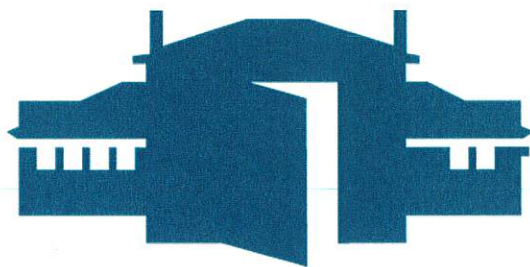


Chelsea District Library Board of Trustees

Agenda and Information Packet



CHELSEA DISTRICT LIBRARY
BEST SMALL LIBRARY IN AMERICA

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

**June 20, 2023
6:45 pm**

**McKune Room at the Chelsea
District Library**

CHELSEA DISTRICT LIBRARY BOARD OF TRUSTEES

Tuesday, June 20, 2023—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 – May 16, 2023

Approval of the May Operational Checks

Approval of May Financial Reports

Director's Report & Friends Report

7:20 Public Comment

7:25 Action Items

1. Donations

2. Policies

7:40 Discussion Items

1. July Meeting

2. Budget Hearing Notice

7:50 Reports

Policy Committee

Finance Committee

Personnel Committee

Nominating Committee

Community Outreach Committee

7:55 Public Comment/Other Items

8:00 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, May 16, 2023 @ 6:45pm
Meeting Location: McKune Room

Trustees in Attendance: J. Carr (City of Chelsea), G. Munce (Lyndon Township), B. Swistock (Dexter Township), P. Garcia (Lima Township), & W. Reinhardt (At-Large).

Absent: S. Lackey (Sylvan Township) & TJ Helfferich (At-Large)

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

Guest: Britany from Bridgeport Consulting.

Welcome and Call to Order

J. Carr called the meeting to order at 6:45 p.m.

Agenda Review, Additions, and Approval

MOTION made by G. Munce, SECONDED by B. Swistock to approve the agenda, as amended. Discussion: Added the Bridgeport Consulting Strategic Plan presentation and discussion at the beginning of the meeting.

All Ayes: 5-0

Presentation: Strategic Plan

L. Coryell recapped the past Strategic Plan, which focused on Facilitation Access, noting the major achievements, particularly the bookmobile and going fine free. The new Strategic Plan will focus on Sustainability.

Britany explained that we started by looking at the current plan to highlight that Strategic Plans actually work. She noted that it's very early in the process and that she already met with the library staff the previous Friday at the Staff In-Service. Moving forward, the process will work like a funnel, becoming more and more focused. Britany will also be meeting with the Community Outreach Committee. When all the ideas and data have been gathered, she will return to the Board in August or September to report the findings. Then a draft will be put together in the fall, with the goal of final approval in January.

Britany discussed the 5 focus areas of sustainability: Service, Relational, Environmental, Staff, and Financial. She then had Board Members talk about what they were most proud of in terms of the District Library's first 25 years.

S. Powers gave a detailed summary of the Strategic Planning session from the previous Friday's Staff In-Service and then Britany distributed a handout (Trends and Opportunities to Consider as Part of Strategic Planning) and asked Board Members what resonated with them and what, if anything, they thought was missing. A discussion ensued with Britany recording the main points. At the conclusion, she thanked the Board and told them she'd see them again in August or September.

Compulsory Segments:

Minutes and Approval of Checks

MOTION made by B. Swistock, SECONDED by W. Reinhardt to approve the minutes of the April 20, 2023 Board Meeting. Discussion: None

All Ayes: 5-0

MOTION made by W. Reinhardt, SECONDED by B. Swistock to accept the General Fund Operational Checks for April, 2023. Discussion: None

All Ayes: 5-0

MOTION made by W. Reinhardt, SECONDED by P. Garcia to accept Financial Reports for April, 2023. Discussion: None

All Ayes: 5-0

Director's Report Update:

L. Coryell update:

- Music in the Air is June 3 and there will be a reception for the Board the Friday before.
- June 1 is the City ribbon-cutting for Mobile CDL (Mabee).
- The air conditioner in the basement server room needs to be replaced and that will be a costly replacement.

Friends Report:

- Working on a new Mission Statement.
- Next year is the Friends 75th year anniversary.
- The Friends' Jewelry sale in June 8.
- The partnership with Serendipity Books is proving to be quite fruitful.

Other Reports Notes: None

Public Comment: None

Action Item #1: Donations

MOTION made by G. Munce, SECONDED by B. Swistock to approve the library's April donations and changes to the 2023 budget. Discussion: None

All Ayes 5-0

Action Item #1: 2022 Audit Approval

MOTION made by W. Reinhardt, SECONDED by P. Garcia to approve the library's 2022 audit, as performed and presented by Yeo & Yeo. Discussion: None

All Ayes 5-0

Discussion Item #1: Policies

Four policies 151 Public Comment Guidelines, 153 Role of Committee Chairs, 444 Remote Work Policy, and 530 Gifts have moved through the Policy Committee and are ready to be updated. These were looked at and briefly discussed and will return in June as an Action Item.

Committee Reports

Policy Committee –

Finance Committee –

Personnel Committee –

Nominating Committee –

Community Outreach Committee – Minutes from last month's meeting included.

Public and Board Comment: None

Other Items: None

Adjournment:

MOTION made by W. Reinhardt, SECONDED by P. Garcia to adjourn the meeting at 8:01 p.m.

All Ayes, 5-0

Patricia Garcia, Board Secretary

Date

DRAFT

FINANCE REPORTS

Chelsea District Library
Monthly Check Register

May 2023

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Check		05/31/2023		Service Charge	001.001 · CSB/Operations Checking		-10.00
				Service Charge	802.100 · Admin-Fees Bank 801...	-10.00	10.00
TOTAL						-10.00	10.00
Bill Pmt -Check	27557	05/03/2023	A Production Cleaning Company L...	CLEANING 04/16 - 04/29/23 AND WINDOWS	001.001 · CSB/Operations Checking		-3,150.00
Bill	14845	05/01/2023		CLEANING 04/16 - 04/29/23 WINDOWS	803.605 · Janitorial 803.605 · Janitorial	-1,750.00 -1,400.00	1,750.00 1,400.00
TOTAL						-3,150.00	3,150.00
Bill Pmt -Check	27558	05/03/2023	A T & T Mobility	ACCT 287286231198X - INV 04142023 PRINTED ON 0...	001.001 · CSB/Operations Checking		-217.44
Bill	04142023	05/01/2023		PUBLIC WIFI HOT SPOTS 04/07 - 05/06/2023	850.311 · WiFi Hotspots	-217.44	217.44
TOTAL						-217.44	217.44
Bill Pmt -Check	27559	05/03/2023	ADULT LEARNERS INSTITUTE	ALI HONORARIUM	001.001 · CSB/Operations Checking		-350.00
Bill	350.00	05/02/2023		· Adult Prog Rest Gift - Gen(ALI)	884.919 · Adult Prog Rest Gift - Gen(...	-350.00	350.00
TOTAL						-350.00	350.00
Bill Pmt -Check	27560	05/03/2023	Alerus Financial	Entity code nos. 400298 / 110320 - pay period startin...	001.001 · CSB/Operations Checking		-4,452.78
Bill	20230417	05/01/2023		05/05/2023 PR ER 5% MATCH 05/05/2023 PR EE PERSONAL CONT 05/05/2023 PR FLEX TO 457(b)	231.002 · Payroll Lia/401A MchER 2... 702.300 · Per Svcs - Retrmt - EE 70... 710.500 · Per Svcs - Fringe B ER 701...	-1,521.71 -1,785.10 -1,145.97	1,521.71 1,785.10 1,145.97
TOTAL						-4,452.78	4,452.78
Bill Pmt -Check	27561	05/03/2023	Amazon Capital Services Inc		001.001 · CSB/Operations Checking		-5,863.86
Bill	1J31-6WVP-194M	05/01/2023		TEEN PROGRAM SUPPLIES	884.272 · Teen General Programs	-85.81	85.81
Bill	136N-QMYR-1W3G	05/01/2023		TEEN PROGRAM SUPPLIES	884.272 · Teen General Programs	-54.26	54.26
Bill	1FRR-CFFX-1YKY	05/01/2023		TEEN PROGRAM SUPPLIES	884.272 · Teen General Programs	-32.07	32.07
Bill	19J6-K16H-1Q3C	05/01/2023		SUMMER READING	884.226 · Summer Reading	-16.99	16.99
Bill	1R9J-QCYF-7DF4	05/01/2023		SUMMER READING	884.226 · Summer Reading	-139.60	139.60
Bill	17YL-7FW7-48GP	05/01/2023		TEEN GENERAL PROGRAMS	884.272 · Teen General Programs	-137.85	137.85
Bill	1WHH-FJL3-34DV	05/01/2023		· Youth Print General - MISSED ON 02/23 - STAPLED ...	982.760 · Youth Print General	-7.99	7.99
Bill	14T4-DQGD-JNTQ	05/01/2023		· Videogames	982.490 · Videogames	-19.99	19.99
Bill	1W37-9PQT-4JNN	05/01/2023		MLW	884.111 · Midwest Literary Walk	-15.99	15.99
Bill	1QRP-R6CK-1XKJ	05/01/2023		· Adult Print General	982.720 · Adult Print General	-17.68	17.68
Bill	1Y3G-P73K-7JYQ	05/01/2023		INITIAL COLLECTION - CDL MOBILE	980.910 · Capital Restr Gift -Mobile ...	-80.98	80.98
Bill	1KNC-GY4P-4FQJ	05/02/2023		INITIAL COLLECTION - CDL MOBILE	980.910 · Capital Restr Gift -Mobile ...	-915.00	915.00
Bill	197M-41T1-NH49	05/03/2023		· Adult Print General	982.720 · Adult Print General	-261.85	261.85
				· Adult Ref.	982.730 · Adult Ref.	-261.85	261.85
				MOBILE CDL - PUBLIC PROGRAMMING	980.910 · Capital Restr Gift -Mobile ...	-3,815.95	3,815.95
TOTAL						-5,863.86	5,863.86
Bill Pmt -Check	27562	05/03/2023	Ann Arbor Symphony Orchestra	05/30/2023 Kinderconcert, Acct #43207	001.001 · CSB/Operations Checking		-160.00
Bill	152596	05/02/2023		05/30/2023 Kinderconcert - FINAL PAYMENT	884.215 · Early Literacy	-160.00	160.00
TOTAL						-160.00	160.00
Bill Pmt -Check	27563	05/03/2023	Association Maintenance Corp	12457	001.001 · CSB/Operations Checking		-633.75
Bill	12457	05/01/2023		MOW AND SPRING CLEANUP	803.611 · Lawn Service	-633.75	633.75
TOTAL						-633.75	633.75
Bill Pmt -Check	27564	05/03/2023	Baker & Taylor - Adult		001.001 · CSB/Operations Checking		-444.66
Bill	2037419710	05/01/2023		2023 - ADULT ACCT	982.720 · Adult Print General	-253.00	253.00
Bill	2037439638	05/01/2023		2023 - ADULT PRINT GENERAL	982.720 · Adult Print General	-191.66	191.66
TOTAL						-444.66	444.66
Bill Pmt -Check	27565	05/03/2023	Baker & Taylor - Auto Yours Cats		001.001 · CSB/Operations Checking		-144.12
Bill	2037415789	05/01/2023		· Youth Print General	982.760 · Youth Print General	-77.13	77.13
Bill	2037433065	05/01/2023		2023 - YOUTH PRINT GENERAL	982.760 · Youth Print General	-66.99	66.99
TOTAL						-144.12	144.12
Bill Pmt -Check	27566	05/03/2023	Baker & Taylor - Juvenile	2037423059	001.001 · CSB/Operations Checking		-296.66
Bill	2037423059	05/01/2023		JUVENILE ACCT	982.760 · Youth Print General	-296.66	296.66
TOTAL						-296.66	296.66
Bill Pmt -Check	27567	05/03/2023	Baker & Taylor - Unlabeled Juvenile	2037421560	001.001 · CSB/Operations Checking		-349.82
Bill	2037421560	05/01/2023		2023 - UNLABELED JUVENILE	982.760 · Youth Print General	-349.82	349.82
TOTAL						-349.82	349.82
Bill Pmt -Check	27568	05/03/2023	Ballard, Kerry	BOOKKEEPING THROUGH 05/04/2023	001.001 · CSB/Operations Checking		-680.00
Bill	20230504	05/02/2023		2023 BOOKKEEPING THROUGH 05/04/2023	801.040 · Bookkeeper	-680.00	680.00
TOTAL						-680.00	680.00
Bill Pmt -Check	27569	05/03/2023	BIEBER, SAMANTHA	CROCHET - 1 BIG BUMBLE BEE	001.001 · CSB/Operations Checking		-40.00
Bill	4	05/03/2023		MOBILE CDL - PROMOTIONAL	980.910 · Capital Restr Gift -Mobile ...	-40.00	40.00

3:37 PM
06/11/23

Chelsea District Library
Monthly Check Register

May 2023

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
TOTAL						-40.00	40.00
Bill Pmt -Check	27570	05/03/2023	BOOK FARM LLC		001.001 · CSB/Operations Checking		-1,506.77
Bill	ERG13814	05/02/2023		· Youth Print General	982.790 · Youth Print General	-1,120.27	1,120.27
Bill	ERG13815	05/02/2023		· Youth Print General	982.790 · Youth Print General	-386.50	386.50
TOTAL						-1,506.77	1,506.77
Bill Pmt -Check	27571	05/03/2023	Brown, Laura	REIMBURSEMENT FOR BOOK PURCHASE	001.001 · CSB/Operations Checking		-29.68
Bill	110185	05/02/2023		REIMBURSEMENT FOR BOOK PURCHASE	884.919 · Adult Prog Rest Gift - Gen[...	-29.68	29.68
TOTAL						-29.68	29.68
Bill Pmt -Check	27572	05/03/2023	Chelsea House Victorian Inn	MIDWEST LIT WALK ACCOMODATIONS 04/21/23 - 04/...	001.001 · CSB/Operations Checking		-626.20
Bill	20230425	05/02/2023		2023 MLW ACCOMODATIONS	884.111 · Midwest Literary Walk	-626.20	626.20
TOTAL						-626.20	626.20
Bill Pmt -Check	27573	05/03/2023	Citizens Insurance Co	COMMERCIAL AUTO POLICY - 04/13/23 - 04/13/24, C...	001.001 · CSB/Operations Checking		-3,287.00
Bill	20230424	05/01/2023		COMMERCIAL AUTO POLICY - 04/13/23 - 04/13/24	996.300 · Mobile CDL Ins-Auto	-3,287.00	3,287.00
TOTAL						-3,287.00	3,287.00
Bill Pmt -Check	27574	05/03/2023	COMFORT, STACEY	REIMBURSEMENT - \$ PROGRAM SNACKS	001.001 · CSB/Operations Checking		-38.49
Bill	23-178	05/02/2023		BLANK PRIZES & PWNEED/D&D SNACKS	884.272 · Teen General Programs	-38.49	38.49
TOTAL						-38.49	38.49
Bill Pmt -Check	27575	05/03/2023	Costco Anywhere Visa	A/C ending 3253 - APR STATEMENT 03/17 - 04/168/2...	001.001 · CSB/Operations Checking		-18.99
Bill	20230418	05/01/2023		VOLUNTEER CANDY	885.200 · Supplies	-18.99	18.99
TOTAL						-18.99	18.99
Bill Pmt -Check	27576	05/03/2023	Demco Inc.	INV 7298131, REF# 34400814 CUST# 210215162	001.001 · CSB/Operations Checking		-304.84
Bill	7298131	05/01/2023		2023 BOOK PROCESSING SUPPLIES	728.300 · Supplies-Matl Proc Othr 72...	-89.81	89.81
				2023 BOOK TAPE	980.910 · Capital Restr Gift-Mobile ...	-215.03	215.03
TOTAL						-304.84	304.84
Bill Pmt -Check	27577	05/03/2023	EBSCO Subscription Service	ACCT # CG-F-80014-01	001.001 · CSB/Operations Checking		-211.79
Bill	P1695182	05/01/2023		MAGAZINES	982.630 · Magazines	-211.79	211.79
TOTAL						-211.79	211.79
Bill Pmt -Check	27578	05/03/2023	H.V. Burton Company	WATER TESTING -	001.001 · CSB/Operations Checking		-495.00
Bill	97423	05/01/2023		WATER TESTING	803.210 · HVAC MA	-495.00	495.00
TOTAL						-495.00	495.00
Bill Pmt -Check	27579	05/03/2023	Ingram Library Services		001.001 · CSB/Operations Checking		-12,215.61
Bill	75379043	05/01/2023		· Adult Print General	982.720 · Adult Print General	-66.94	66.94
Bill	78415928	05/01/2023		· Adult Large Print	982.710 · Adult Large Print	-34.31	34.31
Bill	75439594	05/01/2023		· Adult Print General	982.720 · Adult Print General	-81.22	81.22
Bill	75439580	05/01/2023		· Adult Large Print	982.710 · Adult Large Print	-34.31	34.31
Bill	75484456	05/01/2023		· Adult Print General	982.720 · Adult Print General	-148.17	148.17
Bill	75491108	05/01/2023		· Adult Print General	982.720 · Adult Print General	-8.75	8.75
Bill	75491107	05/01/2023		· Adult Print General	982.720 · Adult Print General	-15.18	15.18
Bill	75579871	05/01/2023		· Adult Print General	982.720 · Adult Print General	-33.72	33.72
Bill	75357894	05/01/2023		· Adult Print General	982.720 · Adult Print General	-11.88	11.88
Bill	78357868	05/01/2023		INITIAL COLLECTION - CDL MOBILE	980.910 · Capital Restr Gift-Mobile ...	-479.74	479.74
Bill	78379042	05/01/2023		INITIAL COLLECTION - CDL MOBILE	980.910 · Capital Restr Gift-Mobile ...	-14.63	14.63
Bill	78379045	05/01/2023		INITIAL COLLECTION - CDL MOBILE	980.910 · Capital Restr Gift-Mobile ...	-774.43	774.43
Bill	78379044	05/01/2023		INITIAL COLLECTION - CDL MOBILE	980.910 · Capital Restr Gift-Mobile ...	-27.76	27.76
Bill	75385100	05/01/2023		INITIAL COLLECTION - CDL MOBILE	980.910 · Capital Restr Gift-Mobile ...	-76.36	76.36
Bill	75385101	05/01/2023		INITIAL COLLECTION - CDL MOBILE	980.910 · Capital Restr Gift-Mobile ...	-131.32	131.32
Bill	75357869	05/01/2023		INITIAL COLLECTION - CDL MOBILE	980.910 · Capital Restr Gift-Mobile ...	-1,516.98	1,516.98
Bill	75357868	05/01/2023		INITIAL COLLECTION - CDL MOBILE	980.910 · Capital Restr Gift-Mobile ...	-242.24	242.24
Bill	75357867	05/01/2023		INITIAL COLLECTION - CDL MOBILE	980.910 · Capital Restr Gift-Mobile ...	-34.75	34.75
Bill	75357863	05/01/2023		INITIAL COLLECTION - CDL MOBILE	980.910 · Capital Restr Gift-Mobile ...	-13.24	13.24
Bill	75357865	05/01/2023		INITIAL COLLECTION - CDL MOBILE	980.910 · Capital Restr Gift-Mobile ...	-17.39	17.39
Bill	75396917	05/01/2023		INITIAL COLLECTION - CDL MOBILE	980.910 · Capital Restr Gift-Mobile ...	-83.07	83.07
Bill	75396922	05/01/2023		INITIAL COLLECTION - CDL MOBILE	980.910 · Capital Restr Gift-Mobile ...	-45.00	45.00
Bill	75396919	05/01/2023		INITIAL COLLECTION - CDL MOBILE	980.910 · Capital Restr Gift-Mobile ...	-33.67	33.67
Bill	75396923	05/01/2023		INITIAL COLLECTION - CDL MOBILE	980.910 · Capital Restr Gift-Mobile ...	-13.83	13.83
Bill	75396916	05/01/2023		INITIAL COLLECTION - CDL MOBILE	980.910 · Capital Restr Gift-Mobile ...	-22.89	22.89
Bill	75396918	05/01/2023		INITIAL COLLECTION - CDL MOBILE	980.910 · Capital Restr Gift-Mobile ...	-17.39	17.39
Bill	75396921	05/01/2023		INITIAL COLLECTION - CDL MOBILE	980.910 · Capital Restr Gift-Mobile ...	-18.29	18.29
Bill	75396920	05/01/2023		INITIAL COLLECTION - CDL MOBILE	980.910 · Capital Restr Gift-Mobile ...	-185.27	185.27
Bill	75396924	05/01/2023		INITIAL COLLECTION - CDL MOBILE	980.910 · Capital Restr Gift-Mobile ...	-11.68	11.68
Bill	75415927	05/01/2023		INITIAL COLLECTION - CDL MOBILE	980.910 · Capital Restr Gift-Mobile ...	-337.37	337.37
Bill	75415926	05/01/2023		INITIAL COLLECTION - CDL MOBILE	980.910 · Capital Restr Gift-Mobile ...	-216.00	216.00
Bill	75423388	05/01/2023		INITIAL COLLECTION - CDL MOBILE	980.910 · Capital Restr Gift-Mobile ...	-27.76	27.76
Bill	75439595	05/01/2023		INITIAL COLLECTION - CDL MOBILE	980.910 · Capital Restr Gift-Mobile ...	-10.44	10.44
Bill	75484454	05/01/2023		INITIAL COLLECTION - CDL MOBILE	980.910 · Capital Restr Gift-Mobile ...	-11.55	11.55
Bill	75484455	05/01/2023		INITIAL COLLECTION - CDL MOBILE	980.910 · Capital Restr Gift-Mobile ...	-10.78	10.78
Bill	75491111	05/01/2023		INITIAL COLLECTION - CDL MOBILE	980.910 · Capital Restr Gift-Mobile ...	-12.16	12.16
Bill	75491110	05/01/2023		INITIAL COLLECTION - CDL MOBILE	980.910 · Capital Restr Gift-Mobile ...	-27.34	27.34
Bill	75491109	05/01/2023		INITIAL COLLECTION - CDL MOBILE	980.910 · Capital Restr Gift-Mobile ...	-13.33	13.33
Bill	75503959	05/01/2023		INITIAL COLLECTION - CDL MOBILE	980.910 · Capital Restr Gift-Mobile ...	-21.90	21.90
Bill	75503957	05/01/2023		INITIAL COLLECTION - CDL MOBILE	980.910 · Capital Restr Gift-Mobile ...	-16.29	16.29
Bill	75503958	05/01/2023		INITIAL COLLECTION - CDL MOBILE	980.910 · Capital Restr Gift-Mobile ...	-16.29	16.29
Bill	75509597	05/01/2023		INITIAL COLLECTION - CDL MOBILE	980.910 · Capital Restr Gift-Mobile ...	-25.86	25.86
Bill	75559600	05/01/2023		INITIAL COLLECTION - CDL MOBILE	980.910 · Capital Restr Gift-Mobile ...	-67.65	67.65
Bill	75559598	05/01/2023		INITIAL COLLECTION - CDL MOBILE	980.910 · Capital Restr Gift-Mobile ...	-18.41	18.41

Chelsea District Library
Monthly Check Register

May 2023

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill	75559598	05/01/2023		INITIAL COLLECTION - CDL MOBILE	980.910 - Capital Restr Gift -Mobile ...	-166.39	166.39
Bill	75576874	05/01/2023		INITIAL COLLECTION - CDL MOBILE	980.910 - Capital Restr Gift -Mobile ...	-481.42	481.42
Bill	75576875	05/01/2023		INITIAL COLLECTION - CDL MOBILE	980.910 - Capital Restr Gift -Mobile ...	-280.81	280.81
Bill	75576872	05/01/2023		INITIAL COLLECTION - CDL MOBILE	980.910 - Capital Restr Gift -Mobile ...	-11.13	11.13
Bill	75576876	05/01/2023		INITIAL COLLECTION - CDL MOBILE	980.910 - Capital Restr Gift -Mobile ...	-194.19	194.19
Bill	75576873	05/01/2023		INITIAL COLLECTION - CDL MOBILE	980.910 - Capital Restr Gift -Mobile ...	-5.15	5.15
Bill	75576879	05/01/2023		INITIAL COLLECTION - CDL MOBILE	980.910 - Capital Restr Gift -Mobile ...	-8.55	8.55
Bill	75576877	05/01/2023		INITIAL COLLECTION - CDL MOBILE	980.910 - Capital Restr Gift -Mobile ...	-29.96	29.96
Bill	75576880	05/01/2023		INITIAL COLLECTION - CDL MOBILE	980.910 - Capital Restr Gift -Mobile ...	-8.55	8.55
Bill	75576878	05/01/2023		INITIAL COLLECTION - CDL MOBILE	980.910 - Capital Restr Gift -Mobile ...	-12.59	12.59
Bill	75528917	05/01/2023		INITIAL COLLECTION - CDL MOBILE	980.910 - Capital Restr Gift -Mobile ...	-401.77	401.77
Bill	75528916	05/01/2023		INITIAL COLLECTION - CDL MOBILE	980.910 - Capital Restr Gift -Mobile ...	-493.45	493.45
Bill	75571822	05/01/2023		INITIAL COLLECTION - CDL MOBILE	980.910 - Capital Restr Gift -Mobile ...	-318.34	318.34
Bill	75571819	05/01/2023		INITIAL COLLECTION - CDL MOBILE	980.910 - Capital Restr Gift -Mobile ...	-16.83	16.83
Bill	75571823	05/01/2023		INITIAL COLLECTION - CDL MOBILE	980.910 - Capital Restr Gift -Mobile ...	-306.87	306.87
Bill	75571821	05/01/2023		INITIAL COLLECTION - CDL MOBILE	980.910 - Capital Restr Gift -Mobile ...	-19.08	19.08
Bill	75571824	05/01/2023		· Youth Print General	982.760 - Youth Print General	-26.09	26.09
Bill	75571825	05/01/2023		INITIAL COLLECTION - CDL MOBILE	980.910 - Capital Restr Gift -Mobile ...	-1,115.90	1,115.90
Bill	75571825	05/01/2023		INITIAL COLLECTION - CDL MOBILE	980.910 - Capital Restr Gift -Mobile ...	-477.09	477.09
Bill	75654769	05/01/2023		INITIAL COLLECTION - CDL MOBILE	980.910 - Capital Restr Gift -Mobile ...	-251.39	251.39
Bill	75654768	05/01/2023		INITIAL COLLECTION - CDL MOBILE	980.910 - Capital Restr Gift -Mobile ...	-918.58	918.58
Bill	75654768	05/01/2023		· Adult Print General	982.720 - Adult Print General	-15.44	15.44
Bill	75654784	05/01/2023		· Adult Print General	982.720 - Adult Print General	-19.28	19.28
Bill	75654785	05/01/2023		· Adult Print General	982.720 - Adult Print General	-15.99	15.99
Bill	75590613	05/01/2023		INITIAL COLLECTION - CDL MOBILE	980.910 - Capital Restr Gift -Mobile ...	-11.13	11.13
Bill	75528914	05/01/2023		· Youth Print General	982.760 - Youth Print General	-14.20	14.20
Bill	75528913	05/01/2023		· Youth Print General	982.760 - Youth Print General	-12.42	12.42
Bill	75571820	05/01/2023		· Adult Print General	982.720 - Adult Print General	-16.84	16.84
Bill	75528915	05/03/2023		· Adult Print General	982.720 - Adult Print General	-18.18	18.18
Bill	75528912	05/03/2023		· Adult Print General	982.720 - Adult Print General	-16.54	16.54
Bill	75590609	05/03/2023		· Adult Prog Rest Gifts SRP	884.927 - Adult Prog Rest Gifts SRP	-12.39	12.39
Bill	75590612	05/03/2023		· Adult Print General	982.720 - Adult Print General	-32.92	32.92
Bill	75590610	05/03/2023		· Adult Print General	982.720 - Adult Print General	-15.74	15.74
Bill	75590611	05/03/2023		· Adult Print General	982.720 - Adult Print General	-33.12	33.12
Bill	75597915	05/03/2023		· Youth Print General	982.760 - Youth Print General	-16.65	16.65
Bill	75597916	05/03/2023		· Youth Print General	982.760 - Youth Print General	-58.06	58.06
Bill	75571827	05/03/2023		CDL MOBILE - INITIAL COLLECTION	980.910 - Capital Restr Gift -Mobile ...	-1,334.94	1,334.94
TOTAL						-12,215.61	12,215.61
Bill Pmt -Check	27580	05/03/2023	iRead	235800	001.001 - CSB/Operations Checking		-15.00
Bill	235800	05/01/2023		SRP - IREAD ARTWORK	884.226 - Summer Reading	-15.00	15.00
TOTAL						-15.00	15.00
Bill Pmt -Check	27581	05/03/2023	KANOPY INC	KANOPY BORROWS - APR	001.001 - CSB/Operations Checking		-160.65
Bill	347428-PPU	05/03/2023		2023 KANOPY VIDEO PLAYS - APR	982.410 - Electronic Products/Subs	-160.65	160.65
TOTAL						-160.65	160.65
Bill Pmt -Check	27582	05/03/2023	KERCHEK, ANDREW	PRESENTER 05/23/23 - WILD WEST MYTHS & REALI...	001.001 - CSB/Operations Checking		-250.00
Bill	23-301CS	05/03/2023		PRESENTER 05/23/23 - WILD WEST MYTHS & REALI...	884.119 - General Adult Events	-250.00	250.00
TOTAL						-250.00	250.00
Bill Pmt -Check	27583	05/03/2023	KNIGHT TECHNOLOGY GROUP		001.001 - CSB/Operations Checking		-1,860.00
Bill	21592	05/03/2023		CLOUD BACKUP - DISASTER RECOVERY	803.390 - Computers	-1,100.00	1,100.00
Bill	21681	05/03/2023		NETWORK ANTIVIRUS	967.200 - Equipment Software	-760.00	760.00
TOTAL						-1,860.00	1,860.00
Bill Pmt -Check	27584	05/03/2023	Mid-America Arts Alliance	EXHIBITION DEPOSIT - THE PERFECT SHOT: 09/01/...	001.001 - CSB/Operations Checking		-1,537.50
Bill	BK-061678	05/01/2023		EXHIBITION DEPOSIT - 09/01/2024 - 10/20/2024	123.002 - Prepaid Payments	-1,537.50	1,537.50
TOTAL						-1,537.50	1,537.50
Bill Pmt -Check	27585	05/03/2023	Midwest Tape		001.001 - CSB/Operations Checking		-1,279.74
Bill	503563691	05/01/2023		MAR ADULT NF DVDs	982.470 - DVD Non-Fiction	-33.73	33.73
Bill	503563693	05/01/2023		FEB ADULT FEATURE	982.460 - DVD Feature	-22.49	22.49
Bill	503563694	05/01/2023		MAR ADULT FEATURE DVDs	982.460 - DVD Feature	-80.96	80.96
Bill	503631589	05/01/2023		MAR BOC	982.120 - Adult Books on Disc	-39.99	39.99
Bill	503631753	05/01/2023		APR BOC	982.120 - Adult Books on Disc	-114.97	114.97
Bill	503631758	05/01/2023		FEB/MAR CDs	982.420 - Adult Music on CD	-14.24	14.24
Bill	503660465	05/01/2023		· Youth Books on Disc	982.140 - Youth Books on Disc	-114.97	114.97
Bill	503660466	05/01/2023		APR BOC	982.120 - Adult Books on Disc	-39.99	39.99
Bill	503660467	05/01/2023		FEB/MAR CDs	982.420 - Adult Music on CD	-25.48	25.48
Bill	503599012	05/03/2023		APR FEATURE ADULT	982.460 - DVD Feature	-125.23	125.23
Bill	503599013	05/03/2023		MAR ADULT FEATURE DVDs	982.460 - DVD Feature	-29.98	29.98
Bill	503631750	05/03/2023		APR FEATURE ADULT	982.460 - DVD Feature	-258.61	258.61
Bill	503631752	05/03/2023		MAR ADULT NF DVDs	982.460 - DVD Feature	-37.48	37.48
Bill	503631755	05/03/2023		MAR ADULT NF DVDs	982.470 - DVD Non-Fiction	-18.74	18.74
Bill	503660464	05/03/2023		APR FEATURE ADULT	982.460 - DVD Feature	-278.89	278.89
Bill	503660468	05/03/2023		MOBILE CDL COLLECTION	980.910 - Capital Restr Gift -Mobile ...	-43.99	43.99
TOTAL						-1,279.74	1,279.74
Bill Pmt -Check	27586	05/03/2023	Midwest Tape - Hoopla	503721985 ACCT # 2000016156	001.001 - CSB/Operations Checking		-2,018.05
Bill	503721985	05/03/2023		APR HOOPLA BORROWS	982.410 - Electronic Products/Subs	-2,018.05	2,018.05
TOTAL						-2,018.05	2,018.05
Bill Pmt -Check	27587	05/03/2023	Petty Cash-	PETTY CASH - 01/01 - 05/02/2023	001.001 - CSB/Operations Checking		-160.94
Bill	23-035	05/03/2023		01/12 LINDA - POLLY'S - CLEANING SUPPLIES	727.100 - Supplies - General Op 727...	-11.46	11.46
				01/23 CATHERINE - USPS - POSTAGE	731.200 - Other Svc-Pstg Operating 7...	-16.15	16.15
				01/30 AMY - ZORAN CARDS - HANDMADE CARDS	727.100 - Supplies - General Op 727...	-15.00	15.00
				02/07 LINDA - POLLY'S - CANDY	727.100 - Supplies - General Op 727...	-1.79	1.79
				02/08 JESSICA - CVS - CARD	884.227 - Outreach	-4.23	4.23
				03/12 LORI - ACE HARDWARE - EXHIBIT RECEPTION...	884.801 - Exhibits	-18.96	18.96

Chelsea District Library
Monthly Check Register

May 2023

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
				03/19 LINDA - MEIJER - ZIPLOC BAGS	727.100 · Supplies - General Op 727...	-7.29	7.29
				04/06 CHRIS - POLLY'S - OPENING DAY SUPPLIES	989.820 · Staff In-Service & Apprecia...	-39.36	39.36
				04/24 SARAH - USPS - POSTAGE	731.200 · Other Svc-Psrg Operating 7...	-15.25	15.25
				04/25 EVERETT - AUTOZONE - MOBILE CDL FUSES ...	732.300 · Supplies-MNT-General 7...	-21.80	21.80
				04/26 CHRIS - DOLLAR TREE - PAPER PLATES	727.100 · Supplies - General Op 727...	-2.65	2.65
				05/02 SHANNON - USPS - POSTAGE	884.126 · General Adult Programs	-7.00	7.00
TOTAL						-160.94	160.94
BIII Pmt -Check	27598	05/03/2023	Pronunciator	26181 - ANNUAL SUBSCRIPTION - LANGUAGE LEA...	001.001 · CSB/Operations Checking		-850.00
BIII	26181	05/03/2023		Pronunciator Annual Library Subscription: 07/01/23 to 06/...	982.410 · Electronic Products/Subs	-850.00	850.00
TOTAL						-850.00	850.00
BIII Pmt -Check	27599	05/03/2023	SEMCYCLE, INC.	06/29/2023 - Cirque Amongus - PRESCHOOL CIRCU...	001.001 · CSB/Operations Checking		-80.00
BIII	23-185JZ	05/02/2023		06/29/2023 - Cirque Amongus - PRESCHOOL CIRCUS ...	884.926 · Youth Prog Rest Gifts SRP	-80.00	80.00
TOTAL						-80.00	80.00
BIII Pmt -Check	27590	05/03/2023	T-MOBILE	ACCT 97555022 - STATEMENT DATED 04/23/2023 D...	001.001 · CSB/Operations Checking		-286.59
BIII	97555022-23-04-23	05/03/2023		2023 - APR - T-MOBILE WIFI HOTSPOTS 03/21 - 04/2...	850.311 · WiFi Hotspots	-286.59	286.59
TOTAL						-286.59	286.59
BIII Pmt -Check	27591	05/03/2023	The Library Store, Inc.	629721, CUST # 693594	001.001 · CSB/Operations Checking		-803.19
BIII	629721	05/01/2023		2 MEDIA UNLOCKERS	980.910 · Capital Restr Gift -Mobile ...	-803.19	803.19
TOTAL						-803.19	803.19
BIII Pmt -Check	27592	05/03/2023	WASHTENAW COUNTY PARKS A...	MOBILE CDL PART VISIT - MOBILE MONDAYS	001.001 · CSB/Operations Checking		-100.00
BIII	23-302	05/03/2023		LYNDON PARK NORTH - 07/10/2023	884.226 · Summer Reading	-100.00	100.00
TOTAL						-100.00	100.00
BIII Pmt -Check	27593	05/03/2023	Zoran, Amy		001.001 · CSB/Operations Checking		-260.90
BIII	23-404	05/01/2023		MOBILE CDL SUPPLIES - SHIRTS	980.910 · Capital Restr Gift -Mobile ...	-212.43	212.43
BIII	20230427	05/03/2023		MELCAT REFRESHER TRAINING	989.123 · Circulation Services Travel	-48.47	48.47
TOTAL						-260.90	260.90
BIII Pmt -Check	27594	05/03/2023	Zou Zou's	SRP PRIZES - 160 \$5 GIFT CARDS	001.001 · CSB/Operations Checking		-800.00
BIII	ASRP23CDL	05/03/2023		SRP PRIZES - 160 \$5 GIFT CARDS - 23-235LB	884.127 · SRP Supplies	-800.00	800.00
TOTAL						-800.00	800.00
BIII Pmt -Check	27595	05/03/2023	Midwest Tape		001.001 · CSB/Operations Checking		-2,584.73
BIII	503599011	05/03/2023		MOBILE CDL COLLECTION - FEATURE SP23	980.910 · Capital Restr Gift -Mobile ...	-756.35	756.35
BIII	503599014	05/03/2023		MOBILE CDL COLLECTION - TV SP23	980.910 · Capital Restr Gift -Mobile ...	-212.90	212.90
BIII	503599015	05/03/2023		MOBILE CDL COLLECTION - NF DVD SP23	980.910 · Capital Restr Gift -Mobile ...	-149.92	149.92
BIII	503631588	05/03/2023		MOBILE CDL COLLECTION - TV SP23	980.910 · Capital Restr Gift -Mobile ...	-155.18	155.18
BIII	503631751	05/03/2023		MOBILE CDL COLLECTION - NF DVD SP23	980.910 · Capital Restr Gift -Mobile ...	-242.10	242.10
BIII	503631754	05/03/2023		MOBILE CDL COLLECTION - FEATURE SP23	980.910 · Capital Restr Gift -Mobile ...	-25.48	25.48
BIII	503659219	05/03/2023		MOBILE CDL COLLECTION - NF DVD SP23	980.910 · Capital Restr Gift -Mobile ...	-125.93	125.93
BIII	503660452	05/03/2023		MOBILE CDL COLLECTION - FEATURE SP23	980.910 · Capital Restr Gift -Mobile ...	-109.44	109.44
BIII	503660483	05/03/2023		MOBILE CDL COLLECTION - TV SP23	980.910 · Capital Restr Gift -Mobile ...	-241.40	241.40
BIII	503696851	05/03/2023		MOBILE CDL COLLECTION - NF DVD SP23	980.910 · Capital Restr Gift -Mobile ...	-49.47	49.47
BIII	503696852	05/03/2023		MOBILE CDL COLLECTION - TV SP23	980.910 · Capital Restr Gift -Mobile ...	-516.56	516.56
TOTAL						-2,584.73	2,584.73
BIII Pmt -Check	27596	05/17/2023	Amazon Capital Services Inc		001.001 · CSB/Operations Checking		-598.10
BIII	1HWY-YRXF-19QW	05/16/2023		MOBILE CDL - PUBLIC PROGRAMMING - PHONE CA...	980.910 · Capital Restr Gift -Mobile ...	-58.12	72.00
BIII	1JFT-KWRJ-1V4T	05/16/2023		PAPER SHREDDER	957.330 · Equipment - non-Computer	-285.98	265.98
BIII	1GT4-CN97-394R	05/17/2023		COPY PAPER	727.100 · Supplies - General Op 727...	-270.00	270.00
TOTAL						-598.10	611.98
BIII Pmt -Check	27597	05/17/2023	A Production Cleaning Company L...	CLEANING 04/30 - 05/13/23	001.001 · CSB/Operations Checking		-1,750.00
BIII	14989	05/16/2023		CLEANING 04/30 - 05/13/23	803.805 · Janitorial	-1,750.00	1,750.00
TOTAL						-1,750.00	1,750.00
BIII Pmt -Check	27598	05/17/2023	A T & T TELCO	INV 734433980403 - 04-25-2023 - ACCT 743 433-9804...	001.001 · CSB/Operations Checking		-194.18
BIII	734433980404-04-25	05/16/2023		APR 2023 - TELCO - 03/26/23 - 04/25/2023	850.120 · Telephone	-189.44	189.44
				MAY 15TH DUE	850.120 · Telephone	-4.74	4.74
TOTAL						-194.18	194.18
BIII Pmt -Check	27599	05/17/2023	ASSOPURE		001.001 · CSB/Operations Checking		-130.76
BIII	88800083	05/17/2023		2023 - APRIL WATER	727.100 · Supplies - General Op 727...	-64.89	64.89
BIII	59954406	05/17/2023		2023 - APRIL COOLER RENTAL	727.100 · Supplies - General Op 727...	-3.99	3.99
BIII	30047917	05/17/2023		2023 - MAY COOLER RENTAL	727.100 · Supplies - General Op 727...	-3.99	3.99
BIII	88834947	05/17/2023		2023 - MAY WATER	727.100 · Supplies - General Op 727...	-57.89	57.89
TOTAL						-130.76	130.76
BIII Pmt -Check	27600	05/17/2023	Alerus Financial	Entity code nos. 400298 / 110320 - pay period startin...	001.001 · CSB/Operations Checking		-4,457.14
BIII	20230501	05/16/2023		05/19/2023 PR ER 5% MATCH	231.002 · Payroll Lia/401A Mcher 2...	-1,526.07	1,526.07
				05/19/2023 PR EE PERSONAL CONT	702.300 · Per Svcs - Reimnt - EE 70...	-1,785.10	1,785.10

Chelsea District Library
Monthly Check Register

May 2023

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
				05/19/2023 PR FLEX TO 457(b)	710.500 · Per Svcs - Fringe B ER 701...	-1,145.97	1,145.97
TOTAL						-4,457.14	4,457.14
Bill Pmt -Check	27601	05/17/2023	American Library Association Me...	ALA MEMBERSHIP #2258711, \$155 - STACEY COMF...	001.001 · CSB/Operations Checking		-155.00
Bill	2258711	05/17/2023		2023 - ALA MEMBERSHIP	969.320 · Information Services	-155.00	155.00
TOTAL						-155.00	155.00
Bill Pmt -Check	27602	05/17/2023	ASSA ABLOY Entrance Systems	ACCT 481635 INV SCI 72767	001.001 · CSB/Operations Checking		-717.75
Bill	SCI72767	05/16/2023		ANNUAL MAINTENANCE AGREEMENT	803.640 · Doors	-717.75	717.75
TOTAL						-717.75	717.75
Bill Pmt -Check	27603	05/17/2023	Baker & Taylor - Auto Yours Cats		001.001 · CSB/Operations Checking		-187.86
Bill	2037459676	05/17/2023		· Youth Print General	982.760 · Youth Print General	-56.63	56.63
Bill	2037469278	05/17/2023		· Youth Print General	982.760 · Youth Print General	-70.94	70.94
Bill	2037486691	05/17/2023		· Youth Print General	982.760 · Youth Print General	-60.29	60.29
TOTAL						-187.86	187.86
Bill Pmt -Check	27604	05/17/2023	Baker & Taylor - Juvenile	2037473437	001.001 · CSB/Operations Checking		-16.14
Bill	2037473437	05/17/2023		· Youth Print General	982.760 · Youth Print General	-16.14	16.14
TOTAL						-16.14	16.14
Bill Pmt -Check	27605	05/17/2023	Baker & Taylor - Unlabeled Juvenile		001.001 · CSB/Operations Checking		-377.25
Bill	2037449749	05/17/2023		· Youth Print General	982.760 · Youth Print General	-106.50	106.50
Bill	2037468408	05/17/2023		· Youth Print General	982.760 · Youth Print General	-270.75	270.75
TOTAL						-377.25	377.25
Bill Pmt -Check	27606	05/17/2023	Ballard, Kerry	BOOKKEEPING THROUGH 05/19/2023	001.001 · CSB/Operations Checking		-520.00
Bill	20230519	05/17/2023		2023 BOOKKEEPING THROUGH 05/19/2023	801.040 · Bookkeeper	-520.00	520.00
TOTAL						-520.00	520.00
Bill Pmt -Check	27607	05/17/2023	BIEBER, CHRISTIN	SUPPLIES FOR IN-SERVICE - REIMBURSEMENT	001.001 · CSB/Operations Checking		-94.98
Bill	23-408	05/16/2023		IN-SERVICE DAY SUPPLIES	969.620 · Staff In-Service & Apprecia...	-94.98	94.98
TOTAL						-94.98	94.98
Bill Pmt -Check	27608	05/17/2023	Blue Care Network of Michigan	GROUP 00277068 SUBGROUP 0002 - COVERAGE 20...	001.001 · CSB/Operations Checking		-3,892.11
Bill	231290046619	05/16/2023		2023 - JUN 2023 MED INS	710.200 · Per Svcs-Fringe Flex Ben 7...	-3,892.11	3,892.11
TOTAL						-3,892.11	3,892.11
Bill Pmt -Check	27609	05/17/2023	BroDart Co. Library Supplies	623797	001.001 · CSB/Operations Checking		-52.60
Bill	623797	05/16/2023		SHIPPING LABELS	967.330 · Equipment - non-Computer 728.300 · Supplies-Mall Proc Othr 72...	-14.15 -38.45	14.15 38.45
TOTAL						-52.60	52.60
Bill Pmt -Check	27610	05/17/2023	Cintas Corporation-300	41546472374 ACCT# 14203324	001.001 · CSB/Operations Checking		-156.83
Bill	4154647234	05/16/2023		2023 - RUGS INCLUDES 7.7% INCREASE 2023 - SOAP INCLUDES 7.7% INCREASE	729.300 · Supplies-Cleaning Rugs 72... 729.200 · Supplies-Cleaning Sup 72...	-135.54 -21.29	135.54 21.29
TOTAL						-156.83	156.83
Bill Pmt -Check	27611	05/17/2023	Cintas Fire Protection	ANNUAL MAINTENANCE AGREEMENT	001.001 · CSB/Operations Checking		-506.40
Bill	0D26626363	05/16/2023		ANNUAL MA - EXIT LIGHTS AND EXTINGUISHERS	803.760 · Fire Ext/Emerg Lights	-506.40	506.40
TOTAL						-506.40	506.40
Bill Pmt -Check	27612	05/17/2023	City of Chelsea	INV 20893 ACCT 0150	001.001 · CSB/Operations Checking		-40.00
Bill	20893	05/16/2023		APR TRASH	803.620 · Trash	-40.00	40.00
TOTAL						-40.00	40.00
Bill Pmt -Check	27613	05/17/2023	City of Chelsea-Elect & Water	2023 ELEC/WATER/SEWER - APR 03/31 - 04/28/2023...	001.001 · CSB/Operations Checking		-3,914.10
Bill	20230504	05/16/2023		APR 03/31 - 04/28/2023 WATER APR 03/31 - 04/28/2023 SEWER APR 03/31 - 04/28/2023 ELECTRICITY APR 03/31 - 04/28/2023 SPRINKLER	920.110 · City of Chelsea Water 920.120 · City of Chelsea Sewer 920.130 · City of Chelsea Electric 920.150 · City of Chelsea Sprinkler	-66.11 -145.12 -3,675.40 -27.47	66.11 145.12 3,675.40 27.47
TOTAL						-3,914.10	3,914.10
Bill Pmt -Check	27614	05/17/2023	Constellation NewEnergy-Gas Divi...	INV 3745783 - ACCT BG-303066 - 2023 - APR - 03/22...	001.001 · CSB/Operations Checking		-1,092.78
Bill	3745783	05/16/2023		APR - 03/22 - 04/20/2023	920.200 · McKune Gas	-1,092.78	1,092.78
TOTAL						-1,092.78	1,092.78
Bill Pmt -Check	27615	05/17/2023	D&B STRATEGIC MARKETING	MARKETING BRAND AUDIT	001.001 · CSB/Operations Checking		-1,710.00
Bill	23-261	05/16/2023		AUDIT \$3800 (LESS 10% - NONPROFIT DISC) HALF D...	880.521 · Graphic Design Services	-1,710.00	1,710.00

Chelsea District Library
Monthly Check Register

May 2023

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
TOTAL						-1,710.00	1,710.00
Bill Pmt -Check	27616	05/17/2023	Demco Inc.	INV 7305435, REF# 31240067 CUST# 210215162	001.001 - CSB/Operations Checking		-836.60
Bill	7305435	05/16/2023		2023 BOOK PROCESSING SUPPLIES	726.300 - Supplies-Matl Proc Othr 72...	-836.60	836.60
TOTAL						-836.60	836.60
Bill Pmt -Check	27617	05/17/2023	Glacopuzzi, Jacopo	Music In the Air 2023 - \$5000 HONORARIUM + \$1000 ...	001.001 - CSB/Operations Checking		-6,000.00
Bill	23-182	05/17/2023		Music In the Air Artist 2023 - 1/2 HONORARIUM	884.962 - Music In the Air - Restricted	-2,500.00	2,500.00
				Music In the Air Artist 2023 - 1/2 TRAVEL STIPEND	884.962 - Music In the Air - Restricted	-500.00	500.00
				Music In the Air Artist 2023 - 1/2 TRAVEL STIPEND	884.412 - Music In the Air	-500.00	500.00
				Music In the Air Artist 2023 - 1/2 HONORARIUM	884.412 - Music In the Air	-2,500.00	2,500.00
TOTAL						-8,000.00	6,000.00
Bill Pmt -Check	27618	05/17/2023	Howell Nature Center	397-845 - 06/14/23 HNC Program X 2 - \$350 + \$250 + ...	001.001 - CSB/Operations Checking		-573.28
Bill	397845	05/16/2023		06/14 HNC Program x 2 - \$350 +\$250 + Mileage \$23.52,...	884.926 - Youth Prog Rest Gifts SRP	-573.28	573.28
TOTAL						-573.28	573.28
Bill Pmt -Check	27619	05/17/2023	Ingram Library Services		001.001 - CSB/Operations Checking		-3,599.79
Bill	75636001	05/16/2023		CDL MOBILE - INITIAL COLLECTION	980.910 - Capital Restr Gift -Mobile ...	-13.41	13.41
Bill	75636002	05/16/2023		CDL MOBILE - INITIAL COLLECTION	980.910 - Capital Restr Gift -Mobile ...	-22.48	22.48
Bill	75702596	05/16/2023		CDL MOBILE - INITIAL COLLECTION	980.910 - Capital Restr Gift -Mobile ...	-9.58	9.58
Bill	75709247	05/16/2023		CDL MOBILE - INITIAL COLLECTION	980.910 - Capital Restr Gift -Mobile ...	-13.10	13.10
Bill	75709248	05/16/2023		CDL MOBILE - INITIAL COLLECTION	980.910 - Capital Restr Gift -Mobile ...	-6.59	6.59
Bill	75709244	05/16/2023		CDL MOBILE - INITIAL COLLECTION	980.910 - Capital Restr Gift -Mobile ...	-11.33	11.33
Bill	75709250	05/16/2023		CDL MOBILE - INITIAL COLLECTION	980.910 - Capital Restr Gift -Mobile ...	-8.25	8.25
Bill	75709243	05/16/2023		CDL MOBILE - INITIAL COLLECTION	980.910 - Capital Restr Gift -Mobile ...	-10.78	10.78
Bill	75709249	05/16/2023		CDL MOBILE - INITIAL COLLECTION	980.910 - Capital Restr Gift -Mobile ...	-10.09	10.09
Bill	75789862	05/16/2023		CDL MOBILE - INITIAL COLLECTION	980.910 - Capital Restr Gift -Mobile ...	-6.38	6.38
Bill	75630542	05/16/2023		CDL MOBILE - INITIAL COLLECTION	980.910 - Capital Restr Gift -Mobile ...	-62.37	62.37
Bill	75630543	05/16/2023		CDL MOBILE - INITIAL COLLECTION	980.910 - Capital Restr Gift -Mobile ...	-13.41	13.41
Bill	75609873	05/17/2023		- Adult Print General	982.720 - Adult Print General	-33.82	33.82
Bill	75609872	05/17/2023		- Adult Print General	982.720 - Adult Print General	-15.73	15.73
Bill	75609871	05/17/2023		- Multiple Book Copies	982.740 - Multiple Book Copies	-17.39	17.39
Bill	75609874	05/17/2023		CDL MOBILE - INITIAL COLLECTION	980.910 - Capital Restr Gift -Mobile ...	-8.55	8.55
Bill	75609875	05/17/2023		CDL MOBILE - INITIAL COLLECTION	980.910 - Capital Restr Gift -Mobile ...	-8.44	8.44
Bill	75609876	05/17/2023		- Adult Print General	982.720 - Adult Print General	-418.25	418.25
Bill	75636004	05/17/2023		CDL MOBILE - INITIAL COLLECTION	980.910 - Capital Restr Gift -Mobile ...	-802.77	802.77
Bill	75636003	05/17/2023		CDL MOBILE - INITIAL COLLECTION	980.910 - Capital Restr Gift -Mobile ...	-684.97	684.97
Bill	75636997	05/17/2023		- Adult Print General	982.720 - Adult Print General	-17.38	17.38
Bill	75636998	05/17/2023		- Adult Print General	982.720 - Adult Print General	-15.74	15.74
Bill	75636000	05/17/2023		- Adult Print General	982.720 - Adult Print General	-17.39	17.39
Bill	75636999	05/17/2023		- Adult Large Print	982.710 - Adult Large Print	-22.10	22.10
Bill	75654787	05/17/2023		CDL MOBILE - INITIAL COLLECTION	980.910 - Capital Restr Gift -Mobile ...	-11.53	11.53
Bill	75686989	05/17/2023		CDL MOBILE - INITIAL COLLECTION	980.910 - Capital Restr Gift -Mobile ...	-5.97	5.97
Bill	75686988	05/17/2023		- Youth Print General	982.760 - Youth Print General	-10.48	10.48
Bill	75686990	05/17/2023		CDL MOBILE - INITIAL COLLECTION	980.910 - Capital Restr Gift -Mobile ...	-38.83	38.83
Bill	75686993	05/17/2023		CDL MOBILE - INITIAL COLLECTION	980.910 - Capital Restr Gift -Mobile ...	-70.16	70.16
Bill	75686991	05/17/2023		CDL MOBILE - INITIAL COLLECTION	980.910 - Capital Restr Gift -Mobile ...	-288.00	288.00
Bill	75686992	05/17/2023		CDL MOBILE - INITIAL COLLECTION	980.910 - Capital Restr Gift -Mobile ...	-41.80	41.80
Bill	75686994	05/17/2023		CDL MOBILE - INITIAL COLLECTION	980.910 - Capital Restr Gift -Mobile ...	-24.06	24.06
Bill	75702598	05/17/2023		- Adult Print General	982.720 - Adult Print General	-140.71	140.71
Bill	75702597	05/17/2023		- Adult Print General	982.720 - Adult Print General	-209.26	209.26
Bill	75702596	05/17/2023		CDL MOBILE - INITIAL COLLECTION	980.910 - Capital Restr Gift -Mobile ...	-24.83	24.83
Bill	75702594	05/17/2023		- Adult Print General	982.720 - Adult Print General	-50.71	50.71
Bill	75708261	05/17/2023		- Adult Print General	982.720 - Adult Print General	-63.63	63.63
Bill	75700249	05/17/2023		CDL MOBILE - INITIAL COLLECTION	980.910 - Capital Restr Gift -Mobile ...	-43.78	43.78
Bill	75700246	05/17/2023		- Adult Ref.	982.730 - Adult Ref.	-95.05	95.05
Bill	75749806	05/17/2023		CDL MOBILE - INITIAL COLLECTION	980.910 - Capital Restr Gift -Mobile ...	-17.13	17.13
Bill	75749809	05/17/2023		CDL MOBILE - INITIAL COLLECTION	980.910 - Capital Restr Gift -Mobile ...	-20.68	20.68
Bill	75749811	05/17/2023		- Adult Print General	982.720 - Adult Print General	-18.15	18.15
Bill	75749807	05/17/2023		- Adult Print General	982.720 - Adult Print General	-22.10	22.10
Bill	75749810	05/17/2023		CDL MOBILE - INITIAL COLLECTION	980.910 - Capital Restr Gift -Mobile ...	-10.12	10.12
Bill	75788660	05/17/2023		- Adult Print General	982.720 - Adult Print General	-32.80	32.80
Bill	75788663	05/17/2023		- Adult Print General	982.720 - Adult Print General	-32.73	32.73
Bill	75788661	05/17/2023		- Adult Large Print	982.710 - Adult Large Print	-21.48	21.48
Bill	75630540	05/17/2023		- Adult Print General	982.720 - Adult Print General	-18.49	18.49
Bill	75630541	05/17/2023		- Adult Print General	982.720 - Adult Print General	-16.09	16.09
Bill	75689805	05/17/2023		- Youth Print General	982.760 - Youth Print General	-11.33	11.33
Bill	75689807	05/17/2023		- Youth Print General	982.760 - Youth Print General	-31.60	31.60
TOTAL						-3,599.79	3,599.79
Bill Pmt -Check	27620	05/17/2023	Jaco Electric LLC	2408	001.001 - CSB/Operations Checking		-1,082.31
Bill	2408	05/18/2023		EXIT LIGHT REPAIR	803.010 - Maint Svc Contingency	-1,082.31	1,082.31
TOTAL						-1,082.31	1,082.31
Bill Pmt -Check	27621	05/17/2023	Johnson Controls	ACCT 1348743 - 1-128851005516	001.001 - CSB/Operations Checking		-5,144.47
Bill	1-128851005516	05/16/2023		REPAIR LEAK	803.010 - Maint Svc Contingency	-5,144.47	5,144.47
TOTAL						-5,144.47	5,144.47
Bill Pmt -Check	27622	05/17/2023	KeyBank	A/C Ending3195 DUE 06/06/2023, STATEMENT 04...	001.001 - CSB/Operations Checking		-6,986.07
Bill	20230906	05/16/2023		HR PLAYBOOK	987.200 - Equipment Software	-169.99	170.00
				LOWE'S - EQUIPMENT - PLANTERS	987.330 - Equipment - non-Computer	-252.05	252.06
				BRANNA HOUSE - FOOD - STAFF IN-SERVICE	989.820 - Staff In-Service & Approc...	-100.00	100.00
				SERENDIPITY BOOKS - MLW GIFT CARD	880.412 - Midwest Literary Walk	-25.00	25.00
				STATE OF MI - SEC OF STATE - MOBILE CDL REGIS...	980.800 - MOBILE CDL	-448.12	448.13
				4IMP/PRINT - MAGNETIC MOBILE CDL SUMMER SCHE...	980.800 - MOBILE CDL	-469.74	469.78
				CHICAGO BOOKS - CHICAGO STYLE GUIDE - 2-YEA...	880.510 - General Purchased Services	-77.00	77.00
				ALA GRAPHICS GIFT CHART - STAFF SHIRTS	980.800 - MOBILE CDL	-603.37	603.39
				META PLATFORMS - FACEBOOK ADVERTISING	880.412 - Midwest Literary Walk	-30.00	30.00
				4IMP/PRINT - BALLPOINT PENS - LIBRARY PROMOTION	880.340 - Printed Items / Stationary	-210.85	210.66
				CHELSEA VILLAGE FLOWERS - MLW BALLOONS	880.412 - Midwest Literary Walk	-31.80	31.80
				CHELSEA VILLAGE FLOWERS - CDL MOBILE - MEET...	980.800 - MOBILE CDL	-21.20	21.20
				CHELSEA GUARDIAN - INV 3899 - MLW ADVERTISING	880.412 - Midwest Literary Walk	-60.00	50.00

Chelsea District Library
Monthly Check Register

May 2023

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
				SIGNS IN 1 DAY - EXTERIOR VINYL	980.910 · Capital Restr Gift -Mobile ...	-44.00	44.00
				TARGET - CANDY	884.276 · Teen Refreshments	-12.20	12.20
				CVS - CANDY	884.276 · Teen Refreshments	-24.49	24.49
				STICKER MULE - SRP - 884.272120 LISTENER MAGN...	884.226 · Summer Reading	-121.00	121.00
				HERO FORGE - TEEN D&D - MINIS	884.272 · Teen General Programs	-9.00	9.00
				COTTAGE INN PIZZA -	884.277 · Teen Summer Reading	-40.00	40.00
				COMMON GRILL - MLW DINNER	884.919 · Adult Prog Rest Gift - Gen(...	-211.33	211.34
				COMMON GRILL - MLW DINNER	880.412 · Midwest Literary Walk	-299.99	300.00
				POLLY'S - MLW SNACKS	884.121 · Refreshments	-22.60	22.60
				LITERATI BOOK STORE - MLW BOOK	884.919 · Adult Prog Rest Gift - Gen(...	-26.50	26.50
				SERENDIPITY BOOKS - MLW POETRY BOOK	982.720 · Adult Print General	-18.02	18.02
				WHOA TACOS -	884.121 · Refreshments	-13.23	13.23
				JIMMY JOHNS -	884.121 · Refreshments	-86.92	86.92
				GOLDEN LIMOSINE - FORD - TRANSPORTATION - PI...	884.111 · Midwest Literary Walk	-202.69	202.70
				GOLDEN LIMOSINE - HERSCH - TRANSPORTATION ...	884.111 · Midwest Literary Walk	-202.69	202.70
				GOLDEN LIMOSINE - JESS - TRANSPORTATION - PI...	884.111 · Midwest Literary Walk	-207.67	207.68
				GOLDEN LIMOSINE - JESS - TRANSPORTATION - D...	884.111 · Midwest Literary Walk	-207.67	207.68
				GOLDEN LIMOSINE - HERSCH - TRANSPORTATION ...	884.111 · Midwest Literary Walk	-191.69	191.70
				MAGNOLIA JOURNAL - SUBSCRIPTION	982.630 · Magazines	-25.00	25.00
				ACROPRO SUBS -	884.412 · Music in the Air	-10.59	10.59
				HOTELS.COM -	884.412 · Music in the Air	-1,110.03	1,110.07
				MICHAELS - RENN WALWORTH - FRAMED PHOTOG...	982.510 · Local History Preservation	-194.99	195.00
				PRETTY LINKS - WEBSITE HOSTING	803.395 · Website Hosting & Service	-149.00	149.00
				GRATEFUL CROW - MEETING - MLW	960.200 · Director Expense	-59.38	59.38
				MOBILE CDL - SUPPLIER	980.910 · Capital Restr Gift -Mobile ...	-85.78	85.78
				AGRICOLE - POWERS - STAFF APPRECIATION ANNI...	969.940 · Staff Apprec - Restr/Covid-19	-25.00	25.00
				ZOOM - PUBLIC PROGRAMMING	967.200 · Equipment Software	-264.34	264.35
				STAR2STAR - VOIP	850.120 · Telephone	-459.02	459.03
				ADOBE - IMAGES	967.200 · Equipment Software	-29.99	29.99
				GODADDY - MLW DOMAIN NAME RENEWAL	803.395 · Website Hosting & Service	-42.34	42.34
TOTAL						-6,886.07	6,886.29
Bill Pmt -Check	27623	05/17/2023	Michigan Municipal League	LIMITED BCBSM OR UNEMPLOYMENT ONLY 07/01/...	001.001 · CSB/Operations Checking		-200.00
Bill	36186-523	05/17/2023		LIMITED BCBSM OR UNEMPLOYMENT ONLY 07/01/2...	969.530 · Institutional Member MML	-200.00	200.00
TOTAL						-200.00	200.00
Bill Pmt -Check	27624	05/17/2023	Midwest Tape		001.001 · CSB/Operations Checking		-239.92
Bill	503696854	05/17/2023		APRIL BOC	982.120 · Adult Books on Disc	-63.99	63.99
Bill	503696855	05/17/2023		MAY BOC	982.120 · Adult Books on Disc	-139.96	139.96
Bill	503696870	05/17/2023		APR/MAY CDs	982.420 · Adult Music on CD	-20.98	20.98
Bill	503696857	05/17/2023		FEB ADULT FEATURE	982.460 · DVD Feature	-14.99	14.99
TOTAL						-239.92	239.92
Bill Pmt -Check	27625	05/17/2023	PIERCE, JEAN	REIMBURSEMENT - IN-SERVICE SUPPLIES	001.001 · CSB/Operations Checking		-142.73
Bill	23-409	05/16/2023		SUPPLIES FOR IN-SERVICE DAY	969.620 · Staff In-Service & Apprecia...	-142.73	142.73
TOTAL						-142.73	142.73
Bill Pmt -Check	27626	05/17/2023	RK Studios	INV 05/05/2023, 2 EVENTS - PHOTOGRAPHY	001.001 · CSB/Operations Checking		-442.50
Bill	20230523	05/16/2023		MLW AND MOBILE CDL	880.522 · Photography Services	-442.50	442.50
TOTAL						-442.50	442.50
Bill Pmt -Check	27627	05/17/2023	SMART BUSINESS SOURCE	WO-173807-1 ACCT 501301	001.001 · CSB/Operations Checking		-532.90
Bill	WO-173807-1	05/16/2023		GENERAL SUPPLIES	727.100 · Supplies - General Op 727...	-74.38	74.38
				PAPER SUPPLIES	729.100 · Supplies-Cleaning-Paper 7...	-458.52	458.52
TOTAL						-532.90	532.90
Bill Pmt -Check	27628	05/17/2023	THE WOODHILL GROUP, LLC	APRIL AUDIT PREP	001.001 · CSB/Operations Checking		-600.00
Bill	23-410	05/16/2023		AUDIT PREP CONSULTANT - APRIL	801.020 · Auditor	-600.00	600.00
TOTAL						-600.00	600.00
Bill Pmt -Check	27629	05/17/2023	Unique Management Services Inc	6112339 CLIENT # 1954	001.001 · CSB/Operations Checking		-35.80
Bill	6112339	05/16/2023		2023 APR COLLECTION FEES (PLACEMENTS)	801.090 · Collection Fees	-35.80	35.80
TOTAL						-35.80	35.80
Bill Pmt -Check	27630	05/17/2023	UNIVERSITY OFFICE TECHNOLO...	INV 798077993 - ACCT# 1624667 - CONTRACT # 500...	001.001 · CSB/Operations Checking		-767.20
Bill	79807993	05/16/2023		2023 - PUBLIC COPIER 03/01 - 03/31/2023	803.101 · Public Copier	-241.82	241.82
				2023 - STAFF COPIER 03/01 - 03/31/2023	803.102 · Staff Copier	-437.18	437.18
				2023 - SMALL PRINTER MAINTENANCE 03/01 - 03/31/...	803.103 · Small Printer Maintenance	-88.20	88.20
TOTAL						-767.20	767.20
Bill Pmt -Check	27631	05/17/2023	Verizon Wireless	INV 99336606219 - ACCT 442098695-00001 - 03/29 - ...	001.001 · CSB/Operations Checking		-1,056.95
Bill	9933606219	05/16/2023		2023 HOT SPOTS 03/29 - 04/28/2023	850.311 · WiFi Hotspots	-655.87	655.87
				2023 IT CELL PHONE 03/29 - 04/28/2023	850.121 · IT Cell Phone	-51.13	51.13
				LIMA TOWNSHIP WIFI UPGRADE - REQUIRED	967.120 · Computers	-349.95	349.95
TOTAL						-1,056.95	1,056.95
Bill Pmt -Check	27632	05/17/2023	Washtenaw County Treasurer	CUSTOMER #5401, INV 20231336	001.001 · CSB/Operations Checking		-33.53
Bill	20231336	05/16/2023		2023 CHARGEBACK - DEXTER	402.300 · Dexter Township	-6.31	6.31
				2023 CHARGEBACK - LYNDON	402.500 · Lyndon Township	-9.99	9.99
				2023 CHARGEBACK - SYLVAN	402.600 · Sylvan Township	-11.93	11.93
				2023 CHARGEBACK - CITY	402.700 · City Taxes	-5.30	5.30
TOTAL						-33.53	33.53

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06/11/23

Chelsea District Library
Monthly Check Register

May 2023

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
BIII Pmt -Check	27633	05/17/2023	YEO & YEO	CLIENT - 081130350	001.001 - CSB/Operations Checking		-1,000.00
BIII	576389	05/16/2023		FINAL BILLING FOR AUDIT FYE 12/31/2022	801.020 - Auditor	-1,000.00	1,000.00
TOTAL						-1,000.00	1,000.00
BIII Pmt -Check	27634	05/31/2023	A Production Cleaning Company L...		001.001 - CSB/Operations Checking		-3,050.00
BIII	14904	05/26/2023		CLEANING 05/14 - 05/27/23	803.805 - Janitorial	-1,750.00	1,750.00
BIII	14898	05/26/2023		FULL CARPET CLEANING 05/20/23	803.805 - Janitorial	-1,300.00	1,300.00
TOTAL						-3,050.00	3,050.00
BIII Pmt -Check	27635	05/31/2023	A T & T Mobility	ACCT 28726231198X - INV 05142023 PRINTED ON 0...	001.001 - CSB/Operations Checking		-217.44
BIII	05142023	05/26/2023		PUBLIC WIFI HOT SPOTS 05/07 - 06/03/2023	850.311 - Wifi Hotspots	-217.44	217.44
TOTAL						-217.44	217.44
BIII Pmt -Check	27636	05/31/2023	A T & T TELCO	INV 734433980405 - 05-25-2023 - ACCT 743 433-9804...	001.001 - CSB/Operations Checking		-199.71
BIII	73433980405-05/25/23	05/31/2023		MAY 2023 - TELCO - 04/28/23 - 05/25/2023	850.120 - Telephone	-199.71	199.71
TOTAL						-199.71	199.71
BIII Pmt -Check	27637	05/31/2023	Alerus Financial	Entity code nos. 400298 / 110320 - pay period startin...	001.001 - CSB/Operations Checking		-4,457.14
BIII	20230515	05/26/2023		06/02/2023 PR ER 5% MATCH 08/02/2023 PR EE PERSONAL CONT 08/02/2023 PR FLEX TO 457(b)	231.002 - Payroll Lia/401A MchER 2... 702.300 - Per Svcs - Reimint - EE 70... 710.500 - Per Svcs - Fringe B ER 701...	-1,526.07 -1,785.10 -1,145.97	1,526.07 1,785.10 1,145.97
TOTAL						-4,457.14	4,457.14
BIII Pmt -Check	27638	05/31/2023	Amazon Capital Services Inc		001.001 - CSB/Operations Checking		-980.93
BIII	16L1-NNKC-DJGR	05/26/2023	DVD		982.480 - DVD Feature	-55.07	56.07
BIII	14H3-FNMG-1TN4	05/26/2023	DVD		982.480 - DVD Feature	-13.88	13.88
BIII	113W-HYNV-10NQ	05/26/2023	DVD		982.460 - DVD Feature	-12.12	12.12
BIII	1M87-PHPW-JRCF	05/26/2023	PEACH RINGS, CIRCLE PUNCH		884.272 - Teen General Programs	-31.48	31.48
BIII	1QG1-LJPM-3CQF	05/26/2023	SUMMER 23 OUTDOOR BOOK CLUB		884.126 - General Adult Programs	-154.80	154.80
BIII	19DQ-18K9-KKD1	05/26/2023	SRP		884.222 - General Youth Programs	-106.22	106.22
BIII			SRP		884.226 - Summer Reading	-335.02	335.02
BIII			SRP		884.227 - Outrech	-10.99	10.99
BIII	1NKK-HM11-4X9K	05/26/2023	SRP		884.277 - Teen Summer Reading	-129.14	129.14
BIII	1PGG-7DK1-KGRQ	05/30/2023	PIGEON FOR MOBBE		884.222 - General Youth Programs	-24.99	24.99
BIII	1YXF-9SG3-3QLP	05/31/2023	SUPPLIES		987.310 - Makerspace Furnishings	-107.22	107.22
TOTAL						-980.93	980.93
BIII Pmt -Check	27639	05/31/2023	Ann Arbor Observer	28262	001.001 - CSB/Operations Checking		-261.90
BIII	28262	05/26/2023		MUSIC IN THE AIR	880.110 - Media Buy	-261.90	261.90
TOTAL						-261.90	261.90
BIII Pmt -Check	27640	05/31/2023	AudioCraft Publishing Inc.	17492	001.001 - CSB/Operations Checking		-62.91
BIII	17492	05/26/2023		American & Michigan Chillers	982.780 - Youth Print General	-62.91	62.91
TOTAL						-62.91	62.91
BIII Pmt -Check	27641	05/31/2023	Baker & Taylor - Adult	2037439838	001.001 - CSB/Operations Checking		-286.35
BIII	2037470214	05/26/2023		2023 - ADULT PRINT GENERAL	982.720 - Adult Print General	-286.35	286.35
TOTAL						-286.35	286.35
BIII Pmt -Check	27642	05/31/2023	Baker & Taylor - Unlabeled Juvenile	2037497341	001.001 - CSB/Operations Checking		-155.25
BIII	2037497341	05/26/2023		- Youth Print General	982.780 - Youth Print General	-155.25	155.25
TOTAL						-155.25	155.25
BIII Pmt -Check	27643	05/31/2023	Ballard, Kerry		001.001 - CSB/Operations Checking		-1,425.00
BIII	20230531	05/26/2023		2023 BOOKKEEPING THROUGH 05/31/2023	801.040 - Bookkeeper	-675.00	675.00
BIII	23-412	05/26/2023		BOOKKEEPING - AUDIT 2022	801.040 - Bookkeeper	-750.00	750.00
TOTAL						-1,425.00	1,425.00
BIII Pmt -Check	27644	05/31/2023	BiblioLabs LLC	ONE YEAR ACCESS - 07/01/2023 - 06/30/2024	001.001 - CSB/Operations Checking		-1,950.00
BIII	811926-IN	05/26/2023		Biliboard Creator Service 7/1/23 to 6/30/24 Renewal	982.410 - Electronic Products/Subs	-1,950.00	1,950.00
TOTAL						-1,950.00	1,950.00
BIII Pmt -Check	27645	05/31/2023	Bibliotheca, LLC	INV-US65124 - ANNUAL RFID CONV & STF FOR WO...	001.001 - CSB/Operations Checking		-398.00
BIII	INV-US65124	05/26/2023		RFID CONV WKSTN - 04/15/23 - 04/14/2024	803.390 - Computers	-199.00	199.00
BIII				RFID STF WKSTN - 04/15/23 - 04/14/2024	803.390 - Computers	-199.00	199.00
TOTAL						-398.00	398.00
BIII Pmt -Check	27646	05/31/2023	BroDart Co. Library Supplies	624582	001.001 - CSB/Operations Checking		-103.44
BIII	624582	05/26/2023		LQ METAL FILE	967.330 - Equipment - non-Computer	-103.44	103.44
TOTAL						-103.44	103.44
BIII Pmt -Check	27647	05/31/2023	CARTER, JACK	INV 121713 - PIANO MOVING 06/01 AND 06/06/23 - MI...	001.001 - CSB/Operations Checking		-800.00

Chelsea District Library
Monthly Check Register

May 2023

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill	121713	05/31/2023		PIANO MOVING 06/01 AND 06/06/23 - MIA - YAMAHA ...	884.412 · Music in the Air	-800.00	800.00
TOTAL						-800.00	800.00
Bill Pmt -Check	27648	05/31/2023	City of Chelsea	BANNER - SUMMER READING	001.001 · CSB/Operations Checking		-100.00
Bill	23-284	05/26/2023		SUMMER READING PROGRAM	880.130 · Signs/Banners/Posters	-100.00	100.00
TOTAL						-100.00	100.00
Bill Pmt -Check	27649	05/31/2023	COMFORT, STACEY		001.001 · CSB/Operations Checking		-59.43
Bill	23-183	05/26/2023		SRP PRIZE	884.226 · Summer Reading	-25.00	25.00
Bill	23-184	05/26/2023		SRP PRIZE	884.272 · Teen General Programs	-34.43	34.43
TOTAL						-59.43	59.43
Bill Pmt -Check	27650	05/31/2023	Costco Anywhere Visa	A/C ending 3253 - APR STATEMENT 04/19 - 05/16/23...	001.001 · CSB/Operations Checking		-42.17
Bill	3253	05/31/2023		PAPER TOWELS	729.100 · Supplies-Cleaning-Paper 7...	-42.17	42.17
TOTAL						-42.17	42.17
Bill Pmt -Check	27651	05/31/2023	Dollar Bill Printing		001.001 · CSB/Operations Checking		-1,857.88
Bill	DB-86302-INV	05/31/2023		CDL MOBILE	980.910 · Capital Restr Gift -Mobile ...	-1,484.10	1,484.10
Bill	DB-86487-INV	05/31/2023		MIA	880.434 · Music in the Air	-155.22	155.22
Bill	DB-86890-INV	05/31/2023		SRP	880.423 · Summer Reading Program	-130.56	130.56
Bill	DB-86588-INV	05/31/2023		CDL MOBILE - POSTERS - WEATHERPROOF	980.910 · Capital Restr Gift -Mobile ...	-88.00	88.00
TOTAL						-1,857.88	1,857.88
Bill Pmt -Check	27652	05/31/2023	Foster Swift Collins & Smith	INV 858720 - CLIENT 21969-00002	001.001 · CSB/Operations Checking		-47.00
Bill	858720	05/26/2023		LEGAL - BOARD ISSUE	801.010 · Attorney	-47.00	47.00
TOTAL						-47.00	47.00
Bill Pmt -Check	27653	05/31/2023	Ingram Library Services		001.001 · CSB/Operations Checking		-1,362.72
Bill	75878378	05/26/2023		CDL MOBILE - INITIAL COLLECTION	980.910 · Capital Restr Gift -Mobile ...	-285.23	285.23
Bill	75878382	05/26/2023		CDL MOBILE - INITIAL COLLECTION	980.910 · Capital Restr Gift -Mobile ...	-12.59	12.59
Bill	75878383	05/26/2023		CDL MOBILE - INITIAL COLLECTION	980.910 · Capital Restr Gift -Mobile ...	-10.58	10.58
Bill	75878380	05/26/2023		CDL MOBILE - INITIAL COLLECTION	980.910 · Capital Restr Gift -Mobile ...	-11.33	11.33
Bill	75878379	05/26/2023		· Multiple Book Copies	982.740 · Multiple Book Copies	-122.69	122.69
Bill	75878381	05/26/2023		· Adult Print General	982.720 · Adult Print General	-16.83	16.83
Bill	75878384	05/26/2023		CDL MOBILE - INITIAL COLLECTION	980.910 · Capital Restr Gift -Mobile ...	-16.09	16.09
Bill	75878385	05/26/2023		· Adult Print General	982.720 · Adult Print General	-15.95	15.95
Bill	75880806	05/26/2023		· Multiple Book Copies	982.740 · Multiple Book Copies	-8.45	8.45
Bill	75880808	05/26/2023		· Adult Large Print	982.710 · Adult Large Print	-70.38	70.38
Bill	75889810	05/26/2023		CDL MOBILE - INITIAL COLLECTION	980.910 · Capital Restr Gift -Mobile ...	-35.19	35.19
Bill	75889809	05/26/2023		CDL MOBILE - INITIAL COLLECTION	980.910 · Capital Restr Gift -Mobile ...	-30.10	30.10
Bill	75909635	05/30/2023		· Adult Print General	982.720 · Adult Print General	-74.70	74.70
Bill	75909636	05/30/2023		CDL MOBILE - INITIAL COLLECTION	980.910 · Capital Restr Gift -Mobile ...	-26.20	26.20
Bill	75921794	05/30/2023		· Adult Print General	982.720 · Adult Print General	-492.87	492.87
Bill	75921796	05/30/2023		· Adult Ref.	982.730 · Adult Ref.	-41.93	41.93
Bill	75921795	05/30/2023		· Adult Print General	982.720 · Adult Print General	-65.78	65.78
Bill	75921793	05/30/2023		· Adult Print General	982.720 · Adult Print General	-11.53	11.53
Bill	75921798	05/30/2023		· Adult Print General	982.720 · Adult Print General	-14.30	14.30
TOTAL						-1,362.72	1,362.72
Bill Pmt -Check	27654	05/31/2023	Johnson Controls	ACCT 1348743 - 1-129491125778	001.001 · CSB/Operations Checking		-1,774.53
Bill	1-129491125778	05/30/2023		SERVER ROOM A/C REPAIR	803.010 · Maint Svc Contingency	-1,774.53	1,774.53
TOTAL						-1,774.53	1,774.53
Bill Pmt -Check	27655	05/31/2023	Keim, Antoninette	Reimbursement - LOCAL HISTORY MATERIALS	001.001 · CSB/Operations Checking		-35.85
Bill	23-304SP	05/31/2023		LOWE'S - Reimbursement - LOCAL HISTORY MATERI...	982.510 · Local History Preservation	-35.85	35.85
TOTAL						-35.85	35.85
Bill Pmt -Check	27656	05/31/2023	Midwest Tape		001.001 · CSB/Operations Checking		-2,584.92
Bill	503631756	05/30/2023		CHILDREN CDs	982.420 · Adult Music on CD	-35.22	35.22
Bill	503660460	05/30/2023		CHILDREN CDs	982.420 · Adult Music on CD	-43.46	43.46
Bill	503696853	05/30/2023		CHILDREN CDs	982.420 · Adult Music on CD	-21.73	21.73
Bill	503696856	05/30/2023		CDL MOBILE - INITIAL COLLECTION	980.910 · Capital Restr Gift -Mobile ...	-511.89	511.89
Bill	503696858	05/30/2023		· Youth Books on Disc	982.140 · Youth Books on Disc	-119.98	119.98
Bill	503696859	05/30/2023		FAMILY DVDs	982.480 · Youth Video DVD	-104.20	104.20
Bill	503731591	05/30/2023		FAMILY DVDs	982.480 · Youth Video DVD	-20.22	20.22
Bill	503731592	05/30/2023		APR FEATURE ADULT	982.460 · DVD Feature	-41.23	41.23
Bill	503731593	05/30/2023		MAY BOC	982.120 · Adult Books on Disc	-84.98	84.98
Bill	503731594	05/30/2023		MAR ADULT FEATURE DVDs	982.460 · DVD Feature	-20.24	20.24
Bill	503731625	05/30/2023		MAY ADULT FEATURE DVDs	982.460 · DVD Feature	-229.41	229.41
Bill	503731626	05/30/2023		CDL MOBILE - INITIAL COLLECTION	980.910 · Capital Restr Gift -Mobile ...	-131.98	131.98
Bill	503765435	05/30/2023		FAMILY DVDs	982.480 · Youth Video DVD	-142.43	142.43
Bill	503765436	05/30/2023		MAY ADULT FEATURE DVDs	982.460 · DVD Feature	-312.60	312.60
Bill	503765437	05/30/2023		APR FEATURE ADULT	982.460 · DVD Feature	-46.47	46.47
Bill	503765438	05/30/2023		APR/MAY CDs	982.420 · Adult Music on CD	-18.73	18.73
Bill	503766010	05/30/2023		MAY ADULT NF	982.470 · DVD Non-Fiction	-32.98	32.98
Bill	503802022	05/30/2023		APR FEATURE ADULT	982.460 · DVD Feature	-17.24	17.24
Bill	503802024	05/30/2023		MAY ADULT NF	982.470 · DVD Non-Fiction	-113.93	113.93
Bill	503802025	05/30/2023		FAMILY DVDs	982.480 · Youth Video DVD	-62.97	62.97
Bill	503802026	05/30/2023		MAY ADULT FEATURE DVDs	982.460 · DVD Feature	-201.66	201.66
Bill	503802027	05/30/2023		MAY BOC	982.120 · Adult Books on Disc	-167.96	167.96
Bill	503802029	05/30/2023		APR/MAY CDs	982.420 · Adult Music on CD	-32.22	32.22
Bill	503731589	05/30/2023		APR/MAY CDs	982.420 · Adult Music on CD	-71.19	71.19
TOTAL						-2,584.92	2,584.92
Bill Pmt -Check	27657	05/31/2023	Powers, Shannon H	ICE CREAM FREEZER FOR SRP	001.001 · CSB/Operations Checking		-242.74

**Chelsea District Library
Monthly Check Register**

May 2023

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill	23-303	05/30/2023		SRP KICK-OFF AND FINALE	884.228 - Summer Reading	-242.74	242.74
TOTAL						-242.74	242.74
Bill Pmt -Check	27658	05/31/2023	STANTON PIANO TUNING & TECH...	INV 514, 2 TUNINGS ON-SITE	001.001 - CSB/Operations Checking		-300.00
Bill	514	05/31/2023		2 ON-SITE PIANO TUNINGS - MUSIC IN THE AIR	884.412 - Music in the Air	-300.00	300.00
TOTAL						-300.00	300.00
Bill Pmt -Check	27659	05/31/2023	T-MOBILE	ACCT 975550022 - STATEMENT DATED 05/22/2023 D...	001.001 - CSB/Operations Checking		-300.60
Bill	975550022-05/22/23	05/31/2023		2023 - APR - T-MOBILE WIFI HOTSPOTS 04/21 - 05/2...	850.311 - WiFi Hotspots	-300.60	300.60
TOTAL						-300.60	300.60
Bill Pmt -Check	27660	05/31/2023	The Library Network	INV 72005, ACCT NUMBER CHEL#216	001.001 - CSB/Operations Checking		-380.00
Bill	72005	05/30/2023		CDL MOBILE - INITIAL COLLECTION - CIRC EQUIPM...	980.910 - Capital Restr Gift -Mobile ...	-380.00	380.00
TOTAL						-380.00	380.00
Bill Pmt -Check	27661	05/31/2023	AMERICAN UNITED LIFE INSURA...		001.001 - CSB/Operations Checking		-1,715.38
Bill	MAY 2023	05/31/2023		MAY INSURANCE 05/01/23 - 05/31/23	710.200 - Per Svcs-Fringe Flex Ben 7...	-857.89	857.89
Bill	JUNE 2023	05/31/2023		JUNE INSURANCE 06/01/23 - 06/30/23	710.200 - Per Svcs-Fringe Flex Ben 7...	-857.89	857.89
TOTAL						-1,715.38	1,715.38
Bill Pmt -Check	27662	05/31/2023	AUTHORS UNBOUND	DEPOSIT \$2600 OF \$5200 TOTAL - VIOLA SHIPMAN ...	001.001 - CSB/Operations Checking		-2,600.00
Bill	4023 - DEPOSIT	05/31/2023		DEPOSIT 2024 - VIOLA SHIPMAN	884.111 - Midwest Literary Walk	-2,600.00	2,600.00
TOTAL						-2,600.00	2,600.00

Chelsea District Library Donation and Restricted

January through May 2023

	Jan - May 23	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
674.000 · Revenue Contribution & Donation			
674.110 · Designated Adult Programming	1,000	5,250	(4,250)
674.111 · Designated Youth Programming	2,900	4,900	(2,000)
674.112 · Designated Music Focus Programs	3,100	4,500	(1,400)
674.113 · Designated Exhibits Programming	3,000	3,000	0
674.120 · Undesignated Donation	920	500	420
674.121 · Annual Giving	0	15,000	(15,000)
674.141 · Designated Technology	0	3,000	(3,000)
674.142 · Designated Small Equipment	40	20	20
674.150 · Continuing Education Restricted	0	750	(750)
674.500 · Mobile CDL	5,255	5,125	130
Total 674.000 · Revenue Contribution & Donation	16,215	42,045	(25,830)
675.000 · Private Grant Sources			
675.400 · Chelsea Ed Foundation	0	1,500	(1,500)
Total 675.000 · Private Grant Sources	0	1,500	(1,500)
Total Income	16,215	43,545	(27,330)
Gross Profit	16,215	43,545	(27,330)
Expense			
850.000 · Telecommunications			
850.900 · Telecom-Restricted Gifts			
850.910 · WiFi Hot Spots - Restricted	3,000	3,000	0
Total 850.900 · Telecom-Restricted Gifts	3,000	3,000	0
Total 850.000 · Telecommunications	3,000	3,000	0
884.000 · Programming			
884.210 · Youth Speakers			
884.211 · Authors in Chelsea			
884.921 · Youth Prog Rest Gifts Authors	2,000	2,000	0
Total 884.211 · Authors in Chelsea	2,000	2,000	0
Total 884.210 · Youth Speakers	2,000	2,000	0
884.400 · Music Focus			
884.961 · Songfest - Restricted Gift	0	3,500	(3,500)
884.962 · Music in the Air - Restricted	3,000	1,000	2,000
Total 884.400 · Music Focus	3,000	4,500	(1,500)
884.500 · Artist In Residence			
884.970 · Artist in Residence Restricted	1,000	1,000	0
Total 884.500 · Artist In Residence	1,000	1,000	0
884.910 · Adult Programming Restricted			
884.911 · Adult Prog Rest Gifts MWest LW	0	0	0
884.912 · Adult Prog Rest Gifts General	0	0	0
884.914 · Adult Prog Rest - Korner Stage	1,500	1,500	0
884.916 · Aud Prg. Rst. Gifts Purple Rose	0	1,000	(1,000)
884.927 · Adult Prog Rest Gifts SRP	724	750	(26)

Chelsea District Library
Donation and Restricted
January through May 2023

	Jan - May 23	Budget	\$ Over Budget
884.930 · Oral History Restricted Gift	0	0	0
Total 884.910 · Adult Programming Restricted	2,224	3,250	(1,026)
884.920 · Youth Programming Restricted			
884.922 · Youth Prog Rest Gifts Genl	(25)	0	(25)
884.926 · Youth Prog Rest Gifts SRP	703	2,900	(2,197)
884.950 · Youth Programming Restricted Gr			
884.953 · Youth Prog Rest Chelsea Ed Foun	1,861	1,500	361
Total 884.950 · Youth Programming Restricted Gr	1,861	1,500	361
Total 884.920 · Youth Programming Restricted	2,539	4,400	(1,861)
Total 884.000 · Programming	10,763	15,150	(4,387)
969.000 · CE, Staff Development & Travel			
969.600 · Staff Training, In-Service			
969.940 · Staff Apprec - Restr/Covid-19	225	750	(525)
Total 969.600 · Staff Training, In-Service	225	750	(525)
Total 969.000 · CE, Staff Development & Travel	225	750	(525)
970.000 · Capital Expense 980.00			
980.200 · Technology			
980.900 · Technology Restricted Gifts			
980.910 · Capital Restr Gift -Mobile CDL	25,473	134,939	(109,466)
Total 980.900 · Technology Restricted Gifts	25,473	134,939	(109,466)
Total 980.200 · Technology	25,473	134,939	(109,466)
Total 970.000 · Capital Expense 980.00	25,473	134,939	(109,466)
Total Expense	39,461	153,839	(114,378)
Net Ordinary Income	(23,246)	(110,294)	87,048
Net Income	(23,246)	(110,294)	87,048

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

Ordinary Income/Expense																
Jan 23	Feb 23	Mar 23	Apr 23	May 23	Jun 23	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Jan - Dec 23	Budget	\$ Over Budget	% of Budget	
Income																
402.000 · District Revenue	402	904,481	827,375	285,394	(52,583)	(34)	0	0	0	0	0	1,964,633	2,026,221	(61,588)	97%	
540.100 · State Aid		0	58,122	0	8,119	2	0	0	0	0	0	66,243	70,800	(4,557)	94%	
574.100 · Penal Fines		0	0	0	0	0	0	0	0	0	0	0	20,000	(20,000)	0%	
645.100 · Copiers & Printers		0	258	159	442	472	0	0	0	0	0	1,331	3,000	(1,669)	44%	
657.100 · Non-Resident Fees 607.100		0	250	31	0	1,938	0	0	0	0	0	2,219	3,200	(981)	69%	
657.200 · ILL Fees/Collection Agency Rec		0	15	25	35	315	0	0	0	0	0	390	600	(210)	65%	
665.000 · Investment Income, Int 665.100		137	162	76	72	48	0	0	0	0	0	495		(490)	98%	
665.100 · Investment Gains/Losses 666.100		483	1,307	2,877	5,096	11,747	0	0	0	0	0	21,510	22,000	(490)		
669.000 · Investment Value Change 665.500		6,199	(8,001)	5,840	1,306	31	0	0	0	0	0	5,375				
671.000 · Misc Income & Refunds 606.000		0	2,775	0	0	3,750	0	0	0	0	0	6,525				
674.000 · Revenue Contribution & Donation		8,270	(974)	6,430	820	1,670	0	0	0	0	0	16,216	42,045	(25,829)	39%	
675.000 · Private Grant Sources		0	0	0	0	0	0	0	0	0	0	0	1,500	(1,500)	0%	
Total Income		919,570	881,289	300,832	(36,693)	19,939	0	0	0	0	0	2,084,937	2,189,366	(104,429)	95%	
Gross Profit		919,570	881,289	300,832	(36,693)	19,939	0	0	0	0	0	2,084,937	2,189,366	(104,429)	95%	
Expense																
701.000 · Personnel Svcs Control Acct 701		82,637	91,293	91,532	93,026	137,200	0	0	0	0	0	495,688	1,296,439	(800,751)	38%	
727.000 · Supplies		653	399	1,033	399	1,904	0	0	0	0	0	4,388	19,400	(15,012)	23%	
730.000 · Printing&Publishing P&P 727.600		0	0	0	0	0	0	0	0	0	0	0	600	(600)	0%	
731.000 · Other Svc - Postage 727.700		71	66	0	71	38	0	0	0	0	0	246	1,600	(1,354)	15%	
732.000 · Supplies-Maintenance 727.800		0	184	88	10	22	0	0	0	0	0	304	1,366	(1,062)	22%	
801.000 · Professional & Contractual Svcs		1,373	3,388	2,325	13,442	4,854	0	0	0	0	0	25,382	82,650	(57,268)	31%	
802.000 · Admin-Fees & Misc Costs 801.300		41	8	13	17	247	0	0	0	0	0	326	1,040	(714)	31%	
803.000 · Maintenance Service Contracts		5,236	9,166	12,971	22,354	20,801	0	0	0	0	0	70,528	183,665	(113,137)	38%	
850.000 · Telecommunications		5,646	1,403	1,637	3,358	2,582	0	0	0	0	0	14,626	44,600	(29,974)	33%	
880.000 · Promotional Materials		3,119	9,403	5,602	4,768	3,525	0	0	0	0	0	26,417	90,288	(63,871)	29%	
884.000 · Programming		8,604	24,304	16,243	20,710	17,019	0	0	0	0	0	86,880	129,765	(42,885)	67%	
885.000 · Volunteer		0	36	88	0	19	0	0	0	0	0	143	2,500	(2,357)	6%	
920.000 · Utilities		0	5,759	5,471	5,022	5,007	0	0	0	0	0	21,259	71,950	(50,691)	30%	
960.000 · Board & Director Expense		34	0	224	106	59	0	0	0	0	0	423	4,400	(3,977)	10%	
965.000 · Automation Services		13,116	(4,562)	0	0	0	0	0	0	0	0	8,554	46,092	(37,538)	19%	
966.000 · Insurance 801.200		0	0	2,862	0	3,287	0	0	0	0	0	6,149	18,711	(12,562)	33%	
967.000 · Equipment		14,089	6,285	1,885	1,592	2,321	0	0	0	0	0	26,172	65,320	(39,148)	40%	
969.000 · CE, Staff Development & Travel		595	647	403	1,976	806	0	0	0	0	0	4,427	14,519	(10,092)	30%	
970.000 · Capital Expense 980.00		126,503	7,344	130,358	2,212	27,015	0	0	0	0	0	293,432	176,439	116,993	166%	
982.000 · Collection Expense		800	31,174	10,677	11,733	14,870	0	0	0	0	0	69,254	183,700	(114,446)	38%	
Total Expense		262,517	186,297	283,412	180,796	241,576	0	0	0	0	0	1,154,598	2,435,044	(1,280,446)	47%	
Net Ordinary Income		657,053	694,992	17,420	(217,489)	(221,637)	0	0	0	0	0	930,339	(245,678)	1,176,017		
Other Income/Expense																
Other Expense																
995.001 · Trans to Capital Imprvr 999.001		0	0	0	0	0	0	0	0	0	0	0	(36,500)	36,500	0%	
995.002 · Trans to Cap Resv Fund 999.002		0	0	0	0	0	0	0	0	0	0	0	18,300	(18,300)	0%	
Total Other Expense		0	0	0	0	0	0	0	0	0	0	0	18,200	(18,200)	0%	
Net Other Income		0	0	0	0	0	0	0	0	0	0	0	18,200	(18,200)	0%	
Net Income		657,053	694,992	17,420	(217,489)	(221,637)	0	0	0	0	0	930,339	(227,478)	1,157,817		

Chelsea District Library
Profit & Loss Prev Year Comparison
January through May 2023

		Jan - May 23	Jan - May 22	\$ Change	% Change
Ordinary Income/Expense					
Income					
402.000 · District Revenue	402	1,964,633.34	1,907,381.57	57,251.77	3.0%
540.100 · State Aid		66,243.55	65,158.82	1,084.73	1.67%
645.100 · Copiers & Printers		1,330.70	1,012.40	318.30	31.44%
657.100 · Non-Resident Fees	607.100	2,218.75	406.25	1,812.50	446.15%
657.200 · ILL Fees/Collection Agency Rec		390.00	0.00	390.00	100.0%
665.000 · Investment Income, Int	665.100	495.71	146.45	349.26	238.48%
665.100 · Investment Gains/Losses	666.100	21,510.01	14,049.42	7,460.59	53.1%
669.000 · Investment Value Change	665.500	5,375.41	-34,779.85	40,155.26	115.46%
671.000 · Misc Income & Refunds	606.000	6,525.00	0.00	6,525.00	100.0%
674.000 · Revenue Contribution & Donation		16,216.25	25,653.18	-9,436.93	-36.79%
Total Income		2,084,938.72	1,979,028.24	105,910.48	5.35%
Gross Profit		2,084,938.72	1,979,028.24	105,910.48	5.35%
Expense					
701.000 · Personnel Svcs Control Acct	701	495,687.44	457,705.69	37,981.75	8.3%
727.000 · Supplies	727	4,387.96	4,585.29	-197.33	-4.3%
731.000 · Other Svc - Postage	727.700	247.29	225.91	21.38	9.46%
732.000 · Supplies-Maintenance	727.800	302.82	23.91	278.91	1,166.5%
801.000 · Professional & Contractual Svcs		25,383.33	21,386.82	3,996.51	18.69%
802.000 · Admin-Fees & Misc Costs	801.300	325.47	246.83	78.64	31.86%
803.000 · Maintenance Service Contracts		70,528.08	68,713.32	1,814.76	2.64%
850.000 · Telecommunications		14,626.16	14,189.41	436.75	3.08%
880.000 · Promotional Materials		26,416.62	28,567.89	-2,151.27	-7.53%
884.000 · Programming		86,879.44	61,472.00	25,407.44	41.33%
885.000 · Volunteer		143.37	37.94	105.43	277.89%
920.000 · Utilities		21,259.30	22,566.16	-1,306.86	-5.79%
960.000 · Board & Director Expense		422.79	500.42	-77.63	-15.51%
965.000 · Automation Services		8,553.80	23,261.03	-14,707.23	-63.23%
966.000 · Insurance	801.200	6,149.00	2,863.00	3,286.00	114.78%
967.000 · Equipment		26,171.85	7,299.95	18,871.90	258.52%
969.000 · CE, Staff Development & Travel		4,425.60	10,447.00	-6,021.40	-57.64%
970.000 · Capital Expense	980.00	293,431.25	135,225.51	158,205.74	116.99%
982.000 · Collection Expense		69,252.74	67,560.06	1,692.68	2.51%
Total Expense		1,154,594.31	926,878.14	227,716.17	24.57%
Net Ordinary Income		930,344.41	1,052,150.10	-121,805.69	-11.58%
Net Income		930,344.41	1,052,150.10	-121,805.69	-11.58%

7.0

CHELSEA DISTRICT LIBRARY

Fund Balances

May 31, 2023

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
\$249,851.89	\$85,064.35	\$334,916.24
\$0.00	\$0.00	\$0.00
\$249,851.89	\$85,064.35	\$334,916.24

Ameriprise Account

Fixed Income Fund

017.003

Money Market Fund

017.004

Investment Partners Total

\$1,528,586.40	\$11,778.16	\$1,540,364.56
\$1,216,472.19	-\$250,000.00	\$966,472.19
\$2,745,058.59	-\$238,221.84	\$2,506,836.75

Total General Fund

\$2,994,910.48	-\$153,157.49	\$2,841,752.99
----------------	---------------	----------------

Debt Service Fund

Bond Debt Retirement Fund Checking

003.008

\$153,851.18	\$32.67	\$153,883.85
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8.1

Ameriprise 05/31/2023

Account no. 0000-4823-9221-4

GL ACCOUNTS - 017.003, 017.004, 666.100, 666.500

	Beginning Balance	Transfers from operating account	Interest	Fees	Withdrawal	Change in Value	Ending balance*
12/31/22							
01/31/22	\$1,586,976.33	\$0.00	\$482.97			\$6,198.85	\$1,586,976.33
02/28/22	\$1,593,658.15	\$1,200,000.00	\$1,306.96			-\$8,000.70	\$1,593,658.15
03/31/22	\$2,786,964.41	\$0.00	\$2,876.77		\$57,025.00	\$5,840.45	\$2,786,964.41
04/30/22	\$2,738,656.63	\$0.00	\$5,095.96			\$1,306.00	\$2,738,656.63
05/31/22	\$2,745,058.59	\$0.00	\$11,747.35	\$0.00	\$250,000.00	\$30.81	\$2,745,058.59
06/30/22	\$0.00	\$0.00	\$0.00	\$12.00		\$0.00	\$0.00
07/31/22	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00
08/31/22	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00
09/30/22	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00
10/10/22	\$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	\$1,586,976.33	\$1,200,000.00	\$21,510.01	\$12.00	\$307,025.00	\$5,375.41	\$2,506,824.75
YTD 017.003 + 017.004		(+) = in.	YTD 665.100		to operating account	YTD 669.000	017.003+017.004

*Should match Ameriprise Statement

\$57,025.00 from MMF matched with donations and budgeted amounts for final Mobile CDL payment.

DIRECTOR'S REPORT

Library Director's Report

Respectfully submitted for June 2023 board meeting

Staff Announcements

Jordan Battaglia, Library Assistant extraordinaire, will leave CDL at the end of June to pursue graduate studies in Boston. While this is sad news for the library – Jordan has proven to be a smart, vivacious, and incredibly capable staffer and a delight to boot – we are all very excited and eager to see what her bright future holds. Congratulations, Jordan and thank you for sharing your time and talents with us!

2024- 2028 Strategic Planning

We are engaging the community for input for planning purposes. Opportunities for visitors to share feedback are currently in the lobby. Additionally, in order to solicit input from non users, opportunities for feedback will occur onboard Mobee as it travels around the community this summer. Hopefully, these efforts will result in a responsive plan that addresses some of our community's needs and wants.

Mark your calendars for the following dates for board participation in strategic planning:

- August 15 OR September 15 board meeting – discussion of findings from community engagement
- October 17 board meeting – test draft 2024-2028 strategic plan
- November 14 board meeting – final feedback session on 2024-2028 strategic plan
- January 16, 2024– tentative date for board adoption of 2024-2028 strategic plan

Mobile CDL (Mobee) Update

Mobee will be out and about this summer with a pilot monthly schedule of visits beginning in September. Please consider joining us at some of these events.

- Sounds & Sights (6:30-7:30PM) – every Thursday for the remainder of the season
- Mobile Mondays (2-4PM) Timber Town – June 26
- Mobile Mondays (2-4PM) Park Lyndon North – July 10
- Ribbon Cutting (6-7PM) Sylvan Township Hall – July 11
- Mobile Mondays (2-4 PM) Storybook Trail – July 24
- Sounds & Sights Classic Car Show (3-8PM) – July 28
- Rec it Tuesday (6-7:30PM) Lyndon Township Hall/Border-to-Border Trailhead – August 1
- Ribbon Cutting (6-7PM) Lyndon Township Hall – August 8
- Ribbon Cutting (6-7PM) Lima Township Hall – August 14
- Ribbon Cutting (5-6PM) Dexter Township Hall – August 15
- Chelsea Fair Parade (1PM) Downtown Chelsea – August 26

CDL and Chelsea Welcomes Sung-Mi Kim July 24-30

We are proud to announce that Su-Mi Kim (who also goes by the name Vivian) will visit CDL and the Chelsea community in July. During the visit, she will research the structures and current trends of operational programs in US libraries by visiting our library community, participating in our programs and events, observing programs, and interviewing library staff and patrons.

Sung-Mi Kim works as a public officer at Gang-dong-gu borough in Seoul, South Korea. Based on her experiences visiting CDL as well as other libraries in the area, she hopes to develop various operational programs for the 40-plus libraries in Gang-dong-gu.

She has served as a public officer for eight years and has a master's degree in English linguistics.

Her visit is being facilitated by Eli Neiburger at the Ann Arbor District Library.

Lima Township Hotspot

The Lima Township hotspot that the library installed at their meeting hall for public use is once again functional and bringing a world of information to the residents of the township. Thanks to Scott for quickly and efficiently addressing the problem and fixing it.

Out and About: Meetings Attended May 2023

- Walk to School Wednesdays – May 3, 19, 17, 24, 31
- Rotary meetings – May 2, 9, 23
- Rotary leadership meeting – May 10
- Rotary presidents lunch – May 5
- Social hour at new Sun-Times headquarters – May 11
- Filmed interview for Chelsea Community Foundation film – May 23
- Rotary/CHS STRIVE banquet – May 24

Chelsea District Library
Assistant Director's Report
May 2023

Facility update

- From last month: Our two boilers are nearing end-of-life so I am working with JCI to determine replacement cost and timing. I have a preliminary cost estimate from them and hope to have a firmer one by the time we finalize the 2024 budget. They feel we can get through this year but should replace them next spring, once heating season is over.
- The AC unit in the server room will be replaced in June. We decided to go with a mini-split, which is mounted on the wall instead of in the ceiling. It will be easier to maintain and cost less than ½ of the original style. The old unit will stay in place for the time being.
- We had a full carpet cleaning this month. We have several areas where the original carpet from 2006 is still in place and it is holding up well. Kidspot carpet is showing its age- light green and yellow carpet show wear much earlier than darker colors- and I will explore replacing it with the extra blue carpet squares from our update a few years ago. We will need to have enough to do the job and leave some on hand to use as replacements.
- We replaced the concrete planters at the front entrance this month. One of them had been knocked over by the snow crew and broken, which they paid to replace. Lori and I opted for pots with a smaller footprint and lighter weight, hoping they would be easier to miss with the snow plow and more likely to survive a hit if one happened. We moved the remaining concrete planter between the green benches along the front entrance to the library.

Budget

The staff portion of the 2024 budget is now complete and the first finance committee meeting to review it will have taken place by the time you read this.

Meetings and programs

Our May all-staff meeting focused on the new strategic plan and some of us then had training on driving Mobee...which was a bit stressful but we all survived. Not all those wanting it were able to complete it that day but Everett will make sure it gets done.

Volunteers- this month we had 236 book sale volunteer hours and 45.5 non-book sale hours, for a total of 281.5 volunteer hours.

Respectfully submitted,

Linda Ballard
Assistant Director

May tends to be a quieter month for visits and checkouts, but it is also an important month of preparation for summer. This year, we spent time connecting with the schools, securing sponsors, prepping reading challenges, and planning a variety of summer activities for all ages. We also continued work on Mobile CDL! This included our annual Music in the Air Concert in early June. Finally, May included the staff in-service day, which was full of training for Mobee and excellent strategic planning discussions.

- Jessica Zubik and Shannon Powers met with the literacy specialists at South Meadows to discuss implementing the ebook and audiobook app, Sora. This app would allow students access to the library's overdrive collection of books aimed at juvenile audiences. The school is interested in pursuing this.
- Youth librarians visited schools to talk to the students about our summer reading program and encourage sign ups.
- Stacey Comfort continues to visit Beach Middle twice a month during school lunch times. These visits reach over 100 students and have led to increased program sign ups and library visits.
- Adult librarians reviewed circulation trends, and made plans to reduce book on cds and shift shelves to make more room for better circulating collections.
- We began stocking Mobee with materials recently processed and linked by Martha Jacques and Jordan Battaglia .
- Amy Zoran and I met with Anne Neville and John Inman from TLN to finalize Mobee's catalog before going live.

Program Attendance

Date	Name	In-Person	Live Virtual	Recorded Virtual	Kits
	Adult Program Attendance				
5/2/2023	Reading Glasses Book Club	9			
5/6/2023	Outdoor Book Club: Language of Butterflies	9			
5/18/2023	Pines Book Club	7			
5/20/2023	Purple Rose Reading		107		
5/23/2023	Wild West? Myths and Realities	17			
	<i>Adult Program Totals</i>	42	107		
		149			
	Early Literacy Program				

Information Services Report: May 2023
Shannon Powers, Head of Information Services

	Attendance				
5/2/2023	Babytime	28			
5/3/2023	Preschool Storytime	4			
5/4/2023	Toddler time	20			
5/9/2023	Babytime	19			
5/10/2023	Preschool Storytime	2			
5/11/2023	Toddler time	22			
5/16/2023	Babytime	20			
5/17/2023	Silly Songs with Sharon *1 of 2 sessions	4			
5/17/2023	Silly Songs with Sharon *2 of 2 sessions	10			
5/18/2023	Toddler time	16			
5/23/2023	Babytime	21			
5/24/2023	Preschool Storytime	7			
5/25/2023	Toddler time	23			
	<i>Early Literacy Program Totals</i>	<i>196</i>			
	Youth Program Attendance				
5/1/2023	Lego Club	21			
5/9/2023	Tween Book Club	6			
5/13/2023	KinderConcert	52			
5/18/2023	Read to Library Dog	9			
5/30/2023	Summer Book Tasting (canceled)				
	Walk to School Wednesdays				
	<i>Youth Program Totals</i>	<i>88</i>			
	Teen Program Attendance				
5/4/2023	TTT: May the 4th Droid Making	2			
5/10/2023	Teen Led D&D	4			
5/18/2023	TTT: International Snack Spectacular	20			
5/19/2023	After Hours: Get Your Game On!	11			
5/30/2023	Pizza and Paperbacks (canceled)				
	<i>Teen Program Totals</i>	<i>37</i>			
	Outreach Program Attendance				

5/3/2023	BLANK the Librarian	137			
5/10/2023	Beach Mobee Visit	70			40 written respons es
5/11/2023	Storytime @ ECC	30			
5/19/2023	CHS Journalism Class Visit	18			
5/19/2023	Storytime @ Mudpies and Lullabies Daycare	24			
5/22/2023	SRP Classroom Visits @ South Meadows	240			
5/23/2023	SRP Classroom Visits @ South Meadows	240			
5/30/2023	SRP Classroom Visits @ North Creek	239			
	<i>Outreach Program Totals</i>	<i>1038</i>			

Reference, Collections, Deliveries, and Other

Services	May 23
Reference Questions *	1209
CDL Delivers & Deposit Book Deliveries	

*Library closed May 12, 2023 for Staff In-Service Day. Library closed May 28, 2023 and May 29, 2023 for Shared System Maintenance and Memorial Day.

Information Technology

Respectfully Submitted
by Scott Rakestraw

CHELSEA DISTRICT LIBRARY BOARD REPORT May 2023

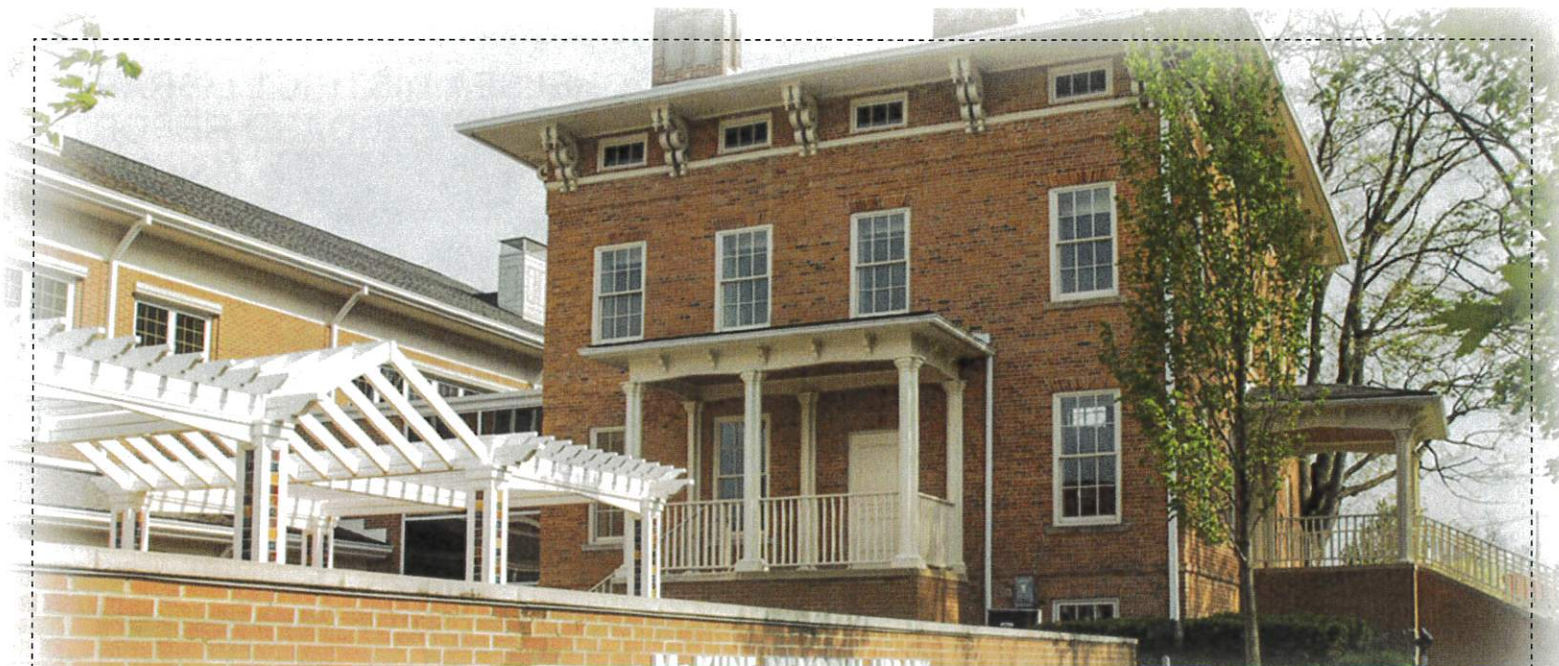
TECHNOLOGY SERVICES

DATA SERVICES		JAN	FEB	MAR	APR	MAY
4843.1	Hotspots: Total GB Used - Township Halls	999.4	982.8	975.8	953.3	931.8
57	-- Lima Township (GB)	12.4	10.1	11.5	12.3	10.7
148	-- Sylvan Township (GB)	34.3	26.9	31.6	28.4	26.8
4638.1	-- Mobile Beacon (GB)	952.7	945.8	932.7	912.6	894.3
125	Hotspot Devices Circulated	22	27	33	20	23
1990	Public Internet - Computer Sessions	366	338	469	428	389
2927	Public Internet - Wireless Logins	412	624	648	614	629

ONLINE SERVICES		JAN	FEB	MAR	APR	MAY
62994	Website Sessions	14519	10474	13443	11919	12639
30693	Website Users	6747	5807	6313	5763	6063
10092	AUDIO Downloads Total	2173	2136	1874	1911	1998
7075	-- Audio: Libby	1413	1348	1405	1419	1490
3017	-- Audio: Hoopla	760	788	469	492	508
1522	VIDEO Downloads Total	315	379	318	270	240
772	-- Video: Kanopy	112	155	218	142	145
750	-- Video: Hoopla	203	224	100	128	95
24189	EBook Downloads Total	5134	4681	5017	4646	4711
23018	-- Libby	4855	4369	4790	4451	4553
1171	-- Hoopla	279	312	227	195	158
35803	TOTAL Downloads	7622	7196	7209	6827	6949

CHELSEA SENIOR CENTER

Total Hours	Date	OnSite Hours	OffSite Hours	CDL Tech	Brief Description
28.25	May	25.5	2.75		
	5/1/2023		0.75	Everett	Printer troubleshooting, reboot router, email configuration
	5/2/2023		2	Scott	Scheduling, Planning Discussions
	5/1/2023	4		Everett	Configured VLAN, transition to Business Basic
	5/4/2023	4		Everett	Set up VLAN for public computers
	5/8/2023	3		Everett	Switched out cables, VLAN configuration, ISP research
	5/11/2023	4		Everett	Network testing and configuration
	5/15/2023	1		Scott	Technology meeting
	5/15/2023	4		Everett	Meeting and inventory
	5/17/2023	1		Everett	Inventory
	5/22/2023	4		Everett	Network performance testing and inventory
	5/24/2023	0.5		Everett	Call with Microsoft licensing
	5/25/2023	0.5		Everett	Microsoft nonprofit licensing
	5/25/2023	2.5		Everett	Inventory, network cabling, assisted member with phone email issues
	5/30/2023	4		Everett	Internet upgrade, cabling



WEB SITE STATS

Users

3,519

New Users

3,045

Sessions

6,205

Number of Sessions per User

1.76

Pageviews

17,711

Pages / Session

2.85

Avg. Session Duration

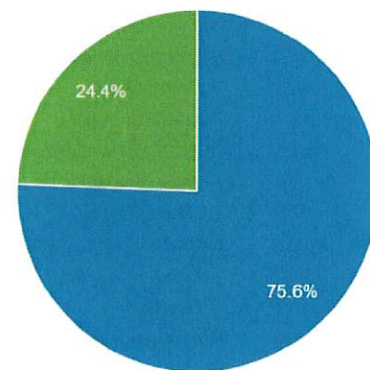
00:01:23

Bounce Rate

7.41%

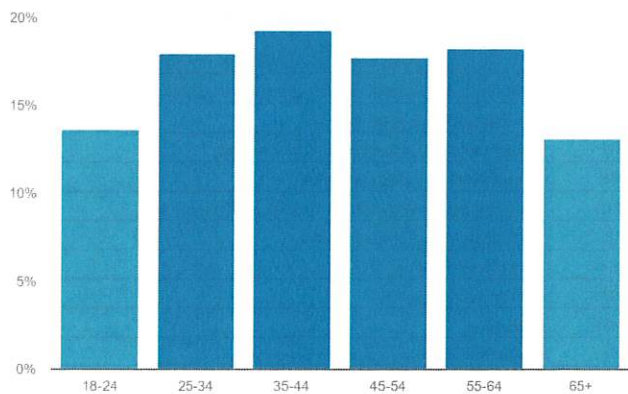
75.6% ■ New Visitor

24.4% ■ Returning Visitor



Age

16.65% of total users

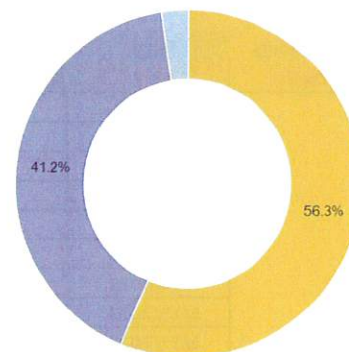


Devices

56.3% ■ Desktop

41.2% ■ Mobile

2.5% ■ Tablet



TOP 10 WEB PAGES [BY UNIQUE VIEWS]



Site Kit

URL Search 🔍

📅 Last 28 days ▼

Title	Pageviews	Unique Pageviews	Bounce Rate	Session Duration
1. Home - Chelsea District Library /	12,037	5,109	7.49%	1m 31s
2. Summer Reading Programs - Chelsea District Library /srp/	1,315	580	2.93%	1m 3s
3. Hours & Location - Chelsea District Library /about-us/hours-location/	630	200	1.37%	1m 21s
4. Get a Library Card - Chelsea District Library /how-do-i/library-user-info/get-a-library-card/	488	163	12.28%	52s
5. Board of Trustees - Chelsea District Library /about-us/staff-trustees/board-of-trustees/	346	110	0%	3m 19s
6. eBooks, Audiobooks, and More - Chelsea District Library /downloadable-collection/	290	134	9.62%	1m 17s
7. A to Z Listing - Chelsea District Library /online-resources/a-to-z-listing/	268	120	12.5%	2m 58s
8. Connect to the Wi-Fi Network - Chelsea District Library /how-do-i/services/connect-to-the-wifi-network/	250	97	10%	1m 36s
9. Employment @ CDL - Chelsea District Library /about-us/employment-cdl/	187	85	0%	20s
10. Who We Are - Chelsea District Library /about-us/who-we-are/	146	66	20.83%	28s

ONLINE RESOURCES

May 2023				
Last Month	Rank	Online Resource	Total Clicks	Unique Users
1	1	Chelsea Update	160	156
19	2	NoveList K8	54	52
5	2	Sun Times News	54	50
4	4	Value Line Inc	50	45
2	5	Stories of Chelsea	45	45
5	6	Michigan eLibrary	39	39
2	7	Consumer Reports	39	31
19	8	My Heritage	34	30
7	9	Michigan Legal Help	33	32
18	10	Demographics Now	31	31
9	11	Home Work Help Now Home	29	29
21	12	Unemployment Help	28	28
10	12	Ancestry	28	27
12	12	Britannica School	28	27
12	15	Opposing View Points in Context	27	27
12	16	NoveListPlus	26	24
16	17	Scholastic Teachables	25	25
8	18	Historic Newspapers	25	19
11	19	Michigan Secretary of State	24	24
24	19	United States Census	24	24
25	21	Adult Learning Center	23	23
15	22	Pronunciator	22	22
23	23	Newspaper Source Plus	21	21
21	23	Michigan Voter Information Center	21	20
-	25	Linked In Learning [formerly Lynda.com]	20	20

INGENUITY ENGINE ROOM

May was another great month for the Ingenuity Engine Room!

We had 52 visitors in the lab this month. We also had two Saturday programs. The lab provided a ton of services to the Library itself as well as the Chamber of Commerce.

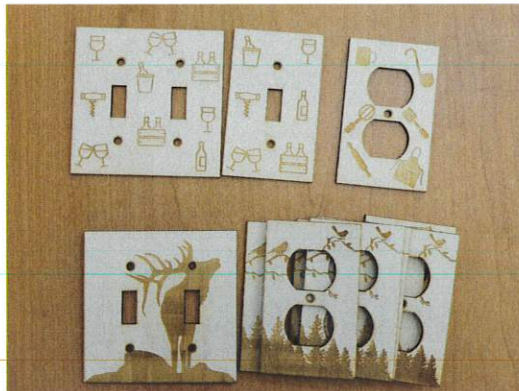
Stacey and I printed all of our Summer Reading Program t-shirts and victimized the Volunteer shirts for YSG.

I cut 300 bullhorns for Jessica and the Summer Reading Kickoff event.

And I made 500 custom keychains for the Chamber of Commerce and their Trail Challenge. As a thank you, they will feature a sign about the Library and the IE at their table during the giveaways.



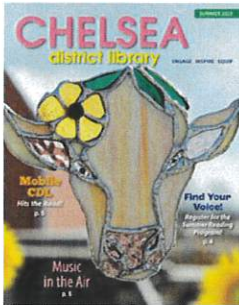
Matt Jensen
Technology Specialist



Head of Marketing & Communications Monthly Board Report (May 1–30, 2023):

Respectfully submitted by Virginia Krueger

May Marketing Highlights

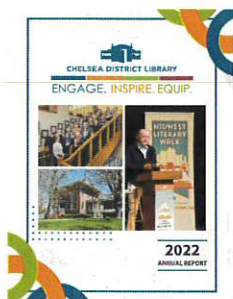


Our summer newsletter hit mailboxes this May and has been very well received by the community. This was the first newsletter that I oversaw from start to finish - including a visit to the printer to see it come “hot off the press.” From the staff members who help create content and deliver copies around town, to our vendors who coordinate the graphic design and printing, the CDL newsletter is a team effort. I appreciate each contributor’s commitment to make this such a high quality piece of library marketing and communications. And, the planning for the fall edition has already begun!

Additionally, the marketing efforts for Music in the Air kicked off in May. This included:

- Distributing posters around downtown Chelsea
- Creating and boosting the event on social media
- Writing and distributing a press release,
- Creating and scheduling advertising on Chelsea Update, in The Sun Times News, Ann Arbor Observer’s Community Observer, and Chelsea Guardian
- eNews and website event promotion.

Part of the 2020–2023 Strategic Plan included strengthening the library’s marketing and communications through a brand refresh. As such, I contracted with D&B Marketing to perform a brand audit. We kicked off this process in May and I will be coordinating with Doris Galvin throughout the coming months to complete this audit and make recommendations to implement in our next strategic plan. Part of this process may include representatives of D&B Marketing attending Board of Trustee meetings.



The 2022 audit was completed and I began work on the 2022 Annual Report. The annual report provides transparency to the library’s finances and affords opportunities for us to share and celebrate the successes of the previous year. It is a place to publicly reinforce the library’s core values and mission. And, internally, it is a useful tool in helping guide us for our strategic planning sessions, as we can identify areas for goals for growth.

Meet Mobee!



Lori, Everett, and I facilitated visits to two of our Mobile CDL sponsors. We presented certificates of appreciation to Green Tree Pediatrics and Chelsea State Bank. These visits were important recognition of these local organizations' support of the library and allowed their staff to see Mobee firsthand. It was incredibly helpful for our staff to learn how long it takes to stop and set up for an event, field questions that we will see at future events, and practice with the wheelchair lift to see how to ensure accessibility to all of our community. The feedback has been incredibly positive.

Social Media:

May Social Media Metrics

CDL Facebook: 3,136 followers* (-151) | 506 page visits ↑ | 7,877 page reach ↓

CDL Instagram: Followers: 864 (+22) | 53 profile visits ↓ | 460 page reach ↓

CDL Twitter: Followers: 1,563 (-3) | 59 profile visits ↓ | 2,746 impressions ↓

\$32 in Facebook advertising for Music in the Air yielded a page reach of 2,485 (this is unique accounts who saw the ad) and 48 clicks. In my initial review of evaluation cards, several people indicated social media as the channel by which they found out about the event.

*Meta has changed how the business page profile is set up and this migration may have impacted Facebook & Instagram numbers.

eNewsletters: CDL eNews has 3,467 subscribers (+22)

Our open rates in May continued to be consistently over 50%. I reviewed engagement rates of the collection promotion that we have been doing with recommended reads and found that it improves our click rates, which should lead to increased circulation.

May Metrics:

- We sent 4 weekly newsletters
- 50% Open Rate (+11.5% from industry avg)

Marketing Channel Response:

In March, we had 189 program registrations where identifying the marketing channel was asked. The breakdown of how the registrants heard about the program is as follows:

- Print Newsletter: 16
- eNewsletter: 37
- Website: 22
- Social Media: 19
- Local newspaper: 1
- Word of Mouth: 19
- Chelsea Update: 3
- Other/Did Not Respond: 72

As I have noted in previous months, the large quantity of "other" responses are primarily for Purple Rose Theatre Company play readings, where we benefit from the advertising done by Purple Rose. Because of the repeated popularity of their audience, I will be advertising September's exhibit in the upcoming program brochure for the summer play at Purple Rose.

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

Other miscellaneous duties:

- Coordinated with Kathy Siler from Active Against ALS to create a display for ALS Awareness month
- Assisted with the Chelsea Area Historical Society and CAP for a display in the lobby celebrating local history and Frank Glazier
- Participated in a strategic planning meeting to develop community input surveys
- Received training on Beanstack to be able to help facilitate Summer Reading Program registrations at Mobile CDL stops
- Evaluated and tested digital invitation apps for the Music in the Air reception - more research is needed.
- Finalized proposed 2024 marketing budget
- I reached out to the Chelsea Music Boosters and they will include music-related programs in their newsletters they send to participating music program families.
- Assisted communicating the open position in the Circulation department
- Assisted in promotion of the upcoming Summer Reading Program

What's coming in June?

- Summer Reading Program kickoff and sponsor thanks

- More Mobile CDL outreach
- Finalizing the Annual Report
- Reviewing Fall newsletter submissions and planning the newsletter layout

Circulation Supervisor's Report May 2023

- Circulation – 21095 in May
- Patron Count- 9519 for May
- Circulation by township- for May:
 - Dexter = 11% of total transactions
 - Lima = 12% of transactions
 - Lyndon = 12% of transactions
 - Sylvan = 16% of transactions
 - Chelsea = 35% of transactions
- May Circulation: 84% were items from Chelsea and 16% were inter-loaned items.

Libby = 3215 in May; Hoopla = 956; Kanopy = 145 in May.
- Registrations for May– 77 new cards; 6003 total card holders
 - *Dexter = 756 cards; Lima = 668 cards; Lyndon = 828 cards
 - *Sylvan = 1106 cards; Chelsea = 2209 cards; Nonresident = 408 cards
- Self-Check Machine: May 1348 or 8% of total checkouts
- There were 1316 unique patrons checking out material.
- 15 of our items were sent via MelCat and we received 43 items.

May Notes:

- I attended weekly management meetings.
- I worked my PIC shifts each week.
- I assisted with Walk to School Wednesday each week.
- We received 121.5 tubs from TLN in May , with 5.5 being the daily average.
- I have helped train staff on card registration during our In-Service day.
- I have continued to work with TLN and Shannon on Mobile CDL from a circulation perspective.

Respectfully submitted,
Amy Zoran
Head of Circulation

Chelsea District Library
2023

Average Daily Circulation									
Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	2023 Total	2022	%Diff.
Jan.	598	746	534	542	619	562	23163	20837	11%
Feb.	464	741	569	520	717	522	21387	20678	3%
March	673	702	711	716	524	510	24340	23746	3%
April	659	690	646	575	647	448	22148	23181	-4%
May	566	542	647	582	434	407	21095	22134	-5%
June								24979	
July								27236	
August								26254	
Sept.								25890	
Oct.								26380	
Nov.								22879	
Dec.								21802	
Total							112133	285996	
Month Avg							22,427	57,199	
Avg.% Inc.							with OD & RB, & deposit collection ckouts.		
									2%

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

SifChk/ Check-outs only			
2022 Totals	2023 Total	Days	per DayChkOuts %
829	1596	29	55 7%
978	1386	27	51 6%
1109	1704	31	55 7%
1034	1527	30	51 7%
1173	1348	29	46 6%
1638			
1778			
1640			
1663			
1553			
1560			
1257			
2072	7561		8%

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

2023	Items Added	Total Items
Jan	654	70,902
Feb	532	71,096
Mar	688	71,103
April	436	70,868
May	484	70,758
June		
July		
Aug		
Sept		
Oct		
Nov		
Dec		
Total/ Avg	2,794	88,682

Libby Circ		Hoopla		Kanopy	
(e-books, a-books & music)		books,music,movies			
2023	2022	2023	2022	2023	2022
Jan	3445	879	609	Jan	112
Feb	3131	860	735	Feb	155
Mar	3375	970	663	Mar	218
April	3167	916	666	April	142
May	3215	956	777	May	145
June			871	June	147
July			913	July	295
Aug			841	Aug	167
Sept			803	Sept	167
Oct			835	Oct	229
Nov			820	Nov	256
Dec			816	Dec	137
Total	16333	4581	9349	Total	772
					2010

RB Digital part of Overdrive starting in April 2021

Item Circulation 2023

2023

	All items circled at Chel inc: eitems & at other TLN	Only Chel items circled at Chel inc: eitems	% of Chel items circled at Chel	Other items circled at Chel	% other items circled at Chel	All Chel items charged/ renewed anywhere in system	Chel items circled other libraries	Total: All Chel items circled + TLN items + eitems
Jan.	23,163	19,016	82%	4,147	18%	20,561	1,545	27,310
Feb.	21,387	17,421	81%	3,966	19%	18,815	1,394	22,781
March	24,340	20,177	83%	4,163	17%	21,754	1,577	21,752
April	22,148	18,517	84%	3,631	16%	19,923	1,406	25,779
May	21,095	17,447	83%	3,648	17%	18,749	1,302	24,563
June								
July								
August								
Sept.								
Oct.								
Nov.								
Dec.								

Totals	112,133	92,578	83%	19,555	17%	99,802	7,224	122,185
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Mnth								
Avg	22,427 #1	18,516 #2		3,911 #3		19,960 #4	1,445 #5	24,437 #6

2023 Circulation by Department - Percentage			
	Adult	Youth	Teen
January	53%	44%	3%
February	52%	45%	3%
March	50%	47%	3%
April	50%	46%	4%
May	52%	44%	4%
June			
July			
August			
September			
October			
November			
December			
Yearly Avg.	51%	45%	3%

2023 Circulation by Department - Total Checkouts			
	Adult	Youth	Teen
January	9,868	8,220	638
February	8,844	7,745	566
March	9,862	9,281	614
April	8,872	8,309	628
May	8,758	7,411	588
June			
July			
August			
September			
October			
November			
December			
Yearly Total	46,204	40,966	3,034

2023 CIRCULATION REPORT - PATRONS

Chelsea District Library
Monthly New Registration 2023

New Registrations
by Municipality

District NonRes School Other Total Grand Total

	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
January	78	11	0	0	89	5718	22	10	7	15	25
February	79	6	0	1	86	5783	22	8	10	16	24
March	87	4	0	0	91	5867	45	14	4	8	14
April	68	4	0	2	74	5933	28	4	11	11	17
May	72	2	0	3	77	6003	20	13	10	10	19
June					0						
July					0						
August					0						
September					0						
October					0						
November					0						
December					0						
Totals					417		137	49	42	60	99

Average Daily Door Count 2023

	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Total
Jan.	275	392	353	339	316	278	170	9,328
Feb.	265	394	344	343	368	378	224	9,257
March	354	396	407	389	278	277	240	10,435
April	365	378	419	296	309	278	163	9,669
May	296	378	376	393	264	293	117	9,551
June								
July								
August								
Sept.								
Oct.								
Nov.								
Dec.								
Total								48,240
Monthly average								9648
Avg. % increase								

Registered Card Holders

	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
District	9002	9083	9109	9064	7837	7753	6361	6295	5135	5228	5567
Dexter	1206	1211	1215	1230	1087	1101	884	874	697	710	756
Lima	1156	1133	1109	1109	996	965	802	794	634	634	668
Lyndon	1538	1539	1546	1522	1302	1255	1005	970	778	770	828
Sylvan	1693	1662	1667	1641	1412	1426	1192	1167	956	1009	1106
CityChel	3409	3538	3572	3562	3040	3006	2478	2490	2070	2105	2209
NonRes	640	649	655	625	575	609	562	582	414	407	436
Freedor	6	6	6	7	0	1	0	0	0	3	2
Sharon	118	122	118	110	107	112	104	105	88	89	95
Waterlo	336	348	352	333	249	268	252	245	195	186	200
GrassLI	26	29	28	25	37	36	22	21	4	7	12
Other	154	144	151	150	182	192	184	211	127	122	127
Totals	9642	9732	9764	9689	8412	8362	6923	6877	5549	5635	6003

Trans	% Tot	SEMICOG Dec2020	% of Pop
May-23 Trans		16126	
16,706		2634	29%
1757	11%	2058	32%
1980	12%	2656	31%
2073	12%	3311	33%
2699	16%	5467	40%
5898	35%		
			33%
503	3%		
346	2%		
731	4%		
46	0%		
673	4%		
	100%		

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

ACTION ITEMS

Action Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

June 20, 2023, Board Packet

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

Accept May donations and changes to the 2023 FY Budget.

		<u>Income Line</u>	-	<u>Expense Line</u>
Richard Paull	Non-Designated (In Memory of Rena Walworth)	674.120		982.510
Jody Wenk	Makerspace	674.142		967.310
Anonymous	Music in the Air (In Memory of Barbara Swistock)	674.112		884.962
Richard Dice	Music in the Air	674.112		884.962
Sylvan Crooked Lake Assn.	Adult Collection (In Memory of Jim Liesman)	674.100		982.910

Sub Total: \$1,670.00

Acknowledge the donations below that are already in the budget.

Total General Donations: \$1,670.00

Acknowledge the donations below toward the CDL Endowment.

Sub Total: \$0.00

Patricia Garcia, Board Secretary

Date

Action Item #2

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

June 20, 2023 Board Meeting

Policies

Discussion:

Updates and revisions have been made by the Policy Committee to 151 Public Comment Guidelines, 153 Role of Committee Chairs, 444 Remote Work Policy, and 530 Gifts and were reviewed in Discussion in May.

Action:

The Chelsea District Library Board of Trustees approves the revisions to 151 Public Comment Guidelines, 153 Role of Committee Chairs, 444 Remote Work Policy, and 530 Gifts.

Patricia Garcia, Board Secretary

Date

**Chelsea District Library
Policy and Procedure**

Policy Section: 1. Governance

Board Approval Date: October 19, 1998

Revised: May 20, 2008, March 18, 2014, June 20, 2024

Subject: 151 Public Comment Guidelines

Background:

Each person who attends a public meeting of the board has the opportunity to speak. The establishment of time limits and public comment sections during the meeting will provide for numerous speakers and allow the board to keep to an orderly agenda.

Policy:

Public comment will be allowed near the beginning and end of each board meeting. Individuals wishing to comment will be asked to identify themselves and keep their comments to three minutes or less. The Board President can ask large groups to designate a spokesperson to speak on behalf of the group to avoid cumulative comments. The Board President retains the right to extend public comment times at his/her discretion.

References:

Chelsea District Library Board of Trustee Bylaws, Article VI, Section 5.

Personnel Responsible: Library Board President

Patricia Garcia, Board Secretary

Date

Chelsea District Library Policy and Procedure

Policy Section: 1. Governance

Board Approval Date: December 18, 2001

Revised: May 20, 2008, March 18, 2014, June 20, 2024

Subject: 153 Role of Committee Chairs

Background:

The chair of a committee of the Chelsea District Library Board of Trustees fills the same roles with regard to his or her committee as does the Library Board President with regard to the full Library Board.

Policy:

The **chair of a committee** is responsible for the following:

- Schedules meetings of the committee
- Sets the meeting's agenda
- Presides over the meeting
- Serves as spokesperson for the committee to the full Library Board
- Assigns committee member to take and retain minutes and other records of the committee

The **Library Director** assists the committee chair by:

- Keeping the chair informed in the manner and at the time described in the committee charter of staff, contractor, and community activities and needs relevant to the mission of the committee,
- Assisting the chair in planning meetings and setting meeting agendas

Personnel Responsible: Committee Chairs and Library Director

Patricia Garcia, Board Secretary

Date

Chelsea District Library Policy and Procedure

Policy Section: **4. Facility and Equipment**

Board Approval Date: Dec. 15, 2020

Revised: June 20, 2024

Subject: 444 Remote Work Policy

Background:

The Chelsea District Library is committed to providing its staff with the most ideal space possible to perform their job duties, including working remotely. This policy defines how approval for remote work is decided, which staff are not eligible to request to work remotely, and what is expected of staff when working remotely.

This remote work policy is implemented in supplement to the Library's Preparedness and Response Plan, in compliance with MIOSHA Emergency Rule 5(8) prohibiting in-person work for employees to the extent an employee's work activities can feasibly be completely remotely.

Policy:

All remote work must receive prior approval from the library director. Approval for remote work will be based on the nature of the employee's duties and needs of the library. Not all positions are appropriate or feasible for remote work.

Employees who must perform in-person work because their work cannot feasibly be completed remotely will be informed by the Library Director or their supervisor of that requirement and the reasons for it. Guidelines for employees who work from home are set forth below.

To ensure that employee performance will not suffer during time working remotely, employees are encouraged to:

- Choose a quiet and distraction-free working space
- Have an internet connection that's adequate for their job
- Dedicate their full attention to their job duties during working hours
- Adhere to all meal and rest break and attendance schedules agreed upon with their department manager and in compliance with state law
- Ensure their schedules overlap with those of their team members for as long as is necessary to complete their job duties effectively

Employee's assigned work schedule while working remotely will be the same as it is for in-person work, unless changed by the department manager and approved by the library director. Department managers should schedule regular meetings with employees working remotely via telephone conference call or videoconference.

Employees working remotely must follow all library policies applicable to in-person work. Non-exempt employees must follow all applicable policies regarding meal and rest breaks, approval for overtime, and timekeeping. Off-the-clock work is prohibited.

The Library will provide remote employees with equipment that is essential to their job duties, like laptops, headsets, and cell phones. VPN and required software will be installed on

equipment issued to employees.

Equipment that is provided to employees remains the property of the Library. The Library retains control over the property and reserves the right to monitor Library property even when used at the employee's remote location. Employees must keep all Library property safe and avoid any misuse. Equipment supplied by the Library is to be used for business purposes only. Employees must take proper measures to secure Company information, assets, and systems.

Upon termination of employment, all Library property must be promptly returned to the Library.

Patricia Garcia, Board Secretary

Date

Chelsea District Library Policy & Procedure

Policy Section: 5. Budget and Finance

Board Approval Date: January 21, 2003

Revised: June 20, 2024

Subject: 530 Gifts

Background:

Chelsea District Library (CDL) acknowledges the great importance of private gifts and donations to the library's future development and growth. Such gifts take many forms, come from various sources, including individuals and businesses, and are made for a variety of purposes. This policy is designed to set forth guidelines for acceptance of gifts from both individual and business donors, and for the distribution of such funds and/or proceeds.

Policy:

Donors may make contributions:

- Directly to the library general operating fund
- To the Chelsea District Library Endowment Fund within the Community Foundation of Southeast Michigan
- To any active, defined CDL fund or project

No gifts will be accepted upon which the donor makes restrictions or special conditions, unless CDL Board of Trustees specifically accepts those restrictions or conditions, or the gift is directed to a previously established fund with similar restrictions.

Chelsea District Library should not accept a gift unless there is a reasonable expectation that acceptance of the gift will ultimately benefit CDL. Gifts can only be restricted in keeping with CDL's missions and ethical standards. CDL cannot accept gifts and contributions that require a deviation from its mission and core values. Gifts should not generate a disproportionate cost or obligation in relation to the benefit received.

Procedure:

Gift Acceptance Committee

A Gift Acceptance Committee (GAC) shall be convened as an ad hoc committee of CDL Board of Trustees to review unusual gift arrangements, gifts with unusual conditions, and gifts that have potential risk aspects. The GAC shall consist of the board president, board treasurer, board policy committee chair, and CDL director or their designee. The GAC makes recommendations to modify policy as needed.

Should any potential gift meet the criteria requiring prior approval, the GAC will be convened at the earliest opportunity, in person and/or by phone or virtually. Recommendations of the GAC shall be submitted to CDL Board for their action.

The GAC may seek appropriate legal, financial, or expert counsel where required to adequately evaluate the gift. The GAC will review the information that has been presented and, only when any issues involved have been satisfactorily resolved, may GAC make a recommendation to the CDL board for acceptance or rejection of the gift.

Gifts Not Requiring GAC Review Prior to Acceptance

The following gift types are readily accepted by Chelsea District Library:

- Cash or cash equivalents
- Marketable securities—absent a compelling reason to do otherwise, it shall be CDL's policy to immediately convert all marketable securities to cash.
- Tangible personal property that may be used by CDL directly for its mission—examples include equipment, office supplies, and similar items that offset CDL costs, including items intended for CDL's collection. Pledges involving the above named items, provided such pledges will be fulfilled within three years of the date of the pledge, are included. This provision does not apply to planned gifts.
- Books and other materials intended for CDL collection—Chelsea District Library will accept gifts of books and other materials with the understanding that such gifts will be added to the collection only if they meet the same standards required of purchased materials. Gift materials not meeting those standards, those that are out-of-date, unneeded duplicates of items already owned, or those in a format unsuitable for library use will be given to the Friends of the Chelsea District Library for disposition according to the procedures of the Friends. Gifts of books and materials will be integrated into the regular library collections in normal sequence, available to all library patrons, and otherwise handled as any other material belonging to the library.
 - Equipment: The decision on acceptance of equipment will be made by CDL director. Among the criteria on which the decision shall be based is need, space, impact on time of staff, and expense and frequency of maintenance.
 - Art: The decision as to the acceptance of an art object and the determination of its location in the library shall be made in accordance with CDL policies governing the acquisition of art for the permanent collection. Among the criteria on which the decision shall be based is the appropriateness of the art to the building and its décor, fiscal impact, and impact on the operations of the library.
 - Matured Planned Gifts: Matured planned gifts that are funded with cash, cash equivalents, or publicly traded securities, including mutual funds that have already been committed through the planned giving process and hold no unusual or complex restrictions.

Gifts Requiring GAC Review Prior to Acceptance

The GAC must review and recommend the following types of gifts before they are accepted:

- Restricted or closely held securities
- Life insurance
- Real property
- Tangible personal property not directly related to CDL's mission
- Retirement plan beneficiary designations
- Charitable remainder trust
- Charitable lead trusts
- Matured bequest and trust gifts or other planned gifts that are funded with any asset other than those described above
- Limited partnership gifts
- Royalties and patents
- Other unusual gifts such as, but not limited to:
 - Pledges that cannot be fulfilled within five (5) years of the pledge
 - Conditional gifts and pledges by individual donors that are subject to or dependent upon a condition, and are not directed to Library sponsored project—a conditional gift can be revoked if the conditions are not met
 - Gifts requiring the naming of a new fund, a named fund, or creation of an endowment.
 - Gifts that have carrying cost or other costs prior to conversion to cash (real or personal property for resale, marketable items requiring appraisal, etc.)

- Any gift, regardless of form, that provides an unusual level of complexity
- Donors who intend to give gifts in kind must submit their gift proposal in writing.

Legal and Financial Counsel for Donors

Donations to the Chelsea District Library or the Chelsea District Library Endowment Fund within the Community Foundation of Southeast Michigan may be eligible for federal tax deductions. CDL does not appraise or value in-kind or non-cash gifts. For recognition purposes, CDL will accept a third party credible valuation supplied by the donor. CDL encourages prospective donors to seek the assistance of their personal legal and financial advisors in all matters relating to any gifts that may have consequences for the donor concerning taxes and estate planning.

CDL respects the rights and expectations of donors:

- To be provided with important, relevant, and accurate information concerning their donations and other prospective planned giving arrangements
- To be informed of the identity of those serving on the board and to expect the board to exercise good judgment in its financial stewardship responsibilities
- To have access to the organization's most recent financial report
- To be assured their gifts will be used for the purposes to which they were given
- To receive appropriate acknowledgment and recognition
- To be assured that information about their donations is handled with respect and with confidentiality to the extent provided by law
- To expect that their name, address and other contact information will not be shared outside CDL without their permission, except as provided by law

Restricted and Designated Gifts

Chelsea District Library may from time to time accept gifts that are either "Designated" or "Restricted". These terms are defined as two distinct categories of gift. Designated gifts are unrestricted, but can be earmarked internally to a particular program or project that is ultimately governed by the board.

Restricted gifts are allocated to one of the CDL's established funds according to a donor's wishes. Restricted gifts are spent only as expenses for that particular program are incurred.

Chelsea District Library will accept both designated and restricted gifts, as long as the gift is consistent with the mission and purpose of the library. For gifts involving specific restrictions, donors will be urged to provide some flexibility should the purpose of the restriction no longer be appropriate or necessary in the future.

There shall be no minimum gift amount for either restricted or unrestricted designated gifts. Gifts that require the establishment of a new named fund or new endowment fund shall be subject to the review of the GAC. In setting up such a fund, a mechanism shall be established to deal with the possibility that the initial purpose may no longer be appropriate at some point in the future.

Planned Gifts

CDL encourages donors to include CDL in their estate and planned giving strategies.

- **Serving as Estate Executor**
Chelsea District Library may not serve as an executor or personal representative of a donor's estate even if CDL is the sole beneficiary.
- **Charitable Remainder Trusts**
Chelsea District Library will accept Charitable Remainder Trust gifts in the various forms acceptable under IRS rules and CDL's policies. If possible and permitted by the donor, CDL will seek to have CDL's own legal counsel review the document both to insure that it does not contain flaws that could harm either the income (the donor) and remainder beneficiaries, as well as to identify potential aspects

that might provide additional benefit or flexibility for either party. Chelsea District Library shall not serve as a Trustee for any Charitable or Non-Charitable Trust

- **Life Insurance**

- Chelsea District Library may accept gifts of life insurance policies upon the death of the policy holder or where the premiums are fully paid up. Chelsea District Library will not accept a term or other life insurance policy with no cash or life settlement value, absent extraordinary circumstances.
- Chelsea District Library will not accept the gift of new policies in which CDL becomes owner and beneficiary and must pay the premiums, even if the donor agrees to reimburse CDL through annual donations equal to the cost of the premiums.
- Such gifts will be accepted only if CDL has the right to cash out the policy when and if it sees fit should the donor cease to make the required payments, CDL may:
 - Cash out the policy.
 - Convert the cash value to a fully paid up policy.
 - Convert the current policy by exchanging it for a new policy, usually for a reduced amount.
 - Sell the policy to a life settlement or viatical company. These are companies that will buy permanent and event term policies (if it has a provision to be converted to a permanent policy) at a discount to the face value of the policy, but often for an amount higher than cash value.
 - Continue to make the premium payments (on existing policies) if this appears worthwhile as an investment matter. CDL will not make premium payments on new policies.

Prior to accepting a gift of permanent or cash value life insurance, CDL will seek to obtain an Inforce illustration from the issuing life insurance company to assist in determining the real value and potential cost and premium liability of holding the gifted policy.

Primary Responsibility for Disposal of Assets

All non-monetary gifts may be subject to disposition at some point. For example, whenever books and materials donated to CDL are no longer needed or have become so worn or damaged as to be beyond repair, they will be disposed of in the same manner as purchased books and other material. This disposition policy also shall be applied in an appropriate manner to other gifts such as equipment, art objects, and exhibits. Since all gifts to the Chelsea District Library become the property of the library, appropriate library disposition procedures shall be followed.

Unless otherwise agreed, the CDL director will be responsible for the handling, disposal, and sale of assets other than cash or easily marketable securities. As the gift is under active consideration, the CDL director should explore the best way to dispose of the asset and identify the person who will have responsibility for ensuring that the gift is sold.

Appraisal & Gift Valuation

The responsibility for determining the value of a gift for charitable purposes is the responsibility of the donor and not the Chelsea District Library according to IRS rules. CDL will not provide an opinion of value on a gift, but may request that the donor provide a copy of any appraisal on significant gifts (such as real estate, closely held securities, etc.) to CDL.

Reporting to the IRS Forms 8282 & 8283

Periodically Chelsea District Library is required to fill out and file forms 8282 and 8283 in response to various gifts being made or gifted assets that are sold within three (3) years of the receipt of the gift. CDL Director will be responsible for ensuring that these documents are filled out and signed on behalf of CDL, upon receipt of a qualified appraisal.

Commissions and Collections Fee

Chelsea District Library shall not pay commissions or finders fees in any form to compensate any individual or firm for obtaining or generating charitable gifts for CDL. Gifts tied to the payment of commissions or finders fees will be rejected. This does not prohibit payment of commissions for other services rendered in the ordinary course of business, such as commissions on the sale of real estate or securities.

Authorization to Accept Gifts

Chelsea District Library's Director is authorized to accept and sign related documents on behalf of CDL for bequest, living trust, retirement funds, life insurance, charitable remainder trusts, and standard charitable gift annuity for CDL within the constraints of this gift acceptance policy, and within any constraints imposed by the CDL Board of Trustees.

Gift Rejections

Chelsea District Library reserves the right to refuse any donation of cash or any other form of support if such support is not in keeping with its mission or for other reasons which CDL deems appropriate following GAC review and Board approval, if applicable. A gift is not completed until it has been accepted by the CDL Board of Trustees.

Gift Recognition

It is the policy of the Chelsea District Library to publicly recognize contributions. In order to implement recognition in a consistent manner, donors and potential donors should be directed to the CDL director. All donors will be recognized by a letter from CDL and by mention in CDL public reports. Additional recognition may be provided for gifts in support of CDL projects.

If the donor wishes to remain anonymous, it is the responsibility of the donor to inform the CDL Director of this desire. CDL will protect donor anonymity to the extent allowable by law.

From time-to-time, CDL may undertake specific projects supported by the community through financial gifts to CDL. Upon undertaking such a campaign in excess of \$25,000 for any one project, the Board of CDL shall approve giving levels with appropriate recognition, up to and including naming rights.

Review of Policies

Gift acceptance policies should be reviewed every three years by CDL staff and CDL Board Policy Committee to ensure that they are still relevant and up to date.

Patricia Garcia, Board Secretary

Date

DISCUSSION ITEMS

Discussion Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet June 20, 2023 Board Meeting

July Meeting

Discussion:

Both President Jan Carr and President-Elect Gary Munce will be absent from the July Board Meeting. Several other members have cast doubt on whether they'd be able to attend, as well. This creates both a leadership and quorum question for that meeting. The solutions seem to be finding an alternative date in July or canceling the meeting entirely and conducting that month's business in June and August.

Discussion Item #2

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

June 20, 2023 Board Meeting

Budget Hearing Notice

Discussion:

If the Board elects to cancel the July meeting due to lack of a quorum, the Budget Hearing Notice must be passed this month, so that the notice can appear in print prior to the Budget Hearing at the August Board Meeting.

COMMITTEE INFO & MINUTES

**Chelsea District Library
Board of Trustees
2023 Board Committees**

Governance

Appendix #3

Approved: January 19, 2023

	Community Outreach Committee	Personnel Committee	Finance Committee	Policy Committee	Nominating Committee
TJ Helfferich		Chair			X
Bob Swistock		X	Chair		
Gary Munce	X				Chair
Patricia Garcia	X			Chair	
Wendy Reinhardt		X		X	
Susan Lackey	Chair		X		
Jan Carr			X	X	X

Patricia Garcia

Patricia Garcia, Board Secretary

1/19/23

Date

