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

September 20, 2022
6:45 pm

McKune Room at the Chelsea District Library

CHELSEA DISTRICT LIBRARY BOARD OF TRUSTEES
Tuesday, September 20, 2022—6:45 p.m.
McKune Room

AGENDA

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

7:20 Compulsory Segments
Budget Hearing Minutes Approval – August 16, 2022
Board Meeting Minutes Approval – August 16, 2022
Approval of the August Operational Checks
Approval of August Financial Reports
Director's and Friends Reports

7:45 Public Comment

7:50 Action Items
1. Donations
2. 2023 CDL Budget Approval
3. Holiday Scheduling Issue
4. Policies

8:10 Discussion Items
1. Mobile CDL

8:20 Reports
Policy Committee
Finance Committee
Personnel Committee
Nominating Committee
Community Outreach Committee

8:25 Public Comment

8:30 Other Items

8:35 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
Budget Hearing

Tuesday, August 16, 2022 6:45 p.m.
Meeting Location: McKune Room

Trustees In Attendance: TJ Helfferich, J. Carr, S. Lackey, A. Merkel G. Munce, P. Garcia, & C. Taylor.

Trustees Absent: None

Staff: Director L. Coryell, Assistant Director L. Ballard, T. Lancaster, A. Zoran, S. Rakestraw, S. Powers, E. Medrow, Kerry Ballard, & C. Berggren.

Guests: None

Budget Hearing:
TJ Helfferich called the budget hearing to order at 6:48 p.m.

Board Review of 2023 Budget:

Lori walked the board through the budget section by section, as Shannon projected each tab onto the screen for the trustees to view. Lori highlighted the areas of fluctuation from the previous year. Key components:

- The breakdowns for Personnel, Collection, and Other Expenses are consistent with 2022.
- Total expenses are slightly up, but so is revenue.
- State Aid and Penal Fines are set slightly higher, as we're more confident in these amounts after a few years of concern they may drop.
- Linda discussed the way benefits work in the budget.

The board discussed the budget in detail and asked Lori specific questions.

Public Comment: None

Adjournment:
MOTION made by S. Lackey, SECONDED by G. Munce to adjourn the budget hearing at 7:32 p.m.

All Ayes: 7-0

Anne Merkel, Board Secretary

Date

Chelsea District Library Board of Trustees
Minutes of Regular Meeting

Tuesday, August 16, 2022 Directly following the Budget Hearing
Meeting Location: McKune Room

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

Absent: None

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

Guests: None

Welcome and Call to Order
TJ Helfferich called the meeting to order at 7:33 p.m.

Agenda Review, Additions, and Approval
MOTION made by J. Carr, SECONDED by P. Garcia to approve the agenda, as presented. Discussion: None

All Ayes: 7-0

Compulsory Segments:
Minutes and Approval of Checks
MOTION made by C. Taylor, SECONDED by G. Munce to approve the minutes of the July 19, 2022 Board Meeting. Discussion: None

All Ayes: 7-0

MOTION made by G. Munce, SECONDED by A. Merkel to accept the General Fund Operational Checks for July, 2022. Discussion: None

All Ayes: 7-0

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

All Ayes: 7-0

Director's Report Update:
L. Coryell update:

- Lori explained that she, Chris, and Virginia met with Roy Atkinson, the Chelsea City Manager, to go over how the DDA tax capture works and to ask about a dedicated Mobile CDL parking spot.
- Noted that the number of downloads keeps going up.
- Mobile CDL will be present at the Chelsea Parade. Gary Zenz will be driving his car and has spots for board members. Jan and Anne agree to ride in the car. Lori, Linda, Virginia, and Kerry will walk beside the car.
- The Mobile CDL small donations campaign is going very well. Virginia received a big board shout out for all her work on the Mobile CDL campaign.

Friends Report:

- Started matching Mobile CDL donations yesterday.
- Will having a table promoting the Friends at an upcoming farmer's market.

Other Reports Notes: None

Public Comment: None

Action Item #1: Donations
MOTION made by A. Merkel, SECONDED by C. Taylor to approve the library's July donations. Discussion: None

All Ayes 7-0

Action Item #2: Board Retreat
MOTION made by S. Lackey, SECONDED by C. Taylor to approve the proposed November Board Retreat that will move the board meeting to the morning of November 15 and have the retreat directly follow the meeting. Discussion: None

All Ayes 7-0

Discussion Item #1: Mobile CDL
Lori announced that Chelsea Rotary has pledged $5,000 to Mobile CDL. TJ thanked the Community Outreach Committee for their amazing work on Mobile CDL. A brief discussion about suggested locations for the vehicle to visit occurred.

Discussion Item #2: Holiday Scheduling Issue
The Christmas Eve/Christmas and New Year's Eve/New Year's Day holidays both occur over Saturday/Sunday this year, which creates a huge staffing problem, as full-time employees must take their holiday time during the regular work week and that will mean

4 days during this period for each full-time employee. Terri looked into what other TLN libraries do and TLN and a lot of its libraries close on the Friday and Monday before and after the holiday weekend to deal with this issue. The board was asked for input and whether they'd consider closing the library on the Friday and Monday bookending those weekends. The board discussed whether to close for 3 days or 4. Charlie brought up that the library could close 4 days one of the weeks and 3 for the other. The board asked Lori to pull door stats for those days.

Discussion Item #3: Policies

Lori walked the board through each of the policies and what the changes are, while the board made suggestions.

- 566 (Electronic Transactions of Public Funds Policy) is a new policy that the auditor suggested and the language comes directly from our attorney.
- The board believes that policy 566 needs more work before moving to action and sent it back to the Policy Committee.

Committee Reports

Policy Committee –

Finance Committee – Susan plans to schedule a meeting.

Personnel Committee –

Nominating Committee –

Community Outreach Committee –

Public and Board Comment: None

Other Items: Gary thanked the library for hosting the Sounds & Sights Art Market on the library lawn.

Adjournment:

MOTION made by C. Taylor, SECONDED by A. Merkel to adjourn the meeting at 8:35 p.m.

All Ayes, 7-0

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Anne Merkel, Board Secretary Date

FINANCE REPORTS

09/08/22

Chelsea District Library
List of Checks for Board Approval
August 2022

Date	Num	Name	Memo	Amount
701 · Personnel Expenses				
701.100 · Wages				
701.120 · Retirement Pick up ER				
08/08/2022	20220725	Alerus Financial	2022 - 08/12/2022 PR FLEX TO 457(b)	1,294.81
08/09/2022	PR 20220812		RETIREMENT - Employer Contribution to retirement accounts	-1,294.81
08/22/2022	PR 20220826		RETIREMENT - Employer Contribution to retirement accounts	-1,294.81
08/22/2022	20220808	Alerus Financial	2022 - 08/26/2022 PR FLEX TO 457(b)	1,294.81
Total 701.120 · Retirement Pick up ER				0.00
701.100 · Wages - Other				
08/09/2022	PR 20220812		WAGES	42,238.00
08/22/2022	PR 20220826		WAGES	42,442.41
Total 701.100 · Wages - Other				84,680.41
Total 701.100 · Wages				84,680.41
701.110 · Retirement-Contributions - EE				
08/08/2022	20220725	Alerus Financial	2022 - 08/12/2022 PR EE PERSONAL CONT	2,484.20
08/09/2022	PR 20220812		RETIREMENT PICK UP - Deferrp 2-457 EE457(b)	-2,484.20
08/22/2022	PR 20220826		RETIREMENT PICK UP - Deferrp 2-457 EE457(b)	-2,485.44
08/22/2022	20220808	Alerus Financial	2022 - 08/26/2022 PR EE PERSONAL CONT	2,485.44
Total 701.110 · Retirement-Contributions - EE				0.00
701.115 · 401A Retirement Matching				
08/09/2022	PR 20220812		401 A MATCHING - Mers ER	1,558.05
08/22/2022	PR 20220826		401 A MATCHING - Mers ER	1,559.29
Total 701.115 · 401A Retirement Matching				3,117.34
701.200 · FICA				
08/09/2022	PR 20220812		FICA EMPLOYER (FICA ER + MED ER)	3,094.21
08/22/2022	PR 20220826		FICA EMPLOYER (FICA ER + MED ER)	3,109.86
Total 701.200 · FICA				6,204.07
701.300 · Flex Benefits				
08/09/2022	PR 20220812		Dep Life (CA & DL & HI) - (Additional Life Ins + Dependant Life Ins)	-8.28
08/09/2022	PR 20220812		Health Insurance - (Medical Insurance)	-1,611.89
08/11/2022	222210074476	Blue Care Network of Michigan	2022 - SEP 2022 MED INS	3,492.40
08/22/2022	PR 20220826		Dep Life (CA & DL & HI) - (Additional Life Ins + Dependant Life Ins)	-8.28
08/22/2022	PR 20220826		Health Insurance - (Medical Insurance)	-1,611.89
08/22/2022	20220810	Unum Life Insurance Co.	2022 Premium SEPT	922.31
Total 701.300 · Flex Benefits				1,174.37
701.400 · Unemployment				
08/09/2022	PR 20220812		MICHIGAN SUI - HEARTLAND BEGAN 03/29/21	0.00
08/22/2022	PR 20220826		MICHIGAN SUI - HEARTLAND BEGAN 03/29/21	0.00
Total 701.400 · Unemployment				0.00
Total 701 · Personnel Expenses				95,176.19
727 · Supplies				
727.200 · General Operations				
08/08/2022	WO-144641-1	SMART BUSINESS SOURCE	GENERAL SUPPLIES	142.50
08/08/2022	PO 22-373	Zoran, Amy	7 BIRTHDAY CARDS	35.00
08/09/2022	11D7-DY67-4C3T	Amazon Capital Services Inc	COPY PAPER X 10	350.00
08/10/2022	1476-NYPR-9TG6	Amazon Capital Services Inc	INDUSTRIAL AAA BATTERIES	13.99
08/10/2022	1476-NYPR-9TG6	Amazon Capital Services Inc	STAIR RISER DECALS	40.04
08/23/2022	3253 - 20020914	Costco Anywhere Visa	2022 - ABSOPURE BILLED THROUGH COSTCO	53.12
Total 727.200 · General Operations				634.65
727.300 · Material Processing				
727.320 · Matl Processing Cases				
08/08/2022			L/D SUPPLIES-MAT	-16.00
Total 727.320 · Matl Processing Cases				-16.00
727.330 · Matl Processing Other				
08/23/2022	7171327	Demco Inc.	BOOKMARKS	18.30
08/23/2022	7171327	Demco Inc.	SUPPLIES - BOOK PROCESSING	1,164.45
Total 727.330 · Matl Processing Other				1,182.75
Total 727.300 · Material Processing				1,166.75
727.500 · Cleaning				

Chelsea District Library
List of Checks for Board Approval
August 2022

Date	Num	Name	Memo	Amount
727.520 · Cleaning Supplies				
08/03/2022	4128825663	Cintas Corporation-300	SOAP	19.77
08/22/2022	20220822	Petty Cash-	08/21 LINDA - COSTCO - HAND SOAP (LIQUID)	9.99
Total 727.520 · Cleaning Supplies				29.76
727.530 · Cleaning Rugs				
08/03/2022	4128825663	Cintas Corporation-300	RUGS	125.84
Total 727.530 · Cleaning Rugs				125.84
Total 727.500 · Cleaning				155.60
727.800 · Maintenance				
727.830 · Maintenance General				
08/09/2022	13868/154	Great Lakes Ace Hardware	HEX NUTS, GLUE	10.16
08/22/2022	20220822	Petty Cash-	05/07 LINDA - SALVATION ARMY - PLASTIC TUBING, LEAK H...	6.34
08/22/2022	20220822	Petty Cash-	05/08 LINDA - ACE HARDWARE - FITTINGS FOR LEAK HOSE	2.11
Total 727.830 · Maintenance General				18.61
Total 727.800 · Maintenance				18.61
Total 727 · Supplies				1,875.61
801 · Professional Services				
801.010 · Attorney				
08/22/2022	839038	Foster Swift Collins & Smith	INV 839038 - EVENTS AND WINE	675.00
Total 801.010 · Attorney				675.00
801.040 · Bookkeeper				
08/08/2022	20220811	Ballard, Kerry	BOOKKEEPING THROUGH 08/11/2022	500.00
08/11/2022	220825	Ballard, Kerry	BOOKKEEPING THROUGH 08/25/2022	500.00
Total 801.040 · Bookkeeper				1,000.00
801.041 · Payroll Services				
08/09/2022	PR 20220812		PAYROLL PREPARATION	162.07
08/22/2022	PR 20220826		PAYROLL PREPARATION	179.85
Total 801.041 · Payroll Services				341.92
801.300 · Banking Fees				
801.310 · Bank Fees				
08/23/2022	STOP 220823		STOP PAYMENT - ENVISIONWARE CHECK # 25788	32.00
08/31/2022			Service Charge	13.00
Total 801.310 · Bank Fees				45.00
801.315 · Investment Fees				
08/31/2022	INV 220831		Investment fees	
Total 801.315 · Investment Fees				0.00
Total 801.300 · Banking Fees				45.00
Total 801 · Professional Services				2,061.92
803 · Maintenance Service Contracts				
803.010 · Maint Svc Contingency				
08/08/2022	PO 22-349	Hawks & Associates Inc	SURGE PROTECTOR PROJECT $700 OF $1290.00	700.00
08/22/2022	7153546419	Schindler Elevator Corp	ELEVATOR DOOR STUCK OPEN	892.29
Total 803.010 · Maint Svc Contingency				1,592.29
803.100 · Copier				
803.101 · Public Copier				
08/22/2022	5021051341	Wells Fargo Bank, NA	2022 - 07/14 - 08/13/2022 Copier Printer Maintenance - MAY	229.44
Total 803.101 · Public Copier				229.44
803.102 · Staff Copier				
08/22/2022	5021051341	Wells Fargo Bank, NA	2022 - 07/14 - 08/13/2022 Copier Printer Maintenance - MAY	625.82
08/22/2022	5021051341	Wells Fargo Bank, NA	CREDIT - PER INVOICE	-250.00
Total 803.102 · Staff Copier				375.82
803.103 · Small Printer Maintenance				
08/22/2022	5021051341	Wells Fargo Bank, NA	2022 - 07/14 - 08/13/2022 Copier Printer Maintenance - MAY	199.13
Total 803.103 · Small Printer Maintenance				199.13

Chelsea District Library
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August 2022

Date	Num	Name	Memo	Amount
Total 803.100 · Copier				804.39
803.300 · Technology				
803.395 · Website Hosting & Service				
08/10/2022	20220809	KeyBank	2022 GODADDY.COM - STRUES IF CHELSEA.COM RENEWA...	21.17
Total 803.395 · Website Hosting & Service				21.17
Total 803.300 · Technology				21.17
803.600 · Building Maintenance				
803.605 · Janitorial				
08/08/2022	14169	A Production Cleaning Company Inc.	CLEANING 07/24 - 08/06/22	1,750.00
08/22/2022	14263	A Production Cleaning Company Inc.	CLEANING 08/07 - 08/20/22	1,750.00
Total 803.605 · Janitorial				3,500.00
803.620 · Trash				
08/22/2022	20495	City of Chelsea	2022 JULY TRASH	40.00
Total 803.620 · Trash				40.00
803.630 · Elevator				
08/10/2022	20220809	KeyBank	2022 SCHINDLER - ELEVATOR - MA 2021-2022 INCREASE	168.82
Total 803.630 · Elevator				168.82
803.710 · Backflow Connection Inspection				
08/23/2022	1107	Ken Cook's Plumbing and Heating Inc.	FRONT HYDRANT REPAIR	670.00
Total 803.710 · Backflow Connection Inspection				670.00
Total 803.600 · Building Maintenance				4,376.82
Total 803 · Maintenance Service Contracts				5,794.67
850 · Telecommunications				
850.100 · Local & Long Distance Charges				
850.120 · Telephone				
08/10/2022	20220809	KeyBank	2022 STAR2STAR - VOIP	358.06
Total 850.120 · Telephone				358.06
850.121 · IT Cell Phone				
08/05/2022	9912207432	Verizon Wireless	2022 IT CELL PHONE 06/29 - 07/28/2022	51.13
Total 850.121 · IT Cell Phone				51.13
Total 850.100 · Local & Long Distance Charges				439.19
850.300 · TLN Internet Service				
850.311 · WIFI Hotspots				
08/03/2022	975550022-20220725	T-MOBILE	2022 - T-MOBILE HOTSPOTS 06/21 - 07/20/2022	288.27
08/05/2022	9912207432	Verizon Wireless	2022 HOT SPOTS 06/29 - 07/28/2022	525.06
08/22/2022	X08142022	A T & T Mobility	2022 - 08/07 - 09/06/2022	217.44
Total 850.311 · WIFI Hotspots				1,030.77
Total 850.300 · TLN Internet Service				1,030.77
Total 850 · Telecommunications				1,469.96
880 · Promotional Materials				
880.100 · Advertising				
880.110 · Media Buy				
08/09/2022	3831	Chelsea Guardian	2022 - MOBILE CDL, 1/8 PAGE, 08/05/2022	50.00
Total 880.110 · Media Buy				50.00
880.120 · Misc Advertising				
08/09/2022	837	5 Healthy Towns Foundation	2022 BUDGET - AD - FALL 2022	135.00
08/09/2022	14560-R	The Sun Times	SRP	177.65
Total 880.120 · Misc Advertising				312.65
Total 880.100 · Advertising				362.65
880.200 · Publications				
880.220 · Misc Publications				
08/23/2022	263468	Print-tech Inc.	CHANGES	61.20
Total 880.220 · Misc Publications				61.20

Chelsea District Library
List of Checks for Board Approval
August 2022

Date	Num	Name	Memo	Amount
880.240 · Newletter				
08/23/2022	263468	Print-tech Inc.	2022 FALL NEWSLETTER	5,013.43
08/23/2022	263468	Print-tech Inc.	2022 FALL NEWSLETTER MAILING SERVICES	487.16
Total 880.240 · Newletter				5,500.59
Total 880.200 · Publications				5,561.79
880.300 · Marketing Supplies				
880.310 · Displays				
08/22/2022	20220822	Petty Cash-	06/11 ELAINE - SUN APRIL BREAKFAST - EVENT	10.00
Total 880.310 · Displays				10.00
880.340 · Printed Items / Stationary				
08/09/2022	DB-81174-INV	Dollar Bill Printing	200 MELCAT BOOKMARKS	53.70
08/10/2022	20220809	KeyBank	2022 STAPLES - SIGNS AND POSTERS - NO CAMPAIGN	190.13
Total 880.340 · Printed Items / Stationary				243.83
Total 880.300 · Marketing Supplies				253.83
880.400 · Program Promotion				
880.420 · Youth / Teen Promotion				
880.421 · General Youth/Teen Promotion				
08/23/2022	7171327	Demco Inc.	BOOKMARKS	31.20
08/23/2022	DB-81661-INV	Dollar Bill Printing	COMEDY POSTERS - SMALL	107.34
08/23/2022	DB-81661-INV	Dollar Bill Printing	COMEDY POSTERS - LARGE	21.14
Total 880.421 · General Youth/Teen Promotion				159.68
880.422 · Authors In Chelsea				
08/23/2022	DB-81517-INV	Dollar Bill Printing	SCHOOL OPEN HOUSE LABELS FOR BOOKMARKS	65.57
Total 880.422 · Authors In Chelsea				65.57
880.423 · Summer Reading Program				
08/10/2022	20220809	KeyBank	2022 STAPLES - SRP SIGNS AND POSTERS	234.49
Total 880.423 · Summer Reading Program				234.49
Total 880.420 · Youth / Teen Promotion				459.74
880.430 · Library Program Promotion				
880.431 · General Library Prog Promotion				
08/22/2022	20220822	Petty Cash-	07/27 ELAINE - CITY OF CHELSEA - BANNER HANGING FEE	10.00
Total 880.431 · General Library Prog Promotion				10.00
Total 880.430 · Library Program Promotion				10.00
880.440 · Service / Resource Promotion				
880.443 · Digital Collection				
08/09/2022	0665	MC creative design & photography LLC	STOCK IMAGES	8.97
Total 880.443 · Digital Collection				8.97
Total 880.440 · Service / Resource Promotion				8.97
Total 880.400 · Program Promotion				478.71
880.500 · Purchased Services				
880.510 · General Purchased Services				
08/10/2022	20220809	KeyBank	2022 ADOBE - STOCK IMAGE SUBSCRIPTION	29.99
Total 880.510 · General Purchased Services				29.99
880.520 · Professional Services				
880.521 · Graphic Design Services				
08/09/2022	0665	MC creative design & photography LLC	2022 SUMMER NEWSLETTER	1,600.00
Total 880.521 · Graphic Design Services				1,600.00
Total 880.520 · Professional Services				1,600.00
Total 880.500 · Purchased Services				1,629.99
Total 880 · Promotional Materials				8,286.97
884 · Programming				
884.120 · Adult Supplies				
884.126 · General Adult Programs				
08/03/2022	1KWX-V1Y9-GKWW	Amazon Capital Services Inc	MAKER CHELSEA - FOAM LINER	15.48

Chelsea District Library
List of Checks for Board Approval
August 2022

Date	Num	Name	Memo	Amount
08/10/2022	20220809	KeyBank	2022 MICHAELS - FLOWERS (SEE PO 22-344LB) FROM JULY	40.26
08/10/2022	20220809	KeyBank	2022 MICHAELS - MAKER CHELSEA (SEE PO 22-344LB) PAR...	25.00
08/10/2022	20220809	KeyBank	2022 MICHAELS - MAKER CHELSEA - FOAM BLOCKS	57.82
08/22/2022	11D7-DY67-GJRL	Amazon Capital Services Inc	GENERAL ADULT PROGRAMS	18.99
08/22/2022	11M3-NRHJ-4P7C	Amazon Capital Services Inc	GENERAL ADULT PROGRAMS	129.90
08/22/2022	1QHK-CGKW-634R	Amazon Capital Services Inc	GENERAL ADULT PROGRAMS	59.00
08/31/2022	1TXQ-KM7D-3JYW	Amazon Capital Services Inc	SEWING SUPPLIES - NEEDLES, THREAD, NEEDLE THREAD...	20.43
Total 884.126 · General Adult Programs				386.88
Total 884.120 · Adult Supplies				386.88
884.210 · Youth Speakers				
884.212 · General Youth Programs				
08/10/2022	PO 22-163ED	YOUNG, CHRIS	COMEDY WORKSHOP 06/12-15/2022	500.00
08/11/2022	PO 22-0165ED	NOLAN, JILL BARNETT	09/21/22 ZOOM - A CURIOUS KITCHEN COOKING PROGRAM	150.00
Total 884.212 · General Youth Programs				650.00
Total 884.210 · Youth Speakers				650.00
884.220 · Youth Supplies				
884.226 · Summer Reading				
08/09/2022	1X9H-WJF7-P9C4	Amazon Capital Services Inc	SRP	17.98
08/09/2022	717452515-01	FUN EXPRESS	SRP	82.70
08/09/2022	40462402	Scholastic Library Publishing	MIDDLE GRADE AND YA SRP PRIZE BOOKS	378.60
08/10/2022	20220809	KeyBank	2022 POLLY'S - TEDDY BEAR PICNIC SNACKS	30.98
08/10/2022	20220809	KeyBank	2022 CVS - CEDAR POINT WINNER GIFT CARD $225.00	230.95
08/22/2022	20220822	Petty Cash-	08/08 EDITH - COTTAGE INN - PIZZA	29.39
Total 884.226 · Summer Reading				770.50
884.227 · Outreach				
08/09/2022	1X9H-WJF7-P9C4	Amazon Capital Services Inc	TRAVEL CRATES	86.34
Total 884.227 · Outreach				86.34
Total 884.220 · Youth Supplies				856.84
884.260 · Teen Speakers				
884.264 · Teen General Programs				
08/09/2022	PO 22-184	COMFORT, MARK	FAMILY D&D DUNGEON MASTER	280.00
Total 884.264 · Teen General Programs				280.00
884.265 · YSG Recognition				
08/10/2022	20220809	KeyBank	2022 GREAT LAKES ACE - YSG FINALE SUPPLIES	106.77
08/10/2022	20220809	KeyBank	2022 SPAD'S TWISTER - YSG APPRECIATION - ICE CREAM	81.97
Total 884.265 · YSG Recognition				188.74
Total 884.260 · Teen Speakers				468.74
884.270 · Teen Supplies				
884.272 · Teen General Programs				
08/09/2022	1X9H-WJF7-P9C4	Amazon Capital Services Inc	MOLD - HOT GLUE STICKS	16.96
08/09/2022	1JQ4-TRY1-134J	Amazon Capital Services Inc	TEEN PROGRAMS	-12.49
08/09/2022	11D7-DY67-JL7K	Amazon Capital Services Inc	TEEN PROGRAMS	-9.99
08/10/2022	20220809	KeyBank	2022 PLAYSTATION NETWORK - SPORTSFRIENDS	15.89
08/10/2022	20220809	KeyBank	2022 MICHAELS - SWEET TOOTH FAIRY - DIFF	15.69
08/10/2022	20220809	KeyBank	2022 CVS- CEDAR POINT VISA GIFT CARD WINNER	28.95
08/10/2022	20220809	KeyBank	2022 POLLYS - CAKE FOR FINALE	37.95
08/10/2022	20220809	KeyBank	2022 MEIJER - FINALE GROCERIES	69.97
08/22/2022	1LM7-GCJ3-TTF3	Amazon Capital Services Inc	TEEN PROGRAMS	88.91
08/22/2022	11D7-DY67-3JKQ	Amazon Capital Services Inc	TEEN PROGRAMS	32.37
Total 884.272 · Teen General Programs				264.24
884.273 · Teen Holiday Programs				
08/22/2022	11D7-DY67-3JKQ	Amazon Capital Services Inc	TEEN HOLIDAY PROGRAMS	21.28
Total 884.273 · Teen Holiday Programs				21.28
884.276 · Teen Refreshments				
08/10/2022	20220809	KeyBank	2022 COTTAGE INN - PIZZA & PAPERBACKS	26.44
08/10/2022	20220809	KeyBank	2022 COTTAGE INN - SRP/YSG LUNCH	203.04
Total 884.276 · Teen Refreshments				229.48
Total 884.270 · Teen Supplies				535.00
884.400 · Music Focus				

Chelsea District Library
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Date	Num	Name	Memo	Amount
884.962 · Music in the Air - Restricted				
08/22/2022	20220822	Petty Cash-	06/02 LORI - PLUM MARKET - MINI TOAST	3.98
Total 884.962 · Music in the Air - Restricted				3.98
Total 884.400 · Music Focus				3.98
884.920 · Youth Programming Restricted				
884.921 · Youth Prog Rest Gifts Genl				
08/09/2022	1X9H-WJF7-P9C4	Amazon Capital Services Inc	CATS AND DOGS - STUFFED	41.79
08/22/2022	11D7-DY87-3JKQ	Amazon Capital Services Inc	YOUTH PROGRAMS RESTRICTED GIFTS	9.87
Total 884.921 · Youth Prog Rest Gifts Genl				51.66
884.923 · Youth Prog Rest Gifts SRP				
08/09/2022	19YF-JRXX-1M76	Amazon Capital Services Inc	TABLECLOTHS AND CLIPS	16.98
08/10/2022	20220809	KeyBank	2022 GARDEN MILL - SRP GIFT CARD	10.00
08/10/2022	20220809	KeyBank	2022 HOWELL NATURE CENTER - FAMILY MEMBERSHIP GIFT	79.01
08/22/2022	1LM7-GCJ3-TTF3	Amazon Capital Services Inc	YOUTH PROGRAMS RESTRICTED GIFTS	44.61
Total 884.923 · Youth Prog Rest Gifts SRP				150.60
Total 884.920 · Youth Programming Restricted				202.26
Total 884 · Programming				3,083.70
885 · Volunteer				
885.200 · Supplies				
08/08/2022	PO 22-350	Ballard, Linda P.	REIMBURSEMENT - VOLUNTEER SUPPLIES - CANDY	34.91
08/22/2022	20220822	Petty Cash-	06/04 LINDA - COSTCO - VOLUNTEER SUPPLIES	32.48
08/22/2022	20220822	Petty Cash-	08/10 LINDA - CVS - VOLUNTEER SUPPLIES	6.76
Total 885.200 · Supplies				74.15
Total 885 · Volunteer				74.15
920 · Utilities				
920.110 · City of Chelsea Water				
08/08/2022	20220804	City of Chelsea-Elect & Water	2022 JULY 06/30 - 07/29/2022 WATER	53.23
Total 920.110 · City of Chelsea Water				53.23
920.120 · City of Chelsea Sewer				
08/08/2022	20220804	City of Chelsea-Elect & Water	2022 JULY 06/30 - 07/29/2022 SEWER	130.24
Total 920.120 · City of Chelsea Sewer				130.24
920.130 · City of Chelsea Electric				
08/08/2022	20220804	City of Chelsea-Elect & Water	2022 JULY 06/30 - 07/29/2022 ELECTRICITY	5,414.20
Total 920.130 · City of Chelsea Electric				5,414.20
920.150 · City of Chelsea Sprinkler				
08/08/2022	20220804	City of Chelsea-Elect & Water	2022 JULY 06/30 - 07/29/2022 SPRINKLER	233.55
Total 920.150 · City of Chelsea Sprinkler				233.55
920.200 · McKune Gas				
08/22/2022	3542223	Constellation NewEnergy-Gas Division L...	2022 JULY - 06/21 - 07/27/2022	99.83
Total 920.200 · McKune Gas				99.83
Total 920 · Utilities				6,931.05
960 · Board & Director Expense				
960.100 · Board Expenses				
08/10/2022	20220809	KeyBank	2022 CLEARY'S - BOARD ORIENTATION (GARCIA, LACKEY - ...	93.01
Total 960.100 · Board Expenses				93.01
960.200 · Director Expense				
08/10/2022	20220809	KeyBank	2022 ARCTIC BREAKAWAY - ROTARY MEETING LUNCH	22.53
08/10/2022	20220809	KeyBank	2022 SMOKEHOUSE 52 - STAFF REVIEWS W/POWERS	62.12
08/10/2022	20220809	KeyBank	2022 CLEARYS - MTG W/MAUREEN NESLON - SENIOR INITIA...	41.58
08/10/2022	20220809	KeyBank	2022 ARCTIC BREAKAWAY - ROTARY MEETING	22.53
08/10/2022	20220809	KeyBank	2022 ARCTIC BREAKAWAY - ROTARY MEETING	22.53
Total 960.200 · Director Expense				171.29
Total 960 · Board & Director Expense				264.30
967 · Equipment				
967.100 · Equipment Hardware				

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Date	Num	Name	Memo	Amount
967.135 · WIFI Hotspots				
08/08/2022	19MM-1R3F-RXYH	Amazon Capital Services Inc	HOT SPOT BATTERIES	74.72
Total 967.135 · WIFI Hotspots				74.72
Total 967.100 · Equipment Hardware				74.72
967.200 · Equipment Software				
08/03/2022	INV-US-60761	Envisionware Inc	Mobile Print software renewal - 11/1 -10/31/20233	575.00
08/03/2022	19668	KNIGHT TECHNOLOGY GROUP	2022 DATTO BACKUPS 07/01/2022	1,100.00
08/03/2022	19867	KNIGHT TECHNOLOGY GROUP	2022 DATTO BACKUPS 08/01/2022	1,100.00
08/10/2022	20220809	KeyBank	2022 HR PLAYBOOK	170.00
08/10/2022	20220809	KeyBank	2022 ZOOM - SUBSCRIPTION 07/24 - 08/23/2022	39.50
08/10/2022	20220809	KeyBank	2022 VMWARE - 3-YEAR RENEWAL - 11/2022 - 11/2025	187.38
08/10/2022	20220809	KeyBank	2022 ADOBE INC - CREATIVE CLOUD LICENSE 08/03/22 - 08/...	635.87
08/10/2022	20220809	KeyBank	2022 CONSTANT CONTACT - SUBSCRIPTION 08/08/22 - 08/07...	731.50
Total 967.200 · Equipment Software				4,539.25
967.300 · Equipment Furniture & Fixtures				
967.310 · Makerspace Furnishings				
08/08/2022	1GVH-LJMJ-XFVF	Amazon Capital Services Inc	MAKER CHELSEA SUPPLIES	144.62
Total 967.310 · Makerspace Furnishings				144.62
967.320 · Furniture				
08/10/2022	20220809	KeyBank	2022 HIPKNOTIC DESIGN LLC - FAIRY HOUSES	100.70
Total 967.320 · Furniture				100.70
967.330 · Equipment - non-Computer				
08/03/2022	7159260	Demco Inc.	PROGRAMMING CART	685.64
08/08/2022	11D7-DY67-4C3T	Amazon Capital Services Inc	COFFEE MAKER	54.85
08/23/2022	7171327	Demco Inc.	BOOKSHELF DIVIDERS	129.75
Total 967.330 · Equipment - non-Computer				870.24
Total 967.300 · Equipment Furniture & Fixtures				1,115.56
Total 967 · Equipment				5,729.53
969 · Continuing Education Expenses				
969.300 · Memberships				
969.320 · Information Services				
08/08/2022			ALA REIMBURSEMENT - CATHERINE SOSSI - DOUBLE PAY 2...	-114.00
08/22/2022	1028039	American Library Association Membership	2022 - ALA MEMBERSHIPS - C. SOSSI	228.00
Total 969.320 · Information Services				114.00
969.343 · Other Membership				
08/08/2022	13004	Michigan Library Association	MEMBERSHIP RENEWAL - AMY ZORAN #10838 - THROUGH ...	85.00
08/08/2022	13004	Michigan Library Association	ANNUAL CONFERENCE REGISTRATION - AMY ZORAN	275.00
Total 969.343 · Other Membership				360.00
969.500 · Institutional Membership				
969.510 · Institutional Member Rotary				
08/10/2022	621119	Rotary Club of Chelsea	2022 ROTARY - QUARTERLY DUES	144.00
Total 969.510 · Institutional Member Rotary				144.00
Total 969.500 · Institutional Membership				144.00
Total 969.300 · Memberships				618.00
969.600 · Staff Training				
969.940 · Staff Apprec - Restr/Covid-19				
08/10/2022	20220809	KeyBank	2022 ZOU ZOU'S - STAFF APPREC - JEAN PIERCE ANNIV	25.00
08/10/2022	20220809	KeyBank	2022 SMOKEHOUSE 52 - E DONNELL WORK ANNIV	25.00
08/10/2022	20220809	KeyBank	2022 SMOKEHOUSE 52 - MARTHA JAQUES WORK ANNIV	25.00
Total 969.940 · Staff Apprec - Restr/Covid-19				75.00
Total 969.600 · Staff Training				75.00
Total 969 · Continuing Education Expenses				693.00
980 · Capital Expense				
975.200 · Capital Maintenance				
08/03/2022	1-119760639469	Johnson Controls	BOILER PUMP REPAIR	6,173.56
Total 975.200 · Capital Maintenance				6,173.56

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Date	Num	Name	Memo	Amount
980.910 · Capital Restricted Gift				
08/23/2022	1YVL-36YR-4D1H	Amazon Capital Services Inc	BEE HEADBANDS - FAIR PARADE BOOK MOBILE PROMOTION	29.98
Total 980.910 · Capital Restricted Gift				29.98
Total 980 · Capital Expense				6,203.54
982 · Collection Expense				
982.100 · Audio Books				
982.120 · Adult Books on Disc				
08/03/2022	502352112	Midwest Tape	JULY BOC	179.95
08/03/2022	502352116	Midwest Tape	JUNE BOC	46.99
08/03/2022	502378986	Midwest Tape	JULY BOC	229.95
08/22/2022	502418240	Midwest Tape	AUG BOC	9.99
08/22/2022	502440491	Midwest Tape	JULY BOC	34.99
08/22/2022	502440497	Midwest Tape	AUG BOC	44.98
Total 982.120 · Adult Books on Disc				546.85
Total 982.100 · Audio Books				546.85
982.400 · Non Print				
982.410 · Electronic Products/Subs				
08/09/2022	306243-PPU	KANOPY INC	KANOPY VIDEO PLAYS - JULY	249.05
08/22/2022	502470207	Midwest Tape - Hoopla	DIGITAL CONTENT ENDING 07/31/2022	1,966.51
Total 982.410 · Electronic Products/Subs				2,215.56
982.411 · Ebooks / Overdrive				
08/22/2022	70484	The Library Network	PARTICIPATION AND CONTENT FEE 08/01/22 - 07/31/23	4,000.00
08/22/2022	70484	The Library Network	OVERDRIVE FUTURE PURCHASES DEPOSIT - 08/01/22 - 7/31...	1,412.29
08/22/2022	70484	The Library Network	OVERDRIVE HANDLING FEE 2022 - 2023	200.00
Total 982.411 · Ebooks / Overdrive				5,612.29
982.420 · Adult Music on CD				
08/03/2022	502378987	Midwest Tape	JUNE/JULY CDs	29.97
08/03/2022	502418236	Midwest Tape	JUNE/JULY CDs	38.96
08/08/2022			L/D ADULT MUSIC CD	-11.98
08/22/2022	502440493	Midwest Tape	JUNE/JULY CDs	128.15
Total 982.420 · Adult Music on CD				185.10
982.430 · Non-Traditional Collections				
08/22/2022	13VV-R7RV-1XXL	Amazon Capital Services Inc	NON-TRADITIONAL COLLECTION	17.97
Total 982.430 · Non-Traditional Collections				17.97
982.460 · DVD Feature				
08/03/2022	502379860	Midwest Tape	JULY FEATURE DVDs	303.62
08/03/2022	502418235	Midwest Tape	JULY FEATURE DVDs	283.34
08/22/2022	502440495	Midwest Tape	JULY FEATURE DVDs	372.57
Total 982.460 · DVD Feature				959.53
982.470 · DVD Non-Fiction				
08/03/2022	502378969	Midwest Tape	JULY ADULT NF DVDs	14.24
08/10/2022	502352114	Midwest Tape	JULY ADULT NF DVDs	18.74
08/22/2022	502418238	Midwest Tape	JULY ADULT NF DVDs	80.20
08/22/2022	502440492	Midwest Tape	JULY NF ADULT DVDs	48.72
Total 982.470 · DVD Non-Fiction				161.90
982.480 · Youth Video DVD				
08/09/2022	398085	Findaway World, LLC	LAUNCHPAD REPLACEMENT - STAR PACK	69.99
08/09/2022	502440498	Midwest Tape	FAMILY AND ANIME SUMMER	121.41
08/08/2022	502418239	Midwest Tape	FAMILY AND ANIME SUMMER	178.38
Total 982.480 · Youth Video DVD				369.78
982.490 · Videogames				
08/09/2022	8316	Crimson Multimedia Dist. Inc.	VIDEO GAMES FOR COLLECTION	39.38
Total 982.490 · Videogames				39.38
Total 982.400 · Non Print				9,661.51
982.700 · Print				
982.705 · Adult Print				
982.710 · Adult Large Print				
08/09/2022	70376206	Ingram Library Services	ADULT PRINT LARGE	14.78
08/09/2022	70686198	Ingram Library Services	ADULT PRINT LARGE	21.60

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08/22/2022	70894967	Ingram Library Services	ADULT PRINT LARGE	42.60
08/22/2022	70932450	Ingram Library Services	ADULT PRINT LARGE	34.42
08/22/2022	70943640	Ingram Library Services	ADULT PRINT LARGE	45.04
08/22/2022	70963637	Ingram Library Services	ADULT PRINT LARGE	18.37
Total 982.710 · Adult Large Print				176.81
982.720 · Adult Print General				
08/08/2022			L/D ADULT PRINT	-9.99
08/09/2022	2036873855	Baker & Taylor - Adult	ADULT ACCT	137.31
08/09/2022	70376213	Ingram Library Services	ADULT PRINT GENERAL	96.25
08/09/2022	70376212	Ingram Library Services	ADULT PRINT GENERAL	23.32
08/09/2022	70376209	Ingram Library Services	ADULT PRINT GENERAL	70.70
08/09/2022	70376208	Ingram Library Services	ADULT PRINT GENERAL	66.72
08/09/2022	70376210	Ingram Library Services	ADULT PRINT GENERAL	16.17
08/09/2022	70376214	Ingram Library Services	ADULT PRINT GENERAL	44.74
08/09/2022	70376207	Ingram Library Services	ADULT PRINT GENERAL	13.41
08/09/2022	70607398	Ingram Library Services	ADULT PRINT GENERAL	51.35
08/09/2022	70620716	Ingram Library Services	ADULT PRINT GENERAL	37.50
08/09/2022	70620717	Ingram Library Services	ADULT PRINT GENERAL	12.60
08/09/2022	70620715	Ingram Library Services	ADULT PRINT GENERAL	32.87
08/09/2022	70649018	Ingram Library Services	ADULT PRINT GENERAL	16.71
08/09/2022	70649017	Ingram Library Services	ADULT PRINT GENERAL	32.33
08/09/2022	70649016	Ingram Library Services	ADULT PRINT GENERAL	17.81
08/09/2022	70649019	Ingram Library Services	ADULT PRINT GENERAL	18.16
08/09/2022	70666201	Ingram Library Services	ADULT PRINT GENERAL	33.42
08/09/2022	70666203	Ingram Library Services	ADULT PRINT GENERAL	55.86
08/09/2022	70666199	Ingram Library Services	ADULT PRINT GENERAL	32.34
08/09/2022	70666202	Ingram Library Services	ADULT PRINT GENERAL	68.52
08/09/2022	70692502	Ingram Library Services	ADULT PRINT GENERAL	16.17
08/09/2022	70692504	Ingram Library Services	ADULT PRINT GENERAL	247.79
08/09/2022	70692501	Ingram Library Services	ADULT PRINT GENERAL	45.26
08/09/2022	70692500	Ingram Library Services	ADULT PRINT GENERAL	17.88
08/09/2022	70713527	Ingram Library Services	ADULT PRINT GENERAL	106.81
08/09/2022	70713526	Ingram Library Services	ADULT PRINT GENERAL	15.59
08/09/2022	70721100	Ingram Library Services	ADULT PRINT GENERAL	13.19
08/09/2022	70721099	Ingram Library Services	ADULT PRINT GENERAL	177.80
08/09/2022	70761503	Ingram Library Services	ADULT PRINT GENERAL	28.76
08/09/2022	70761501	Ingram Library Services	ADULT PRINT GENERAL	16.71
08/09/2022	70761502	Ingram Library Services	ADULT PRINT GENERAL	15.62
08/22/2022	2038906902	Baker & Taylor - Adult	ADULT ACCT	50.22
08/22/2022	59178678	Ingram Library Services	ADULT PRINT GENERAL	14.41
08/22/2022	59899929	Ingram Library Services	ADULT PRINT GENERAL	16.17
08/22/2022	59899930	Ingram Library Services	ADULT PRINT GENERAL ???	420.31
08/22/2022	59942627	Ingram Library Services	ADULT PRINT GENERAL	24.58
08/22/2022	70733967	Ingram Library Services	ADULT PRINT GENERAL	90.61
08/22/2022	70733964	Ingram Library Services	ADULT PRINT GENERAL	18.06
08/22/2022	70733965	Ingram Library Services	ADULT PRINT GENERAL	17.52
08/22/2022	70733969	Ingram Library Services	ADULT PRINT GENERAL	16.49
08/22/2022	70733966	Ingram Library Services	ADULT PRINT GENERAL	30.08
08/22/2022	70756468	Ingram Library Services	ADULT PRINT GENERAL	49.44
08/22/2022	70806939	Ingram Library Services	ADULT PRINT GENERAL	32.32
08/22/2022	70806940	Ingram Library Services	ADULT PRINT GENERAL	13.21
08/22/2022	70876999	Ingram Library Services	ADULT PRINT GENERAL	17.81
08/22/2022	70877000	Ingram Library Services	ADULT PRINT GENERAL	12.59
08/22/2022	70894968	Ingram Library Services	ADULT PRINT GENERAL	16.71
08/22/2022	70894971	Ingram Library Services	ADULT PRINT GENERAL	271.02
08/22/2022	70894969	Ingram Library Services	ADULT PRINT GENERAL	71.82
08/22/2022	70894970	Ingram Library Services	ADULT PRINT GENERAL	16.17
08/22/2022	70919473	Ingram Library Services	ADULT PRINT GENERAL	31.13
08/22/2022	70919469	Ingram Library Services	ADULT PRINT GENERAL	16.71
08/22/2022	70919471	Ingram Library Services	ADULT PRINT GENERAL	17.26
08/22/2022	70919470	Ingram Library Services	ADULT PRINT GENERAL	17.26
08/22/2022	70919472	Ingram Library Services	ADULT PRINT GENERAL	16.59
08/22/2022	70932451	Ingram Library Services	ADULT PRINT GENERAL	11.80
08/22/2022	70932452	Ingram Library Services	ADULT PRINT GENERAL	14.29
08/22/2022	70943638	Ingram Library Services	ADULT PRINT GENERAL	11.35
08/22/2022	70943639	Ingram Library Services	ADULT PRINT GENERAL	15.29
Total 982.720 · Adult Print General				2,917.18
982.740 · Multiple Book Copies				
08/22/2022	70733968	Ingram Library Services	MULTIPLE BOOK COPIES	28.32
08/22/2022	70806941	Ingram Library Services	MULTIPLE BOOK COPIES	11.95
Total 982.740 · Multiple Book Copies				40.27
Total 982.700 · Adult Print				3,134.26

Chelsea District Library
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August 2022

Date	Num	Name	Memo	Amount
982.755 · Youth Print				
982.760 · Youth Print General				
08/08/2022			L/D YOUTH/TEEN PRINT	-16.99
08/09/2022	2036862759	Baker & Taylor - Auto Yours Cats	2022 YOUTH PRINT GENERAL	34.86
08/09/2022	2036879669	Baker & Taylor - Auto Yours Cats	2022 YOUTH PRINT GENERAL	27.28
08/09/2022	2036862990	Baker & Taylor - Unlabeled Juvenile	2022 UNLABELED JUVENILE	78.00
08/09/2022	70507275	Ingram Library Services	YOUTH PRINT GENERAL	37.67
08/09/2022	70507276	Ingram Library Services	YOUTH PRINT GENERAL	125.19
08/09/2022	70528907	Ingram Library Services	YOUTH PRINT GENERAL	23.48
08/09/2022	70528905	Ingram Library Services	YOUTH PRINT GENERAL	11.21
08/09/2022	70528906	Ingram Library Services	YOUTH PRINT GENERAL	9.44
08/09/2022	70553409	Ingram Library Services	YOUTH PRINT GENERAL	11.43
08/09/2022	70607399	Ingram Library Services	YOUTH PRINT GENERAL	21.99
08/09/2022	70586200	Ingram Library Services	YOUTH PRINT GENERAL	11.76
08/09/2022	70692499	Ingram Library Services	YOUTH PRINT GENERAL	14.16
08/09/2022	70692503	Ingram Library Services	YOUTH PRINT GENERAL	218.59
08/09/2022	70721098	Ingram Library Services	YOUTH PRINT GENERAL	57.00
08/10/2022	20220809	KeyBank	2022 AMAZON ???	-9.99
08/22/2022	2036905739	Baker & Taylor - Auto Yours Cats	2022 YOUTH PRINT GENERAL	23.63
08/22/2022	2036905025	Baker & Taylor - Unlabeled Juvenile	2022 UNLABELED JUVENILE	20.75
08/22/2022	59767344	Ingram Library Services	YOUTH PRINT GENERAL	37.68
08/22/2022	20220822	Petty Cash-	07/06 SHANNON - PRESENTER BOOK - DISCOVER THE STEEL	20.00
08/22/2022	20220822	Petty Cash-	07/20 SHANNON - PRESENTER BOOK - ANIMAL MAGIC BOO...	30.00
Total 982.760 · Youth Print General				787.14
982.765 · Youth/Teen Special Needs Coll				
08/10/2022	20220809	KeyBank	2022 NATIONAL BRAILLE PRESS - MEMBERSHIP AND BOOKS	165.98
Total 982.765 · Youth/Teen Special Needs Coll				165.98
Total 982.755 · Youth Print				953.12
Total 982.700 · Print				4,067.38
Total 982 · Collection Expense				14,195.74
TOTAL				**151,940.33**

2:43 PM
09/08/22
Accrual Basis

Chelsea District Library
Donation and Restricted
January through August 2022

	Jan - Aug 22	Budget	$ Over Budget
Ordinary Income/Expense			
Income			
674 · Contribution & Donation			
674.100 · Designated Adult Collection	40	40	0
674.110 · Designated Adult Programming	8,550	8,300	250
674.111 · Designated Youth Programming	7,450	5,950	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	9,375	15,000	(5,625)
674.141 · Designated Technology	0	3,000	(3,000)
674.143 · Designated Maintenance	100		
674.150 · Continuing Education Restricted	740	725	15
674.500 · Mobile CDL	54,129	3,561	50,568
(T-Mobile $47,400.00)			
Total 674 · Contribution & Donation	86,494	42,686	43,808
675 · Private Grant Sources			
675.100 · Community Found Southeast MI	0	7,500	(7,500)
675.400 · Chelsea Ed Foundation	1,500	2,500	(1,000)
Total 675 · Private Grant Sources	1,500	10,000	(8,500)
Total Income	87,994	52,686	35,308
Gross Profit	87,994	52,686	35,308
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	3,237		
Total 880 · Promotional Materials	3,237		
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	6,666	6,388	278
Total 884.400 · Music Focus	6,666	6,388	278
884.500 · Artist In Residence			
884.970 · Artist in Resdience Restricted	1,118	3,500	(2,382)
Total 884.500 · Artist In Residence	1,118	3,500	(2,382)
884.910 · Adult Programming Restricted			
884.911 · Adult Prog Rest Gifts Comedy Sh	1,500	1,500	0
884.914 · Adult Prog Rest Gifts MWest LW	4,300	4,300	0

Chelsea District Library
Donation and Restricted
January through August 2022

	Jan - Aug 22	Budget	$ Over Budget
884.915 · Aud Prg. Rst. Gifts Purple Rose	0	1,000	(1,000)
Total 884.910 · Adult Programming Restricted	5,800	6,800	(1,000)
884.920 · Youth Programming Restricted			
884.921 · Youth Prog Rest Gifts Genl	927	1,500	(573)
884.923 · Youth Prog Rest Gifts SRP	3,531	3,950	(419)
Total 884.920 · Youth Programming Restricted	4,458	5,450	(992)
Total 884 · Programming	21,542	25,138	(3,596)
969 · Continuing Education Expenses			
969.600 · Staff Training			
969.940 · Staff Apprec - Restr/Covid-19	425	1,025	(600)
Total 969.600 · Staff Training	425	1,025	(600)
Total 969 · Continuing Education Expenses	425	1,025	(600)
980 · Capital Expense			
980.910 · Capital Restricted Gift	401	59,044	(58,643)
Total 980 · Capital Expense	401	59,044	(58,643)
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	28,645	86,337	(59,692)
Net Ordinary Income	59,349	(35,651)	95,000
Net Income	59,349	(35,651)	95,000

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	Aug 22	Budget	$ Over Budget	% of Budget	TOTAL Jan - Dec 22	TOTAL $ Over Budget	TOTAL % of Budget
Ordinary Income/Expense														
Income														
402 · District Revenue	796,508	995,920	41,695	62,978	10,260	81,195	1,345	0	0	0	0%	1,989,921	55,188	103%
501.001 · Grants	0	0	0	0	0	0	0	0	0	0	0%	0	(1,000)	0%
540.100 · State Aid	0	0	57,264	7,869	26	0	7,980	0	0	0	0%	73,139	6,139	109%
574.100 · Penal Fines	0	0	0	0	0	0	15,221	0	0	0	0%	15,221	8,221	217%
606.000 · Misc Income & Refunds	0	0	0	0	0	104	0	0				104		
607.100 · Non-Resident Fees	0	125	250	0	31	2,000	0	0	0	0	0%	2,406	(594)	80%
607.200 · ILL Fees	0	0	0	0	0	0	0	0	0	0	0%	0	(600)	0%
645.100 · Copiers & Printers	0	345	111	239	318	357	201	388	0	388	100%	1,959	(2,541)	44%
655.100 · Circulation Fines	0	0	0	0	0	30	0	0				30		
665.100 · Interest	25	26	37	32	26	22	19	12				199		
666.100 · Investment Earnings	8	11	2,282	2,376	9,393	24	136	325	0	325	100%	14,535	(15,465)	48%
666.500 · Investment Change in Value	(8,359)	(4,694)	(14,039)	(8,563)	876	(4,458)	4,467	(9,106)				(43,876)		
674 · Contribution & Donation	4,026	360	13,090	5,210	2,968	8,803	47,718	4,519	300	4,219	1,506%	39,788	(2,898)	93%
675 · Private Grant Sources	0	0	0	0	0	0	0	1,500	47,400	(45,900)	3%	48,900	(8,500)	85%
Total Income	792,207	992,093	100,670	70,141	23,918	87,877	77,087	(2,364)	47,700	(50,064)	(5%)	2,142,324	(5,595)	100%
Gross Profit	792,207	992,093	100,670	70,141	23,918	87,877	77,087	(2,364)	47,700	(50,064)	(5%)	2,142,324	(5,595)	100%
Expense														
701 · Personnel Expenses	82,536	93,254	94,493	86,983	100,441	103,274	94,649	95,176	0	95,176	100%	796,000	(469,259)	63%
727 · Supplies	1,413	585	878	1,372	587	7,579	585	1,976	0	1,976	100%	16,297	(16,288)	50%
801 · Professional Services	1,353	1,428	19,099	1,066	1,550	3,942	12,884	2,062	0	2,062	100%	44,851	(15,429)	74%
803 · Maintenance Service Contracts	7,628	12,718	20,327	7,236	15,083	10,070	15,192	6,795	0	6,795	100%	97,832	(76,723)	56%
850 · Telecommunications	1,954	4,996	3,457	1,862	1,920	1,199	3,224	1,470	0	1,470	100%	22,905	(20,445)	53%
880 · Promotional Materials	1,760	11,150	3,109	2,583	10,264	5,751	2,032	8,287	0	8,287	100%	46,336	(26,504)	64%
884 · Programming	7,371	7,774	10,819	25,164	10,344	6,375	3,541	3,064	0	3,064	100%	74,784	(53,501)	58%
885 · Volunteer	0	0	25	13	0	0	0	74	0	74	100%	112	(2,388)	4%
920 · Utilities	0	6,240	5,634	5,407	5,285	5,349	5,792	5,931	0	5,931	100%	39,638	(22,362)	64%
960 · Board & Director Expense	0	212	136	47	106	794	54	264	0	264	100%	1,613	(2,187)	42%
965 · Automation Services	13,650	0	0	9,411	0	0	9,411	0	0	0	0%	32,672	(11,155)	75%
967 · Equipment	274	1,796	2,777	5,814	1,995	863	1,910	5,730	0	5,730	100%	22,261	(17,189)	56%
969 · Continuing Education Expenses	720	2,992	701	4,293	2,125	500	48	693	0	693	100%	12,072	(15,216)	44%
980 · Capital Expense	0	0	5,500	2,517	126,911	12,159	2,406	6,204	47,700	(41,496)	13%	155,714	26,870	121%
982 · Collection Expense	6,684	6,510	12,697	9,347	32,321	11,172	13,799	14,196	0	14,196	100%	114,454	(67,176)	63%
Total Expense	125,543	149,657	179,652	163,115	308,912	169,027	165,527	161,942	47,700	104,242	319%	1,477,261	(788,952)	65%
Net Ordinary Income	666,664	842,436	(78,982)	(92,974)	(284,994)	(81,150)	(88,440)	(154,306)	0	(154,306)	100%	665,063	783,357	(562%)
Other Income/Expense														
Other Expense														
999.001 · Transfer to Capital Improvement	0	0	0	0	0	0	0	0	0	0	0%	0	(59,300)	0%
999.002 · Transfer to Capital Reserve Fun	0	0	0	0	0	0	0	0	0	0	0%	0	(5,000)	0%
999.025 · Carry from General Fund	0	0	0	0	0	0	0	0	0	0	0%	0	(20,946)	0%
Total Other Expense	0	0	0	0	0	0	0	0	0	0	0%	0	(85,246)	0%
Net Other Income	0	0	0	0	0	0	0	0	0	0	0%	0	85,246	0%
Net Income	666,664	842,436	(78,982)	(92,974)	(284,994)	(81,150)	(88,440)	(154,306)	0	(154,306)	100%	665,063	868,603	(327%)

4:03 PM
09/08/22
Accrual Basis

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

	Jan - Aug 22	Jan - Aug 21	$ Change	% Change
Ordinary Income/Expense				
Income				
402 · District Revenue	1,989,921.10	1,884,629.79	105,291.31	5.59%
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	0.00	103.75	100.0%
607.100 · Non-Resident Fees	2,406.25	1,906.25	500.00	26.23%
645.100 · Copiers & Printers	1,957.95	475.15	1,482.80	312.07%
655.100 · Circulation Fines	30.00	65.10	-35.10	-53.92%
665.100 · Interest	198.70	257.13	-58.43	-22.72%
666.100 · Investment Earnings	14,535.19	18,631.22	-4,096.03	-21.99%
666.500 · Investment Change in Value	-43,878.45	-17,344.65	-26,533.80	-152.98%
674 · Contribution & Donation	86,493.52	7,093.10	79,400.42	1,119.4%
675 · Private Grant Sources	1,500.00	0.00	1,500.00	100.0%
Total Income	2,141,627.44	1,992,551.60	149,075.84	7.48%
Gross Profit	2,141,627.44	1,992,551.60	149,075.84	7.48%
Expense				
66900 · Reconciliation Discrepancies	0.00	0.00	0.00	0.0%
701 · Personnel Expenses	750,804.81	729,721.24	21,083.57	2.89%
727 · Supplies	14,974.77	8,043.66	6,931.11	86.17%
801 · Professional Services	43,384.90	33,583.14	9,801.76	29.19%
803 · Maintenance Service Contracts	95,028.77	87,972.23	7,056.54	8.02%
850 · Telecommunications	20,082.36	18,878.36	1,204.00	6.38%
880 · Promotional Materials	44,935.57	39,306.61	5,628.96	14.32%
884 · Programming	74,471.91	54,356.33	20,115.58	37.01%
885 · Volunteer	112.09	191.40	-79.31	-41.44%
920 · Utilities	39,637.72	30,393.58	9,244.14	30.42%
960 · Board & Director Expense	1,612.61	394.08	1,218.53	309.21%
965 · Automation Services	32,671.85	31,303.32	1,368.53	4.37%
967 · Equipment	21,160.65	21,147.98	12.67	0.06%
969 · Continuing Education Expenses	12,071.49	4,533.25	7,538.24	166.29%
980 · Capital Expense	155,695.76	23,946.95	131,748.81	550.17%
982 · Collection Expense	106,727.56	108,232.11	-1,504.55	-1.39%
Total Expense	1,413,372.82	1,192,004.24	221,368.58	18.57%
Net Ordinary Income	728,254.62	800,547.36	-72,292.74	-9.03%
Net Income	**728,254.62**	**800,547.36**	**-72,292.74**	**-9.03%**

7.0

CHELSEA DISTRICT LIBRARY

Fund Balances

August 31, 2022

		Beginning Balance	Net Change	Ending Balance
General Fund				
LOCAL BANKS BALANCES				
Checking Account/ Chelsea State Bank	001.001	$381,190.88	-$192,187.13	$189,003.75
Paypal Account	003.002	$697.10	$885.52	$1,582.62
Cash on Hand		$381,887.98	**-$191,301.61**	**$190,586.37**
Ameriprise Account				
Fixed Income Fund	017.003	$1,519,441.01	-$8,782.36	$1,510,658.65
Money Market Fund	017.004	$673,497.19	$0.00	$673,497.19
Investment Partners Total		**$2,192,938.20**	**-$8,782.36**	**$2,184,155.84**
Total General Fund		**$2,574,826.18**	**-$200,083.97**	**$2,374,742.21**
Debt Service Fund				
Bond Debt Retirement Fund Checking	003.008	**$223,046.08**	**$9.47**	**$223,055.55**

8.1

Ameriprise 08/31/2022

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	Withdrawl	Change in Value	Ending balance*	
12/31/21							**$1,640,001.91**	**
01/31/22	**$1,640,001.91**	**$0.00**	**$7.54**			**-$8,358.80**	**$1,631,650.65**	
02/28/22	**$1,631,650.65**	**$700,000.00**	**$10.82**			**-$4,694.35**	**$2,326,967.12**	
03/31/22	**$2,326,967.12**	**$0.00**	**$2,262.02**			**-$14,039.05**	**$2,315,190.09**	
04/30/22	**$2,315,190.09**	**$0.00**	**$2,375.56**			**-$8,563.30**	**$2,309,002.35**	
05/31/22	**$2,309,002.35**	**$0.00**	**$9,393.48**		**-$126,502.81**	**$875.65**	**$2,192,768.67**	
06/30/22	**$2,192,768.67**	**$0.00**	**$24.24**			**-$4,457.60**	**$2,188,335.31**	*
07/31/22	**$2,188,335.31**	**$0.00**	**$136.19**			**$4,466.70**	**$2,192,938.20**	
08/31/22	**$2,192,938.20**	**$0.00**	**$325.34**			**-$9,107.70**	**$2,184,155.84**	
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**	**$14,535.19**	**$0.00**	**-$126,502.81**	**-$43,878.45**	**$2,184,155.84**	*
	017.003 + 017.004	(+) = in. (-) = out.	666.100			666.500	017.003+017.004	

*Should match Ameriprise Statement

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

8.2								
Ameriprise	**08/31/2022**							
Money Market								
GL 017.003								
	Beginning Balance	Deposit/transfer in	Interest	Fees	Withdrawl	Change in Value	Ending balance	
12/31/21							**100,000.00**	**
01/31/22	**100,000.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**100,000.00**	
02/28/22	**100,000.00**	**700,000.00**	**0.00**	**0.00**	**0.00**	**0.00**	**800,000.00**	
03/31/22	**800,000.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**800,000.00**	
04/30/22	**800,000.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**800,000.00**	
05/31/22	**800,000.00**	**0.00**	**0.00**	**0.00**	**126,502.81**	**0.00**	**673,497.19**	
06/30/22	**673,497.19**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**673,497.19**	
07/31/22	**673,497.19**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**673,497.19**	
08/31/22	**673,497.19**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**673,497.19**	
09/30/22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
01/10/22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
11/30/22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
12/31/22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00		0.00	0.00	0.00	0.00	0.00	
Funds not needed for operations, moved to the Money Market Fund in the spring. When operating capital is needed, usually in the late summer or fall, funds will be transferred back to OC.								

DIRECTOR'S REPORT

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

Staff Announcements

Work Anniversaries

Communications Coordinator Virginia Krueger celebrated her four-year work anniversary on August 17. Congrats, Virginia! Thanks for your hard work on behalf of CDL!

Gene Cohen's Four Stages of Maturity

In a previous board report, I mentioned that I attended a session at the PLA Conference (March 2022) called *Silver Linings: Aging Adults, the Longevity Gift, and Public Libraries*. It was a very enlightening session, and one of the most significant takeaways for me was my introduction to Gene Cohen's Developmental Stages of Aging (*The Mature Mind: The Positive Power of the Aging Brain* by Gene D. Cohen, MD, PhD). I wanted to share these stages with you as it is my hope that they will begin to impact library programming in the future.

Stage I. Midlife Reevaluation (mid-30s to mid-60s)
A time of quest, not crisis. A search for truth and meaning. Openness to life's complexities. Stronger sense of self.

Stage II. Liberation (late 50s to late 70s)
A time of experimentation and innovation. A push toward liberation and not compliance. Innovation and risk taking.

Stage III. Summing Up (late 60s through 80s)
Time of review and resolution. A desire to give back. What is the meaning of my life?

Stage IV. Encore (late 70s to end of life)
Reflection and celebration. Learning continues along with experience and wisdom.

The focus of the session was on reevaluating how we program for aging populations. "Traditional" programming for this population lumps them all into one group with program topics that usually include avoiding internet scams, World War II history, home safety, etc. If we view this demographic through the lens of Cohen's stages, we should consider providing a richer slate of offerings that address these stages and their characteristics. Some program suggestions for the *new* old age at the session included 3D printing, songwriting, understanding neuroplasticity, meditation, small business startup, navigating grief, and financial wellness.

Happy Birthday, MLA!

On September 1, the Michigan Library Association (MLA) celebrated 131 years of serving the Michigan Library community. MLA has been an outstanding resource and advocate for CDL and libraries throughout Michigan. Congratulations to MLA!

MI Right to Read
Consider taking a look at the MI Right to Read website and consider joining the coalition. MI Right to Read is a grassroots coalition organized by MLA. From the website: "The coalition opposes any attempts to ban books from Michigan libraries based on content subjectively deemed inappropriate. Its purpose is to educate the public and oppose any legislation that infringes upon First Amendment rights and intellectual freedom."

LSTA's Five Year Plan for Michigan
The Library of Michigan released the *Library Services and Technology Act's Five-Year Plan for Michigan, October 2022-September 2027*. You may access the report here.

Out and About: Meetings Attended July 2022

- Rotary meetings – August 2, 16, & 23
- Meet with City Manager– August 4
- Friends' Board meeting – August 9
- Library of Michigan virtual directors' meeting – August 12
- Chelsea Rotary Leadership meeting – August 10
- Chelsea Fair – Rotary – August 19, 24, & 26
- Chelsea Fair Parade promoting Mobile CDL – August 27

Chelsea District Library
Assistant Director's Report
August 2022

Facility update

- Capital ReservePlan-Michigan Reserve Associates was here this month to do a site inspection for our updated reserve plan. They said to expect the draft in 30 days.
- HVAC-Zach repaired a flow switch leak, a relief valve leak, and an air vent valve. The large varicel filters need to be replaced every 3-4 years and this is that year, so they are on order and will be replaced once they arrive.
- Repair of the column bases on McKune porch is under way. They will be fabricated off site. Once the current bases are removed, the condition of the column will be evaluated for repair or replacement.
- LED lighting surge protectors- install is scheduled for September when replacement bulbs will also be installed.
- The Trex recycling program continues to be a huge success. We now have five large containers in the lobby and they are emptied by the CSD special ed students twice a week. They are full and often overflowing each time they are emptied.
- The elevator doors stuck open and required repair of a major control board to ensure it did not keep happening.
- The water hydrant in front of the building near the flagpole was repaired once again. Let's hope it takes this time.
- The large community quilt is finished and will be hung in the main stairwell soon. Hanging large items in that spot is always a challenge as there is no easy way to reach the hanging mechanism. In the past we have had success using a makeshift scaffolding and that is our plan with this project also.

Staffing/Training
Our all-staff meeting this month was focused on discussing our next exhibit - The Fourth Grade Project- scheduled for Jan-Feb 2023. We broke into small groups and brain-stormed ideas for programming that would compliment the exhibit. We then shared out with the whole group. It was a very productive and fun exercise.

Budget- the 2023 budget was presented to the board. Lori presented the overview and a brief synopsis of each line. She then answered questions from the board. It will be approved at the September meeting.

Volunteers- in August we had 208 book sale volunteer hours and 59 non-book sale hours, for a total of 267 volunteer hours.

Respectfully submitted,
Linda Ballard
Assistant Director

August was a quieter month after summer reading. Librarians focused on cleaning up and storing summer reading supplies, collection maintenance (including weeding and catching up on purchasing), and prepping for fall. Other highlights included:

- Youth librarians attended open houses at North Creek Elementary, South Meadows Elementary, and Beach Middle School to hand out library card applications and promote programs.
- I walked in the Fair parade with Lori and other staff to help promote the upcoming Book Mobile.
- Youth and Adult librarians met to discuss winter programs, Authors in Chelsea 2023, and the 4th Grade Project Exhibit.
- At the allstaff meeting, I showed a short video by the creator of the exhibit to get staff excited. We then meet in groups to brainstorm ways to promote and celebrate the display this winter.
- Jessica Zubik met with staff from the Washtenaw County Parks and Rec out at the storybook trail to discuss trail maintenance and possible assistance changing out the books.

Program Attendance

Date	Program	In-Person	Live Virtual	Recorded	Kits
Adult Programs					
8/2	Reading Glasses Book Club	5			
8/10	Michigan Beer Program	15			
Adult Program Totals		*20*			
Early Literacy					
8/2, 8/9, 8/23, 8/30	Babytime	9, 8, 6, 13			
8/4	Yoga Storytime	14			
Early Literacy Totals		50			
Youth Programs					
8/11, 8/25	READ to the Library Dog	4, 5			
8/4	Family Read Aloud Book Club	4			
Youth Program Totals		13			
Teen Programs					
8/23	Teen Book Club: To Kill a Kingdom	2			
8/12	PWNED Gaming Club	3			
Teen Program Totals		*5*			

Awareness and Outreach					
8/12	Preschool Storytime	10			
8/11	Silver Maples Bookclub	12			
8/18	Pines Bookclub	5			
8/24	School Open Houses (Beach, North and South)	600			
Awareness and Outreach Program Totals		627			

Reference, Collections, Deliveries, and Other

Services	August 2022
Reference Questions	1574
Homebound & Deposit Book Deliveries	24
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
August 2022

Engine Room Activity	
Total Engagements	**42**
Major Projects	
Video Transfer	
Wedding Accessories	
Skynet	

Tours	
Chamber of Commerce	**August 10, 2pm**

Patron Kimberly Young saved money by hand-crafting decorations in the Ingenuity Engine Room for her daughter's wedding.

* We added a Google Site Kit plugin to the Web site this month. As a result, we were able to update our annual statistics for the state aid report with much more accurate numbers.

We're also now able to pull much more detail about our web traffic and visitors.

<u>New Detailed Reports Are Included this month!</u>

STATS

TECHNOLOGY SERVICES

DATA SERVICES		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
7696.4	Hotspots: Total GB Used - Township Halls	992.6	1020.4	903.4	954.7	909.1	971.7	956.4	988.1
80.8	-- Lima Township (GB)	11.2	9.4	10.3	10.7	10.3	9.8	10.2	8.9
209.1	-- Sylvan Township (GB)	33.7	22.7	28.4	24.6	22.9	27.4	26.9	22.5
7406.5	-- Mobile Beacon (GB)	947.7	988.3	864.7	919.4	875.9	934.5	919.3	956.7
257	Hotspot Devices Circulated	42	26	31	29	31	37	30	31
2790	Public Internet - Computer Sessions	288	285	384	372	333	281	377	470
3523	Public Internet - Wireless Logins	414	404	429	412	437	471	397	559

ONLINE SERVICES		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
110239	* Website Sessions	14352	13801	13920	12727	12387	15267	14246	13539
47944	* Website Users	6311	6193	6061	5467	5394	6523	6091	5904
14030	AUDIO Downloads Total	1681	1525	1705	1767	1805	1840	1840	1867
10881	-- Audio: Overdrive	1298	1106	1298	1368	1418	1472	1436	1485
3149	-- Audio: Hoopla	383	419	407	399	387	368	404	382
1023	VIDEO Downloads Total	156	119	131	119	124	124	118	132
2	-- Video: Overdrive	1	1	0	0	0	0	0	0
986	-- Video: Hoopla	155	118	131	119	124	124	118	97
13633	EBook Downloads Total	1727	1660	1617	1599	1610	1739	1854	1827
12284	-- Video: Overdrive	*1590*	*1572*	*1487*	*1493*	*1516*	*1646*	*1613*	*1367*
812	-- Video: Hoopla	*137*	*88*	*111*	*106*	*94*	*93*	*96*	*87*
28686	TOTAL Downloads	3564	3304	3453	3485	3539	3703	3812	3826

**** Web Stats Updated and Include Data from Google Analytics.***

CHELSEA SENIOR CENTER

Total Hours	Date	OnSite Hours	OffSite Hours	CDL Tech	Brief Description
39.5	Aug	36	3.5		
	8/1/2022	4		Everett	Kiosk troubleshooting and repair attempt
	8/4/2022		0.5	Scott	Meeting
	8/4/2022		0.5	Everett	Meeting
	8/4/2022	4		Everett	Worked on kiosk computer and put it back into temporary production, network mapping
	8/8/2022	4		Everett	Installed new kiosk computer
	8/11/2022	4		Everett	Called tech support and installed kiosk software, UPS setup, updated OS on NAS
	8/15/2022	4		Everett	Windows update on kiosk and switch out of kiosks, updated permissions on front desk, troubles
	8/18/2022	5		Everett	Backup up .pst file, troubleshooting on kiosk
	8/22/2022		2.5	Scott	Jennifer: Website Membership form: email Notices Fail. RESOLVED:Set up web siteCLOUD Back-I
	8/22/2022	4		Everett	Backed up .pst file, set up auto power on on kiosks
	8/25/2022	3		Everett	Network inventory and port tracking
	8/29/2022	4		Everett	Swapped monitors, added printer, network configuration and port tracking

WEB SITE DETAIL

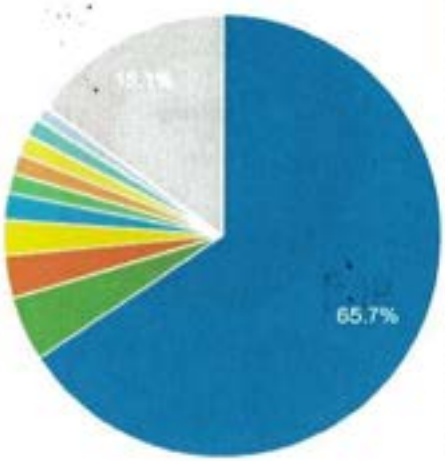
Users	New Users	Sessions
4,182	3,672	7,501
Number of Sessions per User	**Pageviews**	**Pages / Session**
1.79	20,978	2.80
Avg. Session Duration	**Bounce Rate**	
00:01:23	9.03%	

Age	New Users	Pageviews
	489 (% of Total: 13.32% (3,672))	5,305 (% of Total: 25.29% (20,978))
1. 25-34	106	18.55%
2. 35-44	91	15.95%
3. 45-54	90	14.42%
4. 55-64	88	16.46%
5. 65+	57	23.20%
6. 18-24	55	11.42%

Top 15 Pages [by Unique Views]

Page	Unique Pageviews	Pageviews
	56,275 (% of Total: 100.00% (56,275))	130,755 (% of Total: 100.00% (130,755))
1. / Home Page	37,485	65.70%
2. /about-us/hours-location/	2,082	4.72%
3. /srp/	1,744	3.12%
4. /how-do-i/library-user-info/get-a-library-card/	1,183	2.58%
5. /about-us/employment-odl/	1,124	1.98%
6. /online-resources/a-to-z-listing/	857	1.45%
7. /downloadable-collection/	835	1.44%
8. /how-do-i/services/connect-to-the-wifi-network/	759	1.48%
9. /about-us/staff-trustees/board-of-trustees/	656	1.37%
10. /stay-home-stay-safe-online-library-card-application/	560	1.05%
11. /about-us/who-we-are/	513	0.91%
12. /storybook-trail/	423	0.70%
13. /non-traditional-collection/	382	0.68%
14. /browse/	341	0.58%
15. /about-us/support-the-library/volunteer-opportunities/	294	0.62%

Contribution to total: Pageviews



Online Database Use [Trending]

Last Month	Rank	Site	Total Clicks	Unique Users
1	1	Sun Times News	86	84
2	2	Chelsea Update	72	68
3	3	Ancestry	67	58
4	4	Consumer Reports	62	54
8	5	Michigan Legal Help	58	58
11	6	NoveListPlus	57	44
8	7	Michigan eLibrary	50	49
13	8	My Heritage	48	43
7	8	Stories of Chelsea	46	46
6	10	Home Work Help Now Home	44	44
12	10	Historic Newspapers	44	31
8	12	Demographics Now	43	41
4	13	NoveList K8	42	41
19	14	Unemployment Help	40	40
20	14	United States Census	40	39

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

Respectfully submitted by Virginia Krueger

In August, I celebrated my fourth anniversary of working for CDL. In the next 12 months my focus of work will continue to be in the digital marketing of library programs and services, assisting in the writing and editing of the quarterly print newsletter, and serving as one of the project leads in the planning and launch of Mobile CDL. I am grateful for the kind comments from my colleagues and look forward to working collectively for another great year at the library.

Mobile CDL Update

Mobile CDL research and outreach for fundraising and awareness continued in August with the following updates:

- The Chelsea Fair Parade was a great success with many staff and board members participating. Special thanks to Gary Zenz for volunteering his car and expert driving.
- Charlie Taylor and I presented Mobile CDL to the Dexter Township board. The entire board was very supportive and looks forward to coordinating as stakeholders to develop stops within the township to increase library services.
- I attended the check presentation from Chelsea Rotary Club and wrote and distributed a press release acknowledging this generous $5,000 donation
- I met with Scott Moore of Green Tree Pediatrics about a potential sponsorship of Mobile CDL. He pledged his support, which will be acknowledged after the November election.
- I coordinated with Elaine and Lori to develop drop cards to replace the rack cards for use by the outreach team as we move from our primary goal of fundraising to building stakeholder partnerships and soliciting community input on Mobile CDL.
- The Friends of CDL kicked off their Matching Challenge on August 15 and exceeded their $1,000 match in the first week of donations. An anonymous donor contributed another $1,000 match to expand on the total dollars matched by the Friends.

- I coordinated with Scott to add a section to the mobilecdl.org website to archive press releases related to the fundraising and launch.

Upcoming meetings/events:

- The meeting date for the Sylvan Township board meeting changed to September 13. Lori, Susan Lackey, and I will be present.
- In September, the focus of the lobby display will change from fundraising to community input for potential stops for Mobile CDL.
- The outreach team will begin meeting with potential community partners.

Social Media:

I met with Shannon, Edith, and Stacey in August to build a more robust social media team. We reviewed our best practices and the current trends in social media marketing. Edith will be managing youth program posts and Stacey will be managing teen and adult program posts. I will continue to provide content for our signature events, holiday closings, exhibits, awards, blood drives, community partnerships, and Library Card Sign-up Month. Facebook & Instagram are increasingly "pay to play" sites, meaning that small advertising dollars spent can greatly improve the reach of all of our content. While staying within budget, I will be increasing the frequency of paid advertisements and monitoring how that impacts our performance. Additionally, in an effort to better engage teens, we will build a teen Instagram profile, which Stacey will manage.

August Social Media Metrics

CDL Facebook
3,056 followers (+56) | 330 page visits ↓ | 9,231 page reach ↑
CDL Instagram:
Followers: 686 (+62) | 58 profile visits ↑ | 573 page reach ↑
CDL Twitter:
Followers: 1,603 (no change) | 204 profile visits ↓ | 4,168 Impressions ↑
Paid Advertising:
Employment opportunity & Fall newsletter art | $ spent - $22 | Reached 2,424 people | 24 links clicked
Program Registrations*:
1 registrant identified social media as the way they heard about the event (Facebook)
**Note: drop-in programs are not included in registration statistics because we do not capture that data.*

eNewsletters: CDL eNews has 3,239 subscribers (+9)

August Metrics:

- We sent 4 weekly newsletters
- 49.5% Open Rate (+13.55% from industry avg)
- 3 program registrants identified the eNews as the marketing channel where they heard about the event.

Other miscellaneous duties:

- I completed the National Library Card Sign-up Month marketing plan which included coordinating with Chelsea School District to hang a banner during the month of September at the corner of Freer & Old US 12, creating weekly social media posts and LCD slides, coordinating with circulation for signage at the library, writing and distributing a press release, and creating and scheduling graphics and messaging on the CDL website.
- I met with Catherine, Stacey, and Jessica to refresh the team on the best practices for creating and scheduling the LCD slides posted on the monitors within the library and shared to Chelsea Update.
- I coordinated with Lori, Elaine, and Shannon to create a marketing plan for the unveiling of the Chelsea Collaborative Community Quilt
- I coordinated with the librarian team to create and schedule multiple slideshow posts on social media of the Summer Reading Program prize winners
- I coordinated with Catherine to update the voting resources webpage on the CDL website as a source of accurate and unbiased election information.

Monthly Board Report (August 1–31, 2022)

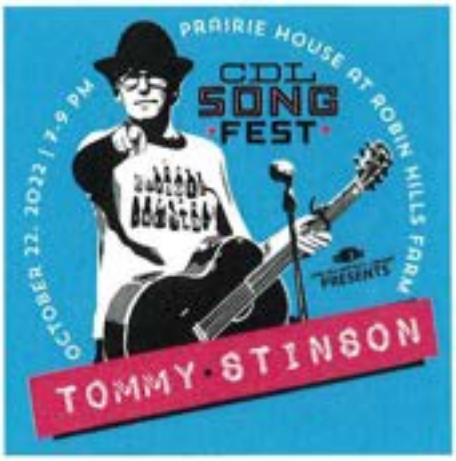
Creative and Graphic Assets Manager

Fall program promotions are off to a great start, anchored by the publication of the fall newsletter in August. At the beginning of August, I worked with the designer and the printer to incorporate the final corrections. The newsletter was printed and distributed in mid-August to the local community with help from volunteers and staff.

Promotions for Mobile CDL continued in August. I created the artwork and ordered the branded promotional Mobile CDL items used during the Chelsea Parade. Items included more Bee a Part of It t-shirts, new drop cards made, printed, and handed out to the community, and the branded magnetic car signs for the car in the parade. I continued to update the donation tracking sign in the lobby with a new total to keep the community aware of the library's fundraising efforts at a glance. I also created a new poster for the built-in display case and moved their artwork to showcase the colorful pages children have colored in celebrating Mobile CDL.

During August, the librarians connect with parents and students at the schools' open houses. Per their request, I researched, created artwork, and ordered branded promotional items that librarians distributed to kids and parents, including a multi-use pen (flashlight, phone stand, and stylus) and small memo books with post-it note flags. I also had a sign company fabricate three new CDL small-scale retractable banners used on the tables using the artwork I supplied. The banners made it easy for visitors to recognize the library at this busy event instantly. I created new artwork to update the large CDL retractable banner, which will be used for future large-scale programs.

Most of my design time was centered on the 2021 annual report, establishing a new layout for future reports. Working with text from Lori, TJ, Linda, Terri, and Virginia, I pulled together images and logos representing work and accomplishments achieved at CDL in 2021 to create the layout. The final report wrap-up and distribution will be in September.



I worked on marketing projects used to promote fall programs in August. I finalized the Song Fest t-shirt design with Lori and ordered the shirts. Working with Charlotte from the C.A.A.D.Y. Corner Quilters, I completed several photo shoots at her home and the

Chelsea Senior Center. The pictures of Matt and the quilters working on the final stages of the Community Quilt will be used in future promotions in September and October to spark interest for the quilt unveiling/dedication ceremony in mid-November. I also took photos of the completed quilt and two quilt banners.

I attended several online webinars in August addressing marketing promotions used in rural areas and new tools used by marketing professionals. As the photo assets of the library continue to increase rapidly, per Lori's request, I have researched possible image storage and tracking solutions to organize image files. I attended an online webinar hosted by PhotoShelter, a Digital Asset Management system gaining widespread popularity in marketing and art departments. They presented the challenges one client faced managing digital image assets and how a Digital Asset Management (DAM) system helped to streamline their work. They also offered tips to grow marketing reach and encouraged attendees to try new marketing ideas outside their wheelhouses. A different webinar, *Engaging Non-users through the Power of Direct Mail*, featured a library in Maryland. Their goal was to reach out to people living in rural areas to address a drop in active library cardholders. They targeted specific geographic regions and encouraged people to sign up (or renew) to receive a library card. They created and mailed three postcards and coordinated their promotion with targeted mobile ads. The cards focused on re-engagement, their Summer Reading Program, introduced the library's re-branding and updated website, and a bilingual message focusing on families in rural areas. They suggested tips to use to achieve a successful campaign, including when it was the right (and wrong) time to do a direct mail campaign, the length/timing of the promotions, and how to track their results.

Respectively submitted,
Elaine Medrow

Circulation Supervisor's Report
AUGUST 2022

- Circulation – 26,254 in AUGUST;

- Patron Count- 10,391 for AUGUST;

- Circulation by township- for AUGUST:
  - Dexter = 11% of total transactions
  - Lima = 11% of transactions
  - Lyndon =12% of transactions
  - Sylvan = 19% of transactions
  - Chelsea = 35% of transactions

- AUGUST Circulation: 83% were items from Chelsea and 17% were inter-loaned items.

  Libby = 3462 in AUGUST; Hoopla = 841; Kanopy = 167 in AUGUST.

- Registrations for AUGUST– 119 new cards; 5430 total card holders
  *Dexter = 666 cards; Lima = 623 cards; Lyndon = 748 cards
  *Sylvan = 953 cards; Chelsea = 2047 cards; Nonresident = 393 cards

- Self-Check Machine: AUGUST 1640 or 6% of total checkouts

AUGUST Notes:

- Amy & I attended weekly management meetings.
- Amy & I attended the monthly staff meeting.
- Worked my PIC shifts each week.
- Amy & I attended the monthly SASUG meeting.
- Amy & I attended the August budget & board meetings.
- Amy & I helped out at the 2 elementary school open houses with Edith & Jessica.
- We received 149.5 tubs from TLN in AUGUST, with 6 being the daily average.
- Training is going very well. Amy has backed off tech services duties, leaving more for Martha & Jordan to do on their own. Amy & I have been taking time each day to go over a few parts of the Head of Circ duties. We have both been working on reviewing all of the circ documents so they are up to date and then moving them to the google drive for easy access.
- Christin has been organizing some fun pot luck lunch times for staff. In August we had a "Dip" lunch that was enjoyed by all.

Respectfully submitted,
Terri Lancaster
Head of Circulation

Chelsea District Library
2022

	Average Daily Circulation							2022		
	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Total	*2021*	%Diff.
Jan.	615	503	524	523	698	515	431	20837	14244	**46%**
Feb.	878	1094	801	788	825	582	536	20678	13797	**50%**
March	623	716	600	677	627	496	500	23746	14126	**68%**
April	649	727	570	494	642	570	371	23181	11424	**103%**
May	607	704	617	484	470	637	393	22134	11557	**92%**
June	757	792	739	582	617	553	425	24979	15396	**62%**
July	**679**	**858**	**789**	**604**	**587**	**693**	**542**	27236	27391	**-1%**
August	779	696	695	630	605	547	540	26254	24072	**9%**
Sept.									24077	
Oct.									24457	
Nov.									23334	
Dec.									20002	
Total								189045	223877	
Mnth Avg								*23,631*	*18,656*	
Avg.% Inc.								with OD & RB, & deposit collection ckouts.		**54%**

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

	SlfChk/ Check-outs only			
2021 Totals	2022 Total	Days	Per Day	% ChkOuts
0	829	29	29	**4%**
0	978	25	39	**5%**
0	1109	30	37	**5%**
0	1034	29	36	**4%**
0	1173	29	40	**5%**
0	1638	30	55	**7%**
0	**1778**	**31**	**57**	**7%**
0	1640	31	53	**6%**
0	0			
0	0			
0	0			
0	0			
2072	**10179**			**6%**

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

2022	Items Added	Total Items
Jan	993	71,216
Feb	447	71,323
Mar	566	71,718
April	604	72,032
May	458	71,593
June	444	71,185
July	**609**	**71,211**
Aug	470	70,847
Sept		
Oct		
Nov		
Dec		
Total/ Avg	**4,591**	**71,391**

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

Libby Circ (e-books, a-books & music)		
	2022	2021
Jan	**3065**	3107
Feb	**2795**	2893
Mar	**3037**	3196
April	**2862**	2912
May	**3046**	3084
June	**3305**	2926
July	**3399**	2799
Aug	**3462**	2993
Sept		2885
Oct		2902
Nov		2861
Dec		2837
Total	**24971**	35395

Hoopla books.music,movies		
	2022	2021
Jan	**609**	**790**
Feb	**735**	**724**
Mar	**663**	**725**
April	**666**	**837**
May	**777**	**687**
June	**871**	**649**
July	**913**	**668**
Aug	**841**	**747**
Sept		**638**
Oct		**656**
Nov		**638**
Dec		**662**
Total	**6075**	8421

Kanopy		
	2022	**2021**
Jan	**71**	81
Feb	**101**	75
Mar	**193**	130
April	**104**	95
May	**143**	138
June	**147**	184
July	**295**	95
Aug	**167**	88
Sept		94
Oct		94
Nov		84
Dec		82
Total	**1221**	1240

RB Digital part of Overdrive starting in April 2021

2022 CIRCULATION REPORT - PATRONS

Chelsea District Library
Monthly New Registration 2022

	District	NonRes	School	Other	Total Month	Grand Total	Chel	Dext	Lima	Lyndon	Sylvan
							New Regisitrations by Municipality				
January	81	6	0	2	**89**	**5435**	32	11	13	16	10
February	117	6	0	1	**124**	**5391**	43	9	19	17	30
March	139	10	1	1	**151**	**5531**	68	6	14	23	28
April	62	9	0	1	**72**	**5418**	28	5	7	9	14
May	73	5	0	0	**78**	**5292**	23	5	10	16	19
June	150	17	0	1	**168**	**5301**	61	21	19	14	34
July	**132**	**5**	**0**	**1**	**138**	**5427**	**64**	**15**	**19**	**13**	**22**
August	107	10	0	2	**119**	**5430**	36	13	13	21	24
September					**0**						
October					**0**						
November					**0**						
December					**0**						
Totals					**939**		**355**	**85**	**114**	**129**	**181**

Average Daily Door Count 2022

	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Total
Jan.	273	282	257	254	302	240	169	7,380
Feb.	341	365	331	287	280	319	194	7,506
March	326	330	362	431	329	267	182	9,598
April	303	323	325	319	282	270	61	8,324
May	279	354	333	320	262	288	136	8,967
June	407	426	433	418	401	316	159	12,474
July	338	417	534	497	355	339	149	11,700
August	391	392	394	378	273	309	167	10,391
Sept.								
Oct.								
Nov.								
Dec.								
Total								**76,340**
Monthly average								*9543*
Avg. % increase								

Registered Card Holders

	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
District	*9147*	*9002*	*9083*	*9109*	*9064*	*7837*	*7753*	*6361*	*6295*	*5135*	**5037**
Dexter	*1222*	*1206*	*1211*	*1215*	*1230*	*1087*	1101	884	874	697	**666**
Lima	*1174*	*1156*	*1133*	*1109*	*1109*	*996*	965	802	794	634	**623**
Lyndon	*1579*	*1538*	*1539*	*1546*	*1522*	*1302*	1255	1005	970	778	**748**
Sylvan	*1786*	*1693*	*1662*	*1667*	*1641*	*1412*	1426	1192	1167	956	**953**
CityChel	*3386*	*3409*	*3538*	*3572*	*3562*	*3040*	3006	2478	2490	2070	**2047**
NonRes	*744*	*640*	*649*	*655*	*625*	*575*	*609*	*562*	*582*	*414*	**393**
Freedor	*7*	*6*	*6*	*6*	*7*	*0*	1	0	0	0	**0**
Sharon	*141*	*118*	*122*	*118*	*110*	*107*	112	104	105	88	**88**
Waterlo	*365*	*336*	*348*	*352*	*333*	*249*	268	252	245	195	**179**
GrassLI	*15*	*26*	*29*	*28*	*25*	*37*	36	22	21	4	**4**
Other	*216*	*154*	*144*	*151*	*150*	*182*	192	184	211	127	**122**
Totals	*9891*	*9642*	*9732*	*9764*	*9689*	*8412*	*8362*	*6923*	*6877*	*5549*	**5430**

Trans	% Tot	SEMCOG Dec2020	% of Pop		
Aug-22	**Trans**	**Pop.**	**Regist**	% of Entity Pop.	
20,126		**16126**			
2153	11%	2634	25%	39.34.%	**Dexter**
2161	11%	2058	30%	51.15%	**Lima**
2407	12%	2656	28%	100.00%	**Lyndon**
3849	19%	3311	29%	100.00%	**Sylvan**
6983	35%	5467	37%	100.00%	**CityChel**
			30%		
429	2%				
318	2%				
943	5%				
2	0%				
881	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 rced at Chel inc: eitems & at other TLN	Only Chel items circed at Chel inc: eitems	% of Chel items circed at Chel	Other items circed at Chel	% other items circed at Chel	All Chel items charged/ renewed anywhere in system	Chel items circed other libaries	Total: All Chel items circed + TLN items + eitems
Jan.	19,149	14,997	78%	4,152	22%	16,685	1,688	20,837
Feb.	17,661	13,819	78%	3,842	22%	16,506	2,687	20,678
March	22,370	17,924	80%	4,446	20%	19,300	1,376	23,746
April	21,638	17,700	82%	3,938	18%	19,243	1,543	23,181
May	20,704	16,819	81%	3,885	19%	18,249	1,430	22,134
June	23,529	19,896	85%	3,633	15%	21,346	1,450	24,979
July	25,687	21,941	85%	3,746	15%	**22,554**	**1,549**	27,236
August	24,670	20,547	83%	4,123	17%	22,131	1,584	26,254
Sept.				0			0	
Oct.				0			0	
Nov.				0			0	
Dec.				0			0	
Totals	175,408	143,643	82%	31,765	18%	156,014	13,307	189,045
Mnth Avg	*21,926*	*17,955*		*3,971*		*19,502*	*171*	*23,631*
	#1	#2		#3		#4	#5	#6

2022 Circulation by Department - Percentage

	Adult	Youth	Teen
January	56%	40%	4%
February	55%	41%	4%
March	51%	45%	4%
April	52%	45%	3%
May	52%	44%	4%
June	46%	49%	5%
July	45%	50%	5%
August	52%	44%	4%
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	10,463	8,843	1,002
September			
October			
November			
December			
Yearly Total	72,226	64,027	6,043

ACTION ITEMS

Action Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

September 20, 2022, Board Packet

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

Accept August donations and changes to the 2022 FY Budget.

		Income Line -	Expense Line	
G. Timothy Flint	Book Repair	674.143	727.900	$100.00
Cecilia Kloecker	Purple Rose Readings	674.110	884.915	$250.00
			Sub Total: $350.00	

Accept August Mobile CDL donations and changes to the 2022 FY Budget		**674.500**	**980.910**	
Randy Lee				$100.00
Erin Essenmacher				$250.00
G. Timothy Flint				$1,000.00
Mary Crockett				$50.00
Andrew W. Forsyth III				$10.00
Kay Lantis				$50.00
Judy Oake				$25.00
Cobblestone Corners				$25.00
Robert Swistock				$200.00
Nancy & Dennis Hall	In memory of James L. Bollinger			$100.00
Sylvan Crooked Lake Association	In memory of Donna Rickert			$50.00
James & Anne Merkel				$1,000.00
Mark Drow				$50.00
Paul Gottschalk				$200.00
			Sub Total: $3,110.00	

Acknowledge the donations below that are already in the budget.

Sub Total: $0.00

Total General Donations: $3,460.00

Acknowledge the donations below toward the CDL Endowment.

Jerry & Chris Wilczynski	257.003	$300.00

Anne Merkel, Board Secretary

Date

Action Item #2

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

September 20, 2022 Meeting

2023 CDL Budget Approval

Background:
The Budget Hearing took place at the beginning of the August Board Meeting, in which the board was walked through the library's 2023 Budget Draft, section by section.

Action:
The Chelsea District Library Board of Trustees approves the library's 2023 Budget.

_____ _____
Anne Merkel, Board Secretary Date

Resolution No. 2022-9-20 @ 1.888
Chelsea District Library
2023 Budget

WHEREAS, The Library Director has prepared and submitted to the Library Board the proposed budgets for calendar year 2023; and

WHEREAS, the Library Board has advertised the proposed millage rates in The Sun Times News and Chelsea Update on **Wednesday, July 27, 2022** and held the public hearing on the budget and the proposed millage rates pursuant to Section 16 of the Uniform Budgeting and Accounting Act (Truth in Budgeting) on **Tuesday, August 16, 2022**; and

WHEREAS, the Library Board has reviewed the proposed tax rates and budgets.

NOW THEREFORE BE IT RESOLVED, the Chelsea District Library Board of Trustees adopts the 2023 budget as follows:

General Fund

Expenses	**FY 2023 Budget**
Personnel Expenses	1,296,440
Supplies	22,966
Professional Services	45,690
Maintenance Services Contracts	183,665
Telecommunications	44,600
Promotional Materials	81,888
Programming Expenses	103,100
Volunteer	2,500
Utilities	71,950
Board Expenses	4,400
Automation Services	46,092
Equipment	49,900
Insurance	18,711
Staff Dev. & Travel	10,419
Capital Expenses	41,500
Collection Expenses	183,700
Capital Reserve Fund	23,300
Total Operating Expenses:	**$ 2,230,821**

Be it further resolved that the revenues, other incomes, debits and fees are estimates as follows:

General Fund		2023
District Revenue		2,043,502
Other Government Income		90,800
Fees		6,800
Interest and Dividends		22,000
Contributions, Donations & Grants		43,500
Sub-Total	**$**	**2,206,602**
DDA TIFA Tax Capture	**$**	**(17,281)**
Total Income	**$**	**2,189,321**
From Capital Improvement Fund	**$**	**36,500**
From Capital Reserve Fund	**$**	**5,000**
Total Income incl Capital Funds & Fund Bal	**$**	**2,230,821**

Be it further resolved, that the Library Director is authorized to approve transfers of budgetary funds within an expense line, but any increases to the expense lines must be authorized by the Library board.

Be it further resolved, the following property tax revenues and tax rates be authorized and that the City of Chelsea, Dexter, Lima, Lyndon and Sylvan Township Treasurers are ordered to levy such funds on behalf of the Chelsea District Library.

	Rate	Estimated Revenue
Operating Millage	1.8880	2,043,502
Bond Debt	0.5500	595,300
Total Millage	**2.4380**	**2,638,802**

I, Anne Merkel, hereby certify the above Resolution No. 2022-9-20 was duly approved by the Chelsea District Library Board of Trustees assembled at a regular meeting held **September 20, 2022**

Anne Merkel, Secretary
Chelsea District Library Board

Michigan Department of Treasury
614 (Rev. 02-22)

ORIGINAL TO: County Clerk(s)
COPY TO: Equalization Department(s)
COPY TO: Each township or city clerk

L-4029

2022 Tax Rate Request (This form must be completed and submitted on or before September 30, 2022)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

Carefully read the instructions on page 2.

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.

County(ies) Where the Local Government Unit Levies Taxes	2022 Taxable Value of ALL Properties in the Unit as of 5-23-2022
Washtenaw	**1,074,541,534**
Local Government Unit Requesting Millage Levy	For LOCAL School Districts: 2022 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties.
Chelsea District Library	

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2022 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election Charter, etc.	(5) ** 2021 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2022 Current Year "Headlee" Millage Reduction Fraction	(7) 2022 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
Voted	Debt	5/2004	Unlimited	N/A	N/A	N/A	N/A	Unlimited	0.000	0.5500	12/23
Voted	Operate	8/2019	1.9231	1.9036	0.9922	1.8887	1.000	1.8887	0.000	1.8887	12/29

Prepared by	Telephone Number	Title of Preparer	Date
Lori Coryell	**475-8732**	**Director**	**09/20/2022**

CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

	Signature	Print Name	Date
☐ Clerk ☒ Secretary		**Anne Merkel**	**09/20/2022**
☐ Chairperson ☒ President		**Tryntje Helfferich**	**9/20/2022**

** Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.*

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2022 for instructions on completing this section.

Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate
For Principal Residence, Qualified Ag., Qualified Forest and Industrial Personal	
For Commercial Personal	
For all Other	

**** IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

Instructions For Completing
Form 614 (L-4029) *2022 Tax Rate Request,*
Millage Request Report To County Board Of Commissioners

These instructions are provided under MCL Sections 211.24e (truth in taxation), 211.34 (truth in county equalization and truth in assessing), 211.34d (Headlee), and 211.36 and 211.37 (apportionment).

Column 1: Source. Enter the source of each millage. For example, allocated millage, separate millage limitations voted, charter, approved extra-voted millage, public act number, etc. Do not include taxes levied on the Industrial Facilities Tax Roll.

Column 2: Purpose of millage. Examples are: operating, debt service, special assessments, school enhancement millage, sinking fund millage, etc. A local school district must separately list operating millages by whether they are levied against ALL PROPERTIES in the school district or against the NON-HOME group of properties. (See State Tax Commission Bulletin 2 of 2022 for more explanation.) A local school district may use the following abbreviations when completing Column 2: "Operating ALL" and "Operating NON-HOME". "Operating ALL" is short for "Operating millage to be levied on ALL PROPERTIES in the local school district" such as Supplemental (Hold Harmless) Millages and Building and Site Sinking Fund Millages. "Operating NON-HOME" is short for "Operating millage to be levied on ALL PROPERTIES EXCLUDING PRINCIPAL RESIDENCE, QUALIFIED AGRICULTURAL, QUALIFIED FOREST AND INDUSTRIAL PERSONAL PROPERTIES in the local school district" such as the 18 mills in a district which does not levy a Supplemental (Hold Harmless) Millage.

Column 3: Date of Election. Enter the month and year of the election for each millage authorized by direct voter approval.

Column 4: Millage Authorized. List the allocated rate, charter aggregate rate, extra-voted authorized before 1979, each separate rate authorized by voters after 1978, debt service rate, etc. (This rate is the rate before any reductions.)

Column 5: 2021 Millage Rate Permanently Reduced by MCL 211.34d ("Headlee") Rollback. Starting with taxes levied in 1994, the "Headlee" rollback permanently reduces the maximum rate or rates authorized by law or charter. The **2021** permanently reduced rate can be found in column 7 of the **2021** Form L-4029. For operating millage approved by the voters after April 30, 2021, enter the millage approved by the voters. For debt service or special assessments not subject to a millage reduction fraction, enter "NA" signifying "not applicable."

Column 6: Current Year Millage Reduction Fraction. List the millage reduction fraction certified by the county treasurer for the current year as calculated on Form 2166 (L-4034), *2022 Millage Reduction Fraction Calculations Worksheet*. The millage reduction fraction shall be rounded to four (4) decimal places. The current year millage reduction fraction shall not exceed 1.0000 for 2022 and future years. This prevents any increase or "roll up" of millage rates. Use 1.0000 for new millage approved by the voters after April 30, 2022. For debt service or special assessments not subject to a millage reduction fraction, enter 1.0000.

Column 7: 2022 Millage Rate Permanently Reduced by MCL 211.34d ("Headlee") Rollback. The number in column 7 is found by multiplying column 5 by column 6 on this 2022 Form L-4029. This rate must be rounded DOWN to 4 decimal places. (See STC Bulletin No. 11 of 1999, Supplemented by Letter of 6/7/2000.) For debt service or special assessments not subject to a millage reduction fraction, enter "NA" signifying "not applicable."

Column 8: Section 211.34 Millage Rollback Fraction (Truth in Assessing or Truth in Equalization). List the millage rollback fraction for 2022 for each millage which is an operating rate. Round this millage rollback fraction to 4 decimal places. Use 1.0000 for school districts, for special assessments and for bonded debt retirement levies. For counties, villages and authorities, enter the Truth in Equalization Rollback Fraction calulated on STC Form L-4034 as TOTAL TAXABLE VALUE BASED ON CEV FOR ALL CLASSES/TOTAL TAXABLE VALUE BASED ON SEV FOR ALL CLASSES. Use 1.0000 for an authority located in more than one county. For further information, see State Tax Commission Bulletin 2 of 2022. For townships and cities, enter the Truth in Assessing Rollback Fraction calculated on STC Form L-4034 as TOTAL TAXABLE VALUE BASED ON ASSESSED VALUE FOR ALL CLASSES/TOTAL TAXABLE VALUE BASED ON SEV FOR ALL CLASSES. The Section 211.34 Millage Rollback Fraction shall not exceed 1.0000.

Column 9: Maximum Allowable Millage Levy. Multiply column 7 (2022 Millage Rate Permanently Reduced by MCL 211.34d) by column 8 (Section 211.34 millage rollback fraction). Round the rate DOWN to 4 decimal places. (See STC Bulletin No. 11 of 1999, Supplemented by Letter of 6/7/2000.) For debt service or special assessments not subject to a millage reduction fraction, enter millage from Column 4.

Column 10/Column 11: Millage Requested to be Levied. Enter the tax rate approved by the unit of local government provided that the rate does not exceed the maximum allowable millage levy (column 9). A millage rate that exceeds the base tax rate (Truth in Taxation) cannot be requested unless the requirements of MCL 211.24e have been met. For further information, see State Tax Commission Bulletin 2 of 2022. A LOCAL School District which levies a Supplemental (Hold Harmless) Millage shall not levy a Supplemental Millage in excess of that allowed by MCL 380.1211(3). Please see the memo to assessors dated October 26, 2004, regarding the change in the collection date of certain county taxes.

Column 12: Expiration Date of Millage. Enter the month and year on which the millage will expire.

Action Item #3

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

September 20, 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.

Action:

The Chelsea District Library Board of Trustees approves the closing of the Friday before Christmas and New Year's Eves (December 23 and December 30) and the Monday after Christmas and New Year's Days (December 26 and January 2) in order to assure that the library is properly staffed and that the full-time staff is able to take their holidays.

_____ _____

Anne Merkel, Board Secretary Date

Action Item #4

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

September 20, 2022 Meeting

Policies

Background:
Policies 111 Ethics Statement for Public Library Trustees (as well as the accompanying Conflict of Interest Statement) and 555 Credit Card Policy were discussed and moved forward at the August meeting.

Action:
The Chelsea District Library Board of Trustees approves policies 111 Ethics Statement for Public Library Trustees and 555 Credit Card Policy.

_____ _____
Anne Merkel, Board Secretary Date

Chelsea District Library
Policy and Procedure

Policy Section 1: Governance
Board Adopted Date: April 23, 2002
Reviewed: May 2012
Reviewed: February 19, 2019
Reviewed: September 20, 2022

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 trustees to disqualify 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.

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

September 20, 2022
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.

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

Statement of Associations

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

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

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

_____ _____

Signature Date

_____

Printed Name

Chelsea District Library
Policy and Procedure

Policy Section 5: **Budget & Finance**
Board Approval Date: 1/8/10; 6/20/17
Board Review and Revision: 2017; 2018
Revised: 2/19/19; 9/20/22

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 for personal expenses or to obtain cash advances, bank checks, or electronic cash transfers for expenses other than those incurred by the assigned employee named on the card. 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 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.

_____ _____

Anne Merkel, Board Secretary Date

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 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 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 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

DISCUSSION ITEMS

Discussion Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet
September 20, 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.

COMMITTEE INFO & MINUTES

Chelsea District Library
Board of Trustees
2022 Board Committees

Governance
Appendix #3
Approved: January 18, 2022

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

Anne Merkel

Anne Merkel, Board Secretary

1-18-22

Date