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

May 18, 2021
6:45 pm

Remotely over Zoom

CHELSEA DISTRICT LIBRARY BOARD OF TRUSTEES
Tuesday, May 18, 2021—6:45 p.m.
Remotely over Zoom

AGENDA

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

6:50 Compulsory Segments
Board Meeting Minutes Approval – April 20, 2021
Approval of the April Operational Checks
Approval of April Financial Reports
Director's and Friends Reports

7:15 Public Comment

7:20 Action Items
1. Donations
2. Extending Strategic Plan 2020-22

7:30 Discussion Items
1. Holiday Observance

7:40 Reports
Policy Committee
Finance Committee
Personnel Committee
Nominating Committee
Community Outreach Committee

7:45 Public Comment

7:50 Other Items

7:55 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.

Director's Report Update:

L. Coryell update:

- The library is back open for curbside pickup, as of yesterday. Lori thanked the public and the board for their support during the Covid-related closing.
- Full-mask wearing is mandatory for library staff in the building.
- Almost the full staff has at least had the first shot and the library will be nearly fully vaccinated by mid-May.
- Moved pickup tables outside, but still have the indoor setup intact for poor weather backup.
- Only change to the State Covid policy is that the mask mandate dropped from 5-years-old and up to 2-years-old and up.
- Reminder that Midwest Lit Walk is this coming Saturday. 24G donated the backdrop for the program.
- There were 850 attendants at the Purple Rose reading and 740 at Authors in Chelsea.

Friends Report:

- The Friends left lovely flowers, gift cards, and chocolate for all library staff for Library Appreciation Week.
- Still looking for a President-Elect to shadow Gary Zenz for the rest of this year and take over in 2022.
- Serendipity has been selling higher-end Friends books since January on both BookFinder and Alibris.
- The Friends received a $200 donation from Michigan Medicine for furnishing their new library with used books.

Other Reports Notes: None

Public Comment: None

Action Item #1: MML Classification and Compensation Study Recommendations

MOTION made by S. Lackey, SECONDED by G. Munce to approve the study's grade classifications and salary recommendations, as outlined by Lori. Discussion: The last salary survey was conducted 7 years ago. The study's benefit recommendations will be passed at a later date.

Jan, roll-call vote: Gary – Aye, Susan – Aye, Anne – Aye, TJ – Aye, Elizabeth – Aye, Charlie – No Longer Present, and Jan – Aye.

All Ayes 6-0

Chelsea District Library Board of Trustees
Minutes of Regular Meeting

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

Trustees in Attendance: TJ Helfferich (Zooming from the City of Chelsea), G. Munce (Lyndon Township), S. Lackey (Sylvan Township), J. Carr (Sylvan Township), A. Merkel (City of Chelsea), E. Sensoli (Lima Township), & C. Taylor (representing Dexter Township, but on I-275 on his way to the airport).

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 6:46 p.m.
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Agenda Review, Additions, and Approval
MOTION made by J. Carr, SECONDED by S. Lackey to approve the agenda, as presented. Discussion: None

All Ayes: 7-0

Compulsory Segments:
Minutes and Approval of Checks
MOTION made by J. Carr, SECONDED by A. Merkel to approve the minutes of the March 16, 2021 Board Meeting. Discussion: None

All Ayes: 7-0

MOTION made by J. Carr, SECONDED by G. Munce to accept the General Fund Operational checks for March, 2021. Discussion: None

All Ayes: 7-0

MOTION made by S. Lackey, SECONDED by J. Carr to accept Financial Reports for March, 2021. Discussion: Elizabeth asked to see the cash flow chart.

All Ayes: 7-0

Discussion Item #1: Lawn Care & Pesticides
Linda informed the board about the library's lawn care and pesticide policies and procedures.

- Have been using an organic fertilizer for the past 5 years.
- Weeds and crabgrass are spot treated instead of sprayed.
- Insecticides and fungicides are used on trees and shrubs, but as minimally as possible.
- The company that handles this is Back to Nature, which is local and gives us a discount as the owner is a longtime patron.
- Elizabeth would like to see more native species when making landscaping decisions going forward.

Discussion Item #2: Vaccination Consideration
This is a topic that Charlie wanted to further discuss. Lori made clear that we can't have a library policy that rewards or excludes based solely on Covid 19 vaccinations, but emphasized that the library is promoting and advocating for vaccinations.

- Jan expressed that she thinks this is an important aspect to consider in terms of reopening, as many in the public will want to enter without a mask because they've been vaccinated. But masks are still mandatory in the building until the State says otherwise.

Discussion Item #3: Extending Strategic Plan 2020-22
Lori asked the board to consider extending the current Strategic Plan an extra year, as 2020 was so disrupted that the library could not actively work toward the plan's goals. This will become an Action Item in May.

Committee Reports

Policy Committee –

Finance Committee – Susan reported that the Finance Committee met and everything is fine. There will be minutes from that meeting next month.

Personnel Committee –

Nominating Committee –

Community Outreach Committee –

Public and Board Comment: Jan asked if the Midwest Lit Walk was going to be archived. Lori shared that it will be recorded and available for one month after Saturday.

Other Items:

Adjourn:
MOTION made by A. Merkel, SECONDED by J. Carr to adjourn the meeting at 8:15 p.m.

All Ayes, 6-0

_____ _____
Janice L. Carr, Board Secretary Date

FINANCE REPORTS

05/11/21

Chelsea District Library
List of Checks for Board Approval
April 2021

Date	Num	Name	Memo	Amount
701 · Personnel Expenses				
701.100 · Wages				
701.120 · Retirement Pick up ER				
04/05/2021	20210322	Alerus Financial	04/09/2021 PR FLEX TO 457(b)	1,161.36
04/09/2021	PR 20210409		RETIREMENT	-1,161.36
04/19/2021	20210405	Alerus Financial	04/23/2021 PR FLEX TO 457(b)	1,161.36
04/23/2021	PR 20210423		RETIREMENT	-1,161.36
Total 701.120 · Retirement Pick up ER				0.00
701.100 · Wages - Other				
04/09/2021	PR 20210409		WAGES	37,917.24
04/13/2021	PR 20210413		G. HOPKINS - LIVE CHECK #25731- ACH DID NOT G...	-1,242.80
04/15/2021	25731	HOPKINS, GABRIELLE	REPLACEMENT CHECK - ACH DID NOT DEPOSIT	1,242.80
04/23/2021	PR 20210423		WAGES	36,996.53
Total 701.100 · Wages - Other				74,913.77
Total 701.100 · Wages				74,913.77
701.110 · Retirement-Contributions - EE				
04/05/2021	20210322	Alerus Financial	04/09/2021 PR EE PERSONAL CONT	1,946.53
04/09/2021	PR 20210409		RETIREMENT PICK UP	-1,946.53
04/19/2021	20210405	Alerus Financial	04/23/2021 PR EE PERSONAL CONT	1,946.53
04/23/2021	PR 20210423		RETIREMENT PICK UP	-1,946.53
Total 701.110 · Retirement-Contributions - EE				0.00
701.115 · 401A Retirement Matching				
04/09/2021	PR 20210409		401 A MATCHING	1,465.95
04/23/2021	PR 20210423		401 A MATCHING	1,465.95
Total 701.115 · 401A Retirement Matching				2,931.90
701.200 · FICA				
04/09/2021	PR 20210409		FICA EMPLOYER	2,728.13
04/23/2021	PR 20210423		FICA EMPLOYER	2,657.68
Total 701.200 · FICA				5,385.81
701.300 · Flex Benefits				
04/09/2021	PR 20210409		Dep Life (CA & DL & HI)	-40.94
04/09/2021	PR 20210409		Health Insurance	-2,055.82
04/14/2021	210970009782	Blue Care Network of Michigan	MAY 2021 MED INS	4,454.25
04/21/2021	20210410	Unum Life Insurance Co.	2021 Premium MAY	782.84
04/23/2021	PR 20210423		Dep Life (CA & DL & HI)	-40.94
04/23/2021	PR 20210423		Health Insurance	-2,055.82
Total 701.300 · Flex Benefits				1,043.57
701.400 · Unemployment				
04/09/2021	PR 20210409		MICHIGAN SUI - HEARTLAND BEGAN 03/26/2021	5.57
04/23/2021	PR 20210423		STATE UNEMPLOYMENT (HEARTLAND BEGAN CO...	4.15
Total 701.400 · Unemployment				9.72
Total 701 · Personnel Expenses				84,284.77
727 · Supplies				
727.200 · General Operations				
04/05/2021	1KK9-TVGQ-R16L	Amazon Capital Services Inc	BATTERIES "C"	39.22
04/05/2021	3758185	Baudville	20 & 25 year Anniversary Lapel Pins	22.93
04/14/2021	1824229	Arbor Springs Water Co. Inc.	04/09 BOTTLED WATER - COOLER RENTAL	32.50
04/19/2021	1MTL-WXWJ-JLG4	Amazon Capital Services Inc	TONER PACK - HP	59.48
04/19/2021	20210419	Zoran, Amy	9 HANDMADE CARDS	45.00
Total 727.200 · General Operations				199.13
727.500 · Cleaning				
727.520 · Cleaning Supplies				
04/05/2021	1N3N-PQNF-L4G1	Amazon Capital Services Inc	3PK CLOROX WIPES	27.36
04/05/2021	WO-100894-1	SMART BUSINESS SOURCE	TRASH BAGS	76.67
Total 727.520 · Cleaning Supplies				104.03
727.530 · Cleaning Rugs				
04/14/2021	9124894854	Cintas Corporation-300	SEE CRM 9124894854 ACCT 14203324	-4.36
Total 727.530 · Cleaning Rugs				-4.36
Total 727.500 · Cleaning				99.67

Chelsea District Library
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April 2021

Date	Num	Name	Memo	Amount
727.700 · Postage				
727.720 · Postage-Operating Postage				
04/05/2021	1017809333	Pitney Bowes	PITNEY BOWES METER RENTAL	71.25
Total 727.720 · Postage-Operating Postage				71.25
Total 727.700 · Postage				71.25
Total 727 · Supplies				370.05
801 · Professional Services				
801.040 · Bookkeeper				
04/19/2021	20210422	Ballard, Kerry	BOOKKEEPING THROUGH 04/22/2021	350.00
Total 801.040 · Bookkeeper				350.00
801.041 · Payroll Services				
04/09/2021	PR 20210409		PAYROLL PREPARATION	163.82
04/23/2021	PR 20210423		PAYROLL PREPARATION	132.32
Total 801.041 · Payroll Services				296.14
801.300 · Banking Fees				
801.310 · Bank Fees				
04/30/2021			Service Charge	8.80
Total 801.310 · Bank Fees				8.80
801.315 · Investment Fees				
04/30/2021	INV 210430		investment fees	
Total 801.315 · Investment Fees				0.00
Total 801.300 · Banking Fees				8.80
Total 801 · Professional Services				654.94
803 · Maintenance Service Contracts				
803.100 · Copier				
803.101 · Public Copier				
04/05/2021	5014336206	Wells Fargo Bank, NA	02/14 - 03/13/2021 Copier Printer Maintenance - APR	229.94
Total 803.101 · Public Copier				229.94
803.102 · Staff Copier				
04/05/2021	5014336206	Wells Fargo Bank, NA	02/14 - 03/13/2021 Copier Printer Maintenance - APR	624.82
Total 803.102 · Staff Copier				624.82
803.103 · Small Printer Maintenance				
04/05/2021	5014336206	Wells Fargo Bank, NA	02/14 - 03/13/2021 Copier Printer Maintenance - APR	153.84
Total 803.103 · Small Printer Maintenance				153.84
Total 803.100 · Copier				1,008.60
803.200 · HVAC				
803.210 · HVAC MA				
04/07/2021	1-102295030806	Johnson Controls	HVAC M.A. 04/01/21 - 03/31/2022	7,525.00
Total 803.210 · HVAC MA				7,525.00
Total 803.200 · HVAC				7,525.00
803.300 · Technology				
803.310 · Bibliotheca/3M				
04/19/2021	US2499	Bibliotheca, LLC	ANNUAL SUPPORT AND MAINTENANCE	2,645.00
Total 803.310 · Bibliotheca/3M				2,645.00
803.350 · Network Equipment				
04/05/2021	16972	KNIGHT TECHNOLOGY GROUP	DATTO BACKUPS 04/05/21 - 05/04/21	1,100.00
Total 803.350 · Network Equipment				1,100.00
803.395 · Website Hosting & Service				
04/19/2021	20210506	Keybank	WEB HOSTING - ROCHEN WEB HOSTING	272.52
04/19/2021	20210506	Keybank	FOREIGN TRANS FEE FOR ROCHEN WEB HOSTING	8.18
Total 803.395 · Website Hosting & Service				280.70
Total 803.300 · Technology				4,025.70
803.600 · Building Maintenance				

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Date	Num	Name	Memo	Amount
803.605 · Janitorial				
04/07/2021	13157	A Production Cleaning Company Inc.	CLEANING 13128 - 03/21 - 04/03/2021	1,500.85
04/19/2021	13182	A Production Cleaning Company Inc.	CLEANING 13182 - 04/04 - 04/17/2021	1,500.85
Total 803.605 · Janitorial				3,001.70
803.620 · Trash				
04/21/2021	19784	City of Chelsea	MAR - TRASH	50.00
Total 803.620 · Trash				50.00
Total 803.600 · Building Maintenance				3,051.70
Total 803 · Maintenance Service Contracts				15,611.00
850 · Telecommunications				
850.100 · Local & Long Distance Charges				
850.120 · Telephone				
04/19/2021	20210506	Keybank	VOIP SVCS 3/26 - 04/25 - STAR2STAR	386.73
Total 850.120 · Telephone				386.73
Total 850.100 · Local & Long Distance Charges				386.73
Total 850 · Telecommunications				386.73
880 · Promotional Materials				
880.100 · Advertising				
880.110 · Media Buy				
04/05/2021	10085-R	The Sun Times	MLW PO 21-262	111.75
04/19/2021	3299	Chelsea Guardian	04/16 RUN DATE	50.00
04/19/2021	Y15719	Chelsea Area Chamber of Commerce-New	2021 FEATURED LISTING ON CHELSEAMICH.COM	150.00
04/19/2021	20210412	Chelsea Update	2021 2ND QTR	430.00
04/19/2021	3327	Chelsea Guardian	04/09 RUN DATE	50.00
Total 880.110 · Media Buy				791.75
880.120 · Misc Advertising				
04/05/2021	3298	Chelsea Guardian	04/02 RUN DATE	50.00
Total 880.120 · Misc Advertising				50.00
880.130 · Signs/Banners/Posters				
04/19/2021	257686	Print-tech Inc.	LARGE BUILDING BANNER - SUMMER	266.50
Total 880.130 · Signs/Banners/Posters				266.50
Total 880.100 · Advertising				1,108.25
880.300 · Marketing Supplies				
880.340 · Printed Items / Stationary				
04/21/2021	14793	Chelsea Print & Graphics	WITHDRAW SLIPS	82.00
Total 880.340 · Printed Items / Stationary				82.00
Total 880.300 · Marketing Supplies				82.00
880.400 · Program Promotion				
880.410 · Adult Program Promotion				
880.412 · Midwest Literary Walk				
04/05/2021	24287	Ann Arbor Observer	Display Ad - April for 2021 MLW	536.00
Total 880.412 · Midwest Literary Walk				536.00
Total 880.410 · Adult Program Promotion				536.00
Total 880.400 · Program Promotion				536.00
880.500 · Purchased Services				
880.510 · General Purchased Services				
04/19/2021	20210506	Keybank	SOCIAL MEDIA MANAGING SOFTWARE - HOOTSUI...	174.00
04/19/2021	20210506	Keybank	CHICAGO MANUAL OF STYLE	74.00
04/19/2021	20210506	Keybank	ADOBE STOCK IMAGES SUBSCRIPTION	29.99
Total 880.510 · General Purchased Services				277.99
880.520 · Professional Services				
880.521 · Graphic Design Services				
04/19/2021	225	CARSON, JENNIFER	PAIGE SIGN FRONT AND BACK	150.00
Total 880.521 · Graphic Design Services				150.00
Total 880.520 · Professional Services				150.00

Chelsea District Library
List of Checks for Board Approval
April 2021

Date	Num	Name	Memo	Amount
Total 880.500 · Purchased Services				427.99
Total 880 · Promotional Materials				2,154.24
884 · Programming				
884.120 · Adult Supplies				
884.126 · General Adult Programs				
04/05/2021	1X9L-K6L7-7GNP	Amazon Capital Services Inc	LABELS AND ENVELOPES	25.11
04/07/2021	1YDL-YRLJ-NF9M	Amazon Capital Services Inc	OWLS OF EASTERN ICE	208.10
04/19/2021	20210506	Keybank	WEBINAR FEATURE - ZOOM (PURPLE ROSE AND ...	170.00
Total 884.126 · General Adult Programs				403.21
Total 884.120 · Adult Supplies				403.21
884.210 · Youth Speakers				
884.215 · Early Literacy				
04/05/2021	20210505	Breathe Yoga LLC	05/05/2021 Yoga Storytime	120.00
Total 884.215 · Early Literacy				120.00
Total 884.210 · Youth Speakers				120.00
884.220 · Youth Supplies				
884.222 · General Youth Programs				
04/05/2021	1TVQ-JLGD-WK6R	Amazon Capital Services Inc	GENERAL YOUTH PROGRAMS - FELT SETS	67.79
04/05/2021	1NF3-J364-DY1V	Amazon Capital Services Inc	SANDWICH BAGS	35.80
04/05/2021	28586771	Scholastic Library Publishing	CLIFFORDS... IT LOOKED LIKE.. MORE WE GET	121.32
04/05/2021	HELD 20210313	The Garden Mill	WILDFLOWER SEED KITS	81.05
Total 884.222 · General Youth Programs				305.96
884.226 · Summer Reading				
04/07/2021	191315	iRead	SRP - iREAD GRAPHICS	15.00
04/07/2021	191314	iRead	SRP - iREAD GRAPHICS	36.25
Total 884.226 · Summer Reading				51.25
Total 884.220 · Youth Supplies				357.21
884.270 · Teen Supplies				
884.272 · Teen General Programs				
04/05/2021	1DDL-FWMY-LRPN	Amazon Capital Services Inc	TEEN PROGRAMS, CUPS, PIPETTES, GLITTER	23.97
Total 884.272 · Teen General Programs				23.97
Total 884.270 · Teen Supplies				23.97
Total 884 · Programming				904.39
920 · Utilities				
920.110 · City of Chelsea Water				
04/14/2021	20210409	City of Chelsea-Elect & Water	MAR 02/27 - 03/31/21 WATER	40.35
Total 920.110 · City of Chelsea Water				40.35
920.120 · City of Chelsea Sewer				
04/14/2021	20210409	City of Chelsea-Elect & Water	MAR 02/27 - 03/31/2 SEWER	115.36
Total 920.120 · City of Chelsea Sewer				115.36
920.130 · City of Chelsea Electric				
04/14/2021	20210409	City of Chelsea-Elect & Water	MAR 02/27 - 03/31/2 ELECTRICITY	2,659.65
Total 920.130 · City of Chelsea Electric				2,659.65
920.150 · City of Chelsea Sprinkler				
04/14/2021	20210409	City of Chelsea-Elect & Water	MAR 02/27 - 03/31/2 SPRINKLER	27.47
Total 920.150 · City of Chelsea Sprinkler				27.47
920.200 · McKune Gas				
04/14/2021	3156235	Constellation NewEnergy-Gas Division LLC	2021 MAR GAS SERVICE - 02/20/21 - 03/23/21	1,111.36
Total 920.200 · McKune Gas				1,111.36
Total 920 · Utilities				3,954.19
960 · Board & Director Expense				
960.200 · Director Expense				
04/19/2021	20210506	Keybank	FAIRY GARDEN - THE GARDEN MILL	187.00
04/19/2021	20210506	Keybank	STANDARD PRO ANNUAL SOFTWARE LICENSE - Z...	158.89

Chelsea District Library
List of Checks for Board Approval
April 2021

Date	Num	Name	Memo	Amount
Total 960.200 · Director Expense				345.89
Total 960 · Board & Director Expense				345.89
965 · Automation Services				
965.100 · Bibliographic Database				
04/19/2021	67930	The Library Network	LINKED ITEMS	1,050.22
Total 965.100 · Bibliographic Database				1,050.22
965.200 · Shared Automation System				
04/19/2021	67930	The Library Network	SHARED AUTOMATION	5,144.46
04/19/2021	67930	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				
04/19/2021	20210506	Keybank	HRCOLLABORATIVE - EMP HEATH SCREENING S...	170.00
04/19/2021	20210506	Keybank	WINDOWS MGMT SOFTWARE - NINITE	20.00
04/19/2021	20210506	Keybank	MANYCAM - LIFETIME LICENSE 3 SEATS	136.74
04/19/2021	202104019	TechSoup	#3078097 - BOOST CHELSEA DISTRICT LIBRARY	28.00
Total 967.200 · Equipment Software				354.74
967.300 · Equipment Furniture & Fixtures				
967.320 · Furniture				
04/05/2021	1KK9-TVGQ-R16L	Amazon Capital Services Inc	STORAGE RACK - LOST CANCELLED	79.00
04/05/2021	16JR-CN97-79N1	Amazon Capital Services Inc	STORAGE RACK - LOST - CANCELLED	-79.00
Total 967.320 · Furniture				0.00
Total 967.300 · Equipment Furniture & Fixtures				0.00
Total 967 · Equipment				354.74
969 · Continuing Education Expenses				
969.300 · Memberships				
969.500 · Institutional Membership				
969.510 · Institutional Member Rotary				
04/21/2021	621006	Rotary Club of Chelsea	2021 ROTARY - 1ST QUARTER	94.00
Total 969.510 · Institutional Member Rotary				94.00
969.550 · Institutional Member MLA				
04/05/2021	9098	Michigan Library Association	MEMBERSHIP - INSITUTIONAL - CDL	1,259.20
Total 969.550 · Institutional Member MLA				1,259.20
Total 969.500 · Institutional Membership				1,353.20
Total 969.300 · Memberships				1,353.20
969.600 · Staff Training				
969.940 · Staff Apprec - Restr/Covid-19				
04/19/2021	20210506	Keybank	STAFF ANNIVERSARY - ZOU ZOUS	25.00
04/19/2021	20210506	Keybank	STAFF ANNIVERSARY - SMOKEHOUSE 52	25.00
04/19/2021	20210506	Keybank	STAFF ANNIVERSARY - MIKE'S DELI	25.00
04/19/2021	20210506	Keybank	STAFF ANNIVERSARY - COMMON GRILL	25.00
Total 969.940 · Staff Apprec - Restr/Covid-19				100.00
Total 969.600 · Staff Training				100.00
Total 969 · Continuing Education Expenses				1,453.20
980 · Capital Expense				
980.100 · Furniture and Equipment				
04/21/2021	38949	ELM USA Inc	MACHINE W/1 YEAR WARRANTY 04/14/21 - 04/13/2...	2,045.00
Total 980.100 · Furniture and Equipment				2,045.00
Total 980 · Capital Expense				2,045.00
982 · Collection Expense				
982.100 · Audio Books				
982.120 · Adult Books on Disc				
04/14/2021	500211010	Midwest Tape	APR BOC	119.97
04/14/2021	500211011	Midwest Tape	MAR BOC	119.97
04/14/2021	500242618	Midwest Tape	APR BOC	109.97
04/14/2021	500242666	Midwest Tape	MAR BOC	39.99

Chelsea District Library
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Date	Num	Name	Memo	Amount
04/21/2021	500005377	Midwest Tape	BOC - DECEMBER ORDER	-39.99
Total 982.120 · Adult Books on Disc				349.91
982.140 · Youth Books on Disc				
04/05/2021	500173843	Midwest Tape	NEW YOUTH AUDIOBOOKS	26.99
04/05/2021	500242660	Midwest Tape	FAMILY AND ANIME DVDs - COMPLETE	28.99
Total 982.140 · Youth Books on Disc				55.98
Total 982.100 · Audio Books				405.89
982.400 · Non Print				
982.410 · Electronic Products/Subs				
04/05/2021	28329926	Scholastic Library Publishing	TEACHABLES PRODUCT	959.00
04/21/2021	68025	The Library Network	OVERDRIVE MAGAZINES	1,855.14
04/21/2021	500251396	Midwest Tape - Hoopla	DIGITAL CONTENT	1,610.97
Total 982.410 · Electronic Products/Subs				4,425.11
982.412 · EBooks/Overdrive Advantage				
04/19/2021	CD0157620454836	OverDrive	E-CONTENT	16,500.00
Total 982.412 · EBooks/Overdrive Advantage				16,500.00
982.420 · Adult Music on CD				
04/14/2021	500210977	Midwest Tape	APR BOC	108.93
04/14/2021	500242663	Midwest Tape	FEB/MAR ADULT CDs	21.58
Total 982.420 · Adult Music on CD				130.51
982.460 · DVD Feature				
04/05/2021	500173842	Midwest Tape	MAR ADULT FEATURE DVDs	131.18
04/05/2021	500173846	Midwest Tape	APR ADULT FEATURE MOVIES	158.90
04/05/2021	500210979	Midwest Tape	APR ADULT FEATURE MOVIES	204.63
04/07/2021	1YDL-YRLJ-NF9M	Amazon Capital Services Inc	NEWS OF THE WORLD DVD	17.96
04/07/2021	500242619	Midwest Tape	APR ADULT FEATURE MOVIES	157.42
04/07/2021	500242665	Midwest Tape	MAR ADULT FEATURE DVDs	11.24
Total 982.460 · DVD Feature				681.33
982.470 · DVD Non-Fiction				
04/05/2021	500173844	Midwest Tape	MAR NF ADULT TITLES	18.74
04/05/2021	500210976	Midwest Tape	MAR NF ADULT TITLES	22.49
04/07/2021	500424662	Midwest Tape	FEB NF DVDs	18.74
Total 982.470 · DVD Non-Fiction				59.97
982.480 · Youth Video DVD				
04/05/2021	500242661	Midwest Tape	FAMILY AND ANIME DVDs - COMPLETE	67.48
Total 982.480 · Youth Video DVD				67.48
Total 982.400 · Non Print				21,864.40
982.600 · Periodical & Newspapers				
982.620 · Daily Newspapers				
04/19/2021	20210506	Keybank	SUBSCRIPTION - AA OBSERVER	55.00
Total 982.620 · Daily Newspapers				55.00
982.630 · Magazines				
04/19/2021	20210506	Keybank	SUBSCRIPTION - MAGNOLIA JOURNAL QTRLY	20.00
Total 982.630 · Magazines				20.00
Total 982.600 · Periodical & Newspapers				75.00
982.700 · Print				
982.705 · Adult Print				
982.710 · Adult Large Print				
04/05/2021	2035775617	Baker & Taylor - Adult Large Print	ADULT LARGE PRINT	20.58
04/05/2021	2035797212	Baker & Taylor - Adult Large Print	ADULT LARGE PRINT	205.60
Total 982.710 · Adult Large Print				226.18
982.720 · Adult Print General				
04/05/2021	2305792566	Baker & Taylor - Adult	ADULT ACCT	422.52
04/05/2021	2035815127	Baker & Taylor - Adult	ADULT ACCT	356.14
04/05/2021	2035826649	Baker & Taylor - Adult	ADULT ACCT	320.89
04/05/2021	2035819759	Baker & Taylor - Unlabeled Adult	UNLABELED ADULT ACCT	235.58
04/07/2021	1KJQ-LNQ6-NDX4	Amazon Capital Services Inc	BOOK - CODEBREAKER	21.00
04/07/2021	1TFY-XDVJ-77QD	Amazon Capital Services Inc	ADULT PRINT GENERAL	60.06

Chelsea District Library
List of Checks for Board Approval
April 2021

Date	Num	Name	Memo	Amount
04/07/2021	19DD-W47T-XPTR	Amazon Capital Services Inc	ADULT PRINT GENERAL	23.99
04/07/2021	1CRP-VN97-TLYK	Amazon Capital Services Inc	ADULT PRINT GENERAL	356.08
04/07/2021	1F94-JQTR-YXJG	Amazon Capital Services Inc	ADULT PRINT GENERAL	16.49
04/14/2021	2035736048	Baker & Taylor - Adult	ADULT ACCT	4.00
04/14/2021	2035708252	Baker & Taylor - Unlabeled Adult	OVERPAID ON 02/10 2035708252	-0.20
Total 982.720 · Adult Print General				1,816.55
982.730 · Adult Ref.				
04/14/2021	2035680948	Baker & Taylor - Adult Reference	ADULT REFERENCE	3.00
Total 982.730 · Adult Ref.				3.00
982.740 · Multiple Book Copies				
04/07/2021	1YDL-YRLJ-NF9M	Amazon Capital Services Inc	MULT BOOK COPIES	62.61
Total 982.740 · Multiple Book Copies				62.61
Total 982.705 · Adult Print				2,108.34
982.755 · Youth Print				
982.760 · Youth Print General				
04/05/2021	2035730808	Baker & Taylor - Auto Yours Cats	AUTO YOURS CAT	109.05
04/05/2021	2035749491	Baker & Taylor - Auto Yours Cats	AUTO YOURS CAT	52.25
04/05/2021	2035770867	Baker & Taylor - Auto Yours Cats	AUTO YOURS CAT	24.97
04/05/2021	2035794128	Baker & Taylor - Auto Yours Cats	AUTO YOURS CAT	92.65
04/05/2021	2035816768	Baker & Taylor - Auto Yours Cats	AUTO YOURS CAT	88.04
04/05/2021	2035829258	Baker & Taylor - Auto Yours Cats	AUTO YOURS CAT	14.02
04/05/2021	2035857085	Baker & Taylor - Program Account	PROGRAM ACCOUNT	26.98
04/05/2021	2035763297	Baker & Taylor - Unlabeled Juvenile	UNLABELED JUVENILE	117.87
04/05/2021	2035781722	Baker & Taylor - Unlabeled Juvenile	UNLABELED JUVENILE	609.58
04/07/2021	1F94-JQTR-YXJG	Amazon Capital Services Inc	YOUTH PRINT GENERAL	18.95
04/07/2021	2035760455	Baker & Taylor - Juvenile	JUVENILE ACCT	70.85
04/07/2021	2035779599	Baker & Taylor - Juvenile	JUVENILE ACCT	44.73
04/07/2021	2035799578	Baker & Taylor - Juvenile	JUVENILE ACCT	38.68
04/07/2021	2035761266	Baker & Taylor - Unlabeled Juvenile	UNLABELED JUVENILE	73.82
04/07/2021	2035761345	Baker & Taylor - Unlabeled Juvenile	UNLABELED JUVENILE	233.11
04/07/2021	2035803371	Baker & Taylor - Unlabeled Juvenile	UNLABELED JUVENILE	202.44
04/07/2021	2035767118	Baker & Taylor - Young Adult	YOUNG ADULT	57.99
04/07/2021	2035784952	Baker & Taylor - Young Adult	YOUNG ADULT	10.38
04/07/2021	2035795714	Baker & Taylor - Young Adult	YOUNG ADULT	392.89
04/07/2021	3231141	Baker & Taylor - Young Adult	YOUNG ADULT	-13.38
Total 982.760 · Youth Print General				2,265.87
Total 982.755 · Youth Print				2,265.87
Total 982.700 · Print				4,374.21
Total 982 · Collection Expense				26,719.50
TOTAL				**148,201.08**

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05/11/21
Accrual Basis

Chelsea District Library
Donation and Restricted
January through April 2021

	Jan - Apr 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	3,320		
674.141 · Designated Technology	2,000	2,000	0
674.150 · Continuing Education Restricted	600	600	0
Total 674 · Contribution & Donation	5,920	4,600	1,320
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	5,920	5,100	820
Gross Profit	5,920	5,100	820
Expense			
850 · Telecommunications			
850.300 · TLN Internet Service			
850.910 · WiFi Hot Spots - Restricted	0	2,000	(2,000)
Total 850.300 · TLN Internet Service	0	2,000	(2,000)
Total 850 · Telecommunications	0	2,000	(2,000)
884 · Programming			
884.210 · Youth Speakers			
884.211 · Authors in Chelsea			
884.953 · Youth Prog Rest Chelsea Ed Foun	0	2,000	(2,000)
Total 884.211 · Authors in Chelsea	0	2,000	(2,000)
Total 884.210 · Youth Speakers	0	2,000	(2,000)
884.400 · Music Focus			
884.962 · Music in the Air - Restricted	0	3,288	(3,288)
Total 884.400 · Music Focus	0	3,288	(3,288)
884.500 · Artist in Residence			
884.970 · Artist in Resdience Restricted	0	1,000	(1,000)
Total 884.500 · Artist in Residence	0	1,000	(1,000)
Total 884 · Programming	0	6,288	(6,288)
969 · Continuing Education Expenses			
969.600 · Staff Training			
969.940 · Staff Apprec - Restr/Covid-19	225	600	(375)
Total 969.600 · Staff Training	225	600	(375)
Total 969 · Continuing Education Expenses	225	600	(375)
Total Expense	225	8,888	(8,663)
Net Ordinary Income	5,695	(3,788)	9,483
Net Income	5,695	(3,788)	9,483

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05/11/21
Accrual Basis

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

	Jan 21	Feb 21	Mar 21	Apr 21	Jan - Apr 21	TOTAL Budget	$ Over Budget	% of Budget
Ordinary Income/Expense								
Income								
402 · District Revenue	487,030	670,336	272,278	221,579	1,651,223	1,899,957	(248,734)	87%
540.100 · State Aid	0	0	83,194	0	83,194	30,000	53,194	277%
574.100 · Penal Fines	0	0	0	0	0	10,000	(10,000)	0%
606.000 · Misc Income & Refunds	0	0	0	0	0			
607.100 · Non-Resident Fees	0	0	875	0	875	5,500	(4,625)	16%
607.200 · ILL Fees	0	0	0	0	0	600	(600)	0%
645.100 · Copiers & Printers	0	0	0	0	0	7,500	(7,500)	0%
655.100 · Circulation Fines	0	0	15	0	15			
665.100 · Interest	17	40	57	58	172	0	172	100%
666.100 · Investment Earnings	4	1,280	2,254	2,367	5,905	40,000	(34,095)	15%
666.500 · Investment Change in Value	(3,861)	(4,769)	(6,030)	599	(14,061)	0	(14,061)	100%
674 · Contribution & Donation	2,820	2,600	0	500	5,920	4,600	1,320	129%
675 · Private Grant Sources	0	0	0	0	0	500	(500)	0%
Total Income	486,010	669,487	352,643	225,103	1,733,243	1,998,657	(265,414)	87%
Gross Profit	486,010	669,487	352,643	225,103	1,733,243	1,998,657	(265,414)	87%
Expense								
701 · Personnel Expenses	92,482	84,753	84,023	84,285	345,543	1,177,863	(832,320)	29%
727 · Supplies	643	1,079	1,178	370	3,270	21,475	(18,205)	15%
801 · Professional Services	797	12,250	11,952	655	25,654	74,765	(49,111)	34%
803 · Maintenance Service Contracts	5,834	12,464	8,856	15,611	42,765	178,838	(136,073)	24%
850 · Telecommunications	1,605	1,229	3,226	387	6,447	39,000	(32,553)	17%
880 · Promotional Materials	1,143	7,462	7,971	2,154	18,730	80,330	(61,600)	23%
884 · Programming	5,343	10,475	13,558	904	30,280	115,975	(85,695)	26%
885 · Volunteer	0	0	0	0	0	4,500	(4,500)	0%
920 · Utilities	3,832	3,970	4,440	3,954	16,196	62,000	(45,804)	26%
960 · Board & Director Expense	0	0	0	346	346	3,500	(3,154)	10%
965 · Automation Services	3,495	0	8,962	8,962	21,419	41,925	(20,506)	51%
967 · Equipment	395	1,757	1,530	355	4,037	46,540	(42,503)	9%
969 · Continuing Education Expenses	752	625	199	1,453	3,029	23,888	(20,859)	13%
980 · Capital Expense	0	0	0	2,045	2,045	59,425	(57,380)	3%
982 · Collection Expense	7,235	11,092	14,569	26,720	59,616	194,723	(135,107)	31%
Total Expense	123,556	147,156	160,464	148,201	579,377	2,124,747	(1,545,370)	27%
Net Ordinary Income	362,454	522,331	192,179	76,902	1,153,866	(126,090)	1,279,956	
Net Income	362,454	522,331	192,179	76,902	1,153,866	(126,090)	1,279,956	

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Accrual Basis

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

	Jan - Apr 21	Jan - Apr 20	$ Change	% Change
Ordinary Income/Expense				
Income				
402 · District Revenue	1,651,222.31	1,747,669.58	-96,447.27	-5.52%
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	172.51	268.69	-96.18	-35.8%
666.100 · Investment Earnings	5,905.09	4,724.76	1,180.33	24.98%
666.500 · Investment Change in Value	-14,060.60	35,096.20	-49,156.80	-140.06%
674 · Contribution & Donation	5,920.00	9,875.00	-3,955.00	-40.05%
Total Income	1,733,243.01	1,864,491.38	-131,248.37	-7.04%
Gross Profit	1,733,243.01	1,864,491.38	-131,248.37	-7.04%
Expense				
701 · Personnel Expenses	345,543.70	330,795.30	14,748.40	4.46%
727 · Supplies	3,270.42	4,600.57	-1,330.15	-28.91%
801 · Professional Services	25,653.76	22,953.12	2,700.64	11.77%
803 · Maintenance Service Contracts	42,765.92	35,306.40	7,459.52	21.13%
850 · Telecommunications	6,446.12	6,974.96	-528.84	-7.58%
880 · Promotional Materials	18,730.16	15,899.53	2,830.63	17.8%
884 · Programming	30,279.60	12,282.48	17,997.12	146.53%
885 · Volunteer	0.00	351.08	-351.08	-100.0%
920 · Utilities	16,196.01	11,697.21	4,498.80	38.46%
960 · Board & Director Expense	345.89	223.48	122.41	54.77%
965 · Automation Services	21,419.88	12,313.49	9,106.39	73.96%
967 · Equipment	4,036.65	5,350.95	-1,314.30	-24.56%
969 · Continuing Education Expenses	3,029.64	10,770.39	-7,740.75	-71.87%
980 · Capital Expense	2,045.00	775.00	1,270.00	163.87%
982 · Collection Expense	59,615.79	49,127.71	10,488.08	21.35%
Total Expense	579,378.54	519,421.67	59,956.87	11.54%
Net Ordinary Income	1,153,864.47	1,345,069.71	-191,205.24	-14.22%
Net Income	**1,153,864.47**	**1,345,069.71**	**-191,205.24**	**-14.22%**

7.0

CHELSEA DISTRICT LIBRARY

Fund Balances

April 30, 2021

		Beginning Balance	Net Change	Ending Balance	
General Fund					
LOCAL BANKS BALANCES					
Checking Account/ Chelsea State Bank	001.001	$1,332,783.48	$70,645.66	$1,403,429.14	should match CSB
Paypal Account	003.002	$0.00	$0.00	$0.00	
Cash on Hand		**$1,332,783.48**	**$70,645.66**	**$1,403,429.14**	
Ameriprise Account					
Fixed Income Fund	017.003	$1,528,364.99	$2,966.72	$1,531,331.71	
Money Market Fund	017.004	$0.00	$0.00	$0.00	
Investment Partners Total		**$1,528,364.99**	**$2,966.72**	**$1,531,331.71**	should match Ameriprise
Total General Fund		**$2,861,148.47**	**$73,612.38**	**$2,934,760.85**	Should match below
					$2,934,760.85
Debt Service Fund					
Bond Debt Retirement Fund Checking	003.008	$193,171.96	**$69,454.79**	$262,626.75	should match CSB

8.1

Ameriprise 04/30/2021

Account no. 0000-4823-9221-4

GL 017.004

	Beginning Balance	Deposit/transfer in	Interest	Fees	Withdrawl	Change in Value	Ending balance
12/31/20							$1,539,487.22
01/31/21	$1,539,487.22		$4.44			-$3,860.75	$1,535,630.91
02/28/21	$1,535,630.91		$1,279.56			-$4,768.80	$1,532,141.67
03/31/21	$1,532,141.67		$2,253.62			-$6,030.30	$1,528,364.99
04/30/21	$1,528,364.99		$2,367.47			$599.25	$1,531,331.71
05/31/21	$1,531,331.71						$1,531,331.71
06/30/21	$1,531,331.71						$1,531,331.71
07/31/21	$1,531,331.71						$1,531,331.71
08/31/21	$1,531,331.71						$1,531,331.71
09/30/21	$1,531,331.71						$1,531,331.71
10/31/21	$1,531,331.71						$1,531,331.71
11/30/21	$1,531,331.71						$1,531,331.71
12/31/21	$1,531,331.71						$1,531,331.71
Balance		$0.00	$5,905.09	$0.00	$0.00	-$14,060.60	$1,531,331.71

8.2

Ameriprise Money Market GL 017.003

04/30/2021

	Beginning Balance	Deposit/transfer in	Interest	Fees	Withdrawl	Change in Value	Ending balance
12/31/20							**0.00**
01/31/21	**0.00**		**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
02/28/21	**0.00**		**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
03/31/21	**0.00**		**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
04/30/21	**0.00**		**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
05/31/21	0.00		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 April 2021.

DIRECTOR'S REPORT

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

Staff Announcements

April Work Anniversaries

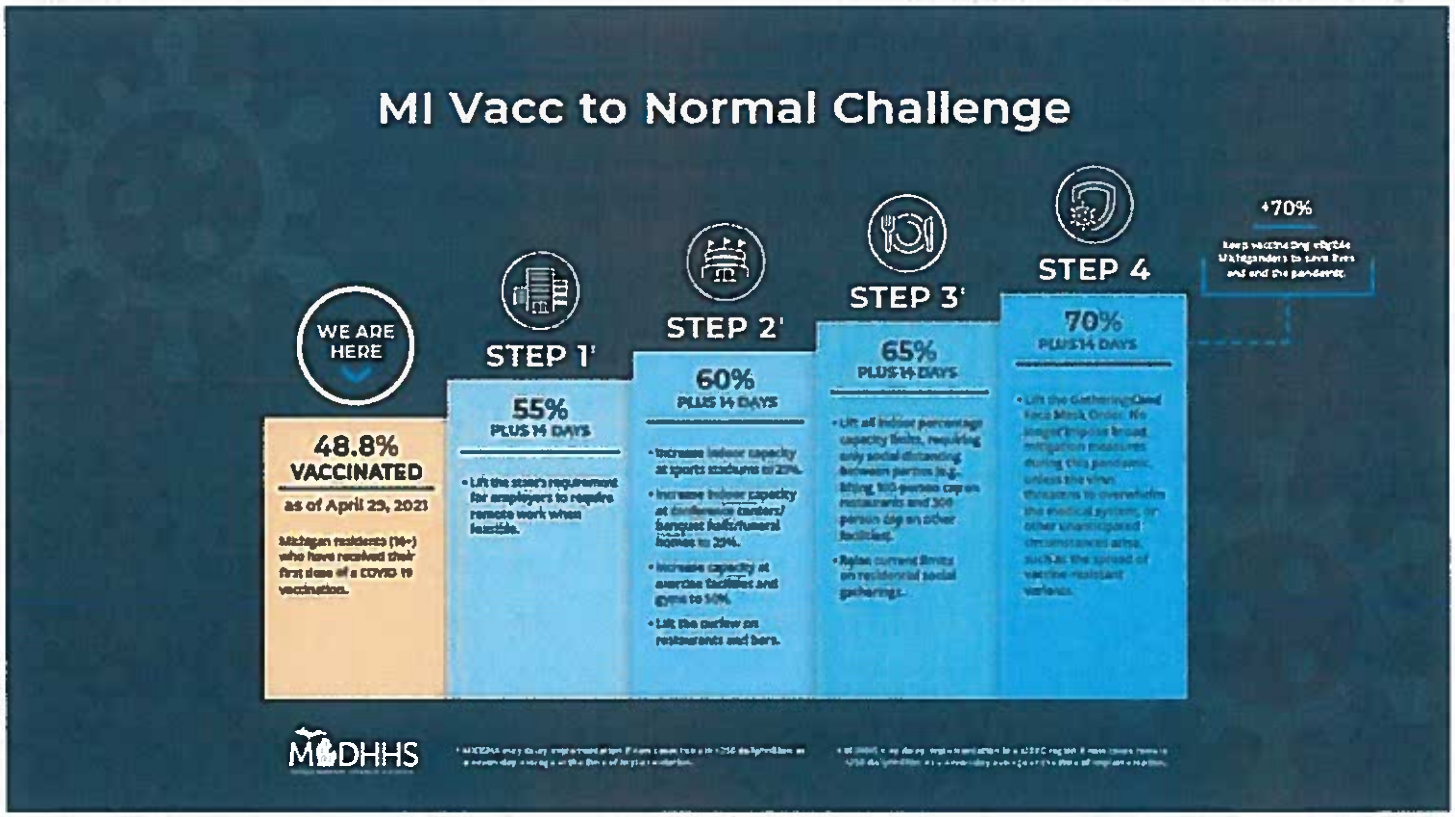
Please join me in congratulating staff celebrating work anniversaries in April:

Library Assistant Beth Goodgall, three years on April 5
Head of Information Services Shannon Powers, five years on April 18
Library Assistant Beth Easterwood, 17 years on April 26

CDL Responds to COVID-19

We continue to operate under Stage 3 of our Reopening Plan.

On May 7, the Michigan Department of Health and Human Services (MDHHS) launched the *MI Vacc to Normal Challenge* which creates vaccination steps/milestones that, once achieved, will enable Michigan to take steps towards normalcy.



On May 10, the first milestone (Step 1) was achieved. This allows in-person work for all sectors of business beginning May 24 provided infection rates stay under a certain threshold.

The management team is assessing future steps and how they might impact our reopening plan.

Staff Vaccinations

On May 26, all staff – with one exception – will be fully vaccinated! Huzzah!

Michigan Municipal League Compensation & Classification Study
All affected staffers have been informed of adjustments to their salaries/pay rates as a result of the recently board-approved pay ranges based on the recommendations in the study. The adjustments will go into effect with the May 3-16, 2021 pay period.

Summer Reading 2021
The Chelsea District Library will present its summer reading program as a virtual and/or remote program with reading challenges for every age, from babies and toddlers to adults. A reading log will be include in the summer newsletter. This year's summer reading them is *Reading Colors Your World*. Please consider registering by visiting our website.

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

- Open Zoom Hours with Staff (April 1, 5, 9, 16, 19, 26, 30)
- Chelsea Rotary (April 6, 13, 20 27)
- Chelsea Rotary Board (April 21)
- Friends of CDL Board (April 13)
- Chelsea Education Foundation Board (April 19)
- MI Public Library Directors (April 9)
- Washtenaw Reads Steering Committee (April 14)
- "Bookmobiles: Zooming Through Your Community on Wheels" webinar (April 16)
- Chelsea Education Foundation Grant Scoring (April 16)
- Chelsea School District Summer School (April 28)

Chelsea District Library
Assistant Director's Report
April 2021

Facility update

The lobby airflow/pressure project is 95% complete. The new sensor that was placed in the lobby (there is one outside by the staff picnic table also) did not work on install so a new one was ordered and will be installed by the time you read this. The new motor for the heating air handler should also be in place by mid-May, provided the weather stays warm enough to accommodate the repair.

In coordination with CAFE (Chelsea Area Festivals and Events), the City placed the new sculpture pad near the stone benches in our north front yard. I love this year's choices:

"Bench for Malevich" by Ray Katz

"Nephatia" by Sean Hages

We have started into spring yard prep with lawn mowing, new mulch around all of the trees and planting beds, as well as an all over sprucing up. The sprinkler system was checked and will be tested and turned on before the end of May.

COVID

Much to our disappointment and despite our best efforts, we had our first staff COVID infection this month and had to close the library when several staff members had to quarantine and we couldn't meet minimal staffing levels to operate our curbside service. We were relieved that the infection was contained to only one staff person, that the person did not get a severe case, and has since fully recovered and returned to work.

2022 Budget/Salary survey

I spent much of my time this month reviewing staff files to help in determining where to recommend they be placed on the new salary ranges. It was a laborious process but a great reminder of the dedicated and talented staff we have cultivated over the years. After Lori and I had several discussions regarding where we felt proper placement was, we talked with the appropriate department heads to get further input. Eleven staff members required no adjustment and will receive the budgeted 2% raise on their anniversary, while sixteen staff members required adjustments that will be effective starting with the May 3-16 pay period.

The survey also indicated that our current benefit model is unique among the libraries surveyed and may inadvertently benefit some staff more than others. We are in the process of discussing other models with our benefits consultant to determine if we should migrate to a different model. We don't anticipate making any changes to the benefit model until 2022.

The second most time-consuming project this month was the 2022 budget preparation. Even though the process starts with a copy of the last year's budget, I go through every sheet, check formulas, change column headings, and make sure notes are added where known questions need answers. And then I do it again. Finally I turn it over to the management staff for input of their budgets and we spend the month of May making sure the expenses match the income. I almost hate to admit how much I enjoy this process. It is very rewarding when a good plan comes together!

Last but not least, I wanted to give kudos to the staff who pulled off our first virtual Lit Walk. It was excellent! Each author brought their own unique take on writing and gave us a look into their process. I especially enjoyed hearing them read from their works. It somehow feels more authentic and sounds more like how I assume they meant for us to hear it. And of course, Rich Fahle does such a great job interviewing them and illuminating insights we may have missed otherwise. Every year I am left thinking how we will top this event the next year, but we do!

Respectfully submitted-
Linda Ballard
Assistant Director

Program Information

Despite being a particularly challenging month for the library, we were pleased to offer a number of unique and well received programs. We offered 26 programs with 1,073 attendees. Some highlights:

- April's biggest event is always the Midwest Literary Walk. Our first ever virtual event happened with a beautiful platform and some really stellar authors. While a virtual event can never mimic the magic of an in-person author visit, we were pleased with the charm and Chelsea flavor we were able to bring. I was especially happy that we could record the event. It will be available through May 22nd for anyone who missed the live event, which will hopefully increase our attendance.
- A more surprising success was our Earth Day event. We offered kits for all ages to create wildflower seed bombs at home. There was a lot of engagement over social media with these kits, and 200 kits were taken by eager patrons in less than six hours. We even printed out instructions for patrons to take and get their own supplies.
- Teen programs had another successful month. Pamer a Shelter Pet VTTT resulted in 13 blankets and 5 toys donated to the local rescue, Mikey and Me. The Q&A with a College Counselor, an event we had to cancel in the past due to low attendance, attracted a dozen teens.
- Day time and early evening book clubs have long been a challenge for CDL. Despite our best efforts, attendance historically has been low. Our most recent variation, Outdoor Book Club, has proven more successful. We have a steady half dozen patrons, and this quarter the book club was mentioned by happy patrons across facebook and instagram.
- Purple Rose continues to be widely popular. CDL even had a mention in the SunTimes for the upcoming May reading.
- Storytimes continued for almost the entirety of the time that the library has been in reduced services. This month, we noted particularly wonderful participation for Pajama Storytime over zoom, and the outreach zoom storytime at the Early Childhood Center. These groups tend to be small , but the impact is lasting.

Program Planning

- During the month of April, we finalized preparations for MLW, including recording introductions for the event and the authors, purchasing books for a giveaway, and negotiating tech checks, Q&As and recordings of the live event.
- April was also an important Summer Reading Preparation month. The department met to set deadlines for creating the online logs and activities, purchasing prizes, brainstorming distribution, and in general rethinking the program now that we are in a hybrid model (neither all virtual like last year, nor back to full in-person).

Date	Event	Attendance (Live)	Attendance (Recorded)	Attendance (Kits)
Adult Programming (Programs 4 , Attendees 751 Live, 50 kits)				
4/7	Reading Glasses Book Club	8		
4/22	Outdoor Bookclub	8		
4/24	Midwest Literary Walk Book Giveaway			50
4/24	MLW Laurie Halse Anderson	40		
4/24	MLW Ross Gay	40		
4/24	MLW Azar Nafisi	80		
4/17	Purple Rose Theater Reading	575		
Early Literacy (Programs 5, Attendees 32 Live, 41 Recorded, 45 Kits)				
4/7, 4/28	Live Storytime	5, 3	9, 11	
4/8	Ready to Read Workshop		21	25
4/15	Dance Along Sing Along	12		20
4/20	Pajama Storytime	12		
Youth Programming (Programs 9, Attendees 49 Live, 14 Recorded)				
4/6,4/20	Book Talk Tuesdays		8, 2	
4/5, 4/19	Zoom 3-5 Hangout	4, 3		
4/9, 4/23	Minecraft Meetup	5, 5		
4/8	Reducing Family Stress At Home	13	4	
4/21	K-2 Book Club	10		
4/12	Afterschool Science Snacks	9		
Teen Programming (Programs 4, Attendees 27 Live 33 Kits)				
4/1, 4/22	Virtual That Thursday Thing	8		15, 18
4/13	Pizza and Paperbacks Teen Bookclub	7		
4/21	Q&A with a College Counselor	12		
General (Programs 1, Attendees 200 Kits)				
4/22	Wildflower Seed Bombs			200
Outreach/Awareness (Programs 3, Attendees 31 Live)				
4/22, 4/29	Virtual Storytime ECC	9, 13		
4/8	Silver Maples Book Club	9		

Reference, Collections, Deliveries, and Other

- April was a month for assessing collections and programming budgets to prepare for the 2022 budget planning. Individual librarians gave feedback on their areas, and I looked at the budget as a whole to recommend adjustments to Information Service Department lines.
- Over a year of curbside pickup means that the shelves are very full of books. Librarians did deep weeds for numerous areas, although space remains tight until we fully reopen.
- The closure due to the positive COVID test and resulting quarantines meant a lighter month for reference calls.

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

Services	April 2021
Reference Questions	347
Homebound & Deposit Book Deliveries	29
OCLC Inerlibrary Loan	3

Technology Department News

April 2021

By Scott Rakestraw, Head of Technology

Notable News & Events

~ ***Modernization***

The modernization projects this month focus on patron facing technology. We're looking at items for the new Ingenuity Engine room, we're shopping for upgrades to our older Wi-Fi access points and we're replacing some outdated hardware management items in the server room.

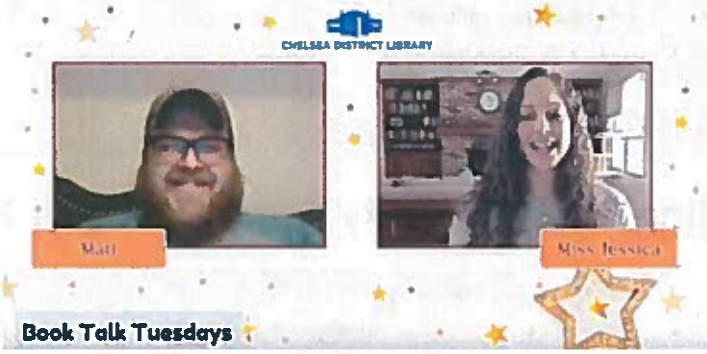
In preparation to re-open, we'll be updating our public computing platform with upgrades to Deep Freeze and Envisionware.

Microsoft will be ending support for Internet Explorer. We'll keep the legacy browser on our machines as long as Microsoft continues to release security updates.

~ ***Sci-Fi Super-Fan***

Technology Specialist Matt Jensen joined Miss Jessica this month on Book Talk Tuesdays! Matt spent several years working as an Award-Winning, Teen/Youth coordinator for the Chicago Public Library. Due to Covid-19 rules, this was the first opportunity for patrons to see Matt. He's been working behind the scenes supporting staff, digital users and our Minecraft events.

Here, Matt and Jessica talk about some of the Science Fiction titles available in our collection.



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
- Provisioned laptops for public check out
- Reconfigure power links for Star2Star VOIP system for improved system recovery/restart
- Completed Database/Online Resource Update Project

A Look Ahead…

Preparations begin provisioning public technology for return to normal operations. We're not sure when Covid-19 restrictions will be lifted. We do know when the moment comes, we'll be ready. In May, we begin the process of updating computers, upgrading apps and prepping the work areas to receive patrons.

2021

DATA SERVICES		JAN	FEB	MAR	APR
3764.52	Hotspots: Total GB Used - Township Halls	975.95	909.6	955.61	923.36
38.54	-- Lima Township (GB)	9.67	8.33	9.14	11.4
86.08	-- Sylvan Township (GB)	20.98	21.67	22.87	20.56
3639.9	-- Mobile Beacon (GB)	945.3	879.6	923.6	891.4
82	Hotspot Devices Circulated	18	16	27	21
0	Public Internet - Computer Sessions	0	0	0	0
1428	Public Internet - Wireless Logins	374	349	288	417

ONLINE SERVICES		JAN	FEB	MAR	APR
22670	Website Sessions	5913	5764	5633	5360
11049	Website Users	2804	3017	2611	2617
5942	AUDIO Downloads Total	1490	1266	1708	1478
4272	-- Audio: Overdrive	*1060*	*977*	*1146*	*1089*
1670	-- Audio: Hoopla (audiobook and music)	*430*	*289*	*562*	*389*
752	VIDEO Downloads Total	222	224	180	126
5	-- Video: Overdrive	*0*	*3*	*1*	*1*
480	-- Video: Hoopla	*141*	*126*	*140*	*73*
267	-- Video: Kanopy	*81*	*95*	*39*	*52*
8707	EBook Downloads Total	2264	2480	2133	1830
7830	-- ebook: Overdrive	2045	2178	1914	1693
877	-- ebook: Hoopla	219	302	219	137
15401	TOTAL Downloads	3976	3970	4021	3434

Trending - Ave Monthly Total: Jan-April 2021 vs Jan-April 2020

DATA SERVICES	
↓	Hotspots: Total GB Used - Township Halls
↑	-- Lima Township (GB)
↑	-- Sylvan Township (GB)
↓	-- Mobile Beacon (GB)
↓	Hotspot Devices Circulated
=	Public Internet - Computer Sessions
↓	Public Internet - Wireless Logins

ONLINE SERVICES	
↓	Website Sessions
↓	Website Users
↓	AUDIO Downloads Total
↓	-- Audio: Overdrive
↓	-- Audio: Hoopla (audiobook and music)
↓	VIDEO Downloads Total
↓	-- Video: Overdrive
↓	-- Video: Hoopla
↑	-- Video: Kanopy
↑	EBook Downloads Total
↑	-- ebook: Overdrive
↑	-- ebook: Hoopla
↑	TOTAL Downloads

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

Advertising for the Midwest Literary Walk continued in April for this popular event that moved to an online format. To reach a broad audience of viewers, advertisements appeared in print and digital formats, including several new advertisements in the University Record. We continued to advertise in the local newspapers and with the Chelsea Update. The new online format for the virtual walk required new digital assets to highlight the sponsors of the event .

Artwork from a Beach Middle School student will be featured on the cover of the summer newsletter, a tradition that is continuing this year. Additional images of student art pieces will appear on the inside of the newsletter. For the first time, the newsletter offers a tear-out reading log for participants to track their progress in the Summer Reading Program. This will give patrons the ability to participate on paper if they don't have access, or prefer not to track it online.

In April updates to the Fairy Garden at CDL were accomplished by adding several new items for visitors to enjoy. Images of the garden are featured on the back cover of the newsletter. The back cover also features book recommendations which cast a spotlight on authors from around the world.

We began to document the artwork inside and on the grounds of the library with photographer Burrill Strong. He also photographed three staff members who will appear in the summer newsletter, which will be delivered to area homes beginning May 21.

Respectively submitted,

Elaine Medrow

Marketing Assistant Monthly Board Report (Apr. 1–30, 2021):

April was focused primarily on Midwest Literary Walk promotion. We needed to ensure people knew how to engage in a virtual event and ensure that our authors all received consistent and significant promotion.

Social Media:

- Social Media engagement was good for Midwest Literary Walk. Engagement on Twitter was more frequent with Midwest Literary Walk authors and presenters than on Facebook. Currently CDL has more followers on Facebook than Twitter, so using this data to develop a social media marketing strategy for the 2022 Walk.
- Followers increased on both the Midwest Literary Walk Facebook and Twitter feeds

E-newsletters:

- Midwest Literary Walk e-Newsletters continued in the leadup to the Walk and continued to have above average open and click rates.
- Subscribers increased for the Midwest Literary Walk eNews and now total 350 subscribers.

Miscellaneous

- Assisted in the planned communications (website highlights, press release, social media posts) for when the library moves to Stage 4 of the Reopening Plan
- Communicated COVID-19 library closure information via Nixle, Social Media, and the CDL website
- Assisted in the communication of the migration from Lynda.com to LinkedIn Learning via the website and eNews.
- Planned marketing schedules for digital promotion schedule for the summer quarter
- Assisted in editing the quarterly print newsletter

Circulation Supervisor's Report
APRIL 2021

- Circulation – 11,927 in April;
- Patron Count- 3,126 for April;

- Circulation by township- for April:
  - Dexter = 10% of total transactions
  - Lima = 11% of transactions
  - Lyndon =13% of transactions
  - Sylvan = 18% of transactions
  - Chelsea = 41% of transactions

- April Circulation: 76% were items from Chelsea and 24% were inter-loaned items.
- Overdrive = 2912 in APRIL; RBDigital = 644 in APRIL; Hoopla = 725; Kanopy = 95 in APRIL.
- Registrations for APRIL– 13 new cards; 6749 total card holders
  *Dexter = 857 cards; Lima = 782 cards; Lyndon = 970 cards
  *Sylvan = 1158 cards; Chelsea = 2456 cards; Nonresident = 526 cards

April Notes:

- The library was closed from Friday, April 9 through Sunday, April 18 as a staff member tested positive for Covid & close contact of other staff members. Amy Zoran & I stayed on Thursday, April 8th, calling patrons, sending emails, discharging other TLN library items that were going back to their home library (& hopefully no holds) and setting up the deliveries with TLN. Amy & I also worked on Monday, April 12 & Thursday, April 15, discharging items and prepping the area for circ staff's return. When we came back on Monday, April 19, we had three day's worth of items from TLN to discharge as well as 12 tubs on Monday & Tuesday for 44.5 tubs discharged in two days. Circ also had 11 days of items from our return to discharge & process. Circ staff did a great job of staying focused with these two tasks as well as calling patrons who had holds left from when we closed and answering the phone for the new holds that were processed. The Aides were kept hopping for the first time since we first came back last June and they loved being so busy. The whole department really did a fantastic job!
- To top off a busy month we had two anniversaries in the circ department: Beth Easterwood celebrated 17 years at CDL and Beth Goodgall celebrated her 3rd anniversary.
- Attended weekly management meetings via Zoom.
- Attended the monthly TLN SASUG meeting on April 22 via Zoom.
- Zoom meetings with Lori on April 7th & 21st.
- Monthly staff meeting: I did not have a circ meeting, as we had just come back from our week long shut down.
- Worked my DS shifts backing up the door monitors as needed.
- We received 142.5 tubs from TLN in April, with 8.4 being the daily average.
- The other big news is that the circ department was without Leslie the whole month of April as she was able to visit her newest grandchild in California.

Respectfully submitted,
Terri Lancaster
Head of Circulation

Chelsea District Library
2021

	Average Daily Circulation							2021		
	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Total	*2020*	%Diff.
Jan.	277	312	296	385	316	10	15	14244	23335	39%
Feb.	354	287	377	306	290	114	8	13797	22040	37%
March	277	236	210	301	288	125	11	14126	11607	-19%
April	354	296	289	297	295	138	10	11927	0	100%
May									0	
June									7672	
July									12743	
August									13193	
Sept.									12035	
Oct.									14459	
Nov.									13122	
Dec.									13678	
Total								54094	143884	
Mnth Avg								*13,524*	*11,990*	
Avg.% Inc.								with OD & RB, & deposit collection ckouts.		39%

Highlighted numbers have been updated. TML

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

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

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

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

2021	Items Added	Total Items
Jan	808	73,216
Feb	821	72,843
Mar	687	73,323
April	554	73,066
May		
June		
July		
Aug		
Sept		
Oct		
Nov		
Dec		
Total/Avg	2,870	73,112

	RB Digital Circ (e-magazines)		Overdrive Circ (e-books, a-books & music)			Hoopla e-& a-books,music,movies			Kanopy		
	2021	2020		2021	2020		2021	2020		2021	N/A
Jan	634	267	Jan	3107	2609	Jan	790	334	Jan	81	
Feb	606	543	Feb	2893	2459	Feb	724	319	Feb	75	
Mar	644	407	Mar	3196	2922	Mar	725	509	Mar	130	
April	644	449	April	2912	3564	April		979	April	95	
May		527	May		3846	May		1086	May		
June		545	June		3564	June		864	June		
July		455	July		3560	July		842	July		
Aug		589	Aug		3482	Aug		765	Aug		
Sept		842	Sept		2969	Sept		690	Sept		
Oct		742	Oct		2605	Oct		778	Oct		
Nov		646	Nov		2599	Nov		841	Nov		
Dec		511	Dec		2898	Dec		883	Dec		
Total	2528	6523	Total	12108	37077	Total	2239	8890	Total	381	0

2021 CIRCULATION REPORT - PATRONS

Chelsea District Library
Monthly New Registration 2021

	District	NonRes	School	Other	Total Month	Grand Total	Chel	Dext	Lima	Lyndon	Sylvan
							New Regisitrations by Municipality				
January	25	0	0	0	25	6863	11	3	3	5	3
February	17	2	0	1	20	6830	4	4	2	3	4
March	15	3	0	0	18	6741	5	1	3	4	2
April	11	2	0	0	13	6749	5	1	0	1	4
May					0						
June					0						
July					0						
August					0						
September					0						
October					0						
November					0						
December					0						
Totals					76		25	9	8	13	13

Average Daily Door Count 2021

	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Total
Jan.	167	153	150	149	190	41	29	3,583
Feb.	146	204	169	166	159	132	29	3,670
March	138	169	139	134	171	122	28	4,049
April	149	205	174	148	178	158	25	
May								
June								
July								
August								
Sept.								
Oct.								
Nov.								
Dec.								
Total								14,428
Monthly average								*4809*
Avg. % increase								

Replacement People counter went live on January 2018

Total door count includes outdoor programming at CDL.

Registered Card Holders

	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
District	*8898*	*9147*	*9002*	*9083*	*9109*	*9064*	*7837*	*7753*	*6361*	**6295**	**6223**
Dexter	*1197*	*1222*	*1206*	*1211*	*1215*	*1230*	*1087*	1101	884	**874**	**857**
Lima	*1169*	*1174*	*1156*	*1133*	*1109*	*1109*	*996*	965	802	**794**	**782**
Lyndon	*1567*	*1579*	*1538*	*1539*	*1546*	*1522*	*1302*	1255	1005	**970**	**970**
Sylvan	*1800*	*1786*	*1693*	*1662*	*1667*	*1641*	*1412*	1426	1192	**1167**	**1158**
CityChel	*3165*	*3386*	*3409*	*3538*	*3572*	*3562*	*3040*	3006	2478	**2490**	**2456**
NonRes	*902*	*744*	*640*	*649*	*655*	*625*	*575*	*609*	*562*	**582**	**526**
Freedom	*18*	*7*	*6*	*6*	*6*	*7*	*0*	1	0	**0**	**0**
Sharon	*149*	*141*	*118*	*122*	*118*	*110*	*107*	112	104	**105**	**103**
Waterloo	*411*	*365*	*336*	*348*	*352*	*333*	*249*	268	252	**245**	**239**
GrassLk		*15*	*26*	*29*	*28*	*25*	*37*	36	22	**21**	**21**
Other	*324*	*216*	*154*	*144*	*151*	*150*	*182*	192	184	**211**	**163**
Totals	*9800*	*9891*	*9642*	*9732*	*9764*	*9689*	*8412*	*8362*	*6923*	**6877**	**6749**

Trans	% Tot	SEMCO G Dec2010	% of Pop		
Apr-21	**Trans**	**Pop.**	**Regist**	**% of Entity Pop.**	
4,796		**15010**			
476	10%	2604	47%	42%	**Dexter**
518	11%	1909	58%	54%	**Lima**
612	13%	2720	57%	100%	**Lyndon**
850	18%	2833	59%	100%	**Sylvan**
1977	41%	4944	72%	100%	**CityChel**
			59%		
46	1%				
41	1%				
120	3%				
0	0%				
156	3%				
	100%				

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

Item Circulation 2021

	2021						
	All items circed at Chel inc: OD & Zinio	Chel items circed at Chel inc: OD & Zinio	% of Chel items circed at Chel	Other items circed at Chel	% other items circed at Chel	Chel items charged/ renewed anywhere in system	Chel items circed other libaries
Jan.	14,244	10,642	75%	3,602	25%	11,899	1,257
Feb.	13,797	10,218	74%	3,579	26%	11,020	802
March	14,126	10,859	77%	3,267	23%	7,592	1,075
April	11,927	9,031	76%	2,896	24%	6,276	810
May				0			
June				0			
July				0			
August				0			
Sept.				0			
Oct.				0			
Nov.				0			
Dec.				0			
Totals	**54,094**	**40,750**	**75%**	**13,344**	**25%**	**36,787**	**3,944**
Mnth Avg	*13,524*	*10,188*		*3,336*		*9,197*	*986*
	#1	#2		#3		#4	#5

2021 Circulation by Department - Percentage			
	Adult	Youth	Teen
January	62%	34%	4%
February	64%	32%	4%
March	66%	30%	4%
April	68%	29%	3%
May			
June			
July			
August			
September			
October			
November			
December			
Yearly Avg.	65%	31%	4%

2021 Circulation by Department - Total Checkouts			
	Adult	Youth	Teen
January	3,707	2,038	250
February	3,797	1,901	222
March	3,989	1,815	230
April	3,272	1,371	153
May			
June			
July			
August			
September			
October			
November			
December			
Yearly Total	14,765	7,125	855

ACTION ITEMS

Action Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

May 18, 2021, Board Packet

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

Accept April donations and changes to the 2021 FY Budget.

		Income Line -	Expense Line	
David & Marion Griffiths	Non-Designated	674.120	980.100	$500.00

Sub Total: $500.00

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

Sub Total: $

Total General Donations: $500.00

Acknowledge the donations below toward the CDL Endowment.

Janice L. Carr, Board Secretary

Date

Action Item #2

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

May 18, 2021 Meeting

Extending Strategic Plan 2020-22

Discussion:
The board discussed the library's desire to extend the current Strategic Plan due to Covid restrictions in April.

Action:
The Board approves the extension of the library's Strategic Plan (originally for 2020-2022).

_____ _____
Janice L. Carr, Board Secretary Date

DISCUSSION ITEMS

Discussion Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

May 18, 2021 Meeting

Holiday Observance

Background:
Due to the 4th of July falling on a Sunday this year, the library would like the board to approve the observance of this holiday on Monday, July 5. If the board supports this measure, it will move to an Action Item as soon as possible.

COMMITTEE INFO & MINUTES

CHELSEA DISTRICT LIBRARY

FINANCE COMMITTEE

MARCH 31, 2021

VIA ZOOM

MEMBERS PRESENT: **Susan Lackey – Treasurer, Gary Munce, TJ Helfferich**

STAFF PRESENT: **Lori Coryell – Director, Kerry Ballard – Accountant**

Meeting will called to order at 10:30 AM.

Staff updated the committee on several items that had arisen in the months since the last committee meeting:

- Heartland payroll issues: Staff continues to experience challenges with the transition to Heartland. These including Heartland's willingness to work with our self-funded UCI program, and consequent challenges with quarterly IRS filings. This has resulted in significant staff time devoted to these issues, as well as the potential for IRS fees due to late filings, which are the responsibility of Heartland. Committee encouraged staff to examine options of other payroll services, as this is clearly an ongoing pattern.

- Investment update: Certain bonds held by the Library have matured. Our financial advisor recommends that we not reinvest these funds at this time, as bond yields in the types of instruments we are allowed by law to hold has been very low. Committee concurred with this recommendation.

- Update to Chart of Accounts: A state-mandated update to our Chart of Accounts is required. Staff indicted this will take some time, however they are on top of it, and will meet state imposed deadlines. This may have some minor impacts on year-to-year comparisons as we move forward, however that will not be clear until the update is complete.

- Audit update: The audit has begun virtually, and should be available for the May Trustee meeting. It is going well. Staff reminded the committee that we do need to rebid our audit services in 2021. We have delayed this for two years, due first to the transition between Mary and Kerry, and last year due to Covid. An RFP will be prepared for distribution in late summer, with recommendations coming to the Committee and Board prior to year-end.

Meeting adjourned 10:45 AM

Respectfully submitted,

Susan Lackey - Treasurer

Chelsea District Library
Board of Trustees
2021 Board Committees

Governance
Appendix #3
Approved: December 15, 2020

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

Janice L. Carr

Janice L Carr, Board Secretary

12-15-20

Date