

**Chelsea District Library  
Board of Trustees**

**Agenda and Information Packet**



**CHELSEA DISTRICT LIBRARY**  
BEST SMALL LIBRARY IN AMERICA

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

**January 18, 2022  
6:45 pm**

**McKune Room at the Chelsea  
District Library**



**CHELSEA DISTRICT LIBRARY BOARD OF TRUSTEES**

**Tuesday, January 18, 2022—6:45 p.m.**

**McKune Room**

**AGENDA**

**6:45 Board Meeting**

Welcome and Call to Order

Swearing in of Trustees

Agenda Review, Additions, and Approval

**6:50 Compulsory Segments**

Board Meeting Minutes Approval – December 14, 2021

Board Meeting Closed Session Minutes Approval – December 14, 2021

Approval of the December Operational Checks

Approval of December Financial Reports

Director's Report & Friends Report

**7:30 Public Comment**

**7:35 Action Items**

1. Donations
2. Budget Carryovers 2021 to 2022
3. 2022 Board Committees

**7:45 Discussion Items**

1. Mobile CDL
2. Policies 310 (Request for Reconsideration Policy) & 320 (Materials Selection Policy)

**8:00 Reports**

Policy Committee

Finance Committee

Personnel Committee

Nominating Committee

Community Outreach Committee

**8:05 Public Comment**

**8:10 Other Items**

**8:15 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, December 14, 2021 6:45pm  
Meeting Location: Remote, Using Zoom

**Trustees in Attendance:** TJ Helfferich (Zooming from New Mexico, representing 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:** None

**Welcome and Call to Order**

TJ Helfferich called the meeting to order at 6:47 p.m.

**Agenda Review, Additions, and Approval**

MOTION made by S. Lackey, 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 A. Merkel to approve the minutes of the November 16, 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 November, 2021. Discussion: None

All Ayes: 7-0

MOTION made by J. Carr, SECONDED by S. Lackey to accept Financial Reports for November, 2021. Discussion: Elizabeth recommended, after the Finance Committee talks to Kerry about what they want in the charts, having a presentation to discuss what the numbers mean for the new board.

All Ayes: 7-0

**Director's Report Update:**

**L. Coryell update:**

- Foster Swift (our attorneys) rates are going up for 2022 by 7%.
- Lima Township has appointed Patricia Garcia to the library board.
- Lyndon Township should have a new trustee in place by the January meeting. Gary is working with the Lyndon leadership on that appointment.
- The library is giving staff members gift bags this holiday season, instead of the breakfast at the all-staff meeting, due to continuing Covid concerns.
- The State Aid Report is nearly complete and will be filed with the State by the end of the week.
- The January Board Meeting will likely be in person, as the State has yet to extend the order allowing us to meet remotely. Lori will update the board if this changes.

**Friends Report:**

- Friends are meeting right now, so not much to report.
- Ornament sales are off the chart.
- Jan mentioned that the Friends are being pickier about what donations make the sales floor, so she hopes that patrons are taking notice of the higher quality materials at the Book Sales.

Other Reports Notes: None

**Public Comment:** None

**Action Item #1: Donations**

MOTION made by C. Taylor, SECONDED by A. Merkel to approve the library's November donations. Discussion: None.

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

All Ayes 7-0

**Action Item #2: 2022 Board Officers**

MOTION made by A. Merkel, SECONDED by C. Taylor to approve the Nominating Committee's recommendations for 2022 Board Officers. Discussion: None.

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

All Ayes 7-0

**Action Item #3: 2022 Calendar of Library Operations and Holidays**

MOTION made by S. Lackey, SECONDED by A. Merkel to approve the library's proposed calendar of operations and holidays. Discussion: None.

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

All Ayes 7-0

**Action Item #4: 2022 Library Board Meeting Calendar**

MOTION made by S. Lackey, SECONDED by E. Sensoli to approve the library's proposed board meeting calendar. Discussion: Jan suggested the possibility of rolling the Board Retreat into the December meeting and moving it earlier in the month.

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

All Ayes 7-0

**Action Item #5: Capital Improvement Fund Commitment**

MOTION made by J. Carr, SECONDED by C. Taylor to approve the library's continued commitment to maintaining the capital improvement fund. Discussion: No money needs to be moved this year, as we didn't have to tap into the fund.

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

All Ayes 7-0

MOTION made by S. Lackey, SECONDED by E. Sensoli to move into Closed Session. Discussion: Lori, Linda, and Chris were asked to leave the meeting during the Closed Session.

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

All Ayes 7-0

The Board reopened the meeting and Lori, Linda, and Chris returned, though Linda had to leave again due to a facility issue at the library.

**Action Item #6: Director Evaluation**

MOTION made by C. Taylor, SECONDED by S. Lackey to approve the Personnel Committee's recommendations for the library director's review. Discussion: None.

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

All Ayes 7-0

### **Discussion Item #1: Mobile CDL**

Lori asked the board if she can skip over the RFI and go straight to the RFP in taking bids for the library's bookmobile. The board agreed that the RFI was an unnecessary step. Lori then asked for the Community Outreach Committee to work with the library in drafting a RFP to be presented to the board in January. Board approved of this request, too, believing that the committee's involvement will help to streamline the process.

- The new recommendation is for a gas vehicle over electric, due to temperature considerations (electric doesn't fair as well in cold or hot weather), weight-towing issues (electric isn't able to haul as much weight), and 0-year model potential problems.
- Looking at a Mercedes Sprinter and a Ford E450. There are pros and cons for each. The Ford has more room and could be equipped with a lithium battery and solar panels. Though, being a large vehicle, it would be more intimidating to drive.
- Finally, Lori asked and received permission to write an article about Mobile CDL for the newsletter.

### **Discussion Item #2: 2022 Board Committees**

Gary detailed the Nominating Committee's recommendations for 2022 committees, taking into account that the next board will have two new members, one of whom hasn't even been announced, yet. TJ and Susan are unchanged in terms of their assignments. Anne will chair the Policy Committee and remain in the Personnel Committee. Charlie will chair the Personnel Committee and remain in the Community Outreach Committee and the Policy Committee. Jan will chair the Nominating Committee and remain in the Personnel Committee. The new trustees will each be appointed to two committees and one of them will eventually need to chair the Community Outreach Committee, though Anne agreed to continue to act as chair for the first six months, to ease this transition.

### **Discussion Item #3: 2021 Budget Carryovers**

Lori shared a list of the proposed carryovers on a shared screen and explained that the majority of them come from programming that was compromised by Covid this year.

### **Committee Reports**

**Policy Committee –**

**Finance Committee –**

**Personnel Committee –**



**Nominating Committee –**

**Community Outreach Committee –**

**Public and Board Comment: None**

**Other Items:**

The board thanked both Elizabeth and Gary for their service and being wonderful board members, who brought many fantastic attributes to the table.

**Adjournment:**

MOTION made by A. Merkel, SECONDED by C. Taylor to adjourn the meeting at 8:27 p.m.

All Ayes 7-0

\_\_\_\_\_  
Janice L. Carr, Board Secretary

\_\_\_\_\_  
Date



# **FINANCE REPORTS**



01/14/22

**Chelsea District Library**  
**List of Checks for Board Approval**  
**December 2021**

Date	Num	Name	Memo	Amount
<b>701 - Personnel Expenses</b>				
<b>701.100 - Wages</b>				
<b>701.120 - Retirement Pick up ER</b>				
12/03/2021	PR 20211203		RETIREMENT - Employer Contribution to retirement ac...	-1,161.48
12/13/2021	20211129	Alerus Financial	12/17/2021 PR FLEX TO 457(b)	1,249.94
12/17/2021	PR 20211217		RETIREMENT - Employer Contribution to retirement ac...	-1,249.94
12/27/2021	20211213	Alerus Financial	12/31/2021 PR FLEX TO 457(b)	1,249.94
12/28/2021	PR 20211231		RETIREMENT - Employer Contribution to retirement ac...	-1,249.94
Total 701.120 - Retirement Pick up ER				-1,161.48
<b>701.100 - Wages - Other</b>				
12/03/2021	PR 20211203		WAGES	44,378.98
12/17/2021	PR 20211217		WAGES	39,852.31
12/28/2021	PR 20211231		WAGES	41,497.80
Total 701.100 - Wages - Other				125,729.09
<b>Total 701.100 - Wages</b>				
				124,567.61
<b>701.110 - Retirement-Contributions - EE</b>				
12/03/2021	PR 20211203		RETIREMENT PICK UP - Defcmp 2-457 EE457(b)	-2,129.28
12/13/2021	20211129	Alerus Financial	12/17/2021 PR EE PERSONAL CONT	2,129.28
12/17/2021	PR 20211217		RETIREMENT PICK UP - Defcmp 2-457 EE457(b)	-2,129.28
12/27/2021	20211213	Alerus Financial	12/31/2021 PR EE PERSONAL CONT	2,153.51
12/28/2021	PR 20211231		RETIREMENT PICK UP - Defcmp 2-457 EE457(b)	-2,153.51
Total 701.110 - Retirement-Contributions - EE				-2,129.28
<b>701.115 - 401A Retirement Matching</b>				
12/03/2021	PR 20211203		401 A MATCHING - Mers ER	1,433.24
12/17/2021	PR 20211217		401 A MATCHING - Mers ER	1,521.70
12/28/2021	PR 20211231		401 A MATCHING - Mers ER	1,548.31
Total 701.115 - 401A Retirement Matching				4,503.25
<b>701.200 - FICA</b>				
12/03/2021	PR 20211203		FICA EMPLOYER (FICA ER + MED ER)	3,242.02
12/17/2021	PR 20211217		FICA EMPLOYER (FICA ER + MED ER)	2,895.73
12/28/2021	PR 20211231		FICA EMPLOYER (FICA ER + MED ER)	3,021.62
Total 701.200 - FICA				9,159.37
<b>701.300 - Flex Benefits</b>				
12/03/2021	PR 20211203		Dep Life (CA & DL & HI) - (Additional Life Ins + Depend...	-26.68
12/03/2021	PR 20211203		Health Insurance - (Medical Insurance)	-1,699.24
12/17/2021	PR 20211217		Dep Life (CA & DL & HI) - (Additional Life Ins + Depend...	-26.68
12/17/2021	PR 20211217		Health Insurance - (Medical Insurance)	-1,699.24
12/28/2021	PR 20211231		Dep Life (CA & DL & HI) - (Additional Life Ins + Depend...	-26.68
12/28/2021	PR 20211231		Health Insurance - (Medical Insurance)	-1,699.24
Total 701.300 - Flex Benefits				-5,177.76
<b>701.400 - Unemployment</b>				
12/03/2021	PR 20211203		MICHIGAN SUI - HEARTLAND BEGAN 03/28/21	0.00
12/17/2021	PR 20211217		MICHIGAN SUI - HEARTLAND BEGAN 03/26/21	0.00
12/28/2021	PR 20211231		MICHIGAN SUI - HEARTLAND BEGAN 03/26/21	0.00
Total 701.400 - Unemployment				0.00
<b>Total 701 - Personnel Expenses</b>				<b>130,923.19</b>
<b>727 - Supplies</b>				
<b>727.200 - General Operations</b>				
12/02/2021	20211202	Petty Cash-	09/24 AMY - ZORAN CARDS - MARY B SYMPATHY ...	5.00
12/02/2021	20211202	Petty Cash-	10/05 AMY - ZORAN CARDS - BDAY CARD	5.00
12/09/2021	59050334	ABSOPURE	DEC COOLER RENTAL	12.00
12/13/2021	1848769	ABSOPURE	WATER	25.50
12/13/2021	WO-123994-1	SMART BUSINESS SOURCE	REFILLS - 62 GAL	4.08
12/13/2021	WO-123679-1	SMART BUSINESS SOURCE	GENERAL SUPPLIES	128.85
12/15/2021	WO-123679-2	SMART BUSINESS SOURCE	GENERAL SUPPLIES	29.99
12/27/2021	1C94-4NXG-FXNF	Amazon Capital Services Inc	KF94 MASK	42.20
12/28/2021	20211228	Petty Cash-	12/22 LINDA - ACE - KEY DUPE	5.91
Total 727.200 - General Operations				258.53
<b>727.300 - Material Processing</b>				
<b>727.320 - Matl Processing Cases</b>				
12/07/2021			L/D SUPPLIES MAT	-6.52
Total 727.320 - Matl Processing Cases				-6.52

01/14/22

**Chelsea District Library**  
**List of Checks for Board Approval**  
**December 2021**

Date	Num	Name	Memo	Amount
Total 727.300 - Material Processing				-6.52
<b>727.500 - Cleaning</b>				
<b>727.510 - Cleaning Paper Products</b>				
12/02/2021	20211202	Petty Cash-	09/24 LINDA - COSTCO - PAPER TOWELS	16.89
12/21/2021	20211216	Costco Anywhere Visa	PAPER TOWELS	16.89
Total 727.510 - Cleaning Paper Products				33.78
<b>727.520 - Cleaning Supplies</b>				
12/02/2021	20211202	Petty Cash-	12/01 LINDA - POLLYS - CLEANING SUPPLIES	5.79
12/13/2021	WO-123994-1	SMART BUSINESS SOURCE	REFILLS - 33 GAL	46.66
12/21/2021	4105002245	Cintas Corporation-300	SOAP	18.76
Total 727.520 - Cleaning Supplies				71.21
<b>727.530 - Cleaning Rugs</b>				
12/21/2021	4105002245	Cintas Corporation-300	RUGS	109.67
Total 727.530 - Cleaning Rugs				109.67
Total 727.500 - Cleaning				214.66
<b>727.600 - Printing</b>				
<b>727.620 - Printing Forms</b>				
12/13/2021	42361	Chelsea Print & Graphics	FORMS - 2 PT PO AND CHECK REQUEST	456.00
Total 727.620 - Printing Forms				456.00
Total 727.600 - Printing				456.00
<b>727.700 - Postage</b>				
<b>727.720 - Postage-Operating Postage</b>				
12/02/2021	20211202	Petty Cash-	11/09 AMY - USPS - POSTAGE	14.57
12/02/2021	20211202	Petty Cash-	11/16 AMY - USPS - POSTAGE	6.63
Total 727.720 - Postage-Operating Postage				21.20
Total 727.700 - Postage				21.20
<b>727.800 - Maintenance</b>				
<b>727.830 - Maintenance General</b>				
12/07/2021	12690/154	Great Lakes Ace Hardware	COMMAND HOOKS	11.39
12/07/2021	12724/154	Great Lakes Ace Hardware	COMMAND HOOKS	9.48
12/28/2021	12826/154	Great Lakes Ace Hardware	NEW FAUCET/STAFF RESTROOM	61.74
Total 727.830 - Maintenance General				82.61
Total 727.800 - Maintenance				82.61
Total 727 - Supplies				1,026.48
<b>801 - Professional Services</b>				
<b>801.010 - Attorney</b>				
12/13/2021	823735	Foster Swift Collins & Smith	INV 823735	168.00
Total 801.010 - Attorney				168.00
<b>801.040 - Bookkeeper</b>				
12/13/2021	20211216	Ballard, Kerry	BOOKKEEPING THRU 12/16	350.00
12/21/2021	21-0422	Ballard, Kerry	BOOKKEEPING 2021 INCREASE NOT REFLECTED I...	1,500.00
12/27/2021	20211231	Ballard, Kerry	BOOKKEEPING THRU 12/31/2021	350.00
Total 801.040 - Bookkeeper				2,200.00
<b>801.041 - Payroll Services</b>				
12/03/2021	PR 20211203		PAYROLL PREPARATION	178.16
12/17/2021	PR 20211217		PAYROLL PREPARATION	473.07
12/28/2021	PR 20211231		PAYROLL PREPARATION	179.85
Total 801.041 - Payroll Services				831.08
<b>801.200 - Insurance</b>				
<b>801.210 - General Liability Insurance</b>				
12/09/2021	0105538613 LB	Travelers	2021 Crime Insurance - ADDED SPECIAL ENGINEER...	1,023.00
Total 801.210 - General Liability Insurance				1,023.00
Total 801.200 - Insurance				1,023.00
<b>801.300 - Banking Fees</b>				
<b>801.315 - Investment Fees</b>				

**Chelsea District Library**  
**List of Checks for Board Approval**  
**December 2021**

01/14/22

Date	Num	Name	Memo	Amount
12/31/2021	INV 211231		investment fees	
Total 801.315 - Investment Fees				0.00
801.320 - Safe Deposit Box				
12/28/2021	CORR 211228		10/31 BANK STATMENT - UNKNOWN FEE 12/28 NS...	-10.00
Total 801.320 - Safe Deposit Box				-10.00
801.300 - Banking Fees - Other				
12/28/2021	CORR 211228		10/31 BANK STATMENT - UNKNOWN FEE - 12/28 N...	10.00
Total 801.300 - Banking Fees - Other				10.00
Total 801.300 - Banking Fees				0.00
Total 801 - Professional Services				4,222.08
803 - Maintenance Service Contracts				
803.010 - Maint Svc Contingency				
12/15/2021	1-110012100996	Johnson Controls	MAKE UP WATER VALVE REPAIR	2,340.41
12/21/2021	0D26086447	Cintas Fire Protection	FIRE PANEL UPDATE - 3G=>LTE	1,133.00
12/23/2021	1-110485186828	Johnson Controls	HOT WATER AIR VENT LEAK	1,289.00
12/23/2021	1-110486896834	Johnson Controls	REPLACE BOILER B MOTOR	5,227.99
12/28/2021	2021.1228.001 CDL	Hawks & Associates Inc	SURGE PROTECTOR AND BULBS	400.00
Total 803.010 - Maint Svc Contingency				10,390.40
803.100 - Copier				
803.101 - Public Copier				
12/02/2021	5017723784	Wells Fargo Bank, NA	11/14 - 12/13/2021 Copier Printer Maintenance - APR	229.44
12/28/2021	5018137994	Wells Fargo Bank, NA	12/14 - 01/13/2022 Copier Printer Maintenance - APR	229.44
Total 803.101 - Public Copier				458.88
803.102 - Staff Copier				
12/02/2021	5017723784	Wells Fargo Bank, NA	11/14 - 12/13/2021 Copier Printer Maintenance - APR	625.82
12/28/2021	5018137994	Wells Fargo Bank, NA	12/14 - 01/13/2022 Copier Printer Maintenance - APR	625.82
Total 803.102 - Staff Copier				1,251.64
803.103 - Small Printer Maintenance				
12/02/2021	5017723784	Wells Fargo Bank, NA	11/14 - 12/13/2021 Copier Printer Maintenance - APR	175.68
12/28/2021	5018137994	Wells Fargo Bank, NA	12/14 - 01/13/2022 Copier Printer Maintenance - APR	175.68
Total 803.103 - Small Printer Maintenance				351.36
Total 803.100 - Copier				2,061.88
803.300 - Technology				
803.350 - Network Equipment				
12/02/2021	18404	KNIGHT TECHNOLOGY GROUP	DATTO BACKUPS	1,100.00
Total 803.350 - Network Equipment				1,100.00
803.395 - Website Hosting & Service				
12/14/2021	20211210	KeyBank	CASPIO - WEBSITE HOSTING/SERVICES	1,908.00
Total 803.395 - Website Hosting & Service				1,908.00
Total 803.300 - Technology				3,008.00
803.600 - Building Maintenance				
803.605 - Janitorial				
12/13/2021	13639	A Production Cleaning Company Inc.	CLEANING 11/28 - 12/11/2021	1,500.85
12/13/2021	13640	A Production Cleaning Company Inc.	CLEANING 12/12 CARPET CLEANING	1,300.00
12/27/2021	13676	A Production Cleaning Company Inc.	CLEANING 12/12 - 25/21	1,500.85
Total 803.605 - Janitorial				4,301.70
803.610 - Lawn/Snow Service				
803.611 - Lawn Service				
12/14/2021	12066, 12128, 12129	Association Maintenance Corp	LAWN AND MAINTENANCE	393.75
12/14/2021	12066, 12128, 12129	Association Maintenance Corp	FALL CLEANUP	1,526.25
Total 803.611 - Lawn Service				1,920.00
803.612 - Snow				
12/14/2021	12066, 12128, 12129	Association Maintenance Corp	SNOW - NOVEMBER	347.50
Total 803.612 - Snow				347.50
803.613 - Sprinkler				

01/14/22

**Chelsea District Library**  
**List of Checks for Board Approval**  
**December 2021**

Date	Num	Name	Memo	Amount
12/14/2021	12066, 12128, 12129	Association Maintenance Corp	WINTERIZE	85 00
Total 803.613 - Sprinkler				85 00
Total 803.610 - Lawn/Snow Service				2,352 50
<b>803.620 - Trash</b>				
12/09/2021	20148	City of Chelsea	OCT TRASH	40 00
Total 803.620 - Trash				40 00
<b>803.700 - Fire Suppression Inspection</b>				
12/09/2021	OD26605317	Cintas First Aid & Safety	ANNUAL INSPECTION	367 13
Total 803.700 - Fire Suppression Inspection				367 13
<b>803.750 - Fire Alarm Inspection</b>				
12/21/2021	OD26604100	Cintas Fire Protection	ANNUAL INSPECTION	431 13
Total 803.750 - Fire Alarm Inspection				431 13
Total 803.600 - Building Maintenance				7,492 46
Total 803 - Maintenance Service Contracts				22,952 74
<b>850 - Telecommunications</b>				
<b>850.100 - Local &amp; Long Distance Charges</b>				
<b>850.120 - Telephone</b>				
12/02/2021	20001159520211124	Navitas Credit Corp	DEC LEASE CONTRACT 20001159	212 81
Total 850.120 - Telephone				212 81
Total 850.100 - Local & Long Distance Charges				212 81
<b>850.300 - TLN Internet Service</b>				
<b>850.910 - WiFi Hot Spots - Restricted</b>				
12/02/2021	20211213	T-MOBILE	T-MOBILE HOTSPOTS 10/21 - 11/20/2021 changed fr...	309 10
12/09/2021	9893856521	Verizon Wireless	HOT SPOTS 10/29 - 12/28/2021 changed from 850 31...	1,247 76
12/23/2021	X12142021	A T & T Mobility	12/07/2021 - 01/08/2022 changed from 850 311 01/13 ...	217 44
Total 850 910 - WiFi Hot Spots - Restricted				1,774 30
Total 850 300 - TLN Internet Service				1,774 30
Total 850 - Telecommunications				1,987 11
<b>880 - Promotional Materials</b>				
<b>880.100 - Advertising</b>				
<b>880.110 - Media Buy</b>				
12/14/2021	20211210	KeyBank	CHELSEA CHAMBER OF COMM - COMMUNITY GUI...	265 00
Total 880.110 - Media Buy				265 00
<b>880.120 - Misc Advertising</b>				
12/02/2021	3647	Chelsea Guardian	SEPT ADS	69 00
Total 880.120 - Misc Advertising				69 00
<b>880.130 - Signs/Banners/Posters</b>				
12/28/2021	260733	Print-tech Inc.	WASHTEAW READS BANNERS - FOOTERS	182 01
12/28/2021	260702	Print-tech Inc.	REPLACING WORN EASTSIDE BANNERS	1,035 31
Total 880.130 - Signs/Banners/Posters				1,217 32
Total 880.100 - Advertising				1,551 32
<b>880.300 - Marketing Supplies</b>				
<b>880.310 - Displays</b>				
12/14/2021	20211210	KeyBank	STORE SUPPLY WAREHOUSE - SHELVING	148 53
12/14/2021	20211210	KeyBank	STAPLES - POSTERS & VELCRO	62 28
12/14/2021	20211210	KeyBank	STAPLES - VOY/FOY & PHOTO RELEASE POSTERS	79 20
12/14/2021	20211210	KeyBank	STAPLES - SIGNS	36 57
12/14/2021	20211210	KeyBank	STAPLES - POSTERS & CERTIFICATES	13 27
Total 880 310 - Displays				339 85
<b>880.311 - Exhibits</b>				
12/02/2021	20211202	Petty Cash-	10/05 ELAINE - COSTCO - EVENT FOOD	12 78
Total 880 311 - Exhibits				12 78
<b>880.320 - Misc Marketing Supplies</b>				
12/02/2021	20211202	Petty Cash-	07/02 ELAINE - DOLLAR TREE GIFT BAGS	4 24
12/02/2021	20211202	Petty Cash-	10/03 ELAINE - DOLLAR TREE - PAPER SUPPLIES	8 48



01/14/22

**Chelsea District Library**  
**List of Checks for Board Approval**  
**December 2021**

Date	Num	Name	Memo	Amount
12/14/2021	20211210	KeyBank	MICHAELS - GIFT BAGS & PAPER	7.56
Total 880.320 - Misc Marketing Supplies				20.28
880.330 - Paper				
12/02/2021	20211202	Petty Cash-	11/16 ELAINE - RITE AID - BAGS	6.01
Total 880.330 - Paper				6.01
880.340 - Printed Items / Stationary				
12/14/2021	DB-77416-INV	Dollar Bill Printing	BOOKMARKS AND POSTER	55.07
12/28/2021	20211228	Petty Cash-	12/05 ELAINE - STAPLES - PRINTED ITEMS	13.09
Total 880.340 - Printed Items / Stationary				68.16
Total 880.300 - Marketing Supplies				447.08
880.400 - Program Promotion				
880.410 - Adult Program Promotion				
880.411 - General Adult Promotion				
12/02/2021	20211202	Petty Cash-	09/08 ELAINE - KOHLS - GUEST BOOK	7.50
Total 880.411 - General Adult Promotion				7.50
Total 880.410 - Adult Program Promotion				7.50
880.420 - Youth / Teen Promotion				
880.421 - General Youth/Teen Promotion				
12/14/2021	20211210	KeyBank	STICKER MULE - HALO STICKERS TTT	81.00
Total 880.421 - General Youth/Teen Promotion				81.00
Total 880.420 - Youth / Teen Promotion				81.00
880.430 - Library Program Promotion				
880.431 - General Library Prog Promotion				
12/17/2021	280778	Print-tech Inc.	EASTSIDE BANNERS - KAHLO EXHIBIT	1,070.00
Total 880.431 - General Library Prog Promotion				1,070.00
Total 880.430 - Library Program Promotion				1,070.00
Total 880.400 - Program Promotion				1,158.50
880.500 - Purchased Services				
880.510 - General Purchased Services				
12/14/2021	20211210	KeyBank	ADOBE - STOCK PHOTOS	29.99
Total 880.510 - General Purchased Services				29.99
880.520 - Professional Services				
880.521 - Graphic Desgn Services				
12/28/2021	21-583	Koepping, Luna Marie Elizabeth	MCKUNE BANNER DESIGN	300.00
12/28/2021	21-583	Koepping, Luna Marie Elizabeth	EASTSIDE ENTRANCE BANNER	450.00
12/28/2021	21-583	Koepping, Luna Marie Elizabeth	PRINT PROMO DESIGNS	875.00
Total 880.521 - Graphic Design Services				1,625.00
Total 880.520 - Professional Services				1,625.00
Total 880.500 - Purchased Services				1,654.99
Total 880 - Promotional Materials				4,811.89
884 - Programming				
884.110 - Adult Speakers				
884.119 - General Adult Events				
12/21/2021	21-0121	THE ARBOR CONSORT	CONTRACT WAS FOR \$175 - PAID \$150, THIS IS R...	25.00
Total 884.119 - General Adult Events				25.00
Total 884.110 - Adult Speakers				25.00
884.120 - Adult Supplies				
884.126 - General Adult Programs				
12/14/2021	20211210	KeyBank	VILLAGE CONF CENTER - VET DAY - ERROR - CIT...	1,715.20
12/14/2021	20211210	KeyBank	DOLLAR TREE - MAKERSPACE TABLE CLOTHS	15.84
12/23/2021			Reimbursement for Veteran's Day event - credit card c...	-1,715.20
Total 884.126 - General Adult Programs				15.84
Total 884.120 - Adult Supplies				15.84
884.130 - Washtenaw Reads				

01/14/22

**Chelsea District Library**  
**List of Checks for Board Approval**  
**December 2021**

Date	Num	Name	Memo	Amount
<b>884.131 - Washtenaw Reads</b>				
12/28/2021	56775597	Ingram Library Services	WASHTENAW READS	126.05
Total 884.131 - Washtenaw Reads				126.05
Total 884.130 - Washtenaw Reads				126.05
<b>884.210 - Youth Speakers</b>				
<b>884.212 - General Youth Programs</b>				
12/02/2021	CL0038564P	MICHIGAN MILLERS MUTUAL INSURANCE	REINDEER INSURANCE	300.00
12/14/2021	SUGARFOOT	POWERS, SHELBY	SUGARFOOT AT LIBRARY FOR HOMETOWN HOLI...	500.00
Total 884.212 - General Youth Programs				800.00
Total 884.210 - Youth Speakers				800.00
<b>884.220 - Youth Supplies</b>				
<b>884.223 - Holiday Programs</b>				
12/21/2021	1895722t	Chelsea Lumber Company	1/4" BIRCH AND CUTTING FEE	44.19
Total 884.223 - Holiday Programs				44.19
<b>884.240 - Storytime Collection</b>				
12/28/2021	1NPP-3LYM-VR6J	Amazon Capital Services Inc	STORYTIME BOOKS	162.35
Total 884.240 - Storytime Collection				162.35
Total 884.220 - Youth Supplies				206.54
<b>884.250 - Story Book Trail</b>				
<b>884.251 - Story Book Trail</b>				
12/14/2021	20211210	KeyBank	MENARDS - BASSWOOD LOCTITE	22.21
12/14/2021	20211210	KeyBank	MENARDS - BASSWOOD NOT IN STOCK	-13.76
Total 884.251 - Story Book Trail				8.45
Total 884.250 - Story Book Trail				8.45
<b>884.270 - Teen Supplies</b>				
<b>884.272 - Teen General Programs</b>				
12/14/2021	20211210	KeyBank	MICHAELS - STAMPING	27.98
12/14/2021	20211210	KeyBank	MEIJER - P&P SNACKS NOV + DEC	14.77
Total 884.272 - Teen General Programs				42.75
<b>884.273 - Teen Holiday Programs</b>				
12/13/2021	1TJ6-TMYW-7PHC	Amazon Capital Services Inc	HOLIDAY PROGRAM ITEMS RETURNED	-48.71
12/13/2021	13TT-MPHD-67PR	Amazon Capital Services Inc	TEEN HOLIDAY PROGRAM	56.96
12/14/2021	20211210	KeyBank	73.18 = 50.97 + 22.21 - MENARDS - TEEN HOLIDAY (...	50.97
Total 884.273 - Teen Holiday Programs				59.22
<b>884.276 - Teen Refreshments</b>				
12/14/2021	20211210	KeyBank	COTTAGE INN - P&P NOV PIZZA	69.57
12/14/2021	20211210	KeyBank	MEIJER - TTT TREATS	44.69
Total 884.276 - Teen Refreshments				114.26
Total 884.270 - Teen Supplies				216.23
<b>884.400 - Music Focus</b>				
<b>884.411 - Songfest</b>				
12/02/2021	20211202	Petty Cash-	10/14 ELAINE - DOLLAR TREE - GIFT CARDS	7.00
Total 884.411 - Songfest				7.00
Total 884.400 - Music Focus				7.00
<b>884.800 - Exhibits</b>				
<b>884.801 - Exhibits</b>				
12/02/2021	20211202	Petty Cash-	09/01 LORI - WENDYS - EXHIBIT	12.57
12/02/2021	20211202	Petty Cash-	10/23 LORI - TJMAXX - FLOWERS FOR FRIDA	14.99
Total 884.801 - Exhibits				27.56
Total 884.800 - Exhibits				27.56
Total 884 - Programming				1,432.67
<b>885 - Volunteer</b>				
<b>885.100 - Programs</b>				
12/07/2021	2002-46	Montange, Jeremy	VOLUNTEER OF THE YEAR	50.00
12/09/2021	133200004770	Ballard, Linda P.	VOLUNTEER PROGRAM FOOD	44.97

**Chelsea District Library**  
**List of Checks for Board Approval**  
**December 2021**

01/14/22

Date	Num	Name	Memo	Amount
12/14/2021	20211210	KeyBank	GFS - VOL PROGRAM	39.99
12/14/2021	20211210	KeyBank	MIKES - VOL PROGRAM	125.00
12/14/2021	20211210	KeyBank	CHEL BURG - VOL PROGRAM	125.00
12/14/2021	20211210	KeyBank	ZOU ZOU'S - VOL PROGRAM	125.00
12/14/2021	20211210	KeyBank	GRATEFUL CROW - VOL PROGRAM	125.00
12/14/2021	20211210	KeyBank	THOMPSON'S PIZZA - VOL PROGRAM	125.00
12/14/2021	20211210	KeyBank	SMOKEHOUSE 52 - VOL PROGRAM	125.00
12/14/2021	20211210	KeyBank	BRAHMA HAUS - VOL PROGRAM	125.00
12/14/2021	20211210	KeyBank	CLEARY'S - VOL PROGRAM	125.00
12/14/2021	20211210	KeyBank	COMMON GRILL - VOL PROG	125.00
12/14/2021	20211210	KeyBank	CHELSEA ALEHOUSE - VOL PROGRAM	125.00
12/14/2021	20211210	KeyBank	COMMON GRILL -VOL OF YEAR	50.00
12/27/2021	E01011	Wesley's Catering	Volunteer Appreciation Program 12/04/2021	1,185.00
<b>Total 885.100 - Programs</b>				<b>2,619.96</b>
<b>885.200 - Supplies</b>				
12/02/2021	20211202	Petty Cash-	07/28 LINDA - CVS - VOL SUPPLIES	27.87
12/02/2021	20211202	Petty Cash-	10/10 LINDA - COSTCO - VOL SUPPLIES	22.87
<b>Total 885.200 - Supplies</b>				<b>50.54</b>
<b>Total 885 - Volunteer</b>				<b>2,670.50</b>
<b>920 - Utilities</b>				
<b>920.110 - City of Chelsea Water</b>				
12/07/2021	20211203	City of Chelsea-Elect & Water	NOV 10/29/21 - 11/30/21 WATER	111.19
<b>Total 920.110 - City of Chelsea Water</b>				<b>111.19</b>
<b>920.120 - City of Chelsea Sewer</b>				
12/07/2021	20211203	City of Chelsea-Elect & Water	NOV 10/29/21 - 11/30/21 SEWER	197.20
<b>Total 920.120 - City of Chelsea Sewer</b>				<b>197.20</b>
<b>920.130 - City of Chelsea Electric</b>				
12/07/2021	20211203	City of Chelsea-Elect & Water	NOV 10/29/21 - 11/30/21 ELECTRICITY	2,950.65
<b>Total 920.130 - City of Chelsea Electric</b>				<b>2,950.65</b>
<b>920.150 - City of Chelsea Sprinkler</b>				
12/07/2021	20211203	City of Chelsea-Elect & Water	NOV 10/29/21 - 11/30/21 SPRINKLER	27.47
<b>Total 920.150 - City of Chelsea Sprinkler</b>				<b>27.47</b>
<b>920.200 - McKune Gas</b>				
12/14/2021	3355774	Constellation NewEnergy-Gas Division LLC	NOV 2021 - 10/21 - 11/19/2021	1,121.75
<b>Total 920.200 - McKune Gas</b>				<b>1,121.75</b>
<b>Total 920 - Utilities</b>				<b>4,408.26</b>
<b>960 - Board &amp; Director Expense</b>				
<b>960.100 - Board Expenses</b>				
12/14/2021	20211210	KeyBank	ZOU ZOU'S - BOARD APPRECIATION	50.00
12/14/2021	20211210	KeyBank	HOMETOWN PHARMACY - BOARD GIFT WRAP	6.13
<b>Total 960.100 - Board Expenses</b>				<b>56.13</b>
<b>960.200 - Director Expense</b>				
12/14/2021	20211210	KeyBank	SIGNS IN 1 DAY - HOMETOWN HOLIDAY BOOK SIG...	79.00
12/14/2021	20211210	KeyBank	ACE - BARNES - COMMUNITY EVENT SUPPLIES	73.25
12/14/2021	20211210	KeyBank	PARTY CITY - MARY B MEMORIAL SUPPLIES	10.58
12/14/2021	20211210	KeyBank	BUSCH'S - MARY B MEMORIAL SUPPLIES	10.07
12/14/2021	20211210	KeyBank	CHELSEA VILLAGE FLOWER - MARY B. MEMORIAL	122.00
12/14/2021	20211210	KeyBank	LAKEHOUSE BAKERY - MARY B MEMORIAL SUPPL...	80.00
<b>Total 960.200 - Director Expense</b>				<b>374.90</b>
<b>Total 960 - Board &amp; Director Expense</b>				<b>431.03</b>
<b>967 - Equipment</b>				
<b>967.100 - Equipment Hardware</b>				
<b>967.120 - Computers</b>				
12/15/2021	1P9Q-PFR4-7CJG	Amazon Capital Services Inc	PORTABLE PA	128.00
12/23/2021	1DLC-NLX4-YWYR	Amazon Capital Services Inc	MOBILE STANDUP DESK STATION	69.99
<b>Total 967.120 - Computers</b>				<b>197.99</b>
<b>Total 967.100 - Equipment Hardware</b>				<b>197.99</b>
<b>967.200 - Equipment Software</b>				
12/14/2021	20211210	KeyBank	HR COLLABORATIVE - HR PLAYBOOK	170.00

**Chelsea District Library**  
**List of Checks for Board Approval**  
**December 2021**

01/14/22

Date	Num	Name	Memo	Amount
12/14/2021	20211210	KeyBank	ZOOM - WEBINAR 500 SOFTWARE	39 50
12/14/2021	20211210	KeyBank	TECHSMITH - SOFTWARE	559 96
Total 967.200 · Equipment Software				769 46
967.300 · Equipment Furniture & Fixtures				
967.310 · Makerspace Furnishings				
12/15/2021	1KHQ-47CY-FDWH	Amazon Capital Services Inc	MAKERSPACE TOOLING	2,606 69
12/23/2021	1TXJ-NXDW-CM7T	Amazon Capital Services Inc	MAKERSPACE SUPPLIES	170 65
Total 967 310 · Makerspace Furnishings				2,777 34
Total 967 300 · Equipment Furniture & Fixtures				2,777 34
Total 967 · Equipment				3,744 79
969 · Continuing Education Expenses				
969.001 · Travel				
969.100 · Staff Travel				
969.143 · Other Staff Travel				
12/14/2021	20211210	KeyBank	LIBRARY MKTG SVC- MKTG CONF - ELAINE	30 00
12/14/2021	20211210	KeyBank	LIBRARY MKTG SVC - CONF - VIRGINIA	30 00
Total 969 143 · Other Staff Travel				60 00
Total 969 100 · Staff Travel				60 00
Total 969 001 · Travel				60 00
969.600 · Staff Training				
969.620 · Staff In-Service & Appreciation				
12/09/2021	1QWJ-66CV-NYY6	Amazon Capital Services Inc	FRIDA SHIRTS	912 75
12/14/2021	20211210	KeyBank	COMMON GRILL - STAFF APPREC	50 00
12/14/2021	20211210	KeyBank	WONDERLAND COOKIES - STAFF APPRECIATION ...	144 00
12/14/2021	20211210	KeyBank	MEIJER - IN-SERVICE LUNCH/SNACKS	82 97
12/14/2021	20211210	KeyBank	MIKE'S DELI - IN-SERVICE LUNCH	328 22
12/14/2021	20211210	KeyBank	PANERA - IN-SERVICE BREAKFAST	234 12
12/14/2021	20211210	KeyBank	KAPNICK ORCHARDS - IN-SERVICE DAY SNACKS	20 00
12/14/2021	20211210	KeyBank	ZOU ZOU'S - STAFF APPRECIATION - SOSSI	26 00
12/14/2021	20211210	KeyBank	NICOLA'S BOOKS - STAFF APPRECIATION, HOLIDAY	208 82
12/14/2021	20211210	KeyBank	DOLLAR TREE - STAFF APPRECIATION, HOLIDAY	18 02
Total 969 620 · Staff In-Service & Appreciation				2,024 90
969.940 · Staff Apprec - Restr/Covid-19				
12/14/2021	20211210	KeyBank	ZOU ZOU'S (\$100) - STAFF APPRECIATION - SMITH	24 00
Total 969 940 · Staff Apprec - Restr/Covid-19				24 00
Total 969 600 · Staff Training				2,048 90
Total 969 · Continuing Education Expenses				2,108 90
980 · Capital Expense				
980.300 · Computer Upgrades				
980.320 · Hardware Upgrades				
980.326 · Audio/Video/Sound Equipment				
12/15/2021	10072	TEL Systems	OVERHEAD PA SYSTEM	3,439 00
Total 980 326 · Audio/Video/Sound Equipment				3,439 00
Total 980 320 · Hardware Upgrades				3,439 00
Total 980 300 · Computer Upgrades				3,439 00
Total 980 · Capital Expense				3,439 00
982 · Collection Expense				
982.100 · Audio Books				
982.120 · Adult Books on Disc				
12/15/2021	501350558	Midwest Tape	NOV BOC	79 98
12/15/2021	501380144	Midwest Tape	NOV BOC	44 99
Total 982 120 · Adult Books on Disc				124 97
982.140 · Youth Books on Disc				
12/13/2021	365178	Findaway World, LLC	CONTENT - LAUNCHPADS	443 92
12/21/2021	501253559	Midwest Tape	2020 - ORDER DELIVERED LATE	44 99
Total 982 140 · Youth Books on Disc				488 91
Total 982 100 · Audio Books				613 88

**Chelsea District Library**  
**List of Checks for Board Approval**  
**December 2021**

01/14/22

Date	Num	Name	Memo	Amount
<b>982.400 · Non Print</b>				
<b>982.410 · Electronic Products/Subs</b>				
12/13/2021	70698715	Proquest LLC	Ancestry Library 10/01/21 to 09/30/2022	1,467.73
Total 982.410 · Electronic Products/Subs				1,467.73
<b>982.420 · Adult Music on CD</b>				
12/15/2021	501380146	Midwest Tape	OCT/NOV CDs	11.24
12/21/2021	501416735	Midwest Tape	OCT/NOV CDs	9.74
Total 982.420 · Adult Music on CD				20.98
<b>982.460 · DVD Feature</b>				
12/14/2021	20211210	KeyBank	REDBOX - DVD	4.23
12/21/2021	501319140	Midwest Tape	OCT ADULT FICTION/FEATURE DVDs	14.24
12/21/2021	501350556	Midwest Tape	OCT ADULT FICTION/FEATURE DVDs	23.99
12/21/2021	501350570	Midwest Tape	NOV ADULT FEATURE DVDs	77.21
12/21/2021	501350571	Midwest Tape	DEC ADULT DVDs	103.48
12/21/2021	501380143	Midwest Tape	DEC ADULT DVDs	115.44
12/21/2021	501380145	Midwest Tape	NOV ADULT FEATURE DVDs	59.22
12/21/2021	501380148	Midwest Tape	NOV ADULT NF DVDs	23.90
12/21/2021	501319142	Midwest Tape	NOV ADULT FEATURE DVDs	152.16
12/30/2021			L/D CIRC DVD FET	-19.99
Total 982.460 · DVD Feature				553.88
<b>982.470 · DVD Non-Fiction</b>				
12/21/2021	501314979	Midwest Tape	OCT ADULT NF DVDs	18.74
12/21/2021	501319141	Midwest Tape	NOV ADULT NF DVDs	37.48
12/21/2021	501350557	Midwest Tape	OCT ADULT NF DVDs	14.24
12/21/2021	501380148	Midwest Tape	NOV ADULT NF DVDs	13.58
Total 982.470 · DVD Non-Fiction				84.04
<b>982.485 · Playaway Views</b>				
12/13/2021	369507	Findaway World, LLC	CONTENT - LAUNCHPADS	69.99
12/13/2021	86413	LIBRARY IDEAS LLC	VOX BOOKS	93.90
Total 982.485 · Playaway Views				163.89
<b>982.490 · Videogames</b>				
12/13/2021	6851	Crimson Multimedia Dist, Inc.	VIDEO GAMES	85.12
12/30/2021			L/D CIRC VIDEO GAMES	-29.88
Total 982.490 · Videogames				55.24
Total 982.400 · Non Print				2,345.76
<b>982.500 · Local History Preservation</b>				
<b>982.510 · Local History Preservation</b>				
12/13/2021	211030-2	Such Media, Inc	Digitize Geunther slides, 1/2 Remainder	1,500.00
Total 982.510 · Local History Preservation				1,500.00
Total 982.500 · Local History Preservation				1,500.00
<b>982.600 · Periodical &amp; Newspapers</b>				
<b>982.620 · Daily Newspapers</b>				
12/21/2021	2202712	EBSCO Subscription Service	MAGAZINE SUBSCRIPTION	71.50
12/21/2021	2202712	EBSCO Subscription Service	CREDITS FOR CANCELATIONS AND ADJUSTMENTS	-63.65
Total 982.620 · Daily Newspapers				7.85
<b>982.630 · Magazines</b>				
12/30/2021			L/D CIRC MAGAZINES	-5.00
Total 982.630 · Magazines				-5.00
Total 982.600 · Periodical & Newspapers				2.85
<b>982.700 · Print</b>				
<b>982.705 · Adult Print</b>				
<b>982.710 · Adult Large Print</b>				
12/14/2021	58022980	Ingram Library Services	ADULT LARGE PRINT	16.31
12/14/2021	58022987	Ingram Library Services	ADULT LARGE PRINT	21.89
12/14/2021	58112772	Ingram Library Services	ADULT LARGE PRINT	52.26
12/14/2021	58112773	Ingram Library Services	ADULT LARGE PRINT	51.45
12/21/2021	58184640	Ingram Library Services	ADULT LARGE PRINT	21.07
12/21/2021	58234806	Ingram Library Services	ADULT LARGE PRINT	34.31
12/21/2021	58234807	Ingram Library Services	ADULT LARGE PRINT	28.79
12/21/2021	58234808	Ingram Library Services	ADULT LARGE PRINT	60.78
12/21/2021	56548039	Ingram Library Services	ADULT LARGE PRINT	14.24

**Chelsea District Library**  
**List of Checks for Board Approval**  
**December 2021**

01/14/22

Date	Num	Name	Memo	Amount
12/28/2021	55608890	Ingram Library Services	ADULT LARGE PRINT	21 06
12/28/2021	56562475	Ingram Library Services	ADULT LARGE PRINT	34 32
<b>Total 982.710 - Adult Large Print</b>				<b>356 48</b>
<b>982.720 - Adult Print General</b>				
<b>982.902 - Friends Restricted Gift Adult</b>				
12/14/2021	56219308	Ingram Library Services	Friends Restricted Gift Adult	46 88
<b>Total 982.902 - Friends Restricted Gift Adult</b>				<b>46 88</b>
<b>982.720 - Adult Print General - Other</b>				
12/07/2021			L/D AD PRINT	-16 00
12/14/2021	56022981	Ingram Library Services	ADULT PRINT GENERAL	16 28
12/14/2021	56022982	Ingram Library Services	ADULT PRINT GENERAL	17 19
12/14/2021	56022988	Ingram Library Services	ADULT PRINT GENERAL	17 54
12/14/2021	56022992	Ingram Library Services	ADULT PRINT GENERAL	37 12
12/14/2021	56052990	Ingram Library Services	ADULT PRINT GENERAL	79 26
12/14/2021	56052992	Ingram Library Services	ADULT PRINT GENERAL	14 99
12/14/2021	56052993	Ingram Library Services	ADULT PRINT GENERAL	15 54
12/14/2021	56112769	Ingram Library Services	ADULT PRINT GENERAL	14 44
12/14/2021	56112771	Ingram Library Services	ADULT PRINT GENERAL	15 39
12/14/2021	56219307	Ingram Library Services	ADULT PRINT GENERAL	168 30
12/14/2021	56219308	Ingram Library Services	ADULT PRINT GENERAL	16 08
12/14/2021	56219309	Ingram Library Services	ADULT PRINT GENERAL	15 39
12/14/2021	56247885	Ingram Library Services	ADULT PRINT GENERAL	14 64
12/14/2021	56247886	Ingram Library Services	ADULT PRINT GENERAL	15 53
12/14/2021	56263972	Ingram Library Services	ADULT PRINT GENERAL	66 90
12/14/2021	56279035	Ingram Library Services	YOUTH PRINT GENERAL	12 58
12/14/2021	56279036	Ingram Library Services	YOUTH PRINT GENERAL	31 06
12/14/2021	56386248	Ingram Library Services	ADULT PRINT GENERAL	15 53
12/17/2021	54438476	Ingram Library Services	ADULT PRINT GENERAL	-7 46
12/17/2021	54564337	Ingram Library Services	ADULT PRINT GENERAL	-13 74
12/17/2021	54949214	Ingram Library Services	ADULT PRINT GENERAL	-35 08
12/21/2021	2036271962	Baker & Taylor - Adult	ADULT ACCT	29 80
12/21/2021	56157633	Ingram Library Services	ADULT PRINT GENERAL	15 39
12/21/2021	56184639	Ingram Library Services	ADULT PRINT GENERAL	21 64
12/21/2021	56184641	Ingram Library Services	ADULT PRINT GENERAL	34 38
12/21/2021	56184642	Ingram Library Services	ADULT PRINT GENERAL	15 39
12/21/2021	56184643	Ingram Library Services	ADULT PRINT GENERAL	38 50
12/21/2021	56184647	Ingram Library Services	ADULT PRINT GENERAL	15 54
12/21/2021	56184648	Ingram Library Services	ADULT PRINT GENERAL	16 49
12/21/2021	56528958	Ingram Library Services	ADULT PRINT GENERAL	16 08
12/28/2021	53367285	Ingram Library Services	ADULT PRINT GENERAL	-15 50
12/28/2021	56562478	Ingram Library Services	ADULT PRINT GENERAL	16 49
12/28/2021	56698603	Ingram Library Services	ADULT PRINT GENERAL	14 96
12/28/2021	56698604	Ingram Library Services	ADULT PRINT GENERAL	22 00
12/28/2021	56784200	Ingram Library Services	ADULT PRINT GENERAL	20 44
12/28/2021	21-0225	Krueger, Virginia	ADULT PRINT	8 99
<b>Total 982.720 - Adult Print General - Other</b>				<b>782 07</b>
<b>Total 982.720 - Adult Print General</b>				<b>828 95</b>
<b>982.730 - Adult Ref.</b>				
12/14/2021	56386249	Ingram Library Services	ADULT REF	21 65
12/21/2021	56184648	Ingram Library Services	ADULT REFERENCE	36 65
<b>Total 982.730 - Adult Ref.</b>				<b>58 30</b>
<b>982.740 - Multiple Book Copies</b>				
12/14/2021	56022991	Ingram Library Services	MULTIPLE BOOK COPIES	33 46
12/28/2021	56562476	Ingram Library Services	MULTI COPIES	136 50
12/28/2021	56639027	Ingram Library Services	MULTI COPIES	17 38
<b>Total 982.740 - Multiple Book Copies</b>				<b>187 34</b>
<b>Total 982.705 - Adult Print</b>				<b>1,431 07</b>
<b>982.755 - Youth Print</b>				
<b>982.760 - Youth Print General</b>				
12/02/2021	20211202	Petty Cash-	07/30 LUCIE - USPS - POSTAGE	6 25
12/07/2021			L/D Y/T PRINT	-42 92
12/14/2021	55857138	Ingram Library Services	Youth Print	-13 75
12/14/2021	56022986	Ingram Library Services	YOUTH PRINT GENERAL	14 25
12/14/2021	56022990	Ingram Library Services	YOUTH PRINT GENERAL	11 88
12/14/2021	56052991	Ingram Library Services	YOUTH PRINT GENERAL	11 68
12/14/2021	56112770	Ingram Library Services	YOUTH PRINT GENERAL	9 89
12/14/2021	56157630	Ingram Library Services	YOUTH PRINT GENERAL	100 35
12/14/2021	56157631	Ingram Library Services	YOUTH PRINT GENERAL	410 84

01/14/22

**Chelsea District Library**  
**List of Checks for Board Approval**  
**December 2021**

Date	Num	Name	Memo	Amount
12/14/2021	56184637	Ingram Library Services	YOUTH PRINT GENERAL	9.48
12/14/2021	56184638	Ingram Library Services	YOUTH PRINT GENERAL	11.88
12/14/2021	56184644	Ingram Library Services	YOUTH PRINT GENERAL	11.33
12/14/2021	56184645	Ingram Library Services	YOUTH PRINT GENERAL	14.63
12/14/2021	56219305	Ingram Library Services	YOUTH PRINT GENERAL	11.03
12/14/2021	56234809	Ingram Library Services	YOUTH PRINT GENERAL	7.19
12/14/2021	56279034	Ingram Library Services	YOUTH PRINT GENERAL	10.78
12/14/2021	56291903	Ingram Library Services	YOUTH PRINT GENERAL	45.89
12/14/2021	56291902	Ingram Library Services	YOUTH PRINT GENERAL	10.03
12/14/2021	56386250	Ingram Library Services	YOUTH PRINT GENERAL	12.62
12/14/2021	56386251	Ingram Library Services	YOUTH PRINT GENERAL	10.97
12/15/2021	56157632	Ingram Library Services	YOUTH PRINT GENERAL	10.44
12/21/2021	2036250249	Baker & Taylor - Auto Yours Cats	AUTO YOURS CAT	60.95
12/21/2021	2036295083	Baker & Taylor - Auto Yours Cats	AUTO YOURS CAT	59.93
12/21/2021	2036359862	Baker & Taylor - Auto Yours Cats	AUTO YOURS CAT	91.52
12/21/2021	2036374579	Baker & Taylor - Auto Yours Cats	AUTO YOURS CAT	55.55
12/21/2021	2036263705	Baker & Taylor - Unlabeled Juvenile	UNLABELED JUVENILE	19.68
12/21/2021	2036334269	Baker & Taylor - Unlabeled Juvenile	UNLABELED JUVENILE	26.25
12/21/2021	2036363152	Baker & Taylor - Unlabeled Juvenile	UNLABELED JUVENILE	7.01
12/21/2021	56414926	Ingram Library Services	YOUTH PRINT GENERAL	21.69
12/21/2021	56414927	Ingram Library Services	YOUTH PRINT GENERAL	8.66
12/28/2021	2036322872	Baker & Taylor - Auto Yours Cats	AUTO YOURS CAT	73.82
12/28/2021	2036323144	Baker & Taylor - Auto Yours Cats	AUTO YOURS CAT	10.50
12/28/2021	2036407752	Baker & Taylor - Program Account	PROGRAM ACCOUNT - SRP	53.85
12/28/2021	2036310625	Baker & Taylor - Unlabeled Juvenile	UNLABELED JUVENILE	38.68
12/28/2021	56548040	Ingram Library Services	YOUTH PRINT GENERAL	8.66
12/28/2021	56582474	Ingram Library Services	YOUTH PRINT GENERAL	22.11
12/28/2021	56562477	Ingram Library Services	YOUTH PRINT GENERAL	22.26
12/28/2021	56528954	Ingram Library Services	YOUTH PRINT GENERAL	10.58
12/28/2021	56528955	Ingram Library Services	YOUTH PRINT GENERAL	17.18
12/30/2021			L/D Y/T PRINT	-107.94
Total 982.760 - Youth Print General				1,175.68
982.770 - Youth Ref.				
12/28/2021	0001631070	World Book Inc	WORLD BOOK ENCY 2022	999.00
Total 982.770 - Youth Ref.				999.00
Total 982.755 - Youth Print				2,174.68
Total 982.700 - Print				3,605.75
982.800 - Collection Enhancement				
982.810 - Adult Enhancement				
12/14/2021	56022989	Ingram Library Services	ADULT ENHANCEMENT	16.28
12/14/2021	56386247	Ingram Library Services	ADULT ENHANCEMENT	29.05
Total 982.810 - Adult Enhancement				45.33
Total 982.800 - Collection Enhancement				45.33
Total 982 - Collection Expense				8,113.57
<b>TOTAL</b>				<b>192,272.21</b>





## Chelsea District Library Donation and Restricted

January through December 2021

	Jan - Dec 21	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>674 · Contribution &amp; Donation</b>			
674.100 · Designated Adult Collection	0	150	(150)
674.101 · Designated Youth Collection	40		
674.110 · Designated Adult Programming	0	1,000	(1,000)
674.111 · Designated Youth Programming	0	250	(250)
674.112 · Designated Music Focus Programs	2,000	2,000	0
674.120 · Undesignated Donation	7,484	3,950	3,534
674.141 · Designated Technology	2,000	2,000	0
674.150 · Continuing Education Restricted	600	600	0
<b>Total 674 · Contribution &amp; Donation</b>	<b>12,124</b>	<b>9,950</b>	<b>2,174</b>
<b>675 · Private Grant Sources</b>			
675.100 · Community Found Southeast MI	0	0	0
675.400 · Chelsea Ed Foundation	0	500	(500)
<b>Total 675 · Private Grant Sources</b>	<b>0</b>	<b>500</b>	<b>(500)</b>
<b>Total Income</b>	<b>12,124</b>	<b>10,450</b>	<b>1,674</b>
<b>Gross Profit</b>	<b>12,124</b>	<b>10,450</b>	<b>1,674</b>
<b>Expense</b>			
<b>850 · Telecommunications</b>			
850.300 · TLN Internet Service			
850.910 · WiFi Hot Spots - Restricted	1,992	2,000	(8)
<b>Total 850.300 · TLN Internet Service</b>	<b>1,992</b>	<b>2,000</b>	<b>(8)</b>
<b>Total 850 · Telecommunications</b>	<b>1,992</b>	<b>2,000</b>	<b>(8)</b>
<b>884 · Programming</b>			
884.210 · Youth Speakers			
884.211 · Authors in Chelsea			
884.953 · Youth Prog Rest Chelsea Ed Foun	0	2,000	(2,000)
<b>Total 884.211 · Authors in Chelsea</b>	<b>0</b>	<b>2,000</b>	<b>(2,000)</b>
<b>Total 884.210 · Youth Speakers</b>	<b>0</b>	<b>2,000</b>	<b>(2,000)</b>
884.400 · Music Focus			
884.962 · Music in the Air - Restricted	0	3,288	(3,288)
<b>Total 884.400 · Music Focus</b>	<b>0</b>	<b>3,288</b>	<b>(3,288)</b>
884.500 · Artist In Residence			
884.970 · Artist In Residence Restricted	0	2,000	(2,000)
<b>Total 884.500 · Artist In Residence</b>	<b>0</b>	<b>2,000</b>	<b>(2,000)</b>
884.920 · Youth Programming Restricted			
884.923 · Youth Prog Rest Gifts SRP	0	250	(250)
<b>Total 884.920 · Youth Programming Restricted</b>	<b>0</b>	<b>250</b>	<b>(250)</b>
<b>Total 884 · Programming</b>	<b>0</b>	<b>7,538</b>	<b>(7,538)</b>
<b>969 · Continuing Education Expenses</b>			
969.600 · Staff Training			
969.940 · Staff Apprec - Restr/Covid-19	845	845	0
<b>Total 969.600 · Staff Training</b>	<b>845</b>	<b>845</b>	<b>0</b>

**Chelsea District Library**  
**Donation and Restricted**  
 January through December 2021

	<u>Jan - Dec 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>Total 969 · Continuing Education Expenses</b>	845	845	0
<b>982 · Collection Expense</b>			
<b>982.400 · Non Print</b>			
<b>982.930 · Non Print Restricted gifts</b>			
<b>982.932 · Electronic Products/Sub Restr G</b>	0	100	(100)
<b>Total 982.930 · Non Print Restricted gifts</b>	0	100	(100)
<b>Total 982.400 · Non Print</b>	0	100	(100)
<b>982.500 · Local History Preservation</b>			
<b>982.941 · Chelsea Standard Digitize - Res</b>	(7)		
<b>Total 982.500 · Local History Preservation</b>	(7)		
<b>982.700 · Print</b>			
<b>982.705 · Adult Print</b>			
<b>982.720 · Adult Print General</b>			
<b>982.902 · Friends Restricted Gift Adult</b>	47		
<b>Total 982.720 · Adult Print General</b>	47		
<b>Total 982.705 · Adult Print</b>	47		
<b>Total 982.700 · Print</b>	47		
<b>982.910 · Adult Collection Restricted</b>	0	50	(50)
<b>Total 982 · Collection Expense</b>	40	150	(110)
<b>Total Expense</b>	<b>2,877</b>	<b>10,533</b>	<b>(7,656)</b>
<b>Net Ordinary Income</b>	<b>9,247</b>	<b>(83)</b>	<b>9,330</b>
<b>Net Income</b>	<b>9,247</b>	<b>(83)</b>	<b>9,330</b>

**Performance to Budget**  
Current Month and Year to Date

	TOTAL												Budget	\$ Over Budget	% of Budget		
	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Jun 21	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21				Jan - Dec 21	
<b>Ordinary Income/Expense</b>																	
<b>Income</b>																	
402 - District Revenue	645,860	670,336	292,130	221,579	3	52,833	1,889	0	63	(32)	0	173,103	2,057,764	1,899,957	157,807	108%	
540-100 - State Aid	0	0	63,341	0	6,454	0	6,564	0	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	0	20,479	10,000	10,479	205%	
606,000 - Misc Income & Refunds	0	0	0	0	0	0	0	0	0	106	0	0	0	0	0	0%	
607,100 - Non-Resident Fees	0	0	875	0	0	438	94	500	188	0	750	125	2,970	5,500	(2,530)	54%	
607,200 - ILL Fees	0	0	0	0	0	0	0	0	0	0	0	0	0	0	(600)	0%	
645,100 - Copiers & Printers	0	0	0	0	0	0	368	107	87	362	166	549	1,639	7,500	(5,861)	22%	
655,100 - Circulation Fines	0	0	15	0	0	30	0	20	10	10	10	5	100	0	284	100%	
665,100 - Interest	17	40	57	58	38	21	15	10	8	5	5	10	284	0	284	100%	
666,100 - Investment Earnings	4	1,280	2,254	2,367	11,677	1,025	12	12	2,260	2,373	9,520	8	32,792	40,000	(7,208)	82%	
666,500 - Investment Change in Value	(3,861)	(4,769)	(6,030)	599	(62)	(2,372)	332	(1,182)	(3,521)	(6,618)	(977)	(3,817)	(32,278)	0	(32,278)	100%	
674 - Contribution & Donation	2,820	2,600	23	500	200	45	386	519	1,005	290	705	3,031	12,124	9,950	2,174	122%	
675 - Private Grant Sources	0	0	0	0	0	0	0	0	0	0	0	0	0	500	(500)	0%	
<b>Total Income</b>	644,840	669,487	352,665	225,103	18,310	52,020	9,660	20,465	100	(3,504)	10,179	173,014	2,172,339	2,004,007	168,332	108%	
<b>Gross Profit</b>	644,840	669,487	352,665	225,103	18,310	52,020	9,660	20,465	100	(3,504)	10,179	173,014	2,172,339	2,004,007	168,332	108%	
<b>Expense</b>																	
66900 - Reconciliation Discrepancies	0	0	0	0	168	(168)	0	0	0	0	0	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	92,004	130,923	1,131,047	1,177,863	(46,816)	96%	
727 - Supplies	218	1,079	1,201	347	659	1,291	802	2,443	1,046	3,202	2,082	1,026	15,396	21,475	(6,079)	72%	
801 - Professional Services	797	12,250	11,952	655	1,420	1,401	2,630	2,478	2,040	1,040	12,846	4,280	53,789	73,765	(19,976)	73%	
803 - Maintenance Service Contracts	2,577	12,464	8,856	15,611	7,852	21,674	12,948	5,989	6,624	4,874	6,945	22,953	131,367	187,338	(55,971)	70%	
850 - Telecommunications	627	1,229	3,226	387	5,376	4,285	1,693	2,055	3,125	2,735	1,887	1,987	28,612	39,000	(10,388)	73%	
880 - Promotional Materials	823	7,462	7,971	2,154	4,388	7,430	441	8,638	7,804	5,687	9,695	4,812	67,305	80,330	(13,025)	84%	
884 - Programming	4,817	10,475	13,540	904	5,698	8,429	3,558	6,935	5,046	6,928	5,497	1,433	73,260	110,790	(37,530)	66%	
885 - Volunteer	0	0	0	0	0	0	18	174	0	26	0	2,671	2,869	4,500	(1,631)	64%	
920 - Utilities	0	3,970	4,440	3,954	3,758	3,814	5,196	5,261	11,338	195	4,215	4,408	50,549	62,000	(11,451)	82%	
960 - Board & Director Expense	(157)	0	0	346	0	0	43	162	48	137	360	431	1,370	3,500	(2,130)	39%	
965 - Automation Services	3,495	0	8,962	8,962	921	0	8,962	0	0	9,411	0	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	1,364	3,745	28,678	47,640	(18,962)	60%	
969 - Continuing Education Expenses	318	625	199	1,476	508	545	308	553	494	481	1,756	2,109	9,372	24,133	(14,761)	39%	
980 - Capital Expense	0	0	0	2,045	0	17,386	3,616	900	10,439	0	20,695	3,439	58,520	62,965	(4,445)	93%	
982 - Collection Expense	974	11,092	14,587	26,720	14,071	11,061	18,188	11,540	14,444	10,391	25,051	8,114	166,233	193,873	(27,640)	86%	
<b>Total Expense</b>	98,523	147,156	160,487	148,201	129,931	171,292	199,217	137,190	152,063	136,312	186,397	192,331	1,859,100	2,131,097	(271,997)	87%	
<b>Net Ordinary Income</b>	546,317	522,331	192,178	76,902	(111,621)	(119,272)	(189,557)	(116,725)	(151,963)	(139,816)	(176,218)	(19,317)	313,239	(127,090)	440,329	134%	
<b>Other Income/Expense</b>																	
999,001 - Transfer to Capital Improvement	0	0	0	0	0	0	0	0	0	0	0	0	0	0	(28,000)	0%	
999,002 - Transfer to Capital Reserve Fund	0	0	0	0	0	0	0	0	0	0	0	0	0	0	17,700	0%	
999,025 - Carry from General Fund	0	0	0	0	0	0	0	0	0	0	0	0	0	116,790	(116,790)	0%	
<b>Total Other Expense</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	106,490	(106,490)	0%	
<b>Net Other Income</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	(106,490)	106,490	0%	
<b>Total</b>	546,317	522,331	192,178	76,902	(111,621)	(119,272)	(189,557)	(116,725)	(151,963)	(139,816)	(176,218)	(19,317)	313,239	(233,580)	546,819	(134%)	

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

	Jan - Dec 21	Jan - Dec 20	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
402 · District Revenue	2,057,763.91	1,817,497.77	240,266.14	13.22%
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	2,968.75	1,625.00	1,343.75	82.69%
645.100 · Copiers & Printers	1,639.03	1,263.70	375.33	29.7%
655.100 · Circulation Fines	100.10	5,402.74	-5,302.64	-98.15%
665.100 · Interest	284.94	505.44	-220.50	-43.63%
666.100 · Investment Earnings	32,792.14	40,727.52	-7,935.38	-19.48%
666.500 · Investment Change in Value	-32,277.45	21,447.95	-53,725.40	-250.49%
674 · Contribution & Donation	12,124.03	13,175.00	-1,050.97	-7.98%
675 · Private Grant Sources	0.00	16,500.00	-16,500.00	-100.0%
<b>Total Income</b>	<b>2,172,339.96</b>	<b>2,006,083.89</b>	<b>166,256.07</b>	<b>8.29%</b>
<b>Gross Profit</b>	<b>2,172,339.96</b>	<b>2,006,083.89</b>	<b>166,256.07</b>	<b>8.29%</b>
<b>Expense</b>				
66900 · Reconciliation Discrepancies	0.00	0.00	0.00	0.0%
701 · Personnel Expenses	1,131,046.55	1,118,114.62	12,931.93	1.16%
727 · Supplies	15,395.95	17,447.21	-2,051.26	-11.76%
801 · Professional Services	53,788.89	45,524.79	8,264.10	18.15%
803 · Maintenance Service Contracts	131,367.90	110,259.79	21,108.11	19.14%
850 · Telecommunications	28,612.77	33,920.33	-5,307.56	-15.65%
880 · Promotional Materials	67,303.58	46,190.39	21,113.19	45.71%
884 · Programming	73,259.13	51,201.93	22,057.20	43.08%
885 · Volunteer	2,887.49	351.08	2,536.41	722.46%
920 · Utilities	50,550.15	44,544.12	6,006.03	13.48%
960 · Board & Director Expense	1,369.30	1,588.69	-219.39	-13.81%
965 · Automation Services	40,714.14	40,054.91	659.23	1.65%
967 · Equipment	28,677.70	27,630.06	1,047.64	3.79%
969 · Continuing Education Expenses	9,372.78	16,761.74	-7,388.96	-44.08%
980 · Capital Expense	58,520.06	25,855.00	32,665.06	126.34%
982 · Collection Expense	166,231.65	180,331.05	-14,099.40	-7.82%
<b>Total Expense</b>	<b>1,859,098.04</b>	<b>1,759,775.71</b>	<b>99,322.33</b>	<b>5.64%</b>
<b>Net Ordinary Income</b>	<b>313,241.92</b>	<b>246,308.18</b>	<b>66,933.74</b>	<b>27.18%</b>
<b>Net Income</b>	<b>313,241.92</b>	<b>246,308.18</b>	<b>66,933.74</b>	<b>27.18%</b>

7.0  
**CHELSEA DISTRICT LIBRARY**  
 Fund Balances  
 December 31, 2021

**General Fund**

**LOCAL BANKS BALANCES**

	Beginning Balance	Net Change	Ending Balance
Checking Account/ Chelsea State Bank	\$96,353.56	\$173,260.91 *	\$269,614.47
Paypal Account	\$0.00	\$0.00	\$0.00
Cash on Hand	<u>\$96,353.56</u>	<u>\$173,260.91</u>	<u>\$269,614.47</u>

**Ameriprise Account**

Fixed Income Fund	\$1,543,811.18	-\$3,809.27 **	\$1,540,001.91
Money Market Fund	\$300,000.00	-\$200,000.00	\$100,000.00
<b>Investment Partners Total</b>	<u>\$1,843,811.18</u>	<u>-\$203,809.27</u>	<u>\$1,640,001.91 ^</u>

**Total General Fund**

	<u>\$1,940,164.74</u>	<u>-\$30,548.36</u>	<u>\$1,909,616.38</u>
--	-----------------------	---------------------	-----------------------

**Debt Service Fund**

Bond Debt Retirement Fund Checking	<u>\$250,857.03</u>	<u>\$54,577.63</u>	<u>\$305,434.66</u>
------------------------------------	---------------------	--------------------	---------------------

8.1

Ameriprise 12/31/2021

Account no. 0000-4823-9221-4

GL ACCOUNTS - 017.003, 017.004, 666.100, 666.500

	Beginning Balance	Deposit/transfer in (IN/OUT OF GENERAL FUND)	Interest	Fees	Withdrawal	Change in Value	Ending balance*
12/31/20							\$1,539,487.22
01/31/21	\$1,539,487.22		\$4.44			-\$3,860.75	\$1,535,630.91
02/28/21	\$1,535,630.91		\$1,279.56			-\$4,768.80	\$1,532,141.67
03/31/21	\$1,532,141.67		\$2,253.62			-\$6,030.30	\$1,528,364.99
04/30/21	\$1,528,364.99		\$2,367.47			\$599.25	\$1,531,331.71
05/31/21	\$1,531,331.71	\$700,000.00	\$11,676.68			-\$61.55	\$2,242,946.84
06/30/21	\$2,242,946.84	\$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	-\$200,000.00	\$7.63			-\$3,816.90	\$1,640,001.91
Balance		\$100,000.00	\$32,792.14	\$0.00	\$0.00	-\$32,277.45	\$1,640,001.91

017.003 + 017.004

666.100

666.500

017.003+017.004

\*Should match Ameriprise Statement

8.2																
Ameriprise																
Money Market																
GL 017.003																
		Beginning Balance	Deposit/transfer in	Interest	Fees	Withdrawal	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		300,000.00	-200,000.00	0.00	0.00	0.00	0.00	100,000.00								
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 DC.																

2021	12/31/2021
Source	Amount
General Fund	600,000
General Fund	254,646
General Fund	66,000
General Fund	300
Cap Improvement Fund	155,274
Infinex Money Market Fund	1,737
<b>Total Investment</b>	<b>1,077,957</b>

YTD Totals	Notes:
Amount	

Date	Value		YTD
			Value
<b>Beginning balance (017.004)</b>	2,043,911		<b>\$2,039,512</b>
Invested	1,077,957		
Cumulative Fund Increase 6/2009 – 12/31/2020	511,966		
2021 Earnings ** (666.100)	8	Earnings	<b>\$32,892</b>
2021 Valuation (666.500)	-3,817	Valuation	<b>-\$32,277</b>
2021 YTD Valuation - gain/loss	-32,277		
2021 Monthly change - Net of earnings and valuation	-3,809		
<b>2021 FY Cumulative Change (Current Year)</b>	615	YTD Cumulative	<b>\$615</b>
<b>Withdrawal (-) / Deposit (+)</b>	-200000	MMF from OC	<b>\$100,000</b>

Fund	Value		
<b>Capital Reserve Fund</b>	890,100		
<b>Capital Improvement Fund</b>	100,000		
<b>General Fund from Investment</b>	137,421		
<b>Investment Services Fund</b> (Interest - Fees + Change in Value)	512,581		
<b>Ending Balance</b>	1,640,102	<b>Ending Balance</b>	<b>1,640,102</b>

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

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Year's Total
5 Cash Flow Projections													
6 Beginning Balance	282,207	\$41,873	\$1,150,731	\$1,312,783	\$1,402,429	\$1,234,872	\$1,164,277	\$991,216	\$827,408	\$652,429	\$495,342	\$349,864	\$3,989,864
7 Projected Total CDL Income	\$710,232	\$451,104	\$300,643	\$34,843	\$4,584	\$44,843	\$3,197	\$46,939	\$7,393	\$4,197	\$4,317	\$2,564	\$1,288,052
8 Income, % by month	25.6%	20.9%	10.6%	0.4%	0.2%	1.5%	0.1%	1.6%	0.3%	0.1%	0.1%	0.1%	100.0%
9 Projected Total CDL Expenditures	\$151,816	\$151,816	\$151,816	\$171,816	\$171,816	\$151,816	\$171,816	\$151,816	\$151,816	\$151,816	\$151,816	\$151,816	\$1,782,016
10 Expense, % by month	8.6%	7.3%	5.3%	1.0%	0.3%	1.2%	1.5%	1.5%	1.5%	1.5%	1.5%	1.5%	100.0%
11 Net Projected Cash Flow	\$558,416	\$299,288	\$999,115	\$1,140,967	\$1,230,613	\$1,083,056	\$992,461	\$839,397	\$815,592	\$490,613	\$343,526	\$198,048	\$2,207,848
12 Ending Balance	\$869,114	\$1,024,108	\$1,817,740	\$2,210,664	\$2,210,664	\$1,161,277	\$992,461	\$839,397	\$815,592	\$490,613	\$343,526	\$198,048	\$3,989,864

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Year's Total
15 Monthly Income & Expenses													
16 Income													
17 Income													
18													
19													
20 Gross Income (CDL + CDL Bond)	713,471.46	844,941.13	448,783.21	292,825.79	7,775.80	76,188.08	11,312.81	27,244.41	201,833.04	795.57	763,601.27	434,281.91	3,989,864
21 Income to CDL Bond	221,686.61	218,922.49	314,416.66	89,446.06	0.00	16,833.83	592.11	0.00	0.00	0.00	0.00	0.00	\$4,577.63
22													
23 Income to CDL	491,784.79	626,018.64	134,366.55	203,379.73	7,775.80	59,354.25	10,720.70	27,244.41	201,833.04	795.57	763,601.27	434,281.91	3,985,286.37
24 Other income PPT SPP													
25 Net Income to CDL	491,784.79	626,018.64	134,366.55	203,379.73	7,775.80	59,354.25	10,720.70	27,244.41	201,833.04	795.57	763,601.27	434,281.91	3,985,286.37

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Year's Total
26 Expenses													
27													
28 Expenses - Gross	386,794.99	318,714.87	294,128.64	233,173.33	847,844.71	177,676.17	181,643.95	147,837.38	184,966.77	146,182.40	143,375.97	261,813.60	2,000,000.00
29 record MAF movement here													
30													
31 Net Transfers to CDL Debt	233,686.61	218,922.49	314,416.66	89,446.06	0.00	16,833.83	592.11	0.00	0.00	0.00	0.00	0.00	\$4,577.63
32													
33 Accr Fees (interest is in income)	9.80	9.80	13.00	8.00	0.00	0.00	7.20	16.60	18.30	5.45	9.20	7.20	7.20
34													
35 Net Total Expenses	158,117.18	138,692.38	149,732.36	143,727.27	847,844.71	160,842.34	174,876.75	131,190.78	166,966.77	140,676.95	143,375.97	266,443.37	2,000,000.00

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Year's Total
39 CDL Cash Flow													
40 Beginning balance	282,207.44	613,873.05	1,150,731.11	1,312,783.00	1,402,429.14	1,234,872.12	1,164,277.00	991,216.00	827,408.00	652,429.00	495,342.00	349,864.00	3,989,864.00
41 Income	487,782.79	626,018.64	300,643.00	233,179.70	7,775.80	59,354.25	10,720.70	27,244.41	201,833.04	795.57	763,601.27	434,281.91	3,989,864.00
42 Money Market Flow	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-200,000.00	0.00	-200,000.00	-200,000.00	163,986.38
43 Expenditures	148,117.18	128,692.38	149,732.36	143,727.27	847,844.71	160,842.34	174,876.75	131,190.78	166,966.77	140,676.95	143,375.97	266,443.37	2,000,000.00
44 Net cash flow	331,665.61	497,386.26	300,910.74	229,452.43	554,584.43	77,511.86	10,720.70	27,244.41	201,833.04	795.57	763,601.27	434,281.91	3,989,864.00
45 Ending balance	613,873.05	1,150,731.11	1,312,783.00	1,402,429.14	1,234,872.12	1,164,277.00	991,216.00	827,408.00	652,429.00	495,342.00	349,864.00	198,048.00	3,989,864.00

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Year's Total
49 CDL Bond Cash Flow													
50 Beginning Balance	282,207.44	613,873.05	1,150,731.11	1,312,783.00	1,402,429.14	1,234,872.12	1,164,277.00	991,216.00	827,408.00	652,429.00	495,342.00	349,864.00	3,989,864.00
51 Total Income	222,686.61	218,922.49	314,416.66	89,446.06	0.00	16,833.83	592.11	0.00	0.00	0.00	0.00	0.00	54,577.63
52 (Accr interest flow)	18.40	23.25	31.77	20.80	0.00	0.00	11.80	24.80	27.00	8.65	14.40	11.60	118.30
53 Expenditures	15,438.67	15,438.67	21,815.25	14,335.25	84,784.71	160,842.34	174,876.75	131,190.78	166,966.77	140,676.95	143,375.97	266,443.37	2,000,000.00
54 Net cash flow	227,256.06	230,746.00	302,633.14	75,130.51	-84,804.71	15,991.49	12,411.60	24,853.61	27,033.04	59,326.05	760,226.07	434,281.91	3,989,864.00
55 Ending balance	509,463.50	740,411.71	1,043,044.85	1,118,175.36	1,033,260.65	1,049,252.14	1,061,663.74	1,086,517.35	1,113,550.39	1,172,876.44	1,249,076.41	1,323,358.32	3,989,864.00

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
56																
57																
58																
59																
60																
61																

 NUMBERS FROM BUDGET  
 CALCULATED ESTIMATES BASED ON BUDGET  
 HISTORICAL %  
 From Bank Rec

# **DIRECTOR'S REPORT**



## **Library Director's Report** **Respectfully submitted for January 2022 board meeting**

### **Staff Announcements**

#### Work Anniversaries

December is a big anniversary month in the circulation department! Library Assistants Jordan Battaglia and Christin Bieber both celebrated their one-year work anniversaries on December 14. Library Aide Jennie Medeiros celebrated her 16-year anniversary on December 27, and Library Aide Mary Tobin celebrated her eight-year anniversary on December 18. Congratulations all!

### **CDL and COVID-19**

With the recent spike in COVID-19 cases due to the Omicron variant, we have either rescheduled January in-person programs to a later date or moved them to a virtual platform. Some libraries in Michigan are closing their facilities and moving to curbside service again due to high number of staff quarantining due to infection or exposure. Thankfully, as of this writing, that is not the case for CDL.

In an effort to encourage more mask wearing by the public in our building, we have revised signage language to encourage increased masking. The updated message is "Help us stay open to the public by wearing a mask."

As an FYI, we recently added a "Time off due to COVID-19" Practice Statement that states the following:

In the event that a staff person must quarantine/self-isolate due to COVID-19 and cannot return to work, said employee is eligible for up to two weeks (up to 80 hours) of paid sick leave at their regular rate of pay in the aggregate regardless of number of incidences.

Leave beyond two weeks shall be treated as PTO and come from the staff person's leave bank.

If a staff person must quarantine/self-isolate due to COVID-19 and cannot return to work but is able to work from home, the time spent in quarantine/self-isolation shall be treated as regular paid work.

### **CDL, Selection Policy, and Challenged Materials**

At the December meeting, Trustee Carr discussed a United for Libraries Learning Live webinar she participated in called "Library Boards, Intellectual Freedom, and Challenges." She asked that I update the board on the Library's efforts to ensure adherence to core library tenets in our collections and in the event of a materials challenge. The board also inquired about the number of challenges to materials in the past.

After investigating, I found that there have only been two challenges to materials here at CDL, both centering on a DVD in our collection: one of 2012 and another in 2015.

In December, I attended a webinar called "Intellectual Freedom and Materials Challenges." This webinar and the webinar Trustee Carr attended were both in response to a recent trend in challenges to diverse content in library collections. As a result of that webinar, staff reviewed the Library's

Materials Selection Policy (#320) and Request for Reconsideration Policy (#310) as well as the Request for Reconsideration Form. They were all updated with suggestions for ensuring an impartial environment providing a universe of ideas and information spanning the spectrum of knowledge and opinions. These documents with suggested updates were then sent to the Policy Committee (Trustees Merkel and Taylor) for review. They are included in your packet and will be discussed at the January meeting.

### **New Board Member**

CDL welcomes Patricia Garcia to the board for a four-year term representing Lima Township. Trustee Garcia is an Assistant Professor in the School of Information at the University of Michigan. We look forward to the perspective and experience Garcia will bring to her new role at CDL!

### **Virtually Out and About: Meetings Attended Via Zoom and Phone –December 2021**

- CDL Volunteer Appreciation Party (12/04)
- Rotary meeting (12/7)
- Library of Michigan Directors meeting (12/10)
- “Intellectual Freedom and Materials Challenges” webinar (12/17)

**Chelsea District Library**  
**Assistant Director's Report**  
**Dec. 2021**

**Facility update**

HVAC- after a few more drips and subsequent temp adjustments, we are hopeful that we have solved the water issue for the short term and I am just waiting on the final word from JCI to move ahead with the Teenspace ceiling repair in January. They have not decided if the temp increase is our long-term solution for the issue but I expect to hear from them in January one way or the other. We have been experiencing heating issues in two of the study rooms so JCI is investigating the cause and I anticipate having an answer by the January board meeting.

LED bulb situation- I have been working with Hawks & Associates, the company who did our LED bulb retrofit, to resolve the issue of some of the bulbs burning out sooner than they should. During this same period, the City had issues with their power grid and city residents experienced several power surges/outages, which complicates trying to figure out what is causing the issue. Hawks brought their electrician out to look at our circuit boxes and determined that one of the lighting circuits was "spiking", or not providing a steady current. They put a surge protector on that circuit and so far, the bulbs have stayed on but we will probably need to give it a few more months to be sure.

All of our remaining annual facility inspections are done except the plumbing inspection, which was scheduled for December but had to be rescheduled and the first available slot was mid-January. I don't expect any surprises there.

**Staffing/Training**

We will start 2022 with two new staff members- Everett Mayes, Technology Specialist and Jennifer Thompson, Circulation Assistant. You may remember that early in 2020 we bought a software package that allowed us to do C19 training and tracking online, and we were very happy with how it helped us keep track of the myriad of regulations and requirements we had to meet. With those regulations easing, I wondered if we would need that program going forward but the company, HR Collaborative, anticipated that change and added an onboarding module. We started using that mid-2021 and are pleased with our ability to have all of that information in one place and paperless!

Our December all staff meeting usually includes a look ahead to the coming year and a light holiday brunch. With the resurgence of the C19 virus, we decided to cancel that meeting and give our staff gift bags similar to last year's that were received so well. As usual, we were gifted many holiday goodies from a few regular patrons, which contributed to some sense of normality to end the year on!

**Volunteers-** we had 259.5 total hours in Nov: 199 book sale volunteer, 60.5 non-book sale; December was 268 total: 170 book sale and 98 non-book sale. For all of 2021: 1894 total hours, 1301 book sale, 593 non-book sale, which I think is fantastic considering the C19 challenges we were still dealing with. We have AWESOME volunteers!

Respectfully submitted- Linda Ballard , Assistant Director





December was a quiet end to yet another unusual year. The holiday weeks tend to be slower at the reference desk, and we have limited programming. We did find plenty to occupy our time as we closed out the year. Highlights included:

- The first Jan Brett Holiday event. We took events done in years past for Hometown Holidays, and merged them into a fun outdoor event: complete with a miniature horse, hot chocolate, a costumed caroling group, and Edith reading Jan Brett stories. We had 82 people attend, and it was an absolute delight to see some of our young patrons who we've been missing while in-person storytimes are on hiatus.
- Additional Hometown Holiday programs included the Holiday Centerpiece Making workshop, the Teen and Tween Homemade Gifts Workshop, and the Teen Supply Drive. We were able to host these community favorites in person once again, and patrons were delighted.
- Librarians began using Communico Reserve, the new room reservation software, while on the desk. During this trial phase, we were able to solve some problems that arose as we adjusted our old workflow to the new software. We plan to make this software available for patrons to place online reservations in February.
- All ordering for collections finished this month, and I worked on finalizing year end projections and making sure all of our 2021 statements were clear (with help from our accountant!).

### Program Attendance

Date	Title	In-Person	Live	Recorded	Kits
<b>Adult Programs</b>					
7-Dec	Reading Glasses Book Club		6		
	makerChelsea: Holiday Greens				
13-Dec	Centerpiece		22		
<i>Adult programs total</i>			28		
<b>Teen Programs</b>					
	That Thursday Thing: Midwinter				
2-Dec	Mocktails		1		
	Tween & Teen Homemade Gifts				
4-Dec	for the Holidays		26		
10-Dec	Teen VR		5		
	Teen Book Club: Somewhere Only				
14-Dec	We Know		5		
	That Thursday Thing: Last				
16-Dec	Minute Laser Gifts		12		
<i>Teen programs total</i>			49		
<b>Youth Programs</b>					
20-Dec	After School Science Snacks		9		
<i>Total youth programs</i>			9		
<b>Early Literacy Programs</b>					
1-Dec	Zoom Storytime			2	2
15-Dec	Zoom Storytime			3	4
22-Dec	Zoom Storytime			5	5
<i>Early Literacy programs total</i>				10	11
<b>General Programs</b>					
	Jan Brett Holiday (including Ann				
9-Dec	Arbor Consort Carolers)		82		
<i>General programs total</i>			82		
<b>Outreach and Awareness</b>					
	Sinacola Class Visit: 31 Songs as				
10-Dec	Poetry		33		
16-Dec	Pines Book Club		12		
9-Dec	Silver Maples Book Club		15		
<i>Outreach and Awareness totals</i>			60		

**Reference, Collections, Deliveries, and Other**

<b>Services</b>	<b>December 2021</b>
Reference Questions	1,248
Homebound & Deposit Book Deliveries	32
OCLC Interlibrary Loan	18

# Technology Department News

December 2021

by Scott Rakestraw, Head of Technology

## Notable News & Events



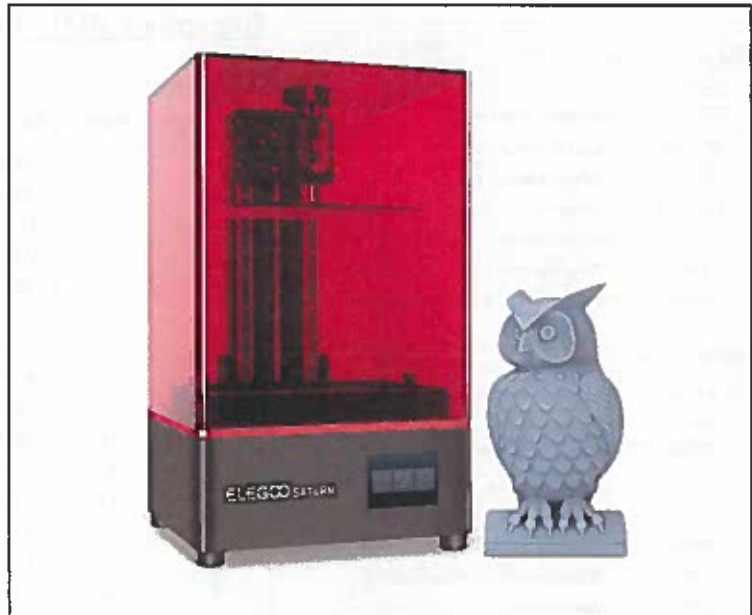
Interest and attendance continues to grow for the Ingenuity Engine maker space. One young [6 year old] explorer was so taken with his IE quilting experience, he asked for and received a sewing machine for Christmas. Matt and I would personally like to thank CDL's Executive Management and the Board for their unwavering support of the IE project. This is the first of many such experiences for our patrons and it is the very definition of 'Mission Accomplished' for library professionals.

### ~ Looking Ahead

#### What's New in '22?

The Ingenuity Engine makes room for new 3D printing technology. Kudos to Matt Jensen who's thrifty use of budget this year allowed us to add the Elegoo 3D LCD Resin printer to the technology mix in early 2022! This marvelous little printer literally turns 3D printing tasks upside down. The features and functions are simply beyond the available space to discuss here. If you'd like a sneak peak, you're welcome to visit this sponsored preview.

<https://chelseadistrictlibrary.org/newin22>



### Progress Report

- This month we welcome Technology Specialist Everett Mayes to the IT Staff. Everett has worked for Barracuda Networks, is a certified EMT and in his spare time, is a volunteer firefighter in his community. Everett's starts work right after the holidays.

## State Aid Stats:

DATA SERVICES		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
11870.52	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	1045.1
121.94	– 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	9.4
328.18	– 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	27.4
11420.4	– 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	1008.3
333	Hotspot Devices Circulated	18	16	27	21	18	34	40	30	37	32	32	28
2032	Public Internet - Computer Sessions	0	0	0	0	0	126	378	418	261	226	336	287
4585	Public Internet - Wireless Logins	374	349	288	417	361	409	394	441	392	407	422	331

ONLINE SERVICES		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
56383	Website Sessions	5913	5764	5633	5360	4939	3956	4388	4163	3844	4073	3766	4784
28198	Website Users	2804	3017	2611	2617	2094	1985	2108	2088	1916	2231	1871	2856
18591	AUDIO Downloads Total	1490	1266	1708	1478	1549	1563	1579	1632	1509	1590	1611	1616
13813	– Audio: Overdrive	1060	977	1146	1089	1122	1167	1172	1254	1194	1228	1207	1197
4778	– Audio: Hoopla (audiobook and music)	430	289	562	389	427	396	407	378	315	362	404	419
1841	VIDEO Downloads Total	222	224	180	126	145	126	158	126	138	132	123	141
13	– Video: Overdrive	0	3	1	1	0	2	0	0	0	0	1	5
1217	– Video: Hoopla	141	126	140	73	99	83	104	87	94	97	81	92
611	– Video: Kanopy	81	95	39	52	46	41	54	39	44	35	41	44
22534	EBook Downloads Total	2264	2480	2133	1830	1991	1781	1749	1621	1695	1645	1682	1663
20372	– eBook: Overdrive	2045	2178	1914	1693	1858	1663	1503	1472	1532	1493	1499	1522
2162	– eBook: Hoopla	219	302	219	137	133	118	246	149	163	152	183	141
42966	TOTAL Downloads	3976	3970	4021	3434	3685	3470	3486	3379	3342	3367	3416	3420

## Year Over Year

## Database Stats:

DATA SERVICES		2020	2021	
36491.5	11870.52	Hotspots: Total GB Used		
96.4	121.94	– Lima Township (GB)		
198.3	328.18	– Sylvan Township (GB)		
14485.5	11420.4	– Mobile Beacon (GB)		
263.0	333	Hotspot Devices Circulated		
2083.0	2032	Public Internet - Computer Sessions		
6611.0	4585	Public Internet - Wireless Logins		

ONLINE SERVICES		2020	2021	
75102	56383	Website Sessions		
38232	28198	Website Users		
16997	18591	AUDIO Downloads Total		
13228	13813	– Audio: Overdrive		
3769	4778	– Audio: Hoopla		
1798	1841	VIDEO Downloads Total		
51	13	– Video: Overdrive (streaming only)		
1747	1217	– Video: Hoopla		
26557	22534	EBook Downloads Total		
24435	20372	– eBook: Overdrive		
2122	2162	– eBook: Hoopla		
45352	42966	TOTAL Downloads		

## December 2021: Online Database Rank & Trending Report

		Grand Totals:		1314	1212
Last Week	Rank	Database Service	Total Clicks	Unique Visitors	
2	1	Britannica School	113	57	
3	2	Sun Times News	82	82	
-	3	Home Work Help Now Home	80	80	
4	4	Ancestry	70	48	
9	5	NoveList K8	67	67	
5	5	Consumer Reports	67	60	
11	7	NoveListPlus	63	60	
10	8	Michigan eLibrary	58	55	
16	8	My Heritage	58	49	
7	10	Michigan Legal Help	50	50	
12	10	Opposing View Points In Context	50	50	
14	12	Chelsea Update	49	49	
18	13	Unemployment Help	47	47	
17	14	WorldCat.org	43	43	
8	15	Demographics Now	42	42	
21	15	Michigan Secretary of State	42	42	
18	17	Adult Learning Center	41	41	
21	18	Scholastic Teachables	40	40	
25	18	United States Census	40	40	
24	20	Pronunciator	36	36	
23	21	Michigan Voter Information Center	35	35	
23	22	Stories of Chelsea	34	34	
18	23	Lynda.com [Linked In Learning]	30	30	
-	24	Newspaper Source Plus	27	27	
15	24	Historic Newspapers	27	25	
-	26	My Free Taxes	23	23	

## Marketing Board Report (Dec. 1–31, 2021):

December Marketing tasks span two newsletters: promoting the December programs from the Winter newsletter and preparing the information for the Spring newsletter so that it can be submitted to begin the initial layout of it at the end of the year.

Hometown Holidays returned to the library with an event in the Reading Garden. I contracted a photographer to take photos during the event and I attended the event as well to snap a few photos too, which I posted to social media channels live. Despite



a dismal weather forecast, we had a great response to the posts, and the photos turned out beautifully. I have worked with two photographers this past year to build the photo assets for the library for use in future promotions which makes our marketing communications stronger as time goes on.

Last year I created the cookbook giveaway to promote Song to Table, which didn't happen in 2020. The program ran in November this year instead and was extended into December. People that filled out a survey during the cookbook giveaway last year that opted to receive a notification about the program were contacted, and the number of people that viewed the videos increased after that notification. This is longer than the typical marketing timeline to promote a program at the library, but it improved the number of views that tuned into the virtual events.

The Friend of the Year and Volunteer of the Year were both photographed previously in November for the promotions in their honor which were held in December, and I used these same assets to add their information to CDL website pages in two different locations. These truly remarkable volunteers will be included in the Spring newsletter too, so the marketing assets that are time-consuming to create will continue to be utilized and are more than worth the effort. Bookmarks never go out of style at the library, and I created newly updated Friends' bookmarks and arranged to have them printed so they can promote their 2022 Used Book Sales.

The Community Quilt program began in December, and photos along with donor/photo release forms were collected during the three quilt classes in the Ingenuity Engine. I worked on a new set of instructions with Matt to share online and I updated the website the art website with new information to keep it fresh.

The number of people visiting the website featuring art at the library has steadily increased. It supplies landing pages for more details about library programs and has become an easy resource for community members to utilize when looking for updates about art-related programs. The *Frida Kahlo's Garden* exhibition is coming to the library in February and is featured on the CDL art website. The large banners and other marketing assets are developed in the months leading up to the exhibit. Large marketing materials, like the building banners, take more to design and fabricate. In December banners were designed for a variety of uses, but most were designed for the exhibition. The design assets supplied by the exhibition company have restrictions on their use in marketing materials to promote the exhibit. I worked with a designer to establish new branded assets for the exhibition to complement the existing images, including ten new, large banners. (Four double-sided and two single-sided banners.) The large banners on the west side of the library facing Main Street will be replaced for the first time since the existing banners went up in September 2019. In appreciation for the City workers that install banners throughout the year for the library, the workers are invited to a Thank You lunch. This tradition was started several years ago and has become a great way to enter into the year-end as we look for more large banners to be installed next month at the library.

Respectfully submitted,

Elaine Medrow

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

### **A Selection of 2021 & December Highlights:**

Our anonymous donor, A.R. Eader continued to delight kids at the library with monthly prize drawings. The prize drawn at the beginning of December had over 200 entries. here is our lucky winner, Kaelyn:



In this calendar year, we have had over 1,800 entries (children may enter multiple times) into the monthly drawings.

### **eNews:**

Our open rates for the eNews have been extremely successful in December, and consistently translate to program registrations. The eNews editions of December 3, 10, and 17 yielded the best open rates of the year (41%, 43%, and 42%), which is almost 20% above the industry average according to Constant Contact data. In 2021, our subscribers grew by 342 contacts, with a total of 2,975 weekly eNews subscribers.

### **Social Media**

During December, I reviewed a variety of recommendations in social media marketing to ensure CDL's social media marketing strategy is as effective as possible. Measures that will be incorporated into this review are:

- A statistical review of Communico program registrations to see 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
- Attended a virtual conference on social media marketing for libraries hosted by LMCC that highlighted social media use by the Cleveland Heights library system
- 2022 Hootsuite Social Trends Report

As we close 2021, the following is our social media reach on the three platforms currently used:

- Facebook: 2,800 followers (increase by 111 in 2021)
- Twitter: 1,600 Followers (decrease of 16 in 2021)
- Instagram: 545 Followers (increase of 235 in 2021)

In January, I will present findings and incorporate staff recommendations to provide best practices and recommendations to our team for 2022.



## Circulation Supervisor's Report DECEMBER 2021

- Circulation – 20,002 in December;
  
- Patron Count- 7,404 for December;
  
- Circulation by township- for December:
  - Dexter = 11% of total transactions
  - Lima = 13% of transactions
  - Lyndon =13% of transactions
  - Sylvan = 18% of transactions
  - Chelsea = 34% of transactions
  
- December Circulation: 81% were items from Chelsea and 19% were inter-loaned items.

Libby = 2837 in DECEMBER; Hoopla = 662; Kanopy = 82 in DECEMBER.

- Registrations for DECEMBER– 62 new cards; 5549 total card holders
  - \*Dexter = 697 cards; Lima = 634 cards; Lyndon = 778 cards
  - \*Sylvan = 956 cards; Chelsea = 2070 cards; Nonresident = 414 cards
  
- Self-Check Machine: Scott was able to get a total for all of 2021.  
Total 2021 check out & renewals: 2,072

### December Notes:

- Attended weekly management meetings via Zoom/in person when back to work.
- Monthly staff meeting with library assistants December 16<sup>th</sup>.
- Worked my PIC shifts each week since I've been back.
- Total library cards: You will notice this number is quite a bit lower than last month. TLN did a database cleanup – this is for patrons who haven't used their card in over 2 years.
- CDL was closed for 4 days over the winter holidays.
- We received 106.5 tubs from TLN in December, with 5.6 being the daily average.
- We had 4 anniversaries in December: Jennie Medeiros – 16 years; Mary Tobin – 8 Years; Christin Bieber & Jordan Battaglia both celebrated their 1 year anniversaries. Congratulations to all!

Respectfully submitted,  
Terri Lancaster  
Head of Circulation

Chelsea District Library  
2021

	Average Daily Circulation							2021 Total	2020 Total	%Diff.
	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.			
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.	582	447	572	693	762	626	440	20002	13678	46%
<b>Total</b>								<b>223877</b>	<b>143884</b>	
<b>Mnth Avg</b>								<b>18,656</b>	<b>11,990</b>	

Avg.% Inc. with OD & RB, & deposit collection ckouts. 61%

Highlighted numbers have been updated. TML

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

2020 Totals	SifChk/ Check-outs only		
	2021 Total	Days	Per Day ChkOuts
2368	0		
1666	0		
N/A	0		
0	0		
0	0		
0	0		
0	0		
0	0		
0	0		
0	0		
0	0		
0	0		
<b>4034</b>	<b>2072</b>		<b>0%</b>

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	421	70,578
<b>Total/Avg</b>	<b>7,408</b>	<b>72,638</b>

2021	RB Digital Circ (e-magazines)		Overdrive Circ (e-books, a-books & music)		Hoopla e- & a-books, music, movies		Kanopy	
	2021	2020	2021	2020	2021	2020	2021	2020
Jan	634	267	3107	2609	790	334	Jan	81
Feb	606	543	2893	2459	724	319	Feb	75
Mar	644	407	3196	2922	725	509	Mar	130
April			2912	3564	837	979	April	95
May			3084	3846	687	1086	May	138
June			2926	3564	649	864	June	184
July			2799	3560	668	842	July	95
Aug			2993	3482	747	765	Aug	88
Sept			2885	2969	638	690	Sept	94
Oct			2902	2605	656	778	Oct	94
Nov			2861	2599	638	841	Nov	84
Dec			2837	2898	662	883	Dec	82
<b>Total</b>	<b>1884</b>	<b>6523</b>	<b>35395</b>	<b>37077</b>	<b>8421</b>	<b>8890</b>	<b>Total</b>	<b>1240</b>
								<b>0</b>

RB Digital part of Overdrive starting in April 2021

2021 CIRCULATION REPORT - PATRONS

Chelsea District Library  
Monthly New Registration 2021

District	NonRes			School			Other			Total Month	Grand Total	New Registrations by Municipality			
	2011	2012	2013	2014	2015	2016	2017	2018	2019			2020	2021	Lima	Lyndon
January	25	0	0	0	25	6863	11	3	3	5	3	3	5	3	
February	17	2	0	1	20	6830	4	4	2	3	4	2	3	4	
March	15	3	0	0	18	6741	5	1	3	4	2	3	4	2	
April	11	2	0	0	13	6749	5	1	0	1	4	1	4	1	
May	16	2	0	1	18	6764	7	3	2	3	1	2	3	1	
June	79	7	0	1	87	6837	32	9	13	7	18	13	7	18	
July	99	6	0	1	106	6423	51	7	9	15	17	9	15	17	
August	79	12	2	0	93	6239	34	9	7	11	20	7	11	20	
September	88	8	2	1	99	6083	37	10	9	9	23	9	9	23	
October	53	4	0	2	59	6137	32	7	3	2	11	3	2	11	
November	50	4	0	0	54	6173	17	7	5	4	17	5	4	17	
December	57	4	0	1	62	5549	24	9	6	7	12	6	7	12	
<b>Totals</b>					<b>654</b>		<b>259</b>	<b>70</b>	<b>62</b>	<b>71</b>	<b>132</b>	<b>62</b>	<b>71</b>	<b>132</b>	

Registered Card Holders

District	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
	District	8898	9147	9002	9083	9109	9064	7837	7753	6361	6295
Dexter	1197	1222	1206	1211	1215	1230	1087	1101	884	874	697
Lima	1169	1174	1156	1133	1109	1109	996	965	802	794	634
Lyndon	1567	1579	1538	1539	1546	1522	1302	1255	1005	970	778
Sylvan	1800	1786	1693	1662	1667	1641	1412	1426	1192	1167	956
CityChel	3165	3386	3409	3538	3572	3562	3040	3006	2478	2490	2070
<b>NonRes</b>	<b>902</b>	<b>744</b>	<b>640</b>	<b>649</b>	<b>655</b>	<b>625</b>	<b>575</b>	<b>609</b>	<b>562</b>	<b>582</b>	<b>414</b>
Freedom	18	7	6	6	6	7	0	1	0	0	0
Sharon	149	141	118	122	118	110	107	112	104	105	88
Waterloo	411	365	336	348	352	333	249	268	252	245	195
GrassLk	15	15	26	29	28	25	37	36	22	21	4
Other	324	216	154	144	151	150	182	192	184	211	127
<b>Totals</b>	<b>9800</b>	<b>9891</b>	<b>9642</b>	<b>9732</b>	<b>9764</b>	<b>9689</b>	<b>8412</b>	<b>8362</b>	<b>6923</b>	<b>6877</b>	<b>5549</b>

	Average Daily Door Count 2021							Total																							
	Jan.	Feb.	March	April	May	June	July																								
Mon.	167	146	138	149	121	261	372	318	298	303	321	276	153	150	169	174	148	124	159	323	327	265	308	289	273	285	297	293	125	7,404	
Tues.	153	204	169	205	128	256	407	314	299	311	241	289	204	166	134	174	148	124	159	323	327	265	308	289	273	285	293	125	7,404		
Wed.	150	169	139	174	124	216	352	322	328	303	289	273	150	169	134	174	148	124	159	323	327	265	308	289	273	285	293	125	7,404		
Thurs.	149	166	134	174	124	216	352	322	328	303	289	273	149	166	134	174	148	124	159	323	327	265	308	289	273	285	293	125	7,404		
Fri.	190	159	171	178	130	167	303	331	299	311	241	289	190	159	171	178	148	130	167	303	327	265	308	289	273	285	293	125	7,404		
Sat.	41	132	122	158	108	221	346	331	281	282	293	293	41	132	122	158	108	108	221	346	331	281	282	293	293	293	293	125	7,404		
Sun.	29	29	28	25	32	40	36	44	118	129	160	125	29	29	28	25	32	32	40	36	44	118	129	160	125	125	125	125	7,404		
<b>Total</b>	<b>3,583</b>	<b>3,670</b>	<b>4,049</b>	<b>4,049</b>	<b>3,236</b>	<b>5,753</b>	<b>9,156</b>	<b>8,631</b>	<b>7,704</b>	<b>8,354</b>	<b>7,925</b>	<b>7,404</b>	<b>3,583</b>	<b>3,670</b>	<b>4,049</b>	<b>4,049</b>	<b>3,236</b>	<b>5,753</b>	<b>9,156</b>	<b>8,631</b>	<b>7,704</b>	<b>8,354</b>	<b>7,925</b>	<b>7,404</b>	<b>7,404</b>	<b>7,404</b>	<b>7,404</b>	<b>7,404</b>	<b>7,404</b>	<b>7,404</b>	
<b>Monthly average</b>																															
<b>Avg. % increase</b>																															

Replacement People counter went live on January 2018

Total door count includes outdoor programming at CDL.

Trans	% Tot	SEMCO G		% of Pop
		Pop.	Regist	
Dec-21	Trans	15,821	15010	
		1727	2604	47%
		2119	1909	58%
		1992	2720	57%
		2898	2833	59%
		5343	4944	72%
				59%
		440		3%
		301		2%
		457		3%
		0		0%
		544		3%
				100%

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

Item Circulation 2021

2021

	All items circled at Chel inc: OD & Zinlo	Chel items circled at Chel inc: OD & Zinlo	% of Chel items circled at Chel	Other items circled at Chel	% other items circled at Chel	Chel items charged/renewed anywhere in system	Chel items circled other libraries
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.	20,002	16,205	81%	3,797	19%	18,484	2,279
<b>Totals</b>	<b>224,349</b>	<b>184,887</b>	<b>81%</b>	<b>39,462</b>	<b>19%</b>	<b>202,394</b>	<b>17,507</b>
<b>Mnth Avg</b>	<b>18,696</b>	<b>15,407</b>		<b>3,289</b>		<b>16,866</b>	<b>1,459</b>
	#1	#2		#3		#4	#5

	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	52%	44%	4%
<b>Yearly Avg:</b>	<b>57%</b>	<b>39%</b>	<b>4%</b>

	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	8,340	6,992	562
<b>Yearly Total</b>	<b>74,976</b>	<b>60,365</b>	<b>6,115</b>

# **ACTION ITEMS**



# Action Item #1

Chelsea District Library  
Board of Trustees

## Library Board Fact Sheet

January 18, 2022, Board Packet

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

### Accept December donations and changes to the 2021 FY Budget.

	<u>Income Line</u>	<u>-</u>	<u>Expense Line</u>
Terri & Michael Madison	674.120		980.100
Sylvan Crooked Lake Association	674.120		980.100
D. Patrick & Sandra Merkel	674.100		980.100
Gary & Jo Ann Munce	674.120		980.100
Charlie Pulford & Aunt Jess	674.101		982.920
Anonymous	674.111		884.921
Patrice Baldwin	674.120		980.100
Susan Lackey	674.120		980.100
			<b>Sub Total: \$1,815.00</b>

**Sub Total: \$1,815.00**

**Sub Total: \$**

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

**Total General Donations: \$1,815.00**

Acknowledge the donations below toward the CDL Endowment.

\_\_\_\_\_  
Anne Merkel, Board Secretary

\_\_\_\_\_  
Date





## **Action Item #2**

Chelsea District Library  
Board of Trustees

### **Library Board Fact Sheet** January 18, 2022 Meeting

#### **Budget Carryovers for 2021/22**

**Background:**

Discussion on these budget carryovers was initiated in December. As was pointed out then, the carryovers have changed slightly, as the initial projections were just that.

**Action:**

The Board approves the carryovers from 2021 to the 2022 budget.

---

Anne Merkel, Board Secretary

---

Date



# Action Item #3

Chelsea District Library  
Board of Trustees

## Library Board Fact Sheet January 18, 2022 Meeting

2022 Library Board Committees

**Background:**

Discussed the recommendations of the Nominating Committee in December and have shuffled slightly since. The president has historically not chaired a committee due to their other responsibilities and the board treasurer is always the chair of the Finance committee.

**Action:**

The board approves the 2022 committee appointments.

---

Anne Merkel, Board Secretary

---

Date



**Chelsea District Library  
Board of Trustees  
2022 Board Committees**

Governance  
Appendix #3

Approved: January 18, 2022

	Community Outreach Committee	Personnel Committee	Finance Committee	Policy Committee	Nominating Committee
<b>TJ Helfferich</b>			X		X
<b>Anne Merkel</b>	X	X		Chair	
<b>Gary Munce</b>	Chair		X		
<b>Patricia Garcia</b>				X	X
<b>Charlie Taylor</b>	X	Chair		X	
<b>Susan Lackey</b>			Chair		X
<b>Jan Carr</b>		X			Chair

\_\_\_\_\_  
Anne Merkel, Board Secretary

\_\_\_\_\_  
Date



# **DISCUSSION ITEMS**





# **Discussion Item #1**

Chelsea District Library  
Board of Trustees

## **Library Board Fact Sheet** January 18, 2022 Meeting

### **Mobile CDL**

#### **Background:**

The library and the board continue to look at options for the purchase of a bookmobile. The bookmobile is a major part of the current strategic plan.



## **Discussion Item #2**

Chelsea District Library  
Board of Trustees

### **Library Board Fact Sheet** January 18, 2022 Meeting

Policies 310 (Request for Reconsideration Policy) & 320 (Materials Selection Policy)

**Background:**

The Policy Committee met earlier this month to review updates to two policies: 310 Request for Reconsideration and 320 Materials Selection. The changes are outlined for the board.



# Chelsea District Library Policy and Procedure

Policy Section: **3. Collection Development**  
Board Approval Date: December 17, 1991  
Revision Date: Oct.17, 2006, March 18, 2014  
Revision Date: February ?, 2022

Subject: **310 Request for Reconsideration**

## Background:

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

~~The Library has a responsibility to serve the whole public, and with that comes the responsibility to try to serve as many needs and interests as possible. All media are chosen according to a selection policy that is guided by the Library Bill of Rights.~~

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

## Policy:

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

~~Partons who wish to request the withdrawal or reclassification of materials currently owned by the library are encouraged to discuss their concerns with a library manager or its director. If the patron is not satisfied with the response to their request, the manager or director will provide the patron with information and a form to request formal reconsideration of the library resource. Withdrawn books are donated to the friends of the Chelsea District Library for book sales. The proceeds from such sales are used for the benefit of the library, books that are not sold will be disposed of at the discretion of the Friends.~~

~~If a patron wishes to register a formal complaint about a particular item in the library, he/she may request a copy of the "Request for Reconsideration of Library Materials" form. This form should be submitted to the Library Director, who will follow the procedure set forth in the Request for Reconsideration Practice Statement.~~

Personnel Responsibility:

~~Library Director, Library Department Heads, Librarians~~

~~Gary F. Zenz~~

~~3/18/2014~~

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~~Gary Zenz, Board Secretary~~

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~~Date~~

**Chelsea District Library Logo**

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

Chelsea District Library  
221 South Main Street  
Chelsea, Michigan 48118

Date:  
Name:  
Address:  
City/State/Zip:  
Phone:  
Email:

Do you represent self?  Or an organization?  Name of organization: \_\_\_\_\_

Resource on which you are commenting:  
 Book/e-book  Movie  Magazine  Audio recording  Digital resource  Game  
 Newspaper  Newspaper  Other \_\_\_\_\_

Title:  
Author/Producer:

What brought this resource to your attention?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

**For whom is this work intended?**

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

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

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What action are you requesting the committee consider?

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~~What have reviewers said about this work?~~

Signature: \_\_\_\_\_

Date: \_\_/\_\_/\_\_

**Note: You will receive a written response from the Library Director regarding this request within 30 days.**



# Chelsea District Library

## Policy and Procedure

Policy Section: **3. Collection Development**

Board Approval Date: December 17, 1991

Revision Date: March 18, 2014

Revision Date: February ?, 2022

Subject: **320 Materials Selection**

### Background:

It is the objective of the Chelsea District Library to provide materials from all possible media for the enlightenment of the community, the advancement of knowledge, and to provide recreational reading. The selection policy is designed to meet the needs and requirements of the community and to provide service, on equal terms, to all groups and individuals.

### Policy:

#### **I. Introduction**

The goal of this document is to set a standard for how our library grows and maintains the materials and resources it offers. It is intended to give guidelines to staff, transparency to the public, and a general statement of our mission and intentions.

The Chelsea District Library **provides an impartial environment in which individuals and their interests are brought together with the universe of ideas and information spanning the spectrum of knowledge and opinions. The Library affirms aims to support the needs and interests of its users and provide equal access to its resources in accordance with** the American Library Association's [Library Bill of Rights](#), [Freedom to View](#), and [Freedom to Read](#) policy statements in support of acquiring and managing collections. An accessible, balanced, and diverse library collection is crucial to a vibrant community.

#### **II. Collection Background and Scope**

The goal of **this policy** is to provide popular, topical, and relevant materials in all appropriate formats – including print, digital, **nontraditional**, and audiovisual. Our staff makes selection and maintenance decisions about our materials by considering industry trends, patron feedback, circulation statistics, space, and budget. We also consider new and changing technologies in terms of item format and availability.

The Library's materials collection is developed and managed to meet the majority of the cultural, informational, educational, and recreational needs of the Library's service area. The Chelsea District Library builds and maintains a patron-oriented collection by anticipating and responding to needs and expectations.

Collection decisions are made in conjunction with the strategic initiatives, especially the following:

- Positioning the library as the preferred partner for lifelong learning

- Embracing diversity and inclusion
- Developing library services that incorporate both physical and virtual collections
- Committing to excellence in service to improve effectiveness and remove barriers

~~Chelsea District Library is a popular materials library—we aim to meet popular demand along with the general informational needs of the community. We consider the needs of the community as a whole, rather than focusing on narrow interests.~~ We strive to provide an active collection, with in-demand materials, including bestsellers, and focused on relevant and timely topics. Materials that become out of date, experience little use, or are in poor condition will be withdrawn. The CDL collection is a responsive collection, attempting to identify community interests and provide resources on these topics.

The library is a member of The Library Network library cooperative. This membership gives our patrons access to a wider pool of materials owned by other member libraries in the cooperative through reciprocal materials lending between libraries. For materials outside of our scope, we maintain an Interlibrary Loan Service which can tap into an international network of libraries to provide access to meet specific patron needs.

### ~~III. Summary of collection~~

~~Our collection contains print, digital, audiovisual, and special collections aimed to meet the needs and interests of all age groups. As the needs of our community evolve, our holdings will change in response.~~

### III. Responsibility for Selection

Staff contributes to the development of patron-oriented collections by:

- Engaging in open, continuous two-way communication with library patrons and recognizing that individuals have different ways of expressing their needs based on age, language, economic status, culture, or other characteristics
- Interacting with patrons with understanding, respect, and responsiveness
- Handling all requests equitably
- Working in partnership with one another to understand and respond to community needs
- Understanding and responding to rapidly changing demographics, as well as societal and technological changes
- Recognizing that materials of varying complexities and formats are necessary to satisfy diverse needs of library users
- Balancing individual needs and broader community needs in determining the best allocation of collection budget for acquiring or providing access to materials and information
- Seeking continuous improvement through ongoing measurement
- Reviewing the collection on a regular basis to identify areas of the community that may need to be strengthened

Responsibility of the collection ultimately lies with the Board of Trustees and the Library Director; staff members are responsible for areas of the collection under the Library Director's supervision.

#### **IV. Selection Criteria**

Public libraries are diverse and represent a broad demographic. With a patron base that can include infants to the elderly, selection criteria should take into account the various interests and needs of the patrons the library serves. Criteria for selection of materials is dependent on the mission, goals, and strategic plan of the Chelsea District Library. The Library provides collections containing a wide variety of material formats, including print, audio-visual, non-traditional, and electronic. In selecting materials and developing collections for adults, as well as for children and teens, library staff includes materials that represent the broad range of human experience, reflecting the ethnic, religious, racial, and socio-economic diversity not only of the region it serves but also the larger global perspective. Library collections will provide a broad range of opinion on current issues.

The Chelsea District Library's collection contains popular works, classic works that have withstood the test of time, and other materials of general interest. Works are not excluded or included in the collection based solely on subject matter or on political, religious, or ideological grounds. In building collections, library staff is guided by the principle of selection, rather than censorship. Furthermore, the selection of a given item for the Chelsea District Library's collection should not be interpreted as an endorsement of a particular viewpoint.

~~The Chelsea District Library staff works to objectively maintain a collection that meets the interests and needs of the community:~~

To select items, the library actively solicits recommendations from the public and monitors community interests to ensure that the collection best fits community's needs. Additionally, librarians consult professional journals for reviews and publishing trends. The Chelsea District Library buys to meet demand, purchasing multiple copies of the most popular titles. ~~including materials designated "Lucky Day" which are high demand titles in our print, DVD and CD collections on which there are no renewals and no holds in order to improve the patron browsing experience.~~

To build a collection of merit, materials are evaluated according to one or more of the following standards. An item might not meet all of these criteria in order to be acceptable.

#### General Criteria:

- Present and potential relevance to community needs
- Suitability of physical form for library use
- Suitability of subject and style for intended audience
- Cost
- Importance as a document of the times
- Relation to the existing collection and to other materials on the subject
- Attention by critics and reviewers
- Potential user appeal

- Requests by library patrons

#### Content Criteria:

- Authority
- Comprehensiveness and depth of treatment
- Skill, competence, and purpose of the author
- Reputation and significance of the author
- Objectivity
- Consideration of the work as a whole
- Clarity
- Currency
- Technical quality
- Representation of diverse points of view
- Representation of important movements, genres, or trends
- Vitality and originality
- Artistic presentation and/or experimentation
- Sustained interest
- Relevance and use of information
- Effective characterization
- Authenticity of history or social setting

#### Special Considerations for Electronic Information Sources:

- Ease of use of the product
- Availability of the information to multiple simultaneous users
- Equipment needed to provide access to the information
- Technical support and training
- Availability of the physical space needed to house and store the information or equipment
- Available in full text

## **V. Collections of the Chelsea District Library**

### Youth Collection

The Youth collection is geared toward ages 0-14 and includes fiction and nonfiction books for a range of reading levels. We offer board books, picture books, early readers, juvenile nonfiction, juvenile fiction, graphic novels, series fiction, Big Books and a small non-circulating reference collection. There are magazines focused on juvenile interests and reading levels.

We have juvenile audiobooks, digital audiobooks and pre-loaded educational tablets. Our media collection includes family DVDs, nonfiction DVDs, and CDs. Our video game collection is located in the Youth Area, but contains items for all ages and covers multiple consoles.

The Chelsea District Library youth collection maintains special collections including our Leveled Reader collection, aimed at emerging and struggling readers, which includes mentor instruction sheets for additional support, and Lit Kits, which offer literacy-based learning tools. Our Parenting collection is housed in the Youth Area and maintained by Youth staff, but the primary audience is adults. Online

resources for the 0-14 age group include products made available through the Michigan Electronic Library (MeL) and our own subscriptions on topics including research support, foreign language learning, early literacy and more.

### Teen Collection

The Teen Collection provides fiction and nonfiction materials focusing on content popular for teens age 13 to 19. There is a separate large selection of manga and graphic novels, along with magazines focused on teen interests. We also have teen audiobooks and digital audiobooks. In media, our DVD anime collection is popular with a range of ages, but the primary audience is teen. Online resources for this age group include products made available through the Michigan Electronic Library (MeL) and our own subscriptions on topics including research support, foreign language learning, book recommendations, interactive tutorials and more.

### Adult Collection

The Adult collection includes books, including large print, oversize, and paperback. Our periodicals include a range of local, regional, and national newspapers and magazines covering a wide range of interests, and we maintain back issues for two years. We have audiobooks and digital audiobooks. Our media collection includes feature DVDs, nonfiction DVDs, television shows, music CDs in a wide range of genres and local interest items including recordings of public meetings, locally produced television shows and recordings of library events, and library-produced documentaries. Online resources for this age group include products made available through the Michigan Electronic Library (MeL) and our own subscriptions on topics including consumer recommendations, genealogy research, foreign language learning, book recommendations, interactive tutorials and more.

The Adult collection also features special collections, including the Business Resource Center, featuring titles related to starting and growing businesses, and a Local History Collection, featuring books about our region, state and community. These collections include circulating materials as well as reference materials. We maintain a small non-circulating reference collection including encyclopedias, Consumer Reports, and other reference materials. We also circulate items such as energy meters and thermal leak detectors as well as items in our Low Vision collection, which features magnifiers of various strengths and formats.

Chelsea District Library maintains a Local History special collection with the goal of preserving artifacts and information relevant to the community's past including photographs, yearbooks, and assorted ephemera. Due to the fragile nature of these artifacts, they are not available for circulation, but can be viewed by appointment. We have Chelsea newspapers dating back to 1873 available on microfilm and in digital format. Selections of the Local History Collection can be viewed on [StoriesofChelsea.org](http://StoriesofChelsea.org). This local history website contains additional content created to document Chelsea's history, including Oral History documentaries and interviews with prominent community members.

### Downloadable Collection

The Chelsea District Library subscribes to a number of downloadable services, which give patrons in our service area access to downloadable e-books, e-audiobooks, magazines, television shows, movies, and

music. These can be downloaded to users' computers, e-readers or mobile devices. We buy additional copies of high-demand titles of e-books and e-audiobooks in order to better meet demand.

These collections aim broadly to serve all ages and interests.

### Garage Collection

The CDL Garage is a collection of unusual items available through the Chelsea District Library to help our patrons Create, Design, and Learn in a hands-on way. We offer a variety of "things" for check-out, including wifi hotspots, knitting needles, Arduino electronics kits, a digital microscope, and portable projectors.

### **VI. Service Points**

In addition to offering a variety of materials and resources in the physical library building, Chelsea District Library aims to provide services outside the library walls.

Chelsea District Library's ~~Book-Delivery-service~~ **CDL Delivers** handles the selection, procurement, drop-off, and pick-up of materials to eligible patrons with limited mobility documented by a physician.

We provide deposit collections of large print books to senior living facilities in the community, making library services available off-site.

The library's online resources, including databases, Local History website ([StoriesofChelsea.org](http://StoriesofChelsea.org)), and downloadable content apps , can be accessed 24 hours a day by our service population.

### **VII. Development Collection Maintenance and Weeding**

~~In selecting materials, our professional library staff considers the following criteria:~~

- ~~● Patron demand~~
- ~~● Professional reviews~~
- ~~● Author reputation~~
- ~~● Age of material~~
- ~~● Space~~
- ~~● Relevanee~~
- ~~● Budget~~
- ~~● Importance to the collection~~
- ~~● Popular culture~~
- ~~● Social significance~~

~~Librarians monitor local media outlets for trends and local publishing news and engage with community groups through outreach and social media to anticipate and solicit useful collection additions. We encourage patron input through our Material Suggestion Forms, which are available at each service point~~

within the library and throughout the collection, so that users can suggest items to be considered for purchase.

To keep our holdings up-to-date and effective, the Chelsea District Library regularly weeds or de-selects materials from its collection.

In weeding or de-selecting materials, our professional library staff considers the following criteria:

- Item condition
- Demand
- ~~Demonstrated use~~ Frequency of circulation
- ~~Age of material~~ Publishing date
- Availability of newer or more valid materials
- Space
- Relevance

As new media formats are introduced or older formats become outdated, the library may choose to add or remove formats from their collection. These decisions will be made by considering factors such as community interest, format availability, physical condition, and material costs.

Self-published materials will be considered by these same guidelines, with additional emphasis on local interest and demand. Donations of used books will be considered by these same guidelines, and are subject to the Library's Gifts Policy #530.

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

#### **VII. Selecting Materials on Controversial Topics**

A balanced collection attempts to represent all sides of controversial issues as far as availability of materials, space, and budget allows. Selection is based upon criteria stated in this policy. The race, religion, nationality, or political views of an author or creator; offensive language; depictions of violence or sexually explicit activity; controversial content of an item; or endorsement or disapproval by an individual or group in the community does not cause an item automatically to be excluded from the library's collection.

All public libraries contain materials that some patrons may find objectionable. Libraries may omit from the collection materials that some patrons feel are important. In either case, the library has procedures that patrons may use in requesting the reconsideration of materials.

#### **IX. Reconsideration of materials**

Please see the Library's policy #310 Request for Reconsideration.

#### **X. Gifts Policy**

Please see the Library's policy #530 Gifts

**XI. Evaluation/Updating of Policy**

This revised Collection Development Policy will be reviewed by the Library Director and professional staff on a regular basis. If, in the interim, any member of the above personnel believes a change should be made, they may present it for consideration.

~~Gary F. Zenz~~  
Anne Merkel

3/18/2014

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~~Gary Zenz~~, Board Secretary  
Anne Merkel

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Date