

CHELSEA DISTRICT LIBRARY BOARD OF TRUSTEES

Tuesday, December 17, 2018—6:45 p.m.

McKune Room

AGENDA

6:45 Board Meeting

Welcome and Call to Order

Agenda Review, Additions, and Approval

6:50 Compulsory Segments

Board Meeting Minutes Approval – November 19, 2019

Approval of the November Operational Checks

Approval of November Financial Reports

Director's Report & Friends Updates

7:10 Public Comment

7:15 Action Items

1. Donations
2. 2019 Calendar of Operations and Holidays
3. 2019 Board Meeting Calendar
4. Director Annual Evaluation
5. Capital Improvement Fund Commitment
6. 2019 to 2020 Budget Carryovers

7:45 Discussion Items

1. 2019 Board Officers
2. 2019 Board Committees
3. Programming Cost/Benefit Analysis
4. At-Large Board Member Approval

8:00 Reports

Policy Committee

Finance Committee

Personnel Committee

Nominating Committee

Community Outreach Committee

8:10 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, November 19, 2019 9:00am
Meeting Location: McKune Meeting Room

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

Trustees Absent: A. Merkel

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

Guests: Jennifer Kundak

Welcome and Call to Order

S. Lackey called the meeting to order at 9:00 a.m.

Went around the room sharing what everyone is currently reading.

Agenda Review, Additions, and Approval

MOTION made by C. Taylor, SECONDED by TJ Helfferich to approve the agenda as presented. Discussion: None All Ayes: 6-0

Compulsory Segments:

Minutes and Approval of Checks

MOTION made by J. Carr, SECONDED by E. Sensoli to approve the minutes of the October 15, 2019 Board Meeting. Discussion: None

All Ayes: 6-0

MOTION made by E. Sensoli, SECONDED by TJ Helfferich to accept the General Fund Operational checks for October, 2019. Discussion: None

All Ayes 6-0

MOTION made by E. Sensoli, SECONDED by TJ Helfferich to accept Financial Reports for October, 2019. Discussion: None

All Ayes: 6-0

Director's Report Update:

L. Coryell update:

Lori asked if there were any specific questions from her report and stated that in the interest of time and keeping the busy morning on schedule that her report would stand in written form. There were no questions.

Public Comment:

Jennifer Kundak reported that former director Anne Holt got her kidney transplant and is in the process of recovering.

Action Item #1: Donations

MOTION made by E. Sensoli SECONDED by TJ Helfferich to approve and acknowledge the presented 2019 October donations of \$400.00.

Discussion: None

All Ayes: 6-0

Action Item #2: Bylaws

MOTION made by C. Taylor, SECONDED by J. Carr to approve changing the word "shall" to "may" in Bylaws, Article II, Section 3, so that the bylaws language and that of the District Library Agreement coincide with one another. Discussion: None.

All Ayes: 6-0

Discussion Item #1: 2020 Calendar of Operations

Lori suggested making two changes to the presented calendar: adding the Friday after Thanksgiving to the closed calendar and not closing early the day before the 4th of July, due to that being a Friday with earlier close hours anyway. The board will consider these changes for December when this becomes an Action Item.

Discussion Item #2: 2020 Board Meeting Calendar

The schedule remains the 3rd Tuesday of each month.

Discussion Item #3: Director Evaluation

Gary announced that the forms for the Director Evaluation were passed along to him by the former Personnel Committee Chair and that he plans to have those forms distributed to staff and board members for their feedback by the end of the week, with the idea of having them completed and returned within two weeks, so that the Personnel Committee can review the information and prepare their recommendation before the December Board Meeting.

Discussion Item #4: Capital Improvement Fund Commitment

This is something that is done at the end of each year at the request of the board. This year the budgeted amount was roughly \$57,000, but Linda reported that not all of that amount was used.

Discussion Item #5: Budget Carryovers for 2020

The list of carryovers was distributed to the board and Linda and Lori spoke about the two larger ones for the HVAC upgrade and the Ingenuity Engine.

Committee Reports

Policy Committee – Jan requested a schedule for upcoming policies that need review.

Finance Committee – Elizabeth reported that the committee recently met, but minutes are not yet available. The committee will need to conduct a search in 2020 for a new auditing firm.

Personnel Committee –

Nominating Committee – TJ reported that the committee met digitally and are working on a slate for next year.

Community Outreach Committee –

Public and Board Comment:

Jennifer Kundak pointed out that the night of the March Board Meeting is also the night of Authors in Chelsea. Charlie then proposed changing the board meeting. It was agreed that the board will consider moving the March Board Meeting to the morning in order to accommodate participation in the Authors in Chelsea event. The 2020 Calendar of Board Meetings will be an Action Item in December.

Other Items: None

Adjourn:

MOTION made by TJ Helfferich, SECONDED by C. Taylor to adjourn the meeting at 9:35 a.m.

All Ayes: 6-0

Anne Merkel, Board Secretary

Date

The Board Retreat began at 9:45 a.m. with Susan Lackey, TJ Helfferich, Elizabeth Sensoli, Jan Carr, Charlie Taylor, and Gary Munce in attendance. The retreat consisted of a working session of the board to begin discussion of the upcoming 2020-2022 Strategic Plan. This session was facilitated by Bridgeport Consulting. In attendance from the library were Director Lori Coryell, Assistant Director Linda Ballard, Head of Marketing Patty Roberts, and Administrative Assistant Chris Berggren. The only public attendee was Jennifer Kundak. The retreat ended at noon.

FINANCE REPORTS

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Chelsea District Library

List of Checks for Board Approval

November 2019

Date	Num	Name	Memo	Amount
701 · Personnel Expenses				
701.100 · Wages				
701.120 · Retirement Pick up				
11/05/2019	PR 11082019		RETIREMENT	-1,357.56
11/20/2019	20191122	Alerus Financial	11/22/2019 PR	1,357.56
11/22/2019	PR 11222019		RETIREMENT	-1,357.56
Total 701.120 · Retirement Pick up				-1,357.56
701.100 · Wages - Other				
11/05/2019	PR 11082019		WAGES	37,321.24
11/22/2019	PR 11222019		WAGES - FORCED \$35892.45 IS PER SHEET ...	37,447.66
Total 701.100 · Wages - Other				74,768.90
Total 701.100 · Wages				73,411.34
701.110 · Retirement-Contributions				
11/05/2019	PR 11082019		RETIREMENT PICK UP	-2,003.61
11/20/2019	20191122	Alerus Financial	11/22/2019 PR	2,003.61
11/22/2019	PR 11222019		RETIREMENT PICK UP	-2,003.61
Total 701.110 · Retirement-Contributions				-2,003.61
701.115 · 401A Retirement Matching				
11/05/2019	PR 11082019		401 A MATCHING	1,327.78
11/22/2019	PR 11222019		401 A MATCHING	1,327.78
Total 701.115 · 401A Retirement Matching				2,655.56
701.200 · FICA				
11/05/2019	PR 11082019		FICA EMPLOYER	2,780.43
11/22/2019	PR 11222019		FICA EMPLOYER	2,781.75
Total 701.200 · FICA				5,562.18
701.300 · Flex Benefits				
11/05/2019	PR 11082019		Dep Life (CA & DL & HI)	-40.02
11/05/2019	PR 11082019		Health Insurance	-935.77
11/15/2019	201912	Transcend	DEC 2019 BCN/BCBS 12/01/2019 - 12/31/2019	3,304.44
11/20/2019	20191111	Unum Life Insurance Co.	2019 Premium DEC	660.61
11/22/2019	PR 11222019		Dep Life (CA & DL & HI)	-40.02
11/22/2019	PR 11222019		Health Insurance	-935.77
Total 701.300 · Flex Benefits				2,013.47
Total 701 · Personnel Expenses				81,638.94
727 · Supplies				
727.200 · General Operations				
11/01/2019	1768972	Arbor Springs Water Co. Inc.	Bottled Water	44.00
11/15/2019	1770367	Arbor Springs Water Co. Inc.	Bottled Water	32.00
11/15/2019	INV347424CHE...	WORTHINGTON DIRECT	BOOK CART	563.10
11/19/2019	20191206	Keybank	COPIER PAPER	164.95
Total 727.200 · General Operations				804.05
727.300 · Material Processing				
727.320 · Matl Processing Cases				
11/04/2019			CIRC DEP 11/04 - L/D	-4.00
Total 727.320 · Matl Processing Cases				-4.00
727.330 · Matl Processing Other				
11/15/2019	6721561	Demco Inc.	KAPCO EASY COVER	82.73
11/19/2019	212006	Hawk Labeling Systems	MAGNETIC LABELING SUPPLIES	214.17
Total 727.330 · Matl Processing Other				296.90
727.340 · Repairs				
11/15/2019	6721561	Demco Inc.	TAPE	86.49

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Chelsea District Library List of Checks for Board Approval November 2019

Date	Num	Name	Memo	Amount
Total 727.340 · Repairs				86.49
Total 727.300 · Material Processing				379.39
727.500 · Cleaning				
727.520 · Cleaning Supplies				
11/01/2019	4033369660	Cintas Corporation-300	Soap	18.43
Total 727.520 · Cleaning Supplies				18.43
727.530 · Cleaning Rugs				
11/01/2019	4033369660	Cintas Corporation-300	Rugs	148.36
Total 727.530 · Cleaning Rugs				148.36
Total 727.500 · Cleaning				166.79
727.700 · Postage				
727.720 · Postage-Operating Postage				
11/19/2019	33616590	Pitney Bowes Reserve Account	POSTAGE MACHINE POSTAGE	550.00
Total 727.720 · Postage-Operating Postage				550.00
Total 727.700 · Postage				550.00
727.800 · Maintenance				
727.810 · Maintenance Light Bulbs				
11/15/2019	2019-1110719CL	Hawks & Associates Inc	2 LED BLOWN POWER OUTAGE	71.00
Total 727.810 · Maintenance Light Bulbs				71.00
727.830 · Maintenance General				
11/01/2019	1GXK-MQJG-J6...	Amazon Capital Services Inc	Round PATIO TABLE COVER	27.87
Total 727.830 · Maintenance General				27.87
Total 727.800 · Maintenance				98.87
Total 727 · Supplies				1,999.10
801 · Professional Services				
801.040 · Bookkeeper				
11/15/2019	21091120	Ballard, Kerry	THRU NOV 15, 2019	350.00
Total 801.040 · Bookkeeper				350.00
801.041 · Payroll Services				
11/22/2019	PR 11222019		MI ER OA PER HEARTLAND - TAX JE	142.07
Total 801.041 · Payroll Services				142.07
801.079 · Library Strategic Plan				
11/15/2019	1628	Bridgeport Consulting, LLC	Strategic Planning 2020 - 2022	2,250.00
Total 801.079 · Library Strategic Plan				2,250.00
801.090 · Collection Fees				
11/15/2019	561010	Unique Management Services Inc	OCT Collection Fees 11/01/2019	44.75
Total 801.090 · Collection Fees				44.75
801.300 · Banking Fees				
801.315 · Investment Fees				
11/05/2019	OCT STMT		investment fees	
Total 801.315 · Investment Fees				0.00
801.350 · Credit Card Fee Circ				
11/06/2019	CC FE 1119		CC Discount	60.65
Total 801.350 · Credit Card Fee Circ				60.65
801.360 · Pay Pal Fees				

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November 2019

Date	Num	Name	Memo	Amount
11/19/2019	PAYPAL10/10		PAYPAL FEES ON CONTRIBUTION 10/10	11.90
	Total 801.360 · Pay Pal Fees			11.90
	Total 801.300 · Banking Fees			72.55
	Total 801 · Professional Services			2,859.37
	803 · Maintenance Service Contracts			
	803.010 · Maint Svc Contingency			
11/15/2019	7153042815	Schindler Elevator Corp	LIFT SERVICE	288.64
	Total 803.010 · Maint Svc Contingency			288.64
	803.100 · Copier			
	803.101 · Public Copier			
11/01/2019	5007711974	Wells Fargo Bank, NA	2019 Copier Printer Maintenance - NOV	229.44
	Total 803.101 · Public Copier			229.44
	803.102 · Staff Copier			
11/01/2019	5007711974	Wells Fargo Bank, NA	2019 Copier Printer Maintenance - NOV	604.54
	Total 803.102 · Staff Copier			604.54
	803.103 · Small Printer Maintenance			
11/01/2019	5007711974	Wells Fargo Bank, NA	2019 Copier Printer Maintenance - NOV	153.34
	Total 803.103 · Small Printer Maintenance			153.34
	Total 803.100 · Copier			987.32
	803.300 · Technology			
	803.395 · Website Hosting & Service			
11/01/2019	AI-434666-2110...	Caspio, Inc	Caspio Build Platform - Renewal - 11/15/19 - 11/...	1,908.00
	Total 803.395 · Website Hosting & Service			1,908.00
	Total 803.300 · Technology			1,908.00
	803.600 · Building Maintenance			
	803.605 · Janitorial			
11/19/2019	12298	A Production Cleaning Company Inc.	CLEANING 11/03 -11/16/2019	1,440.85
	Total 803.605 · Janitorial			1,440.85
	803.610 · Lawn/Snow Service			
	803.611 · Lawn Service			
11/01/2019	11510	Association Maintenance Corp	lawn service - 3 mow	195.00
	Total 803.611 · Lawn Service			195.00
	803.613 · Sprinkler			
11/01/2019	11510	Association Maintenance Corp	Winterize - changed to 803.613 12/03 LPB	85.00
	Total 803.613 · Sprinkler			85.00
	Total 803.610 · Lawn/Snow Service			280.00
	803.620 · Trash			
11/06/2019	19066	City of Chelsea	OCT - WASTE REMOVAL	40.00
	Total 803.620 · Trash			40.00
	803.700 · Fire Supression Inspection			
11/15/2019	OD26077917	Cintas Fire Protection	ANNUAL SPRINKLER TEST	265.43
	Total 803.700 · Fire Supression Inspection			265.43
	Total 803.600 · Building Maintenance			2,026.28
	Total 803 · Maintenance Service Contracts			5,210.24

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List of Checks for Board Approval

November 2019

Date	Num	Name	Memo	Amount
850 - Telecommunications				
850.100 - Local & Long Distance Charges				
850.120 - Telephone				
11/01/2019	20191024	Navitas Credit Corp	2019 NOV PHONE SERVICE	212.81
11/01/2019	734433980410	A T & T	2019 PHONES - NOV 09/26-10/26/2019	173.96
11/19/2019	20191206	Keybank	2019 PHONES 10/26 - 11/25/2019 STAR2STAR	393.18
Total 850.120 - Telephone				779.95
Total 850.100 - Local & Long Distance Charges				779.95
850.300 - TLN Internet Service				
850.311 - WiFi Hotspots				
11/18/2019	X11142019	A T&T Mobility	2019 HOTSPOTS - NOV 10/07 - 11/06/2019	217.44
11/19/2019	261402854-059	Sprint	2019 HOTSPOTS 10/11 - 11/10/2019	379.90
Total 850.311 - WiFi Hotspots				597.34
Total 850.300 - TLN Internet Service				597.34
Total 850 - Telecommunications				1,377.29
880 - Promotional Materials				
880.100 - Advertising				
880.110 - Media Buy				
11/01/2019	8261-R	The Sun Times	KRC, BLANKET PO - 10/23	60.00
11/15/2019	8331-R	The Sun Times	VETERANS' DAY, BLANKET PO - 11/06	60.00
11/15/2019	578-R	Chelsea Guardian	NOV 8/2019, 2" X 6" AD - VETERANS	50.00
11/19/2019	20191206	Keybank	PAYPAL - CHELSEA UPDATE 2ND HALF 2019...	200.00
Total 880.110 - Media Buy				370.00
Total 880.100 - Advertising				370.00
880.200 - Publications				
880.240 - Newsletter				
11/15/2019	252770	Print-tech Inc.	WINTER 2019-2020 NEWSLETTER	4,253.41
Total 880.240 - Newsletter				4,253.41
Total 880.200 - Publications				4,253.41
880.300 - Marketing Supplies				
880.310 - Displays				
11/15/2019	6719595	Demco Inc.	SLATWALL	119.27
11/15/2019	1DC4-4HFH-1X...	Amazon Capital Services Inc	DISPLAY MATERIAL	335.67
Total 880.310 - Displays				454.94
880.320 - Misc Marketing Supplies				
11/19/2019	20191206	Keybank	FILM FOR DISPLAY CASES	61.82
Total 880.320 - Misc Marketing Supplies				61.82
880.340 - Printed Items / Stationary				
11/19/2019	20191206	Keybank	BUSINESS CARDS - RAKESTRAW, LOEBE, P...	120.00
11/19/2019	20191206	Keybank	BUSINESS CARDS - SOSSI, ROBERTS	60.00
Total 880.340 - Printed Items / Stationary				180.00
Total 880.300 - Marketing Supplies				696.76
880.400 - Program Promotion				
880.420 - Youth / Teen Promotion				
880.422 - Authors in Chelsea				
11/19/2019	20200221	City of Chelsea	2020 AUTHORS IN CHELSEA 2/21 - 03/18/2020	55.00
Total 880.422 - Authors in Chelsea				55.00
Total 880.420 - Youth / Teen Promotion				55.00

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November 2019

Date	Num	Name	Memo	Amount
Total 880.400 · Program Promotion				55.00
880.500 · Purchased Services				
880.510 · General Purchased Services				
11/19/2019	20191206	Keybank	Adobe Stock Monthly - Nov 2019	29.99
Total 880.510 · General Purchased Services				29.99
Total 880.500 · Purchased Services				29.99
Total 880 · Promotional Materials				5,405.16
884 · Programming				
884.110 · Adult Speakers				
884.111 · Midwest Literary Walk				
11/15/2019	20200425	First United Methodist Church	2020 MLW SECURITY DEPOSIT	100.00
Total 884.111 · Midwest Literary Walk				100.00
884.119 · General Adult Events				
11/08/2019	20191101	Chelsea Senior Center	10/31/2019 CDL/CSC HALLOWEEN	420.24
11/15/2019	20191125	Hutan	11/25/2019 Monkeyplay Program - CHANGED T...	150.00
11/18/2019	1G36-9QK7-4R34	Amazon Capital Services Inc	VARIOUS SUPPLIES	23.98
Total 884.119 · General Adult Events				594.22
Total 884.110 · Adult Speakers				694.22
884.120 · Adult Supplies				
884.126 · General Adult Programs				
11/01/2019	2758852	SWANK Movie Licensing USA	MOVIE PROGRAMMING LICENSE	13.00
Total 884.126 · General Adult Programs				13.00
884.127 · SRP Supplies				
11/08/2019	2034884689	Baker & Taylor - Program Account	PROGRAM ACCOUNT	99.82
Total 884.127 · SRP Supplies				99.82
Total 884.120 · Adult Supplies				112.82
884.130 · Washtenaw Reads				
884.131 · Washtenaw Reads				
11/08/2019	2019-1102	Dexter District Library	WASHTENAW READS - 90 COPIES - DEAR A...	747.90
11/15/2019	193Q-Y7CK-6W...	Amazon Capital Services Inc	AVERY BOOK LABELS	12.52
11/19/2019	2034921517	Baker & Taylor - Program Account	WASHTENAW READS	197.52
Total 884.131 · Washtenaw Reads				957.94
Total 884.130 · Washtenaw Reads				957.94
884.210 · Youth Speakers				
884.213 · Parenting Programs				
11/19/2019	20191108	Johnston, Jennifer R	CHILDCARE LOCK-IN 11/05/2019	50.00
Total 884.213 · Parenting Programs				50.00
884.215 · Early Literacy				
11/19/2019	20191209	Hutan	12/0/2019 Monkeyplay Program	150.00
11/19/2019	20191214	Maveal, Jackie	12/14 BABYTIME	50.00
Total 884.215 · Early Literacy				200.00
884.217 · Kids Read Comics				
11/01/2019	68267	SECRET CRISIS COMICS	COMICS FOR KIDS READ COMICS	108.39
11/04/2019	1GYF-PCMT-JV...	Amazon Capital Services Inc	SEW-ON VELCRO	25.98
11/15/2019	20191026	HAHN, COURTNEY MAUREEN	KRC PRESENTER TRAVEL REIMBURSEMENT	87.00
11/15/2019	20191026	ANDERSON, JAMES EDWARD	KRC JAMES ANDERSON	150.00
11/15/2019	20191026	CORRINE ROBERTS ILLUSTRATION, LLC	KRC PRESENTER TRAVEL REIMBURSEMENT	134.00
11/19/2019	20191206	Keybank	KRC FOOD FOR ARTISTS	33.07
11/19/2019	20191206	Keybank	KRC FOOD - RECEIPT IS FOR \$86.34	91.34

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List of Checks for Board Approval

November 2019

Date	Num	Name	Memo	Amount
11/19/2019	20191206	Keybank	KRC FOOD - RECEIPT IS FOR \$144.00	144.00
Total 884.217 · Kids Read Comics				773.78
Total 884.210 · Youth Speakers				1,023.78
884.220 · Youth Supplies				
884.222 · General Youth Programs				
11/01/2019	16RP-NHKN-1T...	Amazon Capital Services Inc	SUPPLIES - DOUBLE-SIDED TAPE	12.69
11/15/2019	1L11-KN4C-H3Q3	Amazon Capital Services Inc	VARIOUS SUPPLIES	31.25
11/19/2019	20191206	Keybank	FANS & ELECTRONIC SUPPLIES	25.95
11/19/2019	20191206	Keybank	SBT - NOT-TOO-SCARY SNACKS	54.67
11/19/2019	20191206	Keybank	OTC - (\$10.25 LESS \$4.29 TAX REFUND)	5.96
11/19/2019	20191206	Keybank	OTC - REFUND	-4.60
Total 884.222 · General Youth Programs				125.92
884.223 · Holiday Programs				
11/15/2019	1L4X-XVPQ-7X...	Amazon Capital Services Inc	VARIOUS SUPPLIES - TEEN/TWEEN HOMEM...	149.41
Total 884.223 · Holiday Programs				149.41
884.226 · Summer Reading				
11/19/2019	20403908	Scholastic Library Publishing	SRP PRIZE BOOKS	574.83
Total 884.226 · Summer Reading				574.83
884.227 · Outreach				
11/15/2019	2034904760	Baker & Taylor - Program Account	PROGRAM ACCOUNT	4.79
Total 884.227 · Outreach				4.79
884.228 · Authors in Chelsea				
11/15/2019	2034841560	Baker & Taylor - Juvenile	AUTHORS IN CHELSEA	680.69
Total 884.228 · Authors in Chelsea				680.69
884.230 · Youth Reading Group				
11/19/2019	2034921517	Baker & Taylor - Program Account	YOUTH READING GROUP	64.68
Total 884.230 · Youth Reading Group				64.68
Total 884.220 · Youth Supplies				1,600.32
884.250 · Story Book Trail				
884.251 · Story Book Trail				
11/01/2019	DB-66742-INV	Dollar Bill Copying	SBT NOV BACKING PAGES	213.02
11/19/2019	20191206	Keybank	STORY BOOK TRAIL - OTC	20.98
Total 884.251 · Story Book Trail				234.00
884.925 · Story Book Trail - Restricted				
11/01/2019	DB-66742-INV	Dollar Bill Copying	SBT NOV BACKING PAGES	13.78
Total 884.925 · Story Book Trail - Restricted				13.78
Total 884.250 · Story Book Trail				247.78
884.260 · Teen Speakers				
884.261 · Teen Summer Reading				
11/19/2019	20191206	Keybank	IMAGINE YOUR STORY WORKSHOP	60.00
Total 884.261 · Teen Summer Reading				60.00
Total 884.260 · Teen Speakers				60.00
884.270 · Teen Supplies				
884.272 · Teen General Programs				
11/04/2019	1GYF-PCMT-JV...	Amazon Capital Services Inc	ART SUPPLIES	98.19
11/15/2019	1YH7-YXXQ-4L...	Amazon Capital Services Inc	VARIOUS SUPPLIES	278.67
11/19/2019	20191206	Keybank	TEEN - OTC	44.53

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Chelsea District Library

List of Checks for Board Approval

November 2019

Date	Num	Name	Memo	Amount
Total 884.272 · Teen General Programs				421.39
Total 884.270 · Teen Supplies				421.39
884.300 · Site License Movies				
11/01/2019	2758852	SWANK Movie Licensing USA	Annual Movie License 11/01/2019 - 10/31/2020	310.00
Total 884.300 · Site License Movies				310.00
884.500 · Artist In Residence				
884.510 · Artist in Residence				
11/01/2019	20191102	CASTELLANA, LESTER A.	JOY JAN JONES ACCOMPANIST FOR SENIO...	200.00
11/04/2019	20191103	MARZAN, JOSHUA	JOY JAN JONES ACCOMPANIST 11/03/2019	250.00
11/06/2019	20191105	Chelsea House	Accomodations 11/02 - 7/2019 Joy Jan Jones	507.00
11/15/2019	20191107	Coryell, Lori	ARTIST IN RESIDENCE - JOY JAN JONES	93.04
11/19/2019	20191206	Keybank	JOY JAN JONES DINNER	91.00
11/19/2019	20191206	Keybank	JOY JAN JONES - SCHOOL OPERA FLOWERS	79.50
11/19/2019	20191206	Keybank	JOY JAN JONES - LUNCH 11/2/2019	98.10
11/19/2019	20191206	Keybank	JOY JAN JONES - DINNER	178.40
11/19/2019	20191206	Keybank	JOY JAN JONES - LUNCH	76.76
11/19/2019	20191206	Keybank	JOY JAN JONES - LUNCH	43.47
11/19/2019	20191206	Keybank	JOY JAN JONES AND STAFF DINNER	255.12
Total 884.510 · Artist in Residence				1,872.39
Total 884.500 · Artist In Residence				1,872.39
884.800 · Exhibits				
884.801 · Exhibits				
11/15/2019	D44MCI 285862...	Distribution By Air	APRON STRINGS - OUTGOING SHIPPING	349.95
Total 884.801 · Exhibits				349.95
Total 884.800 · Exhibits				349.95
Total 884 · Programming				7,650.59
920 · Utilities				
920.110 · City of Chelsea Water				
11/06/2019	20191106	City of Chelsea-Elect & Water	OCT WATER	66.11
Total 920.110 · City of Chelsea Water				66.11
920.120 · City of Chelsea Sewer				
11/06/2019	20191106	City of Chelsea-Elect & Water	OCT SEWER	145.12
Total 920.120 · City of Chelsea Sewer				145.12
920.130 · City of Chelsea Electric				
11/06/2019	20191106	City of Chelsea-Elect & Water	OCT ELECTRICITY	3,020.28
Total 920.130 · City of Chelsea Electric				3,020.28
920.150 · City of Chelsea Sprinkler				
11/06/2019	20191106	City of Chelsea-Elect & Water	OCT SPRINKLER	78.99
Total 920.150 · City of Chelsea Sprinkler				78.99
920.200 · McKune Gas				
11/15/2019	2742362	Constellation NewEnergy-Gas Division LLC	OCT GAS SERVICE 09/21 - 10/22/2019	406.43
Total 920.200 · McKune Gas				406.43
Total 920 · Utilities				3,716.93
960 · Board & Director Expense				
960.200 · Director Expense				
11/19/2019	20191206	Keybank	SEREDIPTY BOOKS TO DISCUSS AUTHORS ...	8.75
11/19/2019	20191206	Keybank	CEF MEETING	108.10
Total 960.200 · Director Expense				116.85

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Date	Num	Name	Memo	Amount
Total 960 · Board & Director Expense				116.85
967 · Equipment				
967.100 · Equipment Hardware				
967.120 · Computers				
11/01/2019	1H3P-Q7W9-6...	Amazon Capital Services Inc	TECH SVCS INK REFILL	101.89
11/01/2019	1H3P-Q7W9-6...	Amazon Capital Services Inc	5 TB EXTERNAL DRIVE, Qty 2	219.98
Total 967.120 · Computers				321.87
Total 967.100 · Equipment Hardware				321.87
967.200 · Equipment Software				
11/19/2019	20191206	Keybank	ADOBE PDF EXPORT LICENSE	23.88
11/19/2019	20191206	Keybank	MINECRAFT HOSTING	12.46
11/19/2019	20191206	Keybank	SECURITY BY DESIGN - NON-WINDOWS UP...	20.00
Total 967.200 · Equipment Software				56.34
967.300 · Equipment Furniture & Fixtures				
967.320 · Furniture				
11/01/2019	1FY4-C7L6-6KX4	Amazon Capital Services Inc	3-DRAWER FILE CABINET - 2ND FLOOR DESK	219.99
Total 967.320 · Furniture				219.99
Total 967.300 · Equipment Furniture & Fixtures				219.99
967.900 · Equipment Restricted Gifts				
967.910 · Equipment Rest Gifts				
11/19/2019	20191206	Keybank	BUTTERFLY ROCKER	1,560.00
Total 967.910 · Equipment Rest Gifts				1,560.00
Total 967.900 · Equipment Restricted Gifts				1,560.00
Total 967 · Equipment				2,158.20
969 · Continuing Education Expenses				
969.001 · Travel				
969.100 · Staff Travel				
969.110 · Director Travel				
11/15/2019	20191114	Coryell, Lori	MARKETING CONF - ST LOUIS	94.65
11/19/2019	20191206	Keybank	EVERYLIBRARY	25.00
11/19/2019	20191206	Keybank	PLA SOCIAL JUSTICE SYMPOSIUM	250.00
Total 969.110 · Director Travel				369.65
969.120 · Information Services				
11/19/2019	20191206	Keybank	ALA MEMBERSHIP - STACEY COMFORT - ch...	74.00
11/19/2019	20191206	Keybank	2020 PLA AIRFARE - changed to 969.120 12/03...	386.60
11/19/2019	20191206	Keybank	2020 PLA CONF REGISTRATION - changed to ...	305.00
Total 969.120 · Information Services				765.60
969.124 · Technology Services Travel				
11/15/2019	62406888660	Andrews, Ron	2020 PLA CONF - FLIGHT	386.60
Total 969.124 · Technology Services Travel				386.60
969.143 · Other Staff Travel				
11/19/2019	20191114	Roberts, Patty	LIBRARY MARKETING & COMMUNICATION C...	46.40
11/19/2019	20191206	Keybank	EVERYLIBRARY	25.00
Total 969.143 · Other Staff Travel				71.40
969.145 · Workshops				
11/19/2019	20190916	Krueger, Virginia	MI PR Group UnConference 09/16/2019	58.58
Total 969.145 · Workshops				58.58
Total 969.100 · Staff Travel				1,651.83

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Date	Num	Name	Memo	Amount
Total 969.001 · Travel				1,651.83
969.300 · Memberships				
969.320 · Information Services				
11/01/2019	5315	Michigan Library Association	MLA ANNUAL MEMBERSHIP THRU 10/2020 &...	1,380.00
Total 969.320 · Information Services				1,380.00
969.500 · Institutional Membership				
969.510 · Institutional Member Rotary				
11/01/2019	0620809	Rotary Club of Chelsea	ROTARY INV # 0620809	159.00
Total 969.510 · Institutional Member Rotary				159.00
Total 969.500 · Institutional Membership				159.00
Total 969.300 · Memberships				1,539.00
969.600 · Staff Training				
969.620 · Staff In-Service & Appreciation				
11/19/2019	20191206	Keybank	STAFF APPRECIATION LUNCH	119.39
Total 969.620 · Staff In-Service & Appreciation				119.39
969.940 · Staff Appreciation - Restricted				
11/19/2019	20191206	Keybank	STAFF APPRECIATION - CHRIS G., LUCIE S.	64.34
Total 969.940 · Staff Appreciation - Restricted				64.34
Total 969.600 · Staff Training				183.73
Total 969 · Continuing Education Expenses				3,374.56
980 · Capital Expense				
975.100 · Building Improvement Additions				
11/15/2019	20191112	Chelsea Paint & Carpentry LLC	Deposit for Info Services Wall Renovation	745.00
Total 975.100 · Building Improvement Additions				745.00
Total 980 · Capital Expense				745.00
982 · Collection Expense				
982.100 · Audio Books				
982.120 · Adult Books on Disc				
11/15/2019	98173115	Midwest Tape	OCT ADULT BOCD	112.97
11/15/2019	98164426	Midwest Tape	NOV ADULT BOCDs	461.87
11/15/2019	98201888	Midwest Tape	NOV ADULT BOCD	286.93
Total 982.120 · Adult Books on Disc				861.77
982.140 · Youth Books on Disc				
11/15/2019	98105050	Midwest Tape	YOUTH AUDIOBOOKS	59.98
11/15/2019	98134700	Midwest Tape	YOUTH AUDIOBOOKS	29.99
Total 982.140 · Youth Books on Disc				89.97
Total 982.100 · Audio Books				951.74
982.400 · Non Print				
982.420 · Adult Music on CD				
11/15/2019	98073113	Midwest Tape	SEPT/OCT ADULT CDs	29.18
11/15/2019	98134702	Midwest Tape	SEPT/OCT ADULT CDs	39.97
Total 982.420 · Adult Music on CD				69.15
982.445 · Low Vision Center				
11/15/2019	1L11-KN4C-37Y7	Amazon Capital Services Inc	MICROFIBER CLEANING CLOTH	25.98
Total 982.445 · Low Vision Center				25.98
982.450 · Youth Music CD				
11/15/2019	98105052	Midwest Tape	YOUTH CD LINE FOR ADULT CDs	13.59
11/15/2019	98105053	Midwest Tape	NOV ADULT CDs	13.99

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Date	Num	Name	Memo	Amount
11/15/2019	98134705	Midwest Tape	NOV ADULT CDs	46.36
11/15/2019	98164424	Midwest Tape	NOV ADULT CDs	63.76
11/15/2019	98201889	Midwest Tape	NOV ADULT CDs	37.17
Total 982.450 - Youth Music CD				174.87
982.460 - DVD Feature				
11/04/2019			CIRC DEP 11/04 - L/D	-49.98
11/15/2019	98073117	Midwest Tape	OCT ADULT FEATURE DVD	78.71
11/15/2019	98105055	Midwest Tape	OCT 2019 FEATURE MOVIE	22.49
11/15/2019	98134701	Midwest Tape	OCT 2019 FEATURE MOVIE	78.72
11/18/2019	97980152	Midwest Tape	CREDIT FOR 97887879	-27.74
11/22/2019			CIRC Deposit 11/20/19 - L/D	-39.99
Total 982.460 - DVD Feature				62.21
982.470 - DVD Non-Fiction				
11/04/2019			CIRC DEP 11/04 - L/D	-10.00
11/15/2019	98073118	Midwest Tape	OCT ADULT NF DVD	20.24
11/15/2019	98073119	Midwest Tape	NOV NF DVD	18.74
11/15/2019	98105051	Midwest Tape	NOV NF DVDs	31.48
11/15/2019	98164427	Midwest Tape	NOV NF DVDs	22.49
Total 982.470 - DVD Non-Fiction				82.95
982.480 - Youth Video DVD				
11/01/2019	98073116	Midwest Tape	FAMILY, ANIME, HOLIDAY DVDs	86.93
11/08/2019	98104749	Midwest Tape	FAMILY, ANIME, HOLIDAY DVDs	29.98
11/08/2019	98134706	Midwest Tape	FAMILY, ANIME, HOLIDAY DVDs	22.48
Total 982.480 - Youth Video DVD				139.39
982.485 - Playaway Views				
11/15/2019	305062	Findaway World, LLC	295083 - REPLACEMENT PLAYAWAYS	209.97
Total 982.485 - Playaway Views				209.97
Total 982.400 - Non Print				764.52
982.600 - Periodical & Newspapers				
982.630 - Magazines				
11/04/2019			CIRC DEP 11/04 - L/D	-10.00
11/08/2019			MAG SUBSCRIPTION PRIVACY SETTLEMENT	-105.03
Total 982.630 - Magazines				-115.03
Total 982.600 - Periodical & Newspapers				-115.03
982.700 - Print				
982.705 - Adult Print				
982.710 - Adult Large Print				
11/01/2019	2034859910	Baker & Taylor - Adult Large Print	ADULT LARGE PRINT	41.78
11/01/2019	2034832998	Baker & Taylor - Adult Large Print	ADULT LARGE PRINT	268.03
11/08/2019	2034892118	Baker & Taylor - Adult Large Print	ADULT LARGE PRINT	81.16
11/18/2019	2034868863	Baker & Taylor - Adult Large Print	ADULT LARGE PRINT	226.18
11/18/2019	2034921915	Baker & Taylor - Adult Large Print	ADULT LARGE PRINT	57.03
Total 982.710 - Adult Large Print				674.18
982.720 - Adult Print General				
11/01/2019	2034818212	Baker & Taylor - Adult	ADULT ACCT	497.09
11/01/2019	2034840403	Baker & Taylor - Adult	ADULT ACCT	176.02
11/04/2019			CIRC DEP 11/04 - L/D	-3.19
11/15/2019	1JKN-XVT6-T9...	Amazon Capital Services Inc	IT ALL COMES BACK TO YOU	13.49
11/15/2019	1JKN-XVT6-T9...	Amazon Capital Services Inc	THE FOREST OF WOOL AND STEEL	13.53
11/18/2019	2034886468	Baker & Taylor - Adult	ADULT ACCT	446.05
11/18/2019	2034920757	Baker & Taylor - Adult	ADULT ACCT	901.30
11/18/2019	2034924257	Baker & Taylor - Adult	ADULT ACCT	359.14
11/18/2019	20191109	Brown, Laura	LOCAL AUTHOR COLLECTION - STEVE DAUT	15.00
11/18/2019	20191109	Powers, Shannon H	LOCAL AUTHOR COLLECTON	10.00
11/18/2019	2034861964	Baker & Taylor - Adult	ADULT ACCT	683.60

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Date	Num	Name	Memo	Amount
11/18/2019	2034873860	Baker & Taylor - Adult	ADULT ACCT	631.37
11/18/2019	2034901097	Baker & Taylor - Adult	ADULT ACCT	707.55
11/19/2019	2034870597	Baker & Taylor - Adult	ADULT ACCT	455.93
11/19/2019	2034898036	Baker & Taylor - Adult	ADULT ACCT	431.20
11/19/2019	2034908464	Baker & Taylor - Adult	ADULT ACCT	750.11
11/22/2019			CIRC Deposit 11/20/19 - L/D	-9.99
Total 982.720 · Adult Print General				6,078.20
982.740 · Multiple Book Copies				
11/15/2019	2034894611	Baker & Taylor - Adult Multiples	MULTIPLES	119.13
11/15/2019	2034908344	Baker & Taylor - Adult Multiples	MULTIPLES	131.44
11/18/2019	2034835846	Baker & Taylor - Adult Multiples	MULTIPLES	231.34
Total 982.740 · Multiple Book Copies				481.91
982.750 · Professional Collection				
11/15/2019	1JKN-XVT6-T9...	Amazon Capital Services Inc	SEWING THOSE WHO SEWED	42.56
Total 982.750 · Professional Collection				42.56
Total 982.705 · Adult Print				7,276.85
982.755 · Youth Print				
982.760 · Youth Print General				
11/01/2019	20190904	BABYCZ, ALYSSA	REFUND - PD FOR BOOK 09/04/2019, BOOK ...	17.60
11/01/2019	2034859809	Baker & Taylor - Auto Yours Cats	AUTO YOURS CATS	24.95
11/01/2019	2034837512	Baker & Taylor - Unlabeled Juvenile	UNLABELED JUVENILE	165.54
11/04/2019			CIRC DEP 11/04 - L/D	-107.63
11/15/2019	2034873208	Baker & Taylor - Auto Yours Cats	AUTO YOURS CATS	17.39
11/15/2019	2034893699	Baker & Taylor - Auto Yours Cats	AUTO YOURS CATS	129.92
11/15/2019	2034904580	Baker & Taylor - Auto Yours Cats	AUTO YOURS CATS	20.49
11/15/2019	2034813413	Baker & Taylor - Unlabeled Juvenile	UNLABELED JUVENILE	283.79
11/15/2019	2034869313	Baker & Taylor - Unlabeled Juvenile	UNLABELED JUVENILE	240.26
11/15/2019	2034873076	Baker & Taylor - Unlabeled Juvenile	UNLABELED JUVENILE	45.84
11/15/2019	2034901625	Baker & Taylor - Unlabeled Juvenile	UNLABELED JUVENILE	72.67
11/15/2019	2034839975	Baker & Taylor - Young Adult	YOUNG ADULT	557.58
11/18/2019	2034886228	Baker & Taylor - Juvenile	AUTHORS IN CHELSEA	19.88
11/18/2019	DIR5106329	EDC Educational Services	BOOKS	288.11
11/19/2019	2034908106	Baker & Taylor - Juvenile	JUVENILE ACCOUNT	36.79
11/19/2019	2034839335	Baker & Taylor - Unlabeled Juvenile	UNLABELED JUVENILE	119.87
11/19/2019	2034868330	Baker & Taylor - Unlabeled Juvenile	UNLABELED JUVENILE	161.24
11/19/2019	2034925408	Baker & Taylor - Unlabeled Juvenile	UNLABELED JUVENILE	159.95
11/22/2019			CIRC Deposit 11/20/19 - L/D	-67.30
Total 982.760 · Youth Print General				2,186.94
Total 982.755 · Youth Print				2,186.94
Total 982.700 · Print				9,463.79
982.800 · Collection Enhancement				
982.810 · Adult Enhancement				
11/19/2019	2034935879	Baker & Taylor - Program Account	PROGRAM ACCOUNT	838.76
Total 982.810 · Adult Enhancement				838.76
982.820 · Youth Enhancement				
11/15/2019	2034841560	Baker & Taylor - Juvenile	YOUTH ENHANCEMENT	38.11
Total 982.820 · Youth Enhancement				38.11
Total 982.800 · Collection Enhancement				876.87
Total 982 · Collection Expense				11,941.89
TOTAL				128,194.12

Chelsea District Library Cash Flow 2019

Summary	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Year's Total	Budget
Operating cash on hand	\$98,523	\$677,344	\$886,621	\$1,070,903	\$960,896	\$756,517	\$685,468	\$530,191	\$368,842	\$236,999	\$101,157	(\$24,166)	\$98,523	
Total income	\$788,839	\$369,004	\$366,572	\$60,256	\$6,463	\$79,029	\$19,904	\$66,792	\$4,238	\$5,504	\$3,961	\$115,893	\$1,886,456	
Total expenditures	\$210,018	\$159,727	\$182,291	\$170,263	\$210,842	\$150,078	\$175,181	\$228,142	\$136,081	\$141,346	\$129,284	\$181,003	\$2,074,255	
Net cash flow	\$578,821	\$209,277	\$184,281	(\$110,007)	(\$204,379)	(\$71,049)	(\$155,277)	(\$161,350)	(\$131,843)	(\$135,842)	(\$125,323)	(\$65,110)	(\$187,799)	
Ending balance	\$677,344	\$886,621	\$1,070,903	\$960,896	\$756,517	\$685,468	\$530,191	\$368,842	\$236,999	\$101,157	(\$24,166)	(\$89,276)	(\$89,276)	
Income														
Total Income	\$517,917	\$850,291	\$227,764	\$59,900	\$9,187	\$72,381	\$9,892	\$28,444	\$10,804	\$6,214	\$3,961	\$115,893	\$1,912,650	
Other income PPT \$/PP														
Expenditures														
Total Expense	\$160,906	\$161,849	\$199,602	\$204,747	\$210,842	\$171,098	\$182,833	\$179,848	\$127,629	\$154,172	\$129,284	\$181,003	\$2,063,814	
Other														
Operating Flow														
Operating cash on hand	\$98,523	\$455,534	\$1,143,976	\$472,138	\$327,291	\$125,637	\$26,920	\$53,979	\$102,575	(\$14,250)	\$37,792	\$12,470	\$99,523	
Total income	\$517,917	\$850,291	\$227,764	\$59,900	\$9,187	\$72,381	\$9,892	\$28,444	\$10,804	\$6,214	\$3,961	\$115,893	\$1,912,650	
Money Market Flow			(\$700,000)				\$200,000	\$200,000		\$200,000	\$100,000	\$100,000	\$100,000	
Expenditures	\$160,906	\$161,849	\$199,602	\$204,747	\$210,842	\$171,098	\$182,833	\$179,848	\$127,629	\$154,172	\$129,284	\$181,003	\$2,063,813	
Net cash flow	\$357,011	\$688,442	(\$671,838)	(\$144,847)	(\$201,654)	(\$98,717)	\$27,059	\$48,596	(\$116,825)	\$52,042	(\$25,323)	\$34,890	(\$51,163)	
Ending balance	\$455,534	\$1,143,976	\$472,138	\$327,291	\$125,637	\$26,920	\$53,979	\$102,575	(\$14,250)	\$37,792	\$12,470	\$47,360	\$47,360	

\$ 700,000 to money market 03/17
add back as needed

Other Income	Process	Location
\$57,057	Capital Improvement Funds - add when transferred	Investment Account
\$45,000	Investment Interest - add when transferred	Investment Account
-\$2,900	Capital Reserve FundsNet	Investment Account
\$123,118	Money from 2018 Budget - included in Balance Fwd	Checking Account

Chelsea District Library Donation and Restricted

January through November 2019

	Jan - Nov 19	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
674 · Contribution & Donation			
674.100 · Designated Adult Collection	50	50	0
674.101 · Designated Youth Collection	90	90	0
674.110 · Designated Adult Programming	7,250	6,250	1,000
674.111 · Designated Youth Programming	7,850	7,850	0
674.112 · Designated Music Focus Programs	6,300	6,300	0
674.120 · Undesignated Donation	4,615	3,965	650
674.141 · Designated Technology	3,000	3,000	0
674.200 · Friends of the Library Donation	840	840	0
Total 674 · Contribution & Donation	29,995	28,345	1,650
675 · Private Grant Sources			
675.100 · Community Found Southeast MI	10,000	10,000	0
675.300 · Chelsea Wellness Foundation	5,400	5,400	0
675.400 · Chelsea Ed Foundation	1,000	1,000	0
Total 675 · Private Grant Sources	16,400	16,400	0
Total Income	46,395	44,745	1,650
Gross Profit	46,395	44,745	1,650
Expense			
850 · Telecommunications			
850.300 · TLN Internet Service			
850.910 · WIFI Hot Spots - Restricted	3,000	3,000	0
Total 850.300 · TLN Internet Service	3,000	3,000	0
Total 850 · Telecommunications	3,000	3,000	0
884 · Programming			
884.210 · Youth Speakers			
884.211 · Authors in Chelsea			
884.922 · Youth Prog Rest Gifts Authors	3,000	3,000	0
884.953 · Youth Prog Rest Chelsea Ed Foun	593	1,000	(407)
Total 884.211 · Authors in Chelsea	3,593	4,000	(407)
Total 884.210 · Youth Speakers	3,593	4,000	(407)
884.400 · Music Focus			
884.961 · Songfest - Restricted Gift	1,149	1,150	(1)
884.962 · Music in the Air - Restricted	5,146	5,150	(4)
Total 884.400 · Music Focus	6,295	6,300	(5)
884.500 · Artist In Residence			
884.970 · Artist in Residence Restricted	12,286	12,400	(114)
Total 884.500 · Artist In Residence	12,286	12,400	(114)
884.910 · Adult Programming Restricted			
884.911 · Adult Prog Rest Gifts Comedy Sh	1,500	1,500	0
884.912 · Adult Prog Rest Gifts General	520	520	0
884.913 · Adult Prog Rest Gifts SRP	750	850	(100)
884.914 · Adult Prog Rest Gifts MWest LW	3,000	3,000	0

Chelsea District Library
Donation and Restricted
January through November 2019

	Jan - Nov 19	Budget	\$ Over Budget
884.915 · Aud Prg. Rst. Gifts Purple Rose	1,000	1,000	0
Total 884.910 · Adult Programming Restricted	6,770	6,870	(100)
884.920 · Youth Programming Restricted			
884.921 · Youth Prog Rest Gifts Genl	970	1,000	(30)
884.923 · Youth Prog Rest Gifts SRP	3,850	3,850	0
Total 884.920 · Youth Programming Restricted	4,820	4,850	(30)
Total 884 · Programming	33,764	34,420	(656)
967 · Equipment			
967.900 · Equipment Restricted Gifts			
967.910 · Equipment Rest Gifts	1,560	1,765	(205)
Total 967.900 · Equipment Restricted Gifts	1,560	1,765	(205)
Total 967 · Equipment	1,560	1,765	(205)
969 · Continuing Education Expenses			
969.600 · Staff Training			
969.940 · Staff Appreciation - Restricted	790	1,540	(750)
Total 969.600 · Staff Training	790	1,540	(750)
Total 969 · Continuing Education Expenses	790	1,540	(750)
982 · Collection Expense			
982.910 · Adult Collection Restricted	0	50	(50)
982.920 · Youth Collection Restricted	59	90	(31)
Total 982 · Collection Expense	59	140	(81)
Total Expense	39,173	40,865	(1,692)
Net Ordinary Income	7,222	3,880	3,342
Net Income	7,222	3,880	3,342

	Jan 19	Feb 19	Mar 19	Apr 19	May 19	Jun 19	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Jan - Nov 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense															TOTAL
Income															
402 - District Revenue	594,401	816,483	219,041	44,006	(15,867)	66,754	67	0	1,311	0	557	1,728,753	1,752,176	(25,423)	99%
540.100 - State Aid	0	29,485	0	5,957	0	0	6,074	0	0	0	0	41,516	52,043	(10,527)	80%
574.100 - Penal Fines	0	0	0	0	0	0	0	20,151	0	0	0	20,151	20,000	151	101%
607.100 - Non-Resident Fees	564	748	563	219	761	312	500	94	188	344	563	4,857	6,000	(1,143)	81%
645.100 - Copiers & Printers	65	960	687	481	742	240	711	503	716	826	383	6,294	7,000	(706)	90%
655.100 - Circulation Fines	1,772	1,584	1,630	1,718	1,669	1,688	1,707	1,782	1,433	4,264	1,204	20,451	22,000	(1,549)	93%
665.100 - Interest	30	68	48	39	24	14	16	14	13	0	0	266			
668.100 - Investment Earnings	61	55	2,487	293	320	2,600	296	223	2,369	0	18,734	28,428	45,000	(16,572)	63%
666.500 - Investment Change In Value	12,063	1,598	(3,343)	17,178	10,893	5,281	(2,873)	18,636	(7,594)	0	(18,665)	35,174			
674 - Contribution & Donation	7,740	500	4,465	1,100	5,560	2,890	140	5,555	1,000	0	1,045	29,995	28,345	1,650	106%
675 - Private Grant Sources	10,000	0	1,000	0	0	0	0	0	5,400	0	0	16,400	16,400	0	100%
Total Income	626,696	851,482	226,558	70,991	4,102	79,779	6,628	46,958	4,836	5,434	6,821	1,930,285	1,948,964	(18,679)	99%
Gross Profit	626,696	851,482	226,558	70,991	4,102	79,779	6,628	46,958	4,836	5,434	6,821	1,930,285	1,948,964	(18,679)	99%
Expense															
701 - Personnel Expenses	43,209	77,748	123,383	83,096	83,820	81,294	87,923	129,030	83,476	85,872	81,839	960,480	1,141,773	(181,293)	84%
727 - Supplies	1,347	585	481	2,265	2,246	1,072	6,345	813	876	1,809	1,999	19,838	22,050	(2,212)	90%
801 - Professional Services	11,856	8,706	1,746	6,795	1,238	1,785	1,429	1,236	4,180	12,112	2,859	53,942	100,306	(46,364)	54%
803 - Maintenance Service Contracts	12,334	7,092	8,284	12,649	8,375	8,689	18,279	4,211	7,723	12,837	5,210	105,663	129,929	(24,266)	81%
850 - Telecommunications	(1,775)	2,125	2,077	3,979	2,070	3,695	2,923	1,920	1,866	7,740	1,377	27,997	37,400	(9,403)	75%
880 - Promotional Materials	2,863	6,360	2,421	2,469	4,350	7,193	4,729	3,838	8,616	3,048	5,405	51,292	62,851	(11,559)	82%
884 - Programming	1,937	15,217	17,803	7,865	12,371	6,045	10,959	12,805	4,965	10,148	7,651	107,766	130,345	(22,579)	83%
885 - Volunteer	0	30	284	475	69	0	158	(48)	0	0	0	968	2,400	(1,432)	40%
920 - Utilities	0	4,738	5,079	4,637	4,669	4,617	5,187	6,403	8,836	62	3,717	47,945	56,550	(8,605)	85%
960 - Board & Director Expense	0	44	87	62	525	70	221	71	108	287	117	1,592	3,200	(1,608)	50%
965 - Automation Services	13,163	0	0	8,699	0	0	8,699	575	0	9,043	0	40,179	42,795	(2,616)	94%
967 - Equipment	735	3,083	6,662	2,068	1,375	564	1,172	1,942	357	473	2,158	20,589	26,765	(6,176)	77%
969 - Continuing Education Expenses	2,554	1,887	1,078	478	3,905	436	4,237	293	1,887	2,254	3,375	22,382	25,700	(3,318)	87%
980 - Capital Expense	1,500	5,699	25,180	57,697	0	17,839	0	0	0	3,020	745	111,680	174,966	(63,286)	64%
982 - Collection Expense	6,151	27,925	9,595	8,124	10,559	13,098	28,165	18,835	7,321	5,842	11,942	147,557	175,009	(27,452)	84%
Total Expense	95,874	161,239	204,140	201,356	135,572	146,397	180,426	181,924	130,211	154,547	128,194	1,719,880	2,132,039	(412,159)	81%
Net Ordinary Income	530,822	690,243	22,418	(130,365)	(131,470)	(66,618)	(173,798)	(134,966)	(125,375)	(149,113)	(121,373)	210,405	(183,075)	393,480	
Other Income/Expense															
Other Expense															
999.001 - Transfer to Capital Improvement	0	0	0	0	0	0	0	0	0	0	0	0	(57,057)	57,057	0%
999.002 - Transfer to Capital Reserve Fun	0	0	0	0	0	0	0	0	0	0	0	0	(2,900)	2,900	0%
999.025 - Carry from General Fund	0	0	0	0	0	0	0	0	0	0	0	0	(123,118)	123,118	0%
Total Other Expense	0	0	0	0	0	0	0	0	0	0	0	0	(183,075)	183,075	0%
Net Other Income	0	0	0	0	0	0	0	0	0	0	0	0	183,075	(183,075)	0%
Net Income	530,822	690,243	22,418	(130,365)	(131,470)	(66,618)	(173,798)	(134,966)	(125,375)	(149,113)	(121,373)	210,405	0	210,405	100%

Chelsea District Library
Profit & Loss Prev Year Comparison
January through November 2019

	Jan - Nov 19	Jan - Nov 18	\$ Change	% Change
Ordinary Income/Expense				
Income				
402 • District Revenue	1,726,750.98	1,737,438.41	-10,687.43	-0.62%
501.001 • Grants	0.00	0.00	0.00	0.0%
540.100 • State Aid	41,515.50	11,007.16	30,508.34	277.17%
574.100 • Penal Fines	20,151.30	20,999.62	-848.32	-4.04%
607.100 • Non-Resident Fees	4,854.19	4,947.91	-93.72	-1.89%
645.100 • Copiers & Printers	6,294.61	6,653.98	-359.37	-5.4%
655.100 • Circulation Fines	20,450.97	20,800.46	-349.49	-1.68%
665.100 • Interest	266.83	199.11	67.72	34.01%
666.100 • Investment Earnings	28,428.11	50,173.77	-21,745.66	-43.34%
666.500 • Investment Change in Value	35,173.25	-32,572.24	67,745.49	207.99%
674 • Contribution & Donation	29,995.00	38,570.00	-8,575.00	-22.23%
675 • Private Grant Sources	16,400.00	0.00	16,400.00	100.0%
Total Income	1,930,280.74	1,858,218.18	72,062.56	3.88%
Gross Profit	1,930,280.74	1,858,218.18	72,062.56	3.88%
Expense				
701 • Personnel Expenses	960,491.30	947,371.06	13,120.24	1.39%
727 • Supplies	19,836.95	14,798.13	5,038.82	34.05%
801 • Professional Services	53,942.75	61,437.97	-7,495.22	-12.2%
803 • Maintenance Service Contracts	105,661.56	111,090.54	-5,428.98	-4.89%
850 • Telecommunications	27,997.57	28,317.90	-320.33	-1.13%
880 • Promotional Materials	51,290.47	47,167.48	4,122.99	8.74%
884 • Programming	107,766.26	89,373.24	18,393.02	20.58%
885 • Volunteer	967.18	851.34	115.84	13.61%
920 • Utilities	47,945.86	48,159.18	-213.32	-0.44%
960 • Board & Director Expense	1,591.87	2,250.63	-658.76	-29.27%
965 • Automation Services	40,179.92	45,136.79	-4,956.87	-10.98%
967 • Equipment	20,589.55	27,251.61	-6,662.06	-24.45%
969 • Continuing Education Expenses	22,381.69	19,383.25	2,998.44	15.47%
980 • Capital Expense	111,680.47	68,958.56	42,721.91	61.95%
982 • Collection Expense	147,556.51	144,911.31	2,645.20	1.83%
Total Expense	1,719,879.91	1,656,458.99	63,420.92	3.83%
Net Ordinary Income	210,400.83	201,759.19	8,641.64	4.28%
Net Income	210,400.83	201,759.19	8,641.64	4.28%

CHELSEA DISTRICT LIBRARY

Fund Balances

November-19

General Fund

LOCAL BANKS BALANCES

Checking Account/ Chelsea State Bank

Paypal Account

Cash on Hand

Beginning Balance	Net Change	Ending Balance
\$51,805.00	\$50,818.16	102623.16
\$388.50	\$388.50	\$388.50
<u>\$52,193.50</u>	<u>\$51,206.66</u>	<u>\$103,011.66</u>

Ameriprise Account

Fixed Income Fund

Money Market Fund

Investment Partners Total

1468905.33	\$10,516.67	\$1,479,422.00
\$100,000.00	-\$100,000.00	\$0.00
<u>\$1,568,905.33</u>	<u>-\$89,483.33</u>	<u>\$1,479,422.00</u>

Total General Fund

<u>\$1,621,098.83</u>	<u>-\$38,276.67</u>	<u>\$1,582,433.66</u>
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Debt Service Fund

Bond Debt Retirement Fund Checking

<u>\$287,559.72</u>	<u>-\$242.58</u>	<u>\$287,802.30</u>
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Original Investment

Date	Source	Amount
6/26/2009	General Fund	600,000
12/31/2009	General Fund	254,646
12/31/2010	General Fund	66,000
3/31/2012	General Fund	300
3/31/2012	Cap Improvement Fund	155,274
3/31/2015	Infinex Money Market Fund	1,737
	Total Investment	1,077,957

Investment Activity

Date	Value
11/30/2019	1,479,422
Invested	1,077,957
Increase 6/2009 – 12/31/2018	327,347
2019 Change (Current Year)	74,118
Withdrawal / Deposit	0

Investment Distribution

Fund	Value
Capital Reserve Fund	867,700
Capital Improvement Fund	42,943
General Fund from Investment	167,314
Investment Services Fund (Interest - Fees + Change in Value)	401,465
	1,479,422

Note: 2019 Budget moves

\$57,057 from Capital

Improvement Fd to General Fund

Note: 2019 Budget moves

\$22,100 from General Fund to

Capital Reserve Fund

Note: 2019 Budget moves

\$25,000 from Capital Reserve

Fund to General Fund

Report for 11/30/2019

Note: Fund Adjusts entered 2/12/2019

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Your Ameriprise statement

for November 1, 2019 to November 30, 2019

PREPARED FOR CHELSEA DISTRICT LIBRARY

Value of your investment accounts

	This month	This year
Beginning value	\$1,568,905.33	\$1,405,303.97
Net deposits & withdrawals	-\$100,000.00	\$0.00
Dividends, interest & income	\$66,100	\$41,239.78
Change in value	\$66,100	\$32,878.25
Ending value	\$1,479,422.00	\$1,479,422.00

See Total Pool
attached 12/18

All balanced to
General ledger 12/18

Your asset allocation

Asset class	Value on Nov 30, 2019	Percent of assets
● Cash & cash investments*	\$301,607.15	20.4%
● Fixed income	\$1,177,814.85	79.6%
Total assets	\$1,479,422.00	100%



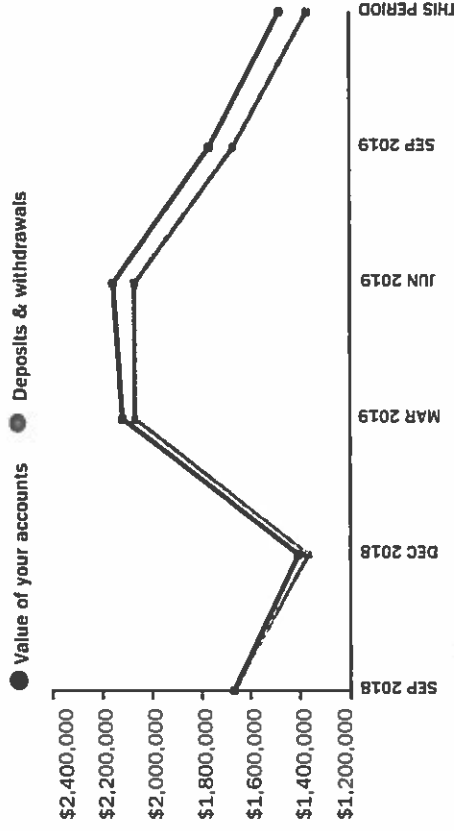
*Cash investments includes cash held inside pooled investments (e.g. mutual funds), as part of a manager's investment strategy, and is not directly accessible unless you sell some of that investment. For details visit ameriprise.com/allocation.

Your personal advisor

Robert Arteaga
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Robert Arteaga
Reports
December

Value of your investment accounts over time



This chart provides a five-year view of your account values. The black line shows the value of your accounts, while the gray line shows your net contributions (deposits less withdrawals).

Get all the details online at ameriprise.com. Click the Portfolio tab to find your latest account value, activity and asset allocation. Your Ameriprise financial advisor can help you understand how the stated account value shown here may differ from the amount you'd receive if you sold your assets (after any tax withholding, outstanding loans, pending transactions and potential fees).

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DIRECTOR'S REPORT

Library Director's Report on November 2019

Respectfully submitted for December 2019 Board Meeting

Word of Mouth Marketing

Bustling Library Lobby

Visitors to CDL will notice lots of activity in our lobby during the month of December:

- We are once again hosting *the Artful Aging* exhibition there throughout the month of December in conjunction with the United Methodist Retirement Communities (UMRC) Foundation. The exhibit showcases works including paintings, drawings, and pottery created by residents of UMRC's Chelsea Retirement Community.
- We are also collecting teen health and hygiene products in the lobby for homeless teens in our community in partnership with Faith in Action and Ozone House.
- Project Chelsea is displaying local artwork from December 2 – 12 to raise funds to help families in need pay for student lunches at North Creek Elementary School. For donations, visitors can submit drawing slips for the artwork.
- Finally, CDL is now a collection point for hard-to-recycle items in support of the Chelsea Zero Waste Coalition. More information is included in this report.

Washtenaw Reads

The Chelsea community is encouraged to participate in the 2020 Reads. Copies of the selected title, *Dear America, Notes of an Undocumented Citizen* by Jose Antonio Vargas, are available at CDL. The hope is that our community will read the title and participate in Reads programming throughout Washtenaw County (found at <https://aadl.org/washtenawreads/events>).

The purpose of the Read is to promote reading and civic dialogue through the shared experience of reading and discussing a common book. It is important to note that the title selected is not to be understood as an endorsement of any particular viewpoint, but rather an opportunity to respectfully share – sometimes opposing -- opinions, ideas, and information on themes generated in that title. Our public library is an appropriate forum for healthy dialogue like this.

Hard-to-Recycle Items Collection Point

Beginning in December, CDL will become a collection point for several hard-to-recycle items: toothpaste tubes and caps, toothbrushes, toothpaste cartons, toothbrush outer packaging, and floss containers and plastic film, including grocery bags, bubble wrap, plastic-shipping bags, etc. The Chelsea Zero Waste Coalition will supply CDL with collection boxes as well as arrange pick up collected materials.

Out and About – November 2019

- Accompanied Joy Jan Jones to South Elementary School with 4th graders – November 3, 4, & 5
- Accompanied Joy Jan Jones to Chelsea High School – November 5
- Accompanied Joy Jan Jones to Silver Maples – November 4
- Accompanied Joy Jan Jones to CRC – November 5
- Facilitated Chelsea Education Foundation Grants Committee meeting – November 4
- Walk to School Wednesdays – November 6 & 20
- Attended Library Marketing and Communications Conference in St. Louis – November 13 & 14
- Attended Chelsea Education Foundation board meeting – November 18
- Guest server at Chelsea Senior Center Thanksgiving luncheon – November 22
- Met with Patti Schwarz to discuss collaborative arts possibilities in Chelsea

Looking Ahead to December 2019

- Walk to School Wednesdays – December 4, 11, 18
- Rotary meetings – December 3, 10, 17
- Rotary Quartermania – December 5
- CDL Volunteer Appreciation Party – December 7
- Friends' Board meeting – December 7
- Social Justice and Public Libraries Symposium – December 9 & 10
- St. Louis Center VR – December 19
- Chelsea Senior Center Holiday Luncheon – December 20
- PTO – December 23 – January 3

**Chelsea District Library
Assistant Director's Report
Nov 2019**

Facility

Furniture update: Our upholsterer continues to struggle with health challenges which have caused another delay. We hope to have the four smaller, wood framed chairs done by the end of the year, but the four tall back lime green chairs will not be done until after the first of the year.

Construction update: We accepted a bid from Chelsea Paint and Carpentry, the same company that put up the outer wall to enlarge the Information Services office. They did a great job and their price was very good, so we set a December 9th start date. We have two plans of attack but won't know which will be employed until they start pulling things apart. Either way, they should be able to complete the work by the end of that week.

I mentioned last month our first-ever backflow inspection by the City and sure enough, they required two small changes- adding a backflow device to the boilers and changing out a valve on the fire sprinkler system. That work should be done by mid-December. We also had our annual plumbing inspection and it was clean.

Johnson Controls did two repairs on the HVAC system this month, placing the refrigerant monitor in the basement and two actuators on the VAV boxes in the Info Services office. We will do the phase monitors after the first of the year. They also discovered a slow leak in the boiler vent piping that will also be addressed then.

We finally got a break in our early winter to allow the yard company to return to do the fall clean-up. I was so happy to be able to get those leaves off the ground so they didn't sit under the snow all winter!

Programs/meetings/outreach/HR/budget

Our monthly all-staff meeting was going to be a field trip to the Story Book Trail but the weather did not cooperate, so department heads met with their staffs instead.

I continue to monitor the 2019 budget projections and carryovers for final submission to the board in December.

Management staff discussed our 2020-22 strategic plan and with the consultants' guidance, organized it into "large projects" or "quick wins." That document was presented to the board at the November retreat for their input. Strategic stakeholders will be given the opportunity to review it, then back to the staff for final thoughts. The board will see it for final approval in February.

Volunteers

We had 143.5 book sale hours this month and 97.25 non-book sale hours, for a total of 240.75 hours.

Respectfully submitted-

Linda Ballard, Assistant Director

Chelsea District Library
Volunteer Hours 2019

Volunteer Area	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Totals
Booksale	200.50	206.00	160.00	273.00	179.00	186.50	220.00	155.00	172.50	192.50	143.50	0.00	2088.50
CPU	8.00	3.00	0.00	1.50	1.00	1.00	0.00	0.00	0.00	1.00	0.00	0.00	15.50
Local History	27.00	27.25	23.00	33.50	35.75	29.25	20.00	11.25	39.50	48.00	35.25	0.00	329.75
Program	9.25	26.25	7.50	10.00	3.50	32.00	1.50	9.50	11.00	4.50	1.50	1.50	118.00
Workroom	20.25	20.25	27.00	28.00	26.50	35.50	25.25	30.00	75.50	36.00	18.50	0.00	342.75
Friends	20.00	6.50	23.00	18.25	17.75	12.50	6.25	22.00	24.50	34.75	10.50	0.00	196.00
YSG	40.00	54.00	29.50	48.50	47.50	378.50	407.50	26.00	11.00	48.00	10.50	0.00	1101.00
Board Trustees incl.comm mtgs	6.00	6.00	8.50	7.50	6.00	3.00	7.00	7.5	6.00	6.25	21.00	0.00	84.75
Monthly Totals	331.00	349.25	278.50	420.25	317.00	678.25	687.50	261.25	340.00	371.00	240.75	1.50	4276.25
<i>Non Book sale</i>	<i>130.50</i>	<i>143.25</i>	<i>118.50</i>	<i>147.25</i>	<i>138.00</i>	<i>491.75</i>	<i>467.50</i>	<i>106.25</i>	<i>167.50</i>	<i>178.50</i>	<i>97.25</i>	<i>1.50</i>	<i>2187.75</i>

November Program Information

Date	Event	Attendance
Adult Programming (7 Programs, 238 Attendees)		
11/3	Opera at the Library with Joy Jan Jones	30
11/6, 11/19	Book Clubs (Reading Glasses, Busy People)	9, 7
11/9	Local Author Fair	50
11/11	Veteran's Day*	100
11/12	CDL Top 5	39
11/18	Adult VR	3
Youth Programming (20 Programs, 326 Attendees)		
11/1	Homeschool Meetup: Science Fair	6
11/2	Sensory Open Play	3
11/4	Lego Club	16
11/5, 11/12, 11/19	Babytime	24, 15, 21
11/6, 11/13, 11/20	Preschool Storytime	7, 10, 14
11/7, 11/14, 11/21	Toddler time	21, 20, 31
11/8	Super Library Lock In	30
11/11	Minecraft Monday	5
11/13	Dinosaur Explorer: Dino-make Party	19
11/14	Read to Library Dogs	8
11/16	Purple Rose Concert Reading	52
11/19	Tween Book Club	6
11/25	Monkeyplay	3
11/25	Turkey Trek Storybook Trail*	25
Teen Programming (5 Programs, 53 Attendees)		
11/1	Teen VR Experience	2
11/2	4-H Stomp Out the Stigma (Teen Mental Health)	33
11/7, 11/21	That Thursday Thing: Shrinky Dinks, Calligraphy	8, 3
11/15	Teen After Hours: 90s Night	7
Outreach (Adult 5/106 , Teen 1/52, Youth 7/639 , Awareness 3/26)		
11/4, 11/5, 11/6 (Y)	Opera at South Meadows with Joy Jan Jones	26, 26, 80
11/4, 11/5 (A)	Opera at UMRC (Silver Maples and Dancey)	40, 27
11/5 (T)	Opera at Chelsea High School	52
11/5 (Y)	3D Printing at South Meadows (Special Needs Students)	7
11/8, 11/13 (Y)	Outreach storytimes (Mudpies & Lullabies, ECC)	20, 40
11/13, 11/20 (Awar.)	Walk to School Wednesdays	7, 11
11/13 (A)	Place that Face	11
11/14, 11/21 (A)	Outreach Book Clubs (Silver Maples, Pines)	12, 10
11/15 (Y)	Book Talks at South Meadows	440
11/21 (Awar.)	Visit to Sharon Ann Apartments	8
11/3, 5, 14, 19 (A)	Computer and ipad outreach (Dancey, Glazier)	3, 2, 2, 2
11/21 (A)	VR at St. Louis Center	6
*Denoted Strategic Plan Initiative		

(A) Denotes Adult Outreach (Y) Denotes Youth Outreach (T) Denotes Teen Outreach (G) Denotes General Outreach (Awar) Denotes Awareness Events

Services	Nov. 2019	Nov. 2018
Reference Questions	1953	2000
Homebound & Deposit Book Deliveries	29	24
OCLC Interlibrary Loan	9	9

Shannon Powers, Head of Information Services

- Programs: Veteran's Day arrived and despite some weather, the event (co-hosted by the city) went off remarkably well. I hosted this quarter's CDL Top 5, popular as always, accompanied by Catherine who will be taking over future game nights.
- Program planning: I met with youth and adult librarians to finalize our spring line up. I also met with Lori to plan for a multi-day author visit to the high school and library in late spring. Next quarter will be our annual MLK Day program, and I met with Jennifer Kundack, Susan Morrel Samuels and Joanne Ladio to discuss ways to incorporate local volunteer groups and opportunities into the day.
- Management Team: I met with Lori and the managers several times to brainstorm for the strategic plan and to review 2019 budget projections.
- Authors in Chelsea: we received our grant money and I discussed logistics with the school district and Jessica to implement a plan for properly spending the CEF grant money.
- Midwest Literary Walk: We've confirmed two authors for this year's Lit Walk, and I've booked a new venue, the Chelsea First United Methodist Church, in place of the Chelsea Depot to accommodate larger crowd sizes.

Laura Brown, Adult Information Services Librarian

November was another busy month of Adult Programming.

- Joy Jan Jones came to Chelsea for several days. I hosted her library performance on November 3 and attended her Silver Maples performance the next day with Catherine, in addition to eating three meals with her during her stay.
- I worked with Christian Calaguas from St. Joseph Chelsea Hospital to draw our Instapot raffle winner and brainstormed ideas for a continued partnership in May.
- Reading Glasses Book Club discussed *A Constellation of Vital Phenomena* by Anthony Marra. Going forward, we will move our start time to 7pm to allow more people to attend.
- CDL's second Local Author Fair went well with 10 authors of all genres giving mini-talks in McKune then selling and signing their books.
- CDL's Veteran's Day program was well attended (100+) despite a very snowy day that cancelled the city's outside portion. Speakers Jim Alford, CJ Percle, John Highfill, and Barbara Oliver Bagnall all gave moving speeches, and the Chelsea Comfort Inn Conference Center served as a great venue.
- Silver Maples Book Club discussed *A Thousand Acres* by Jane Smiley. Members were thrilled to get their next title right away—*Where the Crawdads Sing* by Delia Owens, as part of CDL's new book club collection that includes many large print copies.

- I helped Stacey staff her '90s teen party, where kids were immersed with all things '90s (Splurge was a big hit)!

Planning, ordering and displays also kept me busy!

- Adult staff met to plan spring (and some summer) programming.
- I booked all four of CDL's summer acts for Sounds and Sites!
- Adult ordering for the year is nearly completed to ensure all titles are in-house by year's end. Catherine took over Adult Books on CD and I will order Mystery.
- Holiday DVDs and Music CDs have been in high demand, especially with them out in our new display shelving.

Margaret Loebe, Adult Information Services Librarian

- Programs: Place That Face; Busy People's Book club with Catherine, who will be taking it over; Purple Rose Concert Reading
- Program planning:
 - booked a March program on restorative justice
 - I also planned and purchased the prizes for Hot Reads for Cold Nights in January-February
- Collections
 - ordered 300s, 800s, and 900s, end of the year ordering
 - With Jessica, I ordered new items for the CDL Garage
- Local history
 - I fielded a couple of local history questions
 - purchased supplies, including a new scanner
 - prepared for an exhibit in the McKune Room in January 2020
 - I also purchased a storage freezer in which to store Guenther collection negatives in order to slow the spread of vinegar syndrome.
- CDL Delivers
 - I signed 4 new patrons up to the CDL delivers program
 - I created a display with artwork created by Bob Benedict using maps supplied by CDL
 - I streamlined deliveries: the main delivery volunteer (or I) now make deliveries on Fridays only.

Catherine Sossi, Adult Information Services Librarian

- I co-hosted a number of programs that I will be taking over as the new Adult Services Librarian.
- This includes CDL Top 5 and two books clubs: Book Club @ The Pines Retirement Home and Busy People Book Club.
- I am starting to plan future programs for the Spring 2020 quarter, including Birdwatching vs Birding as well as a collaboration on Earth Day with Youth & Teen Librarian Jessica Zubik.
- I am settling into my role here at the library, which has been helped by the amazing staff.

Stacey Comfort, Youth & Teen Information Services Librarian

- Jessica and I have started prepping for the Hometown Holiday Teen and Tween Gift Making Program in early December. We've chosen six crafts and are in the process of making examples and writing out detailed instructions, accompanied by photos.
- I was delighted to work with Lori, Ron, and our visiting soprano, Joy Jan Jones, as we visited Chelsea High School and met with Steve Hinz's choir classes.

- I met with Shannon, Edith, and Jessica to plan spring programs, and I'm excited to work on a program I'm calling the Finals Freakout, where teenagers will come in and do a variety of fun and relaxing self-care activities, like petting therapy dogs, and popping bubble wrap.
- Starting in December, I'll be taking over coordination of the Youth Services Group from Edith, so I have been meeting with her periodically to learn what needs to be done, and how it all works.

Edith Donnell, Youth & Teen Information Services Librarian

- Programs: Had a small fun group for our Homeschool Meetup Science Fair, enjoyed Dinosaur crafts and dino eggs at the Dino-make party, and loved every minute of Babytime, as usual.
- Program Planning: Attended Youth Spring planning meeting, set up READ to the Library Dog slots for Spring. Secured Baffling Bill the Magician and Melissa Behring for SRP 2020
- Authors in Chelsea: Ordered books for the library and North Creek Elementary and set up dates for Feb and March pre-event visits. Emailed with Y5 & K lead teacher about including them in the site visit on March 18th.
- Outreach: Visited Sharon Ann Apartments and met with FIA staff and residents to discuss their interests and needs and offer them information on library services. Plan to follow up in a few months.
- Collection: Completed annual orders for DVDs, most of the youth book collections.

Jessica Zubik, Youth & Teen Information Services Librarian

- I spent a lot of time at South Meadow Elementary at the beginning of this month, as we hosted opera singer Joy Jan Jones in a mini performance of *The Elixir of Love* with Mrs. Radomski's 4th grade class. I also prepared reading lists and book talked new and exciting titles to nearly every class in grades 3-5!
- My grant application for Chelsea Education Foundation was awarded in full. We use these funds to purchase classroom sets of books from the visiting authors for Authors in Chelsea.
- Planning ahead for spring programs has been a lot of fun. New Adult Librarian, Catherine, and I are partnering up to plan an Earth Day program to commemorate the 50th anniversary of this important day.
- Much of my programming time this month was spent on the Super Library Lock-In, for which I planned a new scavenger hunt that kept kids engaged in a fun, silly, and safe contest. Everyone left with a 3D printed octopus! I have also been planning the Tween & Teen Homemade Gifts for the Holidays program with Stacey, as this will be her first time involved in this program.

Technology

Summary of November 2019



From: Ron Andrews – Head of Technology

Monthly Summary

The Sprint hotspots for the public were setup and should by the first of December be deployed. I am still working on making sure I have as many details for this project as I can. I am still working on getting the devices back from FIA to make sure that I have all the inventory information that I need to manage them. Circulation and Technical Services have changed the original boxes that were displayed to new cards that are situated on the second floor. It's hard to believe that now some of our devices are actually back and people can check them out.

The SLC-VR program is continuing to grow and be very well received. I have realized that I need more help with this and we have formed a group of interested staff, including circulation staff. We will start meeting regularly and review, test and work on skills needed to make this program a success.

Lastly a great deal of time has been spent working on the year-end budget projections and thinking about projects and schedule for 2020.

Technology

- Ordering equipment for Ingenuity Engine and review what current furniture we have that we can repurpose.
- Working with Stacey to purchase more VR titles for use at SLC and looking for titles that we can really use at the senior centers.
- Reset phones systems for holidays and checking settings
- Working with Scott for the new servers and planning strategy for deployment
- Assisting Scott with day-to-day tech support. We are exploring a new ticket system which should make training problems better and provide us with a knowledge base for staff.
- Worked to resolve an AV problem in Kidspot – referring to annual AV maintenance in December.
- Worked with librarians for resolve problem with public copier/printer. Ended up calling MOS for tech support in which they had to replace some parts.
- Working with Scott and Shannon for Wifi access barriers. Will be reporting to mgt team.

Outreach/Programming

- VR program at the St Louis Center is now moved to Monday evening at 6-8pm.
- The Opera in the schools project with Lori and Joy was a huge success. I so enjoyed working with Joy and the kids. I really think that the school and parents all found it worthwhile.
- Provided technology support for the Veterans program this year at the Comfort Inn.
- Worked with the Broadband group on schedule for 2020
- It's getting colder on these Walk to School mornings. We are averaging about 6-10 weekly.

Other

- Registered for and secured travel for PLA 2020 in Nashville.
- Started working with Lori for MIA 2020.

Ron Andrews

Network Report

November 2019



From: Scott Rakestraw – Network Administrator
Monthly Summary

The new server has been delivered and is now mounted in the server room. Knight Technology Group Inc. System Architect Ken Rutyna is consulting on the project to insure a smooth migration of servers, data and applications. He is also an expert in disaster recovery and will insure we are ready for an efficient migration to a cloud platform in the spring.

We have created two virtual machines on the new hardware. We are currently testing function, performance and reliability of the applications and solid state [no moving parts] drives.

One of the new services we will provide with the new hardware is a full featured Help Desk ticketing and knowledgebase system. Ron and I are testing several open source products. We plan to have a working solution in place by January 1, 2020.

Tasks Completed

- Attended TLN's Tech-Comm meeting.
- Deployed cloud-based system for delivering "How To" materials to staff/patrons.
- Provided computer support 1:1 at CRC.
- Provided VR Proctoring for out-reach session at St. Louis Center.
- Provisioned equipment in preparation for the ALA-2020 Census partnership.
 - <http://www.ala.org/advocacy/govinfo/census>
- Upgraded Xibo application platform for our in-house monitors.
- Deployed a local installation of WordPress for testing as a suitable intranet platform.
- Created 'mobile user' features to improve performance of the marketing department remote sessions.

Network latency and performance bottlenecks appear to be related to Cat5(e) wiring in the building. Some areas use less efficient, local switches to extend reach and provide additional network drops. Since the performance issues continue to be minor and infrequent, I see no immediate need for remediation. We will continue to evaluate our needs for wired vs wireless connections in the future and continue to monitor overall network performance on a daily basis.

Scott Rakestraw

MARKETING BOARD REPORT

November 2019

In addition to routine marketing tasks accomplished each month by marketing staff, below is an update on current marketing initiatives and media coverage for the month of November.

MARKETING PROJECTS

CDL Newsletters

- Winter
 - Created digital version and updated links on digital platforms and websites
 - Formatted newsletter images for future promotion efforts.
 - Deployed print issues in library and around town
- Spring
 - Created tentative outline and notified contributors of submission deadline
 - Began process of selecting cover artwork

Building and Avenue banners

- Worked with vendor to get westside building banners and hardware installed— project complete— banners look great!
- Worked with City of Chelsea to get main street avenue banner hardware repaired and banner reinstalled.
- Scheduled, created, and submitted avenue banner applications for 2020 Washtenaw Reads and Authors in Chelsea programs
- Created and sent to print 2020 Washtenaw Reads footers for avenue banners

Communication Survey

- Crafted survey questions to help identify patron digital communication preferences
- Created draft survey and presented to mgmt team for review and logic.
- Created deployment schedule for month of December
- Designed and created survey collectors to identify source of engagement

Volunteer of the Year (VOY)

- Created VOY READ poster and bookmarks, finalized, and sent to print
- Wrote VOY bio to be used at event, on website, and in press release

2020-22 Strategic Plan

- Attended management planning sessions to refine initiatives
- Attended part of CDL board retreat and presented Social Media Word of Mouth Marketing presentation

2019 Budget

- Reviewed remaining 2019 expenses and projected year-end spending amounts
- Attended series of management meetings to review year-end projections

Exhibits/displays

- Dialogued with CDL patron to showcase antique doll collection—tabled for 2020 spring display
- Art of Aging
 - Coordinated timing and promotion responsibilities of Art of Aging Exhibition—2nd year partnership with UMRC to showcase residents' artwork in library lobby during December
 - Updated lobby poster artwork
 - Created eval cards, printed, and created signs
 - Reviewed press release and deployed to local media
 - Created and deployed digital promotion assets
- Coordinated the installation of Fordite Display

Opera in the Schools

- Coordinated photographer for CHS and South Meadows visits
- Attended South Meadows final performance and dialogued with school staff for feedback and follow-up press release
- Wrote and submitted post-event press release and deployed to local media and state library organization

Library Marketing and Communication Conference

- Attended 2-day conference specifically geared to library marketing and public relations departments.
- Take aways:
 - Creation of New Patron Welcome Campaign including email series, face-to-face tours, and welcome kit

...more

MARKETING BOARD REPORT

November 2019

- Explore Instagram as additional social media platform to share stories and add new voice to our branding to attract millennials and teenagers
- Partnering with local academic libraries such as Washtenaw Community College to help cross promote collections, services, and databases at each other's buildings to commuter students
- Partner with local organizations to create mini-open houses for soon to be launch creative space "Ingenuity Engine" – helps showcase selective creative tools to targeted audiences.
- Explore the use of video to promote select collections and services on social media

MISCELLANEOUS MARKETING ACTIVITIES

- Reviewed plexi display pieces options for library book display spaces—placed final order
- Onboarded Catherine Sossi—coordinated photo shoot, updated staff webpage, created eNews article, and trained Catherine on marketing department tasks and duties
- Created communication tool for librarians to share promotional ideas for programs, collections, and services
- Submitted next StoryBook Trail backing pages to printer
- Created and printed notecards for Friends of CDL communications
- Updated Ad calendar, created upcoming ads, and scheduled with media
- Initiated new "Wahtcha Reading Wednesday" Facebook promotion – well received!
- Created special Holiday eNews edition promoting season-themed collections, services, and local programs

MEDIA COVERAGE (does not include social media)

- Chelsea Update (online): 14 articles
- Chelsea Guardian(print): 2 articles
- Chelsea Sun Times (print & online): 3 articles
-

Respectfully submitted,
Patty Roberts
Head of Marketing

Circulation Supervisor's Report November 2019

- Circulation – 21,788 or 2% lower than last November;
260,923 or break even with last year.
- Patron Count- 11,291 for November;
149,318 Year to Date.
** Does not include offsite programs.
- Circulation by township- for November
 - Dexter = 11% of total transactions
 - Lima = 13% of transactions
 - Lyndon = 14% of transactions
 - Sylvan = 15% of transactions
 - Chelsea = 34% of transactions
- November Circulation: 82% were items from Chelsea and 18% were inter-loaned items.
- Automated phone renewals in November– 19, Self-check was 11% of items checked out in November; Overdrive = 2257 in November; RBDigital = 487 in November; Hoopla = 267 in November.
- Registrations for November– 72 new cards; 7125 total card holders
 - *Dexter = 898 cards; Lima = 825 cards; Lyndon = 1034 cards
 - *Sylvan = 1222 cards; Chelsea = 2563 cards; Nonresident = 583 cards

Circulation Activities:

- We received 5 to 8 tubs in the run each day M-F with a total of 117 in November.
- Hotspot holds for November: Sprint = 5; Verizon = 9; AT&T = 3
- Attended the Veterans Day program at the Comfort Inn on November 11th.
- Remotely attended the SASUG meeting on November 14th.
- Attended a 2020 Census webinar on November 14th.

Respectfully submitted,
Terri Lancaster
Head of Circulation

Chelsea District Library
2019

Average Daily Circulation									
Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	2019 Total	2018	%Diff.
Jan.	591	950	903	850	715	422	26483	24343	9%
Feb.	771	965	754	779	731	398	22244	21896	2%
March	764	828	691	703	735	399	24554	25332	-3%
April	707	736	808	746	579	367	22384	23655	-5%
May	815	780	743	684	618	344	22887	21069	9%
June	932	850	901	867	713	398	25327	25615	-1%
July	984	940	922	758	744	522	26786	26766	0%
August	406	882	760	760	652	511	24141	24733	-2%
Sept.	659	778	700	686	615	421	21707	22047	-2%
Oct.	626	763	627	580	574	362	22622	22823	-1%
Nov.	660	753	735	752	609	387	21788	22230	-2%
Dec.								20805	
Total							260923	281314	
Mnth Avg							23,720	23,443	

Avg.% Inc.

with OD & RB, & deposit collection ckouts.

0%

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

SifChk/ Check-outs only				
2019 Totals	2018 Totals	2019 Total	Days	Per Day
2273	2270	2270	29	78
2061	1945	1945	26.5	73
2399	2582	2582	31	83
2095	1951	1951	29	67
2225	2091	2091	29	72
2605	2866	2866	30	96
2934	3146	3146	30	105
2595	2271	2271	30	76
2032	2424	2424	28	87
2296	2517	2517	31	81
2017	2384	2384	28	85
1849				
27381	28447	28447		10%

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

TLN Updated these numbers in April

2019	Items Added	Total Items
Jan	732	69,229
Feb	574	67,415
Mar	782	68,196
April	700	68,896
May	606	69,502
June	884	67,711
July	827	68,091
Aug	635	68,412
Sept	703	68,796
Oct	675	69,472
Nov	692	69,785
Dec		
Total/Avg	7,810	68,682

RB Digital Circ 2019				Overdrive Circ 2019			
(downloadable e-magazines)				(e-books, audio books & music)			
2019	2018	2017	2016	2019	2018	2017	2016
Jan	401	180	292	Jan	2248	1882	1577
Feb	327	144	271	Feb	2129	1696	1401
Mar	385	291	383	Mar	2216	2068	1703
April	364	170	331	April	2120	2057	1589
May	345	170	238	May	2270	1813	1504
June	361	215	240	June	2201	1908	1570
July	303	174	239	July	2517	2034	1659
Aug	421	192	230	Aug	2489	1990	1724
Sept	409	152	264	Sept	2444	2011	1539
Oct	409	198	220	Oct	2347	2041	1644
Nov	487	467	172	Nov	2257	2077	1602
Dec		340	191	Dec	2138	1639	
Total	4212	2693	3,071	Total	25238	19151	19151

Hoopla 2018			
(e-books, audiobooks, music, movies)			
2019	2018	2017	2016
Jan	64	43	
Feb	238	38	
Mar	287	42	
April	272	78	
May	267	79	
June	301	121	
July	282	146	
Aug	283	160	
Sept	245	148	
Oct	278	167	
Nov	267	174	
Dec		204	
Total	2784	1400	

Chelsea District Library Monthly New Registration 2019												
District			NonRes	School	Other	Total Month	Grand Total	New Registrations by Municipality				
								Chel	Dext	Lima	Lyndon	Sylvan
January	65	9	0	0	5	79	8365	35	13	4	11	9
February	51	6	0	0	2	59	6923	22	4	7	11	7
March	66	12	0	0	3	81	6867	32	7	6	8	14
April	95	8	1	0	0	104	6959	36	8	13	17	19
May	71	5	0	0	2	78	7037	22	5	9	8	28
June	99	12	1	0	0	112	6958	37	15	11	12	26
July	119	9	0	0	0	128	6917	51	4	22	17	25
August	88	7	2	2	2	99	6863	36	9	2	23	18
September	124	8	1	0	0	133	6987	43	12	26	17	28
October	89	8	1	0	0	98	7078	36	8	14	7	25
November	63	5	1	1	3	72	7125	30	9	10	2	13
December						0						
Totals						1043		380	94	124	133	212
Change in Card holder Grand Total due to Patron database clean up for new computer system.												
Registered Card Holders												
	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	
District	8708	9113	8898	9147	9002	9083	9109	9064	7837	7753	6542	
Dexter	1216	1258	1197	1222	1206	1211	1215	1230	1087	1101	898	
Lima	1124	1176	1169	1174	1156	1133	1109	1109	996	965	825	
Lyndon	1605	1673	1567	1579	1538	1539	1546	1522	1302	1255	1034	
Sylvan	1743	1822	1800	1786	1693	1662	1667	1641	1412	1426	1222	
CityChel	3020	3184	3165	3386	3409	3538	3572	3562	3040	3006	2563	
NonRes	977	960	902	744	640	649	655	625	575	609	583	
Freedom	81	58	18	7	6	6	6	7	0	1	0	
Sharon	153	150	149	141	118	122	118	110	107	112	108	
Waterloo	421	423	411	365	336	348	352	333	249	268	258	
GrassLk				15	26	29	28	25	37	36	23	
Other	322	329	324	216	154	144	151	150	182	192	194	
Totals	9685	10073	9800	9891	9642	9732	9764	9689	8412	8362	7125	

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CityChel	3020	3184	3165	3386	3409	3538	3572	3562	3040	3006	2563	
NonRes	977	960	902	744	640	649	655	625	575	609	583	
Freedom	81	58	18	7	6	6	6	7	0	1	0	
Sharon	153	150	149	141	118	122	118	110	107	112	108	
Waterloo	421	423	411	365	336	348	352	333	249	268	258	
GrassLk				15	26	29	28	25	37	36	23	
Other	322	329	324	216	154	144	151	150	182	192	194	
Totals	9685	10073										

Item Circulation 2019

2019						
	All items circled at Chel inc: OD & Zinio	Chel items circled at Chel inc: OD & Zinio	% of Chel items circled at Chel	Other items circled at Chel	% other items circled at Chel	Chel items charged/ renewed anywhere in system
Jan.	26,483	15,888	60%	10,595	40%	16,197
Feb.	22,244	14,894	67%	7,350	33%	15,206
March	25,127	17,061	68%	8,066	32%	17,223
April	22,384	15,065	67%	7,319	33%	15,132
May	22,887	15,337	67%	7,550	33%	15,565
June	25,327	18,067	71%	7,260	29%	18,009
July	26,786	23,159	86%	3,627	14%	19,588
August	24,141	20,018	83%	4,123	17%	16,172
Sept.	21,707	18,377	85%	3,330	15%	14,625
Oct.	22,622	19,669	87%	2,953	13%	15,526
Nov.	21,788	17,857	82%	3,931	18%	15,026
Dec.				0		
Totals	261,496	195,392	75%	66,104	25%	178,269
Mnth Avg	23,772	17,763		6,009		16,206
TLN Updated these numbers in April						
2019 Circulation by Department - Percentage						
	Adult	Youth	Teen	2019 Circulation by Department - Total Checkouts		
January	60%	36%	5%	Adult	Youth	Teen
February	58%	38%	4%	9,777	5,743	677
March	57%	39%	4%	8,900	5,743	563
April	58%	38%	4%	9,756	6,799	668
May	59%	37%	4%	8,738	5,790	537
June	50%	45%	5%	9,121	5,687	529
July	50%	45%	5%	8,978	8,212	877
August	57%	39%	4%	9,653	8,622	1,022
September	57%	39%	4%	9,185	6,247	668
October	56%	41%	3%	8,133	5,474	512
November	59%	38%	3%	8,565	6,217	486
December				8,578	5,535	453
Yearly Avg.	58%	40%	4%	99,384	70,069	6,992

ACTION ITEMS

Action Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet
December 17, 2019 Board Packet

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

Accept November donations and changes to the 2019 FY Budget.

	Income Line -	Expense Line
Gary & Jo Ann Munce	674.120	969.620
Mary Green	674.120	969.620
		\$500.00
		\$150.00

Sub Total: \$400.00

Acknowledge the donations below that are already in the 2019 budget.

Sub Total: \$

Total General Donations: \$650.00

Acknowledge the donations below toward the CDL Endowment.

Anne Merkel, Board Secretary

Date

Action Item #2

Chelsea District Library
Board of Trustees

Library Board Fact Sheet December 17, 2019 Meeting

2020 Calendar of Library Operations and Holidays

Background:

The 2020 calendar of library operations and holidays was discussed in November. No staff in-service date has been decided and can be added at a later time.

Anne Merkel, Board Secretary

Date

12/12/2019

Chelsea District Library Board
2020 Chelsea District Library
Calendar of Library Operations and Holidays

Governance
Appendix #1
Adopted: December 17, 2019

Regular Library Hours (Labor Day to Memorial Day):

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

Summer Library Hours (Memorial Day to Labor Day):

10:00 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:

Wednesday, January 1	[New Year's Day]
Monday, February 17	[President's Day]
Sunday, April 12	[Easter Sunday]
Sunday, May 24	[Shared System Not Available]
Monday, May 25	[Memorial Day]
Saturday, July 4	[Independence Day]
Sunday, September 6	[Shared System Not Available]
Monday, September 7	[Labor Day]
Wednesday, November 25	[Close at 5:00 PM]
Thursday, November 26	[Thanksgiving Day]
Friday, November 27	[Thanksgiving Friday]
Thursday, December 24	[Christmas Eve]
Friday, December 25	[Christmas Day]
Thursday, December 31	[New Year's Eve]
TBD	[Closed for Staff In-Service]

Anne Merkel, Board Secretary

Date

Action Item #3

Chelsea District Library
Board of Trustees

Library Board Fact Sheet December 17, 2019 Meeting

2020 Library Board Meeting Calendar

Background:

The dates for the 2020 board meetings were discussed in November. No retreat date has been decided and can be added at a later time.

Anne Merkel, Board Secretary

Date

**Chelsea District Library
Board of Trustees
Board Meetings 2020**

Location: McKune Meeting Room unless otherwise indicated

Time: 6:45 pm, unless otherwise indicated

**Governance
Appendix #2**

Adopted: December 17, 2019

January 21, 2020

February 18, 2020

March 17, 2020*

April 21, 2020

May 19, 2020

June 16, 2020

July 21, 2020

August 18, 2020

September 15, 2020

October 20, 2020

November 17, 2020

December 15, 2020

TBD Board Retreat

*** March 17 Board Meeting will begin at 10 a.m.**

Anne Merkel, Secretary

Date

Action Item #4

Chelsea District Library
Board of Trustees

Library Board Fact Sheet December 17, 2019 Board Meeting

Director Evaluation

Background:

The Personnel Committee has received feedback and has made its recommendation for the library director's annual review. This recommendation will be made in closed session.

Anne Merkel, Board Secretary

Date

Action Item #5

Chelsea District Library
Board of Trustees

Library Board Fact Sheet December 17, 2019 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 addresses every year in December.

Anne Merkel, Board Secretary

Date

Action Item #6

Chelsea District Library
Board of Trustees

Library Board Fact Sheet December 17, 2019 Meeting

Budget Adjustments/Carryovers for 2019/20

Background:

The Board needs to approve the budget adjustments to the 2019 budget & the carryovers to the 2020 budget before the end of the fiscal year.

Anne Merkel, Board Secretary

Date

Action Item #6a

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

December 17, 2019 Meeting

Budget Carry-Over from 2019 to 2020

Background:

That the Board approves the following budget adjustments to the 2020 budget:

Amount	From	Line	To	Line	Reason
\$4,000.00	801.079	Prof Serv/Strategic Plan	801.079	Prof Serv/Strategic Plan	SP continuation
\$18,000.00	801.084	Prof Serv/Election fees	803.220	Maint Contracts/temp controls	HVAC upgrade
\$3,000.00	803.605	MaintServContracts/Clean	803.220	Maint Contracts/temp controls	HVAC Monitoring
\$1,000.00	803.395	MaintServ/Web hosting	803.500	MaintServ/phone maint	Add to phone contract
\$2,500.00	880.340	Printed items/Stationary	880.340	Printed items/Stationary	Ing. Engine/Rebrand
\$1,100.00	880.443	PromoMat/digital coll.	880.443	PromoMat/digital coll.	Support Twsp WiFi
\$6,210.00	884.111	MLW	884.111	MLW	Augment 2020 prog.
\$325.00	884.112	Korner Stage	884.112	Korner Stage	Augment 2020 prog.
\$350.00	884.212	Gen Youth Prog.	884.251	Storybook Trail	Low 2020 start budg.
\$850.00	884.215	Early Literacy	884.215	Early Literacy	Add Sat./Sub raises
\$400.00	884.272	Gen Teen Prog.	884.272	Gen Teen Prog.	Expanding Offerings
\$400.00	884.272	Gen Teen Prog.	884.277	Teen Summer Reading	Augment 2020 prog.
\$1,000.00	967.120	Compts/components	967.135	WiFi Hotspots	Maint/replacements
\$2,325.00	967.120	Compts/components	803.220	Maint Contracts/temp controls	HVAC monitoring
\$2,000.00	969.120	Stall Travel/Info Serv	969.120	Staff Travel/Info Serv	MLA/PLA
\$500.00	969.620	Staff In-Serv/Appreciation	969.620	Staff In-Serv/Appreciation	Rec. too late for '19
\$11,022.00	980.100	Cap/Furn & Equip	967.310	Equip/Makerspace	Ingenuity Engine
\$1,000.00	982.410	Elec Prods/Subs	982.410	Elec Prods/Subs	Augment 2020

Total: \$55,982.00

Anne Merkel, Board Secretary

Date

DISCUSSION ITEMS

Discussion Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet December 17, 2019 Meeting

2020 Chelsea District Library Board Officers

Background:

Discussion on the presented officers for 2020.

President:	Susan Lackey
President-Elect:	TJ Helfferich
Treasurer:	Gary Munce
Secretary:	Jan Carr

This will move to Action in January of 2020.

Discussion Item #2

Chelsea District Library
Board of Trustees

Library Board Fact Sheet December 17, 2019 Meeting

2020 Library Board Committees

Background:

Committees for 2020 are appointed by the board president. The president has historically not chaired a committee due to their other responsibilities and the board treasurer is always the chair of the Finance committee.

This will move to Action in January of 2020.

**Chelsea District Library
Board of Trustees
2019 Board Committees**

Governance
Appendix #3

Approved: January 15, 2019

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

Anne Merkel

1-15-19

Anne Merkel, Board Secretary

Date

**Chelsea District Library
Board of Trustees
2020 Board Committees**

Governance
Appendix #3

Approved: January 21, 2020

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

Anne Merkel, Board Secretary

Date

Discussion Item #3

Chelsea District Library
Board of Trustees

Library Board Fact Sheet December 17, 2019 Meeting

Programming Cost/Benefit Analysis

Background:

This is a board generated discussion on the pros and cons of conducting cost/benefit analysis on the library's major annual programs.

Discussion Item #4

Chelsea District Library
Board of Trustees

Library Board Fact Sheet December 17, 2019 Meeting

At-Large Board Member Approval

Background:

At-Large Board Member Susan Lackey's term ends after 2019. The board needs to approve another 4-year term for Susan or appoint a replacement. This discussion will move directly to Action.

COMMITTEE INFO & MINUTES

Gary Munce- Chair
Jan Carr
Anne Merkel

On Wednesday, December 11, 2019 the Personnel Committee met to review the employee and board evaluations for Director Lori Coryell, as well as Lori's self-evaluation. After reviewing these evaluations, the committee has prepared its recommendations for the board and will present said recommendations at the Dec. 17 board meeting.

CDL Board of Trustees Nominating Committee
Meeting Minutes

November 12, 2019

Committee Members Present: TJ Helfferich, Sue Lackey, Charlie Taylor

After discussion, the Nominating Committee respectfully recommends the following slate for the year beginning January 1, 2020:

President: Susan Lackey
President Elect: TJ Helfferich
Treasurer: Gary Munce
Secretary: Jan Carr
Committees: Attached

Submitted by TJ Helfferich, Chair

