

**CHELSEA DISTRICT LIBRARY BOARD OF TRUSTEES**

**Tuesday, February 18, 2020—6:45 p.m.**

**McKune Room**

**AGENDA**

**6:45 Board Meeting**

Welcome and Call to Order

Agenda Review, Additions, and Approval

**6:50 Compulsory Segments**

Board Meeting Minutes Approval – January 21, 2019

Approval of the January Operational Checks

Approval of January Financial Reports

Director's and Friends Reports

**7:25 Public Comment**

**7:30 Action Items**

1. Donations

**7:35 Discussion Items**

1. 2020-22 Strategic Plan (Bridgeport Consulting)
2. Fine-Free (Terri Lancaster)
3. 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, January 21, 2020 6:45pm  
Meeting Location: McKune Meeting Room**

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

**Trustees Absent:** C. Taylor

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

**Guests:** Kerry Ballard & Jo Ann Munce.

**Welcome and Call to Order**

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

Trustees took the Oath of Office – Administered by Chris.

Recognition was given to FOY & VOY in the form of a resolution from the board. Susan read the resolutions aloud, honoring Jo Ann Munce and Meg Gower. Jo Ann Munce was in attendance to accept her Friend of the Year Resolution.

**Agenda Review, Additions, and Approval**

Moved Action Item #2, 2020 Board Officers, to the beginning of the meeting, so that new officers could assume their new responsibilities.

MOTION made by A. Merkel, SECONDED by E. Sensoli to approve the agenda, as amended. Discussion: None

All Ayes: 6-0

**Action Item #2: 2020 Board Officers**

MOTION made by E. Sensoli, SECONDED by A. Merkel to approve the presented 2020 Board Officers. Discussion: None

All Ayes: 6-0

**Compulsory Segments:**

**Minutes and Approval of Checks**

MOTION made by TJ Helfferich, SECONDED by A. Merkel to approve the minutes of the December 17, 2019 Board Meeting. Discussion: None

All Ayes: 6-0

MOTION made by E. Sensoli, SECONDED by TJ Helfferich to approve the closed minutes session of the December 17, 2019 Board Meeting. Discussion: None

All Ayes: 6-0

MOTION made by E. Sensoli, SECONDED by A. Merkel to accept the General Fund Operational checks for December, 2019. Discussion: None

All Ayes 6-0

MOTION made by J. Carr, SECONDED by E. Sensoli to accept Financial Reports for December, 2019. Discussion: None

All Ayes: 6-0

**Director's Report Update:**

L. Coryell update:

- Lori described the changes to the Information Services offices upstairs and offered trustees a tour of the expanded space after the meeting.
- The Festival of Tables theme this year will be the Suffrage Movement. Lori encouraged board members to visit the table and spread the word.
- Jacopo Giacomuzzi and a special guest will be back for Music in the Air on June 6. The performance will be later in the day this year. The ceremony commemorating the Robert German butterfly chairs will precede the musical program.
- Lori reported that Monica Monsma is leaving as head of the chamber.
- The library will be taking part in 5 Healthy Towns' SportPort Initiative. This is a sports equipment lending service. The start date is May 6 and it is a 2-year project, aimed at making people more active year-round.
- There is a prospective Head of Marketing candidate interviewing tomorrow that Lori is excited about (fingers crossed).
- The library is no longer recording gender specific data. That info was never used by the library and is inconsequential to our records, so we are following the ALA directive to no longer ask for a patron's gender.
- Trustees should expect a 2019 retrospective in the February packet.

**Strategic Plan:**

- Bridgeport Consulting held two Stakeholder Focus Group sessions in January and will be at the library again for Friday's All-Staff Meeting, as the next strategic plan continues to come into focus.

**Friends Report Update:**

- Annual Meeting is Saturday, January 25 at 10:30 a.m. Officers will be elected.

**Other Reports Notes:**

**Public Comment: None**

**Action Item #1: Donations**

MOTION made by E. Sensoli, SECONDED by TJ Helfferich to approve and acknowledge the presented December 2019 donations of \$900.00.

Discussion: None

All Ayes: 6-0

**Action Item #3: 2020 Board Committees**

MOTION made by J. Carr, SECONDED by E. Sensoli to approve the presented 2020 Board Committees. Discussion: None

All Ayes: 6-0

**Action Item #4: 2019 to 2020 Budget Carryovers**

MOTION made by TJ Helfferich, SECONDED by A. Merkel to approve the presented carryovers from the 2019 Budget to the 2020 Budget. Discussion: None

All Ayes: 6-0

**Discussion Item #1: Fine Free**

- Will be considered in the new strategic plan, so would like it on the board agenda as an Action Item by March. The library is hoping to implement this in the fall.
- Jan would like to see more data from similarly sized libraries and know how they would've implemented differently if they could do it again.
- Elizabeth asked if we could put a write-up in the February packet, breaking down how it would work.

**Discussion Item #2: Program Reporting to Board**

- This was a continuation of a previous discussion about how best to relay programming data to the board. Lori will expand attention given to the library's signature programs in her report going forward.

**Discussion Item #3: ALA: Future Trends in Public Libraries**

- Homework assignment for the board: Lori wants trustees to identify which topics from the ALA list of Future Trends in Public Libraries are of interest for future discussion. Return responses to Lori within the next three weeks.

**Committee Reports**

**Policy Committee –**

**Finance Committee –**

**Personnel Committee –**

**Nominating Committee –**

**Community Outreach Committee –**

**Public and Board Comment:**

**Other Items: None**

**Adjourn:**

**MOTION made by TJ Helfferich, SECONDED by E. Sensoll to adjourn the meeting at 8:29 p.m.**

**All Ayes: 6-0**

\_\_\_\_\_  
**Janice L. Carr, Board Secretary**

\_\_\_\_\_  
**Date**





# FINANCE REPORTS

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02/08/20

# **Chelsea District Library** **List of Checks for Board Approval** **January 2020**

Date	Num	Name	Memo	Amount
<b>701 - Personnel Expenses</b>				
<b>701.100 - Wages</b>				
<b>701.120 - Retirement Pick up ER</b>				
01/01/2020	AP19ACC2R		01/15 - PAYROLL 01/02 RETIREME...	-223.68
01/03/2020	PR 20200103		RETIREMENT	-1,295.73
01/14/2020	PR 20200117		RETIREMENT	-1,565.73
01/15/2020	20193012	Alerus Financial	01/17/2020 PR FLEX TO 457(b)	1,565.73
01/28/2020	TAX 200131		RETIREMENT	-1,430.73
01/28/2020	20200131	Alerus Financial	01/31/2020 PR FLEX TO 457(b)	1,430.73
Total 701.120 - Retirement Pick up ER				-1,519.41
<b>701.100 - Wages - Other</b>				
01/01/2020	PR ACCR 19R		Reverse of GJE PR ACCR 19 - ACC...	-38,494.94
01/01/2020	PR ACCR 19R		Reverse of GJE PR ACCR 19 - ACC...	-5,489.78
01/02/2020	20191122	Ballard, Linda P.	2019 \$40 HSA DEDUCTED TWICE	40.00
01/03/2020	PR 20200103		WAGES	38,494.94
01/14/2020	PR 20200117		WAGES	38,428.13
01/28/2020	TAX 200131		WAGES	40,306.89
Total 701.100 - Wages - Other				73,285.26
Total 701.100 - Wages				71,765.85
<b>701.110 - Retirement-Contributions - EE</b>				
01/01/2020	AP19ACC2R		01/15 - PAYROLL 01/02 CONTRIBU...	-364.78
01/03/2020	PR 20200103		RETIREMENT PICK UP	-2,553.48
01/14/2020	PR 20200117		RETIREMENT PICK UP	-2,553.48
01/15/2020	20193012	Alerus Financial	01/17/2020 PR EE PERSONAL CONT	2,553.48
01/28/2020	TAX 200131		RETIREMENT PICK UP	-2,553.48
01/28/2020	20200131	Alerus Financial	01/31/2020 PR EE PERSONAL CONT	2,553.48
Total 701.110 - Retirement-Contributions - EE				-2,918.26
<b>701.115 - 401A Retirement Matching</b>				
01/01/2020	PR ACCR 19R		ACCRUE 01/03/2020 PAYROLL 100%	-1,308.97
01/01/2020	PR ACCR 19R		ACCRUAL PAYROLL 01/17/2020 1/7...	-189.78
01/03/2020	PR 20200103		401 A MATCHING	1,308.97
01/14/2020	PR 20200117		401 A MATCHING	1,328.48
01/28/2020	TAX 200131		401 A MATCHING	1,231.89
Total 701.115 - 401A Retirement Matching				2,370.39
<b>701.200 - FICA</b>				
01/01/2020	PR ACCR 19R		ACCRUE 01/03/2020 PAYROLL 100%	-2,858.08
01/01/2020	PR ACCR 19R		ACCRUAL PAYROLL 01/17/2020 1/7...	-407.72
01/03/2020	PR 20200103		FICA EMPLOYER	2,859.08
01/14/2020	PR 20200117		FICA EMPLOYER	2,854.03
01/28/2020	TAX 200131		FICA EMPLOYER	2,997.66
Total 701.200 - FICA				5,444.97
<b>701.300 - Flex Benefits</b>				
01/03/2020	PR 20200103		Dep Life (CA & DL & HI)	-40.51
01/03/2020	PR 20200103		Health Insurance	-1,081.21
01/08/2020	200030063941	Blue Care Network of Michigan	JAN 2020 MED INS	2,351.78
01/10/2020	200070086848	Blue Care Network of Michigan	FEB 2020 MED INS	2,351.78
01/14/2020	PR 20200117		Dep Life (CA & DL & HI)	-40.45
01/14/2020	PR 20200117		Health Insurance	-1,081.21
01/27/2020	20200201	Unum Life Insurance Co.	2020 Premium FEB	854.03
01/28/2020	TAX 200131		Dep Life (CA & DL & HI)	-40.48
01/28/2020	TAX 200131		Health Insurance	-1,081.21
Total 701.300 - Flex Benefits				1,992.52
<b>701.500 - Workers Comp</b>				
01/02/2020	AP19ACC1R		12/05 2020 CITIZENS INS - WORKM...	-2,288.00
Total 701.500 - Workers Comp				-2,288.00
Total 701 - Personnel Expenses				76,367.47
<b>727 - Supplies</b>				
<b>727.200 - General Operations</b>				
01/01/2020	AP19ACC2R		01/15 - COSTCO - FORKS	-8.89
01/01/2020	AP19ACC2R		01/15 - INTUIT - 1099 FORMS	-87.89
01/06/2020	20191217	Costco Anywhere Visa	2019 FORKS	8.89
01/13/2020	1778512	Arbor Springs Water Co. Inc.	2020 JAN Bottled Water	44.00
01/13/2020	WO-59138-1	SMART BUSINESS SOURCE	OFFICE SUPPLIES	43.44
01/15/2020	218581460	Intuit Software	2020 Laser Checks & NO Envelopes	295.19
01/15/2020	218588488	Intuit Software	2019 1099 & 1098 FORMS & ENVEL...	87.89

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**Chelsea District Library**  
**List of Checks for Board Approval**  
**January 2020**

Date	Num	Name	Memo	Amount
01/15/2020	218586782	Intuit Software	1099 & 1096 FORMS & ENVELOPES	0.00
01/15/2020	218572374	Intuit Software	CHECKS - NO ENV - RMA 911-22	0.00
01/27/2020	1GNH-T9W8-7YLR	Amazon Capital Services Inc	11x17 PICTURE FRAME	13.47
01/27/2020	1777958	Arbor Springs Water Co. Inc.	2020 Bottled Water	32.00
01/28/2020	20200128	Zoran, Amy	5 Cards	20.00
Total 727.200 - General Operations				448.10
727.300 - Material Processing				
727.330 - Matl Processing Other				
01/15/2020	6747791	Demco Inc.	2020 SUPPLIES	148.24
01/28/2020	SINV0000461	Hawk Labeling Systems	BLACK ON WHITE 2248WPX	638.24
Total 727.330 - Matl Processing Other				786.48
Total 727.300 - Material Processing				786.48
727.500 - Cleaning				
727.510 - Cleaning Paper Products				
01/01/2020	AP19ACC2R		01/15 - COSTCO - CLEANING PAPE...	-58.88
01/06/2020	20191217	Costco Anywhere Visa	2019 SUPPLIES - PAPER	58.88
01/10/2020	WO-59296-1	SMART BUSINESS SOURCE	PAPER TOWELS	221.86
Total 727.510 - Cleaning Paper Products				221.86
727.520 - Cleaning Supplies				
01/10/2020	WO-59296-1	SMART BUSINESS SOURCE	LINERS	258.68
01/20/2020	4040308805	Cintas Corporation-300	Soap	18.43
Total 727.520 - Cleaning Supplies				278.11
727.530 - Cleaning Rugs				
01/20/2020	4040308805	Cintas Corporation-300	Rugs	148.38
Total 727.530 - Cleaning Rugs				148.38
Total 727.500 - Cleaning				648.33
727.700 - Postage				
727.710 - Postage- Circulation Notices				
01/19/2020	65620	The Library Network	2019 4TH QTR EXTERNAL DATAM...	2.85
Total 727.710 - Postage- Circulation Notices				2.85
727.720 - Postage-Operating Postage				
01/13/2020	1014850266	Pitney Bowes	RENTAL FOR PITNEY BOWES MET...	76.25
01/17/2020			CIRC Deposit 01/17/2020 - Circ cash ...	0.61
Total 727.720 - Postage-Operating Postage				76.86
Total 727.700 - Postage				79.71
727.800 - Maintenance				
727.830 - Maintenance General				
01/10/2020	1NKG-1XG1-7MX7	Amazon Capital Services Inc	2020 FLUSH SENSOR, VENT DEFL...	333.51
Total 727.830 - Maintenance General				333.51
Total 727.800 - Maintenance				333.51
Total 727 - Supplies				2,294.13
801 - Professional Services				
801.040 - Bookkeeper				
01/15/2020	20200115	Ballard, Kerry	THRU 01/15/2020	350.00
01/20/2020	20200129	Ballard, Kerry	THRU 01/30/2020	350.00
01/29/2020	202001	Budzinski & Associates	ASSISTANCE WITH HEARTLAND P...	150.00
Total 801.040 - Bookkeeper				850.00
801.041 - Payroll Services				
01/03/2020	PR 20200103		HEARTLAND PAYROLL PREP	1.50
01/14/2020	PR 20200117		PAYROLL PREP 20200117 HEARTL...	1.50
01/29/2020	TAX 200131		PAYROLL PREP - S/B MORE	1.50
Total 801.041 - Payroll Services				4.50
801.042 - Financial Services				
01/01/2020	AP19ACC2R		01/15 - PFM - 2019 ANNUAL DISCL...	-1,000.00
01/17/2020	2020-AD-0079	Public Financial Management	2019 Annual Disclosure Filing 2019	1,000.00
Total 801.042 - Financial Services				0.00

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**Chelsea District Library**  
**List of Checks for Board Approval**  
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Date	Num	Name	Memo	Amount
<b>801.079 - Library Strategic Plan</b>				
01/06/2020	1646	Bridgeport Consulting, LLC	Strategic Planning 2020 - 2022	1,450.00
Total 801.079 - Library Strategic Plan				1,450.00
<b>801.090 - Collection Fees</b>				
01/01/2020	AP19ACC2R		01/15 - UMS - 575783	-62.55
01/13/2020	575783	Unique Management Services Inc	2019 DEC Collection Fees 01/01/2020	62.55
Total 801.090 - Collection Fees				0.10
<b>801.200 - Insurance</b>				
<b>801.210 - General Liability Insurance</b>				
01/02/2020	AP19ACC1R		12/05 2020 CITIZENS INS - UMB & ...	-9,843.00
01/10/2020	8213C9182	Travelers	2020 Crime Insurance	970.00
Total 801.210 - General Liability Insurance				-8,873.00
Total 801.200 - Insurance				-8,873.00
<b>801.300 - Banking Fees</b>				
<b>801.310 - Bank Fees</b>				
01/31/2020			Service Charge	11.80
Total 801.310 - Bank Fees				11.80
<b>801.340 - Credit Card Fees</b>				
01/20/2020	20200214	Costco Anywhere Visa	2020 COSTCO FEES	41.79
Total 801.340 - Credit Card Fees				41.79
<b>801.350 - Credit Card Fee Circ</b>				
01/06/2020	CC FEES		DEC 19 CC Discount 12/2019 STAT...	91.20
Total 801.350 - Credit Card Fee Circ				91.20
Total 801.300 - Banking Fees				144.79
Total 801 - Professional Services				-8,223.61
<b>803 - Maintenance Service Contracts</b>				
<b>803.010 - Maint Svc Contingency</b>				
01/01/2020	AP19ACC2R		Reverse of GJE AP19ACC2 - 01/02 ...	-1,093.92
01/01/2020	AP19ACC2R		01/02 CINTAS - FIRE PANEL REPAIR	-370.43
01/10/2020	20200109	Hi-Tech Safe and Lock Co. Inc	2020 - 2 DOOR CLOSERS REPAIRED	1,143.80
01/27/2020	22882	Ken Cook's Plumbing and Heating Inc.	INSTALL TEST COCK #1 PORT - FL...	193.50
Total 803.010 - Maint Svc Contingency				-127.05
<b>803.100 - Copier</b>				
<b>803.101 - Public Copier</b>				
01/01/2020	AP19ACC2R		01/03 WELLS FARGO - COPIER - P...	-229.44
01/29/2020	5008891551	Wells Fargo Bank, NA	2020 Copier Printer Maintenance - JAN	229.44
Total 803.101 - Public Copier				0.00
<b>803.102 - Staff Copier</b>				
01/01/2020	AP19ACC2R		01/03 WELLS FARGO - COPIER - S...	-604.54
01/29/2020	5008891551	Wells Fargo Bank, NA	2020 Copier Printer Maintenance - JAN	604.54
Total 803.102 - Staff Copier				0.00
<b>803.103 - Small Printer Maintenance</b>				
01/01/2020	AP19ACC2R		01/03 WELLS FARGO - COPIER - S...	-153.34
01/29/2020	5008891551	Wells Fargo Bank, NA	2020 Copier Printer Maintenance - JAN	153.34
Total 803.103 - Small Printer Maintenance				0.00
Total 803.100 - Copier				0.00
<b>803.200 - HVAC</b>				
<b>803.210 - HVAC MA</b>				
01/10/2020	20200109	H.V. Burton Company	2020 Annual Water Testing	425.00
Total 803.210 - HVAC MA				425.00
Total 803.200 - HVAC				425.00
<b>803.300 - Technology</b>				
<b>803.395 - Website Hosting &amp; Service</b>				
01/15/2020	20200209	Keybank	VIMO LIVESTREAM 2020-2021 REN...	499.00
Total 803.395 - Website Hosting & Service				499.00

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# **Chelsea District Library** **List of Checks for Board Approval** **January 2020**

Date	Num	Name	Memo	Amount
Total 803.300 - Technology				499.00
803.400 - Alarm Monitoring				
803.410 - Security				
01/10/2020	8296	Pikk Services LLC	Alarm System Feb 2020 to Jan 2021	324.00
Total 803.410 - Security				324.00
Total 803.400 - Alarm Monitoring				324.00
803.600 - Building Maintenance				
803.605 - Janitorial				
01/13/2020	12373	A Production Cleaning Company Inc.	CLEANING 12/29/19 - 01/11/2020	1,500.85
01/27/2020	12395	A Production Cleaning Company Inc.	CLEANING 01/12-25/2020	1,500.85
Total 803.605 - Janitorial				3,001.70
803.610 - Lawn/Snow Service				
803.612 - Snow				
01/01/2020	AP19ACC2R		01/15 - OSINKI - DEC SNOW	-350.00
01/10/2020	19312	Osinski Inc.	Snow - DECEMBER 2019	350.00
Total 803.612 - Snow				0.00
Total 803.610 - Lawn/Snow Service				0.00
803.620 - Trash				
01/01/2020	AP19ACC2R		01/15 - CITY OF CHELSEA - TRASH	-80.00
01/10/2020	19153	City of Chelsea	DEC TRASH	50.00
Total 803.620 - Trash				0.00
Total 803.600 - Building Maintenance				3,001.70
803.800 - Maint Inspections				
01/02/2020	AP19ACC1R		12/19 2020 MA - KEN COOK'S PLU...	-500.00
Total 803.800 - Maint Inspections				-500.00
Total 803 - Maintenance Service Contracts				3,622.65
850 - Telecommunications				
850.100 - Local & Long Distance Charges				
850.120 - Telephone				
01/15/2020	20200209	Keybank	STAR2STAR 2019/2020 PHONES 1...	388.67
01/29/2020	20001159-2	Navitas Credit Corp	2020 FEB PHONE SERVICE	212.81
01/31/2020	734433980401	A T & T	2020 - 12/26/2019 - 01/25/2020 PHO...	176.16
Total 850.120 - Telephone				777.64
850.121 - Director's Cell Phone				
01/01/2020	AP19ACC2R		01/15 - VERIZON - DIR PHONE - 98...	-52.04
01/10/2020	9845190338	Verizon Wireless	2019 Directors phone 11/29 - 12/28/19	52.04
Total 850.121 - Director's Cell Phone				0.00
Total 850.100 - Local & Long Distance Charges				777.64
850.300 - TLN Internet Service				
850.310 - Internet				
01/01/2020	AP19ACC2R		01/15 - TLN - 65474	-2,047.88
01/06/2020	65474	The Library Network	2019 OCT - DEC 31 INTERNET SER...	2,047.88
Total 850.310 - Internet				0.00
850.311 - WiFi Hotspots				
01/01/2020	AP19ACC2R		01/15 - VERIZON - WIFI HOTSPOTS ...	-575.94
01/10/2020	9845190338	Verizon Wireless	DEC 2019 Library Hotspots	575.94
01/19/2020	281402854-061	Sprint	2020 - 12/11/2019 - 01/10/2020 HOT ...	417.89
01/19/2020	XD1142020	A T & T	2020 - 01/07 - 02/06/2020 AT&T HOT...	217.64
Total 850.311 - WiFi Hotspots				635.53
Total 850.300 - TLN Internet Service				635.53
Total 850 - Telecommunications				1,413.17
880 - Promotional Materials				
880.100 - Advertising				
880.110 - Media Buy				
01/10/2020	PP20CHM230	Harbor House	2020-21 Chamber Profile 1/8 Page	355.00
01/13/2020	1026-R	Chelsea Guardian	2020 JAN 10, 2" X 6" AD	50.00
01/13/2020	8832-R	The Sun Times	WASHTENAW READS, BLANKET P...	60.00

**Chelsea District Library**  
**List of Checks for Board Approval**  
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Date	Num	Name	Memo	Amount
01/15/2020	20200209	Keybank	2020 CHELSEA UPDATE SUPPORT	100.00
01/28/2020	496	5 Healthy Towns Foundation	2 1/8 Page Ads In 2020 Bi-Annual Ma...	350.00
Total 880.110 • Media Buy				915.00
880.140 • Sponsorships				
01/10/2020	20200107	Chelsea Area Festivals & Events	2020 Sounds & Sights Silver Sponsor...	500.00
01/10/2020	20200107	Chelsea Area Festivals & Events	2020 - 2 Sculptures for 2020 Sculptur...	1,500.00
Total 880.140 • Sponsorships				2,000.00
Total 880.100 • Advertising				2,915.00
880.200 • Publications				
880.230 • Newsletter Postage				
01/10/2020	20200107	Postmaster	SPRING NEWSLETTER POSTAGE ...	1,000.00
Total 880.230 • Newsletter Postage				1,000.00
Total 880.200 • Publications				1,000.00
880.300 • Marketing Supplies				
880.311 • Exhibits				
01/01/2020	AP19ACC2R		01/15 - KUEHL - SUFFRAGETTE DI...	-38.54
01/10/2020	10137	Kuehl, Marilyn	2019 SUFFRAGETTE DISPLAY ITE...	38.54
Total 880.311 • Exhibits				0.00
880.320 • Misc Marketing Supplies				
01/01/2020	AP19ACC2R		01/15 - KEYBANK - TY MEAL FOR F...	-28.37
01/01/2020	AP19ACC2R		01/15 - KEYBANK - TY MEAL FOR F...	-84.80
01/15/2020	20200209	Keybank	2019 FREE BANNER INSTALLATIO...	28.37
01/15/2020	20200209	Keybank	2019 FREE BANNER INSTALLATIO...	84.80
Total 880.320 • Misc Marketing Supplies				0.00
Total 880.300 • Marketing Supplies				0.00
880.400 • Program Promotion				
880.410 • Adult Program Promotion				
880.411 • General Adult Promotion				
01/28/2020	20200115	Kuehl, Marilyn	2020 SUFFRAGETTE BUTTON	33.04
Total 880.411 • General Adult Promotion				33.04
Total 880.410 • Adult Program Promotion				33.04
880.420 • Youth / Teen Promotion				
880.422 • Authors In Chelsea				
01/02/2020	AP19ACC1R		11/21 2020 AIC	-55.00
01/10/2020	DB-68330-INV	Dollar Bill Copying	2020 POSTERS - NORTH, SOUTH, ...	130.28
01/19/2020	253668	Print-tech Inc.	AUTHORS IN CHELSEA	719.46
01/27/2020	DB-68909-INV	Dollar Bill Copying	2020 AIC BROCHURES - REPRINT	86.58
01/31/2020	253914	Print-tech Inc.	AUTHORS IN CHELSEA	101.10
Total 880.422 • Authors In Chelsea				982.40
Total 880.420 • Youth / Teen Promotion				982.40
Total 880.400 • Program Promotion				1,015.44
880.500 • Purchased Services				
880.510 • General Purchased Services				
01/02/2020	AP19ACC1R		12/19 CC CANVA PRO SUBSCRIPTI...	-119.00
01/15/2020	20200209	Keybank	2020 JAN ADOBE IMAGE STOCK	29.99
Total 880.510 • General Purchased Services				-89.01
880.520 • Professional Services				
880.522 • Photography Services				
01/13/2020	20200113	Bunill Strong Photography	2020 Photography Services (1 of 2)	1,250.00
Total 880.522 • Photography Services				1,250.00
Total 880.520 • Professional Services				1,250.00
Total 880.500 • Purchased Services				1,160.99
Total 880 • Promotional Materials				6,091.43
884 • Programming				
884.110 • Adult Speakers				
884.111 • Midwest Literary Walk				



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# **Chelsea District Library** **List of Checks for Board Approval** **January 2020**

Date	Num	Name	Memo	Amount
01/02/2020			FUMC - VENUE DEPOSIT REFUND	-100.00
01/02/2020	AP19ACC1R		11/21 2020 MLW FUMC DEPOSIT	-100.00
01/02/2020	AP19ACC1R		11/21 2020 MLW CFUM DEPOSIT	-100.00
01/02/2020	AP19ACC1R		12/19 2020 MLW - FIRST CONG.	-225.00
Total 884.111 - Midwest Literary Waik				-525.00
<b>884.119 - General Adult Events</b>				
01/01/2020	AP19ACC2R		01/15 - AMAZON - 1R8F	-118.80
01/01/2020	AP19ACC2R		01/02 - CKF24825 - AMAZON CRM 1...	16.24
01/01/2020	AP19ACC2R		01/02 - CKF24825 - AMAZON CRM 1...	16.24
01/01/2020	AP19ACC2R		01/02 - CKF24825 - AMAZON CRM 1...	0.81
01/01/2020	AP19ACC2R		01/02 - CKF24825 - AMAZON CRM 1...	16.23
01/01/2020	AP19ACC2R		01/02 - CKF24825 - AMAZON CRM 1...	16.24
01/10/2020	1R6F-Y3JY-HFXR	Amazon Capital Services Inc	2019 HOLIDAY CENTERPIECE	118.80
01/13/2020	20200114	DIANNA KAUSE LLC	2020 DIANNA KAUSE MINDFULNESS...	150.00
Total 884.119 - General Adult Events				215.56
Total 884.110 - Adult Speakers				-309.44
<b>884.210 - Youth Speakers</b>				
<b>884.211 - Authors in Chelsea</b>				
<b>884.953 - Youth Prog Rest Chelsea Ed Foun</b>				
01/02/2020	AP19ACC1R		12/19 2020 SRP - SCHOLASTIC	-266.63
Total 884.953 - Youth Prog Rest Chelsea Ed Foun				-266.63
<b>884.211 - Authors in Chelsea - Other</b>				
01/27/2020	DB-68909-INV	Dollar Bill Copying	2020 AIC BROCHURES - REPRINT	40.84
Total 884.211 - Authors in Chelsea - Other				40.84
Total 884.211 - Authors in Chelsea				-225.79
<b>884.212 - General Youth Programs</b>				
01/02/2020	AP19ACC1R		12/19 AA SYMPHONY 01/11/2020	-150.00
01/10/2020	20200112	Chelsea High School	2020/01/12 PERCUSSION CONCERT	200.00
01/19/2020	20200212	Breathe Yoga LLC	12 FEB 2020 Yoga Storytime	100.00
01/27/2020	20200125	STONE, BETHANY	PAINT PARTY PRESENTER 01/25/2...	450.00
01/27/2020	20200202	TRENNY, MEGAN EOWYN	02/02/2020 BREASTFEEDING WOR...	50.00
Total 884.212 - General Youth Programs				650.00
<b>884.215 - Early Literacy</b>				
01/19/2020	20200213	Batley, Beth	13 FEB 2020 DANCE ALONG	90.00
01/27/2020	20200127	Hutan	01/27/2020 Monkeyplay Program	150.00
Total 884.215 - Early Literacy				240.00
Total 884.210 - Youth Speakers				684.21
<b>884.220 - Youth Supplies</b>				
<b>884.222 - General Youth Programs</b>				
01/01/2020	AP19ACC2R		01/02 AMAZON - 1CNP - SUPPLIES	-27.98
01/27/2020	1XMM-XFRP-DTNG	Amazon Capital Services Inc	GENERAL YOUTH PROGRAM	32.58
Total 884.222 - General Youth Programs				4.60
<b>884.228 - Authors in Chelsea</b>				
01/28/2020	1KMN-Q7GX-THRT	Amazon Capital Services Inc	BOOKS - AUTHORS IN CHELSEA	55.53
Total 884.228 - Authors in Chelsea				55.53
<b>884.230 - Youth Reading Group</b>				
01/27/2020	1RFC-VQD4-8X7M	Amazon Capital Services Inc	YOUTH READING GROUP	60.00
01/27/2020	2035033913	Baker & Taylor - Program Account	YOUTH READING GROUP	83.48
Total 884.230 - Youth Reading Group				153.48
Total 884.220 - Youth Supplies				213.61
<b>884.270 - Teen Supplies</b>				
<b>884.272 - Teen General Programs</b>				
01/01/2020	AP19ACC2R		01/02 AMAZON - 1VDH - TEEN PROG	-95.65
01/01/2020	AP19ACC2R		01/02 AMAZON - 1VDH - TEEN PROG	-436.62
01/01/2020	AP19ACC2R		01/15 - AMAZON - 1FVL	-50.39
01/01/2020	AP19ACC2R		01/02 - CKF24825 - AMAZON CRM 1...	5.00
01/02/2020	1YD7-RM4N-Q1KW	Amazon Capital Services Inc	2019 TEEN PROGRAMMING	95.85
01/02/2020	1QX9-GPOC-8N3Y	Amazon Capital Services Inc	2019 TEEN PROGRAMMING - NERF	436.62
01/10/2020	1FVL-RGK9-1KLN	Amazon Capital Services Inc	2019 SUPPLIES	50.39
01/10/2020	1RDG-PMFY-TGJ4	Amazon Capital Services Inc	2019 CRM - PRINGLES ROASTED ...	-8.73



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Date	Num	Name	Memo	Amount
Total 884.272 · Teen General Programs				-3.73
Total 884.270 · Teen Supplies				-3.73
884.400 · Music Focus				
884.411 · Songfest				
01/29/2020	20201017	ATOMIC MUSIC GROUP	SONGFEST - 10/17/2020 - MARSHA...	2,650.00
Total 884.411 · Songfest				2,650.00
Total 884.400 · Music Focus				2,650.00
884.800 · Exhibits				
884.801 · Exhibits				
01/02/2020	AP19ACC1R		09/09 2023 MID-AMERICA - 4TH GR...	-1,425.00
01/02/2020	AP19ACC1R		12/19 2020 MID-AM EXHIBIT - FOLS...	-800.00
Total 884.801 · Exhibits				-2,225.00
Total 884.800 · Exhibits				-2,225.00
884.920 · Youth Programming Restricted				
884.923 · Youth Prog Rest Gifts SRP				
01/06/2020	20200625	SEMCYCLE, INC.	Cirque Amongus - PRESCHOOL WK...	150.00
Total 884.923 · Youth Prog Rest Gifts SRP				150.00
Total 884.920 · Youth Programming Restricted				150.00
Total 884 · Programming				1,139.65
885 · Volunteer				
885.100 · Programs				
01/01/2020	AP19ACC2R		01/15 - COSTCO - PROGRAMS	-132.69
01/06/2020	20191217	Costco Anywhere Visa	2019 VOLUNTEER PROGRAM	132.69
Total 885.100 · Programs				0.00
885.200 · Supplies				
01/13/2020	1KT6-6XNQ-FML9	Amazon Capital Services Inc	2020 VOLUNTEER CANDY	63.43
Total 885.200 · Supplies				63.43
Total 885 · Volunteer				63.43
920 · Utilities				
920.110 · City of Chelsea Water				
01/01/2020	AP19ACC2R		01/15 - CITY OF CHELSEA - WATER	-72.55
01/10/2020	20200107	City of Chelsea-Elect & Water	DEC WATER	72.55
Total 920.110 · City of Chelsea Water				0.00
920.120 · City of Chelsea Sewer				
01/01/2020	AP19ACC2R		01/15 - CITY OF CHELSEA - SEWER	-152.56
01/10/2020	20200107	City of Chelsea-Elect & Water	DEC SEWER	152.56
Total 920.120 · City of Chelsea Sewer				0.00
920.130 · City of Chelsea Electric				
01/01/2020	AP19ACC2R		01/15 - CITY OF CHELSEA - ELECT...	-3,110.33
01/10/2020	20200107	City of Chelsea-Elect & Water	DEC ELECTRICITY	3,110.33
Total 920.130 · City of Chelsea Electric				0.00
920.150 · City of Chelsea Sprinkler				
01/01/2020	AP19ACC2R		01/15 - CITY OF CHELSEA - SPRIN...	-27.47
01/10/2020	20200107	City of Chelsea-Elect & Water	DEC SPRINKLER	27.47
Total 920.150 · City of Chelsea Sprinkler				0.00
920.200 · McKune Gas				
01/01/2020	AP19ACC2R		01/15 - CONSTELLATION - MCKUNE	-848.88
01/13/2020	2790641	Constellation NewEnergy-Gas Division LLC	2019 DEC GAS SERVICE 11/19 - 12...	848.88
Total 920.200 · McKune Gas				0.00
Total 920 · Utilities				0.00
960 · Board & Director Expense				
960.200 · Director Expense				
01/13/2020	20200209	Keybank	2020 FESTIVAL OF TABLES	75.00
Total 960.200 · Director Expense				75.00

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# Chelsea District Library List of Checks for Board Approval January 2020

Date	Num	Name	Memo	Amount
<b>Total 960 - Board &amp; Director Expense</b>				<b>75.00</b>
<b>965 - Automation Services</b>				
<b>965.100 - Bibliographic Database</b>				
01/20/2020	65670	The Library Network	2020 1ST QTR 01/01/ - 03/31/2020 B...	2,256.65
<b>Total 965.100 - Bibliographic Database</b>				<b>2,256.65</b>
<b>965.200 - Shared Automation System</b>				
<b>965.210 - Online Catalog/Circulation</b>				
01/20/2020	65670	The Library Network	2020 1ST QTR 01/01 - 03/31/2020 Q...	6,561.84
<b>Total 965.210 - Online Catalog/Circulation</b>				<b>6,561.84</b>
<b>Total 965.200 - Shared Automation System</b>				<b>6,561.84</b>
<b>965.400 - Delivery</b>				
01/10/2020	65550	The Library Network	ANNUAL DELIVERY CHARGES 10/...	3,495.00
<b>Total 965.400 - Delivery</b>				<b>3,495.00</b>
<b>Total 965 - Automation Services</b>				<b>12,313.49</b>
<b>967 - Equipment</b>				
<b>967.100 - Equipment Hardware</b>				
<b>967.160 - Kindle Lending Program</b>				
01/01/2020	AP19ACC2R		01/02 AMAZON - 1VDH - KINDLE	-27.95
01/02/2020	1VDH-Q4VQ-HMT7	Amazon Capital Services Inc	2019 KINDLE	27.95
<b>Total 967.160 - Kindle Lending Program</b>				<b>0.00</b>
<b>Total 967.100 - Equipment Hardware</b>				<b>0.00</b>
<b>967.200 - Equipment Software</b>				
01/01/2020	AP19ACC2R		01/15 - KEYBANK - MINECRAFT SE...	-12.46
01/15/2020	20200209	Keybank	2019 BISECT HOSTING MINECRAF...	12.46
01/15/2020	20200209	Keybank	2020 JAN NINITE SOFTWARE SUB...	20.00
<b>Total 967.200 - Equipment Software</b>				<b>20.00</b>
<b>967.300 - Equipment Furniture &amp; Fixtures</b>				
<b>967.310 - Makerspace Furnishings</b>				
01/01/2020	AP19ACC2R		01/15 - KEYBANK - PLAYSTATION ...	-42.35
01/15/2020	20200209	Keybank	2019 PLAYSTATION GAMES	42.35
01/15/2020	20200209	Keybank	2020 VR SOFTWARE	14.82
01/17/2020			CIRC Deposit 01/17/2020 3D SUPPL...	-1.00
01/31/2020	1N4D-PT4G-3Y7V	Amazon Capital Services Inc	50" LED TV	279.99
01/31/2020	1N4D-PT4G-3Y7V	Amazon Capital Services Inc	4 YR WARRANTY	36.99
01/31/2020	1N4D-PT4G-3Y7V	Amazon Capital Services Inc	POWER STRIP TOWERS, QTY 6 ...	155.94
<b>Total 967.310 - Makerspace Furnishings</b>				<b>488.74</b>
<b>967.320 - Furniture</b>				
01/01/2020	AP19ACC2R		01/02 - CK#24825 - AMAZON CRM 1...	20.46
01/27/2020	20200123	Ballard, Linda P.	LATERAL FILE - USED	40.00
<b>Total 967.320 - Furniture</b>				<b>60.46</b>
<b>967.330 - Equipment - non-Computer</b>				
01/10/2020	594952	Heydauff's Inc.	2020 GE FRIDGE - MCKUNE	489.95
01/22/2020	20200122	ELM USA Inc	Warranty 02/02/2020 - 02/01/2021	395.00
<b>Total 967.330 - Equipment - non-Computer</b>				<b>884.95</b>
<b>Total 967.300 - Equipment Furniture &amp; Fixtures</b>				<b>1,432.15</b>
<b>Total 967 - Equipment</b>				<b>1,452.15</b>
<b>969 - Continuing Education Expenses</b>				
<b>969.001 - Travel</b>				
<b>969.100 - Staff Travel</b>				
<b>969.110 - Director Travel</b>				
01/01/2020	AP19ACC2R		01/15 - KEYBANK - REN HOTEL - T...	-421.18
01/02/2020	AP19ACC1R		09/20 PLA 2020 - CORVELL	-365.00
01/15/2020	20200209	Keybank	2019 MEALS - DIRECTOR	50.00
01/15/2020	20200209	Keybank	2019 REN HOTEL - TOLEDO	208.43
01/15/2020	20200209	Keybank	2019 REN HOTEL - TOLEDO, MEAL	24.67
01/15/2020	20200209	Keybank	2019 REN HOTEL - PARKING	138.08
<b>Total 969.110 - Director Travel</b>				<b>-385.00</b>
<b>969.111 - Asst Director</b>				

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Date	Num	Name	Memo	Amount
01/02/2020	AP19ACC1R		10/01 PLA 2020 - BALLARD	-691.60
Total 969.111 - Asst Director				-691.60
969.120 - Information Services				
01/02/2020	AP19ACC1R		09/30 PLA 2020 - HOTEL - POWERS	-305.00
01/02/2020	AP19ACC1R		11/21 CC PLA 2020 - AIR - COMFORT	-386.60
01/02/2020	AP19ACC1R		11/21 CC PLA 2020 - COMFORT	-74.00
01/02/2020	AP19ACC1R		12/19 CC PLA 2020 - DELTA - POW...	-305.60
Total 969.120 - Information Services				-1,071.20
969.123 - Circulation Services Travel				
01/28/2020	20200127	Lancaster, Terri	2020 MEETING WITH PINCKNEY DI...	47.55
Total 969.123 - Circulation Services Travel				47.55
969.124 - Technology Services Travel				
01/02/2020	AP19ACC1R		11/21 PLA 2020 - AIRFARE - ANDR...	-386.60
01/02/2020	AP19ACC1R		12/19 CC PLA 2020 CONF REG - A...	-305.00
Total 969.124 - Technology Services Travel				-691.60
969.144 - Committee Meetings				
01/15/2020	20200109	Lancaster, Terri	2020 TLN CIRC AT NORTHVILLE	41.18
01/28/2020	20200123	Lancaster, Terri	2020 TLN SASUG	66.81
Total 969.144 - Committee Meetings				107.99
969.145 - Workshops				
01/02/2020	AP19ACC1R		11/07 2020 MLA MEMB & ACADEMY	-1,295.00
Total 969.145 - Workshops				-1,295.00
Total 969.100 - Staff Travel				-3,958.86
Total 969.001 - Travel				-3,958.86
969.300 - Memberships				
969.310 - Director Memberships				
01/15/2020	1028039	American Library Assoc.	CORYELL Membership #1028039	148.00
Total 969.310 - Director Memberships				148.00
969.311 - Assistant Director				
01/13/2020	5170	Michigan Library Association	2020 MLA DUES - BALLARD #7905	85.00
Total 969.311 - Assistant Director				85.00
969.320 - Information Services				
01/15/2020	5696	Michigan Library Association	MLA ANNUAL MEMBERSHIP THR...	85.00
01/15/2020	2150246	American Library Assoc.	POWERS Membership #2150246	148.00
01/15/2020	2129855	American Library Assoc.	ZUBICK Membership #2129855	148.00
Total 969.320 - Information Services				381.00
969.323 - Head of Circ Svc. Membership				
01/13/2020	5188	Michigan Library Association	2020 MLA DUES - LANCASTER #10...	85.00
Total 969.323 - Head of Circ Svc. Membership				85.00
969.324 - Head of Tech Svc Membership				
01/15/2020	0247219	American Library Assoc.	ANDREWS Membership	225.00
Total 969.324 - Head of Tech Svc Membership				225.00
969.400 - Trustees Memberships				
01/28/2020	5214	Michigan Library Association	MLA ANNUAL MEMBERSHIP THR...	50.00
01/28/2020	5208	Michigan Library Association	MLA ANNUAL MEMBERSHIP THR...	50.00
01/28/2020	5212	Michigan Library Association	MLA ANNUAL MEMBERSHIP THR...	50.00
01/28/2020	5213	Michigan Library Association	MLA ANNUAL MEMBERSHIP THR...	50.00
01/28/2020	5211	Michigan Library Association	MLA ANNUAL MEMBERSHIP THR...	50.00
Total 969.400 - Trustees Memberships				250.00
Total 969.300 - Memberships				1,174.00
969.600 - Staff Training				
969.620 - Staff In-Service & Appreciation				
01/2020	AP19ACC2R		01/15 - KEYBANK - STAFF IN-SERV...	-320.82
1/15/2020	20200209	Keybank	2019 STAFF APPRECIATION HOLL...	320.82
Total 969.620 - Staff In-Service & Appreciation				0.00

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Date	Num	Name	Memo	Amount
<b>989.940 - Staff Appreciation - Restricted</b>				
01/01/2020	AP19ACC2R		01/15 - KEYBANK - STAFF APPREC...	-50.00
01/15/2020	20200209	Keybank	2019 STAFF APPRECIATION	50.00
Total 989.940 - Staff Appreciation - Restricted				0.00
Total 969.600 - Staff Training				0.00
Total 969 - Continuing Education Expenses				-2,784.86
<b>980 - Capital Expense</b>				
<b>975.100 - Building Improvement Additions</b>				
01/01/2020	AP19ACC2R		01/15 - JACO - IS OFFICE ELECTRI...	-1,000.00
01/01/2020	AP19ACC2R		01/15 - KEYBANK - MCKUNE KITCH...	-802.10
01/01/2020	AP19ACC2R		01/15 - KEYBANK - MCKUNE KITCH...	-802.10
01/06/2020	1541	Jaco Electric LLC	2019 MOVE ELECTRIC IN IS OFFIC...	1,000.00
01/15/2020	20200209	Keybank	2019 MCKUNE KITCHEN FLOOR 1/...	802.10
01/15/2020	20200209	Keybank	2019 MCKUNE KITCHEN FLOOR 2/...	802.10
Total 975.100 - Building Improvement Additions				0.00
<b>980.100 - Furniture and Equipment</b>				
01/21/2020	20200121	Waterloo Upholstery Shop	2/2 - Final of DT upholster project	775.00
Total 980.100 - Furniture and Equipment				775.00
Total 980 - Capital Expense				775.00
<b>982 - Collection Expense</b>				
<b>982.100 - Audio Books</b>				
<b>982.120 - Adult Books on Disc</b>				
01/27/2020	98442780	Midwest Tape	2020 JAN ADULT BOC	431.89
01/27/2020	98473451	Midwest Tape	2020 JAN ADULT BOC	11.19
01/27/2020	98473453	Midwest Tape	2020 JAN ADULT BOC	208.94
Total 982.120 - Adult Books on Disc				652.02
<b>982.140 - Youth Books on Disc</b>				
01/10/2020	98413114	Midwest Tape	YOUTH & TEEN AUDIOBOOKS	195.96
01/17/2020			CIRC Deposit 01/17/2020 LD	-10.00
Total 982.140 - Youth Books on Disc				185.96
Total 982.100 - Audio Books				837.98
<b>982.400 - Non Print</b>				
<b>982.416 - eContent/Kindle</b>				
01/01/2020	AP19ACC2R		01/15 - KEYBANK - YOUTH eCONT...	-334.73
01/15/2020	20200209	Keybank	2019 YOUTH TITLES FOR KINDLE	334.73
Total 982.416 - eContent/Kindle				0.00
<b>982.420 - Adult Music on CD</b>				
01/17/2020			CIRC Deposit 01/17/2020 LD	-21.98
Total 982.420 - Adult Music on CD				-21.98
<b>982.431 - NT Collections - Supplies</b>				
01/01/2020	AP19ACC2R		01/02 AMAZON - 1CNP - SUPPLIES	-139.75
01/27/2020	1XX1-4411-3QWF	Amazon Capital Services Inc	NT COLLECTIONS	54.49
Total 982.431 - NT Collections - Supplies				-85.26
<b>982.450 - Youth Music CD</b>				
01/01/2020	AP19ACC2R		01/15 - MIDWEST TAPE - 98362802	-13.99
01/13/2020	98362802	Midwest Tape	2019 NOV ADULT CDs	13.99
Total 982.450 - Youth Music CD				0.00
<b>982.480 - DVD Feature</b>				
01/13/2020	1XDY-XDJF-RCOH	Amazon Capital Services Inc	2020 DVD FEATURE VIDEO	25.99
01/17/2020			CIRC Deposit 01/17/2020 LD	-35.98
01/27/2020	98473454	Midwest Tape	2020 JAN FEATURE DVDs	725.63
Total 982.480 - DVD Feature				715.64
<b>982.470 - DVD Non-Fiction</b>				
01/27/2020	9847.455	Midwest Tape	2020 JAN ADULT NF DVDs	44.98
Total 982.470 - DVD Non-Fiction				44.98
<b>982.485 - Playaway Views</b>				

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Date	Num	Name	Memo	Amount
01/28/2020	311372	Findaway World, LLC	QTY 4 - REPLACEMENT PLAYAWA...	279.96
Total 982.485 - Playaway Views				279.96
982.490 - Videogames				
01/01/2020	AP19ACC2R		01/15 - AMAZON - 1R3	-493.37
01/10/2020	1R3-N1MT-VPWV	Amazon Capital Services Inc	2019 VIDEOGAMES	493.37
01/15/2020	20200209	Keybank	2020 GAMESTOP - VIDEO GAMES	808.81
Total 982.490 - Videogames				808.81
Total 982.400 - Non Print				1,742.15
982.500 - Local History Preservation				
982.510 - Local History Preservation				
01/01/2020	AP19ACC2R		01/15 - AMAZON - 1FVL	-23.99
01/10/2020	1FVL-RGK9-1KLN	Amazon Capital Services Inc	2019 REFRIGERATOR ORGANIZER...	23.99
01/27/2020	1XX1-M411-3QWF	Amazon Capital Services Inc	LOCAL HISTORY	11.99
Total 982.510 - Local History Preservation				11.99
Total 982.500 - Local History Preservation				11.99
982.600 - Periodical & Newspapers				
982.620 - Daily Newspapers				
01/27/2020	3075815	W.T. Cox Subscriptions	MAGAZINE 2020 Subscriptions - IBO	66.50
Total 982.620 - Daily Newspapers				66.50
982.630 - Magazines				
01/27/2020	3073979	W.T. Cox Subscriptions	MAGAZINE 2020 Subscriptions - NA...	65.28
Total 982.630 - Magazines				65.28
Total 982.600 - Periodical & Newspapers				131.78
982.700 - Print				
982.705 - Adult Print				
982.710 - Adult Large Print				
01/27/2020	1XX1-M411-3QWF	Amazon Capital Services Inc	ADULT LARGE PRINT	75.88
01/28/2020	2035043296	Baker & Taylor - Adult Large Print	2020 ADULT LARGE PRINT	485.48
Total 982.710 - Adult Large Print				561.36
982.720 - Adult Print General				
01/01/2020	AP19ACC2R		01/15 - B&T - 2035004550	-62.90
01/01/2020	AP19ACC2R		01/15 - B&T - 2035024143	-111.58
01/01/2020	AP19ACC2R		01/15 - B&T - 2035015651	-29.21
01/10/2020	2035015651	Baker & Taylor - Adult Large Print	2019 ADULT LARGE PRINT	29.21
01/10/2020	2035004550	Baker & Taylor - Adult	2019 ADULT ACCT	62.90
01/13/2020	2035024143	Baker & Taylor - Adult	2019 ADULT ACCT	111.58
01/17/2020			CIRC Deposit 01/17/2020 LD	-57.00
01/27/2020	1XX1-M411-3QWF	Amazon Capital Services Inc	ADULT PRINT GENERAL	13.18
01/27/2020	163P-GLYQ-FPRD	Amazon Capital Services Inc	ADULT PRINT GENERAL	69.30
01/28/2020	2035013822	Baker & Taylor - Adult	2020 ADULT ACCT	144.10
01/28/2020	2035028982	Baker & Taylor - Adult	2020 ADULT ACCT	495.55
01/28/2020	2035034576	Baker & Taylor - Adult	2020 ADULT ACCT	43.59
01/28/2020	2035047269	Baker & Taylor - Adult	2020 ADULT ACCT	438.98
Total 982.720 - Adult Print General				1,147.70
982.730 - Adult Ref.				
01/01/2020	AP19ACC2R		01/15 - B&T - 2034985804	-788.23
01/01/2020	AP19ACC2R		01/15 - B&T - 2035004684	-20.08
01/10/2020	2034985804	Baker & Taylor - Adult Reference	2019 ADULT REFERENCE	788.23
01/10/2020	2035004684	Baker & Taylor - Adult Reference	2019 ADULT REFERENCE	20.08
01/28/2020	2035021685	Baker & Taylor - Adult Reference	2020 ADULT REFERENCE	29.27
Total 982.730 - Adult Ref.				29.27
982.750 - Professional Collection				
01/28/2020	2035050808	Baker & Taylor - Professional Coll	2020 PROFESSIONAL COLLECTION	16.42
Total 982.750 - Professional Collection				16.42
Total 982.705 - Adult Print				1,754.75
982.755 - Youth Print				
982.760 - Youth Print General				
01/01/2020	AP19ACC2R		01/15 - B&T - 2035011530	-62.08
01/01/2020	AP19ACC2R		01/15 - B&T - 2034967066	-179.23
01/01/2020	AP19ACC2R		01/15 - B&T - 2034992999	-40.29

02/08/20

**Chelsea District Library**  
**List of Checks for Board Approval**  
**January 2020**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
01/01/2020	AP19ACC2R		01/15 - B&T - 2034973210	-209.91
01/01/2020	AP19ACC2R		01/15 - BOOK FARM - ERG10821	-222.35
01/08/2020			CIRC Deposit 01/08/2020 LD	-25.98
01/10/2020	2035011530	Baker & Taylor - Auto Yours Cats	2019 AUTO YOURS CATS	62.06
01/10/2020	2034992999	Baker & Taylor - Young Adult	2019 YOUNG ADULT	40.29
01/10/2020	ERG10821	The Book Farm Inc	2019 YOUTH NONFCTION TITLES	222.35
01/10/2020	2034967066	Baker & Taylor - Juvenile	2019 JUVENILE ACCOUNT	179.23
01/10/2020	2034973210	Baker & Taylor - Young Adult	2019 YOUNG ADULT	209.91
01/17/2020			CIRC Deposit 01/17/2020 LD	-47.98
01/27/2020	2035018999	Baker & Taylor - Auto Yours Cats	2019 AUTO YOURS CATS	24.17
01/27/2020	2034977898	Baker & Taylor - Auto Yours Cats	2019 AUTO YOURS CATS	50.50
01/27/2020	2035025536	Baker & Taylor - Unlabeled Juvenile	UNLABELED JUVENILE	18.13
01/27/2020	2035038901	Baker & Taylor - Unlabeled Juvenile	UNLABELED JUVENILE	251.29
01/27/2020	DIR5408889	EDC Educational Services	BOOKS	386.91
Total 982.760 - Youth Print General				637.04
Total 982.755 - Youth Print				637.04
Total 982.700 - Print				2,391.79
982.800 - Collection Enhancement				
982.810 - Adult Enhancement				
01/28/2020	2034987755	Baker & Taylor - Adult Enhance Acct	2020 ADULT ENHANCE	16.87
Total 982.810 - Adult Enhancement				16.87
Total 982.800 - Collection Enhancement				16.87
Total 982 - Collection Expense				5,132.56
<b>TOTAL</b>				<b>101,731.68</b>

# Chelsea District Library Donation and Restricted

January 2020

*Excel Export*

	Jan 20	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
674 • Contribution & Donation-Public			
674.110 • Designated Adult Programming	0	7,250	(7,250)
674.111 • Designated Youth Programming	0	6,500	(6,500)
674.112 • Designated Music Focus Programs	2,000	4,000	(2,000)
674.120 • Undesignated Donation	25		
674.141 • Designated Technology	0	3,000	(3,000)
674.150 • Continuing Education Restricted	0	600	(600)
<b>Total 674 • Contribution &amp; Donation-Public</b>	<b>2,025</b>	<b>21,350</b>	<b>(19,325)</b>
675 • Donations Private			
675.100 • Community Found Southeast MI	0	2,000	(2,000)
675.400 • Chelsea Ed Foundation	0	1,000	(1,000)
<b>Total 675 • Donations Private</b>	<b>0</b>	<b>3,000</b>	<b>(3,000)</b>
<b>Total Income</b>	<b>2,025</b>	<b>24,350</b>	<b>(22,325)</b>
<b>Gross Profit</b>	<b>2,025</b>	<b>24,350</b>	<b>(22,325)</b>
<b>Expense</b>			
850 • Telecommunications			
850.300 • TLN Internet Service			
850.910 • WIFI Hot Spots - Restricted	0	3,000	(3,000)
<b>Total 850.300 • TLN Internet Service</b>	<b>0</b>	<b>3,000</b>	<b>(3,000)</b>
<b>Total 850 • Telecommunications</b>	<b>0</b>	<b>3,000</b>	<b>(3,000)</b>
884 • Programming			
884.210 • Youth Speakers			
884.211 • Authors in Chelsea			
884.922 • Youth Prog Rest Gifts Authors	0	3,000	(3,000)
884.953 • Youth Prog Rest Chelsea Ed Foun	(267)	1,000	(1,267)
<b>Total 884.211 • Authors in Chelsea</b>	<b>(267)</b>	<b>4,000</b>	<b>(4,267)</b>
<b>Total 884.210 • Youth Speakers</b>	<b>(267)</b>	<b>4,000</b>	<b>(4,267)</b>
884.400 • Music Focus			
884.960 • Sonic Sundays Restricted Gift	0	3,000	(3,000)
884.961 • Songfest - Restricted Gift	0	1,000	(1,000)
884.962 • Music in the Air - Restricted	0	3,000	(3,000)
<b>Total 884.400 • Music Focus</b>	<b>0</b>	<b>7,000</b>	<b>(7,000)</b>
884.500 • Artist In Residence			
884.970 • Artist In Residence Restricted	0	1,000	(1,000)
<b>Total 884.500 • Artist In Residence</b>	<b>0</b>	<b>1,000</b>	<b>(1,000)</b>
884.910 • Adult Programming Restricted			
884.911 • Adult Prog Rest Gifts Comedy Sh	0	1,500	(1,500)
884.913 • Adult Prog Rest Gifts SRP	0	750	(750)
884.914 • Adult Prog Rest Gifts MWest LW	0	5,000	(5,000)
884.915 • Aud Prg. Rst. Gifts Purple Rose	0	1,000	(1,000)
<b>Total 884.910 • Adult Programming Restricted</b>	<b>0</b>	<b>8,250</b>	<b>(8,250)</b>
884.920 • Youth Programming Restricted			

# Chelsea District Library Donation and Restricted

January 2020

	Jan 20	Budget	\$ Over Budget
884.921 • Youth Prog Rest Gifts Genl	0	1,000	(1,000)
884.923 • Youth Prog Rest Gifts SRP	150	2,500	(2,350)
Total 884.920 • Youth Programming Restricted	150	3,500	(3,350)
Total 884 • Programming	(117)	23,750	(23,867)
969 • Continuing Education Expenses			
969.600 • Staff Training			
969.940 • Staff Appreciation - Restricted	0	600	(600)
Total 969.600 • Staff Training	0	600	(600)
Total 969 • Continuing Education Expenses	0	600	(600)
Total Expense	(117)	27,350	(27,467)
Net Ordinary Income	2,142	(3,000)	5,142
Net Income	2,142	(3,000)	5,142



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

	Jan 20	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
Income				
402 • District Revenue	921,217	1,824,026	(902,809)	51%
540.100 • State Aid	0	38,000	(38,000)	0%
574.100 • Penal Fines	0	17,000	(17,000)	0%
607.100 • Non-Resident Fees	500	6,000	(5,500)	8%
645.100 • Copiers & Printers	523	7,500	(6,977)	7%
655.100 • Circulation Fines	1,559	11,000	(9,441)	14%
665.100 • Interest	45	0	45	100%
666.100 • Investment Earnings	0	50,000	(50,000)	0%
674 • Contribution & Donation	2,025	21,350	(19,325)	9%
675 • Private Grant Sources	0	3,000	(3,000)	0%
<b>Total Income</b>	<b>925,869</b>	<b>1,977,876</b>	<b>(1,052,007)</b>	<b>47%</b>
<b>Gross Profit</b>	<b>925,869</b>	<b>1,977,876</b>	<b>(1,052,007)</b>	<b>47%</b>
Expense				
701 • Personnel Expenses	76,367	1,168,519	(1,092,152)	7%
727 • Supplies	2,294	19,150	(16,856)	12%
801 • Professional Services	(6,224)	63,027	(69,251)	(10%)
803 • Maintenance Service Contracts	3,623	139,050	(135,427)	3%
850 • Telecommunications	1,413	38,320	(36,907)	4%
880 • Promotional Materials	6,091	64,335	(58,244)	9%
884 • Programming	1,140	101,785	(100,645)	1%
885 • Volunteer	63	2,400	(2,337)	3%
920 • Utilities	0	61,715	(61,715)	0%
960 • Board & Director Expense	75	3,500	(3,425)	2%
965 • Automation Services	12,313	43,020	(30,707)	29%
967 • Equipment	1,452	28,900	(27,448)	5%
969 • Continuing Education Expenses	(2,785)	23,985	(26,770)	(12%)
980 • Capital Expense	775	68,500	(67,725)	1%
982 • Collection Expense	5,133	170,770	(165,637)	3%
<b>Total Expense</b>	<b>101,730</b>	<b>1,896,976</b>	<b>(1,895,246)</b>	<b>5%</b>
<b>Net Ordinary Income</b>	<b>824,139</b>	<b>(19,100)</b>	<b>843,239</b>	
<b>Other Income/Expense</b>				
Other Expense				
999.001 • Transfer to Capital Improvement	0	(21,500)	21,500	0%
999.002 • Transfer to Capital Reserve Fun	0	2,400	(2,400)	0%
<b>Total Other Expense</b>	<b>0</b>	<b>(19,100)</b>	<b>19,100</b>	<b>0%</b>
<b>Net Other Income</b>	<b>0</b>	<b>19,100</b>	<b>(19,100)</b>	<b>0%</b>
<b>Net Income</b>	<b>824,139</b>	<b>0</b>	<b>824,139</b>	<b>100%</b>



**Chelsea District Library**  
**Profit & Loss Prev Year Comparison**  
 January through December 2020

	Jan - Dec 20	Jan - Dec 19	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
402 - District Revenue				
402.300 - Dexter Township	186,748.26	287,811.17	-101,062.91	-35.1%
402.400 - Lima Township	143,327.78	266,367.88	-123,040.10	-46.2%
402.500 - Lyndon Township	198,036.61	322,150.22	-124,113.61	-38.5%
402.600 - Syivan Township	188,620.04	378,826.18	-190,206.14	-50.2%
402.700 - City Taxes	271,447.01	473,346.27	-201,899.26	-42.7%
<b>Total 402 - District Revenue</b>	<b>988,179.70</b>	<b>1,728,501.72</b>	<b>-740,322.02</b>	<b>-42.8%</b>
540.100 - State Aid				
540.110 - State Aid - Library of Michigan	0.00	12,030.88	-12,030.88	-100.0%
540.120 - Local Community Stabilization	0.00	29,484.62	-29,484.62	-100.0%
<b>Total 540.100 - State Aid</b>	<b>0.00</b>	<b>41,515.50</b>	<b>-41,515.50</b>	<b>-100.0%</b>
574.100 - Penal Fines	0.00	20,151.30	-20,151.30	-100.0%
607.100 - Non-Resident Fees	625.00	5,229.19	-4,604.19	-88.1%
645.100 - Copiers & Printers	636.30	6,829.61	-6,193.31	-90.7%
655.100 - Circulation Fines	1,824.17	21,810.93	-19,986.76	-91.6%
665.100 - Interest	45.14	300.23	-255.09	-85.0%
666.100 - Investment Earnings	13.86	43,534.83	-43,520.97	-100.0%
666.500 - Investment Change In Value	10,619.00	28,472.95	-17,853.95	-62.7%
674 - Contribution & Donation				
674.100 - Designated Adult Collection	0.00	150.00	-150.00	-100.0%
674.101 - Designated Youth Collection	0.00	90.00	-90.00	-100.0%
674.110 - Designated Adult Programming	1,000.00	7,250.00	-6,250.00	-86.2%
674.111 - Designated Youth Programming	0.00	7,850.00	-7,850.00	-100.0%
674.112 - Designated Music Focus Programs	2,000.00	6,300.00	-4,300.00	-88.3%
674.120 - Undesignated Donation	25.00	5,415.00	-5,390.00	-99.5%
674.141 - Designated Technology	3,000.00	3,000.00	0.00	0.0%
674.150 - Continuing Education Restricted	600.00	0.00	600.00	100.0%
674.200 - Friends of the Library Donation	0.00	840.00	-840.00	-100.0%
<b>Total 674 - Contribution &amp; Donation</b>	<b>6,625.00</b>	<b>30,895.00</b>	<b>-24,270.00</b>	<b>-78.6%</b>
675 - Private Grant Sources				
675.100 - Community Found Southeast MI	0.00	10,000.00	-10,000.00	-100.0%
675.300 - Chelsea Wellness Foundation	0.00	5,400.00	-5,400.00	-100.0%
675.400 - Chelsea Ed Foundation	0.00	1,000.00	-1,000.00	-100.0%
<b>Total 675 - Private Grant Sources</b>	<b>0.00</b>	<b>16,400.00</b>	<b>-16,400.00</b>	<b>-100.0%</b>
<b>Total Income</b>	<b>1,008,568.17</b>	<b>1,943,641.26</b>	<b>-935,073.09</b>	<b>-48.1%</b>
<b>Gross Profit</b>	<b>1,008,568.17</b>	<b>1,943,641.26</b>	<b>-935,073.09</b>	<b>-48.1%</b>
<b>Expense</b>				
701 - Personnel Expenses				
701.100 - Wages				
701.120 - Retirement Pick up ER	-1,519.41	1,519.41	-3,038.82	-200.0%
701.100 - Wages - Other	73,285.26	970,725.37	-897,440.11	-92.5%
<b>Total 701.100 - Wages</b>	<b>71,765.85</b>	<b>972,244.78</b>	<b>-900,478.93</b>	<b>-92.6%</b>
701.110 - Retirement-Contributions - EE	-2,918.26	2,368.39	-5,286.65	-223.2%
701.115 - 401A Retirement Matching	2,370.39	37,082.29	-34,711.90	-93.6%
701.200 - FICA				
701.200 - FICA - Other	5,444.97	72,225.23	-66,780.26	-92.5%
<b>Total 701.200 - FICA</b>	<b>5,444.97</b>	<b>72,225.23</b>	<b>-66,780.26</b>	<b>-92.5%</b>

**Chelsea District Library**  
**Profit & Loss Prev Year Comparison**  
 January through December 2020

	Jan - Dec 20	Jan - Dec 19	\$ Change	% Change
701.300 · Flex Benefits	1,992.52	8,994.95	-7,002.43	-77.9%
701.400 · Unemployment	0.00	176.28	-176.28	-100.0%
701.500 · Workers Comp	-2,288.00	7,084.00	-9,382.00	-132.3%
<b>Total 701 · Personnel Expenses</b>	<b>76,367.47</b>	<b>1,100,185.92</b>	<b>-1,023,818.45</b>	<b>-93.1%</b>
<b>727 · Supplies</b>				
727.200 · General Operations	448.10	4,829.09	-4,380.99	-90.7%
727.300 · Material Processing				
727.320 · Matl Processing Cases	0.00	2,227.10	-2,227.10	-100.0%
727.330 · Matl Processing Other	784.48	2,337.90	-1,553.42	-66.5%
727.340 · Repairs	0.00	1,202.17	-1,202.17	-100.0%
<b>Total 727.300 · Material Processing</b>	<b>784.48</b>	<b>5,767.17</b>	<b>-4,982.69</b>	<b>-86.4%</b>
727.500 · Cleaning				
727.510 · Cleaning Paper Products	221.86	1,322.98	-1,101.12	-83.2%
727.520 · Cleaning Supplies	278.11	649.14	-371.03	-57.2%
727.530 · Cleaning Rugs	148.36	1,893.82	-1,745.46	-92.2%
<b>Total 727.500 · Cleaning</b>	<b>648.33</b>	<b>3,865.94</b>	<b>-3,217.61</b>	<b>-83.2%</b>
727.600 · Printing				
727.620 · Printing Forms	0.00	435.00	-435.00	-100.0%
<b>Total 727.600 · Printing</b>	<b>0.00</b>	<b>435.00</b>	<b>-435.00</b>	<b>-100.0%</b>
727.700 · Postage				
727.710 · Postage- Circulation Notices	2.85	21.28	-18.43	-86.6%
727.720 · Postage-Operating Postage	76.86	1,695.78	-1,618.92	-95.5%
<b>Total 727.700 · Postage</b>	<b>79.71</b>	<b>1,717.06</b>	<b>-1,637.35</b>	<b>-95.4%</b>
727.800 · Maintenance				
727.810 · Maintenance Light Bulbs	0.00	140.62	-140.62	-100.0%
727.820 · Maintenance HVAC Supplies	0.00	3,596.00	-3,596.00	-100.0%
727.830 · Maintenance General	333.51	383.42	-49.91	-13.0%
<b>Total 727.800 · Maintenance</b>	<b>333.51</b>	<b>4,120.04</b>	<b>-3,786.53</b>	<b>-91.9%</b>
<b>Total 727 · Supplies</b>	<b>2,294.13</b>	<b>20,734.30</b>	<b>-18,440.17</b>	<b>-88.9%</b>
<b>801 · Professional Services</b>				
801.010 · Attorney	0.00	3,780.00	-3,780.00	-100.0%
801.020 · Auditor	0.00	7,900.00	-7,900.00	-100.0%
801.040 · Bookkeeper	850.00	10,750.00	-9,900.00	-92.1%
801.041 · Payroll Services	4.50	3,130.21	-3,125.71	-99.9%
801.042 · Financial Services	0.00	1,300.00	-1,300.00	-100.0%
801.070 · Computer Specialist	0.00	276.26	-276.26	-100.0%
801.079 · Library Strategic Plan	1,450.00	10,150.00	-8,700.00	-85.7%
801.084 · Election Fees	0.00	9,238.54	-9,238.54	-100.0%
801.090 · Collection Fees	0.10	519.00	-518.90	-100.0%
801.200 · Insurance				
801.210 · General Liability Insurance	-8,673.00	29,658.00	-38,331.00	-129.2%
801.220 · Directors/Officers Insurance	0.00	2,775.00	-2,775.00	-100.0%
<b>Total 801.200 · Insurance</b>	<b>-8,673.00</b>	<b>32,433.00</b>	<b>-41,106.00</b>	<b>-126.7%</b>
801.300 · Banking Fees				
801.310 · Bank Fees	11.80	144.80	-133.00	-91.9%
801.315 · Investment Fees	0.00	0.00	0.00	0.0%
801.320 · Safe Deposit Box	0.00	40.00	-40.00	-100.0%
801.340 · Credit Card Fees	41.79	0.00	41.79	100.0%

**Chelsea District Library**  
**Profit & Loss Prev Year Comparison**  
 January through December 2020

	Jan - Dec 20	Jan - Dec 19	\$ Change	% Change
801.350 • Credit Card Fee Circ	235.92	851.46	-615.54	-72.3%
801.360 • Pay Pal Fees	0.00	37.76	-37.76	-100.0%
<b>Total 801.300 • Banking Fees</b>	<b>289.51</b>	<b>1,074.02</b>	<b>-784.51</b>	<b>-73.0%</b>
<b>Total 801 • Professional Services</b>	<b>-6,078.89</b>	<b>80,551.03</b>	<b>-86,629.92</b>	<b>-107.6%</b>
<b>803 • Maintenance Service Contracts</b>				
803.010 • Maint Svc Contingency	-127.05	32,112.09	-32,239.14	-100.4%
803.100 • Copier				
803.101 • Public Copier	0.00	3,224.67	-3,224.67	-100.0%
803.102 • Staff Copier	0.00	8,582.84	-8,582.84	-100.0%
803.103 • Small Printer Maintenance	0.00	2,286.27	-2,286.27	-100.0%
<b>Total 803.100 • Copier</b>	<b>0.00</b>	<b>14,093.78</b>	<b>-14,093.78</b>	<b>-100.0%</b>
803.200 • HVAC				
803.210 • HVAC MA	425.00	7,372.00	-6,947.00	-94.2%
803.220 • HVAC Temp Controls	0.00	2,388.00	-2,388.00	-100.0%
<b>Total 803.200 • HVAC</b>	<b>425.00</b>	<b>9,760.00</b>	<b>-9,335.00</b>	<b>-95.7%</b>
803.300 • Technology				
803.310 • Bibliotheca/3M	0.00	2,716.57	-2,716.57	-100.0%
803.340 • Video Equipment	0.00	360.00	-360.00	-100.0%
803.385 • Laminator Maint Agreement	0.00	614.17	-614.17	-100.0%
803.390 • Computers	0.00	240.00	-240.00	-100.0%
803.395 • Website Hosting & Service	499.00	4,111.05	-3,612.05	-87.9%
<b>Total 803.300 • Technology</b>	<b>499.00</b>	<b>8,041.79</b>	<b>-7,542.79</b>	<b>-93.8%</b>
803.400 • Alarm Monitoring				
803.410 • Security	324.00	324.00	0.00	0.0%
803.420 • Fire	0.00	900.00	-900.00	-100.0%
<b>Total 803.400 • Alarm Monitoring</b>	<b>324.00</b>	<b>1,224.00</b>	<b>-900.00</b>	<b>-73.5%</b>
803.500 • Phone System	0.00	580.00	-580.00	-100.0%
803.600 • Building Maintenance				
803.605 • Janitorial	3,001.70	43,062.10	-40,060.40	-93.0%
803.610 • Lawn/Snow Service				
803.611 • Lawn Service	646.97	4,450.77	-3,803.80	-85.5%
803.612 • Snow	975.00	5,159.00	-4,184.00	-81.1%
803.613 • Sprinkler	0.00	386.00	-386.00	-100.0%
<b>Total 803.610 • Lawn/Snow Service</b>	<b>1,621.97</b>	<b>9,995.77</b>	<b>-8,373.80</b>	<b>-83.8%</b>
803.620 • Trash	0.00	520.00	-520.00	-100.0%
803.630 • Elevator	0.00	2,605.20	-2,605.20	-100.0%
803.640 • Doors	0.00	548.48	-548.48	-100.0%
803.700 • Fire Supression Inspection	0.00	265.43	-265.43	-100.0%
803.710 • Backflow Connection Inspection	0.00	670.00	-670.00	-100.0%
803.750 • Fire Alarm Inspection	0.00	315.43	-315.43	-100.0%
803.760 • Fire Ext/Emerg Lights	0.00	391.74	-391.74	-100.0%
803.810 • Roof/gutter Inspection	0.00	175.00	-175.00	-100.0%
803.870 • Plumbing MA	0.00	500.00	-500.00	-100.0%
<b>Total 803.800 • Building Maintenance</b>	<b>4,623.67</b>	<b>59,049.15</b>	<b>-54,425.48</b>	<b>-92.2%</b>
803.800 • Maint Inspections	-500.00	500.00	-1,000.00	-200.0%
<b>Total 803 • Maintenance Service Contracts</b>	<b>5,244.62</b>	<b>125,360.81</b>	<b>-120,116.19</b>	<b>-95.8%</b>

**Chelsea District Library**  
**Profit & Loss Prev Year Comparison**  
 January through December 2020

	Jan - Dec 20	Jan - Dec 19	\$ Change	% Change
<b>850 • Telecommunications</b>				
850.100 • Local & Long Distance Charges				
850.120 • Telephone	777.64	9,472.67	-8,695.03	-91.8%
850.121 • Director's Cell Phone	46.93	622.86	-575.93	-92.5%
<b>Total 850.100 • Local &amp; Long Distance Charges</b>	<b>824.57</b>	<b>10,095.53</b>	<b>-9,270.96</b>	<b>-91.8%</b>
<b>850.300 • TLN Internet Service</b>				
850.310 • Internet	0.00	5,409.06	-5,409.06	-100.0%
850.311 • WIFI Hotspots	1,211.47	14,554.02	-13,342.55	-91.7%
850.910 • WIFI Hot Spots - Restricted	0.00	3,000.00	-3,000.00	-100.0%
<b>Total 850.300 • TLN Internet Service</b>	<b>1,211.47</b>	<b>22,963.08</b>	<b>-21,751.61</b>	<b>-94.7%</b>
<b>Total 850 • Telecommunications</b>	<b>2,036.04</b>	<b>33,058.61</b>	<b>-31,022.57</b>	<b>-93.8%</b>
<b>880 • Promotional Materials</b>				
880.100 • Advertising				
880.110 • Media Buy	915.00	3,815.00	-2,900.00	-76.0%
880.120 • Misc Advertising	0.00	3,369.77	-3,369.77	-100.0%
880.130 • Signs/Banners/Posters	0.00	877.22	-877.22	-100.0%
880.140 • Sponsorships	2,000.00	625.00	1,375.00	220.0%
<b>Total 880.100 • Advertising</b>	<b>2,915.00</b>	<b>8,686.99</b>	<b>-5,771.99</b>	<b>-66.4%</b>
<b>880.200 • Publications</b>				
880.220 • Misc Publications	0.00	75.50	-75.50	-100.0%
880.230 • Newsletter Postage	1,000.00	3,620.00	-2,620.00	-72.4%
880.240 • Newsletter	0.00	17,201.28	-17,201.28	-100.0%
<b>Total 880.200 • Publications</b>	<b>1,000.00</b>	<b>20,896.78</b>	<b>-19,896.78</b>	<b>-95.2%</b>
<b>880.300 • Marketing Supplies</b>				
880.310 • Displays	0.00	1,737.78	-1,737.78	-100.0%
880.311 • Exhibits	0.00	2,073.19	-2,073.19	-100.0%
880.320 • Misc Marketing Supplies	0.00	730.41	-730.41	-100.0%
880.330 • Paper	0.00	184.19	-184.19	-100.0%
880.340 • Printed Items / Stationary	54.00	401.24	-347.24	-86.5%
880.350 • Misc Postage	0.00	380.00	-380.00	-100.0%
<b>Total 880.300 • Marketing Supplies</b>	<b>54.00</b>	<b>5,506.81</b>	<b>-5,452.81</b>	<b>-99.0%</b>
<b>880.400 • Program Promotion</b>				
880.410 • Adult Program Promotion				
880.411 • General Adult Promotion	33.04	300.00	-266.96	-89.0%
880.412 • Midwest Literary Walk	0.00	2,205.36	-2,205.36	-100.0%
<b>Total 880.410 • Adult Program Promotion</b>	<b>33.04</b>	<b>2,505.36</b>	<b>-2,472.32</b>	<b>-98.7%</b>
<b>880.420 • Youth / Teen Promotion</b>				
880.421 • General Youth/Teen Promotion	0.00	579.00	-579.00	-100.0%
880.422 • Authors in Chelsea	982.40	984.51	-2.11	-0.2%
880.423 • Summer Reading Program	0.00	797.50	-797.50	-100.0%
<b>Total 880.420 • Youth / Teen Promotion</b>	<b>982.40</b>	<b>2,361.01</b>	<b>-1,378.61</b>	<b>-58.4%</b>
<b>880.430 • Library Program Promotion</b>				
880.431 • General Library Prog Promotion	0.00	557.38	-557.38	-100.0%
880.434 • Music in the Air	0.00	324.16	-324.16	-100.0%
880.435 • CDL Songfest	0.00	2,327.98	-2,327.98	-100.0%
<b>Total 880.430 • Library Program Promotion</b>	<b>0.00</b>	<b>3,209.52</b>	<b>-3,209.52</b>	<b>-100.0%</b>

**Chelsea District Library**  
**Profit & Loss Prev Year Comparison**  
 January through December 2020

	Jan - Dec 20	Jan - Dec 19	\$ Change	% Change
<b>880.440 • Service / Resource Promotion</b>				
880.441 • General Service/Resource Promo	0.00	884.97	-884.97	-100.0%
<b>Total 880.440 • Service / Resource Promotion</b>	<b>0.00</b>	<b>884.97</b>	<b>-884.97</b>	<b>-100.0%</b>
<b>Total 880.400 • Program Promotion</b>	<b>1,015.44</b>	<b>8,960.86</b>	<b>-7,945.42</b>	<b>-88.7%</b>
<b>880.500 • Purchased Services</b>				
880.510 • General Purchased Services	-89.01	1,517.08	-1,606.09	-105.9%
880.520 • Professional Services				
880.521 • Graphic Design Services	1,500.00	7,289.00	-5,789.00	-79.4%
880.522 • Photography Services	1,250.00	2,000.00	-750.00	-37.5%
<b>Total 880.520 • Professional Services</b>	<b>2,750.00</b>	<b>9,289.00</b>	<b>-6,539.00</b>	<b>-70.4%</b>
<b>Total 880.500 • Purchased Services</b>	<b>2,660.99</b>	<b>10,806.08</b>	<b>-8,145.09</b>	<b>-75.4%</b>
<b>Total 880 • Promotional Materials</b>	<b>7,645.43</b>	<b>54,857.52</b>	<b>-47,212.09</b>	<b>-86.1%</b>
<b>884 • Programming</b>				
884.100 • Speakers	0.00	14.28	-14.28	-100.0%
884.110 • Adult Speakers				
884.111 • Midwest Literary Walk	-525.00	5,773.09	-6,298.09	-109.1%
884.114 • Comedy Showcase	0.00	1,675.00	-1,675.00	-100.0%
884.116 • Purple Rose Concert Readings	0.00	3,000.00	-3,000.00	-100.0%
884.119 • General Adult Events	365.56	4,159.95	-3,794.39	-91.2%
<b>Total 884.110 • Adult Speakers</b>	<b>-159.44</b>	<b>14,608.04</b>	<b>-14,767.48</b>	<b>-101.1%</b>
884.120 • Adult Supplies				
884.121 • Refreshments	0.00	246.22	-246.22	-100.0%
884.122 • Craft Supplies	106.63	200.00	-93.37	-46.7%
884.123 • CSC Movie License	0.00	169.36	-169.36	-100.0%
884.126 • General Adult Programs	0.00	939.65	-939.65	-100.0%
884.127 • SRP Supplies	0.00	299.82	-299.82	-100.0%
<b>Total 884.120 • Adult Supplies</b>	<b>106.63</b>	<b>1,855.05</b>	<b>-1,748.42</b>	<b>-94.3%</b>
884.130 • Washtenaw Reads				
884.131 • Washtenaw Reads	0.00	986.01	-986.01	-100.0%
<b>Total 884.130 • Washtenaw Reads</b>	<b>0.00</b>	<b>986.01</b>	<b>-986.01</b>	<b>-100.0%</b>
884.210 • Youth Speakers				
884.211 • Authors in Chelsea				
884.922 • Youth Prog Rest Gifts Authors	0.00	3,000.00	-3,000.00	-100.0%
884.953 • Youth Prog Rest Chelsea Ed Fo...	-266.63	1,262.13	-1,528.76	-121.1%
884.211 • Authors in Chelsea - Other	40.84	8,837.13	-8,796.29	-99.5%
<b>Total 884.211 • Authors in Chelsea</b>	<b>-225.79</b>	<b>13,099.26</b>	<b>-13,325.05</b>	<b>-101.7%</b>
884.212 • General Youth Programs	700.00	1,800.00	-1,100.00	-61.1%
884.213 • Parenting Programs	0.00	448.00	-448.00	-100.0%
884.215 • Early Literacy	240.00	1,550.00	-1,310.00	-84.5%
884.216 • Summer Reading Specialist	0.00	2,800.00	-2,800.00	-100.0%
884.217 • Kids Read Comics	0.00	888.60	-888.60	-100.0%
<b>Total 884.210 • Youth Speakers</b>	<b>714.21</b>	<b>20,585.86</b>	<b>-19,871.65</b>	<b>-96.5%</b>
884.220 • Youth Supplies				
884.222 • General Youth Programs	25.72	1,321.03	-1,295.31	-98.1%
884.223 • Holiday Programs	0.00	300.00	-300.00	-100.0%
884.226 • Summer Reading	0.00	4,995.73	-4,995.73	-100.0%

# **Chelsea District Library** **Profit & Loss Prev Year Comparison** **January through December 2020**

	Jan - Dec 20	Jan - Dec 19	\$ Change	% Change
884.227 • Outreach	60.77	363.13	-302.36	-83.3%
884.228 • Authors in Chelsea	55.53	1,007.06	-951.53	-94.5%
884.230 • Youth Reading Group	210.98	482.42	-271.48	-56.3%
<b>Total 884.220 • Youth Supplies</b>	<b>352.98</b>	<b>8,469.37</b>	<b>-8,116.39</b>	<b>-95.8%</b>
884.250 • Story Book Trail				
884.251 • Story Book Trail	0.00	437.97	-437.97	-100.0%
884.925 • Story Book Trail - Restricted	0.00	5,400.00	-5,400.00	-100.0%
<b>Total 884.250 • Story Book Trail</b>	<b>0.00</b>	<b>5,837.97</b>	<b>-5,837.97</b>	<b>-100.0%</b>
884.260 • Teen Speakers				
884.261 • Teen Summer Reading	0.00	638.39	-638.39	-100.0%
884.265 • YSG Recognition	0.00	201.65	-201.65	-100.0%
<b>Total 884.260 • Teen Speakers</b>	<b>0.00</b>	<b>840.04</b>	<b>-840.04</b>	<b>-100.0%</b>
884.270 • Teen Supplies				
884.272 • Teen General Programs	182.49	2,669.59	-2,487.10	-93.2%
884.273 • Teen Holiday Programs	0.00	147.37	-147.37	-100.0%
884.276 • Teen Refreshments	0.00	410.99	-410.99	-100.0%
884.277 • Teen Summer Reading	0.00	970.13	-970.13	-100.0%
884.270 • Teen Supplies - Other	48.51	0.00	48.51	100.0%
<b>Total 884.270 • Teen Supplies</b>	<b>231.00</b>	<b>4,198.08</b>	<b>-3,967.08</b>	<b>-94.5%</b>
884.300 • Site License Movies	0.00	310.00	-310.00	-100.0%
884.400 • Music Focus				
884.411 • Songfest	2,662.99	7,132.34	-4,469.35	-62.7%
884.412 • Music in the Air	0.00	1,669.03	-1,669.03	-100.0%
884.961 • Songfest - Restricted Gift	0.00	1,149.09	-1,149.09	-100.0%
884.962 • Music in the Air - Restricted	0.00	5,145.94	-5,145.94	-100.0%
<b>Total 884.400 • Music Focus</b>	<b>2,662.99</b>	<b>15,096.40</b>	<b>-12,433.41</b>	<b>-82.4%</b>
884.500 • Artist in Residence				
884.510 • Artist in Residence	0.00	10,165.47	-10,165.47	-100.0%
884.970 • Artist in Residence Restricted	0.00	12,397.10	-12,397.10	-100.0%
<b>Total 884.500 • Artist in Residence</b>	<b>0.00</b>	<b>22,562.57</b>	<b>-22,562.57</b>	<b>-100.0%</b>
884.600 • Technology Programming				
884.601 • Technology Programs General	0.00	938.10	-938.10	-100.0%
<b>Total 884.600 • Technology Programming</b>	<b>0.00</b>	<b>938.10</b>	<b>-938.10</b>	<b>-100.0%</b>
884.700 • Consortium Meetings	0.00	75.65	-75.65	-100.0%
884.800 • Exhibits				
884.801 • Exhibits	-2,225.00	7,405.06	-9,630.06	-130.1%
<b>Total 884.800 • Exhibits</b>	<b>-2,225.00</b>	<b>7,405.06</b>	<b>-9,630.06</b>	<b>-130.1%</b>
884.910 • Adult Programming Restricted				
884.911 • Adult Prog Rest Gifts Comedy Sh	0.00	1,500.00	-1,500.00	-100.0%
884.912 • Adult Prog Rest Gifts General	0.00	520.00	-520.00	-100.0%
884.913 • Adult Prog Rest Gifts SRP	0.00	849.46	-849.46	-100.0%
884.914 • Adult Prog Rest Gifts MWest LW	2,250.00	3,000.00	-750.00	-25.0%
884.915 • Aud Prg. Rst. Gifts Purple Rose	0.00	1,000.00	-1,000.00	-100.0%
<b>Total 884.910 • Adult Programming Restricted</b>	<b>2,250.00</b>	<b>6,869.46</b>	<b>-4,619.46</b>	<b>-67.3%</b>
884.920 • Youth Programming Restricted				
884.921 • Youth Prog Rest Gifts Genl	0.00	995.91	-995.91	-100.0%



**Chelsea District Library**  
**Profit & Loss Prev Year Comparison**  
 January through December 2020

	Jan - Dec 20	Jan - Dec 19	\$ Change	% Change
884.923 • Youth Prog Rest Gifts SRP	150.00	3,850.00	-3,700.00	-96.1%
Total 884.920 • Youth Programming Restricted	150.00	4,845.91	-4,695.91	-96.9%
Total 884 • Programming	4,083.37	115,497.85	-111,414.48	-96.5%
885 • Volunteer				
885.100 • Programs	0.00	1,315.67	-1,315.67	-100.0%
885.200 • Supplies	63.43	975.43	-912.00	-93.5%
Total 885 • Volunteer	63.43	2,291.10	-2,227.67	-97.2%
920 • Utilities				
920.110 • City of Chelsea Water	0.00	831.96	-831.96	-100.0%
920.120 • City of Chelsea Sewer	0.00	1,786.08	-1,786.08	-100.0%
920.130 • City of Chelsea Electric	0.00	42,696.64	-42,696.64	-100.0%
920.140 • Storm Sewers	0.00	39.47	-39.47	-100.0%
920.150 • City of Chelsea Sprinkler	0.00	1,347.16	-1,347.16	-100.0%
920.200 • McKune Gas	0.00	9,423.40	-9,423.40	-100.0%
Total 920 • Utilities	0.00	56,124.71	-56,124.71	-100.0%
960 • Board & Director Expense				
960.100 • Board Expenses	0.00	427.76	-427.76	-100.0%
960.200 • Director Expense	75.00	1,685.49	-1,610.49	-95.6%
Total 960 • Board & Director Expense	75.00	2,113.25	-2,038.25	-96.5%
965 • Automation Services				
965.100 • Bibliographic Database	2,256.65	8,934.76	-6,678.11	-74.7%
965.200 • Shared Automation System				
965.210 • Online Catalog/Circulation	6,561.84	25,980.76	-19,418.92	-74.7%
Total 965.200 • Shared Automation System	6,561.84	25,980.76	-19,418.92	-74.7%
965.300 • Filtering and Printing System				
965.310 • Envisionware Clients	0.00	2,497.62	-2,497.62	-100.0%
965.320 • Content Filter Clients	0.00	225.00	-225.00	-100.0%
Total 965.300 • Filtering and Printing System	0.00	2,722.62	-2,722.62	-100.0%
965.400 • Delivery	3,495.00	3,495.00	0.00	0.0%
Total 965 • Automation Services	12,313.49	41,133.14	-28,819.65	-70.1%
967 • Equipment				
967.100 • Equipment Hardware				
967.110 • Tech Research	0.00	749.97	-749.97	-100.0%
967.120 • Computers	0.00	7,202.85	-7,202.85	-100.0%
967.130 • Mobile Lab	0.00	129.95	-129.95	-100.0%
967.135 • WiFi Hotspots	0.00	247.48	-247.48	-100.0%
967.160 • Kindle Lending Program	0.00	117.94	-117.94	-100.0%
Total 967.100 • Equipment Hardware	0.00	8,448.19	-8,448.19	-100.0%
967.200 • Equipment Software	20.00	3,775.32	-3,755.32	-99.5%
967.300 • Equipment Furniture & Fixtures				
967.310 • Makerspace Furnishings	476.44	1,679.94	-1,203.50	-71.6%
967.320 • Furniture	60.46	3,717.07	-3,656.61	-98.4%
967.330 • Equipment • non-Computer	884.95	3,534.49	-2,649.54	-75.0%
Total 967.300 • Equipment Furniture & Fixtures	1,421.85	8,931.50	-7,509.65	-84.1%
967.900 • Equipment Restricted Gifts				

**Chelsea District Library**  
**Profit & Loss Prev Year Comparison**  
 January through December 2020

	Jan - Dec 20	Jan - Dec 19	\$ Change	% Change
957.910 • Equipment Rest Gifts	0.00	1,560.00	-1,560.00	-100.0%
Total 957.900 • Equipment Restricted Gifts	0.00	1,560.00	-1,560.00	-100.0%
Total 957 • Equipment	1,441.85	22,715.01	-21,273.16	-93.7%
969 • Continuing Education Expenses				
969.001 • Travel				
969.100 • Staff Travel				
969.110 • Director Travel	-365.00	4,655.88	-5,020.88	-107.8%
969.111 • Asst Director	-691.60	3,653.85	-4,345.45	-118.9%
969.120 • Information Services	-1,071.20	5,300.79	-6,371.99	-120.2%
969.123 • Circulation Services Travel	47.55	410.80	-363.25	-88.4%
969.124 • Technology Services Travel	-691.60	1,699.93	-2,391.53	-140.7%
969.143 • Other Staff Travel	0.00	1,477.88	-1,477.88	-100.0%
969.144 • Committee Meetings	107.99	1,252.13	-1,144.14	-91.4%
969.145 • Workshops	-1,295.00	3,002.15	-4,297.15	-143.1%
Total 969.100 • Staff Travel	-3,958.86	21,453.41	-25,412.27	-118.5%
Total 969.001 • Travel	-3,958.86	21,453.41	-25,412.27	-118.5%
969.300 • Memberships				
969.310 • Director Memberships	148.00	145.00	3.00	2.1%
969.311 • Assistant Director	85.00	137.00	-52.00	-38.0%
969.320 • Information Services	381.00	788.00	-405.00	-51.5%
969.323 • Head of Circ Svc. Membership	85.00	85.00	0.00	0.0%
969.324 • Head of Tech Svc Membership	225.00	220.00	5.00	2.3%
969.400 • Trustees Memberships				
969.410 • Trustee Memberships - MLA	0.00	300.00	-300.00	-100.0%
969.400 • Trustees Memberships - Other	250.00	0.00	250.00	100.0%
Total 969.400 • Trustees Memberships	250.00	300.00	-50.00	-16.7%
969.500 • Institutional Membership				
969.510 • Institutional Member Rotary	133.00	474.00	-341.00	-71.9%
969.520 • Institutional MCLS	0.00	125.00	-125.00	-100.0%
969.530 • Institutional Member MML	0.00	200.00	-200.00	-100.0%
969.540 • Institutional Member Chamber	0.00	450.00	-450.00	-100.0%
969.550 • Institutional Member MLA	0.00	1,574.00	-1,574.00	-100.0%
969.590 • Institutional Memberships-Other	0.00	10.00	-10.00	-100.0%
Total 969.500 • Institutional Membership	133.00	2,833.00	-2,700.00	-95.3%
Total 969.300 • Memberships	1,307.00	4,506.00	-3,199.00	-71.0%
969.600 • Staff Training				
969.620 • Staff In-Service & Appreciation	0.00	1,988.94	-1,988.94	-100.0%
969.940 • Staff Appreciation - Restricted	25.00	1,213.30	-1,188.30	-97.9%
Total 969.600 • Staff Training	25.00	3,202.24	-3,177.24	-99.2%
Total 969 • Continuing Education Expenses	-2,628.86	29,161.65	-31,788.51	-109.0%
980 • Capital Expense				
975.100 • Building Improvement Additions	0.00	63,866.20	-63,866.20	-100.0%
975.200 • Capital Maintenance	0.00	25,161.00	-25,161.00	-100.0%
980.100 • Furniture and Equipment	775.00	30,579.47	-29,804.47	-97.5%
980.300 • Computer Upgrades				
980.320 • Hardware Upgrades				
980.321 • Servers & Storage	0.00	11,568.00	-11,568.00	-100.0%
980.325 • PC Replacement	0.00	8,016.12	-8,016.12	-100.0%

**Chelsea District Library**  
**Profit & Loss Prev Year Comparison**  
 January through December 2020

	Jan - Dec 20	Jan - Dec 19	\$ Change	% Change
Total 980.320 • Hardware Upgrades	0.00	19,584.12	-19,584.12	-100.0%
Total 980.300 • Computer Upgrades	0.00	19,584.12	-19,584.12	-100.0%
Total 980 • Capital Expense	775.00	139,190.79	-138,415.79	-99.4%
982 • Collection Expense				
982.100 • Audio Books				
982.120 • Adult Books on Disc	652.02	8,816.67	-8,164.65	-92.6%
982.140 • Youth Books on Disc	185.96	3,131.18	-2,945.22	-94.1%
Total 982.100 • Audio Books	837.98	11,947.85	-11,109.87	-93.0%
982.400 • Non Print				
982.410 • Electronic Products/Subs	0.00	18,598.28	-18,598.28	-100.0%
982.411 • Ebooks / Overdrive	0.00	4,838.25	-4,838.25	-100.0%
982.412 • EBooks/Overdrive Advantage	0.00	14,500.00	-14,500.00	-100.0%
982.413 • Emags	0.00	3,091.90	-3,091.90	-100.0%
982.414 • eBooks / Schools	0.00	2,000.00	-2,000.00	-100.0%
982.415 • ILL Subscriptions	0.00	669.19	-669.19	-100.0%
982.416 • eContent/Kindle	0.00	2,643.10	-2,643.10	-100.0%
982.420 • Adult Music on CD	-21.98	780.20	-802.18	-102.8%
982.430 • Non-Traditional Collections	0.00	1,042.08	-1,042.08	-100.0%
982.431 • NT Collections - Supplies	-85.28	411.17	-496.43	-120.7%
982.432 • NT Collections - Maintenance	0.00	5.00	-5.00	-100.0%
982.445 • Low Vision Center	0.00	25.98	-25.98	-100.0%
982.450 • Youth Music CD	0.00	884.06	-884.06	-100.0%
982.460 • DVD Feature	937.78	11,356.62	-10,418.84	-91.7%
982.470 • DVD Non-Fiction	119.94	1,462.98	-1,343.04	-91.8%
982.480 • Youth Video DVD	604.89	4,404.40	-3,799.51	-86.3%
982.485 • Playaway Views	279.96	3,814.90	-3,534.94	-92.7%
982.490 • Videogames	808.81	2,727.45	-1,918.64	-70.4%
Total 982.400 • Non Print	2,644.14	73,255.56	-70,611.42	-96.4%
982.500 • Local History Preservation				
982.510 • Local History Preservation	11.99	4,854.01	-4,842.02	-99.8%
Total 982.500 • Local History Preservation	11.99	4,854.01	-4,842.02	-99.8%
982.600 • Periodical & Newspapers				
982.610 • Annual Reference	0.00	1,777.85	-1,777.85	-100.0%
982.620 • Daily Newspapers	66.50	3,334.16	-3,267.66	-98.0%
982.630 • Magazines	60.28	2,847.24	-2,786.96	-97.9%
Total 982.600 • Periodical & Newspapers	126.78	7,959.25	-7,832.47	-98.4%
982.700 • Print				
982.705 • Adult Print				
982.710 • Adult Large Print	561.36	2,930.42	-2,369.06	-80.8%
982.720 • Adult Print General				
982.720 • Adult Print General - Other	2,717.96	32,176.65	-29,458.69	-91.6%
Total 982.720 • Adult Print General	2,717.96	32,176.65	-29,458.69	-91.6%
982.730 • Adult Ref.	29.27	806.31	-777.04	-96.4%
982.740 • Multiple Book Copies	0.00	2,484.37	-2,484.37	-100.0%
982.750 • Professional Collection	16.42	1,272.24	-1,255.82	-98.7%
Total 982.705 • Adult Print	3,325.01	39,689.99	-36,344.98	-91.6%
982.755 • Youth Print				
982.760 • Youth Print General				

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Accrual Basis

**Chelsea District Library**  
**Profit & Loss Prev Year Comparison**  
 January through December 2020

	<u>Jan - Dec 20</u>	<u>Jan - Dec 19</u>	<u>\$ Change</u>	<u>% Change</u>
982.760 • Youth Print General - Other	1,502.42	23,343.78	-21,841.36	-93.6%
<b>Total 982.760 • Youth Print General</b>	<b>1,502.42</b>	<b>23,343.78</b>	<b>-21,841.36</b>	<b>-93.6%</b>
982.765 • Youth/Teen Special Needs Coll	61.48	77.48	-16.00	-20.7%
982.770 • Youth Ref.	0.00	999.00	-999.00	-100.0%
<b>Total 982.755 • Youth Print</b>	<b>1,563.90</b>	<b>24,420.26</b>	<b>-22,856.36</b>	<b>-93.6%</b>
<b>Total 982.700 • Print</b>	<b>4,888.91</b>	<b>64,090.25</b>	<b>-59,201.34</b>	<b>-92.4%</b>
982.800 • Collection Enhancement				
982.810 • Adult Enhancement	16.87	1,243.82	-1,226.95	-98.6%
982.820 • Youth Enhancement	0.00	201.18	-201.18	-100.0%
<b>Total 982.800 • Collection Enhancement</b>	<b>16.87</b>	<b>1,445.00</b>	<b>-1,428.13</b>	<b>-98.8%</b>
982.910 • Adult Collection Restricted	0.00	50.00	-50.00	-100.0%
982.920 • Youth Collection Restricted	0.00	88.87	-88.87	-100.0%
<b>Total 982 • Collection Expense</b>	<b>8,526.67</b>	<b>163,690.79</b>	<b>-155,164.12</b>	<b>-94.8%</b>
<b>Total Expense</b>	<b>112,160.75</b>	<b>1,986,666.48</b>	<b>-1,874,505.73</b>	<b>-94.4%</b>
<b>Net Ordinary Income</b>	<b>896,407.42</b>	<b>-43,025.22</b>	<b>939,432.64</b>	<b>2,183.5%</b>
<b>Net Income</b>	<b>896,407.42</b>	<b>-43,025.22</b>	<b>939,432.64</b>	<b>2,183.5%</b>

Chelsea District Library  
Profit & Loss Year Comparison  
January through December 2020

	Jan - Dec 20	Jan - Dec 19	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
402 • District Revenue	988,179.70	1,728,501.72	-740,322.02	-42.83%
540.100 • State Aid	0.00	41,515.50	-41,515.50	-100.0%
574.100 • Penal Fines	0.00	20,151.30	-20,151.30	-100.0%
607.100 • Non-Resident Fees	625.00	5,228.19	-4,604.19	-88.05%
645.100 • Copiers & Printers	636.30	6,829.61	-6,193.31	-90.68%
655.100 • Circulation Fines	1,824.17	21,810.93	-19,986.76	-91.64%
665.100 • Interest	45.14	300.23	-255.09	-84.97%
666.100 • Investment Earnings	13.86	43,534.83	-43,520.97	-99.97%
666.500 • Investment Change in Value	10,619.00	28,472.95	-17,853.95	-62.71%
674 • Contribution & Donation	6,625.00	30,895.00	-24,270.00	-78.56%
675 • Private Grant Sources	0.00	16,400.00	-16,400.00	-100.0%
<b>Total Income</b>	<b>1,008,588.17</b>	<b>1,943,641.26</b>	<b>-935,073.09</b>	<b>-48.11%</b>
<b>Gross Profit</b>	<b>1,008,588.17</b>	<b>1,943,641.26</b>	<b>-935,073.09</b>	<b>-48.11%</b>
<b>Expense</b>				
701 • Personnel Expenses	76,367.47	1,100,185.92	-1,023,818.45	-93.06%
727 • Supplies	2,294.13	20,734.30	-18,440.17	-88.94%
801 • Professional Services	-6,078.89	80,551.03	-86,629.92	-107.55%
803 • Maintenance Service Contracts	5,244.62	125,360.81	-120,116.19	-95.82%
850 • Telecommunications	2,036.04	33,058.61	-31,022.57	-93.84%
880 • Promotional Materials	7,645.43	54,857.52	-47,212.09	-86.06%
884 • Programming	4,083.37	115,497.85	-111,414.48	-96.47%
885 • Volunteer	63.43	2,291.10	-2,227.67	-97.23%
920 • Utilities	0.00	56,124.71	-56,124.71	-100.0%
960 • Board & Director Expense	75.00	2,113.25	-2,038.25	-96.45%
965 • Automation Services	12,313.49	41,133.14	-28,819.65	-70.06%
967 • Equipment	1,441.85	22,715.01	-21,273.16	-93.65%
969 • Continuing Education Expenses	-2,626.86	29,161.65	-31,788.51	-109.01%
980 • Capital Expense	775.00	139,190.79	-138,415.79	-98.44%
982 • Collection Expense	8,526.67	163,690.79	-155,164.12	-94.78%
<b>Total Expense</b>	<b>112,160.75</b>	<b>1,986,666.48</b>	<b>-1,874,505.73</b>	<b>-94.35%</b>
<b>Net Ordinary Income</b>	<b>886,407.42</b>	<b>-43,025.22</b>	<b>939,432.64</b>	<b>2,183.45%</b>
<b>Net Income</b>	<b>886,407.42</b>	<b>-43,025.22</b>	<b>939,432.64</b>	<b>2,183.45%</b>



# CHELSEA DISTRICT LIBRARY

Fund Balances

January 31, 2020

## General Fund

### LOCAL BANKS BALANCES

Checking Account/ Chelsea State Bank

Paypal Account

Cash on Hand

001.001

003.002

Beginning Balance

Net Change

Ending Balance

\$175,723.70

\$678.80

\$176,402.50

\$789,389.52

\$0.00

\$789,389.52 should match CSB

## Ameriprise Account

Fixed Income Fund

Money Market Fund

### Investment Partners Total

017.003

017.004

1,477,311.75

-\$100,000.00

\$1,377,311.75

\$10,632.86

\$0.00

\$10,632.86

\$1,487,944.61

-\$100,000.00

\$1,387,944.61

## Total General Fund

\$1,553,714.25

\$623,619.88

\$2,177,334.13

## Debt Service Fund

Bond Debt Retirement Fund Checking

003.008

\$331,341.15

\$268,712.52

\$600,053.67 should match CSB

\\seuss\staffolders\mbudzinski\Documents\Bookkeeper CDL\Finance 2020\2020 INVESTMENT ANALYSIS\2020 INVESTMENT BALANCE



[illegible]

## 2020 ACTUAL

Original Investment	Date	Source	Amount	Amount	
	6/26/2009	General Fund	600,000	600,000	PLUG
	12/31/2009	General Fund	254,646	254,646	PLUG
	12/31/2010	General Fund	66,000	66,000	PLUG
	3/31/2012	General Fund	300	300	PLUG
	3/31/2012	Cap Improvement Fund	155,274	155,274	PLUG
	3/31/2015	Infinex Money Market Fund	1,737	1,737	PLUG
		Total Investment	1,077,957	1,077,957	**=SUM(F3:F8)
					1,077,957

## Investment Activity

Date	Value			
	12/31/2019	1,377,311	1,387,945	PLUG
Invested		1,077,957	1,077,957	"=F9
Increase 6/2009 – 12/31/2018		327,347	399,355	PLUG
2019 Change (Current Year)		72,007	10,633	F13-F14-F15-F17
Withdrawal / Deposit		0	0	PLUG
72007.78				
			1,387,945	12/31/2020
			1,077,957	
			399,355	Increase 6/2009 – 12/31/2019
			-89,367	2020 YTD INCREASE

## Investment Distribution

Fund	Value
Capital Reserve Fund	867,700
Capital Improvement Fund	42,943
General Fund from Investment	167,314
Investment Services Fund	399,354
(Interest - Fees + Change in Value)	
	1,377,311
	1,377,312
	867,700
	PLUG
	42,943
	PLUG
	167,314
	PLUG
	"=F15+F16
	299,355
	409,988
	167,314
	42,943
	867,700
	1,487,945
	1,487,945
	1,387,544.61
	"=SUM(F21:F24)

## Report notes from 12/31/2019

**Note: 2019 Budget moves \$57,057 from Capital Improvement Fd to General Fund**

**Note: Fund Adjusts entered 2/12/2019**

**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**

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Chelsea District Library  
Profit & Loss Budget Overview  
January 2020

Jan 20

Ordinary Income/Expense

Income

402 • District Revenue 0.00  
402.800 • Property Tax Adjusting Account 1,824,026.00  
402 • District Revenue - Other

Total 402 • District Revenue 1,824,026.00

540.100 • State Aid

540.110 • State Aid - Library of Michigan 10,000.00  
540.120 • Local Community Stabilization 28,000.00  
540.100 • State Aid - Other 0.00

Total 540.100 • State Aid 38,000.00

574.100 • Penal Fines

607.100 • Non-Resident Fees 17,000.00  
645.100 • Copiers & Printers 6,000.00  
655.100 • Circulation Fines 7,500.00  
665.100 • Interest 11,000.00  
666.100 • Investment Earnings 0.00  
674 • Contribution & Donation 50,000.00

674.110 • Designated Adult Programming 7,250.00  
674.111 • Designated Youth Programming 6,500.00  
674.112 • Designated Music Focus Programs 4,000.00  
674.141 • Designated Technology 3,000.00  
674.150 • Continuing Education Restricted 600.00

Total 674 • Contribution & Donation 21,350.00

675 • Private Grant Sources

675.100 • Community Found Southeast MI 2,000.00  
675.400 • Chelsea Ed Foundation 1,000.00

Total 675 • Private Grant Sources 3,000.00

Total Income

1,977,876.00

Gross Profit

1,977,876.00

Chelsea District Library  
Profit & Loss Budget Overview  
January 2020

	Jan 20
727.810 • Maintenance Light Bulbs	100.00
727.830 • Maintenance General	400.00
Total 727.800 • Maintenance	500.00
Total 727 • Supplies	19,150.00
801 • Professional Services	
801.010 • Attorney	5,000.00
801.020 • Auditor	8,200.00
801.040 • Bookkeeper	10,422.00
801.041 • Payroll Services	3,100.00
801.042 • Financial Services	1,300.00
801.070 • Computer Specialist	3,500.00
801.071 • Website Development	1,000.00
801.079 • Library Strategic Plan	5,000.00
801.084 • Election Fees	10,000.00
801.090 • Collection Fees	900.00
801.200 • Insurance	
801.210 • General Liability Insurance	10,665.00
801.220 • Directors/Officers Insurance	2,475.00
Total 801.200 • Insurance	13,140.00
801.300 • Banking Fees	
801.310 • Bank Fees	175.00
801.315 • Investment Fees	100.00
801.320 • Safe Deposit Box	40.00
801.350 • Credit Card Fee Circ	1,100.00
801.360 • Pay Pal Fees	50.00
Total 801.300 • Banking Fees	1,465.00
Total 801 • Professional Services	63,027.00
803 • Maintenance Service Contracts	
803.010 • Maint Svc Contingency	35,000.00
803.100 • Copier	
803.101 • Public Copier	3,000.00
803.102 • Staff Copier	8,500.00

# Chelsea District Library Profit & Loss Budget Overview January 2020

	Jan 20
803.750 • Fire Alarm Inspection	275.00
803.760 • Fire Ext/Emerg Lights	500.00
803.810 • Roof/gutter Inspection	125.00
803.870 • Plumbing MA	525.00
<b>Total 803.600 • Building Maintenance</b>	<b>63,060.00</b>
<b>Total 803 • Maintenance Service Contracts</b>	<b>139,050.00</b>
<b>850 • Telecommunications</b>	
850.100 • Local & Long Distance Charges	
850.120 • Telephone	9,360.00
850.121 • Director's Cell Phone	660.00
<b>Total 850.100 • Local &amp; Long Distance Charges</b>	<b>10,020.00</b>
<b>850.300 • TLN Internet Service</b>	
850.310 • Internet	8,800.00
850.311 • WiFi Hotspots	16,500.00
850.910 • WiFi Hot Spots - Restricted	3,000.00
<b>Total 850.300 • TLN Internet Service</b>	<b>28,300.00</b>
<b>Total 850 • Telecommunications</b>	<b>38,320.00</b>
<b>880 • Promotional Materials</b>	
880.100 • Advertising	
880.110 • Media Buy	4,900.00
880.120 • Misc Advertising	500.00
880.130 • Signs/Banners/Posters	450.00
880.140 • Sponsorships	2,300.00
<b>Total 880.100 • Advertising</b>	<b>8,150.00</b>
<b>880.200 • Publications</b>	
880.210 • Annual Report	500.00
880.220 • Misc Publications	400.00
880.230 • Newsletter Postage	4,000.00
880.240 • Newsletter	17,200.00

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Cash Basis

# Chelsea District Library

## Profit & Loss Budget Overview

January 2020

	Jan 20
Total 880.400 • Program Promotion	12,860.00
880.500 • Purchased Services	
880.510 • General Purchased Services	1,500.00
880.520 • Professional Services	
880.521 • Graphic Design Services	10,000.00
880.522 • Photography Services	2,500.00
Total 880.520 • Professional Services	12,500.00
Total 880.500 • Purchased Services	14,000.00
Total 880 • Promotional Materials	64,335.00
884 • Programming	
884.110 • Adult Speakers	
884.111 • Midwest Literary Walk	10,000.00
884.114 • Comedy Showcase	2,000.00
884.116 • Purple Rose Concert Readings	3,000.00
884.119 • General Adult Events	4,500.00
Total 884.110 • Adult Speakers	19,500.00
884.120 • Adult Supplies	
884.121 • Refreshments	400.00
884.122 • Craft Supplies	200.00
884.123 • CSC Movie License	175.00
884.126 • General Adult Programs	2,000.00
884.127 • SRP Supplies	300.00
884.128 • Book Club Supplies	1,000.00
Total 884.120 • Adult Supplies	4,075.00
884.130 • Washtenaw Reads	
884.131 • Washtenaw Reads	1,500.00
Total 884.130 • Washtenaw Reads	1,500.00
884.210 • Youth Speakers	
884.211 • Authors in Chelsea	
884.922 • Youth Prog Rest Gifts Authors	3,000.00

# Chelsea District Library

## Profit & Loss Budget Overview

January 2020

	Jan 20
884.276 · Teen Refreshments	900.00
884.277 · Teen Summer Reading	1,000.00
<b>Total 884.270 · Teen Supplies</b>	<b>3,700.00</b>
884.300 · Site License Movies	310.00
884.400 · Music Focus	
884.411 · Songfest	7,500.00
884.960 · Sonic Sundays Restricted Gift	3,000.00
884.961 · Songfest - Restricted Gift	1,000.00
884.962 · Music in the Air - Restricted	3,000.00
<b>Total 884.400 · Music Focus</b>	<b>14,500.00</b>
884.500 · Artist In Residence	
884.510 · Artist In Residence	5,000.00
884.970 · Artist In Residence Restricted	1,000.00
<b>Total 884.500 · Artist In Residence</b>	<b>6,000.00</b>
884.600 · Technology Programming	
884.601 · Technology Programs General	700.00
<b>Total 884.600 · Technology Programming</b>	<b>700.00</b>
884.700 · Consortium Meetings	100.00
884.800 · Exhibits	
884.801 · Exhibits	4,000.00
<b>Total 884.800 · Exhibits</b>	<b>4,000.00</b>
884.910 · Adult Programming Restricted	
884.911 · Adult Prog Rest Gifts Comedy Sh	1,500.00
884.913 · Adult Prog Rest Gifts SRP	750.00
884.914 · Adult Prog Rest Gifts MWest LW	5,000.00
884.915 · Aud Prg. Rst. Gifts Purple Rose	1,000.00
<b>Total 884.910 · Adult Programming Restricted</b>	<b>8,250.00</b>
884.920 · Youth Programming Restricted	
884.921 · Youth Prog Rest Gifts Genl	1,000.00

# Chelsea District Library Profit & Loss Budget Overview January 2020

	Jan 20
<b>Total 965 • Automation Services</b>	<b>43,020.00</b>
<b>967 • Equipment</b>	
967.100 • Equipment Hardware	
967.110 • Tech Research	1,000.00
967.130 • Mobile Lab	13,000.00
967.135 • WiFi Hotspots	200.00
967.150 • Printer Replacement	400.00
967.160 • Kindle Lending Program	1,800.00
<b>Total 967.100 • Equipment Hardware</b>	<b>16,400.00</b>
<b>967.200 • Equipment Software</b>	
967.300 • Equipment Furniture & Fixtures	4,500.00
967.310 • Makerspace Furnishings	2,000.00
967.320 • Furniture	3,000.00
967.330 • Equipment - non-Computer	3,000.00
<b>Total 967.300 • Equipment Furniture &amp; Fixtures</b>	<b>8,000.00</b>
<b>Total 967 • Equipment</b>	<b>28,900.00</b>
<b>969 • Continuing Education Expenses</b>	
969.001 • Travel	
969.100 • Staff Travel	
969.110 • Director Travel	3,500.00
969.111 • Asst Director	2,000.00
969.120 • Information Services	4,500.00
969.123 • Circulation Services Travel	500.00
969.124 • Technology Services Travel	1,500.00
969.143 • Other Staff Travel	1,800.00
969.144 • Committee Meetings	1,000.00
969.145 • Workshops	500.00
<b>Total 969.100 • Staff Travel</b>	<b>15,300.00</b>
<b>969.200 • Trustees Travel</b>	<b>200.00</b>
<b>Total 969.001 • Travel</b>	<b>15,500.00</b>



# Chelsea District Library

## Profit & Loss Budget Overview

January 2020

	Jan 20
980.323 • Wireless Replacement	10,000.00
980.325 • PC Replacement	11,500.00
Total 980.320 • Hardware Upgrades	33,500.00
Total 980.300 • Computer Upgrades	33,500.00
Total 980 • Capital Expense	68,500.00
982 • Collection Expense	
982.100 • Audio Books	
982.120 • Adult Books on Disc	9,000.00
982.140 • Youth Books on Disc	3,500.00
Total 982.100 • Audio Books	12,500.00
982.400 • Non Print	
982.410 • Electronic Products/Subs	17,300.00
982.411 • Ebooks / Overdrive	5,000.00
982.412 • Ebooks/Overdrive Advantage	15,000.00
982.413 • Emags	3,500.00
982.414 • eBooks / Schools	2,000.00
982.415 • ILL Subscriptions	670.00
982.416 • eContent/Kindle	3,600.00
982.420 • Adult Music on CD	1,800.00
982.430 • Non-Traditional Collections	1,000.00
982.431 • NT Collections - Supplies	300.00
982.432 • NT Collections - Maintenance	100.00
982.460 • DVD Feature	11,000.00
982.470 • DVD Non-Fiction	1,500.00
982.480 • Youth Video DVD	4,500.00
982.485 • Playaway Views	4,000.00
982.490 • Videogames	2,800.00
Total 982.400 • Non Print	74,070.00
982.500 • Local History Preservation	
982.510 • Local History Preservation	3,000.00

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01/17/20

Cash Basis

Chelsea District Library  
Profit & Loss Budget Overview  
January 2020

	Jan 20
Net Ordinary Income	-19,100.00
Other Income/Expense	
Other Expense	
999.001 - Transfer to Capital Improvement	-21,500.00
999.002 - Transfer to Capital Reserve Fun	2,400.00
Total Other Expense	-19,100.00
Net Other Income	19,100.00
Net Income	0.00

# **DIRECTOR'S REPORT**



## **2019 Retrospective**

### **Respectfully Submitted for February 2020 Board Meeting**

In August, voters in our service area went to the polls on the question of the renewal of the library's 1.9231 operating millage. Thanks to the hard work of a Yes Committee headed by Jo Anne Munce and Gary Zenz, the renewal passed with 66% of voters in favor of it. The millage passed in all five of the municipalities the library serves.

2019 was the final year of the Library's 2017-2019 Strategic Plan. During the year, we worked to address the goals under its three initiatives: Facilities, Finance, and Technology; Community Engagement; and Programs and Collections. At the board retreat on November 19, I shared the highlights of that three-year plan. At the end of 2019, we worked with Bridgeport Consulting to begin the work of the next three-year plan.

### **2019 by the Numbers**

Circulation Total	256,425
Items	223,022
E-books/E-audio	27,829
Non-traditional	414
Hotspots	350
Deposit collections	738
Annual Registered Borrowers	6,923
New cards	1,004
Reference desk interactions	28,847
Engagement Total	18,263
Youth Program Attendees	5,704
Adult Program Attendees	1,797
Teen Program Attendees	489
General Program Attendees	1,610
Outreach Program Attendance	7,271
Awareness Opportunity Attendees	1,085
Door Count	147,355
Data Usage	32,907 GB
In-house computer usage	11,855 sessions
In-house wireless usage	69,612 sessions

By the end of 2019, we had circulated 256,425 items. Electronic resource (E-books, etc.) jumped 14.7% from 2018, and hotspot circulation increased 39.4% from the previous year. We increased the number of new cards registered by 11.6% over 2018. Reference desk interactions jumped 18.6% from 2018.

We engaged with 18,263 people in 506 activities and programs over the course of the year. This engagement included program in-house program attendance, outreach event attendance, and awareness event attendance. Awareness events are events where CDL is spotlighted and staff engage with the public, but directed programming is not provided. An example is Walk to School Wednesdays.

32,907 GB of data were consumed by the library community via internal public WiFi, hotspots that the library circulated, and hotspots installed at township halls and lent to organizations in the community through the Mobile Beacon grant. According to confused.com, that equates to close to 1.5 million hours surfing the web, or streaming more than 8 million tracks on Spotify, or watching 329,070 30-minute episodes of a television show. While in-house data usage declined by 8% from the previous year, external data usage increased 40% with data usage on circulating hotspots jumping 114.8% from 2018.

### **Programming**

Programming highlights from 2019 included the following:

- Artist residency featuring Luis Rodriguez
- Midwest Literary Walk featuring Luis Rodriguez, Min Jin Lee, and Anissa Gray
- Authors in Chelsea featuring Dori Hillestad Butler, Cynthia Lord, and Shelley Pearsall
- Chelsea Song Fest featuring Grant-Lee Phillips
- Music in the Air featuring Jacopo Giacomuzzi and Georgy Gusev
- Kids Read Comics
- Local Author Fair
- Mardi Gras Concert with Mo' Easy
- Korner Stage at Katie's Korner featuring Aviary Aerial and Circus Acts, Ring of Steel, and comics and magicians
- Opera performance by Joy Jan Jones
- Educational programs on topics that included Albert Kahn, Rosie the Riveter, LGBTQ law, and Detroit architectural sculpture
- Summer Reading with a theme of A Universe of Stories and two months of programs to support it and Hot Reads for Cold Nights
- Kinderconcerts; MonkeyPlay; Babytime; Dance Along, Sing Along; Preschool; and Sensory Storytimes
- Lego Club and Minecraft Mondays
- Library lock-ins, Jedi Academy, That Thursday Thing, and escape rooms for teens
- R.E.A.D. to Library Dogs
- VR sessions with teens and seniors
- Purple Rose Concert Readings
- Book groups that included Books Over Breakfast, Busy People Book Club, Reading Glasses, and Pizza and Paperbacks

### **Outreach**

CDL was out in the community in 2019, facilitating programs and activities including the following:

- Direct Dialoguing with Elected Officials and Community Leaders
- Walk to School Wednesdays
- CDL Top 5 Trivia
- VR sessions at St. Louis Center
- TecXpo at Lima Township Hall

- Homeschool Meetups
- Library orientation outreach to residents of Sharon Ann Apartments
- Book deposit collections at Silver Maples, Dancey, Glazier, Kresge, Pines Apartments, and the Chelsea Senior Center
- Place That Face at Chelsea Senior Center
- StoryBook Trail at Baker Preserve in Lima Township
- CDL Delivers! (paying 307 visits to homes in our community in 2019)
- Opera in the Schools with Joy Jan Jones

#### **Other Wonderful Things That Happened in 2019**

- Our newsletter continued to feature local artwork on its covers and added a Township Talk section to appeal to our township residents.
- A library card catalog app was introduced to make it easier to access the catalog on personal devices.
- Building improvements like creation of a large study room, trendwall installation on first and second floors to define youth and teen spaces, an ADA compliant computer bar installed on second floor, furniture reupholstered, carpet replaced, and the Information Services Office renovated to accommodate staff.

#### **Exhibits in McKune**

- Apron Strings: Ties to the Past

#### **Exhibits and Displays in Lobby**

- Waterloo Recreation Area Bird Photo Contest
- Michigan Farm Bureau—Agriculture Week
- Bird Quilt from UMRC
- Birding Display from Waterloo Recreation Area
- Local resident's fishing lures collection
- Local resident's ancestry collection
- Jiffy Mix
- Waterloo Farm Museum's aprons and kitchen tools
- Local resident's map drawings
- UMRC's Art of Aging pieces
- Fordite collection from local business

#### **Staffing & Board**

In 2019, we bid a fond farewell to Network Administrator Melanie Bell, Head of Information Services Keegan Sulecki, and Teen Librarian Jodi Wolak. Shannon Powers joined the management team as the new Head of Information Services, and Scott Rakestraw was hired as our new Network Administrator. We also hired three new librarians: Stacey Comfort, Margaret Loebe, and Catherine Sossi.

In 2019, Susan Lackey was appointed for another four-year term as an at-large board member, and Anne Merkel was approved for another term representing the City of Chelsea.

#### **Budget & Financial Highlights**

Pre-audit figures show 2019 revenue at \$2,096,186 with operating expenses at \$1,962,251. 55.7% of that operating budget was allocated to Personnel Expenses, 8.6% to Collections, 5.7% for Programming, 2.8% for Promotional Materials, and 1% for Staff Development and Training.

Maner Costerisan is in the process of auditing the library's finances for 2019. That audit will be available at the board's April meeting.

CDL received \$12,031 in State Aid in 2019, and \$29,485 in local community stabilization funds for operations during the year. These funds are meant to offset the library's loss of revenue from personal property taxes.

Our Friends donated \$20,590 towards library programs, data for hotspots, and staff appreciation in 2019. Other donations for the year totaled more than \$13,000.

CDL received the following grants in 2019:

- Chelsea Education Foundation -- \$1,000 for Authors in Chelsea
- Chelsea Community Foundation - \$10,000 for Luis Rodriguez Artist Residency
- 5 Healthy Towns -- \$5,400 for the StoryBook Trail

#### **Community Partners**

Throughout 2019, we worked with community organizations that included:

- Washtenaw Literacy
- Washtenaw Reads fellow libraries and bookstores
- Purple Rose theater
- American Red Cross
- UMRC
- St. Louis Center
- Serendipity Books
- Waterloo recreation Area
- Waterloo Historical Museum
- Chelsea Sculpture Walk
- 5 Healthy Towns
- Chelsea School District
- City of Chelsea
- Lima Township
- School lunch fundraiser
- 2020 Census





## MLA's Official Position on SB 611 – Michigan Library Privacy Act

February 6, 2020

On Friday, January 31, 2020, the MLA Board of Directors unanimously voted to support and approve a substitution bill for Senate Bill 611 (SB 611).

Last October, Senator MacGregor introduced SB 611 to amend the Michigan Library Privacy Act, 1982 PA 455. The intention of his bill was to enable libraries to work with law enforcement when the library is a victim of a crime. After hearing both concerns and support from the Michigan library community on Senator MacGregor's proposed amendments to the Privacy Act, MLA drafted a substitute bill that clarifies and updates SB 611.

The proposed substitution bill removes obstacles and legal barriers libraries sometimes face when a crime has been committed in the library while providing for continued protection to patron privacy.

At a meeting on February 5, Senator MacGregor agreed to move forward with the MLA-proposed changes to SB 611.

Below are highlights of the substitution bill content with updates to standardized language and confirming that Section 5 and Section 6 of the current Act remain in place without change.

### SUBSTITUTION CONTENT:

1. **DEFINITIONS:** We have included a definition of "crime" as defined by section 5 of 1931 PA 328, MCL 750.5; a definition of "law enforcement officer" as defined as an individual licensed under the Michigan commission on law enforcement standards act, 1965 PA 203, MCL 28.601 to 28.614; and a definition of who is considered an "agent," which also includes third party vendors.
2. **SURVEILLANCE VIDEO:** We have clarified that a library record does not include video surveillance and that video surveillance can be turned over to law enforcement without a court order if it shows no identifying library records or library activities.
3. **PERSONAL KNOWLEDGE:** We have clarified that personal knowledge may be shared with a law enforcement officer.
4. **EXIGENT CIRCUMSTANCES:** We have included a provision that in the event of exigent circumstances that make it impractical to secure a court order, a library may turn over records to law enforcement officers.
5. **LIABILITY:** While the library remains liable, we have removed an employee or agent as being liable unless an employee or agent knowingly violates this act.
6. **EQUITABLE RELIEF:** We have added that a court may grant equitable relief to a person.

Here is what is in store for us in the following weeks and months:

The next step is for Senator MacGregor's staff to work with the Legislative Service Bureau to get our changes turned into an official legislative document. Once this is complete, our MLA Lobbyist will meet with Senator Peter Lucido, the Chair of the Senate Judiciary Committee, to gauge his interest in the bill. Following that meeting, it is likely that a committee meeting will be scheduled to take testimony on the substitution bill. MLA will be asked to testify and explain our position on proposed changes to the Privacy Act. Senator Lucido will

likely hold a second hearing on the bill to hear testimony from anyone that could not make it to the first hearing and to vote on the bill. If the bill is voted out of committee it then goes to the Senate Floor for consideration by the full Senate. If the Senate passes the bill it will be sent to a House Committee and the process starts over in the House.

We will keep you informed as the process moves forward. Be watching for future communications from MLA as we will be asking you to provide your support and perhaps provide testimony during the hearings.

We continue to be grateful for the time many of you have given to voice your concerns and support.

As always, please feel free to contact MLA Executive Director, Deborah E. Mikula at (517)394-2774 ext. 224 or by email at [dmikula@milibraries.org](mailto:dmikula@milibraries.org) with questions or comments.

**Chelsea District Library  
Assistant Director's Report  
Jan 2020**

**Facility**

The furniture reupholstering project is finally done with the completion of the four fabric lounge chairs on the second floor! After having a month or so to settle in, the librarians report that they are still very happy with their new office arrangement.

Other facility maintenance/repairs of note:

- Backflow changes were made and the inspector notified but re-inspection has not yet been scheduled.
- Quarterly filter change was done on the HVAC system. Phase monitors install scheduled.
- Slow leak found in flat roof by study room B, causing the light sensor in that room to short out; inspection scheduled.

**Programs/meetings/outreach/HR/budget**

Our monthly all-staff meeting focused on the new strategic plan, with Anica from Bridgeport Consulting here to review the semi-final draft with staff. Lori did a great job reviewing the items that didn't make it into the plan and explaining why, and the staff seemed pleased with our road map for the next three years. 2019 invoices continue to trickle in but none requiring any budget changes that weren't already considered by the board last month. Our audit is scheduled for early February.

We collected seven resumes for the open marketing head position and interviewed a candidate who currently lives in Washington State but was previously part of the marketing team at the Chelsea Retirement Center until they reorganized in mid-2019. We had a great interview and made the decision to hire Elaine Medrow, who will start somewhere around February 20, depending on the weather she encounters on her drive back to Michigan.

Lori and I met with our insurance agent to review our liability insurance, as well as meeting with Matt from the Chelsea Wellness Foundation to discuss a new partnership called "Sport Port." It involves loaning out sports equipment that the Foundation provides (along with the shelving to store it on and an organization system to track it) in an effort to promote more activity among the general population. The shelving is now in place but we are still working on the best way to check the items out since we can't use barcodes. We are planning a soft launch in May.

**Volunteers**

Book sale hours for the month were 192 and all other volunteer hours were 147.75, for a total of 339.75 hour for January.

Respectfully submitted-  
Linda Ballard, Assistant Director

Chelsea District Library  
Volunteer Hours 2020[illegible]

Information Services Report: January 2020  
Shannon Powers, Head of Information Services

**January Program Information**

Date	Event	Attendance
<b>Adult Programming (6 Programs, 87 Attendees)</b>		
1/9	Civics 101: Immigration Basics	17
1/14	Mindfulness Workshop	15
1/20	MLK Day Shape Your Community	43
01/21	Busy People Book Club/Washtenaw Reads Discussion	6
1/27	Adult/Senior VR	4
1/29	2020 Census Information Session	2
<b>Youth Programming (12 Programs, 426 Attendees)</b>		
1/7, 1/14, 1/21, 1/28	Babytime	8, 17, 10, 23
1/8, 1/15, 1/22, 1/29	Preschool Storytime	11, 12, 20, 19
1/9, 1/16, 1/23, 1/30	Toddler time	23, 26, 30, 33
1/4	Sensory Open Playtime	3
1/10	Homeschool Meetup	46
1/11	Kinderconcert	64
1/13	Minecraft Monday	12
1/14	Tween Book Club	9
1/16	READ to Library Dogs	8
1/25	Paint Party! Winter Fox	21
1/26	Breastfeeding Basics	6
1/27	Monkey Play	25
<b>Teen Programming (4 Programs, 28 Attendees)</b>		
1/2, 1/16	That Thursday Thing: UV Jewelry, Taco Thursday	9, 5
1/3	VR Teen Experience	3
1/31	Skynet Junior Scholars	11
<b>General Programming (1 Programs, 110 Attendees)</b>		
1/12	Percussion Ensembles	110
<b>Outreach (Adult 4/53, Teen 0/0, Youth 2/60 , Awareness 6/584)</b>		
1/8, 1/15, 1/22, 1/29 (Awar.)	Walk to School Wednesdays	8, 9, 9, 8
1/10, 1/15 (Y)	Storytimes: Mudpies Daycare, CC Preschool	20, 40
1/9, 1/16 (A)	Book Clubs: Silver Maples, Pines, Reading Glasses	18, 9, 12
1/8 (A)	Place that Face	14
1/30 (Awar.)	Jose Antonio Vargas (Washtenaw Reads)	550
*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	Jan. 2019	Jan. 2020
Reference Questions	1,989	2280
Homebound & Deposit Book Deliveries	23	24
OCLC Interlibrary Loan	12	9

**Shannon Powers, Head of Information Services**

- **Programs:** January was a great month for service-oriented programs; I hosted an event with Melanie Jones, immigration lawyer, discussing the immigration process and surrounding laws, and hosted the MLK Day Shape Your Community event, with a presenter from the ACLU and local volunteer organizations such as One World One Family, Faith In Action, the Senior Center and more.
- **Washtenaw Reads:** The community read continues throughout February, but the big author talk took place in January. This event drew over 500 people, and was a truly inspiring talk. To bring more Chelsea folks to the event, I coordinated a WAVE bus with Bill O'Reilly at the Chelsea Senior Center to transport patrons to and from the talk.
- **Staffing:** This month I interviewed, hired, and began training two new sub librarians: Vince Timmo and Samantha Kreklau. Both took to the job quickly, and will be great team members. Margaret resigned late January, and we were able to post her position that same day.
- **Training:** I worked with the tech department to run two training sessions for librarians to refresh old staff and introduce new staff to our audio visual technology in McKune and Kidspot. I also trained Catherine on the large print deposit collections, which she took over from Margaret due to volunteer and time limitations, and I met with adult and youth librarians to explain changes to this year's expense spreadsheet.
- **Midwest Literary Walk:** Laura and I continue to prep for one of our biggest literary events. We wrote author bios, attended a marketing meeting with Patty and Virginia, and I finalized Laurie Halse Anderson's contract and hotel arrangements.
- **Program planning:** I met with the adult librarians and the youth librarians to plan Summer programs and the summer reading kickoff events. I also met with Lori and a group of librarians to discuss the Young at Art display this fall.

**Laura Brown, Adult Information Services Librarian**

- With the beginning of the new year, librarians were able to order again. I did so like a fiend, especially for the Fiction collection.
- I'm in charge of ordering and organizing all of the tax forms. Federal tax forms and instructions arrived. State forms are expected soon.
- I stuffed penguin prize bags for our Hot Reads, Cold Nights winter reading program and created a display. Big thanks to Amy Zoran for creating the adorable penguin cut-outs.
- A patron added a few additional items to the suffrage displays in the cases provided by Marilyn Kuehl. I worked with Shannon to take down suffrage displays from the Ann Arbor League of Women Voters and prepare the display for the Dexter Library to pick-up.
- I prepped over 30 obituaries for volunteer Nancy to input into our Family History Database on Stories of Chelsea.
- Reading Glasses Book Club met at Ugly Dog and had a nice discussion of *Hyperboles and a Half* by Allie Broch.
- Silver Maples Book Club had a great turnout and discussion of *Where the Crawdads Sing* by Delia Owens. Now that CDL has book club kits with Large Print copies, I'm able to deliver the next read to the club at each meeting. Everyone is happy with this set-up!
- While at SM, I began work with Pam Ross, resident SM librarian, on non-fiction title suggestions for SM's library. I followed up with data of CDL's most popular NF titles from 2019.
- Shannon and I met with the marketing team to discuss marketing for Midwest Lit Walk. I solicited several businesses for day-of discounts to include in the MLW flyer.

Information Services Report: January 2020  
Shannon Powers, Head of Information Services

- IT gave our department updated training on setting up AV for programs.
- The Adult Librarian Team began program planning for the summer quarter. We already have some great ideas!
- Shannon and I met with a patron presenter to discuss possible suffrage programming in the fall.
- I helped Shannon interview two substitute librarians and helped to train another who was just hired.
- On the end cap downstairs near Feature DVDs, I created a 2020 New Year Book on CD and NF DVD display.

**Catherine Sossi, Adult Information Services Librarian**

- With the new year, I was able to start ordering for the collection. This includes:
  - Science fiction and Fantasy
  - Non-Fiction call numbers 000-200s
  - Books on CD as well as Music CDs for adults
  - I also started ordering titles for adults that go on the Kindle Paperwhites.
- I am in charge of promoting and maintaining the local "Around Town with Linda" show and with that includes creating weekly slides for our TVs on the floors for patrons, updating the Stories of Chelsea website with new episodes, and changing over the collection from 3 episodes on a DVD to 7 or 8 on one. This will save us shelf space and the newer DVDs should be more compatible with patron disc players.
- I sent over the 2019 editions of the Sun News Times and the Chelsea Guardian to be digitized.
- I am now responsible for the deposit collection. With the assistance of a volunteer, I am selecting 20 books to be sent over to 4 senior centers/retirement homes every few months. This way, residents can access our books and we can tailor our large print collection to the senior audience.
- I supervised two book clubs this month; the Busy People Book Club and the Pines Senior Apartments Book Club.
  - The Busy People Book Club meets every other month and for January we read the Washtenaw Reads book, Dear America. With 6 people attending, we had a great discussion about immigration and privilege.
  - The Pines Book Club read Giver of Stars and the 9 people there all loved this book. This was good, as it gives me ideas on other titles for them to read.
- With the spring quarter almost upon us, I have gotten started on creating questions for our Top 5 program, which will meet in March.
- I work with Stacey in creating and running a Stranger Things escape room.

**Edith Donnell, Youth & Teen Information Services Librarian**

- January collection was focused on DVDs, video games, and Kirkus Starred review orders. There was a backlog of needs that happened in November and December as the budget became tight and release dates were too close to the end of the year to purchase in December.
- Summer Reading planning focused on finalizing contracts with important Wild Wednesday presenters, choosing a kickoff theme and planning homegrown programs. New additions include The Fairy Godmother of Music and The Flying Aces!

Information Services Report: January 2020  
Shannon Powers, Head of Information Services

- Homeschool Meetup was surprisingly popular with a huge number of people showing up for a presentation by Kathleen McGlashen of the Eddy Discovery Center on winter wildlife. I will book them again!
- Authors in Chelsea scheduling was finalized with North Creek, and preparation visits planned for February and March. Every North Creek student will know how to pronounce Alyssa Satin Capucilli!
- This marked my first full month of providing Babytime and Storytime at the library, and I loved it! I have seen attendance for Storytime double since I started presenting. I am investing my energy in making storytime friendly to a wide variety of ages, as many parents are bringing younger siblings. Movement, songs and felt stories are key to my preparation, and I have invested in wrist ribbons and rhythm sticks to create a truly interactive experience for families.
- North Creek requested new Student Card applications, and applications are trickling in. I pick up and deliver the cards to and from NC.

**Jessica Zubik, Youth & Teen Information Services Librarian**

- I am focusing on my collection areas for the first half of this year. In January, I started a big cleanup of the J Fiction collection with a focus on removing titles that are no longer being checked out and making sure that I don't have gaps in any series. I also assessed two ranges of J Nonfiction to remove damaged and outdated titles and made notes of what to replace.
- This was a big month for thinking ahead to the Summer Reading Program. I prepared sponsorship and donor letters, planned out the Thrilling Thursdays lineup, and started thinking about prizes.
- Preparations for Authors in Chelsea are also gearing up. I scheduled a date in February to visit with all classes at South Meadows to prepare students for their author visit, wrote a press release, and communicated with my author about travel arrangements.
- My Paint Party program was super fun to lead. This program was for younger kids in grades K-2, but I had interest from older kids and will be scheduling a similar program for that age group for the fall. This is perfect timing to tie in nicely with the Caldecott exhibit.
- Toddlertime continues to grow! This chaotic, fast-moving, and fun program is a highlight of every week.

**Stacey Comfort, Youth & Teen Information Services Librarian**

- In January, I began attending the Youth Mental Health Coalition meetings, in specific the Educating the Community task force, with members of the Chelsea community. Our goal is to figure out the best way to communicate to the citizens of Chelsea what mental health services are available to them, both as a preventative and for emergency situations.
- I did more prep for the Fortnite program in February, discussing rules and game scenarios with Jessica, Shannon, and Edith. Jessica and Edith will be assisting me with the program on February 21st.
- I did class visits for Amy Doma's 6th grade English classes at Beach Middle School. I discussed Authors in Chelsea, dropped off the class sets of *Footer Davis Probably is Crazy* by Susan Vaught, and read the first chapter aloud.
- We started meeting with the group of staff who will be putting together the Young at Art Caldecott exhibit in 2021. I'm really excited to have a hand in the planning of this piece.
- I had several 3D Printing appointments throughout January, printing up a pocketwatch case for one patron, and a very large model of an ant for a school project.



**Information Services Report: January 2020**  
**Shannon Powers, Head of Information Services**

- I've been assisting Ron and Scott with training some circulation clerks and aides with learning how to set up and use the Playstation 4 VR system. I also ran the Monday night Adult VR program while Ron was out.
- I met with Virginia to discuss how best to get the word out to CHS students about my teen programs. I've reached out to Shannon Krug in the media center, as well as the English teachers.



## **Technology**

### **Summary of January 2020**



#### **From: Ron Andrews – Head of Technology**

##### **Monthly Summary**

January was a flurry of activity. I spent a lot of time reconciling budget lines for 2019 and making sure all loose ends were accounted for. I also spent some time working on the Dashboard statistics for the end of year along with the Electronic Resources usage numbers.

I assisted Scott with testing our soon to be launched HelpDesk ticket system. We hope to have this in place and ready to go by February. It is hoped that this system will help us collect valuable information to form a Knowledge Base to help us but also the rest of the staff on technology issues.

The Ingenuity Engine continues to grow. We have almost all the equipment we ordered in December. We still need to order the new Prusa 3D printer, and the new MacBook Pro. Scott has been extremely helpful in setting up most of the equipment and installing software. We still have a way to go with installing more software and testing the equipment. The next step will be creating written instructions and hopefully some instructional videos for users. We would like to utilize some of the Informational Services staff and some of our teen Tech Volunteers to help us do testing on the new equipment. We hope to have enough ready to show it off at your March Board meeting.

##### **Technology**

- Assist Scott with testing of a new HelpDesk ticket system
- After some discussion with Shannon, Scott provided some training for the librarians on technology and AV troubleshooting. I understand these sessions went very well.
- Continue to assist Scott in setting up the IE equipment. I am making sure that we have everything ordered. Will be researching the end Jan and into Feb for storage needs and purchases for the IE. Most of the equipment is there, I just need to now decide what we need stored and how.
- Replaced two defective Hotspots and with Scott's help resolved some minor issues with a few others.
- Scott and I worked closely with Edith to make sure the new year of Minecraft went successfully and we discussed setup for the upcoming Skynet workshops

##### **Outreach/Programming**

- Continue working with Lori on the contract and logistics for MIA 2020
- Working with Lori and Shannon regarding a grant to bring Joy Jan Jones back for another Opera type workshop to include a class(s) from South Meadows and the UMRC community.
- Working on programming for Summer 2020
- The SLC-VR programs continue very well and we continue to have 8-16 residents at sessions during the month
- Attended a meeting with Jessica and Shannon regarding Hoopla and OverDrive access in the schools.

##### **Other**

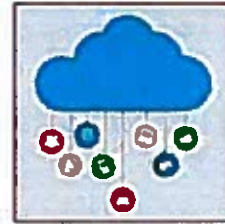
- Resolved year-end budget line issues and made sure that everything was ready for the auditors
- Worked with Linda and our HVAC person to resolve a problem with the AC unit in the server room. It was successfully resolved.

**Ron Andrews**

## **Network Report**

### **January 2020**

**From: Scott Rakestraw – Network Administrator**  
**Monthly Summary**



#### **Tasks Completed**

- **Launch Help Desk Application**
  - Closed 22 Support Request Tickets
  - Created 12 Knowledgebase Tip Sheets
  - Added New Ticket controls to the user interface
- Virtual server build continues on the new server
- Prepped laptops for MineCraft and Skynet events
- Website updates completed
- Repaired Self-Check machine
- Built Statistic Collection Spreadsheet
- Ingenuity Engine Room Systems built and deployed
  - Deployed Wide format plotter/printer
  - Deployed Adobe Creative Suite
  - Organized Memory Station: Video/Film Transfer

#### **Projects**

- Investigating New Credit Card processing Devices
- Wifi System Upgrade
- Self-Check Upgrades
- Ingenuity Training/Demo Videos
- YouTube Channel Maintenance
  - Created VR/360 Video Playlists

***Scott Rakestraw***

# MARKETING BOARD REPORT

January 2020

## MARKETING PROJECTS

### CDL Spring Newsletter

- Worked through cover art approvals and resolution
- Edited newsletter drafts to final publication
- Pulled Adobestock images and forwarded to graphic designer
- Delivered bulk permit check to USPS for mailing
- Updated production quantity to include room copies for all CHS classrooms
- Approved color proof and sent to print production
- Created online and PDF versions, shared with CDL staff and board

### Authors in Chelsea

- Finalized brochure and sent to printer
- Receipted posters and delivered to librarians for deployment
- Updated AIC webpage for 2020 event
- Created Chelsea Update ad, submitted and scheduled with link
- Created banner footer sticker artwork and sent to printer
- Created Sun Times News and Chelsea Guardian ad artwork, scheduled and submitted to media

### Midwest Literary Walk

- Met with librarians to discuss and define the 2020 marketing campaign
- Created Chelsea Update STD ad, scheduled and submitted
- Updated Asana tasks with new content and deadlines
- Created Author/book assets for promotional materials
- Dialogued with Chelsea Chamber about renewing media partnership – partnership finalized
- Dialogued with Serendipity about partnership and defined agreement
- Negotiated Community Observer (spring ed.) and Ann Arbor Observer (April ed.) pricing
- Created Observer ads and submitted artwork

### Digital Communication Survey

- Analyzed results, which showed overall that patrons were happy with our channels, messages, and frequency. However, there were several suggestions that will help us refine our efforts to be more effective. One such tweak would be to offer eNews readers age-related content without creating separate eNews editions.

## MISCELLANEOUS MARKETING ACTIVITIES

- Worked with volunteer on suffrage exhibits
- Head of Marketing position replacement
  - Participated in replacement resume evaluation and interviewing
  - Prepared training materials for Head of Marketing replacement
  - Worked with Marketing Assistant to bridge urgent Head of Marketing responsibilities until replacement can be found
- Entered 2019 Art of Aging evaluations and shared results with partner
- Contracted and confirmed schedule for 2020 Photography services with Burrill Strong
- Researched and ordered shopping basket replacements including a rolling option
- Created 2020 budget worksheet and created annual POs
- Updated Asana closing alert tasks with 2020 closing dates
- Updated location based social media (Google, Bing, Yelp) with 2020 calendars and hours

## MEDIA COVERAGE (does not include social media)

- January 2019
  - Chelsea Update (online): 20 articles
  - Chelsea Guardian(print): 1 article
  - Chelsea Sun Times (online): 1 article
  - Misc (online): 2 articles

Respectfully submitted,  
Patty Roberts  
Head of Marketing



**Circulation Supervisor's Report  
January 2020**

- Circulation – 23,335 or 12% lower than last January;  
23335 or 12% lower than last year.
- Patron Count- 12,235 for January;  
12,235 Year to Date.  
\*\* Does not include offsite programs.
- Circulation by township- for January
  - o Dexter = 11% of total transactions
  - o Lima = 11% of transactions
  - o Lyndon = 13% of transactions
  - o Sylvan = 16% of transactions
  - o Chelsea = 34% of transactions
- January Circulation: 81% were items from Chelsea and 19% were inter-loaned items.
- Automated phone renewals in January– 42, Self-check was 10% of items checked out in January;  
Overdrive = 2609 in January; RBDigital = 267 in January; Hoopla = 334 in January.
- Registrations for January– 81 new cards; 6918 total card holders  
\*Dexter = 886 cards; Lima = 800 cards; Lyndon = 999 cards  
\*Sylvan = 1191 cards; Chelsea = 2481 cards; Nonresident = 561 cards

**Circulation Activities:**

- We received 5 to 11 tubs in the run each day M-F with a total of 157 in January. We were closed 2 days in January, News Year Day and January 18<sup>th</sup> for bad weather.
- Hotspot holds for January: Sprint = 0; Verizon = 13; AT&T = 2
- Library Assistant, Susan Ogden celebrated her 4<sup>th</sup> anniversary at CDL in January.
- I continue to help out with Walk to School Wednesday's.
- VR sessions: Amy, Beth G & I have been helping out with the VR sessions at the St. Louis Center & Teen/Adult sessions here at CDL. We are attending training monthly so we have some knowledge of what the requested games are & how to use the controller(s).
- Aide Beth Goodgall has started training as a Library Assistant sub. She will mostly be scheduled right before or after her aide shifts and this will help on days where we don't need a 6 or 8-hour shift staffed.
- I attended the January TLN Circ meeting (Farmington) on January 9<sup>th</sup> remotely due to the weather.
- Margaret & I went to the CRC for library card signup and home delivery questions & signup on January 17<sup>th</sup> – 9 new cards. I now have a laptop that can connect to the library catalog and will be doing more outreach as this makes it possible to put patron directly into the system.
- Attended the TLN SASUG meeting at Royal Oak Public Library on January 23<sup>rd</sup>. There should be more information on how the automatic item renewal will work coming in the next couple of meetings. This is scheduled to start July 1<sup>st</sup>.
- Met with Jan Carr to define some questions about fine free for libraries that have been fine free for a year or more.
- Traveled to Pinckney Community Public Library to review fine free with their director Hope Siasoco. Pinckney has been fine free for 1 year.

Respectfully submitted, Terri Lancaster Head of Circulation



**Chelsea District Library  
2020**

Average Daily Circulation										SIChk/ Check-outs only			
	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	2020 Total	2019 Totals	2020 Total	Days	Per Day	ChkOuts %
Jan.	649	692	394	763	695	659	359	23335	26483	2368	29	82	10%
Feb.								22244	1945				
March								24554	2582				
April								22384	1951				
May								22867	2091				
June								25327	2866				
July								26786	3146				
August								24141	2271				
Sept.								21707	2424				
Oct.								22622	2517				
Nov.								21788	2384				
Dec.								20107	1966				
<b>Total</b>								<b>23335</b>	<b>261030</b>	<b>2368</b>			<b>10%</b>
<b>Mnth Avg</b>								<b>23,335</b>	<b>23,419</b>				
<b>Avg. % Inc.</b>													

with OD & RB, & deposit  
collection ckouts.

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

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

Items Added		Total Items	RB Digital Circ 2020 (downloadable e-magazines)				Overdrive Circ 2020 (e-books, audio books & music)				Hoopla 2018 (e-books, audiobooks, music, movies)			
2020			2020	2019	2018	2020	2019	2020	2019	2018	2020	2019	2018	
Jan	966	70,572	Jan	267	401	180	Jan	2609	2248	1882	Jan	334	64	43
Feb			Feb		327	144	Feb		2129	1696	Feb		238	38
Mar			Mar		385	291	Mar		2216	2068	Mar		287	42
April			April		364	170	April		2120	2057	April		272	78
May			May		345	170	May		2270	1813	May		267	79
June			June		361	215	June		2201	1908	June		301	121
July			July		303	174	July		2517	2034	July		282	146
Aug			Aug		421	192	Aug		2409	1990	Aug		283	160
Sept			Sept		408	152	Sept		2444	2011	Sept		246	148
Oct			Oct		409	198	Oct		2347	2041	Oct		278	167
Nov			Nov		487	467	Nov		2257	2077	Nov		267	174
Dec			Dec		269	340	Dec		2176	2138	Dec		256	204
Total/Avg	966	70,572	Total	267	4481	2693	Total	2809	27414	23715	Total	334	3040	1400



Chelsea District Library										Average Daily Door Count 2020							Total	
Monthly New Registration 2020																		
										New Registrations by Municipality								
										Lima Lyndon Sylvan								
										Chel Dext								
										Grand Total								
										Month								
										Other								
										School								
										NonRes								
										District								
										74 7 0 0 81 6918 28 12 12 6 12 16								
										January								
										February								
										March								
										April								
										May								
										June								
										July								
										August								
										Sept.								
										Oct.								
										Nov.								
										Dec.								
										Total							12,235	
										Monthly average							12235	
										Avg. % Increase								
										Replacement People counter went live on January 2018								
										Total door count includes outdoor programming at CDL								

Registered Card Holders										Trans		% Tot		SEMCOG		% of Pop	
										Jan-28		Trans		Dac2010		Pop	
										15,813		11%		15910		47%	
										1760		11%		2604		42% Dexter	
										1767		11%		1808		54% Lima	
										2038		13%		2720		100% Lyndon	
										2805		16%		2833		100% Sylvan	
										5326		34%		4944		100% CityChel	
																59%	
										480		3%					
										387		2%					
										399		3%					
										9		0%					
										1044		7%					
												100%					
These are actual checkout #'s, there is no way to get the breakdown to add download #'s.																	

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

Replacement People counter went live on January 2018  
Total door count includes outdoor programming at CDL

Monthly average  
Avg. % Increase

12,235  
12235

**Item Circulation 2019**

				2020				
	All Items circled at Chel Inc: OD & Zinfo	Chel Items circled at Chel Inc: OD & Zinfo	% of Chel Items circled at Chel	Other Items circled at Chel	% other Items circled at Chel	Chel Items charged/ renewed anywhere in system	Chel Items circled other libraries	
Jan.	23,335	18,832	81%	4,503	19%	15,794	1,254	
Feb.				0				
March				0				
April				0				
May				0				
June				0				
July				0				
August				0				
Sept.				0				
Oct.				0				
Nov.				0				
Dec.				0				
<b>Totals</b>	<b>23,335</b>	<b>18,832</b>	<b>81%</b>	<b>4,503</b>	<b>19%</b>	<b>15,794</b>	<b>1,254</b>	
<b>Mnth Avg</b>	<b>23,335</b>	<b>18,832</b>		<b>4,503</b>		<b>15,794</b>	<b>1,254</b>	

2020 Circulation by Department - Percentage			
	Adult	Youth	Teen
January	59%	37%	4%
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			
<b>Yearly Avg.</b>	<b>59%</b>	<b>37%</b>	<b>4%</b>

2020 Circulation by Department - Total Checkouts			
	Adult	Youth	Teen
January	9,419	5,831	583
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			
<b>Yearly Total</b>	<b>9,419</b>	<b>5,831</b>	<b>583</b>

# **ACTION ITEMS**

the 1990s, the number of people in the world who are undernourished has increased from 600 million to 800 million (FAO 1996). The number of people who are malnourished has increased from 1.2 billion to 1.5 billion (FAO 1996).

There is a growing awareness of the need to improve the nutritional status of the world's population. The World Bank (1992) has estimated that the cost of malnutrition to the world economy is \$100 billion per year. The World Health Organization (WHO) has estimated that the cost of malnutrition to the world economy is \$100 billion per year.

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# Action Item #1

Chelsea District Library  
Board of Trustees

## Library Board Fact Sheet

February 18, 2020 Board Packet

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

Accept January donations and changes to the 2020 FY Budget.

<u>Income Line -</u>		<u>Expense Line</u>
Sally & Fred Dickinson	In Memory of Harold Saunders	Non-Designated
674.120	884.801	\$25.00
<u>Sub Total: \$25.00</u>		

Acknowledge the donations below that are already in the 2020 budget.

Henry Cox & Michael Kunkel	Music in the Air	674.112	884.962	\$2,000.00
<u>Sub Total: \$2,000.00</u>				

Total General Donations: \$2,025.00

Acknowledge the donations below toward the CDL Endowment.

Jan Carr, Board Secretary

Date



# DISCUSSION ITEMS





# **Discussion Item #1**

**Chelsea District Library  
Board of Trustees**

## **Library Board Fact Sheet February 18, 2020 Meeting**

**2020-22 Strategic Plan**

**Background:**

**Presentation and board discussion on Bridgeport Consulting's 2020-22 Strategic Plan for Chelsea District Library.**

polymer (see also 1000000)

1000000

1000000

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## **Discussion Item #2**

Chelsea District Library  
Board of Trustees

### **Library Board Fact Sheet** February 18, 2020 Meeting

**Fine Free**

**Background:**

Further discussion on fine free libraries, led by Head of Circulation, Terri Lancaster.



## **Discussion Item #3**

Chelsea District Library  
Board of Trustees

### **Library Board Fact Sheet** February 18, 2020 Meeting

#### **Future Trends in Public Libraries**

**Background:**

Follow-up discussion on the ALA presentation on future trends in public libraries, in which Lori asked the board to choose the trends they'd be most interested in.



# **COMMITTEE INFO & MINUTES**

[illegible]



**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
<b>TJ Helfferich</b>			X		Chair
<b>Anne Merkel</b>	Chair	X			
<b>Gary Munce</b>	X		Chair		
<b>Elizabeth Sensoli</b>	X	Chair		X	
<b>Charlie Taylor</b>				X	X
<b>Susan Lackey</b>			X		X
<b>Jan Carr</b>		X		Chair	

Janice L. Carr

Jan Carr, Board Secretary

1-21-20

Date

