Chelsea District Library
Board of Trustees

Agenda and Information Packet

CHELSEA DISTRICT LIBRARY

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

May 20, 2025
6:45 pm

McKune Room at the Chelsea District Library

CHELSEA DISTRICT LIBRARY BOARD OF TRUSTEES
Tuesday, May 20, 2025—6:45 p.m.
McKune Room

AGENDA

6:45 Board Meeting
Welcome and Call to Order
Consent Agenda Approval
- Meeting Minutes
- Operational Checks
- Finance Reports

Agenda Review, Additions, and Approval

6:55 Presentation: How to Respond to Certain Hot Topics by Virginia and Katie

7:15 Director's, Strategic Plan, and Friends Reports

7:25 Public Comment

7:30 Action Items
1. Donations
2. Audit Approval
3. Board Retreat

7:40 Discussion Items

7:45 Reports
Policy Committee
Finance Committee
Personnel Committee
Nominating Committee
Community Outreach Committee

7:50 Communications

7:55 Adjournment

Public Participation

Meetings held by the Chelsea District Library are for the purpose of conducting library business. A Chelsea District Library meeting is not a "public meeting." It is a "meeting held in public." The difference between these two types of meetings is that a public meeting is usually designed for the free flow of information among all in attendance, whereas a meeting held in public is for observation and "Public Input" at specific times on the agenda.

Public Participation at Open Meetings

Meetings held by the Chelsea District Library are for the purpose of conducting library business. Public input is allowed during set times of these meetings and for specific amounts of time.

There are two ways to participate in a Board meeting:

- You may contact the Board President or Library Director at least five days in advance of the Board meeting to ask to be placed on the agenda. The Board President or Library Director shall use their discretion in accepting these requests. The Board decides what agenda items are to be discussed when they formally adopt the agenda at the start of their meeting. Once approved, you will be allowed to make your presentation to the board.
- Without prior arrangement, you may address the Board during the agenda item listed as "Public Comment."
    - Individuals who are addressing the Board at a Board meeting must state their name, where they live, and the name of the organization or group they are representing, if that is the case.
    - Multiple speakers on the same topic are encouraged to designate a single spokesperson to represent their group.
    - In order to establish responsible limitations to ensure that all individuals who desire to speak can do so in a timely manner, a time limit is imposed on each speaker, not to exceed three minutes. At the discretion of the President of the Board, a shorter time limit may be imposed in order to facilitate the participation of all those who wish to speak.
    - No member of the public may comment a second time until all those who wish to speak have been heard once.
- Signs, posters, banners, flags, and other forms of non-verbal expression must not disrupt or otherwise interfere with conducting Board business.

Board members may question speakers, but the Board will not enter into debate or conversation during the "Public Comment" portion of the meeting. In general, issues raised during public comment are referred to the Director for investigation, study and recommendation, designation as a future agenda item, or answered through written communication.

Revised July 16, 2024

Chelsea District Library Board of Trustees
Minutes of Regular Meeting

Thursday, April 17, 2025 6:45 p.m.
Meeting Location: McKune Room

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

Trustees Absent: None

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

Guests: Alan Panter (from Yeo & Yeo)

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

Consent Agenda
MOTION made by B. Swistock, SECONDED by A. Fox to approve the Consent Agenda with the March minutes and financials. Discussion: None

All Ayes: 7-0

Agenda Review, Additions, and Approval
MOTION made by J. Carr, SECONDED by B. Swistock to approve the agenda, as presented. Discussion: None

All Ayes: 7-0

Presentation: Yeo & Yeo 2024 Audit, Presented by Alan Panter

- Alan walked the Board through the opinion
  - Unmodified/very clean audit
  - Very positive reflection on the library
- Went over Balance Sheet and Expenditures and Changes in Fund Balance
- Governance Letter, addressed to management and the Board of Trustees

Presentation: Library Technology Plan 2024-2029, Presented by Scott Rakestraw

- Went over accomplishments, planned upgrades, and looked ahead to future challenges (AI)
- Took questions from the Board

Director's Report Update:

L. Coryell update:

- Spoke about the 100 Women Who Care grant, which the library has been encouraged to apply for
- Linda delivered a garage update
- Mobee will be at the Earth Day Celebration next Tuesday
- Midwest Lit Walk went fabulously
- Some library staff, including Lori, took place in the Serendipity book brigade, which is attracting national attention

Friends Report Update:

- Up to 84 paying members
- Currently collecting jewelry and purses for the June sale
- Will be giving away books at the Detroit Book Fair
- Staff Appreciation Luncheon was another sparkling success
- Another incredible Book Sale, perhaps due to the massive Midwest Lit Walk numbers

Public Comment: None

Action Item #1: Donations

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

All Ayes 7-0

Discussion Item #1: Board Retreat

The Board Retreat will take place June 17 in the bookmobile garage. The morning will start at 8:30 with a breakfast and the regularly scheduled June Board Meeting will follow, after which the Retreat will commence. The Retreat will focus on the questions Gary has presented to the Board in February and March, as well as a review of the bylaws. Jan, Bob, and Aditi will review the bylaws ahead of time and then pass their recommendations to the Policy Committee, before the entire Board reviews them at the Retreat.

Committee Reports

Policy Committee – Jan wants to start having regularly scheduled Policy meetings.

Finance Committee –

Personnel Committee –

Nominating Committee –

Community Outreach Committee – Gary wants the Board to be more active and visible in community events. Also, asked what the Board thought of getting youth input involved and maybe inviting community leaders to meetings to further culture relationships.

Communications:

- Virginia and Katie will present next month on how to respond to certain hot topics
- Patricia asked about maybe having some uniformity when sharing information with the city and townships

Adjournment:

MOTION made by W. Reinhardt, SECONDED by TJ Helfferich to adjourn the meeting at 8:21 pm.

All Ayes, 7-0

Janice L. Carr, Board Secretary

Date

FINANCE REPORTS

Chelsea District Library
Monthly Check Register
April 2025

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Check		04/30/2025		Service Charge	001.001 · CSB/Operations Checking		-7.40
				Service Charge	802.100 · Admin-Fees Bank 801.310	-7.40	7.40
TOTAL						-7.40	7.40
Bill Pmt -Check	ACH0320.04	04/02/2025	VAN PELT, SHELBY	VOID: MLW 2025 - SVP HONORARIUM - 04/19	001.001 · CSB/Operations Checking		0.00
TOTAL						0.00	0.00
Bill Pmt -Check	29331	04/02/2025	VAN PELT, SHELBY	MLW 2025 - SVP HONORARIUM - 04/19	001.001 · CSB/Operations Checking		-5,500.00
Bill	MLW25SVPSP	03/31/2025		MLW 2025 HONORARIUM - do not mail - please secure in safe	884.111 · Midwest Literary Walk	-5,500.00	5,500.00
TOTAL						-5,500.00	5,500.00
Bill Pmt -Check	29332	04/02/2025	5 Healthy Towns Foundation	AD - SPRING 2025	001.001 · CSB/Operations Checking		-400.00
Bill	1173	04/02/2025		AD - SPRING 2025	880.110 · Media Buy	-400.00	400.00
TOTAL						-400.00	400.00
Bill Pmt -Check	29333	04/02/2025	A Production Cleaning Company Inc.	16144 - CLEANING 03/16 - 29/25	001.001 · CSB/Operations Checking		-1,750.00
Bill	16144	04/01/2025		CLEANING 03/16 - 29/25	803.605 · Janitorial	-1,750.00	1,750.00
TOTAL						-1,750.00	1,750.00
Bill Pmt -Check	29334	04/02/2025	Alerus Financial	2025 - Entity code nos. 400298 / 110320 - pay period starti...	001.001 · CSB/Operations Checking		-5,717.59
Bill	25-6141	03/31/2025		03/16/25 - 03/29/25 - PAID 04/04/25 - PR ER 5% MATCH	231.002 · Payroll Lia/401A MtchER 257.005	-1,740.08	1,740.08
				03/16/25 - 03/29/25 - PAID 04/04/25 - PR EE PERSONAL CO...	702.300 · Per Svcs - Retirmt - EE 701.110	-2,939.31	2,939.31
				03/16/25 - 03/29/25 - PAID 04/04/25 - PR FLEX TO 457(b)	710.500 · Per Svcs - Fringe B ER 701.120	-1,038.20	1,038.20
TOTAL						-5,717.59	5,717.59
Bill Pmt -Check	29335	04/02/2025	Amazon Capital Services Inc		001.001 · CSB/Operations Checking		-3,311.09
Bill	111T-PLF3-HPNT	03/25/2025		HDMI EXTENSION CABLES	967.120 · Computers	-14.42	14.42
Bill	14PD-W4L9-6R9N	03/26/2025		SUMMER READING	884.226 · Summer Reading	-84.53	84.53
Bill	17KD-NLD4-94TW	03/26/2025		· Teen General Programs	884.272 · Teen General Programs	-24.58	27.98
				MAKERSPACE	967.500 · Makerspace Equipment	-105.28	119.87
Bill	1MXQ-RYNQ-73X4	03/31/2025		· Youth Print General	982.760 · Youth Print General	-220.26	220.26
Bill	1M1X-746T-6VNP	03/31/2025		· General Adult Programs	884.126 · General Adult Programs	-13.86	13.86
Bill	1T6Q-X9NM-6PRV	04/01/2025		TONE - REF STAFF + MKTG + TECH SVCS	803.103 · Small Printer Maintenance	-753.17	753.17
Bill	1P1K-6YWF-T49G	04/01/2025		POWER TOWER - REF DESKS	967.120 · Computers	-105.20	105.20
Bill	1PWC-GNYK-HJVJ	04/02/2025		UNINTERRUPTIBLE POWER SUPPLY	967.120 · Computers	-1,909.55	1,909.55
Bill	19Y6-1NCM-JL1L	03/31/2025		· Story Book Trail - was 884.250, changed 04/25 per SP	884.251 · Story Book Trail	-19.99	19.99
				· Story Book Trail	884.251 · Story Book Trail	-51.36	51.36
				· Youth Print General	982.760 · Youth Print General	-8.89	8.89
TOTAL						-3,311.09	3,329.08
Bill Pmt -Check	29336	04/02/2025	American Library Association Member...	2025 - ALA MEMBERSHIP 1016882	001.001 · CSB/Operations Checking		-125.00
Bill	1016882	04/01/2025		2025 - ALA MEMBERSHIP 1016882	969.311 · Assistant Director	-125.00	125.00
TOTAL						-125.00	125.00

Chelsea District Library
Monthly Check Register
April 2025

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill Pmt -Check	**29337**	**04/02/2025**	**AMERICAN UNITED LIFE INSURANCE ...**	**GROUP: G 00623836-0000-000 - APR 04/01/2025 -04/30/202...**	**001.001 · CSB/Operations Checking**		**-889.67**
Bill	20250401	04/01/2025		APR 04/01/2025 -04/30/2025	710.200 · Per Svcs-Fringe Flex Ben 701.30	-889.67	889.67
TOTAL						-889.67	889.67
Bill Pmt -Check	**29338**	**04/02/2025**	**Baker & Taylor - Auto Yours Cats**	**2038904275**	**001.001 · CSB/Operations Checking**		**-77.59**
Bill	2038904275	03/26/2025		2025 - Youth Print General	982.760 · Youth Print General	-77.59	87.45
TOTAL						-77.59	87.45
Bill Pmt -Check	**29339**	**04/02/2025**	**Baker & Taylor - Juvenile**	**2038905441**	**001.001 · CSB/Operations Checking**		**-180.75**
Bill	2038905441	03/26/2025		2025 · Youth Print General	982.760 · Youth Print General	-180.75	180.75
TOTAL						-180.75	180.75
Bill Pmt -Check	**29340**	**04/02/2025**	**Baker & Taylor - Unlabeled Juvenile**		**001.001 · CSB/Operations Checking**		**-356.43**
Bill	2038907654	03/26/2025		Youth Print General	982.760 · Youth Print General	-116.30	116.30
Bill	2038929698	03/26/2025		Youth Print General	982.760 · Youth Print General	-240.13	240.13
TOTAL						-356.43	356.43
Bill Pmt -Check	**29341**	**04/02/2025**	**Ballard, Kerry**	**2025 - BOOKKEEPING THROUGH 04/04/25**	**001.001 · CSB/Operations Checking**		**-807.69**
Bill	20250404	03/31/2025		2025 - BOOKKEEPING THROUGH 04/04/25	801.040 · Bookkeeper	-807.69	807.69
TOTAL						-807.69	807.69
Bill Pmt -Check	**29342**	**04/02/2025**	**Cintas Corporation-300**	**4224876163 ACCT# 14203324**	**001.001 · CSB/Operations Checking**		**-161.84**
Bill	4224876163	04/01/2025		RUGS	729.300 · Supplies-Cleaning Rugs 727.530	-139.87	139.87
				CLEANING SUPPLIES/SOAP	729.200 · Supplies-Cleaning Sup 727.520	-21.97	21.97
TOTAL						-161.84	161.84
Bill Pmt -Check	**29343**	**04/02/2025**	**Cintas Fire Protection**	**INV 0D26659049**	**001.001 · CSB/Operations Checking**		**-784.25**
Bill	0D26659049	04/01/2025		INSPECTIONS + ONE BATTERY + ONE EXTINGUISHER SE...	803.760 · Fire Ext/Emerg Lights	-784.25	784.25
TOTAL						-784.25	784.25
Bill Pmt -Check	**29344**	**04/02/2025**	**Citizens Insurance Co**	**COMMERCIAL AUTO POLICY - CUST 1505211317-001-002**	**001.001 · CSB/Operations Checking**		**-3,895.00**
Bill	AWH J380075	04/01/2025		COMMERCIAL AUTO POLICY - MOBILE CDL - BOOKMOBIL...	966.300 · Mobile CDL Ins-Auto	-3,895.00	3,895.00
TOTAL						-3,895.00	3,895.00
Bill Pmt -Check	**29345**	**04/02/2025**	**COMFORT, MARK**	**DUNGEON MASTER - FAMILY D&D 04/16, 04/23, 04/30, 05/...**	**001.001 · CSB/Operations Checking**		**-350.00**
Bill	25-3667-SC	04/01/2025		FAMILY D&D 04/16, 04/23, 04/30, 05/07, 05/14/2025	884.212 · General Youth Programs	-350.00	350.00
TOTAL						-350.00	350.00
Bill Pmt -Check	**29346**	**04/02/2025**	**COMMUNICO LLC**	**SOFTWARE AND SERVICE - ANNUAL FEES - SOFTWARE/...**	**001.001 · CSB/Operations Checking**		**-6,613.00**

Chelsea District Library
Monthly Check Register
April 2025

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill	COM12660	04/01/2025		ANNUAL FEES - RESERVE SOFTWARE - 5/10/25 - 05/09/26	803.395 · Website Hosting & Service	-2,645.00	2,645.00
				ANNUAL FEES - ATTEND SOFTWARE - 5/10/25 - 05/09/26	803.395 · Website Hosting & Service	-1,984.00	1,984.00
				ANNUAL FEES - COMMUNICO BASE - 5/10/25 - 05/09/26	803.395 · Website Hosting & Service	-1,984.00	1,984.00
TOTAL						-6,613.00	6,613.00
Bill Pmt -Check	29347	04/02/2025	Costco Anywhere Visa	ACCT ENDING 3253 02/19/25 - 03/18/2025 DUE 04/14/2025	001.001 · CSB/Operations Checking		-119.41
Bill	20250414	03/31/2025		LIMITED STAFFING DAY - LUNCH	969.620 · Staff In-Service & Appreciation	-119.41	119.41
TOTAL						-119.41	119.41
Bill Pmt -Check	29348	04/02/2025	DeMea, Karla	03/11,12,13,19, YTH PROGRAM PRESENTER	001.001 · CSB/Operations Checking		-250.00
Bill	25-3684-JZ	03/26/2025		1 @ $50, BABY TIME, 03/11/25	884.215 · Early Literacy	-50.00	50.00
				1 @ $50, TODDLER TIME, 03/13/25	884.215 · Early Literacy	-50.00	50.00
				2 @ $75, STORY TIME, 03/12, & 19/25	884.215 · Early Literacy	-150.00	150.00
TOTAL						-250.00	250.00
Bill Pmt -Check	29349	04/02/2025	Fatzer, Fred	Songfest Featured Performer 11/07/25	001.001 · CSB/Operations Checking		-2,800.00
Bill	SF25SP	03/26/2025		Songfest Featured Performer 11/07/25	884.411 · Songfest	-2,000.00	2,000.00
				Songfest Travel per contract	884.411 · Songfest	-800.00	800.00
TOTAL						-2,800.00	2,800.00
Bill Pmt -Check	29350	04/02/2025	First United Methodist Church	MLW - VENUE RENTAL	001.001 · CSB/Operations Checking		-250.00
Bill	25-3691-SP	03/31/2025		2025 MLW VENUE RENTAL	884.111 · Midwest Literary Walk	-250.00	250.00
TOTAL						-250.00	250.00
Bill Pmt -Check	29351	04/02/2025	FRAZIER, TIFFANY	2025 MIDWEST LIT WALK VENUE FEE - TOTAL PAYMENT ...	001.001 · CSB/Operations Checking		-590.00
Bill	25-3689-SP	03/31/2025		2025 MIDWEST LIT WALK VENUE FEE - VENUE 320 (MAIN ...	884.111 · Midwest Literary Walk	-590.00	590.00
TOTAL						-590.00	590.00
Bill Pmt -Check	29352	04/02/2025	Graphic Sciences, Inc.	INV 8941 - ACCT 0009251	001.001 · CSB/Operations Checking		-196.99
Bill	8941	03/25/2025		DIGITIZATION - SUN TIMES AND CHELSEA GUARDIAN (20...	982.640 · Chelsea Standard filming	-196.99	196.99
TOTAL						-196.99	196.99
Bill Pmt -Check	29353	04/02/2025	Ingram Library Services		001.001 · CSB/Operations Checking		-717.96
Bill	87019908	03/26/2025		- Adult Prog Rest Gifts MWest LW	884.911 · Adult Prog Rest Gifts MWest LW	-216.92	216.92
Bill	87038945	03/26/2025		- Youth Print General	982.760 · Youth Print General	-13.52	13.52
Bill	87060357	03/26/2025		- Adult Print General	982.720 · Adult Print General	-37.86	37.86
Bill	87060363	03/26/2025		- Adult Print General	982.720 · Adult Print General	-49.73	49.73
Bill	87060358	03/26/2025		- Adult Print General	982.720 · Adult Print General	-17.03	17.03
Bill	87060353	03/26/2025		- Adult Print General	982.720 · Adult Print General	-17.28	17.28
Bill	87060360	03/26/2025		- Adult Print General	982.720 · Adult Print General	-46.42	46.42
Bill	87060362	03/26/2025		- Adult Print General	982.720 · Adult Print General	-31.11	31.11
Bill	87060361	03/26/2025		- Adult Print General	982.720 · Adult Print General	-15.93	15.93
Bill	87060356	03/26/2025		- Adult Print General	982.720 · Adult Print General	-17.26	17.26
Bill	87060355	03/26/2025		- Adult Print General	982.720 · Adult Print General	-29.99	29.99
Bill	87060359	03/26/2025		- Adult Print General	982.720 · Adult Print General	-17.58	17.58
Bill	87060354	03/25/2025		- Adult Large Print	982.710 · Adult Large Print	-37.70	37.70

Chelsea District Library
Monthly Check Register
April 2025

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill	87083394	03/26/2025		· Multiple Book Copies	982.740 · Multiple Book Copies	-17.58	17.58
Bill	87083397	03/26/2025		· Adult Print General	982.720 · Adult Print General	-16.20	16.20
Bill	87083392	03/26/2025		· Multiple Book Copies	982.740 · Multiple Book Copies	-17.57	17.57
Bill	87083391	03/26/2025		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-16.75	16.75
Bill	87083393	03/26/2025		· Adult Print General	982.720 · Adult Print General	-16.50	16.50
Bill	87083396	03/26/2025		· Adult Print General	982.720 · Adult Print General	-19.95	19.95
Bill	87083395	03/26/2025		· Adult Print General	982.720 · Adult Print General	-16.50	16.50
Bill	87104212	03/26/2025		· SRP Supplies	884.127 · SRP Supplies	-48.58	48.58
TOTAL						-717.96	717.96
Bill Pmt -Check	**29354**	**04/02/2025**	**KERCHER, ANDREW**	**PRESENTER 03/25/25 - GREAT THUMB FIRE OF 1871**	**001.001 · CSB/Operations Checking**		-250.00
Bill	25-3683-CS	03/25/2025		PRESENTER 03/25/25 - GREAT THUMB FIRE OF 1871	884.119 · General Adult Events	-250.00	250.00
TOTAL						-250.00	250.00
Bill Pmt -Check	**29355**	**04/02/2025**	**LAW, CHRISTINE M.**	**LAW - FAMILY YOGA 03/16**	**001.001 · CSB/Operations Checking**		-100.00
Bill	25-3682-JZ	03/26/2025		LAW - FAMILY YOGA 03/16	884.212 · General Youth Programs	-100.00	100.00
TOTAL						-100.00	100.00
Bill Pmt -Check	**29356**	**04/02/2025**	**MC creative design & photography LLC**	**829 - SUMMER COVER PHOTOS**	**001.001 · CSB/Operations Checking**		-250.00
Bill	829	03/25/2025		2025 - SUMMER NEWSLETTER PHOTO OPTIONS	880.522 · Photography Services	-250.00	250.00
TOTAL						-250.00	250.00
Bill Pmt -Check	**29357**	**04/02/2025**	**Mid-America Arts Alliance**	**2029 - EXHIBIT DEPOSIT - FINDING ALICE - 09/01/ - 10/20/2...**	**001.001 · CSB/Operations Checking**		-1,737.50
Bill	BK-061984	03/26/2025		2029 - EXHIBIT DEPOSIT - FINDING ALICE - 09/01/ - 10/20/2...	123.002 · Prepaid Payments	-1,737.50	1,737.50
TOTAL						-1,737.50	1,737.50
Bill Pmt -Check	**29358**	**04/02/2025**	**Midwest Tape**		**001.001 · CSB/Operations Checking**		-1,092.93
Bill	506768916	03/25/2025		JAN ADULT FEATURE DVDs	982.460 · DVD Feature	-41.23	41.23
Bill	506769170	03/25/2025		FEB ADULT FEATURE DVDs	982.460 · DVD Feature	-114.68	114.68
Bill	506769173	03/25/2025		JAN/FEB NF DVDs	982.470 · DVD Non-Fiction	-59.97	59.97
Bill	506800853	03/25/2025		JAN/FEB NF DVDs	982.470 · DVD Non-Fiction	-119.93	119.93
Bill	506800856	03/25/2025		MAR FEATURE DVDs	982.460 · DVD Feature	-128.20	128.20
Bill	506834448	03/25/2025		FEB ADULT FEATURE DVDs	982.460 · DVD Feature	-25.48	25.48
Bill	506834449	03/25/2025		JAN/FEB NF DVDs	982.470 · DVD Non-Fiction	-131.18	131.18
Bill	506834582	03/25/2025		MAR FEATURE DVDs	982.460 · DVD Feature	-263.13	263.13
Bill	506872090	03/25/2025		JAN/FEB NF DVDs	982.470 · DVD Non-Fiction	-14.99	14.99
Bill	506872091	03/25/2025		MAR FEATURE DVDs	982.460 · DVD Feature	-95.20	95.20
Bill	506872092	03/26/2025		DEC/MAR MUSIC CDs	982.420 · Adult Music on CD	-9.74	9.74
Bill	506905854	03/26/2025		MAR MUSIC CDs	982.420 · Adult Music on CD	-25.48	25.48
Bill	506905853	03/31/2025		MAR FEATURE DVDs	982.460 · DVD Feature	-63.72	63.72
TOTAL						-1,092.93	1,092.93
Bill Pmt -Check	**29359**	**04/02/2025**	**Montange, Jeremy**	**2 YSG VOLUNTEER OF THE YEAR PLAQUE ENGRAVINGS**	**001.001 · CSB/Operations Checking**		-50.00
Bill	25-3686-SC	03/26/2025		2 YSG VOLUNTEER OF THE YEAR PLAQUE ENGRAVINGS	884.265 · YSG Recognition	-50.00	50.00
TOTAL						-50.00	50.00
Bill Pmt -Check	**29360**	**04/02/2025**	**Powers, Shannon H**		**001.001 · CSB/Operations Checking**		-397.31

Chelsea District Library
Monthly Check Register
April 2025

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill	25-3888-SP	03/31/2025		*REIMBURSEMENT - LIBRARY CARD WAS OVER LIMIT	884.921 · Youth Prog Rest Gifts Authors	-360.80	360.80
Bill	25-3926-SP	03/31/2025		*REIMBURSEMENT - LIBRARY CARD WAS OVER LIMIT	884.921 · Youth Prog Rest Gifts Authors	-36.51	36.51
TOTAL						-397.31	397.31
Bill Pmt -Check	29361	04/02/2025	RAMSDELL, MIKE	WORKING AMERICA EXHIBIT AND COMPLEMENTARY PR...	001.001 · CSB/Operations Checking		-2,500.00
Bill	25-3587-sp	03/31/2025		WORKING AMERICA EXHIBIT AND COMPLEMENTARY PR...	884.601 · Exhibits	-2,500.00	2,500.00
TOTAL						-2,500.00	2,500.00
Bill Pmt -Check	29362	04/02/2025	Rotary Club of Chelsea	ROTARY - 621492	001.001 · CSB/Operations Checking		-124.88
Bill	621492	03/26/2025		QUARTERLY STATEMENT	969.510 · Institutional Member Rotary	-124.88	124.88
TOTAL						-124.88	124.88
Bill Pmt -Check	29363	04/02/2025	Serendipity Books	129136 - EXTRA COPIES FOR LIT WALK DISPLAY SHELF	001.001 · CSB/Operations Checking		-116.98
Bill	129136	03/31/2025		EXTRA COPIES FOR LIT WALK DISPLAY SHELF - HAPPINE...	884.911 · Adult Prog Rest Gifts MWest LW	-32.40	32.40
				EXTRA COPIES FOR LIT WALK DISPLAY SHELF - LAFAYE...	884.911 · Adult Prog Rest Gifts MWest LW	-30.60	30.60
				EXTRA COPIES FOR LIT WALK DISPLAY SHELF - REMARK...	884.911 · Adult Prog Rest Gifts MWest LW	-53.98	53.98
TOTAL						-116.98	116.98
Bill Pmt -Check	29364	04/02/2025	T-MOBILE	2025 - ACCT 975550022 - STATEMENT DATED 03/21/2025 ...	001.001 · CSB/Operations Checking		-439.49
Bill	97555022-2025-03-21	04/01/2025		2025 - T-MOBILE WIFI HOTSPOTS - 02/21/25 - 03/20/25	850.311 · WiFi Hotspots	-384.77	384.77
				2025 - MOBEE CELL 2024 - 02/21/25 - 03/20/25	850.122 · Telecommunications -Mobile CDL	-54.72	54.72
TOTAL						-439.49	439.49
Bill Pmt -Check	29365	04/02/2025	The Library Network	2025 - INV 75672, ACCT NUMBER CHEL#216, 1ST QTR, L...	001.001 · CSB/Operations Checking		-1,140.71
Bill		04/01/2025		INV 75672, AT&T CIRCUIT + FIBER@15M - INTERNET 01/25...	850.310 · Internet	-1,140.71	1,404.14
TOTAL						-1,140.71	1,404.14
Bill Pmt -Check	29366	04/02/2025	The Sun Times		001.001 · CSB/Operations Checking		-584.85
Bill	3902-M	04/02/2025		MLW ADS 04/02 & 04/09	880.110 · Media Buy	-389.90	389.90
Bill	26167-R	04/02/2025		MLW ADS 03/12/25	880.110 · Media Buy-	-194.95	194.95
TOTAL						-584.85	584.85
Bill Pmt -Check	29367	04/02/2025	THE WOODHILL GROUP, LLC	2025 - 2024 AUDIT, FINAL REVIEW 2/17 & 28, AND IN-SER...	001.001 · CSB/Operations Checking		-1,237.50
Bill	2473	03/26/2025		2024 AUDIT, FINAL REVIEW 2/17 & 28	801.020 · Auditor	-900.00	900.00
				IN-SERVICE PRESENTATION 02/28	969.620 · Staff In-Service & Appreciation	-337.50	337.50
TOTAL						-1,237.50	1,237.50
Bill Pmt -Check	29368	04/02/2025	THEATRICA GLADIATORIA	MANGA-AFTERNOON AFTER HOURS - ANIMESHON YUU...	001.001 · CSB/Operations Checking		-375.00
Bill	25-3885-SC	03/26/2025		05/23 - A LOOK INTO COMBAT STORYTELLING IN ANIME/...	884.264 · Teen General Programs	-375.00	375.00
TOTAL						-375.00	375.00

Chelsea District Library
Monthly Check Register
April 2025

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill Pmt -Check	29369	04/02/2025	UNIVERSITY OFFICE TECHNOLOGIES...	539614167 - ACCT #1524667 - SITE 5597587 - 03/01 - 31/2025	001.001 · CSB/Operations Checking		-767.20
Bill	539614167	03/26/2025		PUBLIC COPIER 03/01 - 31/2025	803.101 · Public Copier	-241.82	241.82
				STAFF COPIER 03/01 - 31/2025	803.102 · Staff Copier	-437.18	437.18
				SMALL PRINTER MAINTENANCE 03/01 - 31/2025	803.103 · Small Printer Maintenance	-88.20	88.20
TOTAL						-767.20	767.20
Bill Pmt -Check	29370	04/02/2025	VAN PELT, SHELBY	MLW 2025 - TRAVEL -	001.001 · CSB/Operations Checking		-224.48
Bill	25-3690-SP	03/31/2025		MLW 2025 TRAVEL - PLEASE MAIL	884.111 · Midwest Literary Walk	-224.48	224.48
TOTAL						-224.48	224.48
Bill Pmt -Check	29371	04/02/2025	WILDESIGN, LLC.	927 MLW PRINT/SOCIAL MEDIA MATERIALS	001.001 · CSB/Operations Checking		-1,080.00
Bill	927	04/02/2025		MLW PRINT/SOCIAL MEDIA MATERIALS	880.521 · Graphic Design Services	-1,080.00	1,080.00
TOTAL						-1,080.00	1,080.00
Bill Pmt -Check	29372	04/02/2025	Mid-America Arts Alliance	2030 - EXHIBIT DEPOSIT - THE LEGEND OF KENTE - 09/01...	001.001 · CSB/Operations Checking		-1,875.00
Bill	BK-052024	03/26/2025		2030 - EXHIBIT DEPOSIT - THE LEGEND OF KENTE - 09/01 ...	123.002 · Prepaid Payments	-1,875.00	1,875.00
TOTAL						-1,875.00	1,875.00
Bill Pmt -Check	29373	04/16/2025	A Production Cleaning Company Inc.	16168 - CLEANING 03/30 - 04/12/25	001.001 · CSB/Operations Checking		-1,750.00
Bill	16168	04/15/2025		CLEANING 03/30 - 04/12/25	803.605 · Janitorial	-1,750.00	1,750.00
TOTAL						-1,750.00	1,750.00
Bill Pmt -Check	29374	04/16/2025	A T & T TELCO	INV 734433980402 - 03/25/2025 - ACCT 743 433-9804 520 ...	001.001 · CSB/Operations Checking		-223.84
Bill	734433980403	04/05/2025		TELCO - LAND LINES - 03/25/2025 - 04/24/2025	850.120 · Telephone	-218.25	218.25
				FEE	850.120 · Telephone	-5.59	5.59
TOTAL						-223.84	223.84
Bill Pmt -Check	29375	04/16/2025	ABSOPURE	ACCT 9423998 - INV 89695406	001.001 · CSB/Operations Checking		-38.40
Bill	89695406	04/15/2025		BOTTLED WATER	727.100 · Supplies - General Op 727.200	-38.40	38.40
TOTAL						-38.40	38.40
Bill Pmt -Check	29376	04/16/2025	Alerus Financial	2025 - Entity code nos. 400298 / 110320 - pay period starti...	001.001 · CSB/Operations Checking		-5,682.59
Bill	20250330	04/15/2025		03/30/25 - 04/12/25 - PAID 04/18/25 - PR ER 5% MATCH	231.002 · Payroll Lia/401A MichER 257.005	-1,740.08	1,740.08
				03/30/25 - 04/12/25 - PAID 04/18/25 - PR EE PERSONAL CO...	702.300 · Per Svcs - Retrmnt - EE 701.110	-2,904.31	2,904.31
				03/30/25 - 04/12/25 - PAID 04/18/25 - PR FLEX TO 457(b)	710.500 · Per Svcs - Fringe B ER 701.120	-1,038.20	1,038.20
TOTAL						-5,682.59	5,682.59
Bill Pmt -Check	29377	04/16/2025	Amazon Capital Services Inc		001.001 · CSB/Operations Checking		-399.74
Bill	1PTX-FQ9Y-7NK9	04/14/2025		PROGRAM SUPPLIES - CABLE, LED, BAUBLE	884.602 · Technology Programs - Supplies	-96.24	96.24
Bill	1RKT-7RFT-9CM1	04/14/2025		MLW	884.111 · Midwest Literary Walk	-231.96	231.96
				DRY ERASE MARKERS AND WIRELESS CHIMES (12.00 + 2...	884.126 · General Adult Programs	-37.88	37.88
				KEY RING BRACELETS	884.226 · Summer Reading	-10.68	10.68

Chelsea District Library
Monthly Check Register
April 2025

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill	1HW3-VV9X-F7GJ	04/14/2025		MARKETING SUPPLIES	880.320 · Misc Marketing Supplies	-22.98	22.98
TOTAL						-399.74	399.74
Bill Pmt -Check	29378	04/16/2025	American Library Association Member...	2025 - ALA MEMBERSHIP 2368726	001.001 · CSB/Operations Checking		-125.00
Bill	2368726	04/15/2025		2025 - ALA MEMBERSHIP 2368726	969.341 · PR & Dev Coordinator Member...	-125.00	125.00
TOTAL						-125.00	125.00
Bill Pmt -Check	29379	04/16/2025	Ann Arbor Observer	31863	001.001 · CSB/Operations Checking		-521.10
Bill	31863	04/05/2025		MLW ADVERTISING	880.110 · Media Buy	-521.10	521.10
TOTAL						-521.10	521.10
Bill Pmt -Check	29380	04/16/2025	Baker & Taylor - Adult	2038928675	001.001 · CSB/Operations Checking		-17.78
Bill	2038928675	04/14/2025		- Adult Print General	982.720 · Adult Print General	-17.78	17.78
TOTAL						-17.78	17.78
Bill Pmt -Check	29381	04/16/2025	Baker & Taylor - Auto Yours Cats		001.001 · CSB/Operations Checking		-225.58
Bill	2038920285	04/15/2025		- Youth Print General	982.760 · Youth Print General	-49.57	49.57
Bill	2038946021	04/15/2025		- Youth Print General	982.760 · Youth Print General	-176.01	176.01
TOTAL						-225.58	225.58
Bill Pmt -Check	29382	04/16/2025	Baker & Taylor - Juvenile		001.001 · CSB/Operations Checking		-699.37
Bill	2038923472	04/15/2025		2025 - Youth Print General	982.760 · Youth Print General	-44.11	44.11
Bill	2038931203	04/15/2025		2025 - Youth Print General	982.760 · Youth Print General	-279.82	279.82
Bill	2038951236	04/15/2025		2025 - Youth Print General	982.760 · Youth Print General	-375.44	375.44
TOTAL						-699.37	699.37
Bill Pmt -Check	29383	04/16/2025	Baker & Taylor - Unlabeled Juvenile	2038937274	001.001 · CSB/Operations Checking		-73.47
Bill	2038937274	04/15/2025		Youth Print General	982.760 · Youth Print General	-73.47	73.47
TOTAL						-73.47	73.47
Bill Pmt -Check	29384	04/16/2025	Ballard, Kerry	2025 - BOOKKEEPING THROUGH 04/18/25	001.001 · CSB/Operations Checking		-807.69
Bill	20250418	04/15/2025		2025 - BOOKKEEPING THROUGH 04/18/25	801.040 · Bookkeeper	-807.69	807.69
TOTAL						-807.69	807.69
Bill Pmt -Check	29385	04/16/2025	Ballard, Linda P.	REIMBURSEMENT - PAPER TOWELS	001.001 · CSB/Operations Checking		-39.78
Bill	25-2248-LB	04/15/2025		2024 - PAPER TOWELS - KIRKLAND	729.100 · Supplies-Cleaning-Paper 727.5...	-39.78	39.78
TOTAL						-39.78	39.78
Bill Pmt -Check	29386	04/16/2025	Blue Care Network of Michigan	2025 - GROUP 00277068 SUBGROUP 0002 - COVERAGE ...	001.001 · CSB/Operations Checking		-4,910.17
Bill	250980065906	04/15/2025		MAY 05/01 - 31/2025 - MED INS	710.200 · Per Svcs-Fringe Flex Ben 701.30	-4,910.17	4,910.17

Chelsea District Library
Monthly Check Register
April 2025

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
TOTAL						-4,910.17	4,910.17
Bill Pmt -Check	29387	04/16/2025	Chelsea Area Chamber of Commerce-...	SCULPTURE WALK SPONSOR x 2	001.001 · CSB/Operations Checking		-2,000.00
Bill	Y18725	04/16/2025		SCULPTURE WALK SPONSOR x 2 SCULPTURES	880.140 · Sponsorships	-2,000.00	2,000.00
TOTAL						-2,000.00	2,000.00
Bill Pmt -Check	29388	04/16/2025	City of Chelsea		001.001 · CSB/Operations Checking		-506.11
Bill	21921	04/15/2025		TRASH - MAR	803.620 · Trash	-40.00	40.00
Bill	21907	04/15/2025		NEW ELECTRIC SERVICE - GARAGE - was 803.620, change...	975.100 · Building Improvement Additions	-466.11	466.11
TOTAL						-506.11	506.11
Bill Pmt -Check	29389	04/16/2025	City of Chelsea-Elect & Water	MAR 02/28/2025 - 03/31/2025 - UTILITIES: ELECTRICITY, W...	001.001 · CSB/Operations Checking		-3,612.17
Bill	20250407	04/15/2025		2025 -WATER - MAR 02/28/2025 - 03/31/2025	920.110 · City of Chelsea Water	-72.55	72.55
				2025 - SEWER - JAN - MAR 02/28/2025 - 03/31/2025	920.120 · City of Chelsea Sewer	-152.56	152.56
				2025 - ELECTRICITY - MAR 02/28/2025 - 03/31/2025	920.130 · City of Chelsea Electric	-3,359.59	3,359.59
				2025 - SPRINKLER - MAR 02/28/2025 - 03/31/2025	920.150 · City of Chelsea Sprinkler	-27.47	27.47
TOTAL						-3,612.17	3,612.17
Bill Pmt -Check	29390	04/16/2025	COMFORT, STACEY		001.001 · CSB/Operations Checking		-83.96
Bill	25-2250-LB	04/15/2025		REIMBURSEMENT - HEALTH STIPEND - MAR & APR	969.620 · Staff In-Service & Appreciation	-50.00	50.00
Bill	25-3694-SP	04/15/2025		AIC - AUTHOR MEALS REIMBURSEMENT - was 884.922, ch...	884.228 · Authors in Chelsea	-33.96	33.96
TOTAL						-83.96	83.96
Bill Pmt -Check	29391	04/16/2025	Demco Inc.	2025 - INV 7625319	001.001 · CSB/Operations Checking		-100.57
Bill	7625319	04/15/2025		SPRING SUPPLY MATERIALS	728.300 · Supplies-Mail Proc Othr 727.330	-100.57	100.57
TOTAL						-100.57	100.57
Bill Pmt -Check	29392	04/16/2025	Foster Swift Collins & Smith	INV 910774 - CLIENT 21969-00002	001.001 · CSB/Operations Checking		-255.00
Bill	910774	04/15/2025		ESTA COMPLIANCE ISSUES	801.010 · Attorney	-255.00	255.00
TOTAL						-255.00	255.00
Bill Pmt -Check	29393	04/16/2025	GLASER, KARINA YAN	ARTIST IN CHELSEA - GLASER - SPEAKER - TRAVEL	001.001 · CSB/Operations Checking		-486.96
Bill	0062273010954	04/15/2025		*ARTIST IN CHELSEA - GLASER - SPEAKER - TRAVEL	884.921 · Youth Prog Rest Gifts Authors	-486.96	486.96
TOTAL						-486.96	486.96
Bill Pmt -Check	29394	04/16/2025	Ingram Library Services		001.001 · CSB/Operations Checking		-3,899.46
Bill	87134209	04/15/2025		· Adult Print General	982.720 · Adult Print General	-148.67	148.67
Bill	87134213	04/15/2025		· Adult Print General	982.720 · Adult Print General	-50.09	50.09
Bill	87134207	04/15/2025		· Adult Print General	982.720 · Adult Print General	-34.12	34.12
Bill	87134212	04/15/2025		· Adult Print General	982.720 · Adult Print General	-43.58	43.58
Bill	87134210	04/15/2025		· Multiple Book Copies	982.740 · Multiple Book Copies	-44.96	44.96
Bill	87134211	04/15/2025		· Midwest Literary Walk	884.111 · Midwest Literary Walk	-12.93	12.93
Bill	87134208	04/15/2025		· Adult Print General	982.720 · Adult Print General	-28.59	28.59
Bill	87175977	04/15/2025		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-33.93	33.93

Chelsea District Library
Monthly Check Register
April 2025

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill	87175979	04/15/2025		· Adult Large Print	982.710 · Adult Large Print	-93.61	93.61
Bill	87175976	04/15/2025		· Adult Print General	982.720 · Adult Print General	-54.06	54.06
Bill	87175981	04/15/2025		· Adult Print General	982.720 · Adult Print General	-32.98	32.98
Bill	87175983	04/15/2025		· Adult Print General	982.720 · Adult Print General	-31.86	31.86
Bill	87175982	04/15/2025		· Adult Print General	982.720 · Adult Print General	-51.78	51.78
Bill	87175978	04/15/2025		· Adult Print General	982.720 · Adult Print General	-16.50	16.50
Bill	87175980	04/15/2025		· Adult Print General	982.720 · Adult Print General	-84.61	84.61
Bill	87175984	04/15/2025		· Youth Print General	982.760 · Youth Print General	-14.05	14.05
Bill	87222557	04/15/2025		· Adult Print General	982.720 · Adult Print General	-140.08	140.08
Bill	87222560	04/15/2025		· Adult Print General	982.720 · Adult Print General	-32.96	32.96
Bill	87222563	04/15/2025		· Adult Print General	982.720 · Adult Print General	-15.93	15.93
Bill	87222562	04/15/2025		· Adult Print General	982.720 · Adult Print General	-20.28	20.28
Bill	87222561	04/15/2025		· Adult Print General	982.720 · Adult Print General	-61.91	61.91
Bill	87222554	04/15/2025		· Adult Print General	982.720 · Adult Print General	-16.74	16.74
Bill	87222555	04/15/2025		· Adult Large Print	982.710 · Adult Large Print	-22.48	22.48
Bill	87222559	04/15/2025		· Adult Print General	982.720 · Adult Print General	-17.57	17.57
Bill	87222556	04/15/2025		· Adult Print General	982.720 · Adult Print General	-17.82	17.82
Bill	87222564	04/15/2025		· Adult Print General	982.720 · Adult Print General	-17.57	17.57
Bill	87222558	04/15/2025		· Adult Print General	982.720 · Adult Print General	-17.58	17.58
Bill	87222566	04/15/2025		· Youth Print General	982.760 · Youth Print General	-420.44	420.44
Bill	87222565	04/15/2025		· Youth Print General	982.760 · Youth Print General	-108.14	108.14
Bill	87268222	04/15/2025		· Adult Print General	982.720 · Adult Print General	-590.17	590.17
Bill	87268220	04/15/2025		· Adult Large Print	982.710 · Adult Large Print	-20.99	20.99
Bill	87268217	04/15/2025		· Adult Print General	982.720 · Adult Print General	-17.58	17.58
Bill	87268218	04/15/2025		· Adult Print General	982.720 · Adult Print General	-17.04	17.04
Bill	87268216	04/15/2025		· Adult Large Print	982.710 · Adult Large Print	-35.06	35.06
Bill	87268221	04/15/2025		· Adult Print General	982.720 · Adult Print General	-14.79	14.79
Bill	87268219	04/15/2025		· Adult Print General	982.720 · Adult Print General	-13.55	13.55
Bill	87277722	04/15/2025		· Adult Print General	982.720 · Adult Print General	-21.23	21.23
Bill	87277724	04/15/2025		· Adult Print General	982.720 · Adult Print General	-18.48	18.48
Bill	87277729	04/15/2025		· Adult Print General	982.720 · Adult Print General	-54.66	54.66
Bill	87277726	04/15/2025		· Adult Print General	982.720 · Adult Print General	-14.78	14.78
Bill	87277725	04/15/2025		· Adult Print General	982.720 · Adult Print General	-10.38	10.38
Bill	87277723	04/15/2025		· Adult Print General	982.720 · Adult Print General	-45.06	45.06
Bill	87277727	04/15/2025		· Youth Print General	982.760 · Youth Print General	-132.31	132.31
Bill	87277728	04/15/2025		· Youth Print General	982.760 · Youth Print General	-12.59	12.59
Bill	87332181	04/15/2025		· SRP Supplies	884.127 · SRP Supplies	-97.87	97.87
Bill	87332195	04/15/2025		· Adult Print General	982.720 · Adult Print General	-439.00	439.00
Bill	87332189	04/15/2025		· Adult Print General	982.720 · Adult Print General	-17.04	17.04
Bill	87332194	04/15/2025		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-322.53	322.53
Bill	87332187	04/15/2025		· Adult Print General	982.720 · Adult Print General	-34.61	34.61
Bill	87332192	04/15/2025		· Adult Print General	982.720 · Adult Print General	-17.58	17.58
Bill	87332191	04/15/2025		· Adult Print General	982.720 · Adult Print General	-48.78	48.78
Bill	87332183	04/15/2025		· Adult Print General	982.720 · Adult Print General	-17.82	17.82
Bill	87332185	04/15/2025		· Adult Large Print	982.710 · Adult Large Print	-56.11	56.11
Bill	87332182	04/15/2025		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-56.61	56.61
Bill	87332188	04/15/2025		· Adult Print General	982.720 · Adult Print General	-18.66	18.66
Bill	87332193	04/15/2025		· Adult Print General	982.720 · Adult Print General	-17.58	17.58
Bill	87332184	04/15/2025		· Adult Print General	982.720 · Adult Print General	-16.50	16.50
Bill	87332186	04/15/2025		· Adult Print General	982.720 · Adult Print General	-17.04	17.04
Bill	87332190	04/15/2025		· Adult Print General	982.720 · Adult Print General	-17.04	17.04
Bill	87341876	04/15/2025		· Adult Print General	982.720 · Adult Print General	-34.83	34.83
Bill	87341875	04/15/2025		· Adult Print General	982.720 · Adult Print General	-15.85	15.85
Bill	87341878	04/15/2025		· Adult Print General	982.720 · Adult Print General	-49.52	49.52
TOTAL						-3,999.46	3,999.46
Bill Pmt -Check	29395	04/16/2025	KANOPY INC	KANOPY BORROWS - MAR	001.001 · CSB/Operations Checking		-296.65
Bill	445215-PPU	04/15/2025		2025 - KANOPY VIDEO PLAYS - MAR	982.410 · Electronic Products/Subs	-296.65	296.65
TOTAL						-296.65	296.65
Bill Pmt -Check	29396	04/16/2025	KeyBank	A/C Ending ___3195 03/10 - 04/09/25 DUE 05/06/2025	001.001 · CSB/Operations Checking		-4,981.03

Chelsea District Library
Monthly Check Register
April 2025

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill	05/06/2025	04/15/2025		CHELSEA WELLNESS CENTER - HEALTH STIPEND	969.620 · Staff In-Service & Appreciation	-186.31	200.00
				PLAYBOOK BUILDER - HR SOFTWARE	967.200 · Equipment Software	-158.37	170.00
				POSITIVE PROMITIONS - VOLUNTEER SUPPLIES	865.200 · Supplies	-303.84	326.15
				HOOTSUITE - ANNUAL SUBSCRIPTION - social media mana...	880.220 · Misc Publications	-273.89	294.00
				SERENDIPITY BOOKS - GIFT CARD FOR AIC DRAWING WI...	880.442 · Business Resource Center	-23.29	25.00
				FACEBOOK - MEDIA BUY - ($33.00 + $1.80 + $1.02)	880.110 · Media Buy	-30.74	33.00
				FACEBOOK - MEDIA BUY - ($33.00 + $1.80 + $1.02)	880.110 · Media Buy	-2.63	2.82
				NINA HERRST PHOTOGRAPHY LLC - SRP KICKOFF PHOT...	880.522 · Photography Services	-232.90	250.00
				*SERENDIPITY - BOOK	884.921 · Youth Prog Rest Gifts Authors	-15.91	17.08
				POLLY'S - SME LUNCH/AUTHOR SNACKS	884.228 · Authors in Chelsea	-20.74	22.26
				COTTAGE INN PIZZA - SME LUNCH WITH AUTHOR	884.228 · Authors in Chelsea	-92.76	99.57
				*GOLDEN LIMOUSINE - GLASER & NIELSEN AIRPORT DR...	884.921 · Youth Prog Rest Gifts Authors	-190.74	204.75
				*GOLDEN LIMOUSINE - NIELSEN AIRPORT PICKUP	884.921 · Youth Prog Rest Gifts Authors	-200.99	215.75
				BAMBU LAB - TECH PROGRAM SUPPLIES ($256.91 + $105....	884.602 · Technology Programs - Supplies	-137.79	147.91
				BAMBU LAB - TECH PROGRAM EQUIPMENT (MAKERSPAC...	967.500 · Makerspace Equipment	-98.72	105.97
				DICE GAME DEPOT - TEEN GENERAL PROGRAMS ($33.44...	884.272 · Teen General Programs	-31.15	33.44
				DICE GAME DEPOT - SRP ($33.44 + $37.07 = $70.51)	884.277 · Teen Summer Reading	-34.53	37.07
				DELTA - HOPKINS - ALA 2025 ANNUAL CONF - FLIGHT INS...	969.120 · Information Services	-367.94	394.96
				DELTA - HOPKINS - ALA 2025 ANNUAL CONF - FLIGHT	969.120 · Information Services	-25.76	27.65
				WESTIN HOTEL - RESERVED	884.111 · Midwest Literary Walk	-340.79	365.82
				AGASERVICE - WESTIN - TRAVEL INSURANCE	884.111 · Midwest Literary Walk	-17.26	18.53
				WESTIN DETROIT - SARAH VOWELL	884.911 · Adult Prog Rest Gifts MWest LW	-265.60	285.06
				MAGAZINES.COM - MAGNOLIA MAGAZINE	982.630 · Magazines	-26.08	28.00
				POLLY'S - TEEN WRITING WORKSHOP SNACKS	884.276 · Teen Refreshments	-18.70	20.07
				VISTAPRINT - STICKERS, WHERE'S MOBEE SWAG	884.225 · Summer Reading	-145.10	155.76
				MICHAEL'S - MAKER CHELSEA RIBBONS	884.126 · General Adult Programs	-31.98	34.33
				COMMON SENSE PLUS - MEDIA REVIEW SUBSCRIPTURE	982.410 · Electronic Products/Subs	-37.26	39.99
				AMERICAN LIBRARY ASSOC - ALA MEMBERSHIP - HOPKINS	969.320 · Information Services	-116.45	125.00
				GARDEN MILL - BROWN WORK ANNIVERSARY	969.940 · Staff Apprec - Restricted	-23.29	25.00
				DETROIT BOOKFEST - REGISTRATION FOR 07/20/25	960.200 · Director Expense	-111.79	120.00
				AGRICOLE - COMFORT & LANDRIS - WORK ANNIVERSARI...	969.940 · Staff Apprec - Restricted	-46.58	50.00
				ZOU ZOU'S - HOPKINS - WORK ANNIVERSARY	969.940 · Staff Apprec - Restricted	-23.29	25.00
				SMOKEHOUSE 52 - BOARD EXEC DIR + PRESIDENT	960.200 · Director Expense	-73.33	78.72
				CLEARY'S - BALLARD & CORYELL PRE-BOARD DISCUSSI...	969.620 · Staff In-Service & Appreciation	-57.56	61.79
				CHELSEA CHAMBER - BREAKFAST KRUEGER & CORYELL	960.200 · Director Expense	-27.95	30.00
				CLEARY'S - ED COMM STRATEGY SESSION - CORYELL, P...	969.620 · Staff In-Service & Appreciation	-95.75	102.78
				VIMEO - ON-LINE VIDEO HOSTING SVC 03/16/2025 - 3/15/2...	803.395 · Website Hosting & Service	-100.61	108.00
				ZOOM - VIDEO COMM SVC - 03/24 - 04/23/25	967.200 · Equipment Software	-36.80	39.50
				STAR2STAR - VOIP 03/26 - 04/25-25	850.120 · Telephone	-438.35	470.55
				ROCHEN WEB HOSTING - WEB HOSTING, DOMAIN SVCS ...	803.395 · Website Hosting & Service	-502.54	539.45
				ROCHEN - FOREIGN TRANSACTION FEE	803.395 · Website Hosting & Service	-15.07	16.18
TOTAL						-4,981.03	5,346.85
Bill Pmt -Check	29397	04/16/2025	KNIGHT TECHNOLOGY GROUP		001.001 · CSB/Operations Checking		-2,260.00
Bill	25764	04/05/2025		DATTO CLOUD BACKUP + GOOGLE RECOVERY + CLOUD ...	803.390 · Computers	-1,130.00	1,130.00
Bill	25970	04/05/2025		DATTO CLOUD BACKUP + GOOGLE RECOVERY + CLOUD ...	803.390 · Computers	-1,130.00	1,130.00
TOTAL						-2,260.00	2,260.00
Bill Pmt -Check	29398	04/16/2025	Lakeshore Learning Materials, LLC	90544003 ACCOUNT 168115	001.001 · CSB/Operations Checking		-577.00
Bill	90544003	04/15/2025		TREEHOUSE, FURNITURE, FAMILY SETS	884.222 · General Youth Programs	-577.00	577.00
TOTAL						-577.00	577.00
Bill Pmt -Check	29399	04/16/2025	Livonia Civic Center Library	Lost Book Paid at Chelsea, 29216000293828	001.001 · CSB/Operations Checking		-35.00
Bill	39082152625052	04/15/2025		Lost Book Paid at Chelsea	982.720 · Adult Print General	-35.00	35.00

Chelsea District Library
Monthly Check Register
April 2025

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
TOTAL						-35.00	35.00
Bill Pmt -Check	29400	04/16/2025	Michigan Library Association	ANNUAL FEES - CHELSEA DISTRICT LIBRARY	001.001 · CSB/Operations Checking		-1,638.00
Bill	25-6148	04/15/2025		2025 - ANNUAL FEES - CHELSEA DISTRICT LIBRARY	969.560 · Institutional Member MLA	-1,638.00	1,638.00
TOTAL						-1,638.00	1,638.00
Bill Pmt -Check	29401	04/16/2025	Michigan Municipal League-Unemp	2025 1ST QUARTER - DUE 04/25/2025	001.001 · CSB/Operations Checking		-113.28
Bill	2025 1ST QTR	04/15/2025		2025 1ST QUARTER - UNEMPLOYMENT INSURANCE	710.300 · Per Svcs-Fringe-Unemp 701.4...	-113.28	113.28
TOTAL						-113.28	113.28
Bill Pmt -Check	29402	04/16/2025	Midwest Tape		001.001 · CSB/Operations Checking		-616.45
Bill	506972138	04/15/2025		APR FEATURE DVDs	982.460 · DVD Feature	-267.61	267.61
Bill	806972139	04/15/2025		FEB/MAR BOC	982.120 · Adult Books on Disc	-36.99	36.99
Bill	506972200	04/15/2025		YOUTH WINTER/SPRING PLAYAWAYS	982.140 · Youth Books on Disc	-51.99	51.99
Bill	506940293	04/15/2025		DEC--MAR MUSIC CDs	982.420 · Adult Music on CD	-65.95	65.95
Bill	506940295	04/15/2025		FEB/MAR BOC	982.120 · Adult Books on Disc	-52.99	52.99
Bill	506940297	04/15/2025		APR FEATURE DVDs	982.460 · DVD Feature	-71.97	71.97
Bill	506972136	04/15/2025		DEC-MAR MUSIC CDs	982.420 · Adult Music on CD	-50.21	50.21
Bill	506940296	04/15/2025		MAR FEATURE DVDs - was 982.120, changed 05/02 per SP -...	982.460 · DVD Feature	-18.74	18.74
TOTAL						-616.45	616.45
Bill Pmt -Check	29403	04/16/2025	Midwest Tape - Hoopla	506969386 - CUSTOMER 2000016156	001.001 · CSB/Operations Checking		-3,679.77
Bill	506969386	04/15/2025		MAR BORROWS	982.410 · Electronic Products/Subs	-3,679.77	3,679.77
TOTAL						-3,679.77	3,679.77
Bill Pmt -Check	29404	04/16/2025	Postmaster	2025 - PERMIT #28 - SUMMER NEWSLETTER MAILING	001.001 · CSB/Operations Checking		-1,000.00
Bill	25-4110-VK	04/15/2025		2025 - PERMIT #28 - SUMMER NEWSLETTER MAILING	880.230 · Newsletter Postage	-1,000.00	1,000.00
TOTAL						-1,000.00	1,000.00
Bill Pmt -Check	29405	04/16/2025	SenSource	62515 - PSP & VEA CORE SOFTWARE AND ONE SENSOR ...	001.001 · CSB/Operations Checking		-291.00
Bill	62515	04/05/2025		People Counter Annual 06/30/25 - 06/29/26	803.390 · Computers	-291.00	291.00
TOTAL						-291.00	291.00
Bill Pmt -Check	29406	04/16/2025	Serendipity Books		001.001 · CSB/Operations Checking		-950.00
Bill	25-3692-CS	04/15/2025		HOMETOWN BOOK CLUB - 04/08/2025	884.119 · General Adult Events	-150.00	150.00
Bill	25-3693-SP	04/15/2025		MLW INTERVIEWS	884.411 · Songfest	-800.00	800.00
TOTAL						-950.00	950.00
Bill Pmt -Check	29407	04/16/2025	SMART BUSINESS SOURCE		001.001 · CSB/Operations Checking		-142.56
Bill	WO-249104-1	04/15/2025		GENERAL SUPPLIES	727.100 · Supplies - General Op 727.200	-71.32	71.32
				GENERAL SUPPLIES	729.100 · Supplies-Cleaning-Paper 727.5...	-47.61	47.61
Bill	WO-249104-2	04/15/2025		GENERAL SUPPLIES	727.100 · Supplies - General Op 727.200	-23.63	23.63
TOTAL						-142.56	142.56

Chelsea District Library
Monthly Check Register
April 2025

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill Pmt -Check	29408	04/16/2025	Unique Management Services Inc	2025 - 6137990 CLIENT # 1954 - 2025 MAR - COLLECTION ...	001.001 · CSB/Operations Checking		-71.60
Bill	6137990	04/15/2025		2025 MAR - COLLECTION FEES (PLACEMENTS)	801.090 · Collection Fees	-71.60	71.60
TOTAL						-71.60	71.60
Bill Pmt -Check	29409	04/16/2025	VAN PELT, SHELBY	MLW 2025 - COMFORT INN ROOM	001.001 · CSB/Operations Checking		-150.02
Bill	982341840	04/15/2025		MLW 2025 - COMFORT INN ROOM	884.111 · Midwest Literary Walk	-150.02	150.02
TOTAL						-150.02	150.02
Bill Pmt -Check	29410	04/16/2025	Verizon Wireless	INV 6109655927 - ACCT 442098695-00001 - 03/01 - 03/28/25	001.001 · CSB/Operations Checking		-688.57
Bill	6109655927	04/15/2025		HOT SPOTS - 03/01 - 03/28/25	850.311 · WiFi Hotspots	-557.29	557.29
				IT CELL PHONE - 03/01 - 03/28/25	850.121 · IT Cell Phone	-51.06	51.06
				MOBEE WIFI + HOTSPOT - 03/01 - 03/28/25	850.310 · Internet	-80.22	80.22
TOTAL						-688.57	688.57
Bill Pmt -Check	29411	04/28/2025	PRODUCTION ASSETS LLC	REPLACEMENT CHECK FOR 28941 - 2024 STAGE AT ROB...	001.001 · CSB/Operations Checking		-500.00
Bill	28941 REPLACE	04/28/2025		2024 SONGFEST STAGE RENTAL	884.411 · Songfest	-500.00	500.00
TOTAL						-500.00	500.00
Bill Pmt -Check	29412	04/30/2025	Amazon Capital Services Inc		001.001 · CSB/Operations Checking		-647.17
Bill	1LKX-L9G9-9FN7	04/28/2025		PRINTABLE LABELS FOR PROGRAMS	884.126 · General Adult Programs	-6.37	6.37
Bill	16YK-WCCX-63XT	04/28/2025		SUPPLIES FOR AUTHOR TALKS AND SIGNINGS	884.111 · Midwest Literary Walk	-51.06	69.36
Bill	1NRK-WFD3-7F4R	04/28/2025		BOOKS FOR COMMUNITY CARES BOOKSHELVES	982.810 · Adult Enhancement	-417.84	417.84
Bill	1LYM-Q7XW-6YFP	04/29/2025		INGENUITY ENGINE SUPPLIES	884.602 · Technology Programs - Supplies	-171.90	171.90
TOTAL						-647.17	665.47
Bill Pmt -Check	29413	04/30/2025	A Production Cleaning Company Inc.		001.001 · CSB/Operations Checking		-3,150.00
Bill	16196	04/29/2025		CLEANING 04/13 - 04/26/25	803.805 · Janitorial	-1,750.00	1,750.00
Bill	16195	04/29/2025		WINDOW CLEANING 04/17/25	803.805 · Janitorial	-1,400.00	1,400.00
TOTAL						-3,150.00	3,150.00
Bill Pmt -Check	29414	04/30/2025	A T & T Mobility	ACCT 287286231198X - INV 04142025 - ISSUED ON 04/06/2...	001.001 · CSB/Operations Checking		-216.19
Bill	04142025	04/18/2025		2025 - PUBLIC WIFI HOT SPOTS 04/07 - 05/06/2025	850.311 · WiFi Hotspots	-216.19	216.19
TOTAL						-216.19	216.19
Bill Pmt -Check	29415	04/30/2025	Alerus Financial	2025 - Entity code nos. 400298 / 110320 - pay period starti...	001.001 · CSB/Operations Checking		-5,719.41
Bill	20250413	04/29/2025		04/13/25 - 04/26/25 - PAID 05/02/25 - PR ER 5% MATCH	231.002 · Payroll Lia/401A MtchER 257.005	-1,741.90	1,741.90
				04/13/25 - 04/26/25 - PAID 05/02/25 - PR EE PERSONAL CO...	702.300 · Per Svcs - Retrmnt - EE 701.110	-2,939.31	2,939.31
				04/13/25 - 04/26/25 - PAID 05/02/25 - PR FLEX TO 457(b)	710.500 · Per Svcs - Fringe B ER 701.120	-1,038.20	1,038.20
TOTAL						-5,719.41	5,719.41
Bill Pmt -Check	29416	04/30/2025	AMERICAN UNITED LIFE INSURANCE ...	GROUP: G 00623836-0000-000 - MAY 05/01/2025 -05/31/202...	001.001 · CSB/Operations Checking		-897.80

Chelsea District Library
Monthly Check Register
April 2025

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill	25-2261-LB	04/30/2025		MAY 05/01/2025 -05/31/2025	710.200 · Per Svcs-Fringe Flex Ben 701.30	-897.80	897.80
TOTAL						-897.80	897.80
Bill Pmt -Check	29417	04/30/2025	Ann Arbor Symphony Orchestra	2025- Kinderconcert, Acct #43207 - 05/18/2025	001.001 · CSB/Operations Checking		-160.00
Bill	180	04/28/2025		2025 - 05/10/2025 KINDERCONCERT	884.215 · Early Literacy	-160.00	160.00
TOTAL						-160.00	160.00
Bill Pmt -Check	29418	04/30/2025	AUTHORS UNBOUND	INVOICE 7410 - MLW 2025 - ANGIE KIM - FLIGHTS 04/12/25	001.001 · CSB/Operations Checking		-948.48
Bill	7410	04/28/2025		INVOICE 7410 BALANCE DUE - MLW 2025 - ANGIE KIM	884.111 · Midwest Literary Walk	-948.48	948.48
TOTAL						-948.48	948.48
Bill Pmt -Check	29419	04/30/2025	AUTHORS UNBOUND	INVOICE 7490 - MLW 2026 - JC CERVANTES - PREPAID	001.001 · CSB/Operations Checking		-3,350.00
Bill	7490	04/28/2025		INVOICE 7490 - MLW 202 -JC CERVANTES - (PREPAID 202...	123.002 · Prepaid Payments	-3,350.00	3,350.00
TOTAL						-3,350.00	3,350.00
Bill Pmt -Check	29420	04/30/2025	Ballard, Kerry		001.001 · CSB/Operations Checking		-957.69
Bill	20250502	04/29/2025		2025 - BOOKKEEPING THROUGH 05/02/25	801.040 · Bookkeeper	-807.69	807.69
Bill	20250318	04/29/2025		2025 - ZENBOOTH SETUP 03/18/25	980.180 · CAPITAL EXP - SPECIAL PRO...	-150.00	150.00
TOTAL						-957.69	957.69
Bill Pmt -Check	29421	04/30/2025	Chelsea Chamber Players	FAMILY CONCERT 04/06/2025	001.001 · CSB/Operations Checking		-300.00
Bill	25-3703-SP	04/28/2025		FAMILY CONCERT 04/06/2025	884.212 · General Youth Programs	-300.00	300.00
TOTAL						-300.00	300.00
Bill Pmt -Check	29422	04/30/2025	Chelsea House Victorian Inn	RESERVATION - 7T7X3783 - MLW	001.001 · CSB/Operations Checking		-740.00
Bill	25-3027-SP	04/28/2025		NICK'S PENTHOUSE 04/11-12/25	884.111 · Midwest Literary Walk	-300.00	300.00
				GLAZIER SUITE 04/11 - 12/25	884.111 · Midwest Literary Walk	-260.00	260.00
				HOLMES SUITE 04/10 - 11/25	884.111 · Midwest Literary Walk	-180.00	180.00
TOTAL						-740.00	740.00
Bill Pmt -Check	29423	04/30/2025	CHELSEA SCHOOL DISTRICT - FUEL	FUEL - 01/01/	001.001 · CSB/Operations Checking		-161.72
Bill	20250425	04/29/2025		2025 - JAN DIESEL - 29.28 GAL @ $2.3436/GAL	758.100 · MOBILE CDL - FUEL	-76.85	76.85
				2025 - FEB DIESEL - 12.70 GAL @ $2.2112/GAL	758.100 · MOBILE CDL - FUEL	-31.45	31.45
				2025 - MAR DIESEL - 21.74 GAL @ $2.1940/GAL	758.100 · MOBILE CDL - FUEL	-53.42	53.42
TOTAL						-161.72	161.72
Bill Pmt -Check	29424	04/30/2025	Cintas Corporation-300	4227862830 ACCT# 14203324	001.001 · CSB/Operations Checking		-161.84
Bill	4227862830	04/29/2025		RUGS	729.300 · Supplies-Cleaning Rugs 727.530	-139.87	139.87
				CLEANING SUPPLIES/SOAP	729.200 · Supplies-Cleaning Sup 727.520	-21.97	21.97
TOTAL						-161.84	161.84
Bill Pmt -Check	29425	04/30/2025	COMFORT, MARK	VOID: DUNGEON MASTER - TEEN D&D 06/17, 06/24, 07/01...	001.001 · CSB/Operations Checking		0.00

Chelsea District Library
Monthly Check Register
April 2025

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
TOTAL						0.00	0.00
Bill Pmt -Check	29426	04/30/2025	COMFORT, STACEY	REIMBURSEMENT	001.001 · CSB/Operations Checking		-30.60
Bill	25-3700-SC	04/29/2025		TEEN REFRESHMENTS REIMBURSEMENT	884.276 · Teen Refreshments	-30.60	30.60
TOTAL						-30.60	30.60
Bill Pmt -Check	29427	04/30/2025	Constellation NewEnergy-Gas Divisio...	2025 - INV 4284133 - ACCT BG-303066 - MAR - 02/21 - 03/2...	001.001 · CSB/Operations Checking		-1,222.72
Bill	4284133	04/18/2025		MAR - 02/21 - 03/20/25	920.200 · McKune Gas	-1,222.72	1,222.72
TOTAL						-1,222.72	1,222.72
Bill Pmt -Check	29428	04/30/2025	Costco Anywhere Visa	ACCT ENDING 3253 03/19/25 - 04/18/2025 DUE 04/14/2025	001.001 · CSB/Operations Checking		-658.74
Bill	250514	04/18/2025		GOLDEN LIMO - DILLARD - AIRPORT DROP-OFF, 03/13	884.921 · Youth Prog Rest Gifts Authors	-204.75	204.75
				GOLDEN LIMO - GLASER - AIRPORT PICKUP, 03/10	884.921 · Youth Prog Rest Gifts Authors	-215.75	215.75
				GOLDEN LIMO - DILLARD - AIRPORT PICKUP, 03/10	884.921 · Youth Prog Rest Gifts Authors	-215.75	215.75
				COSTCO - SUPPLIES,	969.620 · Staff In-Service & Appreciation	-22.49	22.49
TOTAL						-658.74	658.74
Bill Pmt -Check	29429	04/30/2025	Demco Inc.	2025 - INV 7627232	001.001 · CSB/Operations Checking		-171.33
Bill	7627232	04/28/2025		CART WHEELS AND INSERTS	967.320 · Furniture and Fixtures	-100.56	100.56
				STARRY NIGHT AND DOGMAN	884.226 · Summer Reading	-58.78	58.78
				MYTHOLOGY SHELF DIVIDER	982.760 · Youth Print General	-11.99	11.99
TOTAL						-171.33	171.33
Bill Pmt -Check	29430	04/30/2025	DeMea, Karla	04/09, 23, 30, STORYTIME PRESENTER	001.001 · CSB/Operations Checking		-225.00
Bill	25-3696-JZ	04/28/2025		3 @ $75, STORY TIME - 04/09, 23, 30	884.215 · Early Literacy	-225.00	225.00
TOTAL						-225.00	225.00
Bill Pmt -Check	29431	04/30/2025	Dollar Bill Printing	DB-102457-INV	001.001 · CSB/Operations Checking		-65.26
Bill	DB-102457-INV	04/30/2025		CIRC - WITHDRAWN ITEM PADS	680.340 · Printed Items / Stationary	-65.26	65.26
TOTAL						-65.26	65.26
Bill Pmt -Check	29432	04/30/2025	EBSCO Subscription Service	ACCT # CG-F-80014-01 - INV P 1760580	001.001 · CSB/Operations Checking		-160.21
Bill	P1760580	04/28/2025		MAGAZINE SUBSCRIPTIONS	982.630 · Magazines	-160.21	160.21
TOTAL						-160.21	160.21
Bill Pmt -Check	29433	04/30/2025	Giacopuzzi, Jacopo	VOID: Music in the Air 2025 - $2500.00 DUE AT CONTRAC...	001.001 · CSB/Operations Checking		0.00
TOTAL						0.00	0.00
Bill Pmt -Check	29434	04/30/2025	Great Lakes Ace Hardware	INV 18158/154 - ACCT 280379	001.001 · CSB/Operations Checking		-6.04
Bill	18158/154	04/29/2025		5/8" SPADE BIT - INGENUITY ENGINE	884.602 · Technology Programs - Supplies	-6.04	6.04

Chelsea District Library
Monthly Check Register
April 2025

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
TOTAL						-6.04	6.04
Bill Pmt -Check	29435	04/30/2025	Ingram Library Services		001.001 · CSB/Operations Checking		-2,955.21
Bill	57401508	04/28/2025		· Adult Print General	982.720 · Adult Print General	-257.05	257.05
Bill	87401504	04/28/2025		· Adult Large Print	982.710 · Adult Large Print	-37.45	37.45
Bill	87401500	04/28/2025		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-16.21	16.21
Bill	87401505	04/28/2025		· Adult Print General	982.720 · Adult Print General	-17.03	17.03
Bill	87401506	04/28/2025		· Adult Print General	982.720 · Adult Print General	-20.28	20.28
Bill	87401507	04/28/2025		· Multiple Book Copies	982.740 · Multiple Book Copies	-59.36	59.36
Bill	87401502	04/28/2025		· Adult Print General	982.720 · Adult Print General	-17.03	17.03
Bill	87401501	04/28/2025		· Adult Print General	982.720 · Adult Print General	-11.98	11.98
Bill	87401503	04/28/2025		· Adult Print General	982.720 · Adult Print General	-20.28	20.28
Bill	87423008	04/28/2025		· Adult Print General	982.720 · Adult Print General	-298.93	298.93
Bill	87423000	04/28/2025		· Adult Print General	982.720 · Adult Print General	-17.58	17.58
Bill	87422999	04/28/2025		· Adult Large Print	982.710 · Adult Large Print	-33.93	33.93
Bill	87423004	04/28/2025		· Adult Print General	982.720 · Adult Print General	-31.28	31.28
Bill	87423005	04/28/2025		· Adult Print General	982.720 · Adult Print General	-18.93	18.93
Bill	87422998	04/28/2025		· Adult Print General	982.720 · Adult Print General	-17.89	17.89
Bill	87423001	04/28/2025		· Multiple Book Copies	982.740 · Multiple Book Copies	-16.50	16.50
Bill	87422996	04/28/2025		· Adult Print General	982.720 · Adult Print General	-17.82	17.82
Bill	87423003	04/28/2025		· Adult Large Print	982.710 · Adult Large Print	-23.47	23.47
Bill	87422997	04/28/2025		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-23.47	23.47
Bill	87423002	04/28/2025		· Adult Print General	982.720 · Adult Print General	-16.50	16.50
Bill	87423007	04/28/2025		· Adult Print General	982.720 · Adult Print General	-14.16	14.16
Bill	87447561	04/28/2025		· SRP Supplies	884.127 · SRP Supplies	-101.68	101.68
Bill	87447662	04/28/2025		· Adult Prog Rest Gifts MWest LW	884.911 · Adult Prog Rest Gifts MWest LW	-64.80	64.80
Bill	87447571	04/28/2025		· Adult Print General	982.720 · Adult Print General	-37.85	37.85
Bill	87447570	04/28/2025		· Adult Print General	982.720 · Adult Print General	-55.43	55.43
Bill	87447574	04/28/2025		· Adult Print General	982.720 · Adult Print General	-33.94	33.94
Bill	87447566	04/28/2025		· Adult Print General	982.720 · Adult Print General	-19.17	19.17
Bill	87447567	04/28/2025		· Adult Print General	982.720 · Adult Print General	-22.98	22.98
Bill	87447565	04/28/2025		· Adult Print General	982.720 · Adult Print General	-15.42	15.42
Bill	87447568	04/28/2025		· Adult Print General	982.720 · Adult Print General	-65.75	65.75
Bill	87447563	04/28/2025		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-17.58	17.58
Bill	87447572	04/28/2025		· Adult Print General	982.720 · Adult Print General	-17.58	17.58
Bill	87447575	04/28/2025		· Adult Print General	982.720 · Adult Print General	-16.16	16.16
Bill	87447564	04/28/2025		· Adult Print General	982.720 · Adult Print General	-17.58	17.58
Bill	87447569	04/28/2025		· Adult Large Print	982.710 · Adult Large Print	-20.99	20.99
Bill	87509950	04/28/2025		· Adult Print General	982.720 · Adult Print General	-30.65	30.65
Bill	87502097	04/28/2025		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-15.42	15.42
Bill	87502094	04/28/2025		· Adult Print General	982.720 · Adult Print General	-16.50	16.50
Bill	87502096	04/28/2025		· Adult Print General	982.720 · Adult Print General	-29.76	29.76
Bill	87502095	04/28/2025		· Adult Print General	982.720 · Adult Print General	-14.34	14.34
Bill	87545135	04/28/2025		· Adult Large Print	982.710 · Adult Large Print	-37.45	37.45
Bill	87545139	04/28/2025		· Adult Print General	982.720 · Adult Print General	-14.16	14.16
Bill	87545136	04/28/2025		· Adult Print General	982.720 · Adult Print General	-15.40	15.40
Bill	87514138	04/28/2025		· Adult Large Print	982.710 · Adult Large Print	-23.47	23.47
Bill	87545143	04/28/2025		· Adult Large Print	982.710 · Adult Large Print	-23.14	23.14
Bill	87545140	04/28/2025		· Adult Print General	982.720 · Adult Print General	-17.88	17.88
Bill	87545137	04/28/2025		· Adult Print General	982.720 · Adult Print General	-34.02	34.02
Bill	87545144	04/28/2025		· Adult Print General	982.720 · Adult Print General	-30.21	30.21
Bill	87545142	04/28/2025		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-31.26	31.26
Bill	87545141	04/28/2025		· Adult Print General	982.720 · Adult Print General	-18.33	18.33
Bill	87569774	04/28/2025		· SRP Supplies	884.127 · SRP Supplies	-38.49	38.49
Bill	87569778	04/28/2025		· Adult Print General	982.720 · Adult Print General	-391.37	391.37
Bill	87569777	04/28/2025		· Adult Print General	982.720 · Adult Print General	-35.16	35.16
Bill	87569775	04/28/2025		· Adult Print General	982.720 · Adult Print General	-18.65	18.65
Bill	87569783	04/28/2025		· Adult Print General	982.720 · Adult Print General	-52.23	52.23
Bill	87569785	04/28/2025		· Adult Print General	982.720 · Adult Print General	-142.28	142.28
Bill	87569784	04/28/2025		· Adult Print General	982.720 · Adult Print General	-14.16	14.16
Bill	87569781	04/28/2025		· Adult Large Print	982.710 · Adult Large Print	-18.13	18.13
Bill	87569780	04/28/2025		· Adult Print General	982.720 · Adult Print General	-31.06	31.06
Bill	87569786	04/28/2025		· Adult Print General	982.720 · Adult Print General	-60.20	60.20

Chelsea District Library
Monthly Check Register
April 2025

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill	87569782	04/28/2025		· Adult Print General	982.720 · Adult Print General	-16.74	16.74
Bill	87590583	04/28/2025		· SRP Supplies	884.127 · SRP Supplies	-36.72	36.72
Bill	87673372	04/28/2025		· SRP Supplies	884.127 · SRP Supplies	-76.03	76.03
Bill	87695417	04/28/2025		· Adult Print General	982.720 · Adult Print General	-18.66	18.66
Bill	87695416	04/28/2025		· Adult Print General	982.720 · Adult Print General	-20.28	20.28
Bill	87695414	04/28/2025		· Adult Large Print	982.710 · Adult Large Print	-21.61	21.61
Bill	87695410	04/28/2025		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-21.86	21.86
Bill	87695419	04/28/2025		· Adult Print General	982.720 · Adult Print General	-11.97	11.97
Bill	87695413	04/28/2025		· Adult Print General	982.720 · Adult Print General	-18.66	18.66
Bill	87695415	04/28/2025		· Adult Print General	982.720 · Adult Print General	-13.80	13.80
Bill	87695418	04/28/2025		· Adult Print General	982.720 · Adult Print General	-21.60	21.60
Bill	87695411	04/28/2025		· Adult Print General	982.720 · Adult Print General	-13.58	13.58
Bill	87695412	04/28/2025		· Adult Print General	982.720 · Adult Print General	-15.93	15.93
TOTAL						-2,955.21	2,955.21
Bill Pmt -Check	29436	04/30/2025	Jones, Joy Jan	VOID: ARTIST HONORARIUM, $2000 AT CONTRACT + $10...	001.001 · CSB/Operations Checking		0.00
TOTAL						0.00	0.00
Bill Pmt -Check	29437	04/30/2025	KJ Art LLC	VOID: 07/17/2025 - TEEN - ART OF FACE PAINTING	001.001 · CSB/Operations Checking		0.00
TOTAL						0.00	0.00
Bill Pmt -Check	29438	04/30/2025	LAW, CHRISTINE M.	LAW - STORYTIME YOGA 04/16/25	001.001 · CSB/Operations Checking		-100.00
Bill	25-3697-JZ	04/28/2025		LAW - STORYTIME YOGA 04/16/25	884.215 · Early Literacy	-100.00	100.00
TOTAL						-100.00	100.00
Bill Pmt -Check	29439	04/30/2025	MARIOUW, JULIE	WRITING WORKSHOP - WRITING WITH THE TREES OF C...	001.001 · CSB/Operations Checking		-500.00
Bill	25-3702-CS	04/18/2025		04/23, 05/07, 21, 06/04 - WRITING WORKSHOP - WRITING ...	884.119 · General Adult Events	-500.00	500.00
TOTAL						-500.00	500.00
Bill Pmt -Check	29440	04/30/2025	MC creative design & photography LLC	833 - SUMMER NEWSLETTER LAYOUT	001.001 · CSB/Operations Checking		-1,900.00
Bill	833	04/30/2025		2025 - SUMMER NEWSLETTER	880.521 · Graphic Design Services	-1,900.00	1,900.00
TOTAL						-1,900.00	1,900.00
Bill Pmt -Check	29441	04/30/2025	Midwest Tape		001.001 · CSB/Operations Checking		-1,637.26
Bill	507005508	04/28/2025		APR FEATURE DVDs	982.460 · DVD Feature	-322.35	322.35
Bill	507005509	04/28/2025		JAN/FEB NF DVDs	982.470 · DVD Non-Fiction	-14.99	14.99
Bill	507005570	04/28/2025		MAR FEATURE DVDs	982.460 · DVD Feature	-24.74	24.74
Bill	507005571	04/28/2025		WINTER/SPRING YOUTH PLAYAWAYS	982.140 · Youth Books on Disc	-731.86	731.86
Bill	507038046	04/28/2025		APR FEATURE DVDs	982.460 · DVD Feature	-41.23	41.23
Bill	507038048	04/28/2025		WINTER/SPRING YOUTH PLAYAWAYS	982.140 · Youth Books on Disc	-47.99	47.99
Bill	507074293	04/28/2025		APR FEATURE DVDs	982.460 · DVD Feature	-64.47	64.47
Bill	507005506	04/29/2025		DEC-MAR MUSIC CDs	982.420 · Adult Music on CD	-23.23	23.23
Bill	507005572	04/29/2025		APR/MAY BOC	982.120 · Adult Books on Disc	-82.98	82.98
Bill	507038044	04/29/2025		DEC-MAR MUSIC CDs	982.420 · Adult Music on CD	-16.49	16.49
Bill	507038047	04/29/2025		APR/MAY BOC	982.120 · Adult Books on Disc	-221.94	221.94
Bill	507038049	04/29/2025		FEB/MAR BOC	982.120 · Adult Books on Disc	-44.99	44.99
TOTAL						-1,637.26	1,637.26
Bill Pmt -Check	29442	04/30/2025	RAMM-PELTS, MARGUERITE	VOID:	001.001 · CSB/Operations Checking		0.00

Chelsea District Library
Monthly Check Register
April 2025

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
TOTAL						0.00	0.00
Bill Pmt -Check	29443	04/30/2025	RK Studios	MIDWEST LITWALK PHOTOS - 4 HOURS	001.001 · CSB/Operations Checking		-600.00
Bill	25-4114-VK	04/30/2025		MIDWEST LITWALK PHOTOS - 4 HOURS	880.522 · Photography Services	-600.00	600.00
TOTAL						-600.00	600.00
Bill Pmt -Check	29444	04/30/2025	Schindler Elevator Corp	INV 7154154450 - BILLING ID - 1123031 - MAINTENANCE	001.001 · CSB/Operations Checking		-1,040.16
Bill	7154154450	04/29/2025		SERVICE 04/18	803.010 · Maint Svc Contingency	-1,040.16	1,040.16
TOTAL						-1,040.16	1,040.16
Bill Pmt -Check	29445	04/30/2025	T-MOBILE	2025 - ACCT 975550022 - STATEMENT DATED 04/21/2025 ...	001.001 · CSB/Operations Checking		-439.51
Bill	977550022-2025-04-21	04/29/2025		2025 - T-MOBILE WIFI HOTSPOTS - 03/21/25 - 04/20/25	850.311 · WiFi Hotspots	-384.79	384.79
				2025 - MOBEE CELL 2024 - 03/21/25 - 04/20/25	850.122 · Telecommunications -Mobile CDL	-54.72	54.72
TOTAL						-439.51	439.51
Bill Pmt -Check	29446	04/30/2025	The Library Network	2025 - INV 75865, ACCT NUMBER CHEL#216, 2ND QTR, S...	001.001 · CSB/Operations Checking		-10,097.29
Bill	75865	04/29/2025		SAS BASIC FEE - 04/25 - 06/25	965.200 · Shared Automation System	-5,868.81	5,868.81
				SAS CIRCULATION CHARGES - 04/25 - 06/25	965.200 · Shared Automation System	-2,921.11	2,921.11
				SAS LINKED ITEM CHARGES - 04/25 - 06/25	965.100 · Bibliographic Database	-1,307.37	1,307.37
TOTAL						-10,097.29	10,097.29
Bill Pmt -Check	29447	04/30/2025	THE WOODHILL GROUP, LLC	2025 - 2024 AUDIT, REVIEW OF AUDIT REPORT	001.001 · CSB/Operations Checking		-112.50
Bill	2501	04/18/2025		2024 AUDIT, REVIEW OF AUDIT REPORT	801.020 · Auditor	-112.50	112.50
TOTAL						-112.50	112.50
Bill Pmt -Check	29448	04/30/2025	UNIVERSITY OFFICE TECHNOLOGIES...	559939495 - ACCT #1624667 - SITE 5597587 - 04/01 - 30/2025	001.001 · CSB/Operations Checking		-770.34
Bill	569939495	04/18/2025		PUBLIC COPIER 04/01 - 30/2025	803.101 · Public Copier	-241.82	241.82
				STAFF COPIER 04/01 - 30/2025	803.102 · Staff Copier	-437.18	437.18
				SMALL PRINTER MAINTENANCE 04/01 - 30/2025	803.103 · Small Printer Maintenance	-91.34	91.34
TOTAL						-770.34	770.34
Bill Pmt -Check	29449	04/30/2025	WEBSTER-HEIN, MICHELLE L	KIDS WRITING WORKSHOPS 04/2, 9, 16, 23, 30/05	001.001 · CSB/Operations Checking		-375.00
Bill	25-3698-JZ	04/28/2025		KIDS WRITING WORKSHOPS 04/2, 9, 16, 23, 30/05	884.212 · General Youth Programs	-375.00	375.00
TOTAL						-375.00	375.00
Bill Pmt -Check	ACH250403	04/02/2025	OverDrive		001.001 · CSB/Operations Checking		-43,500.00
Bill	CD0157625001601	03/31/2025		E-CONTENT - ADVANTAGE, E-BOOK & AUDIOBOOK - TEE...	982.412 · EBooks/Overdrive Advantage	-40,000.00	40,000.00
Bill	CD0157625001602	03/31/2025		DEPOSIT ON ACCOUNT - E-CONTENT - ADVANTAGE, E-B...	982.414 · eBooks / Schools	-3,500.00	3,500.00
TOTAL						-43,500.00	43,500.00
Bill Pmt -Check	ACH250404	04/02/2025	Johnson Controls	ACCT 1348743 - 1-135435533260	001.001 · CSB/Operations Checking		-10,241.00

Chelsea District Library
Monthly Check Register
April 2025

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill	1-135435533260	04/01/2025		MECHANICAL MAINTENANCE AGREEMENT - 2025 - 2026	803.210 · HVAC MA	-10,241.00	10,241.00
TOTAL						-10,241.00	10,241.00

Chelsea District Library
Donation and Restricted
January through April 2025

	Jan - Apr 25	Budget	$ Over Budget
Ordinary Income/Expense			
Income			
674.000 · Revenue Contribution & Donation			
674.100 · Designated Adult Collection	50	50	0
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	1,000	2,000	(1,000)
674.113 · Designated Exhibits Programming	2,000	2,000	0
674.120 · Undesignated Donation	12,700	13,238	(538)
674.140 · Designated Capital	8,200	8,200	0
674.141 · Designated Technology	0	3,000	(3,000)
674.150 · Continuing Education Restricted	750	750	0
Total 674.000 · Revenue Contribution & Donation	28,250	40,088	(11,838)
Total Income	28,250	40,088	(11,838)
Gross Profit	28,250	40,088	(11,838)
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	1,933	2,000	(67)
Total 884.211 · Authors In Chelsea	1,933	2,000	(67)
Total 884.210 · Youth Speakers	1,933	2,000	(67)
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 Resdience 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	684	1,500	(816)
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	684	3,500	(2,816)
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 April 2025

	Jan - Apr 25	Budget	$ Over Budget
Total 884.990 · Technology Programs	50	50	0
Total 884.000 · Programming	3,667	12,050	(8,383)
969.000 · CE, Staff Development & Travel			
969.600 · Staff Training, In-Service			
969.940 · Staff Apprec - Restricted	250	750	(500)
Total 969.600 · Staff Training, In-Service	250	750	(500)
Total 969.000 · CE, Staff Development & Travel	250	750	(500)
982.000 · Collection Expense			
982.910 · Adult Collection Restricted	0	50	(50)
982.920 · Youth Collection Restricted	20		
Total 982.000 · Collection Expense	20	50	(30)
Total Expense	3,937	15,850	(11,913)
Net Ordinary Income	24,313	24,238	75
Net Income	24,313	24,238	75

6:16 PM
05/13/25
Accrual Basis

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

	Jan 25	Feb 25	Mar 25	Apr 25	May 25	Jun 25	Jul 25	Aug 25	Sep 25	Oct 25	Nov 25	Dec 25	TOTAL Jan - Dec 25	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense																
Income																
402.000 · District Revenue 402	980,681	954,732	353,888	9,036	0	0	0	0	0	0	0	0	2,298,337	2,388,201	(89,864)	96%
540.100 · State Aid	0	0	86,822	0	0	0	0	0	0	0	0	0	86,822	92,000	(5,178)	94%
574.100 · Penal Fines	0	0	0	0	0	0	0	0	0	0	0	0	0	10,000	(10,000)	0%
645.100 · Copiers & Printers	0	508	404	430	139	0	0	0	0	0	0	0	1,481	4,000	(2,519)	37%
657.100 · Non-Resident Fees 607.100	0	156	250	125	31	0	0	0	0	0	0	0	562	4,000	(3,438)	14%
657.200 · ILL Fees/Collection Agency Rec	0	15	15	45	30	0	0	0	0	0	0	0	105	600	(495)	18%
665.000 · Bank Interest 665.100	84	82	69	41	0	0	0	0	0	0	0	0	276			
665.100 · Investment Gains/Losses 666.100	3,953	21,212	5,654	8,194	0	0	0	0	0	0	0	0	39,013	800	38,213	
669.000 · Investment Value Change 665.500	(1,422)	1,829	1,497	806	0	0	0	0	0	0	0	0	2,710	72,000	(69,290)	57%
671.000 · Misc Income & Refunds 606.000	1,250	0	2,500	1,250	0	0	0	0	0	0	0	0	5,000	15,000	(10,000)	33%
674.000 · Revenue Contribution & Donation	17,450	1,975	7,535	1,290	0	0	0	0	0	0	0	0	28,250	40,088	(11,838)	70%
Total Income	1,001,996	980,509	458,634	21,217	200	0	0	0	0	0	0	0	2,462,556	2,626,689	(164,133)	94%
Gross Profit	1,001,996	980,509	458,634	21,217	200	0	0	0	0	0	0	0	2,462,556	2,626,689	(164,133)	94%
Expense																
701.000 · Personnel Svcs Control Acct 701	73,746	102,758	107,559	104,934	100,522	0	0	0	0	0	0	0	489,519	1,377,309	(887,790)	36%
727.000 · Supplies 727	1,812	624	560	639	217	0	0	0	0	0	0	0	3,852	18,900	(15,048)	20%
731.000 · Other Svc - Postage 727.700	0	65	0	0	0	0	0	0	0	0	0	0	65	900	(835)	7%
732.000 · Supplies-Maintenance 727.800	52	344	1,129	0	0	0	0	0	0	0	0	0	1,525	3,000	(1,475)	51%
758.000 · FUEL - DIESEL	0	33	0	162	0	0	0	0	0	0	0	0	195	750	(555)	26%
801.000 · Professional & Contractual Svcs	2,122	3,451	3,041	2,472	1,676	0	0	0	0	0	0	0	12,762	116,612	(103,850)	11%
802.000 · Admin-Fees & Misc Costs 801.300	97	6	7	47	32	0	0	0	0	0	0	0	189	1,540	(1,351)	12%
803.000 · Maintenance Service Contracts	9,536	8,774	8,020	30,107	6,045	0	0	0	0	0	0	0	62,482	186,860	(124,378)	33%
850.000 · Telecommunications	2,503	(295)	2,153	3,882	856	0	0	0	0	0	0	0	9,099	46,420	(37,321)	20%
880.000 · Promotional Materials	7,093	12,077	7,041	8,779	100	0	0	0	0	0	0	0	35,090	85,750	(50,660)	41%
884.000 · Programming	10,910	4,467	63,441	8,954	2,122	1,550	500	0	0	0	0	0	91,944	159,710	(67,766)	58%
885.000 · Volunteer	4	60	0	326	36	0	0	0	0	0	0	0	426	2,600	(2,174)	16%
920.000 · Utilities	0	5,970	5,954	4,835	3,681	0	0	0	0	0	0	0	20,440	69,950	(49,510)	29%
960.000 · Board & Director Expense	87	182	221	229	0	0	0	0	0	0	0	0	719	3,500	(2,781)	21%
965.000 · Automation Services	13,592	0	0	10,097	0	0	0	0	0	0	0	0	23,689	51,968	(28,279)	46%
966.000 · Insurance 801.200	0	0	3,043	3,895	0	0	0	0	0	0	0	0	6,938	23,218	(16,280)	30%
967.000 · Equipment	245	9,646	1,493	2,570	233	0	0	0	0	0	0	0	14,187	64,453	(50,266)	22%
969.000 · CE, Staff Development & Travel	1,021	1,592	5,534	2,973	26	0	0	0	0	0	0	0	11,146	31,521	(20,376)	35%
970.000 · Capital Expense 980.00	76,308	18,617	38,204	616	58,456	0	0	0	0	0	0	0	192,201	265,078	(72,877)	73%
982.000 · Collection Expense	9,043	9,867	59,994	14,419	3,794	0	0	0	0	0	0	0	97,117	272,700	(175,583)	36%
991.450 · DEBT PRINCIPAL - GASB96 SBITA	3,653	0	0	0	0	0	0	0	0	0	0	0	3,653			
Total Expense	211,824	178,238	307,394	199,936	177,795	1,550	500	0	0	0	0	0	1,077,237	2,782,739	(1,705,502)	39%
Net Ordinary Income	790,172	802,271	151,240	(178,719)	(177,595)	(1,550)	(500)	0	0	0	0	0	1,385,319	(156,050)	1,541,369	
Other Income/Expense																
Other Expense																
995.001 · Trans to Capital Imprv 999.001	0	0	0	0	0	0	0	0	0	0	0	0	0	1	(1)	0%
995.002 · Trans to Cap Resv Fund 999.002	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	151,240	(178,719)	(177,595)	(1,550)	(500)	0	0	0	0	0	1,385,319	(202,851)	1,588,170	

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

	Jan - Apr 25	Jan - Apr 24	$ Change	% Change
Ordinary Income/Expense				
Income				
402.000 · District Revenue 402	2,298,338.01	2,113,162.94	185,175.07	8.76%
540.100 · State Aid	86,821.82	63,951.33	22,870.49	35.76%
645.100 · Copiers & Printers	1,341.51	1,316.55	24.96	1.9%
657.100 · Non-Resident Fees 607.100	531.25	1,171.87	-640.62	-54.67%
657.200 · ILL Fees/Collection Agency Rec	75.00	177.00	-102.00	-57.63%
665.000 · Bank Interest 665.100	275.76	648.52	-372.76	-57.48%
665.100 · Investment Gains/Losses 666.100	39,013.04	11,653.80	27,359.24	234.77%
669.000 · Investment Value Change 665.500	2,709.60	-8,633.06	11,342.66	131.39%
671.000 · Misc Income & Refunds 606.000	5,000.00	5,000.00	0.00	0.0%
674.000 · Revenue Contribution & Donation	28,250.00	24,640.38	3,609.62	14.65%
675.000 · Private Grant Sources	0.00	232.05	-232.05	-100.0%
Total Income	2,462,355.99	2,213,321.38	249,034.61	11.25%
Gross Profit	2,462,355.99	2,213,321.38	249,034.61	11.25%
Expense				
701.000 · Personnel Svcs Control Acct 701	388,996.61	372,898.74	16,097.87	4.32%
727.000 · Supplies 727	3,635.21	4,489.67	-854.46	-19.03%
731.000 · Other Svc - Postage 727.700	65.49	63.72	1.77	2.78%
732.000 · Supplies-Maintenance 727.600	1,525.93	1,002.24	523.69	52.25%
758.000 · FUEL - DIESEL	195.06	0.00	195.06	100.0%
801.000 · Professional & Contractual Svcs	11,086.85	33,522.76	-22,435.91	-66.93%
802.000 · Admin-Fees & Misc Costs 801.300	157.68	169.71	-12.03	-7.09%
803.000 · Maintenance Service Contracts	56,437.28	42,964.68	13,472.60	31.36%
850.000 · Telecommunications	8,242.49	10,201.29	-1,958.80	-19.2%
880.000 · Promotional Materials	34,989.90	30,540.21	4,449.69	14.57%
884.000 · Programming	87,772.71	74,550.80	13,221.91	17.74%
885.000 · Volunteer	390.04	217.39	172.65	79.42%
920.000 · Utilities	16,758.45	15,989.92	768.53	4.81%
960.000 · Board & Director Expense	718.60	602.45	116.15	19.28%
965.000 · Automation Services	23,689.58	24,069.16	-379.58	-1.58%
966.000 · Insurance 801.200	6,938.00	6,539.00	399.00	6.1%
967.000 · Equipment	13,953.84	21,182.92	-7,229.08	-34.13%
969.000 · CE, Staff Development & Travel	11,119.61	6,038.89	5,080.72	84.13%
970.000 · Capital Expense 980.00	133,745.11	20,747.00	112,998.11	544.65%
982.000 · Collection Expense	93,322.65	59,828.73	33,493.92	55.98%
991.450 · DEBT PRINCIPAL - GASB96 SBITA	3,653.00	0.00	3,653.00	100.0%
Total Expense	897,394.09	725,619.28	171,774.81	23.67%
Net Ordinary Income	1,564,961.90	1,487,702.10	77,259.80	5.19%
Net Income	1,564,961.90	1,487,702.10	77,259.80	5.19%

7.0

CHELSEA DISTRICT LIBRARY

Fund Balances

April 30, 2025

		Beginning Balance	Net Change	Ending Balance
General Fund				
LOCAL BANKS BALANCES				
Checking Account/ Chelsea State Bank	001.001	$231,246.97	-$19,096.02	$212,150.95
Paypal Account	003.002	$200.00	-$200.00	$0.00
Cash on Hand		$231,446.97	**-$19,296.02**	**$212,150.95**
Ameriprise Account				
MMF - Interest and earnings	017.003	$3,274,717.40	9000.18 *	$3,283,717.58
MMF - Deposits and withdrawls	017.003		-$200,000.00	-$200,000.00
Fixed Income Fund	017.004	$166,742.19	$0.00	$166,742.19
Investment Partners Total		**$3,441,459.59**	**-$190,999.82**	**$3,250,459.77** *
				$0.00
Total General Fund		**$3,672,906.56**	**-$210,295.84**	**$3,462,610.72**

* Report was originally prepared prior to statement. March et change was estimated based on average month interest and earnings from 2024. $7150.84 vs $6871.01 est. Revised when Ameriprise statement was available. $300k transfer into MMF.
** corrected with preparation of April Statements

8.1

Ameriprise April 30, 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	$300,000.00	$5,653.94	$1,496.90	$0.00	$3,441,459.59 *
04/30/25	$3,441,459.59	$0.00	$8,194.08	$806.10	$200,000.00	$3,250,459.77
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		$1,570,000.00	$39,013.04	$2,709.60	$200,000.00	$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

* The March 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.

** 5/13/25 - March actual numbers were used to create an accurate March account. March numbers are updated on the April Report.

DIRECTOR'S REPORT

Library Director's Report
Respectfully submitted for May 2025 board meeting

Community Care Shelf
CDL's Community Care Shelf goes live this month. This space under the stairs on the first floor will include a collection of resources (books, pamphlets, etc.) on stigmatized topics including substance use disorder recovery, mental health, immigration, LGBTQ issues, veteran concerns, and food and housing insecurity. All materials on the Community Care Shelf are materials we intend to give away and do not expect to see returned.

Our intention with the delivery of these resources is to be discreet, respectful, and welcoming in our efforts to get them into the hands of people who need them – no questions asked. This approach eliminates barriers to access such as lack of a library card, hold times, and the social stigma attached to the topics covered.

The resources will be selected by the Information Services staff in consultation with Emilee Fetters, the Chelsea Community Social Worker. The Chelsea Rotary Club gifted us a $500 grant as seed money for this important collection.

The 4-1-1 on Internal Library Staff Meetings
Staff of CDL meet regularly throughout the year. The entire staff meets monthly on the Friday following the board meeting. At these meetings, news from the board meeting is passed onto staff. Departments share updates. We also have sessions during these monthly meetings that benefit all staff. Topics covered include strategic planning and updates, tornado and fire training, first aid training, exhibit updates, active shooter training, and MERS information. Special topics may include things like the new website or the transition to Heartland. We also carve out time at these monthly meetings for departments to meet individually (we call this "department time"). Once a year, all staff gather for our annual in-service day. The board closes the building so that we can give our undivided attention to the agenda.

The management team at CDL meets weekly. An agenda is collectively created. The minutes from these meetings are shared with all staff. Additionally, the management team has started participating in mini retreats so that they can delve deeper into topics that impact the operation of the library.

Filming at the Library
We recently received a request to film a scene for a short film in the library. Jessica Draper – the film's creator – is a former Chelsea resident whose family still lives here. Filming will take place during the summer at a time when the library is closed. CDL will be mentioned in the credits with our logo and an establishing shot of the outside of our building.

The film is intended to be kid friendly. Draper shares this description:

Madison, a mischievous 15-year-old, tricks her younger, 10-year-old sister Emily into drinking a potion she claims will grant mind-reading powers. The potion unexpectedly empowers Emily, boosting her self belief allowing her to turn the tables on her sister. Humbled, Madison learns kindness and compassion while Emily learns the power of confidence. (The bottle is located in the library.) Should be fun!

NEA Funding at CDL
We have discussed how CDL benefits from the Institute of Museum and Library Services (IMLS) and the potential adverse affects on our library community should MeLCat services and databases be impacted by the recent Executive Order on IMLS.

CDL may also feel the impact of cuts to the National Endowment for the Arts (NEA) should its funding be cut and/or services disrupted. As you know, CDL is committed to hosting a quality, national touring exhibition in McKune annually. We work with Mid-America Arts Alliance (MAAA) through its Exhibits USA arm to accomplish this. The fee to bring an exhibit here through MAAA/Exhibits USA is partially supported by grants to Exhibits USA from the NEA. For example, the full cost to bring this year's exhibit *Working America* to Chelsea is $13,200. A grant from NEA covers $7,200 of that fee, leaving CDL to budget for $6,000 to bring the artwork here. The six exhibits booked through 2030 reflect a total of $48,420 in NEA grants.

I reached out to our MAA contact expressing our concerns about possible negative impacts to NEA funding. She stated that she believes everything should be okay with our current bookings (through 2030) as those exhibitions have already been produced or are currently in production, and they will continue to tour as planned. Leadership at MAAA is actively exploring alternate funding strategies for future Exhibits USA projects. She went on to state "(h)owever, if the NEA is shut down and we are unable to secure replacement funding, I anticipate that both in-region and out-of-region venues may see significantly higher rental fees for upcoming exhibitions." This is not good news for exhibitions beyond 2030 at CDL.

Strategic Plan 2024-28 Progress in April 2025
1.1 Provide a welcoming place for all
- Additional study booths added to allow for more private seating

1.2 Elevate the library as a location for community building
- Hosted a six-part nature and writing series in conjunction with the Eddy Discovery Center
- Hosted Midwest Literary Walk bringing audience in from a wide geographic area to enjoy downtown Chelsea and author talks

1.3 Be the go-to resource in the district for information access and validity (including AI)
- Head of Technology shared recordings of Library 2.0 conference, Libraries & AI: Literacy, Ethics, and Responsible Use with staff.
- Began developing the Community Care collection (see above in this report)
- UofM nursing students partnered with library to offer up-to-date, reliable health information provided by Chelsea Hospital and other reputable sources

1.4 Get the word out about the great things happening at CDL
- Head of Information Services presented on library services to the Chelsea Kiwanis Club
- Head of Communications & Outreach presented to Rotary and at the Chamber Business Breakfast
- Library Director shared library news at weekly Rotary meetings
- Began campaigns funded through Google Ad grant to raise awareness of library materials, services, and resources
- Ran a National Library Week social media campaign to share library usage stats with the public in a friendly way

2.2 Green the library
- Participated in Chelsea Area Chamber of Commerce's Earth Day event with Mobee

3.1 Prepare a strategy for the 2029 millage campaign

- Developed media relations tip sheet for staff and board

3.2 Explore the viability of expanding library space

- Purchased additional picture book shelving to expand collection space
- Purchased shelving unit to house Community Care collection

Out and About: Meetings/Activities Attended April 2025

- Rotary meetings – April 1, 8 & 15
- Walk to School Wednesday – April 2, 9, 16 & 23
- Friends board meeting – April 8
- Chelsea Area Chamber Business Breakfast – April 10
- Friends Staff Appreciation Luncheon – April 10
- Midwest Literary Walk – April 12
- Rotary Club highway cleanup – April 13
- Serendipity Books book brigade – April 13
- Juror, Sculpture Walk Committee – April 14
- Chelsea Area Chamber Board meeting – April 17
- Chelsea Area Chamber Earth Day Program at Lyndon North – April 22
- Special Library of Michigan Directors meeting on federal funding issues and status of IMLS – April 24
- PTO – April 28 through May 8

Major CDL Programs for Remainder of 2025

Summer Reading Kickoff on Library Lawn
Friday, June 6
12-2pm

Summer Reading Finale at Katie's Korner
Wednesday, July 23
1-2pm; 2:30-3:30pm

Summer Reading Teen Finale Party – 1st Floor Area & KidSpot
Friday, July 25
6-8pm

Music in the Air Family Concert - Chelsea First United Methodist Church
Saturday, August 2
11am

Music in the Air Concert – Chelsea First United Methodist Church
Saturday, August 2
3pm
Followed by sculpture dedication reception in Reading Garden

Working America exhibit in McKune
September 8 - October 10

CDL Song Fest featuring Freedy Johnston with Joy Jan Jones – Pasture Barn at Robin Hills Farm
Friday, November 7
7pm

Chelsea District Library
Assistant Director's Report
April 2025

Facility update

- April: concrete work completed, hvac/mini split installed, sprinklers started. Landscaping will happen once sprinklers are completed. Keys-May 5th?
- HVAC- the spring maintenance was done but the report on the vibration diagnostic assessment was not complete, so I did not meet with our JCI mechanic to discuss the results. Will plan that meeting for May.
- I had received a quote to repair and paint the McKune front porch in spring 2023 but between contractor schedule issues and Mobee, it did not get done. We made a few short-term patches with the idea of revisiting it in 2024 or 2025. It was completed in April and as usual, Chelsea Paint and Carpentry did a great job for us. I am keeping my eyes on the side porches.
- The sculpture pad was poured in the Reading Garden this month in preparation for placing the memorial rose sculpture in honor of Henry Cox in May. He was our original connection to Jacopo Giacopuzzi and a regular donor to Music in the Air.

Meetings and HR issues
We processed our first payroll with Heartland Time and Attendance March 31. We have worked out many bugs and it has gotten better each pay period but we are still experiencing a few issues that have not been resolved, which is very frustrating. We continue to work with Heartland to resolve those issues.

2026 Budget- April was spent doing research to complete my budget estimates. The biggest unknown at this point is a possible HVAC service model change that will impact how we monitor the HVAC system. It will involve more remote monitoring so when the service person comes on sight, they have a more complete picture of any issues. The upside is that we should see some savings over a three year period. The downside is we will lose Metasys, the graphic user interface that I feel has been critical in monitoring the system on a daily basis. I haven't received cost estimates from Johnson Controls yet but may have some negotiation room on Metasys.
We will spend our weekly management meetings in May discussing and refining our numbers in preparation for meeting with the finance committee in June.

Volunteers
In March we had 182 book sale hours and 94.75 non-book sale hours, totaling 276.75 hours. April brought 198 book sale hours and 69.50 non-book sale hours, totaling 267.50 hours.
Respectfully submitted, Linda Ballard, Assistant Director

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

April Major Programs

- Midwest Literary Walk
    - We saw record attendance at Lit Walk this year, with a combined total of more than 830 attendees across all three author events. The large attendance presented some challenges, but allowed us to test out different solutions, such as diverting sound to overflow spaces and utilizing library chairs to expand seating options at the churches.
    - This was our first year testing an expanded schedule, adding a 90 minute lunch break and a 60 minute afternoon break. This allowed participants to take advantage of Chelsea restaurants and shops. We learned that sales doubled at Zou Zous Cafe, and K Bueno sold out of lunch stock as a result. Feedback from attendees was overwhelmingly positive about the schedule change.
    - Overall, comment cards revealed that attendees enjoyed the author talks and the books. Extra books had to be purchased for the library collection in order to meet demand.
    - In addition to
- Adult Learners Institute
    - In April, we hosted a joint program with the Adult Learners Institute of Chelsea. We had 70 very enthusiastic attendees.
    - While this event was set to take place here at the library, the lift that allows people unable to use the stairs to enter the McKune Room broke. At the last minute, we were able to secure a venue with the Collins family, owners of Collins Off Main and The Collins at the Clock Tower. They generously allowed us to make use of their lovely chapel space and we were very grateful to not have to reschedule or cancel.
- Attendance
    - Between the Lit Walk, the ALI partnership program, and our recurring adult events, we had over 1,000 adult attendees this month!

March Meetings, Presentations, and Outreach

- I attended the Chelsea Area Chamber of Commerce's Earth Day event at Lyndon Park North. It was a lovely day and the launch of their B.A.R.K Ranger program. It was fun to see so many patrons and library partners (and their dogs!) and see what community resources are available for patrons who are interested in environmental causes.
- As a Chamber Ambassador, I attended the monthly meeting and was able to promote the Midwest Literary Walk, our upcoming Community Cares Collection, and the new study booths.

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

- Scott and I met to discuss technology needs in the the McKune Room for 2026. We are hopeful that we can reduce the amount of set up required for audio visual needs to benefit staff and patrons.
- Everett, Chris, and I met to discuss the process for renting the McKune Room. We worked on solutions to ensure that communication between Chris, Everett, the patrons, and the librarians is clear. We hope this will result in smooth room rentals for all.

Program Attendance

Date	Name	In-Person	Live Virtual	Recorded Virtual	Kits
	Adult Program Attendance				
4/2/2025	Reading Glasses Book Club	8			
4/8/2025	Hometown Book Club	23			
4/9/2025	Books & Banter	12			
4/12/2025	Midwest Literary Walk	835			
4/23/2025	Writing with the Trees of Childhood	19			
4/27/2025	makerChelsea: Spring Wreath Making	24			
4/29/2024	Michigan Native Plants	70			
4/30/2025	Mindfulness Walks	24			
	Adult Program Totals	*1015*			
	Early Literacy Program Attendance				
4/1/2025	Babytime	8			
4/3/2025	Ballet Storytime, 2 sessions	81			
4/8/2025	Babytime	10			
4/10/2025	Toddlertime	24			
4/15/2025	Babytime	24			
4/16/2025	Yoga Storytime	12			
4/17/2025	Toddlertime	37			
4/22/2025	Babytime	25			
4/23/2025	Preschool Storytime	6			
4/24/2025	Toddlertime	27			
4/29/2025	Babytime	24			

4/30/2025	Preschool Storytime	2			
	Early Literacy Program Totals	*280*			
	Youth Program Attendance				
4/1/2025	Chess with Chase	20			
4/2/2025	Kids Writing Workshop	14			
4/6/2025	Family Concert	65			
4/7/2025	Lego Club	15			
4/8/2025	Chess with Chase	20			
4/9/2025	Kids Writing Workshop	12			
4/14/2025	Youth Creativity Zine	6			
4/15/2025	Chess with Chase	20			
4/16/2025	Kids Writing Workshop	13			
4/16/2025	Family D&D	11			
4/22/2025	Chess with Chase	20			
4/23/2025	Kids Writing Workshop	14			
4/23/2025	Family D&D	11			
4/25/2025	READ to library dog	11			
4/29/2025	Chess with Chase	20			
4/30/2025	Kids Writing Workshop	14			
4/30/2025	Family D&D	9			
	Youth Program Totals	295			
	Teen Program Attendance				
4/3/2025	Teen Writing Workshop	4			
4/3/2025	TTT: Mini Book Boxes	2			
4/4/2025	PWNED Teen Gaming Club	3			
4/5/2025	Teen Job Fair	43			
4/10/2025	Teen Writing Workshop	4			
4/17/2025	Teen Writing Workshop	5			
4/25/2025	Teen Writing Workshop	5			
4/29/2025	Pizza & Paperbacks: Every Day	8			
	Teen Program Totals	74			
	Outreach Program Attendance				
4/10/2025	Storytime @ ECC (youth)	22			

4/10/2025	Silver Maples book club (adult)	7			
4/11/2025	Storytime @ Mudpies (youth)	26			
4/11/2025	MLW classroom visits	90			
4/16/2025	CSD After Care (youth, Mobee)	48			
4/17/2025	Pines Book Club (adult)	8			
4/17/2025	Storytime @ ECC (youth)	12			
4/22/2025	Bark Ranger	51			
4/24/2025	Storytime @ ECC (youth)	22			
4/25/2025	BLANK the Librarian (teen)	167			
	Outreach Program Totals	*453*			
	Walk to School Wednesdays				
4/2/2025	Walk to School Wednesdays	*9*			
4/9/2025	Walk to School Wednesdays	*12*			
4/16/2025	Walk to School Wednesdays	*13*			
4/23/2025	Walk to School Wednesdays	*17*			
	WTSW Totals	*37*			
	Mobee Visit Program Attendance				
4/1/2025	Pines (outreach, adult)	*8*			
4/4/2025	St. Louis Center VR & Storytime	*12*			
4/9/2025	Sylvan Crossing (outreach, adult)	*4*			
4/14/2025	Dancey House (UMRC) (outreach, adult)	*7*			
4/19/2025	Pierce Lake Beach Middle School Soccer (cancelled, weather)				
4/21/2025	Silver Maples (outreach, adult)	*3*			
4/26/2025	Beach Middle School Soccer	*36*			
4/28/2025	Silver Maples (outreach, adult)	*3*			
	Mobee Totals	*73*			

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.

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

Program Stats

Date	Program	Attendance
4/10/2025	Thursday Evenings in the Engine	2
4/22/2025	Be Ingenious: Crafty Projects	7
4/26/2025	Be Ingenious: Crafty Projects	8
4/24/2025	Thursday Evenings in the Engine	2

One-One Appointment Stats

Number of attendees at appointments & tours	50
Number of Unique Users	16

Reference, Collections, Deliveries, and Other

Services	April 25
Reference Questions	1758
CDL Delivers & Deposit Book Deliveries	16

*The Chelsea District Library was closed on Sunday, April 20th for the Easter holiday.

Collections and Usage

In April a new shelving unit from Demco arrived. We are still waiting on casters ordered from a separate company that will make the unit mobile. The decision to purchase an additional shelving unit for the youth and teen area was driven by circulation statistics. Library IQ data indicates that the board book and picture book collections are significantly understocked. This is determined by comparing the rate of checkouts to the number of available items. In order to keep the collection larger, additional shelving was necessary.

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

Demand by Collection Overview

Remove All Filters

Collection	District Library	Mobile Library
Board OR Picture		
Board Books	Understocked	Understocked
Picture Books	Understocked	Balanced

Currently we own 470 board books. Based on the circulation data Library IQ gathered, the suggested number of board books for our library is 1,185.

We own 4,439 picture books. The suggested size is 7,987.

The new shelving unit will not make it possible for us to reach the ideal size (we would need to more than double shelving for both areas, which is not possible with the size of our library; however, additional shelving will reduce pressure to weed items from the collection that are still used by the community. The rest of the need will be met by TLN and Melcat interlibrary loan services.

Technology Department

April 2025

Respectfully submitted
by ***Scott Rakestraw***

Tech Notes

Washtenaw Public Service Tech Talk

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

Share the URL:

https://chelseadistrictlibrary.org/techtalk

Scott Rakestraw
Moderator April 13

Jackson County Office of the Sheriff
April 9

Jackson County residents are receiving phone calls from an unknown suspect claiming to be Deputy Abbey from the Jackson County Office of the Sheriff. The unknown suspe... See more

Scott Rakestraw
Moderator April 12

Android & iPhone users should secure 'Group' settings for Signal, WhatsApp & Telegram.
~NSA Warning

FORBES.COM

NSA Warning—Change Your iPhone And Android Message Settings

Do not make this dangerous mistake—what to do now.

Scott Rakestraw
Moderator April 29 at 9:45 PM

This is likely useful; even if a few years out of date.
- The current state of AI may have reduced these times, particularly on the 'short end' of the chart.

Time it takes a hacker to brute force your password in 2025

Hardware: 12 x RTX 5090 | Password hash: bcrypt (10)

Number of Characters	Numbers Only	Lowercase Letters	Upper and Lowercase Letters	Numbers, Upper and Lowercase Letters	Numbers, Upper and Lowercase Letters, Symbols
4	Instantly	Instantly	Instantly	Instantly	Instantly
5	Instantly	Instantly	57 minutes	2 hours	4 hours
6	Instantly	46 minutes	2 days	6 days	2 weeks
7	Instantly	20 hours	4 months	1 year	[illegible]
8	Instantly	3 weeks	[illegible]	[illegible]	[illegible]
9	2 hours	[illegible]	[illegible]	[illegible]	[illegible]
10	1 day	[illegible]	[illegible]	[illegible]	[illegible]
11	1 weeks	[illegible]	[illegible]	[illegible]	[illegible]
12	3 months	[illegible]	[illegible]	[illegible]	[illegible]
13	[illegible]	[illegible]	[illegible]	56bn years	275bn years
14	[illegible]	[illegible]	300bn years	3tn years	10tn years
15	[illegible]	[illegible]	15tn years	218tn years	1qd years
16	[illegible]	12tn years	812tn years	13qd years	94qd years
17	[illegible]	322bn years	42qd years	840qd years	6qn years
18	[illegible]	8tn years	2qn years	52qn years	463qn years

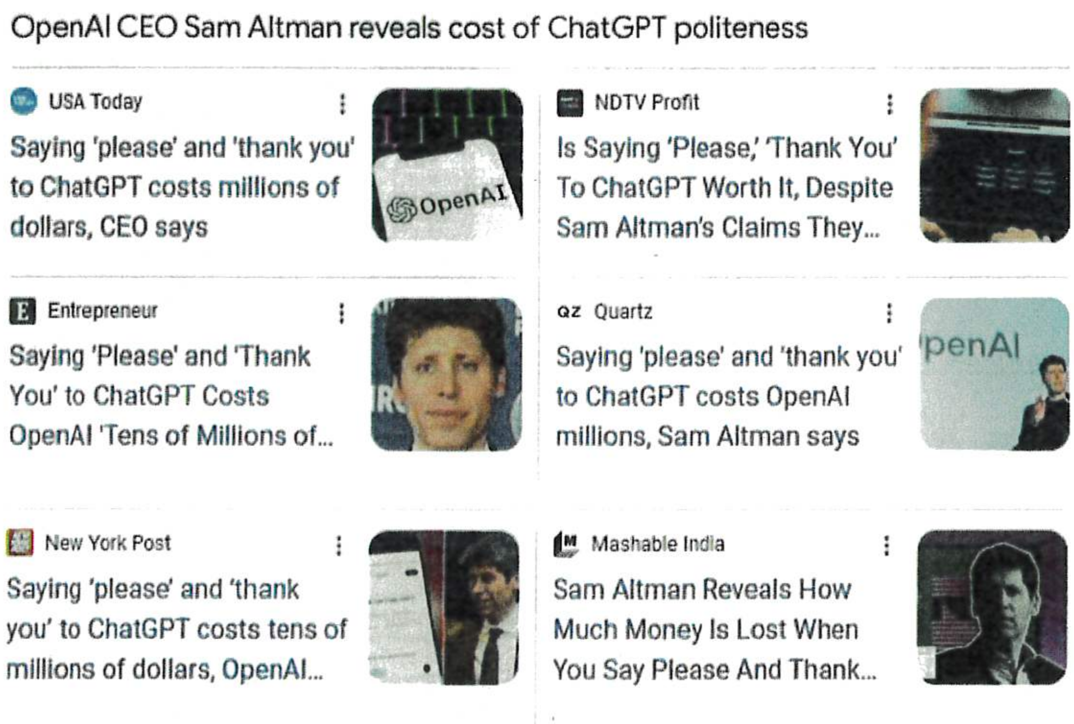
Technology Services

Matt Jensen completed installation on all four new wireless displays for the study rooms.

Thank You Matt!

All Eyes on AI

- You may have seen some of these headlines recently:



OpenAI CEO Sam Altman reveals cost of ChatGPT politeness

USA Today
Saying 'please' and 'thank you' to ChatGPT costs millions of dollars, CEO says

NDTV Profit
Is Saying 'Please,' 'Thank You' To ChatGPT Worth It, Despite Sam Altman's Claims They...

Entrepreneur
Saying 'Please' and 'Thank You' to ChatGPT Costs OpenAI 'Tens of Millions of...

Quartz
Saying 'please' and 'thank you' to ChatGPT costs OpenAI millions, Sam Altman says

New York Post
Saying 'please' and 'thank you' to ChatGPT costs tens of millions of dollars, OpenAI...

Mashable India
Sam Altman Reveals How Much Money Is Lost When You Say Please And Thank...

When it comes to internet news sources, be mindful that headlines are usually deceptive and written to generate 'clicks' and traffic. OpenAI Chair Sam Altman was ** **very playfully responding to a thread on X.com** **. When one poster on X-formerly-Twitter wondered aloud "how much money OpenAI has lost in electricity costs from people saying 'please' and 'thank you' to their models,"

Altman chimed in, saying it's "tens of millions of dollars well spent." he added "You never know."

Clearly he was not intending a serious disclosure. It is very simple to filter out *any* phrase from a GPT Prompt, especially if the words are costing 'tens of millions'.

Join our Artificial Intelligence Conversation Group here:
https://www.chelseadistrictlibrary.org/AIExplorers

IT By the Numbers

State Aid Report

	DATA SERVICES	JAN	FEB	MAR	APR
4758.7	Hotspots: Total GB Used - Township Halls	1086.7	1155.2	1283.1	1233.7
17.4	-- Lima Township (GB)	3.9	4.2	4.7	4.6
155.4	-- Sylvan Township (GB)	39.5	37.9	36.8	41.2
4585.9	-- Mobile Beacon (GB)	1043.3	1113.1	1241.6	1187.9
50	Hotspot Devices Circulated	11	14	10	15
1692	Public Internet - Computer Sessions	422	347	491	432
1726	Public Internet - Wireless Logins	467	418	433	408

	ONLINE SERVICES	JAN	FEB	MAR	APR
52400	Website Page Views *WebLinkx/Google	12400	11800	14000	14200
14700	Website Sessions *WebLinkx/Google	3500	3600	3700	3900
12060	AUDIO Downloads Total	3183	2691	3166	3020
8118	-- Audio: Overdrive	2183	1776	2094	2065
3942	-- Audio: Hoopla	1000	915	1072	955
1655	VIDEO Downloads Total	421	436	436	362
1155	-- Video: Kanopy	292	293	311	259
500	-- Video: Hoopla	129	143	125	103
11748	EBook Downloads Total	5110	2150	2313	2175
10731	-- Ebook: Overdrive	4851	1910	2040	1930
1017	-- Ebook: Hoopla	259	240	273	245
25463	TOTAL Downloads	8714	5277	5915	5557

Head of Marketing & Outreach Monthly Board Report
(April 1–30, 2025): Respectfully submitted by Virginia Krueger

Outreach Overview:

We hosted the 17th annual Midwest Literary Walk in April with record-breaking crowds!

Not only was the event well received by our audience, but the extended times between author talks were appreciated by the local business community. A survey of business owners showed an increase in sales by downtown businesses on the day of the Walk. Visitor comments about this year's event included:

""First rate speaker"

"Amzing & inspiring"

"Wow! Engaging! I could have listened for hous"

"Fabulous!"

"5 stars"

"Outstanding!"

"Absolutely fascinating"

April Outreach Efforts

Outreach Partner	Attendance
Pines	8
Walk to School Wednesdays	9
St. Louis Center Read Aloud & VR	12
Sylvan Crossing	6
Walk to School Wednesdays	12
Storytime @ ECC	22
Storytime @ Mudpies	26
Dancey House (UMRC)	7
Walk to School Wednesdays	13
CSD After Care	48
Storytime @ ECC	12
North Lake United Methodist Church	3
Bark Ranger	51
Walk to School Wednesdays	17
Storytime @ ECC	22
Beach Middle School Soccer	36
Silver Maples	3

(Items in Grey are Mobile CDL stops)

Chelsea Senior Center Outreach

In April, Everett spent about 45 hours in technology support at the Chelsea Senior Center to help members on Tech Wednesdays, set up multi factor authentication, and configure their mesh Wi-Fi network.

Outreach Highlight

In April we resumed stops at North Lake United Methodist Church. They are enthusiastic partners and marketed the stop on their electronic sign, on social media, and in their newsletters. We look forward to seeing how these efforts build the audience there.

Marketing Overview:

Marketing Assistant Katie's background in press relations was particularly helpful as we responded to the federal cuts to IMLS and researched Michigan campaign finance laws and library advocacy.

April eNews Metrics:
We sent four weekly e-newsletters (4,092 subscribers) and three Midwest Literary Walk e-newsletter (610 subscribers). The weekly eNews averaged a 60% open rate and the Lit Walk eNews averaged 64%. These open rates compare favorably to an average open rate of 43% across nonprofit industries.

Social Media:

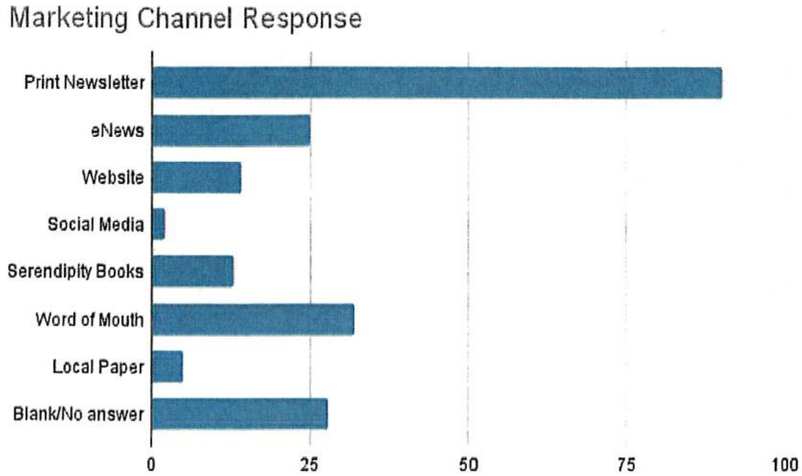
April Social Media Metrics:
Our April social media engagement was consistent with March with continued paid advertising for Midwest Literary Walk. Approximately 18% of survey respondents said they heard about Lit Walk through social media. The advertising on Meta resulted in reaching 2,273 users with 3,533 impressions (number of times the ad was on a screen).

CDL Facebook: 3,752 followers (+12) | 1,300 page visits ↑ | 8,600 page reach ↓ | 15.1% engagement rate

CDL Instagram: Followers: 1,122 (+27) | 153 profile visits ↑ | 1,800 page reach ↑ | 8.5% engagement rate

Google Advertising:
In the month of April, our Google ad grant campaigns were started. This resulted in an additional 287 visits to our website, with paid searches accounting for 7% of our website traffic. The campaigns we have running do not yet include our catalog, as there have been technical hiccups getting that set up. We are working with TLN to resolve these issues. Currently the most successful campaigns are for Overdrive/Libby and Google's cross network ads, where we are featured on apps like Google Maps or YouTube.

April Marketing Channel Response:
In April we had 209 program registrations where identifying the marketing channel was asked. The breakdown of how the registrants heard about the program is as follows:



Midwest Literary Walk Marketing Channel Response:

ANSWER CHOICES	RESPONSES	
CDL Print newsletter	19.02%	31
CDL/MLW eNewsletter	17.18%	28
CDL website	15.34%	25
Social media	17.79%	29
Sun Times News	11.66%	19
Chelsea Update	11.04%	18
Ann Arbor Observer	7.36%	12
From friends and family	33.13%	54
Other	25.15%	41
Total Respondents: 163		

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

Other miscellaneous duties:

- Coordinated photography for Midwest Literary Walk CHS visit and public event
- Participated in Walk to School Wednesdays
- Staffed Dancey House, Saturday soccer, and Earth Day Mobee events.
- Coordinated with Kathy Siler of Active ALS for ALS awareness month display
- Proofed, edited, and finalized the summer newsletter for print
- Submitted nomination for annual ABOS award
- Presented to Chelsea Rotary
- Attended the Chamber of Commerce business breakfast to promote Midwest LIterary Walk and talk about how we give back to the business community.
- Explored wrap design options for new study booths

Circulation Supervisor's Report
April 2025

- Circulation – 20691 in April
- Patron Count- 10918 for April
- Circulation by township- for April:
    - Dexter = 11% of total transactions
    - Lima = 12% of transactions
    - Lyndon =12% of transactions
    - Sylvan = 17% of transactions
    - Chelsea = 36% of transactions
- April Circulation: 84% were items from Chelsea and 16% were inter-loaned items.

  Libby = 4701 Hoopla = 1425 Kanopy = 259
- Registrations for April – 68 new cards; 7176 total card holders
  *Dexter = 904 cards; Lima = 778 cards; Lyndon = 978 cards
  *Sylvan = 1347 cards; Chelsea = 2614 cards; Nonresident = 555 cards
- Self-Check Machine: April 1313 or 6% of total checkouts

April Notes:

- I attended weekly management meetings.
- I worked my PIC shifts each week.
- I participated in WTSW one week.
- We received 156 tubs from TLN in April, with 7 being the daily average.
- We processed 54 MeLCat items for other libraries, and received 65 items for our patrons.
- We had 1402 unique patrons use the library.
- I attended the annual Staff Appreciation lunch.
- I attended all three MLW author presentations.
- I attended the Library Board meeting.
- I helped staff Mobee at the North Lake United Methodist Church.
- I spent a large amount of time working on becoming comfortable with Heartland catching some critical errors.
- Beth celebrated her 21st anniversary here at CDL. I prepared & delivered her review.

Respectfully submitted,
Amy Zoran
Head of Circulation

ACTION ITEMS

Action Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet
May 20, 2025, Board Packet

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

Accept April donations and changes to the 2025 FY Budget.

		Income Line -	Expense Line	
Pat & Sandy Merkel	Non-Designated	674.120	975.100	$250.00
Mary Hellner	Non-Designated (Memory of Jane Wood)	674.120	975.100	$40.00
Anonymous	Music in the Air	674.112	884.962	$1,000.00

Sub Total: $1,290.00

Acknowledge the donations below that are already in the budget.

Sub Total: $0.00

Total General Donations: $1,290.00

Acknowledge the donations below toward the CDL Endowment.

Janice L. Carr, Board Secretary

Date

Action Item #2

Chelsea District Library
Board of Trustees

Library Board Fact Sheet
May 20, 2025 Board Meeting

Audit Approval - 2024

Discussion:
Alan Panter presented the Yeo & Yeo Chelsea District Library 2024 audit at the April meeting and all that remains is board approval.

Action:
The Board approves the Yeo & Yeo Chelsea District Library 2024 audit.

______________________________ _______________
Janice L. Carr, Board Secretary Date

Action Item #3

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

May 20, 2025 Board Meeting

Board Retreat

Discussion:
The Board has agreed to schedule its retreat for June 17. The regularly scheduled meeting will be moved to the morning and begin at 9 am, with the retreat taking place immediately afterwards.

Action:
The Board approves the proposed Board Retreat date and schedule.

______________________________ ______________

Janice L. Carr, Board Secretary Date

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