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

August 17, 2021
6:45 pm

Remotely over Zoom

CHELSEA DISTRICT LIBRARY BOARD OF TRUSTEES
Tuesday, August 17, 2021—6:45 p.m.
Remotely over Zoom

AGENDA

6:45 Budget Hearing
Welcome and Call to Order
Board Review of 2022 Budget
Public Comment
Adjournment

7:15 Board Meeting
Welcome and Call to Order
Agenda Review, Additions, and Approval

7:20 Compulsory Segments
Board Meeting Minutes Approval – July 20, 2021
Approval of the July Operational Checks
Approval of July Financial Reports
Director's and Friends Reports

7:45 Public Comment

7:50 Action Items
1. Donations
2. Board Retreat

8:00 Discussion Items
1. Mobile CDL
2. Hours Change

8:15 Reports
Policy Committee
Finance Committee
Personnel Committee
Nominating Committee
Community Outreach Committee

8:20 Public Comment

8:25 Other Items

8:30 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.

Resolution No.
Chelsea District Library
2022 Budget

WHEREAS, The Library Director has prepared and submitted to the Library Board the proposed budgets for calendar year 2022; and

WHEREAS, the Library Board has advertised the proposed millage rates in the The Sun Times News and Chelsea Update on **Wednesday, July 28, 2021** and held the public hearing on the budget and the proposed millage rates pursuant to Section 16 of the Uniform Budgeting and Accounting Act (Truth in Budgeting) on **Tuesday, August 17, 2021**; and

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

NOW THEREFORE BE IT RESOLVED, the Chelsea District Library Board of Trustees adopts the 2022 budget as follows:

General Fund

Expenses	**FY 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	2,500
Utilities	62,000
Board Expenses	3,800
Automation Services	43,827
Equipment	35,850
Staff Dev. & Travel	25,528
Capital Expenses	64,300
Collection Expenses	180,700
Capital Reserve Fund	23,000
Total Operating Expenses:	**$ 2,175,054**

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

General Fund		2022
District Revenue		1,952,059
Other Government Income		75,000
Fees		8,100
Interest and Dividends		30,000
Contributions, Donations & Grants		41,975
Sub-Total	**$**	**2,107,134**
DDA TIFA Tax Capture	**$**	**17,326**
Total Income	**$**	**2,089,808**
From Capital Improvement Fund	**$**	**59,300**
From Capital Reserve Fund	**$**	**5,000**
From Fund Balance	**$**	**20,946**
Total Income incl Capital Funds & Fund Bal	**$**	**2,175,054**

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

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

	Rate	Estimated Revenue
Operating Millage	1.9030	1,952,059
Bond Debt	0.5500	564,179
Total Millage	**2.4530**	**2,516,238**

I, Jan L. Carr, hereby certify the above Resolution No. 2021-9-21 was duly approved by the Chelsea District Library Board of Trustees assembled at a regular meeting held **September 21, 2021**

Jan L. Carr, Secretary
Chelsea District Library Board

Chelsea District Library Board of Trustees
Minutes of Regular Meeting

Tuesday, July 20, 2021 6:45 pm
Meeting Location: Remote, Using Zoom

Trustees in Attendance: TJ Helfferich (Zooming from the City of Chelsea), G. Munce (Lyndon Township), S. Lackey (Sylvan Township), J. Carr (Sylvan Township), E. Sensoli (Lima Township), & C. Taylor (Dexter Township).

Absent: A. Merkel

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

Guests: None

Welcome and Call to Order
TJ Helfferich called the meeting to order at 6:45 p.m.
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Agenda Review, Additions, and Approval
MOTION made by S. Lackey, SECONDED by C. Taylor to approve the agenda, as amended. Discussion: TJ moved Discussion Item #1 to the beginning of the meeting.

All Ayes: 5-0
(Jan not voting)

Discussion Item #1: At-Large Board Seat
Jan and Susan update the Board on how Susan has been appointed by Sylvan Township to replace Jan as the township board trustee. This was a proactive move, since Jan will be moving elsewhere within the library district later this year. Susan will fill this appointment until the post reopens in 2022. Jan would like to remain on the Board, as a trustee, replacing Susan as the second At-Large appointee, but would need Board approval to do so. Gary asked if the attorney had vetted this move and Lori replied that she most definitely had.

MOTION made by S. Lackey, SECONDED by C. Taylor to move Discussion Item #1 to Action Item #3.

All Ayes: 5-0
(Jan not voting)

Action Item #3 At-Large Board Seat
MOTION made by E. Sensoli, SECONDED by S. Lackey to appoint Jan Carr to Susan's previous At-Large seat that runs through 2023. Discussion: None

Chris, roll-call vote: Charlie – Aye, Elizabeth – Aye, TJ – Aye, Susan – Aye, and Gary – Aye.

All Ayes 5-0

Compulsory Segments:

Minutes and Approval of Checks

MOTION made by C. Taylor, SECONDED by G. Munce to approve the minutes of the June 15, 2021 Board Meeting. Discussion: Elizabeth caught one typo, which was corrected.

All Ayes: 6-0

MOTION made by S. Lackey, SECONDED by J. Carr to accept the General Fund Operational Checks for June, 2021. Discussion: There was a question about bank fees, which Lori will follow up with Kerry.

All Ayes: 6-0

MOTION made by S. Lackey, SECONDED by E. Sensoli to accept Financial Reports for June, 2021. Discussion: Elizabeth was elated to see the cash-flow chart reinstated.

All Ayes: 6-0

Director's Report Update:

L. Coryell update:

- Lori notified the Board that the grant application, which would go toward a bookmobile, was sent out and that the library will find out in mid-August whether the grant was successful.
- Lori then shared a video on bookmobiles from a company in Colorado, which specializes in bookmobiles, that she's been working with, and emphasized that if the grant is successful, the library will need to move quickly and have all ducks properly in a row.
- Also, spoke about the possibility and benefits of obtaining a bookmobile, regardless of the grant outcome, since it is already part of the Strategic Plan and the square mileage of the library's service area would benefit from this service enhancement.

Friends Report:

- The Friends of the Library met last Tuesday and now have a President-Elect.

- Will piggyback with the Songfest celebration on Oct. 23 and detail "The Life of a Donated Book."
- Jan shared that the June 26 reopening book sale shattered all records and that the follow-up, two weeks later, had another better than average sales total. She also mentions that all the volunteers have been great!

Other Reports Notes:

- Charlie asked about Scott possibly doing a program on ransomware. Gary, who's also advocated for such a program, shared additional insight.

Public Comment: None

Action Item #1: Donations

MOTION made by C. Taylor, SECONDED by S. Lackey to approve the library's June donations. Discussion: None

Jan, roll-call vote: Gary – Aye, TJ – Aye, Susan – Aye, Charlie – Aye, Elizabeth – Aye, and Jan – Aye.

All Ayes 6-0

Action Item #2: Budget Hearing Notice

MOTION made by S. Lackey, SECONDED by E. Sensoli to approve the library's publishing of the Budget Hearing Notice before the Budget Hearing at the August 17 Board Meeting. Discussion: None

Jan, roll-call vote: Susan – Aye, Charlie – Aye, Elizabeth – Aye, Gary – Aye, TJ – Aye, and Jan – Aye.

All Ayes 6-0

Discussion Item #2: Staff In-Service

The proposed date of the Staff In-Service in Friday, November 19, and the day will entail critical incident training in the morning and an Ingenuity Engine orientation in the afternoon. Lori asked that if the date was amendable to the Board, that they move to Action, so that the date could be included in the Fall Newsletter.

MOTION made by J. Carr, SECONDED by G. Munce to move Discussion Item #2 to Action Item #4. Discussion: None

All Ayes 6-0

Action Item #4: Staff In-Service 2021
MOTION made by C. Taylor, SECONDED by E. Sensoli to approve the Friday, November 19, date of the Staff In-Service. The library will be closed that day.
Discussion: None
Jan, roll-call vote: Elizabeth – Aye, Charlie – Aye, Susan – Aye, TJ – Aye, Gary – Aye, and Jan – Aye.

All Ayes 6-0

Discussion Item #3: Board Retreat
The Board discussed the possibility of Saturday, December 4, for their retreat. Lori suggested the date, as the Volunteer Party is later that day, from 5:30-6:30, and the trustees could attend and then watch the holiday parade from the McKune porch. Jan suggested a 1 o'clock lunch/start time and the Board indicated that an orientation to the Ingenuity Engine, similar to what the staff will receive in November, would be ideal for the itinerary.

Discussion Item #4: 2022 Budget Draft
Lori shared that she had emailed the budget draft earlier in the day and that any questions for the August Budget Hearing should be sent a week before that meeting.

Committee Reports

Policy Committee –

Finance Committee – Approved the Audit RFP, which was sent out to prospected firms earlier today.

Personnel Committee –

Nominating Committee –

Community Outreach Committee –

Public and Board Comment: None

Other Items: Elizabeth shared that her term ends in December and that she is actively looking for a good replacement for her Lima Township seat, and that other trustees should keep an eye out for a good Lima Township trustee, as well.

Adjourn:
MOTION made by E. Sensoli, SECONDED by S. Lackey to adjourn the meeting at 8:09 p.m.

All Ayes, 6-0

_____ _____
Janice L. Carr, Board Secretary Date

FINANCE REPORTS

08/11/21

Chelsea District Library
List of Checks for Board Approval
July 2021

Date	Num	Name	Memo	Amount
701 · Personnel Expenses				
701.100 · Wages				
701.120 · Retirement Pick up ER				
07/01/2021	20210614	Alerus Financial	06/16/2021 PR FLEX TO 457(b)	1,161.36
07/02/2021	PR 20210702		RETIREMENT - Employer Contribution to retirement ac...	-1,161.36
07/13/2021	20210628	Alerus Financial	07/16/2021 PR FLEX TO 457(b)	1,161.36
07/16/2021	PR 20210716		RETIREMENT - Employer Contribution to retirement ac...	-1,161.36
07/27/2021	PR 20210730		RETIREMENT - Employer Contribution to retirement ac...	-1,161.48
07/27/2021	20210712	Alerus Financial	07/30/2021 PR FLEX TO 457(b)	1,161.48
Total 701.120 · Retirement Pick up ER				0.00
701.100 · Wages - Other				
07/02/2021	PR 20210702		WAGES	38,792.42
07/16/2021	PR 20210716		WAGES	39,927.44
07/27/2021	PR 20210730		WAGES	39,351.84
Total 701.100 · Wages - Other				118,071.70
Total 701.100 · Wages				118,071.70
701.110 · Retirement-Contributions - EE				
07/01/2021	20210614	Alerus Financial	06/18/2021 PR EE PERSONAL CONT	2,166.16
07/02/2021	PR 20210702		RETIREMENT PICK UP - Defcmp 2-457 EE457(b)	-2,166.16
07/13/2021	20210628	Alerus Financial	07/16/2021 PR EE PERSONAL CONT	2,166.16
07/16/2021	PR 20210716		RETIREMENT PICK UP - Defcmp 2-457 EE457(b)	-2,166.16
07/27/2021	PR 20210730		RETIREMENT PICK UP - Defcmp 2-457 EE457(b)	-2,183.36
07/27/2021	20210712	Alerus Financial	07/30/2021 PR EE PERSONAL CONT	2,183.36
Total 701.110 · Retirement-Contributions - EE				0.00
701.115 · 401A Retirement Matching				
07/02/2021	PR 20210702		401 A MATCHING - Mers ER	1,469.98
07/16/2021	PR 20210716		401 A MATCHING - Mers ER	1,469.98
07/27/2021	PR 20210730		401 A MATCHING - Mers ER	1,488.63
Total 701.115 · 401A Retirement Matching				4,428.59
701.200 · FICA				
07/02/2021	PR 20210702		FICA EMPLOYER (FICA ER + MED ER)	2,819.46
07/16/2021	PR 20210716		FICA EMPLOYER (FICA ER + MED ER)	2,906.28
07/27/2021	PR 20210730		FICA EMPLOYER (FICA ER + MED ER)	2,862.25
Total 701.200 · FICA				8,587.99
701.300 · Flex Benefits				
07/01/2021	20210610	Unum Life Insurance Co.	2021 Premium JUL + JENSEN	980.59
07/02/2021	PR 20210702		Dep Life (CA & DL & HI) - (Additional Life Ins + Depend...	-26.68
07/02/2021	PR 20210702		Health Insurance - (Medical Insurance)	-1,699.24
07/13/2021	211900072882	Blue Care Network of Michigan	AUG 2021 MED INS	3,681.65
07/16/2021	PR 20210716		Dep Life (CA & DL & HI) - (Additional Life Ins + Depend...	-26.68
07/16/2021	PR 20210716		Health Insurance - (Medical Insurance)	-1,699.24
07/27/2021	PR 20210730		Dep Life (CA & DL & HI) - (Additional Life Ins + Depend...	-26.68
07/27/2021	PR 20210730		Health Insurance - (Medical Insurance)	-1,699.24
07/27/2021	20210712	Unum Life Insurance Co.	2021 Premium JUL + JENSEN	822.39
Total 701.300 · Flex Benefits				306.87
701.400 · Unemployment				
07/02/2021	PR 20210702		MICHIGAN SUI - HEARTLAND BEGAN 03/26/21	2.79
07/16/2021	PR 20210716		MICHIGAN SUI - HEARTLAND BEGAN 03/26/21	2.88
07/26/2021	SUI ERR 1		HEARTLAND COLLECTED IN ERROR AND DID NOT...	-5.67
07/26/2021	SUI ERR 1		HEARTLAND COLLECTED IN ERROR AND DID NOT...	-24.36
07/27/2021	PR 20210730		MICHIGAN SUI - HEARTLAND BEGAN 03/26/21, end...	0.00
07/27/2021	20210721	Michigan Municipal League-Unemp	2021 1ST AND 2ND QTRS	136.47
Total 701.400 · Unemployment				112.11
Total 701 · Personnel Expenses				131,507.26
727 · Supplies				
727.200 · General Operations				
07/01/2021	21-0428	Postmaster	GENERAL POSTAGE	245.00
07/01/2021	WO-108028-1	SMART BUSINESS SOURCE	GENERAL SUPPLIES	93.04
07/13/2021	1833640	Arbor Springs Water Co. Inc.	05/21 BOTTLED WATER - COOLER RENTAL	50.50
07/27/2021	54142	Michigan Chamber Services, Inc.	State & Federal Labor Law Posters	37.50
07/27/2021	21-0436	Petty Cash-	02/08 LUCIE - USPS - POSTAGE	9.41
07/27/2021	21-0436	Petty Cash-	03/29 AMY - USPS - POSTAGE	6.81
07/27/2021	21-0436	Petty Cash-	05/26 CHRIS - AMERICAN LEGION - FLAG	30.00
07/27/2021	21-0436	Petty Cash-	06/01 AMY - ZORAN CARDS - CUSTOM CARD	5.00

Chelsea District Library
List of Checks for Board Approval
July 2021

Date	Num	Name	Memo	Amount
07/27/2021	WO-119647-1	SMART BUSINESS SOURCE	GENERAL SUPPLIES	77.02
Total 727.200 · General Operations				554.28
727.300 · Material Processing				
727.320 · Matl Processing Cases				
07/20/2021			L/D CIRC CASH REGISTER 07/20/21 MATL SUPPLIES	-5.50
Total 727.320 · Matl Processing Cases				-5.50
727.330 · Matl Processing Other				
07/01/2021	6970022	Demco Inc.	SUPPLIES	154.61
07/01/2021	40628	ELM USA Inc	ECO SMART DISC SUPPLIES - WATER FILTER	20.03
Total 727.330 · Matl Processing Other				174.64
727.340 · Repairs				
07/27/2021	21-0436	Petty Cash-	05/25 LUCIE - POLLY'S/MEIJER - WATER SPRAY B...	8.86
Total 727.340 · Repairs				8.86
727.300 · Material Processing - Other				
07/07/2021			L/D SUPPLIES - MATERIALS	-10.00
Total 727.300 · Material Processing - Other				-10.00
Total 727.300 · Material Processing				168.00
727.500 · Cleaning				
727.530 · Cleaning Rugs				
07/07/2021	4088907477	Cintas Corporation-300	RUGS 7/2	116.58
Total 727.530 · Cleaning Rugs				116.58
Total 727.500 · Cleaning				116.58
727.700 · Postage				
727.720 · Postage-Operating Postage				
07/01/2021	1018437704	Pitney Bowes	PITNEY BOWES METER RENTAL	71.25
07/27/2021	21-0436	Petty Cash-	06/16 LUCIE - USPS - POSTAGE	5.69
Total 727.720 · Postage-Operating Postage				76.94
Total 727.700 · Postage				76.94
727.800 · Maintenance				
727.830 · Maintenance General				
07/13/2021	210806	KeyBank	RESTORE H4H - MAINTENANCE SHELVING	10.60
07/13/2021	210806	KeyBank	MENARDS - SHELVING, WD40, MAGIC ERASERS	95.21
07/27/2021	21-0436	Petty Cash-	02/15 LINDA - FAMILY FARM & FLEET - ANTIFREEZE	25.36
Total 727.830 · Maintenance General				131.17
Total 727.800 · Maintenance				131.17
Total 727 · Supplies				1,046.97
801 · Professional Services				
801.010 · Attorney				
07/01/2021	811370	Foster Swift Collins & Smith	COVID PLAN	42.00
07/13/2021	812159	Foster Swift Collins & Smith	MIOSHA/COVID ISSUES	105.00
Total 801.010 · Attorney				147.00
801.020 · Auditor				
07/27/2021	17673	Maner Costerisan	2020 Audit - FINAL BILLING	1,000.00
Total 801.020 · Auditor				1,000.00
801.040 · Bookkeeper				
07/01/2021	20210702	Ballard, Kerry	BOOKKEEPING THROUGH 07/02/2021	350.00
07/13/2021	20210715	Ballard, Kerry	BOOKKEEPING THROUGH 07/16/2021	350.00
07/27/2021	20210730	Ballard, Kerry	BOOKKEEPING THROUGH 07/29/2021	350.00
Total 801.040 · Bookkeeper				1,050.00
801.041 · Payroll Services				
07/02/2021	PR 20210702		PAYROLL PREPARATION	143.57
07/16/2021	PR 20210716		PAYROLL PREPARATION	134.57
07/27/2021	PR 20210730		PAYROLL PREPARATION	148.07
Total 801.041 · Payroll Services				426.21
801.300 · Banking Fees				

Chelsea District Library
List of Checks for Board Approval
July 2021

Date	Num	Name	Memo	Amount
801.310 · Bank Fees				
07/31/2021			Service Charge	7.20
Total 801.310 · Bank Fees				7.20
801.315 · Investment Fees				
07/31/2021	INV 210731		investment fees	
Total 801.315 · Investment Fees				0.00
Total 801.300 · Banking Fees				7.20
Total 801 · Professional Services				2,630.41
803 · Maintenance Service Contracts				
803.100 · Copier				
803.101 · Public Copier				
07/01/2021	5015595288	Wells Fargo Bank, NA	06/14 - 07/13/2021 Copier Printer Maintenance - APR	229.44
07/27/2021	5016007014	Wells Fargo Bank, NA	07/14 - 08/13/2021 Copier Printer Maintenance - APR	249.44
Total 803.101 · Public Copier				478.88
803.102 · Staff Copier				
07/01/2021	5015595288	Wells Fargo Bank, NA	06/14 - 07/13/2021 Copier Printer Maintenance - APR	625.82
07/27/2021	5016007014	Wells Fargo Bank, NA	07/14 - 08/13/2021 Copier Printer Maintenance - APR	626.82
Total 803.102 · Staff Copier				1,252.64
803.103 · Small Printer Maintenance				
07/01/2021	5015595288	Wells Fargo Bank, NA	06/14 - 07/13/2021 Copier Printer Maintenance - APR	153.34
07/27/2021	5016007014	Wells Fargo Bank, NA	07/14 - 08/13/2021 Copier Printer Maintenance - APR	154.68
Total 803.103 · Small Printer Maintenance				308.02
Total 803.100 · Copier				2,039.54
803.300 · Technology				
803.350 · Network Equipment				
07/01/2021	17505	KNIGHT TECHNOLOGY GROUP	DATTO BACKUPS	1,100.00
Total 803.350 · Network Equipment				1,100.00
Total 803.300 · Technology				1,100.00
803.400 · Alarm Monitoring				
803.420 · Fire				
07/07/2021	0D26084435	Cintas Fire Protection	ALARM MONITORING - MAINTENANCE AGREEMENT	954.00
07/27/2021	0D26599213	Cintas Fire Protection	ALARM REPAIR	627.52
Total 803.420 · Fire				1,581.52
Total 803.400 · Alarm Monitoring				1,581.52
803.600 · Building Maintenance				
803.605 · Janitorial				
07/01/2021	13312	A Production Cleaning Company Inc.	CLEANING 13312 - 06/13 - 26/2021	1,500.85
07/13/2021	13336	A Production Cleaning Company Inc.	CLEANING 13312 - 06/27 - 7/10/2021	1,500.85
07/27/2021	13384	A Production Cleaning Company Inc.	CLEANING 13384 07/11 - 7/24/2021	1,500.85
Total 803.605 · Janitorial				4,502.55
803.610 · Lawn/Snow Service				
803.611 · Lawn Service				
07/27/2021	11995	Association Maintenance Corp	LAWN AND MAINTENANCE - JUNE MOW AND FEED	641.25
Total 803.611 · Lawn Service				641.25
Total 803.610 · Lawn/Snow Service				641.25
803.620 · Trash				
07/13/2021	19936	City of Chelsea	JUN - TRASH	50.00
Total 803.620 · Trash				50.00
803.630 · Elevator				
07/01/2021	8105670424	Schindler Elevator Corp	ANNUAL MA - 07/01/2021 - 06/30-2022	3,033.12
Total 803.630 · Elevator				3,033.12
Total 803.600 · Building Maintenance				8,226.92
Total 803 · Maintenance Service Contracts				12,947.98
850 · Telecommunications				

Chelsea District Library
List of Checks for Board Approval
July 2021

Date	Num	Name	Memo	Amount
850.100 · Local & Long Distance Charges				
850.120 · Telephone				
07/01/2021	20210715	Navitas Credit Corp	Invoice: 20001159_0268407405-24-2021	212.81
07/13/2021	210806	KeyBank	STAR2STAR - VOIP	397.13
Total 850.120 · Telephone				609.94
850.121 · IT Cell Phone				
07/07/2021	9882921724	Verizon Wireless	IT PHONE 06/29 - 07/28/2021	51.25
Total 850.121 · IT Cell Phone				51.25
Total 850.100 · Local & Long Distance Charges				661.19
850.300 · TLN Internet Service				
850.311 · WiFi Hotspots				
07/07/2021	9882921724	Verizon Wireless	06/29 - 07/28/2021	576.15
07/27/2021	261402854-079	Sprint	HOTSPOTS 06/11 - 07/10/2021	455.88
Total 850.311 · WiFi Hotspots				1,032.03
Total 850.300 · TLN Internet Service				1,032.03
Total 850 · Telecommunications				1,693.22
880 · Promotional Materials				
880.300 · Marketing Supplies				
880.310 · Displays				
07/27/2021	21-0436	Petty Cash-	06/02 ELAINE - RESTAURANT AUCTIONS - DISPLA...	26.67
Total 880.310 · Displays				26.67
880.320 · Misc Marketing Supplies				
07/13/2021	210806	KeyBank	USARTQUEST - SHELVING AND MARKDER	87.50
07/13/2021	210806	KeyBank	PAYPAL - GOULSON, AUTOGRAPHED BOOKS - AIR	63.64
07/27/2021	21-0436	Petty Cash-	06/21 ELAINE - DOLLAR TREE - BALLOONS	17.00
Total 880.320 · Misc Marketing Supplies				168.14
Total 880.300 · Marketing Supplies				194.81
880.400 · Program Promotion				
880.420 · Youth / Teen Promotion				
880.423 · Summer Reading Program				
07/13/2021	210806	KeyBank	FACEBOOK - EXPLORER KIT 1 OF 2 - SRP	25.00
07/13/2021	210806	KeyBank	FACEBOOK - EXPLORER KITS - 2 OF 2	25.00
07/27/2021	21-0436	Petty Cash-	06/21 ELAINE - ACE HARDWARE - CABLE TIES	4.87
Total 880.423 · Summer Reading Program				54.87
Total 880.420 · Youth / Teen Promotion				54.87
880.440 · Service / Resource Promotion				
880.441 · General Service/Resource Promo				
07/01/2021	DB-74581-INV	Dollar Bill Copying	3 SIGN - PARKING, YOUTH MASKS, JEAN VARGAS ...	161.50
Total 880.441 · General Service/Resource Promo				161.50
Total 880.440 · Service / Resource Promotion				161.50
Total 880.400 · Program Promotion				216.37
880.500 · Purchased Services				
880.510 · General Purchased Services				
07/13/2021	210806	KeyBank	ADOBE - STOCK IMAGES	29.99
Total 880.510 · General Purchased Services				29.99
Total 880.500 · Purchased Services				29.99
Total 880 · Promotional Materials				441.17
884 · Programming				
884.110 · Adult Speakers				
884.111 · Midwest Literary Walk				
07/27/2021	20220423	First United Methodist Church	2022 MLW SECURITY DEPOSIT	100.00
Total 884.111 · Midwest Literary Walk				100.00
884.119 · General Adult Events				
07/27/2021	20210819	RICHARDSON, ROSS	SEARCH FOR THE JARVIS LORD SHIPWRECK - ZO...	250.00
Total 884.119 · General Adult Events				250.00

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Total 884.110 · Adult Speakers				350.00
884.120 · Adult Supplies				
884.126 · General Adult Programs				
07/01/2021	1JFR-9GDM-M7PY	Amazon Capital Services Inc	GEN ADULT PROGRAMS	102.94
07/01/2021	1KNR-LMPY-JP6M	Amazon Capital Services Inc	GEN ADULT PROGRAMS	46.02
07/01/2021	1LWR-LHF1-3Y4K	Amazon Capital Services Inc	GEN ADULT PROG - BUTTONS	12.51
07/01/2021	1VFD-WYYK-3RNW	Amazon Capital Services Inc	GEN ADULT PROGRAMS	29.14
07/01/2021	1PKC-JKTP-J7M3	Amazon Capital Services Inc	GEN ADULT PROGRAMS	164.17
07/01/2021	710385272-01	FUN EXPRESS	GEN ADULT PROGRAMS	23.97
Total 884.126 · General Adult Programs				378.75
Total 884.120 · Adult Supplies				378.75
884.220 · Youth Supplies				
884.222 · General Youth Programs				
07/01/2021	1LP4-9LHP-NKYT	Amazon Capital Services Inc	GEN YOUTH PROGRAMS	9.88
07/01/2021	20210614	COMFORT, STACEY	GEN YOUTH PROGRAMS	59.19
07/27/2021	MIK39110937	COMFORT, STACEY	GEN YOUTH PROGRAMS - FROM MICHAELS - MAS...	20.00
07/27/2021	21-0436	Petty Cash-	02/08 LUCIE - STAMPS	11.00
07/27/2021	21-0436	Petty Cash-	03/15 JESSICA - ACE HARDWARE - PLAY SAND	4.87
Total 884.222 · General Youth Programs				104.94
884.226 · Summer Reading				
07/01/2021	2036026758	Baker & Taylor - Program Account	PROGRAM ACCOUNT - SRP	404.80
07/01/2021	20210707	Breathe Yoga LLC	07/07/2021 Yoga for Kids - SRP	120.00
07/01/2021	710385272-01	FUN EXPRESS	SRP	162.94
07/01/2021	30651517	Scholastic Library Publishing	SRP	58.89
07/01/2021	20210617	Breathe Yoga LLC	06/17/2021 YOGA STORYTIME SRP	120.00
07/13/2021	210806	KeyBank	DOLLAR TREE - GLUE OFR EXPLORER KITS	39.00
07/27/2021	196135	iRead	SRP - iREAD T-SHIRTS	233.74
07/27/2021	30827920	Scholastic Library Publishing	SRP - MIDDLE SCHOOL READING PRIZES	339.78
07/27/2021	1GXM-9RWQ-R1NP	Amazon Capital Services Inc	AVERY LABELS	20.99
Total 884.226 · Summer Reading				1,500.14
884.220 · Youth Supplies - Other				
07/01/2021	11QX-JMRV-YWDF	Amazon Capital Services Inc	YOUTH SUPPLIES - PAINT PENS	174.85
Total 884.220 · Youth Supplies - Other				174.85
Total 884.220 · Youth Supplies				1,779.93
884.260 · Teen Speakers				
884.261 · Teen Summer Reading				
07/01/2021	20210708	KELLY GOODMAN	07/08/2021 HENNA HAPPINESS - SRP	410.00
Total 884.261 · Teen Summer Reading				410.00
Total 884.260 · Teen Speakers				410.00
884.270 · Teen Supplies				
884.272 · Teen General Programs				
07/13/2021	210806	KeyBank	USARTQUEST - VTTT SUPPLIES	21.46
07/27/2021	1W1N-QGX3-4QYX	Amazon Capital Services Inc	PLASTIC BAGS WITH HANDLES	11.99
Total 884.272 · Teen General Programs				33.45
884.273 · Teen Holiday Programs				
07/13/2021	210806	KeyBank	USARTQUEST - TEEN & TWEEN GIFTMAKING SUP...	28.59
Total 884.273 · Teen Holiday Programs				28.59
884.276 · Teen Refreshments				
07/27/2021	PO 21-0152	COMFORT, STACEY	POP & CHIPS FOR IN-PERSON BOOK CLUB	11.97
Total 884.276 · Teen Refreshments				11.97
884.277 · Teen Summer Reading				
07/01/2021	1JFR-9GDM-M7PY	Amazon Capital Services Inc	TEEN SRP	43.16
07/01/2021	1LP4-9LHP-NKYT	Amazon Capital Services Inc	TEEN SRP	244.00
07/27/2021	13DX-61KH-MNH4	Amazon Capital Services Inc	TEEN SUMMER READING	143.51
Total 884.277 · Teen Summer Reading				430.67
Total 884.270 · Teen Supplies				504.68
884.400 · Music Focus				
884.411 · Songfest				
07/13/2021	210806	KeyBank	A-1 RENTAL - DEPOSIT TENT FOR SONGFEST	135.00

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Total 884.411 · Songfest				135.00
Total 884.400 · Music Focus				135.00
Total 884 · Programming				3,558.36
885 · Volunteer				
885.200 · Supplies				
07/27/2021	21-0436	Petty Cash-	07/15 LINDA - CVS - VOLUNTEER SUPPLIES	17.52
Total 885.200 · Supplies				17.52
Total 885 · Volunteer				17.52
920 · Utilities				
920.110 · City of Chelsea Water				
07/13/2021	20210709	City of Chelsea-Elect & Water	JUN 05/28/21 - 06/30/21 WATER	46.79
Total 920.110 · City of Chelsea Water				46.79
920.120 · City of Chelsea Sewer				
07/13/2021	20210709	City of Chelsea-Elect & Water	JUN 05/28/21 - 06/30/21 SEWER	122.80
Total 920.120 · City of Chelsea Sewer				122.80
920.130 · City of Chelsea Electric				
07/13/2021	20210709	City of Chelsea-Elect & Water	JUN 05/28/21 - 06/30/21 ELECTRICITY	4,482.20
Total 920.130 · City of Chelsea Electric				4,482.20
920.150 · City of Chelsea Sprinkler				
07/13/2021	20210709	City of Chelsea-Elect & Water	JUN 05/28/21 - 06/30/21 SPRINKLER	375.23
Total 920.150 · City of Chelsea Sprinkler				375.23
920.200 · McKune Gas				
07/27/2021	3240726	Constellation NewEnergy-Gas Division LLC	JUNE 2021 - 05/20 - 06/18/2021	169.09
Total 920.200 · McKune Gas				169.09
Total 920 · Utilities				5,196.11
960 · Board & Director Expense				
960.200 · Director Expense				
07/13/2021	210806	KeyBank	LOS TRES AMIGOS - STAFF APPRECIATION - AUDI...	37.71
07/27/2021	21-0436	Petty Cash-	07/06 AMY - ZORAN CARDS	5.00
Total 960.200 · Director Expense				42.71
Total 960 · Board & Director Expense				42.71
965 · Automation Services				
965.100 · Bibliographic Database				
07/07/2021	68278	The Library Network	BDBS JULY - SEPT	1,050.22
Total 965.100 · Bibliographic Database				1,050.22
965.200 · Shared Automation System				
07/07/2021	68278	The Library Network	SAS BASIC FEE	5,144.46
07/07/2021	68278	The Library Network	CIRC CHARGES	2,767.76
Total 965.200 · Shared Automation System				7,912.22
Total 965 · Automation Services				8,962.44
967 · Equipment				
967.100 · Equipment Hardware				
967.120 · Computers				
07/01/2021	1JMR-MJDP-4QW1	Amazon Capital Services Inc	DRIVES AND MOUSE	144.86
Total 967.120 · Computers				144.86
Total 967.100 · Equipment Hardware				144.86
967.200 · Equipment Software				
07/13/2021	210806	KeyBank	HR COLLABORATIVE - HR PLAYBOOK	170.00
07/13/2021	210806	KeyBank	NINITE - SECURE BY DESIGN SOFTWARE	20.00
07/13/2021	210806	KeyBank	ZOOM SOFTWARE	170.00
Total 967.200 · Equipment Software				360.00
967.300 · Equipment Furniture & Fixtures				
967.310 · Makerspace Furnishings				
07/07/2021	1QHY-JNP6-YTC9	Amazon Capital Services Inc	LASER ENGRAVNG MACHINE & EQUIP - was 980.3...	4,158.09

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07/07/2021	11PD-VWMV-KXG1	Amazon Capital Services Inc	CHILLER FOR CO2 LASER, & SEWING MACHINES- ...	821.63
07/07/2021	1TVR-P699-C3QN	Amazon Capital Services Inc	SEW KIT & HEAT TRANSFER VINYL - was 980.322, ...	76.65
07/07/2021	1MW3-7J47-6FMP	Amazon Capital Services Inc	8 OFFICE CHAIRS - was 980.322, changed 07/17 per ...	844.24
07/13/2021	135924325	ULINE	WORKBENCH, SHELVING - was 980.322, changed 0...	1,130.72
07/13/2021	210806	KeyBank	LOWE'S - 4 WORKBENCHES	1,114.06
07/29/2021	12027/154	Great Lakes Ace Hardware	MAKER SPACE SUPPLIES	25.13
Total 967.310 · Makerspace Furnishings				8,170.52
967.320 · Furniture				
07/07/2021	3003610621	Lakeshore Learning	STORAGE UNIT	631.35
Total 967.320 · Furniture				631.35
Total 967.300 · Equipment Furniture & Fixtures				8,801.87
Total 967 · Equipment				9,306.73
969 · Continuing Education Expenses				
969.300 · Memberships				
969.320 · Information Services				
07/27/2021	2268089	American Library Association Membership	ALA MEMBERSHIPS - SOSSI	112.00
Total 969.320 · Information Services				112.00
Total 969.300 · Memberships				112.00
969.600 · Staff Training				
969.940 · Staff Apprec - Restr/Covid-19				
07/13/2021	210806	KeyBank	JIMMY JOHNS - STAFF APPRECIQATION - REOPEN...	195.66
Total 969.940 · Staff Apprec - Restr/Covid-19				195.66
Total 969.600 · Staff Training				195.66
Total 969 · Continuing Education Expenses				307.66
980 · Capital Expense				
980.300 · Computer Upgrades				
980.320 · Hardware Upgrades				
980.323 · Wireless Replacement				
07/07/2021	9003023	PROVANTAGE LLC	8 INDOOR WIFI ACCESS POINTS	3,616.00
Total 980.323 · Wireless Replacement				3,616.00
Total 980.320 · Hardware Upgrades				3,616.00
Total 980.300 · Computer Upgrades				3,616.00
Total 980 · Capital Expense				3,616.00
982 · Collection Expense				
982.100 · Audio Books				
982.120 · Adult Books on Disc				
07/01/2021	500585984	Midwest Tape	JUN BOC	36.99
07/01/2021	500616192	Midwest Tape	JUN BOC	39.99
07/27/2021	500682926	Midwest Tape	JULY BOC	154.96
07/27/2021	500682952	Midwest Tape	JUN BOC	34.99
07/29/2021	500550138	Midwest Tape	JUN BOC	54.98
07/29/2021	500647834	Midwest Tape	JUN BOC	39.99
07/29/2021	500647835	Midwest Tape	JULY BOC	39.99
07/29/2021	500706303	Midwest Tape	JULY BOC	79.98
Total 982.120 · Adult Books on Disc				481.87
982.140 · Youth Books on Disc				
07/27/2021	500647836	Midwest Tape	JUVINILE AUDIOBOOKS	34.99
07/27/2021	500682927	Midwest Tape	JUVENILE AUDIOBOOKS	339.89
07/27/2021	500706301	Midwest Tape	JUVENILE AUDIOBOOKS	104.97
07/27/2021	500730799	Midwest Tape	JUVENILE AUDIOBOOKS	321.93
Total 982.140 · Youth Books on Disc				801.78
Total 982.100 · Audio Books				1,283.65
982.400 · Non Print				
982.410 · Electronic Products/Subs				
07/01/2021	10111237382	LINKEDIN CORP	LYNDA LIBRARY - 5 USERS - LINKED-IN LEARNING	2,250.00
07/27/2021	500654316	Midwest Tape - Hoopla	JUNE HOOPLA CHARGES	1,318.55
Total 982.410 · Electronic Products/Subs				3,568.55
982.416 · eContent/Kindle				

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07/13/2021	210806	KeyBank	AMAZON WHIPERCRAFT - EKINDLE - TEENS	688.78
07/13/2021	210806	KeyBank	AMAZON WHIPERCRAFT - EKINDLE - TEENS	505.49
Total 982.416 · eContent/Kindle				1,194.27
982.420 · Adult Music on CD				
07/01/2021	500585981	Midwest Tape	JUN JUL CDs	93.53
07/01/2021	500585986	Midwest Tape	APR MAY ADULT CDs	11.19
07/01/2021	500616190	Midwest Tape	JUN JUL CDs	68.95
07/27/2021	500682950	Midwest Tape	JUN/JULY CDs	10.99
07/29/2021	500647832	Midwest Tape	JUN/JUL CDs	24.58
07/29/2021	500735181	Midwest Tape	JULY BOC	119.97
Total 982.420 · Adult Music on CD				329.21
982.430 · Non-Traditional Collections				
07/27/2021	21-0150SP	Smith, Lucille M.	COMPASS	16.97
Total 982.430 · Non-Traditional Collections				16.97
982.460 · DVD Feature				
07/01/2021	500550870	Midwest Tape	JUN ADULT FEATURE DVDs	87.71
07/01/2021	500585980	Midwest Tape	MAY FEATURE DVDs	19.49
07/01/2021	500585983	Midwest Tape	JUN ADULT FEATURE DVDs	82.46
07/27/2021	500682924	Midwest Tape	JULY FEATURE DVDs	59.97
07/27/2021	500682929	Midwest Tape	JULY FEATURE DVDs	150.70
Total 982.460 · DVD Feature				400.33
982.480 · Youth Video DVD				
07/01/2021	500585985	Midwest Tape	JUN FAMILY DVDs	146.93
07/01/2021	500614679	Midwest Tape	JUN FAMILY DVD	167.92
Total 982.480 · Youth Video DVD				314.85
982.490 · Videogames				
07/27/2021	5761	Crimson Multimedia Dist. Inc.	VIDEO GAMES	994.32
07/27/2021	5843	Crimson Multimedia Dist. Inc.	VIDEO GAMES	286.32
Total 982.490 · Videogames				1,280.64
Total 982.400 · Non Print				7,104.82
982.500 · Local History Preservation				
982.941 · Chelsea Standard Digitize - Res				
07/27/2021	21-0436	Petty Cash-	08/16 LUCIE - USPS - POSTAGE	6.81
Total 982.941 · Chelsea Standard Digitize - Res				6.81
Total 982.500 · Local History Preservation				6.81
982.600 · Periodical & Newspapers				
982.630 · Magazines				
07/01/2021	1631537	EBSCO Subscription Service	MAGAZINE SUBSCRIPTION	171.89
Total 982.630 · Magazines				171.89
Total 982.600 · Periodical & Newspapers				171.89
982.700 · Print				
982.705 · Adult Print				
982.710 · Adult Large Print				
07/15/2021	53328789	Ingram Library Services	ADULT PRINT GENERAL	46.41
07/15/2021	53367284	Ingram Library Services	ADULT PRINT GENERAL	27.99
07/15/2021	53311022	Ingram Library Services	ADULT PRINT GENERAL	17.36
07/15/2021	53349229	Ingram Library Services	ADULT PRINT GENERAL	19.21
07/27/2021	2036042840	Baker & Taylor - Adult Large Print	ADULT LARGE PRINT	75.95
07/27/2021	53711965	Ingram Library Services	ADULT LARGE PRINT	19.21
07/27/2021	2035969136	Baker & Taylor - Adult Large Print	ADULT LARGE PRINT	37.99
07/27/2021	2035998732	Baker & Taylor - Adult Large Print	ADULT LARGE PRINT	78.74
07/27/2021	2036019111	Baker & Taylor - Adult Large Print	ADULT LARGE PRINT	19.99
07/27/2021	2036061070	Baker & Taylor - Adult Large Print	ADULT LARGE PRINT	77.97
07/29/2021	53822700	Ingram Library Services	ADULT LARGE PRINT	42.31
07/29/2021	53933349	Ingram Library Services	ADULT LARGE PRINT	47.57
07/29/2021	53933350	Ingram Library Services	ADULT LARGE PRINT	18.60
Total 982.710 · Adult Large Print				529.30
982.720 · Adult Print General				
07/01/2021	1DDC-V6QY-CPVR	Amazon Capital Services Inc	ADULT PRINT GENERAL	71.00
07/01/2021	2035976627	Baker & Taylor - Unlabeled Adult	UNLABELED ADULT ACCT	74.62
07/01/2021	53427791	Ingram Library Services	ADULT PRINT GENERAL	10.53

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07/01/2021	53427792	Ingram Library Services	ADULT PRINT GENERAL	15.40
07/01/2021	53407793	Ingram Library Services	ADULT PRINT GENERAL	14.85
07/01/2021	53514346	Ingram Library Services	ADULT PRINT GENERAL	45.25
07/01/2021	53524524	Ingram Library Services	ADULT PRINT GENERAL	14.30
07/01/2021	53524525	Ingram Library Services	ADULT PRINT GENERAL	30.78
07/01/2021	53524526	Ingram Library Services	ADULT PRINT GENERAL	270.47
07/07/2021			L/D ADULT PRINT	-52.94
07/15/2021	53328793	Ingram Library Services	ADULT PRINT GENERAL	11.15
07/15/2021	53102605	Ingram Library Services	ADULT PRINT GENERAL	406.10
07/15/2021	53102604	Ingram Library Services	ADULT PRINT GENERAL	40.14
07/15/2021	53222691	Ingram Library Services	ADULT PRINT GENERAL	192.41
07/15/2021	53328790	Ingram Library Services	ADULT PRINT GENERAL	118.74
07/15/2021	53328791	Ingram Library Services	ADULT PRINT GENERAL	33.94
07/15/2021	53222690	Ingram Library Services	ADULT PRINT GENERAL	25.93
07/15/2021	53369285	Ingram Library Services	ADULT PRINT GENERAL	15.50
07/15/2021	53367283	Ingram Library Services	ADULT PRINT GENERAL	61.28
07/15/2021	53349234	Ingram Library Services	ADULT PRINT GENERAL	61.04
07/15/2021	53349235	Ingram Library Services	ADULT PRINT GENERAL	39.59
07/15/2021	53349236	Ingram Library Services	ADULT PRINT GENERAL	31.88
07/15/2021	53349233	Ingram Library Services	ADULT PRINT GENERAL	73.63
07/15/2021	53349228	Ingram Library Services	ADULT PRINT GENERAL	10.53
07/15/2021	53349230	Ingram Library Services	ADULT PRINT GENERAL	29.13
07/15/2021	53349231	Ingram Library Services	ADULT PRINT GENERAL	21.97
07/15/2021	53349232	Ingram Library Services	ADULT PRINT GENERAL	9.89
07/15/2021	53311021	Ingram Library Services	ADULT PRINT GENERAL	482.39
07/15/2021	53367285	Ingram Library Services	ADULT PRINT GENERAL	15.50
07/20/2021			L/D CIRC CASH REGISTER 07/20/21 AD PRINT	-26.99
07/20/2021			L/D CIRC CASH REGISTER 07/20/21 REPLACEMEN...	-27.99
07/27/2021	000323678	Baker & Taylor - Adult	CRM	-14.81
07/27/2021	2035977042	Baker & Taylor - Adult	ADULT ACCT	183.57
07/27/2021	2036042666	Baker & Taylor - Unlabeled Adult	UNLABELED ADULT ACCT	64.08
07/27/2021	53311018	Ingram Library Services	ADULT PRINT GENERAL	31.88
07/27/2021	53311019	Ingram Library Services	ADULT PRINT GENERAL	14.30
07/27/2021	53311020	Ingram Library Services	ADULT PRINT GENERAL	100.58
07/27/2021	53569519	Ingram Library Services	ADULT PRINT GENERAL	301.61
07/27/2021	53569520	Ingram Library Services	ADULT PRINT GENERAL	229.86
07/27/2021	53584708	Ingram Library Services	ADULT PRINT GENERAL	16.74
07/27/2021	53584709	Ingram Library Services	ADULT PRINT GENERAL	322.68
07/27/2021	53596248	Ingram Library Services	ADULT PRINT GENERAL	47.50
07/27/2021	53606942	Ingram Library Services	ADULT PRINT GENERAL	16.19
07/27/2021	53606943	Ingram Library Services	ADULT PRINT GENERAL	316.67
07/27/2021	53606944	Ingram Library Services	ADULT PRINT GENERAL	79.24
07/27/2021	53621767	Ingram Library Services	ADULT PRINT GENERAL	65.58
07/27/2021	53621768	Ingram Library Services	ADULT PRINT GENERAL	25.38
07/27/2021	53621769	Ingram Library Services	ADULT PRINT GENERAL	62.11
07/27/2021	53621770	Ingram Library Services	ADULT PRINT GENERAL	45.05
07/27/2021	53621771	Ingram Library Services	ADULT PRINT GENERAL	14.85
07/27/2021	53621772	Ingram Library Services	ADULT PRINT GENERAL	29.38
07/27/2021	53642677	Ingram Library Services	ADULT PRINT GENERAL	15.65
07/27/2021	53642678	Ingram Library Services	ADULT PRINT GENERAL	10.99
07/27/2021	53661381	Ingram Library Services	ADULT PRINT GENERAL	9.59
07/27/2021	53688763	Ingram Library Services	ADULT PRINT GENERAL	39.61
07/27/2021	53688764	Ingram Library Services	ADULT PRINT GENERAL	21.07
07/27/2021	53669147	Ingram Library Services	ADULT PRINT GENERAL	11.59
07/27/2021	53669148	Ingram Library Services	ADULT PRINT GENERAL	11.59
07/27/2021	53711984	Ingram Library Services	ADULT PRINT GENERAL	61.01
07/27/2021	53711966	Ingram Library Services	ADULT PRINT GENERAL	11.54
07/27/2021	53711967	Ingram Library Services	ADULT PRINT GENERAL	73.94
07/27/2021	53711968	Ingram Library Services	ADULT PRINT GENERAL	46.74
07/27/2021	56775401	Ingram Library Services	ADULT PRINT GENERAL	14.54
07/27/2021	PO 21-0220GH	HUNTINGTON WOODS PUBLIC LIBRARY	L/D HTWD	27.99
07/27/2021	2035948165	Baker & Taylor - Adult	ADULT ACCT	44.72
07/27/2021	2035992998	Baker & Taylor - Adult	ADULT ACCT	70.33
07/27/2021	2035960641	Baker & Taylor - Unlabeled Adult	UNLABELED ADULT ACCT	273.68
07/27/2021	2035976625	Baker & Taylor - Unlabeled Adult	UNLABELED ADULT ACCT	368.26
07/27/2021	2036000358	Baker & Taylor - Unlabeled Adult	UNLABELED ADULT ACCT	169.82
07/27/2021	2036061095	Baker & Taylor - Unlabeled Adult	UNLABELED ADULT ACCT	19.57
07/29/2021	53822699	Ingram Library Services	ADULT PRINT GENERAL	30.23
07/29/2021	53822701	Ingram Library Services	ADULT PRINT GENERAL	41.32
07/29/2021	53822702	Ingram Library Services	ADULT PRINT GENERAL	46.76
07/29/2021	53822704	Ingram Library Services	ADULT PRINT GENERAL	39.49
07/29/2021	53822705	Ingram Library Services	ADULT PRINT GENERAL	7.00
07/29/2021	53854281	Ingram Library Services	ADULT PRINT GENERAL	36.45
07/29/2021	53913210	Ingram Library Services	ADULT PRINT GENERAL	17.10
07/29/2021	53923320	Ingram Library Services	ADULT PRINT GENERAL	10.10
07/29/2021	53923321	Ingram Library Services	ADULT PRINT GENERAL	29.13
07/29/2021	53933348	Ingram Library Services	ADULT PRINT GENERAL	45.08
07/29/2021	53933351	Ingram Library Services	ADULT PRINT GENERAL	14.84

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07/29/2021	53979629	Ingram Library Services	ADULT PRINT GENERAL	17.79
07/29/2021	53979632	Ingram Library Services	ADULT PRINT GENERAL	16.49
Total 982.720 · Adult Print General				5,726.47
982.730 · Adult Ref.				
07/15/2021	53328792	Ingram Library Services	ADULT PRINT GENERAL	34.06
07/27/2021	53775402	Ingram Library Services	ADULT REF	157.33
07/27/2021	2035981414	Baker & Taylor - Adult Reference	ADULT REFERENCE	86.99
Total 982.730 · Adult Ref.				278.38
982.740 · Multiple Book Copies				
07/27/2021	56750293	Ingram Library Services	MULTIPLE BOOK COPIES	16.74
Total 982.740 · Multiple Book Copies				16.74
Total 982.705 · Adult Print				6,550.89
982.755 · Youth Print				
982.760 · Youth Print General				
07/01/2021	2035930645	Baker & Taylor - Auto Yours Cats	AUTO YOURS CAT	141.23
07/01/2021	2035928054	Baker & Taylor - Unlabeled Juvenile	UNLABELED JUVENILE	311.40
07/01/2021	2035943176	Baker & Taylor - Unlabeled Juvenile	UNLABELED JUVENILE	367.11
07/01/2021	2035959195	Baker & Taylor - Unlabeled Juvenile	UNLABELED JUVENILE	430.52
07/07/2021			L/D YOUTH PRINT	-29.04
07/20/2021			L/D CIRC CASH REGISTER 07/20/21 Y/T PRINT	-10.99
07/27/2021	2035936327	Baker & Taylor - Juvenile	JUVENILE ACCT	7.11
07/27/2021	2036046573	Baker & Taylor - Program Account	PROGRAM ACCOUNT - SRP	57.48
07/27/2021	2036032929	Baker & Taylor - Unlabeled Juvenile	UNLABELED JUVENILE	141.61
07/27/2021	2035959389	Baker & Taylor - Unlabeled Juvenile	UNLABELED JUVENILE	191.12
07/27/2021	53669149	Ingram Library Services	YOUTH PRINT GENERAL	41.63
07/27/2021	53711969	Ingram Library Services	YOUTH PRINT GENERAL	30.88
07/27/2021	53711970	Ingram Library Services	YOUTH PRINT GENERAL	168.44
07/27/2021	1JDR-L7JM-3WRX	Amazon Capital Services Inc	YOUTH PRINT GENERAL	91.04
07/27/2021	2035992175	Baker & Taylor - Auto Yours Cats	AUTO YOURS CAT	74.33
07/27/2021	2036043745	Baker & Taylor - Auto Yours Cats	AUTO YOURS CAT	50.80
07/27/2021	2035948481	Baker & Taylor - Juvenile	JUVENILE ACCT	24.29
07/27/2021	2036067525	Baker & Taylor - Program Account	PROGRAM ACCOUNT - SRP	57.48
07/27/2021	2035971612	Baker & Taylor - Unlabeled Juvenile	UNLABELED JUVENILE	234.64
07/27/2021	2036072036	Baker & Taylor - Unlabeled Juvenile	UNLABELED JUVENILE	15.62
07/27/2021	2035955114	Baker & Taylor - Young Adult	YOUNG ADULT	9.88
07/29/2021	53913209	Ingram Library Services	YOUTH PRINT GENERAL	26.82
07/29/2021	53979630	Ingram Library Services	YOUTH PRINT GENERAL	154.03
07/29/2021	53979631	Ingram Library Services	YOUTH PRINT GENERAL	482.58
Total 982.760 · Youth Print General				3,070.01
Total 982.755 · Youth Print				3,070.01
Total 982.700 · Print				9,620.90
Total 982 · Collection Expense				18,188.07
TOTAL				**199,462.61**

10:20 AM
08/11/21
Accrual Basis

Chelsea District Library
Donation and Restricted
January through July 2021

	Jan - Jul 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	2,000	2,000	0
674.120 · Undesignated Donation	1,951	245	1,706
674.141 · Designated Technology	2,000	2,000	0
674.150 · Continuing Education Restricted	600	600	0
Total 674 · Contribution & Donation	6,551	4,845	1,706
675 · Private Grant Sources			
675.100 · Community Found Southeast MI	0	0	0
675.400 · Chelsea Ed Foundation	0	500	(500)
Total 675 · Private Grant Sources	0	500	(500)
Total Income	6,551	5,345	1,206
Gross Profit	6,551	5,345	1,206
Expense			
850 · Telecommunications			
850.300 · TLN Internet Service			
850.910 · WiFi Hot Spots - Restricted	0	2,000	(2,000)
Total 850.300 · TLN Internet Service	0	2,000	(2,000)
Total 850 · Telecommunications	0	2,000	(2,000)
884 · Programming			
884.210 · Youth Speakers			
884.211 · Authors in Chelsea			
884.953 · Youth Prog Rest Chelsea Ed Foun	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			
884.962 · Music in the Air - Restricted	0	3,288	(3,288)
Total 884.400 · Music Focus	0	3,288	(3,288)
884.500 · Artist In Residence			
884.970 · Artist In Resdience Restricted	0	1,000	(1,000)
Total 884.500 · Artist In Residence	0	1,000	(1,000)
Total 884 · Programming	0	6,288	(6,288)
969 · Continuing Education Expenses			
969.600 · Staff Training			
969.940 · Staff Apprec - Restr/Covid-19	391	845	(454)
Total 969.600 · Staff Training	391	845	(454)
Total 969 · Continuing Education Expenses	391	845	(454)
982 · Collection Expense			
982.500 · Local History Preservation			
982.941 · Chelsea Standard Digitize - Res	(7)		
Total 982.500 · Local History Preservation	(7)		
Total 982 · Collection Expense	(7)		
Total Expense	384	9,133	(8,749)
Net Ordinary Income	6,167	(3,788)	9,955
Net Income	6,167	(3,788)	9,955

10:26 AM
08/11/21
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	Jul 21	Jan - Jul 21	TOTAL Budget	$ Over Budget	% of Budget
Ordinary Income/Expense											
Income											
402 · District Revenue	645,860	670,336	292,130	221,579	3	52,833	1,889	1,884,630	1,899,957	(15,327)	99%
540.100 · State Aid	0	0	63,341	0	6,454	0	6,564	76,359	30,000	46,359	255%
574.100 · Penal Fines	0	0	0	0	0	0	0	0	10,000	(10,000)	0%
606.000 · Misc Income & Refunds	0	0	0	0	0	0	0	0			
607.100 · Non-Resident Fees	0	0	875	0	0	438	94	1,407	5,500	(4,093)	26%
607.200 · ILL Fees	0	0	0	0	0	0	0	0	600	(600)	0%
645.100 · Copiers & Printers	0	0	0	0	0	0	368	368	7,500	(7,132)	5%
655.100 · Circulation Fines	0	0	38	0	0	30	0	68			
665.100 · Interest	17	40	57	58	38	21	15	246	0	246	100%
666.100 · Investment Earnings	4	1,280	2,254	2,367	11,677	1,025	12	18,619	40,000	(21,381)	47%
666.500 · Investment Change In Value	(3,861)	(4,769)	(6,030)	599	(62)	(2,372)	332	(16,163)	0	(16,163)	100%
674 · Contribution & Donation	2,820	2,600	0	500	200	45	386	6,551	4,845	1,706	135%
675 · Private Grant Sources	0	0	0	0	0	0	0	0	500	(500)	0%
Total Income	644,840	669,487	352,665	225,103	18,310	52,020	9,660	1,972,085	1,998,902	(26,817)	99%
Gross Profit	644,840	669,487	352,665	225,103	18,310	52,020	9,660	1,972,085	1,998,902	(26,817)	99%
Expense											
66900 · Reconciliation Discrepancies	0	0	0	0	168	(168)	0	0			
701 · Personnel Expenses	83,829	84,753	84,023	84,285	84,598	88,232	131,507	641,227	1,177,863	(536,636)	54%
727 · Supplies	218	1,079	1,201	370	659	1,291	1,047	5,865	21,475	(15,610)	27%
801 · Professional Services	797	12,250	11,952	655	1,420	1,401	2,630	31,105	74,765	(43,660)	42%
803 · Maintenance Service Contracts	2,577	12,464	8,856	15,611	7,852	32,184	12,948	92,492	178,838	(86,346)	52%
850 · Telecommunications	627	1,229	3,226	387	5,376	4,285	1,693	16,823	39,000	(22,177)	43%
880 · Promotional Materials	823	7,462	7,971	2,154	4,388	7,430	441	30,669	80,330	(49,661)	38%
884 · Programming	4,817	10,475	13,558	904	5,698	8,429	3,558	47,439	116,975	(69,536)	41%
885 · Volunteer	0	0	0	0	0	0	18	18	4,500	(4,482)	0%
920 · Utilities	0	3,970	4,440	3,954	3,758	3,814	5,196	25,132	62,000	(36,868)	41%
960 · Board & Director Expense	(157)	0	0	346	0	0	43	232	3,500	(3,268)	7%
965 · Automation Services	3,495	0	8,962	8,962	921	0	8,962	31,302	41,925	(10,623)	75%
967 · Equipment	205	1,757	1,530	355	514	5,912	9,307	19,580	46,540	(26,960)	42%
969 · Continuing Education Expenses	318	625	199	1,453	508	545	308	3,956	24,133	(20,177)	16%
980 · Capital Expense	0	0	0	2,045	0	6,876	3,616	12,537	59,425	(46,888)	21%
982 · Collection Expense	974	11,092	14,569	26,720	14,071	11,061	18,188	96,675	193,723	(97,048)	50%
Total Expense	98,523	147,156	160,487	148,201	129,931	171,292	199,462	1,055,052	2,124,992	(1,069,940)	50%
Net Ordinary Income	546,317	522,331	192,178	76,902	(111,621)	(119,272)	(189,802)	917,033	(126,090)	1,043,123	
Net Income	546,317	522,331	192,178	76,902	(111,621)	(119,272)	(189,802)	917,033	(126,090)	1,043,123	

10:38 AM
08/11/21
Accrual Basis

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

	Jan - Jul 21	Jan - Jul 20	$ Change	% Change
Ordinary Income/Expense				
Income				
402 · District Revenue	1,884,629.79	1,817,234.41	67,395.38	3.71%
540.100 · State Aid	76,359.64	72,656.71	3,702.93	5.1%
606.000 · Misc Income & Refunds	0.00	0.00	0.00	0.0%
607.100 · Non-Resident Fees	1,406.25	1,187.50	218.75	18.42%
645.100 · Copiers & Printers	367.90	1,263.70	-895.80	-70.89%
655.100 · Circulation Fines	67.80	3,766.06	-3,698.26	-98.2%
665.100 · Interest	247.55	398.87	-151.32	-37.94%
666.100 · Investment Earnings	18,618.76	7,010.00	11,608.76	165.6%
666.500 · Investment Change in Value	-16,162.25	42,032.63	-58,194.88	-138.45%
674 · Contribution & Donation	6,551.00	11,375.00	-4,824.00	-42.41%
675 · Private Grant Sources	0.00	16,500.00	-16,500.00	-100.0%
Total Income	1,972,086.44	1,973,424.88	-1,338.44	-0.07%
Gross Profit	1,972,086.44	1,973,424.88	-1,338.44	-0.07%
Expense				
66900 · Reconciliation Discrepancies	0.00	0.00	0.00	0.0%
701 · Personnel Expenses	641,227.47	639,742.88	1,484.59	0.23%
727 · Supplies	5,864.34	7,764.23	-1,899.89	-24.47%
801 · Professional Services	31,105.15	27,964.16	3,140.99	11.23%
803 · Maintenance Service Contracts	92,493.36	67,484.71	25,008.65	37.06%
850 · Telecommunications	16,822.98	15,448.36	1,374.62	8.9%
880 · Promotional Materials	30,669.06	24,628.03	6,041.03	24.53%
884 · Programming	47,439.07	24,816.44	22,622.63	91.16%
885 · Volunteer	17.52	351.08	-333.56	-95.01%
920 · Utilities	25,132.25	19,590.29	5,541.96	28.29%
960 · Board & Director Expense	231.59	309.88	-78.29	-25.27%
965 · Automation Services	31,303.32	29,950.47	1,352.85	4.52%
967 · Equipment	19,579.67	8,120.86	11,458.81	141.1%
969 · Continuing Education Expenses	3,957.11	12,117.28	-8,160.17	-67.34%
980 · Capital Expense	12,536.95	3,175.00	9,361.95	294.87%
982 · Collection Expense	96,674.50	79,882.31	16,792.19	21.02%
Total Expense	1,055,054.34	961,345.98	93,708.36	9.75%
Net Ordinary Income	917,032.10	1,012,078.90	-95,046.80	-9.39%
Net Income	**917,032.10**	**1,012,078.90**	**-95,046.80**	**-9.39%**

7.0

CHELSEA DISTRICT LIBRARY

Fund Balances

July 31, 2021

		Beginning Balance	Net Change	Ending Balance	
General Fund					
LOCAL BANKS BALANCES					
Checking Account/ Chelsea State Bank	001.001	$456,939.93	-$171,549.14	$285,390.79	should match CSB
Paypal Account	003.002	$0.00	$0.00	$0.00	
Cash on Hand		**$456,939.93**	**-$171,549.14**	**$285,390.79**	
Ameriprise Account					
Fixed Income Fund	017.003	$1,541,599.01	$344.72	$1,541,943.73	
Money Market Fund	017.004	$700,000.00	$0.00	$0.00	
Investment Partners Total		**$2,241,599.01**	**$344.72**	**$2,241,943.73**	should match Ameriprise
Total General Fund		**$2,698,538.94**	**-$171,204.42**	**$2,527,334.52**	Should match below
					$2,527,334.52
Debt Service Fund					
Bond Debt Retirement Fund Checking	003.008	**$279,284.01**	**$603.99**	**$279,888.00**	should match CSB

8.1

Ameriprise 07/31/2021

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		$12.47			$332.25	$2,241,943.73
08/31/21	$2,241,943.73						$2,241,943.73
09/30/21	$2,241,943.73						$2,241,943.73
10/31/21	$2,241,943.73						$2,241,943.73
11/30/21	$2,241,943.73						$2,241,943.73
12/31/21	$2,241,943.73						$2,241,943.73
Balance		$700,000.00	$18,618.76	$0.00	$0.00	-$16,162.25	$2,241,943.73

*Should match Ameriprise Statement

8.2
Ameriprise Money Market GL 017.003

07/31/2021

	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	700,000.00		0.00	0.00	0.00	0.00	700,000.00
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.

DIRECTOR'S REPORT

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

Staff Announcements

Work Anniversaries

- Library Assistant Leslie Abcouwer, 10 years on July 13
- Youth/Teen Librarian Edith O'Donnell, 15 years on July 10

CDL and COVID-19

Just when we thought we were out. It pulls us back in.
Paraphrasing Michael Corleone in *Godfather, Part III*

Unfortunately, Washtenaw County has taken a step back in COVID-19 transmission. On August 4, the Washtenaw County Health Department issued an advisory based on the status of virus transmissions in our county and on that same day, the CDC included Washtenaw County as having substantial community transmission levels. The CDC and Washtenaw County Health Department are both asking everyone to mask up indoors in public settings as a result.

In response to this unhappy news, CDL began requiring staff and volunteers to wear masks at all times when working in the library with the exception of private offices effective Friday, August 6. Staff and volunteers entering a private office should keep masks on, and the person in a private office should mask up if another staff person or volunteer enters the space. Additionally, our marketing team created signage encouraging the public to mask up based on the advisory., and we continue to make masks available to our visitors. We cannot reasonably enforce mask wearing with them, but we can lead by example, provide resources, and strongly recommend this healthy behavior.

New to Quarterly Newsletter

Beginning with the Fall 2021 newsletter, a new item will be featured in each issue called *Civil Servant Spotlight*. This ongoing series is a non-partisan look into the elected officials who represent us in the municipalities in our library district, in the county, in Lansing, and in Washington, D.C. – and not an endorsement of any person or party. Every quarterly installment will feature an elected official's answers to the same six questions:

1. What is your political party?
2. What year did you assume office?
3. What is your title and the district/region you serve?
4. What do libraries mean to you?
5. What was the last thing you read, listened to, or watched?
6. What book stands out most in your mind that you read growing up, and why?

The first spotlight features Senator Gary Peters. Check out the fall newsletter to discover why *Zen and the Art of Motorcycle Maintenance* is such an influential book in his life!

Coming to CDL this Fall

Small Wonders: Insects in Focus
September 7 through October 20 in McKune Room
Look what is landing at the library! This nationally touring exhibition of human-scale images of insects aims to inspire, in an artistic way, our natural curiosity to understand the form, function, and diversity of nature. These new ways of seeing confront viewers with the idea that insects display the elements we attribute to good design or beautiful artwork. Colors like neon

green, sapphire blue, crimson red, deep violet, and brilliant yellow are all part of the insect world. Wild, multi-colored patterns sometimes come from hair, sometimes from iridescent scales, and other times from colors integral to the insect's exoskeleton. Smooth metallic finishes and heavily stippled texture may exist on the same insect. Strange body shapes, delicate wing structures, and beautifully engineered body components captivate. These tiny creatures are indeed artwork, in every sense of the word.

Our talented programming team has created wonderful opportunities that complement the themes of *Small Wonders* including hosting Chelsea native Frank Ciancioli as an artist in residence. After leading the local legendary band Frank Allison and the Odd Sox, Ciancioli turned his artistic talents to nature photography, specifically macrophotography of bugs (one of his photos is featured on the cover of the fall newsletter). During his residency at CDL, he will lead programs on outdoor photography and a musical tour of the StoryBook Trail. A diverse range of other programs and activities on insects will be offered throughout the fall.

CDL Song Fest

Mark your calendars for October 23 and the fourth annual CDL Song Fest! This year we are very pleased and proud to present Marshall Crenshaw as our featured songwriter in conversation and concert at Chelsea First Congregational Church. We will also offer One-on-One Songwriting Mentors Sessions, a Monster Mash filled with family-friendly musical crafts and music, and a Beat Saber Boogie VR competition. Our Friends will be on hand to lead visitors on a "backstage" tour of the Life of a Donated Book, too.

That Thursday Thing

During the fall, That Thursday Thing returns and features a Bug Taste Test, Creepy Makeup & Zombie Walk, and Head in a Jar craft (yikes!).

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

- Chelsea Rotary (June 13, 20)
- Friends of CDL Board (July 13)
- MI Public Library Directors (July 16 & 30)
- Chelsea Education Foundation Board (July 19)
- TLN Annual Meeting and Picnic (July 23)
- CSC's Festival of Trellises (July 25)
- Meeting with AADL Head of Customer Services (July 30)

Chelsea District Library
Assistant Director's Report
July 2021

Facility update
Several power loss events gave us a few facility headaches this month. Systems like the HVAC and fire prevention (particularly the panel) don't like it when their power gets disrupted so I had techs in to deal with blown fuses and phone line issues (Scott was involved here, too) but both systems are up and running now.

It has been quite a challenge getting contractors of almost any type to return phone calls/emails for work quotes. I did have a recommendation for another landscaper to look at the brick pavers in the staff entrance area and he actually came out to look at the job. I am waiting on his quote. Our snow removal contractor let me know that he was retiring and won't be available for this coming winter, so I reached out to our lawn service company and they will most likely add us to their winter client list, depending on whether they have the staff to handle us. He will let me know by mid-September. Luckily, most of the other work we need done is cosmetic so waiting until next Spring won't be an issue.

I did start the process to have our HVAC controller, Metasys, upgraded in the fall. Scott prepared a virtual server to accommodate this project and then the pandemic got in the way last year, so now it feels like the right time for implementation. The new interface is graphic and will make it much easier for us, as a small facility with no trained HVAC technicians, to manage our heating/cooling system. We will gain the ability to see and run the system on mobile devices, with immediate visual feedback, from any location. The project includes four hours of training but I am sure I will spend many more hours than that getting comfortable with it. Scott and Chris will also be trained on it as backups for when I am not available. The current interface is very user-unfriendly so I am excited by the prospect of a new, user-friendly version!

COVID
We have had very little negative feedback about not requiring masks, with most patrons choosing to do so on their own. As I write this, the CDC and WCHD have recommended they be worn again in public indoor spaces, so we are *once again* requiring them of staff, volunteers, and vendors/delivery persons/contractors while they are in the building. We have posted signs to ask the public to wear masks but are not requiring them to at this time.

Volunteers
We are back to using volunteers in all areas just yet but we are slowing logging some hours aginn. The book sale volunteers logged 351 hours in July and non-book sale hours were 36.25. I don't anticipate having most of our volunteers back to work until this current COVID/delta surge subsides.

Respectfully submitted-
Linda Ballard
Assistant Director

Chelsea District Library
Assistant Director's Report
July 2021

Facility update
Several power loss events gave us a few facility headaches this month. Systems like the HVAC and fire prevention (particularly the panel) don't like it when their power gets disrupted so I had techs in to deal with blown fuses and phone line issues (Scott was involved here, too) but both systems are up and running now.

It has been quite a challenge getting contractors of almost any type to return phone calls/emails for work quotes. I did have a recommendation for another landscaper to look at the brick pavers in the staff entrance area and he actually came out to look at the job. I am waiting on his quote. Our snow removal contractor let me know that he was retiring and won't be available for this coming winter, so I reached out to our lawn service company and they will most likely add us to their winter client list, depending on whether they have the staff to handle us. He will let me know by mid-September. Luckily, most of the other work we need done is cosmetic so waiting until next Spring won't be an issue.

I did start the process to have our HVAC controller, Metasys, upgraded in the fall. Scott prepared a virtual server to accommodate this project and then the pandemic got in the way last year, so now it feels like the right time for implementation. The new interface is graphic and will make it much easier for us, as a small facility with no trained HVAC technicians, to manage our heating/cooling system. We will gain the ability to see and run the system on mobile devices, with immediate visual feedback, from any location. The project includes four hours of training but I am sure I will spend many more hours than that getting comfortable with it. Scott and Chris will also be trained on it as backups for when I am not available. The current interface is very user-unfriendly so I am excited by the prospect of a new, user-friendly version!

COVID
We have had very little negative feedback about not requiring masks, with most patrons choosing to do so on their own. As I write this, the CDC and WCHD have recommended they be worn again in public indoor spaces, so we are *once again* requiring them of staff, volunteers, and vendors/delivery persons/contractors while they are in the building. We have posted signs to ask the public to wear masks but are not requiring them to at this time.

Volunteers
We are back to using volunteers in all areas just yet but we are slowing logging some hours aginn. The book sale volunteers logged 351 hours in July and non-book sale hours were 36.25. I don't anticipate having most of our volunteers back to work until this current COVID/delta surge subsides.

Respectfully submitted-
Linda Ballard
Assistant Director

June and July were a wonderful return to in-person services, and a closer to normal summer reading program! Librarians quickly adjusted to in-person reference shifts, although programming remains largely virtual. The warm greetings and gratitude expressed by library patrons entering the building for the first time since COVID closed our doors was truly wonderful, and a part of my library career I will never forget.

Program Planning and Information

- June launched the 2021 Summer Reading program! Our theme this year was Reading Colors Your World, and June and July did look bright. We had a total of 1,031 readers who participated in the Summer Reading Program, and of those, 473 read for at least 20 hours (or for our youngest readers, 20 books) over the course of the six week program (that's approximately 3 hours and 20 minutes per week). 555 participants read at least ten hours over the course of six weeks.

Grade/Challenge	Participants	Completions	Percent complete
Listeners (Pre-K and K)	162	102	62%
Readers (K or 1st-5th)	327	134	41%
Teens (6th-12th grade)	189	93	49%
Adults (18+)	326	132	40%
Staff	27	12	44%

- June was also the deadline for finalizing fall programs. Librarians met several times to confirm details and create a hybridized fall that we hope will offer safe programming options while still providing that much needed social interaction our community is craving.
- Librarians and marketing met several times during June and July to plan for the fall photography exhibit, Small Wonders. We succeed in booking various insect and photography themed events.

Date	Event	Attendance (Live)	Attendance (Recorded)	Attendance (Kits)
Adult Programming (Programs 4 , Attendees 442 Live)				
6/2, 7/7	Reading Glasses Book Club	10, 10		
4/22	Outdoor Bookclub	8		
6/7	MakerChelsea @ Home: Rope Baskets	32		
6/19, 7/17	Purple Rose Theater Reading	261, 210		
6/22	Spices: How to Use Them	39		38
7/15	Cooking with the Foreign Fork	5		
7/22	Vacation Cocktails	21		

Early Literacy (Programs 9 , Attendees 42 Live, 97 Recorded 16 Kits)				
6/2, 6/23, 6/30, 7/13, 7/21, 7/28	Live Storytime	5, 4, 5, 5, 7	11, 18, 11, 13, 11, 20	
6/10, 7/15	Dance Along Sing Along	7, 6		16
5/4	Mother's Day Storytime	3	13	
Youth Programming (Programs 20, Attendees 150 Live, 95 Recorded 568 Kits)				
6/3	Read, Learn, Grow parenting program	6	3	
7/19	Small Wonders painting kits			40
6/15	SRP Explorer Kits			475
6/30	A2 Magic Workshop	18		
6/17	Yoga Storytime	8		
6/14, 6/21, 6/28, 7/5, 7/12, 7/19, 7/26	Magic Mondays		19, 22, 14, 12, 8, 5, 7	
6/16, 7/14	Family D&D	17, 7		
6/21	Tales from a Closet Astronomer	50		53
6/23, 24, 25	Breast Feeding Basics	9, 11, 6	5	
7/7	Virtual Yoga for Kids	5		
7/21	Family Read Aloud Book Club	13		
Teen Programming (Programs 10, Attendees 75 Live 244 Kits)				
6/17, 7/1, 7/15, 7/29	Virtual That Thursday Thing	10, 10, 6, 14		18, 17, 20
6/22, 7/27	Pizza and Paperbacks Teen Bookclub	5, 6		
6/15	SRP Teen Explorer Kits			160
6/24	Anime Drawing	6		9
7/8	Henna Workshop	15		20
7/22	Teen Tarot	3		
General Programming (Programs 2, Attendees 65 Live 18 Kits)				
6/17	Cameron Zvara Live!	32		18
7/12	Dark Sky Watch presentation	33		
Outreach/Awareness (Programs 9, Attendees 393 Live)				
6/15, 6/22, 6/29, 7/13, 7/20, 7/27	Camp Gabika	40, 44, 50, 55, 44, 54		
6/22, 6/23	SME Summer School Book Talks	45, 51		
6/10	Silver Maples Book Club	10		

Reference, Collections, Deliveries, and Other

- As patrons have returned for in-person browsing, our shelves have slowly returned almost to their formal state. Librarians continue to monitor collections and weed as needed.

Information Services Report: July 2021
Shannon Powers, Head of Information Services

Services	June 2021	July 2021
Reference Questions	913	1,662
Homebound & Deposit Book Deliveries	26	35
OCLC Interlibrary Loan	1	2

Marketing Monthly Board Report (July 1–31, 2021):

To prepare for the busy fall program schedule, Marketing focused on the completion of the fall newsletter. Readers will notice a new feature in the newsletter. I reached out to Gary Peter's staff to collect his answers to six questions established by Shannon and Lori. The same questions will be submitted to a variety of government officials, and their answers will be published in the library's future newsletters. The overflow of newsletter content required a restructuring of two-thirds of the publication midway through the design and construction process. The newsletter will feature all the major programs, which include the *Small Wonders: Insects in Focus* photography exhibition, Song Fest, a new CDL Artist in Residence (AIR), and Song to Table. More homes (and addresses) have been added to the district, and more newsletters will be printed and distributed to keep up with the increasing number of patrons.

Work escalated on the promotions for the national traveling art exhibition and the AIR, Frank Cianciolo. A British author was contacted, and he autographed two books he wrote about insects that will be used for promotion purposes. He will be live from the UK with Frank on ZOOM to discuss his new book, and Frank's evening at the Depot. In addition, more traditional marketing promotions will be used, including 20 new banner designs to promote the exhibit and the AIR, posters, bookmarks, digital marketing channels, and printed advertisements. Marketing also rolled out a new website featuring the beautiful artwork on display at the library. Exhibitions, the CDL Artist in Residence, artists that created art for the newsletters in the past, and the art on display in and around the library are featured on the site. As the art collection grows so does the new CDL art website: art.chelseadistrictlibrary.org.

More than 80 art panels painted by students in Chelsea were installed by several people from the Border to Border Trail organization. Marketing handled the communication with the installation team, and I was onsite with them when they installed the boards. Weeks after the installation I continue to see families looking at the panels, noticing the details, and kids recognizing their friend's artwork installed on the fence flanking either side of the library entrance.

Marketing drafted and worked with TLN to send an email message that included a link to a one-question survey asking patrons if they wanted to continue the contactless service now that the library is open. A little more than 25% answered they did want to continue the service, but more than 60% did not as patrons enjoy coming back into the library. The remaining small percentage of respondents were people looking for more information.

Two different photographers took photos in the Reading Garden for CDL promotions; one to celebrate a patron and one to recognize the artist that designed the illustration of Paige Turner. (Paige also visited the Reading Garden for the photo shoots.) The first parent and child to

complete 1,000 Books Before Kindergarten, Mary and Ryan, were photographed in the garden, along with the new completion certificate designed by Marketing. The certificate featured all the animals used to coax the reader through the program with milestone badges, which Mary said prompted her son to keep reading to see what the next animal badge would be. A press release was distributed to celebrate the first recipient, and the photo was printed with the article on the front page of *The Sun Times*, and published online as well: https://bit.ly/1st1000Books). Jessica has put her hard work, time, and heart into this successful program, and it was evident on the face of Ryan, his mother, and in the press release that she wrote.

As a wrap-up to the Summer Reading Program, Marketing promoted the final weeks to participate with a series of photos of staff and posts on social media channels. More than 340 adult sunglasses and more than 520 youth sunglasses were given away during the Summer Reading Program promotions.

With an eye on the future, Marketing assisted Lori with promotional ideas and editing the marketing information for the grant to fund a new bookmobile for the library. We also met with Charlotte, a representative from the Senior Center and a local quilt guild, to discuss a new multigenerational project with CDL. An article will be developed and published on the back page of the winter newsletter to share this program and promote some of the new resources offered in the library's IE room. I attended several online webinars about social media marketing to stay current regarding the new strategies to address the changes to Instagram and Facebook algorithms. The number of people following CDL's Instagram account has steadily increased over the past year, and CDL's posts to this particular marketing channel have increased too.

Respectfully submitted,
Elaine Medrow, Head of Marketing

Marketing Specialist Monthly Board Report (July 1–31, 2021):

Social Media:

Analyzed performance of video promotion of Cameron Zvara for videos posted directly to Facebook and through our social media aggregator, Hootsuite, to ensure that the convenience of Hootsuite was not diminishing our organic reach on social media platforms. Thankfully, using Hootsuite does not reduce organic reach. (See analysis below)

Cameron Zvara Magic Mondays Preview (Loaded directly to Facebook):
Monday, June 7 2pm | 100 people reached | 30 3-second views | 1 reaction
Cameron Zvara Live Promotional video (posted through Hootsuite):
Friday, May 21 | 9:35am | 260 people reached | 81 3-second views | 2 reactions
Wednesday, June 2 | 2:10pm | 149 people reached | 42 3-second views | 0 reactions
Wednesday, June 16 7:25pm | 275 people reached | 88 3-sec views | 2 reactions

How did promotion translate to attendance?

Attendance in evanced for Cameron Zvara Live included 17 attendees and 3 listed Facebook as how they learned about the program, 1 listed Instagram.

We don't get the "how did you hear about this program" stats for drop-in programs like Magic Mondays, but below are watch statistics:
YouTube:
Episode 1 - 18 views
Episode 2 - 22 views
Episode 3 - 7 views
Episode 4 - 6 views
Episode 5 - 4 views
Episode 6 - 4 views
Episode 7 - 5 views
Episode 8 - 4 views

Facebook: (They don't seem to give a metric for viewing the whole thing, so below are 1-minute views, which seem indicative that they stayed on)
Episode 1 - 10 1-minute views
Episode 2 - 14 1-minute views
Episode 3 - 4 1-minute views
Episode 4 - 6 1-minute views
Episode 5 - 4 1-minute views
Episode 6 -3 1-minute views
Episode 7 - 3 1-minute views
Episode 8 - 2 1-minute views

During my August review, I plan to work with the Head of Marketing to develop a social media strategy for the coming school year and will share further social media analytics and strategy in future board reports.

Website:

Drafted an updated CDL Song Fest page to planned programs and the featured artist for 2021. Will be published for the public prior to the fall newsletter mailing.

E-newsletters:

Worked to develop a second email in the Welcome Series to introduce patrons to the physical spaces of teh library. This included using Canva to create floor plans that clearly identify popular library spaces. This helps to fulfill initiative 1.3 of the 2020-2024 Strategic Plan, "Introduce new patrons to the Library space by offering physical and virtual orientations" and will be released prior to September's Library Card Sign Up month.

Miscellaneous:

- Assisted in the proofreading and editing process of the Fall newsletter.
- Assisted Lori in proofreading and writing marketing pieces of Mobile CDL grant application
- Helped the Friends of CDL with Used book Sale receipt graphics
- Developed digital marketing schedule for signature Fall events - Small Wonders: insects in Focus, Artist in Residence, Frank Cianciolo, and CDL Song Fest
- July's Welcome back prize from our anonymous donor A.R. Eader had 365 entries!

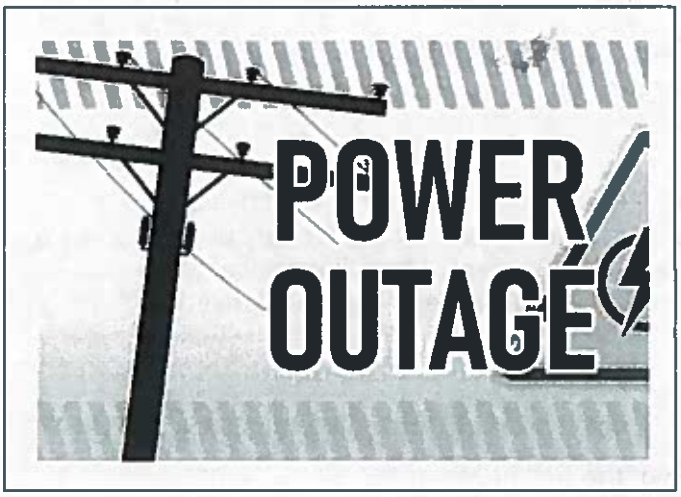
Technology Department News

July 2021

By Scott Rakestraw, Head of Technology

Notable News & Events

~ *Modernization*



Modernization programs march forward at CDL. This month we completed the indoor WiFi upgrade. Our new access points are now faster, smarter and more easily managed. The mesh system will mean better connections for patrons who may roam around the library and all the while offer high speeds.

Our data center survived a double hit from localized power outages this month. Our system shutdown process was tested and we passed with a very acceptable margin. We've been able to remove down hardware over the past year. Now our battery backups should provide a solid 30 minute window of operations under failing power conditions.

~ *Ingenuity Engine Room*

Technology Specialist Matt Jensen has been quite busy preparing for the soft launch of the Ingenuity Engine Room (Maker Space) in September. Our "Engine Room" will offer the following activities:

- Audio Digitization
- Video Capture
- VHS Dubbing to DVD
- Photo & Slide Scanning
- Laser Cutter
- 3D Printing
- Adobe Creative Cloud
- Vinyl Cutter
- 2 Sewing Machines
- Heat Press

Matt Jensen
Technology Specialist

Progress Report

- Thank You to Chelsea Public Works who graciously helped us with their bucket truck this month. The birds had flown the nest and we were able to remove the nesting debris from the outdoor WiFi access point. Unfortunately, the unit is not responding to commands and we suspect the hardware or cables have been damaged. We hope to be able to schedule a repair in the fall [time and budget permitting].

- We have ordered an upgrade for the lobby self-check machine. Our vendor Envisionware is prepping the hardware and we will install the new unit in mid-September. The Coin/Bill acceptor is no longer operating; Envisionware has a replacement unit for this device and it will arrive and be installed with the new Self-Check machine.

- We are currently evaluating ways to share and collaborate on technology issues (security and otherwise) with government, non-profit and other public service stakeholders within our district. Our best suggestion at this time is to offer an email discussion group. Community leaders with interest would be invited to subscribe and the IT Department would initiate and moderate the discussions. Launch date to be announced soon.

Stats: 2021

ONLINE SERVICES		JAN	FEB	MAR	APR	MAY	JUN	JUL
35953	Website Sessions	5913	5764	5633	5360	4939	3956	4388
17236	Website Users	2804	3017	2611	2617	2094	1985	2108
10633	AUDIO Downloads Total	1490	1266	1708	1478	1549	1563	1579
7733	-- Audio: Overdrive	*1060*	*977*	*1146*	*1089*	*1122*	*1167*	*1172*
2900	-- Audio: Hoopla (audiobook and music)	*430*	*289*	*562*	*389*	*427*	*396*	*407*
1181	VIDEO Downloads Total	222	224	180	126	145	126	158
7	-- Video: Overdrive	*0*	*3*	*1*	*1*	*0*	*2*	*0*
766	-- Video: Hoopla	*141*	*126*	*140*	*73*	*99*	*83*	*104*
408	-- Video: Kanopy	*81*	*95*	*39*	*52*	*46*	*41*	*54*
14228	EBook Downloads Total	2264	2480	2133	1830	1991	1781	1749
12854	-- ebook: Overdrive	2045	2178	1914	1693	1858	1663	1503
1374	-- ebook: Hoopla	219	302	219	137	133	118	246
26042	TOTAL Downloads	3976	3970	4021	3434	3685	3470	3486

Database Stats: July 2021

		Grand Totals: All Resources:	787	757
Last Month	RANK	Online Resource	Total Clicks	Unique Users
1	1	Consumer Reports	60	55
4	2	Demographics Now	49	49
8	3	NoveListPlus	43	38
6	4	My Heritage	42	39
5	5	Britannica School	41	41
7	6	NoveList K8	41	41
9	7	Opposing View Points in Context	36	36
14	8	Learning Express Library	33	31
2	9	Hoopla Home	32	30
20	10	Lynda.com [Linked In Learning]	30	29
3	11	Ancestry	28	22
15	12	Newspaper Source Plus	26	25
21	13	Michigan Legal Help	25	25
28	14	Jobs Now - Brain Fuse	23	23
24	15	Adult Learning Center	22	22
22	16	Chelsea Update	21	21
10	17	Michigan eLibrary	21	21
27	18	Homework Help Now	19	18
-	19	United States Census	19	19
18	20	Sun Times News	17	17
11	21	WorldCat.org	17	17
25	22	Historic Newspapers	14	10
26	23	Unemployment Help	14	14
-	24	Michigan Secretary of State	13	13
12	25	Pronunciator	11	11

Circulation Supervisor's Report
JULY 2021

- Circulation – 27,391 in July;

- Patron Count- 9,156 for July;

- Circulation by township- for July:
  - Dexter = 11% of total transactions
  - Lima = 13% of transactions
  - Lyndon =14% of transactions
  - Sylvan = 17% of transactions
  - Chelsea = 34% of transactions

- July Circulation: 87% were items from Chelsea and 13% were inter-loaned items.

- Overdrive = 2799 in JULY; Hoopla = 668; Kanopy = 95 in JULY.

- Registrations for JULY– 106 new cards; 6423 total card holders
  *Dexter = 804 cards; Lima = 748 cards; Lyndon = 922 cards
  *Sylvan = 1105 cards; Chelsea = 2353 cards; Nonresident = 491 cards

July Notes:

- Attended weekly management meetings via Zoom/in person.
- Special Aide meeting: On July 8th, the Library Aides met in person to come up with a plan for shifting collection back to their regular shelves and planning out each shift's tasks.
- Attended the monthly TLN SASUG meeting on July 22nd via Zoom.
- Monthly staff meeting: On July 23rd – this was a meet & greet with a short department meeting.
- Worked my PIC shifts each week.
- We received 110 tubs from TLN in July, with 5.5 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	821	911	686	562	789	712	271	27391	12743	115%
August									13193	
Sept.									12035	
Oct.									14459	
Nov.									13122	
Dec.									13678	
Total								107935	143884	
Mnth Avg								*15,419*	*11,990*	
Avg.% Inc.								with OD & RB, & deposit collection ckouts.		52%

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				
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	661	73,075
Aug		
Sept		
Oct		
Nov		
Dec		
Total/Avg	4,680	73,204

RB Digital Circ (e-magazines)		
	2021	2020
Jan	634	267
Feb	606	543
Mar	644	407
April		449
May		527
June		545
July		455
Aug		589
Sept		842
Oct		742
Nov		646
Dec		511
Total	1884	6523

RB Digital part of Overdrive starting in April 2021

Overdrive Circ (e-books, a-books & music)		
	2021	2020
Jan	3107	2609
Feb	2893	2459
Mar	3196	2922
April	2912	3564
May	3084	3846
June	2926	3564
July	2799	3560
Aug		3482
Sept		2969
Oct		2605
Nov		2599
Dec		2898
Total	20917	37077

Hoopla e-& a-books.music,movies		
	2021	2020
Jan	790	334
Feb	724	319
Mar	725	509
April	837	979
May	687	1086
June	649	864
July	668	842
Aug		765
Sept		690
Oct		778
Nov		841
Dec		883
Total	5080	8890

Kanopy		
	2021	N/A
Jan	81	
Feb	75	
Mar	130	
April	95	
May	138	
June	184	
July	95	
Aug		
Sept		
Oct		
Nov		
Dec		
Total	798	0

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	99	6	0	1	106	6423	51	7	9	15	17
August					0						
September					0						
October					0						
November					0						
December					0						
Totals					287		115	28	32	38	49

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	[redacted]
May	121	128	124	132	130	108	32	3,236
June	261	256	216	159	167	221	40	5,753
July	372	407	352	323	303	346	36	9,156
August								
Sept.								
Oct.								
Nov.								
Dec.								
Total								32,573
Monthly average								*5429*
Avg. % increase								

Replacement People counter went live on January 2018

Total door count includes outdoor programming at CDL.

[redacted]

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	5932
Dexter	1197	1222	1206	1211	1215	1230	1087	1101	884	874	804
Lima	1169	1174	1156	1133	1109	1109	996	965	802	794	748
Lyndon	1567	1579	1538	1539	1546	1522	1302	1255	1005	970	922
Sylvan	1800	1786	1693	1662	1667	1641	1412	1426	1192	1167	1105
CityChel	3165	3386	3409	3538	3572	3562	3040	3006	2478	2490	2353
NonRes	902	744	640	649	655	625	575	609	562	582	491
Freedom	18	7	6	6	6	7	0	1	0	0	0
Sharon	149	141	118	122	118	110	107	112	104	105	104
Waterloo	411	365	336	348	352	333	249	268	252	245	224
GrassLk		15	26	29	28	25	37	36	22	21	10
Other	324	216	154	144	151	150	182	192	184	211	153
Totals	9800	9891	9642	9732	9764	9689	8412	8362	6923	6877	6423

Jul-21	Trans	Trans % Tot	SEMCO G Dec2010 Pop.	Regist	% of Pop	% of Entity Pop.	
20,065			15010				
	2139	11%	2604	47%		42%	Dexter
	2708	13%	1909	58%		54%	Lima
	2847	14%	2720	57%		100%	Lyndon
	3336	17%	2833	59%		100%	Sylvan
	6890	34%	4944	72%		100%	CityChel
				59%			
	394	2%					
	320	2%					
	557	3%					
	20	0%					
	854	4%					
		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	27,391	23,713	87%	3,678	13%	20,035	1,486
August				0			
Sept.				0			
Oct.				0			
Nov.				0			
Dec.				0			
Totals	**107,935**	**85,535**	**78%**	**22,400**	**22%**	**79,870**	**7,556**
Mnth Avg	*15,419*	*12,219*		*3,200*		*11,410*	*1,079*
	#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	45%	49%	6%
August			
September			
October			
November			
December			
Yearly Avg.	60%	35%	5%

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	9,068	9,806	1,256
August			
September			
October			
November			
December			
Yearly Total	31,667	22,160	2,910

ACTION ITEMS

Action Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

August 17, 2021, Board Packet

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

Accept July donations and changes to the 2021 FY Budget.

		Income Line -	Expense Line	
Small Circ Donations	Non-Designated	674.120	980.100	$61.00
Erin Wade	eMaterials (In Memory of Liseli Bowers)	674.100	982.932	$100.00
The Crean-McLaurin Family	Non-Designated (In Memory of Liseli Bowers)	674.120	980.100	$200.00
Jody Elliott	Non-Designated (In Memory of Liseli Bowers)	674.120	980.100	$25.00
Janice & Scott Baird	Non-Designated (In Memory of Liseli Bowers)	674.120	980.100	$200.00
Dayle & Steven Wright	Non-Designated (In Memory of Liseli Bowers)	674.120	980.100	$100.00

Sub Total: $686.00

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

Sub Total: $

Total General Donations: $686.00

Acknowledge the donations below toward the CDL Endowment.

Friends of CDL	Endowment Fund	257.003	$1,110.00
Jerry & Chris Wilczynski	Endowment Fund	257.003	$300.00

Janice L. Carr, Board Secretary

Date

Action Item #2

Chelsea District Library
Board of Trustees

Library Board Fact Sheet
August 17, 2021 Meeting

2021 Board Retreat

Background:
The Board is looking at Saturday, December 4, for their annual retreat and would like to have an orientation to the Ingenuity Engine, as part of the itinerary.

Action:
The Chelsea District Library Board of Trustees approves the annual Board Retreat date of Saturday, December 4. The retreat will begin at 1 o'clock with a lunch.

_____ _____
Jan L. Carr, Board Secretary Date

DISCUSSION ITEMS

Discussion Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet
August 17, 2021 Meeting

Mobile CDL

Background:
The Library will hear whether or not their grant for a mobile library unit was approved in August, but regardless of the outcome of the grant, the library would like to move forward with this important aspect of the Strategic Plan.

Discussion Item #2

Chelsea District Library
Board of Trustees

Library Board Fact Sheet
August 17, 2021 Meeting

Hours Change

Background:
The Library is considering changing its opening hours of operation in an effort to serve the community's needs more accurately.

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 — 12-15-20

Janice L Carr, Board Secretary — Date