

CHELSEA DISTRICT LIBRARY BOARD OF TRUSTEES

Tuesday, January 21, 2020—6:45 p.m.

McKune Room

AGENDA

6:45 Board Meeting

Welcome and Call to Order

Oath of Office for Board

VOY & FOY Official Resolution Presentations

Agenda Review, Additions, and Approval

6:55 Compulsory Segments

Board Meeting Minutes Approval – December 17, 2019

Closed Session Minutes Approval – December 17, 2019

Approval of the December Operational Checks

Approval of December Financial Reports

Director's, Strategic Plan, and Friends Reports

7:25 Public Comment

7:30 Action Items

1. Donations
2. 2020 Board Officers (Move to start and new officers to continue the meeting)
3. 2020 Board Committees
4. 2019 to 2020 Budget Carryovers

7:45 Discussion Items

1. Fine Free
2. Program Reporting to Board
3. ALA: Future Trends in Public Libraries

8:00 Reports

Policy Committee

Finance Committee

Personnel Committee

Nominating Committee

Community Outreach Committee

8:05 Public Comment

8:10 Other Items

8:15 Adjournment

Public Participation

Meetings held by the Chelsea District Library are for the purpose of conducting library business. A Chelsea District Library meeting is not a “public meeting.” It is a “meeting held in public.” The difference between these two types of meetings is that a public meeting is usually designed for the free flow of information among all in attendance, whereas a meeting held in public is for observation and “Public Input” at specific times on the agenda.

Public Participation at Open Meetings

Meetings held by the Chelsea District Library are for the purpose of conducting library business. Public input is allowed during set times of these meetings and for specific amounts of time.

There are two ways to participate in a Board meeting:

- You may call the Board President or Library Director at least five days in advance of the Board meeting and ask to be placed on the agenda. The Board President or the Library Director shall use their discretion in accepting these requests. The Board decides what agenda items are to be discussed when they formally adopt the agenda at the start of their meeting. Once approved, you will be allowed to make your presentation to the Board.
- You may address the Board during agenda items listed as “Comments from the Public.”

Individuals who are addressing the Board at a Board Meeting must state their name and the name of the organization or group they are representing, if that is the case.

Board members may question speakers, but the Board will not enter into debate or conversation during this portion of the meeting. In general, issues are referred to the Director for investigation, study and recommendation, designation as a future agenda item, or answered through written communication.

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

Tuesday, December 17, 2019 6:45pm
Meeting Location: McKune Meeting Room

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

Trustees Absent: C. Taylor & TJ Helfferich.

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

Guests: None

Welcome and Call to Order

S. Lackey called the meeting to order at 6:45 p.m.

Agenda Review, Additions, and Approval

MOTION made by A. Merkel, SECONDED by E. Sensoli to approve the agenda as presented. Discussion: None All Ayes: 5-0

Compulsory Segments:

Minutes and Approval of Checks

MOTION made by E. Sensoli, SECONDED by G. Munce to approve the minutes of the November 19, 2019 Board Meeting. Discussion: None All Ayes: 5-0

MOTION made by E. Sensoli, SECONDED by J. Carr to accept the General Fund Operational checks for November, 2019. Discussion: None All Ayes 5-0

MOTION made by E. Sensoli, SECONDED by A. Merkel to accept Financial Reports for November, 2019. Discussion: None All Ayes: 5-0

Director's Report Update:

L. Coryell update:

- Bridgeport Consulting, who is helping to create the library's 2020-2023 Strategic Plan will be at the January All-Staff Meeting and will present to the board at the February Board Meeting.
- The library purchased two butterfly chairs with donations made in Robert German's memory. The chairs will be equipped with memorial plaques and will be placed outside in the reading garden in the Spring. In the meantime, the chairs are in the main lobby.

Friends Report Update:

- The Friends are preparing for their annual meeting on January 25, 10:30-Noon.
- They have received the library's 2020 wish list.
- New officers are being worked out, as are job descriptions and bylaws.
- Friend of the Year (Jo Ann Munce) and Volunteer of the Year (Meg Gower) were announced at December 7th's Volunteer Appreciation Parade-Watching Party.

Other Reports Notes:

Anne asked about the hard-to-recycle items campaign that the Chelsea Zero Waste Coalition is sponsoring and that the library is supporting as a drop-off site.

Elizabeth shared that one of the drawings from the Artful Aging display in the main lobby was done by her mother.

Public Comment: None

Action Item #1: Donations

MOTION made by A. Merkel, SECONDED by E. Sensoli to approve and acknowledge the presented 2019 November donations of \$650.00.

Discussion: Gary spoke about trusts and estate planning and whether we should include information on these in donation acknowledgements.

All Ayes: 5-0

Action Item #2: 2020 Calendar of Operations and Holidays

MOTION made by A. Merkel, SECONDED by E. Sensoli to approve the presented calendar of operations and holidays. Discussion: Lori discussed the data and reasoning in adding Thanksgiving Friday to the holiday list.

All Ayes: 5-0

Action Item #3: 2020 Board Meeting Calendar

MOTION made by A. Merkel, SECONDED by J. Carr to approve the presented board meeting calendar. Discussion: None.

All Ayes: 5-0

MOTION made by A. Merkel, SECONDED by E. Sensoli to move into CLOSED SESSION to discuss Action Item #4: Director Annual Review.

Roll Call to go into Closed Session: Susan – Aye, Elizabeth – Aye, Gary – Aye, Jan – Aye, Anne – Aye.

Roll Call to come out of Closed Session: Jan – Aye, Elizabeth – Aye, Susan – Aye, Gary – Aye, Anne – Aye.

Action Item #4: Director Annual Review

MOTION made by A. Merkel, SECONDED by E. Sensoli to approve the recommendation from the Personnel Committee for the Director's Annual Review.

Discussion: None.

All Ayes: 5-0

Action Item #5: Capital Improvement Fund Commitment

MOTION made by E. Sensoli, SECONDED by A. Merkel to move the funds to maintain the commitment of keeping \$100,000.00 in the Capital Improvement Fund. Discussion: None.

All Ayes: 5-0

Action Item #6: 2019 to 2020 Budget Carryovers

MOTION made by E. Sensoli, SECONDED by A. Merkel to approve the carryovers from the 2019 budget to the 2020 budget. Discussion: None.

All Ayes: 5-0

Discussion Item #1: 2020 Board Officers

Officer post recommendations were shared and will be an Action Item in January.

Discussion Item #2: 2020 Board Committees

Committee chairs and membership recommendations were shared and will be an Action Item in January.

Discussion Item #3: Programming Cost/Benefit Analysis

There was a discussion about the pros and cons of a formalized review template for programming; whether it is necessary and, if so, what form it would take. Also discussed what the board wants going forward on the Performance Dashboard. It was agreed that this discussion should continue and needs to be addressed again when the full board is present.

Discussion Item #4: At-Large Board Member Approval

MOTION made by E. Sensoli, SECONDED by G. Munce to move Discussion Item #4 to Action Item #7. Discussion: None.

All Ayes: 5-0

Action Item #7: At-Large Board Member Approval

MOTION made by A. Merkel, SECONDED by G. Munce to approve Susan Lackey for another term as an at-large trustee on the library board. Discussion: None.

All Ayes: 5-0

Committee Reports

Policy Committee –

Finance Committee –

Personnel Committee – Minutes were in packet.

Nominating Committee – Minutes were in packet.

Community Outreach Committee –

Public and Board Comment: None

Other Items: None

Adjourn:

MOTION made by E. Sensoli, SECONDED by A. Merkel to adjourn the meeting at 8:31 p.m.

All Ayes: 5-0

Jan Carr, Board Secretary

Date

FINANCE REPORTS

Chelsea District Library
List of Checks for Board Approval
December 2019

01/21/20

Date	Num	Name	Memo	Amount
701 · Personnel Expenses				
701.100 · Wages				
701.120 · Retirement Pick up ER				
12/04/2019	20191206	Alerus Financial	12/06/2019 PR	1,357.56
12/06/2019	PR 12062019		RETIREMENT	-1,357.56
12/17/2019	20191202	Alerus Financial	12/20/2019 PR FLEX TO 457(b)	1,357.56
12/18/2019	PR 11222020		RETIREMENT	-1,357.56
12/20/2019	PR 12202019		RETIREMENT	-1,357.56
12/30/2019	20191216	Alerus Financial	01/02/2020 PR FLEX TO 457(b)	1,295.73
12/31/2019	AP19ACC2		01/15 - PAYROLL 01/02 RETIREMENT PICK UP	223.68
Total 701.120 · Retirement Pick up ER				161.85
701.100 · Wages - Other				
12/06/2019	PR 12062019		WAGES	37,803.79
12/17/2019	V51765076	Taylor, Charles P	REISSUE ACH AS CHECK 12/6 CHECK DATE	27.74
12/18/2019	PR 11222020		WAGES	37,635.96
12/20/2019	PR 12202019		WAGES	37,635.96
12/31/2019	PR ACCR 19		ACCRUE 01/03/2020 PAYROLL 100%	38,494.94
12/31/2019	PR ACCR 19		ACCRUAL PAYROLL 01/17/2020 1/7TH	5,489.76
Total 701.100 · Wages - Other				157,088.15
Total 701.100 · Wages				157,250.00
701.110 · Retirement-Contributions - EE				
12/04/2019	20191206	Alerus Financial	12/06/2019 PR	2,003.61
12/06/2019	PR 12062019		RETIREMENT PICK UP	-2,553.48
12/17/2019	20191202	Alerus Financial	12/20/2019 PR EE PERSONAL CONT	2,003.61
12/18/2019	PR 11222020		RETIREMENT PICK UP	-2,003.61
12/20/2019	PR 12202019		RETIREMENT PICK UP	-2,003.61
12/30/2019	20191216	Alerus Financial	01/02/2020 PR EE PERSONAL CONT	2,553.48
12/31/2019	AP19ACC2		01/15 - PAYROLL 01/02 CONTRIBUTIONS	364.78
Total 701.110 · Retirement-Contributions - EE				364.78
701.115 · 401A Retirement Matching				
12/06/2019	PR 12062019		401 A MATCHING	1,327.78
12/18/2019	PR 11222020		401 A MATCHING	1,327.78
12/20/2019	PR 12202019		401 A MATCHING	1,327.78
12/31/2019	PR ACCR 19		ACCRUE 01/03/2020 PAYROLL 100%	1,308.97
12/31/2019	PR ACCR 19		ACCRUAL PAYROLL 01/17/2020 1/7TH	189.78
Total 701.115 · 401A Retirement Matching				5,482.09
701.200 · FICA				
12/06/2019	PR 12062019		FICA EMPLOYER	2,573.93
12/18/2019	PR 11222020		FICA EMPLOYER	2,804.49
12/20/2019	PR 12202019		FICA EMPLOYER	2,804.49
12/31/2019	PR ACCR 19		ACCRUE 01/03/2020 PAYROLL 100%	2,858.08
12/31/2019	PR ACCR 19		ACCRUAL PAYROLL 01/17/2020 1/7TH	407.72
Total 701.200 · FICA				11,448.71
701.300 · Flex Benefits				
12/06/2019	PR 12062019		Dep Life (CA & DL & HI)	-40.02
12/06/2019	PR 12062019		Health Insurance	-717.43
12/18/2019	PR 11222020		Dep Life (CA & DL & HI)	-40.02
12/18/2019	PR 11222020		Health Insurance	-935.77
12/20/2019	PR 12202019		Dep Life (CA & DL & HI)	-40.02
12/20/2019	PR 12202019		Health Insurance	-935.77
12/31/2019	20191210	Unum Life Insurance Co.	2020 Premium JAN	698.59
Total 701.300 · Flex Benefits				-2,010.44
701.400 · Unemployment				
12/30/2019	2019 4TH QUART...	Michigan Municipal League-Unemp	2019 4TH QUARTER	14.75
Total 701.400 · Unemployment				14.75
701.500 · Workers Comp				

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Chelsea District Library
List of Checks for Board Approval
December 2019

Date	Num	Name	Memo	Amount
12/03/2019	WDH A509527 - 2...	Citizens Insurance Co	2020 WORKMANS COMPENSATION -12/18/...	2,288.00
12/30/2019	AP19ACC1		12/05 2020 CITIZENS INS - WORKMANS	2,288.00
Total 701.500 · Workers Comp				4,576.00
Total 701 · Personnel Expenses				177,125.89
727 · Supplies				
727.200 · General Operations				
12/02/2019	1771833	Arbor Springs Water Co. Inc.	Bottled Water	32.00
12/02/2019	20191203	Zoran, Amy	Cards	24.00
12/02/2019	WO-55597-1	SMART BUSINESS SOURCE	GENERAL SUPPLIES	229.59
12/13/2019	1773509	Arbor Springs Water Co. Inc.	Bottled Water	50.50
12/27/2019	1774824	Arbor Springs Water Co. Inc.	Bottled Water	25.50
12/30/2019	20191230	Petty Cash-	NAPKINS, SPOONS	18.88
12/30/2019	20191230	Petty Cash-	CARD FOR KEEGAN	4.00
12/30/2019	20191230	Petty Cash-	KEYS	20.00
12/31/2019	AP19ACC2		01/15 - COSTCO - FORKS	9.69
12/31/2019	AP19ACC2		01/15 - INTUIT - 1099 FORMS	67.89
Total 727.200 · General Operations				482.05
727.300 · Material Processing				
727.320 · Matl Processing Cases				
12/20/2019			CIRC Deposit 12/04/19 LD	-10.00
12/27/2019			CIRC Deposit 12/27/2019 LD (corrected 01/10 ...	-15.00
Total 727.320 · Matl Processing Cases				-25.00
Total 727.300 · Material Processing				-25.00
727.500 · Cleaning				
727.510 · Cleaning Paper Products				
12/31/2019	AP19ACC2		01/15 - COSTCO - CLEANING PAPER PROD	58.88
Total 727.510 · Cleaning Paper Products				58.88
727.520 · Cleaning Supplies				
12/02/2019	4035670931	Cintas Corporation-300	Soap	18.43
12/20/2019	4038000635	Cintas Corporation-300	Soap	18.43
Total 727.520 · Cleaning Supplies				36.86
727.530 · Cleaning Rugs				
12/02/2019	4035670931	Cintas Corporation-300	Rugs	148.36
12/20/2019	4038000635	Cintas Corporation-300	Rugs	148.36
Total 727.530 · Cleaning Rugs				296.72
Total 727.500 · Cleaning				392.46
727.600 · Printing				
727.620 · Printing Forms				
12/13/2019	40924	Chelsea Print & Graphics	PO AND CR FOR 2020	435.00
Total 727.620 · Printing Forms				435.00
Total 727.600 · Printing				435.00
727.700 · Postage				
727.720 · Postage-Operating Postage				
12/30/2019	20191230	Petty Cash-	ILL RETURN POSTAGE	5.06
Total 727.720 · Postage-Operating Postage				5.06
Total 727.700 · Postage				5.06
727.800 · Maintenance				
727.810 · Maintenance Light Bulbs				
12/11/2019	1N6M-47N4-P6RT	Amazon Capital Services Inc	LIGHT BULBS	34.58
Total 727.810 · Maintenance Light Bulbs				34.58

Chelsea District Library
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01/21/20

Date	Num	Name	Memo	Amount
727.830 · Maintenance General				
12/11/2019	1N6M-47N4-P6RT	Amazon Capital Services Inc	BATTERIES	40.98
12/13/2019	1755005	Chelsea Lumber Company	PAINT - 1 GAL	32.99
12/13/2019	1PGX-4RJ4-DKGX	Amazon Capital Services Inc	DRILL DRIVER, PORTER CABLE	41.85
12/17/2019	9414/154	Great Lakes Ace Hardware	CARPET GLIDES / WALL PLATES IS OFFICE	20.48
Total 727.830 · Maintenance General				136.30
Total 727.800 · Maintenance				170.88
Total 727 · Supplies				1,460.45
801 · Professional Services				
801.040 · Bookkeeper				
12/02/2019	20191205	Ballard, Kerry	THRU DEC 05, 2019	350.00
12/13/2019	20191212	Ballard, Kerry	Bonus	1,000.00
12/13/2019	20191219	Ballard, Kerry	THRU DEC 19, 2019	350.00
12/30/2019	20191227	Ballard, Kerry	THRU DEC 30, 2019	350.00
Total 801.040 · Bookkeeper				2,050.00
801.041 · Payroll Services				
12/06/2019	22357546	Payroll 1	NOV 11/08/2019	95.95
12/06/2019	PR 12062019		HEARTLAND ACH - PAYROLL PREP	160.07
12/18/2019	PR 11222020		PAYROLL - W-2 FORMS	301.50
12/20/2019	PR 12202019		PAYROLL PREP FEE	301.50
Total 801.041 · Payroll Services				859.02
801.042 · Financial Services				
12/31/2019	AP19ACC2		01/15 - PFM - 2019 ANNUAL DISCLOSURE FI...	1,000.00
Total 801.042 · Financial Services				1,000.00
801.079 · Library Strategic Plan				
12/04/2019	1635	Bridgeport Consulting, LLC	Strategic Planning 2020 - 2022	3,650.00
Total 801.079 · Library Strategic Plan				3,650.00
801.090 · Collection Fees				
12/13/2019	569756	Unique Management Services Inc	NOV Collection Fees 12/01/2019	35.80
12/31/2019	AP19ACC2		01/15 - UMS - 575783	62.55
Total 801.090 · Collection Fees				98.35
801.200 · Insurance				
801.210 · General Liability Insurance				
12/03/2019	ODH A509529 - 20...	Citizens Insurance Co	2020 BUSINESS OWNERS & UMBRELLA INS...	9,643.00
12/30/2019	AP19ACC1		12/05 2020 CITIZENS INS - UMB & OWNERS	9,643.00
Total 801.210 · General Liability Insurance				19,286.00
Total 801.200 · Insurance				19,286.00
801.300 · Banking Fees				
801.315 · Investment Fees				
12/08/2019	NOV STMT		investment fees	
12/31/2019	DEC INV		investment fees	
Total 801.315 · Investment Fees				0.00
801.360 · Pay Pal Fees				
12/06/2019	PAYPAL 12/03		FEES NICOLE SCHAEIDIG(\$50*.0303=\$1.51)	1.51
12/16/2019	PAYPAL 1216		DONALD BALDWIN - PAYPAL (\$500*.0303=\$...	15.15
12/31/2019	PAYPAL 1231		FORSCH - PAYPAL \$150.00 *.0303=\$4.54	4.54
Total 801.360 · Pay Pal Fees				21.20
Total 801.300 · Banking Fees				21.20
Total 801 · Professional Services				26,964.57
803 · Maintenance Service Contracts				

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Chelsea District Library
List of Checks for Board Approval
December 2019

Date	Num	Name	Memo	Amount
803.010 - Maint Svc Contingency				
12/02/2019	SEI/01313609	ASSA ABLOY Entrance Systems	ROLLER ASSEMBLIES - BOTH DOORS	239.86
12/13/2019	22683	Ken Cook's Plumbing and Heating Inc.	2 BACKFLOW REPAIR KITS	168.00
12/20/2019	1-91399120382	Johnson Controls	INSTALL CONTACTOR IN VESTIBULE HEAT...	935.00
12/20/2019	1-91212586449	Johnson Controls	2 ACTUATORS REPLACED 209, 210	1,970.19
12/20/2019	1-91398561996	Johnson Controls	REPLACE REFRIGERANT MONITOR	1,351.00
12/27/2019	SEI/01318832	ASSA ABLOY Entrance Systems	OUTER MAIN DOOR	438.92
12/27/2019	SEI/01318833	ASSA ABLOY Entrance Systems	INNER MAIN DOOR	655.00
12/27/2019	22752	Ken Cook's Plumbing and Heating Inc.	BACKFLOW BOILER - INSTALL	462.00
12/30/2019	0D26577002	Cintas Fire Protection	2019 FIRE PANEL REPAIR	370.43
12/31/2019	AP19ACC2		01/02 ASSA ABLOY - FRONT DOORS	1,093.92
12/31/2019	AP19ACC2		01/02 CINTAS - FIRE PANEL REPAIR	370.43
Total 803.010 - Maint Svc Contingency				8,054.75
803.100 - Copier				
803.101 - Public Copier				
12/02/2019	5008112259	Wells Fargo Bank, NA	2019 Copier Printer Maintenance - DEC	229.44
12/31/2019	5008512269	Wells Fargo Bank, NA	2019 Copier Printer Maintenance - DEC	229.44
12/31/2019	AP19ACC2		01/03 WELLS FARGO - COPIER - PUBLIC	229.44
Total 803.101 - Public Copier				688.32
803.102 - Staff Copier				
12/02/2019	5008112259	Wells Fargo Bank, NA	2019 Copier Printer Maintenance - DEC	604.54
12/31/2019	5008512269	Wells Fargo Bank, NA	2019 Copier Printer Maintenance - DEC	604.54
12/31/2019	AP19ACC2		01/03 WELLS FARGO - COPIER - STAFF	604.54
Total 803.102 - Staff Copier				1,813.62
803.103 - Small Printer Maintenance				
12/02/2019	5008112259	Wells Fargo Bank, NA	2019 Copier Printer Maintenance - DEC	153.34
12/31/2019	5008512269	Wells Fargo Bank, NA	2019 Copier Printer Maintenance - DEC	153.34
12/31/2019	AP19ACC2		01/03 WELLS FARGO - COPIER - SMALL	153.34
Total 803.103 - Small Printer Maintenance				460.02
Total 803.100 - Copier				2,961.96
803.300 - Technology				
803.340 - Video Equipment				
12/11/2019	10273	Headtech Electronics Inc	ON-SITE A.V. SERVICE	360.00
Total 803.340 - Video Equipment				360.00
803.395 - Website Hosting & Service				
12/17/2019	20191209	Keybank	DOMAIN BROKER SVC	69.99
Total 803.395 - Website Hosting & Service				69.99
Total 803.300 - Technology				429.99
803.600 - Building Maintenance				
803.605 - Janitorial				
12/02/2019	12312	A Production Cleaning Company Inc.	CLEANING 11/17 - 11/30/2019	1,440.85
12/16/2019	12339	A Production Cleaning Company Inc.	CLEANING 12/01 - 14/2019	1,440.85
12/30/2019	12356	A Production Cleaning Company Inc.	CLEANING 12/15 - 28/2019	1,440.85
Total 803.605 - Janitorial				4,322.55
803.610 - Lawn/Snow Service				
803.611 - Lawn Service				
12/06/2019	11554	Association Maintenance Corp	FALL CLEANUP	720.00
Total 803.611 - Lawn Service				720.00
803.612 - Snow				
12/04/2019	19270	Osinski Inc.	Snow - NOVEMBER 2019	925.00
12/31/2019	AP19ACC2		01/15 - OSINKI - DEC SNOW	350.00
Total 803.612 - Snow				1,275.00

Chelsea District Library
List of Checks for Board Approval
December 2019

01/21/20

Date	Num	Name	Memo	Amount
Total 803.610 · Lawn/Snow Service				1,995.00
803.620 · Trash				
12/11/2019	19109	City of Chelsea	NOV TRASH	40.00
12/31/2019	AP19ACC2		01/15 - CITY OF CHELSEA - TRASH	50.00
Total 803.620 · Trash				90.00
803.710 · Backflow Connection Inspection				
12/13/2019	22683	Ken Cook's Plumbing and Heating Inc.	BACKFLOW INSPECTION	670.00
Total 803.710 · Backflow Connection Inspection				670.00
803.810 · Roof/gutter Inspection				
12/18/2019	56339	R. D. Kleinschmidt Inc.	Roof / Gutter Inspection	175.00
Total 803.810 · Roof/gutter Inspection				175.00
803.870 · Plumbing MA				
12/13/2019	22682	Ken Cook's Plumbing and Heating Inc.	ANNUAL MA	500.00
Total 803.870 · Plumbing MA				500.00
Total 803.600 · Building Maintenance				7,752.55
803.800 · Maint Inspections				
12/30/2019	AP19ACC1		12/19 2020 MA - KEN COOK'S PLUMBING	500.00
Total 803.800 · Maint Inspections				500.00
Total 803 · Maintenance Service Contracts				19,699.25
850 · Telecommunications				
850.100 · Local & Long Distance Charges				
850.120 · Telephone				
12/02/2019	20001159-1	Navitas Credit Corp	2019 DEC PHONE SERVICE	212.81
12/02/2019	734433980411	A T & T	2019 PHONES - DEC 10/26 -11/25/2019	173.74
12/17/2019	20191209	Keybank	2019 PHONES (11/26 12/25/2019)	389.84
12/31/2019	734433980412	A T & T	2020 734433980412 11/26 -12/25/2019	183.65
12/31/2019	20200101	Navitas Credit Corp	2020 JAN PHONE SERVICE	212.81
Total 850.120 · Telephone				1,172.85
850.121 · Director's Cell Phone				
12/16/2019	9843112015	Verizon Wireless	2019 Directors phone 10/29 - 11/28/19	52.04
12/31/2019	AP19ACC2		01/15 - VERIZON - DIR PHONE - 9845190336	52.04
Total 850.121 · Director's Cell Phone				104.08
Total 850.100 · Local & Long Distance Charges				1,276.93
850.300 · TLN Internet Service				
850.310 · Internet				
12/31/2019	AP19ACC2		01/15 - TLN - 65474	2,047.88
Total 850.310 · Internet				2,047.88
850.311 · WiFi Hotspots				
12/16/2019	12142019	A T&T Mobility	2019 HOTSPOTS - DEC 12/07 - 1/06/2020	217.44
12/16/2019	9843112015	Verizon Wireless	NOV 2019 Library Hotspots	575.94
12/17/2019	261402854-060	Sprint	2019 DEC HOTSPOTS 11/11 - 12/10/2019	366.91
12/31/2019	AP19ACC2		01/15 - VERIZON - WIFI HOTSPOTS - 984519...	575.94
Total 850.311 · WiFi Hotspots				1,736.23
Total 850.300 · TLN Internet Service				3,784.11
Total 850 · Telecommunications				5,061.04
880 · Promotional Materials				
880.100 · Advertising				
880.130 · Signs/Banners/Posters				

01/21/20

Chelsea District Library
List of Checks for Board Approval
December 2019

Date	Num	Name	Memo	Amount
12/17/2019	20191209	Keybank	BRITTEN - BANNERS	268.47
Total 880.130 - Signs/Banners/Posters				268.47
Total 880.100 - Advertising				268.47
880.300 - Marketing Supplies				
880.310 - Displays				
12/02/2019	1VCY-DNL6-1CH7	Amazon Capital Services Inc	DISPLAY MATERIALS	215.92
12/02/2019	6726422	Demco Inc.	SLATWALL	148.96
12/17/2019	20191209	Keybank	MEDIA SHELF FOR SLATWALL	71.77
12/17/2019	20191209	Keybank	MEDIA SHELF FOR SLATWALL	-4.06
Total 880.310 - Displays				432.59
880.311 - Exhibits				
12/31/2019	AP19ACC2		01/15 - KUEHL - SUFFRAGETTE DISPLAY	38.54
Total 880.311 - Exhibits				38.54
880.320 - Misc Marketing Supplies				
12/13/2019	9359/154	Great Lakes Ace Hardware	ZIP TIES	3.79
12/31/2019	AP19ACC2		01/15 - KEYBANK - TY MEAL FOR FREE BAN...	28.37
12/31/2019	AP19ACC2		01/15 - KEYBANK - TY MEAL FOR FREE BAN...	84.80
Total 880.320 - Misc Marketing Supplies				116.96
Total 880.300 - Marketing Supplies				588.09
880.400 - Program Promotion				
880.410 - Adult Program Promotion				
880.411 - General Adult Promotion				
12/17/2019	20191209	Keybank	HRCN GIFT CARDS	300.00
Total 880.411 - General Adult Promotion				300.00
Total 880.410 - Adult Program Promotion				300.00
880.420 - Youth / Teen Promotion				
880.422 - Authors In Chelsea				
12/30/2019	AP19ACC1		11/21 2020 AIC	55.00
Total 880.422 - Authors in Chelsea				55.00
Total 880.420 - Youth / Teen Promotion				55.00
880.430 - Library Program Promotion				
880.431 - General Library Prog Promotion				
12/02/2019	DB-67665-INV	Dollar Bill Copying	VOLUNTEER AND FRIEND OF THE YEAR P...	34.56
12/06/2019	DB-67860-INV	Dollar Bill Copying	2020 WR LARGE POSTER	28.80
12/13/2019	253239	Print-tech Inc.	WASHTENAW READS BANNER FOOTERS	229.18
12/17/2019	20191209	Keybank	BOOK CLUB GIFT CARDS	60.00
12/20/2019	DB-68124-INV	Dollar Bill Copying	2019 VOY & FOY POSTERS	34.56
Total 880.431 - General Library Prog Promotion				387.10
Total 880.430 - Library Program Promotion				387.10
Total 880.400 - Program Promotion				742.10
880.500 - Purchased Services				
880.510 - General Purchased Services				
12/17/2019	20191209	Keybank	DEC 2019 - ADOBE IMAGE STOCK	29.99
12/17/2019	20191209	Keybank	CANVA PRO 1 YEAR SUBSCRIPTION	119.40
12/30/2019	AP19ACC1		12/19 CC CANVA PRO SUBSCRIPTION	119.00
Total 880.510 - General Purchased Services				268.39
880.520 - Professional Services				
880.521 - Graphic Design Services				
12/02/2019	0382	MC creative design & photography LLC	2019 WINTER Newsletter Design	1,700.00

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Total 880.521 · Graphic Design Services				1,700.00
Total 880.520 · Professional Services				1,700.00
Total 880.500 · Purchased Services				1,968.39
Total 880 · Promotional Materials				3,567.05
884 · Programming				
884.100 · Speakers				
12/02/2019	20191125	Brown, Laura	SPEAKERS	14.28
Total 884.100 · Speakers				14.28
884.110 · Adult Speakers				
884.111 · Midwest Literary Walk				
12/06/2019	20200425	First Congregational United Church Christ	2020 MLW VENUE CHARGE	225.00
12/30/2019	AP19ACC1		11/21 2020 MLW FUMC DEPOSIT	100.00
12/30/2019	AP19ACC1		11/21 2020 MLW CFUM DEPOSIT	100.00
12/30/2019	AP19ACC1		12/19 2020 MLW - FIRST CONG.	225.00
Total 884.111 · Midwest Literary Walk				650.00
884.119 · General Adult Events				
12/02/2019	2034968507	Baker & Taylor - Program Account	GENERAL ADULT EVENTS	35.00
12/17/2019	20191209	Keybank	READING GLASSES - B C PIZZA	22.13
12/20/2019	2034991134	Baker & Taylor - Program Account	PROGRAM ACCOUNT	55.00
12/27/2019	20191213	Brown, Laura	MAKER CHELSEA - HOLIDAY CENTERPIEC...	16.96
12/27/2019	20191210	The Garden Mill	MAKER CHELSEA - CENTERPIECE CLASS - ...	182.00
12/30/2019	1KXN-J6H4-VYKF	Amazon Capital Services Inc	MAKER CHELSEA - HOLIDAY CENTERPIECE	-16.24
12/30/2019	1JFR-PJCV-X9G6	Amazon Capital Services Inc	MAKER CHELSEA - HOLIDAY CENTERPIECE	-16.24
12/30/2019	1L7P-T7WF-WCN9	Amazon Capital Services Inc	MAKER CHELSEA - HOLIDAY CENTERPIECE	-16.24
12/30/2019	1KXH-J6H4-W11C	Amazon Capital Services Inc	MAKER CHELSEA - HOLIDAY CENTERPIECE	-0.61
12/30/2019	1JRR-DR3C-TYFF	Amazon Capital Services Inc	MAKER CHELSEA - HOLIDAY CENTERPIECE	-16.23
12/31/2019	AP19ACC2		01/15 - AMAZON - 1R6F	118.80
12/31/2019	AP19ACC2		01/02 - CK#24625 - AMAZON CRM 1KXN	-16.24
12/31/2019	AP19ACC2		01/02 - CK#24625 - AMAZON CRM 1LP7	-16.24
12/31/2019	AP19ACC2		01/02 - CK#24625 - AMAZON CRM 1KXN	-0.61
12/31/2019	AP19ACC2		01/02 - CK#24625 - AMAZON CRM 1JRR	-16.23
12/31/2019	AP19ACC2		01/02 - CK#24625 - AMAZON CRM 1JFR	-16.24
Total 884.119 · General Adult Events				298.77
Total 884.110 · Adult Speakers				948.77
884.120 · Adult Supplies				
884.122 · Craft Supplies				
12/02/2019	20191125	Brown, Laura	LOCAL AUTHOR COLLECTION - STEVE DAUT	38.31
12/02/2019	20191125	Brown, Laura	CENTERPIECE PROGRAM	66.42
12/02/2019	20191125	Brown, Laura	CENTERPIECE PROGRAM	57.24
Total 884.122 · Craft Supplies				161.97
884.126 · General Adult Programs				
12/03/2019	112-3853191-2972...	Amazon Capital Services Inc	CHOCOLATE - VARIOUS	79.96
12/17/2019	20191209	Keybank	TABLECLOTH ROLLS	80.29
Total 884.126 · General Adult Programs				160.25
Total 884.120 · Adult Supplies				322.22
884.210 · Youth Speakers				
884.211 · Authors In Chelsea				
884.953 · Youth Prog Rest Chelsea Ed Foun				
12/13/2019	20647601	Scholastic Library Publishing	2020 SRP PRIZE BOOKS	266.63
12/30/2019	AP19ACC1		12/19 2020 SRP -SCHOLASTIC	266.63
12/31/2019	2035002088	Baker & Taylor - Program Account	2020 PROGRAM ACCOUNT	214.51
Total 884.953 · Youth Prog Rest Chelsea Ed Foun				747.77
Total 884.211 · Authors in Chelsea				747.77

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884.212 · General Youth Programs				
12/20/2019	20200111	Ann Arbor Symphony Orchestra	01/11/2020 Kinderconcert	150.00
12/30/2019	AP19ACC1		12/19 AA SYMPHONY 01/11/2020	150.00
Total 884.212 · General Youth Programs				300.00
Total 884.210 · Youth Speakers				1,047.77
884.220 · Youth Supplies				
884.222 · General Youth Programs				
12/17/2019	20191209	Keybank	LOCK-IN PIZZA	81.27
12/30/2019	20191230	Petty Cash-	POP AND CARROTS	16.37
12/30/2019	20191230	Petty Cash-	POLLY'S CHIPS	6.99
12/30/2019	1CNP-6PD6-1M97	Amazon Capital Services Inc	2019 TENSION RODS & CURTAINS	27.98
12/30/2019	1VDH-Q4VQ-3TVN	Amazon Capital Services Inc	PUZZLES, CARDS	107.41
12/31/2019	AP19ACC2		01/02 AMAZON - 1CNP - SUPPLIES	27.98
Total 884.222 · General Youth Programs				268.00
884.223 · Holiday Programs				
12/02/2019	20191122	Zubik, Jessica	OT HOLIDAY CRAFT SUPPLIES	83.79
12/13/2019	13DF-FVFD-YJJC	Amazon Capital Services Inc	HOLIDAY PROGRAMS	59.72
Total 884.223 · Holiday Programs				143.51
884.227 · Outreach				
12/02/2019	DB-67562-INV	Dollar Bill Copying	STORYBOOK TRAIL PAGES	226.80
Total 884.227 · Outreach				226.80
884.228 · Authors in Chelsea				
12/13/2019	2034965261	Baker & Taylor - Unlabeled Juvenile	AUTHORS IN CHELSEA	107.06
Total 884.228 · Authors in Chelsea				107.06
Total 884.220 · Youth Supplies				745.37
884.260 · Teen Speakers				
884.261 · Teen Summer Reading				
12/17/2019	20191209	Keybank	IMAGINE YOUR STORY WORKSHOP	-30.00
Total 884.261 · Teen Summer Reading				-30.00
Total 884.260 · Teen Speakers				-30.00
884.270 · Teen Supplies				
884.272 · Teen General Programs				
12/02/2019	1FQY-KQ47-L6DF	Amazon Capital Services Inc	TEEN GENERAL PROGRAMMING	96.34
12/06/2019	1YH7-YXXQ-4LH3	Amazon Capital Services Inc	TEEN - CR OF \$7.95 WAS APPLIED IN ERROR	7.95
12/17/2019	20191209	Keybank	90s PARTY FOOD	45.97
12/17/2019	20191209	Keybank	TTT TOUCHSCREEN GLOVES SUPPLIES	23.20
12/27/2019	1JG3-DN3G-W3VL	Amazon Capital Services Inc	WRAPPING PAPER BUNDLE	12.99
12/27/2019	1JG3-DN3G-W3VL	Amazon Capital Services Inc	FUTURE SHOCK	67.12
12/27/2019	1HR9-7913-JQ4J	Amazon Capital Services Inc	TREATS	117.85
12/27/2019	20191219	COMFORT, STACEY	TTT TRUFFLES EQUIPMENT	37.05
12/30/2019	1H3G-FYHM-HVN6	Amazon Capital Services Inc	CRM - NONSPECIFIED	-5.00
12/31/2019	1PKT-0VMH7-XXFR	Amazon Capital Services Inc	2020 TEEN PROGRAMMING - NERF	361.57
12/31/2019	AP19ACC2		01/02 AMAZON - 1VDH - TEEN PROG	95.65
12/31/2019	AP19ACC2		01/02 AMAZON - 1VDH - TEEN PROG	436.62
12/31/2019	AP19ACC2		01/15 - AMAZON - 1FVL	50.39
12/31/2019	AP19ACC2		01/02 - CK#24625 - AMAZON CRM 1H3G	-5.00
Total 884.272 · Teen General Programs				1,342.70
884.273 · Teen Holiday Programs				
12/02/2019	1FQY-KQ47-L6DF	Amazon Capital Services Inc	TEEN HOLIDAY PROGRAMMING	18.99
12/02/2019	20191122	Zubik, Jessica	HOLIDAY CRAFT SUPPLIES	105.41
12/13/2019	13DF-FVFD-YJJC	Amazon Capital Services Inc	TEEN HOLIDAY PROGRAMS	22.97
Total 884.273 · Teen Holiday Programs				147.37
884.276 · Teen Refreshments				

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12/30/2019	20191230	Petty Cash-	LOCKIN - PIZZA	40.00
Total 884.276 · Teen Refreshments				40.00
Total 884.270 · Teen Supplies				1,530.07
884.500 · Artist In Residence				
884.970 · Artist In Residence Restricted				
12/30/2019	20191230	Petty Cash-	WATER - JJJ - 12/31 change from 884.510 to ...	6.29
Total 884.970 · Artist in Residence Restricted				6.29
Total 884.500 · Artist In Residence				6.29
884.800 · Exhibits				
884.801 · Exhibits				
12/16/2019	BK-058988	Mid-America Arts Alliance	2023 FOLSUM REDEMPTION DEPOSIT	800.00
12/30/2019	20191230	Petty Cash-	FLOWERS	16.00
12/30/2019	20191230	Petty Cash-	FOAM BOARD	6.36
12/30/2019	AP19ACC1		09/09 2023 MID-AMERICA - 4TH GRADE PRO...	1,425.00
12/30/2019	AP19ACC1		12/19 2020 MID-AM EXHIBIT - FOLSUM	800.00
Total 884.801 · Exhibits				3,047.36
Total 884.800 · Exhibits				3,047.36
884.910 · Adult Programming Restricted				
884.913 · Adult Prog Rest Gifts SRP				
12/13/2019	1KQ1-CQYJ-LRHF	Amazon Capital Services Inc	ADULT PROG REST GIFTS SRP	99.46
Total 884.913 · Adult Prog Rest Gifts SRP				99.46
Total 884.910 · Adult Programming Restricted				99.46
Total 884 · Programming				7,731.59
885 · Volunteer				
885.100 · Programs				
12/02/2019	20191206	Wesley's Catering	Volunteer Appreciation Party	1,000.00
12/07/2019	20191207	Ballard, Linda P.	VOLUNTEER APPRECIATION FOOD	17.13
12/17/2019	20191209	Keybank	VOLUNTEER APPRECIATION FOOD	30.87
12/17/2019	20191209	Keybank	GIFT CERTS FOR VOL & FRIEND OF THE Y...	100.00
12/17/2019	20191209	Keybank	VOL APPRECIATION/SPOONS	9.98
12/27/2019	706822	Montange, Jeremy	2019 VOY PLAQUE	25.00
12/31/2019	AP19ACC2		01/15 - COSTCO - PROGRAMS	132.69
Total 885.100 · Programs				1,315.67
885.200 · Supplies				
12/30/2019	20191230	Petty Cash-	VOL CANDY	8.25
Total 885.200 · Supplies				8.25
Total 885 · Volunteer				1,323.92
920 · Utilities				
920.110 · City of Chelsea Water				
12/06/2019	20191205	City of Chelsea-Elect & Water	NOV WATER	59.67
12/31/2019	AP19ACC2		01/15 - CITY OF CHELSEA - WATER	72.55
Total 920.110 · City of Chelsea Water				132.22
920.120 · City of Chelsea Sewer				
12/06/2019	20191205	City of Chelsea-Elect & Water	NOV SEWER	137.68
12/31/2019	AP19ACC2		01/15 - CITY OF CHELSEA - SEWER	152.56
Total 920.120 · City of Chelsea Sewer				290.24
920.130 · City of Chelsea Electric				
12/06/2019	20191205	City of Chelsea-Elect & Water	NOV ELECTRICITY	2,938.81
12/31/2019	AP19ACC2		01/15 - CITY OF CHELSEA - ELECTRICTY	3,110.33

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Total 920.130 · City of Chelsea Electric				6,049.14
920.150 · City of Chelsea Sprinkler				
12/06/2019	20191205	City of Chelsea-Elect & Water	NOV SPRINKLER	27.47
12/31/2019	AP19ACC2		01/15 - CITY OF CHELSEA - SPRINKLER	27.47
Total 920.150 · City of Chelsea Sprinkler				54.94
920.200 · McKune Gas				
12/13/2019	2766645	Constellation NewEnergy-Gas Division LLC	NOV GAS SERVICE 10/23 - 11/18/2019	805.45
12/31/2019	AP19ACC2		01/15 - CONSTELLATION - MCKUNE	846.86
Total 920.200 · McKune Gas				1,652.31
Total 920 · Utilities				8,178.85
960 · Board & Director Expense				
960.100 · Board Expenses				
12/17/2019	20191209	Keybank	STAFF RETREAT - BREAKFAST	202.08
12/17/2019	20191209	Keybank	BOARD RETREAT - LUNCH	225.68
Total 960.100 · Board Expenses				427.76
960.200 · Director Expense				
12/17/2019	20191209	Keybank	WALK TO SCHOOL SUPPLIES	27.52
12/17/2019	20191209	Keybank	LUNCH WITH ADMIN ASST	50.34
12/30/2019	20191230	Petty Cash-	SNACKS, PENCILS	15.76
Total 960.200 · Director Expense				93.62
Total 960 · Board & Director Expense				521.38
965 · Automation Services				
965.300 · Filtering and Printing System				
965.310 · Envisionware Clients				
12/31/2019	65390	The Library Network	ENVISIONWARE CLIENTS	953.22
Total 965.310 · Envisionware Clients				953.22
Total 965.300 · Filtering and Printing System				953.22
Total 965 · Automation Services				953.22
967 · Equipment				
967.100 · Equipment Hardware				
967.120 · Computers				
12/11/2019	193P-XDTW-DYPJ	Amazon Capital Services Inc	5TB EXTERNAL HARD DRIVE	89.99
Total 967.120 · Computers				89.99
967.160 · Kindle Lending Program				
12/16/2019	1J3R-VWWC-FHCK	Amazon Capital Services Inc	KINDLE WHITE	89.99
12/31/2019	AP19ACC2		01/02 AMAZON - 1VDH - KINDLE	27.95
Total 967.160 · Kindle Lending Program				117.94
Total 967.100 · Equipment Hardware				207.93
967.200 · Equipment Software				
12/17/2019	20191209	Keybank	MINECRAFT HOSTING	12.46
12/17/2019	20191209	Keybank	SOFTWARE SUB FOR NON-WINDOWS UPD...	20.00
12/31/2019	AP19ACC2		01/15 - KEYBANK - MINECRAFT SERVER	12.46
Total 967.200 · Equipment Software				44.92
967.300 · Equipment Furniture & Fixtures				
967.310 · Makerspace Furnishings				
12/13/2019	1QLC-RRVQ-P7F1	Amazon Capital Services Inc	3D PRINTER FILAMENT	112.95
12/27/2019	1TYM-LN1P-L6NQ	Amazon Capital Services Inc	AAA RECHARGEABLE BATTERIES	27.20
12/27/2019	1TYM-LN1P-L6NQ	Amazon Capital Services Inc	MOUSEPADS	19.99
12/27/2019	1DPW-1R4W-CVCV	Amazon Capital Services Inc	AA RECHARGEABLE BATTERIES	23.99
12/27/2019	1JG3-DN3G-W3VL	Amazon Capital Services Inc	DRIVE CLUB VR	23.11

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12/27/2019			CIRC Deposit 12/27/2019	-3.70
12/31/2019	AP19ACC2		01/15 - KEYBANK - PLAYSTATION GAMES	42.35
Total 967.310 · Makerspace Furnishings				245.89
967.320 · Furniture				
12/02/2019	19VV-JJN1-VHYK	Amazon Capital Services Inc	OFFICE DESK (RESHIP - FIRST WAS DAMA...	480.36
12/02/2019	14XD-Y9H6-7KNK	Amazon Capital Services Inc	OFFICE DESK (RESHIP - FIRST WAS DAMA...	1,053.68
12/02/2019	1K3C-6LP4-JWVH	Amazon Capital Services Inc	OFFICE DESK (SHIPMENT WAS DAMAGED)	-471.99
12/27/2019	1TYM-LN1P-L6NQ	Amazon Capital Services Inc	COAT RACK	42.49
12/30/2019	1HYH-4FCQ-4DCL	Amazon Capital Services Inc	CRM - AMAZON MADE ERROR ON DESK OR...	-20.46
12/31/2019	AP19ACC2		01/02 - CK#24625 - AMAZON CRM 1HYH	-20.46
Total 967.320 · Furniture				1,063.62
Total 967.300 · Equipment Furniture & Fixtures				1,309.51
Total 967 · Equipment				1,562.36
969 · Continuing Education Expenses				
969.001 · Travel				
969.100 · Staff Travel				
969.110 · Director Travel				
12/16/2019	20191210	Coryell, Lori	EDI SYMPOSIUM - TOLEDO LUCAS CTY LIB...	360.00
12/17/2019	20191209	Keybank	LMCC - DINNER 11/12	16.89
12/17/2019	20191209	Keybank	LMCC - DINNER 11/13	35.04
12/17/2019	20191209	Keybank	LMCC - LUNCH/DINNER 11/14	33.13
12/17/2019	20191209	Keybank	LMCC - HOTEL 2 NIGHTS	375.02
12/27/2019			20191227 REIMBURSEMENT RENAISSANCE...	-208.43
12/30/2019	AP19ACC1		09/20 PLA 2020 - CORYELL	365.00
12/31/2019	AP19ACC2		01/15 - KEYBANK - REN HOTEL - TOLEDO C...	421.18
Total 969.110 · Director Travel				1,397.83
969.111 · Asst Director				
12/30/2019	AP19ACC1		10/01 PLA 2020 - BALLARD	691.60
Total 969.111 · Asst Director				691.60
969.120 · Information Services				
12/02/2019	20191118	COMFORT, STACEY	IMAGINE YOUR STORY WORKSHOP	48.72
12/17/2019	20191209	Keybank	2020 PLA CONF - AIRLINE TICKET - POWER...	305.60
12/30/2019	AP19ACC1		09/30 PLA 2020 - HOTEL - POWERS	305.00
12/30/2019	AP19ACC1		11/21 CC PLA 2020 - AIR - COMFORT	386.60
12/30/2019	AP19ACC1		11/21 CC PLA 2020 - COMFORT	74.00
12/30/2019	AP19ACC1		12/19 CC PLA 2020 - DELTA - POWERS	305.60
Total 969.120 · Information Services				1,425.52
969.124 · Technology Services Travel				
12/17/2019	20191209	Keybank	2020 PLA CONF REG - ANDREWS	305.00
12/30/2019	AP19ACC1		11/21 PLA 2020 - AIRFARE - ANDREWS	386.60
12/30/2019	AP19ACC1		12/19 CC PLA 2020 CONF REG - ANDREWS	305.00
Total 969.124 · Technology Services Travel				996.60
969.143 · Other Staff Travel				
12/17/2019	20191209	Keybank	LMCC 11/12 DINNER	16.70
12/17/2019	20191209	Keybank	LMCC CONFERENCE 11/13 DINNER	35.03
12/17/2019	20191209	Keybank	LMCC CONF DINNER - 11/14	33.09
12/17/2019	20191209	Keybank	DTW PARKING FOR LMCC CONF	48.00
12/17/2019	20191209	Keybank	LMCC HOTEL 11/12 - 14/2019	375.02
Total 969.143 · Other Staff Travel				507.84
969.144 · Committee Meetings				
12/13/2019	20191202	Brown, Laura	TLN ADULT MEETING	94.95
Total 969.144 · Committee Meetings				94.95
969.145 · Workshops				

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12/30/2019	AP19ACC1		11/07 2020 MLA MEMB & ACADEMY	1,295.00
	Total 969.145 · Workshops			1,295.00
	Total 969.100 · Staff Travel			6,409.34
	Total 969.001 · Travel			6,409.34
	969.600 · Staff Training			
	969.620 · Staff In-Service & Appreciation			
12/31/2019	AP19ACC2		01/15 - KEYBANK - STAFF IN-SERVICE	320.62
	Total 969.620 · Staff In-Service & Appreciation			320.62
	969.940 · Staff Appreciation - Restricted			
12/31/2019	AP19ACC2		01/15 - KEYBANK - STAFF APPRECIATION	50.00
	Total 969.940 · Staff Appreciation - Restricted			50.00
	Total 969.600 · Staff Training			370.62
	Total 969 · Continuing Education Expenses			6,779.96
	980 · Capital Expense			
	975.100 · Building Improvement Additions			
12/16/2019	2019112	Chelsea Paint & Carpentry LLC	Balance of IS Wall	4,000.00
12/17/2019	20191209	Keybank	BRITTEN - BANNER FRAME & INSTALL	2,245.00
12/31/2019	AP19ACC2		01/15 - JACO - IS OFFICE ELECTRICAL	1,000.00
12/31/2019	AP19ACC2		01/15 - KEYBANK - MCKUNE KITCHEN 1/2	802.10
12/31/2019	AP19ACC2		01/15 - KEYBANK - MCKUNE KITCHEN 2/2	802.10
	Total 975.100 · Building Improvement Additions			8,849.20
	980.100 · Furniture and Equipment			
12/03/2019	1JX6-XPWG-XWDK	Amazon Capital Services Inc	DIGITAL IMAGE EQUIPMENT	2,233.91
12/03/2019	8479667	PROVANTAGE LLC	MONITOR STAND	72.34
12/03/2019	8479666	PROVANTAGE LLC	2 PROBOOKS AND 2 MONITORS	2,420.66
12/11/2019	57326637	GovConnection Inc.	LASER JET, DESIGN JET, DVD BURNER	1,077.86
12/17/2019	20191209	Keybank	VIZIO 32" LCD SCREEN	169.99
12/17/2019	20191209	Keybank	CIRCUIT MAKER BUNDLE	542.36
12/18/2019	I647858	TechSmith	CAMTASIA/SNAGIT BUNDLE	480.00
12/18/2019	I647858	TechSmith	BUNDLE 1 YEAR MA	96.00
	Total 980.100 · Furniture and Equipment			7,093.12
	980.300 · Computer Upgrades			
	980.320 · Hardware Upgrades			
	980.321 · Servers & Storage			
12/02/2019	0021512	FORNIDA	SERVER, MEMORY, SSD, LICENSE, ASSEM...	9,345.00
12/02/2019	8479295	PROVANTAGE LLC	VMWARE LICENSES	613.00
12/11/2019	1QQJ-CR47-46Q3	Amazon Capital Services Inc	HPE 32 GB SDRAM	410.00
12/13/2019	14239	KNIGHT TECHNOLOGY GROUP	BLOCK TIME - SERVER BUILD AND CONFIG	1,200.00
	Total 980.321 · Servers & Storage			11,568.00
	Total 980.320 · Hardware Upgrades			11,568.00
	Total 980.300 · Computer Upgrades			11,568.00
	Total 980 · Capital Expense			27,510.32
	982 · Collection Expense			
	982.100 · Audio Books			
	982.120 · Adult Books on Disc			
12/02/2019	98232480	Midwest Tape	OCT ADULT BOCD	29.99
12/02/2019	98232482	Midwest Tape	NOV ADULT BOCD	38.99
12/02/2019	98261084	Midwest Tape	NOV ADULT BOCDs	74.98
12/20/2019			CIRC Deposit 12/04/19 LD	-34.99
12/27/2019	98321601	Midwest Tape	NOV ADULT BOCD	39.99
	Total 982.120 · Adult Books on Disc			148.96

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Date	Num	Name	Memo	Amount
982.140 · Youth Books on Disc				
12/02/2019	98134704	Midwest Tape	NOV/DEC ADULT FEATURE DVDs	155.95
12/02/2019	91464423	Midwest Tape	NOV/DEC ADULT FEATURE DVDs	79.98
12/02/2019	98232481	Midwest Tape	NOV/DEC ADULT FEATURE DVDs	63.99
12/13/2019	98292576	Midwest Tape	YOUTH AND TEEN AUDIOBOOKS	89.97
12/30/2019	98321600	Midwest Tape	YOUTH & TEEN AUDIO BOOKS	224.94
12/30/2019	98329827	Midwest Tape	YOUTH & TEEN AUDIOBOOKS	64.98
12/30/2019	98329828	Midwest Tape	YOUTH & TEEN AUDIOBOOKS	54.98
Total 982.140 · Youth Books on Disc				734.79
Total 982.100 · Audio Books				883.75
982.400 · Non Print				
982.416 · eContent/Kindle				
12/17/2019	20191209	Keybank	TEEN EBOOK ORDER	461.03
12/31/2019	AP19ACC2		01/15 - KEYBANK - YOUTH eCONTENT - KIN...	334.73
Total 982.416 · eContent/Kindle				795.76
982.420 · Adult Music on CD				
12/02/2019	98232417	Midwest Tape	SEP/OCT ADULT CDs	13.99
12/27/2019			CIRC Deposit 12/27/2019 LD	29.99
Total 982.420 · Adult Music on CD				43.98
982.430 · Non-Traditional Collections				
12/13/2019	13DF-FVFD-YJJC	Amazon Capital Services Inc	NON-TRADITIONAL COLLECTIONS	318.92
12/17/2019	20191209	Keybank	WEAVING DVD AND LOOM	162.85
Total 982.430 · Non-Traditional Collections				481.77
982.431 · NT Collections - Supplies				
12/13/2019	1KQ1-CQYJ-LRHF	Amazon Capital Services Inc	NT COLLECTIONS	6.03
12/30/2019	1CNP-6PD6-1M97	Amazon Capital Services Inc	2019 NONTRADITIONAL COLLECTIONS	139.75
12/31/2019	AP19ACC2		01/02 AMAZON - 1CNP - SUPPLIES	139.75
Total 982.431 · NT Collections - Supplies				285.53
982.432 · NT Collections - Maintenance				
12/30/2019	20191230	Petty Cash-	JUST IMAGINE	5.00
Total 982.432 · NT Collections - Maintenance				5.00
982.450 · Youth Music CD				
12/02/2019	98232418	Midwest Tape	NOV/DEC ADULT FEATURE DVDs	11.19
12/02/2019	98261085	Midwest Tape	YOUTH MUSIC CD	13.99
12/13/2019	98292574	Midwest Tape	NOV ADULT CD	10.39
12/27/2019	98321604	Midwest Tape	NOV ADULT CDs	14.99
12/27/2019	98329824	Midwest Tape	NOV ADULT CDs	66.96
12/27/2019	98329829	Midwest Tape	NOV ADULT CDs	15.19
12/31/2019	AP19ACC2		01/15 - MIDWEST TAPE - 98362802	13.99
Total 982.450 · Youth Music CD				146.70
982.460 · DVD Feature				
12/02/2019	98232483	Midwest Tape	NOV/DEC ADULT FEATURE DVDs	524.75
12/02/2019	98261083	Midwest Tape	NOV/DEC ADULT FEATURE DVDs	380.11
12/13/2019	1KQ1-CQYJ-LRHF	Amazon Capital Services Inc	DVD FEATURE	23.75
12/13/2019	98292572	Midwest Tape	NOV/DEC ADULT FEATURE DVD	80.96
12/27/2019	98321603	Midwest Tape	DVD FEATURE - AD ASTRA	22.49
12/27/2019	98321606	Midwest Tape	NOV/DEC ADULT FEATURE DVDs	29.99
12/27/2019	98329830	Midwest Tape	DEC DVDs	89.96
Total 982.460 · DVD Feature				1,152.01
982.470 · DVD Non-Fiction				
12/27/2019			CIRC Deposit 12/27/2019 LD	-23.75
Total 982.470 · DVD Non-Fiction				-23.75
982.480 · Youth Video DVD				

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Date	Num	Name	Memo	Amount
12/13/2019	98261087	Midwest Tape	FAMILY ANIME DVD	266.10
12/13/2019	98292573	Midwest Tape	FAMILY ANIME DVD	11.24
12/30/2019	98321602	Midwest Tape	YOUTH & TEEN AUDIO BOOKS	14.98
12/30/2019	98329823	Midwest Tape	FAMILY AND ANIME DVDs	14.99
12/30/2019	98329826	Midwest Tape	FAMILY AND ANIME DVDs	44.99
Total 982.480 · Youth Video DVD				352.30
982.485 · Playaway Views				
12/30/2019	20191230	Petty Cash-	PLAYAWAY SHIPPING	10.76
Total 982.485 · Playaway Views				10.76
982.490 · Videogames				
12/20/2019			CIRC Deposit 12/04/19 LD	-65.00
12/31/2019	AP19ACC2		01/15 - AMAZON - 1RJ3	493.37
Total 982.490 · Videogames				428.37
Total 982.400 · Non Print				3,678.43
982.500 · Local History Preservation				
982.510 · Local History Preservation				
12/02/2019	1FQY-KQ47-L6DF	Amazon Capital Services Inc	LOCAL HISTORY	92.98
12/02/2019	20191119	Powers, Shannon H	CAHS HOME TOUR - LOCAL HISTORY TRAI...	20.00
12/02/2019	1MJD-KCJ1-7WPH	Amazon Capital Services Inc	OVERHEAD BOOK SCANNER	506.00
12/02/2019	1QQD-WMN9-VPM4	Amazon Capital Services Inc	POLY BAGS	32.90
12/04/2019	1FQY-KQ47-WVC3	Amazon Capital Services Inc	ORGANIZER BINS	23.99
12/04/2019		Amazon Capital Services Inc	ORGANIZER BINS	0.00
12/06/2019	594407	Heydlauff's Inc.	FREEZER AND DELIVERY	659.98
12/13/2019	2635224	Gaylord Bros., Inc	Document Boxes	589.86
12/17/2019	20191209	Keybank	STORAGE CABINET - LOCAL HISTORY	563.45
12/17/2019	20191209	Keybank	FREIGHT - CABINET - LOCAL HISTORY	-50.00
12/17/2019	20191209	Keybank	BOOK - EXHIBITS	78.95
12/31/2019	AP19ACC2		01/15 - AMAZON - 1FVL	23.99
Total 982.510 · Local History Preservation				2,542.10
Total 982.500 · Local History Preservation				2,542.10
982.600 · Periodical & Newspapers				
982.620 · Daily Newspapers				
12/27/2019	3074724	W.T. Cox Subscriptions	Newspapers 2020 Subscriptions - BARRONS	184.30
Total 982.620 · Daily Newspapers				184.30
982.630 · Magazines				
12/27/2019	3074724	W.T. Cox Subscriptions	Magazines 2020 Subscriptions - FORBES	42.70
Total 982.630 · Magazines				42.70
Total 982.600 · Periodical & Newspapers				227.00
982.700 · Print				
982.705 · Adult Print				
982.710 · Adult Large Print				
12/02/2019	2034949113	Baker & Taylor - Adult Large Print	ADULT LARGE PRINT	46.62
12/20/2019	2034965277	Baker & Taylor - Adult Large Print	ADULT LARGE PRINT	40.92
Total 982.710 · Adult Large Print				87.54
982.720 · Adult Print General				
12/02/2019	2034933418	Baker & Taylor - Adult	ADULT ACCT	769.30
12/02/2019	2034940183	Baker & Taylor - Adult	ADULT ACCT	240.15
12/03/2019	112-3853191-2972...	Amazon Capital Services Inc	CATCH AND KILL BOOK	18.40
12/04/2019	1FQY-KQ47-WVC3	Amazon Capital Services Inc	BOOK - 5 WIVES	28.98
12/04/2019			CIRC Deposit 12/04/19 LD	-104.93
12/04/2019		Amazon Capital Services Inc	BOOK - 5 WIVES	0.00
12/13/2019	100	NIELSEN, THERESA	ADULT PRINT GENERAL	21.00
12/20/2019	2034966558	Baker & Taylor - Adult	ADULT ACCT	439.97
12/20/2019	2034936259	Baker & Taylor - Adult Memorial	ADULT PRINT GENERAL	2.94
12/20/2019			CIRC Deposit 12/04/19 LD	-77.85

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12/27/2019			CIRC Deposit 12/27/2019 LD	-9.99
12/30/2019	2034983828	Baker & Taylor - Adult	ADULT ACCT	127.95
12/30/2019	2034951396	Baker & Taylor - Adult	ADULT ACCT	339.95
12/30/2019	2034963916	Baker & Taylor - Adult	ADULT ACCT	578.72
12/30/2019	2034975717	Baker & Taylor - Adult	ADULT ACCT	483.60
12/30/2019	2034981995	Baker & Taylor - Adult	ADULT ACCT	82.97
12/31/2019	AP19ACC2		01/15 - B&T - 2035004550	62.90
12/31/2019	AP19ACC2		01/15 - B&T - 2035024143	111.58
12/31/2019	AP19ACC2		01/15 - B&T - 2035015651	29.21
Total 982.720 · Adult Print General				3,144.85
982.730 · Adult Ref.				
12/31/2019	AP19ACC2		01/15 - B&T - 2034985804	786.23
12/31/2019	AP19ACC2		01/15 - B&T - 2035004664	20.08
Total 982.730 · Adult Ref.				806.31
982.740 · Multiple Book Copies				
12/02/2019	2034933373	Baker & Taylor - Adult Multiples	MULTIPLES	130.84
12/02/2019	2034861968	Baker & Taylor - Adult Multiples	MULTIPLES	112.77
12/13/2019	2034870661	Baker & Taylor - Adult Multiples	MULTIPLES	217.32
12/13/2019	2034955436	Baker & Taylor - Adult Multiples	MULTIPLES	76.13
12/20/2019	2034965277	Baker & Taylor - Adult Large Print	MULT COPIES	134.52
12/20/2019	2034966651	Baker & Taylor - Adult Multiples	MULTIPLES	122.68
12/30/2019	2034982372	Baker & Taylor - Adult Large Print	ADULT LARGE PRINT	36.09
12/30/2019	2034985808	Baker & Taylor - Adult Multiples	MULTIPLES	47.12
Total 982.740 · Multiple Book Copies				877.47
982.750 · Professional Collection				
12/20/2019	17LR-KDL6-K4NY	Amazon Capital Services Inc	RADICAL CANDOR	40.92
Total 982.750 · Professional Collection				40.92
Total 982.705 · Adult Print				4,957.09
982.755 · Youth Print				
982.760 · Youth Print General				
12/02/2019	2034931290	Baker & Taylor - Auto Yours Cats	AUTO YOURS CATS	24.47
12/02/2019	2034933679	Baker & Taylor - Juvenile	JUVENILE ACCOUNT	40.66
12/04/2019			CIRC Deposit 12/04/19 LD	-17.99
12/13/2019	2034938964	Baker & Taylor - Auto Yours Cats	AUTO YOURS CATS	28.38
12/13/2019	2034858818	Baker & Taylor - Juvenile	JUVENILE ACCOUNT	61.01
12/13/2019	2034965261	Baker & Taylor - Unlabeled Juvenile	UNLABELED JUVENILE	25.19
12/20/2019	2034870221	Baker & Taylor - Juvenile	JUVENILE ACCOUNT	158.99
12/20/2019	2034864633	Baker & Taylor - Young Adult	YOUNG ADULT	48.69
12/20/2019	2034955256	Baker & Taylor - Young Adult	YOUNG ADULT	24.14
12/20/2019			CIRC Deposit 12/04/19 LD	-105.85
12/27/2019			CIRC Deposit 12/27/2019 LD	-19.95
12/30/2019	2034966186	Baker & Taylor - Auto Yours Cats	AUTO YOURS CATS	63.42
12/30/2019	2034982369	Baker & Taylor - Unlabeled Juvenile	UNLABELED JUVENILE	47.25
12/30/2019	2034955709	Baker & Taylor - Juvenile	JUVENILE ACCOUNT	10.38
12/30/2019	2034981703	Baker & Taylor - Juvenile	JUVENILE ACCOUNT	23.29
12/30/2019	2034999163	Baker & Taylor - Juvenile	JUVENILE ACCOUNT	50.43
12/30/2019	2034943958	Baker & Taylor - Unlabeled Juvenile	UNLABELED JUVENILE	302.27
12/30/2019	2034957093	Baker & Taylor - Unlabeled Juvenile	UNLABELED JUVENILE	159.24
12/30/2019	2034959983	Baker & Taylor - Unlabeled Juvenile	UNLABELED JUVENILE	311.17
12/30/2019	2034983173	Baker & Taylor - Unlabeled Juvenile	UNLABELED JUVENILE	51.93
12/30/2019	2034994593	Baker & Taylor - Unlabeled Juvenile	UNLABELED JUVENILE	47.82
12/30/2019	2034927454	Baker & Taylor - Young Adult	YOUNG ADULT	479.20
12/30/2019	2034991978	Baker & Taylor - Auto Yours Cats	AUTO YOURS CATS	50.98
12/31/2019	AP19ACC2		01/15 - B&T - 2035011530	62.06
12/31/2019	AP19ACC2		01/15 - B&T - 2034967066	179.23
12/31/2019	AP19ACC2		01/15 - B&T - 2034992999	40.29
12/31/2019	AP19ACC2		01/15 - B&T - 2034973210	209.91
12/31/2019	AP19ACC2		01/15 - BOOK FARM - ERG10821	222.35
Total 982.760 · Youth Print General				2,578.96
982.770 · Youth Ref.				

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Date	Num	Name	Memo	Amount
12/13/2019	1602784	World Book Educational Products	WB ENCYCLOPEDIA 2020	999.00
Total 982.770 · Youth Ref.				999.00
Total 982.755 · Youth Print				3,577.96
Total 982.700 · Print				8,535.05
982.800 · Collection Enhancement				
982.810 · Adult Enhancement				
12/02/2019	2034946685	Baker & Taylor - Program Account	PROGRAM ACCOUNT	60.44
12/02/2019	2034968507	Baker & Taylor - Program Account	PROGRAM ACCOUNT	143.92
Total 982.810 · Adult Enhancement				204.36
982.820 · Youth Enhancement				
12/02/2019	2034946685	Baker & Taylor - Program Account	YOUTH ENHANCEMENT	13.49
Total 982.820 · Youth Enhancement				13.49
Total 982.800 · Collection Enhancement				217.85
982.910 · Adult Collection Restricted				
12/20/2019	2034936259	Baker & Taylor - Adult Memorial	ADULT COLLECTION	50.00
Total 982.910 · Adult Collection Restricted				50.00
Total 982 · Collection Expense				16,134.18
TOTAL				304,574.03

Chelsea District Library
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December 2019

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Filters applied on this Report:

Account: All ordinary expense accounts

Date: Last Month

Chelsea District Library
Donation and Restricted
January through December 2019

	Jan - Dec 19	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
674 · Contribution & Donation			
674.100 · Designated Adult Collection	150	50	100
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	5,415	4,615	800
674.141 · Designated Technology	3,000	3,000	0
674.200 · Friends of the Library Donation	840	840	0
Total 674 · Contribution & Donation	30,895	28,995	1,900
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	47,295	45,395	1,900
Gross Profit	47,295	45,395	1,900
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	1,262	1,000	262
Total 884.211 · Authors in Chelsea	4,262	4,000	262
Total 884.210 · Youth Speakers	4,262	4,000	262
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	12,397	12,400	(3)
Total 884.500 · Artist in Residence	12,397	12,400	(3)
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	849	850	(1)
884.914 · Adult Prog Rest Gifts MWest LW	3,000	3,000	0

Chelsea District Library Donation and Restricted

January through December 2019

	Jan - Dec 19	Budget	\$ Over Budget
884.915 · Aud Prg. Rst. Gifts Purple Rose	1,000	1,000	0
Total 884.910 · Adult Programming Restricted	6,869	6,870	(1)
884.920 · Youth Programming Restricted			
884.921 · Youth Prog Rest Gifts Genl	996	1,000	(4)
884.923 · Youth Prog Rest Gifts SRP	3,850	3,850	0
Total 884.920 · Youth Programming Restricted	4,846	4,850	(4)
Total 884 · Programming	34,669	34,420	249
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	1,213	1,540	(327)
Total 969.600 · Staff Training	1,213	1,540	(327)
Total 969 · Continuing Education Expenses	1,213	1,540	(327)
982 · Collection Expense			
982.910 · Adult Collection Restricted	50	50	0
982.920 · Youth Collection Restricted	59	90	(31)
Total 982 · Collection Expense	109	140	(31)
Total Expense	40,551	40,865	(314)
Net Ordinary Income	6,744	4,530	2,214
Net Income	6,744	4,530	2,214

Performance to Budget
Current Month and Year to Date

	TOTAL															
	Jan 19	Feb 19	Mar 19	Apr 19	May 19	Jun 19	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan - Dec 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense																
Income																
402 - District Revenue	594,401	816,483	219,041	44,006	(15,867)	66,754	67	0	1,311	0	557	(49)	1,726,704	1,752,176	(25,472)	99%
540.100 - State Aid	0	29,485	0	5,957	0	0	6,074	0	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	0	20,151	20,000	151	101%
607.100 - Non-Resident Fees	564	749	563	219	761	312	500	94	188	344	563	375	5,232	6,000	(768)	87%
645.100 - Copiers & Printers	65	960	667	481	742	240	711	503	716	826	383	535	6,829	7,000	(171)	98%
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	1,359	21,810	22,000	(190)	99%
665.100 - Interest	30	68	48	39	24	14	16	14	13	0	0	0	266	0	266	0%
666.100 - Investment Earnings	61	55	2,487	293	320	2,600	286	223	2,369	0	19,734	15,107	43,535	45,000	(1,465)	97%
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	(16,665)	(6,700)	28,474	0	28,474	0%
674 - Contribution & Donation	7,740	500	4,465	1,100	5,560	2,890	140	5,555	1,000	0	1,045	900	30,895	28,995	1,900	107%
675 - Private Grant Sources	10,000	0	1,000	0	0	0	0	0	5,400	0	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	11,527	1,941,812	1,949,614	(7,802)	100%
Gross Profit	626,696	851,482	226,558	70,991	4,102	79,779	6,628	46,958	4,836	5,434	6,821	11,527	1,941,812	1,949,614	(7,802)	100%
Expense																
701 - Personnel Expenses	43,209	77,748	123,383	83,096	83,820	81,294	87,923	129,030	83,476	85,872	81,639	177,126	1,137,616	1,141,773	(4,157)	100%
727 - Supplies	1,347	585	481	2,265	2,246	1,072	6,345	813	876	1,809	1,436	1,460	20,735	22,050	(1,315)	94%
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	26,965	80,907	100,306	(19,399)	81%
803 - Maintenance Service Contracts	12,334	7,092	8,264	12,649	8,375	8,689	18,279	4,211	7,723	12,837	5,210	19,699	125,362	129,929	(4,567)	96%
850 - Telecommunications	(1,775)	2,125	2,077	3,979	2,070	3,695	2,923	1,920	1,866	7,740	1,377	5,061	33,058	37,400	(4,342)	88%
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	3,567	54,859	62,851	(7,992)	87%
884 - Programming	1,937	15,217	17,803	7,865	12,371	6,045	10,959	12,805	4,965	10,148	7,651	7,732	115,498	130,345	(14,847)	89%
885 - Volunteer	0	30	284	475	69	0	158	(48)	0	0	0	1,324	2,292	2,400	(108)	96%
920 - Utilities	0	4,738	5,079	4,637	4,669	4,617	5,187	6,403	8,836	62	3,717	8,179	56,124	56,550	(426)	99%
960 - Board & Director Expense	0	44	87	62	525	70	221	71	108	287	117	521	2,113	3,200	(1,087)	66%
965 - Automation Services	13,163	0	0	8,699	0	0	8,699	575	0	9,043	0	953	41,132	42,795	(1,663)	96%
987 - Equipment	735	3,083	5,662	2,068	1,375	564	1,172	1,942	357	473	2,721	1,562	22,714	26,765	(4,051)	85%
989 - Continuing Education Expenses	2,554	1,987	1,078	476	3,905	436	4,237	293	1,887	2,254	3,375	6,780	29,162	26,350	2,812	111%
980 - Capital Expense	1,500	5,699	25,180	57,697	0	17,839	0	0	0	3,020	745	27,510	139,190	174,966	(35,776)	80%
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	16,134	163,691	175,009	(11,318)	94%
Total Expense	95,874	161,239	204,140	201,356	135,572	146,397	180,426	181,924	130,211	154,547	128,194	304,573	2,024,453	2,132,689	(108,236)	95%
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)	(293,046)	(82,641)	(183,075)	100,434	45%
Other Income/Expense																
Other Expense																
999.001 - Transfer to Capital Improvement	0	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	0	(2,900)	2,900	0%
999.025 - Carry from General Fund	0	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	0	(183,075)	183,075	0%
Net Other Income	0	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)	(293,046)	(82,641)	0	(82,641)	100%

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

	Jan - Dec 19	Jan - Dec 18	\$ Change	% Change
Ordinary Income/Expense				
Income				
402 · District Revenue	1,726,701.84	1,737,438.41	-10,736.57	-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	5,229.19	5,447.91	-218.72	-4.02%
645.100 · Copiers & Printers	6,829.61	7,457.83	-628.22	-8.42%
655.100 · Circulation Fines	21,809.93	22,811.83	-1,001.90	-4.39%
665.100 · Interest	266.83	-1,315.67	1,582.50	120.28%
666.100 · Investment Earnings	43,534.83	52,512.44	-8,977.61	-17.1%
666.500 · Investment Change in Value	28,472.95	-18,473.39	46,946.34	254.13%
674 · Contribution & Donation	30,895.00	39,320.00	-8,425.00	-21.43%
675 · Private Grant Sources	16,400.00	0.00	16,400.00	100.0%
Total Income	1,941,806.98	1,877,206.14	64,600.84	3.44%
Gross Profit	1,941,806.98	1,877,206.14	64,600.84	3.44%
Expense				
701 · Personnel Expenses	1,137,617.19	1,074,124.54	63,492.65	5.91%
727 · Supplies	20,734.30	21,029.01	-294.71	-1.4%
801 · Professional Services	80,907.32	65,222.36	15,684.96	24.05%
803 · Maintenance Service Contracts	125,360.81	131,966.03	-6,605.22	-5.01%
850 · Telecommunications	33,058.61	33,482.00	-423.39	-1.27%
880 · Promotional Materials	54,857.52	55,542.72	-685.20	-1.23%
884 · Programming	115,497.85	93,022.97	22,474.88	24.16%
885 · Volunteer	2,291.10	2,209.92	81.18	3.67%
920 · Utilities	56,124.71	56,315.82	-191.11	-0.34%
960 · Board & Director Expense	2,113.25	2,521.34	-408.09	-16.19%
965 · Automation Services	41,133.14	45,136.79	-4,003.65	-8.87%
967 · Equipment	22,715.01	30,179.12	-7,464.11	-24.73%
969 · Continuing Education Expenses	29,161.65	22,337.89	6,823.76	30.55%
980 · Capital Expense	139,190.79	75,781.56	63,409.23	83.67%
982 · Collection Expense	163,690.79	164,897.86	-1,207.07	-0.73%
Total Expense	2,024,454.04	1,873,769.93	150,684.11	8.04%
Net Ordinary Income	-82,647.06	3,436.21	-86,083.27	-2,505.18%
Net Income	-82,647.06	3,436.21	-86,083.27	-2,505.18%

CHELSEA DISTRICT LIBRARY

Fund Balances

December-19

General Fund**LOCAL BANKS BALANCES**

Checking Account/ Chelsea State Bank

Paypal Account

Cash on Hand

Beginning Balance	Net Change	Ending Balance
\$102,623.16	\$7,868.65	\$110,491.81
\$388.50	\$290.30	\$678.80
\$103,011.66	\$8,158.95	\$111,170.61

Ameriprise Account

Fixed Income Fund

Money Market Fund

\$ 1,479,422.00	-\$2,110.25	\$1,477,311.75
-\$100,000.00	\$0.00	-\$100,000.00
\$1,379,422.00	-\$2,110.25	\$1,377,311.75

Investment Partners Total**Total General Fund**

\$1,482,433.66	\$6,048.70	\$1,488,482.36
-----------------------	-------------------	-----------------------

Debt Service Fund

Bond Debt Retirement Fund Checking

\$287,802.30	\$43,538.85	\$331,341.15
---------------------	--------------------	---------------------

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
12/31/2019	1,377,312
Invested	1,077,957
Increase 6/2009 – 12/31/2018	327,347
2019 Change (Current Year)	-27,992
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	299,355
(Interest - Fees + Change in Value)	
	1,377,312

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 12/31/2019

Note: Fund Adjusts entered 2/12/2019

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Your Ameriprise statement

for December 31, 2019 to December 31, 2019

PREPARED FOR CHELSEA DISTRICT LIBRARY

Value of your investment accounts

	This month	This year
Beginning value	\$1,479,422.00	\$1,405,303.97
Net deposits & withdrawals	-\$100,000.00	-\$100,000.00
Dividends, interest & income	\$2,295.05	\$43,534.83
Change in value	-\$4,405.30	\$28,472.95
Ending value	\$1,377,311.75	\$1,377,311.75

Your asset allocation

Asset class	Value on Dec 31, 2019	Percent of assets
● Cash & cash investments*	\$303,902.20	22.1%
● Fixed income	\$1,073,409.55	77.9%
Total assets	\$1,377,311.75	100%

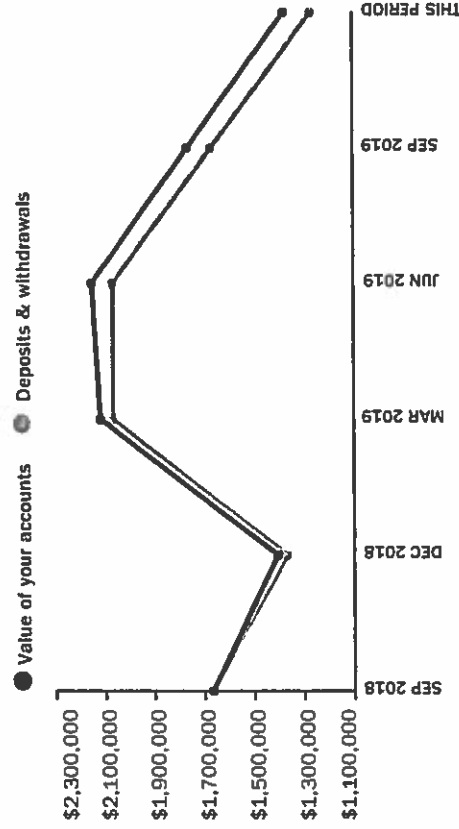
*Cash investments includes cash held inside pooled investments (e.g. mutual funds), as part of a manager's investment strategy, and is not directly accessible unless you sell some of that investment. For details visit ameriprise.com/allocation.

Your personal advisor

Robert Arteaga
16414 San Pedro Ave Ste 300
San Antonio, TX 78232-2277
210.483.5090
Robert.Arteaga@ampf.com
ameripriseadvisors.com/robert.arteaga

all 1/2 Balances agree! 1/21/20

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).

Simple is good. Secure is even better.
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Ameriprise Brokerage Account

CHELSEA DISTRICT LIBRARY

Investment time frame: Information still needed; Risk tolerance: Conservative; Investment objective: Income; Liquidity needs: 7+ Years
See the Disclosures at the end of your statement for definitions of these suitability terms.

Account #: 0000 4823 9221 4 133

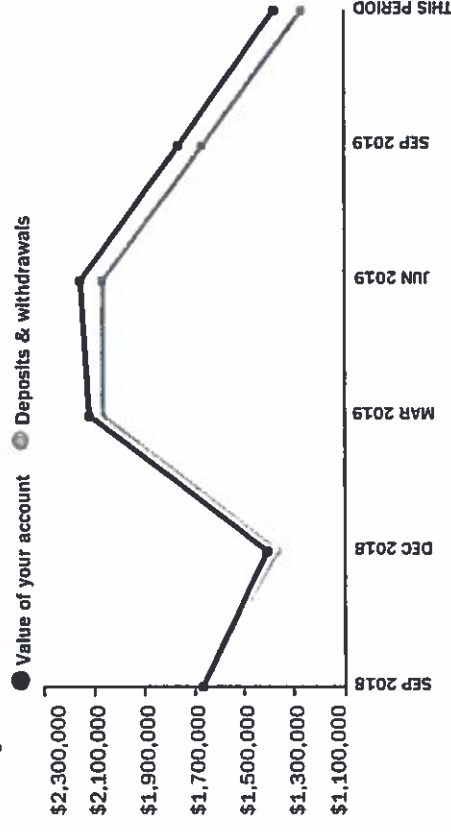
Value of your account

	This period	This year
Beginning value	\$1,479,422.00	\$1,405,303.97
Deposits		
Cash deposits	\$0.00	\$700,000.00
Withdrawals		
Debit card, ATM, checks and bill pay	-\$100,000.00	-\$800,000.00
Income		
Interest	\$2,295.05	\$43,534.83
Change in value	-\$4,405.30	\$28,472.95
Ending value	\$1,377,311.75	\$1,377,311.75

Summary of your holdings

Asset	Value of assets	Percent of account
Cash and equivalents	\$203,902.20	14.8%
Bonds, CDs and structured products	\$1,173,409.55	85.2%
Ending value	\$1,377,311.75	100.0%

Value of your account over time



Summary of your realized gains and losses

	This period	This year
Investment long term loss	\$0.00	-\$367.56

Investment includes all non-mutual fund security types with reportable gain/loss information.

Gain/Loss amounts are not a measure of investment return or performance. These amounts estimate the gain or loss on your securities and are provided for informational purposes only. For investment performance information please contact your financial advisor. For tax purposes, please consult your tax advisor. See the "Estimated Cost Basis footnote" section of this statement for more information.

Chelsea District Library
Account QuickReport
 January through December 2019

Type	Date	Num	Name	Memo	Split	Amount
666.100 - Investment Earnings						
General Journal	01/31/2019	INV01...		Investment int...	017.004 · Inve...	60.60
General Journal	02/28/2019	INV02...		Investment int...	017.004 · Inve...	54.74
General Journal	03/31/2019	INV03...		Investment int...	017.004 · Inve...	2,487.24
General Journal	04/30/2019	INV 4...		Investment int...	017.004 · Inve...	292.70
General Journal	05/31/2019	INV 0...		INVESTMEN...	017.004 · Inve...	320.21
General Journal	06/30/2019	AMER...		Investment int...	801.315 · Inve...	2,599.71
General Journal	07/31/2019	AMER...		Investment int...	801.315 · Inve...	286.44
General Journal	08/30/2019	AMER...		Investment int...	801.315 · Inve...	222.95
General Journal	09/30/2019	AMER...		Investment int...	801.315 · Inve...	2,369.48
General Journal	11/05/2019	APR ...		REVERSE A...	017.004 · Inve...	-292.70
General Journal	11/05/2019	APR ...		CORRECT A...	017.004 · Inve...	14,908.74
General Journal	11/05/2019	MAY ...		REVERSE M...	017.004 · Inve...	-320.21
General Journal	11/05/2019	MAY ...		CORRECT M...	017.004 · Inve...	3,004.33
General Journal	11/05/2019	OCT ...		Investment int...	801.315 · Inve...	2,433.88
General Journal	12/08/2019	NOV ...		Investment int...	801.315 · Inve...	12,811.67
General Journal	12/31/2019	DEC I...		Investment int...	801.315 · Inve...	2,295.05

Total 666.100 - Investment Earnings

43,534.83

TOTAL

43,534.83

✓
 ties to 12/31/19
 statement

Chelsea District Library

1/15/2020 8:40 PM

Register: 017.004 · Investment Professionals A/C

From 01/01/2019 through 12/31/2019

Sorted by: Date, Type, Number/Ref

Date	Ref.	Payee	Account	Memo	Decrease	C	Increase	Balance
01/31/2019	INV0120...		-split-	Investment inte...			60.60	1,405,364.57
01/31/2019	INV0120...		017.004 · Investment P...	Investment Cha...			12,063.28	1,417,427.85
02/28/2019	INV0220...		-split-	Investment inte...			54.74	1,417,482.59
02/28/2019	INV0220...		017.004 · Investment P...	Investment Cha...			1,597.69	1,419,080.28
03/31/2019	INV0320...		-split-	Investment inte...			2,487.24	1,421,567.52
03/31/2019	INV0320...		017.004 · Investment P...	Investment Cha...	3,342.77			1,418,224.75
04/30/2019	INV 430...		-split-	Investment inte...			292.70	1,418,517.45
04/30/2019	INV 430...		017.004 · Investment P...	Investment Cha...			17,178.31	1,435,695.76
05/31/2019	INV 053...		-split-	INVESTMEN...			320.21	1,436,015.97
05/31/2019	INV 053...		017.004 · Investment P...	INVESTMEN...			10,893.35	1,446,909.32
06/30/2019	AMER 6/...		801.315 · Investment F...	Investment fees				1,446,909.32
06/30/2019	AMER 6/...		801.315 · Investment F...	Investment inte...			2,599.71	1,449,509.03
06/30/2019	AMER 6/...		801.315 · Investment F...	Investment Cha...			5,281.00	1,454,790.03
07/31/2019	AMER 0...		801.315 · Investment F...	investment fees				1,454,790.03
07/31/2019	AMER 0...		801.315 · Investment F...	Investment inte...			286.44	1,455,076.47
07/31/2019	AMER 0...		801.315 · Investment F...	Investment Cha...	2,873.35			1,452,203.12
08/30/2019	AMER 0...		801.315 · Investment F...	investment fees				1,452,203.12
08/30/2019	AMER 0...		801.315 · Investment F...	Investment inte...			222.95	1,452,426.07
08/30/2019	AMER 0...		801.315 · Investment F...	Investment Cha...			18,635.55	1,471,061.62
09/30/2019	AMER 0...		801.315 · Investment F...	investment fees				1,471,061.62
09/30/2019	AMER 0...		801.315 · Investment F...	Investment inte...			2,369.48	1,473,431.10
09/30/2019	AMER 0...		801.315 · Investment F...	Investment Cha...	7,594.45			1,465,836.65
11/05/2019	APR CO...		-split-	REVERSE AP...	292.70			1,465,543.95
11/05/2019	APR CO...		017.004 · Investment P...	REVERSE AP...	17,178.31			1,448,365.64
11/05/2019	APR CO...		017.004 · Investment P...	CORRECT AP...			14,908.74	1,463,274.38
11/05/2019	APR CO...		017.004 · Investment P...	CORRECT AP...			2,562.27	1,465,836.65
11/05/2019	MAY COR		-split-	REVERSE MA...	320.21			1,465,516.44
11/05/2019	MAY COR		017.004 · Investment P...	REVERSE MA...	10,893.35			1,454,623.09
11/05/2019	MAY COR		017.004 · Investment P...	CORRECT M...			3,004.33	1,457,627.42
11/05/2019	MAY COR		017.004 · Investment P...	CORRECT M...			8,209.23	1,465,836.65
11/05/2019	OCT ST...		801.315 · Investment F...	investment fees				1,465,836.65
11/05/2019	OCT ST...		801.315 · Investment F...	Investment inte...			2,433.88	1,468,270.53
11/05/2019	OCT ST...		801.315 · Investment F...	Investment Cha...			634.80	1,468,905.33
12/08/2019	NOV ST...		801.315 · Investment F...	investment fees				1,468,905.33
12/08/2019	NOV ST...		801.315 · Investment F...	Investment inte...			12,811.67	1,481,717.00
12/08/2019	NOV ST...		801.315 · Investment F...	Investment Cha...	2,295.00			1,479,422.00
12/31/2019	DEC INV		801.315 · Investment F...	investment fees				1,479,422.00
12/31/2019	DEC INV		801.315 · Investment F...	Investment inte...			2,295.05	1,481,717.05
12/31/2019	DEC INV		801.315 · Investment F...	Investment Cha...	4,405.30			1,477,311.75

1/15/2020
Statement

Chelsea District Library
Account QuickReport
 January through December 2019

Type	Date	Num	Name	Memo	Split	Amount
666.500 · Investment Change in Value						
General Journal	01/31/2019	INV01...		Investment C...	017.004 · Inve...	12,063.28
General Journal	02/28/2019	INV02...		Investment C...	017.004 · Inve...	1,597.69
General Journal	03/31/2019	INV03...		Investment C...	017.004 · Inve...	-3,342.77
General Journal	04/30/2019	INV 4...		Investment C...	017.004 · Inve...	17,178.31
General Journal	05/31/2019	INV 0...		INVESTMEN...	017.004 · Inve...	10,893.35
General Journal	06/30/2019	AMER...		Investment C...	801.315 · Inve...	5,281.00
General Journal	07/31/2019	AMER...		Investment C...	801.315 · Inve...	-2,873.35
General Journal	08/30/2019	AMER...		Investment C...	801.315 · Inve...	18,635.55
General Journal	09/30/2019	AMER...		Investment C...	801.315 · Inve...	-7,594.45
General Journal	11/05/2019	APR ...		REVERSE A...	017.004 · Inve...	-17,178.31
General Journal	11/05/2019	APR ...		CORRECT A...	017.004 · Inve...	2,562.27
General Journal	11/05/2019	MAY ...		REVERSE M...	017.004 · Inve...	-10,893.35
General Journal	11/05/2019	MAY ...		CORRECT M...	017.004 · Inve...	8,209.23
General Journal	11/05/2019	OCT ...		Investment C...	801.315 · Inve...	634.80
General Journal	12/08/2019	NOV ...		Investment C...	801.315 · Inve...	-2,295.00
General Journal	12/31/2019	DEC I...		Investment C...	801.315 · Inve...	-4,405.30

Total 666.500 · Investment Change in Value

28,472.95

TOTAL**28,472.95**

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 ties to 12/31/19
 statement

Chelsea District Library Cash Flow 2019

Summary	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Year's Total
Opening 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	\$275,608	\$2,046,170
Total expenditures	\$210,018	\$159,727	\$182,291	\$170,263	\$210,842	\$150,078	\$175,181	\$228,142	\$136,081	\$141,346	\$129,284	\$261,799	\$2,155,051
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)	\$13,809	(\$108,880)
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)	(\$10,357)	(\$10,357)

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	\$275,608	\$2,072,364
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	\$261,799.10	\$1,882,810
Other													

Operating Flow	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Year's Total
Opening 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	\$98,523
Total income	\$517,917	\$850,291	\$227,764	\$59,900	\$9,187	\$72,381	\$9,892	\$28,444	\$10,804	\$6,214	\$3,961	\$275,608	\$2,072,364
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	\$261,799	\$2,144,609
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)	\$113,809	\$27,755
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	\$126,278	\$126,278

\$ 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 Profit & Loss Budget vs. Actual

January through December 2020

2020

	Jan - Dec ...	Budget	\$ Over Budget	% of Budg...
Ordinary Income/Expense				
Income				
402 · District Revenue	493,385.84	1,824,026.00	-1,330,640.16	27.0%
540.100 · State Aid	0.00	38,000.00	-38,000.00	0.0%
574.100 · Penal Fines	0.00	17,000.00	-17,000.00	0.0%
607.100 · Non-Resident Fees	0.00	6,000.00	-6,000.00	0.0%
645.100 · Copiers & Printers	26.50	7,500.00	-7,473.50	0.4%
655.100 · Circulation Fines	131.30	11,000.00	-10,868.70	1.2%
665.100 · Interest	0.00	0.00	0.00	0.0%
666.100 · Investment Earnings	0.00	50,000.00	-50,000.00	0.0%
674 · Contribution & Donation	0.00	21,350.00	-21,350.00	0.0%
675 · Private Grant Sources	0.00	3,000.00	-3,000.00	0.0%
Total Income	493,543.64	1,977,876.00	-1,484,332.36	25.0%
Gross Profit	493,543.64	1,977,876.00	-1,484,332.36	25.0%
Expense				
701 · Personnel Expenses	32,298.89	1,168,519.00	-1,136,220.11	2.8%
727 · Supplies	1,589.81	19,150.00	-17,560.19	8.3%
801 · Professional Services	-6,386.91	63,027.00	-69,413.91	-10.1%
803 · Maintenance Service Contracts	940.98	139,050.00	-138,109.02	0.7%
850 · Telecommunications	1,024.20	38,320.00	-37,295.80	2.7%
880 · Promotional Materials	5,520.73	64,335.00	-58,814.27	8.6%
884 · Programming	-2,442.78	101,785.00	-104,227.78	-2.4%
885 · Volunteer	63.43	2,400.00	-2,336.57	2.6%
920 · Utilities	0.00	61,715.00	-61,715.00	0.0%
960 · Board & Director Expense	75.00	3,500.00	-3,425.00	2.1%
965 · Automation Services	12,313.49	43,020.00	-30,706.51	28.6%
967 · Equipment	545.23	28,900.00	-28,354.77	1.9%
969 · Continuing Education Expenses	-3,149.22	23,985.00	-27,134.22	-13.1%
980 · Capital Expense	0.00	68,500.00	-68,500.00	0.0%
982 · Collection Expense	865.03	170,770.00	-169,904.97	0.5%
Total Expense	43,257.88	1,996,976.00	-1,953,718.12	2.2%
Net Ordinary Income	450,285.76	-19,100.00	469,385.76	-2,357.5%
Other Income/Expense				
Other Expense				
999.001 · Transfer to Capital Improvement	0.00	-21,500.00	21,500.00	0.0%
999.002 · Transfer to Capital Reserve Fun	0.00	2,400.00	-2,400.00	0.0%
Total Other Expense	0.00	-19,100.00	19,100.00	0.0%
Net Other Income	0.00	19,100.00	-19,100.00	0.0%
Net Income	450,285.76	0.00	450,285.76	100.0%

Budget is
entered
& balanced.

DIRECTOR'S REPORT

Library Director's Report on December 2019
Respectfully submitted for January 2020 Board Meeting

Staff News

Staff Work Anniversaries

- Chris Berggren, Administrative Assistant, January 3 (three years)
- Susan Ogden, Library Assistant, January 5 (four years)
- Patty Roberts, Head of Marketing, January 20 (six years)
- Jessica Zubik, Youth/Teen Librarian, January 13 (six years)

Congratulations all! CDL is a better place because of you!

Patty Roberts' Retirement

It is with personal regret but the warmest of wishes that I announce the retirement of Patty Roberts effective January 31. Patty has accomplished so much in her time here at CDL! She has been a tremendous employee who leaves a remarkable legacy due to a unique combination of smarts, competence, and creativity. She will be hard to replace.

Her retirement is our loss but a well-deserved reward for her. We all wish her the very best!

Current Job Postings

- Head of Marketing, deadline -- January 17
- Substitute Librarian, deadline -- until filled

Financial News

- I filed the 2019/2020 Public Library Annual Report on behalf of the library in December. This report determines the library's state aid every year. In 2019, state aid totaled more than \$12,000 in revenue for the library.
- I am working on the RFP for audit services for FY 2020 through 2022 to present to the Finance Committee with the hope of issuing it on July 15.

Word of Mouth Marketing/Upcoming CDL Programs and Events

- A Conversation with Jose Antonio Vargas (author of the 2020 Washtenaw Reads' title *Dear America, Notes of an Undocumented Citizen*)
January 30 at Washtenaw Community College
- Liberty Awakes in Washtenaw County Exhibit
On display in Library lobby through January 31
- The 2020 Census: Count Every Person. Once. In the Right Place.
January 29 in McKune
- Stranger Things Escape Room
February 1 & 2 in McKune
- Festival of Tables – CDL's table will celebrate Women's Suffrage
February 22 at Washington Street Education Center (preview on February 21)

- **Motown Magic: Music and Memories with John E. Lawrence**
February 23 in McKune
- **Authors in Chelsea: An Evening with Authors Alyssa Satin Capucilli, Kirby Larson, and Susan Vaught**
March 17 at Washington Street Education Center

On the Horizon @ CDL

- We are working on the Midwest Literary Walk, scheduled for April 25 and have already secured Azar Nafisi (author of NYT's bestseller *Reading Lolita in Tehran*) and critically-lauded poet Ross Gay.
- We are working with Chelsea High School to bring John E. Lawrence to work with the students in the Songs as Poetry classroom in April.
- Author Kevin Sessums will visit Chelsea for three days in May. From his high profile celebrity interviews, to his personal travails of growing up gay in the Mississippi south, Kevin will engage with stories that will make audiences laugh, cry, and ask "How did he survive it all?"

Programming at CDL: The Why and the How

One of the many things that attracted me to the Chelsea District Library was its commitment to programming – both the tried and true programs found in most libraries across the country (storytimes, craft programs, book discussion groups, etc.) as well as its more groundbreaking offerings like the Midwest Literary Walk and Authors in Chelsea. I was also drawn to a community that values and embraces the arts, as evidenced in the Purple Rose Theater, Sounds & Sights, and Sculpture Walk to name a few. I came to this job loaded with ideas to share with a remarkably creative team and receptive community.

Here at CDL, we subscribe to the American Library Association's position on programming in answer to the question, "Why Should Our Library Do Programming?"

Libraries also give their communities something less tangible, yet just as essential to a satisfying and productive life – nourishment for the spirit. Programs in the humanities and the arts that encourage people to think and talk about ethics and values, history, art, poetry, and other cultures are integral to the library's mission.

Such programs help to illuminate the experiences, beliefs and values that unite us as human beings. They stimulate us to make connections where we noticed none before – between our ancestors and ourselves, between one culture and another, between the community and the individual. (ala.org/aboutala/offices/ppo/resources/benefitspublic)

This, along with the Chelsea District Library's mission, strategic plan, and board-approved budget (programming accounts for 3% of the overall operating budget at CDL), guides us in programming decisions at the library. Months in advance of a programming cycle, programming staff, who spend approximately 30% of their professional time in program planning, implementation, and review, strategize the upcoming season's offerings. Past seasons' failures and successes inform this process as does the freedom to innovate and possibly fail. This approach to programming has led to the further development of existing programs and the creation of some outstanding offerings, including Music in the Air, escape rooms, Song Fest, the

local author fair, Kids Read Comics, and the hosting of national touring exhibits and local displays and collections and programs to support them.

Strategic Planning

Bridgeport Consulting has been convening stakeholder engagement meetings for the drafting process of the library's 2020-22 Strategic Plan. This board will receive a draft plan at next month's meeting.

Monthly Stats

CHELSEA DISTRICT LIBRARY

Statistics for December 2019

	19-Dec	2019 YTD
All items circulated	20107	256425
New cards registered	59	1004
Library visitors	11055	147355
Reference desk transactions	1564	28847
Youth program attendance	208	5704
Teen program attendance	26	489
Adult program attendance	96	1797
Awareness event impact	30	1085
Youth outreach impact	40	5375
Teen outreach impact	70	1027
Adult outreach impact	28	869
Homebound visits	23	307
Internal WiFi data usage (library internal public WiFi) -- GB	479.33	7822.83
External WiFi data usage (township halls, circulated, and Mobile Beacon hotspots)	2642.94	25084.15
Computer sessions on Library workstations	767	11855
Computer sessions through Library WiFi	5184	69612
Website sessions	6915	107897
Website users	3631	63049

Out and About – December 2019

- Walk to School Wednesdays – December 4, 11, 18
- Attended Rotary meeting – December 17
- Worked Rotary's Quartermania fundraiser – December 5
- Attended CDL's Volunteer Appreciation Party – December 7
- Attended PLA's Social Justice and Public Libraries Symposium – December 9 & 10
- Served lunch at the Chelsea Senior Center's Holiday Luncheon – December 20

Looking Ahead to January 2020

- Meeting with Monica Monsma, Executive Director of Chelsea Area Chamber of Commerce – January 10
- Chelsea 2030 meeting – January 13
- Meeting with Lisa Allmendinger from Chelsea Update – January 17
- Friends Annual Meeting – January 25
- Rotary Board meeting – January 19
- Conversation with Jose Antonio Vargas – January 30

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

Facility

Furniture update: I am happy to report that the four short lounge chairs in the New Book area are complete and look great- a huge improvement over the worn out black with faded woven sides! Two of the high-backed lime green chairs are out for recovering and the last two will be done upon the return of the first two. Then all the re-upholstery will be complete- whew!

Information Services office update: Construction was completed a couple of days late due to HVAC venting issues found once the old wall came down. Chelsea Paint and Carpentry came up with a great solution and the space looks like it was always the way it is now. The librarians are very pleased with their larger, more efficient space, especially the center work counter.

Other facility maintenance/repairs of note:

- Backflow changes made and re-inspection scheduled for January.
- Fire panel had to be reset due to strobe being removed during wall construction.
- Sensors were replaced on both sets of front doors to improve opening times.
- New floor installed in the McKune kitchen. New mini-fridge ordered.
- Annual roof/gutter inspection done. No issues.
- Amazing butterfly chairs arrived, bought with donations in honor of Bob German.

Programs/meetings/outreach/HR/budget

Our monthly all-staff meeting was our annual holiday brunch. We talked a bit about the new strategic plan and informed staff that our all-staff meeting in January would focus on it.

As final 2019 invoices trickle in, I continue to spend many hours monitoring the 2019 budget projections and carryovers for final submission to the board in January.

Our 2019 health insurance plan was disallowed by the Justice Department so we received quotes and settled on new medical/dental/visions plans for 2020 for the three staff members who need them. Pricing reverted to the old age-banded model and resulted in significant increases for 2 of the 3 staff. The small company plans are in review at the federal level and we are hoping by mid-2020 they will be allowed once again and we can change back to the less expensive plans.

Volunteers

Our annual volunteer appreciation party occurred this month and as usual, it was so much fun seeing so many of our stellar volunteers celebrating each other and their service to the library. JoAnn Munce and Meg Gower are much deserved recipients! We had 164 book sale hours this month and 101.25 non-book sale hours, for a total of 265.25 hours. *We finished the year with 4540 total recorded volunteer hours and we added nine new volunteers to our ranks!*

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	164.00	2252.50
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	28.25	358.00
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	18.00	360.75
Friends	20.00	6.50	23.00	18.25	17.75	12.50	6.25	22.00	24.50	34.75	10.50	7.00	203.00
YSG	40.00	54.00	29.50	48.50	47.50	378.50	407.50	26.00	11.00	48.00	10.50	39.00	1140.00
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	7.50	92.25
Monthly Totals	331.00	349.25	278.50	420.25	317.00	678.25	687.50	261.25	340.00	371.00	240.75	265.25	4540.00
<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>101.25</i>	<i>2287.50</i>

December Program Information

Date	Event	Attendance
Adult Programming (6 Programs, 96 Attendees)		
12/7	Purple Rose Concert Reading	42
12/11	Books Over Breakfast book club	9
12/11	Place That Face	6
12/4	Reading Glasses Book Club	9
12/16	makerChelsea: Holiday Centerpieces	24
12/16	Adult/Senior VR	6
Youth Programming (15 Programs, 208 Attendees)		
12/3, 12/10, 12/17	Babytime	10, 12, 8
12/14	Saturday Babytime	2
12/4, 12/11, 12/18	Preschool Storytime	19, 5, 5
12/5, 12/12, 12/19	ToddlerTime	19, 22, 14
12/2	Nutcracker Ballet Storytime	23
12/7	Tween & Teen Homemade Gifts for the Holidays	34
12/9	Minecraft Monday	7
12/9	MonkeyPlay	21
12/19	READ to the Dogs	7
Teen Programming (4 Programs, 26 Attendees)		
12/5, 12/19	TTT: Touchscreen Gloves, Crafty Chocolate Christmas	4, 11
12/9	Webelos 3D Printing	9
12/13	Teen VR Experience	2
Outreach (Adult 7/28 , Teen 1/70, Youth 1/40 , Awareness 3/30)		
12/20 (T)	Beach Middle School 6th Grade Gold Visit	70
12/11 (Y)	Preschool Storytime at Chelsea Community Preschool	40
12/4, 11, 18 (Awar.)	Walk to School Wednesday	14,8,8
12/19 (A)	Pines Book Club	6
12/3, 5, 12, 17 (A)	Ipad and computer 1:1 at Dancey and Glazier	1, 4, 3, 1
12/9, 12/19 (A)	VR at the St. Louis Center	13, 0
*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	Dec. 2019	Dec. 2018
Reference Questions	1564	1999
Homebound & Deposit Book Deliveries	23	21
OCLC Interlibrary Loan	3	6

Shannon Powers, Head of Information Services

- Programming: We had another successful run of Hometown Holiday events this December. I hosted Purple Rose, assisted with Tween and Teen Gift Making set-up, and represented the IS department at the Volunteer appreciation party.

- Displays: Laura Brown and I met with Nancy from the League of Women Voters to coordinate the pickup and setup of the Women's Suffrage display for January. I also met with Arlene from the Waterloo Farm Museum to setup a small display of vintage ornaments in McKune room.
- Planning: The spring newsletter was due mid-December, and the team worked hard to finalize programs and draft descriptions. Lori and I drafted a schedule for Kevin Sessums' visit in May, securing Martin Bandyke and partnering with Serendipity Books.
- Budget: As we approached the end of the year, I cleaned up budget projections, and met with the Adult librarians to discuss the dispersal of the adult print line funds for 2020. I also met with Margaret who assisted with improvements to the department budget tracking sheet.
- Midwest Literary Walk: We identified a third author to approach for the 2020 event, and Patty, Laura and I visited a new venue site to plan for the day of the event.
- Staffing: Substitute Librarian Linda Mohler resigned. I met with Linda and Lori and discussed alterations to the sub librarian job description and pay, as well as strategies for marketing the position to increase our pool of qualified candidates.

Laura Brown, Adult Information Services Librarian

- I attended the TLN Adult Performer's Showcase at Rochester Hills Public Library, gaining several programming ideas.
- Reading Glasses Book Club met at Ugly Dog the beginning of the month for the annual White Elephant Book Exchange. Titles were solicited and members voted via survey monkey for 2020 selections, which are now posted in CDL's public calendar.
- Shannon and I met with Nancy from the Ann Arbor League of Women Voters, once at the library and once off site to pick up the large suffrage display that will grace CDL's lobby during the month of January. Much time was spent planning and putting up the display due to its size. Patron feedback has been positive about the display.
- Info Services was moved to the Learning Lab for most of December while the wall came down in the old space. The new office space is more open and much appreciated!
- Final year orders were made for all my collections, and I weeded Adult Fiction, 600s, 700s, and the Feature and NF DVD collections.
- Adult Services met to divvy up who orders what. I now will order Mystery and Catherine will order Audiobooks. Margaret will now order Large Print (with some help from me) and Romance.
- The holiday centerpiece class was a huge success. We used fresh evergreens ordered from Garden Mill, and I did a lot of material prepping myself. As the most popular makerChelsea class of the year, we had to turn many people away. Needless to say, we will offer it again next year.
- Shannon, Patty, and I visited the First United Methodist Church to confirm it as a site for Midwest Lit Walk. It will be a great space for the event!
- I placed the Washtenaw Reads display upstairs in front of the new books, and all 50+ books were checked out by January 6th!

Margaret Loebe, Adult Information Services Librarian

- I hosted the second (my first) Books Over Breakfast book club. We had 9 attendees, all of whom have lived in Chelsea for 5 or fewer years and are using the club as a way to get to know others.
- With Jessica, I purchased items for the Garage, and we processed them. Stacey and I built a rigid heddle loom for circulation.
- I made improvements to the Low Vision Center -- I created a booklet where different font sizes are printed so patrons could test the strength of the magnifiers. I also ordered a new book holder and a book rest to aid patrons with hand mobility issues.
- I signed one new patron up for CDL Delivers
- I created a year-end collection analysis spreadsheet for the adult collection.

Catherine Sossi, Adult Information Services Librarian

- Pines Retirement Home Book Club is off to a good start. We had a good discussion about December's selection and they were excited for January's pick.
- After meeting to discuss the collection management, I have taken over ordering the audio books from Laura.
- I have started the weeding process in the book on CD area to make a little more room. There was talk of adding some more shelving in that area as well.

Stacey Comfort, Youth & Teen Information Services Librarian

- I 3D printed Cub Scouts badges with a local Webelos pack. The den mother expressed interest in doing this activity every year with the library.
- I visited Beach Middle School to talk to the Gold team of sixth graders about the upcoming Authors in Chelsea. I'll be visiting the Blue team when they return from break in January.
- I had a wildly successful That Thursday Thing at the end of the month, when we made chocolate truffles and origami boxes. Eleven teens came to the program, and we ran out of chocolate!
- Edith took over my preschool storytime, and I took over coordination of the Youth Services Group.
- I had meetings with the youth staff, the tech staff, and Shannon to discuss the Fortnite IRL program, a possible 3D Printed Soap Box Derby program, and the use of TikTok to reach our teen population, respectively.

Edith Donnell, Youth & Teen Information Services Librarian

- Took over preschool storytime, very excited to be transitioning to multiple daytime storytime programs per week!
- Transferred most of the YSG activities to Stacey, who will be the new YSG manager!
- Presented a holiday storytime at the Chelsea Preschool
- Dropped off Authors in Chelsea books to the North Creek Library processing. Scheduled AIC preparatory visits and planned schedule for March 17/18
- Made some final video game purchases for the year.
- Averted disaster with READ to the Library dog when we lost a new dog to tragic circumstances by enlisting a new seasoned READ dog team to join the roster.

Jessica Zubik, Youth & Teen Information Services Librarian

- Our annual Tween & Teen Homemade Gifts for the Holidays program was super successful again this year; we actually filled up less than a week after registration opened in November. Kudos to Stacey for helping me plan this extensive program for her first time and coming up with some cool craft ideas.
- My Authors in Chelsea books for the classrooms at South Meadows (purchased with a grant from the CEF) arrived, and I was able to deliver them to the school and set up a date to visit with all of the students in February. Students are already super excited to hear from author Kirby Larson in March!
- A break from programming allowed Stacey, Edith, and I time to clean up our storage area in the basement and sort out supplies so that we're prepared for upcoming events like Summer Reading and doing outreach in 2020.
- I tidied up lots of loose ends, including purchasing containers for new CDL Garage items. Keep an eye out for those items to hit the shelves in the coming months, as well as new titles on the Youth Kindles, and some fresh puzzles and dollhouse furniture in the picture book play area.

Technology

Summary of December 2019



From: Ron Andrews – Head of Technology

Monthly Summary

December brought to a close a very busy year. One of sadness and joy at Melanie's departure to a new position at Plymouth District Library, and the arrival of a very talented and capable Scott Rakestraw. A lot has been accomplished this year:

- new programming at the St Louis Center using our VR equipment and increasing our volunteers to assist with this program
- Revised the HotSpot collection data and replaced the old Sprint HotSpots
- formation of Ingenuity Engine committee and continuation of bringing this reimaged room to live in the spring
- Launched TBR - Tech By Request to provide technology training to users on a mutually agreed upon time and date with our computer volunteers. I hope to increase the visibility and volunteer base in the coming year
- Complete replacement of ALL public computer workstations to new small form CPUs.
- A hugely successful partnership with AIM High in providing a spot for our very first intern in the Technical Services Department and superbly handled by Lucie Smith, Technical Services Assistant

Technology

- Ordered equipment for Ingenuity Engine and reviewing what furniture in the building we can repurpose for this location and functionality.
- Met with and asked HeadTech Electronics to do our annual AV maintenance updates and discussed options for the new Ingenuity Engine room.
- Scott and I met with our representative from MOS for a check-up on our copiers and maintenance contracts
- Updated phone system for Holidays closings and will review holiday and closing greeting in the new year
- Year end phone review with Hoopla
- Touched base with Sprint for possible changes to the settings on our new HotSpots
- Purchased and installed new VR software for the Sony Playstation with Stacy Comfort's help
- Provided year end week of technical support for consortium wide OverDrive support
- Working with Scott to test Support ticket system
- Worked with Scott planning projects for early 2020
- Working with Scott and Shannon to provide some technology training, troubleshooting skills and listen to their technology concerns and suggestions
- Worked with Scott, Linda and Shannon to temporarily relocate the librarians to the Learning Lab while renovations were occurring in the Information Services office.
-

Outreach/Programming

- Working with Lori to provide logistics for MIA 2020.
- Completed program planning for Spring newsletter
- Set dates for new year for VR Volunteer group to gather and learn new software and skills
- Working closely with Broadband group to schedule meetings for 2020

Other

- Assisted Lori and Linda with the Volunteer Appreciation Party

Ron Andrews

Network Report

December 2019

From: Scott Rakestraw – Network Administrator

Monthly Summary



The Help Desk Ticket System and Knowledge-base System were presented to the management team. The software runs on a virtual server and will provide an excellent platform for problem tracking, technical solutions and other content management needs moving forward. Staff will be trained in January.

Tasks Completed

- Virtual server build continue on the new server
- Planning underway for WiFi enhancements in 2020
- Prepped laptop and ipad for Circulation to use on outreach visits
- Worked with marketing to troubleshoot problem menus on the web site
- Provided sourcing support for Ingenuity Engine Room purchases
- Reconfigured Minecraft server for Youth program

We experienced a heat alarm in the server room. The cooling system is independent from the main building system. While temperatures were never severe; Ron came in on the weekend to set up fans and keep things under control. We've identified a couple of stand alone temperature under \$200 that will monitor climate, including humidity and send out text and email messages to notify staff if another problem develops. We will also evaluate connecting the server room to the existing system controls as part of a planned upgrade to Metatsys planned for this year.

Scott Rakestraw

MARKETING BOARD REPORT

December 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 December and the entire 2019 year.

MARKETING PROJECTS

CDL Spring Newsletter

- Finalized newsletter layout
- Selected newsletter articles' subject matter and coordinated with authors
- Wrote Ingenuity Engine, Census, and Visiting Author articles
- Reviewed cover art submission and selected finalist
- Formatted content and images, packaged, and sent to graphic designer with instructions

Digital Communication Survey

- Created specific collector links to identify promotional reach
- Deployed survey through digital channels

Volunteer (VOY)/Friend (FOY) of the Year and Volunteer Appreciation Party

- Finalized VOY and FOY bios
- Wrote, finalized, and deployed press release
- Attended and photographed Volunteer Appreciation Party
- Scheduled photo shoot for FOY, photographed, and created artwork for poster and bookmarks
- Created FOY and VOY LCD slides and deployed
- Created FOY and VOY Chelsea Update ads and scheduled
- Updated FOY and VOY sections on CDL website pages

2020 Washtenaw Reads

- Outlined marketing campaign and timlined tasks
- Finalized and deployed press release
- Created tabloid poster and printed in-house
- Packaged and sent large poster to printer
- Created 2020 WR avenue banner artwork, sent to printer, and delivered banners to city for installation
- Created ad artwork for Chelsea Update, Chelsea Guardian, The Sun Times News, and scheduled

Authors in Chelsea

- Outlined marketing campaign and timlined tasks
- Created 2020 promotional assets: website images, school and lobby posters, and brochure
- Finalized, packaged, and sent posters to printer

Hot Reads for Cold Nights

- Outlined marketing campaign and timlined tasks
- Updated poster and created print and digital versions

Ingenuity Engine

- Created new logo and shared assets with staff

MISCELLANEOUS MARKETING ACTIVITIES

- Digitally promoted Teen Hygiene Drive and Art of Aging Exhibition
- Shared CDL print newsletter information with Ferndale Library
- Submitted Director evaluation to Board of Trustees
- Researched changes to XIBO upgrade (in-library monitor scheduling shareware) and trained users
- Created Friends of CDL name badges and placed order
- Reviewed FUMC as venue for 2020 Midwest Literary Walk, including walk-through
- Gave Word of Mouth Marketing/Social Media presentation to all staff
- Compiled Art of Aging evaluation forms and shared with UMRC and CDL team

MARKETING BOARD REPORT

December 2019

MEDIA COVERAGE (does not include social media)

- December 2019
 - Chelsea Update (online): 24 articles
 - Chelsea Guardian(print): 4 articles
 - Chelsea Sun Times (print & online): 6 articles
- 2019 Year (311 total which equates into news exposure of approximately 6/week)
 - Chelsea Update (online): 199 articles
 - Chelsea Guardian(print): 32 articles
 - Chelsea Sun Times (print & online): 47 articles
 - Misc: 33 articles

Respectfully submitted,
Patty Roberts
Head of Marketing

**Circulation Supervisor's Report
December 2019**

- Circulation – 20,107 or 3% lower than last December;
281,030 or break even with last year – 284 items less than 2018
- Patron Count- 11,055 for December;
160,373 Year to Date.
** Does not include offsite programs.
- Circulation by township- for December
 - Dexter = 11% of total transactions
 - Lima = 12% of transactions
 - Lyndon = 15% of transactions
 - Sylvan = 17% of transactions
 - Chelsea = 33% of transactions
- December Circulation: 86% were items from Chelsea and 14% were inter-loaned items.
- Automated phone renewals in December– 47, Self-check was 10% of items checked out in December; Overdrive = 2176 in December; RBDigital = 269 in December; Hoopla = 256 in December.
- Registrations for December– 59 new cards; 6923 total card holders
 - *Dexter = 884 cards; Lima = 802 cards; Lyndon = 1005 cards
 - *Sylvan = 1192 cards; Chelsea = 2478 cards; Nonresident = 562 cards

Circulation Activities:

- We received 4 to 8 tubs in the run each day M-F with a total of 111 in December. We were closed 3 days in December, so we didn't receive a run these days.
- Hotspot holds for December: Sprint = 0; Verizon = 15; AT&T = 3
- Aides Mary Tobin (6) & Jennie Medeiros (14) both celebrated anniversaries at CDL in December.
- Continued to help out with Walk to School Wednesday's.

Respectfully submitted,
Terri Lancaster
Head of Circulation

Chelsea District Library
2019

Average Daily Circulation									
	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	2019 Total	%Diff.
Jan.	591	950	903	850	715	548	422	26483	9%
Feb.	771	965	754	779	731	618	398	22244	2%
March	764	828	691	703	735	706	399	24554	-3%
April	707	736	808	746	579	429	367	22384	-5%
May	815	780	743	684	618	464	344	22887	9%
June	932	850	901	867	713	441	398	25327	-1%
July	984	940	922	758	744	522	397	26786	0%
August	406	882	760	760	652	660	511	24141	-2%
Sept.	659	778	700	686	615	527	421	21707	-2%
Oct.	626	763	627	580	574	549	362	22622	-1%
Nov.	660	753	735	752	609	587	387	21788	-2%
Dec.	779	746	612	662	584	513	287	20107	-3%
Total								281030	
Month Avg								23,419	
Avg. % Inc.									0%

with OD & RB, & deposit collection ckouts.

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

SifChk/ Check-outs only				
2018 Totals	2019 Total	Days	Per Day	% ChkOuts
2273	2270	29	78	9%
2061	1945	26.5	73	9%
2399	2582	31	83	8%
2095	1951	29	67	11%
2225	2091	29	72	9%
2605	2866	30	96	9%
2934	3146	30	105	10%
2595	2271	30	76	12%
2032	2424	28	87	12%
2296	2517	31	81	9%
2017	2384	28	85	11%
1849	1966	28	70	10%
27381	28413			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	281	69,602
Total/Avg	8,091	68,750

RB Digital Circ 2019 (downloadable e-magazines)				Overdrive Circ 2019 (e-books, audio books & music)			
2019	2018	2017	2019	2018	2017	2019	2018
Jan	401	180	292	2248	1882	2248	1882
Feb	327	144	271	2129	1696	2129	1696
Mar	385	291	383	2216	2068	2216	2068
April	364	170	331	2120	2057	2120	2057
May	345	170	238	2270	1813	2270	1813
June	361	215	240	2201	1908	2201	1908
July	303	174	239	2517	2034	2517	2034
Aug	421	192	230	2489	1990	2489	1990
Sept	409	152	264	2444	2011	2444	2011
Oct	409	198	220	2347	2041	2347	2041
Nov	487	467	172	2257	2077	2257	2077
Dec	269	340	191	2176	2138	2176	2138
Total	4481	2693	3,071	27414	19151	27414	19151

Hoopla 2018 (e-books, audiobooks, music, movies)			
2019	2018	2019	2018
Jan	64	43	43
Feb	238	38	38
Mar	287	42	42
April	272	78	78
May	267	79	79
June	301	121	121
July	282	146	146
Aug	283	160	160
Sept	245	148	148
Oct	278	167	167
Nov	267	174	174
Dec	256	204	204
Total	3040	1400	1400

Chelsea District Library												
Monthly New Registration 2019												
District	NonRes	School	Other	Total Month	Grand		Chel	Dext	New Registrations by Municipality			Sylvan
					Total				Lima	Lyndon		
January	65	9	0	5	79	8365	35	13	4	11	9	
February	51	6	0	2	59	6923	22	4	7	11	7	
March	66	12	0	3	81	6867	32	7	6	8	14	
April	95	8	1	0	104	6959	36	8	13	17	19	
May	71	5	0	2	78	7037	22	5	9	8	28	
June	99	12	1	0	112	6958	37	15	11	12	26	
July	119	9	0	0	128	6917	51	4	22	17	25	
August	88	7	2	2	99	6863	36	9	2	23	18	
September	124	8	1	0	133	6987	43	12	26	17	28	
October	89	8	1	0	98	7078	36	8	14	7	25	
November	63	5	1	3	72	7125	30	9	10	2	13	
December	55	2	1	1	59	6923	23	8	2	9	15	
Totals					1102		403	102	126	142	227	
Change in Card holder Grand Total due to Patron database clean up for new computer system.												
Registered Card Holders												
District	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	
8708	9113	8898	9147	9002	9002	9083	9109	9064	7837	7753	6361	
Dexter	1216	1258	1197	1222	1206	1211	1215	1230	1087	1101	884	
Lima	1124	1176	1169	1174	1156	1133	1109	1109	996	965	802	
Lyndon	1805	1673	1567	1579	1538	1539	1546	1522	1302	1255	1005	
Sylvan	1743	1822	1800	1786	1693	1662	1667	1641	1412	1426	1192	
CityChel	3020	3184	3165	3386	3409	3538	3572	3562	3040	3006	2478	
NonRes	977	960	902	744	640	649	655	625	575	609	562	
Freedom	81	58	18	7	6	6	6	7	0	1	0	
Sharon	153	150	149	141	118	122	118	110	107	112	104	
Waterloo	421	423	411	365	336	348	352	333	249	268	252	
GrassLk				15	26	29	28	25	37	36	22	
Other	322	329	324	216	154	144	151	150	182	192	184	
Totals	9685	10073	9800	9891	9642	9732	9764	9689	8412	8362	6923	

Average Daily Door Count 2019															
	Jan.	Feb.	March	April	May	June	July	August	Sept.	Oct.	Nov.	Dec.	Total	Monthly average	Avg. % increase
Mon.	433	537	509	523	559	665	697	267	480	470	481	467			
Tues.	527	513	496	534	538	606	695	546	552	489	400	510			
Wed.	508	396	437	525	485	799	691	555	450	417	434	413			
Thurs.	519	518	510	514	464	686	719	523	453	441	486	471			
Fri.	435	435	444	438	425	476	493	511	401	380	381	341			
Sat.	377	436	416	419	432	381	449	492	436	470	392	404			
Sun.	234	248	245	242	252	252	286	396	276	252	264	218			
Total	11,902	11,567	13,327	13,592	13,180	17,485	17,650	14,066	12,240	13,018	11,291	11,055	160,373		
													13364		
Replacement People counter went live on January 2018															
Total door count includes outdoor programming at CDL.															

Trans	% Tot	SEMCOG Dec2010		% of Pop	Regist	% of Entily Pop.
		Pop.				
Dec-19	Trans					
13,067			15010			
1441	11%	2604		47%	42%	Dexter
1505	12%	1909		59%	54%	Lima
1899	15%	2720		57%	100%	Lyndon
2246	17%	2833		59%	100%	Sylvan
4360	33%	4944		72%	100%	CityChel
				59%		
303	2%					
362	3%					
281	2%					
7	0%					
663	5%					
	100%					

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

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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.	20,107	17,229	86%	2,878	14%	13,589
Totals	281,603	212,621	76%	68,982	24%	191,858
Month Avg	23,467	17,718		5,749		15,988
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	62%	35%	3%	8,578	5,535	453
Yearly Avg.	57%	39%	4%	8,065	4,577	440
				107,449	74,646	7,432

ACTION ITEMS

Action Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

January 21, 2020 Board Packet

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

Accept December donations and changes to the 2019 FY Budget.

	<u>Income Line</u>	-	<u>Expense Line</u>	
Nancy Whitelaw & Jan Benson	674.120		969.620	\$100.00
Anonymous	674.120		969.620	\$50.00
Rick Brandon	674.100		982.910	\$100.00
Don Baldwin	674.100		982.910	\$500.00
Christine & Randall Forsch	674.120		884.412	\$150.00
			<u>Sub Total:</u>	<u>\$900.00</u>

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

Sub Total: \$

Total General Donations: \$900.00

Acknowledge the donations below toward the CDL Endowment.

Jan Carr, Board Secretary

Date

Action Item #2

Chelsea District Library
Board of Trustees

Library Board Fact Sheet January 21, 2020 Meeting

2020 Chelsea District Library Board Officers

Background:

Discussion on the presented officers for 2020 occurred in December.

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

Action:

The board approves the presented board officers for 2020.

Anne Merkel, Board Secretary

Date

Action Item #3

Chelsea District Library
Board of Trustees

Library Board Fact Sheet January 21, 2020 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.

The makeup of the board committees was discussed in December.

Action:

The board approves the 2020 committee appointments.

Jan Carr, 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	

Jan Carr, Board Secretary

Date

Action Item #4

Chelsea District Library
Board of Trustees

Library Board Fact Sheet January 21, 2020 Meeting

Budget Carry-Overs from 2019 to 2020

Background:

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

Amount	From	Line	To	Line	Reason
\$10,000.00	801.079	Prof Serv/Strategic Plan	801.079	Prof Serv/Strategic Plan	SP continuation
\$900.00	884.412	Music in the Air	884.412	Music in the Air	Balance/late donation
\$205.00	967.910	Furn/Fixts Restricts	967.910	Furn/Fixts Restricted	German dons. unspent
\$1,125.00	969.620	Staff Travel/Apprec	969.620	Staff Travel/Apprec	Late donations
\$4,978.00	980.100	Cap/Furn & Equip	967.310	Equip/Makerspace	Ingenuity Engine
\$600.00	982.910	Adult Collection -Res	982.910	Adult Collection -Res	Late donation

Total: \$17,808.00

Jan Carr, Board Secretary

Date

DISCUSSION ITEMS

Discussion Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet January 21, 2020 Meeting

Fine Free

Background:

Discussion on fine free libraries.

Discussion Item #2

Chelsea District Library
Board of Trustees

Library Board Fact Sheet January 21, 2020 Meeting

Program Reporting to Board

Background:

Discussion on the reporting of program data to the board and what form that may take.

Discussion Item #3

Chelsea District Library
Board of Trustees

Library Board Fact Sheet January 21, 2020 Meeting

ALA: Future Trends in Public Libraries

Background:

Discussion on the ALA presentation on future trends in public libraries and which trends the board is most interested in.

