

**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**

**August 16, 2022
6:45 pm**

**McKune Room at the Chelsea
District Library**

CHELSEA DISTRICT LIBRARY BOARD OF TRUSTEES

Tuesday, August 16, 2022—6:45 p.m.

McKune Room

AGENDA

6:45 Budget Hearing

Welcome and Call to Order
Board Review of 2023 Budget
Public Comment
Adjournment

7:15 Board Meeting

Welcome and Call to Order
Agenda Review, Additions, and Approval

7:20 Compulsory Segments

Board Meeting Minutes Approval – July 19, 2022
Approval of the July Operational Checks
Approval of July Financial Reports
Director's and Friends Reports

7:45 Public Comment

7:50 Action Items

1. Donations
2. Board Retreat

8:00 Discussion Items

1. Mobile CDL
2. Holiday Scheduling Issue
3. Policies

8:15 Reports

Policy Committee
Finance Committee
Personnel Committee
Nominating Committee
Community Outreach Committee

8:20 Public Comment

8:25 Other Items

8:30 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, July 19, 2022 6:45pm
Meeting Location: McKune Room

Trustees in Attendance: TJ Helfferich, J. Carr, S. Lackey, P. Garcia, & C. Taylor.

Absent: A. Merkel & G. Munce.

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

Guests: Gary Munce, over Zoom, as a non-participating board member.

Welcome and Call to Order

TJ Helfferich called the meeting to order at 6:48 p.m. She also thanked Lori and Virginia for their presentation the night before at the city council meeting, concerning Mobile CDL.

Agenda Review, Additions, and Approval

MOTION made by C. Taylor, SECONDED by J. Carr to approve the agenda, as submitted. Discussion: None

All Ayes: 5-0

Presentation: Shannon Powers on the 1st Amendment

- Shannon noted the national rise of book challenges and went into a power point presentation about how possible challenges have affected Chelsea District Library and how we've crafted our policies, as a result.
- A brief discussion ensued and the trustees all thanked Shannon, noting that the presentation was excellent.

Compulsory Segments:

Minutes and Approval of Checks

MOTION made by C. Taylor, SECONDED by S. Lackey to approve the minutes of the June 21, 2022 Board Meeting, as amended. Discussion: None

All Ayes: 5-0

MOTION made by S. Lackey, SECONDED by C. Taylor to accept the General Fund Operational Checks for June, 2022. Discussion: TJ asked about the negative amounts and Kerry explained that was for lost/damaged items.

All Ayes: 5-0

MOTION made by C. Taylor, SECONDED by S. Lackey to accept Financial Reports for June, 2022. Discussion: None

All Ayes: 5-0

Director's Report Update:

L. Coryell update:

- Lori noted the information shared in her board report and also shared that her and Linda will be attending a webinar on sustainability tomorrow.

Friends Report:

- Terri Bollinger has announced that she will be making a donation to Mobile CDL through the Friends in Jamie Bollinger's memory.

Other Reports Notes: None

Public Comment: Gary Munce thanked Shannon for the presentation and urged fellow board members to read the policies on collections. He also gave a Mobile CDL update and thanked Lori for sending out handwritten Thank You cards to all the Mobile CDL donors.

Action Item #1: Donations

MOTION made by J. Carr, SECONDED by P. Garcia to approve the library's June donations. Discussion: None.

All Ayes 5-0

Action Item #2: Salary Survey Recommendation on Ranges

MOTION made by J. Carr, SECONDED by S. Lackey to allow the library to move the ranges, as recommended by the survey, to keep up with cost-of-living changes, as amended. Discussion: Susan asked that the words "nationally recognized" be added in front of "cost-of-living adjustments."

All Ayes 5-0

Action Item #3: Budget Hearing Notice

MOTION made by J. Carr, SECONDED by C. Taylor to approve the Budget Hearing Notice, as amended, for publication before August's 2023 Budget hearing. Discussion: Chris and Linda shared that one expense line had changed slightly since the board packet was printed and supplied the updated figure and total.

All Ayes 5-0

Discussion Item #1: Mobile CDL

Lori announced that the contractor expects to have our vehicle in their garage by August.

Discussion Item #2: Staff In-Service

Lori reported that Friday, November 18, has been selected as the annual Staff In-Service date for 2022 and that much of the meeting will revolve around operational planning for Mobile CDL. She also asked that this item be moved to Action immediately, so that notification of closing for that date can appear in the Fall newsletter.

MOTION made by C. Taylor, SECONDED by J. Carr to move Discussion Item #2 to Action Item #4. Discussion: None.

All Ayes 5-0

Action Item #4: Staff In-Service

MOTION made by S. Lackey, SECONDED by P. Garcia to approve the November 18 date for the 2022 Staff In-Service. Discussion: None.

All Ayes 5-0

Discussion Item #3: Board Retreat

Lori suggested a November Board Retreat, as several trustees had shown interest in having Alan Panter from our auditor, Yeo & Yeo, come and discuss the financial responsibility of boards, and November is his preferred month for that. The possibility of combining the regular November board meeting with the retreat was also brought up.

Committee Reports

Policy Committee –

Finance Committee – Susan said that she'll be scheduling a meeting soon.

Personnel Committee –

Nominating Committee –

Community Outreach Committee –

Public and Board Comment: None

Other Items: Lori pointed out that 2024 will be the 25th anniversary of the forming of the district library, the 75th anniversary of the creation of the library Friends in Chelsea, as well as the year our bond is paid off. Charlie mentioned the fantastic SRP numbers.

Adjournment:

MOTION made by C. Taylor, SECONDED by S. Lackey to adjourn the meeting at 8:15 p.m.

All Ayes 5-0

Anne Merkel, Board Secretary

Date

FINANCE REPORTS

As a result, the *Journal of American Studies* has been able to maintain a high level of academic respectability and to attract a wide range of contributors. The journal's reputation is a testament to the quality of its editorial board and the high standards of its peer review process.

The *Journal of American Studies* is a leading journal in the field of American studies, and its content is highly influential. The journal's focus on the history and culture of the United States has made it a valuable resource for scholars and students alike. The journal's commitment to high-quality scholarship and its broad range of topics have made it a leading journal in the field of American studies.

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Chelsea District Library

List of Checks for Board Approval

July 2022

Date	Num	Name	Memo	Amount
701 - Personnel Expenses				
701.100 - Wages				
701.120 - Retirement Pick up ER				
07/11/2022	20220627	Alerus Financial	2022 - 07/15/2022 PR FLEX TO 457(b)	1,294.81
07/11/2022	PR 20220715		RETIREMENT - Employer Contribution to retirement accounts	-1,294.81
07/25/2022	PR 20220729		RETIREMENT - Employer Contribution to retirement accounts	-1,294.81
07/25/2022	20220711	Alerus Financial	2022 - 07/29/2022 PR FLEX TO 457(b)	1,294.81
Total 701.120 - Retirement Pick up ER				0.00
701.100 - Wages - Other				
07/11/2022	PR 20220715		WAGES	42,102.54
07/25/2022	PR 20220729		WAGES	42,044.33
Total 701.100 - Wages - Other				84,146.87
Total 701.100 - Wages				
701.110 - Retirement-Contributions - EE				
07/11/2022	20220627	Alerus Financial	2022 - 07/15/2022 PR EE PERSONAL CONT	2,463.72
07/11/2022	PR 20220715		RETIREMENT PICK UP - Defcmp 2-457 EE457(b)	-2,463.72
07/25/2022	PR 20220729		RETIREMENT PICK UP - Defcmp 2-457 EE457(b)	-2,484.20
07/25/2022	20220711	Alerus Financial	2022 - 07/29/2022 PR EE PERSONAL CONT	2,484.20
Total 701.110 - Retirement-Contributions - EE				0.00
701.115 - 401A Retirement Matching				
07/11/2022	PR 20220715		401 A MATCHING - Mers ER	1,534.74
07/25/2022	PR 20220729		401 A MATCHING - Mers ER	1,558.05
Total 701.115 - 401A Retirement Matching				3,092.79
701.200 - FICA				
07/11/2022	PR 20220715		FICA EMPLOYER (FICA ER + MED ER)	3,083.85
07/25/2022	PR 20220729		FICA EMPLOYER (FICA ER + MED ER)	3,079.41
Total 701.200 - FICA				6,163.26
701.300 - Flex Benefits				
07/11/2022	PR 20220715		Dep Life (CA & DL & HI) - (Additional Life Ins + Dependant Lif...	-8.28
07/11/2022	PR 20220715		Health Insurance - (Medical Insurance)	-1,611.89
07/11/2022	221890045843	Blue Care Network of Michigan	2022 - AUG 2022 MED INS	3,492.40
07/25/2022	PR 20220729		Dep Life (CA & DL & HI) - (Additional Life Ins + Dependant Lif...	-8.28
07/25/2022	PR 20220729		Health Insurance - (Medical Insurance)	-1,611.89
07/25/2022	20220711	Unum Life Insurance Co.	2022 Premium AUG	965.75
Total 701.300 - Flex Benefits				1,217.81
701.400 - Unemployment				
07/11/2022	PO 22-365	Michigan Municipal League-Unemp	2022 2ND QUARTER - UNEMPLOYMENT INSURANCE	28.18
07/11/2022	PR 20220715		MICHIGAN SUI - HEARTLAND BEGAN 03/26/21	0.00

Chelsea District Library

List of Checks for Board Approval

July 2022

Date	Num	Name	Memo	Amount
07/25/2022	PR 20220729		MICHIGAN SUI - HEARTLAND BEGAN 03/26/21	0.00
	Total 701.400 · Unemployment			28.18
	Total 701 · Personnel Expenses			94,648.91
	727 · Supplies			
	727.200 · General Operations			
07/11/2022	88430747	ABSOPURE	2022 - BOTTLED WATER - COOLER RENTAL	6.00
07/11/2022	59448466	ABSOPURE	2022 - BOTTLED WATER - COOLER RENTAL	12.00
07/20/2022	20220718	Costco Anywhere Visa	2022 COSTCO ANNUAL MEMBERSHIP	120.00
07/20/2022	20220718	Costco Anywhere Visa	2022 COSTCO - DRY ERASE MARKERS	10.79
07/25/2022	WO-143422-1	SMART BUSINESS SOURCE	GENERAL SUPPLIES	87.60
07/30/2022	88460847	ABSOPURE	2022 - BOTTLED WATER - COOLER RENTAL - FIRST COS...	40.94
	Total 727.200 · General Operations			277.33
	727.300 · Material Processing			
	727.320 · Matl Processing Cases			
07/11/2022			L/D - SUPPLIES	-35.31
	Total 727.320 · Matl Processing Cases			-35.31
	727.330 · Matl Processing Other			
07/11/2022	70217	The Library Network	BARCODE	112.00
	Total 727.330 · Matl Processing Other			112.00
	Total 727.300 · Material Processing			76.69
	727.500 · Cleaning			
	727.510 · Cleaning Paper Products			
07/20/2022	20220718	Costco Anywhere Visa	2022 COSTCO - PAPER TOWELS	43.98
	Total 727.510 · Cleaning Paper Products			43.98
	727.520 · Cleaning Supplies			
07/11/2022	4124117851	Cintas Corporation-300	SOAP	19.77
07/20/2022	20220718	Costco Anywhere Visa	2022 COSTCO - LYSOL WIPES + SHIPPING	50.00
	Total 727.520 · Cleaning Supplies			69.77
	727.530 · Cleaning Rugs			
07/11/2022	4124117851	Cintas Corporation-300	RUGS	125.84
07/11/2022	9180557755	Cintas Corporation-300	RUGS	-8.37
	Total 727.530 · Cleaning Rugs			117.47
	Total 727.500 · Cleaning			231.22
	Total 727 · Supplies			585.24

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Chelsea District Library

List of Checks for Board Approval

July 2022

Date	Num	Name	Memo	Amount
801 - Professional Services				
801.020 - Auditor				
07/25/2022	560837	YEO & YEO	FINAL BILLING FOR AUDIT ENDED 12/31/2021	11,000.00
Total 801.020 - Auditor				11,000.00
801.040 - Bookkeeper				
07/11/2022	20220714	Ballard, Kerry	BOOKKEEPING THROUGH 07/14/2022	500.00
07/25/2022	20220728	Ballard, Kerry	BOOKKEEPING THROUGH 07/28/2022	500.00
Total 801.040 - Bookkeeper				1,000.00
801.041 - Payroll Services				
07/11/2022	PR 20220715		PAYROLL PREPARATION	164.61
07/25/2022	PR 20220729		PAYROLL PREPARATION	179.85
Total 801.041 - Payroll Services				344.46
801.070 - Computer Specialist				
07/13/2022	PO 22-335	Michigan Reserve Associates LLC	Cap Reserve Study Update - 1/2 DEPOSIT + \$50 COPY FEE	530.00
Total 801.070 - Computer Specialist				530.00
801.300 - Banking Fees				
801.310 - Bank Fees				
07/31/2022			Service Charge	9.80
Total 801.310 - Bank Fees				9.80
801.315 - Investment Fees				
07/31/2022	INV 220731		investment fees	0.00
Total 801.315 - Investment Fees				0.00
Total 801.300 - Banking Fees				9.80
Total 801 - Professional Services				12,884.26
803 - Maintenance Service Contracts				
803.010 - Maint Svc Contingency				
07/11/2022	1-118902350216	Johnson Controls	METASYS NOT LOADING	1,290.00
07/11/2022	7153520891	Schindler Elevator Corp	ELEVATOR NOT WORKING	627.75
07/25/2022	1-119339270320	Johnson Controls	SERVER ROOM A/C - UNIT WOULD NOT COOL AFTER P...	1,180.00
Total 803.010 - Maint Svc Contingency				3,097.75
803.100 - Copier				
803.103 - Small Printer Maintenance				
07/13/2022	IN3715785	Michigan Office Solutions	OVERAGE COSTS	105.23
Total 803.103 - Small Printer Maintenance				105.23

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Chelsea District Library

List of Checks for Board Approval

July 2022

Date	Num	Name	Memo	Amount
Total 803.100	Copier			105.23
803.300	Technology			
803.385	Laminator Maint Agreement			
07/11/2022	4720637737	ACCO Brands USA LLC	REPAIR LAMINATOR	362.00
07/13/2022	4721142955	ACCO Brands USA LLC	LAMINATOR, MAINTENANCE AGREEMENT - 07/01/22 - 06/...	620.64
Total 803.385	Laminator Maint Agreement			982.64
Total 803.300	Technology			982.64
803.400	Alarm Monitoring			
803.420	Fire			
07/11/2022	0D6088383	Cintas Fire Protection	2022 FIRE ALARM MONITORING	1,072.72
Total 803.420	Fire			1,072.72
Total 803.400	Alarm Monitoring			1,072.72
803.600	Building Maintenance			
803.605	Janitorial			
07/11/2022	14067	A Production Cleaning Company Inc.	CLEANING 06/26 - 07/09/2022	1,750.00
07/25/2022	14119	A Production Cleaning Company Inc.	CLEANING 07/10 - 07/23/2022	1,750.00
07/25/2022	14120	A Production Cleaning Company Inc.	FULL CARPET CLEANING 07/23/2022	1,300.00
Total 803.605	Janitorial			4,800.00
803.610	Lawn/Snow Service			
803.611	Lawn Service			
07/11/2022	12238	Association Maintenance Corp	MAINT/MOW 6/7, 16, 21, 27 - WEEDING AND TRIMMING 6/23	602.50
Total 803.611	Lawn Service			602.50
Total 803.610	Lawn/Snow Service			602.50
803.620	Trash			
07/11/2022	16628	WESTERN WASHTENAW RECYCLI...	ANNUAL RECYCLING BIN FEE - 06/21 - 06/22	200.00
07/25/2022	20447	City of Chelsea	2022 JUNE TRASH	40.00
Total 803.620	Trash			240.00
803.630	Elevator			
07/27/2022	8105987299	Schindler Elevator Corp	MAINTENANCE AGREEMENT - 07/01/22 - 06/30/2023	3,491.14
Total 803.630	Elevator			3,491.14
803.710	Backflow Connection Inspection			
07/25/2022	26615	Ken Cook's Plumbing and Heating Inc.	ANNUAL BACKFLOW INSPECTION	800.00
Total 803.710	Backflow Connection Inspection			800.00

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Chelsea District Library

List of Checks for Board Approval

July 2022

Date	Num	Name	Memo	Amount
Total 803.600 · Building Maintenance				
Total 803 · Maintenance Service Contracts				9,933.64
Total 803 · Maintenance Service Contracts				15,191.98
850 · Telecommunications				
850.100 · Local & Long Distance Charges				
850.120 · Telephone				
07/11/2022	734433980406	A T & T TELCO	2022 TELCO - 05/26 - 06/25/2022	182.71
07/20/2022	20220709	KeyBank	2022 STAR2STAR - VOIP	388.43
Total 850.120 · Telephone				571.14
850.121 · IT Cell Phone				
07/11/2022	9909883715	Verizon Wireless	2022 IT CELL PHONE 05/29 - 06/28/2022 - date corrected 08/05	51.13
Total 850.121 · IT Cell Phone				51.13
Total 850.100 · Local & Long Distance Charges				
Total 850.100 · Local & Long Distance Charges				622.27
850.300 · TLN Internet Service				
850.310 · Internet				
07/11/2022	70149	The Library Network	INTERNET	1,499.58
Total 850.310 · Internet				1,499.58
850.311 · WIFI Hotspots				
07/11/2022	977550022-2022-06-25	T-MOBILE	2022 - T-MOBILE HOTSPOTS 05/21 - 06/20/2022	309.10
07/11/2022	9909883715	Verizon Wireless	2022 HOT SPOTS 05/29 - 06/28/2022 - date corrected 08/05	575.96
07/25/2022	X07142022	A T & T Mobility	2022 - 07/06 - 08/06/2022	216.60
Total 850.311 · WIFI Hotspots				1,101.66
Total 850.300 · TLN Internet Service				
Total 850.300 · TLN Internet Service				2,601.24
Total 850 · Telecommunications				
Total 850 · Telecommunications				3,223.51
880 · Promotional Materials				
880.100 · Advertising				
880.110 · Media Buy				
07/11/2022	3815	Chelsea Guardian	2022 - SRP AD, 1/8 PAGE, 07/08/2022	50.00
Total 880.110 · Media Buy				50.00
Total 880.100 · Advertising				
Total 880.100 · Advertising				50.00
880.300 · Marketing Supplies				
880.310 · Displays				
07/20/2022	20220709	KeyBank	2022 STAPLES - FUNDRAISING BOARD	66.42
07/20/2022	20220709	KeyBank	2022 SIGNS IN A DAY - DISTRICT MAP FOR SIGN	144.50
Total 880.310 · Displays				210.92

Chelsea District Library

List of Checks for Board Approval

July 2022

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Date	Num	Name	Memo	Amount
07/20/2022	880.320 • Misc Marketing Supplies	KeyBank	2022 STAPLES - OFFICE SUPPLIES	41.39
07/20/2022	20220709	KeyBank	2022 STICKER MULE - CIRCLE STICKERS FOR QUILT	19.00
	Total 880.320 • Misc Marketing Supplies			60.39
07/20/2022	880.340 • Printed Items / Stationary	KeyBank	2022 NAMIFY - NAME BADGES, JENI & STACY	25.30
07/20/2022	20220709	KeyBank	2022 NAMIFY - NAME BADGES, FRIENDS	46.25
07/20/2022	20220709	KeyBank	2022 NAMIFY - NAME BADGES, FRIENDS	-45.57
	Total 880.340 • Printed Items / Stationary			25.98
07/01/2022	880.350 • Misc Postage	Postmaster	PERMIT FEE PI28	275.00
	PO 22-179			
	Total 880.350 • Misc Postage			275.00
	Total 880.300 • Marketing Supplies			572.29
07/20/2022	880.400 • Program Promotion			
	880.430 • Library Program Promotion			
	880.431 • General Library Prog Promotion			
07/20/2022	20220709	KeyBank	2022 DISCOUNT MUGS - TAX REFUND	-20.55
	Total 880.431 • General Library Prog Promotion			-20.55
	Total 880.430 • Library Program Promotion			-20.55
	Total 880.400 • Program Promotion			-20.55
07/20/2022	880.500 • Purchased Services			
	880.510 • General Purchased Services			
07/20/2022	20220709	KeyBank	2022 ADOBE - STOCK DIGITAL IMAGES	29.99
	Total 880.510 • General Purchased Services			29.99
07/20/2022	880.520 • Professional Services			
	880.522 • Photography Services			
07/11/2022	20220712	Burrill Strong Photography	2022 Photography Services (2 of 2)	1,400.00
	Total 880.522 • Photography Services			1,400.00
	Total 880.520 • Professional Services			1,400.00
	Total 880.500 • Purchased Services			1,429.99
	Total 880 • Promotional Materials			2,031.73
884 • Programming				
884.110 • Adult Speakers				
884.119 • General Adult Events				

Chelsea District Library

List of Checks for Board Approval

July 2022

Date	Num	Name	Memo	Amount
07/27/2022	PO 22-161SP	SMITH, PATTI	PRESENTER FEE 08/10/2022	100.00
Total 884.119 · General Adult Events				
Total 884.110 · Adult Speakers				100.00
884.120 · Adult Supplies				
884.121 · Refreshments				
07/20/2022	20220709	KeyBank	2022 MEIJER - FOOD DRINK - SRP	89.08
07/20/2022	20220709	KeyBank	2022 GFS - SUMMER PROGRAMMING SUPPLIES	203.07
Total 884.121 · Refreshments				292.15
884.126 · General Adult Programs				
07/20/2022	20220709	KeyBank	2022 MICHAELS - RIBBON - MAKERSPACE	27.98
Total 884.126 · General Adult Programs				
Total 884.120 · Adult Supplies				320.13
884.210 · Youth Speakers				
884.215 · Early Literacy				
07/27/2022	PO 22-113JZ	LAW, CHRISTINE M.	YOGA STORYTIME 08/04/2022	100.00
Total 884.215 · Early Literacy				
Total 884.210 · Youth Speakers				100.00
884.220 · Youth Supplies				
884.226 · Summer Reading				
07/11/2022	19RQ-DF9K-4FCQ	Amazon Capital Services Inc	SRP	110.34
07/20/2022	20220709	KeyBank	2022 GFS - ICE CREAM FOR KICKOFF - SRP	200.00
07/20/2022	20220709	KeyBank	2022 DOLLAR TREE - SPRINKLES - SRP	10.00
07/20/2022	20220709	KeyBank	2022 POLLY'S - WINGS OF FIRE COOKIES - SRP	52.49
07/27/2022	1R7Y-FM9P-Q74V	Amazon Capital Services Inc	AQUAMAN	46.95
07/27/2022	1W3J-H1JQ-663P	Amazon Capital Services Inc	KEY RINGS	10.87
07/27/2022	2036872785	Baker & Taylor - Program Account	SRP	292.60
Total 884.226 · Summer Reading				723.25
Total 884.220 · Youth Supplies				723.25
884.260 · Teen Speakers				
884.265 · YSG Recognition				
07/20/2022	20220709	KeyBank	2022 JOANNS - T-SHIRTS	84.58
Total 884.265 · YSG Recognition				
Total 884.260 · Teen Speakers				84.58
884.270 · Teen Supplies				
884.272 · Teen General Programs				

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Chelsea District Library

List of Checks for Board Approval

July 2022

Date	Num	Name	Memo	Amount
07/20/2022	20220709	KeyBank	2022 ABEBOOKS.COM - "INGO", 8 COPIES - TEEN PROGR...	57.16
07/30/2022	17RK-CNHG-6R1J	Amazon Capital Services Inc	TEEN GENERAL PROGRAMS	151.20
07/30/2022	1PX1-GNC9-CCJQ	Amazon Capital Services Inc	TEEN PROGRAMMING - MOLDS AND TOOLS	139.51
Total 884.272 · Teen General Programs				347.87
884.276 · Teen Refreshments				
07/20/2022	20220709	KeyBank	2022 MICHAELS - MELTABLES + CANDY SHAPES	14.35
07/20/2022	20220709	KeyBank	2022 COTTAGE INN - PIZZA & PAPERBACKS	35.26
07/20/2022	20220709	KeyBank	2022 OH MY LOLLII' - REFRESHMENTS - SRP	45.40
Total 884.276 · Teen Refreshments				95.01
884.277 · Teen Summer Reading				
07/11/2022	13R6-NW63-LHDQ	Amazon Capital Services Inc	SRP	69.29
07/20/2022	20220709	KeyBank	2022 TARGET - TARGET & TACO BELL GIFT CARDS - SRP	130.00
Total 884.277 · Teen Summer Reading				199.29
Total 884.270 · Teen Supplies				642.17
884.400 · Music Focus				
07/11/2022	884.411 · Songfest		TRAVEL STIPEND	750.00
Total 884.411 · Songfest				750.00
884.412 · Music in the Air				
07/11/2022	20220709	Chelsea House Victorian Inn	2022 MITA Accommodations	304.20
Total 884.412 · Music in the Air				304.20
Total 884.400 · Music Focus				1,054.20
884.920 · Youth Programming Restricted				
884.921 · Youth Prog Rest Gifts Genl				
07/11/2022	19RQ-DF9K-4FCQ	Amazon Capital Services Inc	YOUTH PROG RESTRICTED GIFT	21.42
07/25/2022	1F74-HVCM-7MXQ	Amazon Capital Services Inc	CRAYOLA SETS	-59.98
Total 884.921 · Youth Prog Rest Gifts Genl				-38.56
884.923 · Youth Prog Rest Gifts SRP				
07/25/2022	PO 22-160SP	Rosenthal, Mark	MAGIC/ANIMAL SHOW	555.00
Total 884.923 · Youth Prog Rest Gifts SRP				555.00
Total 884.920 · Youth Programming Restricted				516.44
Total 884 · Programming				3,540.77
920 · Utilities				
920.110 · City of Chelsea Water				

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Chelsea District Library

List of Checks for Board Approval

July 2022

Date	Num	Name	Memo	Amount
07/13/2022	20220708	City of Chelsea-Elect & Water	2022 JUNE 05/31 - 06/30/2022 WATER	72.55
Total 920.110 · City of Chelsea Water				72.55
07/13/2022	20220708	City of Chelsea-Elect & Water	2022 JUNE 05/31 - 06/30/2022 SEWER	152.56
Total 920.120 · City of Chelsea Sewer				152.56
07/13/2022	20220708	City of Chelsea-Elect & Water	2022 JUNE 05/31 - 06/30/2022 ELECTRICITY	5,185.64
Total 920.130 · City of Chelsea Electric				5,185.64
07/13/2022	20220708	City of Chelsea-Elect & Water	2022 JUNE 05/31 - 06/30/2022 SPRINKLER	201.35
Total 920.150 · City of Chelsea Sprinkler				201.35
07/25/2022	3518368	Constellation NewEnergy-Gas Division...	2022 MAY - 04/22 - 05/20/2022	179.47
Total 920.200 · McKune Gas				179.47
Total 920 · Utilities				5,791.57
960 · Board & Director Expense				
07/20/2022	20220709	KeyBank	2022 ARCTIC BREAKAWAY - ROTARY LUNCH 6/14	24.05
07/20/2022	20220709	KeyBank	2022 CHELSEA AREA CHAMBER OF COMMERCE BREAKF...	30.00
Total 960.200 · Director Expense				54.05
Total 960 · Board & Director Expense				54.05
965 · Automation Services				
07/25/2022	70299	The Library Network	ITEM LINKED CHARGES	1,102.76
Total 965.100 · Bibliographic Database				1,102.76
07/25/2022	70299	The Library Network	BASIC FEE	5,401.83
07/25/2022	70299	The Library Network	CIRC 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				
967.120 · Computers				

Chelsea District Library

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July 2022

Date	Num	Name	Memo	Amount
07/25/2022	176T-GQH3-C3J1	Amazon Capital Services Inc	PHONES – SERVER ROOM COMPONENTS – 911 GEAR	1,024.24
Total 967.120 · Computers				1,024.24
Total 967.100 · Equipment Hardware				1,024.24
967.200 · Equipment Software				
07/20/2022	20220709	KeyBank	2022 HR PLAYBOOK	170.00
07/20/2022	20220709	KeyBank	2022 ZOOM - REMOTE CONF SOFTWARE 6/24 - 7/23/22	39.50
Total 967.200 · Equipment Software				209.50
967.300 · Equipment Furniture & Fixtures				
967.310 · Makerspace Furnishings				
07/11/2022	1HRH-HVKH-Q3X6	Amazon Capital Services Inc	MAKERSPACE	86.47
07/11/2022	1HRH-HVKH-Q3X6	Amazon Capital Services Inc	COMPUTER HARDWARE - was 967.100 changed 07/25 per ...	108.00
07/13/2022	36827	Chelsea Lumber Company	LUMBER - NEED PAPERWORK FROM STACY	85.04
Total 967.310 · Makerspace Furnishings				279.51
967.330 · Equipment - non-Computer				
07/11/2022	1HRH-HVKH-Q3X6	Amazon Capital Services Inc	LABELING SUPPLIES - NON-PC EQUIPMENT - was 967.300...	62.21
07/25/2022	1WGF-VHQ6-TPVF	Amazon Capital Services Inc	HONEYWELL THERMOSTAT FOR MCKUNE	334.97
Total 967.330 · Equipment - non-Computer				397.18
Total 967.300 · Equipment Furniture & Fixtures				676.69
Total 967 · Equipment				1,910.43
969 · Continuing Education Expenses				
969.001 · Travel				
969.100 · Staff Travel				
969.144 · Committee Meetings				
07/25/2022	20220722	Lancaster, Terri	TLN COMMITTEE MEETING	47.97
Total 969.144 · Committee Meetings				47.97
Total 969.100 · Staff Travel				47.97
Total 969.001 · Travel				47.97
Total 969 · Continuing Education Expenses				47.97
980 · Capital Expense				
975.200 · Capital Maintenance				
07/25/2022	20220722	DEXTER BLOCK	BRICK AND CONCRETE REPAIR WORK.	1,430.00
Total 975.200 · Capital Maintenance				1,430.00
980.300 · Computer Upgrades				
980.320 · Hardware Upgrades				

Chelsea District Library

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July 2022

Date	Numb	Name	Memo	Amount
07/11/2022	980.321 - Servers & Storage 1HRH-HVKH-Q3X6	Amazon Capital Services Inc	SERVERS AND STORAGE	677.16
	Total 980.321 - Servers & Storage			677.16
	Total 980.320 - Hardware Upgrades			677.16
	Total 980.300 - Computer Upgrades			677.16
	980.910 - Capital Restricted Gift			
07/11/2022	1	BIEBER, SAMANTHA	MOBILE CDL - PROMOTIONAL	120.00
07/20/2022	20220709	KeyBank	2022 CLEARY'S - MOBILE CDL OUTREACH COMMITTEE M...	103.63
07/20/2022	20220709	KeyBank	2022 USPS - STAMPS FOR DONATION THANK YOU CAR...	34.80
07/25/2022	19XG-WDX1-DMM9	Amazon Capital Services Inc	DISPLAY BUG CORRUGATED BROCHURE HOLDER - CDL ...	39.99
	Total 980.910 - Capital Restricted Gift			298.42
	Total 980 - Capital Expense			2,405.58
	982 - Collection Expense			
	982.100 - Audio Books			
07/13/2022	982.120 - Adult Books on Disc 502320540	Midwest Tape	JULY BOC	112.97
	Total 982.120 - Adult Books on Disc			112.97
	Total 982.100 - Audio Books			112.97
	982.400 - Non Print			
	982.410 - Electronic Products/Subs			
07/11/2022	302865-PPU	KANOPY INC	KANOPY VIDEO PLAYS - JUNE	50.85
07/11/2022	10111596136	LINKEDIN CORP	LYNDA LIBRARY - 5 USERS - LINKED-IN LEARNING	2,250.00
07/11/2022	50233541	Midwest Tape - Hoopla	DIGITAL CONTENT	1,884.24
07/11/2022	70251	The Library Network	CAREER ASSISTANCE - TUTORING SERVICES	2,800.00
07/27/2022	40416124	Scholastic Library Publishing	SCHOLASTIC TEACHABLES DATABASE 06/12/22 - 06/11/23	959.00
	Total 982.410 - Electronic Products/Subs			7,944.09
	982.420 - Adult Music on CD			
07/13/2022	502320541	Midwest Tape	APRIL/MAY CDs	23.98
	Total 982.420 - Adult Music on CD			23.98
	982.430 - Non-Traditional Collections			
07/11/2022	1VQN-VG7Q-3HYK	Amazon Capital Services Inc	SPORTS PORT KIT EQUIPMENT	122.73
07/25/2022	1WYH-4D1W-JQW1	Amazon Capital Services Inc	LACROSSE BAG, 1 OF 2	-19.99
07/25/2022	1KY9-6WHC-L7W3	Amazon Capital Services Inc	LACROSSE BAG, 2 OF 2	-19.99
	Total 982.430 - Non-Traditional Collections			82.75
	982.460 - DVD Feature			

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Date	Num	Name	Memo	Amount
07/25/2022	502288206	Midwest Tape	JUNE ADULT FEATURE DVDs	85.46
Total 982.460 · DVD Feature				85.46
07/27/2022	982.470 · DVD Non-Fiction			
07/27/2022	502320543	Midwest Tape	JUNE NF DVDs	74.96
Total 982.470 · DVD Non-Fiction				74.96
07/27/2022	982.485 · Playaway Views			
07/27/2022	394596	Findaway World, LLC	WONDERBOOK STANDING ORDER	710.46
07/27/2022	394641	Findaway World, LLC	REPLACEMENT LAUNCHPADS	139.98
07/27/2022	395373	Findaway World, LLC	WONDERBOOK STANDING ORDER	94.98
Total 982.485 · Playaway Views				945.42
Total 982.400 · Non Print				9,156.66
07/30/2022	982.500 · Local History Preservation			
07/30/2022	982.510 · Local History Preservation			
07/30/2022	PO 22-162SP	Chelsea High School Yearbook	2022 YEARBOOK	70.00
Total 982.510 · Local History Preservation				70.00
Total 982.500 · Local History Preservation				70.00
07/30/2022	982.700 · Print			
07/30/2022	982.705 · Adult Print			
Total 982.710 · Adult Large Print				
07/11/2022	70163257	Ingram Library Services	ADULT PRINT LARGE	20.37
07/27/2022	70149100	Ingram Library Services	ADULT PRINT LARGE	131.19
07/27/2022	70147103	Ingram Library Services	ADULT PRINT LARGE	67.71
07/27/2022	70383731	Ingram Library Services	ADULT PRINT LARGE	30.79
07/27/2022	70493278	Ingram Library Services	ADULT PRINT LARGE	101.50
07/27/2022	70493276	Ingram Library Services	ADULT PRINT LARGE	33.76
07/27/2022	70507273	Ingram Library Services	ADULT PRINT LARGE	20.99
07/27/2022	70553404	Ingram Library Services	ADULT PRINT LARGE	20.98
07/27/2022	70578434	Ingram Library Services	ADULT PRINT LARGE	20.66
07/30/2022	70280395	Ingram Library Services	ADULT PRINT LARGE	18.37
07/30/2022	70397170	Ingram Library Services	ADULT PRINT LARGE	21.60
Total 982.710 · Adult Large Print				487.92
07/11/2022	982.720 · Adult Print General			
07/11/2022	70139490	Ingram Library Services	L/D - ADULT PRINT	-29.95
07/11/2022	70139492	Ingram Library Services	ADULT PRINT GENERAL	17.26
07/11/2022	70139491	Ingram Library Services	ADULT PRINT GENERAL	15.84
07/11/2022	70163252	Ingram Library Services	ADULT PRINT GENERAL	295.65
07/11/2022	70163253	Ingram Library Services	ADULT PRINT GENERAL	16.96
07/11/2022	70163259	Ingram Library Services	ADULT PRINT GENERAL	300.99
07/11/2022			ADULT PRINT GENERAL	226.26

Chelsea District Library

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Date	Num	Name	Memo	Amount
07/11/2022	70163260	Ingram Library Services	ADULT PRINT GENERAL	16.36
07/11/2022	70163256	Ingram Library Services	ADULT PRINT GENERAL	15.62
07/11/2022	70163261	Ingram Library Services	ADULT PRINT GENERAL	15.69
07/11/2022	70163258	Ingram Library Services	ADULT PRINT GENERAL	19.72
07/11/2022	70163254	Ingram Library Services	ADULT PRINT GENERAL	17.81
07/11/2022	70163255	Ingram Library Services	ADULT PRINT GENERAL	17.26
07/11/2022	70205788	Ingram Library Services	ADULT PRINT GENERAL	15.39
07/11/2022	70205787	Ingram Library Services	ADULT PRINT GENERAL	15.07
07/11/2022	70205789	Ingram Library Services	ADULT PRINT GENERAL	29.95
07/11/2022	70214353	Ingram Library Services	ADULT PRINT GENERAL	92.10
07/11/2022	70214352	Ingram Library Services	ADULT PRINT GENERAL	16.72
07/11/2022	70214350	Ingram Library Services	ADULT PRINT GENERAL	19.20
07/11/2022	70214348	Ingram Library Services	ADULT PRINT GENERAL	34.53
07/11/2022	70214354	Ingram Library Services	ADULT PRINT GENERAL	27.44
07/11/2022	70214349	Ingram Library Services	ADULT PRINT GENERAL	16.16
07/11/2022	70233693	Ingram Library Services	ADULT PRINT GENERAL	16.94
07/11/2022	70233694	Ingram Library Services	ADULT PRINT GENERAL	17.88
07/11/2022	70248462	Ingram Library Services	ADULT PRINT GENERAL	47.51
07/27/2022	2036807357	Baker & Taylor - Adult	ADULT ACCT	27.98
07/27/2022	2036838020	Baker & Taylor - Adult	ADULT ACCT	34.59
07/27/2022	70139493	Ingram Library Services	ADULT PRINT GENERAL	7.96
07/27/2022	70139495	Ingram Library Services	ADULT PRINT GENERAL	32.76
07/27/2022	70139494	Ingram Library Services	ADULT PRINT GENERAL	56.75
07/27/2022	70139496	Ingram Library Services	ADULT PRINT GENERAL	17.49
07/27/2022	70147102	Ingram Library Services	ADULT PRINT GENERAL	29.68
07/27/2022	70147101	Ingram Library Services	ADULT PRINT GENERAL	14.84
07/27/2022	70383732	Ingram Library Services	ADULT PRINT GENERAL	13.19
07/27/2022	70397177	Ingram Library Services	ADULT PRINT GENERAL	8.23
07/27/2022	70397176	Ingram Library Services	ADULT PRINT GENERAL	33.99
07/27/2022	70425441	Ingram Library Services	ADULT PRINT GENERAL	15.62
07/27/2022	70425443	Ingram Library Services	ADULT PRINT GENERAL	293.07
07/27/2022	70465790	Ingram Library Services	ADULT PRINT GENERAL	32.34
07/27/2022	70472397	Ingram Library Services	ADULT PRINT GENERAL	35.62
07/27/2022	70493277	Ingram Library Services	ADULT PRINT GENERAL	13.54
07/27/2022	70493279	Ingram Library Services	ADULT PRINT GENERAL	28.12
07/27/2022	70507277	Ingram Library Services	ADULT PRINT GENERAL	49.69
07/27/2022	70507274	Ingram Library Services	ADULT PRINT GENERAL	32.88
07/27/2022	70553411	Ingram Library Services	ADULT PRINT GENERAL	16.93
07/27/2022	70553407	Ingram Library Services	ADULT PRINT GENERAL	17.81
07/27/2022	70553406	Ingram Library Services	ADULT PRINT GENERAL	49.03
07/27/2022	70553405	Ingram Library Services	ADULT PRINT GENERAL	13.21
07/27/2022	70553410	Ingram Library Services	ADULT PRINT GENERAL	39.15
07/27/2022	70553408	Ingram Library Services	ADULT PRINT GENERAL	13.74
07/27/2022	70578435	Ingram Library Services	ADULT PRINT GENERAL	26.95
07/27/2022	PO 22-050	PHILLIPS, ARACELIS	REFUND - BLACK SQUARE ADVENTURES....	62.79
07/30/2022	70280400	Ingram Library Services	ADULT PRINT GENERAL	13.54
07/30/2022	70280396	Ingram Library Services	ADULT PRINT GENERAL	13.21
07/30/2022	70280402	Ingram Library Services	ADULT PRINT GENERAL	52.36
07/30/2022	70280397	Ingram Library Services	ADULT PRINT GENERAL	

Chelsea District Library

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Date	Num	Name	Memo	Amount
07/30/2022	70280398	Ingram Library Services	ADULT PRINT GENERAL	70.62
07/30/2022	70280401	Ingram Library Services	ADULT PRINT GENERAL	16.38
07/30/2022	70397171	Ingram Library Services	ADULT PRINT GENERAL	17.26
07/30/2022	70397173	Ingram Library Services	ADULT PRINT GENERAL	16.71
07/30/2022	70397172	Ingram Library Services	ADULT PRINT GENERAL	17.88
07/30/2022	70397174	Ingram Library Services	ADULT PRINT GENERAL	14.78
07/30/2022	70578437	Ingram Library Services	ADULT PRINT GENERAL	303.01
07/30/2022	70578436	Ingram Library Services	ADULT PRINT GENERAL	54.82
Total 982.720 · Adult Print General				2,919.59
982.740 · Multiple Book Copies				
07/27/2022	70472398	Ingram Library Services	MULTIPLE BOOK COPIES	16.16
07/30/2022	70397175	Ingram Library Services	MULT BOOK COPIES	133.51
07/30/2022	70578438	Ingram Library Services	MULT BOOK COPIES	16.94
Total 982.740 · Multiple Book Copies				166.61
Total 982.705 · Adult Print				3,574.12
982.755 · Youth Print				
982.760 · Youth Print General				
07/11/2022			L/D - YOUTH PRINT	-27.48
07/11/2022	2036820652	Baker & Taylor - Unlabeled Juvenile	2022 UNLABELED JUVENILE	93.43
07/11/2022	ERG12911	BOOK FARM LLC	BOOKS - FOR COLLECTION - 41 NEW J NONFICTION	36.00
07/11/2022	70056356	Ingram Library Services	YOUTH PRINT GENERAL	21.87
07/11/2022	70099880	Ingram Library Services	YOUTH PRINT GENERAL	10.83
07/11/2022	70214351	Ingram Library Services	YOUTH PRINT GENERAL	10.83
07/11/2022	70214347	Ingram Library Services	YOUTH PRINT GENERAL	18.83
07/11/2022	70233692	Ingram Library Services	YOUTH PRINT GENERAL	8.46
07/11/2022	2036819778	Baker & Taylor - Auto Yours Cats	2022 YOUTH PRINT GENERAL	79.67
07/25/2022	UNAPPLIED - 26633	Amazon Capital Services Inc	DUPE PAYMENT - 1334-MGXJ-QKFG (PD 05/03/22) VS 133...	-84.03
07/27/2022	2036842918	Baker & Taylor - Auto Yours Cats	2022 YOUTH PRINT GENERAL	106.55
07/27/2022	2036832929	Baker & Taylor - Unlabeled Juvenile	2022 UNLABELED JUVENILE	285.36
07/27/2022	2036843703	Baker & Taylor - Unlabeled Juvenile	2022 UNLABELED JUVENILE	322.14
07/30/2022	0003266355	Baker & Taylor - Unlabeled Juvenile	2022 YOUTH PRINT GENERAL - CREDIT FOR SUBPAR LA...	-41.80
07/30/2022	70280399	Ingram Library Services	YOUTH PRINT GENERAL	11.43
07/30/2022	70376215	Ingram Library Services	YOUTH PRINT GENERAL	9.89
07/30/2022	70376211	Ingram Library Services	YOUTH PRINT GENERAL	15.38
Total 982.760 · Youth Print General				877.36
Total 982.755 · Youth Print				877.36
Total 982.700 · Print				4,451.48
982.910 · Adult Collection Restricted				
07/27/2022	70147104	Ingram Library Services	ADULT COLLECTION RESTRICTED	8.25
Total 982.910 · Adult Collection Restricted				8.25

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Chelsea District Library
List of Checks for Board Approval
July 2022

Date	Num	Name	Memo	Amount
Total 982	Collection Expense			13,799.36
TOTAL				165,526.18

Chelsea District Library Donation and Restricted

January through July 2022

	Jan - Jul 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	3,100	0
674.120 · Undesignated Donation	3,010	3,010	0
674.121 · Annual Giving	6,875	15,000	(8,125)
674.141 · Designated Technology	0	3,000	(3,000)
674.150 · Continuing Education Restricted	740	725	15
Total 674 · Contribution & Donation	31,015	40,625	(9,610)
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	31,015	49,125	(18,110)
Gross Profit	31,015	49,125	(18,110)
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	6,388	274
Total 884.400 · Music Focus	6,662	6,388	274
884.500 · Artist In Residence			
884.970 · Artist In Residence 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 July 2022

	Jan - Jul 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	558	1,500	(942)
884.923 · Youth Prog Rest Gifts SRP	3,680	3,950	(270)
Total 884.920 · Youth Programming Restricted	4,238	5,450	(1,212)
Total 884 · Programming	20,653	25,138	(4,485)
969 · Continuing Education Expenses			
969.600 · Staff Training			
969.940 · Staff Apprec - Restr/Covid-19	350	1,025	(675)
Total 969.600 · Staff Training	350	1,025	(675)
Total 969 · Continuing Education Expenses	350	1,025	(675)
980 · Capital Expense			
980.910 · Capital Restricted Gift	126,874	11,344	115,530
Total 980 · Capital Expense	126,874	11,344	115,530
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	40	90	(50)
982.920 · Youth Collection Restricted	0	40	(40)
Total 982 · Collection Expense	40	130	(90)
Total Expense	154,094	40,637	113,457
Net Ordinary Income	(123,079)	8,488	(131,567)
Net Income	(123,079)	8,488	(131,567)

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

	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul 22	Jan - Jul 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense											
Income											
402 - District Revenue	796,508	995,920	41,695	62,978	10,280	81,195	1,345	1,989,921	1,934,733	55,188	103%
501.001 - Grants	0	0	0	0	0	0	0	0	1,000	(1,000)	0%
540.100 - State Aid	0	0	57,264	7,869	26	0	7,980	73,139	67,000	6,139	109%
574.100 - Penal Fines	0	0	0	0	0	0	15,221	15,221	7,000	8,221	217%
606.000 - Misc Income & Refunds	0	0	0	0	0	104	0	104	3,000	(594)	80%
607.100 - Non-Resident Fees	0	125	250	0	31	2,000	0	2,406	600	(600)	0%
607.200 - ILL Fees	0	0	0	0	0	0	0	0	4,500	(2,929)	35%
645.100 - Copiers & Printers	0	345	111	239	318	357	201	1,571	30	0	0%
655.100 - Circulation Fines	0	0	0	0	0	30	0	30	187	(15,790)	47%
665.100 - Interest	25	26	37	32	26	22	19	187	14,210	(13,023)	91%
666.100 - Investment Earnings	8	11	2,262	2,376	9,393	24	136	14,210	(34,770)	38,088	187%
666.500 - Investment Change in Value	(8,359)	(4,694)	(14,039)	(8,563)	876	(4,458)	4,467	(34,770)	43,866	(8,500)	0%
674 - Contribution & Donation	4,025	360	13,090	5,210	2,968	8,603	47,718	81,974	8,500	43,774	102%
675 - Private Grant Sources	0	0	0	0	0	0	0	0	2,100,219	43,774	102%
Total Income	792,207	992,093	100,670	70,141	23,918	87,877	77,087	2,143,993	2,100,219	43,774	102%
Gross Profit	792,207	992,093	100,670	70,141	23,918	87,877	77,087	2,143,993	2,100,219	43,774	102%
Expense											
701 - Personnel Expenses	82,536	93,254	94,493	86,983	100,441	103,274	94,649	655,630	1,265,279	(609,649)	52%
727 - Supplies	1,413	585	878	1,372	587	7,579	585	12,999	32,585	(19,586)	40%
801 - Professional Services	1,353	1,428	19,099	1,066	1,550	3,942	12,884	41,322	59,980	(18,658)	69%
803 - Maintenance Service Contracts	7,628	12,718	20,327	7,236	15,063	10,070	15,192	88,234	174,555	(86,321)	51%
850 - Telecommunications	1,954	4,996	3,457	1,862	1,920	1,199	3,224	18,612	43,350	(24,738)	43%
880 - Promotional Materials	1,760	11,150	3,109	2,583	10,264	5,691	2,032	36,589	72,840	(36,251)	50%
884 - Programming	7,371	7,774	10,819	25,164	10,344	6,435	3,541	71,448	128,285	(56,837)	56%
885 - Volunteer	0	0	25	13	0	0	0	38	2,500	(2,462)	2%
920 - Utilities	0	6,240	5,634	5,407	5,285	5,349	5,792	33,707	62,000	(28,293)	54%
960 - Board & Director Expense	0	212	136	47	106	794	54	1,349	3,800	(2,451)	36%
965 - Automation Services	13,850	0	0	9,411	0	0	9,411	32,672	43,827	(11,155)	75%
967 - Equipment	274	1,798	2,777	5,814	1,995	863	1,910	15,431	39,450	(24,019)	39%
969 - Continuing Education Expenses	720	2,992	701	4,293	2,125	500	48	11,379	27,288	(15,909)	42%
980 - Capital Expense	0	0	5,500	2,517	126,911	12,159	2,406	149,493	81,144	68,349	184%
982 - Collection Expense	6,684	6,510	12,697	9,347	32,321	11,172	13,799	92,530	181,630	(89,100)	51%
Total Expense	125,543	149,657	179,652	163,115	308,912	169,027	165,527	1,261,433	2,218,513	(957,080)	57%
Net Ordinary Income	666,664	842,436	(78,982)	(92,974)	(284,994)	(81,150)	(88,440)	882,560	(118,294)	1,000,854	(746%)
Other Income/Expense											
Other Expense											
999.001 - Transfer to Capital Improvement	0	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	0	5,000	(5,000)	0%
999.025 - Carry from General Fund	0	0	0	0	0	0	0	0	20,946	(20,946)	0%
Total Other Expense	0	0	0	0	0	0	0	0	85,246	(85,246)	0%
Net Other Income	0	0	0	0	0	0	0	0	(85,246)	85,246	0%
Net Income	666,664	842,436	(78,982)	(92,974)	(284,994)	(81,150)	(88,440)	882,560	(203,540)	1,086,100	0%

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	1,989,921.10	1,829,073.81	160,847.29	8.79%
540.100 · State Aid	73,138.71	76,359.64	-3,220.93	-4.22%
574.100 · Penal Fines	15,220.72	20,478.87	-5,258.15	-25.68%
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	1,570.20	1,639.03	-68.83	-4.2%
655.100 · Circulation Fines	30.00	100.10	-70.10	-70.03%
665.100 · Interest	186.75	284.94	-98.19	-34.46%
666.100 · Investment Earnings	14,209.85	32,792.14	-18,582.29	-56.67%
666.500 · Investment Change in Value	-34,770.75	-32,277.45	-2,493.30	-7.73%
666.510 · Change in Community Foundation	0.00	4,090.00	-4,090.00	-100.0%
674 · Contribution & Donation	83,431.53	12,424.03	71,007.50	571.53%
Total Income	2,145,448.11	1,948,040.86	197,407.25	10.13%
Gross Profit	2,145,448.11	1,948,040.86	197,407.25	10.13%
Expense				
66900 · Reconciliation Discrepancies	0.00	0.00	0.00	0.0%
701 · Personnel Expenses	655,628.62	1,145,150.74	-489,522.12	-42.75%
727 · Supplies	13,144.77	23,148.31	-10,003.54	-43.22%
801 · Professional Services	41,322.98	53,788.89	-12,465.91	-23.18%
803 · Maintenance Service Contracts	88,234.10	138,207.32	-49,973.22	-36.16%
850 · Telecommunications	19,476.86	32,789.37	-13,312.51	-40.6%
880 · Promotional Materials	36,588.60	68,574.93	-31,986.33	-46.64%
884 · Programming	71,463.69	70,013.38	1,450.31	2.07%
885 · Volunteer	37.94	2,887.49	-2,849.55	-98.69%
920 · Utilities	33,706.67	59,405.96	-25,699.29	-43.26%
960 · Board & Director Expense	1,348.31	1,737.64	-389.33	-22.41%
965 · Automation Services	32,671.85	40,939.14	-8,267.29	-20.19%
967 · Equipment	18,891.76	30,667.93	-11,776.17	-38.4%
969 · Continuing Education Expenses	11,378.49	10,090.04	1,288.45	12.77%
980 · Capital Expense	155,665.78	58,520.06	97,145.72	166.0%
982 · Collection Expense	93,658.84	184,665.53	-91,006.69	-49.28%
Total Expense	1,273,219.26	1,920,586.73	-647,367.47	-33.71%
Net Ordinary Income	872,228.85	27,454.13	844,774.72	3,077.04%
Net Income	872,228.85	27,454.13	844,774.72	3,077.04%

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

TOTAL

Ordinary Income/Expense	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul 22	Jan - Jul 22	Budget	\$ Over Budget	% of Budget
Income											
402 · District Revenue	796,508	995,920	41,695	62,978	10,280	81,195	1,345	1,989,921	1,934,733	55,188	103%
501.001 · Grants	0	0	0	0	0	0	0	0	1,000	(1,000)	0%
540.100 · State Aid	0	0	57,264	7,869	26	0	7,980	73,139	67,000	6,139	109%
574.100 · Penal Fines	0	0	0	0	0	0	15,221	15,221	7,000	8,221	217%
606.000 · Misc Income & Refunds	0	0	0	0	0	104	0	104	0	(594)	80%
607.100 · Non-Resident Fees	0	125	250	0	31	2,000	0	2,406	3,000	(600)	0%
607.200 · ILL Fees	0	0	0	0	0	0	0	0	600	(600)	0%
645.100 · Copiers & Printers	0	345	111	239	318	357	201	1,571	4,500	(2,929)	35%
655.100 · Circulation Fines	0	0	0	0	0	30	0	30	0	0	
665.100 · Interest	25	26	37	32	26	22	19	187	0	0	
666.100 · Investment Earnings	8	11	2,262	2,376	9,393	24	136	14,210	30,000	(15,790)	47%
666.500 · Investment Change in Value	(8,359)	(4,694)	(14,039)	(8,563)	876	(4,458)	4,467	(34,770)	0	0	
674 · Contribution & Donation	4,025	360	13,090	5,210	2,968	8,603	47,718	81,974	43,886	38,088	187%
675 · Private Grant Sources	0	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	77,087	2,143,993	2,100,219	43,774	102%
Expense											
701 · Personnel Expenses	82,536	93,254	94,493	86,983	100,441	103,274	94,649	655,630	1,265,279	(609,649)	52%
727 · Supplies	1,413	585	878	1,372	587	7,579	585	12,999	32,585	(19,586)	40%
801 · Professional Services	1,353	1,428	19,099	1,066	1,550	3,942	12,884	41,322	59,980	(18,658)	69%
803 · Maintenance Service Contracts	7,528	12,718	20,327	7,236	15,063	10,070	15,192	88,234	174,555	(86,321)	51%
850 · Telecommunications	1,954	4,996	3,457	1,862	1,920	1,199	3,224	18,612	43,350	(24,738)	43%
880 · Promotional Materials	1,760	11,150	3,109	2,583	10,264	5,691	2,032	36,589	72,840	(36,251)	50%
884 · Programming	7,371	7,774	10,819	25,164	10,344	6,435	3,541	71,448	128,285	(56,837)	56%
885 · Volunteer	0	0	25	13	0	0	0	38	2,500	(2,462)	2%
920 · Utilities	0	6,240	5,634	5,407	5,285	5,349	5,792	33,707	62,000	(28,293)	54%
960 · Board & Director Expense	0	212	136	47	106	794	54	1,349	3,800	(2,451)	36%
965 · Automation Services	13,850	0	0	9,411	0	0	9,411	32,672	43,827	(11,155)	75%
967 · Equipment	274	1,798	2,777	5,814	1,995	863	1,910	15,431	39,450	(24,019)	39%
969 · Continuing Education Expenses	720	2,992	701	4,293	2,125	500	48	11,379	27,288	(15,909)	42%
980 · Capital Expense	0	0	5,500	2,517	126,911	12,159	2,405	149,493	81,144	68,349	184%
982 · Collection Expense	6,684	6,510	12,697	9,347	32,321	11,172	13,799	92,530	181,630	(89,100)	51%
Total Expense	125,543	149,657	179,652	163,115	308,912	169,027	165,527	1,261,433	2,218,513	(957,080)	57%
Net Ordinary Income	666,664	842,436	(78,982)	(92,974)	(284,994)	(81,150)	(88,440)	882,560	(118,294)	1,000,854	(746%)
Other Income/Expense											
Other Expense											
999.001 · Transfer to Capital Improvement	0	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	0	5,000	(5,000)	0%
999.025 · Carry from General Fund	0	0	0	0	0	0	0	0	20,945	(20,945)	0%
Total Other Expense	0	0	0	0	0	0	0	0	85,246	(85,246)	0%
Net Other Income	0	0	0	0	0	0	0	0	(85,246)	85,246	0%
Net Income	666,664	842,436	(78,982)	(92,974)	(284,994)	(81,150)	(88,440)	882,560	(203,540)	1,086,100	

7.0

CHELSEA DISTRICT LIBRARY

Fund Balances

July 31, 2022

General Fund**LOCAL BANKS BALANCES**

Checking Account/ Chelsea State Bank

001.001

Paypal Account

003.002

Cash on Hand

Beginning Balance	Net Change	Ending Balance
\$449,254.94	-\$68,064.06	\$381,190.88
\$697.10	\$253.48	\$697.10
<u>\$449,952.04</u>	<u>-\$67,810.58</u>	<u>\$381,887.98</u>

Ameriprise Account

Fixed Income Fund

017.003

Money Market Fund

017.004

Investment Partners Total

\$1,514,838.12	\$4,602.89	\$1,519,441.01
\$673,497.19	\$0.00	\$673,497.19
<u>\$2,188,335.31</u>	<u>\$4,602.89</u>	<u>\$2,192,938.20</u>

Total General Fund

<u>\$2,638,287.35</u>	<u>-\$63,207.69</u>	<u>\$2,574,826.18</u>
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Debt Service Fund

Bond Debt Retirement Fund Checking

003.008

<u>\$222,648.03</u>	<u>\$398.05</u>	<u>\$223,046.08</u>
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8.1

Ameriprise 07/31/2022

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	Withdrawal	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	\$2,188,335.31	\$0.00	\$136.19			\$4,466.70	\$2,192,938.20
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	\$14,209.85	\$0.00	-\$126,502.81	-\$34,770.75	\$2,192,938.20*
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.

\\CDL-FS01\UserFolders\Imbudzinski\Documents\Bookkeeper CDL\Finance 2022\2022 1.0 BOARD REPORTS\2022 8.1.8.2 INVESTMENT ANALYSIS\2022 07 JULY 8.0 INVESTMENTS ACCOUNTS

DIRECTOR'S REPORT

Library Director's Report

Respectfully submitted for August 2022 board meeting

Staff Announcements

Work Anniversaries

Youth Librarian Edith Donnell, 16 years on July 10
Congratulations, Edith! You make CDL a better place.

Trustee Titles Collection

At the board's suggestion at their July meeting, a space was carved out in my office for a collection of resources that trustees might find useful. So far, the collection includes the *Michigan Public Library Trustee Manual* (2021 Edition), the *Public Library Financial Management Guide* (September 2019), *The Complete Library Trustee Handbook*, *Intellectual Freedom Manual*, and *Robert's Rules for Dummies*. Please feel free to browse and borrow.

Mobile CDL Survey

Virginia created a community survey on Mobile CDL. The link has been promoted at township hall and city council meetings. Thus far, there have been 26 responses. Here are some of the highlights:

Location of Respondent:

Chelsea	8
Sylvan Township	4
Lyndon Township	7
Lima Township	2
Dexter Township	5

"Where do you gather?" responses included restaurants, parks, home, Lakehouse Bakery, fire station or town hall, Waterloo, Downtown Chelsea, neighbors/friends' homes & yards, Pierce Park, Library, Palmer Commons, near the schools, corner of M-52 and Waterloo (bike trail), Hudson Mills, association property, and soccer practice fields.

Suggested community groups we could reach out to included:

Local businesses	City leadership
DTE Foundation Trail	Waterloo UMC
Chelsea Senior Center	Baha-i Group of Chelsea
School district	Methodist Church in Waterloo
Scouts	Kiwanis
CHS Key Club	Chelsea Soccer Club
Hudson Mills	Inverness Country Club
Lyndon Township Hall	DNR parks and trails
Halfmoon Lake Metro Park	

“What services interest you most about Mobile CDL?” elicited the following responses (respondents could select more than one option):

Check out materials	52%
Attending a storytime	40%
Access to WiFi, computers, mobile devices	28%
Getting technology help	12%
Use of office equipment (scanning, printing)	32%
Other (ease of use for mobility challenged)	4%
None of the above	8%

Suggestions for Mobile CDL stops included:

Green Lake campground (2)	Lakehouse Bakery (5)
Township halls (6)	Pierce Park (5)
St. Barnabas Episcopal Church	Chelsea Wellness Center (2)
Chelsea Senior Center (2)	The Pines (2)
North Lake Store (2)	Vet’s Park (2)
Timbertown (5)	Pierce School playing fields (2)
B2B trailhead	Storybook Trail
Events at fairgrounds	Cavanaugh Lake Park
Schools	WSEC
CRC	Silver Maples
Gas station or clear Lake Grill	Methodist Church in Waterloo
Churches	Parks
Hudson Mills	Inverness Country Club
Polly’s	Summer rec sports locations
School playgrounds in summer months	Individual homes
Community events	Parades
St. Louis Center	Faith in Action

Weekdays are the consensus preference for regular stops with mornings, midday, and evenings all equally preferred.

When asked how likely the respondent would be to use Mobile CDL at various locations, the top “very likely” responses were during community events or festivals, in subdivisions, and at a township hall or nearby park. People were “not likely” to use the service at their child’s open house.

Heritage Festival Parade

Speaking of Mobile CDL, we are planning to be a presence in the Chelsea Fair Parade on Saturday, August 27 at 1 PM. Gary Zenz has volunteered to drive one of his swanky cars that will have Mobile CDL promotion signs on it. The goal is to let the community know the vehicle is coming and encourage people to take the community survey. Volunteer walkers will hand out a mix of Mobile CDL-branded and non-branded candy, drop cards with the Mobile CDL QR code on it, and Mobile CDL keychains. We will also distribute Mobile CDL drawstring bags to children for candy collection. I will be sending out an all staff/board email asking for volunteers to walk in the parade.

Washtenaw Reads Finalists

The Screening Committee has selected three titles for consideration for the 2023 Washtenaw Reads. Many thanks to our Screening Committee members and especially to co-chairs Catherine Sossi from Chelsea District Library and Michelle Tuplin from Serendipity Books.

The finalists are:

Such A Fun Age by Kiley Reid

Published April 20, 2021 | 336 pages

A striking and surprising debut novel from an exhilarating new voice, *Such a Fun Age* is a page-turning and big-hearted story about race and privilege, set around a young black babysitter, her well-intentioned employer, and a surprising connection that threatens to undo them both.

Call Me Athena by Colby Cedar Smith

Published August 17, 2021 | 576 pages

This enchanting novel in verse captures one young woman's struggle for independence, equality, and identity as the daughter of Greek and French immigrants in tumultuous 1930s Detroit.

The Final Revival of Opal & Nev by Dawnie Walton

Published March 22, 2022 | 368 pages

An electrifying novel about the meteoric rise of an iconic interracial rock duo in the 1970s, their sensational breakup, and the dark secrets unearthed when they try to reunite decades later for one last tour.

Public voting will start August 9 and run through August 31 on washtenawreads.org. The page will be updated to show the poll tomorrow. Attached are graphics to use on your website or social media posts - please promote and share widely! Votes are limited to one vote per IP address.

Campaigning on Library Property

We are anticipating a robust fall 2022 election season. With that in mind, we thought it would be useful to have some handy ready-reference available on where people can campaign, survey, petition, etc. on library property. Virginia created a quick reference sheet that summarizes the part of the Patron Behavior Policy (Policy #430, Section III H) that addresses this as follows:

As a public library, we value providing space free speech and do not endorse any particular candidates or parties. There is a library policy in place for the practice of campaigning on library grounds.

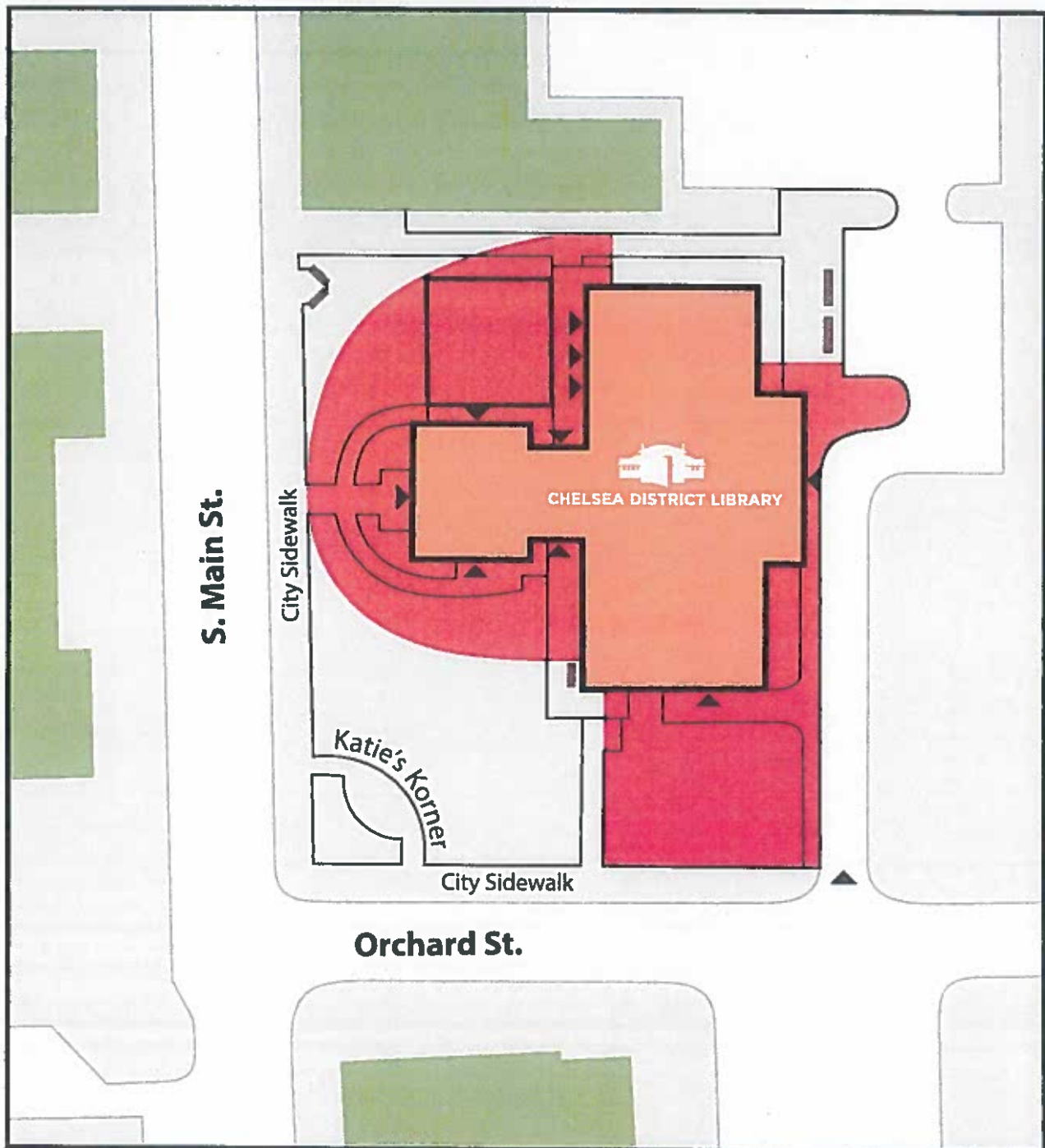
- 1. Anyone wishing to campaign on library grounds must sign in at the Check Out Desk*
- 2. Campaign activities are only permitted outside the library and at least 30 feet from an entrance during regular library hours. (See map)*
- 3. Campaign materials may not be posted at the library or left on library grounds*

Elaine created a map that shows the areas of our property where these activities can take place, which is attached to this report. Additionally, she created yard signs that mark the places on the library property where campaigning, etc. are not allowed.

Out and About: Meetings Attended July 2022

- Rotary meetings – July 12, 19, 26
- Library of Michigan virtual directors' meeting – July 8
- Chelsea Area Chamber Breakfast – July 13
- Chelsea Rotary Leadership meeting – July 13
- Chelsea City Council meeting – Mobile CDL – July 18
- Sustainable Thinking for the Future of Libraries webinar – July 20
- Meeting with Maureen Nelson re: senior programming – July 25
- Lyndon Township board meeting – Mobile CDL – July 12
- Sounds and Sights Festival Volunteer – July 29 & 30
- Rotary at Farmers Market – July 30

Campaigning, Surveying, Petitioning, and Interviewing Guidelines on CDL Property



Campaigns on CDL property do not indicate a Library endorsement of any candidate or party.

- = No campaigning, surveying, petitioning, interviewing zone
- ▲ = Entrance
- = Bench



CHELSEA DISTRICT LIBRARY
221 S. Main St. | Chelsea, MI

**Chelsea District Library
Assistant Director's Report
July 2022**

Facility update

- Capital Reserve Plan- required paperwork submitted and phone meeting set for last week of August.
- bBoiler pump replacement done. Found a few minor issues in the process that will need to be addressed. Waiting for quote.
- Concrete/brick work was completed and Dexter Block did a great job.
- The single Exit light that needs a new battery has to be completely replaced as one can't purchase just the battery. It is on order and our electrician will install it once it has arrived.
- Replacement of columns McKune porch is tentatively scheduled for this summer but painting contractor is running behind so may not be able to do it until fall. **(No update.)**
- You may remember from a past report that I have been working with our LED lighting contractor to solve the issue of many of our stab-in type bulbs burning out. They put a surge protector on one of the lighting circuits and that seems to have solved the problem. Now we will put them on several other lighting circuits to protect against future surges.

Staffing/Training

Our all-staff meeting this month was again dedicated to department time. Last year we used this meeting for a new staff meet-and-greet but with the changes happening in our circulation department in the fall, we decided to swap this meeting out for that fall meeting when we will have a few new faces.

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- after a thorough examination and discussion of the 2021 audit, and approval by the board to increase our wage ranges each year in accordance with our chosen financial indicators, we made some changes to the budget. The final number that the finance committee reviewed did not change.

Volunteers- in July we had 217 book sale volunteer hours and 75.5 non-book sale hours, for a total of 292.50 volunteer hours.

Respectfully submitted,

Linda Ballard

Assistant Director

July was the final month of the summer reading program! Similar to in the month of June, we saw pre-covid levels of program attendance and engagement. In fact, comparing this year's Summer Reading Program to 2019, the last in-person SRP, we saw an increase in completions for adults, and only a small decrease for youth and teen. The percentage of readers who registered and completed actually increased from 2019 to 2022 as well. (41% to 45%).

SRP Stats

	# of Registrants	# of Completions*	# of patrons who read at least 2 books
Adult 2022	350	149	205
Adult 2021	321	132	159
Adult 2019	291	102	141

	# of Registrants	# of Completions*	# of readers who read at least 5 hours
Youth 2022	695	314	434
Youth 2021	482	233	284
Youth 2019	777	326	485
Teen 2022	261	111	150
Teen 2021	182	89	105
Teen 2019	299	159	184

*a completion is defined for adults as having read 6 or more books, and for teens and youth as having read for 20 hours or more.

Additional SRP and other programs

- Our SRP finale in July was a success! Despite the threat of thunderstorms (weather has been an annoyance all summer long) the event went incredibly smooth. Culvers

partnered with us to hand out free frozen custard, and the return of Baffling Bill was met with delight.

- Wild Wednesdays were successful again this month. The animal show brought in 140 attendees, and the Caribbean Steel Drum performance, originally planned as a children's event, turned into a lovely intergenerational program with 65 children, adults, and seniors all attending for a summery music experience. Thrilling Thursdays were also successful. These largely homegrown, inexpensive events like the Teddy Bear Picnic and Chalk Town were well attended and allowed us to connect with young families.
- The Teen Finale Party and the YSG Party brought in 2-3 times as many teens as we generally see at our teen programs, with over a dozen YSG teens joining us at Pierce Park, and almost 30 teens enjoying the after hours SRP party on Friday.
- While SRP ended July 27th, youth librarian Jessica Zubik staffed a tent at the Sounds and Sights Festival's Kidzone area. Dozens of families stopped by the library tent for small crafts and a fun prize wheel.

Program Planning and Professional Development

- SRP was in full swing, but youth and adult librarians both met to begin planning for fall, and for school open houses at the end of summer.
- I attended a virtual symposium on Intellectual Freedom and Social Justice. This topic is particularly relevant in light of recent book bans and ongoing discussions surrounding the freedom to read and concepts of neutrality in libraries. I found it informative and thought provoking.

Program Attendance

Date	Program	In-Person	Virtual Live	Recorded	Kits
Adult Programs					
7/5	Reading Glasses Book Club	4			
7/13	Our Planet's Water and Climate Change	4			
7/16	Purple Rose Theater	101			
7/20	makerChelsea: paper quill making	24			
7/27	Capitals and Capitols	14			
<i>Adult Program Totals</i>		147			
Early Literacy					
7/7	Yoga Storytime	24			
7/12, 7/19, 7/26	Babytime	8, 14, 9			

7/14	Chalk Town	46			
7/21	Teddy Bear Picnic	26			
<i>Early Literacy Totals</i>		127			
Youth Programs					
7/14, 7/29	READ to the Library Dog	11, 13			
7/6	Caribbean Steel Drum	65			
7/11, 7/25	Lego Club	15, 8			
7/13	Protecting Our Planet's Water	40			
7/18	Movie Mondays	11			
7/20	Animal Magic	140			
7/27	SRP Finale: Baffling Bill	130			
<i>Youth Program Totals</i>		433			
Teen Programs					
7/19	Teen Book Club: Some Girls Do	1			
7/8	PWNED Gaming Club	3			
7/7	Christmas in July	9			
7/14	Water Wars	5			
7/21	Faux Stained Glass	9			
7/28	YSG Party	14			
7/29	Teen Finale Party	28			
<i>Teen Program Totals</i>		69	0	0	0
Awareness and Outreach					
7/12, 7/19, 7/26	Camp Gabika Storytime/Craft	20, 20, 20			
7/8	Preschool Storytime	6			
7/8	Glazier Spelling Bee	10			
7/21	Pines Book Club	5			
7/29	Sounds and Sights: Kidzone	245			
<i>Awareness and Outreach Program Totals</i>		32	0	0	0

Reference, Collections, Deliveries, and Other

Services	July 2022
-----------------	------------------

Information Services Report: July 2022
Shannon Powers, Head of Information Services

Reference Questions	2550
Homebound & Deposit Book Deliveries	29
OCLC Interlibrary Loan	0*

*with the launch of Melcat, we will largely discontinue OCLC Interlibrary Loans and no longer report beginning June 2022.

Information Technology News

Respectfully Submitted
by Scott Rakestraw

CHELSEA DISTRICT LIBRARY BOARD REPORT July 2022

Engine Room Activity

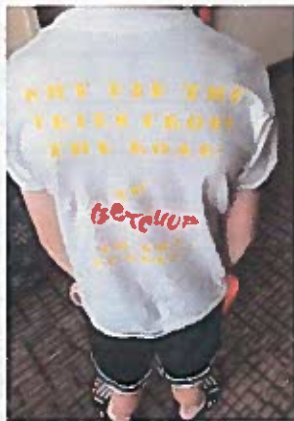
Total Engagements 52

Major Projects

SRP T-Shirts
Octo-Punch Game
SRP Paintball Target
Teddy Bear Party Hats
Graffiti Wall

Tours (Scheduled for August)

Chamber of Commerce August 10, 2pm





STATS

OFF THE CHARTS!

ONLINE DATABASES

Last Month	Rank	Site	Total Clicks	Unique Users
2	1	Sun Times News	77	68
1	2	Chelsea Update	72	66
6	3	Ancestry	66	54
4	4	NoveList K8	51	50
4	5	Consumer Reports	48	45
8	6	Home Work Help Now Home	43	43
7	7	Stories of Chelsea	38	37
18	8	Demographics Now	37	35
-	8	Michigan Legal Help	37	35
14	8	Michigan eLibrary	37	30
4	11	NoveListPlus	36	36
9	12	Historic Newspapers	34	22
18	13	My Heritage	29	27
24	14	Michigan Secretary of State	27	27
13	14	WorldCat.org	27	25
23	16	Adult Learning Center	26	26
15	17	Britannica School	24	24
12	17	Opposing View Points in Context	24	22
24	19	Michigan Voter Information Center	23	21
21	19	Newspaper Source Plus	23	21
11	19	Scholastic Teachables	23	21
20	19	Unemployment Help	23	21
21	2	United States Census	19	19
16	24	Lynda.com [Linked In Learning]	17	16
17	24	Pronunciator	16	15

OFF THE CHARTS!

DATA SERVICES

DATA SERVICES		IAN	FEB	MAR	APR	MAY	JUN	JUL
6708.3	Hotspots: Total GB Used - Township Halls	992.6	1020.4	903.4	954.7	909.1	971.7	956.4
71.9	— Lima Township (GB)	11.2	9.4	10.3	10.7	10.3	9.8	10.2
186.6	— Sylvan Township (GB)	33.7	22.7	28.4	24.6	22.9	27.4	26.9
6449.8	— Mobile Beacon (GB)	947.7	988.3	864.7	919.4	875.9	934.5	919.3
226	Hotspot Devices Circulated	42	26	31	29	31	37	30
2320	Public Internet - Computer Sessions	288	285	384	372	333	281	377
2964	Public Internet - Wireless Logins	414	404	429	412	437	471	397

ONLINE SERVICES		IAN	FEB	MAR	APR	MAY	JUN	JUL
76708	Website Sessions	11836	10663	10762	10302	11255	10742	11148
37018	Website Users	5817	5119	5270	5009	5184	5080	5539
12163	AUDIO Downloads Total	1681	1525	1705	1767	1805	1840	1840
9396	— Audio: Overdrive	1298	1106	1298	1368	1418	1472	1436
2767	— Audio: Hoopla	383	419	407	399	387	368	404
891	VIDEO Downloads Total	156	119	131	119	124	124	118
2	— Video: Overdrive	1	1	0	0	0	0	0
889	— Video: Hoopla	155	118	131	119	124	124	118
11806	EBook Downloads Total	1727	1660	1617	1599	1610	1739	1854
10917	— Video: Overdrive	1590	1572	1487	1493	1516	1646	1613
725	— Video: Hoopla	137	88	111	106	94	93	96
24860	TOTAL Downloads	3564	3304	3453	3485	3539	3703	3812

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 needed.

Total Hours	Date	OnSite Hours	OffSite Hours	Brief Description
40	July	33.25	6.75	
	7/1/2022		2	Schedule/Planning/Documentation
	7/5/2022	4		Moved PC, reset patron's PC, configured switch, RemotePC configuration
	7/7/2022		1	Zoom: Bill, Jennifer, Scott Everett
	7/7/2022		1	Zoom: Bill, Jennifer, Scott Everett
	7/7/2022	4.5		Meeting, audio equipment setup, PC configuration
	7/11/2022	4		Audio setup and configuration for meeting, NAS updates, switch configuration
	7/12/2022	2.75		RemotePC troubleshooting, Zoom setup
	7/14/2022		2	Research/Quote: Owl/Camera/Cart/ MIC
	7/15/2022	2		Mail bounce back issue, server updates
	7/18/2022	4		Reset server password, download found DVD's, switch configuration, assisted with food drop off
	7/21/2022	4		Updated switch and access point, assisted patrons and internet use, tested VLAN
	7/25/2022	4		Re-installed printer, network tracing and mapping
	7/28/2022	4		Corrected network config, replaced extensions cords on TV's, tried out new mic on Zoom, fixed Zoom
	7/28/2022		0.75	Touch Screen PC/Research/Quote/Vendors

Communications Coordinator Monthly Board Report (July 1–31, 2022):

Respectfully submitted by Virginia Krueger

Mobile CDL Update



Mobile CDL research and outreach for fundraising and awareness continued in July, with the following progress:

- We received a \$25,000 grant from the Chelsea Community Foundation.
- Terri Bollinger will be donating \$3,000 through the Friends of Chelsea District Library towards Mobile CDL in memory of Jamie Bollinger. This is a tribute to Jamie's desire that young people spend less time on social media and on their mobile devices and more time getting outside and/or reading. We will work with the Friends to properly acknowledge this generous gift.
- Lori and Gary M. presented Mobile CDL at the Lyndon Township board. They shared the informational powerpoint and encouraged community engagement through the online survey. A robust discussion followed about possible locations in Lyndon Township for Mobile CDL visits.
- Lori, Virginia, Jan C., and T.J. presented Mobile CDL to Chelsea City Council. The council members are supportive and the City has a link to our community input survey on the homepage of www.city-chelsea.org.
- I met with the board of the Friends to finalize the details of the Friends Matching Challenge. It will run for the 8/15–9/15 of our fundraising campaign. I helped draft language and social media posts and graphics for this effort. Jean Vargas will send a letter to the Friends membership, Lisa Climer will promote via local press outlets and social media, and Marilyn Kuehl will create a display in the Friends display case in the lobby.
- Anne & Tim Merkel have pledged \$1,000 towards Mobile CDL.
- Rack cards with donation information are displayed at Merkel's, St Mary Church, Culver's of Chelsea, City of Chelsea offices, Chelsea Area Chamber of Commerce, Agricole, and Jet's.

- I met with representatives from Traverse Area District Library about the bookmobile that they added to library services on April 6, 2022. I coordinated with our librarian team to ask questions to assist in the planning for Mobile CDL. Additionally, we discussed their design process, fundraising, community partnerships, planned stops, website presence, and collections. They have shared the policy that they created for their bookmobile services, as well as their budget and build process.

Upcoming meetings/events:

- We are on the agenda at Sylvan Township on September 6. Lori, Susan Lackey, and I will be present.
- We are planning to participate in the Chelsea Community Fair parade. Gary Zenz is volunteering a vehicle and his time. Lori will send a message to the board and staff to solicit more volunteers.
- Virginia will meet with Scott Moore of Green Tree Pediatrics about a possible sponsorship or contribution towards Mobile CDL.

Social Media:



Social media is part of the library's branding and outreach. Social media is an ever-changing landscape. In an effort to compete with the rising popularity of TikTok, Instagram recently changed their algorithm to favor video and we saw our best engagement with a video of a similar bookmobile build to Mobile CDL. However, after outcry from Instagram users, it reverted back to giving preference to photographs.

I will continue to monitor these changes on the platforms we use and tweak our strategy accordingly. I have a meeting scheduled August 19 to meet with Edith and Stacey to solidify our social media team to plan for the school year and improve engagement with all ages of library users.

July Social Media Metrics

CDL Facebook

3,000 followers (-32) | 376 page visits ↓ | 6,938 page reach ↓

CDL Instagram:

Followers: 624 (+37) | 57 profile visits ↓ | 367 page reach ↑

CDL Twitter:

Followers: 1,603 (-1) | 217 profile visits ↑ | 3,362 Impressions ↓

Paid Advertising:

None

Program Registrations:

16 registrants identified social media as the way they heard about the event (12 on Facebook, 3 on Twitter, 1 on Instagram)

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



- We sent 4 weekly newsletters
- 48.75% Open Rate (+12.85% from industry avg)
- 50 program registrants identified the eNews as the marketing channel where they heard about the event.

- I updated Song Fest webpage for the 2022 artist and programs
- In an effort to meet our strategic plan initiative 4.2 to promote online tools to improve patrons' digital literacy, I added a third email to the welcome series that goes out to new cardholders. It highlights our digital & streaming collections (Libby, Hoopla, and Kanopy) as well as informs of online discounts available through the library (Michigan Activity Pass, Detroit Zoo, and TLN's Get Tix)
- I added TLN's GetTix service to the CDL website on the Beyond Books page
- We received the drafts for the fall newsletter in July, which I coordinated with staff to proofread and edit the first three drafts.
- I wrote and distributed the press release regarding CDL's grant award from Chelsea Community Foundation



Monthly Board Report (July 1–31, 2022)

Creative and Graphic Assets Manager

Bringing together the fall newsletter was the focus of my work in July. I worked with the designer to further develop the Song Fest design assets used in the newsletter layout, and I created other images used to enhance the newsletter. I documented the assembly of the Community Quilt through photos working with Charlotte and the C.A.A.D.Y. Corner Quilters, and used an updated image in the newsletter layout. Looking to future newsletters, I managed a photo shoot at the Chelsea Senior Center to take photos of the

Chelsea Woodcarvers and their unique carvings.

As Mobile CDL continues to develop interest and support, I continue to update the total amount of donations on the board on display next to the donation bin in the lobby.

With the wrap-up of the Summer Reading Program, I took down the banner on the Freer Road fence and the banner on the brick wall surrounding the Reading Garden.

I established the marketing plan to promote Song Fest with Lori's approval, outlining the marketing campaign elements and the dates for completion.



No Campaigning or Petitioning Past this Point

- You must check in with the CDL staff first before campaigning on the library lawn or sidewalk.
- Campaign activities are only permitted outside the library and at least 30 feet from an entrance during regular library hours. (See map.)
- No printed literature can be left or posted on library property.

CDL does not endorse any political candidates or party.

Library Hours
Monday–Thursday 9am–5pm | Friday 9am–4pm | Saturday 10am–3pm | Sunday 1–5pm

To support the library's policies and clarify the library's non-partisan role during the upcoming political season, I worked with Lori and Linda to draw a new site plan detailing the library building entrances and property. I used it to create posters and signs to display around the perimeters. Using the words established by Lori and Virginia, restrictions were clearly stated along with the illustration of distance limitations. The signs were stationed at critical points on the north, south, east, and west sides of the library grounds during Sounds & Sights.

At the end of July, I volunteered with my husband during the Sounds & Sights Festival on Saturday, providing support to the artists on the library lawn, ultimately allowing Linda Ballard to take

a break from 12–2 pm. The connection between the artists and the library was evident—several artists that have created some of the art you see in the library also had art fair booths on the lawn.

Respectively submitted,
Elaine Medrow

Circulation Supervisor's Report JULY 2022

- Circulation – 27,236 in JULY;
- Patron Count- 11,700 for JULY;
- Circulation by township- for JULY:
 - Dexter = 11% of total transactions
 - Lima = 12% of transactions
 - Lyndon = 13% of transactions
 - Sylvan = 18% of transactions
 - Chelsea = 35% of transactions
- JULY Circulation: 85% were items from Chelsea and 15% were inter-loaned items.

Libby = 3399 in JULY; Hoopla = 913; Kanopy = 295 in JULY.
- Registrations for JULY– 138 new cards; 5427 total card holders
*Dexter = 674 cards; Lima = 623 cards; Lyndon = 737 cards
*Sylvan = 948 cards; Chelsea = 2051 cards; Nonresident = 394 cards
- Self-Check Machine: JULY 1778 or 7% of total checkouts

JULY Notes:

- Attended weekly management meetings.
- Attended the monthly circ staff department meeting.
- Worked my PIC shifts each week.
- Amy, Linda & I attended the TLN Annual Picnic in Novi. There are an amazing amount of new directors in TLN anywhere from 2 weeks to almost 1 year.
- The monthly SASUG meeting was cancelled.
- CDL was closed on Monday, July 4th!
- We received 126 tubs from TLN in July, with 6 being the daily average. TLN was closed July 4th so no run this day.
- We continue to schedule training time for the staff moves. We've have adjusted our time each shift now that Jordan can do several tasks on her own and this gives Amy more time working with Martha on tasks that Jordan won't need to do right away.

Respectfully submitted,
Terri Lancaster
Head of Circulation

2022 CIRCULATION REPORT - PATRONS

Chelsea District Library Monthly New Registration 2022

District	NonRes	School	Other	Total		New Registrations by Municipality			
				Month	Grand Total	Chel	Dext	Lima	Lyndon Sylvan
January	81	6	0	2	89	5435	32	11	13
February	117	6	0	1	124	5391	43	9	19
March	139	10	1	1	151	5531	68	6	14
April	62	9	0	1	72	5418	28	5	7
May	73	5	0	0	78	5292	23	5	10
June	150	17	0	1	168	5301	61	21	19
July	132	5	0	1	138	5427	64	15	13
August				0					
September				0					
October				0					
November				0					
December				0					
Totals					820	319	72	101	108

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	5033
Dexter	1222	1206	1211	1215	1230	1087	1101	884	874	697	674
Lima	1174	1156	1133	1109	1109	996	965	802	794	634	623
Lyndon	1579	1538	1539	1546	1522	1302	1255	1005	970	778	737
Sylvan	1786	1693	1662	1667	1641	1412	1426	1192	1167	956	948
CityChel	3386	3409	3538	3572	3562	3040	3006	2478	2490	2070	2051
NonRes	744	640	649	655	625	575	609	562	582	414	394
Freedor	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	183
GrassLi	15	26	29	28	25	37	36	22	21	4	3
Other	216	154	144	151	150	182	192	184	211	127	121
Totals	9891	9642	9732	9764	9689	8412	8362	6923	6877	5549	5427

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	166	8,967	
June	407	426	433	418	401	316	159	12,474	
July	338	417	534	497	355	339	149	11,700	
August									
Sept.									
Oct.									
Nov.									
Dec.									
Total								65,949	
Monthly average								9421	
Avg. % Increase									

Trans	% Tot	SEMCOG Dec2020	% of Pop
Jul-22	Trans	Pop.	Regist % of Entity Pop.
20,988		16126	
2372	11%	2634	26% 39.34% Dexter
2563	12%	2058	30% 51.15% Lima
2690	13%	2656	28% 100.00% Lyndon
3779	18%	3311	29% 100.00% Sylvan
7267	35%	5467	38% 100.00% CityChel
			30%
412	2%		
247	1%		
855	4%		
0	0%		
803	4%		
	100%		

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

Item Circulation 2022

2022

	All items circled at Chel inc: elitems & at other TLN	Only Chel items circled at Chel inc: elitems	% of Chel items circled at Chel	Other items circled at Chel	% other items circled at Chel	All Chel items charged/ renewed anywhere in system	Chel items circled other libraries	Total: All Chel items circled + TLN items + elitems
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	25,687	21,941	85%	3,746	15%	22,554	1,549	27,236
August				0			0	
Sept.				0			0	
Oct.				0			0	
Nov.				0			0	
Dec.				0			0	
Totals	150,738	123,096	81%	27,642	19%	133,883	11,723	162,791

Mnth								
Avg	21,534 #1	17,585 #2		3,949 #3	19,126 #4	1,675 #5	23,256 #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	45%	50%	5%
August			
September			
October			
November			
December			
Yearly Avg.	51%	45%	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	9,508	10,495	1,002
August			
September			
October			
November			
December			
Yearly Total	61,763	55,184	5,041

COMMUNICATIONS



52ND DISTRICT
STATE CAPITOL
P.O. BOX 30014
LANSING, MI 48909-7514

MICHIGAN HOUSE OF REPRESENTATIVES

HOUSE DEMOCRATIC LEADER
DONNA LASINSKI

PHONE: (517) 373-0828
FAX: (517) 373-5783
DonnaLasinski@house.mi.gov

June 30th, 2022

Chelsea District Library
221 S Main St
Chelsea, MI 48118

Dear Chelsea District Library,

Congratulations on receiving the Hometown grant from T-Mobile!

Receiving this grant shows the Libraries dedicated to providing all members of our community with technology and programming, as well as improving the accessibility of these resources in our community. Having the necessary technology and equipment to ensure continued engagement with the community is essential. I truly look forward to hearing about how this crucial funding will go toward improving the services offered by the Chelsea District Library.

Thank you for your continued dedication to our residents and community. I wish you continued success far into the future. If I can be of any assistance to you, please do not hesitate to contact my office at (517) 373-0828 or donnalasinski@house.mi.gov.

Sincerely,

Donna Lasinski
House Democratic Leader
52nd District State Representative



ACTION ITEMS

Action Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

August 16, 2022, Board Packet

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

Accept July donations and changes to the 2022 FY Budget.

Income Line - ExpenseLine

Sub Total: \$0.00

Accept July Mobile CDL donations and changes to the 2022 FY Budget

Patricia Roberts

Dana Hurst

T-Mobile Grant

Janice L. Carr

Beverly Royal

In Memory of Jamie Bollinger

674.500

980.910

\$50.00

\$100.00

\$47,400.00

\$50.00

\$100.00

Sub Total: \$47,700.00

Acknowledge the donations below that are already in the budget.

Total General Donations: \$47,700.00

Acknowledge the donations below toward the CDL Endowment.

Sub Total: \$0.00

Anne Merkel, Board Secretary

Date

Action Item #2

Chelsea District Library
Board of Trustees

Library Board Fact Sheet August 16, 2022 Meeting

2022 Board Retreat

Background:

The Board is looking at Tuesday, November 15, for their annual retreat. This is the same day as the regularly scheduled Board Meeting. The meeting would be moved to the morning and the retreat would be held afterward. The retreat will consist of Alan Panter from our auditing firm, Yeo & Yeo, discussing the financial obligations of library boards. The presentation will be followed by a lunch.

Action:

The Chelsea District Library Board of Trustees approves the annual Board Retreat date of Tuesday, November 15. The day will begin at 9 o'clock with the rescheduled Board Meeting, followed at 10 o'clock by the Board Retreat.

Anne Merkel, Board Secretary

Date

DISCUSSION ITEMS

Discussion Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet August 16, 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 August 16, 2022 Meeting

Holiday Schedule Issue

Background:

This year the Christmas Eve and Christmas holidays, as well as the New Year's Eve and New Year's Day holidays, fall entirely on weekend days. This creates real scheduling issues, especially for librarians, as salary employees must find weekdays within the payroll to takeoff to cover the holiday days. This creates a staffing challenge and could result in a lack of coverage. TLN closes on Friday for Saturday holidays and on Monday for Sunday holidays to deal with this issue and the library may need to look at a similar solution. Many TLN libraries do the same: in 2022 18 TLN libraries will close on Friday, December 23, 37 will close on Monday, December 26, and 17 will close on Friday, December 30.

Discussion Item #3

Chelsea District Library
Board of Trustees

Library Board Fact Sheet August 16, 2022 Board Meeting

Policies

Background:

The Policy Committee met on August 9 and worked on three library policies (111 Ethics Statement for Public Library Trustees, 555 Credit Card Policy, and 566 Electronic Transactions of Public Funds Policy) and one policy from the employee staff manual (102 Benefits). These policies are now ready for full board review and will move to Action next month.

Chelsea District Library Policy and Procedure

Policy Section 1: Governance
Board Adopted Date: April 23, 2002
Reviewed: May 2012
Reviewed: February 19, 2019
Reviewed:

Subject: 111 Ethics Statement for Public Library Trustees

Trustees shall observe ethical standards with absolute truth, integrity, and honor.

Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the institution.

It is incumbent upon ~~any~~ trustees to disqualify ~~himself-herself~~ themselves whenever the appearance of a conflict of interest exists. A "Conflict of Interest Statement" shall be signed by each trustee at the beginning of their term.

Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the board even if they personally disagree.

~~A trustee~~ Trustees must respect the confidential nature of library business while being aware and in compliance with applicable laws governing freedom of information.

Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals.

Trustees who accept library board responsibilities are expected to perform all the functions of library trustees.

Anne Merkel, Secretary

February 19, 2019
Date

**CHELSEA DISTRICT LIBRARY
CONFLICT OF INTEREST STATEMENT**

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

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

Members of the Chelsea District Library shall refrain from obtaining any list of library patrons that results in personal benefit.

Statement of Associations

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

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

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

Signature: _____ Date: _____

Printed name: _____

Chelsea District Library Policy and Procedure

Policy Section 5: **Budget & Finance**
Board Approval Date: 1/8/10; 6/20/17
Board Review and Revision: 2017; 2018
Revised: ~~2/19 February 10, 2019;~~

Subject: **555 Credit Card Policy**

Background:

The Library occasionally has need of a credit card to take advantage of online (Internet) purchasing or local vendor purchasing where we don't have accounts.

Guidelines for Practice:

The Chelsea District Library("Library") credit card cannot be used to obtain cash advances, bank checks, or electronic cash transfers for expenses other than those incurred by the assigned employee named on the card, or for personal expenses. Misuse of the card will result in cancellation of the card and withdrawal of credit card privileges. If the card is used for an employee's personal expenses, the employer reserves the right to recover these monies from the employee cardholder. Cardholders will be required to sign a declaration authorizing the Library to recover, from their salary, any amount incorrectly claimed.

Managers requesting use of a credit card but must obtain prior, written approval from the library director using the attached support document. To be eligible for a credit card, an employee must travel frequently in the course of his/her duties, purchase significant volumes of goods and services for use by the employer, or incur other regular frequent business expenses of a kind appropriately paid by credit card.

The Library credit card has a combined limit of \$10,000. It is the responsibility of each user to check the tracking sheet before making a purchase to determine the current balance. If an additional purchase would overdraw the credit card, the user should *not* make the purchase and explore alternate options for payment.

Library credit card expenditures must be reconciled and submitted with original receipts to the Accounting/Administration Department within five (5) business days *of the statement date*. Cardholders who have not reconciled and submitted their monthly expenditure within this period will be asked to reconcile and submit their monthly expenditure immediately. Continued or repeated non-conformance to this policy will result in cancellation of the card and such other

actions as appropriate. If the card expenditures are not reconciled and submitted within a month of the statement date or a plausible explanation has not been received by the Accounting/Administration Department, the employee's corporate credit card will be canceled.

Lost or stolen cards must be reported immediately to the Administrative Assistant.

Application for a Library Credit Card

Employee Name: _____

Position: _____

I am applying for a library credit card.

I understand and agree that:

§ I bear ultimate responsibility for the card.

§ I will not use the library credit card to withdraw cash.

§ I will not use the library credit card for personal expenses and will use it only for official business on behalf of the ~~company~~ Library.

§ If I misuse the card (i.e., use it otherwise than in accordance with the instructions given to me in this agreement or related policies) or otherwise fail to reconcile my expenditures within the prescribed procedures and timeframe, I authorize the ~~company~~ Library to recover the funds through payroll deductions for any amounts incorrectly claimed or for reconciliations that are one month in arrears of the statement date.

§ If the library credit card is lost or stolen, I will report it immediately to the Administrative Assistant.

§ If I resign from the ~~company~~ Library, I will return the card with a final reconciliation of all expenditures prior to departure.

Signature of Cardholder

Date

Signature of Library Director

Date

~~Authorized card users are the director, all department heads, and other staff as designated by the director or department heads.~~

~~A completed purchase order (PO) or credit card authorization form is required before a credit card can be used.~~

Procedure:

- ~~1. Authorized users who are not budget signatories must present a PO or Authorization Form (AF) to their department head for signature.~~
- ~~2. In general, a PO should be used for recurring orders or where a single order is being placed. An (AF) should be used for purchases where no prior or online order is placed, such as meals at a restaurant or a purchase at a local store.~~
- ~~3. Once a PO or AF has been signed by the department head, the credit card can be retrieved by staff having authority to access the safe.~~
- ~~4. A check in/out sheet will be in the credit card envelope. Staff using a card will sign, date and record the appropriate PO or AF# on this sheet at check out, and record the purchase amount at check in.~~
- ~~5. The card should be checked in as soon as possible after an order is placed or an item is picked up. If a user will have the card in his or her possession overnight or over a weekend, this must be noted on the sheet. Otherwise the card must be checked in at the end of each business day.~~
- ~~6. If item(s) are ordered online, the user must print a copy of the order confirmation and attach it to the PO or AF.~~
- ~~7. Once item(s) are received, order confirmation, packing slip, receipts/invoices are to be attached to the PO/AF and put in the "Credit Card Charges" folder in the bookkeeper's box for payment.~~
- ~~8. If an item is NOT received by the time payment is due on the credit card, the bookkeeper will request a copy of the order confirmation to complete payment. The rest of the paperwork must be submitted to the bookkeeper once the item is received.~~

Anne Merkel, Board Secretary

February 19, 2019

Date

**Chelsea District Library
Policy and Procedure**

Policy Section 5: Budget & Finance

Board Approval Date:

Subject: 566 Electronic Transactions of Public Funds Policy

I. Purpose.

The purpose of the Electronic Transactions of Public Funds Policy ("Policy") is to authorize and regulate electronic transactions of public funds involving the Chelsea District Library ("Library") and to provide for the powers and duties of certain Library officials.

II. Definitions.

- A. "Automated clearing house" or "ACH" means a national and governmental organization that has authority to process electronic payments, including, but not limited to, the national automated clearing house association and the Federal Reserve System.
- B. "ACH arrangement" means the agreement between the originator of the ACH transaction and the receiver of an ACH transaction.
- C. "ACH transaction" means an electronic payment, debit, or credit transfer processed through an automated clearing house.
- D. "Electronic Transactions Officer" or "ETO" means the person designated by the Library to have the authority granted under this Policy.
- E. "Treasurer" shall mean the Chelsea District Library Board of Trustees Treasurer.

III. Responsibility for ACH Agreements.

- A. The Library designates the Library Treasurer as the ETO.
- B. The Library Treasurer is responsible for the Library's ACH agreements, including payment approval, accounting, reporting, and generally for overseeing compliance with the ACH policy.
- C. The Treasurer shall submit to the Library documentation detailing the goods or services purchased, the cost of the goods or services, the date of the payment, and the department levels serviced by each payment of public funds made by

electronic transfer. This report may be contained in the Library's electronic general ledger software system or in a separate report to the Library Board.

IV. Internal Accounting Controls to Monitor Use of ACH Transactions.

The following system of internal accounting controls will be used to monitor the use of ACH transactions made by the Library.

- A. The Treasurer shall prepare a list of vendors authorized to be paid by an ACH transaction and provide that list to the Library Board.
- B. The Treasurer initiates the transaction upon receipt of an invoice from a vendor on the authorized ACH list identified in Section IV.A. above.
- C. The Treasurer presents the invoices, a list of bills for payment, and a separate list of the electronic payments for Library Board approval. The Library Board shall approve all ACH invoices before payment.
- D. Following Library Board approval, the Treasurer signs the ACH invoice, initiates the electronic transaction with the vendor, and makes the actual transfer of funds.
- E. The Treasurer shall retain all ACH transaction documents for audit purposes.

V. ACH Not Subject to Revised Municipal Finance Act.

An ACH arrangement under 2002 PA 738 is not subject to the Revised Municipal Finance Act, 2001 PA 34 (MCL 141.2101, *et seq.*), or to provisions of law or charter concerning the issuance of debt by a local unit.

Anne Merkel

Date

SUBJECT: 102. BENEFITS

A. Overview and Purpose


In the interest of contributing to the general health and well-being of its employees, it is the policy of Chelsea District Library to provide eligible employees with access to a flexible benefits plan.

B. Definitions

1. Eligible full-time employees (those regularly scheduled to work at least 37 hours per week) follow the definition as provided in Subject No. 311, Employee Classifications. Except for certain specified benefit options requiring 20 or more hours per week, eligible part-time employees are defined as those regularly scheduled to work less than 37 hours per week, employed by the Library for at least 90 days, and are at least 18 years of age. Substitutes and temporary employees (also defined in Subject No. 311) are not eligible for benefits.

C. Policy

1. Eligible full-time employees are provided an annual credit (determined annually by Library Board) to spend on a flexible menu of benefits that includes ~~mandatory life, short and long-term disability, and optional health insurance, put into the library-sponsored 457B Deferred Compensation plan, or put into their own (non-library sponsored) HSA account.~~ Unused credits can be taken as cash ("taxable income").
2. **Eligible full-time and** part-time employees regularly scheduled for 20 or more hours per week are provided life, long-term and short-term disability insurance by the Library, subject to the eligibility requirements of those hours set forth in the plan documents.
3. Eligible part-time employees regularly scheduled for less than 37 hours per week, over 18 years of age, and employed by the Library for at least 90 days can participate at their own expense in the library-sponsored deferred compensation plan (457B), subject to the eligibility requirements of those plans as set forth in the plan descriptions. Copies of the plan descriptions can be reviewed and/or obtained from the Admin Assistant.

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4. Eligible full-time and part-time employees who make contributions into the library-sponsored 457(b) plan will receive a **dollar-for-dollar** matching contribution up to 5% of their annual base salary/wage into the library-sponsored defined contribution retirement 401(a) account. The contribution will be paid bi-weekly as part of the payroll process.
 5. Voluntary staff contributions going into the 457(b) plan can only be changed once a year at the designated open enrollment period. Exceptions may be made on a case-by-case basis per plan guidelines.
 6. Specifics of the benefit plan are provided in the plan summary as supplied by the benefits provider.
 7. Please direct any questions regarding eligibility, amount, or benefits to the Administrative Assistant.

COMMITTEE INFO & MINUTES

The Policy Committee met Tuesday August 9. Present were: Lori, Linda, Anne, Patricia & Charlie. We discussed six policies.

The Electronic Transactions of Public Funds, Ethics Statement for Public Library Trustees, Conflict of Interest Statement for Board Members and Employee Benefits were all approved with revisions and will be voted on at the next Board meeting.

The Electronic Communications policy is being confirmed by Lori with our attorney and hopefully will be available by our Board meeting.

The Credit Card policy is new and was approved with revisions and will be voted on at the next Board meeting.

Submitted by:

Anne Merkel
Policy Committee Chair

**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

