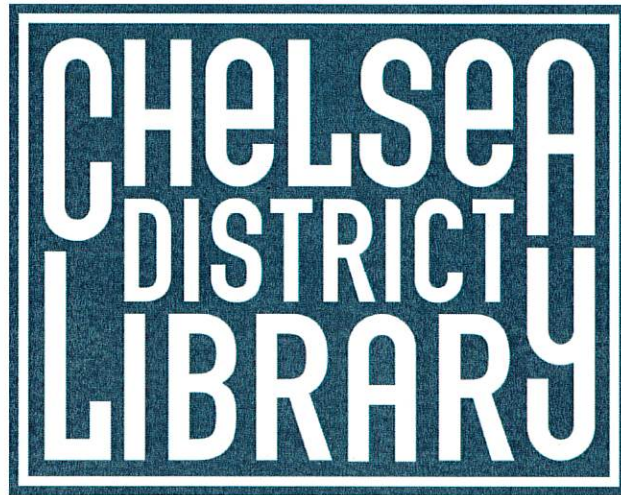


**Chelsea District Library
Board of Trustees**

Agenda and Information Packet



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

**April 17, 2025
6:45 pm**

**McKune Room at the Chelsea
District Library**

CHELSEA DISTRICT LIBRARY BOARD OF TRUSTEES

Thursday, April 17, 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: Yeo & Yeo Audit

7:15 Presentation: Scott

7:35 Director's, Strategic Plan, and Friends Reports

7:45 Public Comment

7:50 Action Items

1. Donations

7:55 Discussion Items

1. Board Retreat

8:00 Reports

Policy Committee

Finance Committee

Personnel Committee

Nominating Committee

Community Outreach Committee

8:05 Communications

8:10 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**

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

Trustees in Attendance: G. Munce, W. Reinhardt, J. Carr, & A. Fox.

Trustees Absent: P. Garcia, TJ Helfferich, & B. Swistock

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

Guests: Sara Tracy and Rob Long

Welcome and Call to Order

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

Consent Agenda

MOTION made by J. Carr, SECONDED by W. Reinhardt to approve the Consent Agenda with the February minutes and financials. Discussion: None

All Ayes: 4-0

Agenda Review, Additions, and Approval

MOTION made by J. Carr, SECONDED by A. Fox to approve the agenda, as presented. Discussion: None

All Ayes: 4-0

Presentation: Shannon's History of Libraries and Informational Services

- S. Powers went over a brief history of public libraries.
- Informational Services:
 - Collections
 - References
 - Programming
- Went over challenges to libraries.

Director's Report Update:

L. Coryell update:

- The audit is complete!
- IMLS being restricted by executive order: Will affect MeL, but not this year's budget.
- The Heartland transition continues with a few hiccups.
- The new ZenBooths (single and double privacy booths) are here and assembled.

Friends Report Update:

- Met last week.
- They funded the single privacy booth and an acknowledgment will be put on the booth.
- Another booming Book Sale!
- Staff Appreciation Luncheon is on April 10.
- The Friends also helped fund the sculpture memorial for Henry Cox.

Public Comment:

- Sara spoke about the need for diversity in Chelsea (how she grew up here, moved away to Colorado, and how the two just don't compare in terms of diversity) and how the library is needed to bring in diversity.
- Rob spoke about his background and experience with a Carnegie Library in the south and offered his support to Chelsea District Library.

Action Item #1: Donations

MOTION made by J. Carr, SECONDED by W. Reinhardt to approve the February donations. Discussion: G. Munce thanked J. Carr for her donation.

All Ayes 4-0

Action Item #2: Budget Adjustment

MOTION made by W. Reinhardt, SECONDED by A. Fox to move Library IQ from a subscription to a software budget line. Discussion: None

Discussion Item #2: Paid Time Off

J.Carr, speaking as Chair of the Policy Committee, went over the changes to Paid Time Off in the Employee Handbook (Subjects 108, 310, and 304) and the necessity to do so under the new ESTA (Employee Sick Time Act) law.

MOTION made by W. Reinhardt, SECONDED by A. Fox to move Discussion Item #2 to Action Item #3. None

All Ayes 4-0

Discussion Item #1: Board Retreat

G. Munce brought Discussion Item #1 after Discussion Item #2 because required more time and discussion.

- Further went into what it means to be a trustee and how to advocate and protect the library and its vision.
 - A. Fox encouraged the Board to be proactive.
 - J. Carr thinks the Community Outreach Committee needs to increase its community outreach and that it's a good place to further dissect G. Munce's board introspection.
 - G. Munce thinks this is also foundational work for the next millage.

Committee Reports

Policy Committee –

Finance Committee –

Personnel Committee –

Nominating Committee –

Community Outreach Committee –

Communications: None

Adjournment:

MOTION made by A. Fox, SECONDED by W. Reinhardt to adjourn the meeting at 7:57pm.

All Ayes, 4-0

Janice L. Carr, Board Secretary

Date

FINANCE REPORTS

Chelsea District Library
Monthly Check Register

March 2025

4:58 PM
04/05/25

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Check		03/31/2025		Service Charge	001.001 - CSB/Operations Checki...		-7.20
TOTAL				Service Charge	802.100 - Admin-Fees Bank 8...	-7.20	7.20
Bill Pmt -Check	ACH0320.01	03/20/2025	AUTHORS UNBOUND	INVOICE 6085 BALANCE DUE - MLW 2025 - ANGLE...	001.001 - CSB/Operations Checki...		-3,850.00
Bill	6085	03/19/2025		INVOICE 6085 BALANCE DUE - MLW 2025 - ANGLE...	884.111 - Midwest Literary Walk	-3,850.00	3,850.00
TOTAL						-3,850.00	3,850.00
Bill Pmt -Check	ACH0320.02	03/20/2025	Giacopuzzi, Jacopo	Music in the Air 2025 - \$2500.00 DUE AT CONTRA...	001.001 - CSB/Operations Checki...		-3,500.00
Bill	MITA25	03/19/2025		Music in the Air 2025 - \$2500.00 DUE AT CONTRA...	884.412 - Music in the Air	-2,500.00	2,500.00
TOTAL				Music in the Air 2025 - \$1000 TRAVEL - BAL DUE 08...	884.412 - Music in the Air	-1,000.00	1,000.00
Bill Pmt -Check	ACH0320.03	03/20/2025	SBA The Steven Barclay Agency...		001.001 - CSB/Operations Checki...		-15,748.37
Bill	2401160	03/19/2025		INVOICE 2401160 - CONTRACT SV042424-EF - SA...	884.111 - Midwest Literary Walk	-2,748.37	2,748.37
Bill	SV042424-EF	03/19/2025		INV 2401177 - CTRCT SV042424-EF - S VOWELL - ...	884.111 - Midwest Literary Walk	-2,000.00	2,000.00
TOTAL				INV 2401177 - CTRCT SV042424-EF - S VOWELL - ...	884.910 - Artist in Residence	-10,000.00	10,000.00
Bill Pmt -Check	29256	03/05/2025	Chelsea Area Chamber of Comm...	2025 DUES	001.001 - CSB/Operations Checki...		-100.00
Bill	25-1036-LC	02/26/2025		2025 DUES	989.540 - Institutional Member Cha...	-100.00	100.00
TOTAL						-100.00	100.00
Bill Pmt -Check	29257	03/05/2025	A Production Cleaning Company...	16099 - CLEANING 02/16 - 03/01/25	001.001 - CSB/Operations Checki...		-1,750.00
Bill	16099	03/04/2025		CLEANING 02/16 - 03/01/25	803.605 - Janitorial	-1,750.00	1,750.00
TOTAL						-1,750.00	1,750.00
Bill Pmt -Check	29258	03/05/2025	A T & T Mobility	ACCT 28728623198X - INV 02142025 - ISSUED O...	001.001 - CSB/Operations Checki...		-216.19
Bill	02142025	03/04/2025		2025 - PUBLIC WIFI HOT SPOTS 01/07 - 02/06/2025	850.311 - WIFI Hotspots	-216.19	216.19
TOTAL						-216.19	216.19
Bill Pmt -Check	29259	03/05/2025	ADOBE, INC.		001.001 - CSB/Operations Checki...		-4,631.70
Bill	3025243605	02/26/2025		01/30/25 - 01/29/26 - ACROBAT PRO - QTY 3	987.200 - Equipment Software	-724.66	724.66
				01/30/25 - 01/29/26 - CREATIVE CLOUD - QTY 7	987.200 - Equipment Software	-3,565.16	3,565.16

Chelsea District Library
Monthly Check Register

March 2025

4:59 PM
04/05/25

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill	3025243606	02/26/2025		01/30/25 - 01/29/26 - ACROBAT STOCK PHOTOS, ...	803.395 · Website Hosting & Service	-341.88	341.88
TOTAL						-4,631.70	4,631.70
Bill Pmt -Check	29260	03/05/2025	Alerus Financial	2025 - Entity code nos. 400298 / 110320 - pay perio...	001.001 · CSB/Operations Checki...	-	-5,670.67
Bill	250216	03/04/2025		02/16/25 - 03/01/25 - PAID 03/07/25 - PR ER 5% MA...	231.002 · Payroll Lib/401A MITCHER ...	-1,665.23	1,665.23
				02/16/25 - 03/01/25 - PAID 03/07/25 - PR EE PERO...	702.300 · Per Svcs - Retmnt - EE 7...	-2,937.24	2,937.24
				02/16/25 - 03/01/25 - PAID 03/07/25 - PR FLEX TO 45...	710.500 · Per Svcs - Fringe B ER 7...	-1,038.20	1,038.20
TOTAL						-5,670.67	5,670.67
Bill Pmt -Check	29261	03/05/2025	Amazon Capital Services Inc		001.001 · CSB/Operations Checki...	-	-552.37
Bill	1L4J-LKWQ-LVR9	02/24/2025		· General Youth Programs	884.222 · General Youth Programs	-26.99	26.99
				· Teen General Programs	884.272 · Teen General Programs	-52.46	52.46
				· Teen Refreshments	884.276 · Teen Refreshments	-69.71	69.71
				· Technology Programs - Supplies	884.602 · Technology Programs - S...	-18.59	18.59
				PHONE CASES, WIRE BUNDLES	967.120 · Computers	-39.50	39.50
				SIGNS	880.130 · Signs/Banners/Posters	-82.23	82.23
				SIGNS	880.130 · Signs/Banners/Posters	-74.68	74.68
				LAFAYETTE - FOR SCHOOLS	884.111 · Midwest Literary Walk	-59.92	59.92
				PROGRAM TREATS	960.200 · Director Expense	-128.29	128.29
TOTAL						-552.37	552.37
Bill Pmt -Check	29262	03/05/2025	AMERICAN UNITED LIFE INSUR...	GROUP: G 00623836-0000-000 - MAR 03/01/2025 -...	001.001 · CSB/Operations Checki...	-	-890.66
Bill	02/18/2025	03/04/2025		MAR 03/01/2025 -03/31/2025	710.200 · Per Svcs-Fringe Flex Ben...	-890.66	890.66
TOTAL						-890.66	890.66
Bill Pmt -Check	29263	03/05/2025	Back to Nature Lawn Care	2025 Annual Tree/Shrub/Fertilizer Maint - PREPAY...	001.001 · CSB/Operations Checki...	-	-1,552.76
Bill	274030 - 2025	03/04/2025		2025 Annual Tree/Shrub/Fertilizer Maint/Pest	803.611 · Lawn Service	-1,552.76	1,552.76
TOTAL						-1,552.76	1,552.76
Bill Pmt -Check	29264	03/05/2025	Baker & Taylor - Auto Yours Cats	2038814494	001.001 · CSB/Operations Checki...	-	-27.81
Bill	2038814494	03/03/2025		2025 · Youth Print General	982.760 · Youth Print General	-27.81	27.81
TOTAL						-27.81	27.81
Bill Pmt -Check	29265	03/05/2025	Baker & Taylor - Juvenile	2038836449	001.001 · CSB/Operations Checki...	-	-127.46
Bill	2038836449	03/03/2025		2025 · Youth Print General	982.760 · Youth Print General	-127.46	127.46
TOTAL						-127.46	127.46
Bill Pmt -Check	29266	03/05/2025	Ballard, Kerry	2025 - BOOKKEEPING THROUGH 03/07/25	001.001 · CSB/Operations Checki...	-	-807.69

Chelsea District Library
 Monthly Check Register
 March 2025

4:59 PM
 04/05/25

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill	20250307	02/28/2025		2025 - BOOKKEEPING THROUGH 03/07/25	801.040 · Bookkeeper	-807.69	807.69
TOTAL						-807.69	807.69
Bill Pmt -Check	29267	03/05/2025	Chelsea Area Chamber of Comm...	ROSE SCULPTURE FOR READING GARDEN	001.001 · CSB/Operations Checki...		-3,196.00
Bill	Y18188	02/26/2025		ROSE SCULPTURE FOR READING GARDEN (DO...	975.100 · Building Improvement Ad...	-3,196.00	3,196.00
TOTAL						-3,196.00	3,196.00
Bill Pmt -Check	29268	03/05/2025	Chelsea House Victorian Inn	X28WP898	001.001 · CSB/Operations Checki...		-90.00
Bill	X28WP898	03/03/2025		ELLEN AIRGOOD AUTHOR IN CHELSEA VISIT	884.131 · Washtenaw Reads	-90.00	90.00
TOTAL						-90.00	90.00
Bill Pmt -Check	29269	03/05/2025	Cintas Corporation-300	4221912120 ACCT# 14203324	001.001 · CSB/Operations Checki...		-161.84
Bill	4221912120	03/04/2025		RUGS CLEANING SUPPLIES/SOAP	729.300 · Supplies-Cleaning Rugs ... 729.200 · Supplies-Cleaning Sup ...	-139.87 -21.97	139.87 21.97
TOTAL						-161.84	161.84
Bill Pmt -Check	29270	03/05/2025	City of Chelsea	MIDWEST LITERARY WALK BANNERS	001.001 · CSB/Operations Checki...		-100.00
Bill	25-4096-VK	02/24/2025		MIDWEST LITERATURE WALK BANNERS 03/13 -0...	880.130 · Signs/Banners/Posters	-100.00	100.00
TOTAL						-100.00	100.00
Bill Pmt -Check	29271	03/05/2025	CONSTRUCTION DESIGN SERVI...	INV 8220, PO 24-1038-LC - CONTRACT SIGNED 12...	001.001 · CSB/Operations Checki...		-38,154.00
Bill	8220	03/04/2025		2025 - GARAGE CONSTRUCTION 25% - AT ROUG...	975.100 · Building Improvement Ad...	-38,154.00	38,154.00
TOTAL						-38,154.00	38,154.00
Bill Pmt -Check	29272	03/05/2025	DANIEL, CINDY	1001 - DISC TRAINING IN-SERVICE	001.001 · CSB/Operations Checki...		-1,000.00
Bill	1001	03/03/2025		DISC TRAINING IN-SERVICE - 02/28/25	969.620 · Staff In-Service & Appreci...	-1,000.00	1,000.00
TOTAL						-1,000.00	1,000.00
Bill Pmt -Check	29273	03/05/2025	DeMea, Karla	TT - 02/27, YTH PROGRAM PRESENTER	001.001 · CSB/Operations Checki...		-50.00
Bill	25-3680-JZ	03/03/2025		1 @ \$50, TODDLER TIME, 02/27/25	884.215 · Early Literacy	-50.00	50.00
TOTAL						-50.00	50.00
Bill Pmt -Check	29274	03/05/2025	DILLARD, SARAH		001.001 · CSB/Operations Checki...		-4,768.11
Bill	AIDSD-SP	03/03/2025		ARTIST IN CHELSEA - DILLARD - SPEAKER HON... ARTIST IN CHELSEA - DILLARD - SPEAKER HON...	884.211 · Authors in Chelsea 884.921 · Youth Prog Rest Gifts Aut...	-2,000.00 -2,000.00	2,000.00 2,000.00

Chelsea District Library
Monthly Check Register

March 2025

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill	25-3679-SP	03/03/2025			ARTIST IN CHELSEA - SPEAKER - TRAVEL REIMB...	-768.11	768.11
TOTAL						-4,768.11	4,768.11
Bill Pmt -Check	29275	03/05/2025	Dollar Bill Printing		001.001 · CSB/Operations Checki...	-288.97	-288.97
Bill	DB-100542-INV	03/05/2025		EMPLOYEE NAME BADGES	880.340 · Printed Items / Stationary	-288.97	288.97
TOTAL						-288.97	288.97
Bill Pmt -Check	29276	03/05/2025	FUN EXPRESS		001.001 · CSB/Operations Checki...	-142.27	-142.27
Bill	73602743401	03/03/2025		· Mobile Promotions	884.227 · Outreach	-76.42	76.42
Bill	73543266401	03/03/2025		· Mobile Promotions	884.227 · Outreach	-65.85	65.85
TOTAL						-142.27	142.27
Bill Pmt -Check	29277	03/05/2025	GLASER, KARINA YAN		ARTIST IN CHELSEA - GLASER - SPEAKER HON...	-5,000.00	-5,000.00
Bill	AIC KG-SP	03/03/2025			ARTIST IN CHELSEA - GLASER - SPEAKER HONO...	-5,000.00	5,000.00
TOTAL						-5,000.00	5,000.00
Bill Pmt -Check	29278	03/05/2025	Ingram Library Services		001.001 · CSB/Operations Checki...	-2,222.23	-2,222.23
Bill	86286580	03/03/2025		· Youth Print General	982.760 · Youth Print General	-443.22	443.22
Bill	86437732	03/03/2025		· Youth Print General	982.760 · Youth Print General	-113.31	113.31
Bill	86450450	03/03/2025		· Adult Print General	982.720 · Adult Print General	-52.18	52.18
Bill	86450452	03/03/2025		· Adult Print General	982.720 · Adult Print General	-45.41	45.41
Bill	86450456	03/03/2025		· Adult Print General	982.720 · Adult Print General	-43.99	43.99
Bill	86450457	03/03/2025		· Adult Large Print	982.710 · Adult Large Print	-76.16	76.16
Bill	86450458	03/03/2025		· Multiple Book Copies	982.740 · Multiple Book Copies	-30.00	30.00
Bill	86450448	03/03/2025		· Adult Print General	982.720 · Adult Print General	-14.78	14.78
Bill	86450463	03/03/2025		· Adult Print General	982.720 · Adult Print General	-16.47	16.47
Bill	86450449	03/03/2025		· Adult Print General	982.720 · Adult Print General	-15.40	15.40
Bill	86450451	03/03/2025		· Adult Print General	982.720 · Adult Print General	-34.08	34.08
Bill	80450459	03/03/2025		· Adult Print General	982.720 · Adult Print General	-16.19	16.19
Bill	86450454	03/03/2025		· Adult Print General	982.720 · Adult Print General	-13.54	13.54
Bill	86450455	03/03/2025		· Youth Print General	982.760 · Youth Print General	-138.22	138.22
Bill	86471918	03/03/2025		· Adult Print General	982.720 · Adult Print General	-20.28	20.28
Bill	86471919	03/03/2025		· Adult Print General	982.720 · Adult Print General	-14.87	14.87
Bill	86471921	03/03/2025		· Adult Print General	982.720 · Adult Print General	-46.00	46.00
Bill	86471922	03/03/2025		· Adult Print General	982.720 · Adult Print General	-17.58	17.58
Bill	86471917	03/03/2025		· Adult Print General	982.720 · Adult Print General	-34.11	34.11
Bill	86471923	03/03/2025		· Adult Print General	982.720 · Adult Print General	-30.18	30.18
Bill	86471920	03/03/2025		· Adult Print General	982.720 · Adult Print General	-13.83	13.83
Bill	86471915	03/03/2025		· Adult Print General	982.720 · Adult Print General	-17.57	17.57
Bill	86495045	03/03/2025		· Adult Print General	982.720 · Adult Print General	-17.83	17.83
Bill	86495047	03/03/2025		· Adult Print General	982.720 · Adult Print General	-18.66	18.66
Bill	86495044	03/03/2025		· Adult Print General	982.720 · Adult Print General	-20.28	20.28
Bill	86495043	03/03/2025		· Adult Print General	982.720 · Adult Print General	-37.66	37.66
Bill	86495046	03/03/2025		· Adult Print General	982.720 · Adult Print General	-17.03	17.03
Bill	86554129	03/03/2025		· Adult Large Print	982.710 · Adult Large Print	-20.28	20.28
Bill						-112.85	112.85

Chelsea District Library
Monthly Check Register

March 2025

4:59 PM
04/05/25

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill	86554128	03/03/2025		Adult Print General	982.720 - Adult Print General	-17.24	17.24
Bill	86554130	03/03/2025		Multiple Book Copies	982.740 - Multiple Book Copies	-29.38	29.38
Bill	86554127	03/03/2025		Adult Print General	982.720 - Adult Print General	-46.60	46.60
Bill	86554124	03/03/2025		Adult Print General	982.720 - Adult Print General	-22.23	22.23
Bill	86750586	03/03/2025		Adult Print General	982.720 - Adult Print General	-121.44	121.44
Bill	86780582	03/03/2025		Mobile CDL - Adult	982.721 - Mobile CDL - Adult	-53.81	53.81
Bill	86780578	03/03/2025		Adult Print General	982.720 - Adult Print General	-17.28	17.28
Bill	86780587	03/03/2025		Adult Print General	982.720 - Adult Print General	-83.46	83.46
Bill	80780579	03/03/2025		Adult Print General	982.720 - Adult Print General	-34.40	34.40
Bill	86750580	03/03/2025		Adult Print General	982.720 - Adult Print General	-15.67	15.67
Bill	86780585	03/03/2025		Adult Print General	982.720 - Adult Print General	-14.14	14.14
Bill	86780581	03/03/2025		Adult Print General	982.720 - Adult Print General	-16.47	16.47
Bill	86780583	03/03/2025		Adult Print General	982.720 - Adult Print General	-14.16	14.16
Bill	86780588	03/03/2025		Adult Print General	982.720 - Adult Print General	-17.79	17.79
Bill	86825429	03/03/2025		Adult Print General	982.720 - Adult Print General	-35.15	35.15
Bill	86825433	03/03/2025		Adult Print General	982.720 - Adult Print General	-76.72	76.72
Bill	86825434	03/03/2025		Adult Print General	982.720 - Adult Print General	-28.26	28.26
Bill	86825432	03/03/2025		Adult Print General	982.720 - Adult Print General	-67.74	67.74
Bill	86825428	03/03/2025		Adult Print General	982.720 - Adult Print General	-18.13	18.13
TOTAL						-2,222.23	2,222.23
Bill Pmt -Check	29279	03/05/2025	KANOPY INC	KANOPY BORROWS - FEB	001.001 - CSB/Operations Checki...		-306.00
Bill	440603-PPU	03/03/2025		2025 - KANOPY VIDEO PLAYS - FEB	982.410 - Electronic Products/Subs	-306.00	306.00
TOTAL						-306.00	306.00
Bill Pmt -Check	29280	03/05/2025	Lakeshore Learning Materials, L...	90027432 ACCOUNT 168115	001.001 - CSB/Operations Checki...		-80.43
Bill	90027432	03/03/2025		HUMAN X-RAYS AND STARS	884.227 - Outreach	-80.43	80.43
TOTAL						-80.43	80.43
Bill Pmt -Check	29281	03/05/2025	Michigan Library Association	20212 - MLA MEMBERSHIP - ROBERT SWISTOCK	001.001 - CSB/Operations Checki...		-50.00
Bill	20212	03/04/2025		2025 - ROBERT SWISTOCK - MEMBERSHIP 03/01/...	969.400 - Trustees Memberships	-50.00	50.00
TOTAL						-50.00	50.00
Bill Pmt -Check	29282	03/05/2025	Midwest Tape	FEB/MAR BOC	001.001 - CSB/Operations Checki...		-270.94
Bill	506769171	03/03/2025		DEC/JAN BOCs	982.120 - Adult Books on Disc	-170.96	170.96
Bill	506768919	03/03/2025		FEB/MAR BOCs	982.120 - Adult Books on Disc	-56.99	56.99
Bill	506800854	03/03/2025			982.120 - Adult Books on Disc	-42.99	42.99
TOTAL						-270.94	270.94
Bill Pmt -Check	29283	03/05/2025	NIELSEN, JENNIFER	ARTIST IN CHELSEA - NIELSEN - SPEAKER HON...	001.001 - CSB/Operations Checki...		-5,866.96
Bill	AID JN-SP	03/03/2025		ARTIST IN CHELSEA - NIELSEN - TRAVEL, DELTA...	884.211 - Authors in Chelsea	-5,000.00	5,000.00
Bill	25-3681-SC	03/04/2025			884.211 - Authors in Chelsea	-418.48	418.48

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TOTAL						-448.48	448.48
Bill Pmt -Check	29284	03/05/2025	Pitney Bowes	ARTIST IN CHELSEA - NIELSEN - TRAVEL, DELTA...	884.211 · Authors in Chelsea	-5,866.96	5,866.96
Bill	3320399167	02/26/2025		ACCT # 0010280651 - INV 3320399167 - RENTAL 0...	001.001 · CSB/Operations Checki...	-63.72	63.72
TOTAL				RENTAL 01/16 - 04/15/25	731.200 · Other Svc-Pstg Operating ...	-63.72	63.72
Bill Pmt -Check	29285	03/05/2025	Print-tech Inc.		001.001 · CSB/Operations Checki...		-5,145.16
Bill	276851	02/24/2025		SPRING 2025 NEWSLETTER	880.240 · Newsletter	-4,968.16	4,968.16
Bill	277009	02/24/2025		MIDWEST LIT WALK VINYL BANNER	880.412 · Midwest Literary Walk	-177.00	177.00
TOTAL						-5,145.16	5,145.16
Bill Pmt -Check	29286	03/05/2025	RIVERVIEW VETERANS MEMOR...	39082147875614 - BURY YOUR DEAD - LOST BOOK	001.001 · CSB/Operations Checki...		-9.99
Bill	25-5003-AZ	03/03/2025		REIMBURSEMENT FOR LOST BOOK	982.720 · Adult Print General	-9.99	9.99
TOTAL						-9.99	9.99
Bill Pmt -Check	29287	03/05/2025	Scholastic Library Publishing	INV 67529563 - CUST # 2178738	001.001 · CSB/Operations Checki...		-134.69
Bill	67529563	03/03/2025		Youth Print General	982.760 · Youth Print General	-134.69	134.69
TOTAL						-134.69	134.69
Bill Pmt -Check	29288	03/05/2025	SELECTIVE INSURANCE	#234-055-303 - 03/18/2025 - 03/18/2026 - MANAGE...	001.001 · CSB/Operations Checki...		-3,043.00
Bill	234-055-303	03/04/2025		03/18/2025 - 03/18/2026 MANAGEMENT (BOARD) L...	966.200 · Directors/Officers Ins 801...	-3,043.00	3,043.00
TOTAL						-3,043.00	3,043.00
Bill Pmt -Check	29289	03/05/2025	Serendipity Books	MLW - LAFAYETTE - SARAH VOWELL	001.001 · CSB/Operations Checki...		-828.75
Bill	127834	03/03/2025		LAFAYETTE IN THE SOMEWHAT UNITED STATES	884.111 · Midwest Literary Walk	-828.75	828.75
TOTAL						-828.75	828.75
Bill Pmt -Check	29290	03/05/2025	SMART BUSINESS SOURCE	WO-244594-1	001.001 · CSB/Operations Checki...		-88.96
Bill	WO-244594-1	03/04/2025		GENERAL SUPPLIES	727.100 · Supplies - General Op 7...	-66.41	66.41
TOTAL				PAPER PRODUCTS	729.100 · Supplies-Cleaning-Paper ...	-22.55	22.55
Bill Pmt -Check	29291	03/05/2025	The Sun Times		001.001 · CSB/Operations Checki...		-389.90
Bill	25486-R	02/24/2025		AUTHORS IN CHELSEA	880.110 · Media Buy	-194.95	194.95

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Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill	25743-R	03/05/2025		AUTHORS IN CHELSEA	880.110 · Media Buy	-194.95	194.95
TOTAL						-389.90	389.90
Bill Pmt -Check	29292	03/05/2025	Zoran, Amy	ZORAN CARDS 13 @\$5 EA	001.001 · CSB/Operations Checki...		-65.00
Bill	250224	02/26/2025		ZORAN CARDS 5 @\$5 EA - 250224 ZORAN CARDS 8 @\$5 EA - 241121	727.100 · Supplies - General Op 7... 727.100 · Supplies - General Op 7...	-25.00 -40.00	25.00 40.00
TOTAL						-65.00	65.00
Bill Pmt -Check	29293	03/05/2025	T-MOBILE	2025 - ACCT 975550022 - STATEMENT DATED 02/...	001.001 · CSB/Operations Checki...		-432.40
Bill	250313	03/05/2025		2025 - T-MOBILE WIFI HOTSPOTS - 01/21/25 - 02/2... 2025 - MOBEE CELL 2024 - 01/21/25 - 02/20/25	850.311 · WIFI Hotspots 850.122 · Telecommunications -Mo...	-377.68 -54.72	377.68 54.72
TOTAL						-432.40	432.40
Bill Pmt -Check	29294	03/17/2025	KeyBank	A/C Ending3195 02/10 - 03/09/25 DUE 04/06...	001.001 · CSB/Operations Checki...		-9,886.29
Bill	20250406	03/17/2025		CHELSEA WELLNESS CENTER - HEALTH STIPEND PLAYBOOK BUILDER - HR SOFTWARE SARIS - REPLACEMENT PARTS FOR BIKE STATION PROLIGHTING - LED 4-PIN BULBS ASSOC OF BOOKMOBILE OUTREACH SERVICES ... MLA - MEMBERSHIP - VIRGINIA KRUEGER SERRA AUTO CAMPUS - MOBEE SERVICE - DEF (... 4ALL PROMOS.COM - MOBEE PROMOS - TICK RE... META - MEDIA BUY - NEIGHBORS READ 4IMPRIINT - BRANDED NOTEBOOKS FOR MLW FUN EXPRESS - MOBEE PROMOTION, REVEL RU... 4IMPRIINT - BRANDED HIGHLIGHTERS, SRP NINA HERRST PHOTOGRAPHY - AUTHORS IN CH... STICKER MULE - MOBEE AND LIBRARY STICKER ... ZOU ZOU'S - WASHTENAW READS - BFAST GIFT ... TARGET - TEEN REFRESHMENTS POLLY'S - TEENS, STUPID CUPID COOKIES AND ... POLLY'S - TEENS, STUPID CUPID DRINKS - SEE ... M-LIVE, AA NEWS - DAILY NEWSPAPERS ATLANTIC MONTHLY - DIGITAL SUBSCRIPTION COTTAGE INN PIZZA - TEEN REFRESHMENTS POLLY'S (\$17.75 + \$17.68 = \$35.44) YOUTH/TEEN ... POLLY'S (\$17.75 + \$17.69 = \$35.44) YOUTH/TEEN ... COTTAGE INN PIZZA - STUPID CUPID PIZZA CHELSEA COMMUNITY ED - PMT ON FACILITY A... POLLY'S - YOUTH READING GROUP REFRESHM... THE POTTING SHED - AIC SWAG BAGS AMERICAN LIBRARY ASSOC - CONF REGISTRATI... AGRICOLE - SWAG BAGS, AIC AIRBNB - ALA CONF AIRBNB - ALA CONF, LODGING PYN ELEGO US - RESIN (\$50.00 + \$12.96 = \$62.96... PYN ELEGO US - RESIN (\$50.00 + \$12.96 = \$62.96... POLLY'S - AIR FRYER DEMO SUPPLIES	969.620 · Staff In-Service & Appreci... 967.200 · Equipment Software 732.300 · Supplies-MNT-General ... 732.100 · Supplies-MNT-Light Bulb... 969.341 · PR & Dev Coordinator Me... 969.341 · PR & Dev Coordinator Me... 732.400 · Mobile CDL 880.436 · Mobile Promotions 880.110 · Media Buy 880.412 · Midwest Literary Walk 880.436 · Mobile Promotions 884.127 · SRP Supplies 880.522 · Photography Services 880.441 · General Services/Resourc... 884.131 · Washtenaw Reads 884.272 · Teen General Programs 884.276 · Teen Refreshments 884.276 · Teen Refreshments 884.276 · Teen Refreshments 882.620 · Daily Newspapers 982.630 · Magazines 884.276 · Teen Refreshments 884.222 · General Youth Programs 884.272 · Teen General Programs 884.276 · Teen Refreshments 884.228 · Authors in Chelsea 884.230 · Youth Reading Group 884.264 · Teen General Programs 969.120 · Information Services 884.272 · Teen General Programs 969.120 · Information Services 969.120 · Information Services 969.120 · Information Services 884.992 · Technology Prog Res Gifts 884.602 · Technology Programs - S... 884.126 · General Adult Programs	-187.80 -159.62 -125.94 -139.80 -126.76 -79.81 -386.44 -492.37 -30.03 -609.87 -34.08 -267.99 -469.49 -182.63 -23.47 -20.62 -26.71 -23.34 -292.48 -84.60 -40.28 -16.67 -16.61 -72.30 -21.13 -16.67 -41.81 -403.76 -38.88 -534.18 -828.61 -46.95 -12.17 -12.94	200.00 170.00 134.11 148.88 135.00 85.00 411.55 524.36 31.99 543.00 36.30 285.41 500.00 194.50 25.00 21.96 28.45 24.85 311.48 89.99 42.90 17.75 17.69 77.00 22.60 17.75 44.52 430.00 568.89 883.52 50.00 12.96 13.78

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Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
				JOANNS - (\$42.39+\$74.60=\$116.99) TEEN SUMME...	884.261 · Teen Summer Reading	-39.80	42.39
				JOANNS - (\$42.39+\$74.60=\$116.99) SUMMER REA...	884.226 · Summer Reading	-70.04	74.60
				ZOU ZOU'S - AIC GIFT CARDS	884.228 · Authors in Chelsea	-70.42	75.00
				ALA - CONFERENCE REGISTRATION, G HOPKINS	969.120 · Information Services	-403.76	430.00
				ALLIANCE TRAVEL INSURANCE - CONF, S POWE...	969.120 · Information Services	-33.33	35.50
				DELTA - TRAVEL TO CONF, S POWERS	969.120 · Information Services	-493.87	525.96
				CULVERS - S POWERS & L CORYELL, MEET WIT ...	960.200 · Director Expense	-29.72	31.65
				MIKE'S DELI - WORK ANNIV, CORYELL & J THOM...	969.940 · Staff Apprec - Restricted	-46.95	50.00
				KROGER - ANNUAL IN-SERVICE DAY SUPPLIES	969.620 · Staff In-Service & Appreci...	-97.86	104.22
				ZOU ZOU'S - WORK ANNIV, ZUBIK & MAYES	969.940 · Staff Apprec - Restricted	-46.95	50.00
				MLA - WEBINAR, SERVICE ANIMALS IN THE LIBR...	969.145 · Workshops	-23.47	25.00
				CLEARY'S - BOARD ORIENTATION, ADITI FOX & ...	960.100 · Board Expenses	-56.92	60.62
				LOS TRES AMIGOS - WORKING AMERICA PLANNI...	969.620 · Staff In-Service & Appreci...	-46.23	49.24
				K BUENO - IN-SERVICE LUNCH SUPPLIES	969.620 · Staff In-Service & Appreci...	-424.27	451.84
				MICHIGAN CHAMBER SERVICES - NEW ESTA LAW	969.610 · Workshops	-46.01	49.00
				PANERA - IN-SERVICE SUPPLIES	969.620 · Staff In-Service & Appreci...	-373.77	398.06
				LOS TRES AMIGOS - STRATEGY MTG, EXHIBIT, ...	884.980 · Exhibits - Restricted	-78.72	83.83
				XIBO SIGNAGE - ON-LINE DIGITAL SIGNAGE - UK...	803.395 · Website Hosting & Service	-158.88	169.20
				ZOHO CORP - REMOTE SUPPORT APP 02/12/25 - ...	967.200 · Equipment Software	-338.04	360.00
				ZOOM - CONF APP 02/25 - 03/24/25	967.200 · Equipment Software	-37.09	39.50
				STAR2STAR - VOIP SERVICE 02/26 - 03/25/25	850.120 · Telephone	-447.96	477.07
				ADOBE CLOUD, 02/01/25 - 01/31/26	967.200 · Equipment Software	-656.79	699.47
				PROTON AG - VPN SERVICE 03/04/25 - 03/03/26	967.200 · Equipment Software	-101.18	107.76
				FTF - XIBO - HOVE, UK	803.395 · Website Hosting & Service	-4.77	5.08
				FTF - PYN ELEGO - HONG KONG	803.395 · Website Hosting & Service	-1.78	1.89
TOTAL						-9,896.29	10,539.37
Bill Pmt -Check	29295	03/20/2025	A Production Cleaning Company...	16122 - CLEANING 03/02 - 14/25	001.001 · CSB/Operations Checki...		-1,750.00
Bill	16122	03/19/2025		CLEANING 03/02 - 14/25	803.605 · Janitorial	-1,750.00	1,750.00
TOTAL						-1,750.00	1,750.00
Bill Pmt -Check	29296	03/20/2025	A T & T Mobility	ACCT 287286231198X - INV 03142025 - ISSUED O...	001.001 · CSB/Operations Checki...		-216.19
Bill	03142025	03/20/2025		2025 - PUBLIC WIFI HOT SPOTS 03/07 - 04/06/2025	850.311 · WIFI Hotspots	-216.19	216.19
TOTAL						-216.19	216.19
Bill Pmt -Check	29297	03/20/2025	A T & T TELCO	INV 734433980402 - 02/25/2025 - ACCT 743 433-9...	001.001 · CSB/Operations Checki...		-218.25
Bill	734433980402	03/17/2025		TELCO - LAND LINES - 02/25/2025 - 03/24/2025	850.120 · Telephone	-218.25	218.25
TOTAL						-218.25	218.25
Bill Pmt -Check	29298	03/20/2025	ABSOPURE		001.001 · CSB/Operations Checki...		-64.38
Bill	31197024	03/17/2025		COOLER RENTAL - JANUARY	727.100 · Supplies - General Op 7...	-5.99	5.99
Bill	31248402	03/17/2025		COOLER RENTAL - FEBRUARY	727.100 · Supplies - General Op 7...	-5.99	5.99
Bill	89659988	03/19/2025		BOTTLED WATER.	732.300 · Supplies-MNT-General ...	-52.40	52.40
TOTAL						-64.38	64.38

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Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill Pmt -Check	29299	03/20/2025	Alerus Financial	2025 - Entity code nos. 400298 / 110320 - pay perio...	001.001 - CSB/Operations Checki...		-5,670.67
Bill	202503002	03/17/2025		03/02/25 - 03/15/25 - PAID 03/21/25 - PR ER 5% MA... 03/02/25 - 03/15/25 - PAID 03/21/25 - PR EE PERS... 03/02/25 - 03/15/25 - PAID 03/21/25 - PR FLEX TO 4...	231.002 - Payroll Lia/401A MitchER... 702.300 - Per Svcs - Retirmt - EE 7... 710.500 - Per Svcs - Fringe B ER 7...	-1,695.23 -2,937.24 -1,039.20	1,695.23 2,937.24 1,039.20
TOTAL						-5,670.67	5,670.67
Bill Pmt -Check	29300	03/20/2025	Amazon Capital Services Inc		001.001 - CSB/Operations Checki...		-750.68
Bill	1TQQ-PRXH-C3Y6	03/19/2025		Teen General Programs - Videogames	884.272 - Teen General Programs 982.490 - Videogames	-36.40 -642.36	38.05 671.53
Bill	13N1-F4N9-CFLJ	03/19/2025		General Adult Programs	884.126 - General Adult Programs	-71.92	71.92
TOTAL						-750.68	781.50
Bill Pmt -Check	29301	03/20/2025	Baker & Taylor - Adult		001.001 - CSB/Operations Checki...		-93.09
Bill	2038851303	03/17/2025		2025 - Adult Print General	982.720 - Adult Print General	-19.30	19.30
Bill	2038871152	03/17/2025		2025 - Adult Print General	982.720 - Adult Print General	-17.64	17.64
Bill	2038894487	03/19/2025		2025 - Adult Print General	982.720 - Adult Print General	-56.15	56.15
TOTAL						-93.09	93.09
Bill Pmt -Check	29302	03/20/2025	Baker & Taylor - Auto Yours Cats		001.001 - CSB/Operations Checki...		-205.72
Bill	2038632979	03/17/2025		2025 - Youth Print General	982.760 - Youth Print General	-35.92	35.92
Bill	2038846661	03/17/2025		2025 - Youth Print General	982.760 - Youth Print General	-75.41	75.41
Bill	2038850847	03/17/2025		2025 - Youth Print General	982.760 - Youth Print General	-49.28	49.28
Bill	2038874507	03/17/2025		2025 - Youth Print General	982.760 - Youth Print General	-45.11	45.11
TOTAL						-205.72	205.72
Bill Pmt -Check	29303	03/20/2025	Baker & Taylor - Juvenile		001.001 - CSB/Operations Checki...		-299.28
Bill	2038878525	03/17/2025		2025 - Youth Print General	982.760 - Youth Print General	-22.05	22.05
Bill	2038885213	03/17/2025		2025 - Youth Print General	982.760 - Youth Print General	-86.38	96.38
Bill	2038887669	03/17/2025		2025 - Youth Print General	982.760 - Youth Print General	-178.85	178.85
TOTAL						-299.28	299.28
Bill Pmt -Check	29304	03/20/2025	Baker & Taylor - Program Account	2038901056	001.001 - CSB/Operations Checki...		-64.68
Bill	2038901056	03/17/2025		2025 - Youth Reading Group	884.230 - Youth Reading Group	-64.68	64.68
TOTAL						-64.68	64.68
Bill Pmt -Check	29305	03/20/2025	Baker & Taylor - Unlabeled Juve...		001.001 - CSB/Operations Checki...		-744.72
Bill	2038879534	03/17/2025		Youth Print General	982.760 - Youth Print General	-39.36	39.36
Bill	2038883777	03/17/2025		Youth Print General	982.760 - Youth Print General	-123.16	123.16

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Bill	2038838979	03/17/2025		Youth Print General	982.760 · Youth Print General	-281.85	281.85
Bill	2038888915	03/17/2025		Youth Print General	982.760 · Youth Print General	-300.35	300.35
TOTAL						-744.72	744.72
Bill Pmt -Check	29306	03/20/2025	BALLARD, CLIF	ZENBOOTH ASSEMBLY	001.001 · CSB/Operations Checki...		-50.00
Bill	25-6139	03/17/2025		ZENBOOTH SETUP	980.130 · CAPITAL EXP - SPECIA...	-50.00	50.00
TOTAL						-50.00	50.00
Bill Pmt -Check	29307	03/20/2025	Ballard, Kerry	2025 - BOOKKEEPING THROUGH 03/21/25	001.001 · CSB/Operations Checki...		-807.69
Bill	25-6138	03/17/2025		2025 - BOOKKEEPING THROUGH 03/21/25	801.040 · Bookkeeper	-807.69	807.69
TOTAL						-807.69	807.69
Bill Pmt -Check	29308	03/20/2025	Blue Care Network of Michigan	2025 - GROUP 00277068 SUBGROUP 0002 - COVE...	001.001 · CSB/Operations Checki...		-4,910.17
Bill	250660048489	03/19/2025		APR 04/01 - 30/2025 - 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	29309	03/20/2025	Chelsea Area Chamber of Comm...	SOUNDS AND SIGHTS ON THURSDAY NIGHTS - ...	001.001 · CSB/Operations Checki...		-3,300.00
Bill	25-4101-VK	03/17/2025		SOUNDS AND SIGHTS ON THURSDAY NIGHTS - ...	880.140 · Sponsorships	-3,300.00	3,300.00
TOTAL						-3,300.00	3,300.00
Bill Pmt -Check	29310	03/20/2025	Chelsea House Victorian Inn	RHQ8885H - 03/10,11,12/25	001.001 · CSB/Operations Checki...		-870.00
Bill	RHQ8885H	03/19/2025		AUTHORS IN CHELSEA - RHO8885H - 03/10,11,1...	884.228 · Authors in Chelsea	-870.00	870.00
TOTAL						-870.00	870.00
Bill Pmt -Check	29311	03/20/2025	City of Chelsea	TRASH - FEB	001.001 · CSB/Operations Checki...		-40.00
Bill	21882	03/17/2025		TRASH - FEB	803.620 · Trash	-40.00	40.00
TOTAL						-40.00	40.00
Bill Pmt -Check	29312	03/20/2025	City of Chelsea-Elect & Water	FEB 01/31/2025 - 02/28/2025 - UTILITIES: ELECTRI...	001.001 · CSB/Operations Checki...		-4,230.38
Bill	20250307	03/19/2025		2025 -WATER - FEB 01/31/2025 - 02/28/2025	920.110 · City of Chelsea Water	-59.67	59.67
				2025 - SEWER - JAN - FEB 01/31/2025 - 02/28/2025	920.120 · City of Chelsea Sewer	-137.68	137.68
				2025 - ELECTRICITY - FEB 01/31/2025 - 02/28/2025	920.130 · City of Chelsea Electric	-4,005.56	4,005.56
				2025 - SPRINKLER - FEB 01/31/2025 - 02/28/2025	920.150 · City of Chelsea Sprinkler	-27.47	27.47
TOTAL						-4,230.38	4,230.38
Bill Pmt -Check	29313	03/20/2025	COMFORT, STACEY	REIMBURSEMENT - HEALTH STIPEND - FEB	001.001 · CSB/Operations Checki...		-25.00

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Bill	25-2239-LB	03/19/2025		REIMBURSEMENT - HEALTH STIPEND - FEB	969.620 · Staff In-Service & Appreci...	-25.00	25.00
TOTAL						-25.00	25.00
Bill Pmt -Check	29314	03/20/2025	Constellation NewEnergy-Gas Di...	2025 - INV 4260060 - ACCT BG-303066 - FEB - 01/...	001.001 · CSB/Operations Checki...	-1,723.44	-1,723.44
Bill	4260060	03/17/2025		FEB - 01/23 - 02/20/25	920.200 · McKune Gas	-1,723.44	1,723.44
TOTAL						-1,723.44	1,723.44
Bill Pmt -Check	29315	03/20/2025	Demco Inc.	2025 - INV 7612952	001.001 · CSB/Operations Checki...		-301.43
Bill	7612952	03/17/2025		REPAIR MATERIALS BOOKMARKS	728.300 · Supplies-Matl Proc Othr 7... 728.300 · Supplies-Matl Proc Othr 7...	-263.59 -17.84	283.59 17.84
TOTAL						-301.43	301.43
Bill Pmt -Check	29316	03/20/2025	Dollar Bill Printing		001.001 · CSB/Operations Checki...		-342.55
Bill	DB-101051-INV	03/17/2025		BUSINESS CARDS	880.340 · Printed Items / Stationary	-310.86	310.86
Bill	DB-101336-INV	03/19/2025		LALO BUSINESS CARDS - SOUTH MEADOWS	884.228 · Authors in Chelsea	-31.69	31.69
TOTAL						-342.55	342.55
Bill Pmt -Check	29317	03/20/2025	Foster Swift Collins & Smith	INV 908009 - CLIENT 21969-00002	001.001 · CSB/Operations Checki...		-51.00
Bill	908009	03/17/2025		BOARD OMA QUESTIONS	801.010 · Attorney	-51.00	51.00
TOTAL						-51.00	51.00
Bill Pmt -Check	29318	03/20/2025	Johnson Controls	ACCT 1348743 - 1-135392146103	001.001 · CSB/Operations Checki...		-934.03
Bill	1-135392146103	03/17/2025		VIBRATION DIAGNOSTIC ASSESSMENT	803.010 · Maint Svc Contingency	-934.03	934.03
TOTAL						-934.03	934.03
Bill Pmt -Check	29319	03/20/2025	JOHNSON, FREEDY	VOID: FJ HONORARIUM - CONCERT 11/07/2025 \$...	001.001 · CSB/Operations Checki...		0.00
TOTAL						0.00	0.00
Bill Pmt -Check	29320	03/20/2025	Jones, Joy Jan	ARTIST HONORARIUM, \$2000 AT CONTRACT + \$...	001.001 · CSB/Operations Checki...		-3,000.00
Bill	JJ25SP	03/19/2025		ARTIST HONORARIUM, \$2000 AT CONTRACT - BA...	884.413 · The Opera Project 884.413 · The Opera Project	-2,000.00 -1,000.00	2,000.00 1,000.00
TOTAL						-3,000.00	3,000.00
Bill Pmt -Check	29321	03/20/2025	MAYES, EVERETT	2025 - REIMBURSEMENT - HEATER SERVICE FO...	001.001 · CSB/Operations Checki...		-382.51

Chelsea District Library
Monthly Check Register

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Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill	25-4102.VK	03/17/2025		2025 - REIMBURSEMENT - HEATER SERVICE FO...	732.400 · Mobile CDL	-382.51	382.51
TOTAL						-382.51	382.51
Bill Pmt -Check	29322	03/20/2025	Midwest Tape	506834580	001.001 · CSB/Operations Checki...		-39.99
Bill	506834580	03/19/2025		DEC/JAN BOCs	982.120 · Adult Books on Disc	-39.99	39.99
TOTAL						-39.99	39.99
Bill Pmt -Check	29323	03/20/2025	Midwest Tape - Hoopla	506823642 - FEBRUARY BORROWS	001.001 · CSB/Operations Checki...		-3,225.81
Bill	506823642	03/19/2025		FEBRUARY BORROWS - DIGITAL CONTENT	982.410 · Electronic Products/Subs	-3,225.81	3,225.81
TOTAL						-3,225.81	3,225.81
Bill Pmt -Check	29324	03/20/2025	Print-tech Inc.	277310 ·	001.001 · CSB/Operations Checki...		-708.69
Bill	277310	03/19/2025		MIDWEST LIT WALK BROCHURES AND POSTERS	880.412 · Midwest Literary Walk	-708.69	708.69
TOTAL						-708.69	708.69
Bill Pmt -Check	29325	03/20/2025	Serendipity Books	128696 - AUTHORS IN CHELSEA - SIGNED COPIE...	001.001 · CSB/Operations Checki...		-280.14
Bill	128696	03/19/2025		GIVE-AWAY BOOKS SIGNED COPY	884.228 · Authors in Chelsea 884.228 · Authors in Chelsea	-271.15 -8.99	271.15 8.99
TOTAL						-280.14	280.14
Bill Pmt -Check	29326	03/20/2025	TIFFANY'S GARDEN LLC	2025 - SNOW REMOVAL CONTRACT - INV 9075	001.001 · CSB/Operations Checki...		-1,050.00
Bill	9075	03/19/2025		2025 - SNOW AND SALT - 02/01 - 02/20	803.612 · Snow	-1,050.00	1,050.00
TOTAL						-1,050.00	1,050.00
Bill Pmt -Check	29327	03/20/2025	Unique Management Services Inc	2025 - 6136898 CLIENT # 1954 - 2025 FEB - COLLE...	001.001 · CSB/Operations Checki...		-62.65
Bill	6136898	03/17/2025		2025 FEB - COLLECTION FEES (PLACEMENTS)	801.090 · Collection Fees	-62.65	62.65
TOTAL						-62.65	62.65
Bill Pmt -Check	29328	03/20/2025	Verizon Wireless	INV 6107160300 - ACCT 442098695-00001 - 01/29 ...	001.001 · CSB/Operations Checki...		-592.66
Bill	6107160300	03/17/2025		HOT SPOTS - 01/29 - 02/28/25 IT CELL PHONE - 01/29 - 02/28/25 MOBEE WIFI + HOTSPOT - 01/29 - 02/28/25	850.311 · WiFi Hotspots 850.121 · IT Cell Phone 850.312 · Internet/Service - Mobile ...	-461.38 -51.06 -80.22	461.38 51.06 80.22
TOTAL						-592.66	592.66
Bill Pmt -Check	29329	03/20/2025	Washtenaw County Treasurer	CUSTOMER #5401, INV 20251474 - 12/24 BOARD ...	001.001 · CSB/Operations Checki...		-5,416.78

Chelsea District Library
Monthly Check Register

March 2025

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Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount	
Bill	20251474	03/17/2025		12/24 BOARD OF REVIEW - 12/24 BOARD OF REVIEW - 12/24 BOARD OF REVIEW - 12/24 BOARD OF REVIEW -	402.300 - Dexter Township 402.400 - Lima Township 402.500 - Lyndon Township 402.600 - Sylvan Township 402.700 - City Taxes	-428.66 -237.55 -8.75 -148.26 -4,592.56	428.66 237.55 9.75 148.26 4,592.56	
TOTAL							-5,416.78	5,416.78
Bill Pmt -Check	29330	03/20/2025	Ingram Library Services		001.001 - CSB/Operations Checki...		-5,607.55	
Bill	86912854	03/17/2025		· Mobile CDL - Adult	982.721 - Mobile CDL - Adult	-15.65	15.65	
Bill	86192853	03/17/2025		· Adult Large Print	982.710 - Adult Large Print	-56.73	56.73	
Bill	86912852	03/17/2025		· Adult Large Print	982.710 - Adult Large Print	-33.05	33.05	
Bill	86944339	03/17/2025		· Adult Print General	982.720 - Adult Print General	-446.26	446.26	
Bill	86944341	03/17/2025		· Adult Print General	982.720 - Adult Print General	-59.82	59.82	
Bill	86944336	03/17/2025		· Multiple Book Copies	982.740 - Multiple Book Copies	-16.50	16.50	
Bill	86944334	03/17/2025		· Adult Large Print	982.710 - Adult Large Print	-44.45	44.45	
Bill	86944333	03/17/2025		· Mobile CDL - Adult	982.721 - Mobile CDL - Adult	-24.96	24.96	
Bill	86944338	03/17/2025		· Multiple Book Copies	982.740 - Multiple Book Copies	-33.54	33.54	
Bill	86944335	03/17/2025		· Adult Print General	982.720 - Adult Print General	-19.19	19.19	
Bill	86944340	03/17/2025		· Adult Print General	982.720 - Adult Print General	-34.50	34.50	
Bill	86944332	03/17/2025		· Adult Print General	982.720 - Adult Print General	-12.53	12.53	
Bill	86944337	03/17/2025		· Adult Print General	982.720 - Adult Print General	-39.21	39.21	
Bill	86495048	03/19/2025		· Youth Print General	982.760 - Youth Print General	-17.00	17.00	
Bill	86554123	03/19/2025		· Story Book Trail	884.251 - Story Book Trail	-21.58	21.58	
Bill	86864126	03/19/2025		· Youth Print General	982.760 - Youth Print General	-59.49	59.49	
Bill	86554125	03/19/2025		· Youth Print General	982.760 - Youth Print General	-10.38	10.38	
Bill	86569015	03/19/2025		· Youth Print General	982.760 - Youth Print General	-34.66	34.66	
Bill	86569018	03/19/2025		· Mobile CDL - Adult	982.721 - Mobile CDL - Adult	-263.46	263.46	
Bill	86569014	03/19/2025		· Adult Print General	982.720 - Adult Print General	-36.23	36.23	
Bill	86569012	03/19/2025		· Adult Large Print	982.710 - Adult Large Print	-37.70	37.70	
Bill	86569017	03/19/2025		· Adult Print General	982.720 - Adult Print General	-14.17	14.17	
Bill	86569013	03/19/2025		· Adult Large Print	982.710 - Adult Large Print	-35.14	35.14	
Bill	86569016	03/19/2025		· Adult Print General	982.720 - Adult Print General	-21.61	21.61	
Bill	86612389	03/19/2025		· Adult Print General	982.720 - Adult Print General	-345.13	345.13	
Bill	86612386	03/19/2025		· Adult Large Print	982.710 - Adult Large Print	-22.23	22.23	
Bill	86612387	03/19/2025		· Adult Print General	982.720 - Adult Print General	-54.35	54.35	
Bill	86612384	03/19/2025		· Adult Print General	982.720 - Adult Print General	-17.03	17.03	
Bill	86612385	03/19/2025		· Adult Print General	982.710 - Adult Large Print	-20.99	20.99	
Bill	86633731	03/19/2025		· Adult Large Print	982.710 - Adult Large Print	-45.97	45.97	
Bill	86633729	03/19/2025		· Adult Print General	982.720 - Adult Print General	-17.58	17.58	
Bill	86633732	03/19/2025		· Adult Print General	982.720 - Adult Print General	-18.66	18.66	
Bill	86633733	03/19/2025		· Adult Print General	982.720 - Adult Print General	-34.62	34.62	
Bill	86633734	03/19/2025		· Adult Print General	982.720 - Adult Print General	-31.20	31.20	
Bill	86633736	03/19/2025		· Adult Print General	982.720 - Adult Print General	-15.93	15.93	
Bill	86633737	03/19/2025		· Adult Print General	982.720 - Adult Print General	-16.50	16.50	
Bill	86633735	03/19/2025		· Adult Print General	982.720 - Adult Print General	-30.57	30.57	
Bill	86633738	03/19/2025		· Adult Print General	982.720 - Adult Print General	-28.94	28.94	
Bill	86633739	03/19/2025		· Adult Print General	982.720 - Adult Print General	-37.85	37.85	
Bill	86687455	03/19/2025		· Multiple Book Copies	982.740 - Multiple Book Copies	-14.34	14.34	
Bill	86687456	03/19/2025		· Adult Ref.	982.730 - Adult Ref.	-21.23	21.23	
Bill	86687457	03/19/2025		· Adult Print General	982.720 - Adult Print General	-165.79	165.79	
Bill	86687458	03/19/2025		· Youth Print General	982.760 - Youth Print General	-116.67	116.67	
Bill	86687459	03/19/2025		· Adult Ref.	982.730 - Adult Ref.	-91.74	91.74	
Bill	86687460	03/19/2025		· Adult Print General	982.720 - Adult Print General	-147.65	147.65	
Bill	86687458	03/19/2025		· Adult Print General	982.720 - Adult Print General	-35.76	35.76	

Chelsea District Library
Monthly Check Register

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Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill	86687459	03/19/2025		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-17.03	17.03
Bill	86687457	03/19/2025		· Youth Print General	982.720 · Youth Print General	-11.18	11.18
Bill	86705907	03/19/2025		· Adult Print General	982.720 · Adult Print General	-102.86	102.86
Bill	86705906	03/19/2025		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-17.58	17.58
Bill	86705903	03/19/2025		· Adult Print General	982.720 · Adult Print General	-34.86	34.86
Bill	86705904	03/19/2025		· Adult Print General	982.720 · Adult Print General	-17.57	17.57
Bill	86705905	03/19/2025		· Adult Print General	982.720 · Adult Print General	-17.04	17.04
Bill	86727746	03/19/2025		· Adult Print General	982.720 · Adult Print General	-32.88	32.88
Bill	86727741	03/19/2025		· Adult Print General	982.720 · Adult Print General	-17.58	17.58
Bill	86727740	03/19/2025		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-56.23	56.23
Bill	86727737	03/19/2025		· Adult Large Print	982.710 · Adult Large Print	-21.61	21.61
Bill	86727739	03/19/2025		· Adult Print General	982.720 · Adult Print General	-14.78	14.78
Bill	86727745	03/19/2025		· Adult Print General	982.720 · Adult Print General	-65.55	65.55
Bill	86727742	03/19/2025		· Adult Print General	982.720 · Adult Print General	-32.45	32.45
Bill	86727747	03/19/2025		· Adult Print General	982.720 · Adult Print General	-13.84	13.84
Bill	86727738	03/19/2025		· Adult Print General	982.720 · Adult Print General	-15.96	15.96
Bill	86727744	03/19/2025		· Adult Print General	982.720 · Adult Print General	-13.54	13.54
Bill	86727748	03/19/2025		· Adult Print General	982.720 · Adult Print General	-18.33	18.33
Bill	86727749	03/19/2025		· Youth Print General	982.760 · Youth Print General	-11.99	11.99
Bill	86727743	03/19/2025		· Youth Print General	982.760 · Youth Print General	-15.39	15.39
Bill	86755678	03/19/2025		· Youth Print General	982.760 · Youth Print General	-23.26	23.26
Bill	86755687	03/19/2025		· Adult Print General	982.720 · Adult Print General	-438.63	438.63
Bill	86755683	03/19/2025		· Multiple Book Copies	982.740 · Multiple Book Copies	-33.53	33.53
Bill	86755679	03/19/2025		· Adult Print General	982.720 · Adult Print General	-35.69	35.69
Bill	86755680	03/19/2025		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-23.47	23.47
Bill	86755688	03/19/2025		· Multiple Book Copies	982.740 · Multiple Book Copies	-49.38	49.38
Bill	86755686	03/19/2025		· Adult Print General	982.720 · Adult Print General	-14.87	14.87
Bill	86755689	03/19/2025		· Adult Print General	982.720 · Adult Print General	-9.15	9.15
Bill	86755677	03/19/2025		· Adult Print General	982.720 · Adult Print General	-15.03	15.03
Bill	86755685	03/19/2025		· Adult Print General	982.720 · Adult Print General	-8.88	8.88
Bill	86755684	03/19/2025		· Adult Print General	982.720 · Adult Print General	-14.17	14.17
Bill	86755681	03/19/2025		· Adult Print General	982.720 · Adult Print General	-12.92	12.92
Bill	86825430	03/19/2025		· Adult Print General	982.720 · Adult Print General	-16.50	16.50
Bill	86755682	03/19/2025		· Youth Print General	982.760 · Youth Print General	-12.17	12.17
Bill	86780584	03/19/2025		· Youth Print General	982.760 · Youth Print General	-23.26	23.26
Bill	86825431	03/19/2025		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-21.81	21.81
Bill	86861462	03/19/2025		· Multiple Book Copies	982.740 · Multiple Book Copies	-37.19	37.19
Bill	86861460	03/19/2025		· Multiple Book Copies	982.740 · Multiple Book Copies	-37.19	37.19
Bill	86861468	03/19/2025		· Adult Print General	982.720 · Adult Print General	-17.28	17.28
Bill	86861457	03/19/2025		· Adult Print General	982.720 · Adult Print General	-48.57	48.57
Bill	86861459	03/19/2025		· Adult Large Print	982.710 · Adult Large Print	-134.91	134.91
Bill	86861456	03/19/2025		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-67.31	67.31
Bill	86861461	03/19/2025		· Adult Print General	982.720 · Adult Print General	-16.71	16.71
Bill	86861463	03/19/2025		· Adult Print General	982.720 · Adult Print General	-53.35	53.35
Bill	86861455	03/19/2025		· Adult Print General	982.720 · Adult Print General	-63.48	63.48
Bill	86861470	03/19/2025		· Adult Print General	982.720 · Adult Print General	-21.60	21.60
Bill	86841464	03/19/2025		· Adult Print General	982.720 · Adult Print General	-16.70	16.70
Bill	86861469	03/19/2025		· Adult Print General	982.720 · Adult Print General	-14.45	14.45
Bill	86861458	03/19/2025		· Adult Print General	982.720 · Adult Print General	-14.17	14.17
Bill	86861466	03/19/2025		· Adult Print General	982.720 · Adult Print General	-49.32	49.32
Bill	86864152	03/19/2025		· Adult Large Print	982.710 · Adult Large Print	-22.48	22.48
Bill	86861453	03/19/2025		· Adult Ref.	982.730 · Adult Ref.	-78.13	78.13
Bill	86861465	03/19/2025		· Adult Print General	982.720 · Adult Print General	-29.85	29.85
Bill	86861457	03/19/2025		· Adult Print General	982.720 · Adult Print General	-18.66	18.66
Bill	86861454	03/19/2025		· Adult Print General	982.720 · Adult Print General	-12.92	12.92
Bill	86888458	03/19/2025		· Adult Large Print	982.710 · Adult Large Print	-43.22	43.22

Chelsea District Library
Monthly Check Register

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Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill	86888457	03/19/2025		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-20.99	20.99
Bill	86888462	03/19/2025		· Adult Print General	982.720 · Adult Print General	-34.32	34.32
Bill	86888456	03/19/2025		· Adult Print General	982.720 · Adult Print General	-17.58	17.58
Bill	86888463	03/19/2025		· Adult Print General	982.720 · Adult Print General	-17.55	17.55
Bill	86888459	03/19/2025		· Adult Print General	982.720 · Adult Print General	-17.57	17.57
Bill	86888460	03/19/2025		· Adult Print General	982.720 · Adult Print General	-16.17	16.17
Bill	86888461	03/19/2025		· Adult Print General	982.720 · Adult Print General	-13.84	13.84
Bill	86987592	03/19/2025		· Adult Print General	982.720 · Adult Print General	-17.01	17.01
Bill	86987599	03/19/2025		· Adult Print General	982.720 · Adult Print General	-23.88	23.88
Bill	86987596	03/19/2025		· Adult Print General	982.720 · Adult Print General	-16.50	16.50
Bill	86987591	03/19/2025		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-16.50	16.50
Bill	86987593	03/19/2025		· Adult Print General	982.720 · Adult Print General	-18.11	18.11
Bill	86987597	03/19/2025		· Adult Print General	982.720 · Adult Print General	-17.58	17.58
Bill	86987600	03/19/2025		· Adult Large Print	982.710 · Adult Large Print	-23.14	23.14
Bill	86987594	03/19/2025		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-17.58	17.58
Bill	86987598	03/19/2025		· Adult Print General	982.720 · Adult Print General	-33.95	33.95
Bill	87012717	03/19/2025		· SRP Supplies	884.127 · SRP Supplies	-335.15	335.15
Bill	87038946	03/19/2025		· Adult Print General	982.720 · Adult Print General	-16.50	16.50
Bill	87038948	03/19/2025		· Adult Print General	982.720 · Adult Print General	-18.11	18.11
Bill	87038944	03/19/2025		· Adult Large Print	982.710 · Adult Large Print	-21.61	21.61
Bill	87038949	03/19/2025		· Adult Print General	982.720 · Adult Print General	-15.63	15.63
Bill	87038947	03/19/2025		· Adult Print General	982.720 · Adult Print General	-14.78	14.78
TOTAL						-5,607.55	5,607.55

Chelsea District Library Donation and Restricted

January through March 2025

	Jan - Mar 25	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
674.000 · Revenue Contribution & Donation			
674.100 · Designated Adult Collection	50		
674.110 · Designated Adult Programming	1,300	5,300	(4,000)
674.111 · Designated Youth Programming	2,250	5,550	(3,300)
674.112 · Designated Music Focus Programs	0	2,000	(2,000)
674.113 · Designated Exhibits Programming	2,000	2,000	0
674.120 · Undesignated Donation	12,410	12,578	(168)
674.140 · Designated Capital	8,200	7,625	575
674.141 · Designated Technology	0	3,000	(3,000)
674.150 · Continuing Education Restricted	750	750	0
Total 674.000 · Revenue Contribution & Donation	26,960	38,803	(11,843)
Total Income	26,960	38,803	(11,843)
Gross Profit	26,960	38,803	(11,843)
Expense			
850.000 · Telecommunications			
850.900 · Telecom-Restricted Gifts			
850.910 · WiFi Hot Spots - Restricted	0	3,000	(3,000)
Total 850.900 · Telecom-Restricted Gifts	0	3,000	(3,000)
Total 850.000 · Telecommunications	0	3,000	(3,000)
884.000 · Programming			
884.210 · Youth Speakers			
884.211 · Authors in Chelsea			
884.921 · Youth Prog Rest Gifts Authors	2,397	2,000	397
Total 884.211 · Authors in Chelsea	2,397	2,000	397
Total 884.210 · Youth Speakers	2,397	2,000	397
884.400 · Music Focus			
884.961 · Songfest - Restricted Gift	0	2,000	(2,000)
Total 884.400 · Music Focus	0	2,000	(2,000)
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	334	1,500	(1,166)
884.916 · Aud Prg. Rst. Gifts Purple Rose	0	1,250	(1,250)
884.927 · Adult Prog Rest Gifts SRP	0	750	(750)
Total 884.910 · Adult Programming Restricted	334	3,500	(3,166)
884.920 · Youth Programming Restricted			
884.922 · Youth Prog Rest Gifts Genl	0	250	(250)
884.926 · Youth Prog Rest Gifts SRP	0	3,250	(3,250)
Total 884.920 · Youth Programming Restricted	0	3,500	(3,500)
884.990 · Technology Programs			
884.992 · Techology Prog Res Gifts	50	50	0

Chelsea District Library
Donation and Restricted
 January through March 2025

	<u>Jan - Mar 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Total 884.990 · Technology Programs	50	50	0
Total 884.000 · Programming	3,781	12,050	(8,269)
969.000 · CE, Staff Development & Travel			
969.600 · Staff Training, In-Service			
969.940 · Staff Apprec - Restricted	150	750	(600)
Total 969.600 · Staff Training, In-Service	150	750	(600)
Total 969.000 · CE, Staff Development & Travel	150	750	(600)
982.000 · Collection Expense			
982.920 · Youth Collection Restricted	20		
Total 982.000 · Collection Expense	20		
Total Expense	3,951	15,800	(11,849)
Net Ordinary Income	23,009	23,003	6
Net Income	23,009	23,003	6

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

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Accrual Basis

Ordinary Income/Expense	TOTAL															
	Jan 25	Feb 25	Mar 25	Apr 25	May 25	Jun 25	Jul 25	Aug 25	Sep 25	Oct 25	Nov 25	Dec 25	Budget	\$ Over Budget	% of Budget	
Income	980,681	954,732	353,888	9,036	0	0	0	0	0	0	0	0	2,298,337	2,388,201	(88,864)	96%
402.000 - District Revenue	0	0	86,822	0	0	0	0	0	0	0	0	0	86,822	92,000	(5,178)	94%
540.100 - State Aid	0	0	0	0	0	0	0	0	0	0	0	0	0	10,000	(10,000)	0%
574.100 - Penal Fines	0	508	404	0	0	0	0	0	0	0	0	0	912	4,000	(3,088)	23%
645.100 - Copiers & Printers	0	156	250	0	0	0	0	0	0	0	0	0	406	4,000	(3,594)	10%
657.100 - Non-Resident Fees	0	15	15	0	0	0	0	0	0	0	0	0	30	600	(570)	5%
657.200 - ILL Fees/Collection Agency Rec	84	82	69	0	0	0	0	0	0	0	0	0	235	800	30,874	3,969%
665.000 - Bank Interest	3,953	21,212	6,509	0	0	0	0	0	0	0	0	0	31,874	72,000	(40,126)	1%
665.100 - Investment Gains/Losses	(1,422)	1,829	362	0	0	0	0	0	0	0	0	0	769	15,000	(13,231)	25%
669.000 - Investment Value Change	1,250	0	2,500	0	0	0	0	0	0	0	0	0	3,750	11,250	(7,500)	70%
671.000 - Misc Income & Refunds	17,450	1,975	7,535	250	0	0	0	0	0	0	0	0	27,210	38,803	(11,593)	93%
674.000 - Revenue Contribution & Donation	1,001,996	980,509	458,354	9,286	0	0	0	0	0	0	0	0	2,450,145	2,625,404	(175,259)	93%
Total Income	1,001,996	980,509	458,354	9,286	0	0	0	0	0	0	0	0	2,450,145	2,625,404	(175,259)	93%
Expense	73,746	102,758	107,559	46,545	0	0	0	0	0	0	0	0	330,608	1,377,309	(1,046,701)	24%
701.000 - Personnel Svcs Control Acct	1,864	624	560	162	0	0	0	0	0	0	0	0	3,210	18,900	(15,690)	17%
727.000 - Supplies	0	65	0	0	0	0	0	0	0	0	0	0	65	900	(835)	7%
731.000 - Other Svc - Postage	0	344	1,129	0	0	0	0	0	0	0	0	0	1,473	3,000	(1,527)	49%
732.000 - Supplies-Maintenance	0	33	0	0	0	0	0	0	0	0	0	0	33	750	(717)	4%
768.000 - FUEL - DIESEL	2,122	3,451	3,041	207	0	0	0	0	0	0	0	0	8,821	116,612	(107,791)	8%
801.000 - Professional & Contractual Svcs	97	6	7	0	0	0	0	0	0	0	0	0	110	1,540	(1,430)	7%
802.000 - Admin-Fees & Misc Costs	9,536	8,774	8,020	22,692	0	0	0	0	0	0	0	0	49,022	186,860	(137,838)	26%
803.000 - Maintenance Service Contracts	2,503	(295)	2,153	2,062	0	0	0	0	0	0	0	0	6,423	46,420	(39,997)	14%
850.000 - Telecommunications	7,093	12,077	7,041	2,586	0	0	0	0	0	0	0	0	28,797	85,750	(56,953)	34%
880.000 - Promotional Materials	10,910	4,467	63,441	350	0	1,550	500	0	0	0	0	0	81,218	159,000	(77,782)	51%
884.000 - Programming	4	60	0	0	0	0	0	0	0	0	0	0	64	2,600	(2,536)	2%
885.000 - Volunteer	0	5,970	5,954	0	0	0	0	0	0	0	0	0	11,924	69,950	(58,026)	17%
920.000 - Utilities	87	182	221	0	0	0	0	0	0	0	0	0	490	3,500	(3,010)	14%
960.000 - Board & Director Expense	13,592	0	0	0	0	0	0	0	0	0	0	0	13,592	51,968	(38,376)	26%
965.000 - Automation Services	0	0	3,043	3,895	0	0	0	0	0	0	0	0	6,938	23,218	(16,280)	30%
966.000 - Insurance	245	9,646	1,493	2,015	0	0	0	0	0	0	0	0	13,399	64,453	(51,054)	21%
967.000 - Equipment	1,021	1,592	5,569	125	0	0	0	0	0	0	0	0	8,297	31,521	(23,224)	26%
969.000 - CE, Staff Development & Travel	76,308	18,817	38,204	0	0	0	0	0	0	0	0	0	133,129	264,503	(131,374)	50%
970.000 - Capital Expense	9,043	9,967	59,984	0	0	0	0	0	0	0	0	0	78,904	272,650	(193,746)	29%
982.000 - Collection Expense	3,653	0	0	0	0	0	0	0	0	0	0	0	3,653	0	3,653	0%
991.450 - DEBT PRINCIPAL - GASB96 SBITA	211,824	178,238	307,419	80,639	0	1,550	500	0	0	0	0	0	780,170	2,781,404	(2,001,234)	28%
Total Expense	790,172	802,271	150,935	(71,353)	0	(1,550)	(500)	0	0	0	0	0	1,669,975	(156,000)	1,825,975	0%
Net Ordinary Income	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
Other Income/Expense	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
995.001 - Trans to Capital Imprv	0	0	0	0	0	0	0	0	0	0	0	0	0	1	(1)	0%
995.002 - Trans to Cap Resv Fund	0	0	0	0	0	0	0	0	0	0	0	0	0	46,800	(46,800)	0%
Total Other Expense	0	0	0	0	0	0	0	0	0	0	0	0	0	(46,801)	46,801	0%
Net Other Income	0	0	0	0	0	0	0	0	0	0	0	0	0	(46,801)	46,801	0%
Net Income	790,172	802,271	150,935	(71,353)	0	(1,550)	(500)	0	0	0	0	0	1,669,975	(202,801)	1,872,776	0%

Chelsea District Library
Profit & Loss Prev Year Comparison
January through March 2025

	Jan - Mar 25	Jan - Mar 24	\$ Change	% Change
Ordinary Income/Expense				
Income				
402.000 · District Revenue 402	2,289,301.83	2,109,223.42	180,078.41	8.54%
540.100 · State Aid	86,821.82	55,832.25	30,989.57	55.51%
645.100 · Copiers & Printers	911.91	798.25	113.66	14.24%
657.100 · Non-Resident Fees 607.100	406.25	1,171.87	-765.62	-65.33%
657.200 · ILL Fees/Collection Agency Rec	30.00	147.00	-117.00	-79.59%
665.000 · Bank Interest 665.100	234.62	474.52	-239.90	-50.56%
665.100 · Investment Gains/Losses 666.100	31,673.95	5,387.74	26,286.21	487.89%
669.000 · Investment Value Change 665.500	768.68	-3,370.63	4,139.31	122.81%
671.000 · Misc Income & Refunds 606.000	3,750.00	3,750.00	0.00	0.0%
674.000 · Revenue Contribution & Donation	26,960.00	23,840.38	3,119.62	13.09%
675.000 · Private Grant Sources	0.00	232.05	-232.05	-100.0%
Total Income	2,440,859.06	2,197,486.85	243,372.21	11.08%
Gross Profit	2,440,859.06	2,197,486.85	243,372.21	11.08%
Expense				
701.000 · Personnel Svcs Control Acct 701	284,063.06	273,723.50	10,339.56	3.78%
727.000 · Supplies 727	3,048.69	2,533.99	514.70	20.31%
731.000 · Other Svc - Postage 727.700	65.49	63.72	1.77	2.78%
732.000 · Supplies-Maintenance 727.800	1,473.46	880.34	593.12	67.37%
758.000 · FUEL - DIESEL	33.34	0.00	33.34	100.0%
801.000 · Professional & Contractual Svcs	8,614.45	14,932.84	-6,318.39	-42.31%
802.000 · Admin-Fees & Misc Costs 801.300	111.02	158.91	-47.89	-30.14%
803.000 · Maintenance Service Contracts	26,330.73	31,447.94	-5,117.21	-16.27%
850.000 · Telecommunications	4,360.20	8,765.78	-4,405.58	-50.26%
880.000 · Promotional Materials	26,210.89	21,175.57	5,035.32	23.78%
884.000 · Programming	78,818.49	68,786.39	10,032.10	14.58%
885.000 · Volunteer	63.89	54.17	9.72	17.94%
920.000 · Utilities	11,923.56	11,928.99	-5.43	-0.05%
960.000 · Board & Director Expense	489.88	377.85	112.03	29.65%
965.000 · Automation Services	13,592.29	13,258.60	333.69	2.52%
966.000 · Insurance 801.200	3,043.00	2,939.00	104.00	3.54%
967.000 · Equipment	11,384.06	20,973.42	-9,589.36	-45.72%
969.000 · CE, Staff Development & Travel	8,171.94	5,341.80	2,830.14	52.98%
970.000 · Capital Expense 980.00	133,129.00	20,747.00	112,382.00	541.68%
982.000 · Collection Expense	78,904.08	49,045.08	29,859.00	60.88%
991.450 · DEBT PRINCIPAL - GASB96 SBITA	3,653.00	0.00	3,653.00	100.0%
Total Expense	697,484.52	547,134.89	150,349.63	27.48%
Net Ordinary Income	1,743,374.54	1,650,351.96	93,022.58	5.64%
Net Income	1,743,374.54	1,650,351.96	93,022.58	5.64%

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	\$3,134,308.75	\$0.00	\$6,508.93	\$362.08	\$0.00	\$3,141,179.76*
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	\$31,673.95	\$768.68	\$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

* This report was created before the March statement was available. The monthly average for all of 2024 was used as a stand-in to create the report. The report will be updated when March is available. With most of the extreme market fluctuations taking place in April, there should be little effect felt in March numbers. Also, given CDL is limited to investments largely not subject to stock market fluctuations, we expect little change from previous market trends.

7.0

CHELSEA DISTRICT LIBRARY

Fund Balances

March 31, 2025

General Fund

LOCAL BANKS BALANCES

	Beginning Balance	Net Change	Ending Balance
001.001 Checking Account/ Chelsea State Bank	\$325,091.46	-\$93,844.49	\$231,246.97
003.002 Paypal Account	\$150.00	\$50.00	\$200.00
Cash on Hand	<u>\$325,241.46</u>	<u>-\$93,794.49</u>	<u>\$231,446.97</u>

Ameriprise Account

017.003 MMF - Interest and earnings	\$2,967,566.56	\$6,871.01	\$2,974,437.57
017.003 MMF - Deposits and withdrawals		\$0.00	\$0.00
017.004 Fixed Income Fund	\$166,742.19	\$0.00	\$166,742.19
Investment Partners Total	<u>\$3,134,308.75</u>	<u>\$6,871.01</u>	<u>\$3,141,179.76</u>

Total General Fund

	<u>\$3,459,550.21</u>	<u>-\$86,923.48</u>	<u>\$3,372,626.73</u>
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* Report prepared prior to statement. Net change was estimated based on average month interest and earnings from 2024. This will be revised when Ameriprise statement is available.

DIRECTOR'S REPORT

Library Director's Report **Respectfully submitted for April 2025 board meeting**

Staff Announcements

Staff Work Anniversaries

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

- Head of Information Services Shannon Powers, nine years on April 18
- Library Assistant Beth Easterwood, 21 years on April 26

Both bring unique and wonderful gifts to the CDL community. Congratulations!

Executive Order on Diminishing the Institute of Museum and Library Services

Please see the infographic that follows this report for the impact of defunding IMLS on Michigan libraries in general and Congressional District 6 specifically.

Financial News

We received our Personal Property Tax reimbursement in the amount of \$78,173.68 and a State Aid payment of \$8,648.14 in March.

Exhibitions Coming to CDL

CDL proudly hosts high-quality, national touring exhibits in McKune every year. We seek out content that represents a diversity of media, subjects, and perspectives. Here is what we have on the docket through 2030.

Working America

September 1 – October 20, 2025

In this exhibit, artist Sam Comen presents American immigrants and first-generation Americans at work in the small, skilled trades as icons of the American experience. The subjects share stories of economic independence and struggle, belonging and exclusion, faith and fear, and service to both community and family.

A variety of themes are explored in the portraits and accompanying interviews, including the dignity of work, inequity among immigrant nationalities, the political relevance of labor migrants, the intergenerational legacies of inherited skills and the learning of new skills to adapt to the new land of opportunity, and the relationship between a nation's identity and the identities of the individuals who comprise that nation.

Backstage Hollywood: The Photographs of Bob Willoughby

September 1 – October 20, 2026

Venture backstage into the golden era of Hollywood in this exhibition that explores the photography of Bob Willoughby. Willoughby was the first outside photographer invited by studios to take photos on film sets. His career took off in 1954 when Warner Brothers asked him to photograph Judy Garland during the filming of *A Star Is Born*. His photos became instantly recognizable, featuring naturalistic images of actors and directors in intimate moments of vulnerability including Audrey Hepburn in *My Fair Lady*, Alfred Hitchcock on the set of *Marnie*, Mia Farrow in *Rosemary's Baby*, and Marilyn Monroe in *Let's Make Love*. The exhibition consists of 92 framed photographs by Bob Willoughby, object panels, and wall panels.

Shutter and Sound: The Jazz Photography of Bob Willoughby

September 1 – October 20, 2027

Shutter and Sound explores the compelling world of the 1950s California jazz scene. As he developed photos at night in his Los Angeles garage, Willoughby listened to jazz on the radio. If he heard a live broadcast from a nearby venue, he'd drop everything to go take photos. He photographed jazz greats such as Ella Fitzgerald, Louis Armstrong, Miles Davis, Dave Brubeck, and Frank Sinatra, to name just a few. His photographs continue to be avidly collected and are in museums around the world, including the Museum of Modern Art and the Tate Modern in London.

"Willoughby 'not only had a good eye, he had a keen ear, and seemed to know when to snap at an inspired moment'." – Dave Brubeck

Portraits of Dementia

September 1 - October 5, 2028

The typical narrative about dementia tends to focus on the clinical diagnosis or medical status of an individual, and is all too often depicted using fear, despair, and vulnerability. This narrow and incomplete view of dementia quickly becomes a powerful means to distance oneself from their humanity. *Portraits of Dementia* destigmatizes those living with dementia through moving portraits and stories of lives well lived.

Trained as a journalist, artist Joe Wallace has been a portrait photographer and storyteller for twenty years. Like many, Wallace has a deeply personal connection with dementia. His maternal grandfather and hero had Alzheimer's. His maternal grandmother had vascular dementia. And in recent years, his mother has begun her journey with the disease. Wallace was frustrated by the common, one-dimensional narrative of dementia—futility, despair, and loss. These are real and important elements of the dementia journey, but focusing only on the narrowest of views, very little is done to change the stigma of those living with the disease. Wallace feels strongly that to give the audience courage to act in ways large and small, you must show the whole story.

Wallace shows not only the fear, loss, and despair, but also the love, connection, dignity, and powerful humanity that always remain—in the subjects, in the care-partners, and in the families and communities.

Finding Alice: Artists Exploring Wonderland featuring Abelardo Morell

September 1 – October 20, 2029

Finding Alice features works from two photographic series by the acclaimed artist Abelardo Morell, as well as several versions of the book to examine how different artists have illustrated the classic story. Artists include Andrea D'Aquino (American b. 1979), Salvador Dalí (Spanish 1904–1989), Camille Rose Garcia (American b. 1970), Yayoi Kusama (Japanese b. 1929), Oleg Lipchenko (Ukrainian/Canadian b. 1957), Peter Newell (American 1862–1924), and Evgeny Alexandrovich Shukaev (Russian 1932–1988) among others.

The Legend of Kente

September 1 - October 20, 2030

Historically handwoven by the Asante and Ewe ethnic groups in present-day Ghana, kente cloth is heir to a long and rich historical and artisanal tradition. Kente is created using stripweave, an ancient textile technique, where narrow strips of handwoven cotton or silk are stitched together to form a whole finished cloth. The beauty of kente lies in the details. Each kente cloth has symbolism conveyed through contrasting colors, intricate patterns, and varying designs that have unique names and stories. *The Legend of Kente* explores kente as legend and global icon, including over 50 kente weavings, four dresses, an illustrative “making kente” video, and interpretive materials that explore the meanings, symbols, and stories depicted by the weavers.

Strategic Plan 2024-28 Progress in March 2025

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

- Received approval for Google ad grant
- Head of Marketing and Outreach wrote newsletter article highlighting successful partnership with Chelsea schools

Out and About: Meetings/Activities Attended March 2025

- Rotary meetings – March 4, 11 & 25
- Walk to School Wednesday – March 5, 12 & 19
- Chelsea Expo – March 8
- Friends board meeting – March 11
- “Service Animals in the Library” webinar – March 13
- Library of Michigan directors meeting via Zoom – March 14
- “What Libraries Should Know About the Earned Sick Time Act” webinar – March 18
- Chelsea Area Chamber Board meeting – March 20
- Local Chamber Collective – March 26
- Chelsea Rotary Board meeting – March 31



2024 Michigan Libraries Snapshot

Michigan Boasts 396 Public Libraries



77 Million

Items Borrowed (including books and ebooks)

97.44%

Libraries offer WiFi

737,032

Attendance at Early Literacy Programs by Michigan Children

30 Million

Library Visits

3.5 Million

Attendance at Library Events

Impactful Use of \$4.8 Million LSTA Federal Funds

Allotted by IMLS through the Grants to States Programs

Michigan eLibrary (MeL)-

\$3.4 Million LSTA/ \$1.4 Million State Funding

Administered by the Library of Michigan in partnership with Michigan's libraries of all types, the Michigan eLibrary will provide all Michigan residents with free access to online full-text articles, full-text books, digital images, and other valuable research information at any time via the Internet; and provide an easy-to-use interlibrary loan system (MeLCat) to allow Michigan residents to borrow books and other library materials for free from participating Michigan libraries.

1 Million
MeLCat Items Loaned in 2024

10 Million
MeLCat Items Loaned since 2015

19.2 Million
Trusted Articles and Journals Accessed

\$26.96
For every \$1 spent

\$384,715
Awarded to Libraries Directly

101,127
Internet Hotspots Borrowed



10.7 Million
WiFi connections at the Library

Your Congressional District 6



6.6 Million

Items Borrowed (including books and ebooks)



\$8,750

Awarded to Libraries Directly



214,707

Attendance at Library Events



97.14%

Libraries offering WiFi



38,442

Attendance at Early Literacy Programs



7,826

Internet Hotspots Borrowed

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

Facility update

- March's milder weather allowed lots of progress on the garage, with interior sheetrock/painting done, as well as exterior painting, and the garage door opener installation. Electrical was completed except for the light fixtures above both doors. If you pass by after dark, you will notice how nicely it is lit up on the south side. April will bring concrete work, hvac install, sprinklers and landscaping. Jess tells me we are still on track to finish by May 5th.
- HVAC- the vibration diagnostic assessment is complete and our JCI mechanic will meet with me in April to discuss the results and plan any maintenance that needs to be done. Aside from the assessment, we anticipated two capital maintenance projects this year- a hot water pump and a condenser fan motor and both are in the budget. Both continue to work at this time so should there be a more pressing need that arises due to the vibration testing, we can possibly move the budgeted funds to the more pressing issue.

Meetings and HR issues

We had very positive feedback from February's annual Inservice meeting, with the DISC training coming out as the clear winner. Many staff appreciated the session on Library finances also.

We started using the new Heartland Time and Attendance module on March 2nd and were disappointed when we were not able to process our first payroll on March 17th. We do a few things differently than other PTO systems and Heartland had to create unique policies for us, specifically having to do with both librarian and assistant subs. We also had to rethink our timesheet choice for the librarian subs as the first one was causing confusion. At this point, we have two minor issues that are unresolved but Chris was able to transfer our timesheets into the payroll side and process the payroll successfully for our second March payroll. The staff was very patient as we worked through these frustrating issues and I very much appreciated their support!

2026 Budget- the working document is ready and staff will start gathering their budget numbers in April. We spend our weekly management meetings in May discussing and refining our numbers in preparation to meet with the finance committee in June.

Volunteers

I did not have complete volunteer statistics as I wrote this so will include March and April in next month's report.

Respectfully submitted, Linda Ballard, Assistant Director

March Major Programs

- Authors in Chelsea
 - Our annual Authors in Chelsea event was a success with a healthy attendance of 146 parents and students at our public event. We received wonderful compliments from attendees.
 - The classroom visits were impactful: teachers at Beach Middle School so enjoyed Jennifer Nielsen that they have added Authors in Chelsea to one of their units of study for next year, meaning that not only will students read the books, they will actually be a part of the curriculum, teaching students about writing techniques and how authors create.
- Midwest Literary Walk
 - March begins preparation in earnest for the Midwest Literary Walk. Final honorariums were sent, A/V requests solicited, and event schedules finalized with our venue staff.
- Pathways to Renewal Workshop
 - The final workshops, done in partnership with the Timbertown Reimagined Project, wrapped up in March. The tile creation programs were well attended and went smoothly.

March Meetings, Presentations, and Outreach

- I met with Lori, Virginia, and Mike Ramsdell to discuss complementary programming for the upcoming Working America Exhibit.
- As a Chamber Ambassador, I attended the CACC Annual Meeting at Revel Run where the Business Leadership Awards were presented. I also attended the Chamber Collective, which combines Chambers from surrounding towns to encourage partnerships between towns.
- I presented to the Chelsea District Library Board of Trustees on public library history and values.
- I presented to the Kiwanis Club of Chelsea on the impact of summer reading, future library programs at CDL, and library trends.
- I met with Gary Munce to prep for the Midwest Literary Walk and review the impacts of the IMLS funding cuts on CDL and mel.org operations.
- I met with our Communico rep to discuss improvements to the system and the addition of new study rooms.
- I met with a representative from The Lavin Agency, an author representative firm similar in nature to Authors Unbound and Stephen Barclay Agency. The rep offered several author options that we are pursuing for Lit Walk 2026.

Other Highlights:

- Sub librarians and I gathered to review the new Heartland timesheet and scheduling software, as well as touch base on library procedure updates.
- The study booths arrived and were installed. I activated new rooms in Communico, allowing the booths to be reserved similar to our study rooms. So far, the booths have proven popular with many of our patrons. They were especially useful during a period of 2-3 days when there were power outages across our service area.

Program Attendance

Date	Name	In-Person	Live Virtual	Recorded Virtual	Kits
	Adult Program Attendance				
3/1/2025	Purple Rose Reading		99		
3/4/2025	Air Fryer Cooking Demo	32			
3/5/2025	Reading Glasses Book Club	9			
3/12/2025	Books & Banter	10			
3/20/2025	Investing with ValueLine	5			
3/25/2025	Demon in the Gale	28			
		84	99		
	<i>Adult Program Totals</i>	183			
	Early Literacy Program Attendance				
3/4/2025	Babytime	23			
3/5/2025	Preschool Storytime	7			
3/6/2025	Toddler time	22			
3/11/2025	Babytime	23			
3/12/2025	Preschool Storytime	0			
3/13/2025	Toddler time	28			
3/18/2025	Babytime	26			
3/19/2025	Preschool Storytime	8			
3/20/2025	Toddler time	28			
	<i>Early Literacy Program Totals</i>	165			
	Youth Program Attendance				
3/1/2025	Welcome, Spring! Singalong	27			
3/3/2025	Lego Club	30			

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

3/4/2025	Tween Book Club	11			
3/11/2025	AIC classroom visits North	154			
3/11/2025	AIC classroom visits South	235			
3/11/2025	AIC Evening with the Authors	146			
3/11/2025	Chess with Chase	16			
3/12/2025	AIC classroom visits North	138			
3/12/2025	AIC classroom visits South	235			
3/16/2025	Family Yoga	9			
3/18/2025	Chess with Chase	15			
3/21/2025	READ to Library Dogs	9			
3/22/2025	Pathway to Renewal pennant workshop	1			
3/25/2025	Chess with Chase	16			
3/29/2025	Pathway to Renewal Workshops (fused glass and pennants)	15			
3/31/2025	Little Detectives with Chelsea Theatre Guild	6			
	<i>Youth Program Totals</i>	1063			
	Teen Program Attendance				
3/7/2025	PWNED Teen Gaming Club	5			
3/11/2025	Authors in Chelsea 6th Grade Visit	120			
3/12/2025	Authors in Chelsea 6th Grade Visit	120			
3/20/2025	Teen Writing Workshop	7			
	<i>Teen Program Totals</i>	252			
	Outreach Program Attendance				
3/6/2025	Outreach @ Glazier (adult)	11			
3/10/2025	Storytime @ ECC (youth)	24			
3/12/2025	CSD After Care (youth, Mobee)	28			
3/18/2025	Storytime @ ECC (youth)	10			
3/20/2025	Pines Book Club (adult)	8			
3/27/2025	Storytime @ Mudpies (youth)	26			
3/27/2025	Storytime @ ECC (youth)	21			
	<i>Outreach Program Totals</i>	128			

Walk to School Wednesdays				
3/5/2025	Walk to School Wednesdays	10		
3/12/2025	Walk to School Wednesdays	16		
3/19/2025	Walk to School Wednesdays	11		
	<i>WTSW Totals</i>	37		
Mobee Visit Program Attendance				
3/4/2025	Pines (outreach, adult)	6		
3/7/2025	St. Louis Center VR & Storytime	7		
3/9/2025	Revel Run (outreach, all ages)	85		
3/10/2025	Dancey House (UMRC) (outreach, adult)	6		
3/12/2025	Sylvan Crossing (outreach, adult)	8		
3/24/2025	Silver Maples (outreach, adult)	6		
	<i>Mobee Totals</i>	118		

Ingenuity Engine

The most used equipment in the Ingenuity Engine this month was the Laser Cutter/Engraver and the 3D printer. Each was used 7 times this month.

Program Stats

Date	Program	Attendance
3/13/2025	Thursday Evenings in the Engine	0
3/15/2025	Be Ingenious: Crafty Projects	4
3/18/2025	Be Ingenious: Crafty Projects	13
3/27/2025	Thursday Evenings in the Engine	4

One-One Appointment Stats

Number of attendees at appointments &	40
---------------------------------------	----

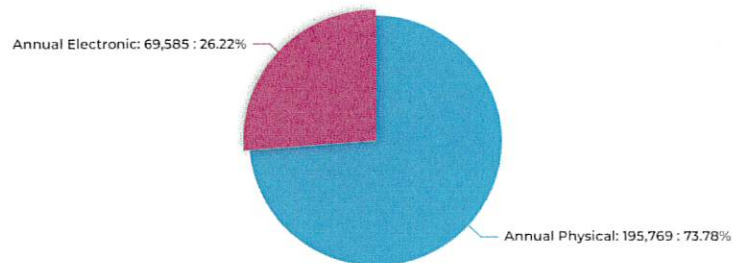
tours	
Number of Unique Users	11

Reference, Collections, Deliveries, and Other

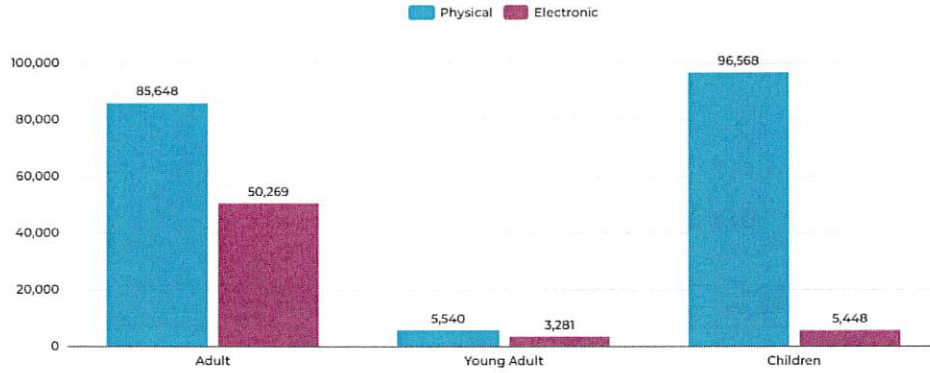
Services	March 25
Reference Questions	1801
CDL Delivers & Deposit Book Deliveries	20

Library IQ

In the last few months, digital circulation has increased while physical circulation has decreased. The percentage of checkouts of CDL owned items that are digital increased by 2% from December, moving from just over 24% to over 26%



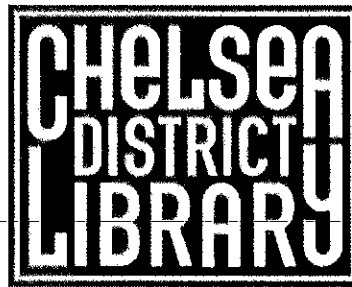
12 Month Physical vs Electronic Circulation by Age



This increase appears to be largely with adult and teen materials. Adult checkouts totaled at 135,917 for the last 12 months. Nearly 37% of those checkouts were digital materials. Teen materials showed a similar trend, totaling at 8,821, with over 37% of those checkouts consisting of digital materials. By contrast, checkouts of children's materials totaled at 102,016, with only 5% consisting of digital materials.

Technology Department

MARCH 2025



ENGAGE. INSPIRE. EQUIP.

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, 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>

* * *

Credit card skimmers turn up in all the wrong places. Get an up-close look so you can spot potential problems. Skimmer devices steal credit card data and are becoming increasingly difficult to detect. This video shows that almost every type of publicly accessible card reader is vulnerable.

Scott Rakestraw
March 3 at 11:55AM
Always interesting to see how "the major" works.
- Card skimmers up close and personal -

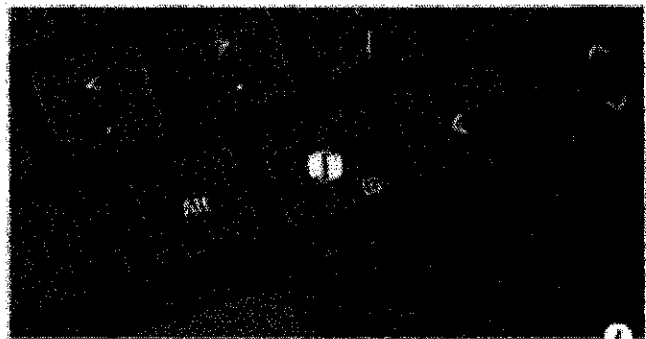


* * *

Windows 11 Update glitch: Co-Pilot removed, then returns.

Scott Rakestraw
March 3 at 11:55AM

Microsoft reports Windows 11 Updates that remove Copilot are a 'bug' and not a 'feature'.



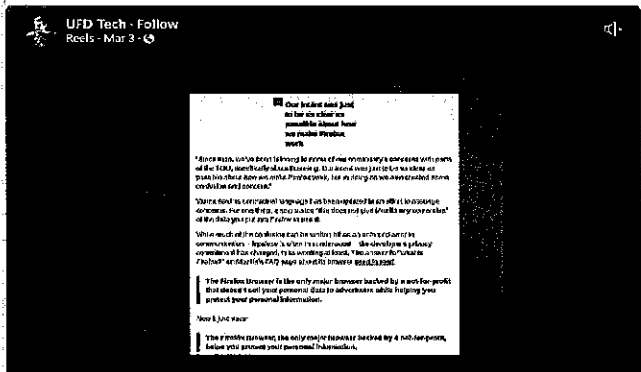
ASSTG/pjwca.0004
Windows 11 updates are accidentally getting rid of Copilot, at least for now. Copilot can be reinstalled from the Microsoft Store if it's something you want.

* * *

Firefox flips the script in their privacy policy. Announces new terms with a "non-exclusive, royalty free, worldwide license" to do whatever they want with browsing data.

Scott Rakestraw
March 3 · 🌐

Still looking into this but, if you're using Firefox and expecting greater privacy, it may be time to reconsider this choice.



THE “SUBVERSIVES”

MARCH 2025



They speak of radical ideas like privacy, literacy and inclusiveness. They live and work in our community and very often, they

are activists, advocates and yes, some might even say subversive.

Today's library employees teach seniors to navigate tablets, guide job seekers through career transitions, and nurture creative expression through community arts and STEM programs.

In a world drowning in data and starving for truth, public libraries serve as a sort of guardian protecting core American values. They fight for privacy and against bad source material, deep-fake videos and 'fake news'.

Far from simple bookkeepers, librarians are digital revolutionaries—bridging our past and future with a mission more critical than ever before. More than fighting falsehoods, professional librarians strengthen our democracy through literacy campaigns, voter registration drives and by simply creating neutral spaces for conversation in an increasingly polarized America.

The library of tomorrow isn't merely a building—it's one of the last places where you can simply sit, browse and belong. You can visit with friends and neighbors, hear and share stories and nobody ever expects (or demands) payment or a tip.

As our libraries evolve, so does the toolkit- AI for personalized learning: high speed data, wi-fi and many other immersive technologies that bring history to life. As a technologist working in public libraries, I've been able to see these transformations firsthand over the years.

While Silicon Valley tech overlords continue to treat our private data as a saleable commodity, public libraries consider patron confidentiality to be sacred. Library staff embed this core value in all of our services to make sure the technology we use provides accessibility rather than data extraction.

What makes public libraries remarkable isn't superhuman ability, but rather their unwavering commitment despite budget constraints and digital overwhelm.

Looking ahead, we aren't just preserving knowledge, we're working for a future where truth remains accessible, innovation becomes inclusive, and communities stay connected.

Supporting your local library, particularly now, means defending freedom, opportunity, and equal access for all.

What's your library story?

Has a library or librarian influenced your life or career?

Tell us: <https://www.facebook.com/ChelseaDistrictLibrary>

[#Privacy](#) [#LibrariansAsLeaders](#) [#DigitalLiteracy](#) [#TechForGood](#) [#IMLS](#) [#Libraries](#) [#Archives](#) [#Michigan](#) [#ForOurLibraries](#)

by the Numbers

DATA SERVICES		JAN	FEB	MAR
3525	Hotspots: Total GB Used - Township Halls	1086.7	1155.2	1283.1
12.8	-- Lima Township (GB)	3.9	4.2	4.7
114.2	-- Sylvan Township (GB)	39.5	37.9	36.8
3398	-- Mobile Beacon (GB)	1043.3	1113.1	1241.6
37	Hotspot Devices Circulated	11	14	12
1260	Public Internet - Computer Sessions	422	347	491
1318	Public Internet - Wireless Logins	467	418	433
ONLINE SERVICES		JAN	FEB	MAR
38200	Website Page Views * Switch to WebLinkx	12400	11800	14000
11800	Website Sessions * Switch to WebLinkx	3500	4600	3700
9040	AUDIO Downloads Total	3183	2691	3166
6053	-- Audio: Overdrive	2183	1776	2094
2987	-- Audio: Hoopla	1000	915	1072
1293	VIDEO Downloads Total	421	436	436
896	-- Video: Kanopy	292	293	311
397	-- Video: Hoopla	129	143	125
9573	EBook Downloads Total	5110	2150	2313
8801	-- Ebook: Overdrive	4851	1910	2040
772	-- Ebook: Hoopla	259	240	273
19906	TOTAL Downloads	8714	5277	5915

Head of Marketing & Outreach Monthly Board Report
(March 1–31, 2025): Respectfully submitted by Virginia Krueger

Outreach Overview:



We hosted **Authors in Chelsea** in March to celebrate National Literacy Month. This is one of our biggest school outreach efforts each year. Three nationally recognized authors visited with students at North Creek, South Meadows, and Beach Middle School and convened for an evening event that was open to the public. Over the two days we interacted with over 1,100 community members/students. Some of the reviews included:

“The speakers were engaging and great with the kids. Thanks for putting this together!”

“We really loved being able to hear from some of our favorite authors. Thank you!”

“It was very inspiring!”

“I am so excited to meet my fav author!!!”

“Such a fantastic event! All of the authors were a joy to listen to.”

March Outreach efforts included:

Outreach Partner	Attendance
Pines	6
St. Louis Center Read Aloud & VR	7
Revel Run	85
Dancey House (UMRC)	6 + a friendly little dog
CSD After Care	28
Sylvan Crossing	8
Storytime @ ECC	24
walk to school Wednesday	16
Storytime @ ECC	10
Walk to School Wednesdays	11
Silver Maples	5
Kiwanis presentation for SRP	16
Storytime @ Mudpies	26
Storytime @ ECC	21

(Items in Grey are Mobile CDL stops)

Chelsea Senior Center Outreach

In March, Everett spent about 45 hours in technology support at the Chelsea Senior Center to help members on Tech Wednesdays, set up PCs, configure Wi-Fi service, and support setup for the Expo.

Outreach Highlight

In March, Everett helped the Chelsea Senior Center facilitate their annual Expo. This involved expanding the number of guest users who could access the Wi-Fi. The event was well attended and technology demands of the guests and vendors were all successfully accommodated.

Marketing Overview:

Marketing Assistant Katie has taken the lead in reviewing and editing the LCD slides created for program promotion. These slides are created by both librarian and marketing staff members.

They are used on the monitors inside the library and on Mobee. Additionally, the Chelsea Update publishes the slides at no cost to the library and they are featured on the homepage, adult, and youth landing pages of the website

March eNews Metrics:

We sent four weekly e-newsletters (4,060 subscribers) and three Midwest Literary Walk e-newsletter (604 subscribers). The weekly eNews averaged a 58% open rate and the Lit Walk eNews averaged 59%. These open rates compare favorably to an average open rate of 43% across nonprofit industries.

Social Media:

March Social Media Metrics:

Our March social media engagement was up. This was helped by paid advertising campaigns for Authors in Chelsea and Midwest Literary Walk. The Authors in Chelsea advertising on Meta resulted in reaching 3,479 users with 6,660 impressions (number of times the ad was on a screen).

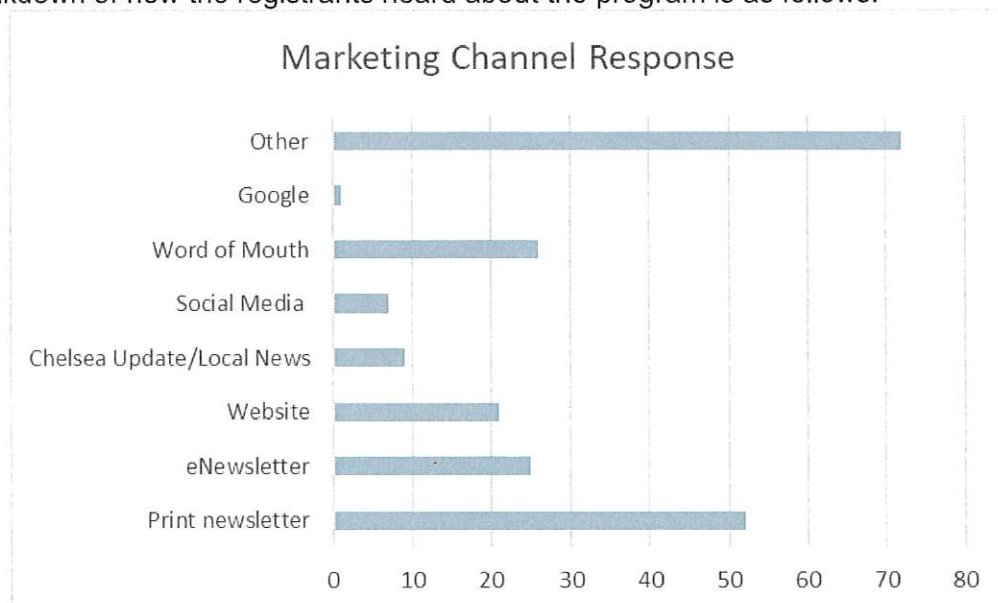


CDL Facebook: 3,740 followers (+20) | 1,300 page visits ↑ | 15,400 page reach ↑ | 8.4% engagement rate

CDL Instagram: Followers: 1,095 (+24) | 59 profile visits ↑ | 1,400 page reach ↑ | 4.2% engagement rate

March Marketing Channel Response:

In March we had 213 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:

- Photographed YSG award winner
- Coordinated photography for Authors in Chelsea classroom visits and evening event
- Coordinated with Lori and Shannon to help plan the Working Chelsea project
- Participated in Walk to School Wednesdays
- Staffed Revel Run family event with Jeanne
- Staffed the March Mobee stops at CRC Dancey House, Sylvan Crossing, and Aftercare at Piere Lake Elementary
- Coordinated with Michigan Farm Bureau for their annual Agriculture Week display
- Drafted new webpages for Friends of CDL
- Coordinated and distributed printed promotional pieces for Midwest Literary Walk
- Arranged for installation of Midwest Literary Walk avenue banners
- Designed and scheduled print advertising for Midwest Literary Walk
- Designed and scheduled website/LCD promotion for Midwest Literary Walk
- Submitted Jim Abbott promotional materials for ALA PR Xchange awards
- Reviewed, edited, and formatted all summer newsletter submissions

Circulation Supervisor's Report March 2025

- Circulation – 22850 In March

- Patron Count- 10631 for March
- Circulation by township- for March:
 - Dexter = 10% of total transactions
 - Lima = 11% of transactions
 - Lyndon = 12% of transactions
 - Sylvan = 16% of transactions
 - Chelsea = 35% of transactions
- March Circulation: 85% were items from Chelsea and 15% were inter-loaned items.

Libby = 4926; Hoopla = 1385 Kanopy = 311
- Registrations for March – 101 new cards; 7120 total card holders
*Dexter = 897 cards; Lima = 772 cards; Lyndon = 973 cards
*Sylvan = 1333 cards; Chelsea = 2598 cards; Nonresident = 547 cards
- Self-Check Machine: March 1090 or 5% of total checkouts

March Notes:

- I attended weekly management meetings.
- I worked my PIC shifts each week.
- I participated in WTSW most weeks.
- We received 152 tubs from TLN in March, with 7 being the daily average.
- We processed 57 MeLCat items for other libraries, and received 67 items for our patrons.
- We had 1525 unique patrons use the library.
- I attended the TLN Circulation meeting online.
- I attended the Library Board meeting.
- I spent a large amount of time working on the transition from google to Heartland.
- Kim & Brandy celebrated their first anniversary here at CDL. I prepared reviews for both.
- I participated in an online book club with members of my Leadership Academy cohort. We read & discussed Supercommunicators by Charles Duhigg.
- I prepared an agenda & held a meeting for the assistants
- I prepared an agenda & held a meeting for the aides.

Respectfully submitted,
Amy Zoran
Head of Circulation

ACTION ITEMS

Action Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

April 17, 2025, Board Packet

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

Accept March donations and changes to the 2025 FY Budget.

		<u>Income Line</u>	<u>-</u>	<u>Expense Line</u>
Tim & Patti Sweeny	Non-Designated (Memory of Jane Wood)	674.120	884.801	\$50.00
Casey & Mark Bain	Non-Designated (Memory of Jane Wood)	674.100	982.910	\$50.00
Mitch & Sheila Cumberworth	Non-Designated	674.120	884.801	\$250.00
Friends of CDL	Sculpture Memorial	674.140	975.100	\$575.00
James & Anne Merkel	Non-Designated (Memory of Rose McKenzie)	674.120	884.413	\$100.00
Brenda Hoelzer Warman	Non-Designated (Memory of Jane Wood)	674.120	884.413	\$20.00
Debbie Coles	Non-Designated (Memory of Jane Wood)	674.120	884.413	\$20.00
Helen Barreis	Non-Designated (Memory of Jane Wood)	674.120	884.413	\$20.00
Ruth Ann Musbach	Non-Designated (Memory of Jane Wood)	674.120	884.413	\$25.00
Lacey & Mary Lou O'Quirk	Non-Designated (Memory of Jane Wood)	674.120	884.413	\$40.00
Bob & Dee Koengeter	Non-Designated (Memory of Jane Wood)	674.120	884.413	\$50.00
Laurie Williams	Non-Designated (Memory of Jane Wood)	674.120	884.413	\$20.00
Doug & Cheryl Pagliarini	Non-Designated (Memory of Jane Wood)	674.120	884.413	\$40.00
William & Barbara Jordan	Non-Designated (Memory of Jane Wood)	674.120	884.413	\$25.00

Sub Total: \$1,285.00

Acknowledge the donations below that are already in the budget.

Friends of CDL	Purple Rose Readings	674.110	884.916	\$1,250.00
Friends of CDL	Staff Appreciation	674.150	969.940	\$750.00
Friends of CDL	Exhibits	674.113	884.980	\$2,000.00
Friends of CDL	Authors in Chelsea	674.111	884.922	\$2,000.00
Kiwanis Club of Chelsea	Summer Reading	674.111	884.926	\$250.00

Sub Total: \$6,250.00

Total General Donations: \$7,535.00

Acknowledge the donations below toward the CDL Endowment.

Janice L. Carr, Board Secretary

Date

DISCUSSION ITEMS

Discussion Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet April 17, 2025 Board Meeting

Board Retreat

Discussion:

In February and March, 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 March that this discussion would continue in April.

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

