
10/8/2024	Babytime	21			
10/9/2024	Preschool Storytime	2			
10/10/2024	Toddler time	11			
10/15/2024	Babytime	32			
10/16/2024	Preschool Storytime	12			
10/17/2024	Toddler time	31			
10/22/2024	Babytime	9			
10/23/2024	Preschool Storytime	34			
10/24/2024	Toddler time	22			
10/29/2024	Babytime	18			
10/30/2024	Preschool Storytime	9			
	<i>Early Literacy Program Totals</i>	274			
	Youth Program Attendance				
10/1/2024	Chess Clinics	12			
10/8/2024	Chess Clinics	12			
10/7/2024	Lego Club	16			
10/10/2024	Read to the Library Dog	11			
10/13/2024	Harvest Sun Family Yoga	7			
10/14/2024	Youth Creativity Zine	10			
10/15/2024	Chess Clinics	12			
10/17/2024	K-2 Books and Fun	8			
10/21/2024	Not-Too Scary Storybook Trail	129			
10/22/2024	Chess Clinics	12			

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

10/29/2024	Chess Clinics	12			
	<i>Youth Program Totals</i>	241			
	Teen Program Attendance				
10/2/2024	Tech Take Apart	6			
10/3/2024	TTT: Halloween Candy Taste Test	10			
10/4/2024	PWNED Teen Gaming Club	6			
10/12/2024	Teen Showcase	50			
10/16/2024	Inktober w/ Meggie Ramm	3			
10/17/2024	TTT: Creepy Canvases	2			
10/29/2024	Pizza and Paperbacks	2			
	<i>Teen Program Totals</i>	83			
	Walk to School Wednesdays				
10/2/2024	Walk to School Wednesday	22			
10/9/2024	Walk to School Wednesday	20			
10/16/2024	Walk to School Wednesday	10			
10/23/2024	Walk to School Wednesday	30			
10/30/2024	Walk to School Wednesday	18			
	<i>WtS Wednesdays Totals</i>	100			
	Outreach Program Attendance				
10/2/2024	Storytime @ Co-op Preschool (youth)	10			
10/10/2024	Storytime @ ECC (youth)	14			
10/10/2024	Silver Maples Book Club (adult)	12			
10/11/2024	Storytime @ ECC (youth)	39			
10/16/2024	Mobee Aftercare (youth)	22			
10/17/2024	Storytime @ Mudpies (youth)	28			
10/17/2024	Pines Book Club (adult)	8			
10/24/2024	Storytime @ ECC (youth)	14			
10/24/2024	Fall Festival @ ECC (youth)	120			
10/31/2024	Halloween stories @ SME (youth)	30			
10/31/2024	Halloween stories @ NCE (youth)	30			
	<i>Outreach Program Totals</i>	327			

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

	Mobee Visit Program Attendance				
10/1/2024	Sylvan Township Hall	0			
10/2/2024	Chelsea Hospital	0			
10/2/2024	Pines	4			
10/2/2024	Sharon Ann Food Truck Gathering	12			
10/10/2024	Sylvan Crossing	7			
10/13/2024	Mobee Revel Run Trunk or Treat	30			
10/14/2024	Dancey House (UMRC)	5			
10/23/2024	St. Louis Center Trunk or Treat	95			
10/25/2024	Trunk or Treat St. Mary Church	175			
10/26/2024	Mobee Flag Football Finale	65			
10/27/2024	Mobee Trunk or Treat at Zion Lutheran	30			
10/28/2024	North Lake United Methodist	6			
10/28/2024	Silver Maples	5			
	<i>Mobee Totals</i>	434			

Ingenuity Engine

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

Reference & Deliveries

Services	Oct 24
Reference Questions	1517
CDL Delivers & Deposit Book Deliveries	18

Information Technology

Respectfully Submitted
by Scott Rakestraw

CHELSEA DISTRICT LIBRARY BOARD REPORT September 2024

CHELSEA SENIOR CENTER

422.00 2024 Total Hours



CDL Support Log Detail
for Chelsea Senior Center

October 2024

CODES	Incidents	
Mgmt Time	24	13.11%
Network	44	24.04%
Sysadmin	28	14.21%
Hardware	2	1.09%
Support	87	47.54%

Overall Weekly Average	
10.29	
Summary	Total Hours
2022	394.00
2023	368.50
2024	422.00

Total Hours	Date	OnSite Hours	OffSite Hours	CDL Tech	Brief Description	Mileage
57.75	Oct	54.75	3			3.2

TECHNOLOGY SERVICES

DATA SERVICES		MAY	JUN	JUL	AUG	SEP	OCT
10422.9	Hotspots: Total GB Used - Township Halls	1036.1	1043.8	1029.7	1042.2	1051.7	1095.1
137.5	-- Lima Township (GB)	14.4	13.7	14.1	13.3	14.7	12.3
389.2	-- Sylvan Township (GB)	37.5	39.8	41.3	40.7	44.6	39.5
9896.2	-- Mobile Beacon (GB)	984.2	990.3	974.3	988.2	992.4	1043.3
212	Hotspot Devices Circulated	23	24	22	24	23	24
4220	Public Internet - Computer Sessions	393	462	496	430	453	479
4627	Public Internet - Wireless Logins	439	486	511	447	507	467

ONLINE SERVICES		MAY	JUN	JUL	AUG	SEP	OCT
152960	Website Sessions	12292	15661	15641	13295	13193	13489
74780	Website Users	6406	8246	7511	6846	6972	7113
26122	AUDIO Downloads Total	2741	2539	2757	2677	2524	2564
17891	-- Audio: Overdrive	1864	1717	1924	1821	1725	1736
8231	-- Audio: Hoopla	877	822	833	856	799	828
4321	VIDEO Downloads Total	476	369	343	447	298	377
2878	-- Video: Kanopy	351	233	216	295	163	260
1443	-- Video: Hoopla	125	136	127	152	135	117
19772	EBook Downloads Total	2023	1947	2047	1963	1802	1745
17534	-- Ebook: Overdrive	1771	1729	1808	1773	1619	1553
2238	-- Ebook: Hoopla	252	218	239	190	183	192
50215	TOTAL Downloads	5240	4855	5147	5087	4624	4686

Circulation Supervisor's Report October 2024

- Circulation – 19394 in October
- Patron Count- 11026 for October
- Circulation by township- for October:
 - Dexter = 11% of total transactions
 - Lima = 10% of transactions
 - Lyndon = 13% of transactions
 - Sylvan = 18% of transactions
 - Chelsea = 33% of transactions
- October Circulation: 83% were items from Chelsea and 17% were inter-loaned items.

Libby = 3844 ; Hoopla = 1186 Kanopy = 260

- Registrations for October – 72 new cards; 6937 total card holders
 - *Dexter = 887 cards; Lima = 740 cards; Lyndon = 942 cards
 - *Sylvan = 1313 cards; Chelsea = 2543 cards; Nonresident = 512 cards
- Self-Check Machine: October 779 or 4% of total checkouts

October Notes:

- I attended weekly management meetings.
- I worked my PIC shifts each week.
- I participated in WTSW each week.
- We received 151.5 tubs from TLN in October, with 6.9 being the daily average.
- We processed 51 MeLCat items for other libraries, and received 61 items for our patrons.
- We had 1416 unique patrons use the library.
- I attended my last Leadership Academy session where we discussed time management.
- I graduated from Leadership Academy.
- I attended the MLA conference in Traverse City.
- I attended the monthly SASUG meeting and provided Direct Reports with an update.
- Sharon completed her 90 day trial period and received her review. Marissa celebrated her second anniversary and Maya her third at CDL. I prepared and delivered their annual reviews.
- I received my yearly review from Lori.

Respectfully submitted,
Amy Zoran
Head of Circulation

ACTION ITEMS

Action Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

November 18, 2024, Board Packet

880,900 Promotional Restricted
884,900 Programming Restricted
967,900 Equipment Restricted
980,900 Capital Restricted
982,900 Collection Restricted

Accept October donations and changes to the 2024 FY Budget.

	Income Line - Expense Line	
Diane & Dennis Flicker	674.120	975.100
Lake Trust Credit Union	674.120	975.100
Lake Trust Credit Union	674.120	884.961
G. Timothy & Judy B. Flint	674.143	728.400
G. Timothy & Judy B. Flint	674.100	982.910
G. Timothy & Judy B. Flint	674.111	884.920
Sylvan Crooked Lake Assoc.	674.101	982.920
Daphne Hodder	674.100	982.910
Chelsea Children's Co-Op	674.120	884.227
Ken & Judy Linhares	674.120	884.411
Marjorie A. German	674.120	975.100
John & Nancy Daly	674.110	884.992

Sub Total: \$2,403.48

Acknowledge the donations below that are already in the budget.

Sub Total: \$00.00

Total General Donations: \$2,403.48

P

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 November 18, 2024 Meeting

2024 Budget Adjustments

Discussion:

Three adjustments to the 2024 budget were discussed in October:

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.

Action:

The Chelsea District Library Board of Trustees approves the above budget adjustments to the 2024 Budget.

Patricia Garcia, Board Secretary

Date

DISCUSSION ITEMS

Discussion Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet
November 18, 2025 Board Meeting

Board Officers and Committee Recommendations

Discussion:

The Nominating Committee must make its recommendations for 2025 officers and committee assignments. These recommendations can be discussed by the Board before moving to Action in December.

Chelsea District Library Board of Trustees 2025 Board Committees

Governance
Appendix #3
Approved: December 13, 2024

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

Board Secretary

Date

Discussion Item #2

Chelsea District Library
Board of Trustees

Library Board Fact Sheet November 18, 2024 Board Meeting

2025 Calendar of Operations

Discussion:

Discussion on the 2025 calendar of library operations and holidays. Staff in-service date has been discussed at a manager's meeting as February 7, 2025.

This will move to Action in December.

Chelsea District Library Board
2025 Chelsea District Library
Calendar of Library Operations and Holidays

Governance
Appendix #1
Adopted: December 13, 2024

Regular Library Hours:

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

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

Wednesday, January 1	[New Year's Day]
Monday, January 20	[Martin Luther King Jr. Day]
Monday, February 17	[President's Day]
Sunday, April 20	[Easter Sunday]
Sunday, May 25	[Shared System Not Available]
Monday, May 26	[Memorial Day]
Thursday, June 19	[Juneteenth]
Friday, July 4	[Independence Day]
Sunday, August 31	[Shared System Not Available]
Monday, September 1	[Labor Day]
Wednesday, November 26	[Close at 5:00 PM]
Thursday, November 27	[Thanksgiving Day]
Friday, November 28	[Day after Thanksgiving]
Wednesday, December 24	[Christmas Eve]
Thursday, December 25	[Christmas Day]
Wednesday, December 31	[New Year's Eve]
TBD	[Closed for Staff In-Service]

 Patricia Garcia, Board Secretary

 Date

Discussion Item #3

Chelsea District Library
Board of Trustees

Library Board Fact Sheet November 18, 2024 Meeting

2025 Library Board Meeting Calendar

Background:

Discussion on the dates for the 2025 board meetings. No retreat date has been determined and can be added at a later time.

This will move to Action in December.

**Chelsea District Library
Board of Trustees
Board Meetings 2025**

**Location: McKune Meeting Room unless otherwise indicated
Time: 6:45 pm, unless otherwise indicated**

**Governance
Appendix #2**

Adopted: December 13, 2024

January 21, 2025

February 18, 2025

March 18, 2025

April 15, 2025

May 20, 2025

June 17, 2025

July 15, 2025

August 19, 2025

September 16, 2025

October 21, 2025

November 18, 2025

December 16, 2025

TBD Board Retreat

Patricia Garcia, Secretary

Date

Discussion Item #4

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

November 18, 2024 Meeting

Capital Improvement Fund Commitment

Background:

Additional funds need to be transferred if the board wants to maintain the commitment of \$100,000.00 to the Capital Improvement Fund to reflect the funds to be used for this function.

The Capital Improvement Fund Commitment is something that the board should address every year in December.

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

