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

July 19, 2022
6:45 pm

McKune Room at the Chelsea District Library

CHELSEA DISTRICT LIBRARY BOARD OF TRUSTEES
Tuesday, July 19, 2022—6:45 p.m.
McKune Room

AGENDA

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

6:50 Presentation: Shannon Powers on the 1st Amendment

7:20 Compulsory Segments
Board Meeting Minutes Approval – June 21, 2022
Approval of the June Operational Checks
Approval of June Financial Reports
Director's Report & Friends Report

7:40 Public Comment

7:45 Action Items
1. Donations
2. Salary Survey Recommendations on Ranges
3. Budget Hearing Notice

7:55 Discussion Items
1. Mobile CDL
2. Staff In-Service
3. Board Retreat

8:05 Reports
Policy Committee
Finance Committee
Personnel Committee
Nominating Committee
Community Outreach Committee

8:10 Public Comment

8:15 Other Items

8:20 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, June 21, 2022 6:45pm
Meeting Location: McKune Room

Trustees in Attendance: TJ Helfferich, J. Carr, S. Lackey, P. Garcia, & G. Munce.

Absent: A. Merkel & C. Taylor.

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

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 S. Lackey, SECONDED by J. Carr to approve the agenda, as submitted. Discussion: None

All Ayes: 5-0

Presentation: 2021 Audit by Christina LaVielle from Yeo & Yeo, P.C.
Christina noted that Alan had presented this same material to the Finance Committee.

- Went over the opinion, which was unmodified, the highest level of assurance.
- Balance sheet is healthy; nothing fluctuated much from the previous year.
- Revenue increased, due to property values.
- Went over Governance Letter.

Compulsory Segments:
Minutes and Approval of Checks
MOTION made by G. Munce, SECONDED by P. Garcia to approve the minutes of the May 17, 2022 Board Meeting. Discussion: None

All Ayes: 5-0

MOTION made by G. Munce, SECONDED by S. Lackey to accept the General Fund Operational Checks for May, 2022. Discussion: None

All Ayes: 5-0

MOTION made by S. Lackey, SECONDED by J. Carr to accept Financial Reports for May, 2022. Discussion: None

All Ayes: 5-0

Director's Report Update:

L. Coryell update:

- Lori noted the information shared in her board report and answered a question from a previous meeting that yes, the library's checking accounts are interest generating.

Friends Report:

- Committed to a $1,000 matching donation for Mobile CDL.
- Jewelry sales went very well, as did the June book sale.

Other Reports Notes: TJ and Gary asked about sustainable options for CDL and a brief discussion ensued.

Public Comment: None

Action Item #1: Donations

MOTION made by G. Munce, SECONDED by S. Lackey to approve the library's May donations. Discussion: None.

All Ayes 5-0

Action Item #2: 2022 Budget Adjustment

MOTION made by S. Lackey, SECONDED by P. Garcia to move the requested funds within the 2022 budget to cover the Metasys upgrade and Mobile CDL shirts. Discussion: None.

All Ayes 5-0

Discussion Item #1: Mobile CDL
Lori shared that we received the T-Mobile grant and that a soft-fundraising letter has been crafted and further outreach is planned for July. She also shared good feedback was received during the SRP, in terms of where Mobile CDL should go. She is also going to ask the townships to put the Mobile CDL website link on their webpages.

Discussion Item #2: Salary Survey Recommendation on Ranges
The survey recommended that the library move the salary ranges annually to keep up with costs of living. The library would like to ask the board to move the range 3% for 2022 and 6% for 2023 and to allow the library to continue to move the ranges using COLA going forward. This will allow the library to stay closer to real-time ranges and will require less catch-up after the next salary survey. Lori emphasized that the range movement will not necessarily coincide with employee raises, but that it's important for the ranges to move with COLA. This item will move to Action next month.

Discussion Item #3: 2021 Audit Approval
Susan talked about some of the checks and balances that the auditor recommended at the Finance Committee meeting. Consensus amongst the library and the board was that the audit went very well and that the new firm had done a great job. Lori asked that the audit move for approval immediately, so that she could include it with her Qualifying Statement with the State by the end of the month.

MOTION made by S. Lackey, SECONDED by G. Munce to move Discussion Item #3 to Action Item #3, to approve the 2021 audit. Discussion: None.

All Ayes 5-0

Action Item #3: 2021 Audit Approval
MOTION made by S. Lackey, SECONDED by G. Munce to approve the 2021 audit as presented. Discussion: None.

All Ayes 5-0

Committee Reports

Policy Committee – Will be meeting soon and hopes to have policies ready for board in July.

Finance Committee –

Personnel Committee –

Nominating Committee –

Community Outreach Committee –

Public and Board Comment: None

Other Items: Lori announced that Shannon will present on the 1st Amendment at the July meeting. Linda spoke about several big repairs, specifically the boilers, that are up for maintenance/replacing. Jan suggested that an article be ready for the Mobile CDL vehicle launch.

Adjournment:
MOTION made by G. Munce, SECONDED by J. Carr to adjourn the meeting at 8:09 p.m.

All Ayes 5-0

_____ _____
Anne Merkel, Board Secretary Date

FINANCE REPORTS

07/15/22

Chelsea District Library
List of Checks for Board Approval
June 2022

Date	Num	Name	Memo	Amount
701 · Personnel Expenses				
701.100 · Wages				
701.120 · Retirement Pick up ER				
06/03/2022	PR 20220603		RETIREMENT - Employer Contribution to retirement accounts	-1,294.81
06/13/2022	PR 20220617		RETIREMENT - Employer Contribution to retirement accounts	-1,476.81
06/14/2022	20220530	Alerus Financial	2022 - 06/17/2022 FLEX TO 457(b)	1,476.81
06/27/2022	PR 20220701		RETIREMENT - Employer Contribution to retirement accounts	-1,294.81
06/27/2022	20220613	Alerus Financial	2022 - 07/01/2022 PR FLEX TO 457(b)	1,294.81
Total 701.120 · Retirement Pick up ER				-1,294.81
701.100 · Wages - Other				
06/03/2022	PR 20220603		WAGES	41,137.62
06/13/2022	PR 20220617		WAGES	42,641.74
06/27/2022	PR 20220701		WAGES	42,111.01
Total 701.100 · Wages - Other				125,890.37
Total 701.100 · Wages				124,595.56
701.110 · Retirement-Contributions - EE				
06/03/2022	PR 20220603		RETIREMENT PICK UP - Defcmp 2-457 EE457(b)	-2,461.12
06/13/2022	PR 20220617		RETIREMENT PICK UP - Defcmp 2-457 EE457(b)	-2,461.12
06/14/2022	20220530	Alerus Financial	2022 - 06/17/2022 PR EE PERSONAL CONT	2,461.12
06/27/2022	PR 20220701		RETIREMENT PICK UP - Defcmp 2-457 EE457(b)	-2,463.72
06/27/2022	20220613	Alerus Financial	2022 - 07/01/2022 PR EE PERSONAL CONT	2,463.72
Total 701.110 · Retirement-Contributions - EE				-2,461.12
701.115 · 401A Retirement Matching				
06/03/2022	PR 20220603		401 A MATCHING - Mers ER	1,482.48
06/13/2022	PR 20220617		401 A MATCHING - Mers ER	1,664.48
06/27/2022	PR 20220701		401 A MATCHING - Mers ER	1,493.23
Total 701.115 · 401A Retirement Matching				4,640.19
701.200 · FICA				
06/03/2022	PR 20220603		FICA EMPLOYER (FICA ER + MED ER)	3,078.56
06/13/2022	PR 20220617		FICA EMPLOYER (FICA ER + MED ER)	-29,247.34
06/27/2022	PR 20220701		FICA EMPLOYER (FICA ER + MED ER)	3,084.45
Total 701.200 · FICA				-23,084.33
701.300 · Flex Benefits				
06/03/2022	PR 20220603		Dep Life (CA & DL & HI) - (Additional Life Ins + Dependant Life Ins)	-8.28
06/03/2022	PR 20220603		Health Insurance - (Medical Insurance)	-1,637.51
06/09/2022	221580099267	Blue Care Network of Michigan	2022 - JUL 2022 MED INS	3,492.40
06/13/2022	PR 20220617		Dep Life (CA & DL & HI) - (Additional Life Ins + Dependant Life Ins)	-8.28
06/13/2022	PR 20220617		Health Insurance - (Medical Insurance)	-1,535.03
06/27/2022	PR 20220701		Dep Life (CA & DL & HI) - (Additional Life Ins + Dependant Life Ins)	-8.28
06/27/2022	PR 20220701		Health Insurance - (Medical Insurance)	-1,611.89
06/28/2022	20220611	Unum Life Insurance Co	2022 Premium JUL	900.59
Total 701.300 · Flex Benefits				-416.28
701.400 · Unemployment				
06/03/2022	PR 20220603		MICHIGAN SUI - HEARTLAND BEGAN 03/26/21	0.00
06/13/2022	PR 20220617		MICHIGAN SUI - HEARTLAND BEGAN 03/26/21	0.00
06/27/2022	PR 20220701		MICHIGAN SUI - HEARTLAND BEGAN 03/26/21	0.00
Total 701.400 · Unemployment				0.00
Total 701 · Personnel Expenses				103,274.02
727 · Supplies				
727.200 · General Operations				
06/09/2022	59388201	ABSOPURE	2022 - BOTTLED WATER - COOLER RENTAL	12.00
06/21/2022	1WMK-DJ96-CNPF	Amazon Capital Services Inc	KF94 MASKS	31.18
06/27/2022	88430747	ABSOPURE	2022 - BOTTLED WATER - COOLER RENTAL	45.00
Total 727.200 · General Operations				88.18
727.300 · Material Processing				
727.310 · Matl Processing Tags				
06/09/2022	INV-US54584	Bibliotheca, LLC	ANNUAL SUPPORT AND MAINTENANCE	6,600.00
Total 727.310 · Matl Processing Tags				6,600.00
727.320 · Matl Processing Cases				
06/08/2022			L/C CIRC - SUPPLIES MATERIALS	-8.00
06/13/2022			L/D SUPPLIES-MAT	-51.12

Chelsea District Library
List of Checks for Board Approval
June 2022

Date	Num	Name	Memo	Amount
Total 727.320 · Matl Processing Cases				-59.12
727.330 · Matl Processing Other				
06/01/2022	7132616	Demco Inc.	SUPPLIES	42.24
06/28/2022	SINV0034835	K-Sun Corp.	1" BLACK ON WHITE TAPE	596.40
06/28/2022	SINV0034835	K-Sun Corp.	BUY 5 GET 1 FREE OFFER	-99.40
06/28/2022	SINV0034835	K-Sun Corp.	SHIPPING	16.99
Total 727.330 · Matl Processing Other				556.23
727.340 · Repairs				
06/01/2022	7132616	Demco Inc.	NORBOND	12.93
Total 727.340 · Repairs				12.93
Total 727.300 · Material Processing				7,110.04
727.500 · Cleaning				
727.520 · Cleaning Supplies				
06/09/2022	4121413158	Cintas Corporation-300	SOAP	19.77
Total 727.520 · Cleaning Supplies				19.77
727.530 · Cleaning Rugs				
06/09/2022	4121413158	Cintas Corporation-300	RUGS	125.84
Total 727.530 · Cleaning Rugs				125.84
Total 727.500 · Cleaning				145.61
727.700 · Postage				
727.720 · Postage-Operating Postage				
06/28/2022	1021002316	Pitney Bowes	2022 PITNEY BOWES METER RENTAL 07/16 - 10/15/2022	71.25
Total 727.720 · Postage-Operating Postage				71.25
Total 727.700 · Postage				71.25
727.800 · Maintenance				
727.810 · Maintenance Light Bulbs				
06/27/2022	1HVQ-KLKW-DLQ4	Amazon Capital Services Inc	LED FLOOD LIGHTS - DIMMABLE	49.99
Total 727.810 · Maintenance Light Bulbs				49.99
727.830 · Maintenance General				
06/21/2022	202207714	Costco Anywhere Visa	2022 FOLDING LADDER - STUDYROOM ROOF ACCESS	77.66
06/27/2022	13682/154	Great Lakes Ace Hardware	LOPPER - LAWN BAGS	36.08
Total 727.830 · Maintenance General				113.74
Total 727.800 · Maintenance				163.73
Total 727 · Supplies				7,578.61
801 · Professional Services				
801.010 · Attorney				
06/09/2022	834095	Foster Swift Collins & Smith	INV 834095 - ACH POLICY DRAFT	225.00
Total 801.010 · Attorney				225.00
801.040 · Bookkeeper				
06/01/2022	20220602	Ballard, Kerry	BOOKKEEPING THROUGH 06/02/2022	350.00
06/14/2022	220616	Ballard, Kerry	BOOKKEEPING THROUGH 06/16/2022	500.00
06/14/2022	PO 22-359	Ballard, Kerry	BOOKKEEPING THROUGH 06/16/2022	750.00
06/28/2022	20220630	Ballard, Kerry	BOOKKEEPING THROUGH 06/30/2022	500.00
Total 801.040 · Bookkeeper				2,100.00
801.041 · Payroll Services				
06/03/2022	PR 20220603		PAYROLL PREPARATION	174.77
06/13/2022	PR 20220617		PAYROLL PREPARATION	164.61
06/27/2022	PR 20220701		PAYROLL PREPARATION	172.23
Total 801.041 · Payroll Services				511.61
801.042 · Financial Services				
06/27/2022	120509	PFM FINANCIAL ADVISORS LLC	2022 Annual Disclosure Filing	1,000.00
Total 801.042 · Financial Services				1,000.00
801.300 · Banking Fees				
801.310 · Bank Fees				

Chelsea District Library
List of Checks for Board Approval
June 2022

Date	Num	Name	Memo	Amount
06/30/2022			Service Charge	9.40
Total 801.310 · Bank Fees				9.40
801.315 · Investment Fees				
06/30/2022	INV 220630		Investment fees	
Total 801.315 · Investment Fees				0.00
801.320 · Safe Deposit Box				
06/01/2022	SFTY 220601		SAFETY DEPOSIT BOX - PER STATEMENT 06/31/2022	20.00
Total 801.320 · Safe Deposit Box				20.00
801.350 · Credit Card Fee Circ				
06/13/2022			AUTHORIZE.NET FEES - 4TH QTR 2021	35.85
Total 801.350 · Credit Card Fee Circ				35.85
801.300 · Banking Fees - Other				
06/25/2022	PP TR 0620		PROCESSING FEES FOR TRANSFER - PP TO CSB AT 05/20/2...	18.11
Total 801.300 · Banking Fees - Other				18.11
Total 801.300 · Banking Fees				83.36
Total 801 · Professional Services				3,919.97
803 · Maintenance Service Contracts				
803.010 · Maint Svc Contingency				
06/14/2022	1-118414009029	Johnson Controls	CONDENSER FAN MOTOR #2 - REPLACE	9,685.04
06/28/2022	36351	H.V. Burton Company	2022 HVAC - 5 GALLON CORROSION INHIBITOR	284.00
Total 803.010 · Maint Svc Contingency				9,969.04
803.100 · Copier				
803.101 · Public Copier				
06/27/2022	PO 22-854	Wells Fargo Bank, NA	2022 - 06/14 - 07/13/2022 Copier Printer Maintenance - MAY	279.44
Total 803.101 · Public Copier				279.44
803.102 · Staff Copier				
06/27/2022	PO 22-854	Wells Fargo Bank, NA	2022 - 06/14 - 07/13/2022 Copier Printer Maintenance - MAY	625.82
Total 803.102 · Staff Copier				625.82
803.103 · Small Printer Maintenance				
06/27/2022	PO 22-854	Wells Fargo Bank, NA	2022 - 06/14 - 07/13/2022 Copier Printer Maintenance - MAY	375.68
Total 803.103 · Small Printer Maintenance				375.68
Total 803.100 · Copier				1,280.94
803.200 · HVAC				
803.220 · HVAC Temp Controls				
06/14/2022	1-118315760314	Johnson Controls	MAINTENANCE AGREEMENT 06/01/22 - 05/31/23	2,790.00
Total 803.220 · HVAC Temp Controls				2,790.00
Total 803.200 · HVAC				2,790.00
803.300 · Technology				
803.310 · Bibliotheca/3M				
06/29/2022	INV-US52029	Bibliotheca, LLC	RFID CONV WKSTN - 04/15/22 - 04/14/2023	199.00
06/29/2022	INV-US52029	Bibliotheca, LLC	RFID STF WKSTN - 04/15/22 - 04/14/2023	199.00
Total 803.310 · Bibliotheca/3M				398.00
803.390 · Computers				
06/02/2022	19521	KNIGHT TECHNOLOGY GROUP	2022 DATTO BACKUPS 06/01/2022 - changed from 967.200 6/9 ...	1,100.00
Total 803.390 · Computers				1,100.00
Total 803.300 · Technology				1,498.00
803.600 · Building Maintenance				
803.605 · Janitorial				
06/14/2022	13976	A Production Cleaning Company Inc.	CLEANING 05/29 - 06/11/2022	1,750.00
06/27/2022	14020	A Production Cleaning Company Inc.	CLEANING 06/12 - 06/25/2022	1,750.00
Total 803.605 · Janitorial				3,500.00
803.610 · Lawn/Snow Service				
803.611 · Lawn Service				

Chelsea District Library
List of Checks for Board Approval
June 2022

Date	Num	Name	Memo	Amount
06/02/2022	12213	Association Maintenance Corp	SPRINKLER SVC/REPAIR 4/22, 27, 5/11 - MAINT/MOW 5/9, 20, ...	677.00
Total 803.611 · Lawn Service				677.00
Total 803.610 · Lawn/Snow Service				677.00
803.620 · Trash				
06/09/2022	20416	City of Chelsea	TRASH - MAY	40.00
Total 803.620 · Trash				40.00
Total 803.600 · Building Maintenance				4,217.00
Total 803 · Maintenance Service Contracts				19,754.98
850 · Telecommunications				
850.100 · Local & Long Distance Charges				
850.120 · Telephone				
06/13/2022	20220609	KeyBank	2022 - STAR2STAR - VOIP	385.32
Total 850.120 · Telephone				385.32
850.121 · IT Cell Phone				
06/09/2022	9907574090	Verizon Wireless	2022 IT CELL PHONE 05/29 - 06/28/2022	51.13
Total 850.121 · IT Cell Phone				51.13
Total 850.100 · Local & Long Distance Charges				436.45
850.300 · TLN Internet Service				
850.311 · WiFi Hotspots				
06/09/2022	9907574090	Verizon Wireless	2022 HOT SPOTS 05/29 - 06/28/2022	576.00
06/27/2022	06142022	A T & T Mobility	2022 - 06/07 - 07/06/2022	187.03
Total 850.311 · WiFi Hotspots				763.03
Total 850.300 · TLN Internet Service				763.03
Total 850 · Telecommunications				1,199.48
880 · Promotional Materials				
880.100 · Advertising				
880.110 · Media Buy				
06/14/2022	20220602	Chelsea Update	2022 2ND QTR ADS	460.00
06/14/2022	939-M	The Sun Times	MITA ADS	180.00
06/28/2022	14239-R	The Sun Times	GRAD AD - BUSINESS CARD SIZE	67.15
Total 880.110 · Media Buy				707.15
Total 880.100 · Advertising				707.15
880.200 · Publications				
880.230 · Newsletter Postage				
06/28/2022	PO 22-178	Postmaster	NEWSLETTER POSTAGE FALL 2022	1,200.00
Total 880.230 · Newsletter Postage				1,200.00
Total 880.200 · Publications				1,200.00
880.300 · Marketing Supplies				
880.330 · Paper				
06/13/2022	20220609	KeyBank	2022 STAPLES - CARD STOCK	46.47
06/14/2022	PO 22-176	MEDROW, ELAINE	MOBILE CD CIRCLE STICKERS - REIMBURSEMENT	91.82
Total 880.330 · Paper				138.29
880.340 · Printed Items / Stationary				
06/28/2022	DB-80551-INV	Dollar Bill Printing	MOBILE CDL - THANK YOU CARDS	112.36
06/28/2022	DB-80551-INV	Dollar Bill Printing	MATCHING A2 ENVELOPES	105.79
Total 880.340 · Printed Items / Stationary				218.15
Total 880.300 · Marketing Supplies				356.44
880.400 · Program Promotion				
880.420 · Youth / Teen Promotion				
880.423 · Summer Reading Program				
06/13/2022	20220609	KeyBank	2022 STAPLES DIRECT - CARD STOCK - SRP	44.49
06/14/2022	13598/154	Great Lakes Ace Hardware	ZIP-TIES TO SECURE BANNER TO FENCE	14.23
Total 880.423 · Summer Reading Program				58.72

Chelsea District Library
List of Checks for Board Approval
June 2022

Date	Num	Name	Memo	Amount
Total 880.420 · Youth / Teen Promotion				58.72
880.430 · Library Program Promotion				
880.431 · General Library Prog Promotion				
06/13/2022	20220609	KeyBank	2022 DISCOUNT MUGS - CDL MOBILE BEE T-SHIRTS	63.10
06/13/2022	20220609	KeyBank	2022 123RF - DIGITAL CLIPART	27.00
06/13/2022	20220609	KeyBank	2022 SHIPPING RECORDED ABOVE	0.00
Total 880.431 · General Library Prog Promotion				90.10
880.434 · Music in the Air				
06/13/2022	20220609	KeyBank	2022 SIGNS BY TOMORROW - MITA PORCH BANNER	245.00
06/28/2022	20220614	RK Studios	RECEPTION - MIA - MADDALENA	125.00
Total 880.434 · Music in the Air				370.00
Total 880.430 · Library Program Promotion				460.10
Total 880.400 · Program Promotion				518.82
880.500 · Purchased Services				
880.510 · General Purchased Services				
06/13/2022	20220609	KeyBank	2022 ADOBE - STOCK IMAGES	29.99
Total 880.510 · General Purchased Services				29.99
Total 880.500 · Purchased Services				29.99
880.900 · Promotional Restricted Gifts				
06/13/2022	20220609	KeyBank	2022 DRI-PRINT RUNNER - CDL MOBILE STICKER (LESS TAX)	264.90
06/13/2022	20220609	KeyBank	2022 PROMITIONAL KEYCHAINS - KEYCHAINS	870.00
06/13/2022	20220609	KeyBank	2022 4IMPRINT - CDL MOBILE BAGS	1,436.62
06/14/2022	262773	Print-tech Inc.	2022 MOBILE CDL - BEE A PART OF IT - RACK CARD	307.22
Total 880.900 · Promotional Restricted Gifts				2,878.74
Total 880 · Promotional Materials				5,691.14
884 · Programming				
884.110 · Adult Speakers				
884.119 · General Adult Events				
06/14/2022	PO 22-154SP	GOURLAY, JOHN S.	SOLARIZE CHELSEA PRESENTATION	150.00
Total 884.119 · General Adult Events				150.00
Total 884.110 · Adult Speakers				150.00
884.120 · Adult Supplies				
884.127 · SRP Supplies				
06/13/2022	20220609	KeyBank	2022 ZOU ZOU'S - ASRP GIFT CARDS 100 X $5	500.00
06/13/2022	20220609	KeyBank	2022022 GRATEFUL CROW - ASRP GIFT CARD PRIZE	50.00
06/13/2022	20220609	KeyBank	2022 SMOKEHOUSE 52 - ASRP GIFT CARD PRIZE	50.00
06/13/2022	20220609	KeyBank	2022 AGRICOLE - - ASRP GIFT CARD PRIZE	50.00
Total 884.127 · SRP Supplies				650.00
Total 884.120 · Adult Supplies				650.00
884.210 · Youth Speakers				
884.212 · General Youth Programs				
06/28/2022	PO 22-091ED	BRIGHT STAR TOURING THEATRE	DEPOSIT FOR EVENT 11/30/2022 - HOLIDAY SONGS	250.00
Total 884.212 · General Youth Programs				250.00
884.215 · Early Literacy				
06/28/2022	PO 22-111JZ	LAW, CHRISTINE M.	YOGA STORYTIME 07/07/2022	100.00
Total 884.215 · Early Literacy				100.00
Total 884.210 · Youth Speakers				350.00
884.220 · Youth Supplies				
884.226 · Summer Reading				
06/01/2022	7132616	Demco Inc.	MATERIAL PROCESSING	48.08
06/02/2022	59461645	Ingram Library Services	SRP	19.24
06/13/2022	20220609	KeyBank	2022 SIMPLY SUCCULENTS - OCEAN IN A BUBBLE KIT	47.90
06/14/2022	11D9-WLPR-FC1V	Amazon Capital Services Inc	SRP	142.45
06/14/2022	1LYY-F3GQ-N3MV	Amazon Capital Services Inc	SRP	121.01
06/14/2022	1YGW-CRCL-9JGK	Amazon Capital Services Inc	SRP	25.96
06/14/2022	717072244-01	FUN EXPRESS	SRP	275.26
06/14/2022	20220613	Powers, Shannon H	SRP LUNCH - LUNCH FOR YSG AND OTHER KICKOFF VOLU...	225.17
06/14/2022	PO 22-156SP	Donnell, Edith	BEAN BAGS SRP KICKOFF	14.98

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Total 884.226 · Summer Reading				920.05
884.228 · Authors In Chelsea				
06/14/2022	PO 22-157SP	Powers, Shannon H	AIC - AUTHOR LUNCH - J BUCKLEY	19.58
Total 884.228 · Authors In Chelsea				19.58
884.230 · Youth Reading Group				
06/09/2022	Q00012	Serendipity Books	FAMILY READ ALOUD BOOK CLUB - THE BOOK OF BOY	72.00
06/13/2022	20220609	KeyBank	2022 POLLY'S - TEEN BOOK CLUB SNACKS	19.85
06/28/2022	1CTV-VCQ3-4KQQ	Amazon Capital Services Inc	THE GIRL THAT STOLE AN ELEPHANT	53.94
06/28/2022	59911341	Ingram Library Services	YOUTH READING GROUP	73.66
Total 884.230 · Youth Reading Group				219.45
Total 884.220 · Youth Supplies				1,159.08
884.250 · Story Book Trail				
884.251 · Story Book Trail				
06/28/2022	70066262	Ingram Library Services	STORY BOOK TRAIL	39.56
Total 884.251 · Story Book Trail				39.56
Total 884.250 · Story Book Trail				39.56
884.260 · Teen Speakers				
884.261 · Teen Summer Reading				
06/13/2022	20220609	KeyBank	2022 DESTRUCTION DEPOT - SRP PRIZE	100.00
06/14/2022	20220616	Phoenix Freerunning Academy	06/16/22 Parkour Teen Program	350.00
Total 884.261 · Teen Summer Reading				450.00
884.265 · YSG Recognition				
06/13/2022	20220609	KeyBank	2022 POLLYS - YSG ORIENTATION SNACKS	26.19
Total 884.265 · YSG Recognition				26.19
Total 884.260 · Teen Speakers				476.19
884.270 · Teen Supplies				
884.272 · Teen General Programs				
06/13/2022	20220609	KeyBank	2022 NINTENDO - VIDEOGAMES	31.79
06/13/2022	20220609	KeyBank	2022 NINTENDO - VIDEOGAMES	2.11
06/13/2022	20220609	KeyBank	2022 JOANN - GILDEN T-SHIRTS	27.00
06/14/2022	11DN-JKFX-C641	Amazon Capital Services Inc	TEEN PROGRAMS	123.42
06/28/2022	PO 22-097SC	COMFORT, STACEY	CHRISTMAS IN JULY GC / AMAZON GC OCTOPUNCH - SRP ...	75.00
Total 884.272 · Teen General Programs				259.32
884.276 · Teen Refreshments				
06/13/2022	20220609	KeyBank	2022 COTTAGE INN - PIZZA AND PAPERBACKS	21.29
06/13/2022	20220609	KeyBank	2022 MEIJER - PIZZA AND PAPERBACK AND YSG	29.15
06/28/2022	PO 22-099SC	COMFORT, STACEY	CHRISTMAS IN JULY - SNACKS	31.98
06/28/2022	PO 22-098SC	COMFORT, STACEY	DOLLS FOR ZOMBARBIE	39.58
Total 884.276 · Teen Refreshments				122.00
884.277 · Teen Summer Reading				
06/13/2022	20220609	KeyBank	2022 SECRET CRISIS COMICS - SRP, DND PRIZE PACK	74.15
06/14/2022	1VJR-D9JY-4LNV	Amazon Capital Services Inc	SRP	328.63
06/14/2022	1LYY-F3GQ-N3MV	Amazon Capital Services Inc	SRP	14.49
06/14/2022	11DN-JKFX-C641	Amazon Capital Services Inc	TEEN SUMMER READOMG	50.14
06/14/2022	717072244-01	FUN EXPRESS	TSRP	5.59
Total 884.277 · Teen Summer Reading				473.00
Total 884.270 · Teen Supplies				854.32
884.400 · Music Focus				
884.412 · Music In the Air				
06/13/2022	20220609	KeyBank	2022 ZOU ZOU'S - MITA SUPPLIES	12.93
06/13/2022	20220609	KeyBank	2022 GRATEFUL CROW - MITA SUPPLIES	46.53
06/13/2022	20220609	KeyBank	2022 ACE BARNES HARDWARE - MITA SUPPLIES	127.73
06/13/2022	20220609	KeyBank	2022 HOME GOODS - MITA SUPPLIES	122.88
06/13/2022	20220609	KeyBank	2022 CHELSEA VILLAGE FLOWERS - MITA RECEPTION SUP...	144.00
06/13/2022	20220609	KeyBank	2022 CLEARY'S PUB - MITA ARTIST LUNCH	59.31
06/13/2022	20220609	KeyBank	2022 POLLY'S - MITA RECEPTION SUPPLIES	63.89
Total 884.412 · Music In the Air				577.27
884.962 · Music In the Air - Restricted				
06/13/2022	20220609	KeyBank	2022 WHOLE FOODS - MITA RESTRICTED, RECEPTION SUP...	78.10

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06/13/2022	20220609	KeyBank	2022 HOME GOODS - MITA RECEPTION SUPPLIES	60.36
06/21/2022	202207714	Costco Anywhere Visa	MITA RECEPTION SUPPLIES	273.73
Total 884.962 · Music in the Air - Restricted				412.19
Total 884.400 · Music Focus				989.46
884.900 · Programming Restricted Gifts				
06/13/2022	20220609	KeyBank	2022 PROMITIONAL KEYCHAINS - KEYCHAINS - SHIPPING	60.00
Total 884.900 · Programming Restricted Gifts				60.00
884.910 · Adult Programming Restricted				
884.911 · Adult Prog Rest Gifts Comedy Sh				
06/21/2022	PO 22-132LB	BRANDT, GARY	06/16/22 PERFORMANCE	300.00
Total 884.911 · Adult Prog Rest Gifts Comedy Sh				300.00
Total 884.910 · Adult Programming Restricted				300.00
884.920 · Youth Programming Restricted				
884.921 · Youth Prog Rest Gifts Genl				
06/13/2022	20220609	KeyBank	2022 STAPLES - CARD STOCK FOR PROGRAMMING	43.98
06/13/2022	20220609	KeyBank	2022 DOLLAR GENERAL - LATCHING TOTE X 3	23.85
06/14/2022	1LYY-F3GQ-N3MV	Amazon Capital Services Inc	SRP	88.79
06/14/2022	11DN-JKFX-C641	Amazon Capital Services Inc	YOUTH PROGRAM	55.40
06/14/2022	SI137604	Ellison Educational Equipment Inc.	CUTTING PAD X 2	36.26
06/28/2022	17KK-6YM9-6Q9D	Amazon Capital Services Inc	WASHABLE MARKERS	72.49
Total 884.921 · Youth Prog Rest Gifts Genl				320.77
884.923 · Youth Prog Rest Gifts SRP				
06/13/2022	20220609	KeyBank	2022 THE HENRY FORD - SRP PRIZE, FAMILY GIFT MEMBER...	188.00
06/13/2022	20220609	KeyBank	2022 CEDAR POINT SINGLE DAY ADMISSION $45 EA - SRP P...	203.39
06/14/2022	717072244-01	FUN EXPRESS	YOUTH PROGRAM	94.67
06/28/2022	PO 22-112JZ	SEMCYCLE, INC.	Cirque Amongus - PRESCHOOL WKSP & KORNER STAGE SH...	600.00
Total 884.923 · Youth Prog Rest Gifts SRP				1,086.06
Total 884.920 · Youth Programming Restricted				1,406.83
Total 884 · Programming				6,435.44
920 · Utilities				
920.110 · City of Chelsea Water				
06/09/2022	20220607	City of Chelsea-Elect & Water	2022 MAY 04/29 - 05/31/2022 WATER	53.23
Total 920.110 · City of Chelsea Water				53.23
920.120 · City of Chelsea Sewer				
06/09/2022	20220607	City of Chelsea-Elect & Water	2022 MAY 04/29 - 05/31/2022 SEWER	130.24
Total 920.120 · City of Chelsea Sewer				130.24
920.130 · City of Chelsea Electric				
06/09/2022	20220607	City of Chelsea-Elect & Water	2022 MAY 04/29 - 05/31/2022 ELECTRICITY	4,383.08
Total 920.130 · City of Chelsea Electric				4,383.08
920.140 · Storm Sewers				
06/27/2022	2022 STORMWATER	City of Chelsea	2022 STORMWATER	39.47
Total 920.140 · Storm Sewers				39.47
920.150 · City of Chelsea Sprinkler				
06/09/2022	20220607	City of Chelsea-Elect & Water	2022 MAY 04/29 - 05/31/2022 SPRINKLER	175.59
Total 920.150 · City of Chelsea Sprinkler				175.59
920.200 · McKune Gas				
06/14/2022	3493893	Constellation NewEnergy-Gas Division L...	2022 MAY - 04/22 - 05/20/2022	567.33
Total 920.200 · McKune Gas				567.33
Total 920 · Utilities				5,348.94
960 · Board & Director Expense				
960.200 · Director Expense				
06/13/2022	20220609	KeyBank	2022 ARCTIC BREAKAWAY - ROTARY LUNCH	22.53
06/13/2022	20220609	KeyBank	2022 SERENDIPITY BOOKS - WALK TO SCHOOL WEDNESD...	225.00
06/13/2022	20220609	KeyBank	2022 ARCTIC BREAKAWAY - ROTARY LUNCH 06/07	19.35
06/13/2022	20220609	KeyBank	2022 BUSCH'S - W2SW LAST DAY TREATS FOR KIDS	14.97
06/13/2022	20220609	KeyBank	2022 DUNKIN DONUTS - W2SW LAST DAY TREATS FOR KIDS	11.99

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06/27/2022	35	Chelsea Education Foundation	SAFETY TOWN CDL REPLICA	500.00
Total 960.200 · Director Expense				793.84
Total 960 · Board & Director Expense				793.84
967 · Equipment				
967.100 · Equipment Hardware				
967.120 · Computers				
06/27/2022	1LHW-FYGY-MRLJ	Amazon Capital Services Inc	COMPONENTS	189.95
Total 967.120 · Computers				189.95
Total 967.100 · Equipment Hardware				189.95
967.200 · Equipment Software				
06/13/2022	20220609	KeyBank	2022 HR PLAYBOOK	170.00
06/13/2022	20220609	KeyBank	2022 ZOOM - WEBINAR 500	39.50
Total 967.200 · Equipment Software				209.50
967.300 · Equipment Furniture & Fixtures				
967.310 · Makerspace Furnishings				
06/09/2022	17T4-9CR4-7MLT	Amazon Capital Services Inc	MAKERSPACE APRONS	58.55
06/13/2022	20220609	KeyBank	2022 PRUSA RESEARCH - MAKERSPACE, 3D PRINTER PARTS	145.03
06/13/2022	20220609	KeyBank	2022 PLUM MARKET - MAKERSPACE	69.22
06/13/2022	20220609	KeyBank	2022 ALDI - MAKERSPACE	141.39
06/13/2022	20220609	KeyBank	2022 DOLLARTREE - MAKERSPACE	45.13
06/13/2022	20220609	KeyBank	2022 FOREIGN TRANSACTION FEE - PRUSA RESEARCH - M...	4.35
Total 967.310 · Makerspace Furnishings				463.67
Total 967.300 · Equipment Furniture & Fixtures				463.67
Total 967 · Equipment				863.12
969 · Continuing Education Expenses				
969.300 · Memberships				
969.343 · Other Membership				
06/13/2022	20220609	KeyBank	2022 ALA MEMBERSHIP- MATT JENSEN	75.00
Total 969.343 · Other Membership				75.00
969.500 · Institutional Membership				
969.520 · Institutional MCLS				
06/14/2022	359376	Midwest Collaborative for Library Service	MCLS Annual Membership Fee 7/1/22 to 6/30/2023	125.00
Total 969.520 · Institutional MCLS				125.00
Total 969.500 · Institutional Membership				125.00
Total 969.300 · Memberships				200.00
969.600 · Staff Training				
969.620 · Staff In-Service & Appreciation				
06/13/2022	20220609	KeyBank	2022 DISCOUNT MUGS - CDL MOBILE BEE T-SHIRTS	300.00
Total 969.620 · Staff In-Service & Appreciation				300.00
Total 969.600 · Staff Training				300.00
Total 969 · Continuing Education Expenses				500.00
980 · Capital Expense				
980.200 · Technology				
06/09/2022	INV-US-59800	Envisionware Inc	ENVISIONWARE SOFTWARE AND HARDWARE	1,296.61
Total 980.200 · Technology				1,296.61
980.300 · Computer Upgrades				
980.320 · Hardware Upgrades				
980.321 · Servers & Storage				
06/27/2022	1LHW-FYGY-MRLJ	Amazon Capital Services Inc	SERVERS & STORAGE	1,105.00
Total 980.321 · Servers & Storage				1,105.00
Total 980.320 · Hardware Upgrades				1,105.00
Total 980.300 · Computer Upgrades				1,105.00
980.910 · Capital Restricted Gift				
06/21/2022	1P19-TQN7-7YVF	Amazon Capital Services Inc	PLEXISHEET MARY	24.72

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06/21/2022	16V4-YNP4-JJQ9	Amazon Capital Services Inc	CDL MOBILE - BEE PROMOTION	47.60
Total 980.910 · Capital Restricted Gift				72.32
Total 980 · Capital Expense				2,473.93
982 · Collection Expense				
982.100 · Audio Books				
982.120 · Adult Books on Disc				
06/09/2022	502120523	Midwest Tape	MAY BOC	156.96
06/14/2022	502157223	Midwest Tape	MAY BOC	44.99
06/28/2022	502190515	Midwest Tape	JUN BOC	199.95
06/28/2022	502224305	Midwest Tape	JUN BOC	297.92
06/28/2022	502251748	Midwest Tape	JUN BOC	59.98
Total 982.120 · Adult Books on Disc				759.80
982.140 · Youth Books on Disc				
06/13/2022			L/D YT BOCD	-24.00
Total 982.140 · Youth Books on Disc				-24.00
Total 982.100 · Audio Books				735.80
982.400 · Non Print				
982.410 · Electronic Products/Subs				
06/14/2022	502192263	Midwest Tape - Hoopla	DIGITAL CONTENT	1,604.15
Total 982.410 · Electronic Products/Subs				1,604.15
982.420 · Adult Music on CD				
06/09/2022	592120526	Midwest Tape	APR/MAY CDs	31.47
06/13/2022			L/D	-18.98
Total 982.420 · Adult Music on CD				12.49
982.430 · Non-Traditional Collections				
06/08/2022			L/D NT COLLECTIONS - INSTRUCTIONS	-5.00
06/13/2022			L/D	-25.00
06/28/2022	1JJ3-XL6F-31LG	Amazon Capital Services Inc	BIG SHOT DIE CUTTER BASE - REPLACEMENT	29.91
Total 982.430 · Non-Traditional Collections				-0.09
982.460 · DVD Feature				
06/27/2022	502095603	Midwest Tape	MAY FEATURE ADULT DVDs	305.15
06/27/2022	502120525	Midwest Tape	MAY FEATURE ADULT DVDs	164.17
06/27/2022	502120528	Midwest Tape	APR ADULT FEATURE	29.99
06/27/2022	502157221	Midwest Tape	MAY ADULT FEATURE	107.20
06/29/2022	502190517	Midwest Tape	MAY FEATURE ADULT DVDs	11.24
06/29/2022	502190518	Midwest Tape	JUNE ADULT FEATURE DVDs	193.40
06/29/2022	502224307	Midwest Tape	JUNE ADULT FEATURE DVDs	184.41
06/29/2022	502224308	Midwest Tape	MAY FEATURE ADULT DVDs	39.73
06/29/2022	502255430	Midwest Tape	JUNE ADULT FEATURE DVDs	178.39
06/29/2022	502255433	Midwest Tape	MAY FEATURE ADULT DVDs	18.74
Total 982.460 · DVD Feature				1,232.42
982.470 · DVD Non-Fiction				
06/27/2022	502120524	Midwest Tape	MAY NF ADULT	51.72
06/27/2022	502157222	Midwest Tape	MAY NF ADULT	50.97
06/29/2022	502190514	Midwest Tape	MAY NF ADULT	22.49
06/29/2022	502224304	Midwest Tape	MAY NF ADULT	18.74
06/29/2022	502255432	Midwest Tape	MAY NF ADULT	18.74
Total 982.470 · DVD Non-Fiction				162.66
982.485 · Playaway Views				
06/28/2022	389328	Findaway World, LLC	4 TITLES	279.96
06/28/2022	389464	Findaway World, LLC	10 LAUNCHPADS	1,469.30
Total 982.485 · Playaway Views				1,749.26
982.490 · Videogames				
06/13/2022			L/D	-81.94
06/14/2022	07987	Crimson Multimedia Dist. Inc.	VIDEO GAMES FOR COLLECTION	1,394.44
06/14/2022	8005	Crimson Multimedia Dist. Inc.	VIDEO GAMES FOR COLLECTION	116.13
Total 982.490 · Videogames				1,428.63
Total 982.400 · Non Print				6,189.52
982.600 · Periodical & Newspapers				

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982.630 · Magazines				
06/21/2022	1660040	EBSCO Subscription Service	MAGAZINE SUBSCRIPTION	211.79
06/21/2022	1660040	EBSCO Subscription Service	APPLIED CREDITS	-68.34
Total 982.630 · Magazines				143.45
Total 982.600 · Periodical & Newspapers				143.45
982.700 · Print				
982.705 · Adult Print				
982.710 · Adult Large Print				
06/14/2022	59699931	Ingram Library Services	ADULT PRINT LARGE	21.61
06/28/2022	59877653	Ingram Library Services	ADULT PRINT LARGE	43.22
06/28/2022	59942824	Ingram Library Services	ADULT LARGE PRINT	20.99
06/28/2022	59942828	Ingram Library Services	ADULT PRINT LARGE	40.60
06/28/2022	70009548	Ingram Library Services	ADULT PRINT LARGE	64.21
06/28/2022	70056352	Ingram Library Services	ADULT PRINT LARGE	16.02
Total 982.710 · Adult Large Print				206.65
982.720 · Adult Print General				
06/02/2022	57639899	Ingram Library Services	ADULT PRINT GENERAL	15.39
06/02/2022	59536423	Ingram Library Services	ADULT PRINT GENERAL	16.71
06/02/2022	59461645	Ingram Library Services	ADULT PRINT GENERAL	51.84
06/13/2022			L/D	-100.98
06/14/2022	2036744574	Baker & Taylor - Adult	ADULT ACCT	31.62
06/14/2022	59654524	Ingram Library Services	ADULT PRINT GENERAL	23.58
06/14/2022	59654528	Ingram Library Services	ADULT PRINT GENERAL	17.49
06/14/2022	59654522	Ingram Library Services	ADULT PRINT GENERAL	16.71
06/14/2022	59654523	Ingram Library Services	ADULT PRINT GENERAL	49.39
06/14/2022	59654527	Ingram Library Services	ADULT PRINT GENERAL	33.33
06/14/2022	59654529	Ingram Library Services	ADULT PRINT GENERAL	17.49
06/14/2022	59673330	Ingram Library Services	ADULT PRINT GENERAL	16.17
06/14/2022	59673331	Ingram Library Services	ADULT PRINT GENERAL	535.79
06/14/2022	59673327	Ingram Library Services	ADULT PRINT GENERAL	28.15
06/14/2022	59673329	Ingram Library Services	ADULT PRINT GENERAL	20.57
06/14/2022	59699933	Ingram Library Services	ADULT PRINT GENERAL	32.21
06/14/2022	59699932	Ingram Library Services	ADULT PRINT GENERAL	20.57
06/14/2022	59720640	Ingram Library Services	ADULT PRINT GENERAL	16.71
06/14/2022	59720639	Ingram Library Services	ADULT PRINT GENERAL	19.20
06/14/2022	59720642	Ingram Library Services	ADULT PRINT GENERAL	68.40
06/14/2022	59720641	Ingram Library Services	ADULT PRINT GENERAL	37.83
06/14/2022	59814076	Ingram Library Services	ADULT PRINT GENERAL	20.66
06/14/2022	59814075	Ingram Library Services	ADULT PRINT GENERAL	16.16
06/28/2022	2036777377	Baker & Taylor - Adult	ADULT ACCT	29.76
06/28/2022	502190513	Midwest Tape	MAY BOC	44.99
06/28/2022	59744246	Ingram Library Services	ADULT PRINT GENERAL	16.71
06/28/2022	59744245	Ingram Library Services	ADULT PRINT GENERAL	16.72
06/28/2022	59795446	Ingram Library Services	ADULT PRINT GENERAL	32.74
06/28/2022	59795447	Ingram Library Services	ADULT PRINT GENERAL	25.30
06/28/2022	59795444	Ingram Library Services	ADULT PRINT GENERAL	16.42
06/28/2022	59795448	Ingram Library Services	ADULT PRINT GENERAL	67.73
06/28/2022	59795445	Ingram Library Services	ADULT PRINT GENERAL	33.68
06/28/2022	59877657	Ingram Library Services	ADULT PRINT GENERAL	17.49
06/28/2022	59877656	Ingram Library Services	ADULT PRINT GENERAL	30.54
06/28/2022	59877654	Ingram Library Services	ADULT PRINT GENERAL	48.48
06/28/2022	59877658	Ingram Library Services	ADULT PRINT GENERAL	36.63
06/28/2022	59877661	Ingram Library Services	ADULT PRINT GENERAL	13.22
06/28/2022	59877659	Ingram Library Services	ADULT PRINT GENERAL	15.28
06/28/2022	59877652	Ingram Library Services	ADULT PRINT GENERAL	23.57
06/28/2022	59877655	Ingram Library Services	ADULT PRINT GENERAL	16.94
06/28/2022	59942833	Ingram Library Services	ADULT PRINT GENERAL	17.49
06/28/2022	59942825	Ingram Library Services	ADULT PRINT GENERAL	403.57
06/28/2022	59942835	Ingram Library Services	ADULT PRINT GENERAL	32.23
06/28/2022	59942831	Ingram Library Services	ADULT PRINT GENERAL	12.57
06/28/2022	59942829	Ingram Library Services	ADULT PRINT GENERAL	16.69
06/28/2022	59942832	Ingram Library Services	ADULT PRINT GENERAL	15.83
06/28/2022	59942838	Ingram Library Services	ADULT PRINT GENERAL	53.45
06/28/2022	59942839	Ingram Library Services	ADULT PRINT GENERAL	16.17
06/28/2022	59942837	Ingram Library Services	ADULT PRINT GENERAL	16.71
06/28/2022	59955960	Ingram Library Services	ADULT PRINT GENERAL	12.92
06/28/2022	59955962	Ingram Library Services	ADULT PRINT GENERAL	21.97
06/28/2022	70009551	Ingram Library Services	ADULT PRINT GENERAL	17.82
06/28/2022	70009547	Ingram Library Services	ADULT PRINT GENERAL	32.88
06/28/2022	70009554	Ingram Library Services	ADULT PRINT GENERAL	33.31
06/28/2022	70009545	Ingram Library Services	ADULT PRINT GENERAL	17.27
06/28/2022	70009549	Ingram Library Services	ADULT PRINT GENERAL	46.84
06/28/2022	70009550	Ingram Library Services	ADULT PRINT GENERAL	35.64
06/28/2022	70009552	Ingram Library Services	ADULT PRINT GENERAL	50.58

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06/28/2022	70031268	Ingram Library Services	ADULT PRINT GENERAL	15.26
06/28/2022	70031269	Ingram Library Services	ADULT PRINT GENERAL	16.38
06/28/2022	70031266	Ingram Library Services	ADULT PRINT GENERAL	41.38
06/28/2022	70056354	Ingram Library Services	ADULT PRINT GENERAL	16.32
06/28/2022	70056351	Ingram Library Services	ADULT PRINT GENERAL	77.28
06/28/2022	70056355	Ingram Library Services	ADULT PRINT GENERAL	33.32
06/28/2022	70056353	Ingram Library Services	ADULT PRINT GENERAL	49.25
06/28/2022	70099882	Ingram Library Services	ADULT PRINT GENERAL	16.93
06/28/2022	70099881	Ingram Library Services	ADULT PRINT GENERAL	31.45
Total 982.720 · Adult Print General				2,642.70
982.730 · Adult Ref.				
06/28/2022	2036744314	Baker & Taylor - Adult Reference	ADULT ACCT	29.19
Total 982.730 · Adult Ref.				29.19
982.740 · Multiple Book Copies				
06/28/2022	59942826	Ingram Library Services	MULTIPLE BOOK COPIES	108.29
06/28/2022	70009546	Ingram Library Services	MULTIPLE COPIES	12.93
Total 982.740 · Multiple Book Copies				121.22
982.750 · Professional Collection				
06/13/2022	20220609	KeyBank	2022 MI CHAMBER OF COMMERCE - DIGITAL EMPLOYMENT ...	199.00
Total 982.750 · Professional Collection				199.00
Total 982.705 · Adult Print				3,198.76
982.755 · Youth Print				
982.760 · Youth Print General				
06/02/2022	58733587	Ingram Library Services	YOUTH PRINT GENERAL	3.84
06/08/2022			L/D Y/T PRINT	-23.97
06/13/2022			L/D	-254.82
06/14/2022	2036743532	Baker & Taylor - Auto Yours Cats	2022 YOUTH PRINT GENERAL	31.36
06/14/2022	2036776727	Baker & Taylor - Auto Yours Cats	2022 YOUTH PRINT GENERAL	60.06
06/14/2022	2036741791	Baker & Taylor - Unlabeled Juvenile	2022 UNLABELED JUVENILE	148.59
06/14/2022	2036770360	Baker & Taylor - Unlabeled Juvenile	2022 UNLABELED JUVENILE	67.32
06/14/2022	59654525	Ingram Library Services	YOUTH PRINT GENERAL	22.64
06/14/2022	98654526	Ingram Library Services	YOUTH PRINT GENERAL	22.31
06/14/2022	59673328	Ingram Library Services	YOUTH PRINT GENERAL	23.52
06/27/2022	PO 22-041	BARKMAN, SANDRA	REFUND	4.99
06/27/2022	PO 22-046	GLADSTONE, ANGELA	REFUND	15.99
06/27/2022	PO 22-045	HEIN, SCOTT	REFUND	8.53
06/27/2022	PO 22-047	Lancaster, Terri	BOOK REFUND ON PAID ITEM - BOOK FOUND	28.50
06/27/2022	PO 22-043	MORRIS, ALEXIS	REFUND - FEE WAS PAID AND ITEM WAS RETURNED	12.99
06/27/2022	PO 22-044	SPEYER, JENNIFER	REFUND - FEE WAS PAID AND ITEM WAS RETURNED	29.99
06/28/2022	2036734554	Baker & Taylor - Auto Yours Cats	2022 YOUTH PRINT GENERAL	42.25
06/28/2022	2036762924	Baker & Taylor - Auto Yours Cats	2022 YOUTH PRINT GENERAL	46.35
06/28/2022	2036801214	Baker & Taylor - Auto Yours Cats	2022 YOUTH PRINT GENERAL	33.55
06/28/2022	2036793807	Baker & Taylor - Unlabeled Juvenile	2022 UNLABELED JUVENILE	68.40
06/28/2022	036764080	Baker & Taylor - Young Adult	YOUNG ADULT	8.79
06/28/2022	PO 22-048	Dexter District Library	DEXTER ITEM PAID AT CHELSEA	7.99
06/28/2022	59744247	Ingram Library Services	YOUTH PRINT GENERAL	192.63
06/28/2022	59744244	Ingram Library Services	YOUTH PRINT GENERAL	11.76
06/28/2022	59744243	Ingram Library Services	YOUTH PRINT GENERAL	11.76
06/28/2022	59877660	Ingram Library Services	YOUTH PRINT GENERAL	22.42
06/28/2022	59877662	Ingram Library Services	YOUTH PRINT GENERAL	15.59
06/28/2022	59955961	Ingram Library Services	YOUTH PRINT GENERAL	36.32
06/28/2022	59942834	Ingram Library Services	YOUTH PRINT GENERAL	22.68
06/28/2022	59942830	Ingram Library Services	YOUTH PRINT GENERAL	10.88
06/28/2022	59942840	Ingram Library Services	YOUTH PRINT GENERAL	10.44
06/28/2022	59942836	Ingram Library Services	YOUTH PRINT GENERAL	102.51
06/28/2022	70009553	Ingram Library Services	YOUTH PRINT GENERAL	45.17
06/28/2022	70031267	Ingram Library Services	YOUTH PRINT GENERAL	13.54
Total 982.760 · Youth Print General				904.87
Total 982.755 · Youth Print				904.87
Total 982.700 · Print				4,103.63
Total 982 · Collection Expense				11,172.40
TOTAL				**169,006.07**

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07/15/22
Accrual Basis

Chelsea District Library
Donation and Restricted
January through June 2022

	Jan - Jun 22	Budget	$ Over Budget
Ordinary Income/Expense			
Income			
674 · Contribution & Donation			
674.100 · Designated Adult Collection	40	40	0
674.110 · Designated Adult Programming	8,300	8,300	0
674.111 · Designated Youth Programming	8,950	7,450	1,500
674.112 · Designated Music Focus Programs	3,100	2,100	1,000
674.120 · Undesignated Donation	3,010	2,690	320
674.121 · Annual Giving	6,875	15,000	(8,125)
674.141 · Designated Technology	0	3,000	(3,000)
674.150 · Continuing Education Restricted	725	725	0
Total 674 · Contribution & Donation	31,000	39,305	(8,305)
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	31,000	47,805	(16,805)
Gross Profit	31,000	47,805	(16,805)
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
880 · Promotional Materials			
880.900 · Promotional Restricted Gifts	3,177		
Total 880 · Promotional Materials	3,177		
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	6,662	5,388	1,274
Total 884.400 · Music Focus	6,662	5,388	1,274
884.500 · Artist in Residence			
884.970 · Artist in Resdience Restricted	1,118	3,500	(2,382)
Total 884.500 · Artist in Residence	1,118	3,500	(2,382)
884.900 · Programming Restricted Gifts	60		

Chelsea District Library
Donation and Restricted
January through June 2022

	Jan - Jun 22	Budget	$ Over Budget
884.910 · Adult Programming Restricted			
884.911 · Adult Prog Rest Gifts Comedy Sh	775	1,500	(725)
884.914 · Adult Prog Rest Gifts MWest LW	4,300	4,300	0
884.915 · Aud Prg. Rst. Gifts Purple Rose	0	1,000	(1,000)
Total 884.910 · Adult Programming Restricted	5,075	6,800	(1,725)
884.920 · Youth Programming Restricted			
884.921 · Youth Prog Rest Gifts Genl	597	1,500	(903)
884.923 · Youth Prog Rest Gifts SRP	3,125	3,950	(825)
Total 884.920 · Youth Programming Restricted	3,722	5,450	(1,728)
Total 884 · Programming	20,137	24,138	(4,001)
969 · Continuing Education Expenses			
969.600 · Staff Training			
969.940 · Staff Apprec - Restr/Covid-19	350	725	(375)
Total 969.600 · Staff Training	350	725	(375)
Total 969 · Continuing Education Expenses	350	725	(375)
980 · Capital Expense			
980.910 · Capital Restricted Gift	126,575	8,298	118,277
Total 980 · Capital Expense	126,575	8,298	118,277
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	153,270	36,291	116,979
Net Ordinary Income	(122,270)	11,514	(133,784)
Net Income	(122,270)	11,514	(133,784)

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Accrual Basis

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

	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	TOTAL Jan - Dec 22	TOTAL Budget	TOTAL $ Over Budget	TOTAL % of Budget
Ordinary Income/Expense										
Income										
402 · District Revenue	796,508	995,920	41,695	62,978	10,280	81,195	1,988,576	1,934,733	53,843	103%
501.001 · Grants	0	0	0	0	0	0	0	1,000	(1,000)	0%
540.100 · State Aid	0	0	57,264	7,869	26	0	65,159	67,000	(1,841)	97%
574.100 · Penal Fines	0	0	0	0	0	0	0	7,000	(7,000)	0%
606.000 · Misc Income & Refunds	0	0	0	0	0	104	104			
607.100 · Non-Resident Fees	0	125	250	0	31	2,000	2,406	3,000	(594)	80%
607.200 · ILL Fees	0	0	0	0	0	0	0	600	(600)	0%
645.100 · Copiers & Printers	0	345	111	239	318	357	1,453	4,500	(3,047)	32%
655.100 · Circulation Fines	0	0	0	0	0	30	30			
665.100 · Interest	25	26	37	32	26	22	168			
666.100 · Investment Earnings	8	11	2,262	2,376	9,393	24	14,074	30,000	(15,926)	47%
666.500 · Investment Change In Value	(8,359)	(4,694)	(14,039)	(8,563)	876	(4,458)	(39,237)			
674 · Contribution & Donation	4,025	360	13,090	5,210	2,968	8,603	81,824	39,520	42,304	207%
675 · Private Grant Sources	0	0	0	0	0	0	0	8,500	(8,500)	0%
Total Income	792,207	992,093	100,670	70,141	23,918	87,877	2,114,557	2,095,853	18,704	101%
Gross Profit	792,207	992,093	100,670	70,141	23,918	87,877	2,114,557	2,095,853	18,704	101%
Expense										
701 · Personnel Expenses	82,536	93,254	94,493	86,983	100,441	103,274	609,603	1,265,279	(655,676)	48%
727 · Supplies	1,413	585	878	1,372	587	7,579	12,646	32,585	(19,939)	39%
801 · Professional Services	1,353	1,460	19,099	1,066	1,550	3,920	29,665	59,980	(30,315)	49%
803 · Maintenance Service Contracts	7,628	12,718	20,327	7,236	15,063	19,755	89,358	174,555	(85,197)	51%
850 · Telecommunications	1,954	4,964	3,457	1,862	1,920	1,199	17,974	43,350	(25,376)	41%
880 · Promotional Materials	1,760	11,150	3,109	2,583	10,264	5,691	36,282	72,840	(36,558)	50%
884 · Programming	7,371	7,774	10,819	25,164	10,344	6,435	69,162	127,285	(58,123)	54%
885 · Volunteer	0	0	25	13	0	0	38	2,500	(2,462)	2%
920 · Utilities	0	6,240	5,634	5,407	5,285	5,349	33,527	62,000	(28,473)	54%
960 · Board & Director Expense	0	212	136	47	106	794	1,295	3,800	(2,505)	34%
965 · Automation Services	13,850	0	0	9,411	0	0	23,261	43,827	(20,566)	53%
967 · Equipment	274	1,798	2,777	5,814	1,995	863	13,863	39,450	(25,587)	35%
969 · Continuing Education Expenses	720	2,992	701	4,293	2,125	500	11,331	26,968	(15,637)	42%
980 · Capital Expense	0	0	5,500	2,517	126,911	2,474	138,199	78,098	60,101	177%
982 · Collection Expense	6,684	6,510	12,697	9,347	32,321	11,172	87,543	181,630	(94,087)	48%
Total Expense	125,543	149,657	179,652	163,115	308,912	169,005	1,173,747	2,214,147	(1,040,400)	53%
Net Ordinary Income	666,664	842,436	(78,982)	(92,974)	(284,994)	(81,128)	940,810	(118,294)	1,059,104	(795%)
Other Income/Expense										
Other Expense										
999.001 · Transfer to Capital Improvement	0	0	0	0	0	0	0	59,300	(59,300)	0%
999.002 · Transfer to Capital Reserve Fun	0	0	0	0	0	0	0	5,000	(5,000)	0%
999.025 · Carry from General Fund	0	0	0	0	0	0	0	20,946	(20,946)	0%
Total Other Expense	0	0	0	0	0	0	0	85,246	(85,246)	0%
Net Other Income	0	0	0	0	0	0	0	(85,246)	85,246	0%
Net Income	666,664	842,436	(78,982)	(92,974)	(284,994)	(81,128)	940,810	(203,540)	1,144,350	(462%)

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Accrual Basis

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

	Jan - Dec 22	Jan - Dec 21	$ Change	% Change
Ordinary Income/Expense				
Income				
402 · District Revenue	1,988,576.60	1,829,073.81	159,502.79	8.72%
540.100 · State Aid	65,158.82	76,359.64	-11,200.82	-14.67%
574.100 · Penal Fines	0.00	20,478.87	-20,478.87	-100.0%
606.000 · Misc Income & Refunds	103.75	107.00	-3.25	-3.04%
607.100 · Non-Resident Fees	2,406.25	2,968.75	-562.50	-18.95%
645.100 · Copiers & Printers	1,452.00	1,639.03	-187.03	-11.41%
655.100 · Circulation Fines	30.00	100.10	-70.10	-70.03%
665.100 · Interest	168.23	284.94	-116.71	-40.96%
666.100 · Investment Earnings	14,073.66	32,792.14	-18,718.48	-57.08%
666.500 · Investment Change in Value	-39,237.45	-32,277.45	-6,960.00	-21.56%
666.510 · Change in Community Foundation	0.00	4,090.00	-4,090.00	-100.0%
674 · Contribution & Donation	81,824.49	12,424.03	69,400.46	558.6%
Total Income	2,114,556.35	1,948,040.86	166,515.49	8.55%
Gross Profit	2,114,556.35	1,948,040.86	166,515.49	8.55%
Expense				
66900 · Reconciliation Discrepancies	0.00	0.00	0.00	0.0%
701 · Personnel Expenses	609,601.25	1,145,150.74	-535,549.49	-46.77%
727 · Supplies	12,645.85	23,148.31	-10,502.46	-45.37%
801 · Professional Services	29,665.25	53,788.89	-24,123.64	-44.85%
803 · Maintenance Service Contracts	89,358.00	138,207.32	-48,849.32	-35.35%
850 · Telecommunications	17,975.45	32,789.37	-14,813.92	-45.18%
880 · Promotional Materials	36,281.87	68,574.93	-32,293.06	-47.09%
884 · Programming	69,162.69	70,013.38	-850.69	-1.22%
885 · Volunteer	37.94	2,887.49	-2,849.55	-98.69%
920 · Utilities	33,527.20	59,405.96	-25,878.76	-43.56%
960 · Board & Director Expense	1,294.26	1,737.64	-443.38	-25.52%
965 · Automation Services	23,261.03	40,939.14	-17,678.11	-43.18%
967 · Equipment	13,862.41	30,667.93	-16,805.52	-54.8%
969 · Continuing Education Expenses	11,330.52	10,090.04	1,240.48	12.29%
980 · Capital Expense	138,198.76	58,520.06	79,678.70	136.16%
982 · Collection Expense	87,544.40	184,665.53	-97,121.13	-52.59%
Total Expense	1,173,746.88	1,920,586.73	-746,839.85	-38.89%
Net Ordinary Income	940,809.47	27,454.13	913,355.34	3,326.84%
Net Income	940,809.47	27,454.13	913,355.34	3,326.84%

7.0

CHELSEA DISTRICT LIBRARY

Fund Balances

June 30, 2022

		Beginning Balance	Net Change	Ending Balance
General Fund				
LOCAL BANKS BALANCES				
Checking Account/ Chelsea State Bank	001.001	$579,401.22	-$130,146.28	$449,254.94
Paypal Account	003.002	$248.17	$448.93	$697.10
Cash on Hand		$579,649.39	-$129,697.35	$449,952.04
Ameriprise Account				
Fixed Income Fund	017.003	$1,519,271.48	-$4,433.36	$1,514,838.12
Money Market Fund	017.004	$673,497.19	$0.00	$673,497.19
Investment Partners Total		$2,192,768.67	-$4,433.36	$2,188,335.31
Total General Fund		$2,772,418.06	-$134,130.71	$2,638,287.35
Debt Service Fund				
Bond Debt Retirement Fund Checking	003.008	$199,115.27	$23,532.76	$222,648.03

8.1

Ameriprise 06/30/2022

Account no. 0000-4823-9221-4

GL ACCOUNTS - 017.003, 017.004, 666.100, 666.500

	Beginning Balance	Transfers in or out operating account	Interest	Fees	Withdrawl	Change in Value	Ending balance*	
12/31/21							**$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	**$2,309,002.35**	**$0.00**	**$9,393.48**		**-$126,502.81**	**$875.65**	**$2,192,768.67**	
06/30/22	**$2,192,768.67**	**$0.00**	**$24.24**			**-$4,457.60**	**$2,188,335.31**	*
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 YTD	**$1,640,001.91**	**$700,000.00**	**$14,073.66**	**$0.00**	**-$126,502.81**	**-$39,237.45**	**$2,188,335.31**	*
	017.003 + 017.004	(+) = in. (-) = out.	666.100			666.500	017.003+017.004	

*Should match Ameriprise Statement

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

8.2								
Ameriprise	**06/30/2022**							
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	**800,000.00**	**0.00**	**0.00**	**0.00**	**126,502.81**	**0.00**	**673,497.19**	
06/30/22	**673,497.19**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**673,497.19**	
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.

DIRECTOR'S REPORT

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

Staff Announcements

Work Anniversaries
Library Assistant Jean Pierce, one year on June 28
Library Assistant and soon-to-be Technical Services Assistant Martha Jacques, one year on June 30
Clearly, June 2021 was a good month for CDL!

Good News: State Aid

Thanks to the advocacy of the Michigan Library Association, an additional $500,000 has been included in the State of Michigan budget for State Aid to Libraries.

As an FY, the State is reporting a near $9 billion state surplus due to federal stimulus packages and unexpectedly high tax collections. Hopefully, some of that surplus will be deployed to benefit public libraries. More info as it develops.

Sustainability Initiatives at CDL

At last month's meeting, the board asked for a report on the efforts CDL is making towards environmental stewardship and responsibility. Here is a list of some of those efforts:

- Recycle bins are located in every office, staff lounge, and in public areas.
- Most bulbs throughout building replaced with LED bulbs.
- Low flush toilets are installed in all restrooms.
- A programmable HVAC allows us to adjust the thermostat when the building is closed. It also can be monitored and adjusted remotely for unforeseen issues.
- Shades installed in study room windows cool the rooms and lower electric bills.
- Organic lawn treatments used. Lawn is only watered twice a week to cut back on water consumption.
- Summer Reading program game option is offered online to reduce paper use.
- Summer Reading prizes are selected to reduce plastic consumption.
- Circulation no longer gives out plastic bags.
- We partner with Chelsea High School for Trex community recycling program as a collection point.
- We maintain a separate waste container for used batteries and recycle these batteries.
- Wherever possible, we repurpose old electronics (for example, Stacey Comfort's "Take Apart" and "How It Works" programs).
- We store electronic devices for special collection events where they can be properly disposed.
- We maintain cloud documents to minimize printing and paper storage and to reduce paper waste.
- Our computer hardware is Energy Star compliant, ensuring the most efficient power use.

- Mobile CDL – our community outreach vehicle – will replace a diesel generator with a rechargeable lithium powered battery pack that will be trickle-charged while on the road by solar panels.

I will attend the *Sustainable Thinking for the Future of Libraries* webinar on July 20. During the webinar, the facilitator will explore the importance of infusing sustainability into everything we do, and demonstrate how libraries that lead into the future using 'sustainable thinking' fulfill our mission as libraries in new and innovative ways.

Ingenuity Engine
We are currently assessing the service model for the IE. Planning has begun to maximize this resource including evaluating the hours open to the public to create more availability of the space for public use; investigating guest presenter programs; adding more activities that do not require staff oversight, and finding, training, and scheduling volunteers.

Recently the IE hosted an orientation for the Chelsea Rotary Club and in August will host a visit by Chelsea Area Chamber of Commerce staff that will hopefully serve as a catalyst for local business use of this incredible resource. The buzz about the IE is growing and very positive thanks to the hard work of Scott Rakestraw and Matt Jensen.

Out and About: Meetings Attended June 2022
- With Maddalena Giacopuzzi at Chelsea Senior Center – June 3
- Maddalena reception in McKune – June 3
- Music in the Air performance in Reading Garden – June 4
- Meeting with former AADL Director Josie Parker – June 7
- Rotary meetings – June 7, 14, 21
- Friends board meeting – June 14
- T-Mobile grant announcement ceremony in Reading Garden – June 15
- Safety Town Dedication at Washington Street Education Center – June 20
- Rotary President's Party in Reading Garden – June 28

Chelsea District Library
Assistant Director's Report
June 2022

Facility update

- It is time to update our 25 year capital reserve plan, which is ideally done about every five years. This was extended a bit due to the pandemic. I am in the process of gathering the required information so Michigan Reserve Associates can start the update.
- Should have the boiler pump replacement done by the end of July, barring supply chain issues.
- Concrete/brick work was scheduled for mid-July and should be complete by the time you read this.
- Cintas was here to do the annual inspection of our fire extinguishers and Exit lights. One light would not come on in battery mode (in case of a power outage) so I will schedule the electrician to take a look. **(Scheduled for mid-July)**
- Replacement of columns McKune porch is tentatively scheduled for this summer but painting contractor is running behind so may not be able to it until fall. **(No update.)**
- Teenspace ceiling- no update; JCI still monitoring leak *but flow is noticeably slowing.*
- We had two power outage events this month with no significant effect on the HVAC system. It is good to see that the backups we put on those control boxes are working! We weren't so lucky in the technology department but Scott will address those issues in his report.

Staffing/Training
Our all-staff meeting this month was dedicated to department time. Department heads use this time to meet with their staff to review issues that are best addressed as a group, as opposed to meeting with each individual.

Our all-staff inservice will be in November again this year. We have tentatively scheduled a book mobile update and discussion as we will have more details about production, service locations, driver training, etc. We are also working on some type of hands-on project and may do our annual first-aid training also.

Budget- we presented a balanced 2023 budget to the finance committee at our first meeting and no further meetings were scheduled. It will go to board in July, and be ready for the annual budget hearing in August.

Volunteers- in June we had 249 book sale volunteer hours and 76 non-book sale hours, for a total of 325 volunteer hours, the most since returning to the building after the pandemic. It feels good to be getting back to "normal."

Respectfully submitted
Linda Ballard
Assistant Director

Information Technology News

Respectfully Submitted
by Scott Rakestraw

CHELSEA DISTRICT LIBRARY
BOARD REPORT
June2022

Summer Projects

As the temperature rises, so does the activity in the library. While Circ Staff and IS are busy serving the needs of summer readers and hosting a steady schedule or programming, IT likes to get big projects prepped and where possible completed before the summer fades. This year is no exception, and thanks to Covid and supply chain related delays, this summer will be packed with upgrades.

- Supply chain problems have delayed the arrival of new copiers; Contracts were signed in May and in spite of best efforts, we are still waiting on delivery (Taiwan Chip delays).
- McKune AV has dramatically improved with a Smart Screen TV, Wireless connection, a new conference microphone and an HD camera with PTZ and AI 'speaker follow' capabilities
- We've ordered and received several pieces to our server room upgrades, including a new KVM switch, several power controls and new UPS batteries.
- Our server room upgrades will be delayed, again due to the Chip shortages; We have a few key pieces of equipment that will be hitting END of LIFE and therefore will need to be replaced soon.

Power Outages: Lessons Learned

The library experienced two power outages this past month. We always try to learn from these experiences. The 1st rule after a power outage is DO NOT USE THE ELEVATOR.

The building had power but we were unaware that there was a small problem with the elevator which immediately locked us in. We used the moment to test the 911 Cell calling button. Chelsea 911 Service quickly answered and at that same moment, the door opened. We explained the situation and let the operator get back to responding to genuine emergencies.

We also learned HOT SPOTS can be helpful. Sometimes in large power failures even Cell towers can be offline. Since this was NOT the case in these recent episodes, staff were able to use the Hot Spots to connect to the internet and update Social Media and the web site, alerting the public to our power situation.

Finally, we used the situation to take notes and update our server room shutdown and startup procedures. While these procedures will change when the upgrades are installed this summer, it's always good to freshen documentation on vital IT Operations.

Ingenuity Engine Room

Engine Room Activity	88
Computer Help	8
Laser Cutter	6
Digital Transfer Station	2
YSG Volunteer Orientation	4
Screen Print	4
Individual Projects	2
Moveable Graffitti Wall	2

Tours	
Rotary Club	

OFF THE CHARTS!

STATS

ONLINE DATABASES

Last Month	Rank	Site	Total Clicks	Unique Users
3	1	Chelsea Update	64	54
1	2	Sun Times News	57	49
2	3	NoveList K8	48	47
6	4	NoveListPlus	39	38
5	4	Consumer Reports	39	33
8	6	Ancestry	36	35
11	7	Stories of Chelsea	35	34
10	8	Home Work Help Now Home	33	33
-	9	Michigan Legal Help	32	32
11	9	Historic Newspapers	32	19
20	11	Scholastic Teachables	31	28
8	12	Opposing View Points in Context	29	28
20	13	WorldCat.org	27	26
13	14	Michigan eLibrary	26	22
15	15	Britannica School	25	25
25	16	Lynda.com [Linked In Learning]	24	24
22	17	Pronunciator	23	22
14	18	Demographics Now	22	22
7	18	My Heritage	22	20
24	20	Unemployment Help	21	21
17	21	United States Census	20	20
16	21	Newspaper Source Plus	20	19
23	23	Adult Learning Center	19	19
17	24	Michigan Secretary of State	19	19
19	24	Michigan Voter Information Center	19	18

OFF THE CHARTS!

IT SERVICES

DATA SERVICES		JAN	FEB	MAR	APR	MAY	JUN
5751.9	Hotspots: Total GB Used - Township Halls	992.6	1020.4	903.4	954.7	909.1	971.7
61.7	-- Lima Township (GB)	11.2	9.4	10.3	10.7	10.3	9.8
159.7	-- Sylvan Township (GB)	33.7	22.7	28.4	24.6	22.9	27.4
5530.5	-- Mobile Beacon (GB)	947.7	988.3	864.7	919.4	875.9	934.5
196	Hotspot Devices Circulated	42	26	31	29	31	37
1943	Public Internet - Computer Sessions	288	285	384	372	333	281
2567	Public Internet - Wireless Logins	414	404	429	412	437	471

ONLINE SERVICES		JAN	FEB	MAR	APR	MAY	JUN
65560	Website Sessions	11836	10663	10762	10302	11255	10742
31479	Website Users	5817	5119	5270	5009	5184	5080
10323	AUDIO Downloads Total	1681	1525	1705	1767	1805	1840
7960	-- Audio: Overdrive	1298	1106	1298	1368	1418	1472
2363	-- Audio: Hoopla	383	419	407	399	387	368
773	VIDEO Downloads Total	156	119	131	119	124	124
2	-- Video: Overdrive	1	1	0	0	0	0
771	-- Video: Hoopla	155	118	131	119	124	124
9952	EBook Downloads Total	1727	1660	1617	1599	1610	1739
9304	-- Video: Overdrive	*1590*	*1572*	*1487*	*1493*	*1516*	*1646*
629	-- Video: Hoopla	*137*	*88*	*111*	*106*	*94*	*93*
21048	TOTAL Downloads	3564	3304	3453	3485	3539	3703

OFF THE CHARTS!

CHELSEA Senior Center

CDL is on staff at the center:

- Monday 11a-3pm
- Thursday 11a-3pm

Additional hours are reserved for large projects, special needs or emergency situations as they arise.

Total Hours	Date	OnSite Hours	OffSite Hours	Brief Description
34.5	June	32	2.5	
	6/1/2022		2	Schedule/Planning/Documentation
	6/2/2022	4		NAS Update/Server Maintenance/App Research/Photo App+Server
	6/6/2022	4		Patron Print Help/NAS2 Update/ReSet Public PC/Install MS Office
	6/9/2022	5		4 PC reset/ 1 Office Install/Server Password reset
	6/13/2022	4		PC Reset/PC Clean Up/PRoduct Key Recovery./Cable Management
	6/14/2022		0.5	Display Monitor eMail/Reply/Discuss
	6/16/2022	3		Move and reset PC/diagnose server HDD's/research photo software
	6/20/2022	4		routers
	6/23/2022	4		Worked on slideshow
	6/27/2022	4		Configured slideshow PC, network diagramming

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

Respectfully submitted by Virginia Krueger

Mobile CDL Update

Lori, Anne Merkel, and I kicked off the Bee a Part of It campaign on the Library Lawn at the Summer Reading Program kickoff. We handed out hundreds of string bags, keychains, stickers, and more. People engaged with the community outreach map and provided ideas for places they would like to see Mobile CDL stop. Since the kick off, the following progress has been made:

- We announced the $47,400 grant from T-Mobile to help fund Mobile CDL.
- We have reached the 50% mark on our fundraising campaign with $12,536 in donations.
- Included in the donations was a $1000 donation from Dan & Pat Kaminsky. Dan is interested in using his donation to encourage others. We will be scheduling time to take a photo with him and the big check and using his statement on social media, the website, and in the eNews.
- Also included in those donations was another $500 donation from the family of Mary Budzinski
- We are on the agenda to talk about Mobile CDL with the City of Chelsea and Lyndon Township.
- St Mary Chelsea offered to help promote Mobile CDL with materials in the church vestibules and by sharing schedules once mobile library service begins.

The feedback has been very positive to the Mobile CDL initiative with comments on social media including:

- "Congratulations team CDL! So impressed with your continued efforts to support our community. You are a truly amazing group and Chelsea is so lucky to have you!!" ~Patty
- "A book mobile is such a wonderful idea! My favorite childhood memory was visiting ours in Southern California." ~Kathleen via Facebook

- "This is awesome and so deserving! Congratulations to the entire CDL team and thank you T-Mobile for supporting our community!" ~Denise
- "We can't wait to see the program hit the road! Well-deserved!" ~Michele
- "How absolutely incredible! No doubt CDL will turn those funds into something incredible. How lucky Chelsea is to have such a wonderful library!" ~Danielle
- "I loved the book mobile when I was a kid!" ~Liz
- "It was a favorite of my kids growing up on Portage Lake, Pinckney" ~Alice

Social Media:

Social media is part of the library's branding and outreach. We saw growth in all metrics on all channels during June. This was for a number of reasons: we had very great pictures to share which got good engagement, the T-Mobile grant announcement was shared not only locally, but nationally which substantially boosted reach.

June Social Media Metrics

CDL Facebook
3,032 followers (+124!) | 431 page visits ↑ | 8,696 page reach ↑
CDL Instagram:
Followers: 624 (+15) | 75 profile visits ↑ | 326 page reach ↑
CDL Twitter:
Followers: 1,604 (+0) | 159 profile visits ↑ | 4,238 Impressions ↑
Paid Advertising:
None
Program Registrations:
8 registrants identified social media as the way they heard about the event (7 on Facebook, 1 on Twitter)
**Note: drop-in programs are not included in registration statistics because we do not capture that data.*

eNewsletters: CDL eNews has 3,179 subscribers (+32)

June Metrics:

- We sent 4 weekly newsletters
- 49.5% Open Rate (+14.5% from industry avg)
- 41 program registrants identified the eNews as the marketing channel where they heard about the event.

Other miscellaneous duties:

- I updated the mobilecdl.org website to improve its appearance on mobile devices and added a blog to improve SEO and serve as a project archive of milestones.
- June is submissions month for the fall printed newsletter. I wrote several articles and proofread and edited all of the written content.
- I wrote and distributed the press release regarding CDL's Hometown Grant award from T-Mobile
- I drafted an outreach letter for the Mobile CDL team to send to their contacts to assist in our fundraising and community input efforts.

Monthly Board Report (June 1–30, 2022)

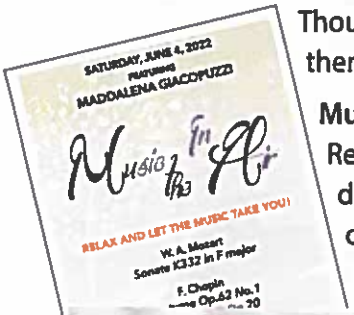
Creative and Graphic Assets Manager

T-Mobile Grant and Mobile CDL signs: I designed, fabricated, and installed new signs in and around the library, including the district sign used at the Summer Reading Program (SRP) kick-off. Another sign shows the total amount of small donations. This sign utilizes the Mobile CDL bee from the logo to highlight the dollars donated. I designed and printed new thank you bee cards for the Director.


Summer Reading Program Kick-off


Graffiti Tag Wall

SRP: To capture the fun of the SRP kick-off held on the library lawn, I took just over 600 photos. I also coordinated with Burrill Strong to photograph the kick-off, and he took more than 1,500 photos. I took several opportunities to photograph attendees and staff at SRP events in June. Thousands of images were taken, processed, and then several were selected for future use.




Maddalena Giacopuzzi

Music in the Air: MITA returned to the library's Reading Garden in June. I worked on last-minute details, photographing Maddalena at a private concert at the Senior Center and arranged for Burrill Strong to photograph two additional performances. I created the concert program and helped to distribute it to the audience in the Reading Garden. I also assisted the distribution and collection of the surveys for the event too.


Preschool Circus

Song Fest & the fall newsletter: Looking toward the upcoming programs in the fall, I worked with a graphic designer to develop the design assets for Song Fest. I also worked with the library staff to pull together the information for the fall newsletter and sent the files to the designer, along with a plan for the layout of the quarterly publication.

Community Quilt: Quilt blocks were collected for the community quilt project. While the C.A.A.D.Y. Corner quilters are stitching together the quilt I worked on updating the Community Quilt website page. I also began collecting the information to create a display schematic to honor donors which will be installed near the quilt.

Respectively submitted,
Elaine Medrow

Circulation Supervisor's Report
JUNE 2022

- Circulation – 24,979 in JUNE;

- Patron Count- 12,474 for JUNE;

- Circulation by township- for JUNE:
  - Dexter = 11% of total transactions
  - Lima = 12% of transactions
  - Lyndon =13% of transactions
  - Sylvan = 17% of transactions
  - Chelsea = 36% of transactions

- JUNE Circulation: 81% were items from Chelsea and 19% were inter-loaned items.

  Libby = 3305 in JUNE; Hoopla = 871; Kanopy = 147 in JUNE.

- Registrations for JUNE– 168 new cards; 5301 total card holders
  *Dexter = 663 cards; Lima = 607 cards; Lyndon = 726 cards
  *Sylvan = 927 cards; Chelsea = 1986 cards; Nonresident = 392 cards

- Self-Check Machine: JUNE 1638 or 7% of total checkouts

JUNE Notes:

- Attended weekly management meetings.
- Attended the monthly staff meeting.
- Worked my PIC shifts each week.
- We received 132 tubs from TLN in June, with 6 being the daily average.
- We welcomed Jeni McFarland to the circulation department on June 1st.
- Worked the Music In The Air reception on Friday night June 3rd & the event on Saturday, June 4th.
- Finished up our Walk To School Wednesdays for the 2021-2022 school year.
- Enjoyed our SRP kickoff on Friday, June 10th! This was the first time for many circ staff and they were pleasantly surprised at how big our turnout was for this event.
- We celebrated two, one year anniversaries: Jean Pierce on June 28th & Martha Jacques on June 30th.
- Training for the staff moves to Tech Services and Head of Circ are going well. We've set aside time each shift for Martha & Jordan to work with Amy and I have had Amy start doing some of the department items as they only happen once a month!

Respectfully submitted,
Terri Lancaster
Head of Circulation

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	607	704	617	484	470	637	393	22134	11557	**92%**
June	757	792	739	582	617	553	425	24979	15396	**62%**
July									27391	
August									24072	
Sept.									24077	
Oct.									24457	
Nov.									23334	
Dec.									20002	
Total								135555	223877	
Mnth Avg								*22,593*	*18,656*	
Avg.% Inc.								with OD & RB, & deposit collection ckouts.		**70%**

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	1173	29	40	5%
0	1638	30	55	7%
0	0			
0	0			
0	0			
0	0			
0	0			
0	0			
2072	**6761**			**5%**

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	458	71,593
June	444	71,185
July		
Aug		
Sept		
Oct		
Nov		
Dec		
Total/ Avg	3,512	71,511

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

RB Digital part of Overdrive starting in April 2021

Libby Circ (e-books, a-books & music)	2022	2021
Jan	3065	3107
Feb	2795	2893
Mar	3037	3196
April	2862	2912
May	3046	3084
June	3305	2926
July		2799
Aug		2993
Sept		2885
Oct		2902
Nov		2861
Dec		2837
Total	18110	35395

Hoopla books.music,movies	2022	2021
Jan	609	790
Feb	735	724
Mar	663	725
April	666	837
May	777	687
June	871	649
July		668
Aug		747
Sept		638
Oct		656
Nov		638
Dec		662
Total	4321	8421

Kanopy	2022	2021
Jan	71	81
Feb	101	75
Mar	193	130
April	104	95
May	143	138
June	147	184
July		95
Aug		88
Sept		94
Oct		94
Nov		84
Dec		82
Total	759	1240

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	73	5	0	0	78	5292	23	5	10	16	19
June	150	17	0	1	168	5301	61	21	19	14	34
July					0						
August					0						
September					0						
October					0						
November					0						
December					0						
Totals					682		255	57	82	95	135

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	279	354	333	320	262	288	136	8,967
June	407	426	433	418	401	316	159	12,474
July								
August								
Sept.								
Oct.								
Nov.								
Dec.								
Total								**54,249**
Monthly average								*9042*
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*	*4909*
Dexter	*1222*	*1206*	*1211*	*1215*	*1230*	*1087*	1101	884	874	697	663
Lima	*1174*	*1156*	*1133*	*1109*	*1109*	*996*	965	802	794	634	607
Lyndon	*1579*	*1538*	*1539*	*1546*	*1522*	*1302*	1255	1005	970	778	726
Sylvan	*1786*	*1693*	*1662*	*1667*	*1641*	*1412*	1426	1192	1167	956	927
CityChel	*3386*	*3409*	*3538*	*3572*	*3562*	*3040*	3006	2478	2490	2070	1986
NonRes	*744*	*640*	*649*	*655*	*625*	*575*	*609*	*562*	*582*	*414*	*392*
Freedon	*7*	*6*	*6*	*6*	*7*	*0*	1	0	0	0	0
Sharon	*141*	*118*	*122*	*118*	*110*	*107*	112	104	105	88	87
Waterlo	*365*	*336*	*348*	*352*	*333*	*249*	268	252	245	195	180
GrassLi	*15*	*26*	*29*	*28*	*25*	*37*	36	22	21	4	3
Other	*216*	*154*	*144*	*151*	*150*	*182*	192	184	211	127	122
Totals	*9891*	*9642*	*9732*	*9764*	*9689*	*8412*	*8362*	*6923*	*6877*	*5549*	*5301*

Trans Jun-22	% Tot Trans	SEMCOG Dec2020 Pop.	% of Pop Regist	% of Entity Pop.	
19,125		16126			
2149	11%	2634	25%	39.34.%	Dexter
2325	12%	2058	29%	51.15%	Lima
2535	13%	2656	27%	100.00%	Lyndon
3191	17%	3311	28%	100.00%	Sylvan
6819	36%	5467	36%	100.00%	CityChel
			29%		
395	2%				
217	1%				
814	4%				
0	0%				
680	4%				
	100%				

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

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	20,704	16,819	81%	3,885	19%	18,249	1,430	22,134
June	23,529	19,896	85%	3,633	15%	21,346	1,450	24,979
July				0			0	
August				0			0	
Sept.				0			0	
Oct.				0			0	
Nov.				0			0	
Dec.				0			0	
Totals	**125,051**	**101,155**	**81%**	**23,896**	**19%**	**111,329**	**10,174**	**135,555**
Mnth Avg	*20,842*	*16,859*		*3,983*		*18,555*	*1,696*	*22,593*
	#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	52%	44%	4%
June	46%	49%	5%
July			
August			
September			
October			
November			
December			
Yearly Avg.	**52%**	**44%**	**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	8,790	7,311	630
June	8,857	9,402	918
July			
August			
September			
October			
November			
December			
Yearly Total	**52,255**	**44,689**	**4,039**

ACTION ITEMS

Action Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

July 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 June donations and changes to the 2022 FY Budget.

		Income Line -	Expense Line	
Elizabeth & Tony Sensoli	Music in the Air	674.112	884.962	$1,000.00
Catherine Badgley	Non-Designated	674.120	969.940	$300.00
Anonymous	Non-Designated	674.120	969.620	$20.00
			Sub Total: $1,320.00	

Accept June Mobile CDL donations and changes to the 2022 FY Budget	**674.500**	**980.910**	
Anne Merkel			$100.00
Tryntje Helfferich			$100.00
Gary & Jo Ann Munce			$500.00
Kathryn Sporer			$50.00
Brittina Wiese			$10.00
Jamie Lane			$25.00
Colleen Bean			$25.00
Georgette Hansen			$100.00
Melanie & Larry Odom-Groh			$200.00
Amy Zoran			$100.00
Daniel & Patricia Kaminsky			$1,010.00
Lori Kunkel-Coryell			$101.00
Catherine Guinan			$25.00
Charlie Taylor			$100.00
Patricia Garcia			$100.00
Dave Budzinski			$500.00

Sub Total: $3,046.00

Acknowledge the donations below that are already in the budget.

Chelsea Education Foundation Grant	Authors in Chelsea	674.111	884.953	$1,500.00
Friends of the CDL	Youth Programming	674.111	884.921	$1,500.00

Sub Total: $3,000.00

Total General Donations: $7,366.00

Acknowledge the donations below toward the CDL Endowment.

Anne Merkel, Board Secretary

Date

Action Item #2

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

July 19, 2022 Board Meeting

Salary Survey Recommendation on Ranges

Background:
One of the recommendations of last year's salary survey was to move the range for each position yearly by factoring in one of the cost-of-living adjustments.

Action:
The Board approves the library's request to move the ranges to take into account cost-of-living adjustments.

_____ _____
Anne Merkel, Board Secretary Date

Action Item #3

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

July 19, 2022 Board Meeting

2023 Budget Hearing Notice

Background:

Every August the library must present a balanced budget for the next fiscal year to the Board and have an open hearing for the public. This is the resolution that the Board will approve in July for the publication of the Hearing Notice in the Sun Times and Chelsea Update prior to the August 16, 2022 hearing.

Action:

The Board approves this resolution and the Hearing Notice will be published in the Sun Times and Chelsea Update, prior to the August 16 Board Meeting.

_____ _____

Anne Merkel, Board Secretary Date

NOTICE OF PUBLIC HEARING
Chelsea District Library
2023 PROPOSED BUDGET

A PUBLIC HEARING WILL BE HELD ON August 16, 2022 at approximately 6:45 p.m. at the Chelsea District Library, 221 S. Main Street, Chelsea, Michigan on the following proposed 2023 budget:

Expense	**Fiscal Year 2023 Budget**
Personnel Expenses	1,289,346
Supplies	22,966
Professional Services	64,395
Maintenance Services Contracts	183,665
Telecommunications	44,600
Promotional Materials	84,170
Programming Expenses	103,100
Volunteer Services	2,500
Utilities	71,950
Board Expenses	4,400
Automation Services	46,092
Equipment	50,200
Staff Development & Travel	10,419
Capital Expenses	41,500
Collection Expenses	183,700
Capital Reserve Fund	23,300
TOTAL	**2,226,303**

The property tax millage rate proposed to be levied to support the proposed budget is the subject of this hearing.

Operating	Rate
Operating Total	1.8880
Bond Debt	0.5500
	2.4380

The proposed 2022 budget documents are available at the Chelsea District Library for public examination.

Lori Kunkel-Coryell, Library Director
Chelsea District Library

Individuals with disabilities requiring auxiliary aids or services should contact Lori Kunkel-Coryell Director, Chelsea District Library, 221 S. Main Street, Chelsea, MI 48118, (734) 475-8732 x 206

PUBLISHED: July 27, 2022

BOARD OF TRUSTEES OF THE
CHELSEA DISTRICT LIBRARY
RESOLUTION NO. 2022-07-19

RESOLUTION APPROVING BUDGET HEARING AND NOTIFICATION

Minutes of a regular meeting of the Board of Trustees of the Chelsea District Library, County of Washtenaw, State of Michigan, held in the McKune Meeting Room at the Library on the 19th day of July, 2022 at Six forty-five, p.m., prevailing Eastern Time.

PRESENT: TJ Helfferich, Jan Carr, Susan Lackey, Charlie Taylor, & Patricia Garcia.

ABSENT: Anne Merkel & Gary Munce.

The following preamble and resolution were offered by Trustee Susan Lackey and supported by Trustee Jan Carr:

WHEREAS, in accordance with the Truth in Budgeting Act, there will be presented to the Board of Trustees of the Chelsea District Library (the "Library") on August 16, 2022 the proposed budget for fiscal year 2023; and

WHEREAS, the notice of hearing on the budget is to include the following statement printed in 11-point bold-faced type:

> **The property tax millage rate proposed to be levied to support the proposed budget is the subject of this hearing.**

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Library Board hereby directs its Library Director to schedule the 2023 Budget Hearing for Tuesday, August 16, 2022; and
2. The Library Board hereby directs its Library Director to arrange for publication of Notice of Hearing in the *The Sun Times News & Chelsea Update* for their July 27th publication date.

3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same hereby are rescinded.

AYES: Trustees: TJ Helfferich, Jan Carr, Susan Lackey, Charlie Taylor, & Patricia Garcia.

NAYS: 0 Trustees:

RESOLUTION DECLARED ADOPTED.

_____
Janice L. Carr, signing for Anne Merkel, Secretary,
Board of Trustees
Chelsea District Library
County of Washtenaw
State of Michigan

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Chelsea District Library, County of Washtenaw, Michigan, at a regular meeting held on the 19th day of July, 2022, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

_____
Janice L. Carr, signing for Anne Merkel, Secretary,
Board of Trustees
Chelsea District Library
County of Washtenaw
State of Michigan

DISCUSSION ITEMS

Discussion Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet
July 19, 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.

Discussion Item #2

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

July 19, 2022 Meeting

2022 Staff In-Service

Background:

The library would like the board's permission to hold the annual staff in-service on Friday, November 18. The in-service date requires the library to remain closed that day. The library would like the board to move this to an action item this month, so there is sufficient notice of the library's closing on November 18 in the Fall Newsletter.

Discussion Item #3

Chelsea District Library
Board of Trustees

Library Board Fact Sheet
July 19, 2022 Meeting

2022 Board Retreat

Background:
The Board requested a discussion on their 2022 retreat.

COMMITTEE INFO & MINUTES

Community Outreach Committee Report:

- Two grants secured totaling $72,400.
- Small donation campaign has raised $12,800 so far.
- Lori is sending out handwritten thank you cards to individual donors.
- The Friends will start a $1,000 matching campaign that will run from August 15 through September 15.
- We have visited Lyndon Township board and City Council to talk about Mobile CDL and get input.

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 — 1-18-22

Anne Merkel, Board Secretary — Date