Chelsea District Library
Board of Trustees

Agenda and Information Packet

CHELSEA DISTRICT LIBRARY
BEST SMALL LIBRARY IN AMERICA

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

May 17, 2022
6:45 pm

McKune Room at the Chelsea District Library

CHELSEA DISTRICT LIBRARY BOARD OF TRUSTEES
Tuesday, May 17, 2022—6:45 p.m.
McKune Room

AGENDA

6:45 Board Meeting
Welcome and Call to Order
Agenda Review, Additions, and Approval

6:50 Compulsory Segments
Board Meeting Minutes Approval – April 19, 2022
Approval of the April Operational Checks
Approval of April Financial Reports
Director's Report & Friends Report

7:15 Public Comment

7:20 Action Items
1. Donations

7:25 Discussion Items
1. Mobile CDL

7:35 Reports
Policy Committee
Finance Committee
Personnel Committee
Nominating Committee
Community Outreach Committee

7:40 Public Comment

7:45 Other Items

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 call the Board President or Library Director at least five days in advance of the Board meeting and ask to be placed on the agenda. The Board President or the 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.

- You may address the Board during agenda items listed as "Comments from the Public."

Individuals who are addressing the Board at a Board Meeting must state their name and the name of the organization or group they are representing, if that is the case.

Board members may question speakers, but the Board will not enter into debate or conversation during this portion of the meeting. In general, issues 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 Board Meeting

Tuesday, April 19, 2022 6:45pm
Meeting Location: McKune Room

Trustees in Attendance: TJ Helfferich, J. Carr, S. Lackey, G. Munce & C. Taylor.

Absent: A. Merkel & P. Garcia.

Staff: Director L. Coryell, Assistant Director L. Ballard, & C. Berggren.

Guests: None

Welcome and Call to Order
TJ Helfferich called the meeting to order at 6:46 p.m.

Agenda Review, Additions, and Approval
MOTION made by J. Carr, SECONDED by G. Munce to approve the agenda, as submitted. Discussion: None

All Ayes: 5-0

Compulsory Segments:
Minutes and Approval of Checks
MOTION made by C. Taylor, SECONDED by G. Munce to approve the minutes of the March 15, 2022 Board Meeting. Discussion: None

All Ayes: 5-0

MOTION made by S. Lackey, SECONDED by J. Carr to accept the General Fund Operational Checks for March, 2022. Discussion: None

All Ayes: 5-0

MOTION made by C. Taylor, SECONDED by S. Lackey to accept Financial Reports for March, 2022. Discussion: There was an updated Cash Flow Chart, which was distributed at the meeting.

All Ayes: 5-0

Director's Report Update:
L. Coryell update:

- Lori reminded the board that it's National Volunteer Week and thanked the board contributions to the library.
- Asked if a board member would introduce Don Winslow at the Midwest Literary Walk. Charlie volunteered and Lori informed him that Shannon will write the prepared statement.
- Lori was asked to talk about the PLA conference in Portland. A discussion about digital inclusion followed.

Friends Report:

- Lori thanked the Friends and raved about how wonderful the Staff Appreciation Luncheon was.
- Jan shared that the April book sale netted over $800 and that the Friends Board has approved the purchase of a computer cart for the book sales.
- June 2, the first evening of Sounds & Sights, will be the jewelry and purse sale on the library lawn.

The Trustee enrichment video was about board ethics and morality. Afterwards, several trustees asked that an Ethics Statement for trustees to sign be prepared for the next meeting. A discussion about board emails also ensued.

Other Reports Notes: None

Public Comment: None

Action Item #1: Donations
MOTION made by S. Lackey, SECONDED by J. Carr to approve the library's March donations. Discussion: None.

All Ayes 5-0

Action Item #2: Kapnick Insurance Flex Benefit Plan Adoption
MOTION made by S. Lackey, SECONDED by J. Carr to adopt the changes to the Chelsea District Library Flexible Benefit Plan with Health Savings Account (the "Plan"). Discussion: Linda explained what this is and why it requires board approval; that periodically we need to formally update what our benefit package entails.

All Ayes 5-0

Discussion Item #1: Mobile CDL
Gary explained the evaluation process that the Community Outreach Committee used in grading the two RFP proposals the library received for a bookmobile, noting that it was an extensive review. He noted that there are various add-ons, so he wants to establish a not-to-exceed level of spending, along with board permission to enter into negotiation with the recommended vendor, which is TOSV. Gary further explained why this vendor was chosen over the other bidder.

MOTION made by J. Carr, SECONDED by S. Lackey to move Discussion Item #1 to Action Item #3, to accept the recommendation of the Community Outreach Committee and allow them to enter into contract negotiations with TOSV for a bookmobile, not to exceed the amount of $250,000. Discussion: None.

All Ayes 5-0

Action Item #3: Mobile CDL/TOSV Proposal
MOTION made by S. Lackey, SECONDED by J. Carr to accept the TOSV proposal for a bookmobile and authorize the Community Outreach Committee to enter into contract negotiations with the vendor, with the amount not to exceed $250,000. Discussion: Jan voiced that she would like to see regular updates from the company.

Roll-Call Vote: TJ—Aye, Gary—Aye, Charlie—Aye, Susan—Aye, and Jan—Aye.

All Ayes 5-0

Committee Reports

Policy Committee –

Finance Committee –

Personnel Committee –

Nominating Committee –

Community Outreach Committee –

Public and Board Comment: None

Other Items:

Adjournment:
MOTION made by S. Lackey, SECONDED by C. Taylor to adjourn the meeting at 8:29 p.m.

All Ayes 5-0

_____ _____
Anne Merkel, Board Secretary Date

FINANCE REPORTS

05/10/22

Chelsea District Library
List of Checks for Board Approval
April 2022

Date	Num	Name	Memo	Amount
701 · Personnel Expenses				
701.100 · Wages				
701.120 · Retirement Pick up ER				
04/04/2022	PR 220408		RETIREMENT - Employer Contribution to retirement accounts	-1,294.81
04/04/2022	20220321	Alerus Financial	2022 - 04/08/2022 PR FLEX TO 457(b)	1,294.81
04/19/2022	20220404	Alerus Financial	2022 - 04/22/2022 PR FLEX TO 457(b)	1,294.81
04/21/2022	PR 20220422		RETIREMENT - Employer Contribution to retirement accounts	-1,294.81
Total 701.120 · Retirement Pick up ER				0.00
701.100 · Wages - Other				
04/04/2022	PR 220408		WAGES	39,661.05
04/21/2022	PR 20220422		WAGES	39,841.07
Total 701.100 · Wages - Other				79,502.12
Total 701.100 · Wages				79,502.12
701.110 · Retirement-Contributions - EE				
04/04/2022	PR 220408		RETIREMENT PICK UP - Defcmp 2-457 EE457(b)	-2,211.12
04/04/2022	20220321	Alerus Financial	2022 - 04/08/2022 PR EE PERSONAL CONT	2,211.12
04/19/2022	20220404	Alerus Financial	2022 - 04/22/2022 PR EE PERSONAL CONT	2,211.12
04/21/2022	PR 20220422		RETIREMENT PICK UP - Defcmp 2-457 EE457(b)	-2,211.12
Total 701.110 · Retirement-Contributions - EE				0.00
701.115 · 401A Retirement Matching				
04/04/2022	PR 220408		401 A MATCHING - Mers ER	1,474.22
04/21/2022	PR 20220422		401 A MATCHING - Mers ER	1,474.22
Total 701.115 · 401A Retirement Matching				2,948.44
701.200 · FICA				
04/04/2022	PR 220408		FICA EMPLOYER (FICA ER + MED ER)	2,913.02
04/21/2022	PR 20220422		FICA EMPLOYER (FICA ER + MED ER)	2,926.74
Total 701.200 · FICA				5,839.76
701.300 · Flex Benefits				
04/04/2022	PR 220408		Dep Life (CA & DL & HI) - (Additional Life Ins + Dependant Life Ins)	-8.28
04/04/2022	PR 220408		Health Insurance - (Medical Insurance)	-1,403.72
04/14/2022	220980081593	Blue Care Network of Michigan	2022 - MAY 2022 MED INS	540.62
04/19/2022	20220411	Unum Life Insurance Co.	2022 Premium MAY	860.14
04/21/2022	PR 20220422		Dep Life (CA & DL & HI) - (Additional Life Ins + Dependant Life Ins)	-8.28
04/21/2022	PR 20220422		Health Insurance - (Medical Insurance)	-1,403.72
Total 701.300 · Flex Benefits				-1,423.24
701.400 · Unemployment				
04/04/2022	PR 220408		MICHIGAN SUI - HEARTLAND BEGAN 03/26/21	0.00
04/19/2022	PO 22-261	Michigan Municipal League-Unemp	2022 1ST QUARTER	115.60
04/21/2022	PR 20220422		MICHIGAN SUI - HEARTLAND BEGAN 03/26/21	0.00
Total 701.400 · Unemployment				115.60
Total 701 · Personnel Expenses				86,982.68
727 · Supplies				
727.200 · General Operations				
04/06/2022	59273672	ABSOPURE	2022 - RENTAL 04/01 - 04/30/2022	12.00
04/19/2022	WO-135303-1	SMART BUSINESS SOURCE	GENERAL SUPPLIES	119.76
04/19/2022	20220514	Costco Anywhere Visa	PLASTIC UTINSELS	14.30
04/20/2022	WO-135944-1	SMART BUSINESS SOURCE	GENERAL SUPPLIES	48.85
04/26/2022	88352822	ABSOPURE	2022 - BOTTLED WATER TO 04/25	32.00
04/26/2022	PO 22-265	Petty Cash-	01/12 LINDA - POLLY'S - DISH SOAP	6.89
04/26/2022	PO 22-265	Petty Cash-	02/06 LINDA - TARGET - DISHWASHER SOAP	11.79
04/26/2022	PO 22-265	Petty Cash-	02/12 AMY - WALMART - DISTILLED WATER	4.32
04/26/2022	PO 22-265	Petty Cash-	03/15 AMY - AMY'S CARDS - GET WELL CARD	5.00
04/26/2022	PO 22-265	Petty Cash-	04/20 AMY - AMY'S CARDS - THANK YOU CARD	5.00
Total 727.200 · General Operations				259.91
727.300 · Material Processing				
727.320 · Matl Processing Cases				
04/11/2022			CIRC - SUPPLIES-MAT	-21.50
Total 727.320 · Matl Processing Cases				-21.50
727.330 · Matl Processing Other				
04/14/2022	7111618	Demco Inc.	MATERIAL PROCESSING	698.58

Chelsea District Library
List of Checks for Board Approval
April 2022

Date	Num	Name	Memo	Amount
Total 727.330 · Matl Processing Other				698.58
727.340 · Repairs				
04/14/2022	7111618	Demco Inc.	LABELING SUPPLIES	44.50
04/21/2022	PO 22-035	Lancaster, Terri	SMELL ABATEMENT SUPPLIES	19.54
Total 727.340 · Repairs				64.04
Total 727.300 · Material Processing				741.12
727.500 · Cleaning				
727.510 · Cleaning Paper Products				
04/19/2022	20220514	Costco Anywhere Visa	INTEREST	72.67
Total 727.510 · Cleaning Paper Products				72.67
727.520 · Cleaning Supplies				
04/09/2022	4115921085	Cintas Corporation-300	SOAP	18.76
Total 727.520 · Cleaning Supplies				18.76
727.530 · Cleaning Rugs				
04/09/2022	4115921085	Cintas Corporation-300	RUGS - NEW RUG IN MAILROOM	119.40
Total 727.530 · Cleaning Rugs				119.40
Total 727.500 · Cleaning				210.83
727.700 · Postage				
727.720 · Postage-Operating Postage				
04/04/2022	1020385635	Pitney Bowes	2022 PITNEY BOWES METER RENTAL	71.25
04/26/2022	PO 22-265	Petty Cash-	12/29 LUCIE - USPS - POSTAGE	6.03
04/26/2022	PO 22-265	Petty Cash-	01/10 AMY - USPS - POSTAGE	6.03
04/26/2022	PO 22-265	Petty Cash-	01/11 AMY - USPS - POSTAGE	6.03
04/26/2022	PO 22-265	Petty Cash-	01/18 AMY - USPS - POSTAGE	6.03
04/26/2022	PO 22-265	Petty Cash-	01/24 AMY - USPS - POSTAGE	14.46
04/26/2022	PO 22-265	Petty Cash-	01/31 AMY - USPS - POSTAGE	11.46
04/26/2022	PO 22-265	Petty Cash-	03/01 CATHERINE - UPS STORE - SHIPPING	28.37
Total 727.720 · Postage-Operating Postage				149.66
Total 727.700 · Postage				149.66
727.800 · Maintenance				
727.830 · Maintenance General				
04/29/2022	13385/154	Great Lakes Ace Hardware	GORILLA GLUE - FURNITURE REPAIR	10.62
Total 727.830 · Maintenance General				10.62
Total 727.800 · Maintenance				10.62
Total 727 · Supplies				1,372.14
801 · Professional Services				
801.040 · Bookkeeper				
04/06/2022	20220407	Ballard, Kerry	2022 - BOOKKEEPING THRU 04/07/2022	350.00
04/20/2022	20220422	Ballard, Kerry	BOOKKEEPING THROUGH 04/22/2022	350.00
Total 801.040 · Bookkeeper				700.00
801.041 · Payroll Services				
04/04/2022	PR 220408		PAYROLL PREPARATION	164.61
04/21/2022	PR 20220422		PAYROLL PREPARATION	164.61
Total 801.041 · Payroll Services				329.22
801.071 · Website Development				
04/11/2022	20220506	KeyBank	2022 GODADDY.COM - DOMAIN REGISTRATION - MOBILECD...	200.70
04/28/2022	COM11100	COMMUNICO LLC	ANNUAL FEES - RESERVE SOFTWARE	1,500.00
04/28/2022	COM11100	COMMUNICO LLC	ANNUAL FEES - ATTEND SOFTWARE	1,500.00
04/28/2022	COM11100	COMMUNICO LLC	ANNUAL FEES - COMMUNICO BASE	2,000.00
Total 801.071 · Website Development				5,200.70
801.300 · Banking Fees				
801.310 · Bank Fees				
04/30/2022			Service Charge	11.40
Total 801.310 · Bank Fees				11.40
801.315 · Investment Fees				
04/30/2022	INV 220430		investment fees	

Chelsea District Library
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Date	Num	Name	Memo	Amount
Total 801.315 · Investment Fees				0.00
801.360 · Pay Pal Fees				
04/11/2022	PP 220412		MOVE PAYPAL TO CHECKING - AT 04/12/22 ($850-$25.55=$$8...	25.55
Total 801.360 · Pay Pal Fees				25.55
Total 801.300 · Banking Fees				36.95
Total 801 · Professional Services				6,266.87
803 · Maintenance Service Contracts				
803.100 · Copier				
803.101 · Public Copier				
04/26/2022	5019822511	Wells Fargo Bank, NA	2022 - 04/14 - 05/13/2022 Copier Printer Maintenance - MAY	229.44
Total 803.101 · Public Copier				229.44
803.102 · Staff Copier				
04/26/2022	5019822511	Wells Fargo Bank, NA	2022 - 04/14 - 05/13/2022 Copier Printer Maintenance - MAY	625.82
Total 803.102 · Staff Copier				625.82
803.103 · Small Printer Maintenance				
04/26/2022	5019822511	Wells Fargo Bank, NA	2022 - 04/14 - 05/13/2022 Copier Printer Maintenance - MAY	175.68
Total 803.103 · Small Printer Maintenance				175.68
Total 803.100 · Copier				1,030.94
803.300 · Technology				
803.350 · Network Equipment				
04/05/2022	19167	KNIGHT TECHNOLOGY GROUP	2022 DATTO BACKUPS INV 19167 04/01/2022	1,100.00
Total 803.350 · Network Equipment				1,100.00
Total 803.300 · Technology				1,100.00
803.600 · Building Maintenance				
803.605 · Janitorial				
04/01/2022	13823	A Production Cleaning Company Inc.	OFFICE CLEANING 03/20 - 04/02/2022	1,750.00
04/16/2022	13859	A Production Cleaning Company Inc.	OFFICE CLEANING 04/03 - 04/16/2022	1,750.00
04/19/2022	13861	A Production Cleaning Company Inc.	WINDOWS 04/11/2022	1,400.00
Total 803.605 · Janitorial				4,900.00
803.610 · Lawn/Snow Service				
803.612 · Snow				
04/04/2022	5710	TIFFANY'S GARDEN LLC	MAR SNOW REMOVAL	165.00
Total 803.612 · Snow				165.00
Total 803.610 · Lawn/Snow Service				165.00
803.620 · Trash				
04/11/2022	20317	City of Chelsea	TRASH - MAR	40.00
Total 803.620 · Trash				40.00
Total 803.600 · Building Maintenance				5,105.00
Total 803 · Maintenance Service Contracts				7,235.94
850 · Telecommunications				
850.100 · Local & Long Distance Charges				
850.120 · Telephone				
04/07/2022	734434980402 - 2022	A T & T TELCO	2022 TELCO - 01/26 - 02/25/2022	189.63
04/07/2022	734433980403 - 2022	A T & T TELCO	2022 TELCO - 02/26 - 03/25/2022	185.00
04/11/2022	20220506	KeyBank	2022 STAR-2-STAR - VOIP PHONE SERVICE	381.41
Total 850.120 · Telephone				756.04
850.121 · IT Cell Phone				
04/07/2022	9902897856	Verizon Wireless	2022 IT CELL PHONE 03/01 - 03/28/2022	51.15
Total 850.121 · IT Cell Phone				51.15
Total 850.100 · Local & Long Distance Charges				807.19
850.300 · TLN Internet Service				
850.311 · WiFi Hotspots				
04/07/2022	9902897856	Verizon Wireless	2022 HOT SPOTS 03/01 - 03/28/2022	576.00
04/19/2022	X04142022	A T & T Mobility	2022 - 04/07 - 05 /06/2022	191.20

Chelsea District Library
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Date	Num	Name	Memo	Amount
04/28/2022	975550022-04-21-2022	T-MOBILE	2022 - T-MOBILE HOTSPOTS 03/21 - 04/20/2022	287.70
Total 850.311 · WiFi Hotspots				1,054.90
Total 850.300 · TLN Internet Service				1,054.90
Total 850 · Telecommunications				1,862.09
880 · Promotional Materials				
880.100 · Advertising				
880.110 · Media Buy				
04/16/2022	12985-R	The Sun Times	KAHLO AD - 2 COLUMN	60.00
Total 880.110 · Media Buy				60.00
880.130 · Signs/Banners/Posters				
04/16/2022	DB-79038-INV	Dollar Bill Printing	MLW - 11 X 17 POSTERS	34.75
04/16/2022	261821	Print-tech Inc.	2022 BANNER - EAST SIDE - REPLACEMENT #3	266.25
Total 880.130 · Signs/Banners/Posters				301.00
Total 880.100 · Advertising				361.00
880.300 · Marketing Supplies				
880.310 · Displays				
04/11/2022	20220506	KeyBank	2022 STAPLES - LARGE LOBBY POSTERS	56.00
04/11/2022	20220506	KeyBank	2022 STAPLES - EARTH DAY POSTER (ELK)	36.00
Total 880.310 · Displays				92.00
880.320 · Misc Marketing Supplies				
04/26/2022	PO 22-265	Petty Cash-	01/18 ELAINE - U-HAUL - STRETCHWRAP	12.67
04/26/2022	PO 22-265	Petty Cash-	04/03 ELAINE - KROGER - CHEESE	8.78
Total 880.320 · Misc Marketing Supplies				21.45
880.340 · Printed Items / Stationary				
04/11/2022	20220506	KeyBank	2022 STICKER MULE - LIBRARY CARD STICKERS	200.00
04/11/2022	20220506	KeyBank	2022 FORESIGHT - BUSINESS CARDS - MAYES & JENSEN	112.00
04/11/2022	20220506	KeyBank	2022 NAMIFY - CDL NAME BADGES -	86.49
04/16/2022	DB-79097-INV	Dollar Bill Printing	BUSINESS CARDS - DR. GARCIA	33.47
Total 880.340 · Printed Items / Stationary				431.96
Total 880.300 · Marketing Supplies				545.41
880.400 · Program Promotion				
880.410 · Adult Program Promotion				
880.412 · Midwest Literary Walk				
04/01/2022	DB-79703-INV	Dollar Bill Printing	MLW - BILLY COLLINS, ASHLEY FORD, DON WINSLOW - 600	141.84
04/16/2022	261979	Print-tech Inc.	2022 MLW BROCHURE	594.04
04/16/2022	262003	Print-tech Inc.	2022 MLW BOOKMARK	112.59
04/16/2022	262085	Print-tech Inc.	2022 MLW - NOTEPADS	461.85
04/26/2022	CM42522	Print-tech Inc.	OVER PAID ON 261979 - TRANPOSITION ERROR. $594.04 VS...	-45.00
04/26/2022	PO 22-265	Petty Cash-	04/23 ELAINE - DOLLAR TREE - BALLOONS	11.93
Total 880.412 · Midwest Literary Walk				1,277.25
Total 880.410 · Adult Program Promotion				1,277.25
880.420 · Youth / Teen Promotion				
880.422 · Authors In Chelsea				
04/11/2022	20220506	KeyBank	2022 FACEBOOK AD - AIC	10.00
04/11/2022	20220506	KeyBank	2022 FACEBOOK ADS - AIC	5.00
Total 880.422 · Authors in Chelsea				15.00
880.423 · Summer Reading Program				
04/02/2022	20803	COLLABORATIVE SUMMER LIBRARY ...	SRP - PENGUIN SHIRTS & POSTERS	177.00
Total 880.423 · Summer Reading Program				177.00
Total 880.420 · Youth / Teen Promotion				192.00
Total 880.400 · Program Promotion				1,469.25
880.500 · Purchased Services				
880.510 · General Purchased Services				
04/11/2022	20220506	KeyBank	2022 HOOTSUITE - SOCIAL MEDIA MGT SOFTWARE - ANNU...	174.00
04/11/2022	20220506	KeyBank	2022 ADOBE STOCK IMAGES - SUBSCRIPTION	29.99
04/11/2022	20220506	KeyBank	2022 FOREIGN TRANSACTION FEE - HOOTSUITE - CANADA	3.59

Chelsea District Library
List of Checks for Board Approval
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Date	Num	Name	Memo	Amount
Total 880.510 · General Purchased Services				207.58
Total 880.500 · Purchased Services				207.58
Total 880 · Promotional Materials				2,583.24
884 · Programming				
884.110 · Adult Speakers				
884.111 · Midwest Literary Walk				
04/02/2022	11N9-KWT9-VHHT	Amazon Capital Services Inc	MLW - BILLY COLLINS, AIMLESS LOVE - CHS	518.23
04/07/2022	1KJJ-R7PL-T1QH	Amazon Capital Services Inc	MLW - BILLY COLLINS, AIMLESS LOVE - CHS (2ND INVOICE)	947.11
04/11/2022	20220506	KeyBank	2022 SEREPENDIPITY BOOKS - BILLY COLLINS BOOK - MLW	19.08
04/19/2022	PO 22-075	First United Methodist Church	2022 VENUE CLEANING AND SOUND FEE	100.00
04/19/2022	PO 22-076SP	VENUE 320	2022 MIDWEST LIT WALK VENUE FEE	300.00
04/19/2022	1WWH-DGJP-KH3V	Amazon Capital Services Inc	MLW - BOOKS	585.26
04/22/2022	PO 22-075SP	First United Methodist Church	2022 VENUE CLEANING AND SOUND FEE	25.00
04/22/2022	1CGF-QCRM-CHFC	Amazon Capital Services Inc	MLW SWAG BAGS X 300	35.97
Total 884.111 · Midwest Literary Walk				2,530.65
884.119 · General Adult Events				
04/19/2022	PO 22-130	LEVINE, BARRY	MICHIGAN AVIATION PROGRAM 04/27/2022	100.00
04/19/2022	PO 22-129	JENSEN, PATRICIA	MOWTAWI TILE PRESENTER	50.00
04/19/2022	PO 22-704GH	VOSBURG, KAREN M.	MONTH OF BRIDGERTON: CALLIGRAPHY DEMO PROGRAM	150.00
04/22/2022	PO 22-121	BORNEMEIER, KENT	OUTDOOR BOOK CLUB PRESENTATION 04/16/2022	150.00
Total 884.119 · General Adult Events				450.00
Total 884.110 · Adult Speakers				2,980.65
884.120 · Adult Supplies				
884.126 · General Adult Programs				
04/26/2022	PO 22-265	Petty Cash-	04/01 SHANNON - FRIENDS OF CDL - THUMB DRIVE	8.00
Total 884.126 · General Adult Programs				8.00
884.127 · SRP Supplies				
04/02/2022	58262728	Ingram Library Services	SRP SUPPLIES	625.44
04/02/2022	58284162	Ingram Library Services	SRP SUPPLIES	14.24
Total 884.127 · SRP Supplies				639.68
Total 884.120 · Adult Supplies				647.68
884.210 · Youth Speakers				
884.213 · Parenting Programs				
04/11/2022	20220506	KeyBank	2022 COTTAGE INN PIZZA - BOOK GROUP	42.37
Total 884.213 · Parenting Programs				42.37
884.215 · Early Literacy				
04/04/2022	PO 22-147SP	LAW, CHRISTINE M.	OUTDOOR YOGA STORYTIME 04/27	100.00
Total 884.215 · Early Literacy				100.00
Total 884.210 · Youth Speakers				142.37
884.220 · Youth Supplies				
884.226 · Summer Reading				
04/02/2022	20803	COLLABORATIVE SUMMER LIBRARY ...	SRP - PENGUIN SHIRTS & POSTERS	457.58
Total 884.226 · Summer Reading				457.58
884.228 · Authors In Chelsea				
04/11/2022	20220506	KeyBank	2022 CLEARY'S - AUTHOR LUNCH - AIC	31.47
04/11/2022	20220506	KeyBank	2022 GRATEFUL CROW - AUTHORS DINNER- AIC	113.69
04/11/2022	20220506	KeyBank	2022 BAHAMA HOUSE - AUTHORS LUNCH - AIC	67.72
04/11/2022	20220506	KeyBank	2022 GOLDEN LIMOUSINE - AIRPORT TRANSPORTATION	175.70
04/11/2022	20220506	KeyBank	2022 GOLDEN LIMOUSINE - AIRPORT TRANSPORTATION	175.70
04/11/2022	20220506	KeyBank	2022 GOLDEN LIMOUSINE - AIRPORT TRANSPORTATION	226.80
Total 884.228 · Authors In Chelsea				791.08
Total 884.220 · Youth Supplies				1,248.66
884.260 · Teen Speakers				
884.264 · Teen General Programs				
04/29/2022	22-077SC	Meadow, Drake L	05/04/22 - BRIGADOON DANCE PROGRAM - CALLER	100.00
Total 884.264 · Teen General Programs				100.00
Total 884.260 · Teen Speakers				100.00

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884.270 · Teen Supplies				
884.272 · Teen General Programs				
04/19/2022	2434484436	COMFORT, STACEY	REIMBURSEMENT TTT PEPAKURA PROGRAM	14.98
04/21/2022	1V6F-F9MW-J9C1	Amazon Capital Services Inc	INGENUITY ENGINE SUPPLIES - TEEN	50.63
Total 884.272 · Teen General Programs				65.61
Total 884.270 · Teen Supplies				65.61
884.400 · Music Focus				
884.412 · Music in the Air				
04/20/2022	PO 22-149SP	Giacopuzzi, Jacopo	Music in the Air Artist 2022	1,000.00
Total 884.412 · Music in the Air				1,000.00
884.962 · Music in the Air - Restricted				
04/20/2022	PO 22-149SP	Giacopuzzi, Jacopo	Music in the Air Artist 2022	4,000.00
Total 884.962 · Music in the Air - Restricted				4,000.00
Total 884.400 · Music Focus				5,000.00
884.500 · Artist In Residence				
884.510 · Artist In Residence				
04/06/2022	BC060421-EF	Steven Barclay Agency	BC060421-EF - MLW 2022 PRESENTATION HONORARIUM - B...	10,461.07
Total 884.510 · Artist In Residence				10,461.07
884.970 · Artist In Resdience Restricted				
04/19/2022	PO 22-056	Coryell, Lori	SUPPLIES FOR ARTIST IN RESIDENCE RECEPTION	290.33
Total 884.970 · Artist In Resdience Restricted				290.33
Total 884.500 · Artist In Residence				10,751.40
884.800 · Exhibits				
884.801 · Exhibits				
04/06/2022	20220407-1	Ballard, Kerry	2022 - KAHLO EXHIBIT SET UP AND SHIPPING- COMPLETE 0...	500.00
04/11/2022	20220506	KeyBank	2022 THOMPSON PIZZA - LUNCH FOR FRIDA EXHIBIT WORK...	172.54
04/26/2022	PO 22-265	Petty Cash-	01/23 VIRGINIA - AMAZON - EXHIBIT SLATWALL HOOKS	15.89
Total 884.801 · Exhibits				688.43
Total 884.800 · Exhibits				688.43
884.910 · Adult Programming Restricted				
884.914 · Adult Prog Rest Gifts MWest LW				
04/06/2022	BC060421-EF	Steven Barclay Agency	BC060421-EF - MLW 2022 PRESENTATION HONORARIUM - B...	3,538.93
Total 884.914 · Adult Prog Rest Gifts MWest LW				3,538.93
Total 884.910 · Adult Programming Restricted				3,538.93
Total 884 · Programming				25,163.73
885 · Volunteer				
885.200 · Supplies				
04/26/2022	PO 22-265	Petty Cash-	01/15 LINDA - COSTCO - VOLUNTEER SUPPLIES	12.79
Total 885.200 · Supplies				12.79
Total 885 · Volunteer				12.79
920 · Utilities				
920.110 · City of Chelsea Water				
04/11/2022	20220408	City of Chelsea-Elect & Water	2022 MAR 02/28 - 03/31/2022 WATER	59.67
Total 920.110 · City of Chelsea Water				59.67
920.120 · City of Chelsea Sewer				
04/11/2022	20220408	City of Chelsea-Elect & Water	2022 MAR 02/28 - 03/31/2022 SEWER	137.68
Total 920.120 · City of Chelsea Sewer				137.68
920.130 · City of Chelsea Electric				
04/11/2022	20220408	City of Chelsea-Elect & Water	2022 MAR 02/28 - 03/31/2022 ELECTRICITY	3,590.00
Total 920.130 · City of Chelsea Electric				3,590.00
920.150 · City of Chelsea Sprinkler				
04/11/2022	20220408	City of Chelsea-Elect & Water	2022 MAR 02/28 - 03/31/2022 SPRINKLER	27.47
Total 920.150 · City of Chelsea Sprinkler				27.47

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920.200 · McKune Gas				
04/11/2022	3447746	Constellation NewEnergy-Gas Division L...	2022 MAR - 02/18 - 03/23/2022	1,592.05
Total 920.200 · McKune Gas				1,592.05
Total 920 · Utilities				5,406.87
960 · Board & Director Expense				
960.200 · Director Expense				
04/11/2022	20220506	KeyBank	2022 ROTARY LUNCH MEETING	22.53
04/11/2022	20220506	KeyBank	2022 ZOU ZOU'S - ROTARY RE: BOOKMOBILE	4.11
04/11/2022	20220506	KeyBank	2022 ARCTIC BREAKAWAY - ROTARY LUNCH	20.41
Total 960.200 · Director Expense				47.05
Total 960 · Board & Director Expense				47.05
965 · Automation Services				
965.100 · Bibliographic Database				
04/11/2022	69916	The Library Network	2ND QTR - ITEM LINKED CHARGES	1,102.76
Total 965.100 · Bibliographic Database				1,102.76
965.200 · Shared Automation System				
04/11/2022	69916	The Library Network	2ND QTR - BASIC FEE	5,401.83
04/11/2022	69916	The Library Network	2ND QTR - CIRCULATION CHARGES	2,906.23
Total 965.200 · Shared Automation System				8,308.06
Total 965 · Automation Services				9,410.82
967 · Equipment				
967.100 · Equipment Hardware				
967.110 · Tech Research				
04/11/2022	20220506	KeyBank	2022 FOREIGN TRANSACTION FEE - ROCHEN - ENGLAND	7.92
Total 967.110 · Tech Research				7.92
967.100 · Equipment Hardware - Other				
04/11/2022	20220506	KeyBank	2022 LEATHERMAN - SHEATH	43.36
Total 967.100 · Equipment Hardware - Other				43.36
Total 967.100 · Equipment Hardware				51.28
967.200 · Equipment Software				
04/11/2022	20220506	KeyBank	2022 HR COLLABORATIVE	170.00
04/11/2022	20220506	KeyBank	2022 ZOOM - LICENSE - WEBINAR 500	39.50
04/11/2022	52282	SenSource	People Counter Annual 6/30/22 - 6/30/23	282.00
Total 967.200 · Equipment Software				491.50
967.300 · Equipment Furniture & Fixtures				
967.310 · Makerspace Furnishings				
04/04/2022	PO 22-254	JENSEN, MATTHEW	SUPPLIES FOR MAKERSPACE	70.88
Total 967.310 · Makerspace Furnishings				70.88
Total 967.300 · Equipment Furniture & Fixtures				70.88
Total 967 · Equipment				613.66
969 · Continuing Education Expenses				
969.001 · Travel				
969.100 · Staff Travel				
969.110 · Director Travel				
04/11/2022	20220506	KeyBank	2022 ROCHEN WEB HOSTING - DOMAIN NAMES	383.52
04/11/2022	20220506	KeyBank	2022 PLA - PF CHANGS - MEAL	17.31
04/11/2022	20220506	KeyBank	2022 PLA - FRIED EGG - MEAL	10.00
04/11/2022	20220506	KeyBank	2022 PLA - TANNER CREEK - MEAL	46.00
04/11/2022	20220506	KeyBank	2022 PLA - LYFT - AIRPORT TRANSPORT	29.43
04/11/2022	20220506	KeyBank	2022 PLA - GRITS & GRAVY - MEAL	24.00
04/11/2022	20220506	KeyBank	2022 PLA - OLD TOWN PIZZA - MEAL	25.50
04/11/2022	20220506	KeyBank	2022 PLA - GRITS & GRAVY - MEAL	20.00
04/11/2022	20220506	KeyBank	2022 PLA - BENSON HOTEL - LODGING	1,114.24
04/11/2022	20220506	KeyBank	2022 PLA - BENSON HOTEL - MEAL	21.00
Total 969.110 · Director Travel				1,691.00
969.111 · Asst Director				
04/11/2022	20220506	KeyBank	2022 PLA - TANNER CREEK - MEALS	30.00
04/11/2022	20220506	KeyBank	2022 PLA - STARBUCKS - MEALS	14.75

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04/11/2022	20220506	KeyBank	2022 PLA - OLD TOWN PIZZA - MEALS	19.20
04/11/2022	20220506	KeyBank	2022 PLA - HI-LO HOTEL - LODGING	622.95
04/11/2022	20220506	KeyBank	2022 PLA - STARBUCKS - MEALS	17.15
04/11/2022	220325	Ballard, Linda P.	2022 PLA - UBER - TRANSPORTATION	58.81
Total 969.111 · Asst Director				762.86
969.122 · Adult Services Travel				
04/01/2022	20220326	HOPKINS, GABRIELLE H.	REIMBURSEMENT - PLA PORTLAND	1,382.80
Total 969.122 · Adult Services Travel				1,382.80
969.145 · Workshops				
04/11/2022	20220506	KeyBank	2022 LIBRARY WORKS - LEADERSHIP - AMY	49.00
04/11/2022	20220506	KeyBank	2022 ZINGERMAN - WOODLANDS LIBRARY COOP - AMY, BE...	45.00
04/25/2022	20220405	Zoran, Amy	2022 - MILEAGE REIMBURSEMENT - MELCAT - DEXTER PUB...	8.90
Total 969.145 · Workshops				102.90
Total 969.100 · Staff Travel				3,939.56
Total 969.001 · Travel				3,939.56
969.300 · Memberships				
969.320 · Information Services				
04/20/2022	2072090 - 2022	American Library Association Membership	2022 - ALA MEMBERSHIPS - HOPKINS	150.00
Total 969.320 · Information Services				150.00
969.500 · Institutional Membership				
969.510 · Institutional Member Rotary				
04/26/2022	621097	Rotary Club of Chelsea	2022 ROTARY - 1st QUARTER	99.00
Total 969.510 · Institutional Member Rotary				99.00
Total 969.500 · Institutional Membership				99.00
Total 969.300 · Memberships				249.00
969.600 · Staff Training				
969.610 · Workshops				
04/29/2022	CR: 22-899-SR	MAYES, EVERETT	COMPTIA TRAINING COURSE	79.00
Total 969.610 · Workshops				79.00
969.940 · Staff Apprec - Restr/Covid-19				
04/11/2022	20220506	KeyBank	2022 ZOU ZOU'S - STAFF APP - HOPKINS	25.00
Total 969.940 · Staff Apprec - Restr/Covid-19				25.00
Total 969.600 · Staff Training				104.00
Total 969 · Continuing Education Expenses				4,292.56
980 · Capital Expense				
975.200 · Capital Maintenance				
04/16/2022	PO 22-285	DEXTER BLOCK	BRICK AND CONCRETE REPAIR WORK.	1,400.00
Total 975.200 · Capital Maintenance				1,400.00
980.300 · Computer Upgrades				
980.320 · Hardware Upgrades				
980.326 · Audio/Video/Sound Equipment				
04/19/2022	111P-NWWM-D7QM	Amazon Capital Services Inc	A/V EQUIPMENT	1,116.92
Total 980.326 · Audio/Video/Sound Equipment				1,116.92
Total 980.320 · Hardware Upgrades				1,116.92
Total 980.300 · Computer Upgrades				1,116.92
Total 980 · Capital Expense				2,516.92
982 · Collection Expense				
982.100 · Audio Books				
982.120 · Adult Books on Disc				
04/05/2022	501832186	Midwest Tape	MAR BOC	99.97
04/05/2022	501869481	Midwest Tape	MAR BOC	154.96
04/20/2022	501897963	Midwest Tape	APR BOC	179.95
04/20/2022	501897965	Midwest Tape	JAN BOC	64.98
04/20/2022	501937840	Midwest Tape	MAR BOC	78.98
04/20/2022	501937842	Midwest Tape	APR BOC	169.96

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Total 982.120 · Adult Books on Disc				748.80
Total 982.100 · Audio Books				748.80
982.400 · Non Print				
982.410 · Electronic Products/Subs				
04/04/2022	501911767	Midwest Tape - Hoopla	E-CONTENT - MARCH BORROWS	1,377.85
Total 982.410 · Electronic Products/Subs				1,377.85
982.413 · Emags				
04/04/2022	69817	The Library Network	OVERDRIVE MAGAZINES - 04/23/2022 - 04/22/2023	966.99
Total 982.413 · Emags				966.99
982.420 · Adult Music on CD				
04/05/2022	501832183	Midwest Tape	FEB/MAR CDs	45.71
04/05/2022	501832185	Midwest Tape	DEC/JAN CDs	9.74
04/05/2022	501869484	Midwest Tape	FEB/MAR CDs	19.48
04/20/2022	501897966	Midwest Tape	FEB/MAR CDs	10.49
Total 982.420 · Adult Music on CD				85.42
982.460 · DVD Feature				
04/06/2022	501832187	Midwest Tape	ADULT FEATURE DVDs	109.43
04/22/2022	501869482	Midwest Tape	ADULT FEATURE DVDs	278.11
04/29/2022	501785429	Midwest Tape	CRM - RETURNED DVD	-18.74
Total 982.460 · DVD Feature				368.80
982.470 · DVD Non-Fiction				
04/06/2022	501832188	Midwest Tape	ADULT NF DVDs	33.73
04/22/2022	501869483	Midwest Tape	ADULT NF DVDs	19.49
04/22/2022	501897964	Midwest Tape	ADULT NF DVDs	31.48
04/22/2022	501937844	Midwest Tape	ADULT NF DVDs	14.99
Total 982.470 · DVD Non-Fiction				99.69
982.480 · Youth Video DVD				
04/11/2022			L/D - Y/T DVD	-21.00
04/20/2022	501897962	Midwest Tape	FAMILY AND ANIME DVDs	32.22
Total 982.480 · Youth Video DVD				11.22
982.485 · Playaway Views				
04/20/2022	384337	Findaway World, LLC	WONDERBOOK - STANDING ORDER	627.21
Total 982.485 · Playaway Views				627.21
982.490 · Videogames				
04/11/2022			L/D - VIDEOGAMES	-25.00
Total 982.490 · Videogames				-25.00
Total 982.400 · Non Print				3,512.18
982.600 · Periodical & Newspapers				
982.630 · Magazines				
04/11/2022			L/D - MAGAZINES	-5.00
Total 982.630 · Magazines				-5.00
Total 982.600 · Periodical & Newspapers				-5.00
982.700 · Print				
982.705 · Adult Print				
982.710 · Adult Large Print				
04/02/2022	58482125	Ingram Library Services	ADULT PRINT LARGE	20.64
04/02/2022	58482130	Ingram Library Services	ADULT PRINT LARGE	20.44
04/02/2022	58578519	Ingram Library Services	ADULT PRINT LARGE	34.31
04/02/2022	58578513	Ingram Library Services	ADULT PRINT LARGE	31.67
04/04/2022	58239099	Ingram Library Services	ADULT PRINT LARGE	17.05
04/04/2022	58296233	Ingram Library Services	ADULT PRINT LARGE	41.29
04/04/2022	58565642	Ingram Library Services	ADULT PRINT LARGE	40.28
04/04/2022	58565640	Ingram Library Services	ADULT PRINT LARGE	21.07
04/19/2022	58686236	Ingram Library Services	ADULT PRINT LARGE	30.80
04/19/2022	58697985	Ingram Library Services	ADULT PRINT LARGE	20.65
04/19/2022	58733586	Ingram Library Services	ADULT PRINT LARGE	98.55
04/19/2022	58848202	Ingram Library Services	ADULT PRINT LARGE	21.27
Total 982.710 · Adult Large Print				398.02

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982.720 · Adult Print General				
04/02/2022	58262729	Ingram Library Services	ADULT PRINT GENERAL	17.19
04/02/2022	58262726	Ingram Library Services	ADULT PRINT GENERAL	32.03
04/02/2022	58437418	Ingram Library Services	ADULT PRINT GENERAL	16.29
04/02/2022	58437417	Ingram Library Services	ADULT PRINT GENERAL	23.74
04/02/2022	58482126	Ingram Library Services	ADULT PRINT GENERAL	13.20
04/02/2022	58482129	Ingram Library Services	ADULT PRINT GENERAL	15.53
04/02/2022	58482132	Ingram Library Services	ADULT PRINT GENERAL	16.09
04/02/2022	58482124	Ingram Library Services	ADULT PRINT GENERAL	29.04
04/02/2022	58578517	Ingram Library Services	ADULT PRINT GENERAL	12.99
04/02/2022	58578512	Ingram Library Services	ADULT PRINT GENERAL	11.96
04/02/2022	58578514	Ingram Library Services	ADULT PRINT GENERAL	17.34
04/02/2022	58578516	Ingram Library Services	ADULT PRINT GENERAL	20.44
04/02/2022	58648759	Ingram Library Services	ADULT PRINT GENERAL	11.79
04/02/2022	58648762	Ingram Library Services	ADULT PRINT GENERAL	764.91
04/02/2022	58648763	Ingram Library Services	ADULT PRINT GENERAL	46.06
04/02/2022	58648761	Ingram Library Services	ADULT PRINT GENERAL	32.57
04/02/2022	58648760	Ingram Library Services	ADULT PRINT GENERAL	12.99
04/02/2022	2036566700	Baker & Taylor - Adult	ADULT ACCT	34.03
04/04/2022	58239094	Ingram Library Services	ADULT PRINT GENERAL	561.61
04/04/2022	58239096	Ingram Library Services	ADULT PRINT GENERAL	19.94
04/04/2022	58239098	Ingram Library Services	ADULT PRINT GENERAL	19.49
04/04/2022	58239097	Ingram Library Services	ADULT PRINT GENERAL	16.09
04/04/2022	58239093	Ingram Library Services	ADULT PRINT GENERAL	16.54
04/04/2022	58296230	Ingram Library Services	ADULT PRINT GENERAL	7.62
04/04/2022	58296231	Ingram Library Services	ADULT PRINT GENERAL	16.28
04/04/2022	58296235	Ingram Library Services	ADULT PRINT GENERAL	16.06
04/04/2022	58296234	Ingram Library Services	ADULT PRINT GENERAL	15.51
04/04/2022	58296232	Ingram Library Services	ADULT PRINT GENERAL	16.28
04/04/2022	58536152	Ingram Library Services	ADULT PRINT GENERAL	30.38
04/04/2022	58536156	Ingram Library Services	ADULT PRINT GENERAL	13.00
04/04/2022	58536155	Ingram Library Services	ADULT PRINT GENERAL	15.40
04/04/2022	58536151	Ingram Library Services	ADULT PRINT GENERAL	10.78
04/04/2022	58536154	Ingram Library Services	ADULT PRINT GENERAL	13.89
04/04/2022	58565643	Ingram Library Services	ADULT PRINT GENERAL	32.17
04/04/2022	58565644	Ingram Library Services	ADULT PRINT GENERAL	22.69
04/04/2022	58565639	Ingram Library Services	ADULT PRINT GENERAL	16.69
04/04/2022	58565638	Ingram Library Services	ADULT PRINT GENERAL	13.45
04/11/2022			L/D - AD PRINT	-35.99
04/11/2022	20220506	KeyBank	2022 AMAZON - BOOK - PATRON REQUEST	9.76
04/19/2022	58686237	Ingram Library Services	ADULT PRINT GENERAL	87.48
04/19/2022	58686238	Ingram Library Services	ADULT PRINT GENERAL	25.18
04/19/2022	58697987	Ingram Library Services	ADULT PRINT GENERAL	47.57
04/19/2022	58697988	Ingram Library Services	ADULT PRINT GENERAL	15.53
04/19/2022	58697984	Ingram Library Services	ADULT PRINT GENERAL	14.42
04/19/2022	58697986	Ingram Library Services	ADULT PRINT GENERAL	16.84
04/19/2022	58697983	Ingram Library Services	ADULT PRINT GENERAL	15.19
04/19/2022	58721829	Ingram Library Services	ADULT PRINT GENERAL	45.57
04/19/2022	58721828	Ingram Library Services	ADULT PRINT GENERAL	17.38
04/19/2022	58721830	Ingram Library Services	ADULT PRINT GENERAL	32.01
04/19/2022	58721827	Ingram Library Services	ADULT PRINT GENERAL	15.73
04/19/2022	58733588	Ingram Library Services	ADULT PRINT GENERAL	59.31
04/19/2022	58743281	Ingram Library Services	ADULT PRINT GENERAL	453.05
04/19/2022	58776216	Ingram Library Services	ADULT PRINT GENERAL	13.75
04/19/2022	58848208	Ingram Library Services	ADULT PRINT GENERAL	45.47
04/19/2022	58848209	Ingram Library Services	ADULT PRINT GENERAL	15.40
04/19/2022	58848207	Ingram Library Services	ADULT PRINT GENERAL	17.39
04/19/2022	58848206	Ingram Library Services	ADULT PRINT GENERAL	16.83
04/19/2022	58848204	Ingram Library Services	ADULT PRINT GENERAL	33.29
04/19/2022	58848203	Ingram Library Services	ADULT PRINT GENERAL	11.96
04/19/2022	58874148	Ingram Library Services	ADULT PRINT GENERAL	16.28
04/19/2022	58874146	Ingram Library Services	ADULT PRINT GENERAL	16.28
04/19/2022	58874147	Ingram Library Services	ADULT PRINT GENERAL	17.38
04/20/2022	2036628472	Baker & Taylor - Adult	ADULT ACCT	36.51
04/29/2022	22-036	Dexter District Library	DEXTER ITEM PAID AT CHELSEA	32.00
Total 982.720 · Adult Print General				3,093.63
982.730 · Adult Ref.				
04/02/2022	58437420	Ingram Library Services	ADULT REF	20.44
Total 982.730 · Adult Ref.				20.44
982.740 · Multiple Book Copies				
04/02/2022	58437419	Ingram Library Services	MULTIPLE BOOK COPIES	16.09
04/02/2022	58482128	Ingram Library Services	MULTIPLE BOOK COPIES	33.26
04/19/2022	58721831	Ingram Library Services	MULTIPLES	32.37
04/19/2022	58776215	Ingram Library Services	MULTIPLES	14.85

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Total 982.740 · Multiple Book Copies				96.57
Total 982.705 · Adult Print				3,608.66
982.755 · Youth Print				
982.760 · Youth Print General				
04/02/2022	58284161	Ingram Library Services	YOUTH PRINT GENERAL	11.33
04/04/2022	PO 22-031	CALLANAN, RENAE	REFUND - BOOK FOUND	16.00
04/04/2022	58536153	Ingram Library Services	YOUTH PRINT GENERAL	22.66
04/04/2022	58585637	Ingram Library Services	YOUTH PRINT GENERAL	75.44
04/04/2022	58482127	Ingram Library Services	YOUTH PRINT GENERAL	10.78
04/04/2022	58482131	Ingram Library Services	YOUTH PRINT GENERAL	8.34
04/04/2022	58585641	Ingram Library Services	YOUTH PRINT GENERAL	14.22
04/07/2022	133Y-MGJX-QKFG	Amazon Capital Services Inc	YOUTH PRINT GENERAL	84.03
04/11/2022			L/D - PRINT	-32.99
04/19/2022	2036606879	Baker & Taylor - Unlabeled Juvenile	2022 UNLABELED JUVENILE	138.95
04/19/2022	2036624334	Baker & Taylor - Auto Yours Cats	2022 YOUTH PRINT GENERAL	131.76
04/19/2022	2036636568	Baker & Taylor - Unlabeled Juvenile	2022 UNLABELED JUVENILE	125.22
04/19/2022	58578515	Ingram Library Services	YOUTH PRINT GENERAL	9.87
04/19/2022	58578518	Ingram Library Services	YOUTH PRINT GENERAL	25.08
04/19/2022	58767750	Ingram Library Services	YOUTH PRINT GENERAL	11.13
04/19/2022	58767749	Ingram Library Services	YOUTH PRINT GENERAL	38.87
04/19/2022	58776214	Ingram Library Services	YOUTH PRINT GENERAL	176.43
04/19/2022	58848201	Ingram Library Services	YOUTH PRINT GENERAL	11.58
04/19/2022	58848205	Ingram Library Services	YOUTH PRINT GENERAL	11.79
04/20/2022	ERG12910-1	BOOK FARM LLC	BOOKS - FOR COLLECTION	63.93
04/20/2022	164800	J. APPLESEED PUBLISHERS' CO-OP	YOUTH PRINT GENERAL	95.85
04/29/2022	22-030	BAI, LAN	REFUND FOR LOST BOOK - FOUND	9.99
04/29/2022	2036653158	Baker & Taylor - Auto Yours Cats	2022 YOUTH PRINT GENERAL	56.52
04/29/2022	2036673260	Baker & Taylor - Unlabeled Juvenile	2022 UNLABELED JUVENILE	66.93
04/29/2022	58930413	Ingram Library Services	YOUTH PRINT GENERAL	11.88
04/29/2022	59004050	Ingram Library Services	YOUTH PRINT GENERAL	13.82
04/29/2022	58930414	Ingram Library Services	YOUTH PRINT GENERAL	14.45
04/29/2022	59004053	Ingram Library Services	YOUTH PRINT GENERAL	5.14
04/29/2022	58978941	Ingram Library Services	YOUTH PRINT GENERAL	51.84
04/29/2022	59055657	Ingram Library Services	YOUTH PRINT GENERAL	188.86
04/29/2022	22-034	JACKSON, GILLIAN	REFUND - LOST GAMES FOUND	12.99
Total 982.760 · Youth Print General				1,482.69
Total 982.755 · Youth Print				1,482.69
Total 982.700 · Print				5,091.35
Total 982 · Collection Expense				9,347.33
TOTAL				**163,114.69**

4:49 PM
05/09/22
Accrual Basis

Chelsea District Library
Donation and Restricted
January through April 2022

	Jan - Apr 22	Budget	$ Over Budget
Ordinary Income/Expense			
Income			
674 · Contribution & Donation			
674.100 · Designated Adult Collection	40	40	0
674.110 · Designated Adult Programming	6,800	8,300	(1,500)
674.111 · Designated Youth Programming	5,950	7,450	(1,500)
674.112 · Designated Music Focus Programs	2,100	2,100	0
674.120 · Undesignated Donation	2,570	1,835	735
674.121 · Annual Giving	4,375	15,000	(10,625)
674.141 · Designated Technology	0	3,000	(3,000)
674.150 · Continuing Education Restricted	725	725	0
Total 674 · Contribution & Donation	22,560	38,450	(15,890)
675 · Private Grant Sources			
675.100 · Community Found Southeast MI	0	7,500	(7,500)
675.400 · Chelsea Ed Foundation	0	1,000	(1,000)
Total 675 · Private Grant Sources	0	8,500	(8,500)
Total Income	22,560	46,950	(24,390)
Gross Profit	22,560	46,950	(24,390)
Expense			
803 · Maintenance Service Contracts			
803.900 · Maint Service Contacts Restrict	0	0	0
Total 803 · Maintenance Service Contracts	0	0	0
850 · Telecommunications			
850.300 · TLN Internet Service			
850.910 · WiFi Hot Spots - Restricted	3,000	3,000	0
Total 850.300 · TLN Internet Service	3,000	3,000	0
Total 850 · Telecommunications	3,000	3,000	0
884 · Programming			
884.210 · Youth Speakers			
884.211 · Authors in Chelsea			
884.922 · Youth Prog Rest Gifts Authors	2,000	2,000	0
884.953 · Youth Prog Rest Chelsea Ed Foun	1,500	1,000	500
Total 884.211 · Authors in Chelsea	3,500	3,000	500
Total 884.210 · Youth Speakers	3,500	3,000	500
884.400 · Music Focus			
884.962 · Music in the Air - Restricted	4,000	5,388	(1,388)
Total 884.400 · Music Focus	4,000	5,388	(1,388)
884.500 · Artist in Residence			
884.970 · Artist in Resdience Restricted	290	3,500	(3,210)
Total 884.500 · Artist in Residence	290	3,500	(3,210)
884.910 · Adult Programming Restricted			
884.911 · Adult Prog Rest Gifts Comedy Sh	0	1,500	(1,500)
884.914 · Adult Prog Rest Gifts MWest LW	3,602	4,300	(698)
884.915 · Aud Prg. Rst. Gifts Purple Rose	0	1,000	(1,000)

Chelsea District Library
Donation and Restricted
January through April 2022

	Jan - Apr 22	Budget	$ Over Budget
Total 884.910 · Adult Programming Restricted	3,602	6,800	(3,198)
884.920 · Youth Programming Restricted			
884.921 · Youth Prog Rest Gifts Genl	218	1,500	(1,282)
884.923 · Youth Prog Rest Gifts SRP	100	3,950	(3,850)
Total 884.920 · Youth Programming Restricted	318	5,450	(5,132)
Total 884 · Programming	11,710	24,138	(12,428)
969 · Continuing Education Expenses			
969.600 · Staff Training			
969.940 · Staff Apprec - Restr/Covid-19	125	725	(600)
Total 969.600 · Staff Training	125	725	(600)
Total 969 · Continuing Education Expenses	125	725	(600)
980 · Capital Expense			
980.910 · Capital Restricted Gift	0	1,490	(1,490)
Total 980 · Capital Expense	0	1,490	(1,490)
982 · Collection Expense			
982.400 · Non Print			
982.930 · Non Print Restricted gifts			
982.932 · Electronic Products/Sub Restr G	0		
Total 982.930 · Non Print Restricted gifts	0		
Total 982.400 · Non Print	0		
982.910 · Adult Collection Restricted	31	90	(59)
982.920 · Youth Collection Restricted	0	40	(40)
Total 982 · Collection Expense	31	130	(99)
Total Expense	14,866	29,483	(14,617)
Net Ordinary Income	7,694	17,467	(9,773)
Net Income	7,694	17,467	(9,773)

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05/09/22
Accrual Basis

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

	Jan 22	Feb 22	Mar 22	Apr 22	Jan - Apr 22	TOTAL Budget	$ Over Budget	% of Budget
Ordinary Income/Expense								
Income								
402 · District Revenue	796,508	995,920	41,695	62,978	1,897,101	1,934,733	(37,632)	98%
501.001 · Grants	0	0	0	0	0	1,000	(1,000)	0%
540.100 · State Aid	0	0	57,264	7,869	65,133	67,000	(1,867)	97%
574.100 · Penal Fines	0	0	0	0	0	7,000	(7,000)	0%
607.100 · Non-Resident Fees	0	125	250	0	375	3,000	(2,625)	13%
607.200 · ILL Fees	0	0	0	0	0	600	(600)	0%
645.100 · Copiers & Printers	0	345	111	239	695	4,500	(3,805)	15%
665.100 · Interest	25	26	37	32	120			
666.100 · Investment Earnings	8	11	2,262	2,376	4,657	30,000	(25,343)	16%
666.500 · Investment Change in Value	(8,359)	(4,694)	(14,039)	(8,563)	(35,655)			
674 · Contribution & Donation	4,025	360	13,090	5,210	22,685	38,475	(15,790)	59%
675 · Private Grant Sources	0	0	0	0	0	8,500	(8,500)	0%
Total Income	792,207	992,093	100,670	70,141	1,955,111	2,094,808	(139,697)	93%
Gross Profit	792,207	992,093	100,670	70,141	1,955,111	2,094,808	(139,697)	93%
Expense								
701 · Personnel Expenses	82,536	93,254	94,493	86,983	357,266	1,265,279	(908,013)	28%
727 · Supplies	1,413	585	878	1,372	4,248	32,935	(28,687)	13%
801 · Professional Services	1,353	1,460	19,099	6,267	28,179	59,980	(31,801)	47%
803 · Maintenance Service Contracts	7,628	12,718	20,327	7,236	47,909	180,055	(132,146)	27%
850 · Telecommunications	1,954	4,964	3,457	1,862	12,237	43,350	(31,113)	28%
880 · Promotional Materials	1,760	11,150	3,109	2,583	18,602	72,840	(54,238)	26%
884 · Programming	7,371	7,774	10,819	25,164	51,128	127,285	(76,157)	40%
885 · Volunteer	0	0	25	13	38	2,500	(2,462)	2%
920 · Utilities	0	6,240	5,634	5,407	17,281	62,000	(44,719)	28%
960 · Board & Director Expense	0	212	136	47	395	3,800	(3,405)	10%
965 · Automation Services	13,850	0	0	9,411	23,261	43,827	(20,566)	53%
967 · Equipment	274	1,798	2,827	614	5,513	39,450	(33,937)	14%
969 · Continuing Education Expenses	720	2,992	651	4,293	8,656	26,598	(17,942)	33%
980 · Capital Expense	0	0	5,500	2,517	8,017	71,573	(63,556)	11%
982 · Collection Expense	6,684	6,510	12,697	9,347	35,238	181,630	(146,392)	19%
Total Expense	125,543	149,657	179,652	163,116	617,968	2,213,102	(1,595,134)	28%
Net Ordinary Income	666,664	842,436	(78,982)	(92,975)	1,337,143	(118,294)	1,455,437	
	666,664	**842,436**	**(78,982)**	**(92,975)**	**1,337,143**	**(118,294)**	**1,455,437**	

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05/09/22
Accrual Basis

Chelsea District Library
Profit & Loss Prev Year Comparison
January through April 2022

	Jan - Apr 22	Jan - Apr 21	$ Change	% Change
Ordinary Income/Expense				
Income				
402 · District Revenue	1,897,101.51	1,829,904.43	67,197.08	3.67%
540.100 · State Aid	65,132.98	63,341.48	1,791.50	2.83%
606.000 · Misc Income & Refunds	0.00	0.00	0.00	0.0%
607.100 · Non-Resident Fees	375.00	875.00	-500.00	-57.14%
645.100 · Copiers & Printers	694.85	0.00	694.85	100.0%
655.100 · Circulation Fines	0.00	15.10	-15.10	-100.0%
665.100 · Interest	120.46	172.51	-52.05	-30.17%
666.100 · Investment Earnings	4,655.94	5,905.09	-1,249.15	-21.15%
666.500 · Investment Change in Value	-35,655.50	-14,060.60	-21,594.90	-153.58%
674 · Contribution & Donation	22,685.01	5,942.70	16,742.31	281.73%
Total Income	1,955,110.25	1,892,095.71	63,014.54	3.33%
Gross Profit	1,955,110.25	1,892,095.71	63,014.54	3.33%
Expense				
701 · Personnel Expenses	357,265.16	336,890.70	20,374.46	6.05%
727 · Supplies	4,248.01	2,844.91	1,403.10	49.32%
801 · Professional Services	28,179.12	25,653.76	2,525.36	9.84%
803 · Maintenance Service Contracts	47,909.14	39,508.92	8,400.22	21.26%
850 · Telecommunications	12,237.05	5,468.87	6,768.18	123.76%
880 · Promotional Materials	18,602.14	18,410.09	192.05	1.04%
884 · Programming	51,127.60	29,735.65	21,391.95	71.94%
885 · Volunteer	37.94	0.00	37.94	100.0%
920 · Utilities	17,280.84	12,364.36	4,916.48	39.76%
960 · Board & Director Expense	394.58	188.88	205.70	108.91%
965 · Automation Services	23,261.03	21,419.88	1,841.15	8.6%
967 · Equipment	5,512.30	3,846.65	1,665.65	43.3%
969 · Continuing Education Expenses	8,655.41	2,619.03	6,036.38	230.48%
980 · Capital Expense	8,016.92	2,045.00	5,971.92	292.03%
982 · Collection Expense	35,238.67	53,372.89	-18,134.22	-33.98%
Total Expense	617,965.91	554,369.59	63,596.32	11.47%
Net Ordinary Income	1,337,144.34	1,337,726.12	-581.78	-0.04%
Net Income	**1,337,144.34**	**1,337,726.12**	**-581.78**	**-0.04%**

7.0

CHELSEA DISTRICT LIBRARY

Fund Balances

April 30, 2022

		Beginning Balance	Net Change	Ending Balance
General Fund				
LOCAL BANKS BALANCES				
Checking Account/ Chelsea State Bank	001.001	$815,260.15	-$97,157.33 *	$718,102.82
Paypal Account	003.002	$0.00	$300.00	$600.00
Cash on Hand		**$815,260.15**	**-$96,857.33**	**$718,702.82**
Ameriprise Account				
Fixed Income Fund	017.003	$1,515,190.09	-$6,187.74 **	$1,509,002.35
Money Market Fund	017.004	$800,000.00	$0.00	$800,000.00
Investment Partners Total		**$2,315,190.09**	**-$6,187.74**	**$2,309,002.35 ^**
Total General Fund		**$3,130,450.24**	**-$103,045.07**	**$3,027,705.17**
Debt Service Fund				
Bond Debt Retirement Fund Checking	003.008	**$177,766.03**	**$18,209.64**	**$195,975.67**

8.1

Ameriprise 04/30/2022

Account no. 0000-4823-9221-4

GL ACCOUNTS - 017.003, 017.004, 666.100, 666.500

	Beginning Balance	Transfers in or out	Interest	Fees	Withdrawl	Change in Value	Ending balance*	
12/31/21		(+) = in. (-) = out.					**$1,640,001.91**	**
01/31/22	**$1,640,001.91**	**$0.00**	**$7.54**			**-$8,358.80**	**$1,631,650.65**	
02/28/22	**$1,631,650.65**	**$700,000.00**	**$10.82**			**-$4,694.35**	**$2,326,967.12**	
03/31/22	**$2,326,967.12**	**$0.00**	**$2,262.02**			**-$14,039.05**	**$2,315,190.09**	*
04/30/22	**$2,315,190.09**	**$0.00**	**$2,375.56**			**-$8,563.30**	**$2,309,002.35**	
05/31/22	$0.00	$0.00	$0.00			$0.00	$0.00	
06/30/22	$0.00	$0.00	$0.00			$0.00	$0.00	
07/31/22	$0.00	$0.00	$0.00			$0.00	$0.00	
08/31/22	$0.00	$0.00	$0.00			$0.00	$0.00	
09/30/22	$0.00	$0.00	$0.00			$0.00	$0.00	
01/10/22	$0.00	$0.00	$0.00			$0.00	$0.00	
11/30/22	$0.00	$0.00	$0.00			$0.00	$0.00	
12/31/22	$0.00	$0.00	$0.00			$0.00	$0.00	
Balance		**$700,000.00**	**$4,655.94**	**$0.00**	**$0.00**	**-$35,655.50**	**$0.00**	
	017.003 + 017.004		666.100			666.500	017.003+017.004	

*Should match Ameriprise Statement

** Includes $100,000 remainder from 2021 - Transferred $700,000 in and transferred out $600,000.

8.2

Ameriprise **04/30/2022**

Money Market

GL 017.003

	Beginning Balance	Deposit/transfer in	Interest	Fees	Withdrawl	Change in Value	Ending balance	
12/31/21							**100,000.00**	**
01/31/22	**100,000.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**100,000.00**	
02/28/22	**100,000.00**	**700,000.00**	**0.00**	**0.00**	**0.00**	**0.00**	**800,000.00**	
03/31/22	**800,000.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**800,000.00**	
04/30/22	**800,000.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**800,000.00**	
05/31/22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
06/30/22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
07/31/22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
08/31/22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
09/30/22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
01/10/22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
11/30/22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
12/31/22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00		0.00	0.00	0.00	0.00	0.00	

Funds not needed for operations, moved to the Money Market Fund in the spring. When operating capital is needed, usually in the late summer or fall, funds will be transferred back to OC.

Chelsea District Library Cash Flow 2022 - REV 2.0 at 04/30/2022

Cash Flow Projections	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Year's Total	Budget
Beginning Balance	$269,914	$613,873	$1,159,731	$1,332,783	$1,403,429	$1,228,330	$1,151,505	$972,487	$801,988	$617,877	$452,519	$299,485		
Projected Total CDL Income	$773,232	$670,569	$218,375	$61,554	$9,352	$92,440	$5,655	$66,339	$8,265	$4,568	$4,785	$259,701	$2,175,054	
Income, % by month	35.6%	30.8%	10.0%	2.8%	0.4%	4.3%	0.3%	3.1%	0.4%	0.2%	0.2%	11.9%	100.0%	
Projected Total CDL expenditures	$193,477	$160,020	$209,325	$190,490	$184,452	$169,265	$184,672	$236,839	$182,376	$169,925	$157,819	$182,681	$2,220,342	
Expense, % by month	8.8%	7.3%	9.5%	8.7%	8.4%	7.7%	8.4%	10.8%	8.7%	7.7%	7.2%	7.4%	100.0%	
Net Projected Cash Flow	$579,755	$510,549	$9,051	($118,936)	($175,100)	($76,825)	($179,017)	($170,499)	($184,111)	($165,357)	($153,034)	$97,040	($26,048)	
Ending balance	$849,669	$1,124,422	$1,168,782	$1,213,847	$1,228,330	$1,151,505	$972,487	$801,988	$617,877	$452,519	$299,485	$396,525	($26,048)	

Actual Income & Expenses	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD TOTALS
Projected Income	$773,232	$470,569	$218,375	$61,554									1,723,730
Actual Income	$626,455	$997,450	$112,658	$76,995									1,813,559
Difference	($146,777)	$326,881	($105,717)	$15,441									89,829
Projected expenses	$193,477	$160,020	$209,325	$190,490									743,312
Actual expenses	$163,699	$148,301	$178,959	$174,152									665,101
Difference	($29,788)	($11,719)	($30,366)	($6,338)									-78,211

YTD TOTALS
Projected Income
Actual Income
Difference
Projected expenses
Actual expenses
Difference

DIRECTOR'S REPORT

Library Director's Report
Respectfully submitted for May 2022 board meeting

Out and About: Meetings Attended April 2022

Chamber Citizen of the Year and Lifetime Achievement Awards committee meeting (March 30)
Rotary meeting to discuss Mobile CDL donation (April 1)
Rotary meetings (April 5, 12, 26)
Friends Meeting (April 12 via Zoom)
Rotary board meeting (April 22)
Billy Collins Artist in Residence visit to Chelsea High School (April 22)
Billy Collins reception (April 22)
Billy Collins Artist in Residence Local Writer Engagement at Serendipity Books (April 23)
Midwest Literary Walk (April 23)

Chelsea District Library
Assistant Director's Report
April 2022

Facility update
The teenspace ceiling repair was completed the first week of May, so now we have a nice access door into the space above Teenspace without having to go through the IE. Unfortunately, it will get used sooner than later as a recent boiler repair seems to have changed the delicate equilibrium in the settings and condensation is again leaking. JCI is aware and working on it.

Near the end of April staff alerted me to a loud noise coming from the boiler room. Upon inspection, it was determined that one of the boiler pumps was the issue, and it was also observed to be leaking. It was shut down until JCI could come out the next morning, when they pronounced it dead and tried to switch us to the second boiler with the good pump. Unfortunately, that boiler would not come on, so the good pump was switched to the first boiler and Zach began the process of determining if we should replace or repair the pump. Prices are particularly high right now so once he got the quote for replacement, he began exploring a repair instead. I am waiting for his quote and he will still need to return to look at why the second boiler would not come on. We are still waiting for the condenser motor repair but they tell me it will be in May or June.

Our concrete/brick work is on the docket at Dexter Block to be scheduled for late June.

We had the plumber out this month also to repair a faucet, 2 toilets and look at the front water spigot once again. We have done repairs several times on this spigot and now it needs to be replaced, hopefully in May.

Staffing/Training
Our all-staff meeting this month was scheduled to include fire and tornado procedures but due to the Billy Collins reception the same evening, we let managers decide if they needed to meet in departments instead and I sent the procedures out via email and asked managers to review with their staff and let me know if they wanted me to review anything for them.

Budget- we had our first management discussion on April 26 and staff began filling in their budget lines. We will begin group discussions in mid-May once we have most of the income information and most of the staff input received. We are hearing preliminary feedback from staff that the quotes they are getting are higher than they expected so we will have our work cut out for us!

Volunteers- inApril we had 208 book sale volunteer hours and 121 non-book sale hours, for a total of 329 volunteer hours.
And last but certainly not least, I attended the annual staff appreciation luncheon provided by the Friends. It is one of the highlights of the year for me, when most of our staff and our Friends are in one room, enjoying good food and even better company! Thank you Friends!

Respectfully submitted- Linda Ballard , Assistant Director

April was a busy month as we prepped for Midwest Literary Walk and Billy Collins' visit to the library. This event turned out wonderfully, with record breaking attendance and an outpouring of positive feedback from attendees. Between the three author talks, the high school visit, and the writing workshop brunch, we had around 650 attendees. Other highlights for the month include:

- We hosted our second Teen Job Fair, this time in person! We had 18 teens attend and were very pleased with the results.
- Storytimes resumed in April! We have a small but enthusiastic group of parents and children attending and library life finally feels complete with these vital events restored after a trying two years. Edith Donnell is even partnering with Dr. Burney and Gary Munce to add a new and exciting musical component to the event.

Program Planning

- Librarians met to continue work on the Summer Reading Program. The online challenges were finalized and submitted to Beanstack for review, and grand prizes are being purchased. Paper logs and instructions are underway. Edith has begun recruiting volunteers for the first in person kickoff in two years.

Program Attendance

Date	Program	In-Person	Live	Recorded	Kits
Adult Programs					
4/5/2022	Reading Glasses Book Club	10			
4/16/22	Outdoor Book Club	8			
4/20/22	Solarize Chelsea	27			
4/23/22	Midwest Literary Walk	602			
4/27/2022	Michigan Aviation	15			
4/30	Purple Rose Reading		104		
Adult Program Totals		*662*	*104*		*0*
Early Literacy					
4/20	Storytime	11			
4/27	Yoga Storytime	10			
Early Literacy Totals		21			
Youth Programs					
4/26/2022	K-2 Books and Fun	8			
4/7, 4/22	READ to the Library Dog	15			

Youth Program Totals		23	0		0
Teen Programs					
4/9/2022	Teen Job Fair	18			
4/26/2022	Teen Book Club: Nimona	2			
4/8/2022	PWNED Gaming Club	3			
4/7, 4/21	That Thursday Thing	4			
Teen Program Totals		27	0	0	0
Awareness and Outreach					
4/21/2022	Pines Book Club	9			
4/14/20222	Silver Maples	15			
4/21/2022	Chelsea High School Visit with Billy Collins	25			
4/23/2022	Writing Group Brunch	17			
4/6, 4/13, 4/20, 4/274/	Walk to School Wednesdays	32			
Awareness and Outreach Program Totals		98	0	0	0

Reference, Collections, Deliveries, and Other

Services	March 2022
Reference Questions	1577
Homebound & Deposit Book Deliveries	30
OCLC Interlibrary Loan	4

During the month of March, librarians continued to observe numerous patrons of all ages visiting the library specifically to see the Frida Kahlo exhibit. Teen and tween visits during the after school hours continue to increase, with study rooms proving especially popular. And of course, March saw our return to signature in person programming for youth with Authors in Chelsea. Theanne Griffith, Katherine Arden, and James Buckley, Jr. visited Chelsea and spent two days giving classroom and assembly presentations and writing workshops at North Creek, South Meadows, and Beach Middle School. They also presented at the Washington Street Education Center for a public event the evening of March 15th to a crowd of 85 patrons of all ages. CDL, with the help of a CEF grant, provided hundreds of copies of books to the schools to get students engaged and reading. The event was truly a resounding success. Other highlights include:

- The last week of February and first two weeks of March we welcomed 211 sixth grade students into the library for personalized reading recommendations, a tour of the Ingenuity Engine, a local history presentation, and a tour of the Frida Kahlo exhibit. The visits were a success, which can be marked by multiple students returning with their parents to sign up for library cards, groups of sixth graders visiting the library after school and asking after books Stacey Comfort recommended, and a visible uptick in study room use by sixth grade student groups.
- We resumed outreach at Glazier Commons, one of the assisted living buildings at the Chelsea United Methodist Retirement Community. Gabrielle Hopkins provided a spelling bee, engaging with residents and promoting our home delivery services.
- We welcomed a group of homeschool families into the library for a tour of the Ingenuity Engine and crafting activities in the McKune Room. This was their first in person group meeting at the library and there were many happy faces!
- We partnered with Matt to host a makerChelsea Motawi Tile event and received glowing feedback from patrons in attendance. Adults are really enjoying coming back into the library for hands-on activities.

Program Planning

- Midwest Literary Walk planning is in full swing! We met with Literati and Serendipity to strategize sales. We also met with Rich Fahle to discuss event logistics and promotions. Brochures, bookmarks, and other promo materials were proof read and approved. Author arrival details and transportation and accommodations were arranged, and we did a walk through of the First United Methodist Church.
- We've begun planning contacting presenters and making plans for fall programming.
- Librarians continue to work on creating the virtual and paper reading challenges for the Summer Reading Program. Sponsors were finalized and added to the newsletter, and we've created a list of grand prizes to acquire.

Program Attendance

Date	Program	In-Person	Live	Recorded	Kits
Adult Programs					
3/1/2022	Reading Glasses Book Club		6		
3/3/22	Growing Frida's Garden in Michigan		10	5	
3/5/22	Purple Rose Reading		126		
3/21/22	makerChelsea: Motawi Tile	30			
Adult Program Totals		*30*	*142*	*5*	*0*
Youth Programs					
3/1/2022	Tween Book Club: Alexander Hamilton		6		
3/2,3/19, 3/16, 3/23	Walk to School Wednesdays	30			
3/3/2022	READ to the Library Dog	7			
3/10/2022	READ to the library dog	10			
3/15/22	AIC North Creek 2nd Grade	163			
3/15/22	AIC South Meadows	248			
3/16/22	AIC North Creek 1st Grade	154			
3/16/22	AIC South Meadows	248			
3/15/2022	AIC Night with the Authors	85			5
3/23/2022	After School Science Snacks		10		
3/24/2022	Homeschool Meetup Ingenuity Engine	17			
3/25/2022	READ to the Library Dog	9			
3/22/2022	Family Read Aloud Book Club	15			
Youth Program Totals		986	16		5
Teen Programs					
3/1/2022	Frida's Garden: Ofrendas	6			
3/3/2022	That Thursday Thing: Mini Cloud Lamps/Frida Flower Terrariums	9			
3/8/2022	Teen Book Club: Small Spaces	5			
3/10/2022	6th Grade Class Visit: Knupp 2	45			

3/11/2022	PWNED Gaming Club	5			
3/16/2022	AIC Writing Workshop: Doma/Blue	12			
3/15/2022	AIC Class Visit: Doma/Blue	60			
3/15/2022	AIC Class Visit: Knupp/Gold	60			
3/16/2022	AIC Writing Workshop: Knupp/Gold	15			
3/24/2022	That Thursday Thing: Tech Take Apart	5			
Teen Program Totals		222	0	0	0
Awareness and Outreach					
3/10/2022	Pines Book Club	13			
3/11/20222	Glazier Spelling Bee	10			
Awareness and Outreach Program Totals		33	0	0	0

Reference, Collections, Deliveries, and Other

Services	March 2022
Reference Questions	1570
Homebound & Deposit Book Deliveries	20
OCLC Interlibrary Loan	1

Information Technology News

Respectfully Submitted
by Scott Rakestraw

CHELSEA DISTRICT LIBRARY
BOARD REPORT
APRIL 2022

New Technology Deployed

Meet the new monitor for McKune! This smartTV features built-in wireless connections from any Apple or Android device. We also added wireless dongles for Windows devices. Now when the meeting calls for a wireless video connection, we're ready!

The Large Study room also has a monitor. Since wireless connections are always helpful, we added this functionality for the study room as well.

The good news is these dongles will also work with HDMI overhead projectors and a large screen!

Ingenuity Engine Room

88 visitors this month in the IE, including a family of crafters and some quilters who came in for a special Saturday session.

Three Generations Crafting in the lab!

OFF THE CHARTS!

STATS

ONLINE DATABASES: FEB/MARCH

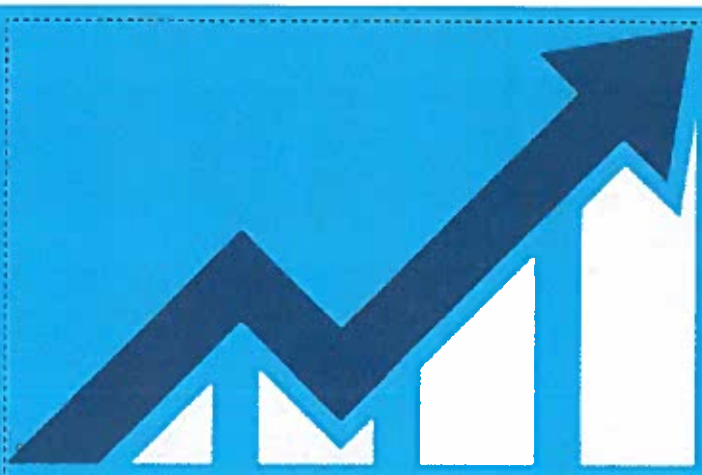
Last Month	Rank	Site	Clicks	Uniques
1	1	Home Work Help Now Home	72	72
12	2	Ancestry	68	61
4	3	NoveList K8	62	60
2	3	Consumer Reports	62	57
3	5	Sun Times News	51	51
9	6	Michigan eLibrary	49	44
13	7	Britannica School	46	43
9	8	Chelsea Update	45	45
6	8	NoveListPlus	45	45
8	10	Opposing View Points in Context	44	44
13	11	Michigan Legal Help	42	42
15	12	Demographics Now	39	39
6	12	Stories of Chelsea	39	39
5	12	My Heritage	39	38
23	15	Unemployment Help	38	38
24	15	United States Census	38	38
15	17	Scholastic Teachables	37	36
19	18	Lynda.com [Linked In Learning]	35	29
11	19	Historic Newspapers	34	28
24	20	WorldCat.org	33	33
17	21	Michigan Secretary of State	30	30
19	22	Adult Learning Center	29	29
19	22	Michigan Voter Information Center	29	29
19	24	Newspaper Source Plus	28	27
17	25	Pronunciator	27	27
25	26	My Free Taxes	20	20

OFF THE CHARTS!

DATA SERVICES

DATA SERVICES		JAN	FEB	MAR
2316.4	Hotspots: Total GB Used - Township Halls	992.6	1020.4	303.4
30.9	-- Lima Township (GB)	11.2	9.4	10.3
84.8	-- Sylvan Township (GB)	33.7	22.7	28.4
2200.7	-- Mobile Beacon (GB)	947.7	988.3	264.7
99	Hotspot Devices Circulated	42	26	31
957	Public Internet - Computer Sessions	288	285	384
1247	Public Internet - Wireless Logins	414	404	429

ONLINE SERVICES		JAN	FEB	MAR
33261	Website Sessions	11836	10663	10762
16206	Website Users	5817	5119	5270
4911	AUDIO Downloads Total	1681	1525	1705
3702	-- Audio: Overdrive	1298	1106	1298
1209	-- Audio: Hoopla	383	419	407
406	VIDEO Downloads Total	156	119	131
2	-- Video: Overdrive	1	1	0
404	-- Video: Hoopla	155	118	131
5004	EBook Downloads Total	1727	1660	1617
4649	-- Video: Overdrive	*1590*	*1572*	*1487*
336	-- Video: Hoopla	*137*	*88*	*111*
10321	TOTAL Downloads	3564	3304	3453



OFF THE CHARTS!

CHELSEA Senior Center

Total Hours	Date	OnSite Hours	OffSite Hours
34.00	APRIL	29.50	4.50
	4/4/2022		
	4/4/2022		2.00
	4/5/2022	4.00	
	4/7/2022	4.00	
	4/11/2022	4.00	
	4/14/2022	1.00	
	4/19/2022	4.00	
	4/21/2022	4.00	
	4/25/2022	4.00	
	4/27/2022	1.50	
	4/27/2022	1.00	
	4/28/2022	2.00	
	April - eMail		2.50

Communications Coordinator Monthly Board Report (April 1–30, 2022):

April is an exciting month at CDL, with our biggest event of the year—the Midwest Literary Walk. This year's Walk was particularly gratifying, as it was the first time being in-person since 2019. We kicked off the weekend with a lovely reception with Billy Collins on Friday night. I assisted in the planning, execution, and communication of the reception. The Walk on Saturday featured three unique and engaging authors. In addition to many positive comments on the surveys, we had record-setting attendance relative to prior years.

Statistically, ticket sales for concerts, plays, and other artistic events in Metro Detroit are down 30% since the pandemic; to have three full venues was fantastic. One attendee even noted that it was the first and only in-person event she had attended since the start of the pandemic. Other comments included: "terrific", "delightful", "love our local library", "fabulous", and "It was such a creative, uplifting day."

In addition to my regularly planned duties, I coordinated with the Lit Walk team to create a wayfinding plan to ensure visitors could navigate to the three locations, assisted with set-up and survey collections, and live-posted on social media. It takes many hands to pull off an event like this, and this team coordinated incredibly well to make some last minute unscheduled radio interviews, unexpectedly set up an entire room of chairs, work around a scrap metal drive and an art show at the WSEC, and more to run a successful event. I was proud to be a small part of it.

Social Media:

Social media is part of the library's branding and outreach. Each month I track statistics to see how our performance tracks month to month and to see what posts get the best engagement. April saw increases in followers on all library channels. Due to the success of Twitter engagement in March, I spent more time working on that platform in promotion of Midwest Literary Walk. Continuing on our positive trend of author engagement, we reached almost 30,000 people in April. This was largely due to the engagement of authors Don Winslow and Ashley C. Ford. Several attendees specifically identified Don Winslow's Twitter account as the way they heard about the event. Having nationally recognized authors engage with our brand not only helps in future author recruitment, but also raises the profile of the library, Midwest Literary Walk, and Chelsea as a host of such a well received event.

April Social Media Metrics

CDL Facebook

2,900 followers (+12) | 309 page visits ↑ | 7,774 page reach ↓

CDL Instagram:

Followers: 598 (+16) | 49 profile visits ↓ | 391 page reach ↑

CDL Twitter:

Followers: 1,602 (+4) | 127 profile visits ↓ | 2,960 Impressions ↓

Paid Advertising:

Midwest Literary Walk | $ spent - $25 | Reached 2,110 people | 34 links clicked

Program Registrations:

11 Program registrants identified social media as where they heard about the program*

**Note: drop-in programs including Midwest Literary Walk are not included in registration statistics because we do not capture that data.*

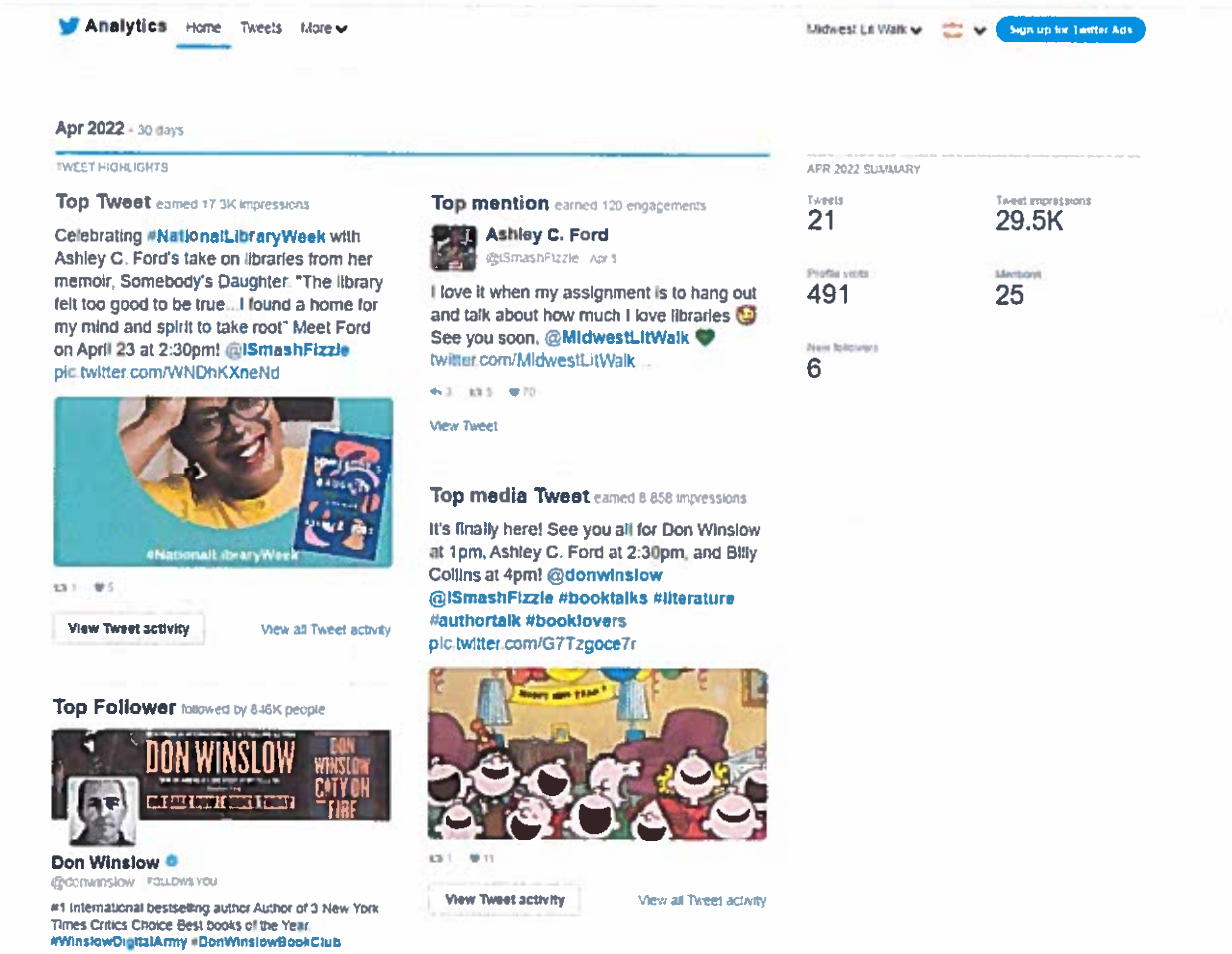
Midwest Literary Walk (MLW):

MLW Facebook

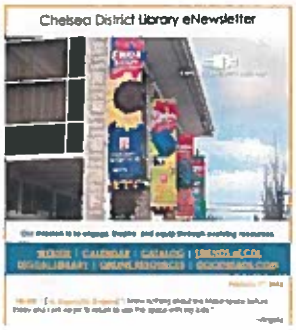
363 followers (+11) | 85 profile visits ↑ | 1,454 page reach ↑

MLW Twitter

Followers: 114 (+6) | 491 profile visits ↑ | 29,500 Impressions ↑ (!!!)



eNewsletters: CDL eNews has 3,132 subscribers ↑ | MLW eNews has 391 subscribers ↑



April Metrics:

- We sent 5 weekly newsletters
- 44% Open Rate (+9% from industry avg)
- 54 program registrants identified the eNews as the marketing channel where they heard about the event.

April Metrics:

- We sent 3 weekly eNewsletters
- 58.3% Open Rate (+24% from industry average)

Other miscellaneous duties:

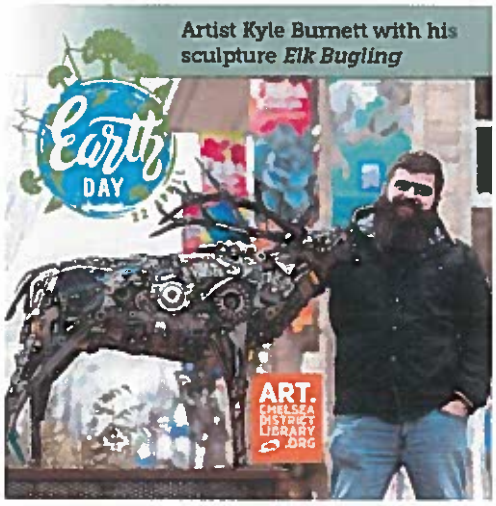
- I coordinated with Scott, Linda, and Shannon to update the CDL volunteer page of the website to clarify open positions and incorporate a more user-friendly application for new volunteers.
- Assisted in recognition of our volunteers during national volunteer week by creating a slide for the library monitors and creating content for social media and the eNews.
- Scheduled ALA-themed social media campaign for National Library Week
- Continued research and planning for the Gifts That Go Places campaign for Mobile CDL

Monthly Board Report (April 1–30, 2022)

Creative and Graphic Assets Manager

Work on advertising and support materials for the Midwest Literary Walk (MLW) continued in April. Advertisements appeared in print and digital formats, including local newspapers and in Chelsea Update. I developed a mailing list, addressed, stamped, and mailed 125 postcards promoting the walk. I created graphics promoting the event in coordination with the Chelsea Area Chamber of Commerce. I designed and printed MLW notepads distributed at the event. More than a dozen new signs were designed, fabricated, and installed. I created surveys and a new map that included WSEC. I took sponsor photos for SRP and MLW, and worked with Burrill to photograph all three MLW venues. I secured an additional photographer to take photos at the school with Billy Collins and he also photographed the reception in McKune. I worked at the Friday night reception and on the day of the event, setting up, coordinating, installing, collecting surveys, moving materials from one venue to the next, and cleaning up at the end of the event. I purchased balloons for the sidewalk signs and new, more durable materials for the outdoor signs.

I managed the flow of materials and information to create the summer newsletter, compiled more than 160 revisions for the first draft into one document, and coordinated the additional changes to subsequent drafts. I oversaw the final file submission, working with staff and outside vendors. I worked with a graphic designer to create and complete the brand graphics for the bookmobile fundraising campaign featured on the back cover of the newsletter.



Artist Kyle Burnett with his sculpture *Elk Bugling*

In celebration of Earth Day and the *Elk Bugling* statue at the library, I created and published entry slips, signs, videos, and a display in the lobby featuring a prize drawing giveaway with three prizes. I made a landing page to enable people to enter online, directing them to the detailed pictures included on the library's art website. My graphics were used to promote the contest in the e-newsletter and the library display cases.

I worked with the City of Chelsea to reserve and scheduled the installation of the Summer Reading Program (SRP) light pole banners and swapped the old, worn summer building banners for new ones.

During the month, I gathered data for the proposed 2023 Marketing budget. I solicited vendors and contractors to establish a cost estimate based on the escalating prices of materials typically used for marketing promotions and campaigns.

I attended a virtual webinar discussing content-based SEO and how to rank higher in searches naturally.

Respectively submitted,
Elaine Medrow

Circulation Supervisor's Report
APRIL 2022

- Circulation – 23,181 in APRIL;

- Patron Count- 8,324 for APRIL;

- Circulation by township- for APRIL:
  - Dexter = 11% of total transactions
  - Lima = 13% of transactions
  - Lyndon =13% of transactions
  - Sylvan = 19% of transactions
  - Chelsea = 33% of transactions

- APRIL Circulation: 82% were items from Chelsea and 18% were inter-loaned items.

  Libby = 2862 in APRIL; Hoopla = 666; Kanopy = 104 in APRIL.

- Registrations for APRIL-- 72 new cards; 5418 total card holders
  *Dexter = 677 cards; Lima = 619 cards; Lyndon = 744 cards
  *Sylvan = 942 cards; Chelsea = 2032 cards; Nonresident = 404 cards

- Self-Check Machine: APRIL 1034 or 4% of total checkouts

APRIL Notes:

- Attended weekly management meetings.
- Circ was busy with three, 6th grade classes visiting the library and getting 1st time cards or renewing existing cards.
- The April staff meeting was for departments. With so many new circ assistants & aides we always have a lot of items to cover & updates to discuss so our department meetings are full.
- Worked my PIC shifts each week.
- Jean, Amy & I attended a MeLCat webinar in preparation of us going live sometime in June.
- We received 114.5 tubs from TLN in April, with 5.5 being the daily average.
- Beth Easterwood celebrated her 18th year at CDL and Beth Goodgall her 4th anniversary!

Respectfully submitted,
Terri Lancaster
Head of Circulation

2021 CIRCULATION REPORT - PATRONS

Chelsea District Library
Monthly New Registration 2022

	District	NonRes	School	Other	Total Month	Grand Total	Chel	Dext	Lima	Lyndon	Sylvan
							New Regisitrations by Municipality				
January	81	6	0	2	89	5435	32	11	13	16	10
February	117	6	0	1	124	5391	43	9	19	17	30
March	139	10	1	1	151	5531	68	6	14	23	28
April	62	9	0	1	72	5418	28	5	7	9	14
May					0						
June					0						
July					0						
August					0						
September					0						
October					0						
November					0						
December					0						
Totals					436		171	31	53	65	82

Average Daily Door Count 2022

	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Total
Jan.	273	282	257	254	302	240	169	7,380
Feb.	341	365	331	287	280	319	194	7,506
March	326	330	362	431	329	267	182	9,598
April	303	323	325	319	282	270	61	8,324
May								
June								
July								
August								
Sept.								
Oct.								
Nov.								
Dec.								
Total								32,808
Monthly average								8202
Avg. % increase								

Registered Card Holders

	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
District	9147	9002	9083	9109	9064	7837	7753	6361	6295	5135	5014
Dexter	1222	1206	1211	1215	1230	1087	1101	884	874	697	677
Lima	1174	1156	1133	1109	1109	996	965	802	794	634	619
Lyndon	1579	1538	1539	1546	1522	1302	1255	1005	970	778	744
Sylvan	1786	1693	1662	1667	1641	1412	1426	1192	1167	956	942
CityChel	3386	3409	3538	3572	3562	3040	3006	2478	2490	2070	2032
NonRes	744	640	649	655	625	575	609	562	582	414	404
Freedon	7	6	6	6	7	0	1	0	0	0	0
Sharon	141	118	122	118	110	107	112	104	105	88	90
Waterlo	365	336	348	352	333	249	268	252	245	195	186
GrassLi	15	26	29	28	25	37	36	22	21	4	4
Other	216	154	144	151	150	182	192	184	211	127	124
Totals	9891	9642	9732	9764	9689	8412	8362	6923	6877	5549	5418

Trans	% Tot	SEMCOG Dec2020	% of Pop		
Apr-22	Trans	Pop.	Regist	% of Entity Pop.	
17,278		16126			
1871	11%	2634	26%	39.34.%	Dexter
2190	13%	2058	30%	51.15%	Lima
2296	13%	2656	28%	100.00%	Lyndon
3324	19%	3311	28%	100.00%	Sylvan
5687	33%	5467	37%	100.00%	CityChel
			30%		
314	2%				
232	1%				
563	3%				
3	0%				
798	5%				
	100%				

These are actual checkout #'s, there is no way to get the breakdown to add download #'s.

Chelsea District Library
2022

	Average Daily Circulation							2022		
	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Total	*2021*	%Diff.
Jan.	615	503	524	523	698	515	431	20837	14244	46%
Feb.	878	1094	801	788	825	582	536	20678	13797	50%
March	623	716	600	677	627	496	500	23746	14126	68%
April	649	727	570	494	642	570	371	23181	11424	103%
May									11557	
June									15396	
July									27391	
August									24072	
Sept.									24077	
Oct.									24457	
Nov.									23334	
Dec.									20002	
Total								88442	223877	
Mnth Avg								*22,111*	*18,656*	
Avg.% Inc.								with OD & RB, & deposit collection ckouts.		67%

These figures represent all materials charged, renewed, or routed out, not just ours & include eItems & deposit collections

	SlfChk/ Check-outs only			
2021 Totals	2022 Total	Days	Per Day	% ChkOuts
0	829	29	29	4%
0	978	25	39	5%
0	1109	30	37	5%
0	1034	29	36	4%
0	0			
0	0			
0	0			
0	0			
0	0			
0	0			
0	0			
0	0			
2072	**3950**			**4%**

This is based on actual checkouts, Libby, Kanopy & Hoopla are done

2022	Items Added	Total Items
Jan	993	71,216
Feb	447	71,323
Mar	566	71,718
April	604	72,032
May		
June		
July		
Aug		
Sept		
Oct		
Nov		
Dec		
Total/ Avg	2,610	71,572

RB Digital Circ (e-magazines)		
		2021
Jan		634
Feb		606
Mar		644
April		
May		
June		
July		
Aug		
Sept		
Oct		
Nov		
Dec		
Total	0	1884

Libby Circ (e-books, a-books & music)		
	2022	2021
Jan	3065	3107
Feb	2795	2893
Mar	3037	3196
April	2862	2912
May		3084
June		2926
July		2799
Aug		2993
Sept		2885
Oct		2902
Nov		2861
Dec		2837
Total	11759	35395

Hoopla books.music.movies		
	2022	2021
Jan	609	790
Feb	735	724
Mar	663	725
April	666	837
May		687
June		649
July		668
Aug		747
Sept		638
Oct		656
Nov		638
Dec		662
Total	2673	8421

Kanopy		
	2022	2021
Jan	71	81
Feb	101	75
Mar	193	130
April	104	95
May		138
June		184
July		95
Aug		88
Sept		94
Oct		94
Nov		84
Dec		82
Total	469	1240

RB Digital part of Overdrive starting in April 2021

Item Circulation 2021

2022

	All items rced at Chel inc: eitems & at other TLN	Only Chel items circed at Chel inc: eitems	% of Chel items circed at Chel	Other items circed at Chel	% other items circed at Chel	All Chel items charged/ renewed anywhere in system	Chel items circed other libaries	Total: All Chel items circed + TLN items + eitems
Jan.	19,149	14,997	78%	4,152	22%	16,685	1,688	20,837
Feb.	17,661	13,819	78%	3,842	22%	16,506	2,687	20,678
March	22,370	17,924	80%	4,446	20%	19,300	1,376	23,746
April	21,638	17,700	82%	3,938	18%	19,243	1,543	23,181
May				0			0	
June				0			0	
July				0			0	
August				0			0	
Sept.				0			0	
Oct.				0			0	
Nov.				0			0	
Dec.				0			0	
Totals	**80,818**	**64,440**	**80%**	**16,378**	**20%**	**71,734**	**7,294**	**88,442**
Mnth Avg	*20,205*	*16,110*		*4,095*		*17,934*	*1,824*	*22,111*
	#1	#2		#3		#4	#5	#6

2022 Circulation by Department - Percentage

	Adult	Youth	Teen
January	56%	40%	4%
February	55%	41%	4%
March	51%	45%	4%
April	52%	45%	3%
May			
June			
July			
August			
September			
October			
November			
December			
Yearly Avg.	**54%**	**43%**	**4%**

2022 Circulation by Department - Total Checkouts

	Adult	Youth	Teen
January	8,620	6,189	554
February	7,633	5,779	604
March	9,300	8,337	762
April	9,055	7,671	571
May			
June			
July			
August			
September			
October			
November			
December			
Yearly Total	**34,608**	**27,976**	**2,491**

ACTION ITEMS

Action Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

April 19, 2022, Board Packet

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

Accept April donations and changes to the 2022 FY Budget.

		Income Line -	Expense Line	
David & Nancy McKinnon	Non-Designated (In Memory of Dudley Holmes)	674.120	980.910	$25.00
John & Lexa O'Brien	Non-Designated (In Memory of Dudley Holmes)	674.120	980.910	$100.00
Jim & Deb Holefka	Non-Designated (In Memory of Dudley Holmes)	674.120	980.910	$100.00
Robert Franklin Sr.	Non-Designated (In Memory of Dudley Holmes)	674.120	980.910	$100.00
Andrea Holmes	Non-Designated (In Memory of Dudley Holmes)	674.120	980.910	$250.00
Terri & Dan Lancaster	Non-Designated (In Memory of Ray Lutousky)	674.120	980.910	$50.00
Terri & Dan Lancaster	Non-Designated (In Memory of Allyn Seitz)	674.120	980.910	$50.00
Leigh Billings	Non-Designated	674.120	980.910	$50.00

Sub Total: $725.00

Acknowledge the donations below that are already in the budget.

Sub Total: $00.00

Total General Donations: $725.00

Acknowledge the donations below toward the CDL Endowment.

Anne Merkel, Board Secretary

Date

DISCUSSION ITEMS

Discussion Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

May 17, 2022 Meeting

Mobile CDL

Background:

The library and the board continue to take steps for the purchase of a bookmobile. The bookmobile is a major part of the current strategic plan. The board has approved the Community Outreach Committee to enter into negotiations with the chosen vendor.

COMMITTEE INFO & MINUTES

Chelsea District Library
Board of Trustees
2022 Board Committees

Governance
Appendix #3
Approved: January 18, 2022

	Community Outreach Committee	Personnel Committee	Finance Committee	Policy Committee	Nominating Committee
TJ Helfferich			X		X
Anne Merkel	X	X		Chair	
Gary Munce	Chair		X		
Patricia Garcia				X	X
Charlie Taylor	X	Chair		X	
Susan Lackey			Chair		X
Jan Carr		X			Chair

Anne Merkel

Anne Merkel, Board Secretary

1-18-22

Date