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

December 14, 2021
6:45 pm

Remotely over Zoom

CHELSEA DISTRICT LIBRARY BOARD OF TRUSTEES
Tuesday, December 14, 2021—6:45 p.m.
Remotely via Zoom

AGENDA

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

6:50 Compulsory Segments
Board Meeting Minutes Approval – November 16, 2021
Approval of the November Operational Checks
Approval of November Financial Reports
Director's Report & Friends Report

7:20 Public Comment

7:25 Action Items
1. Donations
2. Board Officers
3. 2022 Calendar of Operations
4. 2022 Board Meeting Calendar
5. Capital Improvement Fund Commitment
6. Director Evaluation (in Closed Session)

7:55 Discussion Items
1. Mobile CDL
2. Board Committees
3. Budget Carryovers: 2021 to 2022 (will receive at meeting)

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.

Chelsea District Library Board of Trustees
Minutes of Regular Meeting

Tuesday, November 16, 2021 6:45pm
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 (City of Chelsea), C. Taylor (Dexter Township), A. Merkel (City of Chelsea), & E. Sensoli (Lima Township).

Absent: None

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

Guests: Kerry Ballard

Welcome and Call to Order
TJ Helfferich called the meeting to order at 6:45 p.m.

Agenda Review, Additions, and Approval
MOTION made by C. Taylor, SECONDED by E. Sensoli to approve the agenda, as submitted. Discussion: None

All Ayes: 7-0

Compulsory Segments:
Minutes and Approval of Checks
MOTION made by J. Carr, SECONDED by C. Taylor to approve the minutes of the October 19, 2021 Board Meeting. Discussion: None

All Ayes: 7-0

MOTION made by S. Lackey, SECONDED by E. Sensoli to accept the General Fund Operational Checks for October, 2021. Discussion: None

All Ayes: 7-0

MOTION made by J. Carr, SECONDED by C. Taylor to accept Financial Reports for October, 2021. Discussion: Susan suggested that the Finance Committee meet with Kerry about the cash flow chart, to iron out what needs to be in it and what doesn't.

All Ayes: 7-0

Director's Report Update:
L. Coryell update:

- Reaching out to township leadership about the upcoming board vacancies.
- Going through the interview process for the tech position and hope to have someone in place at the start of the year.
- Mary Budzinski's memorial was lovely.
- Excellent Song Fest attendance numbers.
- This coming Friday is the Staff In-Service. Employees and trustees can get flu shots before the meeting starts.
- The Small Wonders exhibit had roughly 400 visitors.

Friends Report:

- Friends met last Tuesday and Lori presented them the library's wish list.
- Ornament sales have been much higher than expected. The library is even receiving emails asking if ornaments can be mailed.
- Gary Zenz has been building a team to help with the Frida exhibit setup.
- Jan reported the book sales were very strong in November.

Other Reports Notes: None

Public Comment: None

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

All Ayes 7-0

Discussion Item #1: Mobile CDL
The library did not receive any of the grant money, but Lori intends to seek alternative grant money from the Chelsea Community Foundation. Lori and Linda have been working with a salesperson on either a Mercedes Sprinter or a Ford E-Transit. The Sprinter would be available perhaps as much as a year sooner, but the E-Transit is an electric vehicle and would highlight the library's dedication toward renewable resources. Elizabeth and Susan both asked that multiple vendors be explored. Lori will set apart some time at the upcoming Board Retreat (Dec. 4) to discuss this important decision further.

Discussion Item #2: 2022 Calendar of Operations
Lori asked about the possibility of adding Election Day to the list of designated holidays. It was agreed that Election Day should be added for 2022 and will be added to the list for discussion in even-numbered general election years. This will move to Action in December.

Discussion Item #3: 2022 Board Meeting Calendar
The dates looked good, other than possibly December 20, which is very close to Christmas, but will be reexamined next November. This will move to Action in December.

Discussion Item #4: Director Evaluation
Elizabeth explained the process and requested that evaluations be returned to her by December 3. The director evaluation review and the Personnel Committee's recommendations will be an Action Item at the December meeting.

Discussion Item #5: Capital Improvement Fund Commitment
This is something that the board has been committed to doing for years, but must pass as an Action Item in December.

Committee Reports

Policy Committee –

Finance Committee –

Personnel Committee – Elizabeth shared that the minutes from the recent Personnel Committee meeting will be in the December packet.

Nominating Committee – Gary shared that some of the officers and committee chairs have been selected, but that the committee is still hard at work ironing out the last of these important decisions.

Community Outreach Committee –

Public and Board Comment: None

Other Items:

- Discussed the lateness of December's meeting (Dec. 21) and decided unanimously to move it up a week to December 14, but to leave the regular start time of 6:45pm in place.
- TJ spoke about the possibility of January's meeting being in-person, as the mandate is set to expire at the end of the year. Mask wearing at an in-person meeting was also discussed. Lori agreed to contact the attorney to check if we could require masks at board meetings.

Adjournment:

MOTION made by C. Taylor, SECONDED by A. Merkel to adjourn the meeting at 8:11 p.m.

All Ayes 7-0

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Janice L. Carr, Board Secretary Date

FINANCE REPORTS

12/02/21

Chelsea District Library
List of Checks for Board Approval
November 2021

Date	Num	Name	Memo	Amount
701 · Personnel Expenses				
701.100 · Wages				
701.120 · Retirement Pick up ER				
11/02/2021	20211018	Alerus Financial	11/05/2021 PR FLEX TO 457(b)	978.02
11/02/2021	PR20211105		RETIREMENT - Employer Contribution to retirement ac...	-978.02
11/16/2021	PR 20211119		RETIREMENT - Employer Contribution to retirement ac...	-978.02
11/16/2021	20211101	Alerus Financial	11/05/2021 PR FLEX TO 457(b)	978.02
11/30/2021	20211115	Alerus Financial	12/03/2021 PR FLEX TO 457(b)	1,161.48
11/30/2021	PR 20211203		RETIREMENT - Employer Contribution to retirement ac...	-1,161.48
Total 701.120 · Retirement Pick up ER				0.00
701.100 · Wages - Other				
11/02/2021	PR20211105		WAGES	38,394.08
11/16/2021	PR 20211119		WAGES	38,687.87
11/30/2021	PR 20211203		WAGES	44,378.98
Total 701.100 · Wages - Other				121,460.93
Total 701.100 · Wages				121,460.93
701.110 · Retirement-Contributions - EE				
11/02/2021	20211018	Alerus Financial	11/05/2021 PR EE PERSONAL CONT	1,563.13
11/02/2021	PR20211105		RETIREMENT PICK UP - Defcmp 2-457 EE457(b)	-1,563.13
11/16/2021	PR 20211119		RETIREMENT PICK UP - Defcmp 2-457 EE457(b)	-1,563.13
11/16/2021	20211101	Alerus Financial	11/05/2021 PR EE PERSONAL CONT	1,563.13
11/30/2021	20211115	Alerus Financial	12/03/2021 PR EE PERSONAL CONT	2,129.28
11/30/2021	PR 20211203		RETIREMENT PICK UP - Defcmp 2-457 EE457(b)	-2,129.28
Total 701.110 · Retirement-Contributions - EE				0.00
701.115 · 401A Retirement Matching				
11/02/2021	PR20211105		401 A MATCHING - Mers ER	1,379.52
11/16/2021	PR 20211119		401 A MATCHING - Mers ER	1,379.78
11/30/2021	PR 20211203		401 A MATCHING - Mers ER	1,433.24
Total 701.115 · 401A Retirement Matching				4,192.54
701.200 · FICA				
11/02/2021	PR20211105		FICA EMPLOYER (FICA ER + MED ER)	2,795.72
11/16/2021	PR 20211119		FICA EMPLOYER (FICA ER + MED ER)	2,829.65
11/30/2021	PR 20211203		FICA EMPLOYER (FICA ER + MED ER)	3,242.02
Total 701.200 · FICA				8,867.39
701.300 · Flex Benefits				
11/02/2021	PR20211105		Dep Life (CA & DL & HI) - (Additional Life Ins + Depend...	-26.68
11/02/2021	PR20211105		Health Insurance - (Medical Insurance)	-1,699.24
11/16/2021	PR 20211119		Dep Life (CA & DL & HI) - (Additional Life Ins + Depend...	-26.68
11/16/2021	PR 20211119		Health Insurance - (Medical Insurance)	-1,699.24
11/16/2021	213130053428	Blue Care Network of Michigan	DEC 2021 MED INS	3,681.65
11/23/2021	20211110	Unum Life Insurance Co	2021 Premium DEC	784.58
11/30/2021	PR 20211203		Dep Life (CA & DL & HI) - (Additional Life Ins + Depend...	-26.68
11/30/2021	PR 20211203		Health Insurance - (Medical Insurance)	-1,699.24
Total 701.300 · Flex Benefits				-711.53
701.400 · Unemployment				
11/02/2021	PR20211105		MICHIGAN SUI - HEARTLAND BEGAN 03/26/21	0.00
11/16/2021	PR 20211119		MICHIGAN SUI - HEARTLAND BEGAN 03/26/21	0.00
11/30/2021	PR 20211203		MICHIGAN SUI - HEARTLAND BEGAN 03/26/21	0.00
Total 701.400 · Unemployment				0.00
701.500 · Workers Comp				
11/30/2021	WDH A509527	Citizens Insurance Co	2022 GENERAL LIABILITY POLICY - 12/18/21 - 12/18/...	2,232.00
Total 701.500 · Workers Comp				2,232.00
Total 701 · Personnel Expenses				136,041.33
727 · Supplies				
727.200 · General Operations				
11/02/2021	1YY6-DYXG-N13T	Amazon Capital Services Inc	COPIER TONER - SUPPLY LINE DISRUPTED BY CO...	585.72
11/02/2021	1844811	Arbor Springs Water Co. Inc.	10/08 BOTTLED WATER - COOLER RENTAL	25.50
11/04/2021	3489664179	Staples	COPY PAPER, 11" X 17"	393.05
11/23/2021	1847204	Arbor Springs Water Co. Inc.	11/19 BOTTLED WATER - COOLER RENTAL	32.00
11/23/2021	20211122	Zoran, Amy	2 HANDMADE CARDS	10.00
11/29/2021	1C3L-1PG3-VC6J	Amazon Capital Services Inc	BATTERIES	23.36
Total 727.200 · General Operations				1,069.63

Chelsea District Library
List of Checks for Board Approval
November 2021

Date	Num	Name	Memo	Amount
727.300 · Material Processing				
727.320 · Matl Processing Cases				
11/23/2021			L/D CIRC SUPPLIES-MAT	-9.00
11/23/2021			L/D SUPPLIES MAT	-3.01
11/23/2021			L/D CIRC SUPPLIES-MAT	-7.60
11/30/2021			L/D SUPPLIES - MATERIALS	-22.10
Total 727.320 · Matl Processing Cases				-41.71
Total 727.300 · Material Processing				-41.71
727.500 · Cleaning				
727.510 · Cleaning Paper Products				
11/18/2021	20211214	Costco Anywhere Visa	PAPER PRODUCTS/SUPPLIES	112.34
Total 727.510 · Cleaning Paper Products				112.34
727.520 · Cleaning Supplies				
11/23/2021	4102208488	Cintas Corporation-300	SOAP	18.76
Total 727.520 · Cleaning Supplies				18.76
727.530 · Cleaning Rugs				
11/23/2021	4102208488	Cintas Corporation-300	RUGS	109.67
Total 727.530 · Cleaning Rugs				109.67
Total 727.500 · Cleaning				240.77
727.700 · Postage				
727.720 · Postage-Operating Postage				
11/02/2021	33616590	Pitney Bowes Reserve Account	RESERVE ACCOUNT #33616590	700.00
11/16/2021	1019388845	Pitney Bowes	PITNEY BOWES METER INK - ORDER 15498983	113.02
Total 727.720 · Postage-Operating Postage				813.02
Total 727.700 · Postage				813.02
Total 727 · Supplies				2,081.71
801 · Professional Services				
801.010 · Attorney				
11/16/2021	819636	Foster Swift Collins & Smith	INV 819636	105.00
11/16/2021	821018	Foster Swift Collins & Smith	INV 821018	483.00
Total 801.010 · Attorney				588.00
801.040 · Bookkeeper				
11/02/2021	20211104	Ballard, Kerry	BOOKKEEPING THROUGH 11/04/2021	350.00
11/16/2021	20211118	Ballard, Kerry	BOOKKEEPING THRU 11/18	350.00
11/30/2021	20211202	Ballard, Kerry	BOOKKEEPING THRU 12/02	350.00
Total 801.040 · Bookkeeper				1,050.00
801.041 · Payroll Services				
11/02/2021	PR20211105		PAYROLL PREPARATION	179.85
11/16/2021	PR 20211119		PAYROLL PREPARATION	162.92
11/30/2021	PR 20211203		PAYROLL PREPARATION	178.16
Total 801.041 · Payroll Services				520.93
801.200 · Insurance				
801.210 · General Liability Insurance				
11/30/2021	20211123	Citizens Insurance Co	2022 GENERAL LIABILITY POLICY - 12/18/21 - 12/18/...	10,848.00
Total 801.210 · General Liability Insurance				10,848.00
Total 801.200 · Insurance				10,848.00
801.300 · Banking Fees				
801.310 · Bank Fees				
11/30/2021			Service Charge	9.20
Total 801.310 · Bank Fees				9.20
801.350 · Credit Card Fee Circ				
11/30/2021			AUTHORIZE NET FEES FROM TLN CHECK	8.04
Total 801.350 · Credit Card Fee Circ				8.04
Total 801.300 · Banking Fees				17.24
Total 801 · Professional Services				13,024.17

Chelsea District Library
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November 2021

Date	Num	Name	Memo	Amount
803 · Maintenance Service Contracts				
803.010 · Maint Svc Contingency				
11/29/2021	1-108836447261	Johnson Controls	BOILER COMBUSTION SWITCH	878.00
11/30/2021	1-109146973513	Johnson Controls	DOMESTIC WATER PUMP COIL	1,273.49
Total 803.010 · Maint Svc Contingency				2,151.49
803.100 · Copier				
803.101 · Public Copier				
11/02/2021	5017310614	Wells Fargo Bank, NA	10/14 - 11/13/2021 Copier Printer Maintenance - APR	231.78
Total 803.101 · Public Copier				231.78
803.102 · Staff Copier				
11/02/2021	5017310614	Wells Fargo Bank, NA	10/14 - 11/13/2021 Copier Printer Maintenance - APR	635.82
Total 803.102 · Staff Copier				635.82
803.103 · Small Printer Maintenance				
11/02/2021	5017310614	Wells Fargo Bank, NA	10/14 - 11/13/2021 Copier Printer Maintenance - APR	163.34
Total 803.103 · Small Printer Maintenance				163.34
Total 803.100 · Copier				1,030.94
803.600 · Building Maintenance				
803.605 · Janitorial				
11/02/2021	13586	A Production Cleaning Company Inc.	CLEANING 10/17 - 10/30/2021	1,500.85
11/16/2021	16601	A Production Cleaning Company Inc.	CLEANING 10/31 - 11/13/2021	1,500.85
11/29/2021	13623	A Production Cleaning Company Inc.	CLEANING 11/14 - 11/27/2021	1,500.85
Total 803.605 · Janitorial				4,502.55
803.620 · Trash				
11/08/2021	20114	City of Chelsea	OCT TRASH	40.00
Total 803.620 · Trash				40.00
803.630 · Elevator				
11/29/2021	BLR461464	State of Michigan-Bureau of Construction	BOILER CERT OF OPERATION RENEWAL #MIR413...	120.00
Total 803.630 · Elevator				120.00
Total 803.600 · Building Maintenance				4,662.55
Total 803 · Maintenance Service Contracts				7,844.98
850 · Telecommunications				
850.100 · Local & Long Distance Charges				
850.120 · Telephone				
11/02/2021	20211115	Navitas Credit Corp	NOV LEASE CONTRACT 20001159	212.81
11/02/2021	SUB1251443	Star2Star Communications	10/26 - 11/25/2021	384.05
11/16/2021	20211115	A T & T TELCO	AT&T PER EMAIL	379.84
11/16/2021	202101010	KeyBank	STAR2STAR -	384.05
Total 850.120 · Telephone				1,360.75
Total 850.100 · Local & Long Distance Charges				1,360.75
850.300 · TLN Internet Service				
850.311 · WiFi Hotspots				
11/02/2021	20211113	T-MOBILE	T-MOBILE HOTSPOTS 09/21 - 10/20/2021	309.10
11/23/2021	11142021	A T & T Mobility	11/07/2021 - 12/06/2021	217.44
Total 850.311 · WiFi Hotspots				526.54
Total 850.300 · TLN Internet Service				526.54
Total 850 · Telecommunications				1,887.29
880 · Promotional Materials				
880.100 · Advertising				
880.110 · Media Buy				
11/04/2021	21-554	Chelsea Update	2021 4TH QTR ADS	430.00
11/08/2021			REFUND CK#25375 - CREDIT FOR COLOR LOGO	-276.50
Total 880.110 · Media Buy				153.50
880.120 · Misc Advertising				
11/16/2021	454-M	The Sun Times	VETERAN'S DAY	99.00
11/16/2021	202101010	KeyBank	FACEBOOK - EXHIBIT AND EVENING W ARTIST - S...	20.75

Chelsea District Library
List of Checks for Board Approval
November 2021

Date	Num	Name	Memo	Amount
Total 880.120 · Misc Advertising				119.75
Total 880.100 · Advertising				273.25
880.200 · Publications				
880.230 · Newsletter Postage				
11/02/2021	21-0262	Postmaster	POSTAGE PERMIT #28 - WINTER NEWSLETTER P...	1,000.00
Total 880.230 · Newsletter Postage				1,000.00
Total 880.200 · Publications				1,000.00
880.300 · Marketing Supplies				
880.310 · Displays				
11/16/2021	12436/154	Great Lakes Ace Hardware	MISC	3.08
11/16/2021	202101010	KeyBank	EBAY - CREANSHAW CDs	41.91
Total 880.310 · Displays				44.99
880.311 · Exhibits				
11/16/2021	1YXN-7G3R-JQGN	Amazon Capital Services Inc	FRIDA EXHIBIT - BOUGAINVILLEA	48.48
Total 880.311 · Exhibits				48.48
880.340 · Printed Items / Stationary				
11/16/2021	DB-76857-INV	Dollar Bill Printing	VETERANS DAY - COLOR BROCHURE	195.58
11/16/2021	202101010	KeyBank	STAPLES - PIONEER DAY RECIEPE CARDS	145.90
11/16/2021	202101010	KeyBank	UPS - SONGFEST RACK & POSTERS	110.50
Total 880.340 · Printed Items / Stationary				451.98
Total 880.300 · Marketing Supplies				545.45
880.400 · Program Promotion				
880.410 · Adult Program Promotion				
880.411 · General Adult Promotion				
11/16/2021	454-M	The Sun Times	EXHIBITION	218.00
11/16/2021	202101010	KeyBank	KROGER - SONG TO TABLE PROMOTION	20.00
Total 880.411 · General Adult Promotion				238.00
Total 880.410 · Adult Program Promotion				238.00
880.430 · Library Program Promotion				
880.431 · General Library Prog Promotion				
11/16/2021	202101010	KeyBank	SIGNS IN 1 DAY - PHOTOS FOR SANDWICH BOAR...	79.00
Total 880.431 · General Library Prog Promotion				79.00
880.435 · CDL Songfest				
11/16/2021	454-M	The Sun Times	SONGFEST	218.00
11/16/2021	202101010	KeyBank	STAPLES - SONGFEST POSTER	49.50
11/16/2021	202101010	KeyBank	EBAY - SONGFEST PRIZES CDs	38.16
11/16/2021	202101010	KeyBank	A-1 RENTAL - TENT FOR SONGFEST	245.00
11/16/2021	202101010	KeyBank	STAPLES - POSTERS AND SIGNS	133.13
11/16/2021	202101010	KeyBank	IN BENCHMARK DESIGNS - PORCH BANNER	225.00
Total 880.435 · CDL Songfest				908.79
Total 880.430 · Library Program Promotion				987.79
Total 880.400 · Program Promotion				1,225.79
880.500 · Purchased Services				
880.510 · General Purchased Services				
11/16/2021	202101010	KeyBank	ADOBE - STOCK PHOTOS	29.99
Total 880.510 · General Purchased Services				29.99
880.520 · Professional Services				
880.521 · Graphic Design Services				
11/02/2021	0602	MC creative design & photography LLC	0602 - WINTER NEWSLETTER AND PRESCHOOL E...	1,850.00
11/30/2021	260202	Print-tech Inc.	WINTER NEWSLETTER & MAILING SVCS	4,770.49
Total 880.521 · Graphic Design Services				6,620.49
Total 880.520 · Professional Services				6,620.49
Total 880.500 · Purchased Services				6,650.48
Total 880 · Promotional Materials				9,694.97
884 · Programming				

Chelsea District Library
List of Checks for Board Approval
November 2021

Date	Num	Name	Memo	Amount
884.110 · Adult Speakers				
884.119 · General Adult Events				
11/02/2021	21-0162 GVSU	GRAND VALLEY STATE UNIVERSITY	CIVIL DISCOURSE WORKSHOP	500.00
11/08/2021	21-0117GH	THE ARBOR CONSORT	COSTUMED CAROLERS FOR OUTDOOR PERFOR...	150.00
Total 884.119 · General Adult Events				650.00
Total 884.110 · Adult Speakers				650.00
884.120 · Adult Supplies				
884.121 · Refreshments				
11/30/2021	1FPM-1CP6-RJ1Y	Amazon Capital Services Inc	PROGRAM REFRESHMENTS	120.57
Total 884.121 · Refreshments				120.57
Total 884.120 · Adult Supplies				120.57
884.130 · Washtenaw Reads				
884.131 · Washtenaw Reads				
11/29/2021	2021-101	Dexter District Library	WASHTENAW READS - READ 90 COPIES,BEING H...	720.00
Total 884.131 · Washtenaw Reads				720.00
Total 884.130 · Washtenaw Reads				720.00
884.210 · Youth Speakers				
884.215 · Early Literacy				
11/02/2021	21-0072ED	Battey, Beth	10/21/2021 & 11/18/2021 - DANCE ALONG - SING AL...	360.00
Total 884.215 · Early Literacy				360.00
884.210 · Youth Speakers - Other				
11/08/2021	21-0073ED	SEYMOUR, ELISABETH COLSON	AFTER SCHOOL SCIENCE SNACKS - 09/20, 11/15, ...	300.00
Total 884.210 · Youth Speakers - Other				300.00
Total 884.210 · Youth Speakers				660.00
884.220 · Youth Supplies				
884.222 · General Youth Programs				
11/02/2021	1CK7-N4TM-QGJ9	Amazon Capital Services Inc	GARDEN GLOVES AND DUCT TAPE	119.98
Total 884.222 · General Youth Programs				119.98
884.223 · Holiday Programs				
11/16/2021	21-0163	Zubik, Jessica	TWEEN/TEEN GIFTS	24.83
11/29/2021	1DRF-RFYR-LWK9	Amazon Capital Services Inc	HOLIDAY PROGRAMS	206.04
11/29/2021	713103787-01	FUN EXPRESS	HOLIDAY	4.95
11/29/2021	713103787-02	FUN EXPRESS	HOLIDAY	19.99
Total 884.223 · Holiday Programs				255.81
884.227 · Outreach				
11/16/2021	202101010	KeyBank	POLLYS - OUTREACH	75.35
11/29/2021	1DRF-RFYR-LWK9	Amazon Capital Services Inc	OUTREACH	31.02
11/29/2021	713103787-01	FUN EXPRESS	OUTREACH	106.56
Total 884.227 · Outreach				212.93
884.230 · Youth Reading Group				
11/30/2021	59954690	Ingram Library Services	YOUTH READING GROUP	55.56
Total 884.230 · Youth Reading Group				55.56
Total 884.220 · Youth Supplies				644.28
884.250 · Story Book Trail				
884.251 · Story Book Trail				
11/08/2021	1M7G-XCHD-4TRY	Amazon Capital Services Inc	STORYBOOK TRAIL	63.51
Total 884.251 · Story Book Trail				63.51
Total 884.250 · Story Book Trail				63.51
884.270 · Teen Supplies				
884.272 · Teen General Programs				
11/08/2021	55575423	Ingram Library Services	TEEN GENERAL PROGRAMS	47.12
11/18/2021	11F4-LN79-CVVX	Amazon Capital Services Inc	TEEN PROGRAM SUPPLIES	87.43
11/30/2021	1FD4-6119-LKMQ	Amazon Capital Services Inc	PROGRAM SUPPLIES	25.59
Total 884.272 · Teen General Programs				160.14
884.273 · Teen Holiday Programs				

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11/29/2021	1DRF-RFYR-LWK9	Amazon Capital Services Inc	TEEN HOLIDAY	49.88
Total 884.273 · Teen Holiday Programs				49.88
884.276 · Teen Refreshments				
11/16/2021	202101010	KeyBank	COTTAGE INN - P&P OCTOBER	41.15
Total 884.276 · Teen Refreshments				41.15
Total 884.270 · Teen Supplies				251.17
884.400 · Music Focus				
884.411 · Songfest				
11/16/2021	21-0415	Coryell, Lori	APPRECIATION MEAL - SONGFEST SOUND VOLU...	115.54
11/16/2021	202101010	KeyBank	JIMMY JOHNS - SONGFEST STAFF LUNCH	96.14
11/16/2021	202101010	KeyBank	CLEARY'S - SONGFEST - CRENSHAW	156.45
11/16/2021	202101010	KeyBank	CVS - SONGFEST	44.00
11/16/2021	21-0166	Powers, Shannon H	CHELSEA BURGER - GIFT CARDS	100.00
11/16/2021	210165	Powers, Shannon H	AGRICOLE - GIFT CARDS	30.00
11/23/2021	57390	GOETZ GREENHOUSE AND FAMILY FARM	PUMPKINS FOR SONGFEST	75.00
Total 884.411 · Songfest				617.13
Total 884.400 · Music Focus				617.13
884.500 · Artist In Residence				
884.510 · Artist In Residence				
11/08/2021			SECURITY DEPOSIT REFUND FOR 10/07/2021 REN...	-150.00
Total 884.510 · Artist in Residence				-150.00
Total 884.500 · Artist In Residence				-150.00
884.800 · Exhibits				
884.801 · Exhibits				
11/08/2021	20211109	Ballard, Kerry	SMALL WONDERS - TAKE DOWN AND SHIPPING	125.00
11/18/2021	D44MCI 286248477	Distribution By Air	SMALL WONDERS EXHIBIT - OUTGOING SHIPPING	1,795.00
Total 884.801 · Exhibits				1,920.00
Total 884.800 · Exhibits				1,920.00
Total 884 · Programming				5,496.66
920 · Utilities				
920.110 · City of Chelsea Water				
11/08/2021	20211105	City of Chelsea-Elect & Water	OCT 09/30/21 - 10/29/21 WATER	53.23
Total 920.110 · City of Chelsea Water				53.23
920.120 · City of Chelsea Sewer				
11/08/2021	20211105	City of Chelsea-Elect & Water	OCT 09/30/21 - 10/29/21 SEWER	130.24
Total 920.120 · City of Chelsea Sewer				130.24
920.130 · City of Chelsea Electric				
11/08/2021	20211105	City of Chelsea-Elect & Water	OCT 09/30/21 - 10/29/21 ELECTRICITY	3,584.68
Total 920.130 · City of Chelsea Electric				3,584.68
920.150 · City of Chelsea Sprinkler				
11/08/2021	20211105	City of Chelsea-Elect & Water	OCT 09/30/21 - 10/29/21 SPRINKLER	72.55
Total 920.150 · City of Chelsea Sprinkler				72.55
920.200 · McKune Gas				
11/18/2021	3337668	Constellation NewEnergy-Gas Division LLC	OCT 2021 - 09/21 - 10/21/2021	374.21
Total 920.200 · McKune Gas				374.21
Total 920 · Utilities				4,214.91
960 · Board & Director Expense				
960.100 · Board Expenses				
11/29/2021	1C3L-1PG3-VC6J	Amazon Capital Services Inc	BOOKS - VOLUNTEER	89.43
Total 960.100 · Board Expenses				89.43
960.200 · Director Expense				
11/16/2021	21-0416	Carr, Jan	MARY BUDZINSKI MEMORIAL	65.94
11/16/2021	202101010	KeyBank	GRATEFUL CROW - REVIEW - BALLARD	65.84
11/16/2021	202101010	KeyBank	ZOU ZOU'S - MARY B MEM PLANNING	23.88
11/16/2021	202101010	KeyBank	ZOU ZOU'S - MARY B MEM PLANNING	21.38

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11/16/2021	202101010	KeyBank	CANVA - MARY B INVITATIONS	51.00
11/18/2021	20211214	Costco Anywhere Visa	SUPPLIES BUDZINSKI CELEBRATION OF LIFE	42.27
Total 960.200 · Director Expense				270.31
Total 960 · Board & Director Expense				359.74
967 · Equipment				
967.100 · Equipment Hardware				
967.110 · Tech Research				
11/02/2021	18205	KNIGHT TECHNOLOGY GROUP	DATTO BACKUPS	1,100.00
Total 967.110 · Tech Research				1,100.00
967.120 · Computers				
11/02/2021	1LR4-LDGW-7VD3	Amazon Capital Services Inc	SPEAKER AND CASE	243.42
11/16/2021	1KR4-CQFH-WPMX	Amazon Capital Services Inc	BATTERY	19.99
11/16/2021	1LV7-479L-W9KC	Amazon Capital Services Inc	BATTERY	19.99
11/16/2021	1P1V-LV9K-FN47	Amazon Capital Services Inc	UPS BATTERY X 2	57.00
11/16/2021	1VNW-XQDR-V3JH	Amazon Capital Services Inc	DUAL MONITOR STAND	35.99
11/16/2021	17Q9-HF66-1HM1	Amazon Capital Services Inc	2 X HD MONITOR	534.00
Total 967.120 · Computers				910.39
Total 967.100 · Equipment Hardware				2,010.39
967.200 · Equipment Software				
11/16/2021	202101010	KeyBank	HR COLLABORATIVE - HR PLAYBOOK	170.00
11/16/2021	202101010	KeyBank	ADOBE READER - ASST DIR	23.88
11/16/2021	202101010	KeyBank	ZOOM - WEBINAR 500 SUBSCRIPTION	39.50
11/16/2021	202101010	KeyBank	VMWARE - PRODUCT SUPPORT	70.98
Total 967.200 · Equipment Software				304.36
967.300 · Equipment Furniture & Fixtures				
967.320 · Furniture				
11/16/2021	1JQH-DYDX-7V76	Amazon Capital Services Inc	MOBILE FILE CABINET	148.99
Total 967.320 · Furniture				148.99
Total 967.300 · Equipment Furniture & Fixtures				148.99
Total 967 · Equipment				2,463.74
969 · Continuing Education Expenses				
969.001 · Travel				
969.100 · Staff Travel				
969.110 · Director Travel				
11/16/2021	202101010	KeyBank	ACR - ALA PLA - CONF REGISTRATION	330.00
Total 969.110 · Director Travel				330.00
969.111 · Asst Director				
11/16/2021	202101010	KeyBank	ACR - PLA REGISTRATION	330.00
Total 969.111 · Asst Director				330.00
969.120 · Information Services				
11/16/2021	202101010	KeyBank	ACR - PLA REGISTRATION - was 969-122 changed to...	330.00
11/16/2021	202101010	KeyBank	ACR - PLA REGISTRATION - was 969-122 changed to...	330.00
Total 969.120 · Information Services				660.00
969.144 · Committee Meetings				
11/30/2021	21-0263	MEDROW, ELAINE	STAFF TRAVEL - DROP OFF NEWSLETTER	60.95
Total 969.144 · Committee Meetings				60.95
Total 969.100 · Staff Travel				1,380.95
Total 969.001 · Travel				1,380.95
969.300 · Memberships				
969.320 · Information Services				
11/16/2021	202101010	KeyBank	ALA & PLA - MEMBERSHIP - SOSSI	153.00
Total 969.320 · Information Services				153.00
Total 969.300 · Memberships				153.00
969.600 · Staff Training				
969.620 · Staff In-Service & Appreciation				
11/16/2021	202101010	KeyBank	SMOKEHOUSE 52 - REVIEW RAJESTRAW	47.09

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11/16/2021	21-0164	Powers, Shannon H	ZOU ZOU'S - GIFT CARDS - STAFF APPRECIATION	150.00
Total 969.620 · Staff In-Service & Appreciation				197.09
969.940 · Staff Apprec - Restr/Covid-19				
11/16/2021	202101010	KeyBank	SERENDIPITY BOOKS - STAFF APPRECIATION - W...	25.00
Total 969.940 · Staff Apprec - Restr/Covid-19				25.00
Total 969.600 · Staff Training				222.09
Total 969 · Continuing Education Expenses				1,756.04
980 · Capital Expense				
975.200 · Capital Maintenance				
11/02/2021	1-106276508972	Johnson Controls	METASYS UPGRADE	18,700.00
Total 975.200 · Capital Maintenance				18,700.00
980.200 · Technology				
11/02/2021	INV-US-56209	Envisionware Inc	ENVISIONWARE SOFTWARE AND HARDWARE	1,995.00
Total 980.200 · Technology				1,995.00
Total 980 · Capital Expense				20,695.00
982 · Collection Expense				
982.100 · Audio Books				
982.120 · Adult Books on Disc				
11/02/2021	501125112	Midwest Tape	OCT BOC	279.93
11/02/2021	501125114	Midwest Tape	SEP BOC	39.99
11/02/2021	501191387	Midwest Tape	OCT/NOV CD	94.98
11/08/2021	501224105	Midwest Tape	NOV BOC	25.99
11/18/2021	501253590	Midwest Tape	OCT BOC	84.98
11/18/2021	501253591	Midwest Tape	NOV BOC	44.99
11/30/2021	501286532	Midwest Tape	NOV BOC	189.96
11/30/2021	501319143	Midwest Tape	NOV BOC	39.99
Total 982.120 · Adult Books on Disc				800.81
Total 982.100 · Audio Books				800.81
982.400 · Non Print				
982.410 · Electronic Products/Subs				
11/02/2021	501069268	Midwest Tape - Hoopla	DIGITAL CONTENT	1,280.85
11/02/2021	501210828	Midwest Tape - Hoopla	DIGITAL CONTENT	1,308.25
11/02/2021	68662	The Library Network	CONSUMER REPORTS - ON-LINE // TLN ORDERS	895.50
Total 982.410 · Electronic Products/Subs				3,484.60
982.420 · Adult Music on CD				
11/02/2021	501191389	Midwest Tape	OCT BOC	10.49
11/08/2021	501224102	Midwest Tape	AUG SEP ADULT CDs	11.99
11/08/2021	501224103	Midwest Tape	OCT NOV ADULT CDs	19.48
11/18/2021	501253556	Midwest Tape	OCT/NOV CDs	98.16
11/18/2021	501253593	Midwest Tape	AUG/SEP ADULT CDs	13.99
11/30/2021	501286535	Midwest Tape	OCT NOV CDs	14.24
Total 982.420 · Adult Music on CD				168.35
982.430 · Non-Traditional Collections				
11/18/2021	17QQ-RVPF-PCMR	Amazon Capital Services Inc	BUTTON BATTERIES	4.98
Total 982.430 · Non-Traditional Collections				4.98
982.460 · DVD Feature				
11/02/2021	1XF4-X7RM-G1CX	Amazon Capital Services Inc	NOT AVAILABLE SEE CRM 1T6C-CWKV-KGQM	14.99
11/04/2021	501066284	Midwest Tape	DVD FEATURE	-52.49
11/04/2021	501154226	Midwest Tape	OCT ADULT FICTION/FEATURE DVDs	52.48
11/04/2021	501154230	Midwest Tape	SEP FEATURE DVDs	26.23
11/04/2021	501154231	Midwest Tape	OCT ADULT FICTION/FEATURE DVDs	29.99
11/04/2021	501191385	Midwest Tape	SEP FEATURE DVDs	60.74
11/04/2021	501191388	Midwest Tape	OCT ADULT FICTION/FEATUE DVDs	29.99
11/18/2021	501224100	Midwest Tape	OCT ADULT FICTION/FEATURE DVDs	38.23
11/18/2021	501224107	Midwest Tape	NOV ADULT FEATURE DVDs	215.91
11/18/2021	501253554	Midwest Tape	SEPT FEATURE	28.48
11/18/2021	501253558	Midwest Tape	NOV ADULT NF DVDs	137.17
11/18/2021	501253592	Midwest Tape	NOV FEATURE ADULT DVDs	215.10
11/30/2021	501286533	Midwest Tape	NOV ADULT NF DVDs	70.46
11/30/2021	501286534	Midwest Tape	NOV FEATURE ADULT DVDs	410.76
11/30/2021	501286537	Midwest Tape	SEP FEATURE	14.24

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11/30/2021			L/D DVD FET	-31.99
Total 982.460 · DVD Feature				1,260.29
982.470 · DVD Non-Fiction				
11/18/2021	501224106	Midwest Tape	NOV ADULT NF DVDs	48.72
11/18/2021	501253555	Midwest Tape	OCT ADULT NF DVDs	32.98
Total 982.470 · DVD Non-Fiction				81.70
982.480 · Youth Video DVD				
11/02/2021	501087664	Midwest Tape	DVD FAMILY/ANIME	98.18
11/02/2021	501125111	Midwest Tape	DVD FAMILY/ANIME	131.16
11/02/2021	501154227	Midwest Tape	DVD FAMILY/ANIME	131.92
11/02/2021	501191386	Midwest Tape	DVD FAMILY/ANIME	118.46
11/18/2021	501224101	Midwest Tape	FAMILY/ANIME DVDs	41.23
11/23/2021			L/D Y/T DVD	-14.99
Total 982.480 · Youth Video DVD				505.96
982.485 · Playaway Views				
11/02/2021	364682	Findaway World, LLC	AC ADAPTER	50.00
11/02/2021	365240	Findaway World, LLC	24 WONDERBOOKS	999.00
11/02/2021	366128	Findaway World, LLC	10 LAUNCHPADS	999.00
11/02/2021	85445	LIBRARY IDEAS LLC	VOX BOOKS	967.05
Total 982.485 · Playaway Views				3,015.05
982.490 · Videogames				
11/16/2021	6687	Crimson Multimedia Dist. Inc.	VIDEO GAMES	105.18
11/18/2021	6609	Crimson Multimedia Dist. Inc.	VIDEO GAMES	688.11
11/30/2021			L/D VIDEOGAMES	-95.00
Total 982.490 · Videogames				698.29
Total 982.400 · Non Print				9,219.22
982.600 · Periodical & Newspapers				
982.620 · Daily Newspapers				
11/16/2021	202101010	KeyBank	AMAZON MAGAZINE	31.98
Total 982.620 · Daily Newspapers				31.98
982.630 · Magazines				
11/04/2021	1628309	EBSCO Subscription Service	MAGAZINE SUBSCRIPTION	8,913.56
Total 982.630 · Magazines				8,913.56
Total 982.600 · Periodical & Newspapers				8,945.54
982.700 · Print				
982.705 · Adult Print				
982.710 · Adult Large Print				
11/02/2021	55214534	Ingram Library Services	ADULT LARGE PRINT	20.65
11/02/2021	55264745	Ingram Library Services	ADULT LARGE PRINT	14.44
11/02/2021	55283586	Ingram Library Services	ADULT LARGE PRINT	21.27
11/02/2021	55575425	Ingram Library Services	ADULT LARGE PRINT	60.78
11/04/2021	55487757	Ingram Library Services	ADULT LARGE PRINT	30.39
11/04/2021	55496547	Ingram Library Services	ADULT LARGE PRINT	18.16
11/04/2021	55514660	Ingram Library Services	ADULT LARGE PRINT	19.41
11/04/2021	55530298	Ingram Library Services	ADULT LARGE PRINT	61.58
11/04/2021	55530299	Ingram Library Services	ADULT LARGE PRINT	19.99
11/04/2021	55328062	Ingram Library Services	ADULT LARGE PRINT	19.83
11/16/2021	55782304	Ingram Library Services	ADULT LARGE PRINT	26.39
11/16/2021	55793279	Ingram Library Services	ADULT LARGE PRINT	68.41
11/16/2021	55817545	Ingram Library Services	ADULT LARGE PRINT	17.94
11/18/2021	55746206	Ingram Library Services	ADULT LARGE PRINT	21.27
11/18/2021	55746210	Ingram Library Services	ADULT LARGE PRINT	21.69
11/18/2021	55617247	Ingram Library Services	ADULT LARGE PRINT	17.94
11/29/2021	55866768	Ingram Library Services	ADULT LARGE PRINT	91.97
11/29/2021	55897277	Ingram Library Services	ADULT LARGE PRINT	20.45
Total 982.710 · Adult Large Print				572.56
982.720 · Adult Print General				
11/02/2021	2036218138	Baker & Taylor - Adult	ADULT ACCT	33.93
11/02/2021	55214529	Ingram Library Services	ADULT PRINT GENERAL	27.39
11/02/2021	55214530	Ingram Library Services	ADULT PRINT GENERAL	16.19
11/02/2021	55214531	Ingram Library Services	ADULT PRINT GENERAL	17.30
11/02/2021	55214537	Ingram Library Services	ADULT PRINT GENERAL	16.17
11/02/2021	55214538	Ingram Library Services	ADULT PRINT GENERAL	16.66
11/02/2021	55214539	Ingram Library Services	ADULT PRINT GENERAL	11.97

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11/02/2021	55214540	Ingram Library Services	ADULT PRINT GENERAL	39.78
11/02/2021	55214541	Ingram Library Services	ADULT PRINT GENERAL	16.19
11/02/2021	55214542	Ingram Library Services	ADULT PRINT GENERAL	18.60
11/02/2021	55214544	Ingram Library Services	ADULT PRINT GENERAL	16.47
11/02/2021	55214545	Ingram Library Services	ADULT PRINT GENERAL	17.32
11/02/2021	55264738	Ingram Library Services	ADULT PRINT GENERAL	14.84
11/02/2021	55264740	Ingram Library Services	ADULT PRINT GENERAL	14.79
11/02/2021	55264741	Ingram Library Services	ADULT PRINT GENERAL	15.65
11/02/2021	55264742	Ingram Library Services	ADULT PRINT GENERAL	34.60
11/02/2021	55264744	Ingram Library Services	ADULT PRINT GENERAL	13.20
11/02/2021	55264747	Ingram Library Services	ADULT LARGE PRINT	14.90
11/02/2021	55264748	Ingram Library Services	ADULT LARGE PRINT	46.83
11/02/2021	55264751	Ingram Library Services	ADULT PRINT GENERAL	41.82
11/02/2021	55264752	Ingram Library Services	ADULT PRINT GENERAL	30.50
11/02/2021	55264753	Ingram Library Services	ADULT PRINT GENERAL	52.51
11/02/2021	55264756	Ingram Library Services	ADULT PRINT GENERAL	14.89
11/02/2021	55264757	Ingram Library Services	ADULT PRINT GENERAL	14.87
11/02/2021	55283582	Ingram Library Services	ADULT PRINT GENERAL	11.34
11/02/2021	55283583	Ingram Library Services	ADULT PRINT GENERAL	16.29
11/02/2021	55283587	Ingram Library Services	ADULT PRINT GENERAL	17.39
11/02/2021	55283589	Ingram Library Services	ADULT PRINT GENERAL	11.97
11/02/2021	55283590	Ingram Library Services	ADULT PRINT GENERAL	63.82
11/02/2021	55283591	Ingram Library Services	ADULT PRINT GENERAL	14.99
11/02/2021	55308528	Ingram Library Services	ADULT PRINT GENERAL	16.28
11/02/2021	55308529	Ingram Library Services	ADULT PRINT GENERAL	16.29
11/02/2021	55308531	Ingram Library Services	ADULT PRINT GENERAL	15.19
11/02/2021	55308532	Ingram Library Services	ADULT PRINT GENERAL	47.77
11/02/2021	55308534	Ingram Library Services	ADULT PRINT GENERAL	22.95
11/02/2021	55564728	Ingram Library Services	ADULT PRINT GENERAL	23.39
11/02/2021	55564729	Ingram Library Services	ADULT PRINT GENERAL	26.58
11/02/2021	55564730	Ingram Library Services	ADULT PRINT GENERAL	11.96
11/02/2021	55564731	Ingram Library Services	ADULT PRINT GENERAL	33.07
11/02/2021	55564732	Ingram Library Services	ADULT PRINT GENERAL	15.40
11/02/2021	55564733	Ingram Library Services	ADULT PRINT GENERAL	22.00
11/02/2021	55575426	Ingram Library Services	ADULT PRINT GENERAL	12.89
11/02/2021	501191921	Midwest Tape	NOV BOC	29.99
11/04/2021	55423032	Ingram Library Services	ADULT PRINT GENERAL	17.64
11/04/2021	55423033	Ingram Library Services	ADULT PRINT GENERAL	26.05
11/04/2021	55423036	Ingram Library Services	ADULT PRINT GENERAL	16.29
11/04/2021	55423038	Ingram Library Services	ADULT PRINT GENERAL	16.28
11/04/2021	55423040	Ingram Library Services	ADULT PRINT GENERAL	15.95
11/04/2021	55423041	Ingram Library Services	ADULT PRINT GENERAL	27.94
11/04/2021	55423042	Ingram Library Services	ADULT PRINT GENERAL	19.25
11/04/2021	55464948	Ingram Library Services	ADULT PRINT GENERAL	82.50
11/04/2021	55464950	Ingram Library Services	ADULT PRINT GENERAL	24.31
11/04/2021	55464951	Ingram Library Services	ADULT PRINT GENERAL	22.00
11/04/2021	55464952	Ingram Library Services	ADULT PRINT GENERAL	28.64
11/04/2021	55464953	Ingram Library Services	ADULT PRINT GENERAL	17.63
11/04/2021	55464955	Ingram Library Services	ADULT PRINT GENERAL	35.95
11/04/2021	55496545	Ingram Library Services	ADULT PRINT GENERAL	10.08
11/04/2021	55496548	Ingram Library Services	ADULT PRINT GENERAL	28.47
11/04/2021	55514659	Ingram Library Services	ADULT PRINT GENERAL	13.45
11/04/2021	55514661	Ingram Library Services	ADULT LARGE PRINT	13.20
11/04/2021	55514662	Ingram Library Services	ADULT LARGE PRINT	22.89
11/04/2021	55514665	Ingram Library Services	ADULT PRINT GENERAL	49.42
11/04/2021	55514667	Ingram Library Services	ADULT PRINT GENERAL	48.69
11/04/2021	55549737	Ingram Library Services	ADULT PRINT GENERAL	11.88
11/04/2021	55542940	Ingram Library Services	ADULT PRINT GENERAL	105.92
11/04/2021	55542941	Ingram Library Services	ADULT PRINT GENERAL	11.12
11/04/2021	55542942	Ingram Library Services	ADULT PRINT GENERAL	14.44
11/04/2021	55328056	Ingram Library Services	ADULT PRINT GENERAL	16.54
11/04/2021	55328057	Ingram Library Services	ADULT PRINT GENERAL	22.89
11/04/2021	55328061	Ingram Library Services	ADULT PRINT GENERAL	16.06
11/04/2021	55328064	Ingram Library Services	ADULT PRINT GENERAL	16.50
11/04/2021	55328065	Ingram Library Services	ADULT PRINT GENERAL	20.20
11/04/2021	55328068	Ingram Library Services	ADULT PRINT GENERAL	16.09
11/04/2021	55377576	Ingram Library Services	ADULT PRINT GENERAL	17.38
11/04/2021	55377577	Ingram Library Services	ADULT PRINT GENERAL	33.12
11/04/2021	55377578	Ingram Library Services	ADULT PRINT GENERAL	15.19
11/04/2021	55377579	Ingram Library Services	ADULT PRINT GENERAL	16.83
11/04/2021	55377580	Ingram Library Services	ADULT PRINT GENERAL	33.11
11/04/2021	55377581	Ingram Library Services	ADULT PRINT GENERAL	21.52
11/04/2021	55377583	Ingram Library Services	ADULT PRINT GENERAL	15.19
11/04/2021	55377584	Ingram Library Services	ADULT PRINT GENERAL	15.53
11/04/2021	55392096	Ingram Library Services	YOUTH PRINT GENERAL	18.49
11/04/2021	55392097	Ingram Library Services	YOUTH PRINT GENERAL	16.29
11/04/2021	55392098	Ingram Library Services	YOUTH PRINT GENERAL	17.39
11/04/2021	55392100	Ingram Library Services	YOUTH PRINT GENERAL	15.73

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11/04/2021	55392101	Ingram Library Services	YOUTH PRINT GENERAL	12.58
11/04/2021	55392102	Ingram Library Services	YOUTH PRINT GENERAL	16.28
11/04/2021	55392103	Ingram Library Services	YOUTH PRINT GENERAL	29.82
11/08/2021	55617246	Ingram Library Services	ADULT PRINT GENERAL	20.39
11/08/2021	55637225	Ingram Library Services	ADULT PRINT GENERAL	15.98
11/08/2021	55637226	Ingram Library Services	ADULT PRINT GENERAL	17.63
11/08/2021	55637229	Ingram Library Services	ADULT PRINT GENERAL	12.58
11/08/2021	55637230	Ingram Library Services	ADULT PRINT GENERAL	15.74
11/08/2021	55637231	Ingram Library Services	ADULT PRINT GENERAL	16.84
11/08/2021	55637232	Ingram Library Services	ADULT PRINT GENERAL	34.20
11/08/2021	55637234	Ingram Library Services	ADULT PRINT GENERAL	16.70
11/08/2021	55637235	Ingram Library Services	ADULT PRINT GENERAL	15.40
11/08/2021	55688486	Ingram Library Services	ADULT PRINT GENERAL	15.74
11/08/2021	55688488	Ingram Library Services	ADULT PRINT GENERAL	16.29
11/08/2021	55688489	Ingram Library Services	ADULT PRINT GENERAL	40.68
11/08/2021	55688493	Ingram Library Services	ADULT PRINT GENERAL	30.33
11/08/2021	55688494	Ingram Library Services	ADULT PRINT GENERAL	11.97
11/08/2021	55688495	Ingram Library Services	ADULT PRINT GENERAL	36.85
11/16/2021	2036257554	Baker & Taylor - Adult	ADULT ACCT	29.18
11/16/2021	55793278	Ingram Library Services	ADULT PRINT GENERAL	15.73
11/16/2021	55793281	Ingram Library Services	ADULT PRINT GENERAL	12.89
11/16/2021	55793282	Ingram Library Services	ADULT PRINT GENERAL	15.40
11/16/2021	55817544	Ingram Library Services	ADULT PRINT GENERAL	69.09
11/16/2021	55817546	Ingram Library Services	ADULT PRINT GENERAL	14.63
11/16/2021	55817547	Ingram Library Services	ADULT PRINT GENERAL	20.90
11/18/2021	55746207	Ingram Library Services	ADULT PRINT GENERAL	15.74
11/18/2021	55746208	Ingram Library Services	ADULT PRINT GENERAL	15.04
11/18/2021	55746212	Ingram Library Services	ADULT PRINT GENERAL	30.79
11/18/2021	55746213	Ingram Library Services	ADULT PRINT GENERAL	26.64
11/18/2021	55764710	Ingram Library Services	ADULT PRINT GENERAL	11.03
11/18/2021	55764712	Ingram Library Services	ADULT PRINT GENERAL	38.62
11/18/2021	55764713	Ingram Library Services	ADULT PRINT GENERAL	18.77
11/18/2021	55764716	Ingram Library Services	ADULT PRINT GENERAL	15.74
11/18/2021	55764717	Ingram Library Services	ADULT PRINT GENERAL	19.45
11/18/2021	55764718	Ingram Library Services	ADULT PRINT GENERAL	8.04
11/18/2021	55617248	Ingram Library Services	ADULT PRINT GENERAL	15.73
11/18/2021	55617249	Ingram Library Services	ADULT PRINT GENERAL	16.29
11/18/2021	55617250	Ingram Library Services	ADULT PRINT GENERAL	16.50
11/23/2021			L/D AD PRINT	-60.49
11/23/2021			L/D CIRC AD PRINT	-37.98
11/29/2021	55843169	Ingram Library Services	ADULT PRINT GENERAL	16.83
11/29/2021	55866766	Ingram Library Services	ADULT PRINT GENERAL	17.52
11/29/2021	55866767	Ingram Library Services	ADULT PRINT GENERAL	14.84
11/29/2021	55897273	Ingram Library Services	ADULT PRINT GENERAL	17.63
11/29/2021	55897274	Ingram Library Services	ADULT PRINT GENERAL	15.73
11/29/2021	55897275	Ingram Library Services	ADULT PRINT GENERAL	21.54
11/29/2021	55897278	Ingram Library Services	ADULT PRINT GENERAL	16.63
11/30/2021	55984226	Ingram Library Services	ADULT PRINT GENERAL	16.08
11/30/2021	55926983	Ingram Library Services	ADULT PRINT GENERAL	17.38
11/30/2021	55926985	Ingram Library Services	ADULT PRINT GENERAL	17.38
11/30/2021	55926986	Ingram Library Services	ADULT PRINT GENERAL	17.39
11/30/2021	55926988	Ingram Library Services	ADULT PRINT GENERAL	15.18
11/30/2021	55926989	Ingram Library Services	ADULT PRINT GENERAL	16.28
11/30/2021	55926990	Ingram Library Services	ADULT PRINT GENERAL	16.29
11/30/2021	55926991	Ingram Library Services	ADULT PRINT GENERAL	33.68
11/30/2021	55926992	Ingram Library Services	ADULT PRINT GENERAL	49.75
11/30/2021	55926993	Ingram Library Services	ADULT PRINT GENERAL	15.54
11/30/2021	55954691	Ingram Library Services	ADULT PRINT GENERAL	28.29
11/30/2021	55954692	Ingram Library Services	ADULT PRINT GENERAL	15.73
11/30/2021	55954694	Ingram Library Services	ADULT PRINT GENERAL	16.29
11/30/2021	55954695	Ingram Library Services	ADULT PRINT GENERAL	35.20
11/30/2021	56022983	Ingram Library Services	ADULT PRINT GENERAL	16.51
11/30/2021	56022984	Ingram Library Services	ADULT PRINT GENERAL	11.94
11/30/2021	56022985	Ingram Library Services	ADULT PRINT GENERAL	51.74
11/30/2021			L/D AD PRINT	-188.94
Total 982.720 · Adult Print General				3,037.13
982.730 · Adult Ref.				
11/02/2021	55264737	Ingram Library Services	ADULT REF	14.55
11/04/2021	55423039	Ingram Library Services	ADULT REF	28.14
11/04/2021	55514664	Ingram Library Services	ADULT REF	29.05
11/18/2021	55746209	Ingram Library Services	ADULT REF	28.39
Total 982.730 · Adult Ref.				100.13
982.740 · Multiple Book Copies				
11/04/2021	55514666	Ingram Library Services	MULTIPLE BOOK COPIES	33.66
11/08/2021	55637233	Ingram Library Services	MULTIPLE BOOK COPIES	32.99

Chelsea District Library
List of Checks for Board Approval
November 2021

Date	Num	Name	Memo	Amount
11/08/2021	55688490	Ingram Library Services	MULTIPLES	49.60
11/29/2021	55843170	Ingram Library Services	MULTIPLE COPIES	49.63
11/29/2021	55897279	Ingram Library Services	MULTIPLE COPIES	31.90
Total 982.740 · Multiple Book Copies				197.78
982.750 · Professional Collection				
11/02/2021	2036228527	Baker & Taylor - Professional Coll	2020 PROFESSIONAL COLLECTION	62.08
Total 982.750 · Professional Collection				62.08
Total 982.705 · Adult Print				3,969.68
982.755 · Youth Print				
982.760 · Youth Print General				
11/02/2021	2036212146	Baker & Taylor - Auto Yours Cats	AUTO YOURS CAT	140.43
11/02/2021	55214533	Ingram Library Services	YOUTH PRINT GENERAL	10.69
11/02/2021	55214535	Ingram Library Services	YOUTH PRINT GENERAL	10.69
11/02/2021	55214536	Ingram Library Services	YOUTH PRINT GENERAL	13.20
11/02/2021	55214543	Ingram Library Services	YOUTH PRINT GENERAL	5.49
11/02/2021	55214546	Ingram Library Services	YOUTH PRINT GENERAL	62.97
11/02/2021	55264739	Ingram Library Services	YOUTH PRINT GENERAL	9.91
11/02/2021	55264743	Ingram Library Services	YOUTH LARGE PRINT	11.24
11/02/2021	55264746	Ingram Library Services	YOUTH LARGE PRINT	20.63
11/02/2021	55264750	Ingram Library Services	YOUTH PRINT GENERAL	10.69
11/02/2021	55264754	Ingram Library Services	YOUTH PRINT GENERAL	69.72
11/02/2021	55264755	Ingram Library Services	YOUTH PRINT GENERAL	5.56
11/02/2021	55283585	Ingram Library Services	YOUTH PRINT GENERAL	10.78
11/02/2021	55308530	Ingram Library Services	YOUTH PRINT GENERAL	10.23
11/02/2021	DIR0127233	EDC Educational Services	BOOKS FOR COLLECTION	197.88
11/04/2021	2036227182	Baker & Taylor - Auto Yours Cats	AUTO YOURS CAT	134.17
11/04/2021	2036267334	Baker & Taylor - Auto Yours Cats	AUTO YOURS CAT	41.66
11/04/2021	2036238497	Baker & Taylor - Unlabeled Juvenile	UNLABELED JUVENILE	189.40
11/04/2021	55423034	Ingram Library Services	YOUTH PRINT GENERAL	11.31
11/04/2021	55423035	Ingram Library Services	YOUTH PRINT GENERAL	6.38
11/04/2021	55423037	Ingram Library Services	YOUTH PRINT GENERAL	10.78
11/04/2021	55464945	Ingram Library Services	YOUTH PRINT GENERAL	7.87
11/04/2021	55464946	Ingram Library Services	YOUTH PRINT GENERAL	11.88
11/04/2021	55464947	Ingram Library Services	YOUTH PRINT GENERAL	10.23
11/04/2021	55464949	Ingram Library Services	YOUTH PRINT GENERAL	11.13
11/04/2021	55464954	Ingram Library Services	YOUTH PRINT GENERAL	10.34
11/04/2021	55328058	Ingram Library Services	YOUTH PRINT GENERAL	32.34
11/04/2021	55328059	Ingram Library Services	YOUTH PRINT GENERAL	79.77
11/04/2021	55328060	Ingram Library Services	YOUTH PRINT GENERAL	7.83
11/04/2021	55328063	Ingram Library Services	YOUTH PRINT GENERAL	4.94
11/04/2021	55328066	Ingram Library Services	YOUTH PRINT GENERAL	10.78
11/04/2021	55328067	Ingram Library Services	YOUTH PRINT GENERAL	10.58
11/04/2021	55377582	Ingram Library Services	YOUTH PRINT GENERAL	10.78
11/04/2021	55392099	Ingram Library Services	YOUTH PRINT GENERAL	11.33
11/08/2021	2036281263	Baker & Taylor - Auto Yours Cats	AUTO YOURS CAT	48.99
11/08/2021	2036269967	Baker & Taylor - Unlabeled Juvenile	UNLABELED JUVENILE	175.58
11/08/2021	2036290400	Baker & Taylor - Unlabeled Juvenile	UNLABELED JUVENILE	10.79
11/08/2021	55496546	Ingram Library Services	YOUTH PRINT GENERAL	14.63
11/08/2021	55514668	Ingram Library Services	YOUTH PRINT GENERAL	14.25
11/08/2021	55530300	Ingram Library Services	YOUTH PRINT GENERAL	7.19
11/08/2021	55542939	Ingram Library Services	YOUTH PRINT GENERAL	10.78
11/08/2021	55542943	Ingram Library Services	YOUTH PRINT GENERAL	14.64
11/08/2021	55564725	Ingram Library Services	YOUTH PRINT GENERAL	11.01
11/08/2021	55564726	Ingram Library Services	YOUTH PRINT GENERAL	8.03
11/08/2021	55564727	Ingram Library Services	YOUTH PRINT GENERAL	11.33
11/08/2021	55575424	Ingram Library Services	YOUTH PRINT GENERAL	22.25
11/08/2021	55575427	Ingram Library Services	YOUTH PRINT GENERAL	13.17
11/08/2021	55637228	Ingram Library Services	YOUTH PRINT GENERAL	10.78
11/08/2021	55688492	Ingram Library Services	YOUTH PRINT GENERAL	11.58
11/08/2021	55688487	Ingram Library Services	YOUTH PRINT GENERAL	11.88
11/08/2021	55688491	Ingram Library Services	YOUTH PRINT GENERAL	13.00
11/18/2021	10.21.1	USBORNE BOOKS & MORE	YOUTH PRINT GENERAL	35.97
11/18/2021	55637236	Ingram Library Services	YOUTH PRINT GENERAL	29.42
11/23/2021			L/D Y/T PRINT	-6.99
11/23/2021			L/D Y/T PRINT	-3.50
11/29/2021	55746204	Ingram Library Services	YOUTH PRINT GENERAL	13.76
11/29/2021	55746205	Ingram Library Services	YOUTH PRINT GENERAL	11.03
11/29/2021	55746211	Ingram Library Services	YOUTH PRINT GENERAL	8.22
11/29/2021	55764711	Ingram Library Services	YOUTH PRINT GENERAL	10.78
11/29/2021	55764715	Ingram Library Services	YOUTH PRINT GENERAL	11.33
11/29/2021	55793280	Ingram Library Services	YOUTH PRINT GENERAL	9.89
11/29/2021	55817548	Ingram Library Services	YOUTH PRINT GENERAL	9.89
11/29/2021	55843168	Ingram Library Services	YOUTH PRINT GENERAL	10.76
11/29/2021	55897276	Ingram Library Services	YOUTH PRINT GENERAL	18.41

Chelsea District Library
List of Checks for Board Approval
November 2021

Date	Num	Name	Memo	Amount
11/30/2021	55926984	Ingram Library Services	YOUTH PRINT GENERAL	8.03
11/30/2021	55926987	Ingram Library Services	YOUTH PRINT GENERAL	11.88
11/30/2021	55954693	Ingram Library Services	YOUTH PRINT GENERAL	11.34
11/30/2021	55954696	Ingram Library Services	YOUTH PRINT GENERAL	30.25
11/30/2021	55984225	Ingram Library Services	YOUTH PRINT GENERAL	32.14
11/30/2021	55984227	Ingram Library Services	YOUTH PRINT GENERAL	24.67
11/30/2021			L/D Y/T PRINT	-66.97
Total 982.760 · Youth Print General				1,824.00
Total 982.755 · Youth Print				1,824.00
Total 982.700 · Print				5,793.68
982.800 · Collection Enhancement				
982.810 · Adult Enhancement				
11/02/2021	55214532	Ingram Library Services	ADULT ENHANCEMENT	16.20
11/02/2021	55264749	Ingram Library Services	ADULT ENHANCEMENT	26.00
11/02/2021	55283584	Ingram Library Services	ADULT ENHANCEMENT	30.93
11/02/2021	55283588	Ingram Library Services	ADULT ENHANCEMENT	15.18
11/04/2021	55514663	Ingram Library Services	ADULT ENHANCEMENT	34.78
11/04/2021	55542938	Ingram Library Services	ADULT ENHANCEMENT	16.29
11/08/2021	55637224	Ingram Library Services	ADULT ENHANCEMENT	11.56
11/08/2021	55637227	Ingram Library Services	ADULT ENHANCEMENT	16.28
11/16/2021	202101010	KeyBank	UPS - BOOK RETURN SHIPPING	11.38
11/18/2021	54464714	Ingram Library Services	ADULT ENHANCEMENT	13.53
Total 982.810 · Adult Enhancement				192.13
982.820 · Youth Enhancement				
11/29/2021	17C6-6JNM-M7PW	Amazon Capital Services Inc	ELEPHANT AND PIGGIE	99.75
Total 982.820 · Youth Enhancement				99.75
Total 982.800 · Collection Enhancement				291.88
Total 982 · Collection Expense				25,051.13
TOTAL				**230,611.67**

Chelsea District Library
Donation and Restricted
January through November 2021

	Jan - Nov 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	4,493	2,955	1,538
674.141 · Designated Technology	2,000	2,000	0
674.150 · Continuing Education Restricted	600	600	0
Total 674 · Contribution & Donation	9,093	7,555	1,538
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	9,093	8,055	1,038
Gross Profit	9,093	8,055	1,038
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	821	845	(24)
Total 969.600 · Staff Training	821	845	(24)
Total 969 · Continuing Education Expenses	821	845	(24)
982 · Collection Expense			
982.400 · Non Print			
982.930 · Non Print Restricted gifts			
982.932 · Electronic Products/Sub Restr G	0	100	(100)
Total 982.930 · Non Print Restricted gifts	0	100	(100)
Total 982.400 · Non Print	0	100	(100)
982.500 · Local History Preservation			
982.941 · Chelsea Standard Digitize - Res	(7)		
Total 982.500 · Local History Preservation	(7)		
Total 982 · Collection Expense	(7)	100	(107)
Total Expense	814	9,233	(8,419)
Net Ordinary Income	8,279	(1,178)	9,457
Net Income	8,279	(1,178)	9,457

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12/02/21
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	Aug 21	Sep 21	Oct 21	Nov 21	Jan - Nov 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	0	63	(32)	0	1,884,661	1,899,957	(15,296)	99%
540.100 · State Aid	0	0	63,341	0	6,454	0	6,564	0	0	0	0	76,359	30,000	46,359	255%
574.100 · Penal Fines	0	0	0	0	0	0	0	20,479	0	0	0	20,479	10,000	10,479	205%
606.000 · Misc Income & Refunds	0	0	0	0	0	0	0	0	0	106	0	106			
607.100 · Non-Resident Fees	0	0	875	0	0	438	94	500	188	0	750	2,845	5,500	(2,655)	52%
607.200 · ILL Fees	0	0	0	0	0	0	0	0	0	0	0	0	600	(600)	0%
645.100 · Copiers & Printers	0	0	0	0	0	0	368	107	87	362	115	1,039	7,500	(6,461)	14%
655.100 · Circulation Fines	0	0	15	0	0	30	0	20	10	10	61	146			
665.100 · Interest	17	40	57	58	38	21	15	10	8	5	5	274	0	274	100%
666.100 · Investment Earnings	4	1,280	2,254	2,367	11,677	1,025	12	12	2,260	2,373	0	23,264	40,000	(16,736)	58%
666.500 · Investment Change in Value	(3,861)	(4,769)	(6,030)	599	(62)	(2,372)	332	(1,182)	(3,521)	(6,618)	0	(27,484)	0	(27,484)	100%
674 · Contribution & Donation	2,820	2,600	23	500	200	45	386	519	1,005	290	705	9,093	7,555	1,538	120%
675 · Private Grant Sources	0	0	0	0	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	20,465	100	(3,504)	1,636	1,990,782	2,001,612	(10,830)	99%
Gross Profit	644,840	669,487	352,665	225,103	18,310	52,020	9,660	20,465	100	(3,504)	1,636	1,990,782	2,001,612	(10,830)	99%
Expense															
66900 · Reconciliation Discrepancies	0	0	0	0	168	(168)	0	0	0	0	0	0			
701 · Personnel Expenses	83,829	84,753	84,023	84,285	84,598	88,232	131,507	88,494	88,878	89,521	136,041	1,044,161	1,177,863	(133,702)	89%
727 · Supplies	218	1,079	1,201	347	659	1,291	802	2,443	1,046	3,202	2,082	14,370	21,475	(7,105)	67%
801 · Professional Services	797	12,250	11,952	655	1,420	1,401	2,630	2,478	2,040	1,040	13,024	49,687	73,765	(24,078)	67%
803 · Maintenance Service Contracts	2,577	12,464	8,856	15,611	7,852	21,674	12,948	5,989	6,624	4,874	7,845	107,314	187,338	(80,024)	57%
850 · Telecommunications	627	1,229	3,226	387	5,376	4,285	1,693	2,055	3,125	2,735	1,887	26,625	39,000	(12,375)	68%
880 · Promotional Materials	823	7,462	7,971	2,154	4,388	7,430	441	8,638	7,804	5,687	9,695	62,493	80,330	(17,837)	78%
884 · Programming	4,817	10,475	13,540	904	5,698	8,429	3,558	6,935	5,046	6,928	5,497	71,827	109,475	(37,648)	66%
885 · Volunteer	0	0	0	0	0	0	18	174	0	26	0	218	4,500	(4,282)	5%
920 · Utilities	0	3,970	4,440	3,954	3,758	3,814	5,196	5,261	11,338	195	4,215	46,141	62,000	(15,859)	74%
960 · Board & Director Expense	(157)	0	0	346	0	0	43	162	48	137	360	939	3,500	(2,561)	27%
965 · Automation Services	3,495	0	8,962	8,962	921	0	8,962	0	0	9,411	0	40,713	41,925	(1,212)	97%
967 · Equipment	205	1,757	1,530	355	514	5,912	9,307	1,568	737	1,684	2,464	26,033	47,540	(21,507)	55%
969 · Continuing Education Expenses	318	625	199	1,476	508	545	308	553	494	481	1,756	7,263	24,133	(16,870)	30%
980 · Capital Expense	0	0	0	2,045	0	17,386	3,616	900	10,439	0	20,695	55,081	62,035	(6,954)	89%
982 · Collection Expense	974	11,092	14,587	26,720	14,071	11,061	18,188	11,540	14,444	10,391	25,051	158,119	193,823	(35,704)	82%
Total Expense	98,523	147,156	160,487	148,201	129,931	171,292	199,217	137,190	152,063	136,312	230,612	1,710,984	2,128,702	(417,718)	80%
Net Ordinary Income	546,317	522,331	192,178	76,902	(111,621)	(119,272)	(189,557)	(116,725)	(151,963)	(139,816)	(228,976)	279,798	(127,090)	406,888	
Other Income/Expense															
Other Expense															
999.001 · Transfer to Capital Improvement	0	0	0	0	0	0	0	0	0	0	0	0	(28,000)	28,000	0%
999.002 · Transfer to Capital Reserve Fun	0	0	0	0	0	0	0	0	0	0	0	0	17,700	(17,700)	0%
999.025 · Carry from General Fund	0	0	0	0	0	0	0	0	0	0	0	0	116,790	(116,790)	0%
Total Other Expense	0	0	0	0	0	0	0	0	0	0	0	0	106,490	(106,490)	0%
Net Other Income	0	0	0	0	0	0	0	0	0	0	0	0	(106,490)	106,490	0%
	546,317	522,331	192,178	76,902	(111,621)	(119,272)	(189,557)	(116,725)	(151,963)	(139,816)	(228,976)	279,798	(233,580)	513,378	

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12/02/21
Accrual Basis

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

	Jan - Nov 21	Jan - Nov 20	$ Change	% Change
Ordinary Income/Expense				
Income				
402 · District Revenue	1,884,660.81	1,817,497.63	67,163.18	3.7%
540.100 · State Aid	76,359.64	72,656.71	3,702.93	5.1%
574.100 · Penal Fines	20,478.87	15,282.06	5,196.81	34.01%
606.000 · Misc Income & Refunds	106.00	0.00	106.00	100.0%
607.100 · Non-Resident Fees	2,843.75	1,625.00	1,218.75	75.0%
645.100 · Copiers & Printers	1,038.93	1,263.70	-224.77	-17.79%
655.100 · Circulation Fines	146.00	5,402.74	-5,256.74	-97.3%
665.100 · Interest	274.98	494.81	-219.83	-44.43%
666.100 · Investment Earnings	23,264.23	38,444.95	-15,180.72	-39.49%
666.500 · Investment Change in Value	-27,483.65	20,083.50	-47,567.15	-236.85%
674 · Contribution & Donation	9,093.10	11,875.00	-2,781.90	-23.43%
675 · Private Grant Sources	0.00	16,500.00	-16,500.00	-100.0%
Total Income	1,990,782.66	2,001,126.10	-10,343.44	-0.52%
Gross Profit	1,990,782.66	2,001,126.10	-10,343.44	-0.52%
Expense				
66900 · Reconciliation Discrepancies	0.00	0.00	0.00	0.0%
701 · Personnel Expenses	1,044,160.92	992,201.25	51,959.67	5.24%
727 · Supplies	14,369.47	14,313.21	56.26	0.39%
801 · Professional Services	49,686.67	33,124.68	16,561.99	50.0%
803 · Maintenance Service Contracts	107,315.16	88,737.24	18,577.92	20.94%
850 · Telecommunications	26,625.66	24,275.31	2,350.35	9.68%
880 · Promotional Materials	62,491.69	43,729.83	18,761.86	42.9%
884 · Programming	71,826.46	46,073.73	25,752.73	55.9%
885 · Volunteer	216.99	351.08	-134.09	-38.19%
920 · Utilities	46,141.89	36,734.16	9,407.73	25.61%
960 · Board & Director Expense	938.27	388.88	549.39	141.28%
965 · Automation Services	40,714.14	31,092.47	9,621.67	30.95%
967 · Equipment	26,032.91	24,552.30	1,480.61	6.03%
969 · Continuing Education Expenses	7,263.88	15,507.84	-8,243.96	-53.16%
980 · Capital Expense	55,081.06	11,155.00	43,926.06	393.78%
982 · Collection Expense	158,118.08	150,481.92	7,636.16	5.07%
Total Expense	1,710,983.25	1,512,718.90	198,264.35	13.11%
Net Ordinary Income	279,799.41	488,407.20	-208,607.79	
Net Income	279,799.41	488,407.20	-208,607.79	

7.0

CHELSEA DISTRICT LIBRARY

Fund Balances

November 30, 2021

		Beginning Balance	Net Change	Ending Balance
General Fund				
LOCAL BANKS BALANCES				
Checking Account/ Chelsea State Bank	001.001	$55,337.46	$41,016.10 *	$96,353.56
Paypal Account	003.002	$0.00	$0.00	$0.00
Cash on Hand		**$55,337.46**	**$41,016.10**	**$96,353.56**
Ameriprise Account				
Fixed Income Fund	017.003	$1,535,267.80	$8,543.38 **	$1,543,811.18
Money Market Fund	017.004	$500,000.00	-$200,000.00	$300,000.00
Investment Partners Total		**$2,035,267.80**	**-$191,456.62**	**$1,843,811.18**
Total General Fund		**$2,090,605.26**	**-$150,440.52**	**$1,940,164.74**
Debt Service Fund				
Bond Debt Retirement Fund Checking	003.008	**$250,846.72**	**$10.31**	**$250,857.03**

8.1

Ameriprise 11/30/2021

Account no. 0000-4823-9221-4

GL ACCOUNTS - 017.003, 017.004, 666.100, 666.500

	Beginning Balance	Deposit/transfer in	Interest	Fees	Withdrawl	Change in Value	Ending balance*
12/31/20		(IN/OUT OF GENERAL FUND)					$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	$0.00	$1,024.52			-$2,372.35	$2,241,599.01
07/31/21	$2,241,599.01	$0.00	$12.47			$332.25	$2,241,943.73
08/31/21	$2,241,943.73	$0.00	$12.46			-$1,182.40	$2,240,773.79
09/30/21	$2,240,773.79	-$200,000.00	$2,259.71			-$3,521.10	$2,039,512.40
10/31/21	$2,039,512.40	$0.00	$2,373.30			-$6,617.90	$2,035,267.80
11/30/21	$2,035,267.80	-$200,000.00	$9,520.28			-$976.90	$1,843,811.18
12/31/21	$1,843,811.18						$1,843,811.18
Balance		$300,000.00	$32,784.51	$0.00	$0.00	-$28,460.55	$1,843,811.18
	017.003 + 017.004		666.100			666.500	017.003+017.004

*Should match Ameriprise Statement

8.2
Ameriprise Money Market
GL 017.003

10/31/2021

	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	0.00	700,000.00
07/31/21	700,000.00	0.00	0.00	0.00	0.00	0.00	700,000.00
08/31/21	700,000.00	0.00	0.00	0.00	0.00	0.00	700,000.00
09/30/21	700,000.00	-200,000.00	0.00	0.00	0.00	0.00	500,000.00
10/31/21	500,000.00	0.00	0.00	0.00	0.00	0.00	500,000.00
11/30/21	500,000.00	-200,000.00	0.00	0.00	0.00	0.00	300,000.00
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.

2021	11/30/2021	12/31/2021		YTD Totals
Source	Amount	Amount		**Amount**
General Fund	600,000	600,000		
General Fund	254,646	254,646		
General Fund	66,000	66,000		
General Fund	300	300		
Cap Improvement Fund	155,274	155,274		
Infinex Money Market Fund	1,737	1,737		
Total Investment	1,077,957	1,077,957		

Date	Value	Value		YTD **Value**
Beginning balance (017.004)	2,035,368	2,043,911		**$2,039,512**
Invested	1,077,957	1,077,957		
Cumulative Fund Increase 6/2009 – 12/31/2020	511,966	511,966		
2021 Earnings ** (666.100)	9,520		Earnings	**$32,885**
2021 Valuation (666.500)	-977		Valuation	**-$28,461**
2021 YTD Valuation - gain/loss	**-28,461**	**-28,461**		
2021 Monthly change - Net of earnings and valuation	8,543	0		
2021 FY Cumulative Change (Current Year)	4,424	4,424	YTD Cumulative	**$4,424**
Withdrawal (-) / Deposit (+)	-200000		MMF from OC	**$300,000**

Fund	Value	Value		
Capital Reserve Fund	890,100	890,100		
Capital Improvement Fund	100,000	100,000		
General Fund from Investment	537,421	537,421		
Investment Services Fund (Interest - Fees + Change in Value)	516,390	516,390		
Ending Balance	2,043,911	2,043,911	Ending Balance	**2,043,911**

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 - REV 2.0 at 11/30/2021

Budget

Cash Flow Projections	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Year's Total
Beginning Balance	$282,207	$613,873	$1,159,731	$1,332,783	$1,403,429	$1,236,972	$1,161,277	$991,214	$827,406	$652,429	$495,362	$349,984	
Projected Total CDL Income	$710,533	$616,186	$300,665	$54,562	$8,594	$84,943	$5,197	$60,959	$7,595	$4,197	$4,297	$238,640	$1,998,657
Income, % by month	35.6%	30.8%	10.0%	2.8%	0.4%	4.3%	0.3%	3.1%	0.4%	0.2%	0.2%	11.9%	100.0%
Projected Total CDL expenditures	$183,616	$151,864	$198,656	$171,291	$175,051	$160,638	$175,260	$224,767	$182,571	$161,264	$149,775	$154,371	$2,088,916
Expense, % by month	8.8%	7.3%	9.5%	8.2%	8.4%	7.7%	8.4%	10.8%	8.7%	7.7%	7.2%	7.4%	100.0%
Net Projected Cash Flow	$526,907	$464,322	$2,009	($116,729)	($166,457)	($75,695)	($170,064)	($163,808)	($174,976)	($157,067)	($145,478)	$84,269	($90,259)
Ending balance	$809,114	$1,078,195	$1,161,740	$1,218,054	$1,236,972	$1,161,277	$991,214	$827,406	$652,429	$495,362	$349,984	$434,253	($90,259)

Monthly Income & Expenses

Actual

Income	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Year's Total
Gross Income (CDL + CDL Bond)	712,471.40	884,841.13	468,202.21	292,825.79	7,275.80	70,388.08	11,352.01	22,244.41	201,935.04	795.57	203,601.27	0.00	
Income to CDL Bond	222,688.61	210,932.49	111,414.48	69,446.09	0.96	16,633.83	592.11	0.00	0.00	0.00	0.00	0.00	631,708.57
Income to CDL	489,782.79	673,908.64	356,787.73	223,379.70	7,274.84	53,754.25	10,759.90	22,244.41	201,935.04	795.57	203,601.27	0.00	2,244,224.14
Other income PPT $/PP													
Net Income to CDL	489,782.79	673,908.64	356,787.73	223,379.70	7,274.84	53,754.25	10,759.90	22,244.41	201,935.04	795.57	203,601.27	0.00	

Expenses	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Year's Total
Expenses - Gross	380,795.99	338,974.07	295,136.84	222,171.33	847,564.72	177,820.17	181,643.95	147,937.38	158,906.77	148,163.40	162,575.97	0.00	0.00
record MMF movement here					-700K				200K		200K	200K	
Less Transfers to CDL Debt	222,688.61	210,932.49	111,414.48	69,446.09	0.96	16,633.83	592.11	0.00	0.00	0.00	0.00	0.00	
Acct Fees (interest is in income)	9.80	9.00	13.00	8.80	9.00	9.20	7.20	10.60	10.20	5.45	9.20		
Other													
Net Total Expenses	158,117.18	128,050.58	183,735.36	152,734.84	847,572.76	161,195.54	181,059.04	147,947.98	158,916.97	148,168.85	162,585.17	0.00	

Actual / Budget

CDL Cash Flow	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Year's Total
Beginning balance	282,207.44	613,873.05	1,159,731.11	1,332,783.46	1,403,429.14	563,131.22	455,689.93	285,390.79	159,687.22	202,705.29	55,337.46	96,353.56	
Income	489,782.79	673,908.64	356,787.73	223,379.70	7,274.84	53,754.25	10,759.90	22,244.41	201,935.04	795.57	3,601.27	0.00	1,998,657.00
Money Market Flow	0.00	0.00	0.00	0.00	700,000.00	0.00	0.00		-200,000.00	0.00	-200,000.00		300,000.00
Expenditures	158,117.18	128,050.58	183,735.36	152,734.04	147,572.76	161,195.54	181,059.04	147,947.98	158,916.97	148,163.40	162,585.17	0.00	2,088,916.00
Net cash flow	331,665.61	545,858.06	173,052.37	70,645.66	-140,297.92	-107,441.29	-170,299.14	-125,703.57	243,018.07	-147,367.83	41,016.10	0.00	
Ending balance	613,873.05	1,159,731.11	1,332,783.48	1,403,429.14	563,131.22	455,689.93	285,390.79	159,687.22	202,705.29	55,337.46	96,353.56	96,353.56	

Actual / Budget

CDL Bond Cash Flow	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Year's Total
Beginning Balance	284,179.79	506,884.84	702,411.71	193,171.96	262,626.75	262,638.86	279,284.01	279,888.00	279,899.89	250,836.07	250,846.72	250,857.03	
Total Income	222,688.61	210,932.49	111,414.48	69,446.09	0.96	16,633.83	592.11	0.00	0.00	0.00	0.00	0.00	
Acct Interest (fees)	16.45	23.25	20.77	8.70	11.11	11.32	11.88	11.89	11.18	10.65	10.31		
Expenditures	0.00	15,428.87	620,675.00	0.00	0.00	0.00	0.00	0.00	29,075.00	0.00			
Net cash flow	222,705.06	210,955.74	111,435.25	69,454.79	12.11	16,645.15	603.99	11.89	-29,063.82	10.65	10.31	0.00	
Ending balance	506,884.84	702,411.71	193,171.96	262,626.75	262,638.86	279,284.01	279,888.00	279,899.89	250,836.07	250,846.72	250,857.03	250,857.03	0.00

DIRECTOR'S REPORT

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

Staff Announcements

Work Anniversaries

Computer Tech II Matt Jensen celebrated his one year on November 30. Congratulations! So glad you are part of the CDL team!

Welcome Everett Mayes

Please join me in welcoming Everett Mayes to the CDL technology team as Technology Specialist. Everett comes to us with a demonstrated commitment to public service and experience providing tech support to seniors. He will begin work at CDL at the beginning of the new year.

Circulation Department News

Two top-notch Library Assistants are leaving CDL to devote time to other areas of their lives. We will miss both Leslie Abcouwer and Mandy Higgins greatly. Each brought joy to their work here and were valued members of the CDL team. As a result, we currently have posted a Library Assistant position that we hope to fill after the start of the new year.

CDL and COVID-19

Since the board last met, there have been no updates to COVID-19 protocols at CDL. Staff continue to wear masks in the building, and patrons are encouraged to wear them as well. Masks will be required at all in-person programs in the building or at CDL programs in other buildings throughout the community.

Upcoming Board Vacancies

I have been in contact with the supervisors of Lima and Lyndon Townships about upcoming vacant seats on the CDL board. Both are pursuing candidates. Lima Township should have a nominee for their December 13 board meeting.

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

Most meetings during November were interviews for the Technology Specialist position and conversations with legal counsel on employment matters.

- Friends of CDL meeting (November 9)
- Zoom meeting Greg Yankee (CFSEM) to discuss grant opportunities (November 12)
- Zoom interview with Chelsea Arts Initiative to discuss CDL's role in the arts (November 17)
- Conversation with Lima Township Supervisor Duane Luick on board seat vacancy (November 22)

Chelsea District Library
Assistant Director's Report
Nov. 2021

Facility update
To review: *The exhaust stack that runs from the boilers up through all floors and out the roof is leaking in several spots due to excess condensation that is not evaporating properly. The excess condensation is getting outside of the venting in several places and pooling on the ceiling in teenspot, thus causing the leak. Johnson Controls has been on site several times to evaluate solutions and the two best options are 1) replacing the boilers with condensing models (the most expensive option), or 2) running the exhaust through the two maintenance rooms adjacent to the boiler room and venting them out the north side of the building, just above ground level. This will render the original stack irrelevant and stop the leaking. Johnson is pursuing the second option and we will most likely have a quote for that project by the time you read this.*

Update: there are industry standards on how long the exhaust line can be and they vary by the size of the pipe. Our run would be too long for the size pipe we have and making the pipe larger means adding fans, which then drives up the cost. JCI has scrapped this option. Option 2 is quite expensive and our current boilers still have some life left in them, so JCI is hesitant to recommend it. Fortunately, turning the water temp up combined with capping off the old steam boiler vent seems to have warmed things up enough that we have not had any condensation leaking for about 10 days, so we think we may have solved the problem. We need a few more really cold days to make sure it has stopped before JCI will call it good. Then I will move ahead with getting the ceiling in the teenspace repaired, probably right after the first of the year.

No update on the LED bulb situation. Hopefully I'll have an update next month.

All of our remaining annual facility inspections are done or scheduled. We did have an unexpected improvement to our fire alarm system requiring upgrading the line from 3G to LTE, in anticipation of moving to 5G at some future date. This is scheduled for early December.

Staffing/Training
Our new technology specialist, Everett Mayes, is very excited about joining our CDL staff right after we return from the New Year's holiday. We know you are going to love him! We hope to also have a new library assistant in the Circulation Department by the time you read this.

Our annual all staff in-service this month was a big success. We started the day with a critical incidents refresher from Chief Toth, then moved into the Ingenuity Engine and the fun began! We received very positive feedback about the time spent learning all of the fun things one can do in that space. Then we spent time actually designing and making a project on either the laser cutter or the cricut. I love my new Grogu earrings!

Volunteers- I will include November and December next month.

Respectfully submitted- Linda Ballard, Assistant Director

Program Information

The holiday months tend to be quieter times of the year for programs. Highlights for this month included:

- the return to an in-person (albeit much smaller) Veteran's Day event. It was wonderful to offer this gathering opportunity again in support of our Veterans, and the speaker's presentation was genuine and heartfelt. One Veteran was particularly pleased with this year's content, telling library staff that "this is what we [Veterans] need to be talking about."
- We tested out in-person outdoor yoga storytime for kids and found it to be a successful and fun way to safely offer enrichment for this younger, unvaccinated population. We're now planning two outdoor storytimes for the spring to continue to engage with young parents and toddlers in safe ways.
- Teen programs and outreach had major successes this month. Teen librarian Stacey Comfort was invited into the Chelsea High School for a visit with the Women in History class and saw 20 students. We're excited by the blossoming relationship with the high school teachers. Stacey also hosted Banned Book Club and had meaningful discussions on censorship, libraries, and books with 8 teens.
- Youth librarian Jessica Zubik held a virtual visit with classes at South Meadows to instruct students on research methods and resources, connecting with over 190 students!
- Song to Table, an online series done with former Songfest singer Paul Burch, saw light attendance at the live event, but the recordings did well, educating patrons on some of the history of folk music and food in Michigan.
- CDL participated in the Human Rights Commission's Civility Month with an online Civil Discourse Workshop that was well received by attendees and HRC representatives.

And while this was a lighter month for hosting programs, planning was in full swing:

- Youth and adult librarians met to brainstorm spring programs, picking presenters and discussing the benefits and challenges of virtual, in-person, and hybrid programs.
- All librarians met during the library in-service to begin planning for Summer Reading! The theme this year is Oceans of Possibilities. The team decided on the format of the online and paper reading challenges, additional activities to complement the challenges, completion prizes, and grand prizes.
- Youth librarians met to plan the Jan Brett Holiday and Teen and Tween gift making, our biggest events for the upcoming month.
- Laura Brown planned and implemented a new NASA created winter reading challenge.

Program Attendance

Date	Title	In-Person	Virtual Live	Virtual Recorded	Kits
	Adult Programs				
11/3	Reading Glasses	5			
11/11	Veterans Day Celebration	20			
11/17	Civil Discourse Workshop		10		
	Adult Programs Total	25	10		
	Early Literacy Programs				
11/3	Preschool Storytime on Zoom		5		
11/17	Thanksgiving Storybook Trail				50
11/18	Dance Along Sing Along on Zoom		3		
11/22	Thanksgiving Storytime		6		
	Early Literacy Programs Total		14		50
	Youth Programs				
11/9	K-2 Books & Fun		6		
11/10	Outdoor Yoga Storytime	17			
11/15	After School Science Snacks on Zoom		3		
11/16	Tween Book Club on Zoom		8		
	Youth Programs Total	17	17		
	Teen Programs				
11/4	That Thursday Thing: (Virtual) Bandanna Keychains		4		
11/10	Teen D&D	3			
11/12	Teen VR	3			
11/18	That Thursday Thing: Hand-Stamped Metal	4			
11/30	Pizza and Paperbacks: Banned Book Club	8			
	Teen Programs Total	18	4		
	General Programs				
11/7	Online! Song to Table series	4	24		
11/14	Online! Song to Table series	7	13		
	General Programs Total	11	37		
	Outreach/Awareness Programs				
11/11	5th Grade Research Talks		192		
11/15	Chelsea High School Visit: Women in History	20			
11/18	The Pines Book Club	11			
	Outreach/Awareness Programs Total	31	192		

Reference, Collections, Deliveries, and Other

Services	November 2021
Reference Questions	1,376
Homebound & Deposit Book Deliveries	32
OCLC Interlibrary Loan	11

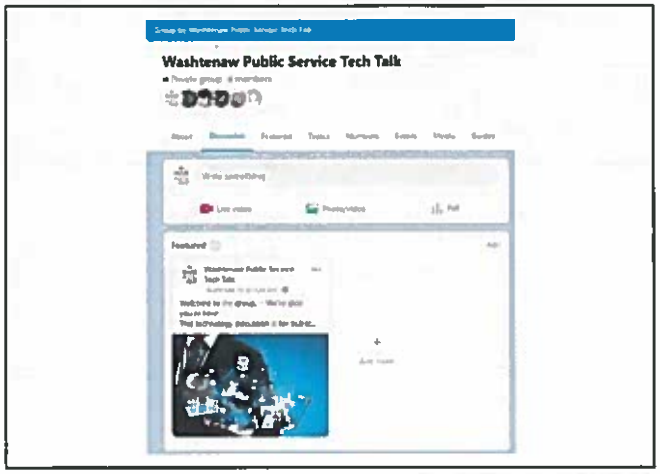
Technology Department News

November 2021

by Scott Rakestraw, Head of Technology

Notable News & Events

~ ***https://ChelseaDistrictLibrary.org/wpst***



Washtenaw Public Service Tech Talk: LIVE on FACEBOOK!

The public service tech forum is now on Facebook. Share the URL above so that your community officials can join. The forum is open to government and public service staff as well as non-profit, community service AND small business entities. We'll have a regular feed of information on technology and security issues and there are plenty of ways to ask questions, comment, discuss and interact.

Share/Visit this URL:

Click JOIN or INVITE to share with Facebook Friends!

https://ChelseaDistrictLibrary.org/wpst

~ *Looking Ahead*

Chelsea Senior Center Partnership

We are pleased to be preparing for our new partnership with the Chelsea Senior Center beginning in January of 2022. In light of our common goals and mission to serve this community, CDL will begin providing technology support services to CSC. We are expanding our staff and are pleased to be able to provide in person technology assistance to CSC members on-site. Look for a staffing announcement coming soon as well as additional ways the library will be helping CSC and all of our "distinguished citizens".

Chelsea Senior Center

734-475-9242

www.chelseaseniors.org

512 E. Washington St. • Chelsea, MI 48118

Progress Report

- We've finally been able to get the "Technomad" device off the ship and delivered to the library. Technomad is an automated public address messaging system which will allow us to deliver prerecorded messages on the over-head PA system. This device will be particularly helpful for patrons as well as staff in the event of an emergency.
- Supply chain disruptions continue but we have finally received our copier supplies; We have also purchased some backup supplies from a third party to insure that we won't lose copier functions in the event of future shipping delays.
- The Ingenuity Engine lab is beginning to enjoy regular foot traffic and has been hosting small demos and creative events. The laser cutter is always popular but the sewing machines, video VHS transfer station and the 3D printer continue to engage patrons. In 2022, we'll be adding several new features including a new, more powerful video edit workstation and a photo curing, LCD resin 3D printer.

State Aid Stats:

DATA SERVICES		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV
10825.42	Hotspots: Total GB Used - Township Halls	975.95	909.6	955.61	923.36	1007.7	1000.4	983.5	1008.1	1033.5	1019.1	1008.6
112.54	-- Lima Township (GB)	9.67	8.33	9.14	11.4	10.4	10.7	9.7	10.8	11.4	10.4	10.6
300.78	-- Sylvan Township (GB)	20.98	21.67	22.87	20.56	24.7	28.4	32.5	33.9	34.5	29.4	31.3
10412.1	-- Mobile Beacon (GB)	945.3	879.6	923.6	891.4	972.6	961.3	941.3	963.4	987.6	979.3	966.7
303	Hotspot Devices Circulated	18	16	27	21	18	34	40	30	37	32	30
1745	Public Internet - Computer Sessions	0	0	0	0	0	126	378	418	261	226	336
4254	Public Internet - Wireless Logins	374	349	288	417	361	409	394	441	392	407	422

ONLINE SERVICES		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV
51799	Website Sessions	5913	5764	5633	5360	4939	3956	4388	4163	3844	4073	3766
25342	Website Users	2804	3017	2611	2617	2094	1985	2108	2088	1916	2231	1871
16975	AUDIO Downloads Total	1490	1266	1708	1478	1549	1563	1579	1632	1509	1590	1611
12616	-- Audio: Overdrive	*1060*	*977*	*1146*	*1089*	*1122*	*1167*	*1172*	*1254*	*1194*	*1228*	*1207*
4359	-- Audio: Hoopla (audiobook and music)	*430*	*289*	*562*	*389*	*427*	*396*	*407*	*378*	*315*	*362*	*404*
1700	VIDEO Downloads Total	222	224	180	126	145	126	158	126	138	132	123
8	-- Video: Overdrive	*0*	*3*	*1*	*1*	*0*	*2*	*0*	*0*	*0*	*0*	*1*
1125	-- Video: Hoopla	*141*	*126*	*140*	*73*	*99*	*83*	*104*	*87*	*94*	*97*	*81*
567	-- Video: Kanopy	*81*	*95*	*39*	*52*	*46*	*41*	*54*	*39*	*44*	*35*	*41*
20871	EBook Downloads Total	2264	2480	2133	1830	1991	1781	1749	1621	1695	1645	1682
18850	-- ebook: Overdrive	2045	2178	1914	1693	1858	1663	1503	1472	1532	1493	1499
2021	-- ebook: Hoopla	219	302	219	137	133	118	246	149	163	152	183
39546	TOTAL Downloads	3976	3970	4021	3434	3685	3470	3486	3379	3342	3367	3416

Database Stats:

November 2021: Online Database Rank & Trending Report

Last Week	Rank	Database Service	Total Clicks	Unique Visitors
		Grand Totals:	1437	1183
-	1	Explora for Elementary Students	215	117
6	2	Britannica School	213	136
10	3	Sun Times News	89	89
1	4	Ancestry	72	45
3	5	Consumer Reports	71	54
2	6	Hoopla Home	64	58
11	7	Michigan Legal Help	55	54
8	8	Demographics Now	52	50
7	9	NoveList K8	49	49
5	10	Michigan eLibrary	47	37
13	11	NoveListPlus	44	44
5	12	Opposing View Points in Context	42	42
16	13	Learning Express Library	36	34
9	14	Chelsea Update	35	35
-	15	Historic Newspapers	34	25
4	16	My Heritage	33	33
20	17	WorldCat.org	32	32
17	18	Adult Learning Center	31	30
21	18	Lynda.com [Linked In Learning]	31	31
23	18	Unemployment Help	31	31
17	21	Michigan Secretary of State	28	28
-	21	Scholastic Teachables	28	27
22	23	Michigan Voter Information Center	27	26
12	23	Stories of Chelsea	27	25
17	24	Pronunciator	26	26
14	25	United States Census	25	25

Marketing November Board Report 2021

Wrapping up *Small Wonders* and *Artist In Residence*

Names of people that entered their comments on survey/comment slips during the *Small Wonders* and *Artist in Residence* exhibitions were randomly drawn for prize giveaways, and winners were notified. Drawing slips were also collected from Serendipity Books and two prize winners were selected. Visitors' quotes were pulled from comment cards and submitted to the director with photos of the exhibition and were then shared with exhibit company.

Winter Newsletter

We published and distributed the printed winter newsletter featuring a local art student on the front cover, and introduced the Community Quilt project on the back. The next library exhibit, *Frida Kahlo's Garden*, is featured on the inside with the newly upgraded Ingenuity Engine. Until this issue the marketing for the makerspace was limited. As the marketing ramped up in November for the IE and the newsletters were delivered all over the library district, more and more people visited the IE. This issue also introduced two new employees and announced the Washtenaw Reads book, *Being Heumann*. It established and initiated the marketing information and graphics for programs held in the next few months through LCD slides, digital ads, print ads, social media posts, website promotions, and printed materials that build from the work that goes into producing each printed issue.

Other Marketing Promotions

At the beginning of the month, we also created the marketing communications for CDL's Veterans Day celebrations. I worked with Shannon and the outgoing mayor of Chelsea to finalize the brochure and then had it printed. It was distributed throughout Chelsea. As I have done for previous events, signs requiring people to wear a mask were created for this event.

I worked with librarian Laura Brown and musician Paul Burch to add the branding for *Song to Table* to their videos and the Marketing department promoted the videos using several marketing channels. One promotion included tomato soup and recipe cards I created using the chef's recipe, so the viewer can bake along with the chef in the video.

November also featured work on marketing assets for the Volunteer of the Year and the Friend of the Year. A photoshoot with Burrill Strong and both recipients produced photos used in promotional materials. I edited and designed artwork for large posters, and additional designs were created for bookmarks. A postcard based on the artwork in the newsletter was also created and printed in-house. We worked with Edith and Marjorie to finalize biographies for the event and used the biographies in CDL announcements following the event.

I met with Doris of D&B Strategic Marketing to coordinate a library promotion with the Wine, Women, and Shopping event to promote the new Ingenuity Engine laser cutter. The marketing plan included a promotional offer for custom-made coasters coupled with book recommendations associated with wine from the librarians. I drove to the Romulus Library to pick up a free, large kiosk with slat walls. With my husband's help, we delivered it to the library, and it was immediately put to use for the Wine, Women, and Shopping promotions. With a few new signs I created and placed at the top of each side, the librarians put it to good use, and a few of the recommended books were quickly checked out as soon as they were on display.

As part of the marketing strategy to raise awareness for the art in and around the library, new website landing pages and new information on the art website home page were established to offer more detailed information about the *Frida Kahlo's Garden* exhibition and the Community Art Quilt project. Branding was established for the Community Quilt marketing materials using artwork from the newsletter and a new bird illustration, called Stitch, appears on all communications about the quilt. A large poster, smaller poster, LCD image, Chelsea Update ads (two sizes), donor/photo release form customized for this program, two different newspaper ads, Chamber ad, and social media graphics were designed and marketing materials were fabricated to promote the new, multigenerational program that highlights not only the Ingenuity Engine but also the spirit of coming together as a community to create something beautiful that will be shared in the library. I created signs and used quilts and quilting supplies from the C.A.A.D.Y. Corner quilters to promote the quilt project in the large, built-in display case on the first floor.

I created five new digital ads that appear in rotation through the beginning of January on Chelsea Update.

I attended one marketing seminar virtually offered by LMCC (Library Marketing & Communications Conference) regarding social media trends used by other libraries.

Respectfully submitted,
Elaine Medrow
Head of Marketing

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

November highlights:

Ingenuity Engine:

The October marketing efforts of the Ingenuity Engine were successful with increased registrations in November for using the space, multiple attendees at the demonstration days, and many good reviews from patrons in November. This marketing effort served to reinforce the knowledge that using multiple marketing channels yields successful results, as patrons found out about the Ingenuity Engine from the website, eNewsletter, Chelsea Update, local papers, and word of mouth.

Comments included:

> "This was great -- my daughter is interested in a great deal of these things and we have had nowhere to get hands-on experience for her age."
>
> "This is a great program and is very fun!"
>
> "So thankful to have this resource and knowledgeable onsite person for Teens and Adults! This was the best way to teach us - an example from start to finish."

Holiday eNews:

For the third year in a row, I teamed up with the librarians to create a special edition of the weekly eNews focusing on the upcoming holiday season. It includes recommendations of books and movies, local events, and discounts, as well as online activities. This edition has been popular every year, and continued that trend with a higher than average open rate.

Looking ahead to December and 2022:

With the ever-changing nature of social media, it is important to update the strategy to stay current. Next month I will be using a variety of measures to ensure CDL's social media marketing strategy is as effective as possible. Measures that will be incorporated into this review are:

- With the implementation of Communico in September, I am pulling reports from the fall quarter to perform a statistical review of how patrons find out about library programs and how social media influences library usage.
- Review of local marketing strategy company, D&B Marketing's Facebook & Instagram training
- Review of Super Library Marketing 2022 social media strategy
- Review of Salesforce.com's 2021 State of Marketing report to analyze private sector marketing practices that can apply to public libraries
- Attending a virtual conference on social media marketing for libraries hosted by LMCC

Circulation Supervisor's Report
NOVEMBER 2021

- Circulation – 23,334 in November;
  24,457 in October
  24,077 in September

- Patron Count- 7,908 for November;
- 8,304 in October
- 7,704 in September

- Circulation by township- for November:
  - Dexter = 10% of total transactions
  - Lima = 13% of transactions
  - Lyndon =14% of transactions
  - Sylvan = 18% of transactions
  - Chelsea = 34% of transactions

- November Circulation: 84% were items from Chelsea and 16% were inter-loaned items.

- Overdrive = 2861 in NOVEMBER; Hoopla = 638; Kanopy = 84 in NOVEMBER.

- Registrations for NOVEMBER– 54 new cards; 6173 total card holders
  *Dexter = 768 cards; Lima = 709 cards; Lyndon = 872 cards
  *Sylvan = 1083 cards; Chelsea = 2275 cards; Nonresident = 466 cards

November Notes:

- I was off for 6 weeks (Oct 6th – Nov 19th) for knee surgery and have been catching up on reports & email.
- Attended weekly management meetings via Zoom/in person when back to work.
- Monthly staff in service: On November 19th.
- Worked my PIC shifts each week since I've been back.
- We received 130 tubs from TLN in November, with 6.5 being the daily average.
- We have had some more staff changes in the circulation department. Leslie Abcouwer last day was November 12th and Mandy Higgins last day will be December 16th. Martha Jacques moved from a library aide to library assistant to replace Leslie and we will be interviewing to fill the vacancy left by Mandy, with the new staff member to start in January.
-

Respectfully submitted,
Terri Lancaster
Head of Circulation

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 Registrations 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	79	12	2	0	93	6239	34	9	7	11	20
September	88	8	2	1	99	6083	37	10	9	9	23
October	53	4	0	2	59	6137	32	7	3	2	11
November	50	4	0	0	54	6173	17	7	5	4	17
December					0						
Totals					592		235	61	56	64	120

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	[illegible]
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	318	314	322	327	334	331	44	8,631
Sept.	298	299	328	265	293	281	118	7,704
Oct.	303	311	303	290	285	282	129	8,304
Nov.	321	241	289	308	263	293	160	7,908
Dec.								
Total								65,120
Monthly average								5920
Avg. % Increase								

Replacement People counter went live on January 2018

Total door count includes outdoor programming at CDL.

CDL Closed March 9-18 due to Covid-19

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	5707
Dexter	1197	1222	1206	1211	1215	1230	1087	1101	884	874	768
Lima	1169	1174	1156	1133	1109	1109	996	965	802	794	709
Lyndon	1567	1579	1538	1539	1546	1522	1302	1255	1005	970	872
Sylvan	1800	1786	1693	1662	1667	1641	1412	1426	1192	1167	1083
CityChel	3165	3386	3409	3538	3572	3562	3040	3006	2478	2490	2275
NonRes	902	744	640	649	655	625	575	609	562	582	466
Freedom	18	7	6	6	6	7	0	1	0	0	0
Sharon	149	141	118	122	118	110	107	112	104	105	95
Waterloo	411	365	336	348	352	333	249	268	252	245	216
GrassLk		15	26	29	28	25	37	36	22	21	7
Other	324	216	154	144	151	150	182	192	184	211	148
Totals	9800	9891	9642	9732	9764	9689	8412	8362	6923	6877	6173

Trans Nov-21	% Tot Trans	SEMCO G Dec2010 Pop.	% of Pop Regist	% of Entity Pop.	
16,038		15010			
1602	10%	2604	47%	42%	Dexter
2054	13%	1909	58%	54%	Lima
2320	14%	2720	57%	100%	Lyndon
2930	18%	2833	59%	100%	Sylvan
5438	34%	4944	72%	100%	CityChel
			59%		
335	2%				
377	2%				
455	3%				
1	0%				
526	3%				
	100%				

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

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	775	733	743	526	724	57	268	24072	13193	82%
Sept.	708	772	655	408	549	669	461	24077	12035	100%
Oct.	580	642	616	553	595	476	353	24457	14459	69%
Nov.	573	351	720	583	919	597	439	23334	13122	78%
Dec.									13678	
Total								203875	143884	
Mnth Avg								*18,534*	*11,990*	
Avg.% Inc.								with OD & RB, & deposit		63%

Highlighted numbers have been updated. TML

collection ckouts.

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			
1686	0			
N/A	0			
0	0			
0	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	656	72,935
Sept	738	72,531
Oct	527	71,665
Nov	386	71,523
Dec		
Total/Avg	6,987	72,826

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	2993	3482
Sept	2885	2969
Oct	2902	2605
Nov	2861	2599
Dec		2898
Total	32558	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	747	765
Sept	638	690
Oct	656	778
Nov	638	841
Dec		883
Total	7759	8890

Kanopy		
	2021	N/A
Jan	81	
Feb	75	
Mar	130	
April	95	
May	138	
June	184	
July	95	
Aug	88	
Sept	94	
Oct	94	
Nov	84	
Dec		
Total	1158	0

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	14,598	11,331	78%	3,267	22%	12,406	1,075
April	11,424	8,528	75%	2,896	25%	9,338	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%	25,199	1,486
August	24,072	21,745	90%	2,327	10%	22,824	1,079
Sept.	24,077	20,415	85%	3,662	15%	22,421	2,006
Oct.	24,457	20,822	85%	3,635	15%	22,599	1,777
Nov.	23,334	19,693	84%	3,641	16%	22,503	2,810
Dec.				0			0
Totals	**204,347**	**168,682**	**81%**	**35,665**	**19%**	**183,910**	**15,228**
Mnth Avg	*18,577*	*15,335*		*3,242*		*16,719*	*1,384*
	#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	50%	45%	5%
September	52%	44%	4%
October	50%	47%	3%
November	52%	45%	3%
December			
Yearly Avg.	57%	39%	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	9,068	9,806	1,256
August	9,481	8,662	955
September	8,633	7,411	688
October	8,443	7,921	533
November	8,412	7,219	467
December			
Yearly Total	66,636	53,373	5,553

ACTION ITEMS

Action Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

December 14, 2021, Board Packet

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

Accept November donations and changes to the 2021 FY Budget.

		Income Line -	Expense Line	
Anonymous	Non-Designated (In Memory of Mary Budzinski)	674.120	980.100	$45.00
Nancy A. Whitelaw	Non-Designated	674.120	980.100	$200.00
Michelle Santi	Adult Collection (In Memory of Liseli Bowers)	674.100	982.910	$50.00
Daphne Hodder	Non-Designated (In Memory of Mary Budzinski)	674.120	980.100	$50.00
Marjorie German	Non-Designated (In Memory of Mary Budzinski)	674.120	980.100	$100.00
Pat & Dan Kaminsky	Non-Designated (In Memory of Mary Budzinski)	674.120	980.100	$10.00
Janice L. Carr	Non-Designated (In Memory of Mary Budzinski)	674.120	980.100	$300.00

Sub Total: $755.00

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

Sub Total: $

Total General Donations: $755.00

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

December 14, 2021 Meeting

2022 Chelsea District Library Board Officers

Background:
The Nominating Committee shared their recommendations on Board Officers in November. We are now ready to approve the recommendations.

President:	TJ Helfferich
President-Elect:	Jan Carr
Treasurer:	Susan Lackey
Secretary:	

Action:
The board approves the presented board officers for 2022.

_____ _____

Janice L. Carr, Board Secretary Date

Action Item #3

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

December 14, 2021 Meeting

2022 Calendar of Library Operations and Holidays

Background:
Discussion on the 2022 calendar of library operations and holidays was held in November, with the addition of Election Day being added at the board's discretion for even numbered years (major elections). No staff in-service date has been decided and can be added at a later time.

Action:
This calendar moves to Action for approval.

_____ _____
Janice L. Carr, Board Secretary Date

12/9/2021

Chelsea District Library Board

2022 Chelsea District Library Calendar of Library Operations and Holidays

Governance
Appendix #1
Adopted: December 14, 2021

Regular Library Hours:

9:00 AM to 8:00 PM	Monday through Thursday
10:00 AM to 6:00 PM	Friday
10:00 AM to 3:00 PM	Saturday
1:00 PM to 5:00 PM	Sunday

The Library is closed on designated holidays, and one additional day for staff in-service at the director's discretion. Holidays on which the Library is closed are:

Saturday, January 1	[New Year's Day]
Monday, February 21	[President's Day]
Sunday, April 17	[Easter Sunday]
Sunday, May 29	[Shared System Not Available]
Monday, May 30	[Memorial Day]
Monday, July 4	[Independence Day]
Sunday, September 4	[Shared System Not Available]
Monday, September 5	[Labor Day]
Tuesday, November 8	[Election Day]
Wednesday, November 23	[Close at 5:00 PM]
Thursday, November 24	[Thanksgiving Day]
Friday, November 25	[Day after Thanksgiving]
Saturday, December 24	[Christmas Eve]
Sunday, December 25	[Christmas Day]
Saturday, December 31	[New Year's Eve]
TBD	[Closed for Staff In-Service]

_____ _____

Janice L. Carr, Board Secretary **Date**

Action Item #4

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

December 14, 2021 Meeting

2022 Library Board Meeting Calendar

Background:
Discussion on the dates for the 2022 board meetings took place in November. No retreat date has been determined and can be added at a later time.

Action:
This calendar moves to Action for approval.

_____ _____
Janice L. Carr, Board Secretary Date

Chelsea District Library
Board of Trustees
Board Meetings 2022
Location: McKune Meeting Room, unless otherwise indicated
Time: 6:45 pm, unless otherwise indicated

Governance
Appendix #2
Adopted: December 14, 2021

January 18, 2022

February 15, 2022

March 15, 2022

April 19, 2022

May 17, 2022

June 21, 2022

July 19, 2022

August 16, 2022

September 20, 2022

October 18, 2022

November 15, 2022

December 20, 2022

TBD Board Retreat

_____ _____
Janice L. Carr, Secretary **Date**

Action Item #5

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

December 14, 2021 Meeting

Capital Improvement Fund Commitment

Background:
Additional funds need to be transferred if the board wants to maintain the commitment of $100,000.00 to the Capital Improvement Fund to reflect the funds to be used for this function.

The Capital Improvement Fund Commitment is something that the board addresses every year in December.

Action:
The Board approves the transfer of funds to maintain the commitment of $100,000.00 to the Capital Improvement Fund.

_____ _____
Janice L. Carr, Board Secretary Date

Action Item #6

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

December 14, 2021 Board Meeting

Director Evaluation

Background:
The Personnel Committee has received feedback and has made its recommendation for the library director's annual review. This recommendation will be made in closed session.

Action:
The Board approves the recommendation from the Personnel Committee.

_____ _____

Janice L. Carr, Board Secretary Date

DISCUSSION ITEMS

Discussion Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

December 14, 2021 Meeting

Mobile CDL

Background:

The board received additional information (and a presentation) about the purchase of a potential bookmobile at their retreat. The bookmobile is a major part of the current strategic plan.

Discussion Item #2

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

December 14, 2021 Meeting

2022 Library Board Committees

Background:

The Board President has historically not chaired a committee due to their other responsibilities and the Board Treasurer is always the Chair of the Finance Committee.

The makeup of the board committees will be recommended by the Nominating Committee at December's meeting and approved in January of 2022.

COMMITTEE INFO & MINUTES

Chelsea District Library
Personnel Committee

The Personnel Committee met on Thursday, November 11, 2021 at 10:00 am via Zoom.
Present were Elizabeth Sensoli, Chair; Jan Carr, Trustee; Anne Merkel, Trustee.

The committee reviewed the cover letters and evaluation forms that were used in 2020 and agreed on minor edits. Elizabeth will update the cover letters with corrections and additions from Jan. Elizabeth will send the updated documents to the committee members and Chris Berggren to be included for discussion in the November 16, 2021 Chelsea District Library Board of Trustees meeting.

The next meeting will be on Friday, December 10, 2021 at 10:00 am via Zoom.

Respectfully submitted,
Elizabeth Sensoli

Chelsea District Library
Personnel Committee

The Personnel Committee met on Tuesday, December 7, 2021 at 1:30 am via Zoom.
Present were Elizabeth Sensoli, Chair; Jan Carr, Trustee; Anne Merkel, Trustee.

The committee discussed the director evaluations received from the director, staff and trustees. A tentative compensation recommendation was discussed, and a future meeting to discuss the evaluations with the director was scheduled.

The next meeting will be on Friday, December 10, 2021 at 10:00 am via Zoom.

Respectfully submitted,
Elizabeth Sensoli

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