Chelsea District Library
Board of Trustees

Agenda and Information Packet

CHELSEA DISTRICT LIBRARY
BEST SMALL LIBRARY IN AMERICA

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

March 16, 2021
11:00 am

Remotely over Zoom

CHELSEA DISTRICT LIBRARY BOARD OF TRUSTEES
Tuesday, March 16, 2021—11:00 a.m.
Remotely via Zoom

AGENDA

11:00 Board Meeting
Welcome and Call to Order
Agenda Review, Additions, and Approval

11:05 Presentation: Classification & Compensation Study
Prepared for Chelsea District Library by Michigan Municipal League
Mandy Reed, Manager, Human Resources

11:25 Compulsory Segments
Board Meeting Minutes Approval – February 16, 2021
Approval of the February Operational Checks
Approval of February Financial Reports
Director's Report & Friends Report

11:50 Public Comment

11:55 Discussion Items
1. MML Classification & Compensation Study Recommendations
2. Budget Development Calendar

12:05 Reports
Policy Committee
Finance Committee
Personnel Committee
Nominating Committee
Community Outreach Committee

12:10 Public Comment

12:15 Other Items

12:20 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, February 16, 2021 6:45 pm
Meeting Location: Remote, Using Zoom

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

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

Guests: None

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

Chris administered the Oath of Office to S. Lackey, who was absent in January, when the other trustees were sworn in.

Agenda Review, Additions, and Approval
MOTION made by A. Merkel, SECONDED by C. Taylor to approve the agenda, as amended. Discussion: Jan asked that the policy to be discussed, be moved directly to Action, as it needs immediate attention.

All Ayes: 7-0

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

All Ayes: 7-0

MOTION made by S. Lackey, SECONDED by A. Merkel to accept the General Fund Operational checks for January, 2021. Discussion: None

All Ayes 7-0

MOTION made by S. Lackey, SECONDED by G. Munce to accept Financial Reports for January, 2021. Discussion: None

All Ayes: 7-0

Director's Report Update:
L. Coryell update:

- Lori shared that Mandy Reed from the Michigan Municipal League will present the classification and compensation study next month.
- Scott is 99.9% finished with server update.
- Chris and Kerry have been working with the auditor to complete the library's 2020 audit.
- Financial Committee will need to do an RFP for a new auditing firm this summer.

Friends Report:

- Officers were chosen for the 2021 calendar year. Gary Zenz has agreed to stay on as president, unless someone else steps up, but no one has done so, yet.
- Jan shared that Serendipity Books now has the Friends' higher end book sales up on two internet sales platforms, so they are getting twice the exposure.

Other Reports Notes: None

Presentation: Broadband and Rural Washtenaw County by Gary Munce
Gary shared a slideshow that showed how rural areas are being left behind when it comes to internet access. There were many figures that proved the point.

- Rural Digital Opportunity Fund (RDOF) offers grant money to help deal with this issue and a collective provider, Midwest Energy and Communications, has been selected to spread broadband into rural communities in Washtenaw County. However, it's a slow process (1-5 years), and only 6,000 of the estimated 8,000 households are slated to receive broadband.
- Gary is still hoping that this "fix" can be expanded to include all the households that don't currently have access.
- The library needs to be aware of this effort and that people will need help setting up and using this new technology they will be receiving.
- For more information, Gary directed trustees and the library to check in with the Washtenaw County Area Broadband Task Force.

Public Comment: None

Action Item #1: Donations
MOTION made by J. Carr, SECONDED by S. Lackey to accept the library's January donations of $4,600. Discussion: None
Jan, roll-call vote: Charlie – Aye, Susan – Aye, Anne – Aye, TJ – Aye, Elizabeth – Aye, Gary – Aye, and Jan – Aye.

All Ayes 7-0

Action Item #2: DDA/TIFA
MOTION made by S. Lackey, SECONDED by G. Munce to approve the library's agreed upon one-time TIFA donation to the DDA. Discussion: None
Jan, roll-call vote: Gary– Aye, Elizabeth – Aye, TJ – Aye, Anne – Aye, Susan – Aye, Charlie – Aye, and Jan – Aye.

All Ayes 7-0

Action Item #3: Policy 230: Confidentiality Policy
MOTION made by C. Taylor, SECONDED by G. Munce to approve the updates to Policy 230: Confidentiality Policy, as mandated by an amendment to the Michigan Library Privacy Act. Discussion: None
Jan, roll-call vote: Susan – Aye, Charlie – Aye, Elizabeth – Aye, TJ – Aye, Anne – Aye, Gary – Aye, and Jan – Aye.

All Ayes 7-0

Committee Reports

Policy Committee –

Finance Committee –

Personnel Committee –

Nominating Committee –

Community Outreach Committee –

Public and Board Comment:

Other Items:

Adjourn:
MOTION made by S. Lackey, SECONDED by C. Taylor to adjourn the meeting at 7:58 p.m.

All Ayes, 7-0

_____ _____
Janice L. Carr, Board Secretary Date

FINANCE REPORTS

03/10/21

Chelsea District Library
List of Checks for Board Approval
February 2021

Date	Num	Name	Memo	Amount
701 · Personnel Expenses				
701.100 · Wages				
701.120 · Retirement Pick up ER				
02/08/2021	20210125	Alerus Financial	02/12/2021 PR FLEX TO 457(b)	1,121.36
02/08/2021	PR20210212		RETIREMENT	-1,121.36
02/22/2021	PR 20210226		RETIREMENT	-1,121.36
02/22/2021	20210208	Alerus Financial	02/12/2021 PR FLEX TO 457(b)	1,121.36
Total 701.120 · Retirement Pick up ER				0.00
701.100 · Wages - Other				
02/08/2021	PR20210212		WAGES	37,061.54
02/22/2021	PR 20210226		WAGES	38,516.74
Total 701.100 · Wages - Other				75,578.28
Total 701.100 · Wages				75,578.28
701.110 · Retirement-Contributions - EE				
02/08/2021	20210125	Alerus Financial	02/12/2021 PR EE PERSONAL CONT	1,946.03
02/08/2021	PR20210212		RETIREMENT PICK UP	-1,946.03
02/22/2021	PR 20210226		RETIREMENT PICK UP	-1,946.03
02/22/2021	20210208	Alerus Financial	02/12/2021 PR EE PERSONAL CONT	1,946.03
Total 701.110 · Retirement-Contributions - EE				0.00
701.115 · 401A Retirement Matching				
02/08/2021	PR20210212		401 A MATCHING	1,345.72
02/22/2021	PR 20210226		401 A MATCHING	1,349.26
Total 701.115 · 401A Retirement Matching				2,694.98
701.200 · FICA				
02/08/2021	PR20210212		FICA EMPLOYER	2,662.65
02/22/2021	PR 20210226		FICA EMPLOYER	2,773.91
Total 701.200 · FICA				5,436.56
701.300 · Flex Benefits				
02/08/2021	210360094037	Blue Care Network of Michigan	MAR 2021 MED INS	4,454.25
02/08/2021	PR20210212		Dep Life (CA & DL & HI)	-40.94
02/08/2021	PR20210212		Health Insurance	-2,055.82
02/22/2021	PR 20210226		Dep Life (CA & DL & HI)	-40.94
02/22/2021	PR 20210226		Health Insurance	-2,055.82
02/24/2021	20210210	Unum Life Insurance Co.	2021 Premium MAR	782.84
Total 701.300 · Flex Benefits				1,043.57
Total 701 · Personnel Expenses				84,753.39
727 · Supplies				
727.200 · General Operations				
02/01/2021	0023928207	Ballard, Kerry	REIMBURSEMENT	89.02
02/22/2021	20210209	Keybank	STAPLES - INK CARTRIDGE	36.01
02/22/2021	WO-97858-1	SMART BUSINESS SOURCE	GENERAL SUPPLIES	252.20
Total 727.200 · General Operations				377.23
727.300 · Material Processing				
727.330 · Matl Processing Other				
02/21/2021	SINV0007868	K-Sun Corp.	3/4" MAGNETIC TAPE	113.85
02/21/2021	6909008	Demco Inc.	REPAIR AND BOOKMARKS	442.91
Total 727.330 · Matl Processing Other				556.76
727.300 · Material Processing - Other				
02/22/2021	20210209	Keybank	EZINKINC - INK CARTRIDGE	8.79
Total 727.300 · Material Processing - Other				8.79
Total 727.300 · Material Processing				565.55
727.500 · Cleaning				
727.520 · Cleaning Supplies				
02/21/2021	4075758542	Cintas Corporation-300	SOAP	18.76
Total 727.520 · Cleaning Supplies				18.76
727.530 · Cleaning Rugs				
02/21/2021	4075758542	Cintas Corporation-300	RUGS	96.66
Total 727.530 · Cleaning Rugs				96.66

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Date	Num	Name	Memo	Amount
Total 727.500 · Cleaning				115.42
727.800 · Maintenance				
727.830 · Maintenance General				
02/22/2021	20210209	Keybank	BATTERIES+ MOTION SENSOR BATTERY	21.18
Total 727.830 · Maintenance General				21.18
Total 727.800 · Maintenance				21.18
Total 727 · Supplies				1,079.38
801 · Professional Services				
801.040 · Bookkeeper				
02/09/2021	20210211	Ballard, Kerry	BOOKKEEPING THROUGH 02/11/2021	350.00
02/22/2021	20210224	Ballard, Kerry	BOOKKEEPING THROUGH 02/24/2021	350.00
Total 801.040 · Bookkeeper				700.00
801.041 · Payroll Services				
02/08/2021	PR20210212		PAYROLL PREP	132.32
02/22/2021	PR 20210226		PAYROLL PREP	150.32
Total 801.041 · Payroll Services				282.64
801.079 · Library Strategic Plan				
02/24/2021	22378	Michigan Municipal League	COMP SURVEY - 14 POSITIONS	11,200.00
Total 801.079 · Library Strategic Plan				11,200.00
801.300 · Banking Fees				
801.310 · Bank Fees				
02/28/2021			Service Charge	9.00
Total 801.310 · Bank Fees				9.00
801.315 · Investment Fees				
02/28/2021	TAX 210228		Investment fees	
Total 801.315 · Investment Fees				0.00
801.360 · Pay Pal Fees				
02/01/2021	PAYPAL SVC	Friends of the Chelsea District Library	PAYPAL FEE - CORRECTING KUNKEL DONATION	58.30
Total 801.360 · Pay Pal Fees				58.30
Total 801.300 · Banking Fees				67.30
Total 801 · Professional Services				12,249.94
803 · Maintenance Service Contracts				
803.010 · Maint Svc Contingency				
02/24/2021	1-101503231921	Johnson Controls	MERV 13	738.64
02/24/2021	1-101502787754	Johnson Contro's	CRANKCASE HEATERS, STAT PRESSUE GUAGE	1,906.40
Total 803.010 · Maint Svc Contingency				2,645.04
803.200 · HVAC				
803.210 · HVAC MA				
02/08/2021	20210131	H.V. Burton Company	2021 ANNUAL HVAC WATER TESTING	475.00
Total 803.210 · HVAC MA				475.00
Total 803.200 · HVAC				475.00
803.300 · Technology				
803.350 · Network Equipment				
02/07/2021	16609	KNIGHT TECHNOLOGY GROUP	DATTO BACKUPS 02/01/21 - 02/28/21	1,100.00
Total 803.350 · Network Equipment				1,100.00
803.395 · Website Hosting & Service				
02/21/2021	11K4-GCQX-H1Q9	Amazon Capital Services Inc	ANNUAL FEE	129.00
02/22/2021	20210209	Keybank	GODADDY.COM- CDL DOMAIN REG - 3 YEARS	63.51
02/22/2021	20210209	Keybank	SURVEYMONKEY.COM - SURVEY SOFTWARE THR...	384.00
02/22/2021	20210209	Keybank	2020 - CATALOG DATABASE	1,908.00
Total 803.395 · Website Hosting & Service				2,484.51
Total 803.300 · Technology				3,584.51
803.600 · Building Maintenance				
803.605 · Janitorial				
02/08/2021	13049	A Production Cleaning Company Inc.	CLEANING 12994 - 01/24 - 02/06/2021	1,500.85

Chelsea District Library
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Date	Num	Name	Memo	Amount
02/24/2021	13078	A Production Cleaning Company Inc.	CLEANING 13078 - 02/07 - 02/20/2021	1,500.85
Total 803.605 · Janitorial				3,001.70
803.610 · Lawn/Snow Service				
803.611 · Lawn Service				
02/08/2021	20210228	Back to Nature Lawn Care	2021 Annual Tree/Shrub/Fertilizer Maint/Pest	1,292.97
Total 803.611 · Lawn Service				1,292.97
803.612 · Snow				
02/08/2021	19760	Osinski Inc.	Snow - JAN 2021	1,425.00
Total 803.612 · Snow				1,425.00
Total 803.610 · Lawn/Snow Service				2,717.97
803.620 · Trash				
02/21/2021	19705	City of Chelsea	JAN TRASH	40.00
Total 803.620 · Trash				40.00
Total 803.600 · Building Maintenance				5,759.67
Total 803 · Maintenance Service Contracts				12,464.22
850 · Telecommunications				
850.100 · Local & Long Distance Charges				
850.120 · Telephone				
02/01/2021	20210215	Navitas Credit Corp	2021 FEB PHONE LEASE	212.81
02/22/2021	20210209	Keybank	START2STAR - VOIP	388.41
Total 850.120 · Telephone				601.22
850.121 · IT Cell Phone				
02/21/2021	9872223652	Verizon Wireless	IT PHONE 01/29 - 02/28/2021	51.30
Total 850.121 · IT Cell Phone				51.30
Total 850.100 · Local & Long Distance Charges				652.52
850.300 · TLN Internet Service				
850.311 · WIFI Hotspots				
02/21/2021	9872223652	Verizon Wireless	01/29 - 02/28/2021	576.00
Total 850.311 · WIFI Hotspots				576.00
Total 850.300 · TLN Internet Service				576.00
Total 850 · Telecommunications				1,228.52
880 · Promotional Materials				
880.100 · Advertising				
880.110 · Media Buy				
02/01/2021	3216	Chelsea Guardian	01/8 RUN DATE	50.00
02/01/2021	20210201	Chelsea Update	2021 1ST QTR	430.00
02/21/2021	3246	Chelsea Guardian	02/12 RUN DATE	50.00
02/24/2021	40-M	The Sun Times	AIC PO 21-244	149.00
Total 880.110 · Media Buy				679.00
880.130 · Signs/Banners/Posters				
02/07/2021	21-237	City of Chelsea	INSTALL BANNERS	130.00
Total 880.130 · Signs/Banners/Posters				130.00
Total 880.100 · Advertising				809.00
880.200 · Publications				
880.240 · Newletter				
02/09/2021	0515	MC creative design & photography LLC	INV 0515 - SPRING LETTER DESIGN AND LAYOUT	1,600.00
02/24/2021	257187	Print-tech Inc.	NEWSLETTER - SPRING	4,314.98
Total 880.240 · Newletter				5,914.98
Total 880.200 · Publications				5,914.98
880.300 · Marketing Supplies				
880.320 · Misc Marketing Supplies				
02/22/2021	20210209	Keybank	CJBANKS - 4 PLEXIGLASS DISPLAYS	8.48
Total 880.320 · Misc Marketing Supplies				8.48
880.340 · Printed Items / Stationary				

Chelsea District Library
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February 2021

Date	Num	Name	Memo	Amount
02/09/2021	DB-72863-INV	Dollar Bill Copying	LETTERHEAD - 500	153.79
Total 880.340 · Printed Items / Stationary				153.79
Total 880.300 · Marketing Supplies				182.27
880.400 · Program Promotion				
880.420 · Youth / Teen Promotion				
880.422 · Authors In Chelsea				
02/09/2021	34138	SIGNS IN 1 DAY	AUTHORS IN CHELSEA AVENUE BANNER - DATE ...	25.00
Total 880.422 · Authors In Chelsea				25.00
Total 880.420 · Youth / Teen Promotion				25.00
880.430 · Library Program Promotion				
880.431 · General Library Prog Promotion				
02/22/2021	20210209	Keybank	ADOBE - ANIMATION	19.99
Total 880.431 · General Library Prog Promotion				19.99
Total 880.430 · Library Program Promotion				19.99
880.440 · Service / Resource Promotion				
880.441 · General Service/Resource Promo				
02/22/2021	20210209	Keybank	BAG4LESS - TOTE BAGS	50.67
Total 880.441 · General Service/Resource Promo				50.67
Total 880.440 · Service / Resource Promotion				50.67
Total 880.400 · Program Promotion				95.66
880.500 · Purchased Services				
880.510 · General Purchased Services				
02/21/2021	20210217	CARSON, JENNIFER	ILLUSTRATIONS FOR REPORT	450.00
02/22/2021	20210209	Keybank	ADOBE STOCK - MONTHLY SUBS	29.99
Total 880.510 · General Purchased Services				479.99
Total 880.500 · Purchased Services				479.99
Total 880 · Promotional Materials				7,461.90
884 · Programming				
884.110 · Adult Speakers				
884.119 · General Adult Events				
02/02/2021	210130	CARSON, JENNIFER	ADULT DRAWING PROGRAM 01/30/21	200.00
02/02/2021	20210211	Wang, Frances Kai-Hwa	02/11/2021 CNY - CHINESE NEW YEAR	300.00
02/09/2021	20210311	DIANNA KAUSE LLC	03/11/2021 ADULT LIFE COACHING	200.00
02/10/2021	210220	THE LAKEHOUSE BAKERY	02/20/2021 BREAD MAKING VIRTUAL PRESENTATI...	200.00
Total 884.119 · General Adult Events				900.00
Total 884.110 · Adult Speakers				900.00
884.120 · Adult Supplies				
884.122 · Craft Supplies				
02/02/2021	1QR1-PDCM-7NK1	Amazon Capital Services Inc	SUPPLIES	166.69
02/09/2021	11T7-9VVL-JHTR	Amazon Capital Services Inc	MAKER CHELSEA	7.64
02/09/2021	1NM1-9G9T-RXKP	Amazon Capital Services Inc	MAKER CHELSEA - SUMMER	86.00
Total 884.122 · Craft Supplies				260.33
884.126 · General Adult Programs				
02/02/2021	11T7-9VVL-6LH4	Amazon Capital Services Inc	HRCN ADULT PROGRAMS - COCOA	60.00
02/02/2021	1QR1-PDCM-7NK1	Amazon Capital Services Inc	PENCIL, PAPER, ERASERS	35.42
02/09/2021	1NHK-TM9G-3VHD	Amazon Capital Services Inc	CNY - CHINESE NEW YEAR	16.59
02/09/2021	1194-D3GR-VLDL	Amazon Capital Services Inc	MAKER CHELSEA - SUMMER ROPE	194.96
02/22/2021	20210209	Keybank	ZOU ZOUS - CONTEST WINNER	25.00
Total 884.126 · General Adult Programs				331.97
Total 884.120 · Adult Supplies				592.30
884.210 · Youth Speakers				
884.211 · Authors In Chelsea				
02/21/2021	21-0143	KIRBY LARSON LLC	2021 AIC PRESENTATIONS	4,000.00
02/21/2021	21-0133	ALYSSA SATIN CAPUCILLI INC	2021 AUTHORS IN CHELSEA	4,000.00
02/22/2021	20210209	Keybank	ZOOM - LARGER GROUP ACCESS (AIC, PURPLE R...	184.11
Total 884.211 · Authors In Chelsea				8,184.11

Chelsea District Library
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Date	Num	Name	Memo	Amount
884.212 · General Youth Programs				
02/21/2021	20210301	SEYMOUR, ELISABETH COLSON	03/01/2021 EDIBLE EARTH SCIENCE	75.00
Total 884.212 · General Youth Programs				75.00
884.215 · Early Literacy				
02/21/2021	20210225	Batley, Beth	02/25/2021 DANCE ALONG SING ALONG - VIRTUAL	180.00
Total 884.215 · Early Literacy				180.00
Total 884.210 · Youth Speakers				8,439.11
884.220 · Youth Supplies				
884.222 · General Youth Programs				
02/09/2021	1KGK-TYRH-7QC7	Amazon Capital Services Inc	MUSICAL KIT MATERIALS	124.12
02/09/2021	1LVR-3KCN-G9N3	Amazon Capital Services Inc	MUSICAL KIT MATERIALS	324.14
02/21/2021	02573	Powers, Shannon H	LETTERS TO LIBRARIAN STAMPS	11.00
02/21/2021	1MXR-LGVD-176W	Amazon Capital Services Inc	PLASTIC SPOONS AND STRAWS	22.79
Total 884.222 · General Youth Programs				482.05
884.230 · Youth Reading Group				
02/09/2021	1NDJ-M4Y9-1WCK	Amazon Capital Services Inc	TRUTH OR LIE PRESIDENTS	4.99
02/21/2021	1YMR-W91C-19JQ	Amazon Capital Services Inc	CATS vs DOGS	59.88
Total 884.230 · Youth Reading Group				64.87
Total 884.220 · Youth Supplies				546.92
884.270 · Teen Supplies				
884.272 · Teen General Programs				
02/01/2021	19FM-Q6VK-Y1QF	Amazon Capital Services Inc	CREDIT FOR INV 1RXW-9TWC-FLRK - RETURNED	-27.99
02/01/2021	1QCG-9G7Q-13FW	Amazon Capital Services Inc	CREDIT FOR INV 1RXW-9TWC-FLRK - RETURNED	-27.99
02/08/2021	16VC-YRXW-P3LX ...	Amazon Capital Services Inc	TEEN PROGRAM - CRM FROM INV 113P-7T11-31VF	-13.60
02/22/2021	20210209	Keybank	VAULT OF MIDNIGHT - KIT KAT TASTE TEST WINN...	48.95
02/22/2021	20210209	Keybank	KROGER - POP TARTS TASTE TEST	18.92
Total 884.272 · Teen General Programs				-3.71
Total 884.270 · Teen Supplies				-3.71
Total 884 · Programming				10,474.62
920 · Utilities				
920.110 · City of Chelsea Water				
02/08/2021	20210205	City of Chelsea-Elect & Water	JAN 12/30 - 01/29/21 WATER	33.91
Total 920.110 · City of Chelsea Water				33.91
920.120 · City of Chelsea Sewer				
02/08/2021	20210205	City of Chelsea-Elect & Water	JAN 12/30 - 01/29/21 SEWER	107.92
Total 920.120 · City of Chelsea Sewer				107.92
920.130 · City of Chelsea Electric				
02/08/2021	20210205	City of Chelsea-Elect & Water	JAN 12/30 - 01/29/21 ELECTRICITY	2,517.22
Total 920.130 · City of Chelsea Electric				2,517.22
920.150 · City of Chelsea Sprinkler				
02/08/2021	20210205	City of Chelsea-Elect & Water	JAN 12/30 - 01/29/21 SPRINKLER	27.47
Total 920.150 · City of Chelsea Sprinkler				27.47
920.200 · McKune Gas				
02/21/2021	3111257	Constellation NewEnergy-Gas Division LLC	2021 JAN GAS SERVICE - 12/22/20 - 1/20/21	1,283.33
Total 920.200 · McKune Gas				1,283.33
Total 920 · Utilities				3,969.85
967 · Equipment				
967.200 · Equipment Software				
02/07/2021	1342713570	ADOBE, INC.	CREATIVE CLOUD SOFTWARE APPLICATIONS 01/...	839.76
02/22/2021	20210209	Keybank	HRCOLLABORATIVE - EMP HEATH SCREENING S...	170.00
02/22/2021	20210209	Keybank	NINITE.COM - APP CONTROL SOFTWARE	20.00
02/22/2021	20210209	Keybank	QUICKBOOKS - ACCOUNTING SOFTWARE UPGRA...	211.99
Total 967.200 · Equipment Software				1,241.75
967.300 · Equipment Furniture & Fixtures				
967.330 · Equipment - non-Computer				
02/08/2021	13LT-9K6L-4GT7	Amazon Capital Services Inc	CAMDEN DOOR CONTROLS	98.24

Chelsea District Library
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Date	Num	Name	Memo	Amount
02/21/2021	11280/154	Great Lakes Ace Hardware	2 RADIANT HEATER	101.63
Total 967.330 · Equipment - non-Computer				199.87
967.300 · Equipment Furniture & Fixtures - Other				
02/22/2021	20210209	Keybank	DIGILOCK - SLIM ATV REARMOUNT 4 UNITS	315.54
Total 967.300 · Equipment Furniture & Fixtures - Other				315.54
Total 967.300 · Equipment Furniture & Fixtures				515.41
Total 967 · Equipment				1,757.16
969 · Continuing Education Expenses				
969.300 · Memberships				
969.500 · Institutional Membership				
969.540 · Institutional Member Chamber				
02/21/2021	20210221	Chelsea Area Chamber of Commerce-New	CHAMBER OF COMMERCE MEMBERSHIP	450.00
Total 969.540 · Institutional Member Chamber				450.00
Total 969.500 · Institutional Membership				450.00
Total 969.300 · Memberships				450.00
969.600 · Staff Training				
969.620 · Staff In-Service & Appreciation				
02/22/2021	20210209	Keybank	THE GARDEN MILL - EXTRA WORK APPRECIATION	75.00
Total 969.620 · Staff In-Service & Appreciation				75.00
969.940 · Staff Apprec - Restr/Covid-19				
02/22/2021	20210209	Keybank	CLEARY'S - WORK ANNIVERSARY	25.00
02/22/2021	20210209	Keybank	ZOU ZOUS - WORK ANNIVERSARY (3)	75.00
Total 969.940 · Staff Apprec - Restr/Covid-19				100.00
Total 969.600 · Staff Training				175.00
Total 969 · Continuing Education Expenses				625.00
982 · Collection Expense				
982.100 · Audio Books				
982.120 · Adult Books on Disc				
02/02/2021	2035715857	Baker & Taylor - Adult Large Print	ADULT LARGE PRINT	189.09
02/07/2021	99916858	Midwest Tape	DEC BOC	300.91
02/07/2021	99917180	Midwest Tape	JAN BOC	183.95
02/21/2021	99944743	Midwest Tape	JAN BOC	161.96
02/21/2021	99944744	Midwest Tape	DEC BOC	194.95
02/21/2021	99969915	Midwest Tape	DEC BOC	34.99
02/21/2021	99969917	Midwest Tape	JAN BOC	29.99
02/21/2021	99969919	Midwest Tape	FEB BOC	124.97
Total 982.120 · Adult Books on Disc				1,220.81
982.140 · Youth Books on Disc				
02/21/2021	99799881	Midwest Tape	2020 NEW YOUTH AUDIOBOOKS	75.98
Total 982.140 · Youth Books on Disc				75.98
Total 982.100 · Audio Books				1,296.79
982.400 · Non Print				
982.410 · Electronic Products/Subs				
02/02/2021	99968107	Midwest Tape - Hoopla	HOOPLA - DIGITAL CONTENT	1,551.77
Total 982.410 · Electronic Products/Subs				1,551.77
982.420 · Adult Music on CD				
02/07/2021	99944745	Midwest Tape	OCT/NOV ADULT CDs	15.99
02/21/2021	99799883	Midwest Tape	2020 NEW YOUTH MUSIC CDs	10.39
02/21/2021	99971360	Midwest Tape	DEC/JAN ADULT CDs	13.99
02/22/2021	20210209	Keybank	2020 - BISECT HOSTING - MINECRAFT SERVER HO...	149.79
Total 982.420 · Adult Music on CD				190.16
982.430 · Non-Traditional Collections				
02/02/2021	1CPV-N4X1-LPP6	Amazon Capital Services Inc	HRCN ADULT PROGRAMS - COCOA	11.99
Total 982.430 · Non-Traditional Collections				11.99
982.460 · DVD Feature				
02/02/2021	1QR1-PDCM-7NK1	Amazon Capital Services Inc	DVD FEATURE	9.96

Chelsea District Library
List of Checks for Board Approval
February 2021

Date	Num	Name	Memo	Amount
02/02/2021	99886727	Midwest Tape	2021 JAN ADULT FEATURE DVDs	157.42
02/02/2021	99852168	Midwest Tape	2021 NOV ADULT FEATURE DVDs	11.24
02/09/2021	99829668	Midwest Tape	2021 - NOV NF ADULT DVDs	18.74
02/09/2021	99917181	Midwest Tape	JAN ADULT FEATURE DVDs	277.34
02/09/2021	99944747	Midwest Tape	JAN ADULT FEATURE DVDs	372.54
02/09/2021	99944748	Midwest Tape	2021 - NOV NF ADULT DVDs - 982.460 confirmed 02/...	18.74
02/21/2021	99969916	Midwest Tape	JAN ADULT FEATURE DVDs	90.71
02/21/2021	99969918	Midwest Tape	FEB FEATURE DVDs	178.40
Total 982.460 · DVD Feature				1,135.09
982.470 · DVD Non-Fiction				
02/02/2021	99886727	Midwest Tape	2021 JAN NF DVDs	37.48
02/09/2021	99917181	Midwest Tape	JAN NF DVDs	44.97
02/21/2021	99969918	Midwest Tape	FEB NF DVDs	106.44
Total 982.470 · DVD Non-Fiction				188.89
Total 982.400 · Non Print				3,077.90
982.500 · Local History Preservation				
982.510 · Local History Preservation				
02/21/2021	211030	Such Media, Inc	Digitize Geunther slides, 1/2 down at drop off	1,500.00
Total 982.510 · Local History Preservation				1,500.00
Total 982.500 · Local History Preservation				1,500.00
982.600 · Periodical & Newspapers				
982.620 · Daily Newspapers				
02/22/2021	20210209	Keybank	ANN ARBOR NEWS - ANNUAL SUB	139.55
Total 982.620 · Daily Newspapers				139.55
982.630 · Magazines				
02/09/2021	1794605	Brown, Laura	SUBSCRIPTION was 884.119, s/b 982.630 per LB and...	29.00
Total 982.630 · Magazines				29.00
Total 982.600 · Periodical & Newspapers				168.55
982.700 · Print				
982.705 · Adult Print				
982.710 · Adult Large Print				
02/02/2021	2035609919	Baker & Taylor - Adult Large Print	ADULT LARGE PRINT	87.17
02/09/2021	2035729004	Baker & Taylor - Adult Large Print	ADULT LARGE PRINT	99.55
02/21/2021	2035755858	Baker & Taylor - Adult Large Print	ADULT LARGE PRINT	37.99
Total 982.710 · Adult Large Print				224.71
982.720 · Adult Print General				
02/02/2021	2035710087	Baker & Taylor - Adult	ADULT ACCT	981.83
02/02/2021	2035619064	Baker & Taylor - Adult Memorial	ADULT COLLECTION	156.22
02/02/2021	2035642100	Baker & Taylor - Adult Memorial	ADULT COLLECTION	35.77
02/02/2021	2035693178	Baker & Taylor - Unlabeled Adult	2020 UNLABELED ADULT ACCT	19.00
02/02/2021	2035708252	Baker & Taylor - Unlabeled Adult	UNLABELED ADULT ACCT	84.86
02/09/2021	2035641136	Baker & Taylor - Adult	ADULT ACCT	333.28
02/09/2021	2035656894	Baker & Taylor - Adult Memorial	ADULT COLLECTION	28.97
Total 982.720 · Adult Print General				1,617.93
982.730 · Adult Ref.				
02/02/2021	2035515052	Baker & Taylor - Adult Reference	2020 ADULT REFERENCE	215.60
02/09/2021	2035552112	Baker & Taylor - Adult Reference	2020 ADULT REFERENCE	22.37
02/09/2021	2035576533	Baker & Taylor - Adult Reference	2020 ADULT REFERENCE	18.58
02/09/2021	2035617381	Baker & Taylor - Adult Reference	ADULT REFERENCE	87.99
02/09/2021	2035641303	Baker & Taylor - Adult Reference	ADULT REFERENCE	18.90
Total 982.730 · Adult Ref.				363.44
982.740 · Multiple Book Copies				
02/09/2021	2035594729	Baker & Taylor - Adult Multiples	2020 ADULT MULTIPLES	144.47
02/21/2021	1PRW-Q1Y6-13WL	Amazon Capital Services Inc	ADULT FIC MULTIPLES (BKO ON B&T)	170.61
02/21/2021	1TDQ-1LGV-1N17	Amazon Capital Services Inc	ANXIOUS PEOPLE & FOUR WINDS	62.82
Total 982.740 · Multiple Book Copies				377.90
Total 982.705 · Adult Print				2,583.98
982.755 · Youth Print				
982.760 · Youth Print General				
02/09/2021	2035610753	Baker & Taylor - Auto Yours Cats	AUTO YOURS CATS	70.92

Chelsea District Library
List of Checks for Board Approval
February 2021

Date	Num	Name	Memo	Amount
02/09/2021	2035637331	Baker & Taylor - Auto Yours Cats	AUTO YOURS CATS	35.16
02/09/2021	2035683871	Baker & Taylor - Auto Yours Cats	AUTO YOURS CATS	64.16
02/09/2021	2035693583	Baker & Taylor - Auto Yours Cats	AUTO YOURS CAT	80.41
02/09/2021	2035579259	Baker & Taylor - Juvenile	2020 JUVENILE ACCOUNT	344.50
02/09/2021	2035589215	Baker & Taylor - Juvenile	JUVENILE ACCOUNT	374.52
02/09/2021	2035628355	Baker & Taylor - Juvenile	JUVENILE ACCOUNT	129.99
02/09/2021	2035646005	Baker & Taylor - Juvenile	JUVENILE ACCOUNT	67.69
02/09/2021	2035721516	Baker & Taylor - Program Account	PROGRAM ACCOUNT	77.90
02/09/2021	2035530473	Baker & Taylor - Juvenile	JUVENILE ACCOUNT	39.12
02/09/2021	2035610737	Baker & Taylor - Unlabeled Juvenile	2020 UNLABELED JUVENILE	40.61
02/09/2021	2035692980	Baker & Taylor - Unlabeled Juvenile	2020 UNLABELED JUVENILE	11.76
02/09/2021	2035708132	Baker & Taylor - Unlabeled Juvenile	2020 UNLABELED JUVENILE	8.58
02/09/2021	2035726433	Baker & Taylor - Unlabeled Juvenile	2020 UNLABELED JUVENILE	14.91
02/09/2021	2035545663	Baker & Taylor - Young Adult	YOUNG ADULT	402.45
02/09/2021	2035568732	Baker & Taylor - Young Adult	YOUNG ADULT	52.17
02/09/2021	2035591801	Baker & Taylor - Young Adult	YOUNG ADULT	10.48
02/09/2021	2035611120	Baker & Taylor - Young Adult	YOUNG ADULT	229.80
02/09/2021	DIR8593965	Usborne & Kane Miller Books	BOOKS FOR COLLECTION	19.99
02/21/2021	2035717943	Baker & Taylor - Auto Yours Cats	AUTO YOURS CAT	17.93
02/21/2021	2035651740	Baker & Taylor - Auto Yours Cats	AUTO YOURS CAT	41.71
02/21/2021	2035651298	Baker & Taylor - Unlabeled Juvenile	UNLABELED JUVENILE	172.57
02/21/2021	2035650991	Baker & Taylor - Young Adult	YOUNG ADULT	10.48
Total 982.760 · Youth Print General				2,317.81
982.765 · Youth/Teen Special Needs Coll				
02/09/2021	2035604858	Baker & Taylor - Juvenile	JUVENILE ACCOUNT - changed from 982.760 03/06 ...	147.19
Total 982.765 · Youth/Teen Special Needs Coll				147.19
Total 982.755 · Youth Print				2,465.00
Total 982.700 · Print				5,048.98
Total 982 · Collection Expense				11,092.22
TOTAL				147,156.20

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03/10/21
Accrual Basis

Chelsea District Library
Donation and Restricted
February 2021

	Feb 21	Budget	$ Over Budget
Ordinary Income/Expense			
Income			
674 · Contribution & Donation			
674.110 · Designated Adult Programming	0	0	0
674.111 · Designated Youth Programming	0	0	0
674.112 · Designated Music Focus Programs	0	0	0
674.141 · Designated Technology	2,000	0	2,000
674.150 · Continuing Education Restricted	600	0	600
Total 674 · Contribution & Donation	2,600	0	2,600
675 · Private Grant Sources			
675.100 · Community Found Southeast MI	0	0	0
675.400 · Chelsea Ed Foundation	0	0	0
Total 675 · Private Grant Sources	0	0	0
Total Income	2,600	0	2,600
Gross Profit	2,600	0	2,600
Expense			
850 · Telecommunications			
850.300 · TLN Internet Service			
850.910 · WIFI Hot Spots - Restricted	0	0	0
Total 850.300 · TLN Internet Service	0	0	0
Total 850 · Telecommunications	0	0	0
884 · Programming			
884.210 · Youth Speakers			
884.211 · Authors in Chelsea			
884.953 · Youth Prog Rest Chelsea Ed Foun	0	0	0
Total 884.211 · Authors in Chelsea	0	0	0
Total 884.210 · Youth Speakers	0	0	0
884.400 · Music Focus			
884.962 · Music in the Air - Restricted	0	0	0
Total 884.400 · Music Focus	0	0	0
884.500 · Artist in Residence			
884.970 · Artist in Resdience Restricted	0	0	0
Total 884.500 · Artist in Residence	0	0	0
Total 884 · Programming	0	0	0
969 · Continuing Education Expenses			
969.600 · Staff Training			
969.940 · Staff Apprec - Restr/Covid-19	100	0	100
Total 969.600 · Staff Training	100	0	100
Total 969 · Continuing Education Expenses	100	0	100
Total Expense	100	0	100
Net Ordinary Income	2,500	0	2,500
Net Income	2,500	0	2,500

5:53 PM
03/10/21
Accrual Basis

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

	TOTAL					
	Jan 21	Feb 21	Jan - Feb 21	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense						
Income						
402 · District Revenue	487,030	670,336	1,157,366	1,899,957	(742,591)	61%
540.100 · State Aid	0	0	0	30,000	(30,000)	0%
574.100 · Penal Fines	0	0	0	10,000	(10,000)	0%
606.000 · Misc Income & Refunds	0	0	0			
607.100 · Non-Resident Fees	0	0	0	5,500	(5,500)	0%
607.200 · ILL Fees	0	0	0	600	(600)	0%
645.100 · Copiers & Printers	0	0	0	7,500	(7,500)	0%
665.100 · Interest	17	40	57	0	57	100%
666.100 · Investment Earnings	4	1,280	1,284	40,000	(38,716)	3%
666.500 · Investment Change in Value	(3,861)	(4,769)	(8,630)	0	(8,630)	100%
674 · Contribution & Donation	2,820	2,600	5,420	4,600	820	118%
675 · Private Grant Sources	0	0	0	500	(500)	0%
Total Income	486,010	669,487	1,155,497	1,998,657	(843,160)	58%
Gross Profit	486,010	669,487	1,155,497	1,998,657	(843,160)	58%
Expense						
701 · Personnel Expenses	92,482	84,753	177,235	1,177,863	(1,000,628)	15%
727 · Supplies	643	1,079	1,722	21,475	(19,753)	8%
801 · Professional Services	797	12,250	13,047	74,765	(61,718)	17%
803 · Maintenance Service Contracts	5,834	12,464	18,298	178,838	(160,540)	10%
850 · Telecommunications	1,605	1,229	2,834	39,000	(36,166)	7%
880 · Promotional Materials	1,143	7,462	8,605	80,330	(71,725)	11%
884 · Programming	5,343	10,475	15,818	115,975	(100,157)	14%
885 · Volunteer	0	0	0	4,500	(4,500)	0%
920 · Utilities	3,832	3,970	7,802	62,000	(54,198)	13%
960 · Board & Director Expense	0	0	0	3,500	(3,500)	0%
965 · Automation Services	3,495	0	3,495	41,925	(38,430)	8%
967 · Equipment	395	1,757	2,152	46,540	(44,388)	5%
969 · Continuing Education Expenses	752	625	1,377	23,888	(22,511)	6%
980 · Capital Expense	0	0	0	59,425	(59,425)	0%
982 · Collection Expense	7,235	11,092	18,327	194,723	(176,396)	9%
Total Expense	123,556	147,156	270,712	2,124,747	(1,854,035)	13%
Net Ordinary Income	362,454	522,331	884,785	(126,090)	1,010,875	
Net Income	362,454	522,331	884,785	(126,090)	1,010,875	

6:05 PM
03/10/21
Accrual Basis

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

	Jan - Feb 21	Jan - Feb 20	$ Change	% Change
Ordinary Income/Expense				
Income				
402 · District Revenue	1,157,365.32	1,666,340.67	-508,975.35	-30.54%
540.100 · State Aid	0.00	60,639.89	-60,639.89	-100.0%
606.000 · Misc Income & Refunds	0.00	0.00	0.00	0.0%
607.100 · Non-Resident Fees	0.00	937.50	-937.50	-100.0%
645.100 · Copiers & Printers	0.00	1,099.35	-1,099.35	-100.0%
655.100 · Circulation Fines	0.00	3,151.83	-3,151.83	-100.0%
665.100 · Interest	57.51	123.27	-65.76	-53.35%
666.100 · Investment Earnings	1,284.00	13.86	1,270.14	9,164.07%
666.500 · Investment Change in Value	-8,629.55	10,619.00	-19,248.55	-181.27%
674 · Contribution & Donation	5,420.00	9,875.00	-4,455.00	-45.11%
Total Income	1,155,497.28	1,752,800.37	-597,303.09	-34.08%
Gross Profit	1,155,497.28	1,752,800.37	-597,303.09	-34.08%
Expense				
701 · Personnel Expenses	177,235.71	164,889.21	12,346.50	7.49%
727 · Supplies	1,722.27	3,229.88	-1,507.61	-46.68%
801 · Professional Services	13,046.62	8,204.11	4,842.51	59.03%
803 · Maintenance Service Contracts	18,298.52	12,111.04	6,187.48	51.09%
850 · Telecommunications	2,833.23	3,316.29	-483.06	-14.57%
880 · Promotional Materials	8,604.56	12,763.36	-4,158.80	-32.58%
884 · Programming	15,817.57	9,829.03	5,988.54	60.93%
885 · Volunteer	0.00	63.43	-63.43	-100.0%
920 · Utilities	7,801.50	4,087.88	3,713.62	90.85%
960 · Board & Director Expense	0.00	210.89	-210.89	-100.0%
965 · Automation Services	3,495.00	12,313.49	-8,818.49	-71.62%
967 · Equipment	2,152.16	3,052.95	-900.79	-29.51%
969 · Continuing Education Expenses	1,377.00	2,197.50	-820.50	-37.34%
980 · Capital Expense	0.00	775.00	-775.00	-100.0%
982 · Collection Expense	18,327.18	34,535.35	-16,208.17	-46.93%
Total Expense	270,711.32	271,579.41	-868.09	-0.32%
Net Ordinary Income	884,785.96	1,481,220.96	-596,435.00	-40.27%
Net Income	884,785.96	1,481,220.96	-596,435.00	-40.27%

7.0

CHELSEA DISTRICT LIBRARY

Fund Balances

February 28, 2021

		Beginning Balance	Net Change	Ending Balance	
General Fund					
LOCAL BANKS BALANCES					
Checking Account/ Chelsea State Bank	001.001	$613,873.05	$545,858.06	$1,159,731.11	should match CSB
Paypal Account	003.002	$0.00	$0.00	$0.00	
Cash on Hand		$613,873.05	$545,858.06	$1,159,731.11	
Ameriprise Account					
Fixed Income Fund	017.003	$1,535,630.91	-$3,489.24	$1,532,141.67	
Money Market Fund	017.004	$0.00	$0.00	$0.00	
Investment Partners Total		$1,535,630.91	-$3,489.24	$1,532,141.67	should match Ameriprise
Total General Fund		$2,149,503.96	$542,368.82	$2,691,872.78	Should match below
					$2,691,872.78
Debt Service Fund					
Bond Debt Retirement Fund Checking	003.008	$506,884.84	$195,526.87	$702,411.71	should match CSB

8.1

Ameriprise 02/28/2021

Account no. 0000-4823-9221-4

GL 017.004

	Beginning Balance	Deposit/transfer in	Interest	Fees	Withdrawl	Change in Value	Ending balance
12/31/20							$1,539,487.11
01/31/21	$1,539,487.11		$4.44			-$3,860.75	$1,535,630.80
02/28/21	$1,535,630.80		$1,279.56			-$4,768.80	$1,532,141.56
03/31/21	$1,532,141.56						$1,532,141.56
04/30/21	$1,532,141.56						$1,532,141.56
05/31/21	$1,532,141.56						$1,532,141.56
06/30/21	$1,532,141.56						$1,532,141.56
07/31/21	$1,532,141.56						$1,532,141.56
08/31/21	$1,532,141.56						$1,532,141.56
09/30/21	$1,532,141.56						$1,532,141.56
10/31/21	$1,532,141.56						$1,532,141.56
11/30/21	$1,532,141.56						$1,532,141.56
12/31/21	$1,532,141.56						$1,532,141.56
Balance		$0.00	$1,284.00	$0.00	$0.00	-$8,629.55	$1,532,141.56

8.2
Ameriprise 02/28/2021
Money Market
GL 017.003

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

Funds will be moved to the Money Market Fund beginning in March 2021.

DIRECTOR'S REPORT

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

Staff Announcements
February Work Anniversaries
Please join me in congratulating the following on their work anniversaries:

- Youth/Teen Librarian Stacey Comfort, two years on February 11
- Head of Circulation Terri Lancaster, 20 years on February 12
- Library Assistant Mandy Higgins, three years on February 20
- Head of Marketing Elaine Medrow, one year on February 20

CDL Responds to COVID-19
We continue to operate under Stage 3 (Curbside CDL) of our Reopening Plan. Anticipating good news on the horizon, the management team is preparing the facility and staff for an anticipated move to Stage 4 (By Appointment) when the state progresses to Phase 5 of its Safe Start Plan.

Some modifications to Stage 4 (By Appointment) include expanding "by appointment" to include not only computer use but also browsing and reference. The Friends are working to offer book sales by appointment under Stage 4 as well. These changes, as well as any changes based on MDHHS orders, will be reflected in the CDL Reopening Plan.

The news about vaccinations is very promising! Congratulations to all of you who have already gotten vaccinated! We surveyed staff anonymously on their intentions regarding vaccines and 96% (23 of 24) of respondents intend to get vaccinated.

Amazon Smile
Did you know that shopping on Amazon benefits our Friends? Simply go smile.amazon.com and select Friends of Chelsea District Library. After that, every time you shop on Amazon, our Friends will receive 0.5% of your purchase.

Friends Birthday Book Benefit
The Friends recently adopted a wonderful way to recognize its members with its birthday book benefit. Members will be contacted by Membership Chair Jean Vargas and asked to provide their birth month and year. On their birthday, they will receive a voucher (along with birthday greetings) to choose a free book from the Primo Books in the CDL lobby. This voucher will be valid for six months from the birth date. Vouchers issued during the pandemic building closure will be valid six months after the building moves to Stage 4 of its Reopening Plan.

Authors in Chelsea
Once again, CDL is pleased to host award-winning authors for children and teens. This year, Newbery Honor-winning author Kirby Larson and Alyssa Satin Capuccilli, author of the beloved *Biscuit* series for beginning readers, virtually visit North Creek Elementary, South Meadows Elementary, and Beach Middle School students in programs that explore the art and craft of writing to improve reading and appreciation

of literature and explore the power of writing on March 16 and 17. On March 16 at 6:30 PM the authors team up via Zoom to discuss all things writing and books.

Even more good news -- this year, CDL had the opportunity to purchase a book from one of the authors for every student in the Chelsea School District in Young 5's through 6th grade!

Local Community Stabilization Authority Distribution
Beginning in 2016, the Local Community Stabilization Authority Act requires personal property tax (PPT) reimbursement for all operating and debt millages. CDL recently received our reimbursement check in the amount of $83,193.60.

Strategic Plan 2020-22 Update on February 2021
Initiative 2.5 Explore shift to alternate hours to better meet patrons' needs and preferences.

- Resumed Saturday hours.

Initiative 4.2 Develop a digital tools promotion strategy

- Promoted magazine collection previously held on RB Digital and now available on Libby.

Chelsea District Library
Assistant Director's Report
February 2021

Facility update
February was a quiet month for facility issues. The one project I did have scheduled- the wrapping of the sewer pipe below the staff bath to keep it from freezing- happened to fall on the day we closed due to the big snowstorm so was rescheduled for March.

The lobby airflow/pressure project is also scheduled for March, as is one of two annual HVAC temp control maintenance visits where we will discuss the upcoming Metasys upgrade. We were hoping to do the upgrade last year but COVID caused those plans to be delayed.

Continuing Ed/meetings/projects
Much of my time this month has been spent reviewing each of our staff positions, comparing them against the suggested new salary pay range, and deciding which staff to recommend for pay adjustments. And of course, discussing all of this with Lori. We take into consideration time in the profession, time at CDL, experience brought to the job, skill level of job duties, and job performance. It is a rigorous process but it leaves us feeling confident in our decisions. MML also made some suggestions for updating a few of our job descriptions and, after discussing them with Lori, I made the suggested changes.

I attended two webinars from Connected Nation on broadband mapping and Federal support (or lack thereof) of internet service. I also continued to work with Jean Vargas, the Friends communication chair, to help her learn to better navigate the Friends' Google files. She is doing a great job and is willing to try everything we throw at her.

Our monthly all-staff meeting this month was for department heads to meet with their respective staff, which we try to do every other month. Next month we have asked Gary Munce to give the broadband presentation he did for the board last month, and we will review our fire and tornado safety procedures.

COVID
We made the successful switch in February to librarians monitoring front door access to the lobby. We continue to closely monitor CDC, MDHHS, and WCHD alerts and updates. The governor's regular COVID press briefings indicate steady positive progress in the state so we expect a move to the next phase of the State plan soon. Discussions have begun with management staff to review our Stage 4 preparedness plan and update it accordingly. Many things have changed since we put that plan together over a year ago. We are actually planning to offer some services by appointment that we had not included in the plan in its inception, so that feels very positive.

Respectfully submitted-
Linda Ballard
Assistant Director

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

Program Information

This month was an important lead up to two signature spring programs: Authors In Chelsea, and Midwest Literary Walk. In addition to preparations for those events, we also had many successful remote programs. We offered XX programs with XXX attendees. Some highlights:

- February kicked off the Letters to Librarian campaign. We invited young readers to mail or drop off letters at the library to receive a response back from a library staff member. The marketing campaign was very popular, with quite a few reshares and comments on social media. The number of letters received is low, but the spirit of the campaign did what we wanted. We will continue Letters to Librarians in March.
- Purple Rose attendance continues to climb, enough that we had to upgrade our zoom account to accommodate the increasing attendance. We had a technology snafu in February that taught us an important lesson about the zoom webinar feature. The early March reading was more successful because of it.
- We had three one off adult focused programs with over 30 attendees. Virtual educational and lifelong learning presentations seem to be especially popular in the cold weather months. We plan to continue to offer virtual presentations during the colder months even post-pandemic.
- We rejoined the Parent Education Series programming partnership with the Chelsea School District, Main Street Church, and Thriving Minds. We will offer education programs aimed at Chelsea area parents, and we're very excited for this collaboration with the schools.

Date	Event	Attendance (Live)	Attendance (Recorded)
Adult Programming (Programs 8 , Attendees 581)			
2/3	Reading Glasses Book Club	9	
2/9	Michigan County Poor Farms	31	
2/20	Bread Making with Lakehouse Bakery	38	6
2/11	Foods and Flavors of Chinese New Year	34	25 kits
2/16, 2/25	Writing Workshop Part 2 (Session A & B)	8, 4	
2/6	Purple Rose Theater Reading	420	
2/23	CDL Top 5	6	
Early Literacy (Programs 5, Attendees 113)			
2/3, 2/10, 2/17, 2/24	Live Storytime	9,3,7, 5	28, 9, 19, 11
2/25	Dance Along Sing Along	22	
Youth Programming (Programs 9, Attendees 86)			
2/9, 2/23	Book Talk Tuesdays		10, 8
2/1	Zoom 3-5 Hangout	6	
2/12, 2/26	Minecraft Meetup	5, 5	
2/2	Reducing Family Stress At Home	13	4
2/11	K-2 Book Club	8	
2/8	Afterschool Science Snacks	22	

2/16	Tween Book Club	5	
Teen Programming (Programs 3, Attendees 46)			
2/4, 2/18	Virtual That Thursday Thing	7, 6	16, 10 (kits)
2/16	Pizza and Paperbacks Teen Bookclub	5	
Outreach/Awareness (Programs 2, Attendees 43)			
2/4, 2/18	Virtual Storytime ECC	15, 15	
2/11	Silver Maples Book Club	13	

Reference, Collections, and Deliveries

- In February we continued our Book Fix test service, and made plans to expand the pilot. We made edits to the form and rearranged a few aspects, and wrote up marketing materials to solicit new volunteers to join the pilot.

Services	Feb 2021
Reference Questions	490
Homebound & Deposit Book Deliveries	29
OCLC Interlibrary Loan	18

Collection	Monthly Unique Users	Monthly Checkouts/Borrows
Kanopy	18	75
Hoopla	159	724
Overdrive/Libby	593	2792
CDL Print/Media Collections	849	5729

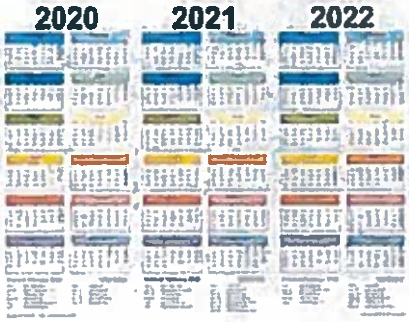
Technology Department News

February 2021

By Scott Rakestraw, Head of Technology

Notable News & Events

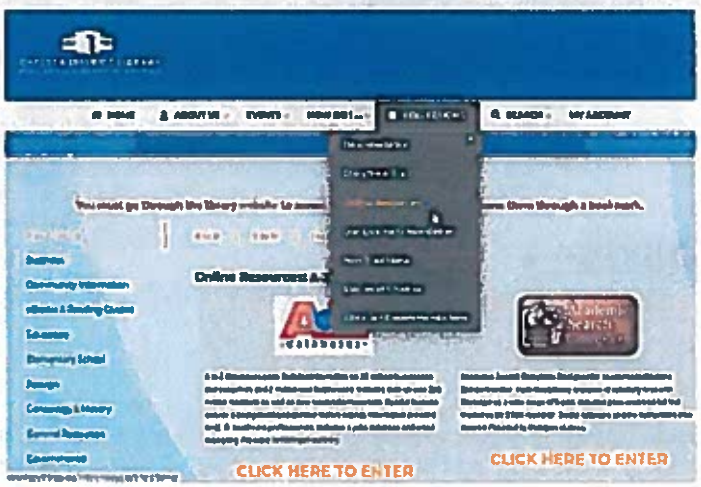
~ ***Modernization***



The modernization projects continue; This month we're moving forward with patron facing apps that either no longer meet our needs or lack important features. Our event planner, calendaring system is the first example. When our current product was acquired by a larger company, upgrade choices changed. Support became inconsistent. We're currently reviewing vendors and products and hope to have an announcement soon. We also use a database app to simply management of a number of our web pages. Since issues with this vendor can also impact our patrons, we're looking for a solution that will preserve ease of use for staff and provide a friendly user interface for patrons.

~ ***Databases***

We've refreshed our links for the database collection. Some vendors are connected through MeL, others we purchase for exclusive use of our patrons. We're looking to simplify access by connecting patrons to MeL products directly and adding new databases are MeL expands their offerings. We fixed broken links and will be adding a tracking feature in the future to better understand how patrons utilize this resource.



Accomplishments

- Completed support requests for remote work force.
- Completed assistance requests from patrons using databases, downloadable resources and the web site.
- Provided patron support for eBooks, Audio and Video downloads
- Enhanced Friends outreach capabilities by setting up a "group" mailing system which automates the subscription process and provides privacy and security for our friends.

A Look Ahead…

The web team will continue to look for and make simple enhancements to the web site. We'll begin the process of hardware upgrades and we continue to evaluate existing infrastructure for reliability and performance.

January 2021

DATA SERVICES		JAN	FEB
1885.55	Hotspots: Total GB Used - Township Halls	975.95	909.6
18	-- Lima Township (GB)	9.67	8.33
42.65	-- Sylvan Township (GB)	20.98	21.67
1824.9	-- Mobile Beacon (GB)	945.3	879.6
34	Hotspot Devices Circulated	18	16
0	Public Internet - Computer Sessions	0	0
723	Public Internet - Wireless Logins	374	349
ONLINE SERVICES		JAN	FEB
11677	Website Sessions	5913	5764
5821	Website Users	2804	3017
2756	AUDIO Downloads Total	1490	1266
2037	-- Audio: Overdrive	1060	977
719	-- Audio: Hoopla (audiobook and music)	430	289
446	VIDEO Downloads Total	222	224
3	-- Video: Overdrive	0	3
267	-- Video: Hoopla	141	126
176	-- Video: Kanopy	81	95
4744	EBook Downloads Total	2264	2480
4223	-- ebook: Overdrive	2045	2178
521	-- ebook: Hoopla	219	302
7946	TOTAL Downloads	3976	3970

2020 Quarter 4

DATA SERVICES		OCT	NOV	DEC
36491.5	Hotspots: Total GB Used	2034.52	2667.64	3044.18
96.4	– *Lima Township (GB)*	*7.42*	*8.35*	*11.33*
198.3	– *Sylvan Township (GB)*	*19.22*	*21.69*	*24.86*
14485.5	– *Mobile Beacon (GB)*	*758.5*	*988.33*	*1099.8*
21711.4	– *Library Circulating Hotspots (GB)*	*1249.38*	*1649.27*	*1968.19*
263.0	Hotspot Devices Circulated	20	19	21
2083.0	Public Internet - Computer Sessions	0	0	0
6611.0	Public Internet - Wireless Logins	362	391	294

DIGITAL SERVICES		OCT	NOV	DEC
75102	Website Sessions	6139	3249	5429
38232	Website Users	2405	2613	2741
16997	AUDIO Downloads Total	1354	1307	1415
13228	– *Audio: Overdrive*	*1002*	*909*	*971*
3769	– *Audio: Hoopla*	*352*	*398*	*444*
1798	VIDEO Downloads Total	205	229	189
51	– *Video: Overdrive (streaming only)*	*0*	*0*	*2*
1747	– *Video: Hoopla*	*205*	*229*	*187*
26557	EBook Downloads Total	1771	1870	2172
24435	– *eBook: Overdrive*	*1603*	*1690*	*1925*
2122	– *eBook: Hoopla*	*168*	*180*	*247*
45352	TOTAL Downloads	3330	3406	3776

Marketing Monthly Board Report (February 1–28, 2021):

During the shortest month of the year, the Marketing department ramped up promotions for two significant library programs. Marketing set in motion the promotion of the Midwest Literary Walk and significantly increased the promotions for Authors in Chelsea. The programs were changed to virtual events and adjustments to the marketing strategy and materials were made to reflect this new way of bringing these authors to the public. The Midwest Literary Walk logo was modified, banners were updated, promotional videos for Authors in Chelsea were produced by librarians, librarian Stacey Comfort cut vinyl lettering and added a quote to the gray walls in the lobby, and an oversized poster was on display too. Tabloid-sized Authors in Chelsea posters were slightly redesigned, printed, and then distributed to the schools and businesses around town promoting the event. Print advertising was used in local newspapers and the authors Live Q&A! was promoted using digital marketing channels.

The Spring newsletter was completed, printed, and distributed via USPS promoting the author programs too. Traffic to the library's website remains robust as we encourage the public to view virtual programs by driving them to the website for online signups.

Using the metal artwork called Paige Turner at the entrance of the library for inspiration, we worked with the artist whose art is featured on the front of the Spring newsletter to develop a new caricature of this stylish metal bird. Paige Turner (the illustration) will be featured as a mascot in library promotions, inside the library, and throughout library communications, providing a fun way to Engage, Inspire and Equip with the public. Keep an eye out for her in future marketing and communication campaigns.

Respectively submitted,

Elaine Medrow

Marketing Assistant Monthly Board Report (Feb. 1–28, 2021):

February marks a busy time of year for the marketing office. Authors in Chelsea is right around the corner and we gear up for Midwest Literary Walk marketing for the April event.

Website:

- Assisted on updating Midwest Literary Walk website and menus.

Social Media:

- Worked to share COVID-19 vaccine information in addition to our normal program promotional content. St Joseph Mercy Chelsea has had great resources to share.
- Compiled reporting for 2020 Social Media Networks:
  Facebook:
  - 2,700 followers (increase of 293 people)
  - Increased by 185 posts
  - Increase of 1000+ reactions

  Twitter:
  - 1,700 followers (no change)
  - Increased by 71 tweets
  - Increased Likes, Retweets, and Replies

  Instagram
  - 335 followers (increase of 205 people)

E-newsletters:

- Compiled reporting data for 2020 eNews: 146,697 Sends & 46,917 Opened, for a 32% average open rate (which, according to Constant Contact, is 17% above the industry average).
- We had 267 New Subscribers, 143 Unsubscribed for a net gain of 124 subscribers. Our total subscriber list is approximately 2,830 contacts. So, on average 905 people open our eNews each week.
- We added a listing to the How Do I menu on the CDL website to make signing up for the weekly eNews easier to find.

Miscellaneous

- Coordinated with Elaine, Shannon, and Laura for Midwest Literary Walk marketing plan.
- Created graphics for use on social media for Authors in Chelsea

Circulation Supervisor's Report
FEBRUARY 2021

- Circulation – 13,797 in February;

- Patron Count-3,670 for February;

- Circulation by township- for February:
  - Dexter = 11% of total transactions
  - Lima = 11% of transactions
  - Lyndon =16% of transactions
  - Sylvan = 17% of transactions
  - Chelsea = 38% of transactions

- February Circulation: 74% were items from Chelsea and 26% were inter-loaned items.

- Overdrive = 2893 in FEBRUARY; RBDigital = 606 in FEBRUARY; Hoopla = 724; Kanopy = 75 in FEBRUARY.

- Registrations for FEBRUARY– 20 new cards; 6830 total card holders
  *Dexter = 872 cards; Lima = 797 cards; Lyndon = 974 cards
  *Sylvan = 1166 cards; Chelsea = 2481 cards; Nonresident = 540 cards

February Notes:

- Attended weekly management meetings via Zoom
- Attended the monthly TLN SASUG meeting on February 25 via Zoom.
- Zoom meetings with Lori on February 10th & 24th.
- Circ department zoom meeting on February 19th.
- To save on sub hours, I have been scheduling staff's building closed hours from their weekend and using them during the week.
- Worked my DS shifts backing up the door monitors as needed.
- We had 20 new cards in February by online registration.
- We received 157 tubs from TLN in February, with 8.25 being the daily average.
- Circ staff continue helping our patrons with holds pickups and other circ questions.

Respectfully submitted, Terri Lancaster Head of Circulation

2021 CIRCULATION REPORT - PATRONS

Chelsea District Library
Monthly New Registration 2021

	District	NonRes	School	Other	Total Month	Grand Total	Chel	Dext	Lima	Lyndon	Sylvan
							New Registrations by Municipality				
January	25	0	0	0	25	6863	11	3	3	5	3
February	17	2	0	1	20	6830	4	4	2	3	4
March					0						
April					0						
May					0						
June					0						
July					0						
August					0						
September					0						
October					0						
November					0						
December					0						
Totals					45		15	7	5	8	7

Average Daily Door Count 2021

	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Total
Jan.	167	153	150	149	190	41	29	3,583
Feb.	146	204	169	166	159	132	29	3,670
March								
April								
May								
June								
July								
August								
Sept.								
Oct.								
Nov.								
Dec.								
Total								7,253
Monthly average								3627
Avg. % increase								

Replacement People counter went live on January 2018

Total door count includes outdoor programming at CDL.

Registered Card Holders

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
District	9113	8898	9147	9002	9083	9109	9064	7837	7753	6361	6290
Dexter	1258	1197	1222	1206	1211	1215	1230	1087	1101	884	872
Lima	1176	1169	1174	1156	1133	1109	1109	996	965	802	797
Lyndon	1673	1567	1579	1538	1539	1546	1522	1302	1255	1005	974
Sylvan	1822	1800	1786	1693	1662	1667	1641	1412	1426	1192	1166
CityChel	3184	3165	3386	3409	3538	3572	3562	3040	3006	2478	2481
NonRes	960	902	744	640	649	655	625	575	609	562	540
Freedom	58	18	7	6	6	6	7	0	1	0	0
Sharon	150	149	141	118	122	118	110	107	112	104	105
Waterloo	423	411	365	336	348	352	333	249	268	252	244
GrassLk			15	26	29	28	25	37	36	22	21
Other	329	324	216	154	144	151	150	182	192	184	170
Totals	10073	9800	9891	9642	9732	9764	9689	8412	8362	6923	6830

Trans Feb-21	% Tot Trans	SEMCO G Dec2010 Pop.	% of Pop Regist	% of Entity Pop.	
5,916		15010			
637	11%	2604	47%	42%	Dexter
626	11%	1909	59%	54%	Lima
936	16%	2720	57%	100%	Lyndon
1012	17%	2833	59%	100%	Sylvan
2257	38%	4944	72%	100%	CityChel
			59%		
59	1%				
67	1%				
120	2%				
0	0%				
202	3%				
	100%				

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

Chelsea District Library
2021

	Average Daily Circulation							2021		
	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Total	2020	%Diff.
Jan.	277	312	296	385	316	10	15	14244	23335	39%
Feb.	354	287	377	306	290	114	8	13797	22040	37%
March									11607	
April									0	
May									0	
June									7672	
July									12743	
August									13193	
Sept.									12035	
Ocl.									14459	
Nov.									13122	
Dec.									13678	
Total								28041	163884	
Mnth Avg								*14,021*	*11,990*	
Avg.% Inc.								with OD & RB, & deposit collection ckouts.		38%

Highlighted numbers have been updated. TML

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

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

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

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

2021	Items Added	Total Items
Jan	808	73,216
Feb	821	72,843
Mar		
April		
May		
June		
July		
Aug		
Sept		
Oct		
Nov		
Dec		
Total/Avg	1,629	73,030

RB Digital Circ (e-magazines)		
	2021	2020
Jan	634	267
Feb	606	543
Mar		407
April		449
May		527
June		545
July		455
Aug		589
Sept		842
Oct		742
Nov		646
Dec		511
Total	1240	6528

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

Hoopla e-& a-books,music,movies		
	2021	2020
Jan	790	334
Feb	724	319
Mar		509
April		979
May		1086
June		864
July		842
Aug		765
Sept		690
Oct		778
Nov		841
Dec		883
Total	1514	8890

Kanopy		
	2021	N/A
Jan	81	
Feb	75	
Mar		
April		
May		
June		
July		
Aug		
Sept		
Oct		
Nov		
Dec		
Total	156	0

Item Circulation 2021

2021

	All items circed at Chel Inc: OD & Zinio	Chel items circed at Chel Inc: OD & Zinio	% of Chel items circed at Chel	Other items circed at Chel	% other items circed at Chel	Chel items charged/ renewed anywhere in system	Chel items circed other libaries
Jan.	14,244	10,642	75%	3,602	25%	11,899	1,257
Feb.	13,797	10,218	74%	3,579	26%	11,020	802
March				0			
April				0			
May				0			
June				0			
July				0			
August				0			
Sept.				0			
Oct.				0			
Nov.				0			
Dec.				0			
Totals	28,041	20,860	74%	7,181	26%	22,919	2,059
Mnth Avg	*14,021*	*10,430*		*3,591*		*11,460*	*1,030*
	#1	#2		#3		#4	#5

2021 Circulation by Department - Percentage

	Adult	Youth	Teen
January	62%	34%	4%
February	64%	32%	4%
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			
Yearly Avg.	63%	33%	4%

2021 Circulation by Department - Total Checkouts

	Adult	Youth	Teen
January	3,707	2,038	250
February	3,797	1,901	222
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			
Yearly Total	7,504	3,939	472

DISCUSSION ITEMS

Discussion Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

March 16, 2021 Meeting

MML Classification & Compensation Study Recommendations

Background:
A discussion on the takeaways from the study and their implications at the library.

Discussion Item #2

Chelsea District Library
Board of Trustees

Library Board Fact Sheet
March 16, 2021 Meeting

FY 2022 Budget Development Calendar

Background:
The 2022 budget development process will be starting soon and the board reviews the calendar for this process. The time line is guided by the fact that we have to submit our L-4029 form to the townships, city, & county by September 22nd.

Chelsea District Library
Budget Development Calendar
For FY 2022
Dates to be confirmed by Director & Treasurer

Activity	2022 Budget Year *(Dates in 2021)*
Set Budget Preparation Calendar Meet with board treasurer	Week of March 2nd
Review Budget Process with Board	March 16th Board Meeting
Staff Prepare Budget Materials	March last week (Pre-Budget) April last week May first week May second week May third week May fourth week
Qualifying Statement filed with State Treasury Dept. by Director	After audit approval & filed with state by auditor
First Presentation to the Finance Committee	June 1st
Second Presentation to the Finance Committee	June 8th
Full Board to Discuss Hearing Notice	June 15th Board Meeting
Third Presentation to the Finance Committee	June 22nd -If Needed
Distribute Budget Materials to Board	July 20th Board Meeting
Board Action to Approve Hearing Notice and Hearing Date	July 20th Board meeting
Submit Hearing Notice to *The Sun Times News & Chelsea Guardian*	July 21st Deadline [Wednesday]
Announce Budget Hearing Published in *The Sun Times News & Chelsea Guardian*	July 28th Publication Date [Wednesday]
Put Budget Out for Public Inspection	July 28th
Budget Hearing	August 17th Board Meeting
Budget Approval **Levy Amount Approval**	September 21st Board Meeting
Turn in Form L-4029 (Levy amount) to County and Township Clerks	**September 22nd** Key Deadline
Budget Takes Effect	**January 1st, 2021**

COMMITTEE INFO & MINUTES

Chelsea District Library
Board of Trustees
2021 Board Committees

Governance
Appendix #3
Approved: December 15, 2020

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

Jan L. Carr

Jan Carr, Board Secretary

12-15-20

Date