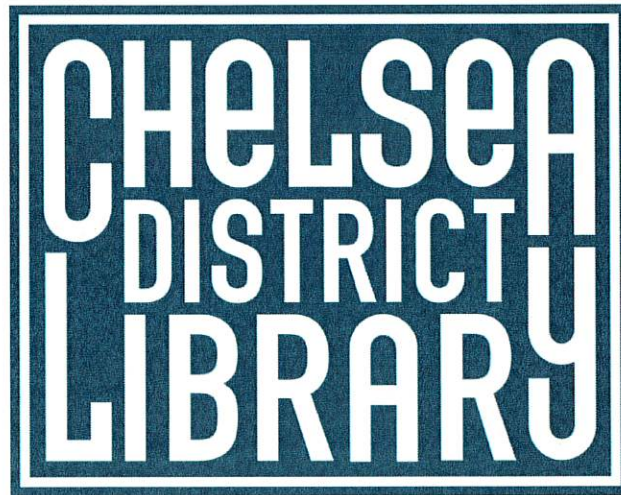


**Chelsea District Library  
Board of Trustees**

**Agenda and Information Packet**



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

**January 16, 2025  
6:45 pm**

**McKune Room at the Chelsea  
District Library**



**CHELSEA DISTRICT LIBRARY BOARD OF TRUSTEES**

**Thursday, January 16, 2025—6:45 p.m.**

**McKune Room**

**AGENDA**

**6:45 Board Meeting**

Welcome and Call to Order

Swearing in of Trustees/CDL Conflict of Interest Statement

Consent Agenda Approval

- Meeting Minutes
- Operational Checks
- Finance Reports

Agenda Review, Additions, and Approval

**6:55 Director's, Strategic Plan, and Friends Reports**

**7:05 Public Comment**

**7:10 Action Items**

1. Donations

**7:20 Discussion Items**

1. Policy 423 Library Equipment

**7:30 Reports**

Policy Committee

Finance Committee

Personnel Committee

Nominating Committee

Community Outreach Committee

**7:35 Communications**

**7:40 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 CONFLICT OF  
INTEREST STATEMENT**

No Board member of the Chelsea District Library shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation on the Board.

Each individual shall disclose to the Board any personal interest which they may have in any matter pending before the Board and shall refrain from participation in any decision on such matter.

Board members of the Chelsea District Library shall refrain from obtaining any list of library patrons.

**Statement of Associations**

This is to certify that I, except as described on the reverse of this sheet, am not now nor at any time during the past year have been:

A participant, directly or indirectly, in any arrangement, agreement, investment, or other activity with any vendor, supplier, or other party doing business with the Chelsea District Library that has resulted or could result in personal benefit to me.

Any exceptions to the above are stated on the reverse of this sheet with a full description of the transactions, whether direct or indirect, which I have (or have had during the past year) with persons or organizations having transactions with the Chelsea District Library.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name



**Chelsea District Library Board of Trustees  
Minutes of Regular Meeting**

Friday, December 13, 2024 10:00 a.m.  
Meeting Location: McKune Room

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

**Trustees Absent:** S. Lackey

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

**Guests:** Jacquelyn Bullerman

**Welcome and Call to Order**

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

**Consent Agenda**

MOTION made by G. Munce, SECONDED by W. Reinhardt to approve the Consent Agenda with the November minutes and financials. Discussion: None

All Ayes: 4-0

**Agenda Review, Additions, and Approval**

MOTION made by W. Reinhardt, SECONDED by B. Swistock to approve the agenda, as amended. Discussion: Added Garage RFPs added as Discussion Item #3.

All Ayes: 4-0

TJ Helfferich arrived

**Director's Report Update:**

L. Coryell update:

- Light Pole decorated for Chamber.
- S. Lackey is leaving the Board after serving for 8 years.
- Working with Heartland Payroll Services to digitize payroll in 2025.
- New library bench in honor of Fritz Wagner, donated by Carolyn McNagny.
- Everett and Lori will be serving lunch at the CSC.

**Friends Report Update:**

- New banner is up and it looks great!

**Public Comment:** Jacquelyn Bullerman spoke to the Board about the importance and significance of Martin Luther King Jr. Day.

P. Garcia arrived

**Action Item #1: Donations**

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

All Ayes 6-0

**Action Item #2: Board Officer and Committee Recommendations**

MOTION made by TJ Helfferich, SECONDED by B. Swistock to approve the Nominating Committees recommendations for 2025 Board Officers and committee assignments. Discussion: G. Munce, as chair, explained the Nominating Committee's reasoning on these assignments.

All Ayes 6-0

**Action Item #3: 2025 Calendar of Library Operations and Holidays**

MOTION made by W. Reinhardt, SECONDED by P. Garcia to approve the 2025 Calendar of Library Operations and Holidays. Discussion: L. Coryell spoke about TLN's closure for MLK Jr. Day and the importance of honoring it as a day of service, as well as about scheduling the Staff In-Service Day for February 28.

All Ayes 6-0

**Action Item #4: 2025 Library Board Calendar**

MOTION made by W. Reinhardt, SECONDED by P. Garcia to approve the 2025 Library Board Calendar. Discussion: W. Reinhardt and TJ Helfferich shared that they will each be absent for January's meeting.

All Ayes 6-0



**Action Item #5: Capital Improvement Fund Commitment**

MOTION made by B. Swistock, SECONDED by TJ Helfferich to approve the library's annual commitment to replenishing the Capital Improvement Fund. Discussion: None

All Ayes 6-0

L. Coryell suggested the Board go into Closed Session to speak freely about her Annual Evaluation. P. Garcia read a roll-call vote to move into Closed Session at 10:32am: TJ Helfferich, Aye; J. Carr, Aye; G. Munce, Aye; W. Reinhardt, Aye; B. Swistock, Aye; P. Garcia, Aye.

All Ayes 6-0

Return from Closed Session at 11:07am.

**Action Item #6: Director's Annual Evaluation**

MOTION made by G. Munce, SECONDED by B. Swistock to approve the Personnel Committee's recommendation based on the collected evaluations. Discussion: TJ Helfferich, as chair, spoke about the committee's reasoning and the evaluation process.

All Ayes 6-0

**Discussion Item #1: Budget Adjustments 2024**

L. Coryell explained the adjustments and why they need to move before the end of the year to close out the 2024 fiscal year.

MOTION made by W. Reinhardt, SECONDED by B. Swistock to move Discussion Item #1 to Action Item #7. Discussion: None

All Ayes 6-0

**Action Item #7: Budget Adjustments 2024**

MOTION made by G. Munce, SECONDED by B. Swistock to approve the approve the 2024 Budget adjustments. Discussion: None

All Ayes 6-0

**Discussion Item #2: Budget Carryovers (2024 to 2025)**

L. Coryell explained the carryovers and why they need to move before the end of the year to close out the 2024 fiscal year.

MOTION made by B. Swistock, SECONDED by W. Reinhardt to move Discussion Item #2 to Action Item #8. Discussion: None

All Ayes 6-0

**Action Item #8: Budget Carryovers (2024 to 2025)**

MOTION made by B. Swistock, SECONDED by W. Reinhardt to approve the budget carryovers from 2024 to 2025. Discussion: None

All Ayes 6-0

**Discussion Item #3: Garage RFPs**

L. Coryell and L. Ballard shared that two of the three garage RFPs have come back and that the third might come in later in the day, but the firm was unsure whether they would bid. G. Munce asked if there will be any post-construction costs associated with the garage. L. Ballard answered just regular maintenance. L. Coryell, asked that the Board move this business to Action, so that she can respond to the RFPs.

MOTION made by B. Swistock, SECONDED by P. Garcia to move Discussion Item #3 to Action Item #9 Garage Proposals. Discussion: None

All Ayes 6-0

**Action Item #9: Garage Proposals**

MOTION made by B. Swistock, SECONDED by W. Reinhardt to approve the RFP proposal from Construction Design Services, Inc., subject to a third bid coming in by 5pm today at 20% less (including a 10% contingency clause), at which point a special meeting would be called to revisit the proposals. Discussion: None

P. Garcia read a roll-call vote at 12:02pm: J. Carr, Aye; G. Munce, Aye; W. Reinhardt, Aye; TJ Helfferich, Aye; B. Swistock, Aye; P. Garcia, Aye.

All Ayes 6-0

**Committee Reports**

**Policy Committee –**

**Finance Committee –**

**Personnel Committee –**

**Nominating Committee –**

**Community Outreach Committee –**

**Communications:**

- P. Garcia spoke about the recent Lima Township meeting and shared that they had questions about the senior ballot initiative that passed and also that they'd like to set up livestreaming for their meeting and wanted advice about how best to go about that. G. Munce said that he will send them a link to Lyndon Townships next meeting and they can decide if they want something similar.

**Adjournment:**

MOTION made by TJ Helfferich, SECONDED by B. Swistock to adjourn the meeting at 12:13pm.

All Ayes, 6-0

\_\_\_\_\_  
Janice L. Carr, Board Secretary

\_\_\_\_\_  
Date



# **FINANCE REPORTS**



Chelsea District Library  
Monthly Check Register

December 2024

9:14 AM  
01/06/25

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Check		12/31/2024		Service Charge	001.001 - CSB/Operations Checking		-6.60
TOTAL				Service Charge	802.100 - Admin-Fees Bank 801.310	-6.60	6.60
Bill Pmt -Check	29059	12/11/2024	12 ACRE STUDIO	FILE PREP	001.001 - CSB/Operations Checking		-150.00
Bill	694	12/03/2024		STAFF APPRECIATION GIFT DESIGN WORK	880.441 - General Service/Resource Pro...	-150.00	150.00
TOTAL						-150.00	150.00
Bill Pmt -Check	29060	12/11/2024	A Production Cleaning Company Inc.	VOID: INV 15953	001.001 - CSB/Operations Checking		0.00
TOTAL						0.00	0.00
Bill Pmt -Check	29061	12/11/2024	A Production Cleaning Company Inc.	INV 15953	001.001 - CSB/Operations Checking		-1,750.00
Bill	15953	12/09/2024		CLEANING 11/24 - 12/07	803.605 - Janitorial	-1,750.00	1,750.00
TOTAL						-1,750.00	1,750.00
Bill Pmt -Check	29062	12/11/2024	A T & T TELCO	INV 734433980407 - 11/25/2024 - ACCT 743 433-9804 520 ...	001.001 - CSB/Operations Checking		-226.67
Bill	734433980411	12/09/2024		2024 - TELCO - LAND LINES - 10/26 - 11/25/24	850.120 - Telephone	-226.67	226.67
TOTAL						-226.67	226.67
Bill Pmt -Check	29063	12/11/2024	ADULT LEARNERS INSTITUTE	ALI HONORARIUM - CLASS FALL	001.001 - CSB/Operations Checking		-700.00
Bill	24-3655	12/03/2024		ALI HONORARIUM FOR ALI CLASS - Adult Prog Rest Gift - ...	884.919 - Adult Prog Rest Gift - Gen(ALL)	-700.00	700.00
TOTAL						-700.00	700.00
Bill Pmt -Check	29064	12/11/2024	Alerus Financial	Entity code nos. 400298 / 110320 - pay period starting 11/...	001.001 - CSB/Operations Checking		-5,486.35
Bill	20241124	12/09/2024		11/24/24 - 12/07/24 - PAID 12/13/24 - PR ER 5% MATCH 11/24/24 - 12/07/24 - PAID 12/13/24 - PR EE PERSONAL C... 11/24/24 - 12/07/24 - PAID 12/13/24 - PR FLEX TO 457(b)	231.002 - Payroll Lia/401A MichER 257 0... 702.300 - Per Svcs - Retirmt - EE 701.110 710.500 - Per Svcs - Fringe B ER 701.120	-1,857.40 -2,196.39 -1,432.56	1,857.40 2,196.39 1,432.56
TOTAL						-5,486.35	5,486.35
Bill Pmt -Check	29065	12/11/2024	Amazon Capital Services Inc	SEE CR MEMO 1FDF-CD4W-3XDF - 11/28 CHECK RUN LIGHTING FOR STREET POLE AND MOBBEE	001.001 - CSB/Operations Checking		-1,423.59
Bill	1LGP-X973-CH4K	12/03/2024		TEEN PROGRAM	982.720 - Adult Print General	-11.44	11.44
Bill	13P3-PM16-XK4T	12/09/2024		TEEN PROGRAM	880.441 - General Service/Resource Pro...	-292.74	292.74
Bill	1LLN-CC1-YXF3	12/11/2024		TEEN PROGRAM	884.272 - Teen General Programs	-34.63	34.63
Bill	1GQL-G7WL-1TXQ	12/11/2024		TEEN PROGRAM	884.272 - Teen General Programs	-21.99	21.99
Bill	1HPT-5JAL-CKTG	12/11/2024		SUPPLIES FOR YOZ	884.272 - Teen General Programs	-48.14	48.14
Bill	11HQ-N91L-GQNP	12/11/2024		FLASH DRIVES	884.272 - Teen General Programs	-23.87	23.87
Bill	16SD-L5YR-6MR1	12/11/2024		VIDEOGAMES	982.490 - Videogames	-23.99	23.99
Bill	16MS-WDYD-JMYJ	12/11/2024		VIDEOGAMES	982.490 - Videogames	-770.55	770.55
Bill	1V7F-4C4L-R1HQ	12/11/2024		PHONE CASE - OTTERBOX	884.126 - General Adult Programs	-48.99	48.99
Bill	1LYG-H17H-FTK3	12/11/2024		SUPPLIES	728.300 - Supplies-Matl Proc Othr 727.330	-24.86	24.86
Bill				BOOK CLUB	884.128 - Book Club Supplies	-75.93	75.93
TOTAL						-1,423.59	1,423.59

Chelsea District Library  
 Monthly Check Register  
 December 2024

8:14 AM  
 01/06/25

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill Pmt -Check	29066	12/11/2024	Association Maintenance Corp	13052	001.001 - CSB/Operations Checking		-780.00
Bill	13052	12/11/2024		FALL CLEANUP - 2ND HALF	803.811 - Lawn Service	-780.00	780.00
TOTAL						-780.00	780.00
Bill Pmt -Check	29067	12/11/2024	AUTHORS UNBOUND	INVOICE 6726 DEPOSIT - MLW 2026 - CHRIS LA TRAY	001.001 - CSB/Operations Checking		-3,350.00
Bill	24-3658	12/03/2024		2026 -INVOICE 6726 DEPOSIT - MLW 2026 - CHRIS LA TRA...	123.002 - Prepaid Payments	-3,350.00	3,350.00
TOTAL						-3,350.00	3,350.00
Bill Pmt -Check	29068	12/11/2024	Baker & Taylor - Adult	2038694625	001.001 - CSB/Operations Checking		-87.98
Bill	2038694625	12/11/2024		Adult Print General	982.720 - Adult Print General	-87.98	87.98
TOTAL						-87.98	87.98
Bill Pmt -Check	29069	12/11/2024	Baker & Taylor - Auto Yours Cats		001.001 - CSB/Operations Checking		-101.05
Bill	2038696823	12/11/2024		Youth Print General	982.760 - Youth Print General	-38.05	38.05
Bill	2038721207	12/11/2024		Youth Print General	982.760 - Youth Print General	-63.00	63.00
TOTAL						-101.05	101.05
Bill Pmt -Check	29070	12/11/2024	Baker & Taylor - Juvenile		001.001 - CSB/Operations Checking		-430.88
Bill	2038709956	12/11/2024		Youth Print General	982.760 - Youth Print General	-115.95	115.95
Bill	2038636355	12/11/2024		Youth Print General	982.760 - Youth Print General	-242.79	242.79
Bill	2038541995	12/11/2024		Youth Print General	982.760 - Youth Print General	-72.14	72.14
TOTAL						-430.88	430.88
Bill Pmt -Check	29071	12/11/2024	Baker & Taylor - Program Account		001.001 - CSB/Operations Checking		-128.90
Bill	2038692413	12/11/2024		General Adult Programs	884.126 - General Adult Programs	-54.00	54.00
Bill	2038704839	12/11/2024		2025 BUDGET - Youth Reading Group - 884.230	123.002 - Prepaid Payments	-74.90	74.90
TOTAL						-128.90	128.90
Bill Pmt -Check	29072	12/11/2024	Baker & Taylor - Unlabeled Juvenile		001.001 - CSB/Operations Checking		-425.93
Bill	2038707969	12/11/2024		2024 - Youth Print General	982.760 - Youth Print General	-29.35	29.35
Bill	2038507527	12/11/2024		2024 - Youth Print General	982.760 - Youth Print General	-102.26	102.26
Bill	2038630377	12/11/2024		2024 - Youth Print General	982.760 - Youth Print General	-38.36	38.36
Bill	2038533816	12/11/2024		2024 - Youth Print General	982.760 - Youth Print General	-219.06	219.06
Bill	2038659808	12/11/2024		2024 - Youth Print General	982.760 - Youth Print General	-36.90	36.90
TOTAL						-425.93	425.93
Bill Pmt -Check	29073	12/11/2024	Baillard, Kerry	BOOKKEEPING THROUGH 12/13/24	001.001 - CSB/Operations Checking		-640.00
Bill	2041213	12/09/2024		BOOKKEEPING THROUGH 12/13/24	801.040 - Bookkeeper	-640.00	640.00
TOTAL						-640.00	640.00
Bill Pmt -Check	29074	12/11/2024	Baillard, Linda P.	REIMBURSEMENT - RUST REPAIR FOR BIKE STATION	001.001 - CSB/Operations Checking		-28.60



Chelsea District Library  
Monthly Check Register

December 2024

9:14 AM  
01/06/25

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill	24-2182-LB	12/09/2024		RUST REPAIR FOR BIKE STATION	727.100 · Supplies - General Op 727.200	-28.60	28.60
TOTAL						-28.60	28.60
Bill Pmt -Check	29075	12/11/2024	Cintas Corporation-300	4213041075 ACCT# 14203324	001.001 · CSB/Operations Checking	-161.84	-161.84
Bill	4213041075	12/03/2024		RUGS CLEANING SUPPLIES/SOAP	729.300 · Supplies-Cleaning Rugs 727.5... 729.200 · Supplies-Cleaning Sup 727.520	-139.87 -21.97	139.87 21.97
TOTAL						-161.84	161.84
Bill Pmt -Check	29076	12/11/2024	Citizens Insurance Co		001.001 · CSB/Operations Checking	-17,295.00	-17,295.00
Bill	24-2177-LB	12/09/2024		WORKER'S COMP POLICY WPH A509257	710.400 · Per Svcs-Frings-W Comp 701....	-2,140.00	2,140.00
Bill	ODH A509529	12/09/2024		BUSINESSOWNERS POLICY ODH A509529	986.100 · General Liability Ins 801.210	-15,155.00	15,155.00
TOTAL						-17,295.00	-17,295.00
Bill Pmt -Check	29077	12/11/2024	City of Chelsea		001.001 · CSB/Operations Checking	-40.00	-40.00
Bill	21764	12/11/2024		21764 - TRASH - NOV	808.620 · Trash	-40.00	40.00
TOTAL						-40.00	40.00
Bill Pmt -Check	29078	12/11/2024	City of Chelsea-Elect & Water		001.001 · CSB/Operations Checking	-3,503.70	-3,503.70
Bill	20241206	12/09/2024		NOV - UTILITIES: ELECTRICITY, WATER, SEWER, SPRINK... WATER - NOV SEWER - NOV ELECTRICITY - NOV SPRINKLER - NOV	920.110 · City of Chelsea Water 920.120 · City of Chelsea Sewer 920.130 · City of Chelsea Electric 920.150 · City of Chelsea Sprinkler	-66.11 -145.12 -3,265.00 -27.47	66.11 145.12 3,265.00 27.47
TOTAL						-3,503.70	3,503.70
Bill Pmt -Check	29079	12/11/2024	CONSTRUCTION DESIGN SERVICES		001.001 · CSB/Operations Checking	-1,750.00	-1,750.00
Bill	8194	12/11/2024		8194 - GARAGE CONSTRUCTION MANAGEMENT - \$3750 - 2 PMT...	801.079 · Library Strategic Plan	-1,750.00	1,750.00
TOTAL						-1,750.00	1,750.00
Bill Pmt -Check	29080	12/11/2024	Dollar Bill Printing		001.001 · CSB/Operations Checking	-142.06	-142.06
Bill	DB-99157-INV	12/09/2024		FOYVOY POSTERS AND BOOKMARKS	880.431 · General Library Prog Promotion	-142.06	142.06
TOTAL						-142.06	142.06
Bill Pmt -Check	29081	12/11/2024	Ingram Library Services		001.001 · CSB/Operations Checking	-4,941.15	-4,941.15
Bill	84735058	12/11/2024		. Adult Print General	982.720 · Adult Print General	-70.02	70.02
Bill	84735053	12/11/2024		. Adult Print General	982.720 · Adult Print General	-50.46	50.46
Bill	84735056	12/11/2024		. Adult Print General	982.720 · Adult Print General	-21.88	21.88
Bill	84735052	12/11/2024		. Adult Print General	982.720 · Adult Print General	-19.72	19.72
Bill	84735050	12/11/2024		. Adult Print General	982.720 · Adult Print General	-14.78	14.78
Bill	84735055	12/11/2024		. Adult Print General	982.720 · Adult Print General	-34.61	34.61
Bill	84735051	12/11/2024		. Adult Print General	982.720 · Adult Print General	-17.57	17.57
Bill	84735054	12/11/2024		. Adult Print General	982.720 · Adult Print General	-18.66	18.66
Bill	84735057	12/11/2024		. Adult Print General	982.720 · Adult Print General	-17.57	17.57
Bill	84758868	12/11/2024		. Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-32.72	32.72
Bill	84802692	12/11/2024		. Adult Collection Restricted	982.910 · Adult Collection Restricted	-125.27	125.27
Bill	84802689	12/11/2024		. Adult Print General	982.720 · Adult Print General	-18.11	18.11
Bill	84802693	12/11/2024		. Adult Print General	982.720 · Adult Print General	-15.39	15.39

Chelsea District Library  
 Monthly Check Register  
 December 2024

9:14 AM  
 01/06/25

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill	84802691	12/11/2024		Multiple Book Copies	982.740 · Multiple Book Copies	-35.15	35.15
Bill	84802690	12/11/2024		Adult Print General	982.720 · Adult Print General	-35.15	35.15
Bill	84802687	12/11/2024		Multiple Book Copies	982.740 · Multiple Book Copies	-18.12	18.12
Bill	84802688	12/11/2024		Adult Print General	982.720 · Adult Print General	-14.78	14.78
Bill	84838276	12/11/2024		Adult Large Print	982.710 · Adult Large Print	-254.51	254.51
Bill	84838275	12/11/2024		Adult Print General	982.720 · Adult Print General	-35.13	35.13
Bill	84838274	12/11/2024		Adult Print General	982.720 · Adult Print General	-12.23	12.23
Bill	84838277	12/11/2024		Adult Print General	982.720 · Adult Print General	-42.11	42.11
Bill	84838275	12/11/2024		Adult Collection Restricted	982.910 · Adult Collection Restricted	-42.83	42.83
Bill	84838278	12/11/2024		Adult Ref.	982.730 · Adult Ref.	-15.67	15.67
Bill	84838279	12/11/2024		Mobile CDL - Youth	982.761 · Mobile CDL - Youth	-17.10	17.10
Bill	84857468	12/11/2024		Adult Print General	982.720 · Adult Print General	-57.05	57.05
Bill	84857467	12/11/2024		Adult Print General	982.720 · Adult Print General	-16.50	16.50
Bill	84857466	12/11/2024		Adult Print General	982.720 · Adult Print General	-35.14	35.14
Bill	84857465	12/11/2024		Adult Print General	982.720 · Adult Print General	-50.30	50.30
Bill	84857470	12/11/2024		Adult Print General	982.720 · Adult Print General	-14.41	14.41
Bill	84882131	12/11/2024		Adult Collection Restricted	982.910 · Adult Collection Restricted	-16.20	16.20
Bill	84882132	12/11/2024		Adult Large Print	982.710 · Adult Large Print	-390.26	390.26
Bill	84882128	12/11/2024		Adult Print General	982.720 · Adult Print General	-174.63	174.63
Bill	81882129	12/11/2024		Adult Print General	982.720 · Adult Print General	-68.66	68.66
Bill	84882133	12/11/2024		Adult Ref.	982.730 · Adult Ref.	-116.03	116.03
Bill	84882130	12/11/2024		Adult Print General	982.720 · Adult Print General	-15.96	15.96
Bill	84882134	12/11/2024		Mobile CDL - Youth	982.761 · Mobile CDL - Youth	-222.02	222.02
Bill	84903264	12/11/2024		Adult Print General	982.720 · Adult Print General	-517.04	517.04
Bill	84903262	12/11/2024		Adult Large Print	982.710 · Adult Large Print	-25.58	25.58
Bill	84903263	12/11/2024		Adult Ref.	982.730 · Adult Ref.	-34.78	34.78
Bill	84903261	12/11/2024		Adult Print General	982.720 · Adult Print General	-24.86	24.86
Bill	84964633	12/11/2024		Adult Print General	982.720 · Adult Print General	-38.95	38.95
Bill	84964635	12/11/2024		Youth Print General	982.760 · Youth Print General	-74.90	74.90
Bill	84964634	12/11/2024		Youth Print General	982.760 · Youth Print General	-14.87	14.87
Bill	84976775	12/11/2024		Adult Print General	982.720 · Adult Print General	-14.58	14.58
Bill	84976774	12/11/2024		Adult Print General	982.720 · Adult Print General	-61.91	61.91
Bill	84976778	12/11/2024		Adult Print General	982.720 · Adult Print General	-120.92	120.92
Bill	84976777	12/11/2024		Adult Print General	982.720 · Adult Print General	-17.03	17.03
Bill	84976780	12/11/2024		Adult Large Print	982.710 · Adult Large Print	-18.33	18.33
Bill	84976779	12/11/2024		Multiple Book Copies	982.740 · Multiple Book Copies	-17.58	17.58
Bill	84976776	12/11/2024		Adult Print General	982.720 · Adult Print General	-17.03	17.03
Bill	84990603	12/11/2024		Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-36.07	36.07
Bill	85029313	12/11/2024		Adult Print General	982.720 · Adult Print General	-45.30	45.30
Bill	85029312	12/11/2024		Adult Print General	982.720 · Adult Print General	-35.06	35.06
Bill	85029315	12/11/2024		Adult Large Print	982.710 · Adult Large Print	-21.90	21.90
Bill	85029314	12/11/2024		Multiple Book Copies	982.740 · Multiple Book Copies	-22.64	22.64
Bill	85029316	12/11/2024		Mobile CDL - Youth	982.761 · Mobile CDL - Youth	-7.63	7.63
Bill	85029317	12/11/2024		Adult Print General	982.720 · Adult Print General	-35.65	35.65
Bill	85029320	12/11/2024		Adult Print General	982.720 · Adult Print General	-18.65	18.65
Bill	85029319	12/11/2024		Adult Print General	982.720 · Adult Print General	-37.74	37.74
Bill	85029318	12/11/2024		Adult Print General	982.720 · Adult Print General	-19.18	19.18
Bill	85029321	12/11/2024		Youth Print General	982.760 · Youth Print General	-131.29	131.29
Bill	85029322	12/11/2024		Youth Print General	982.760 · Youth Print General	-425.40	425.40
Bill	85070230	12/11/2024		Adult Print General	982.720 · Adult Print General	-45.25	45.25
Bill	85070229	12/11/2024		Adult Print General	982.720 · Adult Print General	-44.34	44.34
Bill	85070228	12/11/2024		Adult Print General	982.720 · Adult Print General	-35.15	35.15
Bill	85130723	12/11/2024		Mobile CDL - Youth	982.761 · Mobile CDL - Youth	-18.66	18.66
Bill	85130722	12/11/2024		Adult Large Print	982.710 · Adult Large Print	-93.89	93.89
Bill	85130721	12/11/2024		Adult Print General	982.720 · Adult Print General	-23.22	23.22
Bill	83629331	12/11/2024		Youth Print General	982.760 · Youth Print General	-11.33	11.33
Bill	83649660	12/11/2024		Youth Print General	982.760 · Youth Print General	-11.81	11.81
Bill	83919948	12/11/2024		Youth Print General	982.760 · Youth Print General	-13.95	13.95
TOTAL						-4,941.15	4,941.15

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Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill Pmt -Check	29082	12/11/2024	KANOPY INC		001.001 - CSB/Operations Checking		-468.35
Bill	427217-PPU	12/11/2024		KANOPY VIDEO PLAYS - NOV	982.410 · Electronic Products/Subs	-239.70	239.70
Bill	422855-PPU	12/11/2024		KANOPY VIDEO PLAYS - OCT	982.410 · Electronic Products/Subs	-228.65	228.65
TOTAL						-468.35	468.35
Bill Pmt -Check	29083	12/11/2024	Kan Cook's Plumbing and Heating Inc.	39987 - ANNUAL PLUMBING INSPECTION	001.001 - CSB/Operations Checking		-200.00
Bill	39987	12/09/2024		ANNUAL PLUMBING INSPECTION	803.870 · Plumbing MA	-200.00	200.00
TOTAL						-200.00	200.00
Bill Pmt -Check	29084	12/11/2024	KeyBank	A/C Ending .....3195 11/10 - 12/09/24 DUE 01/06/2025 ...	001.001 · CSB/Operations Checking		-8,235.88
Bill	250106	12/11/2024		CHELSEA WELLNESS CENTER - HEALTH STIPEND	989.620 · Staff In-Service & Appreciation	-150.00	150.00
				PLAYBOOK BUILDER - HR SOFTWARE	957.200 · Equipment Software	-170.00	170.00
				VOLUNTEER GIFT CARDS - VARIOUS STORES, 44 CARDS	885.100 · Programs	-570.00	570.00
				DOORDASH - SEN THAI BISTRO - MEALS AT CONFERENCE	969.143 · Other Staff Travel	-63.00	63.00
				HYATT - MEALS AT CONFERENCE	969.143 · Other Staff Travel	-11.99	11.99
				HYATT - MEALS AT CONFERENCE	969.143 · Other Staff Travel	-24.19	24.19
				OLD SPAGHETTI FACTORY - MEALS AT CONFERENCE	969.143 · Other Staff Travel	-53.08	53.08
				SALT & SMOKE - MEALS AT CONFERENCE	969.143 · Other Staff Travel	-40.03	40.03
				HYATT - ROOM AT CONFERENCE	969.143 · Other Staff Travel	-398.62	398.62
				TOTALLY CHOCO - CUSTOM CHOCOLATES	969.620 · Staff In-Service & Appreciation	-733.02	733.02
				META ADVERTISING - MUSIC AND MOVIES WITH MARTIN ...	880.120 · Misc Advertising	-18.00	18.00
				FUN EXPRESS - SCRATCH ART, GINGERBREAD PIC FR...	880.486 · Mobile Promotions	-111.74	111.74
				JIMMY JOHN'S - CITY OF CHELSEA STAFF LUNCH	880.320 · Misc Marketing Supplies	-96.22	96.22
				POLLY'S - CITY OF CHELSEA STAFF LUNCH	880.320 · Misc Marketing Supplies	-10.98	10.98
				ACE GREAT LAKES HARDWARE - DOORBELL	727.100 · Supplies - General Op	-29.67	29.67
				ELM USA - GREEN & YELLOW SANDING PADS	728.300 · Supplies-Meat Proc Othr	-79.95	79.95
				STRICTLY RITA - TEEN PROGRAM, WAX	884.272 · Teen General Programs	-27.00	27.00
				MICHAEL'S - DYE	884.272 · Teen General Programs	-23.51	23.51
				COTTAGE INN - REFRESHMENTS FOR TEENS	884.276 · Teen Refreshments	-68.19	68.19
				POLLY'S - YRC TWEEN BC SNACKS	884.230 · Youth Reading Group	-21.10	21.10
				ALA - SNOOPY COSTUME FOR MOBBE	884.126 · General Adult Programs	-160.34	160.34
				ALAPLA MEMBERSHIPS - SHANNON POWERS - 2150246	969.324 · Head of Tech Svc Membership	-210.00	210.00
				LYNCH CREEK FARMS - GREENS FOR MAKER CHELSEA ...	884.126 · General Adult Programs	-353.79	353.79
				ACE HARDWARE - SPRAYPAINT	884.273 · Teen Holiday Programs	-11.38	11.38
				OM TECH LASER - WORKING TABLE	967.500 · Makerspace Equipment	-74.19	74.19
				DUPLICATE BILLING - OM TECH LASER - WORKING TABL...	967.500 · Makerspace Equipment	-74.19	74.19
				BUSCH'S - ADULT PROGRAM REFRESHMENTS	884.126 · General Adult Programs	-37.62	37.62
				COSTCO - ADULT PROGRAM REFRESHMENTS	884.126 · General Adult Programs	-33.98	33.98
				JOANN - TTH VINYL	884.273 · Teen Holiday Programs	-41.25	41.25
				QVC - GREENS FOR MAKER CHELSEA	884.126 · General Adult Programs	-199.17	199.17
				DOLLAR TREE - MAKER CHELSEA	884.126 · General Adult Programs	-47.50	47.50
				GFS - CHOC AND PLATES	969.620 · Staff In-Service & Appreciation	-93.52	93.52
				PANERA - ALL STAFF MEETING SUPPLIES	969.620 · Staff In-Service & Appreciation	-92.02	92.02
				LYFT - CONF TRANSPORTATION	969.110 · Director Travel	-49.19	49.19
				LYFT - CONF TRANSPORTATION	969.110 · Director Travel	-56.26	56.26
				LYFT - MEALS AT CONFERENCE	969.110 · Director Travel	-14.61	14.61
				HYATT - MEALS AT CONFERENCE	969.110 · Director Travel	-23.08	23.08
				OLD SPAGHETTI FACTORY - MEALS AT CONFERENCE	969.110 · Director Travel	-54.08	54.08
				SALF+SMOKE - MEALS AT CONFERENCE	969.110 · Director Travel	-50.08	50.08
				HYATT - ROOM AT CONFERENCE	969.110 · Director Travel	-398.62	398.62
				SIGNS IN ONE DAY - LIGHT POLE BANNERS FOR CHRIST...	880.441 · General Services/Resource Pro...	-148.00	148.00
				THOMPSON'S PIZZA - PRE-THANKSGIVING MORALE BOO...	969.620 · Staff In-Service & Appreciation	-110.77	110.77
				CASPIO - WEBSITE HOSTING AND SERVICES, STORIES O...	803.395 · Website Hosting & Service	-2,575.60	2,575.60
				ZOOM - VIDEO CONFERENCE SOFTWARE 11/24 - 12/23/24	967.200 · Equipment Software	-39.50	39.50
				EBAY - REPLACE CASH REGISTER (WAS DISCONTINUED ...	967.120 · Computers	-302.26	302.26
				TECHSMITH - MAKERSPACE/MARKETING VIDEO EDIT SOF...	967.200 · Equipment Software	-255.72	255.72
				CLEARYS - PRE-PLANNING COMMISSION MTG, GARAGE ...	969.620 · Staff In-Service & Appreciation	-38.67	38.67

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Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
TOTAL						-8,235.88	8,235.88
Bill Pmt -Check	29085	12/11/2024	KNIGHT TECHNOLOGY GROUP		001.001 - CSB/Operations Checking		-1,130.00
Bill	24695	12/09/2024		DATTO CLOUD BACKUP + GOOGLE RECOVERY - NOV	803.390 - Computers	-1,130.00	1,130.00
TOTAL						-1,130.00	1,130.00
Bill Pmt -Check	29086	12/11/2024	Krueger, Virginia		001.001 - CSB/Operations Checking		-38.15
Bill	24-1003-LC	12/03/2024		REIMBURSEMENT FOR LOST ITEM - SONGFEST	884.411 - Songfest	-38.15	38.15
TOTAL						-38.15	38.15
Bill Pmt -Check	29087	12/11/2024	Midwest Tape		001.001 - CSB/Operations Checking		-1,850.16
Bill	506293952	12/03/2024		NOV ADULT FEATURE DVDs	982.460 - DVD Feature	-466.97	466.97
Bill	506293954	12/03/2024		NOV ADULT NONFICTION DVDs	982.470 - DVD Non-Fiction	-74.96	74.96
Bill	506297811	12/03/2024		OCT ADULT FEATURE DVDs	982.460 - DVD Feature	-59.98	59.98
Bill	506297812	12/03/2024		OCT ADULT NONFICTION DVDs	982.470 - DVD Non-Fiction	-14.99	14.99
Bill	506328965	12/03/2024		NOV ADULT NONFICTION DVDs	982.470 - DVD Non-Fiction	-31.48	31.48
Bill	506328968	12/03/2024		NOV ADULT FEATURE DVDs	982.460 - DVD Feature	-404.10	404.10
Bill	506332828	12/03/2024		NOV ADULT FEATURE DVDs	982.460 - DVD Feature	-259.37	259.37
Bill	506332828	12/03/2024		OCT/NOV CDs	982.420 - Adult Music on CD	-20.98	20.98
Bill	506384810	12/11/2024		NOV ADULT FEATURE DVDs	982.460 - DVD Feature	-335.14	335.14
Bill	506384810	12/11/2024		NOV ADULT NF DVDs	982.470 - DVD Non-Fiction	-41.23	41.23
Bill	506384812	12/11/2024		NOV ADULT FEATURE DVDs	982.460 - DVD Feature	-116.22	116.22
Bill	506401396	12/11/2024		NOV ADULT NF DVDs	982.470 - DVD Non-Fiction	-24.74	24.74
TOTAL						-1,850.16	1,850.16
Bill Pmt -Check	29088	12/11/2024	Midwest Tape - Hoopla		001.001 - CSB/Operations Checking		-5,842.72
Bill	506413022	12/11/2024		DIGITAL CONTENT - NOV	982.410 - Electronic Products/Subs	-2,991.14	2,991.14
Bill	506272706	12/11/2024		DIGITAL CONTENT FOR OCT	982.410 - Electronic Products/Subs	-2,851.58	2,851.58
TOTAL						-5,842.72	5,842.72
Bill Pmt -Check	29089	12/11/2024	Pitney Bowes		001.001 - CSB/Operations Checking		-63.72
Bill	332008306	12/09/2024		ACCT # 0010280651 - INV 332008306 - RENTAL 10/16 - 01... RENTAL 10/16 - 01/15/25	731.200 - Other Svc-Psrg Operating 727.7...	-63.72	63.72
TOTAL						-63.72	63.72
Bill Pmt -Check	29090	12/11/2024	ROGERS, DAVID		001.001 - CSB/Operations Checking		-300.00
Bill	24-3634-CS	12/11/2024		PROGRAM - MAGIC OF THE HOLIDAYS - 12/17/24 PROGRAM - MAGIC OF THE HOLIDAYS - 12/17/24	884.119 - General Adult Events	-300.00	300.00
TOTAL						-300.00	300.00
Bill Pmt -Check	29091	12/11/2024	Serendipity Books		001.001 - CSB/Operations Checking		-2,205.00
Bill	124599	12/03/2024		124599 - Community Read, Neighbor Read - 2025 2025 - Community Read, Neighbor Read - 884.131	123.002 - Prepaid Payments	-2,205.00	2,205.00
TOTAL						-2,205.00	2,205.00
Bill Pmt -Check	29092	12/11/2024	T-MOBILE		001.001 - CSB/Operations Checking		-416.84
Bill	9775550022	12/09/2024		ACCT 9775550022 - STATEMENT DATED 11/21/2024 DUE 1... 2024 - 10/21 - 11/20/2024- T-MOBILE WIFI HOTSPOTS	850.311 - WIFI Hotspots	-362.12	362.12

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TOTAL				MOBEE CELL 2024 - 10/21 - 11/20/2024	850.122 - Telecommunications-Mobile C...	-54.72	54.72
Bill Pmt -Check	29093	12/11/2024	Travelers	ACCT 8213C9182 - LIABILITY	001.001 - CSB/Operations Checking	-416.84	416.84
Bill	0105538613LB	12/09/2024		2024 Liability Insurance - Renewal - CRIME 12/18/24 - 12/18/25	986.100 - General Liability Ins 801.210	-1,145.00	1,145.00
TOTAL						-1,145.00	1,145.00
Bill Pmt -Check	29094	12/11/2024	Unique Management Services Inc	6133550 CLIENT # 1954 - 2024 NOV - COLLECTION FEES ...	001.001 - CSB/Operations Checking	-107.40	-107.40
Bill	6133550	12/09/2024		2024 NOV - COLLECTION FEES (PLACEMENTS)	801.090 - Collection Fees	-107.40	107.40
TOTAL						-107.40	107.40
Bill Pmt -Check	29095	12/11/2024	Verizon Wireless	INV 9979845841 - ACCT 442098695-00001 - 10/29 - 11/28...	001.001 - CSB/Operations Checking	-1,253.70	-1,253.70
Bill	9979845841	12/09/2024		HOT SPOTS - 10/29 - 11/28/2024 - DISPUTED	850.311 - WiFi Hotspots	-1,122.42	1,122.42
				IT CELL PHONE - 10/29 - 11/28/2024 - DISPUTED	850.121 - IT Cell Phone	-51.06	51.06
				MOBEE WIFI + HOTSPOT - 10/29 - 11/28/2024 - DISPUTED	850.312 - Internet/Service - Mobile CDL	-80.22	80.22
TOTAL						-1,253.70	1,253.70
Bill Pmt -Check	29096	12/11/2024	WEBLINK INC	34480 - ANNUAL HOSTING, WORDPRESS, ACCESSIBLE LL...	001.001 - CSB/Operations Checking	-1,410.00	-1,410.00
Bill	34480	12/09/2024		HOSTING AND LICENSES	801.071 - Website Development	-1,410.00	1,410.00
TOTAL						-1,410.00	1,410.00
Bill Pmt -Check	29097	12/11/2024	ZOOBEAN, INC.	INV 34788 - YEAR 3 OF 3	001.001 - CSB/Operations Checking	-895.00	-895.00
Bill	34788	12/11/2024		2025 BUDGET - BEANSTACK SRP SOFTWARE - YEAR 3 - ...	123.002 - Prepaid Payments	-895.00	895.00
TOTAL						-895.00	895.00
Bill Pmt -Check	29098	12/12/2024	Blue Care Network of Michigan	GROUP 00277068 SUBGROUP 0002 - COVERAGE JAN 01...	001.001 - CSB/Operations Checking	-4,910.17	-4,910.17
Bill	243460067402	12/12/2024		2025 - JAN 01/01 - 31/2025 - MED INS - 710.200	123.002 - Prepaid Payments	-4,910.17	4,910.17
TOTAL						-4,910.17	4,910.17
Bill Pmt -Check	29099	12/12/2024	Constellation NewEnergy-Gas Divisio...	INV 4193332 - ACCT BG-303066 - NOV - 10/19 - 11/18/2024	001.001 - CSB/Operations Checking	-261.67	-261.67
Bill	4193332	12/12/2024		NOV - 10/19 - 11/18/2024	920.200 - McKune Gas	-261.67	261.67
TOTAL						-261.67	261.67
Bill Pmt -Check	29100	12/26/2024	A Production Cleaning Company Inc.	INV 15984	001.001 - CSB/Operations Checking	-1,750.00	-1,750.00
Bill	15984	12/20/2024		CLEANING 12/08 - 21/2024	803.605 - Janitorial	-1,750.00	1,750.00
TOTAL						-1,750.00	1,750.00
Bill Pmt -Check	29101	12/26/2024	ABSOPURE	ACCT 9423998 - INV 89557580	001.001 - CSB/Operations Checking	-43.91	-43.91
Bill	89557580	12/20/2024		WATER AT 12/16	727.100 - Supplies - General Op 727.200	-43.91	43.91

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TOTAL						-43.91	43.91
Bill Pmt -Check	29102	12/26/2024	Alerus Financial	Entity code nos. 460298 / 110320 - pay period starting 12/...	001.001 · CSB/Operations Checking		-5,493.93
Bill	20241208	12/26/2024		12/08/24 - 12/21/24 - PAID 12/27/24 - PR ER 5% MATCH 12/08/24 - 12/21/24 - PAID 12/27/24 - PR EE PERSONAL C... 12/08/24 - 12/21/24 - PAID 12/27/24 - PR FLEX TO 457(b)	231.002 · Payroll Lia/401A MICHER 257.0... 702.300 · Per Svcs - Reimnt - EE 701.110 710.500 · Per Svcs - Fringe B ER 701.120	-1,861.19 -2,200.18 -1,432.56	1,861.19 2,200.18 1,432.56
TOTAL						-5,493.93	5,493.93
Bill Pmt -Check	29103	12/26/2024	AMERICAN UNITED LIFE INSURANCE ...	GROUP: G 00623836-0000-000 - JAN 01/01/2025 -01/31/2025	001.001 · CSB/Operations Checking		-879.91
Bill	24-2194-LB	12/26/2024		JAN 01/01/2025 -01/31/2025 - PREPAID 710.200	123.002 · Prepaid Payments	-879.91	879.91
TOTAL						-879.91	879.91
Bill Pmt -Check	29104	12/26/2024	Ballard, Kerry	BOOKKEEPING THROUGH 12/27/24	001.001 · CSB/Operations Checking		-640.00
Bill	20241227	12/26/2024		BOOKKEEPING THROUGH 12/27/24	801.040 · Bookkeeper	-640.00	640.00
TOTAL						-640.00	640.00
Bill Pmt -Check	29105	12/26/2024	COMFORT, STACEY	REIMBURSEMENT - TEEN PROGRAMS - TTHH, FELT	001.001 · CSB/Operations Checking		-17.85
Bill	24-3687-SC	12/13/2024		REIMBURSEMENT - TEEN HOLIDAY PROGRAMS	884.273 · Teen Holiday Programs	-17.85	17.85
TOTAL						-17.85	17.85
Bill Pmt -Check	29106	12/26/2024	CONSTRUCTION DESIGN SERVICES	24-1033-LC - CONTRACT SIGNED 12/17/2024	001.001 · CSB/Operations Checking		-76,308.00
Bill	24-1033-LC	12/13/2024		2025 - GARAGE CONSTRUCTION 50% - 1ST PAYMENT - S...	123.002 · Prepaid Payments	-76,308.00	76,308.00
TOTAL						-76,308.00	76,308.00
Bill Pmt -Check	29107	12/26/2024	Coryell, Lori	WELLNESS BENEFIT - JULY - DECEMBER	001.001 · CSB/Operations Checking		-150.00
Bill	24-1032-LC	12/18/2024		2024 REIMBURSEMENT - WELLNESS BENEFIT, 9 MO @ \$...	969.620 · Staff In-Service & Appreciation	-150.00	150.00
TOTAL						-150.00	150.00
Bill Pmt -Check	29108	12/26/2024	Dangerous Architects	Additional architects services for Mobebe garage	001.001 · CSB/Operations Checking		-1,074.50
Bill	Two	12/18/2024		Additional architects services for Mobebe garage	801.079 · Library Strategic Plan	-1,074.50	1,074.50
TOTAL						-1,074.50	1,074.50
Bill Pmt -Check	29109	12/26/2024	Great Lakes Ace Hardware	INV 174690/154 - ACCT 200379	001.001 · CSB/Operations Checking		-3.34
Bill	17690/154	12/16/2024		MOUNTING BENCH AND SIGNS	732.300 · Supplies-MNT-General 727.8...	-3.34	7.58
TOTAL						-3.34	7.58
Bill Pmt -Check	29110	12/26/2024	HOPKINS, GABRIELLE H.	REIMBURSEMENT - HEALTH MEMBERSHIP STIPEND 12 * ...	001.001 · CSB/Operations Checking		-300.00
Bill	224-2195-LB	12/26/2024		REIMBURSEMENT - HEALTH STIPEND	969.620 · Staff In-Service & Appreciation	-300.00	300.00
TOTAL						-300.00	300.00

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Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill Pmt -Check	29111	12/26/2024	Ingram Library Services		001.001 - CSB/Operations Checking		-636.09
Bill	85317225	12/26/2024		Adult Print General	982.720 · Adult Print General	-153.39	153.39
Bill	85317219	12/26/2024		Adult Print General	982.720 · Adult Print General	-15.03	15.03
Bill	85317222	12/26/2024		Adult Print General	982.720 · Adult Print General	-86.78	86.78
Bill	85317224	12/26/2024		Adult Large Print	982.710 · Adult Large Print	-48.18	48.18
Bill	85317223	12/26/2024		Multiple Book Copies	982.740 · Multiple Book Copies	-17.58	17.58
Bill	85317221	12/26/2024		Adult Large Print	982.710 · Adult Large Print	-38.30	38.30
Bill	85317220	12/26/2024		Adult Print General	982.720 · Adult Print General	-19.44	19.44
Bill	85346254	12/26/2024		Adult Large Print	982.710 · Adult Large Print	-82.29	82.29
Bill	85346255	12/26/2024		Adult Print General	982.720 · Adult Print General	-13.19	13.19
Bill	85455310	12/26/2024		Adult Print General	982.720 · Adult Print General	-16.50	16.50
Bill	85455312	12/26/2024		Multiple Book Copies	982.740 · Multiple Book Copies	-19.19	19.19
Bill	85455309	12/26/2024		Adult Print General	982.720 · Adult Print General	-70.34	70.34
Bill	85455311	12/26/2024		Adult Print General	982.720 · Adult Print General	-17.58	17.58
Bill				Adult Large Print	982.710 · Adult Large Print	-38.30	38.30
TOTAL						-636.09	
Bill Pmt -Check	29112	12/26/2024	Jaco Electric LLC		001.001 - CSB/Operations Checking		-223.75
Bill	2912	12/20/2024		INSTALL REPLACEMENT GFI OUTLET AND COVER FOR M...	803.010 · Maint Svc Contingency	-223.75	223.75
TOTAL						-223.75	223.75
Bill Pmt -Check	29113	12/26/2024	MC creative design & photography LLC		001.001 - CSB/Operations Checking		-1,400.00
Bill	822	12/19/2024		2025 NEIGHBORS READ BRANDING AND PRINT MATERIA...	123.002 · Prepaid Payments	-1,400.00	1,400.00
TOTAL						-1,400.00	1,400.00
Bill Pmt -Check	29114	12/26/2024	Midwest Tape		001.001 - CSB/Operations Checking		-12.74
Bill	506454881	12/26/2024		OCT / NOV CDS	982.420 · Adult Music on CD	-12.74	12.74
TOTAL						-12.74	12.74
Bill Pmt -Check	29115	12/26/2024	OverDrive		001.001 - CSB/Operations Checking		-14,000.00
Bill	CD0157624355388	12/26/2024		CUST # 1576-1014, INV CD0157624355388, E-CONTENT	982.412 · EBooks/Overdrive Advantage	-14,000.00	14,000.00
TOTAL						-14,000.00	14,000.00
Bill Pmt -Check	29116	12/26/2024	Petty Cash-		001.001 - CSB/Operations Checking		-115.29
Bill	24-6409	12/26/2024		PETTY CASH - 08/01 - 12/31/2024 - EOY CLOSEOUT	982.510 · Local History Preservation	-8.23	8.80
				06/08/24 - SHANNON - CVS - PICTURE KIOSK	884.222 · General Youth Programs	-9.34	10.00
				08/23/24 - CHELSEA COMMUNITY FAIR - ENTRANCE FEE	732.300 · Supplies-MNT-General 727.8...	-1.99	2.12
				09/08/24 - LINDA - PTO THRIFTSHOP - LEVEL	727.100 · Supplies - General Op. 727.200	-3.74	1.92
				09/08/24 - LINDA - MENARDS - DISHWASHER SOAP	884.222 · General Youth Programs	-4.95	3.98
				09/11/24 - JESSICA - POLLY'S - FOOD	960.100 · Board Expenses	-5.61	5.80
				09/12/24 - AMY - GARDEN MILL - CANNAS CARD	960.200 · Director Expense	-5.81	6.00
				09/19/24 - LORI - COURTYARD CAFE - CHAMBER LUNCH	960.200 · Director Expense	-6.03	6.00
				09/19/24 - LORI - DOUBLE ENTERED - SEE NEGATIVE AM...	732.300 · Supplies-MNT-General 727.8...	-4.88	5.00
				10/11/24 - LINDA - ACE HARDWARE - RUSTY PRIMER SPR...	960.200 · Director Expense	-3.17	3.38
				10/17/24 - LORI - COURTYARD CAFE - CHAMBER LUNCH	727.100 · Supplies - General Op. 727.200	-10.22	10.83
				10/18/24 - CHRIS - SUPERGLUE	885.200 · Supplies	-7.98	7.87
				10/21/24 - LINDA - CVS - VOLUNTEER CANDY	885.200 · Supplies	-6.55	7.00
				11/07/24 - LINDA - CVS - VOLUNTEER CANDY	960.200 · Director Expense	-3.55	3.80
				11/21/24 - LORI - COURTYARD CAFE - CHAMBER LUNCH	729.200 · Supplies-Cleaning Sup 727.520	-17.76	18.99
				12/05/24 - LINDA - POLLY'S - SOAP	727.100 · Supplies - General Op. 727.200	-7.09	7.88
				12/10/24 - LINDA - POLLY'S - KITCHEN SUPPLIES	968.620 · Staff In-Services & Appreciation		
				12/15/24 - LORI - TARGET - SKITTLES			

Chelsea District Library  
 Monthly Check Register  
 December 2024

9:14 AM  
 01/06/25

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
TOTAL				12/19/24 - LORI - COURTYARD CAFE - ROTARY LUNCH	969.500 · Institutional Membership	-5.61	6.00
						-115.29	123.27
Bill Pmt -Check	29117	12/26/2024	RK Studios	VOLUNTEER OF THE YEAR, FRIEND OF THE YEAR PART ...	001.001 · CSB/Operations Checking		-160.00
Bill	20241213	12/19/2024		VOLUNTEER OF THE YEAR, FRIEND OF THE YEAR PART ...	880.431 · General Library Prog Promotion	-150.00	150.00
TOTAL						-150.00	150.00
Bill Pmt -Check	29118	12/26/2024	SMART BUSINESS SOURCE	WO-236956-1	001.001 · CSB/Operations Checking		-81.44
Bill	WO-236956-1	12/26/2024		GENERAL SUPPLIES	727.100 · Supplies - General Op 727.200	-81.44	81.44
TOTAL						-81.44	81.44
Bill Pmt -Check	29119	12/26/2024	THE WOODHILL GROUP, LLC	2024 AUDIT PREP	001.001 · CSB/Operations Checking		-1,135.05
Bill	2386	12/16/2024		2024 YEAR END AUDIT PREP	801.020 · Auditor	-1,135.05	1,135.05
TOTAL						-1,135.05	1,135.05
Bill Pmt -Check	29120	12/26/2024	UNIVERSITY OFFICE TECHNOLOGIES...	83309066 - ACCT #1624667 - SITE 5597587 -	001.001 · CSB/Operations Checking		-767.20
Bill	83309066	12/18/2024		PUBLIC COPIER 12/01 - 12/31/2024 STAFF COPIER 12/01 - 12/31/2024 SMALL PRINTER MAINTENANCE 12/01 - 12/31/2024	803.101 · Public Copier 803.102 · Staff Copier 803.103 · Small Printer Maintenance	-241.82 -437.18 -88.20	241.82 437.18 88.20
TOTAL						-767.20	767.20
Bill Pmt -Check	29121	12/27/2024	Amazon Capital Services Inc	17X7-RF7W-CRXM - ACCT # A1640E23DGU99A	001.001 · CSB/Operations Checking		-4,817.77
Bill	17X7-RF7W-CRXM	12/27/2024		AV UPGRADE FOR STUDY ROOMS - MONITORS, MOUNT...	980.328 · Audio/Video/Sound Equipment	-4,817.77	4,827.87
TOTAL						-4,817.77	4,827.87
Bill Pmt -Check	29122	12/27/2024	Cintas Corporation-300	4216057069 ACCT# 14203324	001.001 · CSB/Operations Checking		-161.84
Bill	4216057069	12/27/2024		2025 - RUGS - 729.300 2025 - CLEANING SUPPLIES/SOAP - 729.200	123.002 · Prepaid Payments 123.002 · Prepaid Payments	-139.87 -21.97	139.87 21.97
TOTAL						-161.84	161.84
Bill Pmt -Check	29123	12/27/2024	COMFORT, STACEY	REIMBURSEMENT - HEALTH STIPEND	001.001 · CSB/Operations Checking		-25.00
Bill	24-2198-LPB	12/27/2024		REIMBURSEMENT - HEALTH STIPEND	999.620 · Staff In-Service & Appreciation	-25.00	25.00
TOTAL						-25.00	25.00
Bill Pmt -Check	29124	12/27/2024	Montange, Jeremy	VOLUNTEER OF THE YEAR PLAQUE ENGRAVING	001.001 · CSB/Operations Checking		-45.00
Bill	24-2198-LPB	12/27/2024		VOLUNTEER OF THE YEAR 2024	865.100 · Programs	-45.00	45.00
TOTAL						-45.00	45.00



## Chelsea District Library Donation and Restricted

January through December 2024

	Jan - Dec 24	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>674.000 · Revenue Contribution &amp; Donation</b>			
674.100 · Designated Adult Collection	451	451	0
674.101 · Designated Youth Collection	5,278	5,328	(50)
674.110 · Designated Adult Programming	5,060	5,110	(50)
674.111 · Designated Youth Programming	5,450	4,950	500
674.112 · Designated Music Focus Programs	3,000	3,000	0
674.113 · Designated Exhibits Programming	3,000	3,000	0
674.120 · Undesignated Donation	15,500	14,567	933
674.141 · Designated Technology	3,000	3,000	0
674.143 · Designated Maintenance	100	100	0
674.150 · Continuing Education Restricted	750	750	0
<b>Total 674.000 · Revenue Contribution &amp; Donation</b>	41,589	40,266	1,333
<b>675.000 · Private Grant Sources</b>			
675.400 · Chelsea Ed Foundation	232	232	0
<b>Total 675.000 · Private Grant Sources</b>	232	232	0
<b>Total Income</b>	41,821	40,488	1,333
<b>Gross Profit</b>	41,821	40,488	1,333
<b>Expense</b>			
<b>850.000 · Telecommunications</b>			
<b>850.900 · Telecom-Restricted Gifts</b>			
850.910 · WIFI Hot Spots - Restricted	3,000	3,000	0
<b>Total 850.900 · Telecom-Restricted Gifts</b>	3,000	3,000	0
<b>Total 850.000 · Telecommunications</b>	3,000	3,000	0
<b>884.000 · Programming</b>			
<b>884.130 · Washtenaw Reads</b>			
884.940 · Washtenaw Reads Restricted Gift	0	0	0
<b>Total 884.130 · Washtenaw Reads</b>	0	0	0
<b>884.210 · Youth Speakers</b>			
884.211 · Authors in Chelsea			
884.921 · Youth Prog Rest Gifts Authors	2,000	2,000	0
<b>Total 884.211 · Authors in Chelsea</b>	2,000	2,000	0
<b>Total 884.210 · Youth Speakers</b>	2,000	2,000	0
<b>884.400 · Music Focus</b>			
884.961 · Songfest - Restricted Gift	1,500	1,500	0
884.962 · Music in the Air - Restricted	1,289	1,289	0
<b>Total 884.400 · Music Focus</b>	2,789	2,789	0
<b>884.500 · Artist In Residence</b>			
884.970 · Artist In Residence Restricted	1,000	1,000	0
<b>Total 884.500 · Artist In Residence</b>	1,000	1,000	0
<b>884.910 · Adult Programming Restricted</b>			
884.911 · Adult Prog Rest Gifts MWest LW	1,500	1,500	0
884.916 · Aud Prg. Rst. Gifts Purple Rose	1,000	1,000	0

**Chelsea District Library**  
**Donation and Restricted**  
January through December 2024

	Jan - Dec 24	Budget	\$ Over Budget
884.927 · Adult Prog Rest Gifts SRP	750	750	0
<b>Total 884.910 · Adult Programming Restricted</b>	<b>3,250</b>	<b>3,250</b>	<b>0</b>
884.920 · Youth Programming Restricted			
884.922 · Youth Prog Rest Gifts Genl	0	200	(200)
884.926 · Youth Prog Rest Gifts SRP	3,000	3,000	0
884.950 · Youth Programming Restricted Gr			
884.953 · Youth Prog Rest Chelsea Ed Foun	232	232	0
<b>Total 884.950 · Youth Programming Restricted Gr</b>	<b>232</b>	<b>232</b>	<b>0</b>
<b>Total 884.920 · Youth Programming Restricted</b>	<b>3,232</b>	<b>3,432</b>	<b>(200)</b>
884.990 · Technology Programs			
884.992 · Techology Prog Res Gifts	110	110	0
884.990 · Technology Programs - Other	0		
<b>Total 884.990 · Technology Programs</b>	<b>110</b>	<b>110</b>	<b>0</b>
<b>Total 884.000 · Programming</b>	<b>12,381</b>	<b>12,581</b>	<b>(200)</b>
969.000 · CE, Staff Development & Travel			
969.600 · Staff Training, In-Service			
969.940 · Staff Apprec - Restricted	580	750	(170)
<b>Total 969.600 · Staff Training, In-Service</b>	<b>580</b>	<b>750</b>	<b>(170)</b>
<b>Total 969.000 · CE, Staff Development &amp; Travel</b>	<b>580</b>	<b>750</b>	<b>(170)</b>
970.000 · Capital Expense 980.00			
980.200 · Technology			
980.900 · Technology Restricted Gifts			
980.910 · Capital Restr Gift -Moblle CDL	0	0	0
980.920 · Small Equipment Gifts	0	0	0
<b>Total 980.900 · Technology Restricted Gifts</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total 980.200 · Technology</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total 970.000 · Capital Expense 980.00</b>	<b>0</b>	<b>0</b>	<b>0</b>
982.000 · Collection Expense			
982.910 · Adult Collection Restricted	300	451	(151)
982.920 · Youth Collection Restricted	5,445	5,573	(128)
<b>Total 982.000 · Collection Expense</b>	<b>5,745</b>	<b>6,024</b>	<b>(279)</b>
<b>Total Expense</b>	<b>21,706</b>	<b>22,355</b>	<b>(649)</b>
<b>Net Ordinary Income</b>	<b>20,115</b>	<b>18,133</b>	<b>1,982</b>
<b>Net Income</b>	<b>20,115</b>	<b>18,133</b>	<b>1,982</b>

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

	TOTAL																
	Jan 24	Feb 24	Mar 24	Apr 24	May 24	Jun 24	Jul 24	Aug 24	Sep 24	Oct 24	Nov 24	Dec 24	Jan - Dec 24	Budget	\$ Over Budget	% of Budget	
<b>Ordinary Income/Expense</b>																	
<b>Income</b>																	
402.000 - District Revenue 402	1,098,860	655,625	354,738	3,940	(193)	97,405	0	0	0	(1,200)	0	97,987	2,307,162	2,180,986	126,176	106%	
540.100 - State Aid	0	55,832	0	8,119	0	0	8,339	0	0	0	0	0	72,290	74,000	(1,710)	98%	
574.100 - Penal Fines	0	0	0	0	0	0	0	14,574	0	0	0	0	14,574	16,000	(1,426)	91%	
645.100 - Copiers & Printers	0	424	374	518	359	431	519	343	498	432	481	493	4,872	3,000	1,872	162%	
657.100 - Non-Resident Fees 607.100	(16)	1,188	0	0	0	0	906	125	781	(63)	0	906	3,827	3,500	327	109%	
657.200 - ILL Fees/Collection Agency Rec	0	132	15	30	30	30	150	0	120	58	0	195	730	200	530	365%	
665.000 - Bank Interest 665.100	105	164	205	174	142	117	82	42	36	27	37	33	1,164	14,784	63,324	528%	
665.100 - Investment Gains/Losses 666.100	1,973	1,688	1,729	6,266	9,822	6,205	11,604	9,425	7,199	8,796	8,911	4,481	78,108	15,000	(5)	100%	
669.000 - Investment Value Change 665.500	517	(2,039)	(1,849)	(5,262)	(630)	2,365	6,079	6,936	3,062	(4,515)	(1,015)	696	4,345	15,000	(5)	100%	
671.000 - Misc Income & Refunds 606.000	0	2,500	1,250	1,250	1,245	0	2,500	0	2,500	0	2,500	1,250	14,955	40,254	1,333	103%	
674.000 - Revenue Contribution & Donation	16,350	1,240	6,250	800	0	6,080	30	758	6,100	2,463	368	1,128	41,587	40,254	1,333	103%	
675.000 - Private Grant Sources	232	0	0	0	0	0	0	0	0	0	0	0	232	232	0	100%	
691.000 - Other Fin Source - Lease GASB87	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%	
699.000 - TRANSFER IN FROM OTHER FUND	0	0	0	0	0	0	0	0	71,766	0	0	0	71,766	71,707	59	100%	
<b>Total Income</b>	1,118,021	716,752	362,712	15,835	10,775	112,603	30,209	32,204	92,062	6,018	11,282	107,179	2,615,652	2,419,663	195,989	108%	
<b>Gross Profit</b>													118,461	(5,629)	124,090	(2,104%)	
<b>Expense</b>																	
701.000 - Personnel Svcs Control Acct 701	79,536	97,433	56,755	99,175	141,771	97,227	98,427	97,852	95,361	147,346	100,353	97,259	1,248,495	1,331,517	(83,122)	94%	
727.000 - Supplies 727	468	1,287	779	1,956	842	607	834	956	1,232	468	1,623	522	11,564	18,462	(4,898)	70%	
730.000 - Printing&Publishing P&P 727.600	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%	
731.000 - Other Svc - Postage 727.700	0	0	64	0	70	0	0	138	64	500	0	64	900	1,500	(600)	60%	
732.000 - Supplies-Maintenance 727.800	39	52	790	122	428	267	209	199	210	(418)	0	12	1,910	2,750	(840)	69%	
758.000 - FUEL - DIESEL	0	0	0	0	0	0	0	0	0	52	67	33	652	750	(98)	87%	
801.000 - Professional & Contractual Svcs	6,464	4,218	4,250	18,590	6,226	4,433	1,829	7,421	10,146	6,779	7,488	7,572	85,416	87,235	(1,819)	98%	
802.000 - Admin-Fees & Misc Costs 801.300	11	123	25	11	23	3	167	6	123	27	7	182	708	890	(182)	80%	
803.000 - Telecommunications	6,014	7,651	17,782	11,517	15,780	9,760	10,831	10,191	6,203	14,520	4,270	10,312	124,831	160,713	(35,882)	78%	
880.000 - Promotional Materials	(17)	4,954	3,829	1,436	2,802	2,165	3,672	2,148	2,190	3,261	1,940	3,678	32,058	48,980	(16,922)	65%	
884.000 - Programming	4,020	11,008	6,147	9,365	3,490	7,768	3,122	17,388	4,661	2,466	7,597	1,120	78,122	82,350	(4,228)	95%	
885.000 - Volunteer	19,698	44,354	4,734	5,764	12,730	10,018	4,055	17,154	13,242	8,641	1,444	634	2,482	2,500	(8)	100%	
920.000 - Utilities	2,807	4,649	4,473	4,061	4,288	4,517	5,284	5,929	5,971	5,301	4,834	7,330	59,444	69,850	(9,406)	85%	
965.000 - Board & Director Expense	47	14	317	225	177	597	1,434	35	600	127	68	23	3,664	3,700	(36)	99%	
966.000 - Automation Services	3,495	9,764	0	10,811	0	0	0	0	0	20,499	0	0	44,509	49,605	(5,096)	90%	
966.000 - Insurance 801.200	0	2,939	0	3,600	0	0	0	(687)	0	0	0	16,967	22,840	22,840	(1)	100%	
967.000 - Equipment	6,902	3,943	10,129	210	2,636	380	1,271	(12)	(1,991)	721	(7,550)	906	17,545	35,386	(17,841)	50%	
969.000 - CE, Staff Development & Travel	1,271	2,957	1,114	697	3,874	1,976	738	2,361	2,045	1,731	1,883	5,570	26,217	32,901	(6,684)	80%	
970.000 - Capital Expense 980.00	0	11,998	8,749	0	6,204	17,890	86,814	1,735	3,428	0	85,515	4,828	227,161	240,957	(13,796)	94%	
982.000 - Collection Expense	3,729	36,049	9,267	10,784	15,805	10,231	13,585	20,878	6,990	14,735	19,827	33,236	195,126	200,900	(5,774)	97%	
991.004 - Debt Principal - Leases GASB87	0	0	0	0	0	0	0	0	0	0	7,484	0	7,484	7,686	(202)	97%	
991.450 - DEBT PRINCIPAL - GASB87 SBTA	0	0	0	0	0	0	0	0	0	0	2,570	0	2,570	2,570	0	100%	
994.000 - Debt Interest - GASB87	0	0	0	0	0	0	0	0	0	0	714	0	714	714	0	100%	
994.450 - DEBT INTEREST - GASB87 SBTA	0	0	0	0	0	0	0	0	0	0	844	0	844	844	0	100%	
<b>Total Expense</b>	134,484	240,454	172,197	178,487	217,224	167,839	232,282	183,762	150,509	227,191	240,928	190,248	2,335,605	2,602,297	(266,692)	90%	
<b>Net Ordinary Income</b>	(134,484)	(240,454)	(172,197)	(178,487)	(217,224)	(167,839)	(232,282)	(183,762)	(150,509)	(227,191)	(229,646)	(93,069)	(2,217,144)	(2,607,926)	390,782	85%	
<b>Other Income/Expense</b>																	
Other Expense	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%	
995.001 - Trans to Capital Imprv 999.001	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%	
995.002 - Trans to Cap Resv Fund 999.002	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%	
<b>Total Other Expense</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%	
<b>Net Other Income</b>	(134,484)	(240,454)	(172,197)	(178,487)	(217,224)	(167,839)	(232,282)	(183,762)	(150,509)	(227,191)	(229,646)	(93,069)	(2,217,144)	(2,861,326)	644,182	77%	
<b>Net Income</b>																	

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

	Jan - Dec 24	Jan - Dec 23	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
402.000 · District Revenue 402	2,307,161.97	2,038,527.69	268,634.28	13.18%
540.100 · State Aid	72,289.85	74,477.37	-2,187.52	-2.94%
574.100 · Penal Fines	14,573.92	12,745.46	1,828.46	14.35%
645.100 · Copiers & Printers	4,870.76	3,903.50	967.26	24.78%
657.100 · Non-Resident Fees 607.100	3,828.12	4,083.33	-255.21	-6.25%
657.200 · ILL Fees/Collection Agency Rec	730.00	634.00	96.00	15.14%
665.000 · Bank Interest 665.100	1,163.87	799.78	364.09	45.52%
665.100 · Investment Gains/Losses 666.100	78,107.15	41,131.89	36,975.26	89.89%
669.000 · Investment Value Change 665.500	4,344.92	35,201.84	-30,856.92	-87.66%
670.000 · Change CFofSEMI Invest 666.510	0.00	4,002.00	-4,002.00	-100.0%
671.000 · Misc Income & Refunds 606.000	14,995.19	9,961.30	5,033.89	50.53%
674.000 · Revenue Contribution & Donation	41,587.74	42,664.41	-1,076.67	-2.52%
675.000 · Private Grant Sources	232.05	2,000.00	-1,767.95	-88.4%
699.000 · TRANSFER IN FROM OTHER FUND	71,766.13	0.00	71,766.13	100.0%
<b>Total Income</b>	<b>2,615,651.67</b>	<b>2,270,132.57</b>	<b>345,519.10</b>	<b>15.22%</b>
<b>Gross Profit</b>	<b>2,615,651.67</b>	<b>2,270,132.57</b>	<b>345,519.10</b>	<b>15.22%</b>
<b>Expense</b>				
701.000 · Personnel Svcs Control Acct 701	1,248,493.83	1,221,778.47	26,715.36	2.19%
727.000 · Supplies 727	11,562.39	13,600.65	-2,038.26	-14.99%
731.000 · Other Svc - Postage 727.700	899.13	928.25	-29.12	-3.14%
732.000 · Supplies-Maintenance 727.800	1,909.45	1,214.87	694.58	57.17%
758.000 · FUEL - DIESEL	652.07	0.00	652.07	100.0%
801.000 · Professional & Contractual Svcs	85,417.59	54,576.54	30,841.05	56.51%
802.000 · Admin-Fees & Misc Costs 801.300	708.31	880.04	-171.73	-19.51%
803.000 · Maintenance Service Contracts	124,831.42	141,765.54	-16,934.12	-11.95%
850.000 · Telecommunications	32,055.51	33,880.71	-1,825.20	-5.39%
880.000 · Promotional Materials	78,122.49	74,900.30	3,222.19	4.3%
884.000 · Programming	148,024.64	125,052.99	22,971.65	18.37%
885.000 · Volunteer	2,492.49	2,482.56	9.93	0.4%
920.000 · Utilities	59,444.74	53,705.81	5,738.93	10.69%
960.000 · Board & Director Expense	3,664.17	2,316.00	1,348.17	58.21%
965.000 · Automation Services	44,507.85	38,909.21	5,598.64	14.39%
966.000 · Insurance 801.200	22,839.00	20,299.00	2,540.00	12.51%
967.000 · Equipment	17,543.61	56,625.18	-39,081.57	-69.02%
969.000 · CE, Staff Development & Travel	26,217.28	11,159.61	15,057.67	134.93%
970.000 · Capital Expense 980.00	227,160.78	345,356.10	-118,195.32	-34.22%
982.000 · Collection Expense	195,125.91	178,426.71	16,699.20	9.36%
991.004 · Debt Principal - Leases GASB87	7,434.00	7,226.00	208.00	2.88%
991.450 · DEBT PRINCIPAL - GASB96 SBITA	2,570.00	0.00	2,570.00	100.0%
994.000 · Debt Interest - GASB87	714.00	922.00	-208.00	-22.56%
994.450 · DEBT INTEREST - GASB96 SBITA	844.00	0.00	844.00	100.0%
<b>Total Expense</b>	<b>2,343,234.66</b>	<b>2,386,006.54</b>	<b>-42,771.88</b>	<b>-1.79%</b>
<b>Net Ordinary Income</b>	<b>272,417.01</b>	<b>-115,873.97</b>	<b>388,290.98</b>	
<b>Other Income/Expense</b>				
<b>Other Income</b>				
691.450 · OTHER FIN SOURCE - GASB96	0.00	16,888.00	-16,888.00	-100.0%
<b>Total Other Income</b>	<b>0.00</b>	<b>16,888.00</b>	<b>-16,888.00</b>	<b>-100.0%</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>16,888.00</b>	<b>-16,888.00</b>	<b>-100.0%</b>
<b>Net Income</b>	<b>272,417.01</b>	<b>-98,985.97</b>	<b>371,402.98</b>	

7.0  
**CHELSEA DISTRICT LIBRARY**

Fund Balances  
 December 31, 2024

	Beginning Balance	Net Change	Ending Balance
<b>General Fund</b>			
<b>LOCAL BANKS BALANCES</b>			
Checking Account/ Chelsea State Bank	\$167,068.76	-\$64,103.71	\$102,965.05
Paypal Account	\$153.48	\$0.00	\$100.00
Cash on Hand	\$167,222.24	-\$64,103.71	\$103,065.05
<b>Ameriprise Account</b>			
MMF - Interest and earnings	\$1,666,808.45	\$5,186.49	\$1,671,994.94
MMF - Deposits and withdrawals	\$100,000.00	-\$100,000.00	\$0.00
Fixed Income Fund	\$166,742.19	\$0.00	\$166,742.19
<b>Investment Partners Total</b>	<b>\$1,933,550.64</b>	<b>-\$94,813.51</b>	<b>\$1,838,737.13</b>
<b>Total General Fund</b>	<b>\$2,100,772.88</b>	<b>-\$158,917.22</b>	<b>\$1,941,802.18</b>
<b>Debt Service Fund</b>			
Bond Debt Retirement Fund Checking	\$0.00	\$0.00	\$0.00

Final Interest  
 003.008  
 Transferred to Operating account - Bond Debt account closed.

8.1

**Ameriprise 12/31/2024**  
**Account no. 0000-4823-9221-4**

**GL ACCOUNTS - 017.003, 017.004, 666.100, 666.500**

	Beginning Balance	Transfers from operating account	Interest	Change in Value	Transfers to operating account	Ending balance*
12/31/23						
01/31/24	\$1,756,285.06	\$0.00	\$1,973.36	\$516.95	\$0.00	\$1,756,285.06
02/29/24	\$1,758,775.37	\$700,000.00	\$1,685.54	-\$2,038.70	\$0.00	\$1,758,775.37
03/31/24	\$2,458,422.21	\$0.00	\$1,728.84	-\$1,848.88	\$0.00	\$2,458,422.21
04/30/24	\$2,458,302.17	\$0.00	\$6,266.06	-\$5,262.43	\$0.00	\$2,458,302.17
05/31/24	\$2,459,305.80	\$0.00	\$9,821.68	-\$629.63	\$0.00	\$2,459,305.80
06/30/24	\$2,468,497.85	\$0.00	\$6,205.19	\$2,364.75	\$0.00	\$2,468,497.85
07/31/24	\$2,477,067.79	\$0.00	\$11,604.40	\$6,079.03	\$0.00	\$2,477,067.79
08/31/24	\$2,494,751.22	\$0.00	\$9,425.85	\$6,936.40	\$0.00	\$2,494,751.22
09/30/24	\$2,511,113.47	\$0.00	\$7,199.07	\$3,061.91	\$200,000.00	\$2,511,113.47
10/31/24	\$2,321,374.45	\$0.00	\$8,795.81	-\$4,515.18	\$200,000.00	\$2,321,374.45
11/30/24	\$2,125,655.08	\$0.00	\$8,910.61	-\$1,015.05	\$200,000.00	\$2,125,655.08
12/31/24	\$1,933,550.64	\$0.00	\$4,490.74	\$695.75	\$100,000.00	\$1,933,550.64
<b>Balance YTD</b>		<b>\$700,000.00</b>	<b>\$78,107.15</b>	<b>\$4,344.92</b>	<b>\$700,000.00</b>	
	YTD 017.003 + 017.004	(+) = in.	YTD 665.100	YTD 669.000	to operating account	017.003+017.004

\*Should match Ameriprise Statement

# **DIRECTOR'S REPORT**





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

### **Staff Announcements**

#### Staff Work Anniversaries

Administrative Assistant Chris Berggren, eight years on January 3

Technology Specialist Everett Mayes, three years on January 4

Youth/Teen Librarian Jessica Zubik, eleven years on January 13

Library Assistant Jennifer Thompson, three years on January 11

Congratulations one and all!

### **Director's Role**

The beginning of a new term for CDL board members provides us the opportunity for a reminder on what it means to be a trustee of the Chelsea District Library.

It is my hope that we continue our relationship in an environment of open and transparent communication, shared visions and values, and trust and mutual respect. Since we are starting the beginning of another board term, I thought it might be helpful to highlight my role to avoid confusion and possible miscommunication down the road.

As stated in CDL governing docs, the Director is responsible for library operations, and the Board is charged with approving the annual budget, overseeing the work of the director, and maintaining policies governing the library.

#### Role of Library Director

"The Library Director shall be responsible for the care of the building and equipment; for the employment, development, and direction of the staff; for the efficiency of the Library's service to the community; for the annual preparation of a budget proposal; for the operation of the Library under the financial conditions set forth in the budget approved by the Board; and for submission to the Board an annual report after the approval of the previous year's audit, including the financial statements; and for keeping trustees informed, in a manner and at times specified by the Board, of activities and needs relevant to the responsibilities of the Board" (Article VII, Section 2).

Per Policy #550 Financial Policies.

The Director is responsible for management of the library, within the budget set by the Board. In particular, the Director shall hire the employees, arrange for services, purchase equipment and supplies, including capital equipment, make contractual agreements and make other financial commitments that fall within the budget set by the Board. Any transaction in which an interest in real estate and/or which would initiate, compromise or settle legal action, even if it is within budget, would require Board action.

Here's to another spectacular year working together for the good of the CDL community!

### **Privacy Booths**

We are investigating adding a privacy booth (or pod) to our second floor and have begun researching nine vendors at this writing. Said booth will accommodate up to two people and be soundproof, ventilated, and ADA compliant. The booth would alleviate some of

the pressure on requests for study rooms (three of which can accommodate up to four people, and the large study accommodates up to twelve). One to two people could schedule the booth thus freeing up the other rooms for larger groups. Emilee Fetters, the Community Social Worker, would also make use of this space for consults (which is more ideal as it offers the soundproof feature that the study rooms do not).

We are budgeting \$15,000 for this expense which is not subject to Policy 545 – Requests for Proposals and Competitive Bidding. We received substantial year-end donations to cover this expense, and our Friends are considering donating to fund it as well.

### **Community Social Worker and Collection Initiative**

Speaking of Emilee Fetters, the Community Social Worker, she has had much success in her time at CDL. She has regular “office” hours here, at the Chelsea Senior Center, and the Wellness Center/5 Healthy Towns. She states that CDL is the most visited location for her public engagement. She provides short-term emergent counseling with an emphasis on harm reduction.

Emilee will attend an all-staff meeting here at CDL in spring. She will also visit a board meeting in the near future.

Further information on Emilee’s role in our community may be found at [https://www.city-chelsea.org/services/community\\_social\\_worker2.php](https://www.city-chelsea.org/services/community_social_worker2.php).

CDL is working with Emilee on a special collection at CDL based on an article in the recent edition of *American Libraries Magazine* (the article follows this report) on no-return collections for addiction and mental health support. I will share more information on this exciting project as it develops. We are looking at a spring launch of the collection at CDL.

### **Management Half-Day Retreat**

The management team will meet for an informal, half-day retreat on Saturday, February 1. While the team meets weekly, we are looking forward to being able to dive deeper into topics including prepping for the all-staff in-service day and transitioning some operations to digital platforms.

### **U.S. Government Accountability Office (GAO) Survey of Library Facility Conditions**

CDL was randomly selected to receive the survey as part of a nationwide sample. Linda Ballard and I completed and submitted it. This information will help provide Congress with complete and balanced information on the physical conditions of public libraries nationwide. The purpose of the study is to make national estimates of physical conditions and facility needs, costs and funding for maintenance and repair, and the effects of natural disasters and extreme weather.

### **Strategic Plan 2024-28 Progress in December 2024**

#### **2.1 Plan for staff succession & cultivate future library leaders**

- Katie Hepler completed her 90-day intro period and will be learning more marketing tasks in 2025.

#### **2.3 Improve data used to evaluate library services and communicate value**

- Virginia Krueger reached out to West Bloomfield Township Library (a contact made at LMCC) as a means for planning for a CDL community survey.

3.1 Prepare a strategy for the 2029 millage

- Began analysis of annual statistics and researching a community needs survey.

3.2 Explore the viability of expanding library space

- Received municipal approvals and awarded contract for Mobee garage.

**Out and About: Meetings/Activities Attended December 2024**

- Chelsea Area Chamber Board meeting – December 19
- Rotary board meeting – December 17
- Rotary meetings – December 17
- Walk to School Wednesday – December 18
- Chamber Gingerbread Houses – December 14
- Meeting with Mike Ramsdell of Under the Hood Production regarding *Working America* exhibit – December 20



# No Questions Asked

## Public libraries build no-return collections for addiction and mental health support

By [Aviva Bechky](https://americanlibrariesmagazine.org/authors/aviva-bechky/) |

January 2, 2025

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Doreen Horstin, manager of San Francisco Public Library's Park branch, adds a book to the Read to Recovery shelves, which provide free addiction recovery materials to patrons.

Photo: Jaime Wong/San Francisco Public Library

Every day in public libraries across San Francisco, patrons find their way to a discreet shelf and pick up titles including Alcoholics Anonymous' (AA) *Big Book*, *Narcotics Anonymous*, and *The Zen of Recovery* by Mel Ash.

Then, without checking out these titles, these patrons leave. They may mark up the books they take. They won't return the materials. And, according to Doreen Horstin, manager of San Francisco Public Library's (SFPL) Park branch, this is just fine.

### Latest Library Links

<https://americanlibrariesmagazine.org/links/>

3h *American Libraries'* annual roundup looks back at the news that



affected libraries and the library profession in 2024. State bans on book bans, the Internet Archive's copyright lawsuit, artificial intelligence, cyberattacks targeting several library systems, and ALA's newly revised Core Values are among the most significant issues and events identified by *AL* editors in the past twelve months.

*American Libraries* feature, [Jan./Feb.](#)

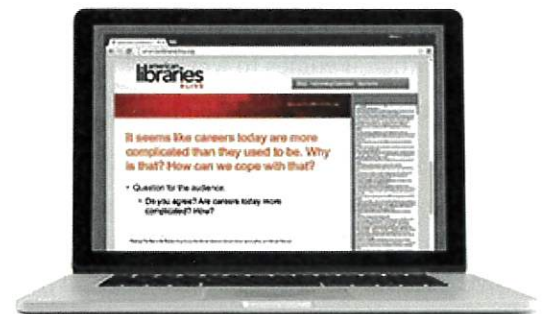
2w Year-end "best of" lists are a common phenomenon, and many libraries have



### AL Live



<https://americanlibrariesmagazine.org/al-live/>



<https://americanlibrariesmagazine.org/al-live/>

These patrons are participants in Read to Recovery, an SFPL program that has been providing free addiction recovery materials since spring 2023. The initiative is a way to quietly get thousands of books into the hands of people who need them, ensuring that barriers such as a lack of a library card or hold times don't get in the way.

San Francisco isn't the only city with a program like this. Other public libraries across the US are designating shelves with titles that address mental illness, addiction recovery, and other stigmatized topics—materials they intend to give away or don't expect to see returned.

Brianne Anderson, youth services manager at Ames (Iowa) Public Library (APL), says she views these programs as an extension of libraries' fundamental mission: making information accessible.

"Nobody has to ask questions, you don't have to identify yourself in any way, and you can still get the information that you need," Anderson says. "That's how you build a welcome space."

## Stocking the shelves

At SFPL, staff members are trained to use Narcan (<https://americanlibrariesmagazine.org/2017/06/21/saving-lives-in-the-stacks/>) to reverse opioid overdoses. But Horstin says, with the city in the throes of an addiction crisis, this isn't enough.

"We can't just administer Narcan and not do anything else," Horstin says. "We're all about books. That's what we do. It's still the number one service that we offer."

In 2022, she started expanding the system's collection of addiction recovery materials. Then she connected with Matt Dorsey, now a member of San Francisco's Board of Supervisors. He pointed out that some people might want to keep and annotate their books, especially when it comes to workbooks like those published by AA. Together, they successfully advocated (<https://www.instagram.com/sfpubliclibrary/p/C8u5YxssTiV/>) that the city board make these items free for all.

Recovery resources are deeply needed, and not just in San Francisco. According to the 2023 National Survey on Drug Use and Health, 16.7% of Americans ages 12 and older (<https://www.samhsa.gov/data/release/2023-national-survey-drug-use-and-health-nsduh-releases>) struggled with a substance-use

disorder within the previous year. Additionally, according to the National Institute of Mental Health, more than one in five US adults (<https://www.nimh.nih.gov/health/statistics/mental-illness>) were living with a mental illness in 2021.

These levels of demand have spurred SFPL to invest heavily in Read to Recovery. Currently, four locations have these no-checkout shelves, and library staffers are working to roll out the initiative to all 28 locations and its Jail and Reentry Services program. Between January 2023 and July 2024, the system used almost \$66,000 from its Library Preservation Fund to purchase materials covering a variety of approaches to addiction recovery.

While not all libraries have this type of municipal funding at their disposal, some smaller systems are figuring out ways to make these books available—and some have been doing so for years.

“We can’t just administer Narcan and not do anything else.”

—Doreen Horstin, manager of San Francisco Public Library’s Park branch

In Ames, for example, library staffers decided almost two decades ago that they wanted to provide anonymous access to materials on topics like mental illness, puberty, and coming out. In 2006, APL launched its FYI Shelves, which primarily offer content for teens but are open to everyone.

Today, APL’s FYI Shelves are accompanied by signage declaring no checkout required and hold about 25–30 books, plus resources on groups like Planned Parenthood, food insecurity organizations, and a local domestic abuse shelter. Patrons take approximately 20 books each year, costing the library only about \$100. Most aren’t returned, but on the occasions that the books are placed in the return bin or directly back on the shelves, Anderson says she can tell they’ve been well-used.

Over the years, the program has elicited complaints but only one formal challenge, Anderson says. Not long after the shelves launched, parents pushed back on *Sex, Etc.*, a sex education magazine written by and for teens. But the item withstood reconsideration, remaining on the shelves until it went out of publication.

APL's program has inspired other libraries, too. At Brooks Free Library (BFL) in Harwich, Massachusetts, one librarian saw a social media post about the FYI Shelves and shared it at a staff meeting. BFL Deputy Director Jennifer Pickett loved the idea.

Pickett knows books don't take the place of resources like in-house social workers, but for a small system like hers, creating the Confidential Corner (<https://www.brooksfreelibrary.org/confidential-corner/>)—which has about 33 titles, including *The 30-Day Sobriety Solution*—felt like a feasible step to take.

"It's not that big of an ask," Pickett says. "[Forming] a library book group is harder than this was, and people are so appreciative."

## Real results

For Horstin, success with Read to Recovery has so far mostly been anecdotal: Seeing books on addiction recovery get snapped up at a street fair. Hearing from family members who took books for their loved ones. Talking to a gentleman who'd been sober for years about the value of barrier-free materials.

Pickett, too, has seen positive feedback flood in after the Confidential Corner received some media attention.

"People would say, 'Oh, I was afraid to go to my library to check something out because I didn't want to be judged,'" she says. "There's some serious need out there."

Seeing books get taken helps communities quantify interest. At BFL, Pickett sees 60–90 books on topics ranging from alcohol addiction to divorce to gender identity leave the Confidential Corner each year; a few are normally returned. Meanwhile, SFPL's Read to Recovery gave away 3,703 recovery-related books in the fiscal year that ended in June 2024.

Another sign of success: Other library systems are emulating the concept. Saratoga Springs (N.Y.) Public Library contacted Horstin, and in May 2024, it too launched



(<https://guides.sspl.org/recoveryresources/readtorecovery>) a Read to Recovery program.

Anderson, Horstin, and Pickett agree that getting started doesn't have to be complicated: Libraries can start a program just by adding more workbooks or setting aside a shelf. All say they hope other libraries follow their lead.

"It's about helping people get the information they want," Pickett says. "But it's also about letting people know this is what we're here for." ■

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AVIVA BECHKY is a journalism major at Northwestern University in Evanston, Illinois. Their work has appeared in Block Club Chicago, the *San Francisco Chronicle*, and *The Seattle Times*.

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December Highlights:

### **Neighbors Read**

As mentioned in the November board report, CDL has partnered with the Dexter District Library for a winter community read.

Preparation this month included:

- Setting up a lobby display to distribute the free copies of Tin Camp Road. Each book contained a book mark containing the details for the author visit and complementary events.
- Logistics surrounding a possible hybrid event were discussed.
- Posters for the event arrived and were distributed.

### **End of Year Preparations**

December wraps up our fiscal year and is a busy month for double checking our purchase records against the detailed transaction reports. I spent ample time verifying each expense line. Other end of year tasks include:

- Creating 2025 budget tracking spreadsheets
  - This includes using Library IQ statistics to divide the print and digital lines across the various sub-collections based on collection performance or under performance.
- Collecting annual statistics on program attendance
- Creating goals and priorities for the upcoming year.
  - I met with all librarians and Martha from technical services to review department goals and priorities for 2025 in relation to our strategic plan. Before this meeting, Lori Coryell and I met to ensure that these goals match the overall mission and vision for the library.

### **Mobee**

Mobee made an appearance at the Hometown Holiday parade once again this year! We were met with joyful shouts of "Mobee!" and "We love the library!" from parade attendees.

### **Ingenuity Engine**

December is a busy month for the Ingenuity Engine, with a plethora of requests for learning how to use the 3D printer, the laser engraver, and other IE machines. This month we also revisited the old 3D printer practice and expanded it to include all IE equipment. It was reshaped into an official policy, which we hope to have board approval for in short order.

### **Program Attendance**

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

Date	Name	In-Person	Live Virtual	Recorded Virtual	Kits
	<b>Adult Program Attendance</b>				
12/1/2024	Cozy Classics Movie Series: You've Got Mail	3			
12/3/2024	Reading Glasses	8			
12/6/2024	Therapy Dogs for Adults	11			
12/8/2024	makerChelsea: Holiday Greens Centerpieces pt 1	20			
12/11/2024	makerChelsea: Holiday Greens Centerpieces pt 2	12			
12/11/2024	Book and Banter: white Elephant	7			
12/15/2024	Cozy Classics Movie Series: Holiday Inn	3			
12/17/2024	Magic of the Holidays	20			
21/22/2024	Cozy Classics Movie Series: White Christmas	4			
12/29/2024	Cozy Classics Movie Series: The Family Stone	3			
	<i>Adult Program Totals</i>	91			
	<b>Early Literacy Program Attendance</b>				
12/3/2024	Babytime	19			
12/5/2024	Nutcracker Ballet Storytime pt 1	39			
12/5/2024	Nutcracker Ballet Storytime pt 2	45			
12/10/2024	Babytime	18			
12/11/2024	Preschool Storytime	11			
12/12/2024	Toddler time	20			
12/17/2024	Babytime	18			
12/18/2024	Preschool Storytime	10			
12/19/2024	Toddler time	20			
	<i>Early Literacy Program Totals</i>	200			
	<b>Youth Program Attendance</b>				
12/2/2024	Lego Club	28			
12/3/2024	Chess Clinics	10			
12/7/2024	Tween & Teen Homemade Gifts for	32			

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

	the Holidays				
12/10/2024	Chess Clinics	8			
12/12/2024	Read to the Library Dog	12			
12/16/2024	Youth Creativity Zine	11			
12/17/2024	Chess Clinics	9			
	<i>Youth Program Totals</i>	156			
	<b>Teen Program Attendance</b>				
12/5/2024	TTT: Snow/Ice Tie Dye	3			
12/17/2024	Pizza & Paperbacks: Bravely	2			
12/19/2024	TTT: Holiday Hacks	9			
12/20/2024	Interact Club Drive Sorting	19			
	<i>Teen Program Totals</i>	33			
	<b>Walk to School Wednesdays</b>				
12/4/2024	Walk to School Wednesday	15			
12/11/2024	Walk to School Wednesday	10			
12/18/2024	Walk to School Wednesday	16			
	<i>WtS Wednesdays Totals</i>	41			
	<b>Outreach Program Attendance</b>				
12/9/2024	Storytime @ ECC (youth)	24			
12/12/2024	Silver Maples Book Club (adult	10			
12/18/2024	Storytime @ Co-op	3			
12/18/2024	Storytime @ Mudpies	34			
12/19/2024	Storytime @ ECC	36			
12/20/2024	Pines Book Club (adult)	7			
	<i>Outreach Program Totals</i>	114			
	<b>Mobee Visit Program Attendance</b>				
12/3/2024	Pines	5			
12/6/2024	St Louis Center Read aloud	15			
12/7/2024	Hometown Holiday Light Parade	500*			
12/8/2024	Revel Run Holiday Storytime	39			
12/9/2024	Dancey House (UMRC)	8			

12/12/2024	Sylvan Crossing	2			
12/18/2024	Silver Maples	2			
	<i>Mobee Totals</i>	571			

\*parade attendance is an estimate

### Ingenuity Engine

Number of Appointments, Tours, & Programs	56
Number of attendees at appointments & tours	76
Number of Unique Users	30

### Reference & Deliveries

Services	Dec 24*
Reference Questions	1406
CDL Delivers & Deposit Book Deliveries	15

\*The Library closed at 5:30 pm on Monday Dec. 23 for inclement weather conditions. The Library was closed on Tuesday, Dec. 24 and Wednesday, Dec. 25 for the Christmas holiday. The Library was closed on Tuesday, Dec 31 for the New Year holiday.

### Collections

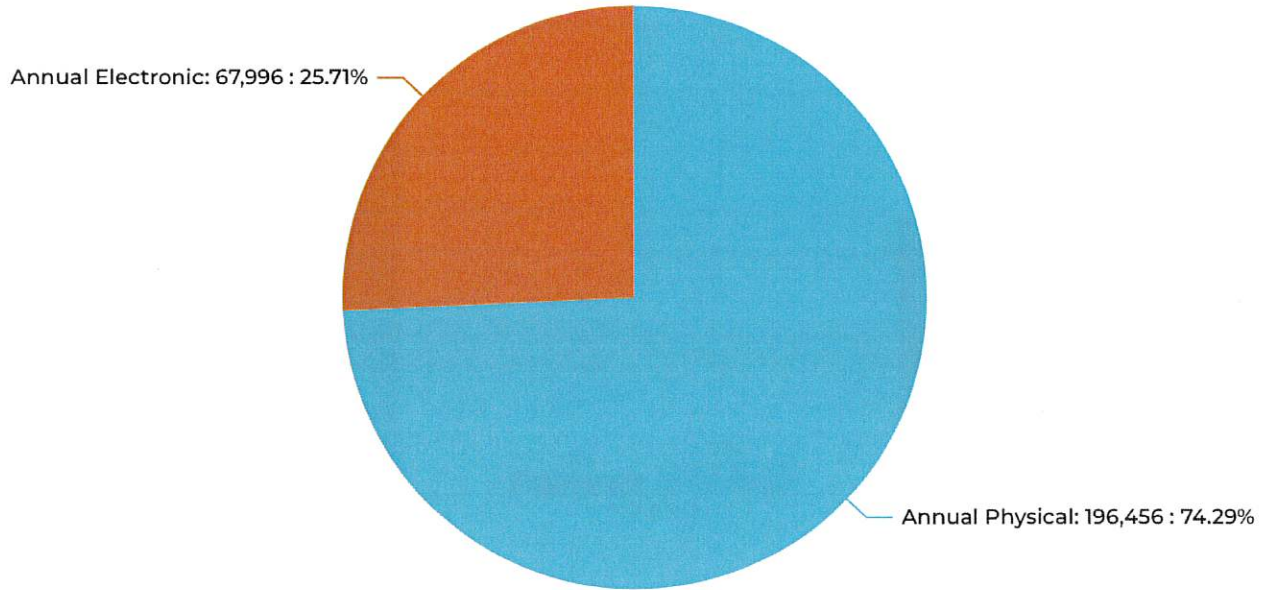
CDL's print and analog collections circulated well in 2024. Overall, we had 8,403 more checkouts of CDL owned materials than we did in 2023.

### Circulation From Location Trends

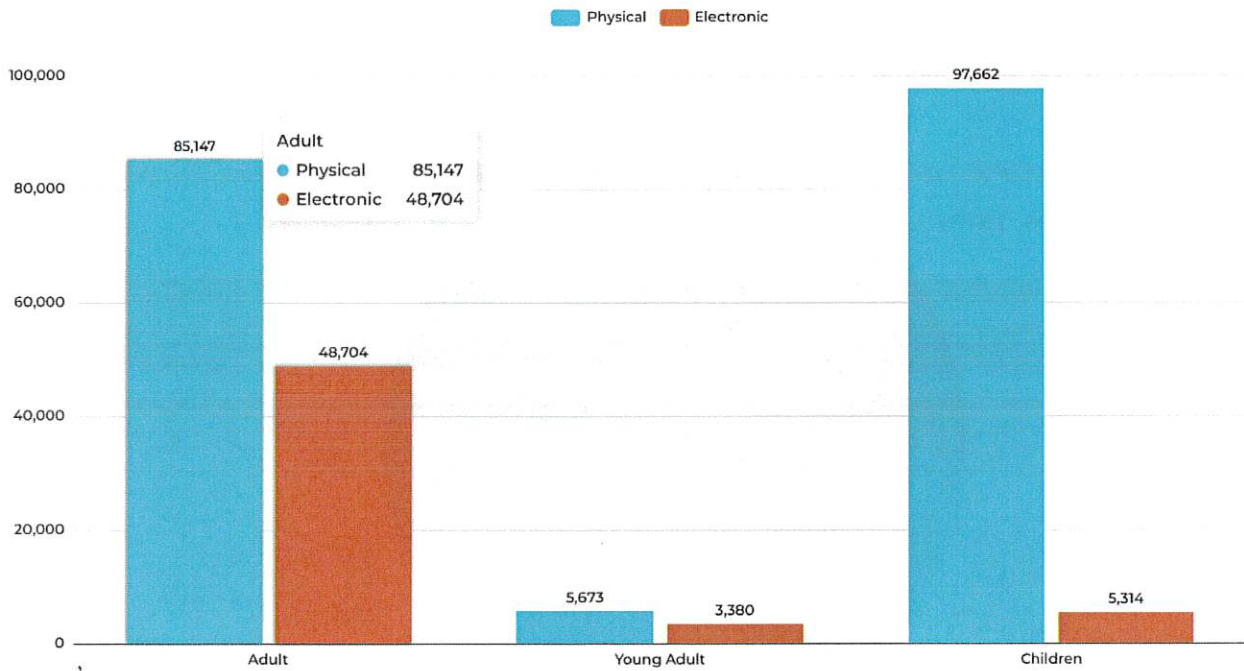




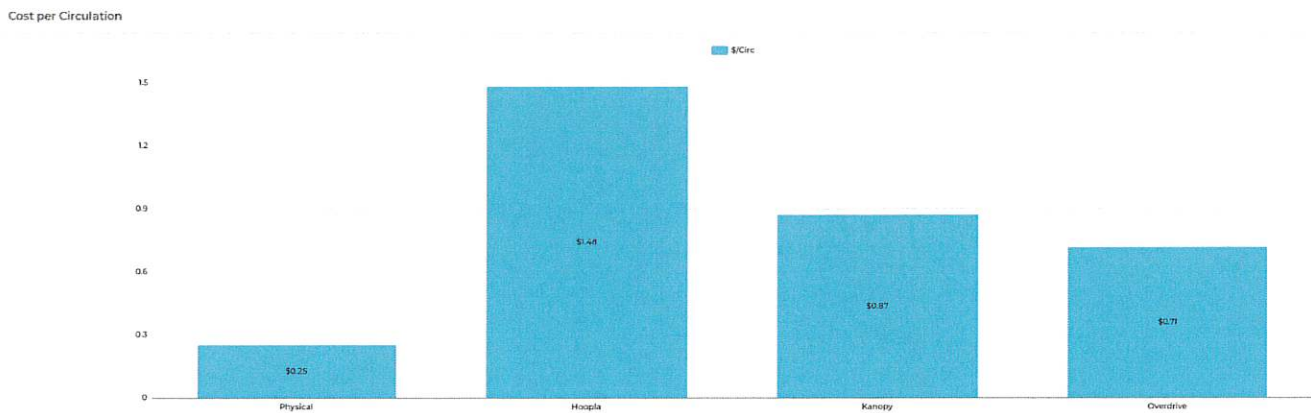
Digital Circulation made up over a quarter of all checkouts of CDL materials. Each month we circulated between 14,800 and 19,000 physical items, as well as between 5,300 and 6,160 digital items.



We have found that digital titles are most popular with adult patrons. In fact, **36%** of adult items borrowed were digital. The reverse trend is true for children; only **5.1%** of childrens materials borrowed were digital.



Overall, physical items continue to circulate better than digital, but the gap continues to close for our adult collections. Unfortunately, physical items are significantly more cost effective, which may present challenges in the future as we strive to keep up with digital demand. No matter the digital vendor, electronic items cost more than 50% higher than physical if you look at cost versus number of circulations:



The most borrowed titles published in 2024 were:

**Adult**

The Women by Kristin Hannah

The Waters by Bonnie Jo Campbell  
First Lie Wins by Ashley Elston  
Ghost Orchids by Jonathan Kellerman  
Mind Games by Nora Roberts

**Teens**

The Reappearance of Rachel Price by Holly Jackson  
Even if It Breaks Your Heart by Erin Hahn  
AP Biology Premium Prep  
The Manga Guide to Japanese Food by Hiroshi Hagashima  
That's Not My Name by Megan Lally

**Childrens**

Mercy Watson is Missing! By Kate Dicamillo  
Uprising by Jennifer A. Nielsen  
Heroes by Alan Gratz  
The 169-Story Treehouse Doppelganger by Andy Griffiths  
Ferris by Kate Dicamillo





# Information Technology

Respectfully Submitted  
by Scott Rakestraw

CHELSEA DISTRICT LIBRARY  
BOARD REPORT  
December 2024

## TECH NOTES



Scott Rakestraw

December 20, 2024 at 9:57 PM · 🌐

The Bipartisan House Task Force Report on Artificial Intelligence was released last week. The full text [Original Source] is 273 pages that can be found here:

<https://lieu.house.gov/.../house-bipartisan-task-force...>

The PDF contains well over 100 specific recommendations for government agencies and policy makers. ... See more



LIEU.HOUSE.GOV

### HOUSE BIPARTISAN TASK FORCE ON ARTIFICIAL INTELLIGENCE DELIVERS REPORT

WASHINGTON — Today, Speaker Mike Johnson and Democratic Leader Hakeem Jeffries received the comprehensive report and key findings produced by the bipartisan House Task Force on Artificial Intelligence.

## BIPARTISAN HOUSE TASK FORCE REPORT ON ARTIFICIAL INTELLIGENCE

The House Bipartisan Task Force on Artificial Intelligence has released a comprehensive report to the Speaker of the House and the Democratic Leader<sup>12</sup>.

The report, developed in consultation with subject matter experts, emphasizes U.S. leadership in the responsible development, deployment, and governance of AI technologies and provides recommendations for Congress to consider as AI technology evolves.

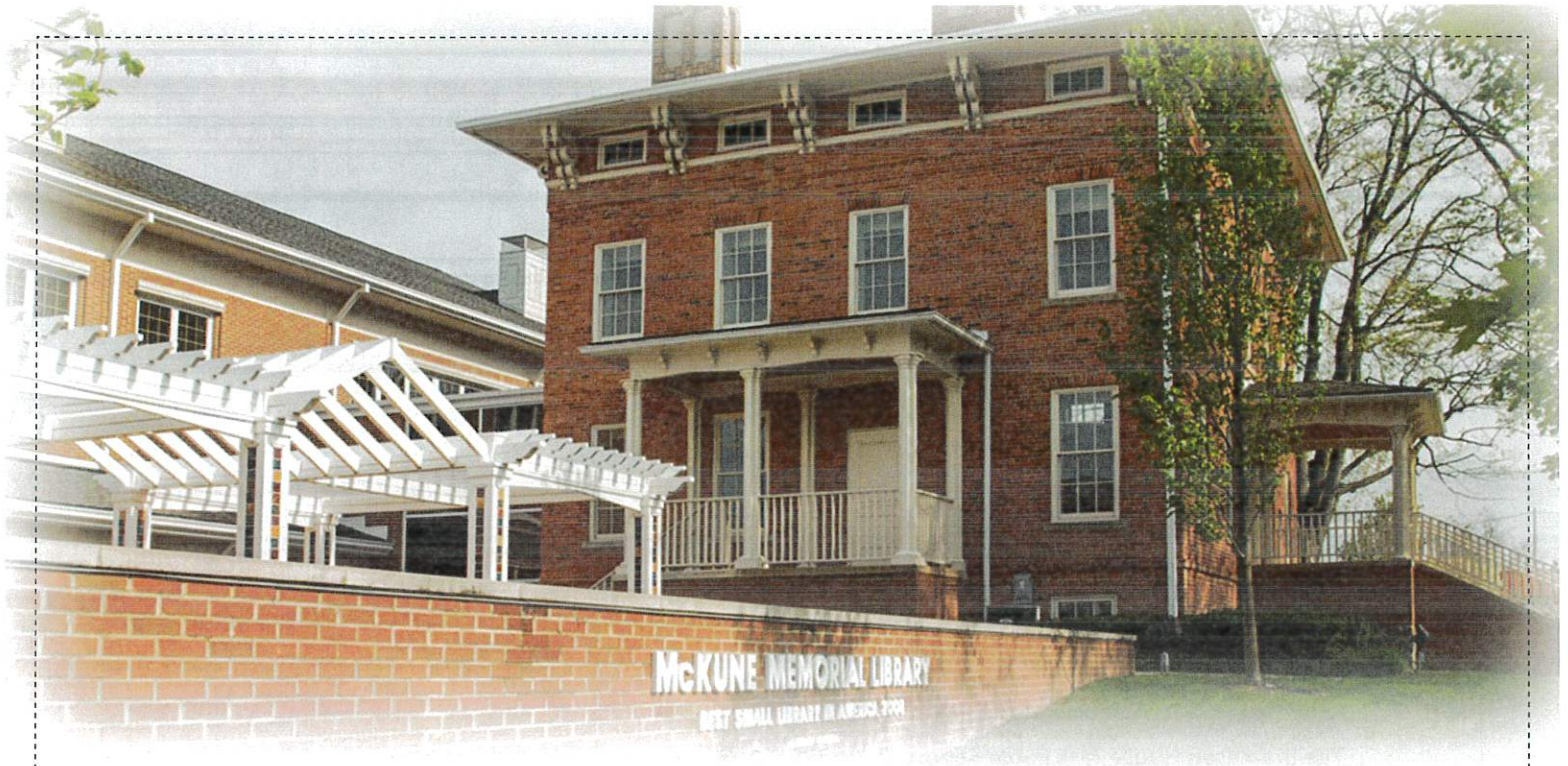
This summary will review some of the report's most important findings and recommendations through the lens of how public libraries should address the development, deployment, and governance of AI technologies.

<https://www.chelseadistrictlibrary.org/HouseTaskForce>

[Washtenaw Public Service Tech Talk](#)

<https://chelseadistrictlibrary.org/techtalk>





## CHELSEA SENIOR CENTER

496.75 2024 Total Hours



CDL Support Log Detail for  
Chelsea Senior Center  
**DECEMBER 2024**

49.25 DEC 46.25 3

## TECHNOLOGY SERVICES

DATA SERVICES		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
12494	Hotspots: Total GB Used - Township Halls	1037.8	1045.3	1024.2	1017	1036.1	1043.8	1029.7	1042.2	1051.7	1095.1	1048.4	1022.7
163.6	-- Lima Township (GB)	13.4	14.8	12.9	13.9	14.4	13.7	14.1	13.3	14.7	12.3	13.4	12.7
471	-- Sylvan Township (GB)	35.7	34.9	38.5	36.7	37.5	39.8	41.3	40.7	44.6	39.5	41.5	40.3
11912.1	-- Mobile Beacon (GB)	988.7	995.6	972.8	966.4	984.2	990.3	974.3	988.2	992.4	1043.3	993.5	1022.4
253	Hotspot Devices Circulated	18	16	20	18	23	24	22	24	23	24	22	19
4984	Public Internet - Computer Sessions	354	373	391	389	393	462	496	430	453	479	376	388
5609	Public Internet - Wireless Logins	486	465	422	397	439	488	511	447	507	467	483	497

ONLINE SERVICES		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
179824	Website Sessions	14976	14639	19399	20375	12292	15661	15641	13295	13193	13489	13467	13397
88940	Website Users	7614	8631	7695	7746	6406	8246	7511	6846	6972	7113	7087	7073
31361	AUDIO Downloads Total	2667	2430	2694	2529	2741	2539	2757	2677	2524	2564	2623	2616
21479	-- Audio: Overdrive	1871	1677	1826	1730	1864	1717	1924	1821	1725	1736	1800	1788
9882	-- Audio: Hoopla	796	753	868	799	877	822	833	856	799	828	823	828
5302	VIDEO Downloads Total	451	449	529	582	476	369	343	447	298	377	451	530
3580	-- Video: Kanopy	326	300	343	391	351	233	216	295	163	260	309	393
1722	-- Video: Hoopla	125	149	186	191	125	136	127	152	135	117	142	137
23697	EBook Downloads Total	2023	1935	2195	2092	2023	1947	2047	1963	1802	1745	1937	1988
20999	-- Ebook: Overdrive	1784	1727	1927	1843	1771	1729	1808	1773	1619	1553	1694	1771
2698	-- Ebook: Hoopla	239	208	268	249	252	218	239	190	183	192	243	217
60360	TOTAL Downloads	5141	4814	5418	5203	5240	4855	5147	5087	4624	4686	5011	5134

## **Head of Marketing & Outreach Monthly Board Report**

**(December 1–31, 2024 & A Year in Review)**: Respectfully submitted by Virginia Krueger

### **December Highlights:**

December is a busy month getting ready for the new year. I collected and reviewed all of the programs and articles for the spring 2025 newsletter and coordinated with the youth librarian team and a local graphic designer to prepare for this year's Authors in Chelsea events. We will be refreshing the branding of this beloved annual program in the new year.

### **2024 Highlights:**

- Implemented new library branding across all program promotional materials and exterior banners.
- Launched new [chelseadistrictlibrary.org](http://chelseadistrictlibrary.org) website
- Expanded my role from Head of Marketing & Communications to Head of Marketing & Outreach to oversee Mobee operations.
- Hired Katie as marketing assistant to allow time for my new role.
- Attended Library Marketing & Communications Conference with approximately 500 library marketers in attendance.

### **2024 Press Coverage:**

Part of the 2024–28 Strategic Plan is to "Get the word out about the great things happening at CDL." I coordinated with our local press contacts to not only run promotional press releases prior to events, but shared the event photography and wrap ups after our signature events. My goal with Katie's help is to do more of this in the coming year. Katie and I compiled the 2024 press coverage counts you will find below:

In 2024, CDL had 189 articles in the Chelsea Update. This included program promotions and articles. Highlights included:

- "Chelsea District Library and Chelsea High School Interact Club Help Teens in Need"
- "Chelsea District Library Celebrates Sports"
- "Adventure Begins at Chelsea District Library This Summer"
- "Chelsea Library Honors Volunteers at Appreciation Party"

CDL was featured in 13 articles in The Sun Times News. Highlights included:

- "Music in the Air Delights the CDL Audience"
- "Kick Off the New Year with a Community Read!"
- "Roll Out to the Library this September for Library Card Sign-Up Month"
- "Jim Abbott Visits Chelsea Library"

CDL is also featured regularly in the Ann Arbor Observer. Events listed include the StoryBook Trail, KinderConcerts, CDL Song Fest, Midwest Literary Walk, Magic of the Holidays concert,



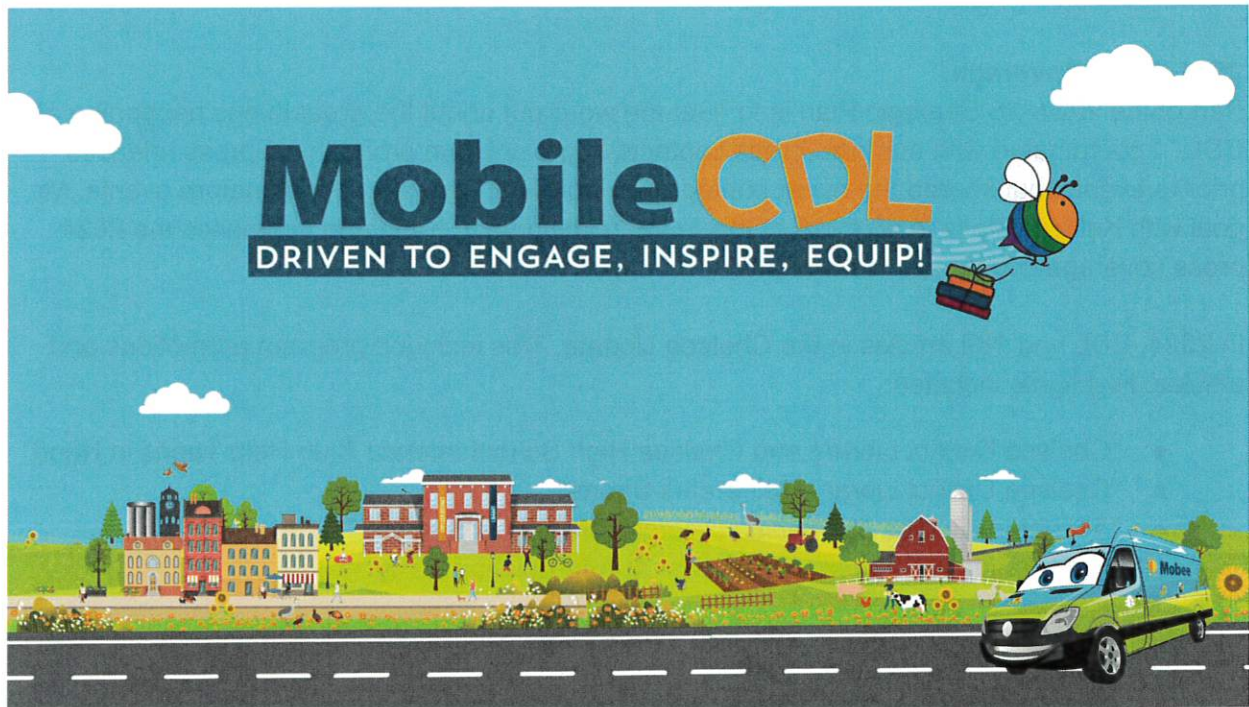
Music & Movies with Martin Bandyke, The Perfect Shot, Jim Abbott, Purple Rose Theatre Company Readings, Music in the Air, Authors in Chelsea, and more.

### **Marketing Assistant Update:**

Katie completed her 90-Day introductory period and I am pleased to report that she is a great fit for our organization. She feels that the position has been a good fit for her and the staff feedback was universally positive, with comments like:

- She seems to have a confident, unflappable presence that is important in the library.
- Her upbeat, friendly vibe is a plus. I vote to keep her. :)
- She is doing a wonderful job with the weekly news.
- I can't believe she's already been here 90 days! Time flies. Katie has been pleasant and professional and very easy to work with on program promotion. She was really helpful with the Authors in Chelsea grant this year. She has great ideas and really seems to get how to market libraries. She hit the ground running, as they say, and from the outside looking in, I've never seen someone adjust to a workplace so fast. I think she's been a great addition and hope you keep her.

### **Outreach & Mobile CDL:**



I worked the Mobee stop at a holiday event at Revel Run with Jessica on December 8. They are interested in an ongoing partnership as they build their event schedule. Their location in Lima Township makes them a good partnership opportunity to ensure we are accessible to that region of our library district.



## **Mobee Year in Review:**

In 2024, we had approximately 1,300 visitors to Mobee stops and events. I met with the Mobee leadership team in early December to review where we are with bookmobile services and what our goals are for the upcoming season. Mobee was officially launched in September of 2023 to address the following barriers to access:

- Physical distance from the library
- Lack of transportation
- Physical or intellectual disabilities
- Mobility challenges
- Lack of technology infrastructure

Using these goals to frame our conversation, we looked at the successes and challenges of our first full year in service.

### **Successes:**

- Improved browsing opportunities for our senior living communities
- Enhanced outreach efforts to the intellectually and developmentally disabled population at St. Louis Center
- Outreach efforts converted nonlibrary users at Sharon Ann to library regulars.
- Former vocal critic in Lima Township has seen us engage with his community and has verbally complimented us (twice now) on making the library seem valuable. Being seen out in the community matters!
- Better, more frequent interaction with township officials so they can let their constituents know what we offer.

### **Challenges:**

#### **1. Big Picture:**

- We needed a centralized person for planning and operations of Mobee.
- Our stop partners need more support for internal promotion
- Weather matters
- Special events or stops with a captive audience yield better results
- The best stops are harder to staff due to evening/weekend schedule

#### **2. Stop-Specific Feedback:**

- Residents at the Pines and Silver Maples want more choice over the materials available and there is confusion between home delivery and Mobee stops.
- Sylvan Crossing kids like giveaways and a slightly longer stop allowed for more interaction
- Chelsea Hospital might be better suited for a deposit collection
- Township staff enjoy seeing us, but residents don't engage before Township meetings

- Putting a flag out by the road helped draw in visitors at North Lake United Methodist Church
- There may be opportunity to engage with the new private school at New Harvest Church (regular stop was suspended due to low use)

We talked about how to determine success:

- Did we raise awareness of library services?
- Did we register any new users or facilitate card renewals?
- Did we have a book that a visitor was excited to find?
- Did we increase library usership by registering patrons for programs?
- Were we visible in the community assisting with vulnerable populations?
- Did we help reduce literacy barriers for new readers?
- Did we provide personal connections for the isolated?
- Did we help a tired caregiver by engaging with their child?
- Did we provide a power or internet source for residents during an outage?
- Did we help a community partner with their event?

### **What Comes Next?**

The team discussed how to set up stops in winter. We will be setting up inside the retirement communities and experimenting with how to facilitate title requests. The goal is to work on increasing usage at our existing stops before expanding the number of stops again. We also discussed how to plan for collection purchases and material rotation on the vehicle, the garage construction, and for planning purposes had a brief conversation about what worked well in Summer of 2024. I will be coordinating with our community partners to develop the spring and summer schedule.

### **ABOS Conference**

Everett shared his 2024 ABOS conference knowledge with us, and gave examples of other libraries' partnerships with schools as well as how other libraries with bookmobiles facilitated indoor set-ups rather than expecting on-vehicle browsing. This is the model we will use in the winter.

### **Conclusion:**

As a team we came back to our initial goals of how Mobee can reduce barriers to library access to see if they were still valid and how they fit into our 2024–28 Strategic Plan initiatives. As a group we agreed that addressing a lack of technology infrastructure is not as applicable as addressing the lack of awareness of library services. I will be reaching out to stop partners during January to develop our spring and summer schedule. Our focus will be to improve participation with existing stops and identifying community events where our community will benefit from the library's presence.

**eNewsletters: CDL eNews has 3,914 subscribers (+30 in December | +287 in 2024)**

### **December Metrics:**

We sent four weekly newsletters with an average 57.75% open rate. This is compared to an average open rate of 39.5% across nonprofit industries.

### **Social Media:**

#### **December Social Media Metrics**

**CDL Facebook:** 3,675 followers (+15) | 1,100 page visits ↓ | 6,500 page reach ↓ | 16.9% engagement rate

**CDL Instagram:** Followers: 1,060 (+2) | 85 profile visits ↑ | 1,000 page reach ↑ | .1% engagement rate



#### **2024 Year in Review**

**Facebook:** Increased followers by 330 in 2024

**Instagram:** Increased followers by 75 in 2024

#### **December Marketing Channel Response:**

In December we had 125 program registrations where identifying the marketing channel was asked. The breakdown of how the registrants heard about the program is as follows:

- Print Newsletter: 48
- Website: 17
- Word of Mouth: 20
- Other/Blank: 25
- eNews: 10
- Social media: 1
- Local News/Chelsea Update: 4

#### **2024 Marketing Channel Response:**

In 2024, we had 2081 program registrations where identifying the marketing channel was asked & answered. The breakdown of how the registrants heard about the program is as follows:

- Printed Newsletter: 559
- Word of Mouth: 290
- Website: 268
- eNewsletter: 259
- Social Media: 144
- Chelsea Update/Local News: 87
- ALI: 23
- Other\*: 451

\*Primarily Purple Rose Theatre Company, who does its own promotion of our readings.

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

## Circulation Supervisor's Report December 2024

- Circulation – 19664 in December
- Patron Count- 8962 for December
- Circulation by township- for December:
  - Dexter = 11% of total transactions
  - Lima = 11% of transactions
  - Lyndon =12% of transactions
  - Sylvan = 20% of transactions
  - Chelsea = 34% of transactions
- December Circulation: 85% were items from Chelsea and 15% were inter-loaned items.

Libby = 4167 ; Hoopla = 1292 Kanopy = 393

- Registrations for December – 61 new cards; 6978 total card holders
  - \*Dexter = 862 cards; Lima = 722 cards; Lyndon = 909 cards
  - \*Sylvan = 1266 cards; Chelsea = 2475 cards; Nonresident = 490 cards
- Self-Check Machine: December 873 or 4% of total checkouts

### December Notes:

- I attended weekly management meetings.
- I attended a class with Virginia and Mobee staff.
- I worked my PIC shifts each week.
- I participated in WTSW each week.
- We received 134.5 tubs from TLN in December, with 7 being the daily average.
- We processed 43 MeLCat items for other libraries, and received 48 items for our patrons.
- We had 1330 unique patrons use the library.
- I helped set up the Holiday Volunteer party with Linda and introduced the volunteers of the year.
- Christin celebrated her 4th anniversary at CDL. I prepared and gave her review.
- The department did a weeklong "Circret" Santa exchange and hilarity and good times were had by all. Ask me about it next time you see me in the library!
- Jennie celebrated her 19th anniversary at CDL. She trained me when I started as an Aide.
- I monitored the drop from home when we were closed for Christmas/New Years Eve and Day..

Respectfully submitted,  
Amy Zoran  
Head of Circulation

**Chelsea District Library  
2024**

	Average Daily Circulation							Total Charges			%Diff.
	MON	TUES	WED	THUR	FRI	SAT	SUN	2024	2023		
JAN	605.8	778.6	603.4	606	518	522.5	464	24363	23163	5%	
FEB	590	707.25	642.75	622.2	469.25	627.5	495.25	22639	21387	6%	
MAR	591.6	743	618.75	591.75	824.75	556.4	473.6	22769	24340	-6%	
APR	866.25	676	475.8	619	595.5	479	451	23516	22148	6%	
MAY	545.5	629.25	847.25	537.6	449.4	470	328.5	22736	21095	8%	
JUN	706.6	743.75	662.25	666.75	739.25	776.25	377	25543	23965	7%	
JUL	899.25	901.4	746.4	365.8	650	513.25	532.75	26349	21947	20%	
AUG	743	722.5	583	648.5	560.8	439	388.2	24600	24428	1%	
SEP	640.8	600.4	657.5	588.5	593.25	632	512.5	23450	22919	2%	
OCT	721.25	794.5	593.8	489.4	535.8	458.25	432.25	23373	19387	21%	
NOV	608	425.25	831.75	504.75	819.25	369.4	446.8	22717	16815	35%	
DEC	611.4	404.6	464.8	559.25	692.5	360.5	481.25	23130	21561	7%	
<b>Total</b>								<b>285185</b>	<b>263155</b>	<b>9%</b>	

**Month Avg**

21930

**Self-service check outs**

	2023		2024		per Day	% of Charges	Items Added	Total Items
	Totals	Totals	Days	Days				
JAN	1596	556	30	19	2%	654	69,688	
FEB	1386	2117	28	76	9%	632	69,632	
MAR	1704	1493	30	50	7%	643	69,086	
APR	1527	1552	30	52	7%	574	69,439	
MAY	1348	609	30	20	3%	603	69,715	
JUN	2237	1967	29	68	8%	460	70,125	
JUL	2059	1839	30	61	7%	535	70,461	
AUG	1034	1379	31	44	6%	551	70,651	
SEP	1536	1618	29	56	7%	424	70,553	
OCT	222	779	23	34	3%	657	70,419	
NOV	1418	778	19	41	3%	641	70,950	
DEC	1523	873	28	31	4%	308	71,139	
<b>Total</b>	<b>17590</b>	<b>15560</b>			<b>5%</b>	<b>6,682</b>	<b>841,858</b>	

**Month Avg**

49680 42054 15240 12031 3611 2279

	Libby		hoopla		Kanopy	
	2024	2023	2024	2023	2024	2023
JAN	4438	3445	1246	879	357	112
FEB	3917	3131	1169	860	300	155
MAR	4441	3375	1385	970	343	218
APR	3961	3167	1318	916	391	142
MAY	4321	3215	1334	956	351	145
JUN	4009	3478	1288	994	233	163
JUL	4354	3740	1269	977	216	2
AUG	4099	3447	1263	1056	295	270
SEP	3909	3310	1181	1064	163	312
OCT	3844	3948	1186	1136	260	212
NOV	4220	3758	1309	1095	309	315
DEC	4167	4040	1292	1128	393	233
<b>Total</b>	<b>49680</b>	<b>42054</b>	<b>15240</b>	<b>12031</b>	<b>3611</b>	<b>2279</b>





Chelsea District Library																		
Monthly New Registration 2024																		
District	NonRes	Other	Total Month	Grand Total	New Registrations by Municipality					Average Daily Door Count 2024				Total				
					Chelsea	Dexter	Lima	Lyndon	Sylvan	MON	TUES	WED	THUR		FRI	SAT	SUN	
JAN	86	2	2	90	47	10	3	6	20	276	350	383	408.5	274.25	207.5	151	9210	
FEB	87	2	3	92	6521	32	11	14	11	19	309.75	502.5	387	410	332.25	341.25	185	10281
MAR	65	9	19	93	6590	38	3	2	2	17	364.75	384.5	380	376.25	360.8	291.4	185	10208
APR	53	2	6	61	6637	18	7	6	5	20	368.4	411.8	406	429	350.25	314.75	191.75	10668
MAY	71	2	5	78	6680	27	13	5	8	18	291	431.75	398	388	311.2	305.5	130.5	10121
JUN	66	35	7	108	6724	40	13	11	1	1	462.25	449.5	431.5	612.75	485.75	339	191.2	12418
JUL	85	6	10	101	6756	37	7	9	9	23	451	497.2	508.6	413	389	392	186.5	12806
AUG	80	2	5	87	6788	31	17	7	10	15	410.75	434.25	400.25	379.8	312.4	336.6	180.5	10847
SEP	86	3	4	93	6874	33	14	7	16	16	363	463.25	406.75	405.5	331	326.5	164	10367
OCT	66	4	2	72	6937	28	7	5	9	17	409	434	385.2	434.4	308.5	295.5	176.5	11026
NOV	65	7	3	75	6923	31	5	9	9	11	408.75	351.5	379.75	357.75	285.6	273	210.75	9627
DEC	58	1	2	61	6978	32	6	3	8	9	372.8	256	284.25	351.25	322.75	290.25	164.8	8962
<b>Totals</b>	<b>868</b>	<b>75</b>	<b>68</b>	<b>1011</b>	<b>80873</b>	<b>394</b>	<b>113</b>	<b>81</b>	<b>94</b>	<b>186</b>	<b>Monthly average</b>						<b>126541</b>	
<b>Registered Card Holders</b>													<b>Transactions</b>		<b>Dec-24 % Tot</b>		<b>18,830</b>	
District	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	6381		34%		307		2%	
Chelsea	9109	9064	7837	7753	6361	6295	5135	5228	5931	6234	1991		11%		184		1%	
Dexter	3572	3562	3040	3006	2478	2490	2070	2105	2355	2475	1989		11%		771		4%	
Lima	1215	1230	1087	1101	884	874	697	710	820	862	2319		12%		149		1%	
Lyndon	1109	1109	996	965	802	794	634	634	694	722	3763		20%		976		5%	
Sylvan	1546	1522	1302	1255	1005	970	778	770	875	909								
Freedom	1667	1641	1412	1426	1192	1167	956	1009	1187	1266								
NonRes	655	625	575	609	562	582	414	407	477	490								
Sharon	6	7	0	1	0	0	0	3	2	3								
Waterloo	118	110	107	112	104	105	88	89	94	92								
Grass Lake	352	333	249	268	252	245	195	186	211	215								
Other	28	25	37	36	22	21	4	7	21	21								
<b>Totals</b>	<b>9764</b>	<b>9689</b>	<b>8412</b>	<b>8362</b>	<b>6923</b>	<b>6877</b>	<b>5549</b>	<b>5635</b>	<b>6408</b>	<b>6724</b>								



# **ACTION ITEMS**



# Action Item #1

Chelsea District Library  
Board of Trustees

## Library Board Fact Sheet

January 16, 2025, Board Packet

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

### Accept December donations and changes to the 2025 FY Budget.

Robert & Kelly Ozmun	Youth Programming
Nancy A. Whitelaw	Non-Designated
Donald J. Baldwin	Non-Designated
Kathy Baker	Non-Designated
Raffi Kalousdian	Non-Designated

<u>Income Line</u>	-	<u>Expense Line</u>	
674.111		884.920	\$250.00
674.120		975.100	\$200.00
674.120		975.100	\$500.00
674.120		980.130	\$77.74
674.120		980.130	\$100.00

**Sub Total: \$1,127.74**

Acknowledge the donations below that are already in the budget.

**Total General Donations: \$1,127.74**

Acknowledge the donations below toward the CDL Endowment.

**Sub Total: \$00.00**

\_\_\_\_\_  
Patricia Garcia, Board Secretary

\_\_\_\_\_  
Date



# **DISCUSSION ITEMS**



# **Discussion Item #1**

Chelsea District Library  
Board of Trustees

## **Library Board Fact Sheet** January 16, 2025 Board Meeting

### **Policy 423 Library Equipment**

#### **Discussion:**

The Policy Committee has made its recommendations for Policy 423 Library Equipment, which will be a new library policy. If the Board is in agreement with these changes, the library would prefer that this policy goes into effect as soon as possible.





# Chelsea District Library Policy & Procedures

## Policy Section: 4. Facility & Equipment

Board Approval Date:

### SUBJECT: 423 Library Equipment Policy

#### Background:

The Library desires to offer community access to a variety of equipment and resources, including, but not limited to equipment in the library's makerspace, including 3D printers, engraving and woodworking equipment, and others to inspire interest in design and help the community to bring their creations to life. This policy establishes how and under what circumstances the public may use the Library's equipment and resources.

**Policy:** The Equipment Policy is intended to guide responsible and safe use of all library equipment and resources.

#### Procedure:

#### Usage:

- The use of the equipment and resources in the library, such as but not limited to, the 3D printer, are intended for educational, creative, and skill building purposes. They are not intended for manufacturing.
- Patrons must check in with a library staff member prior to equipment use. Supervision may be required when using equipment. For first-time use of equipment, library staff will schedule patron training.
- The Library cannot guarantee that creation requests and or objects will come out as intended.
- Supervision of the use of library equipment does not constitute knowledge or acknowledgement of any unapparent final use of the product. The library disclaims any knowledge thereof.
- Patron use of library equipment is subject to Policy 230: Confidentiality Policy: Disclosure of Library Records

#### Content Restriction:

- The Library's equipment may be used only for lawful purposes. The public will not be permitted to use any library equipment or resource to create material that is:
  - Prohibited by local, state or federal law.
  - Unsafe, harmful, dangerous or poses a threat to the well-being of others.
  - Obscene or otherwise inappropriate for the library environment. (See Policy 430: Patron Behavior)
  - In violation of another's intellectual property rights, including items subject to copyright, patent or trademark protection.
  - Related to drug paraphernalia, sex objects, or weapons.
  - Intended for commercial use or mass production.

- The Library reserves the right to refuse any creation request and does not guarantee the quality of the end product.

#### Cost:

- ~~Cost:~~ Library equipment use and materials at the library are free during library programs. Outside of library programs costs will be charged for materials used.
- If a creation fails due to technical issues, the patron will not be charged for the materials. If a creation fails due to design flaws, the patron will still be charged for the print job. Reason for failure will be determined by library staff.
- ~~Patrons must check in with a library staff member prior to equipment use. Supervision may be required when using equipment. For first-time use of equipment, library staff will schedule patron training.~~

#### Liability:

- The copyright law of the United States (Title 17, U.S. Code) and patent law of the United States (Title 35 U.S. Code) governs the making of photocopies or other reproductions of copyrighted material. The person using this equipment is liable for any infringement.
- Chelsea District Library is not liable for any injuries or damages that are sustained by improper equipment use and/or defective designs or products produced on any library equipment.

**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
<b>TJ Helfferich</b>		Chair			X
<b>Bob Swistock</b>			X		X
<b>Gary Munce</b>	Chair			X	
<b>Patricia Garcia</b>		X	Chair		
<b>Wendy Reinhardt</b>			X	X	Chair
<b>Susan Lackey</b>	X	X			
<b>Jan Carr</b>	X			Chair	

  
\_\_\_\_\_  
Patricia Garcia, Board Secretary

12/13/2024  
\_\_\_\_\_  
Date

