

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**

**April 20, 2021
6:45 pm**

Remotely over Zoom

CHELSEA DISTRICT LIBRARY BOARD OF TRUSTEES

Tuesday, April 20, 2021—6:45 p.m.

Remotely via Zoom

AGENDA

6:45 Board Meeting

Welcome and Call to Order

Agenda Review, Additions, and Approval

6:50 Compulsory Segments

Board Meeting Minutes Approval – March 16, 2021

Approval of the March Operational Checks

Approval of March Financial Reports

Director's Report & Friends Report

7:05 Public Comment

7:10 Action Items

1. MML Classification & Compensation Study Recommendations

7:20 Discussion Items

1. Lawn Care & Pesticides
2. Vaccination Consideration
3. Extending Strategic Plan 2020-22

7:30 Reports

Policy Committee

Finance Committee

Personnel Committee

Nominating Committee

Community Outreach Committee

7:35 Public Comment

7:40 Other Items

7:45 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, March 16, 2021 11:00 am
Meeting Location: Remote, Using Zoom

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

Absent: G. Munce

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

Guests: Various CDL staff members

Welcome and Call to Order

TJ Helfferich called the meeting to order at 11:01 a.m.

Agenda Review, Additions, and Approval

MOTION made by S. Lackey, SECONDED by C. Taylor to approve the agenda, as presented. Discussion: None

All Ayes: 6-0

Presentation: Classification & Compensation Study by Mandy Reed of MML

Mandy explained that this study was a 5- to 7-year update from the Michigan Municipal League's previous study for the library. She then shared the report onscreen and walked everyone through the analysis.

Compulsory Segments:

Minutes and Approval of Checks

MOTION made by E. Sensoli, SECONDED by S. Lackey to approve the minutes of the February 16, 2021 Board Meeting. Discussion: None

All Ayes: 6-0

MOTION made by J. Carr, SECONDED by A. Merkel to accept the General Fund Operational checks for February, 2021. Discussion: There was some concern about lawn chemicals and several trustees want to discuss the library's environmental policy in April.

All Ayes: 6-0

MOTION made by S. Lackey, SECONDED by C. Taylor to accept Financial Reports for February, 2021. Discussion: None

All Ayes: 6-0

Director's Report Update:

L. Coryell update:

- When the library moves to Stage 4 of reopening that phase will be called CDL Express.
 - This would involve monitoring numbers within the library, as opposed to allowing patrons in by appointment.
- Purple Rose Reading program numbers have been off the charts this year.

Friends Report:

- Will be reopening Book Sales by appointment soon. Have been working furiously in the basement to prepare for the return of sales.
- No donations yet being accepted. Too much stock in the basement still.

Other Reports Notes: None

Public Comment: Charlie asked about vaccinations and whether special consideration has been discussed for vaccinated patrons. It was agreed that that would be extremely difficult, if not impossible, to do, but this topic will appear as a Discussion Item next month.

Discussion Item #1: MML Classification and Compensation Study Report

Lori and Linda have reviewed the report and will recommend several changes to better represent the job grades and titles. New pay rates could appear as soon as April; the library is looking into how to do that. Looking at ways to increase benefits, too, but also working within a budget. Lori will send copies of the study to board members following the meeting.

Discussion Item #2: 2022 Budget Calendar

This is just an annual reminder of the budget schedule for the creation of the next budget.

Committee Reports

Policy Committee – Collection Policy needs review.

Finance Committee – Will be meeting shortly to discuss the next budget.

Personnel Committee –

Nominating Committee –

Community Outreach Committee –

Public and Board Comment:

Other Items:

Adjourn:

MOTION made by A. Merkel, SECONDED by S. Lackey to adjourn the meeting at 12:19 a.m.

All Ayes, 6-0

Janice L. Carr, Board Secretary

Date

FINANCE REPORTS

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Chelsea District Library
List of Checks for Board Approval
March 2021

Date	Num	Name	Memo	Amount
701 - Personnel Expenses				
701.100 - Wages				
701.120 - Retirement Pick up ER				
03/10/2021	20210222	Alerus Financial	03/12/2021 PR FLEX TO 457(b)	1,161.36
03/12/2021	PR 20210312		RETIREMENT	-1,161.36
03/22/2021	20210308	Alerus Financial	03/26/2021 PR FLEX TO 457(b)	1,161.36
03/26/2021	PR 20210326		RETIREMENT	-1,161.36
Total 701.120 - Retirement Pick up ER				0.00
701.100 - Wages - Other				
03/12/2021	PR 20210312		WAGES	37,325.52
03/26/2021	PR 20210326		WAGES	37,396.11
Total 701.100 - Wages - Other				74,721.63
Total 701.100 - Wages				
				74,721.63
701.110 - Retirement-Contributions - EE				
03/10/2021	20210222	Alerus Financial	03/12/2021 PR EE PERSONAL CONT	1,946.53
03/12/2021	PR 20210312		RETIREMENT PICK UP	-1,946.53
03/22/2021	20210308	Alerus Financial	03/26/2021 PR EE PERSONAL CONT	1,946.53
03/26/2021	PR 20210326		RETIREMENT PICK UP	-1,946.53
Total 701.110 - Retirement-Contributions - EE				0.00
701.115 - 401A Retirement Matching				
03/12/2021	PR 20210312		401 A MATCHING	1,389.76
03/26/2021	PR 20210326		401 A MATCHING	1,391.41
Total 701.115 - 401A Retirement Matching				2,781.17
701.200 - FICA				
03/12/2021	PR 20210312		FICA EMPLOYER	2,682.84
03/26/2021	PR 20210326		FICA EMPLOYER	2,688.23
Total 701.200 - FICA				5,371.07
701.300 - Flex Benefits				
03/12/2021	PR 20210312		Dep Life (CA & DL & HI)	-40.94
03/12/2021	PR 20210312		Health Insurance	-2,055.82
03/17/2021	210680086477	Blue Care Network of Michigan	APR 2021 MED INS	4,454.25
03/24/2021	20210310	Unum Life Insurance Co.	2021 Premium APR	782.84
03/26/2021	PR 20210326		Dep Life (CA & DL & HI)	-40.94
03/26/2021	PR 20210326		Health Insurance	-2,055.82
Total 701.300 - Flex Benefits				1,043.57
701.400 - Unemployment				
03/26/2021	PR 20210326		MICHIGAN SUI (0.06%) HEARTLAND BEGAN 03/23/2...	105.78
Total 701.400 - Unemployment				105.78
Total 701 - Personnel Expenses				84,023.22
727 - Supplies				
727.200 - General Operations				
03/03/2021	1820127	Arbor Springs Water Co. Inc.	2021 BOTTLED WATER - COOLER RENTAL	12.00
03/06/2021	1820817	Arbor Springs Water Co. Inc.	3/5/2021 BOTTLED WATER - COOLER RENTAL	57.00
03/08/2021	111817926867	Ballard, Linda P.	DISINFECTANT WIPES	39.78
03/10/2021	1X4N-G9VX-X3PH	Amazon Capital Services Inc	KN95 MASKS	481.79
03/22/2021	20210316	Costco Anywhere Visa	FORKS AND SPOONS	19.38
03/22/2021	1017756074	Pitney Bowes	PITNEY BOWES METER INK	113.02
03/22/2021	WO-99340-1	SMART BUSINESS SOURCE	GENERAL SUPPLIES	239.62
Total 727.200 - General Operations				962.59
727.300 - Material Processing				
727.320 - Matl Processing Cases				
03/16/2021			TLN - 4TH QTR - OCT \$511.20, NOV \$371.75, DEC \$...	-22.70
03/25/2021			CIRC 210325 2	-16.60
Total 727.320 - Matl Processing Cases				-39.30
Total 727.300 - Material Processing				-39.30
727.500 - Cleaning				
727.510 - Cleaning Paper Products				
03/17/2021	WO-99364-1	SMART BUSINESS SOURCE	GENERAL SUPPLIES - TP	123.52
Total 727.510 - Cleaning Paper Products				123.52

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Chelsea District Library
List of Checks for Board Approval
March 2021

Date	Num	Name	Memo	Amount
727.520 - Cleaning Supplies				
03/03/2021	13KX-PP1T-TGTL	Amazon Capital Services Inc	LYSOL WIPES - 3 TUBS	11.04
03/17/2021	4078366767	Cintas Corporation-300	SOAP	18.76
Total 727.520 - Cleaning Supplies				29.80
727.530 - Cleaning Rugs				
03/17/2021	4078366767	Cintas Corporation-300	RUGS	101.49
Total 727.530 - Cleaning Rugs				101.49
Total 727.500 - Cleaning				254.81
Total 727 - Supplies				1,178.10
801 - Professional Services				
801.010 - Attorney				
03/17/2021	803099	Foster Swift Collins & Smith	LEGAL COUNSEL - DDA TIFA LETTER OF AGREEM...	210.00
03/28/2021	804660	Foster Swift Collins & Smith	FOIA REVIEW	126.00
Total 801.010 - Attorney				336.00
801.020 - Auditor				
03/22/2021	13763	Maner Costerisan	2020 Audit	7,500.00
Total 801.020 - Auditor				7,500.00
801.040 - Bookkeeper				
03/03/2021	20210311	Ballard, Kerry	BOOKKEEPING THROUGH 03/11/2021	350.00
03/22/2021	20210326	Ballard, Kerry	BOOKKEEPING THROUGH 03/25/2021	350.00
03/29/2021	20210408	Ballard, Kerry	BOOKKEEPING THROUGH 04/08/2021	350.00
Total 801.040 - Bookkeeper				1,050.00
801.041 - Payroll Services				
03/12/2021	PR 20210312		PAYROLL PREP - HEARTLAND	163.82
03/26/2021	PR 20210326		PAYROLL PREP	145.82
Total 801.041 - Payroll Services				309.64
801.200 - Insurance				
801.220 - Directors/Officers Insurance				
03/10/2021	21-0283	SELECTIVE	03/18/2021 - 03/18/2022 MANAGEMENT (BOARD) LI...	2,715.00
Total 801.220 - Directors/Officers Insurance				2,715.00
Total 801.200 - Insurance				2,715.00
801.300 - Banking Fees				
801.310 - Bank Fees				
03/31/2021			Service Charge	13.00
Total 801.310 - Bank Fees				13.00
801.315 - Investment Fees				
03/31/2021	INV 210331		investment fees	
Total 801.315 - Investment Fees				0.00
801.340 - Credit Card Fees				
03/18/2021	CIRC 210316		TLN - AUTHORIZE NET FEES (CC FEES)	28.56
Total 801.340 - Credit Card Fees				28.56
Total 801.300 - Banking Fees				41.56
Total 801 - Professional Services				11,952.20
803 - Maintenance Service Contracts				
803.010 - Maint Svc Contingency				
03/29/2021	24413	Ken Cook's Plumbing and Heating Inc.	TO PREVENT SEWER LINE FROM FREEZING	2,076.15
Total 803.010 - Maint Svc Contingency				2,076.15
803.100 - Copier				
803.101 - Public Copier				
03/08/2021	5013904669	Wells Fargo Bank, NA	02/14 - 03/13/2021 Copier Printer Maintenance - APR	229.44
Total 803.101 - Public Copier				229.44
803.102 - Staff Copier				
03/08/2021	5013904669	Wells Fargo Bank, NA	02/14 - 03/13/2021 Copier Printer Maintenance - APR	625.82

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Chelsea District Library
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March 2021

Date	Num	Name	Memo	Amount
Total 803.102 - Staff Copier				625.82
803.103 - Small Printer Maintenance				
03/08/2021	5013904669	Wells Fargo Bank, NA	02/14 - 03/13/2021 Copier Printer Maintenance - APR	153.34
Total 803.103 - Small Printer Maintenance				153.34
Total 803.100 - Copier				1,008.60
803.300 - Technology				
803.350 - Network Equipment				
03/08/2021	16758	KNIGHT TECHNOLOGY GROUP	DATTO BACKUPS 03/01/21 - 03/31/21	1,100.00
Total 803.350 - Network Equipment				1,100.00
803.395 - Website Hosting & Service				
03/22/2021	2021002	Keybank	VIMEO/LIVESTREAM - LIVESTREAM SERVICE THR...	59.95
Total 803.395 - Website Hosting & Service				59.95
Total 803.300 - Technology				1,159.95
803.600 - Building Maintenance				
803.605 - Janitorial				
03/08/2021	13092	A Production Cleaning Company Inc.	CLEANING 13092 - 02/21 - 03/06/2021	1,500.85
03/22/2021	13128	A Production Cleaning Company Inc.	CLEANING 13128 - 03/07 - 20/2021	1,500.85
Total 803.605 - Janitorial				3,001.70
803.610 - Lawn/Snow Service				
803.612 - Snow				
03/06/2021	19800	Osinski Inc.	Snow - JAN 2021	1,570.00
Total 803.612 - Snow				1,570.00
Total 803.610 - Lawn/Snow Service				1,570.00
803.620 - Trash				
03/17/2021	19747	City of Chelsea	FEB TRASH	40.00
Total 803.620 - Trash				40.00
Total 803.600 - Building Maintenance				4,611.70
Total 803 - Maintenance Service Contracts				8,856.40
850 - Telecommunications				
850.100 - Local & Long Distance Charges				
850.120 - Telephone				
03/08/2021	20210315	Navitas Credit Corp	2021 MAR PHONE LEASE	212.81
03/22/2021	2021002	Keybank	STAR2STAR - VOIP - INV 1119340 2/26 - 3/25/2021	397.65
03/28/2021	20210415	Navitas Credit Corp	Invoice 20001159_0268407403-24-2021	212.81
03/29/2021	734433980403	A T & T	2020 AT&T 03/09 -04/08/2021 PHONE SERVICE	189.91
Total 850.120 - Telephone				1,013.18
850.121 - IT Cell Phone				
03/28/2021	9874337437	Verizon Wireless	IT PHONE 03/01 - 3/28/2021	51.30
Total 850.121 - IT Cell Phone				51.30
Total 850.100 - Local & Long Distance Charges				1,064.48
850.300 - TLN Internet Service				
850.311 - WiFi Hotspots				
03/08/2021	734433980402	A T&T Mobility	02/09/2021 - 03/08/2021	214.76
03/22/2021	26142857-075	Sprint	12/11/2020 - 03/10/2021 HOTSPOTS	1,367.64
03/28/2021	9874337437	Verizon Wireless	03/01 - 3/28/2021	576.00
03/28/2021	03142021	A T&T Mobility	03/07/2021 - 04/06/2021	218.04
Total 850.311 - WiFi Hotspots				2,376.44
Total 850.300 - TLN Internet Service				2,376.44
Total 850 - Telecommunications				3,440.92
880 - Promotional Materials				
880.100 - Advertising				
880.110 - Media Buy				
03/03/2021	566	5 Healthy Towns Foundation	2 1/8 Page Ads in Fall 2020 and Spring 2021 Bi-Annual...	250.00
03/10/2021	3247	Chelsea Guardian	02/26 RUN DATE	50.00
03/22/2021	3293	Chelsea Guardian	03/19 RUN DATE	50.00

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Chelsea District Library
List of Checks for Board Approval
March 2021

Date	Num	Name	Memo	Amount
03/29/2021	3297	Chelsea Guardian	3/26 RUN DATE	50.00
		Total 880.110 - Media Buy		400.00
		880.140 - Sponsorships		
03/17/2021	1209	Chelsea Area Festivals & Events	2021 - SCULPTURE WALK - 2 SCULPTURES	1,500.00
		Total 880.140 - Sponsorships		1,500.00
		Total 880.100 - Advertising		1,900.00
		880.200 - Publications		
		880.210 - Annual Report		
03/03/2021	205	CARSON, JENNIFER	NEW ILLUSTRATIONS WITH COLOR	500.00
		Total 880.210 - Annual Report		500.00
		880.230 - Newsletter Postage		
03/29/2021	21-260	U S. Postmaster	POSTAGE FOR SUMMER 2021 NEWSLETTER	1,000.00
		Total 880.230 - Newsletter Postage		1,000.00
		Total 880.200 - Publications		1,500.00
		880.300 - Marketing Supplies		
		880.320 - Misc Marketing Supplies		
03/22/2021	2021002	Keybank	EXPRESSIONS VINYL - VINYL ROLLS	34.73
03/22/2021	2021002	Keybank	EXPRESSIONS VINYL - VINYL ROLLS (TAX REFUN...	-1.99
		Total 880.320 - Misc Marketing Supplies		32.74
		Total 880.300 - Marketing Supplies		32.74
		880.400 - Program Promotion		
		880.410 - Adult Program Promotion		
		880.411 - General Adult Promotion		
03/03/2021	205	CARSON, JENNIFER	COLORIZING 4 ILLUSTRATIONS	100.00
03/03/2021	205	CARSON, JENNIFER	NEW ILLUSTRATIONS WITH COLOR	100.00
		Total 880.411 - General Adult Promotion		200.00
		880.412 - Midwest Literary Walk		
03/17/2021	257421	Print-tech Inc.	MLW - POSTCARDS	1,157.98
03/17/2021	257421	Print-tech Inc.	MLW - MAILING SERVICES	335.50
03/17/2021	257421	Print-tech Inc.	MLW - DELIVERY TO TWO POST OFFICES	100.00
03/17/2021	34249	SIGNS IN 1 DAY	MLW - DECALS - VIRTUAL WALK AND DATE PATCH	143.00
03/29/2021	DB-73596-INV	Dollar Bill Copying	MLW POSTERS	99.03
		Total 880.412 - Midwest Literary Walk		1,835.51
		Total 880.410 - Adult Program Promotion		2,035.51
		880.420 - Youth / Teen Promotion		
		880.422 - Authors in Chelsea		
03/03/2021	DB-73287-INV	Dollar Bill Copying	AIC POSTERS - 11 X 17	40.69
03/03/2021	21-0253	U S. Postmaster	POSTAGE FOR MLW AND AIC POSTCARD	850.00
03/22/2021	2021002	Keybank	STAPLES - POSTER FOR AIC	32.43
		Total 880.422 - Authors in Chelsea		923.12
		880.423 - Summer Reading Program		
03/22/2021	20210322	City of Chelsea	BANNER APPLICATION - SRP	50.00
		Total 880.423 - Summer Reading Program		50.00
		Total 880.420 - Youth / Teen Promotion		973.12
		Total 880.400 - Program Promotion		3,008.63
		880.500 - Purchased Services		
		880.510 - General Purchased Services		
03/22/2021	2021002	Keybank	ADOBE STOCK IMAGES - SUBSCRIPTION	29.99
		Total 880.510 - General Purchased Services		29.99
		880.520 - Professional Services		
		880.521 - Graphic Design Services		
03/22/2021	20210318	Koepping, Luna Marie Elizabeth	SONG TO TABLE 2021 - GRAPHIC DESIGN	350.00
		Total 880.521 - Graphic Design Services		350.00
		880.522 - Photography Services		
03/06/2021	20210305	Burri Strong Photography	2021 Photography Services (1 of 2)	1,400.00

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Chelsea District Library
List of Checks for Board Approval
March 2021

Date	Num	Name	Memo	Amount
Total 880.522 - Photography Services				1,400.00
Total 880.520 - Professional Services				1,750.00
Total 880.500 - Purchased Services				1,779.99
Total 880 - Promotional Materials				8,221.36
884 - Programming				
884.110 - Adult Speakers				
884.111 - Midwest Literary Walk				
03/03/2021	1FJH-14GP-43Y9	Amazon Capital Services Inc	MLW BOOKS - ROSS GAY - 10 BOOKS	166.02
03/06/2021	0355	Serendipity Books	GIVEAWAY BOOKS	520.94
03/10/2021	20210425	AUTHORS UNBOUND	04/24/2021 REMAINDER \$1250.00 - DEPOSIT \$2250.00	1,250.00
03/10/2021	AN072519-EF	Steven Barclay Agency	AN072519-EF - MLW PRESENTATION HONORARIUM	4,000.00
03/10/2021	21-0144	GAY, ROSS	R. GAY 21-0144SP - MLW HONORARIUM	3,800.00
Total 884.111 - Midwest Literary Walk				9,736.96
884.119 - General Adult Events				
03/22/2021	202100331	GRIMM, JOSEPH PATRICK	SPEAKER FEE - CONEY DETROIT PROGRAM 03/31/2021	125.00
03/22/2021	2021002	Keybank	BRAVERY MAGAZINE	18.00
Total 884.119 - General Adult Events				143.00
Total 884.110 - Adult Speakers				9,879.96
884.120 - Adult Supplies				
884.127 - SRP Supplies				
03/22/2021	2021002	Keybank	US ART QUEST, INC - GIFT CARD - TEEN SRP KICK OFF	30.00
Total 884.127 - SRP Supplies				30.00
Total 884.120 - Adult Supplies				30.00
884.210 - Youth Speakers				
884.212 - General Youth Programs				
03/24/2021	1202	Batley, Beth	MUSICAL INSTRUMENT KITS - 02/08, 12, & 12/2021	300.00
03/24/2021	21-0066	SEYMOUR, ELISABETH COLSON	AFTER SCHOOL NATURE NIBBLES 04/12 - 5/10/2021	150.00
Total 884.212 - General Youth Programs				450.00
884.215 - Early Literacy				
03/01/2021	21-0089	CARSON, JENNIFER	STORYTIME 03/17/2021 (FACEBOOK)	75.00
03/24/2021	20210325	Batley, Beth	03/25/2021 - DANCE ALONG - SING ALONG	180.00
03/24/2021	20210415	Batley, Beth	04/15/2021 - DANCE ALONG - SING ALONG	180.00
Total 884.215 - Early Literacy				435.00
Total 884.210 - Youth Speakers				885.00
884.220 - Youth Supplies				
884.222 - General Youth Programs				
03/08/2021	1C4F-XP74-F7KH	Amazon Capital Services Inc	GENERAL YOUTH	30.12
03/22/2021	1X44-CG46-Q7LX	Amazon Capital Services Inc	RANIBOW LOOM BANDS - TOOTHPICKS	13.79
03/22/2021	2021002	Keybank	ADVENTURES IN HOME BREWING - BOTTLECAPS	13.50
Total 884.222 - General Youth Programs				57.41
884.226 - Summer Reading				
03/22/2021	2021002	Keybank	KITTY FACE - GIFT CARD - TEEN SRP KICK OFF P...	30.00
Total 884.226 - Summer Reading				30.00
884.228 - Authors in Chelsea				
03/06/2021	2035702115	Baker & Taylor - Program Account	PROGRAM ACCOUNT	1,495.00
03/22/2021	2021002	Keybank	ZOOM - LARGER ROOM ACCESS (AIC, PURPLE ROSE ...)	25.00
03/22/2021	2021002	Keybank	ZOOM - WEBINAR UPGRADE (AIC, PURPLE ROSE, ...)	157.85
Total 884.228 - Authors in Chelsea				1,677.85
884.230 - Youth Reading Group				
03/03/2021	11K1-XTD6-DFPD	Amazon Capital Services Inc	BOOKS, 6, AUDACITY JONES TO THE RESCUE	40.74
Total 884.230 - Youth Reading Group				40.74
Total 884.220 - Youth Supplies				1,806.00
884.260 - Teen Speakers				
884.261 - Teen Summer Reading				
03/10/2021	20210624	CORRINE ROBERTS ILLUSTRATION, LLC	ZOOM MANGA CLASS 06/24/2021 - TO BE PAID AFT...	100.00

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Chelsea District Library List of Checks for Board Approval March 2021

Date	Num	Name	Memo	Amount
Total 884 261 - Teen Summer Reading				100.00
Total 884 260 - Teen Speakers				100.00
884.270 - Teen Supplies				
884.272 - Teen General Programs				
03/03/2021	1V1L-9HPY-NJV1	Amazon Capital Services Inc	TEEN PROGRAM - CRM FROM INV 1LVR-3KCN-G9...	-15.99
03/06/2021	1VQV-Q6H3-3NLM	Amazon Capital Services Inc	BOOKS - PAINTING	100.63
03/06/2021	1FJL-NLXT-LC3C	Amazon Capital Services Inc	TEEN PROGRAMS	76.78
03/10/2021	199C-MKMV-CT4X	Amazon Capital Services Inc	TEEN PROGRAMS	116.11
03/22/2021	2021002	Keybank	JOANN FABRICS - FLEECE - TEEN PROGRAMS	152.22
03/22/2021	2021002	Keybank	TOTALLY PROMOTIONAL - TEEN PROGRAMS	40.58
03/24/2021	1M7G-PCY9-NLTJ	Amazon Capital Services Inc	YOUTH PROGRAM PROJECT MATERIALS	271.94
Total 884 272 - Teen General Programs				742.27
884.276 - Teen Refreshments				
03/10/2021	105800003831	COMFORT, STACEY	BREAKFAST TASTE TEST	40.48
03/22/2021	2021002	Keybank	VAULT OF MIDNIGHT - KIT KAT TASTE TEST	26.97
03/22/2021	2021002	Keybank	MEIJER - CAPTAIN CRUNCH	16.96
Total 884 276 - Teen Refreshments				84.41
884.277 - Teen Summer Reading				
03/22/2021	2021002	Keybank	SECRET CRISIS COMICS - GIFT CARD - TEEN SRP ...	30.00
Total 884 277 - Teen Summer Reading				30.00
Total 884 270 - Teen Supplies				856.68
Total 884 - Programming				13,557.64
920 - Utilities				
920.110 - City of Chelsea Water				
03/17/2021	20210309	City of Chelsea-Elect & Water	FEB 01/30 - 02/26/21 WATER	40.35
Total 920 110 - City of Chelsea Water				40.35
920.120 - City of Chelsea Sewer				
03/17/2021	20210309	City of Chelsea-Elect & Water	FEB 01/30 - 02/26/21 SEWER	115.36
Total 920 120 - City of Chelsea Sewer				115.36
920.130 - City of Chelsea Electric				
03/17/2021	20210309	City of Chelsea-Elect & Water	FEB 01/30 - 02/26/21 ELECTRICITY	2,836.61
Total 920 130 - City of Chelsea Electric				2,836.61
920.150 - City of Chelsea Sprinkler				
03/17/2021	20210309	City of Chelsea-Elect & Water	FEB 01/30 - 02/26/21 SPRINKLER	27.47
Total 920 150 - City of Chelsea Sprinkler				27.47
920.200 - McKune Gas				
03/17/2021	3131809	Constellation NewEnergy-Gas Division LLC	2021 FEB GAS SERVICE - 01/22/21 - 02/19/21	1,420.53
Total 920 200 - McKune Gas				1,420.53
Total 920 - Utilities				4,440.32
965 - Automation Services				
965.100 - Bibliographic Database				
03/10/2021	67559	The Library Network	LINKED ITEMS	1,050.22
Total 965 100 - Bibliographic Database				1,050.22
965.200 - Shared Automation System				
03/10/2021	67559	The Library Network	SHARED AUTOMATION	5,144.46
03/10/2021	67559	The Library Network	CIRCULATION CHARGES	2,767.76
Total 965 200 - Shared Automation System				7,912.22
Total 965 - Automation Services				8,962.44
967 - Equipment				
967.200 - Equipment Software				
03/22/2021	2021002	Keybank	HRCOLLABORATIVE - EMP HEATH SCREENING S...	170.00
03/22/2021	2021002	Keybank	SECURE BY DESIGN (NINITE) - ICEYUCXV - MAR S...	20.00
03/22/2021	2021002	Keybank	XIBO SIGNAGE LTD - CMS HOSTING 03/11/2021 - 0...	61.20
03/22/2021	2021002	Keybank	ADOBE - INV 1361419181 - CREATIVE CLOUD APPS -	381.47
03/22/2021	2021002	Keybank	ADOBE - INV 1361460626 - CREATIVE CLOUD APPS -	381.47
03/22/2021	2021002	Keybank	XIBO - FOREIGN TRANSACTION FEE	1.84

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Chelsea District Library
List of Checks for Board Approval
March 2021

Date	Num	Name	Memo	Amount
Total 967.200 · Equipment Software				1,015.98
967.300 · Equipment Furniture & Fixtures				
967.330 · Equipment - non-Computer				
03/10/2021	1TMH-K6R7-RYFL	Amazon Capital Services Inc	3 HAND SANITIZER STANDS AND DISPENSERS	513.77
Total 967.330 · Equipment - non-Computer				513.77
Total 967.300 · Equipment Furniture & Fixtures				513.77
Total 967 · Equipment				1,529.75
969 · Continuing Education Expenses				
969.001 · Travel				
969.100 · Staff Travel				
969.143 · Other Staff Travel				
03/03/2021	20210218	MEDROW, ELAINE	STAFF TRAVEL - DROP OFF NEWSLETTER	24.44
Total 969.143 · Other Staff Travel				24.44
Total 969.100 · Staff Travel				24.44
Total 969.001 · Travel				24.44
969.600 · Staff Training				
969.620 · Staff In-Service & Appreciation				
03/22/2021	2021002	Keybank	THOMPSON'S PIZZERIA - KRUGER FOR ZOOM PR.	75.00
03/22/2021	2021002	Keybank	CARLYLE - K BALLARD - EOY AND AUDIT	75.00
Total 969.620 · Staff In-Service & Appreciation				150.00
969.940 · Staff Apprec - Restr/Covid-19				
03/22/2021	2021002	Keybank	CLEARY'S - LANCASTER - STAFF APPRECIATION	25.00
Total 969.940 · Staff Apprec - Restr/Covid-19				25.00
Total 969.600 · Staff Training				175.00
Total 969 · Continuing Education Expenses				199.44
982 · Collection Expense				
982.100 · Audio Books				
982.120 · Adult Books on Disc				
03/03/2021	500015102	Midwest Tape	JAN BOC	64.98
03/03/2021	500015103	Midwest Tape	FEB BOC	149.97
03/03/2021	500041809	Midwest Tape	FEB BOC	144.96
03/03/2021	500045220	Midwest Tape	DEC BOC	19.99
03/03/2021	500071493	Midwest Tape	FEB BOC	154.96
03/22/2021	500100897	Midwest Tape	MAR BOC	123.97
03/22/2021	500100981	Midwest Tape	FEB BOC	24.99
03/22/2021	500145571	Midwest Tape	MAR BOC	74.98
03/25/2021			CIRC 210325.1	-10.00
03/28/2021	500173845	Midwest Tape	MAR BOC	133.96
Total 982.120 · Adult Books on Disc				882.76
982.140 · Youth Books on Disc				
03/06/2021	500071499	Midwest Tape	YOUTH AUDIOBOOKS	25.99
03/10/2021	500100895	Midwest Tape	YOUTH AUDIOBOOKS	347.87
Total 982.140 · Youth Books on Disc				373.86
Total 982.100 · Audio Books				1,256.62
982.400 · Non Print				
982.410 · Electronic Products/Subs				
03/06/2021	500093977	Midwest Tape - Hoopla	FEB 21-119SP - FEB BORROWS	1,404.08
03/06/2021	1000099011	OCLC Inc.	EZ PROXY - NET	608.05
03/10/2021	17844	ZOOBEAN, INC.	BEANSTACK SRP SOFTWARE - YEAR 2 - 1 APRIL 2...	895.00
Total 982.410 · Electronic Products/Subs				2,907.13
982.420 · Adult Music on CD				
03/03/2021	500015105	Midwest Tape	DEC/JAN ADULT CDs	126.32
03/03/2021	500045221	Midwest Tape	DEC/ JAN ADULT CDs	96.13
03/22/2021	500145308	Midwest Tape	FEB/MAR ADULT CDs	103.11
03/28/2021	500173847	Midwest Tape	FEB/MAR ADULT CDs	77.74
Total 982.420 · Adult Music on CD				403.30
982.430 · Non-Traditional Collections				
03/06/2021	1C4F-XP74-F7KH	Amazon Capital Services Inc	CARIBINERS	32.37

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Chelsea District Library
List of Checks for Board Approval
March 2021

Date	Num	Name	Memo	Amount
Total 982.430 - Non-Traditional Collections				32.37
982.460 - DVD Feature				
03/06/2021	500071495	Midwest Tape	FEB FEATURE DVDs	29.23
03/10/2021	500015101	Midwest Tape	JAN ADULT FEATURE DVDs	32.99
03/10/2021	500015104	Midwest Tape	FEB FEATURE DVDs	302.82
03/10/2021	500100898	Midwest Tape	MAR ADULT FEATURE DVDs	61.46
03/10/2021	500041808	Midwest Tape	FEB FEATURE DVDs	103.44
03/10/2021	500045223	Midwest Tape	MAR ADULT FEATURE DVDs	107.23
03/10/2021	500071496	Midwest Tape	MAR ADULT FEATURE DVDs	270.61
03/22/2021	500145572	Midwest Tape	MAR ADULT FEATURE DVDs	113.18
03/22/2021	500145573	Midwest Tape	APR ADULT FEATURE DVDs	52.48
03/25/2021			CIRC 210325.2	-14.99
Total 982.460 - DVD Feature				1,058.45
982.470 - DVD Non-Fiction				
03/10/2021	500015104	Midwest Tape	FEB NF FEATURE DVDs	14.99
03/10/2021	500100980	Midwest Tape	MAR NF ADULT TITLES	37.48
03/10/2021	500071497	Midwest Tape	JAN NF DVDs	14.99
Total 982.470 - DVD Non-Fiction				67.46
982.480 - Youth Video DVD				
03/16/2021			TLN - 4TH QTR - OCT \$511.20, NOV \$371.75, DEC \$...	-27.98
03/22/2021	500071498	Midwest Tape	FAMILY ANIME DVDs	53.97
03/22/2021	500100899	Midwest Tape	FAMILY AND ANIME DVDs	35.22
03/24/2021	500145570	Midwest Tape	FAMILY ANIME DVDs	140.89
03/24/2021	500173841	Midwest Tape	FAMILY ANIME DVDs	122.90
Total 982.480 - Youth Video DVD				325.00
982.490 - Videogames				
03/24/2021	4994	Crimson Multimedia Dist. Inc.	VIDEO GAMES	686.38
03/24/2021	5115	Crimson Multimedia Dist. Inc.	VIDEO GAMES	295.67
Total 982.490 - Videogames				982.05
Total 982.400 - Non Print				5,775.76
982.700 - Print				
982.705 - Adult Print				
982.710 - Adult Large Print				
03/01/2021	1XCK-M6M1-MY1G	Amazon Capital Services Inc	ADULT LARGE PRINT	71.98
03/06/2021	2035747493	Baker & Taylor - Adult Large Print	ADULT LARGE PRINT	170.35
03/24/2021	73978646	Gale	BOOKS	90.96
Total 982.710 - Adult Large Print				333.29
982.720 - Adult Print General				
03/03/2021	13KX-PP1T-731T	Amazon Capital Services Inc	THE HYPE MACHINE	20.65
03/06/2021	1HT3-YJNK-1D1H	Amazon Capital Services Inc	BOOK - THE VANISHING HALF	16.20
03/06/2021	2035751480	Baker & Taylor - Adult	ADULT ACCT	302.51
03/06/2021	2035753438	Baker & Taylor - Adult	ADULT ACCT	427.73
03/06/2021	2035765491	Baker & Taylor - Adult	ADULT ACCT	255.35
03/06/2021	2035676554	Baker & Taylor - Adult	ADULT ACCT	58.66
03/06/2021	2035696720	Baker & Taylor - Adult	ADULT ACCT	82.46
03/06/2021	2035717789	Baker & Taylor - Adult	ADULT ACCT	305.29
03/06/2021	2035725407	Baker & Taylor - Adult	ADULT ACCT	378.13
03/06/2021	2035730747	Baker & Taylor - Adult	ADULT ACCT	352.87
03/06/2021	2035736048	Baker & Taylor - Adult	ADULT ACCT	1,904.48
03/06/2021	2035743453	Baker & Taylor - Adult	ADULT ACCT	384.97
03/10/2021	13CF-QYXR-XV9Y	Amazon Capital Services Inc	THE WEAVER'S LEGACY	12.59
03/16/2021			TLN - 4TH QTR - OCT \$511.20, NOV \$371.75, DEC \$...	-119.94
03/22/2021	2035785749	Baker & Taylor - Adult	ADULT ACCT	287.37
03/24/2021	2035777398	Baker & Taylor - Adult	ADULT ACCT	455.47
Total 982.720 - Adult Print General				5,124.79
982.730 - Adult Ref.				
03/06/2021	2035663259	Baker & Taylor - Adult Reference	ADULT REFERENCE	19.95
03/06/2021	2035680948	Baker & Taylor - Adult Reference	ADULT REFERENCE	65.24
03/24/2021	2035733273	Baker & Taylor - Adult Reference	ADULT REFERENCE	225.00
Total 982.730 - Adult Ref.				310.19
982.740 - Multiple Book Copies				
03/06/2021	2035769624	Baker & Taylor - Adult Multiples	ADULT MULTIPLES	48.18
Total 982.740 - Multiple Book Copies				48.18

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Chelsea District Library
List of Checks for Board Approval
March 2021

Date	Num	Name	Memo	Amount
Total 982.705 - Adult Print				5,816.45
982.755 - Youth Print				
982.760 - Youth Print General				
03/06/2021	2035710821	Baker & Taylor - Auto Yours Cats	AUTO YOURS CAT	94.38
03/06/2021	2035681241	Baker & Taylor - Juvenile	JUVENILE ACCT	20.09
03/06/2021	2035686962	Baker & Taylor - Young Adult	YOUNG ADULT	10.48
03/10/2021	228649	Capstone Press Inc.	YOUTH PRINT GENERAL	52.98
03/10/2021	27296980	Scholastic Library Publishing	YOUTH PRINT GENERAL	34.17
03/10/2021	162591	J. APPLESEED PUBLISHERS' CO-OP	YOUTH PRINT GENERAL	216.65
03/16/2021			TLN - 4TH QTR - OCT \$511.20, NOV \$371.75, DEC \$...	-170.10
03/22/2021	160893	CBM LLC CHERRY LAKE PUBLISHING/	YOUTH BOOKS	171.57
03/24/2021	2035740125	Baker & Taylor - Juvenile	JUVENILE ACCT	275.54
03/24/2021	2035742897	Baker & Taylor - Juvenile	JUVENILE ACCT	387.67
03/24/2021	2035825203	Baker & Taylor - Program Account	PROGRAM ACCOUNT	25.48
03/24/2021	2035723689	Baker & Taylor - Young Adult	YOUNG ADULT	10.48
03/24/2021	2035730344	Baker & Taylor - Young Adult	YOUNG ADULT	442.38
03/24/2021	2035746560	Baker & Taylor - Young Adult	YOUNG ADULT	41.77
Total 982.760 - Youth Print General				1,613.54
Total 982.755 - Youth Print				1,613.54
Total 982.700 - Print				7,429.99
982.800 - Collection Enhancement				
982.820 - Youth Enhancement				
03/06/2021	2035662959	Baker & Taylor - Juvenile	YOUTH ENHANCEMENT	10.48
03/06/2021	2035671837	Baker & Taylor - Unlabeled Juvenile	UNLABELED JUVENILE	68.64
03/06/2021	2035758220	Baker & Taylor - Unlabeled Juvenile	UNLABELED JUVENILE	5.58
03/06/2021	2035668420	Baker & Taylor - Young Adult	YOUNG ADULT	22.04
Total 982.820 - Youth Enhancement				106.74
Total 982.800 - Collection Enhancement				106.74
Total 982 - Collection Expense				14,569.11
TOTAL				160,930.90

Chelsea District Library
Donation and Restricted
January through March 2021

	Jan - Mar 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	2,000	(2,000)
674.120 · Undesignated Donation	2,820		
674.141 · Designated Technology	2,000	2,000	0
674.150 · Continuing Education Restricted	600	600	0
Total 674 · Contribution & Donation	5,420	4,600	820
675 · Private Grant Sources			
675.100 · Community Found Southeast MI	0	0	0
675.400 · Chelsea Ed Foundation	0	500	(500)
Total 675 · Private Grant Sources	0	500	(500)
Total Income	5,420	5,100	320
Gross Profit	5,420	5,100	320
Expense			
850 · Telecommunications			
850.300 · TLN Internet Service			
850.910 · WIFI Hot Spots - Restricted	0	2,000	(2,000)
Total 850.300 · TLN Internet Service	0	2,000	(2,000)
Total 850 · Telecommunications	0	2,000	(2,000)
884 · Programming			
884.210 · Youth Speakers			
884.211 · Authors in Chelsea			
884.953 · Youth Prog Rest Chelsea Ed Foun	0	2,000	(2,000)
Total 884.211 · Authors in Chelsea	0	2,000	(2,000)
Total 884.210 · Youth Speakers	0	2,000	(2,000)
884.400 · Music Focus			
884.962 · Music in the Air - Restricted	0	3,288	(3,288)
Total 884.400 · Music Focus	0	3,288	(3,288)
884.500 · Artist In Residence			
884.970 · Artist in Residence Restricted	0	1,000	(1,000)
Total 884.500 · Artist In Residence	0	1,000	(1,000)
Total 884 · Programming	0	6,288	(6,288)
969 · Continuing Education Expenses			
969.600 · Staff Training			
969.940 · Staff Apprec - Restr/Covid-19	125	600	(475)
Total 969.600 · Staff Training	125	600	(475)
Total 969 · Continuing Education Expenses	125	600	(475)
Total Expense	125	8,888	(8,763)
Net Ordinary Income	5,295	(3,788)	9,083
Net Income	5,295	(3,788)	9,083

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

	TOTAL						
	Jan 21	Feb 21	Mar 21	Jan - Mar 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense							
Income							
402 · District Revenue	487,030	670,336	272,278	1,429,644	1,899,957	(470,313)	75%
540.100 · State Aid	0	0	83,194	83,194	30,000	53,194	277%
574.100 · Penal Fines	0	0	0	0	10,000	(10,000)	0%
606.000 · Misc Income & Refunds	0	0	0	0			
607.100 · Non-Resident Fees	0	0	875	875	5,500	(4,625)	16%
607.200 · ILL Fees	0	0	0	0	600	(600)	0%
645.100 · Copiers & Printers	0	0	0	0	7,500	(7,500)	0%
655.100 · Circulation Fines	0	0	15	15			
665.100 · Interest	17	40	57	114	0	114	100%
666.100 · Investment Earnings	4	1,280	2,254	3,538	40,000	(36,462)	9%
666.500 · Investment Change in Value	(3,861)	(4,769)	(6,030)	(14,660)	0	(14,660)	100%
674 · Contribution & Donation	2,820	2,600	0	5,420	4,600	820	118%
675 · Private Grant Sources	0	0	0	0	500	(500)	0%
Total Income	486,010	669,487	352,643	1,508,140	1,998,657	(490,517)	75%
Gross Profit	486,010	669,487	352,643	1,508,140	1,998,657	(490,517)	75%
Expense							
701 · Personnel Expenses	92,482	84,753	84,023	261,258	1,177,863	(916,605)	22%
727 · Supplies	643	1,079	1,178	2,900	21,475	(18,575)	14%
801 · Professional Services	797	12,250	11,952	24,999	74,765	(49,766)	33%
803 · Maintenance Service Contracts	5,834	12,464	8,856	27,154	178,838	(151,684)	15%
850 · Telecommunications	1,605	1,229	3,441	6,275	39,000	(32,725)	16%
880 · Promotional Materials	1,143	7,462	8,221	16,826	80,330	(63,504)	21%
884 · Programming	5,343	10,475	13,558	29,376	115,975	(86,599)	25%
885 · Volunteer	0	0	0	0	4,500	(4,500)	0%
920 · Utilities	3,832	3,970	4,440	12,242	62,000	(49,758)	20%
960 · Board & Director Expense	0	0	0	0	3,500	(3,500)	0%
965 · Automation Services	3,495	0	8,962	12,457	41,925	(29,468)	30%
967 · Equipment	395	1,757	1,530	3,682	46,540	(42,858)	8%
969 · Continuing Education Expenses	752	625	199	1,576	23,888	(22,312)	7%
980 · Capital Expense	0	0	0	0	59,425	(59,425)	0%
982 · Collection Expense	7,235	11,092	14,569	32,896	194,723	(161,827)	17%
Total Expense	123,556	147,156	160,929	431,641	2,124,747	(1,693,106)	20%
Net Ordinary Income	362,454	522,331	191,714	1,076,499	(126,090)	1,202,589	
	362,454	522,331	191,714	1,076,499	(126,090)	1,202,589	

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

	Jan - Mar 21	Jan - Mar 20	\$ Change	% Change
Ordinary Income/Expense				
Income				
402 • District Revenue	1,429,642.96	1,738,756.26	-309,113.30	-17.78%
540.100 • State Aid	83,193.60	60,639.89	22,553.71	37.19%
606.000 • Misc Income & Refunds	0.00	0.00	0.00	0.0%
607.100 • Non-Resident Fees	875.00	1,187.50	-312.50	-26.32%
645.100 • Copiers & Printers	0.00	1,263.70	-1,263.70	-100.0%
655.100 • Circulation Fines	15.10	3,766.06	-3,750.96	-99.6%
665.100 • Interest	114.96	218.39	-103.43	-47.36%
666.100 • Investment Earnings	3,537.62	4,724.76	-1,187.14	-25.13%
666.500 • Investment Change in Value	-14,659.85	23,388.00	-38,047.85	-162.68%
674 • Contribution & Donation	5,420.00	9,875.00	-4,455.00	-45.11%
Total Income	1,508,139.39	1,843,819.56	-335,680.17	-18.21%
Gross Profit	1,508,139.39	1,843,819.56	-335,680.17	-18.21%
Expense				
701 • Personnel Expenses	261,258.93	247,464.89	13,794.04	5.57%
727 • Supplies	2,900.37	4,516.62	-1,616.25	-35.79%
801 • Professional Services	24,998.82	14,075.41	10,923.41	77.61%
803 • Maintenance Service Contracts	27,154.92	21,777.20	5,377.72	24.69%
850 • Telecommunications	6,274.15	4,897.67	1,376.48	28.11%
880 • Promotional Materials	16,825.92	15,349.54	1,476.38	9.62%
884 • Programming	29,375.21	10,974.58	18,400.63	167.67%
885 • Volunteer	0.00	63.43	-63.43	-100.0%
920 • Utilities	12,241.82	8,056.06	4,185.76	51.96%
960 • Board & Director Expense	0.00	210.89	-210.89	-100.0%
965 • Automation Services	12,457.44	12,313.49	143.95	1.17%
967 • Equipment	3,681.91	4,737.82	-1,055.91	-22.29%
969 • Continuing Education Expenses	1,576.44	8,479.25	-6,902.81	-81.41%
980 • Capital Expense	0.00	775.00	-775.00	-100.0%
982 • Collection Expense	32,896.29	41,587.46	-8,691.17	-20.9%
Total Expense	431,642.22	395,279.31	36,362.91	9.2%
Net Ordinary Income	1,076,497.17	1,448,540.25	-372,043.08	-25.68%
Net Income	1,076,497.17	1,448,540.25	-372,043.08	-25.68%

* City deposit of \$284,780.00 processed 04/15/2021.

7.0

CHELSEA DISTRICT LIBRARY

Fund Balances

March 31, 2021

General Fund

LOCAL BANKS BALANCES

Checking Account/ Chelsea State Bank	001.001			
Paypal Account	003.002	\$1,159,731.11	\$173,052.37	\$1,332,783.48 should match CSB
Cash on Hand		\$0.00	\$0.00	
		<u>\$1,159,731.11</u>	<u>\$173,052.37</u>	<u>\$1,332,783.48</u>

Ameriprise Account

Fixed Income Fund	017.003	1532141.67	-\$3,776.68	\$1,528,364.99
Money Market Fund	017.004	\$0.00	\$0.00	\$0.00
Investment Partners Total		<u>\$1,532,141.67</u>	<u>-\$3,776.68</u>	<u>\$1,528,364.99</u> should match Ameriprise

Total General Fund

		<u>\$2,691,872.78</u>	<u>\$169,275.69</u>	<u>\$2,861,148.47</u> Should match below
				\$2,861,148.47

Debt Service Fund

Bond Debt Retirement Fund Checking	003.008	<u>\$702,411.71</u>	<u>-\$509,239.75</u>	<u>\$193,171.96</u> should match CSB
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8.1

Ameriprise 03/31/2021
 Account no. 0000-4823-9221-4
 GL 017.004

	Beginning Balance	Deposit/transfer in	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						\$1,528,364.99
05/31/21	\$1,528,364.99						\$1,528,364.99
06/30/21	\$1,528,364.99						\$1,528,364.99
07/31/21	\$1,528,364.99						\$1,528,364.99
08/31/21	\$1,528,364.99						\$1,528,364.99
09/30/21	\$1,528,364.99						\$1,528,364.99
10/31/21	\$1,528,364.99						\$1,528,364.99
11/30/21	\$1,528,364.99						\$1,528,364.99
12/31/21	\$1,528,364.99						\$1,528,364.99
Balance		\$0.00	\$3,537.62	\$0.00	\$0.00	-\$14,659.85	\$1,528,364.99

\\CDL-FS01\UserFolders\$\mbudzinski\Documents\Bookkeeper CDL\Finance 2021\2021 1.0 BOARD REPORTS\2020 8.0 INVESTMENT ANALYSIS\2021 03 MAR 8.0 INVESTMENTS ACCOUNTS

DIRECTOR'S REPORT

Library Director's Report

Respectfully submitted for April 2021 board meeting

Staff Announcements

March Work Anniversaries

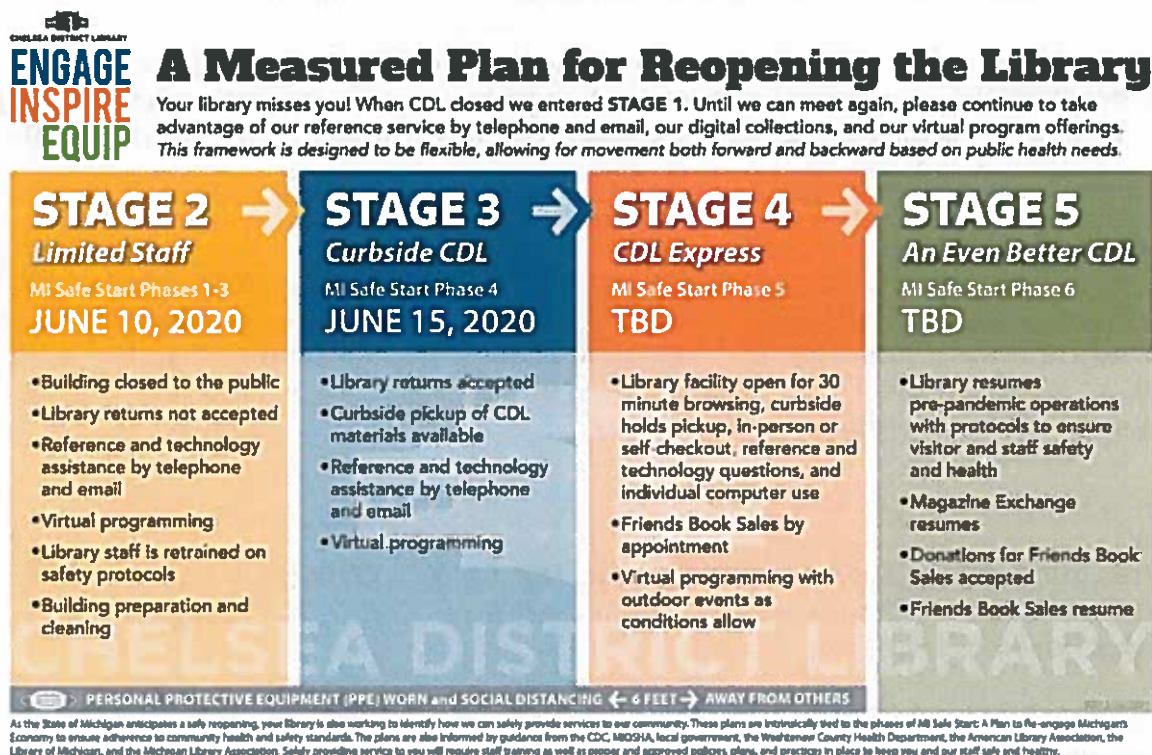
Please join me in congratulating two outstanding librarians on their work anniversaries:

Adult Librarian Laura Brown, four years on March 13

Adult Librarian Gabrielle Hopkins, one year on March 30

CDL Responds to COVID-19

We continue to operate under Stage 3 of our Reopening Plan. We have modified Stage 4 from "By Appointment" to "CDL Express." This graphic shows enhancements to services at Stage 4.



Temporary Suspension of Service

Positive test results and exposure to people who have tested positive are taking a toll on our staffing. At this writing, 6 of 17 front-line staff are not available to work. We simply do not have enough staff available to implement holds pickup of materials per CDL's Pandemic Policy 442.

Due to these unfortunate circumstances, the library extended its temporary suspension of materials pickup through April 18 to allow for staff self-isolation due to positive cases of COVID-19. We will reopen for materials pickup on Monday, April 19. All other services will continue and will be implemented remotely. During this temporary service suspension:

- Items on hold are frozen— holds will not disappear.
- Our Wi-Fi is accessible outside the building.
- Reference by telephone and email will still be available during normal operating hours.
- Scheduled virtual programs will still take place.

Staff Vaccinations

Management is monitoring vaccinations amongst staff. All but one staffer has either been fully vaccinated or has had the first dose of a two-dose vaccination.

Work from Home

The Michigan Occupational Safety and Health Administration (MIOSHA) has extended its emergency rules until October 14, 2021. (NOTE: the emergency rules can be modified or withdrawn at any time in response to changes in COVID-19 spread.)

Under the emergency rules, employers must continue to implement policies that require remote work for employees where remote work is feasible to help ensure that COVID-19 transmission is mitigated to the maximum extent possible. While in-person work is permitted when remote work is not feasible, remote work is recommended as a strategy to minimize in-person contacts and is included in guidance from the CDC and Federal OSHA to protect employees in the workplace.

The rules establish workplace safety requirements and employers should coordinate these requirements with the MDHHS Emergency Order restricting gathering sizes, requiring face coverings in public spaces and childcare facilities, placing capacity limitations on stores, bars and other public venues and providing safer workplaces.

Midwest Literary Walk (MLW)

The 12th annual MLW is just around the corner. This year the Walk will be completely virtual and will feature three fantastic authors: New York Times bestselling author Laurie Halse Anderson, National Book Critics Circle Award Winner Ross Gay, and New York Times bestselling author Azar Nafisi. Each will be interviewed by Chelsea resident Rich Fahle followed by a live Q&A. Register for the Walk at <https://midwestliterarywalk.vxp.live/login?redirect=%2F>.

2020 Highlights

As I was updating the Management Discussion and Analysis for the 2020 Audit, I was so proud of what the library staff and board accomplished last year in the face of COVID-19. I thought I would share a portion of that document with you.

COVID-19 had a substantial impact on Chelsea District Library's (CDL) operations in 2020. Due to the pandemic, we closed our doors to the public and staff on March 19, cancelling all programs and services while staff continued to work from their homes to strategize our pandemic response. This remote work resulted in creation of board-approved policies including a *Pandemic Policy*, a *Library Reopening Policy*, and a *Remote Work Policy During a Pandemic*. A Reopening Plan was developed with stages that coincide with the State of Michigan's Safe Start Plan. Procedures and protocols for staff, patron, and public health and safety were developed and implemented.

To ensure success of library operations under Stage 3, reallocation of funds was necessary for expenses including virtual programming, personal protection equipment (masks, hand sanitizer, disinfectant, etc.), health and safety building upgrades (including HVAC filters and plexiglass dividers for staff workspaces and public desks), an increase in downloadable and streaming digital items for loan to our patrons, additional hotspots for reliable broadband access throughout the library service area, and resources for staff to complete work tasks from home. CDL was the beneficiary of a generous \$15,000 grant from the Chelsea Community Foundation for unforeseen COVID-related expenses that also helped with these expenses immensely.

In addition, communicating CDL's messaging throughout the pandemic was a priority. CDL was not only updating the public about COVID-19's impact on library operations, it worked to ensure that staff was kept up to date on COVID-19 policies, practices, and protocols. Communication tools for these public and employee purposes included quarterly newsletters, videos, press releases, social media outlets, eNews, emails, local print and digital news sources, and a digital staff portal for all things related to COVID-19 and CDL employment.

CDL was only open to the public for two and a half months from January through mid March in 2020 and operated under contact-free and remote conditions from June through December. While most performance indicators saw a decline from the previous year, this drop is a direct result of limitations on service due to COVID-19. However, CDL staff embraced its challenges and eagerly sought and implemented innovative solutions to continue services under a pandemic paradigm with much success.

During 2020, CDL circulated 111,667 items and engaged in 8,699 reference transactions. Library users downloaded 45,352 eBooks and audio and video items. There were 67,437 visits to the CDL website. Hotspots circulated 263 times for periods of three weeks, and 36,491 GB of data was used via CDL local and loaned hotspots and through internet access provided through the library facility.

While CDL had to unfortunately cancel most major programs in 2020, the library was able to move *Music in the Air* to a virtual platform with performers in California (Jacopo Giacomuzzi) and Italy (Maddalena Giacomuzzi), resulting in 300 participants from around the country and world. Our summer reading program was implemented remotely with the theme of "Imagine Your Story." 505 kids and teens and 204 adults participated. Artist-in-Residence programs featuring author Kevin Sessums seamlessly migrated to a virtual platform as did weekly storytimes, readalouds, and book groups. CDL offered more than 600 experiences like these through live digital, recorded, and limited contact in-person programs for audiences of all ages on a diverse range of topics with more than 7,400 participating in them.

In 2020, CDL hosted *Young at Art: A Selection of Caldecott Book Illustrations* – a national touring exhibition of award-winning book illustrations from children's literature. Due to the pandemic, we offered limited by-appointment opportunities to view the artwork with strict health and safety protocols in place.

Beginning in March, CDL moved to a fine-free model resulting in a loss in fine income but a gain in patron trust and satisfaction. We also began a Classification and Compensation Study with the Michigan Municipal League with a detailed market survey of pay and benefits to help CDL recruit and retain highly qualified and competent staff within an internally equitable and market competitive system. The results with suggestions to classifications, pay rates, and benefits will be shared in early 2021.

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

- Open Zoom Hours with Staff (March 1, 5, 8, 12, 15, 22, 26, 29)
- Library of Michigan Accounting Webinar: Uniform Chart of Accounts Update (March 2)
- Chelsea Rotary (March 2, 9, 23)
- Chelsea Rotary Board (March 17)
- Friends of CDL Board (March 9)
- Chelsea Education Foundation Board (March 15)
- CDL All Staff Meeting (March 19)
- MI Public Library Directors (March 12, 26)
- Libraries in Recovery Part 38: The Emerald Isle Meets the Show-Me-State (March 5)

**Chelsea District Library
Assistant Director's Report
March 2021**

Facility update

The sewer pipe below the staff bath was wrapped this month and that should pretty much guarantee we won't get any more freezing weather but we will be ready for next year!

The lobby airflow/pressure project is also scheduled for April 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. We also have a motor failing on the heating air handler and are just waiting for warm enough weather to be able to do without it for the day it will take to replace it.

We are working again with CAFE- Chelsea Area Festivals and Events- on new sculptures for our grounds. Since purchasing the elk sculpture, we will need a new concrete pad to accommodate another sculpture, so CAFE will coordinate with the City to place the new pad in the yard just behind the stone benches in our north front yard.

Continuing Ed/meetings/projects

I attended a webinar from Connected Nation on broadband inclusion in Michigan, and a webinar from the Library of Michigan on the coming change to the chart of accounts. Lori and I met with Jan Carr to discuss how to facilitate book sales when we move to Stage 4 of our reopening plan (exciting to think about!), and I attended a CDL program put on by the Alzheimer's Association on brain health as we age. It was very informative.

Our monthly all-staff meeting this month Gary Munce gave the broadband presentation he did for the board last month, and we reviewed our fire and tornado safety procedures. We do this annually and have several new staff members since we did it last. Not having the public in the building simplifies our procedures a bit but we still need to be aware of these important safety procedures.

COVID

I wrote last month "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." So much for that prediction! Things have now gone in the opposite direction with an increase in daily cases, so we don't expect to progress to the next stage as soon as we had hoped. We have finalized our Stage 4 preparedness plan so we will be ready when the time comes.

2022 Budget- we had our first budget meeting at our last management meeting of March, and April will be spent getting our budget numbers ready to discuss and finalize in May.

Respectfully submitted-
Linda Ballard
Assistant Director

Program Information

March launched our first ever Virtual Authors in Chelsea event, and that event in addition to very successful one off programs led us to our highest monthly program attendance for 2021 (or 2020): We offered 37 virtual or kit based programs with 2,139 attendees/participants.

Authors in Chelsea

- The second week of March was the annual Author in Chelsea event. This year, authors zoomed into classrooms to do live presentations for students in Young 5s through fourth grade. Beach Middle Schoolers participated with a lovely custom video presentation from Kirby Larson.
- In addition to the classroom presentations, we also offered a live public event featuring both authors. This event went extremely well, and the audience participation during the Q&A was remarkable.
- Prior to the live Meet the Author event and the in-classroom presentations, we distributed hundreds of books to CHS students. Each student in grades Young 5 through Sixth grade received a book.
- In order to reach homeschool or non-CHS students, we also offered AIC books for the tween, teen, and K-2 Read Aloud book clubs. Participants received a copy of the book to keep.
- CHS teachers were thrilled! Here's a quote from Ryann Skyprec: "The prerecorded video this year was amazing! I wu;d [sic] love to have this each year to get kids engaged prior to reading the book!" And another from Amy Doma: "This is wonderful!...We had some kids start reading the book last week and they are all loving it. Thanks for keeping this tradition going!"
- We also received the most beautiful feedback from the authors: Alyssa Capucilli said: "It's clear that Chelsea is a wonderful READING COMMUNITY! I'm honored to have taken part this year. And [sic] to be so warmly welcomed into the lives of so many!" And Kirby Larson said: "I am also in awe of the tremendous commitment your library has in your community; I've often been part of festivals which were held in and/or supported by libraries, but never one created and run by a library...Your team and your actions make me want to visit Chelsea all the more."

Other Highlights

- March was the final full month of preparation left for the Midwest Literary Walk; we prepared to record author introductions, met with Rich Fahle and 24G to test out the event platform, approved promotional materials, and finalized schedules with the authors' publicists.
- CDL's current event calendar software, Evanced by Demco, does not have all of the features we would like. We spent March demoing competitors and getting quotes for a replacement product; unfortunately, Evanced, despite its flaws, may still be the best product for us.
- As pandemic fatigue grows, virtual events tend to have lower attendance, but we were pleasantly surprised to see the program we planned with the Alzheimer's Association had 19 attendees. We host a program on this important topic yearly, but we've never had higher than 7 or 8 participants. It's encouraging to see that some topics appear to do better in a virtual setting than an in-person.

- The Stage 4 plan was updated in early April, but prior to the update we were in need of an appointment scheduling software. I spent March watching demos of various scheduling softwares, and I spent time reworking the procedure for reference during Stage 4.
- Once again, Purple Rose had recording breaking attendance. Interest in this virtual program only seems to grow.
- We launched our first Teen Job Fair this year. Despite some early trepidation about business participation, we ended up with a great program and stellar turnout. We'd like to make this an annual event.

Program Stats

Date	Event	Attendance (Live)	Attendance (Recorded)
Adult Programming (Programs 7 , Attendees 977)			
3/3	Reading Glasses Book Club	6	
3/9	Busy People Book Club	1	
3/11	Spring Into Positivity Meditation	14	
3/15	MakerChelsea Home: Floral Felt Hoop		47 kits
3/25	Alzheimer's Association Healthy Living	19	
3/6	Purple Rose Theater Reading	850	
3/31	Coney Detroit	40	
Early Literacy (Programs 6, Attendees 98)			
3/3, 3/10, 3/24	Live Storytime	5, 6, 3	14, 13, 12
3/17	Storytime with Jennifer Carson	6	14
3/25	Dance Along Sing Along	15	
3/30	Bunny Storytime	10	
Youth Programming (Programs 14, Attendees 844)			
3/16, 3/17	Authors in Chelsea: North Creek Presentations	158, 144	
3/16, 3/17	Authors in Chelsea: South Meadows Presentations	197, 230	
3/9, 3/23	Book Talk Tuesdays		24, 10
3/8, 3/22	Zoom 3-5 Hangout	5, 5	
3/12, 3/26	Minecraft Meetup	6, 2	
3/10	K-2 Book Club	16	
3/1	Afterschool Science Snacks	15	
3/9	Tween Book Club	11	
3/1-3/16	Authors in Chelsea: Beach Middle School Recording		21*
Teen Programming (Programs 5, Attendees 98)			
3/4, 3/18	Virtual That Thursday Thing	10, 11	20, 15 (kits)
3/9	Pizza and Paperbacks Teen Bookclub	6	
3/2	Among Us	11	
3/20	Teen Job Fair	25	
General Programming (Programs 1, Attendees 48)			

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

3/16	Authors in Chelsea: Meet the Authors Live	48*	
Outreach/Awareness (Programs 4, Attendees 74)			
3/11, 3/17, 3/25	Virtual Storytime ECC	14, 20, 12	
3/1	March is Reading Month Virtual Readaloud for South Meadows Elementary		28*

*Due to the nature of the hybrid learning in the CSD classrooms, we are unable to get an accurate attendance count beyond the number of "views." Students doing in-person learning may have viewed the video during class on a projector screen, so the attendance number may actually be higher than what is reported here.

Reference, Collections, and Deliveries

Services	Feb 2021
Reference Questions	498
Homebound & Deposit Book Deliveries	29
OCLC Interlibrary Loan	5

Technology Department News

March 2021

By Scott Rakestraw, Head of Technology

Notable News & Events

~ Updates and Upgrades



The IS and Marketing Departments participated in 4 vendor demonstrations of replacement products for our eVanced Calendar & appointment web app. IT will assist in migrating the data when a selection is made but form, function and operational concerns are best addressed by our power users. We're much closer to finding a solution.

Our Datto cloud back systems received a firmware update this month. As part of this process, we tested our live, real-time recovery process. Happy to report that our system now maintains 'one-click', on-site snapshots of our servers. We will be scheduling and off-site activation test running our systems from the cloud in June. Our lease provides to two tests each year. Support Engineers from Knight Technology and Datto will work with us to insure our servers can run properly from the cloud in the unlikely event an emergency situation prevents us from being in our building. We added the local history archives to the Datto backups this month and with this task, have completed migration of all critical data to the new hardware.

~ Databases

The slow, detailed work updating our Online Resource Page continues. The sample page pictured here is not yet ready for public use. We link to 125+ online resources. IS Staff has freshened the descriptions and made some updates to the list to improve patron services. For our part, IT is removing the paid service "Caspio" previously used to manage these links. We have replaced it with open source software that will allow us to control the name of the redirecting link (all clicks will use our branding) and we'll have a complete set of statistics each month so that we track which services are being used. We have also streamlined the links to allow one-click access to the state provided resources (Mel.org). The new page will debut in early April.



Accomplishments

- Scheduled vendor demos for eVanced replacement for IS Staff and Marketing.
- Provided staff back up and team training with Minecraft Program.
- Completed support requests from patrons using databases, downloadable resources and the web site.
- Provided patron support for eBooks, Audio and Video downloads.
- Completed support requests for remote work force.

A Look Ahead...

Budget time is fast approaching. We've discussed currently budgeted projects and have begun the process of evaluating our needs for the 2022 budget year. We are preparing to receive quotes for updates to wifi and other core technology services.



March 2021

DATA SERVICES		JAN	FEB	MAR
2841.16	Hotspots: Total GB Used - Township Halls	975.95	909.6	955.61
27.14	– Lima Township (GB)	9.67	8.33	9.14
65.52	– Sylvan Township (GB)	20.98	21.67	22.87
2748.5	– Mobile Beacon (GB)	945.3	879.6	923.6
61	Hotspot Devices Circulated	18	16	27
0	Public Internet - Computer Sessions	0	0	0
1011	Public Internet - Wireless Logins	374	349	288
ONLINE SERVICES		JAN	FEB	MAR
17310	Website Sessions	5913	5764	5633
8432	Website Users	2804	3017	2611
4464	AUDIO Downloads Total	1490	1266	1708
3183	– Audio: Overdrive	1060	977	1146
1281	– Audio: Hoopla (audiobook and music)	430	289	562
626	VIDEO Downloads Total	222	224	180
4	– Video: Overdrive	0	3	1
407	– Video: Hoopla	141	126	140
215	– Video: Kanopy	81	95	39
6877	EBook Downloads Total	2264	2480	2133
6137	– eBook: Overdrive	2045	2178	1914
740	– eBook: Hoopla	219	302	219
11967	TOTAL Downloads	3976	3970	4021

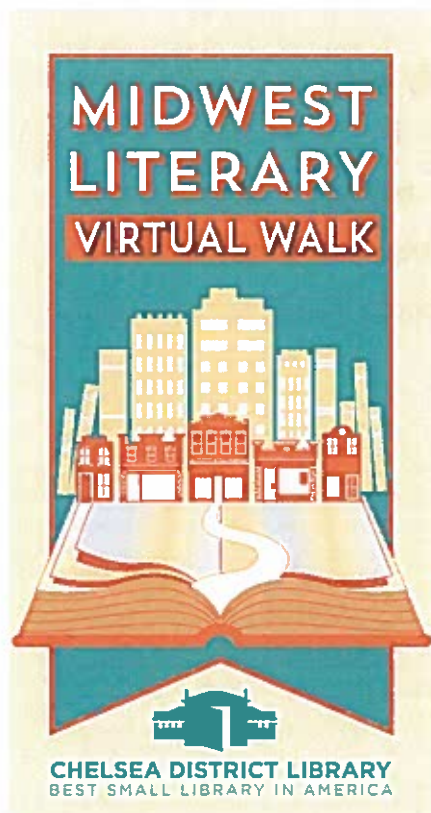
2020 Quarter 4

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	1039.8
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 (March 1–31, 2021):

The theme for March was authors! For the first time Authors in Chelsea was a virtual program, and it was a huge success. Marketing still promoted the event with posters at the schools, creating print and digital ads, social media channels, enewsletter, and LCD screen artwork in the lobby. Information was sent to Chelsea Update, Chelsea Guardian, and The Sun Times. New for this year's event, marketing designed an oversized postcard promoting both Authors in Chelsea and Midwest Literary Walk. It was mailed to addresses in the library district, and the artwork was re-used in several ways. A large Authors in Chelsea sign was installed on the gray walls in the lobby, along with a quote from one of the authors to promote the event. A survey after the event revealed a broad use of marketing channels is the best strategy, with the quarterly printed newsletter remaining the top source for library news and promotions.

A presentation highlighting the work completed over the past year while the building was closed to the public was released, then shared on the library's website. The new Paige Turner illustration was featured throughout the presentation and will make more appearances once



the library moves to Stage 4. An updated graphic reflecting the services provided during Stage 4 was fine-tuned and shared on the website.

Work was robust during this busy month promoting the next celebration of authors, Midwest Literary Walk, as it pivots to become a virtual event. After last year's cancellation, the marketing staff is looking forward to the event in April, with the bulk of the advertising and marketing promotions created, scheduled, and shared in March. Banners were dusted off, cleaned up, nearly 100 vinyl decals applied by hand, and installed on avenue poles by city workers. The word "virtual" was added to the logo and marketing materials since this is a new platform for this event. Marketing messaging evolved as the month

progressed and details fell into place. Taking the virtual event to a higher level, Shannon works continuously to bring an enhanced partnership with Astral Road Media and 24G to fruition, raising the bar for this event. Marketing worked to support her efforts with image assets, logos, and branding specifications. Traditional support from previous sponsors was gladly received, including Literati Bookstore, the Chelsea Chamber of Commerce, Serendipity Books, WDET, Detroit Public TV, and the Friends of the Library. A photoshoot produced images that enhanced the promotion of a program offered by Michelle Tuplin at Serendipity Books, as part of the Midwest Literary Virtual Walk celebration. Burrill Strong's talent for creating beautiful photos was utilized again during several photoshoots, bringing images of new staff and updates to the Fairy Garden to the summer newsletter, and cataloging the art installed in and around the library.

As temperatures turned warmer winter-themed banners on the east side of the building were replaced with summer designs to usher in spring. We may not meet you in person for the Midwest Literary Walk this spring, but we look forward to you joining the conversation online with live interviews and viewer Q&A on April 24.

With a new exhibition coming in September, plans have already begun to market it along with the popular program Song Fest in the fall. The information for the summer quarterly print newsletter has been pulled together for the initial layout, highlighting the Summer Reading Program, "Reading Colors Your World." The summer newsletter cover will once again proudly feature a local art student from Beach Middle School, thanks to the guidance and support of Kim Eder, the art teacher at the school.

Respectively submitted,

Elaine Medrow

Marketing Assistant Monthly Board Report (Mar. 1–31, 2021):

March marketing is very Midwest Literary Walk intensive!

Website:

- Assisted on updating Midwest Literary Walk website and menus.
- Uploaded the CDL COVID-response video to the website.
- Added slider of popular online resources to the bottom of the home page.

Social Media:

- Planned and scheduled posts to build engagement for National Library Week (April 4-10)
- Planned and Scheduled author highlight posts for Midwest Literary Walk
- Promoted Autism Awareness month with related titles to the collection to meet the strategic plan goal of facilitating access to all community members.

E-newsletters:

- Coordinated with Shannon, Laura, and Elaine to start the Midwest Literary Walk promotional eNews. We currently have 302 subscribers and the three editions that we have sent have averaged a 40-49% open rate. This is well above industry average for non-profit mail campaigns (21%).
- Cross promoted Lit Walk in the weekly CDL eNewsletter to build engagement.

Miscellaneous

- Edited and distributed Midwest Literary Walk press release to run end of March/beginning of April.
- Assisted in developing the marketing plan for the Blackout Poetry Contest.
- Assisted in promotion of virtual guest author reading of *Dragons Don't Dance Ballet*.
- Assisted communicating the switch from RB Digital to OverDrive for magazine access.

Circulation Supervisor's Report

MARCH 2021

- Circulation – 6,516 in March;
- Patron Count- 4,049 for March;
- Circulation by township- for March:
 - Dexter = 10% of total transactions
 - Lima = 10% of transactions
 - Lyndon =15% of transactions
 - Sylvan = 19% of transactions
 - Chelsea = 38% of transactions
- March Circulation: 77% were items from Chelsea and 23% were inter-loaned items.
- Overdrive = 3196 in MARCH; RBDigital = 644 in MARCH; Hoopla = 837; Kanopy = 130 in MARCH.
- Registrations for MARCH– 18 new cards; 6741 total card holders
 - *Dexter = 857 cards; Lima = 782 cards; Lyndon = 969 cards
 - *Sylvan = 1156 cards; Chelsea = 2453 cards; Nonresident = 524 cards

March Notes:

- Attended weekly management meetings via Zoom
- Attended the monthly TLN SASUG meeting on March 25 via Zoom.
- Attended the Bi-monthly TLN Circ Meeting on March 11th via Zoom.
- Zoom meetings with Lori on March 10th & 24th.
- Monthly staff zoom meeting on March 19th.
- Worked my DS shifts backing up the door monitors as needed.
- We had 18 new cards in March by online registration.
- We received 157 tubs from TLN in March, with 7 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	Grand		New Registrations by Municipality			
	25	0	0	0	0	0	0	0	25	6863	Total	Chel	Dext	Lima	Lyndon Sylvan
January	25	0	0	0	0	0	0	0	25	6863		11	3	3	5
February	17	2	0	1	0	0	0	0	20	6830		4	4	2	3
March	15	3	0	0	0	0	0	0	18	6741		5	1	3	4
April									0						2
May									0						
June									0						
July									0						
August									0						
September									0						
October									0						
November									0						
December									0						
Totals									63			20	8	8	12

	Average Daily Door Count 2021							Total
	Jan.	Feb.	March	April	May	June	July	
Mon.	167	146	138					
Tues.	153	204	169					
Wed.	150	169	139					
Thurs.	190	166	134					
Fri.	41	132	122					
Sat.	29	29	28					
Sun.	29	29	28					
Total	3,583	3,670	4,049					
Monthly average								11,302
Avg. % increase								3767

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	6217
Dexter	1258	1197	1222	1206	1211	1215	1230	1087	1101	884	857
Lima	1176	1169	1174	1156	1133	1109	1109	996	965	802	782
Lyndon	1673	1567	1579	1538	1539	1546	1522	1302	1255	1005	969
Sylvan	1822	1800	1786	1693	1662	1667	1641	1412	1426	1192	1156
CityChel	3184	3165	3386	3409	3538	3572	3562	3040	3006	2478	2453
NonRes	960	902	744	640	649	655	625	575	609	562	524
Freedom	58	18	7	6	6	6	7	0	1	0	0
Sharon	150	149	141	118	122	118	110	107	112	104	103
Waterloo	423	411	365	336	348	352	333	249	268	252	238
GrassLk			15	26	29	28	25	37	36	22	21
Other	329	324	216	154	144	151	150	182	192	184	162
Totals	10073	9800	9891	9642	9732	9764	9689	8412	8362	6923	6741

Trans	% Tot	SEMCO G		% of Pop
		Pop.	Regist	
Mar-21	Trans	15010		
6,034		2604	47%	42% Dexter
618	10%	1909	59%	54% Lima
623	10%	2720	57%	100% Lyndon
907	15%	2833	59%	100% Sylvan
1124	19%	4944	72%	100% CityChel
2296	38%			
			59%	
68	1%			
79	1%			
81	1%			
0	0%			
238	4%			
	100%			

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

Item Circulation 2021

2021

	All items circled at Chel inc: OD & Zinio	Chel items circled at Chel inc: OD & Zinio	% 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	14,126	10,859	77%	3,267	23%	7,592	1,075
April				0			
May				0			
June				0			
July				0			
August				0			
Sept.				0			
Oct.				0			
Nov.				0			
Dec.				0			
Totals	42,167	31,719	75%	10,448	25%	30,511	3,134
Mnth Avg	14,056 #1	10,573 #2		3,483 #3		10,170 #4	1,045 #5

2021 Circulation by Department - Percentage			
	Adult	Youth	Teen
January	62%	34%	4%
February	64%	32%	4%
March	66%	30%	4%
April			
May			
June			
July			
August			
September			
October			
November			
December			
Yearly Avg.	64%	32%	4%

2021 Circulation by Department - Total Checkouts			
	Adult	Youth	Teen
January	3,707	2,038	250
February	3,797	1,901	222
March	3,989	1,815	230
April			
May			
June			
July			
August			
September			
October			
November			
December			
Yearly Total	11,493	5,754	702

ACTION ITEMS

Action Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet April 20, 2021 Meeting

MML Classification & Compensation Study

Discussion:

The board discussed the Michigan Municipal League's Classification & Compensation Study recommendations in March.

Action:

The Board approves the recommendations of the MML and the library's plan to meet those recommendations.

Janice L. Carr, Board Secretary

Date

DISCUSSION ITEMS

Discussion Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet April 20, 2021 Meeting

Lawn Care and Pesticides

Background:

The board asked to discuss lawn care and pesticide use during the March meeting.

Discussion Item #2

Chelsea District Library
Board of Trustees

Library Board Fact Sheet April 20, 2021 Meeting

Vaccination Consideration

Background:

The board also wanted to further discuss whether certain considerations could be given to patrons and employees who have received the Covid vaccination.

Discussion Item #3

Chelsea District Library
Board of Trustees

Library Board Fact Sheet April 20, 2021 Meeting

Extending Strategic Plan 2020-22

Background:

With the lost year due to Covid, the library wants to discuss extending the current Strategic Plan.

COMMITTEE INFO & MINUTES

**Chelsea District Library
Board of Trustees
2021 Board Committees**

Governance

Appendix #3

Approved: December 15, 2020

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

Janice L. Carr

12-15-20

Janice L Carr, Board Secretary

Date

