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

September 21, 2021
6:45 pm

Remotely over Zoom

CHELSEA DISTRICT LIBRARY BOARD OF TRUSTEES
Tuesday, September 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
Budget Hearing Minutes Approval – August 17, 2021
Board Meeting Minutes Approval – August 17, 2021
Approval of the August Operational Checks
Approval of August Financial Reports
Director's Report & Friends Report

7:15 Public Comment

7:20 Action Items
1. Donations
2. 2022 CDL Budget Approval

7:30 Discussion Items
1. Mobile CDL
2. 2021-2023 Audit Firm

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.

Chelsea District Library Board of Trustees
Budget Hearing

Tuesday, August 17, 2021 6:45 p.m.
Meeting Location: Remotely via Zoom

Trustees in Attendance: TJ Helfferich, G. Munce, S. Lackey, J. Carr, E. Sensoli, & A. Merkel.

Trustees Absent: C. Taylor

Staff: Director L. Coryell, Assistant Director L. Ballard, T. Lancaster, S. Rakestraw, S. Powers, & C. Berggren.

Guests: None

Budget Hearing:
TJ Helfferich called the budget hearing to order at 6:45 p.m.

Board Review of 2022 Budget:

Lori walked the board through the budget section by section, highlighting the areas of fluctuation from the previous year. Key components:

- The breakdowns for Personnel, Collection, and Other Expenses are consistent with 2021.
- Total expenses are slightly up, but so is revenue.
- State Aid and Penal Fines were predicted to drop in 2021, but didn't; still being conservative with these figures.
- Lori read J. Hanifan's letter, advocating for the library's continued support of the DDA.

Public Comment: None

Adjournment:
MOTION made by A. Merkel, SECONDED by J. Carr to adjourn the budget hearing at 7:25 p.m.

All Ayes: 6-0

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Jan L. Carr, Board Secretary

Chelsea District Library Board of Trustees
Minutes of Regular Meeting

Tuesday, August 17, 2021 Directly following the Budget Hearing
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), E. Sensoli (Lima Township), & A. Merkel (City of Chelsea).

Absent: C. Taylor

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

Guests: None

Welcome and Call to Order
TJ Helfferich called the meeting to order at 7:26 p.m. One item was added to the agenda: Discussion Item #3 Budget Adjustment.

Agenda Review, Additions, and Approval
MOTION made by J. Carr, SECONDED by G. Munce to approve the agenda, as amended. Discussion: None

All Ayes: 6-0

Compulsory Segments:
Minutes and Approval of Checks
MOTION made by S. Lackey, SECONDED by J. Carr to approve the minutes of the July 20, 2021 Board Meeting. Discussion: None

All Ayes: 6-0

MOTION made by G. Munce, SECONDED by S. Lackey to accept the General Fund Operational Checks for July, 2021. Discussion: None

All Ayes: 6-0

MOTION made by J. Carr, SECONDED by E. Sensoli to accept Financial Reports for July, 2021. Discussion: None

All Ayes: 6-0

Director's Report Update:
L. Coryell update:

- Lori summarized her report and pointed out a few items from the Tech Report.

Friends Report:

- On Oct. 23 will detail "The Life of a Donated Book."
- Sales are continuing to go very well.

Other Reports Notes: None

Public Comment: None

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

All Ayes 6-0

Action Item #2: Board Retreat
MOTION made by J. Carr, SECONDED by G. Munce to approve the proposed Dec. 4 Board Retreat. Discussion: None
Jan, roll-call vote: Elizabeth – Aye, Susan – Aye, Anne – Aye, TJ – Aye, Gary – Aye, and Jan – Aye.

All Ayes 6-0

Discussion Item #1: Mobile CDL
Lori shared the pricing breakdown and also the monthly expense estimates with the board. The hope is to have a vehicle by September, 2022, either via the grant or without. A discussion ensued about the pros and cons to purchasing a Mercedes (the leading industry brand) or a domestic vehicle. Linda pointed out that part of that decision has to do with supply chain, and at present the two vehicles that the company we've been talking to has are both Mercedes. The discussion was eventually shelved until next month, when the outcome of the grant will hopefully be known.

Discussion Item #2: Hours Change
The library is proposing opening an hour earlier on Monday through Thursday, as well as eliminating the separate winter and summer hours, making the new hours uniform throughout the year. This would meet a criteria of the strategic plan by better meeting the needs of our patrons, as statistics show that we are far busier early than later, and

would also alleviate confusion about changing hours during the year. The new hours would start on September 7, as follows: M-Th 9-8, F 10-6, SA 10-3, and SU 1-5. Lori asked that the board move this item to Action, in order to adequately alert the public of these new hours.

MOTION made by G. Munce, SECONDED by J. Carr to move Discussion Item #2 to Action Item #3.

All Ayes 6-0

Action Item #3: Hours Change

MOTION made by J. Carr, SECONDED by G. Munce to approve the proposed changes to the library's hours. Discussion: None

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

All Ayes 6-0

Discussion Item #3: Budget Adjustment

The library is moving to a new calendar program, Communico, and needs to move money within the 2021 budget to cover the costs. Lori asked that this be moved immediately to Action, so that the library is spending from the correct budget line and can proceed with getting this new calendar system operational.

MOTION made by J. Carr, SECONDED by G. Munce to move Discussion Item #3 to Action Item #4.

All Ayes 6-0

Action Item #3: Budget Adjustment

MOTION made by J. Carr, SECONDED by G. Munce to approve the proposed budget adjustment, moving money from lines 884.114 and 884.216 to 803.395 to cover the new Communico calendar program. Discussion: None

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

All Ayes 6-0

Committee Reports

Policy Committee –

Finance Committee –

Personnel Committee –

Nominating Committee –

Community Outreach Committee –

Public and Board Comment: None

Other Items: At the previous meeting, the board had decided to convene in person again starting in September, but after the recent upswing in Covid cases, decided instead to continue via Zoom in September and reevaluate, as things change.

Adjournment:
MOTION made by J. Carr, SECONDED by G. Munce to adjourn the meeting at 8:45 p.m.

All Ayes, 6-0

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Janice L. Carr, Board Secretary Date

FINANCE REPORTS

09/14/21

Chelsea District Library
List of Checks for Board Approval
August 2021

Date	Num	Name	Memo	Amount
701 · Personnel Expenses				
701.100 · Wages				
701.120 · Retirement Pick up ER				
08/07/2021	20210726	Alerus Financial	08/13/2021 PR FLEX TO 457(b)	1,161.48
08/09/2021	PR 20210813		RETIREMENT - Employer Contribution to retirement ac...	-1,161.48
08/24/2021	20210809	Alerus Financial	08/27/2021 PR FLEX TO 457(b)	1,161.48
08/25/2021	PR 20210827		RETIREMENT - Employer Contribution to retirement ac...	-1,161.48
Total 701.120 · Retirement Pick up ER				0.00
701.100 · Wages - Other				
08/09/2021	PR 20210813		WAGES	39,262.99
08/25/2021	PR 20210827		WAGES	39,339.47
Total 701.100 · Wages - Other				78,602.46
Total 701.100 · Wages				78,602.46
701.110 · Retirement-Contributions - EE				
08/07/2021	20210726	Alerus Financial	08/13/2021 PR EE PERSONAL CONT	2,177.16
08/09/2021	PR 20210813		RETIREMENT PICK UP - Defcmp 2-457 EE457(b)	-2,177.16
08/24/2021	20210809	Alerus Financial	08/27/2021 PR EE PERSONAL CONT	2,177.16
08/25/2021	PR 20210827		RETIREMENT PICK UP - Defcmp 2-457 EE457(b)	-2,177.16
Total 701.110 · Retirement-Contributions - EE				0.00
701.115 · 401A Retirement Matching				
08/09/2021	PR 20210813		401 A MATCHING - Mers ER	1,480.83
08/25/2021	PR 20210827		401 A MATCHING - Mers ER	1,480.83
Total 701.115 · 401A Retirement Matching				2,961.66
701.200 · FICA				
08/09/2021	PR 20210813		FICA EMPLOYER (FICA ER + MED ER)	2,855.48
08/25/2021	PR 20210827		FICA EMPLOYER (FICA ER + MED ER)	2,861.30
Total 701.200 · FICA				5,716.78
701.300 · Flex Benefits				
08/09/2021	PR 20210813		Dep Life (CA & DL & HI) - (Additional Life Ins + Depend...	-26.68
08/09/2021	PR 20210813		Health Insurance - (Medical Insurance)	-1,699.24
08/12/2021	212230113495	Blue Care Network of Michigan	SEP 2021 MED INS	3,681.65
08/24/2021	20210810	Unum Life Insurance Co.	2021 Premium SEPT	1,068.06
08/25/2021	PR 20210827		Dep Life (CA & DL & HI) - (Additional Life Ins + Depend...	-26.68
08/25/2021	PR 20210827		Health Insurance - (Medical Insurance)	-1,699.24
Total 701.300 · Flex Benefits				1,297.87
701.400 · Unemployment				
08/09/2021	PR 20210813		MICHIGAN SUI - HEARTLAND BEGAN 03/26/21 END...	0.00
08/25/2021	PR 20210827		MICHIGAN SUI - HEARTLAND BEGAN 03/26/21	0.00
08/31/2021	SUI 2012080		HEARTLAND COLLECTING SUI WAS DISPUTED - R...	-85.00
Total 701.400 · Unemployment				-85.00
Total 701 · Personnel Expenses				88,493.77
727 · Supplies				
727.200 · General Operations				
08/07/2021	1836415	Arbor Springs Water Co. Inc.	08/06 BOTTLED WATER - COOLER RENTAL	51.00
08/07/2021	20210814	Costco Membership	Annual COSTCO Membership-2 cards	120.00
08/07/2021	221938804	Intuit, Inc.	1099 FORMS AND ENVELOPES	96.99
08/07/2021	221935360	Intuit, Inc.	CHECKS AND ENVELOPES	453.18
08/09/2021	WO-112171-1	SMART BUSINESS SOURCE	GENERAL SUPPLIES	7.20
08/11/2021	3169232	Postmaster	POSTAGE PERMIT #28	245.00
08/24/2021	1WPG-G4YH-KFG3	Amazon Capital Services Inc	KN95 MASKS	242.95
08/26/2021	20210825	Zoran, Amy	11 HANDMADE CARDS	55.00
Total 727.200 · General Operations				1,271.32
727.300 · Material Processing				
727.320 · Matl Processing Cases				
08/11/2021			L/D CASES	-5.00
08/20/2021			L/D SUPPLIES/MAT	-1.00
08/24/2021	SINV0015224	K-Sun Corp.	1" WHT ON BLU TAPE (SHIPPING)	16.99
08/24/2021	SINV0015224	K-Sun Corp.	1" BLK ON RED TAPE (FREE)	0.00
Total 727.320 · Matl Processing Cases				10.99
727.330 · Matl Processing Other				
08/24/2021	SINV0015224	K-Sun Corp.	1" BLACK ON WHITE TAPE	621.25

Chelsea District Library
List of Checks for Board Approval
August 2021

Date	Num	Name	Memo	Amount
08/24/2021	SINV0015224	K-Sun Corp.	1" BLACK ON YELLOW TAPE	24.85
Total 727.330 · Matl Processing Other				646.10
Total 727.300 · Material Processing				657.09
727.500 · Cleaning				
727.510 · Cleaning Paper Products				
08/07/2021	20210814	Costco Anywhere Visa	ROLL TOWELS	106.75
08/09/2021	WO-112171-1	SMART BUSINESS SOURCE	CLEANING SUPPLIES	245.08
Total 727.510 · Cleaning Paper Products				351.83
727.530 · Cleaning Rugs				
08/07/2021	4091532566	Cintas Corporation-300	RUGS 7/30/21	120.43
Total 727.530 · Cleaning Rugs				120.43
Total 727.500 · Cleaning				472.26
727.700 · Postage				
727.720 · Postage-Operating Postage				
08/11/2021			CASH REGISTER	-4.90
Total 727.720 · Postage-Operating Postage				-4.90
Total 727.700 · Postage				-4.90
727.800 · Maintenance				
727.830 · Maintenance General				
08/07/2021	12083/154	Great Lakes Ace Hardware	SPRAY PAINT FOR FLOOD LIGHTS	18.22
08/07/2021	12084/154	Great Lakes Ace Hardware	CLERK SCANNED EMPTY PAINT CAN IN ERROR	-9.11
08/07/2021	12050/154	Great Lakes Ace Hardware	TAPE MEASURE	22.64
08/07/2021	12077/154	Great Lakes Ace Hardware	SPRAY PAINT - FLOODLIGHTS	9.11
08/11/2021	12094/154	Great Lakes Ace Hardware	CHAIN SAW OIL - TREE LIMBS	6.26
Total 727.830 · Maintenance General				47.12
Total 727.800 · Maintenance				47.12
Total 727 · Supplies				2,442.89
801 · Professional Services				
801.010 · Attorney				
08/07/2021	813402	Foster Swift Collins & Smith	MIOSHA/COVID PREPAREDNESS ISSUES	378.00
Total 801.010 · Attorney				378.00
801.040 · Bookkeeper				
08/07/2021	210812	Ballard, Kerry	BOOKKEEPING THROUGH 08/12/2021	350.00
08/24/2021	20210826	Ballard, Kerry	BOOKKEEPING THROUGH 08/26/2021	350.00
Total 801.040 · Bookkeeper				700.00
801.041 · Payroll Services				
08/09/2021	PR 20210813		PAYROLL PREPARATION	139.07
08/25/2021	PR 20210827		PAYROLL PREPARATION	148.07
Total 801.041 · Payroll Services				287.14
801.042 · Financial Services				
08/24/2021	115763	PFM FINANCIAL ADVISORS LLC	2021 Annual Disclosure Filing	1,000.00
Total 801.042 · Financial Services				1,000.00
801.300 · Banking Fees				
801.310 · Bank Fees				
08/16/2021	STP PMT 816		STOP PAYMENT #25915	30.00
08/31/2021			Service Charge	10.60
Total 801.310 · Bank Fees				40.60
801.315 · Investment Fees				
08/31/2021	INV 210831		investment fees	
Total 801.315 · Investment Fees				0.00
801.350 · Credit Card Fee Circ				
08/11/2021	CIRC TLN 01		TLN DEPOSIT - AUTHORIZE.NET FEE $946.13 - $87...	72.25
Total 801.350 · Credit Card Fee Circ				72.25
Total 801.300 · Banking Fees				112.85

Chelsea District Library
List of Checks for Board Approval
August 2021

Date	Num	Name	Memo	Amount
Total 801 · Professional Services				2,477.99
803 · Maintenance Service Contracts				
803.010 · Maint Svc Contingency				
08/11/2021	1-106437441504	Johnson Controls	CHILLER FAULT	753.50
08/24/2021	1149	Chelsea Paint & Carpentry LLC	VENT LASER CUTTER	475.00
08/24/2021	1-106689984981	Johnson Controls	CHILLER OFFLINE	597.50
Total 803.010 · Maint Svc Contingency				1,826.00
803.300 · Technology				
803.350 · Network Equipment				
08/07/2021	17680	KNIGHT TECHNOLOGY GROUP	DATTO BACKUPS	1,100.00
Total 803.350 · Network Equipment				1,100.00
803.395 · Website Hosting & Service				
08/24/2021	20210809	KeyBank	GO DADDY - STORIESofCHELSEA.COM DOMAIN	21.17
Total 803.395 · Website Hosting & Service				21.17
Total 803.300 · Technology				1,121.17
803.600 · Building Maintenance				
803.605 · Janitorial				
08/11/2021	13411	A Production Cleaning Company Inc.	CLEANING 13411 07/25 - 8/09/2021	1,500.85
08/24/2021	13441	A Production Cleaning Company Inc.	CLEANING 13441 08/08 - 8/21/2021	1,500.85
Total 803.605 · Janitorial				3,001.70
803.620 · Trash				
08/11/2021	150	City of Chelsea	JULY TRASH	40.00
Total 803.620 · Trash				40.00
Total 803.600 · Building Maintenance				3,041.70
Total 803 · Maintenance Service Contracts				5,988.87
850 · Telecommunications				
850.100 · Local & Long Distance Charges				
850.120 · Telephone				
08/07/2021	734433980406	A T & T TELCO	AT&T ADJUSTED	601.77
08/07/2021	2021072100000212815	Navitas Credit Corp	AUG LEASE CONTRACT 20001159	212.81
08/24/2021	20210809	KeyBank	STAR2STAR - VOIP	396.05
Total 850.120 · Telephone				1,210.63
850.121 · IT Cell Phone				
08/11/2021	9885088625	Verizon Wireless	IT PHONE 07/29 - 08/28/2021	51.16
Total 850.121 · IT Cell Phone				51.16
Total 850.100 · Local & Long Distance Charges				1,261.79
850.300 · TLN Internet Service				
850.311 · WiFi Hotspots				
08/11/2021	9885088625	Verizon Wireless	07/29 - 08/28/2021	576.15
08/24/2021	X08142021	A T & T Mobility	08/07/2021 - 09/06/2021	217.44
Total 850.311 · WiFi Hotspots				793.59
Total 850.300 · TLN Internet Service				793.59
Total 850 · Telecommunications				2,055.38
880 · Promotional Materials				
880.100 · Advertising				
880.110 · Media Buy				
08/24/2021	20210816	Chelsea Update	2021 3RD QTR ADS	495.00
Total 880.110 · Media Buy				495.00
880.120 · Misc Advertising				
08/11/2021	11106-R	The Sun Times	2022 PROPOSED BUDGET ANOUNCEMENT SETUP	25.00
08/11/2021	11106-R	The Sun Times	PUBLIC NOTICE PUBLICATION	195.75
Total 880.120 · Misc Advertising				220.75
880.140 · Sponsorships				
08/11/2021	20210808	5 Healthy Towns Foundation	FARM TO TABLE SPONSORSHIP	50.00
Total 880.140 · Sponsorships				50.00

Chelsea District Library
List of Checks for Board Approval
August 2021

Date	Num	Name	Memo	Amount
Total 880.100 · Advertising				765.75
880.200 · Publications				
880.220 · Misc Publications				
08/24/2021	258991	Print-tech Inc.	NEWSLETTER CHANGES - 4 - MADE BY PRINTER	114.75
Total 880.220 · Misc Publications				114.75
880.240 · Newletter				
08/11/2021	0574	MC creative design & photography LLC	FALL NEWSLETTER	1,600.00
08/11/2021	0574	MC creative design & photography LLC	SONG TO TABLE	400.00
08/24/2021	20210809	KeyBank	UPS STORE - PRINTOUTS AND COPIES	12.74
08/24/2021	258991	Print-tech Inc.	NEWSLETT - FALL 2021 12 PAGES	4,184.93
08/24/2021	258991	Print-tech Inc.	MAILING SERVICE	433.03
Total 880.240 · Newletter				6,630.70
Total 880.200 · Publications				6,745.45
880.300 · Marketing Supplies				
880.311 · Exhibits				
08/24/2021	259028	Print-tech Inc.	AVENUE BANNERS - SMALL WONDERS & AIR	594.55
Total 880.311 · Exhibits				594.55
880.320 · Misc Marketing Supplies				
08/24/2021	12016/154	Great Lakes Ace Hardware	MOUNTING SQUARES AND ZIP TIES	9.88
08/24/2021	20210809	KeyBank	USARTQUEST - WOODEN BOOK PINS	10.78
08/24/2021	20210809	KeyBank	BARNES...- BOOK	8.99
08/24/2021	20210809	KeyBank	STAPLES - FOAMBOARD/SPRAYMOUNT	28.48
Total 880.320 · Misc Marketing Supplies				58.13
880.330 · Paper				
08/24/2021	20210809	KeyBank	USARTQUEST - MAT BOARD	29.00
08/24/2021	20210809	KeyBank	USARTQUEST - IMAGE GRAPHICS	3.00
Total 880.330 · Paper				32.00
Total 880.300 · Marketing Supplies				684.68
880.400 · Program Promotion				
880.410 · Adult Program Promotion				
880.411 · General Adult Promotion				
08/24/2021	20210809	KeyBank	COST PLUS WM - SPATULA, TOWELL, BASKET	18.17
Total 880.411 · General Adult Promotion				18.17
Total 880.410 · Adult Program Promotion				18.17
880.420 · Youth / Teen Promotion				
880.421 · General Youth/Teen Promotion				
08/11/2021	3511	Chelsea Guardian	AD-TWEENS	50.00
08/24/2021	20210809	KeyBank	WALGREENS - PRINTS, 1000 BOOKS	24.08
08/24/2021	DB-75505-INV	Dollar Bill Printing	STICKERS - SMALL WONDER AND AIR	189.72
08/24/2021	DB-75505-INV	Dollar Bill Printing	BOOKMARKS - SMALL WONDERS AND AIR	104.51
08/24/2021	DB-75505-INV	Dollar Bill Printing	POSTERS - AIR - ARTIST IN RESIDENCE FOR PRIZ...	25.20
Total 880.421 · General Youth/Teen Promotion				393.51
Total 880.420 · Youth / Teen Promotion				393.51
Total 880.400 · Program Promotion				411.68
880.500 · Purchased Services				
880.510 · General Purchased Services				
08/24/2021	20210809	KeyBank	ADOBE - STOCK IMAGES	29.99
Total 880.510 · General Purchased Services				29.99
Total 880.500 · Purchased Services				29.99
Total 880 · Promotional Materials				8,637.55
884 · Programming				
884.110 · Adult Speakers				
884.116 · Purple Rose Concert Readings				
08/24/2021	20210823	Purple Rose Theatre Company Inc	2021 PR Library Readings	4,000.00
Total 884.116 · Purple Rose Concert Readings				4,000.00
Total 884.110 · Adult Speakers				4,000.00

Chelsea District Library
List of Checks for Board Approval
August 2021

Date	Num	Name	Memo	Amount
884.120 · Adult Supplies				
884.126 · General Adult Programs				
08/24/2021	20210809	KeyBank	SERENDIPITY - OUTDOOR BOOK CLUB	152.64
08/24/2021	20210809	KeyBank	ZOU ZOU'S - STAFF SRP GIFT CARD	25.00
08/24/2021	20210809	KeyBank	SMOKEHOUSE 52 BBQ - STAFF SRP GIFT CARD	25.00
08/26/2021	21-0092LB	Brown, Laura	MAKER CHELSEA CRAFTS - S&S 101506843-001	62.69
08/26/2021	21-0091LB	Chelsea Depot Association	DEPOSIT FOR PURPLE ROSE 02/12/2022 AND 03/0...	150.00
Total 884.126 · General Adult Programs				415.33
884.127 · SRP Supplies				
08/24/2021	20210809	KeyBank	SEREPENDIPITY - ADULT SRP GIFT CARD	50.00
08/24/2021	20210809	KeyBank	BREATHE YOGA - ADULT SRP GIFT CARD	55.00
08/24/2021	20210809	KeyBank	BUMBLES DRY GOODS - ADULT SRP GIFT CARD	50.00
08/24/2021	20210809	KeyBank	LAKEHOUSE BAKERY - ADULT SRP GIFT CARD	25.00
08/24/2021	20210809	KeyBank	SMOKEHOUSE 52 BBQ - ADULT SRP GIFT CARD	50.00
08/24/2021	20210809	KeyBank	AGRICOLE - ADULT SRP GIFT CARD	50.00
08/24/2021	20210809	KeyBank	COMMON GRILL - ADULT SRP GIFT CARD	50.00
08/24/2021	20210809	KeyBank	GARDEN MILL - ADULT SRP GIFT CARD	50.00
Total 884.127 · SRP Supplies				380.00
Total 884.120 · Adult Supplies				795.33
884.210 · Youth Speakers				
884.215 · Early Literacy				
08/24/2021	PO 21-0074ED	Battey, Beth	07/15/2021 & 08/19/2021 - DANCE ALONG - SING AL...	360.00
Total 884.215 · Early Literacy				360.00
Total 884.210 · Youth Speakers				360.00
884.220 · Youth Supplies				
884.226 · Summer Reading				
08/09/2021	1075	SPAD'S TWISTERS SOFT-SERVE ICE CREAM	SUMMER READING PRIZES - MIDWAY GIFT CERTI...	480.00
08/24/2021	20210809	KeyBank	GARDEN MILL - FAIRY GARDEN KIT	80.00
08/24/2021	20210809	KeyBank	ABERDEEN BIKE & FITNESS - SRP GIFT CARD	300.00
Total 884.226 · Summer Reading				860.00
884.230 · Youth Reading Group				
08/09/2021	54149518	Ingram Library Services	YOUTH READING GROUP	60.69
Total 884.230 · Youth Reading Group				60.69
884.220 · Youth Supplies - Other				
08/24/2021	20210809	KeyBank	LOWES - KINDNESS ROCK KITS 09/01/21	34.92
Total 884.220 · Youth Supplies - Other				34.92
Total 884.220 · Youth Supplies				955.61
884.260 · Teen Speakers				
884.264 · Teen General Programs				
08/24/2021	PO 21-0082SP	COMFORT, MARK	TEEN D&D DUNGEON MASTER	230.00
Total 884.264 · Teen General Programs				230.00
Total 884.260 · Teen Speakers				230.00
884.270 · Teen Supplies				
884.272 · Teen General Programs				
08/09/2021	1F66-7DJF-9XQN	Amazon Capital Services Inc	TEEN GENERAL PROGRAMS	50.96
08/24/2021	20210809	KeyBank	TARGET - TEEN GRAND PRIZE GIFT CARD	100.00
Total 884.272 · Teen General Programs				150.96
884.276 · Teen Refreshments				
08/24/2021	20210809	KeyBank	COTTAGE INN - P&P JULY PIZZA	43.36
Total 884.276 · Teen Refreshments				43.36
Total 884.270 · Teen Supplies				194.32
884.500 · Artist In Residence				
884.510 · Artist in Residence				
08/11/2021	21-0119GH	Chelsea Depot Association	10/07/2021 - An Evening with Frank Cianciola	300.00
Total 884.510 · Artist in Residence				300.00
Total 884.500 · Artist In Residence				300.00
884.800 · Exhibits				

Chelsea District Library
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Date	Num	Name	Memo	Amount
884.801 · Exhibits				
08/24/2021	20210826	Ballard, Kerry	SETUP SMALL WONDERS EXHIBIT	100.00
Total 884.801 · Exhibits				100.00
Total 884.800 · Exhibits				100.00
Total 884 · Programming				6,935.26
885 · Volunteer				
885.200 · Supplies				
08/24/2021	421344	MCM BRANDS	LANYARDS	173.88
Total 885.200 · Supplies				173.88
Total 885 · Volunteer				173.88
920 · Utilities				
920.110 · City of Chelsea Water				
08/07/2021	20210803	City of Chelsea-Elect & Water	JULY 06/30/21 - 07/31/21 WATER	53.23
Total 920.110 · City of Chelsea Water				53.23
920.120 · City of Chelsea Sewer				
08/07/2021	20210803	City of Chelsea-Elect & Water	JULY 06/30/21 - 07/31/21 SEWER	130.24
Total 920.120 · City of Chelsea Sewer				130.24
920.130 · City of Chelsea Electric				
08/07/2021	20210803	City of Chelsea-Elect & Water	JULY 06/30/21 - 07/31/21 ELECTRICITY	4,578.49
Total 920.130 · City of Chelsea Electric				4,578.49
920.140 · Storm Sewers				
08/07/2021	20210802	City of Chelsea	2021 STORMWATER ANNUAL BILL	39.47
Total 920.140 · Storm Sewers				39.47
920.150 · City of Chelsea Sprinkler				
08/07/2021	20210803	City of Chelsea-Elect & Water	JULY 06/30/21 - 07/31/21 SPRINKLER	355.91
Total 920.150 · City of Chelsea Sprinkler				355.91
920.200 · McKune Gas				
08/12/2021	3262273	Constellation NewEnergy-Gas Division LLC	JULY 2021 - 06/19 - 07/21/2021	103.99
Total 920.200 · McKune Gas				103.99
Total 920 · Utilities				5,261.33
960 · Board & Director Expense				
960.200 · Director Expense				
08/24/2021	20210809	KeyBank	LAKEHOUSE BAKERY - VOLUNTEER APPRECIATI...	53.00
08/24/2021	20210809	KeyBank	AGRICOLE - CSC FESTIVAL OF TRELLISES - GIFT ...	25.00
08/24/2021	20210809	KeyBank	CLEARY'S - LUNCH MEETING WITH ANNUAL DON...	38.46
08/24/2021	20210809	KeyBank	SMOKEHOUSE 52 BBQ - MEETING WITH AADL HE...	46.03
Total 960.200 · Director Expense				162.49
Total 960 · Board & Director Expense				162.49
967 · Equipment				
967.100 · Equipment Hardware				
967.120 · Computers				
08/24/2021	1FXW-Q1W9-6L9C	Amazon Capital Services Inc	CONFERENCE MIC	19.99
08/24/2021	1FXW-Q1W9-6L9C	Amazon Capital Services Inc	- WIRELESS MOUSE	32.97
Total 967.120 · Computers				52.96
967.135 · WiFi Hotspots				
08/26/2021	1VJD-YPJK-GVQW	Amazon Capital Services Inc	WIFI HOTSPOTS	29.96
Total 967.135 · WiFi Hotspots				29.96
Total 967.100 · Equipment Hardware				82.92
967.200 · Equipment Software				
08/07/2021	INV-US-54934	Envisionware Inc	RENEWAL MOBILE PRINT SERVICE 11/01/2021 - 10...	575.00
08/24/2021	20210809	KeyBank	HR COLLABORATIVE	170.00
08/24/2021	20210809	KeyBank	NINITE.COM - SECURE BY DESIGN	20.00
08/24/2021	20210809	KeyBank	ZOOM - WEBINAR 500	39.50
08/24/2021	20210809	KeyBank	ADOBE - CEATIVE CLOUD ALL APPS	508.67

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Date	Num	Name	Memo	Amount
Total 967.200 · Equipment Software				1,313.17
967.300 · Equipment Furniture & Fixtures				
967.310 · Makerspace Furnishings				
08/24/2021	1C4V-WPFF-LVKD	Amazon Capital Services Inc	MAKERSPACE FURNISHINGS	66.01
08/26/2021	1VJD-YPJK-GVQW	Amazon Capital Services Inc	BATTERIES	17.09
08/26/2021	1VJD-YPJK-GVQW	Amazon Capital Services Inc	DIGITAL CALIPER	8.99
Total 967.310 · Makerspace Furnishings				92.09
967.330 · Equipment - non-Computer				
08/24/2021	1K3G-93TT-6F4H	Amazon Capital Services Inc	CHAIR DOLLY - OEF FURNISHINGS	80.13
Total 967.330 · Equipment - non-Computer				80.13
Total 967.300 · Equipment Furniture & Fixtures				172.22
Total 967 · Equipment				1,568.31
969 · Continuing Education Expenses				
969.300 · Memberships				
969.500 · Institutional Membership				
969.510 · Institutional Member Rotary				
08/07/2021	0621032	Rotary Club of Chelsea	2021 ROTARY - 2ND QUARTER	94.00
Total 969.510 · Institutional Member Rotary				94.00
Total 969.500 · Institutional Membership				94.00
Total 969.300 · Memberships				94.00
969.600 · Staff Training				
969.620 · Staff In-Service & Appreciation				
08/24/2021	20210809	KeyBank	PANERA - WELCOME BACK ALL STAFF MEETING	344.42
08/24/2021	20210809	KeyBank	CVS - STAFF APPRECIATION - COVID - CANDY	64.79
Total 969.620 · Staff In-Service & Appreciation				409.21
969.940 · Staff Apprec - Restr/Covid-19				
08/24/2021	20210809	KeyBank	SMOKEHOUSE 52 BBQ - STAFF APPRECIATION - L...	25.00
08/24/2021	20210809	KeyBank	SMOKEHOUSE 52 BBQ - STAFF APPRECIATION - E...	25.00
Total 969.940 · Staff Apprec - Restr/Covid-19				50.00
Total 969.600 · Staff Training				459.21
Total 969 · Continuing Education Expenses				553.21
980 · Capital Expense				
980.300 · Computer Upgrades				
980.320 · Hardware Upgrades				
980.323 · Wireless Replacement				
08/07/2021	17765	KNIGHT TECHNOLOGY GROUP	5 INTERIOR WAPs, RESOLVE SERVIER ISSUE	900.00
Total 980.323 · Wireless Replacement				900.00
Total 980.320 · Hardware Upgrades				900.00
Total 980.300 · Computer Upgrades				900.00
Total 980 · Capital Expense				900.00
982 · Collection Expense				
982.100 · Audio Books				
982.120 · Adult Books on Disc				
08/09/2021	500770961	Midwest Tape	JULY BOC	39.99
08/11/2021			L/D AD BOCD	-20.00
08/11/2021	500798338	Midwest Tape	AUG BOC	294.93
08/11/2021	500798339	Midwest Tape	JULY BOC	29.99
08/26/2021	500832201	Midwest Tape	JULY BOC	79.98
08/26/2021	500832203	Midwest Tape	AUG BOC	39.99
08/26/2021	500862122	Midwest Tape	AUG BOC	74.98
Total 982.120 · Adult Books on Disc				539.86
982.140 · Youth Books on Disc				
08/24/2021	500682928	Midwest Tape	JUN TEEN BOC	79.98
08/24/2021	500706304	Midwest Tape	JUN TEEN BOC	102.96
Total 982.140 · Youth Books on Disc				182.94
Total 982.100 · Audio Books				722.80

Chelsea District Library
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Date	Num	Name	Memo	Amount
982.400 · Non Print				
982.410 · Electronic Products/Subs				
08/09/2021	500790372	Midwest Tape - Hoopla	EBOOKS	1,398.62
08/24/2021	NS21080164	Baker & Taylor - Entertainment Annual	BOOK REVIEWS SUBSCRIPTION 10/01/2021 - 09/30...	594.00
Total 982.410 · Electronic Products/Subs				1,992.62
982.415 · ILL Subscriptions				
08/24/2021	1000132161	OCLC Inc.	ILL SUBSCRIPTION 07/01/2021 - 06/30/2022	682.57
Total 982.415 · ILL Subscriptions				682.57
982.416 · eContent/Kindle				
08/24/2021	20210809	KeyBank	TLN	6.55
Total 982.416 · eContent/Kindle				6.55
982.420 · Adult Music on CD				
08/09/2021	500770962	Midwest Tape	JUNE/JULY BOC	24.38
08/11/2021			L/D AD MUSIC CD	-16.99
08/11/2021	500801860	Midwest Tape	JUNE JULY CDs	13.99
Total 982.420 · Adult Music on CD				21.38
982.430 · Non-Traditional Collections				
08/24/2021	1VTN-GMY6-H3T1	Amazon Capital Services Inc	ORGANIZERS	38.25
Total 982.430 · Non-Traditional Collections				38.25
982.460 · DVD Feature				
08/07/2021	500647831	Midwest Tape	JUN ADULT FEATURE DVDs	31.48
08/07/2021	500706306	Midwest Tape	JULY FEATURE DVDs	111.69
08/07/2021	500770960	Midwest Tape	JULY FEATURE DVDs	176.91
08/11/2021	500735182	Midwest Tape	JULY FEATURE DVDs	288.59
08/11/2021	500798336	Midwest Tape	JULY FEATURE DVDs	59.96
08/11/2021	500798337	Midwest Tape	AUG FEATURE DVDs	176.91
08/26/2021	500831546	Midwest Tape	JUL FEATURE DVDs	44.23
08/26/2021	500832200	Midwest Tape	AUG FEATURE DVDs	99.69
08/26/2021	500862121	Midwest Tape	AUG FEATURE DVDs	234.63
08/26/2021	500862124	Midwest Tape	JUL FEATURE DVDs	55.48
Total 982.460 · DVD Feature				1,279.57
982.470 · DVD Non-Fiction				
08/07/2021	500706305	Midwest Tape	JULY NF DVDs	89.95
08/11/2021	500735183	Midwest Tape	JULY NF DVDs	18.74
08/26/2021	500831547	Midwest Tape	JUL NF DVDs	18.74
08/26/2021	500865125	Midwest Tape	AUG NF ADULT	32.23
Total 982.470 · DVD Non-Fiction				159.66
982.480 · Youth Video DVD				
08/11/2021	500647830	Midwest Tape	JUNE FAMILY DVD	157.40
08/11/2021	500682923	Midwest Tape	JUNE FAMILY DVD	31.48
08/11/2021	500682925	Midwest Tape	JUNE FAMILY DVD	22.48
08/11/2021	500706300	Midwest Tape	JUN FAMILY DVD	40.48
08/26/2021	500831548	Midwest Tape	JUN FAMILY DVDs	22.48
Total 982.480 · Youth Video DVD				274.32
982.485 · Playaway Views				
08/07/2021	357500	Findaway World, LLC	LAUNCHPAD VIDEO PRODUCTS	279.96
Total 982.485 · Playaway Views				279.96
982.490 · Videogames				
08/11/2021			L/D VIDEOGAMES	-129.98
08/24/2021	5990	Crimson Multimedia Dist. Inc.	VIDEO GAMES	145.18
Total 982.490 · Videogames				15.20
Total 982.400 · Non Print				4,750.08
982.600 · Periodical & Newspapers				
982.640 · Chelsea Standard filming				
08/26/2021	2394	Graphic Sciences, Inc.	DIGITIZATION - SUN (2020), GUARDIAN (2020)	183.33
Total 982.640 · Chelsea Standard filming				183.33
Total 982.600 · Periodical & Newspapers				183.33
982.700 · Print				
982.705 · Adult Print				

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Date	Num	Name	Memo	Amount
982.710 · Adult Large Print				
08/07/2021	2036042840	Baker & Taylor - Adult Large Print	ADULT LARGE PRINT	0.03
08/09/2021	2035983376	Baker & Taylor - Adult Large Print	ADULT LARGE PRINT	169.14
08/09/2021	54089039	Ingram Library Services	ADULT LARGE PRINT	21.26
08/09/2021	54149517	Ingram Library Services	ADULT LARGE PRINT	55.18
08/11/2021	2036081259	Baker & Taylor - Adult Large Print	ADULT LARGE PRINT	20.59
08/11/2021	54170812	Ingram Library Services	ADULT LARGE PRINT	16.50
08/11/2021	54180606	Ingram Library Services	ADULT LARGE PRINT	24.29
08/26/2021	2036106076	Baker & Taylor - Adult Large Print	ADULT LARGE PRINT	39.97
Total 982.710 · Adult Large Print				346.96
982.720 · Adult Print General				
08/07/2021	1NCN-YLHJ-PDYV	Amazon Capital Services Inc	ADULT PRINT GENERAL	29.95
08/09/2021	2036009910	Baker & Taylor - Adult	ADULT ACCT	45.46
08/09/2021	2036073804	Baker & Taylor - Adult	ADULT ACCT	59.77
08/09/2021	2036020539	Baker & Taylor - Unlabeled Adult	UNLABELED ADULT ACCT	218.50
08/09/2021	54022668	Ingram Library Services	ADULT PRINT GENERAL	15.94
08/09/2021	54022669	Ingram Library Services	ADULT PRINT GENERAL	13.62
08/09/2021	54041007	Ingram Library Services	ADULT PRINT GENERAL	25.35
08/09/2021	54041008	Ingram Library Services	ADULT PRINT GENERAL	15.49
08/09/2021	54041010	Ingram Library Services	ADULT PRINT GENERAL	91.89
08/09/2021	54060669	Ingram Library Services	ADULT PRINT GENERAL	14.54
08/09/2021	54060670	Ingram Library Services	ADULT PRINT GENERAL	234.45
08/09/2021	54060672	Ingram Library Services	ADULT PRINT GENERAL	16.74
08/09/2021	54060673	Ingram Library Services	ADULT PRINT GENERAL	17.29
08/09/2021	54081024	Ingram Library Services	ADULT PRINT GENERAL	43.14
08/09/2021	54089040	Ingram Library Services	ADULT PRINT GENERAL	41.15
08/09/2021	54102725	Ingram Library Services	ADULT PRINT GENERAL	16.20
08/09/2021	54102726	Ingram Library Services	ADULT PRINT GENERAL	76.75
08/09/2021	54102727	Ingram Library Services	ADULT PRINT GENERAL	16.74
08/09/2021	54149516	Ingram Library Services	ADULT PRINT GENERAL	14.85
08/09/2021	54149520	Ingram Library Services	ADULT PRINT GENERAL	15.65
08/09/2021	54149521	Ingram Library Services	ADULT PRINT GENERAL	15.10
08/09/2021	54149522	Ingram Library Services	ADULT PRINT GENERAL	28.11
08/11/2021			L/D AD PRINT	-205.92
08/11/2021	2036031737	Baker & Taylor - Adult	ADULT ACCT	137.01
08/11/2021	2036048741	Baker & Taylor - Adult	ADULT ACCT	103.40
08/11/2021	2036057540	Baker & Taylor - Adult	ADULT ACCT	89.79
08/11/2021	2036107275	Baker & Taylor - Unlabeled Adult	UNLABELED ADULT ACCT	15.24
08/11/2021	53822703	Ingram Library Services	ADULT PRINT GENERAL	12.39
08/11/2021	53873746	Ingram Library Services	ADULT PRINT GENERAL	16.99
08/11/2021	53873747	Ingram Library Services	ADULT PRINT GENERAL	672.57
08/11/2021	53891308	Ingram Library Services	ADULT PRINT GENERAL	15.64
08/11/2021	53891309	Ingram Library Services	ADULT PRINT GENERAL	31.29
08/11/2021	53952922	Ingram Library Services	ADULT PRINT GENERAL	5.57
08/11/2021	53952923	Ingram Library Services	ADULT PRINT GENERAL	21.99
08/11/2021	53952924	Ingram Library Services	ADULT PRINT GENERAL	504.16
08/11/2021	53995150	Ingram Library Services	ADULT PRINT GENERAL	11.79
08/11/2021	53995151	Ingram Library Services	ADULT PRINT GENERAL	17.30
08/11/2021	53995152	Ingram Library Services	ADULT PRINT GENERAL	14.30
08/11/2021	54170815	Ingram Library Services	ADULT PRINT GENERAL	15.10
08/11/2021	54170816	Ingram Library Services	ADULT PRINT GENERAL	31.29
08/11/2021	54170817	Ingram Library Services	ADULT PRINT GENERAL	16.74
08/11/2021	54200102	Ingram Library Services	ADULT PRINT GENERAL	33.48
08/11/2021	54200104	Ingram Library Services	ADULT PRINT GENERAL	16.20
08/24/2021	20210809	KeyBank	PUPPY DOGS... PUBLISHING - PICTURE BOOKS FO...	319.74
08/24/2021	2036092949	Baker & Taylor - Adult	ADULT ACCT	9.78
08/26/2021	1WQ3-KRCR-F16P	Amazon Capital Services Inc	ADULT PRINT GENERAL	19.56
08/26/2021	2036109271	Baker & Taylor - Adult	ADULT ACCT	15.89
08/26/2021	54215190	Ingram Library Services	ADULT PRINT GENERAL	95.16
08/26/2021	54215191	Ingram Library Services	ADULT PRINT GENERAL	31.88
08/26/2021	54215192	Ingram Library Services	ADULT PRINT GENERAL	18.40
08/26/2021	54215193	Ingram Library Services	ADULT PRINT GENERAL	46.15
Total 982.720 · Adult Print General				3,199.56
Total 982.705 · Adult Print				3,546.52
982.755 · Youth Print				
982.760 · Youth Print General				
08/09/2021	2035969027	Baker & Taylor - Auto Yours Cats	AUTO YOURS CAT	80.51
08/09/2021	2036011582	Baker & Taylor - Auto Yours Cats	AUTO YOURS CAT	46.97
08/09/2021	2036061083	Baker & Taylor - Auto Yours Cats	AUTO YOURS CAT	74.43
08/09/2021	2035994339	Baker & Taylor - Unlabeled Juvenile	UNLABELED JUVENILE	188.35
08/09/2021	2036011490	Baker & Taylor - Unlabeled Juvenile	UNLABELED JUVENILE	86.78
08/09/2021	2036015622	Baker & Taylor - Unlabeled Juvenile	UNLABELED JUVENILE	299.67
08/09/2021	2036055403	Baker & Taylor - Unlabeled Juvenile	UNLABELED JUVENILE	88.64
08/09/2021	54022664	Ingram Library Services	YOUTH PRINT GENERAL	20.83

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Date	Num	Name	Memo	Amount
08/09/2021	54022665	Ingram Library Services	YOUTH PRINT GENERAL	14.52
08/09/2021	54022666	Ingram Library Services	YOUTH PRINT GENERAL	80.25
08/09/2021	54022667	Ingram Library Services	YOUTH PRINT GENERAL	192.63
08/09/2021	54041009	Ingram Library Services	YOUTH PRINT GENERAL	10.14
08/09/2021	54060671	Ingram Library Services	YOUTH PRINT GENERAL	120.12
08/09/2021	54081025	Ingram Library Services	YOUTH PRINT GENERAL	76.19
08/09/2021	54149519	Ingram Library Services	YOUTH PRINT GENERAL	10.69
08/11/2021			L/D YOUTH / TEEN PRINT	-7.94
08/11/2021			L/D YOUTH / TEEN PRINT	-168.84
08/11/2021	2036032745	Baker & Taylor - Auto Yours Cats	AUTO YOURS CAT	74.95
08/11/2021	2036071134	Baker & Taylor - Auto Yours Cats	AUTO YOURS CAT	35.82
08/11/2021	3242705	Baker & Taylor - Auto Yours Cats	CREDIT MEMO - SEE INV 2036032745	-11.91
08/11/2021	2036010083	Baker & Taylor - Juvenile	JUVENILE ACCT	0.77
08/11/2021	2036078311	Baker & Taylor - Unlabeled Juvenile	UNLABELED JUVENILE	390.50
08/11/2021	2036078379	Baker & Taylor - Unlabeled Juvenile	UNLABELED JUVENILE	79.90
08/11/2021	2036096346	Baker & Taylor - Unlabeled Juvenile	UNLABELED JUVENILE	47.68
08/11/2021	53873745	Ingram Library Services	YOUTH PRINT GENERAL	12.83
08/11/2021	53960511	Ingram Library Services	YOUTH PRINT GENERAL	21.93
08/11/2021	53960512	Ingram Library Services	YOUTH PRINT GENERAL	38.02
08/11/2021	54010010	Ingram Library Services	YOUTH PRINT GENERAL	35.06
08/11/2021	54170813	Ingram Library Services	YOUTH PRINT GENERAL	32.07
08/11/2021	54070814	Ingram Library Services	YOUTH PRINT GENERAL	11.96
08/11/2021	54170818	Ingram Library Services	YOUTH PRINT GENERAL	10.69
08/11/2021	54200101	Ingram Library Services	YOUTH PRINT GENERAL	10.69
08/11/2021	54200100	Ingram Library Services	YOUTH PRINT GENERAL	22.48
08/11/2021	54200103	Ingram Library Services	YOUTH PRINT GENERAL	8.86
08/20/2021			L/D Y/T PRINT	-35.99
08/26/2021	2036090982	Baker & Taylor - Auto Yours Cats	AUTO YOURS CAT	11.16
08/26/2021	2036122677	Baker & Taylor - Juvenile	JUVENILE ACCT	13.51
08/26/2021	2036120032	Baker & Taylor - Unlabeled Juvenile	UNLABELED JUVENILE	137.73
08/26/2021	2036099331	Baker & Taylor - Unlabeled Juvenile	UNLABELED JUVENILE	150.10
08/26/2021	54215188	Ingram Library Services	YOUTH PRINT GENERAL	10.69
08/26/2021	54215189	Ingram Library Services	YOUTH PRINT GENERAL	13.44
Total 982.760 · Youth Print General				2,336.88
Total 982.755 · Youth Print				2,336.88
Total 982.700 · Print				5,883.40
Total 982 · Collection Expense				11,539.61
TOTAL				**137,190.54**

3:25 PM
09/14/21
Accrual Basis

Chelsea District Library
Donation and Restricted
January through August 2021

	Jan - Aug 21	Budget	$ Over Budget
Ordinary Income/Expense			
Income			
674 · Contribution & Donation			
674.110 · Designated Adult Programming	0	0	0
674.111 · Designated Youth Programming	0	0	0
674.112 · Designated Music Focus Programs	2,000	2,000	0
674.120 · Undesignated Donation	2,470	745	1,725
674.141 · Designated Technology	2,000	2,000	0
674.150 · Continuing Education Restricted	600	600	0
Total 674 · Contribution & Donation	7,070	5,345	1,725
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	7,070	5,845	1,225
Gross Profit	7,070	5,845	1,225
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	441	845	(404)
Total 969.600 · Staff Training	441	845	(404)
Total 969 · Continuing Education Expenses	441	845	(404)
982 · Collection Expense			
982.500 · Local History Preservation			
982.941 · Chelsea Standard Digitize - Res	(7)		
Total 982.500 · Local History Preservation	(7)		
Total 982 · Collection Expense	(7)		
Total Expense	434	9,133	(8,699)
Net Ordinary Income	6,636	(3,288)	9,924
Net Income	6,636	(3,288)	9,924

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Accrual Basis

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

	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Jun 21	Jul 21	Aug 21	TOTAL Jan - Aug 21	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense												
Income												
402 · District Revenue	645,860	670,336	292,130	221,579	3	52,833	1,889	0	1,884,630	1,899,957	(15,327)	99%
540.100 · State Aid	0	0	63,341	0	6,454	0	6,564	0	76,359	30,000	46,359	255%
574.100 · Penal Fines	0	0	0	0	0	0	0	20,479	20,479	10,000	10,479	205%
606.000 · Misc Income & Refunds	0	0	0	0	0	0	0	0	0			
607.100 · Non-Resident Fees	0	0	875	0	0	438	94	500	1,907	5,500	(3,593)	35%
607.200 · ILL Fees	0	0	0	0	0	0	0	0	0	600	(600)	0%
645.100 · Copiers & Printers	0	0	0	0	0	0	368	107	475	7,500	(7,025)	6%
655.100 · Circulation Fines	0	0	38	0	0	30	0	20	88			
665.100 · Interest	17	40	57	58	38	21	15	10	256	0	256	100%
666.100 · Investment Earnings	4	1,280	2,254	2,367	11,677	1,025	12	12	18,631	40,000	(21,369)	47%
666.500 · Investment Change in Value	(3,861)	(4,769)	(6,030)	599	(62)	(2,372)	332	(1,182)	(17,345)	0	(17,345)	100%
674 · Contribution & Donation	2,820	2,600	0	500	200	45	386	519	7,070	5,345	1,725	132%
675 · Private Grant Sources	0	0	0	0	0	0	0	0	0	500	(500)	0%
Total Income	644,840	669,487	352,665	225,103	18,310	52,020	9,660	20,465	1,992,550	1,999,402	(6,852)	100%
Gross Profit	644,840	669,487	352,665	225,103	18,310	52,020	9,660	20,465	1,992,550	1,999,402	(6,852)	100%
Expense												
66900 · Reconciliation Discrepancies	0	0	0	0	168	(168)	0	0	0			
701 · Personnel Expenses	83,829	84,753	84,023	84,285	84,598	88,232	131,507	88,494	729,721	1,177,863	(448,142)	62%
727 · Supplies	218	1,079	1,201	370	659	1,291	802	2,443	8,063	21,475	(13,412)	38%
801 · Professional Services	797	12,250	11,952	655	1,420	1,401	2,630	2,478	33,583	74,765	(41,182)	45%
803 · Maintenance Service Contracts	2,577	12,464	8,856	15,611	7,852	32,184	12,948	5,989	98,481	187,338	(88,857)	53%
850 · Telecommunications	627	1,229	3,226	387	5,376	4,285	1,693	2,055	18,878	39,000	(20,122)	48%
880 · Promotional Materials	823	7,462	7,971	2,154	4,388	7,430	441	8,638	39,307	80,330	(41,023)	49%
884 · Programming	4,817	10,475	13,540	904	5,698	8,429	3,558	6,935	54,356	109,475	(55,119)	50%
885 · Volunteer	0	0	0	0	0	0	18	174	192	4,500	(4,308)	4%
920 · Utilities	0	3,970	4,440	3,954	3,758	3,814	5,196	5,261	30,393	62,000	(31,607)	49%
960 · Board & Director Expense	(157)	0	0	346	0	0	43	162	394	3,500	(3,106)	11%
965 · Automation Services	3,495	0	8,962	8,962	921	0	8,962	0	31,302	41,925	(10,623)	75%
967 · Equipment	205	1,757	1,530	355	514	5,912	9,307	1,568	21,148	47,540	(26,392)	44%
969 · Continuing Education Expenses	318	625	199	1,453	508	545	308	553	4,509	24,133	(19,624)	19%
980 · Capital Expense	0	0	0	2,045	0	6,876	3,616	900	13,437	59,925	(46,488)	22%
982 · Collection Expense	974	11,092	14,587	26,720	14,071	11,061	18,188	11,540	108,233	193,723	(85,490)	56%
Total Expense	98,523	147,156	160,487	148,201	129,931	171,292	199,217	137,190	1,191,997	2,127,492	(935,495)	56%
Net Ordinary Income	546,317	522,331	192,178	76,902	(111,621)	(119,272)	(189,557)	(116,725)	800,553	(128,090)	928,643	
	546,317	522,331	192,178	76,902	(111,621)	(119,272)	(189,557)	(116,725)	800,553	(128,090)	928,643	

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Accrual Basis

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

	Jan - Aug 21	Jan - Aug 20	$ Change	% Change
Ordinary Income/Expense				
Income				
402 · District Revenue	1,884,629.79	1,817,234.41	67,395.38	3.71%
540.100 · State Aid	76,359.64	72,656.71	3,702.93	5.1%
574.100 · Penal Fines	20,478.87	15,282.06	5,196.81	34.01%
606.000 · Misc Income & Refunds	0.00	0.00	0.00	0.0%
607.100 · Non-Resident Fees	1,906.25	1,187.50	718.75	60.53%
645.100 · Copiers & Printers	475.15	1,263.70	-788.55	-62.4%
655.100 · Circulation Fines	87.80	3,766.06	-3,678.26	-97.67%
665.100 · Interest	257.13	432.28	-175.15	-40.52%
666.100 · Investment Earnings	18,631.22	7,013.62	11,617.60	165.64%
666.500 · Investment Change in Value	-17,344.65	38,711.23	-56,055.88	-144.81%
674 · Contribution & Donation	7,070.40	11,375.00	-4,304.60	-37.84%
675 · Private Grant Sources	0.00	16,500.00	-16,500.00	-100.0%
Total Income	1,992,551.60	1,985,422.57	7,129.03	0.36%
Gross Profit	1,992,551.60	1,985,422.57	7,129.03	0.36%
Expense				
66900 · Reconciliation Discrepancies	0.00	0.00	0.00	0.0%
701 · Personnel Expenses	729,721.24	727,054.62	2,666.62	0.37%
727 · Supplies	8,062.23	8,318.15	-255.92	-3.08%
801 · Professional Services	33,583.14	29,050.06	4,533.08	15.6%
803 · Maintenance Service Contracts	98,482.23	73,760.93	24,721.30	33.52%
850 · Telecommunications	18,878.36	17,331.49	1,546.87	8.93%
880 · Promotional Materials	39,306.61	31,694.29	7,612.32	24.02%
884 · Programming	54,356.33	27,447.15	26,909.18	98.04%
885 · Volunteer	191.40	351.08	-159.68	-45.48%
920 · Utilities	30,393.58	24,709.96	5,683.62	23.0%
960 · Board & Director Expense	394.08	309.88	84.20	27.17%
965 · Automation Services	31,303.32	29,950.47	1,352.85	4.52%
967 · Equipment	21,147.98	12,183.86	8,964.12	73.57%
969 · Continuing Education Expenses	4,510.32	14,127.28	-9,616.96	-68.07%
980 · Capital Expense	13,436.95	3,175.00	10,261.95	323.21%
982 · Collection Expense	108,232.11	88,691.08	19,541.03	22.03%
Total Expense	1,191,999.88	1,088,155.30	103,844.58	9.54%
Net Ordinary Income	800,551.72	897,267.27	-96,715.55	-10.78%
Net Income	**800,551.72**	**897,267.27**	**-96,715.55**	**-10.78%**

7.0

CHELSEA DISTRICT LIBRARY

Fund Balances

August 31, 2021

		Beginning Balance	Net Change	Ending Balance	
General Fund					
LOCAL BANKS BALANCES					
Checking Account/ Chelsea State Bank	001.001	$285,390.79	-$125,703.57 *	$159,687.22	should match CSB
Paypal Account	003.002	$0.00	$0.00	$0.00	*=CR+DR+SC on bank rec
Cash on Hand		**$285,390.79**	**-$125,703.57**	**$159,687.22**	
Ameriprise Account					
Fixed Income Fund	017.003	$1,541,943.73	-$1,169.94	$1,540,773.79	
Money Market Fund	017.004	$700,000.00	$0.00	$0.00	
Investment Partners Total		**$2,241,943.73**	**-$1,169.94**	**$2,240,773.79**	should match Ameriprise
Total General Fund		**$2,527,334.52**	**-$126,873.51**	**$2,400,461.01**	Should match below
Debt Service Fund					
Bond Debt Retirement Fund Checking	003.008	**$279,888.00**	**$11.89**	**$279,899.89**	should match CSB

8.1

Ameriprise 08/31/2021

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	$700,000.00	$11,676.68			-$61.55	$2,242,946.84
06/30/21	$2,242,946.84	$0.00	$1,024.52			-$2,372.35	$2,241,599.01
07/31/21	$2,241,599.01	$0.00	$12.47			$332.25	$2,241,943.73
08/31/21	$2,241,943.73	$0.00	$12.46			-$1,182.40	$2,240,773.79
09/30/21	$2,240,773.79						$2,240,773.79
10/31/21	$2,240,773.79						$2,240,773.79
11/30/21	$2,240,773.79						$2,240,773.79
12/31/21	$2,240,773.79						$2,240,773.79
Balance		$700,000.00	$18,631.22	$0.00	$0.00	-$17,344.65	$2,240,773.79
			666.100			666.500	017.003+017.004

*Should match Ameriprise Statement

8.2
Ameriprise Money Market GL 017.003

08/31/2021

	Beginning Balance	Deposit/transfer in	Interest	Fees	Withdrawl	Change in Value	Ending balance
12/31/20							0.00
01/31/21	0.00		0.00	0.00	0.00	0.00	0.00
02/28/21	0.00		0.00	0.00	0.00	0.00	0.00
03/31/21	0.00		0.00	0.00	0.00	0.00	0.00
04/30/21	0.00		0.00	0.00	0.00	0.00	0.00
05/31/21	0.00	700,000.00	0.00	0.00	0.00	0.00	700,000.00
06/30/21	700,000.00	0.00	0.00	0.00	0.00	0.00	700,000.00
07/31/21	700,000.00	0.00	0.00	0.00	0.00	0.00	700,000.00
08/31/21	700,000.00	0.00	0.00	0.00	0.00	0.00	700,000.00
09/30/21	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 not needed for operations, moved to the Money Market Fund in the spring. When operating capital is needed, usually in the late summer or fall, funds will be transferred back to OC.

Chelsea District Library Cash Flow 2021 - August

Summary	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Year's Total	Budget
Opening cash on hand	$282,207	$613,873	$1,159,731	$1,332,783	$1,403,429	$563,131	$455,690	$285,391	$159,697	$27,854	($107,988)	($273,587)		
Total income	$489,774	$673,917	$356,811	$223,371	$7,276	$53,755	$10,756	$22,243	$4,238	$5,504	$3,315	$115,893	$1,998,657	
Total expenditures	$158,108	$128,059	$183,759	$152,725	$847,574	$161,196	$181,055	$147,937	$136,081	$141,346	$168,914	$181,003	$2,587,759	
Net cash flow	$331,666	$545,858	$173,052	$70,646	($840,298)	($107,441)	($170,299)	($125,694)	($131,843)	($135,842)	($165,598)	($65,110)	($589,102)	
Ending balance	$613,873	$1,159,731	$1,332,783	$1,403,429	$563,131	$455,690	$285,391	$159,697	$27,854	($107,988)	($273,587)	($338,696)	($589,102)	
					$700K to MMF				$200K - MMF		$200K -MMF	$100K - MMF		
Income														
Total Income	$489,774	$673,917	$356,811	$223,371	$7,276	$53,755	$10,756	$22,243	$4,238	$5,504	$3,315	$115,893	$1,998,657	
Other income PPT $/PP														
Expenditures														
Total Expense	$158,108	$128,059	$183,759	$152,725	$847,574	$161,196	$181,055	$147,937	$136,081	$141,346	$168,914	$181,003	$2,587,759	
Other														

Est Operating Flow	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Year's Total	Actual / Budget
Opening cash on hand	$282,207	$417,574	$963,432	$1,136,484	$1,207,130	$366,832	$259,391	$289,092	$363,398	$231,555	$295,713	$130,114	$1,998,657	
Total Income	$489,774	$673,917	$356,811	$223,371	$7,276	$53,755	$10,756	$22,243	$4,238	$5,504	$3,315	$115,893	$1,998,657	
Money Market Flow	$0	$0	$0	$0	($700,000)	$0	$200,000	$200,000	$0	$200,000	$0	$100,000	$0	
Expenditures	$354,407	$128,059	$183,759	$152,725	$147,573.72	$161,196	$181,055	$147,937	$136,081	$141,346	$168,914	$181,003	$2,088,916	
Net cash flow	$135,367	$545,858	$173,052	$70,646	($840,298)	($107,441)	$29,701	$74,306	($131,843)	$64,158	($165,598)	$34,890	($90,259)	
Ending balance	$417,574	$963,432	$1,136,484	$1,207,130	$366,832	$259,391	$289,092	$363,398	$231,555	$295,713	$130,114	$165,004	$1,908,398	

8.3 GENERAL FUND BALANCES

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2021	8/31/2021	YTD Totals
Source	Amount	**Amount**
General Fund	600,000	
General Fund	254,646	
General Fund	66,000	
General Fund	300	
Cap Improvement Fund	155,274	
Infinex Money Market Fund	1,737	
Total Investment	1,077,957	

Date	Value		YTD **Value**
Beginning balance (017.004)	2,242,044		
Invested	1,077,957		
Cumulative Fund Increase 6/2009 – 12/31/2020	511,966		
2021 Earnings ** (666.100)	12	Earnings	**$18,731**
2021 Valuation (666.500)	-1,182	Valuation	**-$17,345**
2021 YTD Valuation - gain/loss	**-17,345**		
2021 Monthly change - Net of earnings and valuation	-1,170		
2021 FY Cumulative Change (Current Year)	1,387	YTD Cumulative	**$1,387**
Withdrawal (-) / Deposit (+)		MMF from OC	**$700,000**

Fund	Value		
Capital Reserve Fund	890,100		
Capital Improvement Fund	100,000		
General Fund from Investment	737,421		
Investment Services Fund (Interest - Fees + Change in Value)	513,353		
Ending Balance	2,240,874	Ending Balance	**2,240,874**

Note: Move funds to Cap Reserve for 2020, total $100k

Note: Jan 2021 Board approved increasing the Capital Improvement Fund to $100,000 . 2020 CIF year end bal at $26575, add $73,425.

8.3 GENERAL FUND BALANCES

Notes:

DIRECTOR'S REPORT

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

Staff Announcements

Work Anniversaries
Marketing Specialist Virginia Krueger, three years on August 17
Congratulations, Virginia!

CDL and COVID-19

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

Penal Fine Income

CDL received $20,478.87 in penal fine income from the County for the period July 1, 2020 through June 30, 2021. For reference, 2019 penal fine income was $15,282.

2020 Census

Preliminary reporting on changes to populations in our service area based on the 2020 Census reveal the following:

City of Chelsea increased by 523 people (10.6% increase in 10 years) for total of 5,467
Lima Township* increased by 717 people (21.7% increase) for a total of 4,024
Lyndon Township decreased by 64 people (2.4% decrease) for a total of 2,656
Sylvan Township increased by 478 people (16.9%) for a total of 3,311
Dexter Township* increased by 654 people (10.8%) for a total of 6,696

*Only the portions of Lima and Dexter Townships in the Chelsea School District are part of the CDL service area.

These changes will impact State Aid and penal fine income once implemented as both are per capita.

Source: https://www.bridgemi.com/michigan-government/census-2020-look-population-changes-your-michigan-community

Mobile CDL

We are still waiting to hear about our $250,000 grant application for an outreach vehicle. The Library of Michigan is waiting for a supplemental appropriation bill from the Michigan legislature to proceed with the ARPA grants. While the Library of Michigan has an allotment from the Institute of Museum and Library Services, they also need a state level appropriation bill to give them authority to spend the funding. As of this writing, the legislature has not taken that up yet.

Additionally, grant application funding requests are double the amount of funds available. We are keeping our fingers crossed, however!

Township Outreach

I have begun reaching out to township supervisors to meet and discuss library service. Lyndon Township Supervisor Pam Byrnes will be here on October 4, and Lima Township Supervisor Duane Luick is looking at his schedule for a good time to meet.

Washtenaw Reads
The Washtenaw Reads program is a community initiative to promote reading and civic dialogue through the shared experience of reading and discussing a common book. Participating libraries include Ann Arbor, Chelsea, Dexter, Milan, Saline, and Ypsilanti.

During the summer the Book Screening Committee made up of individuals (including CDL's own Catherine Sossi) selected as representative of various civic constituencies read many titles reflecting the year's theme. For the 2022 Read, three finalists were included in a public vote that closed on September 13. The three titles with descriptions from aadl.org/washtenawreads are:

> *The Firekeeper's Daughter* by Angeline Boulley
> With four starred reviews, Angeline Boulley's debut novel, *Firekeeper's Daughter*, is a groundbreaking YA thriller about a Native teen who must root out the corruption in her community.
>
> *Being Heumann: An Unrepentant Memoir of a Disability Rights Activist* by Judy Heumann and Kristen Joiner
> One of the most influential disability rights activists in US history tells her personal story of fighting for the right to receive an education, have a job, and just be human.
>
> *The Seed Keeper* by Diane Wilson
> A haunting novel spanning several generations, *The Seed Keeper* follows a Dakota family's struggle to preserve their way of life, and their sacrifices to protect what matters most.

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

- Chelsea Rotary (August 24)
- Friends of CDL Board (August 10)
- Chelsea Fair Rotary trailer (August 25 & 27)
- Chelsea Education Foundation (August 16)
- Visit with CAADY Quilters at CSC (August 24)

Chelsea District Library
Assistant Director's Report
August 2021

Facility update
The hot weather this month continues to cause a few minor power blips and cause our chiller to go into default. I was able to call our mechanic and he walked me through finding and resetting the circuit. When it happened the second time the next week, what I learned did not work and he had to come out. He found a voltage issue on the phase monitor and reset it. He felt it was caused by the earlier power issues.

Johnson Controls contacted me several times this month and came out to look at our building As-Builts in preparation for the Metasys upgrade. Our project rep Brooks brought lunch for all of our staff when he made the trip to look at the documents. We are still on track to do this project in mid to late September.

In preparation for adding another full-time tech staff person in January, I spent some time exploring office options. We feel patrons would benefit from having Matt close by for hands-on help in the Ingenuity Engine, so we will move him into what is now the marketing office but was the original IT office, sized for one person. We are considering making changes to that office to enhance Matt's visibility into the IE from his office but the quotes we have received are resulting in us re-thinking that idea. We did move ahead with venting the laser cutting out the wall and that went very well. I will start the process by moving into the administrative office and we will add a desk in that space for our bookkeeper, Kerry. With the administrative assistant and bookkeeper both being part-time, we should be able to make it work just fine. Marketing will then move to my old office, hopefully benefitting from its first floor location close to the administration staff. That leaves an empty desk in the IT office for the new hire. September will be spent getting the new job description ready for posting in October, with interviews scheduled for the first week of November.

Another facility issue that will need to be addressed in the spring are the bases of the columns on McKune side porches. They are wood and are at the point of needing replacement with Azec like we did the posts at the bottom of the railings a few years ago. I am already on the schedule for that work to be done by Chelsea Paint and Carpentry. With the way jobs are going this year, I did not want to wait too long to schedule it.

Volunteers
Our book sale volunteers logged 225 hours in August and non-book sale hours were 40. We still are not asking many of our volunteers back to work until this current COVID/delta surge subsides.

Respectfully submitted-
Linda Ballard
Assistant Director

Program Information

August is generally a lighter programming month. Chelsea Fair, back to school preparations, and family vacations mean less demand for library events. We were able to send librarians to the middle school and elementary school open houses to distribute cards and spread the word about the upcoming exhibit. Additional program planning included:

- Preparations for the Small Wonders exhibit, including condition reporting and installing the photographs and additional resources included with the exhibit.
- Winter program planning, including adult and youth services meetings to select winter presenters and brainstorm events for Hometown Holidays, Washtenaw Reads, and the Frida Kahlo exhibit.
- Summer Reading wrap up. Prizes were distributed and librarians met to discuss successes and room for improvement next year.

Date	Event	Attendance (Live)	Attendance (Recorded)	Attendance (Kits)
Adult Programming				
5/6	Reading Glasses	10		
8/6	MakerChelsea @Home: Lantern Kits			32
8/10	DEI in the Workplace	15	10	
8/19	Michigan Mysteries: Shipwreck presentation	18	4	
Adult Month Total: 4 programs		**48**	**14**	**32**
Early Literacy				
8/3	Live Storytime	7	20	
8/18	Live Storytime	5	12	
8/25	Live Storytime	5	12	
Early Literacy Month Totals: 3 programs		**17**	**44**	
Youth Programming				
8/2	Magic Mondays: Lights, Cameron, Action	7		
8/4	That Tweensday Thing: Tie-Dye Masks	4		8
8/14	Free Comic Book Day			95
8/18	Family D&D Adventure	3		
8/18	That Tweensday Thing: Monotype T-shirt	3		
Youth Month Total: 5 programs		**17**		**103**

Teen Programming				
8/10	Teen Bookclub	6		
Teen Month Total: 1 program		**6**		
Outreach/Awareness				
8/11	Beach Middle School Visit	23		
8/12	Silver Maples Book Club	7		
8/24	Beach Open House	25		
8/24	South Meadows Open House	100		
8/24	North Creek Open House	110		
Outreach/Awareness Month Total: 5 programs		**265**		

Reference, Collections, Deliveries, and Other

- As patrons have returned and circulation has increased, we've begun heavier weeding of the collections. Picture books, graphic novels, series fiction, teen fiction, family DVDs, and adult fiction and areas of non-fiction were weeded.

Services	May 2021
Reference Questions	1,528
Homebound & Deposit Book Deliveries	30
OCLC Interlibrary Loan	3

Marketing Board Report (August 1–31, 2021):

The fall newsletters were printed and distributed by library staff and volunteers to Chelsea businesses, and were available at the school open houses. A new sticker was designed, printed, and added to the newsletters directing people to see the new year-round hours posted on the CDL website. (Thank you to the circulation staff for getting those stickers attached so quickly!) The newsletter design used several images created by the CDL Artist in Residence (AIR) Frank Cianciolo throughout the layout, featuring some of the artwork installed in the exhibit.

The marketing department worked on the installation of the Small Wonders exhibition. Plans were drawn to scale for placement of the exhibit walls, illustrating ways to display the art on the walls, and ensuring the Small Wonders artwork and artwork from Frank Cianciolo were shown as two separate areas within McKune. The marketing department worked with the librarians to hang the Small Wonders artwork and display the children's painted bugs on canvas, establishing a logical flow for visitors to enjoy the artwork. Pedestals were prepped and painted at my home, then brought to the library and installed in the show. I had vinyl letters cut for three different artist's quotes. They were installed on the walls in the exhibit to share the artist's voice alongside their art. Additional Small Wonders and AIR signs visually branded the show as CDL's by using custom-designed logos and artwork. More than a dozen signs promoting related programs, providing context for children's paintings, promoting the exhibit, and explaining prize giveaway drawings enticing people to fill out an evaluation of the exhibit were created, fabricated, and installed. Frank created a series of digital photo images accompanied by his music which plays on a large screen TV monitor. Small Wonders approved photo images were carefully outlined and cut to create decals that were installed on the glass sections of the doors leading to the exhibit, and on the checkout desk plexiglass as well to peak patrons' interest in the exhibit.

The large, bright yellow Small Wonders banners at the entrance of the library beckon people in to see the exhibit by using stylized bug images which are repeated throughout the marketing materials for the exhibit. The smaller light post banner designs were finalized, sent for fabrication along with the larger banners, and installed, using more than a dozen different designs featuring some of the art on display in McKune. Marketing also ensured the new library hours were fabricated and installed by a professional using cut vinyl, replacing the existing hours listed on the glass walls at the entrance.

Signs in the lobby promoting Small Wonders and Artist in Residence exhibits were fabricated and on display using new and existing sign frames. Bookmarks, postcards, stickers, digital, and printed ads, an email signature of the Small Wonders logo with a link to the website, and posters were designed, printed, and distributed to promote the art shows.

Marketing promotions were created in August for Library Card Sign-Up Month (LCSUM) in September. This year print and digital advertisements, a custom poster, and CDL bingo cards that encourage new cardholders to use library services were created for the promotion of this month-long event.

In celebration of the Farm to Table Fabulous Feast and the Chelsea Farmers Market, I used several of the beautiful cookbooks donated to the library in a gift basket and added a few handy kitchen accessories displayed in a vintage-looking metal crate. A small sign promoting the library's virtual Song to Table events in late Fall was attached to the front of the donated basket, and a link to the Song to Table website page was included in the digital online description of the basket. This supported a community event and promoted the upcoming Song to Table virtual music and cooking classes which feature a previous Song Fest performer, Paul Burch.

Marketing work begins in August to promote Song Fest, starting with a new t-shirt design to celebrate and promote the return of this popular event to Chelsea. Information about the associated Song Fest events is featured on page five of the fall newsletter. Fall is a busy time at the library, which means the marketing department was "buzzing" in August with promotions to get the word out and encourage the public to attend the library's fall events.

Respectfully submitted,
Elaine Medrow
Head of Marketing

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

August is a busy month in the marketing department as we prepare for the opening of the Small Wonders exhibition, Artist in Residence, and Library Card Sign-Up Month.

Social Media:

Created a Facebook header slideshow for promotion of Small Wonders, Artist in Residence, and Library Card Sign-Up Month in September.

Watched a training course on Instagram and Facebook marketing strategies delivered by D&B Marketing and attended a Michigan PR Group Zoom session on Instagram strategy.

Website:

Drafted a Song to Table landing page - www.chelseadistrictlibrary.org/songtotable

Coordinated with Scott & Shannon to publish Communico calendar to the website and integrate it to website menus. Updated all Website posts to reflect new registration links.

Published 2021 CDL Song Fest landing page—www.chelseadistrictlibrary.org/songfest

E-newsletters:

The eNews continues to be a successful means of communicating library information and promoting library events and services:

- The Welcome series averages a 53–58% open rate
- The weekly eNews averages 30% open rate

The industry average (according to Constant Contact for non profit email marketing) is a 23% open rate. These open rates are converted to registrations for library programs each week.

Miscellaneous:

- Assisted in the communication of new year-round hours by creating a LCD slide for in-library monitors, Nixle alert to public, social media posts, eNews announcements, and website updates.
- Wrote and distributed Small Wonders, Artist in Residence, and Library Card Sign Up Month press releases
- Created graphics for Artist in Residence programs for use on library monitors
- Coordinated with Chelsea School District for permission to hang Library Card Sign Up Month banner on fence at Freer & Old US 12.
- Added job postings to website and shared via social media for substitute librarian and Library Aide positions
- Assisted in creation and distribution of an email to library patrons who are interested in contact-free pickup with instructions for use of overnight lockers.

Circulation Supervisor's Report
AUGUST 2021

- Circulation – 24,072 in August;

- Patron Count- 8,631 for August;

- Circulation by township for August:
  - Dexter = 11% of total transactions
  - Lima = 13% of transactions
  - Lyndon =14% of transactions
  - Sylvan = 18% of transactions
  - Chelsea = 34% of transactions

- August Circulation: 90% were items from Chelsea and 10% were inter-loaned items.

- Overdrive = 2993 in AUGUST; Hoopla = 747; Kanopy = 88 in AUGUST.

- Registrations for AUGUST– 93 new cards; 6239 total card holders
  *Dexter = 779 cards; Lima = 722 cards; Lyndon = 899 cards
  *Sylvan = 1078 cards; Chelsea = 2288 cards; Nonresident = 473 cards

August Notes:

- Attended weekly management meetings via Zoom/in person.
- Attended the monthly TLN SASUG meeting on August 26th via Zoom.
- Monthly staff meeting: On August 20th.
- Worked my PIC shifts each week.
- We received 126 tubs from TLN in August, with 5.7 being the daily average.
- August was a quiet month for circ – SRP is over and the Chelsea Fair is happening!

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	22%
April	354	296	289	297	295	138	10	11424	0	100%
May	220	230	222	259	250	91	8	11557	0	100%
June	465	500	394	323	289	165	4	15396	7672	101%
July	821	911	686	562	789	712	271	27391	12743	115%
August	775	733	743	526	724	57	268	24072	13193	82%
Sept.									12035	
Oct.									14459	
Nov.									13122	
Dec.									13678	
Total								132007	143884	
Mnth Avg								*16,501*	*11,990*	
Avg.% Inc.								with OD & RB, & deposit collection ckouts.		55%

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			
0				
0				
0				
0				
4034	0			0%

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

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

2021	Items Added	Total Items
Jan	808	73,216
Feb	821	72,843
Mar	687	73,323
April	554	73,066
May	576	73,639
June	573	73,266
July	661	73,075
Aug	656	72,935
Sept		
Oct		
Nov		
Dec		
Total/Avg	5,336	73,170

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		449	April	2912	3564	April	837	979	April	95	
May		527	May	3084	3846	May	687	1086	May	138	
June		545	June	2926	3564	June	649	864	June	184	
July		455	July	2799	3560	July	668	842	July	95	
Aug		589	Aug	2993	3482	Aug	747	765	Aug	88	
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	1884	6523	Total	23910	37077	Total	5827	8890	Total	886	0

RB Digital part of Overdrive starting in April 2021

2021 CIRCULATION REPORT - PATRONS

Chelsea District Library
Monthly New Registration 2021

	District	NonRes	School	Other	Total Month	Grand Total	Chel	Dext	Lima	Lyndon	Sylvan
January	25	0	0	0	25	6863	11	3	3	5	3
February	17	2	0	1	20	6830	4	4	2	3	4
March	15	3	0	0	18	6741	5	1	3	4	2
April	11	2	0	0	13	6749	5	1	0	1	4
May	16	2	0	0	18	6764	7	3	2	3	1
June	79	7	0	1	87	6837	32	9	13	7	18
July	99	6	0	1	106	6423	51	7	9	15	17
August	79	12	2	0	93	6239	34	9	7	11	20
September					0						
October					0						
November					0						
December					0						
Totals					380		149	37	39	49	69

New Registrations by Municipality

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	3,126
May	121	128	124	132	130	108	32	3,236
June	261	256	216	159	167	221	40	5,753
July	372	407	352	323	303	346	36	9,156
August	318	314	322	327	334	331	44	8,631
Sept.								
Oct.								
Nov.								
Dec.								
Total								41,204
Monthly average								5151
Avg. % increase								

Replacement People counter went live on January 2018

Total door count includes outdoor programming at CDL.

CDL Closed March 9-18 due to Covid-19

Registered Card Holders

	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
District	8898	9147	9002	9083	9109	9064	7837	7753	6361	6295	5766
Dexter	1197	1222	1206	1211	1215	1230	1087	1101	884	874	779
Lima	1169	1174	1156	1133	1109	1109	996	965	802	794	722
Lyndon	1567	1579	1538	1539	1546	1522	1302	1255	1005	970	899
Sylvan	1800	1786	1693	1662	1667	1641	1412	1426	1192	1167	1078
CityChel	3165	3386	3409	3538	3572	3562	3040	3006	2478	2490	2288
NonRes	902	744	640	649	655	625	575	609	562	582	473
Freedom	18	7	6	6	6	7	0	1	0	0	0
Sharon	149	141	118	122	118	110	107	112	104	105	98
Waterloo	411	365	336	348	352	333	249	268	252	245	218
GrassLk		15	26	29	28	25	37	36	22	21	9
Other	324	216	154	144	151	150	182	192	184	211	148
Totals	9800	9891	9642	9732	9764	9689	8412	8362	6923	6877	6239

Trans Aug-21	% Tot Trans	SEMCO G Dec2010 Pop.	% of Pop Regist	% of Entity Pop.	
18,977		15010			
2079	11%	2604	47%	42%	Dexter
2425	13%	1909	58%	54%	Lima
2679	14%	2720	57%	100%	Lyndon
3412	18%	2833	59%	100%	Sylvan
6454	34%	4944	72%	100%	CityChel
			59%		
427	2%				
361	2%				
409	2%				
28	0%				
703	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 circed at Chel inc: OD & Zinio	Chel items circed at Chel inc: OD & Zinio	% of Chel items circed at Chel	Other items circed at Chel	% other items circed at Chel	Chel items charged/ renewed anywhere in system	Chel items circed other libaries
Jan.	14,244	10,642	75%	3,602	25%	11,899	1,257
Feb.	13,797	10,218	74%	3,579	26%	11,020	802
March	14,598	11,331	78%	3,267	22%	12,406	1,075
April	11,424	8,528	75%	2,896	25%	9,338	810
May	11,557	8,797	76%	2,760	24%	9,849	1,052
June	15,396	12,778	83%	2,618	17%	13,852	1,074
July	27,391	23,713	87%	3,678	13%	25,199	1,486
August	24,072	21,745	90%	2,327	10%	22,824	1,079
Sept.				0			0
Oct.				0			0
Nov.				0			0
Dec.				0			0
Totals	**132,479**	**107,752**	**80%**	**24,727**	**20%**	**116,387**	**8,635**
Mnth Avg	*16,560*	*13,469*		*3,091*		*14,548*	*1,079*
	#1	#2		#3		#4	#5

2021 Circulation by Department - Percentage

	Adult	Youth	Teen
January	62%	34%	4%
February	64%	32%	4%
March	66%	30%	4%
April	68%	29%	3%
May	67%	28%	5%
June	51%	43%	6%
July	45%	49%	6%
August	50%	45%	5%
September			
October			
November			
December			
Yearly Avg.	59%	36%	5%

2021 Circulation by Department - Total Checkouts

	Adult	Youth	Teen
January	3,707	2,038	250
February	3,797	1,901	222
March	3,989	1,815	230
April	3,272	1,371	153
May	3,266	1,360	217
June	4,568	3,869	582
July	9,068	9,806	1,256
August	9,481	8,662	955
September			
October			
November			
December			
Yearly Total	41,148	30,822	3,865

ACTION ITEMS

Action Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

September 21, 2021, Board Packet

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

Accept August donations and changes to the 2021 FY Budget.

		Income Line -	Expense Line	
Small Circ Donations	Non-Designated	674.120	980.100	$4.40
Jerry & Mary Waldyke	Non-Designated (In Memory of Liseli Bowers)	674.120	980.100	$25.00
Joan & Jeff Schmidt	Non-Designated (In Memory of Liseli Bowers)	674.120	980.100	$50.00
Alice Leisinger & Dan Higgs	Non-Designated (In Memory of Liseli Bowers)	674.120	980.100	$40.00
Paul & Barb Marshall	Non-Designated (In Memory of Liseli Bowers)	674.120	980.100	$50.00
Susan Bareis	Non-Designated (In Memory of Liseli Bowers)	674.120	980.100	$20.00
The Wesner Family	Non-Designated (In Memory of Liseli Bowers)	674.120	980.100	$20.00
David Lane	Non-Designated (In Memory of Liseli Bowers)	674.120	980.100	$20.00
William & Patricia Crean	Non-Designated (In Memory of Liseli Bowers)	674.120	980.100	$150.00
Marion Rock	Non-Designated (In Memory of Liseli Bowers)	674.120	980.100	$40.00
James & Anne Merkel	Non-Designated (In Memory of Liseli Bowers)	674.120	980.100	$100.00

Sub Total: $519.40

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

Sub Total: $

Total General Donations: $519.40

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

September 21, 2021 Meeting

2022 CDL Budget Approval

Background:
The Budget Hearing took place at the beginning of the August Board Meeting, in which the board was walked through the library's 2022 Budget Draft, section by section.

Action:
The Chelsea District Library Board of Trustees approves the library's 2022 Budget.

_____ _____

Jan L. Carr, Board Secretary Date

Resolution No. 2021-9-21 @ 1.903
Chelsea District Library
2022 Budget

WHEREAS, The Library Director has prepared and submitted to the Library Board the proposed budgets for calendar year 2022; and

WHEREAS, the Library Board has advertised the proposed millage rates in the The Sun Times News and Chelsea Update on **Wednesday, July 28, 2021** and held the public hearing on the budget and the proposed millage rates pursuant to Section 16 of the Uniform Budgeting and Accounting Act (Truth in Budgeting) on **Tuesday, August 17, 2021**; and

WHEREAS, the Library Board has reviewed the proposed tax rates and budgets.

NOW THEREFORE BE IT RESOLVED, the Chelsea District Library Board of Trustees adopts the 2022 budget as follows:

General Fund

Expenses	**FY 2022 Budget**
Personnel Expenses	1,265,279
Supplies	32,635
Professional Services	58,480
Maintenance Services Contracts	171,555
Telecommunications	43,350
Promotional Materials	64,250
Programming Expenses	98,000
Volunteer	2,500
Utilities	62,000
Board Expenses	3,800
Automation Services	43,827
Equipment	35,850
Staff Dev. & Travel	25,528
Capital Expenses	64,300
Collection Expenses	180,700
Capital Reserve Fund	23,000
Total Operating Expenses:	**$ 2,175,054**

Be it further resolved that the revenues, other incomes, debits and fees are estimates as follows:

General Fund		2022
District Revenue		1,952,059
Other Government Income		75,000
Fees		8,100
Interest and Dividends		30,000
Contributions, Donations & Grants		41,975
Sub-Total	**$**	**2,107,134**
DDA TIFA Tax Capture	**$**	**17,326**
Total Income	**$**	**2,089,808**
From Capital Improvement Fund	**$**	**59,300**
From Capital Reserve Fund	**$**	**5,000**
From Fund Balance	**$**	**20,946**
Total Income incl Capital Funds & Fund Bal	**$**	**2,175,054**

Be it further resolved, that the Library Director is authorized to approve transfers of budgetary funds within an expense line, but any increases to the expense lines must be authorized by the Library board.

Be it further resolved, the following property tax revenues and tax rates be authorized and that the City of Chelsea, Dexter, Lima, Lyndon and Sylvan Township Treasurers are ordered to levy such funds on behalf of the Chelsea District Library.

	Rate	Estimated Revenue
Operating Millage	1.9030	1,952,059
Bond Debt	0.5500	564,179
Total Millage	**2.4530**	**2,516,238**

I, Jan L. Carr, hereby certify the above Resolution No. 2021-9-21 was duly approved by the Chelsea District Library Board of Trustees assembled at a regular meeting held **September 21, 2021**

Jan L. Carr, Secretary
Chelsea District Library Board

Michigan Department of Treasury
614 (Rev. 01-21)

ORIGINAL TO: County Clerk(s)
COPY TO: Equalization Department(s)
COPY TO: Each township or city clerk

L-4029

2021 Tax Rate Request (This form must be completed and submitted on or before September 30, 2021)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

Carefully read the instructions on page 2.

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.

County(ies) Where the Local Government Unit Levies Taxes	2021 Taxable Value of ALL Properties in the Unit as of 5-24-2021
Washtenaw	1,016,123,652
Local Government Unit Requesting Millage Levy	**For LOCAL School Districts: 2021 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties.**
Chelsea District Library	

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2021 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election Charter, etc.	(5) ** 2020 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2021 Current Year "Headlee" Millage Reduction Fraction	(7) 2021 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
Voted	Debt	5/2004	Unlimited	n/a	n/a	n/a	n/a	Unlimited	0.0000	.6000	12/2023
Voted	Operate	8/2019	1.9231	1.9144	0.9944	1.9036	0.9807	1.9036	0.0000	1.9036	12/2029

Prepared by	Telephone Number	Title of Preparer	Date
Lori Coryell	475-8732	Director	09/21/2021

CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

	Signature	Print Name	Date
☐ Clerk ☒ Secretary		Janice L. Carr	09/21/2021
☐ Chairperson ☒ President		Tryntje Helfferich	09/21/2021

** Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.*

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2021 for instructions on completing this section.

Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate
For Principal Residence, Qualified Ag, Qualified Forest and Industrial Personal	
For Commercial Personal	
For all Other	

**** IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

Instructions For Completing
Form 614 (L-4029) *2021 Tax Rate Request,*
Millage Request Report To County Board Of Commissioners

These instructions are provided under MCL Sections 211.24e (truth in taxation), 211.34 (truth in county equalization and truth in assessing), 211.34d (Headlee), and 211.36 and 211.37 (apportionment).

Column 1: Source. Enter the source of each millage. For example, allocated millage, separate millage limitations voted, charter, approved extra-voted millage, public act number, etc. Do not include taxes levied on the Industrial Facilities Tax Roll.

Column 2: Purpose of millage. Examples are: operating, debt service, special assessments, school enhancement millage, sinking fund millage, etc. A local school district must separately list operating millages by whether they are levied against ALL PROPERTIES in the school district or against the NON-HOME group of properties. (See State Tax Commission Bulletin 2 of 2021 for more explanation.) A local school district may use the following abbreviations when completing Column 2: "Operating ALL" and "Operating NON-HOME". "Operating ALL" is short for "Operating millage to be levied on ALL PROPERTIES in the local school district" such as Supplemental (Hold Harmless) Millages and Building and Site Sinking Fund Millages. "Operating NON-HOME" is short for "Operating millage to be levied on ALL PROPERTIES EXCLUDING PRINCIPAL RESIDENCE, QUALIFIED AGRICULTURAL, QUALIFIED FOREST AND INDUSTRIAL PERSONAL PROPERTIES in the local school district" such as the 18 mills in a district which does not levy a Supplemental (Hold Harmless) Millage.

Column 3: Date of Election. Enter the month and year of the election for each millage authorized by direct voter approval.

Column 4: Millage Authorized. List the allocated rate, charter aggregate rate, extra-voted authorized before 1979, each separate rate authorized by voters after 1978, debt service rate, etc. (This rate is the rate before any reductions.)

Column 5: 2020 Millage Rate Permanently Reduced by MCL 211.34d ("Headlee") Rollback. Starting with taxes levied in 1994, the "Headlee" rollback permanently reduces the maximum rate or rates authorized by law or charter. The **2020** permanently reduced rate can be found in column 7 of the **2020** Form L-4029. For operating millage approved by the voters after April 30, 2020, enter the millage approved by the voters. For debt service or special assessments not subject to a millage reduction fraction, enter "NA" signifying "not applicable."

Column 6: Current Year Millage Reduction Fraction. List the millage reduction fraction certified by the county treasurer for the current year as calculated on Form 2166 (L-4034), *2021 Millage Reduction Fraction Calculations Worksheet*. The millage reduction fraction shall be rounded to four (4) decimal places. The current year millage reduction fraction shall not exceed 1.0000 for 2021 and future years. This prevents any increase or "roll up" of millage rates. Use 1.0000 for new millage approved by the voters after April 30, 2021. For debt service or special assessments not subject to a millage reduction fraction, enter 1.0000.

Column 7: 2021 Millage Rate Permanently Reduced by MCL 211.34d ("Headlee") Rollback. The number in column 7 is found by multiplying column 5 by column 6 on this 2021 Form L-4029. This rate must be rounded DOWN to 4 decimal places. (See STC Bulletin No. 11 of 1999, Supplemented by Letter of 6/7/2000.) For debt service or special assessments not subject to a millage reduction fraction, enter "NA" signifying "not applicable."

Column 8: Section 211.34 Millage Rollback Fraction (Truth in Assessing or Truth in Equalization). List the millage rollback fraction for 2021 for each millage which is an operating rate. Round this millage rollback fraction to 4 decimal places. Use 1.0000 for school districts, for special assessments and for bonded debt retirement levies. For counties, villages and authorities, enter the Truth in Equalization Rollback Fraction calulated on STC Form L-4034 as TOTAL TAXABLE VALUE BASED ON CEV FOR ALL CLASSES/TOTAL TAXABLE VALUE BASED ON SEV FOR ALL CLASSES. Use 1.0000 for an authority located in more than one county. For further information, see State Tax Commission Bulletin 2 of 2021. For townships and cities, enter the Truth in Assessing Rollback Fraction calculated on STC Form L-4034 as TOTAL TAXABLE VALUE BASED ON ASSESSED VALUE FOR ALL CLASSES/TOTAL TAXABLE VALUE BASED ON SEV FOR ALL CLASSES. The Section 211.34 Millage Rollback Fraction shall not exceed 1.0000.

Column 9: Maximum Allowable Millage Levy. Multiply column 7 (2021 Millage Rate Permanently Reduced by MCL 211.34d) by column 8 (Section 211.34 millage rollback fraction). Round the rate DOWN to 4 decimal places. (See STC Bulletin No. 11 of 1999, Supplemented by Letter of 6/7/2000.) For debt service or special assessments not subject to a millage reduction fraction, enter millage from Column 4.

Column 10/Column 11: Millage Requested to be Levied. Enter the tax rate approved by the unit of local government provided that the rate does not exceed the maximum allowable millage levy (column 9). A millage rate that exceeds the base tax rate (Truth in Taxation) cannot be requested unless the requirements of MCL 211.24e have been met. For further information, see State Tax Commission Bulletin 2 of 2021. A LOCAL School District which levies a Supplemental (Hold Harmless) Millage shall not levy a Supplemental Millage in excess of that allowed by MCL 380.1211(3). Please see the memo to assessors dated October 26, 2004 regarding the change in the collection date of certain county taxes.

Column 12: Expiration Date of Millage. Enter the month and year on which the millage will expire.

DISCUSSION ITEMS

Discussion Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet
September 21, 2021 Meeting

Mobile CDL

Background:
The Library is still waiting to hear whether or not their grant for a mobile library unit was approved, and the delay may be lengthy, as the Michigan Legislature has yet to release the funds. However, regardless of the outcome of the grant, the library would like to move forward with this important aspect of the Strategic Plan.

Discussion Item #2

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

September 21, 2021 Meeting

2021-2023 Audit Firm

Background:

The Library needs to make a decision on hiring a new audit firm to cover the 2021-2023 audits. The Finance Committee has met to discuss the proposals and has a recommendation for the board. Once the recommendation is discussed, it needs to move to an Action Item.

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

Janice L Carr, Board Secretary

12-15-20

Date