

CHELSEA DISTRICT LIBRARY BOARD OF TRUSTEES

Tuesday, March 15, 2022—10:00 a.m.

McKune Room

AGENDA

10:00 Board Meeting

Welcome and Call to Order

Agenda Review, Additions, and Approval

10:05 Compulsory Segments

Board Meeting Minutes Approval – February 15, 2022

Approval of the February Operational Checks

Approval of February Financial Reports

Director's Report & Friends Report

10:30 Public Comment

10:35 Action Items

1. Donations

10:40 Discussion Items

1. Mobile CDL
2. Budget Development Calendar

10:50 Reports

Policy Committee

Finance Committee

Personnel Committee

Nominating Committee

Community Outreach Committee

10:55 Public Comment

11:00 Other Items

11:05 Adjournment

**Chelsea District Library Board of Trustees
Minutes of Board Meeting**

Tuesday, February 15, 2022 6:45pm
Meeting Location: McKune Room

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

Absent: C. Taylor.

Staff: Director L. Coryell & C. Berggren.

Guests: None

Welcome and Call to Order

TJ Helfferich called the meeting to order at 6:49 p.m.

Agenda Review, Additions, and Approval

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

All Ayes: 6-0

Presentation: The State of Broadband in Washtenaw County by Gary Munce

Gary gave a power-point presentation about the perceived vs real coverage of broadband within Washtenaw County, and expanded on how and when the goal of complete coverage can be met.

Compulsory Segments:

Minutes and Approval of Checks

MOTION made by S. Lackey, SECONDED by A. Merkel to approve the minutes of the January 18, 2022 Board Meeting. Discussion: None

All Ayes: 6-0

MOTION made by S. Lackey, SECONDED by A. Merkel to accept the General Fund Operational Checks for January, 2022. Discussion: None

All Ayes: 6-0

MOTION made by S. Lackey, SECONDED by A. Merkel to accept Financial Reports for January, 2022. Discussion: Susan alerted the other trustees that the cash-flow chart will look different in the future, once the audit is over and Kerry can implement the recommended changes.

All Ayes: 6-0

Director's Report Update:

L. Coryell update:

- Lori reported that CDL has volunteered to be a Covid-testing library and is waiting to hear back if the state will expand this program.
- Lori conducted a 30-minute interview on WAAM about CDL.
- The two policies that the board passed in January are in the packet, as requested, in their cleaned-up format.
- The community quilt at the Senior Center is coming along and will be a very cool community project/achievement.
- Terri has started the application process for MeLCat.

Friends Report:

- The Friends had their annual meeting on January 22.
- No President-Elect, yet, but all other offices are filled.
- Approved over \$16K of funds, earmarked for specific library programs/needs.

Lori played the Trustee enrichment video that the board had chosen for February, United for Libraries' Short Takes for Trustees: "What it Means to be a Trustee."

Other Reports Notes: None

Public Comment: None

Action Item #1: Donations

MOTION made by A. Merkel, SECONDED by J. Carr to approve the library's January donations. Discussion: None.

All Ayes 6-0

Action Item #2: 2022 Budget Amendment

MOTION made by S. Lackey, SECONDED by A. Merkel to approve the amendment to library's 2022 budget. Discussion: The board wanted it shown what line this roll up issue affected (Staff Development and Travel) and the amount that the error changed the budget by (\$50).

All Ayes 6-0

Action Item #3: Library Closing for Frida Kahlo Exhibit Takedown and Pack-Up

MOTION made by A. Merkel, SECONDED by J. Carr to approve the closing of the library on Thursday, March 17, for the purpose of disassembling of the Frida Kahlo exhibit and repackaging of the exhibit crates. Discussion: None.

All Ayes 6-0

Discussion Item #1: Mobile CDL

Lori sent out the RFP draft to the trustees before the meeting and the process and timeframe of the RFP was discussed. Lori also mentioned that the library hopes to fund-raise over the summer for vehicle \$.

Committee Reports

Policy Committee –

Finance Committee –

Personnel Committee –

Nominating Committee –

Community Outreach Committee –

Public and Board Comment: None

Other Items:

Adjournment:

MOTION made by J. Carr, SECONDED by G. Munce to adjourn the meeting at 8:01 p.m.

All Ayes 6-0

Anne Merkel, Board Secretary

Date

FINANCE REPORTS

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Chelsea District Library

List of Checks for Board Approval

February 2022

Date	Num	Name	Memo	Amount
701 - Personnel Expenses				
701.100 - Wages				
701.120 - Retirement Pick up ER				
02/07/2022	PR 20220211		RETIREMENT - Employer Contribution to retirement ac...	-1,385.81
02/07/2022	20220124	Alerus Financial	2022 - 02/11/2022 PR FLEX TO 457(b)	1,385.81
02/18/2022	PR 20220225		RETIREMENT - Employer Contribution to retirement ac...	-1,385.81
02/22/2022	20220207	Alerus Financial	2022 - 02/25/2022 PR FLEX TO 457(b)	1,385.81
Total 701.120 - Retirement Pick up ER				0.00
701.100 - Wages - Other				
02/07/2022	PR 20220211		WAGES	41,553.44
02/18/2022	PR 20220225		WAGES	41,290.85
Total 701.100 - Wages - Other				82,844.29
Total 701.100 - Wages				82,844.29
701.110 - Retirement-Contributions - EE				
02/07/2022	PR 20220211		RETIREMENT PICK UP - Defcmp 2-457 EE457(b)	-2,215.29
02/07/2022	20220124	Alerus Financial	2022 - 02/11/2022 PR EE PERSONAL CONT	2,215.29
02/18/2022	PR 20220225		RETIREMENT PICK UP - Defcmp 2-457 EE457(b)	-2,215.29
02/22/2022	20220207	Alerus Financial	2022 - 02/25/2022 PR EE PERSONAL CONT	2,215.29
Total 701.110 - Retirement-Contributions - EE				0.00
701.115 - 401A Retirement Matching				
02/07/2022	PR 20220211		401 A MATCHING - Mers ER	1,608.67
02/18/2022	PR 20220225		401 A MATCHING - Mers ER	1,614.41
Total 701.115 - 401A Retirement Matching				3,223.08
701.200 - FICA				
02/07/2022	PR 20220211		FICA EMPLOYER (FICA ER + MED ER)	3,024.86
02/18/2022	PR 20220225		FICA EMPLOYER (FICA ER + MED ER)	3,004.68
Total 701.200 - FICA				6,029.54
701.300 - Flex Benefits				
02/07/2022	PR 20220211		Dep Life (CA & DL & HI) - (Additional Life Ins + Depend...	-9.43
02/07/2022	PR 20220211		Health Insurance - (Medical Insurance)	-1,834.61
02/07/2022	220350053185	Blue Care Network of Michigan	2022 - MAR 2022 MED INS	3,974.99
02/18/2022	PR 20220225		Dep Life (CA & DL & HI) - (Additional Life Ins + Depend...	-9.43
02/18/2022	PR 20220225		Health Insurance - (Medical Insurance)	-1,834.61
02/22/2022	20220210	Unum Life Insurance Co.	2022 Premium MAR	869.72
Total 701.300 - Flex Benefits				1,156.63
701.400 - Unemployment				
02/07/2022	PR 20220211		MICHIGAN SUI - HEARTLAND BEGAN 03/26/21	0.00
02/18/2022	PR 20220225		MICHIGAN SUI - HEARTLAND BEGAN 03/26/21	0.00
Total 701.400 - Unemployment				0.00
Total 701 - Personnel Expenses				93,253.54
727 - Supplies				
727.200 - General Operations				
02/06/2022	88246314	ABSOPURE	2022 - WATER, 5 5-GALLON BOTTLES	38.50
02/22/2022	110689965	Ballard, Linda P.	PLASTIC UTINSELS	13.79
02/22/2022	4718959758	ACCO Brands USA LLC	HOT LAMINATING FILM - 4 ROLLS	118.56
02/23/2022	69738	The Library Network	K95 MASKS	124.80
Total 727.200 - General Operations				295.65
727.300 - Material Processing				
727.320 - Matl Processing Cases				
02/08/2022			L/D SUPPLIES-MATERIALS	0.00
02/08/2022			L/D SUPPLIES - MATERIALS	-38.00
Total 727.320 - Matl Processing Cases				-38.00
727.330 - Matl Processing Other				
02/08/2022	6984270	Demco Inc.	CREDIT FOR MATERIAL RETURNED	-75.35
02/08/2022	1VRX-VW1D-14QD	Amazon Capital Services Inc	LUGGAGE TAGS FOR SPORT PORT	11.99
02/23/2022	7080941	Demco Inc.	MYSTERY LABELS, REDDI CORNERS, REPAIR WIN...	272.58
02/23/2022	597263	BroDart Co. Library Supplies	RECORD CARDS, LETTER SHEET	12.82
02/23/2022	597263	BroDart Co. Library Supplies	CIRC SHIPPING	2.47
Total 727.330 - Matl Processing Other				224.51
727.340 - Repairs				

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Chelsea District Library
List of Checks for Board Approval
February 2022

Date	Num	Name	Memo	Amount
02/08/2022	6964270	Demco Inc.	CREDIT FOR MATERIAL RETURNED	-75.35
Total 727.340 - Repairs				-75.35
Total 727.300 - Material Processing				111.16
727.500 - Cleaning				
727.510 - Cleaning Paper Products				
02/22/2022	110689965	Ballard, Linda P.	PAPER TOWELS NAPKINS	34.87
Total 727.510 - Cleaning Paper Products				34.87
727.520 - Cleaning Supplies				
02/22/2022	110689965	Ballard, Linda P.	WIPES	14.49
02/22/2022	4110453507	Cintas Corporation-300	SOAP	18.76
Total 727.520 - Cleaning Supplies				33.25
727.530 - Cleaning Rugs				
02/22/2022	4110453507	Cintas Corporation-300	RUGS	109.67
Total 727.530 - Cleaning Rugs				109.67
Total 727.500 - Cleaning				177.79
Total 727 - Supplies				584.60
801 - Professional Services				
801.040 - Bookkeeper				
02/07/2022	20220210	Ballard, Kerry	2022 - BOOKKEEPING THRU 02/10/2022	500.00
02/22/2022	20220224	Ballard, Kerry	2022 - BOOKKEEPING THRU 02/24/2022	500.00
Total 801.040 - Bookkeeper				1,000.00
801.041 - Payroll Services				
02/07/2022	PR 20220211		PAYROLL PREPARATION	159.53
02/18/2022	PR 20220225		PAYROLL PREPARATION	179.85
Total 801.041 - Payroll Services				339.38
801.300 - Banking Fees				
801.310 - Bank Fees				
02/28/2022			Service Charge	6.20
Total 801.310 - Bank Fees				6.20
801.315 - Investment Fees				
02/28/2022	INV 220228		investment fees	
Total 801.315 - Investment Fees				0.00
801.340 - Credit Card Fees				
02/18/2022	20220216	Costco Anywhere Visa	LATE FEE	35.15
02/22/2022	110689965	Ballard, Linda P.	LATE FEE	5.95
02/22/2022	20220306	KeyBank	2022 KEYBANK - EXCEEDED LIMIT FEE (DUE TO IN...	39.00
Total 801.340 - Credit Card Fees				80.10
801.360 - Pay Pal Fees				
02/07/2022	PP 220207		\$60 * .0453 = \$2.72 PAYPAL FEE	2.72
Total 801.360 - Pay Pal Fees				2.72
Total 801.300 - Banking Fees				89.02
Total 801 - Professional Services				1,428.40
803 - Maintenance Service Contracts				
803.010 - Maint Svc Contingency				
02/08/2022	1-114844987918	Johnson Controls	2022 - PO 22-222 - FLUE EXHAUST LEAK	2,054.32
Total 803.010 - Maint Svc Contingency				2,054.32
803.100 - Copier				
803.101 - Public Copier				
02/23/2022	5018992926	Wells Fargo Bank, NA	2022 - 02/14 - 03/13/2022 Copier Printer Maintenance ...	229.44
Total 803.101 - Public Copier				229.44
803.102 - Staff Copier				
02/23/2022	5018992926	Wells Fargo Bank, NA	2022 - 02/14 - 03/13/2022 Copier Printer Maintenance ...	625.82
Total 803.102 - Staff Copier				625.82

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Chelsea District Library **List of Checks for Board Approval** **February 2022**

Date	Num	Name	Memo	Amount
803.103 · Small Printer Maintenance				
02/23/2022	5018992926	Wells Fargo Bank, NA	2022 - 02/14 - 03/13/2022 Copier Printer Maintenance ...	175.68
Total 803.103 · Small Printer Maintenance				175.68
Total 803.100 · Copier				1,030.94
803.300 · Technology				
803.350 · Network Equipment				
02/17/2022	18797	KNIGHT TECHNOLOGY GROUP	2021 DATTO BACKUPS INV 18797 - 02/01/2022	1,100.00
Total 803.350 · Network Equipment				1,100.00
803.395 · Website Hosting & Service				
02/07/2022	1000194654	OCLC Inc.	EZ PROXY SOFTWARE SUBSCRIPTION -	669.68
02/22/2022	20220306	KeyBank	2022 LIVESTREAM - MARKETING VIDEO SERVICE ...	499.00
02/22/2022	20220306	KeyBank	2022 SURVEY MONKEY - SERVICE 01/27/22 - 01/26/...	384.00
Total 803.395 · Website Hosting & Service				1,552.68
Total 803.300 · Technology				2,652.68
803.600 · Building Maintenance				
803.605 · Janitorial				
02/06/2022	13726	A Production Cleaning Company Inc.	2022 CLEANING 01/09 - 22/22	1,750.00
02/07/2022	13732	A Production Cleaning Company Inc.	2022 CLEANING 01/23 -02/05/2022	1,750.00
02/22/2022	13761	A Production Cleaning Company Inc.	2022 CLEANING 02-06 - 02/19/2022	1,750.00
Total 803.605 · Janitorial				5,250.00
803.610 · Lawn/Snow Service				
803.611 · Lawn Service				
02/22/2022	2022	Back to Nature Lawn Care	2022 Annual Tree/Shrub/Fertilizer Maint/Pest	1,416.16
Total 803.611 · Lawn Service				1,416.16
803.612 · Snow				
02/06/2022	5599	TIFFANY'S GARDEN LLC	SALT ONLY 01/27/2022	75.00
Total 803.612 · Snow				75.00
Total 803.610 · Lawn/Snow Service				1,491.16
803.620 · Trash				
02/22/2022	20230	City of Chelsea	TRASH - JAN	40.00
Total 803.620 · Trash				40.00
803.870 · Plumbing MA				
02/22/2022	26046	Ken Cook's Plumbing and Heating Inc.	ANNUAL INSPECTION	199.00
Total 803.870 · Plumbing MA				199.00
Total 803.600 · Building Maintenance				6,980.16
Total 803 · Maintenance Service Contracts				12,718.10
850 · Telecommunications				
850.100 · Local & Long Distance Charges				
850.120 · Telephone				
02/22/2022	20220212	Navitas Credit Corp	2022 FEB LEASE CONTRACT 20001159	244.73
02/22/2022	20220315	Navitas Credit Corp	2022 MAR LEASE CONTRACT 20001159	212.81
02/22/2022	20220306	KeyBank	2022 STAR2STAR -VOIP 01/26/22 - 02/25/2022	385.56
Total 850.120 · Telephone				843.10
850.121 · IT Cell Phone				
02/07/2022	9898336807	Verizon Wireless	2021 IT CELL PHONE 12/29 - 01/28/2022	51.13
Total 850.121 · IT Cell Phone				51.13
Total 850.100 · Local & Long Distance Charges				894.23
850.300 · TLN Internet Service				
850.311 · WiFi Hotspots				
02/07/2022	01/21/2022	T-MOBILE	2021 - T-MOBILE HOTSPOTS 12/21 - 01/20/2022	302.16
02/07/2022	9898336807	Verizon Wireless	2021 HOT SPOTS 12/29 - 01/28/2022	576.00
02/22/2022	x02142022	A T & T Mobility	2022 - 02/07 - 03/06/2022	191.20
Total 850.311 · WiFi Hotspots				1,069.36
850.910 · WiFi Hot Spots - Restricted				
02/22/2022	20220306	KeyBank	2022 MOBILE BEACON - NONPROFIT HOTSPOT SV...	3,000.00

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Date	Num	Name	Memo	Amount
Total 850.910 - WiFi Hot Spots - Restricted				3,000.00
Total 850.300 - TLN Internet Service				4,069.36
Total 850 - Telecommunications				4,963.59
880 - Promotional Materials				
880.100 - Advertising				
880.110 - Media Buy				
02/08/2022	25771	Ann Arbor Observer	Display Ad - KAHLO	482.30
02/17/2022	12916-R	The Sun Times	2 COLUMN WR	60.00
02/22/2022	3710	Chelsea Guardian	2022 - AIC AD, 1/8 PAGE, 02/18/2022	50.00
02/22/2022	12957-R	The Sun Times	AIC AD - 1/8TH PAGE	149.00
02/23/2022	PO 22-174	5 Healthy Towns Foundation	2022 BUDGET - TWO ISSUES - SPRING/SUMMER - ...	250.00
Total 880.110 - Media Buy				991.30
880.120 - Misc Advertising				
02/23/2022	PO 22-174	5 Healthy Towns Foundation	2022 BUDGET - TWO ISSUES - SPRING/SUMMER - ...	250.00
Total 880.120 - Misc Advertising				250.00
Total 880.100 - Advertising				1,241.30
880.200 - Publications				
880.220 - Misc Publications				
02/22/2022	261180	Print-tech Inc.	CHANGES TO AIC - SEE PG 5	22.95
Total 880.220 - Misc Publications				22.95
880.240 - Newsletter				
02/22/2022	261180	Print-tech Inc.	2022 SPRING NEWSLETTER	4,397.53
02/22/2022	261180	Print-tech Inc.	2022 SPRING NEWSLETTER - MAILING SERVICES	443.16
Total 880.240 - Newsletter				4,840.69
Total 880.200 - Publications				4,863.64
880.300 - Marketing Supplies				
880.310 - Displays				
02/22/2022	20220306	KeyBank	2022 SIGNS IN 1 DAY - POLYCARBONATE SHEETS	25.00
Total 880.310 - Displays				25.00
880.311 - Exhibits				
02/08/2022	3695	Chelsea Guardian	2022 - 1/8 PAGE KAHLO	50.00
02/08/2022	DB-77987-INV	Dollar Bill Printing	2022 TABLOID POSTERS - FRIDA	29.46
02/22/2022	20220306	KeyBank	2022 BRITTEN - EXHIBIT BANNERS - WEST SIDE	571.89
02/22/2022	20220306	KeyBank	2022 STAPLES - POSTERS - FRIDA	75.99
Total 880.311 - Exhibits				727.34
880.340 - Printed Items / Stationary				
02/08/2022	DB-78121-INV	Dollar Bill Printing	BUSINESS CARDS - VK - 150	27.41
02/08/2022	DB-78121-INV	Dollar Bill Printing	BUSINESS CARDS - SC - 500	46.62
02/08/2022	DB-78121-INV	Dollar Bill Printing	BUSINESS CARDS - EM - 100	23.22
Total 880.340 - Printed Items / Stationary				97.25
Total 880.300 - Marketing Supplies				849.59
880.400 - Program Promotion				
880.410 - Adult Program Promotion				
880.412 - Midwest Literary Walk				
02/22/2022	PO 22-173	MEDROW, ELAINE	MLW CIRCLE STICKERS - REIMBURSEMENT	69.50
Total 880.412 - Midwest Literary Walk				69.50
Total 880.410 - Adult Program Promotion				69.50
880.420 - Youth / Teen Promotion				
880.421 - General Youth/Teen Promotion				
02/22/2022	20220306	KeyBank	2022 FACEBOOK - PRESCHOOL EXPO	10.00
Total 880.421 - General Youth/Teen Promotion				10.00
880.422 - Authors In Chelsea				
02/22/2022	20220306	KeyBank	2022 STAPLES - 11X17 POSTERS OF AUTHORS (3)...	68.36
02/22/2022	20220306	KeyBank	2022 STAPLES - 22X28 POSTERS (2) - AIC	54.00
02/22/2022	20220306	KeyBank	2022 SIGNS IN 1 DAY - AIC FREER BANNER	253.00
02/22/2022	261288	Print-tech Inc.	2022 AIC BROCHURES	689.62

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Date	Num	Name	Memo	Amount
Total 880.422 · Authors in Chelsea				1,064.98
Total 880.420 · Youth / Teen Promotion				1,074.98
Total 880.400 · Program Promotion				1,144.48
880.500 · Purchased Services				
880.510 · General Purchased Services				
02/22/2022	20220306	KeyBank	2022 ADOBE - STOCK DIGITAL IMAGES - 5X\$2.99 EA	14.95
02/22/2022	20220306	KeyBank	2022 ADOBE - STOCK DIGITAL IMAGES - 2X\$2.99 EA	5.98
02/22/2022	20220306	KeyBank	2022 ADOBE - MONTHLY SUBSCRIPTION (10 IMAG...	29.99
Total 880.510 · General Purchased Services				50.92
880.520 · Professional Services				
880.521 · Graphic Design Services				
02/17/2022	0625	MC creative design & photography LLC	0625 - SPRING NEWSLETTER AND SEND PRINT R...	1,600.00
Total 880.521 · Graphic Design Services				1,600.00
880.522 · Photography Services				
02/22/2022	20220101	Burrill Strong Photography	2022 Photography Services (1 of 2)	1,400.00
Total 880.522 · Photography Services				1,400.00
Total 880.520 · Professional Services				3,000.00
Total 880.500 · Purchased Services				3,050.92
Total 880 · Promotional Materials				11,149.93
884 · Programming				
884.110 · Adult Speakers				
884.111 · Midwest Literary Walk				
02/23/2022	CORR 220223		PER SP 2/23 - CHANGE ACCT FROM 884.111 TO 88...	-2,000.00
Total 884.111 · Midwest Literary Walk				-2,000.00
Total 884.110 · Adult Speakers				-2,000.00
884.120 · Adult Supplies				
884.122 · Craft Supplies				
02/22/2022	20220306	KeyBank	2022 MOTAWI TILES - MARCH CLASS	100.00
Total 884.122 · Craft Supplies				100.00
884.126 · General Adult Programs				
02/22/2022	20220306	KeyBank	2022 MOTAWI TILES - MARCH CLASS	500.00
Total 884.126 · General Adult Programs				500.00
Total 884.120 · Adult Supplies				600.00
884.210 · Youth Speakers				
884.211 · Authors in Chelsea				
884.922 · Youth Prog Rest Gifts Authors				
02/08/2022	2488	AUTHORS UNBOUND	KATHERINE ARDEN - 2022 AIC - \$1500 REMAINDE...	1,500.00
02/08/2022	PO 22-140SP	SHORELINE PUBLISHING GROUP LLC	AIC BUCKLEY HONORARIUM (\$2400) + TRAVEL RE...	500.00
Total 884.922 · Youth Prog Rest Gifts Authors				2,000.00
884.211 · Authors in Chelsea - Other				
02/08/2022	PO 22-140SP	SHORELINE PUBLISHING GROUP LLC	AIC BUCKLEY HONORARIUM (\$2400) + TRAVEL RE...	2,451.81
02/23/2022	CORR 220223		PER SP 2/23 - CHANGE ACCT FROM 884.111 TO 88...	2,000.00
Total 884.211 · Authors in Chelsea - Other				4,451.81
Total 884.211 · Authors in Chelsea				6,451.81
884.212 · General Youth Programs				
02/06/2022	PO 22-110JZ	LAW, CHRISTINE M.	YOUTH PROGRAM FACILITATOR - FAMILY YOGA 0...	100.00
02/22/2022	20220306	KeyBank	2022 MICHAELS - GENERAL YOUTH PROGRAM - P...	257.40
Total 884.212 · General Youth Programs				357.40
884.213 · Parenting Programs				
02/06/2022	PO 22-109JZ	KENLEY, HOLLI	02/10 ZOOM - MANAGING SCREEN TIME PROGRAM	225.00
Total 884.213 · Parenting Programs				225.00
Total 884.210 · Youth Speakers				7,034.21
884.220 · Youth Supplies				
884.226 · Summer Reading				

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Chelsea District Library List of Checks for Board Approval February 2022

Date	Num	Name	Memo	Amount
02/22/2022	20220306	KeyBank	2022 ACCUCUT - DIES FOR CUTOUTS FOR SRP	247.50
02/23/2022	1079	SPAD'S TWISTERS SOFT-SERVE ICE CREAM	SUMMER READING PRIZES	700.00
Total 884.226 - Summer Reading				947.50
Total 884.220 - Youth Supplies				947.50
884.270 - Teen Supplies				
884.272 - Teen General Programs				
02/17/2022	1Q8G-X7DD-C74X	Amazon Capital Services Inc	TEEN PROGRAMS GENERAL	174.81
02/18/2022	11RM-4XVF-J1KT	Amazon Capital Services Inc	TEEN PROGRAMS GENERAL	70.78
Total 884.272 - Teen General Programs				245.59
Total 884.270 - Teen Supplies				245.59
884.800 - Exhibits				
884.801 - Exhibits				
02/07/2022	1HYM-7VNC-4JT4	Amazon Capital Services Inc	FRIDA EXHIBIT - SOCKS, DOLL, WALL ART	66.91
02/07/2022	1QJM-QMD4-KL6C	Amazon Capital Services Inc	SUNFLOWERS AND PORTABLE LED LAMPS	154.34
02/18/2022	20220216	Costco Anywhere Visa	EXHIBIT SETUP SUPPLIES	159.29
02/22/2022	20220306	KeyBank	2022 LOS TRES AMIGOS - APPRECIATION - EXHIBIT	60.50
02/22/2022	20220306	KeyBank	2022 CLEARYS - EXHIBIT INSTALLTION - DINNER F...	300.38
02/22/2022	20220306	KeyBank	2022 LOWE'S - FRIDA EXHIBIT SUPPLIES	3.69
02/22/2022	20220306	KeyBank	2022 THOMPSON'S PIZZA - LUNCH FOR WORKERS	123.29
02/22/2022	20220306	KeyBank	2022 ACE HARDWARE - FRIDA EXHIBIT SUPPLIES	48.23
Total 884.801 - Exhibits				916.63
Total 884.800 - Exhibits				916.63
884.920 - Youth Programming Restricted				
884.921 - Youth Prog Rest Gifts Genl				
02/22/2022	20220306	KeyBank	2022 POLLYS - AL FOIL	30.48
Total 884.921 - Youth Prog Rest Gifts Genl				30.48
Total 884.920 - Youth Programming Restricted				30.48
Total 884 - Programming				7,774.41
920 - Utilities				
920.110 - City of Chelsea Water				
02/07/2022	20220203	City of Chelsea-Elect & Water	2022 JAN 12/29/2021 - 01/31/2022 WATER	59.67
Total 920.110 - City of Chelsea Water				59.67
920.120 - City of Chelsea Sewer				
02/07/2022	20220203	City of Chelsea-Elect & Water	2022 JAN 12/29/2021 - 01/31/2022 SEWER	137.68
Total 920.120 - City of Chelsea Sewer				137.68
920.130 - City of Chelsea Electric				
02/07/2022	20220203	City of Chelsea-Elect & Water	2022 JAN 12/29/2021 - 01/31/2022 ELECTRICITY	3,917.32
Total 920.130 - City of Chelsea Electric				3,917.32
920.150 - City of Chelsea Sprinkler				
02/07/2022	20220203	City of Chelsea-Elect & Water	2022 JAN 12/29/2021 - 01/31/2022 SPRINKLER	27.47
Total 920.150 - City of Chelsea Sprinkler				27.47
920.200 - McKune Gas				
02/22/2022	3401549	Constellation NewEnergy-Gas Division LLC	2022 JAN - 12/21 - 01/24/2022	2,098.05
Total 920.200 - McKune Gas				2,098.05
Total 920 - Utilities				6,240.19
960 - Board & Director Expense				
960.100 - Board Expenses				
02/08/2022	20130432	Demco Inc.	BOARD NAMEPLATES	30.73
Total 960.100 - Board Expenses				30.73
960.200 - Director Expense				
02/22/2022	20220306	KeyBank	2022 THE GRATEFUL CROW - ANNUAL REVIEW C...	89.76
02/22/2022	20220306	KeyBank	2022 LOS TRES AMIGOS - MEETING TO DISCUSS J...	44.05
02/22/2022	20220306	KeyBank	2022 CHELSEA VILLAGE FLOWERS - CONGRATUL...	47.40
Total 960.200 - Director Expense				181.21
Total 960 - Board & Director Expense				211.94

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Chelsea District Library
List of Checks for Board Approval
February 2022

Date	Num	Name	Memo	Amount
967 - Equipment				
967.200 - Equipment Software				
02/22/2022	20220306	KeyBank	2022 HR COLLABORATIVE - HR PLAYBOOK 01/03-0...	170.00
02/22/2022	20220306	KeyBank	2022 ZOOM - WEBINAR SOFTWARE 01/24 - 02/23/22	39.50
02/22/2022	20220306	KeyBank	2022 ADOBE - ACROBAT DC ANNUAL ORDER 2022...	190.67
02/22/2022	20220306	KeyBank	2022 INTUIT - QUICK BOOKS ANNUAL SUBSCRIPTI...	370.99
Total 967.200 - Equipment Software				771.16
967.300 - Equipment Furniture & Fixtures				
967.310 - Makerspace Furnishings				
02/22/2022	1PCH-YCGP-LMVG	Amazon Capital Services Inc	MAKER SPACE	6.85
02/22/2022	19R9-NNMX-76JN	Amazon Capital Services Inc	MAKER SPACE	48.92
Total 967.310 - Makerspace Furnishings				55.77
967.330 - Equipment - non-Computer				
02/22/2022	47220	ELM USA Inc	EXTENDED WARRANTY - 3/11/2022 - 03/10/2023	470.00
02/22/2022	47220	ELM USA Inc	EXTENDED WARRANTY - 3/11/2023 - 03/10/2024	470.00
02/23/2022	597263	BroDart Co. Library Supplies	ADMIN SHIPPING - METAL FILE	30.90
Total 967.330 - Equipment - non-Computer				970.90
Total 967.300 - Equipment Furniture & Fixtures				1,028.67
Total 967 - Equipment				1,797.83
969 - Continuing Education Expenses				
969.001 - Travel				
969.100 - Staff Travel				
969.110 - Director Travel				
02/22/2022	20220306	KeyBank	2022 DELTA - PLA - AIRFARE - CORYELL	619.20
Total 969.110 - Director Travel				619.20
969.111 - Asst Director				
02/07/2022	PO 22-218	Ballard, Linda P.	PLA AIR TRAVEL + INS	661.00
Total 969.111 - Asst Director				661.00
969.120 - Information Services				
02/22/2022	20220306	KeyBank	2022 ALIANZ TRAVEL INS - PLA - SOSSI	34.09
02/22/2022	20220306	KeyBank	2022 ALIANZ TRAVEL INS - PLA - HOPKINS	34.09
02/22/2022	20220306	KeyBank	2022 DELTA - PLA - AIRFARE - SOSSI	637.20
02/22/2022	20220306	KeyBank	2022 DELTA - PLA - AIRFARE - HOPKINS	637.20
Total 969.120 - Information Services				1,342.58
Total 969.100 - Staff Travel				2,622.78
Total 969.001 - Travel				2,622.78
969.300 - Memberships				
969.320 - Information Services				
02/22/2022	1157738	American Library Association Membership	2022 - ALA MEMBERSHIPS - DONNELL	150.00
Total 969.320 - Information Services				150.00
969.500 - Institutional Membership				
969.540 - Institutional Member Chamber				
02/22/2022	20220306	KeyBank	2022 CHELSEA AREA CHAMBER OF COMMERCE - ...	100.00
Total 969.540 - Institutional Member Chamber				100.00
Total 969.500 - Institutional Membership				100.00
Total 969.300 - Memberships				250.00
969.600 - Staff Training				
969.620 - Staff In-Service & Appreciation				
02/22/2022	2/22/2022	Coryell, Lori	STAFF APPRECIATION - CAKE	28.99
02/22/2022	20220306	KeyBank	2022 CVS - STAFF APPRECIATION - TREATS	65.32
Total 969.620 - Staff In-Service & Appreciation				94.31
969.940 - Staff Apprec - Restr/Covid-19				
02/22/2022	20220306	KeyBank	2022 SEREPENDIPTY BOOKS - STAFF APPRECIATI...	25.00
Total 969.940 - Staff Apprec - Restr/Covid-19				25.00
Total 969.600 - Staff Training				119.31

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Chelsea District Library
List of Checks for Board Approval
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Date	Num	Name	Memo	Amount
Total 969 - Continuing Education Expenses				2,992.09
982 - Collection Expense				
982.100 - Audio Books				
982.120 - Adult Books on Disc				
02/08/2022	501566473	Midwest Tape	2022 - JAN BOC	164.98
02/08/2022	501566475	Midwest Tape	2022 - DEC BOC	437.89
02/08/2022	501566479	Midwest Tape	2022 - NOV BOC	59.99
02/08/2022	501801068	Midwest Tape	2022 - JAN BOC	270.93
02/08/2022	501801069	Midwest Tape	2022 - DEC BOC	125.97
02/08/2022	501801082	Midwest Tape	2022 - FEB BOC	174.98
02/17/2022	501833107	Midwest Tape	2022 - FEB BOC	124.97
02/17/2022	501662909	Midwest Tape	2022 - DEC BOC	19.98
02/17/2022	501633210	Midwest Tape	2022 - DEC BOC	76.99
02/17/2022	501662908	Midwest Tape	2022 - FEB BOC	94.97
Total 982.120 - Adult Books on Disc				1,551.61
Total 982.100 - Audio Books				1,551.61
982.400 - Non Print				
982.410 - Electronic Products/Subs				
02/08/2022	501629739	Midwest Tape - Hoopla	E-CONTENT - JANUARY	1,426.34
Total 982.410 - Electronic Products/Subs				1,426.34
982.420 - Adult Music on CD				
02/08/2022	501601083	Midwest Tape	2022 - DEC/JAN CDs	46.46
02/17/2022	501633105	Midwest Tape	2022 - OCT/NOV CDs	22.49
02/17/2022	501633108	Midwest Tape	2022 - DEC/JAN CDs	84.67
02/17/2022	501662906	Midwest Tape	2022 - DEC/JAN CDs	68.20
Total 982.420 - Adult Music on CD				221.82
982.460 - DVD Feature				
02/14/2022	501601081	Midwest Tape	2022 - JAN ADULT FEATURE DVDs	226.36
Total 982.460 - DVD Feature				226.36
982.470 - DVD Non-Fiction				
02/14/2022	501601080	Midwest Tape	2022 - JAN ADULT NF DVDs	92.20
Total 982.470 - DVD Non-Fiction				92.20
982.485 - Playaway Views				
02/17/2022	377315	Findaway World, LLC	4 REPLACEMENT LAUNCHPADS, 1 UNDER WARR...	209.97
Total 982.485 - Playaway Views				209.97
982.490 - Videogames				
02/08/2022			L/D VIDEO GAMES	0.00
02/08/2022			L/D VIDEO GAMES	-50.00
Total 982.490 - Videogames				-50.00
Total 982.400 - Non Print				2,126.69
982.500 - Local History Preservation				
982.510 - Local History Preservation				
02/23/2022	22-106GH	DIEFFENWIERTH, PAULINE	SHIPMENT COSTS FOR HISTORICAL CHELSEA PH...	32.20
Total 982.510 - Local History Preservation				32.20
Total 982.500 - Local History Preservation				32.20
982.700 - Print				
982.705 - Adult Print				
982.710 - Adult Large Print				
02/05/2022	57444365	Ingram Library Services	2022 ADULT PRINT LARGE	17.34
02/08/2022	57582328	Ingram Library Services	2022 ADULT PRINT LARGE	31.87
02/08/2022	57582330	Ingram Library Services	2022 ADULT PRINT LARGE	33.43
02/17/2022	57682094	Ingram Library Services	2022 ADULT PRINT LARGE	20.45
02/17/2022	57697543	Ingram Library Services	2022 ADULT PRINT LARGE	16.64
02/17/2022	57758941	Ingram Library Services	2022 ADULT PRINT LARGE	29.03
Total 982.710 - Adult Large Print				148.76
982.720 - Adult Print General				
02/05/2022	57371905	Ingram Library Services	2022 ADULT PRINT GENERAL	13.82
02/05/2022	57388370	Ingram Library Services	2022 ADULT PRINT GENERAL	104.25
02/05/2022	57388373	Ingram Library Services	2022 ADULT PRINT GENERAL	31.46
02/05/2022	57402525	Ingram Library Services	2022 ADULT PRINT GENERAL	14.24

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Chelsea District Library

List of Checks for Board Approval

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Date	Num	Name	Memo	Amount
02/05/2022	57417258	Ingram Library Services	2022 ADULT PRINT GENERAL	34.78
02/05/2022	57417259	Ingram Library Services	2022 ADULT PRINT GENERAL	32.01
02/05/2022	57417260	Ingram Library Services	2022 ADULT PRINT GENERAL	210.84
02/05/2022	57417261	Ingram Library Services	2022 ADULT PRINT GENERAL	16.08
02/05/2022	57431444	Ingram Library Services	2022 ADULT PRINT GENERAL	25.95
02/05/2022	57444360	Ingram Library Services	2022 ADULT PRINT GENERAL	14.63
02/05/2022	57444361	Ingram Library Services	2022 ADULT PRINT GENERAL	36.23
02/05/2022	57444362	Ingram Library Services	2022 ADULT PRINT GENERAL	16.08
02/05/2022	57444363	Ingram Library Services	2022 ADULT PRINT GENERAL	14.82
02/05/2022	57475328	Ingram Library Services	2022 ADULT PRINT GENERAL	19.70
02/05/2022	57475328	Ingram Library Services	2022 ADULT PRINT GENERAL	26.64
02/08/2022	57510305	Ingram Library Services	2022 ADULT PRINT GENERAL	33.68
02/08/2022	57510306	Ingram Library Services	2022 ADULT PRINT GENERAL	17.52
02/08/2022	57510310	Ingram Library Services	2022 ADULT PRINT GENERAL	624.23
02/08/2022	57582326	Ingram Library Services	2022 ADULT PRINT GENERAL	13.80
02/08/2022	57582329	Ingram Library Services	2022 ADULT PRINT GENERAL	41.30
02/08/2022	57582331	Ingram Library Services	2022 ADULT PRINT GENERAL	13.00
02/08/2022			L/D AD PRINT	0.00
02/08/2022			L/D AD PRINT	-59.00
02/17/2022	57594747	Ingram Library Services	2022 ADULT PRINT GENERAL	16.28
02/17/2022	57594748	Ingram Library Services	2022 ADULT PRINT GENERAL	17.38
02/17/2022	57594749	Ingram Library Services	2022 ADULT PRINT GENERAL	74.56
02/17/2022	57639895	Ingram Library Services	2022 ADULT PRINT GENERAL	36.98
02/17/2022	57639896	Ingram Library Services	2022 ADULT PRINT GENERAL	16.29
02/17/2022	57639897	Ingram Library Services	2022 ADULT PRINT GENERAL	10.08
02/17/2022	57639898	Ingram Library Services	2022 ADULT PRINT GENERAL	16.06
02/17/2022	57639900	Ingram Library Services	2022 ADULT PRINT GENERAL	17.39
02/17/2022	57639901	Ingram Library Services	2022 ADULT PRINT GENERAL	43.13
02/17/2022	57639902	Ingram Library Services	2022 ADULT PRINT GENERAL	14.99
02/17/2022	57662087	Ingram Library Services	2022 ADULT PRINT GENERAL	26.61
02/17/2022	57662088	Ingram Library Services	2022 ADULT PRINT GENERAL	15.19
02/17/2022	57662089	Ingram Library Services	2022 ADULT PRINT GENERAL	17.38
02/17/2022	57662090	Ingram Library Services	2022 ADULT PRINT GENERAL	32.57
02/17/2022	57662091	Ingram Library Services	2022 ADULT PRINT GENERAL	32.37
02/17/2022	57662092	Ingram Library Services	2022 ADULT PRINT GENERAL	13.20
02/17/2022	57697542	Ingram Library Services	2022 ADULT PRINT GENERAL	16.30
02/17/2022	57746875	Ingram Library Services	2022 ADULT PRINT GENERAL	182.08
02/17/2022	57746876	Ingram Library Services	2022 ADULT PRINT GENERAL	22.69
02/17/2022	57746877	Ingram Library Services	2022 ADULT PRINT GENERAL	16.09
02/17/2022	57746878	Ingram Library Services	2022 ADULT PRINT GENERAL	22.00
02/17/2022	57758938	Ingram Library Services	2022 ADULT PRINT GENERAL	27.85
02/17/2022	57758939	Ingram Library Services	2022 ADULT PRINT GENERAL	12.82
02/17/2022	57758943	Ingram Library Services	2022 ADULT PRINT GENERAL	11.76
02/17/2022	57758944	Ingram Library Services	2022 ADULT PRINT GENERAL	10.84
Total 982.720 · Adult Print General				2,018.95
982.730 · Adult Ref.				
02/05/2022	57388372	Ingram Library Services	2022 ADULT REF	28.85
Total 982.730 · Adult Ref.				28.85
982.740 · Multiple Book Copies				
02/08/2022	57510309	Ingram Library Services	2022 MULT BOOK COPIES	34.23
Total 982.740 · Multiple Book Copies				34.23
Total 982.705 · Adult Print				2,230.79
982.755 · Youth Print				
982.760 · Youth Print General				
02/05/2022	57348377	Ingram Library Services	2022 YOUTH PRINT GENERAL	10.29
02/05/2022	57371901	Ingram Library Services	2022 YOUTH PRINT GENERAL	159.67
02/05/2022	57371902	Ingram Library Services	2022 YOUTH PRINT GENERAL	36.50
02/05/2022	57371903	Ingram Library Services	2022 YOUTH PRINT GENERAL	13.64
02/05/2022	57371904	Ingram Library Services	2022 YOUTH PRINT GENERAL	3.09
02/05/2022	57371906	Ingram Library Services	2022 YOUTH PRINT GENERAL	9.89
02/05/2022	57388369	Ingram Library Services	2022 YOUTH PRINT GENERAL	6.38
02/05/2022	57388371	Ingram Library Services	2022 YOUTH PRINT GENERAL	10.03
02/05/2022	57402524	Ingram Library Services	2022 YOUTH PRINT GENERAL	4.59
02/05/2022	57417256	Ingram Library Services	2022 YOUTH PRINT GENERAL	17.18
02/05/2022	57417257	Ingram Library Services	2022 YOUTH PRINT GENERAL	11.03
02/08/2022	57444359	Ingram Library Services	2022 YOUTH PRINT GENERAL	8.58
02/08/2022	57444364	Ingram Library Services	2022 YOUTH PRINT GENERAL	14.83
02/08/2022	57444366	Ingram Library Services	2022 YOUTH PRINT GENERAL	14.22
02/08/2022	57475327	Ingram Library Services	2022 YOUTH PRINT GENERAL	22.69
02/08/2022	57510304	Ingram Library Services	2022 YOUTH PRINT GENERAL	10.78
02/08/2022	57510307	Ingram Library Services	2022 YOUTH PRINT GENERAL	10.78
02/08/2022	57510308	Ingram Library Services	2022 YOUTH PRINT GENERAL	14.08

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Chelsea District Library
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Date	Num	Name	Memo	Amount
02/08/2022			L/D Y/T PRINT	0.00
02/08/2022			L/D Y/T PRINT	-41.97
02/17/2022	2036474813	Baker & Taylor - Unlabeled Juvenile	2022 UNLABELED JUVENILE	106.75
02/17/2022	2036475044	Baker & Taylor - Unlabeled Juvenile	2022 UNLABELED JUVENILE	80.49
02/17/2022	57582325	Ingram Library Services	2022 YOUTH PRINT GENERAL	16.29
02/17/2022	57582327	Ingram Library Services	2022 YOUTH PRINT GENERAL	9.33
02/17/2022	57662093	Ingram Library Services	2022 YOUTH PRINT LARGE	10.44
Total 982.760 - Youth Print General				559.58
Total 982.755 - Youth Print				559.58
Total 982.700 - Print				2,790.37
982.910 - Adult Collection Restricted				
02/17/2022	57746879	Ingram Library Services	2022 ADULT COLLECTION RESTRICTED	8.80
Total 982.910 - Adult Collection Restricted				8.80
Total 982 - Collection Expense				6,509.67
TOTAL				149,624.29

Chelsea District Library Donation and Restricted

February 2022

	Feb 22	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
674 · Contribution & Donation			
674.100 · Designated Adult Collection	0	0	0
674.110 · Designated Adult Programming	0	0	0
674.111 · Designated Youth Programming	250	0	250
674.112 · Designated Music Focus Programs	0	0	0
674.120 · Undesignated Donation	110	0	110
674.121 · Annual Giving	0	0	0
674.141 · Designated Technology	0	0	0
674.150 · Continuing Education Restricted	0	0	0
Total 674 · Contribution & Donation	360	0	360
675 · Private Grant Sources			
675.100 · Community Found Southeast MI	0	0	0
675.400 · Chelsea Ed Foundation	0	0	0
Total 675 · Private Grant Sources	0	0	0
Total Income	360	0	360
Gross Profit	360	0	360
Expense			
803 · Maintenance Service Contracts			
803.900 · Maint Service Contacts Restrict	0	0	0
Total 803 · Maintenance Service Contracts	0	0	0
850 · Telecommunications			
850.300 · TLN Internet Service			
850.910 · WIFI Hot Spots - Restricted	3,000	0	3,000
Total 850.300 · TLN Internet Service	3,000	0	3,000
Total 850 · Telecommunications	3,000	0	3,000
884 · Programming			
884.210 · Youth Speakers			
884.211 · Authors in Chelsea			
884.922 · Youth Prog Rest Gifts Authors	2,000	0	2,000
884.953 · Youth Prog Rest Chelsea Ed Foun	0	0	0
Total 884.211 · Authors in Chelsea	2,000	0	2,000
Total 884.210 · Youth Speakers	2,000	0	2,000
884.400 · Music Focus			
884.962 · Music in the Air - Restricted	0	0	0
Total 884.400 · Music Focus	0	0	0
884.500 · Artist In Residence			
884.970 · Artist in Residence Restricted	0	0	0
Total 884.500 · Artist In Residence	0	0	0
884.910 · Adult Programming Restricted			
884.911 · Adult Prog Rest Gifts Comedy Sh	0	0	0
884.914 · Adult Prog Rest Gifts MWest LW	0	0	0
884.915 · Aud Prg. Rst. Gifts Purple Rose	0	0	0

Chelsea District Library
Donation and Restricted
February 2022

	<u>Feb 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Total 884.910 · Adult Programming Restricted	0	0	0
884.920 · Youth Programming Restricted			
884.921 · Youth Prog Rest Gifts Genl	30	0	30
884.923 · Youth Prog Rest Gifts SRP	0	0	0
Total 884.920 · Youth Programming Restricted	30	0	30
Total 884 · Programming	2,030	0	2,030
969 · Continuing Education Expenses			
969.600 · Staff Training			
969.940 · Staff Apprec - Restr/Covid-19	25	0	25
Total 969.600 · Staff Training	25	0	25
Total 969 · Continuing Education Expenses	25	0	25
982 · Collection Expense			
982.910 · Adult Collection Restricted	9	0	9
982.920 · Youth Collection Restricted	0	0	0
Total 982 · Collection Expense	9	0	9
Total Expense	5,064	0	5,064
Net Ordinary Income	(4,704)	0	(4,704)
Net Income	(4,704)	0	(4,704)

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

	TOTAL				
	Jan 22	Feb 22	Jan - Dec 22	Budget	% of Budget
Ordinary Income/Expense					
Income					
402 · District Revenue	796,508	995,920	1,765,721	1,934,733	(169,012) 91%
501.001 · Grants	0	0	0	1,000	(1,000) 0%
540.100 · State Aid	0	0	57,264	67,000	(9,736) 85%
574.100 · Penal Fines	0	0	0	7,000	(7,000) 0%
607.100 · Non-Resident Fees	0	125	125	3,000	(2,875) 4%
607.200 · ILL Fees	0	0	0	600	(600) 0%
645.100 · Copiers & Printers	0	345	345	4,500	(4,155) 8%
665.100 · Interest	25	26	51		
666.100 · Investment Earnings	8	11	19	30,000	(29,981) 0%
666.500 · Investment Change in Value	(8,359)	(4,694)	(13,053)		
674 · Contribution & Donation	4,025	360	5,885	33,915	(28,030) 17%
675 · Private Grant Sources	0	0	0	8,500	(8,500) 0%
Total Income	792,207	992,093	1,816,357	2,090,248	(273,891) 87%
Gross Profit	792,207	992,093	1,816,357	2,090,248	(273,891) 87%
Expense					
701 · Personnel Expenses	82,536	93,254	175,790	1,265,279	(1,089,489) 14%
727 · Supplies	1,413	585	2,110	32,935	(30,825) 6%
801 · Professional Services	1,353	1,428	2,781	59,980	(57,199) 5%
803 · Maintenance Service Contracts	7,628	12,718	23,501	180,055	(156,554) 13%
850 · Telecommunications	1,954	4,964	6,918	43,350	(36,432) 16%
880 · Promotional Materials	1,760	11,150	12,910	72,840	(59,930) 18%
884 · Programming	7,371	7,774	20,661	124,235	(103,574) 17%
885 · Volunteer	0	0	0	2,500	(2,500) 0%
920 · Utilities	0	6,240	6,240	62,000	(55,760) 10%
960 · Board & Director Expense	0	212	212	3,800	(3,588) 6%
965 · Automation Services	13,850	0	13,850	43,827	(29,977) 32%
967 · Equipment	274	1,798	2,072	39,450	(37,378) 5%
969 · Continuing Education Expenses	720	2,992	3,812	26,528	(22,716) 14%
980 · Capital Expense	0	0	0	70,083	(70,083) 0%
982 · Collection Expense	6,684	6,510	13,228	181,630	(168,402) 7%
Total Expense	125,543	149,625	284,085	2,208,492	(1,924,407) 13%
Net Ordinary Income	666,664	842,468	1,532,272	(118,244)	1,650,516
Net Income	666,664	842,468	1,532,272	(118,244)	1,650,516

Chelsea District Library
Profit & Loss Prev Year Comparison
January through February 2022

	Jan - Feb 22	Jan - Feb 21	\$ Change	% Change
Ordinary Income/Expense				
Income				
402 · District Revenue				
402.300 · Dexter Township	300,636.85	297,509.10	3,127.75	1.05%
402.400 · Lima Township	262,601.05	225,525.78	37,075.27	16.44%
402.500 · Lyndon Township	319,984.08	306,381.76	13,602.32	4.44%
402.600 · Sylvan Township	407,741.54	218,441.10	189,300.44	86.66%
402.700 · City Taxes	501,464.84	268,337.58	233,127.26	86.88%
Total 402 · District Revenue	1,792,428.36	1,316,195.32	476,233.04	36.18%
606.000 · Misc Income & Refunds	0.00	0.00	0.00	0.0%
607.100 · Non-Resident Fees	125.00	0.00	125.00	100.0%
645.100 · Copiers & Printers	344.60	0.00	344.60	100.0%
665.100 · Interest	50.85	57.51	-6.66	-11.58%
666.100 · Investment Earnings	18.36	1,284.00	-1,265.64	-98.57%
666.500 · Investment Change in Value	-13,053.15	-8,629.55	-4,423.60	-51.26%
674 · Contribution & Donation				
674.110 · Designated Adult Programming	1,000.00	0.00	1,000.00	100.0%
674.111 · Designated Youth Programming	2,250.00	0.00	2,250.00	100.0%
674.112 · Designated Music Focus Programs	0.00	2,000.00	-2,000.00	-100.0%
674.120 · Undesignated Donation	410.00	820.00	-410.00	-50.0%
674.141 · Designated Technology	0.00	2,000.00	-2,000.00	-100.0%
674.150 · Continuing Education Restricted	725.00	600.00	125.00	20.83%
Total 674 · Contribution & Donation	4,385.00	5,420.00	-1,035.00	-19.1%
Income	1,784,299.02	1,314,327.28	469,971.74	35.76%
Gross Profit	1,784,299.02	1,314,327.28	469,971.74	35.76%
Expense				
701 · Personnel Expenses	175,789.52	168,582.71	7,206.81	4.28%
727 · Supplies	1,997.58	1,296.99	700.59	54.02%
801 · Professional Services	2,781.46	13,046.62	-10,265.16	-78.68%
803 · Maintenance Service Contracts	20,346.04	15,041.52	5,304.52	35.27%
850 · Telecommunications	6,917.97	1,855.98	5,061.99	272.74%
880 · Promotional Materials	12,909.73	8,284.49	4,625.24	55.83%
884 · Programming	15,145.21	15,291.62	-146.41	-0.96%
920 · Utilities	6,240.19	3,969.85	2,270.34	57.19%
960 · Board & Director Expense	211.94	-157.01	368.95	234.99%
965 · Automation Services	13,850.21	3,495.00	10,355.21	296.29%
967 · Equipment	2,071.63	1,962.16	109.47	5.58%
969 · Continuing Education Expenses	3,712.09	943.46	2,768.63	293.46%
982 · Collection Expense	13,193.96	12,066.28	1,127.68	9.35%
Total Expense	275,167.53	245,679.67	29,487.86	12.0%
Net Ordinary Income	1,509,131.49	1,068,647.61	440,483.88	41.22%
Net Income	1,509,131.49	1,068,647.61	440,483.88	41.22%

7.0

CHELSEA DISTRICT LIBRARY

Fund Balances

February 28, 2022

General Fund

LOCAL BANKS BALANCES

Checking Account/ Chelsea State Bank	001.001			
Paypal Account	003.002			
Cash on Hand				
		\$732,379.35	\$149,149.66 *	\$881,529.01
		\$0.00	\$0.00	\$0.00
		<u>\$732,379.35</u>	<u>\$149,149.66</u>	<u>\$881,529.01</u>

Ameriprise Account

Fixed Income Fund	017.003	\$1,531,650.65	-\$4,683.53 **	\$1,526,967.12
Money Market Fund	017.004	\$100,000.00	\$700,000.00	\$800,000.00
		<u>\$1,631,650.65</u>	<u>\$695,316.47</u>	<u>\$2,326,967.12</u>

Investment Partners Total

Total General Fund

		<u>\$2,364,030.00</u>	<u>\$844,466.13</u>	<u>\$3,208,496.13</u>
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Debt Service Fund

Bond Debt Retirement Fund Checking	003.008	<u>500523.49</u>	<u>\$253,260.46</u>	<u>\$753,783.95</u>
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8.1

Ameriprise 02/28/2022

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*
12/31/21							\$1,640,001.91
01/31/22	\$1,640,001.91	\$0.00	\$7.54				\$1,631,650.65
02/28/22	\$1,631,650.65	\$0.00	\$10.82				\$1,626,967.12
03/31/22	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00
04/30/22	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00
05/31/22	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00
06/30/22	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00
07/31/22	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00
08/31/22	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00
09/30/22	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00
01/10/22	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00
11/30/22	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00
12/31/22	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00
Balance		\$0.00	\$18.36	\$0.00	\$0.00	-\$13,053.15	\$0.00

017.003 + 017.004

666.100

666.500

017.003+017.004

*Should match Ameriprise Statement

** Includes \$100,000 remainder from 2021 - Transferred \$700,000 in and transferred out \$600,000.

**** Ameriprise includes this \$100,000 remainder from 2021 in their beginning account balance.**

2022	1/31/2021	12/31/2021	1/31/2022	2/28/2022	YTD Totals
Source	Amount	Amount	Amount	Amount	Amount
General Fund	\$600,000	\$600,000	\$600,000	\$600,000	
General Fund	\$254,646	\$254,646	\$254,646	\$254,646	
General Fund	\$66,000	\$66,000	\$66,000	\$66,000	
General Fund	\$300	\$300	\$300	\$300	
Cap Improvement Fund	\$155,274	\$155,274	\$155,274	\$155,274	
Infinex Money Market Fund	\$1,737	\$1,737	\$1,737	\$1,737	
Total Investment	\$1,077,957	\$1,077,957	\$1,077,957	\$1,077,957	

Date	Value	Value	Value	Value	YTD	Value
Beginning balance (017.004)	\$1,539,487	2,043,911	1,640,102	1,231,751		\$2,039,512
Invested	\$1,077,957	1,077,957	1,077,958	1,077,958		
Cumulative Fund Increase 6/2009 – 12/31/2020	\$511,966	511,966	511,966	511,966		
2022 Earnings ** (666.100)	\$4	8	8	11	Earnings	\$18
2022 Valuation (666.500)	-\$3,861	-3,817	-8,359	-4,694	Valuation	-\$13,053
2022 YTD Valuation - gain/loss	-\$3,861	-32,277	-8,351	-4,684		
2022 Monthly change - Net of earnings and valuation	-\$3,856	-3,809	-8,351	-4,684		
2022 FY Cumulative Change (Current Year)	-\$3,856	615	-8,351	-4,684	YTD Cumulative	-\$8,351
Withdrawal (-) / Deposit (+)	\$0	-200000	0	700000	MMF from OC	\$800,000

Fund	Value	Value	Value	Value		
Capital Reserve Fund	\$890,100	890,100	890,100	890,100		
Capital Improvement Fund	\$100,000	100,000	100,000	100,000		
General Fund from Investment	\$37,421	137,421	-261,964	-670,315		
Investment Services Fund						
(Interest - Fees + Change in Value)	\$508,110	512,581	503,615	507,282		
Ending Balance	\$1,535,631	1,640,102	1,231,751	827,067	Ending Balance	1,640,102

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 2022 - REV 2.0 at 01/31/2022

Cash Flow Projections	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Year's Total
Beginning Balance	\$269,914	\$613,972	\$1,159,731	\$1,332,783	\$1,403,429	\$1,228,330	\$1,151,505	\$972,487	\$801,888	\$617,877	\$452,519	\$299,485	\$1,175,051
Projected Total CDL Income	\$773,232	\$670,569	\$218,375	\$41,554	\$9,353	\$92,440	\$5,653	\$44,319	\$5,265	\$4,568	\$4,785	\$259,701	\$1,175,051
Income, % by month	35.6%	30.6%	10.0%	2.8%	0.4%	4.3%	0.3%	3.1%	0.4%	0.7%	0.7%	11.9%	100.0%
Projected Total CDL expenditures	\$192,477	\$160,020	\$209,325	\$180,480	\$184,432	\$169,265	\$184,672	\$234,330	\$192,376	\$169,825	\$157,619	\$162,641	\$1,391,102
Expense, % by month	8.6%	7.3%	9.5%	8.2%	8.4%	7.7%	8.4%	10.6%	8.7%	7.7%	7.7%	7.4%	100.0%
Net Projected Cash Flow	\$580,755	\$510,549	\$950,406	\$1,152,303	\$1,175,100	\$1,059,065	\$966,833	\$738,157	\$609,512	\$448,052	\$294,900	\$136,844	\$1,175,051
Ending balance	\$269,914	\$613,972	\$1,159,731	\$1,332,783	\$1,403,429	\$1,228,330	\$1,151,505	\$972,487	\$801,888	\$617,877	\$452,519	\$299,485	\$1,175,051

Monthly Income & Expenses

Income	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Year's Total
Gross Income (CDL + CDL Bond)	\$21,328.46	1,254,808.05											2,074,332.51
Income to CDL Bond (Bond CR - I)	195,070.49	257,357.63											452,428.12
Income to CDL	\$21,328.46	\$97,450.42											\$1,175,051
Other Income PPT & PP													\$0.00
Net Income to CDL	\$21,328.46	\$97,450.42											\$1,175,051

Expenses	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Year's Total
Expenses - Gross	\$58,751.00	1,105,452.19											1,464,203.19
record MMF movement here		700,000.00											700,000.00
less Transfers to CDL Debt	195,070.49	257,357.63											452,428.12
Acct Fees (Interest is in Income)	\$8.60	6.29											\$14.89
Other													\$0.00
Net Total Expenses	\$163,899.11	\$842,805.78											\$1,011,898.37

CDL Cash Flow	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Year's Total
Beginning balance	269,914.47	733,379.35											2,175,054.00
Income	626,454.97	997,450.42											2,064,918.00
Money Market Flow	0.00	0.00											0.00
Expenditures	163,699.11	842,805.78											1,011,898.37
Net cash flow	462,755.86	149,149.56											613,064.63
Ending balance	732,670.33	882,518.91											2,175,054.00

CDL Bond Cash Flow	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Year's Total
Beginning Balance	305,434.66	500,523.49											805,958.15
Total Income	195,070.49	257,357.63											452,428.12
Acct Interest (fees)	18.34	24.31											42.65
Expenditures	4,121.48	4,121.48											8,242.96
Net cash flow	190,928.81	253,260.44											444,191.29
Ending balance	500,523.49	753,783.93											1,250,185.96

NUMBERS FROM BUDGET
CALCULATED ESTIMATES BASED ON BUDGET
HISTORICAL %

CDL DEBT		Other Income	Process	Location
			Capital Improvement Funds - add when transferred	Investment Account
	\$40,000		Investment Interest - add when transferred	Investment Account
			Capital Reserve FundsNet	Investment Account
			Money from 2019 Budget - when included in Balance Fwd	Checking Account

Income (CDL OC less transfers to CDL Debt) See also 2011=>2013=>Cash Flow report in QB) or Bank rec balances

Procedure: From Bank Statements

1. Confirm beginning balances:
 - A. CDL - CDL Cash Flow. Opening cash on hand on line 1 (line 40). This should equal CSB beginning balance.
 - B. CDL Bond - CDL Bond Cash Flow. Opening cash on hand on line 1 (line 50). This should equal the CSB Debt beginning balance.
2. CDL Income and Expenses - from CDL statement enter:
 - A. Enter "Deposits and other Credits" from CDL Bank Stmt in INCOME Goes on line 20
 - B. Enter "Cycle Service Charge"
3. From CDL Bond:
 - A. Enter "Deposits and other Credits" from CDL Bank Stmt
 - B. Enter "Cycle Service Charge" Interest

DIRECTOR'S REPORT

Library Director's Report

Respectfully submitted for March 22 board meeting

Staff Announcements

January Work Anniversaries

Administrative Assistant Chris Berggren, four years on January 3

Youth Librarian Jessica Zubik, seven years on January 13

February Work Anniversaries

Teen Librarian Stacey Comfort, three years on February 11

Head of Circulation Terri Lancaster, 21 years on February 12

Creative & Graphic Assets Manager Elaine Medrow, two years on February 29

CDL and COVID-19

On February 25, the CDC came out with updated guidelines for mask wearing based on community/county COVID-19 levels. Levels can be low, medium, or high and are determined by looking at hospital beds being used, hospital admissions, and the total number of new COVID-19 cases in an area. Washtenaw County's level is currently Medium. Based on this, wearing masks indoors is no longer recommended but we are advised that people may choose to wear masks at any time, and that people with symptoms, a positive test, or exposure to someone with COVID-19 should wear a mask. Currently, staff are no longer required to wear masks. We will continue to provide masks for staff and the public until current supplies run out. Staff are welcome to wear personal masks, too, if they are more comfortable doing that.

Short Takes for Trustees Schedule

March	Board Ethics
April	Board Meetings
May	Succession Planning and New Board Orientation
June	Library Policies
July	Working with Friends
August	Library Advocacy
September	Board Self Evaluation
October	Evaluation the Director
November	Strategic Planning

External Issues Impacting 2022 Budget Expenses

Inflation, international events, and strained supply chains are contributing to unanticipated increases in some of CDL's 2022 expense lines. Maintenance services and printing costs are just two of the areas that have seen rising – and unexpected – costs. We are monitoring the situation and will keep the Board informed when necessary.

Mobile CDL RFP Important Dates

March 1, 2022	RFP available on website and sent to vendor list
April 1, 2022	Proposals due by 4 PM
April 4, 2022	Proposals opened and reviewed by Mobile CDL Team

Week of April 25, 2022	Mobile CDL Team discusses and scores proposals
April 28, 2022	Mobile CDL Team proposal selection for Board approval
May 2, 2022	Special meeting of Board to discuss and approve final award

The Mobile CDL Team will consist of the Board's Community Outreach Committee (G. Munce (chair), A. Merkel, C. Taylor), L. Coryell (Library Director), and L. Ballard (Library Assistant Director).

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

Rotary meetings (February 1, 15, 22)

Library of Michigan Directors' Zoom (February 11)

Meeting on grant possibility – R. Ryan & T. Graham (February 11)

Friends Meeting (February 8 via Zoom)

Chelsea Senior Center Community Quilt update (February 15)

Cathy Lancaster, Library of Michigan's Youth Services Coordinator (February 22)



STATE OF MICHIGAN
OFFICE OF THE GOVERNOR
LANSING

GRETCHEN WHITMER
GOVERNOR

GARLIN GILCHRIST II
LT. GOVERNOR

March 1, 2022

Chelsea District Library
221 South Main Street
Chelsea, MI 48118

Dear Friends,

Happy March is Reading Month! Let's celebrate all the wonderful libraries across Michigan that provide Michiganders of all ages with resources, knowledge, and fellowship. Your service to your community is invaluable and has the potential to change lives.

Throughout history, libraries have been beacons of knowledge. The Chelsea District Library is no different, providing events, books, and programs for people of all ages. Libraries plant seeds of inspiration in our young people and create a nurturing environment for their ideas to grow. It is incumbent on all of us to work together to ensure our communities succeed, which is why we are thankful for Chelsea District Library and the library professionals, staff, and volunteers who go above and beyond to make a real difference in people's lives.

Thank you always for your hard work, and especially throughout these past two years. Not only have you continued to provide traditional resources, but libraries across Michigan have stepped up as crucial institutions in the coordination of public health programs. From COVID testing and vaccination to COVID-related information, libraries have continued to meet the ever-changing needs of their communities, supporting not only strong minds, but strong bodies too. I am so proud to work alongside you as we build a brighter future for all Michiganders.

Again, wishing everyone at the Chelsea District Library a happy March is Reading Month! I send my best wishes for a successful next chapter.

Sincerely,

A handwritten signature in black ink, appearing to read "Gretchen Whitmer".

Gretchen Whitmer
Governor of Michigan

**Chelsea District Library
Assistant Director's Report
February 2022**

Facility update

HVAC- we will only need to replace one of the two condenser motors I mentioned last month and we are waiting to be scheduled at this point.

Teenspace ceiling- due to staffing shortages, our painting contractor will not be able to get to our job until early April. It is not leaking so waiting should not be an issue.

LED bulb situation- still in process. The surge suppressor that was put on two of the lighting circuits seems to be working but we are going to give it another 30-60 days to be sure.

Spring means we can get to some of the outside projects so I have contractors coming to give us quotes on some minor concrete repairs on the McKune steps and porch, the north portico walkway, the front parking lot walkway, and the staff brick patio. Six of the eight columns on the McKune side porches are showing signs of rot at their bases so we will replace them with Azec like we did with the lower porch handrail posts.

We had our annual plumbing inspection this month and no major issues were noted. I also met with our janitorial contractor to review their work and areas we felt could use improvement.

Staffing/Training

Our all-staff meeting was canceled this month due to heavy snow the night before and a late opening on what would have been the meeting day. We had scheduled a visit from our MERS representative so we rescheduled her for March.

The annual Public Library Association conference will be held in Portland, OR the third week of March. It will be in-person for the first time in two years but proof of vaccination and masking will be required. Lori, Gabrielle, Catherine, and myself will be attending.

Budget- believe it or not, we start the 2023 budget process in March so I am getting myself psyched-up to get our working document ready to make available to managerial staff. We are experiencing higher than budgeted expenses in many budget categories due to pandemic related issues- staffing and/or supply chain- so that could be challenging as we try to determine 2023 costs nine months out.

Volunteers- we had 186.75 total hours in Feb: 138.5 book sale volunteer, 48.25 non-book sale.

Respectfully submitted-

Linda Ballard

Assistant Director

While the first two weeks of February remained virtual, and the presence of the Frida Kahlo exhibit means that our programming rooms were limited and thus more programs were done remotely, we still saw excellent engagement with the library this month. Librarians observed numerous patrons of all ages visiting the library specifically to see the Frida Kahlo exhibit, and we've noticed a return of teens and tweens visiting during the after school hours. In person participation is still lower than pre-pandemic, but as cases fall we hope to see that trend reversed.

- Frida Kahlo's Garden opened this month. In addition to the remote programs (including online Watercolor and Gardening programs) we were pleased to host three visits from a Chelsea area preschool! Three and four year old preschoolers visited the library with their parents, siblings, and teachers for a Frida themed storytime. Edith and Jessica read aloud, showed off a silk flower and Frida doll, and sent students home with a take home portrait craft. These crafts and pictures from the day are now featured on the CDL art website.
- We had a visit from the Library of Michigan. Cathay Lancaster and Barb Williams visited for a tour of the youth area and the Ingenuity Engine, as well as to see the Frida Kahlo display. They left us with resources for improving our training on Mel databases and storytimes, and we left them with a wonderful impression of CDL.
- Librarians continued spring and summer program planning. Jessica Zubik and Stacey Comfort continued to develop the youth and teen summer reading challenge. We secured several donations for this year's program.
- Washtenaw Reads wrapped up. We learned that over 200 patrons attended the live zoom webinar, with approximately 50 views of the recorded event. Regular print copies checked out 115 times, large print 14 times, ebook 6 times and audiobook 9 times.
- Midwest Literary Walk planning also continues. We secured all three authors and met with marketing to finalize promotions. We also met with Serendipity and Literati to coordinate event sales.

Program Attendance

Date	Program	In-Person	Live	Recorded	Kits
Adult Programs					
2/1/2022	Reading Glasses Book Club		4		
2/8/2022	DIA Presents: In the Garden		30		
2/12/2022	Purple Rose Reading		75		
2/16/2022	Washtenaw Reads Book Club	3			
2/22/2022	Writing Workshop pt 2		7		

Information Services Report: February 2022
Shannon Powers, Head of Information Services

2/24/2022	Online! Painting Watercolor Flowers		40	10	
Adult Program Totals		3	156	10	0
Early Literacy Programs					
2/9/2022	Zoom Storytime		26		
2/16/2022	Zoom Storytime		12		
Early Literacy Program Totals			38		
Youth Programs					
2/5/2022	Preschool Expo		15	20	
2/9/2022	The Frame Part1		12		12
2/10/2022	Managing Screen Time and Social Media Use		6	10	
2/10/2022	Early Literacy at Home Kits				30
2/14/2022	After School Science Snacks		4		
2/15/2022	Family Yoga in Frida's Garden	7			
2/16/2022	The Frame Part 2		12		
2/22/2022	Co-op Preschool Exhibit Tour	23			
2/22/2022	Co-op Preschool Exhibit Tour	11			
2/23/2022	Family Read Aloud Book Club				
2/23/2022	Co-op Preschool Exhibit Tour	31			
2/24/2022	Early Literacy at Home Kits				30
Youth Program Totals		72	49	30	72
Teen Programs					
2/21/2022	Teen Book Club: Hitchhiker's Guide	6			
2/25/2022	PWNED Gaming Club	4			
Teen Program Totals		10	0	0	0
Awareness and Outreach					
2/9/2022	AIC video @ SME (in place of classroom visits)		110		
2/10/2022	Silver Maples Book Club	15			
2/17/2022	Pines Book Club	9			
2/25/2022	6th Grade Class Visit: Doma 1	60			
Awareness and Outreach Program Totals		84	110	0	0

Reference, Collections, Deliveries, and Other

Services	February 2022
Reference Questions	1495
Homebound & Deposit Book Deliveries	32
OCLC Interlibrary Loan	16

Information Technology News

Respectfully Submitted
by Scott Rakestraw

INGENUITY ENGINE ROOM NEWS

Stacey Comfort engineered tours of the IE for about forty 6th grade students from Beech Middle school. Stacey's also booked about double that number of students for Maker Space tours next month!!

- 50 Visitors
 - 21 Maker Projects
- 10 Tours
 - 8 Computer Help Sessions



Resin 3D Printer



Resin Curing Station



We had our first Super8 film conversion this month. A patron had some old family movies and was able convert them to digital video clips.

CHELSEA SENIOR CENTER

	TRIPS	ON-SITE HRS	TOTAL HOURS
JAN	4	10	12
FEB	7	18	24

We're getting quickly acclimated to the technology environment at the Chelsea Senior Center. Thanks to the expert orientation and training demos with Gary Munce. We're repurposing computers, adding staff user accounts and providing direct support for their Zoom events like the Wellness Fitness and Tai-Chi classes.

Now that Covid conditions have improved, we'll also be looking to resume our Senior out-reach programs for UMRC and Dancey House.

STATS

OFF THE CHARTS!

ONLINE DATABASE USE JAN/FEB

JAN	Rank	Link Name	Clicks	Uniques
3	1	Home Work Help Now Home	68	68
2	2	Consumer Reports	48	40
5	3	Sun Times News	44	44
4	4	NoveList K8	35	35
7	5	My Heritage	30	23
5	6	NoveListPlus	28	28
19	6	Stories of Chelsea	28	28
8	8	Opposing View Points in Context	27	27
8	9	Chelsea Update	26	26
10	9	Michigan eLibrary	26	26
17	11	Historic Newspapers	24	16
1	12	Ancestry	22	22
10	13	Britannica School	20	19
10	13	Michigan Legal Help	20	20
15	15	Demographics Now	17	14
13	15	Scholastic Teachables	17	17
20	17	Michigan Secretary of State	16	15
13	17	Pronunciator	16	16
16	19	Adult Learning Center	14	14
24	19	Lynda.com [Linked In Learning]	14	14
20	19	Michigan Voter Information Center	14	14
*	19	Newspaper Source Plus	14	12
20	23	Unemployment Help	13	13
17	24	United States Census	12	12
20	24	WorldCat.org	12	12
25	25	My Free Taxes	10	10



OFF THE CHARTS!

DATA SERVICES

DATA SERVICES		JAN	FEB
2013	Hotspots: Total GB Used - Township Halls	992.6	1020.4
20.6	-- Lima Township (GB)	11.2	9.4
56.4	-- Sylvan Township (GB)	33.7	22.7
1936	-- Mobile Beacon (GB)	947.7	988.3
68	Hotspot Devices Circulated	42	26
573	Public Internet - Computer Sessions	288	285
818	Public Internet - Wireless Logins	414	404

ONLINE SERVICES		JAN	FEB
22499	Website Sessions	11836	10663
10936	Website Users	5817	5119
3206	AUDIO Downloads Total	1681	1525
2404	-- Audio: Overdrive	1298	1106
802	-- Audio: Hoopla	383	419
275	VIDEO Downloads Total	156	119
2	-- Video: Overdrive	1	1
273	-- Video: Hoopla	155	118
3387	EBook Downloads Total	1727	1660
3162	-- Video: Overdrive	1590	1572
225	-- Video: Hoopla	137	88
6868	TOTAL Downloads	3564	3304

**** WEBSITE SESSIONS NOW INCLUDE ALL HTTP AND HTTPS TRAFFIC.**

Communications Coordinator Monthly Board Report (February 1–28, 2022):

February is a busy month with communications in full swing for the annual Authors in Chelsea event and the beginning of promotion of Midwest Literary Walk. In addition to managing the CDL eNewsletter and social media pages, beginning in March, I will add a separate eNewsletter for Midwest Literary Walk and two additional Lit Walk-specific social media pages (Facebook & Twitter). So, part of February is spent updating templates and planning content for this additional promotion.

Social Media:



One of my new responsibilities is to manage the Chelsea District Library social media profiles. I am developing a team to update CDL's social media practices and have presented my suggestions to the Management team and will meet with the ISD team in April to update our practices and procedures to ensure we stay current with social media trends and effectively use social media to share events, collections, and positive library moments. In order to gauge success and plan for future events, I will track our performance with the following metrics each month:

- **Followers (+/-change from previous month)**
- **Profile visits (+/- change from previous month)**
- **Page Reach (Impressions for Twitter)**
- **Paid Advertising**
- **Program Registrations**

February Metrics

CDL Facebook

2,872 followers (+16) | 371 profile visits (+20.8%) | 8,511 page reach (+21.8%)

CDL Instagram:

Followers: 571 (-1) | 26 profile visits (+8.3%) | 302 page reach (-7.6%)

CDL Twitter:

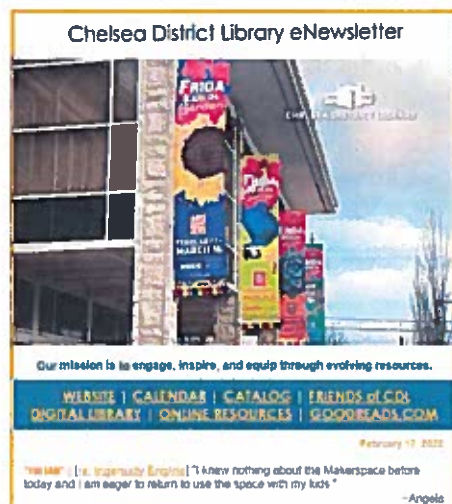
Followers: 1,595 (+5) | 175 profile visits (+15.9%) | 9,384 Impressions

Paid Advertising:

Preschool Expo | \$ spent -\$14 | Reached 1,155 people | 12 links clicked

Program Registrations:

52 Program registrants identified social media as where they heard about the program



eNewsletters:

February Metrics:

- We sent 4 weekly newsletters
- Open Rate 45% (+13% from industry avg)
- 127 program registrants identified the eNews as the marketing channel where they heard about the event.

Website:



As we prepared for the mailing of the Spring print newsletter, one of my responsibilities is to ensure that the pages we promote in the newsletter are up to date. In February I coordinated with Lori, Gary Munce, Elaine, and Shannon to build a landing page, <https://chelseadistrictlibrary.org/mobile-cdl/>, for the new Mobile CDL initiative to allow for project updates and a platform to collect donations. This page will be updated to help keep the public informed and eventually allow for community input as we progress through the initiative.

Additionally, I coordinated with Scott, Shannon, and Laura to update the content for the 2022 Midwest Literary Walk website. This update required considerable help from the IT department to troubleshoot errors we experienced uploading images. Together, we successfully overcame the tech obstacles and can use the site for promotion of this year's event.

Marketing/Creative and Graphic Arts Monthly Board Report

February 1–28, 2022

During one of the coldest months, the *Frida Kahlo's Garden* exhibition offered color and vibrancy inside the library. A new bookmark design was offered every week for four weeks when the exhibit opened to the public, along with exhibition rack cards for visitors to take home as souvenirs. According to art exhibit surveys, the art website and printed newsletter continue to be essential information sources promoting library programs and the art exhibit. The spring edition of the newsletter was distributed to households in the library district via USPS and hand-delivered to local businesses in Chelsea, kicking off the promotions of library programs and events in March, April, and May. Featured on the cover of the newsletter was the metal sculpture *Elk Bugling*. The Battle Creek artist who created the elk visited the library, and we photographed him with his art. He admitted that he quietly stops by periodically to check on the sculpture that kicked off his career as an artist, even during the pandemic.

Promotions for Authors in Chelsea included the creation of digital and print ads and images in local newspapers and online news sources. I had an updated brochure printed for the March event, and I printed survey forms. Washtenaw Reads avenue banners came down, and updated Authors in Chelsea banners went up. I also installed an Authors in Chelsea 15-foot banner on the fence at Freer Road with my husband's assistance.

The library signed the second Midwest Literary Walk author, resulting in needed graphics updates. The avenue banner information was updated with 2022 dates, stickers were designed and made for books and general promotion, a postcard was designed and printed featuring Billy Collins, and an ad placed in the Ann Arbor Observer that will appear in April. Newly designed bookmarks will offer a special discount at select local businesses and be distributed on the day of the event.

On the same day as the Midwest Literary Walk, the Chamber's new music and food event called Pizzapalooza will begin at the end of the library event, and new co-promotions were coordinated and graphics designed and used on printed materials.

There were multiple photoshoots throughout February, working with Burrill Strong to build digital assets to promote library programs and relay information visually. We photographed new employees, preschoolers that visited the art exhibition, Michelle Tuplin in her new bookstore location (for Midwest Lit Walk and Serendipity Books partner program promotions), the new president of the Friends, the elk sculpture artist, and secured dates to photograph upcoming library events. I also photographed the quilt project at the Chelsea Senior Center.

In collaboration with The Sun Times and 5 Healthy Towns, two ads were created to promote Sport Port. The Sport Port collection is featured on the back cover of the spring newsletter, looking forward to spring and outdoor sports. With an eye for summer, I established the content outline for the summer newsletter, researched cover options, and confirmed the production schedule.

Respectively submitted,
Elaine Medrow

Circulation Supervisor's Report FEBRUARY 2022

- Circulation – 20,678 in FEBRUARY;
- Patron Count- 7,506 for FEBRUARY;
- Circulation by township- for FEBRUARY:
 - Dexter = 10% of total transactions
 - Lima = 11% of transactions
 - Lyndon =13% of transactions
 - Sylvan = 17% of transactions
 - Chelsea = 39% of transactions
- FEBRUARY Circulation: 78% were items from Chelsea and 22% were inter-loaned items.

Libby = 2795 in FEBRUARY; Hoopla = 735; Kanopy = 101 in FEBRUARY.
- Registrations for FEBRUARY– 124 new cards; 5391 total card holders
 - *Dexter = 678 cards; Lima = 629 cards; Lyndon = 749 cards
 - *Sylvan = 936 cards; Chelsea = 2020 cards; Nonresident = 399 cards
- Self-Check Machine: FEBRUARY 978 or 5% of total checkouts

FEBRUARY Notes:

- Attended weekly management meetings via Zoom/in person when back to work.
- Monthly staff meeting was cancelled due to partial snow day.
- Worked my PIC shifts each week.
- CDL was closed for three days in FEBRUARY. FEBRUARY 2nd & FEBRUARY 3rd for snow days and February 21st for Presidents day. We also had 2 half days due to snow.
- We received 118 tubs from TLN in FEBRUARY, with 7 being the daily average. TLN was closed three days in FEBRUARY so we didn't receive runs these days.
- District stats have been updated with the 2020 census figures and percentages confirm with Lima & Dexter townships of how many are in the Chelsea School District.

Respectfully submitted,
Terri Lancaster
Head of Circulation

2021 CIRCULATION REPORT - PATRONS

Chelsea District Library Monthly New Registration 2022

New Registrations by Municipality

District NonRes School Other Total Grand Total

	Jan.	Feb.	March	April	May	June	July	August	Sept.	Oct.	Nov.	Dec.	Total	Monthly average	Avg. % increase
Jan.	81	6	0	2	89	5435	32	11	13	16	10	10	10	10	10
February	117	6	0	1	124	5391	43	9	19	17	30	30	30	30	30
March															
April															
May															
June															
July															
August															
September															
October															
November															
December															
Totals															

	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Total
Jan.	273	282	257	254	302	240	169	7,380
Feb.	341	365	331	287	280	319	194	7,506
March								
April								
May								
June								
July								
August								
Sept.								
Oct.								
Nov.								
Dec.								
Total								
Monthly average								
Avg. % increase								

Registered Card Holders

	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
District	9147	9002	9083	9109	9064	7837	7753	6361	6295	5135	4992
Dexter	1222	1206	1211	1215	1230	1087	1101	884	874	697	678
Lima	1174	1156	1133	1109	1109	996	965	802	794	634	629
Lyndon	1579	1538	1539	1546	1522	1302	1255	1005	970	778	749
Sylvan	1786	1693	1662	1667	1641	1412	1426	1192	1167	956	936
CityChel	3386	3409	3538	3572	3562	3040	3006	2478	2490	2070	2000
NonRes	744	640	649	655	625	575	609	562	582	414	399
Freedom	7	6	6	6	7	0	1	0	0	0	0
Sharon	141	118	122	118	110	107	112	104	105	88	88
Waterlo	365	336	348	352	333	249	268	252	245	195	186
GrassLi	15	26	29	28	25	37	36	22	21	4	4
Other	216	154	144	151	150	182	192	184	211	127	121
Totals	9891	9642	9732	9764	9689	8412	8362	6923	6877	5549	5391

Trans % Tot	SEMCOG Dec2020	% of Pop
Feb-22 Trans	16126	34%
13,968	1357	50%
1463	2334	36.13% Dexter
1602	2782	53% Lima
1783	3111	100% Lyndon
2320	5467	100% Sylvan
5398		100% CityChel
210		
198		
428		
4		
562		
100%		

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

2022

**with OD & RB, & deposit
collection ckouts. 48%**

This is based on actual checkouts!
Libby, Kanopy & Hoopla are done online.

This is based on actual checkouts!

2022	Items Added	Total Items
Jan	993	71,216
Feb	447	71,323
Mar		
April		
May		
June		
July		
Aug		
Sept		
Oct		
Nov		
Dec		
Total/	1,440	71,270
Avg		

RB Digital Circ (e-magazines)		Libby Circ (e-books, a-books & music)		Hoopla books,music,movies		Kanopy	
	2021	2022	2021	2022	2021	2022	2021
Jan	634	Jan	3107	Jan	790	Jan	81
Feb	606	Feb	2893	Feb	724	Feb	71
Mar	644	Mar	3196	Mar	725	Mar	101
April		April	2912	April	837	April	130
May		May	3084	May	687	May	95
June		June	2926	June	649	June	138
July		July	2799	July	668	July	184
Aug		Aug	2993	Aug	747	Aug	95
Sept		Sept	2885	Sept	638	Sept	88
Oct		Oct	2902	Oct	656	Oct	94
Nov		Nov	2861	Nov	638	Nov	94
Dec		Dec	2837	Dec	662	Dec	84
Total	0	Total	35395	Total	8421	Total	82

R8 Digital part of Overdrive starting in April 2021

Item Circulation 2021

2022

	All items circled at Chel inc: eltems & at other TLN	Only Chel items circled at Chel inc: eltems	% of Chel items circled at Chel	Other items circled at Chel	% other items circled at Chel	All Chel items charged/ renewed anywhere in system	Chel Items circled other libraries	Total: All Chel items circled + TLN items + eltems
Jan.	19,149	14,997	78%	4,152	22%	16,685	1,688	20,837
Feb.	17,661	13,819	78%	3,842	22%	16,506	2,687	20,678
March				0			0	0
April				0			0	0
May				0			0	0
June				0			0	0
July				0			0	0
August				0			0	0
Sept.				0			0	0
Oct.				0			0	0
Nov.				0			0	0
Dec.				0			0	0
Totals	36,810	28,816	78%	7,994	22%	33,191	4,375	41,515
Mnth								
Avg	36,810 #1	28,816 #2		7,994 #3		33,191 #4	4,375 #5	

2022 Circulation by Department - Percentage			
	Adult	Youth	Teen
January	56%	40%	4%
February	55%	41%	4%
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			
Yearly Avg.	56%	41%	4%

2022 Circulation by Department - Total Checkouts			
	Adult	Youth	Teen
January	8,620	6,189	554
February	7,633	5,779	604
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			
Yearly Total	16,253	11,968	1,158

ACTION ITEMS

Action Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

March 15, 2022, Board Packet

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

Accept February donations and changes to the 2022 FY Budget.

		Income Line -	Expense Line
Judy Oake	Non-Designated	674.120	969.620
Kiwanis Club of Chelsea	Summer Reading Program	674.111	884.920
			\$20.00
			\$250.00

Sub Total: \$270.00

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

Sub Total: \$

Total General Donations: \$270.00

Acknowledge the donations below toward the CDL Endowment.

Anne Merkel, Board Secretary

Date

DISCUSSION ITEMS

Discussion Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet March 15, 2022 Meeting

Mobile CDL

Background:

The library and the board continue to look at options for the purchase of a bookmobile. The bookmobile is a major part of the current strategic plan.

Discussion Item #2

Chelsea District Library
Board of Trustees

Library Board Fact Sheet March 15, 2022 Meeting

Budget Development Calendar

Background:

This is just to notify the Board and the Finance Committee of the important 2022 dates in terms of constructing the 2023 budget.

**Chelsea District Library
Budget Development Calendar
For FY 2023
Dates to be confirmed by Director & Treasurer**

Activity	2023 Budget Year (Dates in 2022)
Set Budget Preparation Calendar Meet with board treasurer	Week of March 1 st
Review Budget Process with Board	March 15 th Board Meeting
Staff Prepare Budget Materials	March last week (Pre-Budget) April last week May first week May second week May third week May fourth week
Qualifying Statement filed with State Treasury Dept. by Director	After audit approved & filed with state by auditor
<u>First</u> Presentation to the Finance Committee	June 7 th
<u>Second</u> Presentation to the Finance Committee	June 14 th
Full Board to Discuss Hearing Notice	June 21 st Board Meeting
<u>Third</u> Presentation to the Finance Committee	June 28 th - If Needed
Distribute Budget Materials to Board	July 19 th Board Meeting
Board Action to Approve Hearing Notice and Hearing Date	July 19 th Board meeting
Submit Hearing Notice to <i>The Sun Times News & Chelsea Update</i>	July 20 th Deadline [Wednesday]
Announce Budget Hearing Published in <i>The Sun Times News & Chelsea Update</i>	July 27 th Publication Date [Wednesday]
Put Budget Out for Public Inspection	July 27 th
Budget Hearing	August 16 th Board Meeting
Budget Approval Levy Amount Approval	September 20 th Board Meeting
Turn in Form L-4029 (Levy amount) to County and Township Clerks	September 21 st Key Deadline
Budget Takes Effect	January 1 st , 2023

COMMITTEE INFO & MINUTES

Community Outreach Committee

RRP for Mobile CDL released March 1

Grant to Chelsea Community Foundation submitted

Working on T-Mobile Community Grant:

<https://www.t-mobile.com/brand/hometown-grants>

Gary Zenz added to review committee for Mobile CDL.

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

**Governance
Appendix #3**

Approved: January 18, 2022

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

Anne Merkel

1-18-22

Anne Merkel, Board Secretary

Date

