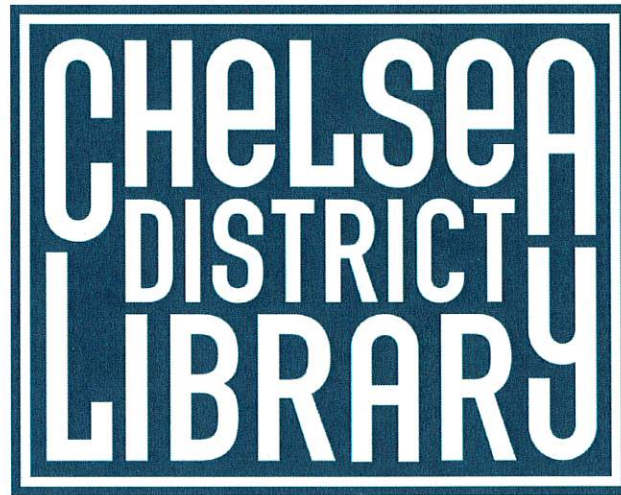


Chelsea District Library Board of Trustees

Agenda and Information Packet



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

**February 15, 2024
6:00 pm**

**McKune Room at the Chelsea
District Library**

CHELSEA DISTRICT LIBRARY BOARD OF TRUSTEES

Thursday, February 15, 2024—6:00 p.m.

McKune Room

AGENDA

6:00 Board Meeting

Welcome and Call to Order

Video: Navigating Material Challenges for Library Trustees

Consent Agenda Approval

- Meeting Minutes
- Closed-Session Minutes
- Operational Checks
- Finance Reports

Agenda Review, Additions, and Approval

7:20 Director's, Strategic Plan, and Friends Reports

7:25 Public Comment

7:30 Action Items

1. Donations
2. Board Retreat

7:40 Discussion Items

1. Policies
2. 2025 Budget Prepay (Exhibit Deposit)
3. Budget Adjustment

7:50 Reports

Policy Committee

Finance Committee

Personnel Committee

Nominating Committee

Community Outreach Committee

7:55 Public Comment

8:00 Other Items

8:05 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, January 18, 2024 6:45 p.m.
Meeting Location: McKune Room

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

Trustees Absent: None

Staff: Director L. Coryell, Asst. Director L. Ballard, A. Zoran, K. Ballard, & C. Berggren.

Guests: None

Welcome and Call to Order

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

Consent Agenda

MOTION made by W. Reinhardt, SECONDED by B. Swistock to approve the Consent Agenda from December, minus the Financial Reports, which will be discussed and voted on during the Committee Reports section. Discussion: None

All Ayes: 7-0

Agenda Review, Additions, and Approval

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

All Ayes: 7-0

Presentation: Monthly Circulation Reports by Amy Zoran

Amy asked what exactly the Board would like to see in her reports and whether the information she's been sharing is useful. She went over how she get the information and formulates her reports and shared that beginning in the summer, she'll also be including a Mobee Report. The trustees gave feedback and it was decided that the detailed charts would only appear twice annually, halfway through the year and at the end of the year.

Director's Report Update:

L. Coryell update:

- Lori reported that she's joined the Chelsea Area Chamber Board and believes it will be a good investment of library time.
- Won the 2023 Non-Profit Business Leadership Chelsea Rotary Club Award.
- Downloads are steadily increasing and the library is already adapting.
- The library is losing two members of the circulation team, but for very positive reasons.
- Shared the new Chelsea District Library logo to rave reactions.

Strategic Plan:

- Put together a database for recording initiatives.

Friends Report:

- The Annual Meeting is coming up later this month, Jan. 29 at 10am (with business to start at 10:30).
- Resolution will be presented at the Annual Meeting.
- Book Sale is rescheduled for this coming weekend after last Saturday's weather closing.
- Jan shared that they recently received six new applications for book sale volunteers.

Other Reports Notes: None

Public Comment: None

Action Item #1: Donations

MOTION made by S. Lackey, SECONDED by TJ Helfferich to approve the library's December donations. Discussion: None

All Ayes 7-0

Action Item #2: 2023 Budget Adjustments

MOTION made by B. Swistock, SECONDED by W. Reinhardt to approve the two 2023 Budget adjustments that were requested. Discussion: None

All Ayes 7-0

Action Item #3: Budget Carryovers (2023 to 2024)

MOTION made by G. Munce, SECONDED by B. Swistock to approve the library's list of budget carryovers from 2023 to 2024. Discussion: None

All Ayes 7-0

Action Item #4: Resolution to Adopt a Compliance Plan as Set Forth in the Publicly Funded Health Insurance Contribution Act (PA 152 of 2011)

MOTION made by S. Lackey, SECONDED by W. Reinhardt to approve the library's hard cap option request for the mandatory PA 152 state filing. Discussion: None

All Ayes 7-0

Action Item #5: Resolution Honoring the Friends on Their 75th Anniversary

MOTION made by TJ Helfferich, SECONDED by S. Lackey to approve the Resolution honoring the Friends for 75-years of greatness. Discussion: None

All Ayes 7-0

Discussion Item #1: Board Retreat

The Board discussed topics and dates for their 2024 retreat and settled on a presentation by Karen Lancaster of the Woodhill Group on May 30, starting at 9am. The day will include the regular May Board Meeting as part of its business and conclude with a lunch.

Committee Reports

Policy Committee –

Finance Committee – B. Swistock went over a recent check washing incident and that new checks and balances are in place to prevent it from happening again. He also gave a wrap-up of the financial year and said that he's very happy with the library's finances. At this point the Financial Reports were brought for approval.

MOTION made by W. Reinhardt, SECONDED by S. Lackey to approve the library's Financial Reports for December, 2023. Discussion: None

All Ayes 7-0

Personnel Committee –

Nominating Committee –

Community Outreach Committee – S. Lackey stated that the committee met and will be periodically sending out talking points for trustees. There will also be a Doodle Poll coming from Lori about availability to do introductions at library events.

Public and Board Comment: None

Other Items:

Adjournment:

MOTION made by B. Swistock, SECONDED by TJ Helferich to adjourn the meeting at 7:58 p.m.

All Ayes, 7-0

Patricia Garcia, Board Secretary

Date

FINANCE REPORTS

Chelsea District Library
Monthly Check Register

3:12 PM
02/12/24

January 2024

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amo...
Bill Pmt -Check		01/08/2024	Baker & Taylor - Adult	QuickBooks generated zero amount transaction for...	001.001 - CSB/Operations Checking		0.00
General Journal	AJE M03R	01/01/2021	Baker & Taylor - Adult	Reverse of GJE AJE M03 -- AJE PER MANER - JORD...	202.001 - Accounts Payable	0.00	-7,350.47
TOTAL						0.00	-7,350.47
Bill Pmt -Check		01/08/2024	Yeo and Yeo AJE 2021	QuickBooks generated zero amount transaction for...	001.001 - CSB/Operations Checking		0.00
TOTAL						0.00	0.00
Bill Pmt -Check		01/08/2024	City of Chelsea	QuickBooks generated zero amount transaction for...	001.001 - CSB/Operations Checking		0.00
General Journal	AJE02B YY21	12/31/2021	City of Chelsea	YY21 - Adjust beginning gen fund equity to match PY fi...	202.001 - Accounts Payable	0.00	-7,351.00
TOTAL						0.00	-7,351.00
Bill Pmt -Check		01/08/2024	A T & T Mobility	QuickBooks generated zero amount transaction for...	001.001 - CSB/Operations Checking		0.00
General Journal	AJE07 YY21B	12/31/2021	A T & T Mobility	YY21 - Remove debit balance in AP and correct accou...	202.001 - Accounts Payable	0.00	-219.00
TOTAL						0.00	-219.00
Bill Pmt -Check		01/26/2024	The Library Network	QuickBooks generated zero amount transaction for...	001.001 - CSB/Operations Checking		0.00
Bill	73446	01/22/2024	The Library Network	INV 73446, ACCT NUMBER CHEL#216 - apply E-bat...	202.001 - Accounts Payable	0.00	-1,422.51
TOTAL						0.00	-1,422.51
Check		01/31/2024		Service Charge	001.001 - CSB/Operations Checking		-11.00
				Service Charge	802.100 - Admin-Fees Bank 80...	-11.00	11.00
TOTAL						-11.00	11.00
Bill Pmt -Check	WIRE	01/09/2024	EXECUTIVE SPEAKERS BUREAU	JIM ABBOT - ARTIST IN RESIDENCE	001.001 - CSB/Operations Checking		-8,750.00
Bill	20240109	01/09/2024		JIM ABBOT - ARTIST IN RESIDENCE	884.510 - Artist in Residence	-8,750.00	8,750.00
TOTAL						-8,750.00	8,750.00
Bill Pmt -Check	28219	01/09/2024	Michigan Municipal League-Unemp	2023 4TH QUARTER - DUE 01/25/2024	001.001 - CSB/Operations Checking		-14.94
Bill	2023 4TH QTR	12/31/2023		2023 34TH QUARTER - UNEMPLOYMENT INSURAN...	710.300 - Per Svcs-Fringe-Unemp ...	-14.94	14.94
TOTAL						-14.94	14.94
Bill Pmt -Check	28220	01/10/2024	A Production Cleaning Company ...	INV 15310 - CLEANING 12/24/23 - 01/06/24	001.001 - CSB/Operations Checking		-1,750.00
Bill	15310	01/09/2024		2024 - CLEANING 12/24/23 - 01/06/24	803.605 - Janitorial	-1,750.00	1,750.00

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Chelsea District Library
Monthly Check Register

January 2024

Type	Nu	Date	Name	Memo	Account	Paid Amount	Original Amo...
TOTAL						-1,750.00	1,750.00
Bill Pmt -Check	28221	01/10/2024	ADOBE, INC.	ACCT # FE06CC7FCC033962021A - CREATIVE CL...	001.001 · CSB/Operations Checking		-3,083.04
Bill	2646897977	01/09/2024		2024 - STOCK PHOTO, ACROBAT PRO, CREATIVE ...	987.200 · Equipment Software	-3,083.04	3,083.04
TOTAL						-3,083.04	3,083.04
Bill Pmt -Check	28222	01/10/2024	Alerus Financial	Entity code nos. 400298 / 110320 - pay period start...	001.001 · CSB/Operations Checking		-4,999.23
Bill	20231225	01/09/2024		02023/2024 - 1/12/2024 PR ER 5% MATCH	231.002 · Payroll Lia/401A MchER ...	-1,695.97	1,695.97
				02023/2024 - 01/12/2024 PR EE PERSONAL CONT	702.300 · Per Svcs - Retmnt - EE 7...	-2,164.34	2,164.34
				02023/2024 - 01/12/2024 PR FLEX TO 457(b)	710.500 · Per Svcs - Fringe B ER 70...	-1,138.92	1,138.92
TOTAL						-4,999.23	4,999.23
Bill Pmt -Check	28223	01/10/2024	Amazon Capital Services Inc		001.001 · CSB/Operations Checking		-239.63
Bill	1F7D-WWNY-PTED	01/10/2024		· Teen Refreshments	884.276 · Teen Refreshments	-150.24	150.24
Bill	1V47-RQ4D-GFMV	01/10/2024		· Washenaw Reads	884.131 · Washenaw Reads	-21.82	21.82
Bill	1JGN-P6NC-3WCP	01/10/2024		· Refreshments	884.121 · Refreshments	-44.36	44.36
				· Adult Print General	982.720 · Adult Print General	-23.21	23.21
TOTAL						-239.63	239.63
Bill Pmt -Check	28224	01/10/2024	American Library Association Me...	SHANNON POWERS - ALA MEMBERSHIP #215024...	001.001 · CSB/Operations Checking		-162.00
Bill	2150246	01/09/2024		2024 - ALA MEMBERSHIP - POWERS	969.320 · Information Services	-162.00	162.00
TOTAL						-162.00	162.00
Bill Pmt -Check	28225	01/10/2024	AMERICAN UNITED LIFE INSUR...	GROUP: G 00623836-0000-000 JAN 01/01/2024 - 01...	001.001 · CSB/Operations Checking		-842.60
Bill	20240101	01/10/2024		JAN 01/01/2024 - 01/31/2024	710.200 · Per Svcs-Fringe Flex Ben ...	-842.60	842.60
TOTAL						-842.60	842.60
Bill Pmt -Check	28226	01/10/2024	Baker & Taylor - Adult	2037991133	001.001 · CSB/Operations Checking		-35.77
Bill	2037991133	01/10/2024		2023 · Adult Print General	982.720 · Adult Print General	-35.77	35.77
TOTAL						-35.77	35.77
Bill Pmt -Check	28227	01/10/2024	Baker & Taylor - Auto Yours Cats	2037992827	001.001 · CSB/Operations Checking		-124.84
Bill	2037992827	01/10/2024		2023 · Youth Print General	982.760 · Youth Print General	-124.84	124.84
TOTAL						-124.84	124.84
Bill Pmt -Check	28228	01/10/2024	Baker & Taylor - Unlabeled Juven...	2037979940	001.001 · CSB/Operations Checking		-76.35

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Chelsea District Library
Monthly Check Register
January 2024

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amo...
Bill	2037979940	01/10/2024		2023 - Youth Print General	982.760 - Youth Print General	-76.35	76.35
TOTAL						-76.35	76.35
Bill Pmt -Check	28229	01/10/2024	Baker & Taylor - Youth Audiobooks	2038004769	001.001 - CSB/Operations Checking		-86.12
Bill	2038004769	01/10/2024		2023 - Youth Print General - Youth Audiobooks	982.760 - Youth Print General	-86.12	86.12
TOTAL						-86.12	86.12
Bill Pmt -Check	28230	01/10/2024	Ballard, Kerry	BOOKKEEPING THRU 01/11/24	001.001 - CSB/Operations Checking		-600.00
Bill	20240111	01/10/2024		BOOKKEEPING THROUGH 01/11/24	301.040 - Bookkeeper	-600.00	600.00
TOTAL						-600.00	600.00
Bill Pmt -Check	28231	01/10/2024	Chelsea Update	ANNUAL STATEMENT - DATED 12/11/2023 FOR 2024	001.001 - CSB/Operations Checking		-2,020.00
Bill	20231221	01/10/2024		2024 - ANNUAL MEDIA BUY - ADVERTISEMENTS	880.110 - Media Buy	-1,520.00	1,520.00
TOTAL				2024 - SPONSORSHIP	880.140 - Sponsorships	-500.00	500.00
Bill Pmt -Check	28232	01/10/2024	City of Chelsea	WASTE REMOVAL DECEMBER	001.001 - CSB/Operations Checking		-40.00
Bill	21247	01/10/2024		2024 - WASTE REMOVAL DECEMBER - was 880.13...	803.620 - Trash	-40.00	40.00
TOTAL						-40.00	40.00
Bill Pmt -Check	28233	01/10/2024	City of Chelsea-Elect & Water	DEC - UTILITIES: ELECTRICITY, WATER, SEWER, ...	001.001 - CSB/Operations Checking		-2,806.94
Bill	20240105	01/10/2024		WATER - DEC	920.110 - City of Chelsea Water	-59.67	59.67
TOTAL				SEWER - DEC	920.120 - City of Chelsea Sewer	-137.68	137.68
Bill Pmt -Check	28234	01/10/2024	COMFORT, STACEY	ELECTRICITY - DEC	920.130 - City of Chelsea Electric	-2,582.12	2,582.12
Bill	24-3510-SC	01/10/2024		SPRINKLER - DEC	920.150 - City of Chelsea Sprinkler	-27.47	27.47
TOTAL						-2,806.94	2,806.94
Bill Pmt -Check	28235	01/10/2024	Detroit Historical Society	1/15/2024 - Speakers Bureau with Cate	001.001 - CSB/Operations Checking		-275.00
Bill	11036140	01/10/2024		1/15/2024 - Speakers Bureau with Cate	884.119 - General Adult Events	-275.00	275.00
TOTAL						-275.00	275.00

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Chelsea District Library Monthly Check Register

January 2024

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amo...
TOTAL						-1,100.00	1,100.00
Bill Pmt -Check	28241	01/10/2024	MAYER, GABRIELE	MILEAGE ONLY REIMBURSEMENT FOR PROGRA...	001.001 - CSB/Operations Checking		-53.00
Bill	23-348-GH	01/10/2024		MILEAGE ONLY - 79.1 MILES@\$.67	884.119 - General Adult Events	-53.00	53.00
TOTAL						-53.00	53.00
Bill Pmt -Check	28242	01/10/2024	Michigan Library Association		001.001 - CSB/Operations Checking		-285.00
Bill	16598	01/10/2024		MLA MEMBERSHIP - BALLARD - THRU 12/31/2024	969.311 - Assistant Director	-85.00	85.00
Bill	16632	01/10/2024		MLA MEMBERSHIP - 16632 - GARY MUNCE	969.400 - Trustees Memberships	-50.00	50.00
Bill	16630	01/10/2024		MLA MEMBERSHIP - 16630 - TRYNTJE HELFFERICH	969.400 - Trustees Memberships	-50.00	50.00
Bill	16629	01/10/2024		MLA MEMBERSHIP - 16629 - JAN CARR	969.400 - Trustees Memberships	-50.00	50.00
Bill	16631	01/10/2024		MLA MEMBERSHIP - 16631 - SUSAN LACKEY	969.400 - Trustees Memberships	-50.00	50.00
TOTAL						-285.00	285.00
Bill Pmt -Check	28243	01/10/2024	NOLAN, JILL BARNETT	COOKING CLASS 01/10/2024	001.001 - CSB/Operations Checking		-475.00
Bill	24-3509-SP	01/10/2024		2024 - 01/10/2024TEEN PIZZAS AND PIES	884.284 - Teen General Programs	-475.00	475.00
TOTAL						-475.00	475.00
Bill Pmt -Check	28244	01/10/2024	Pikk Services LLC	ANNUAL FIRE ALARM MONITORING CONTRACT	001.001 - CSB/Operations Checking		-324.00
Bill	11734	01/10/2024		Alarm System Feb 2024 to Jan 2025	803.410 - Security	-324.00	324.00
TOTAL						-324.00	324.00
Bill Pmt -Check	28245	01/10/2024	Unique Management Services Inc	6121143 CLIENT # 1954	001.001 - CSB/Operations Checking		-80.55
Bill	6121143	01/10/2024		2023 DEC COLLECTION FEES (PLACEMENTS)	801.090 - Collection Fees	-80.55	80.55
TOTAL						-80.55	80.55
Bill Pmt -Check	28246	01/10/2024	Verizon Wireless	INV 9952871731 - ACCT 442098695-00001	001.001 - CSB/Operations Checking		-787.18
Bill	9952871731	01/10/2024		2023 HOT SPOTS	850.311 - WiFi Hotspots	-655.90	655.90
				2023 IT CELL PHONE	850.121 - IT Cell Phone	-51.06	51.06
				MOBEE INTERNET SERVICE	850.312 - Internet/Service - Mobile C...	-80.22	80.22
TOTAL						-787.18	787.18
Bill Pmt -Check	28247	01/10/2024	VRABEL, BETH	AUTHORS IN CHELSEA - TRAVEL	001.001 - CSB/Operations Checking		-491.56
Bill	24-3503	01/10/2024		AIC - FLIGHT REIMBURSEMENT	884.211 - Authors in Chelsea	-491.56	491.56
TOTAL						-491.56	491.56
Bill Pmt -Check	28248	01/10/2024	WEBLINX INC	CUSTOM WEBSITE DESIGN \$17820.00. PMT 1 OF ...	001.001 - CSB/Operations Checking		-4,455.00

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Chelsea District Library
Monthly Check Register

January 2024

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amo...
Bill	33454	01/10/2024		PMT 1 OF 4 - CUSTOM UX	801.071 · Website Development	-4,455.00	4,455.00
TOTAL						-4,455.00	4,455.00
Bill Pmt -Check	28249	01/10/2024	ZOOBEAN, INC.	INV 30948 - YEAR 3 OF 3	001.001 · CSB/Operations Checking		-895.00
Bill	30948	01/10/2024		BEANSTACK SRP SOFTWARE - YEAR 3	982.410 · Electronic Products/Subs	-895.00	895.00
TOTAL						-895.00	895.00
Bill Pmt -Check	28252	01/24/2024	A Production Cleaning Company ...	INV 15334 - CLEANING 01/07/24 - 01/20/24	001.001 · CSB/Operations Checking		-1,750.00
Bill	15334	01/22/2024		2024 - CLEANING 01/07/24 - 01/20/24	803.605 · Janitorial	-1,750.00	1,750.00
TOTAL						-1,750.00	1,750.00
Bill Pmt -Check	28253	01/24/2024	A T & T Mobility	ACCT 28728623198X - INV 01142024 - ISSUED ON ...	001.001 · CSB/Operations Checking		-217.44
Bill	01142024	01/22/2024		PUBLIC WIFI HOT SPOTS 01/07 - 02/06/2024	850.311 · WiFi Hotspots	-217.44	217.44
TOTAL						-217.44	217.44
Bill Pmt -Check	28254	01/24/2024	ABSOPURE	ACCT 9423998 - INV 89141856	001.001 · CSB/Operations Checking		-59.40
Bill	89141856	01/23/2024		JAN - BOTTLED WATER	727.100 · Supplies - General Op 72...	-59.40	59.40
TOTAL						-59.40	59.40
Bill Pmt -Check	28255	01/24/2024	Alerus Financial	Entity code nos. 400298 / 110320 - pay period starti...	001.001 · CSB/Operations Checking		-5,216.69
Bill	20240108	01/22/2024		2024 01/08/24 - 01/21/24 -PAID 01/26/24 - PR ER 5%...	231.002 · Payroll Lia/401A MichER ...	-1,712.97	1,712.97
				2024 01/08/24 - 01/21/24 -PAID 01/26/24 - PR EE PE...	702.300 · Per Svcs - Reimnt - EE 7...	-2,168.71	2,168.71
				2024 01/08/24 - 01/21/24 -PAID 01/26/24 - PR FLEX T...	710.500 · Per Svcs - Fringe B ER 70...	-1,335.01	1,335.01
TOTAL						-5,216.69	5,216.69
Bill Pmt -Check	28256	01/24/2024	Amazon Capital Services Inc	WHITE NOISE GENERATOR	001.001 · CSB/Operations Checking		-1,087.32
Bill	19JM-YK33-JMM1	01/22/2024		TAPE AND DISPENSER	987.330 · Equipment - non-Computer	-19.98	19.98
				P-TOUCH LABEL PRINTER	894.128 · General Adult Programs	-11.99	11.99
				HEATER ROTARY SWITCH	894.222 · General Youth Programs	-30.70	30.70
				HEATERS X 2	732.300 · Supplies-MNT-General 7...	-8.99	8.99
				55 - 60 GAL TRASH BAGS	967.330 · Equipment - non-Computer	-39.98	39.98
				#10 SECURITY ENVELOPES	729.200 · Supplies-Cleaning Sup 7...	-113.37	113.37
				HOTSPOT BATTERIES	727.100 · Supplies - General Op 72...	-34.02	34.02
				PRINTER CARTRIDGES - IT/CIRC/ADMIN	803.103 · Small Printer Maintenance	-58.99	58.99
				STUD FINDER FOR GARAGE	982.430 · Non-Traditional Collections	-54.95	54.95
				GARDENING BOOKS FOR KIDS (GARDEN CLUB D...	982.920 · Youth Collection Restricted	-39.74	39.74
				2024 MLW DIVAKARUNI	884.131 · Washienaw Reads	-136.82	136.82
				Teen General Programs	884.272 · Teen General Programs	-110.70	110.70

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Chelsea District Library
Monthly Check Register

January 2024

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amo...
Bill	1XVH-44YC-X1NF	01/24/2024		• Teen Refreshments	884.276 • Teen Refreshments	-12.00	12.00
Bill	176H-HQWN-MV34	01/24/2024		• Washtenaw Reads	884.131 • Washtenaw Reads	-39.72	39.72
TOTAL				SOLAR ECLIPSE GLASSES	884.222 • General Youth Programs	-249.75	249.75
						-1,087.32	1,087.32
Bill Pmt -Check	28257	01/24/2024	AMERICAN UNITED LIFE INSUR...	GROUP: G 00623836-0000-000 FEB 02/01/2024 - 02...	001.001 • CSB/Operations Checking		-848.85
Bill	20240117	01/24/2024		FEB 02/01/2024 - 02/29/2024	710.200 • Per Svcs-Fringe Flex Ben ...	-848.85	848.85
TOTAL						-848.85	848.85
Bill Pmt -Check	28258	01/24/2024	Baker & Taylor - Unlabeled Juven...	2038001040	001.001 • CSB/Operations Checking		-28.07
Bill	2038001040	01/23/2024		2024 • Youth Print General	982.760 • Youth Print General	-28.07	28.07
TOTAL						-28.07	28.07
Bill Pmt -Check	28259	01/24/2024	Ballard, Kerry	BOOKKEEPING THRU 01/25/24	001.001 • CSB/Operations Checking		-680.00
Bill	20240125	01/23/2024		BOOKKEEPING THRU 01/25/24 (\$640 BIWEEKLY 20...	801.040 • Bookkeeper	-680.00	680.00
TOTAL						-680.00	680.00
Bill Pmt -Check	28260	01/24/2024	Blue Care Network of Michigan	GROUP 00277068 SUBGROUP 0002 - COVERAGE ...	001.001 • CSB/Operations Checking		-4,556.75
Bill	24009090512	01/22/2024		2024 - FEB 2024 MED INS	710.200 • Per Svcs-Fringe Flex Ben ...	-4,556.75	4,556.75
TOTAL						-4,556.75	4,556.75
Bill Pmt -Check	28261	01/24/2024	Chelsea Area Chamber of Comm...	Y17568 - SCULPTURE WALK (2 PADS)	001.001 • CSB/Operations Checking		-2,000.00
Bill	Y17568	01/22/2024		2024-2025 SCULPTURE WALK SPONSORSHIP	880.140 • Sponsorships	-2,000.00	2,000.00
TOTAL						-2,000.00	2,000.00
Bill Pmt -Check	28262	01/24/2024	Cintas Corporation-300	4180060045 ACCT# 14203324	001.001 • CSB/Operations Checking		-156.83
Bill	4180060045	01/22/2024		01/12/2024 - RUGS	729.300 • Supplies-Cleaning Rugs 7 ...	-135.54	135.54
TOTAL				01/12/2024 - SOAP	729.200 • Supplies-Cleaning Sup 7 ...	-21.29	21.29
						-156.83	156.83
Bill Pmt -Check	28263	01/24/2024	COLLABORATIVE SUMMER LIB...	Woo2943824	001.001 • CSB/Operations Checking		-886.96
Bill	Woo2943824	01/23/2024		SRP	884.226 • Summer Reading	-799.21	799.21
TOTAL				TEEN SRP	884.277 • Teen Summer Reading	-87.75	87.75
						-886.96	886.96
Bill Pmt -Check	28264	01/24/2024	COMFORT, STACEY		001.001 • CSB/Operations Checking		-45.59

Chelsea District Library
Monthly Check Register

January 2024

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amo...
Bill	24-3508-SC	01/24/2024		Teen Refreshments	884.276 · Teen Refreshments	-20.13	20.13
Bill	24-3513-SC	01/24/2024		Teen General Programs	884.272 · Teen General Programs	-25.46	25.46
TOTAL						-45.59	45.59
Bill Pmt -Check	28265	01/24/2024	Constellation NewEnergy-Gas Di...	INV 3937375- ACCT BG-303066 - DEC - 11/21 - 12/2...	001.001 · CSB/Operations Checking	-1,310.08	-1,310.08
Bill	3937375	01/22/2024		2023 - DEC - 11/21 - 12/20/2023	920.200 · McKune Gas	-1,310.08	1,310.08
TOTAL						-1,310.08	1,310.08
Bill Pmt -Check	28266	01/24/2024	Demco Inc.	INV 74238787, REF# 40170426 CUST# 210215162	001.001 · CSB/Operations Checking	-104.49	-104.49
Bill	7423878	01/24/2024		SUPPLIES	728.300 · Supplies-Matl Proc Othr 7...	-104.49	104.49
TOTAL						-104.49	104.49
Bill Pmt -Check	28267	01/24/2024	Great Lakes Ace Hardware		001.001 · CSB/Operations Checking	-26.75	-26.75
Bill	16331/154	01/22/2024		REPAIR LAMINATE - KIDSPOT AND LARGE WORK...	732.300 · Supplies-MNT-General 7...	-17.08	17.08
Bill	16282/154	01/22/2024		MAKERSPACE SUPPLIES	987.500 · Makerspace Equipment	-9.67	9.67
TOTAL						-26.75	26.75
Bill Pmt -Check	28268	01/24/2024	Ingram Library Services		001.001 · CSB/Operations Checking	-2,424.34	-2,424.34
Bill	79816634	01/23/2024		Youth Print General	982.760 · Youth Print General	-25.96	25.96
Bill	79816631	01/23/2024		Youth Print General	982.760 · Youth Print General	-10.31	10.31
Bill	79816632	01/23/2024		Youth Print General	982.760 · Youth Print General	-14.63	14.63
Bill	79816635	01/23/2024		Adult Print General	982.720 · Adult Print General	-360.66	360.66
Bill	79816636	01/23/2024		Multiple Book Copies	982.740 · Multiple Book Copies	-112.47	112.47
Bill	79816633	01/23/2024		Adult Print General	982.720 · Adult Print General	-59.73	59.73
Bill	79816630	01/23/2024		Adult Large Print	982.710 · Adult Large Print	-36.05	36.05
Bill	79816637	01/23/2024		Adult Print General	982.720 · Adult Print General	-226.61	226.61
Bill	79854886	01/23/2024		Adult Print General	982.720 · Adult Print General	-358.59	358.59
Bill	79854885	01/23/2024		Adult Large Print	982.710 · Adult Large Print	-77.27	77.27
Bill	79881118	01/23/2024		Adult Print General	982.720 · Adult Print General	-16.84	16.84
Bill	79881115	01/23/2024		Adult Print General	982.720 · Adult Print General	-14.65	14.65
Bill	79881117	01/23/2024		Adult Print General	982.720 · Adult Print General	-32.58	32.58
Bill	79881116	01/23/2024		Multiple Book Copies	982.740 · Multiple Book Copies	-44.34	44.34
Bill	79913461	01/23/2024		Youth Print General	982.760 · Youth Print General	-17.55	17.55
Bill	79913463	01/23/2024		Adult Print General	982.720 · Adult Print General	-29.71	29.71
Bill	79913464	01/23/2024		Adult Large Print	982.710 · Adult Large Print	-35.64	35.64
Bill	79913459	01/23/2024		Adult Large Print	982.710 · Adult Large Print	-28.35	28.35
Bill	79913460	01/23/2024		Adult Large Print	982.710 · Adult Large Print	-33.69	33.69
Bill	79913458	01/23/2024		Adult Large Print	982.710 · Adult Large Print	-62.46	62.46
Bill	79913462	01/23/2024		Adult Print General	982.720 · Adult Print General	-238.21	238.21
Bill	79935850	01/23/2024		Adult Print General	982.720 · Adult Print General	-120.94	120.94
Bill	79935849	01/23/2024		Adult Print General	982.720 · Adult Print General	-16.70	16.70
Bill	79935851	01/23/2024		Adult Print General	982.720 · Adult Print General	-14.03	14.03
Bill	79935852	01/23/2024		Adult Print General	982.720 · Adult Print General	-14.03	14.03

Chelsea District Library
Monthly Check Register
January 2024

3:12 PM
02/12/24

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amo...
TOTAL						-2,424.34	2,424.34
Bill Pmt -Check	28269	01/24/2024	Johnson Controls	ACCT 1348743 - 1-131934215191 - FY 2023 Expense	001.001 - CSB/Operations Checking		-496.22
Bill	1-131934215191	01/23/2024		2023 - BOILER PUMP FAILURE 12/14/2023	803.010 - Maint Svc Contingency	-496.22	496.22
TOTAL						-496.22	496.22
Bill Pmt -Check	28270	01/24/2024	MCCARRON, HELEN	Reimbursement for non-resident fees - 1.5 months	001.001 - CSB/Operations Checking		-15.63
Bill	24-5004	01/22/2024		Reimbursement for non-resident fees - 1.5 months	657.100 - Non-Resident Fees 807.100	-15.63	15.63
TOTAL						-15.63	15.63
Bill Pmt -Check	28271	01/24/2024	Midwest Tape		001.001 - CSB/Operations Checking		-292.16
Bill	504807484	01/22/2024		2023 - LATE FAIL YOUTH CDs	982.480 - Youth Video DVD	-42.72	42.72
Bill	504926229	01/23/2024		2024 - DEC BOOKS ON CD	982.120 - Adult Books on Disc	-126.97	126.97
Bill	504836562	01/24/2024		2023 - NOV BOC	982.120 - Adult Books on Disc	-99.98	99.98
Bill	504836564	01/24/2024		2023 - DEC - NEED DESCRIPTION	982.460 - DVD Feature	-22.49	22.49
TOTAL						-292.16	292.16
Bill Pmt -Check	28272	01/24/2024	Purple Rose Theatre Company Inc	2024 - CONCERT READINGS	001.001 - CSB/Operations Checking		-4,500.00
Bill	24-CDL-SPON2	01/24/2024		2023 - Purple Rose Concert Readings - corrected, wa...	884.116 - Purple Rose Concert Rea...	-3,250.00	3,250.00
				2023 - Aud Prg. Rst. Gifts Purple Rose - corrected, wa...	884.916 - Aud Prg. Rst. Gifts Purple ...	-1,250.00	1,250.00
TOTAL						-4,500.00	4,500.00
Bill Pmt -Check	28273	01/24/2024	Rotary Club of Chelsea	ROTARY - 621330	001.001 - CSB/Operations Checking		-243.00
Bill	621330	01/22/2024		2023 - MEMBERSHIP FEES - BALANCE DUE FOR 2...	969.510 - Institutional Member Rotary	-243.00	243.00
TOTAL						-243.00	243.00
Bill Pmt -Check	28274	01/24/2024	The Library Network	INV 73425, ACCT NUMBER CHEL#216	001.001 - CSB/Operations Checking		-3,495.00
Bill	73425	01/22/2024		DELIVERY - 10/01/2023 - 09/30/2024	965.400 - Delivery	-3,495.00	3,495.00
TOTAL						-3,495.00	3,495.00
Bill Pmt -Check	28275	01/24/2024	THE WOODHILL GROUP, LLC	2023 AUDIT PREP	001.001 - CSB/Operations Checking		-393.75
Bill	2140	01/22/2024		AUDIT PREP CONSULTANT	801.020 - Auditor	-393.75	393.75
TOTAL						-393.75	393.75
Bill Pmt -Check	28276	01/24/2024	TIFFANY'S GARDEN LLC	8148 & 8160 - SNOW REMOVAL AND SALT	001.001 - CSB/Operations Checking		-765.00
Bill	8160	01/22/2024		2024 - SALT 01/12 - 01/16/2024	803.612 - Snow	-225.00	225.00

Chelsea District Library
Monthly Check Register

January 2024

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amo...
Bill	8148	01/22/2024		2024 - SNOW REMOVAL 01/12 (X2), 01/13/2024 2024 - SALT 01/4 - 01/11/2024	803.612 - Snow 803.612 - Snow	-300.00 -240.00	300.00 240.00
TOTAL						-765.00	765.00
Bill Pmt -Check	28277	01/24/2024	UNIVERSITY OFFICE TECHNOLO...	817580598 - SERVICE - JAN - 01/01 - 01/31/2024	001.001 - CSB/Operations Checking		-767.20
Bill	81758059	01/22/2024		JAN - 01/01 - 01/31/2024 PUBLIC COPIER JAN - 01/01 - 01/31/2024 STAFF COPIER JAN - 01/01 - 01/31/2024 SMALL PRINTER MAINT	803.101 - Public Copier 803.102 - Staff Copier 803.103 - Small Printer Maintenance	-241.82 -437.18 -88.20	241.82 437.18 88.20
TOTAL						-767.20	767.20
Bill Pmt -Check	28278	01/24/2024	Whitmarsh, Susan	MINDFULNESS	001.001 - CSB/Operations Checking		-200.00
Bill	24-3514-CS	01/23/2024		MINDFULNESS	884.119 - General Adult Events	-200.00	200.00
TOTAL						-200.00	200.00
Bill Pmt -Check	28279	01/24/2024	Zubik, Jessica	TWBC SNACKS 01/16/24	001.001 - CSB/Operations Checking		-13.20
Bill	24-3512-JZ	01/23/2024		TWBC SNACKS 01/16/24	884.230 - Youth Reading Group	-13.20	13.20
TOTAL						-13.20	13.20
Bill Pmt -Check	28280	01/31/2024	Ken Cook's Plumbing and Heatin...	38115 - REPLACES CHECK 28196 DATED 12/31/2023	001.001 - CSB/Operations Checking		-547.50
Bill	38115	01/31/2024		2023 - ANNUAL PLUMBING INSPECTION	803.870 - Plumbing MA	-547.50	547.50
TOTAL						-547.50	547.50

Chelsea District Library Donation and Restricted

January 2024

	Jan 24	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
674.000 · Revenue Contribution & Donation			
674.101 · Designated Youth Collection	5,150		
674.110 · Designated Adult Programming	0	5,000	(5,000)
674.111 · Designated Youth Programming	0	4,250	(4,250)
674.112 · Designated Music Focus Programs	1,000	2,000	(1,000)
674.113 · Designated Exhibits Programming	0	3,000	(3,000)
674.120 · Undesignated Donation	10,200		
674.141 · Designated Technology	0	3,000	(3,000)
674.150 · Continuing Education Restricted	0	750	(750)
Total 674.000 · Revenue Contribution & Donation	16,350	18,000	(1,650)
675.000 · Private Grant Sources			
675.400 · Chelsea Ed Foundation	232	2,000	(1,768)
Total 675.000 · Private Grant Sources	232	2,000	(1,768)
Total Income	16,582	20,000	(3,418)
Gross Profit	16,582	20,000	(3,418)
Expense			
850.000 · Telecommunications			
850.900 · Telecom-Restricted Gifts			
850.910 · WiFi Hot Spots - Restricted	0	3,000	(3,000)
Total 850.900 · Telecom-Restricted Gifts	0	3,000	(3,000)
Total 850.000 · Telecommunications	0	3,000	(3,000)
884.000 · Programming			
884.210 · Youth Speakers			
884.211 · Authors In Chelsea			
884.921 · Youth Prog Rest Gifts Authors	0	2,000	(2,000)
Total 884.211 · Authors In Chelsea	0	2,000	(2,000)
Total 884.210 · Youth Speakers	0	2,000	(2,000)
884.400 · Music Focus			
884.961 · Songfest - Restricted Gift	0	1,000	(1,000)
884.962 · Music In the Air - Restricted	0	1,000	(1,000)
Total 884.400 · Music Focus	0	2,000	(2,000)
884.500 · Artist In Residence			
884.970 · Artist in Residence Restricted	0	1,000	(1,000)
Total 884.500 · Artist In Residence	0	1,000	(1,000)
884.910 · Adult Programming Restricted			
884.911 · Adult Prog Rest Gifts MWest LW	0	1,500	(1,500)
884.916 · Aud Prg. Rst. Gifts Purple Rose	0	1,000	(1,000)
884.927 · Adult Prog Rest Gifts SRP	0	750	(750)
Total 884.910 · Adult Programming Restricted	0	3,250	(3,250)
884.920 · Youth Programming Restricted			
884.926 · Youth Prog Rest Gifts SRP	0	2,500	(2,500)
884.950 · Youth Programming Restricted Gr			

Chelsea District Library Donation and Restricted

January 2024

	Jan 24	Budget	\$ Over Budget
884.953 · Youth Prog Rest Chelsea Ed Foun	232	0	232
Total 884.950 · Youth Programming Restricted Gr	232	0	232
Total 884.920 · Youth Programming Restricted	232	2,500	(2,268)
Total 884.000 · Programming	232	10,750	(10,518)
969.000 · CE, Staff Development & Travel			
969.600 · Staff Training, In-Service			
969.940 · Staff Apprec - Restricted	30	750	(720)
Total 969.600 · Staff Training, In-Service	30	750	(720)
Total 969.000 · CE, Staff Development & Travel	30	750	(720)
970.000 · Capital Expense 980.00			
980.200 · Technology			
980.900 · Technology Restricted Gifts			
980.910 · Capital Restr Gift -Mobile CDL	0	0	0
Total 980.900 · Technology Restricted Gifts	0	0	0
Total 980.200 · Technology	0	0	0
Total 970.000 · Capital Expense 980.00	0	0	0
982.000 · Collection Expense			
982.920 · Youth Collection Restricted	129	0	129
Total 982.000 · Collection Expense	129	0	129
Total Expense	391	14,500	(14,109)
Net Ordinary Income	16,191	5,500	10,691
Net Income	16,191	5,500	10,691

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

		Jan 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
402.000 · District Revenue	402	1,098,860	2,180,986	(1,082,126)	50%
540.100 · State Aid		0	74,000	(74,000)	0%
574.100 · Penal Fines		0	16,000	(16,000)	0%
645.100 · Copiers & Printers		0	3,000	(3,000)	0%
657.100 · Non-Resident Fees 607.100		(16)	3,500	(3,516)	(0%)
657.200 · ILL Fees/Collection Agency Rec		0	200	(200)	0%
665.000 · Bank Interest 665.100		105			
665.100 · Investment Gains/Losses 666.100		1,973	14,784	(12,811)	13%
669.000 · Investment Value Change 665.500		517			
671.000 · Misc Income & Refunds 606.000		0	15,000	(15,000)	0%
674.000 · Revenue Contribution & Donation		16,350	18,000	(1,650)	91%
675.000 · Private Grant Sources		232	2,000	(1,768)	12%
691.000 · Other Fin Source - Lease GASB87		0	8,400	(8,400)	0%
Total Income		1,118,021	2,335,870	(1,217,849)	48%
Gross Profit		1,118,021	2,335,870	(1,217,849)	48%
Expense					
701.000 · Personnel Svcs Control Acct 701		77,058	1,281,617	(1,204,559)	6%
727.000 · Supplies 727		468	16,362	(15,894)	3%
730.000 · Printing&Publishing P&P 727.600		0	600	(600)	0%
731.000 · Other Svc - Postage 727.700		0	1,500	(1,500)	0%
732.000 · Supplies-Maintenance 727.800		39	3,500	(3,461)	1%
801.000 · Professional & Contractual Svcs		6,464	108,735	(102,271)	6%
802.000 · Admin-Fees & Misc Costs 801.300		11	890	(879)	1%
803.000 · Maintenance Service Contracts		6,054	196,921	(190,867)	3%
850.000 · Telecommunications		(17)	48,980	(48,997)	(0%)
880.000 · Promotional Materials		4,020	76,450	(72,430)	5%
884.000 · Programming		19,698	139,000	(119,302)	14%
885.000 · Volunteer		0	2,500	(2,500)	0%
920.000 · Utilities		2,807	68,850	(66,043)	4%
960.000 · Board & Director Expense		47	3,500	(3,453)	1%
965.000 · Automation Services		3,495	49,605	(46,110)	7%
966.000 · Insurance 801.200		0	19,632	(19,632)	0%
967.000 · Equipment		6,902	48,800	(41,898)	14%
969.000 · CE, Staff Development & Travel		1,271	25,701	(24,430)	5%
970.000 · Capital Expense 980.00		0	253,500	(253,500)	0%
982.000 · Collection Expense		3,729	195,727	(191,998)	2%
Total Expense		132,046	2,542,370	(2,410,324)	5%
Net Ordinary Income		985,975	(206,500)	1,192,475	
Other Income/Expense					
Other Expense					
995.001 · Trans to Capital Imprv 999.001		0	53,500	(53,500)	0%
995.002 · Trans to Cap Resv Fund 999.002		0	200,000	(200,000)	0%
Total Other Expense		0	253,500	(253,500)	0%
Net Other Income		0	(253,500)	253,500	0%
Net Income		985,975	(460,000)	1,445,975	

7.0

CHELSEA DISTRICT LIBRARY

Fund Balances

January 31, 2024

General Fund

LOCAL BANKS BALANCES

Checking Account/ Chelsea State Bank	001.001			
Paypal Account	003.002			
Cash on Hand				
		\$188,453.01	\$772,414.21	\$960,867.22
		\$0.00	\$25.00	\$25.00
		\$188,453.01	\$772,439.21	\$960,892.22

Ameriprise Account

MMF - Interest and earnings	017.003	\$1,589,542.87	\$2,490.31	\$1,592,033.18
MMF - Deposits and withdrawals	017.003			
Fixed Income Fund	017.004	\$166,742.19	\$0.00	\$166,742.19
Investment Partners Total		\$1,756,285.06	\$2,490.31	\$1,758,775.37

Total General Fund

	\$1,944,738.07	\$774,929.52	\$2,719,667.59
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Debt Service Fund

Bond Debt Retirement Fund Checking	003.008	\$196,304.77	\$244,996.23	\$441,301.00
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Ameriprise 01/31/2024

Account no. 0000-4823-9221-4

GL ACCOUNTS - 017.003, 017.004, 666.100, 666.500

	Beginning Balance	Transfers from operating account	Interest	Change in Value	Transfers to operating account	Ending balance*
12/31/23						\$1,756,285.06
01/31/24	\$1,756,285.06	\$0.00	\$1,973.36	\$516.95	\$0.00	\$1,758,775.37
02/29/24						\$0.00
03/31/24						\$0.00
04/30/24						\$0.00
05/31/24						\$0.00
06/30/24						\$0.00
07/31/24						\$0.00
08/31/24						\$0.00
09/30/24						\$0.00
10/31/24						\$0.00
11/30/24						\$0.00
12/31/24						\$0.00
Balance YTD		\$0.00	\$1,973.36	\$516.95	\$0.00	
	YTD 017.003 + 017.004	(+) = in.	YTD 665.100	YTD 669.000	to operating account	017.003+017.004

*Should match Ameriprise Statement

DIRECTOR'S REPORT

Library Director's Report

Respectfully submitted for February 2024 board meeting

Staff Announcements

Congratulations to two of CDL's stellar employees on their work anniversaries!

- Administrative Assistant Chris Berggren, seven years of January 3
- Tech Specialist Everett Mayes, two years on January 4

Two of our incredible Circulation Services staff are leaving CDL and heading to greener pastures. A big thanks to April McDowell and Jeni McFarland for the joy they brought to library patrons and staff during their tenures here. We will miss you! The daunting task of replacing them has begun...

News from Library Land

MLA's Annual Report

The mission of the Michigan Library Association (MLA) is to lead the advancement of all Michigan libraries through advocacy, education, and engagement. MLA issued their 2022-23 Annual Report. Here are some highlights:

MLA's membership consists of nearly 2,500 libraries, library professionals, and library trustees from all 83 Michigan counties.

During the 2022-23 year, MLA developed the following strategic priorities under the tagline "Stronger Together"):

- Empowering members
- Protecting the First Amendment
- Future ready libraries
- Equity, diversity, accessibility, and belonging
- Collaboration and partnerships

Read the full plan [here](#).

For the reporting year, MLA...

- was instrumental in securing an additional \$500,000 in State Aid
- held its first in-person MLA Advocacy Day in more than 15 years hosting 130 library advocates at the State Capitol
- grew the Right to Read coalition to over 3,000 advocates and built a toolkit of resources to protect Michiganders' First Amendment rights
- conducted a public opinion poll of 800 voters in Michigan and found an overwhelming majority who love their libraries and oppose book bans

During the reporting year, MLA hosted 19 MLA Connect webinars and six in-person events with 1,463 in-person attendees and 660 virtual attendees.

2024 CDL Board of Trustees Retreat

The board will meet for a half-day retreat/monthly meeting on Thursday, May 30. Breakfast will be served at 8:30AM. The May monthly board meeting will take place from 9-10AM. Our guest speaker, Karen Lancaster of the Woodhill Group, will engage

with the board from 10AM-12 noon. Those who are able will join for lunch at the Grateful Crow.

Karen Lancaster will provide a brief session on financial literacy for public boards as well as lead a discussion on our fund balance and bond payoff.

Strategic Plan 2024-29 Progress

1.1 Provide a welcoming place for all

- Began coordination of a non-library display and event with St. Louis Center

1.3 Be the go-to resource in the district for information access and validity

- Creating Summer Reading Program Super Searcher badges to disseminate information literacy instruction

1.4 Get the word out about the great things happening at CDL

- Added "Best Kept Secrets" section to eNewsletter to help promote underutilized services, resources, and collections

2.2 Green the library & 3.2 Explore viability of expanding library space

- Began planning for annual in-service day around theme of "clearing the clutter" to include shredding and scanning of records and clearing basement of unused items

Out and About: Meetings Attended January 2023

- Served on Chamber Citizen of the Year and Lifetime Achievement Award committee – January 2
- Member on City Mental Health and Public Safety Roundtable – January 10
- Attended Developing Library Strategic Response to AI webinar – January 11
- Walk to School Wednesday – January 10 & January 31
- Chamber board meeting – January 18
- Attended Chamber ambush for small business of the year – Eder Diver Insurance – January 26
- Friends Annual meeting – January 27
- Rotary meetings – January 9, 16, 30

**Chelsea District Library
Assistant Director's Report
January 2024**

Facility update

- HVAC- hot water pump update- with the new boiler project imminent, JCI is considering if it would be best to roll the pump into that project and do it all together. There is a new manager for this project so he is getting up to speed, slowing the pump project down a bit but so far it has not been an issue.
- Speaking to the boiler project, the new project manager and our general account manager came out in January to walk the project through. There didn't seem to be any changes to the original thinking but we won't really know until we see a proposal. We won't start the project until we don't need the heat- hopefully April 🕒
- We had our return visit from fire inspector Ken Hamilton regarding the building inspection. All noted items had been completed and we passed. Ken had been researching whether we needed new anti-freeze in the fire system and he did get back to me to say that we did not, in fact, need to change what we are using. That saves several thousand dollars (anti-freeze is not cheap!) but also gives peace of mind that what we are currently using is fine.
- JCI has continued to work on the HVAC zone issues- some zones not heating/cooling correctly, almost since we moved in. Different techs have made progress over the years but two of the study rooms have been an issue for a while now. Our new tech Brendan has taken them on and made good progress.
- There was a City utility rate hearing in January and the commercial electric rate will be going up .5% starting in March. There has not been an increase in several years so I expected a much higher increase.

Meetings and programs

Our January all-staff meeting was dedicated to departmental meetings, which are critical to keeping departments with multiple staff all on the same page.

January is spent fine-tuning the previous year's budget (2023) and making new tracking sheets for my budget lines. I also try to get the next year's budget document (2025!) ready for staff input. Once the audit is completed, Chris will put the audited numbers in the 2025 document and we are ready to go.

Volunteers- We had 240 book sale and 80.25 non-book sale volunteer hours this month, for a total of 320.25 volunteer hours.

Respectfully submitted,
Linda Ballard
Assistant Director

January Highlights

- Youth librarians met to begin Summer Reading planning in earnest. Amelia will eventually be taking over SRP kickoff but this year both Jessica and Amelia will plan and host the event so that Amelia can take advantage of Jessica's experience.
- Several librarians met to discuss expanding small business resources in light of Chelsea Print and Graphics closure. We are preparing to add a small laminator and an adobe creative suite station.
- Books for the collection were purchased in preparation for both Authors in Chelsea and the Midwest Literary Walk.
- Lori, Virginia, and Shannon revisited the Mobee schedule for spring. Several unsuccessful stops were discontinued, and three new stops added in their place.
- We received multiple compliments on recent programs and events. One patron wrote: "I look forward to your newsletter every month to see what fabulous programs will be offered. I wish I could attend all of them!"

Program Attendance

Date	Name	In-Person	Live Virtual	Recorded Virtual	Kits
	Adult Program Attendance				
1/9/2024	Reading Glasses Book Club	11			
1/10/2024	Books & Banter	8			
1/11/2024	Green Burials	42			
1/15/2024	Detroit 67: Looking Back to Move Forward	31			
1/23/2024	Finding Peace & Building Resiliency through Mindful Practice	8			
1/27/2024	Be Ingenious Workshop: Laser Cutter	40			
	<i>Adult Program Totals</i>	124			
	Early Literacy Program Attendance				
1/9/2024	Babytime	15			
1/10/2024	Preschool Storytime	13			
1/11/2024	Toddler time	7			
1/16/2024	Babytime	12			
1/17/2024	Preschool Storytime	5			

Information Services Report: January 2024
Shannon Powers, Head of Information Services

1/18/2024	Toddler time	7			
1/24/2024	Preschool Storytime	8			
1/25/2024	Toddler time	17			
1/30/2024	Babytime	13			
1/31/2024	Preschool Storytime	7			
	<i>Early Literacy Program Totals</i>	<i>104</i>			
	Youth Program Attendance				
1/8/2024	Lego Club	36			
1/9/2024	Chess Clinics w/ Chase	13			
1/16/2024	Tween Book Club	6			
1/18/2024	READ to Library Dogs	9			
1/23/2024	Spanish Basics for Kids	10			
1/25/2024	Family Read Aloud Book Club	4			
1/30/2024	Spanish Basics for Kids	9			
1/30/2024	Chess Clinics w/ Chase	12			
	<i>Youth Program Totals</i>	<i>99</i>			
	Teen Program Attendance				
1/2/2024	Mangafternoon	12			
1/4/2024	TTT: Chocolate Taste Test	15			
1/5/2024	PWNED Teen Gaming Club	4			
1/10/2024	A Curious Kitchen: Pizza and Pies	7			
1/18/2024	Double TTT: Wire Wrapping	9			
1/30/2024	Pizza & Paperbacks: Monster	2			
	<i>Teen Program Totals</i>	<i>49</i>			
	Outreach Program Attendance				
1/3/2024	St. Louis Center Read Aloud (adult)	12			
1/18/2024	Pines Book Club (adult)	8			
1/18/2024	Storytime @ Mudpies and Lullabies (youth)	27			
1/19/2024	Glazier Spelling Bee (adult)	12			
1/19/2024	Storytime @ ECC (youth)	18			
1/26/2024	BLANK the Librarian (teen)	145			

Information Services Report: January 2024
Shannon Powers, Head of Information Services

1/26/2024	After Care @ WSEC (youth/mobee)	40			
1/29/2024	Diverse Books talk @ SME (youth)	9			
	<i>Outreach Program Totals</i>	<i>271</i>			
	Walk to School Wednesdays				
1/10/2024	Walk to School Wednesdays	7			
1/31/2024	Walk to School Wednesdays	10			
	<i>WTSW Totals</i>	<i>17</i>			
	Mobee Visit Program Attendance				
1/3/2024	Chelsea Senior Center (outreach, adult)	0			
1/8/2024	Dancey House (UMRC) (outreach, adult)	4			
1/8/2024	Lima Township Hall (outreach, all ages)	0			
1/9/2024	Lyndon Township Hall (outreach, all ages)	11			
1/11/2024	Robin Hills Farm (outreach, all ages)	3			
1/11/2024	Sharon Ann Apartments (outreach, all ages)	0			
1/11/2024	Sylvan Crossing (outreach, all ages)	0			
1/22/2024	North Lake United Methodist Church (outreach, all ages)	2			
1/22/2024	Silver Meadows (outreach, adult)	5			
1/22/2024	Silver Maples (outreach, adult)	5			
	<i>Mobee program totals</i>	<i>0</i>			
	<i>Mobee outreach & awareness totals</i>	<i>30</i>			
	<i>Mobee Totals</i>	<i>30</i>			

Ingenuity Engine

Program Stats

Date	Program	Attendance
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Information Services Report: January 2024
Shannon Powers, Head of Information Services

1/27/2024	Be Ingenious Workshop	16
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One-One Appointment Stats

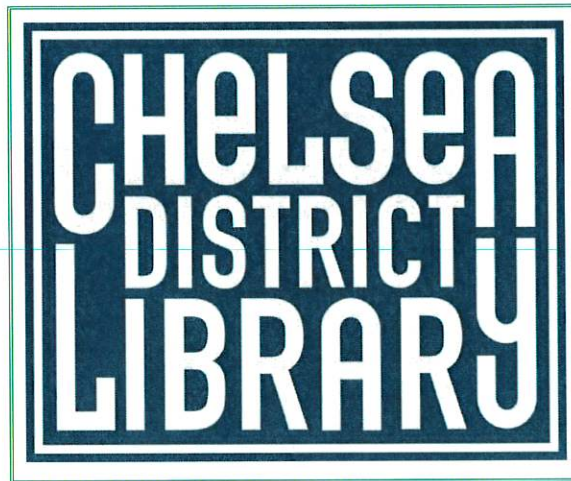
Number of Appointments & Tours	42
Number of attendees at appointments & tours	66
Number of Unique Users	42

Reference, Collections, Deliveries, and Other

Services	January 24
Reference Questions	1329*
CDL Delivers & Deposit Book Deliveries	16

*The Chelsea District Library was closed on Jan 1 for the New Year's Day holiday. The library was also closed on 1/13 and opened at 12 pm on 1/23 due to hazardous road conditions those days.

Board Report January 2024



Respectfully submitted by
Scott Rakestraw
Head of Technology

Chelsea Senior Center Service Log

<u>Total Hours</u>	<u>Date</u>	<u>OnSite Hours</u>	<u>OffSite Hours</u>
41	JAN	24	17

Technology Services

State-Aid Report

2023 Annual Totals

<u>DATA SERVICES</u>	
11656.4	Hotspots: Total GB Used - Township Halls
133.7	-- Lima Township (GB)
378.9	-- Sylvan Township (GB)
11143.8	-- Mobile Beacon (GB)
343	Hotspot Devices Circulated
4694	Public Internet - Computer Sessions
7082	Public Internet - Wireless Logins

<u>ONLINE SERVICES</u>	
149993	Website Sessions
76118	Website Users
25396	AUDIO Downloads Total
18241	-- Audio: Overdrive
7155	-- Audio: Hoopla
4155	VIDEO Downloads Total
2611	-- Video: Kanopy
1544	-- Video: Hoopla
23213	EBook Downloads Total
20675	-- Overdrive
2538	-- Hoopla
52764	TOTAL Downloads

January 2024

<u>DATA SERVICES</u>	<u>JAN</u>
Hotspots: Total GB Used - Township Halls	1037.8
-- Lima Township (GB)	13.4
-- Sylvan Township (GB)	35.7
-- Mobile Beacon (GB)	988.7
Hotspot Devices Circulated	29
Public Internet - Computer Sessions	354
Public Internet - Wireless Logins	486

<u>ONLINE SERVICES</u>	<u>JAN</u>
Website Sessions	14976
Website Users	7614
AUDIO Downloads Total	2667
-- Audio: Overdrive	1871
-- Audio: Hoopla	796
VIDEO Downloads Total	451
-- Video: Kanopy	326
-- Video: Hoopla	125
EBook Downloads Total	2023
-- Video: Overdrive	1784
-- Video: Hoopla	239
TOTAL Downloads	5141

Online Databases

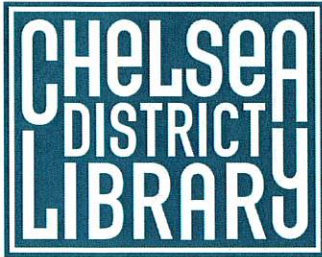
January 2024

Local Databases	Total Clicks	Unique Users
Historic Newspapers	75	42
Consumer Reports	71	62
Value Line Inc	63	53
Jobs Now - Brain Fuse	54	54
Home Work Help Now	49	49
Ancestry	49	39
Scholastic Teachables	33	31
Pronunciator	26	23
Linked In Learning	22	21
Non-Mel Totals	442	374

All Databases	Total Clicks	Unique Users
Chelsea Update	112	104
Historic Newspapers	75	42
Consumer Reports	71	62
Value Line Inc	63	53
Jobs Now	54	54
Stories of Chelsea	54	51
Home Work Help Now	49	49
Ancestry	49	39
Unemployment Help	48	47
My Heritage	46	27
Michigan Legal Help	40	40
Michigan eLibrary	40	38
NoveListPlus	37	34
Sun Times News	35	29
WorldCat.org	33	33
Britannica School	33	32
NoveList K8	33	32
Scholastic Teachables	33	31
Michigan Voter Information Center	28	28
Demographics Now	28	24
Pronunciator	26	23
United States Census	23	22
Linked In Learning	22	21
Newspaper Source Plus	17	17
Opposing View Points in Context	17	16
My Free Taxes	14	14
Totals	1080	962

Head of Marketing & Communications Monthly Board Report
(January 1–31, 2024): Respectfully submitted by Virginia Krueger

January Marketing Highlights:



The new year kicked off with implementing our new logo on the website, in the weekly eNews, and on digital platforms. I am working on designs for new entrance banners to reflect our new branding and to create a visual connection between the library building and Mobee. This is an ongoing effort to ensure that our Mobee outreach efforts are recognized and connected to the library.

Website Redesign:

The web redesign team consists of Scott, Jessica, Christin, Jean, and me. The management team is updated and consulted throughout the process at our weekly management meetings. We kicked off the design process with Weblinx, the firm handling the design and coding of the new site. We focused on how the site is used by the public and by staff and provided a full design brief with our needs. The first phase of design is expected to take six weeks and includes design of the homepage and internal page templates. Weblinx designs mobile-first, as most users access websites via their personal devices. We recognize that users approach websites in different manners, so there will be some navigational redundancy—some users look for icons, others like menus, and some simply prefer a good site search bar. Designs will be shared with the board as they are finalized. Once the design is finalized, coding of the site begins and our team will expand to include different demographics for beta testing.

Social Media:



We passed 1,000 followers on Instagram in January and our posts showing happy faces at the library continued to perform well.

January Social Media Metrics

CDL Facebook: 3,383 followers (+38) | 1,671 page visits ↑ | 41,200 page reach ↑ | 4% engagement rate

CDL Instagram: Followers: 1,004 (+19) | 58 profile visits ↑ | 454 page reach ↓ | 12.7% engagement rate

eNewsletters: CDL eNews has 3,633 subscribers (+6 in January)



January Metrics:

- We sent 4 weekly newsletters
- 53,75% Open Rate (+11% from industry avg)

January Marketing Channel Response:

In January, we had 174 program registrations where identifying the marketing channel was asked. The breakdown of how the registrants heard about the program is as follows:

- Print Newsletter: 73
- eNewsletter: 24
- Website: 26
- Social Media: 2
- Word of Mouth: 14
- Local newspaper: 3
- Chelsea Update: 21
- Other: 11

Note: Drop-in Programs are not included in response statistics, as this data is not collected.

Other miscellaneous duties:

- Created an updated brochure for the Friends of CDL.
- Staffed mobile CDL in Dexter Township at North Lake United Methodist Church - we had a gentleman stop by and thank us for our presence in the district and another woman was thrilled to find a bestseller on board.
- Reviewed and edited three drafts of the spring print newsletter.
- Met with Eli Zemper to coordinate a nonlibrary display and event with St. Louis center in May 2024.
- Redesigned the eNews template and added "Best Kept Secrets at the Library" section to help promote underutilized collections and resources.
- Created an outreach document for the board outreach committee to use when reporting to the township meetings.
- Met with Chuck Colby of Sun Times News to negotiate 2024 ad rates and ways to improve visibility of library events and programs.

- Worked with Lori and Shannon on upcoming exhibit plans
- Coordinated with graphic designers for print promotional materials for Authors in Chelsea and Midwest Literary Walk

Circulation Supervisor's Report

January 2024

- Circulation – 24363 in January
- Patron Count- 9210 for January
- Circulation by township- for January:
 - Dexter = 13% of total transactions
 - Lima = 11% of transactions
 - Lyndon =14% of transactions
 - Sylvan = 19% of transactions
 - Chelsea = 37% of transactions
- January Circulation: 83% were items from Chelsea and 17% were inter-loaned items.

Libby = 4438; Hoopla = 1246 Kanopy = 357

- Registrations for January– 90 new cards; 6465 total card holders
 - *Dexter = 827 cards; Lima = 693 cards; Lyndon = 894 cards
 - *Sylvan = 1205 cards; Chelsea = 2391 cards; Nonresident = 455 cards
- Self-Check Machine: January 556 or 3% of total checkouts

January Notes:

- I attended weekly management meetings.
- I worked my PIC shifts each week.
- We received 151 tubs from TLN in January, with 7.2 being the daily average.
- I participated in WTSW most weeks.
- We processed 58 MeLCat items for other libraries, and received 59 items for our patrons.
- We had 1269 unique visitors to the library.
- Jen T celebrated her second anniversary at CDL. She is our main processor & book repairer.
- I prepared & delivered a review for Jen, and also delivered Jennie's review.
- I held an Aide & an Assistant department meeting.
- Our department said goodbye to April and Jeni Mc. This leaves us sad & short-staffed
- I worked with Linda & Lori to post for two library assistants.

Respectfully submitted,
Amy Zoran
Head of Circulation

ACTION ITEMS

Action Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

February 15, 2024, Board Packet

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

Accept January donations and changes to the 2024 FY Budget.

		Income Line - Expense Line	
Chelsea Education Foundation	Authors in Chelsea	675.400	884.953
Robert Ozmun	Non-Designated	674.120	884.510
David M. & Deborah A. Schaible	Non-Designated	674.120	884.510
Chelsea Area Garden Club	Youth Collection	674.101	982.920
Mary & Steven Knickerbocker	Youth Collection (In Memory of Audrey H. & George A. Knickerbocker)	674.101	982.920
Sally & Fred Dickinson	Non-Designated	674.120	884.411
Robert Swistock	Music in the Air	674.112	884.962
Sub Total:		\$16,707.05	

Acknowledge the donations below that are already in the budget.

Total General Donations: \$16,707.05

Acknowledge the donations below toward the CDL Endowment.

Patricia Garcia, Board Secretary

Date

Action Item #2

Chelsea District Library
Board of Trustees

Library Board Fact Sheet February 15, 2024 Board Meeting

Board Retreat

Discussion:

The Board discussed a date of May 30, 2024 for their Board Retreat in January. The proposal is to move the May Board Meeting to that same date and have the retreat directly following the meeting on that morning.

Action:

The Board approves the May 30 date for the Board Retreat, as well as the plan to move the May Board Meeting so that it precedes the retreat.

Patricia Garcia, Board Secretary

Date

DISCUSSION ITEMS

Discussion Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet February 15, 2024 Board Meeting

Policies

Discussion:

The Policy Committee has reviewed updates for Policy 310: Request for Reconsideration of Library Materials or Programs and Policy 330: Programming Policy, and they are now ready for Board review. Policy 310 includes the Request for Reconsideration of Materials and Request for Reconsideration of Programs forms.

Chelsea District Library Policy and Procedure

Policy Section: **3. Collections & Services**

Board Approval Date: December 17, 1991

Revision Date: Oct.17, 2006, March 18, 2014

Revision Date: January 18, 2022

Revision Date: January 18, 2024

Subject: **310 Request for Reconsideration of Library Materials or Programs**

Background:

It is the objective of the Chelsea District Library to provide materials and programs from all possible media for the enlightenment of the community, the advancement of knowledge, and the pleasure of recreation.

Chelsea District Library fully endorses the principles documented in the Library Bill of Rights and the Freedom to Read Statement of the American Library Association. Materials and programs available through the library present a diversity of viewpoints, enabling citizens to make the informed choices necessary in a democracy. The library also selects a wide variety of library materials and programs that satisfy the diverse interests of our community.

Policy:

The library upholds the right of the individual to secure its resources and attend programs, even though the content may be controversial, unorthodox, or unacceptable to some. The library's varied collection is available to all; however, it is not expected that all of the collection will appeal to everyone. Likewise, the library's programs are varied and available to all; however, they are not expected to appeal to everyone. The library recognizes that any given item or program may offend a patron. The library will not force a patron to use a particular item or attend a particular program; conversely, the patron should not deny the right of others access to library items or attend programs. Parents are solely responsible for what their children access at the library.

Patrons who wish to request the withdrawal or reclassification of materials currently owned by the library are encouraged to discuss their concerns with a library manager or its director. Likewise, patrons who wish to express concerns about programs that do not meet the library mission are encouraged to discuss their concerns with a library manager or its director. If the patron is not satisfied with the response to their request, the manager or director will provide the patron with information on the reconsideration process and either the Request for Reconsideration of Materials Form or the Request for Reconsideration of a Library Program Form to initiate formal reconsideration of the library resource or program.

Withdrawn books are donated to the Friends of the Chelsea District Library for book sales. The proceeds from such sales are used for the benefit of the library; books that are not sold will be disposed of at the discretion of the Friends.

Patricia Garcia

Patricia Garcia, Board Secretary

Date



REQUEST FOR RECONSIDERATION OF MATERIALS

The Board of Trustees of the Chelsea District Library has established its Materials Selection Policy (#320), Request for Reconsideration Policy of Library Materials or Programs (#310), and a procedure for gathering input about particular items. Completion of this form is the first step in that procedure. If you wish to request reconsideration of a resource, please return this completed form to the library director.

Chelsea District Library
221 South Main Street
Chelsea, Michigan 48118

Date:

Name:

Address:

City/State/Zip:

Phone:

Email:

Do you represent yourself? ___ Or an organization? ___ Name of organization: _____

Resource on which you are commenting:

___ Book/e-book ___ Movie ___ Magazine ___ Audio recording ___ Digital resource
___ Game ___ Newspaper ___ Newspaper ___ Other _____

Title: _____

Author/Producer: _____

What brought this resource to your attention?

Have you examined the entire resource? If not, what sections did you review?



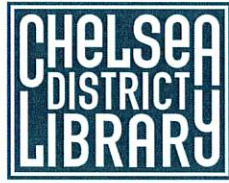
What concerns you about the resource and why? Please be specific (cite pages, for example).

Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

What action are you requesting the committee consider?

Signature: _____ Date: ____/____/____

Note: You will receive a written response from the library director regarding this request within 60 days.



ENGAGE.
INSPIRE.
EQUIP.

REQUEST FOR RECONSIDERATION OF PROGRAMS

The Board of Trustees of the Chelsea District Library has established its Programming Policy (#330), Request for Reconsideration Policy of **Library Materials or Programs** (#310), and a procedure for gathering input about particular programs. Completion of this form is the first step in that procedure. If you wish to request reconsideration of a program, please return this completed form to the library director.

Chelsea District Library
221 South Main Street
Chelsea, Michigan 48118

Date:

Name:

Address:

City/State/Zip:

Phone:

Email:

Do you represent yourself? ☐ Or an organization? ☐ Name of organization: _____

Title of program: _____

Date of program: _____

What brought this **program resource** to your attention?

Did you personally attend the entire program?

What concerns you about the program and why? Please be as specific as possible.



What do you believe to be the purpose or theme of this program?

Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic (for example, judgements of this program or presenters by reviewers, critics, or other knowledgeable individuals or organizations)?

What action are you requesting the committee consider?

Signature: _____

Date: ____/____/____

Note: You will receive a written response from the Library Director regarding this request within 60 days.

Chelsea District Library Policy & Procedures

Policy Section: 3. Collections & Services

Board Approval Date: January 18, 2024

Subject: **330 Programming Policy**

Background:

Chelsea District Library ("library") acknowledges the great importance of programming to the library's mission. This policy is designed to set forth guidelines for developing and presenting programs and determining program co-sponsorships.

Policy:

The library supports its mission of connecting people to ideas, information, experiences, and materials that provide enjoyment, enrich peoples' lives, and strengthen our community by developing and presenting programs that provide additional opportunities to further the library's mission. Programming is an integral component of the library service that:

- Expands the library's role as a community resource
- Introduces patrons and non-users to library services
- Provides entertainment
- Provides opportunities for learning
- Expands the visibility of the library
- Furthers the mission of the library

Procedure:

I. Program Determination

Ultimate responsibility for programming at the library rests with the library director, who administers under the authority of Chelsea District Library Board of Trustees ("library board"). The library director, in turn, delegates the authority for approved program management to the assistant director/head of information services, who oversees this responsibility through delegation to designated staff. The library director has the discretion to determine which programs the library shall sponsor or co-sponsor. This policy does not apply to any program that is not conducted or co-sponsored by the library.

II. Criteria for Programs

Library staff plan and develop programs for the community based on relevance to community interests and issues, popular appeal, the mission of the library and suitability for general or targeted audiences.

Program presenters are chosen for their expertise and public performance experience. Program presenters may be required to undergo a criminal background screening.

The library does not plan programs or classes that are commercial in nature. Although a professional or businessperson may be invited to speak, the purpose of the program is to educate, inform, or entertain and otherwise further the library's mission. Programs are not designed for commercial purposes or for the solicitation of business.

III. Co-Sponsorship of Programs

The library may co-sponsor programs with other persons, agencies, organizations, and institutions. The library director has the sole discretion to determine whether to co-sponsor a program according to the criteria set forth in this Programming Policy. If the library desires to co-sponsor a library program, these individual or organizational partners must coordinate marketing efforts with the library's assistant director/program coordinator. No co-sponsor may use the library's name in any marketing material without prior approval of the library director. If a person or organization desires to co-sponsor a program, the person or organization shall make such request in writing to the library director or their designee.

IV. Non-discrimination

The library does not discriminate in its programs. Library sponsorship or co-sponsorship of a program does not constitute endorsement of the content or the views expressed by the presenter or the participants. Program topics, speakers, and resources are not excluded from programs because of possible controversy, and the library will strive to offer multiple viewpoints.

V. Program Attendance

Library programs and classes are open to the public; however, due to the nature of certain programs, attendance may be limited. For example, some children's programs may be limited based on age.

Further, attendance may be limited based on the occupancy permitted in the room. When occupancy limits must be established, advanced registration may be required. In the cases where advanced registration is not required, the library may limit the number of people that may attend any program at the door. Attendance will be determined on a first come, first served basis, either with advanced registration or at the door.

Generally, library programs do not require an admission charge; however, some classes or programs may require a nominal materials fee or require a ticket to be purchased.

VI. Library Staff

Library staff members who present programs or classes do so as part of their regular job and are not hired as outside contractors.

VII. Programming Concerns

The library welcomes expressions of opinion from patrons concerning programming. If a patron questions a library program, ~~they~~^{he/she} should first address the concern with the library director. Patrons who wish to continue their request for review of library programs may submit the Request for Reconsideration of Programs Form to the library director. Requests for review of programs will be considered per policy 310 Request for Reconsideration of Library Materials or Programs.

VIII. Guidelines for Selling Books, Recordings, Art, or Other Items at Library Programs

Program presenters who are authors or artists are invited to sell and sign books, music, movies, and art following library programs upon prior approval by the library director.

Board Secretary Signature/Title

Date

Discussion Item #2

Chelsea District Library
Board of Trustees

Library Board Fact Sheet
February 15, 2024 Board Meeting

2025 Budget Prepay

Discussion:

We have a prepay for a 2025 exhibit that isn't in the 2024 budget, yet needs to be paid in 2024. We propose moving \$1,500 from fund balance to cover this expense.

Discussion Item #3

Chelsea District Library
Board of Trustees

Library Board Fact Sheet
February 15, 2024 Board Meeting

Budget Adjustment

Discussion:

The 2024 Budget included \$2,000 that the library anticipated from a grant for Authors in Chelsea. That grant application wasn't successful, so that \$2,000 needs to be removed from line 884,953.

COMMITTEE

INFO &

MINUTES

**Chelsea District Library
Board of Trustees
2024 Board Committees**

Governance

Appendix #3

Approved: December 12, 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	X
Susan Lackey	Chair		X		
Jan Carr			X	X	

Patricia Garcia

Patricia Garcia, Board Secretary

12-12-23

Date

