

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**

**November 16, 2021
6:45 pm**

Remotely over Zoom

CHELSEA DISTRICT LIBRARY BOARD OF TRUSTEES

Tuesday, November 16, 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 – October 19, 2021

Approval of the October Operational Checks

Approval of October Financial Reports

Director's Report & Friends Report

7:15 Public Comment

7:20 Action Items

1. Donations

7:25 Discussion Items

1. Mobile CDL
2. 2022 Calendar of Operations
3. 2022 Board Meeting Calendar
4. Director Evaluation
5. Capital Improvement Fund Commitment

7:55 Reports

Policy Committee

Finance Committee

Personnel Committee

Nominating Committee

Community Outreach Committee

8:05 Public Comment

8:10 Other Items

8:15 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, October 19, 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).

Absent: C. Taylor & A. Merkel (both showed up partway through the meeting).

Staff: Director L. Coryell & C. Berggren.

Guests: None

Welcome and Call to Order

TJ Helfferich called the meeting to order at 6:45 p.m.

Agenda Review, Additions, and Approval

MOTION made by G. Munce, SECONDED by S. Lackey to approve the agenda, as submitted. Discussion: None

All Ayes: 5-0

Compulsory Segments:

Minutes and Approval of Checks

MOTION made by J. Carr, SECONDED by G. Munce to approve the minutes of the September 21, 2021 Board Meeting, as amended. Discussion: None

All Ayes: 5-0

MOTION made by S. Lackey, SECONDED by E. Sensoli to accept the General Fund Operational Checks for September, 2021. Discussion: None

All Ayes: 5-0

MOTION made by S. Lackey, SECONDED by J. Carr to accept Financial Reports for August, 2021. Discussion: Talked about the reworked Cash Flow Chart.

All Ayes: 5-0

Director's Report Update:

L. Coryell update:

- The library and Friends will hold a joint Celebration of Life for Mary Budzinski on Sunday, November 14, from 2-4 in the McKune Room.
- Song Fest is this coming Saturday and aside from the Song Fest events on the library lawn, we will also be demonstrating Sports Port equipment.
- Gary Zenz will be introducing Marshall Crenshaw at the evening Song Fest interview and concert.
- Scott and Matt discussed the Ingenuity Engine at the Lyndon Township monthly meeting. The librarians shared similar information on the IE with Chelsea Schools.
- Lori reminded the board that the Staff In-Service is next month, on November 19. Staff will be learning about the equipment in the Ingenuity Engine and going over critical incident training.
- Also, Lori touched on 1st Amendment Audits, what they are and how the library has been advised to act, with the board.

Friends Report:

- Friends met last Tuesday and appointed a new position. Marilyn Kuehl is the first Head of Merchandising for the Friends.
- Gary Zenz has volunteered to help with what looks to be a very tricky and time-consuming setup for the Frida Kahlo exhibit.

Other Reports Notes: None

Public Comment: None

Charlie Taylor joined the meeting, representing Dexter Township, from the road in western Wisconsin.

Action Item #1: Donations

MOTION made by S. Lackey, SECONDED by G. Munce to approve the library's September donations. Discussion: Thanks were given to E. Sensoli for her generous donation in Mary Budzinski's memory.

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

All Ayes 6-0

Anne Merkel joined the meeting from/representing the City of Chelsea.

Discussion Item #1: Mobile CDL

Still no movement from the State on the grant money, but the library is now being told we should hear later in October or in early November.

Discussion Item #2: Jan. 30 Closing for Frida Kahlo Exhibit Installation

There are 19 crates of Frida material, which will be displayed all about the library. Because of the size and complexity of this installation, Lori is asking the board that the library can close on Sunday, January 30, for the purpose of setup without disrupting library activities.

- Susan asked if the library would need to also close for the takedown in mid-March? Lori, was unsure, but said she would look into it and might ask for two days (one for setup and one for takedown), when this item moves to Action next month.

Charlie was forced to leave the meeting, due to dropped internet service.

Committee Reports

Policy Committee –

Finance Committee –

Personnel Committee – Elizabeth announced there will be a meeting in first week of November.

Nominating Committee –

Community Outreach Committee –

Public and Board Comment: None

Other Items:

- Gary spoke about redistricting and how there is currently a proposal to split Lyndon Township between two districts and the problems that would create.
- TJ asked about the proposed Song Fest t-shirt photo shoot on Wednesday.

Adjournment:

MOTION made by S. Lackey, SECONDED by J. Carr to adjourn the meeting at 7:28 p.m.

All Ayes, 6-0

Janice L. Carr, Board Secretary

Date

FINANCE REPORTS

11/08/21

Chelsea District Library
List of Checks for Board Approval
October 2021

Date	Num	Name	Memo	Amount
701 - Personnel Expenses				
701.100 - Wages				
701.120 - Retirement Pick up ER				
10/04/2021	20210920	Alerus Financial	10/08/2021 PR FLEX TO 457(b)	1,161.48
10/05/2021	PR 20211008		RETIREMENT - Employer Contribution to retirement ac...	-1,161.48
10/19/2021	20211004	Alerus Financial	10/22/2021 PR FLEX TO 457(b)	1,161.48
10/19/2021	PR20211022		RETIREMENT - Employer Contribution to retirement ac...	-1,161.48
Total 701.120 - Retirement Pick up ER				0.00
701.100 - Wages - Other				
10/05/2021	PR 20211008		WAGES	40,087.04
10/19/2021	PR20211022		WAGES	39,856.93
Total 701.100 - Wages - Other				79,943.97
Total 701.100 - Wages				79,943.97
701.110 - Retirement-Contributions - EE				
10/04/2021	20210920	Alerus Financial	10/08/2021 PR EE PERSONAL CONT	2,179.67
10/05/2021	PR 20211008		RETIREMENT PICK UP - Defcmp 2-457 EE457(b)	-2,179.67
10/19/2021	20211004	Alerus Financial	10/22/2021 PR EE PERSONAL CONT	2,179.67
10/19/2021	PR20211022		RETIREMENT PICK UP - Defcmp 2-457 EE457(b)	-2,179.67
Total 701.110 - Retirement-Contributions - EE				0.00
701.115 - 401A Retirement Matching				
10/05/2021	PR 20211008		401 A MATCHING - Mers ER	1,483.37
10/19/2021	PR20211022		401 A MATCHING - Mers ER	1,483.37
Total 701.115 - 401A Retirement Matching				2,966.74
701.200 - FICA				
10/05/2021	PR 20211008		FICA EMPLOYER (FICA ER + MED ER)	2,918.49
10/19/2021	PR20211022		FICA EMPLOYER (FICA ER + MED ER)	2,900.86
Total 701.200 - FICA				5,819.35
701.300 - Flex Benefits				
10/05/2021	PR 20211008		Dep Life (CA & DL & HI) - (Additional Life Ins + Depend...	-26.68
10/05/2021	PR 20211008		Health Insurance - (Medical Insurance)	-1,699.24
10/14/2021	212810077424	Blue Care Network of Michigan	NOV 2021 MED INS	3,681.65
10/19/2021	21-0470	Unum Life Insurance Co.	2021 Premium NOV	545.18
10/19/2021	PR20211022		Dep Life (CA & DL & HI) - (Additional Life Ins + Depend...	-26.68
10/19/2021	PR20211022		Health Insurance - (Medical Insurance)	-1,699.24
Total 701.300 - Flex Benefits				774.99
701.400 - Unemployment				
10/05/2021	PR 20211008		MICHIGAN SUI - HEARTLAND BEGAN 03/26/21	0.00
10/19/2021	21-0508	Michigan Municipal League-Unemp	2021 3RD QTR - NO HEARTLAND	15.70
10/19/2021	PR20211022		MICHIGAN SUI - HEARTLAND BEGAN 03/26/21	0.00
Total 701.400 - Unemployment				15.70
Total 701 - Personnel Expenses				89,520.75
727 - Supplies				
727.200 - General Operations				
10/04/2021	117920	AED Brands LLC	Defibtech Lifeline Pads	74.13
10/14/2021	1LCF-GNJ9-H96V	Amazon Capital Services Inc	KN95 MASKS	253.44
10/14/2021	1842857	Arbor Springs Water Co. Inc.	10/08 BOTTLED WATER - COOLER RENTAL	44.00
10/14/2021	7341386857	Staples	COPY PAPER, 11" X 17"	56.17
10/19/2021	WO-118351-1	SMART BUSINESS SOURCE	GENERAL SUPPLIES	30.59
10/19/2021	WO-118351-2	SMART BUSINESS SOURCE	GENERAL SUPPLIES	61.71
10/21/2021	202110	Costco Anywhere Visa	SUPPLIES GENERAL - COPY PAPER	191.94
10/21/2021	202110	Costco Anywhere Visa	PAPER PLATES	9.99
Total 727.200 - General Operations				721.97
727.300 - Material Processing				
727.320 - Matl Processing Cases				
10/04/2021	19525	Budget Library Supplies	Single CD & DVD Cases	1,412.00
10/05/2021			L/D SUPPLIES/MAT	-1.00
Total 727.320 - Matl Processing Cases				1,411.00
727.330 - Matl Processing Other				
10/04/2021	7014232	Demco Inc.	SUPPLIES	168.41
10/04/2021	20211005	Lancaster, Terri	LC SUM - ADULT	50.00
10/21/2021	7026522	Demco Inc.	SUPPLIES	50.35

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Chelsea District Library
List of Checks for Board Approval
October 2021

Date	Num	Name	Memo	Amount
Total 727.330 - Mail Processing Other				268.76
727.340 - Repairs				
10/04/2021	7014232	Demco Inc.	REPAIR SUPPLIES	114.50
10/21/2021	7026522	Demco Inc.	REPAIR SUPPLIES	378.75
Total 727.340 - Repairs				493.25
Total 727.300 - Material Processing				2,173.01
727.500 - Cleaning				
727.520 - Cleaning Supplies				
10/14/2021	1LCF-GNJ9-H96V	Amazon Capital Services Inc	LYSOL WIPES	62.35
10/19/2021	WO-118351-3	SMART BUSINESS SOURCE	CLEANING SUPPLIES	45.29
10/26/2021	4099555803	Cintas Corporation-300	SOAP	18.76
Total 727.520 - Cleaning Supplies				126.40
727.530 - Cleaning Rugs				
10/26/2021	4099555803	Cintas Corporation-300	RUGS	109.67
Total 727.530 - Cleaning Rugs				109.67
Total 727.500 - Cleaning				236.07
727.700 - Postage				
727.720 - Postage-Operating Postage				
10/04/2021	1019089668	Pitney Bowes	PITNEY BOWES METER RENTAL	71.25
Total 727.720 - Postage-Operating Postage				71.25
Total 727.700 - Postage				71.25
Total 727 - Supplies				3,202.30
801 - Professional Services				
801.040 - Bookkeeper				
10/04/2021	2021007	Ballard, Kerry	BOOKKEEPING THROUGH 10/07/2021	350.00
10/14/2021	20211021	Ballard, Kerry	BOOKKEEPING THROUGH 10/22/2021	350.00
Total 801.040 - Bookkeeper				700.00
801.041 - Payroll Services				
10/05/2021	PR 20211008		PAYROLL PREPARATION	157.07
10/19/2021	PR20211022		PAYROLL PREPARATION	143.57
Total 801.041 - Payroll Services				300.64
801.300 - Banking Fees				
801.310 - Bank Fees				
10/31/2021			Service Charge	9.00
Total 801.310 - Bank Fees				9.00
801.315 - Investment Fees				
10/31/2021	INV 211031		investment fees	
Total 801.315 - Investment Fees				0.00
801.320 - Safe Deposit Box				
10/31/2021	SAFE 211001		SAFETY DEPOSIT BOX	30.00
Total 801.320 - Safe Deposit Box				30.00
Total 801.300 - Banking Fees				39.00
Total 801 - Professional Services				1,039.64
803 - Maintenance Service Contracts				
803.010 - Maint Svc Contingency				
10/04/2021	59846	R. D. Kleinschmidt Inc.	TEENSPACE LEAK	125.00
Total 803.010 - Maint Svc Contingency				125.00
803.300 - Technology				
803.350 - Network Equipment				
10/04/2021	18030	KNIGHT TECHNOLOGY GROUP	DATTO BACKUPS	1,100.00
Total 803.350 - Network Equipment				1,100.00
Total 803.300 - Technology				1,100.00
803.600 - Building Maintenance				
803.605 - Janitorial				

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Chelsea District Library
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Date	Num	Name	Memo	Amount
10/04/2021	13536	A Production Cleaning Company Inc.	CLEANING 09/19 - 10/02/2021	1,500.85
10/19/2021	13559	A Production Cleaning Company Inc.	CLEANING 10/03 - 10/16/2021	1,500.85
Total 803.605 - Janitorial				3,001.70
803.610 - Lawn/Snow Service				
803.611 - Lawn Service				
10/04/2021	12066	Association Maintenance Corp	LAWN AND MAINTENANCE - JULY-SEP MOW WEED	607.50
Total 803.611 - Lawn Service				607.50
Total 803.610 - Lawn/Snow Service				607.50
803.620 - Trash				
10/21/2021	20063	City of Chelsea	SEPT TRASH	40.00
Total 803.620 - Trash				40.00
Total 803.600 - Building Maintenance				3,649.20
Total 803 - Maintenance Service Contracts				4,874.20
850 - Telecommunications				
850.100 - Local & Long Distance Charges				
850.120 - Telephone				
10/21/2021	20211106	KeyBank	STAR2STAR - VOIP	386.02
Total 850.120 - Telephone				386.02
850.121 - IT Cell Phone				
10/04/2021	9889440783	Verizon Wireless	IT PHONE 09/29 - 10/28/2021	51.03
Total 850.121 - IT Cell Phone				51.03
Total 850.100 - Local & Long Distance Charges				437.05
850.300 - TLN Internet Service				
850.310 - Internet				
10/04/2021	68546	The Library Network	TLN WAN 07/01 - 09/30/2021	1,499.58
Total 850.310 - Internet				1,499.58
850.311 - WiFi Hotspots				
10/04/2021	9889440783	Verizon Wireless	09/29 - 10/28/2021	581.00
10/14/2021	X10142021	A T & T Mobility	10/07/2021 - 11/06/2021	217.44
Total 850.311 - WiFi Hotspots				798.44
Total 850.300 - TLN Internet Service				2,298.02
Total 850 - Telecommunications				2,735.07
880 - Promotional Materials				
880.100 - Advertising				
880.110 - Media Buy				
10/04/2021	25167	Ann Arbor Observer	Display Ad - April for 2021 Songfest	536.00
10/19/2021	25223	Ann Arbor Observer	Display Ad - April for 2021 Songfest	553.00
10/19/2021	613284	THE REGENTS OF THE UNIVERSITY OF MICHIGAN	PRINT AD, CUBE DIGITAL AD, MOBILE BANNER AD...	660.00
Total 880.110 - Media Buy				1,749.00
880.120 - Misc Advertising				
10/21/2021	20211106	KeyBank	FACEBOOK - AIR OUTDOOR PHOTOGRAPHY	35.00
10/21/2021	20211106	KeyBank	FACEBOOK - ADS BOOST - AIR, SMALL WONDERS...	35.00
10/21/2021	20211106	KeyBank	FACEBOOK - AD BOOST	50.00
10/21/2021	20211106	KeyBank	FACEBOOK - AD BOOST	38.16
10/21/2021	20211106	KeyBank	FACEBOOK - AD BOOST	7.55
Total 880.120 - Misc Advertising				165.71
Total 880.100 - Advertising				1,914.71
880.300 - Marketing Supplies				
880.310 - Displays				
10/21/2021	20211106	KeyBank	STAPLES - POSTER FOR DISPLAY CASE	42.25
Total 880.310 - Displays				42.25
880.311 - Exhibits				
10/07/2021	DB-76274-INV	Dollar Bill Printing	SMALL WONDERS AND AIR	226.32
10/21/2021	20211106	KeyBank	FRAMES UNLTD - FRAME ARTWORK FOR EXHIBIT	130.84
10/21/2021	20211106	KeyBank	STAPLES - 3 EXHIBIT POSTERS	118.61

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Chelsea District Library
List of Checks for Board Approval
October 2021

Date	Num	Name	Memo	Amount
Total 880.311 - Exhibits				475.57
880.320 - Misc Marketing Supplies				
10/19/2021	18171	CIANCIOLO, FRANK A., JR.	ARTWORK AT DISPLAY	112.00
10/21/2021	20211106	KeyBank	MICHAELS - FRAMES FOR POSTERS	48.98
10/21/2021	20211106	KeyBank	KOHL'S - GUEST BOOKS	53.91
10/21/2021	20211106	KeyBank	NATIONAL PEN - TAX REFUND FROM 09/21	-20.40
10/21/2021	20211106	KeyBank	MEIJER - APPETIZERS	25.95
10/21/2021	20211106	KeyBank	MICHAELS - MISC	6.22
10/21/2021	20211106	KeyBank	KROGERS - MATERIALS FOR EVENT	8.88
10/21/2021	20211106	KeyBank	STAPLES - MISC	11.99
10/21/2021	DB-75799-INV	Dollar Bill Printing	PRIZE GIVEAWAYS	30.60
Total 880.320 - Misc Marketing Supplies				278.13
880.340 - Printed Items / Stationary				
10/19/2021	DB-76497-INV	Dollar Bill Printing	KAHLO EXHIBIT - SCRATCH PADS	204.76
10/19/2021	20146185	Namify	NAME BADGES - JEAN, MARTHA, BETH, NEAL	44.54
Total 880.340 - Printed Items / Stationary				249.30
Total 880.300 - Marketing Supplies				1,045.25
880.400 - Program Promotion				
880.410 - Adult Program Promotion				
880.411 - General Adult Promotion				
10/21/2021	20211106	KeyBank	STAPLES - ADULT PROGRAM POSTER	19.99
Total 880.411 - General Adult Promotion				19.99
Total 880.410 - Adult Program Promotion				19.99
880.420 - Youth / Teen Promotion				
880.421 - General Youth/Teen Promotion				
10/21/2021	20211106	KeyBank	AMERICAN BUTTON MACHINE - 1000 BOOKS	139.38
10/21/2021	20211106	KeyBank	UPS STORE - COLORING BOOKS	65.00
10/21/2021	20211106	KeyBank	UPS STORE - COLORING BOOKS - TAX REFUND	-3.68
Total 880.421 - General Youth/Teen Promotion				200.70
Total 880.420 - Youth / Teen Promotion				200.70
880.430 - Library Program Promotion				
880.435 - CDL Songfest				
10/07/2021	DB-76274-INV	Dollar Bill Printing	SONGFEST STICKERS	223.13
10/19/2021	DB-76469-INV	Dollar Bill Printing	SONGFEST EVALUATION FORM	48.25
10/21/2021	20211106	KeyBank	WIZARD PINS - SONGFEST	551.99
10/21/2021	20211106	KeyBank	WIZARD PINS - SONGFEST - TAX REFUND	-28.00
10/21/2021	20211106	KeyBank	STICKER MULE - SONGFEST STICKERS	119.00
10/21/2021	20211106	KeyBank	UPS STORE - SONGFEST POSTCARDS	82.50
10/21/2021	34931	SIGNS IN 1 DAY	SIDEWALK SIGNS	79.00
Total 880.435 - CDL Songfest				1,075.87
Total 880.430 - Library Program Promotion				1,075.87
Total 880.400 - Program Promotion				1,296.56
880.500 - Purchased Services				
880.510 - General Purchased Services				
10/21/2021	20211106	KeyBank	ADOBE - STOCK PHOTOS	29.99
Total 880.510 - General Purchased Services				29.99
880.520 - Professional Services				
880.522 - Photography Services				
10/04/2021	20210927	Burrill Strong Photography	2021 Photography Services (2 of 2)	1,400.00
Total 880.522 - Photography Services				1,400.00
Total 880.520 - Professional Services				1,400.00
Total 880.500 - Purchased Services				1,429.99
Total 880 - Promotional Materials				5,686.51
884 - Programming				
884.110 - Adult Speakers				
884.119 - General Adult Events				
10/21/2021	21-0094LB	GRIMM, JOSEPH PATRICK	FAYGO TALK - 10/26/2021	200.00
10/21/2021	21-0095LB	SHELLINGTON, MEGHAN	VETS DAY 2021 FEATURED TALK AND MILEAGE	554.88

11/08/21

Chelsea District Library
List of Checks for Board Approval
October 2021

Date	Num	Name	Memo	Amount
Total 884.119 - General Adult Events				754.88
Total 884.110 - Adult Speakers				754.88
884.120 - Adult Supplies				
884.121 - Refreshments				
10/21/2021	20211106	KeyBank	POLLY'S - REFRESHMENTS	27.06
10/21/2021	20211106	KeyBank	LAKEHOUSE BAKERY - AN EVENING WITH THE AR...	96.00
Total 884.121 - Refreshments				123.06
884.126 - General Adult Programs				
10/14/2021	1TDJ-TQQT-HD3G	Amazon Capital Services Inc	MAKERSPACE HOLIDAY CENTERPIECES	61.55
10/21/2021	20211106	KeyBank	DOLLAR TREE - MAKERCHELSEA HOLIDAY PROJE...	51.00
10/21/2021	20211106	KeyBank	CVS - RIBBON	6.34
Total 884.126 - General Adult Programs				118.89
Total 884.120 - Adult Supplies				241.95
884.210 - Youth Speakers				
884.213 - Parenting Programs				
10/26/2021	21-0055	LAW, CHRISTINE M.	YOGA ST 11/10/2021	100.00
Total 884.213 - Parenting Programs				100.00
Total 884.210 - Youth Speakers				100.00
884.250 - Story Book Trail				
884.251 - Story Book Trail				
10/14/2021	54804235	Ingram Library Services	STORY BOOK TRAIL	79.12
Total 884.251 - Story Book Trail				79.12
Total 884.250 - Story Book Trail				79.12
884.270 - Teen Supplies				
884.272 - Teen General Programs				
10/21/2021	20211106	KeyBank	ENOTSENSE - BUG BOX	34.30
Total 884.272 - Teen General Programs				34.30
884.273 - Teen Holiday Programs				
10/26/2021	2216073434	COMFORT, STACEY	TEEN & TWEEN GIFTMAKING SUPPLIES	13.60
Total 884.273 - Teen Holiday Programs				13.60
884.276 - Teen Refreshments				
10/21/2021	20211106	KeyBank	MEIJER - D&D SEPT SNACKS	24.79
10/21/2021	20211106	KeyBank	POLLY'S - P&P SNACKS	16.11
10/21/2021	20211106	KeyBank	COTTAGE INN - P&P SEPT PIZZA	67.19
Total 884.276 - Teen Refreshments				108.09
Total 884.270 - Teen Supplies				155.99
884.300 - Site License Movies				
10/26/2021	3084305	SWANK Movie Licensing USA	Annual Movie License 11/01/2021 - 10/31/2022	323.00
Total 884.300 - Site License Movies				323.00
884.400 - Music Focus				
884.411 - Songfest				
10/04/2021	PO 21-0411	Bandyke, Martin	SongFest 2021 Event Facilitator	600.00
10/04/2021	1PWV-3QPL-MW4R	Amazon Capital Services Inc	SONGFEST	59.98
10/04/2021	1PWV-3QPL-4VLW	Amazon Capital Services Inc	SONGFEST	93.88
10/04/2021	PO 21-0412	CRENSHAW, MARSHALL	SONGFEST 2021 FEATURED SONGWRITER	2,650.00
10/14/2021	1NMG-4Q6K-XNYQ	Amazon Capital Services Inc	MARSHALL CRENSHAW CDs	151.51
10/14/2021	21-0155	BANKER, JUDITH	CHELSEA SONGFEST '21 - MENTOR	100.00
10/21/2021	20211106	KeyBank	DOLLAR TREE - CASE OF BAMBOO SKEWERS	33.70
10/21/2021	21-0159	BAUMER, CATHERINE	SONG TO TABLE 10/09/2020 CONTRACT	400.00
10/21/2021	20211107	FATS KAPLIN	SONG TO TABLE 11/07/21	400.00
10/21/2021	20211023 PO 21-015...	First Congregational United Church Christ	10/23/2021 SONGFEST VENUE CHARGE 04/7 CHAN...	175.00
Total 884.411 - Songfest				4,663.87
Total 884.400 - Music Focus				4,663.87
884.500 - Artist In Residence				
884.510 - Artist In Residence				
10/26/2021	21-0161	Burch Jr, Paul W	2021 SONG TO TABLE PRESENTATION 11/07/2021	400.00

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Date	Num	Name	Memo	Amount
Total 884.510 - Artist in Residence				400.00
Total 884.500 - Artist in Residence				400.00
884.800 - Exhibits				
884.801 - Exhibits				
10/21/2021	20211106	KeyBank	JOANN - FRIDA EXHIBIT SUPPLIES	31.69
10/21/2021	20211106	KeyBank	MICHAELS - EXHIBITS FRIDA GARDEN	124.43
10/21/2021	20211106	KeyBank	MICHAELS - FLOWERS	52.86
Total 884.801 - Exhibits				208.98
Total 884.800 - Exhibits				208.98
Total 884 - Programming				6,927.79
885 - Volunteer				
885.200 - Supplies				
10/21/2021	20211021	Ballard, Linda P.	FRIDA KEY CHAIN/PINS SAMPLES	16.00
10/21/2021	202110	Costco Anywhere Visa	VOLUNTEER SUPPLIES - CANDY	9.59
Total 885.200 - Supplies				25.59
Total 885 - Volunteer				25.59
920 - Utilities				
920.200 - McKune Gas				
10/14/2021	3307444	Constellation NewEnergy-Gas Division LLC	SEP 2021 - 08/21 - 09/21/2021	195.12
Total 920.200 - McKune Gas				195.12
Total 920 - Utilities				195.12
960 - Board & Director Expense				
960.200 - Director Expense				
10/07/2021	21-0459	Abcouwer, Leslie	DIR EXPENSE	25.00
10/19/2021	4926	Coryell, Lori	LOS TRES AMIGOS - ARTIST IN RESIDENCE MEETI...	47.19
10/21/2021	20211106	KeyBank	CLEARY'S - M KUEHL - DISPLAY CASES	34.44
10/21/2021	20211106	KeyBank	CHAMBER OF COMMERCE - BREAKFAST 10/13	30.00
Total 960.200 - Director Expense				136.63
Total 960 - Board & Director Expense				136.63
965 - Automation Services				
965.100 - Bibliographic Database				
10/04/2021	PO 21-0228	The Library Network	BDBS OCT-DEC	1,102.76
Total 965.100 - Bibliographic Database				1,102.76
965.200 - Shared Automation System				
10/04/2021	PO 21-0228	The Library Network	SAS OCT - DEC BASIC FEE	5,401.83
10/04/2021	PO 21-0228	The Library Network	CIRC CHARGES OCT - DEC	2,906.23
Total 965.200 - Shared Automation System				8,308.06
Total 965 - Automation Services				9,410.82
967 - Equipment				
967.100 - Equipment Hardware				
967.110 - Tech Research				
10/14/2021	1TDF-PW9F-LRCX	Amazon Capital Services Inc	TEXT TO SPEECH SCANMARKER	153.00
10/26/2021	1CCW-GC31-1THP	Amazon Capital Services Inc	TONER	128.98
Total 967.110 - Tech Research				281.98
967.120 - Computers				
10/04/2021	1TF1-WK1Y-1XLC	Amazon Capital Services Inc	EMERGENCY TONER	118.98
Total 967.120 - Computers				118.98
Total 967.100 - Equipment Hardware				400.96
967.200 - Equipment Software				
10/21/2021	20211106	KeyBank	HR COLLABORATIVE - HR PLAYBOOK	170.00
10/21/2021	20211106	KeyBank	ZOOM - WEBINAR 500	39.50
10/21/2021	20211106	KeyBank	CONSTANT CONTACT	798.00
Total 967.200 - Equipment Software				1,007.50
967.300 - Equipment Furniture & Fixtures				
967.310 - Makerspace Furnishings				
10/04/2021	1TXL-1R9F-CQJ7	Amazon Capital Services Inc	INGENUITY ENGINE ROOM SUPPLIES	244.21

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Date	Num	Name	Memo	Amount
10/05/2021			MAKERSPACE	-5.00
10/19/2021	12405-154	Great Lakes Ace Hardware	COMPUTER MOUNT IN KIDS' SPOT	36.77
Total 967.310 - Makerspace Furnishings				275.98
Total 967.300 - Equipment Furniture & Fixtures				275.98
Total 967 - Equipment				1,684.44
969 - Continuing Education Expenses				
969.300 - Memberships				
969.310 - Director Memberships				
10/21/2021	20211106	KeyBank	ALA - MEMBERSHIP DIRECTOR & PLA	228.00
Total 969.310 - Director Memberships				228.00
Total 969.300 - Memberships				228.00
969.600 - Staff Training				
969.610 - Workshops				
10/21/2021	20211106	KeyBank	LIBRARYWORKS - TWO WEBINARS	50.00
10/21/2021	20211106	KeyBank	LIBRARY WORKS - HOSTILES WORKSHOP	49.00
Total 969.610 - Workshops				99.00
969.620 - Staff In-Service & Appreciation				
10/21/2021	20211106	KeyBank	WHOLESALE FOODS - FLOWERS - STAFF APPRE...	24.89
10/21/2021	20211106	KeyBank	POLLY'S - STAFF APPRECIATION - LANCASTER	28.99
Total 969.620 - Staff In-Service & Appreciation				53.88
969.940 - Staff Apprec - Restr/Covid-19				
10/21/2021	20211106	KeyBank	COMMON GRILL - STAFF APPRECIATION - WORK ...	50.00
10/21/2021	20211106	KeyBank	CLEARY'S - STAFF APPRECIATION JULIE PECKA	25.00
10/21/2021	20211106	KeyBank	52 BBQ - STAFF APPRECIATION - RAKESTRAW A...	25.00
Total 969.940 - Staff Apprec - Restr/Covid-19				100.00
Total 969.600 - Staff Training				252.88
Total 969 - Continuing Education Expenses				480.88
982 - Collection Expense				
982.100 - Audio Books				
982.120 - Adult Books on Disc				
10/04/2021	500987630	Midwest Tape	SEP BOC	84.98
10/04/2021	501021993	Midwest Tape	SEP BOC	364.90
10/04/2021	501021995	Midwest Tape	AUG BOC	39.99
10/04/2021	501053684	Midwest Tape	SEP BOC	39.99
10/04/2021	501053687	Midwest Tape	JULY BOC	34.99
10/26/2021	501154228	Midwest Tape	OCT BOC	79.98
Total 982.120 - Adult Books on Disc				644.83
Total 982.100 - Audio Books				644.83
982.400 - Non Print				
982.420 - Adult Music on CD				
10/04/2021	501021998	Midwest Tape	AUG/SEP ADULT CDs	39.98
10/04/2021	501053685	Midwest Tape	AUG/SEP ADULT CDs	74.94
10/14/2021	501087661	Midwest Tape	AUG/SEP ADULT CDs	29.57
Total 982.420 - Adult Music on CD				144.49
982.430 - Non-Traditional Collections				
10/07/2021	1VDD-FJQ4-MLNM	Amazon Capital Services Inc	NINTENDO	437.00
10/07/2021	1PY3-3P4K-4W4Q	Amazon Capital Services Inc	NINTENDO	69.00
10/21/2021	20211108	KeyBank	ELENCO - BATTERY HOLDERS AND BASE	50.36
Total 982.430 - Non-Traditional Collections				556.36
982.460 - DVD Feature				
10/07/2021	501021994	Midwest Tape	AUG FEATURE DVDs	23.99
10/07/2021	501021998	Midwest Tape	OCT ADULT FICTION/FEATURE DVDs	26.23
10/07/2021	501053682	Midwest Tape	AUG FEATURE DVDs	56.22
10/07/2021	501053688	Midwest Tape	SEP FEATURE	116.94
10/07/2021	501053689	Midwest Tape	OCT ADULT FICTION/FEATURE DVDs	126.69
10/07/2021	501021991	Midwest Tape	SEP FEATURE	152.19
10/14/2021	501087648	Midwest Tape	AUG FEATURE DVDs	47.22
10/14/2021	501087660	Midwest Tape	OCT ADULT FICTION/FEATURE	257.91
10/14/2021	501087663	Midwest Tape	SEPT FEATURE	29.98
10/26/2021	1T6C-CWKV-KGQM	Amazon Capital Services Inc	MULTIPLE COPIES - CRM	-14.99

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Date	Num	Name	Memo	Amount
10/26/2021	501125110	Midwest Tape	OCT ADULT FICTION/FEATURE DVDs	103.44
Total 982.460 - DVD Feature				925.82
982.470 - DVD Non-Fiction				
10/07/2021	501021997	Midwest Tape	OCT ADULT NF DVDs	41.23
10/07/2021	501053883	Midwest Tape	SEP NF TITLES	37.48
10/07/2021	501053890	Midwest Tape	OCT ADULT NF DVDs	12.74
10/14/2021	501087649	Midwest Tape	AUG NF ADULT	15.74
10/26/2021	501121089	Midwest Tape	OCT ADULT NF DVDs	38.24
Total 982.470 - DVD Non-Fiction				145.43
982.480 - Youth Video DVD				
10/14/2021	501021999	Midwest Tape	FAMILY/ANIME DVDs	431.12
10/14/2021	501053680	Midwest Tape	FAMILY/ANIME DVDs	26.24
10/14/2021	501053681	Midwest Tape	FAMILY/ANIME DVDs	137.97
Total 982.480 - Youth Video DVD				595.33
982.490 - Videogames				
10/26/2021	6353	Crimson Multimedia Dist. Inc.	VIDEO GAMES	757.27
10/26/2021	6466	Crimson Multimedia Dist. Inc.	VIDEO GAMES	285.28
10/26/2021	6467	Crimson Multimedia Dist. Inc.	VIDEO GAMES	50.00
Total 982.490 - Videogames				1,092.55
Total 982.400 - Non Print				3,459.98
982.600 - Periodical & Newspapers				
982.620 - Daily Newspapers				
10/21/2021	20211106	KeyBank	YOGA JOURNAL - SUBSCRIPTION	49.00
Total 982.620 - Daily Newspapers				49.00
Total 982.600 - Periodical & Newspapers				49.00
982.700 - Print				
982.705 - Adult Print				
982.710 - Adult Large Print				
10/14/2021	54899923	Ingram Library Services	ADULT LARGE PRINT	55.98
10/14/2021	54909305	Ingram Library Services	ADULT LARGE PRINT	20.05
10/14/2021	54978305	Ingram Library Services	ADULT LARGE PRINT	16.50
10/14/2021	55002347	Ingram Library Services	ADULT LARGE PRINT	20.45
10/14/2021	55080359	Ingram Library Services	ADULT LARGE PRINT	64.02
10/14/2021	55112411	Ingram Library Services	ADULT LARGE PRINT	20.02
10/14/2021	55150871	Ingram Library Services	ADULT LARGE PRINT	20.44
10/14/2021	55194370	Ingram Library Services	ADULT LARGE PRINT	21.26
Total 982.710 - Adult Large Print				238.72
982.720 - Adult Print General				
10/05/2021			L/D ADULT PRINT	-15.99
10/14/2021	2036160586	Baker & Taylor - Adult	ADULT ACCT	32.31
10/14/2021	2036180827	Baker & Taylor - Adult	ADULT ACCT	15.35
10/14/2021	211007	Milford Public Library	LOST ITEM - BOOK CLUB BOOK	16.99
10/14/2021	54832303	Ingram Library Services	ADULT PRINT GENERAL	22.72
10/14/2021	54832304	Ingram Library Services	ADULT PRINT GENERAL	16.19
10/14/2021	54832305	Ingram Library Services	ADULT PRINT GENERAL	17.29
10/14/2021	54832306	Ingram Library Services	ADULT PRINT GENERAL	16.54
10/14/2021	54832307	Ingram Library Services	ADULT PRINT GENERAL	15.94
10/14/2021	54838972	Ingram Library Services	ADULT PRINT GENERAL	20.59
10/14/2021	54854185	Ingram Library Services	ADULT PRINT GENERAL	17.09
10/14/2021	54888105	Ingram Library Services	ADULT PRINT GENERAL	17.29
10/14/2021	54909302	Ingram Library Services	ADULT PRINT GENERAL	7.00
10/14/2021	54909304	Ingram Library Services	ADULT PRINT GENERAL	26.69
10/14/2021	54909306	Ingram Library Services	ADULT PRINT GENERAL	63.92
10/14/2021	54909307	Ingram Library Services	ADULT PRINT GENERAL	15.39
10/14/2021	54909309	Ingram Library Services	ADULT PRINT GENERAL	16.20
10/14/2021	54909310	Ingram Library Services	ADULT PRINT GENERAL	121.37
10/14/2021	54909311	Ingram Library Services	ADULT PRINT GENERAL	17.30
10/14/2021	54909314	Ingram Library Services	ADULT PRINT GENERAL	16.00
10/14/2021	54929730	Ingram Library Services	ADULT PRINT GENERAL	32.40
10/14/2021	54929733	Ingram Library Services	ADULT PRINT GENERAL	27.69
10/14/2021	54929734	Ingram Library Services	ADULT PRINT GENERAL	12.39
10/14/2021	54929735	Ingram Library Services	ADULT PRINT GENERAL	16.50
10/14/2021	54956907	Ingram Library Services	ADULT PRINT GENERAL	16.50
10/14/2021	54956908	Ingram Library Services	ADULT PRINT GENERAL	19.25
10/14/2021	54945734	Ingram Library Services	ADULT PRINT GENERAL	13.01
10/14/2021	55002343	Ingram Library Services	ADULT PRINT GENERAL	17.30
10/14/2021	55002349	Ingram Library Services	ADULT PRINT GENERAL	14.84

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10/14/2021	55002350	Ingram Library Services	ADULT PRINT GENERAL	13.60
10/14/2021	55034516	Ingram Library Services	ADULT PRINT GENERAL	16.72
10/14/2021	55034517	Ingram Library Services	ADULT PRINT GENERAL	43.29
10/14/2021	55034520	Ingram Library Services	ADULT PRINT GENERAL	16.19
10/14/2021	55034521	Ingram Library Services	ADULT PRINT GENERAL	32.94
10/14/2021	55034522	Ingram Library Services	ADULT PRINT GENERAL	59.12
10/14/2021	55034528	Ingram Library Services	ADULT PRINT GENERAL	63.88
10/14/2021	55034529	Ingram Library Services	ADULT PRINT GENERAL	18.40
10/14/2021	55034530	Ingram Library Services	ADULT PRINT GENERAL	12.58
10/14/2021	55034534	Ingram Library Services	ADULT PRINT GENERAL	14.84
10/14/2021	55034535	Ingram Library Services	ADULT PRINT GENERAL	40.12
10/14/2021	55054231	Ingram Library Services	ADULT PRINT GENERAL	17.30
10/14/2021	55054232	Ingram Library Services	ADULT PRINT GENERAL	16.20
10/14/2021	55054233	Ingram Library Services	ADULT PRINT GENERAL	32.94
10/14/2021	55054234	Ingram Library Services	ADULT PRINT GENERAL	16.20
10/14/2021	55054237	Ingram Library Services	ADULT PRINT GENERAL	11.34
10/14/2021	55054239	Ingram Library Services	ADULT PRINT GENERAL	12.58
10/14/2021	55054240	Ingram Library Services	ADULT PRINT GENERAL	33.50
10/14/2021	55054242	Ingram Library Services	ADULT PRINT GENERAL	20.64
10/14/2021	55054243	Ingram Library Services	ADULT PRINT GENERAL	166.92
10/14/2021	55080351	Ingram Library Services	ADULT PRINT GENERAL	40.81
10/14/2021	55080352	Ingram Library Services	ADULT PRINT GENERAL	11.32
10/14/2021	55080353	Ingram Library Services	ADULT PRINT GENERAL	34.02
10/14/2021	55080355	Ingram Library Services	ADULT PRINT GENERAL	28.89
10/14/2021	55080356	Ingram Library Services	ADULT PRINT GENERAL	16.74
10/14/2021	55080357	Ingram Library Services	ADULT PRINT GENERAL	15.09
10/14/2021	55080360	Ingram Library Services	ADULT PRINT GENERAL	15.73
10/14/2021	55080361	Ingram Library Services	ADULT PRINT GENERAL	35.65
10/14/2021	55080362	Ingram Library Services	ADULT PRINT GENERAL	28.09
10/14/2021	55100416	Ingram Library Services	ADULT PRINT GENERAL	17.10
10/14/2021	55112410	Ingram Library Services	ADULT PRINT GENERAL	49.48
10/14/2021	55112412	Ingram Library Services	ADULT PRINT GENERAL	30.00
10/14/2021	55150862	Ingram Library Services	ADULT PRINT GENERAL	16.54
10/14/2021	55150863	Ingram Library Services	ADULT PRINT GENERAL	12.58
10/14/2021	55150864	Ingram Library Services	ADULT PRINT GENERAL	16.74
10/14/2021	55150865	Ingram Library Services	ADULT PRINT GENERAL	17.30
10/14/2021	55150866	Ingram Library Services	ADULT PRINT GENERAL	67.52
10/14/2021	55150867	Ingram Library Services	ADULT PRINT GENERAL	16.19
10/14/2021	55150870	Ingram Library Services	ADULT PRINT GENERAL	11.97
10/14/2021	55150872	Ingram Library Services	ADULT PRINT GENERAL	26.98
10/14/2021	55169206	Ingram Library Services	ADULT PRINT GENERAL	51.81
10/14/2021	55169207	Ingram Library Services	ADULT PRINT GENERAL	24.90
10/14/2021	55183105	Ingram Library Services	YOUTH PRINT GENERAL	31.85
10/14/2021	55194361	Ingram Library Services	ADULT PRINT GENERAL	31.78
10/14/2021	55194365	Ingram Library Services	ADULT PRINT GENERAL	15.64
10/14/2021	55194366	Ingram Library Services	ADULT PRINT GENERAL	16.74
10/14/2021	55194367	Ingram Library Services	ADULT PRINT GENERAL	16.19
10/14/2021	55194368	Ingram Library Services	ADULT PRINT GENERAL	23.74
10/14/2021	55194369	Ingram Library Services	ADULT PRINT GENERAL	16.19
10/14/2021	55194371	Ingram Library Services	ADULT PRINT GENERAL	130.29
10/14/2021	55194372	Ingram Library Services	ADULT PRINT GENERAL	59.88
10/14/2021	55200930	Ingram Library Services	ADULT PRINT GENERAL	14.55
10/14/2021	54888107	Ingram Library Services	ADULT PRINT GENERAL	30.80
Total 982.720 - Adult Print General				2,274.46
982.730 - Adult Ref.				
10/14/2021	969629	Grey House Publishing	PROFILES OF MICHIGAN - ONLINE ACCESS	134.10
10/14/2021	54838973	Ingram Library Services	ADULT REFERENCE	78.35
Total 982.730 - Adult Ref.				212.45
Total 982.705 - Adult Print				2,725.63
982.755 - Youth Print				
982.760 - Youth Print General				
10/14/2021	1PHL-XDMY-96K3	Amazon Capital Services Inc	YOUTH PRINT GENERAL	29.67
10/14/2021	2036156594	Baker & Taylor - Auto Yours Cats	AUTO YOURS CAT	106.08
10/14/2021	2035185051	Baker & Taylor - Auto Yours Cats	AUTO YOURS CAT	204.15
10/14/2021	2036188947	Baker & Taylor - Juvenile	JUVENILE ACCT	13.51
10/14/2021	2036169559	Baker & Taylor - Unlabeled Juvenile	UNLABELED JUVENILE	12.78
10/14/2021	2036211212	Baker & Taylor - Unlabeled Juvenile	UNLABELED JUVENILE	12.18
10/14/2021	2036203659	Baker & Taylor - Unlabeled Juvenile	UNLABELED JUVENILE	9.84
10/14/2021	2036224827	Baker & Taylor - Unlabeled Juvenile	UNLABELED JUVENILE	55.20
10/14/2021	54701463	Ingram Library Services	YOUTH PRINT GENERAL	11.24
10/14/2021	54719675	Ingram Library Services	YOUTH PRINT GENERAL	67.94
10/14/2021	54719676	Ingram Library Services	YOUTH PRINT GENERAL	9.87
10/14/2021	54733705	Ingram Library Services	YOUTH PRINT GENERAL	8.67
10/14/2021	54733706	Ingram Library Services	YOUTH PRINT GENERAL	70.80

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10/14/2021	54756051	Ingram Library Services	YOUTH PRINT GENERAL	204.10
10/14/2021	54756052	Ingram Library Services	YOUTH PRINT GENERAL	14.54
10/14/2021	54804240	Ingram Library Services	YOUTH PRINT GENERAL	32.05
10/14/2021	54832301	Ingram Library Services	YOUTH PRINT GENERAL	11.79
10/14/2021	54832302	Ingram Library Services	YOUTH PRINT GENERAL	11.24
10/14/2021	54838974	Ingram Library Services	YOUTH PRINT GENERAL	10.14
10/14/2021	54854183	Ingram Library Services	YOUTH PRINT GENERAL	210.88
10/14/2021	54854184	Ingram Library Services	YOUTH PRINT GENERAL	10.69
10/14/2021	54909300	Ingram Library Services	YOUTH PRINT GENERAL	11.24
10/14/2021	54909301	Ingram Library Services	YOUTH PRINT GENERAL	10.69
10/14/2021	54909303	Ingram Library Services	YOUTH PRINT GENERAL	10.69
10/14/2021	54909308	Ingram Library Services	YOUTH PRINT GENERAL	10.69
10/14/2021	54909313	Ingram Library Services	YOUTH PRINT GENERAL	11.24
10/14/2021	54929729	Ingram Library Services	YOUTH PRINT GENERAL	10.69
10/14/2021	54929731	Ingram Library Services	YOUTH PRINT GENERAL	11.24
10/14/2021	54929732	Ingram Library Services	YOUTH PRINT GENERAL	10.67
10/14/2021	54945731	Ingram Library Services	YOUTH PRINT GENERAL	50.86
10/14/2021	54945732	Ingram Library Services	YOUTH PRINT GENERAL	59.79
10/14/2021	54945733	Ingram Library Services	YOUTH PRINT GENERAL	23.43
10/14/2021	54945735	Ingram Library Services	YOUTH PRINT GENERAL	77.37
10/14/2021	54956903	Ingram Library Services	YOUTH PRINT GENERAL	247.34
10/14/2021	54956904	Ingram Library Services	YOUTH PRINT GENERAL	119.24
10/14/2021	54956905	Ingram Library Services	YOUTH PRINT GENERAL	132.75
10/14/2021	54956906	Ingram Library Services	YOUTH PRINT GENERAL	9.89
10/14/2021	55002344	Ingram Library Services	YOUTH PRINT GENERAL	11.24
10/14/2021	55002345	Ingram Library Services	YOUTH PRINT GENERAL	19.18
10/14/2021	5502346	Ingram Library Services	YOUTH PRINT GENERAL	13.01
10/14/2021	55002348	Ingram Library Services	YOUTH PRINT GENERAL	11.99
10/14/2021	55010673	Ingram Library Services	YOUTH PRINT GENERAL	18.79
10/14/2021	55010674	Ingram Library Services	YOUTH PRINT GENERAL	35.26
10/14/2021	55010675	Ingram Library Services	YOUTH PRINT GENERAL	9.29
10/14/2021	55034518	Ingram Library Services	YOUTH PRINT GENERAL	11.79
10/14/2021	55034519	Ingram Library Services	YOUTH PRINT GENERAL	10.69
10/14/2021	55034523	Ingram Library Services	YOUTH PRINT GENERAL	401.18
10/14/2021	55034524	Ingram Library Services	YOUTH PRINT GENERAL	90.35
10/14/2021	55034525	Ingram Library Services	YOUTH PRINT GENERAL	9.94
10/14/2021	55034526	Ingram Library Services	YOUTH PRINT GENERAL	9.39
10/14/2021	55034527	Ingram Library Services	YOUTH PRINT GENERAL	10.44
10/14/2021	55054236	Ingram Library Services	YOUTH PRINT GENERAL	35.02
10/14/2021	55054238	Ingram Library Services	YOUTH PRINT GENERAL	10.12
10/14/2021	55054241	Ingram Library Services	YOUTH PRINT GENERAL	11.24
10/14/2021	55034531	Ingram Library Services	YOUTH PRINT GENERAL	10.14
10/14/2021	55034532	Ingram Library Services	YOUTH PRINT GENERAL	68.17
10/14/2021	55034533	Ingram Library Services	YOUTH PRINT GENERAL	9.34
10/14/2021	55080354	Ingram Library Services	YOUTH PRINT GENERAL	10.69
10/14/2021	55080358	Ingram Library Services	YOUTH PRINT GENERAL	10.69
10/14/2021	55100415	Ingram Library Services	YOUTH PRINT GENERAL	8.29
10/14/2021	55100417	Ingram Library Services	YOUTH PRINT GENERAL	161.26
10/14/2021	55112409	Ingram Library Services	YOUTH PRINT GENERAL	7.87
10/14/2021	55150860	Ingram Library Services	YOUTH PRINT GENERAL	31.67
10/14/2021	55150861	Ingram Library Services	YOUTH PRINT GENERAL	11.02
10/14/2021	55150868	Ingram Library Services	ADULT PRINT GENERAL	11.79
10/14/2021	55150869	Ingram Library Services	ADULT PRINT GENERAL	10.14
10/14/2021	55169205	Ingram Library Services	ADULT PRINT GENERAL	14.54
10/14/2021	55169208	Ingram Library Services	ADULT PRINT GENERAL	183.35
10/14/2021	55183102	Ingram Library Services	YOUTH PRINT GENERAL	37.68
10/14/2021	55183103	Ingram Library Services	YOUTH PRINT GENERAL	10.84
10/14/2021	55183104	Ingram Library Services	YOUTH PRINT GENERAL	29.67
10/14/2021	55183106	Ingram Library Services	YOUTH PRINT GENERAL	35.77
10/14/2021	55194383	Ingram Library Services	YOUTH PRINT GENERAL	12.04
10/14/2021	55194384	Ingram Library Services	YOUTH PRINT GENERAL	11.24
10/14/2021	55200931	Ingram Library Services	YOUTH PRINT GENERAL	14.99
10/14/2021	55200932	Ingram Library Services	YOUTH PRINT GENERAL	15.89
10/14/2021	55200933	Ingram Library Services	YOUTH PRINT GENERAL	4.94
10/26/2021	53308533	Ingram Library Services	YOUTH PRINT GENERAL	10.78
10/26/2021	55308535	Ingram Library Services	YOUTH PRINT GENERAL	4.94
Total 982.760 - Youth Print General				3,401.84
Total 982.755 - Youth Print				3,401.84
Total 982.700 - Print				6,127.47
982.800 - Collection Enhancement				
982.810 - Adult Enhancement				
10/14/2021	54909312	Ingram Library Services	ADULT ENHANCEMENT	46.39
10/14/2021	55054235	Ingram Library Services	ADULT ENHANCEMENT	15.10
10/14/2021	55100414	Ingram Library Services	ADULT ENHANCEMENT	16.20
10/14/2021	55194382	Ingram Library Services	ADULT ENHANCEMENT	16.45

11/08/21

Chelsea District Library
List of Checks for Board Approval
October 2021

Date	Num	Name	Memo	Amount
10/14/2021	54888106	Ingram Library Services	ADULT ENHANCEMENT	15.10
Total 982.810 - Adult Enhancement				109.24
Total 982.800 - Collection Enhancement				109.24
Total 982 - Collection Expense				10,390.52
TOTAL				136,310.26

Chelsea District Library Donation and Restricted

January through October 2021

	Jan - Oct 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	3,788	2,955	833
674.141 - Designated Technology	2,000	2,000	0
674.150 - Continuing Education Restricted	600	600	0
Total 674 - Contribution & Donation	8,388	7,555	833
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	8,388	8,055	333
Gross Profit	8,388	8,055	333
Expense			
850 - Telecommunications			
850.300 - TLN Internet Service			
850.910 - WiFi Hot Spots - Restricted	0	2,000	(2,000)
Total 850.300 - TLN Internet Service	0	2,000	(2,000)
Total 850 - Telecommunications	0	2,000	(2,000)
884 - Programming			
884.210 - Youth Speakers			
884.211 - Authors In Chelsea			
884.953 - Youth Prog Rest Chelsea Ed Foun	0	2,000	(2,000)
Total 884.211 - Authors In Chelsea	0	2,000	(2,000)
Total 884.210 - Youth Speakers	0	2,000	(2,000)
884.400 - Music Focus			
884.962 - Music in the Air - Restricted	0	3,288	(3,288)
Total 884.400 - Music Focus	0	3,288	(3,288)
884.500 - Artist In Residence			
884.970 - Artist In Residence Restricted	0	1,000	(1,000)
Total 884.500 - Artist In Residence	0	1,000	(1,000)
Total 884 - Programming	0	6,288	(6,288)
969 - Continuing Education Expenses			
969.600 - Staff Training			
969.940 - Staff Apprac - Restr/Covid-19	796	845	(49)
Total 969.600 - Staff Training	796	845	(49)
Total 969 - Continuing Education Expenses	796	845	(49)
982 - Collection Expense			
982.400 - Non Print			
982.930 - Non Print Restricted gifts			
982.932 - Electronic Products/Sub Restr G	0	100	(100)
Total 982.930 - Non Print Restricted gifts	0	100	(100)
Total 982.400 - Non Print	0	100	(100)
982.500 - Local History Preservation			
982.941 - Chelsea Standard Digitize - Res	(7)		
Total 982.500 - Local History Preservation	(7)		
Total 982 - Collection Expense	(7)	100	(107)
Total Expense	789	9,233	(8,444)
Net Ordinary Income	7,599	(1,178)	8,777
Net Income	7,599	(1,178)	8,777

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

	Jan 21	Budget	Feb 21	Mar 21	Apr 21	May 21	Jun 21	Jul 21	Aug 21	Sep 21	Oct 21	Jan - Oct 21	Budget	\$ Over Budget	% of Budget	TOTAL
Ordinary Income/Expense																
Income																
402 - District Revenue	645,860	1,899,957	670,338	292,130	221,579	3	52,833	1,889	0	63	(32)	1,884,661	1,899,957	(15,296)	99%	
540.100 - State Aid	0	30,000	0	63,341	0	6,454	0	6,564	0	0	0	76,359	30,000	46,359	255%	
574.100 - Penal Fines	0	10,000	0	0	0	0	0	0	20,479	0	0	20,479	10,000	10,479	205%	
606.000 - Misc Income & Refunds	0	0	0	0	0	0	0	0	0	0	106	106	0			
607.100 - Non-Resident Fees	0	5,500	0	875	0	0	438	94	500	188	0	2,095	5,500	(3,405)	38%	
607.200 - ILL Fees	0	600	0	0	0	0	0	0	0	0	0	0	600	(600)	0%	
645.100 - Copiers & Printers	0	7,500	0	0	0	0	0	368	107	87	362	924	7,500	(6,576)	12%	
655.100 - Circulation Fines	0	0	0	15	0	0	30	0	20	10	10	85	0			
665.100 - Interest	17	0	40	57	58	38	21	15	10	8	5	269	0	269	100%	
666.100 - Investment Earnings	4	40,000	1,280	2,254	2,367	11,677	1,025	12	12	2,280	2,373	23,264	40,000	(16,736)	58%	
666.500 - Investment Change in Value	(3,861)	0	(4,769)	(8,030)	599	(62)	(2,372)	332	(1,182)	(3,521)	(6,618)	(27,484)	0	(27,484)	100%	
674 - Contribution & Donation	2,820	4,600	2,600	23	500	200	45	386	519	1,005	290	8,388	7,555	833	111%	
675 - Private Grant Sources	0	500	0	0	0	0	0	0	0	0	0	0	500	(500)	0%	
Total Income	644,840	1,998,657	669,487	352,665	225,103	18,310	52,020	9,660	20,465	100	(3,504)	1,989,146	2,001,612	(12,466)	98%	
Gross Profit	644,840	1,998,657	669,487	352,665	225,103	18,310	52,020	9,660	20,465	100	(3,504)	1,989,146	2,001,612	(12,466)	99%	
Expense																
66900 - Reconciliation Discrepancies	0	0	0	0	0	168	(168)	0	0	0	0	0	0			
701 - Personnel Expenses	83,829	1,177,863	84,753	84,023	84,285	84,598	88,232	131,507	88,494	88,878	89,521	908,120	1,177,863	(269,743)	77%	
727 - Supplies	218	21,475	1,079	1,201	370	659	1,291	802	2,443	1,046	3,202	12,311	21,475	(9,164)	57%	
801 - Professional Services	797	73,765	12,250	11,952	655	1,420	1,401	2,630	2,478	2,040	1,040	36,663	73,765	(37,102)	50%	
803 - Maintenance Service Contracts	2,577	179,838	12,464	8,856	15,611	7,852	32,184	12,948	5,969	8,624	4,874	109,979	187,338	(77,359)	59%	
850 - Telecommunications	627	39,000	1,229	3,228	387	5,376	4,285	1,693	2,055	3,125	2,735	24,738	39,000	(14,262)	63%	
880 - Promotional Materials	823	80,330	7,462	7,971	2,154	4,388	7,430	441	8,638	7,804	5,687	52,798	80,330	(27,532)	66%	
884 - Programming	4,817	115,975	10,475	13,540	904	5,898	8,429	3,558	6,935	5,046	6,928	66,330	109,475	(43,145)	61%	
885 - Volunteer	0	4,500	0	0	0	0	0	18	174	0	26	218	4,500	(4,282)	5%	
920 - Utilities	0	62,000	3,970	4,440	3,954	3,758	3,814	5,196	5,261	11,338	195	41,926	62,000	(20,074)	68%	
960 - Board & Director Expense	(157)	3,500	0	0	346	0	0	43	162	48	137	579	3,500	(2,921)	17%	
965 - Automation Services	3,495	41,925	0	8,962	8,962	921	0	8,962	0	0	9,411	40,713	41,925	(1,212)	97%	
967 - Equipment	205	47,540	1,757	1,530	355	514	5,912	9,307	1,568	737	1,684	23,569	47,540	(23,971)	50%	
969 - Continuing Education Expenses	318	23,888	625	199	1,453	508	545	308	553	494	481	5,484	24,133	(18,649)	23%	
980 - Capital Expense	0	59,425	0	0	2,045	0	6,876	3,816	900	10,439	0	23,876	62,035	(38,159)	38%	
982 - Collection Expense	974	194,723	11,092	14,587	26,720	14,071	11,061	18,188	11,540	14,444	10,391	133,068	193,823	(60,755)	69%	
Total Expense	98,523	2,125,747	147,156	160,487	148,201	129,931	171,292	199,217	137,190	152,063	136,312	1,480,372	2,128,702	(648,330)	70%	
Net Ordinary Income	546,317	(127,090)	522,331	192,178	76,902	(111,621)	(119,272)	(189,557)	(116,725)	(151,963)	(139,816)	508,774	(127,090)	635,864		
Other Income/Expense																
Other Expense																
999.001 - Transfer to Capital Improvement	0	(28,000)	0	0	0	0	0	0	0	0	0	0	(28,000)	28,000	0%	
999.002 - Transfer to Capital Reserve Fun	0	17,700	0	0	0	0	0	0	0	0	0	0	17,700	(17,700)	0%	
999.025 - Carry from General Fund	0	116,790	0	0	0	0	0	0	0	0	0	0	116,790	(116,790)	0%	
Total Other Expense	0	106,490	0	0	0	0	0	0	0	0	0	0	106,490	(106,490)	0%	
Net Other Income	0	(106,490)	0	0	0	0	0	0	0	0	0	0	106,490	106,490	0%	
Net Income	546,317	(233,580)	522,331	192,178	76,902	(111,621)	(119,272)	(189,557)	(116,725)	(151,963)	(139,816)	508,774	(233,580)	742,354		

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

	Jan - Oct 21	Jan - Oct 20	\$ Change	% Change
Ordinary Income/Expense				
Income				
402 · District Revenue	1,884,660.81	1,817,236.20	67,424.61	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	106.00	0.00	106.00	100.0%
607.100 · Non-Resident Fees	2,093.75	1,187.50	906.25	76.32%
645.100 · Copiers & Printers	923.93	1,263.70	-339.77	-26.89%
655.100 · Circulation Fines	85.10	3,766.06	-3,680.96	-97.74%
665.100 · Interest	270.27	479.76	-209.49	-43.67%
666.100 · Investment Earnings	23,264.23	20,892.90	2,371.33	11.35%
666.500 · Investment Change in Value	-27,483.65	26,642.81	-54,126.46	-203.16%
674 · Contribution & Donation	8,388.10	11,675.00	-3,286.90	-28.15%
675 · Private Grant Sources	0.00	16,500.00	-16,500.00	-100.0%
Total Income	1,989,147.05	1,987,582.70	1,564.35	0.08%
Gross Profit	1,989,147.05	1,987,582.70	1,564.35	0.08%
Expense				
66900 · Reconciliation Discrepancies	0.00	0.00	0.00	0.0%
701 · Personnel Expenses	908,119.59	901,003.53	7,116.06	0.79%
727 · Supplies	12,310.69	10,716.96	1,593.73	14.87%
801 · Professional Services	36,662.50	31,793.66	4,868.84	15.31%
803 · Maintenance Service Contracts	109,980.18	82,544.53	27,435.65	33.24%
850 · Telecommunications	24,738.37	22,821.15	1,917.22	8.4%
880 · Promotional Materials	52,796.72	35,623.27	17,173.45	48.21%
884 · Programming	66,329.80	39,158.26	27,171.54	69.39%
885 · Volunteer	216.99	351.08	-134.09	-38.19%
920 · Utilities	41,926.98	33,381.68	8,545.30	25.6%
960 · Board & Director Expense	578.53	309.88	268.65	86.7%
965 · Automation Services	40,714.14	31,092.47	9,621.67	30.95%
967 · Equipment	23,569.17	23,421.34	147.83	0.63%
969 · Continuing Education Expenses	5,484.91	14,868.52	-9,383.61	-63.11%
980 · Capital Expense	23,876.06	3,175.00	20,701.06	652.0%
982 · Collection Expense	133,066.95	134,956.09	-1,889.14	-1.4%
Total Expense	1,480,371.58	1,365,217.42	115,154.16	8.44%
Net Ordinary Income	508,775.47	622,365.28	-113,589.81	-18.25%
Net Income	508,775.47	622,365.28	-113,589.81	-18.25%

7.0

CHELSEA DISTRICT LIBRARY

Fund Balances

October 31, 2021

General Fund**LOCAL BANKS BALANCES**

Checking Account/ Chelsea State Bank

001.001

Paypal Account

003.002

Cash on Hand

	Beginning Balance	Net Change	Ending Balance
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	\$202,705.29	-\$147,367.83 *	\$55,337.46
	\$0.00	\$0.00	\$0.00
	<u>\$202,705.29</u>	<u>-\$147,367.83</u>	<u>\$55,337.46</u>

Ameriprise Account

Fixed Income Fund

017.003

Money Market Fund

017.004

Investment Partners Total

	\$1,539,512.40	-\$4,244.60 **	\$1,535,267.80
	\$500,000.00	\$0.00	\$500,000.00
	<u>\$2,039,512.40</u>	<u>-\$4,244.60</u>	<u>\$2,035,267.80 ^</u>

Total General Fund

	<u>\$2,242,217.69</u>	<u>-\$151,612.43</u>	<u>\$2,090,605.26</u>
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Debt Service Fund

Bond Debt Retirement Fund Checking

003.008

	<u>\$250,836.07</u>	<u>\$10.65</u>	<u>\$250,846.72</u>
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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 (IN/OUT OF GENERAL FUND)	Interest	Fees	Withdrawal	Change in Value	Ending balance*
12/31/20							\$1,539,487.22
01/31/21	\$1,539,487.22		\$4.44			-\$3,860.75	\$1,535,630.91
02/28/21	\$1,535,630.91		\$1,279.56			-\$4,768.80	\$1,532,141.67
03/31/21	\$1,532,141.67		\$2,253.62			-\$6,030.30	\$1,528,364.99
04/30/21	\$1,528,364.99		\$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	\$0.00	\$2,373.30			-\$6,617.90	\$2,035,267.80
11/30/21	\$2,035,267.80						\$2,035,267.80
12/31/21	\$2,035,267.80						\$2,035,267.80
Balance		\$500,000.00	\$23,264.23	\$0.00	\$0.00	-\$27,483.65	\$2,035,267.80

017.003 + 017.004

666.100

666.500

017.003+017.004

*Should match Ameriprise Statement

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.

YTD Totals	Notes:
Amount	

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

Date	Value	Value	Value	YTD
Beginning balance (017.004)	2,039,612	2,035,368	2,035,368	\$2,039,512
Invested	1,077,957	1,077,957	1,077,957	
Cumulative Fund Increase 6/2009 – 12/31/2020	511,966	511,966	511,966	
2021 Earnings ** (666.100)	2,373			\$23,364
2021 Valuation (666.500)	-6,618			-\$27,484
2021 YTD Valuation - gain/loss	-27,484	-27,484	-27,484	
2021 Monthly change - Net of earnings and valuation	-4,245	0	0	
2021 FY Cumulative Change (Current Year)	-4,119	-4,119	-4,119	-\$4,119
Withdrawal (-) / Deposit (+)				\$500,000

Fund	Value	Value	Value
Capital Reserve Fund	890,100	890,100	890,100
Capital Improvement Fund	100,000	100,000	100,000
General Fund from Investment	537,421	537,421	537,421
Investment Services Fund			
(Interest - Fees + Change in Value)	507,847	507,847	507,847
Ending Balance	2,035,368	2,035,368	2,035,368

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

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

Chelsea District Library Cash Flow 2021 - REV 2.0 at 10/31/2021

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Year's Total
Cash Flow Projections													
Beginning Balance	\$432,387	\$431,873	\$1,159,731	\$1,332,783	\$1,403,429	\$1,238,972	\$1,161,277	\$991,216	\$827,406	\$652,429	\$495,363	\$349,984	
Projected Total CDL Income	\$710,523	\$451,188	\$2,000,645	\$954,943	\$43,884	\$84,843	\$5,197	\$40,939	\$7,595	\$4,197	\$4,387	\$338,440	\$1,079,817
Income, % by month	8	10.9%	30.9%	13.9%	0.9%	4.3%	0.3%	3.1%	0.4%	0.2%	0.2%	11.9%	100.0%
Projected Total CDL expenditures	\$153,616	\$151,884	\$1,188,656	\$1,271,293	\$1,274,051	\$1,160,638	\$1,271,260	\$1,224,767	\$1,182,571	\$1,018,264	\$1,018,278	\$1,018,278	\$1,018,278
Expenditures, % by month	6.8%	7.3%	9.5%	8.7%	8.7%	7.7%	8.4%	10.8%	8.7%	7.7%	7.2%	7.2%	100.0%
Net Projected Cash Flow	\$316,907	\$844,323	\$3,009	(\$154,790)	(\$166,457)	(\$921,666)	(\$109,983)	(\$123,551)	(\$155,165)	(\$365,835)	(\$522,915)	(\$668,294)	(\$1,018,278)
Ending balance	\$849,116	\$1,076,195	\$1,181,740	\$1,218,054	\$1,238,972	\$1,161,277	\$991,216	\$827,406	\$652,429	\$495,363	\$349,984	\$191,690	
Monthly Income & Expenses													
Income													
Gross Income (CDL + CDL Bond)													
Income to CDL Bond	\$11,471.40	\$219,932.49	\$11,416.40	\$69,446.09	\$9,596.00	\$10,633.83	\$9,596.00	\$22,444.41	\$20,935.04	\$795.57	\$0.00	\$0.00	\$31,038.57
Income to CDL	\$489,782.79	\$673,006.64	\$346,787.72	\$213,379.78	\$7,276.84	\$53,754.25	\$8,759.50	\$22,444.41	\$20,935.04	\$795.57	\$0.00	\$0.00	\$2,048,622.37
Other income PPT & P													
Net Income to CDL	\$489,782.79	\$673,006.64	\$346,787.72	\$213,379.78	\$7,276.84	\$53,754.25	\$8,759.50	\$22,444.41	\$20,935.04	\$795.57	\$0.00	\$0.00	\$2,048,622.37
Expenses													
Expenses - Gross	\$346,782.99	\$318,974.87	\$295,136.84	\$221,171.33	\$407,544.72	\$177,638.17	\$181,843.93	\$147,837.28	\$134,906.77	\$144,163.40	\$0.00	\$0.00	\$8.00
record M&M movement here													
Net Transfers to CDL Debt	\$22,488.61	\$218,932.49	\$11,416.40	\$86,446.09	\$9.96	\$16,633.83	\$982.11	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Acct Fees (interest is in income)	\$0.00	\$0.00	\$13.00	\$0.00	\$9.00	\$9.20	\$2.20	\$10.60	\$8.20	\$5.45	\$0.00	\$0.00	\$0.00
Other													
Net Total Expenditures	\$154,117.18	\$129,650.58	\$162,735.36	\$132,734.04	\$407,572.76	\$161,195.54	\$181,859.04	\$147,947.90	\$134,916.97	\$148,168.85	\$0.00	\$0.00	\$8.00
Actual / Budget													
CDL Cash Flow													
Beginning balance	\$11,471.40	\$219,932.49	\$11,416.40	\$69,446.09	\$9,596.00	\$10,633.83	\$9,596.00	\$22,444.41	\$20,935.04	\$795.57	\$0.00	\$0.00	\$31,038.57
Income	\$489,782.79	\$673,006.64	\$346,787.72	\$213,379.78	\$7,276.84	\$53,754.25	\$8,759.50	\$22,444.41	\$20,935.04	\$795.57	\$0.00	\$0.00	\$2,048,622.37
Expenditures	\$154,117.18	\$129,650.58	\$162,735.36	\$132,734.04	\$407,572.76	\$161,195.54	\$181,859.04	\$147,947.90	\$134,916.97	\$148,168.85	\$0.00	\$0.00	\$8.00
Net cash flow	\$335,665.61	\$543,281.91	\$254,052.34	\$86,642.75	\$62,047.82	\$85,915.66	\$8,759.50	\$22,444.41	\$20,935.04	\$795.57	\$0.00	\$0.00	\$2,048,622.37
Ending balance	\$849,116	\$1,076,195	\$1,181,740	\$1,218,054	\$1,238,972	\$1,161,277	\$991,216	\$827,406	\$652,429	\$495,363	\$349,984	\$191,690	
Actual / Budget													
CDL Bond Cash Flow													
Beginning Balance	\$11,471.40	\$219,932.49	\$11,416.40	\$69,446.09	\$9,596.00	\$10,633.83	\$9,596.00	\$22,444.41	\$20,935.04	\$795.57	\$0.00	\$0.00	\$31,038.57
Total Income	\$489,782.79	\$673,006.64	\$346,787.72	\$213,379.78	\$7,276.84	\$53,754.25	\$8,759.50	\$22,444.41	\$20,935.04	\$795.57	\$0.00	\$0.00	\$2,048,622.37
Net Interest (Net)	\$16.45	\$23.25	\$20.77	\$11.99	\$11.32	\$11.30	\$11.80	\$11.99	\$11.16	\$10.65	\$0.00	\$0.00	\$0.00
Expenditures	\$0.00	\$15,428.87	\$620,675.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$29,075.00	\$10.65	\$0.00	\$0.00	\$0.00
Net cash flow	\$221,765.06	\$219,955.74	\$11,035.25	\$69,454.79	\$12.11	\$16,645.15	\$603.99	\$11.80	\$29,053.82	\$10.65	\$0.00	\$0.00	\$0.00
Ending balance	\$849,116	\$1,076,195	\$1,181,740	\$1,218,054	\$1,238,972	\$1,161,277	\$991,216	\$827,406	\$652,429	\$495,363	\$349,984	\$191,690	
Actual / Budget													

DIRECTOR'S REPORT

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

Staff Announcements

Work Anniversaries

Tech Services Assistant Lucie Smith, 20 years on October 19

Adult Librarian Catherine Sossi, two years on October 21

Congratulations!

Technology Specialist Posting

Interviews for this position begin the week of November 8, and the position will remain open until filled.

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.

Reminder: 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.

ARPA Grant

Unfortunately, our Mobile CDL grant application was not selected for funding through the LSTA ARPA grant program. 61 applications were received requesting over \$7 million. A funding level of \$4 million was available for awards. Funding decisions were based on library's community statistics relating to poverty, SNAP participation, unemployment, and broadband availability.

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

- Meeting with Lyndon Township Supervisor Pam Byrnes (October 4)
- Friends of CDL Board meeting (October 12)
- Rotary meetings (October 5 & 14)
- Library of Michigan Directors meeting via Zoom (October 8)
- Chelsea Area Chamber Breakfast (October 13)
- On-air interview with Martin Bandyke of 107.1 to promote Song Fest (October 19)

Chelsea District Library
Assistant Director's Report
Oct. 2021

Facility update

The leak in teenspot turned out to be an HVAC issue, not a roof leak. The exhaust stack that runs from the boilers up through all floors and out the roof is leaking in several spots due to excess condensation that is not evaporating properly. The excess condensation is getting outside of the venting in several places and pooling on the ceiling in teenspot, thus causing the leak. Johnson Controls has been on site several times to evaluate solutions and the two best options are 1) replacing the boilers with condensing models (the most expensive option), or 2) running the exhaust through the two maintenance rooms adjacent to the boiler room and venting them out the north side of the building, just above ground level. This will render the original stack irrelevant and stop the leaking. Johnson is pursuing the second option and we will most likely have a quote for that project by the time you read this. Our HVAC mechanic has turned the boiler down some to try to cause less condensation but with the weather getting colder, it can't be turned down very much. Once we have a viable solution to the excess condensation, we will have Chelsea Paint and Carpentry repair the ceiling in teenspot.

Another facility challenge that was addressed this month was the LED can lights we installed almost five years ago. The bulbs seem to be burning out faster than they should be and while they are still under warranty and have been replaced at no cost to us, the warranty is about up so we need to find out what is causing the issue. Dwight Hawks, the lighting contractor who did the installation, was out with his electrician to evaluate the situation. They metered the breaker box and found that it seems to be delivering more power than it should for those fixtures, possibly causing them to burn out too soon. They left a meter on the box and will be back to take readings and offer a solution by the end of November.

We did have some routine facility events this month as we closed and winterized the sprinkler system, as well as had our last lawn fertilization and perimeter pest control spray. We also had the boiler inspection, which we passed easily. That only leaves our fire alarm/sprinkler system inspection, gutter inspection and plumbing inspection for November and December to finish off the year.

Staffing/Training

Our posting for the second technology specialist ran most of October and we set interviews for the second week of November, hoping to have someone on board in early January 2022. Most of our new circulation staff is well on their way to being fully trained and we anticipate Terri returning from medical leave in mid-November.

Our regular monthly all-staff meeting was cancelled this month due to staff availability but we are looking forward to our annual in-service in November. We will review critical incident procedures with police chief Toth then spend the majority of the day learning and making in the Ingenuity Engine.

Volunteers- Our book sale volunteers logged 187 hours in October and non-book sale hours were 35.5 for a total of 221.50 hours.

Respectfully submitted- Linda Ballard , Assistant Director

Program Information

October was the final month for the Small Wonders exhibit, and our first signature in-person program since the pandemic began, Songfest. Both proved successful thanks to the work of the entire department, as well as the marketing team and administration. This year we mixed up the day time activities during Songfest, and held a festive station based party for families. The crafts, music, and cider and donuts were popular, and a nice return to larger programs for younger patrons (albeit outdoors). The evening program matched pre-pandemic attendance, and went off without a hitch. Patrons complied readily with social distancing requirements, and in general seemed thrilled with the event.

Additional program highlights:

- We finalized details for November's Veterans Day event, confirming the speaker, booking the venue, and writing the press release and brochure.
- We brought back the popular Halloween Costume Exchange program. While we don't track the costumes that come and go, social media posts referring to this program were shared more frequently than other posts, and librarians anecdotally noticed active participation.
- Not-Too-Scary Storybook Trail had to be rescheduled due to rain, but we still welcomed 32 costumed children and 28 parents!
- We hosted our first hybrid program, inside the world of Faygo. The idea was popular with patrons, but execution proved challenging. The adult librarians are meeting in November to discuss ways to improve.

Small Wonders highlights:

- Using the guest book sign ins, we noted that the exhibit had at least **326** visitors! We spoke with multiple families who made special trips to the library just to see the exhibit, including family members who had never visited the library before and came thanks to word of mouth recommendations.
- Programs specific to the exhibit had a total of 168 attendees, 101 of which were youth and teen attendees, and 67 adult.

Attendance

Date	Program	In-Person	Virtual (Live)
	Adult		
10/2	SculptureWalk Guided Tour	16	
10/4	makerChelsea @Home	35	

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

10/6	Reading Glasses	4	
10/7	An Evening with the Artist	34	
10/13	MSU Bug House Virtual ADULT presentation		5
10/16	Online! Purple Rose Theatre Play Reading		116
10/23	Marshall Crenshaw Live: Interview and Concert	97	
10/23	One-on-One Songwriting Mentor Sessions		3
10/26	Inside the World of Faygo (Hybrid)	10	5
	Adult Total	196	129
	Early Literacy		
10/6	Preschool Storytime on Zoom		5
10/13	Preschool Storytime on Zoom		5
10/21	Dance Along Sing Along		1
10/26	Not-Too-Scary Storybook Trail	50	
10/30	Not-Too-Scar Preschool Storytime on Zoom		30
	Early Literacy Total	50	41
	Youth		
10/11	After School Science Snacks on Zoom		12
10/14	MSU Bug House Virtual Tour Youth		1
10/19	K-2 Books & Fun on Zoom		5
10/23	Monster Mash	95	
	Youth Total	95	18

	Teen		
10/7	That Thursday Thing: Creepy Makeup and Zombie Walk	3	
10/8	Teen VR	4	
10/12	Teen Tech take Apart	5	
10/23	Beat Saber Boogie	3	
10/26	Teen Book Club	4	
10/27	Teen D&D	4	
	Teen Total	23	
	Outreach and Awareness		
10/14	Silver Maples Book Club	9	
10/21	Pines Book Club	8	
	Outreach/Awareness Total	17	

Reference, Collections, Deliveries, and Other

Services	October 2021
Reference Questions	1,393
Homebound & Deposit Book Deliveries	30
OCLC Interlibrary Loan	12

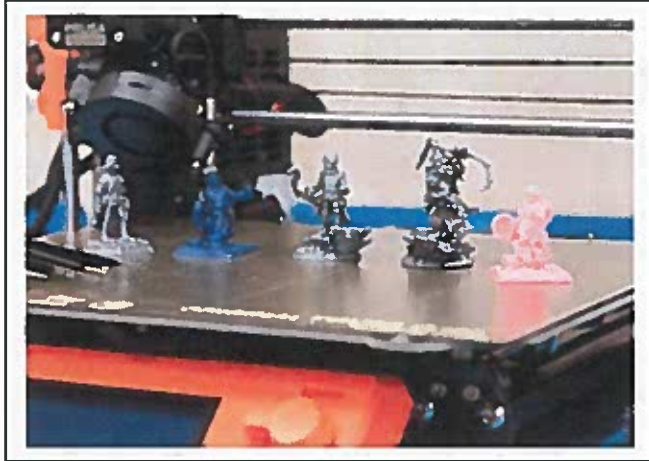
Technology Department News

October 2021

By Scott Rakestraw, Head of Technology

Notable News & Events

~ Ingenuity Engine: 3D Printer Demo Packs the Lab



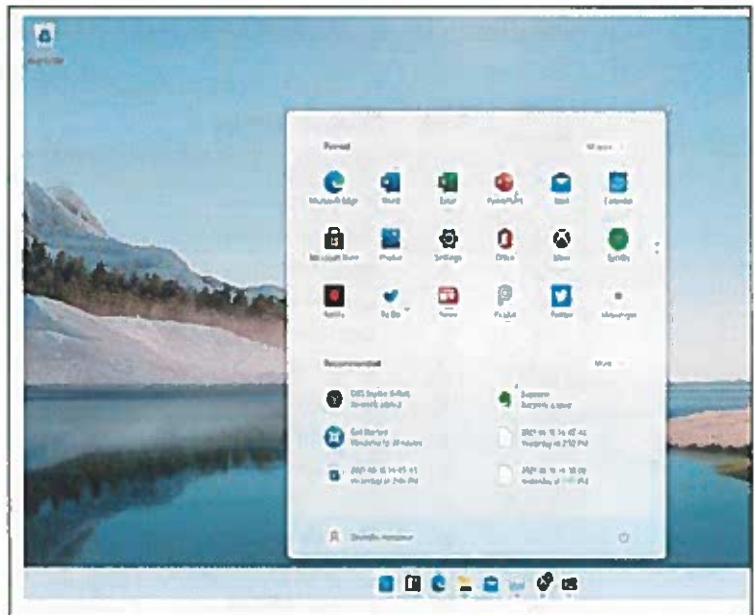
Matt Jensen's first Makerspace demo packed the house!

Featuring a demonstration on how to set up and use the 3D Printer, Matt had 18 attendees- which as it turns out was the maximum capacity [18] for this type of event. Participants learned how to use the online software package to create a 3D printable object. The demonstration allowed patrons see how to set up a model and prepare the project for printing. Due to the nature of 3D print projects, staff assistance is always required to set up and complete printing 3D objects.

~ Looking Ahead

Windows 11 Upgrades on Hold for now.

You may be seeing notes on your own computers about upgrading to Windows 11. Here in the library we'll be holding off on the upgrades, at least for a few more weeks. In a networked environment, new operating systems can introduce a variety of problems. We prefer to test and troubleshoot before we deploy this major upgrade. Since Windows 10 will be supported by Microsoft until at least 2025, there is no need for us (or you) to make this upgrade anytime soon. We'll be discussing Windows 11 on the Public Service Tech forum soon but if you'd like a preview of Windows 11 and more information on why we're going to wait, check out this 6 minute video by PC World: <https://ChelseaDistrictLibrary.org/win11>



Progress Report

- Recent power outages have taken a toll on our UPS batteries; we're replacing batteries in small batches and expect to have budget [and time] to replace most by the end of the year.
- Supply chain disruptions have created issues for many suppliers and vendors, including our copier service provider. We have had to use external suppliers to supplement our needs for basic copier supplies like toner and drum kits. We have finally received a shipment from the vendor, however without the supplemental purchases, we'd have been without a staff copier/printer for well over a month.
- Matt's office is now located inside the Ingenuity Engine lab. This location will not only save him several trips up and down the stairs each day but allow him to be nearby to monitor and assist lab patrons on a regular basis.

State Aid Stats:

DATA SERVICES		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT
9816.82	Hotspots: Total GB Used - Township Halls	975.95	909.6	955.61	923.36	1007.7	1000.4	983.5	1008.1	1033.5	1019.1
101.94	-- Lima Township (GB)	9.67	8.33	9.14	11.4	10.4	10.7	9.7	10.8	11.4	10.4
269.48	-- Sylvan Township (GB)	20.98	21.67	22.87	20.56	24.7	28.4	32.5	33.9	34.5	29.4
9445.4	-- Mobile Beacon (GB)	945.3	879.6	923.6	891.4	972.6	961.3	941.3	963.4	987.6	979.3
273	Hotspot Devices Circulated	18	16	27	21	18	34	40	30	37	32
1409	Public Internet - Computer Sessions	0	0	0	0	0	126	378	418	261	226
3832	Public Internet - Wireless Logins	374	349	288	417	361	409	394	441	392	407
ONLINE SERVICES		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT
48033	Website Sessions	5913	5764	5633	5360	4939	3956	4388	4163	3844	4073
23471	Website Users	2804	3017	2611	2617	2094	1985	2108	2088	1916	2231
15364	AUDIO Downloads Total	1490	1266	1708	1478	1549	1563	1579	1632	1509	1590
11409	-- Audio: Overdrive	1060	977	1146	1089	1122	1167	1172	1254	1194	1228
3955	-- Audio: Hoopla (audiobook and music)	430	289	562	389	427	396	407	378	315	362
1577	VIDEO Downloads Total	222	224	180	126	145	126	158	126	138	132
7	-- Video: Overdrive	0	3	1	1	0	2	0	0	0	0
1044	-- Video: Hoopla	141	126	140	73	99	83	104	87	94	97
526	-- Video: Kanopy	81	95	39	52	46	41	54	39	44	35
19189	EBook Downloads Total	2264	2480	2133	1830	1991	1781	1749	1621	1695	1645
17351	-- ebook: Overdrive	2045	2178	1914	1693	1858	1663	1503	1472	1532	1493
1838	-- ebook: Hoopla	219	302	219	137	133	118	246	149	163	152
36130	TOTAL Downloads	3976	3970	4021	3434	3685	3470	3486	3379	3342	3367

Database Stats:**October 2021: Online Database Rank & Trending Report**

		Grand Totals:		804	715
Last Month	Rank	Database Service	Total Clicks	Unique Visitors	
1	1	Ancestry	72	40	
-	2	Hoopla Home	65	50	
2	3	Consumer Reports	62	57	
3	4	My Heritage	59	37	
11	5	Michigan eLibrary	42	37	
6	5	Opposing View Points in Context	42	42	
13	6	Britannica School	37	37	
7	7	NoveList K8	36	36	
4	8	Demographics Now	33	33	
14	9	Chelsea Update	31	30	
14	10	Sun Times News	30	30	
5	11	Michigan Legal Help	27	27	
14	12	Stories of Chelsea	24	23	
9	13	NoveListPlus	23	22	
18	14	Newspaper Source Plus	22	19	
19	14	United States Census	22	22	
-	16	Learning Express Library	21	21	
22	17	Adult Learning Center	20	20	
22	17	Michigan Secretary of State	20	20	
14	17	Pronunciator	20	18	
8	20	WorldCat.org	18	17	
9	21	Lynda.com [Linked In Learning]	17	17	
24	22	Michigan Voter Information Center	16	16	
12	23	Homework Help Now	15	14	
-	23	Jobs Now - Brain Fuse	15	15	
19	23	Unemployment Help	15	15	

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

October featured three major library events, which required advertising, outreach, marketing dollars, and elbow grease. I created print advertisements published in the Sun Times, Guardian, University Record, Observer, and Community Guide. I also created digital advertisements for the Chelsea Update, the Chelsea Chamber website, and the University Record promoting each event. To target the followers on social media the Marketing Department created Facebook top images, events, timeline posts, and Instagram posts. I paid to “boost” some of the posts to targeted audiences increasing the number of times they were distributed to users’ social media newsfeeds. Social media algorithms give social media posts a higher ranking if advertising dollars are spent. Their algorithms also downgrade posts that include links directing the user outside of their platform. Images of people on social media receive higher rankings, which was shown by the popularity of my photos of staff and the Library Board of Directors wearing their *Song Fest* t-shirts on the steps of McKune.



The number of people visiting the library to see the *Small Wonders* and *Artist in Residence* art shows were steady. Survey/comment slips totaled just over 170. Some comments included, “Thank you for bringing this exhibit to CDL,” “Beautiful details and colors,” and “I loved it! I’m coming back with my friends.” I designed dozens of new signs ranging in size from 4”x6” to 36”x48” throughout the month. The signs provided enhanced communications at all three major library events. They included signs reminding people to wear a mask as the library transitions from virtual to in-person events. Black and white bookmarks that could be colored in featuring Frank Cianciolo’s drawings were very popular and offered a way for kids to engage with the artwork. I also designed rack cards, posters, postcards, stickers, buttons, bookmarks, pins, and coasters that were printed for *Small Wonders*, *Artist in Residence*, and *Song Fest* promotions. Recipe cards featuring the program *Song to Table* were designed using Chef Catie Baumer Schwalb’s recipes, then printed, and were shared at *Pioneer Days* and in the library.

The winter newsletter articles were collected, edited, the layout created, several rounds of proofs were completed, and the final files were sent to the printer for publication. The cover features a Chelsea student’s artwork created from recycled materials. Two new staff members are formally introduced inside this edition. The next art exhibition is highlighted, along with the new tools and materials offered in the Ingenuity Engine. The Collaborative Community Quilt Project is prominently featured on the back cover using the images from a photoshoot I scheduled at the Senior Center with local photographer Burrill Strong. The images show quilts created by the C.A.A.D.Y Corner Quilters, who partner with the library for this program.

Marketing ramped up promotions of the Ingenuity Engine, and additional marketing photos were taken by Burrill Strong in the IE room.

Working with the Artist in Residence, Frank Cianciolo, his son, Julian Cianciolo, and with assistance from librarians Gabrielle and Shannon, I hosted a virtual event with British author and biology professor Dave Goulson. The autographed books I purchased from Dave in the summer were utilized in the exhibition to promote the live Zoom event, which in turn promoted the *An Evening with the Artist* program being held later the same week. Frank's images from the exhibit ran in the background during the Zoom event as he interviewed Dave. Their discussion raised awareness, and hopefully a new appreciation, for the insects and bugs living around us. I made updates to the art website, which continues to be a powerful and useful marketing tool to highlight and promote the art in and around the library.



To assist the librarian in charge of the program *An Evening with the Artist* I designed and fabricated signs, original artwork was framed and displayed, food and drinks were prepared, and tables were decorated at the Chelsea Depot. New signs requesting that attendees wear masks while they were not eating or drinking were followed. More people came to the event than signed up and everyone seemed to enjoy Frank's music, stories, and art. I set up a table-top display to promote CDL's Ingenuity Engine featuring items created by Matt Jenson to encourage the audience at the Chelsea Depot to visit the IE space at the library.

Partnering with businesses in Chelsea to promote *Song Fest*, I distributed *Song Fest* t-shirts for staff to wear at Zou Zou's and Agricole. Both received *Song Fest* posters, coasters, and postcards. *Song Fest* posters, stickers, postcards, and coasters were distributed to downtown businesses, and to additional locations between downtown Chelsea and the interstate. The weather cooperated as we worked at *Song Fest* on the day of the event on the Library Lawn. I arranged for a tent to be installed per Lori's and Shannon's request, which offered a covered area for Youth crafts. I contracted Burrill Strong to photograph the daytime events, as well as the performance later that evening. Mask and photography signs were fabricated and on display. New sidewalk signs were created for *Song Fest* to direct people into the venue. The signs can be used for future events with minor modifications. Event comment cards were placed in the pews at the venue and collected later from the attendees, and marketing promotional items were used as giveaways.

Respectfully submitted,
Elaine Medrow, Head of Marketing

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

October brought one of my favorite CDL events, CDL Song Fest with headliner Marshall Crenshaw. It was a fun-filled day complete with kids' activities, music mentorship, and the joy of live music back in Chelsea. The response to the concert was very positive, with comments including:

"Very cool"

"We liked the casual atmosphere. It's good to hear from the artist's perspective",

"Wonderful show - love the stories to go along with the songs"

"Most excellent. Very exciting that someone of his talent came for event."

"What a treasure—can't believe it was free!"

"A great evening! Thank you!"

In order to promote the day's events I included a series of enews articles, used the CDL website with multiple highlights, and created a Facebook event and promotional posts on CDL social media channels and shared them to local music-focused groups. By tagging Marshall Crenshaw, his publicist also shared to his followers.

In addition to Song Fest promotion, I worked on the following:

- Created graphics to promote annual Veterans Day events via Facebook
- Coordinated with Matt and Elaine to develop a marketing plan to bring people into the Ingenuity Engine and participate in the Collaborative Community Quilt Project.
- Wrote press release, created LCD slides, and updated the Ingenuity Engine webpage
- Coordinated with volunteer Marilyn Kuehl to plan and produce the Hometown Holidays light post contest entry.

One of the highlights of October was our 92-years young prize winner of the *Small Wonders* National Geographic Bug-Opedia drawing. Meet Edward!



ACTION ITEMS

Action Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet
November 16, 2021, Board Packet

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

Accept October donations and changes to the 2021 FY Budget.

Income Line - Expense Line	
Rick Taylor (Reinhart Realtors)	884.970
Mary Green	980.100
Song Fest T-Shirt Donations	884.411

Sub Total: \$1,290.00

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

Total General Donations: \$1,290.00

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 November 16, 2021 Meeting

Mobile CDL

Background:

The Library did not receive a grant for the purchase of a bookmobile. However, the need for a vehicle, due to the district's enormous square mileage, remains. 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 November 16, 2021 Meeting

2022 Calendar of Library Operations and Holidays

Background:

Discussion on the 2022 calendar of library operations and holidays. No staff in-service date has been decided and can be added at a later time.

This will move to Action in December.

11/10/2021

Chelsea District Library Board
2022 Chelsea District Library
Calendar of Library Operations and Holidays

Governance
Appendix #1
Adopted: December 21, 2021

Regular Library Hours:

9:00 AM to 8:00 PM	Monday through Thursday
10:00 AM to 6:00 PM	Friday
10:00 AM to 3:00 PM	Saturday
1:00 PM to 5:00 PM	Sunday

The Library is closed on designated holidays, and one additional day for staff in-service at the director's discretion. Holidays on which the Library is closed are:

Saturday, January 1	[New Year's Day]
Monday, February 21	[President's Day]
Sunday, April 17	[Easter Sunday]
Sunday, May 29	[Shared System Not Available]
Monday, May 30	[Memorial Day]
Monday, July 4	[Independence Day]
Sunday, September 4	[Shared System Not Available]
Monday, September 5	[Labor Day]
Wednesday, November 23	[Close at 5:00 PM]
Thursday, November 24	[Thanksgiving Day]
Friday, November 25	[Day after Thanksgiving]
Saturday, December 24	[Christmas Eve]
Sunday, December 25	[Christmas Day]
Saturday, December 31	[New Year's Eve]
TBD	[Closed for Staff In-Service]

Jan L. Carr, Board Secretary

Date

Discussion Item #3

Chelsea District Library
Board of Trustees

Library Board Fact Sheet November 16, 2021 Meeting

2022 Library Board Meeting Calendar

Background:

Discussion on the dates for the 2022 board meetings. No retreat date has been determined and can be added at a later time.

This will move to Action in December.

**Chelsea District Library
Board of Trustees
Board Meetings 2022**

Location: McKune Meeting Room unless otherwise indicated

Time: 6:45 pm, unless otherwise indicated

**Governance
Appendix #2**

Adopted: December 21, 2021

January 18, 2022

February 15, 2022

March 15, 2022

April 19, 2022

May 17, 2022

June 21, 2022

July 19, 2022

August 16, 2022

September 20, 2022

October 18, 2022

November 15, 2022

December 20, 2022

TBD Board Retreat

Jan L. Carr, Secretary

Date

Discussion Item #4

Chelsea District Library
Board of Trustees

Library Board Fact Sheet
November 16, 2021 Board Meeting

Director Evaluation

Background:

The Personnel Committee would like to discuss the library director's annual review.

Discussion Item #5

Chelsea District Library
Board of Trustees

Library Board Fact Sheet November 16, 2021 Meeting

Capital Improvement Fund Commitment

Background:

Additional funds need to be transferred if the board wants to maintain the commitment of \$100,000.00 to the Capital Improvement Fund to reflect the funds to be used for this function.

The Capital Improvement Fund Commitment is something that the board should address every year in December.

COMMITTEE INFO & MINUTES

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

Governance
Appendix #3

Approved: December 15, 2020

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

Janice L. Carr

12-15-20

Janice L Carr, Board Secretary

Date

