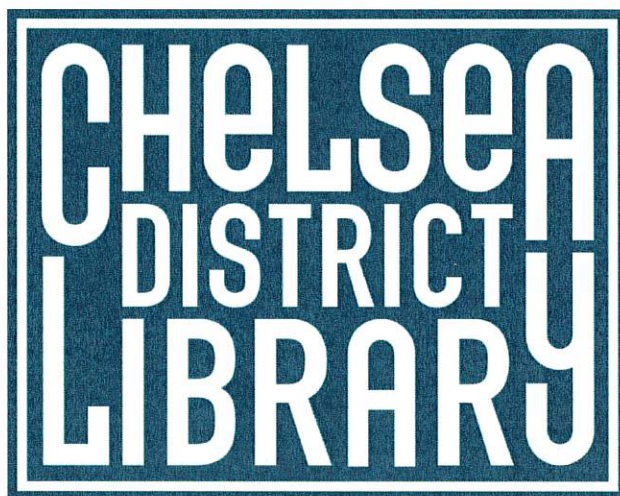


**Chelsea District Library
Board of Trustees**

Agenda and Information Packet



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

**December 13, 2024
10:00 am**

**McKune Room at the Chelsea
District Library**

CHELSEA DISTRICT LIBRARY BOARD OF TRUSTEES

Friday, December 13, 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. Board Officer and Committee Recommendations
3. 2025 Calendar of Library Operations and Holidays
4. 2025 Library Board Meeting Calendar
5. Capital Improvement Fund Commitment
6. Director's Annual Evaluation

10:50 Discussion Items

1. Budget Adjustments 2024
2. Budget Carryovers (2024 to 2025)

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, November 18, 2024 10:00 a.m.

Meeting Location: McKune Room

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

Trustees Absent: None

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

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 W. Reinhardt to approve the Consent Agenda with the October minutes and financials. Discussion: None

All Ayes: 5-0

Agenda Review, Additions, and Approval

MOTION made by W. Reinhardt, SECONDED by B. Swistock to approve the agenda, as amended. Discussion: Added S. Rakestraw as a guest speaker to discuss the internet outages at the library the week before and the technology backup plans at Chelsea District Library.

All Ayes: 5-0

TJ Helfferich arrived

Presentation: S. Rakestraw on Technology Backups and Outages

- S. Rakestraw discussed the services and relationship contracted through TLN (The Library Network). The internet and connection issues started last Monday and lasted on and off for three days.
- L. Coryell thanked S. Rakestraw for his efforts to keep the library online through use of hotspots and Mobee.

- S. Rakestraw spoke about how to handle a drop in service if he's not available: TLN is the primary backup, but Knight Technologies may also be contracted to assist in technology matters.

P. Garcia arrived

Director's Report Update:

L. Coryell update:

- CDL is winding down the year and closing out the 2024 Budget. Audit will begin in early March.
 - The Lockers, who assist with Walk to School Wednesdays, have been named the Volunteers of the Year.
 - Planning Commission is tomorrow night for the garage. That will start the wheels in motion, but will still need a final stamp of approval from the city.
 - The project was approved with a hard cap and several additional expenses (curb leveling and sprinkler moving) have already been added. The question of what happens if the project goes over budget came up.
 - B. Swistock spoke about his concerns about the process of approving the garage.
 - S. Lackey motioned to add Discussion Item #5 to reevaluate the garage project. MOTION by S. Lackey, SECONDED by TJ Helfferich.
- All Ayes: 7-0
- Holiday Volunteer Appreciation Party is scheduled for December 7 at 5:30pm. The Friend of the Year and Volunteer of the Year will be celebrated.

Friends Report Update:

- L. Ballard attended the meeting in L. Coryell's absence.
- Finances in great shape.
- Google Docs has been a challenge and L. Coryell suggested that maybe S. Rakestraw could help familiarize the system to the Friends volunteers. J. Carr thought that would help, but they'd need a crib sheet.

Public Comment: None

Action Item #1: Donations

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

All Ayes 7-0

Action Item #2: 2024 Budget Adjustment

MOTION made by S. Lackey, SECONDED by B. Swistock to approve the proposed updates to the 2024 Budget. Discussion: None

All Ayes 7-0

Discussion Item #1: Board Officers and Committee Recommendations

G. Munce shared the Nominating Committees recommendations for officers and committee assignments. The one temporary holdup is the treasurer. This will move to Action in December.

Discussion Item #2: 2025 Calendar of Operations

L. Coryell recommended adding Martin Luther King Jr. Day to the list of proposed library holidays. This will move to Action in December.

Discussion Item #3: 2025 Board Meeting Calendar

P. Garcia again has winter term Tuesday night classes, so the proposed fix is again to change the first four meetings from the third Tuesday of each month to the third Thursday. This would make the first four meeting dates: January 16, February 20, March 20, and April 17. This will move to Action in December.

Discussion Item #4: Capital Improvement Fund Commitment

This is an annual housekeeping initiative to keep the Capital Improvement Fund at \$100,000.00 at the beginning of each new budget year, as recommended by Mary Budzinski. S. Lackey asked how much was needing to move. This figure will be emailed prior to the December board meeting. This will move to Action in December.

Discussion Item #5: Mobee Garage Reevaluation

The question is whether to add contingency funds to the budget for this project or to gather more information and send it back to the Board. S. Lackey proposed soliciting two additional RFPs from known local contractors.

MOTION made by S. Lackey, SECONDED by W. Reinhardt to move Discussion Item #5 to Action Item #3. Discussion: B. Swistock and G. Munce agree that this makes for a stronger process.

All Ayes 7-0

Action Item #3: Mobee Garage RFPs

MOTION made by S. Lackey, **SECONDED** by B. Swistock to solicit two additional estimates from known local contractors for the bookmobile garage. Discussion: None

Aye 6, Nay 1

Committee Reports

Policy Committee –

Finance Committee –

Personnel Committee – TJ Helfferich reported that Director Evaluations have been returned and the Personnel Committee has another scheduled meeting and will make their recommendation at the December Board Meeting.

Nominating Committee –

Community Outreach Committee –

Communications:

- J. Carr encouraged trustees to renew their Friends memberships and shared that there's a Zoom webinar this Thursday on library law, hosted by our attorney, Anne Seurnyck.

Adjournment:

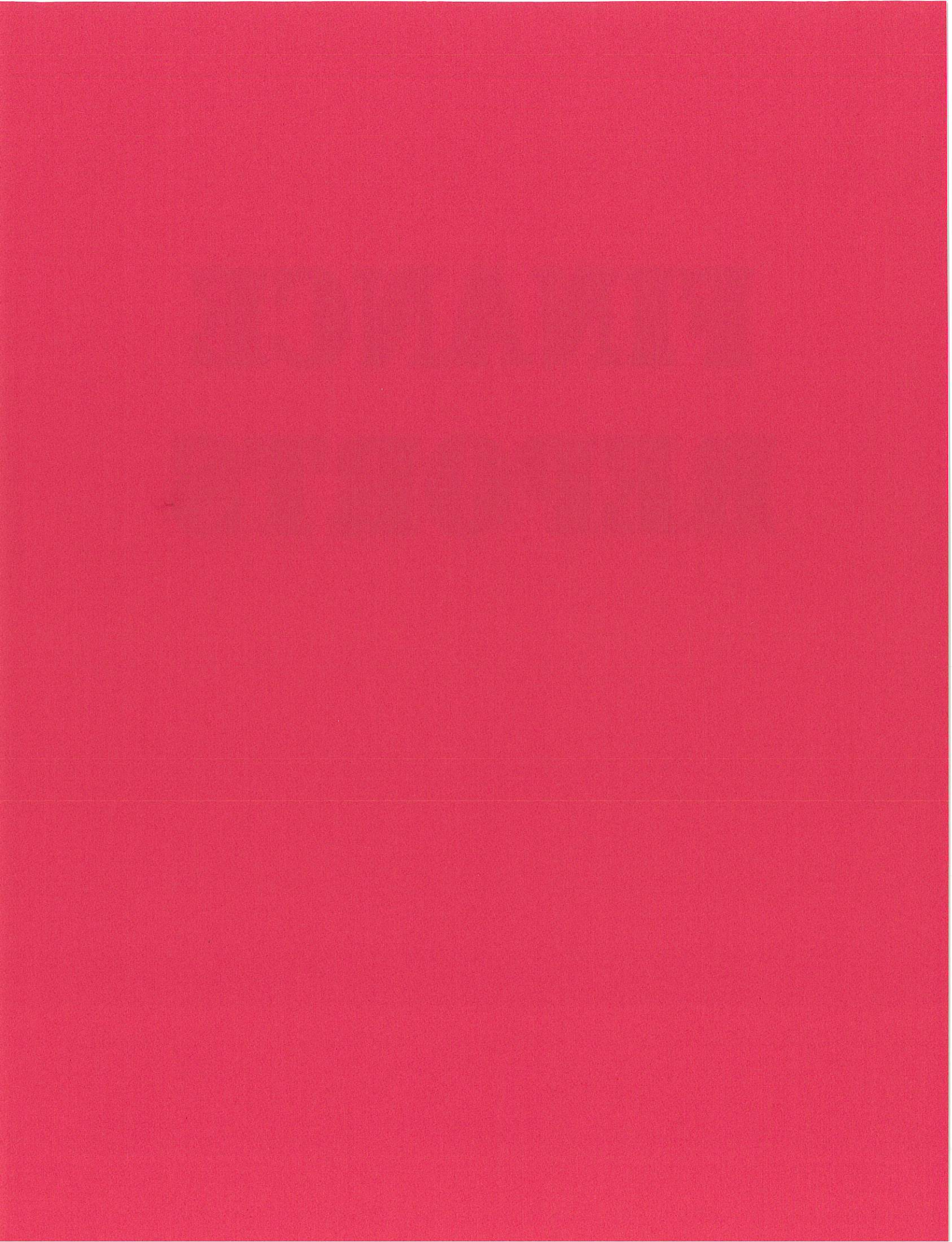
MOTION made by W. Reinhardt, **SECONDED** by B. Swistock to adjourn the meeting at 11:42 a.m.

All Ayes, 7-0

Patricia Garcia, Board Secretary

Date

FINANCE REPORTS



Chelsea District Library
Monthly Check Register
November 2024

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Check		11/30/2024		Service Charge	001.001 • CSB/Operations Checking		-7.40
TOTAL				Service Charge	802.100 • Admin-Fees Bank 801.310	-7.40	7.40
Bill Pmt -Check	28986	11/14/2024	A Production Cleaning Company Inc.		001.001 • CSB/Operations Checking		-2,150.00
Bill	15913	11/12/2024		CLEANING 10/27 - 11/09/24	803.605 • Janitorial	-1,750.00	1,750.00
Bill	15464	11/12/2024		CLEANING - partial carpets 03/30/24 (invoice discovered mis...	803.605 • Janitorial	-400.00	400.00
TOTAL						-2,150.00	2,150.00
Bill Pmt -Check	28987	11/14/2024	A T & T TELCO	INV 734433980407 - 10/25/2024 - ACCT 743 433-9804 520 ...	001.001 • CSB/Operations Checking		-206.75
Bill	20241025	11/07/2024		2023 - TELCO - LAND LINES - 09/26 - 10/25/24	850.120 • Telephone	-206.75	206.75
TOTAL						-206.75	206.75
Bill Pmt -Check	28988	11/14/2024	Alerus Financial	Entity code nos. 400298 / 110320 - pay period starting 10/...	001.001 • CSB/Operations Checking		-5,486.35
Bill	20241027	11/12/2024		10/27/24 - 11/09/24 - PAID 11/15/24 - PR ER 5% MATCH	231.002 • Payroll Lia/401A MCHER 257.0...	-1,857.40	1,857.40
				10/27/24 - 11/09/24 - PAID 11/15/24 - PR EE PERSONAL C...	702.300 • Per Svcs - Reimnt - EE 701.110	-2,101.63	2,101.63
				10/27/24 - 11/09/24 - PAID 11/15/24 - PR FLEX TO 457(b)	710.500 • Per Svcs - Fringe B ER 701.120	-1,527.32	1,527.32
TOTAL						-5,486.35	5,486.35
Bill Pmt -Check	28989	11/14/2024	Amazon Capital Services Inc		001.001 • CSB/Operations Checking		-567.67
Bill	141P-11KQ-RM73	11/07/2024		WASHABLE MARKERS	884.126 • General Adult Programs	-13.55	24.99
Bill	1RMK-P6KN-DKKG	11/07/2024		IT EQUIPMENT	967.110 • Tech Research	-77.90	77.90
Bill	1RF-JYK71-4CQJ	11/07/2024		BOOKS	982.760 • Youth Print General	-22.49	22.49
				CD	982.420 • Adult Music on CD	-11.69	11.69
				ZIPLOC STORAGE BAGS	884.222 • General Youth Programs	-39.59	39.59
Bill	143P-FM4D-1NXY	11/07/2024		BOOK	982.720 • Adult Print General	-16.57	18.57
Bill	1WQ9-RYFP-CRDT	11/11/2024		NITRIL GLOVES	729.200 • Supplies-Cleaning Sup 727.520	-41.71	41.71
				BLUE ROLLED PAPER TOWELS	729.100 • Supplies-Cleaning-Paper 727.5...	-102.24	102.24
				TP ROLLS	729.100 • Supplies-Cleaning-Paper 727.5...	-79.52	79.52
Bill	1RGD-YVOV-9J6X	11/13/2024		IE SUPPLIES	884.602 • Technology Programs - Supplies	-49.99	49.99
Bill	1X1G-NWKY-4NKQ	11/13/2024		IE SUPPLIES - 11/27 was \$112.42 - move \$60 to 884.992 per...	884.602 • Technology Programs - Supplies	-52.42	52.42
				IE SUPPLIES - 11/27 was \$112.42 - move \$60 to 884.992 per...	884.992 • Technology Prog Res Gifts	-60.00	60.00
TOTAL						-567.67	579.11
Bill Pmt -Check	28990	11/14/2024	Association Maintenance Corp	13049	001.001 • CSB/Operations Checking		-740.00
Bill	13049	11/07/2024		OCT MOWS	803.611 • Lawn Service	-630.00	630.00
				CLOSE OUT	803.613 • Sprinkler	-110.00	110.00
TOTAL						-740.00	740.00
Bill Pmt -Check	28991	11/14/2024	Baker & Taylor - Adult	2038617720	001.001 • CSB/Operations Checking		-208.11
Bill	2038617720	11/07/2024		2024 - Adult Print General	982.720 • Adult Print General	-208.11	208.11
TOTAL						-208.11	208.11
Bill Pmt -Check	28992	11/14/2024	Baker & Taylor - Auto Yours Cats		001.001 • CSB/Operations Checking		-117.87

Chelsea District Library
Monthly Check Register

November 2024

4:21 PM
12/09/24

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill	2038617111	11/07/2024		• Youth Print General	982.760 · Youth Print General	-36.55	36.55
Bill	2038643407	11/07/2024		• Youth Print General	982.760 · Youth Print General	-81.32	81.32
TOTAL						-117.87	117.87
Bill Pmt -Check	28993	11/14/2024	Baker & Taylor - Juvenile		001.001 · CSB/Operations Checking		-367.64
Bill	2038627491	11/07/2024		• Youth Print General	982.760 · Youth Print General	-111.09	111.09
Bill	2038630875	11/07/2024		• Youth Print General	982.760 · Youth Print General	-205.96	205.96
Bill	2038596903	11/07/2024		• Youth Print General	982.760 · Youth Print General	-60.59	60.59
TOTAL						-367.64	367.64
Bill Pmt -Check	28994	11/14/2024	Baker & Taylor - Program Account	2038632661	001.001 · CSB/Operations Checking		-79.68
Bill	2038632661	11/07/2024		• Youth Reading Group	884.230 · Youth Reading Group	-79.68	79.68
TOTAL						-79.68	79.68
Bill Pmt -Check	28995	11/14/2024	Baker & Taylor - Unlabeled Juvenile		001.001 · CSB/Operations Checking		-767.08
Bill	2038622955	11/07/2024		• Youth Print General	982.760 · Youth Print General	-152.63	152.63
Bill	2038635609	11/07/2024		• Youth Print General	982.760 · Youth Print General	-395.23	395.23
Bill	2038635927	11/07/2024		• Youth Print General	982.760 · Youth Print General	-106.17	106.17
Bill	2038596814	11/07/2024		2024 · Youth Print General	982.760 · Youth Print General	-14.28	14.28
Bill	2038598341	11/07/2024		2024 · Youth Print General	982.760 · Youth Print General	-88.77	88.77
TOTAL						-767.08	767.08
Bill Pmt -Check	28996	11/14/2024	BALLARD, CLIF	BOOKKEEPING ASSISTANCE, ACH PROJECT	001.001 · CSB/Operations Checking		-67.50
Bill	20241104	11/12/2024		ACH PROJECT - CONTACT INFO ENTRY (4.5 HR @ \$15/Hr.)	801.040 · Bookkeeper	-67.50	67.50
TOTAL						-67.50	67.50
Bill Pmt -Check	28997	11/14/2024	Ballard, Kerry	BOOKKEEPING THROUGH 11/14/24	001.001 · CSB/Operations Checking		-640.00
Bill	20241114	11/12/2024		BOOKKEEPING THROUGH 11/14/24	801.040 · Bookkeeper	-640.00	640.00
TOTAL						-640.00	640.00
Bill Pmt -Check	28998	11/14/2024	Blue Care Network of Michigan	GROUP 00277068 SUBGROUP 0002 - COVERAGE DEC 12...	001.001 · CSB/Operations Checking		-3,737.21
Bill	24313004933	11/12/2024		2024 - DEC 12/01 - 31/2024 - MED INS	710.200 · Per Svcs-Fringe Flex Ben 701.30	-3,737.21	3,737.21
TOTAL						-3,737.21	3,737.21
Bill Pmt -Check	28999	11/14/2024	BOOK FARM LLC	ERG14839	001.001 · CSB/Operations Checking		-1,328.16
Bill	ERG14839	11/07/2024		• Youth Print General	982.760 · Youth Print General	-1,328.16	1,328.16
TOTAL						-1,328.16	1,328.16
Bill Pmt -Check	29000	11/14/2024	Cintas Corporation-300	4210214763 ACCT# 14203524	001.001 · CSB/Operations Checking		-161.84
Bill	4210214763	11/12/2024		RUGS CLEANING SUPPLIES/ISOAP	729.300 · Supplies-Cleaning Rugs 727.5... 729.200 · Supplies-Cleaning Sup 727.520	-139.87 -21.97	139.87 21.97
TOTAL						-161.84	161.84

Chelsea District Library
Monthly Check Register

November 2024

4:21 PM
12/03/24

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill Pmt -Check	29001	11/14/2024	City of Chelsea	21722 - TRASH - OCT	001.001 - CSB/Operations Checking		-50.00
Bill	21722	11/12/2024		21885 - TRASH - OCT	803.620 - Trash	-50.00	50.00
TOTAL						-50.00	50.00
Bill Pmt -Check	29002	11/14/2024	City of Chelsea-Elect & Water	OCT - UTILITIES: ELECTRICITY, WATER, SEWER, SPRINK...	001.001 - CSB/Operations Checking		-4,406.13
Bill	20241031	11/13/2024		WATER - OCT	920.110 - City of Chelsea Water	-66.11	66.11
				SEWER - OCT	920.120 - City of Chelsea Sewer	-145.12	145.12
				ELECTRICITY - OCT	920.130 - City of Chelsea Electric	-4,019.31	4,019.31
				SPRINKLER - OCT	920.150 - City of Chelsea Sprinkler	-175.59	175.59
TOTAL						-4,406.13	4,406.13
Bill Pmt -Check	29003	11/14/2024	COMFORT, STACEY	REIMBURSEMENT - TEEN ADVISORY BOARD (TAB/YSG)	001.001 - CSB/Operations Checking		-35.16
Bill	24-3626-SC	11/11/2024		REIMBURSEMENT - REFRESHMENTS - TAB/YSG	884.265 - YSG Recognition	-35.16	35.16
TOTAL						-35.16	35.16
Bill Pmt -Check	29004	11/14/2024	Community Foundation of SE Michigan	CDL Endowment - from Willem and Kristin van Reesema - ...	001.001 - CSB/Operations Checking		-200.00
Bill	VAN RESSEMA	11/06/2024		to CDL Endowment - from Willem and Kristin van Reesema	671.200 - MISC INCOME OR REFUND	-200.00	200.00
TOTAL						-200.00	200.00
Bill Pmt -Check	29005	11/14/2024	Constellation NewEnergy-Gas Divisio...	OCT - 09/20 - 10/18/2024 (REMEMBER TO APPLY CREDIT ...	001.001 - CSB/Operations Checking		-428.19
Bill	4172016	11/12/2024		SEPT - 08/20 - 09/19/2024	920.200 - McKune Gas	-288.39	446.77
Bill	4147703	11/13/2024			920.200 - McKune Gas	-139.80	139.80
TOTAL						-428.19	586.57
Bill Pmt -Check	29006	11/14/2024	Dangerous Architects	Architects services for Mabee garage	001.001 - CSB/Operations Checking		-5,077.00
Bill	One	11/12/2024		Architects services for Mabee garage	801.079 - Library Strategic Plan	-5,077.00	5,077.00
TOTAL						-5,077.00	5,077.00
Bill Pmt -Check	29007	11/14/2024	Dollar Bill Printing	INGENUITY ENGINE BUSINESS CARDS	001.001 - CSB/Operations Checking		-260.98
Bill	DB-98822-INV	11/11/2024		TEEN SUPPLY DRIVE POSTERS	880.340 - Printed Items / Stationary	-77.38	77.38
Bill	DB-98793-INV	11/11/2024			880.421 - General Youth/Teen Promotion	-183.60	183.60
TOTAL						-260.98	260.98
Bill Pmt -Check	29008	11/14/2024	EBSCO Publishing	1734831 - INCLUDES TWO CREDITS, 2405194 -\$19.04, 240...	001.001 - CSB/Operations Checking		-6,976.06
Bill	1734831	11/07/2024		SUPPLEMENTAL INVOICE TO 1696503	982.630 - Magazines	-6,976.06	6,976.06
TOTAL						-6,976.06	6,976.06
Bill Pmt -Check	29009	11/14/2024	Foster Swift Collins & Smith	INV 899046 - CLIENT 21969-00002	001.001 - CSB/Operations Checking		-98.00
Bill	899046	11/08/2024		RETURN TO WORK	801.010 - Attorney	-98.00	98.00
TOTAL						-98.00	98.00

Chelsea District Library
Monthly Check Register

November 2024

4:21 PM
12/09/24

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill Pmt -Check	29010	11/14/2024	Ingram Library Services		001.001 - CSB/Operations Checking		-3,107.74
Bill	84250927	11/07/2024		• Adult Print General	982.720 - Adult Print General	-19.25	19.25
Bill	84250924	11/07/2024		• Adult Print General	982.720 - Adult Print General	-464.69	464.69
Bill	84250926	11/07/2024		• Adult Print General	982.720 - Adult Print General	-36.79	36.79
Bill	84250925	11/07/2024		• Adult Print General	982.720 - Adult Print General	-17.55	17.55
Bill	84295768	11/07/2024		• Adult Print General	982.720 - Adult Print General	-35.43	35.43
Bill	84295763	11/07/2024		• Adult Print General	982.720 - Adult Print General	-38.50	38.50
Bill	84295764	11/07/2024		• Adult Print General	982.720 - Adult Print General	-358.35	358.35
Bill	84295767	11/07/2024		• Adult Print General	982.720 - Adult Print General	-38.02	38.02
Bill	84295765	11/07/2024		• Adult Print General	982.720 - Adult Print General	-19.41	19.41
Bill	84295762	11/07/2024		• Adult Print General	982.720 - Adult Print General	-13.26	13.26
Bill	84295761	11/07/2024		• Adult Print General	982.720 - Adult Print General	-16.21	16.21
Bill	84295769	11/07/2024		• Adult Print General	982.720 - Adult Print General	-24.75	24.75
Bill	84295766	11/07/2024		• Adult Print General	982.720 - Adult Print General	-20.30	20.30
Bill	84315499	11/07/2024		• Adult Print General	982.720 - Adult Print General	-17.55	17.55
Bill	84315498	11/07/2024		• Adult Print General	982.720 - Adult Print General	-12.40	12.40
Bill	84315496	11/07/2024		• Adult Print General	982.720 - Adult Print General	-12.40	12.40
Bill	84315497	11/07/2024		• Adult Print General	982.720 - Adult Print General	-14.41	14.41
Bill	84388123	11/07/2024		• Adult Print General	982.720 - Adult Print General	-17.88	17.88
Bill	84388120	11/07/2024		• Adult Print General	982.720 - Adult Print General	-19.74	19.74
Bill	84388127	11/07/2024		• Adult Print General	982.720 - Adult Print General	-22.00	22.00
Bill	84388119	11/07/2024		• Adult Print General	982.720 - Adult Print General	-73.51	73.51
Bill	84388118	11/07/2024		• Adult Print General	982.720 - Adult Print General	-16.50	16.50
Bill	84388122	11/07/2024		• Adult Print General	982.720 - Adult Print General	-37.85	37.85
Bill	84388121	11/07/2024		• Adult Print General	982.720 - Adult Print General	-10.55	10.55
Bill	84388117	11/07/2024		• Multiple Book Copies	982.740 - Multiple Book Copies	-36.25	36.25
Bill	84388125	11/07/2024		• Multiple Book Copies	982.740 - Multiple Book Copies	-16.83	16.83
Bill	84388124	11/07/2024		• Adult Print General	982.720 - Adult Print General	-10.42	10.42
Bill	84388126	11/07/2024		• Youth Print General	982.760 - Youth Print General	-14.16	14.16
Bill	84403734	11/07/2024		• Adult Print General	982.720 - Adult Print General	-62.93	62.93
Bill	84403733	11/07/2024		• Adult Print General	982.720 - Adult Print General	-19.17	19.17
Bill	84403736	11/07/2024		• Adult Print General	982.720 - Adult Print General	-20.65	20.65
Bill	84403735	11/07/2024		• Adult Print General	982.720 - Adult Print General	-35.00	35.00
Bill	84403738	11/07/2024		• Adult Print General	982.720 - Adult Print General	-8.25	8.25
Bill	84403732	11/07/2024		• Adult Print General	982.720 - Adult Print General	-46.14	46.14
Bill	84403731	11/07/2024		• Multiple Book Copies	982.740 - Multiple Book Copies	-14.41	14.41
Bill	84403737	11/07/2024		• Youth Print General	982.760 - Youth Print General	-39.99	39.99
Bill	84441364	11/07/2024		• Adult Print General	982.720 - Adult Print General	-20.63	20.63
Bill	84441366	11/07/2024		• Adult Print General	982.720 - Adult Print General	-95.57	95.57
Bill	84441365	11/07/2024		• Adult Print General	982.720 - Adult Print General	-67.21	67.21
Bill	84441367	11/07/2024		• Adult Print General	982.720 - Adult Print General	-16.95	16.95
Bill	84415779	11/07/2024		• Adult Print General	982.720 - Adult Print General	-317.45	317.45
Bill	84415782	11/07/2024		• Adult Print General	982.720 - Adult Print General	-16.49	16.49
Bill	84415778	11/07/2024		• Adult Ref.	982.730 - Adult Ref.	-94.24	94.24
Bill	84415777	11/07/2024		• Adult Print General	982.720 - Adult Print General	-52.25	52.25
Bill	84415781	11/07/2024		• Adult Print General	982.720 - Adult Print General	-35.41	35.41
Bill	84415780	11/07/2024		• Multiple Book Copies	982.740 - Multiple Book Copies	-17.55	17.55
Bill	84415776	11/07/2024		• Multiple Book Copies	982.740 - Multiple Book Copies	-52.65	52.65
Bill	84415783	11/07/2024		• Adult Print General	982.720 - Adult Print General	-16.75	16.75
Bill	84415782	11/07/2024		• Youth Print General	982.760 - Youth Print General	-11.35	11.35
Bill	84472074	11/07/2024		• Adult Print General	982.720 - Adult Print General	-155.05	155.05
Bill	84472073	11/07/2024		• Adult Print General	982.720 - Adult Print General	-17.29	17.29
Bill	84472075	11/07/2024		• Adult Print General	982.720 - Adult Print General	-33.30	33.30
TOTAL						-3,107.74	3,107.74
Bill Pmt -Check	29011	11/14/2024	JENSEN, PATRICIA		001.001 - CSB/Operations Checking		-350.00
Bill	24-3634-LB	11/11/2024			884.119 - General Adult Events	-350.00	350.00
TOTAL						-350.00	350.00

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Bill Pmt -Check	29012	11/14/2024	KeyBank	A/C Ending3195 10/10 - 11/09/24 DUE 12/06/2024 ..	001.001 • CSB/Operations Checking		-4,698.47
Bill	241206	11/13/2024		CHELSEA WELLNESS CENTER - HEALTH STIPEND PLAYBOOK BUILDER - HR SOFTWARE OTC BRANDS - MOBEE - HALLOWEEN THOMPSON'S PIZZA - SONGFEST (RESTRICTED) COMMON GRILL - SONGFEST (RESTRICTED) - SEE LOYA... ROBIN HILLS FARM - SONGFEST SUPPLIES META, FACEBOOK - MEDIA BUY, SONGFEST ACE HARDWARE - MARKET SUPPLIES GRAND TRAVERSE RESORT - MILA CONFERENCE, ZORAN SERENDIPITY BOOKS - CARDS FOR LCSUM POLLYS - REFRESHMENTS FOR BOOKS AND BANTER COTTAGE INN - MEIJER - STORAGE BINS FOR MAKERSPACE POLLYS - YOUTH READING GROUP CVS - TEEN SUMMER READING SNACKS KAILIE COLEMAN BOOKS - BOOKS STAPLES - 4 ROLLS OF PAPER FOR STORYBOOK TRAIL COTTAGE INN - REFRESHMENTS FOR OCTOBER P&P MENARDS - PROGRAM SUPPLIES (LIGHTBOX NOV) MICHAEL'S - TEEN GENERAL PROGRAMS (\$24.96 + \$114... MICHAEL'S - HOLIDAY PROGRAMS (\$24.96 + \$114.70 = \$1... NEW HUAXING ASIA MARKET - TEEN REFRESHMENTS MICHAEL'S - GRAPEVINE WREATHS BRODER BROS - TEEN HOLIDAY PROGRAMS POLLYS - YOUTH READING GROUP POLLYS - YOUTH READING GROUP POLLYS - YOUTH READING GROUP BAMBU LABS - ?????????????????????????????? POLLYS - K2 SNACKS AGRICOLE - SUPPLIES FOR YCZ TOTAL WINE - SONGFEST WHOLESALE - SONGFEST SUPPLIES BUSCH'S - SONGFEST SUPPLIES MIKE'S DELI - SONGFEST SUPPLIES MIKE'S DELI - SONGFEST SUPPLIES WEBER'S HOTEL - SONGFEST ARTIST ACCOMMODATIONS SMOKEHOUSE 52 - MTG WIDEXTER DIR MCCANN, CORY... CHELSEA BAKERY - BOARD MEETING SUPPLIES ZINGERMAN'S - SUPPLIES & SOUND TECHS ROBIN HILLS - SONGFEST CHARGES (MULTIPLE) BRUEGGER'S BAGELS - ALL STAFF MEETING SUPPLIES MIKE'S DELI - SUPPLIES AGRICOLE - ANNIVERSARIES: MAYA AND CATHERINE CLEARY'S - ANNIVERSARY: AMELIA (\$25.00 + \$50.00 = \$7... CLEARY'S - SONGFEST (\$25.00 + \$50.00 = \$75.00) ZOU ZOU'S - ANNIVERSARY, MARISSA LOS TRES AMIGOS - STAFF BRANDING MTG SMOKEHOUSE 52 - ZORAN REVIEW CLEARY'S - RAKES TRAW REVIEW CONVERSATION ZOOM! - VIDEO CONFERENCE SOFTWARE 10/24 - 11/23/24 STAR2STAR - VOIP CLOUD SERVICE 9/26 - 10/25/24	969.620 • Staff In-Service & Appreciation 967.200 • Equipment Software 880.436 • Mobile Promotions 884.961 • Songfest - Restricted Gift 884.961 • Songfest - Restricted Gift 884.411 • Songfest 880.110 • Media Buy 969.320 • Misc Marketing Supplies 969.123 • Circulation Services Travel 880.441 • General Services/Resource Pro... 884.126 • General Adult Programs 884.118 • General Adult Events 967.500 • Makerspace Equipment 884.230 • Youth Reading Group 884.277 • Teen Summer Reading 982.760 • Youth Print General 884.251 • Story Book Trail 884.276 • Teen Refreshments 884.602 • Technology Programs - Supplies 884.272 • Teen General Programs 884.273 • Teen Holiday Programs 884.276 • Teen Refreshments 884.126 • General Adult Programs 884.273 • Teen Holiday Programs 884.273 • Teen Holiday Programs 884.273 • Teen Holiday Programs 982.760 • Youth Print General 884.222 • General Youth Programs 884.411 • Songfest 884.411 • Songfest 884.961 • Songfest - Restricted Gift 884.961 • Songfest - Restricted Gift 884.961 • Songfest - Restricted Gift 884.411 • Songfest 960.200 • Director Expense 960.100 • Board Expenses 884.961 • Songfest - Restricted Gift 884.411 • Songfest 969.620 • Staff In-Service & Appreciation 884.411 • Songfest 969.940 • Staff Apprec - Restricted 969.940 • Staff Apprec - Restricted 884.411 • Songfest 969.940 • Staff Apprec - Restricted 969.620 • Staff In-Service & Appreciation 969.620 • Staff In-Service & Appreciation 969.620 • Staff In-Service & Appreciation 967.200 • Equipment Software 880.120 • Telephone	-199.78 -169.83 -77.13 -67.47 -120.58 -51.15 -12.14 -79.36 -533.15 -77.04 -12.32 -42.32 -3.00 -23.97 -31.97 -117.29 -21.68 -76.04 -24.93 -114.58 -38.45 -116.81 -78.44 -54.24 -9.79 -8.12 -510.14 -11.39 30.99 39.21 68.55 46.33 88.37 13.35 -371.31 67.94 50.60 150.00 95.68 73.29 50.00 50.00 25.00 50.00 25.00 36.70 48.10 45.92 45.87 39.46 472.31	200.00 170.00 77.21 67.54 120.70 51.20 12.15 79.44 533.70 77.12 12.33 42.32 3.00 23.99 32.00 117.41 21.70 76.12 24.96 114.70 38.48 119.93 78.44 54.30 9.79 8.13 510.66 11.39 30.99 39.21 68.55 46.33 88.37 13.35 371.69 67.94 50.60 150.00 95.68 73.29 50.00 50.00 25.00 50.00 25.00 36.70 48.10 45.92 45.87 39.46 472.80
TOTAL						-4,698.47	4,703.30

Bill Pmt -Check	29013	11/14/2024	MAYES, EVERETT	REIMBURSEMENT - ABOS CONFERENCE 10/8 - 10/11-2023	001.001 • CSB/Operations Checking		-412.89
Bill	20241017	11/11/2024		ABOS CONF REIMBURSEMENT	969.120 • Information Services	-412.89	412.89
TOTAL						-412.89	412.89

Bill Pmt -Check	29014	11/14/2024	MC creative design & photography LLC	818	001.001 • CSB/Operations Checking		-1,800.00
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Bill	818	11/08/2024		BLANKET PO 24-4003-VK (4 NEWSLETTERS IN 2024), WIN...	880.521 · Graphic Design Services	-1,800.00	1,800.00
TOTAL						-1,800.00	1,800.00
Bill Pmt -Check	29015	11/14/2024	Midwest Tape		001.001 · CSB/Operations Checking		-1,113.03
Bill	506202235	11/07/2024		FALL FAMILY D VDs	982.480 · Youth Video DVD	-113.19	113.19
Bill	506202238	11/07/2024		POPULAR DVDs MULTIPLES	982.480 · Youth Video DVD	-53.98	53.98
Bill	506222084	11/07/2024		NOV BOC	982.120 · Adult Books on Disc	-84.98	84.98
Bill	506222065	11/07/2024		SEP ADULT FEATURES DVDs	982.460 · DVD Feature	-14.99	14.99
Bill	506222087	11/08/2024		OCT ADULT NONFICTION DVDs	982.470 · DVD Non-Fiction	-31.49	31.49
Bill	506222088	11/08/2024		OCT BOC	982.120 · Adult Books on Disc	-39.99	39.99
Bill	506222089	11/08/2024		OCT ADULT FEATURE DVDs	982.460 · DVD Feature	-18.74	18.74
Bill	506222100	11/08/2024		OCT NOV CDs	982.420 · Adult Music on CD	-26.98	26.98
Bill	506236889	11/11/2024		OCT ADULT FEATURE DVDs	982.460 · DVD Feature	-16.49	16.49
Bill	506263980	11/11/2024		OCT ADULT NONFICTION DVDs	982.460 · DVD Feature	-38.98	38.98
Bill	506263985	11/11/2024		NOV ADULT FEATURE DVDs	982.460 · DVD Feature	-594.77	594.77
Bill	506263982	11/12/2024		OCT NOV CDs	982.420 · Adult Music on CD	-43.47	43.47
Bill	506263984	11/12/2024		OCT BOC	982.120 · Adult Books on Disc	-74.98	74.98
TOTAL						-1,113.03	1,113.03
Bill Pmt -Check	29016	11/14/2024	PLAYAWAY PRODUCTS	479027	001.001 · CSB/Operations Checking		-224.97
Bill	479027	11/11/2024		2024 LAUNCHPAD REPLACEMENTS	982.495 · Playaway Views	-224.97	224.97
TOTAL						-224.97	224.97
Bill Pmt -Check	29017	11/14/2024	POTGIESSER, KATIE		001.001 · CSB/Operations Checking		-43.00
Bill	24-5032-AZ	11/08/2024		REFUND FOR OVERPAYMENT OF COLLECTION FEE	657.200 · ILL Fees/Collection Agency Rec	-43.00	43.00
TOTAL						-43.00	43.00
Bill Pmt -Check	29018	11/14/2024	RAHN, BONNIE		001.001 · CSB/Operations Checking		-80.00
Bill	24-3631-LFB	11/11/2024		04/30/24 BEADED EMBROIDERY PROGRAM	984.119 · General Adult Events	-80.00	80.00
TOTAL						-80.00	80.00
Bill Pmt -Check	29019	11/14/2024	Rotary Club of Chelsea		001.001 · CSB/Operations Checking		-194.00
Bill	621451	11/08/2024		ROTARY - 621451	969.510 · Institutional Member Rotary	-194.00	194.00
TOTAL						-194.00	194.00
Bill Pmt -Check	29020	11/14/2024	SPENCER, MARY		001.001 · CSB/Operations Checking		-300.00
Bill	24-3625-GH	11/08/2024		11/12/24 - INSTANT POT COOKING CLASS	884.119 · General Adult Events	-300.00	300.00
TOTAL						-300.00	300.00
Bill Pmt -Check	29021	11/14/2024	SPRINGFIELD TOWNSHIP LIBRARY		001.001 · CSB/Operations Checking		-20.00
Bill	24-5033	11/08/2024		LOST BOOK REPLACEMENT -	982.760 · Youth Print General	-20.00	20.00
TOTAL						-20.00	20.00
Bill Pmt -Check	29022	11/14/2024	T-MOBILE		001.001 · CSB/Operations Checking		-450.66

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Bill	975550022	11/08/2024		2024 - 09/21 - 10/20/2024- T-MOBILE WIFI HOTSPOTS MOBEE CELL	850.311 • WIFI Hotspots 850.122 • Telecommunications - Mobile C...	-271.07 -179.59	271.07 179.59
TOTAL						-450.66	450.66
Bill Pmt -Check	29023	11/14/2024	THE LAKEHOUSE BAKERY	HOMEMADE PIECRUST WORKSHOP	001.001 • CSB/Operations Checking		-400.00
Bill	24-3628-AH	11/11/2024		HOMEMADE PIECRUST WORKSHOP	884.212 • General Youth Programs	-400.00	400.00
TOTAL						-400.00	400.00
Bill Pmt -Check	29024	11/14/2024	The Sun Times	11/06/24 - BUSINESS CARD - VETERANS' DAY	001.001 • CSB/Operations Checking		-69.00
Bill	24608-R	11/08/2024		BUSINESS CARD - VETERANS' DAY	880.120 • Misc Advertising	-69.00	69.00
TOTAL						-69.00	69.00
Bill Pmt -Check	29025	11/14/2024	TOTAL QUALITY LOGISTICS	29999286	001.001 • CSB/Operations Checking		-805.53
Bill	29999286	11/08/2024		EXHIBIT: THE PERFECT SHOT - SHIPPING EXHIBIT: THE PERFECT SHOT - SHIPPING	884.980 • Exhibits - Restricted 884.801 • Exhibits	-742.91 -62.62	742.91 62.62
TOTAL						-805.53	805.53
Bill Pmt -Check	29026	11/14/2024	Unique Management Services Inc	6131293 CLIENT # 1954 - 2024 OCT - COLLECTION FEES ...	001.001 • CSB/Operations Checking		-71.60
Bill	6132465	11/11/2024		2024 OCT - COLLECTION FEES (PLACEMENTS)	801.090 • Collection Fees	-71.60	71.60
TOTAL						-71.60	71.60
Bill Pmt -Check	29027	11/14/2024	Verizon Wireless	INV 9972564401 - ACCT 442098695-00001 - 09/29 - 10/28...	001.001 • CSB/Operations Checking		-590.07
Bill	997741759	11/08/2024		HOT SPOTS - 09/29 - 10/28/2024 IT CELL PHONE - 09/29 - 10/28/2024 MOBEE WIFI + HOTSPOT - 09/29 - 10/28/2024	850.311 • WIFI Hotspots 850.121 • IT Cell Phone 850.312 • Internal/Service - Mobile CDL	-517.26 -51.06 -21.75	517.26 51.06 21.75
TOTAL						-590.07	590.07
Bill Pmt -Check	29028	11/14/2024	State of Michigan-Bureau of Construc...	BOILER CERT OF OPERATION RENEWAL #MIR465331 & ...	001.001 • CSB/Operations Checking		-305.00
Bill	BLR497321	11/14/2024		BOILER CERT OF OPERATION RENEWAL #MIR465331 & ...	803.210 • HVAC MA	-305.00	305.00
TOTAL						-305.00	305.00
Bill Pmt -Check	29029	11/15/2024	Coryell, Lori	ST LOUIS CONFERENCE	001.001 • CSB/Operations Checking		-69.40
Bill	241114	11/15/2024		2024 REIMBURSEMENT - ST LOUIS CONFERENCE	969.110 • Director Travel	-69.40	69.40
TOTAL						-69.40	69.40
Bill Pmt -Check	29030	11/15/2024	Krueger, Virginia	ST LOUIS CONFERENCE	001.001 • CSB/Operations Checking		-66.32
Bill	241114	11/15/2024		2024 REIMBURSEMENT - ST LOUIS CONFERENCE	969.143 • Other Staff Travel	-66.32	66.32
TOTAL						-66.32	66.32
Bill Pmt -Check	29031	11/26/2024	A Production Cleaning Company Inc.	INV 15933	001.001 • CSB/Operations Checking		-1,750.00

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Bill	15933	11/26/2024		CLEANING 11/10-23/24	803.605 - Janitorial	-1,750.00	1,750.00
TOTAL						-1,750.00	1,750.00
Bill Pmt -Check	29032	11/26/2024	A T & T Mobility	ACCT 287266231193X - INV 11142024 - ISSUED ON 11/06/2...	001.001 - CSB/Operations Checking		-219.79
Bill	X11142024	11/22/2024		PUBLIC WIFI HOT SPOTS 10/07 - 11/09/2024	850.311 - WIFI Hotspots	-219.79	219.79
TOTAL						-219.79	219.79
Bill Pmt -Check	29033	11/26/2024	ASSOPURE	ACCT 9423998 - INV 89526169	001.001 - CSB/Operations Checking		-21.42
Bill	89526169	11/26/2024		WATER AT 11/19	727.100 - Supplies - General Op 727.200	-21.42	21.42
TOTAL						-21.42	21.42
Bill Pmt -Check	29034	11/26/2024	Alerus Financial	Entity code nos. 400298 / 110320 - pay period starting 11/...	001.001 - CSB/Operations Checking		-5,486.35
Bill	20241110	11/26/2024		11/10/24 - 11/23/24 - PAID 11/29/24 - PR ER 5% MATCH	231.002 - Payroll Lia/01A MOHER 257 D...	-1,857.40	1,857.40
				11/10/24 - 11/23/24 - PAID 11/29/24 - PR EE PERSONAL C...	702.300 - Per Svcs - Reimint - EE 701.110	-2,196.39	2,196.39
				11/10/24 - 11/23/24 - PAID 11/29/24 - PR FLEX TO 457(b) - ...	710.500 - Per Svcs - Fringe B ER 701.120	-1,432.56	1,432.56
TOTAL						-5,486.35	5,486.35
Bill Pmt -Check	29035	11/26/2024	Amazon Capital Services Inc		001.001 - CSB/Operations Checking		-567.22
Bill	1G46-CRHM-CQXM	11/26/2024		CANDY AND WRAPPING PAPER	884.265 - YSG Recognition	-59.47	59.47
Bill	1WFP-GLYG-KHPF	11/26/2024		YOUTH PROGRAMS	884.222 - General Youth Programs	-6.85	6.85
				HOLIDAY PROGRAMS	884.223 - Holiday Programs	-437.79	437.79
				MAKERSPACE	967.500 - Makerspace Equipment	-19.99	19.99
Bill	17XH-7GFV-JNPH	11/26/2024		YOUTH PROGRAMS	884.222 - General Youth Programs	-43.12	43.12
TOTAL						-567.22	567.22
Bill Pmt -Check	29036	11/26/2024	AMERICAN UNITED LIFE INSURANCE ..	GROUP: G 00623936-0000-000 - DEC12/01/2024 - 12/31/2024	001.001 - CSB/Operations Checking		-880.48
Bill	24-2174-LB	11/26/2024		DEC12/01/2024 - 12/31/2024	710.200 - Per Svcs-Fringe Flex Ben 701.30	-880.48	880.48
TOTAL						-880.48	880.48
Bill Pmt -Check	29037	11/26/2024	Association Maintenance Corp	13051	001.001 - CSB/Operations Checking		-763.75
Bill	13051	11/26/2024		11/8 FALL CLEANUP	803.611 - Lawn Service	-763.75	763.75
TOTAL						-763.75	763.75
Bill Pmt -Check	29038	11/26/2024	AudioCraft Publishing Inc.	18035	001.001 - CSB/Operations Checking		-39.95
Bill	18035	11/26/2024		PRINT BOOKS	982.780 - Youth Print General	-32.96	32.96
				PRINT BOOKS	982.761 - Mobile CDL - Youth	-6.99	6.99
TOTAL						-39.95	39.95
Bill Pmt -Check	29039	11/26/2024	Baker & Taylor - Adult		001.001 - CSB/Operations Checking		-148.28
Bill	2038646013	11/26/2024		• Adult Books on Disc	982.120 - Adult Books on Disc	-108.87	108.87
Bill	2038671171	11/26/2024		• Adult Print General	982.720 - Adult Print General	-39.41	39.41
TOTAL						-148.28	148.28

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Bill Pmt -Check	29040	11/26/2024	Baker & Taylor - Auto Yours Cats		001.001 • CSB/Operations Checking		-176.37
Bill	2036660886	11/26/2024		• Youth Print General	982.760 • Youth Print General	-129.66	129.66
Bill	2036665167	11/26/2024		• Youth Print General	982.760 • Youth Print General	-46.71	46.71
TOTAL						-176.37	176.37
Bill Pmt -Check	29041	11/26/2024	Baker & Taylor - Juvenile		001.001 • CSB/Operations Checking		-1,236.82
Bill	2036652735	11/26/2024		• Youth Print General	982.760 • Youth Print General	-11.83	11.83
Bill	2036651322	11/26/2024		• Youth Print General	982.760 • Youth Print General	-1,019.85	1,019.85
Bill	2036664656	11/26/2024		• Youth Print General	982.760 • Youth Print General	-205.14	205.14
TOTAL						-1,236.82	1,236.82
Bill Pmt -Check	29042	11/26/2024	Baker & Taylor - Unlabeled Juvenile		001.001 • CSB/Operations Checking		-754.18
Bill	2036662372	11/26/2024		2024 • Youth Print General	982.760 • Youth Print General	-75.68	75.68
Bill	2036666853	11/26/2024		2024 • Youth Print General	982.760 • Youth Print General	-250.90	250.90
Bill	2036666180	11/26/2024		2024 • Youth Print General	982.760 • Youth Print General	-176.15	176.15
Bill	2036666168	11/26/2024		2024 • Youth Print General	982.760 • Youth Print General	-251.45	251.45
TOTAL						-754.18	754.18
Bill Pmt -Check	29043	11/26/2024	Ballard, Kerry	BOOKKEEPING THROUGH 11/29/24	001.001 • CSB/Operations Checking		-640.00
Bill	1129	11/22/2024		BOOKKEEPING THROUGH 11/29/24	801.040 • Bookkeeper	-640.00	640.00
TOTAL						-640.00	640.00
Bill Pmt -Check	29044	11/26/2024	Barking Dogs Exhibits	ACRYLIC SHEETS	001.001 • CSB/Operations Checking		-604.20
Bill	20137	11/26/2024		Story Book Trail	884.251 • Story Book Trail	-604.20	604.20
TOTAL						-604.20	604.20
Bill Pmt -Check	29045	11/26/2024	CHELSEA SCHOOL DISTRICT - FUEL	FUEL - 10/01/24 - 10/31/24	001.001 • CSB/Operations Checking		-67.07
Bill	20241121	11/26/2024		OCT FUEL MOBEE	758.100 • MOBILE CDL - FUEL	-67.07	67.07
TOTAL						-67.07	67.07
Bill Pmt -Check	29046	11/26/2024	Cintas Fire Protection	ANNUAL SPRINKLER TESTING ANNUAL ALARM INSPECTION AND TESTING	001.001 • CSB/Operations Checking		-1,405.99
Bill	0D26036871	11/26/2024			803.700 • Fire Suppression Inspection	-631.84	631.84
Bill	0D26036872	11/26/2024			803.750 • Fire Alarm Inspection	-774.15	774.15
TOTAL						-1,405.99	1,405.99
Bill Pmt -Check	29047	11/26/2024	COMFORT, STACEY	REIMBURSEMENT - REC CTR STIPEND REIMBURSEMENT - PROGRAMS REIMBURSEMENT - REFRESHMENTS	001.001 • CSB/Operations Checking		-135.50
Bill	24-2168-LB	11/22/2024			969.620 • Staff In-Service & Appreciation	-50.00	50.00
Bill	24-3633-SC	11/26/2024			884.272 • Teen General Programs	-50.00	50.00
TOTAL					884.276 • Teen Refreshments	-35.50	35.50
Bill Pmt -Check	29048	11/26/2024	Costco Anywhere Visa	ACCT ENDING 3253 09/17/24 - 10/17/2024 DUE 11/14/2024	001.001 • CSB/Operations Checking		-79.96
Bill						-79.96	79.96

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Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill	24-1078-LC	11/22/2024		MOBEE TRUNK OR TREAT SUPPLIES	880.438 · Mobile Promotions	-79.96	79.96
TOTAL						-79.96	79.96
Bill Pmt -Check	29049	11/26/2024	D&B STRATEGIC MARKETING	LOGO REFRESH FINAL PAYMENT PER 10/27/23 PROPOS...	001.001 · CSB/Operations Checking		-495.00
Bill	532	11/22/2024		WEBSITE PRELAUNCH REVIEW	801.071 · Website Development	-495.00	495.00
TOTAL						-495.00	495.00
Bill Pmt -Check	29050	11/26/2024	Demo Inc.		001.001 · CSB/Operations Checking		-614.13
Bill	7544074	11/26/2024		DISPLAY SEE CREDIT MEMO C39203 (\$39203)	880.320 · Misc Marketing Supplies	-21.51	147.07
Bill	7570988	11/26/2024		SUPPLIES AND BOOKMARKS	728.300 · Supplies-Matl Proc Othr 727 330	-592.62	592.62
TOTAL						-614.13	739.69
Bill Pmt -Check	29051	11/26/2024	Ingram Library Services		001.001 · CSB/Operations Checking		-1,546.57
Bill	84415773	11/26/2024		· Teen General Programs	884.272 · Teen General Programs	-53.95	53.95
Bill	84415775	11/26/2024		· Story Book Trail	884.251 · Story Book Trail	-20.88	20.88
Bill	84415774	11/26/2024		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-99.81	99.81
Bill	84497021	11/26/2024		· Adult Print General	982.720 · Adult Print General	-78.28	78.28
Bill	84497020	11/26/2024		· Adult Print General	982.720 · Adult Print General	-17.58	17.58
Bill	84497023	11/26/2024		· Adult Print General	982.720 · Adult Print General	-19.42	19.42
Bill	84497022	11/26/2024		· Adult Large Print	982.710 · Adult Large Print	-79.26	79.26
Bill	84497019	11/26/2024		· Adult Print General	982.720 · Adult Print General	-17.29	17.29
Bill	84519403	11/26/2024		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-16.20	16.20
Bill	84519409	11/26/2024		· Adult Print General	982.720 · Adult Print General	-50.21	50.21
Bill	84519408	11/26/2024		· Adult Print General	982.720 · Adult Print General	-33.50	33.50
Bill	84519407	11/26/2024		· Adult Print General	982.720 · Adult Print General	-32.71	32.71
Bill	84594019	11/26/2024		· Adult Print General	982.720 · Adult Print General	-35.15	35.15
Bill	84594020	11/26/2024		· Adult Print General	982.720 · Adult Print General	-34.61	34.61
Bill	84594015	11/26/2024		· Adult Print General	982.720 · Adult Print General	-67.83	67.83
Bill	84594021	11/26/2024		· Adult Print General	982.720 · Adult Print General	-142.85	142.85
Bill	84594022	11/26/2024		· Adult Print General	982.720 · Adult Print General	-19.25	19.25
Bill	84594016	11/26/2024		· Adult Print General	982.720 · Adult Print General	-16.02	16.02
Bill	84594017	11/26/2024		· Adult Print General	982.720 · Adult Print General	-16.50	16.50
Bill	84594018	11/26/2024		· Adult Print General	982.720 · Adult Print General	-17.04	17.04
Bill	84598737	11/26/2024		· Adult Print General	982.720 · Adult Print General	-37.41	37.41
Bill	84645717	11/26/2024		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-37.12	37.12
Bill	84645718	11/26/2024		· Adult Print General	982.720 · Adult Print General	-79.49	79.49
Bill	84645719	11/26/2024		· Adult Print General	982.720 · Adult Print General	-36.64	36.64
Bill	84645721	11/26/2024		· Adult Print General	982.720 · Adult Print General	-35.04	35.04
Bill	84645720	11/26/2024		· Adult Print General	982.720 · Adult Print General	-14.45	14.45
Bill	84665823	11/26/2024		· Adult Print General	982.720 · Adult Print General	-98.27	98.27
Bill	84665824	11/26/2024		· Multiple Book Copies	982.740 · Multiple Book Copies	-177.09	177.09
Bill	84665821	11/26/2024		· Adult Print General	982.720 · Adult Print General	-37.32	37.32
Bill	84665822	11/26/2024		· Adult Print General	982.720 · Adult Print General	-37.83	37.83
Bill	84665819	11/26/2024		· Adult Print General	982.720 · Adult Print General	-43.26	43.26
Bill	84665820	11/26/2024		· Adult Print General	982.720 · Adult Print General	-27.70	27.70
Bill	84665818	11/26/2024		· Adult Print General	982.720 · Adult Print General	-16.21	16.21
TOTAL						-1,546.57	1,546.57
Bill Pmt -Check	29052	11/26/2024	Intuit, Inc.		001.001 · CSB/Operations Checking		-418.47
Bill	228705754	11/26/2024		CHECKS - MAROON, 3-PART - 1000 QTY	727.100 · Supplies - General Op 727.200	-935.95	335.95
Bill	228713461	11/26/2024		2019 1098 & 1098 FORMS & ENVELOPES	727.100 · Supplies - General Op 727.200	-82.52	82.52
TOTAL						-418.47	418.47

Chelsea District Library
Monthly Check Register
November 2024

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Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill Pmt -Check	29053	11/26/2024	K-Sun Corp.	SINV0133634	001.001 - CSB/Operations Checking		-210.70
Bill	SINV0133634	11/26/2024		LABEL TAPE - BLK ON WHITE	728.300 - Supplies-Matl Proc Othr 727.330	-210.70	210.70
TOTAL						-210.70	210.70
Bill Pmt -Check	29054	11/26/2024	Midwest Tape		001.001 - CSB/Operations Checking		-771.22
Bill	506222086	11/26/2024		FALL FAMILY DVDs	982.480 - Youth Video DVD	-69.71	69.71
Bill	506263861	11/26/2024		FALL FAMILY DVDs	982.480 - Youth Video DVD	-11.24	11.24
Bill	506297813	11/26/2024		OCT NOV CDs	982.420 - Adult Music on CD	-20.23	20.23
Bill	506326966	11/26/2024		OCT NOV CDs	982.420 - Adult Music on CD	-25.48	25.48
Bill	806326969	11/26/2024		Y & T PLAYSTATION, AUDIOBOOKS	982.140 - Youth Books on Disc	-231.92	231.92
Bill	506331560	11/26/2024		NOV BOC	982.920 - Youth Collection Restricted	-200.00	200.00
Bill	506331561	11/26/2024		Y & T PLAYSTATION, AUDIOBOOKS	982.120 - Adult Books on Disc	-34.99	34.99
Bill	506360431	11/26/2024		YOUTH MUSIC CDs	982.420 - Adult Music on CD	-20.98	20.98
Bill	506360433	11/26/2024		Y & T PLAYSTATION, AUDIOBOOKS	982.140 - Youth Books on Disc	-38.21	38.21
Bill	506332829	11/26/2024		OCT NOV CDs	982.420 - Adult Music on Disc	-55.99	55.99
Bill	506360432	11/26/2024		NOV BOC	982.120 - Adult Books on Disc	-22.48	22.48
TOTAL						-36.99	36.99
						-771.22	771.22
Bill Pmt -Check	29055	11/26/2024	Print-tech Inc.	275605	001.001 - CSB/Operations Checking		-4,894.72
Bill	275605	11/26/2024		WINTER 2024 NEWSLETTER	880.240 - Newsletter	-4,894.72	4,894.72
TOTAL						-4,894.72	4,894.72
Bill Pmt -Check	29056	11/26/2024	RK Studios		001.001 - CSB/Operations Checking		-225.00
Bill	20241125	11/26/2024		VOLUNTEER OF THE YEAR PHOTOS	880.431 - General Library Prog Promotion	-225.00	225.00
TOTAL						-225.00	225.00
Bill Pmt -Check	29057	11/26/2024	UNIVERSITY OFFICE TECHNOLOGIES..	83231968 - ACCT #1624667 - SITE 5597587 -	001.001 - CSB/Operations Checking		-767.20
Bill	83231968	11/22/2024		PUBLIC COPIER 1/01 - 11/30/2024	803.101 - Public Copier	-241.82	241.82
				STAFF COPIER 1/01 - 11/30/2024	803.102 - Staff Copier	-437.18	437.18
				SMALL PRINTER MAINTENANCE 1/01 - 11/30/2024	803.103 - Small Printer Maintenance	-88.20	88.20
TOTAL						-767.20	767.20
Bill Pmt -Check	29058	11/26/2024	Wesley's Catering		001.001 - CSB/Operations Checking		-1,443.60
Bill	24-2169-LB	11/26/2024		Volunteer Appreciation Program 12/07/2024 - EVENT E01...	885.100 - Programs	-1,443.60	1,443.60
TOTAL						-1,443.60	1,443.60

Chelsea District Library Donation and Restricted

January through November 2024

	Jan - Nov 24	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
674.000 · Revenue Contribution & Donation			
674.100 · Designated Adult Collection	451	300	151
674.101 · Designated Youth Collection	5,278	5,200	78
674.110 · Designated Adult Programming	5,060	5,110	(50)
674.111 · Designated Youth Programming	5,200	4,950	250
674.112 · Designated Music Focus Programs	3,000	3,000	0
674.113 · Designated Exhibits Programming	3,000	3,000	0
674.120 · Undesignated Donation	14,492	14,477	15
674.141 · Designated Technology	3,000	3,000	0
674.143 · Designated Maintenance	100	100	0
674.150 · Continuing Education Restricted	750	750	0
Total 674.000 · Revenue Contribution & Donation	40,331	39,887	444
675.000 · Private Grant Sources			
675.400 · Chelsea Ed Foundation	232	232	0
Total 675.000 · Private Grant Sources	232	232	0
Total Income	40,563	40,119	444
Gross Profit	40,563	40,119	444
Expense			
850.000 · Telecommunications			
850.900 · Telecom-Restricted Gifts			
850.910 · WIFI Hot Spots - Restricted	3,000	3,000	0
Total 850.900 · Telecom-Restricted Gifts	3,000	3,000	0
Total 850.000 · Telecommunications	3,000	3,000	0
884.000 · Programming			
884.130 · Washtenaw Reads			
884.940 · Washtenaw Reads Restricted Gift	0	0	0
Total 884.130 · Washtenaw Reads	0	0	0
884.210 · Youth Speakers			
884.211 · Authors In Chelsea			
884.921 · Youth Prog Rest Gifts Authors	2,000	2,000	0
Total 884.211 · Authors In Chelsea	2,000	2,000	0
Total 884.210 · Youth Speakers	2,000	2,000	0
884.400 · Music Focus			
884.961 · Songfest - Restricted Gift	1,000	1,500	(500)
884.962 · Music In the Air - Restricted	1,289	789	500
Total 884.400 · Music Focus	2,289	2,289	0
884.500 · Artist In Residence			
884.970 · Artist in Residence Restricted	1,000	1,000	0
Total 884.500 · Artist In Residence	1,000	1,000	0
884.910 · Adult Programming Restricted			
884.911 · Adult Prog Rest Gifts MWest LW	1,500	1,500	0
884.916 · Aud Prg. Rst. Gifts Purple Rose	1,000	1,000	0

Chelsea District Library
Donation and Restricted
January through November 2024

	Jan - Nov 24	Budget	\$ Over Budget
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	3,292	3,000	292
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
884.920 · Youth Programming Restricted - Other	0	200	(200)
Total 884.920 · Youth Programming Restricted	3,524	3,432	92
884.990 · Technology Programs			
884.992 · Techology Prog Res Gifts	60	110	(50)
884.990 · Technology Programs - Other	30		
Total 884.990 · Technology Programs	90	110	(20)
Total 884.000 · Programming	12,153	12,081	72
969.000 · CE, Staff Development & Travel			
969.600 · Staff Training, In-Service			
969.940 · Staff Apprec - Restricted	580	750	(170)
Total 969.600 · Staff Training, In-Service	580	750	(170)
Total 969.000 · CE, Staff Development & Travel	580	750	(170)
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	50	300	(250)
982.920 · Youth Collection Restricted	5,395	5,200	195
Total 982.000 · Collection Expense	5,445	5,500	(55)
Total Expense	21,178	21,331	(153)
Net Ordinary Income	19,385	18,788	597
Net Income	19,385	18,788	597

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

	TOTAL															
	Jan 24	Feb 24	Mar 24	Apr 24	May 24	Jun 24	Jul 24	Aug 24	Sep 24	Oct 24	Nov 24	Jan - Nov 24	Budget	\$ Over Budget	% of Budget	
Ordinary Income/Expense																
Income																
402.000 · District Revenue	1,098,860	655,625	354,798	3,940	(193)	97,405	0	0	0	0	(1,200)	0	2,209,175	2,180,986	28,189	101%
540.100 · State Aid	0	55,832	0	8,119	0	0	8,339	0	0	0	0	0	72,290	74,000	(1,710)	98%
574.100 · Penal Fines	0	0	0	0	0	0	0	14,574	0	0	0	0	14,574	16,000	(1,426)	91%
645.100 · Copiers & Printers	0	424	374	518	359	431	519	343	498	432	481	481	4,378	3,000	1,379	146%
657.100 · Non-Resident Fees 607.100	(16)	1,188	0	0	0	0	906	125	781	(63)	(63)	0	2,921	3,500	(579)	83%
657.200 · ILL Fees/Collection Agency Rec	0	132	15	30	30	30	150	0	120	58	(43)	(43)	492	200	292	246%
665.000 · Bank Interest 665.100	105	164	205	174	142	117	82	42	36	27	37	37	1,131	14,784	58,833	498%
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	8,911	8,911	73,617	15,000	(1,255)	92%
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)	(1,015)	(1,015)	13,745	39,886	443	101%
671.000 · Misc Income & Refunds 606.000	0	2,500	1,250	1,250	1,245	0	2,500	0	2,500	2,403	318	318	40,329	232	0	100%
674.000 · Revenue Contribution & Donation	16,350	1,240	6,250	800	0	6,080	30	758	6,100	0	0	0	232	8,400	(8,400)	0%
675.000 · Private Grant Sources	232	0	0	0	0	0	0	0	0	0	0	0	71,766	0	0	0%
691.000 · Other Fin Source - Lease GASB87	0	0	0	0	0	0	0	0	71,766	0	0	0	0	0	0	0%
699.000 · TRANSFER IN FROM OTHER FUND	0	0	0	0	0	0	0	0	0	0	0	0	2,508,300	2,355,988	152,312	106%
Total Income	1,118,021	716,752	362,712	15,835	10,775	112,603	30,209	32,204	92,062	5,938	11,189	11,189	2,508,300	2,355,988	152,312	106%
Gross Profit	1,118,021	716,752	362,712	15,835	10,775	112,603	30,209	32,204	92,062	5,938	11,189	11,189	2,508,300	2,355,988	152,312	106%
Expense																
701.000 · Personnel Svcs Control Acct 701	79,536	97,433	98,755	99,175	141,771	97,227	98,427	97,852	95,361	147,346	100,353	1,151,236	1,281,617	(130,381)	90%	
727.000 · Supplies	468	1,287	779	1,956	842	607	834	956	1,232	458	1,623	11,042	16,462	(5,420)	67%	
730.000 · Printing&Publishing P&P 727.600	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	209	138	64	500	0	836	1,500	(664)	56%	
732.000 · Supplies-Maintenance 727.800	39	52	790	122	428	267	209	199	210	(418)	0	1,898	2,750	(852)	68%	
758.000 · FUEL - DIESEL	0	0	0	0	0	0	0	0	0	552	67	619	750	(131)	83%	
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	7,488	77,844	99,735	(21,891)	78%	
802.000 · Admin-Fees & Misc Costs 801.300	11	123	25	11	23	3	167	6	123	27	7	526	890	(364)	59%	
803.000 · Maintenance Service Contracts	6,014	7,651	17,782	11,517	15,780	9,760	10,831	10,191	6,203	14,520	4,270	114,519	188,521	(74,002)	61%	
850.000 · Telecommunications	(17)	4,954	3,629	1,436	2,802	2,165	3,672	2,148	2,190	3,281	1,940	28,380	48,980	(20,600)	58%	
880.000 · Promotional Materials	4,020	11,008	6,147	9,365	3,490	7,768	3,122	17,388	4,661	2,436	7,597	77,002	80,200	(3,198)	96%	
884.000 · Programming	19,698	44,354	4,734	5,764	12,730	10,018	4,055	17,154	13,242	8,641	5,070	145,480	122,857	22,603	118%	
885.000 · Volunteer	0	0	54	163	78	0	0	50	34	35	1,444	1,858	2,500	(642)	74%	
920.000 · Utilities	2,807	4,648	4,473	4,061	4,288	4,517	5,284	5,929	5,971	5,301	4,834	52,114	68,850	(16,736)	76%	
960.000 · Board & Director Expense	47	14	317	225	177	597	1,434	35	600	127	119	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	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	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	(7,550)	16,639	45,200	(28,561)	37%	
969.000 · CE, Staff Development & Travel	1,271	2,957	1,114	697	3,874	1,976	738	2,361	2,045	1,731	1,832	20,596	34,701	(14,105)	59%	
970.000 · Capital Expense 980.00	0	11,998	8,749	0	5,204	17,890	86,814	1,735	3,428	0	85,515	222,333	357,267	(134,934)	62%	
982.000 · Collection Expense	3,729	36,049	9,267	10,794	15,805	10,231	13,595	20,878	6,990	14,735	19,827	161,890	201,677	(39,787)	80%	
991.004 · Debt Principal - Leases GASB87	0	0	0	0	0	0	0	0	0	0	0	7,434	7,434	0	0%	
991.450 · DEBT PRINCIPAL - GASB96 SBITA	0	0	0	0	0	0	0	0	0	0	0	2,570	2,570	0	0%	
994.000 · Debt Interest - GASB87	0	0	0	0	0	0	0	0	0	0	0	714	714	0	0%	
994.450 · DEBT INTEREST - GASB96 SBITA	0	0	0	0	0	0	0	0	0	0	0	844	844	0	0%	
Total Expense	134,484	240,454	172,197	178,487	217,224	167,839	232,282	183,762	150,509	227,191	245,998	2,150,427	2,627,794	(477,367)	82%	
Net Ordinary Income	983,537	476,298	190,515	(162,652)	(206,449)	(55,236)	(202,073)	(151,558)	(58,447)	(221,253)	(234,809)	357,873	(271,806)	629,679		
Other Income/Expense																
Other Expense	0	0	0	0	0	0	0	0	0	0	0	0	0	53,500	(53,500)	0%
995.001 · Trans to Capital Impry 999.001	0	0	0	0	0	0	0	0	0	0	0	0	0	200,000	(200,000)	0%
995.002 · Trans to Cap Resv Fund 999.002	0	0	0	0	0	0	0	0	0	0	0	0	0	253,500	(253,500)	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	983,537	476,298	190,515	(162,652)	(206,449)	(55,236)	(202,073)	(151,558)	(58,447)	(221,253)	(234,809)	357,873	(525,306)	883,179		
Net Income																

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

	Jan 24	Feb 24	Mar 24	Apr 24	May 24	Jun 24	Jul 24	Aug 24	Sep 24	Oct 24	Nov 24	Dec 24	TOTAL		
													Jan - Dec 24	Budget	% of Budget
Ordinary Income/Expense															
Income															
402.000 - District Revenue 402	1,098,860	655,625	354,738	3,940	(193)	97,405	0	0	0	(1,200)	0	5,098	2,214,274	2,180,966	102%
540.100 - State Aid	0	55,832	0	8,119	0	0	8,339	0	0	0	0	0	72,290	74,000	98%
574.100 - Penal Fines	0	0	0	0	0	0	0	14,574	0	0	0	0	14,574	16,000	91%
645.100 - Copiers & Printers	0	424	374	518	359	431	519	343	498	432	481	153	4,532	3,000	151%
657.100 - Non-Resident Fees 607.100	(16)	1,186	0	0	0	0	906	125	781	(63)	0	0	2,921	3,500	83%
657.200 - ILL Fees/Collection Agency Rec	0	132	15	30	30	30	150	0	120	58	(43)	45	537	200	269%
665.000 - Bank Interest 665.100	105	164	205	174	142	117	82	42	36	27	37	0	1,131	0	
665.100 - Investment Gains/Losses 665.100	1,973	1,686	1,729	5,265	9,822	6,205	11,604	9,426	7,199	8,796	8,911	0	73,617	14,784	498%
669.000 - Investment Value Change 665.500	517	(2,039)	(1,849)	(5,262)	(630)	2,365	6,079	3,062	(4,516)	(1,016)	0	0	3,649	(1,255)	92%
671.000 - Misc Income & Refunds 606.000	0	2,500	1,250	1,250	1,245	0	2,500	0	2,500	0	2,500	0	13,745	15,000	92%
674.000 - Revenue Contribution & Donation	16,360	1,240	6,250	800	0	6,080	30	758	6,100	2,403	318	450	40,779	39,856	102%
675.000 - Private Grant Sources	232	0	0	0	0	0	0	0	0	0	0	0	232	0	100%
691.000 - Other Fin Source - Lease GASB87	0	0	0	0	0	0	0	0	0	0	0	0	0	8,400	0%
699.000 - TRANSFER IN FROM OTHER FUND	0	0	0	0	0	0	0	0	0	0	0	0	71,766	71,707	100%
Total Income	1,118,021	716,752	362,712	15,835	10,775	112,603	30,209	32,204	92,062	5,938	11,189	5,747	2,514,047	2,427,895	104%
Gross Profit	1,118,021	716,752	362,712	15,835	10,775	112,603	30,209	32,204	92,062	5,938	11,189	5,747	2,514,047	2,427,895	104%
Expense															
701.000 - Personnel Svcs Control Acct 701	79,536	97,433	96,755	99,175	141,771	97,227	96,427	97,862	95,361	147,346	100,353	49,353	1,331,617	1,331,617	90%
727.000 - Supplies 727	468	1,287	779	1,956	842	607	834	956	1,232	458	1,623	183	11,225	16,462	68%
730.000 - Printing&Publishing P&P 727.600	0	0	0	0	0	0	0	0	0	0	0	0	0	(800)	0%
731.000 - Other Svc - Postage 727.700	0	0	64	0	70	0	0	136	64	500	0	64	900	1,500	60%
732.000 - Supplies-Maintenance 727.800	39	52	790	122	428	257	208	199	210	(418)	0	0	1,898	2,750	69%
753.000 - FUEL - DIESEL	0	0	0	0	0	0	0	0	0	0	67	0	619	750	83%
801.000 - Professional & Contractual Svcs	6,464	4,218	4,250	18,590	6,225	4,433	1,829	7,421	10,146	6,779	7,488	2,762	80,606	124,735	65%
802.000 - Admin-Fees & Misc Costs 801.300	11	123	25	11	23	3	187	6	123	27	7	0	526	890	59%
803.000 - Maintenance Service Contracts	6,014	7,651	17,782	11,517	15,760	9,760	10,831	10,191	6,203	14,520	4,270	3,080	117,599	194,121	61%
850.000 - Telecommunications	(17)	4,954	3,829	1,496	2,802	2,165	3,672	2,148	2,190	3,261	1,940	1,897	30,277	48,960	62%
880.000 - Promotional Materials	4,020	11,008	6,147	9,365	3,490	7,768	3,122	17,388	4,661	2,436	7,597	565	77,587	82,350	94%
884.000 - Programming	19,898	44,354	4,734	5,764	12,730	10,018	4,055	17,154	13,242	8,641	5,070	738	146,198	169,897	86%
885.000 - Volunteer	0	0	54	163	78	0	0	50	34	35	1,444	0	1,958	2,600	74%
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	3,504	55,618	68,850	81%
960.000 - Board & Director Expense	47	14	317	225	177	597	1,434	35	600	127	119	0	3,692	3,500	105%
965.000 - Automation Services	3,495	9,764	0	10,811	0	0	0	0	0	20,439	0	0	44,509	49,805	90%
966.000 - Insurance 801.200	0	2,939	3,600	0	0	0	0	(667)	0	0	0	0	22,899	19,632	116%
967.000 - Equipment	6,902	3,943	10,129	210	2,636	380	1,271	(12)	(1,991)	721	(7,550)	0	16,639	47,200	35%
969.000 - CE, Staff Development & Travel	1,271	2,957	1,114	997	3,874	1,976	738	2,361	2,045	1,731	1,832	0	20,586	38,101	54%
970.000 - Capital Expense 980.00	0	11,998	8,749	0	6,204	17,890	86,814	1,735	3,428	0	85,515	0	222,333	357,267	62%
982.000 - Collection Expense	3,729	36,049	9,267	10,764	15,805	10,231	13,595	20,878	6,890	14,735	19,827	1,314	163,204	201,922	81%
991.004 - Debt Principal - Leases GASB87	0	0	0	0	0	0	0	0	0	0	7,434	0	7,434	0	
991.450 - DEBT PRINCIPAL - GASB96 SBITA	0	0	0	0	0	0	0	0	0	0	2,570	0	2,570	0	
994.000 - Debt Interest - GASB87	0	0	0	0	0	0	0	0	0	0	714	0	714	0	
994.450 - DEBT INTEREST - GASB96 SBITA	0	0	0	0	0	0	0	0	0	0	844	0	844	0	
Total Expense	134,484	240,454	172,197	178,487	217,224	187,839	232,282	183,762	150,509	227,191	245,988	80,447	2,230,874	2,763,229	81%
Net Ordinary Income	983,537	476,298	190,515	(162,652)	(206,449)	(55,236)	(202,073)	(161,558)	(58,447)	(221,253)	(234,809)	(74,700)	283,173	(336,634)	(84%)
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	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	0%
Total Other Expense	0	0	0	0	0	0	0	0	0	0	0	0	0	253,500	0%
Net Other Income	0	0	0	0	0	0	0	0	0	0	0	0	0	(253,500)	0%
Net Income	983,537	476,298	190,515	(162,652)	(206,449)	(55,236)	(202,073)	(161,558)	(58,447)	(221,253)	(234,809)	(74,700)	283,173	(589,034)	(48%)

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

		Jan - Dec 24	Jan - Dec 23	\$ Change	% Change
Ordinary Income/Expense					
Income					
402.000 · District Revenue	402	2,214,273.58	2,038,527.69	175,745.89	8.62%
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		4,531.55	3,903.50	628.05	16.09%
657.100 · Non-Resident Fees	607.100	2,921.87	4,083.33	-1,161.46	-28.44%
657.200 · ILL Fees/Collection Agency Rec		537.00	634.00	-97.00	-15.3%
665.000 · Bank Interest	665.100	1,130.58	799.78	330.80	41.36%
665.100 · Investment Gains/Losses	666.100	73,616.41	41,131.89	32,484.52	78.98%
669.000 · Investment Value Change	665.500	3,649.17	35,201.84	-31,552.67	-89.63%
670.000 · Change CFofSEMI Invest	666.510	0.00	4,002.00	-4,002.00	-100.0%
671.000 · Misc Income & Refunds	606.000	13,745.19	9,961.30	3,783.89	37.99%
674.000 · Revenue Contribution & Donation		40,780.00	42,664.41	-1,884.41	-4.42%
675.000 · Private Grant Sources		232.05	2,000.00	-1,767.95	-88.4%
699.000 · TRANSFER IN FROM OTHER FUND		71,766.13	0.00	71,766.13	100.0%
Total Income		2,514,047.30	2,270,132.57	243,914.73	10.75%
Gross Profit		2,514,047.30	2,270,132.57	243,914.73	10.75%
Expense					
701.000 · Personnel Svcs Control Acct	701	1,200,588.13	1,221,778.47	-21,190.34	-1.73%
727.000 · Supplies	727	11,223.90	13,600.65	-2,376.75	-17.48%
731.000 · Other Svc - Postage	727.700	899.13	928.25	-29.12	-3.14%
732.000 · Supplies-Maintenance	727.800	1,897.38	1,214.87	682.51	56.18%
758.000 · FUEL - DIESEL		618.73	0.00	618.73	100.0%
801.000 · Professional & Contractual Svcs		80,607.74	54,576.54	26,031.20	47.7%
802.000 · Admin-Fees & Misc Costs	801.300	525.94	880.04	-354.10	-40.24%
803.000 · Maintenance Service Contracts		115,649.67	141,765.54	-26,115.87	-18.42%
850.000 · Telecommunications		30,275.01	33,880.71	-3,605.70	-10.64%
880.000 · Promotional Materials		77,587.55	74,900.30	2,687.25	3.59%
884.000 · Programming		146,199.16	125,052.99	21,146.17	16.91%
885.000 · Volunteer		1,858.69	2,482.56	-623.87	-25.13%
920.000 · Utilities		52,114.38	53,705.81	-1,591.43	-2.96%
960.000 · Board & Director Expense		3,691.47	2,316.00	1,375.47	59.39%
965.000 · Automation Services		44,507.85	38,909.21	5,598.64	14.39%
966.000 · Insurance	801.200	6,539.00	20,299.00	-13,760.00	-67.79%
967.000 · Equipment		16,637.75	56,625.18	-39,987.43	-70.62%
969.000 · CE, Staff Development & Travel		20,596.79	11,159.61	9,437.18	84.57%
970.000 · Capital Expense	980.00	222,332.91	345,356.10	-123,023.19	-35.62%
982.000 · Collection Expense		163,203.78	178,426.71	-15,222.93	-8.53%
991.004 · Debt Principal - Leases	GASB87	7,434.00	7,226.00	208.00	2.88%
991.450 · DEBT PRINCIPAL - GASB96 SBITA		2,570.00	0.00	2,570.00	100.0%
994.000 · Debt Interest - GASB87		714.00	922.00	-208.00	-22.56%
994.450 · DEBT INTEREST - GASB96 SBITA		844.00	0.00	844.00	100.0%
Total Expense		2,209,116.96	2,386,006.54	-176,889.58	-7.41%
Net Ordinary Income		304,930.34	-115,873.97	420,804.31	
Other Income/Expense					
Other Income					
691.450 · OTHER FIN SOURCE - GASB96		0.00	16,888.00	-16,888.00	
Total Other Income		0.00	16,888.00	-16,888.00	
Net Other Income		0.00	16,888.00	-16,888.00	
Net Income		304,930.34	-98,985.97	403,916.31	

7.0

CHELSEA DISTRICT LIBRARY

Fund Balances

November 30, 2024

General Fund

LOCAL BANKS BALANCES

Checking Account/ Chelsea State Bank	001.001			
Paypal Account	003.002	\$249,940.72	-\$82,871.96	\$167,068.76
Cash on Hand		\$153.48	\$0.00	\$153.48
		<u>\$250,094.20</u>	<u>-\$82,871.96</u>	<u>\$167,222.24</u>

Ameriprise Account

MMF - Interest and earnings	017.003	\$1,658,912.89	\$7,895.56	\$1,666,808.45
MMF - Deposits and withdrawals	017.003	\$300,000.00	-\$200,000.00	\$100,000.00
Fixed Income Fund	017.004	\$166,742.19	\$0.00	\$166,742.19
		<u>\$2,125,655.08</u>	<u>-\$192,104.44</u>	<u>\$1,933,550.64</u>

Investment Partners Total

Total General Fund

		<u>\$2,375,749.28</u>	<u>-\$274,976.40</u>	<u>\$2,100,772.88</u>
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Debt Service Fund

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

8.1

Ameriprise 11/30/2024

Account no. 0000-4823-9221-4

GL ACCOUNTS - 017.003, 017.004, 666.100, 666.500

	Beginning Balance	Transfers from operating account	Interest	Change in Value	Transfers to operating account	Ending balance*
12/31/23						\$1,756,285.06
01/31/24	\$1,756,285.06	\$0.00	\$1,973.36	\$516.95	\$0.00	\$1,758,775.37
02/29/24	\$1,758,775.37	\$700,000.00	\$1,685.54	-\$2,038.70	\$0.00	\$2,458,422.21
03/31/24	\$2,458,422.21	\$0.00	\$1,728.84	-\$1,848.88	\$0.00	\$2,458,302.17
04/30/24	\$2,458,302.17	\$0.00	\$6,266.06	-\$5,262.43	\$0.00	\$2,459,305.80
05/31/24	\$2,459,305.80	\$0.00	\$9,821.68	-\$629.63	\$0.00	\$2,468,497.85
06/30/24	\$2,468,497.85	\$0.00	\$6,205.19	\$2,364.75	\$0.00	\$2,477,067.79
07/31/24	\$2,477,067.79	\$0.00	\$11,604.40	\$6,079.03	\$0.00	\$2,494,751.22
08/31/24	\$2,494,751.22	\$0.00	\$9,425.85	\$6,936.40	\$0.00	\$2,511,113.47
09/30/24	\$2,511,113.47	\$0.00	\$7,199.07	\$3,061.91	\$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	\$2,125,675.08	\$0.00	\$8,910.61	-\$1,015.05	\$200,000.00	\$1,933,570.64
12/31/24						\$0.00
Balance YTD		\$700,000.00	\$73,616.41	\$3,649.17	\$600,000.00	
	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 December 2024 board meeting

Staff Announcements

Staff Work Anniversaries

Two spectacular members of the Circulation team celebrate work anniversaries in December:

- Library Assistant Christin Bieber, four years on December 12
- Library Aide Jennie Medeiros, 19 years on December 13

Library Marketing & Communications Conference

I was fortunate to attend the LMCC in St. Louis on November 13 and 14. When staff travel to a conference we complete a 3-2-1 reflection: 3 programs/ideas that wowed you and why; 2 concepts to focus on for future implementation; and 1 idea that could be applied immediately at CDL. Here's my report –

Three Programs/Ideas That Wowed and Why

1. *Making Marketing Easy: Cat-ivating Library Programs for Impactful Engagement*

This session explored Worcester Public Library's (WPL) March Meowness initiative. The key goals of the initiative were to increase access, highlight inclusivity, and build community buzz.

WPL is fine free but the library identified blocked accounts due to fees for lost or damaged books as a barrier to access. During the month of March, library fees were forgiven in exchange for cat pictures (photos or drawings). The idea evolved into a global phenomenon! This program was a successful attempt to re-engage patrons. WPL leveraged social media, local press, and word of mouth to spread the word (for free). Every department was involved, from processing fee forgiveness to managing the influx of cat pics, to handling media inquiries. Special events and programming were added, including cat-themed storytimes and crafting sessions, to further engage the community.

Pictures of cats were received from all over the world, and the program's reach extended far beyond local with media coverage in New Zealand, Brazil, Japan, and the UK. This brought more people into the library to see what the buzz was about.

930 blocked accounts were cleared as a result of the program with people coming into the library and engaging with staff directly. There was a 10.7% increase in foot traffic, a 9.2% rise in circulation, and a 10.2% increase in new card registrations over previous month. Over 10,000 cat images received and a global outpouring of support and goodwill. More than 500 news stories in newspapers, on websites and on radio, television, and social media tracked.

March Meowness is truly inspirational and hits that quirky, charming sweet spot we channel at CDL. The cost – staff time – appears well worth it! The program provided a template for community engagement (in a handout) that was used to develop this program that we will use going forward. Good stuff!

2. Crisis Communication

Several sessions focused on crisis communication. I believe we do a pretty good job of crisis communication at CDL; however, I was impressed with how libraries have codified their communication protocol so that is easily accessible and immediately actionable. One session, *Drag Storytime: A Case Study in Crisis Communication* was chock full of sage advice and tips for handling a crisis effectively and efficiently vis-a-vis the public, staff, and the board. A good example of this was the sharing of strategies for dealing with feedback. I expect to implement a Crisis Community Practice Statement in the coming year.

3. Library swag

I get such a kick out of the swap shops at library-related conferences. LMCC was no different. I grabbed a few things that I thought we might “borrow.” Here’s a photo. Look for some version of some of these at CDL in the future (See below)



Two Concepts to Focus on for Future Implementation

1. A crisis communication plan that will set up avenues for feedback, inform community partners, include board and staff plans.
2. Share the common barriers to service for people in general and those with disabilities (*Accessible Marketing Through a Trauma-Informed Lens* session) with staff and brainstorm (using the *Making Marketing Easy: Cat-ivating Library Programs for Impactful Engagement* worksheet) and implement basic steps to ensure that CDL and our communications are more accessible.

One Idea That Could Be Applied Immediately at CDL

Set up dedicated voice and email channels to facilitate easier public feedback.

Digitizing CDL Processes

We are actively pursuing ways to streamline our scheduling, timekeeping, and payroll processes here at CDL. To that end, the management team has participated in demos from providers of these services. Our hope is to have a system installed by February –in time for staff training at the proposed In-Service Day on February 28.

Strategic Plan 2024-28 Progress in November 2024

2.1 Plan for staff succession & cultivate future library leaders

- Lori and Virginia attended Library Marketing & Communications Conference

2.2 Green the library

- Moved room reservation tracking (the non-digital portion) to a white board that can be reused instead of paper.
- Began researching and demo-ing digitization packages for payroll, timekeeping, scheduling, and PTO

Out and About: Meetings Attended November 2024

- Chelsea Area Chamber Board meeting – November 21
- Rotary board meeting –
- Rotary meetings –
- Walk to School Wednesday – November 20
- Library Marketing and Communications Conference – November 13 & 14
- Served Thanksgiving lunch at Chelsea Senior Center

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

Facility update

- Boilers are working fine and the final payment was made.
- The annual fire sprinkler system and alarm testing was completed this month, as well as the backflow device inspection.
- The last of the annual facility inspections are scheduled for December- plumbing and roofing. A partial fall clean-up was done but the final work will happen in December when the weather warms up a bit.
- Mabee garage- we did get approval for the garage at the November 19th planning commission meeting, conditioned on meeting the downtown building ordinance, which will require some windows and larger frieze board, but the commission gave administrative authority for final approval to the planning office. Paul from the planning office mentioned in his report to the City Council on November 25 that the garage had been approved but no action was required from the City. Since that time, Paul and architect Scott McElrath have been negotiating on the size and number of windows, and the size of the frieze. At this writing, I think we are close but we do not have final approval yet. At the board's direction, I contacted three additional local contractors to see if they would be interested in submitting a proposal for this project. Two indicated they would like to submit; I did not hear back from the third one. At this point, we don't expect to start the garage until 2025, so funds will need to be carried-over to accomplish the build.

Meetings and HR issues

Our November all-staff meeting was spent in departments. Lori and I gave short updates on the minimum wage (still on schedule) and FLSA changes (blocked and on hold) that are expected in early 2025. As mentioned last month, several members of the management team participated in scheduling and time clock software demos, and we decided to go with Heartland, our current payroll vendor. Not only did we like their product the best, the transition should be much easier due to the fact that they have our information already in their system which should make the setup much more efficient. We expect to start planning meetings with them in early December, and are told it will take approximately 6 weeks to be ready to go.

I also attended the Community Stakeholders meeting where Emily Fетters, the new City Social Worker, was introduced to the group. She has already held some sessions at the library and we think she will be a great resource for our community.

Volunteers

Book sale volunteers provided 162 hours of service this month and our non-book sale volunteers gave 99.5, for a total of 261.50 hours.

Respectfully submitted, Linda Ballard, Assistant Director

November Highlights:

Neighbors Read

CDL has partnered with Dexter District Library and Serendipity Books to offer a community read, as Washtenaw Reads has disbanded. We've decided to focus on Michigan authors. This year's book is *Tin Camp Road* by Ellen Airgood. We purchased 250 copies of the book to giveaway at CDL (DDL will also distribute 250) and will encourage patrons to take a copy, read it, and pass it to a friend or neighbor. The Read concludes with a visit from Ms. Airgood, who will be interviewed by Michelle Tuplin at DDL before signing books.

Preparation this month included:

- I met with Paul McCann and Michelle Tuplin twice this month to finalize details for the read.
- I received the contract from Ellen Airgood and I booked the Chelsea House Victorian Inn for her stay.
- Details were confirmed for bookmark and other promotional material Virginia is creating.
- Copies of the book were purchased, including additional copies for the library collection that can be borrowed if we run out of giveaways. Ebook and audiobook copies were also purchased.

Hometown Holiday Programs

Each year CDL offers several programs to coincide with Hometown Holidays. They are extremely popular. The programs include Teen and Tween Gift Making and makerChelsea Holiday Centerpiece Workshop. Preparation this month included:

- Jessica Zubik and Amelia Herron prepped crafts and gathered supplies to be used at the Teen and Tween Gift Making. These youth librarians test crafts months in advance to get ready for this event. Registration is currently full with a waitlist.
- Laura Brown ordered greens and other supplies. We had a surplus left in the adult general programming supplies line, which allowed us to expand the program to 36 attendees. Even with this expansion, registration is full with a waitlist.

Adult Learners Institute

CDL partners with ALI twice a year to provide programs. We reimburse ALI, and they, in turn, locate a presenter and market the program to their members. Due to this partnership, attendance is generally 2-3x higher than an average adult library program. The fall 2024 program was a presentation on *Landscape Conifers* and was well attended.

Mobee

I met with Virginia and Lori to discuss strategies for improving patron experiences at Mobee stops. We received feedback that patrons who attend our regular stops at the retirement centers would like a fresher selection. We decided to ensure that multiple carts would be unloaded at each stop and that fresh books would be brought from the library at each visit.

Ingenuity Engine

This month the IE team created a lobby display and social media posts of example 3D print creations. These "trinkets" were designed to be whimsical or eye-catching to engage patrons. It was a resounding success, especially with children. Young patrons saw the items, and scheduled a time to make one of their own in the IE. Once in the space, patrons see all there is to offer, which then leads to further educational opportunities on the various machine and maker activities we offer.

Program Attendance

Date	Name	In-Person	Live Virtual	Recorded Virtual	Kits
	Adult Program Attendance				
11/2/2024	Purple Rose Reading		133		
11/6/2024	Martin Bandyke film discussion: Stones & Brian Jones	16			
11/12/2024	Instant Pot Cooking	29			
11/13/2024	Martin Bandyke film discussion: Peter Case	9			
11/13/2024	Books & Banter	9			
11/21/2024	makerChelsea: Barn signs	23			
		77	133		
	<i>Adult Program Totals</i>	210			
	Early Literacy Program Attendance				
11/6/2024	Preschool Storytime	2			
11/7/2024	Toddler time	28			
11/12/2024	Babytime	13			
11/13/2024	Yoga Storytime	14			
11/14/2024	Toddler time	30			
11/19/2024	Babytime	14			
11/20/2024	Preschool Storytime	6			

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

11/21/2024	ToddlerTime	27			
	<i>Early Literacy Program Totals</i>	134			
	Youth Program Attendance				
11/4/2024	Lego Club	23			
11/4/2024	Parenting Connections: Happy Holidays		3	1	
11/7/2024	Read to the Library Dog	12			
11/11/2024	Youth Creativity Zine	11			
11/11/2024	Chess Clinics	10			
11/14/2024	K-2 Books and Fun	14			
11/16/2024	Homemade Pie Crust Workshop	21			
11/19/2024	Chess Clinics	12			
11/19/2024	Tween Book Club	5			
10/26/2024	Chess Clinics	10			
10/29/2024	Chess Clinics	12			
		153	4		
	<i>Youth Program Totals</i>	156			
	Teen Program Attendance				
11/1/2024	MangaAfternoon	12			
11/7/2024	TTT Resin Island Terrariums	10			
11/15/2024	Teen After Hours: Get Your Game On!	8			
11/21/2024	TTT: Punch Needle Patches	6			
	<i>Teen Program Totals</i>	36			
	Walk to School Wednesdays				
11/6/2024	Walk to School Wednesday	15			
11/13/2024	Walk to School Wednesday	12			
11/20/2024	Walk to School Wednesday	19			
11/27/2024	Walk to School Wednesday	15			
	<i>WtS Wednesdays Totals</i>	61			
	Outreach Program Attendance				
11/4/2024	Bonnie Jo Campbell Author Talk from Serendipity	60			

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

11/8/2024	Storytime @ Mudpies (youth)	30			
11/11/2024	Storytime @ ECC (youth)	43			
11/14/2024	Storytime @ ECC (youth)	25			
11/19/2024	Storytime @ ECC (youth)	16			
11/20/2024	Mobee Aftercare (youth)	40			
11/21/2024	Pines Book Club (adult)	9			
11/22/2024	BLANK the Librarian (teen)	184			
	<i>Outreach Program Totals</i>	407			
	Mobee Visit Program Attendance				
11/6/2024	Chelsea Hospital	2			
11/6/2024	Pines	4			
11/6/2024	St Louis Center Read aloud	17			
11/11/2024	Dancey House (UMRC)	10			
11/14/2024	Sylvan Crossing	4			
11/19/2024	Mobee at CEF book drive	8			
11/25/2024	Silver Maples	12			
	<i>Mobee Totals</i>	57			

Ingenuity Engine

Number of Appointments, Tours, & Programs	24
Number of attendees at appointments & tours	28
Number of Unique Users	23

Reference & Deliveries

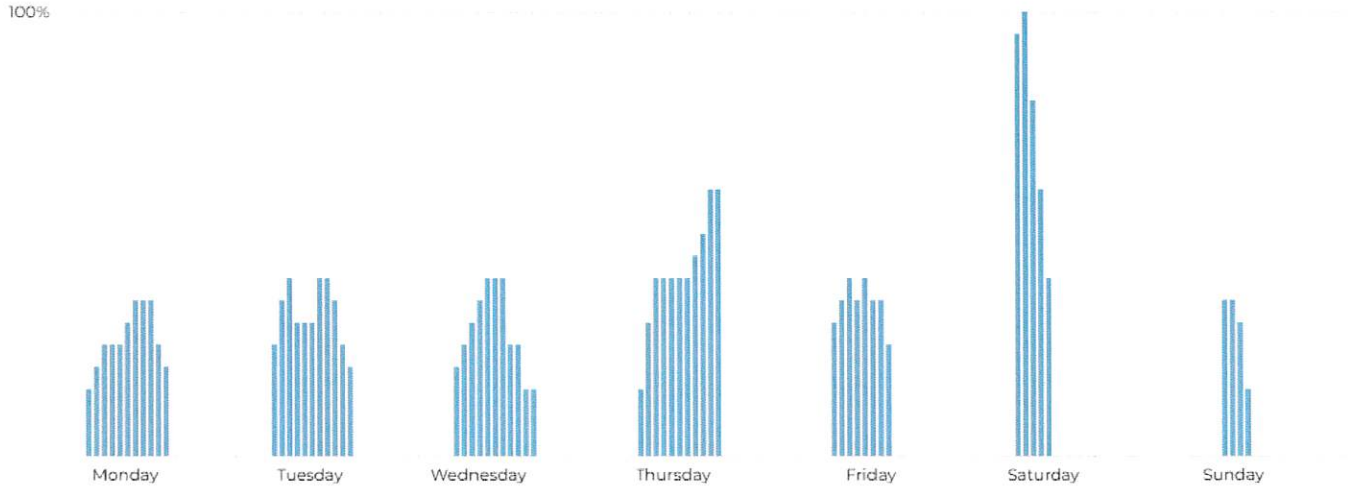
Services	Nov 24*
Reference Questions	1466
CDL Delivers & Deposit Book Deliveries	15

*The Library closed at 5 pm on Wednesday Nov. 27, and was closed on Thursday, Nov. 28 and Friday, Nov. 29 for the Thanksgiving Holiday.

Library Visits

Our circulation department tracks the library visits using a door counter. Library IQ offers a supplementary tracking system. The software uses cell phone signals to track how many people are in the building on a given

time. Then, it averages those numbers to predict how busy each day of the week will be. Using this data, Saturday is our busiest day, and Sunday our least busy.



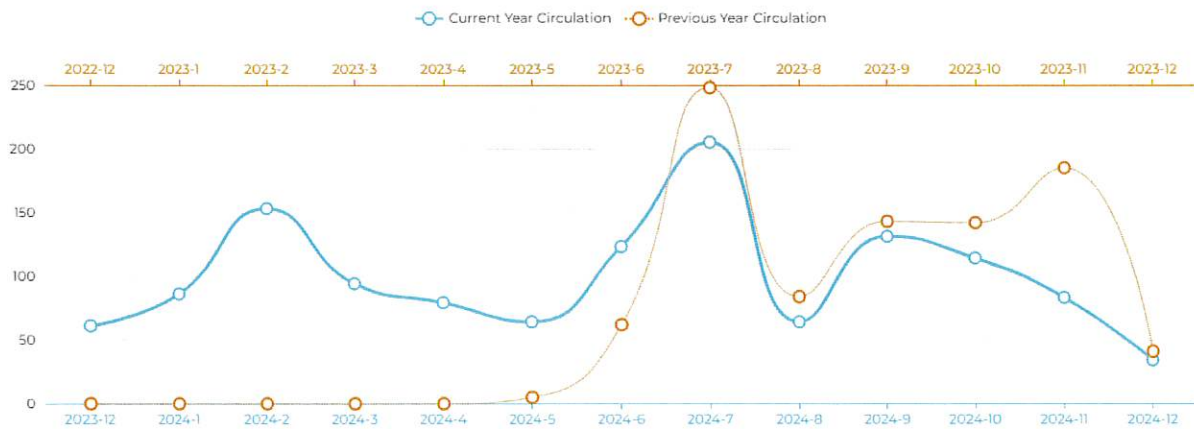
Collections

Librarians finalized all collection orders in November to ensure that items will arrive by the December 31, 2024 deadline, and to enable me to have accurate projections for the December board meeting budget review.

Mobee

This was our first full calendar year with Mobee. As of November 2024, we have circulated 1,291 items!

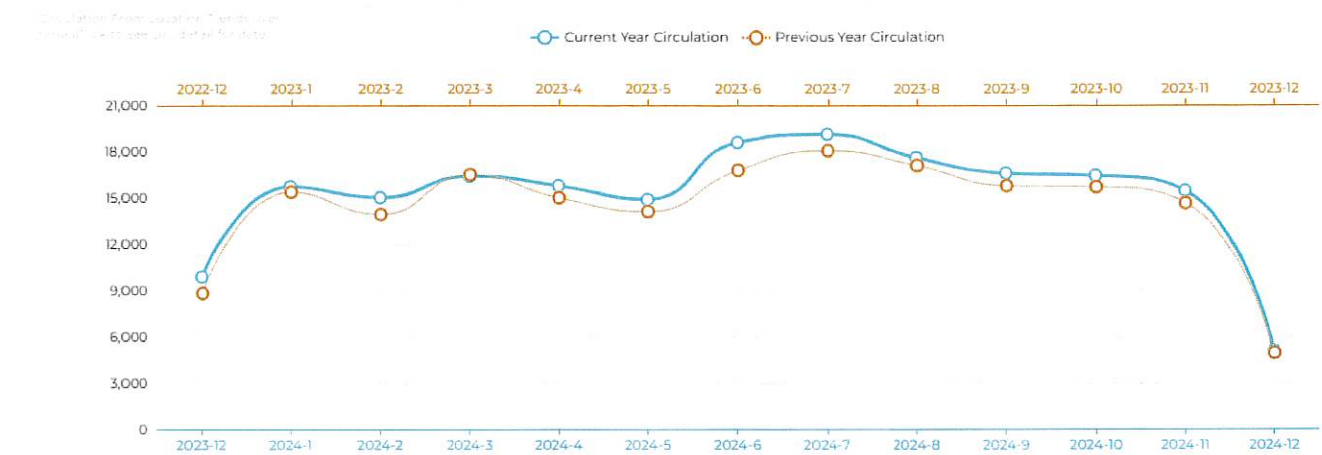
Circulation From Location Trends



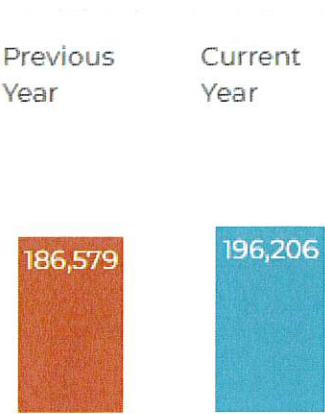
Overall

Circulation continued to increase in November compared to 2023. Overall, we have circulated 196,206 CDL owned items this year, as opposed to 186,579 CDL owned items in the same period in 2023.

Circulation From Location Trends



Circulation From Location Trends



Information Technology

Respectfully Submitted
by Scott Rakestraw

CHELSEA DISTRICT LIBRARY
BOARD REPORT
November 2024

TECH NOTES

Coming Soon, Windows 11

We've been testing Windows 11 on public computers for several months. The adult section has two Win11 terminals and the ref staff reports they are actively in use. Last month, we installed two more Win11 terminals (with touch screens) in the Teen Room. Since we've had few problems with the new operating system and the machines seem to be preferred by patrons, we'll begin rolling out Windows 11 in January.

- For legacy [old drivers etc.] purposes we will retain two seats of Windows 10 in the Adult section.

AI Friday: Bonus Video



<https://chelseadistrictlibrary.org/aifriday>

Over the holiday weekend, CBS "60 Minutes" repeated an exceptional story on NVIDIA and the AI boom. The 13-minute story is well worth your time if you are wondering about where artificial intelligence developments are heading in 2025.

Amazing advancements are coming in robotics, medicine and the creative arts. The NVIDIA "GPU" will make these advancements possible.



Washtenaw Public Service Tech Talk

Your private Office 365 activities may be training Microsoft AI.
Here's how to Opt-Out...



MALWAREBYTES.COM

Explained: the Microsoft connected experiences controversy |
Malwarebytes

Check out our Facebook Group for
Washtenaw Public Service Workers:

<https://chelseadistrictlibrary.org/techtalk>

CHELSEA SENIOR CENTER

452.75 2024 Total Hours

November 2024



CDL Support Log Detail for
Chelsea Senior Center

Overall Weekly Average	
11.04	
Summary	Total Hours
2022	394.00
2023	368.50
2024	452.75

	Incidents	200
Mgmt Time	24	12.00%
Network	44	22.00%
Sysadmin	34	17.00%
Hardware	2	1.00%
Support	96	48.00%

Total Hours	Date	OnSite Hours	OffSite Hours	CDL Tech
39.25	Nov	33.25	6	

TECHNOLOGY SERVICES

DATA SERVICES		JUN	JUL	AUG	SEP	OCT	NOV
11471.3	Hotspots: Total GB Used - Township Halls	1043.8	1029.7	1042.2	1051.7	1095.1	1048.4
150.9	-- Lima Township (GB)	13.7	14.1	13.3	14.7	12.3	13.4
430.7	-- Sylvan Township (GB)	39.8	41.3	40.7	44.6	39.5	41.5
10889.7	-- Mobile Beacon (GB)	990.3	974.3	988.2	992.4	1043.3	993.5
234	Hotspot Devices Circulated	24	22	24	23	24	22
4596	Public Internet - Computer Sessions	462	496	430	453	479	376
5112	Public Internet - Wireless Logins	488	511	447	507	467	483

ONLINE SERVICES		JUN	JUL	AUG	SEP	OCT	NOV
166427	Website Sessions	15661	15641	13295	13193	13489	13467
81867	Website Users	8246	7511	6846	6972	7113	7087
28745	AUDIO Downloads Total	2539	2757	2677	2524	2564	2623
19691	-- Audio: Overdrive	1717	1924	1821	1725	1736	1800
9054	-- Audio: Hoopla	822	833	856	799	828	823
4772	VIDEO Downloads Total	369	343	447	298	377	451
3187	-- Video: Kanopy	233	216	295	163	260	309
1585	-- Video: Hoopla	136	127	152	135	117	142
21709	EBook Downloads Total	1947	2047	1963	1802	1745	1937
19228	-- Ebook: Overdrive	1729	1808	1773	1619	1553	1694
2481	-- Ebook: Hoopla	218	239	190	183	192	243
55226	TOTAL Downloads	4855	5147	5087	4624	4686	5011

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

November Highlights:

I attended the 2024 Library Marketing and Communications Conference. There were nearly 500 library marketers in attendance and it was a great opportunity to see the different ways that libraries (large and small) were promoting their services, programs, and collections.

The overarching theme that came through on all of the presentations was the value of data. Libraries/Librarians are well-intentioned in what we provide the community, but with market research, there can be less guesswork and better success rates.

Sessions I attended included:

- Maximize Your Library Impact with Strategic Collection Promotion
- Tour of St. Louis Public Library
- Bite-Size Market Research Tools: Micro Surveys and Usability Studies
- Action Needed Revising Automated Emails for a Better Brand Experience
- Pizza for Reading: Using Nostalgia and Digital Marketing to Engage Cardholders
- Beg, Borrow, Steal: Finding & Implementing Ideas for Library Outreach
- Keynote: Been There, Done That, Do It Again - A Conversation with Experienced Library Marketers
- No Degree Required: Tips for Powerful Promotions for the Non-Designer
- Building a Video Powerhouse: Project Management, Quality Standards, and Staff Development for Effective Library Marketing
- Structuring Internal Communications from the Top-Down and Bottom-Up
- Building Buy-In: Change Management Strategies for Library Marketers

Three Things that Wowed Me:

1. The capacity of some email services to interface with our ILS to generate targeted, audience-specific, opt-in emails for collection promotion and how that has translated to improved circulation numbers. (This includes the results of targeted marketing in the Baltimore Public Library System to increase usage after dramatic decline during pandemic.)
2. The possibilities with Google ads and the Google Ad Grant program to fund them to make items in your catalog show up in relevant google searches (example - someone searches babynames and a library enrolled in the Google Ad program was the first hit with their collection of baby name books). Seems like a great way to attract new cardholders.
3. "Rolestorming" The idea of analyzing your programs from different perspectives - for example storytimes (from perspective of community, staff, parents, kids) -
 - **Community** is reading about declining reading scores in national news - advertising early literacy programs will demonstrate that we are engaged with community needs and a relevant social issue.
 - **Staff** - this is in our wheelhouse and we know how to do it

- **Kids** - there are a lot showing up and they seem to have fun
- **Parents** - Average age of parents is increasing - is sitting on the floor a challenge and a potential barrier to participation? ***One library added chairs for the parent/caregivers and saw increased participation.*** Do parents like the themes presented? Do they have suggestions?

Two Things I Will Focus on for Future Implementation:

1. A comparison of our hodge-podge of marketing platforms (Constant Contact, Hootsuite, Meta, Canva) to one library-specific system like Library Aware, Patron Point, or Orangeboy
2. A "Listening Tour" assessment of our district using a variety of micro-surveys for use in planning Mobee stops.

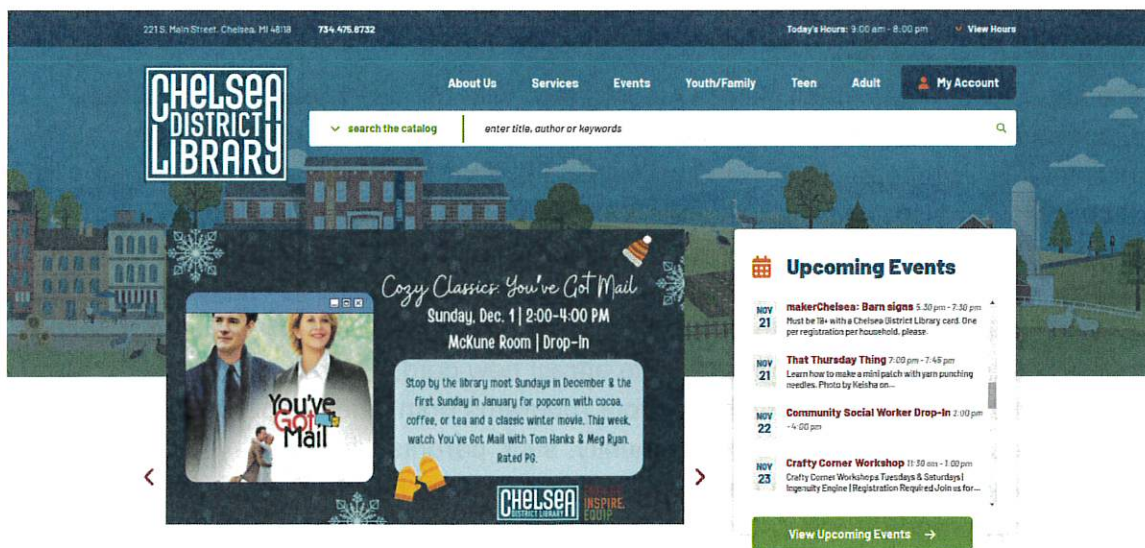
One Thing to Implement Immediately:

I am coordinating with Shannon to set up Neighbors Read in Beanstack to collect book reviews. By using Beanstack (a tool we already have), I will be able to send targeted messages to people who have read the book to invite them to the associated programs. It will also be a source for social media content to keep the conversation going in the community.

Marketing Assistant Update:

Katie will reach her 90 days of CDL employment in mid-December. She has been incredibly helpful and quick-to-learn in taking over our digital marketing tasks to allow me to focus more time on improving Mobee services. Her open rates on the eNews are fantastic and she has brought a fresh new voice and eye to our social media posts. In November, Katie reviewed all library policies, started to learn the editing side of the new website, and took on a greater role managing the slides for the library monitors.

Website Redesign:



The website launched on November 25. Weblinx, our developer, has been incredibly supportive answering my many questions as I adjust to the ins and outs of the editing process. The launch went smoothly and feedback has been positive to date.

Outreach & Mobile CDL:

I worked Mobee stops at Silver Maples and the CEF book drive at Serendipity Books. Most of my November Mobee time was spent analyzing the fall stops and finalizing our schedule for the winter months. We adjusted the times and dates of stops to better accommodate reference desk schedules as well as Everett's commitment with the Chelsea Senior Center. The regular winter stops will include:

- The Pines
- Dancey House (CRC/Brio Living Services)
- Silver Maples
- St. Louis Center (VR, Storytime, and Checkouts)
- Chelsea Schools After Care
- Sylvan Crossing

Additionally, we will attend local winter events with community partners. For example, Jessica and I will be taking Mobee to Revel Run on Sunday, Dec. 8 for a holiday storytime, crafts, and Mobee browsing/checkouts.

Our winter schedule is dedicated to improving the level of service we offer at the above locations by:

- Bringing materials inside to remove slip & fall risks
- Ensuring that new materials are available each month
- Allowing for title requests at the senior living communities to test how we can best alleviate the confusion between Mobee stops and home delivery

We made these changes in response to requests from our stop partners. The goal is to increase visitors and circulation at these locations.

eNewsletters: CDL eNews has 3,884 subscribers (+39 in November)

November Metrics:

We sent four weekly newsletters with an average 56% open rate. This is compared to an average open rate of 39.5% across nonprofit industries.

Social Media:

November Social Media Metrics

CDL Facebook: 3,660 followers (+7) | 1,100 page visits ↓ | 9,400 page reach ↓ | 11.7% engagement rate

CDL Instagram: Followers: 1,058 (+0) | 22 profile visits ↓ | 443 page reach ↓ | 4.9% engagement rate



With less paid advertising in November, the decline in engagement rates was expected.

November Marketing Channel Response:

In October, we had 313 program registrations where identifying the marketing channel was asked. The breakdown of how the registrants heard about the program is as follows:

- Print Newsletter: 77
- Website: 37
- Word of Mouth: 26
- Other/Blank: 70 (mostly Purple Rose registrations)
- eNews: 51
- Social media: 35
- Local News/Chelsea Update: 17

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
- Coordinated a display of Lindsey Dahl's artwork
- Received the winter newsletter
- Coordinated photography for our Friend & Volunteer of the Year
- Produced posters and bookmarks to commemorate our Friend & Volunteer of the Year
- Met with a patron about a lobby display featuring historic local music act posters
- Met with the Youth team to discuss Author in Chelsea brand refresh
- Helped Lori & Shannon with the Hometown Holidays light pole decoration by creating banners of top reads of 2024
- Attended a meeting with Laura and Shannon to learn about the upcoming online library subscription of the *New York Times*.
- Coordinated with Chelsea Senior Center to provide historic WWI banners for Veterans Day events.

Circulation Supervisor's Report November 2024

- Circulation – 19373 in November
- Patron Count- 9627 for November
- Circulation by township- for November:
 - Dexter = 10% of total transactions
 - Lima = 12% of transactions
 - Lyndon = 12% of transactions
 - Sylvan = 19% of transactions
 - Chelsea = 33% of transactions
- November Circulation: 85% were items from Chelsea and 15% were inter-loaned items.

Libby = 4220 ; Hoopla = 1309 Kanopy = 309
- Registrations for November – 75 new cards; 6923 total card holders
 - *Dexter = 888 cards; Lima = 743 cards; Lyndon = 940 cards
 - *Sylvan = 1305 cards; Chelsea = 2535 cards; Nonresident = 512 cards
- Self-Check Machine: November 778 or 3% of total checkouts

November Notes:

- I attended weekly management meetings.
- I worked my PIC shifts each week.
- I participated in WTSW each week.
- We received 129 tubs from TLN in November, with 6.8 being the daily average.
- We processed 40 MeLCat items for other libraries, and received 25 items for our patrons.
- We had 1405 unique patrons use the library.
- We dealt with TLN being down for approximately two days and were able to get caught back up quickly & efficiently.
- I held a department meeting with the assistants & the aides.
- I emptied the drop on Thursday, November 28 & Friday, November 29th while we were closed.

Respectfully submitted,
Amy Zoran
Head of Circulation

ACTION ITEMS

Action Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet December 13, 2024, Board Packet

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

Accept November donations and changes to the 2024 FY Budget.

Chelsea Area Garden Club	Adult Collection
Chelsea Area Garden Club	Youth Collection
Merkel Employees	Non-Designated (In Memory of Robert Merkel)
Rocky & Judy Ward	Non-Designated
Jose & Mary Elordi	Youth Collection (Lee Draugelis)

Income Line - Expense Line	
674.100	982.910 \$150.61
674.101	982.920 \$77.59
674.120	975.100 \$70.00
674.120	975.100 \$20.00
674.101	982.920 \$50.00
Sub Total: \$368.20	

Acknowledge the donations below that are already in the budget.

Sub Total: \$00.00

Total General Donations: \$368.20

Acknowledge the donations below toward the CDL Endowment.

Kristin Van Reesema	Endowment Fund	257.003	\$200.00
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Patricia Garcia, Board Secretary

Date

Action Item #2

Chelsea District Library
Board of Trustees

Library Board Fact Sheet December 13, 2024 Meeting

Board Officers and Committee Recommendations

Discussion:

The Nominating Committee has made its recommendations for 2025 officers and committee assignments. These recommendations were discussed by the Board in November.

Action:

The Chelsea District Library Board of Trustees approves the Nominating Committee's recommendations for 2025 Board Officers and committee assignments.

President – Gary Munce
President-Elect – Wendy Reinhardt
Treasurer – Patricia Garcia
Secretary – Jan Carr

Patricia Garcia, Board Secretary

Date

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

Governance
Appendix #3

Approved: December 13, 2024

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

Patricia Garcia, Board Secretary

Date

Action Item #3

Chelsea District Library
Board of Trustees

Library Board Fact Sheet December 13, 2024 Meeting

2025 Calendar of Library Operations and Holidays

Discussion:

The 2025 Calendar of Library Operations and Holidays was discussed in November. The Staff In-Service date will be, Friday, February 28, 2025.

Action:

The Chelsea District Library Board of Trustees approves the 2025 Calendar of Library Operations and Holidays, along with the Staff In-Service date of February 28.

Patricia Garcia, Board Secretary

Date

12/10/2024

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]
Friday, February 28	[Closed for Staff In-Service]
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]

Patricia Garcia, Board Secretary

Date

Action Item #4

Chelsea District Library
Board of Trustees

Library Board Fact Sheet December 13, 2024 Meeting

2025 Library Board Meeting Calendar

Background:

The dates for the 2025 board meetings were discussed in November and the first 4 months were modified to meet on Thursday instead of Tuesday due to scheduling conflicts. No retreat date has been determined and can be added at a later time.

Action:

The Chelsea District Library Board of Trustees approves the 2025 Library Board Meeting Calendar.

Patricia Garcia, Board Secretary

Date

**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 16, 2025

February 20, 2025

March 20, 2025

April 17, 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

Action Item #5

Chelsea District Library
Board of Trustees

Library Board Fact Sheet December 13, 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 addresses every year.

Action:

The Board approves the moving of sufficient funds to bring the Capital Improvement Fund balance account back up to \$100,000.00.

Patricia Garcia, Board Secretary

Date

Action Item #6

Chelsea District Library
Board of Trustees

Library Board Fact Sheet December 13, 2024 Board Meeting

Director Evaluation

Background:

The Personnel Committee has surveyed the staff and fellow trustees in order to perform the library director's annual review. The committee's finding and recommendation will be shared in Closed Session and that recommendation will then be voted on in Action, after the meeting returns to Open Session.

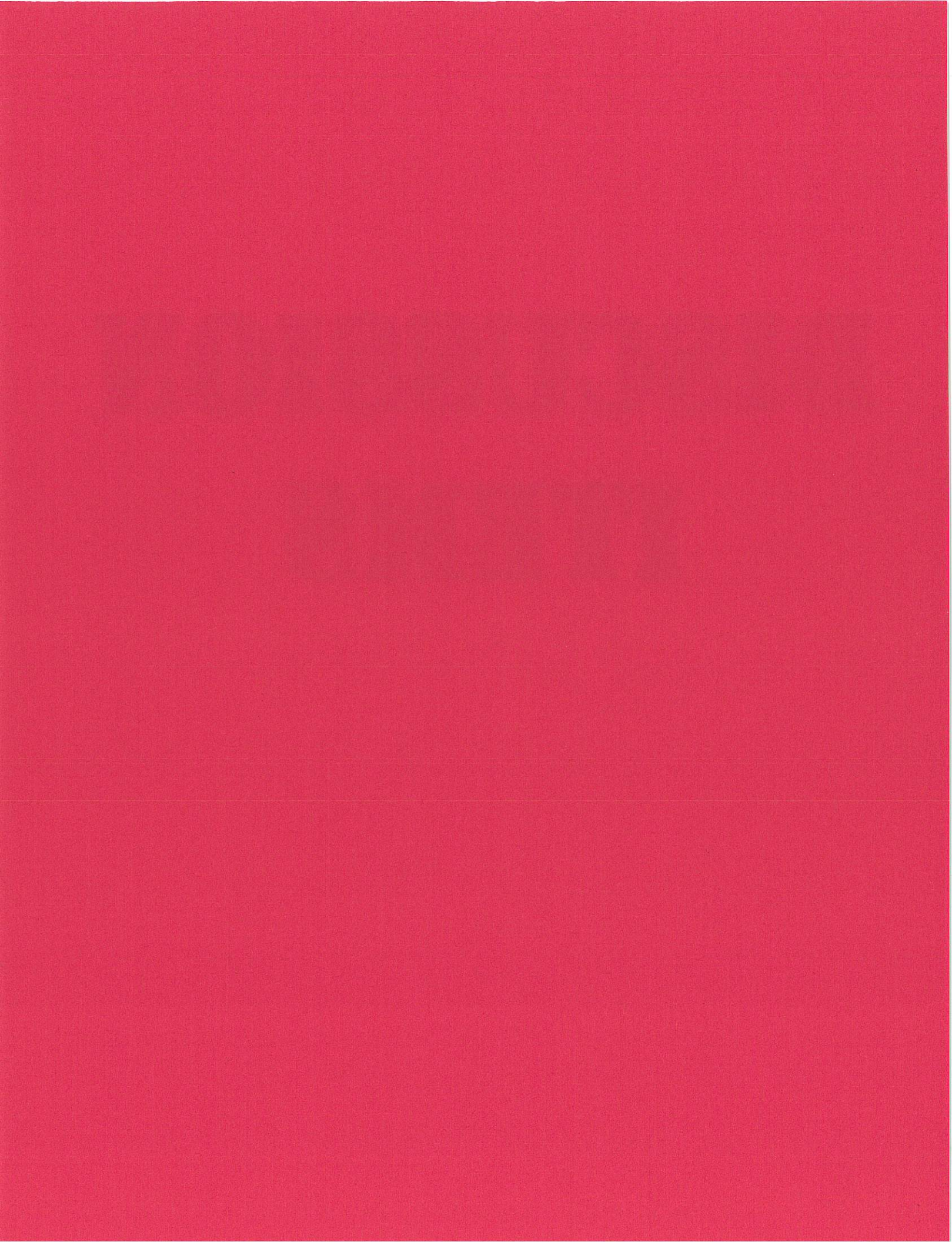
Action:

The Board approves the recommendation of the Personnel Committee, based on its evaluation.

Patricia Garcia, Board Secretary

Date

DISCUSSION ITEMS



Discussion Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet December 13, 2024 Board Meeting

Budget Adjustments

Discussion:

The library requests two budget adjustments to balance the 2024 Budget:

- \$37,500 from 801.079 Strategic Plan to 975.100 Building Improvement & Additions
- \$200 from 803.010 Maintenance Contingency to 960.100 Board Expense
- \$3,208 from 803.010 Maintenance Contingency to 966.100 General Liability Insurance
- \$30,000 from 803.010 Maintenance Contingency to 975.100 Building Improvement & Additions
- \$3,414 from 967.200 Equipment/Computer Software to: \$2,570 - 991.450 Debt Principal- GASB96 SBITA (new line) and \$844 - 994.450 Debt Interest- GASB96 SBITA (new line)
- \$8,400 from 967.400 Capital Outlay/Lease Equipment to: \$7,686 - 991.004 Debt Principal- Leases GASB87 and \$714 - 994.000 Debt Interest- Leases GASB87
- Remove \$8,400 from *Income line 691.000*. We added this line erroneously based on how Karen instructed us to treat the 2022 copier lease. We misunderstood that we only add it as Income when it is a new lease, which it was in 2022, not any years going forward.

This will need to move to Action in December in order to close the 2024 fiscal year.

Discussion Item #2

Chelsea District Library
Board of Trustees

Library Board Fact Sheet December 13, 2024 Board Meeting

Budget Carryovers 2024 to 2025

Discussion:

Every year library administration prepares a list of carryovers that the library would like to move from the current budget to next year's budget. The carryover list for 2024 to 2025 is attached.

This will need to move to Action in December in order to close the 2024 fiscal year.

