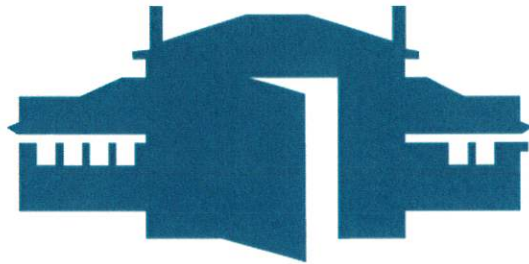


**Chelsea District Library  
Board of Trustees**

**Agenda and Information Packet**



**CHELSEA DISTRICT LIBRARY**  
BEST SMALL LIBRARY IN AMERICA

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

**October 18, 2022  
6:45 pm**

**McKune Room at the Chelsea  
District Library**



**CHELSEA DISTRICT LIBRARY BOARD OF TRUSTEES**

**Tuesday, October 18, 2022—6:45 p.m.**

**McKune Room**

**AGENDA**

**6:45 Board Meeting**

Welcome and Call to Order

Agenda Review, Additions, and Approval

**6:50 Compulsory Segments**

Board Meeting Minutes Approval – September 20, 2022

Approval of the September Operational Checks

Approval of September Financial Reports

Director's Report & Friends Report

**7:15 Public Comment**

**7:20 Action Items**

1. Donations

**7:30 Discussion Items**

1. Mobile CDL

**7:40 Reports**

Policy Committee

Finance Committee

Personnel Committee

Nominating Committee

Community Outreach Committee

**7:45 Public Comment**

**7:50 Other Items**

**7:55 Adjournment**

## **Public Participation**

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

## **Public Participation at Open Meetings**

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

There are two ways to participate in a Board meeting:

- You may call the Board President or Library Director at least five days in advance of the Board meeting and ask to be placed on the agenda. The Board President or the Library Director shall use their discretion in accepting these requests. The Board decides what agenda items are to be discussed when they formally adopt the agenda at the start of their meeting. Once approved, you will be allowed to make your presentation to the Board.
- You may address the Board during agenda items listed as "Comments from the Public."

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

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

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

Tuesday, September 20, 2022 6:45pm  
Meeting Location: McKune Room

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

**Absent:** P. Garcia

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

**Guests:** None

**Welcome and Call to Order**

TJ Helfferich called the meeting to order at 6:50 p.m.

**Agenda Review, Additions, and Approval**

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

All Ayes: 6-0

**Compulsory Segments:**

**Minutes and Approval of Checks**

MOTION made by S. Lackey, SECONDED by A. Merkel to approve the minutes of the August 16, 2022 Budget Hearing Meeting, as amended. Discussion: None

All Ayes: 6-0

MOTION made by J. Carr, SECONDED by A. Merkel to approve the minutes of the August 16, 2022 Board Meeting. Discussion: None

All Ayes: 6-0

MOTION made by C. Taylor, SECONDED by G. Munce to accept the General Fund Operational Checks for August, 2022. Discussion: None

All Ayes: 6-0

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

All Ayes: 6-0

**Director's Report Update:**

L. Coryell update:

- Lori informed the board about the Pixsy image rights issue and the plan moving forward.
- TJ congratulates Virginia (4) and Linda (27) on their work anniversaries.

Friends Report:

- Met their fundraising goal (and more) for Mobile CDL.
- October 1 Farmer's Market will feature a Friends Awareness Table.
- Sold out of Bees.
- Jan reported that they've received 4 new book sales applications.

Other Reports Notes: None

**Public Comment:** None

**Action Item #1: Donations**

MOTION made by J. Carr, SECONDED by C. Taylor to approve the library's August donations. Discussion: None

All Ayes 6-0

**Action Item #2: 2023 CDL Budget Approval**

MOTION made by S. Lackey, SECONDED by C. Taylor to approve the library's 2023 budget as presented. Discussion: None

All Ayes 6-0

**Action Item #3: Holiday Scheduling Issue**

MOTION made by S. Lackey, SECONDED by A. Merkel to approve the closure of the library the Monday following the Christmas holiday weekend (Dec. 26) and the Monday following the New Year's holiday weekend (Jan. 2) to assist with the scheduling issues that the holidays presented by falling fully on the weekends. Discussion: This was an amended version of Action Item #3 that appeared in the board packet and called for also closing on the Fridays preceding the holiday weekends.

All Ayes 6-0

**Action Item #4: Policies**

MOTION made by J. Carr, SECONDED by S. Lackey to approve the updates to two policies: 111 Ethics Statement for Public Library Trustees and 555 Credit Card Policy.  
Discussion: None

All Ayes 6-0

**Discussion Item #1: Mobile CDL**

Gary announced that the fundraising campaign is over (though we'll gladly still take donations) and that the campaign of engagement starts now. The total amount raised in grants, pledges, and donations topped \$130,000.

- Lori wanted the record to reflect all the incredible work that Virginia put in.
- Charlie brought up the Chelsea State Bank 125<sup>th</sup> anniversary party and encouraged supporting them after their unbelievable support for Mobile CDL.
- Susan asked about size and length of time for sponsor logos on the bookmobile and recommended we come up with parameters for all logos appearing on the vehicle.

**Committee Reports**

**Policy Committee –**

**Finance Committee –** Susan has minutes prepared and will submit them for inclusion in the next board packet.

**Personnel Committee –**

**Nominating Committee –**

**Community Outreach Committee –**

**Public and Board Comment:** None

**Other Items:** None

**Adjournment:**

MOTION made by C. Taylor, SECONDED by A. Merkel to adjourn the meeting at 8:08 p.m.

All Ayes, 6-0

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Anne Merkel, Board Secretary

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Date





# **FINANCE REPORTS**





10/10/22

# Chelsea District Library

## List of Checks for Board Approval

### September 2022

Date	Num	Name	Memo	Amount
<b>701 - Personnel Expenses</b>				
<b>701.100 - Wages</b>				
<b>701.120 - Retirement Pick up ER</b>				
09/06/2022	20220822	Alerus Financial	2022 - 09/09/2022 PR FLEX TO 457(b)	1,294.81
09/06/2022	PR 20220909		RETIREMENT - Employer Contribution to retirement accounts	-1,294.81
09/19/2022	PR 20220923		RETIREMENT - Employer Contribution to retirement accounts	-1,294.81
09/19/2022	20220905	Alerus Financial	2022 - 09/23/2022 PR FLEX TO 457(b)	1,294.81
Total 701.120 - Retirement Pick up ER				0.00
<b>701.100 - Wages - Other</b>				
09/06/2022	PR 20220909		WAGES	42,184.90
09/19/2022	PR 20220923		WAGES	42,339.81
Total 701.100 - Wages - Other				84,524.71
Total 701.100 - Wages				84,524.71
<b>701.110 - Retirement-Contributions - EE</b>				
09/06/2022	20220822	Alerus Financial	2022 - 09/09/2022 PR EE PERSONAL CONT	2,485.44
09/06/2022	PR 20220909		RETIREMENT PICK UP - Defcomp 2-457 EE457(b)	-2,485.44
09/19/2022	PR 20220923		RETIREMENT PICK UP - Defcomp 2-457 EE457(b)	-2,443.44
09/19/2022	20220905	Alerus Financial	2022 - 09/23/2022 PR EE PERSONAL CONT	2,443.44
Total 701.110 - Retirement-Contributions - EE				0.00
<b>701.115 - 401A Retirement Matching</b>				
09/06/2022	PR 20220909		401 A MATCHING - Mers ER	1,559.29
09/19/2022	PR 20220923		401 A MATCHING - Mers ER	1,517.32
Total 701.115 - 401A Retirement Matching				3,076.61
<b>701.200 - FICA</b>				
09/06/2022	PR 20220909		FICA EMPLOYER (FICA ER + MED ER)	3,090.19
09/19/2022	PR 20220923		FICA EMPLOYER (FICA ER + MED ER)	3,101.99
Total 701.200 - FICA				6,192.18
<b>701.300 - Flex Benefits</b>				
09/06/2022	PR 20220909		Dep Life (CA & DL & HI) - (Additional Life Ins + Dependant Life Ins)	-8.28
09/06/2022	PR 20220909		Health Insurance - (Medical Insurance)	-1,611.89
09/15/2022	20220910	Unum Life Insurance Co.	2022 Premium OCT	901.15
09/19/2022	PR 20220923		Dep Life (CA & DL & HI) - (Additional Life Ins + Dependant Life Ins)	-8.28
09/19/2022	PR 20220923		Health Insurance - (Medical Insurance)	-1,611.89
Total 701.300 - Flex Benefits				-2,339.19
<b>701.400 - Unemployment</b>				
09/06/2022	PR 20220909		MICHIGAN SUI - HEARTLAND BEGAN 03/26/21	0.00
09/19/2022	PR 20220923		MICHIGAN SUI - HEARTLAND BEGAN 03/26/21	0.00
Total 701.400 - Unemployment				0.00
Total 701 - Personnel Expenses				91,454.31
<b>727 - Supplies</b>				
<b>727.200 - General Operations</b>				
09/15/2022	11FP-WPKK-DJ99	Amazon Capital Services Inc	MASKS - KF94	75.74
09/20/2022	20220916	Costco Anywhere Visa	2022 - ABSOPURE BILLED THROUGH COSTCO	75.11
Total 727.200 - General Operations				150.85
<b>727.300 - Material Processing</b>				
<b>727.320 - Matl Processing Cases</b>				
09/15/2022			L/D - SUPPLIES & MATERIALS	-15.00
09/15/2022	20053	Budget Library Supplies	Single CD & DVD Cases	776.00
09/30/2022			L/D SUPPLIES MAT - CIRC	-12.00
Total 727.320 - Matl Processing Cases				749.00
Total 727.300 - Material Processing				749.00
<b>727.500 - Cleaning</b>				
<b>727.510 - Cleaning Paper Products</b>				
09/06/2022	14FN-J34M-7RW3	Amazon Capital Services Inc	FACIAL TISSUE AND PAPER TOWELS	82.08
09/06/2022	1HKJ-YT1M-37FV	Amazon Capital Services Inc	HI CAP - PAPER TOWEL ROLLS	293.88
Total 727.510 - Cleaning Paper Products				375.96
<b>727.520 - Cleaning Supplies</b>				
09/06/2022	4129553937	Cintas Corporation-300	SOAP	19.77

10/10/22

**Chelsea District Library**  
**List of Checks for Board Approval**  
**September 2022**

Date	Num	Name	Memo	Amount
Total 727.520 · Cleaning Supplies				19.77
<b>727.530 · Cleaning Rugs</b>				
09/06/2022	4129563937	Cintas Corporation-300	RUGS	125.84
Total 727.530 · Cleaning Rugs				125.84
Total 727.500 · Cleaning				521.67
<b>727.700 · Postage</b>				
<b>727.720 · Postage-Operating Postage</b>				
09/06/2022	PO 22-405	Pitney Bowes Reserve Account	RESERVE ACCOUNT #33616590	800.00
Total 727.720 · Postage-Operating Postage				800.00
Total 727.700 · Postage				800.00
<b>727.800 · Maintenance</b>				
<b>727.830 · Maintenance General</b>				
09/19/2022	20220910	KeyBank	2022 RBA - DOOR REPAIR PARTS - WASHROOM	71.87
Total 727.830 · Maintenance General				71.87
Total 727.800 · Maintenance				71.87
Total 727 · Supplies				2,293.29
<b>801 · Professional Services</b>				
<b>801.040 · Bookkeeper</b>				
09/06/2022	20220908	Ballard, Kerry	BOOKKEEPING THROUGH 09/08/2022	500.00
09/19/2022	20220922	Ballard, Kerry	BOOKKEEPING THROUGH 09/22/2022	500.00
Total 801.040 · Bookkeeper				1,000.00
<b>801.041 · Payroll Services</b>				
09/06/2022	PR 20220909		PAYROLL PREPARATION	167.15
09/19/2022	PR 20220923		PAYROLL PREPARATION	162.07
Total 801.041 · Payroll Services				329.22
<b>801.042 · Financial Services</b>				
09/06/2022	6642571	U S Bank	CDL 2012 Refunding Bond Fees	500.00
Total 801.042 · Financial Services				500.00
<b>801.071 · Website Development</b>				
09/19/2022	20220910	KeyBank	2022 GODADDY.COM - MY-CDL.ORG DOMAIN REGISTRATION	21.17
Total 801.071 · Website Development				21.17
<b>801.300 · Banking Fees</b>				
<b>801.310 · Bank Fees</b>				
09/30/2022			Service Charge	5.60
Total 801.310 · Bank Fees				5.60
<b>801.315 · Investment Fees</b>				
09/30/2022	INV 220930		investment fees	
Total 801.315 · Investment Fees				0.00
<b>801.350 · Credit Card Fee Circ</b>				
09/30/2022			AUTHORIZE.NET FEES FOR 2ND QTR 2022	92.71
Total 801.350 · Credit Card Fee Circ				92.71
<b>801.300 · Banking Fees - Other</b>				
09/30/2022	PP TR 0930		PAYPAL TRANSACTION FEES \$1834.91 - \$59.49 = \$1775.15	59.49
Total 801.300 · Banking Fees - Other				59.49
Total 801.300 · Banking Fees				157.80
Total 801 · Professional Services				2,008.19
<b>803 · Maintenance Service Contracts</b>				
<b>803.010 · Maint Svc Contingency</b>				
09/15/2022	1-121371756175	Johnson Controls	FLOW SWITCH/RELIEF VALVE REPAIR	1,554.81
Total 803.010 · Maint Svc Contingency				1,554.81
<b>803.100 · Copier</b>				
<b>803.101 · Public Copier</b>				
09/06/2022	5021464653	Wells Fargo Bank, NA	2022 - 08/14 - 09/13/2022 Copier Printer Maintenance - MAY	229.44

**Chelsea District Library**  
**List of Checks for Board Approval**  
**September 2022**

10/10/22

Date	Num	Name	Memo	Amount
09/15/2022	77513551	UNIVERSITY OFFICE TECHN...	PUBLIC COPIER 09/01 - 09/30/22	241.82
Total 803.101 - Public Copier				471.26
<b>803.102 - Staff Copier</b>				
09/06/2022	5021464653	Wells Fargo Bank, NA	2022 - 08/14 - 09/13/2022 Copier Printer Maintenance - MAY	625.82
09/15/2022	77513551	UNIVERSITY OFFICE TECHN...	STAFF COPIER 09/01 - 09/30/22	437.18
Total 803.102 - Staff Copier				1,063.00
<b>803.103 - Small Printer Maintenance</b>				
09/06/2022	5021464653	Wells Fargo Bank, NA	2022 - 08/14 - 09/13/2022 Copier Printer Maintenance - MAY	198.08
09/15/2022	77513551	UNIVERSITY OFFICE TECHN...	SMALL PRINTER MAINTENANCE 09/01 - 09/30/22	233.69
Total 803.103 - Small Printer Maintenance				431.77
Total 803.100 - Copier				1,966.03
<b>803.600 - Building Maintenance</b>				
<b>803.605 - Janitorial</b>				
09/06/2022	14277	A Production Cleaning Compa...	CLEANING 08/21 - 09/03/22	1,750.00
09/15/2022	14303	A Production Cleaning Compa...	CLEANING 09/04 - 09/17/22	1,750.00
Total 803.605 - Janitorial				3,500.00
<b>803.610 - Lawn/Snow Service</b>				
<b>803.611 - Lawn Service</b>				
09/15/2022	12277	Association Maintenance Corp	JULY/AUG	797.50
Total 803.611 - Lawn Service				797.50
Total 803.610 - Lawn/Snow Service				797.50
<b>803.620 - Trash</b>				
09/15/2022	20547	City of Chelsea	2022 AUG TRASH	50.00
Total 803.620 - Trash				50.00
Total 803.600 - Building Maintenance				4,347.50
Total 803 - Maintenance Service Contracts				7,868.34
<b>850 - Telecommunications</b>				
<b>850.100 - Local &amp; Long Distance Charges</b>				
<b>850.120 - Telephone</b>				
09/07/2022	734433980407	A T & T TELCO	2022 TELCO - 08/26 - 07/25/2022	202.97
09/07/2022	734433980408	A T & T TELCO	2022 TELCO - 07/26 - 08/25/2022 - DISPUTED	203.00
09/19/2022	20220910	KeyBank	2022 STAR2STAR (aka SANGOMA) - VOIP - ADD00039909 8/24	331.88
09/19/2022	20220910	KeyBank	2022 STAR2STAR (aka SANGOMA) - VOIP - SUB01414560 8/26 - 9/25	445.91
Total 850.120 - Telephone				1,183.76
<b>850.121 - IT Cell Phone</b>				
09/07/2022	9914539281	Verizon Wireless	2022 IT CELL PHONE 07/29 - 08/28/2022	51.13
Total 850.121 - IT Cell Phone				51.13
Total 850.100 - Local & Long Distance Charges				1,234.89
<b>850.300 - TLN Internet Service</b>				
<b>850.310 - Internet</b>				
09/06/2022	70572	The Library Network	INTERNET SERVICE 07/01 - 09/31/2022	1,499.58
Total 850.310 - Internet				1,499.58
<b>850.311 - WiFi Hotspots</b>				
09/06/2022	975550022-2022-09-13	T-MOBILE	2022 - T-MOBILE WIFI HOTSPOTS 07/21 - 08/20/2022	283.32
09/07/2022	9914539281	Verizon Wireless	2022 HOT SPOTS 07/29 - 08/28/2022	583.31
09/15/2022	09142022	A T & T Mobility	2022 - 09/07 - 10/06/2022	217.44
09/20/2022	PO 22-446	CUTHBERT, MELISSA	REFUND HOTSPOT	130.00
09/30/2022			PUBLIC HOTSPOT	-130.00
Total 850.311 - WiFi Hotspots				1,084.07
Total 850.300 - TLN Internet Service				2,583.65
Total 850 - Telecommunications				3,818.54
<b>880 - Promotional Materials</b>				
<b>880.100 - Advertising</b>				
<b>880.110 - Media Buy</b>				
09/06/2022	20220906	Chelsea Update	2022 - 3RD QTR ADS	360.00

10/10/22

**Chelsea District Library**  
**List of Checks for Board Approval**  
**September 2022**

Date	Num	Name	Memo	Amount
09/15/2022	15137-R	The Sun Times	4TH GRADE PROJECT	79.00
Total 880.110 · Media Buy				439.00
<b>880.120 · Misc Advertising</b>				
09/06/2022	20220906	Chelsea Update	2022 - 2023 BUDGET LEGAL NOTICE	65.00
09/06/2022	20220906	Chelsea Update	2022 - 3RD QTR ADS	100.00
09/19/2022	20220910	KeyBank	2022 FACEBOOK AD BOOSTS X 2 - ALFORD, HIRING...	15.00
Total 880.120 · Misc Advertising				180.00
Total 880.100 · Advertising				619.00
<b>880.300 · Marketing Supplies</b>				
<b>880.320 · Misc Marketing Supplies</b>				
09/19/2022	20220910	KeyBank	2022 4IMPRINT - SRP MINI-MEMO BOOKS	200.41
09/19/2022	20220910	KeyBank	2022 4IMPRINT - SRP MINI-MEMO BOOKS - SHIPPING	19.28
Total 880.320 · Misc Marketing Supplies				219.69
<b>880.340 · Printed Items / Stationary</b>				
09/15/2022	DB-82233-INV	Dollar Bill Printing	BOOKMARK BRANDING LABELS	65.57
09/15/2022	20328968	Namify	NAME BADGES - 3	30.55
Total 880.340 · Printed Items / Stationary				96.12
Total 880.300 · Marketing Supplies				315.81
<b>880.400 · Program Promotion</b>				
<b>880.420 · Youth / Teen Promotion</b>				
<b>880.421 · General Youth/Teen Promotion</b>				
09/19/2022	20220910	KeyBank	2022 4IMPRINT - EVOLUTION PENS W/STYLUS	100.00
Total 880.421 · General Youth/Teen Promotion				100.00
<b>880.422 · Authors in Chelsea</b>				
09/19/2022	20220910	KeyBank	2022 4IMPRINT - AIC - EVOLUTION PENS	89.45
Total 880.422 · Authors in Chelsea				89.45
<b>880.423 · Summer Reading Program</b>				
09/19/2022	20220910	KeyBank	2022 4IMPRINT - SRP MINI-MEMO BOOKS	63.09
Total 880.423 · Summer Reading Program				63.09
Total 880.420 · Youth / Teen Promotion				252.54
<b>880.430 · Library Program Promotion</b>				
<b>880.431 · General Library Prog Promotion</b>				
09/19/2022	20220910	KeyBank	2022 4IMPRINT - SRP MINI-MEMO BOOKS	200.00
Total 880.431 · General Library Prog Promotion				200.00
<b>880.432 · National Library Week</b>				
09/19/2022	20220910	KeyBank	2022 SIGNS IN A DAY - RETRACTABLE BANNERS	100.00
Total 880.432 · National Library Week				100.00
<b>880.435 · CDL Songfest</b>				
09/06/2022	202340	CHELSEA CUSTOM SHIRTS	2022 SONG FEST SHIRT DEPOSIT	874.50
09/15/2022	DB-82252-INV	Dollar Bill Printing	SONGFEST RACK CARDS	91.04
Total 880.435 · CDL Songfest				965.54
Total 880.430 · Library Program Promotion				1,265.54
<b>880.440 · Service / Resource Promotion</b>				
<b>880.441 · General Service/Resource Promo</b>				
09/19/2022	20220910	KeyBank	2022 SIGNS IN A DAY - RETRACTABLE BANNERS	315.00
09/19/2022	20220910	KeyBank	2022 4IMPRINT - EVOLUTION PENS	186.73
Total 880.441 · General Service/Resource Promo				501.73
Total 880.440 · Service / Resource Promotion				501.73
Total 880.400 · Program Promotion				2,019.81
<b>880.500 · Purchased Services</b>				
<b>880.510 · General Purchased Services</b>				
09/19/2022	20220910	KeyBank	2022 ADOBE - STOCK IMAGES	29.99
Total 880.510 · General Purchased Services				29.99

10/10/22

**Chelsea District Library**  
**List of Checks for Board Approval**  
**September 2022**

Date	Num	Name	Memo	Amount
Total 880.500 - Purchased Services				29.99
<b>880.900 - Promotional Restricted Gifts</b>				
09/19/2022	20220910	KeyBank	2022 VISTA PRINT - MOBILE CDL DROP CARDS	125.73
09/19/2022	20220910	KeyBank	2022 SIGNS IN A DAY - MOBILE CDL, COMING SOON SIGNS	98.00
09/19/2022	20220910	KeyBank	2022 CHELSEA CUSTOM SHIRTS - PARADE, BEE T-SHIRTS	360.00
Total 880.900 - Promotional Restricted Gifts				583.73
Total 880 - Promotional Materials				3,588.34
<b>884 - Programming</b>				
<b>884.110 - Adult Speakers</b>				
<b>884.119 - General Adult Events</b>				
09/06/2022	PO 22-122 CS	BULKO, HOLLY	PROGRAM 09/14/2022 - MOREL HUNTING IN MICHIGAN	150.00
Total 884.119 - General Adult Events				150.00
Total 884.110 - Adult Speakers				150.00
<b>884.120 - Adult Supplies</b>				
<b>884.126 - General Adult Programs</b>				
09/19/2022	20220910	KeyBank	2022 KINEMA - JANUARY SCREENING LICENSE - IN-PERSON	12.50
09/19/2022	20220910	KeyBank	2022 KINEMA - JANUARY SCREENING LICENSE - VIRTUAL	12.50
Total 884.126 - General Adult Programs				25.00
Total 884.120 - Adult Supplies				25.00
<b>884.210 - Youth Speakers</b>				
<b>884.215 - Early Literacy</b>				
09/20/2022	22-114JZ	LAW, CHRISTINE M.	YOGA STORYTIME 10/12/2022	100.00
Total 884.215 - Early Literacy				100.00
Total 884.210 - Youth Speakers				100.00
<b>884.220 - Youth Supplies</b>				
<b>884.223 - Holiday Programs</b>				
09/19/2022	20220910	KeyBank	2022 JOANN'S - TTHH TRIAL RUN	23.11
Total 884.223 - Holiday Programs				23.11
<b>884.230 - Youth Reading Group</b>				
09/06/2022	71055632	Ingram Library Services	YOUTH READING GROUP	66.47
Total 884.230 - Youth Reading Group				66.47
Total 884.220 - Youth Supplies				89.58
<b>884.270 - Teen Supplies</b>				
<b>884.272 - Teen General Programs</b>				
09/06/2022	71089528	Ingram Library Services	TEEN GENERAL PROGRAMMING	58.45
09/19/2022	20220910	KeyBank	2022 JOANN'S - JUNK JOURNAL SUPPLIES	16.15
09/20/2022	1ND7-8N66-4RRX	Amazon Capital Services Inc	GENERAL TEEN PROGRAMS	61.64
09/21/2022	71332743	Ingram Library Services	TEEN GENERAL PROGRAMS	67.75
Total 884.272 - Teen General Programs				203.99
<b>884.276 - Teen Refreshments</b>				
09/06/2022	PO 22-101SC	COMFORT, STACEY	PIZZA AND PAPERBACKS - REIMBURSEMENT	37.00
Total 884.276 - Teen Refreshments				37.00
Total 884.270 - Teen Supplies				240.99
<b>884.920 - Youth Programming Restricted</b>				
<b>884.921 - Youth Prog Rest Gifts Genl</b>				
09/19/2022	20220910	KeyBank	2022 JOANN'S - GORILLA GLUE GUNS	20.78
Total 884.921 - Youth Prog Rest Gifts Genl				20.78
Total 884.920 - Youth Programming Restricted				20.78
Total 884 - Programming				626.35
<b>920 - Utilities</b>				
<b>920.110 - City of Chelsea Water</b>				
09/15/2022	20220909	City of Chelsea-Elect & Water	2022 AUG 07/30 - 08/31/2022 WATER	72.55
Total 920.110 - City of Chelsea Water				72.55
<b>920.120 - City of Chelsea Sewer</b>				

10/10/22

**Chelsea District Library**  
**List of Checks for Board Approval**  
**September 2022**

Date	Num	Name	Memo	Amount
09/15/2022	20220909	City of Chelsea-Elect & Water	2022 AUG 07/30 - 08/31/2022 SEWER	152.56
Total 920.120 · City of Chelsea Sewer				152.56
<b>920.130 · City of Chelsea Electric</b>				
09/15/2022	20220909	City of Chelsea-Elect & Water	2022 AUG 07/30 - 08/31/2022 ELECTRICITY	5,943.40
Total 920.130 · City of Chelsea Electric				5,943.40
<b>920.150 · City of Chelsea Sprinkler</b>				
09/15/2022	20220909	City of Chelsea-Elect & Water	2022 AUG 07/30 - 08/31/2022 SPRINKLER	375.23
Total 920.150 · City of Chelsea Sprinkler				375.23
Total 920 · Utilities				6,543.74
<b>960 · Board &amp; Director Expense</b>				
<b>960.200 · Director Expense</b>				
09/19/2022	20220910	KeyBank	2022 LOS TRES AMIGOS - BUDGETING MTG W/L BALLARD	28.78
09/19/2022	20220910	KeyBank	2022 LYFT - RIDE THRU 3PM - REIMBURSED	16.99
09/19/2022	20220910	KeyBank	2022 ROTARY MTG - DISCUSS MOBILE CDL W/KRUEGER	38.78
09/21/2022			REIMBURSEMENT - SEE KEYBANK CREDIT CARD PAID 09/22/2022	-16.99
Total 960.200 · Director Expense				67.54
Total 960 · Board & Director Expense				67.54
<b>967 · Equipment</b>				
<b>967.100 · Equipment Hardware</b>				
<b>967.120 · Computers</b>				
09/15/2022	1FXK-1L33-VQWH	Amazon Capital Services Inc	HARDWARE AND COMPUTERS	497.98
Total 967.120 · Computers				497.98
Total 967.100 · Equipment Hardware				497.98
<b>967.200 · Equipment Software</b>				
09/06/2022	20038	KNIGHT TECHNOLOGY GRO...	2022 DATTO BACKUPS 09/01 - 31/22 CLOUD BACKUP > DISASTER ...	1,100.00
09/19/2022	20220910	KeyBank	2022 HR PLAYBOOK	170.00
09/19/2022	20220910	KeyBank	2022 ZOOM - SERVICE 8/24 - 9/23/22	39.50
09/19/2022	20220910	KeyBank	2022 ICENI TECHNOLOGY, PADDLE.COM - PDF EDITOR	104.94
Total 967.200 · Equipment Software				1,414.44
<b>967.300 · Equipment Furniture &amp; Fixtures</b>				
<b>967.320 · Furniture</b>				
09/19/2022	20220910	KeyBank	2022 BRANCH - ERGONOMIC CHAIR	329.00
Total 967.320 · Furniture				329.00
Total 967.300 · Equipment Furniture & Fixtures				329.00
Total 967 · Equipment				2,241.42
<b>969 · Continuing Education Expenses</b>				
<b>969.001 · Travel</b>				
<b>969.100 · Staff Travel</b>				
<b>969.120 · Information Services</b>				
09/19/2022	20220910	KeyBank	2022 ALLIANZ TRAVEL INSURANCE - S POWERS	42.83
09/19/2022	20220910	KeyBank	2022 AMERICAN AIRLINES - ABOS CONFERENCE	577.20
Total 969.120 · Information Services				620.03
Total 969.100 · Staff Travel				620.03
Total 969.001 · Travel				620.03
<b>969.600 · Staff Training</b>				
<b>969.940 · Staff Apprec - Restr/Covid-19</b>				
09/19/2022	20220910	KeyBank	2022 GRATEFUL CROW - REVIEW CONV W/KRUEGER	87.70
09/19/2022	20220910	KeyBank	2022 AGRICOLE - KRUEGER - STAFF WORK ANNIV	25.00
Total 969.940 · Staff Apprec - Restr/Covid-19				112.70
Total 969.600 · Staff Training				112.70
Total 969 · Continuing Education Expenses				732.73
<b>980 · Capital Expense</b>				
<b>980.200 · Technology</b>				
09/15/2022	1FXK-1L33-VQWH	Amazon Capital Services Inc	MAKER SPACE LAPTOP REPLACEMENT	4,199.96
Total 980.200 · Technology				4,199.96



**Chelsea District Library**  
**List of Checks for Board Approval**  
**September 2022**

10/10/22

Date	Num	Name	Memo	Amount
<b>980.300 · Computer Upgrades</b>				
<b>980.320 · Hardware Upgrades</b>				
<b>980.325 · PC Replacement</b>				
09/15/2022	1FXK-1L33-VQWH	Amazon Capital Services Inc	PC REPLACEMENT	8,311.51
Total 980.325 · PC Replacement				8,311.51
Total 980.320 · Hardware Upgrades				8,311.51
Total 980.300 · Computer Upgrades				8,311.51
<b>980.910 · Capital Restricted Gift</b>				
09/06/2022	1XY3-CGXP-13HT	Amazon Capital Services Inc	PARADE - BEE BALLOONS	16.95
09/19/2022	20220910	KeyBank	2022 CHELSEA VILLAGE FLOWERS - PARADE HELIUM BALLOONS	14.84
09/20/2022	20220916	Costco Anywhere Visa	2022 - MOBILE CDL, PARADE CANDY	98.94
Total 980.910 · Capital Restricted Gift				130.73
Total 980 · Capital Expense				12,642.20
<b>982 · Collection Expense</b>				
<b>982.100 · Audio Books</b>				
<b>982.120 · Adult Books on Disc</b>				
09/06/2022	502477776	Midwest Tape	AUG BOC	84.97
09/06/2022	502514919	Midwest Tape	AUG BOC	129.97
09/06/2022	502538827	Midwest Tape	AUG BOC	46.99
09/06/2022	502574424	Midwest Tape	AUG BOC	126.97
Total 982.120 · Adult Books on Disc				388.90
<b>982.140 · Youth Books on Disc</b>				
09/06/2022	502477775	Midwest Tape	YOUTH BOOKS ON DISC	247.94
09/06/2022	502514915	Midwest Tape	YOUTH BOOKS ON DISC	59.99
Total 982.140 · Youth Books on Disc				307.93
Total 982.100 · Audio Books				696.83
<b>982.400 · Non Print</b>				
<b>982.410 · Electronic Products/Subs</b>				
09/06/2022	502615187	Midwest Tape - Hoopla	AUGUST DIGITAL CONTENT	1,647.37
09/06/2022	25263	ZOOBEAN, INC.	BEANSTACK SRP SOFTWARE - YEAR 3 - 04/01/2022 - 03/31/2023	895.00
09/15/2022	NS22080213	Baker & Taylor - Entertainment...	TITLE SOURCE 360	653.40
09/15/2022	311020-PPU	KANOPY INC	KANOPY VIDEO PLAYS - AUG - NEW REMIT TO ADDRESS 08/09/22	195.50
Total 982.410 · Electronic Products/Subs				3,391.27
<b>982.415 · ILL Subscriptions</b>				
09/20/2022	1000230745	OCLC Inc.	WORLDSHARE ILL SERVICE 07/01/2022 - 06/30/2023	711.58
Total 982.415 · ILL Subscriptions				711.58
<b>982.420 · Adult Music on CD</b>				
09/06/2022	502477772	Midwest Tape	JUN/JULY CDs	30.72
09/30/2022			L/D ADULT MUSIC ON CD - CIRC	-28.96
Total 982.420 · Adult Music on CD				1.76
<b>982.450 · Youth Music CD</b>				
09/30/2022			L/D Y/T MUSIC CD	-15.98
Total 982.450 · Youth Music CD				-15.98
<b>982.460 · DVD Feature</b>				
09/07/2022	502477777	Midwest Tape	JULY FEATURE DVDs	22.49
09/07/2022	502515030	Midwest Tape	JULY/AUG ADULT DVDs	840.38
09/07/2022	502538822	Midwest Tape	JULY/AUG ADULT DVDs	275.10
09/07/2022	502574420	Midwest Tape	JULY/AUG ADULT DVDs	141.69
09/07/2022	502574422	Midwest Tape	JULY FEATURE DVDs	33.73
09/20/2022	502639361	Midwest Tape	SEPT FEATURE/FOREIGN TV	78.72
09/20/2022	502639364	Midwest Tape	SEPT FEATURE/FOREIGN TV	561.51
09/20/2022	502668343	Midwest Tape	JULY/AUG ADULT DVDs	14.99
09/20/2022	502668346	Midwest Tape	SEPT FEATURE/FOREIGN TV	133.43
Total 982.460 · DVD Feature				1,902.04
<b>982.470 · DVD Non-Fiction</b>				
09/07/2022	502514916	Midwest Tape	JUNE NF DVDs	33.73
09/07/2022	502538823	Midwest Tape	AUG NF DVDs	34.48
09/07/2022	502538826	Midwest Tape	JUNE NF DVDs	14.99
09/07/2022	502574421	Midwest Tape	JUNE NF DVDs	14.99
09/07/2022	502574423	Midwest Tape	AUG NF DVDs	75.72

10/10/22

**Chelsea District Library**  
**List of Checks for Board Approval**  
**September 2022**

Date	Num	Name	Memo	Amount
09/20/2022	502668345	Midwest Tape	SEPT NF DVDs	52.47
09/20/2022	502639365	Midwest Tape	SEPT NF DVDs	81.70
Total 982.470 · DVD Non-Fiction				308.08
<b>982.480 · Youth Video DVD</b>				
09/06/2022	502477771	Midwest Tape	FAMILY AND ANIME SUMMER	23.24
09/06/2022	502477774	Midwest Tape	FAMILY AND ANIME SUMMER	254.06
09/06/2022	502514914	Midwest Tape	FAMILY AND ANIME SUMMER	119.19
09/15/2022			L/D - Y/T DVD	-28.99
09/20/2022	401558	Findaway World, LLC	CLIFFORD'S BIRTHDAY PARTY	47.49
09/20/2022	502538825	Midwest Tape	FAMILY ANIME SUMMER	7.49
09/30/2022			L/D Y/T VIDEO DVD	-19.99
Total 982.480 · Youth Video DVD				402.49
<b>982.485 · Playaway Views</b>				
09/21/2022	92157	LIBRARY IDEAS LLC	VOX BOOKS	791.10
Total 982.485 · Playaway Views				791.10
<b>982.490 · Videogames</b>				
09/30/2022			L/D GAMES/SOFTWARE	-25.00
Total 982.490 · Videogames				-25.00
<b>Total 982.400 · Non Print</b>				
				7,467.34
<b>982.700 · Print</b>				
<b>982.705 · Adult Print</b>				
<b>982.710 · Adult Large Print</b>				
09/06/2022	71179393	Ingram Library Services	ADULT PRINT LARGE	32.11
09/21/2022	71246951	Ingram Library Services	ADULT PRINT LARGE	20.66
09/21/2022	71272500	Ingram Library Services	ADULT PRINT LARGE	17.88
09/21/2022	71354162	Ingram Library Services	ADULT PRINT LARGE	65.98
09/21/2022	71354160	Ingram Library Services	ADULT PRINT LARGE	33.87
Total 982.710 · Adult Large Print				170.50
<b>982.720 · Adult Print General</b>				
09/06/2022	1NHW-Q76J-QT9P	Amazon Capital Services Inc	ADULT PRINT GENERAL	32.88
09/06/2022	2036924679	Baker & Taylor - Adult	ADULT ACCT	156.52
09/06/2022	2036951343	Baker & Taylor - Adult	ADULT ACCT	112.85
09/06/2022	70995597	Ingram Library Services	ADULT PRINT GENERAL	16.72
09/06/2022	70995599	Ingram Library Services	ADULT PRINT GENERAL	49.46
09/06/2022	70995598	Ingram Library Services	ADULT PRINT GENERAL	16.71
09/06/2022	70995600	Ingram Library Services	ADULT PRINT GENERAL	12.59
09/06/2022	71014389	Ingram Library Services	ADULT PRINT GENERAL	113.47
09/06/2022	71014386	Ingram Library Services	ADULT PRINT GENERAL	17.27
09/06/2022	71014388	Ingram Library Services	ADULT PRINT GENERAL	17.82
09/06/2022	71014385	Ingram Library Services	ADULT PRINT GENERAL	17.51
09/06/2022	71014387	Ingram Library Services	ADULT PRINT GENERAL	17.26
09/06/2022	71030115	Ingram Library Services	ADULT PRINT GENERAL	46.44
09/06/2022	71030116	Ingram Library Services	ADULT PRINT GENERAL	22.17
09/06/2022	71030113	Ingram Library Services	ADULT PRINT GENERAL	45.97
09/06/2022	71085536	Ingram Library Services	ADULT PRINT GENERAL	16.72
09/06/2022	71085535	Ingram Library Services	ADULT PRINT GENERAL	21.60
09/06/2022	71085537	Ingram Library Services	ADULT PRINT GENERAL	16.69
09/06/2022	71085540	Ingram Library Services	ADULT PRINT GENERAL	16.39
09/06/2022	71121971	Ingram Library Services	ADULT PRINT GENERAL	12.93
09/06/2022	71121974	Ingram Library Services	ADULT PRINT GENERAL	18.59
09/06/2022	71121970	Ingram Library Services	ADULT PRINT GENERAL	17.27
09/06/2022	71121969	Ingram Library Services	ADULT PRINT GENERAL	29.64
09/06/2022	71179395	Ingram Library Services	ADULT PRINT GENERAL	32.11
09/06/2022	71179394	Ingram Library Services	ADULT PRINT GENERAL	16.69
09/06/2022	71194581	Ingram Library Services	ADULT PRINT GENERAL	31.24
09/06/2022	71194582	Ingram Library Services	ADULT PRINT GENERAL	423.95
09/06/2022	71246947	Ingram Library Services	ADULT PRINT GENERAL	36.48
09/06/2022	71246948	Ingram Library Services	ADULT PRINT GENERAL	17.86
09/15/2022			L/D - ADULT PRINT	-59.98
09/15/2022	1LCN-FNP1-3KX9	Amazon Capital Services Inc	ADULT PRINT GENERAL - THE UNWRITTEN	94.62
09/21/2022	71170392	Ingram Library Services	ADULT PRINT GENERAL	15.59
09/21/2022	71170391	Ingram Library Services	ADULT PRINT GENERAL	14.79
09/21/2022	71170393	Ingram Library Services	ADULT PRINT GENERAL	32.89
09/21/2022	71170394	Ingram Library Services	ADULT PRINT GENERAL	16.72
09/21/2022	71246950	Ingram Library Services	ADULT PRINT GENERAL	15.62
09/21/2022	71246949	Ingram Library Services	ADULT PRINT GENERAL	14.16
09/21/2022	71246952	Ingram Library Services	ADULT PRINT GENERAL	16.91
09/21/2022	71272502	Ingram Library Services	ADULT PRINT GENERAL	27.92
09/21/2022	71272503	Ingram Library Services	ADULT PRINT GENERAL	71.07

10/10/22

**Chelsea District Library**  
**List of Checks for Board Approval**  
**September 2022**

Date	Num	Name	Memo	Amount
09/21/2022	71272501	Ingram Library Services	ADULT PRINT GENERAL	33.62
09/21/2022	71294798	Ingram Library Services	ADULT PRINT GENERAL	278.02
09/21/2022	71318068	Ingram Library Services	ADULT PRINT GENERAL	421.28
09/21/2022	71318066	Ingram Library Services	ADULT PRINT GENERAL	16.96
09/21/2022	71318065	Ingram Library Services	ADULT PRINT GENERAL	17.51
09/21/2022	71318064	Ingram Library Services	ADULT PRINT GENERAL	15.03
09/21/2022	71343240	Ingram Library Services	ADULT PRINT GENERAL	33.42
09/21/2022	71343239	Ingram Library Services	ADULT PRINT GENERAL	20.57
09/21/2022	71354163	Ingram Library Services	ADULT PRINT GENERAL	34.41
09/30/2022			L/D ADULT PRINT	-124.94
Total 982.720 · Adult Print General				2,409.99
<b>982.740 · Multiple Book Copies</b>				
09/21/2022	71343241	Ingram Library Services	MULTIPLE BOOK COPIES	103.42
Total 982.740 · Multiple Book Copies				103.42
Total 982.705 · Adult Print				2,683.91
<b>982.755 · Youth Print</b>				
<b>982.760 · Youth Print General</b>				
09/06/2022	2036921130	Baker & Taylor - Auto Yours C...	2022 YOUTH PRINT GENERAL	75.94
09/06/2022	2036945106	Baker & Taylor - Auto Yours C...	2022 YOUTH PRINT GENERAL	37.39
09/06/2022	2036951880	Baker & Taylor - Auto Yours C...	2022 YOUTH PRINT GENERAL	26.78
09/06/2022	2036882489	Baker & Taylor - Unlabeled Ju...	2022 UNLABELED JUVENILE	299.07
09/06/2022	2036937702	Baker & Taylor - Unlabeled Ju...	2022 UNLABELED JUVENILE	259.09
09/06/2022	2036921379	Baker & Taylor - Unlabeled Ju...	2022 UNLABELED JUVENILE	132.08
09/06/2022	70988541	Ingram Library Services	YOUTH PRINT GENERAL	11.21
09/06/2022	71014390	Ingram Library Services	YOUTH PRINT GENERAL	365.70
09/06/2022	71030114	Ingram Library Services	YOUTH PRINT GENERAL	13.76
09/06/2022	71065539	Ingram Library Services	YOUTH PRINT GENERAL	23.41
09/06/2022	71121972	Ingram Library Services	YOUTH PRINT GENERAL	9.53
09/06/2022	71121968	Ingram Library Services	YOUTH PRINT GENERAL	12.31
09/06/2022	71121973	Ingram Library Services	YOUTH PRINT GENERAL	21.25
09/06/2022	PO 22-039	SAVERCOOL, GRACE	REFUND FOR FOUND BOOK	24.99
09/07/2022	502538821	Midwest Tape	JULY FEATURE DVDs	26.24
09/15/2022			L/D - YOUTH PRINT	-30.97
09/20/2022	8.4.22	USBORNE BOOKS & MORE	YOUTH PRINT GENERAL	40.97
09/21/2022	2036956709	Baker & Taylor - Unlabeled Ju...	2022 UNLABELED JUVENILE	97.61
09/21/2022	71170395	Ingram Library Services	YOUTH PRINT GENERAL	35.50
09/21/2022	71318067	Ingram Library Services	YOUTH PRINT GENERAL	23.25
09/21/2022	71354161	Ingram Library Services	YOUTH PRINT GENERAL	10.20
09/30/2022			L/D Y/T PRINT	-264.69
Total 982.760 · Youth Print General				1,250.62
Total 982.755 · Youth Print				1,250.62
Total 982.700 · Print				3,934.53
Total 982 · Collection Expense				12,098.70
<b>TOTAL</b>				<b>145,963.69</b>



# Chelsea District Library Donation and Restricted

January through September 2022

	Jan - Sep 22	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
674 · Contribution & Donation			
674.100 · Designated Adult Collection	40	40	0
674.110 · Designated Adult Programming	8,550	8,550	0
674.111 · Designated Youth Programming	7,950	5,950	2,000
674.112 · Designated Music Focus Programs	3,100	3,100	0
674.120 · Undesignated Donation	3,110	3,010	100
674.121 · Annual Giving	10,625	15,000	(4,375)
674.141 · Designated Technology	0	3,000	(3,000)
674.143 · Designated Maintenance	100	100	0
674.150 · Continuing Education Restricted	740	725	15
674.500 · Mobile CDL	8,125	6,671	1,454
<b>Total 674 · Contribution &amp; Donation</b>	<b>42,340</b>	<b>46,146</b>	<b>(3,806)</b>
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)
<b>Total 675 · Private Grant Sources</b>	<b>1,500</b>	<b>10,000</b>	<b>(8,500)</b>
<b>Total Income</b>	<b>43,840</b>	<b>56,146</b>	<b>(12,306)</b>
<b>Gross Profit</b>	<b>43,840</b>	<b>56,146</b>	<b>(12,306)</b>
<b>Expense</b>			
727 · Supplies			
727.900 · Supplies Restricted Gifts	0	100	(100)
<b>Total 727 · Supplies</b>	<b>0</b>	<b>100</b>	<b>(100)</b>
803 · Maintenance Service Contracts			
803.900 · Maint Service Contacts Restrict	0	0	0
<b>Total 803 · Maintenance Service Contracts</b>	<b>0</b>	<b>0</b>	<b>0</b>
850 · Telecommunications			
850.300 · TLN Internet Service			
850.910 · WiFi Hot Spots - Restricted	3,000	3,000	0
<b>Total 850.300 · TLN Internet Service</b>	<b>3,000</b>	<b>3,000</b>	<b>0</b>
<b>Total 850 · Telecommunications</b>	<b>3,000</b>	<b>3,000</b>	<b>0</b>
880 · Promotional Materials			
880.900 · Promotional Restricted Gifts	3,820		
<b>Total 880 · Promotional Materials</b>	<b>3,820</b>		
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
<b>Total 884.211 · Authors in Chelsea</b>	<b>3,500</b>	<b>3,000</b>	<b>500</b>
<b>Total 884.210 · Youth Speakers</b>	<b>3,500</b>	<b>3,000</b>	<b>500</b>
884.400 · Music Focus			
884.962 · Music in the Air - Restricted	6,666	6,388	278

**Chelsea District Library**  
**Donation and Restricted**  
January through September 2022

	Jan - Sep 22	Budget	\$ Over Budget
Total 884.400 · Music Focus	6,666	6,388	278
884.500 · Artist In Residence			
884.970 · Artist in Resdence 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
884.915 · Aud Prg. Rst. Gifts Purple Rose	0	1,250	(1,250)
Total 884.910 · Adult Programming Restricted	5,800	7,050	(1,250)
884.920 · Youth Programming Restricted			
884.921 · Youth Prog Rest Gifts Genl	948	1,500	(552)
884.923 · Youth Prog Rest Gifts SRP	3,531	3,950	(419)
Total 884.920 · Youth Programming Restricted	4,479	5,450	(971)
Total 884 · Programming	21,563	25,388	(3,825)
969 · Continuing Education Expenses			
969.600 · Staff Training			
969.940 · Staff Apprec - Restr/Covid-19	538	1,025	(487)
Total 969.600 · Staff Training	538	1,025	(487)
Total 969 · Continuing Education Expenses	538	1,025	(487)
980 · Capital Expense			
980.910 · Capital Restricted Gift	531	62,154	(61,623)
Total 980 · Capital Expense	531	62,154	(61,623)
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	29,492	91,797	(62,305)
Net Ordinary Income	14,348	(35,651)	49,999
Net Income	14,348	(35,651)	49,999

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

	TOTAL												
	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul 22	Aug 22	Sep 22	Jan - Dec 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense													
Income													
402 • District Revenue	796,508	995,920	41,695	62,978	10,280	81,195	1,345	0	0	1,989,378	1,934,733	54,645	103%
501.001 • Grants	0	0	0	0	0	0	0	0	0	0	1,000	(1,000)	0%
540.100 • State Aid	0	0	57,264	7,869	26	0	7,980	0	0	73,139	67,000	6,139	109%
574.100 • Penal Fines	0	0	0	0	0	0	15,221	0	0	15,221	7,000	8,221	217%
606.000 • Misc Income & Refunds	0	0	0	0	0	0	104	0	0	104	3,000	177	106%
607.100 • Non-Resident Fees	0	125	250	0	31	2,000	0	0	771	3,177	600	(600)	0%
607.200 • ILL Fees	0	0	0	0	0	0	0	0	0	0	4,500	(1,890)	58%
645.100 • Copiers & Printers	0	345	111	239	318	357	201	388	377	2,610	40		
655.100 • Circulation Fines	0	0	0	0	0	30	0	0	10	40			
665.100 • Interest	25	26	37	32	26	22	19	12	6	205	30,000	(12,807)	57%
666.100 • Investment Earnings	8	11	2,262	2,376	9,393	24	136	325	2,658	17,193			
666.500 • Investment Change in Value	(8,359)	(4,694)	(14,039)	(8,563)	876	(4,458)	4,487	(9,108)	(12,416)	(56,294)			
674 • Contribution & Donation	4,025	360	13,090	5,210	2,968	8,603	47,718	4,571	(44,205)	42,340	46,146	(3,806)	92%
675 • Private Grant Sources	0	0	0	0	0	0	0	1,500	72,400	73,900	57,400	16,500	129%
Total Income	792,207	992,093	100,670	70,141	23,918	87,877	77,087	(2,312)	19,601	2,161,013	2,151,379	9,634	100%
Gross Profit	792,207	992,093	100,670	70,141	23,918	87,877	77,087	(2,312)	19,601	2,161,013	2,151,379	9,634	100%
Expense													
701 • Personnel Expenses	82,536	93,254	94,493	86,983	100,441	103,274	94,649	95,176	91,454	891,723	1,265,279	(373,556)	70%
727 • Supplies	1,413	585	878	1,372	587	7,579	585	1,976	2,293	17,988	32,685	(14,687)	55%
801 • Professional Services	1,363	1,428	19,099	1,066	1,550	3,942	12,884	2,062	2,008	46,552	59,980	(13,428)	78%
803 • Maintenance Service Contracts	7,628	12,718	20,327	7,236	15,063	10,070	15,192	6,795	7,868	107,350	174,555	(67,205)	61%
850 • Telecommunications	1,954	4,996	3,457	1,862	1,920	1,199	3,224	1,470	3,819	24,210	43,350	(19,140)	56%
880 • Promotional Materials	1,760	11,150	3,109	2,583	10,264	5,751	2,032	8,287	3,568	50,665	72,840	(22,175)	70%
884 • Programming	7,371	7,774	10,819	25,164	10,344	6,375	3,541	3,084	626	81,018	128,635	(47,617)	63%
885 • Volunteer	0	0	25	13	0	0	0	74	0	144	2,500	(2,356)	6%
920 • Utilities	0	6,240	5,634	5,407	5,285	5,349	5,792	5,931	6,544	46,182	62,000	(15,818)	74%
960 • Board & Director Expense	0	212	136	47	106	794	54	264	68	1,681	3,800	(2,119)	44%
965 • Automation Services	13,850	0	0	9,411	0	0	9,411	0	0	32,672	43,827	(11,155)	75%
967 • Equipment	274	1,798	2,777	5,814	1,995	863	1,910	5,730	2,241	23,673	39,450	(15,777)	60%
969 • Continuing Education Expenses	720	2,992	701	4,293	2,125	500	48	693	733	12,960	27,288	(14,328)	47%
980 • Capital Expense	0	0	5,500	2,517	126,911	12,159	2,406	6,204	12,842	168,339	131,954	36,385	128%
982 • Collection Expense	6,684	6,510	12,697	9,347	32,321	11,172	13,799	14,196	12,089	121,988	181,630	(59,642)	67%
Total Expense	125,543	149,657	179,652	163,115	308,912	169,027	165,527	151,942	145,963	1,627,155	2,269,673	(642,518)	72%
Net Ordinary Income	666,664	842,436	(78,982)	(92,974)	(284,994)	(81,150)	(88,440)	(154,254)	(126,362)	533,858	(118,294)	652,152	
Other Income/Expense													
Other Expense													
999.001 • Transfer to Capital Improvement	0	0	0	0	0	0	0	0	0	0	59,300	(59,300)	0%
999.002 • Transfer to Capital Reserve Fun	0	0	0	0	0	0	0	0	0	0	5,000	(5,000)	0%
999.025 • Carry from General Fund	0	0	0	0	0	0	0	0	0	0	20,946	(20,946)	0%
Total Other Expense	0	0	0	0	0	0	0	0	0	0	85,246	(85,246)	0%
Net Other Income	0	0	0	0	0	0	0	0	0	0	(85,246)	85,246	0%
Net Income	666,664	842,436	(78,982)	(92,974)	(284,994)	(81,150)	(88,440)	(154,254)	(126,362)	533,858	(203,540)	737,398	

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

	Jan - Sep 22	Jan - Sep 21	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
402 · District Revenue	1,989,921.10	1,884,692.71	105,228.39	5.58%
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	3,177.08	2,093.75	1,083.33	51.74%
645.100 · Copiers & Printers	2,334.96	561.80	1,773.16	315.62%
655.100 · Circulation Fines	40.00	75.10	-35.10	-46.74%
665.100 · Interest	204.70	264.82	-60.12	-22.7%
666.100 · Investment Earnings	17,193.23	20,890.93	-3,697.70	-17.7%
666.500 · Investment Change in Value	-56,294.45	-20,865.75	-35,428.70	-169.79%
674 · Contribution & Donation	42,340.22	8,098.10	34,242.12	422.84%
675 · Private Grant Sources	73,900.00	0.00	73,900.00	100.0%
<b>Total Income</b>	<b>2,161,280.02</b>	<b>1,992,649.97</b>	<b>168,630.05</b>	<b>8.46%</b>
<b>Gross Profit</b>	<b>2,161,280.02</b>	<b>1,992,649.97</b>	<b>168,630.05</b>	<b>8.46%</b>
<b>Expense</b>				
66900 · Reconciliation Discrepancies	0.00	0.00	0.00	0.0%
701 · Personnel Expenses	842,259.12	818,598.84	23,660.28	2.89%
727 · Supplies	17,268.06	9,089.82	8,178.24	89.97%
801 · Professional Services	45,393.09	35,622.86	9,770.23	27.43%
803 · Maintenance Service Contracts	102,897.11	94,595.98	8,301.13	8.78%
850 · Telecommunications	23,900.90	22,003.30	1,897.60	8.62%
880 · Promotional Materials	48,503.91	47,110.21	1,393.70	2.96%
884 · Programming	75,098.26	59,402.01	15,696.25	26.42%
885 · Volunteer	112.09	191.40	-79.31	-41.44%
920 · Utilities	46,181.46	41,731.86	4,449.60	10.66%
960 · Board & Director Expense	1,680.15	441.90	1,238.25	280.21%
965 · Automation Services	32,671.85	31,303.32	1,368.53	4.37%
967 · Equipment	23,402.07	21,884.73	1,517.34	6.93%
969 · Continuing Education Expenses	12,804.22	5,026.96	7,777.26	154.71%
980 · Capital Expense	168,337.96	34,386.06	133,951.90	389.55%
982 · Collection Expense	118,826.26	122,676.43	-3,850.17	-3.14%
<b>Total Expense</b>	<b>1,559,336.51</b>	<b>1,344,065.68</b>	<b>215,270.83</b>	<b>16.02%</b>
<b>Net Ordinary Income</b>	<b>601,943.51</b>	<b>648,584.29</b>	<b>-46,640.78</b>	<b>-7.19%</b>
<b>Net Income</b>	<b>601,943.51</b>	<b>648,584.29</b>	<b>-46,640.78</b>	<b>-7.19%</b>



7.0

# CHELSEA DISTRICT LIBRARY

Fund Balances

September 30, 2022

## General Fund

### LOCAL BANKS BALANCES

Checking Account/ Chelsea State Bank

001.001

Paypal Account

003.002

Cash on Hand

Beginning Balance	Net Change	Ending Balance
\$189,003.75	\$79,074.87	\$268,078.62
\$1,582.62	-\$1,582.62	\$0.00
<u>\$190,586.37</u>	<u>\$77,492.25</u>	<u>\$268,078.62</u>

## Ameriprise Account

Fixed Income Fund

017.003

Money Market Fund

017.004

## Investment Partners Total

\$1,510,658.65	-\$9,757.96	\$1,500,900.69
\$673,497.19	-\$200,000.00 ^	\$473,497.19
<u>\$2,184,155.84</u>	<u>-\$209,757.96</u>	<u>\$1,974,397.88</u>

## Total General Fund

<u>\$2,374,742.21</u>	<u>-\$132,265.71</u>	<u>\$2,242,476.50</u>
-----------------------	----------------------	-----------------------

## Debt Service Fund

Bond Debt Retirement Fund Checking

003.008

<u>\$223,055.55</u>	<u>-\$16,865.90 ***</u>	<u>\$206,189.65</u>
---------------------	-------------------------	---------------------

\*\*\*Interest pmt

^ \$200,000.00 transfer to operating account

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.

\\CDL-FS01\\UserFolders\\mbudzinski\\Documents\\Bookkeeper CDL\\Finance 2022\\2022 1.0 BOARD REPORTS\\2022 8.1 8.2 INVESTMENT ANALYSIS\\2022 09 SEPT 8.0 INVESTMENTS ACCOUNTS



# **DIRECTOR'S REPORT**



The first part of the paper discusses the importance of understanding the local context in which a project is implemented. This includes a thorough analysis of the social, economic, and cultural factors that may influence the success or failure of the intervention. It is essential to engage with local stakeholders from the outset to ensure that the project is relevant and sustainable.

The second part of the paper explores the challenges faced by project managers in the field. These challenges often arise from limited resources, lack of infrastructure, and resistance to change. Effective communication and leadership skills are crucial to overcome these obstacles and ensure that the project remains on track.

The third part of the paper presents a case study of a successful community-based project. This example illustrates the importance of building trust and fostering a sense of ownership among the local population. By involving community members in the decision-making process, the project was able to address their specific needs and achieve its goals.

The final part of the paper offers conclusions and recommendations for future projects. It emphasizes the need for ongoing evaluation and adaptation, as well as the importance of maintaining strong relationships with local partners. The authors hope that these insights will be helpful for other practitioners working in similar contexts.

## **Library Director's Report**

### **Respectfully submitted for October 2022 board meeting**

#### **Staff Announcements**

##### Work Anniversaries

Library Aide Julie Pecka, seven years on September 15  
Assistant Director Linda Ballard, 27 years on September 18  
Head of Circulation Amy Zoran, ten years on September 27  
Head of Technology Scott Rakestraw, three years on September 30

Congratulations to you all!

##### Staffing Changes

On September 30, we bid a fond farewell to Head of Circulation Terri Lancaster who retired after 21 years at our library. Terri is one-of-a-kind and will be missed immensely; however, we are all excited about Amy Zoran (formerly a Library Assistant and Technical Services Assistant) taking over the reins of that department. She has already been quite impressive just one month in!

CDL hired two Library Assistants who will begin working here in October: April McDowell and Marissa Salvia. Welcome aboard!

#### **Financial Updates**

The second bond payment was made on September 28 in the amount of \$16,875.

We recently elected to secure the Bank-Maintained Positive Pay Business Security Service with the Chelsea State Bank. CSB and banks around the country are experiencing high amounts of check fraud and losing large sums of money. The Positive Pay service will allow us peace of mind that check fraud will not adversely impact us. Through the service, CSB will check our Quickbooks check runs against checks that come into the bank to ensure that no fraud occurs. We will be alerted to any discrepancies and take appropriate action. This service is performed for a \$75 monthly fee.

#### **Inspiration**

I was reading an interview with the author George M. Johnson. He wrote *All Boys Aren't Blue* – one of the titles that repeatedly ends up on banned lists. One line particularly struck me, and I wanted to share it with you as it encapsulates beautifully what we are protecting as a public library:

“Books persist even when oppressors don’t want them to. They change lives, provide community, and serve as a lifeline for those who feel unseen, unheard and alone.”

#### **Unite Against Book Bans (UABB)**

UABB is an American Library Association national initiative to empower readers everywhere to stand together in the fight against censorship. Please consider visiting

their website – [uniteagainstbookbans.org](http://uniteagainstbookbans.org) – for more information, including talking points and answers to common questions about book bans. It's a very useful resource when discussions of book banning occur.

### **Washtenaw Reads 2023**

The next Reads' title is (drumroll, please) *Such a Fun Age* by Kiley Reid. *The New York Times* bestseller is described by the Reads Selection Committee as a "striking and surprising debut novel from an exhilarating new voice... a page-turning and big-hearted story about race and privilege, set around a young black babysitter, her well-intentioned employer, and a surprising connection that threatens to undo them both."

Ann Arbor District Library is currently in negotiations to secure the author for a public event.

CDL is ordering 100 copies of the title. Approximately 35 will go to Chelsea High English classes, and the remainder will circulate here. We will also purchase large print, ebook, and audiobook copies.

### **Amazon SMILES**

Amazon SMILES is a passive fundraising site where nonprofits can benefit from everyday shopping. The Friends of the Chelsea District Library is one of the charities that SMILES supports. When purchasing from Amazon, please consider starting at [smile.amazon.com](http://smile.amazon.com) and choosing the Friends of Chelsea District Library as the charity you wish to support. The Friends will get .5% of your total order as a donation. CDL will begin its Amazon business orders at the SMILES website so that our Friends may benefit from these purchases, too.

### **Out and About: Meetings Attended September 2022**

- Rotary meetings – September 13, 20, 27
- Sylvan Township meeting to promote Mobile CDL – September 13
- Chelsea Rotary Leadership meeting – September 14
- Meeting with Joanne Rau and Mary Lee Penney from Chelsea State Bank – September 14
- TLN virtual meeting – September 21
- Chelsea State Bank 125th Anniversary – concessions – September 24



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

**Facility update**

- I have received the draft of the Capital Reserve Plan from Michigan Reserve Associates and am reviewing it. Once I am done, I will meet with them to discuss and finalize.
- The large varicel filters have been replaced and the fall maintenance service completed.
- Repair of the column bases on McKune porch is progressing. There was considerable rot on most of them that will need to be addressed, so our cost will be adjusted accordingly.
- LED lighting surge protectors- install did not happen in September due to the electrician getting COVID. I expect to reschedule for October.
- The large community quilt project is moving forward. We had a planning meeting and discussed hanging details. Kerry and Matt will be the leads on that part of the project.
- Fall is when our insurance policies- building, crime, directors and officers, group life and disability, and health are reviewed for renewal. That process has begun. To that end, Lori and I met with a rep from MERS to get a new quote on the life and disability products. They could not match our current product with UNUM so we will stay with them one more cycle.

**Staffing**

September 30 was Terri Lancaster's last day after 21+ years here at CDL. It took us a bit to wrap our minds around that but once we did, prep began in earnest to train a new circ head- Amy!- and shift other staff into new roles. That left two new part-time staff openings for library assistants that will have been filled by the time you read this. We will miss Terri *so much* but she spent her last months here cleaning, organizing, and training Amy, so we know we are in excellent hands moving forward. We are excited to have Amy leading the circ department into a new era at CDL!

**Budget-** with the 2023 budget approved at the September meeting, I am concentrating on finishing 2022 projects. We will be doing our year-end projections soon but I can already see that our maintenance contingency and utilities budgets will be very close to our budgeted amounts.

**Volunteers-** in September we had 250 book sale volunteer hours and 93 non-book sale hours, for a total of 343 volunteer hours.

Respectfully submitted,  
Linda Ballard  
Assistant Director



September was an excellent month for program attendance, particularly for adult events and activities. Other monthly highlights include:

- During the September allstaff meeting, the ISD department met with Lori and discussed our Request for Reconsideration policy and procedure, and how to respectfully converse with patrons who express concerns over library materials and resources using guidelines from the American Library Association and CDL specific policies. Lori and I acted out a potential patron concern to illustrate appropriate verbiage and mannerisms.
- Winter newsletter content was finalized and submitted to marketing for proofing.
- Toddlertime and Preschool Storytime resumed. These important early literacy programs were on hiatus during the pandemic and the summer reading program. We brought them back and have seen improved attendance from pre-pandemic levels for preschool storytime in particular. The musical element of preschool storytime is particularly appealing for many.
- Several of our adult events were the product of community partnerships: we hosted programs with the Adult Learners Institute, One World One Family, the Chelsea Area Chamber of Commerce, and the Chelsea Historical Society. We also hosted the Ann Feeney Service Award Ceremony put on by the Chelsea Community Foundation.

### Program Attendance

Date	Program	In-Person	Live Virtual	Recorded	Kits
<b>Adult Programs</b>					
9/6	Reading Glasses Book Club	8			
9/7	Telling Twain	27			
9/10	Purple Rose Reading	81			
9/14	Morel Hunting with Holly Bulko	24			
9/16	Sculpture Walk	10			
9/22	Movie, Media, and Culture	42	7		
9/24	Outdoor Book Club	13			
9/27	House Histories	30			
9/29	MakerChelsea: Fall Gnomes	21			
<i>Adult Program Totals</i>		256			
<b>Early Literacy</b>					
9/6, 9/13, 9/20, 9/27	Babytime	11, 14, 13, 16			
9/7, 9/14, 9/21, 9/28	Preschool Storytime	22, 25, 26, 18			
9/8, 9/15, 9/22, 9/29	Toddlertime	18, 15, 20, 22			

9/24	Kinderconcert	28			
<i>Early Literacy Totals</i>		220			
<b>Youth Programs</b>					
9/14, 9/29	READ to the Library Dog	5, 8			
9/10	Bob-a-loo	40			
9/12-14	Comedy Camp	7,7,7			
9/15	Family Comedy Night	28			
9/21	Curious Kitchen		6		
9/27	K-2 Books and Fun	10			
9/27	Tween Book Club	8			
<i>Youth Program Totals</i>		120	6		
<b>Teen Programs</b>					
9/1	That Thursday Thing	3			
9/16	PWNED Gaming Club	3			
9/20	Pizza and Paperbacks	3			
9/9, 9/16, 9/23, 9/30	Skynet Junior Scholars	7, 10, 10, 7			
9/28	Q&A with a College Counselor	10			
<i>Teen Program Totals</i>		53			
<b>Awareness and Outreach</b>					
9/9	Storytime at ECC	22			
9/15	Pines Bookclub	6			
<i>Awareness and Outreach Program Totals</i>		28			

### Reference, Collections, Deliveries, and Other

Services	September 2022
Reference Questions	1593
Homebound & Deposit Book Deliveries	28
OCLC Interlibrary Loan	1*

\*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  
September 2022

## Engine Room Activity

Total Engagements 43

### Major Projects

Skynet

Friends: Ornament Fundraiser

Calendar/Public Schedule



Patron Custom Designs: Fine Local Fashion!

## VR Events Are Back!



We've held 2 Virtual Reality Events for St. Louis Center and are ramping up our "game" for the Chelsea Senior Center and Silver Maples.

*With More on the way...*

- November 2: SLC and CSC
- November 16 at CSC
- December 5 at CSC
- December 14 at CSC
- January 25 at Silver Maples





# STATS

## TECHNOLOGY SERVICES

DATA SERVICES		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
8,658.5	Hotspots: Total GB Used - Township Halls	992.6	1020.4	903.4	954.7	909.1	971.7	956.4	988.1	962.1
90.2	-- Lima Township (GB)	11.2	9.4	10.3	10.7	10.3	9.8	10.2	8.9	9.4
233.4	-- Sylvan Township (GB)	33.7	22.7	28.4	24.6	22.9	27.4	26.9	22.5	24.3
8,334.9	-- Mobile Beacon (GB)	947.7	988.3	864.7	919.4	875.9	934.5	919.3	956.7	928.4
293	Hotspot Devices Circulated	42	26	31	29	31	37	30	33	34
3,181.0	Public Internet - Computer Sessions	288	285	384	372	333	281	377	470	391
3,970.0	Public Internet - Wireless Logins	414	404	429	412	437	471	397	559	447
ONLINE SERVICES		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
119657	Website Sessions	14352	13801	13920	12727	12387	15267	14246	13539	9418
51544	Website Users	6311	6193	6061	5467	5394	6523	6091	5904	3600
15676	AUDIO Downloads Total	1681	1525	1705	1767	1805	1840	1840	1867	1646
12246	-- Audio: Overdrive	1298	1106	1298	1368	1418	1472	1436	1485	1365
3430	-- Audio: Hoopla	383	419	407	399	387	368	404	382	281
1054	VIDEO Downloads Total	156	119	131	119	124	124	118	132	31
2	-- Video: Overdrive	1	1	0	0	0	0	0	0	0
1017	-- Video: Hoopla	155	118	131	119	124	124	118	97	31
15355	EBook Downloads Total	1727	1660	1617	1599	1610	1739	1854	1827	1722
13942	-- Video: Overdrive	1590	1572	1487	1493	1516	1646	1613	1367	1658
876	-- Video: Hoopla	137	88	111	106	94	93	96	87	64
32085	TOTAL Downloads	3564	3304	3453	3485	3539	3703	3812	3826	3399

## CHELSEA SENIOR CENTER

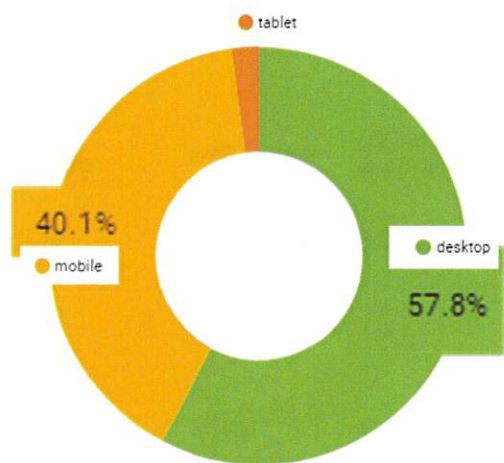
Total Hours	Date	OnSite Hours	OffSite Hours	CDL Tech	Brief Description
36.25	Sept	34	2.25		
	9/1/2022		0.25	Scott	Zoom Meeting w Jennifer: Planning/Status/VR Discussion
	9/1/2022	4		Everett	Tested and configured printer, network mapping, UniFi testing, NAS updates
	9/5/2022		2	Everett	Holiday
	9/6/2022	2		Everett	Network, NAS configuration
	9/8/2022	4		Everett	NAS troubleshooting, UPS testing, network configuration
	9/12/2022	4		Everett	Projector troubleshooting, network configuration
	9/15/2022	4		Everett	Network mapping, cable management, PC troubleshooting
	9/19/2022	4		Everett	Replaced projector bulb, member computer help
	9/22/2022	4		Everett	Network setup and configuration
	9/26/2022	4		Everett	Set up audio in 114, UniFi setup
	9/29/2022	4		Everett	Replaced printer toner, UniFi cataloging, routed speaker wire in 114



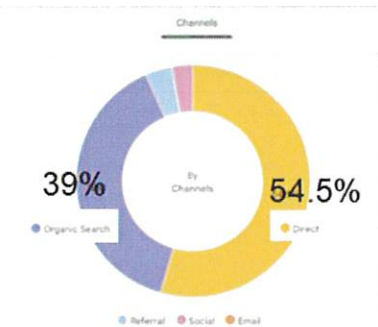
# WEB SITE DETAIL



What device are people using?

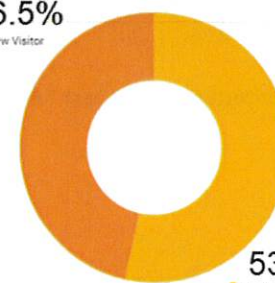


Device	Users	New Users
1. desktop	2,156	1,826
2. mobile	1,495	1,327
3. tablet	81	60

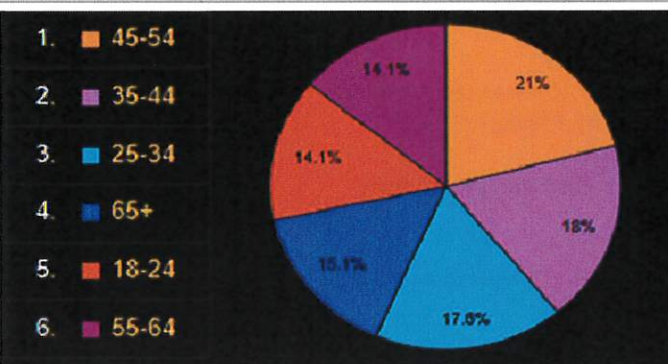


46.5%

New Visitor



Users by Age



Users  
3,732

New Users  
3,213

Sessions  
6,915

Number of Sessions per User  
1.85

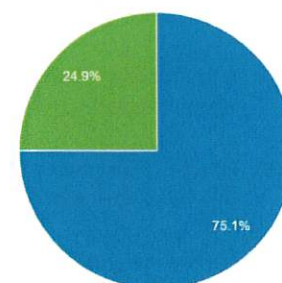
Pageviews  
19,735

Pages / Session  
2.85

Avg. Session Duration  
00:01:34

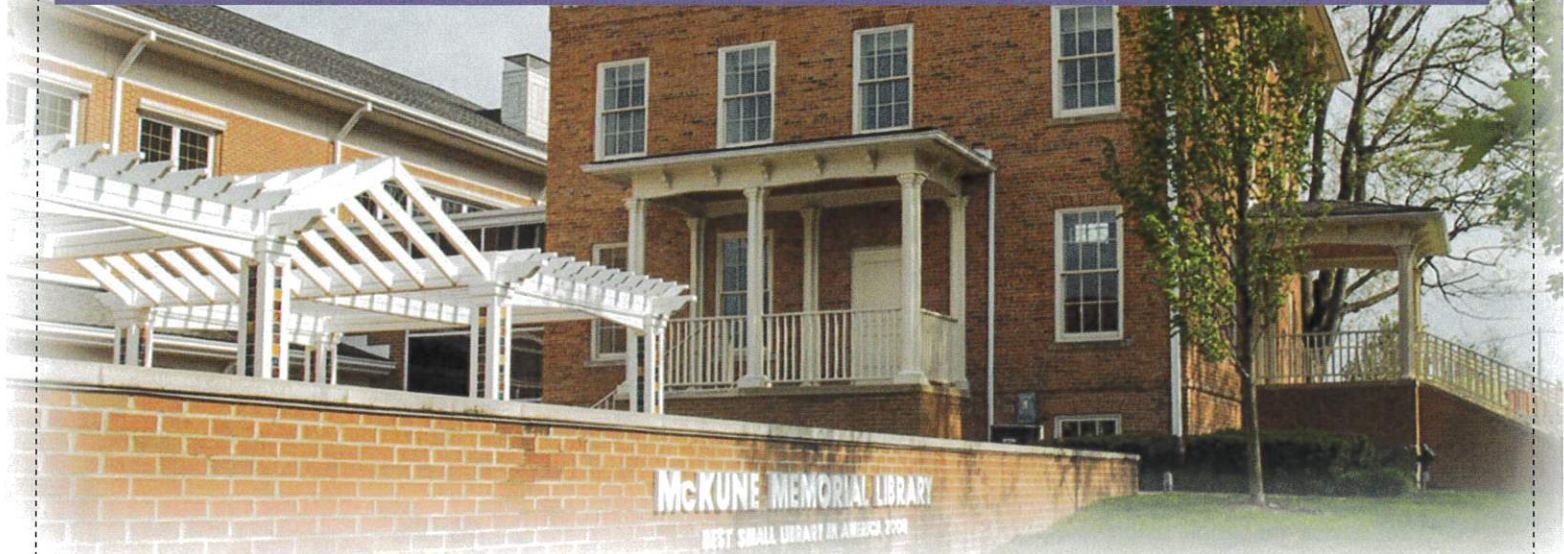
Bounce Rate  
7.43%

New Visitor Returning Visitor





# Top 10 Pages [by Unique Views]



## Top content over the last 28 days

Title	Pageviews	Unique Pageviews	Bounce Rate	Session Duration
1. Home - Chelsea District Library /	12,084	5,241	8.48%	1m 37s
2. Hours & Location - Chelsea District Library /about-us/hours-location/	865	299	6.48%	36s
3. Get a Library Card - Chelsea District Library /how-do-i/library-user-info/get-a-library-card/	513	174	16.42%	2m
4. Song Fest 2022 - Chelsea District Library /songfest/	430	189	1.33%	2m 10s
5. Employment @ CDL - Chelsea District Library /about-us/employment-cdl/	274	136	8.33%	5s
6. Online Library Card Application - Chelsea District Library /stay-home-stay-safe-online-library-card-application/	260	109	0%	3m 17s
7. Connect to the Wifi Network - Chelsea District Library /how-do-i/services/connect-to-the-wifi-network/	254	102	4.55%	1m 47s
8. A to Z Listing - Chelsea District Library /online-resources/a-to-z-listing/	251	115	9.09%	1m 24s
9. Board of Trustees - Chelsea District Library /about-us/staff-trustees/board-of-trustees/	235	102	4.76%	10s
10. eBooks, Audiobooks, and More - Chelsea District Library /downloadable-collection/	235	109	12.82%	1m 1s



## Online Database Use [Trending]

Last Month	Rank	Site	Total Clicks	Unique Users
1	1	Sun Times News	107	107
2	2	Chelsea Update	54	54
5	3	Michigan Legal Help	39	39
3	4	Ancestry	32	28
10	5	Home Work Help Now Home	28	28
6	5	NoveListPlus	28	24
12	7	Demographics Now	25	23
7	8	Michigan eLibrary	24	24
13	8	NoveList K8	24	24
8	8	My Heritage	24	23
18	8	Scholastic Teachables	24	22
4	8	Consumer Reports	24	20
22	13	Newspaper Source Plus	22	19
-	14	WorldCat.org	21	21
14	14	United States Census	21	20
10	14	Historic Newspapers	21	18
21	17	Opposing View Points in Context	20	20
9	17	Stories of Chelsea	20	20
16	19	Britannica School	18	18
15	20	Michigan Voter Information Center	17	17
16	21	Michigan Secretary of State	16	16
18	21	Pronunciator	16	16
14	21	Unemployment Help	16	16
22	24	Lynda.com [Linked In Learning]	9	9
23	25	My Free Taxes	7	7



## **Communications Coordinator Monthly Board Report (September 1–30, 2022):**

Respectfully submitted by Virginia Krueger

### **Mobile CDL Update**

Our active fundraising campaign has come to a close and wow, what a success it was. Our total of grants, pledges, and donations exceeded \$130,000! Our small gifts campaign goal was \$25,000. With gifts small and large—the campaign collected over \$60,000. This is a testament to the power of our team working together. We had 100% board participation, staff engaged regularly with patrons, the Friends were incredibly supportive, and the outreach team had wonderful materials & swag to draw interest to the campaign. Donations included:

- A \$25,000 donation from Chelsea State Bank in celebration of their 125 years of serving the Chelsea community
- Memorial donations from the friends and family of Dudley Holmes II and Liseli Bowers
- Cash, check, and online donations totaling \$17,121.00
- A \$5,000 pledge from Rotary Club of Chelsea
- A \$5,000 pledge from Green Tree Pediatrics.
- The Friends of Chelsea District Library received a \$3,000 donation in honor of Jamie Bollinger as a tribute to his desire for young people to spend less time on social media and on their mobile devices and more time getting outside and/or reading.
- The Friends of CDL Matching Challenge raised over \$7,000

As we move away from active fundraising (although donations are still welcome and will be used to build collections, pay for miscellaneous vehicle needs, etc.), our communications efforts will now be focused on community input. To that end, I set up a display in the lobby and people can add post-it notes with suggested stops for Mobile CDL. Our community input survey will also be shared in the eNews, on the website, and on social media. The outreach team will begin meeting with community partners to develop planned stops.

### **Social Media:**



I created a teen Instagram profile for the library and Stacey has started to work with her teen volunteers and patrons to develop content and plans for engagement. Our social media continues to perform well, as we added followers on all three platforms.



## September Social Media Metrics

### CDL Facebook:

3,139 followers (+83) | 332 page visits ↑ | 11,761 page reach ↑

### CDL Instagram:

Followers: 708 (+22) | 107 profile visits ↑ | 3,274 page reach ↑

### CDL Twitter:

Followers: 1,609 (+6) | 383 profile visits ↑ | 3,577 impressions ↓

### Paid Advertising:

Family Comedy Night & Q&A with College Counselor

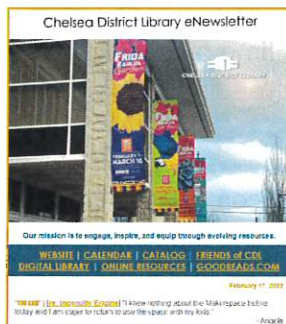
\$ spent - \$45 | Reached 4,419 people | 97 links clicked

### Program Registrations\*:

39 registrants identified social media as the way they heard about the event (38 Facebook, 1 Instagram)

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

**eNewsletters: CDL eNews has 3,278 subscribers (+39)**



### September Metrics:

- We sent 5 weekly newsletters
- 49.2% Open Rate (+12% from industry avg)
  - 73 program registrants identified the eNews as the marketing channel where they heard about the event.

### Other miscellaneous duties:

- With only two weeks prior to the program date, registrations were low for Skynet Junior Scholars. By reaching out to targeted groups on Facebook and to the school principals at Beach and CHS, we were able to fill the program instead of canceling it.
- Wrote press releases to wrap up the fundraising campaign for Mobile CDL, and to promote CDL Song Fest, and Chelsea Collaborative Community Quilt
- Proofread/edited winter newsletter submissions
- Volunteered at our first VR outreach event at St Louis Center. The residents really enjoyed the experience.
- Participated in the September Sylvan Township meeting to support the tech side of Lori's presentation about Mobile CDL.
- Coordinated with Scott to troubleshoot the blog scheduler on the CDL website and restore the catalog search bar on the homepage.
- As part of the CDL website audit process, I began to research website design and function to plan for future improvements to the CDL website.



## Monthly Board Report (September 1–30, 2022)

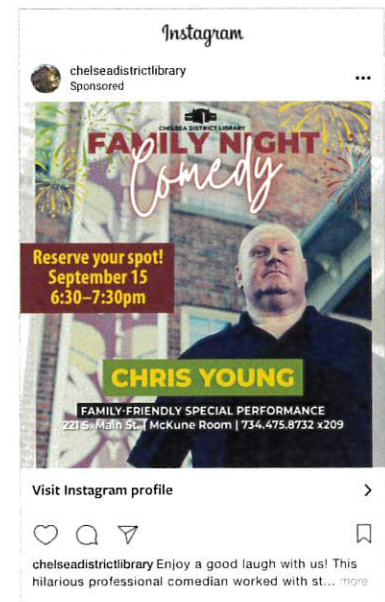
### Creative and Graphic Assets Manager

Promotional marketing materials and graphics for CDL Song Fest, the library's signature October program, was the focus of my work in September. I distributed T-shirts to staff, Friends, businesses, and key stakeholders throughout Chelsea. I created graphic images and posts for social media channels and the email signature image with a link to the landing page to promote this event. The artwork was modified and used for various marketing channels, including the LCDs in the library, Chelsea Update, a press release for news outlets, a porch banner, coasters, and websites. I had posters printed for one of the school's music teachers and for teen band members. I distributed rack cards and a different version of the poster for display at several locations throughout the Chelsea community, including municipal buildings, the Chelsea Senior Center, businesses, the concert venue, and the library. I met with Brynna, Robin Hills Farm Public Events Coordinator, and discussed our plans for promotions, options for the general flow and layout of the concert venue, and to collect answers to



some of the Library Director's questions about using this location for the first time. I shared a summary of my meeting with Lori, Virginia, and Shannon. I worked with Lori, Stacey Comfort, and Virginia to collect materials I used in the display case to promote Song Fest. I included a QR code I established that links to videos approved by Tommy Stinson's contact person for the promotion. I secured two photographers to photograph Song Fest events on October 22.

Working with Lori, Shannon, and Virginia, I established the outline for the winter newsletter. The new articles and artwork were collected to begin the initial work to lay out program information featured in the winter newsletter. To update the images for a popular Youth program, I hired and coordinated a photoshoot with a local photographer to establish new image files for CDL promotions and document the Comedy Night in McKune. I also created Facebook and Instagram ads to promote Comedy Night. The ads reached 3,390 Facebook viewers and 2,198 visitors on Instagram, introducing the Chelsea community on social media to this new library program.





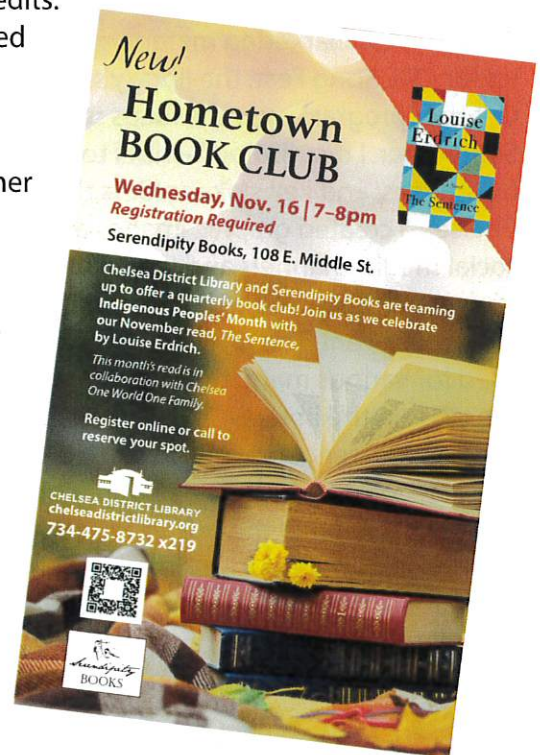
I collected more than a dozen potential images for the upcoming Chamber Visitor Center window display and Visitor Guide. I worked with Denise at the Chamber and Lori, along with patrons and photographers, to finalize and submit a selection of those images with photo credits. I also worked with the Chamber to update the library images used on their Hometown Halloween website.

To promote a new book club that will be offered in partnership with Michelle Tuplin at Serendipity Books, I created a poster for her store and a sign for the health fair at Brio.

Under Shannon's direction, I met with other CDL staff and Charlotte of the C.A.A.D.Y. Corner quilters to establish the details of the Collaborative Community Quilt reveal, which will be held in November. I photographed the quilt, created two contests to help promote the unveiling, and worked on the logistics of documenting the participants and items needed for the installation.

A sign that the fall season has arrived, I coordinated the help of workers from the City of Chelsea to swap the summer banners on light posts and the east side of the library for the fall/winter-themed banners.

Respectfully submitted,  
Elaine Medrow, *Creative & Graphic Assets Manager*



## **Circulation Supervisor's Report SEPTEMBER 2022**

- Circulation – 23497 in SEPTEMBER;
- Patron Count- 9437 for SEPTEMBER;
- Circulation by township- for SEPTEMBER:
  - Dexter = 9% of total transactions
  - Lima = 12% of transactions
  - Lyndon = 12% of transactions
  - Sylvan = 18% of transactions
  - Chelsea = 34% of transactions
- SEPTEMBER Circulation: 93% were items from Chelsea and 7% were inter-loaned items.

Libby = 3104 in SEPTEMBER; Hoopla = 803; Kanopy = 167 in SEPTEMBER.

- Registrations for SEPTEMBER– 137 new cards; 5464 total card holders
  - \*Dexter = 682 cards; Lima = 619 cards; Lyndon = 743 cards
  - \*Sylvan = 965 cards; Chelsea = 2068 cards; Nonresident = 387 cards

- Self-Check Machine: SEPTEMBER 1663 or 7% of total checkouts

### **AUGUST Notes:**

- Terri & I attended weekly management meetings.
- Terri & I attended the monthly staff meeting.
- Terri worked her PIC shifts each week.
- Terri & I attended the monthly SASUG meeting.
- Terri, Jordan & I interviewed 6 people for 2 open positions, and hired 2 new employees.
- I celebrated my 10th anniversary with CDL at the end of the month
- We received 136.5 tubs from TLN in SEPTEMBER, with 6 being the daily average.
- Training is going very well. I have backed off tech services duties, leaving more for Martha & Jordan to do on their own. Terri & I have been taking time each day to go over a few parts of the Head of Circ duties. We both worked on reviewing all of the circ documents so they are up to date and then moving them to the google drive for easy access.
- Mandy Higgins has graciously returned temporarily to help with the open processing position. We hope to have her help us train a new person for that position when the time comes.
- We gave Terri a teary but wonderful send-off. She will be missed!

Respectfully submitted,

Amy Zoran

Head of Circulation



# Chelsea District Library

2022

Average Daily Circulation									
Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	2022 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. 592	718	640	564	539	677	471	23497	24077	-2%
Oct.							24457	24457	
Nov.							23334	23334	
Dec.							20002	20002	
<b>Total</b>							<b>212542</b>	<b>223877</b>	
<b>Mnth Avg</b>							<b>23,616</b>	<b>18,656</b>	
<b>Avg.% Inc.</b>							with OD & RB, & deposit collection ckouts.		
									<b>47%</b>

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

SifChk/ Check-outs only			
2021 Totals	2022 Total	Days	% per DayChkOuts
0	829	29	29
0	978	25	39
0	1109	30	37
0	1034	29	36
0	1173	29	40
0	1638	30	55
0	1778	31	57
0	1640	31	53
0	1663	30	54
0	0	0	0
0	0	0	0
0	0	0	0
<b>2072</b>	<b>11842</b>		<b>5%</b>

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

Items Added		Total Items	
2022			
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	464	70,172	
Oct			
Nov			
Dec			
<b>Total/ Avg</b>	<b>5,055</b>	<b>71,255</b>	

RB Digital Circ (e-magazines)		Libby Circ (e-books, a-books & music)		Hoopla books,music,movies		Kanopy	
2022	2021	2022	2021	2022	2021	2022	2021
Jan	634	3065	3107	609	790	71	81
Feb	606	2795	2893	735	724	101	75
Mar	644	3037	3196	663	725	193	130
April		2862	2912	666	837	104	95
May		3046	3084	777	687	143	138
June		3305	2926	871	649	147	184
July		3399	2799	913	668	295	95
Aug		3462	2993	841	747	167	88
Sept		3104	2885	803	638	167	94
Oct			2902		656		94
Nov			2861		638		84
Dec			2837		662		82
<b>Total</b>	<b>0</b>	<b>28075</b>	<b>35395</b>	<b>6878</b>	<b>8421</b>	<b>1388</b>	<b>1240</b>

RB Digital part of Overdrive starting in April 2021



# **ACTION ITEMS**





# Action Item #1

Chelsea District Library  
Board of Trustees

## Library Board Fact Sheet

October 18, 2022, Board Packet

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

### Accept September donations and changes to the 2022 FY Budget.

	<u>Income Line -</u>	<u>Expense Line</u>
James & Mary Randolph	674.120	980.910
Daphne Hodder	674.120	980.910
Chris Young (Comic)	674.111	884.921

Sub Total: \$600.00

### Accept September Mobile CDL donations and changes to the 2022 FY Budget

Angela Menegay	674.500	980.910
Pamela Holmes		\$100.00
Sandra A. Szufnar		\$25.00
Patricia Sweeny		\$500.00
Richard Dice		\$100.00
Christine Forsch		\$100.00
Sylvan Crooked Lake Association		\$50.00
Anonymous Lobby Cash Donation Box		\$349.60
Georgette Hansen		\$100.00
Chelsea Community Foundation Grant		\$25,000.00

Sub Total: \$26,424.60

Acknowledge the donations below that are already in the budget.

Sub Total: \$0.00

Total General Donations: \$27,024.60

Acknowledge the donations below toward the CDL Endowment.

\_\_\_\_\_  
Anne Merkel, Board Secretary

\_\_\_\_\_  
Date



# **DISCUSSION ITEMS**





# **Discussion Item #1**

Chelsea District Library  
Board of Trustees

## **Library Board Fact Sheet** October 18, 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**





COMMITTEE PROCEDURES DEVELOPED TO  
IMPROVE CHECKS AND BALANCES  
CHELSEA DISTRICT LIBRARY  
STAFF/FINANCE COMMITTEE

Background: The Chelsea District Library has a small staff, and as a result, a limited number of internal controls. The Board, acting through the Finance Committee, has fiduciary responsibility, but due to their limited time in the office and lack of access to financial records, needs to develop further systems to ensure they are meeting their fiduciary charge while not overly burdening staff. After extensive discussion, the following committee procedures have been implemented.

Procedures:

- At each check draw:
  - The bookkeeper will provide the designated check signer with a total of payroll expenditures and the burn rate for the past check period. The check signer will compare this with the monthly burn rate estimated in the monthly cash flow statement prepared for the Board of Trustees.
  - The bookkeeper will advise the check signer of any new vendors (recurring) and employees that have been added to payroll.
  - The bookkeeper will advise the check signer of any unusual expenditures. Unusual expenditures are one time expenditures due to timing, programming, capital needs.
  - The finance committee will meet quarterly, at the end of the month following the end of the quarter (January, April, July, October.)
  - At the quarterly meeting, the committee will see the Form 941, and tie it to the payroll expenditures totaled in the general ledger. The Treasurer will initial this on behalf of the committee.
  - At the quarterly meeting, the committee will review and sign off on the bank reconciliation, tying it to the bank statement, trial balance and check register. The Treasurer will initial these items on behalf of the committee.
  - At the quarterly meeting, the committee will review the investment accounts, and tie them to the trial balance. The Treasurer will initial them on behalf of the committee.

- Generally, the committee will expect to see the money market funds increase by +/- \$750,000 in March/April of the year, depending on tax receipts. In the fourth quarter, withdrawals will be made to cover expenses until December, when tax revenues begin to arrive again. Circumstances may alter this pattern, and staff will advise the Treasurer if this is the case, along with the reasons.
- Annually:
  - At a minimum, each December, the Treasurer shall request that the library's banks provide them directly with the 12/31 bank statement so that the Committee can independently verify the account balances as provided in the financial statements. The committee retains the right to request this information at any time it feels circumstances warrant.
  - At a minimum, each December the Treasurer shall request that the Library's investment advisor provide them with read only access to the 12/31 account statement so that the Committee can independently verify the account balances as provided in the financial statements. The committee retains the right to request this information at any time it feels circumstances warrant.

**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
<b>TJ Helfferich</b>			X		X
<b>Anne Merkel</b>	X	X		Chair	
<b>Gary Munce</b>	Chair		X		
<b>Patricia Garcia</b>				X	X
<b>Charlie Taylor</b>	X	Chair		X	
<b>Susan Lackey</b>			Chair		X
<b>Jan Carr</b>		X			Chair

Anne Merkel

\_\_\_\_\_  
Anne Merkel, Board Secretary

1-18-22

\_\_\_\_\_  
Date

