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

October 19, 2021
6:45 pm

Remotely over Zoom

CHELSEA DISTRICT LIBRARY BOARD OF TRUSTEES
Tuesday, October 19, 2021—6:45 p.m.
Remotely via Zoom

AGENDA

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

6:50 Compulsory Segments
Board Meeting Minutes Approval – September 21, 2021
Approval of the September Operational Checks
Approval of September Financial Reports
Director's Report & Friends Report

7:15 Public Comment

7:20 Action Items
1. Donations

7:30 Discussion Items
1. Mobile CDL
2. Jan. 30 Closing for Frida Kahlo Exhibit Installation

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
Minutes of Regular Meeting

Tuesday, September 21, 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 (City of Chelsea), E. Sensoli (Lima Township), A. Merkel (City of Chelsea), & C. Taylor (Dexter Township).

Absent: None

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

Guests: Kerry Ballard

Welcome and Call to Order
TJ Helfferich called the meeting to order at 6:46 p.m.

Agenda Review, Additions, and Approval
MOTION made by S. Lackey, SECONDED by J. Carr to approve the agenda, as submitted. Discussion: None

All Ayes: 7-0

Compulsory Segments:
Minutes and Approval of Checks
MOTION made by S. Lackey, SECONDED by E. Sensoli to approve the minutes of the August 17, 2021 Budget Hearing. Discussion: None

All Ayes: 7-0

MOTION made by S. Lackey, SECONDED by E. Sensoli to approve the minutes of the August 17, 2021 Board Meeting, as amended. Discussion: Several trustees wanted the industry expert opinion removed from Discussion Item #2 Mobile CDL.

All Ayes: 7-0

MOTION made by C. Taylor, SECONDED by J. Carr to accept the General Fund Operational Checks for August, 2021. Discussion: None

All Ayes: 7-0

MOTION made by S. Lackey, SECONDED by A. Merkel to accept Financial Reports for August, 2021. Discussion: Elizabeth and Kerry discussed the Money-Flow Chart and ways to improve its readability.

All Ayes: 7-0

Director's Report Update:

L. Coryell update:

- Lori summarized her report and made clear that masks will be mandatory for all in person, in-building programs.
- Self-checkout unit is almost operational.
- Discussed the library's planned ransomware information session for local entities and businesses.
- Lori shares that the State of Michigan has asked if the library would host a pop-up vaccination clinic, preferably piggybacking on a program or event that would draw people to the library. This was discussed and the board agreed that the library, as a source of information, has an obligation to help with the vaccine push.

Friends Report:

- Friends are exploring merchandising options for the 2022 Frida Kahlo exhibit.
- Taking nominees for Volunteer of the Year.
- Will have new bookmarks at the November book sale.

Other Reports Notes: None

Public Comment: None

Action Item #1: Donations

MOTION made by A. Merkel, SECONDED by E. Sensoli to approve the library's August donations. Discussion: It was noted that most of these donations were in memory of long-time CDL patron, Liseli Bowers.

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

All Ayes 7-0

Action Item #2: 2022 Budget Approval

MOTION made by J. Carr, SECONDED by G. Munce to approve the proposed 2022 CDL Budget. Discussion: None

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

All Ayes 7-0

Discussion Item #1: Mobile CDL
Lori shared that the grant funds are ready to be dispersed, but that the state legislature hasn't voted to release the funding. There is no indication when this may occur. Despite the holdup, the board made clear that they support the vision for Mobile CDL, with or without the grant.

Discussion Item #2: Audit Firm
Susan spoke for the Finance Committee about their process in evaluating the audit proposals and making a recommendation. She emphasized that because of the institutional expectation that entities change auditors periodically to avoid becoming too familiar, due to feedback from library personnel, and the fact that the bid fits into the library's budget, the Finance Committee recommends that CDL hire Yeo & Yeo to conduct the library's audits for 2021-2023.
MOTION made by J. Carr, SECONDED by S. Lackey to move Discussion Item #2 to Action Item #3. Discussion: None

All Ayes 7-0

Action Item #3: Audit Firm
MOTION made by G. Munce, SECONDED by J. Carr to approve the hire of auditing firm Yeo & Yeo to conduct the library's 2021-2023 audits. Discussion: None
Jan, roll-call vote: Susan – Aye, Elizabeth – Aye, Gary – Aye, Charlie – Aye, TJ – Aye, Anne – Aye, and Jan – Aye.

All Ayes 7-0

Committee Reports

Policy Committee –

Finance Committee –

Personnel Committee – Announced will be setting up a meeting soon.

Nominating Committee –

Community Outreach Committee –

Public and Board Comment: None

Other Items:

- Gary spoke about how Washtenaw County has moved forward in its effort to have complete broadband. Will probably still take some years to achieve, but the project is fully funded.
- TJ spoke about the library's new Ingenuity Engine and gave a glowing review of the workspace and its chief architect, Matt.
- The board agreed to continue meeting remotely through the end of the year.

Adjournment:

MOTION made by A. Merkel, SECONDED by C. Taylor to adjourn the meeting at 7:57 p.m.

All Ayes, 7-0

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Janice L. Carr, Board Secretary Date

FINANCE REPORTS

Chelsea District Library
List of Checks for Board Approval
September 2021

Date	Num	Name	Memo	Amount
701 · Personnel Expenses				
701.100 · Wages				
701.120 · Retirement Pick up ER				
09/07/2021	20210823	Alerus Financial	08/27/2021 PR FLEX TO 457(b)	1,161.48
09/08/2021	PR 20210910		RETIREMENT - Employer Contribution to retirement ac...	-1,161.48
09/21/2021	20210906	Alerus Financial	09/24/2021 PR FLEX TO 457(b)	1,161.48
09/21/2021	PR 210923		RETIREMENT - Employer Contribution to retirement ac...	-1,161.48
Total 701.120 · Retirement Pick up ER				0.00
701.100 · Wages - Other				
09/08/2021	PR 20210910		WAGES	39,271.63
09/21/2021	PR 210923		WAGES	39,871.75
Total 701.100 · Wages - Other				79,143.38
Total 701.100 · Wages				79,143.38
701.110 · Retirement-Contributions - EE				
09/07/2021	20210823	Alerus Financial	08/27/2021 PR EE PERSONAL CONT	2,177.16
09/08/2021	PR 20210910		RETIREMENT PICK UP - Defcmp 2-457 EE457(b)	-2,177.16
09/21/2021	20210906	Alerus Financial	09/24/2021 PR EE PERSONAL CONT	2,177.16
09/21/2021	PR 210923		RETIREMENT PICK UP - Defcmp 2-457 EE457(b)	-2,177.16
Total 701.110 · Retirement-Contributions - EE				0.00
701.115 · 401A Retirement Matching				
09/08/2021	PR 20210910		401 A MATCHING - Mers ER	1,480.83
09/21/2021	PR 210923		401 A MATCHING - Mers ER	1,480.83
Total 701.115 · 401A Retirement Matching				2,961.66
701.200 · FICA				
09/08/2021	PR 20210910		FICA EMPLOYER (FICA ER + MED ER)	2,856.11
09/21/2021	PR 210923		FICA EMPLOYER (FICA ER + MED ER)	2,902.06
Total 701.200 · FICA				5,758.17
701.300 · Flex Benefits				
09/08/2021	PR 20210910		Dep Life (CA & DL & HI) - (Additional Life Ins + Depend...	-26.68
09/08/2021	PR 20210910		Health Insurance - (Medical Insurance)	-1,699.24
09/09/2021	212500084923	Blue Care Network of Michigan	OCT 2021 MED INS	3,681.65
09/21/2021	PR 210923		Dep Life (CA & DL & HI) - (Additional Life Ins + Depend...	-26.68
09/21/2021	PR 210923		Health Insurance - (Medical Insurance)	-1,699.24
09/23/2021	20210911	Unum Life Insurance Co.	2021 Premium OCT	784.58
Total 701.300 · Flex Benefits				1,014.39
701.400 · Unemployment				
09/08/2021	PR 20210910		MICHIGAN SUI - HEARTLAND BEGAN 03/26/21	0.00
09/21/2021	PR 210923		MICHIGAN SUI - HEARTLAND BEGAN 03/26/21	0.00
Total 701.400 · Unemployment				0.00
Total 701 · Personnel Expenses				88,877.60
727 · Supplies				
727.200 · General Operations				
09/07/2021	1838469	Arbor Springs Water Co. Inc.	08/27 BOTTLED WATER - COOLER RENTAL	32.00
09/07/2021	WO-114095-1	SMART BUSINESS SOURCE	GENERAL SUPPLIES	264.17
09/07/2021	WO-114095-2	SMART BUSINESS SOURCE	GENERAL SUPPLIES	5.16
09/21/2021	1840712	Arbor Springs Water Co. Inc.	09/16 BOTTLED WATER - COOLER RENTAL	44.00
09/21/2021	WO-115858-1	SMART BUSINESS SOURCE	GENERAL SUPPLIES	268.37
Total 727.200 · General Operations				613.70
727.300 · Material Processing				
727.320 · Matl Processing Cases				
09/23/2021			CIRC SUPPLIES/MAT	-16.01
Total 727.320 · Matl Processing Cases				-16.01
Total 727.300 · Material Processing				-16.01
727.500 · Cleaning				
727.520 · Cleaning Supplies				
09/07/2021	4094189325	Cintas Corporation-300	SOAP	18.76
09/07/2021	WO-114095-1	SMART BUSINESS SOURCE	CLEANING SUPPLIES	97.04
09/21/2021	WO-115858-1	SMART BUSINESS SOURCE	CLEANING SUPPLIES	39.54
09/29/2021	4096863607	Cintas Corporation-300	SOAP	18.76

Chelsea District Library
List of Checks for Board Approval
September 2021

Date	Num	Name	Memo	Amount
Total 727.520 · Cleaning Supplies				174.10
727.530 · Cleaning Rugs				
09/07/2021	4094189325	Cintas Corporation-300	RUGS 08/27/21	109.67
09/14/2021	4091532566	Cintas Corporation-300	RUGS 07/30//21 PAID SHORT $8.00	8.00
09/29/2021	4096863607	Cintas Corporation-300	RUGS	109.67
Total 727.530 · Cleaning Rugs				227.34
Total 727.500 · Cleaning				401.44
727.800 · Maintenance				
727.830 · Maintenance General				
09/08/2021	12173/154	Great Lakes Ace Hardware	EXT CORDS AND CLIPS	44.41
09/08/2021	12177/154	Great Lakes Ace Hardware	EXT CORD RETURNS	-2.68
09/08/2021	12218/154	Great Lakes Ace Hardware	DUCT TAPE	5.30
Total 727.830 · Maintenance General				47.03
Total 727.800 · Maintenance				47.03
Total 727 · Supplies				1,046.16
801 · Professional Services				
801.010 · Attorney				
09/16/2021	816257	Foster Swift Collins & Smith	CSC/CDL TECH AGREEMENT	546.00
09/16/2021	816060	Foster Swift Collins & Smith	JOB SHARE MEMORANDUM	168.00
Total 801.010 · Attorney				714.00
801.040 · Bookkeeper				
09/07/2021	20210909	Ballard, Kerry	BOOKKEEPING THROUGH 09/09/2021	350.00
09/21/2021	20210923	Ballard, Kerry	BOOKKEEPING THROUGH 09/23/2021	350.00
Total 801.040 · Bookkeeper				700.00
801.041 · Payroll Services				
09/08/2021	PR 20210910		PAYROLL PREPARATION	136.82
09/21/2021	PR 210923		PAYROLL PREPARATION	139.07
Total 801.041 · Payroll Services				275.89
801.042 · Financial Services				
09/07/2021	6242230	U S Bank	CDL 2012 Refunding Bond Fees	300.00
Total 801.042 · Financial Services				300.00
801.300 · Banking Fees				
801.310 · Bank Fees				
09/23/2021	STOP PMT		STOP PAYMENT - CHECK 26022 - SPAD'S - SEE 26...	30.00
09/30/2021			Service Charge	10.20
Total 801.310 · Bank Fees				40.20
801.315 · Investment Fees				
09/30/2021	INV 210930		investment fees	
Total 801.315 · Investment Fees				0.00
801.360 · Pay Pal Fees				
09/23/2021	PAYPAL 0923		PAYPAL DONATION - JENNY MCLAURIN - FEE	5.91
09/23/2021	PAYPAL 0923		PAYPAL DONATION - ERIN WADE - FEE	3.20
09/23/2021	PAYPAL 0923		PAYPAL TRANSFER	0.52
Total 801.360 · Pay Pal Fees				9.63
Total 801.300 · Banking Fees				49.83
Total 801 · Professional Services				2,039.72
803 · Maintenance Service Contracts				
803.100 · Copier				
803.101 · Public Copier				
09/07/2021	5016424344	Wells Fargo Bank, NA	08/14 - 09/13/2021 Copier Printer Maintenance - APR	229.44
09/23/2021	5016837901	Wells Fargo Bank, NA	09/14 - 10/13/2021 Copier Printer Maintenance - APR	229.44
Total 803.101 · Public Copier				458.88
803.102 · Staff Copier				
09/07/2021	5016424344	Wells Fargo Bank, NA	08/14 - 09/13/2021 Copier Printer Maintenance - APR	625.82
09/23/2021	5016837901	Wells Fargo Bank, NA	09/14 - 10/13/2021 Copier Printer Maintenance - APR	625.82

Chelsea District Library
List of Checks for Board Approval
September 2021

Date	Num	Name	Memo	Amount
Total 803.102 · Staff Copier				1,251.64
803.103 · Small Printer Maintenance				
09/07/2021	5016424344	Wells Fargo Bank, NA	08/14 - 09/13/2021 Copier Printer Maintenance - APR	175.68
09/23/2021	5016837901	Wells Fargo Bank, NA	09/14 - 10/13/2021 Copier Printer Maintenance - APR	175.68
Total 803.103 · Small Printer Maintenance				351.36
Total 803.100 · Copier				2,061.88
803.200 · HVAC				
803.210 · HVAC MA				
09/08/2021	1-106869483676	Johnson Controls	INCREASE DUE TO MERV13 FILTERS	518.00
Total 803.210 · HVAC MA				518.00
Total 803.200 · HVAC				518.00
803.300 · Technology				
803.350 · Network Equipment				
09/14/2021	17864	KNIGHT TECHNOLOGY GROUP	DATTO BACKUPS - EMAIL TO SCOTT ON 0914	1,100.00
Total 803.350 · Network Equipment				1,100.00
803.395 · Website Hosting & Service				
09/21/2021	20210910	KeyBank	GODADDY.COM - MY-CDL.ORG DOMAIN RENEWAL	21.17
09/22/2021			REFUND	-129.00
Total 803.395 · Website Hosting & Service				-107.83
Total 803.300 · Technology				992.17
803.600 · Building Maintenance				
803.605 · Janitorial				
09/14/2021	13493	A Production Cleaning Company Inc.	CLEANING 13441 0922 - 09/04/2021	1,500.85
09/23/2021	13514	A Production Cleaning Company Inc.	CLEANING 13441 09/05 - 09/18/2021 (date corrected ...	1,500.85
Total 803.605 · Janitorial				3,001.70
803.620 · Trash				
09/14/2021	20026	City of Chelsea	AUG TRASH	50.00
Total 803.620 · Trash				50.00
Total 803.600 · Building Maintenance				3,051.70
Total 803 · Maintenance Service Contracts				6,623.75
850 · Telecommunications				
850.100 · Local & Long Distance Charges				
850.120 · Telephone				
09/07/2021	20210915	Navitas Credit Corp	SEP LEASE CONTRACT 20001159	212.81
09/09/2021	734433980408-2021	A T & T TELCO	AT&T PER EMAIL	189.68
09/21/2021	20210910	KeyBank	STAR2STAR - VOIP	392.72
09/29/2021	20211015	Navitas Credit Corp	OCT LEASE CONTRACT 20001159	212.81
Total 850.120 · Telephone				1,008.02
850.121 · IT Cell Phone				
09/07/2021	9887259223	Verizon Wireless	IT PHONE 08/29 - 09/28/2021	51.16
Total 850.121 · IT Cell Phone				51.16
Total 850.100 · Local & Long Distance Charges				1,059.18
850.300 · TLN Internet Service				
850.311 · WiFi Hotspots				
09/07/2021	9887259223	Verizon Wireless	08/29 - 09/28/2021	576.16
09/14/2021	X09142021	A T & T Mobility	09/07/2021 - 10/06/2021	217.44
09/14/2021	20210822	T-MOBILE	T-MOBILE HOTSPOTS 08/17 - 08/20-2021	51.30
09/21/2021	2614022854-080&081	Sprint	HOTSPOTS 07/11 - 08/10/2021 & 08/11 - 09/10/20211	911.76
09/29/2021	20210921	T-MOBILE	T-MOBILE HOTSPOTS 08/21 - 09/20-2021	309.10
Total 850.311 · WiFi Hotspots				2,065.76
Total 850.300 · TLN Internet Service				2,065.76
Total 850 · Telecommunications				3,124.94
880 · Promotional Materials				
880.100 · Advertising				
880.110 · Media Buy				
09/09/2021	11229-R	The Sun Times	EMPLOYMENT AD - LIBRARY AIDE	109.00

Chelsea District Library
List of Checks for Board Approval
September 2021

Date	Num	Name	Memo	Amount
09/23/2021	3552	Chelsea Guardian	SEPT ADS	200.00
Total 880.110 · Media Buy				309.00
880.120 · Misc Advertising				
09/09/2021	3545	Chelsea Guardian	EXHIBIT AND AIR	100.00
09/21/2021	20210910	KeyBank	FACEBOOK - AIR OUTDOOR PHOTOGRAPHY	1.29
09/23/2021	613071	THE REGENTS OF THE UNIVERSITY OF MICHIGAN	PRINT AD - SMALL WONDERS	220.00
Total 880.120 · Misc Advertising				321.29
880.130 · Signs/Banners/Posters				
09/09/2021	3652	Benchmark	LIBRARY HOURS	125.00
Total 880.130 · Signs/Banners/Posters				125.00
Total 880.100 · Advertising				755.29
880.200 · Publications				
880.240 · Newletter				
09/09/2021	259236	Print-tech Inc.	LABELS - NEW HOURS	67.40
Total 880.240 · Newletter				67.40
Total 880.200 · Publications				67.40
880.300 · Marketing Supplies				
880.311 · Exhibits				
09/09/2021	3652	Benchmark	SMALL WONDERS LETTERING	140.00
09/09/2021	259131	Print-tech Inc.	SMALL WONDERS - EAST DIVE BANNERS	1,020.00
09/09/2021	34781	SIGNS IN 1 DAY	EXHIBIT - SMALL WONDERS AND AIR	239.00
09/09/2021	34761	SIGNS IN 1 DAY	DECALS	123.00
09/09/2021	34761	SIGNS IN 1 DAY	AIR QUOTE - CUT VINYL LETTERS	239.00
09/21/2021	20210910	KeyBank	ACE - EXHIBIT SUPPLIES	7.56
09/21/2021	20210910	KeyBank	FEDEX - SIGN SMALL WONDERS AND AIR	38.16
Total 880.311 · Exhibits				1,806.72
880.320 · Misc Marketing Supplies				
09/21/2021	20210910	KeyBank	ACE - ZIP TIES	6.64
09/21/2021	20210910	KeyBank	NAT PEN - 500 PEN AND STYLUS	360.35
09/21/2021	20210910	KeyBank	STAPLES - WHITE OUT AND FLASH DRIVE - TOTA...	19.48
09/21/2021	20210910	KeyBank	BARNES AND NOBLE - BUG BOOK GIVEAWAY	11.99
09/21/2021	20210910	KeyBank	BARNES AND NOBLE - BUG BOOK GIVEAWAY	19.96
09/21/2021	20210910	KeyBank	JETS PIZZA - LCSUM BINGO CARD PRIZE	25.00
09/21/2021	20210910	KeyBank	STAPLES - POSTER	71.74
Total 880.320 · Misc Marketing Supplies				515.16
880.340 · Printed Items / Stationary				
09/09/2021	DB-75545-INV	Dollar Bill Printing	LETTERHEAD	155.27
Total 880.340 · Printed Items / Stationary				155.27
Total 880.300 · Marketing Supplies				2,477.15
880.400 · Program Promotion				
880.410 · Adult Program Promotion				
880.411 · General Adult Promotion				
09/21/2021	20210910	KeyBank	WORLD MARKET - ACETATE BASKET WRAP	2.22
09/21/2021	20210910	KeyBank	ACE - TWINE _ $16.85 TOTAL	2.65
09/21/2021	20210910	KeyBank	SHORTRUN POSTERS - SW AND AIR POSTERS	59.99
09/21/2021	20210910	KeyBank	PUZZLE YOU - PHOTO PUZZLE	99.97
09/21/2021	20210910	KeyBank	STAPLES - EXHIBIT POSTER	14.99
Total 880.411 · General Adult Promotion				179.82
Total 880.410 · Adult Program Promotion				179.82
880.420 · Youth / Teen Promotion				
880.421 · General Youth/Teen Promotion				
09/09/2021	DB-75703-INV	Dollar Bill Printing	COLORING BOOKS - BUGS	327.37
09/09/2021	34781	SIGNS IN 1 DAY	PAINTING KITS SIGNS	38.00
Total 880.421 · General Youth/Teen Promotion				365.37
Total 880.420 · Youth / Teen Promotion				365.37
880.430 · Library Program Promotion				
880.431 · General Library Prog Promotion				
09/09/2021	11055402	CHICAGO DISTRIBUTION CENTER	ALA POSTERS AND BOOKMARKS LCSUM	80.49
09/09/2021	DB-75669-INV	Dollar Bill Printing	LIBRARY CARD SIGN-UP MONTH	124.84

Chelsea District Library
List of Checks for Board Approval
September 2021

Date	Num	Name	Memo	Amount
09/09/2021	DB-75776-INV	Dollar Bill Printing	LCSUM POSTER	25.50
09/09/2021	34781	SIGNS IN 1 DAY	2-SIDED COVO SIGN	63.00
Total 880.431 · General Library Prog Promotion				293.83
880.435 · CDL Songfest				
09/23/2021	734210	Underground Printing	CDL SONGFEST T-SHIRTS	1,334.75
Total 880.435 · CDL Songfest				1,334.75
Total 880.430 · Library Program Promotion				1,628.58
Total 880.400 · Program Promotion				2,173.77
880.500 · Purchased Services				
880.510 · General Purchased Services				
09/09/2021	0576	MC creative design & photography LLC	ESHIBIT - PHOTO SHOOT WITH KIDS	250.00
09/21/2021	20210910	KeyBank	ADOBE - STOCK IMAGES	29.99
Total 880.510 · General Purchased Services				279.99
880.520 · Professional Services				
880.521 · Graphic Design Services				
09/09/2021	20210908	Koepping, Luna Marie Elizabeth	ART WEBSITE WIREFRAM	900.00
09/09/2021	20210908	Koepping, Luna Marie Elizabeth	SMALL WONDERS EXHIBIT	1,150.00
Total 880.521 · Graphic Design Services				2,050.00
Total 880.520 · Professional Services				2,050.00
Total 880.500 · Purchased Services				2,329.99
Total 880 · Promotional Materials				7,803.60
884 · Programming				
884.110 · Adult Speakers				
884.114 · Comedy Showcase				
09/21/2021	20210910	KeyBank	DOLLAR TREE - MAKERSPACE HOLIDAY	34.57
Total 884.114 · Comedy Showcase				34.57
884.119 · General Adult Events				
09/23/2021	21-0093LB	Wang, Frances Kai-Hwa	PROGRAM - CHINESE MOON FESTIVAL 9/21/2021	300.00
Total 884.119 · General Adult Events				300.00
Total 884.110 · Adult Speakers				334.57
884.120 · Adult Supplies				
884.126 · General Adult Programs				
09/07/2021	1PWK-CLLG-6WJJ	Amazon Capital Services Inc	OUTDOOR AMPLIFIER	31.99
09/07/2021	54239791	Ingram Library Services	GENERAL ADULT PROGRAMS	104.10
Total 884.126 · General Adult Programs				136.09
884.128 · Book Club Supplies				
09/07/2021	54229546	Ingram Library Services	BOOK CLUB	66.20
09/07/2021	54239796	Ingram Library Services	BOOK CLUB SUPPLIES	208.16
09/08/2021	54622801	Ingram Library Services	BOOK CLUB	249.88
Total 884.128 · Book Club Supplies				524.24
Total 884.120 · Adult Supplies				660.33
884.220 · Youth Supplies				
884.227 · Outreach				
09/08/2021	711322620-01	FUN EXPRESS	OUTREACH	103.53
Total 884.227 · Outreach				103.53
Total 884.220 · Youth Supplies				103.53
884.250 · Story Book Trail				
884.251 · Story Book Trail				
09/08/2021	711322620-01	FUN EXPRESS	BOOK TRAIL	85.84
09/08/2021	711322620-03	FUN EXPRESS	STORY BOOK TRAIL	36.39
Total 884.251 · Story Book Trail				122.23
Total 884.250 · Story Book Trail				122.23
884.270 · Teen Supplies				
884.272 · Teen General Programs				
09/21/2021	1LDQ-7QCW-CYWK	Amazon Capital Services Inc	TEEN GENERAL PROGRAMS	29.41

Chelsea District Library
List of Checks for Board Approval
September 2021

Date	Num	Name	Memo	Amount
09/21/2021	20210910	KeyBank	ENTOMARKET - BUG BOX	34.30
Total 884.272 · Teen General Programs				63.71
884.276 · Teen Refreshments				
09/21/2021	20210910	KeyBank	COTTAGE INN - P&P AUG PIZZA - RECEIPT IS $54.07	53.01
Total 884.276 · Teen Refreshments				53.01
Total 884.270 · Teen Supplies				116.72
884.400 · Music Focus				
884.411 · Songfest				
09/08/2021	711322620-01	FUN EXPRESS	SONGFEST	56.52
09/21/2021	711808880-01	FUN EXPRESS	SONGFEST	19.99
09/29/2021	1LLD-RRDR-C64N	Amazon Capital Services Inc	SONGFEST	106.79
Total 884.411 · Songfest				183.30
Total 884.400 · Music Focus				183.30
884.800 · Exhibits				
884.801 · Exhibits				
09/21/2021	BK-058747	Mid-America Arts Alliance	SMALL WONDER EXHIBIT $10340 - NEA $5640 - DE...	3,525.00
Total 884.801 · Exhibits				3,525.00
Total 884.800 · Exhibits				3,525.00
Total 884 · Programming				5,045.68
920 · Utilities				
920.110 · City of Chelsea Water				
09/14/2021	20210831	City of Chelsea-Elect & Water	AUG 07/30/21 - 08/31/21 WATER	59.67
09/30/2021	20211005	City of Chelsea-Elect & Water	SEP 08/31/21 - 09/30/21 WATER	53.23
Total 920.110 · City of Chelsea Water				112.90
920.120 · City of Chelsea Sewer				
09/14/2021	20210831	City of Chelsea-Elect & Water	AUG 07/30/21 - 08/31/21 SEWER	137.68
09/30/2021	20211005	City of Chelsea-Elect & Water	SEP 08/31/21 - 09/30/21 SEWER	130.24
Total 920.120 · City of Chelsea Sewer				267.92
920.130 · City of Chelsea Electric				
09/14/2021	20210831	City of Chelsea-Elect & Water	AUG 07/30/21 - 08/31/21 ELECTRICITY	5,112.82
09/30/2021	20211005	City of Chelsea-Elect & Water	SEP 08/31/21 - 09/30/21 ELECTRICITY	5,192.31
Total 920.130 · City of Chelsea Electric				10,305.13
920.150 · City of Chelsea Sprinkler				
09/14/2021	20210831	City of Chelsea-Elect & Water	AUG 07/30/21 - 08/31/21 SPRINKLER	355.91
09/30/2021	20211005	City of Chelsea-Elect & Water	SEP 08/31/21 - 09/30/21 SPRINKLER	265.75
Total 920.150 · City of Chelsea Sprinkler				621.66
920.200 · McKune Gas				
09/21/2021	3292627	Constellation NewEnergy-Gas Division LLC	AUG 2021 - 07/22 - 08/20/2021	30.67
Total 920.200 · McKune Gas				30.67
Total 920 · Utilities				11,338.28
960 · Board & Director Expense				
960.200 · Director Expense				
09/21/2021	20210910	KeyBank	SMOKEHOUSE 52 - SEREPEDIPITY BOOKS	47.82
Total 960.200 · Director Expense				47.82
Total 960 · Board & Director Expense				47.82
967 · Equipment				
967.100 · Equipment Hardware				
967.120 · Computers				
09/14/2021	1PRX-4VFR-4YN3	Amazon Capital Services Inc	MIC & LIGHT	45.00
Total 967.120 · Computers				45.00
967.130 · Mobile Lab				
09/07/2021	14QP-317V-6Q7C	Amazon Capital Services Inc	SECURITY CAMS AND SD CARDS	277.26
Total 967.130 · Mobile Lab				277.26

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September 2021

Date	Num	Name	Memo	Amount
Total 967.100 · Equipment Hardware				322.26
967.200 · Equipment Software				
09/21/2021	20210910	KeyBank	HR COLLABORATIVE - HR PLAYBOOK	170.00
09/21/2021	20210910	KeyBank	NINITE COM - SECURITY SOFTWARE	20.00
09/21/2021	20210910	KeyBank	ZOOM - WEBINAR 500	39.50
Total 967.200 · Equipment Software				229.50
967.300 · Equipment Furniture & Fixtures				
967.330 · Equipment - non-Computer				
09/14/2021	17PK-F3JR-FVVG	Amazon Capital Services Inc	MCKUNE SECURITY - MIC AND LIGHT	45.00
09/21/2021	1PL3-Y496-6PD4	Amazon Capital Services Inc	UTILITY CART	139.99
Total 967.330 · Equipment - non-Computer				184.99
Total 967.300 · Equipment Furniture & Fixtures				184.99
Total 967 · Equipment				736.75
969 · Continuing Education Expenses				
969.001 · Travel				
969.100 · Staff Travel				
969.123 · Circulation Services Travel				
09/29/2021	20210916	Lancaster, Terri	MELCAT AT WATERFORD	59.16
Total 969.123 · Circulation Services Travel				59.16
969.143 · Other Staff Travel				
09/29/2021	10756	Michigan Library Association	ZORAN - CONFERENCE REGISTRATION	95.00
Total 969.143 · Other Staff Travel				95.00
Total 969.100 · Staff Travel				154.16
Total 969.001 · Travel				154.16
969.300 · Memberships				
969.343 · Other Membership				
09/23/2021	10643	Michigan Library Association	MEMBERSHIPS - STAFF - ZORAN	85.00
Total 969.343 · Other Membership				85.00
Total 969.300 · Memberships				85.00
969.600 · Staff Training				
969.940 · Staff Apprec - Restr/Covid-19				
09/08/2021	21-0406	Coryell, Lori	SMOKEHOUSE 52 -REIMBURSEMENT - STAFF APP...	25.00
09/21/2021	20210910	KeyBank	BUSCH'S - STAFF APPRECIATION, LABOR DAY	78.55
09/21/2021	20210910	KeyBank	ZOU ZOU'S - STAFF APPRECIATION, SMALL WON...	151.00
Total 969.940 · Staff Apprec - Restr/Covid-19				254.55
Total 969.600 · Staff Training				254.55
Total 969 · Continuing Education Expenses				493.71
980 · Capital Expense				
980.200 · Technology				
09/07/2021	INV-US-55234	Envisionware Inc	ENVISIONWARE SOFTWARE AND HARDWARE	7,498.72
09/07/2021	INV-US-55502	Envisionware Inc	ENVISIONWARE SOFTWARE AND HARDWARE	2,940.39
Total 980.200 · Technology				10,439.11
Total 980 · Capital Expense				10,439.11
982 · Collection Expense				
982.100 · Audio Books				
982.120 · Adult Books on Disc				
09/07/2021	500894739	Midwest Tape	AUG BOC	109.97
09/07/2021	500923803	Midwest Tape	JUL BOC	39.99
Total 982.120 · Adult Books on Disc				149.96
982.140 · Youth Books on Disc				
09/07/2021	500735184	Midwest Tape	TEEN BOOKS ON CD/PLAYAWAY	157.96
Total 982.140 · Youth Books on Disc				157.96
Total 982.100 · Audio Books				307.92
982.400 · Non Print				
982.410 · Electronic Products/Subs				

Chelsea District Library
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September 2021

Date	Num	Name	Memo	Amount
09/07/2021	500927867	Midwest Tape - Hoopla	AUG HOOPLA	1,429.65
Total 982.410 · Electronic Products/Subs				1,429.65
982.411 · Ebooks / Overdrive				
09/07/2021	68444	The Library Network	TLN E-BOOK/SUDIOBOOK SERVICE	5,402.18
Total 982.411 · Ebooks / Overdrive				5,402.18
982.430 · Non-Traditional Collections				
09/21/2021	1GJ7-71KT-VHFM	Amazon Capital Services Inc	NON-TRADITIONAL COLLECTIONS	115.59
Total 982.430 · Non-Traditional Collections				115.59
982.460 · DVD Feature				
09/07/2021	500894738	Midwest Tape	AUG FEATURE DVDs	105.70
09/07/2021	500895371	Midwest Tape	SEPT FEATURE	47.98
09/07/2021	500895372	Midwest Tape	JUL FEATURE DVDs	37.49
09/08/2021	500923805	Midwest Tape	SEP FEATURE	166.40
09/08/2021			L/D DVD FEATURE - CIRC 210908	-9.99
09/21/2021	500955498	Midwest Tape	JUN ADULT FEATURE DVDs	14.99
09/21/2021	500986428	Midwest Tape	SEPT FEATURE	59.97
09/21/2021	500986429	Midwest Tape	OCT ADULT FICTION/FEATURE DVDs	534.65
09/21/2021	500992734	Midwest Tape	OCT ADULT FICTION/FEATURE DVDs	52.48
Total 982.460 · DVD Feature				1,009.67
982.470 · DVD Non-Fiction				
09/07/2021	500831549	Midwest Tape	AUG NF ADULT	74.96
09/07/2021	500895373	Midwest Tape	SEP NF TITLES	18.74
09/08/2021	500923806	Midwest Tape	SEP NF TITLES	71.21
09/21/2021	500955499	Midwest Tape	SEPT FEATURE	143.92
09/21/2021	500958891	Midwest Tape	SEPT NF TITLES	18.74
Total 982.470 · DVD Non-Fiction				327.57
982.485 · Playaway Views				
09/21/2021	361323	Findaway World, LLC	6 REPLACEMENT LAUNCHPAD VIDEO PRODUCTS	419.94
Total 982.485 · Playaway Views				419.94
982.490 · Videogames				
09/21/2021	6151	Crimson Multimedia Dist. Inc.	VIDEO GAMES	54.27
Total 982.490 · Videogames				54.27
Total 982.400 · Non Print				8,758.87
982.600 · Periodical & Newspapers				
982.630 · Magazines				
09/21/2021	20210910	KeyBank	BRAVERY MAG - FALL ISSUE	18.00
Total 982.630 · Magazines				18.00
Total 982.600 · Periodical & Newspapers				18.00
982.700 · Print				
982.705 · Adult Print				
982.710 · Adult Large Print				
09/07/2021	54259206	Ingram Library Services	ADULT LARGE PRINT	20.65
09/07/2021	54475256	Ingram Library Services	ADULT LARGE PRINT	20.65
09/08/2021	2036145292	Baker & Taylor - Adult Large Print	ADULT LARGE PRINT	20.59
09/08/2021	54498623	Ingram Library Services	ADULT LARGE PRINT	31.16
09/08/2021	54521504	Ingram Library Services	ADULT LARGE PRINT	13.83
09/09/2021	C0A102930512	Baker & Taylor - Adult Large Print	PAYMENT ISSUE - MISREAD AMOUNT	-0.03
09/21/2021	54733704	Ingram Library Services	ADULT PRINT LARGE	12.39
09/21/2021	54756054	Ingram Library Services	ADULT PRINT LARGE	16.70
09/23/2021	21-0221	BALDWIN, JESSICA	REFUND ON LOST ITEM	23.00
Total 982.710 · Adult Large Print				158.94
982.720 · Adult Print General				
09/07/2021	54239792	Ingram Library Services	ADULT PRINT GENERAL	32.94
09/07/2021	54239793	Ingram Library Services	ADULT PRINT GENERAL	11.32
09/07/2021	94239794	Ingram Library Services	ADULT PRINT GENERAL	17.30
09/07/2021	54239795	Ingram Library Services	ADULT PRINT GENERAL	48.00
09/07/2021	54259209	Ingram Library Services	ADULT PRINT GENERAL	16.20
09/07/2021	54259210	Ingram Library Services	ADULT PRINT GENERAL	77.93
09/07/2021	54259212	Ingram Library Services	ADULT PRINT GENERAL	32.92
09/07/2021	54259213	Ingram Library Services	ADULT PRINT GENERAL	28.85
09/07/2021	54259214	Ingram Library Services	ADULT PRINT GENERAL	48.03
09/07/2021	54279037	Ingram Library Services	ADULT PRINT GENERAL	24.54

Chelsea District Library
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Date	Num	Name	Memo	Amount
09/07/2021	54300796	Ingram Library Services	ADULT PRINT GENERAL	41.43
09/07/2021	54307573	Ingram Library Services	ADULT PRINT GENERAL	15.65
09/07/2021	54307574	Ingram Library Services	ADULT PRINT GENERAL	16.20
09/07/2021	54307580	Ingram Library Services	ADULT PRINT GENERAL	41.84
09/07/2021	54325629	Ingram Library Services	ADULT PRINT GENERAL	15.10
09/07/2021	54325630	Ingram Library Services	ADULT PRINT GENERAL	12.58
09/07/2021	54325631	Ingram Library Services	ADULT PRINT GENERAL	13.00
09/07/2021	54325632	Ingram Library Services	ADULT PRINT GENERAL	14.90
09/07/2021	54350521	Ingram Library Services	ADULT PRINT GENERAL	16.19
09/07/2021	54350522	Ingram Library Services	ADULT PRINT GENERAL	15.65
09/07/2021	54350524	Ingram Library Services	ADULT PRINT GENERAL	15.10
09/07/2021	54350525	Ingram Library Services	ADULT PRINT GENERAL	134.19
09/07/2021	54374251	Ingram Library Services	ADULT PRINT GENERAL	15.62
09/07/2021	54374252	Ingram Library Services	ADULT PRINT GENERAL	33.50
09/07/2021	54395833	Ingram Library Services	ADULT PRINT GENERAL	17.30
09/07/2021	54395834	Ingram Library Services	ADULT PRINT GENERAL	16.20
09/07/2021	54395836	Ingram Library Services	ADULT PRINT GENERAL	57.78
09/07/2021	54448044	Ingram Library Services	ADULT PRINT GENERAL	22.72
09/07/2021	54448046	Ingram Library Services	ADULT PRINT GENERAL	15.10
09/07/2021	54448047	Ingram Library Services	ADULT PRINT GENERAL	112.29
09/07/2021	54448048	Ingram Library Services	ADULT PRINT GENERAL	32.40
09/07/2021	54448049	Ingram Library Services	ADULT PRINT GENERAL	50.95
09/07/2021	54475257	Ingram Library Services	ADULT PRINT GENERAL	17.29
09/07/2021	54475258	Ingram Library Services	ADULT PRINT GENERAL	16.20
09/07/2021	54475259	Ingram Library Services	ADULT PRINT GENERAL	44.50
09/07/2021	54475260	Ingram Library Services	ADULT PRINT GENERAL	10.10
09/07/2021	54475263	Ingram Library Services	ADULT PRINT GENERAL	15.42
09/07/2021	54475264	Ingram Library Services	ADULT PRINT GENERAL	38.90
09/07/2021	54472565	Ingram Library Services	ADULT PRINT GENERAL	14.87
09/07/2021	54475266	Ingram Library Services	ADULT PRINT GENERAL	15.44
09/08/2021	54521500	Ingram Library Services	ADULT PRINT GENERAL	16.72
09/08/2021	54521501	Ingram Library Services	ADULT PRINT GENERAL	16.19
09/08/2021	54521503	Ingram Library Services	ADULT PRINT GENERAL	11.77
09/08/2021	54521505	Ingram Library Services	ADULT PRINT GENERAL	16.20
09/08/2021	54521508	Ingram Library Services	ADULT PRINT GENERAL	80.85
09/08/2021	54543627	Ingram Library Services	ADULT PRINT GENERAL	19.25
09/08/2021	54554502	Ingram Library Services	ADULT PRINT GENERAL	271.24
09/08/2021	54498624	Ingram Library Services	ADULT PRINT GENERAL	15.65
09/08/2021	54498625	Ingram Library Services	ADULT PRINT GENERAL	33.88
09/08/2021	54498626	Ingram Library Services	ADULT PRINT GENERAL	16.20
09/08/2021	54498629	Ingram Library Services	ADULT PRINT GENERAL	27.41
09/08/2021	54498630	Ingram Library Services	ADULT PRINT GENERAL	15.44
09/08/2021	54498631	Ingram Library Services	ADULT PRINT GENERAL	15.44
09/08/2021	54574821	Ingram Library Services	ADULT PRINT GENERAL	26.00
09/08/2021	54574822	Ingram Library Services	ADULT PRINT GENERAL	11.97
09/08/2021	54574823	Ingram Library Services	ADULT PRINT GENERAL	15.65
09/08/2021	54574824	Ingram Library Services	ADULT PRINT GENERAL	32.34
09/08/2021	54574825	Ingram Library Services	ADULT PRINT GENERAL	16.72
09/08/2021	54602144	Ingram Library Services	ADULT PRINT GENERAL	17.30
09/08/2021	54602145	Ingram Library Services	ADULT PRINT GENERAL	45.58
09/08/2021	54602146	Ingram Library Services	ADULT PRINT GENERAL	32.95
09/08/2021	54646847	Ingram Library Services	ADULT PRINT GENERAL	33.48
09/08/2021	54646848	Ingram Library Services	ADULT PRINT GENERAL	33.02
09/08/2021	54646850	Ingram Library Services	ADULT PRINT GENERAL	14.34
09/08/2021			L/D ADULT PRINT - CIRC 210908	-69.95
09/21/2021	54681198	Ingram Library Services	ADULT PRINT GENERAL	15.32
09/21/2021	54681199	Ingram Library Services	ADULT PRINT GENERAL	16.19
09/21/2021	54681200	Ingram Library Services	ADULT PRINT GENERAL	16.74
09/21/2021	54681201	Ingram Library Services	ADULT PRINT GENERAL	18.40
09/21/2021	54681202	Ingram Library Services	ADULT PRINT GENERAL	33.99
09/21/2021	54701464	Ingram Library Services	ADULT PRINT GENERAL	25.06
09/21/2021	54701465	Ingram Library Services	ADULT PRINT GENERAL	16.20
09/21/2021	54701466	Ingram Library Services	ADULT PRINT GENERAL	124.49
09/21/2021	54701467	Ingram Library Services	ADULT PRINT GENERAL	28.71
09/21/2021	54701468	Ingram Library Services	ADULT PRINT GENERAL	30.20
09/21/2021	54701469	Ingram Library Services	ADULT PRINT GENERAL	33.59
09/21/2021	54756053	Ingram Library Services	ADULT PRINT GENERAL	31.76
09/21/2021	54756055	Ingram Library Services	ADULT PRINT GENERAL	14.50
09/21/2021	54756056	Ingram Library Services	ADULT PRINT GENERAL	14.29
09/21/2021	54804236	Ingram Library Services	ADULT PRINT GENERAL	130.67
09/21/2021	54804237	Ingram Library Services	ADULT PRINT GENERAL	28.16
09/21/2021	54804238	Ingram Library Services	ADULT PRINT GENERAL	34.58
09/21/2021	54804239	Ingram Library Services	ADULT PRINT GENERAL	120.13
09/21/2021	54804241	Ingram Library Services	ADULT PRINT GENERAL	15.10
09/21/2021	54804242	Ingram Library Services	ADULT PRINT GENERAL	57.43
09/21/2021	54804243	Ingram Library Services	ADULT PRINT GENERAL	17.10
09/21/2021	54804244	Ingram Library Services	ADULT PRINT GENERAL	33.59

Chelsea District Library
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Date	Num	Name	Memo	Amount
09/23/2021			L/D ADULT PRINT	-29.99
Total 982.720 · Adult Print General				2,828.29
982.730 · Adult Ref.				
09/07/2021	54307579	Ingram Library Services	ADULT REFERENCE	10.81
09/21/2021	2036146789	Baker & Taylor - Adult Reference	ADULT REFERENCE	17.08
Total 982.730 · Adult Ref.				27.89
Total 982.705 · Adult Print				3,015.12
982.755 · Youth Print				
982.760 · Youth Print General				
09/07/2021	54229545	Ingram Library Services	YOUTH PRINT GENERAL	18.76
09/07/2021	54249908	Ingram Library Services	YOUTH PRINT GENERAL	41.96
09/07/2021	54249909	Ingram Library Services	YOUTH PRINT GENERAL	94.42
09/07/2021	54249910	Ingram Library Services	YOUTH PRINT GENERAL	34.55
09/07/2021	54259205	Ingram Library Services	YOUTH PRINT GENERAL	169.20
09/07/2021	54259207	Ingram Library Services	YOUTH PRINT GENERAL	11.24
09/07/2021	54259208	Ingram Library Services	YOUTH PRINT GENERAL	11.24
09/07/2021	54259211	Ingram Library Services	YOUTH PRINT GENERAL	38.19
09/07/2021	54259215	Ingram Library Services	YOUTH PRINT GENERAL	99.50
09/07/2021	54259216	Ingram Library Services	YOUTH PRINT GENERAL	64.82
09/07/2021	54259217	Ingram Library Services	YOUTH PRINT GENERAL	186.58
09/07/2021	54259218	Ingram Library Services	YOUTH PRINT GENERAL	381.38
09/07/2021	54259219	Ingram Library Services	YOUTH PRINT GENERAL	152.61
09/07/2021	54259220	Ingram Library Services	YOUTH PRINT GENERAL	118.91
09/07/2021	54300794	Ingram Library Services	YOUTH PRINT GENERAL	50.57
09/07/2021	54300795	Ingram Library Services	YOUTH PRINT GENERAL	13.74
09/07/2021	54307575	Ingram Library Services	YOUTH PRINT GENERAL	11.35
09/07/2021	54307576	Ingram Library Services	YOUTH PRINT GENERAL	10.69
09/07/2021	54307577	Ingram Library Services	YOUTH PRINT GENERAL	7.74
09/07/2021	54307578	Ingram Library Services	YOUTH PRINT GENERAL	79.27
09/07/2021	54325627	Ingram Library Services	YOUTH PRINT GENERAL	11.24
09/07/2021	54325628	Ingram Library Services	YOUTH PRINT GENERAL	10.69
09/07/2021	54325633	Ingram Library Services	YOUTH PRINT GENERAL	20.38
09/07/2021	54350523	Ingram Library Services	YOUTH PRINT GENERAL	8.86
09/07/2021	54374250	Ingram Library Services	YOUTH PRINT GENERAL	8.86
09/07/2021	54395835	Ingram Library Services	YOUTH PRINT GENERAL	10.69
09/07/2021	54395837	Ingram Library Services	YOUTH PRINT GENERAL	7.14
09/07/2021	54448045	Ingram Library Services	YOUTH PRINT GENERAL	21.38
09/07/2021	54475261	Ingram Library Services	YOUTH PRINT GENERAL	31.52
09/07/2021	54475262	Ingram Library Services	YOUTH PRINT GENERAL	10.69
09/08/2021	2036117408	Baker & Taylor - Auto Yours Cats	AUTO YOURS CAT	50.42
09/08/2021	2036143301	Baker & Taylor - Auto Yours Cats	AUTO YOURS CAT	72.95
09/08/2021	2036145712	Baker & Taylor - Unlabeled Juvenile	UNLABELED JUVENILE	188.93
09/08/2021	2036141462	Baker & Taylor - Unlabeled Juvenile	UNLABELED JUVENILE	98.44
09/08/2021	54498627	Ingram Library Services	YOUTH PRINT GENERAL	22.46
09/08/2021	54498628	Ingram Library Services	YOUTH PRINT GENERAL	12.58
09/08/2021	54521502	Ingram Library Services	YOUTH PRINT GENERAL	9.54
09/08/2021	54521506	Ingram Library Services	YOUTH PRINT GENERAL	11.24
09/08/2021	54521507	Ingram Library Services	YOUTH PRINT GENERAL	12.79
09/08/2021	54543623	Ingram Library Services	YOUTH PRINT GENERAL	26.63
09/08/2021	54543624	Ingram Library Services	YOUTH PRINT GENERAL	12.36
09/08/2021	54543625	Ingram Library Services	YOUTH PRINT GENERAL	6.64
09/08/2021	54543626	Ingram Library Services	YOUTH PRINT GENERAL	9.89
09/08/2021	54554501	Ingram Library Services	YOUTH PRINT GENERAL	9.29
09/08/2021	54622800	Ingram Library Services	YOUTH PRINT GENERAL	13.24
09/08/2021	54622802	Ingram Library Services	YOUTH PRINT GENERAL	10.44
09/08/2021	54646845	Ingram Library Services	YOUTH PRINT GENERAL	7.00
09/08/2021	54646846	Ingram Library Services	YOUTH PRINT GENERAL	9.04
09/08/2021	54646849	Ingram Library Services	YOUTH PRINT GENERAL	10.14
09/08/2021			L/D Y/T PRINT - CIRC 210908	-10.99
09/21/2021	1C9Q-4H46-4P7M	Amazon Capital Services Inc	YOUTH PRINT GENERAL	24.21
09/21/2021	54574819	Ingram Library Services	YOUTH PRINT GENERAL	10.69
09/21/2021	54574820	Ingram Library Services	YOUTH PRINT GENERAL	6.29
09/23/2021			L/D Y/T PRINT	-17.98
Total 982.760 · Youth Print General				2,344.41
Total 982.755 · Youth Print				2,344.41
Total 982.700 · Print				5,359.53
Total 982 · Collection Expense				14,444.32
TOTAL				**152,061.44**

5:08 PM
10/12/21
Accrual Basis

Chelsea District Library
Donation and Restricted
January through September 2021

	Jan - Sep 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	3,498	745	2,753
674.141 · Designated Technology	2,000	2,000	0
674.150 · Continuing Education Restricted	600	600	0
Total 674 · Contribution & Donation	8,098	5,345	2,753
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	8,098	5,845	2,253
Gross Profit	8,098	5,845	2,253
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	696	845	(149)
Total 969.600 · Staff Training	696	845	(149)
Total 969 · Continuing Education Expenses	696	845	(149)
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	689	9,133	(8,444)
Net Ordinary Income	7,409	(3,288)	10,697
Net Income	7,409	(3,288)	10,697

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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	Sep 21	Jan - Sep 21	TOTAL 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	63	1,884,693	1,899,957	(15,264)	99%
540.100 · State Aid	0	0	63,341	0	6,454	0	6,564	0	0	76,359	30,000	46,359	255%
574.100 · Penal Fines	0	0	0	0	0	0	0	20,479	0	20,479	10,000	10,479	205%
606.000 · Misc Income & Refunds	0	0	0	0	0	0	0	0	0	0			
607.100 · Non-Resident Fees	0	0	875	0	0	438	94	500	188	2,095	5,500	(3,405)	38%
607.200 · ILL Fees	0	0	0	0	0	0	0	0	0	0	600	(600)	0%
645.100 · Copiers & Printers	0	0	0	0	0	0	368	107	87	562	7,500	(6,938)	7%
655.100 · Circulation Fines	0	0	15	0	0	30	0	20	10	75			
665.100 · Interest	17	40	57	58	38	21	15	10	8	264	0	264	100%
666.100 · Investment Earnings	4	1,280	2,254	2,367	11,677	1,025	12	12	2,260	20,691	40,000	(19,109)	52%
666.500 · Investment Change in Value	(3,861)	(4,769)	(6,030)	599	(62)	(2,372)	332	(1,182)	(3,521)	(20,866)	0	(20,866)	100%
674 · Contribution & Donation	2,820	2,600	23	500	200	45	386	519	1,005	8,098	5,345	2,753	152%
675 · Private Grant Sources	0	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	100	1,992,650	1,999,402	(6,752)	100%
Gross Profit	644,840	669,487	352,665	225,103	18,310	52,020	9,660	20,465	100	1,992,650	1,999,402	(6,752)	100%
Expense													
66900 · Reconciliation Discrepancies	0	0	0	0	168	(168)	0	0	0	0			
701 · Personnel Expenses	83,829	84,753	84,023	84,285	84,598	88,232	131,507	88,494	88,878	818,599	1,177,863	(359,264)	69%
727 · Supplies	218	1,079	1,201	370	659	1,291	802	2,443	1,046	9,109	21,475	(12,366)	42%
801 · Professional Services	797	12,250	11,952	655	1,420	1,401	2,630	2,478	2,040	35,623	73,765	(38,142)	48%
803 · Maintenance Service Contracts	2,577	12,464	8,856	15,611	7,852	32,184	12,948	5,989	6,624	105,105	187,338	(82,233)	56%
850 · Telecommunications	627	1,229	3,226	387	5,376	4,285	1,693	2,055	3,125	22,003	39,000	(16,997)	56%
880 · Promotional Materials	823	7,462	7,971	2,154	4,388	7,430	441	8,638	7,804	47,111	80,330	(33,219)	59%
884 · Programming	4,817	10,475	13,540	904	5,698	8,429	3,558	6,935	5,046	59,402	109,475	(50,073)	54%
885 · Volunteer	0	0	0	0	0	0	18	174	0	192	4,500	(4,308)	4%
920 · Utilities	0	3,970	4,440	3,954	3,758	3,814	5,196	5,261	11,338	41,731	62,000	(20,269)	67%
960 · Board & Director Expense	(157)	0	0	346	0	0	43	162	48	442	3,500	(3,058)	13%
965 · Automation Services	3,495	0	8,962	8,962	921	0	8,962	0	0	31,302	41,925	(10,623)	75%
967 · Equipment	205	1,757	1,530	355	514	5,912	9,307	1,568	737	21,885	47,540	(25,655)	46%
969 · Continuing Education Expenses	318	625	199	1,453	508	545	308	553	494	5,003	24,133	(19,130)	21%
980 · Capital Expense	0	0	0	2,045	0	6,876	3,616	900	10,439	23,876	59,925	(36,049)	40%
982 · Collection Expense	974	11,092	14,587	26,720	14,071	11,061	18,188	11,540	14,444	122,677	193,723	(71,046)	63%
Total Expense	98,523	147,156	160,487	148,201	129,931	171,292	199,217	137,190	152,063	1,344,060	2,126,492	(782,432)	63%
Net Ordinary Income	546,317	522,331	192,178	76,902	(111,621)	(119,272)	(189,557)	(116,725)	(151,963)	648,590	(127,090)	775,680	(510%)
Other Income/Expense													
Other Expense													
999.001 · Transfer to Capital Improvement	0	0	0	0	0	0	0	0	0	0	(28,000)	28,000	0%
999.002 · Transfer to Capital Reserve Fun	0	0	0	0	0	0	0	0	0	0	17,700	(17,700)	0%
999.025 · Carry from General Fund	0	0	0	0	0	0	0	0	0	0	116,790	(116,790)	0%
Total Other Expense	0	0	0	0	0	0	0	0	0	0	106,490	(106,490)	0%
Net Other Income	0	0	0	0	0	0	0	0	0	0	(106,490)	106,490	0%
	546,317	522,331	192,178	76,902	(111,621)	(119,272)	(189,557)	(116,725)	(151,963)	648,590	(233,580)	882,170	(278%)

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

	Jan - Sep 21	Jan - Sep 20	$ Change	% Change
Ordinary Income/Expense				
Income				
402 · District Revenue	1,884,692.71	1,817,234.41	67,458.30	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	2,093.75	1,187.50	906.25	76.32%
645.100 · Copiers & Printers	561.80	1,263.70	-701.90	-55.54%
655.100 · Circulation Fines	75.10	3,766.06	-3,690.96	-98.01%
665.100 · Interest	264.82	458.96	-194.14	-42.3%
666.100 · Investment Earnings	20,890.93	9,265.62	11,625.31	125.47%
666.500 · Investment Change in Value	-20,865.75	41,170.73	-62,036.48	-150.68%
674 · Contribution & Donation	8,098.10	11,375.00	-3,276.90	-28.81%
675 · Private Grant Sources	0.00	16,500.00	-16,500.00	-100.0%
Total Income	1,992,649.97	1,990,160.75	2,489.22	0.13%
Gross Profit	1,992,649.97	1,990,160.75	2,489.22	0.13%
Expense				
66900 · Reconciliation Discrepancies	0.00	0.00	0.00	0.0%
701 · Personnel Expenses	818,598.84	813,260.51	5,338.33	0.66%
727 · Supplies	9,108.39	10,072.55	-964.16	-9.57%
801 · Professional Services	35,622.86	31,024.36	4,598.50	14.82%
803 · Maintenance Service Contracts	105,105.98	78,474.23	26,631.75	33.94%
850 · Telecommunications	22,003.30	19,420.83	2,582.47	13.3%
880 · Promotional Materials	47,110.21	33,638.25	13,471.96	40.05%
884 · Programming	59,402.01	36,266.84	23,135.17	63.79%
885 · Volunteer	191.40	351.08	-159.68	-45.48%
920 · Utilities	41,731.86	29,336.44	12,395.42	42.25%
960 · Board & Director Expense	441.90	309.88	132.02	42.6%
965 · Automation Services	31,303.32	30,525.47	777.85	2.55%
967 · Equipment	21,884.73	22,346.15	-461.42	-2.07%
969 · Continuing Education Expenses	5,004.03	14,449.52	-9,445.49	-65.37%
980 · Capital Expense	23,876.06	3,175.00	20,701.06	652.0%
982 · Collection Expense	122,676.43	120,298.62	2,377.81	1.98%
Total Expense	1,344,061.32	1,242,949.73	101,111.59	8.14%
Net Ordinary Income	648,588.65	747,211.02	-98,622.37	-13.2%
Net Income	648,588.65	747,211.02	-98,622.37	-13.2%

7.0

CHELSEA DISTRICT LIBRARY

Fund Balances

September 30, 2021

		Beginning Balance	Net Change	Ending Balance
General Fund				
LOCAL BANKS BALANCES				
Checking Account/ Chelsea State Bank	001.001	$159,687.22	$43,018.07 *	$202,705.29
Paypal Account	003.002	$0.00	$0.00	$0.00
Cash on Hand		**$159,687.22**	**$43,018.07**	**$202,705.29**
Ameriprise Account				
Fixed Income Fund	017.003	$1,540,773.79	-$1,261.39 **	$1,539,512.40
Money Market Fund	017.004	$700,000.00	-$200,000.00	$500,000.00
Investment Partners Total		**$2,240,773.79**	**-$201,261.39**	**$2,039,512.40** ^
Total General Fund		**$2,400,461.01**	**-$158,243.32**	**$2,242,217.69**
Debt Service Fund				
Bond Debt Retirement Fund Checking	003.008	**$279,899.89**	**-$29,063.82**	**$250,836.07**

8.1

Ameriprise 09/30/2021

Account no. 0000-4823-9221-4

GL ACCOUNTS - 017.003, 017.004, 666.100, 666.500

	Beginning Balance	Deposit/transfer in	Interest	Fees	Withdrawl	Change in Value	Ending balance*
12/31/20		(IN/OUT OF GENERAL FUND)					$1,539,487.22
01/31/21	$1,539,487.22		$4.44			-$3,860.75	$1,535,630.91
02/28/21	$1,535,630.91		$1,279.56			-$4,768.80	$1,532,141.67
03/31/21	$1,532,141.67		$2,253.62			-$6,030.30	$1,528,364.99
04/30/21	$1,528,364.99		$2,367.47			$599.25	$1,531,331.71
05/31/21	$1,531,331.71	$700,000.00	$11,676.68			-$61.55	$2,242,946.84
06/30/21	$2,242,946.84	$0.00	$1,024.52			-$2,372.35	$2,241,599.01
07/31/21	$2,241,599.01	$0.00	$12.47			$332.25	$2,241,943.73
08/31/21	$2,241,943.73	$0.00	$12.46			-$1,182.40	$2,240,773.79
09/30/21	$2,240,773.79	-$200,000.00	$2,259.71			-$3,521.10	$2,039,512.40
10/31/21	$2,039,512.40						$2,039,512.40
11/30/21	$2,039,512.40						$2,039,512.40
12/31/21	$2,039,512.40						$2,039,512.40
Balance		$500,000.00	$20,890.93	$0.00	$0.00	-$20,865.75	$2,039,512.40
			666.100			666.500	017.003+017.004

*Should match Ameriprise Statement

8.2
Ameriprise Money Market GL 017.003

09/30/2021

	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	700,000.00	0.00	0.00	0.00	0.00	700,000.00
06/30/21	700,000.00	0.00	0.00	0.00	0.00	0.00	700,000.00
07/31/21	700,000.00	0.00	0.00	0.00	0.00	0.00	700,000.00
08/31/21	700,000.00	0.00	0.00	0.00	0.00	0.00	700,000.00
09/30/21	700,000.00	-200,000.00	0.00	0.00	0.00	0.00	500,000.00
10/31/21	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.

2021	8/31/2021	9/30/2021	10/31/2021	11/30/2021	12/31/2021	YTD Totals	Notes:
Source	Amount	Amount	Amount	Amount	Amount	Amount	
General Fund	600,000	600,000	600,000	600,000	600,000		
General Fund	254,646	254,646	254,646	254,646	254,646		
General Fund	66,000	66,000	66,000	66,000	66,000		
General Fund	300	300	300	300	300		
Cap Improvement Fund	155,274	155,274	155,274	155,274	155,274		
Infinex Money Market Fund	1,737	1,737	1,737	1,737	1,737		
Total Investment	1,077,957	1,077,957	1,077,957	1,077,957	1,077,957		

Date	Value	Value	Value	Value	Value		YTD Value
Beginning balance (017.004)	2,242,044	2,240,874	2,239,612	2,239,612	2,239,612		
Invested	1,077,957	1,077,957	1,077,957	1,077,957	1,077,957		
Cumulative Fund Increase 6/2009 – 12/31/2020	511,966	511,966	511,966	511,966	511,966		
2021 Earnings ** (666.100)	12	2,260				Earnings	$20,991
2021 Valuation (666.500)	-1,182	-3,521				Valuation	-$20,866
2021 YTD Valuation - gain/loss	-17,345	-20,866	-20,866	-20,866	-20,866		
2021 Monthly change - Net of earnings and valuation	-1,170	-1,261	0	0	0		
2021 FY Cumulative Change (Current Year)	1,387	125	125	125	125	YTD Cumulative	$125
Withdrawal (-) / Deposit (+)						MMF from OC	$700,000

Fund	Value	Value	Value	Value	Value		
Capital Reserve Fund	890,100	890,100	890,100	890,100	890,100		
Capital Improvement Fund	100,000	100,000	100,000	100,000	100,000		
General Fund from Investment	737,421	737,421	737,421	737,421	737,421		
Investment Services Fund (Interest - Fees + Change in Value)	513,353	512,091	512,091	512,091	512,091		
Ending Balance	2,240,874	2,239,612	2,239,612	2,239,612	2,239,612	Ending Balance	2,239,612

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

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

Chelsea District Library Cash Flow 2021 - REV 2.0 at 10/01/2021

Cash Flow Projections	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Year's Total
Beginning Balance	$282,207	$613,873	$1,159,731	$1,332,783	$1,403,429	$1,236,972	$1,161,277	$991,214	$827,406	$652,429	$495,362	$349,984	
Projected Total CDL Income	$710,523	$616,186	$200,665	$56,562	$8,594	$84,943	$5,197	$40,959	$7,595	$4,197	$4,397	$238,640	$1,998,657
Income, % by month	35.6%	30.8%	10.0%	2.8%	0.4%	4.3%	0.3%	2.1%	0.4%	0.2%	0.2%	11.9%	100.0%
Projected Total CDL expenditures	$183,616	$151,864	$198,656	$171,291	$175,051	$160,638	$175,240	$226,787	$182,571	$161,264	$149,775	$154,371	$2,088,916
Expense, % by month	8.8%	7.3%	9.5%	8.2%	8.4%	7.7%	8.4%	10.8%	8.7%	7.7%	7.2%	7.4%	100.0%
Net Projected Cash Flow	$526,907	$464,322	$2,009	($114,729)	($166,457)	($75,695)	($170,044)	($163,808)	($174,976)	($157,067)	($145,378)	$84,269	($90,259)
Ending balance	$809,114	$1,078,195	$1,161,740	$1,218,054	$1,236,972	$1,161,277	$991,214	$827,406	$652,429	$495,362	$349,984	$434,253	($90,259)

Monthly Income & Expenses

Income	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Year's Total
Gross Income (CDL + CDL Bond)	712,471.40	884,841.13	468,202.21	292,825.79	7,275.80	70,388.08	11,352.01	22,244.41	201,935.04	0.00	0.00	0.00	
Income to CDL Bond	222,688.61	210,932.49	111,414.48	69,446.09	0.96	16,633.83	592.11	0.00		0.00	0.00	0.00	631,708.57
Income to CDL	489,782.79	673,908.64	356,787.73	223,379.70	7,274.84	53,754.25	10,759.90	22,244.41	201,935.04	0.00	0.00	0.00	2,039,827.30
Other income PPT $/PP													
Net Income to CDL	489,782.79	673,908.64	356,787.73	223,379.70	7,274.84	53,754.25	10,759.90	22,244.41	201,935.04	0.00	0.00	0.00	

Expenses	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Year's Total
Expenses - Gross	380,795.99	336,974.07	295,136.84	222,171.33	847,564.72	177,820.17	181,643.95	147,937.38	158,906.77	0.00	0.00	0.00	0.00
record MMF movement here					-700K				200K	200K	200K	100K	
less Transfers to CDL Debt	222,688.61	210,932.49	111,414.48	69,446.09	0.96	16,633.83	592.11	0.00	0.00	0.00	0.00	0.00	
Acct Fees (interest is in income)	9.80	9.00	13.00	8.80	9.00	9.20	7.20	10.60	10.20				
Other													
Net Total Expenses	158,117.18	128,050.58	183,735.36	152,734.04	847,572.76	161,195.54	181,059.04	147,947.98	158,916.97	0.00	0.00	0.00	

CDL Cash Flow	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Year's Total
Beginning balance	282,207.44	613,873.05	1,159,731.11	1,332,783.48	1,403,429.14	563,131.22	455,689.93	285,390.79	159,687.22	202,705.29	202,705.29	202,705.29	
Income	489,782.79	673,908.64	356,787.73	223,379.70	7,274.84	53,754.25	10,759.90	22,244.41	201,935.04	0.00	0.00	0.00	1,998,657.00
Money Market Flow	0.00	0.00	0.00	0.00	700,000.00	0.00	0.00		-200,000.00				500,000.00
Expenditures	158,117.18	128,050.58	183,735.36	152,734.04	147,572.76	161,195.54	181,059.04	147,947.98	0.00	0.00	0.00	0.00	2,088,916.00
Net cash flow	331,665.61	545,858.06	173,052.37	70,645.66	-140,297.92	-107,441.29	-170,299.14	-125,703.57	401,935.04	0.00	0.00	0.00	
Ending balance	613,873.05	1,159,731.11	1,332,783.48	1,403,429.14	563,131.22	455,689.93	285,390.79	159,687.22	202,705.29	202,705.29	202,705.29	202,705.29	

CDL Bond Cash Flow	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Year's Total
Beginning Balance	284,179.78	506,884.84	702,411.71	193,171.96	262,626.75	262,638.86	279,284.01	279,888.00	279,899.89	250,836.07	250,836.07	250,836.07	
Total Income	222,688.61	210,932.49	111,414.48	69,446.09	0.96	16,633.83	592.11	0.00	0.00	0.00	0.00	0.00	
Acct Interest (fees)	16.45	23.25	20.77	8.70	11.15	11.32	11.88	11.89	11.18		0.00		
Expenditures	0.00	15,428.87	620,675.00	0.00	0.00	0.00	0.00	0.00	29,075.00				
Net cash flow	222,705.06	210,955.74	111,435.25	69,454.79	12.11	16,645.15	603.99	11.89	-29,063.82		0.00	0.00	
Ending balance	506,884.84	702,411.71	193,171.96	262,626.75	262,638.86	279,284.01	279,888.00	279,899.89	250,836.07	250,836.07	250,836.07	250,836.07	0.00

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
56															
57															
58			NUMBERS FROM BUDGET												
59			CALCULATED ESTIMATES BASED ON BUDGET												
60			HISTORICAL %												
61			From Bank Rec												

DIRECTOR'S REPORT

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

Staff Announcements

Work Anniversaries

- Assistant Director Linda Ballard, 26 years on September 18
- Library Aide Julie Pecka, six years on September 15
- Head of technology Scott Rakestraw, two years on September 30
- Library Assistant Amy Zoran, nine years on September 27

Congratulations all!

Technology Specialist Posting

CDL recently posted for a new position to join our technology team – a Technology Specialist. This job is funded in part by the Chelsea Senior Center in exchange for support of technology use at the Chelsea Senior Center. Through this unique partnership, the CDL technology team will maintain and support the IT system used by the Chelsea Senior Center.

The job posting is open through October 22. Interviews are scheduled to take place the week of November 8 with the new hire's targeted start date of January 4.

Memorandum of Understanding: Information Technology Support

The MOU was completed between the Chelsea District Library (CDL) and the Chelsea Senior Center (CSC) stipulating a yearly price of $15,000 a year from the CSC to CDL in exchange for 520 hours of annual technology support. The terms of the agreement are for the period beginning January 1, 2022 through December 31, 2027.

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.

Financial Information

A bond payment of $29,075 was made by wire transfer on September 23, 2021.

CDL and the DDA

CDL and the DDA completed the agreement allowing a portion of the library's 2021 taxes to be included as tax increment revenues and subject to capture by the DDA under Act 57. This arrangement recognizes the value DDA brings to the library community through infrastructure improvements, parking lot maintenance, and services to the library on demand.

Washtenaw Reads 2022

The title selected for the 2022 Read through online public voting is *Being Heumann: An Unrepentant Memoir of a Disability Rights Activist* by Judy Heumann and Kristen Joiner. CDL's Catherine Sossi served as co-chair of the Screening Committee. Thanks for your hard work, Catherine!

Upcoming Board Vacancies

Both Elizabeth Sensoli (Lima Township) and Gary Munce (Lyndon Township) have terms that are expiring on December 31, 2021. I have contacted both township supervisors to alert them to this and offered my assistance in making certain both townships are represented on the CDL board in January.

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

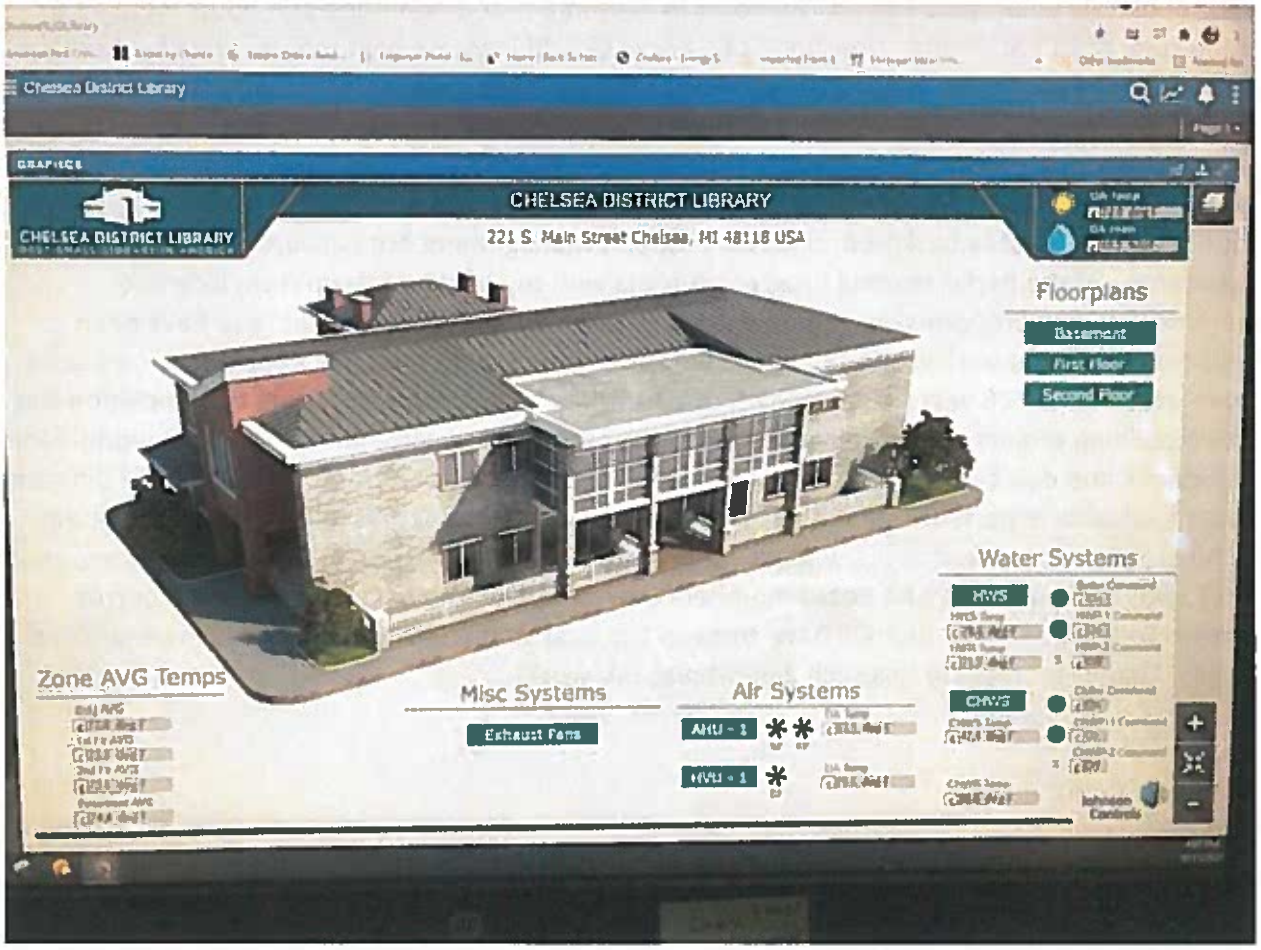
- Meeting with Michelle Tuplin of Serendipity Books (September 1)
- Friends of CDL Board meeting (September 14)
- Rotary meetings (September 14, 21, & 28)
- Library of Michigan Directors meeting via Zoom (September 10)
- Library Law Spotlight: Smile! First Amendment Audits and Public Libraries (September 10)
- Completing the Annual Report/State Aid Application webinar (September 13)
- Debbie Mikula, MLA's Executive Director, visit to CDL (September 15)
- Chelsea Education Foundation grant review and scoring (September 28)

I will be on PTO from October 26 through November 7.

Chelsea District Library
Assistant Director's Report
Sept. 2021

Facility update

The Metasys upgrade was completed in late September and it is really amazing. It is internet-based so we access it via a web address, which means from anywhere we can get online, and from phones and tablets. And the graphics are fantastic! I know many of you have had the experience of going from text-based computer software to graphics-based so can relate to what a big difference this is. I can now see each floor of the building, where thermostats are in each space, and what the temperature is in each area. There is a visual representation of each piece of equipment that makes up the hvac system, and each sub-system (cold side, hot side) has their own dashboard that gives system details, relationship to other equipment, and operational trends. From the front page (picture below) I can see all relevant information- average zone temps, air handler return and supply fans, hot and chilled water supply and return temps, and whether the chiller and boilers are online. I can click on links embedded in the front page and go directly to the system linked. Chris and I received four hours of training in early October on this new interface and while he can't appreciate the change quite as much as me, we both feel it is very user friendly. The upgrade went very smoothly and I couldn't be happier with the result!



Other September facility highlights include:
-having the lawn aerated;
-the hvac system being prepped for winter;
-and a leak developing in the ceiling in teenspace. Kleinschmidt did a visual inspection and patched around the chimney directly above the space. I also had a small part in preparing the Small Wonders exhibit.

Staffing/Training
On the HR front, the posting docs for our second Tech Specialist were completed (with Scott's valuable input) and will be posted in early October; two new substitute librarians came on board (one being Emily Meloche who is a CDL alum); and a new aide (Maya) was hired due to Martha moving into the circ assistant vacancy created when Leslie leaves us in early November:(HR efforts in a library our size are a team effort so many thanks to the marketing, circulation, IT, and administration departments for helping with a very busy HR month!

Our regular monthly all-staff meeting this month was our annual first aid training done by Chelsea Area Fire Authority (CAFA). We broke into two groups and received instruction on CPR (did you know that it only involves chest compressions now, no more breathing into the victims mouth?) and how to deal with cuts, falls, and how to deliver Narcan in case of a suspected drug overdose.

Volunteers
Our book sale volunteers logged 169 hours in September and non-book sale hours were 42.5, for a total of 211.50 hours. Non-book sale hours should increase next month when we host the annual Song Fest, which will include the Friends' Back Stage Tour.

And last but not least, I celebrated my 26th anniversary at CDL in September. So hard to believe and yet it feels like just yesterday that I started here as the administrative assistant to then director Ann Holt. My background was in property management but I always loved to read (still have some of the paper reading progress cutouts with my name on them from long ago summer reading programs) so I applied and crossed my fingers. I feel so lucky to have been selected to fill that position and been part of the many exciting changes that have taken place here over the last 26 years, the highlight of which was helping plan and bring to completion the 2006 building project. I never envisioned helping our staff and community through a world-wide pandemic and don't expect to add it to my resume since I hope to retire from CDL, but I did gain lots of valuable experience as a result of having been here during this unique moment in time. While I have not worked at many places in my adult life, I have visited many other libraries, met hundreds of library staff and board members over the years and have heard enough horror stories to feel confident that we have some of the best staff and board members in Libraryland today. Thanks for making this such a great place to work!

Respectfully submitted-
Linda Ballard
Assistant Director

Program Information

September launched the Small Wonders exhibit, which quickly turned into one of our most successful exhibits yet. The insect theme has been particularly popular with families, and we've had over 200 visitors to date. Several complementary programs, including the Kindness Rock Kits, Where Do the Bees Go presentation, and Bug Taste Test for teens helped promote the exhibit and add to the fun. Without a Purple Rose reading, program numbers are a little lighter, but still successful. We've seen a trend of adults still preferring virtual presentations, although book clubs seem most popular in person.

Additional program planning:

- We confirmed all three Authors in Chelsea authors, and plans for the Midwest Literary Walk and the Frida Kahlo exhibit are also underway.
- The winter newsletter content was due September 15th. All winter programs have been finalized, including a new program lineup for Hometown Holidays complete with a live reindeer!

Attendance

Date	Program	In-Person	Virtual (Live)	Virtual (Recorded)	Kits
	Adult				
9/1	Reading Glasses	11			
9/15	Outdoor Photography with Frank Cianciolo	12			
9/21	Online! Chinese Mid-Autumn Moon Festival		12		
9/23	Outdoor Book Club		9		
9/29	Where Do the Bees Go?		10		
	Total	*23*	*31*		
	Teen				
9/2	That Thursday Thing	3			
9/8	Teen D&D	5			

9/10	Teen VR	4			
9/22	Teen D&D	5			
9/23	That Thursday Thing: Small Wonders Bug Taste Test	5			
9/28	Pizza & Paperbacks: Banned Book Club	5			
	Total	*27*			
	Youth				
9/1	Small Wonders Kindness Rock Kits				50
9/14	Tween Book Club on Zoom		7		
9/20	After School Science Snacks on Zoom		14		
	Total		*21*		*50*
	Early Literacy				
9/1	Preschool Storytime on Zoom		7		
9/8	Preschool Storytime on Zoom		11		
9/11	StoryBook Trail Musical Tour with Frank Cianciolo	11			
9/22	Preschool Storytime on Zoom		10		
	Total	*11*	*28*		
	Outreach and Awareness				
9/16	Pines Book Club	11			
	Total	11			

Reference, Collections, Deliveries, and Other

Services	September 2021
Reference Questions	1,469
Homebound & Deposit Book Deliveries	27
OCLC Interlibrary Loan	0

Technology Department News

September 2021

By Scott Rakestraw, Head of Technology

Notable News & Events

~ *Ingenuity Engine Room:: Makerspace Debut*

It's been a long time in development but September was the soft opening of our makerspace. So far we've had about 30 people participate in basic activities. We opted for a soft launch in September so that we could more easily manage patron needs and available resources. We wanted to be sure to maximize a high quality experience and avoid long wait times for devices or activities.

Our grand opening will be January. We are planning a full slate of events and activities for the public.

Staff In-Service training will provide an opportunity for employees to see and experience this new service.

~ *Hours and Availability*

Some machines, like the "VHS-Direct-To-DVD" are simple enough to operate that patrons can begin using them right away. Others, like the Laser Cutter require complex settings or may have safe operation requirements where staff will need to supervise. Each machine is tagged and color coded: Green for minimal instruction; Yellow where staff training will be needed. Devices with RED Screens cannot be operated without hands on staff supervision.

Open Hours:
Monday–Friday | 11am–1pm, 2–4pm

DAILY SPOTLIGHT
MONDAY: 3D PRINTER
TUESDAY: LASER CUTTER
WEDNESDAY: SEWING MACHINE & VINYL CUTTER
THURSDAY: LASER CUTTER
FRIDAY: OPEN LAB

Progress Report

- The new Self-Check fell victim to power disruptions; We had the machine deployed for the public about eight or nine days. The BIOS has become corrupted (we presume due to line voltage variations during the storms). Envisionware will be replacing the unit.
- Supply chain disruptions delayed our installation of the automated public address system. We're now planning an October installation date for the new hardware which will allow us to pre-record system announcements, like our daily closing. We can also pre-record a variety of message, including emergency warning and fire drill announcements.
- We have completed the Job Description and Job posting materials for the new Technology Specialist. The job posting will go live in October with in person interviews in November. We expect to have a person in place and on the job beginning in January. This full-time position is possible due to a partnership agreement with the Chelsea Senior Center and will include providing service and support at their location.

Stats: 2021

DATA SERVICES		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
8797.72	Hotspots: Total GB Used - Township Halls	975.95	909.6	955.61	923.36	1007.7	1000.4	983.5	1008.1	1033.5
91.54	-- Lima Township (GB)	9.67	8.33	9.14	11.4	10.4	10.7	9.7	10.8	11.4
240.08	-- Sylvan Township (GB)	20.98	21.67	22.87	20.56	24.7	28.4	32.5	33.9	34.5
8466.1	-- Mobile Beacon (GB)	945.3	879.6	923.6	891.4	972.6	961.3	941.3	963.4	987.6
241	Hotspot Devices Circulated	18	16	27	21	18	34	40	30	37
1183	Public Internet - Computer Sessions	0	0	0	0	0	126	378	418	261
3425	Public Internet - Wireless Logins	374	349	288	417	361	409	394	441	392

ONLINE SERVICES		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
43960	Website Sessions	5913	5764	5633	5360	4939	3956	4388	4163	3844
21240	Website Users	2804	3017	2611	2617	2094	1985	2108	2088	1916
13774	AUDIO Downloads Total	1490	1266	1708	1478	1549	1563	1579	1632	1509
10181	-- Audio: Overdrive	*1060*	*977*	*1146*	*1089*	*1122*	*1167*	*1172*	*1254*	*1194*
3593	-- Audio: Hoopla (audiobook and music)	*430*	*289*	*562*	*389*	*427*	*396*	*407*	*378*	*315*
1445	VIDEO Downloads Total	222	224	180	126	145	126	158	126	138
7	-- Video: Overdrive	*0*	*3*	*1*	*1*	*0*	*2*	*0*	*0*	*0*
947	-- Video: Hoopla	*141*	*126*	*140*	*73*	*99*	*83*	*104*	*87*	*94*
491	-- Video: Kanopy	*81*	*95*	*39*	*52*	*46*	*41*	*54*	*39*	*44*
17544	EBook Downloads Total	2264	2480	2133	1830	1991	1781	1749	1621	1695
15858	-- ebook: Overdrive	2045	2178	1914	1693	1858	1663	1503	1472	1532
1686	-- ebook: Hoopla	219	302	219	137	133	118	246	149	163
32763	TOTAL Downloads	3976	3970	4021	3434	3685	3470	3486	3379	3342

Database Stats: September 2021

		Grand Totals:	928	853
Last Week	Rank	Database	Total Clicks	Unique Visitors
7	1	Ancestry	77	42
1	2	Consumer Reports	76	67
2	3	My Heritage	61	53
5	4	Demographics Now	55	55
8	5	Michigan Legal Help	46	43
4	6	Opposing View Points in Context	45	45
3	7	NoveList K8	42	42
18	8	WorldCat.org	39	38
12	9	Lynda.com [Linked In Learning]	38	30
9	9	NoveListPlus	38	38
14	11	Michigan eLibrary	37	34
21	12	Home Work Help Now Home	36	36
6	13	Britannica School	34	33
24	14	Chelsea Update	29	28
25	14	Pronunciator	29	28
22	14	Stories of Chelsea	29	29
23	14	Sun Times News	29	28
11	18	Newspaper Source Plus	26	25
-	19	Scholastic Teachables	25	25
16	19	Unemployment Help	25	24
20	19	United States Census	25	25
15	22	Adult Learning Center	24	23
17	22	Michigan Secretary of State	24	24
-	24	Michigan Voter Information Center	20	20
-	25	Historic Newspapers	19	18

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

Beautiful photography of insects came to the library as the *Small Wonders: Insects in Focus* art exhibition opened to the public in September. When the public visits the McKune Room they also see an art show featuring macro photography of small bugs and insects by a local artist, Frank Cianciolo. I worked with several people to install the art and signs throughout McKune and the library lobby. I created posters to promote both exhibits in the library and Frank signed the posters featuring his photos. Ads were designed by Marketing and printed in the University Record, the Guardian, and the Sun Times newspapers. Digital advertising was created by Marketing and published in the University Record, Chelsea Update, on the Chelsea Chamber of Commerce website, and on social media channels that ran throughout the month. Multiple versions of the ads kept the message fresh and distinguished one exhibit from the other. The art website was updated throughout September and continued to be a reliable source for the public to find information regarding art at the library including the featured art shows in McKune. Online visitor traffic to both the main library website and the art website increased during September.

I arranged and directed Burrill Strong to photograph members of the C.A.A.D.Y Corner quilters at the Senior Center. The images taken will promote the upcoming community quilt project. I also worked with Burrill to photograph art at the library and the new equipment in the Ingenuity Engine room.

I coordinated a photoshoot with Monique Coffman photographing local children at the exhibit. It was a unique and visually powerful way to communicate the beautiful art at the library as the images connected a national art exhibit with local visitors.

Advertising was developed and published for an online event in October hosted by Marketing. The live Zoom event was initiated and planned by Marketing and will feature Frank along with British author/biology professor Dave Goulson. It will promote a library event with Frank at the Chelsea Depot as the two men discuss the importance of insects in our environment and Dave's latest book *Silent Earth*. Shannon provided much-appreciated assistance posting the event on the new library online calendar. She also created the link for the live Zoom event. I hosted

a practice Zoom which introduced the artist to the author, and we discussed the agenda for the live event. We also enjoyed a new song about Zoom composed by Frank. Based on this trial run, adjustments will be made for the live Zoom event with Dave and Frank on October 4, and we are waiting with anticipation to see what Frank reveals at his in-person evening event on October 7 at the Chelsea Depot. Additional artwork created by Frank was framed and will be on display at Frank's evening event at the Chelsea Depot, and later added to the exhibit in McKune. Frank's pen and ink drawings were scanned and used to create new bookmarks that young visitors could take home and color in themselves. Promotional postcards featuring the art on display in McKune were designed and printed by marketing for outreach to senior living communities in Chelsea.

By working with Lori, Shannon, and Virginia I established the outline for the winter newsletter. The new articles and artwork were collected to begin to market and promote the winter library programs.

Marketing created promotional art for Song Fest, and print ads were submitted to the Ann Arbor Observer and to local newspapers to appear at the beginning of October. A press release and digital ad was shared with local news sources. Artwork for promotional items was created and submitted for fabrication to several vendors. With librarian Stacey's assistance a library volunteer created buttons to promote the one-day music-themed celebration. Song Fest t-shirts were delivered to staff, key stakeholders, and library partners. A photographer was secured for the day of the event.

To promote several significant 2022 library events, a new advertisement was designed and submitted for the Community Guide, a regional publication distributed throughout Washtenaw County.

Respectfully submitted,
Elaine Medrow, Head of Marketing

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

September was an exciting start to the school year at the library with an incredible art exhibition. It has been a pleasure to help communicate it to the public and see the positive responses from evaluation cards. Below are some of the highlights from last month's digital efforts.

Social Media:

- Promoted visiting the *Small Wonders* exhibition with photographs taken by Monique Coffman
- Created weekly posts to inform community about Library card Sign up month

Website:

- Published Ingenuity Engine landing page - www.chelseadistrictlibrary.org/ingenuity-engine

E-newsletters:

- Promoted the soft launch of the Ingenuity Engine
- Updated welcome email series to include art website and ingenuity engine information

Miscellaneous:

- Created graphics for use in promoting CDL Song Fest via social media
- Coordinated and distributed press releases for Sport Port and CDL Song Fest
- Wrote and distributed press release for Artist in Residence Evening with the Artist and Zoom event.
- Coordinated with Matt and Elaine to plan promotion of the Ingenuity Engine
- Coordinated with volunteer, Marilyn Kuehl, to create butterfly displays in lobby glass display cases.
- Assisted in promoting the Friends of CDL poster sale on the website, eNews, and social media
- Assisted in editing Winter 21/22 Newsletter articles

ACTION ITEMS

Action Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

October 19, 2021, Board Packet

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

Accept September donations and changes to the 2021 FY Budget.

		Income Line -	Expense Line	
Small Circ Donations	Non-Designated	674.120	980.100	$5.00
Elizabeth Sensoli	Non-Designated (In memory of Mary Budzinski)	674.120	980.100	$1,000.00

Sub Total: $1,005.00

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

Sub Total: $

Total General Donations: $1,005.00

Acknowledge the donations below toward the CDL Endowment.

Janice L. Carr, Board Secretary

Date

DISCUSSION ITEMS

Discussion Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

October 19, 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

October 19, 2021 Meeting

January 30 Closing for Frida Kahlo Exhibit Installation

Background:

The Library is requesting board approval to close on Sunday, January 30, in order to install the Frida Kahlo exhibit.

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