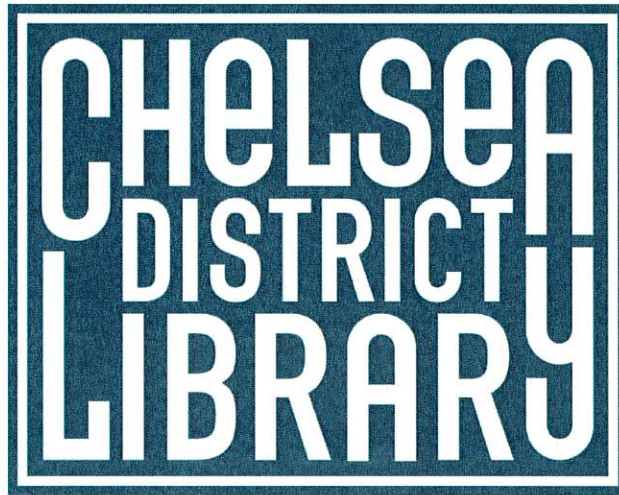


**Chelsea District Library
Board of Trustees**

Agenda and Information Packet



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

**March 20, 2025
6:45 pm**

**McKune Room at the Chelsea
District Library**

CHELSEA DISTRICT LIBRARY BOARD OF TRUSTEES

Thursday, March 20, 2025—6:45 p.m.

McKune Room

AGENDA

6:45 Board Meeting

Welcome and Call to Order

Consent Agenda Approval

- Meeting Minutes
- Operational Checks
- Finance Reports

Agenda Review, Additions, and Approval

6:55 Presentation: Shannon

7:10 Director's, Strategic Plan, and Friends Reports

7:20 Public Comment

7:25 Action Items

1. Donations
2. Budget Adjustment

7:30 Discussion Items

1. Board Retreat
2. Paid Time Off/Employee Classification (Subjects 108/310 Employee Handbook)

7:40 Reports

Policy Committee

Finance Committee

Personnel Committee

Nominating Committee

Community Outreach Committee

7:45 Communications

7:50 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**

Thursday, February 20, 2025 6:45 p.m.
Meeting Location: McKune Room

Trustees in Attendance: G. Munce, W. Reinhardt, B. Swistock, TJ Helfferich, & A. Fox.

Trustees Absent: P. Garcia & J. Carr

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

Guests: None

Welcome and Call to Order

G. Munce called the meeting to order at 6:45 p.m.

Consent Agenda

MOTION made by TJ Helfferich, SECONDED by B. Swistock to approve the Consent Agenda with the January 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 presented. Discussion: None

All Ayes: 5-0

Presentation: Virginia's Outreach Program

- V. Krueger gave the Board some background information on her time at the library.
- Talked about Mobee:
 - How the schedule was built and what services the bookmobile provides the community.
 - Successes and opportunities to learn.

- Numbers vs. Experiences/Stories (How to define success).
- What comes next: Went over spring and summer programming.
- Spoke about other outreach:
 - Walk to School Wednesdays
 - Librarian School Visits
 - Authors in Chelsea
 - Artist in Residence Jim Abbott Program
- 2025 Goals:
 - Quality over Quantity
 - Enhance experience and spread success stories
 - Add technology assistance through Everett on Mobee

Director's Report Update:

L. Coryell update:

- Passed out staff photos with names to the Board to assist with trustees learning about the staff.
- Also shared the library's procedure statement for Law Enforcement Record Request and Search.
- In-Service is next Friday.
- Management Retreat in early February was a great success.
- In the process of migrating from paper payroll to digital.
- Neighbor's Read with Dexter and Serendipity Books was a smashing success with very strong numbers and participation.
- Yeo & Yeo letter to the Board is included in Communications.

Friends Report Update:

- Book sale went well.
- The Friends are donating \$5,000.00 for the library's new privacy booth.
- Linda gave an update on the garage project.

Public Comment: None

Action Item #1: Donations

MOTION made by TJ Helfferich, SECONDED by W. Reinhardt to approve the January donations. Discussion: L. Coryell pointed out that the expense line number for one of the donations has changed.

All Ayes 5-0

Discussion Item #1: Budget Adjustment

Library IQ was originally budgeted as a subscription, but it is actually software, so needs to move from a Shannon line to a Scott line. This will move to Action in March.

Discussion Item #2: Board Retreat

G. Munce spoke about two areas that he would like to address at the Board Retreat: Board Performance and Being Vigilant About Protecting the Library.

- In terms of performance, he would like the Board to contemplate and discuss strengths, weaknesses, and opportunities.
- In terms of vigilance, he wants the Board to try to anticipate possible threats to collections, staff, and finances.
- TJ Helfferich suggested maybe forming a sub-committee to discuss options. In the meantime, staff and MLA are good resources for gathering information about potential threats.
- L. Coryell will look into sharing the ALA board-related videos that were previously shown at board meetings several years ago.

Committee Reports

Policy Committee –

Finance Committee –

Personnel Committee –

Nominating Committee –

Community Outreach Committee –

Communications:

- B. Swistock and TJ Helfferich will not be present for the March board meeting.

Adjournment:

MOTION made by B. Swistock, SECONDED by W. Reinhardt to adjourn the meeting at 7:39pm.

All Ayes, 5-0

Janice L. Carr, Board Secretary

Date

FINANCE REPORTS

Chelsea District Library
 Monthly Check Register
 February 2025

2:34 PM
 03/11/25

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill Pmt -Check		02/05/2025	The Library Network	QuickBooks generated zero amount transaction f...	001.001 - CSB/Operations Checki...		0.00
Bill	75159	01/28/2025	The Library Network	2025 - INV 75519, ACCT NUMBER CHEL#216, 4T...	202.001 - Accounts Payable	0.00	-1,404.14
TOTAL						0.00	-1,404.14
Check		02/28/2025		Service Charge	001.001 - CSB/Operations Checki...		-6.40
TOTAL				Service Charge	802.100 - Admin-Fees Bank 8...	-6.40	6.40
Bill Pmt -Check	29191	02/05/2025	A Production Cleaning Company..	2025 - 16046 CLEANING 01/19/2025 - 02/01/2025	001.001 - CSB/Operations Checki...		-1,750.00
Bill	16046	02/03/2025		2025 CLEANING 01/19/2025 - 02/01/2025	803.605 - Janitorial	-1,750.00	1,750.00
TOTAL						-1,750.00	1,750.00
Bill Pmt -Check	29192	02/05/2025	A T & T Mobility	ACCT 287286231198X - INV 01142025 - ISSUED O...	001.001 - CSB/Operations Checki...		-217.25
Bill	01142025	01/31/2025		2025 - PUBLIC WIFI HOT SPOTS 12/07 - 01/06/2025	850.311 - WiFi Hotspots	-217.25	217.25
TOTAL						-217.25	217.25
Bill Pmt -Check	29193	02/05/2025	AIRGOOD, ELLEN	02/13/25 - NEIGHBORS READ IN DEXTER	001.001 - CSB/Operations Checki...		-1,010.54
Bill	SP2425	02/03/2025		NEIGHBORS READ HONORARIUM	884.131 - Washtenaw Reads	-500.00	500.00
TOTAL				TRAVEL - MILEAGE	884.131 - Washtenaw Reads	-510.54	510.54
Bill Pmt -Check	29194	02/05/2025	Alerus Financial	2025 - Entity code nos. 400298 / 110320 - pay perio...	001.001 - CSB/Operations Checki...		-5,670.67
Bill	20250119	02/03/2025		2025 - 01/19/25 - 02/01/25 - PAID 02/07/25 - PR ER ...	231.002 - Payroll Lia/401A MchER...	-1,695.23	1,695.23
TOTAL				2025 - 01/19/25 - 02/01/25 - PAID 02/07/25 - PR EE ...	702.300 - Per Svcs - Reimnt - EE 7...	-2,937.24	2,937.24
				2025 - 01/19/25 - 02/01/25 - PAID 02/07/25 - PR FLE...	710.500 - Per Svcs - Fringe B ER 7...	-1,038.20	1,038.20
Bill Pmt -Check	29195	02/05/2025	Amazon Capital Services Inc	2025 - TEEN PROGRAM SUPPLIES	001.001 - CSB/Operations Checki...		-627.63
Bill	11GG-LKKD-1KRW	01/31/2025		2025 - YOUTH READING, VANDERBEEKERS	884.272 - Teen General Programs	-80.94	80.94
Bill	1LJT-934Y-11K6	01/31/2025		2025 - SPY CLUB SUPPLIES	884.230 - Youth Reading Group	-85.44	85.44
Bill	1MRC-3WH4-RQTW	01/31/2025		2025 - YOUTH SUPPLIES	884.222 - General Youth Programs	-40.10	40.10
Bill	1NJG-LFMF-94TY	01/31/2025		2025 - YOUTH SUPPLIES	884.272 - Teen General Programs	-178.73	178.73
Bill	1WDH-XV6G-97PV	01/31/2025		2025 - TEEN PROGRAMS	884.222 - General Youth Programs	-25.21	25.21
Bill	1YYV-RVDD-QH7R	01/31/2025		2025 - K2 BOOKCLUB FEBRUARY	884.272 - Teen General Programs	-39.98	39.98
Bill	117C-JC6M-9MVC	02/03/2025		2025 - VOLUNTEER CANDY	884.230 - Youth Reading Group	-140.28	140.28
Bill	1TCS-LYPJ-X4C6	02/03/2025			885.200 - Supplies	-36.95	36.95
TOTAL						-627.63	627.63

Chelsea District Library
Monthly Check Register
February 2025

2:34 PM
03/11/25

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill Pmt -Check	29196	02/05/2025	AMERICAN UNITED LIFE INSUR...	GROUP: G 00623836-0000-000 - FEB 02/01/2025 -0...	001.001 - CSB/Operations Checki...		-887.84
Bill	01/17/2025	02/03/2025		FEB 02/01/2025 -02/28/2025	710.200 - Per Svcs-Fringe Flex Ben...	-887.84	887.84
TOTAL						-887.84	887.84
Bill Pmt -Check	29197	02/05/2025	Baker & Taylor - Adult	2025 - 2038790236	001.001 - CSB/Operations Checki...		-64.74
Bill	2038790236	01/31/2025		2025 - Adult Print General	982.720 - Adult Print General	-64.74	64.74
TOTAL						-64.74	64.74
Bill Pmt -Check	29198	02/05/2025	Baker & Taylor - Auto Yours Cats		001.001 - CSB/Operations Checki...		-76.84
Bill	2038776169	01/31/2025		2025 - Youth Print General	982.760 - Youth Print General	-39.12	39.12
Bill	2038789714	01/31/2025		2025 - Youth Print General	982.760 - Youth Print General	-37.72	37.72
TOTAL						-76.84	76.84
Bill Pmt -Check	29199	02/05/2025	Baker & Taylor - Juvenile		001.001 - CSB/Operations Checki...		-458.55
Bill	2038788295	01/31/2025		2025 - Youth Print General	982.760 - Youth Print General	-62.92	62.92
Bill	2038804387	01/31/2025		2025 - Youth Print General	982.760 - Youth Print General	-274.79	274.79
Bill	2038810498	01/31/2025		2025 - Youth Print General	982.760 - Youth Print General	-120.84	120.84
TOTAL						-458.55	458.55
Bill Pmt -Check	29200	02/05/2025	Baker & Taylor - Unlabeled Juve...		001.001 - CSB/Operations Checki...		-459.83
Bill	2038774532	01/31/2025		2024 - Youth Print General	982.760 - Youth Print General	-64.70	64.70
Bill	2038794067	01/31/2025		2024 - Youth Print General	982.760 - Youth Print General	-182.49	182.49
Bill	2038818359	01/31/2025		2024 - Youth Print General	982.760 - Youth Print General	-109.49	109.49
Bill	2038819658	01/31/2025		2024 - Youth Print General	982.760 - Youth Print General	-103.15	103.15
TOTAL						-459.83	459.83
Bill Pmt -Check	29201	02/05/2025	Ballard, Kerry	2025 - BOOKKEEPING THROUGH 02/07/25	001.001 - CSB/Operations Checki...		-807.69
Bill	20250207	02/05/2025		2025 - BOOKKEEPING THROUGH 02/07/25	801.040 - Bookkeeper	-807.69	807.69
TOTAL						-807.69	807.69
Bill Pmt -Check	29202	02/05/2025	CHELSEA SCHOOL DISTRICT - ...	FUEL - 12/01/24 - 11/31/24	001.001 - CSB/Operations Checki...		-33.34
Bill	01/14/25	02/03/2025		2025 - DEC GAS - 12.84 GAL @ \$2.3186/GAL	758.100 - MOBILE CDL - FUEL	-33.34	33.34
TOTAL						-33.34	33.34
Bill Pmt -Check	29203	02/05/2025	Cintas Corporation-300	4218991582 ACCT# 14203324	001.001 - CSB/Operations Checki...		-151.84
Bill	4218991582	01/31/2025		2025 - RUGS	729.300 - Supplies-Cleaning Rugs ...	-139.87	139.87

Chelsea District Library
 Monthly Check Register
 February 2025

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Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
TOTAL				2025 - CLEANING SUPPLIES/SOAP	729.200 · Supplies-Cleaning Sup ...	-21.97	21.97
Bill Pmt -Check	29204	02/05/2025	COMFORT, STACEY	REIMBURSEMENT - HEALTH STIPEND	001.001 · CSB/Operations Checki...	-161.84	161.84
Bill	25-2214-lb	02/03/2025		REIMBURSEMENT - HEALTH STIPEND	989.620 · Staff In-Service & Appreci...	-25.00	25.00
TOTAL						-25.00	25.00
Bill Pmt -Check	29205	02/05/2025	Costco Anywhere Visa	ACCT ENDING 3253 12/18/24 - 01/16/2025 DUE 0...	001.001 · CSB/Operations Checki...		-50.00
Bill	20250214	01/31/2025		WORK ANNIVERSARY - MATT JENSEN - correcte...	969.940 · Staff Apprec - Restricted	-25.00	25.00
TOTAL				WORK ANNIVERSARY - CHRIS BERGGREN	969.940 · Staff Apprec - Restricted	-25.00	25.00
Bill Pmt -Check	29206	02/05/2025	DeMea, Karla	TT - 01/30, YTH PROGRAM PRESENTER	001.001 · CSB/Operations Checki...		-50.00
Bill	25-3669-JZ	02/03/2025		1 @ \$50, TODDLER TIME, 1/30/25	884.215 · Early Literacy	-50.00	50.00
TOTAL						-50.00	50.00
Bill Pmt -Check	29207	02/05/2025	Ingram Library Services		001.001 · CSB/Operations Checki...		-3,911.33
Bill	85671104	01/31/2025		2025 - · Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-21.59	21.59
Bill	85788317	01/31/2025		2025 - · Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-36.07	36.07
Bill	85851742	01/31/2025		· Adult Large Print	982.710 · Adult Large Print	-33.76	33.76
Bill	85851741	01/31/2025		· Adult Print General	982.720 · Adult Print General	-13.54	13.54
Bill	85851744	01/31/2025		· Youth Print General	982.760 · Youth Print General	-12.45	12.45
Bill	85851743	01/31/2025		· Mobile CDL - Youth	982.761 · Mobile CDL - Youth	-6.05	6.05
Bill	85851745	01/31/2025		· Youth Print General	982.760 · Youth Print General	-9.85	9.85
Bill	85937769	01/31/2025		· Youth Print General	982.760 · Youth Print General	-12.17	12.17
Bill	85937770	01/31/2025		· Adult Print General	982.720 · Adult Print General	-318.33	318.33
Bill	85937768	01/31/2025		· Adult Print General	982.720 · Adult Print General	-14.16	14.16
Bill	85976671	01/31/2025		· Adult Print General	982.720 · Adult Print General	-20.36	20.36
Bill	85976672	01/31/2025		· Adult Print General	982.720 · Adult Print General	-264.15	264.15
Bill	85976673	01/31/2025		· Adult Large Print	982.710 · Adult Large Print	-80.77	80.77
Bill	86012544	01/31/2025		· Adult Print General	982.720 · Adult Print General	-18.33	18.33
Bill	86012543	01/31/2025		· Adult Print General	982.720 · Adult Print General	-67.04	67.04
Bill	86012548	01/31/2025		· Adult Print General	982.720 · Adult Print General	-340.58	340.58
Bill	86012547	01/31/2025		· Adult Print General	982.720 · Adult Print General	-16.20	16.20
Bill	86012546	01/31/2025		· Youth Print General	982.760 · Youth Print General	-61.25	61.25
Bill	86012545	01/31/2025		· Adult Ref.	982.730 · Adult Ref.	-18.77	18.77
Bill	86012542	01/31/2025		· Adult Print General	982.720 · Adult Print General	-85.55	85.55
Bill	86048954	01/31/2025		· Adult Large Print	982.710 · Adult Large Print	-18.66	18.66
Bill	86048953	01/31/2025		· Adult Print General	982.720 · Adult Print General	-285.10	285.10
Bill	86048955	01/31/2025		· Adult Print General	982.720 · Adult Print General	-456.50	456.50
Bill	85048951	01/31/2025		· Adult Print General	982.720 · Adult Print General	-17.25	17.25
Bill	86048952	01/31/2025		· Adult Print General	982.720 · Adult Print General	-17.57	17.57
Bill	86070248	01/31/2025		· Multiple Book Copies	982.740 · Multiple Book Copies	-16.50	16.50
Bill	86070249	01/31/2025		· Multiple Book Copies	982.720 · Adult Print General	-84.46	84.46
Bill	86070251	01/31/2025		· Adult Print General	982.720 · Adult Print General	-54.02	54.02
Bill				· Adult Print General	982.720 · Adult Print General	-46.32	46.32

Chelsea District Library
Monthly Check Register

February 2025

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03/11/25

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill	86070250	01/31/2025		· Adult Large Print	982.710 · Adult Large Print	-59.06	59.06
Bill	86082370	01/31/2025		· Youth Print General	982.760 · Youth Print General	-206.16	206.16
Bill	86082369	01/31/2025		· Adult Print General	982.720 · Adult Print General	-305.43	305.43
Bill	86082368	01/31/2025		· Adult Print General	982.720 · Adult Print General	-283.62	283.62
Bill	86082367	01/31/2025		· Adult Print General	982.720 · Adult Print General	-16.75	16.75
Bill	86082366	01/31/2025		· Adult Print General	982.720 · Adult Print General	-17.83	17.83
Bill	86082371	01/31/2025		· Adult Print General	982.720 · Adult Print General	-16.19	16.19
Bill	86154132	01/31/2025		· Adult Print General	982.720 · Adult Print General	-49.49	49.49
Bill	86154130	01/31/2025		· Adult Print General	982.720 · Adult Print General	-31.75	31.75
Bill	86154134	01/31/2025		· Adult Print General	982.720 · Adult Print General	-68.35	68.35
Bill	86154133	01/31/2025		· Adult Print General	982.720 · Adult Print General	-44.52	44.52
Bill	86154131	01/31/2025		· Adult Print General	982.720 · Adult Print General	-18.93	18.93
Bill	86154135	01/31/2025		· Adult Print General	982.720 · Adult Print General	-68.54	68.54
Bill	86173138	01/31/2025		· Adult Print General	982.720 · Adult Print General	-14.16	14.16
Bill	86173140	01/31/2025		· Multiple Book Copies	982.740 · Multiple Book Copies	-18.66	18.66
Bill	86190590	01/31/2025		· Adult Print General	982.720 · Adult Print General	-51.12	51.12
Bill	86190591	01/31/2025		· Adult Print General	982.720 · Adult Print General	-74.07	74.07
Bill	86190589	01/31/2025		· Adult Print General	982.720 · Adult Print General	-50.77	50.77
Bill	86190593	01/31/2025		· Adult Print General	982.720 · Adult Print General	-34.08	34.08
Bill	86190592	01/31/2025		· Adult Print General	982.720 · Adult Print General	-18.33	18.33
TOTAL						-3,911.33	3,911.33
Bill Pmt-Check	29208	02/05/2025	KANOPIY INC	KANOPIY BORROWS - JAN	001.001 · CSB/Operations Checki...		-246.50
Bill	431112-PPU	02/03/2025		2025 - KANOPIY VIDEO PLAYS - JAN	982.410 · Electronic Products/Subs	-246.50	246.50
TOTAL						-246.50	246.50
Bill Pmt-Check	29209	02/05/2025	KNIGHT TECHNOLOGY GROUP	2025 - 25594, FEB 2025	001.001 · CSB/Operations Checki...		-1,130.00
Bill	25594	02/05/2025		2025 - DATTO CLOUD BACKUP + GOOGLE RECO...	803.390 · Computers	-1,130.00	1,130.00
TOTAL						-1,130.00	1,130.00
Bill Pmt-Check	29210	02/05/2025	LAW, CHRISTINE M.	LAW - YOGA STORYTIME - 01/29/25, 02/12/25	001.001 · CSB/Operations Checki...		-200.00
Bill	25-3662-JZ	01/31/2025		LAW - YOGA STORYTIME - 01/29/25, 02/12/25	884.215 · Early Literacy	-200.00	200.00
TOTAL						-200.00	200.00
Bill Pmt-Check	29211	02/05/2025	LIBRARY SYSTEMS & SERVICES	2025 - INV002477 -	001.001 · CSB/Operations Checki...		-4,000.00
Bill	INV0002477	02/05/2025		2025 - LIBRARY IQ DATABASE - 01/01/25 - 12/31/25	967.200 · Equipment Software	-4,000.00	4,000.00
TOTAL						-4,000.00	4,000.00
Bill Pmt-Check	29212	02/05/2025	MC creative design & photograp...		001.001 · CSB/Operations Checki...		-3,500.00
Bill	825	02/03/2025		2025 - REBRAND - AUTHORS IN CHELSEA	880.521 · Graphic Design Services	-1,600.00	1,600.00
Bill	826	02/03/2025		2025 - 826 - SPRING NEWSLETTER	880.521 · Graphic Design Services	-1,900.00	1,900.00

Chelsea District Library
 Monthly Check Register
 February 2025

2:34 PM
 03/11/25

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
TOTAL						-3,500.00	3,500.00
Bill Pmt -Check	29213	02/05/2025	Midwest Tape	2025 - 506644140	001.001 - CSB/Operations Checki...		-321.59
Bill	506644140	02/03/2025		2025 - JAN - ADULT FEATURE DVDs	982.460 - DVD Feature	-321.59	321.59
TOTAL						-321.59	321.59
Bill Pmt -Check	29214	02/05/2025	Midwest Tape - Hoopla	506692102	001.001 - CSB/Operations Checki...		-3,048.22
Bill	506692102	02/03/2025		2025 - JAN - BORROWS	982.410 - Electronic Products/Subs	-3,048.22	3,048.22
TOTAL						-3,048.22	3,048.22
Bill Pmt -Check	29215	02/05/2025	SMART BUSINESS SOURCE	WO-241412-1	001.001 - CSB/Operations Checki...		-179.63
Bill	WO-241412-1	01/31/2025		GENERAL SUPPLIES	727.100 - Supplies - General Op 7...	-179.63	179.63
TOTAL						-179.63	179.63
Bill Pmt -Check	29216	02/05/2025	T-MOBILE	2025 - ACCT 975550022 - STATEMENT DATED 01/...	001.001 - CSB/Operations Checki...		-416.83
Bill	20250213	01/31/2025		2025 - T-MOBILE WIFI HOTSPOTS - 12/21/24 - 01/2... 2025 - MOBEE CELL 2024 - 12/21/24 - 01/20/25	850.311 - WIFI Hotspots 850.122 - Telecommunications -Mo...	-362.11 -54.72	362.11 54.72
TOTAL						-416.83	416.83
Bill Pmt -Check	29217	02/05/2025	TECHNO TAG LLC	INVOICE JULY 10TH, 2025 - LASER TAG	001.001 - CSB/Operations Checki...		-550.00
Bill	20250725	01/31/2025		07/10/2025 - LASER TAG	884.261 - Teen Summer Reading	-550.00	550.00
TOTAL						-550.00	550.00
Bill Pmt -Check	29218	02/05/2025	THE WOODHILL GROUP, LLC	2025 - IN-SERVICE PRESENTATION PREP	001.001 - CSB/Operations Checki...		-450.00
Bill	2416	01/31/2025		2025 - IN-SERVICE PRESENTATION PREP	969.620 - Staff In-Service & Appreci...	-450.00	450.00
TOTAL						-450.00	450.00
Bill Pmt -Check	29219	02/05/2025	THRIVING MINDS BEHAVIORAL ...	02/03/25 PARENTING CONNECTIONS: MIDDLE S...	001.001 - CSB/Operations Checki...		-125.00
Bill	25-3662-JZ	01/31/2025		02/03/2025 PARENTING CONNECTIONS	884.213 - Parenting Programs	-125.00	125.00
TOTAL						-125.00	125.00
Bill Pmt -Check	29220	02/05/2025	VALUE LINE PUBLISHING LLC	RENEWAL ACCT # 39815 - VALUE LINE LIBRARY ...	001.001 - CSB/Operations Checki...		-1,945.00
Bill	245M-39815	02/03/2025		ON-LINE VALUE LINE 2025 - 01/01/25 - 12/31/25	982.610 - Annual Reference	-1,945.00	1,945.00
TOTAL						-1,945.00	1,945.00

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Bill Pmt -Check	29221	02/06/2025	Blue Care Network of Michigan	2025 - GROUP 00277068 SUBGROUP 0002 - COVE...	001.001 · CSB/Operations Checki...		-4,910.17
Bill	250350062551	02/06/2025		2025 - MAR 01/01 - 31/2025 - MED INS	710.200 · Per Svcs-Fringe Flex Ben...	-4,910.17	4,910.17
TOTAL						-4,910.17	4,910.17
Bill Pmt -Check	29222	02/19/2025	A Production Cleaning Company...		001.001 · CSB/Operations Checki...		-2,150.00
Bill	16076	02/14/2025		CLEANING 02/02 - 02/15/2025	803.605 · Janitorial	-1,750.00	1,750.00
Bill	16077	02/18/2025		CARPET CLEANING - TRAFFIC AREA	803.605 · Janitorial	-400.00	400.00
TOTAL						-2,150.00	2,150.00
Bill Pmt -Check	29223	02/19/2025	A T & T TELCO	INV 734433980401 - 01/25/2025 - ACCT 743 433-9...	001.001 · CSB/Operations Checki...		-218.67
Bill	734433980401	02/13/2025		2024 - TELCO - LAND LINES - 12/26/2024 - 01/25/2...	850.120 · Telephone	-218.67	218.67
TOTAL						-218.67	218.67
Bill Pmt -Check	29224	02/19/2025	ABSOPIRE	2025 - ACCT 9423998 - INV 89624866	001.001 · CSB/Operations Checki...		-60.89
Bill	89624866	02/13/2025		2025 - WATER AT 02/10	727.100 · Supplies - General Op 7...	-60.89	60.89
TOTAL						-60.89	60.89
Bill Pmt -Check	29225	02/19/2025	Alerus Financial	2025 - Entity code nos. 400298 / 110320 - pay perio...	001.001 · CSB/Operations Checki...		-5,670.67
Bill	20250202	02/18/2025		2025 - 02/02/25 - 02/15/25 - PAID 02/21/25 - PR ER ...	231.002 · Payroll Lia/401A MITCHER ...	-1,695.23	1,695.23
				2025 - 02/02/25 - 02/15/25 - PAID 02/21/25 - PR EE ...	702.300 · Per Svcs - Reimmit - EE 7...	-2,937.24	2,937.24
				2025 - 02/02/25 - 02/15/25 - PAID 02/21/25 - PR FLE...	710.500 · Per Svcs - Fringe B ER 7...	-1,038.20	1,038.20
TOTAL						-5,670.67	5,670.67
Bill Pmt -Check	29226	02/19/2025	Amazon Capital Services Inc	VOID:	001.001 · CSB/Operations Checki...		0.00
TOTAL						0.00	0.00
Bill Pmt -Check	29227	02/19/2025	Baker & Taylor - Adult	2038817421	001.001 · CSB/Operations Checki...		-77.77
Bill	2038817421	02/14/2025		2025 · Adult Print General	982.720 · Adult Print General	-77.77	77.77
TOTAL						-77.77	77.77
Bill Pmt -Check	29228	02/19/2025	Ballard, Kerry	2025 - BOOKKEEPING THROUGH 02/21/25	001.001 · CSB/Operations Checki...		-807.69
Bill	20250221	02/18/2025		2025 - BOOKKEEPING THROUGH 02/21/25	801.040 · Bookkeeper	-807.69	807.69
TOTAL						-807.69	807.69
Bill Pmt -Check	29229	02/19/2025	City of Chelsea	21844 TRASH JANUARY	001.001 · CSB/Operations Checki...		-50.00

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Bill	21844	02/18/2025		TRASH JANUARY	803.620 · Trash	-50.00	50.00
TOTAL						-50.00	50.00
Bill Pmt -Check	29230	02/19/2025	City of Chelsea-Elect & Water	2025 JAN - UTILITIES: ELECTRICITY, WATER, SE...	001.001 · CSB/Operations Checki...		-4,012.51
Bill	20250207	02/13/2025		2025 WATER - JAN - 12/30/24 - 01/31/2025	920.110 · City of Chelsea Water	-66.11	66.11
				2025 - SEWER - JAN - 12/30/24 - 01/31/2025	920.120 · City of Chelsea Sewer	-145.12	145.12
				2025 - ELECTRICITY - JAN - 12/30/24 - 01/31/2025	920.130 · City of Chelsea Electric	-3,773.81	3,773.81
				2025 - SPRINKLER - JAN - 12/30/24 - 01/31/2025	920.150 · City of Chelsea Sprinkler	-27.47	27.47
TOTAL						-4,012.51	4,012.51
Bill Pmt -Check	29231	02/19/2025	COLLABORATIVE SUMMER LIB...	311843	001.001 · CSB/Operations Checki...		-589.34
Bill	311843	02/14/2025		SHIRTS, CANVAS, LARGE POSTER, BANNER	884.226 · Summer Reading	-589.34	589.34
TOTAL						-589.34	589.34
Bill Pmt -Check	29232	02/19/2025	Constellation NewEnergy-Gas Di...	2024 - INV 4237291 - ACCT BG-303066 - JAN - 12/...	001.001 · CSB/Operations Checki...		-1,957.23
Bill	4237291	02/14/2025		2025 - JAN - 12/19 - 01/22/25	920.200 · McKune Gas	-1,957.23	1,957.23
TOTAL						-1,957.23	1,957.23
Bill Pmt -Check	29233	02/19/2025	CRAFT, JAMES N	SPEAKER FEE - MAYAN PROGRAM - 02/26/25	001.001 · CSB/Operations Checki...		-200.00
Bill	25-3675-LEB	02/18/2025		SPEAKER FEE - MAYAN PROGRAM - 02/26/25	884.119 · General Adult Events	-200.00	200.00
TOTAL						-200.00	200.00
Bill Pmt -Check	29234	02/19/2025	Demco Inc.	2025 - INV 7600880	001.001 · CSB/Operations Checki...		-470.50
Bill	7600880	02/13/2025		BOOKMARKS, LABELS, SUPPLIES BOARD SIGN	728.300 · Supplies-Matl Proc Othr 7... 960.100 · Board Expenses	-442.76 -27.74	442.76 27.74
TOTAL						-470.50	470.50
Bill Pmt -Check	29235	02/19/2025	Dollar Bill Printing	DB-100393-INV	001.001 · CSB/Operations Checki...		-977.35
Bill	DB-100393-INV	02/13/2025		AIC - POSTERS AND BROCHURES	880.422 · Authors in Chelsea	-977.35	977.35
TOTAL						-977.35	977.35
Bill Pmt -Check	29236	02/19/2025	ELM USA Inc	74073 - ANNUAL MAINTENANCE AGREEMENT F...	001.001 · CSB/Operations Checki...		-520.00
Bill	74073	02/13/2025		ANNUAL MAINTENANCE AGREEMENT FOR DISC ...	803.386 · Disc Repair Machine War...	-520.00	520.00
TOTAL						-520.00	520.00

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Bill Pmt -Check	29237	02/19/2025	Foster Swift Collins & Smith	INV 905546 - CLIENT 21969-00002	001.001 - CSB/Operations Checki...		-459.00
Bill	905546	02/18/2025		OMA QUESTIONS	801.010 - Attorney	-459.00	459.00
TOTAL						-459.00	459.00
Bill Pmt -Check	29238	02/19/2025	Great Lakes Ace Hardware	INV 17918/154 - ACCT 200379	001.001 - CSB/Operations Checki...		-16.04
Bill	17918/154	02/14/2025		LASER CUTTER REPAIR	884.602 - Technology Programs - S...	-16.04	16.04
TOTAL						-16.04	16.04
Bill Pmt -Check	29239	02/19/2025	Ingram Library Services		001.001 - CSB/Operations Checki...		-2,270.86
Bill	86223680	02/14/2025		Adult Print General	982.720 - Adult Print General	-391.03	391.03
Bill	86223679	02/14/2025		Adult Print General	982.720 - Adult Print General	-115.01	115.01
Bill	86265818	02/14/2025		Adult Print General	982.720 - Adult Print General	-80.80	80.80
Bill	86265817	02/14/2025		Adult Print General	982.720 - Adult Print General	-65.64	65.64
Bill	86265616	02/14/2025		Adult Print General	982.720 - Adult Print General	-95.42	95.42
Bill	86286577	02/14/2025		Multiple Book Copies	982.740 - Multiple Book Copies	-17.04	17.04
Bill	86286578	02/14/2025		Adult Print General	982.720 - Adult Print General	-17.58	17.58
Bill	86286581	02/14/2025		Adult Print General	982.720 - Adult Print General	-19.95	19.95
Bill	86286576	02/14/2025		Adult Print General	982.720 - Adult Print General	-31.73	31.73
Bill	86286579	02/14/2025		Adult Print General	982.720 - Adult Print General	-17.58	17.58
Bill	86317839	02/14/2025		Adult Print General	982.720 - Adult Print General	-30.57	30.57
Bill	86317841	02/14/2025		Adult Print General	982.720 - Adult Print General	-17.57	17.57
Bill	86317838	02/14/2025		Multiple Book Copies	982.740 - Multiple Book Copies	-35.14	35.14
Bill	86317840	02/14/2025		Adult Print General	982.720 - Adult Print General	-28.38	28.38
Bill	86317844	02/14/2025		Adult Print General	982.720 - Adult Print General	-20.03	20.03
Bill	86317842	02/14/2025		Adult Print General	982.720 - Adult Print General	-18.66	18.66
Bill	86317843	02/14/2025		Adult Print General	982.720 - Adult Print General	-520.95	520.95
Bill	86317837	02/14/2025		Adult Print General	982.720 - Adult Print General	-17.58	17.58
Bill	86317836	02/14/2025		Adult Large Print	982.710 - Adult Large Print	-42.60	42.60
Bill	86346894	02/14/2025		Adult Print General	982.720 - Adult Print General	-51.10	51.10
Bill	86346897	02/14/2025		Adult Print General	982.720 - Adult Print General	-36.04	36.04
Bill	86346895	02/14/2025		Adult Print General	982.720 - Adult Print General	-17.04	17.04
Bill	86346896	02/14/2025		Adult Print General	982.720 - Adult Print General	-13.54	13.54
Bill	86399571	02/14/2025		Adult Print General	982.720 - Adult Print General	-17.55	17.55
Bill	86399573	02/14/2025		Adult Print General	982.720 - Adult Print General	-12.92	12.92
Bill	86399579	02/14/2025		Adult Print General	982.720 - Adult Print General	-15.09	15.09
Bill	86399575	02/14/2025		Adult Print General	982.720 - Adult Print General	-86.47	86.47
Bill	86399572	02/14/2025		Adult Print General	982.720 - Adult Print General	-17.03	17.03
Bill	86399578	02/14/2025		Adult Print General	982.720 - Adult Print General	-32.34	32.34
Bill	86399574	02/14/2025		Mobile CDL - Adult	982.721 - Mobile CDL - Adult	-22.23	22.23
Bill	86399577	02/14/2025		Adult Print General	982.720 - Adult Print General	-16.17	16.17
Bill	86399576	02/14/2025		Adult Print General	982.720 - Adult Print General	-14.78	14.78
Bill	86425075	02/14/2025		Multiple Book Copies	982.740 - Multiple Book Copies	-17.58	17.58
Bill	86425074	02/14/2025		Adult Print General	982.720 - Adult Print General	-20.98	20.98
Bill	86425078	02/14/2025		Adult Print General	982.720 - Adult Print General	-16.17	16.17
Bill	86425079	02/14/2025		Adult Print General	982.720 - Adult Print General	-17.25	17.25
Bill	86425073	02/14/2025		Adult Large Print	982.710 - Adult Large Print	-22.23	22.23
Bill	86425076	02/14/2025		Adult Print General	982.720 - Adult Print General	-18.12	18.12
Bill	86425080	02/14/2025		Adult Print General	982.720 - Adult Print General	-17.24	17.24
Bill	86425077	02/14/2025		Adult Print General	982.720 - Adult Print General	-17.57	17.57
Bill	86437730	02/14/2025		Adult Print General	982.720 - Adult Print General	-14.76	14.76

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Bill	86437781	02/14/2025		- Adult Print General	982.720 - Adult Print General	-48.79	48.79
Bill	86437783	02/14/2025		- Adult Print General	982.720 - Adult Print General	-100.25	100.25
Bill	86437729	02/14/2025		- Adult Print General	982.720 - Adult Print General	-14.78	14.78
Bill	86437728	02/14/2025		- Adult Print General	982.720 - Adult Print General	-9.58	9.58
TOTAL						-2,270.86	2,270.86
Bill Pmt -Check	29240	02/19/2025	KeyBank	A/C Ending3195 01/10 - 02/09/25 DUE 03/06...	001.001 - CSB/Operations Checki...	-5,612.39	-5,612.39
Bill	20250306	02/14/2025		CHELSEA WELLNESS CENTER - HEALTH STIPEND	969.620 - Staff In-Service & Appreci...	-200.00	200.00
				PLAYBOOK BUILDER - HR SOFTWARE	967.200 - Equipment Software	-170.00	170.00
				SEC OF STATE - MOBEE REGISTRATION	732.400 - Mobile CDL	-337.00	337.00
				SEC OF STATE - MOBEE REGISTRATION - SERVL...	732.400 - Mobile CDL	-7.01	7.01
				NINA HERRST PHOTOGRAPHY - A/C, DEPOSIT	880.522 - Photography Services	-250.00	250.00
				CHICAGO MANUAL OF STYLE	880.220 - Misc Publications	-83.00	83.00
				ALA - E-COMMERCE - AMY ZORAN - MEMBERSHI...	969.323 - Head of Circ Svc. Membe...	-125.00	125.00
				KROGER - TEEN REFRESHMENTS	884.276 - Teen Refreshments	-9.98	9.98
				GALLERY ASIAN MARKET - TEEN REFRESHMENTS	884.276 - Teen Refreshments	-5.23	5.23
				MELJER - TEEN REFRESHMENTS - MAKI MANGA ...	884.276 - Teen Refreshments	-91.32	91.32
				BAMBU.LAB - MAKERSPACE *****NEED D...	967.500 - Makerspace Equipment	-137.75	137.75
				POLLYS - TEEN REFRESHMENTS - 2/24 docs recel...	884.276 - Teen Refreshments	-25.80	25.80
				ENCHROMA - INDOOR COLORBLIND GLASSES	982.430 - Non-Traditional Collections	-290.44	290.44
				POLLYS - EUCHRE PROGRAM REFRESHMENTS	884.121 - Refreshments	-16.95	16.95
				HOPPERS HOUSES - SUMMER READING	884.226 - Summer Reading	-73.91	73.91
				MELJER - BLANK CANDY AND CUPID FROSTINGS	884.276 - Teen Refreshments	-494.34	494.34
				SIMON AND SCHUSTER *****	884.226 - Summer Reading	-95.41	95.41
				CLEARY'S - CDL STAFF AND ROBIN HILLS FARMS	960.200 - Director Expense	-105.69	105.69
				LOS TRES AMIGOS - MANAGEMENT RETREAT PL...	969.620 - Staff In-Service & Appreci...	-36.64	36.64
				CASEY'S TAVERN - POST VOLUNTEER ACTIVITY ...	969.620 - Staff In-Service & Appreci...	-201.45	201.45
				PANERA - ARCTIC FREEZE TREATS	969.620 - Staff In-Service & Appreci...	-162.19	162.19
				CHELSEA BAKERY - GARAGE WORKER DONUTS	960.200 - Director Expense	-41.00	41.00
				ZINGERMANS - MANAGEMENT RETREAT SUPPLI...	969.620 - Staff In-Service & Appreci...	-229.89	229.89
				PANERA - MANAGEMENT RETREAT SUPPLIES	969.620 - Staff In-Service & Appreci...	-153.22	153.22
				SMOKEHOUSE 52 - DISCUSS COMMUNICO, COR...	969.620 - Staff In-Service & Appreci...	-92.29	92.29
				BISECT HOSTING (MINECRAFT)	803.395 - Website Hosting & Service	-142.29	142.29
				ZOOM - VIDEO CONF APP, 01/24 - 02/23/25	967.200 - Equipment Software	-39.50	39.50
				SURVEY MONKEY - SURVEY SOFTWARE/APP	803.395 - Website Hosting & Service	-468.00	468.00
				STAR2STAR - VOIP SERVICE 01/26 - 02/24/25	850.120 - Telephone	-468.15	468.15
				INTUIT - QUICKBOOKS	967.200 - Equipment Software	-1,058.94	1,058.94
TOTAL						-5,612.39	5,612.39
Bill Pmt -Check	29241	02/19/2025	Michigan Library Association	2025 - JANICE CARR - MEMBERSHIP 01/01/2025 - ...	001.001 - CSB/Operations Checki...	-185.00	-185.00
Bill	19912	02/18/2025		2025 - TRYNITJE HELFFERICH - MEMBERSHIP 01/...	969.400 - Trustees Memberships	-50.00	50.00
Bill	19913	02/18/2025		2025 - AMELIA HERRON - MEMBERSHIP 02/01/202...	969.400 - Trustees Memberships	-50.00	50.00
Bill	20483	02/18/2025			969.320 - Information Services	-85.00	85.00
TOTAL						-185.00	185.00
Bill Pmt -Check	29242	02/19/2025	Midwest Tape	2025 - DECAJAN BoCs	001.001 - CSB/Operations Checki...	-1,227.27	-1,227.27
Bill	503709103	02/18/2025		2025 - DECAJAN BoCs	982.120 - Adult Books on Disc	-135.97	135.97
Bill	506714386	02/18/2025		2025 - DECAJAN BoCs	982.120 - Adult Books on Disc	-229.95	229.95

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Bill	506676443	02/18/2025		JAN ADULT FEATURE DVDS	982.460 · DVD Feature	-218.90	218.90
Bill	506709101	02/18/2025		JAN ADULT FEATURE DVDS	982.460 · DVD Feature	-133.44	133.44
Bill	506709102	02/18/2025		FEB ADULT FEATURE DVDS	982.460 · DVD Feature	-17.99	17.99
Bill	506714338	02/18/2025		FEB ADULT FEATURE DVDS	982.460 · DVD Feature	-467.78	467.78
Bill	506714339	02/18/2025		JAN ADULT FEATURE DVDS	982.460 · DVD Feature	-23.24	23.24
TOTAL						-1,227.27	1,227.27
Bill Pmt -Check	29243	02/19/2025	Midwest Tape - Hoopla	506692102 - Paid short on ck #29214, 02/05/25 - tra...	001.001 · CSB/Operations Checki...		-360.00
Bill	506692102	02/14/2025		See 506692102 - this completes payment. kb 02/14/2...	982.410 · Electronic Products/Subs	-360.00	360.00
TOTAL						-360.00	360.00
Bill Pmt -Check	29244	02/19/2025	Petty Cash-	PETTY CASH - 01/01 - 02/18/2025	001.001 · CSB/Operations Checki...		-140.61
Bill	25-6128	02/18/2025		01/06/25 - CHRIS - ZORAN CARDS	727.100 · Supplies - General Op 7...	-17.00	17.00
				01/13/25 - JESSICA - POLLYS, PROGRAM SNACKS	884.230 · Youth Reading Group	-9.90	9.90
				01/16/25 - LORI - THE COURTYARD CAFE - CHAM...	960.200 · Director Expense	-8.00	8.00
				01/27/25 - LINDA - CVS - VOLUNTEER CANDY	885.200 · Supplies	-22.99	22.99
				01/29/25 - CHRISTIN - CHELSEA BAKERY - POWE...	969.620 · Staff In-Service & Appreci...	-80.95	80.95
				01/31/25 - KERRY - USPS - 1099/1096 IRS POSTAGE	731.200 · Other Svc-Pstg Operating ...	-1.77	1.77
TOTAL						-140.61	140.61
Bill Pmt -Check	29245	02/19/2025	Print-tech Inc.	276856	001.001 · CSB/Operations Checki...		-1,436.56
Bill	276856	02/18/2025		2025 - AIC - AUTHORS IN CHELSEA - BANNERS A...	880.130 · Signs/Banners/Posters	-1,436.56	1,436.56
TOTAL						-1,436.56	1,436.56
Bill Pmt -Check	29246	02/19/2025	Schindler Elevator Corp	INV 7154110933 - BILLING ID - 1123031	001.001 · CSB/Operations Checki...		-479.75
Bill	7154110933	02/14/2025		HYDRAULIC FLUID SMELL	803.010 · Maint Svc Contingency	-479.75	479.75
TOTAL						-479.75	479.75
Bill Pmt -Check	29247	02/19/2025	Serendipity Books		001.001 · CSB/Operations Checki...		-496.05
Bill	127487	02/14/2025		EXTRA COPIES MLW BOOKS	884.111 · Midwest Literary Walk	-346.05	346.05
Bill	25-3670-CS	02/18/2025		HOMETOWN BOOK CLUB - 02/18 - TIN CAMP ROAD	884.119 · General Adult Events	-150.00	150.00
TOTAL						-496.05	496.05
Bill Pmt -Check	29248	02/19/2025	SPENCER, MARY	03/04/25 - AIR FRYER DEMO	001.001 · CSB/Operations Checki...		-300.00
Bill	25-3677-GH	02/14/2025		03/04/25 - AIR FRYER DEMO	884.119 · General Adult Events	-300.00	300.00
TOTAL						-300.00	300.00
Bill Pmt -Check	29249	02/19/2025	The Sun Times		001.001 · CSB/Operations Checki...		-389.90

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Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill	25549-R	02/13/2025		NEIGHBORS READ - 25549-R (per VK Z/18)	880.110 · Media Buy	-194.95	194.95
Bill	25370-R	02/13/2025		NEIGHBORS READ	880.110 · Media Buy	-194.95	194.95
TOTAL						-389.90	389.90
Bill Pmt -Check	29250	02/19/2025	THE WOODHILL GROUP, LLC	2025 - 2445 - CAPITAL ASSET REVIEW	001.001 · CSB/Operations Checki...		-56.25
Bill	2445	02/18/2025		2025 - CAPITAL ASSET REVIEW	801.020 · Auditor	-56.25	56.25
TOTAL						-56.25	56.25
Bill Pmt -Check	29251	02/19/2025	Unique Management Services Inc	2025 - 6135809 CLIENT # 1954 - 2025 JAN - COLL...	001.001 · CSB/Operations Checki...		-116.35
Bill	6135809	02/13/2025		2025 JAN- COLLECTION FEES (PLACEMENTS)	801.090 · Collection Fees	-116.35	116.35
TOTAL						-116.35	116.35
Bill Pmt -Check	29252	02/19/2025	UNIVERSITY OFFICE TECHNOL...	83537610 - ACCT #1624667 - SITE 5597587 - 02/01 ...	001.001 · CSB/Operations Checki...		-767.20
Bill	83537610	02/18/2025		PUBLIC COPIER 02/01 - 28/2025	803.101 · Public Copier	-241.82	241.82
				STAFF COPIER 02/01 - 28/2025	803.102 · Staff Copier	-437.18	437.18
				SMALL PRINTER MAINTENANCE 02/01 - 28/2025	803.103 · Small Printer Maintenance	-88.20	88.20
TOTAL						-767.20	767.20
Bill Pmt -Check	29253	02/19/2025	Verizon Wireless	INV 6104703442 - ACCT 442098695-00001 - 12/29...	001.001 · CSB/Operations Checki...		-685.56
Bill	6104703442	02/13/2025		HOT SPOTS - 12/29 - 01/28/2025	850.311 · WIFI Hotspots	-554.28	554.28
				IT CELL PHONE - 12/29 - 01/28/2025	850.121 · IT Cell Phone	-51.06	51.06
				MOBEE WIFI + HOTSPOT - 12/29 - 01/28/2025	850.312 · Internet/Service - Mobile ...	-80.22	80.22
TOTAL						-685.56	685.56
Bill Pmt -Check	29254	02/19/2025	Amazon Capital Services Inc		001.001 · CSB/Operations Checki...		-735.49
Bill	1NTT-7J1G-FDG4	02/13/2025		PAPER TOWELS	729.100 · Supplies-Cleaning-Paper ...	-18.12	18.12
				C-CELL BATTERIES	729.200 · Supplies-Cleaning Sup ...	-13.65	13.65
				DISINFECTANT WIPES	729.300 · Supplies-Cleaning Rugs ...	-10.72	10.72
				GLUE STICKS	884.222 · General Youth Programs	-38.03	38.03
				WICKED DVD	884.126 · General Adult Programs	-19.95	19.95
				PLYWOOD SHEETS, LED BULBS, LIGHT CORD KIT	884.602 · Technology Programs - S...	-557.83	557.83
				LIGHT CORD KIT	884.602 · Technology Programs - S...	-57.98	57.98
				MANILA FOLDERS	982.510 · Local History Preservation	-13.40	13.40
				MADE IN MICHIGAN WRITER SERIES - confirmed 0...	884.128 · Book Club Supplies	-5.81	5.81
TOTAL						-735.49	748.29
Bill Pmt -Check	29255	02/20/2025	TIFFANY'S GARDEN LLC	2025 - SNOW REMOVAL CONTRACT - INV 9032	001.001 · CSB/Operations Checki...		-975.00
Bill	9032	02/20/2025		2025 - SNOW AND SALT - 12/24 - 01/24	803.612 · Snow	-975.00	975.00
TOTAL						-975.00	975.00

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03/11/25

Chelsea District Library
Monthly Check Register
February 2025

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill Pmt -Check	ACH260220	02/20/2025	ZENBOOTH INC	ZEN BOOTHS - SINGLE AND DOUBLE - SHIPPING...	001.001 - CSB/Operations Checki...		-15,421.00
Bill	OJHWAZ6RY	02/20/2025		ZEN BOOTHS - SINGLE AND DOUBLE - SHIPPING ...	980.130 - CAPITAL EXP - SPECIA...	-15,421.00	15,421.00
TOTAL						-15,421.00	15,421.00

Chelsea District Library
Donation and Restricted
February 2025

	Feb 25	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
674.000 · Revenue Contribution & Donation			
674.110 · Designated Adult Programming	50	0	50
674.111 · Designated Youth Programming	0	0	0
674.112 · Designated Music Focus Programs	0	0	0
674.113 · Designated Exhibits Programming	0	0	0
674.120 · Undesignated Donation	500	0	500
674.140 · Designated Capital	1,425	0	1,425
674.141 · Designated Technology	0	0	0
674.150 · Continuing Education Restricted	0	0	0
Total 674.000 · Revenue Contribution & Donation	1,975	0	1,975
Total Income	1,975	0	1,975
Gross Profit	1,975	0	1,975
Expense			
850.000 · Telecommunications			
850.900 · Telecom-Restricted Gifts			
850.910 · WIFI Hot Spots - Restricted	0	0	0
Total 850.900 · Telecom-Restricted Gifts	0	0	0
Total 850.000 · Telecommunications	0	0	0
884.000 · Programming			
884.210 · Youth Speakers			
884.211 · Authors in Chelsea			
884.921 · Youth Prog Rest Gifts Authors	0	0	0
Total 884.211 · Authors in Chelsea	0	0	0
Total 884.210 · Youth Speakers	0	0	0
884.400 · Music Focus			
884.961 · Songfest - Restricted Gift	0	0	0
Total 884.400 · Music Focus	0	0	0
884.500 · Artist In Residence			
884.970 · Artist In Residence Restricted	0	0	0
Total 884.500 · Artist In Residence	0	0	0
884.910 · Adult Programming Restricted			
884.911 · Adult Prog Rest Gifts MWest LW	0	0	0
884.916 · Aud Prg. Rst. Gifts Purple Rose	0	0	0
884.927 · Adult Prog Rest Gifts SRP	0	0	0
Total 884.910 · Adult Programming Restricted	0	0	0
884.920 · Youth Programming Restricted			
884.922 · Youth Prog Rest Gifts Genl	0	0	0
884.926 · Youth Prog Rest Gifts SRP	0	0	0
Total 884.920 · Youth Programming Restricted	0	0	0
Total 884.000 · Programming	0	0	0
969.000 · CE, Staff Development & Travel			
969.600 · Staff Training, In-Service			
969.940 · Staff Apprec - Restricted	0	0	0
Total 969.600 · Staff Training, In-Service	0	0	0
Total 969.000 · CE, Staff Development & Travel	0	0	0
Total Expense	0	0	0
Net Ordinary Income	1,975	0	1,975
Net Income	1,975	0	1,975

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

Ordinary Income/Expense	TOTAL					
	Jan 25	Feb 25	Jan - Feb 25	Budget	\$ Over Budget	% of Budget
Income						
402.000 · District Revenue 402	980,681	954,732	1,935,413	2,388,201	(452,788)	81%
540.100 · State Aid	0	0	0	92,000	(92,000)	0%
574.100 · Penal Fines	0	0	0	10,000	(10,000)	0%
645.100 · Copiers & Printers	0	508	508	4,000	(3,492)	13%
657.100 · Non-Resident Fees 607.100	0	156	156	4,000	(3,844)	4%
657.200 · ILL Fees/Collection Agency Rec	0	15	15	600	(585)	3%
665.000 · Bank Interest 665.100	84	82	166			
665.100 · Investment Gains/Losses 666.100	3,953	21,212	25,165	800	24,365	
669.000 · Investment Value Change 665.500	(1,422)	1,829	407	72,000	(71,593)	
671.000 · Misc Income & Refunds 606.000	1,250	0	1,250	15,000	(13,750)	8%
674.000 · Revenue Contribution & Donation	17,450	1,975	19,425	36,827	(17,402)	53%
Total Income	1,001,996	980,509	1,982,505	2,623,428	(640,923)	76%
Gross Profit	1,001,996	980,509	1,982,505	2,623,428	(640,923)	76%
Expense						
701.000 · Personnel Svcs Control Acct 701	73,746	102,758	176,504	1,377,309	(1,200,805)	13%
727.000 · Supplies 727	1,864	624	2,488	18,900	(16,412)	13%
731.000 · Other Svc - Postage 727.700	0	65	65	900	(835)	7%
732.000 · Supplies-Maintenance 727.800	495	344	839	3,000	(2,161)	28%
758.000 · FUEL - DIESEL	0	33	33	750	(717)	4%
801.000 · Professional & Contractual Svcs	2,122	3,451	5,573	116,612	(111,039)	5%
802.000 · Admin-Fees & Misc Costs 801.300	97	6	103	1,540	(1,437)	7%
803.000 · Maintenance Service Contracts	9,041	8,774	17,815	186,860	(169,045)	10%
850.000 · Telecommunications	2,503	(296)	2,208	46,420	(44,212)	5%
880.000 · Promotional Materials	7,093	12,077	19,170	85,750	(66,580)	22%
884.000 · Programming	10,910	4,472	15,382	163,450	(148,068)	9%
885.000 · Volunteer	4	60	64	2,600	(2,536)	2%
920.000 · Utilities	0	5,970	5,970	69,950	(63,980)	9%
960.000 · Board & Director Expense	87	182	269	3,500	(3,231)	8%
965.000 · Automation Services	13,592	0	13,592	51,968	(38,376)	26%
966.000 · Insurance 801.200	0	0	0	23,218	(23,218)	0%
967.000 · Equipment	245	9,736	9,981	64,453	(54,472)	15%
969.000 · CE, Staff Development & Travel	1,021	1,592	2,613	31,521	(28,908)	8%
970.000 · Capital Expense 980.00	76,308	18,617	94,925	256,178	(161,253)	37%
982.000 · Collection Expense	9,043	9,771	18,814	272,650	(253,836)	7%
991.450 · DEBT PRINCIPAL - GASB96 SBITA	3,653	0	3,653			
Total Expense	211,824	178,237	390,061	2,777,529	(2,387,468)	14%
Net Ordinary Income	790,172	802,272	1,592,444	(154,101)	1,746,545	
Other Income/Expense						
Other Expense						
995.001 · Trans to Capital Imprv 999.001	0	0	0	1	(1)	0%
995.002 · Trans to Cap Resv Fund 999.002	0	0	0	46,800	(46,800)	0%
Total Other Expense	0	0	0	46,801	(46,801)	0%
Net Other Income	0	0	0	(46,801)	46,801	0%
Net Income	790,172	802,272	1,592,444	(200,902)	1,793,346	

Chelsea District Library
Profit & Loss Prev Year Comparison
February 2025

	Feb 25	Feb 24	\$ Change	% Change
Ordinary Income/Expense				
Income				
402.000 · District Revenue 402	954,732.42	655,625.33	299,107.09	45.62%
540.100 · State Aid	0.00	55,832.25	-55,832.25	-100.0%
645.100 · Copiers & Printers	507.81	423.90	83.91	19.8%
657.100 · Non-Resident Fees 607.100	156.25	1,187.50	-1,031.25	-86.84%
657.200 · ILL Fees/Collection Agency Rec	15.00	132.00	-117.00	-88.64%
665.000 · Bank Interest 665.100	81.56	164.15	-82.59	-50.31%
665.100 · Investment Gains/Losses 666.100	21,211.80	1,685.54	19,526.26	1,158.46%
669.000 · Investment Value Change 665.500	1,828.50	-2,038.70	3,867.20	189.69%
671.000 · Misc Income & Refunds 606.000	0.00	2,500.00	-2,500.00	-100.0%
674.000 · Revenue Contribution & Donation	1,975.00	1,240.38	734.62	59.23%
Total Income	980,508.34	716,752.35	263,755.99	36.8%
Gross Profit	980,508.34	716,752.35	263,755.99	36.8%
Expense				
701.000 · Personnel Svcs Control Acct 701	102,758.14	97,432.74	5,325.40	5.47%
727.000 · Supplies 727	624.14	1,287.16	-663.02	-51.51%
731.000 · Other Svc - Postage 727.700	65.49	0.00	65.49	100.0%
732.000 · Supplies-Maintenance 727.800	344.01	51.78	292.23	564.37%
758.000 · FUEL - DIESEL	33.34	0.00	33.34	100.0%
801.000 · Professional & Contractual Svcs	3,451.43	4,218.03	-766.60	-18.17%
802.000 · Admin-Fees & Misc Costs 801.300	6.40	122.72	-116.32	-94.79%
803.000 · Maintenance Service Contracts	8,774.12	7,651.45	1,122.67	14.67%
850.000 · Telecommunications	-295.19	4,953.90	-5,249.09	-105.96%
880.000 · Promotional Materials	12,076.92	11,008.16	1,068.76	9.71%
884.000 · Programming	4,472.44	44,354.32	-39,881.88	-89.92%
885.000 · Volunteer	59.94	0.00	59.94	100.0%
920.000 · Utilities	5,969.74	4,648.63	1,321.11	28.42%
960.000 · Board & Director Expense	182.43	14.07	168.36	1,196.59%
965.000 · Automation Services	0.00	9,763.60	-9,763.60	-100.0%
967.000 · Equipment	9,735.51	3,942.75	5,792.76	146.92%
969.000 · CE, Staff Development & Travel	1,591.63	2,957.38	-1,365.75	-46.18%
970.000 · Capital Expense 980.00	18,617.00	11,997.92	6,619.08	55.17%
982.000 · Collection Expense	9,771.36	36,049.18	-26,277.82	-72.89%
Total Expense	178,238.85	240,453.79	-62,214.94	-25.87%
Net Ordinary Income	802,269.49	476,298.56	325,970.93	68.44%
Net Income	802,269.49	476,298.56	325,970.93	68.44%

7.0

CHELSEA DISTRICT LIBRARY

Fund Balances

February 28, 2025

	Beginning Balance	Net Change	Ending Balance
General Fund			
LOCAL BANKS BALANCES			
Checking Account/ Chelsea State Bank	001.001		
	\$514,690.09	-\$189,598.63	\$325,091.46
Paypal Account	003.002		
	\$100.00	\$50.00	\$150.00
Cash on Hand		-\$189,548.63	\$325,241.46
	<u>\$514,790.09</u>		<u>\$325,241.46</u>
Ameriprise Account			
MMF - Interest and earnings	017.003		
	\$2,274,526.26	\$23,040.30	\$2,297,566.56
MMF - Deposits and withdrawals	017.003		
		\$670,000.00	\$670,000.00
Fixed Income Fund	017.004		
	\$166,742.19	\$0.00	\$166,742.19
Investment Partners Total			
	<u>\$2,441,268.45</u>	<u>\$693,040.30</u>	<u>\$3,134,308.75</u>
Total General Fund			
	<u>\$2,956,058.54</u>	<u>\$503,491.67</u>	<u>\$3,459,550.21</u>

8.1

Ameriprise February 28, 2025
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*
12/31/24						\$1,838,737.13
01/31/25	\$1,838,737.13	\$600,000.00	\$3,953.22	-\$1,421.90	\$0.00	\$2,441,268.45
02/29/25	\$2,441,268.45	\$670,000.00	\$21,211.80	\$1,828.50	\$0.00	\$3,134,308.75
03/31/25						\$0.00
04/30/25						\$0.00
05/31/25						\$0.00
06/30/25						\$0.00
07/31/25						\$0.00
08/31/25						\$0.00
09/30/25						\$0.00
10/31/25						\$0.00
11/30/25						\$0.00
12/31/25						\$0.00
Balance YTD		\$1,270,000.00	\$25,165.02	\$406.60	\$0.00	\$3,134,308.75
	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 March 2025 board meeting**

Staff Announcements

Staff Work Anniversaries

Join me in congratulating and celebrating the following CDL staff work anniversaries:

- Library Assistant Kim Landris, one year on March 4
- Library Assistant Brandy Novak, one year on March 6
- Adult Librarian Laura Brown, eight years on March 13
- Adult Librarian Gabrielle Hopkins, five years on March 30

Staff In-Service Day

What a busy and productive day! The staff survey following the day resulted in each session receiving at least a 4-point rating average on a 5-point scale. The DiSC training was very well received. Staff found all sessions informative. The overall attitude of all staff was positive and enthusiastic. Thank you again for allowing us to close the library and focus on staff education and enrichment!

Library Card 101 or The Ins and Outs of the CDL Library Card

Buckle up! There will be a quiz:) Also, please join me in saluting our fabulous circulation staff who daily manage these card rules effortlessly and with the highest level of customer service

All residents of the Chelsea District Library service area* may get a **CDL Library Card**. Holders of this card have full access to all the library has to offer. Additionally, CDL has reciprocal borrowing privileges with the libraries in The Library Network (TLN). The CDL Library Card may be used at any of the more than 100 TLN libraries although certain restrictions may apply at individual libraries.

*Our service area includes those residents who support the library through our millage:

- Residents of the City of Chelsea
- Residents of Lyndon Township – even if they go to Stockbridge schools
- Residents of Lima and Dexter Townships in the Chelsea School District
- Residents in Dexter Township who go to Pinckney Schools
- Residents of Sylvan Township

If someone does not fit into the above description AND is not eligible for a card at another TLN library, they may purchase a **Non-Resident Card**. This card costs \$125/year. Its holder has the same privileges as a CDL Library Card holder (access to digital resources, hotspots, Kindles, CDL Garage items, Launchpads, and low-vision items) with the exception of Home Delivery.

Sharon Township residents do not pay taxes towards any library, so they must purchase a Non-Resident card UNLESS their home is in the Chelsea School District or they have a student who is a Chelsea School District school of choice student. For either situation, they may get a **Minor Student Library Card***.

Freedom Township residents are a part of the Chelsea School District; HOWEVER, they must get a Manchester Library card because that is where their

tax dollars go. They may use their Manchester Library card at CDL but they may not check out hotspots, Kindles, CDL Garage items, Launchpads, or low-vision items. They are not eligible for Home Delivery.

If residents of **Waterloo or Grass Lake Townships** are part of the Chelsea School District, they may get a **Non-Resident Courtesy Card** at no cost. The Non-Resident Library Card has all the privileges of a regular CDL Library Card.

***Minor Student Library Cards**

Anyone who is a verified student at any of the Chelsea School District schools is eligible to get a Minor Student Library Card. The applications for these cards must come from the school and be signed by the teacher or other authorized staff. These cards are for student use only – not the student’s family. These cards are only accepted at CDL and allow the student access to physical items as well as digital resources.

Non-residents who **work in our service area or own a business in our service area** are able to get a Chelsea District Library Card. We require proof of employment. These cardholders have access to our physical and digital resources, hotspots, Kindles, CDL Garage items, Launchpads, and low-vision items. If this applies to a minor, we require an adult sponsor along with proof of employment.

Shared Automated System (SAS) Guest Cards are available to patrons from Pinckney, Hamburg Township, and Howell Libraries. These libraries are part of TLN but have more restrictions placed on TLN borrowing privileges. These SAS Guest cardholders are limited to number of holds and checkouts and do not have access to CDL digital resources or hotspots, Kindles, CDL Garage items, Launchpads, and low-vision items.

Strategic Plan 2024-28 Progress in February 2025

- 1.2 Elevate the library as a location for community building
 - Recorded Rotary presentation and provided video link to club
 - Director wrote letter in support of Chelsea Aquatic Center
 - Published back cover article about community partnership with St. Louis Center and our outreach efforts there
 -
- 1.3 Be the go-to resource in the district for information access and validity (includes AI)
 - ISD staff registered for an online course on Generative AI provided by the University of Michigan
- 1.4 Get the word out about the great things happening at CDL
 - Director appointed vice president of Chelsea Area Chamber Board
 - Coordinated with Silver Maples tech staff to connect Silver Maples residents with library cards, low vision equipment, and e-resources.
 - Promoted Midwest Literary Walk at the Neighbors Read event in the Dexter District Library
 - Head of Information Services appointed as Chamber ambassador

2.1 Plan for staff succession & cultivate future library leaders

- Meetings with selected staff to consider inform possible roles in succession plan
- Head of Information Services appointed as Chamber ambassador

2.2 Green the library

- IE staff met to discuss sustainability practices. These procedures are included in the new IE practice statement and include recycling waste filament and scrap wood, as well as limiting the number of models created for projects to only that which is necessary.
- Converted paper opening and closing checklists to laminated, reusable lists
- Trained staff to use Heartland Timekeeping system at staff in-service. This system eliminates the need for paper timesheets.

3.2 Explore the viability of expanding the library space

- Build of Mobe garage continues
- Purchased study pods to expand meeting space
- Purchased additional picture book shelving to expand collection space

Out and About: Meetings/Activities Attended February 2025

- Management team retreat – February 1
- Rotary meetings – February 4 & 25
- Walk to School Wednesday – February 5, 12 & 26
- Friends board meeting – February 11
- Chelsea Area Chamber Ambassadors meeting – February 12
- Library of Michigan directors meeting via Zoom – February 14
- Chelsea Area Chamber Board meeting – February 20
- Michigan Chamber ESTA Law Explained webinar – February 27
- Rotary board meeting – February 24
- Annual In-Service Day – February 28

**Chelsea District Library
Assistant Director's Report
February 2025**

Facility update

- With brick work, roofing, and windows completed in early February, the Big Thaw began so the ground could be dug up in preparation for pouring the concrete floor. That took about two weeks due to temps most days in the 20's! Once the ground was thawed sufficiently, the digging took about two days and the concrete was poured on February 26th. It was cured enough in two days for the electric prep and trim to be completed, and the siding to begin. The next big events will be installing the garage door and the staff entry door, which should be done by the time you read this.
- HVAC- as part of our maintenance plan for the system, a vibration diagnostic assessment was done about 4 years ago on four pump motors and five fan and air handling motors. Three were found in need of repair or replacement and that work has been completed over the past four years. It is now time for another assessment, which is underway.

Meetings and HR issues

Our January all-staff meeting was scheduled as department time and February's will be our annual Inservice meeting, which will include DISC training, a session on Library finances (what funds we receive and how we spend them), the basics of our new attendance and time management system, and the procedure for law enforcement records requests or searches. It is an ambitious agenda but we have some great presenters lined up and hope that the staff will find it not only useful, but fun too!

We started working with Heartland in January to get the new Time and Attendance system set up, do training, and have managers set up schedules. We have to do a few things differently and it will take time to adjust to a new system. Once we transfer and process our first payroll successfully, I think many of us will breathe a sigh of relief.

Lori and I met with Jeff Rahmberg and Jamie Watt of Rahmberg Stover, the company that will be doing our salary survey. We are aiming to have the report back in time to include in our 2026 budget.

Volunteers

Book sale volunteers provided 191 hours of service this month and our non-book sale volunteers gave 52.5 for a total of 243.5 hours.

Respectfully submitted, Linda Ballard
Assistant Director

February Highlights

Neighbors Read

February 13 was our first Neighbors Read author visits, in partnership with the Dexter District Library. The connections we've made with agencies and publishers and the lessons I've learned from hosting Authors in Chelsea and the Midwest Literary Walk meant that this program ran smoothly and efficiently. While the weather was poor with heavy snowstorms that week, we still had 67 in-person attendees and an additional 17 virtual attendees. Ellen Airgood's talk was well received and the comment cards were highly positive.

Overall, this new community read as a replacement for Washtenaw Reads was a success. We saw a substantial increase in the number of attendees at the author talk (previous WR author talks were held in Ann Arbor or Ypsilanti). Challenges include a significantly smaller budget than Washtenaw Reads, which impacts our choice of book and author. The partnership with DDL was a boon, as they contributed financially and also with man power, venue space, and staff labor.

Meetings and Outreach Highlights

- I attended my first meeting as a Chelsea Area Chamber of Commerce Ambassador.
- Jessica and Laura Brown attended the Chelsea Area Garden Club's event in recognition of the donation we received to purchase additional gardening books.
- Youth Librarians visited classrooms in the Chelsea School District to get students excited about the upcoming author visits in March.
- Jessica hosted a virtual tour of the library for a CSD Kindergarten class.

Training and Development

- On the first of the month CDL Managers met for a retreat.
- During staff in-service, I contributed to the financial presentation, and trained librarians on how to use our new timekeeping and scheduling software, Heartland.
- I and several librarians completed an online AI training course to familiarize ourselves with current uses of Generative AI.

Other Highlights

- In February we purchased Zenbooths, noise-suppressing telephone-booth-like pods that act as private and group meeting rooms. We believe this will help with study room overflow and will provide a space for confidential conversations such as therapy sessions.

Program Attendance

Information Services Report: February 2025
Shannon Powers, Head of Information Services

Date	Name	In-Person	Live Virtual	Recorded Virtual	Kits
	Adult Program Attendance				
2/3/2025	Parenting Connections: Middle School Social Scene		3	3	
2/4/2025	Reading Glasses Book Club	14			
2/10/2025	Affordable Washtenaw County Housing	10			
2/13/2025	Community Read Author Talk	67	17		
2/18/2025	Hometown Book Club	15			
2/23/2025	Movie Screening: Wicked	15			
2/26/2025	Books and Banter (moved date from 2/12)	10			
2/26/2025	Mayan History talk	26			
		157	20	3	
	<i>Adult Program Totals</i>	180			
	Early Literacy Program Attendance				
2/1/2025	TYCLD Family Storytime	29			
2/4/2025	Babytime	13			
2/5/2025	Preschool Storytime	14			
2/11/2025	Babytime	20			
2/12/2025	Yoga Storytime	18			
2/18/2025	Babytime	14			
2/19/2025	Preschool Storytime	2			
2/20/2025	Toddler time	30			
2/25/2025	Babytime	22			
2/26/2025	Preschool Storytime	20			
2/27/2025	Toddler time	25			
	<i>Early Literacy Program Totals</i>	207			
	Youth Program Attendance				
2/1/2025	TYCLD Library Scavenger Hunt	16			
2/3/2025	Lego Club	11			
2/8/2025	Pathway to Renewal Clay Tile Workshop	18			

Information Services Report: February 2025
 Shannon Powers, Head of Information Services

2/10/2025	Youth Creativity Zine	4		
2/13/2025	READ to Library Dogs	10		
2/22/2025	Pathway to Renewal Pennants Workshop	15		
2/27/2025	K-2 Books & Fun	9		
	<i>Youth Program Totals</i>	83		
	Teen Program Attendance			
2/6/2025	TTT: Bing-GLOW Night	5		
2/14/2025	PWNED Teen Gaming Club	7		
2/20/2025	TTT: Watercolor String Art	1		
2/25/2025	Pizza & Paperbacks: The Inheritance Games	5		
2/25/2025	Cupid is Stupid Party (rescheduled from 2/12)	8		
	<i>Teen Program Totals</i>	26		
	Outreach Program Attendance			
2/7/2025	AIC classroom hype visits @ SME	477		
2/10/2025	Library day @ Chelsea Area Garden Club (adult)	30		
2/14/2025	Storytime @ Mudpies and Lullabies (youth) rescheduled from 2/12	32		
2/14/2025	AIC Hype Visits (teen)	45		
2/20/2025	Storytime @ ECC (youth) rescheduled from 2/13	9		
2/21/2025	Pines Book Club (adult)	8		
2/21/2025	Library Tour for Kinder classes via Zoom	40		
2/24/2025	Storytime @ECC (youth) half-day	23		
2/24/2025	Storytime @ECC (youth) full-day	28		
2/27/2025	PTO Reading Night @ NCE (youth)	220		
	<i>Outreach Program Totals</i>	872		
	Walk to School Wednesdays			
2/5/2025	Walk to School Wednesdays	10		
2/12/2025	Walk to School Wednesdays	15		
2/19/2025	Walk to School Wednesdays	13		

Information Services Report: February 2025
 Shannon Powers, Head of Information Services

2/26/2025	Walk to School Wednesdays	15			
	<i>WTSW Totals</i>	53			
	Mobee Visit Program Attendance				
2/4/2025	Pines (outreach, adult)	7			
2/7/2025	St. Louis Center VR & Storytime	4			
2/10/2025	Dancey House (UMRC) (outreach, adult)	5			
2/19/2025	CSD Aftercare (outreach, youth)	27			
2/24/2025	Silver Maples (outreach, adult)	10			
	<i>Mobee Totals</i>	53			

Ingenuity Engine

One-One Appointment Stats

Number of Ingenuity Engine Visitors	39
Number of Unique Users	14

Reference, Collections, Deliveries, and Other

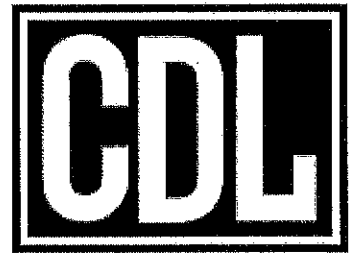
Services	February25
Reference Questions	1540*
CDL Delivers & Deposit Book Deliveries	15

*CDL was closed early on Feb 12th and opened late on Feb 13th due to inclement weather. CDL was closed on Feb 17th for the President's Day holiday. CDL closed on Feb 28th for an all-day staff in-service.

Technology Department

February 2025

Respectfully submitted
by *Scott Rakestraw*



Tech Notes

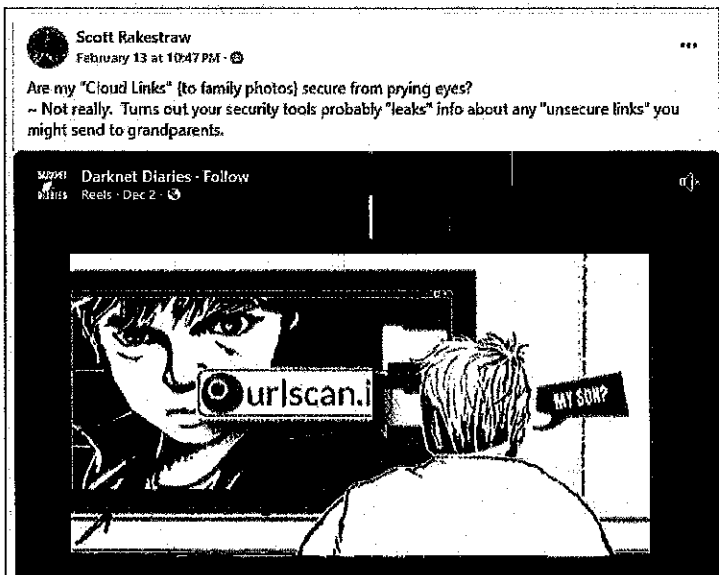
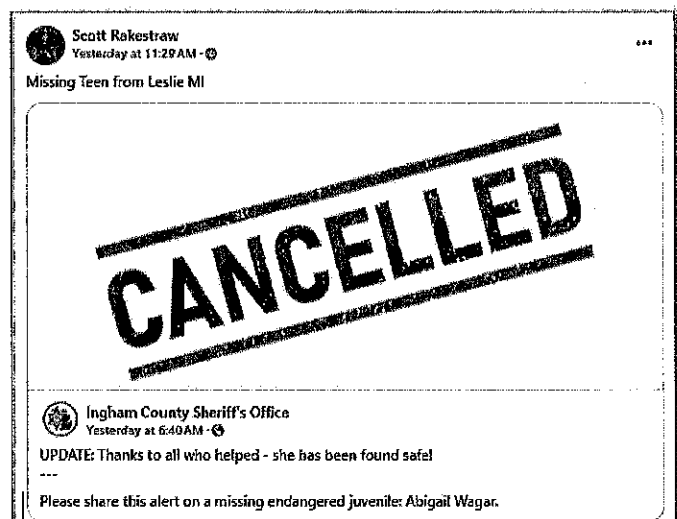
Washtenaw Public Service Tech Talk

Our Facebook Group is available to all public service teams and non-profit organizations in our library district and the surrounding areas. Each week, we share security issues, technology news and post tips and strategies for managing technology resources. It's free to join and allows us to support like-minded organizations.

Share the URL:

<https://chelseadistrictlibrary.org/techtalk>

Ingham County Sheriff's Office reports the missing teen, Abigail Wagar from Leslie, MI has been found safe.



Is your Google cloud SHARING FILES with Strangers?

It could be. If you set Google Drive file shares to "Anyone with the Link", the unprotected link may end up being scanned by plug-ins, malware scanners or corporate filters and could end up in places you did not intend and viewed by others- many others.

Always practice SAFE Sharing!

Technology Services



Matt Jensen completed installation on two of the four new wireless displays for the study rooms. After careful inspections, Matt determined that we needed some additional bracing to insure a safe installation in the last two rooms.

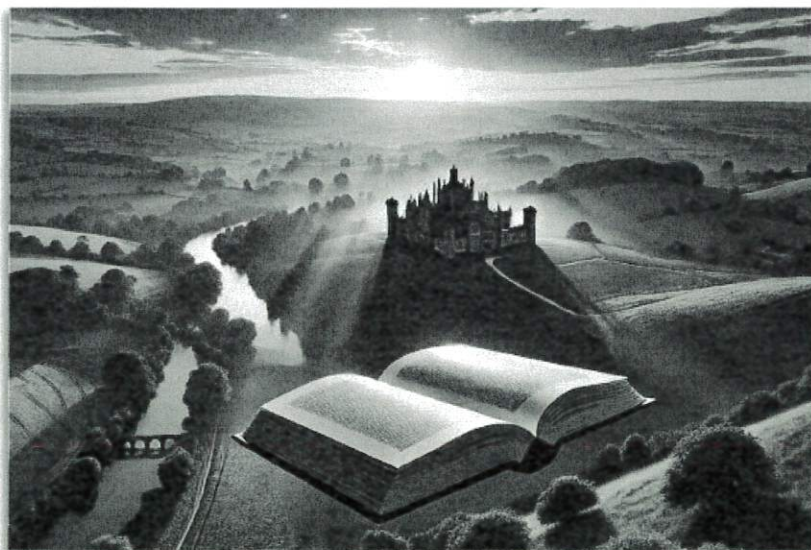
The replacement UPS is installed and now providing about 37 minutes of stand-by power to our network communication systems. Stand-by power is generally only need to provide for a ‘graceful system shutdown’ in the event of a power outage.



Join our Artificial Intelligence training Group for a monthly memo & here: <https://www.chelseadistrictlibrary.org/AIExplorers>

Chat GPT Prompt

“Show me an image using a far away aerial shot of a book flying along the countryside during a golden hour with a picturesque library in the far background of the scene.”



Services by the Numbers

DATA SERVICES		JAN	FEB
2241.9	Hotspots: Total GB Used - Township Halls	1086.7	1155.2
8.1	-- Lima Township (GB)	3.9	4.2
77.4	-- Sylvan Township (GB)	39.5	37.9
2156.4	-- Mobile Beacon (GB)	1043.3	1113.1
24	Hotspot Devices Circulated	11	13
769	Public Internet - Computer Sessions	422	347
885	Public Internet - Wireless Logins	467	418

ONLINE SERVICES		JAN	FEB
24265	Website Page Views * Switch to WebLinkx	12400	11865
8134	Website Sessions * Switch to WebLinkx	3517	4617
5874	AUDIO Downloads Total	3183	2691
3959	-- Audio: Overdrive	2183	1776
1915	-- Audio: Hoopla	1000	915
857	VIDEO Downloads Total	421	436
585	-- Video: Kanopy	292	293
272	-- Video: Hoopla	129	143
7260	EBook Downloads Total	5110	2150
6761	-- Ebook: Overdrive	4851	1910
499	-- Ebook: Hoopla	259	240
13991	TOTAL Downloads	8714	5277



Head of Marketing & Outreach Monthly Board Report
(February 1–28, 2025): Respectfully submitted by Virginia Krueger

In an effort to better connect the board with the outreach staff efforts, and provide clarity on all of the ways that library staff is reaching community members outside the building, the structure of my board report will be slightly different than in months past.

Outreach Overview:

Much of my February and early March outreach time was spent developing the spring and summer schedules for Mobile CDL. As the weather improves, we will be increasing our number of stops. This spring and summer we will continue our regular stops and focus on increasing our participation in community events. While this does not always bring us into the outlying townships, we have found that township residents participate in events like youth sports and Rec It Tuesdays. We see many cardholders from the entire district at these events.

February's outreach efforts included:

Outreach Partner	Attendance
Pines	7
AIC classroom hype visits @ SME	477
St. Louis Center Read Aloud & VR	4
Library day @ Chelsea Area Garden Club	30
Dancey House	5
Storytime @ Mudpies	32
CSD Aftercare	27
Storytime @ ECC	9
Library Tour for Kinder classes via Zoom	40
Storytime @ECC	23
Storytime @ ECC	28
Silver Maples	10
PTO Reading Night @ NCE	220

(Items in Grey are Mobile CDL stops, these items will also be reflected in the IS program total counts)

Chelsea Senior Center Outreach

In February, Everett spent about 50 hours in technology support at the Chelsea Senior Center to help members on Tech Wednesdays, replace their firewall, set up PCs, support setup for the Expo, and implement IPV6 connectivity.

Outreach Highlight

In February, Everett had an especially enthusiastic resident at St. Louis Center participate in the Virtual Reality games. Ray proclaimed it "his best day EVER!" as he entered the world of Minecraft.

Marketing Overview:

Marketing Assistant Katie has grown in confidence and expertise in producing the weekly eNews - with great success! Katie's strong relationships with the schools and Chelsea Education Foundation have helped with the promotion of this year's Authors in Chelsea event. She wrote this year's press release, has managed the social media, and is a great word of mouth champion of the event.

February eNews Metrics:

We sent four weekly e-newsletters (3,988 subscribers) and our first Midwest Literary Walk e-newsletter (597 subscribers). The weekly eNews averaged a 59% open rate. Our first Lit Walk eNewsletter had a 67% open rate, which is a great indicator that the event has a loyal following who return each year. These open rates compare favorably to an average open rate of 43% across nonprofit industries.

Social Media:

February Social Media Metrics:

While engagement numbers are down in the month of February, Social Media was a good driver to program registrations. Social media is particularly useful when staff and board members share events to the private groups in which they belong. Librarian Jessica shared Parenting Connections into local parent groups and that boosted our registrations.

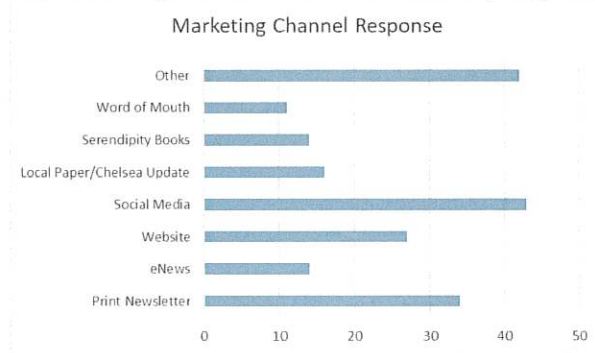


CDL Facebook: 3,720 followers (+7) | 1,100 page visits ↓ | 9,200 page reach ↓ | 11.9% engagement rate

CDL Instagram: Followers: 1,071 (+11) | 37 profile visits ↓ | 520 page reach ↓ | 7.1% engagement rate

February Marketing Channel Response:

In January we had 201 program registrations where identifying the marketing channel was asked. The breakdown of how the registrants heard about the program is as follows:



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

Other miscellaneous duties:

- Created a donor recognition practice statement
- Purchased and installed permanent staff only area and tornado shelter signage
- Helped set up and created staff evaluations for this year's In-Service Day
- Met with CSD art teachers to photograph pieces for the summer newsletter cover
- Coordinated with Lori and Shannon to help plan the Working Chelsea community art project
- Participated in Walk to School Wednesdays
- Joined the Friends of CDL board meeting to discuss Google advertising and a possible website redesign
- Attended a webinar on creating effective alt text to ensure website accessibility.

Circulation Supervisor's Report February 2025

- Circulation – 18999 in February
- Patron Count- 8948 for February
- Circulation by township- for February:
 - Dexter = 11% of total transactions
 - Lima = 12% of transactions
 - Lyndon =12% of transactions
 - Sylvan = 18% of transactions
 - Chelsea = 35% of transactions
- February Circulation: 84% were items from Chelsea and 16% were inter-loaned items.

Libby = 4296; Hoopla = 1369 Kanopy = 293
- Registrations for February – 92 new cards; 7035 total card holders
 - *Dexter = 888 cards; Lima = 757 cards; Lyndon = 962 cards
 - *Sylvan = 1315 cards; Chelsea = 2581 cards; Nonresident = 532 cards
- Self-Check Machine: February 1187 or 6% of total checkouts

February Notes:

- I attended weekly management meetings.
- I worked my PIC shifts each week.
- I participated in WTSW each week.
- We received 151 tubs from TLN in February, with 8 being the daily average.
- We processed 57 MeLCat items for other libraries, and received 38 items for our patrons.
- We had 1374 unique patrons use the library.
- I attended the SASUG meeting and reported to management.
- I monitored the drop from home when we were closed for President's Day & came in to empty it and unload the delivery..
- I participated in a mini management retreat with other Direct Reports.
- I attended the Library Board meeting.
- I helped organize our In-Service lunch from K Bueno. It was very well received.
- I spent a large amount of time preparing for the transition from google to Heartland.
- I presented a basic introduction to timesheets for the circulation team.

Respectfully submitted,
Amy Zoran
Head of Circulation

ACTION ITEMS

Action Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

March 20, 2025, Board Packet

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

Accept February donations and changes to the 2025 FY Budget.

Gary Zenz	Sculpture Memorial
Friends & Family of Henry Cox	Sculpture Memorial
Janice L. Carr	Non-Designated
Richard Kuehl	Ingenuity Engine

Income Line - Expense Line

674.140	975.100	\$200.00
674.140	975.100	\$1,225.00
674.120	884.412	\$500.00
674.110	884.992	\$50.00

Sub Total: \$1,975.00

Acknowledge the donations below that are already in the budget.

Total General Donations: \$1,975.00

Acknowledge the donations below toward the CDL Endowment.

Sub Total: \$00.00

Janice L. Carr, Board Secretary

Date

Action Item #2

Chelsea District Library
Board of Trustees

Library Board Fact Sheet March 20, 2025 Board Meeting

Budget Adjustment

Discussion:

The Library IQ program was budgeted as a subscription, but is in fact a software purchase and needs to move in the budget from 982.410 (Electronic Products/Subscriptions) to 967.200 (Computer Software).

Action:

The Board approves the budget line change adjustment for the Library IQ software.

Janice L. Carr, Board Secretary

Date

DISCUSSION ITEMS

Discussion Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet March 20, 2025 Board Meeting

Board Retreat

Discussion:

In February, Gary led a discussion about two areas he wants the Board to focus on for the yet unscheduled Board Retreat: Performance and Vigilance. It was decided in February that this discussion would continue in March.

Discussion Item #2

Chelsea District Library
Board of Trustees

Library Board Fact Sheet March 20, 2025 Board Meeting

Paid Time Off (Subject 108 Employee Handbook) & Employee Classification (Subject 310 Employee Handbook)

Discussion:

The Paid Time Off policy in the Employee Handbook (Subject 108) and Employee Classification (Subject 310) need immediate updates to stay under compliance with changes to the state law governing the Earned Sick Time Act, which go into effect March 21, 2025. The necessary changes have passed through the Policy Committee and the Board will need to move this item directly to Action this month to assure compliance.

COMMITTEE

INFO &

MINUTES

**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
Aditi Fox	X	X			
Jan Carr	X			Chair	

Patricia Garcia, Board Secretary

Date

