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

July 20, 2021
6:45 pm

Remotely over Zoom

CHELSEA DISTRICT LIBRARY BOARD OF TRUSTEES
Tuesday, July 20, 2021—6:45 p.m.
Remotely over Zoom

AGENDA

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

6:50 Compulsory Segments
Board Meeting Minutes Approval – June 15, 2021
Approval of the June Operational Checks
Approval of June Financial Reports
Director's and Friends Reports

7:20 Public Comment

7:25 Action Items
1. Donations
2. Budget Hearing Notice

7:35 Discussion Items
1. At-Large Board Seat
2. Staff In-Service
3. Board Retreat
4. 2022 Budget Draft

7:55 Reports
Policy Committee
Finance Committee
Personnel Committee
Nominating Committee
Community Outreach Committee

8:00 Public Comment

8:05 Other Items

8:10 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, June 15, 2021 6:45 pm
Meeting Location: Remote, Using Zoom

Trustees in Attendance: TJ Helfferich (Zooming from the City of Chelsea), G. Munce (Lyndon Township), J. Carr (Sylvan Township), A. Merkel (City of Chelsea), E. Sensoli (Lima Township), & C. Taylor (representing Dexter Township, but Zooming from Northern Michigan).

Absent: S. Lackey

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

Guests: Bill Tucker

Welcome and Call to Order
TJ Helfferich called the meeting to order at 6:45 p.m.
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Agenda Review, Additions, and Approval
MOTION made by J. Carr, SECONDED by G. Munce to approve the agenda, as amended. Discussion: Lori added Preparedness & Response Plan as Discussion Item #3.

All Ayes: 5-0

Presentation: Maner Costerisan 2020 Audit Report by Bill Tucker
Bill shared a power-point presentation of the Independent Auditor's Report over Zoom with the board members. The audit finding was an Unmodified Clean Opinion, which Bill said was the best possible opinion.

- C. Taylor arrived to the meeting during the presentation.

Compulsory Segments:
Minutes and Approval of Checks
MOTION made by J. Carr, SECONDED by E. Sensoli to approve the minutes of the May 18, 2021 Board Meeting. Discussion: None

All Ayes: 6-0

MOTION made by G. Munce, SECONDED by A. Merkel to accept the General Fund Operational checks for May, 2021. Discussion: None

All Ayes: 6-0

MOTION made by J. Carr, SECONDED by C. Taylor to accept Financial Reports for May, 2021. Discussion: Elizabeth reiterated that she'd like to see a cash-flow chart.

All Ayes: 6-0

Director's Report Update:

L. Coryell update:

- The library is coordinating with Chelsea Public Schools, particularly Beach Middle School for their summer school program.
- Patty Schwarz is starting a Chelsea Arts Initiative that the library is supporting.
- June 21 is the Facility Reopening date and a press release has gone out.
- The American Rescue Plan Act is distributing grants to libraries for vehicles and Lori and Linda are currently working on an application.

Friends Report:

- The Friends of the Library celebration will take place October 23, during the National Friends of the Library week and the Re-Open House.
- The July meeting will be in hybrid form.
- There's been talk of potentially merchandising around the upcoming Frida Kahlo exhibit.
- The Book Sale returns June 26 with extended hours and lots of inventory. The Friends are anticipating a major run on donations, so they're planning to add additional book sale dates to their schedule.

Other Reports Notes:

- Charlie announced that he had to leave the meeting.
- Gary wants year-to-date totals for the townships. And Elizabeth asked for context numbers, as well, for comparison. Lori shared that the Performance Dashboard has been reworked and will be returning soon.

Public Comment: None

Action Item #1: Donations
MOTION made by J. Carr, SECONDED by A. Merkel to approve the library's May donations. Discussion: None
Jan, roll-call vote: Gary – Aye, Elizabeth – Aye, Anne – Aye, TJ – Aye, and Jan – Aye.
All Ayes 5-0

Discussion Item #1: Budget Hearing Notice
This is an annual formality, alerting the board that the Budget Hearing Notice will be an Action Item in July and will be published a week after the July board meeting. Jan asked if the Guardian should be included in the publications we print the notice in.

Discussion Item #2: 2020 Audit Approval
MOTION made by A. Merkel, SECONDED by E. Sensoli to move Discussion Item #2 to Action Item #2. Discussion: None
All Ayes 5-0

Action Item #2: 2020 Audit Approval
MOTION made by J. Carr, SECONDED by G. Munce to approve the 2020 library audit, as presented by Maner Costerisan's Bill Tucker. Discussion: None
Jan, roll-call vote: Anne – Aye, Gary – Aye, TJ – Aye, Elizabeth – Aye, and Jan – Aye.
All Ayes 5-0

Discussion Item #3: Preparedness & Response Plan
Due to MIOSHA changes, like vaccinated staff no longer having to wear masks and some relaxation of some cleaning protocol, the library needs to update the state mandatory Preparedness & Response Plan.

MOTION made by J. Carr, SECONDED by A. Merkel to move Discussion Item #3 to Action Item #3. Discussion: None
All Ayes 5-0

Action Item #2: 2020 Audit Approval
MOTION made by A. Merkel, SECONDED by J. Carr to adopt the updates to the library's Preparedness & Response Plan. Discussion: None
Jan, roll-call vote: Gary – Aye, Elizabeth – Aye, TJ – Aye, Anne – Aye, and Jan – Aye.
All Ayes 5-0

Committee Reports

Policy Committee –

Finance Committee –

Personnel Committee –

Nominating Committee –

Community Outreach Committee –

Public and Board Comment: Jan commented on how wonderful the library's online programming has been throughout the COVID era. Gary would like Scott to share his ransomware knowledge with the townships, as he feels they're particularly vulnerable. He believes the townships should have disaster preparedness plans, as well.

Other Items: The board discussed when to return to in person meetings. Trustees were receptive and excited to return to regular, in person meetings, but thought it may be difficult during the summer months, due to vacation plans finally being possible and the ease of Zooming remotely. A target date of September 21 was proposed and will be discussed further in July, when Charlie and Susan can participate.

Adjourn:
MOTION made by G. Munce, SECONDED by E. Sensoli to adjourn the meeting at 8:10 p.m.

All Ayes, 5-0

Janice L. Carr, Board Secretary

Date

FINANCE REPORTS

07/13/21

Chelsea District Library
List of Checks for Board Approval
June 2021

Date	Num	Name	Memo	Amount
66900 · Reconciliation Discrepancies				
06/16/2021	20210706	KeyBank	DISPUTE ADJ-QST (SEE MAY STATEMENT)	-167.95
Total 66900 · Reconciliation Discrepancies				-167.95
701 · Personnel Expenses				
701.100 · Wages				
701.120 · Retirement Pick up ER				
06/01/2021	20210517	Alerus Financial	06/04/2021 PR FLEX TO 457(b)	1,161.36
06/01/2021	PR 20210604		RETIREMENT - Employer Contribution to retirement ac...	-1,161.36
06/15/2021	PR 20210618		RETIREMENT - Employer Contribution to retirement ac...	-1,161.36
06/16/2021	20210531	Alerus Financial	06/18/2021 PR FLEX TO 457(b)	1,161.36
Total 701.120 · Retirement Pick up ER				0.00
701.100 · Wages - Other				
06/01/2021	PR 20210604		WAGES	38,978.01
06/15/2021	PR 20210618		WAGES	40,303.02
Total 701.100 · Wages - Other				79,281.03
Total 701.100 · Wages				79,281.03
701.110 · Retirement-Contributions - EE				
06/01/2021	20210517	Alerus Financial	06/04/2021 PR EE PERSONAL CONT	1,966.12
06/01/2021	PR 20210604		RETIREMENT PICK UP - Defcmp 2-457 EE457(b)	-1,966.12
06/15/2021	PR 20210618		RETIREMENT PICK UP - Defcmp 2-457 EE457(b)	-1,966.12
06/16/2021	20210531	Alerus Financial	06/18/2021 PR EE PERSONAL CONT	1,966.12
Total 701.110 · Retirement-Contributions - EE				0.00
701.115 · 401A Retirement Matching				
06/01/2021	PR 20210604		401 A MATCHING - Mers ER	1,517.26
06/15/2021	PR 20210618		401 A MATCHING - Mers ER	1,517.26
Total 701.115 · 401A Retirement Matching				3,034.52
701.200 · FICA				
06/01/2021	PR 20210604		FICA EMPLOYER (FICA ER + MED ER)	2,833.65
06/15/2021	PR 20210618		FICA EMPLOYER (FICA ER + MED ER)	2,935.02
Total 701.200 · FICA				5,768.67
701.300 · Flex Benefits				
06/01/2021	PR 20210604		Dep Life (CA & DL & HI) - (Additional Life Ins + Depend ..	-40.94
06/01/2021	PR 20210604		Health Insurance - (Medical Insurance)	-1,699.24
06/15/2021	PR 20210618		Dep Life (CA & DL & HI) - (Additional Life Ins + Depend...	-40.94
06/15/2021	PR 20210618		Health Insurance - (Medical Insurance)	-1,699.24
06/16/2021	211590066277	Blue Care Network of Michigan	JULY 2021 MED INS	3,621.65
Total 701.300 · Flex Benefits				141.29
701.400 · Unemployment				
06/01/2021	PR 20210604		MICHIGAN SUI - HEARTLAND BEGAN 03/26/21	3.63
06/15/2021	PR 20210618		MICHIGAN SUI - HEARTLAND BEGAN 03/26/21	2.54
Total 701.400 · Unemployment				6.17
Total 701 · Personnel Expenses				88,231.68
727 · Supplies				
727.200 · General Operations				
06/01/2021	1828534	Arbor Springs Water Co. Inc.	05/21 BOTTLED WATER - COOLER RENTAL	63.50
06/16/2021	1831086	Arbor Springs Water Co. Inc.	05/21 BOTTLED WATER - COOLER RENTAL	50.50
06/24/2021	13PY-NJNV-3YGY	Amazon Capital Services Inc	KIDS COVID MASKS	24.98
Total 727.200 · General Operations				138.98
727.300 · Material Processing				
727.330 · Matl Processing Other				
06/01/2021	579699	BroDart Co. Library Supplies	LETTER SHEETS	52.88
06/24/2021	6964270	Demco Inc.	MYLAR	31.92
06/24/2021	6964270	Demco Inc.	CDL CIRCLE LABELS	554.28
06/24/2021	6964270	Demco Inc.	BOOK TAPE	75.35
06/24/2021	6964270	Demco Inc.	SHIPPING	5.00
Total 727.330 · Matl Processing Other				719.43
727.340 · Repairs				
06/16/2021	39947	ELM USA Inc	ECO SMART DISC SUPPLIES	240.45
06/24/2021	6964270	Demco Inc.	4"X16 YDS	75.35

Chelsea District Library
List of Checks for Board Approval
June 2021

Date	Num	Name	Memo	Amount
Total 727.340 · Repairs				315.80
Total 727.300 · Material Processing				1,035.23
727.500 · Cleaning				
727.530 · Cleaning Rugs				
06/16/2021	4086273104	Cintas Corporation-300	RUGS	116.58
Total 727.530 · Cleaning Rugs				116.58
Total 727.500 · Cleaning				116.58
Total 727 · Supplies				1,290.79
801 · Professional Services				
801.010 · Attorney				
06/01/2021	809536	Foster Swift Collins & Smith	COVID STAFFING ISSUE	84.00
06/16/2021	809789	Foster Swift Collins & Smith	MASKING AND PERSONNEL	126.00
Total 801.010 · Attorney				210.00
801.040 · Bookkeeper				
06/01/2021	20210604	Ballard, Kerry	BOOKKEEPING THROUGH 06/04/2021	350.00
06/16/2021	21020617	Ballard, Kerry	BOOKKEEPING THROUGH 06/18/2021	350.00
Total 801.040 · Bookkeeper				700.00
801.041 · Payroll Services				
06/01/2021	PR 20210604		PAYROLL PREPARATION	179.57
06/15/2021	PR 20210618		PAYROLL PREPARATION	132.32
Total 801.041 · Payroll Services				311.89
801.070 · Computer Specialist				
06/24/2021	17542	KNIGHT TECHNOLOGY GROUP	UPGRADE ESX HOST	150.00
Total 801.070 · Computer Specialist				150.00
801.300 · Banking Fees				
801.310 · Bank Fees				
06/30/2021			Service Charge	9.20
Total 801.310 · Bank Fees				9.20
801.315 · Investment Fees				
06/30/2021	INV 210630		investment fees	
Total 801.315 · Investment Fees				0.00
801.320 · Safe Deposit Box				
06/01/2021	SAFETY 2021		SAFETY DEPOSIT BOX - CSB - PER STMT 06/30/21	20.00
Total 801.320 · Safe Deposit Box				20.00
Total 801.300 · Banking Fees				29.20
Total 801 · Professional Services				1,401.09
803 · Maintenance Service Contracts				
803.010 · Maint Svc Contingency				
06/01/2021	1-104836738457	Johnson Controls	CHECK BOILERS, CONDENSER, FANS	408.49
Total 803.010 · Maint Svc Contingency				408.49
803.100 · Copier				
803.101 · Public Copier				
06/01/2021	5015170983	Wells Fargo Bank, NA	05/14 - 06/13/2021 Copier Printer Maintenance - APR	229.44
Total 803.101 · Public Copier				229.44
803.102 · Staff Copier				
06/01/2021	5015170983	Wells Fargo Bank, NA	05/14 - 06/13/2021 Copier Printer Maintenance - APR	625.82
Total 803.102 · Staff Copier				625.82
803.103 · Small Printer Maintenance				
06/01/2021	5015170983	Wells Fargo Bank, NA	05/14 - 06/13/2021 Copier Printer Maintenance - APR	153.34
Total 803.103 · Small Printer Maintenance				153.34
Total 803.100 · Copier				1,008.60
803.200 · HVAC				
803.220 · HVAC Temp Controls				

Chelsea District Library
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June 2021

Date	Num	Name	Memo	Amount
06/16/2021	1-105052736661	Johnson Controls	ANNUAL PM	2,608.00
Total 803.220 · HVAC Temp Controls				2,608.00
Total 803.200 · HVAC				2,608.00
803.300 · Technology				
803.350 · Network Equipment				
06/01/2021	17314	KNIGHT TECHNOLOGY GROUP	DATTO BACKUPS 06/05/21 - 07/04/21	1,100.00
Total 803.350 · Network Equipment				1,100.00
803.395 · Website Hosting & Service				
06/16/2021	COM11099	COMMUNICO LLC	SOFTWARE AND SERVICE	7,500.00
06/16/2021	20210706	KeyBank	GODADDY - MLW DOMAINS	42.34
Total 803.395 · Website Hosting & Service				7,542.34
Total 803.300 · Technology				8,642.34
803.600 · Building Maintenance				
803.605 · Janitorial				
06/01/2021	13254	A Production Cleaning Company Inc.	CLEANING 13254 - 05/16 - 05/29/2021	1,500.85
06/01/2021	13254	A Production Cleaning Company Inc.	WINDOWS	1,300.00
06/16/2021	13277	A Production Cleaning Company Inc.	CLEANING 13254 - 05/30 - 06/12/2021	1,500.85
06/24/2021	13298	A Production Cleaning Company Inc.	CLEANING 13298 - FULL CARPET CLEANING DONE...	1,300.00
Total 803.605 · Janitorial				5,601.70
803.610 · Lawn/Snow Service				
803.611 · Lawn Service				
06/01/2021	11917	Association Maintenance Corp	LAWN AND MAINTENANCE	1,907.50
Total 803.611 · Lawn Service				1,907.50
803.613 · Sprinkler				
06/01/2021	11917	Association Maintenance Corp	SPRINKLER MAINTENANCE	137.50
Total 803.613 · Sprinkler				137.50
Total 803.610 · Lawn/Snow Service				2,045.00
803.620 · Trash				
06/16/2021	19890	City of Chelsea	MAY - TRASH	40.00
06/24/2021	16167	WESTERN WASHTENAW RECYCLING AUTHORITY	ANNUAL RECYCLING BIN FEE	200.00
Total 803.620 · Trash				240.00
803.710 · Backflow Connection Inspection				
06/01/2021	24725	Ken Cook's Plumbing and Heating Inc.	BACKFLOW TESTING - 6 DEVICES	800.00
Total 803.710 · Backflow Connection Inspection				800.00
Total 803.600 · Building Maintenance				8,686.70
Total 803 · Maintenance Service Contracts				21,354.13
850 · Telecommunications				
850.100 · Local & Long Distance Charges				
850.120 · Telephone				
06/01/2021	20210524	Navitas Credit Corp	Invoice: 20001159_0268407405-24-2021	212.81
06/16/2021	20210706	KeyBank	STAR2STAR - VOIP	332.61
06/16/2021	20210706	KeyBank	STAR2STAR - VOIP	59.07
Total 850.120 · Telephone				604.49
850.121 · IT Cell Phone				
06/16/2021	9880770966	Verizon Wireless	IT PHONE 05/29 - 06/28/2021	51.42
Total 850.121 · IT Cell Phone				51.42
Total 850.100 · Local & Long Distance Charges				655.91
850.300 · TLN Internet Service				
850.310 · Internet				
06/24/2021	68190	The Library Network	04/01/21 - 06/30/21 INTERNET	1,944.94
Total 850.310 · Internet				1,944.94
850.311 · WiFi Hotspots				
06/01/2021	06142021	A T & T Mobility	06/07/2021 - 07/06/2021	217.44
06/01/2021	06142021	A T & T Mobility	02/07/2021 - 03/07/2021	217.44
06/16/2021	261402854-078	Sprint	HOTSPOTS 05/11 - 06/10/2021	455.88

Chelsea District Library
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Date	Num	Name	Memo	Amount
06/16/2021	9880770966	Verizon Wireless	05/29 - 06/28/2021	576.00
06/17/2021	287286231198x	A T & T Mobility	06/07/2021 - 07/06/2021	217.44
Total 850.311 · WiFi Hotspots				1,684.20
Total 850.300 · TLN Internet Service				3,629.14
Total 850 · Telecommunications				4,285.05
880 · Promotional Materials				
880.100 · Advertising				
880.130 · Signs/Banners/Posters				
06/24/2021	34517	SIGNS IN 1 DAY	WELCOM BACK BANNER	88.00
Total 880.130 · Signs/Banners/Posters				88.00
Total 880.100 · Advertising				88.00
880.200 · Publications				
880.230 · Newsletter Postage				
06/16/2021	20210616	Postmaster	FALL NEWSLETTER	1,000.00
Total 880.230 · Newsletter Postage				1,000.00
880.240 · Newletter				
06/01/2021	258097	Print-tech Inc.	SUMMER NEWSLETTER AND MAILING SERVICES	4,657.12
Total 880.240 · Newletter				4,657.12
Total 880.200 · Publications				5,657.12
880.300 · Marketing Supplies				
880.310 · Displays				
06/16/2021	34512	SIGNS IN 1 DAY	PAGE TURNER SIGN	475.00
Total 880.310 · Displays				475.00
880.340 · Printed Items / Stationary				
06/16/2021	20210706	KeyBank	FORESIGHT - ENVELOPES	195.34
Total 880.340 · Printed Items / Stationary				195.34
Total 880.300 · Marketing Supplies				670.34
880.400 · Program Promotion				
880.420 · Youth / Teen Promotion				
880.421 · General Youth/Teen Promotion				
06/01/2021	DB-74331-INV	Dollar Bill Copying	POST CARDS - BRESTFEEDING AND 1000 BOOKS	138.06
Total 880.421 · General Youth/Teen Promotion				138.06
880.423 · Summer Reading Program				
06/16/2021	3436	Chelsea Guardian	SRP	50.00
06/16/2021	34501	SIGNS IN 1 DAY	EASIER TO READ BANNER	151.00
06/16/2021	20210706	KeyBank	4imprint - BANDAGE DISPENSERS - BRANDED ($64...	567.06
Total 880.423 · Summer Reading Program				768.06
Total 880.420 · Youth / Teen Promotion				906.12
880.440 · Service / Resource Promotion				
880.441 · General Service/Resource Promo				
06/01/2021	34462	SIGNS IN 1 DAY	CURBSIDE SIGNS	78.00
Total 880.441 · General Service/Resource Promo				78.00
Total 880.440 · Service / Resource Promotion				78.00
Total 880.400 · Program Promotion				984.12
880.500 · Purchased Services				
880.510 · General Purchased Services				
06/16/2021	20210706	KeyBank	ADOBE STOCK PHOTOS	29.99
Total 880.510 · General Purchased Services				29.99
Total 880.500 · Purchased Services				29.99
Total 880 · Promotional Materials				7,429.57
884 · Programming				
884.110 · Adult Speakers				
884.114 · Comedy Showcase				

Chelsea District Library
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June 2021

Date	Num	Name	Memo	Amount
06/01/2021	20210522	ZVARA, CAMERON	06/17/2021 VIRTUAL MAGIC SHOW QTY 8, 1-3 MINU...	750.00
Total 884.114 · Comedy Showcase				750.00
884.119 · General Adult Events				
06/16/2021	20210715	DRZAZGOWSKI, ALEXANDRIA	COOKING DEMO 0715	200.00
06/16/2021	20210722	TAMMY'S TASTINGS	07/22 PROGAM VACATION COCKTAILS	200.00
Total 884.119 · General Adult Events				400.00
Total 884.110 · Adult Speakers				1,150.00
884.120 · Adult Supplies				
884.126 · General Adult Programs				
06/16/2021	13NY-Q3K7-Q1WR	Amazon Capital Services Inc	ADULT PROGRAMS	6.99
06/16/2021	13JG-KW4V-44KJ	Amazon Capital Services Inc	ADULT PROGRAMS	95.59
06/16/2021	20210706	KeyBank	SEREDIPITY BOOKS - BLACKOUT POETRY PRIZES	75.00
Total 884.126 · General Adult Programs				177.58
884.127 · SRP Supplies				
06/16/2021	20210706	KeyBank	ZOU ZOU'S - SRP	750.00
Total 884.127 · SRP Supplies				750.00
Total 884.120 · Adult Supplies				927.58
884.210 · Youth Speakers				
884.212 · General Youth Programs				
06/16/2021	20210623	TRENARY, MEGAN EOWYN	06/23, 24, 25/2021 BREAST FEEDING CLASSES	250.00
06/24/2021	20210621	MEG BOOKS	SUPPLYING KITS FOR DARK SKIES EVENTS	200.00
Total 884.212 · General Youth Programs				450.00
884.215 · Early Literacy				
06/16/2021	20210513	Battey, Beth	05/13/2021 & 06/10/2021 - DANCE ALONG - SING AL...	360.00
Total 884.215 · Early Literacy				360.00
Total 884.210 · Youth Speakers				810.00
884.220 · Youth Supplies				
884.222 · General Youth Programs				
06/01/2021	1YH7-K6WL-PFQG	Amazon Capital Services Inc	GENERAL YOUTH	26.05
Total 884.222 · General Youth Programs				26.05
884.226 · Summer Reading				
06/01/2021	1HNJ-Y6Q1-JNKQ	Amazon Capital Services Inc	SRP	24.98
06/01/2021	160249A	NATURE WATCH	SRP	70.85
06/01/2021	1YH7-K6WL-PFQG	Amazon Capital Services Inc	SRP	18.49
06/01/2021	11CC-GYJG-H9RP	Amazon Capital Services Inc	SRP	83.19
06/16/2021	20210616	COMFORT, MARK	SRP - FAMILY D&D	200.00
06/16/2021	20210721	STONE, BETHANY	07/12 BUG PAINTING KITS	400.00
06/16/2021	20210630	Wawrzaszek, Jeff	06/30/21 MAGIC WORKSHOP	370.00
Total 884.226 · Summer Reading				1,167.51
Total 884.220 · Youth Supplies				1,193.56
884.270 · Teen Supplies				
884.272 · Teen General Programs				
06/01/2021	2035945422	Baker & Taylor - Program Account	PROGRAM ACCOUNT -	65.92
06/01/2021	1C43-WJ7L-CGYM	Amazon Capital Services Inc	TEEN PROGRAMS	74.30
06/16/2021	20210706	KeyBank	MICHAELS - PARACORD	41.55
Total 884.272 · Teen General Programs				181.77
884.277 · Teen Summer Reading				
06/01/2021	1YH7-K6WL-PFQG	Amazon Capital Services Inc	TEEN SUMMER READING	63.86
06/01/2021	11CC-GYJG-H9RP	Amazon Capital Services Inc	TEEN SUMMER READING	414.87
06/16/2021	19KV-QVH7-KF44	Amazon Capital Services Inc	TEEN SUMMER READING	65.50
06/16/2021	20210706	KeyBank	SECRET CRISIS COMICS - D&D GRAND PRIZE KIT	72.01
06/16/2021	20210706	KeyBank	BOSTON TEA ROOM - TEEN TARO GIFT CARD PRI...	50.00
Total 884.277 · Teen Summer Reading				666.24
Total 884.270 · Teen Supplies				848.01
884.500 · Artist In Residence				
884.510 · Artist In Residence				
06/16/2021	20210615	CIANCIOLO, FRANK A., JR.	ARTIST IN RESIDENCE	3,500.00

Chelsea District Library
List of Checks for Board Approval
June 2021

Date	Num	Name	Memo	Amount
Total 884.510 · Artist in Residence				3,500.00
Total 884.500 · Artist in Residence				3,500.00
Total 884 · Programming				8,429.15
920 · Utilities				
920.110 · City of Chelsea Water				
06/16/2021	20210630	City of Chelsea-Elect & Water	MAY 04/30/21 - 05/28/21 WATER	33.91
Total 920.110 · City of Chelsea Water				33.91
920.120 · City of Chelsea Sewer				
06/16/2021	20210630	City of Chelsea-Elect & Water	MAY 04/30/21 - 05/28/21 SEWER	107.92
Total 920.120 · City of Chelsea Sewer				107.92
920.130 · City of Chelsea Electric				
06/16/2021	20210630	City of Chelsea-Elect & Water	MAY 04/30/21 - 05/28/21 ELECTRICITY	3,124.09
Total 920.130 · City of Chelsea Electric				3,124.09
920.150 · City of Chelsea Sprinkler				
06/16/2021	20210630	City of Chelsea-Elect & Water	MAY 04/30/21 - 05/28/21 SPRINKLER	104.75
Total 920.150 · City of Chelsea Sprinkler				104.75
920.200 · McKune Gas				
06/16/2021	3217104	Constellation NewEnergy-Gas Division LLC	MAY GAS SERVICE 2021 - 04/24 - 05/23/2021	443.08
Total 920.200 · McKune Gas				443.08
Total 920 · Utilities				3,813.75
967 · Equipment				
967.100 · Equipment Hardware				
967.120 · Computers				
06/16/2021	INV00013113	Demco Software	08/01/2021 - 07/31/2022 Evanced Renewal	1,017.44
06/16/2021	8978651	PROVANTAGE LLC	DELLCHA- v2DVS OPTIPLEX 3080 MFF	4,470.00
Total 967.120 · Computers				5,487.44
Total 967.100 · Equipment Hardware				5,487.44
967.200 · Equipment Software				
06/16/2021	20210706	KeyBank	HRCOLLABORATIVE - EMP HEATH SCREENING S...	170.00
06/16/2021	20210706	KeyBank	NINITE - SECURE BY DESIGN SOFTWARE	20.00
06/16/2021	20210706	KeyBank	ZOOM SOFTWARE	170.00
06/16/2021	20210706	KeyBank	ENVATO - ARVADA LICENSE X 2, THEME FUSION	65.00
Total 967.200 · Equipment Software				425.00
Total 967 · Equipment				5,912.44
969 · Continuing Education Expenses				
969.300 · Memberships				
969.320 · Information Services				
06/01/2021	2072090	American Library Association Membership	ALA AND PLA MEMBERSHIPS	225.00
Total 969.320 · Information Services				225.00
969.500 · Institutional Membership				
969.520 · Institutional MCLS				
06/16/2021	355085	Midwest Collaborative for Library Service	MCLS Annual Membership Fee 7/1/21 to 6/30/2022	125.00
Total 969.520 · Institutional MCLS				125.00
Total 969.500 · Institutional Membership				125.00
Total 969.300 · Memberships				350.00
969.600 · Staff Training				
969.620 · Staff In-Service & Appreciation				
06/01/2021	114300204395	Coryell, Lori	STAFF APPRECIATION - WELCOME BACK	130.08
06/16/2021	20210706	KeyBank	LOS TRES AMIGOS - STAFF APPREC, L BALLARD, ...	37.71
Total 969.620 · Staff In-Service & Appreciation				167.79
969.940 · Staff Apprec - Restr/Covid-19				
06/16/2021	20210706	KeyBank	BUSCH'S - STAFF APPREC - WELCOME BACK	27.56
Total 969.940 · Staff Apprec - Restr/Covid-19				27.56

Chelsea District Library
List of Checks for Board Approval
June 2021

Date	Num	Name	Memo	Amount
Total 969.600 · Staff Training				195.35
Total 969 · Continuing Education Expenses				545.35
980 · Capital Expense				
975.200 · Capital Maintenance				
06/01/2021	1-101649962818	Johnson Controls	LOBBY PRESSURE FIX	10,510.00
06/01/2021	1-102137808811	Johnson Controls	HVU MOTOR REPLACMENT	6,875.95
Total 975.200 · Capital Maintenance				17,385.95
980.300 · Computer Upgrades				
980.320 · Hardware Upgrades				
980.326 · Audio/Video/Sound Equipment				
06/24/2021	8727	TEL Systems	REPAIR OVERHEAD PA SYSTEM	320.00
Total 980.326 · Audio/Video/Sound Equipment				320.00
Total 980.320 · Hardware Upgrades				320.00
Total 980.300 · Computer Upgrades				320.00
Total 980 · Capital Expense				17,705.95
982 · Collection Expense				
982.100 · Audio Books				
982.120 · Adult Books on Disc				
06/01/2021	500430755	Midwest Tape	APR BOC	25.99
06/01/2021	200430756	Midwest Tape	MAY BOC	34.99
06/01/2021	500461234	Midwest Tape	JUN BOC	109.97
06/01/2021	500461235	Midwest Tape	MAY BOC	44.99
06/16/2021	500487769	Midwest Tape	MAY BOC	84.98
06/16/2021	500493692	Midwest Tape	JUN BOC	114.97
06/16/2021	500522556	Midwest Tape	JUN BOC	139.95
06/16/2021	500523980	Midwest Tape	APR BOC	39.99
Total 982.120 · Adult Books on Disc				595.83
Total 982.100 · Audio Books				595.83
982.400 · Non Print				
982.410 · Electronic Products/Subs				
06/01/2021	1874	BiblioLabs LLC	Biblioboard Creator Service 7/1/20 to 6/30/21 Renewal	1,950.00
06/01/2021	25609	Pronunciator	Pronunciator Annual Library Subscript 07/01/21 to 06/3...	850.00
06/16/2021	500519382	Midwest Tape - Hoopla	MAY CHARGES	1,301.22
06/16/2021	25565	Midwest Tape - Hoopla	APPLY TO MAY CHARGES	-114.00
Total 982.410 · Electronic Products/Subs				3,987.22
982.416 · eContent/Kindle				
06/16/2021	20210706	KeyBank	AMAZON WHIPERCRAFT - EKINDLE - TEENS	338.14
Total 982.416 · eContent/Kindle				338.14
982.420 · Adult Music on CD				
06/01/2021	500430752	Midwest Tape	APR/MAY ADULT CDs	82.13
06/01/2021	500463591	Midwest Tape	APR/MAY ADULT CDs	37.37
06/16/2021	500522558	Midwest Tape	JUN/JUL CDs	37.17
06/16/2021	500523981	Midwest Tape	APR/MAY ADULT CDs	25.98
Total 982.420 · Adult Music on CD				182.65
982.430 · Non-Traditional Collections				
06/01/2021	1HNJ-Y6Q1-JNKQ	Amazon Capital Services Inc	NON-TRADITIONAL COLLECTIONS	30.06
Total 982.430 · Non-Traditional Collections				30.06
982.460 · DVD Feature				
06/01/2021	500430750	Midwest Tape	JUN ADULT FEATURE DVDs	14.99
06/01/2021	500430751	Midwest Tape	MAY FEATURE DVDs	32.98
06/01/2021	500430758	Midwest Tape	JUN ADULT FEATURE DVDs	101.20
06/01/2021	500461230	Midwest Tape	MAY FEATURE DVDs	75.71
06/01/2021	500461232	Midwest Tape	JUN FEATURE DVDs	107.93
06/24/2021	500493690	Midwest Tape	JUN ADULT FEATURE DVDs	149.15
06/24/2021	500493694	Midwest Tape	MAY FEATURE DVDs	14.99
06/24/2021	500522555	Midwest Tape	JUN ADULT FEATURE DVDs	199.40
Total 982.460 · DVD Feature				696.35
982.470 · DVD Non-Fiction				
06/01/2021	500430754	Midwest Tape	APR/MAY ADULT NF DVDs	37.48
06/01/2021	500430757	Midwest Tape	MAY/JUN NF DVDs	37.48

Chelsea District Library
List of Checks for Board Approval
June 2021

Date	Num	Name	Memo	Amount
06/01/2021	500461231	Midwest Tape	APR/MAY NF DVDs	18.74
06/01/2021	500461233	Midwest Tape	MAY/JUN NF DVDs	12.74
06/24/2021	500493691	Midwest Tape	MAY/JUN NF DVDs	157.42
06/24/2021	500522557	Midwest Tape	MAY/JUN ADULT NF DVDs	12.74
Total 982.470 · DVD Non-Fiction				276.60
Total 982.400 · Non Print				5,511.02
982.500 · Local History Preservation				
982.510 · Local History Preservation				
06/16/2021	20210706	KeyBank	JOSTENS - CHS 2021 YEARBOOK	74.20
Total 982.510 · Local History Preservation				74.20
Total 982.500 · Local History Preservation				74.20
982.600 · Periodical & Newspapers				
982.630 · Magazines				
06/16/2021	20210706	KeyBank	BRAVERY MAGAZINE - SUBSCRIPTION	18.00
Total 982.630 · Magazines				18.00
Total 982.600 · Periodical & Newspapers				18.00
982.700 · Print				
982.705 · Adult Print				
982.710 · Adult Large Print				
06/01/2021	2035869781	Baker & Taylor - Adult Large Print	ADULT LARGE PRINT	61.16
06/01/2021	2035890889	Baker & Taylor - Adult Large Print	ADULT LARGE PRINT	75.94
06/01/2021	2035918495	Baker & Taylor - Adult Large Print	ADULT LARGE PRINT	19.99
06/16/2021	2035947390	Baker & Taylor - Adult Large Print	ADULT LARGE PRINT	61.77
Total 982.710 · Adult Large Print				218.86
982.720 · Adult Print General				
06/01/2021	20210524	ALLEN PARK PUBLIC LIBRARY	LOST BOOK	30.95
06/01/2021	B6745	Brighton District Library	Lost book	15.00
06/01/2021	20210520	CLAWSON BLAIR MEMORIAL LIBRARY	LOST BOOK	28.95
06/01/2021	52945127	Ingram Library Services	ADULT PRINT GENERAL	40.76
06/01/2021	52951981	Ingram Library Services	ADULT PRINT GENERAL	26.01
06/01/2021	52951982	Ingram Library Services	ADULT PRINT GENERAL	15.40
06/01/2021	52905324	Ingram Library Services	ADULT PRINT GENERAL	488.12
06/01/2021	2035904743	Baker & Taylor - Adult	ADULT ACCT	656.30
06/01/2021	2035916451	Baker & Taylor - Adult	ADULT ACCT	346.51
06/01/2021	2035867959	Baker & Taylor - Unlabeled Adult	UNLABELED ADULT ACCT	15.79
06/01/2021	2035872647	Baker & Taylor - Unlabeled Adult	UNLABELED ADULT ACCT	88.96
06/01/2021	2035878317	Baker & Taylor - Unlabeled Adult	UNLABELED ADULT ACCT	84.79
06/01/2021	2035878339	Baker & Taylor - Unlabeled Adult	UNLABELED ADULT ACCT	63.70
06/16/2021	2035932506	Baker & Taylor - Adult	ADULT ACCT	223.34
06/16/2021	2035933926	Baker & Taylor - Unlabeled Adult	UNLABELED ADULT ACCT	328.83
06/23/2021			L/D CIRC CASH REGISTER 982.720 - ADULT PRINT ...	-110.97
Total 982.720 · Adult Print General				2,342.44
Total 982.705 · Adult Print				2,561.30
982.755 · Youth Print				
982.760 · Youth Print General				
06/01/2021	1HNJ-Y6Q1-JNKQ	Amazon Capital Services Inc	YOUTH PRINT GENERAL	29.36
06/01/2021	2035874709	Baker & Taylor - Auto Yours Cats	AUTO YOURS CAT	114.13
06/01/2021	2035902127	Baker & Taylor - Auto Yours Cats	AUTO YOURS CAT	68.27
06/01/2021	2035867149	Baker & Taylor - Juvenile	JUVENILE ACCT	468.85
06/01/2021	2035913232	Baker & Taylor - Juvenile	JUVENILE ACCT	64.51
06/01/2021	2035865842	Baker & Taylor - Unlabeled Juvenile	UNLABELED JUVENILE	448.30
06/01/2021	2035866087	Baker & Taylor - Unlabeled Juvenile	UNLABELED JUVENILE	138.14
06/01/2021	2035886284	Baker & Taylor - Unlabeled Juvenile	UNLABELED JUVENILE	167.24
06/01/2021	2035888711	Baker & Taylor - Unlabeled Juvenile	UNLABELED JUVENILE	65.24
06/01/2021	2035906694	Baker & Taylor - Unlabeled Juvenile	UNLABELED JUVENILE	188.47
06/01/2021	2035946160	Baker & Taylor - Unlabeled Juvenile	UNLABELED JUVENILE	146.96
06/01/2021	2035951167	Baker & Taylor - Unlabeled Juvenile	UNLABELED JUVENILE	231.95
06/01/2021	2035874199	Baker & Taylor - Young Adult	YOUNG ADULT	64.47
06/01/2021	2035897293	Baker & Taylor - Young Adult	YOUNG ADULT	19.46
06/01/2021	2035920808	Baker & Taylor - Young Adult	YOUNG ADULT	25.73
06/16/2021	2035946317	Baker & Taylor - Auto Yours Cats	AUTO YOURS CAT	71.70
06/16/2021	165075	CBM LLC CHERRY LAKE PUBLISHING/	YOUTH BOOKS - CICADA	23.95
06/23/2021			L/D CIRC CASH REGISTER 982.760 - YOUTH PRINT...	-36.53
Total 982.760 · Youth Print General				2,300.20

Chelsea District Library
List of Checks for Board Approval
June 2021

Date	Num	Name	Memo	Amount
Total 982.755 · Youth Print				2,300.20
Total 982.700 · Print				4,861.50
Total 982 · Collection Expense				11,060.55
TOTAL				**171,291.55**

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07/13/21
Accrual Basis

Chelsea District Library
Donation and Restricted
June 2021

	Jun 21	Budget	$ Over Budget
Ordinary Income/Expense			
Income			
674 · Contribution & Donation			
674.110 · Designated Adult Programming	0	0	0
674.111 · Designated Youth Programming	0	0	0
674.112 · Designated Music Focus Programs	0	0	0
674.120 · Undesignated Donation	45	200	(155)
674.141 · Designated Technology	0	0	0
674.150 · Continuing Education Restricted	0	0	0
Total 674 · Contribution & Donation	45	200	(155)
675 · Private Grant Sources			
675.100 · Community Found Southeast MI	0	0	0
675.400 · Chelsea Ed Foundation	0	0	0
Total 675 · Private Grant Sources	0	0	0
Total Income	45	200	(155)
Gross Profit	45	200	(155)
Expense			
850 · Telecommunications			
850.300 · TLN Internet Service			
850.910 · WIFI Hot Spots - Restricted	0	0	0
Total 850.300 · TLN Internet Service	0	0	0
Total 850 · Telecommunications	0	0	0
884 · Programming			
884.210 · Youth Speakers			
884.211 · Authors in Chelsea			
884.953 · Youth Prog Rest Chelsea Ed Foun	0	0	0
Total 884.211 · Authors in Chelsea	0	0	0
Total 884.210 · Youth Speakers	0	0	0
884.400 · Music Focus			
884.962 · Music in the Air - Restricted	0	0	0
Total 884.400 · Music Focus	0	0	0
884.500 · Artist in Residence			
884.970 · Artist in Resdience Restricted	0	0	0
Total 884.500 · Artist in Residence	0	0	0
Total 884 · Programming	0	0	0
969 · Continuing Education Expenses			
969.600 · Staff Training			
969.940 · Staff Apprec - Restr/Covid-19	28	200	(172)
Total 969.600 · Staff Training	28	200	(172)
Total 969 · Continuing Education Expenses	28	200	(172)
Total Expense	28	200	(172)
Net Ordinary Income	17	0	17
Net Income	17	0	17

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07/15/21
Accrual Basis

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

	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Jun 21	TOTAL Jan - Jun 21	TOTAL Budget	TOTAL $ Over Budget	TOTAL % of Budget
Ordinary Income/Expense										
Income										
402 · District Revenue	645,860	670,336	292,130	221,579	3	52,833	1,882,741	1,899,957	(17,216)	99%
540.100 · State Aid	0	0	63,341	0	6,454	0	69,795	30,000	39,795	233%
574.100 · Penal Fines	0	0	0	0	0	0	0	10,000	(10,000)	0%
606.000 · Misc Income & Refunds	0	0	0	0	0	0	0			
607.100 · Non-Resident Fees	0	0	875	0	0	438	1,313	5,500	(4,187)	24%
607.200 · ILL Fees	0	0	0	0	0	0	0	600	(600)	0%
645.100 · Copiers & Printers	0	0	0	0	0	0	0	7,500	(7,500)	0%
655.100 · Circulation Fines	0	0	38	0	0	30	68			
665.100 · Interest	17	40	57	58	38	21	231	0	231	100%
666.100 · Investment Earnings	4	1,280	2,254	2,367	11,677	1,025	18,607	40,000	(21,393)	47%
666.500 · Investment Change in Value	(3,861)	(4,769)	(6,030)	599	(62)	(2,372)	(16,495)	0	(16,495)	100%
674 · Contribution & Donation	2,820	2,600	0	500	200	45	6,165	4,800	1,365	128%
675 · Private Grant Sources	0	0	0	0	0	0	0	500	(500)	0%
Total Income	644,840	669,487	352,665	225,103	18,310	52,020	1,962,425	1,998,857	(36,432)	98%
Gross Profit	644,840	669,487	352,665	225,103	18,310	52,020	1,962,425	1,998,857	(36,432)	98%
Expense										
66900 · Reconciliation Discrepancies	0	0	0	0	168	(168)	0			
701 · Personnel Expenses	83,829	84,753	84,023	84,285	84,598	88,232	509,720	1,177,863	(668,143)	43%
727 · Supplies	218	1,079	1,201	370	659	1,291	4,818	21,475	(16,657)	22%
801 · Professional Services	797	12,250	11,952	655	1,420	1,401	28,475	74,765	(46,290)	38%
803 · Maintenance Service Contracts	2,577	12,464	8,856	15,611	7,852	21,354	68,714	178,838	(110,124)	38%
850 · Telecommunications	627	1,229	3,226	387	5,376	4,285	15,130	39,000	(23,870)	39%
880 · Promotional Materials	823	7,462	7,971	2,154	4,388	7,430	30,228	80,330	(50,102)	38%
884 · Programming	4,817	10,475	13,558	904	5,698	8,429	43,881	116,975	(73,094)	38%
885 · Volunteer	0	0	0	0	0	0	0	4,500	(4,500)	0%
920 · Utilities	0	3,970	4,440	3,954	3,758	3,814	19,936	62,000	(42,064)	32%
960 · Board & Director Expense	(157)	0	0	346	0	0	189	3,500	(3,311)	5%
965 · Automation Services	3,495	0	8,962	8,962	921	0	22,340	41,925	(19,585)	53%
967 · Equipment	205	1,757	1,530	355	514	5,912	10,273	46,540	(36,267)	22%
969 · Continuing Education Expenses	318	625	199	1,453	508	545	3,648	24,088	(20,440)	15%
980 · Capital Expense	0	0	0	2,045	0	17,706	19,751	59,425	(39,674)	33%
982 · Collection Expense	974	11,092	14,569	26,720	14,071	11,061	78,487	193,723	(115,236)	41%
Total Expense	98,523	147,156	160,487	148,201	129,931	171,292	855,590	2,124,947	(1,269,357)	40%
Net Ordinary Income	546,317	522,331	192,178	76,902	(111,621)	(119,272)	1,106,835	(126,090)	1,232,925	
Net Income	546,317	522,331	192,178	76,902	(111,621)	(119,272)	1,106,835	(126,090)	1,232,925	

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07/15/21
Accrual Basis

Chelsea District Library
Profit & Loss Prev Year Comparison
January through June 2021

	Jan - Jun 21	Jan - Jun 20	$ Change	% Change
Ordinary Income/Expense				
Income				
402 · District Revenue	1,882,740.57	1,836,131.86	46,608.71	2.54%
540.100 · State Aid	69,795.56	66,597.19	3,198.37	4.8%
606.000 · Misc Income & Refunds	0.00	0.00	0.00	0.0%
607.100 · Non-Resident Fees	1,312.50	1,187.50	125.00	10.53%
645.100 · Copiers & Printers	0.00	1,263.70	-1,263.70	-100.0%
655.100 · Circulation Fines	67.80	3,766.06	-3,698.26	-98.2%
665.100 · Interest	232.08	359.34	-127.26	-35.42%
666.100 · Investment Earnings	18,606.29	7,006.38	11,599.91	165.56%
666.500 · Investment Change in Value	-16,494.50	37,808.38	-54,302.88	-143.63%
674 · Contribution & Donation	6,165.00	11,375.00	-5,210.00	-45.8%
675 · Private Grant Sources	0.00	16,500.00	-16,500.00	-100.0%
Total Income	1,962,425.30	1,981,995.41	-19,570.11	-0.99%
Gross Profit	1,962,425.30	1,981,995.41	-19,570.11	-0.99%
Expense				
66900 · Reconciliation Discrepancies	0.00	0.00	0.00	0.0%
701 · Personnel Expenses	509,720.21	499,296.17	10,424.04	2.09%
727 · Supplies	4,817.37	6,840.66	-2,023.29	-29.58%
801 · Professional Services	28,474.74	25,861.76	2,612.98	10.1%
803 · Maintenance Service Contracts	68,715.38	60,458.49	8,256.89	13.66%
850 · Telecommunications	15,129.76	13,161.28	1,968.48	14.96%
880 · Promotional Materials	30,227.89	21,504.39	8,723.50	40.57%
884 · Programming	43,880.71	23,344.29	20,536.42	87.97%
885 · Volunteer	0.00	351.08	-351.08	-100.0%
920 · Utilities	19,936.14	16,124.06	3,812.08	23.64%
960 · Board & Director Expense	188.88	223.48	-34.60	-15.48%
965 · Automation Services	22,340.88	21,131.98	1,208.90	5.72%
967 · Equipment	10,272.94	7,659.00	2,613.94	34.13%
969 · Continuing Education Expenses	3,649.45	11,484.39	-7,834.94	-68.22%
980 · Capital Expense	19,750.95	3,175.00	16,575.95	522.08%
982 · Collection Expense	78,486.43	67,753.41	10,733.02	15.84%
Total Expense	855,591.73	778,369.44	77,222.29	9.92%
Net Ordinary Income	1,106,833.57	1,203,625.97	-96,792.40	-8.04%
Net Income	**1,106,833.57**	**1,203,625.97**	**-96,792.40**	**-8.04%**

7.0

CHELSEA DISTRICT LIBRARY

Fund Balances

June 30, 2021

		Beginning Balance	Net Change	Ending Balance	
General Fund					
LOCAL BANKS BALANCES					
Checking Account/ Chelsea State Bank	001.001	$563,131.22	-$106,191.29	$456,939.93	should match CSB
Paypal Account	003.002	$0.00	$0.00	$0.00	
Cash on Hand		**$563,131.22**	**-$106,191.29**	**$456,939.93**	
Ameriprise Account					
Fixed Income Fund	017.003	$1,542,946.84	-$1,347.83	$1,541,599.01	
Money Market Fund	017.004	$700,000.00	$0.00	$0.00	
Investment Partners Total		**$2,242,946.84**	**-$1,347.83**	**$2,241,599.01**	should match Ameriprise
Total General Fund		**$2,806,078.06**	**-$107,539.12**	**$2,698,538.94**	Should match below
				$2,698,538.94	
Debt Service Fund					
Bond Debt Retirement Fund Checking	003.008	**$262,638.86**	**$16,645.15**	**$279,284.01**	should match CSB

8.1

Ameriprise 06/30/2021

Account no. 0000-4823-9221-4

GL 017.004

	Beginning Balance	Deposit/transfer in	Interest	Fees	Withdrawl	Change in Value	Ending balance*
12/31/20							$1,539,487.22
01/31/21	$1,539,487.22		$4.44			-$3,860.75	$1,535,630.91
02/28/21	$1,535,630.91		$1,279.56			-$4,768.80	$1,532,141.67
03/31/21	$1,532,141.67		$2,253.62			-$6,030.30	$1,528,364.99
04/30/21	$1,528,364.99		$2,367.47			$599.25	$1,531,331.71
05/31/21	$1,531,331.71	$700,000.00	$11,676.68			-$61.55	$2,242,946.84
06/30/21	$2,242,946.84		$1,024.52			-$2,372.35	$2,241,599.01
07/31/21	$2,241,599.01						$2,241,599.01
08/31/21	$2,241,599.01						$2,241,599.01
09/30/21	$2,241,599.01						$2,241,599.01
10/31/21	$2,241,599.01						$2,241,599.01
11/30/21	$2,241,599.01						$2,241,599.01
12/31/21	$2,241,599.01						$2,241,599.01
Balance		$700,000.00	$18,606.29	$0.00	$0.00	-$16,494.50	$2,241,599.01

*Should match Ameriprise Statement

8.2
Ameriprise Money Market GL 017.003 **06/30/2021**

	Beginning Balance	Deposit/transfer in	Interest	Fees	Withdrawl	Change in Value	Ending balance
12/31/20							**0.00**
01/31/21	**0.00**		**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
02/28/21	**0.00**		**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
03/31/21	**0.00**		**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
04/30/21	**0.00**		**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
05/31/21	**0.00**	**700,000.00**	**0.00**	**0.00**	**0.00**	**0.00**	**700,000.00**
06/30/21	**700,000.00**		**0.00**	**0.00**	**0.00**	**0.00**	**700,000.00**
07/31/21	0.00		0.00	0.00	0.00	0.00	0.00
08/31/21	0.00		0.00	0.00	0.00	0.00	0.00
09/30/21	0.00		0.00	0.00	0.00	0.00	0.00
10/31/21	0.00		0.00	0.00	0.00	0.00	0.00
11/30/21	0.00		0.00	0.00	0.00	0.00	0.00
12/31/21	0.00		0.00	0.00	0.00	0.00	0.00
Balance	0.00		0.00	0.00	0.00	0.00	0.00

Funds not needed for operations, moved to the Money Market Fund in the spring. When operating capital is needed, usually in the late summer or fall, funds will be transferred back to OC.

8.3 General Fund Balances

7/15/2021 4:55 PM

2021	6/30/2021	YTD Totals	Notes:
Source	**Amount**	**Amount**	
General Fund	$600,000.00		
General Fund	$254,646.00		
General Fund	$66,000.00		
General Fund	$300.00		
Cap Improvement Fund	$155,274.00		
Infinex Money Market Fund	$1,737.00		
Total Investment	$1,077,957.00		

		YTD
Date	**Value**	**Value**
Beginning balance (017.004)	$2,242,946.84	
Invested	$1,077,957.00	
Cumulative Fund Increase 6/2009 – 12/31/2020	$511,966.00	
2021 Earnings ** (666.100)	$1,124.52	$18,706
2021 Valuation (666.500)	($2,372.35)	-$16,495
2021 Monthly change - Net of earnings and valuation	($1,247.83)	
2021 FY Cumulative Change (Current Year)	$2,211.79	$2,212
Withdrawal (-) / Deposit (+)	$0.00	$700,000

Fund	**Value**	
Capital Reserve Fund	$890,100.00	
Capital Improvement Fund	$100,000.00	
General Fund from Investment	$737,421.22	
Investment Services Fund		
(Interest - Fees + Change in Value)	514,178	
Ending Balance	2,241,699	2,241,699

Note: Move funds to Cap Reserve for 2020, total $100k

Note: Jan 2021 Board approved increasing the Capital Improvement Fund to $100,000 . 2020 CIF year end bal at $26575, add $73,425.

Chelsea District Library Cash Flow 2021

Summary	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Year's Total	Budget
Opening cash on hand	$282,207	$613,873	$1,159,731	$1,332,783	$1,403,429	$563,131	$456,139	$300,862	$139,513	$7,670	($128,172)	($293,771)		
Total income	$489,766	$673,885	$356,767	$223,371	$7,276	$53,743	$19,904	$66,792	$4,238	$5,504	$3,315	$115,893	$1,998,657	
Total expenditures	$158,101	$127,987	$183,715	$152,725	$847,574	$160,735	$175,180	$228,141	$136,081	$141,346	$168,914	$181,003	$2,661,503	
Net cash flow	$331,666	$545,898	$173,052	$70,646	($840,298)	($106,992)	($155,277)	($161,350)	($131,843)	($135,842)	($165,598)	($65,110)	($662,846)	
Ending balance	$613,873	$1,159,771	$1,332,783	$1,403,429	$563,131	$456,139	$300,862	$139,513	$7,670	($128,172)	($293,771)	($358,881)	($662,846)	
					$700K to MMF									

Income													
Total Income	$545,851	$850,291	$227,764	$59,900	$6,463	$47,596	$19,904	$27,023	$4,238	$5,504	$3,315	$115,893	$1,998,657
Other income PPI $/PP													

Expenditures													
Total Expense	$351,671	$161,849	$199,602	$204,747	$210,842	$150,078	$175,180	$228,141	$136,081	$141,346	$168,914	$181,003	$2,309,454
Other													

Operating Flow	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Year's Total	Actual / Budget
Opening cash on hand	$282,207	$473,652	$1,162,094	$1,190,256	$1,045,409	$141,030	$38,548	$83,272	$82,153	($49,689)	$14,468	($151,130)	$1,998,657	
Total Income	$545,851	$850,291	$227,764	$59,900	$6,463	$47,596	$19,904	$27,023	$4,238	$5,504	$3,315	$115,893	$1,998,657	
Money Market Flow	$0	$0	$0	$0	($700,000)	$0	$200,000	$200,000	$0	$200,000	$0	$100,000	$0	
Expenditures	$354,407	$161,849	$199,602	$204,747	$210,842	$150,078	$175,180	$228,141	$136,081	$141,346	$168,914	$181,003	$2,088,916	
Net cash flow	$191,444	$688,442	$28,162	($144,847)	($904,379)	($102,482)	$44,723	($1,118)	($131,843)	$64,158	($165,598)	$34,890	($90,259)	
Ending balance	$473,652	$1,162,094	$1,190,256	$1,045,409	$141,030	$38,548	$83,272	$82,153	($49,689)	$14,468	($151,130)	($116,240)	$1,908,398	

DIRECTOR'S REPORT

Library Director's Report
Respectfully submitted for July 2021 board meeting

Staff Announcements

Arrivals and Departures

In June we bid a fond farewell to Library Assistant Deb Pilarz. Jean Pierce has come on board to replace Deb; and Martha Jacques has been hired as a new Library Aide. Welcome to both Jean and Martha!

CDL Reopening

The reopening of our facility to the public starting on June 21 has been met with much excitement and appreciation. During the first week of reopening , our circulation staff used more than 50 new cards!

ARPA Grant Application – CDL Vehicle

CDL submitted an application to the Library of Michigan ARPA Equipment Grant Program on July 12 for Mobile CDL. The grant funds to be distributed by the LoM are from the American Rescue Plan Act of 2021. Our proposal called Mobile CDL: Quality Service for All is a request for funds in the amount of $250,000 to purchase a customized Sprinter van. From the proposal:

> Chelsea District Library's proposal, Mobile CDL: Quality Service for All, seeks a community-outreach vehicle to increase our community's access to its library staff, resources, technology, and services. It will expand our reach to people who are underserved geographically or through circumstance in meaningful, sustainable ways that also decrease our environmental footprint. Mobile CDL will be a microcosm of the brick-and-mortar facility serving our community, combining the excellent services and resources offered at the library facility—including broadband access; non-digital and digital materials; knowledgeable and service-oriented library staff; non-traditional items; and programs and activities that educate, enrich, and entertain—with convenience and flexibility. Access will no longer depend on mobility. Mobile CDL will bring the library to the places in our community where people live, work, and play...
>
> The Chelsea District Library (CDL) serves a population of 15,010 including the City of Chelsea, Sylvan and Lyndon Townships, and portions of Lima and Dexter Township within the Chelsea School District.
>
> CDL delivers on its mission to engage, inspire, and equip through evolving programs and resources. Community satisfaction with the library is evident in the passage of an operating millage in 2019 in all the municipalities within our service area. However, we know we can do better, particularly in reaching those people who are challenged geographically or through circumstance to access the library's facility and its physical and digital resources and services. The primary goals of Mobile CDL are to overcome these barriers to library service within our community by providing convenient access to all the library has to offer and to promote inclusivity within the library community thus elevating the library's profile and increasing customer satisfaction. In short, Mobile CDL's motto will be "Quality Service for All."
>
> Addressing this lack of engagement, particularly in the rural parts of our service area, and creating greater awareness of the library thereby strengthening our relationships within our service area are priorities at the library. In fact, the library's *Strategic Plan 2020-2022* focuses on facilitating access. Its *Initiative 3: Address Geographic and Mobility Challenges* highlights mobile library services as means to making the library more accessible and meaningful

throughout the service area. A plan for a library vehicle has been on the library's horizon since 2020.

This commitment to mobile library services in our Strategic Plan dovetails with the Library of Michigan American Rescue Plan Act Equipment Grant program's stated priorities to increase the capacity of Michigan libraries to safely provide services and content to community members. Acquisition of a mobile library with an alternate power source (APS) will allow our library to expand its presence throughout the service area in an equitable, engaging, and environmentally responsible way. Mobile CDL will allow us to take our programs, resources, staff, and services to the underserved in our service area who cannot access our brick-and-mortar facility due to geography or circumstance.

CDL serves an area of approximately 110 square miles (for comparison, Ann Arbor is 28.79 square miles and Detroit is 142.9 square miles) . The "urban" City of Chelsea accounts for 3.3% of this area (3.6 square miles) square miles and 35.3% of the library district's population, while the combined rural townships account for 96.7% of this area (106.4 square miles) and 64.7% of the population. The Chelsea District Library has one facility servicing this large area located in the heart of the City of Chelsea. Data shows that proximity to the library increases usage and paints a picture of less engagement in our rural areas. Mobile CDL will accommodate those residents who are currently geographically challenged to access services.

Other residents face physical, social, technological, and economic barriers to library service. According to 2019 U.S. Census figures, 31% of the population of the City of Chelsea is 60 years of age or older. Older residents and those in assisted living facilities may have infirmities that keep them from visiting our library. Some residents like those living in the St. Louis Center may have developmental disabilities that impede their ability to visit the library. Others are limited by economic barriers or limited information/technology literacy and access to those tools that facilitate it. Mobile CDL will work to ensure the ability of the entire service area to benefit from all that CDL has to offer.

Additionally, CDL services the entirety of the Chelsea School District. According to the National Center for Education Statistics, 13% of its students are eligible for free or reduced lunches. Providing roaming resources through Mobile CDL for homework assistance and early literacy skills to these students is imperative to their current and future success.

CDL embraces its roles of keeping the community abreast of trends in technology, incorporating sustainability and care for the environment in its operations, and accommodating various abilities, disabilities, and needs. We are mindful of our environmental footprint and want to lead by example. To that end, we have made the commitment to ADA compliance with a wheelchair lift and fuel economy with a diesel engine and a reduction in idling emissions through a battery-powered , "clean" APS. Our proposal embraces accessibility and a cleaner, more environmentally responsible means of service delivery than a traditional fossil fuel vehicle. Mobile CDL will be a traveling model for sustainable and accessible transportation.

A complete copy of the application is available upon request. The application deadline is July 15 with decisions made in mid August. Keep your fingers crossed!

Financial News

The Municipal Disclosure Annual Filing was successfully completed on the library's behalf by PFM Financial Advisers on June 22. (A big thanks to Chris for working with PFM on the library's behalf!)

I completed and submitted the Qualifying Statement for the library to the State of Michigan Department of Treasury. Based on the statement, it was determined that we are in material compliance with their criteria.

Audit RFP

The Finance Committee is finalizing the RFP for auditing services that is scheduled to go out to firms throughout the area on July 19. The deadline for submissions of proposals is August 6. The committee's plan is to have a firm chosen for board approval at the September 22 board meeting.

Virtually Out and About: Meetings Attended Via Zoom and Phone – June 2021

- Chelsea Rotary (June 1, 8, 15)
- Chelsea Rotary Presidents Event (June 29)
- Chelsea Rotary Board (June 16)
- Panera Bread delivery to St. Louis Center (June 17)
- Friends of CDL Board (June 8)
- MI Public Library Directors (June 4 & June 25)
- "Navigating the New Normal: Libraries and Loosening Restrictions" webinar (June 21)
- ARPA Equipment Grant webinar (June 22)

Chelsea District Library
Assistant Director's Report
June 2021

Facility update
It was pretty quiet on the facility front this month (hope I didn't just jinx us). I am still waiting on a quote for the condenser motors repair but they won't done until cooling season is over. I have asked for a revised quote to update Metasys, so the late summer/early fall will be busier.

We did have all of the carpets cleaned in June, the first time in about 12 months, so that helped us feel somewhat "normal" again. Our cleaning company used a new man this time and he did a great job.

I had hoped to have some repair work done on the brick pavers in the staff entrance area but the man who I contacted to quote it was a no-show twice (grrrr!), so I am exploring new options. We also need some repair work done on a few of the McKune porch columns on the north side and I am waiting for a quote. Unfortunately, C19 has construction/painting contractors busier than ever so it will probably be fall before I make much progress there.

COVID
We opened fully to the public on Monday, June 21st and the mask mandate was lifted as of Tuesday, June 22nd. That transition went smoothly, much to everyone's relief, and to say staff was happy to see patrons in the building again is an understatement! There was much excitement and so many smiling faces, balloons, and a Welcome Back! banner. I am very glad to report that this section will no longer be included in my board report - woohoo!

Volunteers
It feels great to see our volunteers again! We welcomed a few new volunteers as well and it has been fun to jump up from my desk when I hear one of them checking in, to welcome them back. I was informed that I had neglected to put the candy dish back out and am working to correct that :)

2022 Budget

Our first meeting with the finance committee was held in June and as usual, it was very productive. It feels great when board members ask serious questions that show a working knowledge of operations and a desire to know more. Hopefully by 2022 we will feel fully back in the swing of things and we are planning accordingly.

Respectfully submitted-
Linda Ballard
Assistant Director

Technology Department News

June 2021

By Scott Rakestraw, Head of Technology

Notable News & Events

~ *Modernization*

Our modernization programs have been slightly delayed by pandemic related disruptions in the supply chain as well as 'natural events'. Our outdoor wifi access point is now home to an active bird family. The device is offline now but will cleaned and reactivated once all the nestlings have left.

Our indoor access point upgrade was delayed due to manufacturer delays, but we have received the hardware and are scheduling the installation.

We've repaired the in-house, overhead, public address system. We're waiting on a hardware delivery that will allow for automated closing announcements.

~ *RansomeWare in the News AGAIN!*

Once again, US computer infrastructure has been hacked. This time the support application Kaseya was compromised. Kaseya is used by Bibliotheca/3M our vendor to support our Self-Check machines. We were able to power down our machines within a few hours of the breech notification. No library systems were affected by this latest ransomware attack.

Bibliotheca has been less than responsive to questions about the breech. The web site has not been updated in over a week and questions by phone or email from other TLN Libraries have gone unanswered.

We are seriously reevaluating whether or not this vendor is suitable for our library.

bibliotheca

JULY 6, 2021

KASEYA VSA BREACH

On Friday, July 2nd 2021, we were made aware of the security incident caused by a cyberattack on Kaseya, and we immediately shut down our VSA server. At the time of the shutdown—and presently—there was no indication that we had been affected by the data breach.

Since then, by using a specifically designed detection tool, we have confirmed that our server was NOT compromised. We have no reason to believe any Bibliotheca customer or personal data has been compromised.

We are working with Kaseya to continue to monitor the situation and will update this communication once we confirm with Kaseya that it is safe to bring their VSA server online again.

Please check Kaseya's website for the most up to date information.

Progress Report

- We've received most of the equipment ordered for the Ingenuity Engine Room. Matt has been busy checking in the inventory and assembling the various components. We're on-track for a September Grand Opening.
- St. Louis Center has advised that pandemic protocols are such that they can once again allow library staff in the building. They would like us to resume our Virtual Reality out-reach events. Preparation has begun.
- "Print Nightmare" security warnings were issued for all version of Microsoft Windows (v 7 – 2019). Patches have been released and installed in the library. Staff has been alerted to patch their home computers due to the severity of the flaw. [For detailed information, go here: https://chelseadistrictlibrary.org/alert06]

Stats: 2021

DATA SERVICES		JAN	FEB	MAR	APR	MAY	JUN
5772.62	Hotspots: Total GB Used - Township Halls	975.95	909.6	955.61	923.36	1007.7	1000.4
59.64	-- Lima Township (GB)	9.67	8.33	9.14	11.4	10.4	10.7
139.18	-- Sylvan Township (GB)	20.98	21.67	22.87	20.56	24.7	28.4
5573.8	-- Mobile Beacon (GB)	945.3	879.6	923.6	891.4	972.6	961.3
134	Hotspot Devices Circulated	18	16	27	21	18	34
126	Public Internet - Computer Sessions	0	0	0	0	0	126
2198	Public Internet - Wireless Logins	374	349	288	417	361	409

ONLINE SERVICES		JAN	FEB	MAR	APR	MAY	JUN
31257	Website Sessions	5913	5764	5633	5360	4631	3956
15128	Website Users	2804	3017	2611	2617	2094	1985
9054	AUDIO Downloads Total	1490	1266	1708	1478	1549	1563
6561	-- Audio: Overdrive	*1060*	*977*	*1146*	*1089*	*1122*	*1167*
2493	-- Audio: Hoopla (audiobook and music)	*430*	*289*	*562*	*389*	*427*	*396*
1023	VIDEO Downloads Total	222	224	180	126	145	126
7	-- Video: Overdrive	*0*	*3*	*1*	*1*	*0*	*2*
662	-- Video: Hoopla	*141*	*125*	*140*	*73*	*99*	*83*
354	-- Video: Kanopy	*81*	*95*	*39*	*52*	*46*	*41*
12479	EBook Downloads Total	2264	2480	2133	1830	1991	1781
11351	-- ebook: Overdrive	2045	2178	1914	1693	1858	1663
1128	-- ebook: Hoopla	219	302	219	137	133	118
22556	TOTAL Downloads	3976	3970	4021	3434	3685	3470

Database Stats: June 2021

	Grand Totals: All Resources:	845	763
RANK	**Online Resource**	**Total Clicks**	**Unique Users**
1	Consumer Reports	52	48
2	Hoopla Home	51	43
3	Ancestry	48	27
4	Demographics Now	47	44
5	Britannica School	42	39
6	My Heritage	41	33
7	NoveList K8	37	36
8	NoveListPlus	37	32
9	Opposing View Points In Context	31	30
10	Michigan eLibrary	29	24
11	WorldCat.org	28	27
12	Pronunciator	27	25
13	Michigan Secretary of State	25	22
14	Learning Express Library	24	24
15	Newspaper Source Plus	24	24
16	Scholastic Teachables	24	23
17	Stories of Chelsea	24	22
18	Sun Times News	24	23
19	United States Census	24	21
20	Lynda.com [Linked In Learning]	23	23
21	Michigan Legal Help	23	21
22	Chelsea Update	22	20
23	Michigan Voter Information Center	21	20
24	Adult Learning Center	20	19
25	Historic Newspapers	20	17

Marketing Monthly Board Report (June 1–30, 2021):

The marketing department brought a new, larger-than-life Paige Turner sign to the library, and it now has a home in the library lobby. Paige welcomes visitors and has a dry erase surface with a built-in sign to quickly customize messages to the public. There were other marketing firsts achieved in the month, and a simple mistake turned into a happy result. The rollout of the Explorer Kits hit a bump in the road when an incorrect start date was posted on a partner organization's Facebook page, offering the kits one day too soon, on a Monday, instead of a Tuesday. Calls began to roll in. I pulled the photos that I had previously asked Virginia to take before she left for vacation. The well composed photos showed the wonderful kits the librarians had worked on for weeks, and I used the images to do a quick post as an ad boost to correct the date. Doing an ad boost wasn't new to our marketing tactics, but this one reached the highest number of people on the CDL Facebook page since I have worked at the library. The post spread faster and farther than any previous CDL marketing ad boost on social media. The engagement gained due to the boost, along with the popularity of the kits, ranked the library higher in the Facebook algorithm. As a result, shares, comments, and likes increased the presence of other library program posts in newsfeeds, and new engagement pushed the numbers even higher. Following the high engagement numbers was the announcement of the opening of the library on digital and print communication channels, which increased engagement even more on social media platforms, and increased traffic to the CDL website too. According to Google Analytics, just over 12,800 people found the CDL website in June on Google, and visits to the site were up 20% from the month before.

Work continued on the new website section showcasing the arts in and around the library. Multiple photo shoots were held to increase the image assets used on the site, including the new sculptures on the library lawn. Work began to create the marketing assets that will promote the fall programs, focusing on four major events: Small Wonders photography exhibition, Artist in Residence, CDL Song Fest, and Song to Table; with three of the four offered as in-person events. I worked regularly with the Artist in Residence, Frank Cianciolo, and Gabrielle, the librarian developing the programs, as plans were hashed out to show his art in McKune. Offering in-person programs on the trails in area parks and during a planned event at the depot in the Fall, new digital images would be utilized. More than 300 images, either new or supplied

by the artist, were assessed, a marketing plan was created, reviewed, approved, and put in place for these major programs.

Overlapping the creation of the new fall program assets, the Summer Reading Program began halfway through the month. Marketing promotions using print and digital channels were published throughout the month. In addition, a new postcard campaign was developed by Edith, the librarian in charge of the program, it was designed and printed by marketing, and then distributed by her, which resulted in higher participation numbers. With the library opening and the increased awareness of the summer programs, the quarterly summer newsletters were flying out of the library in patrons' hands and were snatched up throughout the community.

Marketing Specialist Monthly Board Report (June 1–30, 2021):

CDL reopened to the public in June, and communicating the plans for reopening as well as final Summer Reading Program promotion made for a busy month. Some details from the month include the following:

Social Media:

Reopening news yielded very positive engagement with the community with over 5,000 people reached on Facebook, 369 "likes" 126 "love", and 1 "wow" reactions clicked. June's engagement yielded 35 new followers to the CDL Facebook page, 15 new followers on Instagram, and 1 additional Twitter follower.

At the request of the Michigan Secretary of State to CDL, I am working to share information and engage our community with the Independent Citizens Redistricting Commission. The information is to inform people of the commission's work and invite their participation in planning meetings.

Website:

Worked with the librarian team to update the website menus to make them more intuitive for patrons. The menu formerly titled "collections" was changed to "browse", and additional updates were made to the subcategories to ensure the language used on the CDL site better matched that which the public uses.

E-newsletters:

In the past 30 days, we have added 39 new subscribers. Many of these subscribers were added after the building reopened and patrons renewed or signed up for new library cards.

Miscellaneous:

- I wrote and helped edit several articles for the fall quarterly print newsletter.
- Elaine and I worked together to draft marketing plans for the Small Wonders exhibit, CDL Song Fest, and Artist in Residence programs.

Circulation Supervisor's Report
JUNE 2021

- Circulation – 15,396 in June;

- Patron Count- 5,753 for June;

- Circulation by township- for June:
  - Dexter = 11% of total transactions
  - Lima = 13% of transactions
  - Lyndon =13% of transactions
  - Sylvan = 16% of transactions
  - Chelsea = 37% of transactions

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

- Overdrive = 2926 in JUNE; Hoopla = 649; Kanopy = 184 in JUNE.

- Registrations for JUNE– 87 new cards; 6837 total card holders
  *Dexter = 867 cards; Lima = 794 cards; Lyndon = 977 cards
  *Sylvan = 1169 cards; Chelsea = 2496 cards; Nonresident = 534 cards

June Notes:

- Attended weekly management meetings via Zoom.
- Special Circ meeting: On June 11th, the Library Assistants had a special meeting in person to try and remember everything we hadn't had to do the past year. We covered a lot of material and had it was nice to be able to meet as a whole group.
- Attended the monthly TLN SASUG meeting on June 24th via Zoom. In September the library catalog will be getting a new, look for title searches and making it much easier to find titles by listing all of the item types in one place.
- Monthly staff meeting: On June 18th – this was another department meeting and we were able to finish going over everything we didn't get to the previous week.
- Worked my DS/PIC shifts, but the holds pickup table were outside for the majority of the month.
- We have two new hires in the circulation department. Please welcome Jean Pierce, Library Assistant and Martha Jacques, Library Aide. The circ department is now fully staffed!
- We received 135.5 tubs from TLN in June, with 6.2 being the daily average.

Respectfully submitted,
Terri Lancaster
Head of Circulation

Chelsea District Library
2021

	Average Daily Circulation							2021		
	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Total	*2020*	%Diff.
Jan.	277	312	296	385	316	10	15	14244	23335	-39%
Feb.	354	287	377	306	290	114	8	13797	22040	-37%
March	277	236	210	301	288	125	11	14126	11607	22%
April	354	296	289	297	295	138	10	11424	0	100%
May	220	230	222	259	250	91	8	11557	0	100%
June	465	500	394	323	289	165	4	15396	7672	101%
July									12743	
August									13193	
Sept.									12035	
Oct.									14459	
Nov.									13122	
Dec.									13678	
Total								80544	143884	
Mnth Avg								*13,424*	*11,990*	
Avg.% Inc.								with OD & RB, & deposit collection ckouts.		41%

Highlighted numbers have been updated. TML

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

	SlfChk/ Check-outs only			
2020 Totals	2021 Total	Days	Per Day	% ChkOuts
2368	0			
1666	0			
N/A	0			
0	0			
0	0			
0	0			
0				
0				
0				
0				
0				
0				
4034	0			0%

This is based on actual checkouts, Overdrive, RBDigital & Hoopla are done online.

*The 2nd floor self check isn't working.

2021	Items Added	Total Items
Jan	808	73,216
Feb	821	72,843
Mar	687	73,323
April	554	73,066
May	576	73,639
June	573	73,266
July		
Aug		
Sept		
Oct		
Nov		
Dec		
Total/Avg	4,019	73,226

	RB Digital Circ (e-magazines)			Overdrive Circ (e-books, a-books & music)			Hoopla e-& a-books.music,movies			Kanopy		
	2021	2020		2021	2020		2021	2020		2021	N/A
Jan	634	267	Jan	3107	2609	Jan	790	334	Jan	81	
Feb	606	543	Feb	2893	2459	Feb	724	319	Feb	75	
Mar	644	407	Mar	3196	2922	Mar	725	509	Mar	130	
April		449	April	2912	3564	April	837	979	April	95	
May		527	May	3084	3846	May	687	1086	May	138	
June		545	June	2926	3564	June	649	864	June	184	
July		455	July		3560	July		842	July		
Aug		589	Aug		3482	Aug		765	Aug		
Sept		842	Sept		2969	Sept		690	Sept		
Oct		742	Oct		2605	Oct		778	Oct		
Nov		646	Nov		2599	Nov		841	Nov		
Dec		511	Dec		2898	Dec		883	Dec		
Total	1884	6523	Total	18118	37077	Total	4412	8890	Total	703	0

RB Digital part of Overdrive starting in April 2021

2021 CIRCULATION REPORT - PATRONS

Chelsea District Library
Monthly New Registration 2021

	District	NonRes	School	Other	Total Month	Grand Total	Chel	Dext	Lima	Lyndon	Sylvan
							New Regisitrations by Municipality				
January	25	0	0	0	25	6863	11	3	3	5	3
February	17	2	0	1	20	6830	4	4	2	3	4
March	15	3	0	0	18	6741	5	1	3	4	2
April	11	2	0	0	13	6749	5	1	0	1	4
May	16	2	0	0	18	6764	7	3	2	3	1
June	79	7	0	1	87	6837	32	9	13	7	18
July					0						
August					0						
September					0						
October					0						
November					0						
December					0						
Totals					181		64	21	23	23	32

Average Daily Door Count 2021

	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Total
Jan.	167	153	150	149	190	41	29	3,583
Feb.	146	204	169	166	159	132	29	3,670
March	138	169	139	134	171	122	28	4,049
April	149	205	174	148	178	158	25	
May	121	128	124	132	130	108	32	3,236
June	261	256	216	159	167	221	40	5,753
July								
August								
Sept.								
Oct.								
Nov.								
Dec.								
Total								23,417
Monthly average								*3903*
Avg. % increase								

Replacement People counter went live on January 2018

Total door count includes outdoor programming at CDL.

Registered Card Holders

	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
District	*8898*	*9147*	*9002*	*9083*	*9109*	*9064*	*7837*	*7753*	*6361*	*6295*	*6303*
Dexter	*1197*	*1222*	*1206*	*1211*	*1215*	*1230*	*1087*	1101	884	874	867
Lima	*1169*	*1174*	*1156*	*1133*	*1109*	*1109*	*996*	965	802	794	794
Lyndon	*1567*	*1579*	*1538*	*1539*	*1546*	*1522*	*1302*	1255	1005	970	977
Sylvan	*1800*	*1786*	*1693*	*1662*	*1667*	*1641*	*1412*	1426	1192	1167	1169
CityChel	*3165*	*3386*	*3409*	*3538*	*3572*	*3562*	*3040*	3006	2478	2490	2496
NonRes	*902*	*744*	*640*	*649*	*655*	*625*	*575*	*609*	*562*	*582*	*534*
Freedom	*18*	*7*	*6*	*6*	*6*	*7*	*0*	1	0	0	0
Sharon	*149*	*141*	*118*	*122*	*118*	*110*	*107*	112	104	105	107
Waterloo	*411*	*365*	*336*	*348*	*352*	*333*	*249*	268	252	245	242
GrassLk		*15*	*26*	*29*	*28*	*25*	*37*	36	22	21	21
Other	*324*	*216*	*154*	*144*	*151*	*150*	*182*	192	184	211	164
Totals	*9800*	*9891*	*9642*	*9732*	*9764*	*9689*	*8412*	*8362*	*6923*	*6877*	*6837*

Jun-21	Trans	% Tot	SEMCO G Dec2010 Pop.	% of Pop Regist	% of Entity Pop.	
8,971			15010			
	1008	11%	2604	47%	42%	Dexter
	1210	13%	1909	58%	54%	Lima
	1182	13%	2720	57%	100%	Lyndon
	1474	16%	2833	59%	100%	Sylvan
	3297	37%	4944	72%	100%	CityChel
				59%		
	234	3%				
	85	1%				
	167	2%				
	10	0%				
	304	3%				
		100%				

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

Item Circulation 2021

2021

	All items circed at Chel inc: OD & Zinio	Chel items circed at Chel inc: OD & Zinio	% of Chel items circed at Chel	Other items circed at Chel	% other items circed at Chel	Chel items charged/ renewed anywhere in system	Chel items circed other libaries
Jan.	14,244	10,642	75%	3,602	25%	11,899	1,257
Feb.	13,797	10,218	74%	3,579	26%	11,020	802
March	14,126	10,859	77%	3,267	23%	7,592	1,075
April	11,424	8,528	75%	2,896	25%	5,623	810
May	11,557	8,797	76%	2,760	24%	9,849	1,052
June	15,396	12,778	83%	2,618	17%	13,852	1,074
July				0			
August				0			
Sept.				0			
Oct.				0			
Nov.				0			
Dec.				0			
Totals	**80,544**	**61,822**	**77%**	**18,722**	**23%**	**59,835**	**6,070**
Mnth Avg	*13,424*	*10,304*		*3,120*		*9,973*	*1,012*
	#1	#2		#3		#4	#5

2021 Circulation by Department - Percentage

	Adult	Youth	Teen
January	62%	34%	4%
February	64%	32%	4%
March	66%	30%	4%
April	68%	29%	3%
May	67%	28%	5%
June	51%	43%	6%
July			
August			
September			
October			
November			
December			
Yearly Avg.	63%	33%	4%

2021 Circulation by Department - Total Checkouts

	Adult	Youth	Teen
January	3,707	2,038	250
February	3,797	1,901	222
March	3,989	1,815	230
April	3,272	1,371	153
May	3,266	1,360	217
June	4,568	3,869	582
July			
August			
September			
October			
November			
December			
Yearly Total	22,599	12,354	1,654

ACTION ITEMS

Action Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

July 20, 2021, Board Packet

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

Accept June donations and changes to the 2021 FY Budget.

		Income Line -	Expense Line	
Sonja Wackenhut	Non-Designated	674.120	969.940	$25.00
Cynthia Harris	Non-Designated	674.120	969.940	$20.00

Sub Total: $45.00

Acknowledge the donations below that are already in the 2021 budget.

Sub Total: $

Total General Donations: $45.00

Acknowledge the donations below toward the CDL Endowment.

Janice L. Carr, Board Secretary

Date

Action Item #2

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

July 20, 2021 Board Meeting

2022 Budget Hearing Notice

Background:
Every August the library must present a balanced budget for the next fiscal year to the board and have an open hearing for the public. This is the resolution that the board will approve in July for the publication of the Hearing Notice in the Sun Times and Chelsea Update prior to the August 17, 2021 hearing.

Action:
The Board approves this resolution and the Hearing Notice will be published in the Sun Times and Chelsea Update, prior to the August 17 Board Meeting.

_____ _____

Janice L. Carr, Board Secretary Date

NOTICE OF PUBLIC HEARING
Chelsea District Library
2022 PROPOSED BUDGET

A PUBLIC HEARING WILL BE HELD ON August 17, 2021 at approximately 6:45 p.m. at the Chelsea District Library, 221 S. Main Street, Chelsea, Michigan on the following proposed 2022 budget:

Expense	**Fiscal Year 2022 Budget**
Personnel Expenses	1,265,279
Supplies	32,635
Professional Services	58,480
Maintenance Services Contracts	171,555
Telecommunications	43,350
Promotional Materials	64,250
Programming Expenses	98,000
Volunteer Services	2,500
Utilities	62,000
Board Expenses	3,800
Automation Services	43,827
Equipment	35,850
Staff Development & Travel	25,528
Capital Expenses	64,300
Collection Expenses	180,700
Capital Reserve Fund	23,000
TOTAL	**2,175,054**

The property tax millage rate proposed to be levied to support the proposed budget is the subject of this hearing.

Operating	Rate
Operating Total	1.9030
Bond Debt	0.6000
	2.5030

The proposed 2021 budget documents are available at the Chelsea District Library for public examination.

Lori Kunkel-Coryell, Library Director
Chelsea District Library

Individuals with disabilities requiring auxiliary aids or services should contact Lori Kunkel-Coryell Director, Chelsea District Library, 221 S. Main Street, Chelsea, MI 48118, (734) 475-8732 x 206

PUBLISHED: July 28, 2021

BOARD OF TRUSTEES OF THE
CHELSEA DISTRICT LIBRARY
RESOLUTION NO. 2021-07-20

RESOLUTION APPROVING BUDGET HEARING AND NOTIFICATION

Minutes of a regular meeting of the Board of Trustees of the Chelsea District Library, County of Washtenaw, State of Michigan, held in the McKune Meeting Room at the Library (or Zoom) on the 20th day of July, 2021 at Six forty-five, p.m., prevailing Eastern Time.

PRESENT: TJ Helfferich, Gary Munce, Susan Lackey, Jan Carr, Charlie Taylor, Anne Merkel, & Elizabeth Sensoli.

ABSENT:

The following preamble and resolution were offered by Trustee and supported by Trustee :

WHEREAS, in accordance with the Truth in Budgeting Act, there will be presented to the Board of Trustees of the Chelsea District Library (the "Library") on August 17, 2021 the proposed budget for fiscal year 2022; and

WHEREAS, the notice of hearing on the budget is to include the following statement printed in 11-point bold-faced type:

> **The property tax millage rate proposed to be levied to support the proposed budget is the subject of this hearing.**

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Library Board hereby directs its Library Director to schedule the 2022 Budget Hearing for Tuesday, August 17, 2021; and
2. The Library Board hereby directs its Library Director to arrange for publication of Notice of Hearing in the *The Sun Times News & Chelsea Update* for their July 28th publication

date.

3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same hereby are rescinded.

AYES: Trustees: TJ Helfferich, Gary Munce, Susan Lackey, Jan Carr, Charlie Taylor, Anne Merkel, & Elizabeth Sensoli.

NAYS: Trustees:

RESOLUTION DECLARED ADOPTED.

_____
Janice L. Carr, Secretary, Board of Trustees
Chelsea District Library
County of Washtenaw
State of Michigan

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Chelsea District Library, County of Washtenaw, Michigan, at a regular meeting held on the 20th day of July, 2021, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

_____
Janice L. Carr, Secretary, Board of Trustees
Chelsea District Library
County of Washtenaw
State of Michigan

DISCUSSION ITEMS

Discussion Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

July 20, 2021 Meeting

At-Large Board Seat

Background:

Jan Carr will be leaving Sylvan Township at some point in the future to take up residence elsewhere in the library district, and has chosen to proactively give the Sylvan-appointed trustee seat to Susan Lackey, who has been serving as an At-Large appointee, but lives in Sylvan Township. At the beginning of July, Jan Carr resigned her CDL board post with Sylvan Township and Susan Lackey was formerly appointed the township's CDL trustee (which runs through December 2022) at Sylvan's July 6 Board Meeting. Jan Carr has been serving as the CDL Board Secretary and wishes to continue to serve on the board in that capacity, but will need the board to appoint her to the now open At-Large seat (which runs through December 2023). To insure that the CDL has an active Board Secretary and that it has seven sitting members, the library requests that the board takes up this Discussion Item and moves it directly to Action (Item #3) at the beginning of the July meeting.

Discussion Item #2

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

July 20, 2021 Meeting

2021 Staff In-Service

Background:

The library would like the board's permission to hold the annual staff in-service on Friday, November 19. The in-service date requires the library to remain closed that day. The library would like the board to move this to an action item this month, so there is sufficient notice of the library's closing on November 19 in the Fall Newsletter.

Discussion Item #3

Chelsea District Library
Board of Trustees

Library Board Fact Sheet
July 20, 2021 Meeting

2021 Board Retreat

Background:
The Board is looking at early December dates for their retreat and would like to have an orientation to the Ingenuity Engine.

Discussion Item #4

Chelsea District Library
Board of Trustees

Library Board Fact Sheet
July 20, 2021 Board Meeting

2022 Budget Draft

Background:
Every August the library must present a balanced budget for the next fiscal year to the board and have an open hearing for the public.

The hearing for the 2022 Budget is Tuesday, August 17, 2021.

COMMITTEE INFO & MINUTES

Chelsea District Library
Board of Trustees
2021 Board Committees

Governance
Appendix #3
Approved: December 15, 2020

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

Janice L. Carr

Janice L Carr, Board Secretary

12-15-20

Date