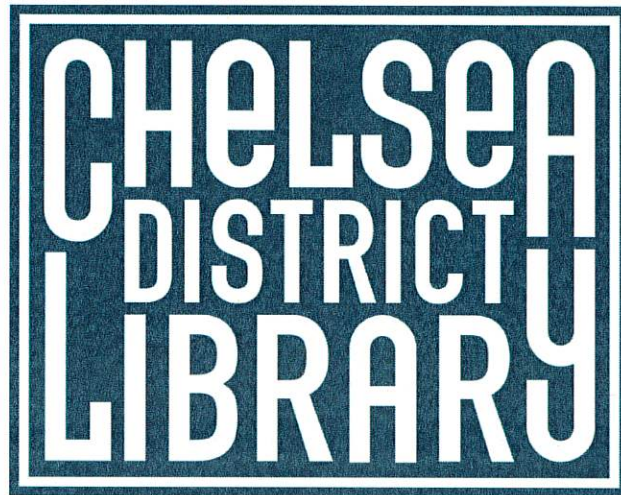


**Chelsea District Library
Board of Trustees**

Agenda and Information Packet



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

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

**McKune Room at the Chelsea
District Library**

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

AGENDA

- 6:45 Board Meeting**
Welcome and Call to Order
Consent Agenda Approval
- Meeting Minutes
 - Operational Checks
 - Finance Reports
- Agenda Review, Additions, and Approval
- 6:55 Presentation: Virginia's Outreach Presentation**
- 7:10 Director's, Strategic Plan, and Friends Reports**
- 7:20 Public Comment**
- 7:25 Action Items**
1. Donations
- 7:30 Discussion Items**
1. Budget Adjustment
 2. Board Retreat
- 7:40 Reports**
Policy Committee
Finance Committee
Personnel Committee
Nominating Committee
Community Outreach Committee
- 7:45 Communications**
- 7:50 Adjournment**

Public Participation

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

Public Participation at Open Meetings

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

There are two ways to participate in a Board meeting:

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

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

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

Thursday, January 16, 2025 6:45 p.m.
Meeting Location: McKune Room

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

Trustees Absent: TJ Helfferich

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

Guests: Susan Lackey

Welcome and Call to Order

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

New Sylvan Township Trustee, Aditi Fox introduced herself and former Sylvan Township Trustee Susan Lackey thanked the Board for 8 great years and said her heartfelt goodbyes.

C. Berggren conducted the swearing in of the 2025 Chelsea District Library Trustees.

Consent Agenda

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

All Ayes: 6-0

Agenda Review, Additions, and Approval

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

All Ayes: 6-0

Director's Report Update:

L. Coryell update:

- Showed Board the Neighbors Read bookmarks from the partnership read with Dexter Library and Serendipity Books and announced all 250 copies of the book, *Tin Camp Road*, were given away.
- Announced the Chamber of Commerce business award winners.
- Serendipity Books is moving to the 100 block of S. Main St. and there will also be a performance center opened below the businesses on that 100 block.
- Met with Kyle Hamlin, the new Marketing Coordinator at Robin Hills Farm, and excited to keep that partnership going.
- Virginia included updated Mobee stats.
- The blocks for the garage are being laid soon and the target finishing date is still in May.
- P. Garcia asked about the new social worker and L. Coryell gave a glowing review and promised to invite her to a future board meeting.

Friends Report Update:

- Approved their 2025 Budget.
- Annual Meeting will be held January 25 in the McKune Room.
- Staff Appreciation Luncheon has been scheduled and Trustees are encouraged to attend.

Public Comment: None

Action Item #1: Donations

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

All Ayes 6-0

Discussion Item #1: Policy 423 Library Equipment

L. Coryell read an email raising FBI concerns about library makerspaces and that the library and Policy Committee believed it was important to stay ahead of this issue, and therefore created this new policy, which she asked to move to Action.

MOTION made by J. Carr, SECONDED by B. Swistock to move Discussion Item #1 to Action Item #2. Discussion: None

All Ayes 6-0

Action Item #2: Policy 423 Library Equipment

MOTION made by G. Munce, SECONDED by B. Swistock to approve Policy 423 Library Equipment. Discussion: None

All Ayes 6-0

Committee Reports

Policy Committee –

Finance Committee –

Personnel Committee –

Nominating Committee –

Community Outreach Committee –

Communications:

- G. Munce brought up that A. Fox will take Susan's spots on the Community Outreach and Personnel Committees. He also encouraged Trustees to actively seek to serve on committees that interest them and where their expertise lays.
- B. Swistock, as outgoing Finance Chair, stated that the library is in great shape financially.
- J. Carr spoke about a Zoom conference with the library's attorney, Anne Seuryneck, and suggested a review of by-laws and the Open Meetings Act.
- G. Munce will be collecting ideas for the Board Retreat and will speak about the options at the February meeting.

Adjournment:

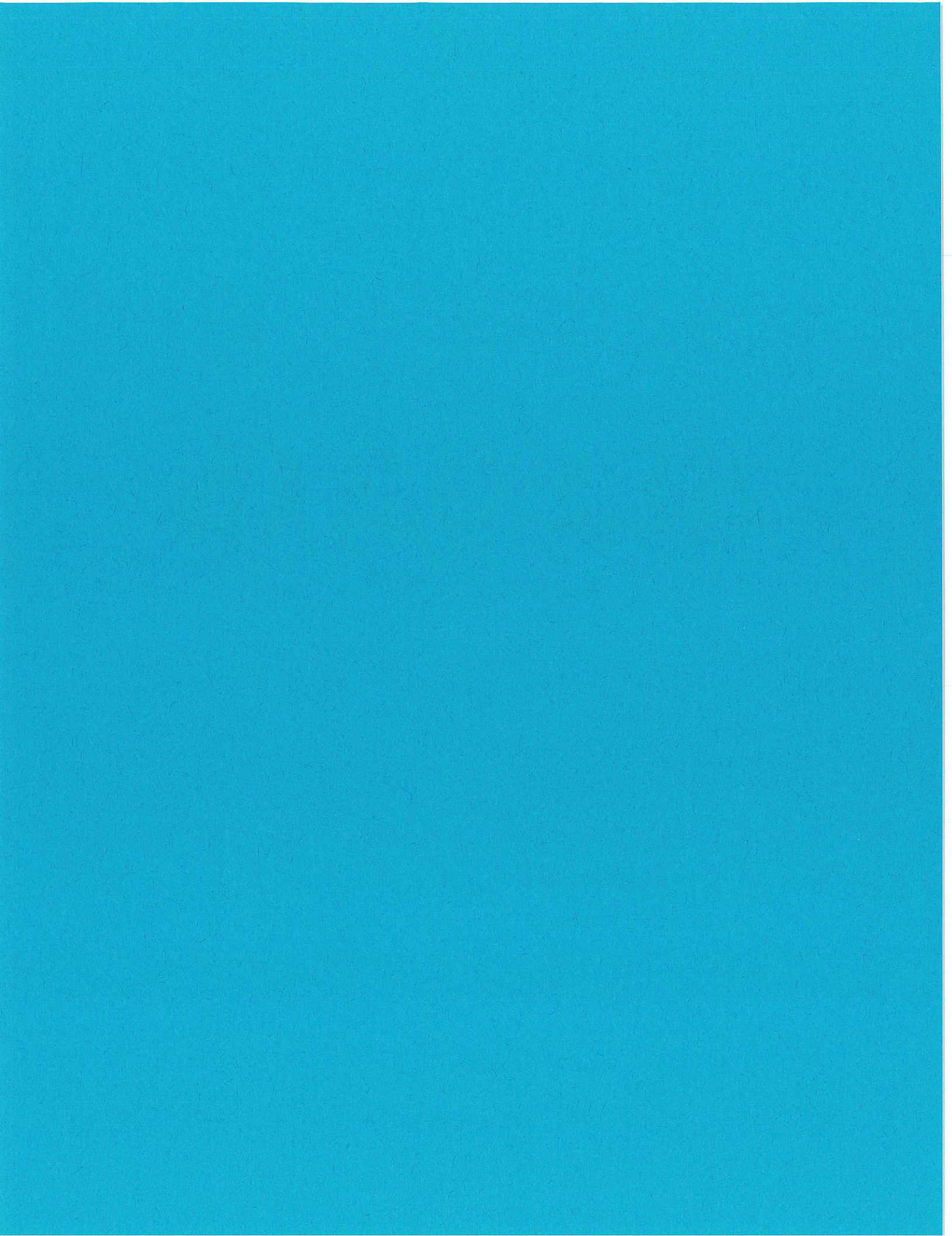
MOTION made by B. Swistock, SECONDED by J. Carr to adjourn the meeting at 7:38pm.

All Ayes, 6-0

Janice L. Carr, Board Secretary

Date

FINANCE REPORTS



Chelsea District Library
Monthly Check Register

January 2025

1:13 PM
02/12/25

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Check		01/31/2025		Service Charge	001.001 · CSB/Operations Checki...		-6.60
TOTAL				Service Charge	802.100 · Admin-Fees Bank 8...	-6.60	6.60
Bill Pmt -Check	29125	01/07/2025	A Production Cleaning Company...	INV 16000	001.001 · CSB/Operations Checki...		-1,750.00
Bill	16000	01/03/2025		2025 CLEANING 12/22/2024 - 01/04/2025	803.605 · Janitorial	-1,750.00	1,750.00
TOTAL						-1,750.00	1,750.00
Bill Pmt -Check	29126	01/07/2025	A T & T Mobility	ACCT 287286231198X - INV 12142024 - ISSUED O...	001.001 · CSB/Operations Checki...		-216.19
Bill	X12142024	01/07/2025		2024 - PUBLIC WIFI HOT SPOTS 11/07 - 12/06/2024	850.311 · WiFi Hotspots	-216.19	216.19
TOTAL						-216.19	216.19
Bill Pmt -Check	29127	01/07/2025	A T & T TELCO	INV 734433980407 - 12/25/2024 - ACCT 743 433-9...	001.001 · CSB/Operations Checki...		-217.67
Bill	20241225	01/07/2025		2024 - TELCO - LAND LINES - 11/26 - 12/25/24	850.120 · Telephone	-217.67	217.67
TOTAL						-217.67	217.67
Bill Pmt -Check	29128	01/07/2025	Alerus Financial	Entity code nos. 400298 / 110320 - pay period start...	001.001 · CSB/Operations Checki...		-5,561.89
Bill	2024122	01/07/2025		2025 - 12/22/24 - 01/04/25 - PAID 01/10/25 - PR ER ...	231.002 · Payroll Lia/01A MITCHER ...	-1,878.47	1,878.47
TOTAL				2025 - 12/22/24 - 01/04/25 - PAID 01/10/25 - PR EE ...	702.300 · Per Svcs - Retimnt - EE 7...	-2,250.86	2,250.86
				2025 - 12/22/24 - 01/04/25 - PAID 01/10/25 - PR FLE...	710.500 · Per Svcs - Fringe B ER 7...	-1,432.56	1,432.56
						-5,561.89	5,561.89
Bill Pmt -Check	29129	01/07/2025	Amazon Capital Services Inc		001.001 · CSB/Operations Checki...		-147.98
Bill	11N6-JH3V-YKJR	01/03/2025		2024 - 12/08/24 MAKER PROGRAM	884.126 · General Adult Programs	-63.16	63.16
Bill	1F93-LLMG-GPQ4	01/03/2025		2024 - REPAIR SUPPLIES - RESTRICTED (FLINT ...	728.400 · Supplies-Repairs 727...	-30.85	30.85
Bill	174J-DP9J-HYXH	01/06/2025		2024 - POPSICLE STICKS - SUPPLIES	884.222 · General Youth Programs	-17.99	17.99
Bill	1XF1-PK4L-F79M	01/07/2025		2025 - CELL PHONE CASES	967.120 · Computers	-35.98	35.98
TOTAL						-147.98	147.98
Bill Pmt -Check	29130	01/07/2025	Baker & Taylor - Adult		001.001 · CSB/Operations Checki...		-108.15
Bill	2038726334	01/06/2025		2024 · Adult Print General	982.720 · Adult Print General	-92.56	92.56
Bill	2038757603	01/06/2025		2024 · Adult Print General	982.720 · Adult Print General	-15.59	15.59
TOTAL						-108.15	108.15
Bill Pmt -Check	29131	01/07/2025	Ballard, Kerry	BOOKKEEPING THROUGH 01/10/25	001.001 · CSB/Operations Checki...		-807.69

Chelsea District Library
Monthly Check Register
January 2025

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill	20250110	01/07/2025		2025 - BOOKKEEPING THROUGH 01/10/25	801.040 · Bookkeeper	-807.69	807.69
TOTAL						-807.69	807.69
Bill Pmt -Check	29132	01/07/2025	Ballard, Linda P.	REIMBURSEMENT - PAPER TOWELS	001.001 · CSB/Operations Checkl...		-21.72
Bill	25-2202-LB	01/06/2025		2024 - PAPER TOWELS - KIRKLAND	729.100 · Supplies-Cleaning-Paper ...	-21.72	21.72
TOTAL						-21.72	21.72
Bill Pmt -Check	29133	01/07/2025	Chelsea Area Chamber of Comm...	Y18294 - 2025 1/4 PAGE AD	001.001 · CSB/Operations Checkl...		-470.00
Bill	Y18294	01/06/2025		2025 EXPERIENCE GUIDE	880.110 · Media Buy	-470.00	470.00
TOTAL						-470.00	470.00
Bill Pmt -Check	29134	01/07/2025	CHELSEA SCHOOL DISTRICT - ...	FUEL - 11/01/24 - 11/30/24	001.001 · CSB/Operations Checkl...		-33.34
Bill	20241212	01/07/2025		2024 - NOV - FUEL MOBEE	758.100 · MOBILE CDL - FUEL	-33.34	33.34
TOTAL						-33.34	33.34
Bill Pmt -Check	29135	01/07/2025	Chelsea Update	2025 INVOICE	001.001 · CSB/Operations Checkl...		-2,140.00
Bill	20241230	01/06/2025		2025 - ANNUAL ONLINE ADVERTISING	880.110 · Media Buy	-1,640.00	1,640.00
TOTAL						-500.00	500.00
Bill Pmt -Check	29136	01/07/2025	City of Chelsea	21807 - TRASH - DEC	001.001 · CSB/Operations Checkl...		-50.00
Bill	21807	01/06/2025		2024 - INV #21807 - TRASH - DEC	803.620 · Trash	-50.00	50.00
TOTAL						-50.00	50.00
Bill Pmt -Check	29137	01/07/2025	City of Chelsea-Elect & Water	2024DEC - UTILITIES: ELECTRICITY, WATER, SE...	001.001 · CSB/Operations Checkl...		-3,564.99
Bill	20250103	01/06/2025		2024 - WATER - DEC - 11/27/24 - 12/30/24	920.110 · City of Chelsea Water	-66.11	66.11
TOTAL						-145.12	145.12
Bill Pmt -Check	29138	01/07/2025	COLLABORATIVE SUMMER LIB...	309675	001.001 · CSB/Operations Checkl...		-923.34
Bill	309675	01/06/2025		2025 - SRP - SHIRTS & MATERIALS	884.226 · Summer Reading	-923.34	923.34
TOTAL						-923.34	923.34
Bill Pmt -Check	29139	01/07/2025	Demco Inc.	INV 7583392, CUST# 210215162	001.001 · CSB/Operations Checkl...		-549.52

Chelsea District Library
 Monthly Check Register
 January 2025

1:13 PM
 02/12/25

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill	7583392	01/06/2025		2025 - SUPPLIES AND DIVIDERS - 01/31/25 should ...	880.310 - Displays	-549.52	549.52
TOTAL						-549.52	549.52
Bill Pmt-Check	29140	01/07/2025	First Congregational United Chu...	4/11 & 12 VENUE CHARGE \$300 - \$150 DEP - \$150...	001.001 - CSB/Operations Checki...	-300.00	-300.00
Bill	SP1625	01/06/2025		2025 MLW - 4/11 & 12 VENUE CHARGE \$300 - \$15...	884.111 - Midwest Literary Walk	-300.00	300.00
TOTAL						-300.00	300.00
Bill Pmt-Check	29141	01/07/2025	Ingram Library Services		001.001 - CSB/Operations Checki...		-525.89
Bill	85513169	01/06/2025		2024 - Adult Print General	982.720 - Adult Print General	-40.29	40.29
Bill	85513174	01/06/2025		2024 - Adult Print General	982.720 - Adult Print General	-30.24	30.24
Bill	85513171	01/06/2025		2024 - Adult Large Print	982.710 - Adult Large Print	-147.23	147.23
Bill	85513170	01/06/2025		2024 - Adult Print General	982.720 - Adult Print General	-16.71	16.71
Bill	85513168	01/06/2025		2024 - Adult Ref.	982.730 - Adult Ref.	-37.34	37.34
Bill	85513172	01/06/2025		2024 - Adult Print General	982.720 - Adult Print General	-14.04	14.04
Bill	85547343	01/06/2025		2024 - Adult Large Print	982.710 - Adult Large Print	-42.88	42.88
Bill	85547344	01/06/2025		2024 - Adult Print General	982.720 - Adult Print General	-33.97	33.97
Bill	85547342	01/06/2025		2024 - Adult Print General	982.720 - Adult Print General	-14.16	14.16
Bill	85513173	01/07/2025		2024 - Adult Ref.	982.730 - Adult Ref.	-149.03	149.03
TOTAL						-525.89	525.89
Bill Pmt-Check	29142	01/07/2025	INK FRENZY	WINTER STAFF FLEECEES	001.001 - CSB/Operations Checki...		-2,510.00
Bill	1004482	01/06/2025		2024 WINTER STAFF FLEECEES	969.620 - Staff In-Service & Appreci...	-2,510.00	2,510.00
TOTAL						-2,510.00	2,510.00
Bill Pmt-Check	29143	01/07/2025	Johnson Controls	ACCT 1348743 - 1-134943800477	001.001 - CSB/Operations Checki...		-3,653.00
Bill	1-134943800477	01/06/2025		2025 - METASYS - 2025 INSTALLMENT	991.450 - DEBT PRINCIPAL - GAS...	-3,653.00	3,653.00
TOTAL						-3,653.00	3,653.00
Bill Pmt-Check	29144	01/07/2025	KANOPY INC	KANOPY BORROWS - OCT	001.001 - CSB/Operations Checki...		-246.50
Bill	431112 - PPU	01/06/2025		2024 - KANOPY VIDEO PLAYS - DEC	982.410 - Electronic Products/Subs	-246.50	246.50
TOTAL						-246.50	246.50
Bill Pmt-Check	29145	01/07/2025	KNIGHT TECHNOLOGY GROUP	25373	001.001 - CSB/Operations Checki...		-1,130.00
Bill	25373	01/07/2025		2025 - DATTO CLOUD BACKUP + GOOGLE RECO...	803.390 - Computers	-1,130.00	1,130.00
TOTAL						-1,130.00	1,130.00
Bill Pmt-Check	29146	01/07/2025	LIBRARY IDEAS LLC	VOID:	001.001 - CSB/Operations Checki...		0.00

Chelsea District Library
 Monthly Check Register
 January 2025

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 02/12/25

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
TOTAL						0.00	0.00
Bill Pmt -Check	29147	01/07/2025	Michigan Library Association		001.001 · CSB/Operations Checki...		-135.00
Bill	20246	01/07/2025		2025 - LINDA BALLARD - MEMBERSHIP 01/01/2025-...	969.311 · Assistant Director	-85.00	85.00
Bill	19915	01/07/2025		2025 - GARY MUNCE - MEMBERSHIP 01/01/2025 - ...	969.400 · Trustees Memberships	-50.00	50.00
TOTAL						-135.00	135.00
Bill Pmt -Check	29148	01/07/2025	Michigan Municipal League-Une...	2024 4TH QUARTER - DUE 12/31/2024	001.001 · CSB/Operations Checki...		-13.13
Bill	2024 4TH QTR	01/07/2025		2024 4TH QUARTER - UNEMPLOYMENT INSURAN...	710.300 · Per Svcs-Fringe-Unemp ...	-13.13	13.13
TOTAL						-13.13	13.13
Bill Pmt -Check	29149	01/07/2025	Midwest Tape		001.001 · CSB/Operations Checki...		-66.97
Bill	506364569	01/06/2025		2024 - YOUTH MUSIC CDS	982.420 · Adult Music on CD	-14.24	14.24
Bill	506401397	01/06/2025		2024 - YOUTH & TEEN PLAYAWAYS	982.140 · Youth Books on Disc	-39.99	39.99
Bill	506401398	01/06/2025		2024 - YOUTH MUSIC CDS	982.420 · Adult Music on CD	-12.74	12.74
TOTAL						-66.97	66.97
Bill Pmt -Check	29150	01/07/2025	Midwest Tape - Hoopla	INV 506553779 ACCT# 2000016156	001.001 · CSB/Operations Checki...		-3,016.37
Bill	506553779	01/06/2025		2024 - HOOPLA DECEMBER BORROWS	982.410 · Electronic Products/Subs	-3,016.37	3,016.37
TOTAL						-3,016.37	3,016.37
Bill Pmt -Check	29151	01/07/2025	Pikk Services LLC	ANNUAL FIRE ALARM MONITORING CONTRACT	001.001 · CSB/Operations Checki...		-324.00
Bill	12460	01/03/2025		2025 - Alarm System Feb 2025 to Jan 2026	803.410 · Security	-324.00	324.00
TOTAL						-324.00	324.00
Bill Pmt -Check	29152	01/07/2025	Print-tech Inc.	2025 - 276221	001.001 · CSB/Operations Checki...		-1,093.49
Bill	276221	01/06/2025		2025 - NEIGHBORS READ PRINT MATERIALS	880.411 · General Adult Promotion	-1,093.49	1,093.49
TOTAL						-1,093.49	1,093.49
Bill Pmt -Check	29153	01/07/2025	State of Michigan-Bureau of Con...	ANNUAL BOILER INSPECTIONS #MIR465331	001.001 · CSB/Operations Checki...		-85.00
Bill	BLR49228	01/06/2025		2024 - ANNUAL BOILER INSPECTIONS #MIR465331	803.210 · HVAC MA	-85.00	85.00
TOTAL						-85.00	85.00
Bill Pmt -Check	29154	01/07/2025	T-MOBILE	ACCT 975550022 - STATEMENT DATED 12/22/202...	001.001 · CSB/Operations Checki...		-411.16
Bill	20250113	01/07/2025		2024 - T-MOBILE WIFI HOTSPOTS -- 11/21 - 12/20/...	850.311 · WIFI Hotspots	-356.44	356.44

Chelsea District Library
Monthly Check Register
January 2025

1:13 PM
02/12/25

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
TOTAL				2024 - MOBEE CELL 2024 - 11/21 - 12/20/2024	850.122 - Telecommunications - Mo...	-54.72	54.72
Bill Pmt -Check	29155	01/07/2025	THE NEW YORK TIMES	ACCT NO. 914723010 - 12/27/24 - 12/25/25	001.001 - CSB/Operations Checki...	-3,016.00	-3,016.00
Bill	368590C22452	01/06/2025		2025 - ANNUAL SUBSCRIPTION - 12/27/24 - 12/25/25	982.620 - Daily Newspapers	-3,016.00	3,016.00
TOTAL						-3,016.00	3,016.00
Bill Pmt -Check	29156	01/07/2025	TIFFANY'S GARDEN LLC	2024 - SNOW REMOVAL CONTRACT - INV 8956	001.001 - CSB/Operations Checki...	-960.00	-960.00
Bill	8956	01/06/2025		2024 - SNOW AND SALT - 11/29 - 12/23	803.612 - Snow	-960.00	960.00
TOTAL						-960.00	960.00
Bill Pmt -Check	29157	01/07/2025	Verizon Wireless	INV 6102267229 - ACCT 442098695-00001 - 11/29...	001.001 - CSB/Operations Checki...	-935.48	-935.48
Bill	6102267229	01/07/2025		2024 - HOT SPOTS - 11/29 - 12/28/2024 - DISPUTE ...	850.311 - WIFI Hotspots	-804.20	804.20
				2024 - IT CELL PHONE - 11/29 - 12/28/2024 - DISPL...	850.121 - IT Cell Phone	-51.06	51.06
				2024 - MOBEE WIFI + HOTSPOT - 11/29 - 12/28/202...	850.312 - Internet/Service - Mobile ...	-80.22	80.22
TOTAL						-935.48	935.48
Bill Pmt -Check	29158	01/22/2025	A Production Cleaning Company...	2025 - 16023	001.001 - CSB/Operations Checki...	-1,750.00	-1,750.00
Bill	16023	01/21/2025		2025 CLEANING 01/05/2025 - 01/18/2025	803.605 - Janitorial	-1,750.00	1,750.00
TOTAL						-1,750.00	1,750.00
Bill Pmt -Check	29159	01/22/2025	ABSOPURE	2025 - ACCT 9423998 - INV 89590942	001.001 - CSB/Operations Checki...	-50.91	-50.91
Bill	89590942	01/22/2025		2025 - WATER AT 01/14	727.100 - Supplies - General Op 7...	-50.91	50.91
TOTAL						-50.91	50.91
Bill Pmt -Check	29160	01/22/2025	Alerus Financial	2025 - Entity code nos. 400298 / 110320 - pay perio...	001.001 - CSB/Operations Checki...	-5,668.95	-5,668.95
Bill	20250105	01/21/2025		2025 - 01/05/25 - 01/18/25 - PAID 01/10/25 - PR ER ...	231.002 - Payroll Lia/401A MITCHER ...	-1,694.37	1,694.37
				2025 - 01/05/25 - 01/18/25 - PAID 01/10/25 - PR EE ...	702.300 - Per Svcs - Retrmt - EE 7...	-2,936.38	2,936.38
				2025 - 01/05/25 - 01/18/25 - PR FLE...	710.500 - Per Svcs - Fringe B ER 7...	-1,038.20	1,038.20
TOTAL						-5,668.95	5,668.95
Bill Pmt -Check	29161	01/22/2025	Amazon Capital Services Inc	2025 - TEEN PROJECTS	001.001 - CSB/Operations Checki...	-2,129.50	-2,129.50
Bill	1NWN-44NX-KYWQ	01/09/2025		2025 - VOLUNTEER CANDY	884.272 - Teen General Programs	-133.97	133.97
Bill	13L6-RFFJ-WNJG	01/21/2025		2025 - TRASH CAN LINERS	885.200 - Supplies	-9.95	9.95
				2025 - PAPER SUPPLIES, TOWELS AND TP	729.200 - Supplies-Cleaning Sup ...	-277.53	277.53
				2024 - CARDS FOR SUMMER READING FUNDRAI...	729.100 - Supplies-Cleaning-Paper ...	-532.02	532.02
				2024 - MAKERSPACE SUPPLIES	884.226 - Summer Reading	-16.99	16.99
					967.500 - Makerspace Equipment	-710.94	710.94

Chelsea District Library
Monthly Check Register

January 2025

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill	1TWT-KPW3-F9QR	01/22/2025		2025 - COPIER/PRINTER PAPER	727.100 - Supplies - General Op 7...	-448.10	448.10
TOTAL						-2,129.50	2,129.50
Bill Pmt -Check	29162	01/22/2025	American Library Association M...	2025 - ALA MEMBERSHIP 2129855	001.001 - CSB/Operations Checki...	-125.00	-125.00
Bill	2129855	01/21/2025		2025 - ALA MEMBERSHIP 2129855	969.320 - Information Services	-125.00	125.00
TOTAL						-125.00	125.00
Bill Pmt -Check	29163	01/22/2025	Ann Arbor Symphony Orchestra	2025- Kinderconcert, Acct #43207 - 01/18/2025	001.001 - CSB/Operations Checki...	-160.00	-160.00
Bill	115	01/21/2025		2025 - 01/18/2025 KINDERCONCERT	884.215 - Early Literacy	-160.00	160.00
TOTAL						-160.00	160.00
Bill Pmt -Check	29164	01/22/2025	Baker & Taylor - Auto Yours Cats		001.001 - CSB/Operations Checki...	-105.63	-105.63
Bill	2038737147	01/21/2025		2024 - Youth Print General	982.760 - Youth Print General	-22.11	22.11
Bill	2038761572	01/21/2025		2024 - Youth Print General	982.760 - Youth Print General	-83.52	83.52
TOTAL						-105.63	105.63
Bill Pmt -Check	29165	01/22/2025	Baker & Taylor - Juvenile		001.001 - CSB/Operations Checki...	-143.42	-143.42
Bill	2038731902	01/21/2025		2024 - Youth Print General	982.760 - Youth Print General	-71.93	71.93
Bill	2038751112	01/21/2025		2024 - Youth Print General	982.760 - Youth Print General	-32.01	32.01
Bill	2038770000	01/21/2025		2025 - Youth Print General	982.760 - Youth Print General	-39.48	39.48
TOTAL						-143.42	143.42
Bill Pmt -Check	29166	01/22/2025	Baker & Taylor - Program Account		001.001 - CSB/Operations Checki...	-344.70	-344.70
Bill	2038776386	01/21/2025		2024 - Youth Print General	982.760 - Youth Print General	-248.80	248.80
Bill	2038792227	01/21/2025		2025 - Youth Reading Group	884.230 - Youth Reading Group	-95.90	95.90
TOTAL						-344.70	344.70
Bill Pmt -Check	29167	01/22/2025	Baker & Taylor - Unlabeled Juve...		001.001 - CSB/Operations Checki...	-210.42	-210.42
Bill	2038732402	01/21/2025		2024 - Youth Print General	982.760 - Youth Print General	-87.75	87.75
Bill	2038751631	01/21/2025		2024 - Youth Print General	982.760 - Youth Print General	-122.67	122.67
TOTAL						-210.42	210.42
Bill Pmt -Check	29168	01/22/2025	Ballard, Kerry	2025 - BOOKKEEPING THROUGH 01/24/25	001.001 - CSB/Operations Checki...	-807.69	-807.69
Bill	20250124	01/21/2025		2025 - BOOKKEEPING THROUGH 01/24/25	801.040 - Bookkeeper	-807.69	807.69
TOTAL						-807.69	807.69

Chelsea District Library
Monthly Check Register

January 2025

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Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill Pmt -Check	29169	01/22/2025	Bibliotheca, LLC	2025 - INV-US78944 - ANNUAL RFID CONV 04/14/2...	001.001 - CSB/Operations Checki...		-430.50
Bill	INV-US78944	01/09/2025		2025 - ANNUAL RFID CONV 04/14/25 - 04/13/2026, ...	803.390 - Computers	-215.25	215.25
TOTAL				2025 - ANNUAL RFID CONV 04/14/25 - 04/13/2026, ...	803.390 - Computers	-430.50	430.50
Bill Pmt -Check	29170	01/22/2025	Blue Care Network of Michigan	2025 - GROUP 00277068 SUBGROUP 0002 - COVE...	001.001 - CSB/Operations Checki...		-4,910.17
Bill	250070042810	01/21/2025		2025 - FEB 01/01 - 28/2025 - MED INS - 710.200	710.200 - Per Svcs-Fringe Flex Ben...	-4,910.17	4,910.17
TOTAL						-4,910.17	4,910.17
Bill Pmt -Check	29171	01/22/2025	Brown, Laura	VOID: 2025 - REIMBURSEMENT - MILEAGE - TEE...	001.001 - CSB/Operations Checki...		0.00
TOTAL						0.00	0.00
Bill Pmt -Check	29172	01/22/2025	City of Chelsea	2025 - BANNERS FOR AUTHORS IN CHELSEA	001.001 - CSB/Operations Checki...		-55.00
Bill	25-4085-VK	01/22/2025		2025 - BANNERS FOR AUTHORS IN CHELSEA	880.130 - Signs/Banners/Posters	-55.00	55.00
TOTAL						-55.00	55.00
Bill Pmt -Check	29173	01/22/2025	Constellation NewEnergy-Gas Di...	2024 - INV 4215763 - ACCT BG-303066 - DEC - 11/...	001.001 - CSB/Operations Checki...		-1,314.66
Bill	4215763	01/21/2025		2024 - DEC - 11/19 - 12/18/2024	920.200 - McKune Gas	-1,314.66	1,314.66
TOTAL						-1,314.66	1,314.66
Bill Pmt -Check	29174	01/22/2025	Dangerous Architects	2025 - Additional prints for Mobee garage at 01/11/...	001.001 - CSB/Operations Checki...		-101.25
Bill	3	01/21/2025		2025 - Additional prints for Mobee garage	801.079 - Library Strategic Plan	-101.25	101.25
TOTAL						-101.25	101.25
Bill Pmt -Check	29175	01/22/2025	Demco Inc.	2025 - INV 7586124	001.001 - CSB/Operations Checki...		-17.98
Bill	7586124	01/09/2025		2025 - YOUTH/TEEN PROMOTION	880.420 - Youth / Teen Promotion	-17.98	17.98
TOTAL						-17.98	17.98
Bill Pmt -Check	29176	01/22/2025	H.V. Burton Company	2025 ANNUAL MAINTENANCE AGREEMENT	001.001 - CSB/Operations Checki...		-495.00
Bill	051	01/21/2025		2025 ANNUAL MAINTENANCE AGREEMENT	732.200 - Supplies-MNT-HVAC	-495.00	495.00
TOTAL						-495.00	495.00
Bill Pmt -Check	29177	01/22/2025	Ingram Library Services		001.001 - CSB/Operations Checki...		-136.40
Bill	85317226	01/21/2025		2024 - Youth Print General	982.760 - Youth Print General	-14.92	14.92
Bill	85671102	01/21/2025		2025 - Youth Print General	982.760 - Youth Print General	-50.11	50.11

Chelsea District Library
Monthly Check Register

January 2025

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill	85671103	01/21/2025		2025 - Youth Print General	982.760 · Youth Print General	-71.37	71.37
TOTAL						-136.40	136.40
Bill Pmt -Check	29178	01/22/2025	KeyBank	A/C Ending3195 12/10 - 01/09/25 DUE 02/06...	001.001 · CSB/Operations Checki...		-2,101.73
Bill	25-6121	01/21/2025		2025 - CHELSEA WELLNESS CENTER - HEALTH ...	969.620 · Staff In-Service & Appreci...	-174.50	175.00
				2025 - PLAYBOOK BUILDER - HR SOFTWARE	967.200 · Equipment Software	-169.52	170.00
				2025 - CHAMBER BREAKFAST, LORI & VIRGINIA	880.441 · General Service/Resourc...	-29.91	30.00
				2024 - COTTAGE INN, PIZZA, P&P DECEMBER	884.276 · Teen Refreshments	-26.31	26.39
				2024 - CVS, TEEN REFRESHMENTS, CANDY	884.276 · Teen Refreshments	-64.16	64.34
				2025 - JAMALI GARDEN, FAUX FLORAL - SPRING ...	884.126 · General Adult Programs	-203.98	204.56
				2025 - NEW HUA XING ASIA MARKET, TEEN REF...	884.276 · Teen Refreshments	-28.38	28.46
				2025 - NEW HUA XING ASIA MARKET, TEEN REF...	884.276 · Teen Refreshments	-23.94	23.94
				2025 - LYFT, SAN FRANCISCO	969.110 · Director Travel	-31.22	31.31
				2024 - LOS TRES AMIGOS - POST-BOARD MTG DI...	969.620 · Staff In-Service & Appreci...	-29.21	29.29
				2024 - JIMMY JOHNS, GINGERBREAD HOUSE EV...	969.620 · Staff In-Service & Appreci...	-30.84	30.93
				2024 - LOS TRES AMIGOS, POST-BOARD MTG RE...	969.620 · Staff In-Service & Appreci...	-37.59	37.70
				2024 - DOLLAR TREE, STAFF IN-SERVICE MTG S...	969.620 · Staff In-Service & Appreci...	-56.82	56.98
				2029 - HOMEGOODS, ALICE IN WONDERLAND EX...	123.002 · Prepaid Payments	-89.68	89.94
				2024 - PANERA, STAFF APPRECIATION HOLIDAY ...	969.620 · Staff In-Service & Appreci...	-295.61	296.45
				2024 - BUSCH'S, HOLIDAY SUPPLIES	969.620 · Staff In-Service & Appreci...	-12.73	12.77
				2025 - CLEARLY'S, EXHIBIT "WORKING AMERICA" ...	884.801 · Exhibits	-84.55	84.79
				2024 - ZOU ZOU'S, S JENNIE MEDEIROS, WORK A...	969.940 · Staff Apprec - Restricted	-24.93	25.00
				2024 - AGRICOLE, JENSEN & BIEBER, WORK AN...	969.940 · Staff Apprec - Restricted	-49.86	50.00
				2025 - CLEARLY'S, GAO SURVEY MEETING, L BALL...	969.620 · Staff In-Service & Appreci...	-48.94	49.08
				2025 - EBAY, SUSAN LACKEY RETIREMENT GIFT ...	960.100 · Board Expenses	-84.12	84.36
				2025 - FOREIGN TRANSACTION FEE FOR BOOK	960.100 · Board Expenses	-2.52	2.53
				2025 - ZOOM, VIDEO CONF SOFTWARE, 12/24/24 ...	967.200 · Equipment Software	-39.39	39.50
				2025 - STAR2STAR, VOIP 12/28/24 - 01/25/25	850.120 · Telephone	-463.09	464.41
TOTAL						-2,101.73	2,107.73
Bill Pmt -Check	29179	01/22/2025	MAYES, EVERETT		001.001 · CSB/Operations Checki...		-540.36
Bill	24-4066-VK	01/09/2025		2024 - LODGING, ABOS CONF, REIMBURSEMENT ...	969.120 · Information Services	-487.89	487.89
Bill	25-4086-VK	01/22/2025		2025 REIMBURSEMENT - DEF (DIESEL EXHAUST ...	728.500 · Supplies-Matl Proc Othr 7...	-52.47	52.47
TOTAL						-540.36	540.36
Bill Pmt -Check	29180	01/22/2025	Midwest Tape		001.001 · CSB/Operations Checki...		-136.42
Bill	506454883	01/09/2025		2024 - NOV - ADULT FEATURE DVDS	982.460 · DVD Feature	-14.99	14.99
Bill	506384813	01/21/2025		2024 - FAMILY DVDS	982.480 · Youth Video DVD	-78.72	78.72
Bill	506525953	01/21/2025		2024 - OCT/NOV CDs	982.420 · Adult Music on CD	-20.23	20.23
Bill	506525955	01/21/2025		2024 - NOV ADULT FEATURE DVDS	982.460 · DVD Feature	-22.48	22.48
TOTAL						-136.42	136.42
Bill Pmt -Check	29181	01/22/2025	PLAYAWAY PRODUCTS		001.001 · CSB/Operations Checki...		-449.94
Bill	480672	01/22/2025		2024 - LAUNCHPAD REPLACEMENTS	982.485 · Playaway Views	-224.97	224.97
Bill	480688	01/22/2025		2024 - LAUNCHPAD REPLACEMENTS	982.485 · Playaway Views	-224.97	224.97

Chelsea District Library
Monthly Check Register

January 2025

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Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
TOTAL						-449.94	449.94
Bill Pmt -Check	29182	01/22/2025	Postmaster	2025 - PERMIT #28 - SPRING NEWSLETTER MAILL...	001.001 - CSB/Operations Checki...		-1,800.00
Bill	25-4084-VK	01/22/2025		2025 - PERMIT #28 - SPRING NEWSLETTER MAILL...	880.230 - Newsletter Postage	-1,800.00	1,800.00
TOTAL						-1,800.00	1,800.00
Bill Pmt -Check	29183	01/22/2025	Print-tech Inc.	2025 - 276474	001.001 - CSB/Operations Checki...		-86.97
Bill	276474	01/09/2025		2025 - NEIGHBORS READ PRINT MATERIALS - A...	880.411 - General Adult Promotion	-86.97	86.97
TOTAL						-86.97	86.97
Bill Pmt -Check	29184	01/22/2025	TEL Systems	2025 - INV 21260, CUST NO. CDL002	001.001 - CSB/Operations Checki...		-412.50
Bill	21260	01/09/2025		2025 - PAGING SYSTEM SERVICE	803.390 - Computers	-412.50	412.50
TOTAL						-412.50	412.50
Bill Pmt -Check	29185	01/22/2025	The Library Network		001.001 - CSB/Operations Checki...		-13,592.29
Bill	75420	01/09/2025		2025 - SAS BASIC FEE JAN25 - MAR 25	965.200 - Shared Automation System	-5,868.81	5,868.81
Bill	75387	01/21/2025		2025 - SAS CIRCULATION CHARGES JAN25 - MA...	965.200 - Shared Automation System	-2,921.11	2,921.11
TOTAL						-13,592.29	13,592.29
Bill Pmt -Check	29186	01/22/2025	Unique Management Services Inc	2024 - 6134662 CLIENT # 1954 - 2024 DEC - COLL...	001.001 - CSB/Operations Checki...		-116.35
Bill	6134662	01/09/2025		2024 DEC - COLLECTION FEES (PLACEMENTS)	801.090 - Collection Fees	-116.35	116.35
TOTAL						-116.35	116.35
Bill Pmt -Check	29187	01/22/2025	UNIVERSITY OFFICE TECHNOL...	2025 - 83432856 - ACCT #1624667 - SITE 5597567 -	001.001 - CSB/Operations Checki...		-767.20
Bill	83432856	01/21/2025		2025 - PUBLIC COPIER 01/01 - 01/31/2025	803.101 - Public Copier	-241.82	241.82
TOTAL						-767.20	767.20
Bill Pmt -Check	29188	01/23/2025	Brown, Laura	2025 - REIMBURSEMENT - MILEAGE - TEEN HOLL...	001.001 - CSB/Operations Checki...		-37.10
Bill	20250107	01/09/2025		2025 - REIMBURSEMENT - TRAVEL MILEAGE	969.120 - Information Services	-37.10	37.10
TOTAL						-37.10	37.10
Bill Pmt -Check	29189	01/30/2025	Ingram Library Services	2024 - 85788318	001.001 - CSB/Operations Checki...		-50.17

Chelsea District Library
Monthly Check Register

January 2025

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill	85788318	01/28/2025		2024 - Youth Collection Restricted	982.920 · Youth Collection Restricted	-50.17	50.17
TOTAL						-50.17	50.17
Bill Pmt -Check	29190	01/30/2025	KNIGHT TECHNOLOGY GROUP	2024 - 25195, DEC 2024	001.001 · CSB/Operations Checkl...		-1,130.00
Bill	25195	01/24/2025		2024 - DATTO CLOUD BACKUP + GOOGLE RECO...	803.390 · Computers	-1,130.00	1,130.00
TOTAL						-1,130.00	1,130.00

Chelsea District Library Donation and Restricted

January 2025

	Jan 25	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
674.000 · Revenue Contribution & Donation			
674.110 · Designated Adult Programming	0	5,250	(5,250)
674.111 · Designated Youth Programming	0	6,127	(6,127)
674.112 · Designated Music Focus Programs	0	2,000	(2,000)
674.113 · Designated Exhibits Programming	0	2,000	(2,000)
674.120 · Undesignated Donation	11,250	250	11,000
674.140 · Designated Capital	6,200		
674.141 · Designated Technology	0	3,000	(3,000)
674.150 · Continuing Education Restricted	0	750	(750)
Total 674.000 · Revenue Contribution & Donation	17,450	19,377	(1,927)
Total Income	17,450	19,377	(1,927)
Gross Profit	17,450	19,377	(1,927)
Expense			
850.000 · Telecommunications			
850.900 · Telecom-Restricted Gifts			
850.910 · WIFI Hot Spots - Restricted	0	3,000	(3,000)
Total 850.900 · Telecom-Restricted Gifts	0	3,000	(3,000)
Total 850.000 · Telecommunications	0	3,000	(3,000)
884.000 · Programming			
884.210 · Youth Speakers			
884.211 · Authors in Chelsea			
884.921 · Youth Prog Rest Gifts Authors	0	2,000	(2,000)
Total 884.211 · Authors in Chelsea	0	2,000	(2,000)
Total 884.210 · Youth Speakers	0	2,000	(2,000)
884.400 · Music Focus			
884.961 · Songfest - Restricted Gift	0	2,000	(2,000)
Total 884.400 · Music Focus	0	2,000	(2,000)
884.500 · Artist In Residence			
884.970 · Artist in Residence Restricted	0	1,000	(1,000)
Total 884.500 · Artist In Residence	0	1,000	(1,000)
884.910 · Adult Programming Restricted			
884.911 · Adult Prog Rest Gifts MWest LW	0	1,500	(1,500)
884.916 · Aud Prg. Rst. Gifts Purple Rose	0	1,250	(1,250)
884.927 · Adult Prog Rest Gifts SRP	0	750	(750)
Total 884.910 · Adult Programming Restricted	0	3,500	(3,500)
884.920 · Youth Programming Restricted			
884.922 · Youth Prog Rest Gifts Genl	0	250	(250)
884.926 · Youth Prog Rest Gifts SRP	0	3,250	(3,250)
Total 884.920 · Youth Programming Restricted	0	3,500	(3,500)
Total 884.000 · Programming	0	12,000	(12,000)
969.000 · CE, Staff Development & Travel			
969.600 · Staff Training, In-Service			

Chelsea District Library Donation and Restricted

January 2025

	<u>Jan 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>
969.940 · Staff Apprec - Restricted	50	750	(700)
Total 969.600 · Staff Training, In-Service	50	750	(700)
Total 969.000 · CE, Staff Development & Travel	50	750	(700)
982.000 · Collection Expense			
982.920 · Youth Collection Restricted	0		
Total 982.000 · Collection Expense	0		
Total Expense	50	15,750	(15,700)
Net Ordinary Income	17,400	3,627	13,773
Net Income	17,400	3,627	13,773

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

TOTAL

	Jan 25	Feb 25	Mar 25	Apr 25	May 25	Jun 25	Jul 25	Aug 25	Sep 25	Oct 25	Nov 25	Jan - Dec 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense															
Income															
402.000 - District Revenue	980,681	257,178	0	0	0	0	0	0	0	0	0	1,237,859	2,388,201	(1,150,342)	52%
540.100 - State Aid	0	0	0	0	0	0	0	0	0	0	0	0	92,000	(92,000)	0%
574.100 - Penal Fines	0	0	0	0	0	0	0	0	0	0	0	0	10,000	(10,000)	0%
645.100 - Copiers & Printers	0	147	0	0	0	0	0	0	0	0	0	147	4,000	(3,853)	4%
657.100 - Non-Resident Fees 607.100	0	156	0	0	0	0	0	0	0	0	0	156	4,000	(3,844)	4%
657.200 - ILL Fees/Collection Agency Rec	84	0	0	0	0	0	0	0	0	0	0	15	600	(585)	3%
665.000 - Bank Interest 665.100	3,953	0	0	0	0	0	0	0	0	0	0	3,953	800	3,153	
665.100 - Investment Gains/Losses 666.100	(1,422)	0	0	0	0	0	0	0	0	0	0	(1,422)	72,000	(73,422)	(2%)
669.000 - Investment Value Change 665.500	1,250	0	0	0	0	0	0	0	0	0	0	1,250	15,000	(13,750)	8%
671.000 - Misc Income & Refunds 606.000	17,450	200	0	0	0	0	0	0	0	0	0	17,650	19,377	(1,727)	91%
674.000 - Revenue Contribution & Donation	1,001,996	257,696	0	0	0	0	0	0	0	0	0	1,259,692	2,605,978	(1,346,286)	48%
Total Income	1,001,996	257,696	0	0	0	0	0	0	0	0	0	1,259,692	2,605,978	(1,346,286)	48%
Gross Profit	1,001,996	257,696	0	0	0	0	0	0	0	0	0	1,259,692	2,605,978	(1,346,286)	48%
Expense															
701.000 - Personnel Svcs Control Acct 701	73,746	54,757	0	0	0	0	0	0	0	0	0	128,503	1,377,309	(1,248,806)	9%
727.000 - Supplies	1,864	(4)	0	0	0	0	0	0	0	0	0	1,860	18,900	(17,040)	10%
731.000 - Other Svc - Postage 727.700	0	0	0	0	0	0	0	0	0	0	0	0	900	(900)	0%
732.000 - Supplies-Maintenance 727.800	495	0	0	0	0	0	0	0	0	0	0	495	3,000	(2,505)	17%
758.000 - FUEL - DIESEL	0	33	0	0	0	0	0	0	0	0	0	33	750	(717)	4%
801.000 - Professional & Contractual Svcs	2,122	1,009	0	0	0	0	0	0	0	0	0	3,131	116,612	(113,481)	3%
802.000 - Admin-Fees & Misc Costs 801.300	97	0	0	0	0	0	0	0	0	0	0	97	1,540	(1,443)	6%
803.000 - Maintenance Service Contracts	2,503	2,880	0	0	0	0	0	0	0	0	0	11,921	186,860	(174,939)	6%
850.000 - Telecommunications	7,093	3,500	0	0	0	0	0	0	0	0	0	835	46,420	(45,585)	2%
880.000 - Promotional Materials	10,910	1,201	0	350	0	1,550	500	0	0	0	0	10,593	85,750	(75,157)	12%
884.000 - Programming	4	37	0	0	0	0	0	0	0	0	0	41	2,600	(2,559)	2%
885.000 - Volunteer	0	0	0	0	0	0	0	0	0	0	0	0	69,950	(69,950)	0%
920.000 - Utilities	87	0	0	0	0	0	0	0	0	0	0	87	3,500	(3,413)	2%
960.000 - Board & Director Expense	13,592	0	0	0	0	0	0	0	0	0	0	13,592	51,968	(38,376)	26%
965.000 - Automation Services	0	0	0	0	0	0	0	0	0	0	0	0	23,218	(23,218)	0%
966.000 - Insurance 801.200	245	4,000	0	0	0	0	0	0	0	0	0	4,245	64,453	(60,208)	7%
967.000 - Equipment	1,021	25	0	0	0	0	0	0	0	0	0	1,046	31,521	(30,475)	3%
969.000 - CE, Staff Development & Travel	76,308	0	0	0	0	0	0	0	0	0	0	76,308	239,778	(163,470)	32%
970.000 - Capital Expense 980.00	9,043	5,532	0	0	0	0	0	0	0	0	0	14,575	272,650	(258,075)	5%
982.000 - Collection Expense	3,653	0	0	0	0	0	0	0	0	0	0	3,653	0	3,653	10%
991.450 - DEBT PRINCIPAL - GASB96 SBITA	211,824	71,302	0	350	0	1,550	500	0	0	0	0	285,526	2,760,079	(2,474,553)	10%
Total Expense	790,172	186,394	0	(350)	0	(1,550)	(500)	0	0	0	0	974,166	(154,101)	1,128,267	
Net Ordinary Income	211,824	71,302	0	350	0	1,550	500	0	0	0	0	285,526	2,760,079	(2,474,553)	10%
Other Income/Expense															
Other Expense	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	46,800	(46,800)	0%
995.002 - Trans to Cap Resv Fund 999.002	0	0	0	0	0	0	0	0	0	0	0	0	46,801	(46,801)	0%
Total Other Expense	0	0	0	0	0	0	0	0	0	0	0	0	46,801	(46,801)	0%
Net Other Income	0	0	0	0	0	0	0	0	0	0	0	0	(46,801)	46,801	0%
Net Income	790,172	186,394	0	(350)	0	(1,550)	(500)	0	0	0	0	974,166	(200,902)	1,175,068	

Chelsea District Library
Profit & Loss Prev Year Comparison

January 2025

	Jan 25	Jan 24	\$ Change	% Change
Ordinary Income/Expense				
Income				
402.000 · District Revenue 402	980,681.26	1,098,859.90	-118,178.64	-10.76%
657.100 · Non-Resident Fees 607.100	0.00	-15.63	15.63	100.0%
665.000 · Bank Interest 665.100	83.67	105.48	-21.79	-20.66%
665.100 · Investment Gains/Losses 666.100	3,953.22	1,973.36	1,979.86	100.33%
669.000 · Investment Value Change 665.500	-1,421.90	516.95	-1,938.85	-375.06%
671.000 · Misc Income & Refunds 606.000	1,250.00	0.00	1,250.00	100.0%
674.000 · Revenue Contribution & Donation	17,450.00	16,350.00	1,100.00	6.73%
675.000 · Private Grant Sources	0.00	232.05	-232.05	-100.0%
Total Income	1,001,996.25	1,118,022.09	-116,025.84	-10.38%
Gross Profit	1,001,996.25	1,118,022.09	-116,025.84	-10.38%
Expense				
701.000 · Personnel Svcs Control Acct 701	73,746.16	79,535.52	-5,789.36	-7.28%
727.000 · Supplies 727	1,864.34	468.11	1,396.23	298.27%
732.000 · Supplies-Maintenance 727.800	495.00	38.97	456.03	1,170.21%
758.000 · FUEL - DIESEL	0.00	0.00	0.00	0.0%
801.000 · Professional & Contractual Svcs	2,122.33	6,464.33	-4,342.00	-67.17%
802.000 · Admin-Fees & Misc Costs 801.300	97.42	11.00	86.42	785.64%
803.000 · Maintenance Service Contracts	9,041.45	6,014.19	3,027.26	50.34%
850.000 · Telecommunications	2,502.63	-16.73	2,519.36	15,058.94%
880.000 · Promotional Materials	7,093.44	4,020.00	3,073.44	76.45%
884.000 · Programming	10,910.26	19,697.70	-8,787.44	-44.61%
885.000 · Volunteer	3.95	0.00	3.95	100.0%
920.000 · Utilities	0.00	2,806.94	-2,806.94	-100.0%
960.000 · Board & Director Expense	86.89	46.86	40.03	85.43%
965.000 · Automation Services	13,592.29	3,495.00	10,097.29	288.91%
967.000 · Equipment	245.48	6,901.79	-6,656.31	-96.44%
969.000 · CE, Staff Development & Travel	1,021.18	1,270.80	-249.62	-19.64%
970.000 · Capital Expense 980.00	76,308.00	0.00	76,308.00	100.0%
982.000 · Collection Expense	9,043.25	3,729.30	5,313.95	142.49%
991.450 · DEBT PRINCIPAL - GASB96 SBITA	3,653.00	0.00	3,653.00	100.0%
Total Expense	211,827.07	134,483.78	77,343.29	57.51%
Net Ordinary Income	790,169.18	983,538.31	-193,369.13	-19.66%
Net Income	790,169.18	983,538.31	-193,369.13	-19.66%

8.1

Ameriprise 01/01/2025

Account no. 0000-4823-9221-4

GL ACCOUNTS - 017.003, 017.004, 666.100, 666.500

	Beginning Balance	Transfers from operating account	Interest	Change in Value	Transfers to operating account	Ending balance*
12/31/24						\$1,838,737.13
01/31/25	\$1,838,737.13	\$600,000.00	\$3,953.22	-\$1,421.90	\$0.00	\$2,441,268.45
02/29/25						\$0.00
03/31/25						\$0.00
04/30/25						\$0.00
05/31/25						\$0.00
06/30/25						\$0.00
07/31/25						\$0.00
08/31/25						\$0.00
09/30/25						\$0.00
10/31/25						\$0.00
11/30/25						\$0.00
12/31/25						\$0.00
Balance YTD		\$600,000.00	\$3,953.22	-\$1,421.90	\$0.00	\$2,441,268.45
	YTD 017.003 + 017.004	(+) = in.	YTD 665.100	YTD 669.000	to operating account	017.003+017.004

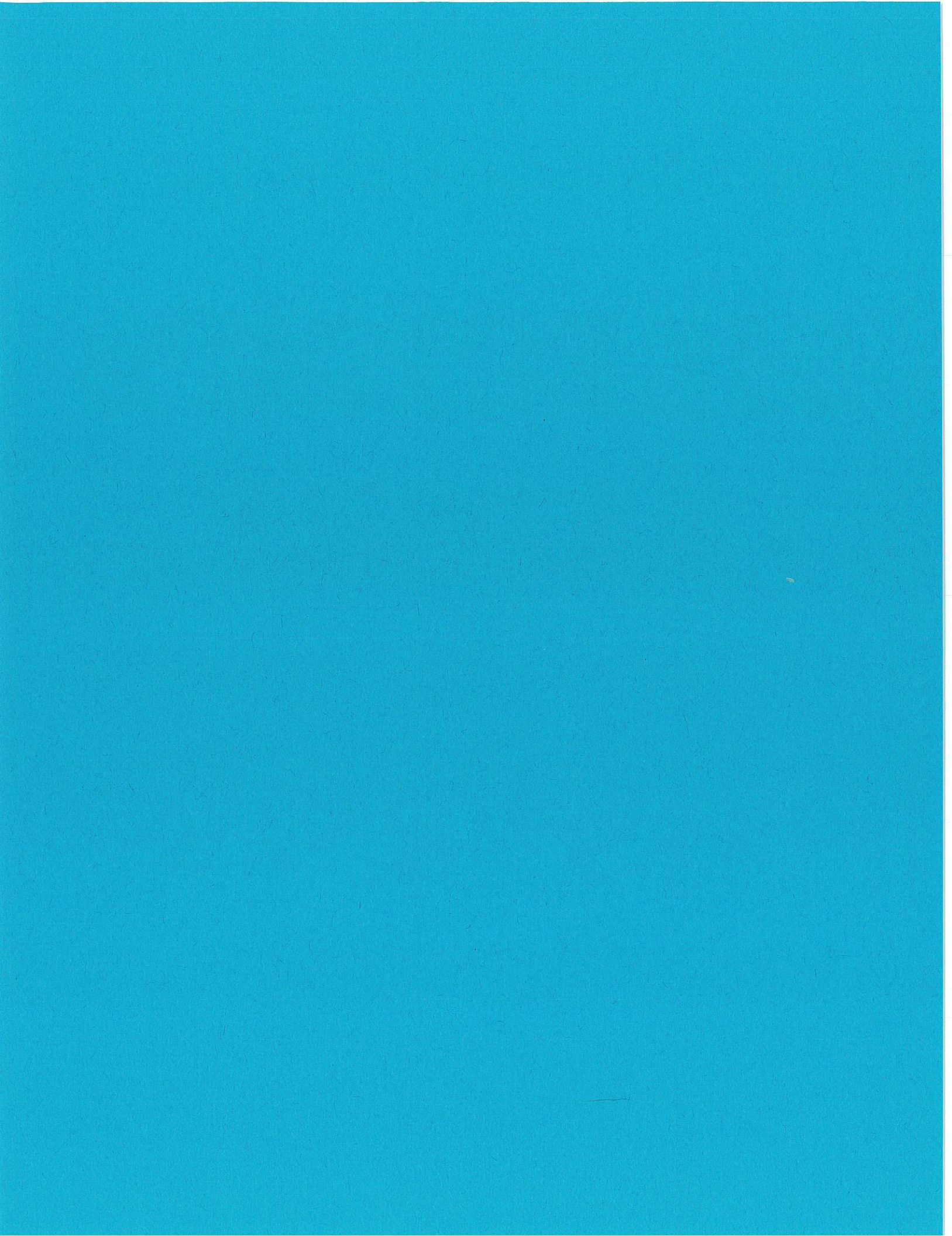
*Should match Ameriprise Statement

Chelsea District Library Cash Flow 2024 - REV 2.0 a

Cash Flow Projections	Jan	Feb	Nov	Dec	Year's Total
Beginning Balance	\$102,965	\$786,779	\$33,309	(\$158,856)	
Projected Total CDL Income	\$926,425	\$803,423	\$5,733	\$311,154	\$2,605,978
Income, % by month	35.6%	30.8%	0.2%	11.9%	100.0%
Projected Total CDL expenditures	\$242,611	\$200,658	\$197,898	\$203,970	\$2,760,079
Expense, % by month	8.8%	7.3%	7.2%	7.4%	100.0%
Net Projected Cash Flow	\$683,814	\$602,765	(\$192,164)	\$107,184	(\$154,100)
Ending balance	\$786,779	\$1,389,545	(\$158,856)	(\$51,672)	

Actual Income & Expenses	Jan	Feb	Nov	Dec**	YTD TOTALS
Projected income	\$926,425	\$803,423	\$5,733	\$311,154	2,605,718
Actual income (inflow)	901,509				
Difference	(\$24,916)	(\$803,423)	(\$5,733)	(\$311,154)	-1,704,209
Projected expenses	\$242,611	\$200,658	\$ 197,898	\$203,970	2,760,355
Actual expenses	\$189,784				
Difference	(\$52,827)	(\$200,658)	\$ (197,898)	(\$203,970)	-2,570,571
MMMF	(\$300,000)				-300,000
MONTHLY OPERATING CASH FLOW	\$514,690.09	\$0	\$0	\$0	
CASH POSITION	\$514,690.09	\$514,690	\$514,690	\$514,690	
Exceptional Events	\$300k 1/22 to MMF				
	\$300k 1/31 to MMF BUT, did not show leaving CSB until 02/04/25				

DIRECTOR'S REPORT



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

Staff Announcements

Staff Work Anniversaries

Teen Librarian Stacey Comfort celebrated her six-year work anniversary on February 11. She continues to be a breath of fresh air here at CDL and is doing remarkable work with the teens in our community.

Staff In-Service Day

The all-staff in-service day is scheduled for Friday, February 28. The library will be closed that day. Here is the day's agenda:

8:30 - 9am	Breakfast (remarks by Board President Gary Munce)
9-noon	DiSC training with Cindy Daniel
Noon-1pm	Lunch
1-2pm	CDL Finances with Karen Lancaster
2-2:30pm	Heartland timekeeping training via Zoom with Vishal K.
2:30-3:30pm	Staff orientation to Heartland timekeeping & scheduling
3:30-4pm	<i>Law Enforcement Record Request and Search Procedure</i>

Management Retreat

The management team met on Saturday, February 1 for a retreat offsite. It was a productive meeting with lots of thoughtful discussion and plans for action.

We looked at performance data from 2024 and compared it to years 2016 - 2023 (see attached Data Performance information sheet compiled and created by Shannon Powers and Virginia Krueger). Good news! We are returning to pre-COVID levels and in some areas, exceeding those numbers. We discussed the evolution of Mobee's operations and shared suggestions to optimize this amazing resource. We discussed the digitization of purchasing forms and banking as well as the library's transition to Heartland's digital scheduling and time keeping. This will go "live" in March. We finalized plans for our annual in-service day. We also worked on the library's plan for dealing with law enforcement record requests and searches. A copy of this procedure will be distributed to the board at this meeting. Scott Rakestraw facilitated a robust conversation about AI and its impact on public libraries. Expect to hear more about this as we finalize a tentative plan and schedule to address this.

Salary Survey

Linda Ballard and I have requested that [Rahmberg Stover & Associates](#) deliver a proposal to complete a market survey for CDL regarding pay and benefits this year. The selection of this firm is based on a referral from the Michigan Municipal League who completed two similar HR surveys for us in 2013 and 2021. This service is in the 2025 budget under line #801.079 (Strategic Plan) as one of the ways to keep our library sustainable by compensating employees fairly in order to attract and retain excellent talent. I will share more information on the proposal once it is available.

Strategic Plan 2024-28 Progress in January 2025

1.1 Provide a welcoming place for all

- Social media reminder that we are a registered warming center (26K+ views)

1.2 Elevate the library as a location for community building

- Scheduled St. Louis Center artists display and reception for May 2025 in the Reading Garden

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

- Created a Year in Review presentation for board members to present to local municipalities.
- Presented 2024 outreach data at Friends Annual Meeting
- Participated in Chamber Business Breakfast to let community stakeholders know how the library is giving back
- Library director participated in Rotary and on the Chamber board

2.2 Green the library

- Began using an online spreadsheet to track newspaper delivery
- Began using an online spreadsheet to track daily cash register receipts
- Continued to prepare for transition to bank ACHs in lieu of paper checks
- Tech refining digital check po's, requests, credit card usage tracking, and staff travel paperwork

3.1 Prepare a strategy for the 2029 millage

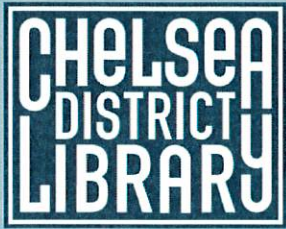
- Analysis of annual stats to plan 2025 marketing strategy

3.2 Explore the viability of expanding the library space

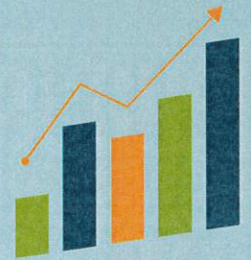
- Broke ground on Mobee garage

Out and About: Meetings/Activities Attended January 2025

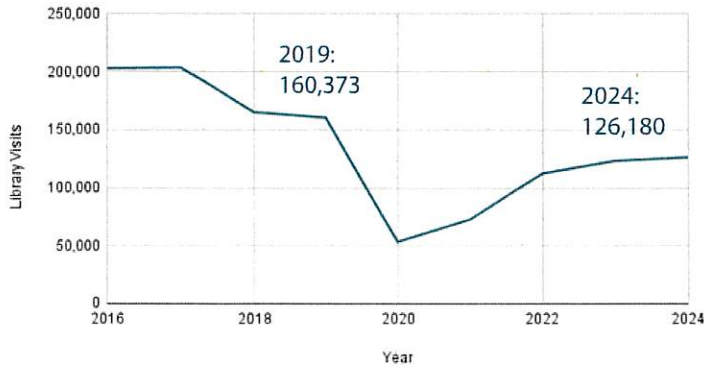
- Chelsea Area Chamber of Commerce's Citizen of the Year and Lifetime Achievement selection committee – January 7
- Chelsea Area Chamber Business Breakfast – January 9
- Purple Rose “ambush” for Chamber's Best Nonprofit Award – January 10
- Friends board meeting – January 14
- LaFontaine Automotive Group “ambush” for Chamber's Best Large Business Award – January 15
- Chelsea Area Chamber Board meeting – January 16
- Paul Schissler/Anne Nauts “ambush” as Chamber's Lifetime Achievement Award winners – January 16
- Ronald McDonald House volunteer meal prep – January 20
- Rotary meetings – January 7 & 28
- Walk to School Wednesday – January 8 & 22
- Friends Annual Meeting – January 25
- Rotary board meeting – January 27



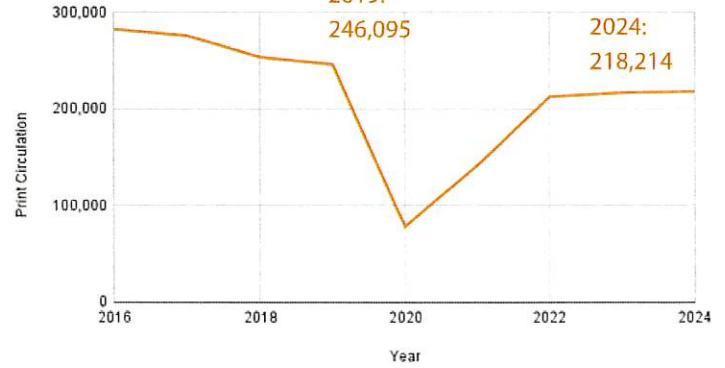
PERFORMANCE DATA 2016-2024



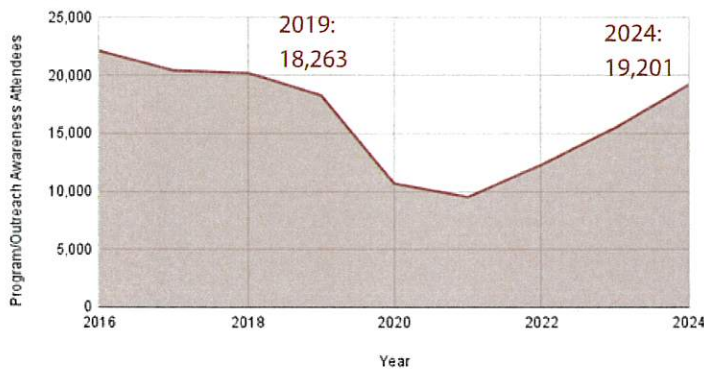
Library Visits vs. Year



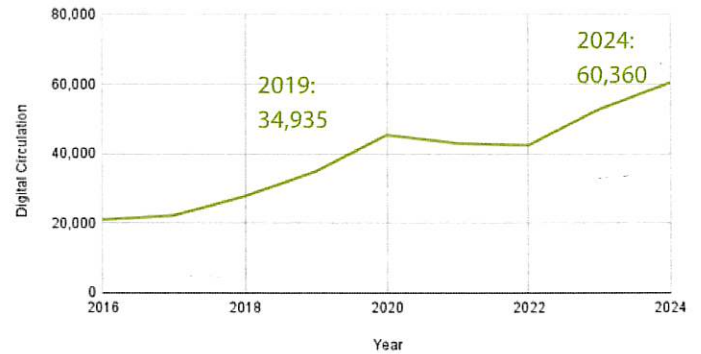
Print Circulation vs. Year



Program/Outreach Awareness Attendees vs. Year

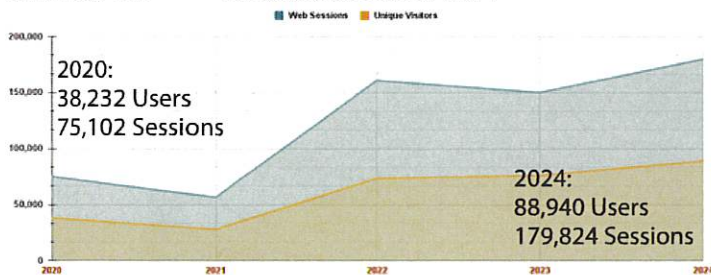


Digital Circulation vs. Year

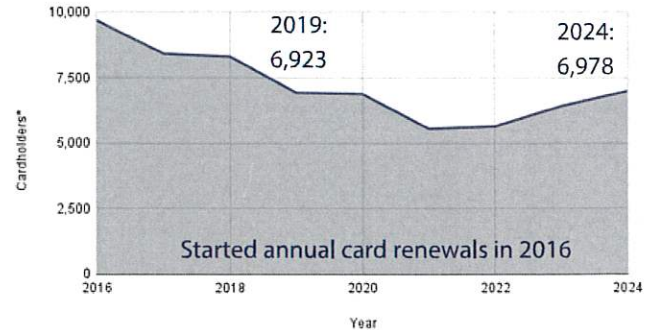


Virtual Library Visits

Stats available 2020-2024

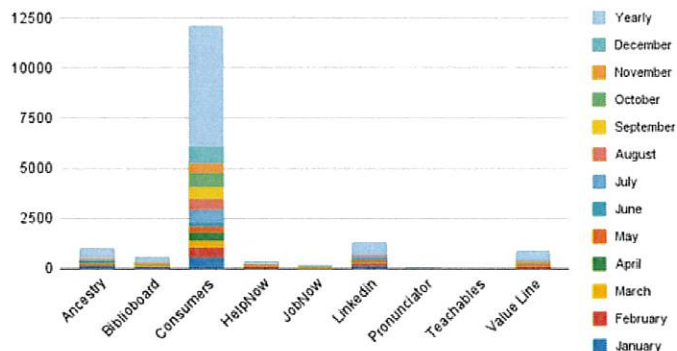


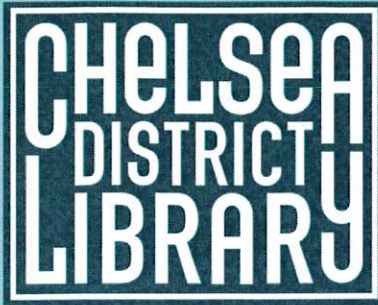
Cardholders* vs. Year



**GOOD DATA HELPS
GUIDE DECISION
MAKING BETTER THAN
WELL-INTENTIONED
GUESSES!**

2024 Database Usage





PERFORMANCE DATA



OBSERVATIONS

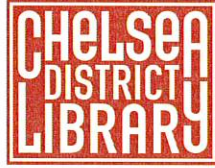
We saw a decline in library usage from 2016–2019 & a steep decline in the pandemic.

Steady growth in the last two years (must be the marketing)

As we prepare for our next millage how can these numbers guide our budget, programming, marketing, and collections decisions? What is Mobee’s role?

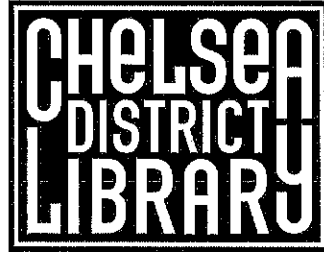
- Our programming and outreach numbers had a huge jump - increase ~ 4,000 attendees - why and can we repeat it? Detroit Book Fest, Jim Abbott were new - what else?
- Library visits are down, but cardholders are slightly up. Increase digital-only users? (2020 Website visitors = 38K | 2024 Website visitors = 88K)
- Cardholders are increasing - net gain of 570 cardholders in 2024 - plans for cardholder drives in 2025? What is Mobee’s role? Any changes to Library Card Sign-up Month promotion?
- Database Usage is low - will create more regular marketing of these offerings through eNews and website highlights. Discussed adding shortcuts to public computing stations when we roll out Windows 11.
- Total Circ stats are still slightly below 2019 figures. How can we improve collection promotion? Different eNews style? Different displays? Use of Google to drive local searches to our catalog?
- Digital Circ stats are significantly improved - but this is a budget challenge for relative cost of digital vs. print for public libraries - opportunity for board advocacy?
- With the changing nature of library usage - recommend a community needs survey in 2026 for input into Mobee, program planning, and millage renewal strategy.

COMPARING 2024 STATE AID REPORTING NUMBERS OF CLASS 4 LIBRARIES:
#7 IN TOTAL COLLECTION USE
#4 FOR PROGRAM ATTENDANCE
#4 FOR LIBRARY VISITS
WE ARE PERFORMING VERY WELL RELATIVE TO OTHER MICHIGAN LIBRARIES!



Board Yearly Calendar

January:	Annual Meeting (per bylaws):	Swearing in of trustees
February:	Discussion:	Board retreat (date TBD) Board yearly calendar Yearly major events
March:	Discussion:	Next year's budget calendar
April:	Discussion:	Audit report (dependent upon auditor work schedule)
May:	Action:	Audit approval (dependent upon auditor work schedule)
June:	Discussion:	<i>Budget Hearing Notice</i>
July:	Action:	<i>Budget Hearing Notice</i> approval
August:	Presentation:	Budget hearing (draft budgets distributed in advance)
September:	Discussion:	Trustee term expirations notification to City/Townships and/or at-large vacancy prep
	Action:	Budget approval
October:	Discussion:	Director evaluation method (Personnel Committee)
	Action:	At-large candidate interviews
November:	Discussion:	Completed library director evaluation Library closed & holiday dates Board meeting dates Operating budget adjustments Capital budget transfer Slate of officers Committee assignments
December:	Action:	Library director evaluation Library closed & holiday dates Board meeting dates Operating budget adjustments Capital budget transfer Slate of officers (at annual meeting per bylaws) Committee assignments



Board of Trustees Terms

Trustee	2022	2023	2024	2025	2026	2027	2028	2029
Gary Munce	X	X	X	X				
Wendy Reinhardt			X	X	X	X		
Patricia Garcia	X	X	X	X				
Jan Carr			X	X	X	X		
TJ Helfferich				X	X	X	X	
Aditi Fox				X	X			
Bob Swistock		X	X	X	X			

Chelsea District Library
Assistant Director's Report
January 2025

Facility update

- The annual roof/gutter and plumbing inspections were completed in December and that finished up our facility inspections/services for 2025.
- Our fall clean-up was completed and lawn work will start up again in April or May.
- As you can see, the garage for Mobee is well underway: footings, stub wall, and framing were all completed in January. Brick work, roofing, and windows were completed in early February. Now they begin to thaw the ground so they can dig it up to pour the concrete floor. Once that is done, doors can be installed and interior finishing can begin.

Meetings and HR issues

Our December all-staff meeting was our annual holiday brunch, including staff appreciation gifts. We also gave a garage update and a preview of our transition to digital timekeeping and scheduling, leaving some time for departments to meet.

We started working with Heartland in January to get the new Time and Attendance system set up, do training, and have managers set up schedules. My focus has been on the back end, setting up employee access, parameters, notifications, etc. A project like this is very time consuming, with Amy and Shannon bearing the brunt of having to adjust to a new way of scheduling, and they are doing a great job! Heartland has been very patient with our many (hundreds!) of questions and their training videos are very good. Our goal is to be ready to train the whole staff at our annual inservice on February 28 and I feel confident that we will meet that goal.

I spend the majority of my time each December preparing for open enrollment and renewal of our benefits, as well as wrapping up our budget in preparation for the annual audit. Needless to say, I am usually VERY ready to ring in the new year with some holiday celebrations, and this year Kerry and I arranged some beach time in January to help us relax and get prepared to start the new year running.

Volunteers

Book sale volunteers provided 243 hours of service this month and our non-book sale volunteers gave 63.5 for a total of 306.50 hours. Our totals for 2024 1796.75 for non-book sale volunteers and 2526 for book sale volunteers, for a **total of 4322.75 hours.**

Respectfully submitted, Linda Ballard
Assistant Director

January Highlights

- In January the Midwest Literary Walk planning committee met to discuss marketing deadlines and the new event schedule.
- I met virtually with Paul McCann and Michelle Tuplin to test out the AV needed for the Neighbors Read author talk on Feb. 13.
- I began exploring the new Heartland timesheet and scheduling software in preparation for the managers retreat and for the staff inservice training. This included multiple meetings with the Heartland rep, Vishal, and with Lori and Amy.
- Lori, Virginia, Chris, and I met with Kyle, the new event coordinator at Robin Hills Farm, to discuss Song Fest and possible future partnerships.
- I attended the January Friends meeting to present on the study pods we hope to purchase. We've asked the Friends to consider donating a substantial amount toward the purchase of at least one pod.
- Final budget adjustments and 2024 invoices were made in January with the help of Kerry Ballard.
- The New York Times digital all access subscription went live in January. I attended demos and wrote instructions for staff.
- On Martin Luther King Jr. Day, I was fortunate to volunteer with other library staff at the Ronald McDonal House. This year's MLK Day activities felt particularly meaningful and I was pleased that the library worked hard to encourage staff to use this day for service. This included crafting a list of local and near-local volunteer opportunities to share with the staff. It can be used year round to ensure we are giving back to the community.
- I met with Youth and Adult librarians to continue SRP planning. Incentive prizes have been purchased and the theme settled upon.
- I met with Virginia and Lori to discuss the 2025 strategy for Mobee. Virginia's data-based plans are exciting and we have some creative ideas for how to alleviate the burden on library staff while still providing ample stops around the service area.
- I finalized the 2024 stats for programs and reference for the state aid report.

Program Attendance

Date	Name	In-Person	Live Virtual	Recorded Virtual	Kits
	Adult Program Attendance				
1/5/2025	Cozy Classics Movie Series: Meet Me in St. Louis	6			
1/7/2025	Reading Glasses Book Club	7			
1/8/2025	Books & Banter	10			

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

1/11/2025	Purple Rose Reading		73		
1/19/2025	Euchre Sunday	8			
		31	73		
	<i>Adult Program Totals</i>	104			
	Early Literacy Program Attendance				
1/7/2025	Babytime	12			
1/8/2025	Preschool Storytime	3			
1/9/2025	Toddler time	34			
1/14/2025	Babytime	14			
1/15/2025	Yoga Storytime (cancelled)				
1/16/2025	Toddler time	23			
1/18/2025	Kinderconcert	62			
1/21/2025	Babytime	14			
1/22/2025	Preschool Storytime	2			
1/23/2025	Toddler time	32			
1/28/2025	Babytime	13			
1/29/2025	Preschool Storytime (Yoga Storytime-makeup day for 1/15)	10			
1/30/2025	Toddler time	29			
	<i>Early Literacy Program Totals</i>	248			
	Youth Program Attendance				
1/6/2025	Lego Club	23			
1/7/2025	Chess Clinics w/ Chase	19			
1/14/2025	Tween Book Club	7			
1/16/2025	READ to Library Dogs	7			
1/25/2025	Pathway to Renewal Pennants Workshop	30			
1/25/2025	Pathway to Renewal Clay Tile Workshop	16			
1/29/2025	McKune Agency: Spy Club	21			
	<i>Youth Program Totals</i>	123			
	Teen Program Attendance				
1/2/2025	TTT: Paper Flowers & Succulents	6			
1/3/2025	PWNED Teen Gaming Club	8			

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

1/10/2025	Maki Mangafternoon	15			
1/15/2025	Teen Money Madness	10			
1/16/2025	TTT: Hobbit Holes & Fairy Doors	7			
	<i>Teen Program Totals</i>	46			
	Outreach Program Attendance				
1/9/2025	Storytime @ ECC (youth)	38			
1/10/2025	Storytime @ Mudpies and Lullabies (youth)	32			
1/13/2025	Storytime @ ECC	24			
1/17/2025	Pines Book Club (adult)	9			
1/17/2025	BLANK the Librarian @ Beach	216			
1/24/2025	Glazier Spelling Bee (adult)	6			
1/29/2025	AIC Hype Visits (teen)	100			
1/30/2025	AIC classroom hype visits @ NCE (youth)	292			
1/31/2025	PTO Science Night @ WSEC (youth)	145			
	<i>Outreach Program Totals</i>	862			
	Walk to School Wednesdays				
1/15/2025	Walk to School Wednesdays	7			
1/22/2025	Walk to School Wednesdays	12			
1/29/2025	Walk to School Wednesdays	15			
	<i>WTSW Totals</i>	29			
	Mobee Visit Program Attendance				
1/7/2025	Pines (outreach, adult)	6			
1/9/2025	Sylvan Crossing (outreach, all ages)	2			
1/10/2025	St. Louis Center VR & Storytime	18			
1/13/2025	Dancey House (UMRC) (outreach, adult)	2			
1/27/2025	Silver Maples (outreach, adult)	6			
	<i>Mobee Totals</i>	34			

Ingenuity Engine

Program Stats

Date	Program	Attendance
1/27/2024	Be Ingenious Workshop	16

One-One Appointment Stats

Number of Appointments & Tours	31
Number of attendees at appointments & tours	41
Number of Unique Users	13

Reference, Collections, Deliveries, and Other

Services	January 25
Reference Questions	1605*
CDL Delivers & Deposit Book Deliveries	20

*The Chelsea District Library was closed on Jan 1 for the New Year's Day holiday. The Chelsea District Library was closed on Jan 20 for the Martin Luther King Jr. Day holiday.

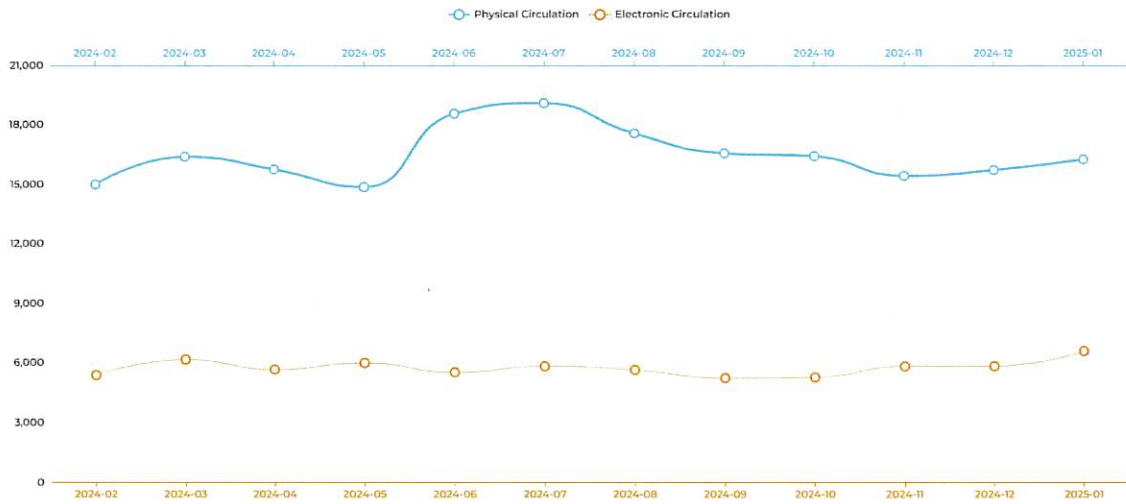
Library IQ

Collection Stats

- In 2024, the day with the highest number of CDL items borrowed was November 27, the day before Thanksgiving. 994 items were borrowed. The day before we close for a major holiday consistently produces high checkout numbers.
- On average, 461 items are checked out at CDL per day (including renewals).
- In January 2025, 16,252 items were borrowed at CDL. 541 more items than January 2024.

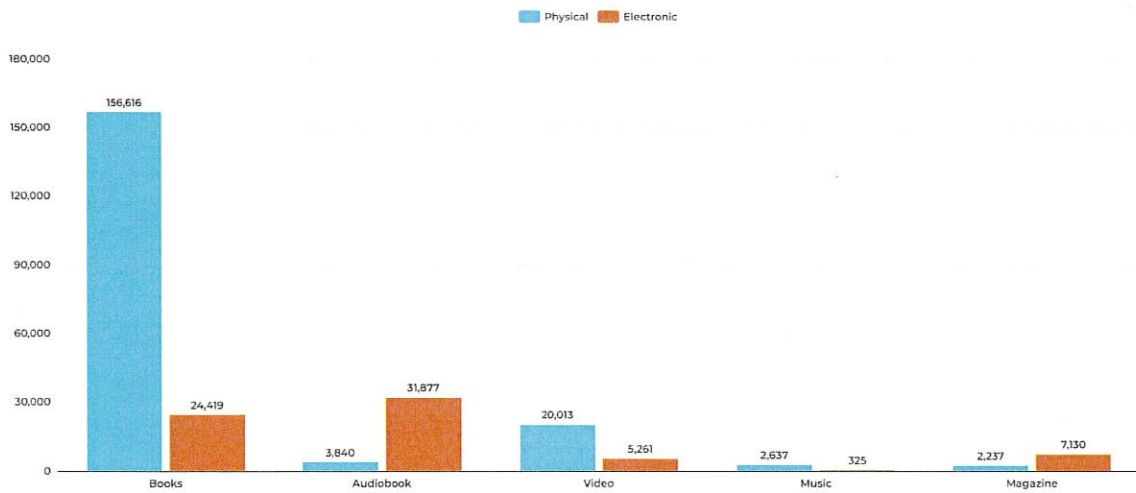
While circulation of physical items increases and decreases cyclically throughout the year (with summer months showing higher checkouts) digital circulation remains fairly steady all year long.

12 Month Physical vs Electronic Circulation



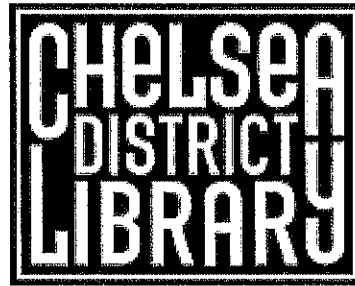
Drastically more print books circulate than ebooks; however, for every 1.2 books on cds that are borrowed, 10 audiobooks are borrowed. As of now, only audiobooks and magazines circulate more digital copies than print copies.

12 Month Physical vs Electronic Circulation by Material



Of our active patrons, 65% have borrowed at least one physical item in the last 3 years. Nearly 30%, however, have not borrowed a physical item in the last 3 years.

Respectfully submitted
by **Scott Rakestraw**

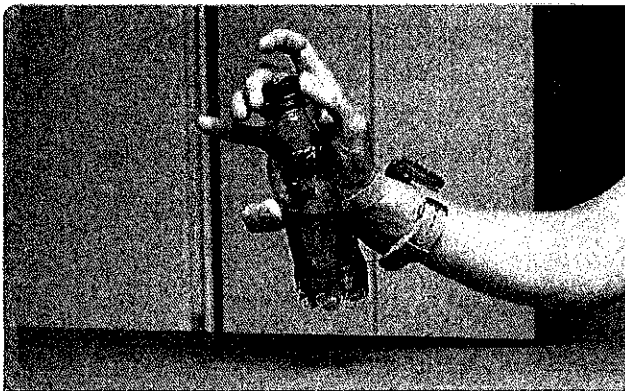


**ENGAGE.
INSPIRE.
EQUIP.**

Tech Notes

Scott Rakestraw
January 17 at 10:11 AM · 🌐

Extra Thumb!
- Anyone?



Science
January 8 · 🌐

Last year in Science Robotics, researchers reported the development of Third Thumb—a robotic appendage that, when trialed by members of the general public, was ... See more

👍 1

Scott Rakestraw
January 11 · 🌐

BEWARE the QR Code "Brushing" Scam

:: Saginaw Police Department Dec 16.2024 ::
Beware of Brushing Scam!

A recent scam has been showing up in many areas. A "brushing" scam is when someone receives an unexpected gift or item not ordered in the mail from a place like Amazon or eBay. Examples of gifts include, rings, bracelets, necklaces, Bluetooth speaker, etc.

The gift will have the recipient's address, but not include the sender's information or a known retailer. When the recipient opens the package to see what it is and possibly there is a QR code to scan to find out who sent the gift. Once the code is scanned, information from that phone will be sent to scammers.

- Scammers will have all access to the phone.
- All personal and financial information is accessible to the scammers and often accounts are drained.

The gift can be kept or thrown away, but the QR code should NOT be scanned for QR code scams are nothing new. These scams show up in all public places as well, around parking meters and in other assumed "safe locations". Inform your family of the scam and avoid scanning any unknown QR codes included inside "gift" package

Washtenaw Public Service Tech Talk

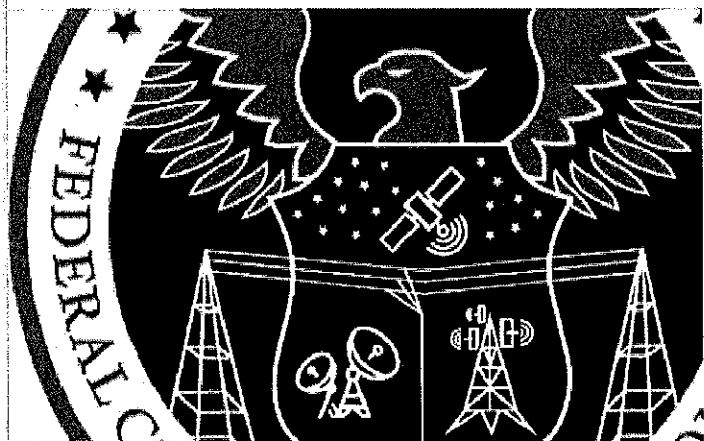
Our Facebook Group is available to all public service teams and non-profit organizations in our library district and the surrounding areas. Each week, we share security issues, technology news and post tips and strategies for managing technology resources.

It's free to join and allows us to support like-minded organizations. Share the URL:

<https://chelseadistrictlibrary.org/techtalk>

Scott Rakestraw
11h · 🌐

You're in 'the Loop'!



LIBRARYJOURNAL.COM

ALA Files Amicus Brief in FCC Supreme Court Case

The American Library Association (ALA) has filed an amicus brief on the U.S. Supreme

Technology Services

- The library has procured new wireless display monitors for the study rooms. Our “Craftsman in Residence”, Matt Jensen, will be installing the devices soon. This service has been highly used by patrons for meetings and small study groups.
- The library lost power on January 30. Sadly, we lost a UPS backup and two network switch devices in the incident. Replacement switches were installed quickly. The old and faulty UPS replacement is on order. Management has reviewed power outage procedures, updated the written document and discussed (by email) the process with staff.
- We’ve migrated our Artificial Intelligence training to a Group format. The monthly training memo & enhanced discussion is available to all. Join the conversation here:

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

- Lima Township Clerk Ann Kwaske reported an outage with the library Wi-Fi service provided to the Township Hall. Apparently, the unit had been offline for some time. We restored service promptly the day of the call and provided a loaner web cam so they could begin live streaming public meetings. The stream test was successful. Lima Township now has their own HD/AI camera and will be using the library provided Wi-Fi to live stream their public meetings on YouTube here:

<https://www.youtube.com/@LimaTownship>


Technology Services by the Numbers

DATA SERVICES	JAN	YR to Date
Hotspots: Total GB Used - Township Halls	1086.7	1086.7
-- Lima Township (GB)	3.9	3.9
-- Sylvan Township (GB)	39.5	39.5
-- Mobile Beacon (GB)	1043.3	1043.3
Hotspot Devices Circulated	11	11
Public Internet - Computer Sessions	422	422
Public Internet - Wireless Logins	467	467

ONLINE SERVICES	JAN	YR to Date
Website Sessions * Switch to Weblinkx	12400	12400
Website Users * Switch to Weblinkx	3500	3500
AUDIO Downloads Total	3183	3183
-- Audio: Overdrive	2183	2183
-- Audio: Hoopla	1000	1000
VIDEO Downloads Total	421	421
-- Video: Kanopy	292	292
-- Video: Hoopla	129	129
EBook Downloads Total	5110	5110
-- Ebook: Overdrive	4851	4851
-- Ebook: Hoopla	259	259
TOTAL Downloads	8714	8714

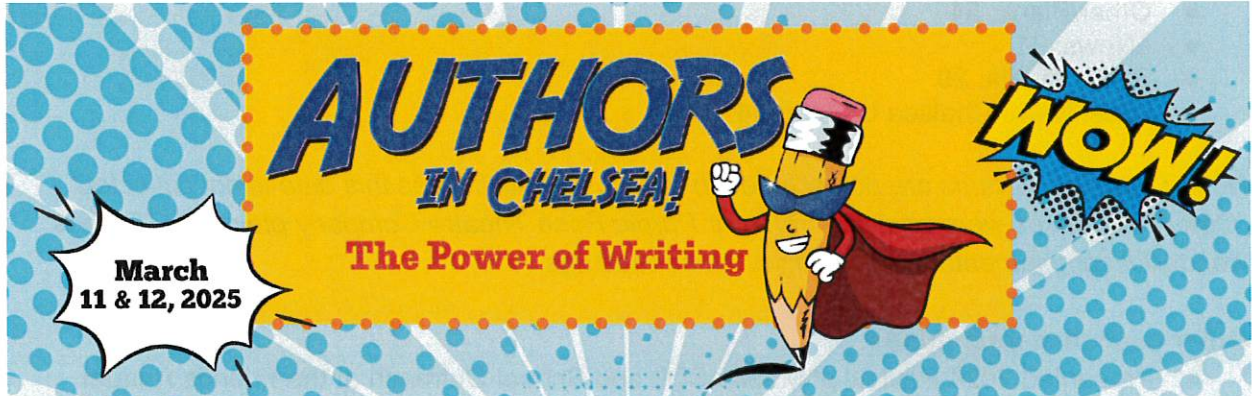
As Everett Mayes has moved to a wider Out-Reach Support role, so too will the monthly stats from Chelsea Senior Center. Beginning next month, Virginia Krueger's report will share CSC Stats. Here are our support hours at CSC for January 2025:

CSC Support Log: January 2025

 CDL Support Log Detail for Chelsea Senior Center		January 2025					
Total Hours	Date	Summary	Ave Wk.	Total Hours	Overall Averages	Weekly	Annual
58.99	January	2022	7.58	394.00		5.8	423.4
		2023	7.09	368.50			
		2024	9.76	507.75			
		2025	11.80	58.99			

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

January Highlights:



January was a busy month editing drafts of the spring newsletter, finalizing the new Authors in Chelsea branding and print pieces, and setting aside time to review marketing performance in 2024 to establish goals for 2025. Our first annual Neighbors Read kicked off and we distributed over 200 copies of the book within the first two weeks!

eNewsletters: CDL eNews has 3,954 subscribers (+40 in January)

January Metrics:

We sent five weekly newsletters with an average 57% open rate. This is compared to an average open rate of 39.5% across nonprofit industries.

Social Media:

January Social Media Metrics

Our most engaging content was on Facebook, sharing our role as a registered warming center. It had over 28,000 views, 429 likes, 14 comments, and 43 shares.



CDL Facebook: 3,713 followers (+38) | 1,500 page visits ↑ | 33,400 page reach ↑ | 4.4% engagement rate

CDL Instagram: Followers: 1,060 | 69 profile visits ↓ | 929 page reach ↑ | 7.4% engagement rate

January Marketing Channel Response:

In January we had 202 program registrations where identifying the marketing channel was asked. The breakdown of how the registrants heard about the program is as follows:

- Print Newsletter: 37
- Website: 22
- Word of Mouth: 15
- Other/Blank: 54
- eNews: 31
- Social media: 29
- Local News/Chelsea Update: 14

Note: Drop-in Programs are not included in response statistics, as this data is not collected. "Other" responses were primarily from our Purple Rose Theatre Company plays. PRTC does wonderful complementary marketing of those readings.

Other miscellaneous duties:

- Presented 2024 Review of Mobile CDL and School Outreach at the Friends Annual Meeting.
- Created a 2024 Year in Review/Look Ahead to 2025 presentation for board use at City Council/Township meetings.
- Prepared statistical analysis of library usage for management retreat.
- Completed Everett's Annual review
- Met with potential newsletter cover artist
- Researched potential use of Google ad grant to improve library promotion
- Reviewed Library Aware by Novelist as potential communications platform
- Met with Winn Nichols from Silver Maples about a potential joint exhibit featuring previous CDL newsletter cover artists
- Met with Lori, Shannon, and Kyle from Robin Hills Farm about partnership to host library events
- Worked Mobee stops at St. Louis Center and Dancey House at CRC
- Coordinated lobby display of local artist, Holly Bulko's reverse painted windows
- Attended the quarterly Chamber business breakfast to promote how the library gives back to our community.

Circulation Supervisor's Report January 2025

- Circulation – 20762 in January
- Patron Count- 9777 for January
- Circulation by township- for January:
 - Dexter = 11% of total transactions
 - Lima = 11% of transactions
 - Lyndon =13% of transactions
 - Sylvan = 17% of transactions
 - Chelsea = 34% of transactions
- January Circulation: 84% were Items from Chelsea and 16% were inter-loaned items.

Libby = 4851 ; Hoopla = 1470 Kanopy = 292
- Registrations for January – 86 new cards; 7010 total card holders
 - *Dexter = 891 cards; Lima = 745 cards; Lyndon = 955 cards
 - *Sylvan = 1317 cards; Chelsea = 2578 cards; Nonresident = 524 cards
- Self-Check Machine: January 1289 or 6% of total checkouts

January Notes:

- I attended weekly management meetings.
- I worked my PIC shifts each week.
- I participated in WTSW each week (except snow day.
- We received 170.5 tubs from TLN in January, with 8 being the daily average.
- We processed 83 MeLCat items for other libraries, and received 50 items for our patrons.
- We had 1417 unique patrons use the library.
- Jen celebrated her 3rd anniversary at CDL. I prepared and gave her review.
- I attended the TLN Circulation & SASUG meetings and reported
- I monitored the drop from home when we were closed for MLK Day. I came in to empty it.
- I joined a group of staff to prepare dinner at the Ronald McDonald House in Ann Arbor.
- I received and handled an alarm call from our security company. I came into town & walked through the building with the police.
- I attended the Library Board meeting.
- I prepared agendas for and held meetings with both the Aides and Assistants.

Respectfully submitted,
Amy Zoran
Head of Circulation

Chelsea District Library

2025

Average Daily Circulation

	MON	TUES	WED	THUR	FRI	SAT	SUN
JAN	650.75	676.5	562.6	659.8	596	489.5	420.5
FEB	195.5	0	0	0	0	94.2	116.75
MAR	0	0	0	0	0	0	0
APR	0	0	0	0	0	0	0
MAY	0	0	0	0	0	0	0
JUN	0	0	0	0	0	0	0
JUL	0	0	0	0	0	0	0
AUG	0	0	0	0	0	0	0
SEP	0	0	0	0	0	0	0
OCT	0	0	0	0	0	0	0
NOV	0	0	0	0	0	0	0
DEC	0	0	0	0	0	0	0
Total							
Month Avg							

Total Charges

	2025	2024	%Diff.
JAN	24718	24363	1%
FEB	0	22639	
MAR	0	22769	
APR	0	23516	
MAY	0	22736	
JUN	0	25543	
JUL	0	26349	
AUG	0	24600	
SEP	0	23450	
OCT	0	23373	
NOV	0	22717	
DEC	0	23130	
Total	24718	285185	1%
Month Avg		23765	1%

Self-service check outs

	2024	2025	Days	per Day	% of Charges
Totals	556	1289		0	5%
JAN	2117	0		0	0%
FEB	1493	0		0	0%
MAR	1552	0		0	0%
APR	609	0		0	0%
MAY	1967	0		0	0%
JUN	1839	0		0	0%
JUL	1379	0		0	0%
AUG	1618	0		0	0%
SEP	779	0		0	0%
OCT	778	0		0	0%
NOV	873	0		0	0%
DEC					
Total	15560	1289			5%
Month Avg					

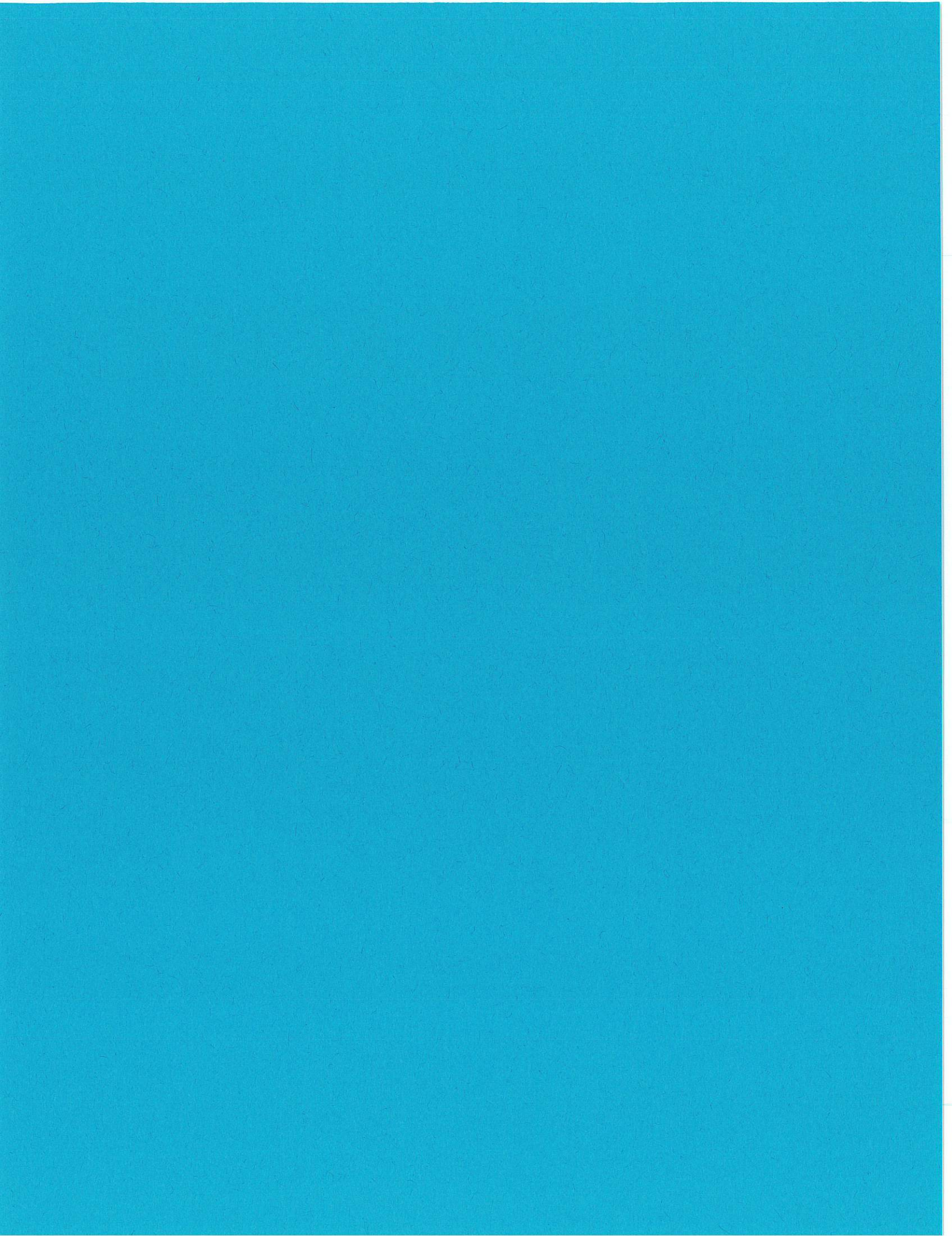
	Items Added	Total Items
JAN	591	70,960
FEB	0	0
MAR	0	0
APR	0	0
MAY	0	0
JUN	0	0
JUL	0	0
AUG	0	0
SEP	0	0
OCT	0	0
NOV	0	0
DEC	0	0
Total	591	70,960
Month Avg		

	Libby	hoopla	Kanopy
Totals	4851	1470	292
JAN	0	0	0
FEB	0	0	0
MAR	0	0	0
APR	0	0	0
MAY	0	0	0
JUN	0	0	0
JUL	0	0	0
AUG	0	0	0
SEP	0	0	0
OCT	0	0	0
NOV	0	0	0
DEC	0	0	0
Total	4851	1470	292
Month Avg			

Chelsea District Library																		
Monthly New Registration 2025																		
District	NonRes	Other	Total Month	Grand Total	New Registrations by Municipality					Average Daily Door Count 2025			Total					
					Chelsea	Dexter	Lima	Lyndon	Sylvan	MON	TUES	WED		THUR	FRI	SAT	SUN	
JAN	76	7	3	86	7010	36	5	11	11	13	299.75	357.25	318	399	324.2	291.75	194	9777
FEB	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	53.2	0	266
MAR	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
APR	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
MAY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
JUN	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
JUL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
AUG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SEP	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
OCT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
NOV	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
DEC	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Totals	76	7	3	86	7010	36	5	11	11	13	Monthly average						10043	
Registered Card Holders																		
	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025								
District	9064	7837	7753	6361	6295	5135	5228	5931	6234	6486								
Chelsea	3562	3040	3006	2478	2490	2070	2105	2355	2475	2578								
Dexter	1230	1087	1101	884	874	697	710	820	862	891								
Lima	1109	996	965	802	794	634	634	694	722	745								
Lyndon	1522	1302	1255	1005	970	778	770	875	909	955								
Sylvan	1641	1412	1426	1192	1167	956	1009	1187	1266	1317								
NonRes	625	625	609	562	582	414	407	477	490	524								
Freedom	7	0	1	0	0	0	3	2	3	3								
Sharon	110	107	112	104	105	88	89	94	92	93								
Waterloo	333	249	268	252	245	195	186	211	215	230								
Grass Lake	25	37	36	22	21	4	7	21	21	23								
Other	150	182	192	184	211	127	122	149	159	175								
Totals	9689	9689	8362	6923	6877	5549	5635	6408	6724	7010								
Transactions																		
											Jan-25	% Tot						
											18,005							
											6041	34%						
											2022	11%						
											2005	11%						
											2346	13%						
											3068	17%						
											203	1%						
											455	3%						
											862	5%						
											234	1%						
											769	4%						

		2025						
	All Items circled at Chel, E-items, other TLN	Chel Items circled at Chel, E-items	% Chel items circled at Chel	Other items circled at Chel	% other items circled at Chel	Chel items charged/renewed in TLN	Chel items circled other libraries	Chel items circled + TLN items + E-items
JAN	24718	20762	84%	3956	16%	22889	2127	26845
FEB	0	0	0%	0	0%	0	0	0
MAR	0	0	0%	0	0%	0	0	0
APR	0	0	0%	0	0%	0	0	0
MAY	0	0	0%	0	0%	0	0	0
JUN	0	0	0%	0	0%	0	0	0
JUL	0	0	0%	0	0%	0	0	0
AUG	0	0	0%	0	0%	0	0	0
SEP	0	0	0%	0	0%	0	0	0
OCT	0	0	0%	0	0%	0	0	0
NOV	0	0	0%	0	0%	0	0	0
DEC	0	0	0%	0	0%	0	0	0
Totals	24718	20762		3956		22889	2127	26845
Month Avg	24718	20762	84%	3956	16%	22889	2127	26845
		Total Checkouts						
	Adult	Juvenile	Teen					
JAN	9326	8226	489					
FEB	0	0	0					
MAR	0	0	0					
APR	0	0	0					
MAY	0	0	0					
JUN	0	0	0					
JUL	0	0	0					
AUG	0	0	0					
SEP	0	0	0					
OCT	0	0	0					
NOV	0	0	0					
DEC	0	0	0					
Totals	9326	8226	489					
Month Avg	9326	8226	489					

COMMUNICATIONS





800.968.0010 | YEOANDYEO.COM

January 23, 2025

Board of Trustees
Chelsea District Library
221 S. Main Street
Chelsea, MI 48118

We are pleased to confirm our understanding of the services we are to provide Chelsea District Library for the year ended December 31, 2024.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities and each major fund, and the disclosures, which collectively comprise the basic financial statements of Chelsea District Library as of and for the year ended December 31, 2024. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Chelsea District Library's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Chelsea District Library's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Budgetary comparison schedules

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of

material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant those emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We may also request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of the financial statements does not relieve you of your responsibilities.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control.

Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Chelsea District Library's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Other Services

We will also provide the following services, some of which may be covered by separate engagement letters, which cover the terms of each separate engagement.

- Assist in preparing financial statements, related notes and supplementary financial information in accordance with U.S. Generally Accepted Accounting Principles (U.S. GAAP)
- Assist in preparing the government-wide conversion
- Assist in preparing calculations related to SBITA's for GASB 96
- Assist in the implementation of GASB 87 related to leases
- Adjust year-end balance of the beneficial interest account

We will perform the services in accordance with applicable professional standards. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other non-audit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

At the conclusion of the audit, you agree to retain all work products provided to you as part of our engagement in order to maintain complete records to support the audited financial statements. Under the AICPA Code of Professional Conduct, we cannot serve as custodian of your data under the independence rule.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America with the oversight of those charged with governance.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

With regard to including the auditor's report in an exempt offering document, you agree that the aforementioned auditor's report, or reference to Yeo & Yeo, P.C., will not be included in any such offering document without our prior permission or consent. Any agreement to perform work in connection with an exempt offering document, including an agreement to provide permission or consent, will be a separate engagement.

With regard to an exempt offering document with which Yeo & Yeo, P.C. is not involved, you agree to clearly indicate in the exempt offering document that Yeo & Yeo, P.C. is not involved with the contents of such offering document.

You are responsible for the preparation of the supplementary information in conformity with accounting principles generally accepted in the United States of America (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with

GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

With regard to publishing the financial statements on your website, you understand that websites are a means of distributing information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information on the website with the original document.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services or we will provide an addendum to be governed by the terms of this engagement letter.

We will provide copies of our reports to the Chelsea District Library and the Michigan Department of Treasury; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Yeo & Yeo, P.C. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the applicable regulator or its designee. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Yeo & Yeo, P.C. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the applicable regulator or its designee. The applicable regulator or its designee may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the applicable regulator. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Alan D. Panter, CPA is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. We expect to begin our audit on approximately March 3, 2025 and to issue our reports no later than May 31, 2025.

Professional standards require us to be independent with respect to the Chelsea District Library in the performance of our services. Any discussions that management has with personnel of Yeo & Yeo regarding employment could pose a threat to our independence. Therefore, we request that management inform the engagement principal prior to any such discussions so that we can implement appropriate safeguards to maintain our independence.

Neither party shall, during the term of this engagement and for one year after its termination, solicit for hire as an employee, consultant or otherwise, any of the other party's personnel without such other party's express written consent. If the Chelsea District Library desires to offer employment to a Yeo & Yeo, P.C.

employee and the employee is hired in any capacity by the Chelsea District Library, a compensation placement fee of 25% of their salary may apply.

Any litigation arising out of this engagement, except actions by us to enforce payment of our professional invoices, must be filed within one year from the completion of the engagement, notwithstanding any statutory provision to the contrary. In the event of litigation brought against us, any judgment you obtain shall be limited in amount, and shall not exceed the amount of the price charged by us, and paid by you, for the services set forth in this engagement letter.

Yeo & Yeo, P.C. has an established portal system to allow for secure transfer of your confidential information. The portal system is not intended to be utilized as a record storage device, purely a means to transmit information. Documents provided via the portal system will be removed approximately a year after it has been provided.

Our fee for services will be \$18,500. Fees for the calculations related to GASB 87 and 96 will be billed at standard hourly rates. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes past due and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination, even if we have not completed our report. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate which may or may not happen before we incur the additional costs.

To be respectful of your time and ours, we schedule our client work well in advance. When engagements have to be rescheduled it causes a domino effect, as we likely have other clients scheduled in the new requested time slot, and our staff are likely scheduled on another client. As a result, we may have to put your engagement at the end of the line, and/or change staff. When our staff members finishing the work are not the same as those who started it, the audit is less efficient and more disruptive to your and our staff. Our price quoted above is contingent on the following:

- All items on the assistance list being completed by the due dates indicated.
- The audit being performed during the dates scheduled.
- All accounts being adequately reconciled by the beginning of scheduled fieldwork.
- Accurate information provided to us that does not require subsequent rework.
- Suralink is used to provide the assistance list items to us.

If the above items are not met and the engagement needs to be rescheduled or if additional days need to be scheduled, then an additional price of at least 20% will apply. Beyond this, the time required for rework and posting client requested entries after we have been given the trial balance will be billed at our standard hourly rates.

Reporting

We will issue a written report upon completion of our audit of the Chelsea District Library's financial statements.

Our report will be addressed to management and those charged with governance of the Chelsea District Library. Circumstances may arise in which our report may differ from its expected form and content based

on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or withdraw from this engagement.

If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

Our engagement will end upon delivery of your audited financial statements and our report thereon for the year set forth above. Any additional services that may be required will be part of a separate and new engagement. Should you wish to engage us to audit your financial statements for any other year, and should we accept such engagement, such engagement will be a separate and new engagement. A new engagement letter for any services beyond the scope of this engagement will govern the terms and conditions of the new engagement.

We appreciate the opportunity to be of service to the Chelsea District Library and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Sincerely,

Yeo & Yeo, P. C.
CPAs & Advisors



Alan D. Panter, CPA, CGFM
Principal

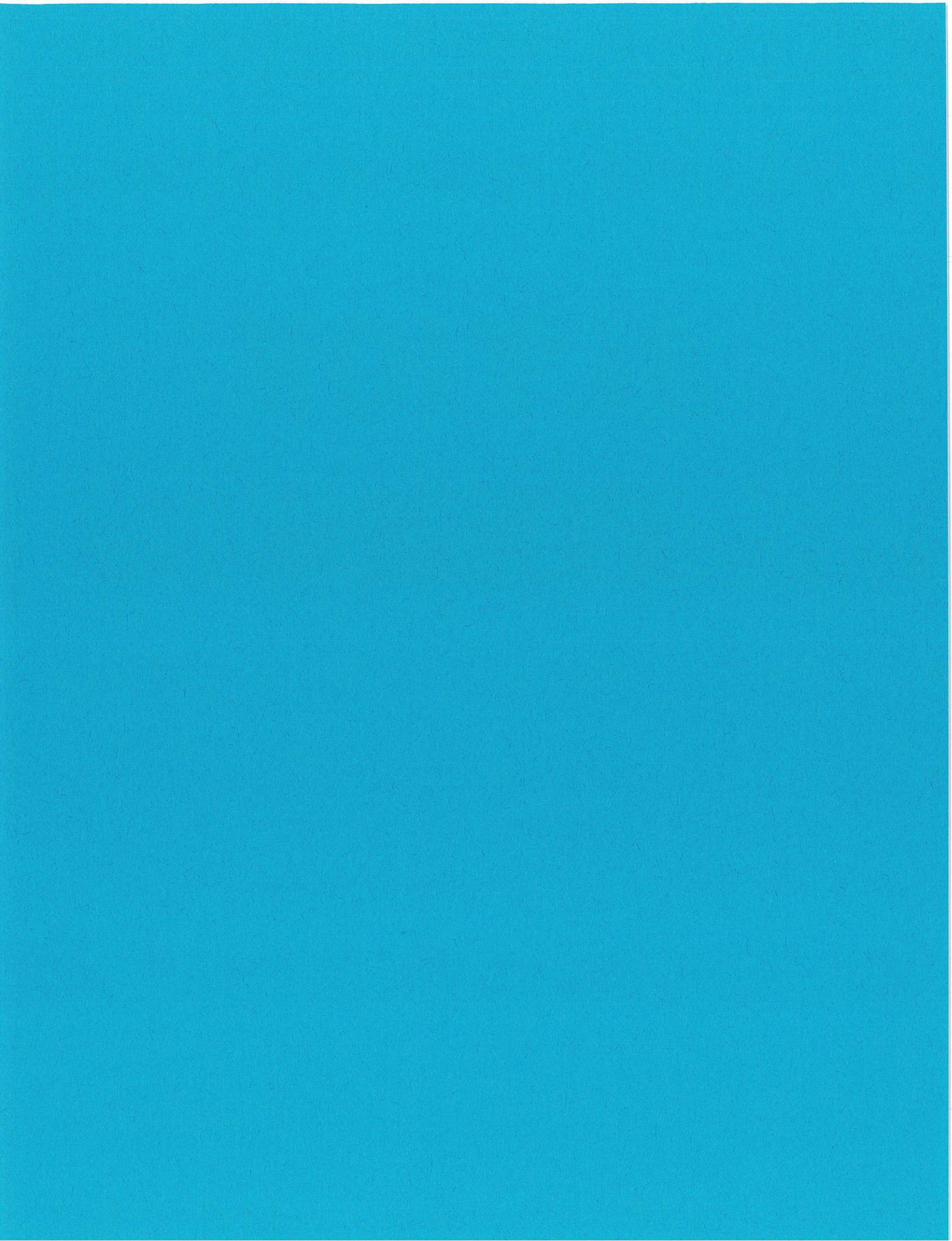
RESPONSE:

This letter correctly sets for the
understanding of Chelsea District Library.

Signature: 

Title: Library Director

ACTION ITEMS



Action Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

February 20, 2025, Board Packet

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

Accept January donations and changes to the 2025 FY Budget.

	<u>Income Line</u>	-	<u>Expense Line</u>	
Patricia Paulsell	674.120		980.130	\$5,000.00
David M. & Deborah A. Schaible	674.120		980.130	\$5,000.00
Gary & JoAnn Munce	674.120		980.130	\$1,000.00
Mary Green	674.120		980.130	\$100.00
Catherine Alter	674.120		980.130	\$100.00
Chelsea Children's Co-Op	674.111		884.215	\$50.00
Anonymous	674.140		975.100	\$200.00
Paul Schissler & Anne Nauts	674.140		975.100	\$1,000.00
Friends of CDL	674.140		975.100	\$5,000.00

Sub Total: \$17,450.00

Acknowledge the donations below that are already in the budget.

Total General Donations: \$17,450.00

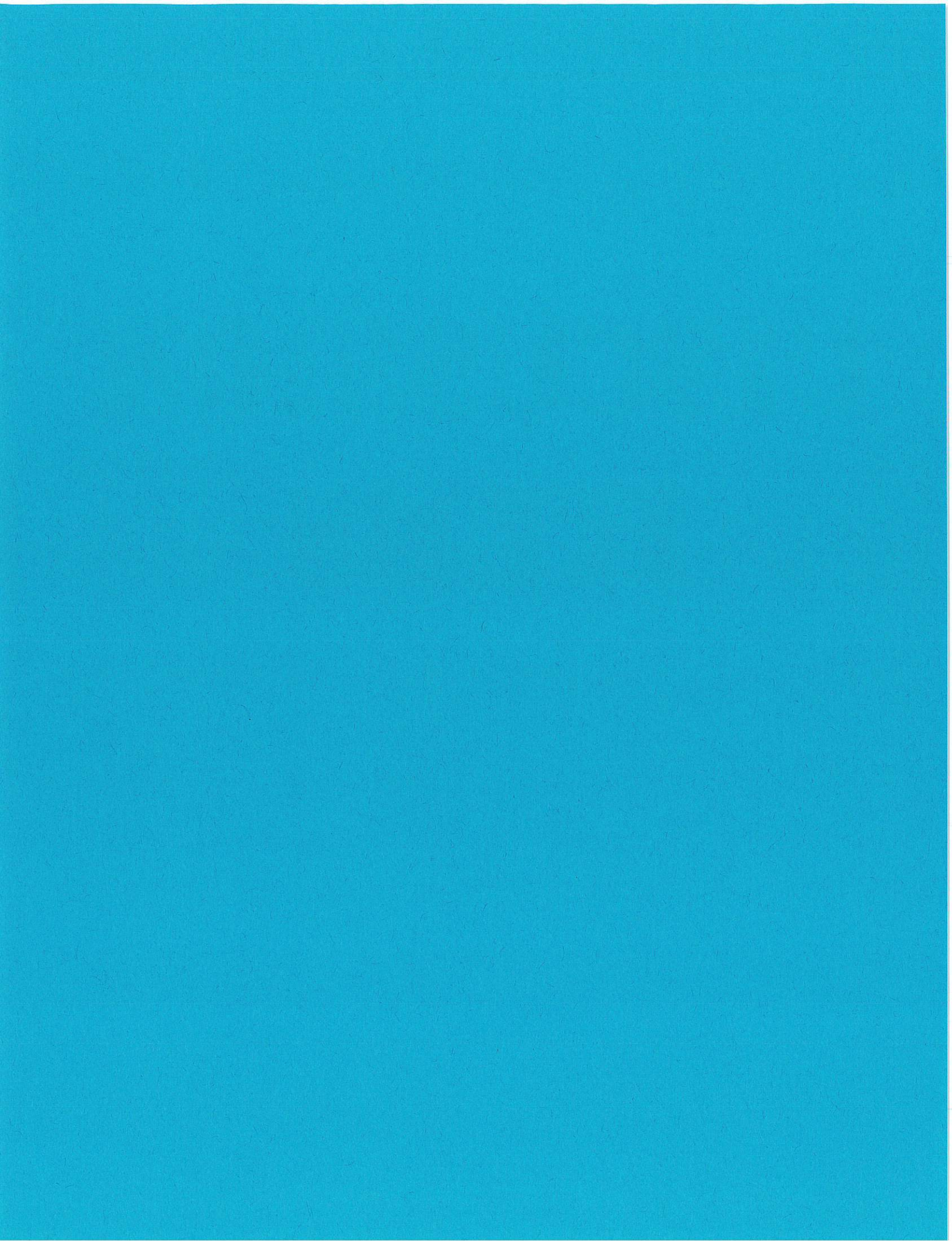
Sub Total: \$00.00

Acknowledge the donations below toward the CDL Endowment.

Janice L. Carr, Board Secretary

Date

DISCUSSION ITEMS



Discussion Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet
February 20, 2025 Board Meeting

Budget Adjustment

Discussion:

The Library IQ program was budgeted as a subscription, but is in fact a software purchase and needs to move in the budget from 982,410 (Electronic Products/Subscriptions) to 967,200 (Computer Software).

Discussion Item #2

Chelsea District Library
Board of Trustees

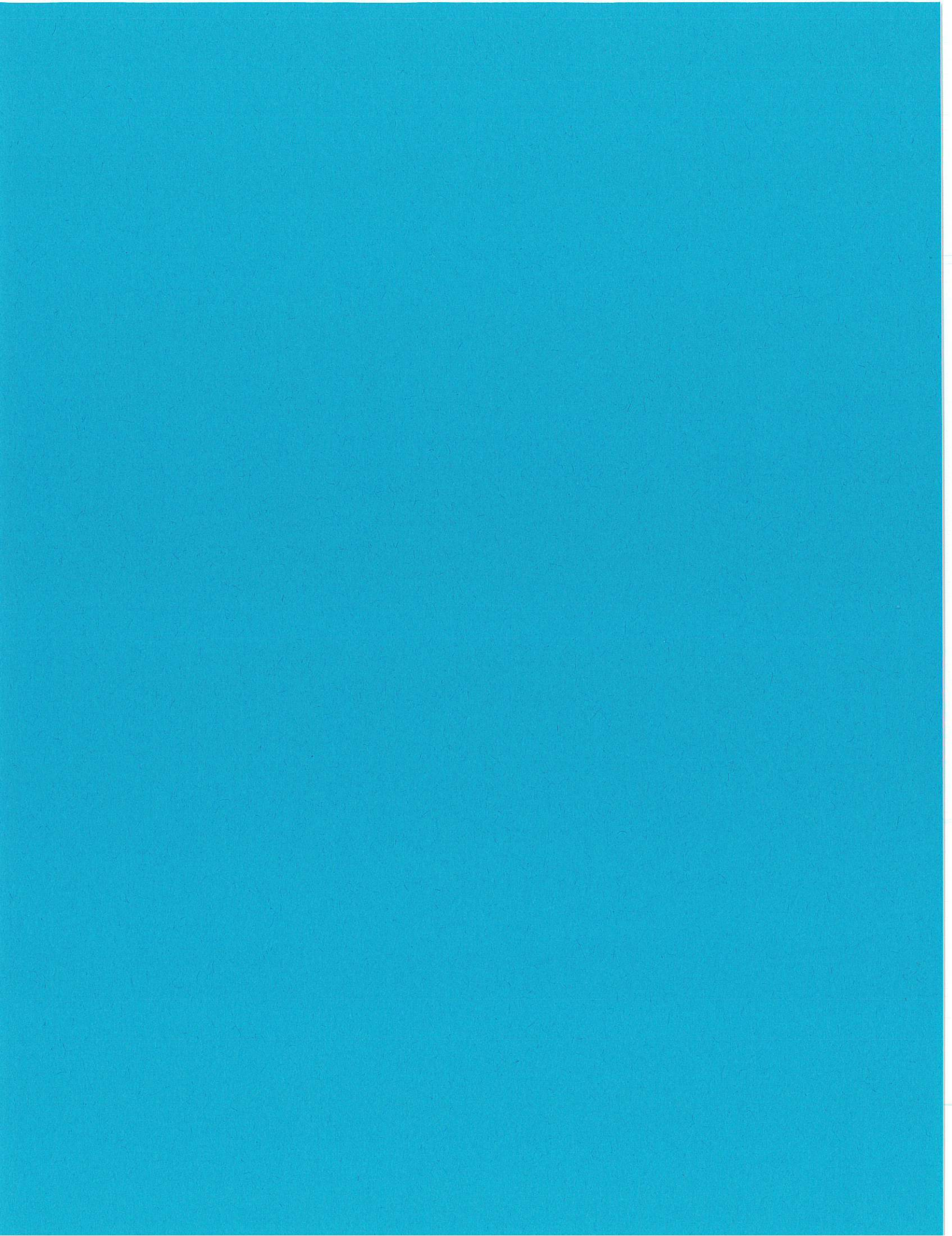
Library Board Fact Sheet
February 20, 2025 Board Meeting

Board Retreat

Discussion:

The Board has an annual retreat and at the January meeting, Gary stated that he wanted to discuss ideas and options for the retreat at the February meeting.

**COMMITTEE
INFO &
MINUTES**



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

Governance
Appendix #3

Approved: December 13, 2024

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

Patricia Garcia, Board Secretary

Date

